



TOWN COUNCIL REGULAR MEETING

April 28, 2025 @ 7:00pm

Warren County Government Center

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

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the Council meeting minutes of the March 24, 2025 Regular Meeting, April 7, 2025 Work Session, and April 14, 2025 Work Session as presented.*
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (REQUIRES UNANIMOUS VOTE) AND/OR REVISION TO ORDER OF BUSINESS (REQUIRES MAJORITY VOTE)
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
 - A. Recognition of Cullin Oldland obtaining Class 1 Water Works Operators License - *Robbie Boyer*
 - B. Recognition of Promotions – *Chief Whited*
 - C. Recognition of Energy Services Department from American Public Power Association (APPA)
 - National Recognition for Excellence in Safety
 - National Certificate for Excellence in Reliability
 - National Recognition for Excellence in Public Power with RP3 Designation
 - D. Proclamation: Professional Municipal Clerk's Week
 - E. Proclamation: National Police Week
 - F. Proclamation: National Public Works Week
7. PUBLIC HEARINGS
 - A. Special Use Permit Application Submitted by Pennoni Associates, Inc. on behalf of Bereen and Berry Investments LLC, for Multi-Family Apartments and An Office Building on a Vacant Parcel off Royal Lane.
 - B. Special Use Permit Application Submitted by Heritage Hall XIII, LLC for the Expansion of the Existing Skilled Nursing Facility at 400 W. Strasburg Road
 - C. Special Exception Submitted by Rappahannock HC LLC to Reduce the Required Minimum Street Pavement Width for Marshall's Glen – 1321 Happy Creek Road
 - D. Lease Agreement Between the Town and *On Cue Sports and Billiards LLC* and *Front Royal Brewing Co., LLC* to Use a Specific Area of Town Property Located in Peyton Street Parking Area for Private Solid Waste Containers and Related Facilities
 - E. Adoption of the 2025 Real Estate and Personal Property Tax Rates
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - A. Report of Town Manager
 - B. Report of Councilmembers
 - C. Report of the Mayor

10. CONSENT AGENDA ITEMS

- A. Purchase of Outdoor Circuit Breakers for Happy Creek Substation Expansion Project
- B. Purchase of Truck Chassis and Dump Body/Hoist/Accessories for Horticulture Department
- C. Purchase of Truck Cab Chassis and Utility Bed for Energy Services Department
- D. Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department
- E. FY25 Budget Amendment to Accept 2025 Local Law Enforcement Grant for Police Department
- F. Task Order for 4-H and Jamestown Pump Stations Engineering Design Services
- G. 2025 Virginia Municipal League (VML) Policy Committee Nominations
- H. Recommendation of Re-Appointment to the Board of Zoning Appeals (BZA)

11. BUSINESS ITEMS - None

12. CLOSED MEETING

13. ADJOURN



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.

Per the request of Warren County, the Town Council Regular Meeting scheduled for Monday, March 24, 2025, was moved from the Warren County Government Center Board Room to the Town Hall Council Chambers.

Moment of Silence
Pledge of Allegiance

ROLL CALL BY CLERK OF COUNCIL

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Remote at home with an illness. There was no objection from the Council.
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman R. Wayne Sealock
Councilman Glenn E. Wood

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

APPROVAL OF MINUTES – Councilman Ingram moved seconded by Councilman Rappaport that Council approve the Council Meeting minutes of the February 24, 2025 Regular Meeting, March 3, 2025 Work Session and March 10, 2025 Work Session, as presented.

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

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS – N/A

RECOGNITIONS/AWARDS/REPORTS – The following items were removed to be recognized on April 28, 2025.

~~Director of Public Works Robbie Boyer recognized Cullin Oldland for obtaining his Class 1 Water Works Operators License~~

~~Chief of Police Brian Whited recognized various promotions within the Police Department~~

Mayor Cockrell recognized the Town for achieving Tree City USA Status for the 26th Year.

PUBLIC HEARING

Sale of 180 Square Feet of Kibler Street Adjoining 219 E. 7th Street Previously Conditionally Vacated by Ordinance
Mayor Cockrell opened the public hearing.

Douglas Napier, 195 Parkridge Court, lawyer for Mr. Comacho, advised that he was available for any questions.

Mike McCool, 613 N. Commerce Avenue, voiced concern that the Town was “giving away” Town property and not acting in the best interest of the public since the sale benefited one person and not the community as a whole. He stated that the applicant violated state and town codes.



Mayor Cockrell closed the public hearing.

Vice Mayor Veitenthal moved seconded by Councilman Ingram that Council approve the sale of publicly held real property known as 180 square feet of Kibler Street adjoining 219 E. 7th Street previously conditionally vacated by ordinance to the abutting property owner, Apple Contractors Inc. in the amount of \$2,500.00, subject to the terms and conditions of the ordinance.

Vice Mayor Veitenthal stated that an honest mistake occurred calling it an “unfortunate oversight”. She clarified that there were no violations of state or town codes, and it benefited the community because a dilapidated structure was being renovated.

Councilman Rappaport noted that it met the future Comprehensive Plan as a “neighborhood mixed use”. While he understood Mr. McCool position, he noted that it was a fair remedy.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

Dr. Michelle Petrone, 20 Blue Ridge Avenue, asked Council what could be done so that the oversight pertaining to the previous item did not happen in the future.

REPORTS

Town Manager Report – Interim Town Manager BJ Wilson reminded everyone of the following public notice:

RESUMPTION OF UTILITY SERVICE DISCONNECTIONS

March 6, 2025

The Town of Front Royal will resume utility service disconnections due to non-payment effective April 15, 2025. Customers with outstanding balances are encouraged to take action to avoid service interruptions. Delinquent Shut-Off Notices regarding overdue accounts were mailed beginning March 3, 2025. If you receive a Delinquent Shut-Off Notice and are unable to pay the amount in full, please contact the Department of Finance prior to the date of disconnection for potential payment arrangements. Disconnections will follow the procedures outlined in compliance with new state legislation and the Town's updated ordinance and disconnect policy. Customers can review the full disconnect policy on the Town's website under the Department of Finance.

Town Council Reports

Vice Mayor Veitenthal clarified that the oversight mentioned by Ms. Petrone was mismanaged by Warren County, not the Town as they have control over the Building Department.

Councilman Rappaport attended the showing of Robert Putnam's documentary *Join or Die* at Royal Cinemas and the Joint Transportation/Infrastructure Committee meeting noting various Town projects.

Councilman Ingram attended the grand opening of the Stone Branch Center for the Arts at 114 E. Main Street.

Councilman Sealock thanked the Energy Services Department for their quick response to an outage on the north end of Town recently.

Councilman Wood echoed Councilman Sealock's appreciation and added appreciation to the Police Department for directing traffic since the traffic light in that area was out as well. He thanked the Public Works Department for their



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efforts in fixing several water breaks recently. He attended the grand opening for Stone Branch Center for the Arts and the Joint Transportation/Infrastructure Committee meeting noting various County projects.

Councilwoman DeDomenico-Payne thanked Town staff including Mr. Wilson who stepped up to be Interim Town Manager noting that the process for searching for a new Town Manager had been a good one.

Report of the Mayor – Mayor Cockrell recognized Stone Branch Center for the Arts. She thanked all Town Staff specifically Interim Town Manager BJ Wilson, Clerk of Council Tina Presley, Town Attorney George Sonnett, Human Resource Director Laura McIntosh and Town Council for their hard work on working together during the process of hiring a new Town Manager and attending the Council Retreat that included giving up a Sunday.

CONSENT AGENDA ITEMS

A. Reimbursement of Special Use Permit (SUP) Application Fee for Warren Coalition

Council approved a reimbursement of a Special Use Permit (SUP) application fee in the amount of \$400.00 to Warren Coalition, a 501c3 nonprofit, paid for 506 N. Royal Avenue to be used as a lodging house.

B. Award Bid for Waterline Upgrades on N. Royal Avenue, W. 12th Street, and Cherry Street

Council approved the award of a bid to Greenridge Contractors of Hagerstown, Maryland in the amount of \$902,132.25 for waterline upgrades on N. Royal Avenue, W. 12th Street and Cherry Street.

C. First Amendment to Pole Attachment Agreement to Extend for a Period of Fifteen (15) Years a Mutual Agreement for the Attachment of Facilities to Town and to Brightspeed Owned Utility Poles

Council approved a mutual pole attachment agreement with Brightspeed, formerly Central Telephone Company of Virginia, for the attachment of facilities by one party to utility poles owned by the other party as presented.

Councilman Ingram moved seconded by Councilman Rappaport that Council approve the Consent Agenda as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS

Note and Deed of Trust Agreement with Habitat for Humanity for Deferred Payment or Waiver for Electric, Sewer, Water Connection Fees for 357 Osage Street

Councilwoman DeDomenico-Payne moved seconded by Councilman Rappaport that Council approve a note and deed of trust agreement with Habitat for Humanity, a §501(c)(3) tax exempt nonprofit, for the deferred payment or waiver of electric, sewer, and water connection fees totaling \$11,093.00 for 357 Osage Street, Tax Map 20A7-6, Lot 47, with the Town Attorney to prepare and record the necessary documents.

Councilman Rappaport stated that this was a “perfect example of revitalization”. He thanked Habitat for Humanity for their diligence in improving the area. Councilman Wood praised Habitat for Humanity for taking a blighted area and making it new again. Councilwoman DeDomenico-Payne expressed enthusiasm that the community was engaged in a project that would help create a more stable economy.



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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Request for Final Subdivision Plat Approval for Major Subdivision by Ali Billoo from One 3.52 Acre Parcel into (8) Residential Lots, One Stormwater Management Lot and a Residue Lot at 336 W. Strasburg Road

Councilman Wood moved seconded by Councilman Sealock that Council approve a final subdivision plat for a major subdivision submitted by Ali Billoo from one (1) 3.52-acre parcel into eight (8) residential lots, one stormwater management lot and a residue lot at 336 W. Strasburg Road.

Councilman Rappaport confirmed the entrance would be off Forest Hill Drive. He voiced concern that this was not a public hearing. Mr. Sonnett explained that this was an administrative act per Town Code that required another “set of eyes” which in this case was Town Council. He advised that it was by-right and not a legislative process. Councilman Wood voiced concern regarding water runoff and a retention pond. Director of Planning Lauren Kopishke advised that this was a preliminary plan not a site plan therefore runoff and a retention pond would be discussed at a later time.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Request for Revision to Subdivision Development Plan by Maronda Homes, Inc. for Happy Creek Knolls, Section 4, Lots 4, 5, 6, 29 and 30 - Director of Planning Lauren Kopishke gave a brief presentation including the pictures of the slopes in question. She clarified that the maximum height for a retaining wall was six feet. She advised that the *Slope Stability Analysis* did not address the slopes and therefore staff recommended denial.

Vice Mayor Veitenthal cautioned about setting a precedent since there was a concern about water runoff in the previous item.

Mayor Cockrell clarified that the applicant was aware of what should have happened before they built, and it was not a mistake by the Town.

Councilman Wood moved seconded by Councilman Sealock that Council deny revisions to Subdivision Development Plan submitted by Maronda Homes, Inc. for Happy Creek Knolls, Section 4, Lots 4,5,6, 29 & 30.

Councilman Wood noted that the motion had lot 28 instead of 29 and clarified it should be 29. Clerk of Council Tina Presley made the notation.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



Waiver of Curb, Gutter and Sidewalk for Aaron Hike at 1011 and 1013 Virginia Avenue – Ms. Kopishke gave a brief presentation. Vice Mayor Veitenthal questioned whether there were bonds for the properties built across the street.

Councilman Wood supported placing a bond and install the proposed infrastructure for the area at the same time. Council clarified that if the item were approved the requirement for curb, gutter and sidewalk would be waived; and, if it were denied it would revert to Town Code regulations which required a bond or paid in full.

Councilman Rappaport moved seconded by Councilman Sealock that Council deny the waiver of curb, gutter and sidewalk installation at 1011 and 1013 Virginia Avenue as requested by Aaron Hike.

Vice Mayor Veitenthal advised that she would be abstaining as she worked for Hike Construction.

Councilman Ingram stated that he would be approving the waiver voicing concern that if denied the applicant would either install the curb, gutter and sidewalk creating a “piece meal” on the street or place a bond for a Town project that may get pushed back due to budget constraints. Mr. Sonnett explained that if money were held by the Town for the installation, the installation must be carried out in a certain amount of time, or they would be in default and the money would go to the Town.

Vice Mayor Veitenthal voiced concern about placing liens on property since others on the street did not have to pay.

Councilman Rappaport described the area's slopes and water runoff and opined that there should not be any runoff to other properties on that street.

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

No – Councilman Ingram

Absent – N/A

Abstain – Vice Mayor Veitenthal

ROLL CALL

CLOSED MEETING

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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



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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Council's action after closed meeting in open meeting

Councilwoman DeDomenico-Payne moved seconded by Councilman Wood that Council appoint Joseph W. Petty as Town Manager for the Town of Front Royal, effective April 14, 2025, and ratify and approve the Town Manager Employment Agreement dated the 24th day of March 2025, with the Mayor to execute the agreement on behalf of the Town Council.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

The meeting adjourned at approximately 8:55pm.

Approved by Town Council
Date: _____

DRAFT



Roll Call by Clerk of Council

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

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

Automated Speed Camera Update – Chief Brian Whited reviewed the *Automated Photo-Speed Enforcement Program Citation Report* that included citations processed, exceptions, spoiled, administratively voided, valid citations and paid citations from May 2024 to February 2025, noting that exceptions could include emergencies and school schedule changes for early/late dismissals. He explained that payments could be delayed, placed on a payment plan or appealed therefore not showing up in the numbers. Chief Whited reviewed the four school zones (A.S. Rhodes Elementary, Ressie Jeffries Elementary, Skyline Middle and Warren County Middle) and the five phases of the program (*Pre-implementation Speed Study*, public information/education, warning, enforcement, and *Post Enforcement Speed Study*). He concluded that there had been no discussion regarding additional cameras.

Fiscal Year 2025-2026 Proposed Budget Presentation & Calendar Year 2025 Real Estate and Personal Property Tax Rates Discussion – Interim Town Manager/Finance Director BJ Wilson reviewed the proposed budget highlighting various areas including **FY26 Revenue Forecasting** noting the continuance of uncertainty in forecasting; **FY 25-26 Snap Shot of Funds** with an overall increase of 10%; **Special Fund Decrease/General Fund Increase** explaining the repayment of the Economic Access Grant of \$650,000 from VDOT for West Main Connector and the addition of \$216,665 being applied to the General Fund for FY26; **Real Estate Tax Rate per \$100 Assessed Value** showed the difference between 2024 and 2025 real estate land and improvement values noting that property reassessment figures increased approximately 48.3% therefore the equalization of the 2025 Calendar Year Real Estate Tax Rate would be \$0.067 per \$100; **Real Estate Tax Comparison Chart** showed that a 1% increase (\$0.068) kept the rate equalized and was allowed before specialized advertising for equalization was required; **Personal Property Rate per \$100 of Value** was decreased approximately 9% but keeping the same rate of \$0.64 was recommended since there was a spike in revenue during the pandemic; **General Fund Revenue Highlights** noting that transient occupancy tax/intermediary had decreased confirming that short term rentals were a separate line item; **Enterprise Fund Sales of Service** noted a decrease in sewer partly due to the increase of users participation in the *Summer Sewer Program* and industrial users finding more effective ways to save on sewer usage such as recycling water. He advised that **Solid Waste Sales** would be determined after Warren County determined an increase in tipping fees. He advised that *Dominion Power's Water Agreement* would end December 2025 ending the payment of in-town water rates and beginning of out-of-town water rates; **Revenue Impacts for Enterprise Funds** projected an increase of 17.7% in electric purchase power noting that a presentation by AMP was scheduled for the April 14th work session; **Water/Sewer Recommended Rate Increases** would be effective July 1, 2025 (water 3%, sewer 2.25%) showing a typical residential customer monthly bill impact from FY2025 – FY2030; **Solid Waste Rates** showed no increase contingent upon tipping fees determination by Warren County; **Snapshot of Total \$56.7 Million Budget** focused on proposed full-time positions: (Additional Police Dispatcher, Planner Position, Community Engagement Coordinator, Deputy Director of Public Works and Water/Sewer Utility Line Technician). There was discussion on the various positions with Council



suggesting adding a Civil Engineer position and whether staff could “weigh in” on the positions asking if implementation could be delayed. Mr. Wilson advised that he would discuss with staff and return to Council at the next work session; **Employee Expense Highlights** focused on the 2.7% COLA, 3% Average Merit Increase, and 6.5% health insurance increase. Council voiced concern about the increase in health insurance; **General Fund Highlights** included various items, specifically a consultant for the firing range and GIS Services. It was explained that options were being explored for both; **General Fund Highlights/ACES Projects** noted large tree removals and replacements around the gazebo area due to disease for \$25,000; **General Fund Capital/Debt Expenditures** gave an overview of various debt services, bonds and leases. Council questioned grants for the police body worn cameras. It was noted that staff applied and received two that the department uses for backup; **Street Fund Highlights** added a new department (Traffic Signalization) which has no additional employees and was created for better expense tracking; **Highway Maintenance Highlights** showed various projects with years of funding for each, noting that the track loader was used across several departments. It was stated that the paving plan was performed in conjunction with waterline upgrades. Mr. Wilson explained the process of removing and replacing vehicles and equipment; **Electric Expenditure Highlights** showed various items including 1) the increase in purchase power at 17.6%, 2) setting aside money for a bucket truck, 3) Happy Creek Substation Transformer and 4) the creation of a new line item (Vegetation Management-Tree Trimming) for better expense tracking; **Water Expenditure Highlights** showed various projects. Council questioned the secondary water source and the expenses associated with it. Mr. Wilson advised that he would be bringing that before Council in May with money coming from the current budget; **Sewer Expenditure Highlights** showed various projects noting the I & I Abatement Consent Order ending soon; **Water/Sewer Debt Service** showed various dates ending the debt service; **New Water/Sewer Debt Service** included various debt service specifically the Riverton Pump Station and Centrifuge. Mr. Wilson noted that a Task Order was coming before them at the next work session for the 4-H and Jamestown Water Pump Stations; **Solid Waste Highlights** included various items, specifically the brush grinding services with the goal of selling the Town's tub grinder. After much discussion on the tax rate, staff was directed to advertise the real estate rate at \$0.068 per \$100 and the personal property at \$0.64, reiterating that \$0.068 was still considered equalization.

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 – Deputy Zoning Administrator/Town Planner I John Ware advised that Council approved a nursing home in September 1985 and a zoning permit in 1986 but did not approve a Special Use Permit (SUP) which was need because it was nonconforming that required it. The Planning Commission recently recommended approval of the SUP. There was much discussion on whether Council was approving the expansion or the nonconformance. Mr. Ware clarified that Council was not approving the expansion, explaining that upon approval of the SUP the applicant would have to apply for the expansion. Town Attorney George Sonnett explained that expanding the current use makes the entire use conforming in one step. Council agreed to move to a public hearing on April 28th.

