



TOWN COUNCIL REGULAR WORK SESSION

MONDAY, FEBRUARY 3, 2025 @ 6:30PM

Town Hall Conference Room

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

1. Roll Call
2. CLOSED MEETING
3. McKay Springs/Alternative Water Source Evaluation from CHA Consulting
4. NEW BUSINESS
 - A. Special Use Permit for Multi-Family Apartments and an Office Building off Royal Lane - Pennoni Assoc – *Kopishke*
 - B. Rezoning Application to Reclassify Addresses and a Vacant Lot on W. Strasburg Road from C-1 to R-3 – Skyline Realty Investments LLC – *Lauren Kopishke*
 - C. Request from Habitat for Humanity for Waiver of Utility Connection Fees on Osage Street– *BJ Wilson*
 - D. FY25 Budget Amendment and Acceptance of Bid for 8th Street Bridge Replacement Project – *BJ Wilson*
 - E. Proposed Ordinance Amendments to Chapter 4-Administration of Government – *Tina Presley*
5. CLOSED MEETING
6. ADJOURN



CLOSED MEETING AGENDA STATEMENT

Meeting Date: February 3, 2025

Item #02

MOTION 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 purposes:

- 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 Planning Commission.

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 _____ Vice Mayor Veitenthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 3, 2025 Item# 03

Agenda Item: Mckay Springs/Alternative Water Source Evaluation

Summary: The Town's environmental engineering firm, C.H.A. Consulting, will provide Town Council with an update on findings regarding Mckay Springs as an alternative water source as well as other options the Town may want to consider as an alternative water source.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any questions/concerns regarding options for an alternative water source and provide staff with direction if Council would like to obtain estimates for exploring other options or continuing with next steps for Mckay Springs.

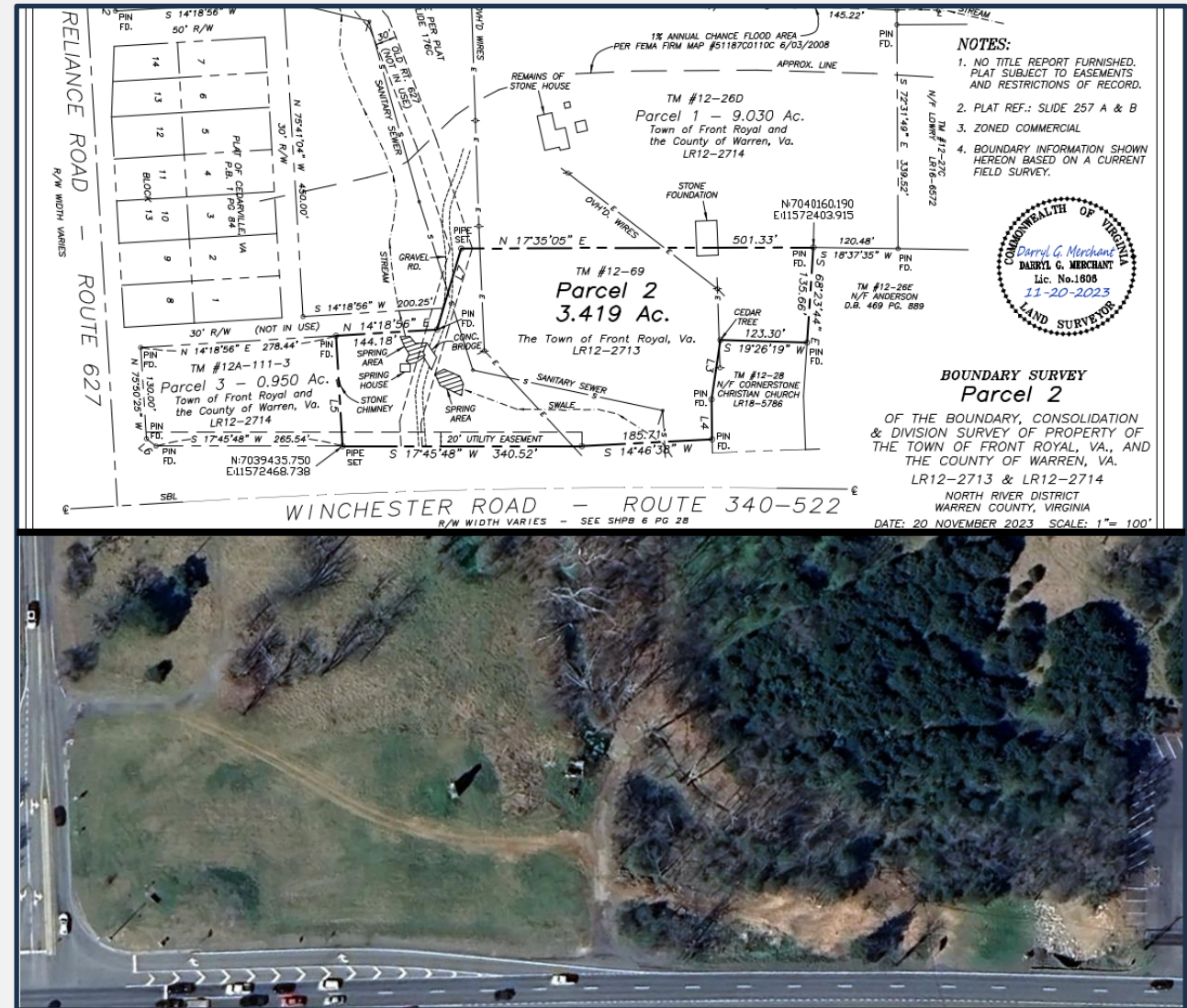


Town of Front Royal Alternative Water Source Evaluation



Project Overview

- Town owns McKay Spring property
- Easement Plat has been prepared
- Previously utilized to serve nearby trailer park
- Discontinued by VDH in 1990
- DEQ requires 90% flow-by if utilized as surface water source
- Well development allows usage of 55% of total well yield (100gpm well = 80,000 gpd)



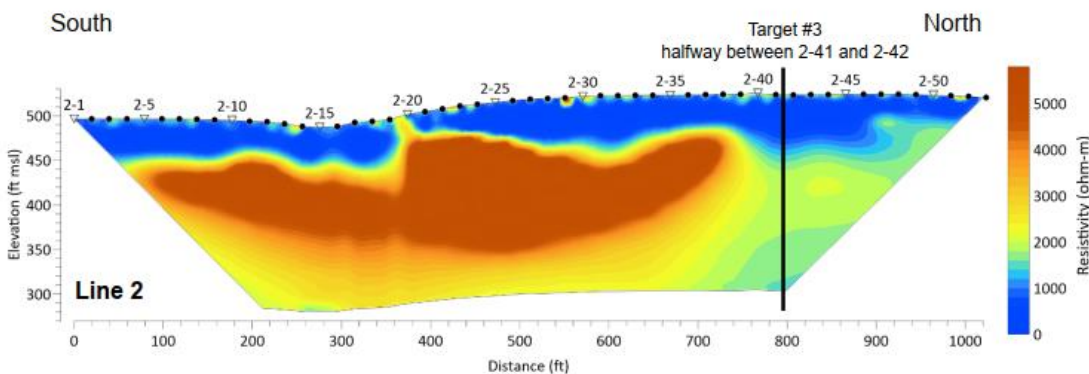
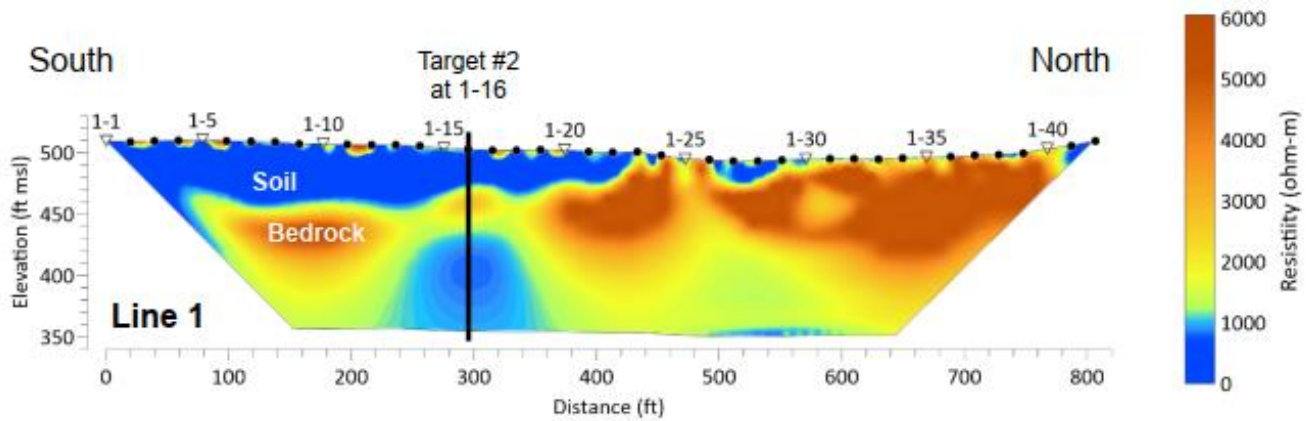
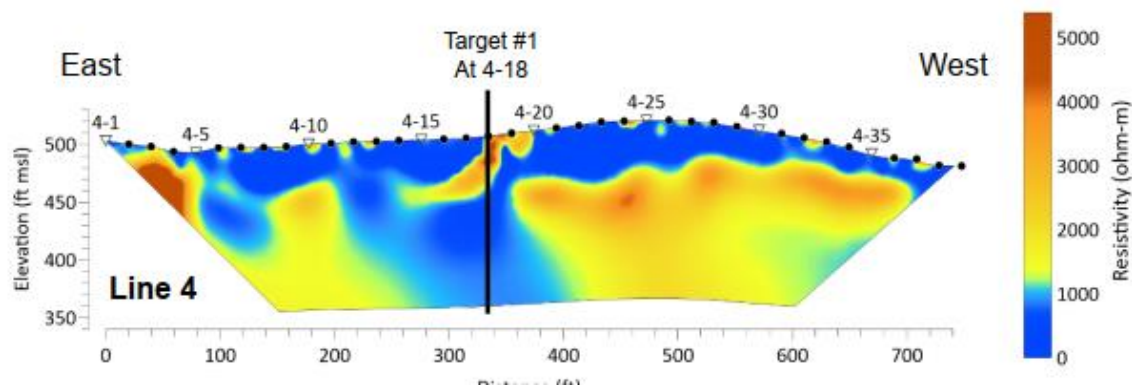
Alternative Sources

Groundwater Wells

- Resistivity Study
 - Low Resistivity – transmits electrical current easily;
 - High resistivity the opposite.
 - Used to create cross sections to infer geologic structures
 - Bedrock/Soil Interface
 - Fractures
 - Voids



Results of Resistivity



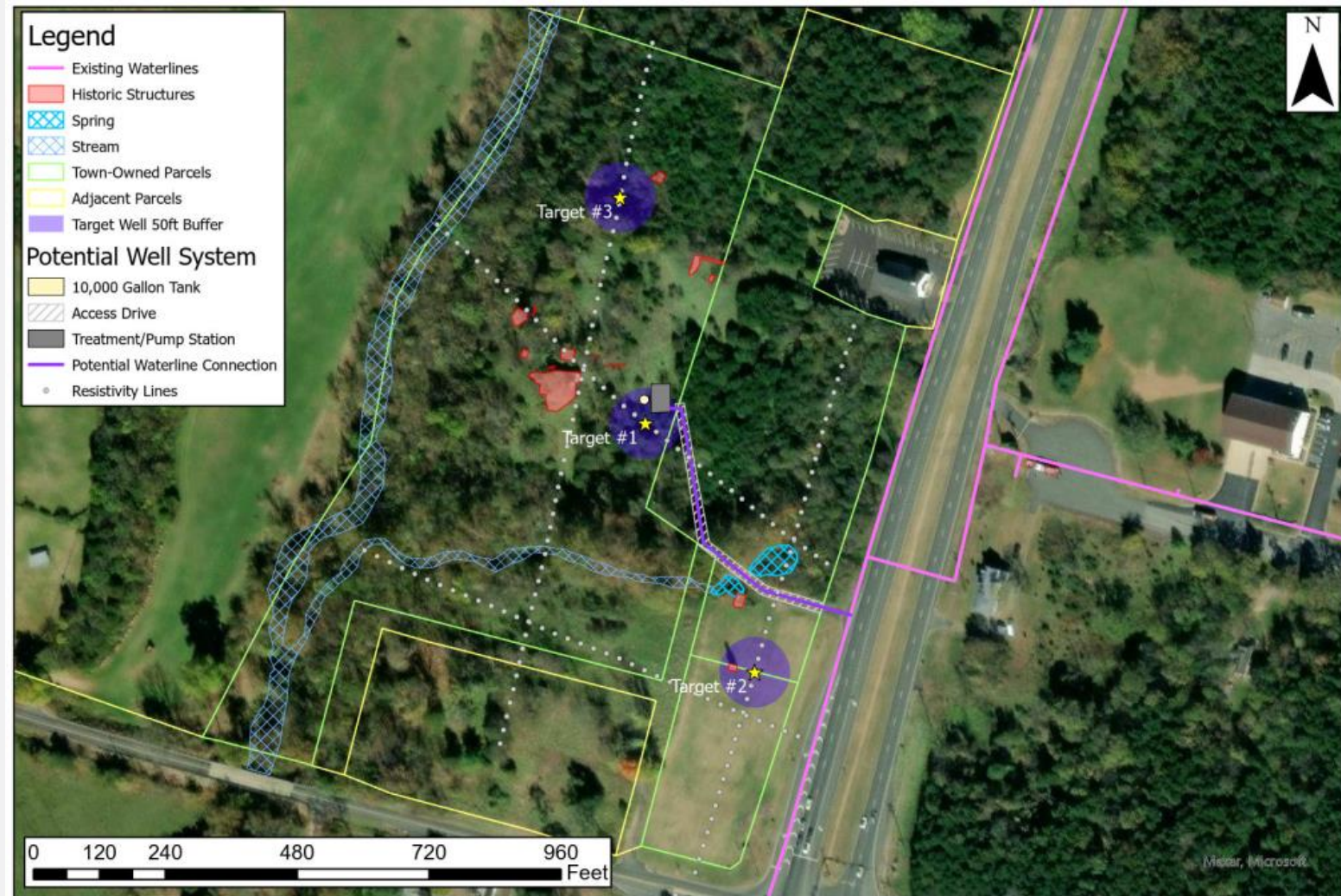
TARGET 1: 150-200 FEET
TARGET 2: 150-200 FEET
TARGET 3: 250-300 FEET

	TARGET 1	TARGET 2	TARGET 3
Pre-Drilling Permitting	\$4000	Included with Target 1	Included with Target 1
Site Work	\$10,000	\$6,000	\$10,000
Well Drilling	\$18,000	\$18,000	\$23,000
	\$32,000	\$24,000	\$33,000

Alternative Sources

Groundwater Wells

- Preliminary Site Layout
 - 3 targets identified
 - Target #2 most accessible
 - Treatment requirement



Previous Studies on Water Quality and Quantity

Quantity

- Wells in County range from 10-70 gpm
- 48-hour drawdown test required to determine yield.
- Allowable use is 55% of that yield.

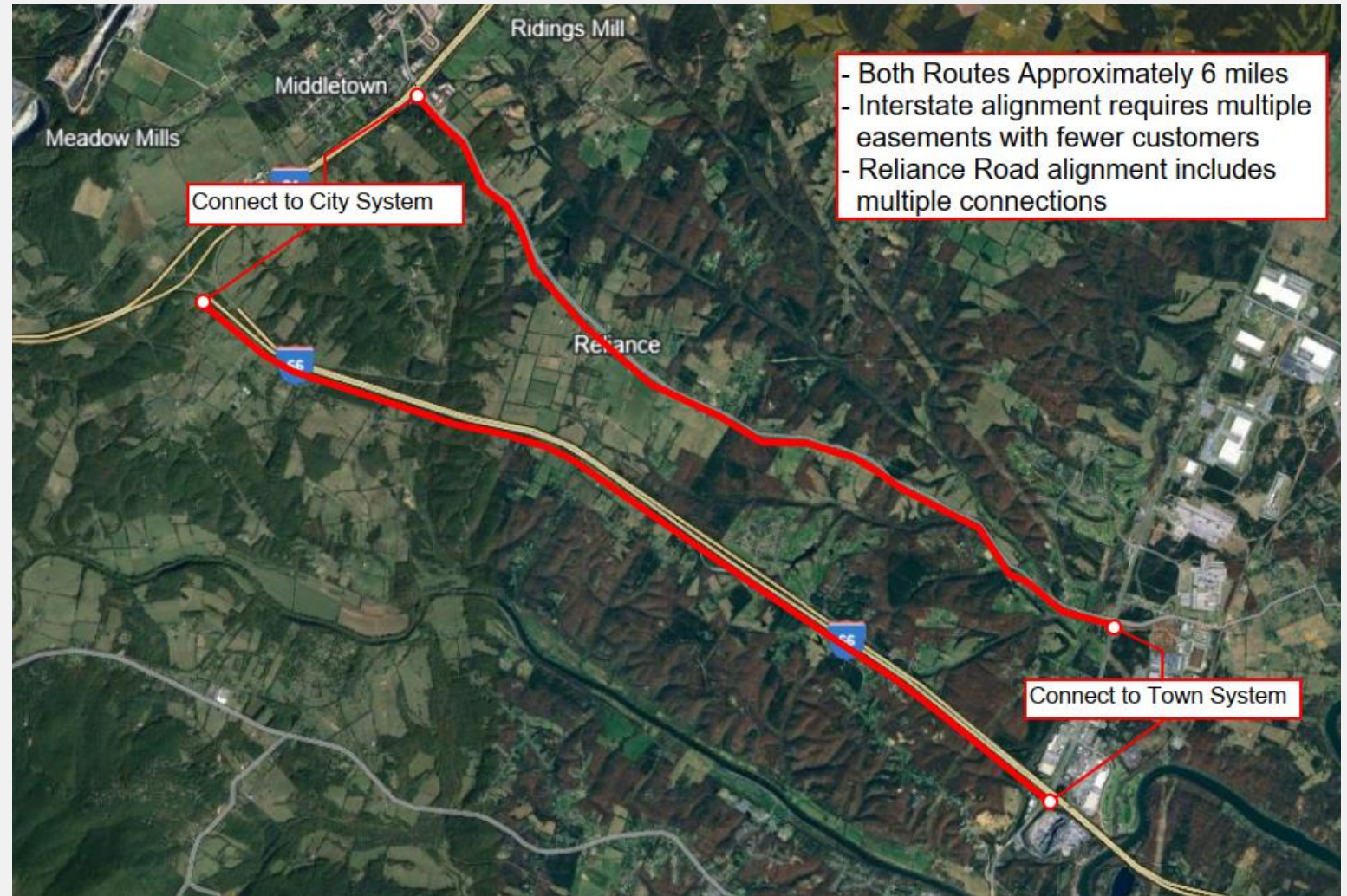
McKay Spring Quality

- Studies show recharge area includes industrial areas with potential to reach spring.
- Likely require treatment as groundwater under the influence.

