



TOWN COUNCIL REGULAR MEETING

TUESDAY, May 27, 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 April 28, 2025 Regular Meeting, May 5, 2025 Work Session, and May 12, 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. Award of Town Scholarships
 - B. Recognition of Town Citizens Academy Graduates
 - C. Recognition of Mitch Sine for VA Rural Water Assoc (VRWA) Maintenance Technician of the Year – Robbie Boyer
 - D. Recognition of Allen Pack for Passing International Society of Arboriculture's VA State Arborist Exam - Robbie Boyer
 - E. Planning Commission Annual Report by Chairman Connie Marshner
7. **PUBLIC HEARINGS**
 - A. Request for Special Use Permit from WC Community Health Coalition for Lodging House at 506 N. Royal Avenue
 - B. Zoning Text Amendment to Town Code 175-12-1.1 to Allow Lodging Houses by Special Use Permit in R-1 Zoning
 - C. An Ordinance to Amend and Re-enact Town Code Chapter 175-137(A) Fees, Charges and Expenses
 - D. An Ordinance to Amend and Re-enact Town Code Chapter 148-1100(A) Fees
 - E. An Ordinance to Amend and Re-enact Town Code Chapter 12-2 to Increase the Septic Tank Waste Fee
 - F. An Ordinance to Amend and Re-enact Town Code Chapter 134 to Increase Water and Sewer System Service Rates
 - G. Receive Public Comment on the Proposed Annual Appropriation Ordinance (Budget) for Fiscal Year 2025-2026
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. FY25 Budget Amendment and FY25 Budget Transfer to Allocate Automated School Speed Camera Revenue Received from Blue Line Solutions
 - B. FY25 Budget Amendment to Accept Donation of Funds from Front Royal Independent Business Alliance (FRIBA)
 - C. Deed of Easement from Rushmark Rockland Road LLC for Waterline Easement and Rights-of-Way Acquisition for Town Water Facilities
11. **BUSINESS ITEMS**
 - A. Request for Water and Sewer in the Rt. 522 Corridor for Industrial Use from Stafford One Investments LLC (Rt. 522 Properties LLC Owner) at Winchester Road and Winners Court
12. **CLOSED MEETING**
13. **ADJOURN**



Moment of Silence

Pledge of Allegiance led by Eli and Isaiah Tewalt

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

APPROVAL OF MINUTES – Vice Mayor Veitenthal moved seconded by Councilman Sealock *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.*

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 – Councilman Ingram and Vice Mayor Veitenthal added a revision to Consent Agenda Item 10D – Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department

RECOGNITIONS/AWARDS/REPORTS –

Director of Public Works Robbie Boyer recognized Cullin Oldland for obtaining his Class 1 Water Works Operators License. The Mayor and Council applauded and congratulated him.

Chief of Police Brian Whited recognized various promotions within the Police Department to include David Fogle - Captain; Tyler Smith - Sergeant; Scott Baker - Sergeant; Jeremy Seal - Corporal; Zachary Wallace – Corporal; and new officers Brooke Duvall and Andrew Pavlish. The Mayor and Council applauded and congratulated everyone.

Mayor Cockrell recognized the Director of Energy Services Carey Saffelle and his staff with plaques received from the American Public Power Association (APPA) for Excellence in Safety and Reliability as well as a Public Power with RP3 Designation. The Mayor and Council applauded and congratulated him.

Mayor Cockrell read the following Proclamations: Professional Municipal Clerk's Week, National Police Week and National Public Works Week. The Mayor and Council applauded and congratulated each of the departments.

PUBLIC HEARING

Special Use Permit (SUP) Application Submitted by Pennoni Association, Inc. on behalf of Bereen and Berry Investments LLC, for Multi-Family Apartments and An Office Building on a Vacant Parcel off Royal Lane



Ms. Kopishke gave a recap of the SUP focusing on the agreement for funding the marking and signage as recently proposed by VDOT [Continuous Green-T], at the intersection of John Marshall Highway and Royal Lane for approximately \$34,000. She explained that the agreement would not include the median. She continued that the section of Royal Lane extending to the southern property line would not be included in the site plan or constructed except for necessary improvements for a turn-around at the access point for the project. The right-of-way dedication for the extension of Royal Lane to the property line will still be provided.

Mayor Cockrell opened the public hearing.

Teresa North, 124 Robinson Road, gave various statistics on the number of vehicle trips currently entering and existing Royal Lane stating the street was already overwhelmed. She asked that Council delay action to consider the existing issues and VDOT's options.

Rick Novak, 430 Remount Road, advised he supported the project as it was needed in the community.

Faye Campbell, managing member of Bereen and Berry Investments LLC, advised that she was not prepared to speak tonight explaining the engineer for the project was delayed. She confirmed responsibility for the proposed signage and Continuous Green-T at John Marshall Highway and Royal Lane at a cost of \$34,000. She also confirmed that there would be an extension constructed to the back of the property if the Town wished to develop a road that could extend to Remount Road. She stated that she was fully aware of the traffic on John Marshall Highway but reminded Council that the property was zoned commercial, and constructing apartments was the "lesser of the two evils" expressing the need for affordable housing.

Mayor Cockrell closed the public hearing asking Council if they had any further questions for Ms. Campbell or Staff.

Councilman Wood confirmed that the applicant was offering to pay for the signage and Continuous Green-T with Ms. Kopishke clarifying that this was a voluntary offer not a proffer. Town Attorney George Sonnett advised that bonding for the improvements was not necessary but could be a condition for the SUP.

Vice Mayor Veitenthal noted that there were three businesses currently existing on Royal Lane and questioned whether their parking complied with the zoning requirements. Ms. Kopishke confirmed that zoning was the same for either owner-occupied condos or apartments.

Councilman Rappaport questioned whether there were plans for an expansion in the future. Ms. Campbell advised that there was not enough space. Ms. Kopishke advised that (36) was the maximum which was capped by square footage of the lot.

At this time, Mr. Sonnett suggested a motion to include the proposed agreement of the marking and signage.

Councilman Sealock recused himself from the vote due to family connections.



In furtherance of the purposes and objectives contained in Town Code §175-1(B), Councilman Wood moved seconded by Vice Mayor Veitenthal 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, to be dedicated upon the commencement of the SUP and acceptance by the Town; and, 3) fund the marking and signage for the Continuous Green-T as shown in the exhibit provided by VDOT, not to exceed \$34,000.

Councilman Ingram noted that there was nothing to address traffic on Royal Lane to alleviate current traffic issues; but realized it was a commercial use that could be built on by right creating even more traffic on Royal Lane.

Councilman Rappaport appreciated what the applicant was trying to accomplish but voiced concern that the Continuous Green-T would not alleviate the morning and evening traffic on John Marshall Highway, and there was no secondary access to Royal Lane.

Councilman Wood advised that he looked at the area for a possible secondary access off Remount Road and realized the significant amount of money to construct a road there. He noted that the Town was in the process of striping Royal Lane, which was a low-cost effort to minimize the traffic issues. He suggested a combination of striping and delineators on John Marshall Highway.

Vice Mayor Veitenthal voiced support of the project noting that she preferred owner-occupied condos but realized additional housing of any kind was needed in the community. She stated issues on John Marshall Highway currently existed, and "any improvements would be better improvements."

Mayor Cockrell stated that while staff was looking into parking for the existing businesses, suggested law enforcement heavily enforce no parking on Royal Lane as the signs indicated.

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

No – Councilman Rappaport

Absent – N/A

Abstain – Councilman Sealock

ROLL CALL

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

Mayor Cockrell opened the public hearing.

Betty Hudson, 377 W. Duck Street, voiced concern of water runoff into her yard once construction begins.

Mayor Cockrell closed the public hearing.

Councilman Sealock confirmed that there was a retention pond currently located in front of Heritage Hall.

Councilwoman DeDomenico-Payne urged the owners to insure they had sufficient staffing as they moved forward with their expansion project.



Councilman Rapport questioned the contour of the land running behind Heritage Hall. Ms. Kopishke advised that there was a ravine that runs approximately northeast to Duck Street. She advised that the developers will be required to show how they deal with water. Vice Mayor Veitenthal advised that the developers will be engaged with Warren County and DEQ for Erosion/Sediment Control.

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Vice Mayor Veitenthal moved seconded by Councilman Sealock 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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Special Exception Submitted by Rappahannock HC LLC to Reduce the Required Minimum Street Pavement Width for Marshall's Glen – 1321 Happy Creek Road

Ms. Kopishke gave a recap of the request noting that narrower roads had proven to be a traffic calming feature especially since the public had expressed concerns of high-speed traffic on long straight roads. She explained that the developer was implementing additional features for traffic calming that included stops signs at each intersection and raised crosswalks. Vice Mayor Veitenthal questioned the amount of money saved by decreasing the street width. Ms. Kopishke advised that it was approximately \$31,000 in material cost.

Mayor Cockrell opened the public hearing.

William Dawson, 1212 Oden Street, voiced concern about the speeding in his neighborhood asking Council to become more proactive. He suggested beginning a "Safety for the Children Initiative" by adding speed bumps or speed tables and increasing the fines for speeding.

Kristine Dawson, 1212 Oden Street, echoed her husband's comments encouraging the installation of speed tables voicing concern of wide streets.

Martin Wynn, 1210 Oden Street, echoed concerns of the other two speakers asking Council for the speed tables.

Mayor Cockrell closed the public hearing.

Mayor Cockrell allowed Chris Hornug, owner/developer of the property, to speak. He gave a presentation showing a **Traffic Calming Plan** that included the twelve speed tables with crosswalks proposed for the development, parking being eliminated on one side of the street leaving the travel lane width the same and driveways enlarged to park several vehicles off the street. He explained the difference between reducing street width from (36) feet to (29) feet noting the cost savings; however, the speed table installation would be an additional cost if approved by Council. He showed **Marshall's Glen Roadway Analysis – VDOT Minimum Standards** showing a fire truck could navigate the decreased width of the street. He advised Council that advanced signage would be installed for the speed tables. Mayor Cockrell voiced concern that speed tables were not brought up to Council in previous meetings therefore have not been discussed amongst themselves or with staff.



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.

Vice Mayor Veitenthal moved seconded by Councilman Ingram to leave the public hearing open to allow Council to discuss the information that was presented here tonight with the appropriate staff to include; the signage, the location and to the maintenance to include snow removal of the raised crosswalks.

She voiced concern about children's safety and echoed the Mayor's concern about the Council not having previous discussions on the proposal of raised crosswalks/speed tables.

Councilman Rappaport noted that he did not want to bring this issue back to Council and offered a substitute motion.

SUBSTITUTE MOTION: In furtherance of the purposes and objectives contained in Town Code §148-110(B), Councilman Rappaport moved seconded by Councilman Wood 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.

Mayor Cockrell reminded the Council that the motion was only to approve the reduction in street width and not the speed tables. After discussion it was confirmed that the speed tables would require Council approval at a later time.

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

No – Veitenthal and Ingram

Absent – N/A

Abstain – N/A

ROLL CALL ON SUBSTITUTE MOTION

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.

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

Councilman Rappaport moved seconded by Councilman Ingram 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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adoption of the 2025 Real Estate and Personal Property Tax Rates

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

Councilwoman DeDomenico-Payne moved seconded by Vice Mayor Veitenthal 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.



Councilman Wood explained how \$400,000 was received from the speed cameras and was rolled over to the general fund due to no specific allocation in the budget for the revenue.

Councilman Rappaport read the **Real Estate Tax Comparison Chart** given to Council at their recent work session that gave the estimated total real estate tax revenue and the revenue difference from equalization.

Councilwoman DeDomenico-Payne reiterated that tonight was about the tax rates and the budget would be discussed at the next work session.

Vice Mayor Veitenthal stated that there was an overall increase in Town service therefore she could not justify raising real estate and personal property taxes.

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

No – Councilman Wood

Absent – N/A

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

Paul Mahan, 122 Virginia Avenue, invited the Council to the National Day of Prayer event on Thursday, May 1, 2025.

REPORTS

Town Manager Report – Town Manager Joe Petty gave a shout out to Town Staff stating he was “thrilled” to be part of the team. He advised that he attended Lone Pine Day. He gave various updates to include: Hydrant Flushing throughout Town, the 8th Street Bridge Replacement along with the closure of the streets during construction, Town’s surplus auction, Family Fun Day Event, Wine/Craft Festival and the Farmers Market opening on Sundays.

Town Council Reports

Councilman Ingram attended the *Skyline FFA Classic Car, Truck and Tractor Show* and *Lone Pine Day*. He gave a shout out to staff for all they do.

Councilman Sealock praised the Police Department and Fire Department for their part in the most recent incident that occurred on Hill Street and asked for prayers for those who were hurt in the incident. He thanked BJ Wilson, Robbie Boyer and other members of staff for keeping the Town going.

Vice Mayor Veitenthal expressed her love for Front Royal and Warren County, and her passion for the community. She gave a shout out to Town staff.

Councilwoman DeDomenico-Payne attended the Northern Shenandoah Valley Regional Commission (NSVRC) Meeting, *Phoenix Project Survivor Art Exhibit* and *Barks and Bags Event*. She expressed hope that everyone had a good Easter and/or Passover.

Councilman Rappaport attended *Lone Pine Day*. He suggested Council read an article “11 Best Places to Live in Virginia in 2025” on www.worldatlas.com.

Councilman Wood attended the FREDa Meeting and thanked Director of Energy Services Carey Saffelle for giving a presentation on the Town’s electricity. He met with a geologist on the Town’s water source, hauled mulch to the community garden, participated in cleaning up the *Royal Shenandoah Greenway*, attended the ribbon cutting for



Hang Ten Carwash, attended the Ride with Rotary event, attended Samules Public Library Taste of Books event and congratulated the Auto Care Clinic for their ministry "Cars Changing Lives".

Report of the Mayor – Mayor Cockrell welcomed Mr. Petty. She attended the Hike Kidz Foundation "Safe & Sound: Clothe the Kidz" initiative, Barks & Bags Event, Liaison Committee Meeting, Adult Recovery Court Meeting, and Lone Pine Day. She spoke at Front Royal Little League Opening Day and local Boy Scout Pack 118 about local elected officials and the importance of voting.

CONSENT AGENDA ITEMS

A. Purchase of Outdoor Circuit Breakers for Happy Creek Substation Expansion Project

Council approved 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.

B. Purchase of Truck Chassis and Dump Body/Hoist/Accessories for Horticulture Department

Council approved 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.

C. Purchase of Truck Cab Chassis and Utility Bed for Energy Services Department

Council approved 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.

D. Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department

Council approved 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.

E. FY25 Budget Amendment to Accept 2025 Local Law Enforcement Grant for Police Department

Council approved 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.

F. Task Order for 4-H and Jamestown Pump Stations Engineering Design Services

Council approved 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.

G. 2025 Virginia Municipal League (VML) Policy Committee Nominations

Council approved 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



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H. Recommendation of Re-Appointment to the Board of Zoning Appeals (BZA)

Council recommended 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,

Mayor Cockrell reminded Council that 10D D. Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department was revised to identify the purchase was for a Chevrolet not a Ford.

Vice Mayor Veitenthal moved seconded by Councilman Ingram 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 - NONE

CLOSED MEETING

Vice Mayor Veitenthal moved seconded by Councilman wood 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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Councilman Sealock left the meeting and did not go into Closed.

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

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

The meeting adjourned at approximately 10:44pm.

Approved by Town Council
Date: _____



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

Addition to the Agenda

Councilwoman DeDomenico-Payne moved seconded by Councilman Wood to add a closed meeting pertaining to 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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Atlantic Union Bank Presentation Pertaining to the Town's Investments – Finance Director BJ Wilson introduced representatives from Atlantic Union Bank [Michael Snow, Senior Portfolio Manager; John Ockerman, Director of Fixed Income; and Mitch York, Chief Investment Officer]. They gave a presentation regarding the Town's accounts and a new investment pool for localities that they created. Mr. Ockerman showed the Town's account balances as of March 31, 2025, including market value, total returns for the last twelve months, yield to maturity, average S&P rating and average Moody's rating. He noted that the market value of the Town's accounts had increased 3.71% in the fiscal year to date, or 4.98% on an annualized basis. He continued with the interest rate outlook noting that inflation was trending lower but still high and recession odds have increased on trade uncertainty. Mr. Ockerman explained the new municipal investment option - Virginia Municipal Investment Trust (MINT) noting that it was formed under the Joint Exercise of Powers Act (§15.2-1300 Code of VA) by Henry County and the City of Danville offering scalable pools and separate accounts for Virginia municipalities to access low cost, professional and local investment management. There was some discussion on the various Town investments. Mr. Wilson confirmed that the management fee Atlantic Union Bank charged was minimal.

FY25-26 Proposed Budget Additional Discussion – Mr. Wilson advised that staff recommended transferring \$65,820 from the proposed Tourism Department Budget for the Community Engagement position (1205) to the Town Engineer Department (1225) to allow the Town to obtain a Town Engineer. He confirmed that the engineer would be divided up among the departments. He explained that if approved, along with the FY26 Budget, staff would review options for filling the position and return to Council to discuss potential revisions to the Town Code as it related to the Town Engineer position and duties. Councilman Rapaport understood the importance of the Town Engineer but opined that Tourism was important for addressing the future and funds were needed to promote the Town. Council



agreed to advertise the FY26 Appropriation Ordinance (Budget) for public comment on May 27th with adoption of the budget on June 9th.

Mr. Wilson reviewed the ordinance amendment to Chapter 134 for an increase in sewer and water rates specifically stating that Front Royal was on the lower end compared to surrounding localities. He confirmed that the system development fees were recommended by Stantec Consulting noting that fees of the surrounding localities were considered. Council agreed to advertise the ordinance amendment for a public hearing on May 27th.

Mr. Wilson reviewed the ordinance amendment to Chapter 12-2 to increase the Septic Tank Waste fee. He advised that Warren County had been notified of the increase at the Liaison Committee Meeting. Council agreed to advertise the ordinance amendment for a public hearing on May 27th.

NEW BUSINESS

A. FY25 Budget Amendment & Transfer for Automated School Speed Camera Revenue – Mr. Wilson advised that the incorrect quote was used for tonight's work session discussion on the speed camera revenue. He explained that the Motorola Solutions quote included in the agenda reflected the amount of \$47,070 for the Police Department's in-car cameras, which was to only extend out the services of the current in-car camera equipment for three years. He advised that the Police Department would like to obtain new in-car camera equipment because replacement parts are getting harder to find for the existing equipment stating that the new quote of \$162,280.01 would cover new in-car camera equipment, warranty, training, storage, and subscription fees for a five-year period. Mr. Wilson continued by recommending the removal of \$70,000 for a new canine vehicle and \$45,000 for replacing emergency service team equipment to cover the additional cost associated with the new in-car camera equipment. He noted that the items being removed will be placed on hold for now.

Director of Energy Services Carey Saffelle confirmed the appropriation of \$107,00 for replacing school flashers, explaining that it was to replace only the ones the Town currently had, and no new flashers were being purchased. Discussion ensued about the speed readers. Council agreed to add the budget amendment and transfer to the consent agenda for May 27th.

B. Stafford One Investments Request for Water and Sewer in Rt 522 Corridor for Industrial Use – Director of Public Works Robbie Boyer advised that the request related to the property located across from the RSW Regional Jail and the connection would require crossing 522N. Council voiced concern that since there was no site plan or rezoning approval by the County, the water/sewer needs could change after Council's approval. Town Manager Joe Petty recapped the four requests that Council approved in 2024. Council agreed to continue discussion at their May 12th Work Session.

C. Special Use Permit Submitted by Warren Coalition for a Lodging House at 506 N. Royal Avenue – Director of Planning Lauren Kopishke advised that this use (lodging house) was permitted in the C-1 District with approval of a special use permit. The Planning Commission approved the application with one condition: *the applicant shall install six permanent parking spaces and associated parking lot built to Town Standards on the property prior to commencement of the use*. Council agreed to advertise for a public hearing on May 27th.

D. Special Use Permit Submitted by Divinum Auxilium Academy for a Private School at 16 N. Royal Avenue – Ms. Kopishke advised that this use (private school) was permitted in the C-2 District with approval of a special use permit. She explained that it would be an all-boys school featuring (25) students aged 13 – 18 comprising of 7th through 12th grades. The applicant gave three scenarios for drop-off and pick-up detailing each one in tonight's packet. The Planning Commission approved the application with one condition: *the provision of off-street parking area, which*



shall be oriented to the building they are serving and within three hundred (300) feet walking distance, with a written agreement thereto assuring their retention for such purposes shall be properly drawn and executed by the parties concerned and approved as to form by the Town Attorney prior to the commencement of the use and a valid written off-site parking agreement shall remain in effect for the duration of the Special Use Permit. Discussion ensued regarding the drop-off and pick-up scenarios and the concern with the traffic already existing on Union Street and the surrounding area. Council asked for the speed trailer to be placed in the area to record the traffic traveling on Union Street specifically. The biggest concern opined by Council was safety for the children walking across Union Street. Council agreed to continue discussion on this issue at the May 12th Work Session.

E. Ordinance Amendment to Chapters 175-37 and 148-1100 Pertaining to Fees, Charges, Expenses – Ms. Kopishke advised that some of the fees were changed in 2020, but most had not been changed since 2012. She advised that the fees included stipends paid to the board members and staff time completing applications. She explained that short-term rentals were more expensive than special use permits due to the various inspections needed for compliance. It was noted that the increase in fees did not affect all taxpayers with some fees currently not being collected on some of the services the Planning/Zoning Department performed. She advised that compared with other localities Front Royal was still coming in low. Council agreed to advertise for a public hearing on May 27th.

F. Proposed Text Amendment to Permit Lodging Houses in the R-1 Zoning District by Special Use Permit – Ms. Kopishke advised that the text amendment was submitted to permit lodging houses by special use permit in R-1 Zoning Districts. The Planning Commission recommended denial of the request due to the application being too general in nature for R-1 districts. Council agreed to advertise for a public hearing on May 27th.

UNFINISHED BUSINESS

A. Request for an Easement on Town Property from Donald Stallings near Duck Street – Town Manager Joe Petty advised that this request had come before Council before and staff was looking for guidance from Council to allow permission for Mr. Stallings to reach his property that is currently land locked. It was noted that while VDOT did not give Mr. Stallings a permit they did give him oral permission through an email to access their property to get to his. There were various discussions about the locks on the gate, the ability to go around the gate with an ATV, maintenance of the pathway, keeping the area clean and mowed, and liability. Council agreed to not move forward with this request unless they receive new information.

ADDITION TO THE ADDITION - CLOSED MEETING

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



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.

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:27pm.

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 Glenn E. Wood

ABSENT: Councilman R. Wayne Sealock

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

NEW BUSINESS

A. Budget Amendment to Accept Donation of Funds from Front Royal Independent Business Alliance (FRIBA) on Behalf of the Festival of Leaves Committee – Community Development and Tourism Director Lizi Lewis advised that FRIBA was donating \$2,250 towards the purchase of new water barricades to be used during public events. Council agreed to add to the May 27th Consent Agenda.

B. Presentation for the Manassas Avenue Disposal, Solar Farm and Firing Range Site – Director of Public Works Robbie Boyer showed Council a sketch of the various areas located at the Town's Manassas Avenue Disposal Site that included the mulch pile, bins for white goods drop off, Solar Farm, Wastewater Treatment Plant and Electric Department. He explained that the current tub grinder was to be sold at auction due to its age and performance, noting that the Town would continue to use grinding services. He reviewed various fees for disposal of yard waste and metal breaking them down between drop off from Town and County residents and Wednesday Yard Waste Collection for Town residents. He explained that the metal was taken to a place in Winchester where it was weighed and the Town received revenue. It was confirmed that mulch was free for Town and County residents but there were fees charged for other items including: items that contained Freon and commercial vehicles who dump. He explained how tickets to dump were purchased at the Finance Department before dumping.

Mayor Cockrell voiced concern that County residents were using the site, but the Town taxpayers were paying for its upkeep and maintenance through monthly solid waste charges. She explained how this coincided with the increase in tipping fees at the Bentonville Transfer Station. She asked if Council wanted to continue providing this service to County residents subsidized by Town taxpayers. After much discussion Council directed Town Manager Joe Petty to review the fees and come back to Council with a recommendation.

