



TOWN COUNCIL REGULAR WORK SESSION

MONDAY, April 7, 2025 @ 7:00PM

Town Hall Conference Room

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

1. Roll Call
2. Automated Speed Camera Update — *Chief Brian Whited*
3. Fiscal Year 2025-2026 Proposed Budget Presentation & Calendar Year 2025 Real Estate and Personal Property Tax Rates Discussion — *BJ Wilson*
4. NEW BUSINESS
 - A. Special Use Permit Submitted by Heritage Hall XIII, LLC for Expansion of (20) Beds and Associated Facilities Located at 400 W. Strasburg Road — *Lauren Kopishke*
 - B. Request for a Special Exception Submitted by Rappahannock HC LLC to Reduce the Required Minimum Street Pavement Width from Thirty-Six Feet (36') to Twenty-Nine (29') at 1321 Happy Creek Road. — *Lauren Kopishke*
 - C. Proposed Improvements at Royal Ln/John Marshall Hwy in Exchange for Not Extending Pavement — *L Kopishke*
5. Liaison Committee Meeting Items for April 17th
 - A. Joint Towing Board Request — *Tina Presley*
 - B. Septic Haul Rate — *BJ Wilson*
 - C. MOU with Warren County Regarding Building Code Enforcement Discussion — *Lauren Kopishke*
 - D. Criser Road Boundary Line Adjustment Discussion — *George Sonnett*
 - E. MOU with Warren County Regarding Avtex Property Discussion — *George Sonnett*
6. CLOSED MEETING
7. ADJOURN



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 02

Agenda Item: Automated Speed Camera Update

Summary: Staff will provide Council with an update on the automated speed cameras that were installed late March 2024.

Total revenue received March 2024 – March 2025 from automated speed cameras is \$407,707.00. The Town included \$112,500 in revenue in the adopted FY25 from the automated speed cameras.

Staff plans to return to a work session in May 2025 to discuss a FY25 Budget Amendment to these additional revenue funds.

Budget/Funding: 1000-3140104 Automated Ticketing

Staff Recommendation: Staff recommends for Council to discuss any questions regarding the automated speed cameras.

Front Royal Police Department**Automated Photo-Speed Enforcement Program Citation Report**

Category	May-24	Jun-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Total
Processed	1514	0	1603	1966	1025	714	613	785	8120
Exceptions	179	0	265	260	130	23	63	95	1015
Spoiled	106	0	111	136	73	75	58	69	626
Admin Void	0	0	0	0	0	0	0	0	0
Valid Citations	1229	0	1236	1570	822	616	492	621	6586
Paid Citations	1036	862	481	921	908	563	466	390	5727

Front Royal, Virginia

Post Implementation Speed Study Report



This report is a concise report on the measured speed study data for Front Royal, VA's approved, permitted, and constructed school zones selected for their Automated Speed Enforcement program. This report is provided to the agency by Blue Line Solutions.

Should there be follow up questions on the views, analysis, or data reported in this document, please feel free to contact your Blue Line Solutions Agency Operations contact to facilitate those questions, requests, or responses.

Program Overview

When Front Royal committed to community safety through automated speed enforcement (ASE), Blue Line Solutions (BLS) proudly partnered with them. By focusing on traffic safety data, transparent communication, and equitable enforcement, we have effectively reduced speeding in school zones and improved driving behavior.

Together, we aim for Vision Zero: zero injuries, zero incidents, zero fatalities. We're proud to be working toward that vision together as the data in this report will highlight.

Front Royal & BLS implemented an ASE program in the following school zones in Front Royal, VA:

- A.S. Rhodes Elementary School
- Ressie Jeffries Elementary School
- Skyline Middle School
- Warren County Middle School

BLS designed the program to include an automated speed enforcement by camera sign, school zone speed limit signs with flashing beacons, radar feedback signs, and the physical camera/LiDAR unit in each direction of the school zone. Once permitted, built, and installed, the program timeline was as follows:

- Warnings began February 12, 2024
- Enforcement via summonses began March 18, 2024
- Reminders of the ASE program for school restarting August 18, 2024

Front Royal ASE program had speed data collected at each school zone, throughout each phase of its existence. The phases are as follows:

1. Phase 1: Pre-Implementation 5-Day Speed Study
2. Phase 2: Public Information & Education (PI&E)
3. Phase 3: Warning Phase (30 Days with a 5-day speed study done during)
4. Phase 4: Enforcement Phase (warnings to present with a 5-day speed study done during)
5. Phase 5: Post Enforcement Speed Study

Phase 1: Speed data was collected to establish a baseline of the number of vehicles traveling through the school zone and the number of vehicles speeding. ***Speeding is defined as 10MPH+ above the speed limit.***

Phase 2: BLS created graphics and written copy for public information and education (PI&E) on behalf of Front Royal that they could use to share with their community through online school portals, printed flyers, social media content, news content for local stations, etc. Some of this PI&E has been shared below:



Phase 3: For the first 30 days of the program, only warning citations are issued for speeding vehicles. These citations have a large red warning statement across the front and serve as a reminder to slow down when entering the school zones. During the first (1st) week of the warning period, another 5-day speed study is conducted to determine the effectiveness of the PI&E.

Phase 4: Once the 30-day warning period is completed, enforcement is started with speeding violators receiving real citations. A third (3rd) speed study is conducted in week one (1) of enforcement to measure the effectiveness of the warning phase.

Phase 5: During week four (4) or five (5) of the enforcement, a fourth (4th) speed study will be conducted to measure the effectiveness of the program in its entirety.

Data Analysis Overview

The following data reflects accomplishments of these phases of the Front Royal's ASE program. It is important to note that any reduction realized during the PI&E and Warning phases are achieved without writing finable summonses, meaning the driving community responded directly to the messaging by reducing their speeds prior to entering the enforcement period.

Instances of speeding in the A.S. Rhodes Elementary School, Ressie Jefferies Elementary School, Warren Middle School, and Skyline Middle School **overall have decreased 97% since the pre-speed study**. This is significant as the National Highway Traffic Safety Administration reports that 64% of child pedestrians killed in traffic crashes occurred during the weekday (6 a.m. Monday to 6:00 p.m. Friday) ([NHTSA Traffic Safety Facts](#)). We also know that speed kills with statistics showing a child struck by a vehicle traveling 40 MPH, only has a one in 10 chance of survival, but if you slow that down to 20 MPH, that same child has a much-improved survival rate of nine in 10. Speeding is also a primary contributing factor in motor vehicle crashes resulting in personal injury and deaths.

In Front Royal, across all school zones, not only did speeding instances decrease, but the number of vehicles passing through the zones remained consistently around 16,500 in total per 5-day period. That means that the speeding reduced because of a behavioral change with little to no route



changes made by drivers in an effort to evade the ASE program. Front Royal community members truly slowed down to save a life in the school zones because it was the right thing to do.

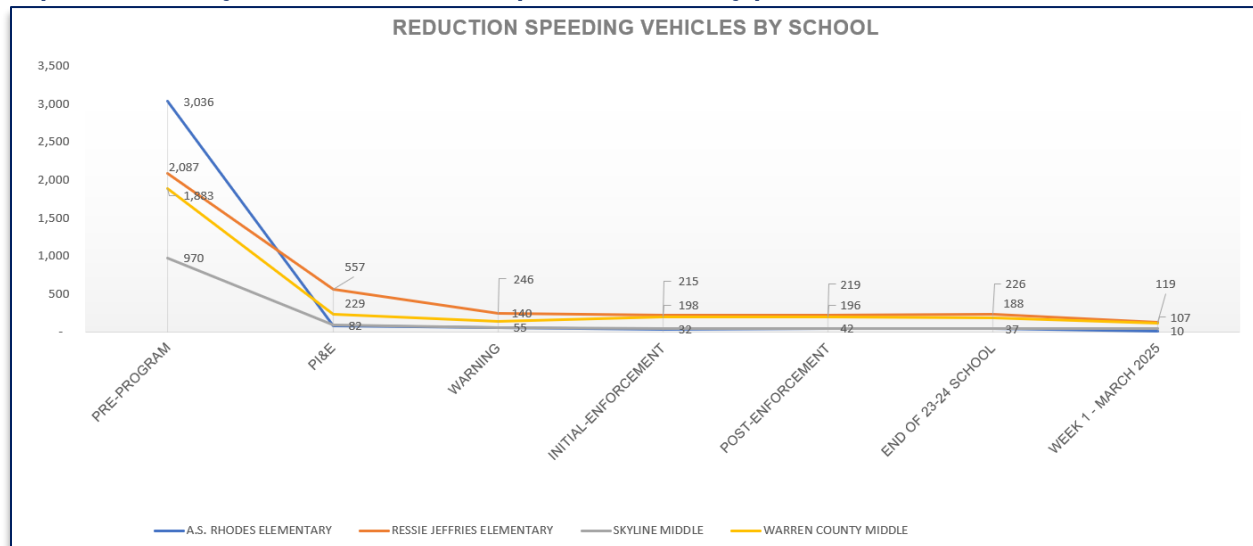
The data presented in the graphs and charts below will cover all phases of the program in greater detail as we aim for Vision Zero together to keep Front Royal safe.

Speed Reduction of Vehicles by Phase

The data presented in Graph 1 and Chart A below show a notable improvement in traffic safety in the school zones. We're proud to see that from inception to the first Week of March 2025, there has been a **97% overall reduction in speeding instances** in the school zones. This is consistent with our national experience and the local safety expectations and a positive step towards achieving Vision Zero in Front Royal, VA.

Also important to note is the relatively consistent total traffic count meaning people still travel the same routes prior to the ASE program but are now regularly adopting safer driving speeds.

Graph 1: Front Royal, VA school zones' speed reduction by phase.



Note: Pre-Program was January 2024. PI&E was early February 2024. Warning was February 12-March 17, 2024. Enforcement began March 18, 2024. End of 2023-2024 School year was in June 2024.

Chart A: Front Royal, VA school zones' speed reduction by phase.

TRAFFIC COUNT (5-DAY STUDY TOTALS)							
	PRE-PROGRAM	PI&E	WARNING	INITIAL-ENFORCEMENT	POST-ENFORCEMENT	END OF 23-24 SCHOOL	WEEK 1 - MARCH 2025
A.S. RHODES ELEMENTARY	6061	5970	6482	6536	6492	6610	6385
RESSIE JEFFRIES ELEMENTARY	4,369	2,817	2,749	2,881	2820	2809	2712
SKYLINE MIDDLE	3,459	1,905	1,984	2,154	2021	2060	1564
WARREN COUNTY MIDDLE	3,164	3,563	5,173	5,156	5,185	5185	5196
PROGRAM TOTAL	17,053	14,255	16,388	16,727	16,518	16,664	15,857
PROGRAM DAILY AVERAGE	3,411	2,851	3,278	3,345	3,304	3,333	3,171
% REDUCTION PER PHASE		16%	-13%	-2%	1%	-1%	5%
% TOTAL REDUCTION		16%	4%	2%	3%	2%	-11%

	PRE-PROGRAM	PI&E	WARNING	INITIAL-ENFORCEMENT	POST-ENFORCEMENT	END OF 23-24 SCHOOL	WEEK 1 - MARCH 2025
TOTAL TRAFFIC	17,053	14,255	16,388	16,727	16,518	16,664	15,857
TOTAL SPEEDERS	7,976	957	490	484	503	491	273
% REDUCTION PER PHASE		88%	6%	0%	0%	0%	3%
% TOTAL REDUCTION		88%	94%	94%	94%	94%	97%



Closer Looks at Phase 5 – Post-Implementation by School

The data presented in Charts B – E highlight the Phase 5 – Post-Implementation Trends by school. Each table not only shows a notable improvement in traffic safety in the school zones with low speeding rates, but we can see the severity by school zone based on the count of speeding vehicles being near single digits.

There is always room for improvement across the board for all school zones as speeding instances are still non-zero despite being significantly lower than initial measurements in pre-speed studies. In Front Royal, **speeding instances are still higher in the afternoon** compared to the morning times in which beacons are flashing.

On the other hand, it is particularly promising though is the multiple days of zero speeders in the A.S. Rhodes school zone which **proves that Vision Zero is achievable** in Front Royal.

Chart B: A.S. Rhodes Elementary School - Front Royal, VA

WEEK 1 - MARCH 2025						
DATE	730AM-830AM			245PM-345PM		
	COUNT	SPDRS	% SPDNG	COUNT	SPDRS	% SPDNG
3/3/2025	642	-	0.0%	597	-	0.0%
3/4/2025	657	-	0.0%	637	1	0.2%
3/5/2025	648	-	0.0%	568	3	0.5%
3/6/2025	672	2	0.3%	584	-	0.0%
3/7/2025	643	3	0.5%	737	1	0.1%
TOTAL	3,262	5	0.2%	3,123	5	0.2%
TOTAL VEHICLES:		6,385		SPEEDING:		10

Note: Pre-Program was January 2024 in which there were 6,061 vehicles measured in a 5-day period. 50.91% of those vehicles were speeding (3,036 vehicles.)

Chart C: Ressie Jeffries Elementary School - Front Royal, VA

WEEK 1 - MARCH 2025						
DATE	730AM-830AM			245PM-345PM		
	COUNT	SPDRS	% SPDNG	COUNT	SPDRS	% SPDNG
3/3/2025	294	7	2.4%	216	19	8.8%
3/4/2025	311	6	1.9%	255	6	2.4%
3/5/2025	309	10	3.2%	212	15	7.1%
3/6/2025	307	9	2.9%	244	17	7.0%
3/7/2025	282	5	1.8%	282	25	8.9%
TOTAL	1,503	37	2.5%	1,209	82	6.8%
TOTAL VEHICLES:		2,712		SPEEDING:		119

Note: Pre-Program was January 2024 in which there were 4,369 vehicles measured in a 5-day period. 47.77% of those vehicles were speeding (2,087 vehicles.)

Chart D: Skyline Middle School - Front Royal, VA

WEEK 1 - MARCH 2025						
DATE	730AM-830AM			245PM-345PM		
	COUNT	SPDRS	% SPDNG	COUNT	SPDRS	% SPDNG
3/3/2025	148	6	4.1%	158	6	3.8%
3/4/2025	156	1	0.6%	174	7	4.0%
3/5/2025	198	7	3.5%	174	2	1.1%
3/6/2025	131	2	1.5%	146	1	0.7%
3/7/2025	137	2	1.5%	142	3	2.1%
TOTAL	770	18	2.3%	794	19	2.4%
TOTAL VEHICLES:	1,564		SPEEDING:	37		

Note: Pre-Program was January 2024 in which there were 3,459 vehicles measured in a 5-day period. 28.04% of those vehicles were speeding (970 vehicles.)

Chart E: Warren Middle School - Front Royal, VA

WEEK 1 - MARCH 2025						
DATE	730AM-830AM			245PM-345PM		
	COUNT	SPDRS	% SPDNG	COUNT	SPDRS	% SPDNG
3/3/2025	483	8	1.7%	531	10	1.9%
3/4/2025	504	6	1.2%	521	17	3.3%
3/5/2025	470	7	1.5%	573	8	1.4%
3/6/2025	508	5	1.0%	504	18	3.6%
3/7/2025	501	8	1.6%	601	20	3.3%
TOTAL	2,466	34	1.4%	2,730	73	2.7%
TOTAL VEHICLES:	5,196		SPEEDING:	107		

Note: Pre-Program was January 2024 in which there were 3,164 vehicles measured in a 5-day period. 59.51% of those vehicles were speeding (1,883 vehicles.)

