



TOWN COUNCIL REGULAR MEETING

Monday, June 23, 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 May 27, 2025 Regular Meeting, June 2, 2025 Work Session, and June 9, 2025 Work Session as presented.*
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (*REQUIRES UNANIMOUS VOTE*) AND/OR REVISION TO ORDER OF BUSINESS (*REQUIRES MAJORITY VOTE*)
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
 - A. Proclamation Recognizing Town Employee Appreciation Week
 - B. Proclamation Recognizing G & M Motors, Inc. for their 70th Anniversary
7. PUBLIC HEARINGS
 - A. Special Use Permit for a Private School at 16 N. Royal Avenue for Divinum Auxilium Academy
 - B. Special Use Permit for a Farmers Market at 515-B Commerce Avenue for Julie Vaught (Happy Creek Antiques)
 - C. Special Use Permit to Allow a Short-Term Rental at 66 W. Strasburg Road for Home Base Holdings Inc.
 - D. An Ordinance Amending and Re-Ordaining a Franchise Granted to Brightspeed of Virginia LLC. Formerly Known as The Central Telephone Company of Virginia
 - E. An Ordinance to Amend and Re-enact Town Code Sections 158-6 and 158-6.1 for the Re-adoption by Reference of the State Vehicular Laws and for Revision of Penalties for Violations of Laws
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. Benefits Consulting Services
 - B. On-Call General Civil Engineering Services
 - C. FY25 Budget Amendment for Royal Lane Markings and Signage
 - D. FY25 Budget Amendment for Solid Waste Revenue
 - E. FY2024 – FY2025 Write Off for Bad Debt
 - F. Electric Cost of Service Analysis, Rate Study & 5-Year Cash Requirements Projections
11. BUSINESS ITEMS – None
12. CLOSED MEETING
13. ADJOURN



NOTE: The first 35 minutes were not videotaped due to audio issues.

Moment of Silence

Pledge of Allegiance led by Scholarship Winners: Ava Strickler, Dwayne Tucker and Ayaana Vasishta

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 April 28, 2025 Regular Meeting, May 5, 2025 Work Session and May 12, 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 – None

RECOGNITIONS/AWARDS/REPORTS

Mayor Cockrell and the Town Council recognized and congratulated three 2025 Town Scholarship winners: Ava Strickler, Dwayne Tucker and Ayaana Vasishta.

Mayor Cockrell and the Town Council recognized and congratulated the graduates from the Town's first Town Citizens Academy. Those in attendance and who shared their experiences were Benjamine Petrone, Louis (Allen) Neel, and Walter Mabe. Graduates Ray Jewel, David Sheann and Cheryl Gehringer did not attend the meeting.

Public Works Director Robbie Boyer recognized and presented a plaque to Town Employee Mitch Sine for receiving Maintenance Technician of the Year from the *Virginia Rural Water Association (VRWA)*. The Mayor and Town Council congratulated Mr. Sine and thanked him for his continued service with the Town.

Mr. Boyer recognized and presented a plaque to Town employee Allen Pack for passing the *International Society of Arboriculture's Virginia State Arborist Exam*. Mayor Cockrell and the Town Council congratulated Mr. Pack on his accomplishment.

Planning Commission Chairman Connie Marshner gave a brief annual report.



PUBLIC HEARINGS

Request for Special Use Permit (SUP) from WC Community Health Coalition for Lodging House at 506 N. Royal Avenue
James Funkhouser, 501 S. Royal Avenue [The Landing], Certified Peer Recovery Specialist and House Manager, spoke on behalf of the applicant, explaining that there needed to be more space for women. Councilman Wood confirmed that the neighbors on either side of the property were "on board" with the SUP. It was confirmed that there were no existing parking spaces, which prompted the condition placed by the Planning Commission for the parking spaces. Mr. Funkhouser advised that the gravel parking spaces were located behind the property and accessed by the alley.

Mayor Cockrell opened the public hearing.

Heather Rollins, 200 N. Royal Avenue [The Nest], Certified Peer Recovery Specialist and House Manager, expressed the need for housing to accommodate women. She said she would be living onsite with them and supporting them as they entered their new life.

Dale Yake, 501 S. Royal Avenue [The Landing], advised that he lived in the house with Mr. Funkhouser stating it was the "best decision he ever made." He said he was clean, sober, holding a job, trustworthy and dependable again.

Andrea O'Bryan, 200 N. Royal Avenue [The Nest], praised the Warren Coalition and Ms. Rollins for ensuring she had a job, chores and the ability to see her kids.

Kim Perry, 200 N. Royal Avenue [The Nest], stated that the Warren Coalition was helping to rebuild her life.

Michelle Smeltzer, 6 Morain Street, and President of HARTS (Hope & Rest Temporary Shelter) explained that The Nest would revert to an all-men's facility and the house at 506 N Royal Avenue would be an all-women's facility. She encouraged Council to approve the SUP.

Joyce Fincham, 616 W. 11th Street, advised that recovery houses gave people a purpose and a second chance.

Jason Tucker, 501 S. Royal Avenue [The Landing], supported the new house. He mentioned the recently held Memorial and Garden Dedication Ceremony at The Landing and what it meant to him and all those who had lost a loved one to addiction.

Christine Mahoney, 705 W. 11th Street, Program Manager for the House of Hope Men's Homeless Shelter, advised Council of her long-term addiction and would be graduating from the Drug Recovery Court in July.

Mayor Cockrell closed the Public Hearing

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

Mayor Cockrell advised that she represented the Town on the Drug Recovery Court Committee and looked forward to seeing Ms. Mahoney at graduation.

Vice Mayor Veitenthal thanked all the speakers for allowing Council to hear their personal stories of addiction and recovery. She explained that she removed the condition pertaining to the parking from the motion because if the



property were being used by right, the parking would not be required. She advised that the parking lot was almost complete and ready for use.

Councilman Wood expressed appreciation for The Landing's Memorial Garden and the importance to hold something in your hand to help you through. He recognized Philip Vaught in the audience whose passion was with the Warren Coalition and what it does for the community.

Councilwoman DeDomenico-Payne thanked all the speakers for sharing their personal stories noting that recovery houses show that the community was moving forward in helping people in need.

Councilman Rappaport voiced concern on the parking condition being removed from the motion because N. Royal Avenue currently has traffic backups. He expressed appreciation to the speakers and to those who have taken an interest in helping those in need.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Zoning Text Amendment to Town Code 175-12-1.1 to Allow Lodging Houses by Special Use Permit (SUP) in R-1 Zoning
Director of Planning Lauren Kopishke gave a recap of the Planning Commission's reason for denial of the SUP.

Harmony Hike [applicant], 1516 N Royal Avenue, explained that the request was to allow organizations like the Warren Coalition, in R-1 Districts noting a critical need in the community for this type of housing. The SUP, she explained, would ensure the use was managed properly.

Mayor Cockrell opened the public hearing.

Doug Ichiugi, 125 W. 1st Street, applauded the Warren Coalition and what they were doing. He encouraged Council to pass the text amendment noting that the lot was sizable and there was a great need for housing.

Lori Howard, 118 Fairview Avenue, Executive Director/Pastor/Substance Abuse Counselor for Harvest Missions Outreach Center in Front Royal. She advised that the "face of homelessness" had changed over the years noting more women and children were without homes. She gave examples of Front Royal families living in motels and cars even though they had a job stressing that rent was too high for these families. Lodging houses help families get back on their feet.

Michelle Smeltzer, 6 Morain Street, voiced support of the text amendment stating that she received calls every day from people looking for an affordable place to live. She stressed the importance of the community getting involved.

Bob Butler, Lake Frederick, President of Faithworks, a community housing development organization that opened doors of financial support for community housing. He stated that he had been working with the Hike family on their mission to help kids.

Philip Vaught, Harmony Hollow, advised that he had been a part from the beginning of the two recovery houses [The Landing and The Nest.] He stressed the need for affordable housing in the community. He expressed hope that private and non-profit organizations could work together to assist those in need.



Harmony Hike, 1516 N. Royal Avenue, stated that this text amendment was for the community not a personal agenda.

Mayor Cockrell closed the public hearing.

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Councilwoman DeDomenico-Payne moved seconded by Councilman Wood that Council approve 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.

Councilman Wood confirmed that the text amendment was by SUP and the required criteria had to be met specifically noting that it was on a case-by-case basis.

Councilwoman DeDomenico-Payne advised that she had no issues with the motion stating that a lodging house was an alternative to a motel room.

Vice Mayor Veitenthal reminded Council that SUPs are revokable. She voiced her passion for women and children's needs in the community and favored them living in R-1 since residential versus commercial created a more normal way of life. She stated that she was receiving no financial gain from supporting this text amendment.

Councilman Rappaport stated that the concept was a great idea but had issues with it being in R-1 since R-1 was historically designed for single family homes. He listed seven reasons for his concerns: 1) potential for overcrowding; 2) incompatible with neighborhood character noting transient population; 3) potential for disruption by noise; 4) potential decrease in property values; 5) public safety and welfare; 6) disruption to existing neighborhoods in schools and parks; and 7) separation of uses. He noted that he would embrace any other district other than R-1 and respected the Planning Commission's recommendation.

Councilman Ingram noted that the ¾ acre requirement identified a very small number of properties in Town.

Mayor Cockrell reminded Council that any SUP requested was required to go before Planning Commission first and then to Town Council for final approval.

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

No – Councilman Rappaport

Absent – N/A

Abstain – N/A

ROLL CALL

An Ordinance to Amend and Re-enact Town Code Chapter 175-137(A) Fees, Charges and Expenses

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

Councilman Ingram moved seconded by Councilman Sealock that Council adopt an ordinance to amend and re-enact Town Code §175-137(A) Fees, Charges and Expenses as presented.

Mayor Cockrell noted a new fee "25% fee reduction for non-profit organization" and explained that this was a way to help recover staff time.

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.

An Ordinance to Amend and Re-enact Town Code Chapter 148-1100(A) Fees

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

Vice Mayor Veitenthal moved seconded by Councilman Wood that Council adopt an ordinance to amend and re-enact Town Code §148-1000(A) Fees, as presented.

Councilman Rappaport questioned whether the Town was covering all costs associated with the fee "Boundary Adjustment" at just \$100.00. Ms. Kopishke advised that there was no point in increasing this fee since this was done administratively. It was suggested to gather data at another time and present to ensure the costs met the labor.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

An Ordinance to Amend and Re-enact Town Code Chapter 12-2 to Increase the Septic Tank Waste Fee

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

Councilman Wood moved seconded by Councilman Sealock that Council adopt an ordinance to amend and re-enact Town Code §12-2.1 to increase septic tank waste fee as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

An Ordinance to Amend and Re-enact Town Code Chapter 134 to Increase Water and Sewer System Service Rates

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

Councilman Rappaport moved seconded by Councilman Sealock 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, sewer and system development charge service rates, as presented.

Councilman Ingram stated that Council had reviewed this thoroughly noting costs were increasing.

Councilman Wood explained that the Enterprise Funds had to cover their own expenses noting that they were not "money making" operations and the costs were staying even.

Councilman Rappaport added that the rate study indicated a level load increase for FY25 – FY30.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Receive Public Comment on the Proposed Annual Appropriation Ordinance (Budget) for Fiscal Year 2025-2026

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

NO ACTION TAKEN



PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS - None

REPORTS

Town Manager Report – Town Manager Joe Petty advised he attended the Memorial Day Commemoration on the courthouse lawn yesterday. He congratulated the Town Citizens Academy graduates and Town Scholarship winners. He encouraged citizens to apply for the next Town Citizens Academy. He thanked the staff of the Police Department, Public Works Department and Electric Department along with the Warren County Sheriff's Department and Warren County Fire/Rescue for their participation and efforts during the May 14th Flood Event. He advised that the 8th Street bridge was closed and will be closed until February 2026. He noted that the waterline upgrades had begun on N. Royal Avenue from Commerce Avenue to 6th Street cautioning motorists on lane shifts and closures until August.

Town Council Reports

Councilwoman DeDomenico-Payne congratulated all the graduates. She thanked all those who served in honor of Memorial Day and thanked staff for the up-to-date communications regarding various events.

Councilman Wood attended a ZOOM Conference regarding the new Virginia laws effective July 1st; the FREDA Meeting, Hike Kidz Foundation Kickoff, Wine/Craft Festival; Dogs of War Memorial Ceremony; Salute to Service Festival and the Memorial Day Commemoration on the courthouse lawn yesterday. He reminded the citizens of the following: Shred Day on June 5th, Warren Coalition Fundraiser "Let's Get Cheesy" on June 6th; Salvation Army Banquet on June 13th; and Hike Kidz Foundation "Dueling Disco" Event on June 27th.

Councilman Sealock advised that he rode with Mr. Boyer during the flood cleanup and thanked him and his crew along with the Police Department stating, "it was a mess in Town". He also thanked the County organizations for assisting the Town. He thanked all our veterans.

Vice Mayor Veitenthal advised she was a board member of the Hike Kidz Foundation and advised of their mission and vision for children. She advised of their fundraiser "Dueling Disco" and encouraged participation. She mentioned implementing a PILOT for Valley Health. She also mentioned reading the Letter to the Editor regarding the Town's alleged participation in bringing data centers to Town. She "set the rumor straight" that the Town has had no discussions about data centers. She advised that the Town's budget was flat, bringing attention to the fees and rates that were approved tonight. She expressed appreciation to Mr. Petty for updating the Council on the most recent flood and expressed awe at seeing the Town Crews out scrubbing roads and sidewalks of debris left from the flood in the early morning hours.

Councilman Ingram thanked Town Staff for their participation and hard work during the Wine/Craft Festival and stated that he attended the Memorial Day Commemoration on the courthouse lawn yesterday.

Councilman Rappaport attended the Wine/Craft Festival. He gave credit to Finance Director BJ Wilson on working on a difficult budget. He voiced concern about not putting enough money away for future infrastructure needs, sidewalk needs, road/paving projects and economic development.

Report of the Mayor – Mayor Cockrell expressed appreciation to staff on the cleanup after the recent flood and the importance of working together with the County during these kinds of events. She attended the Scholarship Ceremony at Warren County High School; C&C Frozen Treat's 10-year Anniversary Ribbon Cutting; E Wilson Morrison Elementary School's 4th Annual Early Act Memorial Day Event; Warren County and Skyline High School graduations; and the Wine/Craft Festival.



CONSENT AGENDA ITEMS

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

Council approved 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.

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

Council approved 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

Deed of Easement from Rushmark Rockland Road LLC for Waterline Easement and Rights-of-Way Acquisition for Town Water Facilities

Council approved and accepted 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 directed the Mayor and Town Attorney to execute the Deed of Easement, as presented.

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS - NONE

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

Councilman Rappaport moved 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.

Motion died for lack of a second.

CLOSED MEETING

Councilman Ingram moved seconded by Councilman Sealock that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment;



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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

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ACTION AFTER CLOSED

Vice Mayor Veitenthal moved seconded by Councilwoman DeDomenico-Payne that Council approve the Second Amendment to Employment Agreement of the Town Attorney as presented, with the Mayor to execute the amendment on behalf of Council and the Town.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

The meeting adjourned at approximately 9:30 pm.

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

NEW BUSINESS

Benefits Consulting Services – Purchasing Manager Michelle Campbell explained the solicitation process and after receiving four responses staff recommended One Digital of Richmond, VA in the amount of \$30,000/year. She explained that since the award was for multiple years it would exceed \$50,000, prompting Council's approval. Council confirmed that they would negotiate with healthcare providers and troubleshoot issues acting as a liaison for employees. It was noted the Town had used them in the past. Council agreed to add to the June 23rd consent agenda.

On-Call General Civil Engineering Services – Ms. Campbell explained the Request for Proposals (RFP) process and after an evaluation committee reviewed (13) proposals and conducted (6) interviews, the committee reached a consensus to recommend awarding (4) contracts noting they had the highest level of abilities and qualities. Council confirmed that this was not a substitute for hiring a Town Engineer, explaining that it was something the Town was already doing as it allowed a pool of engineers to assist staff especially with bigger projects. Council agreed to add to the June 23rd consent agenda.

FY25 Budget Amendment for Royal Lane Markings & Signage – Director of Finance BJ Wilson explained that the \$34,000.00 was for reimbursement of expenses incurred by the Town for marking and signage at Royal Lane. Town Manager Joe Petty advised that the work at Royal Lane/John Marshall Highway was expected to begin late summer as drawings were needed; however, he noted the curb painting and lane striping had begun on Royal. He advised that he had received some concerns upon removing 5-7 parking spaces on Royal Lane but assured Council that there was public parking further up the street. Council agreed to add to the June 23rd consent agenda.

FY25 Budget Amendment for Solid Waste Revenue – Mr. Wilson advised that this was additional revenue from the rate increase approved by Council in 2024. The additional revenue, he explained, was to be allocated to pay Warren County Municipal Tipping fees and allocated towards the replacement of a 2012 refuse truck. Councilman Wood asked if staff could look into an automated truck, noting that the cost was higher but could pay for itself since not as many employees were needed to operate it. Council voiced concern that there were some areas of Town that the automated truck would not be able to go because of overhead wires and vehicles on the street. Council agreed to add to the June 23rd consent agenda.

FY2024-2025 Write Off for Bad Debt – Mr. Wilson explained that the write off was done annually per the Bad Debt Policy approved by Council in 2013. He explained various ways utility bills became so high including but not limited to water leaks and serious medical conditions. He also explained the various ways the Town tried to collect the debt. Council agreed to add to the June 23rd consent agenda.



Request for Reimbursement of SUP Application Fee from Divinum Auxilium Academy – Director of Planning Lauren Kopishke explained that the applicant has requested a reimbursement of \$400.00, noting that the fee ordinance passed last week would have applied but the request came in before the ordinance was passed. Town Attorney George Sonnett passed out a state code reference pertaining to donations to charitable institutions and associations volunteer and nonprofit organizations (§15.2-953) noting the first paragraph states “*however, such institution or association shall not be controlled in whole or in part by any church or sectarian society*”. It was noted that the applicant provided a tax-exempt verification document that stated, “*we determined that you are a public charity...*”. Mayor Cockell opined that the Town Code had various areas where waivers could be asked of Council and she expressed hope that those could eventually be removed. She noted that application fees were set up with staff in mind, including advertisement costs. Councilwoman DeDomenico-Payne suggested going ahead and implementing the 25% reduction as stated in the fee ordinance just passed. Vice Mayor Veitenthal agreed with Councilwoman DeDomenico-Payne stating that a lot more time and review had gone into this SUP than others. Councilman Rappaport questioned whether the girls’ school at Bon-Aire requested the waiver/reimbursement. Council agreed to discuss this item further at the June 9th work session.

Special Use Permit Application for a Farmers Market Submitted by Julie Vaught on Behalf of Happy Creek Antiques at 515-B Commerce Avenue – Ms. Kopishke explained the process and definition of a Farmers Market noting that the applicant was proposing to install four to six raised garden beds in the existing parking lot for the purpose of growing and selling produce in an open-air setting and/or with temporary or partially enclosed structures. She continued explaining the three stages of the program being initiated by the applicant: Stage One (Spring 2025) - install four to six raised beds to grow and sell produce; Stage Two (Fall 2025/Spring 2026) - install additional beds and an inground garden, noting the inground beds would be used for the community to rent to grow their own produce; Stage Three (running possibly concurrently with Stages 1 & 2) – work with ACES to plant fruit bearing bushes and trees.