Alternative Sources

City of Winchester Interconnect

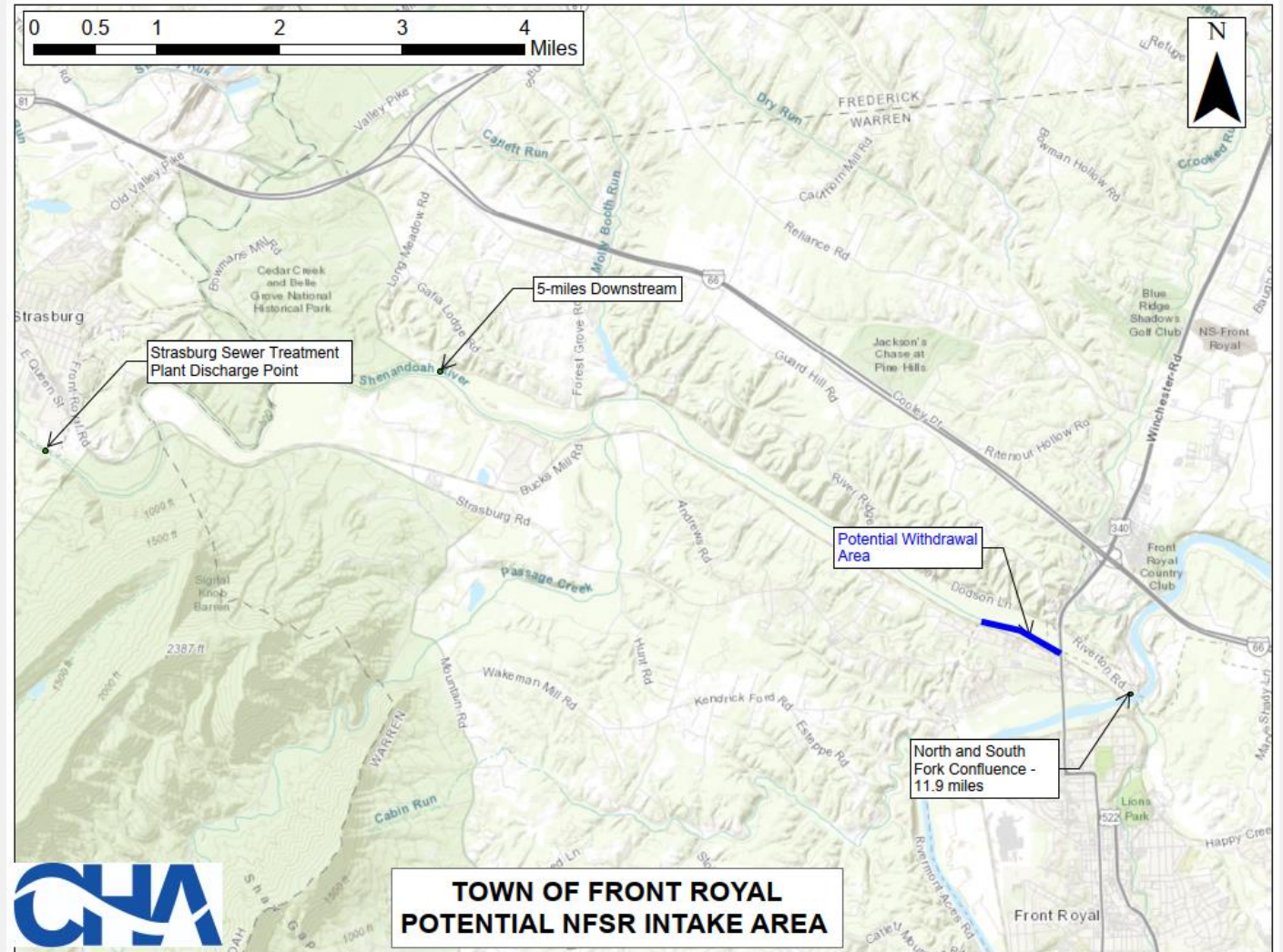
- Interconnect
 - Two-way flow
 - Cost sharing
 - Flexibility
 - Regionalization



Alternative Sources

Additional Intake

- Intake on North Fork
 - 5-mile buffer requirement
 - Permitting
 - PS and FM requirements
 - Operational Costs



Alternative Sources

Quarry



9VAC25-210-310. Exclusions from permits for surface water withdrawals.

A. *The following surface water withdrawals are excluded from VWP permit requirements. Activities other than the surface water withdrawal that are contained in 9VAC25-210-50 and are associated with the construction and operation of the surface water withdrawal are subject to VWP permit requirements, unless excluded by 9VAC25-210-60. Other permits under state and federal law may be required.*

9. Surface water withdrawals from quarry pits that do not alter the physical, biological, or chemical properties of surface waters connected to the quarry pit.

- A. What advance notification to DEQ is required for a new quarry withdrawal? **None needed**, although there will be an annual withdrawal reporting requirements (reports due in January of each year). Depending on the type of intake and supporting appearances, a DEQ construction stormwater permit or USACE/DEQ wetlands/waters construction permit may be needed.
- B. How are potential impacts from quarry withdrawals to nearby surface waters determined by DEQ or if they are even monitored? **Not really monitored by DEQ**, however if nearby groundwater wells are impacted (lack of water), there may be a need to address that.
- C. Are there any other permitting considerations or requirements that would apply? **Some** quarries have a DOE permit that may have some stipulations, and VDH should be notified of the planned use of the new source water, and they may have their own treatment, monitoring, and reporting requirements.

- Owner Communication
- Water Quality/Quantity Determination
 - Sampling
 - Drawdown Testing
 - Withdrawal Option Evaluation
 - Site Access
- DEQ Permitting

Questions?





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 3, 2025 Item# 04A

Agenda Item: Special Use Permit for Multi-Family Apartments and an Office Building off Royal Lane – Pennoni Associates

Summary: A Special Use Permit Application submitted by Pennoni Associates Inc. c/o Mike Artz for Multi-Family Apartments containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified by Tax Map 20A17-1-14B1. The property is zoned C-1, Community Business District.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of SUP Application #2400673. The application presents a scenario that constitutes one of the highest and best uses possible. The main consideration 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. This site does not front a main thorough fare so retail or commercial development activities would be limited due to lacking visibility and restrictions the Town has for off-premises signs. Commercial development activities would also generate additional traffic above and beyond residential.

The Planning Commission recommended approval with the following conditions:

1. On the north side of the property an appropriate barrier or fence be installed to isolate the property from the existing residential property.
2. Upgrade the private drive as shown on the map
3. Extend the road to the property line and not just end at the cul-de-sac.

2400673 – A SPECIAL USE PERMIT APPLICATION SUBMITTED BY PENNONI ASSOCIATES INC. C/O MIKE ARTZ FOR MULTI-FAMILY APARTMENTS CONTAINING THIRTY-SIX (36) UNITS IN THREE (3) SEPARATE APARTMENT HOUSES CONTAINING TWELVE (12) UNITS EACH AND AN OFFICE BUILDING ON A VACANT PARCEL OFF OF ROYAL LANE, IDENTIFIED BY TAX MAP 20A17-1-14B1. 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 – #2400673

MEETING DATE: January 15, 2025

SUMMARY: A Special Use Permit Application submitted by Pennoni Associates Inc. c/o Mike Artz for Multi-Family Apartments containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified by Tax Map 20A17-1-14B1. The property is zoned C-1, Community Business District.

STAFF RECOMMENDATION:

Staff recommends approval of SUP Application #2400673. The application presents a scenario that constitutes one of the highest and best uses possible. The main consideration 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. This site does not front a main thorough fare so retail commercial development activities would be limited due to lacking visibility and restrictions the Town has for off-premises signs. Commercial development activities would also generate additional traffic, above and beyond residential.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to Town Council for Special Use Permit #2400673 for Multi-Family Apartments containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified by Tax Map 20A17-1-14B1.”

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

PLANNING COMMISSION ACTION:

Moved _____ *Seconded* _____

Neel _____ *Marrazzo* _____ *Marshner* _____ *Brooks* _____ *Vacancy* _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
January 15, 2025**

APPLICATION #:

Special Use Permit Application #2400673

APPLICANT:

Pennoni Associates Inc. /Mike Artz

APPLICATION SUMMARY:

A Special Use Permit Application submitted by Pennoni Associates Inc. c/o Mike Artz for Multi-Family Apartments containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified by Tax Map 20A17-1-14B1. The property is zoned C-1, Community Business District.

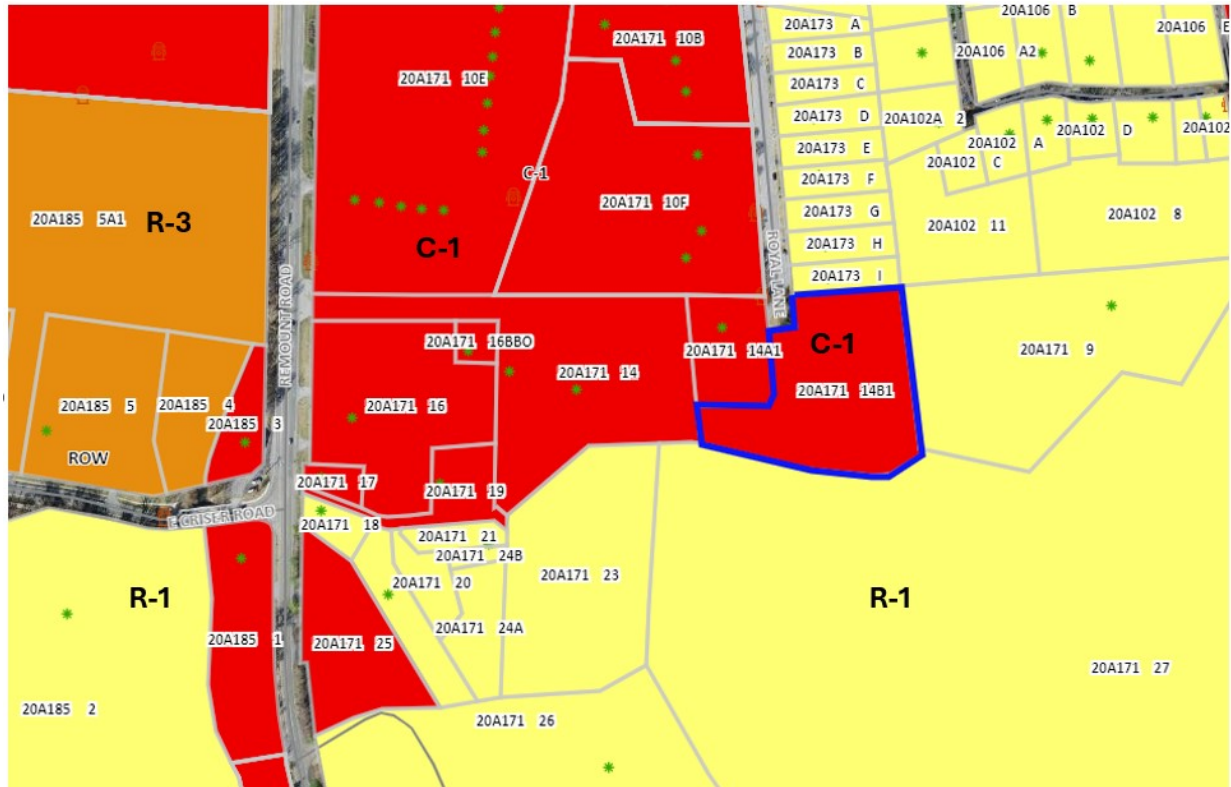
GENERAL INFORMATION:

Site Addresses	Vacant Parcel off of Royal Lane
Property Owner(s)	Boisseau Family LC
Zoning District	C-1, Community Business District
Historic District	No
Tax Identification	Tax Map #20A17-1-14B1

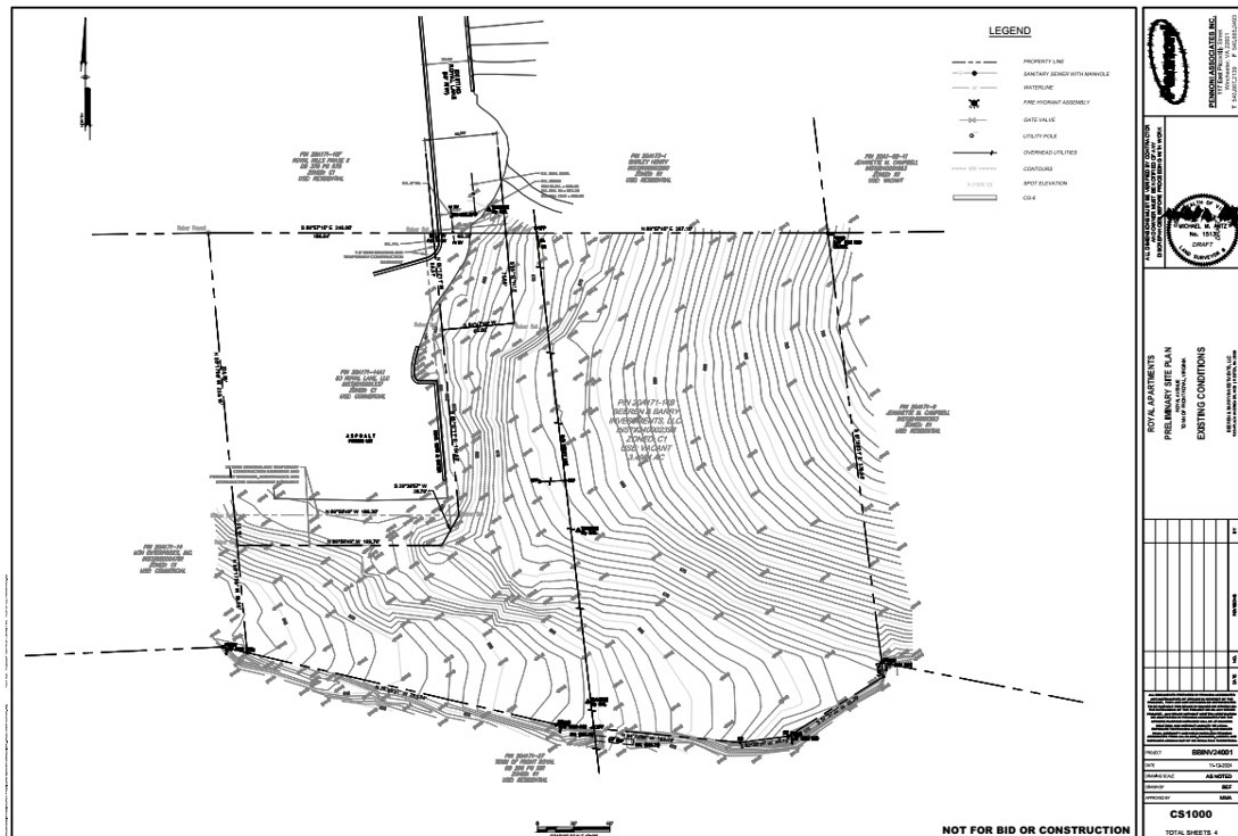
Aerial Map – Warren County GIS (tax map 20A17-1-14B1)



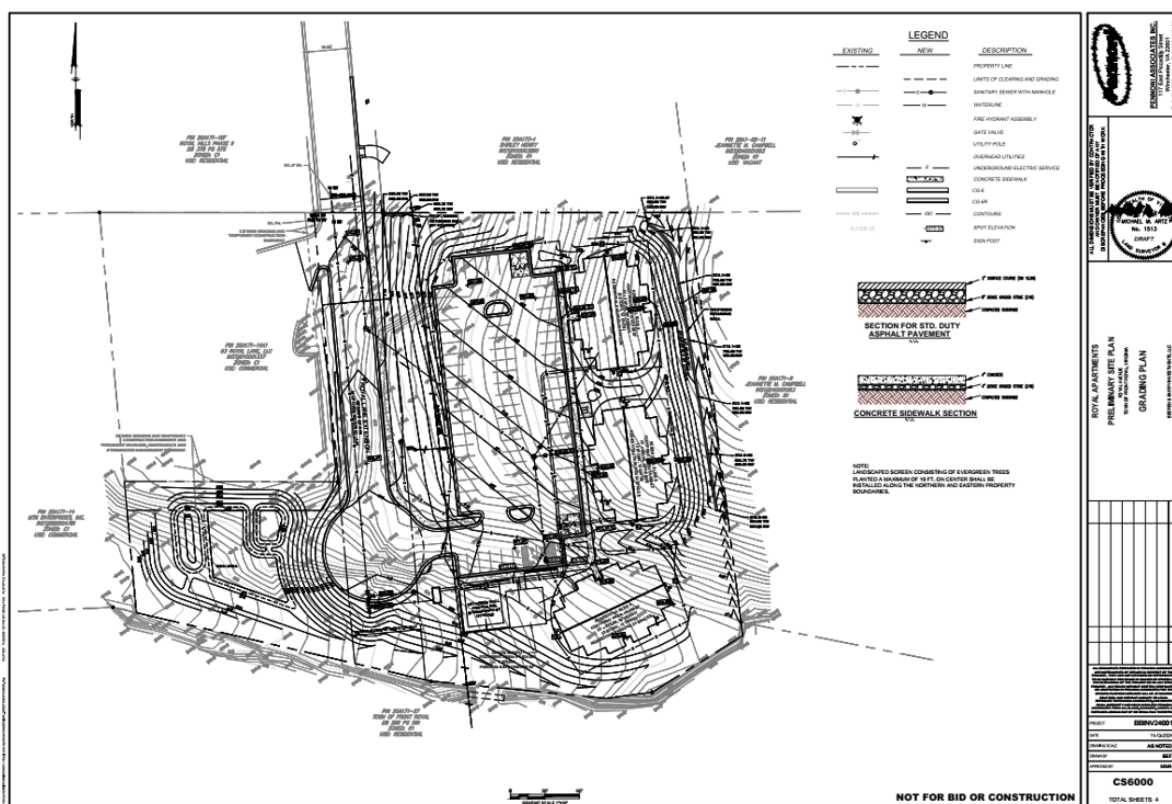
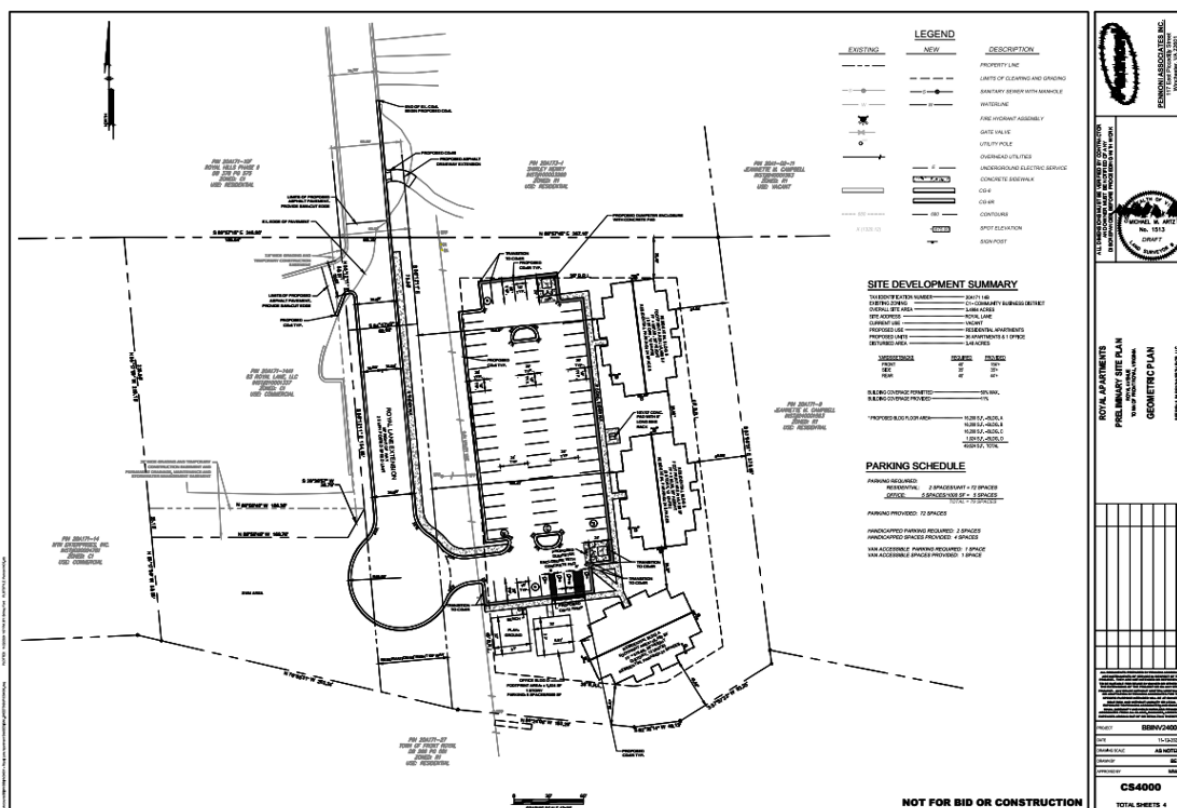
Town Zoning Map (tax map 20A17-1-14B1)



