



TOWN COUNCIL REGULAR MEETING

February 24, 2025 @ 7:00pm

Warren County Government Center

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

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the Council meeting minutes of the January 27, 2025 Regular Meeting, February 3, 2025 Work Session, and February 10, 2025 Work Session as presented.*
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (*REQUIRES UNANIMOUS VOTE*) AND/OR REVISION TO ORDER OF BUSINESS (*REQUIRES MAJORITY VOTE*)
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
 - A. Proclamation – Global Day of Unplugging – Warren Coalition
7. PUBLIC HEARINGS
 - A. Continued - Zoning Text Amendment to Town Code Chapter 175 Pertaining to Tobacco, Smoke or Vape Shops
 - B. Rezoning Application Submitted by Skyline Realty Investment LLC to Reclassify Property on W. Strasburg Road from C-1 to R-3
 - C. Ordinance Amendment to Town Code Chapter 4 Pertaining to the FOIA Policy for Remote Participation by Electronic Means and Clarify Procedure to Remove Items from Council Agendas
 - D. FY25 Budget Amendment to Accept Funds from VDOT for the 8th Street Bridge Replacement Program and Award a Contract for the Project
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - A. Report of Interim Town Manager
 - B. Report of Councilmembers
 - C. Report of the Mayor
10. CONSENT AGENDA ITEMS –
 - A. Purchase of Salt Spreaders with Accessories for the Public Works Department
 - B. Bioretention Pond Rebuild at the Energy Services Department
 - C. FY25 Budget Amendment to Receive Funds for the Sale of a Transformer and Allocate Funds to the Manassas Substation Project
 - D. FY25 Budget Amendment to Receive Grant Funding from the Virginia Department of Forestry
 - E. Appointment to the Planning Commission
 - F. Appointment to the Local Board of Building Code Appeals (LBBCA)
11. BUSINESS ITEMS –
 - A. Adopt an Ordinance Conditionally Approving the Vacation and Sale of a Portion of Kibler Street
12. CLOSED MEETING
13. ADJOURN



Moment of Silence

Pledge of Allegiance led by Wyatt Wilfong

ROLL CALL BY CLERK OF COUNCIL

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

ABSENT: Councilman R. Wayne Sealock

OTHERS PRESENT: Clerk of Council Tina L. Presley
Interim Town Manager BJ Wilson
Town Attorney George M. Sonnett, Jr.

APPROVAL OF MINUTES – Councilman Ingram moved seconded by Councilman Wood that Council approve the Council Meeting minutes of the December 2, 2024, Work Session, December 9, 2024 Regular Meeting, December 16, 2024 Special & Special Closed Meetings, January 9, 2025 Work Session & January 13, 2025 Work Session as presented.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS - None

RECOGNITIONS/AWARDS/REPORTS - None

PUBLIC HEARINGS

Special Exception Request from COL Samuel R. Millar VFW Post 1860 for Relief of Existing Parking Requirements at 654-B W 11th Street - Director of Planning Lauren Kopishke gave a brief presentation. She stated that there was a change of use prompting the reclassification and explained how the calculations were made for the number of parking spaces. Council confirmed that the square footage calculation was less than the fixed seating calculation.

The applicant, VFW Commander Jeffrey Cook spoke. He gave a brief history, function and list of numerous community events of the VFW in Front Royal noting its existence since June 1930. He reminded Council that the building was previously a restaurant, but the VFW could not be classified as a restaurant; therefore, the “assembly use” was the closest use to their organization creating the need for more parking under that use. He commended the Planning Department for working with him on finding a use since the Town Code was not specific to organizations like the VFW. He noted that the fixed table calculation would generate a smaller number; however, the tables would not be fixed. He explained that the Warren County Economic Development Authority (WCEDA) denied his request for extra parking. The Front Royal Church of the Nazarene, he advised, agreed to assist with parking on a case-by-case basis for special events provided there were no conflicting church events. He also advised that he had spoken to the current owner of the former VFW property and received permission to use his property for six (6) events per year. He advised that he had been working to find a new home for the VFW since the 2015 fire of their former building. Council confirmed that he had not closed on the property as it was contingent upon Council’s decision tonight. Mr. Cook confirmed that there was an anticipated (40) or less members during the day and it would be open for limited hours in the beginning.



Mayor Cockrell opened the public hearing.

Andrea White, 227 Lee Street, VFW's Realtor, advised that the VFW was not expected to be at this address long term, maybe 2 – 5 years. She handed the Clerk of Council a letter from the Front Royal Church of the Nazarene's Pastor specifying the conditions for additional parking. She noted that the seating was movable not fixed and reminded Council that the building could go back to a restaurant by right.

Mike McCool, 613 N. Commerce Avenue, suggested that the VFW be classified as a restaurant with no parking requirements. He voiced concern over the lack of parking overall in Town.

Pastor Steve Guizar of the Front Royal Church of the Nazarene, 1107 Monroe Avenue, confirmed that he wrote the letter giving the VFW extra parking during special events on a case-by-case basis. He expressed hope for good community partnership through communication.

Mayor Cockrell closed the public hearing.

Vice Mayor Veitenthal moved seconded by Councilman Rappaport that Council approve the request from COL Samuel R. Millar VFW Post 1860, Commander Jeffrey D. Cook for relief of parking requirements at 654-B W. 11th Street (tax map 20A1-2-3-3 and 4).

Vice Mayor Veitenthal thanked staff for their hard work on this request. She sympathized with the decline of VFW membership, stating that until the Town Code was amended to address parking issues in Town, special exceptions would continue to be needed. Councilman Ingram wished the VFW all the best and recognized their struggle to find a home. Councilman Rappaport was on board with what the VFW presented tonight.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

Receive Public Input Pertaining to the Town Vacating a Portion of Kibler Street - Director of Planning Lauren Kopishke gave a brief presentation explaining the process and breakdown involving the Warren County Building Department.

Applicant Carlos Comacho of Apple Contractors, Inc. explained the various issues with the project including the inefficient number of surveys and apologized. He stated that it was not his intention to take advantage of the process. Mayor Cockrell confirmed with Mr. Comacho that the survey pins were removed by someone he hired and voiced her displeasure that they were not placed back in their proper places.

Mayor Cockrell opened the public hearing.

Mike McCool, 613 N. Commerce Avenue, understood that the house was nonconforming, in the flood zone and had sat vacant for two years. He voiced concern that his property would be devalued and placed blame on the Warren County Building Department for not following through on the processes.

Demetry Pikrallidas for Karavas Properties, Commerce Center 629 Commerce Avenue, voiced concern that if the vacation were approved the street width would be decreased not allowing safe access for emergency vehicles. He asked that Council not approve the vacation request.



Douglas Napier, 195 Parkridge Court, lawyer for Mr. Comacho, noted that there was little that could be done to correct the situation from a cost standpoint. He advised that a variance was applied for and was denied. He explained that only nine inches were needed; however, two feet were being requested so that a fence could be installed. He confirmed that a mistake was made by replacing the pins in the wrong place and not obtaining the proper number of surveys.

Mayor Cockrell closed the public hearing.

Vice Mayor Veitenthal understood that Kibler Street would not be impacted upon approval of the vacation request, only creating a bump out. Ms. Kopishke confirmed that if vacated, twenty-eight (28) feet would remain and that eighteen feet was needed for emergency vehicles. Council confirmed that fences were allowed in commercial areas and that the Public Works Department did not have any comments.

Councilman Wood moved seconded by Councilman Rappaport that Council appoint viewers to view the vacation request from the applicant to vacate 180 square feet of Kibler Street that adjoins 219 E. 7th Street and to report in writing any inconvenience to the public that would result from discontinuance of the right-of-way.

Vice Mayor Veitenthal commented that this error was not the fault of the Town's Planning/Zoning Department or the applicant voicing disappointment in the County's process. Councilman Rappaport stated that a variance should have been allowed understanding that mistakes happen. He voiced concern that protocol was not followed. Councilman Wood advised that he moved to "appoint viewers" because there were no comments from the Public Works Department.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

Ordinance Amendment to Chapter 175 Pertaining to Tobacco, Smoke or Vape Shops - Mayor Cockrell stated that she would open the public hearing but asked if Council would consider keeping the public hearing open until the next regular meeting on February 24, 2025. Town Attorney George Sonnett advised that keeping the public hearing open allowed sufficient public notice and for the text in the ordinance to be corrected. Director of Planning Lauren Kopishke gave a brief presentation.

Mayor Cockrell opened the public hearing, since there were no speakers, the public hearing was closed.

Vice Mayor Veitenthal moved seconded by Councilman Wood that Council keep the public hearing open on adopting an ordinance amendment to Chapter 175 defining and permitting tobacco, smoke or vape shops until the regular meeting of February 24, 2025.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

Comprehensive Plan Amendment for the Area between Strasburg Rd and Duck St to Rugby St - Director of Planning Lauren Kopishke gave a brief presentation.

Mayor Cockrell opened the public hearing, since there were no speakers, the public hearing was closed.



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

Councilman Rappaport moved seconded by Councilwoman DeDomenico-Payne that Council, to promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants including the elderly and persons with disabilities, approve a Comprehensive Plan amendment, initiated by the Planning Commission, to amend the area between Strasburg Road and Duck Street to Rugby Road from a future land use designation of Commercial to Neighborhood Residential known as the Riverton Planning District, as presented.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

Mark Becker, 193 Apple Jack Circle, Linden, VA spoke about his false arrest by the Front Royal Police Department that ended his career.

REPORTS

Town Manager Report – Interim Town Manager BJ Wilson advised that the Yard Waste Collection would cease and resume in April. He thanked staff for their hard work to remove snow and fix water breaks and outages during the most recent snow events.

Town Council Reports

Councilman Ingram thanked Mr. Wilson for his hard being in the position of Interim Town Manager and echoed his sentiments regarding staff during the most recent snow events.

Councilman Wood echoed the sentiments of Council regarding staff and Mr. Wilson and noted that he had received numerous compliments from citizens on the staff during the snow events.

Vice Mayor Veitenthal echoed the sentiments of Council noting that Mr. Wilson was currently “wearing several hats.”

Councilman Rappaport echoed the sentiments of Council regarding staff and Mr. Wilson.

Councilwoman DeDomenico-Payne advised citizens to contact the County regarding their concerns over the most recent tax reassessment. She echoed the sentiments of Council regarding staff and Mr. Wilson.

Report of the Mayor – Mayor Cockrell attended the Town Employees Christmas Luncheon; rang the bell for Salvation Army; went Christmas caroling; attended the ribbon cutting for Chester Street Tavern; read to residents at Commonwealth Senior Living at Front Royal; attended the Warren County Recovery Court Ceremony of two graduates; attended the Annual Front Royal Volunteer Fire Departments Awards Banquet. She thanked all the employees for working in extremely cold temperatures. She advised that they were working hard on finding a new Town Manager.

CONSENT AGENDA ITEMS - None

BUSINESS ITEMS

Final Subdivision Plat for a Major Subdivision [Squirrel Hill Development] Located at 344 W. Main Street – McCarty
Councilman Wood suggested Council consider discussing finishing the sidewalks around the soccer fields for the children to get there safely since the subdivision was installing sidewalks in their development.



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

Councilman Rappaport had several questions regarding the sidewalks, lighting, sanitary sewer easement and Stormwater Management Plan. Ms. Kopishke advised that all those items would be discussed during the Site Plan Phase, which was the next step. She explained that the Stormwater Management Plan was approved by the County and the Department of Environmental Quality (DEQ).

Councilman Ingram moved seconded by Councilwoman DeDomenico-Payne that Council approve the final subdivision plat for a major subdivision [Squirrel Hill Development] submitted by Jay McCarty, Neal McCarty and Dennis McCarty to divide approximately 4.34 acres into (34) lots and (33) dwelling units which is (16) duplexes and one existing single-family dwelling located at 344 W. Main Street as presented.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

CLOSED MEETING

Vice Mayor Veitenthal moved seconded by Councilman Wood that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Town Manager position.

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

The meeting adjourned at approximately 9:45pm.

Approved by Town Council

Date: _____



6:30pm Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell

Remote at home with an illness. There was no objection from Council. Vice Mayor Veitenthal led the meeting

Vice Mayor Amber F. Veitenthal

Councilwoman Melissa DeDomenico-Payne

Councilman Joshua L. Ingram

Councilman H. Bruce Rappaport

Councilman R. Wayne Sealock

Councilman Glenn E. Wood

OTHERS PRESENT: Interim Town Manager BJ Wilson

Town Attorney George M. Sonnett, Jr.

Clerk of Council Tina L. Presley

Various members of the staff and public

CLOSED MEETING

Councilman Rappaport moved seconded by Councilman Sealock that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose 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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

McKay Springs/Alternative Water Source Evaluation from CHA Consulting – Interim Town Manager BJ Wilson introduced Stevie Steele from CHA who then gave an evaluation of the Town's Alternative Water Source to include McKay Springs through a prepared presentation. He began with an overview of McKay Springs stating the history and DEQ's requirement pertaining to surface water. He then explained about groundwater wells, how they were dug and identifying three targets with target #2 being the most accessible due to its location near the road. There was discussion about the effect on nearby drain fields and wells as well as the effect on the value of a corner parcel that was owned by either the Town and/or County jointly and located nearby. Mr. Steele did note that he would



not approve of any blasting during construction of any commercial buildings in that area once the wells were in place as it could upset underneath the ground. Mr. Wilson advised he would get more information on any impacts that could affect the value of the corner parcel in question. Mr. Steele continued with an explanation of the three targets noting the results of resistivity and the potential costs of each target. It was confirmed that permitting would be paid once. He encouraged Council to advise him what level they were looking for whether it be just a supplementary water source or the need for the amount currently being used by the Town from the river.

Mr. Steele continued with the explanation of Winchester interconnect which would include a master agreement between the Town and the City of Winchester with intake being on the North Fork of the river. It was noted this would only be for emergency purposes. He cautioned that during a drought other localities would more than likely be in the same drought situation as the Town. Mr. Steele continued with the option of an additional intake on North Fork which would require permitting and the choice whether to pump to the current Water Treatment Plant or build a processing plant onsite that would only be used when needed but be required to be maintained and operational. It was noted that McKay Spring would house a small package plant and pump house to treat the surface water.

Council questioned whether the Smithsonian Conservation Biology Institute property located adjacent to the Water Treatment Plant would be a possibility for wells. It was noted that the land was owned by the federal government, and it would take years to get permission if permission would ever be granted.

Mr. Steele continued with the quarry option that would include purchasing the land and deciding whether to pump to the Water Treatment Plant or have a package plant onsite. He noted that there were fewer withdrawal regulations from DEQ recommending full ownership not a partnership. Vice Mayor Veitenthal questioned the cost of the road map listing all the options and costs discussed tonight. Mr. Steele quoted approximately \$150,000. Council suggested that the information asked of Council be available for their retreat next week. Mr. Wilson and Mr. Steele agreed to work together to make that work.