Councilman Sealock disclosed that the applicant was related to his wife’s family. Mayor Cockrell disclosed that the applicant was part of her family, and she met with the applicant and Planning Department Zoning officials.

Vice Mayor Veitenthal voiced concern that this area was already commercial and that any commercial business should be able to go there and not have to get a SUP. Much discussion ensued about the parking and striping conditions placed on the SUP by the Planning Commission but noted that the applicant was ok with those conditions. Council agreed to advertise for a public hearing on June 23rd.

Special Use Permit Application to Allow a Short-Term Rental, Submitted by Home Base Holdings LLC at 66 W Strasburg Road – Ms. Kopishke reviewed the request noting it was denied by the Planning Commission because there was no available parking. It was mentioned that there were “no parking” signs in the area that should be removed and asked that staff review this along with possibly painting the curbs in the area especially near the fire hydrant. There was much discussion about the overall parking requirements and situations throughout the Town and upon consensus Council asked that staff and the Planning Commission evaluate the parking overall in the Town Code. Council agreed to advertise for a public hearing on June 23rd.

UNFINISHED BUSINESS

Special Use Permit (SUP) Submitted by Divinum Auxilium Academy for Private School at 16 N Royal Avenue – Ms. Kopishke gave a recap of the request. Mr. Petty advised that due to the short distance and geometry of Union Street the traffic data was captured on both Union Street and Royal Avenue; therefore, he explained, data was compared to data collected in October 2023 and May 2025 to determine traffic peaks. He stated that the 2023 numbers indicated that nearly half of the vehicles during the peak hours were moderately speeding (less than 5 mph over the posted limit). He advised that he met on site with Public Works staff viewing various obstacles with the drop off and



pick up options. He hoped to review how the adjoining churches and the funeral home prime times affected the traffic on Union Street, along with the public parking lot already in existence. There was discussion on how many students were going to be enrolled and that an option to cap the number of students could be made as part of the condition of the SUP. Various Councilmembers voiced their concerns about the safety of children being number one priority but wanted to see the applicant resolve their drop off and pick up issues on their own even mentioning a possible two-year review. Mr. Sonnett cautioned Council about making conditions tonight, reminding them to do it during the public hearing. Council agreed to advertise for a public hearing on June 23rd.

Adjourned approximately 8:13pm.

Approved by Town Council

Date: -----

DRAFT



Roll Call by Clerk of Council

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

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

ACTION ITEM – Adoption of Annual Appropriation Ordinance (Budget) for Fiscal Year 2025-2026

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council approve and adopt the Annual Appropriation Ordinance (Budget) for Fiscal Year July 1, 2025 to June 30, 2026 as presented.

Councilman Wood explained that the Town's tax rate was set in March based on projected tax revenue the Town would receive from the County; however, the numbers from the County changed in May creating a \$400,000.00 shortage in revenue to support the Town's budget. He complimented Director of Finance BJ Wilson on creating a balanced budget with what he had. Mr. Wood voiced concern that the tax rates were set without all the information, therefore, he did not support the budget because it was less than what citizens expected, particularly having to take from reserve funds to cover the shortfall which could have been used for other things. Mayor Cockrell advised that this concern was being forwarded to the Liaison Committee Meeting Agenda in July. She expressed hope that the County could give an explanation and ensure that nothing like this happened again moving forward.

Councilman Rappaport stated that by not raising taxes the Town could not be made better. He mentioned the loss of Avtex and how revenue needed to come from businesses not just the backs of the taxpayers.

Vice Mayor Veitenthal recognized the concerns of Councilmembers Wood and Rappaport but opined that once taxes were raised, they would never be decreased because things become complacent and reliant on the revenue. She suggested continuing to support the Front Royal Economic Development Authority (FREDA) by using land for purposes of creating income for the Town and lobbying congressman as to what they were doing about economic development in Front Royal and Warren County. She stated that people could not pay more taxes.

While Councilman Ingram agreed with Vice Mayor Veitenthal he expressed disappointment that the County gave the wrong numbers to the Town, and how the property reassessment hearings were handled. There was some discussion on how reassessments performed every other year were adding to the problem. It was agreed to add the concern of the projected tax revenue to the next Liaison Committee Meeting.

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

No – Councilman Wood and Rappaport

Absent – N/A

Abstain – N/A

ROLL CALL ON ADOPTION OF THE APPROPRIATION ORDINANCE

NEW BUSINESS

Electric Cost of Service Analysis, Rate Study & 5-Year Cash Requirements Projection – Purchasing Manager Michelle Campbell explained the procurement and evaluation process with staff recommending RGrid Power PLLC of Wake Forest, NC for the award of the contract. Council confirmed that the committee was internal, this process was done



every five years and funds would come out of the enterprise funds. Councilwoman DeDomenico-Payne questioned whether there was any financial advantage by choosing a vendor in Virginia. Staff explained that the RFP was sent to thirteen companies with only two responses. It was noted that the Town was very unique in owning its own Electric Department. Mr. Wilson advised that once the study was complete, the Town's competitive rates ranking would be confirmed. Council agreed to place it on the June 23rd Consent Agenda.

An Ordinance Amending/Re-Ordaining a Franchise Granted to Brightspeed of Virginia LLC – Town Attorney George Sonnett explained that part one was the pole attachment agreement and what was before them tonight was part two, the 15-year extension of local telephone exchange and telecommunications franchise agreement. He reviewed several changes in the agreement including the 15-year extension, 3% franchise fee, hold harmless provision and the addition of bonding provisions. He noted that it was currently in Brightspeed's counsel's hands for review and once he received a response, he would circulate it to Council. Council agreed to advertise for a public hearing on June 23rd.

UNFINISHED BUSINESS

Town of Front Royal Farm Property – Town Manager Joe Petty reviewed the four options: Option 1 – County Resident Yard Waste Fee; Option 2 – Reduction in Tipping Fees; Option 3 – Accept no County Deliveries; and Option 4 – No Change. He stated that all the options were discussed with the departments of Finance and Public Works. There was much discussion about selecting Option 2; however, they directed Mr. Petty to approach the County first to determine if they would agree to Option 2 and come back to Council for further discussion.

Request for Reimbursement of SUP Application Fee from Divinum Auxilium Academy – Mr. Petty advised that he met with Mr. Sonnett with reference to the state code that was mentioned to Council last week and recommended that the waiver/reimbursement was prohibited per state law. Mr. Petty read the church's Articles of Corporation and specifically noted that they stated, "catholic education to children". Vice Mayor Veitenthal questioned whether Council could use the 25% reduction for nonprofits pursuant to the ordinance passed May 27th. Mr. Sonnett advised that he had not considered whether the discount could be proposed but advised that the discount would be applied on a case-by-case basis. He noted that Habitat for Humanity and Salvation Army were enumerated in the state statute as being non-denominations reiterating that state legislature sets the rules. Councilman Rappaport opined that they were a nonprofit giving a background of statistics. After a consensus it was determined that Council would not give the waiver/reimbursement.

2025-2028 Strategic Plan – Goals Action Items Review – Mayor Cockrell explained that tonight was to update the dates and deadlines mentioned in the current document. Council and staff updated the items, and it was determined that a new updated list would be distributed to Council once it was ready.

Adjourned approximately 8:15pm.

Approved by Town Council

Date: -----



PROCLAMATION EMPLOYEE APPRECIATION WEEK July 20 – 26, 2025



WHEREAS, Town employees are professionals who provide quality public service to the Town of Front Royal residents, customers and visitors seven days a week, 24 hours a day, in all types of weather; sometimes working outside their normal job duties to assist during an emergency and/or during unforeseen circumstances; and,

WHEREAS, during those times of working after hours, employees are taken away from their families for long periods of time which reflects their dedication and accountability to the people in their community during times of safety and inconvenience; and,

WHEREAS, Town employees assist in turning chaos into order and confusion into clarity for all those residing in and visiting the Town of Front Royal; and,

WHEREAS, the Town of Front Royal has 175 full and part-time employees recognized in the departments of:

- Community Development/Tourism
- Energy Services
- Finance/Purchasing
- Fleet Management
- Human Resources & Risk Management
- Information Technology
- Planning & Zoning
- Public Safety
- Public Works
 - o Building/Grounds
 - o Horticulture
 - o Solid Waste
 - o Street Maintenance
 - o Water/Sewer Maintenance
 - o Wastewater Treatment Plant
 - o Water Treatment Plant
- Town Attorney
- Town Clerk of Council
- Town Manager

NOW, THEREFORE BE IT RESOLVED that the Mayor and Town Council of the Town of Front Royal, Virginia hereby express deep and sincere gratitude to all the employees of the Town of Front Royal for their ultimate sacrifices and vital contributions to all our citizens and that July 20 – 26, 2025 be proclaimed as “*Employee Appreciation Week*” for all the employees of the Town of Front Royal.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on June 23, 2025



Proclamation Celebrating 70 years

Whereas, G&M Auto Sales, Inc. was founded by Walter C. Bunch, Jr. in 1955; and,

Whereas, currently located at 106 W. 14th Street for decades, growing from a two-room office to occupying a full block with an office building and multi-bay garage; and,

Whereas, in 1987 Walter Bunch offered his son Gary the opportunity to take over the business, and two years later found a partner to assist him, wife Tammy; and,

Whereas, the dealership recognizes four generations with sons Troy and Garrett being part owners and managing the day-to-day business focusing on finding used cars and building inventory, and grandson Kayden contributing to the business as a detailer; and,

Whereas, the family credits the longevity of the business to transparency, honesty and taking care of customers before, during and after a sale; as well as the support of devoted employees Mike Kavanaugh, Roger Riley, Ronnie Kidd, Dan Wildman and daughter-in-law Destiny as Office Manager; and,

Now, Therefore, the Mayor and Town Council of the Town of Front Royal recognize and congratulate four generations of the Bunch Family on their **70th Anniversary of G&M Auto Sales, Inc.** in our community.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on June 23, 2025



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 07A

Agenda Item: PUBLIC HEARING – Special Use Permit for a Private School at 16 N. Royal Avenue from Divinum Auxilium Academy

Summary: Council is requested to consider a Special Use Permit (SUP) submitted by Divinum Auxilium Academy to permit a private school at 16 N. Royal Avenue identified by tax map 20A5, Section 11, Lot 15. The property is zoned C-2, Downtown Business District and located in the Entrance Corridor. The purpose is to move the upper school consisting of (25) male students aged 13 – 18 comprising of 7th – 12th grades.

The Planning Commission approved the application with the following condition from Town Code §148-870(A)(4): *The provision of off-street parking areas, which shall be oriented to the buildings they are serving and within 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-street parking agreement shall remain in effect for the duration of the Special Use Permit*

Adjoining property owners were notified of tonight's public hearing.

Budget/Funding: None

Meetings: Work Sessions held May 5, May 12 and June 2, 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 Divinum Auxilium Academy to permit a private school for no more than 25 students at 16 N. Royal Avenue identified by tax map 20A5, Section 11, Lot 15 conditioned upon 1) the provision of required off-street parking areas, which shall be oriented to the buildings they are serving and within 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, which shall remain in effect for the duration of the Special Use Permit.

#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 Divinum Auxilium Academy to permit a private school at 16 N. Royal Avenue identified by tax map 20A5, Section 11, Lot 15.

Moved _____ Seconded _____

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

PUBLIC HEARING

2500100 – A request for a Special Use Permit submitted by Divinum Auxilium Academy for a private school located at 16 N. Royal Avenue, identified by Tax Map 20A5, Section 11, Lot 15. The property is zoned C-2, Downtown 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 – 2500100

MEETING DATE: April 16, 2025

SUMMARY: A Special Use Permit application has been submitted by Divinum Auxilium Academy for a private school located at 16 N. Royal Avenue for an all-boys school featuring twenty-five (25) students aged thirteen to eighteen (13-18) and comprising seventh through twelfth grade. (7th through 12th). The property is zoned C-2, Downtown Business District (Entrance Corridor) and within the historic district.

STAFF RECOMMENDATION: Staff recommends approval with conditions pertaining to parking.

MOTION: “I move that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500100 for a private school located at 16 N. Royal Avenue conditioned upon the following:

1. The provision of off-street parking areas, which shall be oriented to the buildings 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.”

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

PLANNING COMMISSION ACTION:

Moved Neel Seconded Fedoryka

Marshner Yes Neel Yes Marrazzo Yes Brooks Yes Fedoryka Yes

☐ Approved ☒ Approved w/ Conditions ☐ Denied ☐ Other



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

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

APPLICATION #:

2500100

APPLICANT:

Divinum Auxilium Academy

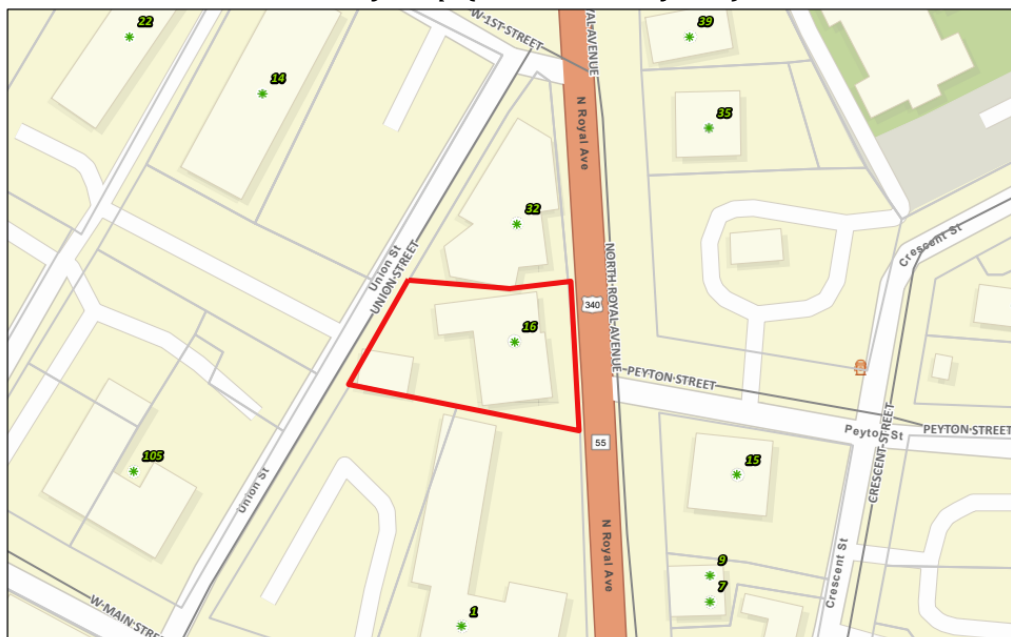
APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a private school located at 16 N. Royal Avenue for an all-boys school featuring twenty-five (25) students aged thirteen to eighteen (13-18) and comprising seventh through twelfth grade. (7th through 12th).

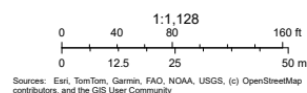
GENERAL INFORMATION:

<i>Site Addresses</i>	16 N. Royal Avenue
<i>Property Owner(s)</i>	FM town Hall LLC
<i>Existing Zoning</i>	C-2, Downtown Business District (Entrance Corridor)
<i>Historic District</i>	Yes
<i>Proposed Use</i>	Private School
<i>Tax Identification</i>	20A5-11-15
<i>Location</i>	The property is located on the east side of N. Royal Avenue, between the United Methodist Church and the First Baptist Church.

Vicinity Map (Warren County GIS)



April 8, 2025



Town Code

175-48 USES PERMITTED BY SPECIAL PERMIT (C-2)

A. The following uses are permitted within the C-2 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-2 District:

RESIDENTIAL:

Apartments located in buildings constructed after January 1, 1999, in accordance with the area requirements in Section 175-49.

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 service stations, in accordance with Section 175-110.

Automobile and truck sales lots and leasing agencies, in accordance with Section 175-52.D.

Bed and Breakfasts, as set forth in Section 175-107.3.

Day Care Facilities, subject to the provisions of Section 175-107.1.F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, in accordance with Section 175-52.E.

INDUSTRIAL:

ORGANIZATIONAL:

Schools.

MISCELLANEOUS:

Conservation areas.

Lodging houses and boarding houses.

(Ord. of 7-23-12; Ord. of 6-22-15)

**148-870
Parking
Requirements**

Public/private schools	One (1) parking space per employee, plus parking space for school auditoriums as noted above for auditoriums.
Churches/theaters/other assembly buildings/ auditoriums	One (1) parking space per four (4) fixed seats in the main assembly area or one (1) parking space per one hundred (100) net square feet.

<i>Project Summary</i>	The applicant is seeking a Special Use Permit to allow a private school for up to 25 male students aged 13 to 18, grades 7 th through 12 th . Pick up and drop off will occur at the rear of the building and parking will be leased from St. John the Baptist.
<i>Staff Recommendation</i>	Staff recommends approval conditioned upon the following: 1. The provision of off-street parking areas, which shall be oriented to the buildings 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.

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



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 2263

Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

Application # 2500100

APPLICANT:

NAME Divinum Auxilium Academy PHONE 540.683.2217
ADDRESS 6294 Brounstown Rd., Front Royal, VA 22630
E-MAIL dschmiedicke@divineassistanceacademy.org

PROPERTY OWNER:

NAME Fm TOWN HALL LLC
NAME Jean Schmiedicke (DAA) PHONE 540.683.2217
ADDRESS 311 Luray Ave. Front Royal, VA 22630
E-MAIL 8201 Euclid Court, Suite 301
Manassas Park, VA 20111

PROPERTY DESCRIPTION

PROPERTY ADDRESS 16 N. Royal Ave., Front Royal
TAX MAP 20A5 SECTION 511 BLOCK 1 LOT 15
SUBDIVISION NAME N/A ACREAGE _____
ZONING DISTRICT C-2

REQUEST

PROPOSED USE OF PROPERTY Private School
SPECIFIC SPECIAL USE PERMIT REQUEST Private School in C-2
District. (See Statement of Justification)

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" and provide a digital copy)
2. Site Plan Application Check # 2426
3. Application Fee of \$400.00 Receipt # 194373 Date Paid 3/10/25
4. Additional information as required by the Dept. of Planning & Community Development.

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.

Applicant Signature _____

Date 3/6/2025

Property Owner Signature _____

DocuSigned by:

Francisco Barros

Date 3/10/2025

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.

RECEIVED
MAR 10 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



#2500100

DIVINUM AUXILIUM ACADEMY
ST. EDITH STEIN SCHOOL FOR GIRLS
ST. JOSEPH THE JUST SCHOOL FOR BOYS

6294 BROWNTOWN RD. FRONT ROYAL, VIRGINIA 22630

PHONE:

540.683.2217 (CELL)

March 10th, 2025

Town of Front Royal
Planning & Zoning, Planning Commission, Town Council
102 E Main St
Front Royal, VA 22630

Statement of Justification; Application for Special Use Permit – 16 N Royal Ave

Dear Ms. Kopishke,

This letter supplements an application for a Special Use Permit for a school at 16 N Royal Ave in the Historic District of Front Royal. The Divinum Auxilium Family of Schools (dba Divinum Auxilium Academy, St. Edith Stein School for Girls, and St. Joseph the Just School for Boys) has been blessed with the opportunity to purchase this building and make it part of the ongoing revitalization that is occurring within the heart of Front Royal.