C. Ordinance Amendments to Town Code §§158-6 and 158-6.1 for the Re-adoption by Reference of the State Vehicular Laws and for Revision of Penalties – Town Attorney George Sonnet advised that this item was an annual housekeeping matter noting every year the General Assembly tweaked vehicular laws. He explained that the penalty section (158-6.1) needed clarification therefore warranting the proposed amendments. Council directed Mr. Sonnet to write a summary of the new laws in effect July 1st. Council agreed to advertise for a public hearing on June 23rd.

D. Deed of Easement from Rushmark Rockland Road LLC to the Town for Waterline Easement and Rights-of-Way Acquisition for Town Water Facilities Serving Tax Map 12A-116-A3 – Mr. Sonnet advised that utility easements located outside Town limits must be accepted by the locality from the landowner allowing the Town to access infrastructure for repair, maintenance, etc. Council agreed to add to the May 27th Consent Agenda.



UNFINISHED BUSINESS

A. Special Use Permit (SUP) Submitted by Divinum Auxilium Academy for Private School at 16 N Royal Avenue – Mr. Petty advised that the software for the speed trailer had a glitch therefore there would be no data for Council to review tonight; however, the speed trailer was currently in place on Union Street collecting data again. Director of Planning Lauren Kopishke recapped the request specifically the three options pertaining to the drop-off and pick-up of students, noting this was discussed as a condition of the SUP. Vice Mayor Veitenthal voiced concern with making this a condition, opining it was not Council's job to dictate how to escort children from point A to point B. Councilwoman DeDomenico-Payne suggested allowing flexibility, giving the applicant time to adjust. Ms. Kopishke reiterated that the only condition placed by the Planning Commission was to provide parking because it was required.

Discussion ensued about speeding but noted that it was not Council's responsibility to dictate how drivers are to drive; however, placing a speed camera could be an option if it came to that. The addition of speed tables (raised crosswalks) could be installed if needed. It was confirmed that anything that went into the building would have issues with parking requirements and speeding traffic. Council agreed to continue discussion at their June 2nd work session to review the data from the speed trailer.

Request for Water and Sewer in the Rt. 522 Corridor for Industrial Use from Stafford One Investments LLC (522 Properties LLC) at Winchester Road and Winners Court – Town Manager Joe Petty advised that representatives from Stafford One Investments LLC [Nicholas V. Cumings from Walsh, Colucci, Lubeley & Walsh, P.C., Denar Antelo and Thomas Murray] were in attendance to answer questions. Councilwoman DeDomenico-Payne voiced concern of the many warehouses being built recently and asked whether this request could potentially become a data center in the future. Mr. Petty explained that Council would be approving the waterline size and capacity, noting that any other use such as a data center or manufacturing plant may require substantially more resources, creating an upgrade to the system which would require them going back to the County and the Town with a new request. Mr. Sonnet advised that the Town's only concern was connection size and excess capacity. One of the representatives advised that they had no intention of pursuing a data center. Councilman Ingram voiced concern that the applicant was asking for water before the rezoning was approved by the County. It was explained that a more specific water usage would be determined upon completion of the site plan. There was concern about reserving water for the developments currently being built inside Town limits. Mr. Sonnett advised that industrial use outside the Town limits was on a case-by-case basis. Council agreed to place as a Business Item on the May 27th agenda.

Adjourned approximately 8:16pm.

Approved by Town Council

Date: -----



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07A

Agenda Item: PUBLIC HEARING – Request for Special Use Permit from Warren County Community Health Coalition for Lodging House at 506 N Royal Avenue

Summary: Council has received a request for a Special Use Permit (SUP) by the Warren County Community Health Coalition, for a lodging house at 506 N. Royal Avenue identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4. The property is zoned C-1, Community Business Districted and located in the Entrance Corridor. The Planning Commission approved the application with one condition: *The applicant shall install six permanent parking spaces and associated parking lot built to Town Standards on the property prior to the commencement of use.*

Budget/Funding: None

Meetings: Work Session held May 5, 2025

Proposed Motions:

#1 - In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council approve a Special Use Permit (SUP) for the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4 (conditioned upon the applicant installing six permanent parking spaces and associated parking lot built to Town Standards on the property prior to the commencement of use).

#2 – In furtherance of the purposes and objectives contained in Town code §175-1(B), I move that Council deny a Special Use Permit (SUP) for the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4

Moved _____ Seconded _____

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

PUBLIC HEARING

2500072 – A request for a Special Use Permit submitted by the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – 2500072

MEETING DATE: April 16, 2025

SUMMARY: A request for a Special Use Permit submitted by the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

STAFF RECOMMENDATION: Staff recommends approval of the Special Use permit.

MOTION: “I move that the Planning Commission forward a recommendation of approval to Town Council for Special Use Permit #2500072 for a lodging house at 506 N. Royal Avenue with the following condition:

1. The applicant shall install six permanent parking spaces and associated parking lot built to Town Standards on the property prior to the commencement of the use.”

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
April 16, 2025

APPLICATION #:

2500072

APPLICANT:

Warren County Community Health Coalition

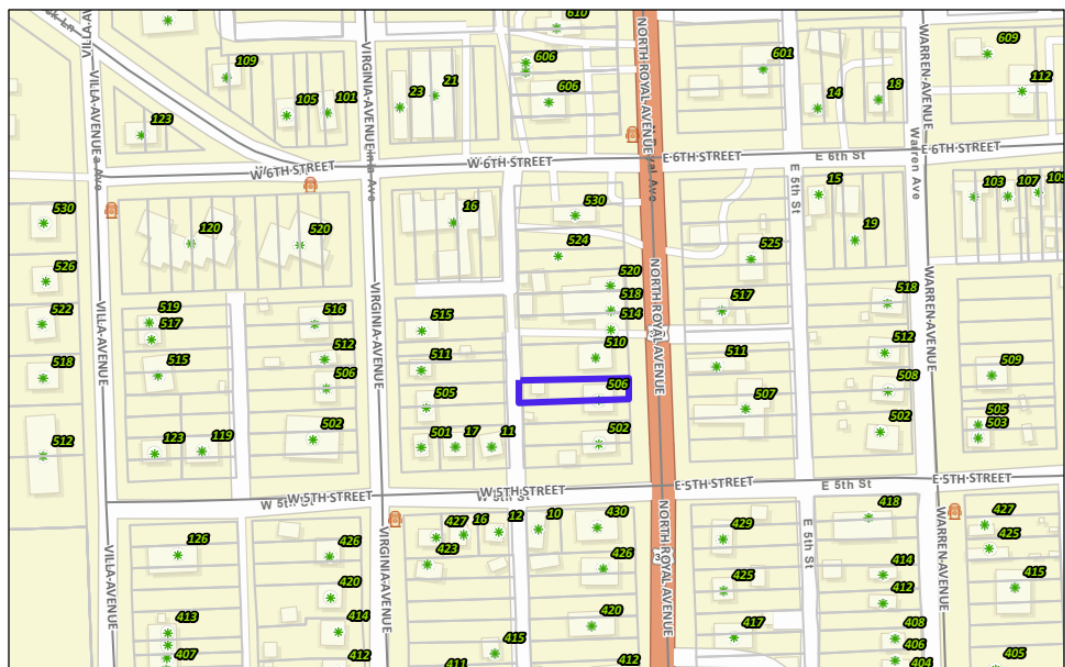
APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a lodging house located at 506 N. Royal Avenue.

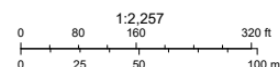
GENERAL INFORMATION:

<i>Site Addresses</i>	506 N. Royal Avenue
<i>Property Owner(s)</i>	William T. Vaught, Jr.
<i>Existing Zoning</i>	C-1, Community Business District (Entrance Corridor)
<i>Historic District</i>	No
<i>Proposed Use</i>	Lodging House
<i>Tax Identification</i>	20A5-7-18-3 & 4
<i>Location</i>	The property is located on N. Royal Avenue between W. 5 th Street and W. 6 th Street.

Vicinity Map (Warren County GIS)



April 7, 2025



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

This is a detailed street map of a residential neighborhood in St. Louis, Missouri. The map shows a grid of streets including Virginia Avenue, North Royal Avenue, Warren Avenue, W 6th Street, W 5th Street, E 6th Street, and E 5th Street. Property lots are color-coded: orange for lots on the left side of the map and red for lots on the right side. Each lot is labeled with a number. A blue rectangle highlights a specific lot on North Royal Avenue, between W 5th Street and W 6th Street, labeled with the number 506. The map also shows various street intersections and the names of the streets themselves.

INFORMATION ON THE APPLICATION:

Town Code

175-3, LODGING HOUSE - A residential building, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located, but in no case shall the total number of lodging rooms or units exceed ten (10). A "Lodging House" shall also be known as a "Rooming House" or a "Boarding House."

175-39.B, USES PERMITTED BY SPECIAL PERMIT (C-1)

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:

RESIDENTIAL:

Apartments or dwelling units, with four (4) or more units or where located on the ground floor, subject to the provisions of Section 175-113.

COMMERCIAL:

Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.

Automobile Parking Lots, commercial.

Bed & Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175 -107.1F, and any necessary improvements or changes to address the considerations of that section. Farmers' markets, and flea markets, in accordance with 175-44.F.

Kennels

Shopping centers as set forth in Section 175-111.

INDUSTRIAL:

Distribution facilities, subject to the standards and criteria for industrial uses provided in Section 175-70.

Wholesale establishments with storage and processing, subject to the standards and criteria for industrial uses provided in Section 175- 70.

ORGANIZATIONAL:

Schools

<i>148-870 Parking Requirements</i> <i>Staff Recommendation</i>	<u>MISCELLANEOUS:</u> Any use permitted under Section 175-39, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-41, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line. Conservation areas. Communication towers, in accordance with Section 175-110.4 Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling. Boarding Houses, Clubs & Lodging Houses. Mini-warehouses, subject to the standards of Section 107-44.G. Nursing homes, as set forth in Section 175-107. Parking Structures. Structures with a height between 45 feet and 70 feet, and any residential structure not in conformance with the height limitation of Section 175-41. Structures with a gross floor area of 50,000 square feet or more. Townhouse-style commercial development, where the intent is to divide the property into individual lots. One (1) parking space per room and an additional two (2) parking spaces for employees. Staff recommends approval with the following condition: 1. The applicant shall install six permanent parking spaces and associated parking lot, built to Town Standards on the property prior to the commencement of the use.
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ATTACHMENTS: 1) 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

#2500072
RECEIVED
FEB 18 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT
Main: 540.635.4256
Fax: 540.631.2727
Internet: www.frontroyalva.com

SUP 2500072

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Warren County Community Health Coalition PHONE (540)539-8248
ADDRESS 538 Villa Avenue, Front Royal VA 22630
E-MAIL christa@warrencoalition.org

PROPERTY DESCRIPTION

PROPERTY ADDRESS 506 N Royal Ave, Front Royal VA 22630
Tax Map #: 20A5 718 3 & 20A5 718 4
TAX MAP 20A 5 SECTION 7 BLOCK 18 LOT 3 & 4
SUBDIVISION NAME _____ ACREAGE .207

REQUEST

ZONING DISTRICT C-1
PROPOSED USE OF PROPERTY Lodging House
SPECIFIC SPECIAL USE PERMIT REQUEST Lodging House with 4 bedrooms

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 [Signature] Date 2/18/2025

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 # _____ Date Paid _____



Warren Coalition

Supporting a safe, healthy and drug-free Warren County

March 24, 2025

Connie Marshner, Chairman
Front Royal Planning Commission
102 E. Main Street
Front Royal, VA 22630

Dear Ms. Marshner and Members of the Planning Commission:

As I am unable to be present at the April 2nd Planning Commission work session, I am writing to provide you with information about our special use permit request for 506 North Royal Avenue.

This house is slated to become a six-bed women's recovery home with a live-in house manager who is a peer recovery specialist. As with the other two recovery houses we are already running, it will be a Level 3 residence, which means that those coming into the house will need to have completed in-patient or outpatient treatment within the past 30 days or actively be in outpatient care. We will continue to work with Warren County Drug Court to accept people into this house. Residents will include people using medication-assisted treatments excluding methadone. These medications will be secured and administered only at the appropriate times.

Through our program, we assist people in recovery in obtaining employment, their driver's license, appropriate clothing, medical care, and food. When needed, we provide transportation to and from work or medical appointments. When accepting someone into one of our recovery houses, our goal is to have them employed within 30 days (unless they are part of the Drug Court, in which case they may have other obligations to fulfill). Since opening our first house in May 2023, we have successfully assisted every client with obtaining employment.

You may be aware that we currently have a women's recovery house at 200 North Royal Ave. This house, which holds nine people and was our first recovery house, will revert to a men's facility. We feel it is in the best interest of the community and our clients to move the women to the smaller facility because we typically have a waitlist for men, while the number of women we are assisting each month has remained at four to six.

The new house will follow the same rules our other houses have. In addition to obtaining and holding employment, residents must continue with outpatient treatment and comply with regular drug screenings. All of our houses typically have clients who are on probation and thus are subject to regular searches by law enforcement. This new house would be subject to the same.

Addiction, as you know, is an incredibly difficult disease to overcome. Providing individuals with hope, purpose, direction, and connection can make all the difference in their recovery. By focusing on these objectives, we help our clients move forward on a daily basis, helping one person at a time. Knowing that their community also wants them to get well has made a difference to each of them.

Please feel free to contact me at 540-328-9036 if you have any questions.

Sincerely,

Christa Shifflett
Executive Director

P.O. Box 2058, Front Royal, VA 22630 • (540)-636-6385 • (540) 636-6875 (fax)
warrencoalition.org

The questions are below;

1. You mention in your letter that the new house will follow the same rules as the old house. Please detail those rules and how they are enforced.

The rules that I think are most pertinent to greater community impact:

Illegal activity will not be tolerated, and law enforcement will be called-possessing illicit substances in the house, theft, etc.

Residents upon admission are drug tested, and this is a regular occurrence in the houses. If someone fails a drug test, they are offered 3 alternatives-1. Leave the house, 2. Go into inpatient treatment, or 3 Go to outpatient treatment and demonstrate complete compliance with the requirements of the treatment provider. If a drug test is failed, and the person chooses option 3, the person will be on restriction and have to be at the house with no overnights, go to 3 meetings a week and they will be required to be in earlier (as their work schedule permits).

There is an 11 PM curfew at the house. Failure to meet curfew results in people having their curfew made to an earlier time based on the severity of the infraction.

For the first 30 days, people are not allowed to have overnight stays outside the house. Once the 30 days are over, people may stay out two nights per week with prior approval. In these situations, people are drug tested on their return. We use oral and urine drug screenings in an effort to prevent inaccurate test results and also cheating on the tests. If people stay out all night without permission (or because of work) they will be drug tested and put back on new resident status. Repeated violations (3 strikes your out rule-applies for all house rules) and the person will be asked to leave.

All prescription medications must be checked in with the House Manager and are stored in a safe. Medications are dispersed at set times daily. Failure to turn prescription medication (or medication that is kept behind the counter at a pharmacy that has to be signed for) will result in a violation being issued. This is an offense that will also result in being asked to leave if it happens three times.

Family members are welcome to visit during visiting hours. No one is allowed to spend the night at the house with residents and nonresidents are only allowed on the first floor of the house.

The rules are enforced by the House Manager-sometimes after discussion with the Executive Director or the Housing Supervisor. All violations are given to the person in writing and reviewed with them. They are then asked to sign the violation form which is added to their permanent record.

2. Will the number of residents in care ever exceed the 6 beds mentioned?

No, this facility is to serve only 6 females.

3. Is this a 24/7 supervised situation?

The house manager lives onsite. This is not a shift situation, so the house manager is not always in the house, but there are numerous cameras in and outside the house, that does allow us to see the happenings in the main living areas of the house and records them 24/7.

4. Can you elaborate about the staff qualifications?

Peer support specialists are the house managers. The current house managers are also forensic peer support specialists (meaning they have special training to work with people who are/have been incarcerated.) They have been in recovery over 3 years. One of the house managers is also a certified Medication Technician. Both house managers had been house managers in other recovery houses before coming to work at the Warren Coalition. They are supervised by a Certified Substance Abuse Counselor as well as the Executive Director. Meetings are held every week to review matters in the house and what support would be helpful for the residents.

5. What additional licenses will need to be obtained before operation?

No licenses are required other than a business license from the town. We follow the Virginia Association of Recovery Residences (VARR) standards, although we have not applied to VARR for membership.

6. What measures do you take to mitigate safety concerns of surrounding residents?

We have recording cameras inside and outside of the house to monitor for suspicious people or behaviors. We do not accept sex offenders at our houses. We also do accept people with significant mental illness that is not medicated-or if they refuse to take their medications they will have to leave the house. Residents of the houses agree that their rooms are subject to search at any time based on reasonable suspicion.

7. You mention a typical stay is 30 days. Is there a maximum limit?

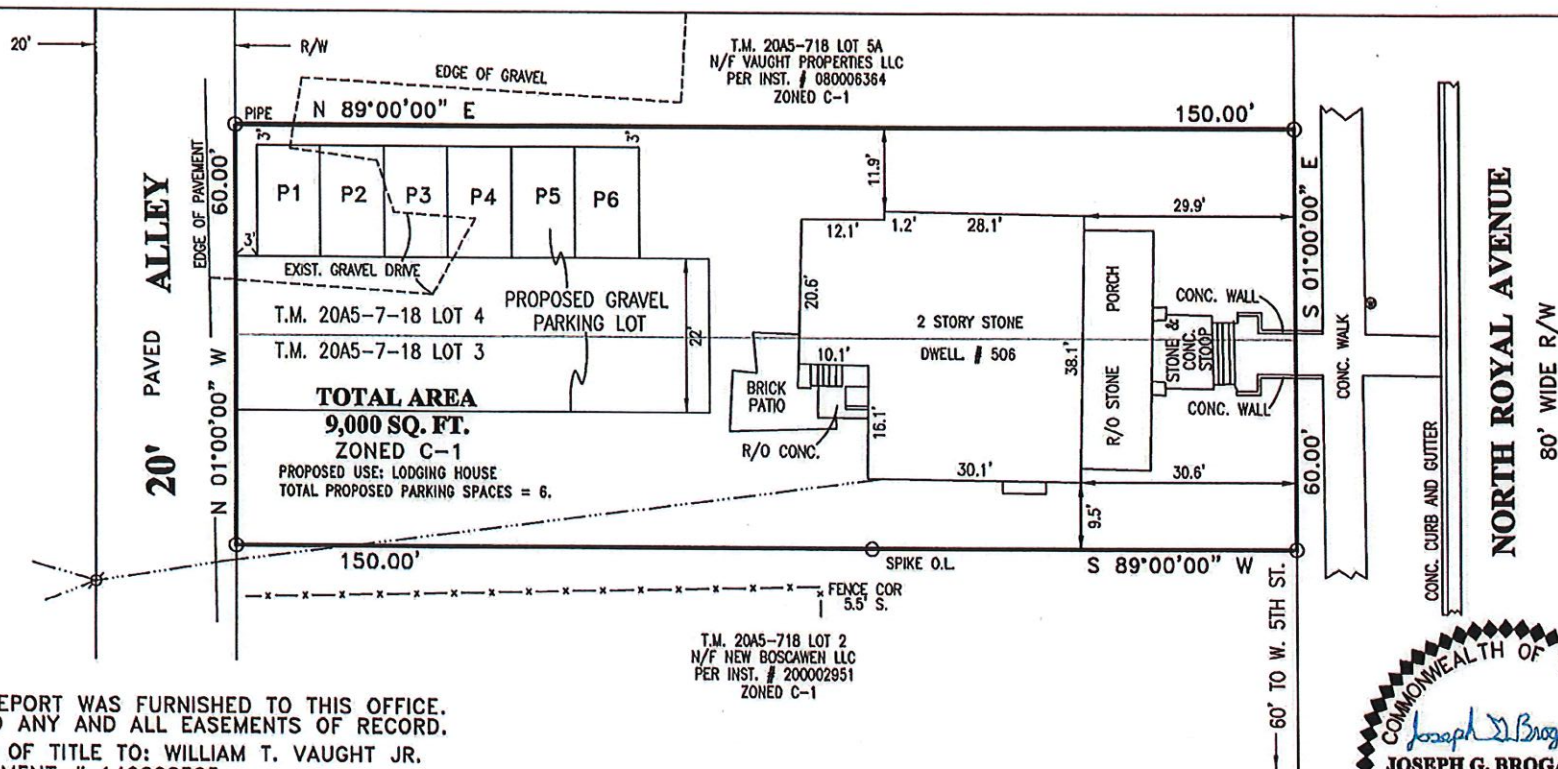
A typical stay is 6-9 months with some people staying longer and others leaving sooner for a variety of reasons. We do have people establish savings goals so they have first month's rent, and a security deposit saved so they can move into their own place.

8. Can you elaborate about your relationship with the courts and law enforcement?

The Warren Coalition has one of our peer support specialists in the circuit court every Friday and also on indictment days. We are there to provide support for our clients and also to provide information to the court as they request. We talk regularly with probation officers of our clients and also with drug court representatives. The Warren Coalition also assists the police in helping to find people who have been at the house and run-most often drug court participants. We also work regularly with the jail to transport people to

treatment and to provide services in the jail. The Warren Coalition also regularly works with the pretrial system.

PER D.B. S/301



NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: WILLIAM T. VAUGHT JR.
PER INSTRUMENT # 140002505.

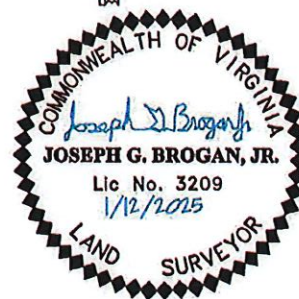
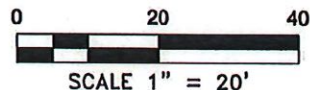
PLAT REF: DEED BOOK S PAGE 301.

SUBJECT PARCELS SITUATED OUTSIDE
THE LIMITS OF THE FEMA FLOOD ZONE.

SURVEY OF LOTS 3 AND 4 BLOCK 18 PER PLAT OF
FRONT ROYAL AND RIVERTON IMPROVEMENT COMPANY
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

- P1 DENOTES PROPOSED PARKING SPACE.
- ⊗ DENOTES WATER METER.
- DENOTES EXISTING PIN UNLESS OTHERWISE NOTED.
- ⊙ DENOTES UTILITY POLE.
- DENOTES OVERHEAD WIRES.
- x— DENOTES VINYL FENCE.



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 12, 2025



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07B

Agenda Item: PUBLIC HEARING – Zoning Text Amendment to Town Code §175-12.1 to Allow Lodging Houses by Special Use Permit (SUP) in R-1 Zoning District

Summary: Council is requested to consider a zoning text amendment to Town Code §175-12.1 to allow lodging houses by Special Use Permit (SUP) in the R-1 Zoning District. The Planning Commission recommended denial of the text amendment with the explanation that the application was too general in nature for R-1 districts resulting in some types of boarding houses not appropriate for an R-1 District, therefore not serving the public's interest.

Budget/Funding: None

Meetings: Work Session held May 5, 2025

Proposed Motion: In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council approve or deny a zoning text amendment to Town Code §175-12.1 to allow lodging houses by Special Use Permit (SUP) in the R-1 Zoning District, as presented.

Moved _____ *Seconded* _____

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

PUBLIC HEARING

2500062 – A Zoning Text Amendment to Town Code Chapter 175-12.1 to allow lodging houses by Special Use Permit in the R-1 zoning district.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment - #2500062

MEETING DATE: April 16, 2025

SUMMARY: Proposed text amendment to permit lodging houses in the R-1 zoning district by Special Use Permit.

175-12.2 USES PERMITTED BY SPECIAL PERMIT:

Lodging houses, rooming houses, and boarding houses on parcels $\frac{3}{4}$ of an acre or larger.

Staff recommends approving the text amendment but also recommends discussing and reviewing the intent of the R-1 district during work sessions pertaining to the R-1 zoning district. Given that there are not many lots in the district that meet these criteria, a lodging house, similar to a bed and breakfast, could certainly be an appropriate use so long as it is regulated by the Special Use Permit process.

STAFF RECOMMENDATION: Staff supports the approval of this zoning text amendment.

