



**TOWN COUNCIL REGULAR MEETING**  
**Monday, September 22, 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 August 25, 2025 Regular Meeting, September 2, 2025 Work Session, and September 8, 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** - None

**7. PUBLIC HEARINGS**

- A. Special Use Permit submitted by Shelly Cook/Cook-Knighting Realty II, LLC to Allow a Short-Term Rental at 1408 Old Winchester Pike
- B. Special Use Permit submitted by Claude Van Sant to Allow a Short-Term Rental at 101 The Hill.
- C. Special Use Permit submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave LLC, to Allow a Lodging House at 437 S Royal Avenue.
- D. A Zoning Text Amendment to Town Code §175-3 – Definitions, to redefine the definition of “Overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.
- E. Zoning Text Amendments to Town Code §175-151 - Short-Term Rentals performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and, update the location of performance standards in the Town Code for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.
- F. A Zoning Text Amendment to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns’ Historic District; and, Town Code Chapter 175-29 – Uses Permitted by Right, to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings

**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. Reimbursement of Application Fee to the Warren County Community Health Coalition for a Special Use Permit
- B. Resolution to Cancel the October 14, 2025 Regular Work Session
- C. FY26 Budget Amendment for Electric Transformer Reimbursement
- D. Award of Construction Services to Restore Happy Creek Bank at 8<sup>th</sup> Street Bridge

**11. BUSINESS ITEMS**

- A. Purchase of Replacement Refuse Truck
- B. Request for Water and Sewer in the Rt. 522 Corridor for Industrial Use from Stafford One Investments, LLC (522 Properties LLC) at Winchester Road and Winners Court

**12. CLOSED MEETING****13. ADJOURN**





Moment of Silence

Pledge of Allegiance was led by players of the Front Royal Little League U-12 All Stars

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 Wood that Council approve the Council Meeting minutes of the July 28, 2025 Regular Meeting, the August 4, 2025 Work Session and the August 11, 2025 Work Session, as presented.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport

No – N/A

Absent – N/A

Abstain – Councilmembers Ingram and DeDomenico-Payne (were not in attendance at the August 4, 2025 Work Session)

ROLL CALL

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

**RECOGNITIONS/AWARDS/REPORTS**

Proclamation Recognizing the Front Royal Little League U-12 All Stars – Mayor Cockrell recognized the team with a copy of the Proclamation and various news articles of their success. Along with Town Council she and those in attendance showed their appreciation and pride for the team.

**PUBLIC HEARINGS**

Receive Public Comment Regarding a Request from Aaron & Harmony Hike and Aaron Hike Trustee, to vacate approximately 13,324 square feet of N. Royal Avenue and the alley between N. Royal and Virginia Avenues

David Silek, legal representative for the applicant, reminded Council that this was the third time this request had come before them. He explained the timeline and the issues that arose in the past by not fulfilling the request in a timely manner specifically noting faults of the Town. He encouraged Council to approve the request.

Mayor Cockrell opened the public hearing

Sarah Randolph, 1602 N. Royal Avenue, reminded Council that viewers were never appointed in the past and suggested Council consider appointing a Viewing Committee this time. She advised that Vice Mayor Veitenthal was an employee of Hike Construction, Inc. and voiced concern with her vote tonight. She advised that the Hikes did not currently live on the property but rented out the apartment over the garage. She felt there was plenty of land to erect a fence without purchasing the alley. She mentioned the concern of an adjacent property owner whose yard



was constantly flooded from rain. In conclusion Ms. Randolph advised that if the vacation were approved, she was interested in a 50% split.

Tyler Manson, 1602 N. Royal Avenue, stated that he should be "owed" what was touching his property whether that be 50% or 25%. He encouraged Council to fix the neighbors water issue and to keep the unimproved alley in the Town's possession.

Brian Pavlicek, Bluff Road, advised that he has known Ms. Randolph and Mr. Manson a long time and their children played in the unimproved alley. He voiced concern that the proposed fence was going to be three feet away from the children's bedroom window. He suggested that the Vice Mayor recuse herself during the vote.

Jacqueline Pavlicek, Bluff Road, agreed with the previous speaker.

Elizabeth Vaught, 1042 Harmony Hollow Road, advised that she grew up across the street from the unimproved alley and while playing there had no idea it was alley. She suggested that Council address Mr. Green's water issues and that everyone work together to come to amicable conclusion.

Akil Green, 101 W. 16<sup>th</sup> Street, showed Council a video of his water issues on his cell phone. He advised that it was creating two feet of water in his yard and voiced concern that in a few years it would be deeper. He suggested that Council pause the vote tonight until something could be figured out on his water issue. He mentioned buying a portion of the alley that was adjacent to his property.

Katherine Basic, 1516 N. Royal Avenue, advised she lived above the garage on the Hike property and just learned about the request to purchase the unimproved alley noting that she thought the alley was for emergency personnel. She advised that people walk on the property at night voicing safety concerns and hoped something could be figured out in the name of safety.

Mayor Cockrell closed the public hearing

David Silek, on behalf of the applicant, addressed concerns stated by the speakers. He advised that the applicant could not fix the water concerns noting it was a different issue. He believed there was a viewing committee the first time the request was brought before Council when at that time the applicant was willing to give 25% of the alley to the adjacent property owner. The proposed fence, he explained, would be eight feet from the house.

Vice Mayor Veitenthal confirmed that the applicant's property was owned by a trust.

Town Attorney explained a second public hearing would be held on the sale once the negotiations were completed and that the Town would no longer be involved once there was a conveyance of the property.

Councilman Rappaport confirmed that the trustee was Mr. Hike.

*Councilwoman DeDomenico-Payne moved seconded by Councilman Ingram that Council adopt an ordinance as presented conditionally approving the vacation and sale request from the applicant.*

Vice Mayor Veitenthal read the following statement explaining her position.



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](http://www.frontroyalva.com) for a limited time.

*"I have been approached over the last couple of months by not one but two of my council members about my position on multiple action items, asking why I didn't call them prior to the meeting to discuss my position, how long I knew what action I would decide to take that night, why I don't always use the proposed motions in our agenda, etcetera, etcetera. This is gravely concerning to me for a multitude of reasons. We were elected to motion what is right. That is the job of this council, not the staff, although I do respect them and appreciate their hard work. Staff give us their proposals as a basis. Being able to think for yourself, decipher information timely, and take action is each of our individual responsibilities. I was elected not once, but twice, by the people of Front Royal to serve this town, and I do not take my position for granted. The purpose of a public hearing is to hear the public's input, gather the facts, opinions, and concerns of a matter, before we take action. Therefore, I do not make up my mind prior to a public hearing. Furthermore, I ran self-funded campaigns for my seat on this dais. I cannot be bought or bargained. Others have had campaign support which, in my opinion from adjacent property owners, could have affected their positions on the matter before us tonight. The merits of the situation did not change but an election took place since the last time this item was before us in which support was offered unanimously based on their stance. All of this to say, the matter before us tonight caused some lobbying, some that former elected officials would have called 'backdoor meetings', counting the votes, if you will, making a plan before tonight's meeting, all prior to hearing the public's input here. With this, my integrity has come into question. I find myself once again reminding my fellow council members what an alley vacation application is. It's an applicant who can apply to vacate an alley. That does not guarantee that the applicant will be granted the purchase or include any negotiations of the contract. It simply directs our Town staff to begin negotiations. Therefore, any adjoining property owner can attempt to make the purchase of the vacated alley after the action is taken. I have publicly taken action on this specific item three times in the last several years. My stance, the facts of the matter, nor the alley have changed in any of these years. I work multiple jobs, not just for Hike Construction, Inc. One of those jobs is for Hike Construction, Inc. Hike Construction did not apply to vacate the alley, Hike Construction does not own the home, and most importantly, my job at Hike Construction is not based on any merits or matters pertaining to this alley vacation and never has been and never was. My job at Hike Construction is in project management, for those who wish to know, not in the finance department, not as a partner, no ownership, and I do not owe a single person on this dais any of that information that I just shared. But because I have been transparent in the past and I always have the preservation and success of the Town of Front Royal's interest at heart, I am defending my position. Several months ago, as noted by a council member, I recused myself from a vote on a curb and gutter waiver on Virginia Avenue, which was submitted by Hike Construction, Inc. Again, my job was not contingent on this, but I worked specifically on that project and for the company in which that applied. It is not comparable to the application that is here before us tonight. A work session would have been an appropriate time to address any questions or concerns to me or my position and my professional work, not an email, not a text message, not a conversation behind my back seeking legal advisement on my behalf. Now, typically, I cannot be bullied, intimidated, or threatened, despite great efforts. For those of you who know me, you know that I left the federal government in the first quarter of this year. During my time at the federal government, someone associated with this council reported me to the federal government to try to have me lose my job under the Hatch Act, which I won, that fight, in federal hearings. However, for the sake of innocent people in this community and on this staff, I will forego my earned right to vote in tonight's matter just heard before us. Recusing myself from any vote is a really hard pill to swallow. I see it as a cowardly move when people recuse themselves, oftentimes. I am here, and I was elected to be decisive. A former mayor and former councilman always said: 'As long as you can wake up and look at yourself in the mirror the next day, knowing that you made the best decision with the information you had, that's all that matters in your position.' More than two thousand people went and cast their vote for me, not once, but twice, to sit here and make unbiased decisions. But at the threat of another baseless lawsuit against the Town of Front Royal, I am going to set my pride aside. Anyone who knows me knows I would much rather fight this fight and be sued. But I digress, and I hope those who do not understand our roles as elected officials work on their due diligence, understand the processes and roles of this municipality. And I hope the willful or weaponized, whichever it is, incompetence, will be shamed and not applauded."*

Councilwoman DeDomenico-Payne suggested that staff continue to work with Mr. Green to solve his water issues noting that it was a separate issue. She encouraged the neighbors to find a way to co-exist stating that "we are all connected in some way" giving the Little League All Star Team as an example.

Councilman Ingram agreed with Councilwoman DeDomenico-Payne stating that no new information had been provided therefore his stance remained the same as in the past.

Councilman Wood advised that he approved this request last year under the former Town Manager; however, the new Town Manager [Joe Petty] has a planning background and has recommended not selling any of the Town's alleyways as they may be needed for future infrastructure. He suggested taking Mr. Petty's advice.

Councilman Rappaport agreed with Councilman Wood that the alleyways have some purpose potentially redirecting water so that it does not affect properties. He commended Vice Mayor Veitenthal for her courage to recuse herself.

Vice Mayor Veitenthal pointed out that the tax card stated the trust was located behind 1516 N. Royal Avenue.

Councilman Sealock noted that he voted for this request last time but advised that he may have to think more on his decision this time. He offered Mr. Hike an apology for the confusion that may have been caused by the Town.



Councilwoman DeDomenico-Payne clarified that it was not an intentional mistake by the former Town Manager as mistakes do happen. Mayor Cockrell agreed that errors were made.

Mr. Sonnett clarified that the ordinance states 120 days with numerous conditions otherwise it will be declared void.

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

No – Councilmembers Wood, Rappaport

Absent – N/A

Abstain – Vice Mayor Veitenthal

ROLL CALL

Receive Public Comment to Request the General Assembly to Grant the Town an Amendment to Town Charter, Chapter IV – Town Manager §14, Removing a Residency Requirement for the Town Manager

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

*Councilwoman DeDomenico-Payne moved seconded by Councilman Wood that Council approve a request of the Virginia General Assembly to amend the Town Charter, Chapter IV – Town Manager §14, by removing the residency requirement for the Town Manager, as presented, and direct the Town Attorney and the Clerk of Council to forward the request to the elected representatives of the Town of Front Royal and the County of Warren in the Virginia General Assembly, along with the required publisher's affidavit showing that the public hearing was advertised, along with a certified copy of the Town Council's minutes showing the action taken at the advertised public hearing.*

Mayor Cockrell stated that this section of the Town Charter was written in 1937 when transportation looked different than it does today and noted the challenge of finding housing within the town limits.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

**PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS**

Ellen Aders, 219 Prospect Street, voiced concern on the most recent proposed zoning text amendment related to the historic district. She advised that she lived in this district and felt it was not unsafe; however, allowing fifteen people to live in one dwelling could look to be potentially unsafe. She voiced concern that investors were purchasing homes in the historic district who were not interested in preserving architecture. She hoped that the text amendment would attract homeowners who wanted to preserve the architecture of the homes. As a member of the Board of Architectural Review (BAR), she advised that the BAR was currently working on guidelines but felt like if Council was not in support of this, they should consider dismantling the BAR.

David Silek, 215 W. Main Street, agreed with Ms. Aders noting that in the 1970's the area was zoned multi-family. He suggested it be brought back to R-1 making the historic district single family to not allow houses to be "carved up". Mr. Silke also voiced concern about stormwater issues at Main and Cloud Streets [217 E. Main Street].

Louisa Lloyd, 1149 Happy Ridge Dr. accompanied by her father Scott Lloyd since she is a minor, asked Council to consider allowing her to keep her chickens and/or raise the limit to allow more than six chickens at a residence. She explained how she acquired so many and how, with her large family, they were beneficial.



## REPORTS

Town Manager Report – Mr. Petty gave an update on the N. Royal Avenue [between 6<sup>th</sup> Street to Commerce Avenue] infrastructure work and the 8<sup>th</sup> Street Bridge replacement. He advised that the Town Business Offices would be closed on Monday, September 1<sup>st</sup> for Labor Day and that registration was open for the Citizens Academy to begin in October.

### Town Council Reports

Councilman Sealock advised he received appreciation from the Deputy Chief of Regent University for cooperation they received from the Chief and his department.

Vice Mayor Veitenthal clarified that while walking on Cloud Street squatters tried to attack her, advising that she was not discrediting the historic district. She concurred with Miss Lloyd as she too wished she could have more chickens. She clarified that she was project manager for custom homes not commercial projects.

Councilman Ingram recognized the Little League All Stars and their accomplishment giving a shout out to the Town for their support of them.

Councilman Rappaport showed pride in the Little League All Stars as being the best in Virginia. He attended the "Remember When Block Party" hosted by Reaching out Now (RON). He also attended the VML Infrastructure Policy Committee Meeting giving an overview of the many topics discussed including stormwater, funds, sludge disposal, speed cameras, and more.

Councilman Wood congratulated former Warren County Planning Director Matt Wendling on his retirement. He attended the New Teachers Luncheon, Coffee & Conversation, National Night Out, Community Fun Day at Warren County High School, the NCAAP Picnic, Hike Kidz Foundation School Supplies Distribution, and Skyline High School Football Fundraiser. He gave a shout out to former Councilmember Skip Rogers and wife for celebrating their 50<sup>th</sup> wedding anniversary. He expressed condolences to the family of Debbie Llewellyn, a lifetime resident of Warren County who was an inspiration to the community for many years; and to the family of former Councilmember/Mayor Hollis Tharpe on the passing of his wife.

Councilwoman DeDomenico-Payne participated in the Hike Kidz Foundation School Supplies Distribution and thanked everyone who donated.

Report of the Mayor – Mayor Cockrell participated in sending the Little League All Stars to their tournament in Georgia along with being there when they returned a week later. She participated in the many events planned for the new teachers. She attended Jane Reynolds 90<sup>th</sup> birthday party, National Night Out, Hike Kidz Foundation Ribbon Cutting and School Supplies Distribution, Community Fun Day at Warren County High School, Parade for the Little League All Stars, "Remember When Block Party" hosted by Reaching Out Now (RON) and the Community Input meeting for the new superintendent and encouraged the public to fill out a survey. She invited everyone to the Warren Coalition's Celebrate Kids Day on September 28<sup>th</sup>. She mentioned the Hometown Heros Banners noting the unveiling is proposed around Veterans Day.

## CONSENT AGENDA ITEMS

### Purchase of a 20-foot Tilt Trailer for Public Works Department

*Council approved the purchase of a 20-foot hydraulic tilt trailer to replace Asset #706, a 2004 16-foot manual tilt trailer from Huffman Trailer Sales, Inc., located in Rockingham, Virginia, in the amount of \$9,278.00.*



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Purchase of a 12-foot Dump Trailer for Public Works Department

*Council approved the purchase of a 12-foot dump trailer to replace Asset #607, a 2006 8-foot utility trailer from Huffman Trailer Sales, Inc., located in Rockingham, Virginia, in the amount of \$7,778.00.*

Purchase of Secondary Clarifier Launder Covers Installation and Warranty for Wastewater Treatment Plant

*Council approved the purchase of two (2) Secondary Clarifier Launder Covers installation and an additional 3-year warranty from Sherwood Logan of Richmond, Va., as a sole source procurement in accordance with V.P.P.A. guidelines, in the amount of \$99,700.*

*Councilman Ingram moved seconded by Vice Mayor Veitenthal 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**

Update to Town Employee Handbook - Section 5: Paid Time Off and Other Absences

*Councilman Wood moved seconded by Councilman Rappaport approve the updates to Section 5 of the Town of Front Royal Employee Handbook regarding paid leave and absences, incorporating the PTO Policy as presented.*

Vice Mayor Veitenthal read the statement: *"The Town's Budget would not be affected by these proposed changes."*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Resolution Authorizing the Town Manager to Execute the Participation and Release Form for the Town to be Considered for Initial Participation Calculations and Payment Participation Under the Purdue Direct Settlement of Opioid Related Claims

*Councilman Rappaport moved seconded by Councilwoman DeDomenico-Payne that Council resolve to authorize the Town Manager to execute the Participation and Release Form so that the Town will be considered a Participating Subdivision in the Governmental Entity & Shareholder Direct Settlement Agreement, as presented*

Mr. Petty was directed to investigate whether Warren County was participating.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL





Task Order for Engineering Services Related to the Replacement of the E. Prospect Street Bridge

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council approve a task order with Mattern & Craig, Inc. for engineering services related to the replacement of the E. Prospect Street Bridge, in the amount of \$135,700.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Repayment of Economic Development Access Grant

Councilman Ingram moved seconded by Councilman Rappaport that Council approve repayment to the Commonwealth of Virginia Department of Transportation in the amount of \$452,466.04 for an Economic Development Access Grant.

Mayor Cockrell gave a brief background on how the \$650,000.00 grant was received by the Town and how money had been put aside in anticipation of having to pay it back since the project did not happen. She expressed hope that continued negotiations would bring back less payback as money was still owed.

Councilman Rappaport voiced disappointment that the project did not happen since it would have created access to the other side of Town instead of having to use W. Main Street.

Vice Mayor Veitenthal stated that this was a “direct result of corruption”.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

**CLOSED MEETING**

Vice Mayor Veitenthal moved seconded by Councilman Wood that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, Clerk of Council; and, 2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



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Due to personal matters Councilman Sealock did not stay for the closed meeting.

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

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

No – N/A

Absent – Councilman Sealock

Abstain – N/A

ROLL CALL

The meeting adjourned at approximately 9:58pm.

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 *(Remote – Vacation in Outer Banks - Council had no objection)*

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**

Request from Warren Coalition to Refund Fee for a Special Use Permit for 437 S. Royal Avenue – Planning Director Lauren Kopishke explained that the Warren Coalition initially applied and paid the fee, then another entity took over and submitted the same application and paid the fee initiating the request from the Warren Coalition. Ms. Kopishke confirmed that there was no extra work performed by staff with the second application. Town Attorney George Sonnett advised that the formal name of the first applicant was Warren County Community Health Coalition, Inc., qualifying under state code as a charitable institution thus a donation [refund] was allowed. It was confirmed that the \$1,000 fee was the reduced fee for nonprofits since it was originally \$1,200. Council agreed to add this item to the Consent Agenda for September 22<sup>nd</sup>.

Special Use Permit Submitted by Shelly Cook to Allow a Short-Term Rental at 1408 Old Winchester Pike – Ms. Kopishke advised that the permit was to bring a small single-family home into compliance. She noted that there was sufficient parking, and it met all the standards. Council agreed to advertise a public hearing for September 22<sup>nd</sup>.

Special Use Permit submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave LLC, to Allow a ~~Short-Term Rental~~ Lodging House at 437 S Royal Avenue – Ms. Kopishke explained that this request was for a lodging house with a ten-person capacity for women and children. The previous permit request was withdrawn to allow a grant to be used elsewhere. She noted that there was sufficient parking and there were no conditions placed on the permit. Council agreed to advertise a public hearing for September 22<sup>nd</sup>.

Special Use Permit submitted by Claude Van Sant to Allow a Short-Term Rental at 101 The Hill – Ms. Kopishke advised that the applicant intended to rent the entire house with two bedrooms and no more than four occupants at a time. She stated that the property was inspected and in compliance. There was some discussion about being able to find the property during an emergency, but it was determined that the address was clear and accessible in the system. Council agreed to advertise a public hearing for September 22<sup>nd</sup>.

Zoning Text Amendment to Town Code 175-3-Definitions, to redefine the definition of “overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure – Ms. Kopishke advised that the current definition was complicated and gave an overview what was currently in the code versus what was being proposed. After Planning Commission work session discussions, it was determined that an overhang shall not be permitted to extend beyond three feet into a yard requirement and would be included in the lot coverage calculation. Councilman Wood questioned if there were any comments from builders.



Ms. Kopishke advised that no one attended the Planning Commission's public hearing. Council agreed to advertise a public hearing for September 22<sup>nd</sup>.

An ordinance to amend chapter 175 of the front royal town code by adding the definitions of auxiliary dwelling unit (ADU) and revising the definitions of accessory building/accessory structure, accessory use, garage, private, garage, public, lot, lot coverage, and principal permitted use contained in §175-3; amend §175-11, the statement of intent (r-1) to include ADU'S; amend §175-12(a), §175- 18.2(a), §175-20, §175-29(a), and §175-37.3(a) to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S." – Ms. Kopishke advised that this amendment stemmed from lodging house applications and shelters on R-1 lots. She explained that the amendment would define the use of an ADU, amend the residential districts in which it would be permitted by right and establish performance standards. Councilman Ingram voiced concern on 175-115.C. *"The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater...."* opining that it should read "less" rather than "greater". There was much discussion on the internal square footage specifically that 500 square feet was too limiting. Councilwoman DeDomenico-Payne voiced concern that the definition was fine today but what happened if the homeowners circumstance changed in five years. Town Manager Joe Petty suggested referring it back to the Planning Commission voicing concern about conflicts in R-3 as it pertained to 600 square feet and review any conflicts within the historic district.

Councilman Rappaport questioned whether ADUs could be rented and if there were any parking requirements. Ms. Kopishke advised they could be rented if the homeowner lived on the property noting they could not be sold individually. She confirmed there were no parking requirements and AUDs were required to meet setbacks. Tiny homes and container houses were briefly discussed but it was confirmed that they were restricted by the County.

Councilman Rappaport voiced concern about changes to density in R-1 which lack of parking requirements. He suggested removing R-1 from the ordinance. Vice Mayor Veitenthal voiced support of R-1 giving examples of caregivers living onsite, college students coming back to live at their homeplace and mulit-generational living.

Vice Mayor Veitenthal noted that two members of the Planning Commission were absent during their meeting when this proposal was voted on suggesting that referring it back to them could be beneficial. There was discussion on whether the suggested changes tonight could be written by staff or referred to the Planning Commission. Mr. Petty suggested staff make amendments to the ordinance by the next work session on September 8<sup>th</sup> with Council determining then whether to refer it back to the Planning Commission or accept staff's changes. Mr. Sonnet advised that tonight's item was not described as an action item and therefore could not be acted upon tonight. Council agreed to move this item to the September 8<sup>th</sup> work session.

An ordinance to amend chapter 175 of the front royal town code to revise the placement of performance standards for short term rentals from 175-151 to 175-114, also updating code references within the text and parking requirements; and updating the location of performance standards for tobacco, smoke or vape shops from 175-152 to 175-116 – Ms. Kopishke explained that the amendments were relative to the short-term rental performance standards to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to update the location of performance standards in the Town Code for Tobacco, Smoke or Vape Shops. She advised that the fee of \$1,200 was staff's time working with the County, public hearing advertisements, inspections, etc. Mr. Petty suggested removing reference to the fee since it was already listed in the fees section of the Zoning Ordinance.

Councilman Wood questioned the recourse if operating without a permit. Mr. Sonnett advised that it was a misdemeanor criminal zoning violation. Councilman Wood voiced concern about short-term rentals not paying



lodging taxes compared to hotels and motels who must pay them creating unfair competition. Mr. Sonnett explained that the primary concern with short-term rentals was not being able to determine whether the property was located within town limits. Mr. Petty advised that discussions were ongoing with the Virginia Commissioners of Revenue to become compliant with state code, specifically sign-in credentials and verifying payments. He stated that state and local finance directors were still waiting for full access.

Councilman Rappaport voiced concern on Section 175-152 Tobacco, Smoke or Vape Shop amendment being combined with the short-term Rental performance standards amendments. After confirmation that Section 175-152 was to recodify only with no text changes, the consensus was to leave the ordinance amendment language as it was since it was what the Planning Commission advertised. Council agreed to advertise a public hearing for September 22<sup>nd</sup>.

### UNFINISHED BUSINESS

Zoning Text Amendment to Town Code §175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings – Ms. Kopishke explained that this item was back tonight to allow Council additional time to think about and discuss the amendments proposed for the historic district. She reiterated that the amendment was to allow only single-family dwellings. Councilman Rapaport opined that the whole idea of having a historic district was to maintain the single-family character. He stated that visitors to Front Royal wanted to look at architecture in older homes known as heritage tourism. Vice Mayor Veitenthal stated that a lot of the properties were converted to multi-family dwellings and addressed the safety concerns mentioned previously in a Council meeting. Councilman Wood asked whether Council wanted to keep the architecture and history located within the historic district or do away with the area. Council agreed to advertise a public hearing for September 22<sup>nd</sup>.

Proposed Resolution to Consider Cancelling the October 14, 2025 Regular Work Session due to VML Conference – After a brief discussion Council agreed to add this item to the Consent Agenda for September 22<sup>nd</sup> to cancel the October 14 work session.

### CLOSED MEETING

*Vice Mayor Veitenthal moved seconded by Councilman Sealock that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1)pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Local Board of Building Code Appeals (LBBCA) and Board of Architectural Review (BAR); and 2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, a) Town owned property located at Tax Map # 20A128 15 (4.382 acres) on Winchester Pike, and b) Town owned property known as the Peyton Street Parking Lot located at Tax Map #20A8-4----46 (0.8273 acres) on Chester Street.*

Vote: Yes – Councilmembers Wood (Remote), 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](http://www.frontroyalva.com) for a limited time.

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

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

No – N/A

Absent – N//A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:10 pm.

Approved by Town Council

Date: -----

DRAFT



Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell  
Vice Mayor Amber F. Veitenthal  
(Remote – Medical Emergency in Beliz requiring hospitalization and extradition back to the states – Council had no objection)  
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

**FREDA Update** – Director of Community Development and Tourism Lizi Lewis gave an overview on what the Front Royal Economic Development Authority (FREDA) was working on specifically focusing on a pamphlet for new businesses [New Business Blueprint-Mapping Your Success in Starting Something New]. She advised that this pamphlet was intended to assist those navigating the process of starting a new business in Front Royal. Mayor Cockrell questioned when Retail Strategies would be ready to share what they had been working on. There was discussion about their contract, noting December would be the end of the first year and specific accomplishments were required to have been met at that time. Ms. Lewis hoped to have an update for Council soon. Council agreed that the pamphlet would be beneficial for small businesses.

Ms. Lewis continued with a Tourism Update drawing attention to three rack cards she provided [Discover Warren County Watering Holes; Discover Front Royal Wine and Bottoms Up Beverage Trail]. She advised that the Bottoms Up Beverage Trail was a collaboration with Clarke County noting it was a FREE program for people to participate in to earn prizes at zero cost to partners participating. Councilman Wood stated that Discover Warren County Watering Holes and Discover Front Royal Wine were promoting and advocating County businesses and advised that he took rack cards to some of the participating businesses to let them know what the Town was doing to promote their business. Ms. Lewis continued updating Council on the statistics of the Tourism Department that included the Visitor Center, Partnerships, Marketing Spots, Virginia Tourism, Open Projects and the Appalachian Trail. There was discussion about County Tourism confirming that there was currently no County Tourism Director and their website was not active. Councilman Wood questioned what was needed to take Front Royal to the next level. Ms. Lewis advised that putting more money into marketing and advertising would make the Town competitive with other localities. Councilman Wood stated that Front Royal had the Visitor Center, advertisements on I-66 and possessed a great collection of rack cards all on the backs of the taxpayers. Councilwoman DeDomenico-Payne suggested exploring how small businesses could contribute since it benefited them. Discussion ensued as to how the County was required to spend a portion of their Transient Occupancy Tax (TOT) on Tourism. They suggested pooling money together to create more funds necessary for marketing and advertising. Ms. Lewis advised she was looking into grants. Council agreed to add Tourism to the next Liaison Committee Meeting in October.

**NEW BUSINESS**

Construction Services to Restore Creek Bank at 8<sup>th</sup> Street Bridge – Purchasing Manager Michelle Campbell advised that the bank of Happy Creek was damaged as a result of heavy rains and flooding a few months ago. She noted that contingency funds were being used for this project. Infrastructure Manager Steve Scheulen advised that water was



carving a deep and wide path around the bridge on the southeast bank. He confirmed that Muller Inc. had been used for other Town projects. Council agreed to add to the consent agenda for September 22<sup>nd</sup>.

***Connectivity with Vice Mayor Veitenthal seemed to be lost.***

FY26 Budget Amendment for Electric Transformer Reimbursement – Finance Director BJ Wilson requested a budget amendment to receive funds from a customer to reimburse the Energy Services Department for the purchase of an electric transformer. Council agreed to add to the consent agenda for September 22<sup>nd</sup>.

Purchase of Replacement Refuse Truck – Mr. Wilson requested Council to approve the purchase of a replacement of a complete International Freightliner M2106 Chassis with a 25-yard rear loading refuse truck. He reminded Council that they previously requested staff to review potential options for replacing the Town's current refuse truck with an auto-loading truck. Staff obtained a quote of \$390,000 for a 2025 Peterbilt with a 2025 Labrie Automizer. The cost of the auto-loading truck would be approximately \$123,760 more than the current type of truck used by the Town. He explained that potential implementation of an auto-loading truck would require additional analysis, noting that MSW Consultants would cost approximately \$25,000 to perform the analysis. He advised that they would use previously acquired information from the rate study, obtain information from observing some of the Town's collection routes and model potential changes to convert to an automatic collection system. Council Wood questioned the life of a truck. Eric Jorgenson, Supervisor of Solid Waste, explained that the differences in chassis and motor options determined the life of a truck. He advised that staff had been experiencing issues with specific models and the transition to a better model, such as the Freightliner, would prove to be better in standardization moving forward.

Councilman Wood opined that auto-loading would be a better return on investment since laborers on the back of trucks would not be needed. Discussion ensued about the concern that auto-loading trucks would not be able to travel down specific narrow streets and areas with overhead lines. Town Manager Joe Petty advised that the study would help with these concerns. He stated that auto-loading trucks would require phased training for staff, citizens and fleet maintenance. Councilman Wood suggested factoring in workman's comp claims into the study stating that he supported this purchase only if the study was performed for the auto-loading truck. Councilman Rappaport agreed with Councilman Wood stating that newer developments were coming online where everything was being placed underground. There was discussion about auctioning off the old truck and the tub grinder confirming that all proceeds go back into the purchase of another truck. Mr. Petty advised that the turnaround, once purchased, was approximately five months. Council agreed to add to the agenda of September 22<sup>nd</sup> under Business Items.

***7:44pm - Vice Mayor Veitenthal's connectivity was confirmed to be offline.***

Fiscal Year 2026-2027 Budget Calendar – Mr. Wilson gave a summary on the 2026-2027 budget calendar noting the scheduling conflict with the public hearing advertisements for tax rates and the appropriation ordinance giving Council four options to choose from. He suggested Option D, which schedules a Special Meeting on May 11<sup>th</sup>. There was discussion about getting the tax information from the County in a timely manner and suggested adding it to the next Liaison Committee Meeting in October. Option D was the consensus for staff to move forward.

A. ACTION ITEM - An ordinance to amend sections of Front Royal Town Code Chapter 175 - Zoning by adding the definitions of auxiliary dwelling unit (ADU) and revising the definitions of accessory building/accessory structure, accessory use, garage, private, garage, public, lot, lot coverage, and principal permitted use contained in §175-3-Definitions; and, to amend §175-11 – Statement of Intent (R-1) to include ADU'S; to amend §175-12(A) – Uses Permitted by Right (R-1), §175- 18.2(A) – Use Regulations (R-1A), §175-20 – Uses by Right (R-2); §175-29(A) – Uses Permitted by Right (R-3), and §175-37.3(A) – Permitted Uses (PND); and, add §175-115 – Auxiliary Dwelling Unit (ADU)





as performance standards for ADU'S. – Mr. Petty reminded Council that at the last meeting Council asked that this item be discussed further tonight to determine whether suggested changes be referred to the Planning Commission for further review or accept the changes that Planning Director Lauren Kopishke had made. Councilman Wood questioned whether the ADU would have separate utility connections. Mr. Wilson explained that it would be a separate meter [submetering] where property owners could tap off at their main meter but would be billed separately. Discussion ensued about meters and taps and their differences. Ms. Kopishke emphasized that the owner had to live on site [owner occupied] and that both dwellings could not be rented confirming that enforcement was complaint based. She confirmed that the surrounding localities had ADUs with most having provisions. Councilman Rappaport voiced concern that this amendment defeated the purpose of R-1 because it was adding density. He voiced concern that R-1 would have to be re-evaluated since more vehicles would be on the road creating parking situations. Councilwoman DeDomenico-Payne opined that ADUs would more than likely go in R-1 since they had more property than other residential districts.