Opportunities Going Forward

BLS is proud of the significant decrease in Front Royal speeding instances, especially at A.S Rhodes Elementary School where there were multiple days of zero speeders measured. Front Royal's data is proof that PI&E helps significantly reduce speeding without writing a single summons.

Blue Line Solutions is proud to be a continued partner in your safety efforts. While we haven't achieved Vision Zero yet, we are confident that as the data trends towards our goal, we can still work to improve community adherence to school zone speed limits. This can be in the form of continued PI&E, additional reminders sent home in the students' school portal, a short news clip reminder for the community, and/or increased ASE safety locations to help reinforce the need for all school zones to be safer.

We thank you for your partnership and look forward to supporting Front Royal in the future.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 03

Agenda Item: Fiscal Year 2025-2026 Proposed Budget Presentation & Calendar Year 2025 Real Estate and Personal Property Tax Rates Discussion

Summary: Staff will review highlights of the FY25-26 Proposed Budget with Town Council.

Council is requested to provide direction to Town staff on the rates to advertise for the 2025 real estate tax rate and personal property tax rate, so that a public hearing may be added to the April 28, 2024 regular meeting.

The 2024 Town of Front Royal Real Estate Tax was \$0.10 per \$100 of assessed value and the Personal Property Tax Rate was \$0.64 per \$100 of assessed value with a Personal Property Tax Relief Rate of 42%.

The FY26 Proposed Budget includes revenues based on equalizing the real estate tax revenue with a real estate tax rate of \$0.067 per \$100 of assessed value, maintaining the Personal Property Tax Rate of \$0.64 per \$100 of assessed value with a Personal Property Tax Relief Rate of 43%.

Tax rates may be advertised higher than approved at a lower rate during the Town Council meeting on April 28, 2025; but may not be approved higher than the advertised rates.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any items included in the FY26 Proposed Budget to be further reviewed, allow staff to gather information to provide during a future work session, and to direct staff to advertise for public hearing for the April 28, 2025 regular meeting to set the 2025 Calendar Year real estate tax rate of \$0.067 per \$100 of assessed value, maintaining the Personal Property Tax Rate of \$0.64 per \$100 of assessed value with a Personal Property Tax Relief Rate of 43%.

Proposed FY 2025-2026 Budget Work Session

April 7, 2025



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NEXT STEPS

- **April 7, 2025 – Provide staff with direction on advertising PP & RE Tax Rates for 2025**
- April 14, 2025– Additional Budget Work Session (as needed)
- April 28, 2025 – Regular Meeting – approval of PP & RE Tax Rates for 2025
- May 5, 2025– Additional Budget Work Session, review water/sewer rate ordinances
- May 6, 2025 – Advertisement submitted for annual appropriation ordinance & water/sewer ordinance amendments
- May 12, 2025 – Additional Budget Work Session (as needed)
- May 27, 2025–Regular Meeting - Public Hearing & Request for Council approval for water/sewer rate ordinance, and FY25-26 appropriation ordinance for annual budget
- Electric rates will be brought to Council for consideration once cost of service study is completed, estimated summer of 2025 with implementation late summer/early fall.



FY26 Revenue Forecasting

- Forecasting is not a precise science
 - Commonwealth of Virginia revises revenues multiple times throughout year
 - Weather can significantly impact revenues
- Data used in forecasting is collected from many different internal and external sources deemed reliable and appropriate at the time
 - AMP/Consulting Firm
 - Virginia Department of Transportation
 - Historic trends/institutional knowledge
 - Town businesses/citizens
 - Staff feedback
- Even with most reliable data there continues to be a level of uncertainty in forecasting



FY 25-26 SNAP SHOT OF FUNDS

	FY26 Proposed	FY25	Difference	% Increase/Decrease
General Fund	15,314,050	14,268,825	1,045,225	7.3%
Streets	3,549,855	3,496,815	53,040	1.5%
Special Projects	165,370	382,035	(216,665)	-56.7%
Electric	22,752,735	20,126,575	2,626,160	13%
Water	5,981,680	5,340,845	640,835	12.0%
Sewer	7,074,630	6,643,450	431,180	6.5%
Solid Waste	1,920,965	1,356,610	564,355	41.6%
	\$ 56,759,285	\$ 51,615,155	\$ 5,144,130	10%

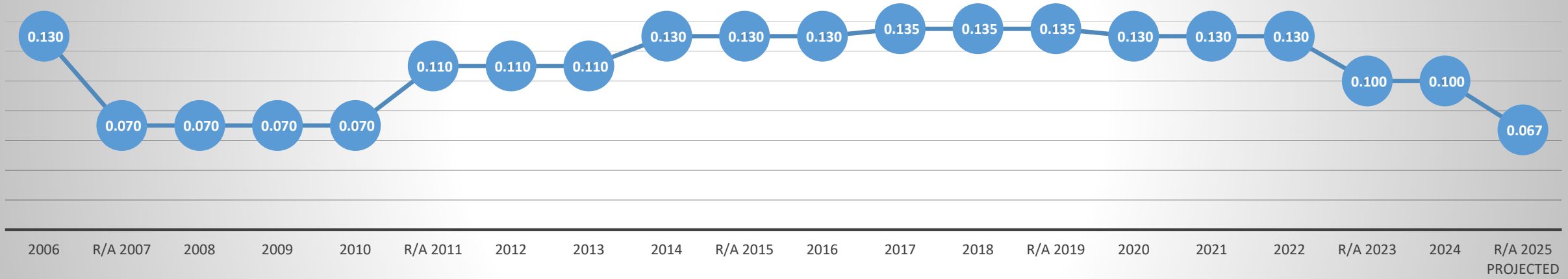


Special Fund Decrease/General Fund Increase

- The Town budgeted \$216,665 for FY23, FY24, & FY25 for a total of approximately \$650,000 in anticipation of repayment of the Economic Access Grant the Town received from V-DOT for the West Main Connector.
- Since the Town has now budgeted the potential full repayment amount, no further funds were budgeted for FY26 and these funds of \$216,665 were applied to the General Fund for FY26
- These funds were previously allocated as Real Estate Tax Revenue under the Special Project Fund and are now allocated for FY26 Real Estate Tax Revenue under the General Fund



Real Estate Tax Rate per \$100 Assessed Value



- 2024 Total Town of Front Royal Real Estate Land & Improvement Value = \$1,826,894,000
- 2025 Total Town of Front Royal Real Estate Land & Improvement Value = \$2,708,833,000
- Property reassessment figures show that Town Real Estate Values have increased approximately an average of 48.3%
- Based on 2025 Real Estate Assessed Value \$0.01 of RE Tax Rate = approximately \$270,800
- Equalization of the 2025 Calendar Year RE Tax Rate would be \$0.067 per \$100



REAL ESTATE TAX RATE COMPARISON

REAL ESTATE TAX RATE COMPARISON

	<i>Proposed</i>										<i>Prior Year</i>
R/E Tax Rate Per \$100 Assessed Value	\$ 0.060	\$ 0.065	\$ 0.067	\$ 0.068	\$ 0.070	\$ 0.075	\$ 0.080	\$ 0.085	\$ 0.090	\$ 0.095	\$ 0.100
Estimated Total Real Estate Tax Revenue	\$ 1,625,300	\$ 1,760,741	\$ 1,814,918	\$ 1,842,006	\$ 1,896,183	\$ 2,031,625	\$ 2,167,066	\$ 2,302,508	\$ 2,437,950	\$ 2,573,391	\$ 2,708,833
Revenue Difference From Equalization (\$1,826,894)	\$ (201,594)	\$ (66,153)	\$ (11,976)	\$ 15,112	\$ 69,289	\$ 204,731	\$ 340,172	\$ 475,614	\$ 611,056	\$ 746,497	\$ 881,939

COMPARISON OF REAL ESTATE TAX BILL BASED ON PROPERTY ASSESSED AT \$400,000

Total Annual Real Estate Tax Bill	\$ 228	\$247	\$ 255	\$ 258	\$266	\$285	\$304	\$323	\$342	\$361	\$380
<i>June RE Tax Bill</i>	<i>\$114</i>	<i>\$124</i>	<i>\$127</i>	<i>\$129</i>	<i>\$133</i>	<i>\$143</i>	<i>\$ 152</i>	<i>\$162</i>	<i>\$171</i>	<i>\$181</i>	<i>\$190</i>
<i>December RE Tax Bill</i>	<i>\$114</i>	<i>\$124</i>	<i>\$127</i>	<i>\$129</i>	<i>\$133</i>	<i>\$143</i>	<i>\$152</i>	<i>\$162</i>	<i>\$171</i>	<i>\$181</i>	<i>\$190</i>



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Personal Property Rate Per \$100 of Value



- Based on Preliminary 2025 Personal Property Figures the total assessed values of personal property for the Town has decreased \$11.7 million; approximately 9% decrease in total value
- Personal Property Tax rate proposed to remain at \$0.64 per \$100
 - Based on 2025 Preliminary Personal Property Revenue \$0.01 of PP Tax Rate = \$13,155 in revenue
- Personal Property Tax Relief proposed to increase from 42% to 43% for qualifying property
 - The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia
 - Commonwealth of Virginia has paid the Town \$287,000 for Personal Property Tax Relief annually since 2005 based on a cap set by the 2005 General Assembly
- Revenue associated with Personal Property included in the FY26 Budget:
 - Personal Property Tax- \$591,365
 - Vehicle License Fees (aka decals) - \$390,050
 - Virginia Personal Property Tax Relief - \$287,000 (Cap set by 2005 General Assembly)



General Fund Revenue Highlights

	<u>FY26 Proposed</u>	<u>FY25 Budget</u>	<u>Difference</u>	<u>% Increase</u>
Meals Tax	\$ 2,758,335	\$ 2,570,325	\$ 188,010	7%
Sales Tax - Warren	\$ 1,597,450	\$ 1,476,745	\$ 120,705	8%
BPOL	\$ 1,095,560	\$ 963,555	\$ 132,005	14%
Personal Property	\$ 591,365	\$ 579,320	\$ 12,045	2%
Transient Occupancy Tax & Intermediary	\$ 317,540	\$ 365,585	\$ (48,045)	-13%
Automated Ticketing	\$ 380,000	\$ 112,500	\$ 267,500	238%
*Real Estate Tax	\$ 1,700,005	1,418,625	\$ 281,380	20%



**Increase of \$216,665 in General Fund RE Tax is due to reallocation from Special Project Fund*

**\$153,370 of Real Estate Tax Revenue Remains in Special Project Fund for FY2026*

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Enterprise Fund Sales of Service

	<u>FY26 Proposed</u>	<u>FY25 Budget</u>	<u>Difference</u>	<u>%</u>
Electric Current	21,901,605	19,564,050	\$ 1,488,470	12%
Water Sales	5,301,340	4,896,185	\$ 405,155	8%
Sewer Sales	6,152,160	6,187,010	\$ (34,850)	-1%
Solid Waste Sales	1,772,755	1,240,360	\$ 532,395	43%



Revenue Impacts for Enterprise Funds

- Projected Electric Purchase Power Expense increase of 17.7%
 - Electric rates and/or power cost adjustment will need to be increased to offset expense
- Continued decreased sewer usage for some industrial accounts.
 - Some industrial accounts have a separate sewer meter, so charged are not based upon water usage
- Larger amount of water usage during the Town seasonal average program (aka Summer Sewer Program – allows irrigation without increased sewer charges)
- Weather
 - Hot/Cold weather effects heat/air conditioning usage
 - Rain impacts watering of lawn/gardens
- Scheduled water/sewer rate increases incorporated into FY26 Proposed Budget
- Solid waste rate increase implemented Sept 2024 incorporated for FY26



Water/Sewer Recommended Rate Increases

- Water Rate Increase of 3% Water Rate Increase and 2.25% Sewer Rate increase for FY26 proposed based upon Stantec Consulting's recommendation
 - Increases are recommended to be effective July 1, 2025
- Annually Increases of amounts listed on next slide are recommend from FY2026 to FY2030 for water and sewer rates



Typical Residential Customer Monthly Bill Impacts

3/4" Meter, 5,500 gallons

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
WATER	\$31.82	\$32.77	\$33.76	\$34.78	\$35.81	\$36.87
\$ Change	N/A	\$0.95	\$0.99	\$1.02	\$1.03	\$1.07
% Change	N/A	3.00%	3.00%	3.00%	3.00%	3.00%
SEWER	\$58.36	\$59.68	\$61.03	\$62.40	\$63.80	\$66.23
\$ Change	N/A	\$1.32	\$1.36	\$1.37	\$1.40	\$1.44
% Change	N/A	2.25%	2.25%	2.25%	2.25%	2.25%
TOTAL	\$90.18	\$92.45	\$94.79	\$97.17	\$99.60	\$102.10
\$ Change	N/A	\$2.27	\$2.34	\$2.39	\$2.43	\$2.50
% Change	N/A	2.50%	2.50%	2.50%	2.50%	2.50%

Solid Waste Rates

- The FY26 Proposed Budget has been built based upon no increases for Solid Waste Rates
- Costs associated with potential increases of Warren County Tipping Fees are unknown at this time, staff will address accordingly upon notification



Snapshot - Total Budget

- \$56.7 million
- 10% increase of \$5.1 million
 - (\$2.6 million of increase is Electric Purchase Expense)
- \$16 million personnel
- Changes in full time positions from previous budget
 - Additional Police Dispatcher - \$68,435
 - Planner Position - \$51,000 (budgeted for 6 months)
 - Community Engagement Coordinator - \$65,820
 - Deputy Director of Public Works- \$52,170 (budgeted 6 months)
 - Water/Sewer Utility Line Technician - \$64,360



Employee Expense Highlights

- 2.7% C.O.L.A. (Equal to C.P.I.) to be implemented January 2026- \$197,715
- 3% Average Merit Increase - \$426,585 (to be implemented Oct 2025)
- LEOS for Certified Police Dept now incorporated in VRS Expense (net zero effect)
 - No impact to benefits for employees
- 6.5% Health insurance increase - \$119,025 Town Portion
- Leadership Training - \$5,000
- Employee appreciation event - \$5,000
- Holiday Luncheon - \$5,000
- Quarterly Leadership Program- \$2,000



General Fund Highlights

- Drug Court - \$50,000 (Year 3 of 10)
- Town Scholarships - \$3,000
- Consultant for Police Firing Range - \$20,000
- Three additional Police Vehicles - \$158,000
- Replace Computer Running Windows 10 - \$55,000
- Replace Camera System (Non-Enterprise Funds) - \$30,000
- Special Events - \$27,000
 - July 3rd & Fireworks; Christmas Parade; Movie Nights; Spring Block Party; National Night Out; Earth Day; Festival of Leaves; Wine & Craft Festival Halloween; New Teacher Welcome
- GIS Services - \$50,000
- Public Works Outside Building Repairs (Year 1 of 2) - \$50,000



General Fund Highlights/ACES Projects

- Additional \$25,000 for ACES Project for large tree removal gazebo
- Tree purchases - \$11,000
- Greenway Trail/Happy Creek Maintenance - \$2,000
- Hazardous Tree Removal - \$10,000
- Yearly Tree Canopy (Year 2 of 5) - \$5,000



General Fund Capital/Debt Expenditures

- Fleet Maintenance Building Rehabilitation Debt Service - \$184,522 (Ends 2043)
- Police Body Worn Camera Lease - \$32,440 (Year 5/5 Ends August 2025)
- Police Radio System Debt Service - \$71,245 (Year 7 of 10)
- Police Department Construction Debt Service-\$369,675 (Note ends 2031)
 - Will need to be refinanced March 2031; estimated refinance \$6,164,333
- Warren County VRA Bond Construction of LRP \$148,370 (Ends 2035)