NEW BUSINESS

A. Special Use Permit for Multi-Family Apartments and an Office Building off Royal Lane – Pennoni Associates – Director of Planning Lauren Kopishke advised that a special use permit was requested to build three apartment buildings containing twelve units each as well as an office building off Royal Lane. She referred to the VDOT 2014 traffic analysis that stated (252) trips for this use. It was noted that the Town could not require another traffic analysis. There was much discussion regarding another access from the property to Remount Road, concluding it was private land including land that belonged to the Town's Water Treatment Plant. There was great concern regarding the possible traffic congestion at John Marshall Highway and Royal Lane. Ms. Kopishke explained the warrants for right and left turns that included photographs as well as a preliminary site plan. It was questioned whether a traffic pattern could be delegated. Mr. Sonnett advised that it could not be part of the special use permit. Council questioned whether this area was a high crime area, how many accidents had occurred at John Marshall Highway and Royal Lane and the daily traffic trip count on John Marshall Highway. Mrs. Veitenthal noted that more information was needed before taking this request to a public hearing and asked Mr. Wilson to gather the information asked of Council and bring back to the March 3rd work session.

B. Rezoning Application to Reclassify Addresses and a Vacant Lot on W. Strasburg Road from C-1 and R-3 – Skyline Realty Investments, LLC – Ms. Kopishke showed Council the lots to be rezoned and Council had no questions or comments. Council agreed to advertise for a public hearing for February 24th.



C. Request from Habitat for Humanity for Waiver of Utility Connection Fees on Osage Street – Mr. Wilson explained that the request was for three properties on Osage Street, noting that one of them had existing water and sewer leaving the request at two water and sewer connections and one electric connection. He suggested placing a lien on the properties and explained how the lien was to be paid for. Mr. Sonnett suggested presenting to Habitat for Humanity that Council's decision was a deferral not a donation. Mr. Wilson advised he would bring back to Council when the logistics were worked out.

D. FY25 Budget Amendment and Acceptance of Bid for 8th Street Bridge Replacement Project – Mr. Wilson advised of the process of accepting the bid that included a budget amendment that required a public hearing due to the amount being an increase greater than 1% of the original budget and the award of the bid to the contractor. Director of Public Works Robbie Boyer advised of the changes that would occur in that area upon completion of the bridge. Council agreed to advertise for a public hearing for February 24th.

E. Proposed Amendment to Chapter 4 – Administration of Government – Clerk of Council Tina Presley explained the proposed amendments, noting state code amendments adopted July 1, 2024, that were to be included in the Town code. Mr. Sonnett advised that the word "Mayor" would be included in the ordinance as a member of the public body for clarification. Council agreed to advertise for a public hearing for February 24th.

CLOSED MEETING

Councilman Ingram moved seconded by Councilman Wood that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Town Manager position.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Councilman Sealock left closed meeting at 8:37pm due to health issue.

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

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

Adjourned approximately 9:30pm.

Approved by Town Council

Date: -----



6:45pm Roll Call by Clerk of Council

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

ABSENT DURING ROLL CALL: Vice Mayor Amber F. Veitenthal
(arrived at 7:00pm)

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

CLOSED MEETING

Councilman Rappaport moved seconded by Councilman Sealock that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose 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.

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

ROLL CALL

Vice Mayor Veitenthal came in the closed meeting at 7:00pm

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

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

ROLL CALL

NEW BUSINESS

A. Purchase of Salt Spreaders with Accessories for Public Works Department – Purchasing Manager Michelle Campbell gave an overview of the purchase noting that the shipment may be combined with another order. Council agreed to add to the February 24th Consent Agenda.



B. Bioretention Pond Rebuild at Energy Services Department – Ms. Campbell gave an overview of the pond rebuild. Mr. Wilson advised that the funds were carried forward for the project. Director of Energy Services Carey Saffelle advised that the soil was not contaminated and explained that ten years ago the pond was DEQ compliant, but the permit was never finalized thus prompting the rebuild. He advised once the rebuild was complete the permit with DEQ would be complete, finalized and up to 2025 standards with no further rebuilds in the future. Council agreed to add to the February 24th Consent Agenda.

C. FY25 Budget Amendment to Receive Funds for Sale of Transformer - Mr. Wilson explained the process of receiving the funds for the transformer that was taken out of service and then sold. He advised that the funds would be allocated to the Manassas Substation Project. Council agreed to add to the February 24th Consent Agenda.

D. FY25 Budget Amendment to Accept Awarded Grant Funds from Virginia Department of Forestry – Mr. Wilson explained that the grant would fund the salary and benefits of a full-time arborist position. Council questioned the position after the year, and it was explained that the grant could be applied for every year or Council can discuss allowing the position in the budget. Council agreed to add to the February 24th Consent Agenda.

OLD BUSINESS

A. Solid Waste Collection Proposal from Vibrissa and On Cue – Mayor Cockrell gave an overview. Mr. Wilson explained the proposal from Vibrissa and On Cue restaurants that included them taking over the enclosure behind Vibrissa (two dumpsters and grease trap for Vibrissa) and hiring their own private contractor. They have asked that the Town repair the enclosure. He noted that the Town Attorney would draft an agreement and bring back to Council for approval at a regular meeting. Council agreed it was a workable compromise by using the existing enclosure and parking would not be impacted. Town Attorney George Sonnett advised that he envisioned a lease rather than a license that would be terminated immediately if the lessee failed to keep a contractor. There was a discussion about locks and cameras, concluding that the security would be the lessee's responsibility. It was advised that there would still be Class III for solid waste in the Town Code. Council agreed to bring back to a work session in March with a possible public hearing to follow.

Request from Liaison Committee to Jointly Fund a Fiscal Impact Analysis Study – Mayor Cockrell explained that the County was asking for the Town to consider jointly funding an Impact Analysis Study to include services the Town citizens would benefit from exclusively. After discussion it was realized that the Voluntary Settlement Agreement (VSA) clearly states that a fiscal impact analysis study was the County's responsibility; therefore, the Council does not need to do anything.

ACTION ITEM – Request for a Revitalization Area Resolution from Jen Surber of Surber Development and Consulting LLC on Behalf of Hardwood Place Va, LLC for the Proposed 90-Unit Apartment Community off E. Criser Road - Mayor Cockrell noted that Council was not aware of this resolution when the special use permit was approved. She advised that the deadline for this round of funding for the developer was March 13 noting the reason for the urgency as it needed to be placed on the County agenda since Towns were not permitted to pass a resolution of this kind. After speaking with the County, they have requested a formal request from the Council asking them to consider the resolution of support. Mr. Sonnett pointed out that cities and counties make findings to determine what their resolution would state. There was some discussion on revitalization areas and concluded that the County would have to determine that for the resolution.

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council direct the Mayor to send a letter of support to the Warren County Board of Supervisors, that they may approve a Revitalization Area Resolution designating a vacant parcel located off E. Criser Road and identified by tax map 20A18-5-5A1 in the Town of Front



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

Royal, as a revitalization area for the proposed 90-unit apartment community as requested of Jen Surber of Surber Development and Consulting LLC and on behalf of Hardwood Place Va LLC.

Council voiced concern over the motion as it was dictating what the resolution should entail and concluded that the County would have to consider the designation after they determined the facts.

Substitute Motion: *Vice Mayor Veitenthal moved seconded by Councilwoman DeDomenico-Payne that Council direct the Mayor to send a letter of support to the Warren County Board of Supervisors, asking them to consider making such designation after they have made the required statutory factual determinations for the area of the proposed 90-unit apartment community as requested of Jen Surber of Surber Development and Consulting LLC and on behalf of Hardwood Place Va LL.*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

CLOSED MEETING

Councilman Ingram moved seconded by Vice Mayor Veitenthal that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Town Attorney.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:30 pm.

Approved by Town Council

Date: -----



WHEREAS, the health and connection between the people of Warren County and Front Royal, Virginia, have been adversely impacted by the overuse of technology; and

WHEREAS, Global Day of Unplugging® was established with the mission to promote digital well-being and help people power down devices, reduce screen-time and power up real connections with their family and friends; and to teach people of all ages the importance of taking time from screens and embracing a healthy lifestyle; and

WHEREAS, Global Day of Unplugging is a worldwide event to be held from sundown March 7, 2025 to sundown March 8, 2025, AND Warren County has been named an Unplugged Village; and,

WHEREAS, the U.S. Surgeon General, Dr. Vivek Murthy released an advisory in May 2023 highlighting the epidemic of loneliness and isolation; and

WHEREAS, the average American spends five hours per day, or 76.3 days per year, on their phones, AND checks their phone 205 times per day; and

WHEREAS, 43% of people consider themselves addicted to their phones; and

WHEREAS, on average, Generation Z spends over six hours on their phone every day, and two out of three do not get enough sleep; and

WHEREAS, excessive screen time has meant trust in the media, our neighbors and the world around us is at an all-time low while polarization is at an all-time high; and

WHEREAS, reductions in smartphone usage (even as little as one hour per day) can make a noticeable positive difference in the mental health of smartphone users; and

WHEREAS, various businesses, government agencies, and organizations in Warren County are joining together with Warren Coalition to provide activities that promote personal connections, and encourage all residents to take a break from technology; and

WHEREAS, connection and understanding happen when people physically spend time together

THEREFORE, the Front Royal Town Council does hereby proclaim sundown March 7, 2025 to sundown March 8, 2025, as “Warren County Unplugged,” a Global Day of Unplugging event, and calls upon our residents to observe this occasion, disconnect from their phones, and participate in events and activities during these 24 hours.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on February 24, 2025



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 07A

Agenda Item: PUBLIC HEARING CONTINUED – Zoning Text Amendment to Town Code Chapter 175 Pertaining to Tobacco, Smoke or Vape Shops

Summary: Council opened a public hearing on this proposed ordinance amendment on January 27, 2025. At that time Council voted unanimously to keep the public hearing open until February 24, 2025 to allow for the republication of public notice and the text of the proposed ordinance. Therefore, Council is requested to consider an amendment to Chapter 175 Zoning to define and permit tobacco, smoke or vape shops either by right with performance standards or by Special Use Permit (SUP) in the Town's C-1 and C-3 Commercial Districts, as presented.

Council referred this request to the Planning Commission on October 28, 2024 asking for a recommendation on a proposed ordinance.

Budget/Funding: N/A

Meetings: Work Sessions held September 9, 2024, October 7, 2024 and January 6, 2025. Regular Meetings held October 28, November 25, 2024 and Public Hearing held January 27, 2025.

Proposed Motion: I move that Council, for the purpose of promoting the general welfare of the public, adopt an ordinance amendment to Chapter 175 defining and permitting tobacco, smoke or vape shops with conditions as presented.

Moved _____ *Seconded* _____

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

ORDINANCE TO AMEND CHAPTER 175-ZONING OF THE FRONT ROYAL TOWN CODE TO DEFINE AND PERMIT VAPE SHOPS

WHEREAS, on November 25, 2025, Council directed the Front Royal Planning Commission to recommend a proposed tobacco, smoke and vape shop ordinance to promote the health, safety and general welfare of the public; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that Chapters 175-3, 175-39.A., 175-39.B., 175-53.2.A., 175-53.2.B. and 175-152 of the Front Royal Town Code hereby be amended and enacted as follows:

CHAPTER 175 ZONING

175-3 DEFINITIONS

TOBACCO, SMOKE, OR VAPE SHOP: A business involving the sale of tobacco products, nicotine vapor products, or alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2, or hemp products intended for smoking, as such term defined in §3.2-4112, or any kratom products as regulated by the Code of Virginia § 59.1-200, or paraphernalia, and where any combination of any such products represent twenty-five (25) percent or more of the store's total inventory or fifteen (15) percent or more of the store's total display area.

“Paraphernalia” refers to any objects, devices, or equipment that are primarily used to facilitate or enhance the act of smoking or vaping. This includes but not limited to; cigarette rolling papers, Cigarette filters, Pipes, Bongs, Hookahs, Vape Pens and E-Cigarettes, Grinders, Rolling Machines, Screens and Dab Rigs.

175-39 USE REGULATIONS (C-1)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the C-1 District, the following uses of land and buildings are permitted by-right in the C-1 District:

COMMERCIAL:

Tobacco, smoke or vape shop in accordance with provisions of 175-152.

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:

COMMERCIAL:

Tobacco, smoke or vape shop.

175-53.2 USE REGULATIONS (C-3)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the C-3 District, the following uses of land and buildings are permitted by-right in the C-3 District:

COMMERCIAL:

Tobacco, smoke or vape shop in accordance with provisions of 175-152.

B. The following uses are permitted within the C-3 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-3 District:

COMMERCIAL:

Tobacco, smoke or vape shop.

175-152 TOBACCO, SMOKE, OR VAPE SHOP PERFORMANCE STANDARDS

A. Definitions

For purposes of this section only, tobacco, smoke, or vape shop shall be defined as A business involving the sale of tobacco products, nicotine vapor products, or alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2, or hemp products intended for smoking, as such term defined in §3.2-4112, or any kratom products as regulated by the Code of Virginia § 59.1-200.

B. Performance Standards

1. Shall not be located within 1,000 feet of any child or day care center, as defined in §22.1-289.02 or a public, private, or parochial school.
 - a. Measurements made to verify compliance shall be made in a straight line, without regard for structures or objects, for, 1,000 feet from the boundaries of the property on which a public or private school or day care center

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

Vote on following page

This Ordinance was adopted 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 January 27, 2025 having been advertised in the Northern Virginia Daily on January 13, and January 21, 2025. The public hearing continued on February 24, 2025 having been advertised in the Northern Virginia Daily on February 10 and February 18, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



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

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

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

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



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: February 24, 2025 Item# 07B

Agenda Item: PUBLIC HEARING – Rezoning Application Submitted by Skyline Realty Investment LLC to Reclassify Property on W. Strasburg Road from C-1 to R-3

Summary: Council is requested to consider a rezoning application submitted by Skyline Realty Investment LLC requesting an 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

Meetings: Work Session held February 3, 2025

Proposed Motion:

- 1) In furtherance of the purposes and objectives contained in Town Code §175-1 (B), I move that Council approve a rezoning application submitted by Skyline Realty Investment LLC requesting an 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.
- 2) In furtherance of the purposes and objectives contained in Town Code §175-1 (B), I move that Council deny a rezoning application submitted by Skyline Realty Investment LLC requesting an 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.

Moved _____ Seconded _____

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

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)



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.