Councilman Ingram moved seconded by Councilman Wood that Town Council refer the item back to the Planning Commission to make potential changes.

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

B. Request for Water and Sewer in the Rt. 522 Corridor for Industrial Use from Stafford One Investments, LLC (522 Properties LLC) at Winchester Road and Winners Court – Mr. Petty passed out the revised Water and Sewer System Excess Capacity Charts from CHA explaining that this item was brought before Council on May 27, 2025 for action but the motion did not receive a second therefore it was not considered. After speaking with Council, he determined that the concerns were available capacity and volume. He reminded Council that on July 18<sup>th</sup> CHA presented an excess volume determination, and the numbers had been revised to accommodate all possible future development. Mr. Petty read through various numbers listed in the chart, noting it did not include in-fill lots. He read from the Town Code [134.C.1.] *Extension Policy Beyond Town Limits ... "Such request must be made prior to a rezoning..."* He explained that these water requests were speculative, not knowing every detail. He suggested they consider revising the Town Code at a later time to state, *"prior to site plan development rather than prior to rezoning"*, but right now the Code had to be followed. He confirmed that it was a 220,000 square foot warehouse with their rezoning request coming before the County next week. He reminded Council of the motion made at the May 27<sup>th</sup> meeting noting the various safeguards to protect the Town's interest: *I move that Council, based upon a finding of sufficient excess capacity, approve a joint request from Warren County and Stafford One Investments LLC (522 Properties LLC, Owner) for water and sewer service, not to exceed 4,500 gallons per day, within the Route 522/340 North Corridor on property identified as Tax Map 12-6F, 4-44B, 4-43A, 4-45Bp and located on the west side of Winchester Road at its intersection with Winners Court for use as an industrial warehouse and distribution center, conditioned upon conveyance to the Town of any necessary easements and the execution of an out-of-Town excess capacity utility agreement and direct the Town Manager and Town Attorney to execute the necessary agreement with the Owner in compliance with all Town Code requirements, with rates and charges at one hundred percent (100%) more than the in-town rates and charges.* Councilman Sealock noted that the application needed to have the correct address of the property listed. Councilman Wood voiced concern on what effect this would have on one of the pump stations slated to be replaced. Mr. Petty advised that there were upgrades reflected in the chart for the future. Councilman Rappaport questioned the tenants work shifts and how many on each shift. Mr. Petty explained there were different scenarios, and everything was speculative right now stating that tenants have different interests with different work levels but must fall in line with 4,500 gallons a day. Town Attorney George Sonnet confirmed that the Town did not have to approve more than that stated in the required utility agreement. Councilman Ingram asked for



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better numbers on the application. Mr. Petty mentioned that the Inland Port was dictating the need for warehouses and distribution centers. Mr. Petty advised he would get information on the maximum capacity that could be pushed through a two-inch line. Mayor Cockrell encouraged Council to ask Mr. Petty any questions before September 22<sup>nd</sup>. Council agreed to move forward and place on the September 22<sup>nd</sup> agenda under Business Items.

#### CLOSED MEETING

*Councilman Wood 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 Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the 2011 McKay Springs MOU between the Town of Front Royal and the County of Warren, Virginia.*

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

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

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

Adjourned approximately 9:45pm.

Approved by Town Council

Date: -----





## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 07A

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**Agenda Item:** PUBLIC HEARING - Special Use Permit submitted by Shelly Cook/Cook-Knighting Realty II, LLC to Allow a Short-Term Rental at 1408 Old Winchester Pike

**Summary:** Council is requested to consider approval of a Special Use Permit application submitted by Shelly Cook/Cook-Knighting Realty II, LLC for a Short-Term Rental located at 1408 Old Winchester Pike. The property is identified by Tax Map 20A12, Section 8, Lot 5 and zoned R-2 Residential District. The applicant intends to rent the entire house, with two bedrooms and no more than four occupants at a time. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff completed an inspection on July 30, 2025. The Planning Commission recommends approval. The adjacent property owners have been notified of tonight's public hearing.

**Budget/Funding:** N/A

**Meetings:** Work Session held September 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) submitted by Shelly Cook/Cook-Knighting Realty II, LLC for a Short-Term Rental located at 1408 Old Winchester Pike (Tax Map 20A12, Section 8, Lot 5).

#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) submitted by Shelly Cook/Cook-Knighting Realty II, LLC for a Short-Term Rental located at 1408 Old Winchester Pike (Tax Map 20A12, Section 8, Lot 5).

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_

PLANNING COMMISSION REGULAR MEETING  
AGENDA STATEMENT

Meeting Date: August 20, 2025

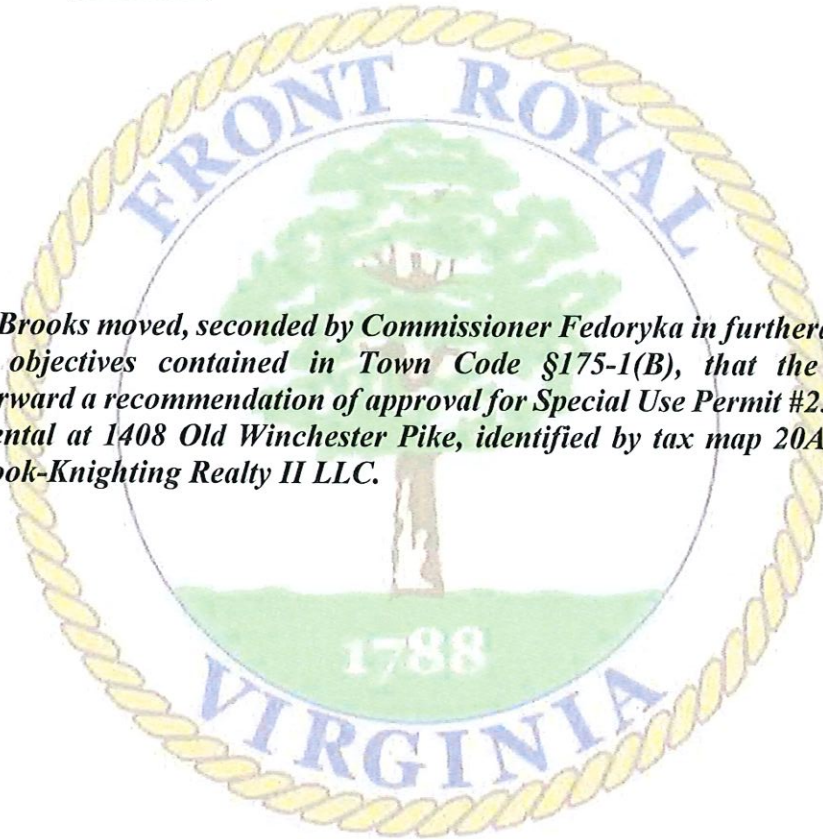
**Public Hearing Item 1: 2500297** – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Shelly Cook-Cook Realty, and located at 1408 Old Winchester Pike, identified by Tax Map 20A12, Section 8, Lot 5. The property is zoned R-2, Residential District.

Recommendation of Approval ☒

Recommendation of Denial ☐

Postponed ☐

*Commissioner Brooks moved, seconded by Commissioner Fedoryka in furtherance of the purposes and objectives contained in Town Code §175-1(B), that the Planning Commission forward a recommendation of approval for Special Use Permit #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC.*



Moved Brooks Seconded Fedoryka

Marshner yes Marrazzo Absent Neel Absent Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner  
Chairman Marshner

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 #2500297

**MEETING DATE:** August 20, 2025

**SUMMARY:** A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

**STAFF RECOMMENDATION:** Staff completed an inspection on July 30, 2025. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500297.

**DRAFT MOTION:**

*"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC."*

*"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding \_\_\_\_\_."*

*"I move that the Planning Commission forward a recommendation of denial for Special Use Permit #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC for the following reasons: \_\_\_\_\_"*

NOTE: These are only a draft motions. 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  
August 20, 2025**

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**APPLICATION #:**

Special Use Permit #2500297

**APPLICANT:**

Shelly Cook/Cook-Knighting Realty II LLC

**APPLICATION SUMMARY:**

A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

**GENERAL INFORMATION:**

|                           |                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| <i>Site Addresses</i>     | 1408 Old Winchester Pike                                                                            |
| <i>Owner(s)</i>           | Cook-Knighting Realty II LLC                                                                        |
| <i>Zoning District</i>    | R-2, Residential District                                                                           |
| <i>Historic District</i>  | No                                                                                                  |
| <i>Tax Identification</i> | Tax Map #20A12-8-5                                                                                  |
| <i>Request</i>            | The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time. |

*Front Elevation - 1408 Old Winchester Pike*





*Aerial Map – 1408 Old Winchester Pike (Warren County GIS)*



**STAFF RECOMMENDATION:**

Staff recommends approval with no conditions. Staff conducted a site visit and found the property in compliance with all applicable codes.

**ATTACHMENTS:** Application and supporting documents.

1408

#2500297



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: Shelly Cook / Cook Knighting Realty II LLC PHONE: [REDACTED]

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

#### PROPERTY OWNER:

NAME: Shelly Cook - Cook Realty PHONE: [REDACTED]

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

#### PROPERTY DESCRIPTION:

PROPERTY ADDRESS: 1408 Old Winchester Pike

TAX MAP: 20A12 SECTION: 8 BLOCK: \_\_\_\_\_ LOT: 5

SUBDIVISION NAME: \_\_\_\_\_

ZONING DISTRICT: R-2 ACREAGE: \_\_\_\_\_

SPECIFIC SPECIAL USE PERMIT REQUEST: \_\_\_\_\_

☒ 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.

☒ 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 # CK# 1035 Date Paid 6-11-25

1200.00 x 2  
Pd \$2,400.00

**RECEIVED**  
JUN 11 2025  
TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT



### IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Shelly Cook  
at (phone number) [REDACTED] or (property manager) \_\_\_\_\_  
at (phone number) \_\_\_\_\_.

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 Volunteer Fire & Rescue:** 540-635-2540 or 911, 221 N Commerce Ave, 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 4 People and 2 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 2 vehicle(s) in the driveway.

### 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)

ON Concrete Pad beside House

- 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 collected on Tuesdays



## CHECK-IN & CHECK-OUT

Provide details

Check IN IS at 3:00 PM  
Check out IS at 10:00 AM

## WIFI/PHONE/ETC

Provide details for special amenities if available

WIFI IS available on Property  
Provider IS Xfinity - Information on  
box IN Living Room

## SPECIFIC PROPERTY DETAILS

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

River Front Property  
Whole House use

## 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

NO Shooting OF FIREARMS  
NO FIREWORKS

### As per 175-3

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:  
§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers



shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- 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 \_\_\_\_\_

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.

You have permission to Enter the  
Property

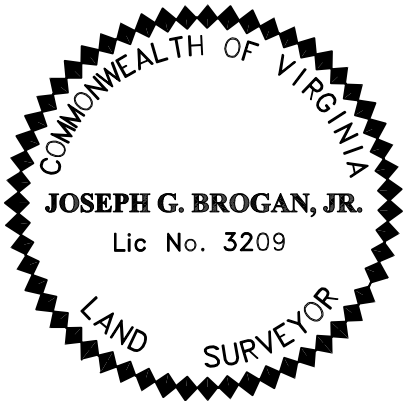
(SK)

My Property Manager IS Melissa  
at all Seasons Services for  
Property Maintenance, and booking

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 36°41'25" W | 92.74'   |
| L2   | S 36°41'25" W | 35.79'   |
| L3   | S 08°33'52" W | 34.70'   |
| L4   | S 54°56'55" E | 12.55'   |
| L5   | S 54°56'55" E | 11.08'   |
| L6   | N 15°32'40" W | 22.56'   |
| L7   | S 53°24'10" E | 20.25'   |
| L8   | S 54°56'55" E | 23.63'   |
| L9   | S 53°17'59" E | 6.41'    |
| L10  | S 53°17'59" E | 32.67'   |
| L11  | S 25°40'30" E | 15.83'   |
| L12  | S 57°21'38" E | 79.75'   |
| L13  | S 47°27'59" E | 51.76'   |
| L14  | S 55°57'20" E | 15.67'   |
| L15  | S 14°46'25" W | 111.77'  |
| L16  | S 36°55'06" W | 30.00'   |

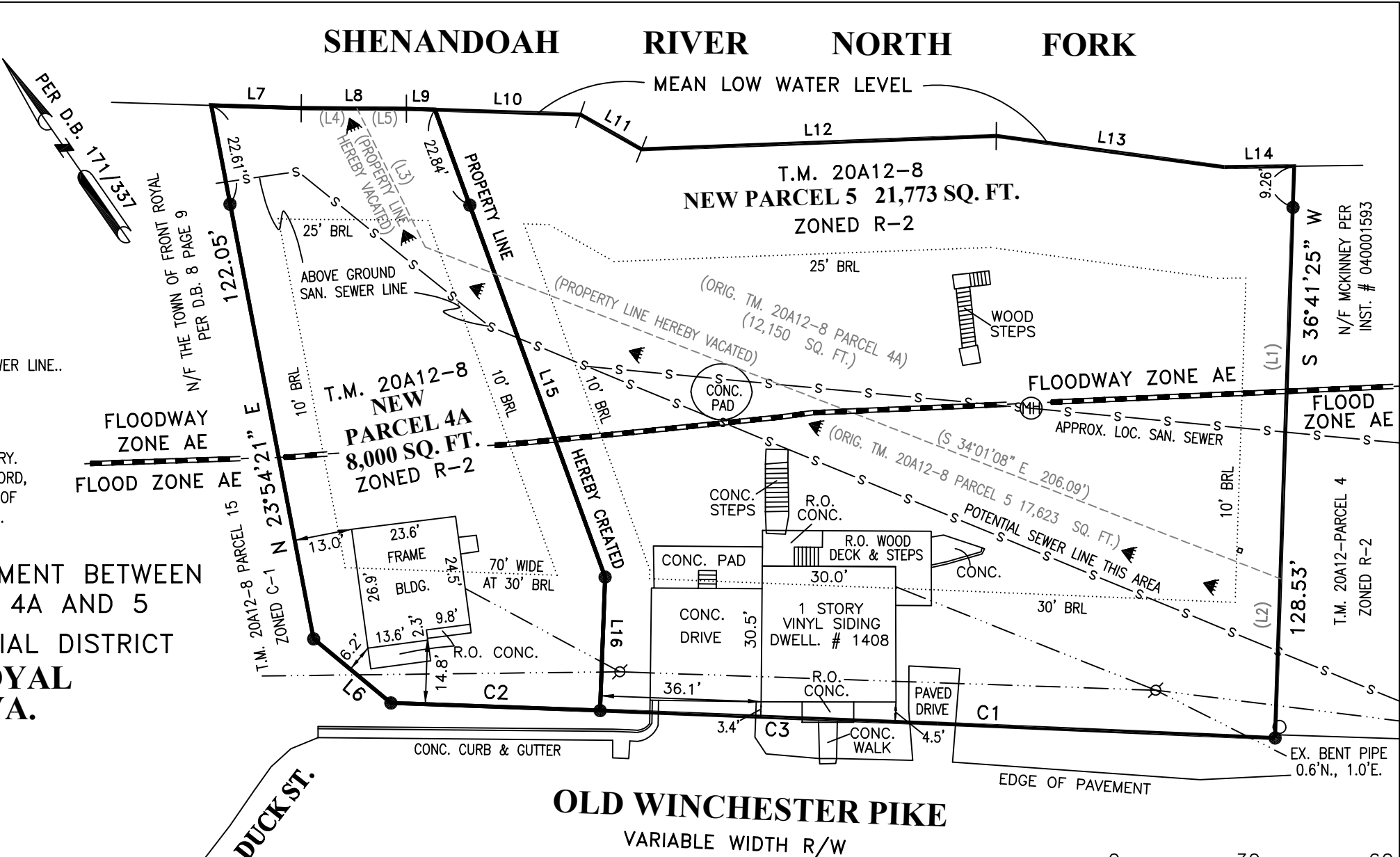
- s — DENOTES EXISTING OR APPROX. SAN SEWER LINE..  
— · — DENOTES OVERHEAD WIRES.  
○ DENOTES PIN OR PIPE FOUND.  
● DENOTES PIN SET.  
⊙ DENOTES UTILITY POLE.  
- - - DENOTES APPROX. FLOOD ZONE BOUNDARY.  
▲ DENOTES APPROX. LOC. OLD ROAD TO FORD,  
ROAD CAN NOT BE CLOSED PER BOARD OF  
SUPERVISORS MINUTE BOOK G PAGE 415.

BOUNDARY LINE ADJUSTMENT BETWEEN  
T.M. 20A12-8 PARCELS 4A AND 5  
NORTH RIVER MAGISTERIAL DISTRICT  
**TOWN OF FRONT ROYAL**  
WARREN COUNTY, VA.



PREPARED BY:  
BROGAN LAND SURVEYING, PLC  
P.O. BOX 1578  
FRONT ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
MAY 23, 2023

SHEET TWO OF TWO

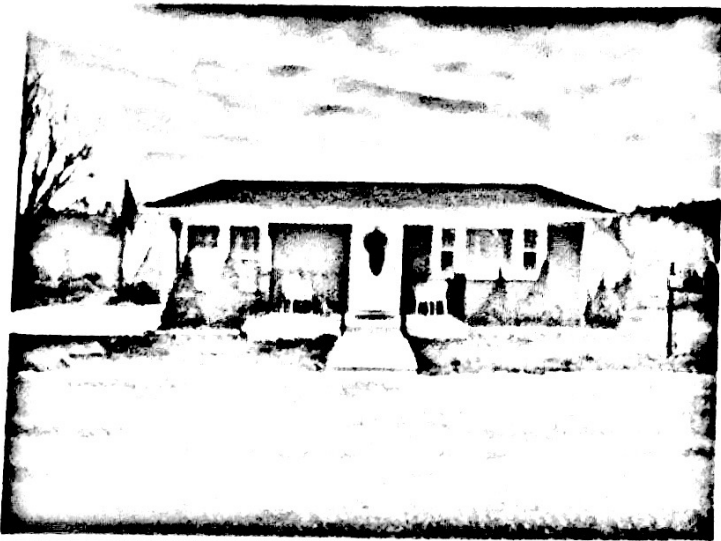


| CURVE | RADIUS    | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|-----------|------------|--------------|---------------|-------------|
| C1    | 23119.61' | 151.79'    | 151.79'      | N 52°53'37" W | 0°22'34"    |
| C2    | 23119.61' | 47.05'     | 47.05'       | N 53°08'24" W | 0°07'00"    |
| C3    | 23119.61' | 198.84'    | 198.84'      | N 52°57'07" W | 0°29'34"    |



1408 Old Winchester Pike  
Front Royal, VA 22630



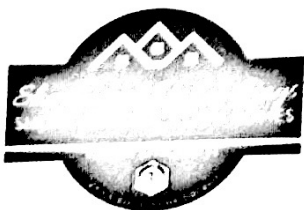


## About The River House

Welcome to The River House

We are so excited to have you stay with us in this very unique property located in the wonderful town of Front Royal, VA.

Experience the rest, restoration, fun, and adventure you need in this gorgeous, newly remodeled riverfront gem! We didn't spare one detail in this cottage renovation, designed with your comfort, ease, peace, and desire in mind. Enjoy coffee on our expansive porch — or by the firepit — with the unmatched view of the Shenandoah River and your personal landscape! Complete with two generous guest rooms, a shared living area, exceptional bathrooms, a full kitchen and so much more...



## CONTACT INFORMATION

Shelly Cook  
Owner  
Shellycook103@gmail.com  
540-550-0334

Mary Ellen Smoot  
Hospitality Manager  
540-514-4398

# Important Information

## EMERGENCY INFORMATION

In Case of Emergency, immediately dial 911

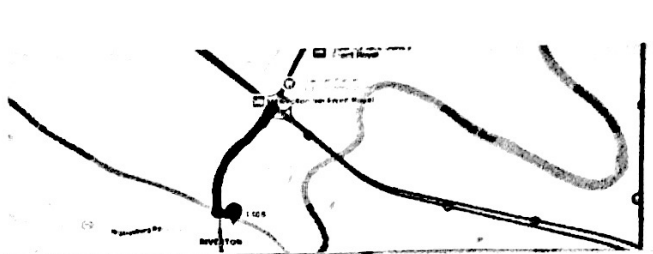
Warren Memorial Hospital 540-636-0300  
351 Valley Health Way, Front Royal, VA 22630



You are in Front Royal, off of Route 522.  
1408 Old Winchester Pike  
Front Royal, VA 22630



Evacuation Map to the nearest Interstate  
(Interstate 66 in Front Royal)



**FRONT ROYAL POLICE DEPARTMENT**  
540-635-2111 (or 911)  
900 Monroe Ave, Front Royal, VA 22630



**FRONT ROYAL VOLUNTEER FIRE & RESCUE**  
540-635-2540 (or 911)  
221 N Commerce Ave, Front Royal, VA 22630



**ELECTRICAL OUTAGE**  
540-635-3027, 540-635-2111 (After hours)  
Outages may be reported online at:  
<http://www.frontroyalva.gov/FormCenter/Energy-Services-6/Report-Electrical-Problem-46>

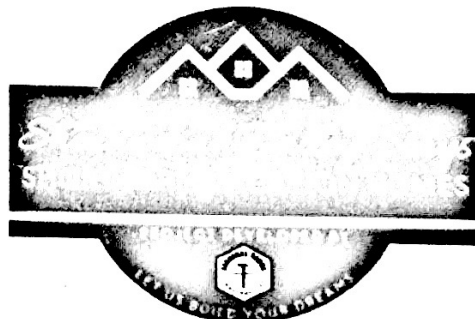


The fire extinguisher is located in the kitchen,  
underneath the sink.

## IMPORTANT CONTACT INFORMATION

Shelly Cook  
Owner  
Shellycook103@gmail.com  
540-550-0334

Mary Ellen Smoot  
Hospitality Manager  
540-514-4398



# Meet your host Shelly

Shelly is a Front Royal native who has spent her entire life giving back to the community she loves so much!

When not building homes, Shelly is the "hostess with the mostess" welcoming guests into her AirBNBs with all of the grace, charm, and small town service befitting of a southern Belle! Shelly is passionate about cooking and would love to make a special occasion even more memorable by offering her dinner/dessert pairings! Welcome to Front Royal – you will love it here!



## CONTACT INFORMATION



540-550-0334



Shellycook103@gmail.com



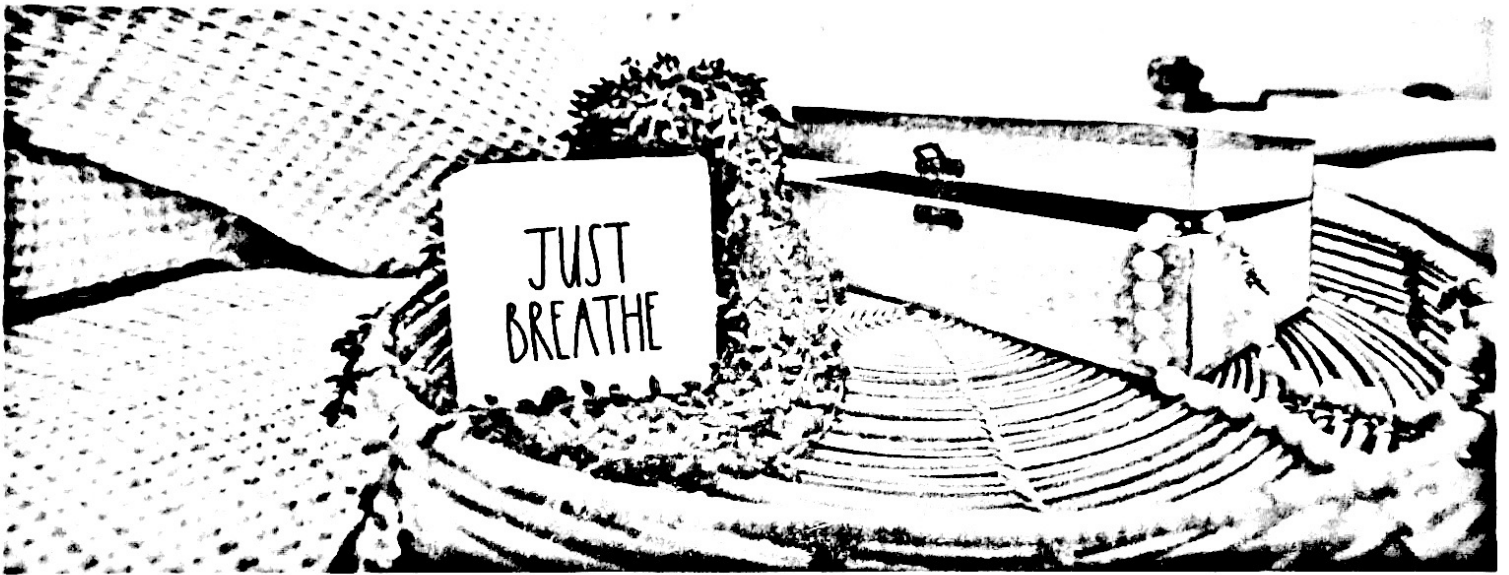
Wi-Fi 

Network and Password  
are displayed on the  
refrigerator of the rental



# Check-In

CHECK-IN TIME AT 3:00 PM



# Check-Out

CHECK-OUT TIME IS 11:00 AM

We really hope you enjoyed your stay here at The Flower House!

As a reminder, check out is at 11:00 AM on the day your booking ends.

# House Rules

1

## **NO SMOKING**

No smoking inside (including Tobacco, E-cigarettes & Cannabis)

2

## **NO PETS**

Due to pet dander & respect of other guests' allergies  
Exception: Service dogs with prior approval

3

## **REGISTERED GUESTS ONLY**

Only approved/registered number of guests, if in doubt ask host

4

## **HOT TUB**

No perfumes or body oils allowed in hot tub, (if wearing please shower prior to using hot tub)  
No shaving or exfoliating in hot tub  
(This protects the jets & filtration system)

5

## **TRASH**

Please place trash in designated receptacles.

6

## **NOISE**

Guests should respect the surrounding community (ex. no loud music, no shouting, etc.)

7

## **REPORT DAMAGE**

If damage is caused by guests beyond normal wear & tear, guest must inform host as soon as possible  
(Guests are expected to pay for repair/damage)

# Area Attractions



## **SHENANDOAH NATIONAL PARK**

21073 Skyline Drive

Front Royal

Hiking, Scenic Byways, Landmarks, Day Trip



## **SHENANDOAH RIVER STATE PARK**

350 Daughter of Stars Dr.

Bentonville

Riverside Picnic Areas, River Access, Boat Launch, Hiking



## **FRONT ROYAL OUTDOORS**

8567 Stonewall Jackson Hwy

Front Royal

Rafting, Tubing, Kayaking,  
Canoeing, River Trips

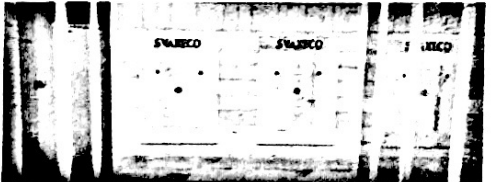


## **VIRGINIA BEER MUSEUM**

16 Chester St.

Front Royal

Museum Focusing on Virginia Beer, Experience and  
History of Beer, Tours, Bar, Drinks Served



## **SHENANDOAH VALLEY AXE THROWING**

20 South St.

Front Royal

Axe and Knife Throwing Venue,  
Full Menu, Drinks Served



## **SKYLINE CAVERNS**

10344 Stonewall Jackson Hwy

Front Royal

Geological Caves, Tourist Attraction



**Chapter 106****NOISE****Sections:**

- 106-1 THROUGH 106-4 (RESERVED)**
- 106-5 DECLARATION OF FINDINGS AND POLICY**
- 106-6 DEFINITIONS**
- 106-7 ADMINISTRATION AND ENFORCEMENT**
- 106-8 PROHIBITED NOISE**
- 106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**
- 106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY**
- 106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**
- 106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**
- 106-13 RESPONSIBILITY OF THE PROPERTY OWNER**
- 106-14 EXCEPTIONS FROM CHAPTER**
- 106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS**
- 106-16 TESTING OF METERING DEVICES**
- 106-17 PENALTIES**
- 106-18 SEPARABILITY**

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

**106-1 THROUGH 106-4 (RESERVED)**

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

**106-5 DECLARATION OF FINDINGS AND POLICY**

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exists by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-6 DEFINITIONS**

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.



## Wineries & Breweries



CHESTER GAP CELLARS  
4615 Remount Road  
540-636-8086



VIBRISSA BEER  
122 E. Main Street  
540-631-0773



REITANO VINEYARDS  
137 Lee Burke Road  
(opening 2024)



GLEN MANOR VINEYARDS  
2244 Browntown Road  
540-635-6324



HONEY & HOPS BREW WORKS  
212 E. Main Street  
540-692-6032

# Before you go

**We really hope you enjoyed your stay here at The River House!  
As a reminder, check out is at 11:00 AM on the day that  
your booking ends.**

**Before you leave, we kindly ask that you do the following:**

- ☒ **Double check and make sure you have not left behind  
any belongings.**
- ☒ **Please do not remake the bed.  
We will take care of all of that.**
- ☒ **Please place all used towels in the  
basket located in the bathroom.**
- ☒ **Lock the keyless entry door lock after removing all  
belongings and leaving the house.**
- ☒ **Don't be sad to leave us –  
come back and stay with us again!**
- ☒ **Please leave us a review to let us know how your stay  
was. We love to hear from our guests and strive to  
provide a wonderful experience!**
- ☒ **Travel safely and come visit us again soon!**

*Thank you!*

# Enjoy the area

Discover Front Royal and Shenandoah National Park are amazing places to discover what this special town has to offer. Front Royal is the Canoe Capital of Virginia and this small, yet quaint town has plenty to offer.

In this newsletter, you will find a ton of useful information that we have compiled to help our guests make the most of their stay here at The River House. We have recommendations for nearby restaurants, shopping areas, area attractions, places of interest, and so much more.

We hope that you enjoy this unique property as much as we do. We strive to offer a 5-star experience for each and every one of our guests, each and every time they stay here. If you have any questions or issues during your stay, please let us know so we can help you. See contact information below. Have a wonderful stay and we hope to see you again!







*Thank you!*

PLEASE ENJOY YOUR STAY



shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- 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 \_\_\_\_\_

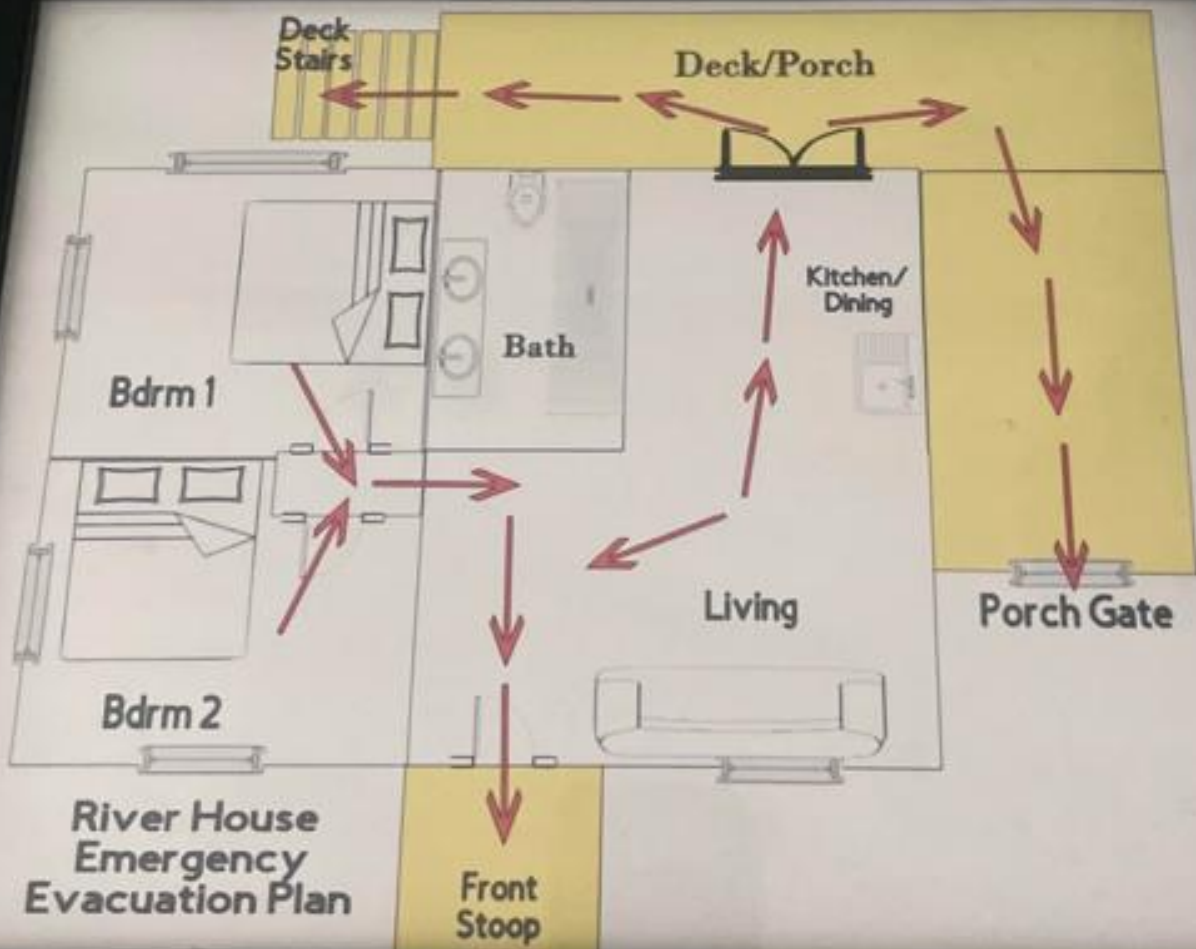
By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

You have permission to enter the  
Property

(SK)

My Property Manager is Melissa  
at all Seasons Services for  
Property Maintenance, and booking







## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 07B

---

**Agenda Item:** PUBLIC HEARING - Special Use Permit submitted by Claude Van Sant to allow a Short-Term Rental at 101 The Hill.