Street Fund Highlights

- Added new department – Traffic Signalization - \$108,360
 - Traffic signalization previously budgeted under Highway Maintenance
 - No additional employees
 - Traffic signalization supervised by Department of Energy Services
 - Previously Energy Services billed Highway Maintenance for traffic signalization
 - Created additional department for better expense tracking



Highway Maintenance Highlights

- Storm Sewer Mapping - \$100,000 (Year 2 of 4)
- Snow Plow Replacement - \$20,000 (Year 4 of 4)
- Salt Spreader Replacement - \$40,000 (Year 2 of 5)
- Replace 1988 Track Loader - \$50,000 (Year 1 of 2)
 - Track loader expense is split between water/sewer/solid waste/streets
- Replace #748 2004 Chevrolet 3500 Pickup - \$40,000 (Year 2 of 2)
- Street Sweeper Loan \$26,685 (Year 8 of 10; Ends April 2027)



Highway Maintenance Highlights

- Primary Paving N Royal Ave (Commerce Ave to 6th St) - \$134,005
- Secondary Paving (Includes applicable curb/gutter & sidewalk)
 - Luray Ave (W Main to Criser Rd) - \$135,538
 - W 12th St (Royal Ave to Shenandoah Ave) - \$226,200
 - W 13th St (Royal Ave to Shenandoah Ave) - \$211,300
 - Virginia Ave (W 8th St to W 11th St) - \$373,282
- Paving plan is performed in conjunction with waterline upgrades



Electric Expenditure Highlights

- Increase in Purchase Power Cost - \$2,617,555 (17.6% Increase)
- Power Supply Consulting - \$40,000
- Asset Software (Year 3 of 5) - \$9,000
- Additional Funds for Replacement of #364 - \$90,000
 - (2017 Ford F-550 Bucket Truck)
- Happy Creek Substation Transformer (Year 1 of 5) - \$200,000
- New line item for Vegetation Management - \$200,000
 - Vegetation Management was previously budgeted under Repairs & Maintenance



Water Expenditure Highlights

- Regulatory Compliance PFAS & Lead/Copper Requirements (Year 1 of 2) \$25,000
- Impingement & Entrainment Study Source Water Intake - \$100,000
- Enrix Travel Screen Replacement - \$75,000 (Year 3 of 4)
- Raw Water River Pump Motor & Switch Gear - \$100,000 (Year 2 of 3)
- Repair of Old Raw Water Pre Settling Basin (Year 1 of 4) - \$75,000
- River Pump Roof Replacement - \$40,000
- Waterline Upgrades in conjunction with paving plan:
 - N Royal (E 6th St to Academy Dr) - \$425,000
 - Jamestown Rd Interconnection - \$199,000
- Replace 1988 Track Loader \$25,000 (Year 1 of 2)
 - Split with other departments for a total estimated replacement cost of \$300,000



Sewer Expenditure Highlights

- SNDR Jet Pump - \$50,000
- Update Sewer Model - \$150,000
- Ques Camera Equipment Replacement (Year 1 of 2)- \$60,000
- I&I Abatement - \$250,000
- Debt service Vac Truck - \$77,800 (Year 2 of 7)
- Replace 1988 Track Loader \$25,000 (Year 1 of 2)
 - Split with other departments for a total estimated replacement cost of \$300,000



Water/Sewer Debt Service

- WWTP Upgrade - \$1,968,880 (Ends 2037)
- Water Plant Upgrade - \$761,259 (Ends 2026)
- Water Plant Upgrade - \$203,797 (Ends 2034)



New Water/Sewer Debt Service

- The Town has budgeted partial payments for debt service on several significant water/sewer projects.
 - Amount of debt service budgeted: Sewer - \$206,930 Water - \$193,585
- Sewer Projects:
 - Riverton Sewer Pump Station Estimate - \$1,250,000
 - Centrifuge Estimate - \$4,100,000
- Water Projects:
 - Clearwater Well Repairs Estimate - \$1,500,000
 - 4-H Water Pump Station Upgrade Estimate - \$1,200,000
 - Jamestown Water Pump Station Upgrade - \$2,100,000
- The Town will be applying for Virginia State Revolving Funds for projects; anticipate 20 year term with .5%-3% financing. Water projects must be applied for separately from sewer projects.



Solid Waste Highlights

- Brush grinding services - \$50,000
- Camera/GPS Maintenance Fee - \$6,000
- Replace 1988 Track Loader \$50,000 (Year 1 of 2)
 - Split with other departments for a total estimated replacement cost of \$300,000
- Replace dumpsters - \$30,000 (Year 2 of 5)
- Replace #661 Refuse Truck 2008 International - \$130,000 (Year 2 of 2)
- Replace #687 Refuse Truck 2012 International - \$80,000 (Year 1 of 3)



Highway Maintenance Highlights

- Storm Sewer Mapping - \$100,000 (Year 2 of 4)
- Primary Paving
 - N Royal Ave (Commerce to E 6th St) - \$134,005
- Secondary Paving (in conjunction with waterline upgrades includes applicable curb/sidewalks)
 - Luray Ave (W Main St to W Criser Rd) - \$135,538
 - W 12th St (Royal Ave to Shenandoah Ave) - \$226,200
 - W 13th St (Royal Ave to Shenandoah Ave) - \$211,300
 - Virginia Ave (W 8th St to W 11th St) - \$373,282
- Replace #748 (2004 Chevrolet 3500) Year 2 of 2 - \$40,000
- Snow Plow Replacements (Year 4 of 4) - \$20,000
- Salt Spreader Replacements (Year 2 of 5) - \$40,000
- Replace 1988 Track Loader \$50,000 (Year 1 of 2)
- Split with other departments for a total estimated replacement cost of \$300,000



NEXT STEPS

- **April 7, 2025 – Provide staff with direction on advertising PP & RE Tax Rates for 2025**
- April 14, 2025– Additional Budget Work Session (as needed)
- April 28, 2025 – Regular Meeting – approval of PP & RE Tax Rates for 2025
- May 5, 2025– Additional Budget Work Session, review water/sewer rate ordinances
- May 6, 2025 – Advertisement submitted for annual appropriation ordinance & water/sewer ordinance amendments
- May 12, 2025 – Additional Budget Work Session (as needed)
- May 27, 2025–Regular Meeting - Public Hearing & Request for Council approval for water/sewer rate ordinance, and FY25-26 appropriation ordinance for annual budget
- Electric rates will be brought to Council for consideration once cost of service study is completed, estimated summer of 2025 with implementation late summer/early fall.



Questions Proposed FY 2024-2025

Budget Work Session



102 E. Main Street | Front Royal, VA 22630 | frontroyalva.com



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 04A

Agenda Item: Special Use Permit Submitted by Heritage Hall XIII, LLC for Expansion of (20) Beds and Associated Facilities Located at 400 W. Strasburg Road

Summary: A request for a Special Use Permit submitted by Heritage Hall XIII, LLC for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road, identified by Tax Map 20A11, Section 4, Lot 23.

The property is zoned R-2, Residential District. The current use of the property as a nursing home is legally nonconforming. Therefore, the proposed enlargement of the building or extension to occupy a greater area of land than was originally permitted, requires a Special Use Permit.

After a review of records, it has been determined that NO Special Use Permit was approved for the property. Town Council approved the original Site Plan in 1985, and a Zoning Permit was issued in January 1986 indicating that it was approved via a Special Use Permit, but NO such records exist that the Planning Commission nor Town Council acted on the matter

At the March 15, 2025 meeting the PC recommended approval with no conditions

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Use Permit – #2500054

MEETING DATE: March 19, 2025

SUMMARY: A request for a Special Use Permit submitted by Heritage Hall XIII, LLC for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road, identified by Tax Map 20A11, Section 4, Lot 23. The property is zoned R-2, Residential District. The current use of the property as a nursing home is legally nonconforming. Therefore, the proposed enlargement of the building or extension to occupy a greater area of land than was originally permitted requires a Special Use Permit. After a review of records, it has been determined that NO Special Use Permit was approved for the property. Town Council approved the original Site Plan in 1985, and a Zoning Permit was issued in January 1986 indicating that it was approved via a Special Use Permit, but NO such records exist that the Planning Commission nor Town Council acted on the matter.

STAFF RECOMMENDATION: Staff supports the approval of this Special Use Permit.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500054 for a building addition at 400 W. Strasburg Road.”

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Brooks _____ Fedoryka _____

☐ Approved

☐ Approved w/ Conditions

☐ Denied

☐ Other



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

**Planning Commission Regular Meeting
March 19, 2025**

APPLICATION #:

2500054

APPLICANT:

Heritage Hall XIII, LLC

APPLICATION SUMMARY:

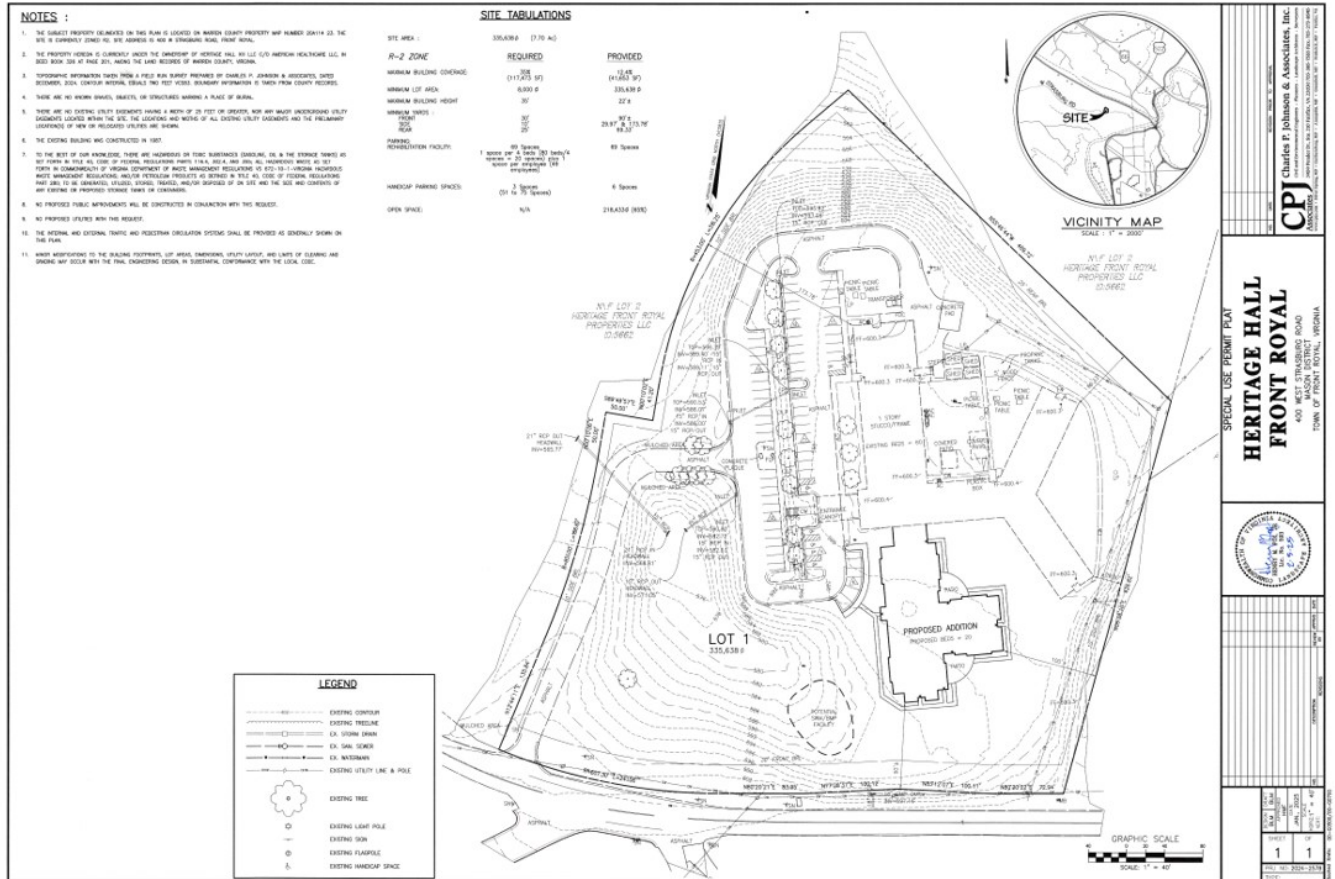
A request for a Special Use Permit for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road.

GENERAL INFORMATION:

Site Addresses	400 W. Strasburg Road
Property Owner(s)	Heritage Hall XIII LLC c/o American Healthcare LLC
Zoning District	R-2, Residential District
Historic District	No
Tax Identification	Tax Map 20A11-4-23

Aerial Map of 400 W. Strasburg Road (Warren County GIS)





The current use of the property as a nursing home is legally nonconforming. Therefore, the proposed enlargement of the building or extension to occupy a greater area of land than was originally permitted requires a Special Use Permit. After a review of records, it has been determined that NO Special Use Permit was approved for the property. Town Council approved the original Site Plan in 1985, and a Zoning Permit was issued in January 1986 indicating that it was approved via a Special Use Permit, but NO such records exist that the Planning Commission nor Town Council acted on the matter.

Staff supports the approval of this Special Use Permit. The Planning Commission may choose to enact additional landscaping or screening requirements.

ATTACHMENTS: Application and associated documents from the Applicant.