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:

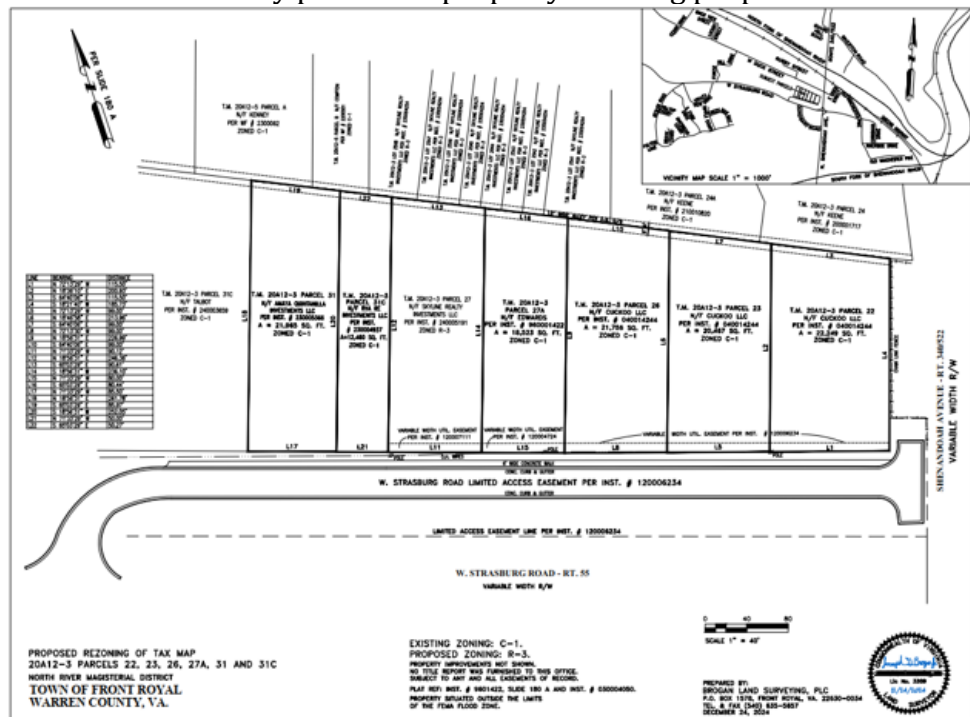
20A123 22
20A123 23
20A123 26
20A123 27A
20A123 31
20A123 31C

Skyline Realty Investments, LLC

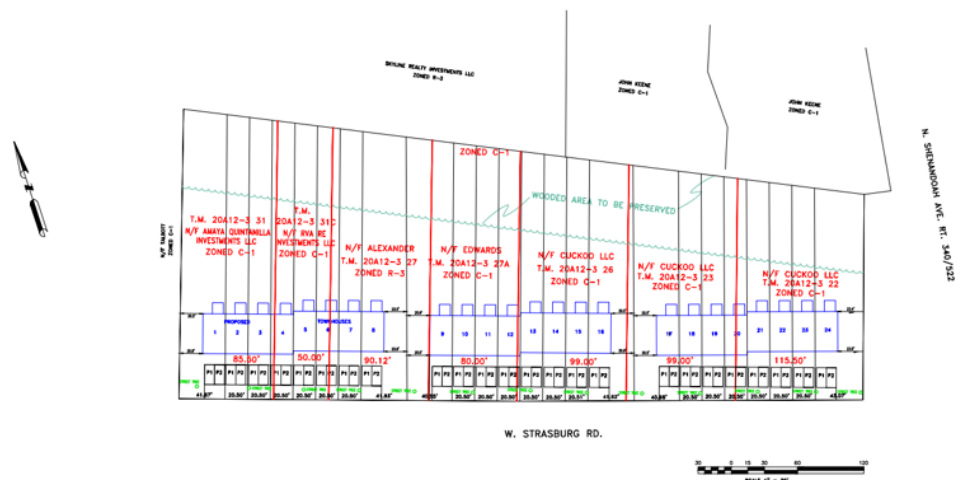
Chris Holloway

ATTACHMENT C: PLAT

- **Plat.** A survey plat of the property showing properties.



Conceptual Sketch



Zoning Ordinance

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.



A handwritten signature in blue ink, appearing to read "Chris William Holloway", written over a horizontal line.

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)

A handwritten signature in blue ink, appearing to read "Connie L. Potter", written over a horizontal line.

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

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

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

W. STRASBURG ROAD - RT. 55

VARIABLE WIDTH R/W

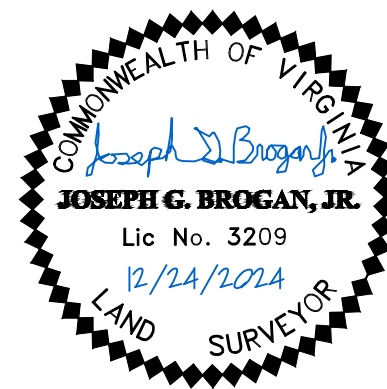
EXISTING ZONING: C-1.

PROPOSED ZONING: R-3.

PROPERTY IMPROVEMENTS NOT SHOWN.
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

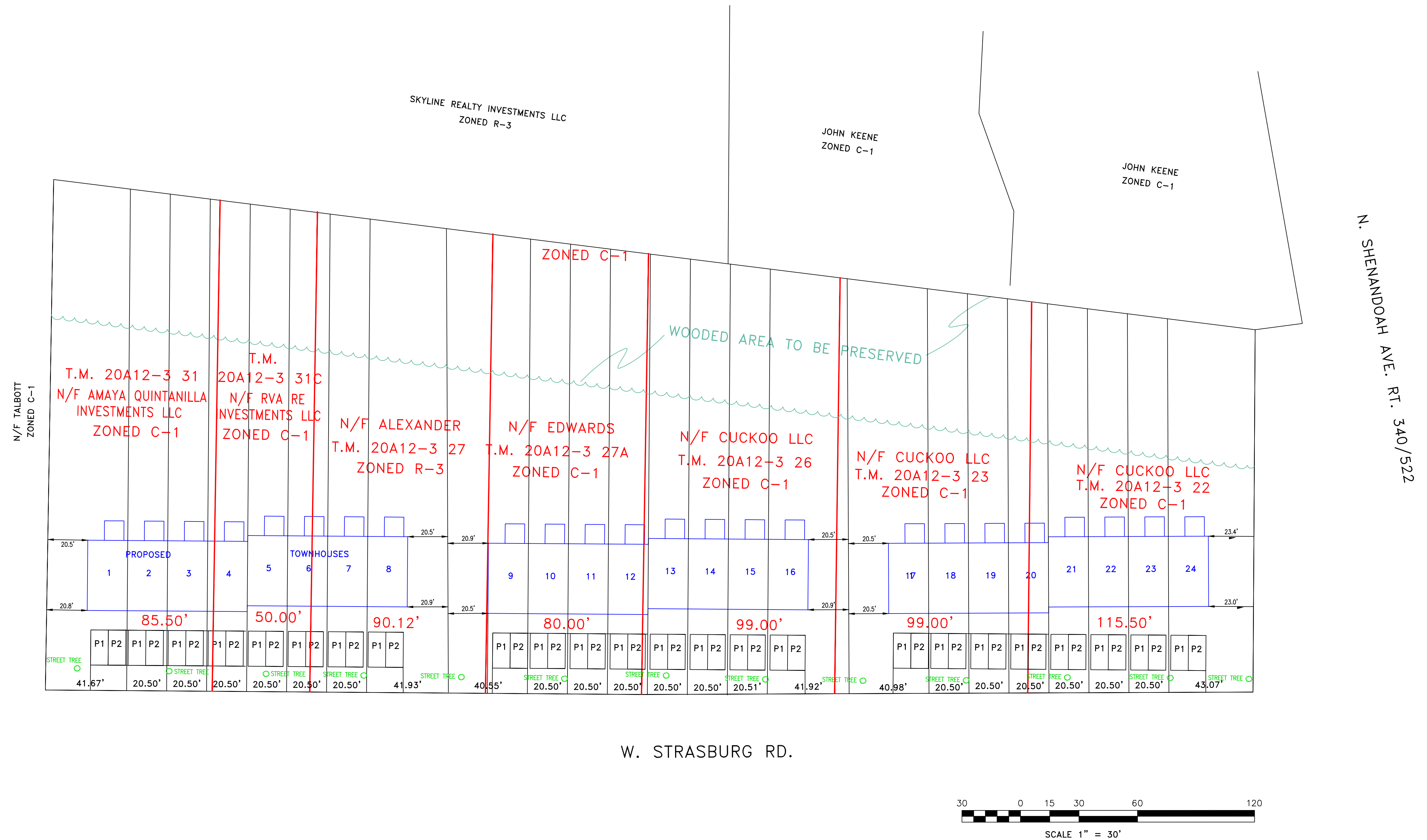
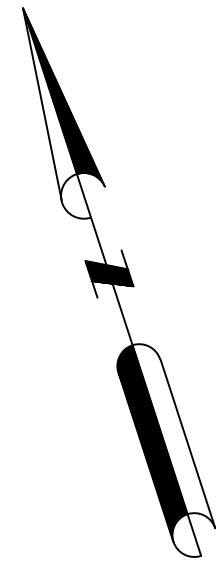
PLAT REF: INST. # 9601422, SLIDE 180 A AND INST. # 030004050.
PROPERTY SITUATED OUTSIDE THE LIMITS
OF THE FEMA FLOOD ZONE.

0 40 80
SCALE 1" = 40'



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

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.



CONCEPTUAL LAYOUT FOR PROPOSED TOWNHOUSES AND DUPLEX
ON TAX MAP 20A12- PARCELS 22, 23, 26, 27, 27A, 31 AND 31C

NORTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

PREPARED BY
BROGAN LAND SURVEYING PLC
P.O. BOX 1578, FRONT ROYAL, VA. 22630
TEL. & FAX 540-635-5657
NOVEMBER 7, 2024



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: February 24, 2025 Item# 07C

Agenda Item: PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 4 Pertaining to FOIA Policy for Remote Participation by Electronic Means and Clarify Procedure to Remove Items from Council Agendas

Summary: Council is requested to consider amendments to Town Code Chapter 4 – Administration of Government to reflect changes adopted by State Code July 1, 2024 to the Freedom of Information Act (FOIA) and clearly define the procedures for removal of items from council agendas, as presented.

- 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: N/A

Meetings: Work Session held February 3, 2025

Proposed Motion: I move that Council adopt ordinance amendments to Town Code Chapter 4 – Administration of Government as presented.

Moved _____ Seconded _____

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

**ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 4 -
ADMINISTRATION OF GOVERNMENT PERTAINING 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, and, for purposes of remote participation only being a member of the Town's governing body, the Mayor,** may use remote participation instead of attending a public meeting in person, if in advance of the public meeting, **the member or Mayor** 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 February 10 and February 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 07D

Agenda Item: PUBLIC HEARING – FY25 Budget Amendment to Accept Funds from VDOT for the 8th Street Bridge Replacement Program and Award a Contract for the Project

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

Note: An increase of greater than 1% of the original budget requires a public hearing.

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)

Meetings: Work Session held February 3, 2025

Proposed Motion: I move that Council approve an amendment to the FY25 Budget in the amount of \$909,999.25 to receive funds from Virginia Department of Transportation's (VDOT) Revenue Sharing Program for the 8th Street Bridge Replacement Project and award a contract to WG Construction Company of Fairfax, Virginia in the amount of \$1,819,998.50.

Moved _____ *Seconded* _____

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



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. Manaassas, 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	\$			



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 10A

Agenda Item: Purchase of Salt Spreaders with Accessories for Public Works Department

Summary: Council is requested to approve the purchase of three (3) stainless-steel salt spreaders with accessories, for the Public Works Department in the amount of \$19,804.65 each, totaling \$59,413.95 from Godwin Manufacturing Co., Inc. of Dunn, North Carolina.

Budget/Funding: Funding has been budgeted for and is available in the following line items:

4500-47001	Highway Maintenance – Machinery & Equipment	\$60,000
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Meetings: Work Session held February 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the purchase of three (3) stainless-steel salt spreaders with accessories, for the Public Works Department in the amount of \$19,804.65 each, totaling \$59,413.95 from Godwin Manufacturing Co., Inc. of Dunn, North Carolina.

Moved _____ *Seconded* _____

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

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of three Salt Spreaders, accessories, and delivery.

DATE: January 23, 2025

Public Works have in their budget to purchase some snow removal equipment. The spreaders they are currently using are 22 plus years old and have been rebuilt several times throughout the years. We have Godwin Manufacture on the Virginia Sheriffs Association Contracts account # 24-05-0713R Item 1936 which is a spreader model 3 10 foot stainless with accessories at a price of \$19,804.65. We are looking to purchase salt spreader at a total of \$59,413.95 and this does not include shipping, it will be determined at the time of delivery.

Quote

MAILING
P. O. BOX 1147 DUNN, NC 28335
910 892-0141



LOCATION
17665 HWY 421S. DUNN, NC 28334
FAX: 910 892-7402

Building Truck Equipment Since 1966

QUOTE NUMBER 0155646

QUOTE DATE 1/23/2025

Customer Number: 04-TWNFRON

Salesperson: Brad Hicks

Quote Valid for:

Sold To:
TOWN OF FRONT ROYAL
PO BOX 1560
FRONT ROYAL, VA 22630-0033

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

ATTENTION:

F.O.B.

Delivery Terms

Ship VIA
UPS

Payment Terms
NET 30

Item Code	Description	Ordered	List Price
			59,413.95
VSA	PRICED USING VSA CONTRACT	0.00	
	24-05-0713R ITEM 1936		
P63101400SS	SPREADER MODEL 3 10FT STAINLES	3.00	
SPREADSTAND-10	SPREADER STAND 10FT	3.00	
P62101925	HINGE SCREEN 10FT UNMOUNTED NO	3.00	
P62104513-10SS	INVERTED V CONV BRIDGE 10F SS	3.00	
P62104274	SPREADER TAILGATE LATCH WITH 1	3.00	
P6R10FH-4	SET OF 4 - 2IN NYLON TIE DOWN	3.00	
P8891166	SPREADER LIGHT BAR S, T, T	3.00	
	FREIGHT TO BE DETERMINED AT TIME OF SHIPPING DEPENDING ON SIZE OF LOAD		

QUOTE PRICE 59,413.95
Steel Surcharge Amt: 0.00

Quote prepared by:

Jash Cumbie
910 591-5220
jcumbie@godwinmfg.com

Total: 59,413.95



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 10B

Agenda Item: Bioretention Pond Rebuild for Energy Services Department

Summary: Council is requested to award the procurement of services to rebuild the Bioretention Pond located at the Energy Services Department, 1101 Manassas Avenue, to bring the pond into compliance with the Department of Environmental Quality (DEQ), to Muller, Inc. of Falls Church, Virginia in the amount of \$81,931.50.