Existing Conditions

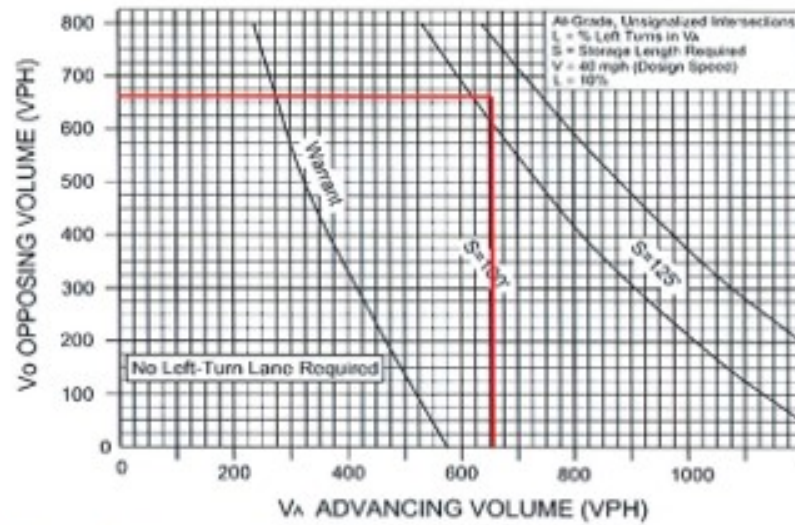


Grading Plan



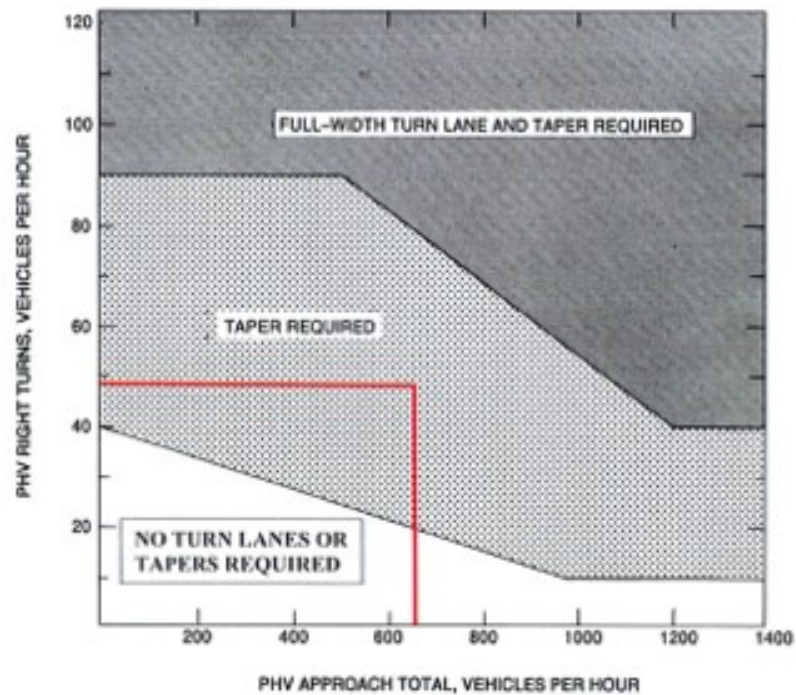
Impact Analysis Statement

Warrant for Left Turn Lane



Note: 125 Foot Left Turn Lane Required (Westbound Route 55).

Warrant for Right Turn Lane



Note: Right Turn Taper Required (Eastbound Route 55).

Photograph 1 and Photograph 2, provided below, depict the existing road improvements for John Marshall Highway at its intersection with Royal Lane. As shown, John Marshall Highway currently includes an eastbound right turn lane as well as a shared center turn lane which would accommodate westbound left turn movements onto Royal Lane. These existing improvements would satisfy the requirements for the right and left turn lane warrant analysis above.



Photograph 1. John Marshall Highway at Royal Lane (View facing east)



Photograph 2. John Marshall Highway at Royal Lane (View facing west)

**Warren County
Comments**

David Beahm, Warren County Building Official:

Comments – Beeren & Barry Investments, LLC – Rezoning C-1 to Residential Apartments – Tax Map 20A171 14B1 – 0 Royal Lane, Front Royal – 2400673:

- Erosion and Sediment Control (ESC) Items:
 - Application and permits are required for ESC permit, which would be a normal submission including a full plan review application.
 - The area of disturbance exceeds one (1) acre which will additionally require a Stormwater permit through the Department of Environmental Quality (DEQ). Approval by DEQ (Construction General Permit) would be required prior to any ESC Permit and any type of Building Permit being issued by Warren County.
 - Each lot when developed for a residential dwelling unit would then be required to have an Agreement In Lieu Of can be obtained.
- Site Plan Review:
 - If or when any building construction related activity were to take place, a Site Plan Review and Permit for Building Code Compliance would be required to be completed for including emergency access, utilities, structure placement for required fire separation, fire hydrants, fire lane markings, required fire signage, etc.
- Building Inspections Items:
 - If or when any building construction related activity (structure, electrical, plumbing, mechanical, fire suppression, energy, etc.) were to start, it would be subject to the normal requirements of application, review and approval prior to work beginning.
- Fire Marshal's Office Comments (standard):
 - We would defer all comments for the site development/new construction/retrofit/change of use to the Building Official. Upon approval and issuance of the CO, the facility (as applicable) shall be maintained in accordance with the Virginia Statewide Fire Prevention Code.

If anything should change in the scope, additional requirements may be required.

	All submissions for these items would be made to the Building Inspections Department through the email address: inspections@warrencountyva.gov
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 of SUP Application #2400673. The application presents a scenario that constitutes one of the highest and best uses possible. The main consideration 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. This site does not front a main thorough fare so retail commercial development activities would be limited due to lacking visibility and restrictions the Town has for off premises signs. Commercial development activities would also generate additional traffic, above and beyond residential.

ATTACHMENTS: Application and associated documents from the Applicant.

Town of Front Royal, Virginia

SPECIAL USE PERMIT APPLICATION MATERIALS

FOR REVIEW OF

ROYAL LANE APARTMENTS

November 2024

Prepared by:
Pennoni Associates Inc.
117 E. Piccadilly Street
Suite 200
Winchester, Virginia 22601

Phone: 540-667-2139 Fax: 540-665-0493



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 - II. Impact Analysis
 - III. Preliminary Site Plan
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I.

APPLICATION



TOWN OF FRONT ROYAL

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

Main: 540.635.4236
Fax: 540.631.2727
Internet: www.frontroyalva.com

SUP _____

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Pennoni Associates Inc. c/o Mike Artz PHONE 540-667-2139

ADDRESS 117 E. Piccadilly St., Suite 200, Winchester, VA 22601

E-MAIL MArtz@pennoni.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS Royal Lane (vacant)

TAX MAP 20 SECTION A BLOCK 171 LOT 14B1

SUBDIVISION NAME _____ ACREAGE 3.601

REQUEST

ZONING DISTRICT C-1

PROPOSED USE OF PROPERTY Residential Apartments

SPECIFIC SPECIAL USE PERMIT REQUEST Three 12 unit apartment buildings

and an office.

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 _____ Date _____

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 # _____ Date Paid _____

II.

IMPACT ANALYSIS

ROYAL LANE APARTMENTS – IMPACT ANALYSIS STATEMENT

November 19, 2024

The following is a summary of the proposed special use permit for Royal Lane Apartments which proposes 36 total apartment units comprised of three 3-story buildings, as well as an office building, on the vacant parcel at the existing terminus of Royal Lane within the Town of Front Royal (the “Town”). The project site totals 3.4984 acres zoned C-1 (Community Business) and is identified by the Town as tax map parcel 20A171-14B (the “Property”). The development is proposed by Beeren & Barry Investments, LLC to provide for needed workforce housing in the area. The Town of Front Royal Zoning Ordinance permits apartment developments containing four or more units within the C-1 Zoning District subject to approval of a Special Use Permit.

Proposed Development

The proposed development plan for the Property is depicted on the attached Preliminary Site Plan for Royal Lane Apartments. As shown, the project would consist of three buildings, each containing 12 apartment units along with associated surface parking served by a southerly extension of Royal Lane, an office space, and a playground. The proposed 36 apartment units represent a density of 10 dwelling units per acre. The extension of Royal Lane would be constructed to Town standards to provide for the future dedication of the roadway and its associated right of way through the Property, allowing for an extension of the roadway south of the project site at a future date, if desired.

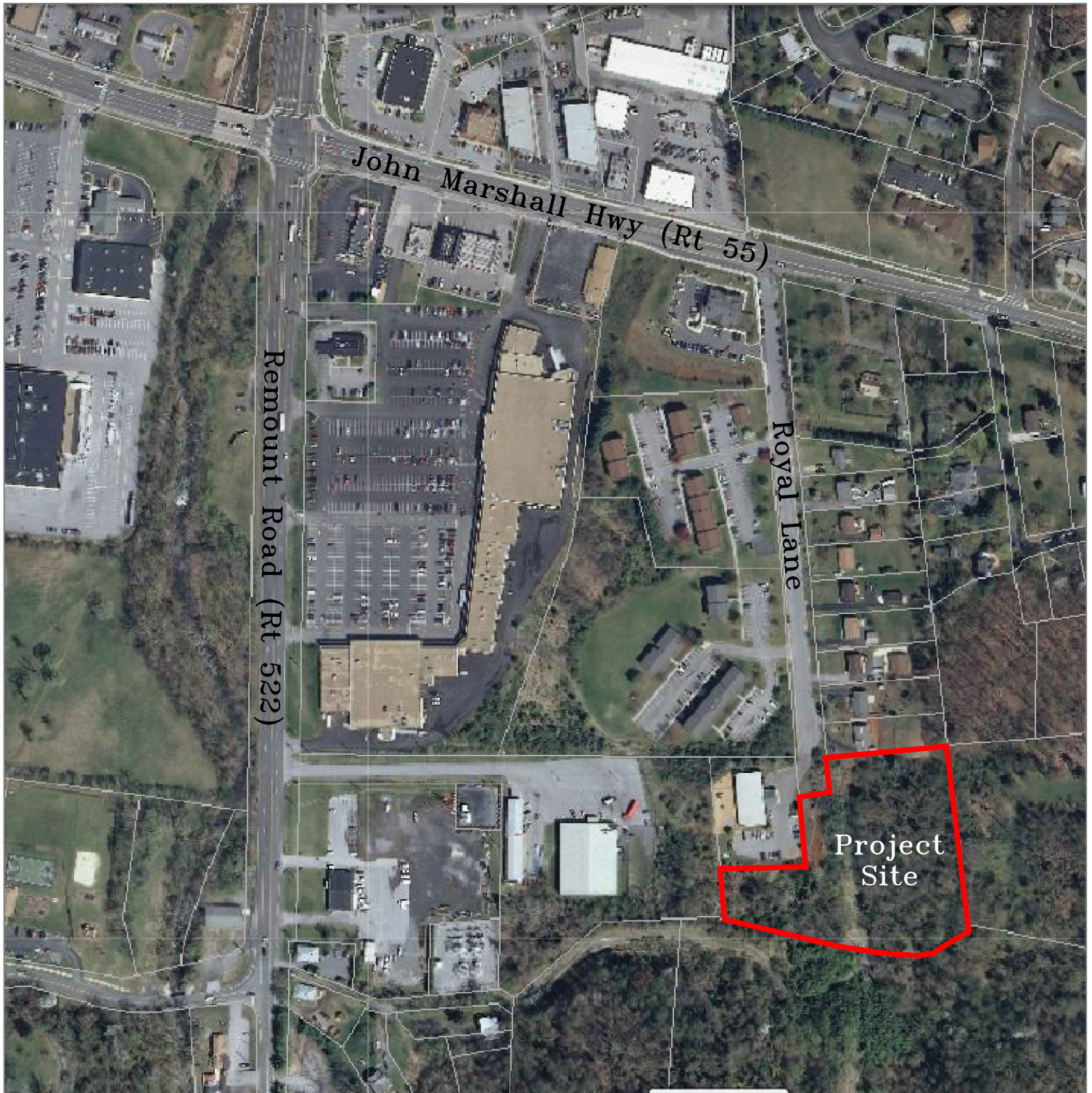
Site Location

A location map is attached as *Exhibit A*. As shown, the project is located at the existing terminus of Royal Lane approximately 1,100 feet south of the intersection of Royal Lane with John Marshall Highway (Route 55). Existing development along Royal Lane is predominantly residential in nature. Business type development on the roadway is limited to a professional office building located at Royal Lane’s intersection with Route 55 as well as a day care facility located west and adjacent to the subject Property at the terminus of Royal Lane. The remaining development along Royal Lane includes apartments on the west side of the roadway and single-family dwellings on the east side. The proposed apartment use for the Property would be consistent with the residential nature of Royal Lane.

A zoning map is attached as *Exhibit B*. The subject Property as well as all parcels located west of Royal Lane are zoned C-1 (Community Business) while the parcels located east of Royal Lane are zoned R-1 (Residential). Despite the commercial zoning for half the parcels fronting Royal Lane, the predominant development pattern is residential in the area. The proposed apartment use of the subject property would ensure that the project is developed in a manner that is consistent with the existing development pattern.

Site Characteristics

Sheet 2 of the attached preliminary site plan depicts the existing site conditions. The Property is currently vacant, wooded and includes an existing power line bisecting the site in a north/south direction. The Property contains sloping topography with a high



Source: Warren Co. GIS

Royal Lane Apartments

Exhibit A – Location Map

TOWN OF FRONT ROYAL, VIRGINIA

PENNONI ASSOCIATES INC.

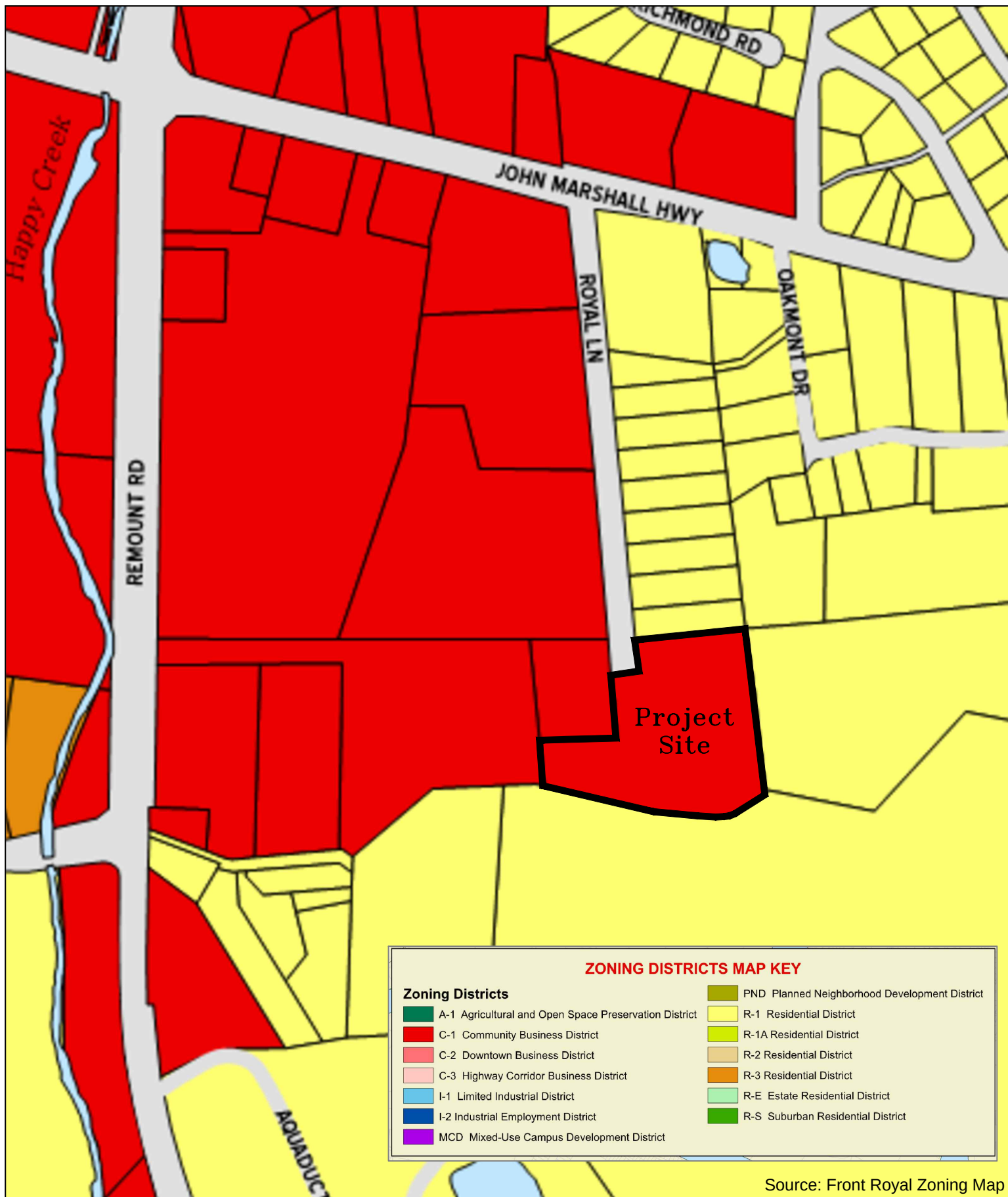
117 E. Picadilly St. Winchester, Virginia 22601
VOICE: (540) 667-2139 FAX: (540) 665-0493

Revised

–

10/24/2024

1"=300'



Source: Front Royal Zoning Map

Royal Lane Apartments

Exhibit B – Zoning Map

TOWN OF FRONT ROYAL, VIRGINIA

PENNONI ASSOCIATES INC.