MOTION: "For the purposes good zoning practice and lack of public necessity, I move that the Planning Commission forward a recommendation of disapproval to the Town Council for zoning text amendment #2500062 to not allow lodging houses by Special Use Permit in the R-1 zoning district."

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**

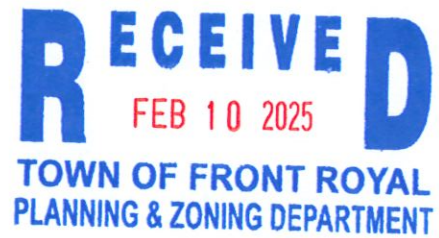
**Planning Commission Regular Meeting
April 16, 2025
Staff Report**

Application #	2500062 - Zoning Text Amendment
Applicant	Aaron Hike
Request/Summary	Aaron Hike submitted a request on February 10, 2025 to “propose a text amendment for the (R-1) zoning district to permit Lodging Houses by Special Use Permit”.
Enabling Statute	Zoning text amendments must be initiated by a resolution of intent adopted by the governing body or a motion adopted by the planning commission. Virginia Code § 15.2-2286(A)(7). The resolution or motion must state the public purposes for the proposed action. Virginia Code § 15.2-2286(A)(7). It is sufficient for the resolution to merely recite the purposes stated in Virginia Code § 15.2-2286(A)(7) (public necessity, convenience, general welfare, or good zoning practices), rather than state specific, independent purposes.
Ordinance Language	175-12.2 USES PERMITTED BY SPECIAL PERMIT: Lodging houses, rooming houses, and boarding houses on parcels $\frac{3}{4}$ of an acre or larger.
Background and Staff Recommendation	175-3 LODGING HOUSE - A residential building, other than a hotel, motel or bed-and-breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located, but in no case shall the total number of lodging rooms or units exceed ten (10). A "Lodging House" shall also be known as a "Rooming House" or a "Boarding House." (Added 5-14-90-Effective Upon Passage) Staff recommends approving the text amendment but also recommends discussing and reviewing the intent of the R-1 district during work sessions pertaining to the R-1 zoning district. Given that there are not many lots in the district that meet these criteria, a lodging house, similar to a bed and breakfast, could certainly be an appropriate use so long as it is regulated by the Special Use Permit process.

2500062
ORD Amendment

Text amendment Proposal

I would like to propose a text amendment for the (R-1) zoning district. The proposed text amendment would be for 175-12.1 USES PERMITTED BY SPECIAL PERMIT: To add allowable use under miscellaneous by special use permit for as follows: Lodging houses, rooming houses, and boarding houses on parcels $\frac{3}{4}$ of an acre or larger.



Aaron Hike

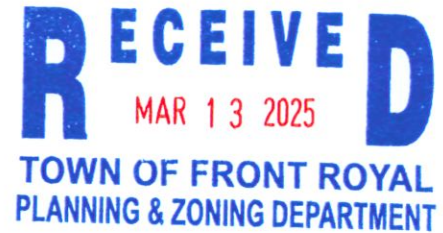
A handwritten signature in black ink, appearing to be "A. Hike", written over a faint circular stamp.

2-8-25

#2500062

Connie Potter

From: John Ware
Sent: Thursday, March 13, 2025 5:01 PM
To: Connie Potter
Subject: FW: Text Amendment Letter of Justification



From: build hikeconstruction.com <build@hikeconstruction.com>
Sent: Thursday, March 13, 2025 4:43 PM
To: John Ware <jware@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>
Cc: Aaron <hikeconstruction@gmail.com>
Subject: Text Amendment Letter of Justification

justification for requesting a text amendment to allow a residential home to be used as a lodging house:

Dear Planning and Zoning Department,

I am writing to formally request a text amendment to the Zoning Ordinance that would allow residential properties to be used as lodging houses within the R1 district of Front Royal with a lot size of more than 3/4 of an acre. I believe that this amendment is in line with the evolving needs of our community and can contribute positively to the local economy and housing options.

1. ****Meeting Evolving Housing Needs:****

The demand for short-term and flexible accommodation options has been rising steadily in recent years. Lodging houses offer an alternative to traditional hotel accommodations and can provide affordable and convenient housing options for visitors, students, and workers who need temporary living spaces. Not to mention the largest need in this community, which is transitional housing for teens, women and children, and the homeless population. This amendment will help address the growing need for such housing while maintaining the character of residential neighborhoods.

2. ****Promoting Economic Growth:****

Allowing residential homes to operate as lodging houses can contribute to the local economy by attracting visitors who may not otherwise stay in traditional hotels and also while freeing up hotel space for tourist rather than long-term locals who have no other option for housing. These visitors often contribute to local businesses, restaurants, and attractions, supporting the broader economic environment. This change would enable homeowners to offer short-term rentals OR housing for those ALICE families in our community while benefiting from increased income opportunities as well as strengthening our work force. If individuals don't have to see refuge in shelters in surrounding localities they are local to be able to work in our community. Currently many motels and hotels in the town limits house locals vs tourists. This will help change that.

3. ****Enhancing Housing Flexibility:****

With the rise and change of remote work and temporary employment, many people seek flexible living arrangements that fit their transient lifestyle. Individuals paying for hotel/motel accommodations can never catch up or get ahead because of the cost, it's essentially a trap. By allowing residential homes to function as lodging houses, we are accommodating those in need, the vulnerable, and these changing housing needs, ensuring that people who come to our area for short-term stays can find suitable, safe, and affordable lodging. Or those who live and work here but have lost stable housing can have security.

4. ****Ensuring Residential Compatibility:****

This proposed text amendment would include clear guidelines and regulations to ensure that lodging houses maintain the integrity and character of residential neighborhoods. For instance, establishing criteria for the maximum number of guests, maintaining appropriate parking provisions, and ensuring proper safety standards (fire safety, health codes, etc.) can ensure that lodging houses are compatible with the existing residential uses. As well as only allowing these on residential homes with larger lots. This way the town wouldn't be able to be over saturated with lodging houses vs long term residential homes

5. ****Alignment with Other Jurisdictions:****

Many other localities across the state and nation have successfully adopted similar amendments to allow residential homes to operate as lodging houses. These areas have seen positive results, such as increased tourism and positive impacts on local businesses, without significantly detracting from the quality of life for existing residents. By following this trend, Front Royal can join these communities in adapting to modern housing and economic trends.

6. ****Safety and Regulation:****

The proposed amendment would include necessary safeguards, such as safety and building code compliance, ensuring the health and well-being of guests. These would include requirements for adequate fire escapes, smoke detectors, and compliance with occupancy limits. Additionally, regular inspections could be conducted to ensure that lodging houses meet the safety and quality standards expected by the community.

In conclusion, the request for this text amendment is driven by the desire to adapt to changing housing needs, promote local economic growth, and ensure that residential neighborhoods remain safe and well-regulated. Allowing residential homes to be used as lodging houses would provide a new, flexible housing option while maintaining the community's character. I believe this text amendment will serve the best interests of both property owners and the broader community.

Thank you for considering this request. I look forward to working with the Planning and Zoning Department to facilitate a discussion on this proposed amendment and would be happy to provide any additional information or answer any questions.

This letter serves as a formal request and justifies the proposed change by highlighting the evolving housing needs, economic benefits, and steps to maintain compatibility with the community. While addressing growing crisis within our community.

**Thank you,
Aaron Hike**

Hike Construction Inc.

[417 N Royal Ave](#)
Front Royal, VA 22630
540-305-6643- Cell
540-313-6901- Office

**AN ZONING TEXT AMENDMENT TO FRONT ROYAL TOWN CODE SECTION
175- 12-1 PERTAINING TO USES PERMITTED BY SPECIAL USE PERMIT
IN THE R-1 DISTRICT**

175-12.1 USES PERMITTED BY SPECIAL PERMIT (R-1)

- A. The following uses are permitted within the R-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 R-1 District:

RESIDENTIAL:

COMMERCIAL:

Bed and Breakfasts, as set forth in Section 175-107.2.

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.

INDUSTRIAL:

ORGANIZATIONAL:

Community Centers.

Fire and Rescue Squads and Police Stations.

MISCELLANEOUS:

Any use permitted under Section 175-12, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-17, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Lodging houses, rooming houses and boarding houses on parcels $\frac{3}{4}$ of an acre or larger.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

This ordinance shall become effective upon adoption.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

vote on next page

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 May 12 and May 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07C

Agenda Item: PUBLIC HEARING – An Ordinance to Amend and Re-enact Town Code §175-137(A) Fees, Charges, Expenses

Summary: Council is requested to consider adoption of an ordinance to amend and re-enact Town Code §175-137(A) Fees, Charges, and Expenses as presented.

Budget/Funding: None

Meetings: Work Session held May 5, 2025

Proposed Motion: I move that Council adopt an ordinance to amend and re-enact Town Code §175-137(A) Fees, Charges and Expenses as presented.

Moved _____ *Seconded* _____

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

TOWN OF FRONT ROYAL - CHAPTER 175-137			
APPLICATION TYPE	TFR CURRENT FEE	TFR PROPOSED FEE	EXPLANATION
25% Fee Reduction for Non-Profit Organizations	--	25% Fee Reduction of Regular Fee	
All Items Requiring Zoning Approval that has Started Prior to Obtaining Necessary Permits	Regular Fee Doubled	Regular Fee Doubled	
Business License Review	--	\$50	Staff Review Time, which Can Include Site Visits
BOARD OF ZONING APPEALS (BZA) - Administrative Variance - BZA Appeal of Zoning Administrator Determination - BZA Variance Request	\$100 \$400 \$400	\$100 \$650 \$650	-- Cover Board Fees & Advertisements/Adjacent Property Owner Notifications “ ”
CERTIFICATE OF APPROPRIATENESS - Administrative Review - BAR Board Review - Demolition of Historically Significant Structure	\$50 \$100 \$200	\$100 \$300 \$400	-- Cover Board Fees Cover Board Fees & Advertisements/Adjacent Property Owner Notifications
Certificate of Compliance (Commercial Rate / 1000 ft)	\$25	\$75	Staff Review Time, which can include Site Visits
Comprehensive Plan Amendment	\$400	\$1000	Requires Staff Research, Multiple PC & TC Meetings, Advertisements for Public Hearings, GIS Map Changes
Final Compliance Inspection	\$25	\$75	Final Compliance Requires Staff Inspections
POD	\$25	\$50	
Requested Re-Advertisement (per meeting)	\$200	\$200	If Applicant Delays the Hearing

REZONING APPLICATION - Proffer Amendment - 1 Acre or Less - Over 1 Acre - Downzoning	\$400 \$500 \$500 + \$100/Acre Over 1 st Acre \$400	\$650 \$650 + \$100/acre \$650 + \$100/Acre Over 1 st Acre \$650	PC & TC Review, Public Hearings, Advertisement, & Adjacent Property Owner Notifications “ ” “ ” “ ”
Special Use Permit (SUP)	\$400	\$1000	Requires PC & TC Approval
Special Use Permit (SUP) Short-Term Rental	\$400	\$1200	Requires Additional Inspections & Site Visits for Staff as Well as PC & TC Meetings, Advertisements & Adjacent Property Owner Notifications
Special Use Permit (SUP) Telecommunications Tower New	\$400	\$1500	Requires Additional Inspections & Site Visits for Staff as Well as PC & TC Meetings, Advertisements & Adjacent Property Owner Notifications
Special Use Permit (SUP) Telecommunications Tower Replacement of Antennas and Other Equipment	\$100	\$300 + Third-Party Review	
Urban Agriculture Permit	\$25	\$100	Requires Annual Inspections by Staff & Outside Agency Review
Zoning Determination	--	\$100	Requires Significant Research & Staff Time
Zoning Ordinance Amendment	\$400	\$650	Requires Multiple Meetings w/ Staff, Multiple PC Meetings, and TC Meetings, and Advertisements
Zoning Permit Commercial Accessories, Additions, Renovations	\$100	\$125	Accessories, Additions, Renovations
Zoning Permit Commercial New	\$100	\$300	New Construction & Commercial Uses
Zoning Permit – Fences Commercial and Residential	\$25	\$50	
Zoning Permit, Multi-Family Residential Dwelling New	\$50/unit	\$100/unit	

Zoning Permit Residential Accessories, Additions, Renovations	\$25	\$50	Typically, Residential Renovations, Accessory Structures, Additions
Zoning Permit, Single-Family Residential Dwelling Detached New	\$75	\$125	
Zoning Permit, Single-Family Residential Dwelling Attached New	\$75/unit	\$125/unit	
SIGN APPLICATIONS			
- Permanent Sign	\$50	\$75	--
- Entrance Corridor	\$75	\$250	Requires PC Review
- Temporary Sign	\$25	\$50	--
- Relocation of Approved Sign	--	\$50	--

AN ORDINANCE TO AMEND and RE-ENACT FRONT ROYAL TOWN CODE SECTION 175-137A PERTAINING TO FEES, CHARGES AND EXPENSES

175-137 FEES, CHARGES AND EXPENSES

- A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for zoning permits, certificates of use, special permits, variances, appeals, amendments and other matters pertaining to this chapter.

~~For processing an Administrative Variance \$100.00~~

~~For processing a Board of Architectural Review request:~~

~~Administrative Review: \$50.00~~

~~Board of Architectural Review: \$100.00~~

~~Demolition of Historically Significant Structure: \$200.00~~

~~For processing a Board of Zoning Appeals application \$400.00~~

~~For issuing a Certificate of Compliance \$25.00~~

~~For processing an application to amend the Comprehensive Plan \$400.00~~

~~For processing a Local Board of Building Code Appeals Application \$400.00~~

~~For processing an amendment to the Zoning Ordinance \$400.00~~

~~For processing a Rezoning application:~~

~~1 acre or less: \$500.00~~

~~Over 1 acre: \$500.00~~

~~Plus per acre over 1st acre \$100.00~~

~~Downzoning: \$400.00~~

~~Proffer amendment or Concept Plan/Master Land Use Plan Revision \$400.00~~

~~For processing an application for a Sign Permit:~~

~~Permanent: \$50.00~~

~~Permanent (Entrance Corridor): \$75.00~~

~~Temporary: \$25.00~~

~~Relocation of previously approved sign: No charge for review~~

~~Requested Re-advertisement (per meeting) \$200.00~~

~~For processing an application for a Special Use Permit \$400.00~~

~~For a Zoning Permit, Commercial Accessories/Additions \$100.00~~

~~For a Zoning Permit, Residential Accessories/Additions \$25.00~~

~~For a Zoning Permit, Multi-Family Residential Dwelling (per unit) \$50.00~~

~~For a Zoning Permit, New Commercial \$100.00~~

~~For a Zoning Permit, New Single-Family Residential Dwelling \$75.00~~

~~For a Zoning Permit, Portable Storage Container
(Residential or Commercial) (each) \$25.00~~

~~For a Zoning Permit, Fences (for all uses) \$25.00~~

~~Construction or Land Disturbance Activity without a Permit: double zoning
permit regular fee~~

~~Requested Copies:~~

~~Letter Paper Size:~~

~~Per sheet (b&w) \$0.15~~

~~Per sheet (color) \$2.00~~

~~Legal Paper Size:~~

~~Per sheet (b&w) \$0.50~~

~~Per sheet (color) \$2.50~~

~~11" x 17" Paper Size:~~

~~Per sheet (b&w) \$0.75~~

~~Per sheet (color) \$3.50~~

~~Bond Paper for over 11" x 17" Sizes:~~

~~Per s.f. (b&w) \$0.50~~

~~Per s.f. (color) \$3.00~~

~~Copy of Zoning Ordinance: \$15.00~~

~~Copy of the Comprehensive Plan (each): \$20.00~~

APPLICATION TYPE	FEE
25% Fee Reduction for Non-Profit Organizations	25% Fee Reduction of Regular Fee
All Items Requiring Zoning Approval that has Started Prior to Obtaining Necessary Permits	Regular Fee Doubled
BOARD OF ZONING APPEALS (BZA) - Administrative Variance - BZA Appeal of Zoning Administrator Determination - BZA Variance Request	\$100 \$650 \$650
Business License Review	\$50
CERTIFICATE OF APPROPRIATENESS - Administrative Review - BAR Board Review - Demolition of Historically Significant Structure	\$100 \$300 \$400
Certificate of Compliance (Commercial Rate / Per 1000 sq. ft.)	\$75
Comprehensive Plan Amendment	\$1000
Final Compliance Inspection	\$75
Local Board of Building Code Appeals Application	\$400
Portable Storage Container (Residential and Commercial)	\$50
Requested Re-Advertisement (per meeting)	\$200
REZONING APPLICATION - Proffer Amendment or Concept Plan/Master Land Use Plan Revision - 1 Acre or Less - Over 1 Acre - Downzoning	\$650 \$650 + \$100/acre \$650 + \$100/Acre Over 1 st Acre \$650

SIGN APPLICATIONS	
- Permanent Sign	\$75
- Entrance Corridor (Permanent)	\$250
- Temporary Sign	\$50
- Relocation of Approved Sign	\$50
Special Use Permit (SUP)	\$1000
Special Use Permit (SUP) Short-Term Rental	\$1200
Special Use Permit (SUP) Telecommunications Tower New	\$1500
Special Use Permit (SUP) Telecommunications Tower Replacement of Antennas and Other Equipment	\$300 + Third-Party Review
Urban Agriculture Permit	\$100
Zoning Determination	\$100
Zoning Ordinance Amendment	\$650

Zoning Permit Commercial Accessories, Additions, Renovations	\$125
Zoning Permit Commercial New	\$300
ZONING PERMIT – FENCES (Commercial and Residential)	\$50
Zoning Permit, Multi-Family Residential Dwelling New	\$100/unit
Zoning Permit Residential Accessories, Additions, Renovations	\$50
Zoning Permit, Single-Family Residential Dwelling Detached New	\$125
Zoning Permit, Single-Family Residential Dwelling Attached New	\$125/unit

Requested Copies: Letter Paper Size:	
Per Sheet (b&w)	\$0.15
Per Sheet (color)	\$2.00
Legal Paper Size:	
Per Sheet (b&w)	\$0.50
Per Sheet (color)	\$2.50
11" x 17" Paper Size:	
Per Sheet (b&w)	\$0.75
Per Sheet (color)	\$3.50
Bond Paper for Over 11" x 17" Sizes:	
Per Square Foot (b&w)	\$0.50
Per Square Foot (color)	\$3.00
Copy of Zoning Ordinance	\$15.00
Copy of Comprehensive Plan (each)	\$20.00

Signature/vote next page

This ordinance shall become effective upon adoption.

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 Seacock	☐ 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 May 12 and May 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07D

Agenda Item: PUBLIC HEARING – An Ordinance to Amend and Re-enact Town Code §148-1000(A) Fees

Summary: Council is requested to consider adoption of an ordinance to amend and re-enact Town Code §148-1000(A) Fees, as presented.

Budget/Funding: None

Meetings: Work Session held May 5, 2025

Proposed Motion: I move that Council adopt an ordinance to amend and re-enact Town Code §148-1000(A) Fees, as presented.

Moved _____ *Seconded* _____

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

TOWN OF FRONT ROYAL - CHAPTER 148-1100 - FEES			
APPLICATION TYPE	TFR CURENT FEE	TFR PROPOSED FEE	EXPLANATION
Boundary Adjustment	\$100	\$100	
Boundary Plat / Survey Review	--	\$50	Staff Review Time, Which Can Include Site Visits
Lot Line Vacation	\$100	\$150	Staff Review Time, Which Can Include Site Visits
Performance Bond Release Partial and Full	\$100	\$200	Significant Staff Time, Potential Consultation w/ Town Attorney & Various Departments
Right-of-Way Utilization Permit	\$25	\$100	Staff Review Time, Which Can Include Site Visits & Coordination w/ Public Works
Special Exception	\$250	\$650	Requires Multiple Meetings w/ Staff, Multiple PC Meetings, Advertisements & Adjacent Property Owner Notifications
Site Development Plan (Minor)	\$100	\$500	Requires Staff Review Plus Routing & Coordination w/ Internal & External Departments
Site Development Plan (Major)	\$750	\$1000 for 1 st & 2 nd Submissions, Any Subsequent Review Will Incur \$500/per submission	Initial Fee Will Allow for One Round of Comments & Resubmission. The Hope is to Encourage Applicants to Not Use Staff for Site Design, but to Comply w/ Current Requirements.
Sketch Plan	\$100	\$150	
Subdivision Final Plat (Minor)	\$200 + \$100/per lot	\$200 + \$100/per lot	
Subdivision Development Plan (Minor)	\$100	\$500	
Preliminary Plan (Major)	\$500 + \$25/per lot	\$750	Requires PC Review
Subdivision Final Plat (Major)	\$1000 + \$100/per lot	\$1000 + \$100/per lot	Requires PC and TC Review
Subdivision Development Plan (Major)	\$750	\$750 + \$25/per lot	Requires PC and TC Review

**AN ORDINANCE TO AMEND and RE-ENACT
FRONT ROYAL TOWN CODE SECTION 148-1100A PERTAINING TO FEES**

148-1100 FEES

A. The following fees are hereby assessed for the applications or services as indicated:

1. ~~For processing an application for a Boundary Adjustment \$100.00~~
2. ~~For lot line vacation plat \$100.00~~
3. ~~For review of a boundary/plat of survey no charge for review~~
4. ~~For processing a partial release of a Performance Bond (each) \$100.00~~
5. ~~For Right of Way Utilization Permit \$25.00~~
6. ~~For processing Site Development Plan:~~
 - a. ~~Minor: \$100.00~~
 - b. ~~Major: \$750.00~~
7. ~~For processing a Sketch Plan \$100.00~~
8. ~~Copy of Town Subdivision and Land Development Ordinance \$15.00~~
9. ~~For processing as Subdivision Variance or Special Exception (per application submission, not per variance or exception standard) \$250.00~~
10. ~~For processing Subdivision Final Plat (Major) \$1,000.00~~
~~Plus (per lot) \$100.00~~
11. ~~For processing Subdivision Final Plat (Minor) \$200.00~~
~~Plus (per lot) \$100.00~~
12. ~~For processing Subdivision Preliminary Plat (Major) \$500.00~~
~~Plus (per lot) \$25.00~~
13. ~~For processing Subdivision Preliminary Plat (Minor) \$300.00~~
~~Plus (per lot) \$25.00~~
14. ~~GIS Data:~~
 - a. ~~Aerials (1,250' × 1,250' Panel) (per panel) \$5.00~~
 - b. ~~Base Maps (5,000' × 5,000' Panel) (per panel) \$25.00 Or Townwide \$400.00~~
 - c. ~~Other Layers (as available) (townwide) \$50.00~~
 - d. ~~Parcel Layers (as available) townwide) \$100.00~~
 - e. ~~Scanned Document (per sheet) \$12.50~~

APPLICATION TYPE	FEE
Boundary Adjustment	\$100
Boundary Plat / Survey Review	\$50
Copy of Town Subdivision and Land Development Ordinance	\$15
Lot Line Vacation	\$150
Performance Bond Release Partial and Full	\$200
Right-of-Way Utilization Permit	\$100
Special Exception (per application submission, not per variance or exception standard)	\$650
Site Development Plan (Minor)	\$500
Site Development Plan (Major)	\$1000 for 1 st & 2 nd Submissions. Any Subsequent Review will incur \$500/per submission
Sketch Plan	\$150
Subdivision Final Plat (Minor)	\$200 + \$100/per lot
Subdivision Development Plan (Minor)	\$500
Preliminary Plan (Major)	\$750
Subdivision Final Plat (Major)	\$1000 + \$100/per lot
Subdivision Development Plan (Major)	\$750 + \$25/per lot
GIS Data:	
a. Aerials (1,250' x 1,250' Panel) (per panel)	\$5
b. Base Maps (5,000' x 5,000' panel) (per panel)	\$25
Or Townwide	\$400
c. Other Layers (as available) (townwide)	\$50
d. Parcel Layers (as available) (townwide)	\$100
e. Scanned Document (per sheet)	\$12.50

This ordinance shall become effective upon adoption.