The landmark property has been vacant for some time and we are looking forward to restoring it and reinstating its place as a living part of our community. We have already come to love this building for many reasons, including its history. It was built during the Roosevelt Works Progress Administration, along with the WC Courthouse and WC High School (now Skyline Middle School) in an effort to build civic resilience following the Great Depression. It has been a community anchor and iconic focal point of Front Royal's character both in terms of architecture and its role as Town Hall. Our plan for a school here aligns well with efforts for historic preservation, which is also consistent with the Town's comprehensive vision.* Historic preservation and education are equally important features of any healthy community and this building provides a special opportunity to promote both of these objectives.

To ensure the protection of the site and building, we plan to explore grants and partnerships with organizations dedicated to historic preservation. We are committed to maintaining the building's architectural integrity and researching opportunities for inclusion in historic registries to support its long-term conservation.

**Source: Town of Front Royal Comprehensive Plan, 2023*

RECEIVED
MAR 10 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

As we all know, schools are an integral component of any municipality. The architects and planners who built Front Royal were mindful of this fact, being sure to plant schools as a central feature of this corridor, including E. Wilson Morrison Elementary and Skyline Middle. In researching the appropriateness of a school on Royal Avenue itself, we were fascinated to learn that the street has showcased many schools throughout the town's long history on both North Royal and South Royal. Throughout the evolution of Front Royal as we know it today, Royal Avenue has been home to other private academies; it contained the first site dedicated to public education in Warren County in the 1870s; was home to Warren County High School in 1920; and even housed a college at the turn of the 20th century.**

Now, like then, we are mindful of how important this building is as a centerpiece of the town's character on its main thoroughfare. And just like then, we believe that a school at this location will contribute to the overall aesthetic, health, and vitality of a downtown that is already beautifully constructed with churches, municipal offices, and other existing schools at the core of our town. The building's central location and design were meant to facilitate the coming and going of townspeople and to be a bridge between Main St and the well-established neighborhood along Luray Avenue. We hope to see it fulfill this role again and be revived to foster and promote the spirit of this blooming sector of town.

Historic preservation and the importance of place have become an organic part of our own history since locating St. Edith Stein School for Girls at its current home on Luray Ave, directly across from Skyline Middle School. It has become the perfect place for our students and teachers to participate in church, town parks, and the Main Street community that surrounds them. As a historic building, Bon Air has given our staff and students a place of story, beauty, and a deep sense of pride in and ownership of our town. Since that time we have made every effort to be good neighbors by being attentive to the concerns of those who live and work nearby. We remain committed to prioritizing input from neighbors in the stewardship of the old Town Hall.

***Eastern College, located at the 500 block of N. Royal Ave c. 1909; WC High School on S. Royal c. 1920; Simpson Academy on S. Royal Ave, former site of the first public school in Warren County. Sources: Virginia Historic Landmarks Commission (Architectural Survey of Warren County Virginia, Including the Town of Front Royal, 1974); Warren Heritage Society Archives*

Like any growing town or city, we recognize that urban centers naturally experience both pedestrian and vehicular traffic. The intersection of Royal Ave and Main St has long been established as having well-lit existing crosswalks to regulate foot traffic and vehicles. Our school proposed for the old Town Hall will be an all-boys school featuring 25 students aged 13-18 and comprising 7th through 12th grade. All groups coming and going to Main Street will be supervised by a teacher or administrator. Although any use of this building will potentially add to the congestion of this area, in all likelihood some more typical commercial enterprise would add a larger traffic burden for the town. We intend to cause as little impact as possible and have an established track record for being receptive to various ways to do so. At St. Edith's for example, we worked with neighbors and the police to structure parking and traffic flow patterns that created the least amount of impact on town streets and neighbors. So too with the old Town Hall, we remain open and flexible to working with the town and with our neighbors to ensure habits of daily operation that will consider every aspect of the safety and well-being of all.

We look forward to working with the town on this exciting project and reinvigorating this historic building.

Sincerely,



Dian R. Schmiedicke

Board President

The Divinum Auxilium Family of Schools

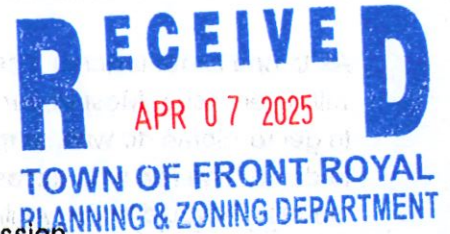


sup 2500100

DIVINUM AUXILIUM ACADEMY
ST. EDITH STEIN SCHOOL FOR GIRLS
ST. JOSEPH THE JUST SCHOOL FOR BOYS

6294 BROWNTOWN RD. FRONT ROYAL, VIRGINIA 22630
PHONE: 540.683.2217 (CELL)

Addendum to Statement of Justification for Town of Front Royal
2500100 - Request for Special Use Permit
16 N. Royal Ave., Front Royal, VA



Attention: Connie Marshner, Chairman Front Royal Planning Commission

Dear Mrs. Marshner,

Thank you for the opportunity to listen to the concerns of the Commission regarding our request for a Special Use Permit at 16 N. Royal Ave. We would like to offer a few possibilities for the Town to consider with regard to concerns over drop-off and pick-up at the beginning and end of the normal school day.

Scenario #1 (Preferred): Families would enter one-way onto Maddox Ln. from W. Main St. and enter the leased parking area of St. John the Baptist Church. Students can safely be dropped in the parking lot and walk to the school entry at the back of 16 N. Royal Ave. (facing Union St.) through the municipal parking lot between Maddox Funeral Home and First Baptist Church and crossing Union St. using the designated crosswalk. We will agree to staff the crosswalk during drop-off and pick-up times to ensure students can walk safely into the school when they are dropped off and back to the parking lot for pick-up. Cars will continue through the parking lot in a circular fashion and back out onto W. Main St. using the one-way driveway that exits in that parking lot. Current Drop-off Window: M-Th 8:10-8:20 a.m. Pick-up Time: 3:10 p.m., Pick-up Fri. 1:10 p.m. {Marked #1}

Scenario #2: As the large majority of our families have students across all three schools, boys attending school at 16 N. Royal Ave. could be dropped off and picked up at the neighboring girls' school located at 124 Luray Ave. The boys could then walk to school along Luray Ave. and crossing over W. Main St. to school and back again in the reverse. The current drop-off and pick-up times would need to be adjusted slightly to accommodate the slightly longer walking distance: M-TH 8:05-8:15 a.m. and 3:05 p.m. and 1:05 p.m. on Fri. respectively.

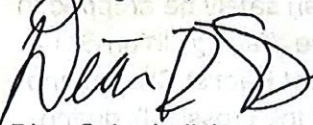
Scenario #3: Families would enter one-way Union St. according to a staggered schedule of no more than 3 cars at a time. Cars would pull into the back parking area of 16 N. Royal Ave. in a U or arced fashion and drop students off to receiving staff. During these brief drop-off and pick-up windows only, the 2 handicapped and 3 regular parking spaces would not be available. Afterward, they would be available again for parking. If at any time families approaching this parking/drop-off/pick-up area discover a backlog that would cause traffic stoppage on Union St. they would be instructed to circle the block until space has been freed to completely pull in off of Union St. In this scenario the staggered schedule would need to begin earlier and continue later in order to accommodate the slower traffic flow of 3 cars per scheduled allotment. We believe 3

cars every 5 minutes would ensure minimal backup and allow for the efficient reception and dismissal of our small student body. {Marked #3}

As to one commissioner's concern about student traffic to Main St., we truly do not believe this will be an issue. Most of our students have either after-school sports or lessons that they need to get to. Some do walk to music and dance classes on or around Main St. and would continue to do so. The few who occasionally walk after school to Main St. cafes to study or visit with friends we would hope would comport themselves with the high standards expected of them at school, but we would be most happy to communicate with Main St. business owners, as well as our parents and students, in order to make sure that standards of etiquette and common courtesy are being maintained after school hours.

Please know that we remain receptive to anything the Town might suggest concerning these or any other issues that might arise and we look forward to also addressing any questions or concerns raised by the public on April 16th. If you have any questions or items that require further clarification, please do not hesitate to reach out to me in the meantime.

Best Regards,



Dian Schmiedicke
Board President

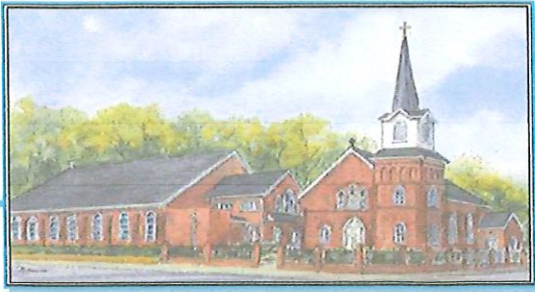
CC Lauren Kopishke, Planning and Zoning Director

sup 2500/100

Layers



SUP #2500100



St. John the Baptist Roman Catholic Church

120 West Main Street Front Royal, Virginia 22630

March 10, 2025

Attention Town of Front Royal Planning and Zoning Office

This letter is to certify that I, Reverend Daniel Gee, Pastor of St. John the Baptist Roman Catholic Church agree to lease the requisite parking spaces required by the Town of Front Royal to Divinum Auxilium Academy pursuant to its acquisition of The Old Town Hall ([16 N. Royal Ave.](#)) for its use as a private school.

Respectfully yours,,

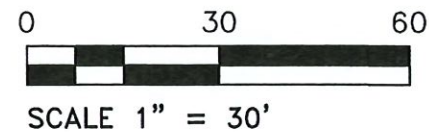
Rev. Daniel Gee
Pastor

RECEIVED
MAR 10 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

SURVEY OF THE FM TOWN HALL, LLC
PROPERTY PER INSTRUMENT # 140006310
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
PROPERTY SITUATED OUTSIDE THE LIMITS
OF THE FEMA FLOOD ZONE.

TOTAL EXISTING ONSITE PARKING = 6.
3 (HC1) HANDICAP PARKING SPACES.
3 (P1) REGULAR PARKING SPACES.



TO. 1ST. STREET
ONE WAY
ALLEY
VARIABLE WIDTH

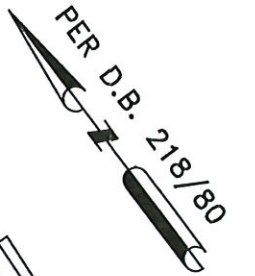
T.M. 20A5-11 PARCEL 10 ZONED R-3
TOWN OF FRONT ROYAL PARKING LOT PER D.B. 159/213

DISTANCE TO PROPOSED OFFSITE PARKING LOT = 232.17'

T.M. 20A5-11 PARCELS 9 & 12 ZONED C-1
MADDOX FAMILY INVESTMENTS, L.C.
PER INSTRUMENT # 010005049

- EP DENOTES EDGE OF PAVEMENT.
X DENOTES LIGHT OR LIGHT & UTILITY POLE.
⊕ DENOTES FLAG POLE.
● DENOTES PIN SET.
○ DENOTES EXISTING PIN OR PIPE AS NOTED.
⊗ DENOTES WATER METER.
--- DENOTES OVERHEAD WIRES.
-x-x- DENOTES FENCE.

LINE	BEARING	DISTANCE
L1	N 37°30'39" E	93.02'



T.M. 20A5-11 PARCEL 16
N/F TRUSTEES OF FIRST BAPTIST CHURCH
PER D.B. 89/195
ZONED C-2

VARIABLE WIDTH
UNION ST.
L1

ONE WAY

T.M. 20A5-11
PARCEL 15
13,164 SQ. FT.
ZONED C-2

N. ROYAL AVE
VARIABLE WIDTH

W. MAIN ST.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
MARCH 7, 2025



T.M. 20A5-11 PARCEL 19 ZONED R-3
CORR FAMILY REAL ESTATE LLC
PER INST. # 030003697

T.M. 20A5-11 PARCEL 8 ZONED R-3
CATHOLIC DIOCESE OF ARLINGTON
PER D.B. 86/359

ENTRANCE TO PAVED PARKING LOT

TO. W. MAIN ST.

SUP # 2500100

Connie Potter

From: David Beahm <Dbeahm@warrencountyva.gov>
Sent: Monday, March 17, 2025 10:10 AM
To: Connie Potter
Cc: Inspections; Kevin Perry; Matthew Byers; Gerry Maiatico; Gordon Foster
Subject: RE: SUP Application 2500100 for Comments – Divinum Auxilium Academy – Private School in C-2 District
Attachments: 2500100_Application_16 N Royal Ave_Divinum Auxilium Academy.pdf; 2500100_Ltr Lease of Parking Spaces_16 N Royal Ave_Divinum Auxilium Academy.pdf; 2500100_Statement of Justification_16 N Royal Ave_Divinum Auxilium Academy.pdf; 2500100_Survey Plat_16 N Royal Ave_Divinum Auxilium Academy.pdf

Comments – 16 N. Royal Avenue, Divinum Auxilium Academy – Private School in C-2 District – 2500100:

- Erosion and Sediment Control (ESC) Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Site Plan Review:
 - If or when any building construction related activity were to take place, a Site Plan Review may need to be completed for any external (increased footprint) changes. Any modifications to the existing building would be reviewed through the building code review process and a site review may not be needed.
- Building Inspections Items:
 - This would be a Change of Use and Occupancy and would require a permit that included plans showing existing conditions be submitted and any proposed changes to be made to meet the new Use and Occupancy group. If any type of work-related activity (structure, electrical, plumbing, mechanical, fire suppression, energy, retaining wall, etc.) were to be required, it would be subject to the normal requirements of application, review and approval prior to work beginning.
- Fire Marshal's Office Comments (standard):
 - We would defer all comments for the site development/new construction/retrofit/change of use to the Building Official. Upon approval and issuance of the CO, the facility shall be maintained in accordance with the Virginia Statewide Fire Prevention Code.

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

All submissions for these items can be made to the Building Inspections Department in person, through the postal service or at the email address: inspections@warrencountyva.gov

Respectfully,

David C. Beahm, CBO
Building Official
County of Warren

540-636-9973
Fax 540-636-4698
dbeahm@warrencountyva.gov
www.warrencountyva.gov

THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS MESSAGE TO OTHERS; PLEASE NOTIFY THE SENDER BY REPLYING TO THIS MESSAGE; AND THEN PLEASE DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU.

From: Connie Potter <cpotter@frontroyalva.com>
Sent: Monday, March 10, 2025 12:20 PM
To: David Beahm <Dbeahm@warrencountyva.gov>; Gerry Maiatico <gmaiatico@warrencountyfire.com>
Subject: SUP Application 2500100 for Comments

CAUTION: This email originated from outside of the Warren County email system. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

Attached is a Special Use Permit Application #2500100 to operate a private school in the C-2, Downtown Business District at 16 N. Royal Avenue.

Please respond with comments by April 10, 2025.

Thank you,
Connie



Connie L. Potter

Executive Assistant
Town of Front Royal
Dept. of Planning and Zoning
102 E Main St | PO Box 1560
Front Royal, VA 22630
T./540-635-4236

This message was sent from a verified Warren County account.



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 07B

Agenda Item: PUBLIC HEARING – Special Use Permit for a Farmers Market at 515-B Commerce Avenue for Julie Vaught on behalf of Happy Creek Antiques

Summary: Council is requested to consider a Special Use Permit (SUP) for a farmer's market submitted by Julie Vaught, on behalf of Happy Creek Antiques, at 515-B Commerce Avenue identified by tax map 20A4, Section 10, Lot 8. The property is zoned C-1, Community Business District. The applicant is proposing to install four to six raised garden beds in an existing parking lot for the purpose of growing and selling produce. The applicant anticipates expanding the number of garden beds and creating an orchard area in the next year. Town Code §73-1 defines farmers market as *a collection of two (2) or more vendors, selling farm or domestic products, garden produce, or nursery products, ornamental or otherwise, which have been grown or produced by the vendor offering the same for sale, in an open-air setting or with temporary or partially enclosed structures.*

The Planning Commission recommended approval with the following conditions:

1. The applicant shall mark directional arrows in the parking lot to guide traffic flow prior to the commencement of use.
2. The applicant shall restripe parking spaces to Town Standards prior to commencement of use.
3. Farmer's Market areas must be confined to the parking lot area highlighted in the application and in the undeveloped area in the Northeast quadrant of the application.
4. Farmer's Market cannot interfere with the utilization of existing businesses' minimum requirement of (39) parking spaces.

Adjacent property owners were notified of tonight's public hearing.

Budget/Funding: None

Meetings: Work Session held June 2, 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 a farmer's market submitted by Julie Vaught, on behalf of Happy Creek Antiques, at 515-B Commerce Avenue identified by tax map 20A4, Section 10, Lot 8. The property is zoned C-1, Community Business District with the following conditions: 1) The applicant shall mark directional arrows in the parking lot to guide traffic flow prior to the commencement of use; 2) The applicant shall restripe parking spaces to Town Standards prior to commencement of use; 3) Farmer's Market areas must be confined to the parking lot area highlighted in the application and in the undeveloped area in the Northeast quadrant of the application; Farmer's Market cannot interfere with the utilization of existing businesses' minimum requirement of (39) parking spaces.

#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 a farmer's market submitted by Julie Vaught, on behalf of Happy Creek Antiques, at 515-B Commerce Avenue identified by tax map 20A4, Section 10, Lot 8. The property is zoned C-1, Community Business District.

Moved _____ Seconded _____

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



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 2263

#2500104
RECEIVED
Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com
MAR 11 2025

SPECIAL USE PERMIT REQUEST

Application #

APPLICANT:

NAME Julie Vaught - Happy Creek Antiques PHONE 540-660-1454
ADDRESS 515 N. Commerce Ave. - B
E-MAIL info@happycreekantiques.com

PROPERTY OWNER:

NAME Vaught Associates PHONE 540 660 1454
ADDRESS 18 Meadowbrook La. Huntly, VA 22040
E-MAIL jvaught@tnt-transportation.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS 515 N. Commerce Ave. - B
TAX MAP _____ SECTION _____ BLOCK _____ LOT _____
SUBDIVISION NAME _____ ACREAGE _____
ZONING DISTRICT C1 Parcel # 20A410 8

REQUEST

PROPOSED USE OF PROPERTY Farmer's market in lot
SPECIFIC SPECIAL USE PERMIT REQUEST raised garden beds,
Community garden

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" and provide a digital copy)
2. Site Plan Application Pd. CK#128
3. Application Fee of \$400.00 Receipt # _____ Date Paid 3/11/25
4. Additional information as required by the Dept. of Planning & Community Development.

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.

Applicant Signature Julie Vaught Date 3/7/25

Property Owner Signature Julie Vaught Date 3/7/25

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.

SUP 2500104

Connie Potter

From: jvaught tnt-transportation.com <jvaught@tnt-transportation.com>
Sent: Wednesday, April 16, 2025 11:01 AM
To: Lauren Kopishke; info@happycreekantiques.com
Cc: John Ware; Connie Potter
Subject: Re: Statement of Justification- Special Use Permit- Farmer Market

Good morning,

Thank you for considering the Farm market application. The purpose of the market is to make fresh produce more easily accessible to our community. The goal is to grow produce seasonally for:

*All community members at a reasonable price.

*Less fortunate community members free and/ or in exchange for hands on participation in the program.

The program will evolve in 3 stages:

Stage one- Spring 2025, HCA and Discourse 4 Debbie, (dba- Debbie's Lighthouse) will install 4-6 raised beds and grow produce which will be dispersed as listed above.