**Summary:** Council is requested to consider a Special Use Permit application submitted by Claude Van Sant for a Short-Term Rental located at 101 The Hill. The property is identified by Tax Map 20A8, Section 22, Lot9A and zoned R-1, Residential District. The applicant intends to rent the entire house with two bedrooms and no more than four occupants at a time. Staff completed an inspection on July 25, 2025, and found the interior in compliance with the Town Code. The driveway provides two off-street parking spaces meeting Town Code requirements. The Planning Commission recommends approval. The adjacent property owners have been notified of tonight's public hearing.

**Budget/Funding:** N/A

**Meetings:** Work Session held September 2, 2025

**Proposed Motion:**

**#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) submitted by Claude Van Sant for a Short-Term Rental located at 101 The Hill (Tax Map 20A8, Section 22, Lot9A).

**#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) submitted by Claude Van Sant for a Short-Term Rental located at 101 The Hill (Tax Map 20A8, Section 22, Lot9A).

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_

PLANNING COMMISSION REGULAR MEETING  
AGENDA STATEMENT

Meeting Date: August 20, 2025

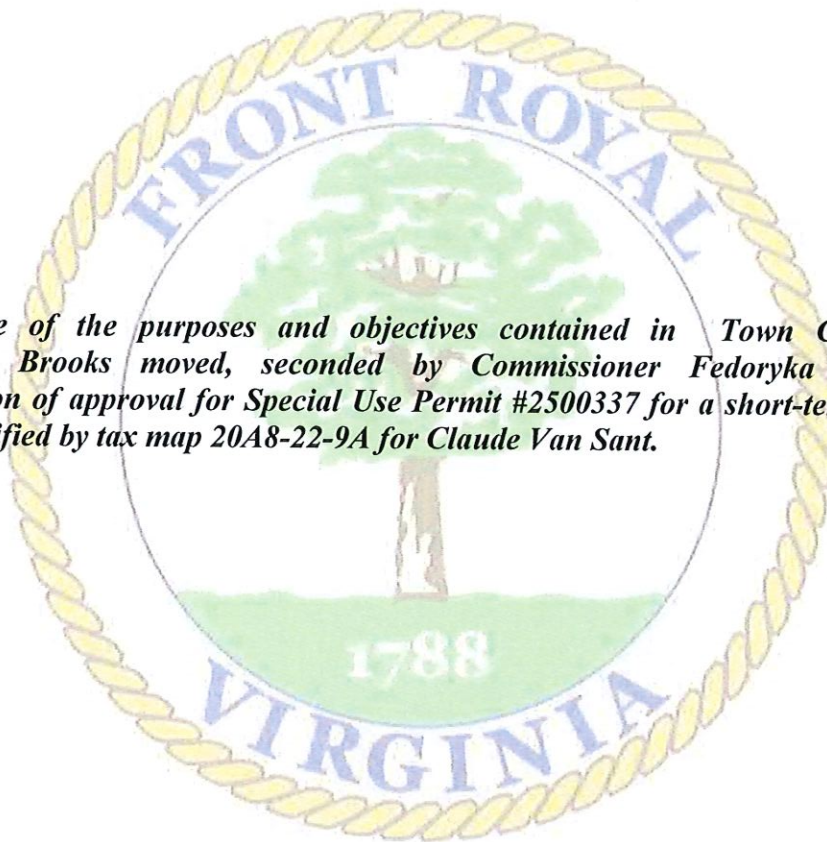
**Public Hearing Item 5: 2500337** – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Claude Van Sant, and located at 101 The Hill, identified by Tax Map 20A8, Section 22, Lot 9A. The property is zoned R-1, Residential District.

Recommendation of Approval ✓

Recommendation of Denial \_\_\_\_\_

Postponed \_\_\_\_\_

*In furtherance of the purposes and objectives contained in Town Code §175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka to forward a recommendation of approval for Special Use Permit #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant.*



Moved Brooks Seconded Fedoryka

Marshner yes Marrazzo Absent Neel Absent Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner  
Chairman Marshner

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 #2500337

**MEETING DATE:** August 20, 2025

**SUMMARY:** A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicant's secondary residence.

Staff reached out to the Front Royal Police Department (PD) regarding addressing and concerns of being able to get emergency response to the residence and the PD stated the address was clear and accessible in their system.

**STAFF RECOMMENDATION:** Staff completed an inspection on July 25, 2025 and found the interior in compliance with the code. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500337.

Staff recommends approval with no additional conditions

**DRAFT MOTION:**

*"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant."*

*"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding \_\_\_\_\_."*

*"I move that the Planning Commission forward a recommendation of denial for Special Use Permit #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant for the following reasons: \_\_\_\_\_"*

NOTE: These are only a draft motions. 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  
August 20, 2025**

---

**APPLICATION #:**

Special Use Permit Application #2500337

**APPLICANT:**

Claude Van Sant

**APPLICATION SUMMARY:**

A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicants secondary residence. Staff completed an inspection on July 25, 2025 and found the interior in compliance with the code. The driveway provides two off-street parking spaces.

**GENERAL INFORMATION:**

|                           |                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| <i>Site Addresses</i>     | 101 The Hill                                                                                        |
| <i>Owner(s)</i>           | Claude Victor Van Sant IV                                                                           |
| <i>Zoning District</i>    | R-1, Residential District                                                                           |
| <i>Historic District</i>  | No                                                                                                  |
| <i>Tax Identification</i> | Tax Map #20A8-22-9A                                                                                 |
| <i>Request</i>            | The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time. |

*View of Rear Elevation from the Driveway off of E. Stonewall Drive – 101 The Hill*





*View of Rear Elevation from the Driveway off of E. Stonewall Drive – 101 The Hill*



*View of Rear Elevation Facing E. Stonewall Drive – 101 The Hill*





*View of Rear Elevation Facing E. Stonewall Drive – 101 The Hill*



*Aerial Map (Warren County GIS)*



**STAFF RECOMMENDATION:**

Staff reached out to the Front Royal Police Department regarding addressing and concerns of being able to get emergency response to the residence and the Front Royal Police Department stated the address was clear and accessible in their system.

Staff recommends approval with no additional conditions.

**ATTACHMENTS:** Application and supporting documents.



2500337

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  
 Email: planning@frontroyalva.com

### SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

#### APPLICANT:

NAME: Claude Van Sant PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

#### PROPERTY OWNER:

NAME: Same as above PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

#### PROPERTY DESCRIPTION:

PROPERTY ADDRESS 101 The Hill Front Royal VA 22630

TAX MAP 20A8 SECTION 22 BLOCK \_\_\_\_\_ LOT 9A

SUBDIVISION NAME Francis Forbes

ZONING DISTRICT R1 ACREAGE 0.3

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.

☒ Complete management plan.

☒ Written consent given to the Town to inspect for compliance.

☒ Emergency dwelling evacuation diagram (posted in each bedroom)

☒ Application fee of \$1200.00 Form of Payment: Card Date Paid: 7/7/25

## **IN CASE OF AN EMERGENCY**

If there is an emergency, or there are questions in regard to the property, please contact (owner) Claude Van Sant  
at (phone number) [REDACTED] or (property manager) Patrick Kerwin

at (phone number) [REDACTED]

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 Sherrif'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 4 People and 2 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 2 vehicle(s) in the driveway.

## **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 are stored under the kitchen sink and the receptacle is located adjacent to the driveway parking

- 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 and recycling are picked up early Thursday morning, so should be placed at the curb near mailbox on Wednesday evening.



## **CHECK-IN & CHECK-OUT**

Provide details

### **Check-In Process**

- Virtual or in-person orientation
- Verify guest count against reservation
- Confirm understanding of property rules
- Provide emergency evacuation plan
- Distribute area attraction map

### **Check-Out Process**

- Property inspection within 6 hours of departure
- Immediate cleanup and maintenance as needed
- Documentation of any damage or issues
- Preparation for next guest arrival

## **WIFI/PHONE/ETC**

Provide details for special amenities if available

Wifi network: Geo  
Password: Zeppelin1

## **SPECIFIC PROPERTY DETAILS**

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

Property is 0.3 acres of flat and gently sloping land atop a low ridge near downtown. It has clearly marked boundaries, including a privacy fence. Amenities include two small porches, native plant gardens, new stainless steel kitchen appliances and ductless mini-split AC units.

## **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

### **Prohibited Activities**

- No discharge of firearms on property
- No outdoor fires or fire pits
- No fireworks or explosive devices
- No smoking inside dwelling
- No pets unless specifically authorized

### **Property Use Guidelines**

- Maximum occupancy: 5 persons
- Quiet hours: 10:00 PM - 7:00 AM
- No commercial activities on property
- No long-term parking of recreational vehicles
- Respect for property boundaries and neighboring properties

*Revised 6/5/2025*



### As per Town Code Chapter 175-3 “Definitions”

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:

§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.



- 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: \_\_\_\_\_

*VVnSt*

**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.

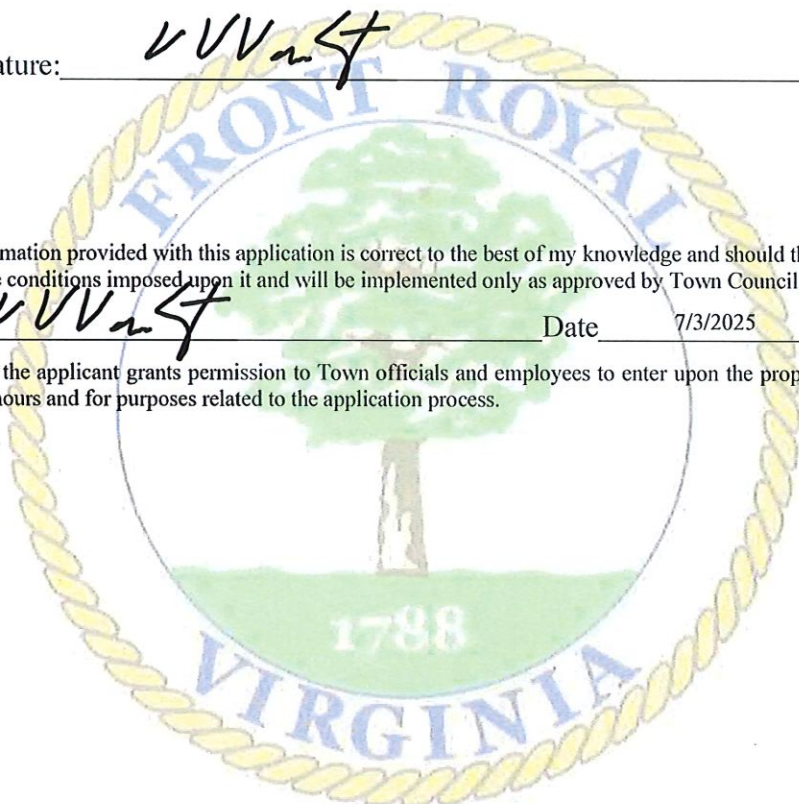
Signature \_\_\_\_\_

*VVnSt*

Date \_\_\_\_\_

7/3/2025

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.



NO TITLE REPORT FURNISHED TO THIS OFFICE.  
DERIVATION OF TITLE TO EARL STEVEN GARRETT IN 366/580, 1/2 INTEREST & BEVERLY SANNI IN 328/237.  
○ DENOTES EXISTING PIN.  
● DENOTES PIN SET.  
WATER EASEMENT OVER LOT 2A TO SERVE LOT 3A FROM STONEWALL DRIVE.  
15' DRIVE EASEMENT OVER LOT 2A TO SERVE LOT 3A.

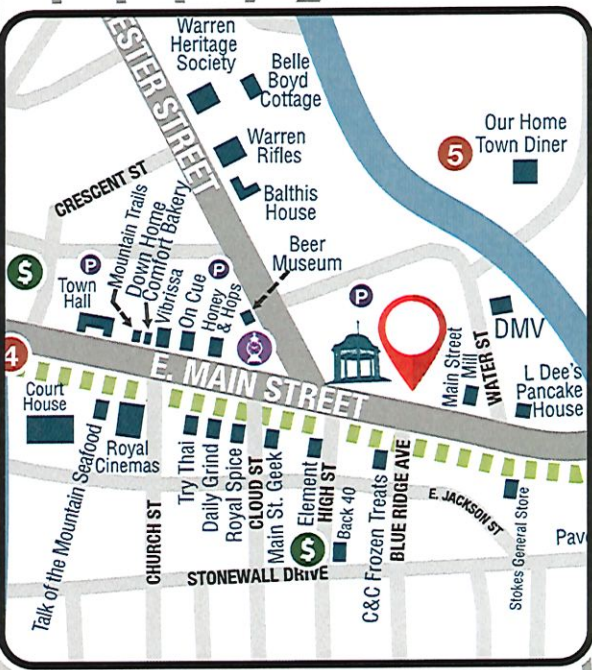


# = Civil War Driving Tour  
Pick up a free copy of the driving tour at the Front Royal Visitors Center.

- MAP KEY**
- Gas Stations
  - Antique Shops
  - Camping
  - ATMs
  - Power Stations
  - Boat Landing



- Front Royal Mural Tour**
- River and Mountain**  
Kidd Lane
  - Vibrissa**  
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



SCAN QR CODE FOR A DIGITAL COPY OF THIS MAP







# SHORT-TERM RENTAL MANAGEMENT PLAN

Town of Front Royal, Virginia

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## PROPERTY INFORMATION

**Property Address:** 101 The Hill, Front Royal, VA 22630

**Property Owner:** Claude Van Sant

**Property Manager:** Evolve Property Management

**Contact Phone:** [REDACTED]

**Email:**

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## MANAGEMENT OVERVIEW

This management plan establishes operational procedures for the short-term rental property to ensure compliance with Town of Front Royal regulations, minimize impact on neighboring properties, and provide a safe, enjoyable experience for guests.

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## LOCAL POINTS OF CONTACT

### Primary Contact (Property Owner/Manager)

- **Name:** Patrick Kerwin, Evolve Property Management
- **Phone:**
- **Email:**
- **Response Time:** Available 24/7 for immediate response to complaints and emergencies

### Secondary Contact (If Applicable)

- **Name:** Levi Van Sant
- **Phone:**
- **Email:**

### Local Service Providers

- **Maintenance:** Evolve Property Management
- **Cleaning Service:** Evolve Property Management

- **Landscaping:** Evolve Property Management
- 

## **COMPLAINT RESPONSE PROCEDURES**

### **Immediate Response Protocol (Within 1 Hour)**

1. **Noise Complaints:** Contact guests immediately via phone/text to address issue
2. **Property Damage:** Assess damage and initiate repairs/cleanup
3. **Parking Violations:** Contact guests to relocate vehicles to designated areas
4. **Trash/Recycling Issues:** Arrange immediate cleanup and proper disposal

### **24-Hour Response Protocol**

1. **Non-emergency maintenance issues**
2. **Landscaping concerns**
3. **Minor property violations**

### **Contact Distribution**

- Town of Front Royal Planning Department: 540-635-4236
  - HOA (if applicable): N/A
- 

## **PROPERTY MAINTENANCE PLAN**

### **Weekly Inspections**

- Exterior property condition
- Landscaping and lawn maintenance
- Trash and recycling area cleanliness
- Parking area condition
- Property boundary maintenance

### **Between-Guest Maintenance**

- Deep cleaning of all areas
- HVAC system check and filter replacement
- Safety equipment inspection (smoke detectors, carbon monoxide detectors, fire extinguishers)
- Plumbing and electrical systems check
- Landscaping touch-ups as needed



## **Seasonal Maintenance**

- HVAC system professional servicing
- Exterior property inspection and repairs
- Gutter cleaning and roof inspection
- Driveway and walkway maintenance
- Tree and shrub trimming

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## **GUEST MANAGEMENT PROCEDURES**

### **Pre-Arrival Communication**

- Provide house rules and community guidelines
- Share parking instructions and property boundaries
- Distribute emergency contact information
- Explain trash/recycling procedures
- Review noise ordinance requirements (Chapter 106 – appended at the end of mgmt plan)

### **Check-In Process**

- Virtual or in-person orientation
- Verify guest count against reservation
- Confirm understanding of property rules
- Provide emergency evacuation plan
- Distribute area attraction map

### **During Stay Monitoring**

- Periodic check-ins via text/email
- Neighborhood monitoring for compliance
- Immediate response to any reported issues
- Coordination with neighbors for any concerns

### **Check-Out Process**

- Property inspection within 6 hours of departure
- Immediate cleanup and maintenance as needed
- Documentation of any damage or issues
- Preparation for next guest arrival

## **NOISE CONTROL MEASURES**

### **Preventive Measures**

- Clear noise policy communicated at booking and check-in
- Quiet hours: 10:00 PM - 7:00 AM (strictly enforced)
- Neighbor contact information provided to guests

### **Response to Noise Complaints**

1. Immediate contact with guests (within 15 minutes)
2. On-site response if necessary (within 60 minutes)
3. Documentation of incident and resolution
4. Follow-up with complainant within 24 hours
5. Potential termination of rental for repeated violations

### **Compliance with Chapter 106**

- Guests provided with copy of noise ordinance
  - Clear consequences outlined for violations
  - Coordination with Town officials for enforcement
- 

## **PARKING MANAGEMENT**

### **Designated Parking Areas**

- Driveway spaces: 2
- Additional approved parking: Stonewall Dr. adjacent to property

### **Parking Enforcement**

- Clear parking instructions provided to guests
  - Immediate response to parking violations
  - Coordination with Town enforcement if necessary
  - Towing arrangements for unauthorized vehicles
- 

## **TRASH AND RECYCLING MANAGEMENT**

### **Collection Schedule**

- Trash collection day: Thursday
- Recycling collection day: Thursday

- Container placement: On the curb of Stonewall Dr.

### **Guest Instructions**

- Trash containers located: adjacent to driveway parking
- Recycling guidelines provided
- Proper bag disposal procedures
- Pickup day container placement

### **Maintenance Procedures**

- Regular container cleaning and maintenance
- Overflow trash removal between guests
- Pest control measures around waste areas
- Coordination with Town waste management

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## **EMERGENCY PROCEDURES**

### **Immediate Emergency Response**

1. Guests instructed to call 911 for life-threatening emergencies
2. Property manager contacted immediately after emergency services
3. Property assessment and documentation
4. Coordination with emergency services and Town officials
5. Guest relocation if necessary

### **Utility Emergencies**

- Electrical issues: Front Royal Electric, 540-635-3027
- Water/sewer issues: Front Royal Public Works, 540-635-7819
- Gas emergencies: Holtzman Propane, 540-477-4450
- HVAC emergencies: Cool Techs Heating and Air, 540-631-1242

### **Property Emergencies**

- Severe weather preparations and response
- Security system monitoring and response
- Fire safety equipment maintenance and inspection
- Medical emergency coordination



## **NEIGHBOR RELATIONS**

### **Proactive Communication**

- Introduction to immediate neighbors
- Provision of contact information
- Regular check-ins for feedback
- Immediate response to concerns

### **Conflict Resolution**

- Direct communication with affected neighbors
- Mediation when necessary
- Documentation of issues and resolutions
- Coordination with Town officials if required

### **Community Integration**

- Respect for neighborhood character
  - Participation in community activities where appropriate
  - Adherence to HOA guidelines (if applicable)
  - Contribution to neighborhood maintenance
- 

## **COMPLIANCE MONITORING**

### **Regular Inspections**

- Monthly property condition assessments
- Quarterly safety equipment testing
- Annual comprehensive property review
- Immediate response to Town inspection requests

### **Record Keeping**

- Guest registration and contact information
- Maintenance and repair documentation
- Complaint logs and resolution records
- Financial records for tax compliance

### **Regulatory Compliance**

- Special Use Permit condition adherence
- Building code compliance maintenance
- Zoning regulation compliance

- Tax registration and payment
- 

## **SAFETY AND SECURITY MEASURES**

### **Fire Safety**

- Smoke detectors in all required locations per 2018 Uniform Statewide Building Code
- Carbon monoxide detectors on each floor
- Fire extinguishers in kitchen and cooking areas
- Emergency evacuation plan posted in each bedroom
- Regular testing and maintenance of all safety equipment

### **Security Measures**

- Exterior lighting maintenance
- Secure entry systems
- Property boundary marking and maintenance
- Emergency contact system for guests

### **Guest Safety**

- Property hazard identification and mitigation
  - Safety equipment accessibility
  - Emergency procedure communication
  - First aid supplies availability
- 

## **AREA ATTRACTIONS AND AMENITIES**

### **Nearby Attractions**

- Shenandoah National Park: 2 miles
- Shenandoah River State Park: 9.4 miles
- Skyline Caverns: 2.8 miles

### **Essential Services**

- Grocery stores: Martin's, 0.7 miles
- Pharmacy: CVS, 0.5 miles
- Medical facilities: Warren Memorial Hospital, 3 miles
- Gas stations: Exxon, 400 ft.

## **Dining and Entertainment**

- Local restaurants: Talk of the Mountain Seafood, Element, Catamount Lounge
  - Wineries and breweries: Vibrissa Brewery, Chester Gap Cellars, Capstone Vineyards, etc
  - Shopping areas: Royal Plaza, Riverton Commons
  - Entertainment venues: Main Street
- 

## **SPECIAL PROPERTY REGULATIONS**

### **Prohibited Activities**

- No discharge of firearms on property
- No outdoor fires or fire pits
- No fireworks or explosive devices
- No smoking inside dwelling
- No pets unless specifically authorized

### **Property Use Guidelines**

- Maximum occupancy: 5 persons
  - Quiet hours: 10:00 PM - 7:00 AM
  - No commercial activities on property
  - No long-term parking of recreational vehicles
  - Respect for property boundaries and neighboring properties
- 

## **CONTACT INFORMATION FOR GUESTS**

### **Property Management**

- **Primary Contact:** Patrick Kerwin. 720-227-9812
- **Email:**
- **Response Time:** Immediate for emergencies, within 2 hours for non-emergencies

### **Emergency Services**

- **Emergency (Police/Fire/Medical):** 911
- **Front Royal Police Department:** 540-635-2111
- **Front Royal Fire Department:** 540-635-2540
- **Warren County Sheriff's Department:** 540-635-4128
- **Front Royal Fire & Rescue:** 540-635-3830
- **Warren Memorial Hospital:** 540-636-0300



## Utilities

- **Electrical Outages:** 540-635-3027
- **Online Outage Reporting:** <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>
- **After-hours Emergencies:** 540-635-2111

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## MANAGEMENT PLAN UPDATES

This management plan will be reviewed and updated annually or as needed to ensure continued compliance with Town regulations and effectiveness in property management. Any significant changes will be communicated to the Town Planning Department and affected parties.

**Plan Effective Date:** 7/3/2025

**Next Review Date:** 9/1/2025

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**Property Owner Signature:** UVV<sub>2</sub>St **Date:** 7/3/2025

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*This management plan is submitted in compliance with Town of Front Royal Code § 175.151(I) and will be posted in a visible location within the short-term rental property and provided as part of the rental contract to all guests.*

Chapter 106NOISE

## Sections:

- 106-1 THROUGH 106-4 (RESERVED)**
- 106-5 DECLARATION OF FINDINGS AND POLICY**
- 106-6 DEFINITIONS**
- 106-7 ADMINISTRATION AND ENFORCEMENT**
- 106-8 PROHIBITED NOISE**
- 106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**
- 106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY**
- 106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**
- 106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**
- 106-13 RESPONSIBILITY OF THE PROPERTY OWNER**
- 106-14 EXCEPTIONS FROM CHAPTER**
- 106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS**
- 106-16 TESTING OF METERING DEVICES**
- 106-17 PENALTIES**
- 106-18 SEPARABILITY**

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

**106-1 THROUGH 106-4 (RESERVED)**

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

**106-5 DECLARATION OF FINDINGS AND POLICY**

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exists by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-6 DEFINITIONS**

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

A. **A-WEIGHTED SOUND LEVEL.** The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(a) or dBA.

B. **DAYTIME** The local time of day between the hours of 7:00 A.M. and 10:00 P.M.

C. **DECIBEL (dB).** A unit for measuring the volume of a sound equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty micronewtons per square meter).

D. **dBA** shall mean the sound pressure level as measured on a sound meter set to slow response to the A-weighted scale to approximate the frequency response of the human auditory system.

E. **EMERGENCY WORK** shall mean work made necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from immediate exposure to danger, including work performed by public service companies when emergency inspection, repair of facilities or restoration of services is required for the immediate health, safety or welfare of the community.

F. **NIGHTTIME.** The local time between the hours of 10:00 P.M. and 7:00 A.M.

G. **NOISE** shall mean any sound which may cause or tend to cause an adverse psychological or physiological effect on human beings.

H. **NOISE SOURCE** shall mean any equipment, motor vehicle, motorcycle or facility, fixed or movable, capable of emitting sound beyond the property boundary of the property on which the equipment is used, but not including motor vehicles or motorcycles operated on public rights-of-way.

I. **SOUND.** An oscillation in pressure, particle displacement, particle velocity or other physical parameter in a medium with internal forces that causes compression and rarefaction of that medium. The description of sound may include any characteristic of such sound including duration, intensity, and frequency.

J. **SOUND LEVEL.** The weighted sound pressure level obtained by the use of an approved sound level meter and the A-frequency weighting network, as specified in American National Standards Institute specifications for sound level meters.

K. **SOUND LEVEL METER** shall mean an instrument to measure sound pressure levels which shall meet or exceed performance standards for a "type two" meter as specified by the American National Standards Institute.

L. **SOUND PRESSURE** shall mean the instantaneous difference between the actual pressure and the average or barometric pressure at a given point in space.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)



**106-7 ADMINISTRATION AND ENFORCEMENT**

The noise control program established by this section shall be enforced and administered by the Chief of Police with the assistance of other Town departments as required.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-8 PROHIBITED NOISE**

A. Generally. It shall be unlawful for any person to create any unreasonably loud, disturbing and unnecessary noise. Noise of such character, intensity and duration as to be detrimental to the life or health of any person or unreasonably to disturb or annoy the quiet, comfort or repose of any person is hereby prohibited.

B. Specific Acts as Noise Disturbances.

The following acts are declared to be noise disturbances in violation of this Chapter, provided that the acts so specified shall not be deemed to be an exclusive enumeration of those acts which may constitute a noise disturbance under Section 106-8(A):

1. Operating or causing to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys, drainage or public utility systems or parts thereof, and appurtenances thereto in the outdoors between the hours of 9:00 p.m. and 7:00 a.m. the following day, except as provided in Section 106-15.
2. Repairing, rebuilding or modifying any motor vehicle or other mechanical device in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
3. The collection of trash or refuse in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
4. Loading or unloading trucks in the outdoors within one hundred (100) yards of a residence between the hours of 9:00 p.m. and 7:00 a.m. the following day; provided that this subsection shall not apply to any business that has been in operation at its current location since prior to January 1, 1980.

(Ord. No. 01-06 amended 1-23-06-Effective Upon Passage)

5. Sounding the horn or warning device of a vehicle, except when necessary as a warning during the operation of the vehicle. Sounding of such horn or other device more than once every two (2) minutes in any one town block and with a duration of more than five (5) seconds for any single emission shall be *prima facie* evidence of violation of this section.
6. Operating or permitting the use or operation of any radio receiving set, musical instrument, television, phonograph or any other device for the production of sound, between the hours of

10:00 p.m. and 8:00 a.m. the following day, in such a manner as to be plainly audible across property boundaries or through partitions common to two (2) residences within a building

7. Operating or permitting the operation of any radio, tape player, compact disc player or other device for the production of sound on a public right-of-way or in a public place in such a way that the sound is plainly audible at a distance of fifty (50) feet from such device, whether or not the device is situated within a motor vehicle.

8. Owning, keeping, possessing or harboring any animal which frequently or habitually howls, barks, meows, squawks or makes such other noise as is plainly audible across property boundaries or through partitions common to two (2) residences within a building.

9. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or operated in such a manner as to create loud and unnecessary grating, grinding, rattling or other noises.

10. The discharge of the exhaust of any internal combustion engine into the open air except through a device which will effectively prohibit loud and explosive noises.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

#### **106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**

It shall be unlawful for any person to operate, or permit to be operated, any noise source in such a manner that the noise source emits a sound pressure level which exceeds the limits set forth below when measured on property other than that on which the noise source is located. The category of applicable sound pressure limits shall be determined by the zoning district classification of the property on which the noise is produced. Property which has been specifically determined by the Planning Commission to be within an area designated on the Comprehensive Plan for industrial use shall be deemed to fall into the industrial classification for the purposes of this ordinance, even if the property has not yet been re-zoned.

(Ord. 01-06 Amended 1-23-06-Effective Upon Passage)

| Land Use Designation Where<br>Noise is Measured.          | Maximum Allowed Noise in<br>Daytime (in dBA) | Maximum Allowed Noise in<br>Nighttime (in dBA) |
|-----------------------------------------------------------|----------------------------------------------|------------------------------------------------|
| Agricultural & Residential<br>Zones, A-1,R-1,R1-A,R-2,R-3 | 60                                           | 50                                             |
| Commercial Zones<br>C-1, C-2, C-3                         | 70                                           | 65                                             |
| Industrial Zones 1-1,1-2                                  | 80                                           | 80                                             |

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)



**106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACES OF PUBLIC ENTERTAINMENT OR ASSEMBLY.**

It shall be unlawful for any person to operate, or permit to be operated, any loudspeaker or other device for the production of sound in any place of public entertainment or other place of public assembly which produces sound measure levels of ninety (90) dBA of greater at any point that is normally occupied by a person, unless conspicuous and legible signs are located outside such place, near the entrance, stating "WARNING, EXPOSURE TO SOUND ENVIRONMENT WITHIN MAY CAUSE HEARING IMPAIRMENT."

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**

It shall be unlawful for any person to operate for commercial advertising purposes any loudspeaker or other like device or mechanism used to emit sound of any kind, which loudspeaker or other like device or mechanism is attached to or installed in any vehicle, when the vehicle is being driven, drawn, or parked along or upon the streets of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**

No person within the Town limits shall operate or permit the use or operation of any radio, tape player, compact disc player, or any other device which produces, reproduces, or amplifies sound in a motor vehicle, in such a manner that the sound can be heard more than fifty (50) feet from the motor vehicle.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-13 RESPONSIBILITY OF THE PROPERTY OWNER**

It shall be unlawful for a property owner knowingly to allow the creation of noise prohibited by this Chapter, within the boundaries of his or her property.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-14 EXCEPTIONS FROM CHAPTER**

The provisions of this Chapter shall not apply to the following activities:

1. The emission of sound for the purpose of alerting persons to the existence of an emergency or to the emission of sound in the performance of emergency work;
2. Noise caused by or arising out of activities related to repair, maintenance, replacement or alteration of public utility systems or parts thereof, public drainage systems or parts thereof, or streets and highways or parts thereof, and appurtenances thereto, where such activity is



reasonably necessary to further a public safety interest and/or to minimize disruption in the provision of public services, e.g., water, sewer and electric service; or

3. Parades, fireworks displays, and other organized public activities authorized by permit issued by an official of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

#### **106-15 BUILDING, UTILITY, ROADCONSTRUCTION AND EXCAVATION OPERATIONS.**

A. The erection, including excavation, demolition, alteration or repair of any building in a residential or business district, the performance of any work on a public utility, the performance of any work relating to road construction, and any excavation work on January 1<sup>st</sup> (New Year's Day), the last Monday in May (Memorial Day), July 4<sup>th</sup> (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), and December 25<sup>th</sup> (Christmas Day), or other than between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, is prohibited, except in cases of necessity in the interest, public health, safety and welfare, and then only with a permit from the Town Manager or his designee. This prohibition does not apply to Town employees or to contractors performing work in compliance with the terms and requirements of a Town contract.

B. When one of the regular holidays mentioned in Subsection (a) of this section falls on a Saturday, the preceding Friday shall be declared the holiday. When one of the regular holidays falls on a Sunday, the following Monday shall be declared the holiday.

C. Construction. Notwithstanding any other provision in this Chapter, between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, construction, alteration or repair activities that are authorized by a valid Town permit shall be allowed if they meet at least one of the following noise limitations:

1. No individual piece of equipment shall produce a noise level exceeding 85 dB(A) at a distance of twenty-five (25) feet. If the device is housed within a structure on property, the measurement shall be made outside the structure at a distance as close to twenty-five (25) feet from the equipment as possible.

2. The noise level at any point outside of the property planes of the project shall not exceed 90 dBA.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

#### **16-16 TESTING OF METERING DEVICES**

In order to implement and enforce this section effectively, the Chief of Police shall, within a reasonable time after the effective date of same, develop and promulgate standards and procedures for testing and validating sound level meters used in enforcement of this section.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-17          PENALTIES**

A. Any person who violates any provision of this Chapter shall be deemed to be guilty of a Class III misdemeanor.

B. Each violation and/or day of violation of any provision of this section shall constitute a separate offense.

C. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

**106-18          SEVERABILITY**

If any provision of this Chapter should be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions of this Chapter.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

7/3/2025

To whom it may concern,

This note serves as consent for Town of Front Royal officials to inspect my property at 101 The Hill for compliance with all rules and regulations related to special use as a short term rental.

