



TOWN COUNCIL REGULAR MEETING

Monday, October 27, 2025 @ 7:00pm

Warren County Government Center

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

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

4. APPROVAL OF MINUTES – *I move that Council approve the Council meeting minutes of September 22, 2025 Regular Meeting and October 6, 2025 Work Session, as presented.*

5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (REQUIRES UNANIMOUS VOTE) AND/OR REVISION TO ORDER OF BUSINESS (REQUIRES MAJORITY VOTE)

6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS –

- A. Recognition of Service on the Board of Architectural Review (BAR) - Gary D. “Dewey” Vaughn and Katherine Snyder

7. PUBLIC HEARINGS

A. Rezoning Application Submitted by Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust, Requesting an Amendment to the Zoning Map to Reclassify Vacant Lots on Elsia Drive from C-1 Community Business District to R-3 Residential District.

B. Zoning Text Amendments to Town Code §175-3 – Definitions to define Designated Special Circumstance Housing, §175-12.1 – Uses Permitted by Special Permit (R-1), §175-18.2.B – Use Regulations (R-1A), §175-20.1 – Uses Permitted by Special Permit (R-2), §175-37.3 – Permitted Uses (PND) to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and to Create §175-153 to add Designated Special Purpose Housing Performance Standards.

C. Ordinance Amendment to Rescind Town Code Town Engineer §4-43 – Appointment: Duties from the Town Code.

8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

9. REPORTS

- A. Report of Town Manager
B. Report of Councilmembers
C. Report of the Mayor

10. CONSENT AGENDA ITEMS

- A. Purchase of School Zone Flashing Beacon Systems
B. Purchase of Flex by Motorola Solutions Software Subscription Package Upgrade for Police Department
C. FY26 Budget Amendment to Receive Traffic Signal Equipment Reimbursement
D. FY26 Budget Amendment to Receive DMV Alcohol and Police Traffic Services Grant Funds
E. Reappointment to Local Board of Building Code Appeals (LBBCA)
F. Appointments to Board of Architectural Review (BAR)
G. Appointment to Board of Zoning Appeals (BZA)

11. CLOSED MEETING

12. ADJOURN



Moment of Silence

Pledge of Allegiance was led by Ella Halliday-Glock.

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 –Councilman Ingram *moved seconded by Councilman Sealock 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.*

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

No – N/A

Absent – N/A

Abstain – Vice Mayor Veitenthal (due to her being virtual for some of meeting on September 8th and then lost signal)

ROLL CALL

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

RECOGNITIONS/AWARDS/REPORTS – None

PUBLIC HEARINGS

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

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

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



Special Use Permit submitted by Claude Van Sant to Allow a Short-Term Rental at 101 The Hill.

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

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

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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.

Mayor Cockrell opened the public hearing.

Elena Boyle, 437 S. Royal Avenue, Program Director at Life Repair Center, stated the purpose of the request was to open a shelter for women and children. She gave statistics on homelessness that included families with children, noting there were not a lot of options for them.

Christine Mahoney, 501 S. Royal Avenue, President of the Life Repair Center Board, Program Manager of the House of Hope for men and volunteer for the thermal shelter [H.A.R.T.S.], advised of the many calls she receives from families with children needing a place to stay.

Mayor Cockrell closed the public hearing

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

Councilman Rappaport confirmed with staff that there was sufficient parking. Councilman Wood stated it was a good use and there was a need.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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.

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



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

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

Councilman Rappaport voiced concern that three feet may be too restrictive. Staff understood that three feet would not need additional support, emphasizing that all plans must conform to setbacks and boundaries of the lot.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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.

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

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

Councilman Rappaport explained that there were two different items in the draft motion and preferred they be separated so he could address the short-term rental issue. He voiced concern with Chapter 175-114.E. "An existing residential use property shall be exempt from off-street parking requirements of Town Code Chapter 148-870." He explained that short-term rentals were businesses and suggested requiring short-term rentals to have the same parking requirements. He supported the recodification of the performance standards but not the text revisions as presented for short-term rentals.

Vice Mayor Veitenthal reminded Council that there was a consensus to advertise the amendments to Town Code the same way the Planning Commission did. She noted the various discussions Council had about short-term rental parking with no conclusion on how to remedy.

At this time Councilman Rappaport stated a Point of Order noting his feeling of being attacked.

Vice Mayor Veitenthal continued with her explanation of short-term rental parking and her personal experiences, including the influx of taxes and tourism into the community from those renting the short-term rentals.

Mayor Cockrell read the motion on the floor and reiterated that there was no consensus at the work sessions to split the advertisement into two separate amendments. Vice Mayor Veitenthal confirmed with staff that if the ordinance were to be separated it would require another advertisement.

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

Councilman Ingram explained that moving performance standards in the Town Code for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116 was not changing the verbiage only recodifying making it easier to find the performance standards.

Councilman Wood noted that off-street parking was always going to be an issue but was okay with moving forward with the ordinance amendment as presented. He agreed that short-term rentals compete with local businesses.

Councilman Rappaport reiterated that short term rentals were businesses and should provide parking spaces as required. He reiterated that he supported moving performance standards in the Town Code for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116 but did not support the proposed text amendment for short term rentals.

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

No – Councilman Rappaport

Absent – N/A

Abstain – N/A

ROLL CALL

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

Town Manager Joe Petty advised that after speaking with the Board of Architectural Review (BAR) and the Planning Commission it was revealed that there were some conflicting language in the proposed ordinance presented before Council tonight. He offered a revised motion that made the ordinance less restrictive; therefore, not requiring additional advertising. He noted that the revised motion allowed Special Use Permits (SUP) in the Historic District.

Vice Mayor Veitenthal clarified with staff that the draft motion in the packet, as written, would not allow rebuilding a duplex or townhouse if it were to be destroyed by disaster such as fire. Mr. Petty confirmed that the amended proposed motion would allow the rebuild with a Special Use Permit.

Mayor Cockrell opened the public hearing.

Ellen Aders, 219 Prospect Street, advised that Chairman Waters was sick but asked her to convey that the number one priority was to protect the architecture in the Historic District. She stated that the BAR understood Council's concerns about "building back" which is why the proposed revised amendment was a good idea. She mentioned the parking on Blue Ridge Avenue and Cloud Street, where single-family homes were converted into multifamily units, had created a "parking nightmare." She encouraged Council to consider the proposed revised amendment.

Katie Snyder, 507 Grandview Drive, current member of the BAR, asked Council to adopt the proposed revised amendment noting it would be contradictory to the board's mission if rejected. She explained that it would improve the value of the homes and benefit the homeowners. She mentioned the process of looking for grant money to help residents restore their homes. Ms. Snyder opined that keeping standards high and requiring some limitations was good and necessary in the Historic District.



David Silek, 295 W. Main Street, stated that the proposed revised amendment was appropriate.

Holly Rhodenhizer, 240 Cloud Street, owner of property in the Historic District for over 10 years, advised that she valued character and loved the sense of community the Town offered. She stated that shared history and preservation make the Historic District special. She voiced support for the proposed revised amendment and encouraged Council to adopt it as written.

Mayor Cockrell closed the public hearing.

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Vice Mayor Veitenthal moved seconded by Councilman Wood 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 amended: Remove the draft language in 175-84.B, "limiting development of undeveloped lots to single family use"; and Remove the draft language in 175-84.B.11 in its entirety; and Amend the drafted language in 175-29 to permit Duplexes, Townhouses, and Two-Family Dwellings in the Historic District by Special Use Permit.

Mr. Petty explained that that structures being rebuilt would have to adhere to setbacks with the footprint staying the same. Director of Planning Kopishke explained the process of applying for a Special Use Permit (SUP).

Vice Mayor Veitenthal voiced concern that the Historic District was currently not aesthetically pleasing, but did however, thank those who were taking care of their properties. She continued her explanation of why she was concerned about those structures that were caught in a disaster and could not build back.

Councilman Sealock emphasized working on making things better.

Councilman Wood opined that a renewal was happening in the Historic District and suggested keeping what we have and maintain its integrity. He clarified with staff that the construction project going in place of the Victorian house that burned down would not be affected by the new proposed text amendment.