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 May 12 and May 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07E

Agenda Item: PUBLIC HEARING – An Ordinance to Amend and Re-enact Town Code §12-2 to Increase Septic Tank Waste Fee

Summary: Council is requested to consider adopting an ordinance to amend and re-enact Town Code §12-2 to increase the septic tank waste fee as presented. During the March 10, 2025, work session, Stantec Consulting provided the Council with their recommendation for an increase of septic haul tank waste from \$50.00 to \$58.55 per 1,000 gallons. If adopted the rate would be effective July 1, 2025.

Budget/Funding: None

Meetings: Work Sessions held March 10 and May 5, 2025

Proposed Motion: I move that Council adopt an ordinance to amend and re-enact Town Code §12-2 to increase septic tank waste fee as presented.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND AND RE-ENACT TOWN CODE SECTION 12-2 TO
INCREASE THE SEPTIC TANK WASTE FEE**

WHEREAS, the 2025 Water and Sewer Rate Study recommended increasing the fee for septic tank waste; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Chapter 12-2 of the Front Royal Town Code hereby be amended and enacted as follows:

12-2 PUBLIC WORKS FEES

After hours shut-off calls (water)	\$30.00
Data Log Obtained from Water Meter within 12 months	\$25.00 for the 3 rd and subsequent
Excavation for Sewer Clean Out Installation	\$150.00 per hour
Freon Removal (white goods commercial or residential)	\$15.00
Grease Trap Inspection (3 rd and all subsequent)	\$50.00 per inspection
On-Call Refuse Collection	found in § 85-3(E) of the Town Code
Recreational Vehicle Septic Tank Dump	\$17.50 each
Right-of-Way Utilization Fee	\$25.00 plus bond and insurance
Septic Tank Waste	\$50.00 \$58.55 per 1,000 gallons
Temporary Hydrant Meter Deposit (agreement for reading of water must be signed)	\$400.00 5/8" and smaller \$2,350 greater than 5/8"
Tires with or without Rim	\$5.00 per tire
Water Meter Test (2 nd or subsequent test)	\$25.00 each
White Goods Disposal, Commercial	\$15.00 per item + \$15.00 per Freon item
White Goods Disposal, Residential	No Charge plus \$15.00 per Freon item
Yard Waste Disposal, Commercial, Lg. Truck	\$50.00
Yard Waste Disposal, Commercial, Pickup Tk	\$25.00
Yard Waste Disposal, Residential (Town or County Decal Required)	No Charge

This ordinance shall become effective July 1, 2025.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

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

R. Wayne Sealock	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Melissa DeDomenico-Payne	__Yes __No
Amber F. Veitenthal	__Yes __No	Glenn E. Wood	__Yes __No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on May 12 and May 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07F

Agenda Item: PUBLIC HEARING – An Ordinance to Amend and Re-enact Town Code Chapter 134 to Increase Water and Sewer System Service Rates

Summary: Council is requested to consider adopting an ordinance to amend and re-enact Town Code §§134-22(A)(E), 134-22.1(A)(B), 134-22.4(A), 134-30(A)(B)(F)(H), 134-31.1(A)(B) and 134-31.2(A) to increase water and sewer system service rates, as presented. On March 10, 2025, Stantec Consulting provided Council with their recommendation for a 2.25% water and 3% sewer rate increase from the recently completed cost of service study for FY25-26.

Budget/Funding: None

Meetings: Work Sessions held March 10 and May 5, 2025

Proposed Motion: I move that Council adopt an ordinance to amend and re-enact Town Code §§134-22(A)(E), 134-22.1(A)(B), 134-22.4(A), 134-30(A)(B)(F)(H), 134-31.1(A)(B) and 134-31.2(A) to increase water and sewer system service rates, as presented.

Moved _____ *Seconded* _____

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

**ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE
SECTIONS 134-22(A)(E), 134-22.1(A)(B), 134-22.4(A), 134-30(A)(B)(F)(H), 134-31.1(A)(B)
AND 134-31.2(A) TO INCREASE WATER, SEWER, AND SYSTEM DEVELOPMENT
CHARGES SERVICE RATES**

WHEREAS, as part of the 2025 Water and Sewer Rate Study it was recommended to increase the service rates for water sewer, system development charges and septic tank waste fee; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that Sections 134-22(A)(E), 134-22.1(A)(B), 134-22.4(A), 134-30(A)(B)(F)(H), 134-31.1(A)(B) AND 134-31.2(A) of the Front Royal Town Code hereby be amended and enacted as follows:

Chapter 134 Sewers and Water

134-22 SYSTEM DEVELOPMENT CHARGES

- A. The system development charge for sewer service, independent of and in addition to installation costs, will be based on the size of the water meter for water entering the premises from which a sewer connection exits, according to the following:
1. Sewer connection served by three-fourths-inch water meter: ~~seven thousand three hundred thirty dollars (\$7,330.00) each~~ seven thousand three hundred eighty-six dollars (\$7,386.00) each.
 2. Sewer connection served by one-inch (1") water meter: ~~twelve thousand two hundred seventeen dollars (\$12,217.00) each~~ twelve thousand three hundred ten dollars (\$12,310.00) each.
 3. Sewer connection served by one and one-half-inch (1½") water meter: ~~twenty-four thousand four hundred thirty-three dollars (\$24,433.00) each~~ twenty four thousand six hundred twenty dollars (\$24,620.00) each.
 4. Sewer connection served by two-inch (2") water meter: ~~thirty-nine thousand ninety-three dollars (\$39,093.00) each~~ thirty-nine thousand three hundred ninety-two dollars (\$39,392.00) each.
 5. Sewer connection served by three-inch (3") water meter: ~~eighty-five thousand five hundred seventeen dollars (\$85,517.00) each~~ eighty-six thousand one hundred seventy dollars (\$86,170.00) each.
 6. Sewer connection served by four-inch (4") water meter: ~~one hundred forty-six thousand six hundred dollars (\$146,600.00) each~~ one hundred forty-seven thousand seven hundred twenty dollars (\$147,720.00) each.
 7. Sewer connection served by six-inch (6") water meter: ~~three hundred twenty-nine thousand eight hundred fifty dollars (\$329,850.00) each~~ three hundred thirty-two thousand three hundred seventy dollars (\$332,370.00) each.

8. Sewer connection served by eight-inch (8") water meter: ~~six hundred eighty-four thousand one hundred thirty-three dollars (\$684,133.00) each.~~ six hundred eighty-nine thousand three hundred sixty dollars (\$689,360.00) each.
9. Sewer connection served by ten-inch (10") water meter: ~~one million twenty-six thousand two hundred dollars (\$1,026,200.00) each.~~ one million thirty-four thousand forty dollars (\$1,034,040.00) each.
10. Sewer connection served by twelve-inch (12") water meter: ~~one million two hundred ninety-four thousand nine hundred sixty-seven dollars (\$1,294,967.00) each.~~ one million three hundred four thousand eight hundred sixty dollars (\$1,304,860.00) each.
- E. The charges for apartments, condominium units and trailers will be ~~two thousand three hundred four dollars (\$2,304.00)~~ two thousand three hundred twenty-one dollars (\$2,321.00) for sewer service for each unit after the first unit.

134-22.1 SANITARY SEWER SERVICE RATES

The monthly base rates for sanitary sewer service usage shall be as follows:

- A. Base rate, up to three thousand (3,000) gallons per month: ~~eighteen dollars and fifty-three cents (\$18.53).~~ eighteen dollars and ninety-five cents (\$18.95).
- B. All sanitary sewer service usage exceeding three thousand (3,000) gallons per month: ~~fifteen dollars and ninety-three cents (\$15.93) per month, for each one thousand (1,000) gallons thereafter.~~ sixteen dollars and twenty-nine cents (\$16.29) per month, for each one thousand (1,000) gallons thereafter.

134-22.4 SEWER SERVICE RATES—COMMERCIAL AND INDUSTRIAL LAUNDRIES

- A. *In-Town Laundries*: The monthly rates for sewer service usage by licensed commercial or industrial laundries located within the corporate limits of the Town of Front Royal shall be as follows:
1. All sanitary sewer service usage for the first one hundred thousand (100,000) gallons: ~~seventeen dollars and nine cents (\$17.09) per one thousand (1,000) gallons.~~ seventeen dollars and forty-seven cents (\$17.47) per one thousand (1,000) gallons.
 2. All sanitary sewer usage from one hundred thousand one (100,001) gallons to five hundred thousand (500,000) gallons: ~~fifteen dollars and fifty-two cents (\$15.52) per one thousand (1,000) gallons.~~ fifteen dollars and eighty-seven cents (\$15.87) per one thousand (1,000) gallons.
 3. All sanitary sewer service usage above five hundred thousand (500,000) gallons: ~~fourteen dollars and seventy-five cents (\$14.75) per thousand (1,000) gallons.~~ fifteen dollars and eight cents (\$15.08) per thousand (1,000) gallons.

134-30 SYSTEM DEVELOPMENT CHARGE ESTABLISHED

- A. System development charge for water service, independent of and in addition to installation costs, will be based on meter size and service line size. The larger size will dictate the fee in conjunction with the following schedule:

1. Three-fourths-inch water connection: ~~two thousand six hundred sixty-three dollars (\$2,663.00) each.~~ four thousand four hundred sixty-six dollars (\$4,466.00) each.
 2. One-inch (1") water connection: ~~four thousand four hundred thirty-eight dollars (\$4,438.00) each.~~ seven thousand four hundred forty-three dollars (\$7,443.00) each.
 3. One and one-half-inch (1½") water connection: ~~eight thousand eight hundred seventy-seven dollars (\$8,877.00) each.~~ fourteen thousand eight hundred eighty-seven dollars (\$14,887.00) each.
 4. Two-inch (2") water connection: ~~fourteen thousand two hundred three dollars (\$14,203.00) each.~~ Twenty-three thousand eight hundred nineteen dollars (\$23,819.00) each.
 5. Three-inch (3") water connection: ~~thirty-one thousand sixty-eight dollars (\$31,068.00) each.~~ fifty-two thousand one hundred three dollars (\$52,103.00) each.
 6. Four-inch (4") water connection: ~~fifty-three thousand two hundred sixty dollars (\$53,260.00) each.~~ eighty-nine thousand three hundred twenty dollars (\$89,320.00) each.
 7. Six-inch (6") water connection: ~~one hundred nineteen thousand eight hundred thirty-five dollars (\$119,835.00) each.~~ two hundred thousand nine hundred seventy dollars (\$200,970.00) each.
 8. Eight-inch (8") water connection: ~~two hundred forty-eight thousand five hundred forty-seven dollars (\$248,547.00) each.~~ four hundred sixteen thousand eight hundred twenty-seven dollars (\$416,827.00) each.
 9. Ten-inch (10") water connection: ~~three hundred seventy-two thousand eight hundred twenty dollars (\$372,820.00) each.~~ six hundred twenty-five thousand two hundred forty dollars (\$625,240.00) each.
 10. Twelve-inch (12") water connection: ~~four hundred seventy thousand four hundred sixty-three dollars (\$470,463.00) each.~~ seven hundred eighty-eight thousand nine hundred ninety-three dollars (\$788,993.00) each.
- B. The system development charge for water service exclusively used for fire-suppression systems will be based on the line size, according to the following fee schedule:
1. Three-inch (3") line or smaller: ~~one thousand three hundred three dollars (\$1,303.00) plus forty dollars and forty-six cents (\$40.46) per month.~~ one thousand eight hundred twenty-nine dollars (\$1,829.00) plus forty-one dollars and sixty-seven cents (\$41.67) per month.
 2. Four-inch (4") line: ~~two thousand six hundred seven dollars (\$2,607.00) plus eighty dollars and ninety-one cents (\$80.91) per month.~~ three thousand six hundred fifty-nine dollars (\$3,659.00) plus eighty-three dollars and thirty-four cents (\$83.34) per month.
 3. Six-inch (6") line: ~~five thousand two hundred twelve dollars (\$5,212.00) plus one hundred sixty-four dollars and seventy-two cents (\$164.72) per month.~~ seven thousand three hundred sixteen dollars (\$7,316.00) plus one hundred sixty-nine dollars and sixty-six cents (\$169.66) per month.
 4. Eight-inch (8") line: ~~seven thousand eight hundred nineteen dollars (\$7,819.00) plus two hundred forty-five dollars and sixty-two cents (\$245.62) per month.~~ ten thousand nine

hundred seventy-six dollars (\$10,976.00) plus two hundred fifty-two dollars and ninety-nine cents (\$252.99) per month.

5. Ten-inch (10") line: ~~ten thousand four hundred twenty six dollars (\$10,426.00) plus three hundred twenty six dollars and fifty four cents (\$326.54) per month.~~ fourteen thousand six hundred thirty-five dollars (\$14,635.00) plus three hundred thirty-six dollars and thirty-four cents (\$336.34) per month.

6. Twelve-inch (12") line: ~~thirteen thousand thirty three dollars (\$13,033.00) plus four hundred dollars and forty seven cents (\$407.47) per month.~~ eighteen thousand two hundred ninety-four dollars (\$18,294.00) plus four hundred nineteen dollars and sixty-nine cents (\$419.69) per month.

F. The charges for apartments, condominium units and trailers will be ~~two thousand three hundred seventy one dollars (\$2,371.00)~~ three thousand three hundred twenty-eight dollars (\$3,328.00) for water service for each unit after the first unit.

H. There will be an additional monthly charge for each water meter exceeding one inch (1") in size according to the following fee schedule:

1. One and one-fourth inch (1¼") meter: ~~seventeen dollars and seventy cents (\$17.70) per month.~~ eighteen dollars and twenty-three cents (\$18.23) per month.

2. One and one-half inch (1½") meter: ~~twenty three dollars and seventy five cents (\$23.75) per month.~~ twenty four dollars and forty-six cents (\$24.46) per month.

3. Two-inch (1") meter: ~~fifty six dollars and forty two cents (\$56.42) per month.~~ fifty-eight dollars and eleven cents (\$58.11) per month.

4. Three-inch (3") meter: ~~two hundred ninety five dollars and ninety seven cents (\$295.97) per month.~~ three hundred four dollars and eighty-five cents (\$304.85) per month.

5. Four-inch (4") meter: ~~three hundred eighty four dollars and seventy six cents (\$384.76) per month.~~ three hundred ninety six dollars and thirty cents (\$396.30) per month.

6. Six-inch (6") meter: ~~five hundred ninety one dollars and ninety four cents (\$591.94) per month.~~ six hundred nine dollars and seventy cents (\$609.70) per month.

134-31.1 WATER SERVICE RATES

The monthly rates for water service usage shall be as follows:

A. Base rate, up to three thousand (3,000) gallons per month: ~~ten dollars and twelve cents (\$10.12) per month.~~ ten dollars and forty-two cents (\$10.42) per month.

B. All water service usage exceeding three thousand (3,000) gallons per month: ~~eight dollars and sixty eight cents (\$8.68) per month, for each one thousand (1,000) gallons thereafter.~~ eight dollars and ninety-four cents (\$8.94) per month, for each one thousand (1,000) gallons thereafter.

134-31.2 WATER SERVICE RATES—COMMERCIAL AND INDUSTRIAL LAUNDRIES

A. *In-Town Laundries*: The monthly rates for water service usage by licensed commercial or industrial laundries located within the corporate limits of the Town of Front Royal shall be as follows:

1. The first one hundred thousand (100,000) gallons: ~~nine dollars and thirty-two cents (\$9.32) per one thousand (1,000) gallons.~~ **nine dollars and sixty cents (\$9.60) per one thousand (1,000) gallons.**
2. One hundred thousand one (100,001) gallons to five hundred thousand (500,000) gallons: ~~eight dollars and forty-seven cents (\$8.47) per one thousand (1,000) gallons.~~ **eight dollars and seventy-two cents (\$8.72) per one thousand (1,000) gallons.**
3. Above five hundred thousand one (500,001) gallons: ~~eight dollars and five cents (\$8.05) per one thousand (1,000) gallons.~~ **eight dollars and twenty-nine cents (\$8.29) per one thousand (1,000) gallons.**

This ordinance shall become effective July 1, 2025.

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 May 12 and May 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 07G

Agenda Item: PUBLIC HEARING – Receive Public Comment on the Proposed Annual Appropriation Ordinance (Budget) for Fiscal Year 2025-2026

Summary: Council is requested to receive public comment on the Town’s proposed annual appropriation ordinance (Budget) for fiscal year 2025-2026. The appropriation ordinance includes the transfer of \$65,820 from the FY26 Proposed Tourism Department Budget (Dept#1205) for the Community Engagement position to the Town Engineer Department (Dept#1225) to allow the Town to obtain a Town Engineer

Included in the FY2025-2026 appropriation ordinance provided:

1205-41001	Tourism - Salaries Regular	<\$54,050.00>
1205-42001	Tourism – FICA	<\$4,005.00>
1205-42002	Tourism – VRS	<\$7,765.00>
1225-41001	Town Engineer - Salaries Regular	\$54,050.00
1225-42001	Town Engineer – FICA	\$4,005.00
1225-42002	Town Engineer – VRS	\$7,765.00

The Council will vote to adopt the proposed FY25-26 appropriation ordinance at the June 9th Work Session.

Budget/Funding: None

Meetings: Work Sessions held April 7, April 14, and May 5, 2025

Proposed Motion: No action is required

Moved _____ Seconded _____

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

ANNUAL APPROPRIATION ORDINANCE OF THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2026 TO MAKE APPROPRIATIONS OF SUMS OF MONEY FOR ALL NECESSARY EXPENDITURES, TO PRESCRIBE THE PROVISOS, TERMS, CONDITIONS, AND PROVISIONS WITH RESPECT TO THE TERMS OF APPROPRIATION AND THEIR PAYMENTS, AND TO REPEAL ALL ORDINANCES WHOLLY IN CONFLICT WITH THIS ORDINANCE AND ALL PARTS OF ALL ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH INCONSISTENCY.

WHEREAS, under §15.2-2503 of the Code of Virginia, and pursuant to The Code of the Town of Front Royal, Virginia, the Town of Front Royal (the “Town”) must adopt a budget for fiscal year 2025-2026 before July 1, 2025; and,

WHEREAS, on _____ 2025, the Town Council of the Town (the “Council”) conducted a public hearing for citizen comment on the proposed budget after publication of a budget synopsis in accordance with §15.2-2506 of the Code of Virginia; and,

WHEREAS, at least seven days have elapsed since that public hearing; and,

WHEREAS, the Council is of the opinion that the proposed budget should be adopted; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Front Royal, Virginia that the following sums of money are hereby appropriated for the general government purposes herein specified for the fiscal year ending June 30, 2026.

GENERAL FUND EXPENDITURES

General Government	731,170
Financial Administration	1,152,845
Legal	501,125
Law Enforcement Services	6,875,265
General Property Maintenance	1,563,610
Planning & Zoning	700,750
Community Development/Special Events/Tourism	464,375
Risk Management/Insurance	1,159,795
Economic Development	68,070
Information Technology	971,235
Transfers/Debt Services/Contingency Reserve	1,125,810
TOTAL GENERAL FUND EXPENDITURES	15,314,050

STREET FUND EXPENDITURES

Public Works	619,850
State Highway Maintenance System	2,930,005
TOTAL STREET FUND EXPENDITURES	3,549,855

SPECIAL REVENUE FUND

Community Development Projects	153,370
Asset Forfeiture	12,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	165,370

and the following sums of money are hereby appropriated for the enterprise operations specified for the year ending June 30, 2026.

ELECTRIC FUND EXPENDITURES

Operations	3,151,015
Purchase of Bulk Electricity	17,641,720
Transfer to General Fund	1,960,000
TOTAL ELECTRIC FUND EXPENDITURES	22,752,735

WATER FUND EXPENDITURES

Administrative Office	193,750
Water Plant Operations	2,663,280
Maintenance of Lines	1,361,235
Meter Reading	124,770
Debt Service	965,060
Contingency & Transfers to Other Funds	673,585
TOTAL WATER FUND EXPENDITURES	5,981,680

SEWER FUND EXPENDITURES

Administrative Office	191,380
Wastewater Treatment Plant Operations	3,014,555
Maintenance of Lines	1,117,885
Debt Service	1,968,880
Contingency and Transfers to Other Funds	781,930
TOTAL SEWER FUND EXPENDITURES	7,074,630

REFUSE FUND EXPENDITURES

Operations	1,775,965
Contingency and Transfer to General Fund	145,000
TOTAL REFUSE FUND EXPENDITURES	1,920,965

TOTAL ALL FUNDS EXPENDITURES **56,759,285**

REVENUES TO BE PROVIDED AS FOLLOWS
GENERAL FUND

Real Estate Property Tax	1,688,060
Public Service Property Tax & Tax Penalties	76,150
Personal Property Tax	823,205
Other Local Taxes	7,868,310
Permits and Fees	50,565
Fines and Forfeitures	577,315
Revenue from Use of Money and Property	286,625
Public Rights-of-Way Use Fee	3,415
Intergovernmental	676,890
Interfund Transfers:	
Electric Fund	1,960,000
Water Fund	480,000
Sewer Fund	575,000
Refuse Fund	145,000
Miscellaneous Receipts	103,515
TOTAL GENERAL FUND REVENUE	15,314,050

STREET FUND

State Highway Maintenance Funds	2,843,660
Revenue from Use of Money and Property	134,585
Transfers from General Fund	571,610
TOTAL STREET FUND REVENUE	3,549,855

SPECIAL REVENUE FUND

Asset Forfeiture Grant Funding	12,000
Community Development	153,370
TOTAL SPECIAL REVENUE FUND	165,370

ELECTRIC FUND

Revenue from Use of Money & Property	411,450
Connection Fee	315,000
Sale of Service	21,993,985
Miscellaneous Receipts	32,300
TOTAL ELECTRIC FUND REVENUE	22,752,735

WATER FUND

Revenue from Use of Money and Property	327,660
Antenna Rentals	84,720
Sale of Service and Commodities	5,301,340
System Development Fees/Connection Fees	267,960
TOTAL WATER FUND REVENUE	5,981,680

SEWER FUND

Revenue from Use of Money and Property	307,660
Sale of Service and Commodities	6,217,310
System Development Fees/Connection Fees	423,160
Miscellaneous Receipts	126,500
TOTAL SEWER FUND REVENUE	7,074,630

REFUSE FUND

Revenue from Use of Money and Property	134,460
Sale of Services/Bags/Other	1,786,505
TOTAL REFUSE FUNDS REVENUES	1,920,965

TOTAL ALL FUNDS REVENUES **56,759,285**

This ordinance shall become effective July 1, 2025.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

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

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

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on May 12 and May 19, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 10A

Agenda Item: FY25 Budget Amendment and FY25 Budget Transfer to Allocate Automated School Speed Camera Revenue Received from Blue Line Solutions

Summary: Council is requested to approve a FY25 Budget Amendment to allocate \$269,480.00 of revenue the Town received from Blue Line Solutions for the automated school speed cameras, to the following expenditures. The Council also requested to approve a FY25 Budget Transfer in the amount of \$107,200.00 to Energy Services to purchase school flasher replacements.

School flasher replacements	\$107,200.00
Police In-car Camera Equipment Replacement	\$162,280.00
Total	\$269,480.00

Budget/Funding:

FY25 Budget Amendment			
Revenue	1000-3140104	Automated Ticketing	\$269,480.00
Expenditure	9790-49016	General Fund Transfer to Electric Fund	\$107,200.00
Expenditure	3102-47001	Police Patrol Machinery & Equipment	\$162,280.00
	FY25 Budget Transfer		
Revenue	9401-3240407	Electric Fund Revenue – Transfer from General Fund	\$107,200.00
Expenditure	9401-47910	Energy Services Traffic Signalization	\$107,200.00

Meetings: Work Session held May 5, 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 \$269,480.00 and a FY25 budget transfer in the amount of \$107,200 to allocate revenue received from the automated school speed cameras. Said allocation to be used to purchase replacement school flashers in the amount of \$107,200.00 and new in-car camera equipment from Motorola Solutions for the Police Department, in the amount of \$162,280.00.