Budget/Funding: Funding has been budgeted for and is available in the following line items:

9401-47009	Electric Dept. – Buildings & Structures	\$58,257.50
9401-R47009	Purchase Order #30040	\$23,674.00

Meetings: Work Session held February 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the award the procurement of services to rebuild the Bioretention Pond located at the Energy Services Department, 1101 Manassas Avenue, to bring the pond into compliance with the Department of Environmental Quality (DEQ), to Muller, Inc. of Falls Church, Virginia in the amount of \$81,931.50.

Moved _____ *Seconded* _____

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

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"



Memo

To: The Purchasing Department
From: Carey Saffelle, Director of Energy Services
Date: January 27th, 2025
Re: Bioretention Pond

As required by the Department of Environmental Quality (DEQ), the Bioretention Pond located at the Department of Energy Services, 1101 Manassas Avenue, must be brought into compliance and pass a final field inspection.

We have received a quotation from Muller, Inc., via state contract, for \$81,931.50 to complete the necessary work. We recommend moving forward with this project as soon as possible to avoid potential penalties from DEQ.

Funding for this project is available in the following accounts:

- 47009 Buildings & Structures: \$60,000
- R7009 Buildings & Structures: \$23,674

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal



Muller, Inc.

Erosion & Sediment Control | Hydro Excavation | Utilities
Green Infrastructure | Site Work Packages | Bond Release
Pipe Cleaning/Inspection/Repair | Stormwater Maintenance

mullerrec.com | 400 N Washington St, 3rd Fl, Falls Church, VA 22046 | 703-560-4040

SCOPE OF WORK

Bioretention Rebuild

- Cut vegetation along bio floor and embankments to no less than 6" height.
- Excavate the bio floor 3'3" deep to underdrain and 12" #57 stone layer and haul waste off site for disposal.
- Remove damaged underdrain and install new 6" perforated underdrain - up to (30) LF with a 45 degree elbow and up to (5) LF vertically with screw on clean out cap.
 - Note: clean out installed 12" above 3" turf/soil layer to achieve 12" maximum ponding.
- Import and install up to (95) TN of new biomedica with 3" top soil layer for permanent turf seed application.
- Import and install up to (4) 2" single trunk tree Serviceberry per landscape schedule.
- Stabilize bioretention floor and disturbed soils from above Muller scope by broadcasting permanent seed mix and installing double net straw blankets.
- Excavate 204 LF x 12" deep x 12" wide and install up to (12) TN #57 stone to create gravel diaphragm.
- Re-grade forebay area per spec.
- Attempt to locate where roof drain daylight.
- A change order will be submitted if any additional materials and/or labor are required to allow roof drain to drain per design. Proposal excludes relocation/excavation of any roof drains.
- Muller Inc. will prepare and submit the As-Built certification report for the project jurisdiction utilizing the plans provided and sealed by Painter-Lewis P.L.C.. The certification report will certify that the stormwater management facilities installed at the Project site have been installed per the design and specifications of the approved plan. Excludes formal/sealed civil survey work and responding to comments by jurisdiction.
 - Proposal does not include any submission of the as-built to any local, state, or federal agency.
 - Proposal does not include any acceptance of the as-built by any local, state, or federal agency.
- Prepare and submit a Maintenance Activity Report with photos to the client.

NOTES AND CLARIFICATIONS

- Proposal scope created on assumption current elevations are per design.
- Additional repairs/maintenance may be needed to restore facility to approved site plan conditions.
- Proposal excludes marking private utilities.
 - Muller will not be responsible for any damage to unmarked utilities.
- Assumes standard working hours between 7:00am and 5:00pm Monday through Friday.
- Assumes direct truck & equipment access in all work areas.
- Traffic control is excluded. Assumes work areas may be secured using standard cones only.
- Excludes the acquisition or maintenance of MOT/ROW permits.
- While drainage issues may be present, the proposed work does not guarantee any change to drainage. Positive, negative, or static.
- Assumes BMP(s) are not holding water above the designed elevation. De-watering is considered non-routine maintenance and will be estimated in a separate proposal.
- Assumes underground access manholes/hatches are accessible utilizing standard equipment (manhole hook, sledgehammer, magnetic manhole lift) and not seized, blocked or inaccessible.
- Seed germination and survivability rate is not guaranteed.

HEAVY EQUIPMENT - Bidders shall provide pricing for the following equipment with operator:

	Description	Estimated Quantity	Unit of Measurement	Unit Price	Extended Price
1	Backhoe Wheeled 5/8 to 1 Cubic Yard Capacity	0	Hour	\$ 165.00	\$ -
2	Backhoe-Loader, Wheeled, 5/8 to 1 1/4 Cubic Yard Capacity	0	Hour	\$ 165.00	\$ -
3	Backhoe-Loader, Wheeled, 1-3/4 C.Y. Loader, 1/2 Cubic Yard Backhoe	0	Hour	\$ 165.00	\$ -
4	Track hoe (less than 1 Cubic Yard bucket	0	Hour	\$ 160.00	\$ -
5	Track hoe 1 C.Y. to 1 1/2 Cubic Yard bucket	0	Hour	\$ 285.00	\$ -
6	Bucket Clamshell, General Purpose, 3/8 to 3/4 Cubic Yard Capacity	0	Hour	\$ 72.00	\$ -
7	Bucket Clamshell, General Purpose, 1 to 2 Cubic Yard Capacity	0	Hour	\$ 80.00	\$ -
8	Crane, 6000 Lb. Capacity	0	Hour	\$ 175.00	\$ -
9	Loader, Wheeled, 1 to 1-3/4 Cubic Yard Capacity	50	Hour	\$ 165.00	\$ 8,250.00
10	Loader, Wheeled, 2 to 3 Cubic Yard Capacity	0	Hour	\$ 195.00	\$ -
11	Tractor with Power Broom	0	Hour	\$ 155.00	\$ -
12	Single Axle Dump Truck	50	Hour	\$ 105.00	\$ 5,250.00
13	Tandem Axle Dump Truck (Minimum 12 ton Capacity)	50	Hour	\$ 125.00	\$ 6,250.00
14	Vacuum Truck to 5,000 Gallon Capacity (Vac All)	0	Hour	\$ 345.00	\$ -
15	Vacuum Truck for the removal of oil layers	0	Hour	\$ 205.00	\$ -
16	Work Boat (under 27 feet), Skiff Type	0	Hour	\$ 120.00	\$ -
17	Long Reach Track Excavator (50 foot reach or greater)	0	Hour	\$ 350.00	\$ -
18	Standard Track Excavator (under 30 foot reach)	50	Hour	\$ 295.00	\$ 14,750.00
19	Bulldozer	0	Hour	\$ 295.00	\$ -
20	Watering Truck (2,000 gallons)	0	Hour	\$ 145.00	\$ -
21	Slope/Ditch Mower (Articulated Arm tractor attachment)	10	Hour	\$ 250.00	\$ 2,500.00

SMALL EQUIPMENT - provide pricing for the following equipment which maybe required during BMP projects:

22	Sump Pump (under 50 GPM) with sediment bags	0	Day	\$ 475.00	\$ -
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MATERIALS:

23	Compactor, Vibratory Plate 24", 5,000 Lb. Blow	5	Day	\$ 825.00	\$ 4,125.00
24	Generator (5KW)	0	Day	\$ 250.00	\$ -
25	Dewatering Pump (300 GPM) with sediment bags	0	Day	\$ 275.00	\$ -
26	Aggregate Base Materials VDOT Type I, 21A/B	0	Ton	\$ 30.00	\$ -
27	Bedding Material, #57 Stone	12	Ton	\$ 42.00	\$ 504.00
28	Select Fill Sand VDOT Type I, MIN CBR 20	160	Cubic Yard	\$ 36.00	\$ 5,760.00
29	Rip Rap Class I	0	Ton	\$ 72.00	\$ -
30	Rip Rap Class II	0	Ton	\$ 82.00	\$ -
31	Rip Rap Class III	0	Ton	\$ 120.00	\$ -
32	Topsoil (2 inch thick)	560	Square Yard	\$ 8.75	\$ 4,900.00
33	Permanent Seed (less than 0.5% weed content with lime, mulch, and fertilizer, as needed)	150	Square Yard	\$ 0.39	\$ 58.50
34	Silt Fence	0	Linear Feet	\$ 0.58	\$ -
35	Storm Drain Inlet Protection	0	Each	\$ 60.00	\$ -
36	Geotextile Filter Fabric	0	Square Yard	\$ 1.80	\$ -
37	Stone for Erosion Control VDOT Standard EC-1	0	Ton	\$ 72.00	\$ -
38	Degradable Soil Stabilization Fabric VDOT EC-2	150	Square Yard	\$ 0.56	\$ 84.00
39	Non-Degradable Geotextile Grid for Slope Stabilization VDOT EC-3	0	Square Yard	\$ 3.95	\$ -
40	Turbidity Curtain (DCR Type I)	0	Linear Feet	\$ 10.00	\$ -
41	Offsite Material Disposal - Debris and Excavated Soils	0	Cubic Yard	\$ 20.00	\$ -
42	Off-Site Material Disposal (Dredge) – Soils, Sediment and Debris removed from below the waterline at pond locations	150	Cubic Yard	\$ 55.00	\$ 8,250.00
43	Off-Site Material Disposal – Oil layer removed from BMPs	0	Cubic Yard	\$ 380.00	\$ -
44	Field Supervisor	50	Hour	\$ 96.00	\$ 4,800.00
45	Laborer	100	Hour	\$ 82.00	\$ 8,200.00
46	Certified Flagman	0	Hour	\$ 85.00	\$ -
47	Herbicides – Includes application, equipment, safety gear, and warning signs	0	Gallon	\$ 74.00	\$ -
48	Pesticides – Includes application, equipment, safety gear, and warning signs	0	Gallon	\$ 74.00	\$ -
49	Traffic Control, including crash truck and arrow board (single lane closure)	0	Day	\$ 2,600.00	\$ -
50	Construction Surveying	30	Hour	\$ 275.00	\$ 8,250.00

LABOR:**MISCELLANEOUS:**

NPP Non Pre-Priced Item (Added through Amendment) Not in Contract but Needed to Complete Scope of Work

DESCRIPTION OR CLARIFYING NOTES

•
•
•
•
•
•

QTY	U/M	UNIT PRICE	TOTAL PRICE
0		\$ -	\$ -
0		\$ -	\$ -
0		\$ -	\$ -
0		\$ -	\$ -
0		\$ -	\$ -

Task Order Estimated Total	\$ 81,931.50
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*This is a lump sum proposal. Total task order estimated total will be billed unless a scope or site condition dictates the need for a change order.

*In some situations where a specific line item is needed, but is not an available option, another similar item may have a quantity inputted. In which the unit price is +/- the same. For instance, if a tow behind concrete mixer is needed for a task order but is not an available item, another item such as a "generator" may be used, but is understood to represent what is actually needed. The same unit price listed will be billed.



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 10C

Agenda Item: FY25 Budget Amendment to Receive Funds for Sale of Transformer and Allocate Funds to the Manassas Substation Project

Summary: Council is requested to approve a FY25 budget amendment in the amount of \$10,000.00 to receive funds from G&S Technologies for an electric transformer that was taken out of service then sold and to allocate these funds to the Manassas Substation project.

Budget/Funding:

9401- 3410201	Dept. of Energy Services Sale of Government Equipment	\$10,000.00
9401-47937 –	Dept. of Energy Services Manassas Substation	\$10,000.00

Meetings: Work Session held February 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a FY25 budget amendment in the amount of \$10,000.00 to receive funds from G&S Technologies for an electric transformer that was taken out of service then sold and to allocate these funds to the Manassas Substation project.

Moved _____ *Seconded* _____

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

G&S Technologies
1800 Harrison Avenue
Kearny, NJ 07032
P: (201)998-9244 F: (201)998-3349

December 8, 2024

VIA EMAIL:

csaffelle@frontroyalva.com

Carey Saffelle

Town of Front Royal

Dear Mr. Saffelle,

Please find our following quote for the oil pumping, labor, loading, transportation and disposal of your (1) Non-PCB 10 MVA GE transformer.

Pricing:

G&S Technologies pays Town of Front Royal:	\$10,500.00/Lot Price (if G&S supplies Crane)
G&S Technologies pays Town of Front Royal:	\$14,500.00/Lot Price (if Front Royal supplies Crane)

The quote is based off the following criteria:

- Transformer is not leaking.
- Transformer is de-energized.
- G&S will set aside any parts requested by The Town of Front Royal.
- Payment will be made within 30 days of completion of job.

All of the above work will be completed in accordance with all federal, state and local environmental rules and regulations.

If you have any questions or need further clarification, please do not hesitate to contact me at (201) 998-9244, extension 45.

Very truly yours,

Jonathan Lefkovits
jon@gstechnologies.com



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 10D

Agenda Item: FY25 Budget Amendment to Receive Grant Funding from Virginia Department of Forestry

Summary: Council is requested to approve a FY25 budget amendment to receive grant funding from the Urban and Community Forestry Program administered by the Virginia Department of Forestry in the amount of \$83,703.50 to support the Town's arborist position and community forestry efforts for one year ending January 31, 2026.

Budget/Funding:	1000-3310010	General Fund Grant Proceeds	\$83,703.50
	4305-41001	Horticulture Salaries Regular	\$66,075.00
	4305-42001	Horticulture FICA	\$ 5,055.00
	4305-42002	Horticulture VRS	\$12,573.50

Meetings: Work Session held February 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a FY25 budget amendment to receive grant funding from the Urban and Community Forestry Program administered by the Virginia Department of Forestry in the amount of \$83,703.50 to support the Town's arborist position and community forestry efforts for one year ending January 31, 2026.

Moved _____ *Seconded* _____

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

4230 - Urban and Community Forestry Program Grant

Application Details

Funding Opportunity:	3933-2024 Urban and Community Forestry (U&CF) - Non-Matching Grants
Funding Opportunity Due Date:	Oct 25, 2024 9:00 PM
Program Area:	Urban & Community Forestry
Status:	Submitted
Stage:	Final Application
Initial Submit Date:	Oct 25, 2024 1:08 PM
Initially Submitted By:	Hillary Wilfong
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Name*:	Ms. Hillary Wilfong
	Salutation First Name Last Name
Title:	Executive Administrative Assistant
Email*:	hwilfong@frontroyalva.com
Address*:	102 E. Main Street
	Front Royal Virginia 22630
	City State Postal Code/Zip
Phone*:	(540) 635-8007 Ext.
	Phone
	#### #### #####

Organization Information

Organization Name*:	Front Royal , Town of
Federal ID Number (FEIN)*:	5406001299
Unique Entity Identifier (UEI):	N7VQXJM58JP6
Physical Address*:	102 E. Main Street
	Front Royal Virginia 22630-
	City State Postal Code/Zip
Mailing Address*:	102 E. Main Street

Front Royal Virginia 22630-
City State Postal Code/Zip

Phone*:

(540) 635-8007 Ext.
####-####-####

Urban and Community Forestry Grant Program Application (U&CF) - Non-Matching

Applicant Information

To receive federal grant funding through VDOF, a Unique Entity Identifier (UEI) is required. Visit [SAM.gov](https://sam.gov) for more information.