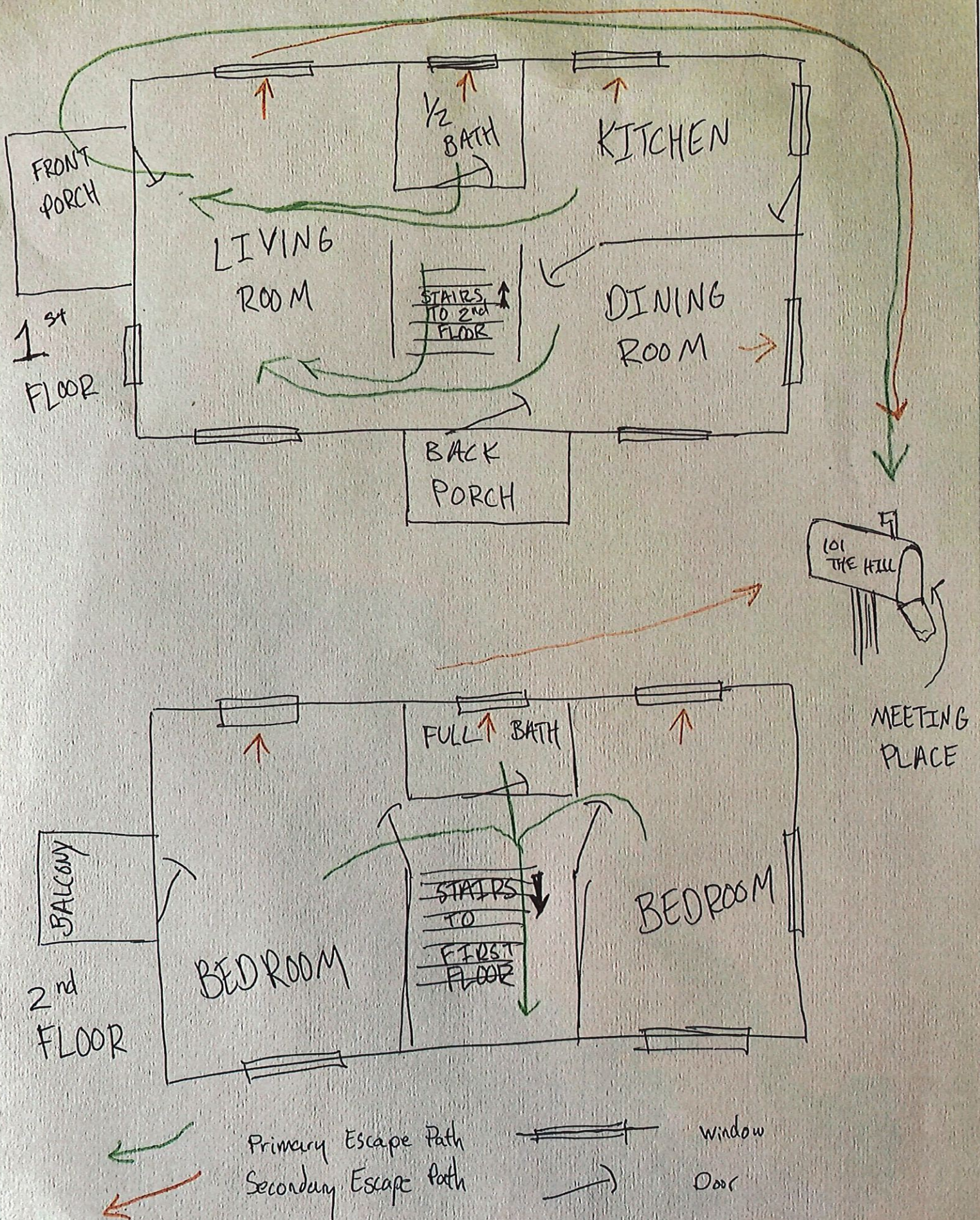
A handwritten signature in black ink, appearing to read 'Claude Van Sant' with a stylized flourish at the end.

Claude "Levi" Van Sant

Owner



# EMERGENCY EVACUATION PLAN







## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 07C

---

**Agenda Item:** PUBLIC HEARING - Special Use Permit submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave LLC, to Allow a Short-Term Rental at 437 S Royal Avenue.

**Summary:** Council is requested to consider approval of a Special Use Permit application submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave, LLC, to allow a Lodging House at 437 S. Royal Avenue. The property is identified by Tax Map 20A7-3-10, zoned C-1 Community Business District and located within the Entrance Corridor. Sufficient parking is available on site. The Planning Commission recommends approval. The adjacent property owners have been notified of tonight's public hearing.

**Budget/Funding:** N/A

**Meetings:** Work Session held September 2, 2025

**Proposed Motion:**

#1 - In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council approve a Special Use Permit application submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave, LLC, to allow a Lodging House at 437 S. Royal Avenue (Tax Map 20A7-3-10).

#2 – In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council deny a Special Use Permit application submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave, LLC, to allow a Lodging House at 437 S. Royal Avenue (Tax Map 20A7-3-10).

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_

**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

**SPECIAL USE PERMIT REQUEST****APPLICANT:**

Name: Life Repair Center of Front Royal PHONE: 540-646-0882

Address: 437 South Royal Ave Suite A Front Royal, VA 22630

Email: info@liferepaircenter.org

**PROPERTY OWNER:** WP Royal Ave, LLC

Name: Weber Properties/Dawn Weber PHONE: [REDACTED]

Address: 4641 Sudley Rd, Cathepsin, VA 20143

Email: [REDACTED]

**PROPERTY DESCRIPTION:**

Property Address: 437 South Royal Avenue Front Royal VA 22630

Tax Map 20A7 Section 3 Block — Lot 10

Subdivision Name: \_\_\_\_\_ Acreage: \_\_\_\_\_ Zoning District: C-1

**REQUEST:**

Proposed Use of Property: transitional shelter for women and children

Specific Special Use Permit Request: Requesting permit for lodging house for 10 person capacity (women/children at address provided) Previous permit request withdrawn to allow grant to be used at another to allow for two shelter locations.

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. (3 Originals and a Digital Copy)
2. Preliminary Site Development Plan required for new development or a Conceptual Drawing for existing structures.
3. Application Fee of \$1000.00 Form of Payment: check #25370 Date Paid: 6/8/2025
4. Additional information as required by the Department of Planning and Zoning.

**CERTIFICATION:**

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

Applicant Signature: Stacy Philpott Date: 6/3/25

Property Owner Signature: [Signature] Date: 6/3/25

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.

Revised 6-5-2025

**RECEIVED**  
JUL 7 2025  
TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT





## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 07D

---

**Agenda Item:** PUBLIC HEARING - Zoning Text Amendment to Town Code §175-3 - Definitions, to redefine the definition of “overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.

**Summary:** Council is requested to consider adoption of a Zoning Text Amendment to Town Code §175-3 - Definitions, to redefine the definition of “overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure. This proposed text amendment came about as a request to simplify the definition of overhang due to the complexity of the current definition. The Planning Commission recommends approval of the revision to the definition as presented.

**Budget/Funding:** N/A

**Meetings:** Work Session held September 2, 2025

**Proposed Motion:** In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council adopt a Zoning Text Amendment to Town Code §175-3 - Definitions, to redefine the definition of “overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure, as presented.

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_

PLANNING COMMISSION REGULAR MEETING  
AGENDA STATEMENT

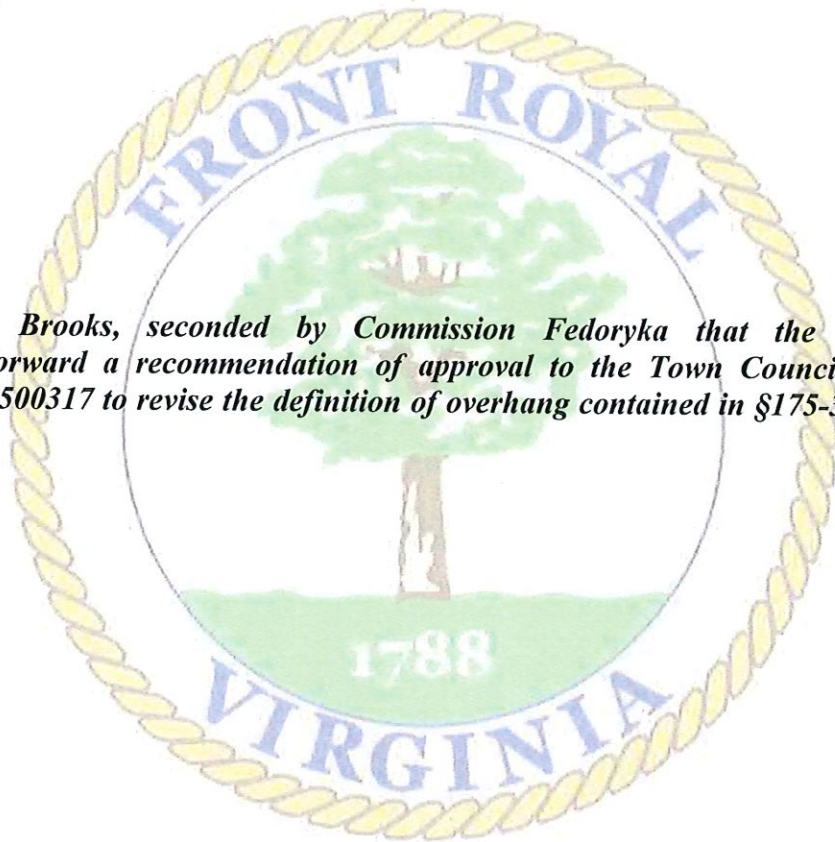
Meeting Date: August 20, 2025

**Public Hearing Item 2: 2500317** – A Zoning Text Amendment to Town Code §175-3 – Definitions, to redefine the definition of “Overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.

Recommendation of Approval ✓

Recommendation of Denial \_\_\_\_\_

Postponed \_\_\_\_\_



*Commissioner Brooks, seconded by Commission Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500317 to revise the definition of overhang contained in §175-3 of Town Code.*

Moved Brooks Seconded Fedoryka

Marshner yes Marrazzo Absent Neel Absent Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner  
Chairman Marshner

Town of Front Royal, Virginia

**Planning Commission Regular Meeting Agenda**

☐ Consent Action    ☐ Administrative Action    ☒ Public Hearing    ☐ Discussion

**Agenda Item:** Zoning Text Amendment # 2500317

**MEETING DATE:** August 20, 2025

**SUMMARY:** A Zoning Text Amendment to Town Code §175-3 – Definitions, to redefine the definition of “Overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.

**STAFF RECOMMENDATION:** Staff recommends approval.

**DRAFT MOTION:** “I move that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500317 to revise the definition of overhang contained in section §175-3 of Town Code.”

“I move that the Planning Commission keep the public hearing open to \_\_\_\_\_. “

“I move that the Planning Commission forward a recommendation of denial to the Town Council for text amendment #2500317 to revise the definition of overhang contained in section §175-3 of Town Code.”

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

**PLANNING COMMISSION ACTION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Marshner \_\_\_\_\_ Marrazzo \_\_\_\_\_ Neel \_\_\_\_\_ Brooks \_\_\_\_\_ Fedoryka \_\_\_\_\_

☐ Approved    ☐ Approved w/ Conditions    ☐ Denied    ☐ Other



|                                                    |
|----------------------------------------------------|
| <b>Staff Report : Zoning Text Amendment 200317</b> |
|----------------------------------------------------|

|                               |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Background Information</b> | <p>This proposed text amendment came about as a request to simplify the definition of overhang due to the complexity of the current definition. After Planning Commission work session discussions, an overhang shall not be permitted to extend beyond 3 feet into a yard requirement and will be included in the lot coverage calculation.</p> <p>Staff recommends approval to Town Council</p> |
| <b>Code Sections Amended</b>  | 175-3, Definitions                                                                                                                                                                                                                                                                                                                                                                                |

**JUNE 25, 2025**

**ZONING TEXT AMENDMENT REQUEST**

We are requesting the rewrite of the definition of OVERHANG in the Town of Front Royal Code of Ordinances 175 - 3 - Definition as follows:

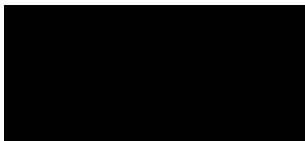
**OVERHANG - The part of a roof or wall that extends beyond the facade of a lower wall.**

This definition as written is found in the book “The Latest Illustrated Book of DEVELOPMENT DEFINITIONS” by Harvey Moskoowitz and Carl Lindbloom and this definition is also supported by the Town of Front Royal Zoning Office.

It is our opinion the current definition as written is onerous, encourages simple box construction with no overhangs or architectural character and adds unnecessary cost to residential construction. In some circumstances the existing definition contradicts the County requirements.

Thank you for your review and consideration of our request.

Best Regards,  
Jay McCarty & Neal McCarty



(Application fee paid this date \$650 Invoice No. 194393)

**AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT TOWN CODE BY REVISING THE  
DEFINITION OF OVERHANG CONTAINED IN 175-3**

**175-3 DEFINITIONS**

**OVERHANG** - ~~Any projection, either roof, bay window or similar cantilevered construction, which extends beyond the foundation of a structure. No such construction shall project into any required yard more than three (3) feet, and no such projection shall have a vertical surface whose area is more than twenty five percent (25%) of the area obtained by multiplying the mean height of the structure by the length of the structure along the yard which is violated. An "overhang" shall be included in the calculation of lot coverage.~~ The part of a roof or wall that extends beyond the façade of a lower wall. No such construction shall project into any required yard more than three (3) feet and shall be included in the calculation of lot coverage.

This ordinance shall become effective upon adoption.

APPROVED:

\_\_\_\_\_  
Lori A. Cockrell, Mayor

ATTEST:

\_\_\_\_\_  
Tina L. Presley, Clerk of Council

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

|                     |                                                          |                          |                                                          |
|---------------------|----------------------------------------------------------|--------------------------|----------------------------------------------------------|
| R. Wayne Sealock    | <input type="checkbox"/> Yes <input type="checkbox"/> No | H. Bruce Rappaport       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Joshua L. Ingram    | <input type="checkbox"/> Yes <input type="checkbox"/> No | Melissa DeDomenico-Payne | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Amber F. Veitenthal | <input type="checkbox"/> Yes <input type="checkbox"/> No | Glenn E. Wood            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

A public hearing on the above was held on \_\_\_\_\_ having been advertised in the Northern Virginia Daily on September 8 and September 15, 2025

\*\*\*\*\*

Approved as to Form and Legality:

\_\_\_\_\_  
George M. Sonnett, Jr., Town Attorney

Dated: \_\_\_\_\_





## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 07E

---

**Agenda Item:** PUBLIC HEARING – Zoning Text Amendments to Town Code §175-151 – Short Term Rentals Performance Standards to Address Modifications Pertaining to Fees, Parking and Applicable Uniform Statewide Building Code Regulations, and Retitle and Recodify Town Code §175-151 to §175-114; and, Update the Location of Performance Standards in the Town Code for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

**Summary:** Council is requested to consider adoption of Zoning Text Amendments to Town Code §175-151 – Short Term Rentals performance standards to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code Regulations and retitle and recodify Town Code §175-151 to §175-114; and, update the location of Performance Standards in the Town Code for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116. The Planning Commission recommends approval of the text revisions to Town §175-151 and recodifications of §175-151 to §175-114 and §175-152 to §175-116, as presented.

**Budget/Funding:** N/A

**Meetings:** Work Session held September 2, 2025

**Proposed Motion:** In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council adopt Zoning Text Amendments to Town Code §175-151 – Short Term Rentals performance standards to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code Regulations and retitle and recodify Town Code §175-151 to §175-114; and, update the location of Performance Standards in the Town Code for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116, as presented.

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_

**PLANNING COMMISSION REGULAR MEETING  
AGENDA STATEMENT**

**Meeting Date: August 20, 2025**

**Public Hearing Item 6: 2500347** – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 - Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

Recommendation of Approval           ✓          

Recommendation of Denial                                 

Postponed                                 

*For the purposes of good zoning practice and in accordance with Town Code §175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council to approve a revision to the placement of performance standards for short-term rentals from §175-151 to §175-114; also update code references within the text of off-street parking; also update the location of performance standards for tobacco, smoke or vape shops from §175-152 to §175-116 with the following amendments:*

- *Under letter A. strike “short-term rental” within the first sentence;*
- *Section B. strike the word “four” and replace with “twelve”;*
- *Section E. strike “with an existing residential use” and amend to “an existing residential use”.*

Moved Brooks Seconded Fedoryka

Marshner yes Marrazzo Absent Neel Absent Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

# Town of Front Royal, Virginia

## Planning Commission Regular Meeting Agenda

☐ Consent Action    ☐ Administrative Action    ☒ Public Hearing    ☐ Discussion

**Agenda Item:** Zoning Text Amendment # 2500347

**MEETING DATE:** August 20, 2025

**SUMMARY:** For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 - Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

**STAFF RECOMMENDATION:** Staff recommends approval.

**DRAFT MOTION:** "For the purposes of good zoning practice and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a revision to the placement of performance standards for short term rentals from §175-151 to §175-114, also update code references within the text and off-street parking requirements; also update the location of performance standards for tobacco, smoke or vape shops from §175-152 to §175-116.."

"I move that the Planning Commission keep the public hearing open to \_\_\_\_\_."

"I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500347."

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

### PLANNING COMMISSION ACTION:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Marshner \_\_\_\_\_ Marrazzo \_\_\_\_\_ Neel \_\_\_\_\_ Brooks \_\_\_\_\_ Fedoryka \_\_\_\_\_

☐ Approved    ☐ Approved w/ Conditions    ☐ Denied    ☐ Other



|                                                    |
|----------------------------------------------------|
| <b>Staff Report : Zoning Text Amendment 200347</b> |
|----------------------------------------------------|

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Background Information</b> | <p>Town Council held a work session on July 8, 2025 and requested that the Planning Commission (PC) take up an ordinance amendment to update parking requirements contained in the Short-Term Rental Ordinance. The PC elected to also revise the cited code section and place the ordinance into the supplemental provisions section of the Zoning Ordinance. The standards for Tobacco, Smoke, or Vape Shops were also revised to their proper place within Town Code.</p> <p>Staff recommends approval to the Town Council</p> |
| <b>Code Sections Amended</b>  | <p>An ordinance to amend Town Code Chapter 175 of the Front Royal Town Code to revise the placement of performance standards for short term rentals from §175-151 to §175-114, also updating code references within the text and parking requirements; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.</p>                                                                                                                                                          |

**AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE TO REVISE THE PLACEMENT OF PERFORMANCE STANDARDS FOR SHORT TERM RENTALS FROM §175-151 TO §175-114; TO ADDRESS MODIFICATIONS PERTAINING TO FEES, PARKING AND APPLICABLE UNIFORM STATEWIDE BUILDING CODE REGULATIONS; AND UPDATE THE LOCATION OF PERFORMANCE STANDARDS IN THE TOWN CODE FOR TOBACCO, SMOKE OR VAPE SHOPS FROM §175-152 TO §175-116.**

**175-151 114 SHORT-TERM RENTALS**

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The ~~short-term rental~~ owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be ~~four~~ twelve hundred dollars (\$~~400.00~~ 1200.00).
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed ten (10) people unless approved by Council.
- E. ~~Parking for the use shall be located in driveways or other designated and approved parking areas.~~ An existing residential use property shall be exempt from off-street parking requirements of Town Code Chapter 148-870.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in ~~the 2015 or 2018~~ the current Uniform Statewide Building Code (~~2018 Version required usage beginning July 1, 2022~~); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of a dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and

how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- 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.

#### **175-115 RESERVED**

#### **175-116 TOBACCO, SMOKE, OR VAPE SHOP PERFORMANCE STANDARDS**

- A. *Definitions.* For purposes of this section only:  
**TOBACCO, SMOKE, OR VAPE SHOP** shall be defined as a business involving the sale of tobacco products, nicotine vapor products, or alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2; or hemp products intended for smoking, as such term defined in Code of Virginia § 3.2-4112; or any kratom products as regulated by the Code of Virginia § 59.1-200.
- B. *Performance Standards.*
  - 1. Shall not be located within one thousand (1,000) feet of any child or day care center, as defined in Code of Virginia § 22.1-289.02, or a public, private, or parochial school.
    - a. Measurements made to verify compliance shall be made in a straight line, without regard for structures or objects, for one thousand (1,000) feet from the boundaries of the property on which a public or private school or day care center.

#### **175-117 – 175-122 – (RESERVED)**

This ordinance shall become effective upon adoption.

*Signatures and vote next page*



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 September 8 and September 15, 2025

\*\*\*\*\*

Approved as to Form and Legality:

\_\_\_\_\_  
George M. Sonnett, Jr., Town Attorney

Dated: \_\_\_\_\_



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 07F

---

**Agenda Item:** PUBLIC HEARING - Zoning Text Amendments to Town Code §175-84.B – Board of Architectural Review, to Add Language Restricting the Redevelopment of Historic Residential Sites to Single-family Dwelling Units in the Residential Area of the Town’s Historic District, and Town Code Chapter 175-29 – Uses Permitted by Right (R-3), to Add Language Preventing the Conversion of Single-Family Residential Structures into Multifamily or Two-Family Dwellings

**Summary:** Council is requested to adopt Zoning Text Amendments to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the residential area of the Town’s Historic District, and Town Code Chapter 175-29 – Uses Permitted by Right (R-3), to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings. The Planning Commission recommends approval of the text revisions as presented.

**Meetings:** Work Sessions held August 4 and September 2, 2025.

**Proposed Motion:** In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council adopt Zoning Text Amendments to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the residential area of the Town’s Historic District, and Town Code Chapter 175-29 – Uses Permitted by Right (R-3), to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings, as presented.

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_

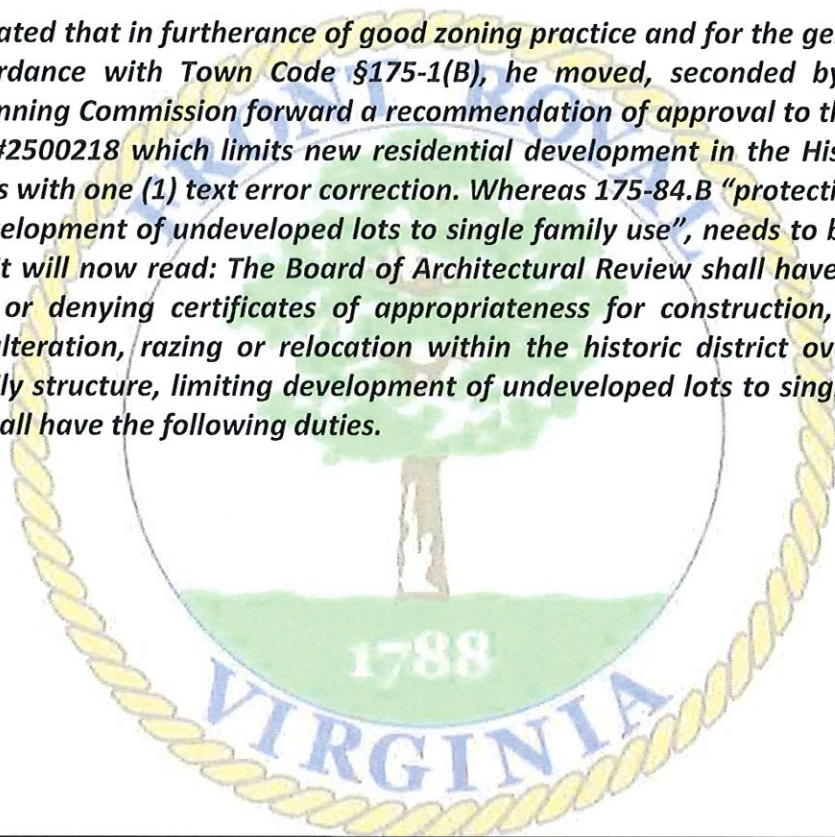
**PLANNING COMMISSION REGULAR MEETING  
AGENDA STATEMENT**

**Meeting Date: July 16, 2025**

**Public Hearing Item 1:** 2500218 - A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.

**Motion:**

*Vice Chairman Neel stated that in furtherance of good zoning practice and for the general welfare of the public, and accordance with Town Code §175-1(B), he moved, seconded by Commissioner Marrazzo that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500218 which limits new residential development in the Historic District to single-family dwellings with one (1) text error correction. Whereas 175-84.B "protecting single family structure, limiting development of undeveloped lots to single family use", needs to be moved to the end of the sentence. It will now read: The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area, and protecting single family structure, limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties.*



Moved Vice Chairman Neel Seconded Commissioner Marrazzo

Marshner Yes Marrazzo Yes Neel Yes Brooks Yes Fedoryka Yes

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner



# Town of Front Royal, Virginia

## Planning Commission Regular Meeting Agenda

☐ Consent Action    ☐ Administrative Action    ☒ Public Hearing    ☐ Discussion

**Agenda Item:** Zoning Text Amendment # 2500218

**MEETING DATE:** July 16, 2025

**SUMMARY:** A Zoning Text Amendment requested by the Board of Architectural Review and taken up by the Planning Commission to limit all new construction in the residential portion of the district to only single-family homes and preserve all existing single-family homes as single-family homes is the best course of action to preserve the original character of the district.

**STAFF RECOMMENDATION:**

Staff recommends approval. The underlying zoning is not changed; however, this will restrict new multi-family development which can significantly alter and impact the intrinsic charm of the district.

**DRAFT MOTION:** "In the furtherance of good zoning practice and for the general welfare of the public, and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding \_\_\_\_\_.

"I move that the Planning Commission forward a recommendation of denial to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

NOTE: These are only a draft motions. Alternative motions are also welcome.

**PLANNING COMMISSION ACTION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Marshner \_\_\_\_\_ Marrazzo \_\_\_\_\_ Neel \_\_\_\_\_ Brooks \_\_\_\_\_ Fedoryka \_\_\_\_\_

☐ Approved    ☐ Approved w/ Conditions    ☐ Denied    ☐ Other

|                                                    |
|----------------------------------------------------|
| <b>Staff Report : Zoning Text Amendment 200218</b> |
|----------------------------------------------------|

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Background Information</b> | On April 8, 2025, The Planning Commission and the Board of Architectural Review conducted a joint meeting to discuss the best method to preserve the intrinsic nature of the residential areas within the Historic District. The proliferation of single-family dwellings being renovated and converted into multifamily dwellings is concerning. The conversions have the capacity to contribute to loss of character, lack of maintenance, and overparking of these properties. Also, due to the underlying zoning district in the residential portion of the Historic District, multifamily dwelling units are permitted by right therefore new construction tends to encourage higher density uses. After consideration and discussion, the Planning Commission has determined that a zoning text amendment to limit new construction to single family units was the best course of action. |
| <b>Code Sections Amended</b>  | 175-84 & 175-29                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE §175-84.B – BOARD OF ARCHITECTURAL REVIEW, TO ADD LANGUAGE RESTRICTING THE REDEVELOPMENT OF HISTORIC RESIDENTIAL SITES TO SINGLE-FAMILY DWELLING UNITS IN THE RESIDENTIAL AREA OF THE TOWN’S HISTORIC DISTRICT; AND TO AMEND FRONT ROYAL TOWN CODE §175-29 – USES PERMITTED BY RIGHT (R-3), TO ADD LANGUAGE PREVENTING THE CONVERSION OF SINGLE-FAMILY RESIDENTIAL STRUCTURES INTO MULTI-FAMILY OR TWO-FAMILY DWELLINGS**

**175-84 BOARD OF ARCHITECTURAL REVIEW (Historic District)**

B. *Duties, powers and responsibilities:* The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area and protecting single family structures, limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties:

1. To assist and advise the Town Council, the Planning Commission and other Town departments, agencies and property owners in matters involving historically significant sites and buildings or other properties in historic districts, such as, but not limited to, appropriate land usage, parking facilities and signs.
2. To continuously evaluate conditions and to advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
3. To conduct studies deemed necessary by the Town Council or the Planning Commission concerning location of historic districts and means of preservation, utilization, improvement and maintenance of historic assets in the Town.
4. To propose additional historic districts or additions or deletions to districts.
5. To adopt standards for review to supplement the standards set forth in this Article.
6. To establish an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers, and to invite each owner of a building of historical significance to display the marker thereon.
7. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation and other interested parties, both public and private, in its efforts to preserve, restore and conserve local historic landmarks, buildings, sites or areas within the Town.
8. To prepare and adopt specific guidelines, illustrated as necessary, for those historic districts which have special characteristics and architectural features that are peculiar to the district and which should be preserved and to make these guidelines available to property owners within each historic district and to the general public. After these historic districts are approved, specific guidelines shall be adopted for such historic districts as may require specific guidelines.
9. To preserve existing single-family homes within the Historic District.
10. To prevent the conversion of any existing single-family dwelling into a multi-family dwelling,



commercial property, or any other non-residential use.

11. To ensure all new residential construction within the boundaries of the Historic District is limited to single-family structures.
12. To prevent new development of multi-family dwellings in the residential zoned areas of the Historic District.
13. To sponsor public information activities, when deemed appropriate, publicizing historic preservation efforts, which activities may include, but not be limited to, speaking engagements, handouts, press releases and films.
14. To hold public meetings as often as necessary to fulfill the responsibilities assigned by this Article.

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### **175-29 USES PERMITTED BY RIGHT (R-3)**

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

#### **RESIDENTIAL:**

Duplexes.

Single-family dwellings, detached.

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Section 175-112.

Two-family dwellings.

Duplexes, two-family dwellings, and townhouses are not permitted to be constructed within the residential areas of the Historic District. Single-family dwellings are not permitted to be converted into a two-family dwelling or duplex.

#### **COMMERCIAL:**

Hospitals and other semipublic facilities of an institutional nature.

Pharmaceutical centers as set forth in Section 175-108.

Professional offices as set forth in Section 175-108.

Nursing homes, as set forth in Section 175-107.

#### **INDUSTRIAL:**

#### **ORGANIZATIONS:**

Churches.

Schools.

#### **MISCELLANEOUS:**

Accessory uses, structures and buildings.

Home occupations.

Open space and conservation areas.

Public facilities.

Public parks and playgrounds.

Public utilities.

Signs, as set forth in Section 175-106.

Special childcare services.

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

This ordinance shall become effective upon adoption.

APPROVED:

\_\_\_\_\_  
Lori A. Cockrell, Mayor

ATTEST:

\_\_\_\_\_  
Tina L. Presley, Clerk of Council

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 September 8 and September 15, 2025

\*\*\*\*\*

Approved as to Form and Legality:

\_\_\_\_\_  
George M. Sonnett, Jr., Town Attorney

Dated: \_\_\_\_\_



## REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 10A

---

**Agenda Item:** Reimbursement of Application Fee to the Warren County Community Health Coalition for a Special Use Permit

**Summary:** Council is requested to consider reimbursement of an application fee in the amount of \$1,000 to the Warren County Community Health Coalition since the applicant has withdrawn their application.

**Budget/Funding:** 1000-3130306 General Fund Revenue – Zoning Income

**Meetings:** Work Session held September 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 the reimbursement of an application fee to the Warren County Community Health Coalition in the amount of \$1,000.

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_





# Warren Coalition

Supporting a safe, healthy and drug-free Warren County

August 11, 2025

Dear Mayor Cockrell and Town Council Members:

The Warren County Community Health Coalition, DBA Warren Coalition, is requesting the fee (\$1000) we paid for a special use permit for 437 S. Royal Ave to be used as a lodging house(homeless women and children's shelter) be refunded given our 501c3 nonprofit status. At the request of the partner who rents this building, we pulled the permit before it was heard by the planning commission. Another permit will most likely be sought for another location on Royal Avenue.

Thank you for considering this request.

My best,

Christa Shifflett, M.Ed.  
Executive Director



## REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 10B

---

**Agenda Item:** Resolution to Cancel the October 14, 2025 Regular Work Session

**Summary:** Council is requested to approve a resolution cancelling the October 14, 2025 Regular Work Session as presented. The Virginia Municipal League (VML) Conference will be held October 12 – 14, 2025. Several members of Town Council will be attending therefore leaving the possibility of not having a quorum at the Tuesday, October 14<sup>th</sup> regular work session [Monday, October 13<sup>th</sup> is the Columbus Day Holiday].

**Budget/Funding:** N/A

**Meetings:** Work Session held September 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 resolution cancelling the October 14, 2025 Regular Work Session as presented.

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*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_

**RESOLUTION  
TO CANCEL REGULAR WORK SESSION  
FOR TUESDAY, OCTOBER 14, 2025**

**WHEREAS**, a Regular Work Session is scheduled for Tuesday, October 14, 2025, due to the Columbus Day Holiday recognized on October 13, 2025; and,

**WHEREAS**, October 12 – 14, 2025 is the Annual Virginia Municipal League Conference constituting an unforeseen probable issue of low attendance at the October 14<sup>th</sup> Regular Work Session; and,

**WHEREAS**, to avoid the possibility of not having a quorum it is in the best interest of the community to cancel the regular work session of October 14<sup>th</sup>; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and the Town Council of the Town of Front Royal approve the cancellation of the regularly scheduled work session of October 14, 2025.