Stage two, Fall 2025 and Spring of 2026 additional beds will be installed, and an inground garden will also be added. The additional above ground beds will be used by HCA, and Debbie's Lighthouse, as well as be available for the community to rent to grow their own produce.

This will provide an opportunity for those that don't have access to property for gardens. Horticulture classes will be offered periodically throughout the year.

Stage three, (may run concurrently with both Stage one and two. TBD)

Work with ACES to plant fruit bearing bushes and trees in approved areas of the community.

More details available at tonight's meeting as needed.

I am looking forward to working with you to create healthy opportunities for our community.

Sincerely,

Julie Vaught

540-660-1454

For:

Happy Creek Antiques

Debbie's Lighthouse

Sent from my T-Mobile 5G Device

Get [Outlook for Android](#)

From: Lauren Kopishke <lkopishke@frontroyalva.com>

Sent: Tuesday, April 15, 2025 2:09:39 PM

To: jvaught tnt-transportation.com <jvaught@tnt-transportation.com>; info@happycreekantiques.com

<info@happycreekantiques.com>

Cc: John Ware <jware@frontroyalva.com>; Connie Potter <cpotter@frontroyalva.com>

Subject: Statement of Justification- Special Use Permit- Farmer Market

Good afternoon,

The Planning Commission is requesting a statement of justification to glean additional information for the upcoming work-session. Please provide a written statement of the intent, purpose, and some of the logistics of what you are trying to do with your farmers market application.



Lauren E. Kopishke

Director of Planning & Zoning

Zoning Administrator

Town of Front Royal

Dept. of Planning and Zoning

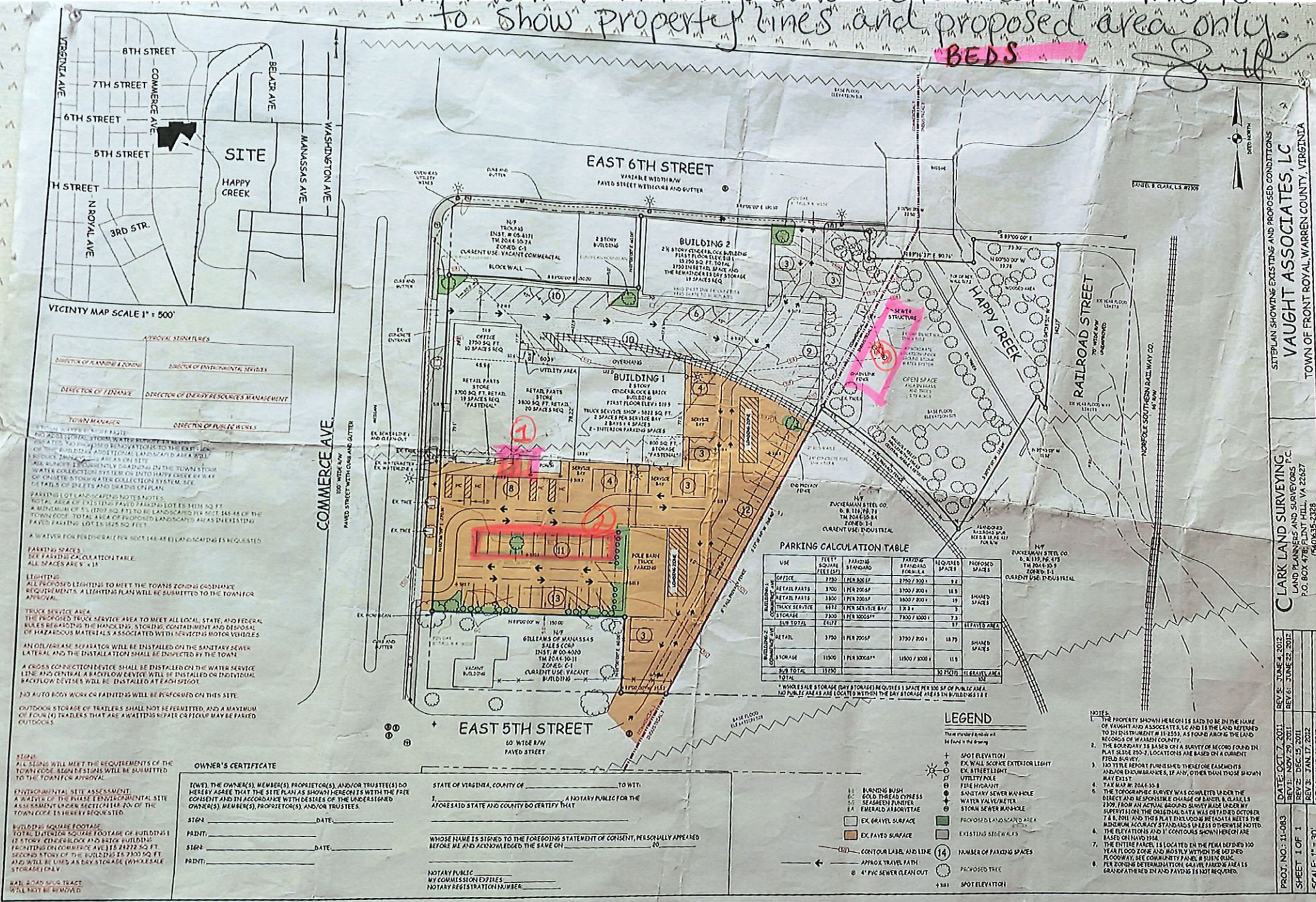
102 E Main St | PO Box 1560

Front Royal, VA 22630

T./540-635-4236

* The information in regard to use is incorrect this is to show property lines and proposed area only.

BEDS



* This year raised beds in areas 1 & 2 only. Next year in ground at #3.

CLARK LAND SURVEYING, LAND PLANNERS AND SURVEYORS P.C.
P.O. BOX 478, PLANT HILL, VA 22667
(540) 335-2328

DATE: OCT 7, 2011
REV 1: NOV 17, 2011
REV 2: JAN 17, 2012
REV 4: MAR 11, 2012

PROJECT NO: 11-083
SHEET 1 OF 1
SCALE: 1" = 30'

SITE PLAN SHOWING EXISTING AND PROPOSED CONDITIONS
VAUGHT ASSOCIATES, LC
TOWN OF FRONT ROYAL, WARREN COUNTY, VIRGINIA



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 07C

Agenda Item: PUBLIC HEARING – Special Use Permit to Allow a Short-Term Rental at 66 W. Strasburg Road for Home Base Holdings Inc.

Summary: Council is requested to consider a Special Use Permit (SUP) to allow a short-term rental submitted by Home Base Holdings Inc. at 66 W. Strasburg Road identified by tax map 2012, Section 3, Lot 31B. The property is zoned C-1, Community Business District. The applicant intends to rent the house as a whole with one bedroom and no more than two occupants at a time. Staff found the interior in compliance with the Town Code; however, there is not sufficient parking onsite or off-street. The Town Code requires two parking spaces. A utility pole and fire hydrant are limiting parking options. The Planning Commission recommended approval with the following condition: *Two (2) off-street parking spaces be provided and inspected prior to approval of Special Use Permit, or an exception be applied for and approved to allow on-street parking.*

Budget/Funding: None

Meetings: Work Session held June 2, 2025

Adjacent property owners were notified of tonight's public hearing.

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 a short-term rental at 66 W. Strasburg Road identified by tax map 2012, Section 3, Lot 31B for Home Base Holdings Inc. with the following condition: Two (2) required off-street parking spaces be provided and inspected prior to approval of Special Use Permit, or special exception to the off-street parking requirements pursuant to Town Code §148-211 be applied for and granted.

#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 a short-term rental at 66 W. Strasburg Road identified by tax map 2012, Section 3, Lot 31B for Home Base Holdings Inc.

Moved _____ Seconded _____

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

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2500108

MEETING DATE: May 21, 2025

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 66 W. Strasburg Road. The applicant intends to rent the house as a whole with one (1) bedroom and no more than two (2) occupants at a time.

STAFF RECOMMENDATION: Staff completed an inspection on May 13, 2025 and found the interior in compliance with the code however, there is not sufficient parking onsite. Two parking spaces are required per Town Code. There are no off street parking spaces available. There is a utility pole and fire hydrant which are significantly limiting parking options. The applicant could apply for a Special Exception to be exempted from parking requirements.

Staff recommends denial of the Special Use Permit application due to insufficient off-street parking facilities.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of denial to the Front Royal Town Council for Special Use Permit #2500108 for a Short-Term Rental located at 66 W. Strasburg Road due to insufficient off-street parking.”

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
May 21, 2025**

APPLICATION #:

Special Use Permit Application #2500108

APPLICANT:

Home Base Holdings LLC

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 66 W. Strasburg Road. The applicant intends to rent the house as a whole with one (1) bedroom and no more than two (2) occupants at a time.

GENERAL INFORMATION:

<i>Site Addresses</i>	66 W. Strasburg Road
<i>Owner(s)</i>	Stephen and Vanessa Talbott
<i>Zoning District</i>	C-1, Community Business District
<i>Historic District</i>	No
<i>Tax Identification</i>	Tax Map #20A12-3-31B
<i>Request</i>	The Applicant is requesting to rent one (1) bedroom and no more than two (2) occupants at a time.

View of Front Elevation – 66 W. Strasburg Road (Google Maps July 2024)



Aerial Map (Warren County GIS)



April 7, 2025

1:2,257
0 80 160 320 ft
0 25 50 100 m
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community. Source: Esri, Maxar, Earthstar

STAFF RECOMMENDATION:

Staff completed an inspection on May 13, 2025 and found the interior in compliance with the code however, there is not sufficient parking onsite. Two parking spaces are required per Town Code. There are no off street parking spaces available. There is a utility pole and fire hydrant which are significantly limiting parking options. The applicant could apply for a Special Exception to be exempted from parking requirements.

Staff recommends denial of the Special Use Permit application due to insufficient off-street parking facilities.

ATTACHMENTS: Application and supporting documents.

#2500108



Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: HomeBase Holdings LLC PHONE: 706-358-2468
ADDRESS 108 Cameron Parke Court, Alexandria, VA 22304
E-MAIL info@homebaseholdings.com

PROPERTY OWNER:

NAME: Stephen and Vanessa Talbot PHONE: 706-358-2468
ADDRESS 108 Cameron Parke Court, Alexandria, VA 22304
E-MAIL info@homebaseholdings.com

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 66 W Strasburg Road
TAX MAP 20A12 SECTION 3 BLOCK _____ LOT 31B
SUBDIVISION NAME _____
ZONING DISTRICT C-1 ACREAGE .33
SPECIFIC SPECIAL USE PERMIT REQUEST Short term rental

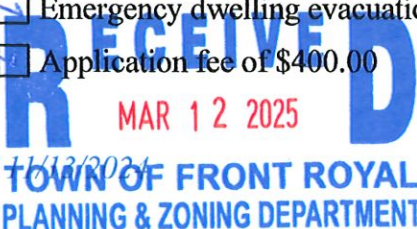
- ☐ Whole house rental ☐ Partial rental, # of rooms rented _____
☐ Primary Residence ☒ Secondary Residence

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

- ☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.
☒ Provide a map of area attractions
☒ Provide proof that notification to operate was sent to the HOA, if applicable. No HOA
☒ Complete management plan.
☒ Written consent given to the Town to inspect for compliance.
☒ Emergency dwelling evacuation diagram (posted in each bedroom)
☒ Application fee of \$400.00

Receipt # 01002072215 Date Paid 3/12/25

Pd \$400.00



Revised 11/13/2024
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Postmarked 3/10/25

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Vanessa Talbot
at (phone number) 706-358-2468 or (property manager) Amber Martin
at (phone number) 540-305-4277.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Fire Department: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

****If no answer please call the Warren County Sheriff's Department:** 540-635-4128 or 911

Front Royal Fire & Rescue: 540-635-3830 or 911, 200 Skyline Vista Drive, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 2 People and 1 Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Minimum available parking is 1 vehicle(s) in the driveway. Additional street parking available.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

Trash bags located under kitchen sink. Trash can located free standing in kitchen. Large blue trashcan located on sidewalk in front of property.

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

Trash is picked up on Mondays by the town. Trashcan is placed on the street in front of the house.

CHECK-IN & CHECK-OUT

Provide details

check-in - 3pm (self check in with door code 24 hrs prior)
check-out 11am (put trash in outside bin, towels on top of dryer,
dishes in the dishwasher, set temperature to 63° in
winter and 76° in summer.)

WIFI/PHONE/ETC

Provide details for special amenities if available

WIFI and internet TV
washer & dryer
security cameras (door & side)

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

.33 acreage
a beautiful large front porch with mountain views

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.
- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: _____

CERTIFICATION:

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

Signature _____

Date _____

3/10/25

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.

House Rules

We appreciate your help in maintaining a safe and comfortable environment for everyone. Please keep the following in mind during your stay:

1

No Smoking

Smoking is not permitted inside our home. If you need to smoke, please do so outside and properly dispose of cigarette butts.

2

No Fires

For safety reasons, bonfires, fire pits, and any other open flames are not allowed anywhere on the property.

3

Parking

Please be mindful not to block our neighbors' driveway.

4

Guests & Noise

To maintain a peaceful atmosphere, we do not allow parties or gatherings of six or more people. Please also be mindful of noise levels, especially after 9:00 PM.

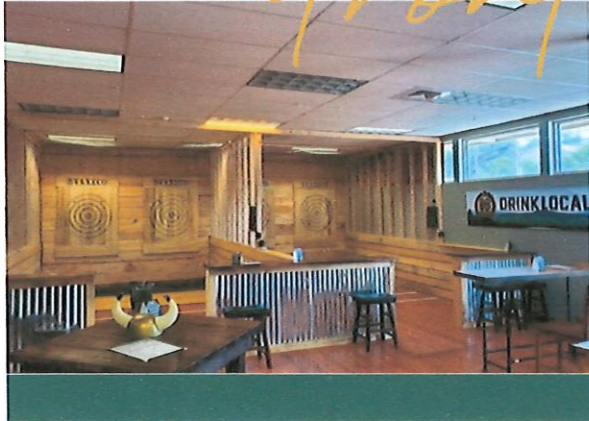
5

Pets

We love animals, but pets are only allowed with prior approval. If you have received permission to bring a pet, please clean up after them and keep them supervised at all times.

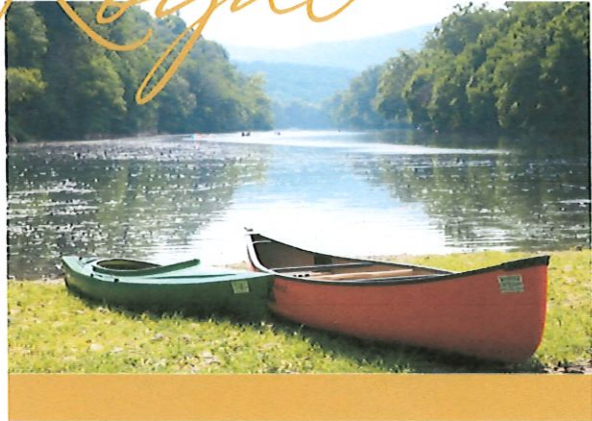
Thank you for respecting our home and neighborhood.

THINGS TO DO IN *Front Royal*



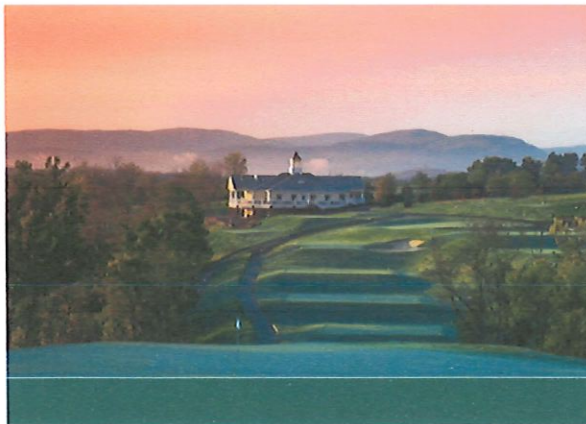
SHENANDOAH AXE THROWING

Come throw an ax in a family friendly environment! Safety and coaching is included. They offer food, drinks, and lots of fun for everyone.



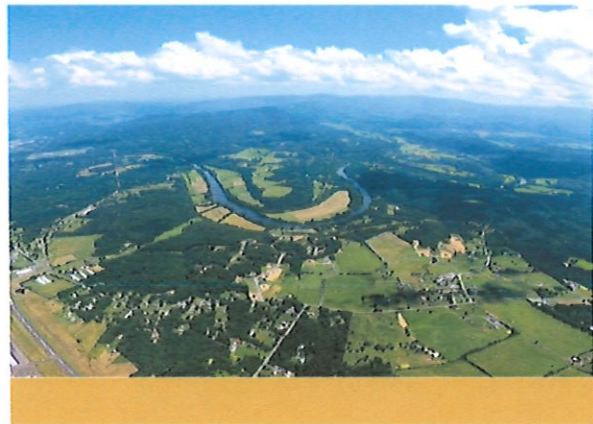
DOWNRIVER CANOE COMPANY

You'll have an unforgettable day of fun and adventure in canoes, kayaks, rafts and tube floats on one of America's most beautiful rivers, The Shenandoah.



BLUE RIDGE SHADOW GOLF CLUB

Blue Ridge Shadows Golf Club offers terrific views and challenging play for golfers at every skill level.



SKYDIVE FRONT ROYAL

the only locally owned Skydiving Operation near Washington, DC and by far the most scenic!

GROCERY STORES

WHETHER YOU'RE LOOKING FOR BUDGET-FRIENDLY STAPLES, ORGANIC OPTIONS, OR SPECIALTY ITEMS, THESE LOCAL GROCERY STORES HAVE YOU COVERED AND ALL OFFER DELIVERY!

Better Thymes – A health-focused store offering organic, natural, and specialty foods, including vitamins, supplements, and local goods.

Royal Plaza
Shopping Center
417 South St, Front
Royal, VA 22630
540-636-9209

Martin's – A full-service grocery store with a great selection of fresh foods, a bakery, a deli, and a rewards program for extra savings.

Royal Plaza
Shopping Center
417 South St, Front
Royal, VA 22630
540-636-2900

Food Lion – A budget-friendly grocery store with fresh produce, quality meats, and weekly deals. Convenient, well-stocked, and great for everyday essentials.

794 Shopping
Center Rd,
Strasburg, VA 22657
540-465-5335

Aldi – Known for its low prices and efficient shopping experience, Aldi offers high-quality private-label products, fresh produce, and weekly specials.

Riverton Commons
Shopping Center
134 Riverton
Commons Dr, Front
Royal, VA 22630

Target – A convenient spot for groceries, household essentials, and more, with a mix of national brands and Target's exclusive Good & Gather line.

Crooked Run Plaza
Shopping Center
10 Crooked Run
Plaza, Front Royal,
VA 22630
540-631-3290

Walmart – Affordable prices and a wide selection of groceries, including fresh produce, pantry staples, and bulk options.

Riverton Commons
Shopping Center
10 Riverton
Commons Dr, Front
Royal, VA 22630
540-635-4140

PLACES TO EAT

Front Royal offers an amazing variety of local eateries, from cozy cafes to farm-to-table gems. This guide will take you through our top recommendations, starting with breakfast—because there's no better way to kick off your day of exploring this beautiful region.