B. Request for a Special Exception Submitted by Rappahannock HC LLC t Reduce the Required Minimum Street Pavement Width from Thirty-Six Feet (36') to Twenty-Nine (29') at 1321 Happy Creek Road – Mr. Ware explained that Town Code required 36-foot-wide streets and VDOT required residential subdivisions up to 2,000 vehicles 29-foot-wide streets with parking on both sides. He explained that the applicant was requesting 29 feet with parking on one side noting the right-of-way would not change. Council voiced concern over whether a fire truck would have difficulty. It was confirmed that while it met code the Fire Marshall would review the site plan and make a final determination. Council questioned how the parking would be enforced if there was “no parking” on one side. Councilman Ingram suggested amending the Town Code to accommodate requests such as these especially since the Town Code did not include updated VDOT standards. Council agreed to move to a public hearing on April 28th.



C. Proposed Improvements at Royal Land/John Marshall Highway in Exchange for Not Extending Pavement – Director of Planning Lauren Kopishke stated that this was additional information for the public hearing on April 28th. She showed suggestions by the developer to potentially improve the intersection at Royal Lane and John Marshall Highway in exchange for not extending pavement at the other end of the development. She advised that the developer would bond intersection improvements at \$34,852. There was discussion about striping Royal Lane with two dedicated lanes (left and right) to improve traffic flow. Mr. Wilson advised that staff had been working on the signs and restriping to improve the situation now on Royal Lane. There was concern that the proposed improvements by the developer may improve flow on John Marshall Highway but not on Royal Lane.

Liaison Committee Meeting Items for April 17th

A. Joint Towing Board Request – Mayor Cockrell explained this request was discussed at the October 2024 Liaison meeting and voiced concern over the request for five towing companies as a cap.

B. Septic Haul Rate – Mr. Wilson advised that he would be in attendance.

C. MOU with Warren County Regarding Building Code Enforcement Discussion – Ms. Kopishke and Mr. Ware advised that they had discovered that states codes mentioned in the MOU no longer existed. They explained the need for two separate MOUS's (maintenance and erosion/sediment). They were asked to attend the meeting.

D. Criser Road Boundary Line Adjustment Discussion – Mr. Sonnett advised that a survey was completed last year, and it confirmed that the Town's rights-of-way were not within their boundaries thus prompting the request for a boundary line adjustment. He explained that it would require a mutual resolution and public hearings held by both localities.

E. MOU With Warren County Regarding Avtex Property Discussion – Mr. Sonnett advised that in 1999 three parties (Town, County, EDA) entered into an MOU with paragraphs 3 and 4 calling for the deeding of certain parcels. He continued that there should be an effort to reconcile the Concept Plan attached to MOU.

Vice Mayor Veitenthal suggested asking the County if a consultant for the Law Enforcement Gun Range had been hired.

CLOSED MEETING

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 11:15pm.

Approved by Town Council

Date: -----

DRAFT



Roll Call by Clerk of Council

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

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

AMP 2025/2026 Power Cost Projection Presentation – Energy Services Director Carey Saffelle introduced Craig Kleinhenz, Assistant Vice President of AMP Power Supply Planning. He gave an overview and history of AMP. He continued with a presentation: **Delivery of Power** explained the three types of charges and how AMP bills for each Energy [75%], Transmission [10%], Installed Capacity [15%]; **Front Royal's 2025 Energy Sources** showed Front Royal's Energy Supply noting a 0.1% Growth; **Current Prices for 2026** showed the calendar for 2026 and the **Monthly Purchases**; **Transmission and Installed Capacity** showed the increase and impact of transmission charges on the overall rates in Front Royal. Council questioned how inflation and data centers affected transmission, which led to the explanation of **PJM** whose job was to coordinate the movement of wholesale electricity. Mr. Kleinhenz stated that PJM's job was to "keep the lights on" and explained how prices were set by auctions and how members received capacity credit for generator resources and peak shaving; **PJM RPM Installed Capacity Charges** noted coal plants were retiring and being replaced with natural gas and how the capacity charge impacted the overall rates in Front Royal; **2025/2026 Year Impacts and Reasons for the Changes** included increased load forecasts caused by the increase in data centers. It was stated that Northern Virginia was the #1 place for data centers; **Future Auctions** showed a new ceiling and a new floor for negotiated price caps as well as a bid jump in load forecast in the last three years indicating the rise in data centers; **Peak Shaving** showed that peaks set this summer set the rates for next year. Mr. Saffell advised that the goal this year was to better educate the public on energy savings. Mr. Kleinhenz advised that AMP was evaluating the building of capacity resources by evaluating batteries and peaking units; **Front Royal's Annual Power Rates** showed energy costs were flat but were increasing in transmission and capacity. He advised that **Virginia investor-owned utility rates** were going up by approximately two cents compared to Front Royal's retail rate at half a cent. He then showed a **Monthly Rate Difference** and how the higher costs would hit June 2025. There was discussion on how much the average household would pay and staff noted that it would depend on the size of the house, household and usage reminding them that a Cost of Service Study would be coming to them in late summer or early fall that would help identify the increases more clearly. Mr. Wilson explained adjusting the PCA (Power Cost Adjustment).

Fiscal Year 2025-2026 Proposed Budget Additional Discussion – Mr. Wilson advised that health insurance would be an increase of approximately \$28,000 (6.5%) overall. He then asked for any other questions.

Councilman Wood had questions related to various line items in the budget including Highway Maintenance Bridge Repairs; Automated Ticketing in General Fund revenue. Mr. Wilson advised that the additional revenue was coming back to Council in May. Mr. Wood continued with Visitor Center questions including sales, grants, repairs and advertising; Curb/Gutter charges; O/M explanation; Increase in Bus System; Council budget line items for Professional Services and retreat expenses; health insurance consultant; pay study; maintenance service contracts;



repairs/maintenance supplies. He continued with postage and auto drafting in the Finance Department. Mr. Wilson explained that the Town's current software could not do auto drafts, but staff was currently looking at new software that could. Mr. Wood continued with maintenance service contracts at the Police Department; planning/zoning fees; streetlights; and mowing Leach Run Parkway and substations. Staff noted that there were recently two retirements in Horticulture and seasonals were just hired. Mr. Wood questioned whether the 5-year Sewer Map could be placed under a loan with other infrastructure. Mr. Wilson explained how the loan process worked. Mr. Wood suggested beginning setting money aside for Happy Creek Road Phase II. Discussion ensued regarding the enormous cost of widening Happy Creek Road. Staff explained that line painting was contracted noting that thermoplastic was expensive to put down and take up. Mr. Wood suggested having developers paying for conduit installation in subdivisions. Mr. Saffelle advised that \$2,500 was charged per lot noting the charge was low and would be evaluated during the Cost of Service Study. The last question was the four options for the secondary water source. Mr. Wilson advised that he hoped to have options for the secondary water source to Council next month.

Councilman Rapaport questioned the decrease in PILOTs. Mr. Wilson advised of the many vacant buildings in the corridor therefore creating a decrease in businesses. Mr. Sonnet reminded Council that the Town did not collect meals/lodging taxes through the PILOT Program explaining that in lieu of, the Town received a portion of what the County received in the Rt. 522 Corridor pursuant to a MOU. Mr. Rappaport questioned why the new position for the Deputy Director for Public Works was for six months. Mr. Wilson explained that debt service funding would be paid, and it would allow time to continue working on the job description. Discussion ensued about hiring an engineer.

Mayor Cockrell questioned how much was spent on outside engineering services, suggesting that an engineer could do some things the new proposed planning/zoning position could do. Mr. Wilson advised that discussions along these lines had begun and will continue with Mr. Petty bringing it back to Council in May. Vice Mayor Veitenthal agreed that an engineer should be a high priority trumping tourism. She opined that it was not the government's job to increase sales revenue for businesses owners.

NEW BUSINESS

A. Purchase of Outdoor Circuit Breakers for Happy Creek Substation Expansion Project – Purchasing Manager Michelle Campbell advised the purchase of two 38kV outdoor circuit breakers explaining the bidding process and that they were budgeted. Council agreed to add to the April 28th Consent Agenda.

B. Purchase of Truck Chassis and Dump Bed for Horticulture Department – Mayor Cockrell gave a quick overview noting the quotes. Council questioned the bidding process and the use of GSA. Mr. Wilson advised that anyone in the state can bid and that GSA charges to use their services. Council agreed to add to the April 28th Consent Agenda.

C. Purchase of Truck Chassis and Service Body for Energy Services Department – Mayor Cockrell gave a quick overview noting it was cooperative contracting and budgeted. Council agreed to add to the April 28th Consent Agenda.

D. Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department – Mayor Cockrell gave a quick overview noting it was cooperative contracting and budgeted. Council agreed to add to the April 28th Consent Agenda.

E. FY25 Budget Amendment for 2025 Law Enforcement Grant for Police Department – Mr. Wilson explained the process of receiving the grant. Council agreed to add to the April 28th Consent Agenda.



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.

F. 4-H and Jamestown Pump Stations Engineering Design Services – Mr. Wilson advised that this was a task order to keep projects moving forward and it would be coming back to council with the loan documents. Council agreed to add to the April 28th Consent Agenda.

G. 2025 Virginia Municipal League (VML) Policy Committee Nominations – the following list was determined by Council. Mr. Petty will confirm staff members. Council agreed to add to the April 28th Consent Agenda.

Community and Economic Development: Councilman Wood and Lizi Lewis

Finance – Councilman Ingram and Finance Director BJ Wilson

General Laws – Councilman Sealock and Town Attorney George Sonnett

Human Development and Education – Councilwoman DeDomenico-Payne and Town Manager Joe Petty

Infrastructure (Transportation and Environmental/Natural Resources) – Councilman Rappaport/Dir of PW R Boyer

Proclamations

Mayor Cockrell read and approved the following proclamations.

- National Public Safety Telecommunicator's Week (April 13-19)
- National Administrative Professionals Day (April 23)
- Arbor Day (April 25)

CLOSED MEETING

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 10:45pm.

Approved by Town Council

Date: -----



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AMP and Members Receive National Recognition for Excellence in Safety

Published on: 04/02/2025

COLUMBUS, OH: American Municipal Power, Inc. (AMP) and several Member utilities were recognized for excellence in safety at the American Public Power Association's (APPA) 2025 Engineering & Operations Technical Conference, which took place March 30 through April 2 in Sacramento, Calif.

"We take great pride in seeing AMP Members and AMP staff being recognized for their commitment to safety," said Jolene Thompson, AMP President/CEO. "The APPA Safety Award demonstrates that a utility values the well-being of its employees and has made health and safety a

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core organizational value. Congratulations to the recognized communities and AMP staff — your commitment to safety is commendable.”

**NEWSROOM
ARCHIVE**



The APPA Safety Award of Excellence recognizes utilities for their safety practices (demonstrated by having the lowest safety incident rate within groups), determined by worker-hours of exposure. The following AMP and Delaware Municipal Electric Corporation (DEMEC) Members received awards:

AMP CURRENTS



**MULTIMEDIA
GALLERY**



RISING STARS



- Town of Berlin, MD Electric Utility Department: Gold in Group B (15,000 to 29,999 worker-hours of exposure)
- Clyde Light and Power: Platinum in Group B (15,000 to 29,999 worker-hours of exposure)
- Coldwater Board of Public Utilities: Gold in Group D (60,000 to 109,999 worker-hours of exposure)
- Cuyahoga Falls Electric System: Gold in Group D (60,000 to 109,999 worker-hours of exposure)
- Town of Front Royal Energy Services Department: Diamond in Group C (30,000 to 59,999 worker-hours of exposure)
- Hamilton Department of Infrastructure: Diamond in Group F (250,000 to 999,999 worker-hours of exposure)
- Hillsdale Board of Public Utilities: Platinum in Group C (30,000 to 59,999 worker-hours of exposure)
- Hudson Public Power: Diamond in Group C (30,000 to 59,999 worker-hours of exposure)
- City of Marshall Electric Department: Platinum in Group B (15,000 to 29,999 worker-hours of exposure)

- Minster Electric Department: Diamond in Group A (less than 15,000 worker-hours of exposure)
- Montpelier Municipal Utilities: Diamond in Group A (less than 15,000 worker-hours of exposure)
- Orrville Utilities: Platinum in Group D (60,000 to 109,999 worker-hours of exposure)
- Paducah Power System: Diamond in Group E (110,000 to 249,999 worker-hours of exposure)
- Perkasio Borough Electric Department: Diamond in Group A (less than 15,000 worker-hours of exposure)
- Princeton Electric Plant Board: Diamond in Group B (15,000 to 29,999 worker-hours of exposure)
- City of Seaford (DEMEC): Diamond in Group B (15,000 to 29,999 worker-hours of exposure)
- Shelby Division of Electricity and Communications: Diamond in Group B (15,000 to 29,999 worker-hours of exposure)
- Town of Smyrna Electric Department (DEMEC): Diamond in Group B (15,000 to 29,999 worker-hours of exposure)
- Village of Versailles Utilities: Diamond in Group B (15,000 to 29,999 worker-hours of exposure)
- Wadsworth Electric Department: Diamond in Group C (30,000 to 59,999 worker-hours of exposure)
- Village of Yellow Springs Electric Distribution: Diamond in Group B (15,000 to 29,999 worker-hours of exposure)

AMP received a Diamond Safety Award of Excellence, APPA's highest safety award, which recognizes the hydroelectric operations staff, AMP Fremont Energy

Center staff, generation operations staff and other field staff.

“Here at AMP, we work to keep safety at the top of mind for each of our employees, and it is encouraging to see that so many AMP and DEMEC Members are doing the same,” said Michelle Palmer, AMP Vice President of Technical Services and Compliance. “Congratulations to all those recognized with APPA Safety Awards for their outstanding efforts in this area.”

According to APPA, 202 of the more than 2,000 municipal electric utilities from across the country earned the Safety Award of Excellence. Entrants were placed in categories according to their number of worker-hours and ranked based on the most incident-free records and overall state of their safety programs and culture during 2024. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2024, as defined by the Occupational Safety and Health Administration.

For a full list of utilities honored with an Excellence in Safety Award, visit:

www.publicpower.org/about/members/safety/safety-award-winners.



NEWSROOM

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AMP Members Receive National Certificate for Excellence in Reliability

Published on: 04/02/2025

COLUMBUS, OH: Several American Municipal Power, Inc. (AMP) Members received national recognition from the American Public Power Association (APPA) for achieving exceptional electric reliability in 2024.

The Certificate of Excellence in Reliability recognizes utilities that placed in the top 25 percentile of reliability nationwide in 2024, as measured against the U.S. Energy Information Administration's (EIA) data. APPA helps public power systems track outage and restoration data through its eReliability Tracker service and compares the data to national statistics tracked by the

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EIA. AMP covers the cost of subscription to the eReliability Tracker service for all its Members.

**NEWSROOM
ARCHIVE**



The following AMP and Delaware Municipal Electric Corporation (DEMEC) Member public power utilities received the Excellence in Reliability Certificate:

AMP CURRENTS



- Berlin (Md.) Electric Utility Department
- Bowling Green Electric Division
- Bryan Municipal Utilities
- Chambersburg Electric Department
- Coldwater Board of Public Utilities
- Cuyahoga Falls Electric System
- Deshler Municipal Utilities
- City of Dover (DEMEC)
- Edgerton Electric Department
- Borough of Ephrata Electric Division
- Town of Front Royal Energy Services Department
- Holiday City Municipal Utility
- Borough of Hooversville
- Hudson Public Power
- Jackson Center Municipal Electric System

**MULTIMEDIA
GALLERY**



RISING STARS



- Kutztown Electric Department
- Lakeview Water and Light Department
- Lewes Board of Public Works (DEMEC)
- Martinsville Electric Department
- Minster Electric Department
- Montpelier Municipal Utilities
- Napoleon Power & Light
- Newton Falls Electric Department
- Oak Harbor Public Power
- Paducah Power System
- Perkasio Borough Electric Department
- Piqua Power System
- Princeton Electric Plant Board
- City of Seaford (DEMEC)
- Tipp City Municipal Electric
- Wadsworth Electric Department
- Wapakoneta Electric Department
- Wyandotte Municipal Services
- Village of Yellow Springs Electric Distribution



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AMP Members Receive National Recognition for Excellence in Public Power with RP3 Designation

Published on: 04/02/2025

Columbus: Several American Municipal Power, Inc. (AMP) Member utilities were awarded the Reliable Public Power Provider (RP₃)[®] recognition from the American Public Power Association (APPA) during the association's annual Engineering & Operations Technical Conference, which took place March 30 through April 2 in Sacramento, Calif.

The RP₃ designation, which lasts for three years, recognizes public power utilities that demonstrate

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proficiency in four key disciplines: reliability, safety, workforce development and system improvement. Criteria include sound business practices and a utility-wide commitment to safe and reliable delivery of electricity. This year, 52 of the country's more than 2,000 public power utilities earned the RP₃ designation.

**NEWSROOM
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AMP CURRENTS >

**MULTIMEDIA
GALLERY** >

RISING STARS >

Diamond Level

The following AMP Members received 2025 RP₃ Diamond Level (highest level) designation, awarded to utilities that successfully meet 98-100 percent of the RP₃ program criteria:

- Village of Yellow Springs Electric Distribution

Platinum Level

The following AMP Members received 2025 RP₃ Platinum Level designation, awarded to utilities that successfully meet 90-97 percent of the RP₃ program criteria:

- Cleveland Public Power
- Danville Utilities Department
- Town of Front Royal Energy Services Department
- Wadsworth Electric Department

AMP and Delaware Municipal Electric Corporation (DEMEC) Member communities with current RP₃ designations awarded in previous years include:

Diamond Level

- Bowling Green Electric Division (2024)
- Coldwater Board of Public Utilities (2024)
- Cuyahoga Falls Electric System (2023)
- Hamilton Department of Infrastructure (2023)
- Minster Electric Department (2023)
- Napoleon Power & Light (2023)
- Paducah Power System (2023)
- Piqua Power System (2024)
- Tipp City Municipal Electric (2023)

Platinum Level

- City of Columbus, Division of Power (2023)
- Hillsdale Board of Public Utilities (2023)
- Lansdale Electric Department (2024)
- Montpelier Municipal Utilities (2023)
- City of Newark (DEMEC) (2023)
- Orrville Utilities (2024)
- Village of Versailles Utilities (2023)
- Westerville Electric Division (2023)

Gold Level

- Borough of Ephrata Electric Division (2024)
- Lewes Board of Public Works (DEMEC) (2024)
- City of Marshall Electric Department (2023)
- City of Milford Electric (DEMEC) (2023)
- City of Seaford (DEMEC) (2024)
- Wapakoneta Electric Department (2024)

“These Member utilities have shown a commendable dedication to system reliability, operational efficiency, safety practices, workforce development and more,” said Michelle Palmer, AMP Vice President of Technical Services and Compliance. “These designations were hard earned and serve as a testament to the work they have undertaken to provide their communities with superior service. AMP congratulates all those have earned this distinction.”