Moved _____ Seconded _____

VM Sealock _____ Ingram _____ Morris _____ Rappaport _____ DeDomenico-Payne _____ Wood _____

Billing Address:
FRONT ROYAL, TOWN OF
24 W MAIN ST
FRONT ROYAL, VA 22630
US

Quote Date:04/08/2025
Expiration Date:06/07/2025
Quote Created By:
Butch Bryant
Account Executive
butch.bryant@bearcom.com

End Customer:
FRONT ROYAL, TOWN OF
Brian Whited
bwhited@frontroyalva.com
5406352111

Contract: 36881 - WATCHGUARD-VITA
VA-230420-MSI
AGREEMENT: WG AGREEMENT

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
Video as a Service							
1	AAS-M5-3CAM-5YR	M500 3-CAMERA IN-CAR VIDEO SYSTEM AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	14	5 YEAR	\$12,000.00	\$11,021.96	\$154,307.44
2	PSV00S03897A	REMOTE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		\$4,000.00	\$2,939.19	\$2,939.19
3	WGB-0176AAS	V300 WIFI BASE FOR M5 VAAS	14		Included	Included	Included
4	WGB-0701A	M500 IN-CAR SYSTEM FR/ CABIN/REAR CAM	14		Included	Included	Included
5	AAS-BWC-WIF-DOC	V300/V700 WIFI CHARGE/ UPLOAD DOCK - VIDEO-AS-A-SERVICE	14	5 YEAR	\$300.00	\$275.55	\$3,857.70
6	WGC02003-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE FOR IN-CAR VIDEO SYSTEM PER ADDITIONAL CAMERA VAAS	14	5 YEAR	Included	Included	Included



Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
7	WGW00502	M500 EXTENDED WARRANTY	14	5 YEAR	Included	Included	Included
8	WGW00122-307	REMOTE USER TRAINING (HOURS)	8		\$200.00	\$146.96	\$1,175.68
9	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS	14	5 YEAR	Included	Included	Included
10	WGP02225-130-KIT2	BRKT4RE DISP/VISTA/CAMVR POST 2020+EXPL	14		Included	Included	Included

Trade In

\$14,400.00

Grand Total

\$162,280.01(USD)



Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
				\$4,114.87
Upfront Subscription Fee				
	Video as a Service	Annually	\$31,633.03	
Sub Total:				\$35,747.90
		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	Video as a Service	Annually	\$31,633.03	\$31,633.03
Year 3 Subscription Fee				
	Video as a Service	Annually	\$31,633.03	\$31,633.03
Year 4 Subscription Fee				
	Video as a Service	Annually	\$31,633.03	\$31,633.03
Year 5 Subscription Fee				
	Video as a Service	Annually	\$31,633.03	\$31,633.03
Sub Total:				\$126,532.11
Grand Total System Price (Inclusive of Upfront and Annual Costs)				\$162,280.01

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Parametric Data
4	WGB-0701A	VEHIMOD = FORD EXPLORER 2020+,ICVBRKT = TRUNK (UNIVERSAL)
6	WGC02003-VAAS	ADMEMAIL = bwhted@frontroyalva.com,ADMUSER = Brian Whited
9	WGC02002-VAAS	ADMEMAIL = bwhted@frontroyalva.com,ADMUSER = Brian Whited



 MOTOROLA SOLUTIONS
VIDEO-AS-A-SERVICE OVERVIEW

QUOTE-3082360
In Car Camera Quote

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS includes access to high definition camera systems and the VideoManager EL Cloud evidence management platform.

VideoManager EL Cloud automates data maintenance and facilitates administration of your department's devices in a Government cloud-based storage solution. Agencies can capture, record, store, and efficiently manage all evidentiary data with VideoManager.

In addition, the VaaS solution can be expanded with CommandCentral Evidence to provide a single, streamlined workflow in the industry's only end-to-end digital evidence management ecosystem.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per device charge, billed quarterly.



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MOTOROLA SOLUTIONS

VIDEOMANAGER EL CLOUD SOLUTION DESCRIPTION

QUOTE-3082360
In Car Camera Quote

VideoManager EL Cloud simplifies evidence management, automates data maintenance, and facilitates management of your department's devices, all in a cloud-based, off-premises storage solution.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely. It also allows live-streaming capabilities through the optional SmartControl and SmartConnect applications.

VIDEO EVIDENCE MANAGEMENT

Using VideoManager EL Cloud delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL Cloud makes evidence management as efficient as possible. With VideoManager EL Cloud, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL Cloud makes evidence review easier by allowing users to upload evidence into cloud storage from their in-field devices. When evidence is uploaded, important information is sorted, which groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name, and event type. This allows you to view recordings of an incident that were taken from several devices simultaneously, eliminating the task of reviewing irrelevant footage during review.

Its built-in media player includes a visual display of incident data, allowing you to tag moments of interest, such as when lights, sirens, or brakes were activated during the event timeline.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings, can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in VideoManager EL.

Easy Evidence Sharing

VideoManager EL Cloud allows you to easily share information in the evidence review or judiciary sharing process by exporting evidence data as MP4 files.

You can also find relevant evidence data using audit log filters, including criteria such as import, export, playback, download, share, and modify dates.

Automatic Data Maintenance

VideoManager EL Cloud lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on a daily, weekly, or monthly basis, based on how the user wants to configure the system.

Security groups and permissions are easily set-up in VideoManager EL Cloud, allowing you to grant individuals access to evidence on an as-needed basis.



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Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by the M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL Cloud based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL Cloud integrates with SmartControl, an optional mobile application for Android or iOS that allows officers to complete evidence review work normally completed at their desk from their smartphone.

SmartControl also allows officers to categorize recordings using event tags, stream live video from, and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL Cloud are able to assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled device system. VideoManager EL Cloud also tracks devices and enables them to be quickly exchanged between officers during shift changes. This minimizes the amount of devices needed for your fleet.

Device Tracking

You can easily manage, configure, and deploy their in-car and body-worn cameras in VideoManager EL Cloud. Devices can be assigned to personnel within VideoManager EL Cloud and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL Cloud's Rapid Checkout Kiosk feature allows agencies to take advantage of a pooled camera system to utilize fewer cameras. Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL Cloud also enable you to configure devices to operate in alignment with your agency's policies and procedures.



M500 IN-CAR VIDEO SYSTEM

SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software, VideoManager, to deliver high-quality digital evidence and real-time analytics.

The M500 offers the following benefits:

- Delivers exceptionally clear, evidence-grade video, from inside and outside the vehicle

The M500 has three high-definition cameras, mounted on the front and rear windshield and in the cabin. The front camera has a 4K sensor, with an ultra high-definition recording resolution that captures both wide-angle and focused video streams. The cabin camera's infrared illumination allows backseat recording in total darkness, and a built-in microphone captures audio in the vehicle during recording.

- Works reliably, even in challenging situations

The cameras and processor are small, rugged devices, easily and securely installed where they do not hinder any line of sight. They are tamper proof and built to withstand significant impact and severe weather conditions. Even if a vehicle is in a serious collision, the Uninterruptible Power Supply automatically kicks in to continue capturing evidence for those critical extra seconds.

- Protects video data, whether in transit or at rest

The powerful core processor, with a 1 terabyte drive, securely stores all video footage, encrypting the data to prevent cyber threats.

- Provides users a reliable, easy-to-learn system

Ease of use is at the heart of the M500. The interface is highly intuitive, and any feature can be accessed with no more than three touches of the control panel. Users can start a recording manually or program sensors to activate a recording when triggered – such as a siren, blue lights, vehicle speed, crash detection, wireless microphones, and more. After the recording starts and is categorized, everything is automated, including the uploading of footage to the system's evidence management software, VideoManager. There, recordings are easily managed, redacted, organized, and shared with all authorized parties, including first responders, fleet managers, investigative officers, supervisors, prosecutors, and legal teams.

- Increases efficiency

The system's software makes it easy to search and analyze video footage, which can save countless hours for users and minimize human error.



- Promotes trust

By providing a clear record of incidents that occur while officers are on duty, the M500 promotes trust between public safety agents and the communities they serve.

- Integrates seamlessly with other Motorola technologies

The M500 offers additional benefits when working in conjunction with Motorola's V700 Body-Worn Camera or L5M License Plate Recognition camera and VehicleManager.

When used with the V700, the M500 in-car video system triggers the V700 to record at the same time. Officers can focus on the situation at hand, while the cameras – working together as a seamless system – capture synchronized recording from multiple vantage points. The footage is uploaded to and can be reviewed on the same system.

When used with the L5M, both the LPR camera and the M500 feed their collected license plate data into Vigilant VehicleManager and display the information on a single interface. Working together, the systems increase coverage while maintaining ease of use through a shared user interface and database.

The M500 is a reliable and comprehensive mobile video solution that will enhance safety, promote accountability, and improve efficiency. It ensures that you always have the critical information needed for smarter, faster decisions to help keep officers and the communities they serve safe.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL



security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual



- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.



PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.



- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
 - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
 - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.



SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



- Create users, groups, and setup permissions.
 - Create event categories.
 - Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.





Brian Whited
Chief of Police

FRONT ROYAL POLICE DEPARTMENT

900 MONROE AVE ♦ FRONT ROYAL, VA
540.635.2111

To: Interim Town Manager B.J. Wilson
From: Chief Brian Whited
Date: April 10, 2025
Subject: Request for Upgrade of In-Car Camera Systems

The purpose of this memorandum is to request the replacement of the in-car camera systems currently deployed in our patrol fleet.

We are currently using the 4RE camera system, which is being phased out by the manufacturer and has reached end-of-life status. Continued use of this outdated technology poses risks to operational efficiency and reliability. In consultation with our Motorola representative, Butch Bryant, it was strongly recommended that we transition to the M500 camera system as the appropriate and supported replacement.

The M500 system offers significant improvements in video quality, system integration, and long-term support. Additionally, this upgrade complements our Body Worn Camera (BWC) system upgrade, aligning both technologies under a unified platform. Together, these systems are expected to meet our operational and evidentiary needs for the next five years.

Upgrading now will ensure that our patrol fleet remains equipped with dependable, up-to-date technology that enhances officer safety, accountability, and overall effectiveness.

Thank you for your consideration and support of this important equipment upgrade.

Respectfully,
Brian Whited
Chief of Police



**REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT**

Meeting Date: May 27, 2025

Item# 10B

Agenda Item: FY25 Budget Amendment to Accept Donation of Funds from Front Royal Independent Business Alliance (FRIBA)

Summary: Council is requested to approve a FY25 budget amendment to accept a donation of \$2,250.00 from the Front Royal Independent Business Alliance (FRIBA) to be used toward the purchase of new water barricades to supplement the current supply and replace broken devices

Budget/Funding:

4500-3410206 Street Fund Revenue Reimbursement
4102-43023 Streets – Non-VDOT Safety Program

Meetings: Work Session held May 12, 2025

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

Proposed Motion: I move that Council approve a FY25 budget amendment to accept a donation of \$2,250.00 from the Front Royal Independent Business Alliance (FRIBA) to be used toward the purchase of new water barricades to supplement the current supply and replace broken devices

Moved _____ *Seconded* _____

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



MEMORANDUM

TO: Mayor Cockrell and Members of Town Council

FROM: Festival of Leaves Event Committee, Front Royal Independent Business Alliance (FRIBA)

DATE: May 6, 2025

SUBJECT: Donation for Public Safety Equipment

The Festival of Leaves event committee, operating under the umbrella of the Front Royal Independent Business Alliance (FRIBA), is deeply committed to the vibrancy and well-being of our community. Our annual Festival of Leaves celebration not only brings joy and economic activity to Front Royal but also underscores the importance of ensuring safe and enjoyable experiences for all residents and visitors.

In the spirit of community support and recognizing the critical role of public safety at all town events, the Festival of Leaves event committee is pleased to offer a donation to the Town of Front Royal in the amount of \$2250 for the purchase of traffic safety equipment. We understand the importance of having readily available resources to ensure the safety and security of attendees at various public gatherings throughout the year.

This donation reflects our sincere appreciation for the Town's ongoing efforts in supporting community events and our desire to contribute in a meaningful way. We believe that investing in essential equipment will benefit all public events hosted in Front Royal, fostering a secure environment for everyone to enjoy.

We kindly request that the Town Council formally accept these funds into the Town budget for the specific purpose of acquiring public safety equipment. We are confident that this contribution will serve as a valuable asset to the Town and enhance the safety and success of future community events.

The Festival of Leaves event committee is proud to partner with the Town of Front Royal in making our community a safe and welcoming place for all. We look forward to your positive response and continued collaboration.

Sincerely,

Sue Laurence, Front Royal Independent Business Alliance (FRIBA)
On behalf of the Festival of Leaves Event Committee



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 10C

Agenda Item: Deed of Easement from Rushmark Rockland Road LLC for Waterline Easement and Right-of-Way Acquisition for Town Water Facilities

Summary: Council is requested to approve a Deed of Easement from RUSHMARK ROCKLAND ROAD, LLC to accept a waterline easement over portions of property identified as Tax Map Parcel 12A-116-A3, for access to and maintenance of facilities, to be constructed by RUSHMARK ROCKLAND ROAD, LLC and accepted by the Town for inclusion in the Town's utility system necessary to provide utility service to an industrial property located outside of Town limits in the Rt 340/522 Corridor.

Budget/Funding: None

Meetings: Work Session held May 12, 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 and accept the Deed of Easement conveying a waterline easement and rights-of-way over portions of property identified as Tax Map No. 12A-116-A3, owned by RUSHMARK ROCKLAND ROAD, LLC, to the Town; and direct the Mayor and Town Attorney to execute the Deed of Easement as presented.

Moved _____ Seconded _____

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



WALSH COLUCCI
LUBELEY & WALSH PC

Kate Schlinke
Phone: 703.528.4700 x5467
Fax: 703.528.6050
kschlinke@thelandlawyers.com

April 23, 2025

BY OVERNIGHT DELIVERY

George M. Sonnett, Jr.
Town Attorney for Town of Front Royal, Virginia
102 E. Main Street
P.O. Box 1560
Front Royal, Virginia 22630
gsonnett@frontroyalva.com

Re: Town of Front Royal Deed of Easement (20' Waterline)
Warren County Tax Map Number 12A-116-A3

Dear George:

I have enclosed for your signature an original Deed of Easement for the above-referenced matter. After you have signed the deed, please arrange a return delivery to my attention for recording purposes. I thank you for your help.

Very truly yours,

WALSH, COLUCCI, LUBELEY & WALSH, P.C.

Kate Schlinke

cc: Antonia Miller
Alma Halse



ATTORNEYS AT LAW

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2200 CLARENDON BLVD. ■ SUITE 1300 ■ ARLINGTON, VA 22201-3359

LOUDOUN 703 737 3633 ■ WOODBRIDGE 703 680 4664

THIS DEED PREPARED WITHOUT THE
BENEFIT OF TITLE EXAMINATION BY:

Walsh, Colucci, Lubeley & Walsh P.C.
Attn: Antonia E. Miller Esq. (VSB#82427)
2200 Clarendon Blvd, Ste 1300
Arlington, Virginia 22201

TAX MAP NO. 12A-116-A3

THIS DEED OF EASEMENT is made and entered into this _____ day of _____, 2025, by and between **RUSHMARK ROCKLAND ROAD, LLC**, a Delaware limited liability company, Grantor and **TOWN OF FRONT ROYAL, VIRGINIA**, a Virginia municipal corporation, Grantee, whose address is Post Office Box 1560, Front Royal, Virginia, 22630.

WITNESSETH:

WHEREAS, **RUSHMARK ROCKLAND ROAD, LLC**, is the owner of a certain parcel of real estate known as Lot A3, The Lands of Rushmark Rockland Road, LLC, **Tax Map 12A-116-A3**, located in Warren County, Virginia (the "Property"), as shown on the plat entitled "Plat Showing Subdivision, Vacation, and Right-of-Way and Easement Dedication on a Portion of the Lands of Rushmark Rockland Road, LLC Instr. #220004507 Instr. #230005303 North River Magisterial District Warren County, Virginia" dated June 5, 2024, last revised September 18, 2024, prepared by Robert C. Harr, Jr., Land Surveyor, and recorded in the Clerk's Office of the Circuit Court of the County of Warren, Virginia as Instrument No. 240004352 (the "Plat"), attached hereto and made a part of this instrument as **Exhibit "A"**, having acquired the same by deed recorded in the Clerk's Office of the Circuit Court of the County of Warren, Virginia as Instrument No. 230005303; and

WHEREAS, the Grantor wishes to grant unto the Town of Front Royal, Virginia a variable width permanent waterline easement and rights-of-way for the installation and maintenance of

sanitary sewer lines and water lines onto, over, and through the aforesaid areas, more particularly described as “20’ Waterline Easement Hereby Dedicated to the Town of Front Royal 1,6888 S.F. or 0.039 AC” as shown on the Plat, and as further described as “Pro 12” Class 52 Dip Waterline A” and “Pro Master Vault (W-8 Detail)” as shown on the utility plan entitled “Utility Plan, Sheet C-502, Phase 1 Site Plan for Rushmark Properties, LLC Proposed Development Winchester Road & Rockland Road North River Magisterial District Front Royal, Virginia 22630 Warren County, Virginia” dated December 6, 2023, last revised December 13, 2024, and prepared by John C. Wright, Professional Engineer, Bohler Engineering (the “Utility Plan”), attached hereto and made a part of this instrument as **Exhibit “B”**.

WITNESSETH:

That for and in consideration of the sum of ONE AND 00/100 DOLLAR (\$1.00), cash in hand paid by the Grantee to the Grantor, the receipt of which is hereby acknowledged, the Grantor grants and conveys unto the Grantee, its successors and assigns, the following rights in the Property, to-wit:

The privileges, easements, and rights-of-way in perpetuity to construct, lay, maintain, repair, inspect, improve, and operate within the easements and rights-of-way of varying widths herein described and referred to, mains, works, and systems for the operation of utilities over, upon, across, and under the Property referred to as a “20’ Waterline Easement Hereby Dedicated to the Town of Front Royal 1,6888 S.F. or 0.039 AC” as shown on Sheet 2 of the Plat.

These easements and rights-of-way shall be for the construction, installation, inspection, repair, and maintenance of mains, works, and systems for the transmission of water and the collection and transmission of sewage and waste water, including, but not limited to, water meters and water meter vaults (herein “Facilities”), over, across, and under the Property, with the location

and width of said easements and rights-of-way as shown on the Plat and Utility Plan.

There is also hereby conveyed rights-of-way of ingress, egress, and access over, upon, and across the Property to the above-described easements for the purpose of allowing access to the Facilities located thereon by the employees, agents, and contractors of the Grantee.

The further terms and conditions of this grant are as follows:

a. That the Grantee may (but is not required to) trim, cut, remove, and keep clear all trees, limbs, undergrowth, and any other obstructions, within the said easements and rights-of-way, that may in any manner, in Grantee's sole judgment, endanger or interfere with the proper and efficient operation of the Facilities, and the Grantee shall have all such other rights and privileges as are reasonably necessary or convenient for the full enjoyment and use of the easements and rights-of-way herein granted for the aforesaid purpose. Nothing contained herein shall be construed to require Grantee to install, repair or maintain any portion of any water and sewer service laterals providing utilities to any improvements located on the Property.

b. The granting of the easements and rights-of-way hereinafter described neither expressly or impliedly constitutes any payment, nor the waiver of any obligation for the payment, by the Grantor or their successors or assigns, or any cut-in fee or charge, tax, assessment or other charge or obligation whatsoever now due or heretofore due or hereafter to become due and payable to the Grantee or any person, firm or other corporation whatsoever.

c. That Grantee will exercise reasonable care to protect the Property from damage or injury occasioned in the enjoyment of the easements and rights-of-way herein granted, and to promptly repair the said Property or reimburse the Grantor for any property damaged beyond repair.

d. That, if Grantee does cut or fell any brush, undergrowth or trees, or should excavations be carried on pursuant to these easements and any large-sized rocks or boulders are

unearthed and are not buried in said excavation, such brush, undergrowth, trees, large-sized rocks and boulders shall, at the expense of Grantee, be removed from the Property.

e. Once constructed and installed, the Facilities shall become the property of Grantee and Grantor shall have no right, title, interest, estate or claim whatsoever in Facilities by virtue of the rights conveyed herein.

f. The easements are non-exclusive.

g. Facilities installed pursuant to the easements shall be underground, except for manhole and vault covers which shall be flush with adjacent grade except as is otherwise consistent with best practices or as shown on plans approved by Grantor.

h. Grantor retains the right to use the surface areas of such encumbered Property for any use not inconsistent with the rights granted to Grantee.

i. Grantor reserves the right to require Grantee to relocate its Facilities to another location on the affect Property, subject to the conveyance of a similar easements and rights-of-way, all at the cost and expense of Grantor.

[Signature Pages Follow]

WITNESS the following signatures and seals:

GRANTOR:

RUSHMARK ROCKLAND ROAD, LLC, a
Delaware limited liability company

By: [Signature] (SEAL)
Name: Dan Doty
Title: Authorized Signatory

STATE/Commonwealth of Virginia
CITY/COUNTY OF Fairfax, to-wit:

I, the undersigned, a Notary Public in and for the State and City/County aforesaid, do hereby certify that Dan Doty, Authorized Signatory of Rushmark Rockland Road, LLC, a Delaware limited liability company, personally appeared before me this 23 day of April, 2025, and acknowledged that he is the Authorized Signatory of Rushmark Rockland Road, LLC, a Delaware limited liability company, and that by authority duly given, he executed the foregoing instrument on behalf of Rushmark Rockland Road, LLC, a Delaware limited liability company, for the purposes stated in such instrument and he is personally known to me.

Given under my hand this 23 day of April, 2025.

My commission expires: 2.28.2027.

Notary Registration No.: 7660341



[Signature]
NOTARY PUBLIC

The foregoing Deed of Easement is hereby accepted by the Town of Front Royal, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Town of Front Royal, by Resolution adopted by the Town Council on _____, 2025.

WITNESS the following signatures and seals:

TOWN OF FRONT ROYAL, VIRGINIA

By: _____ (SEAL)
LORI A. COCKRELL, MAYOR

ATTEST:

Clerk of Council
Town of Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, the undersigned, a Notary Public in and for the State and County aforesaid, do hereby certify that Lori A. Cockrell, Mayor of the Town of Front Royal, Virginia, whose name is signed to the foregoing Deed of Easement, dated the _____ day of _____, 2025, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this _____ day of _____, 2025.

My Commission Expires: _____
Notary Registration No.: _____

NOTARY PUBLIC

APPROVED AS TO FORM:

Town Attorney
Town of Front Royal, Virginia

Exhibit “A”

Plat

See attached.

COPY

NOTES:

- THE PROPERTIES SHOWN HEREON ARE THE LANDS OF RUSHMARK ROCKLAND ROAD, LLC AS RECORDED IN INSTRUMENT NUMBERS 220004507 AND 230005303, ALL AMONG THE LANDS RECORDS OF WARREN COUNTY, VIRGINIA AND HAVING A TAX MAP NUMBERS OF 12A-116-28, 12A-116-4, 12-32-C1, 12A-116-1-5, & 12A-116-26A PER THE DEPARTMENT OF ASSESSMENTS.
- DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
- THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE COMMITMENT PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 192004384, DATED MAY 24, 2022 AND COMMITMENT NO. 19004421, DATED FEBRUARY 23, 2023 AND REVISED MAY 1, 2023.
- THE PROPERTY IS LOCATED IN OTHER AREAS ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN PER MAP ENTITLED "FIRM, FLOOD INSURANCE RATE MAP, WARREN COUNTY, VIRGINIA AND INCORPORATED AREAS, PANEL 119 OF 250", MAP NUMBER 5118700110C, WITH A MAP EFFECTIVE DATE OF JUNE 9, 2008.
- GRANTEES ADDRESS FOR RUSHMARK ROCKLAND ROAD, LLC IS 2900 FAIRVIEW PARK DRIVE, FALLS CHURCH, VA 22042.

OWNERS CONSENT AND DEDICATION

THE PLAT SHOWING SUBDIVISION, VACATION, AND RIGHT-OF-WAY AND EASEMENT DEDICATION ON THE LANDS OF RUSHMARK ROCKLAND ROAD, LLC, AS SHOWN HEREON IS WITH THE DESIRE OF THE UNDERSIGNED OWNER, PROPRIETORS AND TRUSTEES, IF ANY.