TOWN OF FRONT ROYAL

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

Main: 540.635.4236

Fax: 540.631.2727

Internet: www.frontroyalva.com

SUP #25000 54

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Heritage Hall XIII, LLC PHONE [REDACTED]
ADDRESS 3131 Electric Rd., Roanoke, VA 24018
E-MAIL [REDACTED] (Robbie Dalton)

PROPERTY DESCRIPTION

PROPERTY ADDRESS 400 W. Strasburg Road, Front Royal, Va. 22630
TAX MAP 20A11 SECTION 4 BLOCK LOT 23
SUBDIVISION NAME Heritage Hall XIII, LLC ACREAGE 7.705
Property

REQUEST

ZONING DISTRICT R-2
PROPOSED USE OF PROPERTY Skilled Nursing Facility
SPECIFIC SPECIAL USE PERMIT REQUEST For the expansion of the
existing skilled nursing facility building with a new building addition for 20 new
beds and associated facilities (see attached SUP Plat)

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

1. Survey/Plat of property showing all **existing** improvements.
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature Robbie Dalton Date 2/5/2025

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Receipt # 194363 \$400.00 Date Paid 2/6/2025

Check # 1323226

1. THE SUBJECT PROPERTY DELINEATED ON THIS PLAN IS LOCATED ON WARREN COUNTY PROPERTY MAP NUMBER 20A114 23. THE SITE IS CURRENTLY ZONED R2. SITE ADDRESS IS 400 W STRASBURG ROAD, FRONT ROYAL.
2. THE PROPERTY HEREON IS CURRENTLY UNDER THE OWNERSHIP OF HERITAGE HALL XIII LLC C/O AMERICAN HEALTHCARE LLC, IN DEED BOOK 326 AT PAGE 201, AMONG THE LAND RECORDS OF WARREN COUNTY, VIRGINIA.
3. TOPOGRAPHIC INFORMATION TAKEN FROM A FIELD RUN SURVEY PREPARED BY CHARLES P. JOHNSON & ASSOCIATES, DATED DECEMBER, 2024. CONTOUR INTERVAL EQUALS TWO FEET VCS83. BOUNDARY INFORMATION IS TAKEN FROM COUNTY RECORDS.
4. THERE ARE NO KNOWN GRAVES, OBJECTS, OR STRUCTURES MARKING A PLACE OF BURIAL.
5. THERE ARE NO EXISTING UTILITY EASEMENTS HAVING A WIDTH OF 25 FEET OR GREATER, NOR ANY MAJOR UNDERGROUND UTILITY EASEMENTS LOCATED WITHIN THE SITE. THE LOCATIONS AND WIDTHS OF ALL EXISTING UTILITY EASEMENTS AND THE PRELIMINARY LOCATION(S) OF NEW OR RELOCATED UTILITIES ARE SHOWN.
6. THE EXISTING BUILDING WAS CONSTRUCTED IN 1987.
7. TO THE BEST OF OUR KNOWLEDGE, THERE ARE HAZARDOUS OR TOXIC SUBSTANCES (GASOLINE, OIL & THE STORAGE TANKS) AS SET FORTH IN TITLE 40, CODE OF FEDERAL REGULATIONS PARTS 116.4, 302.4, AND 355; AND ALL HAZARDOUS WASTE AS SET FORTH IN COMMONWEALTH OF VIRGINIA DEPARTMENT OF WASTE MANAGEMENT REGULATIONS VS 672-10-1-VIRGINIA HAZARDOUS WASTE MANAGEMENT REGULATION; AND/OR PETROLEUM PRODUCTS AS DEFINED IN TITLE 40, CODE OF FEDERAL REGULATIONS PART 280; TO BE GENERATED, UTILIZED, STORED, TREATED, AND/OR DISPOSED OF ON SITE AND THE SIZE AND CONTENTS OF ANY EXISTING OR PROPOSED STORAGE TANKS OR CONTAINERS.
8. NO PROPOSED PUBLIC IMPROVEMENTS WILL BE CONSTRUCTED IN CONJUNCTION WITH THIS REQUEST.
9. NO PROPOSED UTILITIES WITH THIS REQUEST.
10. THE INTERNAL AND EXTERNAL TRAFFIC AND PEDESTRIAN CIRCULATION SYSTEMS SHALL BE PROVIDED AS GENERALLY SHOWN ON THIS PLAN.
11. MINOR MODIFICATIONS TO THE BUILDING FOOTPRINTS, LOT AREAS, DIMENSIONS, UTILITY LAYOUT, AND LIMITS OF CLEARING AND GRADING MAY OCCUR WITH THE FINAL ENGINEERING DESIGN, IN SUBSTANTIAL CONFORMANCE WITH THE LOCAL CODE.

SITE AREA :	335,638 \$	(7.70 Ac)	
<i>R-2 ZONE</i>	<u>REQUIRED</u>		<u>PROVIDED</u>
MAXIMUM BUILDING COVERAGE:	35% (117,473 SF)		12.4% (41,653 SF)
MINIMUM LOT AREA:	8,000 \$		335,638 \$
MAXIMUM BUILDING HEIGHT	35'		22'±
MINIMUM YARDS :			
FRONT	30'		90'±
SIDE	10'		29.97' & 173.78
REAR	25'		69.33'
PARKING:			
REHABILITATION FACILITY:	69 Spaces 1 space per 4 beds (80 beds/4 spaces = 20 spaces) plus 1 space per employee (49 employees)		69 Spaces
HANDICAP PARKING SPACES:	3 Spaces (51 to 75 Spaces)		6 Spaces
OPEN SPACE:	N/A		218,433 \$ (65%)



	EXISTING CONTOUR
	EXISTING TREELINE
	EX. STORM DRAIN
	EX. SAN. SEWER
	EX. WATERMAIN
	EXISTING UTILITY LINE & POLE
	EXISTING TREE
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING FLAGPOLE
	EXISTING HANDICAP SPACE

400 WEST STRASBURG ROAD
MASON DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA



DESIGN BLM	DRAFT BLM
APPROVED HMF	DATE JAN., 2025
SHEET 1	OF 1
PRJ NO: 2024-2578	
TYPE:	
HORIZ: 1" = 40'	
VERT:	

CPJ Associates
Charles P. Johnson & Associates, Inc.
Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors
3959 Pender Dr., Ste. 210 Fairfax, VA 22030 703.705.7856 Fax: 703.273.8595
www.cpj.com • Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 04B

Agenda Item: A request for a Special Exception from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine (29').

Summary: The Town Code provides codified guidelines to assist Council in determining whether to approve a Special Exception.

A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:

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

2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

a. Creation of affordable housing.

b. Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.

c. Conservation or use of on-site natural features to protect water quality or open spaces.

At the March 15, 2025 meeting the PC recommended approval

Budget/Funding: N/A

Staff Recommendation: Town Staff supports the approval of the Special Exception.

- Planning theory and literature have been guiding planners and decision makers toward more traditional neighborhood designed communities, with an emphasis on walkability and safety. Research overwhelmingly supports the narrowing of streets to improve safety and increase walkability.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

ITEM 4B CONTINUED

- Town road standards have not been updated since the early 2000's, currently our town street requirements do not align with VDOTs, which requires only a width of 24 feet, not 36 feet. The applicant is asking for a reduction down to 29 feet which still permits on-street parking while providing for sufficient width for emergency vehicles (18' is required by code).
- By reducing road width, environmental quality at the site level is increased. With less roadway dedicated to impervious surfaces, yard area is increased which will inevitably collect more stormwater and lead to less runoff into our stormwater systems.
- Infrastructure costs to the taxpayer are reduced and ultimately the system as a whole is more efficient with narrower roads. While the developer pays for the initial cost of the road, the Town will have to upkeep it from there on out. The viewpoint that street reduction only benefits the developer is false. When these subdivision roads need to be repaved in 15 to 20 years, the Town will have to spend more money to repave a 36 foot wide road, versus a 29 foot wide road.
 - Many of the roads in town are not constructed to the current standards because they preexisted with the adoption of said standards and in many cases, pre-existed the automobile.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Exception – #2500049

MEETING DATE: March 19, 2025

SUMMARY: A request for a Special Exception from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC, LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine (29').

STAFF RECOMMENDATION: Staff recommends approval based on the request meeting the requirements of Town Code Chapters 148-211.2.b and 148-211.2.c.

DRAFT MOTION:

"I move that the Planning Commission forward a recommendation of approval to the Town Council for a request for a Special Exception #2500049 from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC, LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine (29')."

"I move that the Planning Commission keep the public hearing open until the April 16, 2025 regular meeting at the applicants request."

"I move that the Planning Commission forward a recommendation of denial to the Town Council for a request for a Special Exception #2500049 from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC, LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine (29')."

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Fedoryka _____ Brooks _____

☐ Approved

Approved w/ Conditions

☐ Denied

☐ Other



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

**Planning Commission Regular Meeting
March 19, 2025**

APPLICATION #:

Special Exception #2500049

APPLICANT:

Rappahannock HC, LLC

APPLICATION SUMMARY:

A request for a Special Exception from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine (29').

GENERAL INFORMATION:

Site Addresses	1321 Happy Creek Road
Property Owner(s)	Rappahannock HC, LLC
Zoning District	R-1, Residential District
Historic District	No
Tax Identification	20A21-2-4

Aerial Map (Warren County GIS) – 1321 Happy Creek Road



**BACKGROUND
INFORMATION &
RELEVANT CODES:**

148-211 SPECIAL EXCEPTIONS

A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:

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

2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

a. Creation of affordable housing.

b. Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.

c. Conservation or use of on-site natural features to protect water quality or open spaces.

B. Any request for an exception, shall be submitted to the Director, and shall include a signed and completed application form, any application fees, and any supporting documentation submitted by the applicant.

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

D. Prior to approval or denial of any exception to the design standards of this Chapter, Town Council shall hold a public hearing, in accordance with Virginia Code § 15.2-2204.

E. Town Council may impose such conditions or restrictions upon the premises benefited by an exception as may be necessary to comply with intent of this Chapter and to protect the public interest, safety and/or general welfare.

**STAFF
RECOMMENDATION:**

Town Staff supports the approval of the Special Exception.

- Planning theory and literature have been guiding planners and decision makers toward more traditional neighborhood designed communities, with an emphasis on walkability and safety. Research overwhelmingly supports the narrowing of streets to improve safety and increase walkability.
- Town road standards have not been updated since the early 2000's. Currently our town street requirements do not align with VDOTs, which requires only a width of 25 feet, not 36 feet. The applicant is asking for a reduction down to 29 feet which still permits on-street parking while providing for sufficient width for emergency vehicles (18' is required by code).
- By reducing road width, environmental quality at the site level is increased. With less roadway dedicated to impervious surfaces, yard area is increased which will inevitably collect more stormwater and lead to less runoff into our stormwater systems.
- Infrastructure costs to the taxpayer are reduced and ultimately the system as a whole is more efficient with narrower roads. While the developer pays for the initial cost of the road, the Town will have to upkeep it from there on out. The viewpoint that street reduction only benefits the developer is false. When these subdivision roads need to be repaved in 15 to 20 years, the Town will have to spend more money to repave a 36 foot wide road, versus a 29 foot wide road.
 - Many of the roads in town are not constructed to the current standards because they preexisted with the adoption of said standards and in many cases, pre-existed the automobile.

ATTACHMENTS: 1) Application and associated documents from the Applicant.

2500049

SPECIAL EXCEPTION APPLICATION

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

APPLICANT

PROPERTY OWNER (if different)

APPLICANT'S NAME: Rappahannock HC LLC ATTN: Chris Hornung	PROPERTY OWNER'S NAME: Rappahannock HC, LLC
ADDRESS: 1016 Charles Street Fredericksburg, VA 22401	OWNER'S ADDRESS: 1016 Charles St. Fredericksburg, VA 22401
PHONE NUMBER: (540) 273-7498	PHONE NUMBER: (540) 273-7498
EMAIL: chornung@teamrdg.com	EMAIL: chornung@teamrdg.com

SECTION A - Property Information

Tax Map No. <u>20A212 4</u>	Zoning District: <u>R-1, Residential</u>
Site Address: <u>1321 Happy Creek Rd., Front Royal, VA 22630</u>	
☐ Entrance Corridor	☐ Historic District
☐ Floodplain	

SECTION B - Details of Request

Project Name. <u>Marshall's Glen</u>
Special Exception Code Section(s): <u>Section 148-211.A.2.b.</u>
General Describe of the request (please attached supporting information, such as plats, plans, details, etc.): <u>Seeking approval of alternative street design standard with a minimum pavement width of 29 feet (parking one side) with supplemental traffic-calming measures. See attached letter to Lauren Kopishke and attached Traffic Calming Plan.</u>

RECEIVED
FEB 04 2025

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

SIGNATURE OF APPLICANT: [Signature] Date: 1/30/25
PRINT NAME OF APPLICANT: Chris Hornung, Chief Development Officer

SIGNATURE OF PROPERTY OWNER: [Signature] Date: 1/30/25
PRINT NAME OF PROPERTY OWNER: Chris Hornung, Authorized Signatory, Rappahannock HC, LLC

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application. (APPLICATION FEE: \$250.00)

PA check #1017

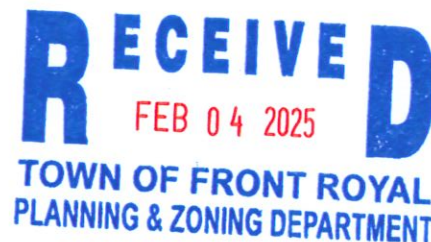


151 Windy Hill Lane
Winchester, VA 22602

2500049

January 31, 2025

Lauren Kopishke, Director
Department of Planning and Zoning
Warren County, Virginia
102 E. Main Street
Front Royal, VA 22630



RE: Marshall's Glen Subdivision
Special Exception Application - Alternative Street Design Standard

Dear Ms. Kopishke,

On behalf of Rappahannock HC LLC, enclosed please find a Special Exception application for the Marshall's Glen Subdivision to permit an alternative street design standard with a minimum pavement width of 29 feet (parking one side) with supplemental traffic-calming measures. The proposed street section and traffic-calming measures are detailed on the Traffic Calming Plan of the Preliminary Subdivision Plan (see Sheets 25 and 26 of 32), which is also attached for ease of reference. Justification for this request is provided herein.

Basis for Application

The Special Exception is requested pursuant to Section 148-211.A.2.b. of the Subdivision and Land Development Ordinance of the Town of Front Royal (hereafter Subdivision Ordinance), which permits the Town Council to approve alternative regulations for development when, in comparison to the general regulations, such regulations are demonstrated to better achieve the following goal:

Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.

The principles of traditional neighborhood design (TND) promote compact development where streets are places for human activity, with walkability and the pedestrian experience prioritized. Narrower streets are inherently aligned with this outcome, as they have been demonstrated to slow the speed of vehicular traffic and increase driver awareness, resulting in an environment that is safer and decidedly more pedestrian-friendly. In contrast, wider streets increase risks to pedestrians and other users, with studies showing that wider streets are associated with greater crash rates and higher impact speeds.¹

In accordance with Section 148-820.D.6. of the Subdivision Ordinance, a minimum pavement width of 36 feet is required for a local street within a residential subdivision. Existing Oden Street in the adjoining Oden Ridge Subdivision is constructed with a pavement width of 40 feet and currently terminates at the site boundary and is planned to extend into Marshall's Glen. During the rezoning

¹ Dewan Karim. *Narrower Lanes, Safer Streets* (Toronto: CITE Conference, June 2015)

process for Marshall's Glen, residents on Oden Street spoke during the public hearing to express their concern about the speed of traffic in front of their homes and the risk to their safety of any increase in speeding vehicles.

The existing condition of Oden Street is shown in the image below, followed by an image of Pickett Court, a 36-foot-wide street in the adjoining Happy Creek Knolls Subdivision:



Oden Street, minimum 40-foot-wide street (parking both sides), Oden Ridge Subdivision



Pickett Court, minimum 36-foot-wide street (parking both sides), Happy Creek Knolls Subdivision

The experience of the existing Oden Street residents is indicative of the challenges to pedestrian safety associated with wide streets within residential neighborhoods. While the expanse of pavement provides generous space for vehicular movement, the abundance of asphalt ultimately invites drivers to speed, converting any convenience derived from wide travelways into dangerous conditions not conducive to a residential setting. The alternative 29-foot-wide street section proposed for Marshall's

Glen will avoid this situation by reducing the physical footprint of the street and creating an environment for pedestrians that is safer and more inviting.

The image below shows Nevermore Drive, an example of a 29-foot-wide street in the Ravens Subdivision in Frederick County, designed and constructed per the VDOT Road Design Manual.



Nevermore Drive, minimum 29-foot-wide street (parking one side), Ravens Subdivision

Alternative Standard

The alternative street design standard for Marshall's Glen will consist of a typical street section with a reduced 29-foot pavement width and traffic calming measures applied throughout the neighborhood's internal street network. These design elements are depicted on the Traffic Calming Plan included with the Preliminary Subdivision Plan (see Sheets 25 and 26 of 32). Specifically, the proposed street section will meet the geometric design standards for residential and mixed-use subdivision streets (GS-SSAR) as detailed in Appendix B of the VDOT Road Design Manual, with parking permitted on one side of the street. The traffic calming measures will consist of raised crosswalks and three-way stops, with associated pavement markings and signage.

The combination of design elements included in the proposed alternative street standard for Marshall's Glen will provide for a more pedestrian-friendly neighborhood than would be possible with the otherwise applicable street design standards. These design elements will not only achieve improved safety within the neighborhood, but in the adjoining neighborhoods as well by suppressing travel speeds, enhancing driver awareness, and discouraging cut-through traffic. Moreover, by enabling a more compact infrastructure footprint, the proposed alternative standard will reduce the amount of impervious area in the neighborhood, which is a discernable benefit to stormwater management and overall environmental quality.