According to APPA, 52 public power communities were awarded RP₃ designations during the conference. Nationwide, 252 public power utilities hold the RP₃ designation.

More information on the RP₃ program is available at www.publicpower.org/RP3.





Proclamation

**56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 4 - 10, 2025**

WHEREAS, the International Institute of Municipal Clerks (IIMC) initiated Municipal Clerk's Week in 1969. On February 13, 1984, Congress (by Senate Joint Resolution 92) designated the first full week in May as "Municipal Clerk's Week," authorizing and requesting the President to issue a proclamation in observance of that week; and,

WHEREAS, the municipal clerk is the oldest of public servants and a critical part of efficient and responsive local government providing a direct link between past, present and future by preserving records for posterity and implementing governmental decisions; and,

WHEREAS, the municipal clerk has pledged to ensure the smooth transition of daily government business, keeping mindful of neutrality and impartiality, rendering equal service to all; and,

NOW, THEREFORE, the Mayor and Town Council proclaim the week of May 4 - 10, 2025, as the **56th Annual Professional Municipal Clerks Week** in the Town of Front Royal.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 28, 2025



PROCLAMATION National Police Week May 11 – 17, 2025

WHEREAS, National Police Week is a time to honor the brave men and women in blue who keep our communities safe and offers honor, remembrance and peer support, while allowing law enforcement, survivors and citizens to gather and pay respect to those who gave their lives in the line of duty; and,

WHEREAS, in 1962 President John F. Kennedy signed a proclamation which designated May 15th as Peace Officers Memorial Day, known today as National Police Week; and,

NOW, THEREFORE, the Mayor and Town Council proclaim May 11 – 17, 2025 as **National Police Week** in the Town of Front Royal recognizing our own Police Department and remember with solemn respect those officers who made the ultimate sacrifice never forgetting their courage and service.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 28, 2025



65th Annual National Public Works Week Proclamation

May 18–24, 2025
“People, Purpose, Presence”

WHEREAS, Public Works Professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of **Town of Front Royal**; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the **Town of Front Royal** to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW THEREFORE BE IT RESOLVED, The Mayor and Town Council, do hereby designate the week of May 18–24, 2025, as National Public Works Week in the Town of Front Royal urging all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to public works professionals, engineers, managers, and employees. We recognize the following contributions and hard work of approximately (70) Town of Front Royal Public Works Employees who work hard every day and on call 24/7 protecting our health and safety, advancing the quality of life for all during emergency situations taking them away from their families.

- Maintains 143.74 moving lane miles (Primary & Secondary Roads).
- Maintains 92 miles storm sewer.
- Mow, weed eat and tractor mow Town properties, right of ways and medians.
- Plans, designs, installs, and maintains floral landscapes, hanging baskets and over 350 tree plantings.
- Collects trash, recycling, yard waste from 6,290 customers.
- Cleans/Disinfects Town Buildings and performs skilled maintenance and repairs to Town Buildings.
- Fabricates, installs, and replaces Town street signs & Maintains crosswalks.
- Performs paving, pothole and street repairs, bridge maintenance and street sweeping.
- Performs sidewalk/curb/gutter installation repairs, storm drain installation/repairs & storm clean-up.
- Assists Town with community events and road closures.
- On Call 24/7 for emergency situations such as Snow Removal, Repair of water breaks, and Sewer back-ups.
- Provides water to 6,481 customers and sewer to 6, 181 customers.
- Wastewater-Treats an average of 4.5 million Gallons of septage per Day.
- Water- Produces 2.003 million gallons per day.
- Maintains 119 miles of waterline, 124 miles of sanitary sewer and 756 fire hydrants.
- Reviews and inspects all public improvements within Town limits and in the County where Water & Sewer are provided, for compliance with Town Standards & Specifications.

APPROVED:

ATTEST:

Lori A. Cockrell, Mayor

Tina L. Presley, Clerk of Council



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 07A

Agenda Item: PUBLIC HEARING – Special Use Permit Application Submitted by Pennoni Associates, Inc. on behalf of Bereen and Berry Investments LLC for Multi-Family Apartments and An Office Building on a Vacant Parcel off Royal Lane

Summary: Council has received a request for a Special Use Permit (SUP) from Pennoni Associates, Inc. c/o Mike Artz on behalf of Bereen and Berry Investments LLC, for multi-family apartments containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified as Tax Map 20A17-1-14B1 and zoned C-1, Community Business District. The Planning Commission recommended approval of the SUP with the following conditions:

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

Budget/Funding: None

Meetings: Work Sessions held February 3, March 10 and April 7, 2025

Proposed Motion: In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council approve a Special Use Permit to Bereen and Berry Investments LLC, submitted by Pennoni Associates, Inc. for multi-family apartment houses containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified as Tax Map 20A17-1-14B1 with the following conditions:

1. On the north side of the property privacy fencing or privacy screening as defined in 175-3 of the Town Zoning Ordinance, be installed to isolate the property from the existing residential property.
2. Dedicate 60' right-of-way Royal Lane Extension to the southern end of the property as shown on the revised exhibit.

Moved _____ Seconded _____

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

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

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – #2400673

MEETING DATE: January 15, 2025

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

STAFF RECOMMENDATION:

Staff recommends approval of SUP Application #2400673. The application presents a scenario that constitutes one of the highest and best uses possible. The main consideration for the Planning Commission is whether the proposed use is suitable within this district. Apartments are the only type of large-scale residential use permitted in the commercial districts, but only with approval from Town Council. This site does not front a main thorough fare so retail commercial development activities would be limited due to lacking visibility and restrictions the Town has for off-premises signs. Commercial development activities would also generate additional traffic, above and beyond residential.

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

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Neel _____ Marrazzo _____ Marshner _____ Brooks _____ Vacancy _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

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

APPLICATION #:

Special Use Permit Application #2400673

APPLICANT:

Pennoni Associates Inc. /Mike Artz

APPLICATION SUMMARY:

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

GENERAL INFORMATION:

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

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

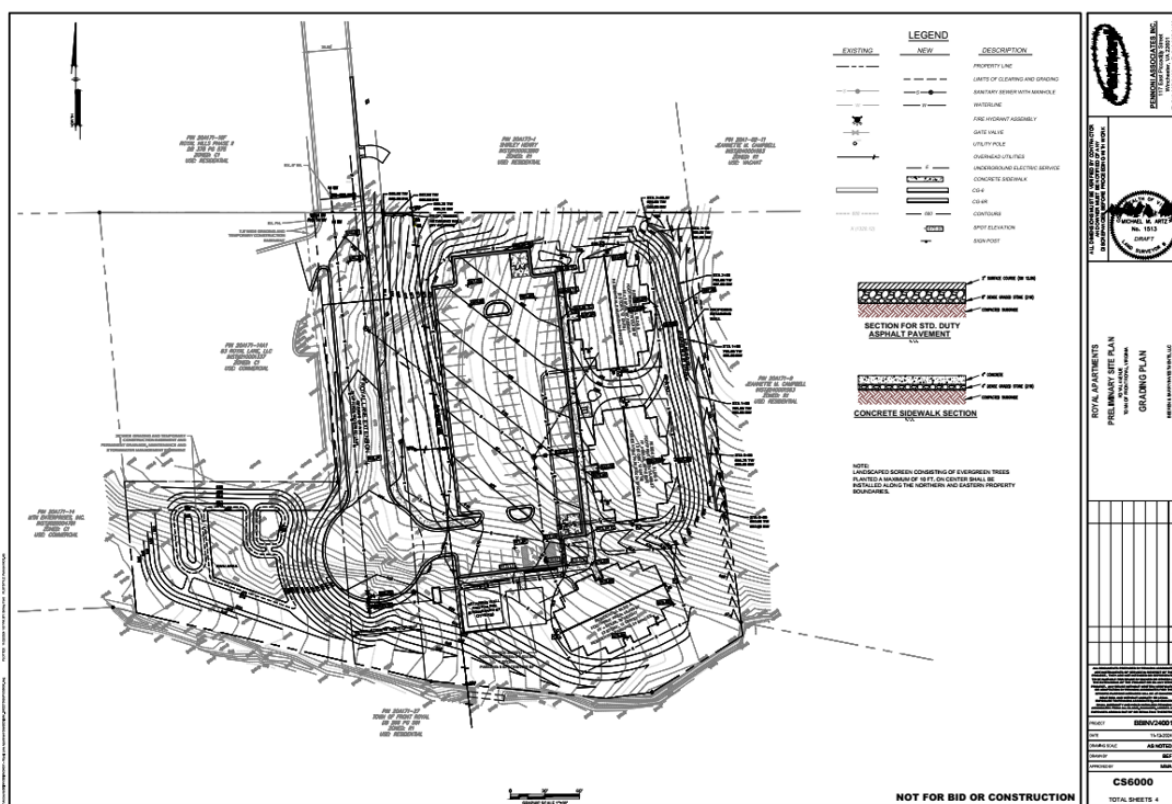
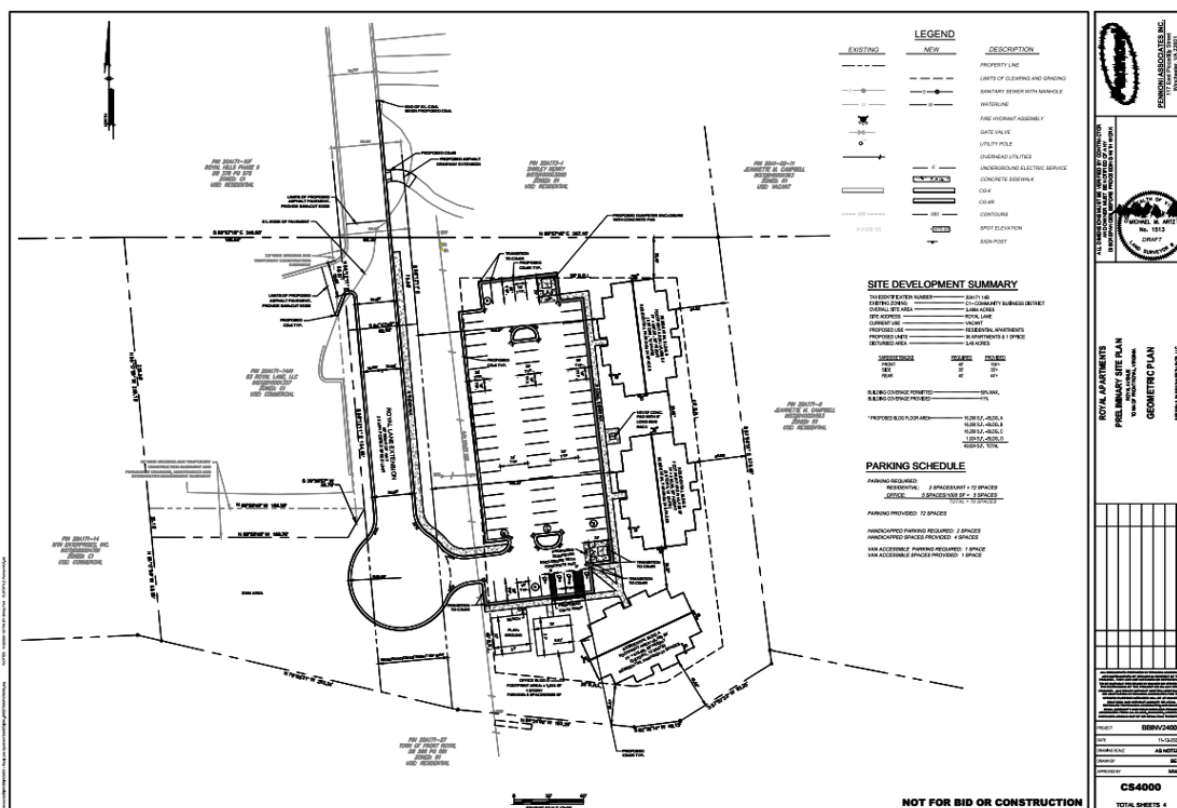


The map displays the following information:

- Streets:** Mount Road, Grise Road, and a street labeled "MOUNT ROAD" running vertically.
- Zoning Designations:**
 - C-1:** Large red areas in the upper and middle sections.
 - R-1:** Yellow areas in the lower and right sections.
 - R-3:** Orange areas in the upper left section.
- Highlighted Parcel:** A parcel labeled "20A171 14A1" is outlined in blue, located within the R-1 zone.
- Other Labels:**
 - Parcel numbers: 20A171 10E, 10F, 10B, 168B0, 14, 16, 17, 19, 21, 24B, 20, 24A, 25, 26, 27, 23, 18, 15, 14B1, 9, 11, 8, 2, 5, 4, 3, 1, 2, 5A1, 10A, 10B, 10C, 10D, 10E, 10F, 10G, 10H, 10I, 10J, 10K, 10L, 10M, 10N, 10O, 10P, 10Q, 10R, 10S, 10T, 10U, 10V, 10W, 10X, 10Y, 10Z.
 - Other labels: ROW, R-1, R-3, C-1, 20A173 A, B, C, D, E, F, G, H, I, 20A106 B, A2, 20A102 A, D, 20A102 C, 20A102 11, 20A102 8, 20A171 9.

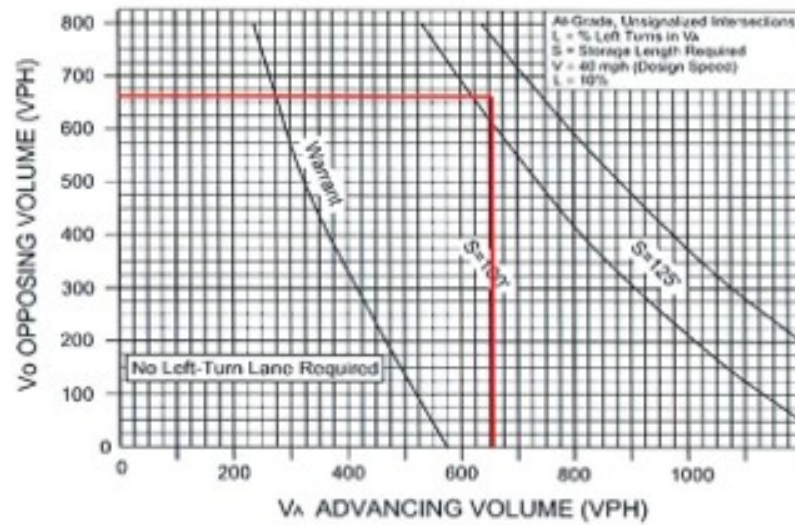
[illegible]

Grading Plan



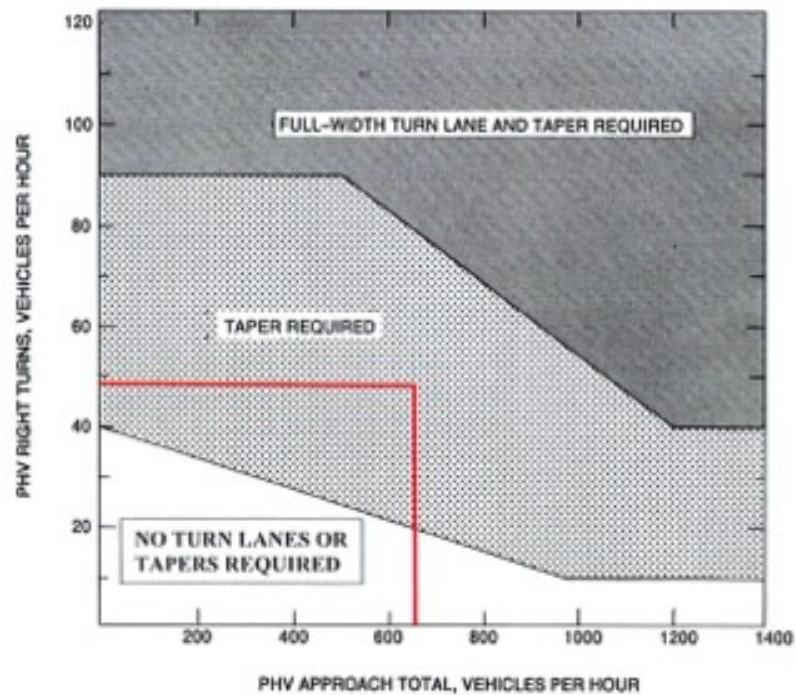
Impact Analysis Statement

Warrant for Left Turn Lane



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

Warrant for Right Turn Lane



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

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



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



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

**Warren County
Comments**

David Beahm, Warren County Building Official:

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

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

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

	All submissions for these items would be made to the Building Inspections Department through the email address: inspections@warrencountyva.gov
RELEVANT CODE SECTION:	Chapter 175-39.B “The following uses are permitted within the C-1 District only by approval of a Special Use Permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the C-1 District.” <u>RESIDENTIAL</u> Apartments or dwelling units, with four (4) or more units or when located on the ground floor, subject to provisions of Section 175-113.
RECOMMENDATION:	Staff recommends approval of SUP Application #2400673. The application presents a scenario that constitutes one of the highest and best uses possible. The main consideration for the Planning Commission is whether the proposed use is suitable within this district. Apartments are the only type of large-scale residential use permitted in the commercial districts, but only with approval from Town Council. This site does not front a main thorough fare so retail commercial development activities would be limited due to lacking visibility and restrictions the Town has for off premises signs. Commercial development activities would also generate additional traffic, above and beyond residential.

ATTACHMENTS: Application and associated documents from the Applicant.

Town of Front Royal, Virginia

SPECIAL USE PERMIT APPLICATION MATERIALS

FOR REVIEW OF

ROYAL LANE APARTMENTS

November 2024

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

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



TABLE OF CONTENTS

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

I.

APPLICATION



TOWN OF FRONT ROYAL

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

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

SUP _____

SPECIAL USE PERMIT REQUEST

APPLICANT

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

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

E-MAIL MArtz@pennoni.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS Royal Lane (vacant)

TAX MAP 20 SECTION A BLOCK 171 LOT 14B1

SUBDIVISION NAME _____ ACREAGE 3.601

REQUEST

ZONING DISTRICT C-1

PROPOSED USE OF PROPERTY Residential Apartments

SPECIFIC SPECIAL USE PERMIT REQUEST Three 12 unit apartment buildings

and an office.

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

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

CERTIFICATION

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

Signature _____ Date _____

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

Receipt # _____ Date Paid _____

II.