SIGNATURE: [Signature] DATE: 10/7/2024

APPROVED: [Signature] DATE: 10-9-2024

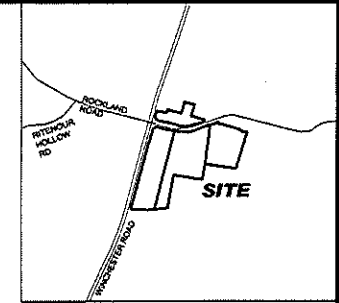
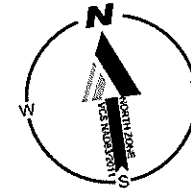
TOWN OF FRONT ROYAL DATE: 08/02/2024
VIRGINIA DEPARTMENT OF TRANSPORTATION

AREA TABULATION

ORIGINAL AREA	
12.30C1	28.594 ACRES
12A 116 4	0.179 ACRES
12A 116 26A	1.438 ACRES
12A 116 28	46.828 ACRES
12A 116 1	0.343 ACRES
12A 116 2	0.048 ACRES
12A 116 3	0.047 ACRES
12A 116 4	0.048 ACRES
12A 116 5	0.068 ACRES
PORTION OF JACKSON AVE. (ABANDONED)	0.087 ACRES
TOTAL	77.561 ACRES

AFTER CONSOLIDATION AND DEDICATION	
NEW LOT A1 TMAP12A-116-A1	23.945 ACRES
(RESERVED FOR FUTURE DEDICATION)	(2.081 ACRES)
(PORTION OF NEW LOT A1)	
NEW LOT A2 TMAP12A-116-A2	27.880 ACRES
NEW LOT A3 TMAP12A-116-A3	16.121 ACRES
NEW LOT B TMAP12A-116-B	7.484 ACRES
(IMPROVEMENTS ALONG WINCHESTER ROAD)	
DEDICATED FOR PUBLIC STREET	
AREA "A"	0.203 ACRES
AREA "B"	0.010 ACRES
TOTAL	77.651 ACRES

MATCHLINE - SHEET 2



VICINITY MAP
SCALE: 1"=2000'

LEGEND

- (P) IRON PIPE FOUND
- (R) IRON ROD FOUND
- (M) CONC. MONUMENT WIDISH FOUND
- PROP. CORNER TO BE SET

NOTARY CERTIFICATE

CITY/COUNTY OF Fairfax
THE COMMONWEALTH OF VIRGINIA

I, Irene Kofi, THE UNDERSIGNED NOTARY PUBLIC DO HEREBY CERTIFY THAT
WHOSE NAME(S) IS/ARE SIGNED TO THE FOREGOING OWNERS' CONSENT APPEARED
AND ACKNOWLEDGED THE SAME BEFORE ME THIS 06/05/2024 DAY OF June, 2024.

MY COMMISSION EXPIRES: 2-28-2027

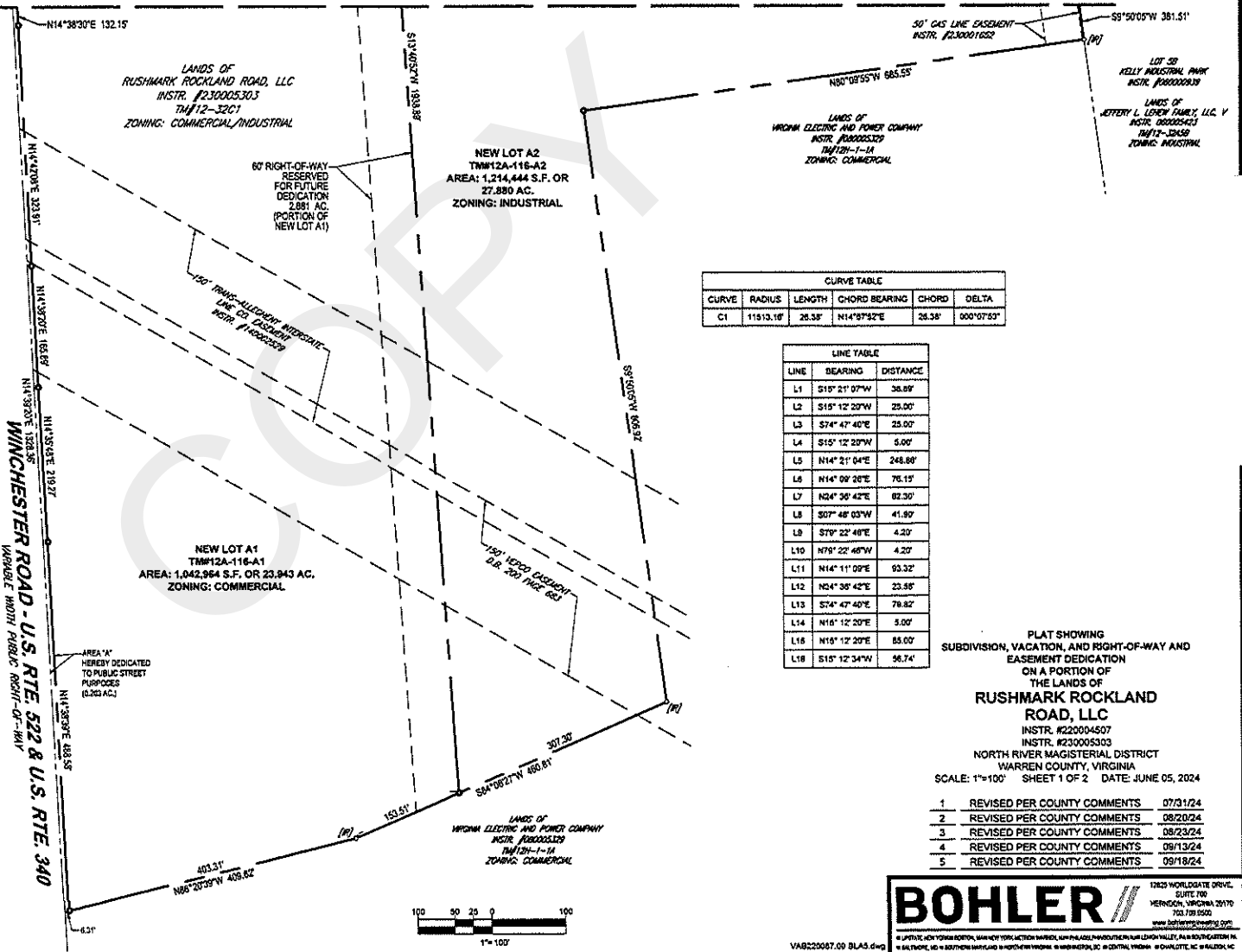
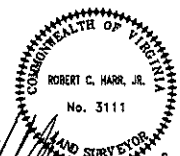
REVIEWED AND CERTIFIED AS EXEMPT FROM THE WARREN COUNTY SUBDIVISION
ORDINANCE UNDER SECTION 155-3 (1) (A), ALLOWING BOUNDARY ADJUSTMENTS AND
NOT BE COMMITTED TO RECORD.

DATE: 10/7/24
SIGNATURE: [Signature]
PLANNING DIRECTOR

SURVEYOR'S CERTIFICATE

I, ROBERT C. HARR, JR., A DULY LICENSED LAND SURVEYOR IN THE
COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS PROPERTY
SHOWN HEREON IS IN THE NAME OF RUSHMARK ROCKLAND ROAD, LLC BY
DEEDS RECORDED IN INSTRUMENT NUMBER 220004507 & 230005303, ALL
RECORDED AMONG THE LAND RECORDS OF WARREN COUNTY, VIRGINIA

I FURTHER CERTIFY THAT THE LAND HEREON LIES ENTIRELY WITHIN
THE BOUNDS OF THE ORIGINAL TRACT, THAT THIS PLAT IS BASED ON A
BOUNDARY SURVEY PERFORMED BY BOHLER ON MAY 15, 2023, AND ALL
COURSES ARE REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF
1983 GRID NORTH.



CURVE TABLE					
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA
C1	11513.18'	28.38'	N14°07'52"E	28.38'	000°07'53"

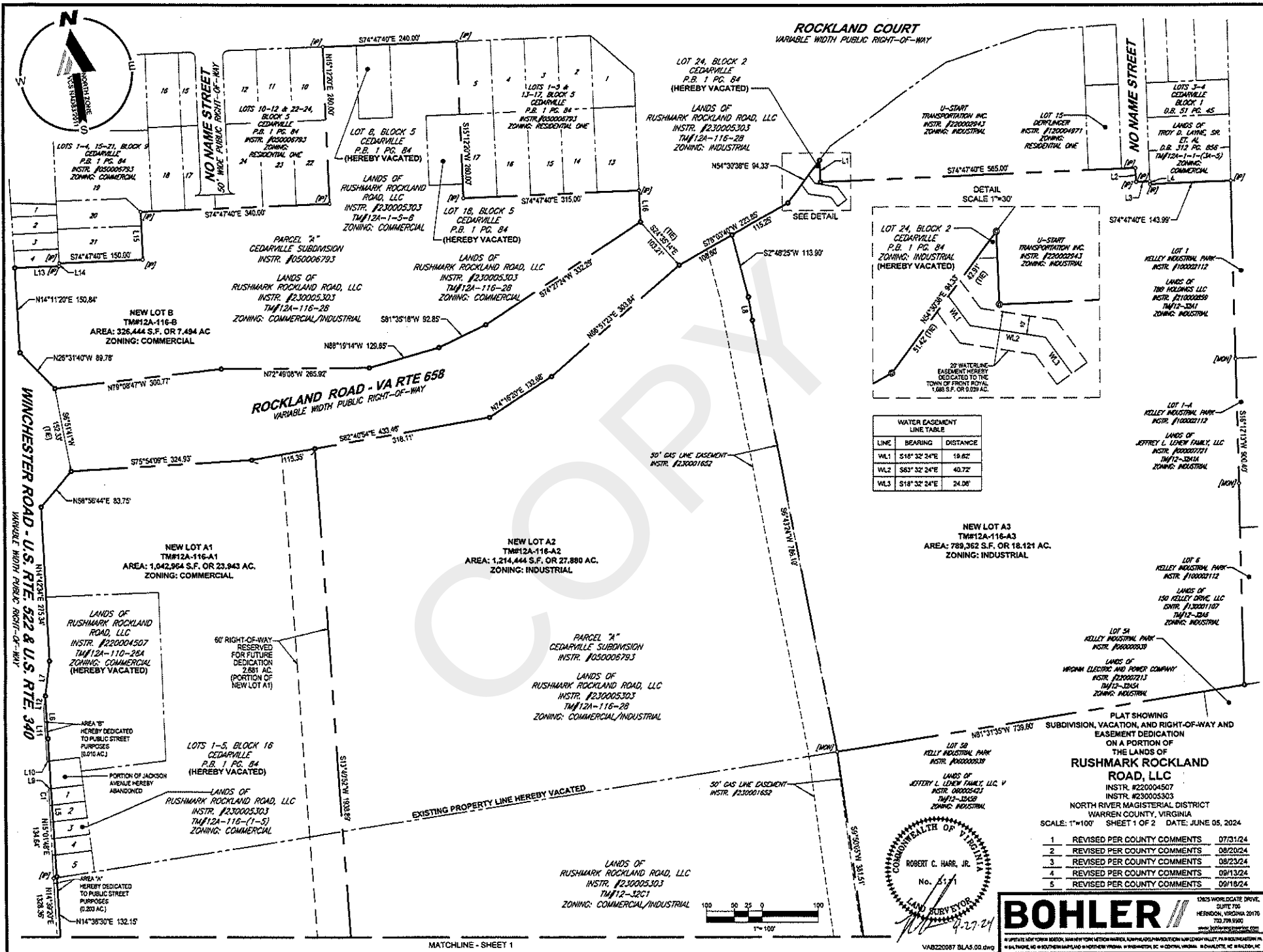
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S15°21'07"W	36.58'
L2	S15°12'30"W	25.00'
L3	S74°47'40"E	25.00'
L4	S15°12'30"W	5.00'
L5	N14°21'04"E	248.80'
L6	N14°09'20"E	76.15'
L7	N24°30'42"E	82.30'
L8	S07°48'03"W	41.80'
L9	S79°22'48"E	4.23'
L10	N79°22'48"W	4.23'
L11	N14°11'09"E	93.32'
L12	N24°30'42"E	23.88'
L13	S74°47'40"E	78.82'
L14	N15°12'20"E	5.00'
L15	N15°12'20"E	55.00'
L16	S15°12'34"W	56.74'

PLAT SHOWING
SUBDIVISION, VACATION, AND RIGHT-OF-WAY AND
EASEMENT DEDICATION
ON A PORTION OF
THE LANDS OF
RUSHMARK ROCKLAND
ROAD, LLC
INSTR. #220004507
INSTR. #230005303
NORTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA
SCALE: 1"=100' SHEET 1 OF 2 DATE: JUNE 05, 2024

- REVISED PER COUNTY COMMENTS 07/31/24
- REVISED PER COUNTY COMMENTS 08/20/24
- REVISED PER COUNTY COMMENTS 08/23/24
- REVISED PER COUNTY COMMENTS 09/13/24
- REVISED PER COUNTY COMMENTS 09/18/24

BOHLER 17825 WORLDGATE DRIVE, SUITE 100, HERNDON, VIRGINIA 20150, 703.739.5500
www.bohler-surveying.com
VAB220067.00 BLAS.dwg

EXHIBIT "A"



1	REVISED PER COUNTY COMMENTS	07/31/24
2	REVISED PER COUNTY COMMENTS	08/20/24
3	REVISED PER COUNTY COMMENTS	08/23/24
4	REVISED PER COUNTY COMMENTS	09/13/24
5	REVISED PER COUNTY COMMENTS	09/18/24

BOHLER

12025 WOODGATE DRIVE
SUITE 700
HERNDON, VIRGINIA 20170
703.709.9500

IN LITTLE ROCK, ARIZONA • IN NEW YORK METRO AREA • IN PHILADELPHIA • IN SOUTH VALLEY, PA • IN SOUTHEAST PA
IN BALTIMORE, MD • IN SOUTHERN MARYLAND • IN NORTHERN VIRGINIA • IN WASHINGTON, DC • IN CENTRAL VIRGINIA • IN CHARLOTTE, NC • IN RICHMOND, NC

INSTRUMENT 240004352
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY CIRCUIT ON
OCTOBER 11, 2024 AT 10:52 AM
ANGELA M. MOORE, CLERK
RECORDED BY: AMA

MA

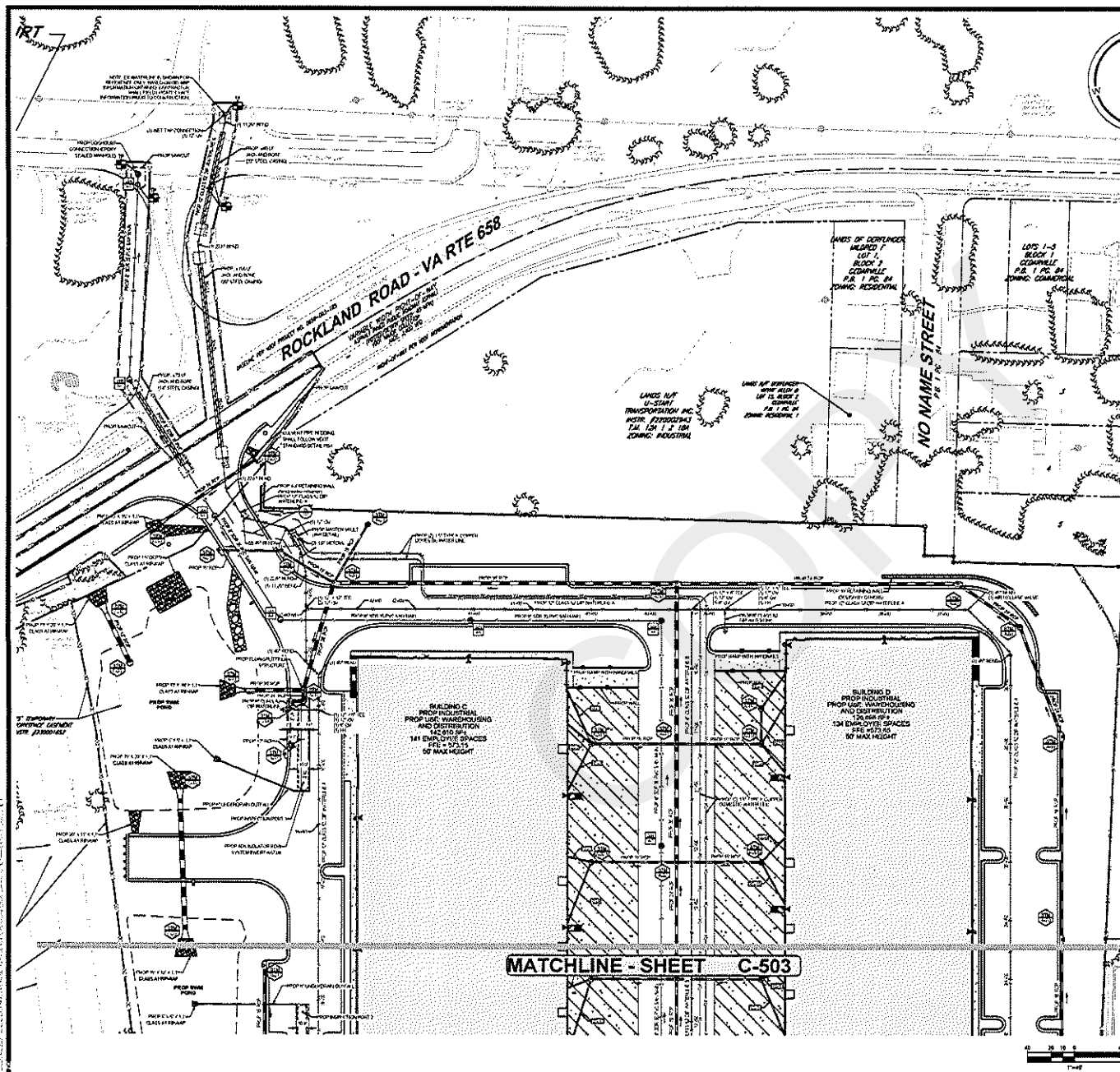
Exhibit “B”

Utility Plan

See attached.

COPY

EXHIBIT B



UTILITY LEGEND		
SYMBOL	SYMBOL IN 1974	SYMBOL IN 1974
1	1	1
2	2	2
3	3	3
4	4	4
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6	6	6
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10	10	10
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93	93	93
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96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

BOHLER 
SITE CIVIL AND CONSULTING ENGINEERS
LAND SURVEY
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
CONSTRUCTION
TRANSPORTATION SERVICES

[illegible]

ALWAYS CALL 911
It's fast, it's free, it's the law.

APPROVED FOR
CONSTRUCTION

PROJECT No.:	TIME 2200H7.00
DRAWN BY:	NAC
CHECKED BY:	SAR
DATE:	12mC033
CAD LBL	UTL - 4
PROJECT	

PHASE 1 SITE PLAN

_____ FOR _____

RUSHMARK
PROPERTIES, LLC

PROPOSED
DEVELOPMENT

WINCHESTER ROAD &
ROCKLAND ROAD
NORTH RIVER MAGISTERIAL DISTRICT
FRONT ROYAL, VIRGINIA 22630
WARREN COUNTY, VIRGINIA

BOHLER //

28 BLACKEYELL PARK LANE, SUITE 201
WARRENTON, VIRGINIA 20180
Phone: (540) 349-4300
Fax: (540) 349-0321
VA@BohlerEng.com



SHEET TITLE:

UTILITY PLAN

WISNET NUMBER:
C-502

REVISION 9 - 12/13/2024



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: May 27, 2025

Item# 11A

Agenda Item: Request for Water and Sewer in the Rt. 522 Corridor for Industrial Use from Stafford One Investments (Rt. 522 Properties LLC) LLC at Winchester Road and Winners Court

Summary: Council is requested to consider approval of a joint request from Warren County and Stafford One Investments LLC (522 Properties LLC) for water and sewer service within the Route 522/340 North Corridor. The property consists of approximately 28.3 acres identified as Tax Map 12-6F, 4-44B, 4-43A, 4-45Bp and located on the west side of Winchester Road at its intersection with Winners Court. The intention is to construct a 220,000 square foot industrial warehouse building for a warehouse and distribution center. According to the application for an out-of-town utility connection, the applicant estimates the facility will require 4,500 gallons of water per day.

Budget/Funding: None

Meetings: Work Sessions held May 5 and May 12, 2025

Proposed Motion: I move that Council, based upon a finding of sufficient excess capacity, approve a joint request from Warren County and Stafford One Investments LLC (522 Properties LLC, Owner) for water and sewer service, not to exceed 4,500 gallons per day, within the Route 522/340 North Corridor on property identified as Tax Map 12-6F, 4-44B, 4-43A, 4-45Bp and located on the west side of Winchester Road at its intersection with Winners Court for use as an industrial warehouse and distribution center, conditioned upon conveyance to the Town of any necessary easements and the execution of an out-of-Town excess capacity utility agreement and direct the Town Manager and Town Attorney to execute the necessary agreement with the Owner in compliance with all Town Code requirements, with rates and charges at one hundred percent (100%) more than the in-town rates and charges.

Moved _____ Seconded _____

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



**WALSH COLUCCI
LUBELEY & WALSH PC**

Nicholas V. Cumings
(703) 528-4700 Ext. 5447
ncumings@thelandlawyers.com

Revised
April 17, 2025

Via E-Mail & First-Class Mail

Matthew Wendling
Planning Director / Floodplain Manager
County of Warren County Planning and Zoning Department
220 North Commerce Avenue, Suite 400
Front Royal, Virginia 22630

**Re: Out-of-Town Utility Connection Request
Tax Map Parcels 12-6F, 4-44B, 4-43A, 4-45B pt. (together, the “Subject
Property”)**

Dear Mr. Wendling:

On February 6, 2025, I submitted a request for an out-of-town utility connection for the Subject Property. Enclosed is a resubmission addressing your comments. The Subject Property includes the above-referenced parcels of record that, in aggregate, consist of approximately 28.3 acres located in the Nineveh area of the North River Election District. The Subject Property is owned by 522 Properties, LLC (the “Applicant”). The Subject Property is located on the west side of Winchester Road (US Route 340/522) at its intersection with Winners Court, east of Crooked Run, and contains two existing residential dwelling units with the balance of the land area remaining vacant. Parcels 4-43A and 4-45B pt. are zoned to the Commercial Zoning (“C”) District and Highway Corridor (“HC”) Overlay District, in accordance with § 180-27 and § 180.29.1, respectively, of the Warren County Zoning Ordinance (the “Zoning Ordinance”). Parcel 4-44B is zoned to the Agricultural Zoning (“A”) District and HC Overlay District; and Parcel 12-6F is zoned to the A District and partially to the HC Overlay District.

The Applicant filed a rezoning application for the Subject Property seeking the Board of Supervisors’ approval to rezone to the Industrial District and HC Overlay District to permit the construction of an approximately 220,000 square foot industrial warehouse building. The Applicant is concurrently seeking approval of a conditional use permit to permit a structure that is greater than 50,000 square feet within the HC Overlay District. In accordance with § 180-64.A(1) of the Zoning Ordinance, this Out-of-Town utility connection request letter and attached

ATTORNEYS AT LAW

703 528 4700 ■ WWW.THELANDLAWYERS.COM
2200 CLARENDON BLVD. ■ SUITE 1300 ■ ARLINGTON, VA 22201-3359

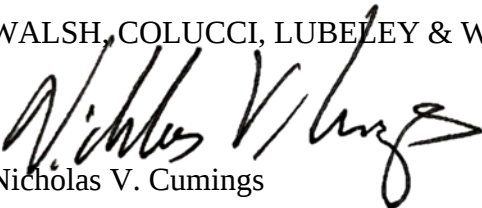
LOUDOUN 703 737 3633 ■ WOODBRIDGE 703 680 4664

application form are provided to you at this time with the intent of initiating the review process in advance of the anticipated rezoning and conditional use permit application submissions.

Thank you for your attention to this matter. Please do not hesitate to contact me if you need additional information.

Very truly yours,

WALSH, COLUCCI, LUBELEY & WALSH, P.C.