In sum, the alternative street design standard proposed with this Special Exception application wholly aligns with the principles of TND and, in so doing, advances the health, safety, and welfare of the residents of the Town of Front Royal, thereby meeting the criteria for approval. Favorable consideration of this application is therefore requested.

Please do not hesitate to contact me with any questions regarding this application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Christopher Mohn', with a stylized flourish at the end.

Christopher Mohn, AICP
Vice President/Director of Planning

Enclosures: Special Exception Application and Marshall's Glen Traffic Calming Plan

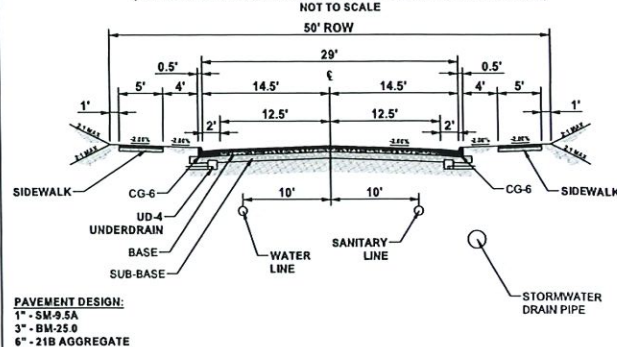
cc: Rappahannock HC LLC

*SEE SHEET 26 FOR TRAFFIC AND SIGNAGE DETAILS

EXAMPLE 29' ROAD WIDTH - PARKING ONE SIDE



TYPICAL SECTION
LOCAL RESIDENTIAL ROAD - PARKING ONE SIDE
(SPECIAL EXCEPTION REDUCED ROADWAY WIDTH)
NOT TO SCALE



NOTES:
1. PAVEMENT DESIGN SHOWN IS PRELIMINARY. FINAL PAVEMENT DESIGN WILL BE BASED ON FIELD CBR TESTS.
2. ALL ROADS ARE CLASSIFIED AS LOCAL RESIDENTIAL ROADS.
3. SAG MIN. K-VALUE: 26, SAG MIN. SIGHT DISTANCE: 155'
4. CREST MIN K-VALUE: 12, CREST MIN. SIGHT DISTANCE: 155'

SIGNAGE AND PAVEMENT MARKING NOTES

1. ALL PROPOSED SIGNING AND PAVEMENT MARKING SHALL BE IN ACCORDANCE WITH THE MOST RECENT EDITION OF EACH OF THE FOLLOWING AND ANY REVISION THERETO:
A. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
B. THE VIRGINIA SUPPLEMENT TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
C. THE VIRGINIA DEPARTMENT OF TRANSPORTATION ROAD AND BRIDGE SPECIFICATIONS.
D. THE VIRGINIA DEPARTMENT OF TRANSPORTATION ROAD AND BRIDGE STANDARDS.
2. ALL SIGNS SHALL BE CONSTRUCTED FROM ENCAPSULATED LENS SHEETING.
3. PROPOSED SIGN LOCATIONS ARE APPROXIMATE AND SHALL BE MODIFIED IN THE FIELD TO AVOID CONFLICT WITH UNDERGROUND UTILITIES OR OTHER OBSTRUCTIONS, AND TO COMPLY WITH STANDARDS REFERENCED IN NOTE #1.
4. FOR COLOR COMBINATIONS AND/OR LETTERING SIZE, REFER TO THE VIRGINIA SUPPLEMENT TO THE MUTCD.
5. ANY EXISTING PAVEMENT MARKINGS WHICH WILL CONFLICT WITH PROPOSED PAVEMENT MARKINGS SHALL BE COMPLETELY ERADICATED.
6. LIMITS SHOWN OF PROPOSED MARKINGS ARE APPROXIMATE AND SHALL BE MODIFIED IN THE FIELD TO INSURE THAT PROPOSED PAVEMENT MARKINGS CONTINUE UNTIL EXISTING PAVEMENT MARKINGS CAN BE MATCHED.
7. CURB SIGNS SHALL BE PLACED 2' FROM FACE OF CURB TO LEADING EDGE OF SIGN.
8. SIGN MOUNTING HEIGHT SHALL BE A MINIMUM OF 7' PER THE MUTCD.
9. PROPOSED POSTED SPEED LIMITS GREATER THAN 25 MPH REQUIRE AN ENGINEERING SPEED STUDY STAMPED BY A LICENSED PROFESSIONAL ENGINEER TO BE SUBMITTED TO VDOT FOR REVIEW AND APPROVAL PRIOR TO ERECTING SIGNS.
10. ALL SIGNS AND PAVEMENT MARKINGS SHALL BE REVIEWED IN THE FIELD WITH THE VDOT INSPECTOR 72 HOURS PRIOR TO INSTALLATION.
11. THERMO-PLASTIC MARKINGS SHALL BE USED.

PAVEMENT MARKING LEGEND

- (E) STOP BAR (SOLID) - WHITE, TYPE B, CLASS I MARKINGS, 24" WIDE
- (F) CROSSWALK LINES - WHITE, TYPE B, CLASS I MARKINGS, 12" WIDE x 6' LONG, SPACED 18'. SOLID WHITE TRANSVERSE LINES PLACED PARALLEL TO ONCOMING TRAFFIC.
- (H) TYPE B, CLASS 1 PAINTED YELLOW DOUBLE LINE PAVEMENT MARKING, 4" WIDTH, SEPARATED BY A 7' SPACE, LENGTH AS SHOWN ON PLAN

PROPOSED SIGN KEY MAP



EXAMPLE RAISED CROSSWALK



EX ODEN STREET 40' ROAD WIDTH - PARKING BOTH SIDES



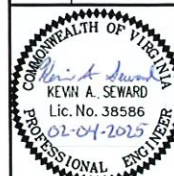
EX PICKET COURT 36' ROAD WIDTH - PARKING BOTH SIDES



80 40 0 80 160
SCALE: 1" = 80'

TRAFFIC CALMING PLAN
MARSHALL'S GLEN
PRELIMINARY SITE PLAN
HAPPY CREEK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

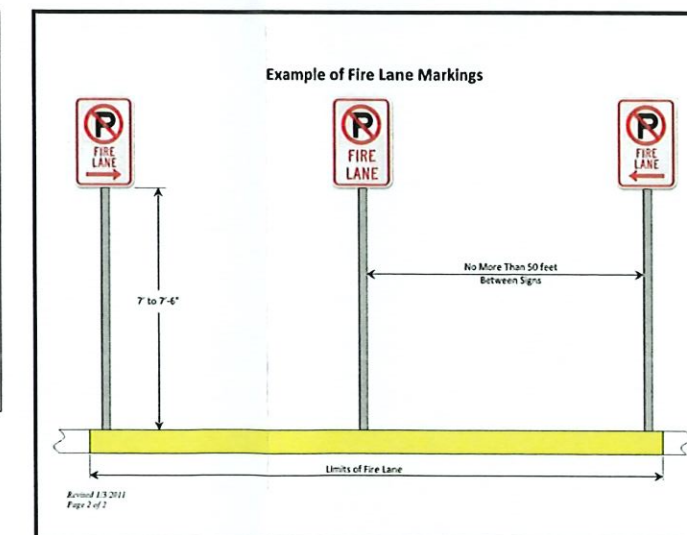
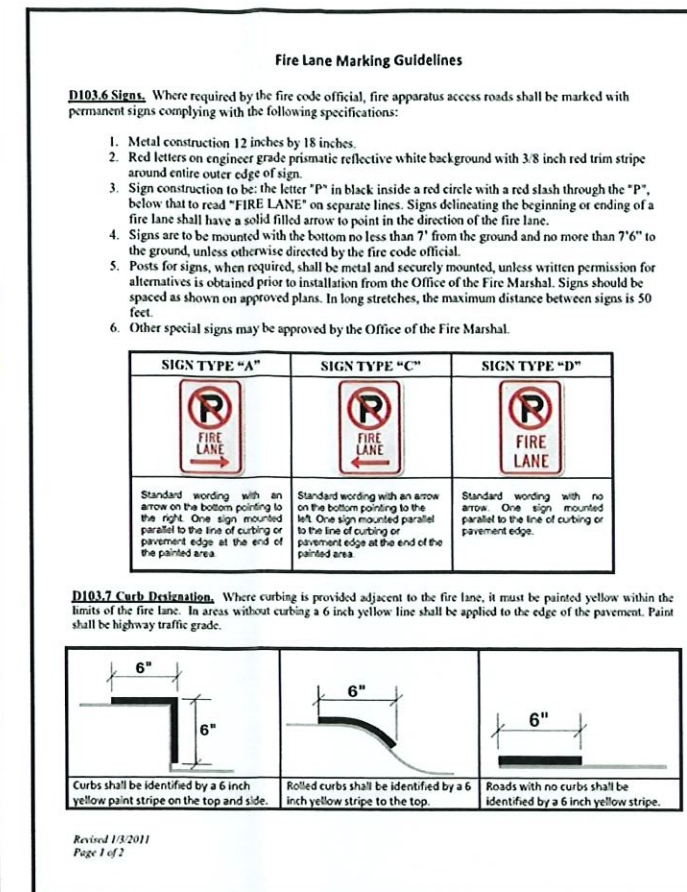
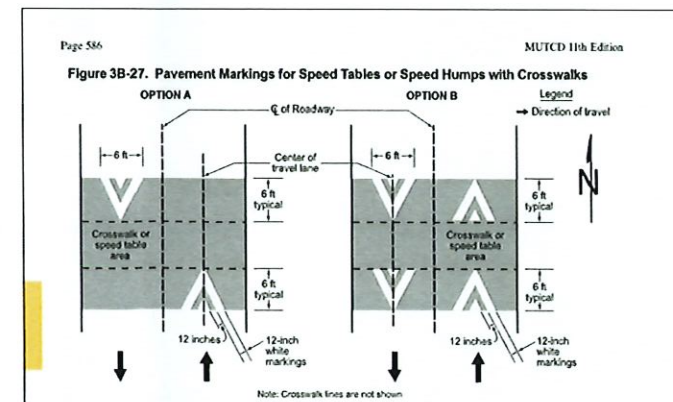
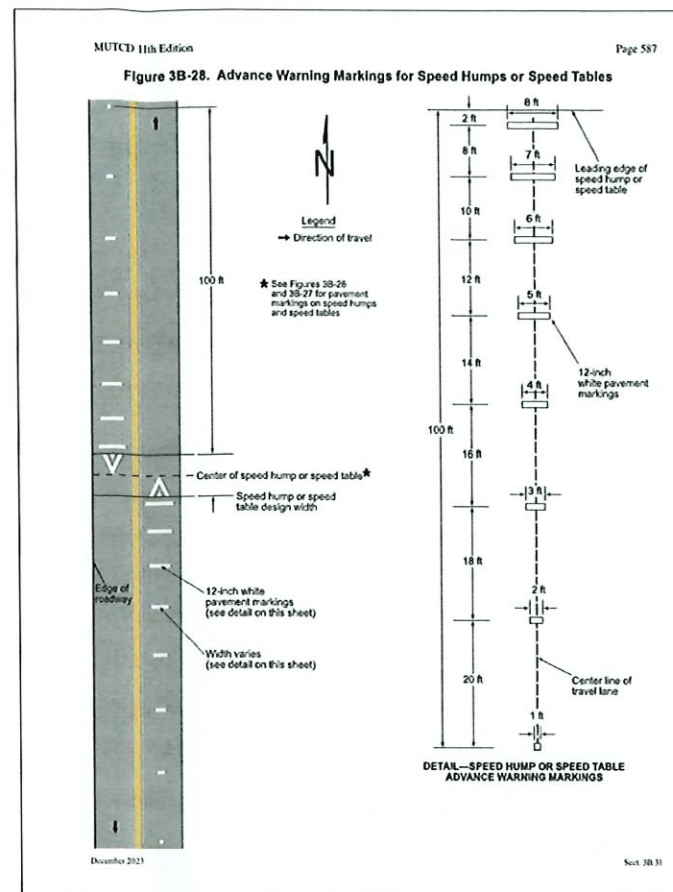
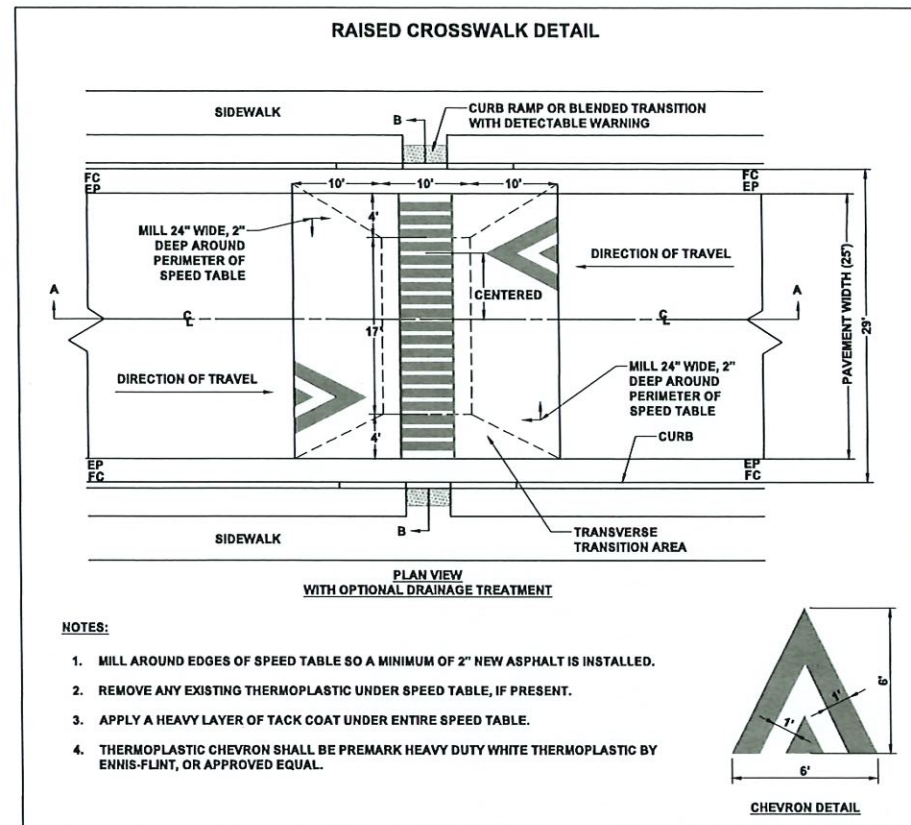
Rev. No.	Date
01	02-04-2025
DATE:	02-04-2025
SCALE:	1"=80'
DESIGNED BY:	KAS
FILE NO.	6533R
SHEET	25 OF 32
DWG #	



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COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