UEI*:

N7VQXJM58JP6

Project Location(s)*:

Front Royal, Virginia

**Property Owner
(if applicable):**

Town of Front Royal

Does the locality you are working in have an Urban Tree Canopy Assessment?

Urban Tree Canopy Assessment*:

Yes

Does the locality you are working in have a management plan?

Management Plan*:

Yes

Does the locality you are working in have a public tree ordinance?

Public Tree Ordinance*:

Yes

Does the locality you are working in have a landscape professional (arborist, landscape architect, forester) on staff?

Landscape Professional*:

No

Does the locality you are working in have a tree advocacy group such as a Tree Board or Beautification Committee?

Tree Advocates*:

Yes

Project Details

There are eight proposal categories. Proposals will be evaluated and ranked by category.

Category*:

Local Government U&CF Support

Provide a high-level overview of project plans.

Brief Description of Project*:

The Town of Front Royal Arborist Program aims to promote the health, safety, and sustainability of the town's urban forest. The program will begin with an inventory and assessment of all public trees to identify hazards and prioritize maintenance needs. A pruning and removal schedule will be established to address dangerous trees, while a tree planting program will focus on increasing the number of native species. The arborist will work closely with public works to address any tree-related infrastructure concerns and will also lead community education initiatives to raise awareness about tree care and the environmental benefits of urban trees. The project will be implemented in three phases over the course of a year, with ongoing monitoring and community outreach to ensure long-term success. The program's success will be measured by the number of trees planted, hazards mitigated, and increased community involvement.

Describe the project's objectives and list all activities you will undertake to complete the project.

Activities/Scope of Work*:

The scope of work for the Town of Front Royal Arborist Program includes a comprehensive inventory and assessment of all public trees to identify health risks and prioritize necessary actions. This involves creating a detailed maintenance plan, which will include pruning, removal of hazardous trees, and ongoing care. The arborist will also design and implement a tree planting program that emphasizes the use of native species to enhance biodiversity. Collaboration with the public works department will be key to addressing tree-related infrastructure issues, such as root damage to sidewalks and utility line interference. In addition, the arborist will lead public education initiatives, offering workshops and resources to help residents understand tree care and the importance of urban forestry. Ongoing monitoring and updates to the tree inventory will ensure that the town's trees are managed effectively for long-term sustainability.

Describe project personnel, volunteer and/or participating organizations.

Partnerships and Participants*:

This project will be organized by Front Royal Public Works along with ACES (Advisory Committee for Environmental Sustainability), the Front Royal Tree Stewards, the Beautification Committee of Front Royal, and Shenandoah National Park Trust. Youth and student engagement is a priority for all partners, and so volunteers will be recruited from Randolph-Macon Academy, both local High Schools, Blue Ridge Opportunities and the Smithsonian-Mason School of Conservation.

Describe engagement, outreach, and education efforts to be undertaken.

Public, Educational Benefits and Community Engagement*:

To include public, educational benefits, and community engagement in the Town of Front Royal Arborist Project, the initiative will focus on interactive and educational opportunities for youth and volunteers. Public workshops will be organized by the Arborist and partnering organizations such as ACES, the Tree Stewards, and the Beautification Committee, providing hands-on learning about tree care, native species, and urban forestry. Volunteers from Randolph-Macon Academy, local high schools, Blue Ridge Opportunities, and the Smithsonian-Mason School of Conservation will participate in tree planting, maintenance activities, and environmental stewardship projects, offering students practical experience in sustainability and conservation. Additionally, educational signage will be placed near newly planted trees, explaining their ecological benefits to passersby. A key element will be hosting community tree-planting events, where the public can get involved, learn, and contribute to enhancing the town's green spaces. This approach will foster a sense of ownership and environmental responsibility in the community.

Describe or list specific deliverables accomplished with grant funds (i.e., brochures, street tree inventory, mgmt. plan).

End Product/Deliverables*:

The end deliveries and goals of the Town of Front Royal Arborist Project would include:

Comprehensive Tree Inventory: A fully documented assessment of all public trees in the town, identifying species, health status, and any maintenance needs.

Tree Maintenance Program: Implementation of a regular pruning and hazard mitigation schedule, addressing safety concerns and promoting long-term tree health.

Tree Planting Initiative: The planting of a targeted number of native trees throughout the town, enhancing urban biodiversity and increasing green spaces.

Community and Youth Engagement: Successful involvement of volunteers from local schools, Randolph-Macon Academy, Blue Ridge Opportunities, and the Smithsonian-Mason School of Conservation, with measurable participation in tree planting and maintenance activities.

Educational Programs: Public workshops and educational events on tree care and environmental sustainability, reaching a wide audience and fostering community involvement.

Collaboration with Partners: Strong partnerships with ACES, the Front Royal Tree Stewards, the Beautification Committee, and Shenandoah National Park Trust, resulting in coordinated efforts that maximize resources and impact.

Increased Public Awareness: Visible improvements in town greenery and the community's understanding of the importance of urban forestry, supported by educational signage and public events.

Success would be measured by the number of trees planted,

Describe the organization's experience completing similar projects.

Organization Experience*:

Although we have not previously managed a grant-funded position specifically for an arborist, we have successfully participated in other Department of Forestry (DOF) grant initiatives. One such project was a native tree giveaway, during which we maintained detailed records of all tree recipients. Each participant was required to provide the species of tree they received and the zip code where it would be planted. This data was carefully compiled into an Excel spreadsheet and shared with the DOF for their records, ensuring accurate tracking and alignment with grant requirements.

Describe your approach to project management and record keeping.

Administration*:

To effectively manage and record the arborist project, collaboration between the Finance Director, Human Resources, and the project team is essential. The Finance Director will oversee all financial aspects, ensuring expenditures align with grant guidelines and submitting regular financial reports. Human Resources will handle the hiring of grant-funded positions, payroll, and personnel records, ensuring compliance with town policies. A shared project management platform, such as Microsoft Teams, will be used to track tasks, timelines, and deliverables. This approach ensures proper financial oversight, clear communication, and organized record-keeping for project success.

For this match waiver opportunity, qualifying work must be performed in support of underserved or disadvantaged communities. Please describe the area(s) impacted by your project.

Use of the White House Climate and Economic Justice Screening Tool and provide a map in the next section of this application.

Match Waiver Confirmation*:

The Town of Front Royal Arborist Project will have a direct impact on several underserved areas within the town, particularly neighborhoods with limited access to green spaces and tree cover. These communities often experience higher temperatures and poorer air quality due to a lack of trees, affecting the health and well-being of residents. Our project will prioritize these areas for tree planting, hazard mitigation, and educational outreach, enhancing both environmental and public health. Through collaboration with local schools and community organizations, we will engage

youth from these underserved communities, providing hands-on learning and stewardship opportunities to foster a stronger connection to environmental sustainability

Project Previously Funded by DOF?*: No

Project Currently Funded by DOF?*: No

Timetable for Deliverables*: 01/31/2025 01/31/2026
Starting Date Ending Date

Certifications and Assurances

Certifications and Assurances

Certification Regarding Debarment

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). **Full instructions for this certification are available here: <https://www.fns.usda.gov/cn/certification-regarding-debarment-suspension-ineligibility-and-voluntary-exclusion-lower-tier>**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

We agree to comply. *: Yes

Certification Regarding Drug-Free Workplace Requirements

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 CFR Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided. **Full instructions for this certification are available here: <https://www.usda.gov/sites/default/files/documents/ad-1049.pdf>**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about ? a. The dangers of drug abuse in the workplace; b. The grantee's policy of maintaining a drug-free workplace; c. Any available drug counseling, rehabilitation, and employee assistance programs; and d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A 1.
4. Notifying the employee in the statement required by paragraph A 1 that, as a condition of employment under the grant, the employee will ? a. Abide by the terms of the statement; and b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph A4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A4.b, with respect to any employee who is so convicted ? a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A 1 through A 6.

We agree to comply. *: Yes

Assurances - Non-Construction Programs

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted

accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. (a) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

We agree to comply.*:

Yes

FFATA Reporting Requirement

Prime Grant Recipients awarded a new U.S. Federal grant greater than or equal to \$30,000 as of October 1, 2010 are subject to the U.S. Federal Funding Accountability and Transparency Act (FFATA) subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. To assist the Virginia Department of Forestry (DOF) in complying with this regulation, we request that all entities involved in a proposed subaward with DOF answer the following questions.

Are you requesting \$30,000 or greater?*

Yes

Principal Place of Performance :

Front Royal Virginia 22630

Part 1: In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide)

receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Federal Revenues: No

Part 2: Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports (e.g., Form 990) filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Executive Compensation: Yes

Monitoring Questionnaire

Describe your prior experience with a similar subaward, if any.

Currently a similar awarded grant is the Town collaborates with the Washington/Baltimore High Intensity Drug Trafficking Area (W/B HIDTA) and its affiliated LLC under a federal grant from the Office of National Drug Control Policy. This partnership enables the Town to employ a grant-funded position, whose salary and benefits are covered by the grant. The agreement for this collaboration is provided unilaterally by the W/B HIDTA and its LLC.

Describe any substantial personnel or system changes which may have occurred within your organization recently.

N/A
If you receive Federal funds directly from a Federal awarding agency, has your organization been subject to monitoring?

Yes

A non-Federal entity that expends \$750,000 or more (during the entity's fiscal year) in Federal awards must have a single audit conducted in accordance with § 200.514 or a program-specific audit conducted in accordance with § 200.507. Did your organization expend \$750,000 or more from Federal awards during your most recently completed fiscal year?

No

*By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Authorized Representative*: Hillary Wilfong 10/22/2024
First Name Last Name Date

Documentation - U&CF - Non-matching

Mandatory Documentation

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Virginia W-9	✓	W-9	W-9.pdf	pdf	627 KB	10/25/2024 10:22 AM
Screening Tool Map	✓	Screening Tool	Map.pdf	pdf	146 KB	10/25/2024 10:34 AM
IRS Determination Letter						
NICRA Letter or Explanation of MTDC (for de-minimis)						

Additional Documentation

Description	File Name	Type	Size	Upload Date
No files attached.				

Federal Budget - Match Waived

Budget

Budget Category	Budget Amount	Match Amount (Waived)	TOTAL
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Personnel	\$66,075.50	\$0.00	\$66,075.50
Fringe	\$17,628.00	\$0.00	\$17,628.00
Travel	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00
Total	\$83,703.50	\$0.00	

Budget Narratives

Enter the details of project expenses. Be as specific as possible.

Personnel :

The employee's hourly rate is \$24.98, which results in an annual salary of \$51,958.40. In addition to the salary, the contributions for FICA amount to \$3,974.82, and the VRS (Virginia Retirement System) contribution totals \$10,142.28. Therefore, the subtotal without insurance comes to \$66,075.50.

Provide number of individuals, hours and hourly rate for each person assigning time to the grant.

Fringe:

The addition of the Medical Insurance Family 500 Plan, the total compensation for an employee with family coverage would increase to \$88,703.50. This includes the previous subtotal without insurance, along with the added cost of the family insurance plan.

Provide percentage used and/or rates for each person.

Travel:

Not planned at this time.

Describe type of travel, mileage, per diem, etc. Travel will be reimbursed at approved government rates. Home-stays, such as Airbnb, are not eligible.

Supplies :

All supplies are fulfilled by the Town of Front Royal.

List supplies or tangible property for the project; must be less than \$5,000 per item.

Contractual

DO NOT disclose names of contractors. If included, the application will be rejected.

:

No contractual obligations.

Contracts for services rendered by a third-party.

Other Expenses:

None at this time.

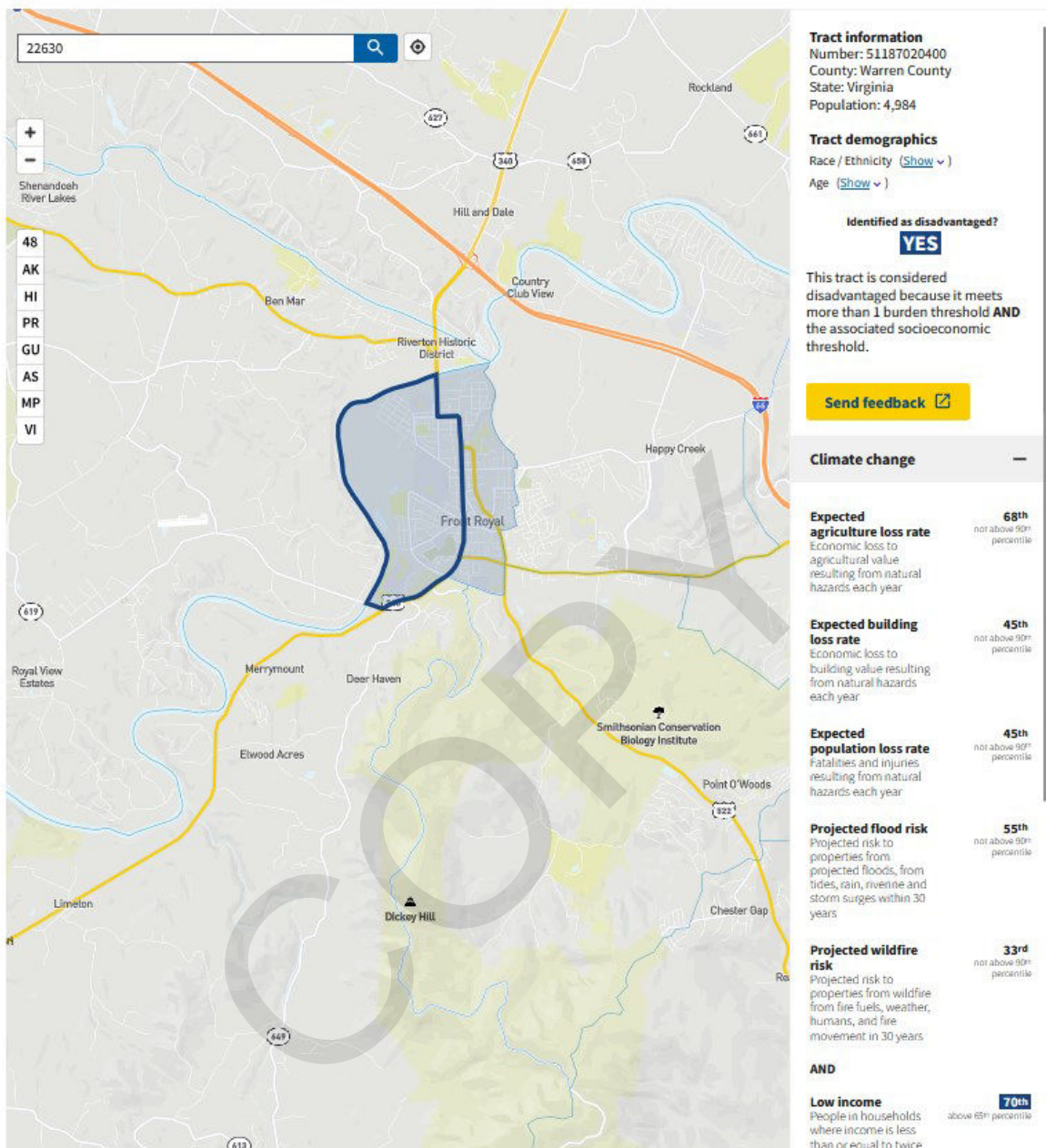
Any expenses not captured in other categories including indirect.