01

L DEES PANCAKE HOUSE

A beloved local spot for hearty breakfasts, L Dee's serves up some of the best pancakes in the area alongside generous portions of eggs, bacon, and other morning staples.

02

THE APPLE HOUSE

Famous for its apple butter donuts and BBQ sandwiches, this cozy spot is a great choice for a delicious and satisfying meal any time of day.

03

SOL Y LUNA FOOD TRUCK

Serving up vibrant and authentic Tex-Mex street food, Sol Y Luna is known for its fresh tacos, giant burritos, quesadillas, and flavorful sauces.

04

THUNWA THAI

This hidden gem offers traditional Thai dishes made with fresh ingredients and bold flavors. Favorites include the Pad Thai and spicy green curry.

05

MELTING POT PIZZA

A long-standing favorite for locals, Melting Pot Pizza is famous for its thin-crust pizzas loaded with delicious toppings. It's the perfect spot for a casual meal.



06

SPELUNKERS

A long-standing favorite for locals, Melting Pot Pizza is famous for its thin-crust pies loaded with delicious toppings. It's the perfect spot for a casual meal.

07

ELEMENT

Offering a refined dining experience, Element focuses on creative dishes made with seasonal and locally sourced ingredients. Their menu changes regularly to reflect the freshest offerings.

08

EL MAGUEY

A favorite for authentic Mexican cuisine, El Maguey serves up delicious enchiladas, tacos, and sizzling fajitas with friendly service. Bonus they have the best margaritas in town!

09

DOWNHOME COMFORT BAKERY

This charming bakery specializes in homemade pies, pastries, and cookies. Their freshly baked goods are perfect for breakfast or an afternoon snack.

10

GARCIA AND GRAVINO

Bakery specializing in empanadas, tamales, and breakfast burritos, plus cupcakes in creative flavors. Their flavors change monthly!

BREWERIES, WINERIES, AND LOUNGES

Front Royal is a hidden gem for wine, beer, and craft beverage lovers. It boasts scenic vineyards, creative breweries, and cozy lounges perfect for gathering with friends. From award-winning wines to unique local brews, this charming town invites you to sip, savor, and enjoy every moment. Cheers to your next discovery!

01

VIBRISSA

Known for its innovative craft beer lineup, Vibrissa is a lively spot where great brews meet delicious food. Pair your drink with a meal from their full-service restaurant, and enjoy regular live music events that bring the space to life.

02

HONEY & HOPS

Specializing in meads with an imaginative twist, this meadery is a must-visit for those seeking unique flavors. Their menu changes frequently, offering new and unexpected tastes with every visit.

03

BACKROOM BREWERY

Located just a short drive to Middletown, this farm brewery crafts small-batch beers and offers a peaceful setting surrounded by fields of hops.

04

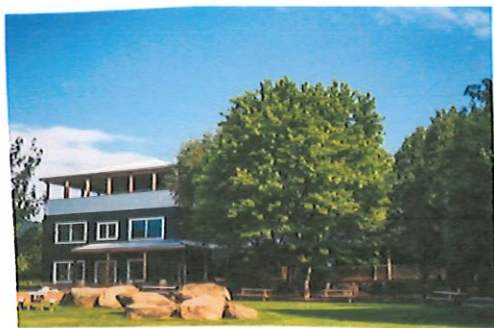
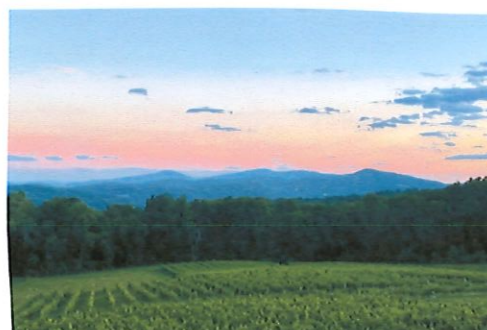
BOX OFFICE BREWERIE

Set in a beautifully restored historic theater, this brewery offers a fun mix of live music nights and quieter spaces for those who prefer a relaxed atmosphere.

05

FOX MEADOW WINERY

(Linden, VA | 22 minutes) – Nestled on a scenic ridge, this winery offers sweeping mountain views and a diverse selection of well-crafted wines.



06

RAPPAHANNOCK CELLARS

(Huntly, VA | 21 minutes) – Known for its premium wines, this family-owned winery provides a welcoming space to enjoy tastings in a relaxed atmosphere.

07

CHESTER GAP CELLARS

(Front Royal, VA | 18 minutes) – Perched on a hillside, this boutique winery is celebrated for its stunning views and handcrafted wines.

08

REITANO VINEYARDS

(Front Royal, VA | 10 minutes) – A hidden gem just minutes from town, offering a charming setting for tastings of their carefully produced wines. Doubling as a wedding and event venue.

09

ON CUE SPORTS BAR & GRILL

A laid-back spot for casual gatherings, featuring pool tables, hearty food options, and a variety of drinks.

10

CATAMOUNT LOUNGE

An upscale yet cozy lounge where you can unwind with craft cocktails, small bites, and a refined ambiance perfect for intimate evenings or relaxed meetups.

Discover FRONT ROYAL VIRGINIA

540/635-5788

Front Royal Mural Tour

River and Mountain
Kidd Lane

Mountain Trails
120 E Main St

Front Royal Text
131 E Main St

Life in the Blue Ridge
200 E Main St

Clouds on Cloud
Cloud St

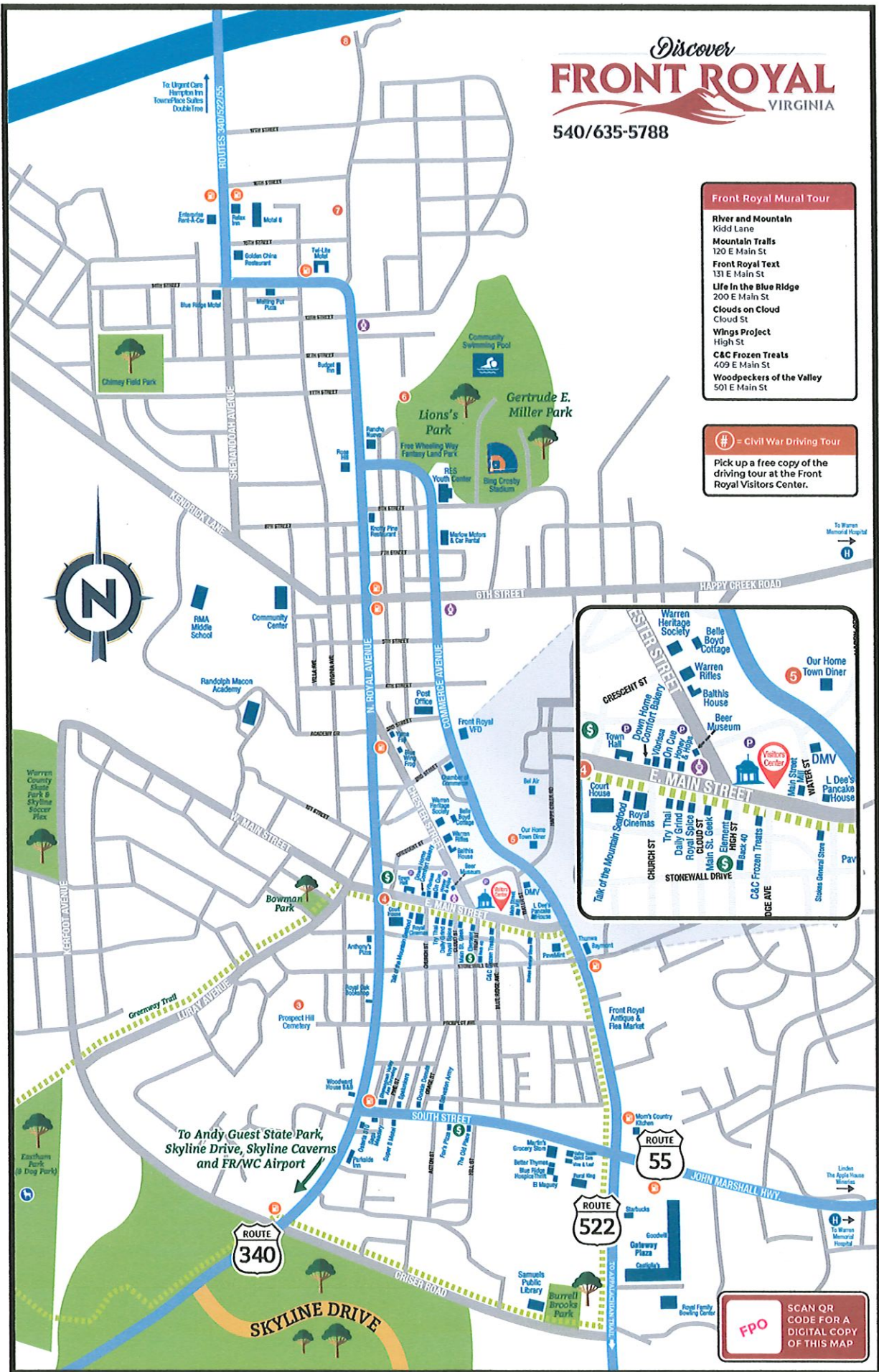
Wings Project
High St

C&C Frozen Treats
409 E Main St

Woodpeckers of the Valley
501 E Main St

= Civil War Driving Tour

Pick up a free copy of the driving tour at the Front Royal Visitors Center.



FPO SCAN QR CODE FOR A DIGITAL COPY OF THIS MAP

Short-Term Rental Management Plan

Property Address: 66 W Strasburg Rd, Front Royal, VA

1. Compliance & Licensing

- Obtain a Special Use Permit as required by Front Royal regulations.
- Maintain appropriate short-term rental insurance coverage.

2. Guest Management

- Implement a seamless check-in/check-out process with keyless entry.
- Provide a guest guide with house rules, emergency contacts, and local recommendations.
- Enforce quiet hours and occupancy limits per town regulations.

3. Cleaning & Maintenance

- In house cleaning service to clean and restock essentials after each stay.
- Schedule routine inspections to address maintenance and safety concerns.
- Equip the property with smoke detectors, carbon monoxide alarms, and fire extinguishers.

4. Financial & Tax Compliance

- Maintain records of rental income and expenses.
- Remit required local and state occupancy taxes.

5. Security & Safety

- Install exterior security cameras (within legal guidelines) to monitor property safety.
- Implement a guest verification process for added security.

6. Marketing & Community Relations

- List the property on Airbnb and Vrbo with high-quality images and descriptions.
- Encourage positive guest reviews and maintain communication with neighbors to address concerns.

This plan ensures the property operates efficiently while complying with local regulations.

Stephen and Vanessa Talbott
HomeBase Holdings
108 Cameron Parke Court
Alexandria, VA 22304

March 08, 2025

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

To the Department of Planning and Zoning for the Town of Front Royal,

This letter provides written consent for the Town to inspect 66 W Strasburg Road for compliance of its operation as a short-term rental.

Sincerely,

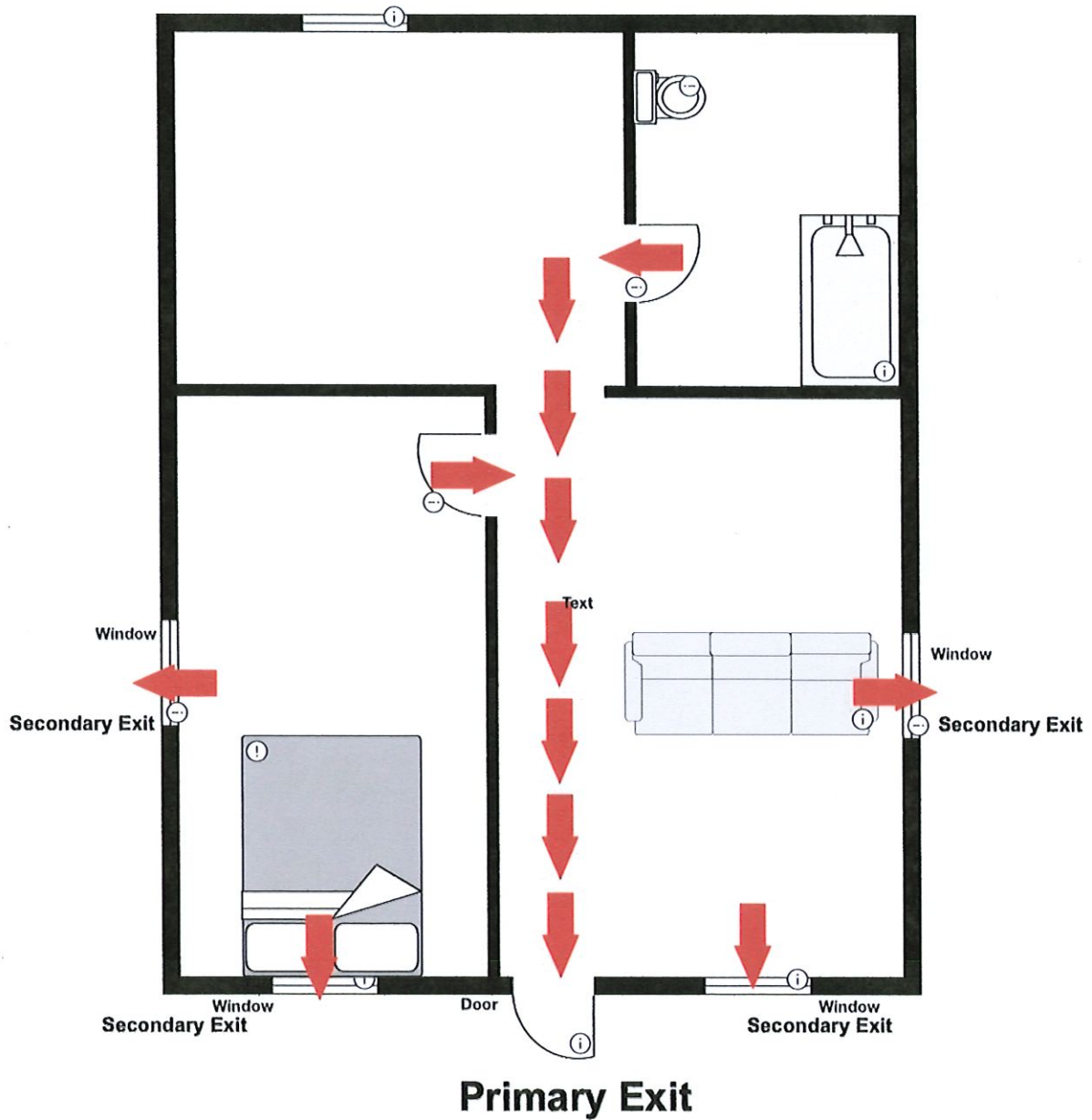


Stephen Talbott



Vanessa Talbott

Evacuation Plan For 66 West Strasburg Rd





ROY L. COURTNEY
INST.#07-89471

LOT #31A

JANE L. KENNEY
INST.#2023-62

12' ALLEY

LOT #31B
14,579 SQ. FT.

VICTOR H. AMAYA
LOT #31

PLAT SHOWING
HOUSE LOCATION SURVEY
OF THE LAND OF
RYVARE INVESTMENTS, LLC.

SUBDIVISION OF LOTS 27 & 31
(LOT 31B)
TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

THE SUBJECT PROPERTY IS LOCATED ON FEMA
FLOOD INSURANCE RATE MAP, AND IS NOT
IN ANY FLOOD HAZARD AREA. THE
PROPERTY IS LOCATED IN ZONE "X".

THIS SURVEY HAS BEEN PREPARED WITHOUT THE
BENEFIT OF A TITLE REPORT AND DOES NOT
NECESSARILY INDICATE ALL ENCUMBRANCES
ON THE PROPERTY.

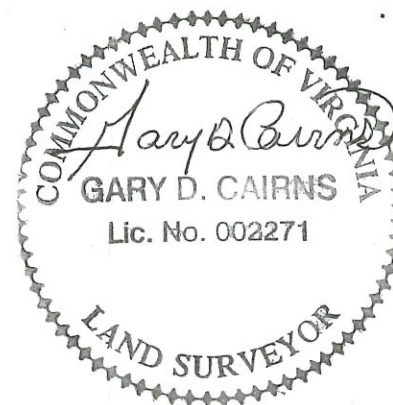
THIS SURVEY IS BASED ON A CURRENT FIELD SURVEY.

THE PROPERTY SHOWN IS LOCATED ON ASSESSMENT
PIN#20A 123 31B.

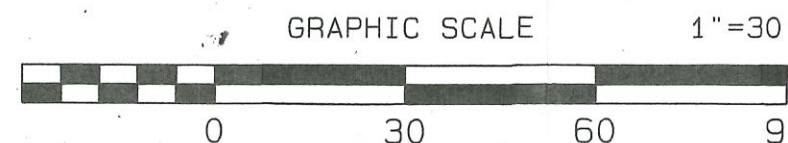
I GARY D. CAIRNS DO HEREBY CERTIFY THAT
THE LAND SHOWN HEREON IS NOW IN THE NAME OF
RYVARE INVESTMENTS, LLC. AS RECORDED
IN DEED INST.#230004935 AMONG THE LAND
RECORDS OF WARREN COUNTY, VIRGINIA.

I GARY D. CAIRNS DO HEREBY CERTIFY THAT
MONUMENTS ARE AS SHOWN.

Gary D. Cairns



OLD RTE. #55
SERVICE ROAD



LEGEND
IPS=IRON PIPE SET
IPF=IRON PIN FOUND
IRF=IRON ROD FOUND
WM=WATER METER

SHEET 1 OF 1

CAIRNS SURVEYING
1583 NETHERS ROAD
SPERRYVILLE VA. 22740
540-987-3101



COUNCIL WORK SESSION AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 07D

Agenda Item: PUBLIC HEARING: An Ordinance Amending and Re-Ordaining a Franchise Granted to Brightspeed of Virginia LLC. Formerly Known as The Central Telephone Company of Virginia

Summary: Council is requested to consider an ordinance amendment to extend for a period of fifteen (15) years a franchise agreement with Brightspeed, formerly known as The Central Telephone Company of Virginia, to construct, install, maintain, operate, upgrade, replace, renovate, adjust, protect, support, raise, lower, disconnect, remove and relocate its cables, poles, pedestals, boxes, wires, conduits, conductors, pipes and related appurtenances ("Facilities") for its System in, under, along, over and across the present and future streets, alleys and public ways of the Town ("Public Ways"), for the purpose of providing local exchange telephone service and telecommunication services to the Town's inhabitants and businesses, as presented.

Budget/Funding: None

Meetings: Work Session held June 9, 2025

Proposed Motion: I move that Council adopt an ordinance, effective June 23, 2025, amending and re-ordaining, extending for a period of fifteen (15) years, a franchise agreement for the purpose of providing local exchange telephone service and telecommunication services with Brightspeed of Virginia, LLC for its system in the present and future streets, alleys and public ways of the Town, as presented, with the Mayor to execute the agreement on behalf of the Town.

AN ORDINANCE AMENDING AND RE-ORDAINING A FRANCHISE GRANTED TO BRIGHTSPEED OF VIRGINIA, LLC, F/K/A THE CENTRAL TELEPHONE COMPANY OF VIRGINIA, ON BEHALF OF ITSELF AND ITS OPERATING AFFILIATES (“BRIGHTSPEED”) EXTENDING THE RIGHT TO OPERATE AND MAINTAIN A TELECOMMUNICATIONS SYSTEM (“THE SYSTEM”) IN THE TOWN OF FRONT ROYAL, VIRGINIA (“THE TOWN”).