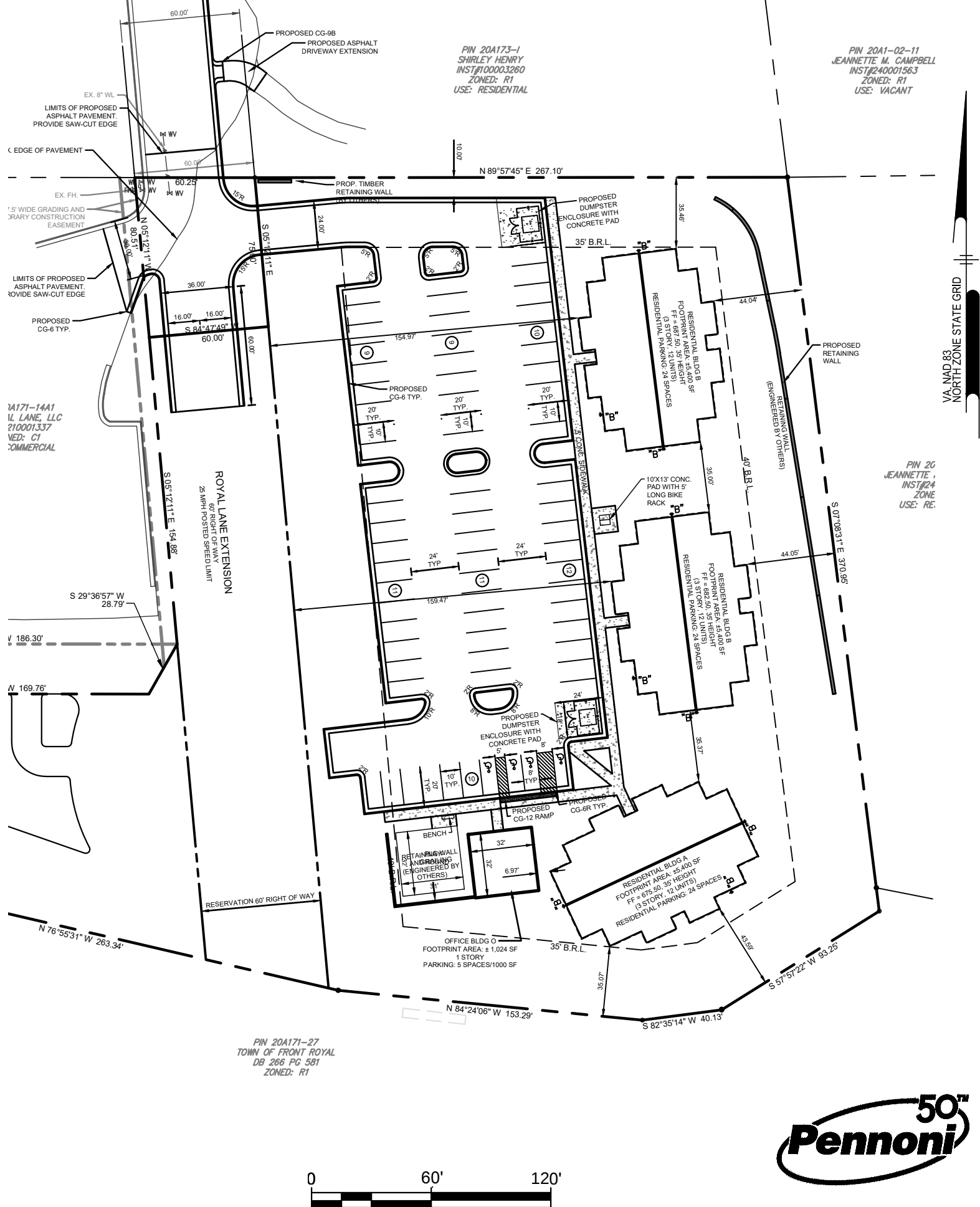
Item# 04C

Agenda Item: Proposed Improvements at Royal Lane/John Marshall Hwy in Exchange for Not Extending Pavement

Summary: The applicant is proposing to bond the cost of intersection improvements in exchange for not extending the pavement to the end of the property. Essentially, there would be one entrance, built to Town standards, reviewed during site plan (by Fire/EMS) that would access the property. The right-of-way would be reserved and dedicated to the southern property border but not constructed.

Budget/Funding: N/A

Staff Recommendation: The applicant is providing a mechanism for intersection improvements that would otherwise require public money to complete. The long-term maintenance would fall on the Town.



PENNONI ASSOCIATES INC.

117 East Piccadilly Street
Winchester, VA 22601

T 540.667.2139 F 540.665.0493



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 05A

Agenda Item: Joint Towing Board Request

Summary: This item was discussed at the October 17, 2024 Liaison Committee Meeting as “Joint Tow Board Cap Discussion”. There were some questions at that meeting that were slated to be answered at the January Liaison Committee Meeting, but it is unclear as to why it was not placed on that agenda. Vice Chairman of the Joint Towing Board Gloria Knott reached out on February 3rd and March 12th asking to be placed on the next Liaison Committee Meeting Agenda [April 17th] for her to give an update from the October 2024 meeting and ask the Town and County to consider a proposed ordinance amendment to the Town and County codes pertaining to a cap of towing companies. Full proposed amendment is attached. There also may be a request to appoint members to the Board.

Budget/Funding: N/A

Staff Recommendation: Staff suggests placing this item on the Liaison Committee Meeting Agenda

Tina Presley

From: Tina Presley
Sent: Thursday, March 13, 2025 10:12 AM
To: Gloria Knott
Cc: Lori Athey Cockrell; Jerome Butler; Edwin Daley; BJ Wilson
Subject: FW: Include me on Liaison Committee Meeting on April 17 - (Joint-Tow Board Request for Cap
Attachments: Emailed-To-(BOS-N-TownCouncil)-Cap-On-Tow-Rotation-Comments-dtd-020325.pdf; County Code.pdf; Town Code.pdf; By-Laws of Joint Towing Board 2018.pdf

Good Morning Gloria,

I will try to answer your questions in sections.

SELECTION OF BOARD MEMBERS:

- Pursuant to the Joint Towing Board By-Laws that were approved by the Town and County in 2018, the seven-member Board was appointed jointly by the Council and Board of Supervisors (BOS) **ATTACHED**
- Each member shall serve a four-year term and shall be appointed jointly by the Council and BOS, even during times of vacancies
- Applications for board vacancies should be forwarded to both Council and BOS through their Clerks and/or County Administrator and Town Manager. This can be done at any time when a vacancy occurs.
- Below is the current list I have. As you can see there was no one from the WCSO when this list was approved by both Council and BOS in 2022
- Pursuant to your email, it looks like Lt. Michael Glavis is your WCSO representative and per the by-laws, should be approved for appointment by both the Council and BOS.
- Members on the Board may be extended. There is nothing in the By-laws on how many terms they can serve.

	EXPIRES	REAPPOINTED	REAPPOINTED	REAPPOINTED	APPOINTED
Joint Towing Advisory BD 4-year terms					
Gloria Knott	8/31/26			6/27/22	8/13/18
Louis "Peanut" Tharpe	8/31/26			6/27/22	8/13/18
Alan Crawford	8/31/26			6/27/22	8/13/18
VACANT – WCSO	8/31/26				3/27/23 unexpired
Sgt David Fogle– FRPD	8/31/26			6/27/22	8/13/18
Sgt Brian Davis– State Police	8/31/26			6/27/22	8/13/18
Citizen – Christian Downs	8/31/26				8/15/23 & 8/28/23 unexpired

SELECTION OF OFFICERS

- Pursuant to the By-Laws Officers (Chairman, Vice Chairman and Secretary) shall be appointed by the seven-member Board for a one-year term and cannot serve more than two consecutive terms without a one-year lapse between terms.
- Lt. Glavis as the current Chairman for the Year 2025 is not something the Council and BOS need to approve. These appointments are made internally with the Joint Towing Board.

ADDITION OF ITEM TO LIAISON COMMITTEE MEETING

The Liaison Committee Meeting is scheduled for Thursday, April 17th at 6:00pm in the Warren County Government Center. I have copied the Mayor, Chairman of BOS, County Administrator and Interim Town Manager your request to amend Town and County Codes and possibly appoint members to the Board. Understand that the Liaison Meeting is not a place to take action but to discuss and take items back to their respective boards for possible action.

To Clarify – you are asking the Town Council and BOS to consider amending the Town Code Chapter 158-59 Law Enforcement Requested Towing Application Approval and Warren County Code Chapter 172-51 Vehicles and Traffic Article V. Law Enforcement Requested Towing Application Approval to add **D. The Joint Towing Board has a cap of five (5) towing companies for the Town of Front Royal and Warren County areas. All compliance documents are required at the time of application in May of each year. Any new applications would be considered should an opening arise from a suspension on the towing rotation list. CODES ATTACHED ALONG WITH ANSWERS TO QUESTION FROM OCTOBER LIAISON MEETING**

I hope this helps. Let me know if you have any further questions.



Tina L. Presley

Clerk of Council, CMC
FOIA Officer

Office Phone: 540-635-8007

102 E. Main Street
Front Royal, Virginia 22630

www.frontroyalva.com

From: Gloria Knott <[REDACTED]>
Sent: Wednesday, March 12, 2025 4:25 PM
To: Tina Presley <tpresley@frontroyalva.com>
Cc: Gloria Knott <[REDACTED]>
Subject: Include me on Liaison Committee Meeting on April 17 - (Joint-Tow Board Request for Cap

Hi Tina Presley,

Yes, I need to get on the next Liaison Committee Meeting on April 17.
 Yes, please email them to Town Council, and Warren County BOS.
 I have attached the documents again.

WCSO has assigned Lt. Michael Glavis who is also voted in as current Chairman for the Year 2025 - Joint Tow Board.

So I need some guidance on board elections.

<https://www.warrencountyva.gov/273/Citizen-Appointments>

Can you tell me who receives the Applications when someone wants to apply to be on the Joint Tow Board.

There was an opening mentioned in the Royal Examiner for various boards and taking applications for review and one of them was the Citizen Appointment for the Joint Tow Board.

Several of the Joint Tow Board Members terms expire 8/2026 - After 2 terms. What is the process if they extend to another term? When should any new applications be submitted? I have a meeting on April 2, 2025 with the Joint Tow Board. I would like to relay this message.

Thank you for your assistance.

Gloria Knott

Vice-Chairman / Joint-Tow Board





Meeting on 10/17/24 @ 6:00 PM

- Liaison Group for Town Council and Board of Supervisors

At a regular meeting of the Front Royal-Warren County Joint Towing Advisory Board held in the Warren County Sheriff's Office Community Room on October 2, 2024 at 1:00 PM

New Business:

- A MOTION was made and agreed to by all board members present to establish a cap of five (5) towing companies for Front Royal – Warren County areas for the towing rotation list for law enforcement.
- In the attachment is a list of the current five (5) towing companies. Four (4) towing companies, Tharpe's Garage, Midway Towing, Shenandoah Towing, and Keen's Towing have been serving law enforcement since the establishment of the Joint Towing Advisory Board in September 19, 2017. A fifth towing company, In a Pickle Towing was added in July 2024.
- The board is requesting a cap due to the costs of trying to replace equipment, such as tow trucks, or wreckers, as well as maintaining truck maintenance. Commercial business insurances, taxes, and repair costs continue to rise each year. If more towers are allowed to be added to the rotation list, then we are not able to provide needed upgrade to service law enforcement and the community.

Attendees at the Liaison Group Meeting on 10/17/24:

- Joseph Waltz – Town Manager; Dr. Edwin Daley – County Administrator; Lori Cockrell – Mayor; Joshua Ingram – Town Council; Cheryl Cullers – Chair, South River District, Dr. Richard Jamieson, Member North River District, Zachary Henderson – Deputy Clerk to the Board
- After Gloria Knott's presentation the following were the comments received.
 - o Questions I was asked:
 - They wanted to know if other towers applied, I said only 1. When tow board started it was 5 then moved to 4, and then this year we added In a Pickle Towing to the rotation.
 - They asked how many towers were in the area, I told them I really did not know. Then Dr. Edward Daily said a lot of the companies didn't want to be on demand. I also brought up that Town Code specifies the lot requirements, equipment, and other items to be considered.
 - I told them the customer can request any towing company but it is the discretion of law enforcement if their request will arrive, and clear the scene of an accident in a timely manner.

- Dr. Richard Jameson wanted a meet in the middle aspect, so that the list does not sound like a monopoly.
- Joseph Waltz was supposed to send me an email on what the process is for the next steps. I have not received any additional information. Also note that the Royal Examiner has an article published that he is leaving office of Town Manager on 01/12/25 to continue his career in the Energy Industry.
- They seems to understand the reason for capping the list, but they wanted some type of review yearly.

I told them, I would present their comments at the next Joint Tow Board Meeting which is Jan. 8, 2025.

NOTE: Responses to their request need to be in writing, and submitted to Gloria Knott for further follow-up.

THE REVIEW COMMENTS

CAP OF 5 TOWING COMPANIES FOR AREA

- 1) There really does not need to be a review on companies as the Joint-Tow Board already has compliance requirements in place for being considered at application time in May of each year. Those requirements are outlined in Warren County – Code under Chapter 172 and Traffic Article V. Law Enforcement Requested Towing, and verbatim under Town of Front Royal Municipal Code 158. These specification identify processes for the board to handle any complaints against a towing company, or law enforcement agency.
 - A) Example of wreck recovery scene. The customer has the option of selecting a towing company of their choice, and it is determined by the law enforcement officer if that company is available to clear the scene quickly and arrive on scene within 30 minutes. If not feasible, law enforcement will contact their dispatch units for the next towing company listed in their rotation. If that towing company is not available, then they call the next one in the rotation. Towers can also call another towing company on the approved rotation list to assist in any incident, and that is notified back to the dispatch unit.
 - B) Requirements for the consideration of being on the rotation are also listed in both codes. The documents are reviewed by all board members.
 - C) The reason for a cap is the cost to maintain our businesses overhead and facility, trucks and repair parts, employees, insurance, etc. These costs continue to rise yearly. Towers take a big loss on many wreck recoveries because the customer does not have proper insurance to cover the bill. They also don't pick up their vehicle or provide a title so that it can be scrapped. Scrap prices are down, and it definitely does not cover the wreck recovery charges, or the labor involved to get a vehicle ready for scrap, and the tow-out to the scrap facility.
 - D) Our area does not generate enough business to provide for more towing companies.

E) Recommend Adding an Amendment to Town of Front Royal Municipal Code Chapter 158 – 59 – APPLICATION APPROVAL

- D) The Joint Towing Board has a cap of 5 Towing Companies for the Town of Front Royal, and the Warren County areas. All compliance documents are required at time of application in May of each year. Any new applications would be considered should an opening arise from a suspension on the towing rotation list.

F) Recommend Adding an Amendment to Warren County – Chapter 172. Vehicles and Traffic Article V. Law Enforcement Requested Towing – Under 172-51. APPLICATION APPROVAL

- D) The Joint Towing Board has a cap of 5 Towing Companies for the Town of Front Royal, and the Warren County areas. All compliance documents are required at time of application in May of each year. Any new applications would be considered should an opening arise from a suspension on the towing rotation list.

TOWN CODE CHAPTER 158 VEHICLE AND TRAFFIC

LAW ENFORCEMENT REQUESTED TOWING

158-59 APPLICATION APPROVAL

- A. The Joint Towing Board shall conduct an investigation to determine the accuracy of the information contained in the application and shall inspect the storage lot and equipment to be used.
- B. Upon completion of the investigation, the Joint Towing Board shall determine whether the applicant meets the requirements of this article. If the Joint Towing Board finds the applicant qualified, he shall approve and sign the Towing Services Agreement. The applicant's name shall be placed on the Towing List in a rotating order.
- C. If the Joint Towing Board finds the applicant unqualified, it shall indicate in writing the reasons and return the application to the applicant.
- D. The Joint Towing Board has a cap of five (5) towing companies for the Town of Front Royal and Warren County areas. All compliance documents are required at the time of application in May of each year. Any new applications would be considered should an opening arise from a suspension on the towing rotation list.