IMPACT ANALYSIS

ROYAL LANE APARTMENTS – IMPACT ANALYSIS STATEMENT

November 19, 2024

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

Proposed Development

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

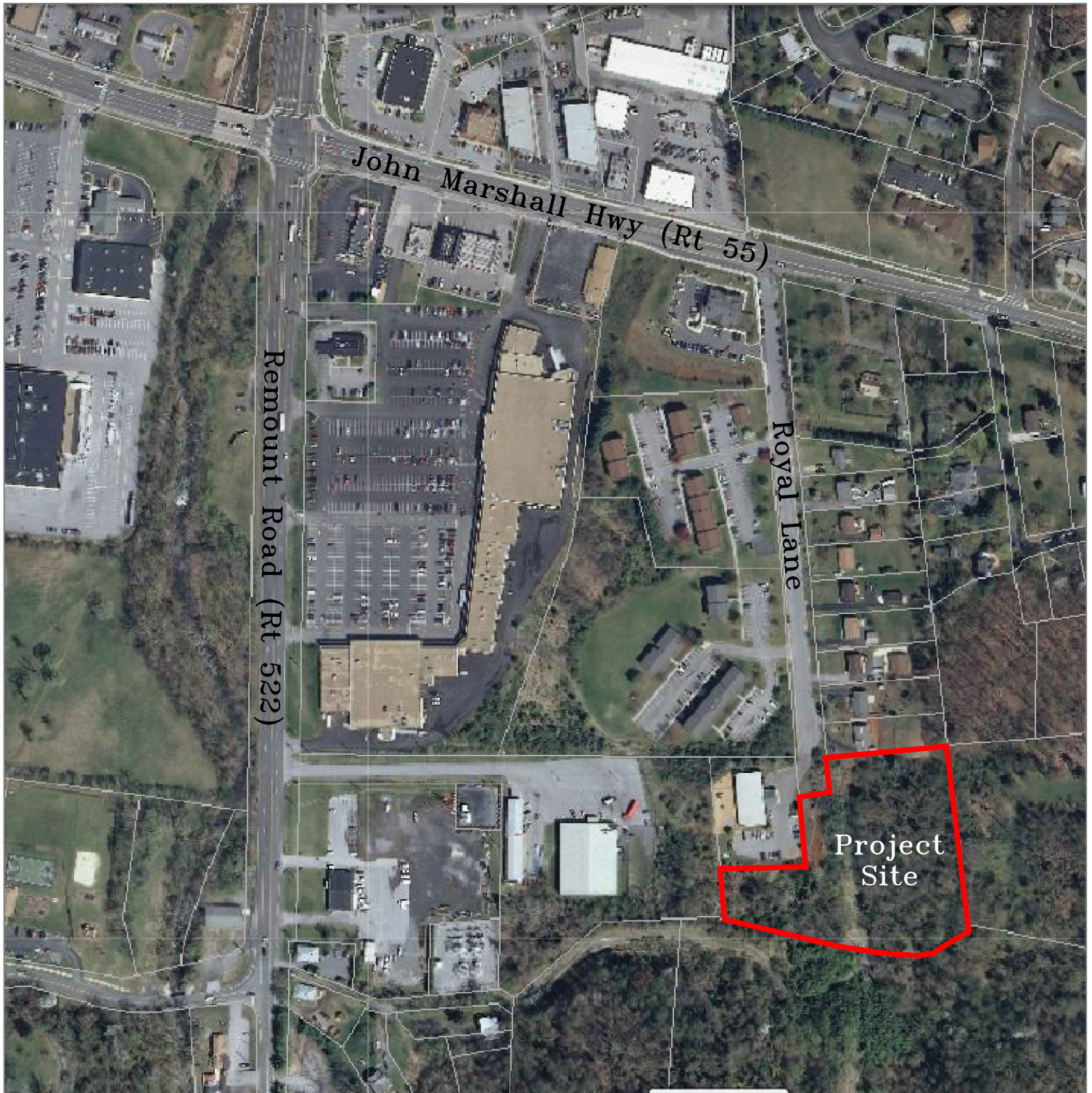
Site Location

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

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

Site Characteristics

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



Source: Warren Co. GIS

Royal Lane Apartments

Exhibit A – Location Map

TOWN OF FRONT ROYAL, VIRGINIA

PENNONI ASSOCIATES INC.

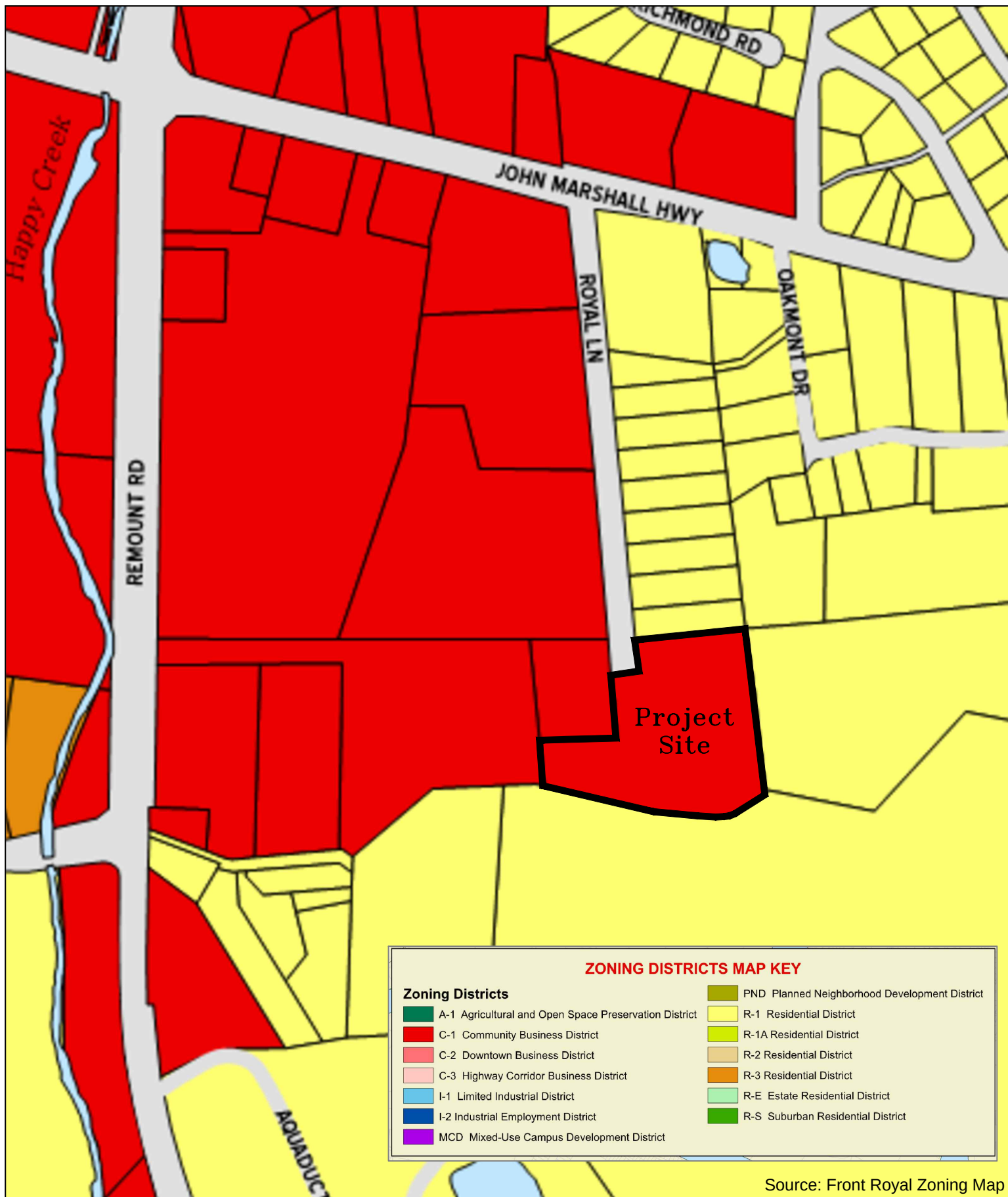
117 E. Picadilly St. Winchester, Virginia 22601
VOICE: (540) 667-2139 FAX: (540) 665-0493

Revised

–

10/24/2024

1"=300'



Source: Front Royal Zoning Map

Royal Lane Apartments

Exhibit B – Zoning Map

TOWN OF FRONT ROYAL, VIRGINIA

PENNONI ASSOCIATES INC.

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

Revised

10/24/2024

1"=300'

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

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

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

Access and Transportation

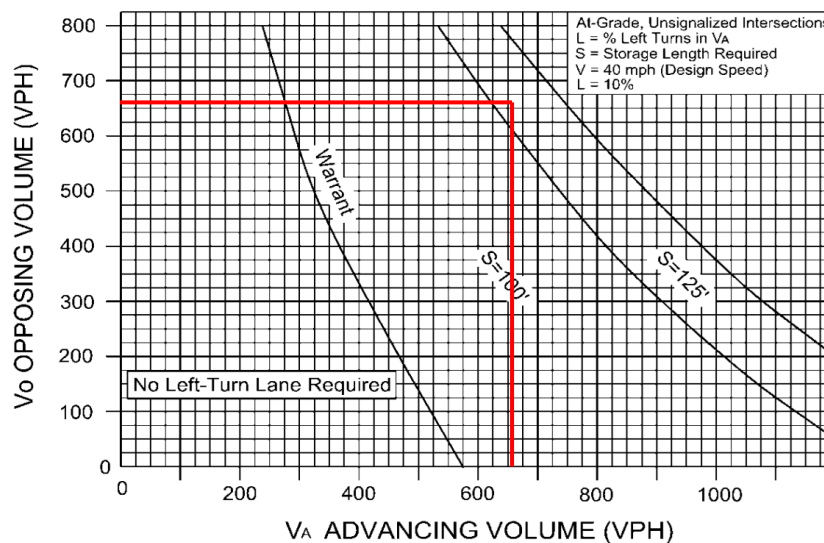
Access to the Property would be provided by an extension of Royal Lane into the Property. Currently, Royal Lane terminates at the northern property boundary. The proposed development plan would extend Royal through the Property to a cul-de-sac near the southern site boundary. A reserve area will be provided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

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

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

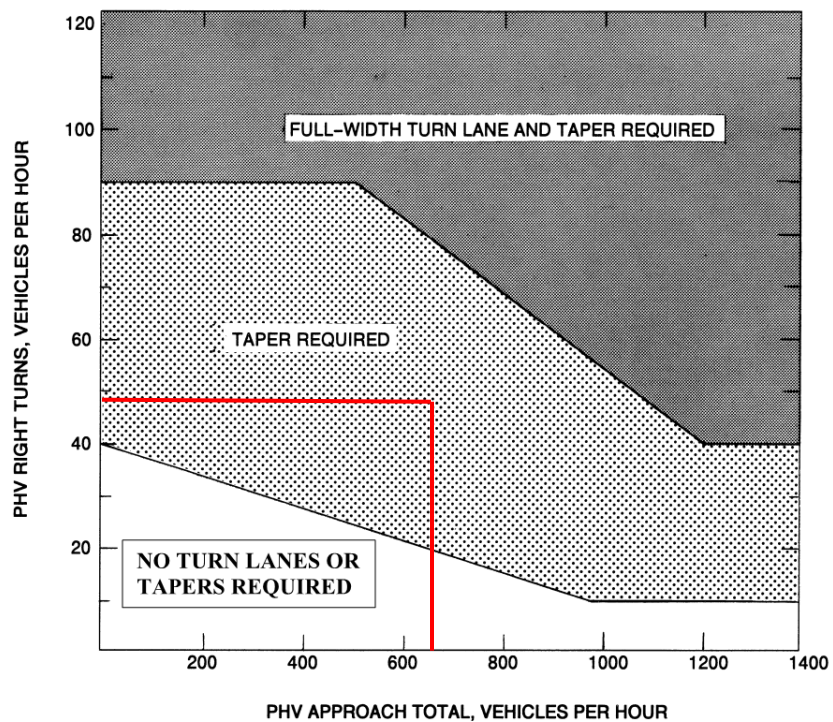
2014 VDOT traffic data identifies 12,000 total trips on John Marshall Highway at Royal Lane. Assuming a 50/50 split between eastbound and westbound trips results in 6,000 eastbound and 6,000 westbound trips resulting in 660 peak hour trips in each direction. Utilizing the VDOT Road Design Manual and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

Warrant for Left Turn Lane



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

Warrant for Right Turn Lane



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

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



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



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

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



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

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

Stormwater Management

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

Sewage Conveyance and Water Supply

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

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

Summary

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

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

III.

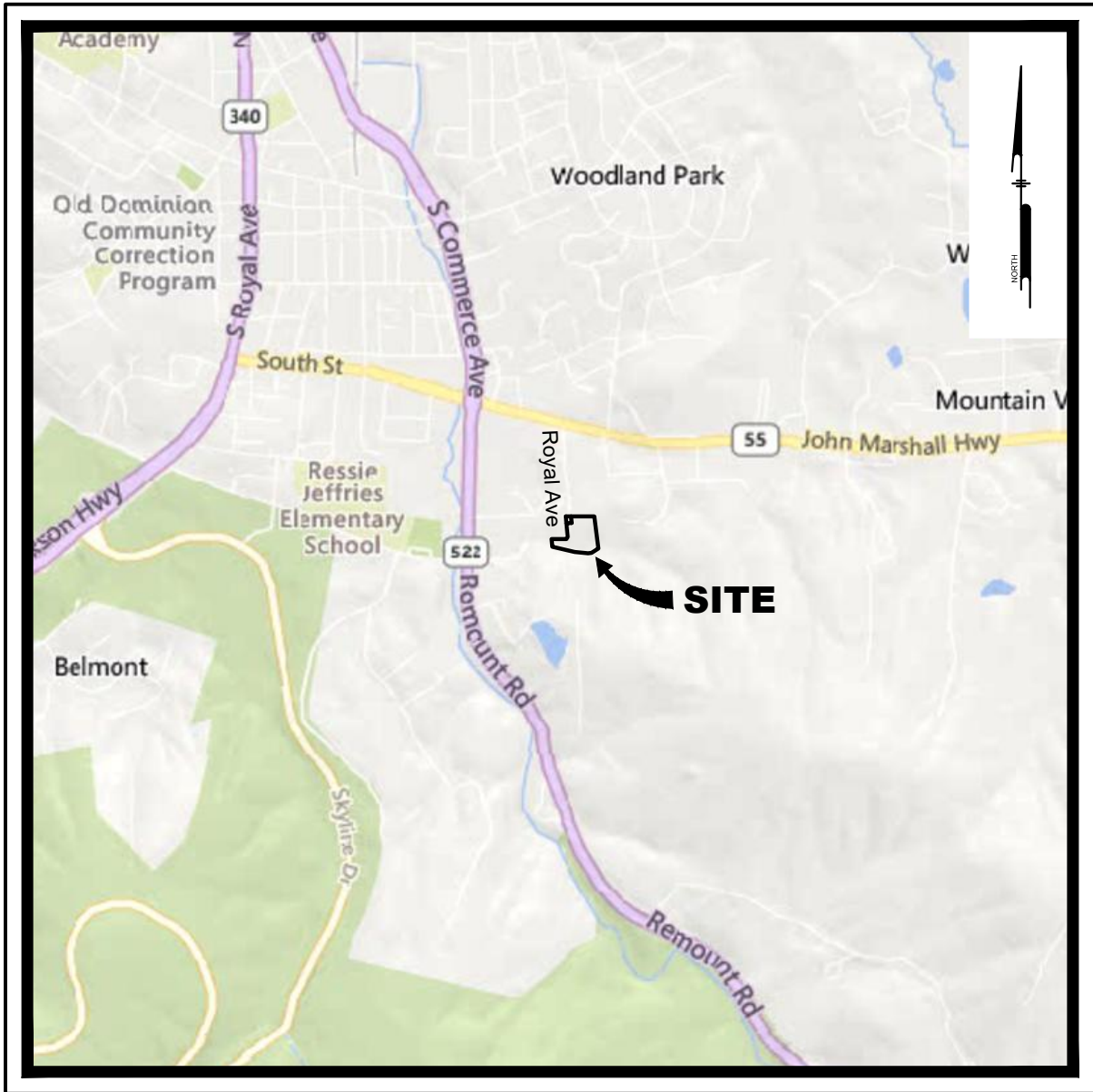
PRELIMINARY SITE PLAN

ROYAL APARTMENTS
PRELIMINARY SITE PLAN

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

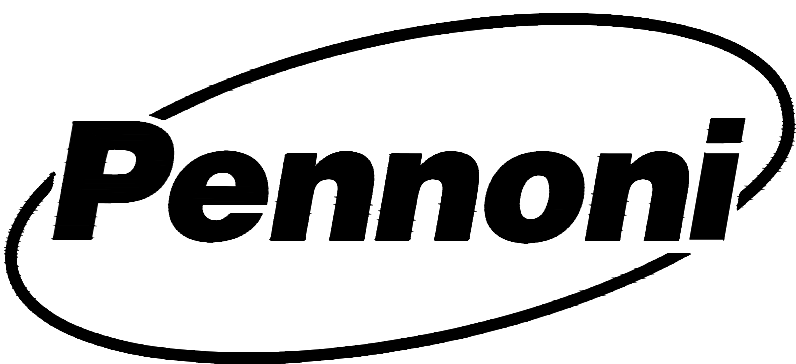
PREPARED FOR:
OWNER/DEVELOPER
BEEREN & BARRY INVESTMENTS, LLC
11654 PLAZA AMERICA DR. #653
RESTON, VA 20190

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

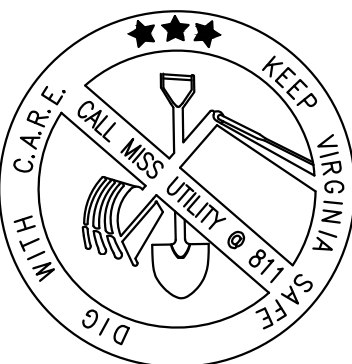


LOCATION MAP
Scale: 1" = 2000'

PREPARED BY:
PENNONI ASSOCIATES INC.