The Town hereby ordains that it is in the public interest to amend, extend, and re-ordain a franchise previously granted on June 27, 2005 to Brightspeed (formerly CENTRAL TELEPHONE COMPANY OF VIRGINIA by Certificate of Conversion issued by the State Corporation Commission effective November 14, 2022), to operate the System (“Franchise”), pursuant exclusively to the terms and conditions contained herein.

SECTION 1. Extension of Franchise. The Town hereby extends the right, privilege and authority of Brightspeed to construct, install, maintain, operate, upgrade, replace, renovate, adjust, protect, support, raise, lower, disconnect, remove and relocate its cables, poles, pedestals, boxes, wires, conduits, conductors, pipes and related appurtenances (“Facilities”) for its System in, under, along, over and across the present and future streets, alleys and public ways of the Town (“Public Ways”), for the purpose of providing local exchange telephone service and telecommunication services to the Town’s inhabitants and businesses.

SECTION 2. Term. The Term of this Franchise is extended for fifteen (15) years commencing effective on June 27, 2025 (“effective date”).

SECTION 3. Franchise Fee. Commencing on the effective date and until its expiration, Brightspeed will pay the Town three percent (3%) of Brightspeed’s local exchange access service Gross Revenue (as defined in Appendix A hereto). Payment shall be made quarterly within sixty (60) days after the end of each quarter during the Term of this Franchise.

SECTION 4. Records Inspection. Brightspeed shall make available to the Town, upon reasonable advance written notice of no less than sixty (60) days, such information pertinent only for enforcing the terms of this Ordinance in such form and at such times as Brightspeed can reasonably make available. Subject to applicable laws, any information that is provided to the Town and/or that the Town reviews *in camera* is confidential and proprietary and shall not be disclosed or used for any purpose other than verifying compliance with the terms of this Ordinance. Any such information provided to the Town shall be immediately returned to Brightspeed following review. The Town will not make copies of such information.

SECTION 5. Non-Exclusive Franchise. The right to use and occupy the Public Ways of the Town shall be nonexclusive, and the Town reserves the right to use the Public Ways for itself or any other entity. The Town’s use, however, shall not unreasonably interfere with Brightspeed’s Facilities.

SECTION 6. Town Regulatory Authority. The Town reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police

power for the protection of the health, safety and welfare of its citizens and their properties consistent with applicable federal and state law.

SECTION 7. Indemnification. The Town shall not be liable for any property damage or loss or injury to or death of any person that occurs in the construction, operation, maintenance or repair by Brightspeed of its Facilities. Brightspeed shall indemnify, defend and hold the Town harmless from and against third party claims, demands, liens and all liability or damage of whatsoever kind on account of Brightspeed's use of the Public Ways. The Town shall: (a) give prompt written notice to Brightspeed of any claim, demand or lien with respect to which the Town seeks indemnification hereunder; and (b) permit Brightspeed to assume the defense of such claim, demand, or lien. Brightspeed shall not be subject to liability for any settlement made without its consent. Notwithstanding the other provisions contained herein, Brightspeed shall in no event be required to indemnify the Town for any claims, demands, or liens arising from the sole and exclusive negligence or wrongful actions or inactions of the Town, its officials, boards, commissions, agents, contractors, and/or employees.

SECTION 8. Bonding. Within thirty (30) days after ordinance adoption, Brightspeed shall deposit with the Town and maintain a performance bond from a financial institution running to the Town in the amount of one hundred thousand dollars (\$100,000.00.). The bond shall be used to insure the Brightspeed's faithful performance of all its franchise provisions or defaults under a franchise or the payment by Brightspeed of any penalties, liquidated damages, claims, liens, and taxes due the Town which arise by reason of the construction, operation, or maintenance of Brightspeed's System in the Town, including restoration of the public rights-of-way and the cost of removal or abandonment of any property.

12.3 Any bond obtained by Franchisee must be placed with a company which is qualified to write bonds in the Commonwealth of Virginia, and shall contain the following endorsement (or the substantive equivalent of such language as agreed upon by the Town):

"It is hereby understood and agreed that this bond may not be cancelled without the Town's consent until sixty (60) days after the Town's receipt by registered mail, return receipt requested, of a written notice of intent to cancel or not renew."

SECTION 9. Insurance Requirements. Brightspeed will maintain in full force and effect for the Term of the Franchise, at Brightspeed's expense, a comprehensive liability insurance policy written by a company authorized to do business in the Commonwealth of Virginia, or will provide self-insurance reasonably satisfactory to the Town, protecting it against liability for loss, personal injury and property damage occasioned by the construction, operation, maintenance or repair of the System by Brightspeed. Such insurance will be in an amount not less than \$1,000,000.00 per occurrence and \$10,000,000 annual aggregate including umbrella coverage. Brightspeed will also maintain Worker's Compensation coverage throughout the term of this Franchise as required by law. The Town may review the status of Brightspeed's insurance at www.Brightspeed.com/moi.

SECTION 10. Annexation. When any territory is approved for annexation to the Town, the Town shall within thirty (30) business days provide by certified mail to Brightspeed: (a) each site address to be annexed as recorded on Town assessment and tax rolls; (b) a legal description of the proposed boundary change; and (c) a copy of the Town's ordinance approving the proposed annexation.

SECTION 11. Plan, Design, Construction, Installation and Removal of Brightspeed's Facilities.

11.1 All Facilities under authority of this Ordinance shall be used, constructed and maintained in accordance with applicable law and the terms of this Ordinance.

11.2 Brightspeed shall, prior to commencing new construction or major reconstruction work in Public Ways or other public places, apply for any required permit from the Town, which permit will be processed in the Town's ordinary course of business. Brightspeed will abide by all applicable ordinances and reasonable rules, regulations and requirements of the Town consistent with applicable law, and the Town may inspect the manner of such work and require remedies as may be reasonably necessary to assure compliance. Notwithstanding the foregoing, Brightspeed shall not be obligated to obtain a permit to perform emergency repairs, provided however, Brightspeed shall, as soon as reasonably possible, provide the Town with notice of the nature of the emergency and the necessary repairs, and such other information as normally required for permit processing.

11.3 To the extent practical and consistent with any permit issued by the Town, all Facilities shall be located so as to cause minimum interference with the Public Ways and shall be constructed, installed, maintained, renovated, repaired or replaced in accordance with applicable and lawful rules, ordinances and regulations of the Town.

11.4 If, during the course of work on its Facilities, Brightspeed causes damage to or alters the Public Way or other public property, Brightspeed shall replace and restore such Public Way or public property at Brightspeed's expense to a condition reasonably comparable to the condition that existed immediately prior to such damage or alteration, in the Town's reasonable determination.

11.5 Brightspeed shall have the right to excavate the Public Ways subject to reasonable conditions and requirements of the Town. Before installing new underground facilities or replacing existing underground facilities, each party shall first notify the other of such work in accordance with applicable law. In no event will the Town be required to secure Brightspeed's permission or consent to operate or construct in the Town's Public Ways. To the extent practicable under the circumstances, each party may allow the other party, at its own expense, to share a trench for laying its own facilities therein, provided that such action will not unreasonably interfere with the first party's use of the trench or unreasonably delay project completion.

11.6 Nothing in this Ordinance shall be construed to prevent the Town from constructing, maintaining, repairing, or relocating its sewers, streets, water mains, sidewalks, or other public property. However, before commencing any work within a Public Way that may affect Brightspeed's Facilities, the Town shall give written notice to Brightspeed in accordance with applicable law, and all such work shall be done, insofar as practicable, in such a manner as not to

obstruct, injure, or prevent the free use and operation of either party's Facilities. The Parties shall work together to ensure that all of their facilities are protected and the project is completed.

11.7 Brightspeed shall not attach to, or otherwise use or commit to use, any pole owned by Town except in accordance with a separate pole attachment agreement executed by the Parties.

11.8 Brightspeed shall remove Facilities within one hundred twenty (120) days of the termination of this Franchise unless otherwise agreed by the Parties.

SECTION 12. Relocation of Facilities.

12.1 Relocation for the Town. Brightspeed shall, upon receipt of advance written notice of not less than one hundred twenty (120) days, protect, adjust, support, raise, lower, temporarily disconnect, relocate or remove any Brightspeed property located in a Public Way when required by the Town consistent with its police powers or rights under a separate pole attachment agreement. Brightspeed shall be responsible for any costs associated with these obligations to the same extent as other users of the respective Public Way and as otherwise required by applicable state or federal law.

12.2 Relocation for a Third Party. Brightspeed shall, at the request of any person holding a lawful permit issued by the Town, protect, adjust, support, raise, lower, temporarily disconnect, relocate or remove any Brightspeed property located in a Public Way, provided that the cost of such action is borne by the person requesting it and Brightspeed is given reasonable advance written notice. In such situation, Brightspeed may also require advance payment. For purposes of this subsection 12.2, "reasonable advance written notice" shall mean no less than thirty (30) days for a temporary relocation, and no less than one hundred twenty (120) days for a permanent relocation.

12.3 Alternatives to Relocation. Brightspeed may, after receipt of written notice requesting a relocation of Facilities, submit to the Town written alternatives to such relocation. Such alternatives shall include the use and operation of temporary transmitting facilities in adjacent Public Ways. The Town shall promptly evaluate such alternatives and advise Brightspeed in writing if one or more of the alternatives are suitable. If requested by the Town, Brightspeed shall promptly submit additional information to assist the Town in making such evaluation. The Town shall give each alternative proposed by Brightspeed full and fair consideration. In the event the Town ultimately determines that there is no other reasonable alternative, Brightspeed shall relocate the components of the System as otherwise provided herein. Notwithstanding the foregoing, Brightspeed and the Town shall in all cases have those rights provided under a separate pole attachment agreement between the Parties.

SECTION 13. Vegetation Management. Brightspeed shall have the authority to trim trees and other natural growth in the Public Ways in order to access and maintain the Facilities in compliance with applicable law and industry standards and in accordance with a separate pole attachment agreement. This grant shall in no way impose a duty on Brightspeed; instead, this grant gives permission to Brightspeed should Brightspeed elect to conduct such activities from time-to-time in order to access and maintain its Facilities.

SECTION 14. Renewal. At least one hundred twenty (120) days prior to the expiration of this Franchise, Brightspeed and the Town shall either agree to extend the Term or use best faith efforts to renegotiate a replacement Franchise agreement.

SECTION 15. Revocation of Franchise for Noncompliance.

15.1 In the event that the Town believes that Brightspeed has not complied with the terms of the Franchise, the Town shall informally discuss the matter with Brightspeed. If these discussions do not lead to resolution of the problem, the Town shall notify Brightspeed in writing of the exact nature of the alleged noncompliance.

15.2 Brightspeed shall have thirty (30) days from receipt of the written notice described in subsection 15.1 to either respond to the Town, contesting the assertion of noncompliance, or otherwise initiate reasonable steps to remedy the asserted noncompliance issue, notifying the Town of the steps being taken and the projected date that they will be completed.

15.3 In the event that Brightspeed does not comply with subsection 15.2, above, the Town shall schedule a public hearing to address the asserted noncompliance issue. The Town shall provide Brightspeed at least ten (10) days prior written notice of and the opportunity to be heard at the hearing.

15.4 Subject to applicable federal and state law, in the event the Town, after the hearing set forth in subsection 15.3, determines that Brightspeed is noncompliant with this Ordinance, the Town may:

- A. Seek specific performance of any provision which reasonably lends itself to such remedy, as an alternative to damages; or
- B. Commence an action at law for monetary damages or other equitable relief; or
- C. In the case of substantial noncompliance with a material provision of the Ordinance, seek to revoke the Franchise in accordance with subsection 15.5.

15.5 Should the Town seek to revoke the Franchise after following the procedures set forth above, the Town shall give written notice to Brightspeed. Brightspeed shall have ninety (90) days from receipt of such notice to object in writing and state its reason(s) for such objection. Thereafter, the Town may seek revocation of the Franchise at a public hearing. The Town shall provide written notice to Brightspeed, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise. At the designated hearing, the Town shall give Brightspeed an opportunity to state its position on the matter, after which the Town shall determine whether or not the Franchise shall be revoked. Brightspeed may appeal the Town's determination to the Warren County Circuit Court as provided by law. The Town may, at its sole discretion, take any lawful action which it deems appropriate to enforce its rights under this ordinance in lieu of revocation.

15.6 Notwithstanding the foregoing provisions in this Section 15, neither Brightspeed nor the Town waive any of their rights under applicable law.

SECTION 16. No Waiver of Rights. Neither the Town nor Brightspeed shall be excused from complying with any of the terms and conditions contained herein by any failure of the other, or any of its officers, employees, or agents, upon any one or more occasions to insist upon or to seek compliance with any such terms and conditions. Each party expressly reserves any and all rights, remedies, and arguments it may have at law or equity, without limitation, and to argue, assert, and/or take any position as to the legality or appropriateness of any provision in this ordinance that is inconsistent with State or Federal law, as may be amended.

SECTION 17. Transfer of Franchise. Brightspeed's right, title, or interest in the Franchise shall not be sold, transferred, assigned, or otherwise encumbered without notice to the Town, except when said sale, transfer, assignment, or encumbrance is to an entity controlling, controlled by, or under common control with Brightspeed, or for transfers in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest of Brightspeed in the Franchise or Facilities in order to secure indebtedness. Brightspeed shall notify Town within thirty (30) days of a transfer requiring notice.

SECTION 18. Amendment. Amendments to the terms and conditions contained herein shall be mutually agreed upon by the Town and Brightspeed and formally adopted by the Town Council as an ordinance amendment.

SECTION 19. Notices. Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing and shall be deemed to have been received (a) upon personal delivery or actual receipt thereof or (b) within two (2) business days after such notice is deposited in the United States Mail, postage prepaid, certified, and addressed to the Parties as set forth below:

The Town:
Town of Front Royal
102 E. Main Street
Front Royal, VA 22630
Brightspeed:
Brightspeed
1120 S. Tryon St., Ste. 700
Charlotte, NC 28203

SECTION 20. Publication. In accordance with Virginia Statute, the Town shall be responsible for publication of this ordinance, and any amendments thereof. Brightspeed shall be responsible for payment of all necessary and reasonable costs of publication of this ordinance, and any amendments thereof.

SECTION 21. Severability. If any section, sentence, paragraph, term or provision hereof is for any reason determined to be illegal, invalid, or superseded by other lawful authority, including any state or federal regulatory authority having jurisdiction thereof, or unconstitutional, illegal or invalid by any court of common jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such determination shall have no effect on the validity of any other section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise or any renewal or renewals thereof.

ATTEST:

TOWN OF FRONT ROYAL

Clerk of Council

By: _____
[Name] , [Title]

BRIGHTSPEED

BY: _____

TITLE: _____

DATE: _____

DRAFT

APPENDIX A

LISTING OF SERVICE CATEGORIES INCLUDED IN “GROSS REVENUE” FOR CALCULATION OF FRANCHISE FEES

Business Local Access—including Flat Rate, Multiparty, and Extended Area Service

Business Measured Usage Local Access Service

Flat Usage Local Access Trunks

Low Income Telephone Assistance Program Local Access

Measured Rate Local Access Trunk Usage

Message Rate Local Access Trunk Usage

Public Access Line (PAL) Service

Residential Local Access—including Flat Rate, Multiparty, and Extended Area Service

Residential Measured Usage

THE FOLLOWING IS A NON-EXCLUSIVE LISTING OF CATEGORIES OF REVENUE NOT REPRESENTING THE RETAIL SALE OF LOCAL ACCESS SERVICES AND THEREFORE EXCLUDED FROM THE DEFINITION OF “GROSS REVENUES” AND, THEREFORE, ARE NOT INCLUDED IN THE CALCULATION OF ANY FEE DUE TO THE TOWN

Proceeds from the sale of bonds, mortgages, or other evidences of indebtedness, securities or stocks

Bad debt write-offs and customer credits

Revenue from directory advertising

Any amounts collected from customers that are to be remitted to a federal or state agency as part of a Universal Service Fund or other government program, including but not limited to support for the hearing impaired

Any amounts collected for taxes, fees, or surcharges and paid to the federal, state or local governments

Revenues from internet access

Revenues from digital or other electronic content, such as computer software, music and video downloads

Revenues from equipment sales, rentals, installation and maintenance

Revenues from any carrier purchased for resale

Revenues from private line services not for switched local access service

This ordinance shall become effective _____.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

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

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

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

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 07E

Agenda Item: PUBLIC HEARING – An Ordinance to Amend and Re-enact Town Code Sections 158-6 and 158-6.1 for the Re-adoption by Reference of the State Vehicular Laws and for Revision of Penalties for Violations of Laws

Summary: Council is requested to consider an ordinance amendment 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 for violation of laws adopted pursuant to §158-6, as presented.

2025 Legislative Updates are attached.

Budget/Funding: None

Meetings: Work Session held June May 12, 2025

Proposed Motin: I move that Council adopt an ordinance to amend and re-enact Town Code Sections 158-6 and 158-6.1 for the re-adoption by reference of the state vehicular laws and for the revision of penalties for violations of laws, as presented.

Moved _____ *Seconded* _____

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

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE SECTIONS 158-6 and 158-6.1
PERTAINING TO RE-ADOPTION BY REFERENCE OF THE STATE VEHICULAR LAWS AND
FOR REVISION OF PENALTIES FOR VIOLATIONS OF SECTION 158-6**

158-6 ADOPTION BY REFERENCE OF STATE VEHICULAR LAWS

Pursuant to the authority of Code of Virginia, 1950, § 46.2-1313, as amended, all of the provisions and requirements of the laws of the State as of July 1, ~~2024~~ 2025 contained in Code of Virginia, 1950, Title 46.2, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any ~~of the~~ provisions of Code of Virginia, 1950, Title 46.2, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which ~~is~~ **are** adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement **hereby** adopted exceed the penalty imposed for a similar offense under Code of Virginia, 1950, Title 46.2, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

158-6.1 PENALTIES FOR ~~MOTOR VEHICLE~~ VIOLATION OF ORDINANCE INCORPORATING STATE VEHICULAR LAWS BY REFERENCE

- A. **Town Code Section 1-7(A) notwithstanding**, ~~Any~~ penalties for violation of Town Code Section 158-6, whereby the provisions of Article 2 (Code of Virginia § 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia, as amended, ~~pertaining to driving while intoxicated~~ are incorporated by reference pursuant to the Town's authority under Code of Virginia § 46.2-1313, shall be and are the same as the penalties provided for the same or similar offenses under general state law, including penalties set by the provisions of Code of Virginia § 18.2-11, as amended. ~~anything in the Charter of the Town of Front Royal to the contrary notwithstanding.~~
- B. **Town Code Section 1-7(A) notwithstanding**, ~~Any~~ penalties for violations of Town Code Section 158-6, whereby the provisions of Code of Virginia Title 46.2, as amended, ~~pertaining to motor vehicles~~ are incorporated by reference pursuant to the Town's authority under Code of Virginia § 46.2-1313, **shall be and are the same as the penalties provided for the same or similar offenses under general state law, including penalties set by the provisions of Code of Virginia § 18.2-11, as amended.** ~~wherein the incorporated section provides no specific fine but states that the offense shall be punished as a misdemeanor (whether it is Class 1, Class 2, Class 3 or Class 4 misdemeanor) shall be the penalties imposed for misdemeanors as set forth in Town Code Section 1-15. Said penalties shall not be the penalties imposed for misdemeanors under Code of Virginia § 18.2-11, as amended.~~

This ordinance shall become effective July 1, 2025.