DRAFT

**BY-LAWS OF THE
FRONT ROYAL-WARREN COUNTY JOINT TOWING BOARD**

ARTICLE 1 – PURPOSE OF COMMITTEE

- 1-1 The Front Royal-Warren County Joint Towing Board ("the Committee") is hereby created to ensure proper storage, availability and service by persons and firms authorized to provide towing services at the request of the Warren County Sheriff's Office (hereinafter the "Sheriff's Office"), the Front Royal Police Department (hereinafter the "Police Department"), Virginia State Police (hereinafter "State Police") and other law enforcement personnel.

ARTICLE 2 – SELECTION OF MEMBERS

- 2-1 The Committee shall consist of seven (7) members to be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors. The Committee shall include the following members:
- 2-1-1 Three (3) members shall be law enforcement officers, including a representative from the Sheriff's Office, the Police Department, and State Police.
 - 2-1-2 Three (3) members shall be representatives of towing and recovery businesses.
 - 2-1-3 One (1) member shall be a citizen of the Town of Front Royal or the County of Warren.
- 2-2 Each member shall serve a four (4) year term and shall be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors.

ARTICLE 3 – SELECTION OF OFFICERS

- 3-1 Officers of the Committee shall consist of a Chairman, Vice-Chairman, and Secretary.
- 3-2 The officers of the Committee shall be appointed for a one (1) year term, with no individual holding an office for more than two (2) consecutive terms without a one (1) year lapse between terms.
- 3-3 Nomination of officers shall be made from the floor at the beginning of the first meeting of the year for the ensuing year. Election of officers shall follow immediately. A candidate receiving a majority vote of the members shall be declared elected. The Warren County Sheriff or his designee shall oversee the nomination and election of officers.
- 3-4 Vacancies in office shall be filled at the next Committee meeting according to the procedures in this article.

- 3-4 Vacancies in office shall be filled at the next Committee meeting according to the procedures in this article.

ARTICLE 4 – DUTIES OF OFFICERS

4-1 The Chairman shall:

- 4-1-1 Develop an agenda and preside at meetings.
- 4-1-2 Report annually to the Board of Supervisors and the Town Council.
- 4-1-3 Rule on procedural questions (subject to reversal by a majority vote of the members present).
- 4-1-4 Certify official documents involving the authority of the Committee.
- 4-1-5 Certify minutes as true and correct copies.
- 4-1-6 Carry out other duties as assigned by the Committee.

4-2 The Vice-Chairman shall:

- 4-2-1 Assume the full powers of the Chairman in the absence or inability of the Chairman to act upon and oversee the Plan of Work.

4-3 The Secretary shall:

- 4-3-1 Record attendance at all meetings.
- 4-3-2 Record the minutes of the Committee meetings.
- 4-3-3 Notify members of all meetings.
- 4-3-4 Maintain a file of all official Committee records and reports.
- 4-3-5 Certify maps, records, and reports of the Committee.
- 4-3-6 Give notice and be responsible for publishing public notices of all Committee public hearings and public meetings.
- 4-3-7 Attend to the correspondence necessary for the execution of the duties and functions of the Committee.

ARTICLE 5 – SUBCOMMITTEES

- 5-1 The Committee may appoint any subcommittees or advisory groups as necessary for the conduct of its work. The Chairman of the Committee shall be an ex-officio member of all such subcommittees or groups.

ARTICLE 6 – MEETINGS

- 6-1 The Committee shall meet on a quarterly basis on the first Wednesday of January, April, July and October or any other day determined by majority vote of the Committee. Whenever the regular scheduled meeting falls on a legal holiday, the regular meeting shall be held on the following day. Notice of time and place of regular meetings shall be emailed by the Secretary to the Committee and interested parties at least fourteen (14) days in advance of each meeting.

- 6-2 Special meetings may be called by the Chairman or on request of three (3) members of the Committee by emailed notice at least seven (7) days in advance of the date of such special meeting. Emergency meetings may be convened by the Chairman with a 24-hour telephone notice attempt to reach all members.
- 6-3 All meetings of the Committee shall be open to the public, except as provided for in the Virginia Freedom of Information Act.
- 6-4 If any member has three (3) unexcused absences in a calendar year, the member shall be removed from the Committee and another representative shall be appointed jointly by the Board of Supervisors and Town Council to fill the unexpired term of office.

ARTICLE 7 – VOTING

- 7-1 A majority of the members shall constitute a quorum.
- 7-2 No action of the Committee shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE 8 – COMPLAINTS

- 8-1 In the event that a complaint is lodged by a member of the Committee against a towing operator or law enforcement personnel, such member shall be excused from the hearing on the complaint.

ARTICLE 9 – ORDER OF BUSINESS

- 9-1 The order of business for a regular meeting shall be:
- 9-1-1 Call to Order
 - 9-1-2 Roll Call
 - 9-1-3 Adoption of Agenda
 - 9-1-4 Approval of Minutes
 - 9-1-5 Committee Matters
 - 9-1-6 Adjournment
- 9-2 Parliamentary procedure in all Committee meetings shall be governed by Robert's Rules of Order.
- 9-3 The Committee shall keep minutes of each meeting, and these minutes shall become a public record. The Chairman shall sign all minutes, and they shall be kept in the official minute book.

ARTICLE 10 – AMENDMENTS

10-1

These By-laws may be amended by a majority vote of both the Warren County Board of Supervisors and Front-Royal Town Council with thirty (30) days' notice to each governing body.

Adopted by the Warren County Board of Supervisors: February 20th, 2018

Adopted by the Front Royal Town Council: March 26th, 2018

COPY



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 05B

Agenda Item: Septic Haul Rate

Summary: Stantec Consulting recently completed a water and sewer utility rate study for the Town of Front Royal and recommended for the Town to increase Septic Tank Waste fees from \$50.00 per 1,000 gallons to \$58.55 per 1,000 gallons with annual increases with the normal sewer rate. Based on the recent study performed by Stantec Consulting, septic tank waste fees are recommended to increase 2.25% for the next five years.

Budget/Funding: 9801-3161912 Septic Station Fees

Staff Recommendation: Staff recommends to discuss this item at an upcoming liaison meeting to provide Warren County with notification of the upcoming rate increase.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 05C

Agenda Item: MOU with Warren County Regarding Building Code Enforcement Discussion

Summary: In January of 2022, the Town Council voted to send the newly created Building Department back to Warren County and thus created the attached MOU. Staff has concerns about the wording in the MOU and would like it to be discussed at the Liaison meeting.

Budget/Funding: N/A

Staff Recommendation: Staff recommends a rewrite of the Town and County MOU. To include updated code references and clarification of departmental roles.

**AGREEMENT TO PROMOTE AND SUPPORT DEVELOPMENT IN
FRONT ROYAL, VIRGINIA REGARDING BUILDING CODE ENFORCEMENT**

THIS AGREEMENT TO PROMOTE AND SUPPORT DEVELOPMENT IN FRONT ROYAL, VIRGINIA REGARDING BUILDING CODE ENFORCEMENT (the “Agreement”), made this 18th day of March, 2022 by and between the County of Warren, Virginia, a political subdivision of the Commonwealth of Virginia, (the “County”), and the Town of Front Royal, Virginia, a political subdivision of the Commonwealth of Virginia, (the “Town”);

WHEREAS, the Town and the County desire to facilitate and support private sector efforts to continue construction projects thereby promoting the public welfare and employment opportunities in the most economical manner; and

WHEREAS, the Town terminated the Town-County Agreement of February 8, 1983, which designated responsibility for enforcement of all aspects of the Virginia Uniform Statewide Building Code within the Town limits to the County; and

WHEREAS, the Town instituted a separate building permit and inspections program effective January 3, 2022; and

WHEREAS, Town residents are also County residents, and a singular County-wide building inspections program is more cost-effective and provides better service for the community.

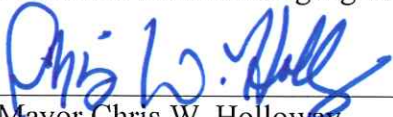
NOW, THEREFORE THE PARTIES AGREE AS FOLLOWS:

- 1) The Town building permit and inspection program is terminated effective as of the date of this Agreement.
- 2) The County shall provide County-wide, inclusive of the Town, Uniform Statewide Building Code enforcement services pursuant to Code of Virginia § 36-105 and Local Erosion and Sediment Control Programs pursuant to Code of Virginia § 10.1-562 effective as of the date of this Agreement. The County shall not enforce the Building Code portions that pertain to maintenance or dilapidated or blighted properties in the Town.
- 3) Town staff will participate in the Development Review Committee monthly meetings with staff from Warren County, Rappahannock Electric Cooperative, Virginia Department of Transportation, Warren County Health Department, Economic Development, Fire and

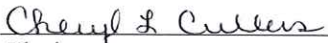
- Rescue, and the Chamber of Commerce to share project information and provide coordinated information to private sector representatives.
- 4) The Town will continue the partnership with the County by using the EnerGov/Tyler Technologies permitting software initiated jointly, and the Town will continue to pay 25% of the cost thereof.
 - 5) This Agreement shall continue until **the later of** 1/1/2027 or sixty days after written notice is provided by the Town.
 - 6) The Town shall provide zoning and permitting information to the Commissioner of the Revenue of Warren County on a timely basis but not later than ten days after receipt thereof by the Town of such information to ensure correct property valuations and assessment.
 - 7) Any dispute concerning the performance or interpretation of this Agreement shall be adjudicated in the General District or Circuit Courts of Warren County, Virginia.
 - 8) This Agreement constitutes the entire understanding and agreement among the parties with respect to the matters set forth herein and supersedes all prior or contemporaneous understandings or agreements among the parties with respect to the subject matter hereof, whether oral or written.
 - 9) This Agreement constitutes a fully negotiated agreement among sophisticated parties, with the assistance of legal counsel, and must not be construed and interpreted for or against any party thereto.

This Agreement to Promote and Support Development in Front Royal, Virginia Regarding Building Code Enforcement has been duly authorized and approved by the Town Council of the Town of Front Royal, Virginia and the Board of Supervisors of Warren County, Virginia and the Mayor of the Town and the Chairman of the Board are authorized to execute the same.

WITNESS the following signatures:



Mayor Chris W. Holloway
Town of Front Royal, Virginia



Chairman
Board of Supervisors of
Warren County, Virginia



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025

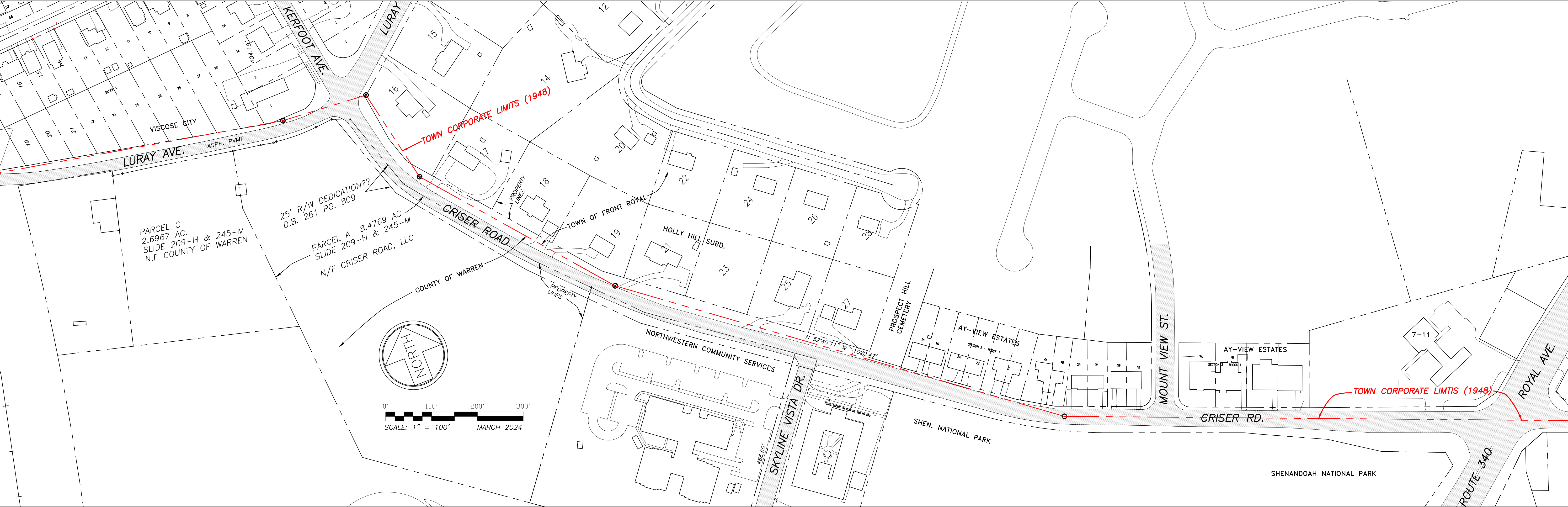
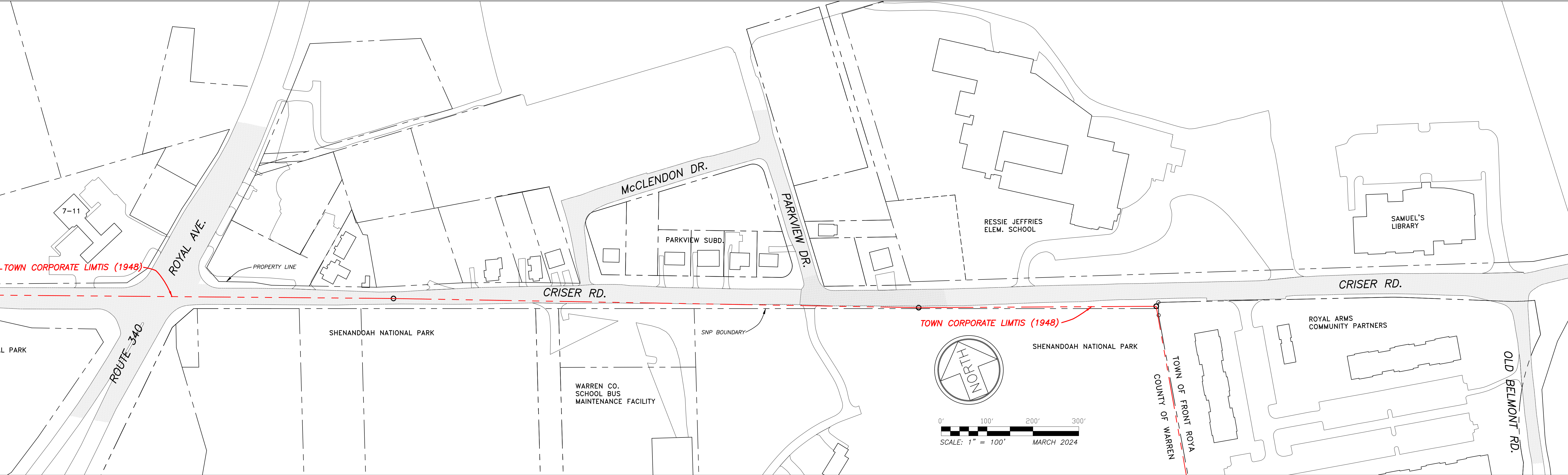
Item# 05D

Agenda Item: Criser Road Boundary Line Adjustment Discussion

Summary: Discussion of boundary line adjustment by agreement, pursuant to Virginia Code §§15.2-3106-15.2-3108, along E. Criser Road and W. Criser Road necessary to bring the entirety of those Town-maintained rights-of-way within Town limits.

Budget/Funding: N/A

Staff Recommendation: Staff suggests that it be placed on the Liaison Committee Meeting Agenda for discussion.