Councilman Ingram thanked staff and the BAR for their work on the revised text amendment.

Councilwoman DeDomenico-Payne enjoyed hearing that there was assistance for homeowners who needed repairs completed on their homes. She questioned who on staff could assist residents in finding ways to renovate and preserve their homes.

Councilman Rappaport, owner of a 99-year-old home, respected the Historic District noting the value of architecture.

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, thanked Council for approving the ordinance amendment regarding the Historic District. She advised that Main Street America would be in Front Royal on October 14th and encouraged Council to attend their input meetings. She suggested Councilwoman DeDomenico-Payne to check Habitat for Humanity's Program "A Brush of Kindness" since it assists homeowners who need help with specific repairs.

David Silek, 295 W. Main Street, thanked Council for approving the ordinance amendment regarding the Historic District. He voiced concern that the Town did not have active zoning enforcement for local hotels and motels that were allowing people to live in them as if they were a multi-family apartment unit. He encouraged Council to enforce the zoning ordinance as there were many violations.

REPORTS

Town Manager Report – Mr. Petty gave an update on the 8th Street Bridge replacement and the N. Royal Avenue infrastructure project. He advised that the Town Business Offices would be closed on October 13th for Columbus Day, the Citizens Academy would begin on October 8th, and the Festival of Leaves would begin on October 10th with Dancing Downtown and conclude on October 11th. He asked citizens to be patient while the Town approached "Leaf Season" traffic.

Town Council Reports

Councilwoman DeDomenico-Payne attended: Ribbon Cuttings for Family Pharmacy and Loose Cow Mercantile; 9/11 Patriot Ceremony, Northern Shenandoah Valley Regional Commission (NSVRC) Meeting and Suicide Prevention Motorcycle Ride or Walk Awareness Event. She visited the former Avtex Property and the Virginia Inland Port. She mentioned the importance of Valley Health's 24-hour intervention, EmPATH (Emergency, Psychiatric Assessment, and Treatment and Healing) Unit opening soon for the community.

Councilman Wood attended the 9/11 Patriot Ceremony. He expressed condolences to the family of Mike Kisner who passed away suddenly. He met with Ellen Aders regarding various grants for infrastructure projects.

Councilman Rappaport attended the Ribbon Cutting for Family Pharmacy and the most recent Town Planning Commission Meeting where the text amendment for data centers was discussed.

Councilman Ingram advised he would be attending the VML Annual Conference.

Vice Mayor Veitenthal attended: Warren County Girls Softball game, Ribbon Cutting for Loose Cow Mercantile, a Virginia Housing meeting regarding affordable housing in Front Royal and available grants. She spoke at a Virtual Rural Healthcare Transformation Session hosted by Delegate Oats. She gave an overview of her thoughts on the assassination of Charlie Kirk, the first amendment right, political divisions and how all of it has affected the community.

Report of the Mayor – Mayor Cockrell attended: "Victory in the Valley" sponsored by Chilly Hollow Brewing Company, Ribbon Cuttings for Loose Cow Mercantile and Family Pharmacy; Shenandoah National Park Trust Gathering regarding gateway communities; Local Girls Front Royal Softball Team Fundraiser; and Arc of Warren Resource Fair "Navigating the Maze." She attended and helped organize the Suicide Prevention Motorcycle Ride or Walk Awareness Event. She reminded everyone of Warren Coaliton's "Celebrate Kids Day" event. She introduced the Hometown Heroes Banner Program.



CONSENT AGENDA ITEMS

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

Council approved the Reimbursement of an application fee to the Warren County Community Health Coalition in the amount of \$1,000.

Resolution to Cancel the October 14, 2025 Regular Work Session

Council approved a resolution cancelling the October 14, 2025 Regular Work Session as presented.

FY26 Budget Amendment for Electric Transformer Reimbursement

Council approved 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.

Award of Construction Services to Restore Happy Creek Bank at 8th Street Bridge

Council approved construction services to restore the bank on Happy Creek at the 8th Street Bridge from Muller, Inc. of Falls Church, Virginia in the amount of \$150,263.20.

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council approved 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

Purchase of Replacement Refuse Truck

Councilman Rappaport moved seconded by Councilman Sealock 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).

Vice Mayor Veitenthal clarified that the 2012 truck would be auctioned. Councilman Wood advised that staff would have a consultant conduct a study for auto-loading truck in this fiscal year.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

Vice Mayor Veitenthal moved seconded by Councilman Ingram that Council, based upon a finding of sufficient excess capacity, deny a joint request from Warren County and Stafford One Investments LLC (522 Properties LLC, Owner) for water and sewer service.

Councilman Ingram advised that his stance had not changed since this item was before Council previously. He voiced being uncomfortable with making a decision with not enough information.



Vice Mayor Veitenthal advised "something does not sit right with me" explaining that the capacity of water requested was different on the application to the County.

Councilman Sealock voiced concern that the application was not completed.

Councilwoman DeDomenico-Payne asked for an explanation on the water capacity differences. Mr. Petty advised that the original application to the County did have a rather large capacity listed; however, that has been taken care of, and a new application has been received matching the Town's application. He continued that vacant land does not have a physical address unless it has a structure on it; therefore, it is identified with a tax map number. He reminded Council the Town's utility agreement has a cap explaining the County did not regulate the water.

Vice Mayor Veitenthal voiced concern committing Council to a utility agreement that could change in the future and considerably reduce the need for Town water.

Councilman Wood reminded Council that staff has advised that the Town has the capacity and explained that spec buildings were not unusual.

Councilman Rappaport noted that the applicant was looking for a spec building to sell and that any other industry such as a data center or laundry facility would have to come back to the Town for more water.

Councilwoman DeDomenico-Payne confirmed that the Town was not required to furnish water to industries. Town Attorney George Sonnet stated that state law allows the Town to provide water and sewer provided the County made a request. She voiced concern about the applicant wanting more water at a later time maybe from another source. Mayor Cockrell questioned whether "sole provider" could be written in the agreement. Mr. Sonnett advised it could but would have to be agreed upon by all parties.

Mayor Cockrell clarified with staff that the applicant was required to get the infrastructure to their property at no additional cost to the Town. Mr. Sonnett stated that the agreement, once approved, was a legally binding document for 4,500 gallons of water reminding Council this was what the County asked the Town to provide.

SUBSTITUTE MOTION: *Councilman Rappaport moved seconded by Councilman Wood 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.*

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

No – Councilmembers Veitenthal, Ingram

Absent – N/A

Abstain – N/A

ROLL CALL



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

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 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; and, 3) 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 Board of Architectural Review (BAR).

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Vice Mayor Veitenthal left the meeting at 10:07 to not be part of the discussion for 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.

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

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

The meeting adjourned at approximately 10:30pm.

Approved by Town Council

Date: _____



Roll Call by Clerk of Council

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

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

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, the Board of Architectural Review (BAR) and the Board of Zoning Appeals (BZA).

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

ROLL CALL

Videotape was not active when Council certified the Closed Meeting.

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

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

ROLL CALL

ACTION ITEMS

Award Contract to Provide Project Management and Implementation Assistance for Enterprise Resource Management Software

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council authorize the award of a contract to Berry, Dunn, McNeil & Parker (Berry-Dunn) to provide project management and implementation assistance for



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

enterprise resource management software in the amount of \$212,376.00, with the contract to be approved by the Town Manager and Town Attorney.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Award Contract for Enterprise Resource Planning Software

Councilman Rappaport moved seconded by Councilman Sealock that Council authorize the award of a contract to Univerus Inc, a subsidiary of Blue Ocean Systems LLC, for enterprise resource planning software in the amount of \$686,266.63 for year one with annual subscription fees for years 2-5 in the amount of \$218,996.00 annually, with the contract to be approved by the Town Manager and Town Attorney.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Award Contract to Provide Merchant Services for Payment Processing

Councilman Wood moved seconded by Councilman Sealock that Council authorize the award of a contract to Paymentus to provide merchant services for payment processing at no cost to the Town, with the contract to be approved by the Town Manager and Town Attorney.