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



CALL BEFORE YOU DIG

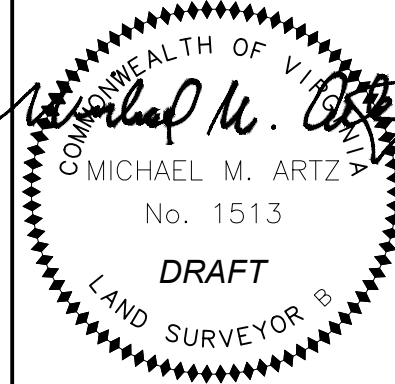
ALWAYS CALL 811 BEFORE YOU DIG IN VIRGINIA
CALL 1-800-552-7001

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



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

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



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

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

NO.	DATE	REVISIONS	BY

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

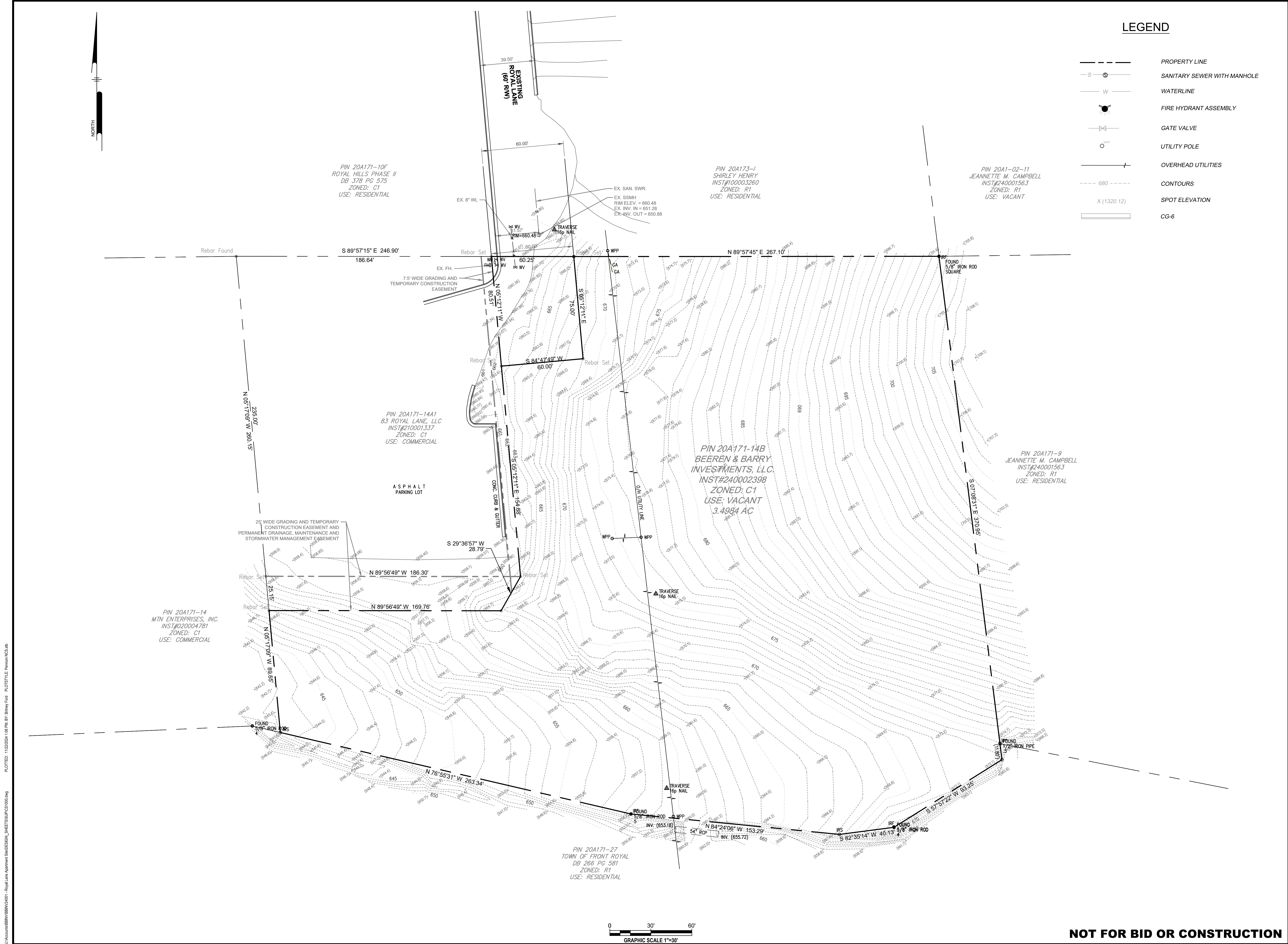
PROJECT	BBINV24001
DATE	11-12-2024
DRAWING SCALE	AS NOTED
DRAWN BY	BEF
APPROVED BY	MMA

CS0000

TOTAL SHEETS 4

NOT FOR BID OR CONSTRUCTION

U:\Accounts\BBINV\BBINV24001 - Royal Lane Apartment Subdivision - Royal Lane Apartment Subdivision - Plot Style - Penonni\CS1000.dwg PLOTTED: 11/22/2024 10:04 AM BY: Survey Field PLOTSTYLE: Penonni\CS1000.dwg



NOT FOR BID OR CONSTRUCTION

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

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

ROYAL APARTMENTS
PRELIMINARY SITE PLAN
ROYAL AVENUE
TOWN OF FRONT ROYAL, VIRGINIA
EXISTING CONDITIONS

NO.	DATE	REVISIONS	BY

PROJECTBBINV24001

DATE11-12-2024

DRAWING SCALEAS NOTED

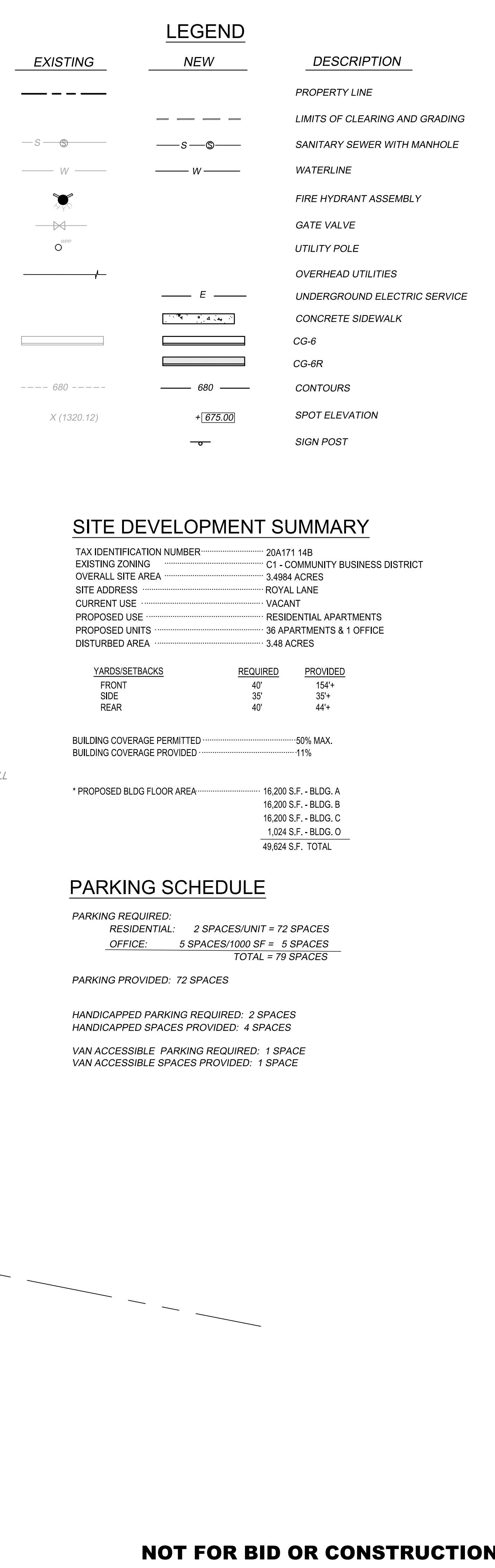
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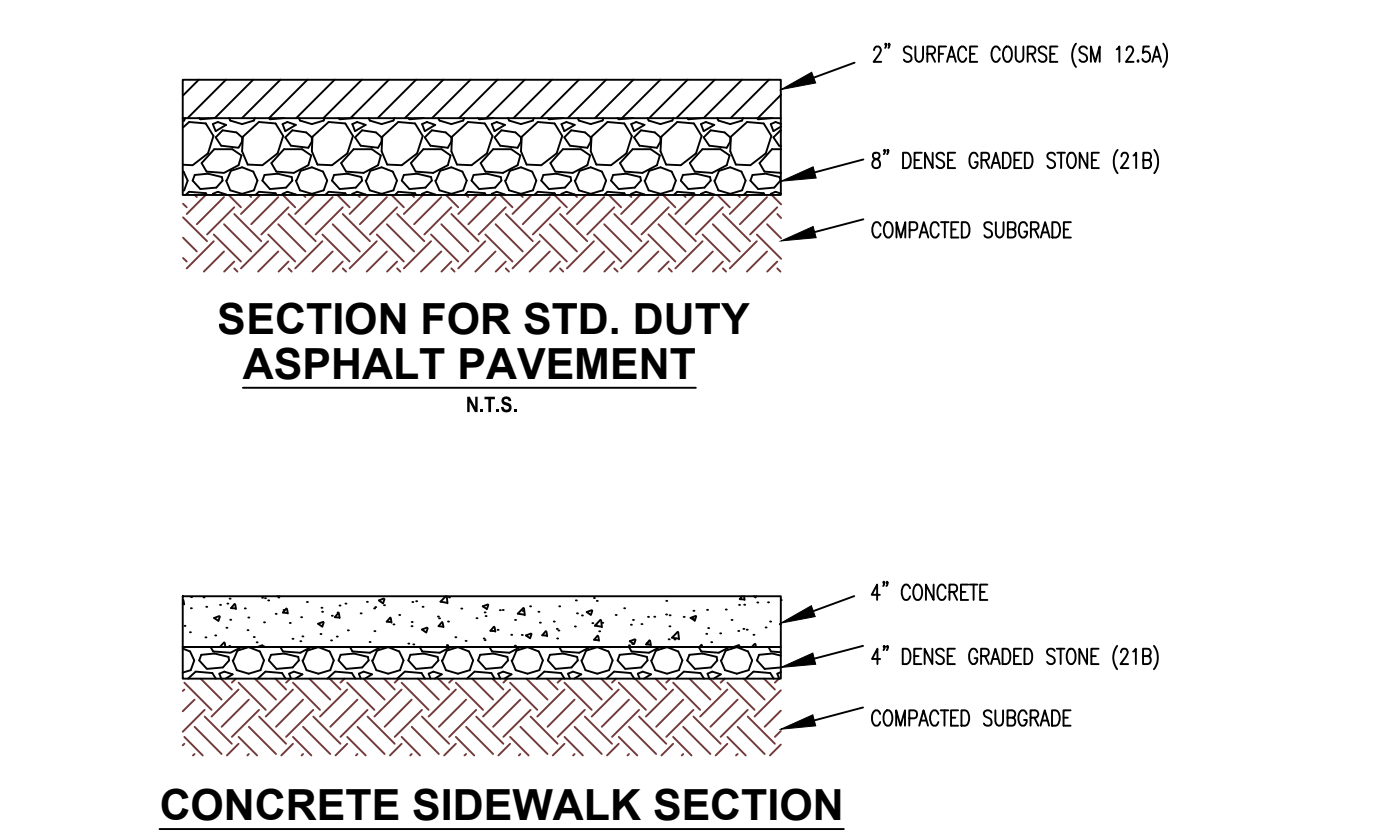
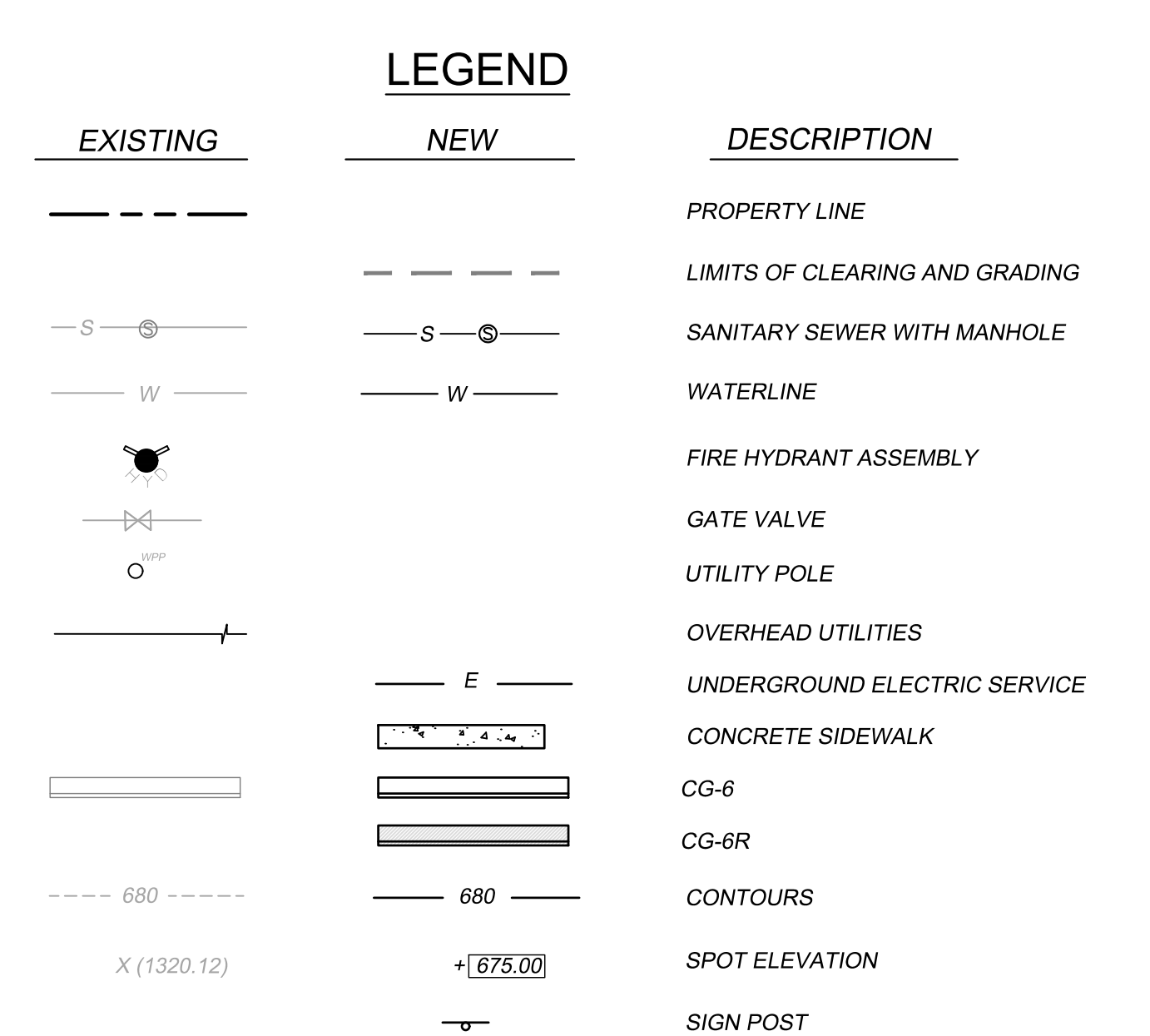
APPROVED BYMMA

CS1000

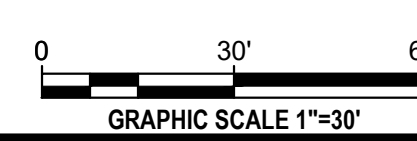
TOTAL SHEETS 4

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





NOTE:
LANDSCAPED SCREEN CONSISTING OF EVERGREEN TREES
PLANTED A MAXIMUM OF 10 FT. ON CENTER SHALL BE
INSTALLED ALONG THE NORTHERN AND EASTERN PROPERTY
BOUNDARIES.



NOT FOR BID OR CONSTRUCTION

**PENNONI ASSOCIATES INC.**

117 East Piccadilly Street
Winchester, VA 22601

T 540.667.2139 F 540.665.0493



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 07B

Agenda Item: PUBLIC HEARING – Special Use Permit Application Submitted by Heritage Hall XIII, LLC for the Expansion of the Existing Skilled Nursing Facility at 400 W. Strasburg Road

Summary: Council has received a request for a Special Use Permit (SUP) from 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 and zoned R-2, Residential District. The Planning Commission recommended approval of the SUP with no conditions.

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.

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.

Budget/Funding: None

Meetings: Work Session held April 7, 2025

Proposed Motion: In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council approve a Special Use Permit for Heritage Hall XIII, LLC for the expansion of the existing nonconforming use for a 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 with no conditions.

Moved _____ *Seconded* _____

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

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:

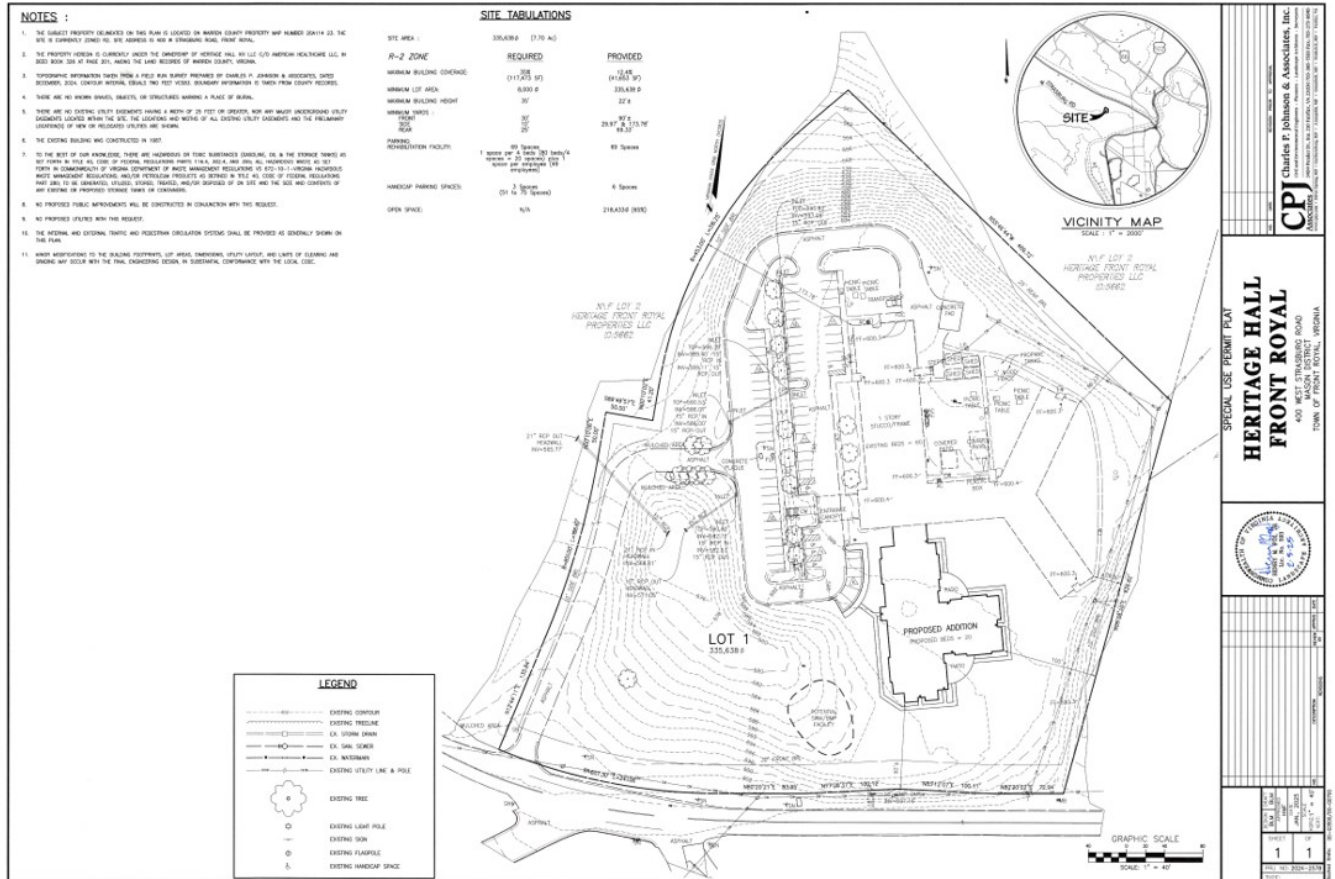
A request for a Special Use Permit for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road.