Nicholas V. Cumings

Attachment

CC: Deja M. Burt
Bernard S. Suchicital



APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 635-8973 (F)
www.frontroyalva.com

Application Date: _____
Owner(s) / Applicant(s) Full Name: _____
Mailing Address: _____
City/State/Zip: _____
Daytime Phone: _____ Email: _____
Property Address/Lot #: _____

IF RESIDENTIAL:

Type of Unit: ☐ Single Family ☐ Townhouse ☐ Duplex/Multi Family

IF COMMERCIAL or INDUSTRIAL:

Type of Business: _____
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: _____ gallons per day

ALL APPLICANTS:

Number of Toilets: _____ Urinals: _____ Sinks: _____ Tubs/Showers: _____
Size of Meter (Must match water service size): _____
Fire Suppression Required: Yes / No Meter size _____

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____
Application Approved by Building Department: _____ Date: _____
Application Approved by Planning Staff: _____ Date: _____
Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ Approval of Connection by Town Council if applicable (Four Weeks)
- ✓ Review of Site Plans if applicable (Three Weeks per submittal)
- ✓ If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)
- ✓ Payment of Applicable Fees through Finance Department (One Week)
- ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.)

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: _____ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

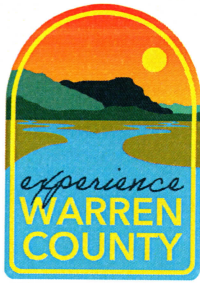
Public Works Director Signature: _____ Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

- A water and sewer connection can be purchased from the Town of Front Royal only for a specific, designated building site or lot.
- Once an application to purchase a water and sewer connection has been received, the connection shall not be transferrable to another site.
- If the water and sewer connection is not installed within twelve (12) months from the date of purchase because the purchaser is not ready for actual installation, the purchase shall be voided and the purchase price alone shall be refunded without interest.
- Water and sewer connection fees shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer taps for six (6) or more building units, the connection fee for each tap may be paid upon actual installation of each respective tap. (Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)

GENERAL INFORMATION

1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application. Warren County may release building permit upon Town approval of site plans.
2. All owner information must be completed and Warren County approvals received prior to processing by the Town.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the County Planning Department (540-636-3354).
4. Connection fee information can be obtained from the Town website www.frontroyalva.com or by contacting Public Works (540) 635-7819.
5. For tenant occupied structures, separate water meters must be provided for each unit.
6. Information about the Town's PILOT program and Out-of-Town Water & Sewage Service Agreement can be obtained from the Town website www.frontroyalva.com or by contacting the Town Attorney at (540) 635-8007. Warren County may release Occupancy Permit upon completion of PILOT Agreement.
7. Out-of-Town residential & industrial fees & rates are 200% in-Town rates.



COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
Email: edaley@warrencountyva.gov

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Matt Wendling, Planning Director

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Stafford One Investments, LLC a request for public sewer and water from the Town of Front Royal for an Industrial land-use in the Rt. 340-522 Corridor.

DATE: 02/19/2025

The Board of Supervisors, at its meeting on February 18th, 2025, requested that the Town of Front Royal provide public water and sewer service to the properties identified on Tax Maps 12--Parcel 6F, 4---Parcel 44B, 4---Parcel 43A and a portion of Tax Map 4---Parcel 45B.

FOR
CROOKED RUN ASSEMBLAGE

A circular vicinity map showing the location of the 'SITE' (a shaded area) relative to Winchester, Crooked Creek, and various roads. The map includes labels for 'WINCHESTER', 'CROOKED CREEK', 'BAUGH ROAD', 'FAIRGROUNDS RD', 'WINNERS COURT', 'DRIVE', and '522'. A scale bar indicates 1"=2000'.

<u>TITLE</u>	<u>SHEET NO.</u>
COVER SHEET	1
EXISTING CONDITIONS PLAN	2
CONCEPT PLAN.	3
LANDSCAPE PLAN	4

522 PROPERTIES L.L.C.
P.O. BOX 41
FRONT ROYAL, VA 22630
540.550.6705

STAFFORD ONE
INVESTMENTS LLC
13580 GROUPE DRIVE
SUITE 200
WOODBIDGE, VA 22192
703.737.3633

WALSH, COLUCCI,
LUBELEY & WALSH, P.C.
1 E MARKET STREET, SUITE 300
LEESBURG, VA 20176
703.737.3633

GROUPE
13580 GROUPE DRIVE
SUITE 200
WOODBIDGE, VA 22192
703.670.0985

ECS MID-ATLANTIC, LLC
166 WINDY HILL LANE
WINCHESTER, VA 22602
540.667.3750

GOROVE SLADE
4114 LEGATO ROAD
SUITE 650
FAIRFAX, VA 22033
703.787.9595

ENGINEERING GROUPE PROJECT STATUS		DATE: JAN. 31, 2025
		SCALE: 1"=60'
		DESIGNER: JL
		DRAFTSMAN: DMB
		FILE NO. M-3414
DATE	ACTION	SHEET 1 OF 4

13580 Groupe Drive,
Suite 200
Woodbridge, VA 22192

South Office
3333 Southpoint Landing Blvd,
Suite 121
Fredericksburg, VA 22407

West Office
9 Loudoun Street, SE
Leesburg, VA 20175

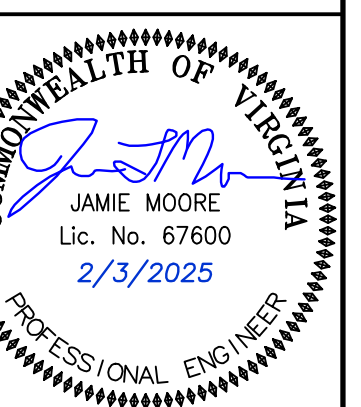
GROUPE
PLAN • SURVEY • ENGINEER • MANAGE
GROUPE.COM | 703-670-0985

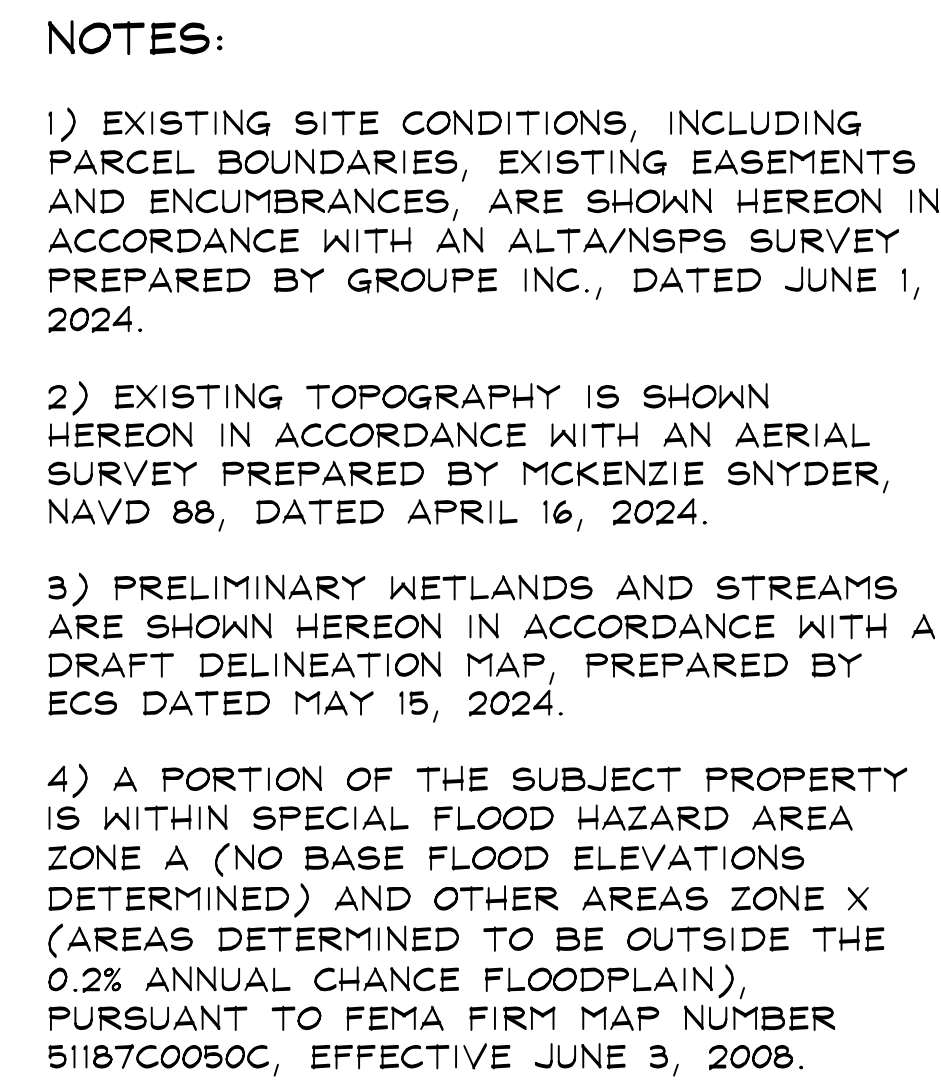
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COVER SHEET

**CROOKED RUN ASSEMBLAGE
REZONING / CUP**

NORTH RIVER ELECTION DISTRICT
WARREN COUNTY, VIRGINIA





N/F
SLATE RUN
FARM, LLC
INST. 210003053
TM: 12 6
EX. ZONE:
AGRICULTURAL

FEMA FIRM MAP No. 51187C00500C
EFFECTIVE DATE 6/12/2008

ROCKED RD

500
530
540

522 PROPERTIES, LLC
INST. 060008273
TM: 12 6F
AREA: 871,798 S.F.
OR 20.01374 ACRES
EX. ZONE: AGRICULTURAL
EX. USE: VACANT LAND

522 PROPERTIES, LLC
INST. 050004882
TM: 4 43A
AREA: 43.811
OR 1.00575 ACRES
EX. ZONE: COMMERCIAL
EX. USE: FAIR MARKET -
RESIDENTIAL

522 PROPERTIES, L.L.C.
INST. 140005030
TM: 4 44B
AREA: 247,548 S.F.
OR 5.68292 ACRES
EX. ZONE: AGRICULTURAL
EX. USE: DWELLING

N/F
ROBERT SWANE
VIANDS AND
GARY LANE VIANDS
INST. WF19000107
TM: 4 44
EX. ZONE:
AGRICULTURAL

N/F
LONE PINE
HOLDINGS, LLC
INST. 210005283
TM: 4 45BI
EX. ZONE:
COMMERCIAL

522 PROPERTIES, LLC
INST. 050004882
TM: 4 45B
AREA: 181,379 S.F.
OR 4.16389 ACRES
EX. ZONE: COMMERCIAL
EX. USE: VACANT LAND

CONC.
SLAB/BUILDING
REMAINS

EXISTING
DWELLING
#6644

APPROX. 6 LOC.
NORTHERN VIRGINIA
POWER CO. EASEMENT
D.B. 91 PG. 363

CONC. PAD
W/CANOPY

FRAME
SHED

FRAME
CHICKEN COOP

□ FRAME
□ SHED(x2)

APPROX. & LOC.
VA. TELEPHONE &
TELEGRAPH CO.
EASEMENT
D.B. 91 PG. 363

EXISTING
DWELLING
#6490

WINCHESTER ROAD
STATE ROUTE 340 & 522
(160' WIDE)
D.B. 90 PG. 379
VDOT MINOR ARTERIAL
POSTED SPEED LIMIT: 55 MPH

N/F
SLATE RUN FARM, LLC
INST. 210003053
TM: 12 6
EX. ZONE: AGRICULTURAL

Central Office
13580 Groupe Drive,
Suite 200
Woodbridge, VA 22192

South Office
0333 Southpoint Landing Blvd,
Suite 121
Fredericksburg, VA 22407

West Office
9 Loudoun Street, SE
Leesburg, VA 20175

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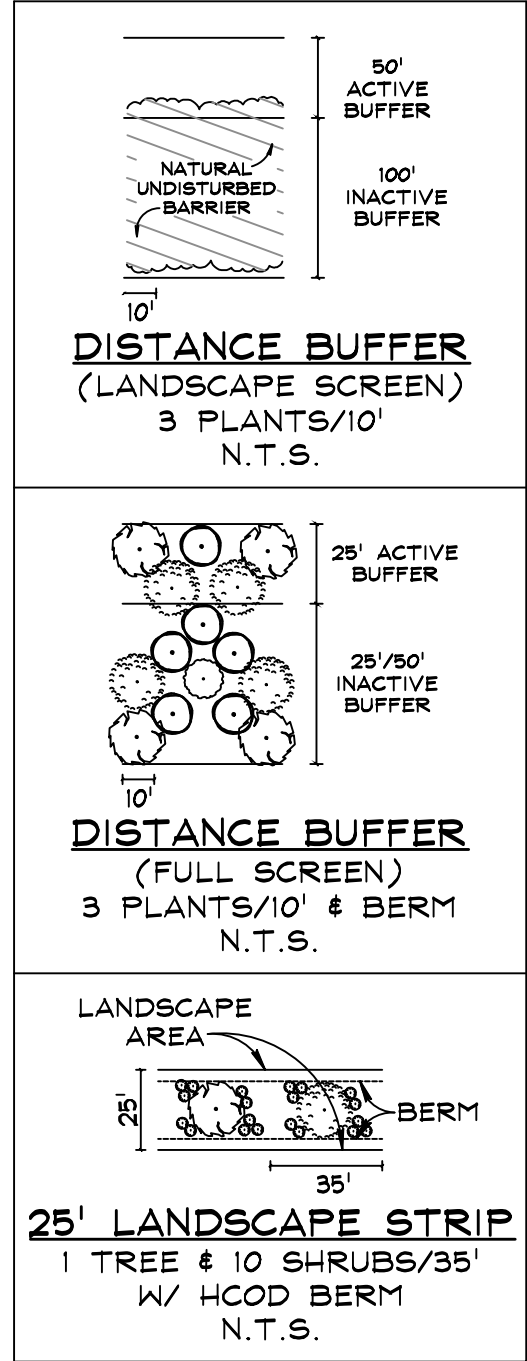
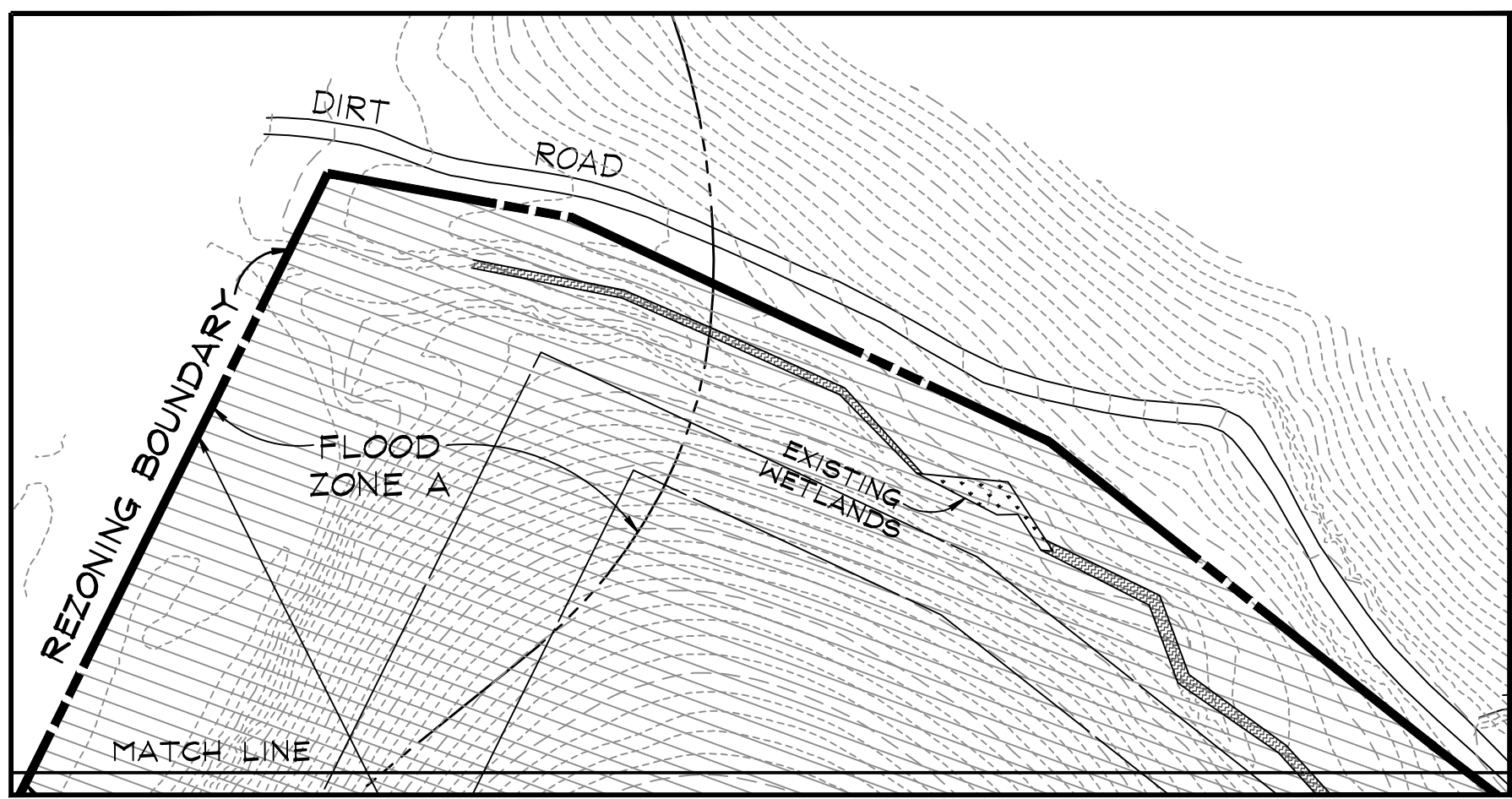


The Engineering Group, Inc.

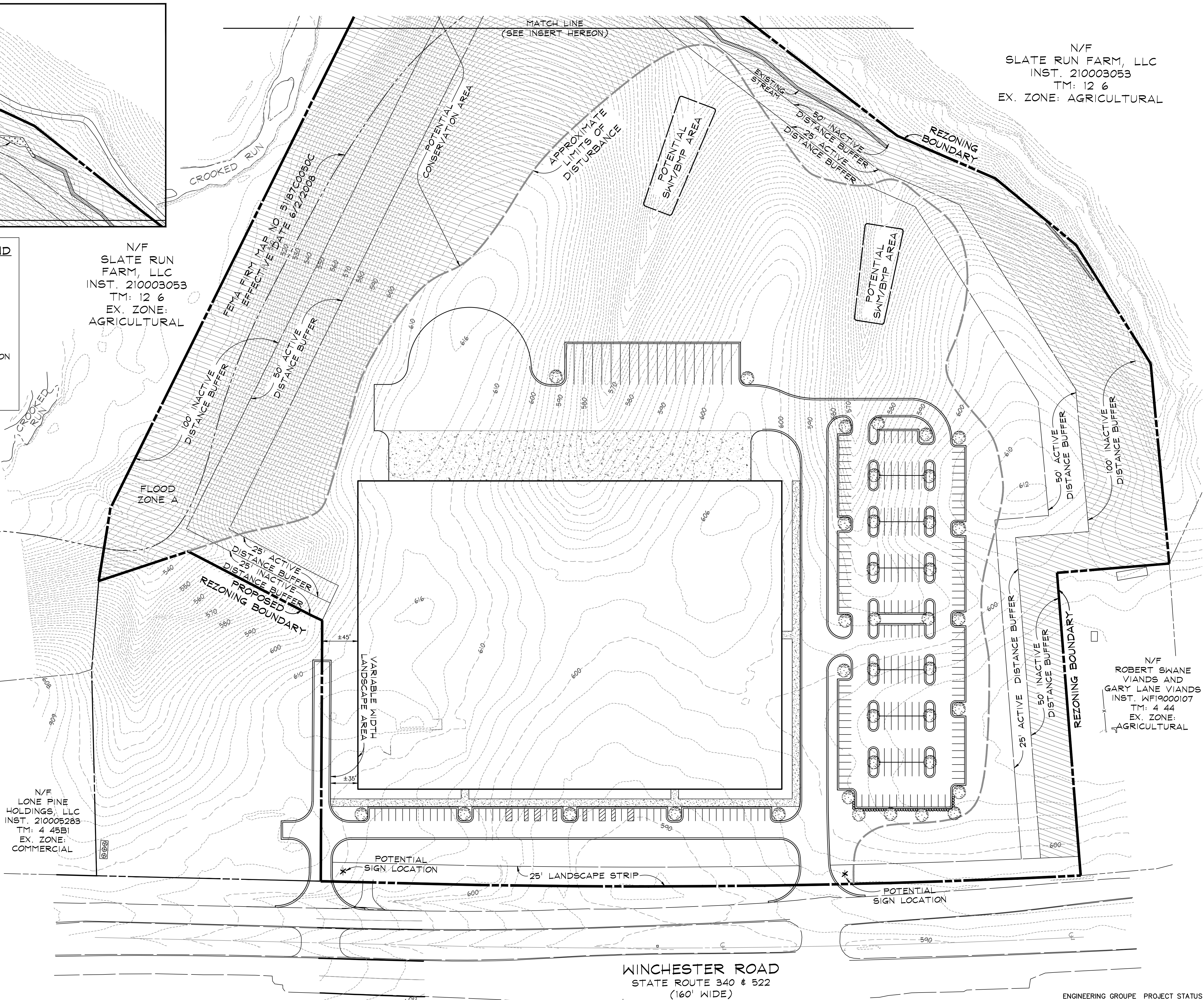
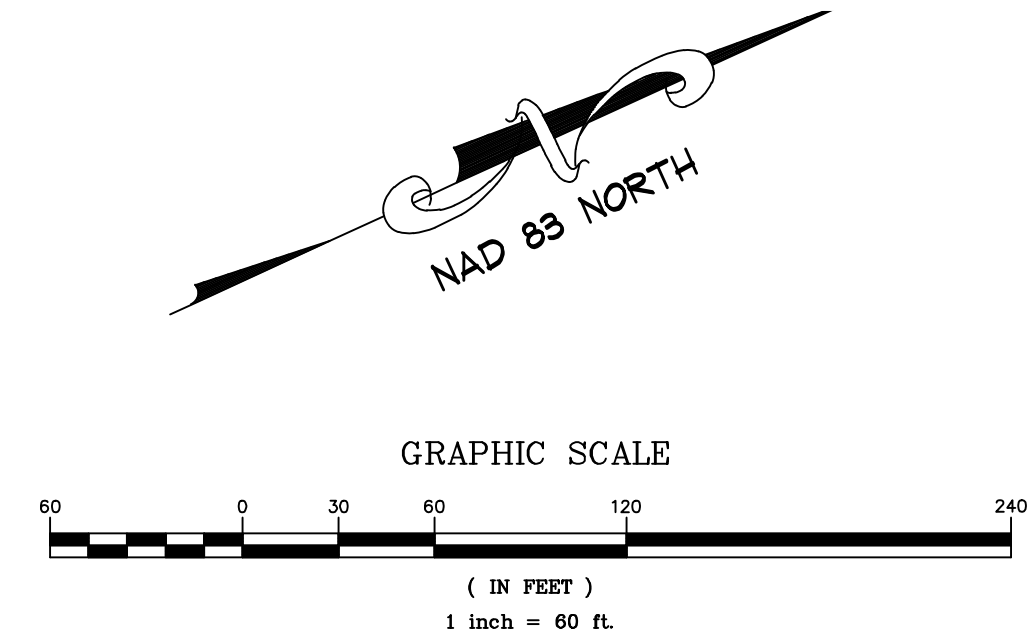
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EXISTING CONDITIONS
CROOKED RUN ASSEMBLAGE
REZONING / CUP
NORTH RIVER ELECTION DISTRICT
WARREN COUNTY, VIRGINIA

ENGINEERING GROUP PROJECT STATUS		DATE: JAN. 31, 2025
		SCALE: 1"=60'
		DESIGNER: JL
		DRAFTSMAN: DMB
		FILE NO. M-3414
DATE	ACTION	SHEET 2 OF 4



- NOTES:
- 1) PROPOSED LANDSCAPING, AS SHOWN HEREON, IS PRELIMINARY, SUBJECT TO CHANGES IN ACCORDANCE WITH FINAL ENGINEERING. PLANT UNIT TYPES, SPECIES AND LOCATIONS WILL BE DETERMINED WITH THE FINAL SITE PLAN, DESIGNED IN ACCORDANCE WITH WARREN COUNTY ZONING AND DESIGN STANDARDS.
 - 2) THE APPROXIMATE LIMITS OF DISTURBANCE, AS SHOWN HEREON, IS PRELIMINARY, SUBJECT TO MODIFICATIONS AT FINAL SITE PLAN.
 - 3) CONSERVATION AREAS, AS SHOWN HEREON, ARE PRELIMINARY, SUBJECT TO MINOR MODIFICATIONS AT FINAL SITE PLAN. ADDITIONAL AREAS OF CONSERVATION MAY BE PROVIDED WITH THE FINAL SITE PLAN.
 - 4) BUFFER AREAS OUTSIDE THE LIMITS OF DISTURBANCE MAY USE NATURAL BARRIERS IN LIEU OF PROPOSED SCREENING, AS PERMITTED IN ACCORDANCE WITH SECTION 180-18 OF THE WARREN COUNTY ZONING ORDINANCE.
 - 5) A VARIABLE WIDTH LANDSCAPE AREA IS PROVIDED ALONG THE WESTERN BOUNDARY WITH THE RESIDUAL PORTION OF TAX MAP 4 45B. SCREENING WILL BE PROVIDED IN ACCORDANCE WITH THE 25' LANDSCAPE STRIP DETAIL SHOWN HEREON.