Match:

Expenses not reimbursed by grant including indirect or in-kind such as donated services or volunteer time.

Indirect Documentation

Are you claiming indirect (for match or expense)*?: No



Request for Taxpayer Identification Number and Certification



Section 1 - Taxpayer Identification

☐ Social Security Number (SSN)

☒ Employer Identification Number (EIN)

5 4 6 0 0 1 2 9 9

Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number. The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.

Unique Entity Identifier (UEI) (see instructions)

N 7 V Q X J M 5 8 J P 6

Legal Name:

Town of Front Royal

Business Name:

Town of Front Royal

Entity Type

- ☐ Individual ☐ Corporation
- ☐ Sole Proprietorship ☐ S-Corporation
- ☐ Partnership ☐ C-Corporation
- ☐ Trust ☐ Disregarded Entity
- ☐ Estate ☐ Limited Liability Company
- ☒ Government ☐ Partnership
- ☐ Non-Profit ☐ Corporation

Entity Classification

- ☐ Professional Services ☐ Medical Services
- ☐ Political Subdivision ☐ Legal Services
- ☐ Real Estate Agent ☐ Joint Venture
- ☐ VA Local Government ☐ Tax Exempt Organization
- ☐ Federal Government ☐ OTH Government
- ☐ VA State Agency ☐ Other

Exemptions (see instructions)

Exempt payee code (if any):

(from backup withholding)

Exemption from FATCA reporting code (if any):

Contact Information

Legal Address: 102 E. Main Street

Name:

B. J. Wilson

Email Address:

bwilson@frontroyalva.com

City: Front Royal State: VA Zip Code: 22630

Business Phone:

540-635-7799

Remittance Address: P. O. BOX 1560

Fax Number:

540-636-2298

Mobile Phone:

City: Front Royal State: VA Zip Code: 22630

Alternate Phone:

540-635-8007

Section 2 - Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined later in general instructions), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification

Printed Name:

B. J. Wilson

Authorized U.S. Signature:

B. J. Wilson

Date:

10/25/25

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see Section 2 Certification for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Section 1 - Taxpayer Identification

Check the appropriate Tax Identification Number (TIN) type. Enter your EIN/SSN in the space provided. If you are a resident alien and you do not have and/or are not eligible to get an SSN, your TIN is your IRS individual taxpayer Identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

Number (SSN)" box and enter the SSN of the sole proprietor.

e. If you are a Single-Member LLC that is disregarded as an entity, check the "Social Security Number (SSN)" box and enter the member's SSN.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

Vendors are requested to enter their Unique Entity Identifier Number (UEI), if applicable. See number requirement below.

Unique Entity Identifier (UEI) number requirement. The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their UEI number recorded with and subsequently reported to the granting agency. If your entity is registered in SAM.gov today, your Unique Entity ID (UEI) has already been assigned and is viewable in SAM.gov

Legal Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form. If you are using a name other than that which is listed on a Social Security Card, please enter the legal entity name as filed with the IRS. In general, enter the name shown on your income tax return. Do not enter a Disregarded Entity Name on this line.

Business Name. Business, Disregarded Entity, trade, or DBA ("doing business as") name.

Entity Type. Select the appropriate entity type.

Sole proprietor. Enter your individual name as shown on your social security card on the "Legal Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business Name" line.

Partnership. A partnership is an entity reflecting a relationship existing between two or more persons who join to carry on a trade or business. Enter the partnership's entity's name on the "Legal Name" line. This name should match the name shown on the legal document creating the entity. You may enter your business, trade, or "doing business as (DBA)" name on the "Business Name" line.

Trust. A legal entity that acts as fiduciary, agent or trustee on behalf of a person or business entity for the purpose of administration, management and the eventual transfer of assets to a beneficial party. Enter the name of the legal entity on the "Legal Name" line.

Estate. A separate legal entity created under state law solely to transfer property from one party to another. The entity is separated by law from both the grantor and the beneficiaries. Enter the name of the legal entity on the "Legal Name" line.

Corporation. A company recognized by law as a single body with its own powers and liabilities, separate from those of the individual members. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

S-Corporation. A corporation that is taxed like a partnership: a corporation in which five or fewer people own at least half the stock. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

C-Corporation. A business that is taxed as a separate entity: a business taxed under Subchapter C of the Internal Revenue Code and legally distinct from its owners. Enter the entity's name on the "Legal Name" line and any trade or "doing

Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 - The United States or any of its agencies or instrumentalities
- 3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, agencies, or instrumentalities
- 4 - A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 - A corporation
- 6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 - A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 - A real estate investment fund
- 9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 - A common trust fund operated by a bank under section 584(a)
- 11 - A financial institution
- 12 - A middleman known in the investment community as a nominee or custodian
- 13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for... THEN the payment is exempt for...

Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester. Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Enter the TIN which coincides with the 'Legal Name' provided on the form.

- If you are an individual, check the "Social Security Number (SSN)" box and enter the SSN.
- If you are a Grantor or Revocable Trust, check the "Social Security Number (SSN)" box and enter the SSN of the Grantor.
- If you are a Resident Alien, check the "Social Security Number (SSN)" box and enter your SSN or your ITIN (IRS Individual Taxpayer Identification Number).
- If you are a Sole Proprietor, check the "Social Security

business as (DBA)" name on the "Business Name" line.

Limited liability company (LLC). An LLC with at least two members is classified as a partnership for federal income tax purposes unless it files Form 8832 and affirmatively elects to be treated as a corporation. Enter the name of the partnership or corporation. An LLC with only one member is treated as an entity disregarded as separate from its owner for income tax purposes (but as a separate entity for purposes of employment tax and certain excise taxes), unless it files Form 8832 and affirmatively elects to be treated as a corporation. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner, enter the owner's name on the "Legal Name" line. **Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Contact Information. Enter your contact information.

Enter your **Legal Address**. Enter your **Remittance Address**. A **Remittance Address** is the location in which you or your entity receives business payments.

Enter your **Business Phone Number**. Enter your **Mobile Phone Number**, if applicable. Enter your **Fax Number**, if applicable. Enter your **Email Address**.

For clarification on any of the fields, see www.irs.gov.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding.

institution is subject to these requirements.

- A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B - The United States or any of its agencies or instrumentalities
- C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D - A corporation in the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G - A real estate investment trust
- H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I - A common trust fund as defined in section 584(a)
- J - A bank as defined in section 581
- K - A broker
- L - A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

Section 2 - Certification

To establish to the paying agent that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 10E

Agenda Item: Appointment to the Planning Commission

Summary: Council is requested to appoint a member to the Planning Commission to an unexpired term ending August 31, 2026.

Budget/Funding: N/A

Meetings: Closed Meetings held February 3 and February 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council appoint Teresa Fedorkya to the Planning Commission for an unexpired term ending August 31, 2026.

Moved _____ *Seconded* _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 10F

Agenda Item: Appointment to the Local Board of Building Code Appeals (LBBCA)

Summary: Council is requested to appoint a member to the Local Board of Building Code Appeals (LBBCA) to an unexpired term ending November 1, 2026.

Budget/Funding: N/A

Meetings: N/A

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council appoint Sterling Whitehead to the Local Board of Building Code Appeals (LBBCA) for an unexpired term ending November 1, 2026.

Moved _____ *Seconded* _____

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



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 11A

Agenda Item: Adopt an Ordinance Conditionally Approving a Vacation and Sale of a Portion of Kibler Street

Summary: Council is requested to consider adopting an Ordinance conditionally approving the vacation and sale of a 180 square foot portion of Kibler Street abutting 219 E. 7th Street. Pursuant to Virginia Code §15.2-2006, Council received public input on this request on January 27, 2025, and appointed viewers to view the request and report in writing any inconvenience to the public that would result from discontinuance of the right-of-way. The viewer's report is attached.

Note: The owner of record is Apple Contractors, Inc.

Budget/Funding: N/A

Meetings: Work Session held January 13, 2025 and Public Hearing held January 27, 2025.

Proposed Motions:

- 1) I move that Council adopt an ordinance as presented conditionally approving the vacation and sale request from the applicant.
- 2) I move that Council deny the vacation and sale request from the applicant.

Moved _____ *Seconded* _____

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

FROM: Viewing Committee
TO: Front Royal Mayor and Town Council
DATE: January 30, 2025
SUBJ: VACATION OF STREETS AND ALLEY, ETC.
APPLICANT: Carlos Camacho

The Viewing Committee, printed names and signatures below, were asked to render an opinion to **APPROVE** or **DENY** the application of CARLOS CAMACHO requesting the vacation of a 2 feet x 90 feet (180 SF) section of Kibler Street at its intersection with East Seventh Street in the Town of Front Royal, VA.

The applicant is requesting to vacate a portion of Kibler Street. If approved, the applicant will move forward with a lot consolidation and the applicant will be in compliance with the building restriction setbacks.

The applicant constructed a dwelling unit within the side yard setback. The applicant originally had the lot surveyed, but during excavation the survey pins were excavated and placed back in the wrong location. The newly constructed dwelling unit was then built 2 feet over the building restriction line.

Currently, there is no infrastructure in the Kibler Street portion to be vacated by the town. The request, if approved, would create an offset to Kibler Street at this location for any possible future improvements to Kibler Street.

After considering the request, the Viewing Committee unanimously recommends **APPROVAL** of the vacation as requested by the applicant.

Sincerely,

Ronald W. "Jay" Crawford
Staige F. Miller, Jr.
Robert R. North

/s/ Ronald W. "Jay" Crawford
/s/ Staige F. Miller, Jr.
/s/ Robert R. North

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**ORDINANCE APPROVING THE PARTIAL CLOSURE AND VACATION OF PUBLIC
RIGHTS-OF-WAY OF APPROXIMATELY 180 SQUARE FEET OF KIBLER STREET
ABUTTING 219 E. 7TH STREET**

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner APPLE CONTRACTORS Inc. ("Applicant") has applied for the vacation and sale of approximately 180 square feet of public rights-of-way, being a portion of Kibler Street abutting 219 E. 7th Street as shown and described on plat of survey entitled "Plat Showing a Vacation of a Portion of Kibler Street of the Map of Lots for C.D. Binns" prepared by Darryl G. Merchant, Consulting Land Surveyor, dated July 22, 2024 ("Rights-of-Way"), said plat of survey being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to affected landowners and a duly advertised public hearing held on January 27, 2025, upon the evidence (including any report issued by a duly appointed committee of viewers finding that no public inconvenience would result from the discontinuance of the Rights-of-Way) it being the judgment of Town Council that said Rights-of-Way should be discontinued, closed and vacated subject to certain conditions being met within one hundred twenty (120) days of the adoption of this ordinance approving of the vacation; and,

WHEREAS, Virginia Code §§15.2-1800 and 15.2-2100 authorize towns to dispose of and sell its real property following a duly advertised public hearing.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia, that the public rights-of-way in the Rights-of-Way are discontinued, closed and vacated subject to the following stated conditions being satisfied within one hundred twenty (120) days of the adoption of this Ordinance, and that if the conditions are not satisfied within that time that this Ordinance shall be null and void:

1. That following a second duly advertised public hearing, the Rights-of-Way be sold and conveyed to the Applicant and/or other abutting property owner by quit claim deed with plat of survey attached, at a sale price to be as negotiated by the Town Manager with abutting property owner(s), along with payment of the statutorily prescribed costs and fees of publication (and appointment of viewers, if any), and approved by Council, and,

2. The Town Manager and Town Attorney are authorized to approve and execute all documents prepared by Applicant and/or other abutting property owner necessary to effectuate the sale and conveyance of Rights-of-Way by quit claim deed, and,

3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines necessary to consolidate abutting portions of Rights-of-Way into approved lot(s).

The Clerk of Council, upon the satisfaction of all conditions to this Ordinance, shall cause a certified copy of this Ordinance to be delivered to the Clerk of the Circuit Court for filing and

recording in the land records, indexed with "Town of Front Royal" as Grantor, and with Applicant, and/or other abutting property owner acquiring an interest in Rights-of-Way as Grantee, necessary to further effectuate this Ordinance.

This ordinance shall be effective upon enactment.