117 E. Picadilly St. Winchester, Virginia 22601
VOICE: (540) 667-2139 FAX: (540) 665-0493

Revised
—

10/24/2024

1"=300'

elevation at its western boundary of 707 feet and a low elevation at the eastern property boundary of approximately 643 feet. The proposed development plan takes the sloping topography into account and would utilize a retaining wall with a maximum height of approximately 8 feet in proximity to the eastern property boundary, as well as a retaining wall to the south of the property around the playground area.

Soils on the site are identified as Unison-Chagrin-Dyke soils which are characterized as deep, well drained soils that have a loamy or clayey subsoil. The specific soil type for the subject includes Chester loam and Dekalb channery loam. The characteristics of this soil type and any implications for site development are manageable through the site engineering process.

Pursuant to FEMA flood map numbers 51187C0116C and 51187C0118C, both with effective date June 3, 2008, the entire site is located in areas of minimal flooding outside of the 100-year and 500-year flood plain.

Access and Transportation

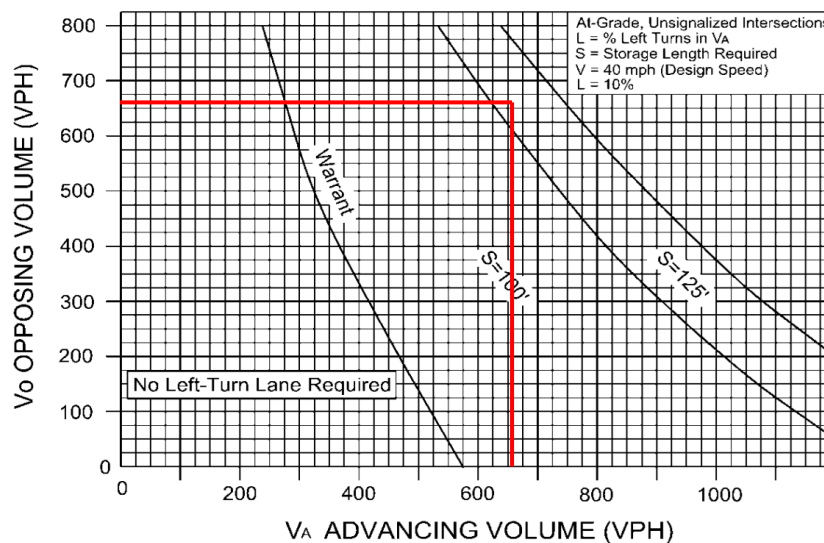
Access to the Property would be provided by an extension of Royal Lane into the Property. Currently, Royal Lane terminates at the northern property boundary. The proposed development plan would extend Royal through the Property to a cul-de-sac near the southern site boundary. A reserve area will be provided that would enable the dedication of the extension of Royal Lane through the site as a public street. The right of way reservation area extends to the southern property boundary, providing the opportunity for a future extension of Royal Lane if desired.

The proposed 36 apartment units would generate 252 average daily vehicle trips. Compared with the commercial uses that could be realized on the Property on a by-right basis, this special use permit application substantially reduces the trip generation potential for the site.

Other existing uses on Royal Lane include 9 single family dwellings, 90 apartment dwellings, a day care facility of approximately 7,000 SF, and a professional office building of approximately 10,000 SF. These existing uses would generate approximately 1,502 ADT (average daily trips). Combined with the 252 trips associated with the proposed 36 apartment units, the total traffic volume on Royal Lane would be approximately 1,754 ADT. Applying a peak hour factor of 0.11, the peak hour trips would be approximately 193 trips (97 trips in/96 trips out based on a 50/50 split of inbound and outbound movements).

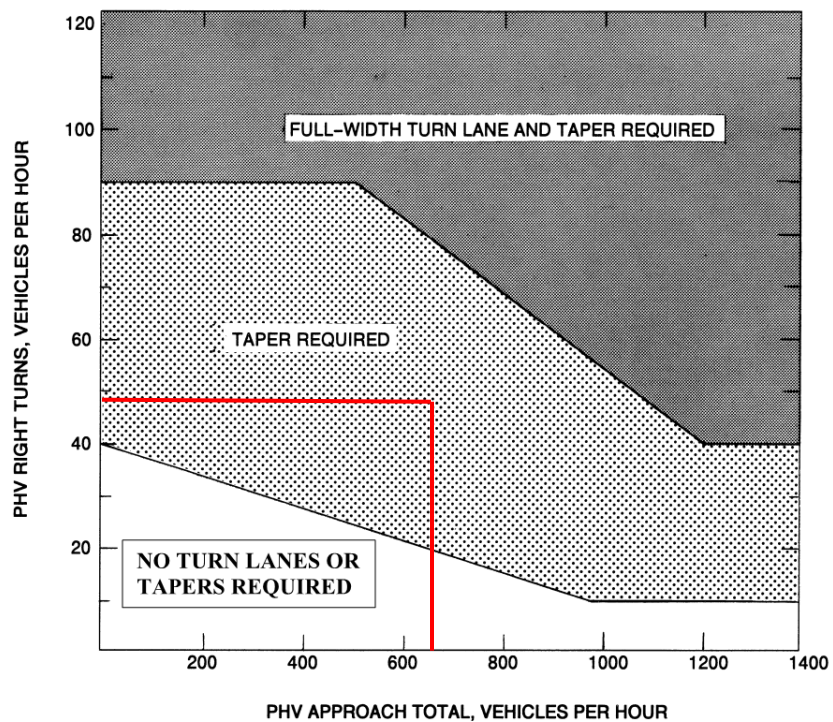
2014 VDOT traffic data identifies 12,000 total trips on John Marshall Highway at Royal Lane. Assuming a 50/50 split between eastbound and westbound trips results in 6,000 eastbound and 6,000 westbound trips resulting in 660 peak hour trips in each direction. Utilizing the VDOT Road Design Manual and 2014 VDOT Traffic Counts on John Marshall Highway (assuming a 50/50 split on eastbound and westbound trips), left and right turn lane warrants for the subject intersection are as follows:

Warrant for Left Turn Lane



Note: 125 Foot Left Turn Lane Required (Westbound Route 55).

Warrant for Right Turn Lane



Note: Right Turn Taper Required (Eastbound Route 55).

Photograph 1 and *Photograph 2*, provided below, depict the existing road improvements for John Marshall Highway at its intersection with Royal Lane. As shown, John Marshall Highway currently includes an eastbound right turn lane as well as a shared center turn lane which would accommodate westbound left turn movements onto Royal Lane. These existing improvements would satisfy the requirements for the right and left turn lane warrant analysis above.



Photograph 1. John Marshall Highway at Royal Lane (View facing east)



Photograph 2. John Marshall Highway at Royal Lane (View facing west)

Royal Lane is currently unstriped, but has sufficient pavement width to provide for separate turn lanes at its intersection with John Marshall Highway. *Photograph 3* depicts the existing improvements for Royal Lane at the subject intersection.



Photograph 3. Royal Lane at John Marshall Highway (View facing north).

Existing improvements are in place to accommodate the traffic generated by the proposed 36 apartment units. Moreover, the proposed special use permit would substantially diminish the traffic impact potential under the existing C-1 zoning for the Property. Accordingly, the minor trip generation associated with the proposal is manageable under existing road improvements.

Stormwater Management

Under existing conditions, the site drains from east to west. The proposed development program for the project would generally maintain the existing drainage pattern and direct stormwater flows to a stormwater management facility, likely a bio-retention filter to accommodate both stormwater quantity and quality requirements, at the southwestern limits of the project.

Sewage Conveyance and Water Supply

Using a standard rate of 200 gallons per day/dwelling unit it is projected that the proposed development would produce up to 7,200 gallons per day of sewer flow. Water usage would be approximately equivalent to the sewer flows. The site would be served by an extension of the existing water and sanitary facilities within Royal Lane. The water

system will be designed to provide adequate pressure for potable water service and fire-fighting services.

Summary

The proposed Royal Lane Apartments project would provide for the development of 36 apartment units to aid in satisfying workforce housing needs. Properties along Royal Lane are developed predominantly for residential uses despite all parcels located on the west side of the roadway being zoned for commercial uses. The proposed apartment use would continue the existing residential development pattern for the area while diminishing the traffic generation potential for the site under the existing C-1 zoning thereby minimizing impacts to the intersection of Royal Lane and John Marshall Highway.

In the case of this proposed application, the special use permit proposal would be more in keeping with surrounding properties than most of the by-right commercial uses that could occur on the Property. Therefore, the proposed special permit application for the apartments use merits favorable consideration.

III.

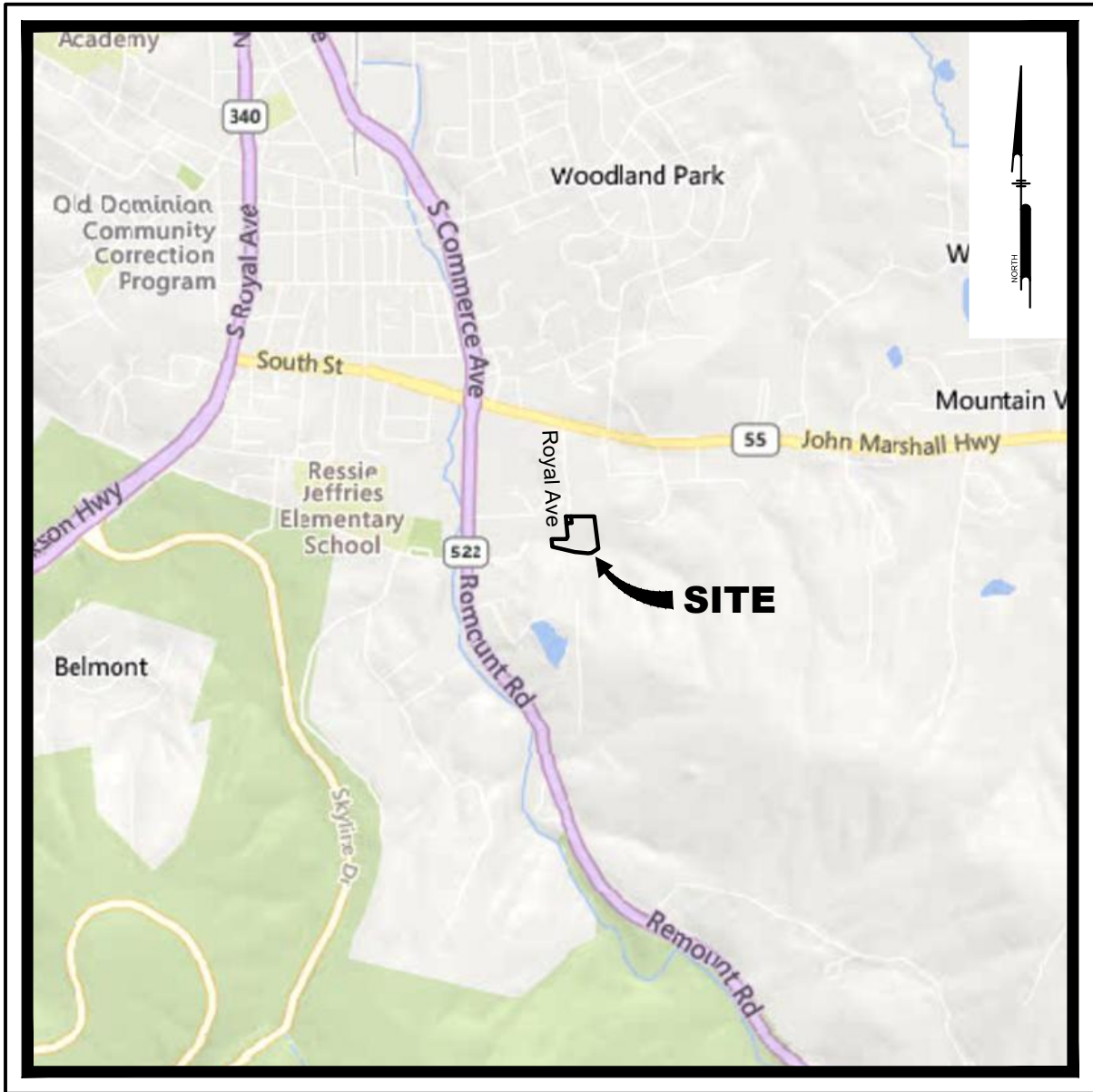
PRELIMINARY SITE PLAN

ROYAL APARTMENTS
PRELIMINARY SITE PLAN

SITE PLAN #__ - __
TOWN OF FRONT ROYAL, VIRGINIA -
ORIG SUBMISSION DATE: TBD
REVISED SUBMISSION DATE: TBD

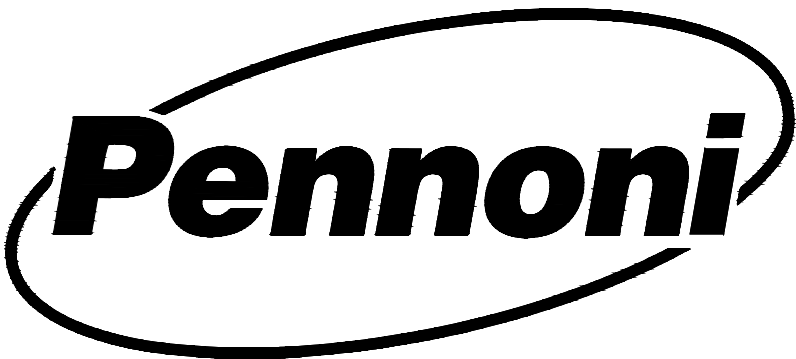
PREPARED FOR:
OWNER/DEVELOPER
BEEREN & BARRY INVESTMENTS, LLC
11654 PLAZA AMERICA DR. #653
RESTON, VA 20190

Sheet List Table	
Sheet Number	Sheet Title
CS0000	COVER SHEET
CS1000	EXISTING CONDITIONS
CS4000	GEOMETRIC PLAN
CS6000	GRADING PLAN



LOCATION MAP
Scale: 1" = 2000'

PREPARED BY:
PENNONI ASSOCIATES INC.



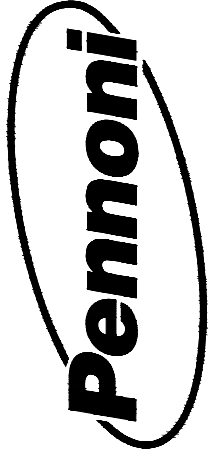
117 East Piccadilly Street
Winchester, VA 22601
T 540.667.2139
F 540.665.0493



CALL BEFORE YOU DIG

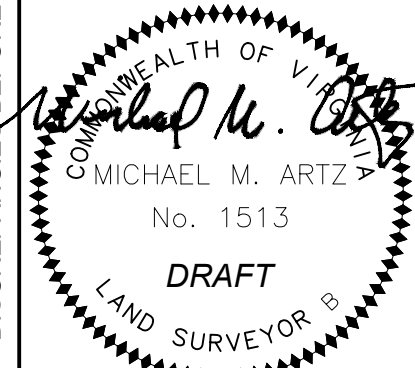
ALWAYS CALL 811 BEFORE YOU DIG IN VIRGINIA
CALL 1-800-552-7001

SECTION 56-265.17 REQUIRES THREE WORKING DAYS
NOTICE TO UTILITIES BEFORE YOU EXCAVATE, DRILL OR
BLAST VIRGINIA UTILITY PROTECTION SERVICE, INC.
TICKET NUMBER(S):



PENNONI ASSOCIATES INC.
117 East Piccadilly Street
Winchester, VA 22601
T 540.667.2139 F 540.665.0493

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR
AND OWNER MUST BE NOTIFIED OF ANY
DISCREPANCIES BEFORE PROCEEDING WITH WORK