Council mentioned that this was a common payment platform and would accept ACH payments. Director of Finance BJ Wilson explained that each customer would set up its own portal.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Resolution - Authorization for Town Attorney and Town Manager to Execute Settlement Participation Form for the Town to Participate in Settlement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus (the "Manufacturers") of Opioid Related Claims

Vice Mayor Veitenthal moved seconded by Councilman Wood that Council approve the resolution authorizing the Town Attorney and Town Manager to execute the Settlement Participation Form.

Mayor Cockrell explained that any funds received would be given to the County but noted that the funds impacted the Town citizens since they are County citizens.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



NEW BUSINESS

Purchase of School Zone Flashing Beacon Systems – Purchasing Manager Michelle Campbell gave a brief overview of the purchase. Chief Whited confirmed that it was to replace what was currently installed. It was clarified that the purchase was speed warning signs not speed cameras. Council agreed to add to October 27th Consent Agenda.

FY26 Budget Amendment – Traffic Signal Equipment Reimbursement – Finance Director BJ Wilson explained that the funds were from a citizen's insurance carrier associated with a traffic accident. Council agreed to add to October 27th Consent Agenda.

FY26 Budget Amendment to Receive DMV Alcohol and Police Traffic Services Grant Funds – Mr. Wilson explained that the funds would be used to specifically cover overtime costs, the purchase of two radar units and the purchase of two Preliminary Breath Test (PBT) Alco-sensors. Council agreed to add to October 27th Consent Agenda.

Purchase of Flex by Motorola Solutions Software Subscription Package Upgrade – Mr. Wilson explained that this was to upgrade the Flex Software by Motorola Solutions Subscription Package for the Police Department to streamline communications. Councilwoman DeDomenico-Payne questioned who and how the data was entered, the transition to the new system, and audit of the new system. Chief Whited advised that specific personnel would be adding the data and explained the custody of evidence explain that the protocol of evidence was part of the process. He advised that members of his own team would have access and he had the ability to lock anyone out. The Chief stressed the many enhancements the officers would have with dispatch, radio and emergency traffic explaining that the current software was outdated (2016). Council agreed to add to October 27th Consent Agenda.

Ordinance Amendment to Town Code §4-43 Appointments; Duties (Town Engineer) – Town Manager Joe Petty explained that currently this section of the Town Code conflicted with what the Town wanted during budget discussion. He suggested having a public hearing in October to amend the Town Code and open the application process in November. He confirmed that the position would hold a professional license and would stay within the hiring scale. There was discussion about waivers the Town Engineer would have the ability to perform as mentioned in Town Code §148-850.C.2. Mr. Petty advised that this was in the Subdivision Ordinance, currently under a rewrite and agreed to make a note of Council's concerns. Council agreed to advertise for a public hearing on October 27th.

Zoning Text Amendments to Town Code §175-3-Definitions, to define Data Centers and Town Code §175-64 – Statement of Intent Industrial Employment District (I-1) to add Data Centers with Performance Standards by Special Use Permit – Deputy Zoning Administrator / Town Planner I John Ware and Planning Director Lauren Kopishke gave an overview of the Ordinance. They began by showing a colored map of the I-2 properties located in Town, noting the former Avtex property and Shenandoah Shores Drive area. Council questioned whether some of the questions and concerns brought up at the Planning Commission meeting needed to be addressed before adopting the ordinance. Council was pleased on the amount of research into drafting the ordinance especially gathering "lessons learned" from other localities. Mr. Petty explained the various areas of the former Avtex property that were not part of the superfund site. There was concern about a rezoning in 2020 that mentioned a data center. Ms. Kopishke advised that she did not have an executed copy of the rezoning and there were no standards in place.

There was discussion about fees having to be reasonable with a rational basis for differentiating between uses. Town Attorney George Sonnet advised that reasonable rational rate is one that can be justified based on the facts. Councilman Ingram suggested a percentage of the cost of construction be used to set a fee. It was agreed that there were many standards placed in the ordinance giving it "teeth". Councilman Rappaport suggested having a land use attorney vet the ordinance one last time to make sure the Town is protected from liability issues down the



road. Mr. Ware explained that staff must abide by what was currently in Town Code to come up with numbers that are fair for everyone. Mr. Ware reviewed various areas of the ordinance to include: Performance Standards, noting staff must look at reasonable not arbitrary; Impact Analysis, Physical Impact Analysis, Environmental Impact, Statement of Intent; and Use Regulations in I-2. The review included comparison of size to Rural King, Jackson Furniture Company, Riverton Commons, and Family Dollar.

Vice Mayor Veitenthal questioned whether a joint meeting with the Planning Commission would be beneficial since both entities had additional questions while on the other hand there was concern about addressing the ordinance now instead of later. Councilman Rappaport reiterated that he could support the ordinance if it were vetted by a professional. Mr. Petty advised that he would speak with Mr. Wilson in the morning about whether a bid would be needed to have an attorney review the ordinance; and to continue discussion at the November 3rd Work Session. Council agreed.

UNFINISHED BUSINESS

Zoning Text Amendments to Town Code §175-3 – Definitions, to define Designated Special Circumstance Housing; to Town Code §§175-12.1 – Uses Permitted by Special Permit (R-1), 175-18.2.B – Use Regulations (R-1A), 175-20.1 – Uses Permitted by Special Permit (R-2), 175-37.3 – Permitted Uses (PND) to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and to Create §175-153 to add Designated Special Purpose Housing Performance Standards – Ms. Kopishke advised that the ordinance has been amended to match state code since it did not previously. Councilwoman DeDomenico-Payne voiced concern about specific populations being singled out (substance abusers, mental health, etc.). After much discussion, it was confirmed that there was nothing in the ordinance amendment that would exclude a group in the community from applying for a special use permit (SUP). Councilman Rappaport confirmed that it was opened to all residential areas in the community including R-1. Councilwoman DeDomenico-Payne suggested removing “... *The Virginia Department of Social Services (VDSS)* ...” from Town Code §175-117.B. and replace with something more general. Council agreed to advertise for a public hearing on October 27th.

LIAISON COMMITTEE MEETING AGENDA ITEMS FOR OCTOBER 16TH

Mr. Petty advised that the item related to the former Avtex property would be removed. Mayor Cockrell advised that all the other items were from the July meeting that was cancelled. Vice Mayor Veitenthal suggested adding the County give a recap on industrial wells. Councilman Ingram agreed to attend the meeting with the Mayor.

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 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 provision of water and sewer services to industrial users outside of Town limits and 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.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

Vice Mayor Veitenthal left the meeting at 9:20 to not participate in 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.

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

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

No – N/A

Absent – Vice Mayor Veitenthal

Abstain – N/A

ROLL CALL

Adjourned approximately 9:50 pm.

Approved by Town Council

Date: -----

RECOGNITION OF SERVICE AND APPRECIATION

Presented to

**KATHERINE SNYDER
BOARD OF ARCHITECTURAL REVIEW**

October 25, 2021 - November 13, 2025

**Recognized for four (4) years of service and dedication assisting
and advising on the preservation of historic buildings and sites
within the Historic District Overlay Areas of our community.**

**MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA**

Presented this 27th Day of October 2025

RECOGNITION OF SERVICE AND APPRECIATION

Presented to

**GARY DUANE “DEWEY” VAUGHN
BOARD OF ARCHITECTURAL REVIEW**

December 21, 2009 - November 13, 2025

**Recognized for sixteen (16) years of service and dedication assisting
and advising on the preservation of historic buildings and sites
within the Historic District Overlay Areas of our community.**

**MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA**

Presented this 27th Day of October 2025



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 07A

Agenda Item: PUBLIC HEARING – Rezoning Application Submitted by Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust, Requesting an Amendment to the Zoning Map to Reclassify Vacant Lots on Elsia Drive from C-1 Community Business District to R-3 Residential District

Summary: Council has received a rezoning application from Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust requesting an amendment to the zoning map to reclassify vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1 Community Business District to R-3 Residential District. Council discussed this request at their Work Session held July 7, 2025. Since that time there have been concerns about the title. A deed conveying title to Applicant has been recorded to address those concerns and is attached. There is no proffer statement of conditions.