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 _____ 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. Veienthal	__Yes __No	Glenn E. Wood	__Yes __No

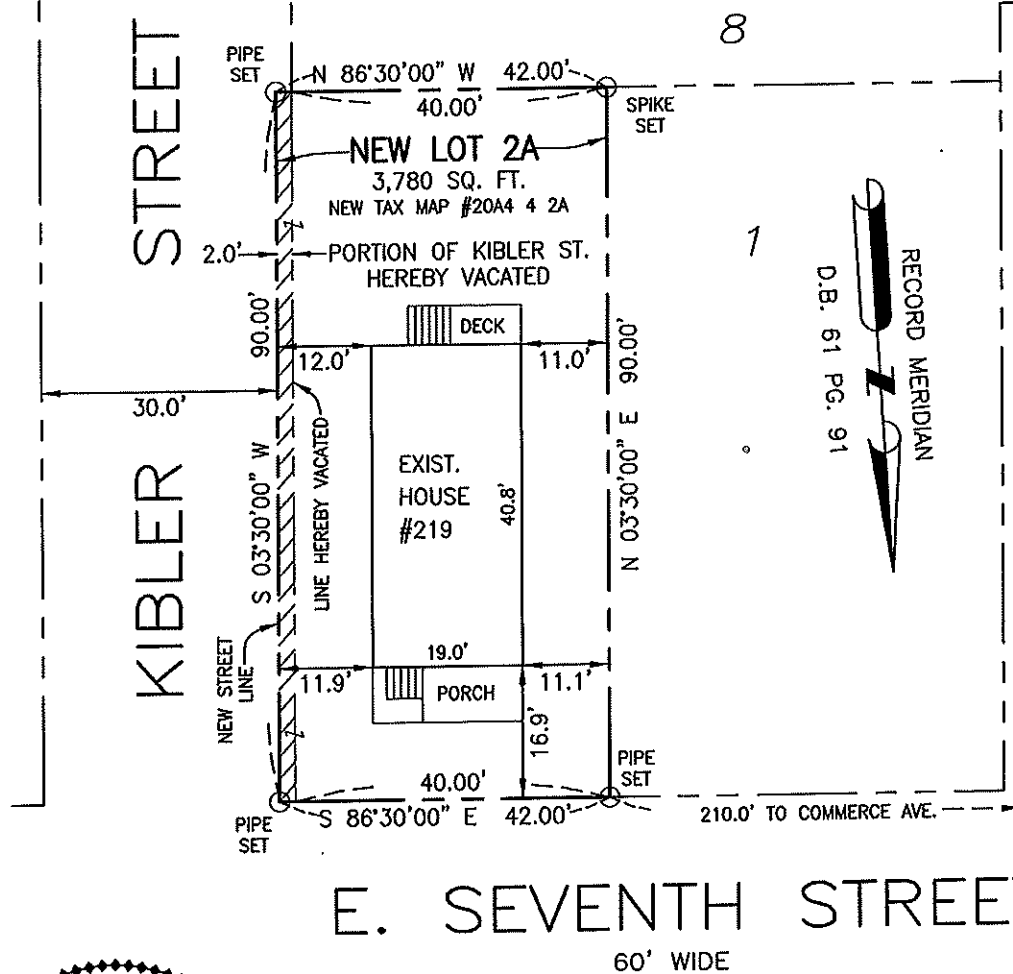
A public hearing on the above was held on January 27, 2025, having been advertised in the Northern Virginia Daily on January 13 and January 21, 2025.

APPROVED AS TO FORM AND LEGALITY:

_____ George M. Sonnett, Jr. Town Attorney	_____ Date
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NOTES:

1. NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO EASEMENTS
AND RESTRICTIONS OF RECORD.
2. PLAT REF.: DB 61 PG 91 (SLIDE 65)
3. DEED REF.: LR 22-4123
4. TAX MAP REF.: 20A4 4 2, ZONED C-1



 DENOTES PORTION OF KIBLER STREET
HEREBY VACATED AND ATTACHED TO
THE ADJACENT LOT 2

AREA TABULATION

3,600 SQ. FT. = ORIG. LOT 2
180 SQ. FT. = VACATED PORTION OF KIBLER ST.
3,780 SQ. FT. = NEW LOT 2A

BOUNDARY INFORMATION SHOWN
HEREON BASED ON FIELD RUN
SURVEY.

www.measure-map.com
540-636-4949

Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

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23-F128 DWG. No. AM-1825-2

PLAT SHOWING VACATION OF A PORTION OF
KIBLER STREET
OF THE MAP OF LOTS FOR
C.D. BINNS

TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

0' 20' 40' 60'



DATE: 22 JULY 2024

SCALE: 1" = 20'

Alley Vacation Request 2400554, along Kibler St intersecting 7th Street

Request	The applicant is requesting to vacate a portion (180 SF) of Kibler St. If approved, the applicant will move forward with a lot consolidation and the applicant will be in compliance with the building restriction setbacks.
Background Information	The applicant constructed a dwelling unit within the side yard setback. The applicant originally had the lot surveyed, during excavation the survey pins were excavated and placed back in the wrong place. The home was then built 2 feet over the building restriction line.
Public Works Comments	This request would create an offset to the street for any possible future improvements to Kibler St. 10/11/24
Energy Services Comments	No comments from the Department of Energy Services. 10/04/24
Planning Comments	NOTES: 1. NO TITLE REPORT FURNISHED. PLAT SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD. 2. PLAT REF.: DB 61 PG 91 (SLIDE 65) 3. DEED REF.: LR 22-4123 4. TAX MAP REF.: 20A4 4 2, ZONED C-1 The diagram shows a property layout with the following details: Streets: KIBLER STREET (vertical), E. SEVENTH STREET (horizontal, 60' WIDE). Lot Dimensions: - Top boundary: N 86°30'00" W 42.00' - Right boundary: N 03°30'00" E 90.00' - Bottom boundary: S 86°30'00" E 42.00' - Left boundary: S 03°30'00" W 90.00' Internal Features: NEW LOT 2A: 3,780 SQ. FT., NEW TAX MAP #20A4 4 2A. EXIST. HOUSE #219: 40.8' wide, 19.0' deep. PORCH: 11.9' wide, 11.1' deep. DECK: 12.0' wide, 11.0' deep. PORCH OF KIBLER ST. HEREBY VACATED: 2.0' wide. Other Markings: PIPE SET: Located at the corners of the lot. SPIKE SET: Located on the right boundary. RECORD MERIDIAN: Indicated by a curved arrow. 210.0' TO COMMERCE AVE.: Distance to the next street.

	Land value Worksheet calculated the value of the requested vacation to be approximately \$630.00
Staff Recommendation	There are no potential utility impacts beyond losing the use of the alley for future installation. Permitting this vacation would allow this applicant to comply with, not violate Town Code. The alternative is moving the dwelling unit, which is currently occupied, to within the permitted setbacks.

**AMENDED APPLICATION BY APPLE CONTRACTORS, INC. FOR PARTIAL
VACATION OF KIBLER STREET
ORIGINALLY FILED BY CARLOS CAMACHO**

Carlos Camacho, by counsel, hereby amends his application for Town Council to partially vacate a small portion, up to two feet (2') of Kibler Steet, in order to allow and substitute as Applicant for said amendment the true title holder, Apple Contractors, Inc., which company is solely owned by Carlos Camacho, regarding the property described herein, on the following grounds:

1. Apple Contractors Inc. ("Apple Contractors") is the owner of record of improved real estate located at 219 East 7th Street, Town of Front Royal (the "Town"), Warren County, Virginia (the "Property").
2. Gualberto Carlos Camacho-Perez ("Camacho") is the President, sole stockholder and owner, and Registered Agent for Petitioner Apple Contractors.
3. Apple Contractors demolished a derelict structure located at 219 E. 7th Steet in Front Royal in 2023 and constructed a new dwelling house on the Property. However, Apple Contractors had accidentally built the new house along Kibler Street approximately 9.6 inches too close to Kibler Street inside the Town's required side yard setback. Kibler Street is a Town right of way and is effectively an unmaintained alleyway. The details of how this happened is more fully explained in the following Paragraph no. 9, attachment "A", attached hereto.
4. The Zoning Administrator of the Town properly issued a ruling that a building permit for the new house as it was improperly located in violation of the Town's side yard setback requirements.
5. Camacho, *pro se*, filed an Application for a variance with the Front Royal Board of Zoning Appeals ("BZA"). The BZA on December 19, 2023, denied his request for the variance.
6. Camacho is an ordained minister and is Pastor of Iglesia Baptista Church of Front Royal, Virginia ("Rev. Camacho"). Iglesia Baptista Church worships in the church building facilities of First Baptist Church of Front Royal. Rev. Camacho is an acquaintance of the Rev. Michael Williams ("Williams"), a member and Associated Pastor of First Baptist

Church. Williams approached Douglas W. Napier (“Napier”), an attorney in Front Royal and a member of First Baptist Church, if Napier could assist Camacho in resolving this matter. Napier, who did not know and had not previously met Camacho, agreed to speak to Camacho about this matter.

7. On December 26, 2023, Camacho met Napier and explained to Napier what Camacho understood to be the situation about the issue described in paragraph no. 3 above. Napier agreed to assist, *gratis*, in trying to allow the new structure on the Property to be preserved in its location.
8. In January, 2024, Camacho, by counsel, filed an Application for partial Vacation of a portion of Kibler Street with the Town, a copy of which is attached hereto. At the time of filing the Application, Napier had not yet had time to conduct a title search of the Property. The Application was filed in the name of Camacho, who is the name of the applicant who filed the application for a variance with the BZA. However, the Property was and is actually titled in the name of Apple Contractors, which company is solely owned and managed by Camacho, and the Application should properly have reflected that the title owner of the property in question was Apple Contractors.
9. About the same time the Application for Vacation of a portion of Kibler Street was filed with the Town, Camacho and Apple Contractors, by their counsel Napier, filed a Petition with the Circuit Court of Warren County, Virginia, to review the decision of the BZA denying the application for a variance to the side yard setback for the Property. The Petition was filed in case Camacho’s Application for a partial vacation of Kibler Street was denied by the Town. By the time of the filing of the Petition, Napier had done sufficient title work on the Property to realize the title holder of the Property is Apple Contractors. A copy of the Petition and its Exhibits are attached hereto as Attachment “A”. However, the Application for a partial Vacation of Kibler Street was not then also amended to reflect the true title holder of the Property. No hearing has been held on said Petition pending Town Council’s decision upon the Application for vacation and purchase of a small portion of Kibler Street.
10. On or about January 13, 2025, the Town Attorney noticed that the Petition filed with the Circuit Court properly listed the proper title holder, Apple Contractors, of the Property, but

the proper title holder had not been substituted for the Application for Vacation of a portion of Kibler Street, and the Town Attorney notified Napier of this fact.

11. From January 13, 2025, until today, January 17, 2025, Napier has been extremely ill with the flu or some other related viral infection, whereby Napier has not been mentally or physically able to responsibly prepare and file an Amendment to the Application for Vacation of a portion of Kibler Street on behalf of Apple Contractors, which Amendment Napier hereby files this January 17, 2025.
12. This Amendment, if granted by Town Council, will properly reflect the proper title ownership of the Property.
13. Attached, as Attachment “B” hereto, is plat dated 22 July, 2024, prepared by Darryl G. Merchant, Consulting Land Surveyor, which outlines the two feet (2’) of Kibler Street which Apple Contractors respectfully requests be vacated and sold to Apple Contractors. Apple Contractors needs, in order to meet the Town’s side yard setback requirements. While only about 9.6 inches of Kibler Street, is needed to be vacated and added and the Application for a partial Vacation of Kibler Avenue, Apple Contractors requests that two feet (2’) of Kibler Steet be vacated and sold to Apple Contactors to allow Apple Contractors an additional buffer between Kibler Street and the Property.

WHEREFORE, Apple Contractors, Inc., and Carlos Camacho, by counsel respectfully request that this Amended Application and this partial Vacation of Kibler Street be granted by the Town Council of the Town of Front Royal.

Respectfully submitted,
Apple Contractors, Inc.
and
Carlos Camacho
By Counsel:

Douglas W. Napier
Attorney at Law
VSB No. 16136

[REDACTED]
Front Royal, VA 22630
[REDACTED]

DOUGLAS W. NAPIER

Attorney at Law
VSB No. 16136



January 20, 2025

Honorable Lori Athey Cochrell, Mayor
Members of Town Council of Town of Front Royal
B. J. Wilson, Interim Town Manager
George M. Sonnett, Jr., Town Attorney
Lauren Kopishke, Director of Planning & Zoning

Re: Carlos Camacho and Apple Contractors, Inc.
Application for Vacation of Portion of Kibler Street
219 East 7th Street

Dear Mayor Cockrell, Members of Town Council, and Staff:

The reason Carlos Camacho and Apple Contractors, Inc., filed a lawsuit in January, 2024, **appealing the decision of the Board of Zoning Appeals of the Town of Front Royal which denied a variance to allow side yard setback of 9.6 inches closer to Kibler Street than the required side yard setback**, is that there is a statute in the Code of Virginia which requires appeals from decisions of BZAs to be filed within 30 days of the decision. The Applicants are more interested in obtaining the required property from the Town in order to meet the side yard setback; however, it did not appear likely to the Applicants that Town Council would be able to meet to decide the Application for a vacation of a small portion of Kibler Street within that 30 day period. Accordingly, the Applicants, on advice of counsel, filed the appeal from the BZA, but did not have the Circuit Court appeal formally “served” upon the Town, meaning the appeal remained dormant within the Circuit Court, so as to allow time to have the Application for a Vacation of a small portion of Kibler Street to be decided by Town Council, as opposed to the Circuit Court.

The Applicants wish to make it clear that they do not wish to be in an antagonistic position with respect to the Town, but rather wish to work collaboratively with the Town in order to allow the placement of the new home on 219 East 7th Street in place of the old, derelict structure previously there, thereby enhancing the Town’s livability, beauty, and tax base.

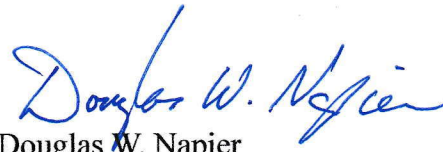
Respectfully submitted,

Carlos Camacho

Apple Contractors, Inc.

[SIGNATURE NEXT PAGE FOLLOWING]

By:



Douglas W. Napier

Counsel for Applicants

COPY

DOUGLAS W. NAPIER

Attorney at Law
VSB No. 16136



September 20, 2024

Honorable Lori A. Cockrell, Mayor
Town Council of the Town of Front Royal
VIA: Joseph Waltz, Town Manager

Re: Updated Typed Copy of Application to Vacate Streets and Alleys With Current Plat Showing 2' Part of Alley (Kibler Street) Requested to Be Vacated

Dear Mayor Cockrell and Members of Town Council:

Attached is an Amended (updated) Application for Vacation of a two-foot (2') portion of an Alley (Kibler Street) with a current plat dated 7-22-2024 showing the two-foot (2') portion requested to be vacated, filed on behalf of the owner, Carlos Camacho.

Please let me know when this matter is scheduled to be heard by Town Council. I will be out of town from September 21, 2024, until September 28, 2024.

Please let me know if you have any questions.

Sincerely,

Douglas W. Napier,
For: Carlos Camacho

A handwritten signature in black ink that reads "Douglas W. Napier".

RECEIVED
SEP 20 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

RECEIVED
SEP 20 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



VACATION OF STREETS AND ALLEYS and OTHER TOWN RIGHTS-OF-WAYS APPLICATION

APPLICANT INFORMATION

(please print)

Name CARLES CAMACHE (GUARANTE CARLES CAMACHE-PEREZ)

Mailing Address [REDACTED]

Phone # [REDACTED]

E-mail [REDACTED]

VACATION INFORMATION

Description (please select all that apply)

☒ Street/Portion of Street

☒ Alley/Portion of Alley

☐ Other (please specify) WANT TO ACQUIRE 200 FT. OR MORE OF KIDLEY ST. (TWO)

CAUSE ALONG LENGTH OF APPLICANT'S ADJOINING PROPERTY
LOCATED AT 219 E. 7TH ST.
Location KIDLEY ST., NEXT TO 219 E. 7TH ST (LOT 2 OF MAP
OF LOTS FOR C.D. BINNS).