DRAFT

ROYAL APARTMENTS
PRELIMINARY SITE PLAN
ROYAL AVENUE
TOWN OF FRONT ROYAL, VIRGINIA
COVER SHEET

BEEREN & BARRY INVESTMENTS, LLC
11654 PLAZA AMERICA DR. #653 | RESTON, VA 20190

NO.	DATE	REVISIONS	BY

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

PROJECT	BBINV24001
DATE	11-12-2024
DRAWING SCALE	AS NOTED
DRAWN BY	BEF
APPROVED BY	MMA

CS0000
TOTAL SHEETS 4

NOT FOR BID OR CONSTRUCTION



T 540.667.2139 **F** 540.665.0493

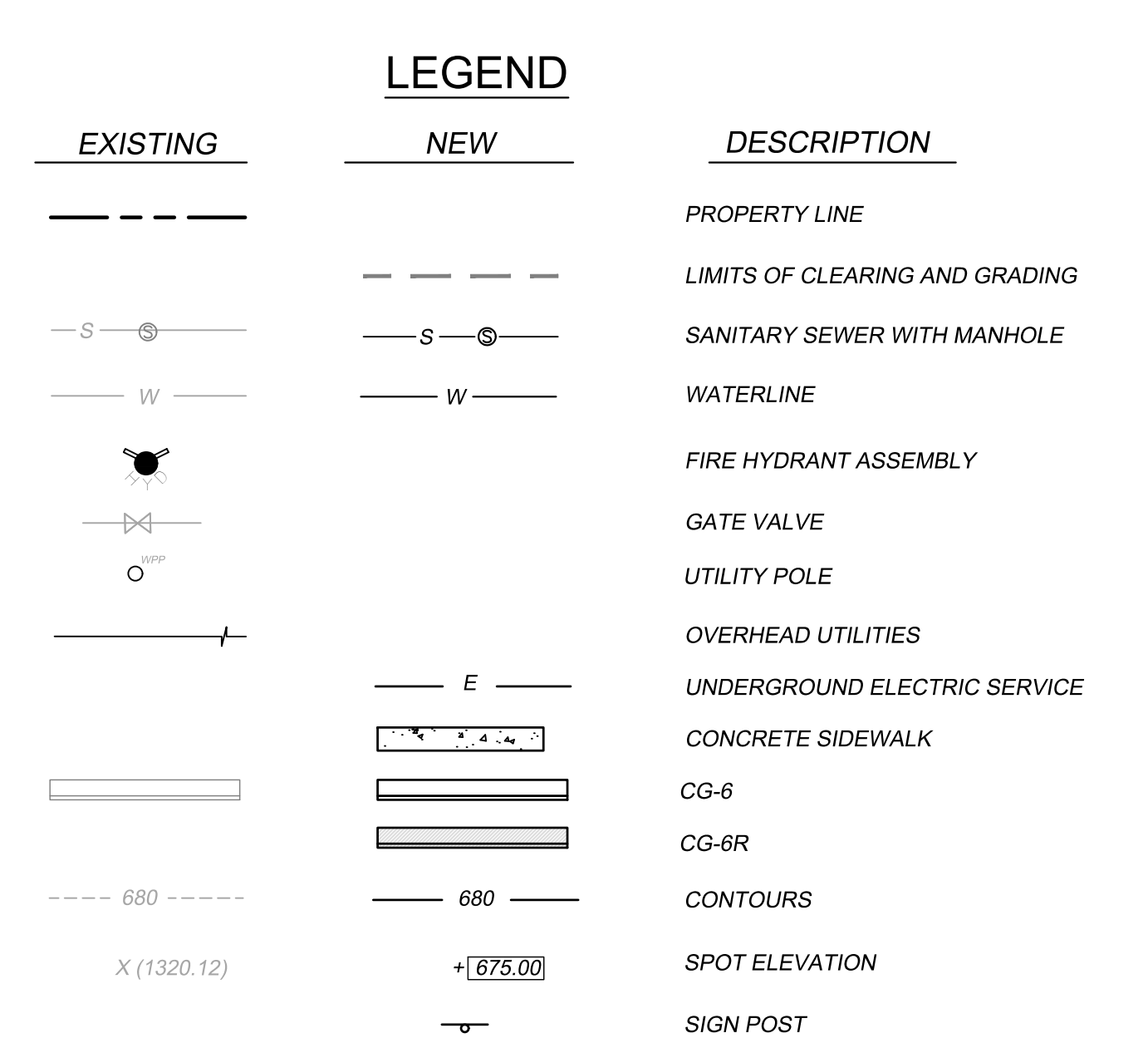
EXISTING CONDITIONS

BEEREN & BARRY INVESTMENTS, LLC
1654 PINE AVE AMERICA DR #653 | RESTON VA 20190

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

CS1000

TOTAL SHEETS 4



TAX IDENTIFICATION NUMBER	20A171 14B
EXISTING ZONING	C1 - COMMUNITY BUSINESS DISTRICT
OVERALL SITE AREA	3.4984 ACRES
SITE ADDRESS	ROYAL LANE
CURRENT USE	VACANT
PROPOSED USE	RESIDENTIAL APARTMENTS
PROPOSED UNITS	36 APARTMENTS & 1 OFFICE
DISTURBED AREA	3.48 ACRES

<u>YARDS/SETBACKS</u>	<u>REQUIRED</u>	<u>PROVIDED</u>
FRONT	40'	154'+
SIDE	35'	35'+
REAR	40'	44'+

BUILDING COVERAGE PERMITTED	50% MAX.
BUILDING COVERAGE PROVIDED	11%

* PROPOSED BLDG FLOOR AREA.....	16,200 S.F. - BLDG. A
	16,200 S.F. - BLDG. B
	16,200 S.F. - BLDG. C
	1,024 S.F. - BLDG. O
	<u>49,624 S.F. TOTAL</u>

PARKING REQUIRED:
RESIDENTIAL: 2 SPACES/UNIT = 72 SPACES
OFFICE: 5 SPACES/1000 SF = 5 SPACES
TOTAL = 79 SPACES

PARKING PROVIDED: 72 SPACES

HANDICAPPED PARKING REQUIRED: 2 SPACES
HANDICAPPED SPACES PROVIDED: 4 SPACES

VAN ACCESSIBLE PARKING REQUIRED: 1 SPACE
VAN ACCESSIBLE SPACES PROVIDED: 1 SPACE

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK			PENNONI ASSOCIATES INC. 117 East Piccadilly Street Winchester, VA 22601 T 540.867.2739 F 540.665.0493
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ROYAL APARTMENTS
PRELIMINARY SITE PLAN
ROYAL AVENUE
TOWN OF FRONT ROYAL, VIRGINIA
GEOMETRIC PLAN

[illegible]

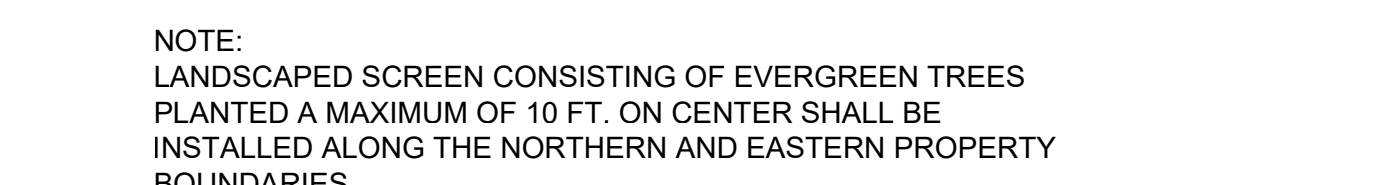
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PROJECT	BBINV24001
DATE	11-12-2024
DRAWING SCALE	AS NOTED
DRAWN BY	BEF
APPROVED BY	MMA

CS4000

TOTAL SHEETS 4

NOT FOR BID OR CONSTRUCTION



Tina Presley

From: Melissa DeDomenico-Payne
Sent: Friday, January 17, 2025 12:02 PM
To: Town Council; Tina Presley; BJ Wilson
Subject: Fwd: Special Use Permit #2400673

Just FYI. The original email went to my junk folder so I'm not sure everyone saw it. So I'm forwarding it to you with my response. Thanks.

Blessings to you sent from the iPhone of Melissa DeDomenico-Payne!

Begin forwarded message:

From: Melissa DeDomenico-Payne <mdedomenico-payne@frontroyalva.com>
Date: January 17, 2025 at 11:59:52 AM EST
[REDACTED]
Subject: Re: Special Use Permit #2400673

Thank you for sending this information. I will review and consider. I would strongly encourage you to come to the public hearing and also send to the Council Clerk and ask that it be submitted for the record since time will not allow for it to be fully heard. I will alert other Council members of your email. It actually went to my junk folder so I'm not sure everyone saw it. Take care.

Blessings to you sent from the iPhone of Melissa DeDomenico-Payne!

On Jan 16, 2025, at 3:38 PM, [REDACTED]
wrote:

Good Afternoon Mayor Cockrell and Members of Council,

I am writing in regards to Special Use Permit #2400673 regarding the proposed development of multi-family apartments containing 3 units that will be located off of Royal Lane.

I own the childcare business that neighbors this proposed development. I attended the Planning Meeting that was held last night regarding this specific application and have some concerns. Due to time constraints on how long you can speak, my representative and owner of the property that I conduct the center business on was unable to address each issue or have another opportunity to speak even though the representative of the developer was allowed to have additional time and speak again.

The concerns are as follows:

**The application mentioned workforce housing but that verbiage is no longer applicable.

**Prior to the start of the meeting, the board members were discussing an email that had come in to change this application to condominiums instead of the proposed apartments. This email was not submitted in time for review prior to the meeting and all members were stating that the application would have to be withdrawn due to the change. The Planning Director, Lauren Kopishke, approached the applicant and told him to not use the word condominium, to continue to use the apartment language, get the approval, build it and do as he wishes with it. This kind of behavior from someone that is in a department that's mission is to "...promote the orderly growth of the community through the development and enforcement of plans and regulations that promote health, safety and general welfare of Town citizens." was rather disappointing and felt deceitful. As a citizen that this directly affects, it made me question if attending public hearings even matters since it seemed that the plan to move forward was already made.

**A special use permit is required for this type of build in this area and due to that the impact it will make on the community is to be researched and taken into consideration. I fully understand that it is zoned C-1, and that landowners have a right to build what the property is zoned for, however, the infrastructure must be able to support it. Royal lane is a dead end road that exits on to John Marshall Hwy. It currently houses a childcare center, residential homes, a medical office building and 90 apartments. The traffic that gets bottlenecked on this road currently is very dangerous during peak times. Turning on to Royal Lane is not a problem but trying to get off Royal Lane is more than troublesome. The thought of adding an estimated number of an additional 252 trips is extremely concerning.

**This property had received approval for this exact build in 2016 under the direction of the EDA. It was supposed to be workforce housing that would have income and application requirements to support this mission. As documented in a June 15, 2016 Planning Commission Meeting, Director Jeremy Camp noted that the application includes a request for the extension of Royal Lane (as does the current application). Town Code limited cul-de-sac streets to 800' however it allows for exceptions to be made when affordable housing projects are proposed. This project is not an affordable housing project. The code exceptions granted in 2016 also included dropping a requirement that a dead end road servicing a certain number of car trips per day be extended to a second outlet point so that it is no longer a one entry/exit point road. The address of this property is actually Remount Road and access is possible for the property to utilize Remount Road for entry or for a secondary entrance/exit.

**A December 6, 2015 Northern Virginia Daily article reports that the town's zoning ordinance limits the number of apartment units to 25 in a cul-de-sac

and the plan was for 36. The proposal is still currently for 36 units and the creation of a cul-de-sac.

****A traffic study was supplied in 2016 and the same study was used with the current application but that study was conducted in 2014. The town has grown substantially in 11 years and current data is important for the safety of the citizens that travel in this area.**

****The 2014 traffic study indicated that at the time the two turn lanes to enter Royal Lane was sufficient. Entering Royal Lane is currently not the biggest issue. Exiting Royal Lane is dangerous. Traffic through this area has increased tremendously. We have 4 public schools on this end of town (LFK, HJB, WCMS & WCHS), we see traffic that comes and goes from I-66, traffic to and from Leaches Run, the new hospital and all of the new developments on this side of town plus the ones still to come. Royal Lane is not a striped road. It has parking on both sides and the on- street parking from the medical building takes away any opportunity for a right turn lane off of Royal Lane.**

I know there is a need for affordable housing in this area and want to see our community meet the needs of it's citizens. This proposal is not designed to meet those needs but rather to line pockets at the expense of the community especially when the real outcome of this could be condos. If the developer has the ability to use the road that their address is based on which is Remount Road and not add to an already troublesome area, why couldn't that condition be put on the build? Can conditions be placed to combat traffic issues that this build will further put a strain on? Do the codes still address the issues with a cul-des-sac on a road this length as well as the need for a second entry/exit point?

If developer's have no responsibility to be proactive in having solutions for the problems they are going to create then where does the town's comprehensive plan sit on that issue? If the town approves this as is, what adjustments as far as striping the road and adding a traffic light will be considered and budgeted to protect the current businesses and residents of this area? In all of these areas of growth that the town has outlined in the comprehensive plan, where do all road upgrades fit into that? We are under constant water restrictions with current residents and businesses. Our schools are full. I know that on paper some schools may not be at max capacity but walk those halls and ask the teachers. My son has had a substitute in his english class for 75% of the year with no licensed teacher in sight. I don't fault the school...they can't help it and are using the resources they have. This isn't an elective...it's ENGLISH. Pretty important don't you think? But let's build and grow even though we cannot sustain it in so many areas.

I will be happy to show up to a meeting and voice my concerns in person but from last night's meeting, that seemed to be a waste of time based on the

behavior of town staff. It's important to be able to not just speak about concerns but have information provided and questions answered and these meetings don't allow for a conversation. I hope that individually and as a council you can review what I have supplied and offer clarification/direction on the points of concern and how all parties can work together for the safety and well being of Royal Lane.

Thank you,
Stacy Williams


resident of Front Royal/Warren County



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 3, 2024

Item# 04B

Agenda Item: Rezoning Application to Reclassify Addresses and a Vacant Lot on W. Strasburg Road from C-1 to R-3
– Skyline Realty Investments LLC

Summary: The application for review is requesting a zoning map amendment to the Zoning Map of the Town of Front Royal to reclassify addresses 10, 30, 44, 52, 60 and a vacant lot on W. Strasburg Road identified by Tax Map 20A12, Section 3, Parcels 22, 26, 27A, 31C, 31 and 23 from C-1, Community Business District to R-3, Residential District.

Budget/Funding: N/A

Staff Recommendation: Staff supports the proposed downzoning from C-1, Community Business District to R-3, Residential District. Both the Town and County Comprehensive Plans encourage high density residential development to occur within Town limits.

2400687 - A REZONING APPLICATION SUBMITTED BY SKYLINE REALTY INVESTMENTS, LLC REQUESTING AN AMENDMENT TO THE ZONING MAP TO RECLASSIFY ADDRESSES 10, 30, 44, 52, 60 AND A VACANT LOT ON W. STRASBURG ROAD IDENTIFIED BY TAX MAP 20A12, SECTION 3, PARCELS 22, 26, 27A, 31C, 31 AND 23 FROM C-1, COMMUNITY BUSINESS DISTRICT TO R-3, RESIDENTIAL DISTRICT.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application # 2400687

MEETING DATE: January 15, 2025

SUMMARY: The application for review is requesting a zoning map amendment to the Zoning Map of the Town of Front Royal to reclassify addresses 10, 30, 44, 52, 60 and a vacant lot on W. Strasburg Road identified by Tax Map 20A12, Section 3, Parcels 22, 26, 27A, 31C, 31 and 23 from C-1, Community Business District to R-3, Residential District.

STAFF RECOMMENDATION:

Staff supports the recommendation of the rezoning from C-1, Community Business District to R-3, Residential District. This would permit the applicant to begin the permitting process for the construction of 24 Townhomes. Both the Town and County Comprehensive Plans encourage high density residential development in Town.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2400687 to reclassify addresses 10, 30, 44, 52, 60 and a vacant lot on W. Strasburg Road identified by Tax Map 20A12, Section 3, Parcels 22, 26, 27A, 31C, 31 and 23 from C-1, Community Business District to R-3, Residential District."

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Vacancy _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

STAFF REPORT - REZONING APPLICATION #2400687
PLANNING COMMISSION REGULAR MEETING - JANUARY 15, 2025

APPLICATION #:

Rezoning Application #2400687

APPLICANT:

Skyline Realty Investments, LLC

SUMMARY OF REQUEST:

The application for review is requesting a zoning map amendment to the Zoning Map of the Town of Front Royal to reclassify addresses 10, 30, 44, 52, 60 and a vacant lot on W. Strasburg Road identified by Tax Map 20A12, Section 3, Parcels 22, 26, 27A, 31C, 31 and 23 from C-1, Community Business District to R-3, Residential District.

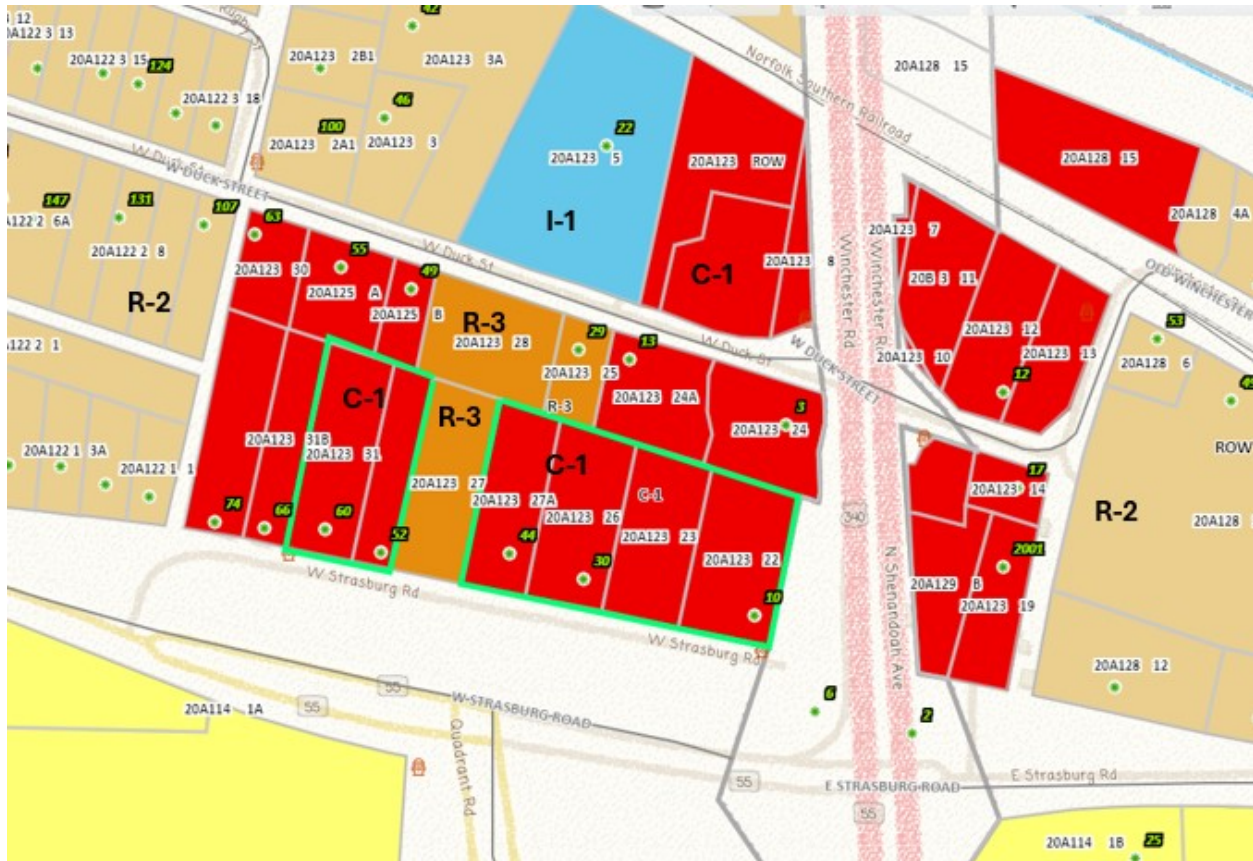
GENERAL INFORMATION:

Site Addresses	W. Strasburg Road
Property Owner(s)	Cuckoo LLC, Skyline Realty Investments, LLC, RVA Re Investments, LLC, and Victor H. Amaya Quintanilla
Existing Zoning	C-1, Community Business District
Proposed Zoning	R-3, Residential District
Tax Identification	20A12, Section 3, Parcels 22, 26, 27A, 31C, 31 and 23
Location	The parcels are located on W. Strasburg Road.