The adjacent property owners have been notified.

Budget/Funding: N/A

Meetings: Work Session held July 7, 2025

Proposed Motions:

1) In furtherance of the purposes and objectives contained in Town Code §175-1 (B), I move that Council approve a rezoning application submitted by Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust requesting an amendment to the zoning map to reclassify vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1 Community Business District to R-3 Residential District.

2) In furtherance of the purposes and objectives contained in Town Code §175-1 (B), I move that Council deny a rezoning application submitted by Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust requesting an amendment to the zoning map to reclassify vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1 Community Business District to R-3 Residential District.

Moved _____ Seconded _____

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

PUBLIC HEARING

2500238 – A REZONING APPLICATION SUBMITTED BY STEPHEN C. WILLIAMS, ESQ./TRUSTEE REQUESTING AN AMENDMENT TO THE ZONING MAP TO RECLASSIFY VACANT LOTS ON ELSIA DRIVE IDENTIFIED BY TAX MAP 20A6, SECTION 1, PARCELS 5C AND 6, FROM C-1, COMMUNITY BUSINESS DISTRICT TO R-3, RESIDENTIAL DISTRICT.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application # 2500238

MEETING DATE: June 18, 2024

SUMMARY: The application for review is requesting a zoning map amendment to the Zoning Map of the Town of Front Royal to reclassify two (2) vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District.

STAFF RECOMMENDATION:

Staff recommends approval. The area is well suited for uses contained in the R-3 zoning district. This portion of town does not have walkable access to commercial development and the site would be challenging to develop in a commercial capacity without direct access to S. Royal Avenue or W. Criser Road. Commercial development could potentially increase traffic through the Ay View Estates neighborhood and disrupt the residential area.

DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application #2500238 to reclassify two (2) vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District."

"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 Front Royal Town Council for Rezoning Application #2500238 to reclassify two (2) vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District."

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fredoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

STAFF REPORT - REZONING APPLICATION #2500238
PLANNING COMMISSION REGULAR MEETING - JUNE 18, 2025

APPLICATION #:

Rezoning Application #2500238

APPLICANT:

Stephen C. Williams, Esq./Trustee

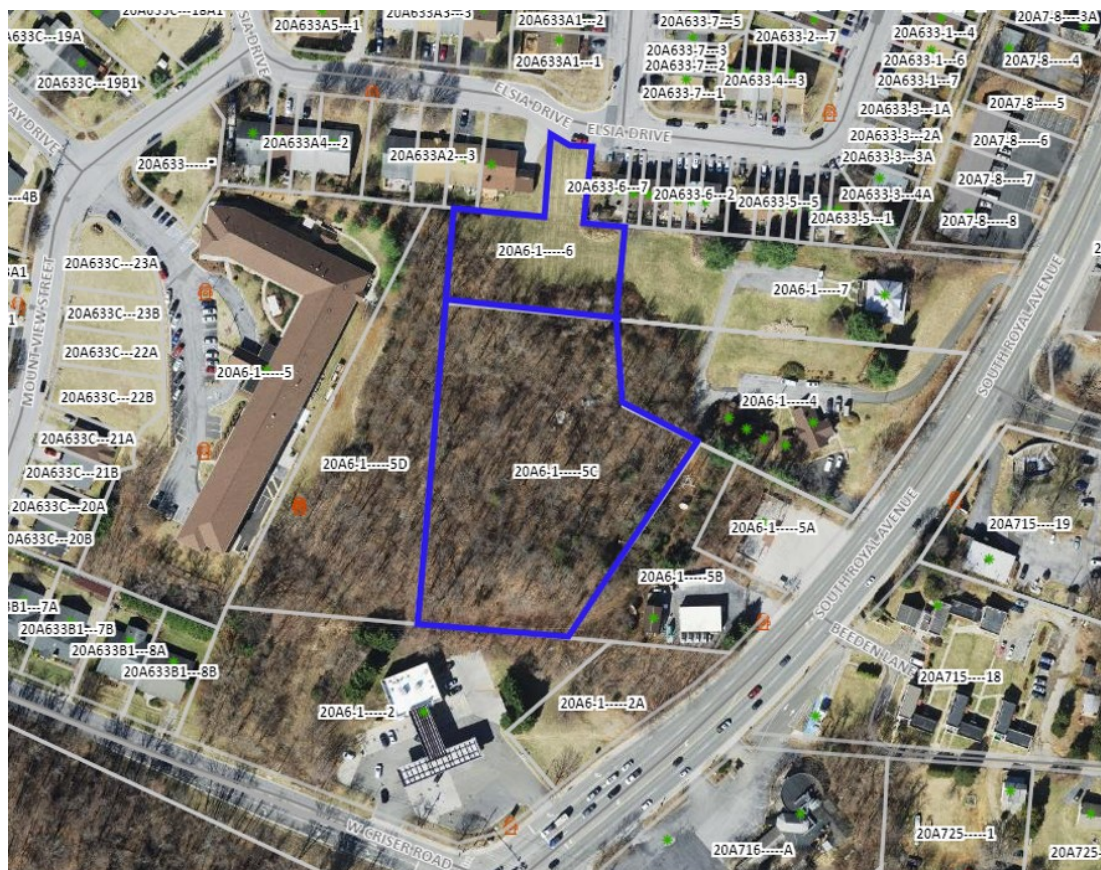
SUMMARY OF REQUEST:

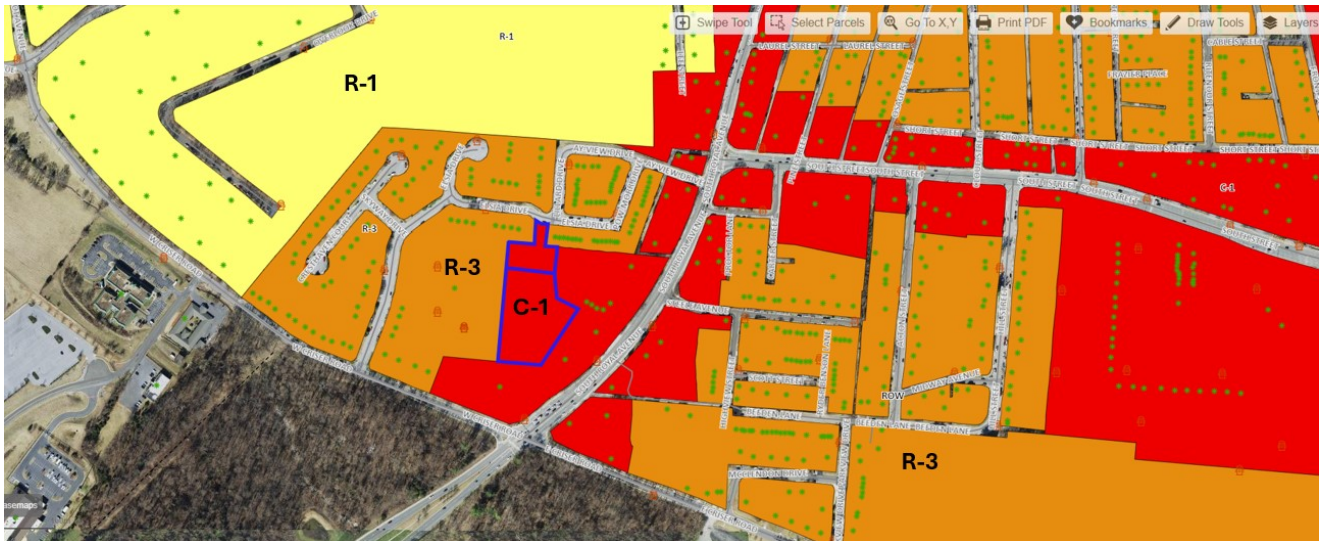
The application for review is requesting a zoning map amendment to the Zoning Map of the Town of Front Royal to reclassify two (2) vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District.