APPROVED:

\_\_\_\_\_  
Lori A. Cockrell, Mayor

ATTEST:

\_\_\_\_\_  
Tina L. Presley, Clerk of Council

\_\_\_\_\_  
This Resolution 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 A. Wood            | ___ Yes ___ No |

\*\*\*\*\*

Approved as to Form and Legality:

\_\_\_\_\_  
George M. Sonnett, Jr., Town Attorney

Dated: \_\_\_\_\_





## REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 10C

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**Agenda Item:** FY26 Budget Amendment for Electric Transformer Reimbursement

**Summary:** Council is requested to approve a FY26 Budget Amendment in the amount of \$18,540.00 to receive funds from a customer to reimburse the Department of Energy Service for the purchase of an electric transformer.

**Budget/Funding:** FY26 Budget Amendment

Revenue

|              |                                     |             |
|--------------|-------------------------------------|-------------|
| 9401-3410209 | Dept. Energy Services Reimbursement | \$18,540.00 |
|--------------|-------------------------------------|-------------|

Expenditure

|            |                                                     |             |
|------------|-----------------------------------------------------|-------------|
| 9401-45407 | Dept. Energy Services Repair & Maintenance Supplies | \$18,540.00 |
|------------|-----------------------------------------------------|-------------|

**Meetings:** Work Session held September 8, 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 FY26 Budget Amendment in the amount of \$18,540.00 to receive funds from a customer to reimburse the Department of Energy Service for the purchase of an electric transformer.

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Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_

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



# Memo

To: BJ Wilson, Director of Finance  
From: Carey Saffelle, Director of Energy Service  
Date: August 20, 2025  
Re: 18 E 6<sup>th</sup> St Service Upgrade Transformer Reimbursement

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The Department of Energy Services purchased transformers at a total cost of \$18,540.00 for a Three Phase Service Upgrade at 18 E 16th Street. This cost will be reimbursed in full by the customer.

Upon receipt of the customer's invoice payment, \$18,540.00 should be transferred back into the Department of Energy Services Budget, Line Item 9401-45407 – Repair & Maintenance Supplies.

Thank you,

Carey Saffelle  
Director of Energy Services  
Town of Front Royal



## REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 10D

---

**Agenda Item:** Construction Services to Restore Happy Creek Bank at 8<sup>th</sup> Street Bridge

**Summary:** Council is requested to approve construction services to restore the bank on Happy Creek at the 8<sup>th</sup> Street Bridge from Muller, Inc. of Falls Church, Virginia in the amount of \$150,263.20. The bank of Happy Creek was damaged as a result of heavy rains and flooding a couple of months ago.

**Budget/Funding:** Staff would like to use contingency funds that were set aside for the 8<sup>th</sup> Street Bridge to fund this project. Contingency funds were set aside totaling \$352,435.75. The remaining contingency funds will be \$202,172.55 if Council were to approve to use contingency funds to restore the creek bank.

4500-R47926      Highway Maintenance Bridge Repairs      \$150,263.20

**Meetings:** Work Session held September 8, 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 construction services to restore the bank on Happy Creek at the 8<sup>th</sup> Street Bridge from Muller, Inc. of Falls Church, Virginia in the amount of \$150,263.20.

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_





## **Town of Front Royal Public Works**

### **MEMORANDUM**

**TO:** Michelle Campbell, Manager of Purchasing

**CC:** B.J. Wilson, Director of Finance / Assistant Town Manager

**FROM:** Robert B Boyer, Public Works Director

**DATE:** September 3, 2025

**SUBJECT:** Recommendation to Award Creek Bank Restoration to Muller, INC for Happy Creek

I would like to request that the Town Council approve using Muller, Inc to restore the creek bank damage that resulted from the heavy rains and flooding a couple months back along Happy Creek upstream of the 8<sup>th</sup> St bridge. We originally received a cost estimate from W&G Construction in the amount of \$234,421.04 for this restoration work, by using the cooperative contract with Muller, Inc it brings the cost down to \$150,263.20. This funding would come out of budget line item 4500-7926, and this cost would also cover permitting through the Department of Environmental Quality, US Army Corps of Engineers and the Virginia Marine Resource Commission needed to perform this creek bank restoration.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



Turnkey Site Development  
Dry Utility Design Build  
Wet Utilities  
Green Infrastructure  
Bond Release  
Stormwater Maintenance  
Erosion & Sediment Control  
Pipe Cleaning/Inspection/Repair

## LUMP SUM PROPOSAL

JOB NAME: Town of Front Royal Creek Bank Restoration TO#5

CLIENT: Town of Front Royal

PRIMARY CONTACT: Steve Scheulen

EMAIL: [sscheulen@frontroyalva.com](mailto:sscheulen@frontroyalva.com)

ESTIMATE #: E7526

LOCATION: Front Royal

PLANS DATED: N/A

PROPOSAL DATE: 8/6/2025

Muller may be referred to hereon as "Contractor"

### SCOPE OF WORK

- Civil construction services to restore approximately 170 LF creek bank slope.
  - Furnish and install up to 230 TNS of Class 2 RipRap with filter fabric and 500 CYS of soil behind rip rap to tie into existing bank. Area accounts for up to 10 feet depth to top of slope, with all material being compacted in lifts. Stabilize any disturbed areas with EC-2 Matting and seed.

County of Henrico | Contract No. 2248B | Expires 2/13/2026 | Subject to Renewal Periods

### NOTES AND CLARIFICATIONS

**This is a lump sum (fixed fee) proposal. Total price is limited to the indicated scope of work. Any changes to this scope may result in a higher total price.**

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

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

- Assumes standard working hours between 7:00am and 5:00pm Monday through Friday.
- Assumes direct truck & equipment access in all work areas, and water level has stabilized with no excessive rain events while work is being performed. Excludes pump around.
- Excludes survey.

| DIVISION  | SCOPE OF WORK | ITEM NO. | DESCRIPTION                                                                              | UNIT PRICE | QUANTITY | U/M | TOTAL PRICE |
|-----------|---------------|----------|------------------------------------------------------------------------------------------|------------|----------|-----|-------------|
|           |               |          | <b>BASE BID</b>                                                                          |            |          |     |             |
| Heavy     |               | 18       | Standard Track Excavator (under 30 foot reach)                                           | \$303.85   | 96       | HR  | \$29,169.60 |
| Heavy     |               | 10       | Loader, Wheeled, 2 to 3 Cubic Yard Capacity                                              | \$200.85   | 96       | HR  | \$19,281.60 |
| Heavy     |               | 12       | Single Axle Dump Truck                                                                   | \$108.15   | 120      | HR  | \$12,978.00 |
| Heavy     |               | 13       | Tandem Axle Dump Truck (Minimum 12 ton Capacity)                                         | \$128.75   | 80       | HR  | \$10,300.00 |
| Labor     |               | 45       | Laborer                                                                                  | \$84.46    | 240      | HR  | \$20,270.40 |
| Labor     |               | 44       | Field Supervisor                                                                         | \$98.88    | 60       | HR  | \$5,932.80  |
| Materials |               | 30       | Rip Rap Class II                                                                         | \$84.46    | 230      | TN  | \$19,425.80 |
| Materials |               | 34       | Silt Fence                                                                               | \$0.60     | 500      | LF  | \$300.00    |
| Materials |               | 36       | Geotextile Filter Fabric                                                                 | \$1.85     | 500      | SY  | \$925.00    |
| Materials |               | 38       | Degradable Soil Stabilization Fabric VDOT EC-2                                           | \$0.58     | 500      | SY  | \$290.00    |
| Materials |               | 28       | Select Fill Sand VDOT Type I, MIN CBR 20                                                 | \$37.08    | 500      | CY  | \$18,540.00 |
| Materials |               | 33       | Permanent Seed (less than 0.5% weed content with lime, mulch, and fertilizer, as needed) | \$0.40     | 500      | SY  | \$200.00    |
|           |               |          |                                                                                          |            |          |     |             |
|           |               |          |                                                                                          |            |          |     |             |

| NPP (NON PRE-PRICED) ITEM |   |                          |             |   |    |              |
|---------------------------|---|--------------------------|-------------|---|----|--------------|
| NPP                       | 1 | Permitting per Exhibit A | \$12,650.00 | 1 | LS | \$12,650.00  |
|                           |   |                          |             |   |    |              |
| LUMP SUM PROPOSAL TOTAL   |   |                          |             |   |    | \$150,263.20 |

|                                         |  |  |  |  |  |  |          |
|-----------------------------------------|--|--|--|--|--|--|----------|
| <b>Number of Mobilizations Included</b> |  |  |  |  |  |  | <b>1</b> |
| <b>ADDITIONAL ALTERNATES</b>            |  |  |  |  |  |  |          |
|                                         |  |  |  |  |  |  |          |
| <b>ADDITIONAL ALTERNATES TOTAL</b>      |  |  |  |  |  |  |          |

### [Click to View Full List of Contract Line Items](#)

If link is not clickable please copy & paste the below URL into your browser to view

<https://dfmdevelopmentoffice365mull.sharepoint.com/:b:/s/MullerInc/EfITiA2NBBZOsIw5XZ9pgEYBQ90E0TImIlgUbCCMqucfrw?e=Lwbsch>

#### Muller, Inc:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Acceptance of Proposal - By signing below you are agreeing to the above prices and Muller, Inc. is authorized to perform the work as specified.

#### Customer/Client:

Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_

#### Billing Information

##### Billing Entity (If Applicable)

##### Billing Address

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

##### Preferred Billing Method(s)

- ☐ E-mail to Project Manager  
☐ E-mail to Accounts Payable  
☐ Hard Copy by Mail

##### Project Manager Contact Information

Name: \_\_\_\_\_

Phone: (            ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

##### Accounts Payable Contact Information

Name: \_\_\_\_\_

Phone: (            ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Special Conditions of Invoice \_\_\_\_\_



# EXHIBIT A

## PROJECT UNDERSTANDING & ASSUMPTIONS

We have developed this Proposal/Agreement based on our understanding of the Project. In preparation of this Proposal the following have been assumed

1. Project Description: MULLER will support Muller by providing environmental permitting for the stream restoration.
2. MULLER will prepare and submit a joint permit application to the Virginia Marine Resources Commission (VMRC), who will determine which of several permitting options may be possible. The US Army Corps of Engineers (USACE) has two nationwide permits that may apply, one for stream restoration of aquatic habitat ([NWP 27](#)) or for bank stabilization ([NWP 13](#)). If the project meets conditions for a USACE NWP then a DEQ permit is not required. If the USACE determines that the project does not meet the conditions of the nationwide permits mentioned, then a VWP permit from DEQ may be required.
3. This Proposal is specific only to the project location listed above and the scope of work is limited to the scope specifically identified in the scope of work below.
4. MULLER does not guarantee any schedule dates or completion dates communicated to client or client's project team for any and all services provided due to numerous variables out of MULLER's hands.
5. Proposal excludes the following unless otherwise stated:
  - a. Third party testing
  - b. Third party review
  - c. Guaranteed schedule/completion dates
  - d. Project related liability
6. Pricing provided by MULLER for Lump Sum and Lum Sum Each Billing Type tasks assumes all MULLER's services are 100% completed within 2 years of Proposal date.

## SCOPE OF WORK & FEE STRUCTURE

The proposal is limited to the scope of work listed within this agreement; any work outside of listed scope may result in additional fees. The scope of work we are proposing is limited to the below:

| TASK | TYPE OF SERVICE                                                                                                                                                                                                                                         |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <u>Environmental Permitting</u><br><br>MULLER will provide environmental permitting support that might include identification of prevention measures/control of pollution and habitat disruption that may occur to the environment during construction. |

### **BILLABLE EXPENSES**

**\*\*\* CLIENT'S WITH THEIR OWN FORM OF CONTRACTS/AGREEMENTS SHOULD INCLUDE THE RATES LISTED BELOW WITHIN THE CONTRACTS/AGREEMENTS. MULLER WILL NOT PAY BILLABLE EXPENSES ON BEHALF OF THE CLIENT UNLESS THIS IS INCLUDED. \*\*\***

**a) Project Related Vehicle Mileage Reimbursement..... \$0.70/ mile**

*(Standard Mileage Rate is based on current rates determined by the IRS and is subject to change without prior notification).*

**b) All Other Out of Pocket Expenses Paid to Third Parties are Billable Expenses @ Cost + 15%**

*Possible billable expenses may include plan copies, mailing, permit fees, bond extension fees, etc., on Scope of Work tasks. MULLER assumes no contractual responsibility (with client) for any services provided by a third party that are running through MULLER as billable expenses, such as work being completed by a designer.*

### **ADDITIONAL WORK**

Experience indicates that certain additional items of work may be required or necessary which MULLER cannot presently determine or estimate. For this reason, the fee for these items is not included in the SCOPE OF WORK/ FEE STRUCTURE above. Further, the performance of these items is not included in the Work unless the item is expressly described as the Work in the preceding SCOPE OF WORK section. These additional items of work ("Additional Work") are caused by many factors, usually at the discretion of the Client and/or his contractors and consultants. They may also be caused by reviewing agency or Client variance/deviation from present policies and standards of reviewing governmental agencies. "Additional Work" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Agreement all such descriptions are intended to be encompassed within the term Additional Work.

For Client's reference, the following are some of the services that may be required as Additional Work to complete the Work but that are expressly excluded from the Scope of Services listed above. In view of their exclusion from this Proposal, MULLER is not and shall not be held responsible for their performance as Work within the Scope of Services:

1. Work revisions on any Scope of Services items that are required because of a change requested by Client after previous approval by it, the Project team or any approving agencies
2. Work revisions on any Scope of Services items that are required because of design revisions by the Project team
3. Work revisions on any Scope of Services items necessitated by a change in the approving agencies' codes, policies or guidelines during the progress of the work
4. Work revisions on any Scope of Services items necessitated by unforeseen circumstances that cause significant delay in the schedule
5. Procuring plats from the DOB office of the Surveyor.
6. Third party review services.
7. Securing, scanning and returning of permit drawings for hardcopy submissions. If required, this task will be negotiated separately.



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 11A

---

**Agenda Item:** Purchase of Replacement Refuse Truck

**Summary:** Council is requested to approve the purchase of a complete International Freightliner M2106 Chassis with a 25-Yard Rear Loader replacement refuse truck for the Department of Solid Waste Management from Excel Truck Group – Fleet Team of Weyers Cave, VA, in the amount of \$266,241.00. The purchase replaces a 2012 International 7600 Refuse Truck (#661).

**Budget/Funding:** Funds totaling \$266,241.00 to purchase the refuse truck have been budgeted under the following line items:

|             |                                                 |              |
|-------------|-------------------------------------------------|--------------|
| 4203-47005  | Solid Waste Motor Vehicles                      | \$154,111.00 |
| 4203-R47005 | Solid Waste Motor Vehicles (Roll forward Funds) | \$112,130.00 |

**Meetings:** Work Session held September 8, 2025

**Proposed Motions:** I move that Council approve the purchase of an International Freightliner M2106 Chassis with a 25-Yard Rear Loader replacement refuse truck for the Department of Solid Waste Management from Excel Truck Group – Fleet Team of Weyers Cave, VA, in the amount of \$266,241.00 to replace a 2012 International 7600 Refuse Truck (#661).

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_

# MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance 

SUBJECT: Purchase of 25-yard rear loader refuse truck.

DATE: August 15, 2025

We have a refuse truck in the budget for 2025-2026. Freightliner is on the Sourewell contract Daimler Contract #032824DAI. The chassis price and body will have a price of \$266,241.00. through Excel Truck Group in Weyers Cave Virginia. The delivery time is around five months. I would recommend the purchase of the refuse truck. This truck is built just like the last six we have purchased prior as far as the body. The chassis have changed a little far as the Technology but are similar. Having the same truck and body built similarly makes our jobs easier for diagnosing problems with them and stocking wear parts.





August 13, 2025

Town of Front Royal  
102 E Main St  
Front Royal, VA 22630  
Member#

Daimler Contract # 032824DAI

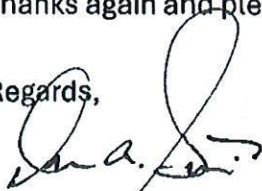
Don McPaters,

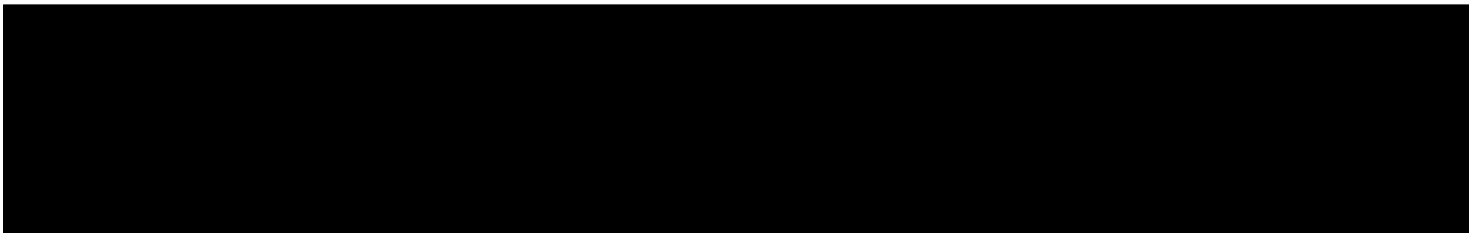
Excel Truck Group appreciates the opportunity to quote Town of Front Royal one new 2026 Freightliner M2106 plus chassis set up for a 25' Loadmaster.

|                                                                               |           |
|-------------------------------------------------------------------------------|-----------|
| 1. Freightliner M2106 chassis.....                                            | \$136,621 |
| (Pre discounted price chassis \$186,127 with a 31.64% Sourcewell discount.... | \$127,236 |
| Added Tariff, Surcharge, Delivery and Escalator.....                          | \$9385)   |
| 2. Equipment Works 25yd Rear Loader.....                                      | \$129620  |
| Total.....                                                                    | \$266,241 |

Thanks again and please let me know if you have any questions.

Regards,

  
Dan Smith  
Sales Manager  
Excel Truck Group



Prepared For :  
Don McPaters  
FRONT ROYAL TOWN OF  
102 E MAIN ST  
FRONT ROYAL, VA 22630  
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Phone :540-636-6889

Prepared by:  
Dan Smith  
EXCEL TRUCK GROUP



*A proposal for*  
**FRONT ROYAL TOWN OF**

*Prepared by*  
**EXCEL TRUCK GROUP**

*Dan Smith*

*August 13, 2025*

**Freightliner M2 112 Plus**



Components shown may not reflect all spec'd options and are not to scale

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## SPECIFICATION PROPOSAL

| Data Code                    | Description                                                                                                                    | Weight Front | Weight Rear | Retail Price |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| <b>Price Level</b>           |                                                                                                                                |              |             |              |
| PRL-29M                      | M2 PRL-29M (EFF.MY26 ORDERS)                                                                                                   |              |             | STD          |
| <b>Data Version</b>          |                                                                                                                                |              |             |              |
| DRL-048                      | SPECPRO21 DATA RELEASE VER 048                                                                                                 |              |             | N/C          |
| <b>Vehicle Configuration</b> |                                                                                                                                |              |             |              |
| 001-175                      | M2 112 PLUS CONVENTIONAL CHASSIS                                                                                               | 8,244        | 6,026       | \$168,836.00 |
| 004-226                      | 2026 MODEL YEAR SPECIFIED                                                                                                      |              |             | STD          |
| 002-004                      | SET BACK AXLE - TRUCK                                                                                                          |              |             | STD          |
| 019-004                      | STRAIGHT TRUCK PROVISION, NON-TOWING                                                                                           |              |             | STD          |
| 003-001                      | LH PRIMARY STEERING LOCATION                                                                                                   |              |             | STD          |
| <b>General Service</b>       |                                                                                                                                |              |             |              |
| AA1-002                      | TRUCK CONFIGURATION                                                                                                            |              |             | STD          |
| AA6-002                      | DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)                                                                   |              |             | STD          |
| 99D-027                      | EPA CLEAN IDLE LABEL FOR INITIAL REGISTRATION IN EPA OR ACT STATES - (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR) |              |             | STD          |
| AF2-998                      | NONE                                                                                                                           |              |             | N/C          |
| A85-001                      | REFUSE SERVICE                                                                                                                 |              |             | N/C          |
| A84-1GM                      | GOVERNMENT BUSINESS SEGMENT                                                                                                    |              |             | N/C          |
| AA4-003                      | DRY BULK COMMODITY                                                                                                             |              |             | N/C          |
| AA5-002                      | TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS                                                      |              |             | STD          |
| AB1-008                      | MAXIMUM 8% EXPECTED GRADE                                                                                                      |              |             | STD          |
| AB5-001                      | SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE                                      |              |             | STD          |
| 995-1AE                      | FREIGHTLINER LEVEL II WARRANTY                                                                                                 |              |             | N/C          |



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EXCEL TRUCK GROUP

| Data Code                    | Description                                                                                          | Weight Front | Weight Rear | Retail Price |
|------------------------------|------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| A66-99D                      | EXPECTED FRONT AXLE(S) LOAD 18000.0 lbs                                                              |              |             |              |
| A68-99D                      | EXPECTED REAR DRIVE AXLE(S) LOAD 44000.0 lbs                                                         |              |             |              |
| A63-99D                      | EXPECTED GROSS VEHICLE WEIGHT CAPACITY 62000.0 lbs                                                   |              |             |              |
| <b>Truck Service</b>         |                                                                                                      |              |             |              |
| AA3-061                      | REFUSE, SIDE LOAD OR REAR PACKER BODY - UNLOADS IN A LANDFILL                                        |              |             | N/C          |
| AF3-119                      | HEIL ENVIRONMENTAL                                                                                   |              |             | N/C          |
| AF7-99D                      | EXPECTED BODY/PAYLOAD CG HEIGHT ABOVE FRAME "XX" INCHES 32.0 in                                      |              |             |              |
| <b>Engine</b>                |                                                                                                      |              |             |              |
| 101-3E3                      | CUM L9 370 HP @ 2100 RPM, 2100 GOV RPM, 1250 LB-FT @ 1200 RPM, REFUSE                                | -850         | -70         | (\$6,835.00) |
| <b>Electronic Parameters</b> |                                                                                                      |              |             |              |
| 79A-075                      | 75 MPH ROAD SPEED LIMIT                                                                              |              |             | N/C          |
| 79B-000                      | CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT                                                  |              |             | N/C          |
| 79K-005                      | PTO MODE ENGINE RPM LIMIT - 900 RPM                                                                  |              |             | N/C          |
| 79U-011                      | PTO GOVERNOR RAMP RATE - 1000 RPM PER SECOND                                                         |              |             | N/C          |
| N 79W-001                    | ONE REMOTE PTO SPEED                                                                                 |              |             | N/C          |
| 79X-005                      | PTO SPEED 1 SETTING - 900 RPM                                                                        |              |             | N/C          |
| 80G-004                      | PTO MINIMUM RPM - 900                                                                                |              |             | N/C          |
| 80J-002                      | REGEN INHIBIT SPEED THRESHOLD - 5 MPH                                                                |              |             | N/C          |
| 80S-018                      | PTO 1, WITH SWITCH, TEM SUPPLIED REQUEST AND INTERLOCKS, WITH PTO CONNECTIONS, NO FACTORY INTERLOCKS |              |             | N/C          |
| 80T-018                      | PTO 2, WITH SWITCH, TEM SUPPLIED REQUEST AND INTERLOCKS, WITH PTO CONNECTIONS, NO INTERLOCKS         |              |             | N/C          |
| <b>Engine Equipment</b>      |                                                                                                      |              |             |              |
| 99C-024                      | EPA 2010/GHG 2024 CONFIGURATION                                                                      |              |             | STD          |



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| Data Code | Description                                                                                                           | Weight Front | Weight Rear | Retail Price |
|-----------|-----------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 13E-001   | STANDARD OIL PAN                                                                                                      |              |             | STD          |
| 105-001   | ENGINE MOUNTED OIL CHECK AND FILL                                                                                     |              |             | STD          |
| 014-099   | SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER                                                   |              |             | STD          |
| 124-1D7   | DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE                                        |              |             | STD          |
| 292-236   | (3) DTNA GENUINE, FLOODED STARTING, MIN 3000CCA, 555RC, THREADED STUD BATTERIES                                       |              |             | STD          |
| 290-017   | BATTERY BOX FRAME MOUNTED                                                                                             |              |             | STD          |
| 281-001   | STANDARD BATTERY JUMPERS                                                                                              |              |             | STD          |
| 282-042   | LH BATTERY BOX MOUNTED AS FAR AFT AS POSSIBLE, NO GREATER THAN 60 INCHES BACK OF CAB                                  |              |             | \$257.00     |
| 291-017   | WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN                                             |              |             | STD          |
| 289-001   | NON-POLISHED BATTERY BOX COVER                                                                                        |              |             | STD          |
| 293-060   | NON-ESSENTIAL POSITIVE LOAD DISCONNECT, LOCKING IN CAB CONTROL SWITCH MOUNTED OUTBOARD OF DRIVER SEAT                 | 2            |             | \$195.00     |
| 295-029   | POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER                                            | 2            |             | \$88.00      |
| 306-015   | PROGRESSIVE LOW VOLTAGE DISCONNECT AT 12.3 VOLTS FOR DESIGNATED CIRCUITS                                              | 2            |             | STD          |
| 107-032   | CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE                                               |              |             | N/C          |
| 108-002   | STANDARD MECHANICAL AIR COMPRESSOR GOVERNOR                                                                           |              |             | STD          |
| 131-013   | AIR COMPRESSOR DISCHARGE LINE                                                                                         |              |             | STD          |
| 152-041   | ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM                                                                 |              |             | STD          |
| 128-032   | C-BRAKE BY JACOBS WITH LOW/OFF/HIGH BRAKING DASH SWITCH                                                               | 80           |             | \$2,553.00   |
| 016-1C2   | RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE   | 30           | 25          | \$823.00     |
| 28F-014   | ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER |              |             | STD          |



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| Data Code | Description                                                               | Weight Front | Weight Rear | Retail Price |
|-----------|---------------------------------------------------------------------------|--------------|-------------|--------------|
| 239-038   | 11 FOOT 06 INCH (138 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT              |              |             | N/C          |
| 237-1CR   | RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP             |              |             | N/C          |
| 23U-001   | 6 GALLON DIESEL EXHAUST FLUID TANK                                        |              |             | STD          |
| 30N-003   | 100 PERCENT DIESEL EXHAUST FLUID FILL                                     |              |             | STD          |
| 43X-002   | LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION                |              |             | STD          |
| 23Y-001   | STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING                               |              |             | STD          |
| 43Y-001   | STANDARD DIESEL EXHAUST FLUID TANK CAP                                    |              |             | STD          |
| 242-011   | ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILOPIPE SHIELD(S)                |              |             | N/C          |
| 273-058   | AIR POWERED ON/OFF ENGINE FAN CLUTCH                                      |              |             | (\$11.00)    |
| 276-001   | AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED             |              |             | STD          |
| 110-003   | CUMMINS SPIN ON FUEL FILTER                                               |              |             | N/C          |
| 118-008   | COMBINATION FULL FLOW/BYPASS OIL FILTER                                   |              |             | N/C          |
| 120-998   | NO COOLANT FILTER                                                         | -10          |             | STD          |
| 266-017   | 1300 SQUARE INCH ALUMINUM RADIATOR                                        | -20          |             | N/C          |
| 103-039   | ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT |              |             | STD          |
| 171-007   | GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT                             |              |             | STD          |
| 172-001   | CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES                            |              |             | STD          |
| 270-016   | RADIATOR DRAIN VALVE                                                      |              |             | N/C          |
| 134-001   | ALUMINUM FLYWHEEL HOUSING                                                 |              |             | STD          |
| 132-004   | ELECTRIC GRID AIR INTAKE WARMER                                           |              |             | N/C          |
| 155-058   | DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH                 | -10          |             | N/C          |

## Transmission

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| Data Code                     | Description                                                                                                         | Weight Front | Weight Rear | Retail Price |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 342-582                       | ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION                                                          |              |             | STD          |
| <b>Transmission Equipment</b> |                                                                                                                     |              |             |              |
| 343-312                       | ALLISON VOCATIONAL PACKAGE 142 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODEL RDS                  |              |             | N/C          |
| 84B-013                       | ALLISON VOCATIONAL RATING FOR REFUSE APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES                               |              |             | N/C          |
| 84C-023                       | PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY      |              |             | STD          |
| 84D-023                       | SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY    |              |             | STD          |
| 84E-000                       | PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE                 |              |             | STD          |
| 84F-000                       | SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE               |              |             | STD          |
| 84G-000                       | PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE                    |              |             | STD          |
| 84H-000                       | SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE                  |              |             | STD          |
| 84J-000                       | ENGINE BRAKE RANGE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE           |              |             | STD          |
| 84K-000                       | ENGINE BRAKE RANGE ALTERNATE PRESELECT RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE |              |             | STD          |
| 84N-004                       | FUEL SENSE 2.0 PLUS - DYNACTIVE: PERFORMANCE, NEUTRAL AT STOP: ACTIVE                                               |              |             | \$721.00     |
| 84U-000                       | DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES                                                                         |              |             | STD          |
| N 85E-013                     | MAXIMUM ENGINE SPEED FOR PTO ENGAGEMENT 1100 RPM                                                                    |              |             | N/C          |
| 85F-028                       | MAXIMUM ENGINE SPEED FOR PTO OPERATION 1700 RPM                                                                     |              |             | N/C          |
| 353-076                       | QUICKFIT BODY LIGHTING CONNECTOR AT END OF FRAME, WITH BLUNTCUTS                                                    |              |             | \$200.00     |
| 34C-011                       | ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR                                                      |              |             | \$125.00     |





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| Data Code | Description                                                              | Weight Front | Weight Rear | Retail Price |
|-----------|--------------------------------------------------------------------------|--------------|-------------|--------------|
| 362-2JW   | (2) CUSTOMER INSTALLED CHELSEA 871 SERIES PTO'S                          |              |             | N/C          |
| 363-011   | PTO MOUNTING, LH AND RH SIDES OF MAIN TRANSMISSION                       |              |             | N/C          |
| 341-018   | MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN |              |             | STD          |
| 345-003   | PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED                       |              |             | \$254.00     |
| 97G-004   | TRANSMISSION PROGNOSTICS - ENABLED 2013                                  |              |             | STD          |
| 370-015   | WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK                   | 15           |             | N/C          |
| 346-003   | TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK          |              |             | STD          |
| 35T-001   | SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)                         |              |             | STD          |

#### Front Axle and Equipment

|         |                                                                                 |     |  |            |
|---------|---------------------------------------------------------------------------------|-----|--|------------|
| 400-1BA | DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE            | 210 |  | \$2,220.00 |
| 402-030 | MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES | 10  |  | N/C        |
| 403-002 | NON-ASBESTOS FRONT BRAKE LINING                                                 |     |  | STD        |
| 419-001 | CAST IRON OUTBOARD FRONT BRAKE DRUMS                                            |     |  | STD        |
| 409-006 | FRONT OIL SEALS                                                                 |     |  | STD        |
| 408-001 | VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL                  |     |  | STD        |
| 416-022 | STANDARD SPINDLE NUTS FOR ALL AXLES                                             |     |  | STD        |
| 405-002 | MERITOR AUTOMATIC FRONT SLACK ADJUSTERS                                         |     |  | STD        |
| 536-055 | TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR                             | 130 |  | \$1,531.00 |
| 539-003 | POWER STEERING PUMP                                                             |     |  | STD        |
| 534-003 | 4 QUART POWER STEERING RESERVOIR                                                | 5   |  | N/C        |
| 533-001 | OIL/AIR POWER STEERING COOLER                                                   |     |  | N/C        |
| 40T-001 | MINERAL SAE 80/90 FRONT AXLE LUBE                                               |     |  | STD        |



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| Data Code                      | Description                                                                                             | Weight Front | Weight Rear | Retail Price |
|--------------------------------|---------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| <b>Front Suspension</b>        |                                                                                                         |              |             |              |
| 620-013                        | 18,000# TAPERLEAF FRONT SUSPENSION                                                                      | 200          |             | \$1,428.00   |
| 619-005                        | MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION                                                     |              |             | STD          |
| 410-001                        | FRONT SHOCK ABSORBERS                                                                                   |              |             | STD          |
| <b>Rear Axle and Equipment</b> |                                                                                                         |              |             |              |
| 420-103                        | MERITOR RT-46-160 46,000# R-SERIES TANDEM REAR AXLE                                                     |              | 420         | \$4,096.00   |
| 421-489                        | 4.89 REAR AXLE RATIO                                                                                    |              |             | N/C          |
| 424-001                        | IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING                                                       |              |             | STD          |
| 386-074                        | MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES                                     | 30           | 30          | STD          |
| 388-073                        | MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES                                 |              |             | STD          |
| 452-006                        | DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES                                        |              | 30          | \$1,317.00   |
| 878-023                        | (1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE |              |             | N/C          |
| 87A-017                        | INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH, DISENGAGE INTERAXLE LOCK WITH IGNITION OFF           |              |             | N/C          |
| 87B-015                        | INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH, ENGAGE <5 MPH, DISENGAGE >25 MPH                  |              |             | N/C          |
| 423-033                        | MERITOR 16.5X7 Q+ CAST SPIDER HEAVY DUTY CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES               |              | 20          | \$294.00     |
| 433-002                        | NON-ASBESTOS REAR BRAKE LINING                                                                          |              |             | STD          |
| 434-011                        | BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)                                                |              |             | N/C          |
| 451-001                        | CAST IRON OUTBOARD REAR BRAKE DRUMS                                                                     |              | -10         | STD          |
| 440-006                        | REAR OIL SEALS                                                                                          |              |             | STD          |
| 426-101                        | WABCO TRISTOP D LONGSTROKE 2-DRIVE AXLE SPRING PARKING CHAMBERS                                         |              |             | STD          |
| 428-003                        | HALDEX AUTOMATIC REAR SLACK ADJUSTERS                                                                   |              |             | \$92.00      |