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 7, 2025 Item# 05E

Agenda Item: MOU with Warren County Regarding Avtex Property Discussion

Summary: Discussion of the disposition of EDA Avtex property in accordance with Memorandum of Understanding dated the 21st day of September, 1999.

Budget/Funding: N/A

Staff Recommendation: Staff suggests placing on the Liaison Committee Meeting Agenda for discussion.

THIS MEMORANDUM OF UNDERSTANDING made and dated this 21st day of September, 1999, by and between the *COUNTY OF WARREN, VIRGINIA*, a body politic, hereinafter called the "County"; the *TOWN OF FRONT ROYAL, VIRGINIA*, a body of politic, hereinafter called the "Town"; and *THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN*, d/b/a *The Economic Development Authority*, hereinafter called the "EDA".

WHEREAS, the parties hereto anticipate entering into a real estate sales contract by and between *Avtex Fibers-Front Royal, Inc.; Anthony H. Murray, Jr., as Trustee of Avtex; The Industrial Development Authority of the Town of Front Royal and the County of Warren, d/b/a The Economic Development Authority (EDA); County of Warren, Virginia; Town of Front Royal, Virginia; and United States of America; and FMC Corporation*, hereinafter referred to the "Real Estate Sales Contract", wherein the EDA will acquire all or certain parts of the following described real property (hereinafter the "Property"):

- (a) The former Avtex Fibers, Inc. industrial site, which is an industrial site at 1169 Kendrick Lane, Front Royal, Virginia, with approximately 428.2 acres;
- (b) The Allied Chemical/General Property, which is an industrial site of approximately 77.16 acres on the northern boundary of Avtex site; and
- (c) Approximately 68.5 acres of open space areas located on the west bank of the South Fork of the Shenandoah River (the West Bank Acres); and

WHEREAS, the County and the Town fund significant portions of the EDA's funding needs, all of which is for the betterment, health, safety and welfare of inhabitants of the Count of Warren and the Town of Front Royal; and

WHEREAS, the County and the Town have furnished most of the purchase price for the acquisition of the Property; and

WHEREAS, the parties recognize the necessity and desirability of an agreement regarding the future use and disposition of the Property, including local government and institutional uses, recreational uses, and commercial and industrial uses.

NOW, THEREFORE, WITNESSETH: that for and in consideration of the foregoing and the further consideration of the sum of One Dollar (\$1.00), cash in hand paid by the EDA to the County, and in further consideration of the sum of One Dollar (\$1.00) cash in hand paid by the EDA to the Town, receipt of all of which is hereby acknowledged, the parties hereto agree as follows:

1. That Conceptual Plan titled "Proposed Shenandoah Business Park Conceptual Plan, Economic Development Authority, Front Royal, Warren County, Virginia", prepared by North American Realty Advisory Services, hereinafter the Conceptual Plan, is attached hereto and incorporated by reference herein as Exhibit "A". It is understood and agreed that the boundaries of parcels or lots on said Conceptual Plan, and the acreages therein denoted, are approximations and not the result of accurate surveys.
2. Title to the Property initially will be taken in the name of the EDA.
3. Parcel 1 of approximately 25.75 acres, and Parcel E of approximately 8.0 acres will be reserved for future recreational, local government, or institutional use and deeded to the County or the Town as those parties may from time to time mutually agree.

4. Parcel 2A, of 10 acres, will be reserved for future commercial, or local government use and deeded as the County and the Town shall mutually agree.
5. Within the limits of any applicable restrictive covenants, the Real Estate Sales Contract, and the Town of Front Royal Comprehensive Plan, and the Town's Compliance Plan, the EDA will designate the owner and uses of the remainder of the Property; provided, however, it is understood and agreed that the EDA will designate the owners and the uses of the Property in accordance with the purposes of the industrial development authorities as set forth by the General Assembly of the Commonwealth of Virginia in the Industrial Development and Revenue Bond Act, and in particular Virginia Code Section 15.2-4901, or its successor statute(s), all for the benefit of the inhabitants of the Commonwealth, either through the increase of their commerce or through the promotion of their safety, health, welfare, convenience and prosperity.
6. Any costs incurred or funds expended by the County and/or the Town in putting the Property or such portion thereof in useable, developable, or saleable condition: such expenses to include but not be limited to demolition, cleanup, debris and waste removal, site preparation costs, and costs of infrastructure and improvements (including but not limited to necessary and appropriate street improvements and water and sewer and other utility services) and marketing, advertising, and general administrative expenses directly related to the Property are to be reimbursed to the County and Town, as the case may be, from the proceeds of sales of the Property by the EDA to the extent such funds are not otherwise reimbursed to the County or Town, as the case may be, under Paragraph 5.C. of said Real Estate Sales

Contract as being the actual, reasonable and ordinary expenses incurred by the County and/or Town in putting the Property on such portion thereof in useable, developable, or saleable conditions as such expenses are defined in Paragraph 5.C. of the Real Estate Sales Contract.

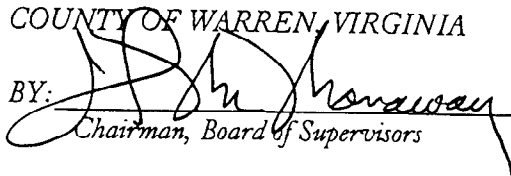
7. Any costs incurred or funds expended by the EDA on portions of the property ultimately used as recreational, institutional, or local government uses at the direction of the County and/or Town, to the extent such costs and funds are actually and reasonably necessary to put such portions of property in a condition suitable for recreational, institutional, or local government uses, such expenses to include but not be limited to demolition, cleanup, debris and waste removal, site preparation costs, costs of infrastructure and improvements (including but not limited to necessary and appropriate street improvements and water and sewer and other utilities services) and marketing, advertising, and general administrative expenses directly related to the property, shall, to the extent not otherwise reimbursed to the EDA under Paragraph 5.C. of said Real Estate Sales Contract, as set forth in Paragraph 6 of this Agreement and in Paragraph 5.C. of said Real Estate Sales Contract, shall be reimbursed to the EDA from the proceeds of the sale of the Property by the EDA.
8. For so long as any portion of the Property is owned by EDA consistent with the statutory purposes and duties established for industrial development authorities under the laws of the Commonwealth of Virginia, and for so long as real properties owned by industrial development authorities are exempt under the laws of the

Commonwealth of Virginia, real estate tax liens will not accrue against such
portion or portions of the Property.

WITNESS the following signatures and seals

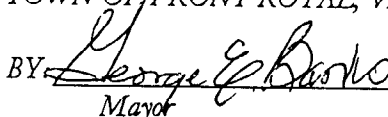
COUNTY OF WARREN, VIRGINIA

BY:


Chairman, Board of Supervisors

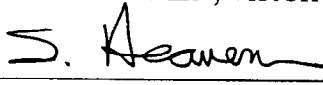
TOWN OF FRONT ROYAL, VIRGINIA

BY:

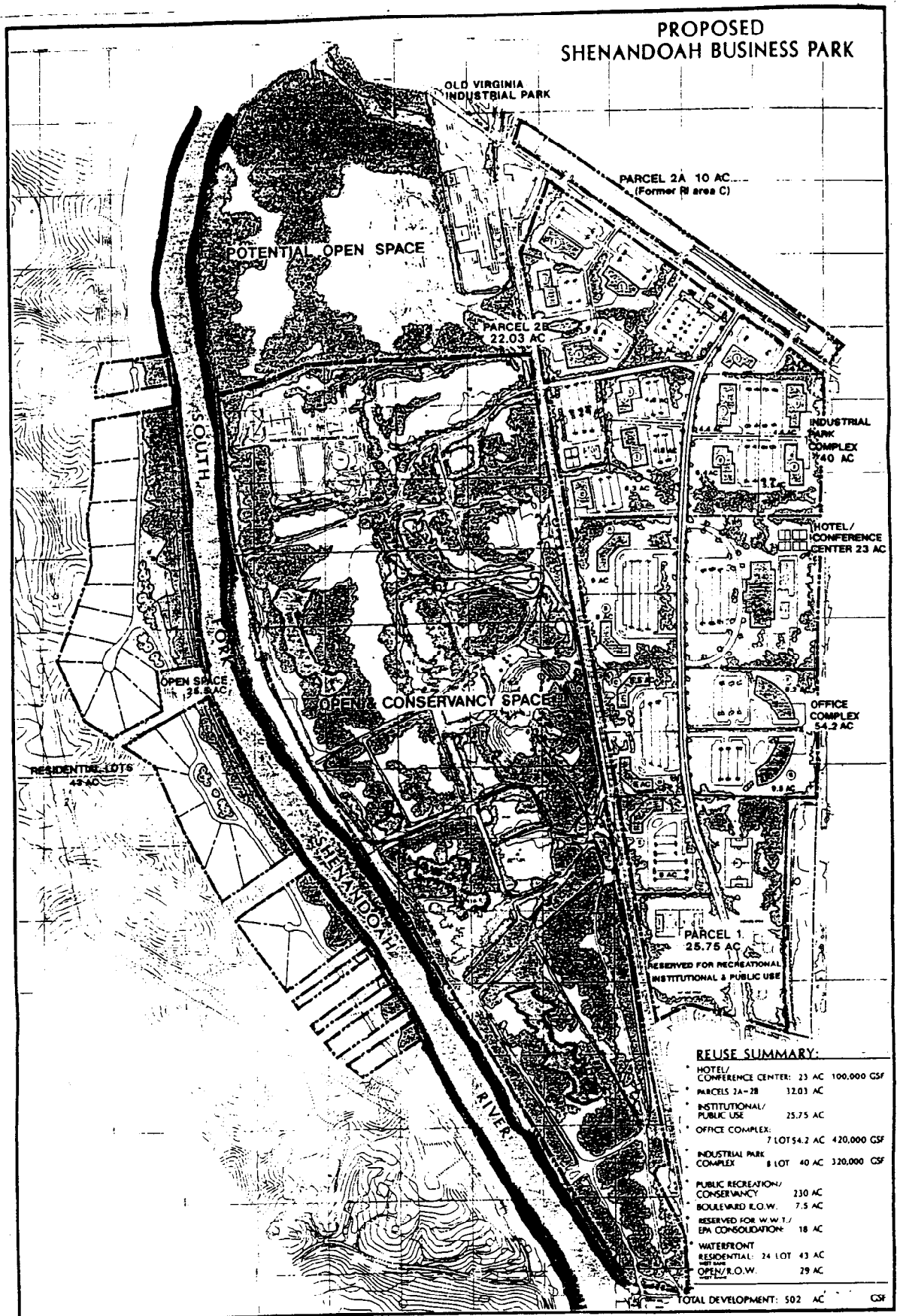

Mayor

THE INDUSTRIAL DEVELOPMENT AUTHORITY
OF THE TOWN OF FRONT ROYAL AND THE
COUNTY OF WARREN, VIRGINIA

BY:


Executive Director

PROPOSED SHENANDOAH BUSINESS PARK



REUSE SUMMARY:

- HOTEL/CONFERENCE CENTER: 23 AC 100,000 GSF
- PARCELS 2A-2B 32.03 AC
- INSTITUTIONAL/PUBLIC USE 25.75 AC
- OFFICE COMPLEX: 7 LOTS 54.2 AC 420,000 GSF
- INDUSTRIAL PARK COMPLEX 8 LOT 40 AC 320,000 GSF
- PUBLIC RECREATION/CONSERVANCY 230 AC
- BOULEVARD R.O.W. 7.5 AC
- RESERVED FOR W.W.T./EPA CONSOLIDATION 18 AC
- WATERFRONT RESIDENTIAL: 24 LOT 43 AC
- OPEN/R.O.W. 29 AC

TOTAL DEVELOPMENT: 502 AC GSF

CONCEPTUAL PLAN

Economic Development Authority
Front Royal, Warren County, VA.

North
American

Realty
Advisors
Services

100 Park Avenue
New York, N.Y. 10017
(212) 633-6000

This drawing is not a survey. It is a conceptual plan.
All measurements are approximate and subject to
final verification.





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.

PRESENT FROM TOWN: Mayor Lori A. Cockrell
Councilman Wood
Interim Town Manager BJ Wilson

PRESENT FROM COUNTY: Chair Jerome Butler
Supervisor John W. Stanmeyer
County Administrator Edwin "Ed" Daley

OTHERS PRESENT: Clerk of Council Tina L. Presley
Various Members of Staff, Council and Supervisors

Mayor Cockrell called the meeting to order.

Clarification on the Fiscal Impact Analysis – Mayor Cockrell speaking on behalf of herself and Council voiced concern that the fiscal impact calculations being given to developers was outdated and questioned who was doing the calculations. Town Planning/Zoning Director Lauren Kopishke explained what triggered these questions, focusing specifically on the schools, noting that the analysis was outdated. Mr. Daley agreed the analysis was outdated and the County was seriously looking at updating it in their next budget; however, the cost was approximately \$100,000 and asked whether the Town would be interested in sharing in the cost. Mayor Cockrell reminded them that the Town citizens were also County citizens. Mr. Daley advised that the analysis would consist of fire/rescue, schools, social services and solid waste and asked whether there were any services that were specific only to the Town. It was confirmed by the Mayor and Staff that the Town already had studies on electric, water, sewer and solid waste. Ms. Kopishke advised that there was currently an RFP being put together for a Transportation Study that would be specific to the roads in Town. Councilman Wood suggested that Mr. Wilson give it some thought and come back to Council. There was much discussion about the housing issues in Town and County. Mayor Cockrell asked for this proposal to be added to the February 10th Work Session for Council's review.

Increase in Solid Waste Tipping Fees in 2025 – Mayor Cockrell questioned whether the County was thinking about raising the tipping fees this year since it was budget season. Mr. Butler explained the County's deficit as it related to solid waste but was unsure whether there would be an increase at this time. It was hoped that they would know by the first week of May.

Transportation Subcommittee Update – Mr. Stanmeyer advised that the emergency exit at Interstate 66 was being reviewed but was tied up at the federal level.

Mr. Daley asked whether the Town wanted the consultant to look at road impact fees with new development. Mayor Cockrell advised that pursuant to state code the Town could not ask for road monies from developers explaining there was a Bill at the General Assembly requesting that change.

Mayor Cockrell questioned what the County thought about enforcing water conservation to water customers who are outside the town limits when the Town is observing water conservation. Mr. Stanmeyer suggested placing signs in those areas that are not complying [Henselstone and Blue Ridge Shadows] but realized that there would not be much in the way of enforcement from the County.

Next Meeting – Thursday, April 17, 2025 at 6:00PM at the Warren County Government Center

Adjourned at 6:55pm



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



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

Present from the County:

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

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

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

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

Joint Tow Board Cap Discussion

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

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

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

Property Maintenance Code – County

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

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

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

Increase in Solid Waste Tipping Fees- Town

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

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

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

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

Vape Shops – Town

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

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

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

Transportation Subcommittee Update – Town

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

Regional Shooting Range Facility – County

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

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

Town/County/School Communications – Town/County

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

people move in.

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

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

Water Usage Outside Town Limits During Town Water Conservation – Town

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

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

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

Healthcare Resolution Next Steps – Town

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

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

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

Tourism – County

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

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



CLOSED MEETING AGENDA STATEMENT

Meeting Date: April 7, 2025

Item# 06

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, Board of Zoning Appeals; 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, stormwater issue on W. Commonwealth Drive; and,
- 3) 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 including the Avtex Property of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia.

Motion to Certify Closed Meeting at its Conclusion

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

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

Moved _____ Seconded _____

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