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

ADDRESS 3131 Electric Rd., Roanoke, VA 24018

E-MAIL (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

NOTES :

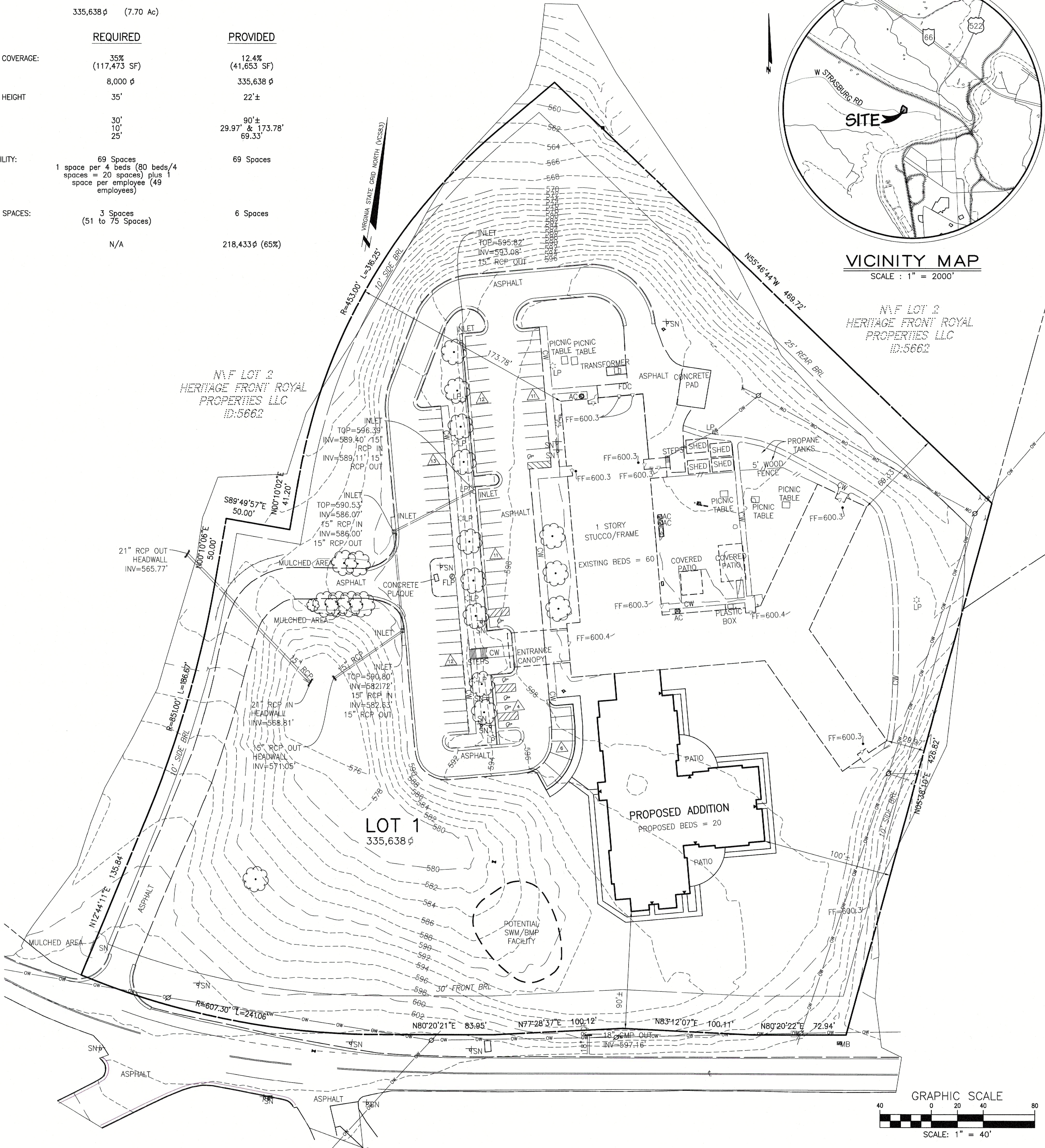
1. THE SUBJECT PROPERTY DELINEATED ON THIS PLAN IS LOCATED ON WARREN COUNTY PROPERTY MAP NUMBER 20A114 23. THE SITE IS CURRENTLY ZONED R2. SITE ADDRESS IS 400 W STRASBURG ROAD, FRONT ROYAL.
2. THE PROPERTY HEREON IS CURRENTLY UNDER THE OWNERSHIP OF HERITAGE HALL XIII LLC C/O AMERICAN HEALTHCARE LLC, 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; ALL HAZARDOUS WASTE AS SET FORTH IN COMMONWEALTH OF VIRGINIA DEPARTMENT OF WASTE MANAGEMENT REGULATIONS VS 672-10-1-VIRGINIA HAZARDOUS WASTE MANAGEMENT REGULATIONS; 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 TABULATIONS

SITE AREA :	335,638 ± (7.70 Ac)	
R-2 ZONE		
	REQUIRED	PROVIDED
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%)



VICINITY MAP
SCALE : 1" = 2000'



LEGEND

- 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

SPECIAL USE PERMIT PLAT
**HERITAGE HALL
FRONT ROYAL**

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



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



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 07C

Agenda Item: PUBLIC HEARING – Special Exception Submitted by Rappahannock HC LLC to Reduce the Required Minimum Street Pavement Width for Marshall’s Glen – 1321 Happy Creek Road

Summary: Council has received a request for a special exception pursuant to Town Code §148-211, to reduce the required minimum street pavement width from 36 feet to 29 feet for Marshall’s Glen from Rappahannock HC LLC. The Planning Commission has recommended approval with no conditions. Pursuant to Town Code, special exceptions may be granted by Town Council

Budget/Funding: None

Meetings: Work Session held April 7, 2025

Proposed Motion: In furtherance of the purposes and objectives contained in Town Code §148-110(B), I move that Council approve a special exception to reduce the required minimum street pavement width to 29 feet for Marshall’s Glen from Rappahannock HC LLC.

Moved _____ *Seconded* _____

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

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

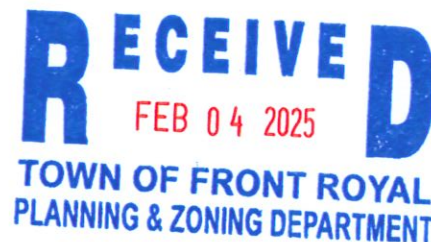


151 Windy Hill Lane
Winchester, VA 22602

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

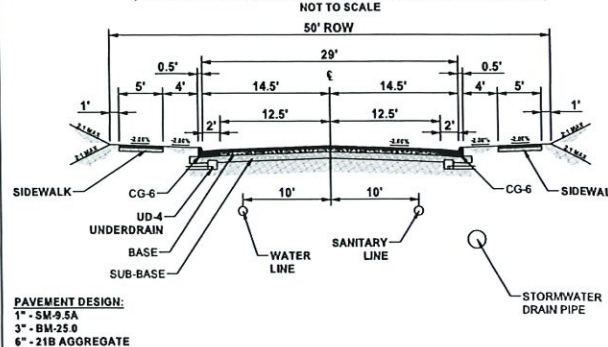
cc: Rappahannock HC LLC

*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 THERE TO:
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



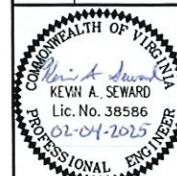
EX PICKET COURT 36' ROAD WIDTH - PARKING BOTH SIDES



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

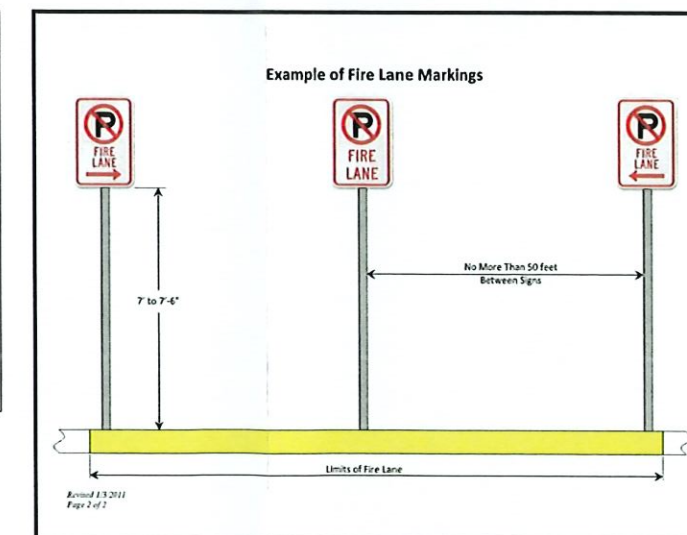
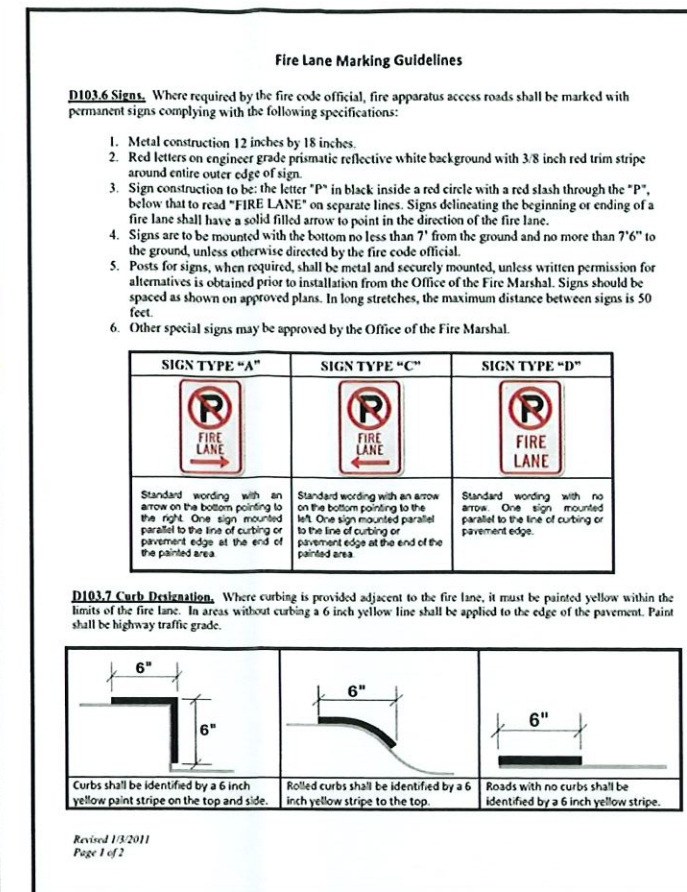
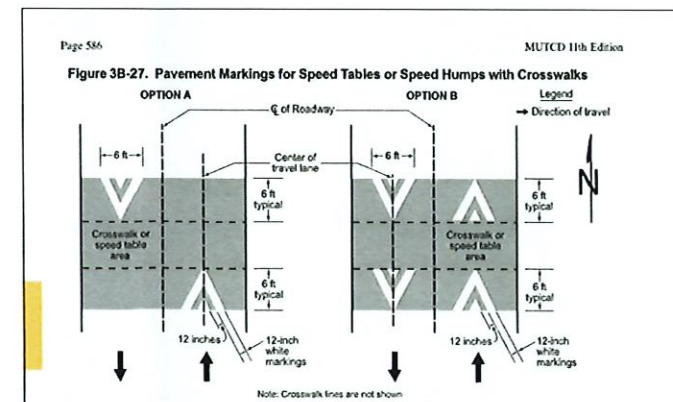
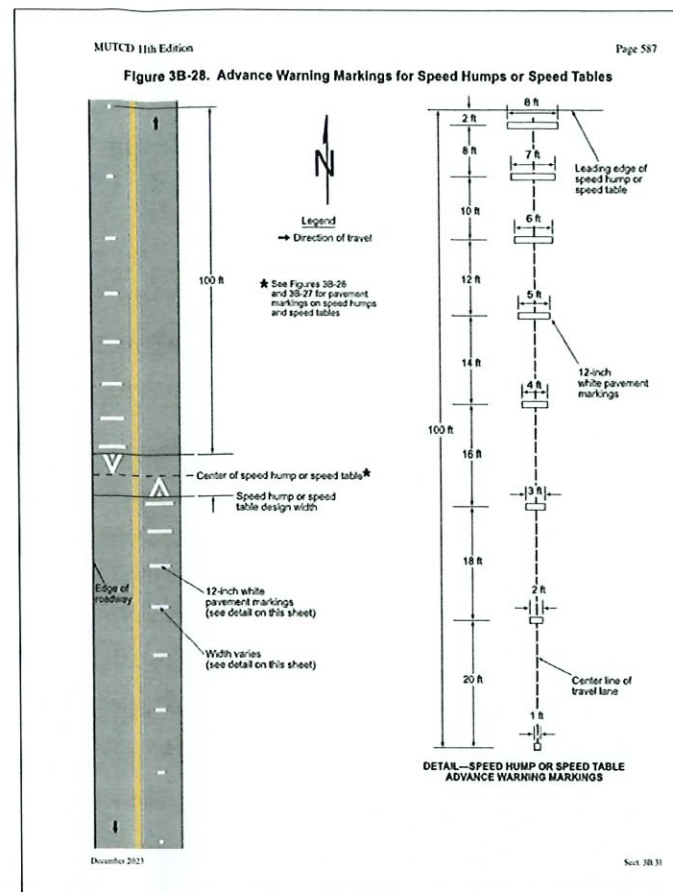
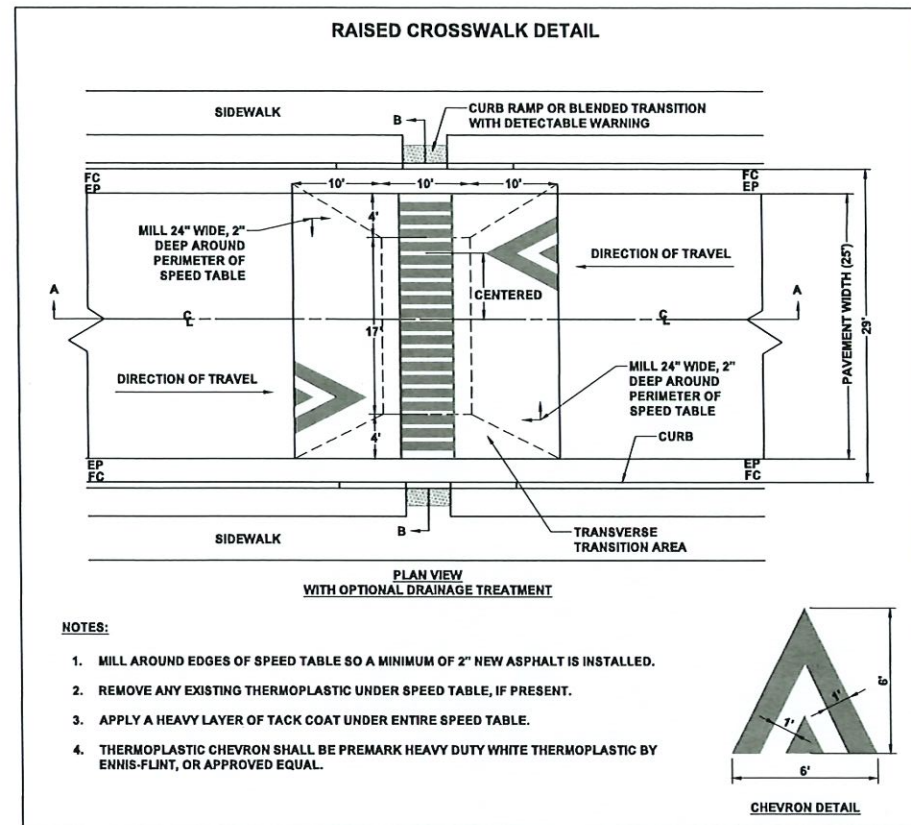
Rev. No.	Date
01	02-04-2025
DATE:	02-04-2025
SCALE:	1"=80'
DESIGNED BY:	KAS
FILE NO.	6533R
SHEET	25 OF 32
DWG #	



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-1855
Fax: (540) 722-8578
www.greenwayeng.com



PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV



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

Rev. No. _____ Date _____

COMMONWEALTH OF VIRGINIA
KEVIN A. SEWARD
Lic. No. 38586
02-04-2025
PROFESSIONAL ENGINEER

DATE: 02-04-2025

SCALE: N/A

DESIGNED BY: KAS

FILE NO. 6533R

SHEET 28 OF 32

DWG # _____

151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-4185
Fax: (540) 722-3528
www.greenwayeng.com

GREENWAY
ENGINEERING

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OFFICES IN WINCHESTER, VA & MARTINSBURG, WV



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 07D

Agenda Item: PUBLIC HEARING – Lease Agreement between Town and *On Cue Sports and Billiards, LLC* and *Front Royal Brewing Co., LLC* to Use a Specific Area of Town Property Located in Peyton Street Parking Area for Private Solid Waste Containers and Related Facilities

Summary: Council has received a request from On Cue Sports and Billiards, LLC and Front Royal Brewing Co., LLC to use a specific area of Town property located in the Peyton Street Parking Area for private solid waste containers and related facilities. The two businesses are “Class III” commercial businesses within the Main Street Solid Waste Service Area (“MSSWSA”) wishing to “opt out” of Town solid waste collection, as permitted by Town Code.

Budget/Funding:

Meetings: Work Sessions held February 10 and March 10, 2025

Proposed Motion: I move that Council approve a Lease Agreement between the Town and *On Cue Sports and Billiards, LLC* and *Front Royal Brewing Co., LLC* to Use a Specific Area of Town Property Located in the Peyton Street Parking Area for Private Solid Waste Containers and Related Facilities as presented and authorize the Town Manager to execute the agreement on behalf of the Town.

Moved _____ Seconded _____

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

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is entered into and made effective the 1st day of May, 2025, by and between the **TOWN OF FRONT ROYAL, VIRGINIA**, a municipal corporation, hereinafter referred to as the "Town", and **ON CUE SPORTS AND BILLIARDS LLC and FRONT ROYAL BREWING CO., LLC**, Virginia limited liability companies, hereinafter referred to as the "Lessees".

WITNESSETH:

WHEREAS, the Lessees are operators of businesses known as **On Cue Sports Bar and Grill** and **Vibrissa Beer**, operating from 206 and 122 E. Main Street, respectively, in the Town of Front Royal, and,

WHEREAS, Lessees' businesses are currently classified as Class III commercial solid waste collection customers located in the Main Street Solid Waste Service Area ("MSSWSA"), as defined in Town Code §85-3(B), a distinct service area necessitated by physical space limitations in the downtown Main Street area for placement of standard Town solid waste containers, and,

WHEREAS, Lessees wish to "opt out" of Town solid waste collection in favor of private garbage collection pursuant to Town Code §85-3(E), and,

WHEREAS, Lessees, because of the space limitations in the MSSWSA, require the exclusive use and possession of a specific area of Town property for placement of private solid waste containers and related facilities, and,

WHEREAS, the Town desires to lease to Lessees a parcel of land located in the Peyton Street Parking Area and currently used for the placement of two

(2) eight-yard, rear load, solid waste containers, a 200 gallon free-standing kitchen oil recycle bin, along with related 4" raised concrete pad and securable 8' wood screened enclosure to be used by Lessees for placement of private solid waste containers and related facilities.