Reason for request NEED TO ADD ENOUGH CT KIDLEY ST (A GRAVELLED

ALLEY) TO APPLICANT'S PROPERTY TO MEET SIDEYARD SETBACK. LOT

WAS SURVEYED PRIOR TO START OF CONSTRUCTION BUT CONTRACTOR EXCAVATOR
ACCIDENTALLY DUG UP PINS, & PINS RESET IN SLIGHTLY WRONG LOCATIONS.

☒ Current Plat Attached Showing Property to be Vacated

Applicant's Signature [Signature]

Date 03-01-24

Completed application shall be returned by mail or delivery to:

Town Manager's Office, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630

Additional Information: Town Manager's Office (540)635-8007, Monday-Friday, 8:00am - 5:00pm

Revised 3-1-22





**VACATION OF STREETS AND ALLEYS
and OTHER TOWN RIGHTS-OF-WAY
APPLICATION**

**(Amended typed copy with plat showing
portion of alley to be vacated)**

Name

Mailing Address

Phone

Email

VACATION INFORMATION

Description Portion of Street or Alley

Want to acquire 2.0 (two) feet or more of Kibler Street (alley along length of Applicant's adjoining property located at 219 E. 7th Street).

Location Kibler Street next to 219 E. 7th Street (Lot 2 of Map of Lots for C.D. Binns.

Reason for Request Need to add enough of Kibler Street (a graveled alley) to Applicant's property to meet side yard setback. Lot was surveyed prior to start of construction, but contractor excavator accidentally dug up pins, and pins re-set in slightly wrong locations. Variance denied by Board of Zoning Appeals (see attached).

1. Plat dated 2-20-23, attached, shows old house relative to Kibler Street prior to new house construction.
2. Plat dated 9-27-2023, attached, shows newly constructed house relative to Kibler Street.

3. Plat dated 7-22-2024, attached, shows portion of Kibler Street requested to be vacated.
4. Applicant's Signature on attached original hand-written Application.
Dated 03-01-24.

Carlos Camacho, Applicant

By: Douglas W. Napier

VSBB No. 16136

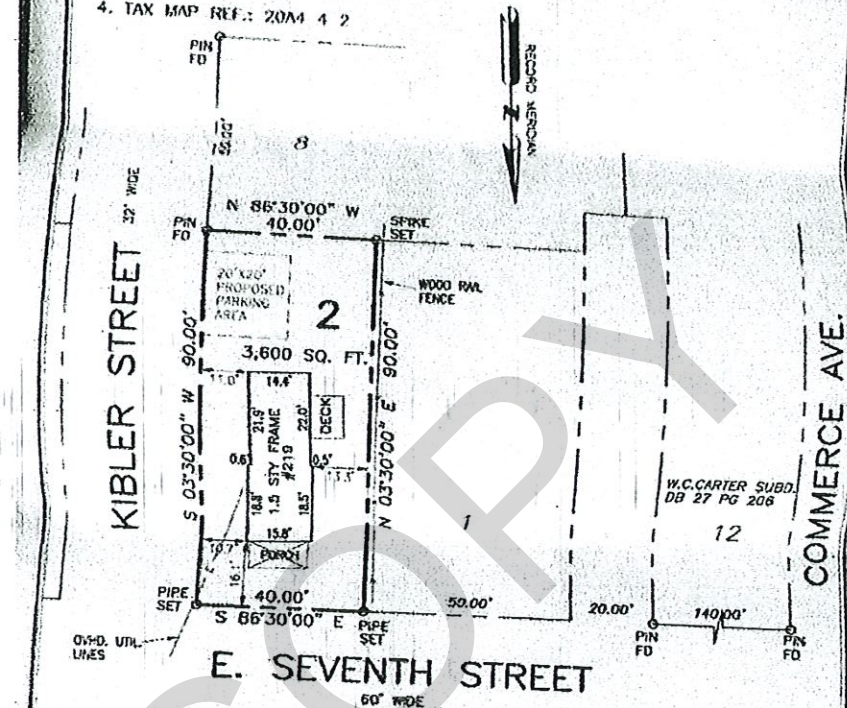
COPY

RECEIVED
SEP 20 2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

NOTES:

1. NO TITLE REPORT FURNISHED. PLAT SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
2. PLAT REF.: DB 61 PG 91 (SLIDE 65)
3. DEED REF.: LR 22-4123
4. TAX MAP REF.: 20M 4 2

THE PROPERTY SHOWN HEREON IS LOCATED WITH FEMA 1% ANNUAL FLOOD ZONE AE (FLOODWAY) AS PER FIRM MAP #51187C0112C, JUNE 3, 2008.



SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE SURVEYED THIS PROPERTY ON THE GROUND; THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF; AND THAT THERE ARE NO ENCROACHMENTS EITHER WAY ACROSS PROPERTY LINES EXCEPT AS SHOWN.

www.measure-map.com
540-636-4949
Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

HOUSE LOCATION SURVEY
LOT 2
OF THE MAP OF LOTS FOR
C.D. BINNS
TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA



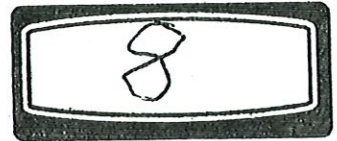
23-F104

DWG. No. AM-1825

DATE: 20 FEBRUARY 2023

SCALE: 1" = 25'

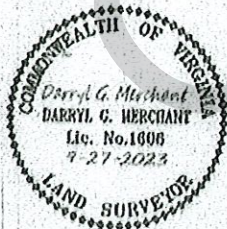
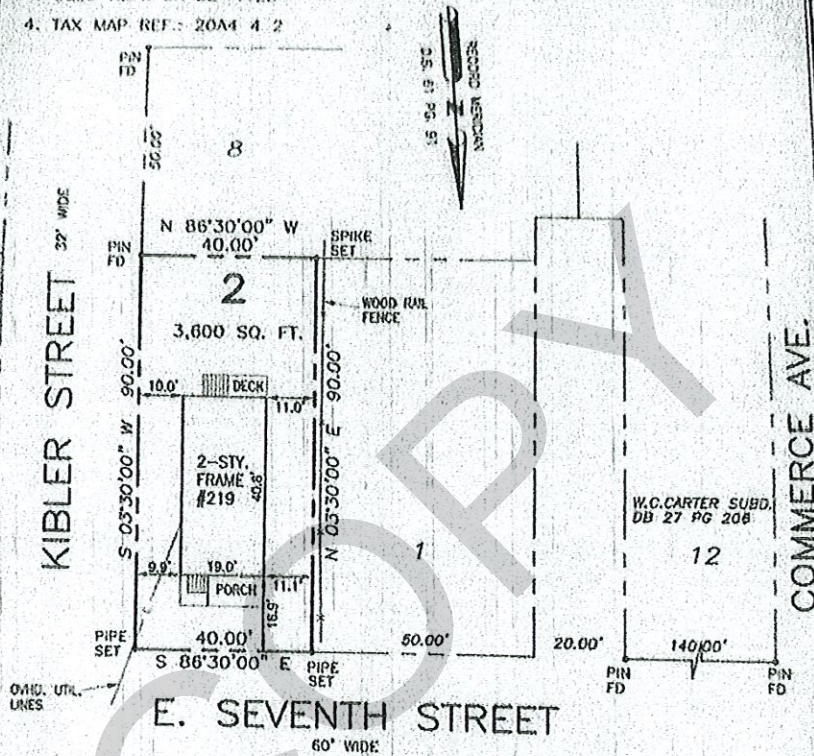
RECEIVED
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



NOTES:

1. NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO EASEMENTS
AND RESTRICTIONS OF RECORD.
2. PLAT REF.: DB 61 PG 91 (SLIDE 65)
3. DEED REF.: LR 22-4123
4. TAX MAP REF.: 20A4 4 2

THE PROPERTY SHOWN HEREON IS
LOCATED WITH FEMA 1% ANNUAL
FLOOD ZONE AE (FLOODWAY) AS PER
FIRM MAP #6118/C0112C, JUNE 3, 2008.



SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE SURVEYED THIS PROPERTY
ON THE GROUND; THAT THIS PLAT IS CORRECT TO THE
BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF; AND
THAT THERE ARE NO ENCROACHMENTS EITHER WAY ACROSS
PROPERTY LINES EXCEPT AS SHOWN.

www.inaasure-map.com
540-636-4949

Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

HOUSE LOCATION SURVEY

LOT 2
OF THE MAP OF LOTS FOR
C.D. BINNS

TOWN OF FRONT ROYAL -- WARREN COUNTY, VIRGINIA



23-F128 DWG. No. AM-1825-1

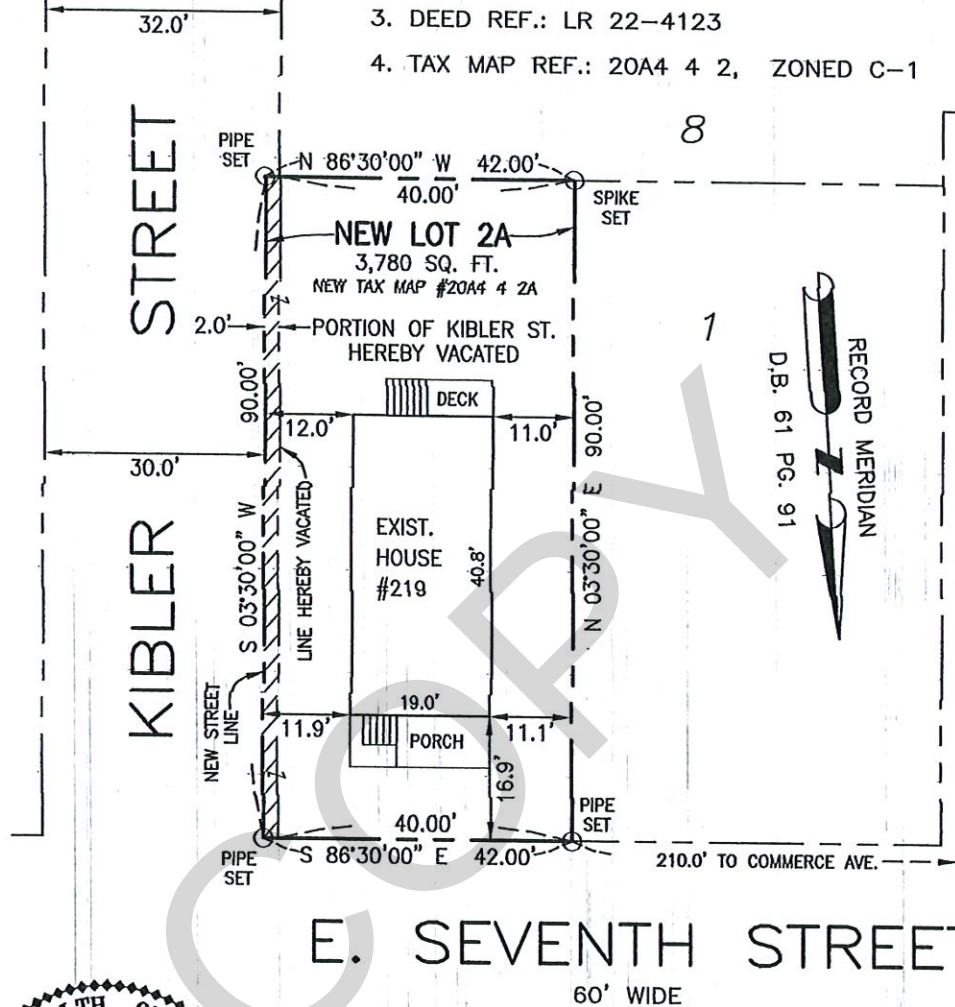
DATE: 27 SEPTEMBER 2023

SCALE: 1" = 25'

RECEIVED
JAY ROYAL TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

NOTES:

1. NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO EASEMENTS
AND RESTRICTIONS OF RECORD.
2. PLAT REF.: DB 61 PG 91 (SLIDE 65)
3. DEED REF.: LR 22-4123
4. TAX MAP REF.: 20A4 4 2, ZONED C-1



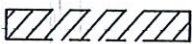
BOUNDARY INFORMATION SHOWN
HEREON BASED ON FIELD RUN
SURVEY.

www.measure-map.com
540-636-4949

Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

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23-F128 DWG. No. AM-1825-2

 DENOTES PORTION OF KIBLER STREET
HEREBY VACATED AND ATTACHED TO
THE ADJACENT LOT 2

AREA TABULATION

3,600 SQ. FT. = ORIG. LOT 2
180 SQ. FT. = VACATED PORTION OF KIBLER ST.
3,780 SQ. FT. = NEW LOT 2A

PLAT SHOWING VACATION OF A PORTION OF
KIBLER STREET
OF THE MAP OF LOTS FOR
C.D. BINNS

TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

0' 20' 40' 60'



DATE: 22 JULY 2024

SCALE: 1" = 20'

Vacation of Alley's, Streets and Right-of-Ways (Apple Contractors Inc. #2400554)

Tax Map ID	Acres	Square Footage	Land Value	Price per square foot
20A4-4-3 and 20A4-4-4 and 20A4-4-5	0.5638	24,559.13 \$	40,300.00 \$	1.641
20A4-3-6 and 20A4-3-7	0.285	12,414.60 \$	49,700.00 \$	4.003
20A4-3-8 and 20A4-3-9	0.523	22,781.88 \$	75,000.00 \$	3.292
20A4-3-1, 2, 3, 4 and 5	0.527	22,956.12 \$	91,800.00 \$	3.999
20A4-4-1	0.103	4,486.68 \$	23,000.00 \$	5.126
20A4-4-2	0.082	3,571.92 \$	28,800.00 \$	8.063
20A4-4-6	0.084	3,659.04 \$	5,000.00 \$	1.366
20A4-4-7	0.115	5,009.40 \$	28,800.00 \$	5.749
20A4-4-8	0.115	5,009.40 \$	23,000.00 \$	4.591
TOTAL		104,448.17 \$	365,400.00 \$	3.498
Portion of Area Requested	0.004132	180.00 \$	629.64 \$	3.498



CLOSED MEETING AGENDA STATEMENT

Meeting Date: February 24, 2025

Item# 12

MOTION ON TO GO INTO CLOSED MEETING

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

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

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Town Manager position; and,
- 2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia; and,
- 3) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, HEPTAD, LLC v. Town.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

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

Moved _____ Seconded _____

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