AERIAL VICINITY MAP - (Warren County GIS)



AERIAL MAP – ZONING DISTRICTS



Application Documents

ATTACHMENT A: APPLICATION

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town.
- No proffers were made by the applicant.

ATTACHMENT B: STATEMENT OF JUSTIFICATION LETTER.

Statement of Justification

Rezoning Request for: 10 W Strasburg Road, 30 W Strasburg Road, 44 W Strasburg Road, 52 W Strasburg Road, & 56 W Strasburg Road

I am requesting a rezoning of six (6) parcels from C-1 Community Business District to R-3 Residential District. Due to right-of-way improvements completed by VDOT, the parcels are accessed off of a hammerhead, dead end drive which severely limits commercial viability. The parcels included in this application are either vacant or currently used for single family residential uses. Other parcels in this vicinity have been previously rezoned to R-3, this rezoning would continue this trend.

See the attached proposed plan which shows the potential for residential townhome development.

Requested Parcels:

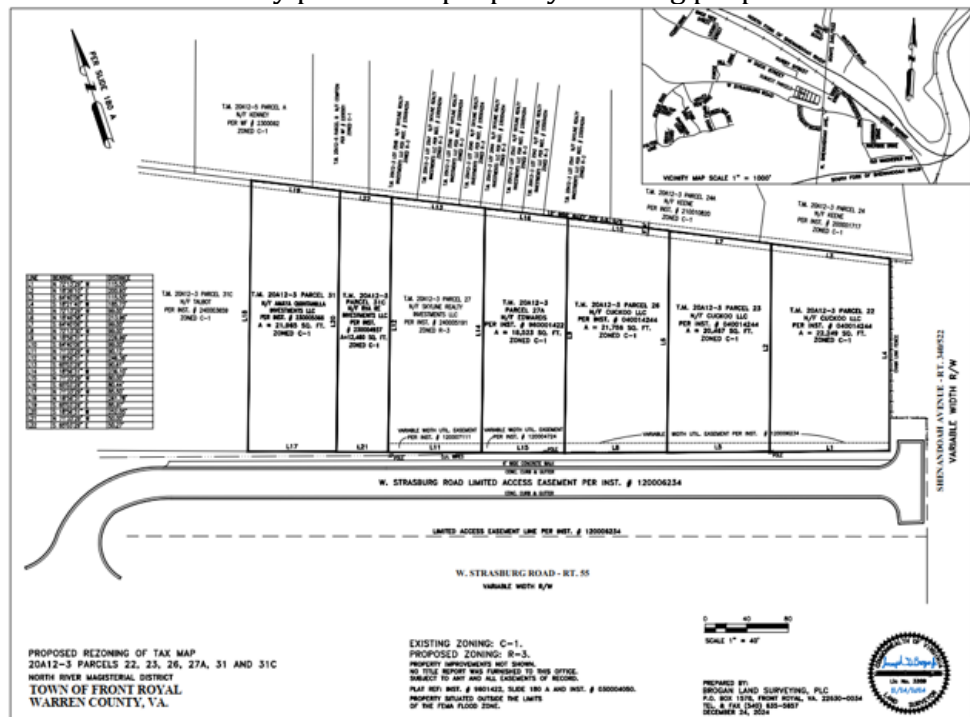
20A123 22
20A123 23
20A123 26
20A123 27A
20A123 31
20A123 31C

Skyline Realty Investments, LLC

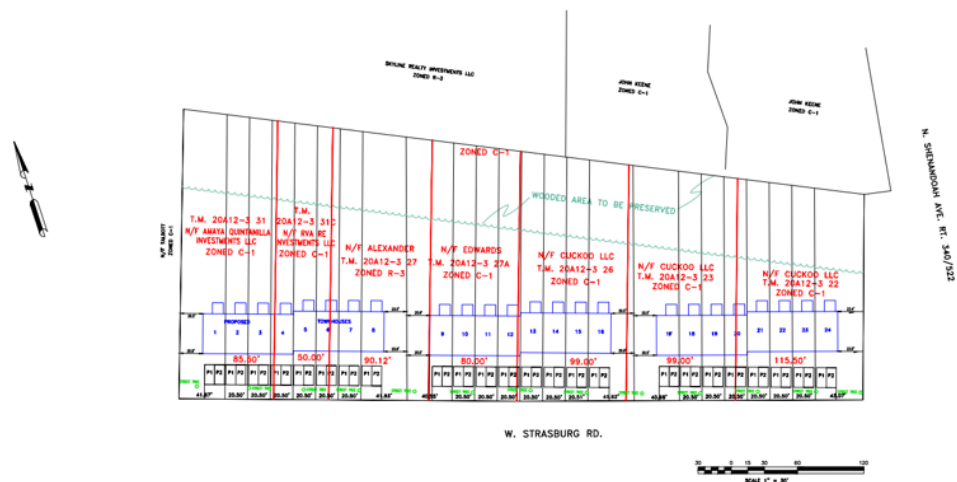
Chris Holloway

ATTACHMENT C: PLAT

- # Zoning Ordinance



Conceptual Sketch



The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

C-1 Community Business District, Zoning Ordinance Sec. 175-38

The Community Business C-1 District is intended to accommodate general business areas, highway-oriented commercial uses, and

<i>Town Comp. Plan</i>	selected retailing operations. The Community Business C-1 District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town. <u>R-3 District, Zoning Ordinance Sec. 175-28</u> The R-3 Residential District is composed of medium-to-high density concentrations of residential uses. The standards for this district are designed to stabilize and protect the essential character of the area so designated and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for families desiring the amenities of apartment living and the convenience of being closest to shopping, employment centers and other community facilities. Development is, therefore, limited to medium- to high-density concentration, and permitted uses are limited to single-family, two-family and multifamily dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities. Home occupations, as defined by this chapter, are permitted. Mobile homes are prohibited. <u>Differences between C-1 and R-3 Zoning Districts</u> The main difference in these districts is the distinction between commercial and residential uses. The R-3 designation allows for and encourages, higher density residential uses. The area is currently used as residential, not commercial. Despite the Comprehensive Plan calling for this area to be utilized in a commercial fashion, the lots are simply too small for any commercial use to conform to the standards for commercial development.
<i>County Comments</i>	Matt Wendling, Warren County Planning Director: After reviewing the site location and statement of justification for the rezoning request, Warren County had no problems with the land-use change for use as residential Townhomes for higher density housing. Both of our Comp Plans address housing and the need for additional dwelling units within the Town which are served by public sewer and water and for workforce housing. It is for this reason that on review of the application we are in support. David Beahm, Warren County Building Official: Comments – Skyline Investment Realty, LLC – Rezoning Application C-1 to R-3 – 2400687: • Erosion and Sediment Control (ESC) Items: ○ The Statement of Justification indicates that this change is to develop the lots for residential townhomes. Given

*County
Comments
(Continued)*

that these are individual lots and currently on an existing street, each would require an Agreement In Lieu of to be obtained if work is in conjunction with those structures.

- If work is done prior to the building permit being applied for an application and permit are required for ESC, which would be a normal submission including a full plan review application.
- Any determination for Stormwater requirements would need to be determined by the Department of Environmental Quality.

- Site Plan Review:

- It does not appear that this will be required for the scope of work that appears to be completed after this request is approved. However, if the scope of work expands it would need to be reevaluated at that time. At that time, it may require a Site Plan Review and Permit for Building Code Compliance to be completed for emergency access, utilities, structure placement for required fire separation, fire hydrants, fire lane markings, required fire signage, etc.

- Building Inspections Items:

- If or when any building construction related activity (structure, electrical, plumbing, mechanical, fire suppression, energy, etc.) were to start, it would be subject to the normal requirements of application, review and approval prior to work beginning.

- Fire Marshal's Office Comments (standard):

- We would defer all comments for the site development/new construction/retrofit/change of use to the Building Official. Upon approval and issuance of the CO, the facility (as applicable) shall be maintained in accordance with the Virginia Statewide Fire Prevention Code.

If anything should change in the scope, additional requirements may be required.

All submissions for these items would be made to the Building Inspections Department through the email address:

inspections@warrencountyva.gov

Findings and Analysis & Staff Recommendation

Staff supports the recommendation of the rezoning from C-1, Community Business District to R-3, Residential District. This would permit the applicant to begin the permitting process for the by-right construction of twenty-four (24) Townhomes.

Attachments: A. Application
B. Statement of Justification Letter
C. Plat
D. Conceptual Drawing



TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ 540-635-4236
Department of Planning & Zoning

FRREZON 2400687

REZONING APPLICATION

APPLICANT

Name Skyline Investment Realty LLC Phone 540-771-7653

Address: 8043 Main St, Middletown VA 22645

E-mail: info@skylineRealtyInvestments.com

PROPERTY OWNER OF RECORD

Name same as above Phone _____

Address _____

PROPERTY DESCRIPTION

Location/Street Address 52, 44, 56, 30, 10, W Strasburg Road

Number of lots: 6 Total Acreage _____

Tax Map Identification for each parcel (Map, Section, Block, & Lot):
20A123 22, 20A123 23, 20A123 26, 20A123 27A, 20A123 31, 20A123 31C

Subdivision Name (if applicable) _____

REQUEST

Existing Zoning C-1

Proposed Zoning R-3

Existing Use Vacant and Residential

Proposed Use Multifamily residential

January 2019

RECEIVED
DEC 10 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

PLEASE COMPLETE REVERSE SIDE

ATTACHMENTS

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. Application Fee (Checks should be made out to the Town of Front Royal. Fees are as follows: 1 acre or less = \$500, over 1 acre = \$500 + \$100 per acre after 1st acre, Downzoning = \$400)
2. Survey/Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (unless waived by Director).
4. Traffic Impact Analysis (if required)
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Director.
6. Statement of Justification. As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.





Signature of Property Owner

Signature of Applicant (if different)

City/County of WARREN, Commonwealth of Virginia
The foregoing instrument was acknowledged before me this 10th day of December, 2024 by
Chris William Holloway
(Name of person seeking acknowledgement)



Notary Public

Notary registration number: 7076929 My commission expires: 8/31/2027

NOTICES

- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code §15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code §15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

OFFICE USE ONLY

Receipt # 1677 iwork Date Paid 12/10/2024
Planning Commission Hearing Date: 1/15/2025 Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

Statement of Justification

Rezoning Request for: 10 W Strasburg Road, 30 W Strasburg Road, 44 W Strasburg Road, 52 W Strasburg Road, & 56 W Strasburg Road

I am requesting a rezoning of six (6) parcels from C-1 Community Business District to R-3 Residential District. Due to right-of-way improvements completed by VDOT, the parcels are accessed off of a hammerhead, dead end drive which severely limits commercial viability. The parcels included in this application are either vacant or currently used for single family residential uses. Other parcels in this vicinity have been previously rezoned to R-3, this rezoning would continue this trend.

See the attached proposed plan which shows the potential for residential townhome development.

Requested Parcels:

20A123 22

20A123 23

20A123 26

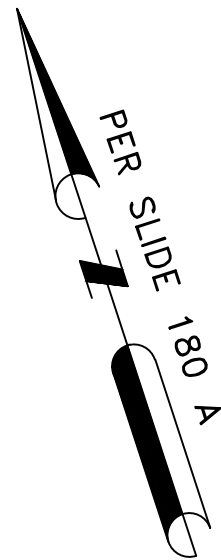
20A123 27A

20A123 31

20A123 31C

Skyline Realty Investments, LLC

Chris Holloway



T.M. 20A12-5 PARCEL A
N/F KENNEY
PER WF # 2300062
ZONED C-1

T.M. 20A12-5 PARCEL B N/F COMPTON
PER WF # 2200001
ZONED C-1

T.M. 20A12-3 LOT 2548 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2547 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2546 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2545 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2544 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2543 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2542 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 LOT 2541 N/F SKYLINE REALTY
INVESTMENTS LLC PER INST. # 230004254
ZONED R-3

T.M. 20A12-3 PARCEL 24A
N/F KEENE
PER INST. # 210010820
ZONED C-1

T.M. 20A12-3 PARCEL 24
N/F KEENE
PER INST. # 200001717
ZONED C-1

LINE	BEARING	DISTANCE
L1	N 72°13'29" W	115.50'
L2	N 18°36'10" E	200.93'
L3	S 64°40'06" E	115.50'
L4	S 18°21'40" W	185.73'
L5	N 72°13'29" W	99.00'
L6	N 18°46'58" E	213.96'
L7	S 64°40'06" E	99.00'
L8	N 72°13'30" W	99.00'
L9	N 18°56'31" E	226.99'
L10	S 64°40'06" E	99.00'
L11	N 71°33'29" W	90.12'
L12	N 18°56'31" E	246.36'
L13	S 65°03'29" E	90.61'
L14	S 18°56'31" W	236.10'
L15	N 71°33'29" W	80.00'
L16	S 65°03'29" E	80.44'
L17	N 71°33'29" W	85.50'
L18	N 18°56'31" E	261.78'
L19	S 65°03'29" E	85.97'
L20	S 18°56'31" W	252.05'
L21	N 71°33'29" W	50.00'
L22	S 65°03'29" E	50.27'

T.M. 20A12-3 PARCEL 31C
N/F TALBOT
PER INST. # 240003659
ZONED C-1

T.M. 20A12-3 PARCEL 31
N/F AMAYA QUINTANILLA
INVESTMENTS LLC
PER INST. # 230005366
A = 21,965 SQ. FT.
ZONED C-1

T.M. 20A12-3
PARCEL 31C
N/F RVA RE
INVESTMENTS LLC
PER INST.
230004937
A=12,460 SQ. FT.
ZONED C-1

T.M. 20A12-3 PARCEL 27
N/F SKYLINE REALTY
INVESTMENTS LLC
PER INST. # 240005191
ZONED R-3

T.M. 20A12-3
PARCEL 27A
N/F EDWARDS
PER INST. # 960001422
A = 18,523 SQ. FT.
ZONED C-1

T.M. 20A12-3 PARCEL 26
N/F CUCKOO LLC
PER INST. # 040014244
A = 21,756 SQ. FT.
ZONED C-1

T.M. 20A12-3 PARCEL 23
N/F CUCKOO LLC
PER INST. # 040014244
A = 20,467 SQ. FT.
ZONED C-1

T.M. 20A12-3 PARCEL 22
N/F CUCKOO LLC
PER INST. # 040014244
A = 22,249 SQ. FT.
ZONED C-1

VARIABLE WIDTH UTIL. EASEMENT
PER INST. # 120007111

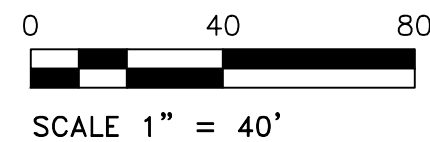
VARIABLE WIDTH UTIL. EASEMENT
PER INST. # 120004724

VARIABLE WIDTH UTIL. EASEMENT PER INST. # 120006234

W. STRASBURG ROAD LIMITED ACCESS EASEMENT PER INST. # 120006234

W. STRASBURG ROAD - RT. 55

VARIABLE WIDTH R/W

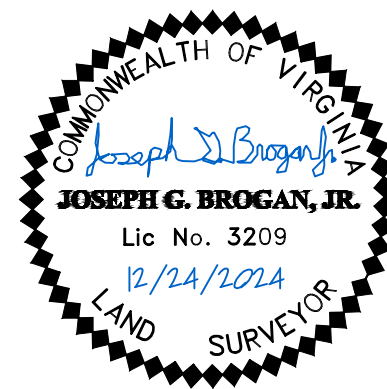


PROPOSED REZONING OF TAX MAP
20A12-3 PARCELS 22, 23, 26, 27A, 31 AND 31C
NORTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

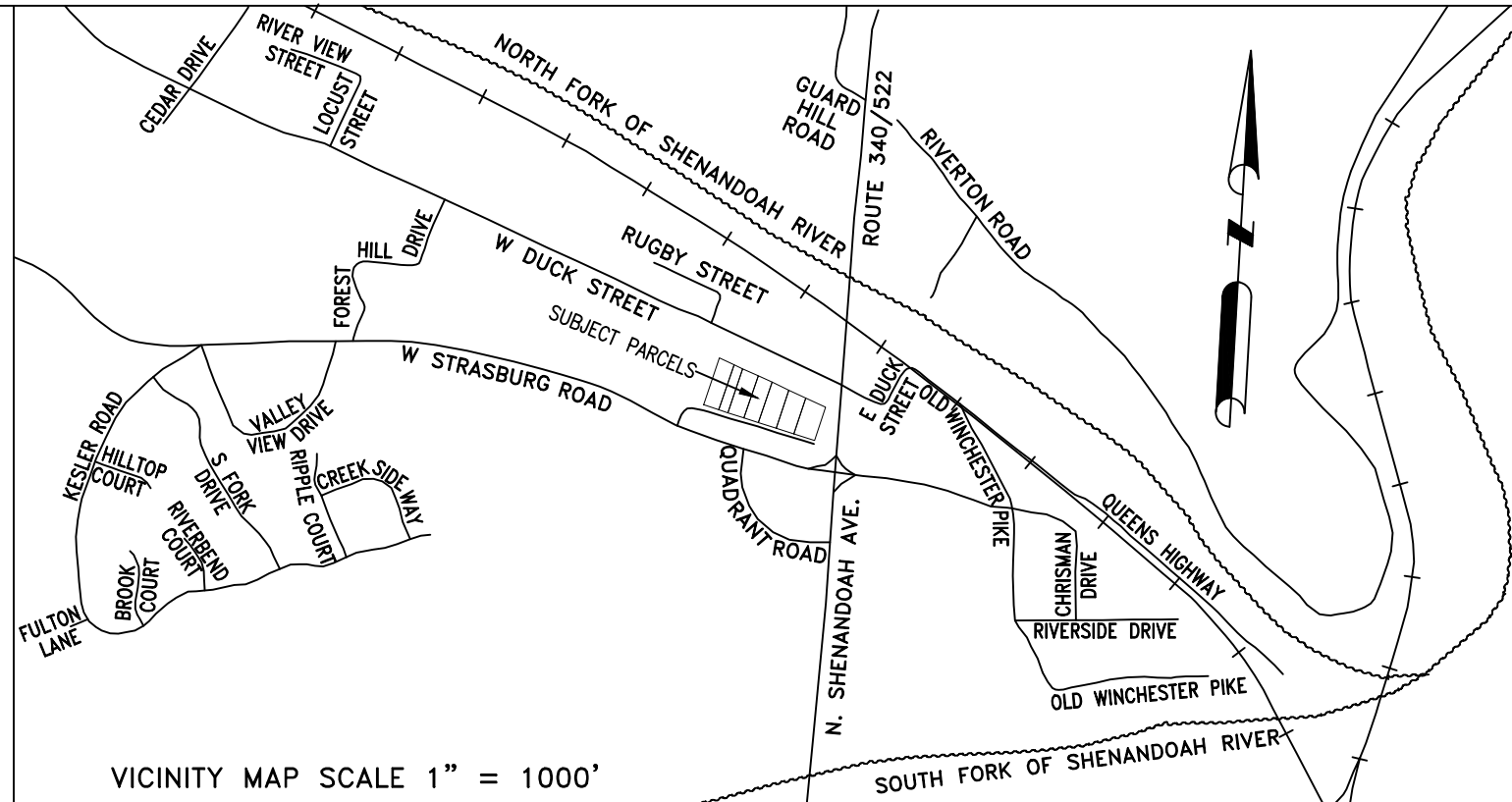
EXISTING ZONING: C-1.
PROPOSED ZONING: R-3.
PROPERTY IMPROVEMENTS NOT SHOWN.
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

PLAT REF: INST. # 9601422, SLIDE 180 A AND INST. # 030004050.
PROPERTY SITUATED OUTSIDE THE LIMITS
OF THE FEMA FLOOD ZONE.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578, FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
DECEMBER 24, 2024



SHENANDOAH AVENUE - RT. 340/522
VARIABLE WIDTH R/W





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 10, 2024 Item# 04C

Agenda Item: Request from Habitat for Humanity for Waiver of Utility Connection Fees on Osage Street

Summary: Habitat for Humanity has requested a waiver of electric, sewer, and water tap fees totaling \$23,286.00 associated with properties being built on Osage Street; specifically: 353, 357, and 359 Osage Street.