NOW THEREFORE, in consideration of the sum of **ONE AND NO/100 DOLLARS (\$1.00) per annum**, paid by the Lessees to the Town, the parties do hereby agree as follows:

1. PREMISES - The Town agrees to lease to the Lessees the premises more particularly identified in a recorded plat of survey titled "Boundary Line Adjustment Between Tax Map 20A8-4 Parcels 23 and 29", dated January 29, 2019, prepared by Joseph G. Brogan, Jr., a copy of which is attached hereto as "Exhibit A" and made part hereof, for the exclusive use of Lessees unless otherwise stated herein. Lessees acknowledge that the premises is shown on the plat as lying in the northeast corner, adjacent to the "loading dock", with notations such as "conc. curb", "conc. pad", and "privacy fence" ("Premises"). Lessees further acknowledges that this Lease is prepared without benefit of a title examination to confirm ownership of the Premises by Town, and that Town makes no representation that it is the title holder in fee simple to the entire premises, or that it holds title to the Premises free and clear of the rights of third parties.

2. TERM OF LEASE - The term of the Lease is for a period of **FIVE (5) years**, commencing on the **1st day of May, 2025**, and ending on the **30th**

day of April, 2030 ("Term") unless earlier terminated according to the terms hereof.

3. PAYMENT OF RENT - Lessees shall pay to Town an annual rental payment of one dollar (\$1.00). The rental payment shall be paid in advance beginning with the commencement of the Lease, and on an annual basis thereafter on the anniversary date of the Lease for the remainder of term of this Lease.

4. CONTROL OF PREMISES - The Lessees shall be solely responsible for enforcing the possessory rights conveyed hereby and for lawfully preventing unauthorized use of the Premises. Lessees shall together have exclusive possession of the Premises as to third parties and non-exclusive possession as to each other. Lessees shall comply with all applicable provisions of the Code of the Town of Front Royal, Virginia with respect to the Premises.

5. HOLD HARMLESS - The Lessees hereby agree to hold the Town harmless from any liability pertaining to its use and/or occupancy of the Premises and will include Town as additional insured on business premises liability coverage.

6. USE OF PREMISES - The purpose of this Lease is to provide a suitable location for placement and use of private solid waste containers and related facilities. The Premises will not be put to any other use. The Lessees shall not assign this Lease or sublet the Premises. The Lessee shall not permit or allow any dangerous practice or hazardous condition to occur on

the premises, shall not violate any State, Federal, or local law concerning the use of the Premises, or permit any illegal activity to occur thereon. The Lessees shall not create or allow any nuisance to be or remain upon the Premises.

7. ALTERATIONS OR IMPROVEMENTS - Any alterations, additions, or improvements to the Premises, including but not limited to painting, signage and reflective tape, shall be permitted with the written consent of the Town Manager. Any permitted alterations, additions, or improvements shall be performed at the sole expense of the Lessees by reputable workmen and contractors approved by the Town Manager. All permitted alterations, additions, or improvements to the Premises shall be and remain the sole property of the Town of Front Royal.

8. MAINTENANCE - The Lessees shall maintain the Premises in a clean and safe condition. The Lessee shall surrender the Premises to the Town at the conclusion of the Lease in the same condition and repair as existed at the commencement of the Lease. The Lessees accept the property "**as is**". Lessees will repair any damage to the Premises within sixty (60) days of occurrence. It is specifically understood that the Town has no obligation to the Lessees to make any repairs, improvements, or replacements whatsoever to the Premises during the period of the Lease. The Town does not warrant or guarantee as to the suitability of the Premises for any particular purpose.

9. TERMINATION - This Lease shall terminate at the end of the Term, or the end of any written agreed extension thereof. This Lease shall terminate

immediately upon the failure of one or both Lessees to a) maintain valid Town business licenses, b) submit to the Finance Director of the Town on a quarterly basis proof of a valid written contract in effect with a private garbage collection business providing Lessees with solid waste collection and disposal services at the Premises, or c) repair any damage to the Premises within sixty (60) days of occurrence. For the purposes of this Lease, all notices shall be made in writing and shall be delivered by first class mail to the parties at the addresses stated herein, to-wit:

**TOWN OF FRONT ROYAL
c/o Front Royal Town Manager
102 E. Main Street
Front Royal, Virginia 22630
540-635-8007**

**ON CUE SPORTS AND BILLIARDS LLC
206 East Main Street
Front Royal, VA, 22630**

**FRONT ROYAL BREWING CO., LLC
122 East Main Street
Front Royal, VA, 22630**

In the event that public necessity requires an immediate recovery of the premises by the Town, and the Lessees are unable to remove its personal property from the premises, the parties shall agree as to reasonable compensation to be paid to the Lessees by the Town for any loss. Except as provided herein, any personal property which remains upon the premises upon termination or expiration of the Lease shall become the sole property of the Town.

10. INTERPRETATION - The interpretation of the provisions of this

11. MODIFICATION AND EXTENSIONS - Modification of the terms

GIVEN under our hands this _____ day of _____, 2025.

LESSOR:
TOWN OF FRONT ROYAL, VIRGINIA

By: _____, Town Manager

LESSEE:
ON CUE SPORTS AND BILLIARDS LLC

By: 
Cole Hasse, Manager

LESSEE:
FRONT ROYAL BREWING CO., LLC

By: Kerry Barnhart
Kerry Barnhart, Manager

APPROVED AS TO FORM:

George M. Sonnett, Jr.
Assistant Town Attorney



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 07E

Agenda Item: PUBLIC HEARING – Adoption of the 2025 Real Estate and Personal Property Tax Rates

Summary: Council is requested to consider adoption of the 2025 real estate and personal property tax rates as presented: the Real Property Tax rate at \$0.068 per \$100 assessed value, which represents no increase over the current year's rates; the Personal Property Tax rate at \$0.64 per \$100 assessed value, which represents no increase over current year's rates; the personal property tax relief rate (PPTR) for qualifying vehicles at a rate of 43% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-352. Once approved the Front Royal Town Code Chapter 75-44(C) [Real and Personal Property Tax Rate] would be amended accordingly. The tax rates will be effective upon adoption.

Budget/Funding: 1000-3110101 Real Estate Property Tax Revenue (General Fund)
 1000-310301 Personal Property Tax Revenue (General Fund)

Meetings: Work Session held April 7, 2025

Proposed Motion: I move that Council adopt the 2025 real estate and personal property tax rates as presented: the Real Property Tax rate at \$0.068 per \$100 assessed value, which represents no increase over the current year's rates; the Personal Property Tax rate at \$0.64 per \$100 assessed value, which represents no increase over current year's rates; the personal property tax relief rate (PPTR) for qualifying vehicles at a rate of 43% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1,000; and, a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-352 and the Front Royal Town Code Chapter 75-44(C) be amended accordingly and as presented.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND SECTION 75-44.C. OF THE FRONT ROYAL TOWN
CODE PERTAINING TO REAL ESTATE AND PERSONAL PROPERTY TAX RATES**

75-44 REAL AND PERSONAL PROPERTY TAXES AND RATES

C. There is hereby imposed upon all real property within the limits of the Town of Front Royal, Virginia, an effective tax rate in the amount of thirteen ~~(\$0.10)~~ **\$0.068** per one hundred dollars (\$100.00) of assessed valuation and a tax upon all tangible personal property located within the limits of the Town of Front Royal, Virginia, in the amount of sixty-four cents (\$0.64) per one hundred dollars (\$100.00) of assessed valuation. The tax on all personal property shall include all Machinery and Tools. The tax on all real property shall include all mobile homes.

This ordinance shall become effective upon approval.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2025 upon the following recorded vote:

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

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on April 14 and April 21, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10A

Agenda Item: Purchase of Outdoor Circuit Breakers for Happy Creek Substation Expansion Project

Summary: Council is requested to approve the purchase two 38kV Outdoor Circuit Breakers, for the Happy Creek Substation Expansion Project from Ceeus, Inc. (Line Equipment Sales) of Glen Allen, Virginia, in the amount of \$95,624.18.

Budget/Funding: Funding has been budgeted and is available for FY25 as follows:

9401-47929 Electric – Happy Creek Substation	\$95,624.18
--	-------------

Meetings: Work Session held April 14, 2025

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

Proposed Motion: I move that council approve the purchase of two 38kV outdoor circuit breakers, for the Happy Creek Substation Expansion Project, from Ceeus, Inc. (Line Equipment Sales) of Glen Allen, Virginia in the amount of \$95,624.18.

Moved _____ Seconded _____

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

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



Memo

To: The Purchasing Department
From: Carey Saffelle, Director of Energy Services
Date: March 27, 2025
Re: 38 kV Circuit Breaker Purchase Recommendations

The Department of Energy Services received 4 bids for 2 – 38 kV, 1200A Outdoor Circuit Breakers for the Happy Creek Substation Expansion Project ranging from \$95,624.18 to \$196,570.00.

We recommend awarding the bid to Ceeus, Inc (Line Equipment Sales) for \$95,624.18.

Funds for this purchase are available in 9401-47929 Happy Creek Substation Expansion.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal



Town of Front Royal, VA

BID TABULATION

IFB #5-2025 Substation 38 kV Circuit Breakers

BID OPENING DATE: 3/20/2025

BID OPENING TIME: 4:00 PM

			Ceeus, Inc (Line Equipment Sales) Glen Allen, VA	Myers Controlled Power LLC North Canton, OH	Mitsubishi Electric Warrendale, PA	Irby Utilities Fredericksburg, VA
Description	QTY	UOM	Total Bid Price	Total Bid Price	Total Bid Price	Total Bid Price
38 KV, 1200A Outdoor Circuit Breakers	2	EA	\$ 47,812.09	\$ 56,872.00	\$ 71,232.00	\$ 98,285.00
TOTAL BID PRICE			\$ 95,624.18	\$ 113,744.00	\$ 142,464.00	\$ 196,570.00

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

Prepared By: Michelle Campbell, VCA, VCO



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10B

Agenda Item: Purchase of Truck Chassis and Dump Body/Hoist/Accessories for Horticulture Department

Summary: Council is requested to approve the purchase of a dump truck chassis and dump body/hoist/accessories for the Department of Horticulture from Hall Automotive (chassis) and Godwin Manufacturing (dump body/hoist/accessories) for a total amount of \$86,154.80.

- Hall Automotive – Fleet Team of Virginia Beach, Virginia in the amount of \$61,604.80 for a complete Ford F-450 4x4 Crew Cab chassis to replace a 2008 Ford F250 4x4 crew cab pickup with a six-foot bed (vehicle #731)
- Godwin Manufacturing of Dunn, North Carolina in the amount of \$24,550.00, for the purchase of an 11' stainless steel dump body, with hoist and accessories

Budget/Funding: Funds totaling \$87,000.00 to purchase the dump truck were set aside in previous budgets and are included in the current FY25 budget under the following line items:

4305-47005	Horticulture	\$37,000.00
4305-R47005	Horticulture	\$50,000.00

Meetings: Work Session held April 14, 2025

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

Proposed Motion: I move that Council approve the purchase of a dump truck chassis from Hall Automotive-Fleet Team of Virginia Beach [\$61,604.80] and dump body, hoist and accessories from Godwin Manufacturing of Dunn, North Carolina [\$24,550.00] for the Department of Horticulture for a total amount of \$86,154.80.

Moved _____ Seconded _____

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

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2025 F450 chassis and an 11' dump bed and accessories.

DATE: January 23, 2025

Public Works have in their budget to purchase a crew cab 1 ton dump truck. The Sheriffs Association Contracts has an account for the dump bed and hydraulic system from Godwin Manufacturing contract # 24-05-0713R item 248 103U11/18SS 11' stainless steel dump body and hoist at a price of \$24,550.00. The chassis will be F450 with 203" wheelbase from Halls Automotive which is on the York County contract #IFB U-10216-VR at a price of \$61,604.80.

The truck will be replacing a 2008 F250 crew cab pickup with a six-foot bed and it is a 4x4. It pickup has 100,643 miles on it.

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

DATE:

4/9/2025

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPaters	Town of Front Royal	Hall Automotive	Front Royal	Net, 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>York County IFB Y-10216-VR</u>					
Item 4.105-2025 Ford F-450 Crew Cab 4x4 203" WB XL			1	\$ 59,940.00	\$ 59,940.00
Options to Include:					
> Z1 - Oxford White Exterior			1	INCL	INCL
> 3S - Medium Dark Slate 40/20/40 Cloth Interior			1	INCL	INCL
> 99N - 7.3L V8 Engine			1	INCL	INCL
> 44G - 10-Speed Automatic Transmission			1	INCL	INCL
> 18B - Black Platform Running Boards			1	\$ 320.00	\$ 320.00
> 52B - Trailer Brake Controller			1	\$ 300.00	\$ 300.00
> 872 - Rearview Camera & Prep Kit			1	\$ 415.00	\$ 415.00
> 473 - Snow Plow Prep Package			1	\$ 250.00	\$ 250.00
> Delivery to Godwin Mfg (211 miles x \$1.80/mi)			1	\$ 379.80	\$ 379.80
Proposal Accepted by:				Total	\$ 61,604.80
Printed name:					
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!

Quote

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



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

Building Truck Equipment Since 1966

QUOTE NUMBER 0155271

QUOTE DATE 3/14/2025

Customer Number: 04-TWNFRON

Salesperson: Steve Pantis

Quote Valid for:

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

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

spantis@godwin-group.net

ATTENTION:

F.O.B.

Delivery Terms

Ship VIA
UPS

Payment Terms
NET 30

Item Code	Description	Ordered	List Price
VSA	PRICED USING VSA CONTRACT	0.00	
	24-05-0713R ITEM 248		
103U11/18SS	11' STAINLESS STEEL BODY	1.00	
	BASIC BODY, NO TARP, LIGHT HOLES, HOIST, ETC. - ALL PRICED BELOW		
820SFDA-11 P22	HOIST 820SF DA 11 FT P22	1.00	
MISC CABPROTECT	MISCELLANEOUS CAB PROTECTOR	1.00	
	STAINLESS QUARTER CAB PROTECTOR		
P11529EZ-GODWIN	ALUMINUM 4 SPRING TARP SYSTEM	1.00	
LIGHTHOLE	LIGHT HOLES IN CP, RA, RCP	6.00	
	FACE AND SIDES OF CAB PROTECTOR FOR STROBES - REAR CORNER POST FOR COMBO STT/BACKUP LIGHT		
GHOSTLIGHT	HIDDEN MINI LED	2.00	
	MINI STROBES FOR REAR OF BODY		
INS4HEAD	INSTALL 4-HEAD FLASHING LED	1.00	
	OVAL STROBES FOR CAB PROTECTOR		
INSSINGLE	INSTALL SNGL AXLE BDY UP/DOWN	1.00	
INSBH82000	HITCH COMBO 8 TON 2 BALL	1.00	
PC18424	LICENSE PLATE BRACKET GLOVE	1.00	
INS6PIN	INSTALL 6-PIN ELECTRIC PLUG	1.00	
P88594	HARNESS 88 REAR LED STT B/U AN	1.00	
P89903	HARNESS MAIN POWERFEED WITH M/	1.00	
REINSTALLSTT	REINSTALL SST &/OR BACKUP LGTS	1.00	
97DB BUALARM	97db BACK UP ALARM - STANDARD	1.00	
PTOFORD	PTO FORD AUTOMATIC	1.00	
DELIVERY325	DELIVERY CHRG 300-349 MILES	1.00	

continued

Quote

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



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

Building Truck Equipment Since 1966

QUOTE NUMBER 0155271

QUOTE DATE 3/14/2025

Customer Number: 04-TWNFRON

Salesperson: Steve Pantis

Quote Valid for:

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

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

spantis@godwin-group.net

ATTENTION:

F.O.B.

Delivery Terms

Ship VIA
UPS

Payment Terms
NET 30

Item Code	Description	Ordered	List Price
	TO BE INSTALLED ON CUSTOMER SUPPLIED CHASSIS WITH 84" CA, FLAT FRAME RAILS, AND AUTOMATIC TRANSMISSION CAPABLE OF LIVE PTO		

QUOTE PRICE 24,550.00

Quote prepared by:

Jash Cumbie

910 591-5220

jcumbie@godwinmfg.com

On installations involving more than 1 unit, Godwin Manufacturing reserves the right to only start the installation process after all the chassis' are on hand and group them together for completion, regardless of the spacing of chassis arrival. This allows us to provide the customer with a more consistent product and run our facility more efficiently. We are not responsible for floor plan accumulated while the chassis are at our facility.

Total: 24,550.00



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10C

Agenda Item: Purchase of Truck Cab Chassis and Utility Bed for Energy Services Department

Summary: Council is requested to approve the purchase of a complete Ford F-350 4x4 regular cab chassis and utility bed for the Department of Energy Services, to replace a 2001 Chevrolet 4x4 pickup (vehicle #342), to Hall Automotive – Fleet Team of Virginia Beach, Virginia in the amount of \$77,178.20.

Budget/Funding: Funds to purchase the truck are included in the current FY25 budget under the following line item:

9401-47005	Electric – Motor Vehicles	\$77,178.20
------------	---------------------------	-------------

Meetings: Work Session held April 14, 2025

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

Proposed Motion: I move that Council approve the purchase of a complete Ford F-350 4x4 regular cab chassis and utility bed, for the Department of Energy Services, to replace a 2001 Chevrolet 4x4 pickup (vehicle #342) to Hall Automotive – Fleet Team of Virginia Beach, Virginia in the amount of \$77,178.20.

Moved _____ *Seconded* _____

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

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2025 F350 chassis and Utility body.

DATE: March 26, 2025

The Electric Department has a pickup being replaced #342 a 2002 Chevy 2500HD 4x4. The pickup is 23 years old and has 106045 miles on it. We are looking to replace it with a 2025 F350 with a utility bed. Hall automotive has the chassis and body on the York County IFB Y-10216-VR contract at a price of \$77,178.20.

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



Memo

To: The Purchasing Department
From: Carey Saffelle, Director of Energy Services
Date: March 27, 2025
Re: Pickup Truck #342 Replacement

The Department of Energy Services has a pickup truck, #342, that is due for replacement as part of our Capital Improvement Plan.

As outlined and recommended in the memorandum from the Town's Director of Fleet Maintenance, Don McPaters, the total cost for the replacement is \$77,178.20.