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

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

DRAFT

Memo

To: Mayor Cockrell; Members of Town Council

From: Amanda McDonald Wiseley

cc: George Sonnett

Date: June 11, 2025

Re: 2025 Legislative Update regarding Chapter 46.2

Pursuant to your request, please find below a brief summary of legislative changes following the 2025 legislative session concerning Chapter 46.2 of the Code of Virginia (1950, as amended).

► **EXHIBITION DRIVING §§46.2-865 THRU 46.2-867; §46.2-867.1 (CHAPTER 648)**

Amends §§46.2-865 thru 46.2-867 and adds §46.2-867.1 to create a definition for “exhibition driving” and to prohibit

- i. Slowing or stopping traffic for a race or exhibition driving;
- ii. Riding as a passenger on the hood or roof of a motor vehicle during a race or exhibition driving; or
- iii. Aiding or abetting exhibition driving.

Establishes penalties for violations and establishes a process for impounding or immobilizing motor vehicles driven by persons arrested for exhibition driving.

(Bill has an emergency clause and took effect immediately upon signing.)

- ▶ **ALLOWING UNLICENSED MINOR TO DRIVE §46.2-301.1 (CHAPTER 366)**
- ▶ **ALLOWING UNLICENSED DRIVING §46.2-301.1 (CHAPTER 431)**

Chapter 366 amends § 46.2-301.1 to prohibit any person from knowingly authorizing the operation of a motor vehicle by a minor whom he knows has no operator's license or learner's permit or who has a learner's permit but who he knows would operate such motor vehicle in violation of certain limitations on operating a motor vehicle with a learner's permit.

Chapter 431 is identical to Ch. 366 but also amends § 46.2-301.1 to prohibit any person from knowingly authorizing the operation of a motor vehicle by "any person who he knows has no legal right to do so"

It is a Class 1 misdemeanor for any person who violates such provisions if such violation results in a motor vehicle accident that causes death or injury to any person if such violation does not otherwise constitute a felony.

Existing law prohibits any person from knowingly authorizing the operation of a motor vehicle by any person who the authorizing person knows

- i. has had his operator's license or permit suspended or revoked or
- ii. has no operator's license or permit and has been previously convicted of driving without a license.

▶ **PHOTO SPEED MONITORING §46.2-882.1 (CHAPTER 434 AND 670)**

Amends §46.2-882.1 (Chapter 670) to require photographs, microphotographs, videotapes, or other recorded images, or documentation, produced by a photo speed monitoring device placed in a school crossing zone to depict or confirm a portable sign or tilt-over sign that is in position and blinking or otherwise activated, indicating the school crossing zone, at the time of such vehicle speed violation in order for a sworn certificate to be considered prima facie evidence for purposes of enforcing vehicle speed violations.

Also amends §46.2-882.1 (Chapter 434) to allow a retired sworn law enforcement officer to swear to or affirm a certificate for a vehicle speed violation enforced by a photo speed monitoring device.

Amended to add the following as the definition of a retired sworn law enforcement officer:

"Retired sworn law-enforcement officer" means any officer of the United States, or of a state or political subdivision thereof, who was empowered by law to conduct investigations and make arrests and any attorney authorized by law to prosecute or participate in the prosecution of such offenses, who at the time of retirement kept an up-to-date certification and retired honorably in good standing. A retired sworn law enforcement officer shall not be required to keep an up-to-date certification after the date of his retirement.

► **DRIVERS TO STOP FOR PEDESTRIANS §46.2-924 (CHAPTER 447)**

Current law requires that drivers shall stop when any pedestrian crossing the roadway is within the driver's lane or within an adjacent lane and approaching the driver's lane until such pedestrian has passed the lane in which the vehicle is stopped:

1. At any clearly marked crosswalk, whether at midblock or at the end of any block;
2. At any regular pedestrian crossing included in the prolongation of the lateral boundary lines of the adjacent sidewalk at the end of a block; or
3. At any intersection when the driver is approaching on a highway where the speed limit is not more than 35 miles per hour.

Chapter 447 amends §46.2-924 regarding penalties for violating the statute, to wit: makes it a traffic infraction if the driver operating a motor vehicle fails to stop for pedestrians and makes it a Class 1 misdemeanor if such traffic infraction results in the serious bodily injury or death of a vulnerable road user lawfully crossing a highway.

► **TRAILER EXEMPTION FROM TAIL/BRAKE LIGHTS §46.2-1088.5 (CHAPTER 718)**

Amends §46.2-1088.5 to provide that trailers and semitrailers used for certain agricultural purposes may operate on highways (but NOT interstates) without tail lights or brake lights, between sunrise and sunset, when equipped with/ affixed to the rear end

- i. Two or more reflectors of a type approved by the Superintendent of State Police or
- ii. At least 100 square inches of solid reflectorized material.

Also requires that trailers or semitrailers operated without tail lights or brake lights pursuant to this section shall keep to the rightmost lane when operating on such a highway, except when turning at an intersection or avoiding any hazard.

Also prohibits the operation of such trailer or semitrailer on the highways of the Commonwealth

- i. During any time when, because of rain, smoke, fog, snow, sleet, insufficient light, or other unfavorable atmospheric conditions, visibility is reduced to a degree whereby persons or vehicles on the highway are not clearly discernable at a distance of 500 feet, or
- ii. Whenever windshield wipers are in use as a result of fog, rain, sleet or snow.

(Trailer exemption does not apply in Planning District 8 (Northern Virginia).)

► **SEATBELTS §46.2-1094 (CHAPTER 414)**

Amends §46.2-1094 to require ALL adult passengers in a motor vehicle equipped with a safety belt system to wear such safety belt system when the motor vehicle is in motion on a public highway.

Current law only requires adult passengers to wear such safety belts when occupying the front seat.

(46.2-1094(F) was not amended – a violation of this section it is still a secondary offense.)

PASSED BUT WITH A DELAYED EFFECTIVE DATE OF JULY 2026

► **INTELLIGENT SPEED ASSISTANCE §§46.2-393, 46.2-394, 46.2-398, 46.2-506, 46.2-865, AND 46.2-507 (CHAPTER 652)**

Amends §§ 46.2-393, 46.2-394, 46.2-398, 46.2-506, and 46.2-865 and adds § 46.2-507.

Establishes the Intelligent Speed Assistance Program to be administered by the Commission on the Virginia Alcohol Safety Action Program (VASAP).

Authorizes enrollment in such Program as an alternative to suspending a person's driver's license upon such person's conviction of certain speed-related offenses.

Requires a court to order enrollment in such Program for a person convicted of reckless driving and who was found to have been driving in excess of 100 miles per hour.

Requires the Commissioner of the Department of Motor Vehicles to provide the option, via written notice, for enrollment in such Program instead of license suspension for a person who has accumulated certain amounts of demerit points, and if such person does not respond to such written notice within 30 days, the bill requires such suspension of his license.

Requires any person enrolled in the Program to enter into and successfully complete the Program and install an intelligent speed assistance system, defined in the bill, in any motor vehicle owned by or registered to the participant and prohibits such person from driving any motor vehicle that does not have such a system installed.

Creates a Class 1 misdemeanor for tampering with or attempting to bypass or circumvent such a system.

Provides that any person who enters into the Program prior to trial may pre-qualify with the Program to have an intelligent speed assistance system installed on any motor vehicle owned or operated by him and that the court may consider such pre-qualification and installation.

DELAYED effective date until July 1, 2026.



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 10A

Agenda Item: Benefits Consulting Services

Summary: Council is requested to approve an award to One Digital of Richmond Virginia in the amount of \$30,000.00 per year for Benefits Consulting Services

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

1202-43002	Professional Services	\$30,000.00
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Meetings: Work Session held June 2, 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 an award to One Digital of Richmond Virginia in the amount of \$30,000.00 per year for Benefits Consulting Services

Moved _____ *Seconded* _____

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



TOWN OF FRONT ROYAL

Department of Human Resources
And Risk Management
102 E. Main Street
Front Royal, Virginia 22630

Laura McIntosh, Director
Phone (540) 635-3929
Fax (540) 631-9006
lmcintosh@frontroyalva.com

To: Michelle Campbell, Purchasing Manager

From: Laura McIntosh, Director HR & Risk

cc: B.J. Wilson, Interim Town Manager
Megan Clark, Assistant Purchasing Agent

Date: March 17, 2025

Re: RFQ Award for Benefits Consultant

Background:

A Request for Quotation (RFQ) was issued on December 4, 2024, to six vendors for the role of benefits consultant to assist with medical insurance and supplemental benefits programs. The six recipients were One Digital, McGriff Insurance, Mark III Brokerage, RCM&D, Pierce Group, and TWG. Responses were due by December 31, 2024, and four vendors submitted proposals.

Evaluation:

Among the four responses, **Pierce Group Benefits** presented the lowest price at \$10,000 annually. However, their proposal is conditioned upon them being the sole provider of all benefits and handling all employee communications (sales) at all times. They offer a reduced price due to earning commissions from the sale of supplemental products, which I find does not align with our desired approach. Consequently, I have decided not to pursue this option. The remaining vendors offer suitable solutions for the Town's needs, as outlined below:

- **One Digital:** \$30,000 annually
- **McGriff Insurance Services:** \$32,000 annually
- **TWG Insurance (The Winchester Group):** \$51,000 annually

Recommendation:

I recommend proceeding with **One Digital** as the Town's benefits consultant. They offer the most competitive price while meeting the requirements outlined in the RFQ.

Next Steps:

Please advise on the next steps to finalize the contract with One Digital. I appreciate your guidance and support in moving this process forward.

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT Human Resources

BUYER Laura McIntosh

DATE 3/17/25

CODE 1202-43002

DESCRIPTION OF COMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
Benefits Consulting Services	1	One Digital	McGriff Insurance	The Winchester
Medical + Supplemental Insurance			Services	Group
and benefits				
COST OF COMMODITIES/SERVICES (LESS FREIGHT)		\$ <u>30,000</u>	\$ <u>32,000</u>	\$ <u>51,000</u>
FREIGHT/DELIVERY COST		\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
GRAND TOTAL, NET THIRTY TERMS		\$ <u>30,000</u>	\$ <u>32,000</u>	\$ <u>51,000</u>
PRICES FIRM THROUGH				
Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor. The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME	One Digital	McGriff Insurance	TWG Insurance
	FED TAX I.D./SSN#		Services	(The Winchester Group)
	ADDRESS	9954 Maryland Dr.	115 N. Cameron St.	24 W. Piccadilly St.
	CITY, STATE	Richmond, VA	Winchester, VA	Winchester, VA
	PHONE/FAX	804-393-2122	540-247-1998	540-662-1828
	CONTACT	Ritter Jonas	Ed White	Jamison Ford
Number of vendors solicited <u>6</u> If none, please state reasons on the back of this form.	BUYERS SIGNATURE <u>Laura McIntosh</u>			

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT Human ResourcesBUYER Laura McIntoshDATE 3/17/25CODE 1202-43002

DESCRIPTION OF COMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
Benefits Consulting Services		Pierce Group Benefits		
Rpg. 2 Continuation				
COST OF COMMODITIES/SERVICES (LESS FREIGHT)		\$ <u>10,000</u>	\$ _____	\$ _____
FREIGHT/DELIVERY COST		\$ _____	\$ _____	\$ _____
GRAND TOTAL, NET THIRTY TERMS		\$ <u>10,000</u>	\$ _____	\$ _____
PRICES FIRM THROUGH		_____	_____	_____
Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor. The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME	Pierce Group		
	FED TAX I.D./SSN#			
	ADDRESS	4928 Linksland Dr.		
	CITY, STATE	Holly Springs, NC		
	PHONE/FAX	888-662-7500		
	CONTACT	Wyndham Murray		
Number of vendors solicited <u>6</u> If none, please state reasons on the back of this form.	BUYERS SIGNATURE 			



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 10B

Agenda Item: On-Call General Civil Engineering Services

Summary: Council is requested to approve the award of contracts for on-call engineering services to the following firms:

- CHA Consulting, Inc.
- Mattern & Craig, Inc.
- Potesta & Associates, Inc.
- Timmons Group, Inc.

Budget/Funding: Funding is available in the FY26 budget under line item 43002 – Professional Services for the departments utilizing general civil engineering services.

Meetings: Work Session held June 2, 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 award contracts to CHA Consulting, Inc.; Mattern & Craig, Inc.; Potesta & Associates, Inc.; and Timmons Group, Inc., as presented. for On-Call General Civil Engineering Services.

Moved _____ Seconded _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

May 19, 2025

RE: RFP #2-2025 – Civil Engineering Services – Evaluation Committee Recommendation

The evaluation committee for RFP #2-2025, Civil Engineering Services, has completed its review and evaluation process. After scoring the submitted proposals and conducting interviews with six (6) of the thirteen (13) responding firms, the committee has reached a consensus.

The firms were evaluated based on their experience with similar projects, qualifications of key personnel, the project manager's expertise, organizational capacity, proposed methodologies, and overall responsiveness. Following this comprehensive review and interview process, the committee recommends awarding contracts for General Civil Engineering Services to the following firms:

- CHA Consulting, Inc.
- Mattern & Craig, Inc.
- Potesta & Associates, Inc.
- Timmons Group, Inc.

These firms received the highest overall evaluation scores and demonstrated exceptional qualifications, experience, and capability to meet the Town's civil engineering needs.

Additional Considerations:

- CHA Consulting, Inc. and Potesta & Associates, Inc. currently hold contracts with the Town for Professional Environmental Engineering Services, which are set to expire in July and August 2027. Both firms have performed exemplary work in this capacity and also offer extensive civil engineering expertise. Awarding contracts under this RFP would allow the Town to consolidate services and avoid the need to re-solicit environmental engineering services in the near future. Notably, CHA has served as the Town's consultant for water and wastewater infrastructure projects since the 1990s, and Potesta since 2022.
- Mattern & Craig, Inc. has successfully provided Annual Bridge Inspection and Reporting services to the Town for over 20 years. Incorporating these services into the Civil Engineering Services contract would streamline procurement and eliminate the need for a separate solicitation process.
- Timmons Group, Inc. received the highest evaluation scores during the interview phase, with near-perfect results. The firm demonstrated a strong understanding of the Town's needs and provided highly relevant examples of similar projects, positioning them as a top candidate for this contract.



Town of Front Royal, Virginia

Purchasing, Department of Finance

The committee respectfully requests that Town Council approve contract awards to the four firms listed above for General Civil Engineering Services.

Evaluation Committee Signatures

A handwritten signature in black ink, reading "Lauren Kopishke", written over a horizontal line.

Lauren Kopishke, Director/Zoning Administrator

A handwritten signature in blue ink, reading "John M. Ware", written over a horizontal line.

John Ware, Deputy Zoning Administrator

A handwritten signature in black ink, reading "Robbie B. Boyer", written over a horizontal line.

Robbie Boyer, Director of Public Works

A handwritten signature in blue ink, reading "Steve Scheulen", written over a horizontal line.

Steve Scheulen, Infrastructure Manager

A handwritten signature in blue ink, reading "Carey Saffelle", written over a horizontal line.

Carey Saffelle, Director of Energy Services

General Civil Engineering Services RFP 2-2025

Interview Tabulations

<u>ADTEK Engineers Inc</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	10045	280	280	280	350	245
Personnel's Exp. in Similar Types of Srvs	30	7200	240	240	210	270	240
Qualifications of Project Manager	10	860	90	90	80	90	80
Organizational Capacity	10	800	70	90	70	90	80
Methodology & Approach	10	780	80	80	70	90	70
Responsiveness	5	215	40	45	40	50	40
Total		199.0	800	825	750	940	755

<u>CHA Consulting Inc</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	10780	315	315	350	350	210
Personnel's Exp. in Similar Types of Srvs	30	7920	270	300	270	300	180
Qualifications of Project Manager	10	900	90	90	100	100	70
Organizational Capacity	10	900	90	90	90	100	80
Methodology & Approach	10	900	100	90	100	100	60
Responsiveness	5	215	45	45	50	50	25
Total		216.2	910	930	960	1000	625

<u>Mattern & Craig Inc</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	11270	315	315	350	350	280
Personnel's Exp. in Similar Types of Srvs	30	8460	240	300	300	300	270
Qualifications of Project Manager	10	920	80	90	100	90	100
Organizational Capacity	10	900	70	90	90	100	100
Methodology & Approach	10	900	80	90	100	90	90
Responsiveness	5	220	40	45	45	50	40
Total		226.7	825	930	985	980	880

General Civil Engineering Services RFP 2-2025

Interview Tabulations

<u>Monteverde Engineering</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	7595	210	140	210	315	210
Personnel's Exp. in Similar Types of Srvs	30	5760	180	120	180	270	210
Qualifications of Project Manager	10	700	70	50	70	90	70
Organizational Capacity	10	620	60	40	60	90	60
Methodology & Approach	10	700	80	40	70	90	70
Responsiveness	5	175	40	20	35	50	30
Total		155.5	640	410	625	905	650

<u>Potesta & Associates</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	11025	350	315	280	350	280
Personnel's Exp. in Similar Types of Srvs	30	8280	270	300	240	300	270
Qualifications of Project Manager	10	920	90	90	90	100	90
Organizational Capacity	10	900	90	90	80	100	90
Methodology & Approach	10	860	100	90	80	90	70
Responsiveness	5	240	50	45	45	50	50
Total		222.3	950	930	815	990	850

<u>Timmons Group</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	12005	350	350	350	350	315
Personnel's Exp. in Similar Types of Srvs	30	8460	300	300	270	300	240
Qualifications of Project Manager	10	940	100	100	100	100	70
Organizational Capacity	10	900	100	100	80	100	70
Methodology & Approach	10	960	100	100	100	100	80
Responsiveness	5	240	50	50	45	50	45
Total		235.1	1000	1000	945	1000	820



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 10C

Agenda Item: FY25 Budget Amendment for Royal Lane Markings and Signage

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$34,000.00 to receive funds for Beeren & Barry Investments for reimbursement of expenses incurred by the Town for markings and signage for Royal Lane as described in their special use permit approved by Town Council on April 28, 2025.

Budget/Funding: FY25 Budget Amendment

4500-3410206	Street Fund Revenue – Reimbursements	\$34,000.00
4102-45473	Street Fund Non-VDOT Line Painting	\$34,000.00

Meetings: Work Session held June 2, 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 \$34,000.00 to receive funds for Beeren & Barry Investments for reimbursement of expenses incurred by the Town for markings and signage for Royal Lane as described in their special use permit approved by Town Council on April 28, 2025.

Moved _____ Seconded _____

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



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET, FRONT ROYAL, VA 22630
(540) 635-4236
FAX (540) 631-2727

SPECIAL USE PERMIT

2400673

At their regular meeting on April 28, 2025, in furtherance of the purposes and objectives contained in Town Code §175-1(B) the Front Royal Town Council granted a SPECIAL USE PERMIT to:

**Bereen and Berry Investments LLC Submitted By:
Pennoni Associates Inc. c/o Mike Artz
117 E. Piccadilly Street, Suite 200
Winchester, VA 22601**

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.
3. Fund the marking and signage for the continuous Green-T as shown in the exhibit provided by VDOT, not to exceed \$34,000.