GENERAL INFORMATION:

Site Addresses	Elsia Drive
Property Owner(s)	James E Williams Family Trust
Existing Zoning	C-1, Community Business District
Proposed Zoning	R-3, Residential District
Tax Identification	20A6-1-5C and 6
Location	The northwest quadrant of the intersection between S. Royal Avenue and W. Criser Road. The property is accessed from Elsia Drive.

AERIAL VICINITY MAP - (Warren County GIS)





INFORMATION ON THE APPLICATION:

Application Documents

ATTACHMENT A: APPLICATION

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town.
- **No proffers were volunteered by the Applicant.**

ATTACHMENT B: STATEMENT OF JUSTIFICATION LETTER.

“Our family owns three adjacent parcels. Two of the parcels are zoned C1 and the third parcel is already zoned R3. Our request is to rezone the other two parcels to R3 to create consistency across all three parcels which will enable the lots to be used for the highest and best use and a broader range of uses, including, but not limited to potentially adding more units for the adjacent continuous care retirement facility, additional townhouses or apartment buildings.”

ATTACHMENT C: PLAT

- **Plat.** A survey plat of the property showing property.

Zoning Ordinance

The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

C-1 Community Business District, Zoning Ordinance Sec. 175-38

The Community Business C-1 District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C-1 District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

<i>Town Comp. Plan</i>	<u>R-3 District, Zoning Ordinance Sec. 175-28</u> The R-3 Residential District is composed of medium-to-high density concentrations of residential uses. The standards for this district are designed to stabilize and protect the essential character of the area so designated and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for families desiring the amenities of apartment living and the convenience of being closest to shopping, employment centers and other community facilities. Development is, therefore, limited to medium- to high-density concentration, and permitted uses are limited to single-family, two-family and multifamily dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities. Home occupations, as defined by this chapter, are permitted. Mobile homes are prohibited. <u>Differences between C-1 and R-3 Zoning Districts</u> The main difference in these districts is the distinction between commercial and residential uses. The R-3 designation allows for and encourages higher density residential uses. In commercial districts, high density housing is often times appropriate due to providing walkability and easy access to amenities. Prospect Hill Planning Area consists of 126.4 acres. It is bordered to the north by W. Stonewall Drive and Luray Avenue; to the east by W. Criser Road; to the south and west by South Royal Avenue. The future land use map denotes the proposed rezoning parcels to be developed as residential.
-----------------------------------	--

Findings and Analysis & Staff Recommendation

Staff recommends approval. The area is well suited for uses contained in the R-3 zoning district. This portion of town does not have walkable access to commercial development and the site would be challenging to develop in a commercial capacity without direct access to S. Royal Avenue or W. Criser Road. Commercial development could potentially increase traffic through the Ay View Estates neighborhood and disrupt the residential area.

Attachments: A. Application and Supporting Documents.
 B. Statement of Justification Letter.
 C. Plat.
 D. Review Comments from: David Beahm, Building Official, Gerry Maiatico, Fire Marshal, and Matt Wendling, Warren County Planning Director.



TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ 540-635-4236
Department of Planning & Zoning

RECEIVED
APR 30 2025

FRREZON #2500238

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

RECEIVED
MAY - 8 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

APPLICANT

Name Stephen C. Williams, Esq. / Trustee Phone (804) 241-8852
Address 11617 Chickahominy Branch Dr. Glen Allen, VA 23059
E-mail [REDACTED]

PROPERTY OWNER OF RECORD

Name James E. Williams Family Trust Phone (804) 241-8852
Address 11617 Chickahominy Branch Dr. Glen Allen, VA 23059

PROPERTY DESCRIPTION

Location/Street Address Between 154 and 160 Elsie Dr., Front Royal

Number of lots: 3/2 Total Acreage 4.36/2.861

Tax Map Identification for each parcel (Map, Section, Block, & Lot):

<u>MAP 20 A6-1-6</u>	<u>0.661 acres</u>	<u>ZONED C1</u>
<u>MAP 20 A6-1-5C</u>	<u>2.20 acres</u>	<u>ZONED C1</u>
<u>MAP 20 A6-1-5D</u>	<u>1.50 acres</u>	<u>ZONED R3</u>

Subdivision Name (if applicable) Carriage House Properties LLC

This parcel is not in scope for the rezoning request. It is only being listed here for reference purposes to show we own an adjacent parcel already zoned R3.

REQUEST

Existing Zoning C1 and R3 Proposed Zoning R3

Existing Use undeveloped Proposed Use Commercial or residential

ATTACHMENTS

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. Application Fee (Checks should be made out to the Town of Front Royal. Fees are as follows: 1 acre or less = \$500, over 1 acre = \$500 + \$100 per acre after 1st acre, Downzoning = \$400)
2. Survey/Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (unless waived by Director).
4. Traffic Impact Analysis (if required)
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Director.
6. Statement of Justification. As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditions of zoning and proffering.



Stephen Williams Trustee
Signature of Property Owner

Signature of Applicant (if different)

City/County of Boothland, Commonwealth of Virginia
The foregoing instrument was acknowledged before me this 22 day of April, 2025 by
Stephen Williams
(Name of person seeking acknowledgement)

Sheri Bedwell

Notary Public

Notary registration number: 7907832 My commission expires: 1/2028

NOTICES

- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code § 15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code § 15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

OFFICE USE ONLY

Receipt # 1896 Date Paid 5/8/2025
Planning Commission Hearing Date: _____ Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

January 2019

Statement of Justification

Our family owns three adjacent parcels. Two of the parcels are zoned C1 and the third parcel is already zoned R3. Our request is to rezone the other two parcels to R3 to create consistency across all three parcels which will enable the lots to be used for the highest and best use and a broader range of uses, including, but not limited to potentially adding more units for the adjacent continuous care retirement facility, additional townhouses or apartment buildings.

Regards,

A handwritten signature in black ink, appearing to read 'Stephen C. Williams', with a long horizontal flourish extending to the right.

Stephen C. Williams, Esq., Co-Trustee

Planning Commission,

This letter is to inform the Front Royal Planning Commission that my brother, Stephen C. Williams, Esq., and I, are co-trustees of the James E. Williams Family Trust (the "Trust"), which owns the lots which are the subject of the rezoning application. Under the terms of the Trust, the pertinent excerpts of which are shown below in Section 5, and Article 21, both co-trustees are authorized to act alone or in concert with another Trustee.

5. Powers of Trustee. The powers of the Trustee are as set forth in Article Twenty-One, Section F, of the Trust Agreement (a copy of said Article Twenty-One, Section F, is attached to this Certificate of Trust). Any Trustee, acting alone or in concert with another Trustee, shall have all of the powers and authority enumerated in Section 64.2-778 and Section 64.2-105 of the Code of Virginia, 1950, as amended, as in effect from time to time, which the Settlor has expressly incorporated in said Trust Agreement and expressly incorporates these statutory powers by reference as if fully written out herein. The Settlor specifically authorizes the Trustee(s) to sell, give or transfer in any manner any property held in the Trust, whether real or personal, upon such terms and conditions as the Trustees shall deem appropriate.

6. Irrevocable Trust. The Trust is irrevocable.

ARTICLE TWENTY-ONE

Trustees

A. Trustee Appointments. A Trustee who is a party to this Agreement or who is appointed in this Article shall serve as Trustee of each trust under this Agreement except where this Article or some other provision of this Agreement specifically provides otherwise.

1. Revocable Trust, Family Trust and OTIP Marital Trust. Upon my death or disability, I appoint as the Trustee(s) of the Trust in effect during my lifetime and after my death, as well as the Family Trust and the Marital Trust, those persons named below in the following order of priority:

- 1. First Successor Trustee. JAMES E. WILLIAMS.*
- 2. Second Successor Trustees. JAMES M. ("MICHAEL") WILLIAMS and STEPHEN C. WILLIAMS.*

We submit this letter that we, either in concert or alone, represent the Trust with the authority and responsibility to conduct real estate transactions. Furthermore, I hereby expressly consent to the rezoning of the two lots as set forth in the Rezoning Application.