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EXCEL TRUCK GROUP



| Data Code | Description                                       | Weight Front | Weight Rear | Retail Price |
|-----------|---------------------------------------------------|--------------|-------------|--------------|
| 41T-002   | CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE |              |             | STD          |

#### Rear Suspension

|         |                                                              |  |     |            |
|---------|--------------------------------------------------------------|--|-----|------------|
| 622-298 | TUFTRAC GEN2 46,000# REAR SPRING SUSPENSION                  |  | 560 | \$3,532.00 |
| 621-108 | 9.5 INCH NOMINAL RIDE HEIGHT (460MM GLOBAL REFERENCE HEIGHT) |  |     | N/C        |
| 431-003 | AXLE CLAMPING GROUP                                          |  |     | N/C        |
| 624-025 | 55 INCH AXLE SPACING                                         |  |     | N/C        |
| 623-006 | FORE/AFT AND TRANSVERSE CONTROL RODS                         |  |     | N/C        |
| 439-001 | REAR SHOCK ABSORBERS - ONE AXLE                              |  |     | N/C        |

#### Pusher / Tag Equipment

|         |                                  |  |  |     |
|---------|----------------------------------|--|--|-----|
| 429-998 | NO PUSHER/TAG BRAKE DUST SHIELDS |  |  | STD |
|---------|----------------------------------|--|--|-----|

#### Brake System

|         |                                                                      |  |  |     |
|---------|----------------------------------------------------------------------|--|--|-----|
| 018-002 | AIR BRAKE PACKAGE                                                    |  |  | STD |
| 490-121 | WABCO 4S/4M ABS WITH TRACTION CONTROL                                |  |  | STD |
| 871-001 | REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES      |  |  | STD |
| 904-001 | FIBER BRAID PARKING BRAKE HOSE                                       |  |  | STD |
| 412-001 | STANDARD BRAKE SYSTEM VALVES                                         |  |  | STD |
| 46D-002 | STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM                       |  |  | STD |
| 413-002 | STD U.S. FRONT BRAKE VALVE                                           |  |  | STD |
| 432-003 | RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE |  |  | STD |
| 480-088 | WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER          |  |  | STD |
| 479-015 | AIR DRYER FRAME MOUNTED                                              |  |  | STD |
| 460-001 | STEEL AIR BRAKE RESERVOIRS                                           |  |  | STD |
| 477-001 | PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS  |  |  | STD |

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| Data Code                    | Description                                                                   | Weight Front | Weight Rear | Retail Price |
|------------------------------|-------------------------------------------------------------------------------|--------------|-------------|--------------|
| <b>Trailer Connections</b>   |                                                                               |              |             |              |
| 481-998                      | NO TRAILER AIR HOSE                                                           |              |             | STD          |
| 476-998                      | NO AIR HOSE HANGER                                                            |              |             | STD          |
| 310-998                      | NO TRAILER ELECTRICAL CABLE                                                   |              |             | STD          |
| <b>Wheelbase &amp; Frame</b> |                                                                               |              |             |              |
| 545-572                      | 5725MM (225 INCH) WHEELBASE                                                   |              |             | N/C          |
| 546-102                      | 7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI | 310          | 240         | \$1,300.00   |
| 547-001                      | 1/4 INCH (6.35MM) C-CHANNEL INNER FRAME REINFORCEMENT                         | 230          | 410         | \$1,000.00   |
| 552-043                      | 1975MM (78 INCH) REAR FRAME OVERHANG                                          |              |             | N/C          |
| 55W-007                      | FRAME OVERHANG RANGE: 71 INCH TO 80 INCH                                      | -30          | 130         | N/C          |
| AC8-99D                      | CALC'D BACK OF CAB TO REAR SUSP C/L (CA) 159.84 in                            |              |             |              |
| AE8-99D                      | CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) 156.84 in        |              |             |              |
| AE4-99D                      | CALC'D FRAME LENGTH - OVERALL 333.31 in                                       |              |             |              |
| FSS-0LH                      | CALCULATED FRAME SPACE LH SIDE 80.76 in                                       |              |             | N/C          |
| FSS-0RH                      | CALCULATED FRAME SPACE RH SIDE 105.54 in                                      |              |             | N/C          |
| AM6-99D                      | CALC'D SPACE AVAILABLE FOR DECKPLATE 0.0 in                                   |              |             |              |
| 553-001                      | SQUARE END OF FRAME                                                           |              |             | STD          |
| 550-001                      | FRONT CLOSING CROSSMEMBER                                                     |              |             | STD          |
| 559-001                      | STANDARD WEIGHT ENGINE CROSSMEMBER                                            |              |             | STD          |
| 561-001                      | STANDARD CROSSMEMBER BACK OF TRANSMISSION                                     |              |             | STD          |
| 562-001                      | STANDARD MIDSHIP #1 CROSSMEMBER(S)                                            |              |             | STD          |
| 572-001                      | STANDARD REARMOST CROSSMEMBER                                                 |              |             | STD          |
| 565-002                      | HEAVY DUTY SUSPENSION CROSSMEMBER                                             |              | 30          | N/C          |





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|--------------------------|-------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| <b>Chassis Equipment</b> |                                                                                                       |              |             |              |
| 556-1AP                  | THREE-PIECE 14 INCH PAINTED STEEL BUMPER WITH COLLAPSIBLE ENDS                                        | -10          |             | \$10.00      |
| 558-070                  | REMOVABLE FRONT TOW/RECOVERY DEVICE,STORED ON CHASSIS FRAME                                           | 15           |             | \$155.00     |
| 574-001                  | BUMPER MOUNTING FOR SINGLE LICENSE PLATE                                                              |              |             | N/C          |
| 585-998                  | NO MUDFLAP BRACKETS                                                                                   |              |             | STD          |
| 590-998                  | NO REAR MUDFLAPS                                                                                      |              |             | STD          |
| 586-024                  | FENDER AND FRONT OF HOOD MOUNTED FRONT MUDFLAPS                                                       |              |             | STD          |
| 551-007                  | GRADE 8 THREADED HEX HEADED FRAME FASTENERS                                                           |              |             | STD          |
| 44Z-002                  | EXTERIOR HARNESSSES WRAPPED IN ABRASION TAPE                                                          |              |             | STD          |
| 607-029                  | CLEAR FRAME RAIL FROM TRANSMISSION PTO OPENING TO 36 INCHES BACK OF CAB OUTBOARD/INSIDE/BELOW LH RAIL |              |             | \$218.00     |
| <b>Fifth Wheel</b>       |                                                                                                       |              |             |              |
| 578-998                  | NO FIFTH WHEEL                                                                                        |              |             | STD          |
| <b>Fuel Tanks</b>        |                                                                                                       |              |             |              |
| 204-152                  | 70 GALLON/264 LITER ALUMINUM FUEL TANK - LH                                                           | 5            |             | \$90.00      |
| 218-006                  | 25 INCH DIAMETER FUEL TANK(S)                                                                         |              |             | STD          |
| 215-005                  | PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS                                |              |             | STD          |
| 212-007                  | FUEL TANK(S) FORWARD                                                                                  |              |             | STD          |
| 664-001                  | PLAIN STEP FINISH                                                                                     |              |             | STD          |
| 205-001                  | FUEL TANK CAP(S)                                                                                      |              |             | STD          |
| 122-1H3                  | DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR                                                | 10           |             | N/C          |
| 216-020                  | EQUIFLO INBOARD FUEL SYSTEM                                                                           |              |             | STD          |
| 202-016                  | HIGH TEMPERATURE REINFORCED NYLON FUEL LINE                                                           |              |             | STD          |

## Tires



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|---------------------|--------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 093-1XJ             | BRIDGESTONE M870 315/80R22.5 20 PLY RADIAL FRONT TIRES                               | 96           |             | \$1,648.00   |
| 094-2EA             | BRIDGESTONE M799 11R22.5 16 PLY RADIAL REAR TIRES                                    |              | 88          | \$688.00     |
| <b>Hubs</b>         |                                                                                      |              |             |              |
| 418-060             | CONMET PRESET PLUS PREMIUM IRON FRONT HUBS                                           |              |             | STD          |
| 450-060             | CONMET PRESET PLUS PREMIUM IRON REAR HUBS                                            |              |             | STD          |
| <b>Wheels</b>       |                                                                                      |              |             |              |
| 502-579             | MAXION WHEELS 10041 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS | 66           |             | \$190.00     |
| 505-753             | MAXION WHEELS 91262 22.5X8.25 10-HUB PILOT 5-HAND STEEL DISC REAR WHEELS             |              | 40          | (\$8.00)     |
| 496-011             | FRONT WHEEL MOUNTING NUTS                                                            |              |             | STD          |
| 497-011             | REAR WHEEL MOUNTING NUTS                                                             |              |             | STD          |
| <b>Cab Exterior</b> |                                                                                      |              |             |              |
| 829-072             | 112 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB                                     |              |             | STD          |
| 650-008             | AIR CAB MOUNTING                                                                     |              |             | STD          |
| 754-017             | BOLT-ON MOLDED FLEXIBLE FENDER EXTENSIONS                                            | 10           |             | \$100.00     |
| 678-001             | LH AND RH GRAB HANDLES                                                               |              |             | STD          |
| 646-045             | MOLD-IN COLOR GRILLE                                                                 |              |             | STD          |
| 65X-011             | MOLD-IN COLOR HOOD MOUNTED AIR INTAKE GRILLE                                         |              |             | STD          |
| 644-004             | FIBERGLASS HOOD                                                                      |              |             | STD          |
| 652-001             | FREIGHTLINER NAME PLATES                                                             |              |             | STD          |
| 690-017             | HOOD LINER, ADDED FIREWALL AND FLOOR HEAT INSULATION                                 | 5            |             | \$158.00     |
| 727-1AF             | SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK                                   | 4            |             | \$82.00      |
| 726-001             | SINGLE ELECTRIC HORN                                                                 |              |             | STD          |
| 575-001             | REAR LICENSE PLATE MOUNT END OF FRAME                                                |              |             | STD          |



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| Data Code | Description                                                                         | Weight Front | Weight Rear | Retail Price |
|-----------|-------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 312-093   | INTERGRAL LED HEADLIGHTS; NON-COMPLIANT WITH FMVSS 108 HEADLIGHT HEIGHT REQUIREMENT |              |             | \$930.00     |
| 302-047   | LED AERODYNAMIC MARKER LIGHTS                                                       |              |             | STD          |
| 311-001   | DAYTIME RUNNING LIGHTS                                                              |              |             | STD          |
| 294-001   | INTEGRAL STOP/TAIL/BACKUP LIGHTS                                                    |              |             | STD          |
| 300-015   | STANDARD FRONT TURN SIGNAL LAMPS                                                    |              |             | STD          |
| 744-1BK   | DUAL WEST COAST MOLDED-IN COLOR HEATED MIRRORS WITH LH AND RH REMOTE                |              |             | STD          |
| 797-001   | DOOR MOUNTED MIRRORS                                                                |              |             | STD          |
| 796-001   | 102 INCH EQUIPMENT WIDTH                                                            |              |             | STD          |
| 743-1AP   | LH AND RH 8 INCH MOLDED-IN COLOR CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS       |              |             | STD          |
| 729-001   | STANDARD SIDE/REAR REFLECTORS                                                       |              |             | STD          |
| 677-054   | RH AFTERTREATMENT SYSTEM CAB ACCESS WITH PLAIN DIAMOND PLATE COVER                  |              |             | (\$3.00)     |
| 768-043   | 63X14 INCH TINTED REAR WINDOW                                                       |              |             | STD          |
| 661-003   | TINTED DOOR GLASS LH AND RH WITH TINTED NON-OPERATING WING WINDOWS                  |              |             | STD          |
| 654-011   | RH AND LH ELECTRIC POWERED WINDOWS                                                  |              |             | STD          |
| 663-013   | 1-PIECE SOLAR GREEN GLASS WINDSHIELD                                                |              |             | STD          |
| 659-019   | 2 GALLON WINDSHIELD WASHER RESERVOIR WITHOUT FLUID LEVEL INDICATOR, FRAME MOUNTED   |              |             | STD          |
| 647-001   | WHITE WINTERFRONT                                                                   | 2            |             | \$35.00      |

#### Cab Interior

|         |                                            |  |  |          |
|---------|--------------------------------------------|--|--|----------|
| 055-018 | ELITE TRIM PACKAGE                         |  |  | N/C      |
| 707-106 | MIST CLOTH & CARBON VINYL INTERIOR "ELITE" |  |  | N/C      |
| 70K-019 | CARBON WITH PREMIUM WOOD ACCENT (ELITE)    |  |  | \$116.00 |
| 706-013 | MOLDED DOOR PANEL                          |  |  | STD      |

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| Data Code | Description                                                                                          | Weight Front | Weight Rear | Retail Price |
|-----------|------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 708-013   | MOLDED PLASTIC DOOR PANEL                                                                            |              |             | STD          |
| 772-006   | BLACK MATS WITH SINGLE INSULATION                                                                    |              |             | STD          |
| 785-026   | (1)DASH MOUNTED 12V POWER OUTLET, (1)DASH MOUNTED DUAL USB-C OUTLET                                  |              |             | \$32.00      |
| 691-001   | FORWARD ROOF MOUNTED CONSOLE                                                                         |              |             | STD          |
| 693-019   | LH AND RH DOOR STORAGE POCKETS INTEGRATED INTO MOLDED DOOR PANELS                                    |              |             | STD          |
| 738-021   | DIGITAL ALARM CLOCK IN DRIVER DISPLAY                                                                |              |             | STD          |
| 742-007   | (2) CUP HOLDERS LH AND RH DASH                                                                       |              |             | STD          |
| 680-029   | M2/SD DASH                                                                                           |              |             | STD          |
| 700-002   | HEATER, DEFROSTER AND AIR CONDITIONER                                                                |              |             | STD          |
| 701-001   | STANDARD HVAC DUCTING                                                                                |              |             | STD          |
| 703-005   | MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH                                                         |              |             | STD          |
| 170-015   | STANDARD HEATER PLUMBING                                                                             |              |             | STD          |
| 130-041   | VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR                                                          |              |             | STD          |
| 702-002   | BINARY CONTROL, R-134A                                                                               |              |             | STD          |
| 739-034   | PREMIUM INSULATION                                                                                   |              |             | \$187.00     |
| 285-013   | SOLID-STATE CIRCUIT PROTECTION AND FUSES                                                             |              |             | STD          |
| 280-007   | 12V NEGATIVE GROUND ELECTRICAL SYSTEM                                                                |              |             | STD          |
| 324-1B3   | STANDARD LED CAB LIGHTING                                                                            |              |             | STD          |
| 787-004   | REMOTE KEYLESS ENTRY AND 2 TRANSMITTERS                                                              | 2            |             | STD          |
| 657-001   | DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME                                                        |              |             | STD          |
| 78G-004   | KEY QUANTITY OF 4                                                                                    |              |             | \$18.00      |
| 655-028   | LH AND RH ELECTRIC DOOR LOCKS WITH AUTO UNLOCK FEATURE WHEN DOOR IS SET FROM OPEN TO CLOSED POSITION |              |             | \$23.00      |





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| Data Code | Description                                                                                                                                 | Weight Front | Weight Rear | Retail Price |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 740-998   | NO MATTRESS                                                                                                                                 | -20          | -15         | STD          |
| 756-339   | PREMIUM ISRINGHAUSEN HIGH BACK AIR SUSPENSION<br>DRIVERS SEAT WITH 2 AIR LUMBAR, INTEGRATED<br>CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK | 70           |             | \$424.00     |
| 760-344   | 2 MAN TOOL BOX MID BACK NON SUSPENSION<br>PASSENGER SEAT WITH HEADRESTS, SEATS INC.                                                         | 20           |             | \$344.00     |
| 759-007   | DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT<br>ARMRESTS                                                                                    | 4            |             | \$67.00      |
| 711-004   | LH AND RH INTEGRAL DOOR PANEL ARMRESTS                                                                                                      |              |             | STD          |
| 758-1AK   | BLACK VINYL DRIVER SEAT COVER                                                                                                               |              |             | STD          |
| 761-1AK   | BLACK VINYL PASSENGER SEAT COVER                                                                                                            |              |             | STD          |
| 763-102   | HIGH VISIBILITY ORANGE SEAT BELTS                                                                                                           |              |             | \$39.00      |
| 532-002   | ADJUSTABLE TILT AND TELESOPING STEERING<br>COLUMN                                                                                           |              |             | STD          |
| 540-070   | 4-SPOKE 18 INCH (450MM) LEATHER WRAPPED<br>STEERING WHEEL WITH CHROME SWITCH BEZELS                                                         |              |             | \$129.00     |
| 765-002   | DRIVER AND PASSENGER INTERIOR SUN VISORS                                                                                                    |              |             | STD          |

#### Instruments & Controls

|         |                                                                     |  |  |           |
|---------|---------------------------------------------------------------------|--|--|-----------|
| 106-002 | ELECTRONIC ACCELERATOR CONTROL                                      |  |  | STD       |
| 732-998 | NO INSTRUMENT PANEL-DRIVER                                          |  |  | STD       |
| 734-022 | FULLY CONFIGURABLE CENTER INSTRUMENT PANELS                         |  |  | (\$59.00) |
| 87L-001 | ENGINE REMOTE INTERFACE WITH PARK BRAKE<br>INTERLOCK                |  |  | N/C       |
| 870-002 | BRIGHT ARGENT FINISH GAUGE BEZELS                                   |  |  | \$1.00    |
| 486-001 | LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE<br>ALARM               |  |  | STD       |
| 840-001 | DUAL NEEDLE PRIMARY AND SECONDARY AIR<br>PRESSURE GAUGE             |  |  | STD       |
| 198-025 | INTAKE MOUNTED AIR RESTRICTION INDICATOR<br>WITHOUT GRADUATIONS     |  |  | STD       |
| 149-015 | ELECTRONIC CRUISE CONTROL WITH CONTROLS ON<br>STEERING WHEEL SPOKES |  |  | STD       |



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| Data Code | Description                                                                                  | Weight Front | Weight Rear | Retail Price |
|-----------|----------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 156-007   | KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY |              |             | STD          |
| 811-044   | PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY                                   |              |             | STD          |
| 81B-003   | DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY                                           |              |             | STD          |
| 160-038   | HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH                     |              |             | STD          |
| 844-001   | 2 INCH ELECTRIC FUEL GAUGE                                                                   |              |             | STD          |
| 148-072   | ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS                                          |              |             | \$134.00     |
| 48H-003   | QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB WITH CAPS                                  |              |             | \$79.00      |
| 48C-003   | QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) UNDER CAB WITH CAP                              |              |             | \$6.00       |
| 163-014   | ENGINE REMOTE INTERFACE CONNECTOR AT POWERTRAIN INTERFACE CONNECTOR                          |              |             | N/C          |
| 856-001   | ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE                                                  |              |             | STD          |
| 864-001   | 2 INCH TRANSMISSION OIL TEMPERATURE GAUGE                                                    |              |             | \$30.00      |
| 867-004   | ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER                       |              |             | STD          |
| 830-017   | ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY                                   |              |             | STD          |
| 372-123   | PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE                           |              |             | \$60.00      |
| 736-998   | NO OBSTACLE DETECTION SYSTEM                                                                 |              |             | (\$4,324.00) |
| 72J-998   | NO DR ASSIST SYSTEM                                                                          |              |             | (\$32.00)    |
| 73H-014   | (1) BACKUP CAMERA-END OF FRAME MOUNTED WITH 15 FOOT EXTRA LONG CABLE COILED AT END OF FRAME  |              |             | \$420.00     |
| 49B-004   | ELECTRONIC STABILITY CONTROL                                                                 |              |             | STD          |
| 73B-998   | NO LANE DEPARTURE WARNING SYSTEM                                                             |              |             | (\$1,080.00) |
| 852-002   | ELECTRIC ENGINE OIL PRESSURE GAUGE                                                           |              |             | STD          |
| 679-998   | NO OVERHEAD INSTRUMENT PANEL                                                                 |              |             | STD          |



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| Data Code | Description                                                                                                                     | Weight Front | Weight Rear | Retail Price |
|-----------|---------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 35M-010   | 1 QUICKFIT PROGRAMABLE MODULE (QPM/XMC)                                                                                         | 10           |             | \$735.00     |
| 1U1-002   | TOP OF DASH RAM MOUNT WITHOUT POWER OR GROUND, FOR CUSTOMER FURNISHED DEVICE                                                    |              |             | \$32.00      |
| 746-143   | 7" B-PANEL INTERACTIVE TOUCHSCREEN DISPLAY RADIO W/ USB-C, APPLE CARPLAY, ANDROID AUTO, BLUETOOTH/AM/FM/SXM/WB, WITH MICROPHONE |              |             | STD          |
| 747-001   | DASH MOUNTED RADIO                                                                                                              |              |             | STD          |
| 750-002   | (2) RADIO SPEAKERS IN CAB                                                                                                       |              |             | STD          |
| 753-998   | NO AM/FM RADIO ANTENNA                                                                                                          |              |             | STD          |
| 749-998   | NO CB RADIO MOUNTING PROVISION                                                                                                  |              |             | STD          |
| 75W-002   | SHARKFIN MULTI-BAND ANTENNA, RIGHT HAND BIAS ROOF MOUNTING LOCATION: AM/FM/WEATHERBAND, WIFI/BLUETOOTH, SDAR/SIRIUSXM, GNSS/GPS |              |             | STD          |
| 78C-003   | INTEROPERABLE SDAR ANTENNA                                                                                                      |              |             | STD          |
| 74D-006   | STANDARD RADIO WIRING WITH STEERING WHEEL CONTROLS                                                                              |              |             | STD          |
| 810-027   | ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER                                                           |              |             | STD          |
| 817-001   | STANDARD VEHICLE SPEED SENSOR                                                                                                   |              |             | STD          |
| 812-001   | ELECTRONIC 3000 RPM TACHOMETER                                                                                                  |              |             | STD          |
| 813-1C8   | DETROIT CONNECT PLATFORM HARDWARE                                                                                               |              |             | STD          |
| 8D1-313   | 3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES             |              |             | N/C          |
| 6TS-008   | (2) TMC RP1226 ACCESSORY CONNECTORS: (1) LOCATED BEHIND PASSENGER SIDE REMOVABLE DASH PANEL (1) CENTER OF OVERHEAD CONSOLE      |              |             | \$40.00      |
| 162-002   | IGNITION SWITCH CONTROLLED ENGINE STOP                                                                                          |              |             | STD          |
| 329-136   | THREE EXTRA HARDWIRED SWITCHES IN DASH, ROUTE TO END OF FRAME, BLUNTCUT                                                         |              |             | \$190.00     |
| 4C1-026   | HARDWIRE SWITCH #1, ON/OFF LATCHING, 10 AMPS BATTERY POWER                                                                      |              |             | N/C          |
| 4C2-026   | HARDWIRE SWITCH #2, ON/OFF LATCHING, 10 AMPS BATTERY POWER                                                                      |              |             | N/C          |

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Don McPaters  
FRONT ROYAL TOWN OF  
102 E MAIN ST  
FRONT ROYAL VA 22630  
UNITED STATES  
Phone 540-636-6889

Prepared by:  
Dan Smith  
EXCEL TRUCK GROUP

| Data Code | Description                                                                                             | Weight Front | Weight Rear | Retail Price |
|-----------|---------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| 4C3-017   | HARDWIRE SWITCH #3,ON/OFF LATCHING, 10 AMPS<br>BATTERY POWER                                            |              |             | N/C          |
| 264-030   | (1) OVERHEAD MOUNTED LANYARD CONTROL FOR<br>DRIVER AIR HORN                                             |              |             | (\$23.00)    |
| 883-998   | NO TRAILER HAND CONTROL BRAKE VALVE                                                                     |              |             | STD          |
| 836-015   | DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER<br>DISPLAY                                                 |              |             | STD          |
| 660-008   | SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH<br>DELAY                                                    |              |             | STD          |
| 304-030   | ROTARY HEADLAMP SWITCH, MARKER<br>LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR<br>OPTIONAL FOG/ROAD LAMPS |              |             | N/C          |
| 882-009   | ONE VALVE PARKING BRAKE SYSTEM WITH WARNING<br>INDICATOR                                                |              |             | STD          |
| 299-020   | SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER,<br>HEADLAMP FLASH, WASH/WIPE/INTERMITTENT                |              |             | STD          |
| 298-046   | INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH<br>40 AMP (20 AMP PER SIDE) TRAILER LAMP CAPACITY          |              |             | STD          |
| 87T-998   | NO WRG/SW-OPTL #2,CHAS,AIR                                                                              |              |             | STD          |

#### Design

|         |                        |     |
|---------|------------------------|-----|
| 065-000 | PAINT: ONE SOLID COLOR | STD |
|---------|------------------------|-----|

#### Color

|         |                                                            |          |
|---------|------------------------------------------------------------|----------|
| 980-5F6 | CAB COLOR A: L0006EY WHITE ELITE EY                        | STD      |
| 986-020 | BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT              | STD      |
| 962-974 | POWDER GRAY (N0020EA) FRONT WHEELS/RIMS<br>(PKG21, G, PG1) | \$46.00  |
| 966-974 | POWDER GRAY (N0020EA) REAR WHEELS/RIMS<br>(PKG21, G, PG1)  | \$184.00 |
| 964-6Z7 | BUMPER PAINT: FP24812 ARGENT SILVER DUPONT<br>FLEX         | STD      |
| 963-003 | STANDARD E COAT/UNDERCOATING                               | STD      |

#### Certification / Compliance

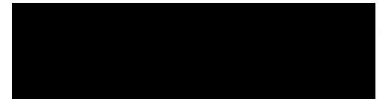
|         |                                                                |     |
|---------|----------------------------------------------------------------|-----|
| 996-001 | U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND<br>GLIDER KITS | STD |
|---------|----------------------------------------------------------------|-----|





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Dan Smith  
EXCEL TRUCK GROUP



### Sales Programs

PMY-3G6 BUSINESS QUOTE SALES PROGRAM

N/C

## TOTAL VEHICLE SUMMARY

### Adjusted List Price

Adjusted List Price \*\* \$ 186,127.00

### Weight Summary

|                 | Weight<br>Front | Weight<br>Rear | Total<br>Weight |
|-----------------|-----------------|----------------|-----------------|
| Factory Weight+ | 8869 lbs        | 7954 lbs       | 16823 lbs       |
| Total Weight+   | 8869 lbs        | 7954 lbs       | 16823 lbs       |

## ITEMS NOT INCLUDED IN ADJUSTED LIST PRICE

### Other Factory Charges

|         |                                                                                                                     |            |
|---------|---------------------------------------------------------------------------------------------------------------------|------------|
| PMV-024 | GHG24 SURCHARGE - CUMMINS                                                                                           | \$555.00   |
| PCA-005 | SOURCEWELL DEALER CHARGE                                                                                            | \$800.00   |
| RD1-313 | 3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES | N/C        |
| RAG-020 | CUMMINS TARIFF CHARGE - \$205                                                                                       | \$205.00   |
| PAT-025 | STEEL, ALUMINUM, AND CHINA TARIFF IMPACT FEE 108/114 SD AND M2 106/112                                              | \$1,500.00 |
| R26-001 | MY26 ESCALATOR                                                                                                      | \$3,750.00 |
| P73-2FT | STANDARD DESTINATION CHARGE                                                                                         | \$3,375.00 |

(+) Weights Shown are estimates only.  
If weight is critical, contact Customer Application Engineering.

(\*\*) Prices shown do not include taxes, fees, etc... "Net Equipment Selling Price" is located on the Quotation Details Proposal Report.

(\*\*\*) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.





## QUOTATION

### M2 112 PLUS CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK

5725MM (225 INCH) WHEELBASE

CUM L9 370 HP @ 2100 RPM, 2100 GOV RPM, 1250 LB-FT @  
1200 RPM, REFUSE

NO FIFTH WHEEL

ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO  
PROVISION

7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.1MMX282.6MM/0.  
437X11.13 INCH) 120KSI

MERITOR RT-46-160 46,000# R-SERIES TANDEM REAR AXLE

1975MM (78 INCH) REAR FRAME OVERHANG

TUFTRAC GEN2 46,000# REAR SPRING SUSPENSION

1/4 INCH (6.35MM) C-CHANNEL INNER FRAME  
REINFORCEMENT

DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP SINGLE  
FRONT AXLE

18,000# TAPERLEAF FRONT SUSPENSION

112 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB

|                           |                      |    | PER UNIT |    | TOTAL   |
|---------------------------|----------------------|----|----------|----|---------|
| VEHICLE PRICE             | TOTAL # OF UNITS (1) | \$ | 136,979  | \$ | 136,979 |
| EXTENDED WARRANTY         |                      | \$ | 0        | \$ | 0       |
| DEALER INSTALLED OPTIONS  |                      | \$ | 0        | \$ | 0       |
| CUSTOMER PRICE BEFORE TAX |                      | \$ | 136,979  | \$ | 136,979 |
| <b>TAXES AND FEES</b>     |                      |    |          |    |         |
| FEDERAL EXCISE TAX (FET)  |                      | \$ | (358)    | \$ | (358)   |
| TAXES AND FEES            |                      | \$ | 0        | \$ | 0       |
| OTHER CHARGES             |                      | \$ | 0        | \$ | 0       |
| <b>TRADE-IN</b>           |                      |    |          |    |         |
| TRADE-IN ALLOWANCE        |                      | \$ | 0        | \$ | 0       |
| BALANCE DUE               | (LOCAL CURRENCY)     | \$ | 136,621  | \$ | 136,621 |

#### COMMENTS:

Projected delivery on \_\_\_ / \_\_\_ / \_\_\_ provided the order is received before \_\_\_ / \_\_\_ / \_\_\_.

#### APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_.

Don McPeters  
FRONT ROYAL TOWN OF  
102 E MAIN ST  
FRONT ROYAL, VA 22630  
UNITED STATES  
Phone 540-636-6889

Don Smith  
EXCEL TRUCK GROUP



## Daimler Truck Financial

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at [Information@dtfoffers.com](mailto:Information@dtfoffers.com).

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at [www.daimlertruckfinancial.com](http://www.daimlertruckfinancial.com)



also dba Virginia Truck Body

ESTIMATE

Est Date: 04/03/25 01:18 pm

Excel Truck Group WC

No Vehicle

Job01 Rear loader 25yd

Labor: 0.00 hrs@\$155.00/hr=\$0.00

1.00 2201007 Excel 25 Yd Rear Loader Short \$83,900.00  
 1.00 9999999 Full Factory Mount New Chassis \$1,060.00  
 1.00 9999999 Polyurethane Enamel Paint Customer Specified - Excel \$6,100.00  
 1.00 9999999 Hot Shift PTO w/ Pump Installed Auto Trans \$3,700.00  
 1.00 2211052 Sump Sludge Control Option SXL/PTO/Frame Tank \$350.00  
 1.00 0120355 1/4" 100,000 P.S.I. Tailgate Sides \$390.00  
 1.00 0100247 1/4" Gr 50 Body Floor 25 Yd \$230.00  
 1.00 9999999 2 Year Body Warranty (1 Additional Year) \$2,970.00  
 1.00 0120751 2-10 Enclosure Shroud \$210.00  
 1.00 0120500 2-10 Yd Reeving Winch System \$4,180.00  
 1.00 2211030 Container Bumper Bar \$240.00  
 1.00 2211110 Body Side Mudguard for 315 Tires \$230.00  
 1.00 0120775 Dual Work Lights Outside Hopper with Brush Guard \$150.00  
 1.00 2211098 Excel S Remote Zerks Ejector \$100.00  
 1.00 0120369 Frame Mounted Oil Tank 24" DIA. \$720.00  
 1.00 0120240 Heavy Duty Packing Blades \$420.00  
 1.00 0120036 Hopper Work Light Double \$140.00  
 1.00 2211009 Install Dual Tipper w/Loadmaster Hydraulics \$4,300.00  
 1.00 0120055 LED Strobe System (4) 4" Dia Body & T/G (Each front corner) \$290.00  
 1.00 9999999 Material Cost Surcharge \$5,200.00  
 2.00 9938002 Perkins D6220 \$3,770.00  
 1.00 2211183 Triple Tailgate Side and Sweep Base Remote Zerks \$300.00  
 1.00 0120409 Uni Latch Coupler \$1,060.00  
 1.00 2201017 Water Cooler Mounted Under Body 5 Gal \$430.00  
 1.00 2211215 T/G SIDE TUBE PROTECTORS DUAL CT \$410.00 Technician: Add me 1 License #: Add me

25YD REARLOAD LO loadmaster 25yd

1.0 @124620.0 =\$ 124620.0124620.00

Status: Estimate Tech: Add me 1

m

Received By: \_\_\_\_\_

Payments to Equipment Works, Inc.

Cost Summary

|             |           |
|-------------|-----------|
| Labor       | 0.00      |
| Parts       | 0.00      |
| Non Taxable | 124620.00 |
| Freight     | 5000.00   |

-----&gt;-----&gt;-----&gt;---Continued on the next page---&gt;-----&gt;-----&gt;-----&gt;

Equipment Works, Inc.

also dba Virginia Truck Body

ESTIMATE

Page 2  
Est Date: 04/03/25 01:18 pm

Payments to Equipment Works, Inc.