Breakdown as follows:

3 Electric Connections	\$3,300.00
2 Water Connections	\$5,326.00
<u>2 Sewer Connections</u>	<u>\$14,660.00</u>
Total	\$23,286.00

There is an existing water and sewer connection that was previously used for 355 Osage Street; which is why only two water/sewer connections are being requested to be waived. The previous electrical connection was removed in 2011.

In previous similar situations Council approved an agreement to place a lien on the property for the amount of the fees and the balance of the lien was reduced monthly by 1/240 of the total amount for each month the maker of the agreement resided at the premises. If the maker of the agreement moves from the property, conveys the property, etc. then the remaining outstanding balance would become due to the Town. If the maker resides at the property for 240 months (20 years), then the entire amount of fees would be forgiven by the Town.

Budget/Funding:

9401-161703	Department of Energy Services Connection Charges	<\$ 3,300.00>
9601-3161703	Water Fund System Development Fees	<\$ 5,326.00>
9801-3161703	Sewer Fund System Development Fees	< <u>\$14,660.00</u> >
	Total	<\$23,286.00>

Staff Recommendation: Staff recommends for Council to consider allowing the Town to enter into an agreement with Habitat for Humanity for the Osage Street fees as the Town has done during previous Habitat for Humanity constructions.



109 Water Street, Front Royal, VA 22630

Lauren Kopishke
Director of Planning and Zoning
Town of Front Royal
102 East Main Street
Front Royal, VA 22630

January 16, 2025

Subject: Request for Waiver of Electric, Sewer, Water, and Tap Fees for 353, 357 & 359 Osage Street

Dear Ms. Kopishke,

I hope this message finds you well. On behalf of Warren County Habitat for Humanity, I am writing to formally request a waiver of the electric, sewer, water, and tap fees associated with the properties being built on Osage Street. These homes are part of a larger neighborhood revitalization project designed to bring affordable housing to our community, which is critically needed to address the housing crisis faced by low-income families in Warren County.

As a small nonprofit affiliate, we are deeply committed to creating safe and affordable housing opportunities. However, the high fees associated with these essential services present a significant financial challenge for our organization. Such costs ultimately increase the financial burden on our homeowners, who are already working hard to achieve stability through homeownership.

Historically, we understand that the Town has waived or reduced similar fees for nonprofit housing projects, recognizing the long-term benefits of supporting initiatives that promote economic growth and community development. By granting this waiver, the Town of Front Royal would demonstrate its ongoing commitment to fostering a vibrant and sustainable community, particularly in areas most in need of revitalization.

Additionally, these waived fees would allow us to allocate more resources directly to construction, thereby expediting our project timelines and reducing costs for our homeowners. This effort aligns with the shared goal of ensuring that economic growth in Warren County is not stifled by prohibitively high fees that hinder progress before building even begins.

We are confident that this project will not only benefit the families directly involved but also contribute to the overall health and vitality of our community. Your support would send a powerful message that the Town of Front Royal is a strong advocate for affordable housing and economic opportunity.

Thank you in advance for considering this request and for your continued support of our mission to provide affordable housing solutions. Please do not hesitate to contact me at 540-551-3232 or andrea@warrencountyhabitat.org if additional information or documentation is required.

Warm regards,

A handwritten signature in black ink, appearing to read "Andréa L. Ross".

Andréa L. Ross
Executive Director
Warren County Habitat for Humanity



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 3, 2025

Item# 04D

Agenda Item: FY25 Budget Amendment and Acceptance of Bid for 8th Street Bridge Replacement Project

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$909,999.25 to allow the Town to receive funds from Virginia Department of Transportation's Revenue Sharing Program for the 8th Street Bridge Replacement Project and to award a contract to WG Construction Company of Fairfax, Va., the lowest responsive and responsible bidder, in the amount of \$1,819,998.50.

On Thursday, December 12, 2024, the Purchasing Department held a public bid opening for the 8th Street Bridge Replacement project, receiving five (5) bids. The procurement method was competitive sealed bidding, in accordance with the VPPA guidelines.

Budget/Funding: FY25 Budget Amendment

Revenue	4500-3410206	Street Fund Revenue Reimbursement	\$909,999.25
Expenditure	4500-47926	Highway Maintenance Bridge Repairs	\$909,999.25

Upon approval of the FY25 Budget Amendment, funding will be available for the project as follows:

4500-47926	Highway Maintenance Bridge Repairs	\$909,999.25 (V-DOT Revenue Sharing)
4500-R47926	Highway Maintenance Bridge Repairs	\$909,999.25 (Town funds carried forward PO#30806)

Staff Recommendation: An increase of greater than 1% of the original budget requires a public hearing and for Council to approve the budget amendment. Staff recommends Council to move forward with a public hearing on the FY25 Budget Amendment and awarding of the contract as presented.



Town of Front Royal, VA

BID TABULATION

IFB #17-2024 8th Street Bridge Replacement

BID OPENING DATE: Thursday, December 12, 2024

BID OPENING TIME: 2:00 PM

	WG Construction Co., Inc. Manassas, VA	Shirley Contracting Co., LLC	Fairfield-Echols, Inc. Fishersville, VA	KCI Contracting Services, LLC Vienna, VA	Terra Site Constructors, LLC Front Royal, VA
Description	Total Bid Price	Total Bid Price	Total Bid Price	Total Bid Price	Total Bid Price
8th Street Bridge Replacement	\$ 1,819,998.50	\$ 3,087,831.00	\$ 2,028,859.99	\$ 2,575,286.59	\$ 2,299,369.95

*DENOTES NON-RESPONSIVE BID

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

Apparent Low Bidder: WG Construction Co., Inc.

Prepared By: Michelle Campbell, VCA

Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
James B. Voso
Chad M. Thomas
Jason A. Carder
Brian R. Newman
D. Jason Snapp
Ryan P. Kincer



Edwin K. Mattern, Jr. (1949-1982)
J. Wayne Craig (1940-2024)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
Michael S. Agee (Retired)
Steven A. Campbell (Retired)
Randy L. Dodson (Retired)

January 9, 2025

Mr. Robert Boyer
Director of Public Works
PO Boc 1560
800 Crosby Rd- Extended
Front Royal VA, 22630

RE: 4446 – 8th Street Bridge Replacement

Dear Mr. Boyer:

Bids were received on the above referenced project on December 12, 2024. A copy of the bid tabulation summary is attached. WG Construction Co. Inc., from Manassa, Virginia was the apparent low bidder with a total price of \$1,819,998.50.

Mattern & Craig has not previously worked with WG Construction. We have verified that they are a licensed Class A Contractor in the Commonwealth of Virginia. We have received recommendations from Ron Miller, Project Manager for FAM Construction, who recently worked with WG Construction on I-66 Outside the Beltway project. Mr. Miller had positive remarks about WG Construction and stated that they “were 100% satisfied with WG Construction” and “work was completed on time with very little punch work at the end”. In addition, we received feedback provided from Stanley Martin Homes. The reference was pleased overall with the communication and integrity of WG Construction, and stated that they would recommend them.

Based upon our review of the bid package and the information provided by the references, Mattern & Craig would recommend award of a contract to WG Construction Co. Inc., for the amount of \$1,819,998.50 for the 8th Street Bridge Replacement Project. Our firm can prepare the Notice of Award and Agreement once you are ready to proceed.