Thank you,



James M. Williams, Trustee

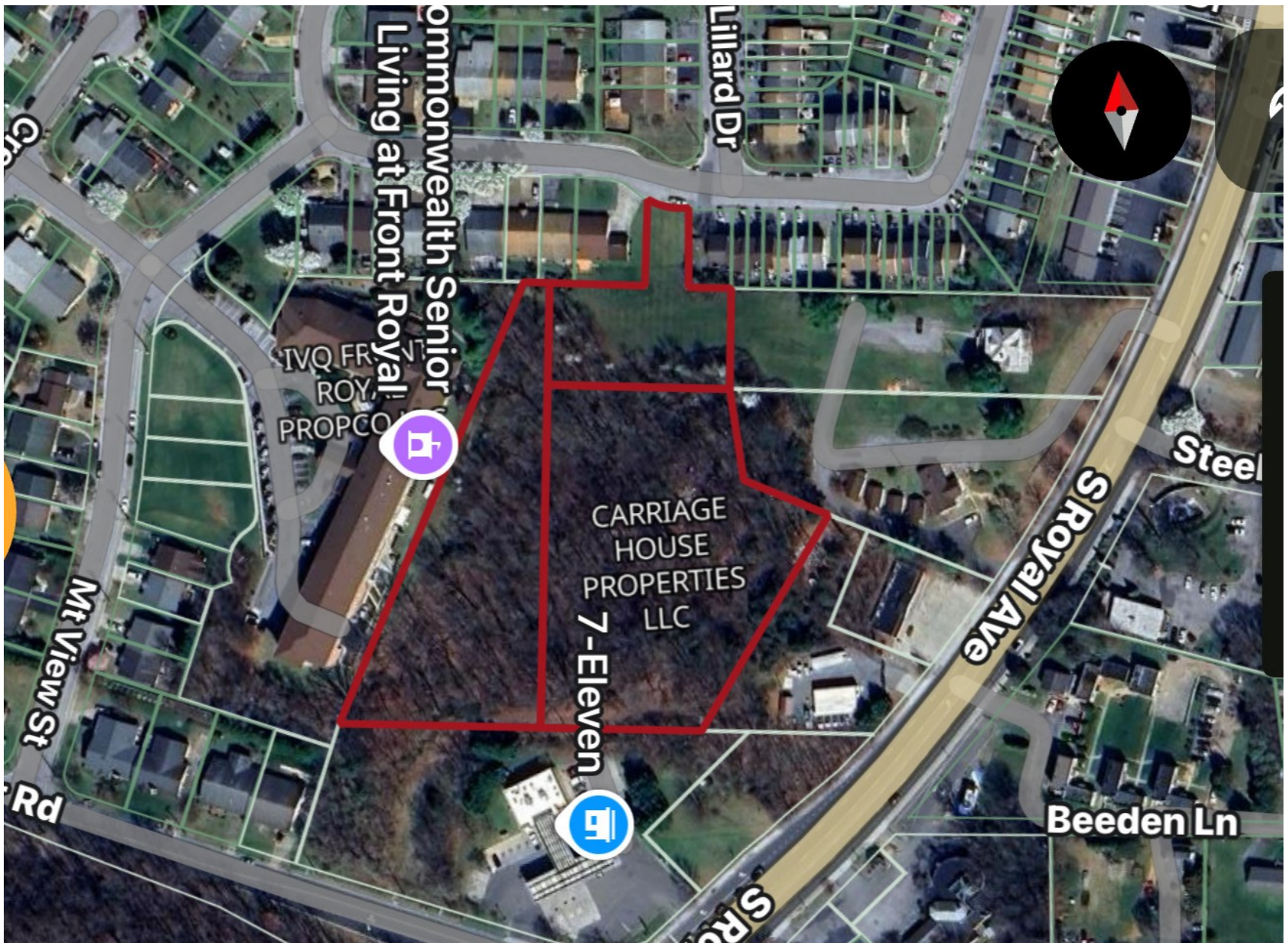
The forgoing was acknowledged before me in the Commonwealth of Virginia, County of Henrico, this 17th day of April 2025, by James M. (Michael) Williams signing as Co-Trustee.

My Commission expires: 06/30/2025

Tamara Elaine Mackey

Notary Public





This survey was produced before me on the
20 day of Mar, 2012,
at 3:54 am/pm, and with certificate of
acknowledgement thereto attached was
admitted to record with instrument no.
120001491

Copy Teste: Cal

Clerk/Deputy Clerk
Warren County Circuit Court

N/F CARRIAGE HOUSE PROPERTIES, LLC

T.M. 20A6-1-4

N 78°21'24"W 430.39'

1.182
ACRES

③
ZONED C-1

N/F CARRIAGE HOUSE PROPERTIES, LLC

T.M. 20A6-1-5C

N 78°21'24"W 207.71'

0.661
ACRES

②
ZONED C-1

①
ZONED
C-1

10' ACCESS
EASEMENT

N 12°03'29"E 118.34'

N/F CARRIAGE HOUSE PROPERTIES, LLC
T.M. 20A6-1-5D

S 77°42'19"E 151.69'

EX. PIN
S.E. 0.18'
S.W. 0.17'

BEATTY SUB.

EX. PIN
N.W. 0.03'
S.W. 0.03'

18' ALLEY

S 77°54'42"E 328.00'

AY-VIEW ESTATES
BLOCK 6

PIN SET
S.W. 0.71'

L6

L5

L4

L3

L2

S 77°16'20"E 108.60'

AY-VIEW ESTATES
BLOCK 2

- DENOTES IRON PIN SET
○ DENOTES EXISTING PIN OR PIPE

Course	Bearing	Distance
L1	N 10°55'18" E	100.04'
L2	Rad: 75.00' Tan: 20.84' Chd: S 62°23'03" E	Arc: 40.65' CA: 31°03'17" 40.15'
L3	S 77°54'43" E	11.54'
L4	S 10°55'18" W	89.85'
L5	S 77°16'20" E	15.00'
L6	S 77°54'42" E	34.14'

- ①- TM 20A6-1-6 (ORIGINAL AREA 0.141 ACRES)
②- 0.520 ACRES OF TM 20A6-1-7 (ORIGINAL AREA 1.702 ACRES)
TO BE ADDED TO AND MADE AN INTEGRAL PART OF
TM 20A6-1-6 AND IS NOT TO BE CONSIDERED A
SEPARATE BUILDING SITE
③- RESIDUE OF TM 20A6-1-7 (ORIGINAL AREA 1.702 ACRES)
④- 2 1/2 STORY STUCCO & FRAME APARTMENT BUILDING #539