N/F
SLATE RUN FARM, LLC
INST. 210003053
TM: 12 6
EX. ZONE: AGRICULTURAL

N/F
SLATE RUN FARM, LLC
INST. 210003053
TM: 12 6
EX. ZONE: AGRICULTURAL

N/F
LONE PINE HOLDINGS, LLC
INST. 210005283
TM: 4 45B1
EX. ZONE: COMMERCIAL

N/F
ROBERT SWANE VIANDS AND
GARY LANE VIANDS
INST. WF19000107
TM: 4 44
EX. ZONE: AGRICULTURAL

WINCHESTER ROAD
STATE ROUTE 340 & 522
(160' WIDE)
D.B. 90 PG. 379
VDOT MINOR ARTERIAL
POSTED SPEED LIMIT: 55 MPH

ENGINEERING GROUPE PROJECT STATUS	
DATE	ACTION

Central Office
13580 Groupe Drive,
Suite 200
Woodbridge, VA 22192
South Office
10333 Southpoint Landing Blvd,
Suite 121
Fredericksburg, VA 22407
West Office
9 Loudoun Street, SE
Leesburg, VA 20175

GROUPE
PLAN · SURVEY · ENGINEER · MANAGE

GE
The Engineering Groupe, Inc.

NO.	DATE	COUNTY	REVISIONS

LANDSCAPE PLAN
CROOKED RUN ASSEMBLAGE
REZONING / CUP
NORTH RIVER ELECTION DISTRICT
WARREN COUNTY, VIRGINIA

COMMONWEALTH OF VIRGINIA
JAMIE MOORE
Lic. No. 67600
2/3/2025
PROFESSIONAL ENGINEER

DATE: JAN. 31, 2025
SCALE: 1"=60'
DESIGNER: JIL
DRAFTSMAN: DMB
FILE NO. M-3414
SHEET 4 OF 4

PROFFER STATEMENT
RE: Crooked Run Assemblage Rezoning
February 4, 2025
File Number: _____

Rezoning: Crooked Run Assemblage Rezoning

Record Owner: 522 Properties, L.L.C.

Applicant: Stafford One Investments, LLC

Property: 12 6F; 4 44B; 4 43A; 4 45B (a portion thereof); comprising approximately 28.23 acres as shown on the Rezoning Plan (hereinafter the “Property”)

Zoning: Agricultural to Industrial

Project Name: Crooked Run Assemblage Rezoning

Original Proffer Date: February 4, 2025

Preliminary Matters:

Pursuant to Va. Code Ann. § 15.2-2296, et seq., and § 180-63 of the Warren County Zoning Ordinance, the undersigned hereby proffers that the development and use of the Property shall be in substantial conformance with the following conditions. In the event this rezoning is granted as applied for by the Applicant, then these proffers shall supersede and replace in their entirety all other proffers made prior hereto with respect to the Property. In the event this rezoning is not granted as applied for by the Applicant, then these proffers shall be deemed withdrawn and shall be null and void, and any existing proffers will remain in full force and effect.

The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. Any improvements proffered herein below shall be provided at the time of development of the portion of the site served by the improvement, unless otherwise specified. The terms “Applicant” and “Developer” shall include the current and all future owners and successors in interest.

For purposes of reference in this Proffer Statement, the “Rezoning Plan” shall be that plan, consisting of four (4) sheets, prepared by The Engineering Groupe, Inc., entitled, “Rezoning Plan/Conditional Use Permit Plan for Crooked Run Assemblage and dated January 31, 2025 (the “RP”).

1. DEVELOPMENT AND USE OF THE PROPERTY

- 1.1. The subject Property shall be developed in substantial conformance with the RP and as is specifically set forth in these Proffers. Upon submission of final site or subdivision plans, minor changes and adjustments may be made to the road alignments, entrances, parking, dimensions and location of the SWM/BMP facilities, the exact configuration and location of building footprints, and other similar features as shown on the RP, to accommodate final engineering, provided they meet the intent of these Proffers and are approved by the Director of Planning.
- 1.2. The following uses shall be prohibited on the Property:
 - 1.2.1. Automobile graveyard or junkyard
 - 1.2.2. Bottled gas storage and service
 - 1.2.3. Extraction of natural resources and borrow pits, except what is associated with the initial clearing and grading of the Property
 - 1.2.4. Manufacture of cinder blocks, concrete, concrete products, brick and similar products
 - 1.2.5. Batch mix asphalt plant
 - 1.2.6. Kennel, commercial
- 1.3. The Applicant may construct not more than 220,000 gross sq. ft. of Warehousing and Distribution Facilities, as defined in the Warren County Zoning Ordinance.
- 1.4. The Property may be developed with any permitted use within the Industrial District (§ 180-28) and HC Overlay District. The Property may also be developed with any uses permitted in these zoning districts also requiring approval of a Conditional Use Permit, provided that such uses may only be permitted following the approval of an application for such Use Permit, and that total development on the Property does not exceed approximately 220,000 square feet.

2. COMMUNITY DESIGN

- 2.1. Landscaping. Perimeter landscaping shall be provided in substantial conformance with Sheets 3 through 4 of the RP. All new landscaping/plantings shall be indigenous species, native to Virginia, and drought resistant.
- 2.2. Height. The maximum building height on the Property shall be 50 feet.

3. TRANSPORTATION

- 3.1. For purposes of traffic analysis, the Applicant may use ITE Use Group 130, Industrial Park, to analyze its anticipated traffic impacts for the Property.

4. SIGNAGE

- 4.1. The Applicant shall be limited to a single monument sign located at the entrance to the Property that is shown on the RP. All signage shall conform to the applicable provisions of § 180-14 of the Zoning Ordinance. Nothing in this proffer shall preclude each owner or tenant of a building from installing building mounted signs, internal to the site, so long as they conform to the provisions of § 180-14 of the Zoning Ordinance.

5. LIGHTING

- 5.1. All lighting shall conform to the provisions of § 180-49.2 of the Zoning Ordinance. The Applicant shall prepare and submit a photometric plan as a part of the final site plan process demonstrating the minimization of off-site lighting impacts on lower intensity uses.

6. FIRE AND RESCUE

- 6.1. The Applicant shall contribute to Warren County the sum of \$150.00 per 1,000 gross square feet of constructed building as depicted on each final site plan, to be used for fire and rescue purposes. The contribution shall be made at the time of issuance of the certificate of occupancy for each structure built on the Property.

7. ECONOMY

- 7.1. The Applicant shall provide outreach to qualified persons residing in Warren County who may be interested in employment for the proposed use, through a variety of media such as local job fairs, links that can be made available on the County's website, and job postings on the Laurel Ridge Community College's career opportunities webpage.

8. ENVIRONMENT

- 8.1. The Applicant shall avoid disturbance within the area identified as "POTENTIAL CONSERVATION AREA" on sheets 3 and 4 of the RP.

9. WATER AND SEWER

- 9.1. The Property shall be served with public water and public sewer. At its expense, the Applicant shall design and construct all on-site and off-site improvements necessary to provide service for the demand generated by development in

accordance with applicable Front Royal Public Works Department, Warren County, and Virginia laws, ordinances, and regulations.

10. ESCALATOR

In the event the monetary contributions set forth in this Proffer Statement are paid to Warren County within twenty-four (24) months after final approval of this rezoning, as applied for by the Applicant, said contributions shall be in the amounts as stated herein. Any monetary contributions set forth in this Proffer Statement which are to be paid to the County after that time shall be adjusted in accordance with the Urban Consumer Price Index (CPI-U), published by the United States Department of Labor, such that at the time contributions are paid they shall be adjusted by the percentage change in the CPI-U from that date twenty-four (24) months after final approval of this rezoning to the most recently available CPI-U to the date the contributions are paid, or six per cent (6%) per year, whichever is less.

[Signatures on following pages]

SIGNATURE PAGE

OWNER

522 Properties, L.L.C.

By: _____

Name: _____

Title: _____

COMMONWEALTH OF VIRGINIA
COUNTY OF _____: to-wit:

The foregoing instrument was acknowledged before me, this _____ day of _____, 2025, by _____.

Notary Public

My Commission Expires: _____

My Notary Registration Number: _____

STATEMENT OF JUSTIFICATION

Crooked Run Assemblage

Tax Map Parcels 12-6F, 4-44B, 4-43A, 4-45B (a 1.53acre portion)

February 4, 2025

Introduction

Stafford One Investments, LLC (the “Applicant”) is the contract purchaser of the 28.23 acre Property described above, and is serving as Applicant for a Rezoning and a Conditional Use permit for the Property. As detailed below, the Applicant proposes to rezone the Property from the Commercial District (§ 180-27), Agricultural District (§ 180-21), and the Highway Corridor (“HC”) Overlay District (§ 180.29.1) to the Industrial District (§ 180-28) and HC Overlay District to construct a 220,000-square-foot industrial warehouse building with associated parking and loading spaces on approximately 28.23 acres. The Applicant is also seeking approval of a Conditional Use Permit (“CUP”) from the Warren County Board of Supervisors (the “Board”) for the proposed use. As per § 180.29.1.E of the Warren County Zoning Ordinance (the “Zoning Ordinance”), a CUP is required for any proposed structure which is located within the HC Overlay District that is greater than 50,000 square feet. Finally, there is an existing flood zone in the southwest corner of the property, and a potential conservation area is proposed to mitigate impacts to the flood zone. The current owner of the Property is a party to the application, and has provided its consent via its signature on the rezoning application form.

Property Background

The Property consists of four parcels of record containing approximately 28.23 acres located in the Nineveh area of the North River Election District. It is located on the west side of Winchester Road (US Route 340/522) at its intersection with Winners Court, east of Crooked Run, and contains two existing residential dwelling units on Parcels 4-43B and 4-44B, with the balance of the land area remaining vacant. The Property is currently zoned to the Commercial District (§ 180-27), Agricultural District (§ 180-21), and the Highway Corridor Overlay District (§ 180.29.1) as defined by the Zoning Ordinance. Additional parcel information is provided in the table below:

Tax Map No.	Land Area	Zoning District/Overlay District
A portion of 4-45B	66,647	Commercial Zoning District, HC Overlay District
4-43B	43,811	Commercial Zoning District, HC Overlay District
4-44B	247,548	Agricultural Zoning District, HC Overlay District
12-6F	871,798	Agricultural Zoning District, partially in the HC Overlay District

East of Winchester Road from the Property is the RSW Regional Jail facility and an industrial warehouse building, which are both zoned to the Commercial District. The remaining balance of Parcel 4-45B is zoned to the Commercial District, and parcels west and north of the Property are zoned to the Agricultural District. All surrounding parcels are located within the HC Overlay District. The Property is composed of a mixture of soil types primarily including Endcav silt loam, Chilhowie silty clay loam, and Newark silt loam, with slopes ranging from zero to 25 percent across the Property, as per the United States Department of Agriculture Natural Resources Conservation Service Web Soil Survey.

The Warren County Comprehensive Plan's Future Land Use Map (the "Future Land Use Map") designates the land north of Front Royal along the Route 522/Route 340 corridor as almost exclusively commercial and industrial, and especially so on the eastern side of that highway. The commercially designated properties in the Comprehensive Plan tend to be centralized closer to Interstate 66, and the industrially designated lands are concentrated to the north. According to the Future Land Use Map, the Property is planned for industrial uses, and a majority of the Property is located within the Route 522 Overlay District. See Figure 1 below.

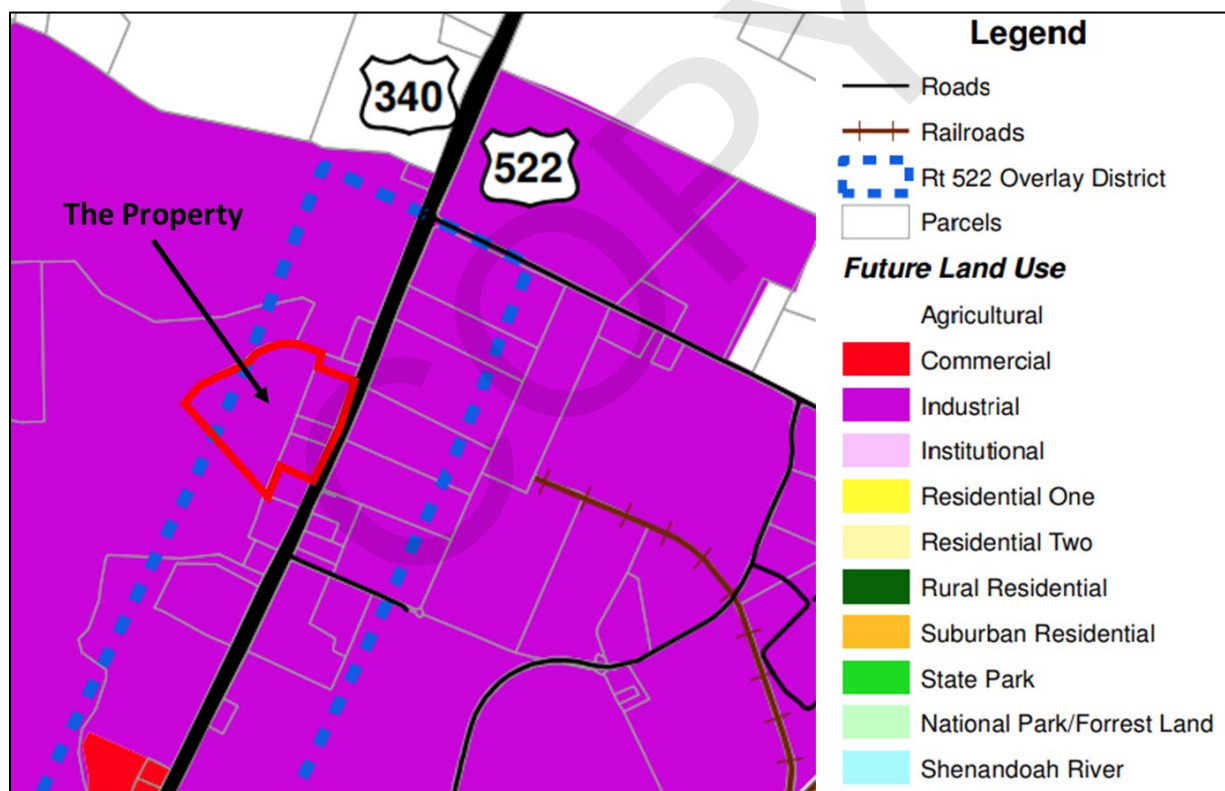


Figure 1: Future Land Use Map with approximate boundaries of the Property outlined in red.

Site-specific characteristics suggest that the Property is suitable for industrial uses. The existing Warren County Fairgrounds, regional jail facility, and large industrial warehouse presence associated with the Virginia Inland Port east of Winchester Road already establishes and encourages future industrial development in this area. Further industrial development along Winchester Road would allow for a seamless and logical transition of land uses consistent with the Comprehensive Plan's goal of accommodating industrial growth in an orderly fashion.

Proposal

The Applicant proposes to develop the Property with an approximately 220,000 square foot industrial building supported by an amount of surface parking spaces to be determined by the Zoning Administrator, including parking for potential trucks serving the site as well as future employees. The proposed structure will front Winchester Road (US Route 340 & 522), with two access points supported by an existing median break and one proposed new median break. Each access point is proposed to be full-service and allow vehicles to enter and exit the site.

Within the flood zone, located at the southwest corner of the Property, the Applicant proposes a conservation area to mitigate any potential impacts, with the limits of disturbance for the proposed structure located outside of the zone. Landscaping will be provided through a 25-foot landscape strip along Winchester Road, further screening the proposed structure from the street, and through trees planted in and around parking areas throughout the site, as well as a variable width landscape area on the southern side of the structure. Required distance buffers and setbacks will be maintained across the entire site. Stormwater management facilities are proposed on the north and northwest portions of the site, and the Applicant will comply with all stormwater management requirements at time of site plan.

As shown on the included plan set, the Applicant further proposes a modification or waiver of the zoning district buffering between the proposed Industrial district and the Commercial district to the southwest. While the portion of the property to remain commercial is not included in the application boundary, the Applicant is the contract purchaser of that land, as well. The Applicant anticipates that the commercial portion of the Property will be developed with a filling station or other commercial use that will support and be complimentary to the industrial building on the Property, so that the parcels will all operate as a cohesive campus. Section 180.18 permits the waiver of buffering requirements when the uses proposed are permitted in each zoning district, and warehousing is permitted in both the Commercial and Industrial zoning districts.

Finally, the Applicant also requests the flexibility to, at the time of site plan, develop the Property with any other permitted use in the Industrial District (§ 180-28) and HC Overlay District in addition to the proposed warehousing and distribution uses envisioned in this application. Furthermore, the Applicant requests the flexibility to develop the Property with any uses permitted in either district that require a Conditional Use Permit, provided that such uses would only be permitted following the approval of an application for such Use Permit, and that total development on the Property would not exceed the approximately 220,000 square feet proposed in this application.

Conditional Use Permit

All of the parcels associated with the proposed development at least partially fall within the HC Overlay District which requires a conditional use permit for buildings that are greater than 50,000 square feet. As the proposed development includes the construction of buildings greater than 50,000 square feet in the HC Overlay District, the Applicant also seeks a conditional use permit as a part of this application.

The proposed development is consistent with the overall purpose of the HC Overlay District. The HC Overlay District was established to protect the public from traffic congestion and visual clutter that could create dangerous situations on public and private streets. With a substantial setback and landscaped buffer facing Winchester Street, these potential impacts will be mitigated. The Applicant will work with the County to ensure consistency with any requirements imposed pursuant to the HC Overlay District as well.

The proposed development complies with the general standards and conditions identified in § 180-63.D of the Zoning Ordinance for conditional use permits as follows:

- (1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.*

The Comprehensive Plan recommends industrial uses on the Property.

- (2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.*

The proposed use complies with Zoning Ordinance regulations as per § 180-28 and § 180-29.1.

- (3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.*

The proposed use will not impact the ability of adjacent parcels to develop in accordance with the Zoning Ordinance and Comprehensive Plan.

- (4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.*

The proposed use will not conflict with existing and anticipated traffic or create a traffic hazard.

- (5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.*

Adequate utility connections, stormwater facilities, parking spaces, and other infrastructure are included in the proposal.

Transportation Impact

Access to the Property will be provided via two full-service access points along Winchester Road (US Route 340 & 522). These access points align with an existing median break and a proposed new median break on Winchester Road. The proposed development further provides for site circulation via an internal network of drive aisles, and corresponding pedestrian circulation via a series of sidewalks as detailed on the plan set included with the application materials.

The Applicant held a scoping meeting with the Virginia Department of Transportation (“VDOT”) on June 25, 2024, and has engaged Gorove Slade to perform a full traffic impact analysis (“TIA”) based upon that discussion. The Applicant will update the application documents and tender a copy of the completed TIA to County Staff upon its completion.

Economic Impact

The proposed use is consistent with the County’s objective of diversifying and increasing its non-residential tax base. The proposal is a significant investment in the County, transforming vacant land that has thus far failed to attract commercial development, into tax producing property. It will also create jobs in the County, providing more opportunities for people who live in the County to work near home as well. More opportunities for work and high paying jobs in Warren County will have secondary economic benefits as well, through increased local demand for goods and services, and additional sales tax revenue through discretionary spending.

Impact on Community Facilities

The proposed development will connect to public water and sewer. Stormwater management to accommodate an increase in impervious surfaces will be provided on site and will be subject to review by the Department of Environmental Quality. It will have no impact on schools, library capacity, or parks and recreation, and very little on public safety.

Environment

The Property is largely forested and vegetated. Because it is surrounded by existing industrial development to the east, disturbed land, and a high-volume roadway, it is already segregated from wildlife areas and has little value as a wildlife corridor. According to the Virginia Department of Conservation and Recreation (DCR) Natural Heritage Data Explorer, the existing forested areas are labeled as having only average, or moderate conservation value.

Because the Applicant does not yet have tenants for the buildings that it proposes, it is impossible to provide a listing of all chemicals to be used, housed or generated on the premises or to provide a statement as to the standards of compliance relative to the emission and/or release of noise, dust, smoke, glare, light, heat, vibration, toxic gases, atomic particles, electromagnetic waves, hazardous substances, solid waste, liquid effluent and any other activity that may cause a disturbance to the environment. Any proposed use would be required to meet all applicable state and federal laws and regulations with respect to the environment, including but not limited to the Clean Air Act, the Clean Water Act and the Endangered Species Act.

Fire, Rescue, and Police Services

The Property will be serviced by the North Warren Volunteer Fire & Rescue Company 10. The station is located off of Rockland Court, immediately north of the Property. The Company employs a combination of career and volunteer fire and rescue personnel and it responds to approximately 1,700 calls a year. The Applicant will coordinate with Company 10, the Warren County Fire Marshal, and the Warren County Sheriff's Office to address site specific concerns. The Applicant will also proffer a monetary contribution to support fire and rescue services and offset its impacts based on the square footage of the development. This will be discussed with the staff during consideration of the application.

Lighting

The Applicant will prepare a detailed lighting plan in conformance with § 180-49.2 of the Zoning Ordinance and will install lighting in accordance with the plan. The lighting plan will be reviewed during final site plan review. The Applicant will, however, ensure that all lighting uses cutoff style fixtures, is limited in height above the ground, and is so designed as to prevent light spillage onto adjacent properties.

Noise

The proposed development is unlikely to have significant impacts on the surrounding area. Significant setbacks are provided to adjacent properties, and as a result, any potential noise that might emanate from the Property would be substantially mitigated. Further, the Property is bordered by US Rt. 340/522, a major thoroughfare and the principal source of noise in the area. Regardless, the Applicant, like any land user, must avoid creating nuisance conditions.

Conclusion

The proposed development is consistent with the County's comprehensive planning for the Property, and will provide economic benefit to the County while mitigating impacts from the proposed development. The Applicant has provided commitments to avoid development in environmentally sensitive areas of the property, and has provided buffering and screening to reduce impacts to neighboring properties and uses.

For all of the foregoing reasons, the Applicant respectfully requests positive consideration of the Application from County Staff, the Planning Commission, and the Board of Supervisors.



County of Warren

Rezoning & CUP

P:\Arcdata\ArcMap\Maps\Location Maps StaffordOneInvestments_522Properties_ReZoneCUP.pdf

Tax Map #
Multiple Parcels
Address
0 Winchester Road

Applicant
Stafford One Investments, LLC.
Zoning
Agricultural & Commercial

Parcel/s of Interest

12-----6F
Acreage: 20.00

4-----44B
Acreage: 5.682

4-----43A
Acreage: 1.0045

4-----45B
Acreage: 1.53

340\522

Winchester Rd

1" = 300'

County Zoning

- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential

- Right of Way
- Front Royal
- Federal Land
- State Land
- Water
- VOF Conservation Easement
- WC Conservation Easements

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CLOSED MEETING AGENDA STATEMENT

Meeting Date: May 27, 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.

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 _____