Cost Summary

|          |             |
|----------|-------------|
| Tax      | 0.00        |
| Total    | \$129620.00 |
| Payments | 0.00        |
| Bal Due  | 129620.00   |

Status: Estimate

Payments:

Thank you for choosing Equipment Works, Inc.

4/10/25

*Don A. Smith*  
Exec Truck Group  
Sales Mgr

VIN-WS1254 due begin of Jun



# **AUTOMATED WASTE COLLECTION – HOW TO MAKE SURE IT MAKES SENSE FOR YOUR COMMUNITY**

**Marc J. Rogoff, Ph.D.**  
SCS Engineers  
Tampa, Florida

**Donald Ross**  
Kessler Consulting, Inc  
Tampa, Florida

**Richard E. Lilyquist, P.E.**  
Public Works Department  
City of Lakeland  
Lakeland, Florida

**Jeffrey L. Wood**  
Solid Waste Division  
City of Lakeland  
Lakeland, Florida

## **ABSTRACT**

The decision to implement solid waste collection automation is a complex one and involves a number of factors that should be considered, including engineering, risk management, technology assessment, costs, and public acceptance. This paper analyzes these key issues and provides a case study of how waste collection automation was considered by the City of Lakeland, Florida.

## **HOW DID AUTOMATED COLLECTION GET STARTED?**

The evolution of solid waste collection vehicles has been historically driven by an overwhelming desire by solid waste professionals to collect more waste for less money, as well as lessening the physical demands on sanitation workers. Evolving from horse drawn carriages and human powered carts to motor operated vehicles, collection equipment has been modernized, but it was not until the 1960s in the United States, however, that solid waste collection took a monumental leap in technology to improve overall efficiency.

During this era, public works departments in communities in mostly western states, which were experiencing rapid customer growth in suburbia in the post-World War II period, were exploring the concept of improving their labor productivity with their oftentimes limited resources. It is important to point out that these cities and agencies were less constrained by formal labor agreements, which were more typical of their larger sister, communities in the east and Midwest. Consequently, they began to explore ways of moving in the direction of improved vehicle automation as a substitute for labor to lift, tip, and empty garbage containers that were placed curbside.

Automated side-load trucks were first implemented in the City of Phoenix in the 1970s with the aim of ending the back-breaking nature of residential solid waste collection, and to minimize worker injuries. Since then thousands of public agencies and private haulers have moved from the once traditional read-load method of waste collection to one that also provides the customer with a variety of choices in standardized, rollout carts. These automated programs have enabled communities throughout the country to significantly reduce worker compensation claims and minimize insurance expenses, while at the same time offer opportunities to workers who are not selected for their work assignment based solely on physical skills.

## **MODERN APPLICATION OF AUTOMATION**

In an automated collection system, residents are provided a standardized container into which they place their waste. Residents must place their cart at the curb on collection day. During collection, the driver positions the collection vehicle beside the cart. Using controls inside the cab of the vehicle, the driver maneuvers a side-mounted arm to pick up the container and dump its contents into the vehicle. The driver then uses the arm to return the container to its original location. Automated collection allows for the driver to service the entire route; the need for additional manual labor is eliminated. The savings in personnel and worker's compensation costs, as well as the increase in crew productivity for automated collection, are well documented throughout the solid waste industry.

Currently, the Waste Equipment Technology Association (WASTEC) estimates that there are roughly about 120,000 solid waste vehicles on the road in the United States and about 15% of all new waste collection vehicles purchased in 2003 (the most recent statistics available) were automated. This trend is rapidly increasing as many agencies and private haulers shift to

automation in an attempt to minimize increasing insurance costs and more effectively control their cost of labor, while at the same time provide increased customer service levels and opportunities for an aging work force.

## **ADVANTAGES AND DISADVANTAGES OF AUTOMATION**

Some of the general advantages of automated collection often touted by its proponents include the following:

### **For Residents**

- Convenient and easy method for residents to dispose of trash.
- Wheeled containers are easier, more maneuverable, and safer for residents because there is no carrying or lifting of heavy trash cans.
- The capacity of most cans provided in these programs is equal to three or four regular trash cans.
- The containers keep rodents and pets out of trash given the tight lids.
- Helps to eliminate “over service,” as carts have a finite capacity as compared to manual bag programs.
- Containers are provided by and maintained by the community or hauler.
- Cleaner, healthier neighborhoods with no litter on streets after pickup.

### **For the Municipality**

- Improved collection efficiency and reduced costs
- Reduced employee injuries.
- Lower turnover rate and increased productivity due to less time missed by injured employees.
- Reduced Worker’s Compensation claims and insurance premiums.
- Reduced rodent problems.
- Cleaner, healthier neighborhoods with no litter on streets after pickup.
- Volume based containerized system helps limit overages.

## **IMPROVING SAFETY AND REDUCING WORK INJURIES**

Solid waste collection workers are highly exposed to health and environmental safety risks due to exposure to heavy workloads, volatile compounds, potentially hazardous or even infectious materials. Typical rear-load operations require manually lifting materials into the collection vehicles. Statistics from such programs

suggest that collection crews lift on average, over six tons (13,000 lbs.) per worker per day. In general, this heavy, repetitive, manual lifting combined with an aging workforce tends to generate an increasing number of injured staff.

A fully automated collection program enhances worker safety and comfort, minimizes manual lifting and exposure to possible hazards in the waste such as sharp objects. Fully automated collection eliminates heavy lifting, walking between setouts and frequent steps on and off the truck. The mechanical arms on modern, fully automated trucks are typically operated by the driver using a joystick control. Rather than slogging through rain and high temperature environments, operators of automated refuse collection systems spend their shifts in climate controlled comfort. The reduced physical requirement increases the diversity and longevity of the workforce that is able to collect waste. Automated collection has proven to significantly reduce collection worker injuries resulting in reduced workers compensation costs, decreasing disability claims, decreasing the number and cost of light duty assignments, and reducing salary fringe benefit costs in the future.

Automated collection programs are designed for right-side only collection routing. Similar to mail carrier routes, vehicles are forced to collect along the curb line making right hand only turns during its collection route. This right-hand only routing scheme enhances safety, reduces the number of unprotected left hand intersection turns, and eliminates the unsafe practices of zigzagging and double-sided collection commonly seen in rear end load collection systems.

## **ENABLING VARIABLE RATE STRUCTURES**

Under the traditional manual collection system, customers in most communities are typically allocated a basic service level of two cans for garbage collected twice weekly. Those homeowners that are ardent recyclers and who reduce waste and regularly set out less than two full cans of garbage oftentimes do not see any savings as they pay the same as those residents that use two full cans.

Most communities have found that implementation of automated collection provides an opportunity to supply their customers with varied container sizes and thereby moving closer to a true utility-like user pay for garbage disposal system (pay-as-you-throw or “PAYT”) where residents pay only for the service they need. Tailoring the size of the cart to the amount of garbage produced

and charging a higher cost for larger garbage cart sizes encourages residents to recycle and reduce the amount of waste disposed.

## **ENVIRONMENTAL AND AESTHETIC BENEFITS**

The use of standardized containers for automated collection has proven to result in a number of clear environmental benefits. The rolling carts are more resistant to animals, thus reducing unsightly blowing litter and strewn garbage, and replaces unsightly set-outs with a single uniform container over an entire community. The carts are designed with closed lids which help to reduce odors and keep water out, reducing leakage from trucks and water weight at landfills. Automated yard trash collection programs also eliminate the need for residents to use plastic bags which end up in the landfill and reduce the quality and usability of mulch products while providing residents with a convenient wheeled cart to collect debris while landscaping.

### **Enhanced Level of Service**

Automated solid waste collection is considered a higher level of service (versus manual collection) for residents. For most residents, wheeled carts are easier to move and set out than cans and bags that must be lifted. The wheeled containers are extremely durable, often lasting ten years or more, and are convenient to use as residents no longer need to buy replacement garbage cans or plastic yard trimmings bags. In most cases, carts are owned and maintained by the jurisdiction or servicing hauler.

## **DISADVANTAGES OF AUTOMATED COLLECTION PROGRAMS**

The primary disadvantage of automated collection is the initial costs of purchasing specialized vehicles and providing carts to homeowners. On average, the capital cost of an automated side-load vehicle is 20 percent more than that of a manual rear load vehicle. Additionally, the useful life of an automated vehicle is often less than a rear load vehicle. Cart costs generally average between \$35 and \$50 each depending on container size. Additional general disadvantages include the following:

- Automated vehicles require more maintenance than traditional rear end load vehicles and require specialized training of technicians.

- Homeowners must be educated on where to place bins and what kinds of trash can be collected. Bulky items that do not fit in the cart usually require a separate collection. Overloaded containers, or waste left on the ground can impact the productivity of collection. Ordinances prohibiting waste left on the ground should be developed, while additional containers or additional bag fees can help cover or discourage the practice.
- Some cities have chosen to automate yard waste collection as part of a transition to automation; however the size and volume of yard waste makes it less conducive to cart programs, and typically requires separate collection with different vehicle types (claw-type trucks or rear end load units). In order to effectively automate yard waste collection, yard waste size limits must be enforced, and alternate methods developed to collect larger, bulk debris items. Some jurisdictions have instituted a volume-based fee for yard waste that exceeds a predefined limit, making the system conducive to automation.
- Automated collection does not work in densely populated areas with on-street parking on collection days. However, on-street parking does not prevent a cart based approach to collection. A hybrid system can be employed in these cases where carts are collected in a semi-automated fashion and many cart system benefits can still be enjoyed.

## **CASE STUDY TO ANALYZE IMPLEMENTATION FEASIBILITY**

Last year, the City of Lakeland, Florida studied the feasibility of converting to an automated collection program for single-family, residential customers. Residential garbage collection for some 43,000 accounts is currently performed twice weekly with two separate routes structures (Monday/Thursday and Tuesday/Friday). Utilizing rear-end load compaction vehicles, 15 trucks are deployed on the Monday/Thursday routes, and 14 trucks are deployed on the Tuesday/Friday routes. Three-man crews are utilized on each of these routes including one driver and two loader collectors. Data indicated that setouts on the lead or first day of collection average about 80 percent, while the average setout rates on the trail or second day of collection is 58 percent.

## INSURANCE CLAIMS

With manual collection, worker's compensation claims had escalated over the past five years (Table 1) with the most significant claims dealing with knee/ankle/wrist and back injuries.

TABLE 1  
WORKER'S COMPENSATION CLAIMS FOR SOLID  
WASTE OPERATIONS 2005- 2009

| Type of Injury              | Number of Claims | Total Compensation (\$) |
|-----------------------------|------------------|-------------------------|
| Back/Neck                   | 388              | 139,124                 |
| Eyes                        | 60               | 4,474                   |
| Fall or Thrown from Vehicle | 90               | 21,695                  |
| Groin                       | 33               | 27,136                  |
| Hopper                      | 8                | 614                     |
| Insect Bite                 | 51               | 5,042                   |
| Knee/Ankle/Leg              | 1,316            | 828,673                 |
| Laceration or Stab          | 67               | 8,825                   |
| Miscellaneous               | 126              | 22,756                  |
| Shoulder                    | 323              | 120,951                 |
| Toes/Foot                   | 29               | 2,523                   |
| Wrist/Elbow/Arm             | 148              | 23,544                  |
| <b>Total</b>                | <b>2,639</b>     | <b>1,205,356</b>        |

CITY OF LAKELAND, FLORIDA

A Pro-Forma Model was constructed to help estimate the projected costs to the City to implement an automated, solid waste collection program. The Model estimated the financial impact of implementing an automated collection program that included once weekly collection of 95-gallon containers and once weekly collection of yard waste using the existing rear-end load system. The model did not include costs associated with the collection of curbside recyclables, as revenues are separate from garbage and yard waste collection.

### Model Assumptions

The following assumptions were utilized to construct the Lakeland Model. Although the reader's mileage may vary, each of these items is important to consider when considering a conversion to automation:

- 43,000 residential customers.
- 90 homes per hour rate of production. Although higher production rates can be achieved with automation (up to 120 homes per hour), the City should not expect to reach higher levels until system is fully implemented, staff is fully trained, and education and outreach programs have demonstrated effective results.
- Four-day work week (garbage).
- Four-day work week (yard waste).
- Yard waste production estimates based on the City's current actual experience.
- Labor cost assumptions based on the median of salary ranges as provided by City, escalated 3% for 2010 CPI.
- Benefit costs calculated at 35% of total salaries.
- Fuel usage was based on per unit FY 2009 budget estimates. Fuel costs based on Energy Information Administration (EIA) average for low sulfur diesel for previous 2 years.
- Three-person yard waste routes (1-driver, 2-crew).
- Model does not consider revenues from sale of surplus equipment (can be factored into new purchases – City estimates a 40 percent residual value).
- Vehicle spare (backup) ratios calculated at 15%.
- Manpower backup ratio calculated based on City provided time off (vacation & sick time) benefits.
- Automated containers are depreciated for 10 years (coinciding with factory backed warranty of 10 years).
- Spare ratios for carts calculated at 5 % for spares and replacements.
- Self-insurance cost reduction estimated at 30% of current City experience. Rear load collection



exposure is projected to remain at 20% to account for continued manual yard waste collection.

## Projected Results

The team was asked to conduct a financial analysis of the residential solid waste and yard waste system. To conduct this analysis, administrative costs (approximately \$3.2 million), those that are considered part of the entire department, needed to be allocated to the residential services portion of the system in order to recognize a true cost of operations. The residential administrative allocations (\$1,582,231) include the current costs experienced by the City and were allocated by a variety of methods including number of trucks, staffing, and percent of revenue, depending on the cost category. A minimum of 30 percent savings in the self-insurance fund was estimated to occur in the first year of automation. Similar systems have recognized greater than 50 percent in some cases. Figure 1 illustrates that with the assumptions in place, the City can reduce overall operating expenses by converting to automated collection. The monthly per household cost can potentially be reduced by \$1,220,862, an estimated \$2.06 per month from the current FY 2009 cost of \$15.82. However, it is up to the City's elected officials to determine if the savings should be used to stabilize utility rates in future years, or if the savings can be immediately passed through to residents. The project also illustrated that the current cost to operate is currently higher than monthly residential fees charged (\$15.75), and that the residential system is being subsidized by the City's commercial collection system.

FIGURE 1  
ESTIMATED FINANCIAL RESULTS  
CITY OF LAKE LAND, FLORIDA

| Factors                  | Current Program      | Automated Program              |
|--------------------------|----------------------|--------------------------------|
| Staffing                 | 64                   | 35                             |
| Vehicles                 | 26                   | 24 - 22                        |
| Collection Frequency     | 2 X Week             | 1 X Week                       |
| Cost (\$/Month/Home)     | \$15.82 <sup>1</sup> | \$14.32 - \$13.45 <sup>2</sup> |
| Potential System Savings |                      | \$774,326 - \$1,220,862        |

<sup>1</sup>Cost to operate is currently higher than monthly residential fee (\$15.75). Residential rates are currently subsidized by commercial collection system.

<sup>2</sup>Projected rates (first year to full implementation)

Following meetings with City staff, the first model was further adjusted to account for no reduction in

administrative costs using a current residential system allocation amount provided by the Division of \$1,749,784. Applying this allocation method, the City can conservatively reduce the monthly per household cost by an estimated \$1.73 per month. The majority of these savings can be seen in the personnel expense category, as the FTE headcount is reduced by approximately 20. This change to automated collection is projected to result in a cumulative first year savings for the Division as a whole of \$774,326 in 2009 dollars. These total savings will not be fully recognized until the entire system has been converted to full automation.

## Implementation Issues

### Phase In Approach:

Implementing an automated collection program should preferably be in a series of steps. Implementation should be done in a phased in approach; adding subdivisions and areas of the City to the program over time. In most cases, implementation begins with a pilot program where a small consolidated sector of the city is converted to the new system. This sector size is based roughly on the collection capacity of one vehicle (900 – 1200 households), and is typically an active community with a high level of residents involved in the local community. Homeowner association meetings, mailings, and promotional activities are conducted three to six months in advance in order to brief the residents on the program, and feedback is solicited from the residents during the process in order to help anticipate future questions. Once the pilot community is active with the new system for at least three months, planning can begin on a full scale phased in implementation. The benefits to a phased in approach include:

- Acclimating residents to the program organically and not concurrently - Except for the first city area to be converted, other residents will be exposed to ongoing education and outreach programs about the new system and will have an understanding of the program when their neighborhood is ready for conversion. Also, a phased-in approach will allow the City to adjust program education based on initial feedback from the pilot program residents.
- Provides an opportunity for better capital management - A phased in approach to citywide conversion allows for the phased in purchase of new collection vehicles, rather than purchasing all at the same time. As vehicles age, the cost to repair increases, and at some future point, all vehicles again have to be replaced. In a phased approach, new vehicles can be purchased a few at a time each year, maintaining an average age of fleet of three to

four years, while at the same time maintaining a predictable level of variable maintenance expenses.

- Today there is a choice in automated collection vehicles and a phased-in approach allows the City the opportunity to test and experiment with different units on a smaller scale, rather than an initial commitment to one style, make, or model. The industry is working to develop options to address the higher operating costs of automation while still maintaining the gains in efficiencies. These new technologies should be examined through pilot scenarios to maximize the cost savings benefit on automation.
- A significant portion of program capital and the system's most noticeable feature are the containers. Carts can be purchased or leased from container manufacturers who can also provide the maintenance services required. Each supplier offers a different level of specifications that should be considered, including subsequent repair and maintenance.

Although most cart suppliers offer a ten year warranty on manufacturer defects, all cart systems require a level of service to deliver, remove, and regularly repair carts that become damaged during day to day operations. In many cases, containers can be procured with and without a service maintenance program. If the cart company is not conducting the service, City staff will be required to maintain the cart system, and once fully implemented will require full time staffing. When procuring containers, the city should consider requests for pricing that include both cart purchases and a separate price for cart maintenance services in order to properly evaluate the cost associated with this service. Additionally, today's economic climate has resulted in very low interest rates that the City could leverage when making new equipment and container purchases.

- Conversions should begin in newly planned subdivisions. Newly planned subdivisions are designed with adequate turning radii and street width, and sufficient amounts of off street parking, which are conducive to automated collection systems. Conversions in these newer neighborhoods can occur quickly such that:
  - o Adding contiguous subdivisions (of acceptable route size) to the first area maintains route density, enhances production, and assists with planning new equipment purchases.
  - o Equipment is purchased in stages as new areas are developed.

- o Education programs are introduced 3 to 6 months in advance of equipment delivery, and can be accelerated as a greater percentage of the City is converted.
- o Older neighborhoods are added to the program last.

#### **Manpower:**

As staffing and personnel costs represent the largest portion of savings in an automated conversion, there are a number of issues that should be addressed by the City during the planning phase. In Lakeland's case, an automated conversion implementation plan was estimated to reduce the Division staffing levels for residential waste collection from 58 to 32 positions, 23 of which are solid waste collectors.

In our experiences with similar municipal programs, automation provides significant opportunities for current solid waste employees to cross-train and advance in the Division. Further, automation preserves the City's aging workforce by reducing physical labor requirements for waste collection.

Nonetheless, these new collection vehicles will have enhanced technology requiring specialized training for technicians in the Fleet Management Division. Although this can present a challenge, it also can provide opportunities for current Fleet Division employees to cross-train and advance in the division with advanced technical certifications.

Deploying the new automated program in a phased-in approach will allow the City to plan for staff reductions through attrition: In this way, retiring employees, or those lost through normal attrition, are replaced with temporary staffing until which time the conversion to automation reduces staffing permanently. Although this sounds daunting, normal turnover in solid waste hauling operations can range between 10 and 20 percent annually.



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025      Item# 11B

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

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

On July 18, 2025, CHA presented an updated excess volume determination for 2025. After receiving feedback, the numbers have been revised to accommodate any and all possible future development which was sent to the Town on August 2, 2025.

**Budget/Funding:** None

**Meetings:** Work Sessions held May 5, May 12, & September 8, 2025,  
Regular Meeting held May 27, 2025 with no action taken

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

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Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_



## APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

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

Application Date: 09/09/2025  
Owner(s) / Applicant(s) Full Name: Stafford One Investments, LLC  
Mailing Address: [REDACTED]  
City/State/Zip: [REDACTED]  
Daytime Phone: [REDACTED] Email: [REDACTED]  
Property Address/Lot #: Tax Map Parcels 12-6F, 4-44B, 4-43A, 4-45B pt.

### **IF RESIDENTIAL:**

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

### **IF COMMERCIAL or INDUSTRIAL:**

Type of Business: Industrial  
Number of Employees: unknown Hours of Operation: unknown  
Estimated Usage: 4,500 gallons per day

### **ALL APPLICANTS:**

Number of Toilets: N/A Urinals: N/A Sinks: N/A Tubs/Shower: N/A  
Size of Meter (Must match water service size): 2"  
Fire Suppression Required: Yes / No Meter size 10"

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### ***THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT***

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

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### ***TOWN APPROVAL PROCESS***

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



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***THIS SECTION TO BE COMPLETED BY PUBLIC WORKS***

Water & Sewer Availability: \_\_\_\_\_

Utility Extension Required: \_\_\_\_\_

Utility Plans Reviewed & Approved: \_\_\_\_\_

PILOT Agreement Completed: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**FEES:**

Water Connection Fee \_\_\_\_\_

Water Additional Fee \_\_\_\_\_

Fire Suppression Fee \_\_\_\_\_

***Sub Total (Water)*** \_\_\_\_\_

Sewer Connection Fee \_\_\_\_\_

Sewer Additional Fee \_\_\_\_\_

***Sub Total (Sewer)*** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Public Works Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**134-71.1 PURCHASE OF WATER AND SEWER TAPS**

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

## GENERAL INFORMATION

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

| Water Element                                                                 | Raw Water Intake & PS                                                                               | Water Treatment Plant                                                             | Guard Hill PS                                                                                                 | Future Manassas Ave PS | Jamestown PS         | 4H PS                | WTP Zone Distribution System                                                              |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------|
| Zone Served                                                                   | All                                                                                                 | All                                                                               | Route 522 Corridor                                                                                            |                        | Jamestown            | 4H                   | WTP Zone                                                                                  |
| Existing Daily Flow (MGD)                                                     | 2.11                                                                                                | 2.02                                                                              | 0.53                                                                                                          |                        | 0.33                 | 0.07                 | 1.10                                                                                      |
| Committed to Dominion Power, but Unused (MGD)                                 | 0.52                                                                                                | 0.52                                                                              | 0.52                                                                                                          |                        | -                    | -                    | -                                                                                         |
| Sum of Existing and Committed Flow (MGD)                                      | 2.64                                                                                                | 2.54                                                                              | 1.05                                                                                                          |                        | 0.33                 | 0.07                 | 1.10                                                                                      |
| Permitted Capacity (MGD)*                                                     | 3.49                                                                                                | 4.00                                                                              | -                                                                                                             | -                      | -                    | -                    | -                                                                                         |
| Design Capacity (MGD) **                                                      | 8.00                                                                                                | 5.94                                                                              | 1.63                                                                                                          | 1.63                   | 0.41                 | 0.09                 | 2.20                                                                                      |
| Available Infrastructure's Capacity after Existing & Committed Flows (MGD)*** | 5.36                                                                                                | 3.40                                                                              | 2.21                                                                                                          |                        | 0.09                 | 0.02                 | 1.10                                                                                      |
| Projected Total Development Estimated Flow (MGD)                              | 0.64                                                                                                | 0.64                                                                              | 0.30                                                                                                          |                        | 0.26                 | 0                    | 0.08                                                                                      |
| Limiting Facility/Permit***                                                   | Raw Water Permit                                                                                    | Raw Water Permit                                                                  | Raw Water Permit                                                                                              |                        | Jamestown PS         | 4H PS                | Raw Water Permit                                                                          |
| Available Daily Excess Capacity after Development (MGD)                       | 0.21                                                                                                | 0.82                                                                              | 0.21                                                                                                          |                        | -0.17                | 0.02                 | 0.21                                                                                      |
| Notes                                                                         | 4.8 MGD of capacity in infrastructure. Updated permit may required new screens. once permit updated | 2.8 MGD of capacity in infrastructure. Permit can be obtained with little expense | 1.97 MGD of distribution system capacity available once Manassas Ave PS and Raw & Plant permitting completed. |                        | 2026 Upgrade planned | 2026 Upgrade planned | 1.02 MGD of distribution system capacity available once Raw & Plant permitting completed. |

Existing flow data taken from May 2024 to April 2025, except for 4H pump station which had a major leak from Jan 2024-Aug 2024

\*Raw Water Intake & PS Annual average permitted capacity is 3.49 MGD, Max day cannot exceed 5.94 MGD, max month is 4.27 MGD

\*\* Pump station capacity is based on 16 hours of operation per day . WTP & Raw Water PS based on 24 hr/day operation

| Water Element                                                                    | Raw Water Intake<br>& PS | Water Treatment<br>Plant | Guard Hill PS      | Future<br>Manassas Ave<br>PS | Jamestown PS | 4H PS       | WTP Zone<br>Distribution<br>System |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------|------------------------------|--------------|-------------|------------------------------------|
| Zone Served                                                                      | All                      | All                      | Route 522 Corridor |                              | Jamestown    | 4H          | WTP Zone                           |
| Available Infrastructure's Capacity<br>after Existing & Committed Flows (MGD)*** | 5.36                     | 3.40                     | 2.21               |                              | 0.09         | 0.02        | 1.10                               |
| Projected Approved Development Estimated Flow<br>(MGD)                           | 0.007                    | 0.007                    | 0.007              |                              | 0            | 0           | 0                                  |
| <b>Available Capacity after Approved Development<br/>(MGD)</b>                   | <b>5.36</b>              | <b>3.39</b>              | <b>2.21</b>        |                              | <b>0.09</b>  | <b>0.02</b> | <b>1.10</b>                        |
| Projected Planned Development Estimated Flow<br>(MGD)                            | 0.63                     | 0.63                     | 0.29               |                              | 0.26         | 0           | 0.08                               |
| <b>Available Capacity after Planned Development<br/>(MGD)</b>                    | <b>4.72</b>              | <b>2.76</b>              | <b>1.92</b>        |                              | <b>-0.17</b> | <b>0.02</b> | <b>1.02</b>                        |



Sanitary Sewer System Excess Capacity: Sep 2025 Update

| Wastewater Element                               | WWTP        | Riverton PS | Crooked Run PS | Kelly Industrial Park PS | Stevens PS  | Happy Creek #1 PS | Happy Creek #2 PS | IT Federal PS |
|--------------------------------------------------|-------------|-------------|----------------|--------------------------|-------------|-------------------|-------------------|---------------|
| 2022 Average Daily Flow (MGD)                    | 4.82        | 1.03        | 0.36           | 0.003                    | 0.01        | 0.07              | 0.02              | 0.0002        |
| 2023 Average Daily Flow (MGD)                    | 4.12        | 0.89        | 0.37           | 0.003                    | 0.01        | 0.05              | 0.01              | 0.0007        |
| 2024 Average Daily Flow (MGD)                    | 4.46        | 0.87        | 0.31           | 0.003                    | 0.01        | 0.07              | 0.03              | 0.0010        |
| 2025 Average Daily Flow (MGD)                    | 3.79        | 0.77        | 0.28           | 0.003                    | 0.01        | 0.04              | 0.01              | 0.0010        |
| 2022 Peak Day Flow (MGD)                         | 11.60       | 3.60        | 0.85           | 0.041                    | 0.07        | 0.63              | 0.18              | 0.0060        |
| 2023 Peak Day Flow (MGD)                         | 9.74        | 1.70        | 0.67           | 0.019                    | 0.07        | 0.36              | 0.13              | 0.0160        |
| 2024 Peak Day Flow (MGD)                         | 10.80       | 3.51        | 1.86           | 0.039                    | 0.30        | 0.98              | 0.62              | 0.0200        |
| 2025 Peak Day Flow (MGD)                         | 6.06        | 1.00        | 0.44           | 0.004                    | 0.03        | 0.11              | 0.08              | 0.0020        |
| Projected Total Development Estimated Flow (MGD) | 0.64        | 0.09        | 0.05           | 0                        | 0.005       | 0.10              | 0.00              | 0.00          |
| Design Capacity (MGD)                            | 5.30        | 2.74        | 1.73           | 0.28                     | 1.44        | 0.32              | 0.32              | 0.19          |
| <b>Available Daily Excess Capacity (MGD)</b>     | <b>0.87</b> | <b>1.88</b> | <b>1.40</b>    | <b>0.28</b>              | <b>1.43</b> | <b>0.19</b>       | <b>0.32</b>       | <b>0.19</b>   |
| Peak Day Excess Capacity (MGD)                   | -           | 1.64        | 1.24           | 0.28                     | 1.41        | 0.12              | 0.24              | 0.19          |

Notes: 2023 information does not include December, 2024 information does not include November & December, 2025 information ranges from May 1 2024 to April 30 2025

Sanitary Sewer System Excess Capacity: Sep 2025 Update

| Wastewater Element                                               | WWTP        | Riverton PS | Crooked Run PS | Kelly Industrial Park PS | Stevens PS  | Happy Creek #1 PS | Happy Creek #2 PS | IT Federal PS |
|------------------------------------------------------------------|-------------|-------------|----------------|--------------------------|-------------|-------------------|-------------------|---------------|
| 2025 Average Daily Flow (MGD)                                    | 3.79        | 0.77        | 0.28           | 0.003                    | 0.01        | 0.04              | 0.01              | 0.001         |
| <i>Design Capacity (MGD)</i>                                     | <i>5.30</i> | <i>2.74</i> | <i>1.73</i>    | <i>0.28</i>              | <i>1.44</i> | <i>0.32</i>       | <i>0.32</i>       | <i>0.19</i>   |
| Projected Approved Development Estimated Flow (MGD)              | 0.007       | 0.007       | 0.007          | 0                        | 0.005       | 0                 | 0                 | 0             |
| <b>Available Daily Capacity after Approved Development (MGD)</b> | <b>1.50</b> | <b>1.96</b> | <b>1.44</b>    | <b>0.28</b>              | <b>1.43</b> | <b>0.28</b>       | <b>0.32</b>       | <b>0.19</b>   |
| Projected Planned Development Estimated Flow (MGD)               | 0.63        | 0.08        | 0.04           | 0                        | 0           | 0.10              | 0                 | 0             |
| <b>Available Daily Capacity after Planned Development (MGD)</b>  | <b>0.87</b> | <b>1.88</b> | <b>1.40</b>    | <b>0.28</b>              | <b>1.43</b> | <b>0.19</b>       | <b>0.32</b>       | <b>0.19</b>   |

|                                                                     | WWTP         | Riverton PS | Crooked Run PS | Kelly Industrial Park PS | Stevens PS  | Happy Creek #1 PS | Happy Creek #2 PS | IT Federal PS |
|---------------------------------------------------------------------|--------------|-------------|----------------|--------------------------|-------------|-------------------|-------------------|---------------|
| 2025 Peak Day Flow (MGD)                                            | 6.06         | 1.00        | 0.44           | 0.004                    | 0.03        | 0.11              | 0.08              | 0.002         |
| <i>Design Capacity (MGD)</i>                                        | <i>5.30</i>  | <i>2.74</i> | <i>1.73</i>    | <i>0.28</i>              | <i>1.44</i> | <i>0.32</i>       | <i>0.32</i>       | <i>0.19</i>   |
| Projected Approved Development Estimated Flow (MGD)                 | 0.007        | 0.007       | 0.007          | 0                        | 0.005       | 0                 | 0                 | 0             |
| <b>Available Peak Day Capacity after Approved Development (MGD)</b> | <b>-0.77</b> | <b>1.72</b> | <b>1.28</b>    | <b>0.28</b>              | <b>1.41</b> | <b>0.21</b>       | <b>0.24</b>       | <b>0.19</b>   |
| Projected Planned Development Estimated Flow (MGD)                  | 0.63         | 0.08        | 0.04           | 0                        | 0           | 0.10              | 0                 | 0             |
| <b>Available Peak Day Capacity after Planned Development (MGD)</b>  | <b>-1.40</b> | <b>1.64</b> | <b>1.24</b>    | <b>0.28</b>              | <b>1.41</b> | <b>0.12</b>       | <b>0.24</b>       | <b>0.19</b>   |

| Map ID | Development                                  | Teir     | Planned Residences | Projected Flow (MGD) | Water Pressure Zone | Wastewater Sewershed |
|--------|----------------------------------------------|----------|--------------------|----------------------|---------------------|----------------------|
| 1      | Swan Estates                                 | Planned  | 450                | 0.135                | Eastern             | WWTP                 |
| 2      | FRLP (149 AC. Parcel)                        | Planned  | 320                | 0.096                | Eastern             | Happy Creek #1       |
| 3      | FRLP (Annexation Area)                       | Planned  | 818                | 0.245                | Route 522 Corridor  | WWTP                 |
| 4      | Squirrel Hill                                | Planned  | 36                 | 0.011                | WTP                 | Riverton PS          |
| 5      | Townhomes by Holloway on Strasburg Road      | Planned  | 24                 | 0.007                | WTP                 | Riverton PS          |
| 6      | Forest Hill Drive                            | Planned  | 16                 | 0.005                | WTP                 | Riverton PS          |
| 7      | Southside of Strasburg Across from AS Rhodes | Planned  | 50                 | 0.015                | WTP                 | Riverton PS          |
| 8      | Royal Lane Apartments                        | Planned  | 36                 | 0.011                | WTP                 | WWTP                 |
| 9      | Apartments behind Rural King                 | Planned  | 90                 | 0.027                | WTP                 | WWTP                 |
| 10     | Elsia Drive                                  | Planned  | 30                 | 0.009                | WTP                 | WWTP                 |
| 11     | Marshall Glen (1321 Happy Creek Rd)          | Planned  | 97                 | 0.029                | Eastern             | WWTP                 |
| 12     | Marlow & Silek                               | Planned  |                    | 0.004                | Route 522 Corridor  | Crooked Run PS       |
| 13     | Caroline Drive                               | Planned  |                    | 0.014                | Route 522 Corridor  | Crooked Run PS       |
| 14     | Rushmark                                     | Approved |                    | 0.001                | Route 522 Corridor  | Crooked Run PS       |
| 15     | Toray Drive Property                         | Approved |                    | 0.002                | Route 522 Corridor  | Crooked Run PS       |
| 16     | Equus Development (53 AC. Baugh Drive)       | Approved |                    | 0.004                | Route 522 Corridor  | Stevens PS           |
| 17     | Plien-Smith TDS (23 AC. Baugh Drive)         | Approved |                    | 0.001                | Route 522 Corridor  | Stevens PS           |
| 18     | Crooked Run Assemblage                       | Planned  |                    | 0.004                | Route 522 Corridor  | Crooked Run PS       |
| 19     | Green Pearl Hospitality                      | Planned  |                    | 0.021                | Route 522 Corridor  | Crooked Run PS       |
| 20     | Crooked Run Assemblage                       | Planned  |                    | 0.001                | Route 522 Corridor  | Crooked Run PS       |
| 21     | Avtex Property (Plant Side)                  | Future   |                    |                      | WTP                 | IT Federal PS        |
| 22     | Happy Creek Technology Park                  | Future   |                    |                      | Eastern             | Happy Creek #1       |
| 23     | Andricks Flea Market                         | Future   |                    |                      | WTP                 | WWTP                 |
| 24     | Lim On Group LLC                             | Future   |                    |                      | WTP                 | WWTP                 |
| 25     | Front Royal Industrial Park LLC (16 lots)    | Future   |                    |                      | Eastern             | Happy Creek #2       |
| 26     | Jackson Furniture (5 Lots)                   | Future   |                    |                      | Eastern             | Happy Creek #2       |
| 27     | 0 N. Shenandoah Ave. (Selah)                 | Future   |                    |                      | WTP                 | WWTP                 |
| 28     | Crooked Run West                             | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 29     | Slate Run Farm                               | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 30     | Wayne Bunch (Jett Farm Road Frontage)        | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 31     | Turker Investments                           | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 32     | Khatib Land Company                          | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 33     | Shen Valley LLC                              | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 34     | Shen Valley LLC                              | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 35     | Lispen LLC (2 Lots)                          | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 36     | Sulphur Springs Farm LLC                     | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 37     | Sulphur Springs Farm LLC                     | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |
| 38     | Ahmad Khatib                                 | Future   |                    |                      | Route 522 Corridor  | Crooked Run PS       |