60 0 60 120 180



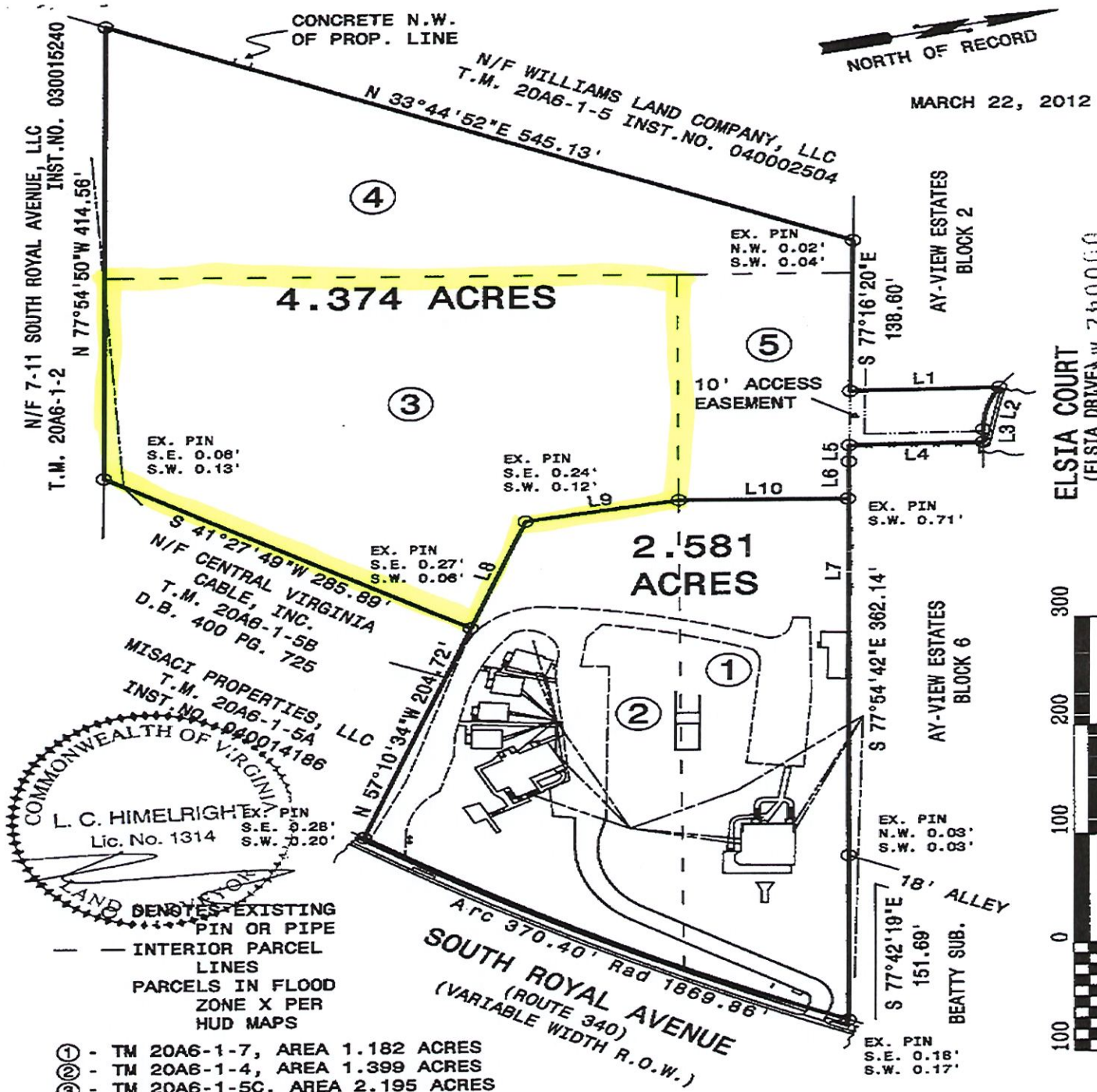
GRAPHIC SCALE - FEET

ELSIA COURT
ELSIA DRIVE
(50' R.O.W.)

SHEET 2 OF 2

NORTH OF RECORD
INST. NO. 050011323
D.B. 557-736
D.B. 348-793
D.B. 347-571
D.B. 259-196

SOUTH ROYAL AVENUE
ROUTE 340
(VARIABLE WIDTH R.O.W.)
ARC 121.39' Rad 1869.86'



WARREN COUNTY, VIRGINIA
LAND RECORDS
ELSLA COURT
(ELSLA DRIVE) 240000
(50' R.O.W.)



- ① - TM 20A6-1-7, AREA 1.182 ACRES
- ② - TM 20A6-1-4, AREA 1.399 ACRES
- ③ - TM 20A6-1-5C, AREA 2.195 ACRES
- ④ - TM 20A6-1-5D, AREA 1.518 ACRES
- ⑤ - TM 20A6-1-6, AREA 0.661 ACRES

Course	Bearing	Distance
L1	N 10°55'18" E	100.04'
L2	Rad: 75.00' Tan: 20.84' Chd: S 62°23'03" E	Arc: 40.85' CA: 31°03'17" 40.15'
L3	S 77°54'43" E	11.54'
L4	S 10°55'18" W	89.85'
L5	S 77°16'20" E	15.00'
L6	S 77°54'42" E	34.14'
L7	S 77°54'42" E	328.00'
L8	N 57°10'34" W	104.50'
L9	N 02°09'36" E	105.00'
L10	N 12°05'18" E	114.79'

SURVEY OF CARRIAGE HOUSE PROPERTIES, LLC
RECORDED IN INSTRUMENT NUMBER 040008006,
INSTRUMENT NUMBER 050011323 AND
INSTRUMENT NUMBER 120001491.

FORK MAGISTERIAL DISTRICT
WARREN COUNTY
TOWN OF FRONT ROYAL,
VIRGINIA

N/F 7-11 SOUTH ROYAL AVENUE, L
INST. NO. 20A6-1-2
N 77°54'50"W 414.56'

EX.
S.E.
S.W.

S 41°27'49"W 285.89'
N/F CENTRAL VIRGINIA
CABLE, INC.
T.M. 20A6-1-5B
D.B. 400 PG. 725
MISACI PROPERTIES, LLC
T.M. 20A6-1-5A
INST. NO. 040014186

- DENOTES EXISTING
PIN OR PIPE
- DENOTES PIN SET
- INTERIOR PARCEL
LINES
- PARCEL IN FLOOD
ZONE X PER
HUD MAPS

PREPARED BY
HIMELRIGHT & ASSOCIATES, PLLC
PROFESSIONAL LAND SURVEYORS
694 RED BUD ROAD
STRASBURG, VIRGINIA 22657
PHONE (540)465-8767
FAX (540)465-5493

EX. PIN
S.E. 0.28
S.W. 0.20

SOUTH ROYAL AVENUE
(ROUTE 340)
(VARIABLE WIDTH R.O.W.)

EX. PIN
S.E. 0.18
S.W. 0.17

EX. PIN
N.W. 0.03
S.W. 0.03

18' ALLEY
REATTY SUB.

AY-VIEW ESTATES
BLOCK 6

AY-VIEW ESTATES
BLOCK 2

ELSIA COURT
(ELSIA DRIVE)
(50' R.O.W.)

N 10°55'18"E
100.04'

Arc 40.65'
Rad 75.00'

S 77°54'43"E
11.54'

S 10°55'18"W
89.85'

S 77°54'42"E 362.14'

S 77°42'19"E 151.69'

2.581
ACRES

SURVEY OF CARRIAGE HOUSE PROPERTIES, LLC RECORDED IN INSTRUMENT NO. 040008006
AND INSTRUMENT NO. 050011323

FORK MAGISTERIAL DISTRICT
WARREN COUNTY
TOWN OF FRONT ROYAL, VIRGINIA

N/F 7-11 SOUTH ROYAL AVENUE, L
INST.
T.M. 20A6-1-2 N 77°54'50"W 414.56'

S 41°27'49"W 285.89'
N/F CENTRAL VIRGINIA
CABLE, INC.
T.M. 20A6-1-5B
D.B. 400 PG. 725
MISACI PROPERTIES, LLC
T.M. 20A6-1-5A
INST.NO. 040014186

- DENOTES EXISTING
PIN OR PIPE
- DENOTES PIN SET
- INTERIOR PARCEL
LINES
- PARCEL IN FLOOD
ZONE X PER
HUD MAPS

PREPARED BY
HIMELRIGHT & ASSOCIATES, PLLC
PROFESSIONAL LAND SURVEYORS
694 RED BUD ROAD
STRASBURG, VIRGINIA 22657
PHONE (540)465-8767
FAX (540)465-5493

EX. PIN
S.E. 0.28
S.W. 0.20

SOUTH ROYAL AVENUE
(ROUTE 340)
(VARIABLE WIDTH R.O.W.)
Arc 370.40' Rad 1869.86'

EX. PIN
S.E. 0.18
S.W. 0.17

EX. PIN
N.W. 0.03
S.W. 0.03

18' ALLEY
REATTY SUB.

AY-VIEW ESTATES
BLOCK 6

AY-VIEW ESTATES
BLOCK 2

ELSIA COURT
(ELSIA DRIVE)
(50' R.O.W.)