Sincerely,

Chad M. Thomas, P.E.
Project Manager

CMT/kes
Enclosures: As noted

Item	Quantity	Unit	WG Construction		KCI contracting		Shirley Contracting		Terra Construction		Fairfield Echols	
			Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
MOBILIZATION	1	LS	\$ 113,500.00	\$ 113,500.00	\$ 104,000.00	\$ 104,000.00	\$ 180,000.00	\$ 180,000.00	\$ 130,830.00	\$ 130,830.00	\$ 131,443.00	\$ 131,443.00
CLEARING AND GRUBBING	0.12	ACRE	\$ 64,700.00	\$ 7,764.00	\$ 50,000.00	\$ 6,000.00	\$ 150,000.00	\$ 18,000.00	\$ 74,920.00	\$ 8,990.40	\$ 37,170.83	\$ 4,460.50
REGULAR EXCAVATION	29	CY	\$ 67.50	\$ 1,957.50	\$ 85.00	\$ 2,465.00	\$ 1,000.00	\$ 29,000.00	\$ 630.00	\$ 18,270.00	\$ 339.87	\$ 9,856.23
BORROW EXCAVATION	266	CY	\$ 103.00	\$ 27,398.00	\$ 90.00	\$ 23,940.00	\$ 180.00	\$ 47,880.00	\$ 150.00	\$ 39,900.00	\$ 125.28	\$ 33,324.48
AGGR. BASE MATL. TY. I NO. 21B	601	TON	\$ 64.75	\$ 38,914.75	\$ 155.00	\$ 93,155.00	\$ 100.00	\$ 60,100.00	\$ 160.00	\$ 96,160.00	\$ 65.93	\$ 39,623.93
ASPHALT CONCRETE TY. SM-12.5D	239	TON	\$ 187.00	\$ 44,693.00	\$ 350.00	\$ 83,650.00	\$ 240.00	\$ 57,360.00	\$ 210.00	\$ 50,190.00	\$ 154.99	\$ 37,042.61
FLEXIBLE PAVE. PLANING 0"-2"	734	SY	\$ 11.70	\$ 8,587.80	\$ 12.00	\$ 8,808.00	\$ 15.00	\$ 11,010.00	\$ 19.00	\$ 13,946.00	\$ 9.13	\$ 6,701.42
ASPHALT CONCRETE TY. BM-25.0A	321	TON	\$ 162.00	\$ 52,002.00	\$ 160.00	\$ 51,360.00	\$ 200.00	\$ 64,200.00	\$ 180.00	\$ 57,780.00	\$ 126.17	\$ 40,500.57
NS SAW-CUT ASPH CONC	930	LF	\$ 4.85	\$ 4,510.50	\$ 9.00	\$ 8,370.00	\$ 15.00	\$ 13,950.00	\$ 13.00	\$ 12,090.00	\$ 7.55	\$ 7,021.50
STD. CURB CG-2	325	LF	\$ 35.10	\$ 11,407.50	\$ 90.00	\$ 29,250.00	\$ 100.00	\$ 32,500.00	\$ 39.00	\$ 12,675.00	\$ 72.39	\$ 23,526.75
RADIAL CURB CG-2	50	LF	\$ 35.10	\$ 1,755.00	\$ 120.00	\$ 6,000.00	\$ 175.00	\$ 8,750.00	\$ 39.00	\$ 1,950.00	\$ 95.32	\$ 4,766.00
STD. CURB CG-3	28	LF	\$ 35.10	\$ 982.80	\$ 100.00	\$ 2,800.00	\$ 100.00	\$ 2,800.00	\$ 39.00	\$ 1,092.00	\$ 116.30	\$ 3,256.40
STD. COMB. CURB & GUTTER CG-6	515	LF	\$ 37.80	\$ 19,467.00	\$ 130.00	\$ 66,950.00	\$ 75.00	\$ 38,625.00	\$ 42.00	\$ 21,630.00	\$ 73.06	\$ 37,625.90
RAD. COMB. CURB & GUTTER CG-6	85	LF	\$ 37.80	\$ 3,213.00	\$ 150.00	\$ 12,750.00	\$ 125.00	\$ 10,625.00	\$ 42.00	\$ 3,570.00	\$ 82.59	\$ 7,020.15
ENTRANCE GUTTER CG-9D	11	SY	\$ 182.00	\$ 2,002.00	\$ 500.00	\$ 5,500.00	\$ 700.00	\$ 7,700.00	\$ 200.00	\$ 2,200.00	\$ 339.87	\$ 3,738.57
CG-12 DETECTABLE WARNING SURFACE	3	SY	\$ 607.00	\$ 1,821.00	\$ 550.00	\$ 1,650.00	\$ 2,000.00	\$ 6,000.00	\$ 670.00	\$ 2,010.00	\$ 1,108.80	\$ 3,326.40
HYDR. CEMENT CONC. SIDEWALK 4"	195	SY	\$ 91.00	\$ 17,745.00	\$ 110.00	\$ 21,450.00	\$ 120.00	\$ 23,400.00	\$ 100.00	\$ 19,500.00	\$ 86.22	\$ 16,812.90
HYDR. CEMENT CONC. SIDEWALK 7"	28	SY	\$ 115.00	\$ 3,220.00	\$ 200.00	\$ 5,600.00	\$ 400.00	\$ 11,200.00	\$ 130.00	\$ 3,640.00	\$ 192.86	\$ 5,400.08
GUARDRAIL GR-MGS1	31.3	LF	\$ 54.00	\$ 1,690.20	\$ 250.00	\$ 7,825.00	\$ 70.00	\$ 2,191.00	\$ 43.00	\$ 1,345.90	\$ 88.00	\$ 2,754.40
GUARDRAIL TERMINAL GR-MGS2	2	EA	\$ 5,260.00	\$ 10,520.00	\$ 5,500.00	\$ 11,000.00	\$ 6,000.00	\$ 12,000.00	\$ 5,300.00	\$ 10,600.00	\$ 5,500.00	\$ 11,000.00
GUARDRAIL TER.SITE PREPARATION	2	EA	\$ 5,110.00	\$ 10,220.00	\$ 5,500.00	\$ 11,000.00	\$ 200.00	\$ 400.00	\$ 5,310.00	\$ 10,620.00	\$ 561.00	\$ 1,122.00
FIXED OBJECT ATTACH. GR-FOA-5	2	EA	\$ 6,210.00	\$ 12,420.00	\$ 9,500.00	\$ 19,000.00	\$ 8,000.00	\$ 16,000.00	\$ 6,800.00	\$ 13,600.00	\$ 5,500.00	\$ 11,000.00
IMPACT ATTEN.SER.TY.1 TL-2, <40 MPH	1	EA	\$ 31,400.00	\$ 31,400.00	\$ 38,000.00	\$ 38,000.00	\$ 35,000.00	\$ 35,000.00	\$ 39,180.00	\$ 39,180.00	\$ 30,680.57	\$ 30,680.57
ALLAYING DUST	150	HR	\$ 63.50	\$ 9,525.00	\$ 250.00	\$ 37,500.00	\$ 65.00	\$ 9,750.00	\$ 130.00	\$ 19,500.00	\$ 0.01	\$ 1.50
TYPE 3 BARRICADE 4'	12	EA	\$ 1,294.00	\$ 15,528.00	\$ 350.00	\$ 4,200.00	\$ 700.00	\$ 8,400.00	\$ 410.00	\$ 4,920.00	\$ 594.19	\$ 7,130.28
TEMPORARY (CONSTRUCTION) SIGN	330	SF	\$ 18.00	\$ 5,940.00	\$ 50.00	\$ 16,500.00	\$ 125.00	\$ 41,250.00	\$ 32.00	\$ 10,560.00	\$ 30.57	\$ 10,088.10
DEMO. OF PAVEMENT RIGID	11	SY	\$ 79.00	\$ 869.00	\$ 250.00	\$ 2,750.00	\$ 1,500.00	\$ 16,500.00	\$ 310.00	\$ 3,410.00	\$ 29.90	\$ 328.90
DEMO. OF PAVEMENT FLEXIBLE	1510	SY	\$ 18.70	\$ 28,237.00	\$ 11.90	\$ 17,969.00	\$ 15.00	\$ 22,650.00	\$ 36.00	\$ 54,360.00	\$ 11.08	\$ 16,730.80
REMOVE EXISTING GUARDRAIL	52	LF	\$ 40.30	\$ 2,095.60	\$ 70.00	\$ 3,640.00	\$ 100.00	\$ 5,200.00	\$ 22.00	\$ 1,144.00	\$ 11.00	\$ 572.00
NS REMOVE EXIST. FENCE	30	LF	\$ 15.10	\$ 453.00	\$ 60.00	\$ 1,800.00	\$ 100.00	\$ 3,000.00	\$ 47.00	\$ 1,410.00	\$ 31.81	\$ 954.30
FIELD OFFICE TY.I	9	MO	\$ 1,788.00	\$ 16,092.00	\$ 10,000.00	\$ 90,000.00	\$ 6,000.00	\$ 54,000.00	\$ 9,660.00	\$ 86,940.00	\$ 1,100.00	\$ 9,900.00
NS PRECAST COMPONENT CONCRETE WHEEL STOPS	21	EA	\$ 270.00	\$ 5,670.00	\$ 230.00	\$ 4,830.00	\$ 200.00	\$ 4,200.00	\$ 380.00	\$ 7,980.00	\$ 281.81	\$ 5,918.01
SIGN PANEL	6.25	SF	\$ 157.00	\$ 981.25	\$ 500.00	\$ 3,125.00	\$ 200.00	\$ 1,250.00	\$ 44.00	\$ 275.00	\$ 30.80	\$ 192.50
REMOVE EXISTING 1 POST SIGN STRUCTURE	7	EA	\$ 256.00	\$ 1,792.00	\$ 300.00	\$ 2,100.00	\$ 300.00	\$ 2,100.00	\$ 180.00	\$ 1,260.00	\$ 412.50	\$ 2,887.50
REMOVE EXISTING 1 POST SIGN PANEL	1	EA	\$ 709.00	\$ 709.00	\$ 300.00	\$ 300.00	\$ 900.00	\$ 900.00	\$ 180.00	\$ 180.00	\$ 82.50	\$ 82.50
RELOCATE EX. 1 POST GRND MOUNT SGN PANEL	4	EA	\$ 709.00	\$ 2,836.00	\$ 1,250.00	\$ 5,000.00	\$ 900.00	\$ 3,600.00	\$ 220.00	\$ 880.00	\$ 139.70	\$ 558.80
SIGN POST STP-1. 2 1/2", 12 GAUGE	30	LF	\$ 58.00	\$ 1,740.00	\$ 650.00	\$ 19,500.00	\$ 75.00	\$ 2,250.00	\$ 31.00	\$ 930.00	\$ 22.00	\$ 660.00
CONC. SIGN FDN. STP-1 TY.E	2	EA	\$ 2,554.00	\$ 5,108.00	\$ 1,850.00	\$ 3,700.00	\$ 3,000.00	\$ 6,000.00	\$ 880.00	\$ 1,760.00	\$ 436.70	\$ 873.40
TYPE B CLASS I PVMT LINE MRKG 4"	1900	LF	\$ 2.35	\$ 4,465.00	\$ 3.00	\$ 5,700.00	\$ 4.00	\$ 7,600.00	\$ 3.50	\$ 6,650.00	\$ 2.59	\$ 4,921.00
TY.B CL.I PAVE. LINE MARK. 24"	30	LF	\$ 20.25	\$ 607.50	\$ 10.00	\$ 300.00	\$ 50.00	\$ 1,500.00	\$ 61.00	\$ 1,830.00	\$ 45.10	\$ 1,353.00
ERADICATE EX. LINEAR PVMT MRKG	775	LF	\$ 2.70	\$ 2,092.50	\$ 4.00	\$ 3,100.00	\$ 10.00	\$ 7,750.00	\$ 9.30	\$ 7,207.50	\$ 6.82	\$ 5,285.50
ERAD. EXIST.NONLINEAR PVMT MRKG	30	SF	\$ 6.05	\$ 181.50	\$ 40.00	\$ 1,200.00	\$ 90.00	\$ 2,700.00	\$ 81.00	\$ 2,430.00	\$ 59.40	\$ 1,782.00
PVMT SYMB MRKG SGL TURN ARR. TY B CL II	2	EA	\$ 304.00	\$ 608.00	\$ 850.00	\$ 1,700.00	\$ 600.00	\$ 1,200.00	\$ 490.00	\$ 980.00	\$ 363.00	\$ 726.00
DBL TURN ARR.THRU/LT OR RT TY B, CL II	2	EA	\$ 574.00	\$ 1,148.00	\$ 850.00	\$ 1,700.00	\$ 1,000.00	\$ 2,000.00	\$ 880.00	\$ 1,760.00	\$ 643.50	\$ 1,287.00
MRKG (INT'L ACCESSIBILITY SYMB) TY B CL II	3	EA	\$ 304.00	\$ 912.00	\$ 850.00	\$ 2,550.00	\$ 350.00	\$ 1,050.00	\$ 330.00	\$ 990.00	\$ 242.00	\$ 726.00
CONCRETE CLASS A3 BOX CULVERT	0.7	CY	\$ 1,805.00	\$ 1,263.50	\$ 920.00	\$ 644.00	\$ 15,000.00	\$ 10,500.00	\$ 5,530.00	\$ 3,871.00	\$ 2,765.71	\$ 1,936.00
STORM SEWER PIPE 15"	90	LF	\$ 237.00	\$ 21,330.00	\$ 160.00	\$ 14,400.00	\$ 400.00	\$ 36,000.00	\$ 210.00	\$ 18,900.00	\$ 147.95	\$ 13,315.50
STORM SEWER PIPE 18"	30	LF	\$ 244.00	\$ 7,320.00	\$ 275.00	\$ 8,250.00	\$ 400.00	\$ 12,000.00	\$ 410.00	\$ 12,300.00	\$ 212.85	\$ 6,385.50
DROP INLET DI-2A	2	EA	\$ 12,500.00	\$ 25,000.00	\$ 13,000.00	\$ 26,000.00	\$ 15,000.00	\$ 30,000.00	\$ 9,780.00	\$ 19,560.00	\$ 6,963.00	\$ 13,926.00
DROP INLET DI-2B,L=8'	1	EA	\$ 17,200.00	\$ 17,200.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00	\$ 6,391.00	\$ 6,391.00
DROP INLET DI-3A	1	EA	\$ 12,900.00	\$ 12,900.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 6,750.00	\$ 6,750.00	\$ 5,098.50	\$ 5,098.50
MANHOLE MH-1 OR 2	19	LF	\$ 1,796.00	\$ 34,124.00	\$ 1,750.00	\$ 33,250.00	\$ 2,650.00	\$ 50,350.00	\$ 1,160.00	\$ 22,040.00	\$ 1,642.30	\$ 31,203.70
FRAME & COVER MH-1	3	EA	\$ 1,581.00	\$ 4,743.00	\$ 6,675.00	\$ 20,025.00	\$ 2,200.00	\$ 6,600.00	\$ 740.00	\$ 2,220.00	\$ 1,600.50	\$ 4,801.50
TOPSOIL CLASS B 2"	0.1	ACRE	\$ 37,600.00	\$ 3,760.00	\$ 50,000.00	\$ 5,000.00	\$ 28,000.00	\$ 2,800.00	\$ 153,860.00	\$ 15,386.00	\$ 36,894.00	\$ 3,689.40
TEMPORARY SEED	19	LB	\$ 51.50	\$ 978.50	\$ 15.00	\$ 285.00	\$ 180.00	\$ 3,420.00	\$ 150.00	\$ 2,850.00	\$ 13.46	\$ 255.74
REGULAR SEED	23	LB	\$ 43.10	\$ 991.30	\$ 25.00	\$ 575.00	\$ 65.00	\$ 1,495.00	\$ 96.00	\$ 1,288.00	\$ 13.66	\$ 314.18
OVERSEEDING	23	LB	\$ 43.10	\$ 991.30	\$ 25.00	\$ 575.00	\$ 190.00	\$ 4,370.00	\$ 160.00	\$ 3,680.00	\$ 9.09	\$ 209.07
FERTILIZER NITROGEN - N	7	LB	\$ 48.15	\$ 337.05	\$ 250.00	\$ 1,750.00	\$ 200.00	\$ 1,400.00	\$ 170.00	\$ 1,190.00	\$ 1.50	\$ 10.50
FERTILIZER PHOSPHOROUS - P	14	LB	\$ 48.15	\$ 674.10	\$ 260.00	\$ 3,640.00	\$ 120.00	\$ 1,680.00	\$ 97.00	\$ 1,358.00	\$ 1.50	\$ 21.00
FERTILIZER POTASSIUM - K	7	LB	\$ 48.15	\$ 337.05	\$ 260.00	\$ 1,820.00	\$ 120.00	\$ 840.00	\$ 97.00	\$ 679.00	\$ 1.50	\$ 10.50
LIME	0.4	TON	\$ 6,510.00	\$ 2,604.00	\$ 5,500.00	\$ 2,200.00	\$ 8,000.00	\$ 3,200.00	\$ 7,170.00	\$ 2,868.00	\$ 286.00	\$ 114.40
SILTATION CONTROL EXCAVATION	115	CY	\$ 14.00	\$ 1,610.00	\$ 60.00	\$ 6,900.00	\$ 10.00	\$ 1,150.00	\$ 160.00	\$ 18,400.00	\$ 0.01	\$ 1.15
INLET PROTECTION , TYPE B	6	EA	\$ 550.00	\$ 3,300.00	\$ 550.00	\$ 3,300.00	\$ 1,500.00	\$ 9,000.00	\$ 350.00	\$ 2,100.00	\$ 319.00	\$ 1,914.00
TEMP. SILT FENCE TYPE A	475	LF	\$ 5.75	\$ 2,731.25	\$ 5.00	\$ 2,375.00	\$ 50.00	\$ 23,750.00	\$ 4.70	\$ 2,232.50	\$ 8.80	\$ 4,180.00
DISM.& REM. EXIST. STR. 8005	1	LS	\$ 25,500.00	\$ 25,500.00	\$ 155,250.00	\$ 155,250.00	\$ 200,000.00	\$ 200,000.00	\$ 106,010.00	\$ 106,010.00	\$ 241,707.70	\$ 241,707.70
DISPOSAL OF MATERIAL	1	LS	\$ 2,146.00	\$ 2,146.00	\$ 30,000.00	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ 24,390.00	\$ 24,390.00	\$ 0.01	\$ 0.01
ENV. PROT. & HEALTH & SAFETY	1	LS	\$ 3,375.00	\$ 3,375.00	\$ 185,000.00	\$ 185,000.00	\$ 8,000.00	\$ 8,000.00	\$ 9,880.00	\$ 9,880.00	\$ 0.01	\$ 0.01
COFFERDAM	3	EA	\$ 121,000.00	\$ 363,000.00	\$ 66,000.00	\$ 198,000.00	\$ 50,000.00	\$ 150,000.00	\$ 44,530.00	\$ 133,590.00	\$ 70,306.38	\$ 210,919.14
COVER DEPTH SURVEY CONST.	209	SY	\$ 13.95	\$ 2,915.55	\$ 400.00	\$ 83,600.00	\$ 40.00	\$ 8,360.00	\$ 36.00	\$ 7,524.00	\$ 14.29	\$ 2,986.61
BEDDING MATL. AGGR. NO. 57	74	TON	\$ 93.50	\$ 6,919.00	\$ 120.00	\$ 8,880.00	\$ 300.00	\$ 22,200.00	\$ 150.00	\$ 11,100.00	\$ 118.01	\$ 8,732.74
CONCRETE CLASS A5	124.3	CY	\$ 1,188.00	\$ 147,668.40	\$ 2,408.00	\$ 299,314.40	\$ 4,000.00	\$ 497,200.00	\$ 1,850.00	\$ 229,955.00	\$ 2,572.72	\$ 319,789.10
CONC. CL A4 MOD LOW SHRINK, SPR. STRUCT. CONST	10.9	CY	\$ 909.00	\$ 9,908.10	\$ 1,552.50	\$ 16,922.25	\$ 4,000.00	\$ 43,600.00	\$ 1,340.00	\$ 14,606.00	\$ 1,294.67	\$ 14,111.90
REINF. STEEL	6261	LB	\$ 1.80	\$ 11,269.80	\$ 3.74	\$ 23,416.14	\$ 5.00	\$ 31,305.00	\$			



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 3, 2025

Item# 04E

Agenda Item: Proposed Ordinance Amendments to Chapter 4 – Administration of Government

Summary: The following proposed amendments to Chapter 4 – Administration of Government reflect changes to the following areas of the Town Code

- 4-1.1 Individual Member Remote Participation by Electronic Means reflects changes adopted by State Code July 1, 2024 and updates the Town's Policy
 - 4-1.1(A) (1 and 2) – added new language to clarify remote participation will count towards the quorum when using reasons (1) and (2) as reasons for the remote participation.
 - 4-1.1(A) (3) – reworded to mirror state code
 - 4.1.1(B)(C) – removed reference to (All Virtual Meetings) and (State of Emergency) since they are referenced in the state code and not needed in the Town's Policy
 - 4.1.1(D) – added language that the policy be adopted annually [pursuant to state code]
- 4-19 Order of Business; Placement/Approval of Items on the Agenda
 - 4-19(A)(3) – Revised to reflect the current process of Consent Agenda Items
 - 4-19(C)(2) – Clarified the procedure to remove items from the Council agendas

Budget/Funding: None

Staff Recommendation: It is recommended that Council adopt the proposed ordinance as amended at their February 24th meeting during the public hearing.

**ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 4 -
ADMINISTRATION OF GOVERNMENT PERTIANING TO THE FREEDOM OF
INFORMATION ACT (FOIA) POLICY FOR REMOTE PARTICIPATION BY
ELECTRONIC MEANS AND TO CLARIFY THE PROCEDURE TO REMOVE ITEMS
FROM TOWN COUNCIL AGENDAS**

WHEREAS, Chapter 37, Freedom of Information Act (FOIA), Code of Virginia §2.2-3708.3, was amended July 1, 2024. The Front Royal Town Code is to be updated to reflect those changes in CHAPTER 4-1.1-INDIVIDUAL MEMBER REMOTE PARTICIPATION BY ELECTRONIC MEANS and upon adoption of this ordinance satisfies the state requirement to adopt a local policy annually. The Virginia Freedom of Information Act, Code of Virginia §2.2-3708.3, states that the local governing body, planning commission, architectural review boards, zoning appeals boards may not hold all-virtual meetings; and,

WHEREAS, Chapter 4-19-ORDER OF BUSINESS; PLACEMENT/APPROVAL OF ITEMS ON AGENDAS is to be updated to clarify the procedure of removing items from all Town Council Agendas including the Consent Agenda; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that Chapter 4-1.1 and 4-19 of the Front Royal Town Code hereby be amended as follows:

4-1.1 INDIVIDUAL MEMBER REMOTE PARTICIPATION BY ELECTRONIC MEANS

A. Pursuant to Chapter 37, Virginia Freedom of Information Act, Code of Virginia § 2.2-3708.3, individual members ~~of a public body~~ **Town Council** may use remote participation instead of attending a public meeting in person, if in advance of the public meeting, **the member** notifies the ~~public body chair~~ **the Mayor, or Vice Mayor in the absence of the Mayor**, that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. **For purposes of determining whether a quorum is physically assembled, an individual member of Town Council who is a person with a disability as defined in Virginia Code § 51.5-40.1, and who uses remote participation counts toward the quorum as if the member was physically present;**

2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or **the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. "Caregiver" means an adult who provides care for a person with a disability as defined in Virginia Code § 51.5-40.1. A caregiver shall be either related by blood, marriage, or adoption to, or the legally appointed guardian of, the person with a disability for whom he is caring. For purposes of determining whether a quorum is physically assembled, an individual member of Town Council who is a caregiver for a person with a disability and who uses remote participation counts toward the quorum as if the member was physically present;** or,

3. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. The member may not use remote participation due to

personal matters more than two (2) meetings per calendar year or twenty-five (25) percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved, Council shall cause to be recorded in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved, Council shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance, or (iii) the specific nature of the personal matter cited by the member.

~~Whenever a member of the public body wishes to participate from a remote location, a quorum of the public body shall be physically assembled at the primary or central public meeting location, pursuant to Chapter 37, Virginia Freedom of Information Act, Code of Virginia § 2.2-3701, and arrangements made for the voice of the member attending remotely to be heard by all persons at the primary or central public body meeting location. The public body holding the meeting shall record in its minutes the member's remote participation was due to one (1) of the above reasons as well as including in the minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.~~

A member's participation from a remote location shall be approved unless such participation would violate this ordinance **remote participation policy** ~~or other applicable provision of Chapter 37, Virginia Freedom of Information Act.~~ If the member's participation from a remote location is challenged, ~~the public body~~ **Council** shall vote whether to allow such participation. **If a member's participation from a remote location is disapproved because such participation would violate this remote participation policy, such disapproval shall be recorded in the minutes with specificity.** ~~If the public body vote disapproves of the member's remote participation such disapproval shall be recorded in the minutes with specificity.~~

~~B. *All virtual meetings.* Pursuant to Chapter 37, Virginia Freedom of Information Act, Code of Virginia § 2.2-3708.3, Local governing bodies, planning commission, architectural review boards, zoning appeals boards and boards with the authority to deny, revoke or suspend a professional or occupational license may not hold all virtual public meetings.~~

~~C. *State of emergency.* Pursuant to Chapter 37, Virginia Freedom of Information Act, Code of Virginia § 2.2-3708.2, any public body may meet by electronic communication means without a quorum of the public body physically assembled at one (1) location when the Governor has declared a state of emergency in accordance with, Code of Virginia § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to Code of Virginia § 44-146.21.~~

B. This ordinance, ~~upon approval of Town Council,~~ creates the **Town Council's** policy for remote participation by electronic means as ~~required~~ **allowed** ~~in Chapter 37,~~ **by the** Virginia Freedom of

Information Act, Code of Virginia § 2.2-3708.3(D). Town Council shall at least once annually adopt or readopt a remote participation policy by recorded vote.

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

A. Order of Business

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.
2. The order of business shall not be departed from except by consent of two-thirds of the members of the Council present and voting.
3. Items which appear under the heading "Consent Agenda Items" are intended to be routine business items which are not subject to individual debate or discussion, but are, instead, voted on as a group. However, at the time the presiding officer announces "Addition/Deletion of Items From the Agenda or Revision to Order of Business" ~~that the Consent Agenda portion of the order of business has been reached,~~ any member of Council may request that any individual items or items ~~may~~ be removed from the "Consent Agenda Items", and such item or items shall, thereafter, become the ~~first last~~ item or items considered under the ~~"Items for Approval"~~ "Business Items" portion of the order of business. A vote is not required to move an item to "Business Items" nor a justification from the member to do so. ~~A majority vote of Council is required to remove or add an item to the "Consent Agenda Items".~~ **A unanimous vote is required from all members of Council present and voting to add or delete items from the "Consent Agenda Items" after publication.**
4. At every regular work session ~~meeting~~ of the Council, the order of business shall be determined by the Mayor, or in his absence, the Vice Mayor.

B. Placement of Items on Agendas.

1. The following items shall be placed on the Council Agenda for a regular meeting or regular work session provided they are delivered to the office of the Town Manager:
 - a. Items from members of Town Boards or Commissions whose membership is appointed by the Council.
 - b. Items required for decision by the Town Manager, to include citizen requests placed in writing by the citizen or by the Town Manager.
 - c. Items requested by the Mayor to include citizen requests placed in writing.
 - d. Items requested by at least two (2) members of Council to be placed on a work session. Items requested by a majority of Council be placed on a regular meeting. In the event of a tie the Mayor will determine the placement.

e. Items requested from citizens who have appeared at a previous meeting of Council, and who have placed their requests in writing and asked for the matter to be considered at an upcoming meeting of Council.

C. *Approval of Placement **and Removal of** Items on the **Council** Agendas.*

1. The Mayor, or in his absence, the Vice Mayor approves the final regular meeting and regular work session agendas before publication and shall not remove any item on said agendas placed by at least two (2) council members for a work session agenda or a majority of councilmembers for a regular meeting agenda.
2. No items may be placed on **or removed from** any regular meeting or regular work session agendas after publication without unanimous vote from all members of Council present and voting.

This ordinance shall become effective upon passage.

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 _____, 2025 upon the following recorded vote:

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

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

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



CLOSED MEETING AGENDA STATEMENT

Meeting Date: February 3, 2025

Item #05

MOTION 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 purposes:

- 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 _____ Vice Mayor Veienthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____