Funds for this purchase are available in 9401-47005 Motor Vehicles.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

DATE:

4/16/2025

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPaters	Town of Front Royal	Hall Automotive	Front Royal	Net, 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>York County IFB Y-10216-VR</u>					
Item 4.32-2025 Ford F-350 Reg Cab 4x4 DRW 145" WB XL			1	\$ 53,748.00	\$ 53,748.00
Options to Include:					
> Z1 - Oxford White Exterior			1	INCL	INCL
> 3S - Medium Dark Slate 40/20/40 Cloth Interior			1	INCL	INCL
> 99N - 7.3L V8 Engine			1	INCL	INCL
> 44G - 10-Speed Automatic Transmission			1	INCL	INCL
> 18B - Black Platform Running Boards			1	\$ 320.00	\$ 320.00
> 52B - Trailer Brake Controller			1	\$ 300.00	\$ 300.00
> 872 - Rearview Camera & Prep Kit			1	\$ 415.00	\$ 415.00
> 91S - 360-Degree Amber Strokes			1	\$ 650.00	\$ 650.00
> Dejana Utility Body			1	\$ 21,351.00	\$ 21,351.00
> Delivery to Front Royal (219 miles x \$1.80/mi)			1	\$ 394.20	\$ 394.20
Proposal Accepted by:				Total	\$ 77,178.20
Printed name:					
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10D

Agenda Item: Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department

Summary: Council is requested to approve the purchase of a 2025 F350 Chevrolet 4x4 truck chassis with a utility body and 4000lb crane, for the Fleet Maintenance Department, to replace a 2002 Chevrolet 4x4 Utility Truck with a 5,000lb crane (vehicle #542) from Hall Automotive – Fleet Maintenance of Virginia Beach, Virginia in the amount of \$112,120.80.

Budget/Funding: Funds to purchase the truck are included in the current FY25 budget under the following line item:

1203-47005	Fleet Maintenance – Motor Vehicles	\$68,000
1203-R47005	Fleet Maintenance – Motor Vehicles	\$45,000

Meetings: Work Session held April 14, 2025

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

Proposed Motion: I move that Council approve the purchase of a 2025 F350 Chevrolet 4x4 truck chassis with a utility body and 4000lb crane, for the Fleet Maintenance Department, to replace a 2002 Chevrolet 4x4 Utility Truck with 5,000lb crane (vehicle #542) from Hall Automotive – Fleet Maintenance of Virginia Beach, Virginia in the amount of \$112,120.80.

Moved _____ Seconded _____

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

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2025 F350 chassis, utility body, and 4000lb crane.

DATE: March 24, 2025

Fleet Maintenance Department has a New Shop truck in the budget to replace #542 a 2002 3500 chevy chassis 4x4 with a utility body and a 5000lb crane. The truck has 33844 and is 23 years old. We are looking to replace it with a 2025 F350 with a utility bed and a 4000lb crane. Hall automotive has the chassis and body on the York County IFB Y-10216-VR contract at a price of \$112,120.80.

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

DATE:

4/16/2025

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPaters	Town of Front Royal	Hall Automotive	Front Royal	Net, 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>York County IFB Y-10216-VR</u>					
Item 4.32-2025 Ford F-350 Reg Cab 4x4 DRW 145" WB XL			1	\$ 53,748.00	\$ 53,748.00
Options to Include:					
> Z1 - Oxford White Exterior			1	INCL	INCL
> 3S - Medium Dark Slate 40/20/40 Cloth Interior			1	INCL	INCL
> 99N - 7.3L V8 Engine			1	INCL	INCL
> 44G - 10-Speed Automatic Transmission			1	INCL	INCL
> 18B - Black Platform Running Boards			1	\$ 320.00	\$ 320.00
> 52B - Trailer Brake Controller			1	\$ 300.00	\$ 300.00
> 872 - Rearview Camera & Prep Kit			1	\$ 415.00	\$ 415.00
> 91S - 360-Degree Amber Strobes			1	\$ 650.00	\$ 650.00
> Dejana Crane Body			1	\$ 56,293.60	\$ 56,293.60
> Delivery to Front Royal (219 miles x \$1.80/mi)			1	\$ 394.20	\$ 394.20
Proposal Accepted by:				Total	\$ 112,120.80
Printed name:					
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10E

Agenda Item: FY25 Budget Amendment to Accept 2025 Local Law Enforcement Grant for Police Department

Summary: Council is requested to approve FY25 Budget Amendment in the amount of \$3,200 to accept a \$3,200 Local Law Enforcement (LOLE) Grant from the Department of Criminal Justice Services (DCJS) to purchase a Night Vision Monocular to enhance officer safety and effectiveness during low-light and no-light operations.

Budget/Funding:

Revenue
1000-3310010 General Fund Grant Proceeds \$3200

Expenditure
3102-45409 Police Patrol – Police Supplies \$3200

Meetings: Work Session held April 14, 2025

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

Proposed Motion: I move that Council approve a FY25 Budget Amendment in the amount of \$3,200 to accept a \$3,200 Local Law Enforcement (LOLE) Grant from the Department of Criminal Justice Services (DCJS) to purchase a Night Vision Monocular to enhance officer safety and effectiveness during low-light and no-light operations.

Moved _____ *Seconded* _____

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



Commonwealth of Virginia Virginia Department of Criminal Justice Services Statement of Grant Award (SOGA) Instructions

The Statement of Grant Award is included within the Award Package. It includes the DCJS, federal, and/or state grant information, the three contact persons of record, and the approved budget. Please have this document signed by the County Administrator or City Manager. A Signature Power form will need to be submitted if someone other than the assigned person signs the SOGA. For more information, please contact grantsmgmt@dcjs.virginia.gov.

☐ Project Director, Project Administrator, and Finance Officer

- **Project Director** – The person who will have day-to-day responsibility for managing the project.
- **Project Administrator** – The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. *If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.*
- **Finance Officer** – The person who will be responsible for fiscal management of funds.

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

VOCA		
Subgrantee: ABCOneTwoThree DUNS Number: 123456789 DCJS Grant Number: 20-A1234VP18 Grant Start Date: 07/01/2019 Grant End Date: 06/30/2020		
Federal Grant Number:	2016-VA-GX-0039, 2017-VA-GX-0018, and/or 2018-V2-GX-0011	
Federal Awardee:	OVC	
Federal Catalog Number:	16.575	
Project Description:	To provide direct services for crime victims.	
Federal Funds:	\$960,000	Indirect Cost Rate: _____ %
State General Funds:	\$54,000	*If applicable
State Special Funds:	\$0	
Local Match:	<u>\$186,000</u>	
Total Budget:	\$1,200,000	
Project Director	Project Administrator	Finance Officer
Ms. Jane Doe Executive Director ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 jane@ABCOneTwoThree.com	Ms. Elizabeth Doe Board President ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 elizabeth@ABCOneTwoThree.com	Mr. John Doe Director of Finance ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 john@ABCOneTwoThree.com
*Please indicate your ICR in the space provided, if applicable. As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.		
Signature: _____ Authorized Official (Project Administrator)		
Title: _____		
Date: _____		



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

March 6, 2025

Billy Wilson
Interim Town Manager
102 E. Main Street
Front Royal, Virginia 22630

RE: 544417-Local Law Enforcement (LOLE) Grant Program

Dear Billy Wilson:

The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality **\$3,200**, funded through federal grant **2019-MU-BX-0026, 2020-MU-BX-0035, 15PBJA-21-GG-00258-MUMU and 15PBJA-22-GG-00616-MUMU**. Your DCJS grant award number is **548815** for project period **3/1/2025** through **8/30/2025**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. In addition, there may be "Action Item" related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>. Additionally, if you cannot access your grant in OGMS, your application may be under negotiation. Please check your email and/or spam for OGMS correspondence and follow up with your DCJS Grant Monitor.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here www.dcjs.virginia.gov/grants/ogms-training-resources along with other resources and training videos. All registrants will be approved within 3–5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Nicole Phelps** at **804-786-1577** or via email at nicole.phelps@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson H. Miller".
Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

544417-Local Law Enforcement (LOLE) Grant Program

Subgrantee: Front Royal, Town
DCJS Grant Number: 548815
Grant Start Date: 3/1/2025
Federal Grant Number: 2019-MU-BX-0026, 2020-MU-BX-0035, 15PBJA-21-GG-00258-MUMU and 15PBJA-22-GG-00616-MUMU
Federal Awardee: BJAG
Federal Catalog Number: 16.738
Federal Start Date: 10/1/2018, 10/01/2019, 10/01/2020, 10/01/2021
Project Description: To strengthen Crime Control.
Federal Funds: \$3,200
Total Budget: \$3,200

UEI Number: N7VQXJM58JP6
Grant End Date: 8/30/2025
Indirect Cost Rate*: _____%

Project Director	Project Administrator	Finance Officer
Zachary King Major 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 zking@frontroyalva.com	Billy Wilson Interim Town Manager 102 E. Main Street Front Royal, Virginia 22630 540-635-8007 bwilson@frontroyalva.com	Billy Wilson Finance Director 102 E. Main Street Front Royal, Virginia 22630 540-635-9877 bwilson@frontroyalva.com

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10F

Agenda Item: Task Order for 4-H and Jamestown Pump Stations Engineering Design Services

Summary: Council is requested to approve a task order for CHA Consulting Inc in the amount of \$150,000 to move forward with a portion of final designs for the 4H and Jamestown Water Pump Stations.

The equipment at the 4-H Water Pump Station was installed in the 1980's and parts are no longer available for the equipment. The Jamestown Water Pump Station equipment needs to be upgraded for additional capacity and due to aging equipment.

Budget/Funding: 9601-R47009 Water Treatment Plant \$150,000 PO#30828

Meetings: Work Session April 14, 2025

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

Proposed Motion: I move that Council approve a task order for CHA Consulting Inc in the amount of \$150,000 to move forward with a portion of final designs for the 4H and Jamestown Water Pump Stations.

Moved _____ *Seconded* _____

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

**TOWN OF FRONT ROYAL
TASK ORDER 2-2025**

**4H AND JAMESTOWN PUMP STATIONS
ENGINEERING DESIGN SERVICES**

This Task Order supplements the August 2, 2022 Master Services Agreement (AGREEMENT) for Professional Environmental Engineering Services by and between Town of Front Royal (Town or OWNER) and CHA Consulting, Inc. (CHA or ENGINEER).

Part 1.0 – Project Description

The Town of Front Royal provides potable water and wastewater services to the residential, commercial and industrial users in and around Front Royal. The Town's water infrastructure includes water withdrawal facilities, a water treatment plant, water distribution lines, water pump stations, pressure reducing valves, meter boxes, water storage tanks, and associated facilities and equipment. The wastewater system includes gravity sewer lines and force mains, manholes, sanitary sewer pump stations, a wastewater treatment plant and other appurtenances. These water and wastewater systems are operated by Town staff in compliance with various federal, state, and local regulations and permits.

The Town's 4H and Jamestown potable water pump stations require needed improvements for continued reliable operation and sustainable maintenance. CHA will recommend improvements and provide design engineering services for upgrades to the 4H pump station and Jamestown Pump Station.

Part 2.0 – Scope of Work

The parties hereto agree that CHA shall provide the following services:

Task 1 – Finalize Recommended Sizing for Jamestown Pump Station

CHA will perform additional water distribution system modeling as needed to recommend final Jamestown pump sizing to the Town for approval. CHA will coordinate with Town staff to obtain relevant water use and planning data needed for the modeling. Model runs will be performed on average day, peak day, and fire flow demand scenarios to determine recommended Jamestown pump sizing for the upgrade. Recommended pump sizing will be included PER finalized in Task 2 of this scope of services.

Task 2 – Finalize and Submit Preliminary Engineering Reports for the 4H and Jamestown Pump Stations

CHA has prepared draft Preliminary Engineering Reports (PERs) for both the 4H and Jamestown Pump Station upgrade projects. Under this scope of services, draft PERs will be finalized with updated, including updated opinions of probable construction costs, and submitted to the Town for review and comments. A PER review work session will be conducted with Town staff. Based on review comments received and final pump sizing in the case of Jamestown Pump Station, the PERs will be finalized and submitted to VDH for review and approval. The approved PERs for the two pump stations will then be the basis for the design engineering scope of services, tasks 3 and 4 as follows.

Task 3 – Design of Upgrades for the 4H Pump Station and Jamestown Pump Station

- *Task 3A – Design scope of services as described below to a 30-percent design completion level.*
- *Task 3B – Finalize Design: Design scope of services as described below from 30-percent, through a 60% and 90% design completion level, VDH approval, and to final bid package. Task 3B will proceed upon separate Owner authorization pending funding approval.*

CHA will conduct a project initiation meeting with Town staff for the 4H pump station and Jamestown pump station improvements. After this meeting, CHA will prepare Contract Documents for the construction of the proposed improvements in accordance with local, state, and federal codes, standards, and regulations and in accordance with applicable law. Erosion and sedimentation control documents will also be developed. The scope of the upgrades/improvements will be based on the Preliminary Engineering Reports to be finalized in Task 2 of this scope of services document.

The recommended improvements for the 4H Pump Station are generally described as follows:

- Replace Two Vertical Turbine Pumps and Motors
- Replace pump isolation valves, control valves, and pressure reducing valves
- Add pressure relief and surge anticipator valve and magnetic flow meter
- Replace internal pump station piping
- Upgrade of pump station controls for remote monitoring and control from the Water Plant SCADA system
- Replace pump station roof, hatches, exhaust fan, and louvers
- New 12-ft. x 16-ft. Electrical and Controls Building
- New 230-V, 3-phase Electrical Equipment including distribution panel, variable frequency drives, and control panel.
- New Access Drive to the Pump Station from Aqueduct Lane
- New Concrete Walkways and Stair Access from Aqueduct Lane

The recommended improvements for the Jamestown Pump Station are generally described as follows:

- Replace existing pumps with two Horizontal Split Case Pumps and Motors
- Replace pump isolation valves, control valves, and air release valves
- Add pressure relief and surge anticipator valve and replace magnetic flow meter
- Replace internal, above-grade pump station piping
- Upgrade of pump station controls for remote monitoring and control from the Water Plant SCADA system
- New 10-ft. x 12-ft. Electrical and Controls Building
- New Electrical Equipment including distribution panel, variable frequency drives with bypass contactors, and control panel.
- Pump station HVAC improvements, replacement roof, and driveway re-paving

Site survey and Geotechnical Engineering borings and report will be included for the new Electrical Buildings, access drive, and site improvements. CHA will submit three (3) sets of 30%, 60% and 90% plans and specifications (at 90% design) for the 4H and Jamestown Pump Station Upgrades to Front Royal for review. After time for Town staff to review the submittals, CHA will conduct a work session with Front Royal to review the submittal. CHA will modify the documents based upon both written and verbal comments received at each stage.

After review and approval of the 90% submittal by Front Royal, CHA will submit plans and specifications to the Virginia Department of Health (VDH) for review and approval. Once approval is obtained from VDH, CHA shall prepare 100% Contract Documents suitable for project bidding. CHA will finalize the Contract Documents based upon review comments from regulatory agencies and prepare a final bid package including all Contract Documents, drawings, and specifications.

Part 3.0 - Schedule

The following schedule is based on Task Order acceptance and notice-to-proceed (NTP) in early March 2025:

Tasks 1, 2, and 3A:

Complete Modeling and Pump Sizing	March-April 2025
Finalize PERs and Submit to VDH for Review/Approval	April 2025
30-Percent Design Completion and Review Workshop	May 2025

Task 3B (pending authorization in May 2025) :

Finalize 90% Design and Submit to VDH for Approval	August 2025
Finalize Design for Bidding (subject to VDH review/approval)	September 2025

Part 4.0 – Payments to the Engineer

CHA proposes to be compensated as follows:

Task 1, 2, and 3A (Progress to 30%)	\$150,000 Lump Sum (<i>authorized at this time</i>)
Task 3B (Finalize Design)	\$240,000 Lump Sum

CHA will be authorized by the OWNER to proceed with Task 3B (Finalize Design) at a later date pending funding for the remaining balance of \$240,000.

The total fee shall not exceed the proposed lump sum amount without further approval from the OWNER. Invoicing and payment provisions for this Work shall be as set forth in the AGREEMENT.

Part 5.0 - Signatory

This TASK ORDER No. 2-2025 is executed this ____ day of March 2025.

Town of Front Royal

By: _____
(Signature)

Name: B.J. Wilson
Title: Finance Director

Date: _____

CHA Consulting, Inc.

By:  _____
(Signature)

Name: Eric Anderson
Title: Senior Project Manager

Date: 03/06/2025



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10G

Agenda Item: 2025 Virginia Municipal League (VML) Policy Committee Nominations

Summary: Council is requested to nominate council members and staff to the following VML Policy Committees: Community and Economic Development, Finance, General Laws, Human Development and Education, Infrastructure (Transportation and Environmental/Natural Resources), said terms to expire December 31, 2025.

Budget/Funding: None

Meetings: Work Session held April 14, 2025

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

Proposed Motion: I move that Council approve the following VML Policy Committee Nominations for 2025, said terms expire December 31, 2025.

Community and Economic Development: Councilman Wood and Director of Community Dev/Tourism Lizi Lewis

Finance – Councilman Ingram and Director of Finance BJ Wilson

General Laws – Councilman Sealock and Town Attorney George Sonnett

Human Development and Education – Councilwoman DeDomenico-Payne and Town Manager Joe Petty

Infrastructure (Transportation and Environmental/Natural Resources) – Councilman Rappaport and Director of Public Works Robbie Boyer

Moved _____ Seconded _____

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

VML's Policy Committee Process

Each year the Virginia Municipal League convenes policy committees to involve members in the development of policy statements to guide the League staff and members through the coming year.

Policy committees give members an opportunity to hear from subject matter experts on issues of interest and to talk with colleagues from VML's member localities about issues of common concern.

Policy committees also help develop potential positions for inclusion in VML's Legislative Program by looking at issues referred to the committee by the Legislative Committee and providing input to that Committee.

The policy committees meet once during the year, typically in late July. Meetings will be held on Zoom.

FAQs about policy committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider additions and updates to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the five policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues affecting local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are five policy committees: 1) community and economic development; 2) finance; 3) general laws; 4) human development and education; and 5) infrastructure (comprised of transportation and natural resources issues).

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.

- **Finance:** Powers, organization, and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization, and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities, and law and courts issues.
- **Human Development and Education:** Management and funding of social services, prek-12 education, health, behavioral health, juvenile justice and jails, recreation, and aging.
- **Infrastructure:** Development, management, maintenance, and funding of environmental programs including water resources and quality, air quality, and waste management as well as transportation system management and funding.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 10H

Agenda Item: Recommendation of Re-Appointment to the Board of Zoning Appeals (BZA)

Summary: Council is requested to recommend a re-appointment to the Board of Zoning Appeals (BZA) to the Judge of the Circuit Court for a five-year term beginning May 1, 2025 – May 1, 2030.

Budget/Funding: none

Meetings: Work Session held April 7, 2025

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

Proposed Motion: I move that Council recommend Maria Dutton for reappointment to the Board of Zoning Appeals (BZA) to the Judge of the Circuit Court for a five-year term beginning May 1, 2025 and ending May 1, 2030,

Moved _____ *Seconded* _____

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



CLOSED MEETING AGENDA STATEMENT

Meeting Date: April 28, 2025

Item# 12

MOTION ON TO GO INTO CLOSED MEETING

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

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

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, Town Attorney; 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, a) stormwater issue on W. Commonwealth Drive and b) 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 _____