This SPECIAL USE PERMIT incorporates the application, and all plans as submitted with the application.

This SPECIAL USE PERMIT applies only to the property noted herein and is not transferable to any other property.

John M. Ware
Deputy Zoning Administrator



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 10D

Agenda Item: FY25 Budget Amendment for Solid Waste Revenue

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$259,130.00 to account for additional revenue received from the Solid Waste Rate increase approved by Town Council September 23, 2024.

The additional revenue will be used to allocate expenditure funds to pay Warren County Municipal Tipping Fees and allocate additional funds for the replacement of a 2012 International 7600 Refuse Truck.

The most recent refuse/recycling truck was purchased April 2022 in the amount of \$181,204.00. The Town received a quote from cooperative contracting in December 2024 showing the price of a replacement refuse truck was \$244,089.00. Staff anticipates that the costs for replacing refuse trucks will continue to increase.

Budget/Funding:	<u>Revenue</u>	
	4203-3160802 Solid Waste – Sales of Service	\$259,130.00
	<u>Expenditure</u>	
	4203-43009 Solid Waste - Warren County Tipping Fees	\$238,000.00
	4203-47005 Solid Waste – Motor Vehicles	\$ 21,130.00

Meetings: Work Session held June 2, 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 \$259,130.00 to account for additional revenue received from the Solid Waste Rate increase approved by Town Council September 23, 2024.

Moved _____ Seconded _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 10E

Agenda Item: FY2024-2025 Write Off for Bad Debt

Summary: Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) totaling \$52,445.15 (146 utility accounts) on the Town's ledger for the remainder of fiscal year 2024-2025.

Staff has identified the accounts as bad debt and uncollectible based upon the Bad Debt Policy approved by Town Council in March 2019 and statute of limitations. All possible resources attempting to collect these amounts have been completed and the accounts have had no activity for at least 5 years.

The amount of bad debt previously approved to be removed by Council for the preceding three fiscal years is as follows:

FY21 - \$41,474.18
FY22 - \$46,705.80
FY23 - \$47,314.36
FY24 - \$48,897.84
FY25 - \$52,445.15 (Pending Approval)

Annually the Town of Front Royal bills approximately \$35 million for utility service. The Town of Front Royal Department of Finance collects approximately 99% of the utilities billed annually before accounts are deemed uncollectible and written off.

Budget/Funding:	0002-0401	Electric Allowance Uncollectible Utility Bills
	0003-0401	Sewer Allowance Uncollectible Utility Bills
	0004-0401	Water Allowance Uncollectible Utility Bills
	0005-0401	Solid Waste Allowance Uncollectible Utility Bills

Meetings: Work Session held June 2, 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 the removal of 5 years or older of outstanding accounts receivable (bad debts) totaling \$52,445.15 (146 utility accounts) on the Town's ledger for the remainder of fiscal year 2024-2025 as presented.

Moved _____ **Seconded** _____

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

FY2025 Write-Off Utility Accounts

Customer Account	Balance	Service Address	Final Bill Due Date
07-373000-20	\$ 387.80	472 HILL ST	6/26/2020
06-625250-5	\$ 189.71	325 CHERRYDALE AVE #10	9/20/2019
09-310000-13	\$ 668.42	222 MOSBY LN	7/19/2019
08-144300-22	\$ 63.00	604 MIDLAND AVE	10/4/2019
07-226002-7	\$ 144.61	413 E CRISER RD #101	2/6/2020
05-594100-12	\$ 50.85	17-B S ROYAL AVE	4/24/2020
10-147058-18	\$ 75.92	43 ROYAL LN #9	7/5/2019
10-161000-1	\$ 458.54	1435 JOHN MARSHALL HWY	6/25/2020
07-673000-14	\$ 1,410.06	604 RADHAM ST	5/1/2020
10-117000-5	\$ 133.01	3 MORAIN ST	1/17/2013
09-284000-18	\$ 204.99	214 BLUE RIDGE AVE #5	10/25/2019
06-352000-11	\$ 416.55	311 BROWN AVE	7/26/2019
07-301000-6	\$ 1,524.79	708 S ROYAL AVE	9/6/2019
08-823000-5	\$ 702.57	206 SOUTH ST #A	6/12/2020
04-599100-18	\$ 31.08	124-B E 4TH ST	8/30/2019
10-217000-8	\$ 620.57	1424 JOHN MARSHALL HWY	5/29/2020
04-172000-10	\$ 214.80	406 VIRGINIA AVE.	12/27/2019
07-591150-14	\$ 121.03	25 SHENANDOAH COMMONS WA	12/12/2019
01-758000-3	\$ 752.84	429 W 15TH ST	9/20/2019
03-503000-2	\$ 185.78	628 W 13TH ST	10/11/2019
08-765000-3	\$ 201.40	327 PINE ST	6/29/2020
09-316000-1	\$ 190.29	227 MOSBY LN	9/20/2019
02-661000-9	\$ 1,349.23	818 W 14TH ST	4/5/2019
04-668000-44	\$ 121.87	718 WARREN AVE #5	10/4/2019
09-205100-33	\$ 842.42	34-A CLOUD ST	5/10/2018
01-561300-2	\$ 327.98	219 E 17TH ST	7/5/2019
05-602000-25	\$ 121.17	19 S ROYAL AVE #6	2/28/2020
03-368200-15	\$ 134.14	1213 MASSANUTTEN AVE	10/24/2014
03-343000-8	\$ 163.33	615 W 12TH ST	4/20/2020
03-738000-6	\$ 113.21	716 VIRGINIA AVE	6/20/2017
09-626030-4	\$ 51.76	318 HENRICO RD	12/27/2019
02-683000-24	\$ 258.12	706 W 14TH ST	10/3/2018
06-697310-7	\$ 1,098.78	437 OVERLOOK DR	11/27/2019
04-668000-45	\$ 1,724.10	718 WARREN AVE #5	1/31/2020
08-481000-5	\$ 2,304.83	706 WASHINGTON AVE	5/1/2020
04-669000-42	\$ 106.44	718 WARREN AVE #6	8/16/2019
05-567000-13	\$ 59.73	529 E MAIN ST #11	8/22/2019
07-282100-2	\$ 192.63	736 PARKVIEW DR	7/12/2019
02-519000-21	\$ 444.62	1010 N SHENANDOAH AVE #1	2/14/2020
06-682000-16	\$ 332.91	425 CHERRYDALE AVE	3/22/2019
02-546000-5	\$ 511.52	320 W 9TH ST	7/5/2019
10-269000-1	\$ 18.20	486 HAMILTON CL	5/22/2020
01-402000-9	\$ 347.61	104 W 18TH ST	10/31/2019
07-319000-16	\$ 303.61	125 BEEDEN LN	9/20/2019
01-567000-2	\$ 998.37	117 E 17TH ST	3/27/2020

FY2025 Write-Off Utility Accounts

08-116000-3	\$ 349.17	642 BEL AIR AVE	3/8/2019
03-741100-1	\$ 270.61	738 VIRGINIA AVE	12/31/2018
07-591157-23	\$ 48.40	25 SHENANDOAH COMMONS WA	12/2/2019
03-609000-37	\$ 47.80	822 COMMERCE AVE	10/11/2019
07-359100-9	\$ 369.64	235 SOUTH ST	8/23/2019
09-143000A-12	\$ 56.48	234 SOUTH ST #3	1/3/2020
10-266000-9	\$ 215.34	491 HAMILTON CL	7/5/2018
07-591136-24	\$ 44.62	23 SHENANDOAH COMMONS WA	12/16/2019
05-195000-25	\$ 13.60	112 E MAIN ST #2	5/8/2020
03-257000-23	\$ 547.74	602 W 11TH ST	10/31/2019
04-709000-2	\$ 91.23	719 WARREN AVE (REAR)	11/27/2019
04-666000-45	\$ 215.20	718 WARREN AVE #3	12/2/2019
04-172000-9	\$ 394.38	406 VIRGINIA AVE.	8/9/2019
08-780000-16	\$ 473.85	334 PINE ST	3/7/2019
08-117000-10	\$ 863.92	640 BEL AIR AVE	11/16/2012
03-325000-22	\$ 293.24	363 KENDRICK LN #49	10/31/2019
09-362000-10	\$ 2,744.47	302 RITENOUR ST	7/5/2019
04-603200-1	\$ 320.68	116-B E 4TH ST	6/26/2020
07-591062-14	\$ 21.10	11 SHENANDOAH COMMONS WA	7/5/2019
03-533000-10	\$ 512.19	382 W 11TH ST	1/17/2020
08-644000-9	\$ 13.36	515-A CARTER ST	11/29/2013
03-741000-18	\$ 30.30	719 VIRGINIA AVE	8/14/2019
10-588000-4	\$ 32.54	8 EVELYN CT	6/28/2013
05-663300-12	\$ 88.20	8 W PROSPECT ST #2	3/20/2020
10-147010-4	\$ 1,192.11	298 REMOUNT RD	3/15/2019
02-537011-1	\$ 750.14	329 W 9TH ST	3/13/2020
04-667000-35	\$ 82.85	718 WARREN AVE #1	11/22/2019
08-703000-40	\$ 118.81	116-C S ROYAL AVE	9/6/2019
08-233000-13	\$ 256.04	507 MANASSAS AVE	7/26/2019
10-147045-22	\$ 220.13	35 ROYAL LN #10	9/6/2019
04-534100-4	\$ 1,099.73	311-A COMMERCE AVE	10/18/2019
08-861000-14	\$ 1,548.32	38 CHURCH ST	10/11/2019
02-299000-24	\$ 95.73	111 W 12TH ST #1	12/2/2019
04-665000-37	\$ 299.39	718 WARREN AVE #2	10/4/2019
02-586000-2	\$ 68.42	111 W 9TH ST	6/5/2020
08-811000-3	\$ 181.81	347 OSAGE ST #3	4/1/2020
03-483000-25	\$ 175.26	1400 MASSANUTTEN AVE #3	5/31/2012
09-169000-13	\$ 151.23	320 CLOUD ST #3	2/7/2020
05-516000-18	\$ 451.82	401 E MAIN ST #1 2ND FLOOR	3/31/2020
09-158000-7	\$ 191.85	224 SHORT ST	5/25/2012
08-221000-4	\$ 98.42	504 HAPPY CREEK RD	12/10/2019
03-333000-27	\$ 11.51	363 KENDRICK LN #41	7/5/2019
04-122000-8	\$ 154.78	506 VIRGINIA AVE #2	10/25/2019
07-266015-17	\$ 37.41	415 E CRISER RD #101	7/12/2019
10-280000-9	\$ 20.38	109 MANASSAS AVE	8/23/2019
09-126200-12	\$ 279.68	233-B E PROSPECT ST UPSTAIR	3/13/2020

FY2025 Write-Off Utility Accounts

09-205100-35	\$	224.32	34-A CLOUD ST	9/20/2019
10-147030-25	\$	108.53	27 ROYAL LN #8	10/23/2019
03-230000-15	\$	419.53	650-D W 11TH ST	7/19/2019
02-684000-7	\$	118.97	702 W 14TH ST	2/20/2020
04-750000-3	\$	479.40	218 E 6TH ST	10/18/2019
07-591131-22	\$	71.47	23 SHENANDOAH COMMONS WA	1/27/2020
02-468000-13	\$	51.21	1095 N ROYAL AVE #8	12/27/2019
09-728000-7	\$	158.51	903 STONEWALL DR	2/1/2019
09-110000-14	\$	66.91	203 CLOUD ST #3	10/4/2019
10-155020-25	\$	35.92	1347 ROBINHOOD LN #9	11/8/2019
01-181103-0	\$	431.82	135 CROOKED RUN PLAZA	5/13/2020
07-373000-18	\$	443.25	472 HILL ST	9/13/2019
08-153175-9	\$	333.20	240 E 6TH ST	1/31/2020
07-204000-15	\$	244.65	403 E CRISER RD #101	12/27/2019
07-531000-5	\$	622.17	841 JOHN MARSHAL HWY	11/22/2019
03-593000-4	\$	547.57	811 N ROYAL AVE #B	2/18/2020
10-184000-13	\$	619.11	1460 JOHN MARSHALL HWY	4/11/2019
04-649000-27	\$	131.00	631 N ROYAL AVE #2	1/18/2019
01-751007-25	\$	49.50	1416 N SHENANDOAH AVE #6	9/28/2018
09-331000-29	\$	118.26	221 FLETCHER ST #2	7/5/2019
02-517000-26	\$	368.18	1020 N SHENANDOAH AVE #1	4/26/2019
07-591158-15	\$	113.46	25 SHENANDOAH COMMONS WA	1/30/2020
02-676000-8	\$	496.52	720 W 14TH ST	4/1/2019
01-116000-7	\$	187.35	1348 FOREST HILL DR	3/27/2020
01-180208-1	\$	102.36	44 NIBLICK SQ	12/27/2019
08-663100-13	\$	183.59	28 E PROSPECT ST	12/20/2019
05-266000-10	\$	184.23	517 VISCOSE AVE	2/28/2011
07-591087-29	\$	515.83	15 SHENANDOAH COMMONS WA	2/28/2020
01-399000-9	\$	63.00	114 W 18TH ST	7/31/2015
09-341000-12	\$	639.82	407 E PROSPECT ST	9/4/2015
07-622310-10	\$	93.91	10 BEAU LN	8/23/2019
04-665000-38	\$	235.22	718 WARREN AVE #2	12/27/2019
04-744001-15	\$	473.98	209-A E 6TH ST	4/17/2020
07-591061-16	\$	119.71	11 SHENANDOAH COMMONS WA	4/26/2019
01-600000-11	\$	454.34	1409 BELMONT AVE	7/5/2019
06-197000-7	\$	121.13	24 W PROSPECT ST	5/1/2020
07-685000-7	\$	368.19	713 CAMPBELL CL	7/26/2019
05-699062-8	\$	618.63	589 CRESTHAVEN CT	10/25/2019
08-212000-11	\$	407.61	436 MANASSAS AVE	3/20/2014
08-335140-7	\$	1,484.84	962 VISTA RIDGE CT	12/31/2010
01-338000-25	\$	265.31	337 W DUCK ST	6/12/2020
06-298000-14	\$	169.01	208 GRAND AVE	9/20/2019
05-601000-24	\$	279.36	19 S ROYAL AVE #5	6/12/2020
04-234000-8	\$	173.56	207 W 1ST ST	12/6/2019
09-500000-14	\$	260.70	348 BARTON ST	4/8/2020
10-147107-25	\$	178.65	75 ROYAL LN #12	9/20/2019

FY2025 Write-Off Utility Accounts

03-686002-6	\$	335.18	122-C N ROYAL AVE	2/2/2018
09-134100-23	\$	142.76	341 CLOUD ST #1	12/27/2019
05-487300-16	\$	101.04	223 E MAIN ST #2	10/31/2019
04-203000-20	\$	351.75	210 VIRGINIA AVE 8	6/26/2020
04-666000-47	\$	288.76	718 WARREN AVE #3	3/27/2020
01-579125-11	\$	293.45	1888 EDGEMONT AVE	7/12/2019
10-242000-18	\$	428.46	510 ROSS AVE	3/27/2020
06-628000-29	\$	259.21	405 CHERRYDALE AVE	1/25/2019
07-591227-25	\$	191.68	13 SHENANDOAH COMMONS WA	8/30/2019
		\$ 52,445.15		



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: June 23, 2025

Item# 10F

Agenda Item: Electric Cost of Service Analysis, Rate Study and 5-Year Cash Requirements Projections

Summary: Council is requested to approve the award of a contract to RGrid Power PLLC, Wake Forest, North Carolina, in the amount of \$68,750.00 for the FY26 study work, with an additional \$8,750.00 annually thereafter for financial review services.

Budget/Funding: Funding is budgeted and available in the following line item:

9401-43002 Professional Services \$68,750.00

Meetings: Work Session held June 9, 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 awarding a contract to RGrid Power PLLC, Wake Forest, North Carolina, in the amount of \$68,750.00 for the FY26 study work, with an additional \$8,750.00 annually thereafter for financial review services.

Moved _____ Seconded _____

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



Town of Front Royal, Virginia

Purchasing, Department of Finance

June 3, 2025

RE: RFP #7-2025 Electric Cost of Service Analysis, Rate Study & 5-YR Cash Requirements Projection

The evaluation committee for the Electric Cost of Service Analysis, Rate Study & 5-YR Cash Requirements Projection Request for Proposals has reached a consensus after proposals were scored, and the committee was able to meet with all offerors. After elaborating on the firm's methodology and approach, proposal completeness, the firm's experience in similar types of services, qualifications of the firm and key personnel, and schedule, the evaluation committee would like to request Town Council to award a contract to RGrid Power PLLC, for the Electric Cost of Service Analysis, Rate Study, and 5-Year Cash Requirements Projection project.

RGrid's sole focus is public power with decades of utility operation and professional consulting experience. We believe RGrid fully understands the needs of public power communities and will work tirelessly to provide the excellent service and quality deliverables that the Town expects of its utility partners.

Carey Saffelle, Director of Energy Services

Mary Ellen Lynn,
Manager of Administration of Energy Services

B.J. Wilson,
Director of Finance & Assistant Town Manager

Travis Petty, Manager of Operations

RFP #7-2025 ELECTRIC COSA, RATE STUDY & 5-YR REQUIREMENTS PROJECTION Score Card Tabulation

NewGen Strategies & Solutions

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>	<u>Eval #4</u>
Firm's Experience in Similar Types of Services	30	263	9	9	8	9
Qualifications of Firm & Key Personnel	30	270	9	9	9	9
Methodology & Approach	20	180	8	10	10	8
Proposal Completeness	10	95	9	10	10	9
Schedule	10	80	6	9	10	7
Total		8.9				

RGrid Power PLLC

	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval #1</u>	<u>Eval #2</u>	<u>Eval #3</u>	<u>Eval #4</u>
Firm's Experience in Similar Types of Services	30	285	10	10	10	8
Qualifications of Firm & Key Personnel	30	285	10	10	9	9
Methodology & Approach	20	190	8	10	10	10
Proposal Completeness	10	95	9	9	10	10
Schedule	10	98	9	10	10	10
Total		9.5				

Task Name	Estimated Manhours	Estimated Fee
Utility Financial Review	55	\$8,000
Cost of Service Analysis	110	\$16,000
Retail Rate Study	105	\$15,500
Study Report/Retail Model(s)	90	\$13,000
Meeting, Travel, and Other Expenses	80 + expenses	\$16,250
Total Cost for Requested Studies	440	\$68,750

Task Name	Estimated Manhours	Estimated Fee
Annual Financial Review	60	\$8,750
Ongoing Annual Review Cost	60	\$8,750

Hi Michelle, that's great news! Yes, the pricing sheet in our proposal is our binding quote for the RFP work. If you can use that, please do. If you need anything else from us, please let us know and we will get it to you asap. We look forward to working with you!

Kiel Blanton
Project Manager
RGrid Power PLLC
919.218.4995
KBlanton@Rgridpower.com





CLOSED MEETING AGENDA STATEMENT

Meeting Date: June 23, 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 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. the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia and b. the VDOT Economic Development Authority Grant for ITFederal.

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 _____