# Front Royal – Excess Volume Determination

Council Update – July 14, 2025





# Town Code

## *Section 134.1.C*

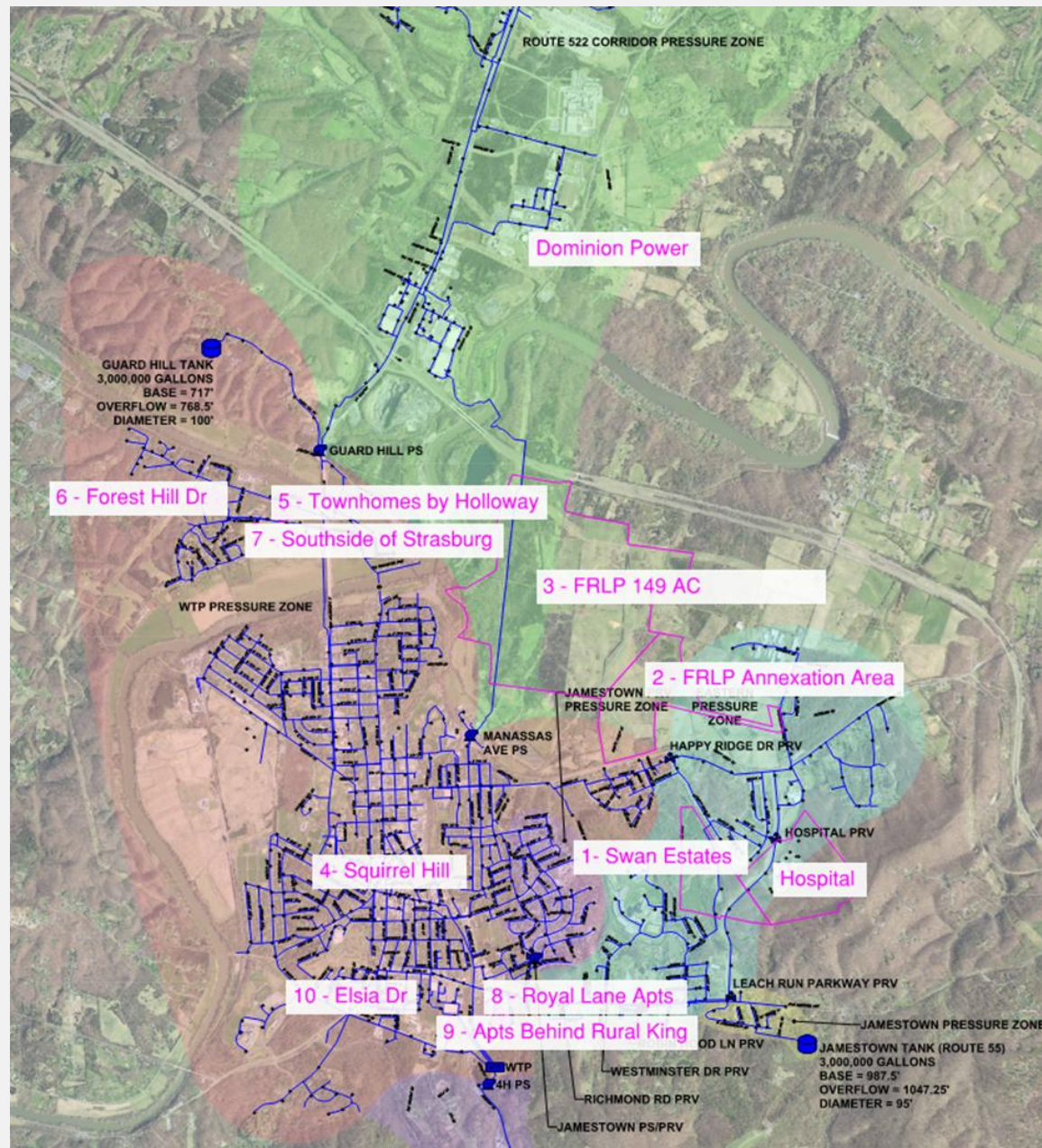
The Town Municipal Code (Code), section 134.1. C, states that the Town will annually determine the “anticipated excess volume” of water and sewer that is available for residential, commercial, or industrial use. The Code establishes excess volume as the “current and projected volume required by the Town subtracted from the current permitted plant capacities.” The Code also requires all utility extensions to include detailed information demonstrating no impact to existing users and that all construction will meet established Town standards.

This report seeks to fulfill the Code requirement for determining anticipated excess volume within the water and sewer systems. This report takes the approach that “excess volume” refers to capacity available for future development. Thus, the “excess volume” is assumed to be annual average treatment, conveyance and/or distribution capacity available to support new, permanent development.

# Proposed Development

| Map ID | Development                                  | Planned Residences | Projected Flow (MGD) | Water Pressure Zone | Wastewater Sewershed |
|--------|----------------------------------------------|--------------------|----------------------|---------------------|----------------------|
| 1      | Swan Estates                                 | 450                | 0.14                 | Eastern             | WWTP                 |
| 2      | FRLP (149 AC. Parcel)                        | 320                | 0.10                 | Eastern             | Happy Creek #1       |
| 3      | FRLP (Annexation Area)                       | 818                | 0.25                 | Route 522 Corridor  | WWTP                 |
| 4      | Squirrel Hill                                | 36                 | 0.01                 | WTP                 | Riverton PS          |
| 5      | Townhomes by Holloway on Strasburg Road      | 24                 | 0.01                 | WTP                 | Riverton PS          |
| 6      | Forest Hill Drive                            | 16                 | 0.00                 | WTP                 | Riverton PS          |
| 7      | Southside of Strasburg Across from AS Rhodes | 50                 | 0.02                 | WTP                 | Riverton PS          |
| 8      | Royal Lane Apartments                        | 36                 | 0.01                 | WTP                 | WWTP                 |
| 9      | Apartments behind Rural King                 | 90                 | 0.03                 | WTP                 | WWTP                 |
| 10     | Elsia Drive                                  | 30                 | 0.01                 | WTP                 | WWTP                 |





# Water System Excess Volume 2025

## Available Capacity

| Water Element                                                                 | Raw Water Intake & PS                                                                              | Water Treatment Plant                                                             | Guard Hill PS                                                                                                 | Future Manassas Ave PS | Jamestown PS         | 4H PS                | WTP Zone Distribution System                                                              |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------|
| Zone Served                                                                   | All                                                                                                | All                                                                               | Route 522 Corridor                                                                                            |                        | Jamestown            | 4H                   | WTP Zone                                                                                  |
| Existing Daily Flow (MGD)                                                     | 2.11                                                                                               | 2.02                                                                              | 0.53                                                                                                          |                        | 0.33                 | 0.07                 | 1.10                                                                                      |
| Committed to Dominion Power, but Unused (MGD)                                 | 0.52                                                                                               | 0.52                                                                              | 0.52                                                                                                          |                        | -                    | -                    | -                                                                                         |
| Sum of Existing and Committed Flow (MGD)                                      | 2.64                                                                                               | 2.54                                                                              | 1.05                                                                                                          |                        | 0.33                 | 0.07                 | 1.10                                                                                      |
| Permitted Capacity (MGD)*                                                     | 3.49                                                                                               | 4.00                                                                              | -                                                                                                             | -                      | -                    | -                    | -                                                                                         |
| Design Capacity (MGD) **                                                      | 8.00                                                                                               | 5.94                                                                              | 1.63                                                                                                          | 1.63                   | 0.41                 | 0.09                 | 2.20                                                                                      |
| Available Infrastructure's Capacity after Existing & Committed Flows (MGD)*** | 5.36                                                                                               | 3.40                                                                              | 2.21                                                                                                          |                        | 0.09                 | 0.02                 | 1.10                                                                                      |
| Projected Future Development Estimated Flow (MGD)                             | 0.56                                                                                               | 0.56                                                                              | 0.25                                                                                                          |                        | 0.23                 | 0.00                 | 0.08                                                                                      |
| Limiting Facility/Permit***                                                   | Raw Water Permit                                                                                   | Raw Water Permit                                                                  | Raw Water Permit                                                                                              |                        | Jamestown PS         | 4H PS                | Raw Water Permit                                                                          |
| Available Daily Excess Capacity after Development (MGD)                       | 0.29                                                                                               | 0.90                                                                              | 0.29                                                                                                          |                        | -0.14                | 0.02                 | 0.29                                                                                      |
| Notes                                                                         | 4.8 MGD of capacity in infrastructure. Updated permit may require new screens. once permit updated | 2.8 MGD of capacity in infrastructure. Permit can be obtained with little expense | 1.97 MGD of distribution system capacity available once Manassas Ave PS and Raw & Plant permitting completed. |                        | 2026 Upgrade planned | 2026 Upgrade planned | 1.02 MGD of distribution system capacity available once Raw & Plant permitting completed. |

Existing flow data taken from May 2024 to April 2025, except for 4H pump station which had a major leak from Jan 2024-Aug 2024

\*Raw Water Intake & PS Annual average permitted capacity is 3.49 MGD, Max day cannot exceed 5.94 MGD, max month is 4.27 MGD

\*\* Pump station capacity is based on 16 hours of operation per day . WTP & Raw Water PS based on 24 hr/day operation



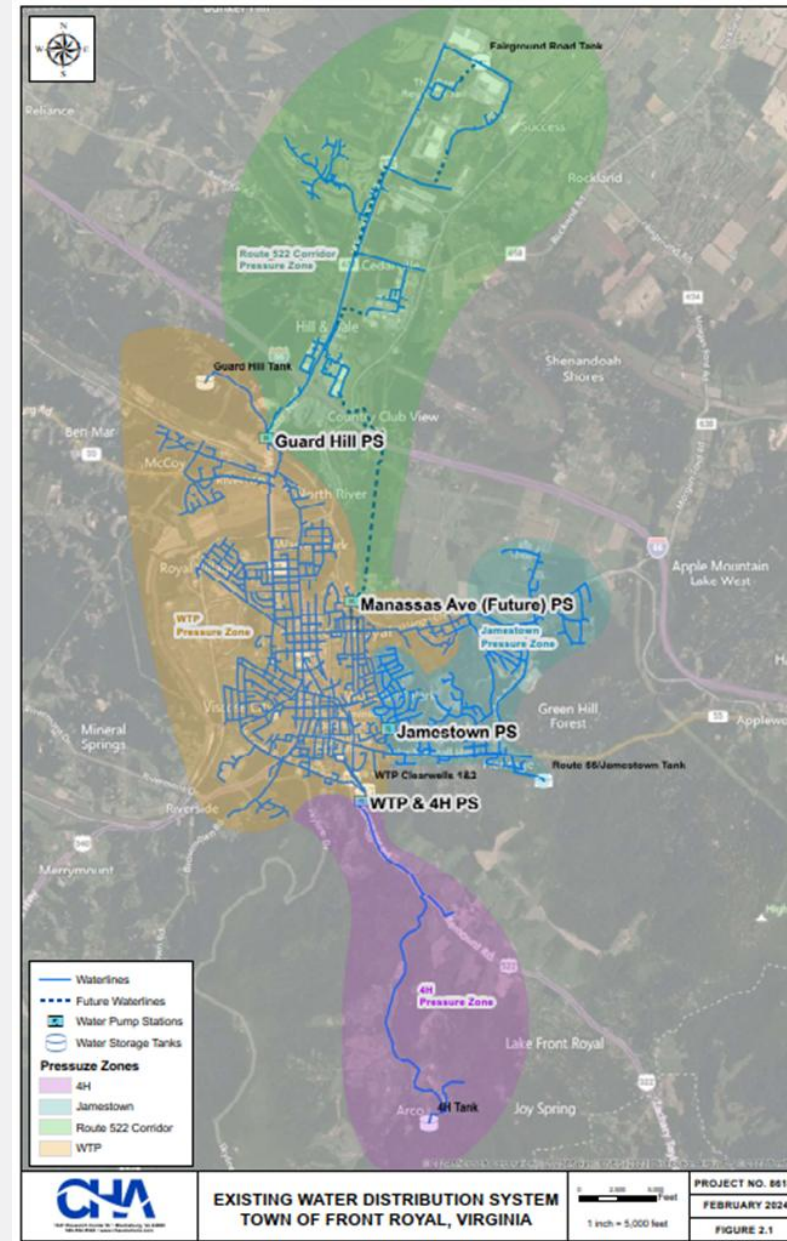
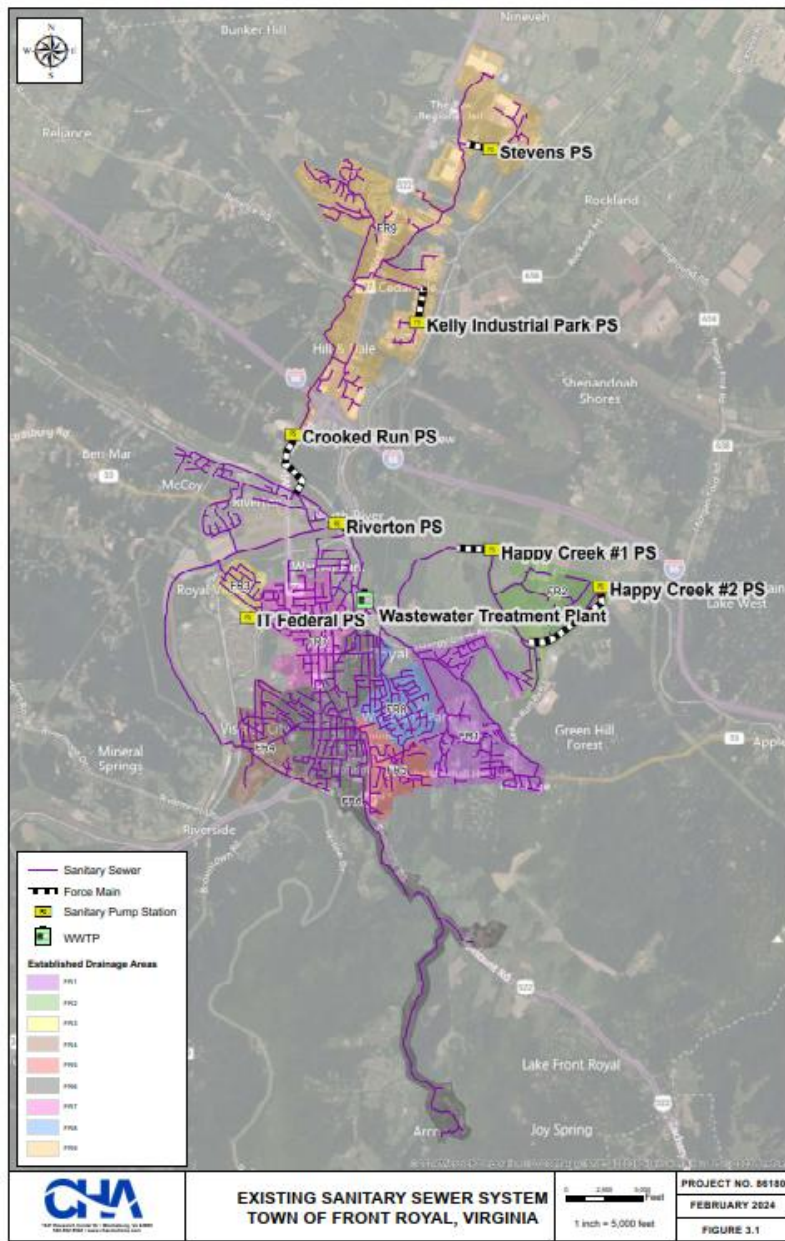
# Sewer System Excess Volume 2025

## *Available Capacity*

| Wastewater Element                                | WWTP        | Riverton PS | Crooked Run PS | Kelly Industrial Park PS | Stevens PS  | Happy Creek #1 PS | Happy Creek #2 PS | IT Federal PS | Total Rainfall for the Year (in) |
|---------------------------------------------------|-------------|-------------|----------------|--------------------------|-------------|-------------------|-------------------|---------------|----------------------------------|
| 2022 Average Daily Flow (MGD)                     | 4.82        | 1.03        | 0.36           | 0.003                    | 0.01        | 0.07              | 0.02              | 0.0002        | 42.42                            |
| 2023 Average Daily Flow (MGD)                     | 4.12        | 0.89        | 0.37           | 0.003                    | 0.01        | 0.05              | 0.01              | 0.0007        | 36.93                            |
| 2024 Average Daily Flow (MGD)                     | 4.46        | 0.87        | 0.31           | 0.003                    | 0.01        | 0.07              | 0.03              | 0.001         | 36.97                            |
| 2025 Average Daily Flow (MGD)                     | 3.79        | 0.77        | 0.28           | 0.003                    | 0.01        | 0.04              | 0.01              | 0.001         | 32.57                            |
| 2022 Peak Day Flow (MGD)                          | 11.6        | 3.60        | 0.85           | 0.041                    | 0.07        | 0.63              | 0.18              | 0.006         | 42.42                            |
| 2023 Peak Day Flow (MGD)                          | 9.74        | 1.7         | 0.67           | 0.019                    | 0.07        | 0.36              | 0.13              | 0.016         | 36.93                            |
| 2024 Peak Day Flow (MGD)                          | 10.8        | 3.51        | 1.86           | 0.039                    | 0.30        | 0.98              | 0.62              | 0.02          | 36.97                            |
| 2025 Peak Day Flow (MGD)                          | 6.06        | 1.0         | 0.44           | 0.004                    | 0.03        | 0.11              | 0.08              | 0.002         | 32.57                            |
| Projected Future Development Estimated Flow (MGD) | 0.561       | 0.0378      | 0              | 0                        | 0.00        | 0.10              | 0                 | 0             | -                                |
| <i>Design Capacity (MGD)</i>                      | <i>5.30</i> | <i>2.74</i> | <i>1.73</i>    | <i>0.28</i>              | <i>1.44</i> | <i>0.32</i>       | <i>0.32</i>       | <i>0.19</i>   | -                                |
| <b>Available Daily Excess Capacity (MGD)</b>      | <b>0.95</b> | <b>1.93</b> | <b>1.45</b>    | <b>0.28</b>              | <b>1.43</b> | <b>0.19</b>       | <b>0.32</b>       | <b>0.19</b>   | -                                |
| Peak Day Excess Capacity (MGD)*                   | -           | 1.64        | 1.29           | 0.28                     | 1.41        | -                 | 0.24              | 0.19          | -                                |

Notes: 2023 information does not include December, 2024 information does not include November & December, 2025 information ranges from May 1 2024 to April 30 2025

\*Assumes a 2.5 peaking factor on developed flow.



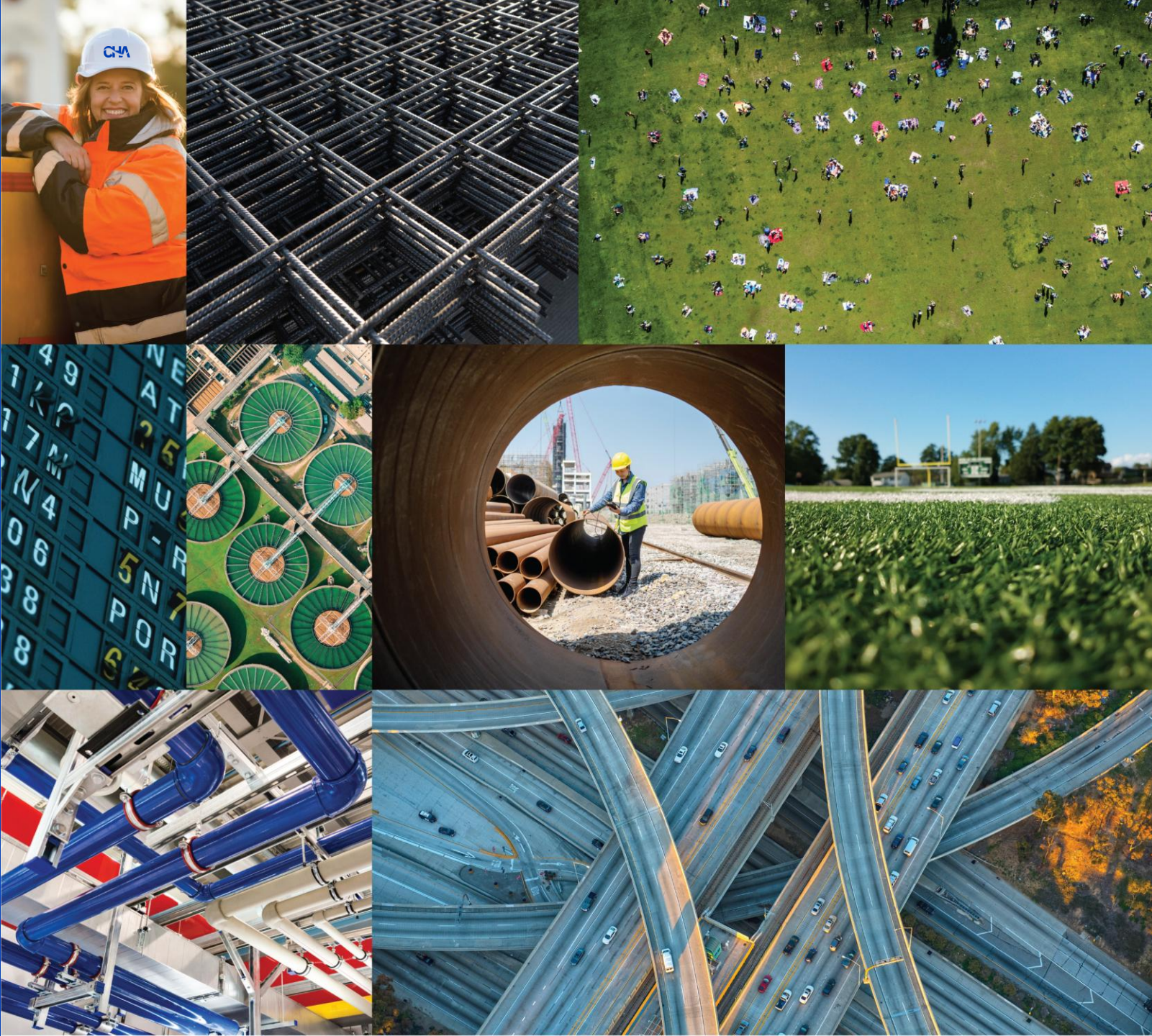


# Questions?

Contact:

Stevie Steele

[Ssteele@chasolutions.com](mailto:Ssteele@chasolutions.com)





# Water System Volume

## November 2024

### Available Capacity

| Water Element                                      | Raw Water Intake & PS      | Water Treatment Plant      | Guard Hill PS            | Future Manassas Ave PS | Jamestown PS | 4H PS | WTP Zone Distribution System |
|----------------------------------------------------|----------------------------|----------------------------|--------------------------|------------------------|--------------|-------|------------------------------|
| Zone Served                                        | All                        | All                        | Route 522 Corridor       |                        | Jamestown    | 4H    | WTP Zone                     |
| Existing Daily Flow (MGD)                          | 2.10                       | 2.10                       | 0.55                     |                        | 0.31         | 0.01  | 1.12                         |
| Dominion Power Committed but Unused Capacity (MGD) | 0.52                       | 0.52                       | 0.52                     |                        | -            | -     | 0.52                         |
| Permitted Capacity (MGD)                           | 3.49*                      | 4.00                       | -                        | -                      | -            | -     | -                            |
| Design Capacity (MGD) **                           | 8.00                       | 5.94                       | 1.63                     | 1.63                   | 0.41         | 0.09  | 2.20                         |
| Available Capacity (MGD)                           | 5.38                       | 3.32                       | 0.56                     | 1.63                   | 0.10         | 0.08  | 1.08                         |
| Limiting Facility/Permit                           | Raw Water PS<br>DEQ Permit | Raw Water PS<br>DEQ Permit | Raw Water PS<br>WTP Zone |                        | Jamestown PS | 4H PS | Raw Water PS                 |
| Excess Capacity (MGD) ***                          | 0.87                       | 0.87                       | 0.87                     |                        | 0.17         | 0.08  | 0.87                         |

\*Max day cannot exceed 5.94 MGD, max month is 4.27 MGD

\*\* Pump station capacity is based on 16 hours of operation per day . WTP & Raw Water PS based on 24 hr/day operation

\*\*\* Available Daily Excess Capacity was calculated as permitted capacity minus average daily flow & commitment to Dominion



# Sewer System Volume

## November 2024

### Available Capacity

| Wastewater Element                         | WWTP        | Riverton PS | Crooked Run PS | Kelly Industrial Park PS | Stevens PS  | Happy Creek #1 PS | Happy Creek #2 PS | IT Federal PS |
|--------------------------------------------|-------------|-------------|----------------|--------------------------|-------------|-------------------|-------------------|---------------|
| 2022 Average Daily Flow (MGD)              | 4.82        | 1.03        | 0.36           | 0.003                    | 0.01        | 0.07              | 0.018             | 0.0002        |
| 2023 Average Daily Flow (MGD)              | 4.12        | 0.89        | 0.37           | 0.003                    | 0.01        | 0.05              | 0.011             | 0.0007        |
| 2024 Average Daily Flow (MGD)              | 4.46        | 0.87        | 0.31           | 0.003                    | 0.01        | 0.07              | 0.031             | 0.001         |
| 2022 Peak Day Flow (MGD)                   | 11.6        | 3.60        | 0.85           | 0.041                    | 0.07        | 0.63              | 0.179             | 0.006         |
| 2023 Peak Day Flow (MGD)                   | 9.74        | 1.7         | 0.67           | 0.019                    | 0.07        | 0.36              | 0.128             | 0.016         |
| 2024 Peak Day Flow (MGD)                   | 10.8        | 3.51        | 1.86           | 0.039                    | 0.30        | 0.98              | 0.62              | 0.02          |
| <i>Design Capacity (MGD)</i>               | <i>5.3</i>  | <i>2.74</i> | <i>1.73</i>    | <i>0.281</i>             | <i>1.44</i> | <i>0.32</i>       | <i>0.324</i>      | <i>0.189</i>  |
| <b>Average Daily Excess Capacity (MGD)</b> | <b>0.84</b> | <b>1.87</b> | <b>1.42</b>    | <b>0.28</b>              | <b>1.43</b> | <b>0.25</b>       | <b>0.29</b>       | <b>0.19</b>   |
| Peak Day Excess Capacity (MGD)             | -           | -           | -              | 0.24                     | 1.14        | -                 | -                 | 0.17          |

Notes: 2023 information does not include December, 2024 information does not include November & December

# Water System Volume

March 2024

Available Capacity

Table 2.1 Water System Excess Capacity

| Water Element                        | Raw Water Intake & PS   | Water Treatment Plant   | Guard Hill PS                  | Future Manassas Ave PS | Jamestown PS | 4H PS       | WTP Pressure Zone Distribution System |
|--------------------------------------|-------------------------|-------------------------|--------------------------------|------------------------|--------------|-------------|---------------------------------------|
| Pressure Zone Served                 | All                     | All                     | Route 522 Corridor             |                        | Jamestown    | 4H          | WTP                                   |
| Average Day Demand (MGD)             | 2.10                    | 2.10                    | 0.42                           | -                      | 0.24         | 0.01        | 1.10                                  |
| Dominion Power Unused Capacity (MGD) | 0.52                    | 0.52                    | 0.52                           | -                      | -            | -           | -                                     |
| Permitted Capacity (MGD)             | 3.49*                   | 4.00                    | -                              | -                      | -            | -           |                                       |
| Design Capacity (MGD) **             | 8.00                    | 5.94                    | 1.63                           | 1.63                   | 0.41         | 0.09        | 2.20                                  |
| Available Capacity (MGD)             | 5.38                    | 3.32                    | 0.71                           | 1.63                   | 0.17         | 0.08        | 1.10                                  |
| Limiting Facility/Permit             | Raw Water PS DEQ Permit | Raw Water PS DEQ Permit | Raw Water PS WTP Pressure Zone |                        | Jamestown PS | 4H PS       | Raw Water PS DEQ Permit               |
| <b>Excess Capacity (MGD) ***</b>     | <b>0.87</b>             | <b>0.87</b>             | <b>0.87</b>                    |                        | <b>0.17</b>  | <b>0.08</b> | <b>0.87</b>                           |

\*Max day cannot exceed 5.94 MGD, max month is 4.27 MGD

\*\* Distribution pump station capacity is based on 16 hours/day operation. WTP & Raw Water PS based on 24 hours/day operation.

\*\*\* Available Excess Capacity was calculated as the lowest available permitted capacity minus demand and unused capacity. The DEQ withdrawal permit limits most portions of the water system.

# Sewer System Volume

## March 2024

### Available Capacity

Table 3.2 Sanitary Sewer System Excess Capacity

| Wastewater Element                   | WWTP | Riverton PS | Crooked Run PS | Kelly Industrial Park PS | Stevens PS  | Happy Creek #1 PS | Happy Creek #2 PS | IT Federal PS |
|--------------------------------------|------|-------------|----------------|--------------------------|-------------|-------------------|-------------------|---------------|
| 2022 Average Day Flow (MGD)          | 4.82 | 1.03        | 0.36           | 0.003                    | 0.01        | 0.07              | 0.018             | 0.0002        |
| 2022 Peak Day Flow (MGD)             | 11.6 | 3.60        | 0.85           | 0.041                    | 0.07        | 0.63              | 0.179             | 0.006         |
| 2023 Average Day Flow (MGD)          | 4.12 | 0.89        | 0.37           | 0.003                    | 0.01        | 0.05              | 0.011             | 0.0007        |
| 2023 Peak Day Flow (MGD)             | 9.74 | 1.7         | 0.67           | 0.019                    | 0.07        | 0.36              | 0.128             | 0.016         |
| Design Capacity (MGD)                | 5.3  | 2.74        | 1.73           | 0.281                    | 1.44        | 0.32              | 0.324             | 0.189         |
| Average Daily Excess Capacity* (MGD) | 0.48 | -           | 0.88           | 0.240                    | 1.37        | -                 | 0.15              | 0.18          |
| Limiting Facility                    | -    | Riverton PS | Riverton PS    | Riverton PS              | Riverton PS | Happy Creek #1 PS | Happy Creek #1 PS | -             |
| Downstream Excess Capacity*** (MGD)  | 0.48 | -           | -              | -                        | -           | -                 | -                 | 0.18          |

\* Calculated as design capacity minus 2022 Peak Day for all pump stations, for the WWTP 2022 the Average Day was used

\*\* Excess capacity is only available if supported by downstream facilities. This numbers reflects the lowest available capacity downstream.



## CLOSED MEETING AGENDA STATEMENT

Meeting Date: September 22, 2025

Item# 12

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### 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, the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia.
- 2) pursuant to §2.2-3711(A)(3) of the Code of Virginia, discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, the sale of vacated 13,324 square feet of N. Royal Avenue and the unimproved alley between N. Royal Avenue and Virginia Avenue.

### 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.

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Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Veitenthal \_\_\_\_\_ Sealock \_\_\_\_\_ Rappaport \_\_\_\_\_ Ingram \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_