N 10°55'18"E
100.04'

Arc 40.65'
Rad 75.00'

S 77°54'43"E
11.54'

S 10°55'18"W
89.85'

S 77°54'42"E 362.14'

S 77°42'19"E 151.69'

2.581
ACRES

SURVEY OF CARRIAGE HOUSE PROPERTIES, LLC RECORDED IN INSTRUMENT NO. 040008006
AND INSTRUMENT NO. 050011323

FORK MAGISTERIAL DISTRICT
WARREN COUNTY
TOWN OF FRONT ROYAL, VIRGINIA

Connie Potter

From: David Beahm <Dbeahm@warrencountyva.gov>
Sent: Thursday, May 15, 2025 4:15 PM
To: Connie Potter
Cc: Inspections; Kevin Perry; Matthew Byers; Gerry Maiatico; Gordon Foster; Matt Wendling
Subject: RE: Rezoning Application for Review – Stephen C. Williams, Esq./Trustee – Rezoning C-1 to R-3 – 20A6-1-6 and 20A6-1-5C – 2500238
Attachments: 2500238_Letter to the Planning Commission.pdf; 2500238_Rezoning Application.pdf; 2500238_Statement of Justification.pdf; 2500238_Survey Plats.pdf

Comments – Stephen C. Williams, Esq./Trustee – Rezoning Application C-1 to R-3 – 2500238:

- Erosion and Sediment Control (ESC) Items:
 - The Statement of Justification indicates that this change is to potentially develop the lots for residential purposes. If any work were to begin an application and permits would be required for ESC permit, which would be a normal submission including a full plan review application.
 - If individual lots are created and structures are applied for an Agreement In Lieu of to be obtained if work is in conjunction with those structures.
 - If the area of disturbance exceeds one (1) acre, more than two dwellings and a new subdivision which will additionally require a Stormwater permit through the Department of Environmental Quality (DEQ). Approval by DEQ (Construction General Permit) would be required prior to any ESC Permit and any type of Building Permit being issued by Warren County.
- Site Plan Review:
 - It does not appear that this will be required for the scope of work that appears to be completed after this request is approved. However, if the scope of work expands it would need to be reevaluated at that time. At that time, it may require a Site Plan Review and Permit for Building Code Compliance to be completed for emergency access, utilities, structure placement for required fire separation, fire hydrants, fire lane markings, required fire signage, etc.
- Building Inspections Items:
 - If or when any building construction related activity (structure, electrical, plumbing, mechanical, fire suppression, energy, etc.) were to start, it would be subject to the normal requirements of application, review and approval prior to work beginning.
- Fire Marshal's Office Comments (standard):
 - We would defer all comments for the site development/new construction/retrofit/change of use to the Building Official. Upon approval and issuance of the CO, the facility (as applicable) shall be maintained in accordance with the Virginia Statewide Fire Prevention Code.

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

All submissions for these items would be made to the Building Inspections Department through the email address: inspections@warrencountyva.gov

Respectfully,

David C. Beahm, CBO
Building Official
County of Warren

Rezoning
#2500238

Connie Potter

From: Lauren Kopishke
Sent: Friday, June 13, 2025 6:56 AM
To: Connie Potter; John Ware
Subject: FW: Rezoning in Town-Elsia drive

Please include the email comments from Matt Wendling as an attachment in the PC packet.



Lauren E. Kopishke

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

From: Matt Wendling <Mwendling@warrencountyva.gov>
Sent: Friday, June 6, 2025 2:17 PM
To: Lauren Kopishke <lkopishke@frontroyalva.com>; Charles Costner <ccostner@wcps.k12.va.us>
Cc: John Ware <jware@frontroyalva.com>; Carol Buffa <cbuffa@frontroyalva.com>
Subject: RE: Rezoning in Town-Elsia drive

Greetings Lauren,

I don't have a Fiscal Impact Model to run on these options, they vary quite a bit. I would contact the Fire Chief and Sheriff's office to get an idea of what proffers they might want to see for the rezoning.

Sincerely,
Matt

Matt Wendling, CFM

Planning Director/County Floodplain Manager
County of Warren Planning and Zoning Dept.
220 N. Commerce Ave. Suite 400
Front Royal, VA 22630
(540)-636-3354 Ext. 325

From: Lauren Kopishke <lkopishke@frontroyalva.com>
Sent: Wednesday, June 4, 2025 7:44 PM
To: Matt Wendling <Mwendling@warrencountyva.gov>; Charles Costner <ccostner@wcps.k12.va.us>
Cc: John Ware <jware@frontroyalva.com>; Carol Buffa <cbuffa@frontroyalva.com>
Subject: Rezoning in Town-Elsia drive

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

Good evening,

Matt can you and Charles provide feedback regarding the potential impact to schools from a proposed 2.7 acre parcel rezoning from commercial to higher density residential off of Elsia Drive. Connie should have sent you the rezoning application package last month. Let me know if you have questions. I am in South Carolina this week for Genevieve's archery competition but I will be available by cell or email.

Lauren Kopishke

Sent via the Samsung Galaxy A14 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

This message was sent from a verified Warren County account.



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 07B

Agenda Item: PUBLIC HEARING - Zoning Text Amendments to Town Code §175-3 – Definitions to define Designated Special Circumstance Housing, §175-12.1 – Uses Permitted by Special Permit (R-1), §175-18.2.B – Use Regulations (R-1A), §175-20.1 – Uses Permitted by Special Permit (R-2), §175-37.3 – Permitted Uses (PND) to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and to Create §175-153 to add Designated Special Purpose Housing Performance Standards

Summary: Council is requested to consider zoning text amendments to Chapter 175 as follows:

§175-3 – Definitions to define Designated Special Circumstance Housing,

§175-12.1 – Uses Permitted by Special Permit (R-1),

§175-18.2.B – Use Regulations (R-1A),

§175-20.1 – Uses Permitted by Special Permit (R-2),

§175-37.3 – Permitted Uses (PND) to add Designated Special Circumstance Housing Performance Standards by Special Use Permit

Create §175-153 to add Designated Special Purpose Housing Performance Standards

The ordinance amendment was due to the number of applications considered at the Planning Commission and Town Council which have highlighted a need to support specialized housing for certain categories of people in crisis. In general, current zoning regulations are unnecessarily restrictive by not allowing specialized housing in residential areas. While these uses are generally permitted in commercial areas, this presents the problem of losing viable commercial uses when they may be appropriate in residential areas.

The Planning Commission recommends the approval of the ordinance as presented.

Budget/Funding: N/A

Meetings: Work Sessions held August 4 and October 6, 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 §175-3 – Definitions to define Designated Special Circumstance Housing, §175-12.1 – Uses Permitted by Special Permit (R-1), §175-18.2.B – Use Regulations (R-1A), §175-20.1 – Uses Permitted by Special Permit (R-2), §175-37.3 – Permitted Uses (PND) to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and to Create §175-153 to add Designated Special Purpose Housing Performance Standards, as presented.

Moved _____ Seconded _____

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

**PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT**

Meeting Date: September 17, 2025

Public Hearing Item 1: 2500320 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendment to Town Code §175-3 to define Designated Special Circumstance Housing. Text Amendments to Town Code §175-12.1.A, §175-20.1, and §175-30, to add Designated Special Circumstance Housing performance standards by Special Use Permit and to establish Town Code §175-117 to add Designated Special Purpose Housing performance standards.

Recommendation of Approval ✓

Recommendation of Denial _____

Postponed _____

Vice Chairman Neel moved, seconded by Commissioner Fedoryka in order to promote the general welfare of the public and in accordance with Town Code §175-1(B), by providing an avenue to permit alternative housing needs within the community, that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to define Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, within the Towns' residential districts.

VOTE: Yes – Marshner, Brooks, Neel, Marrazzo, Fedoryka

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Moved Neel Seconded Fedoryka

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 # 2500320

MEETING DATE: September 17, 2025

SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendment to Town Code §175-3 to define Designated Special Circumstance Housing. Text Amendments to Town Code §175-12.1.A, §175-20.1, and §175-30 to add Designated Special Circumstance Housing performance standards by Special Use Permit and establish Town Code §175-117 to add Designated Special Circumstance Housing performance standards.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: "In order to promote the general welfare of the public and in accordance with Town Code §175-1(B), by providing an avenue to permit alternative housing needs within the community, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to define Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, within the Towns' residential districts."

"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 for Zoning Text Amendment #2400320."

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

Staff Report : Zoning Text Amendment 2500320

Background Information	This proposed text amendment came about for several reasons. Mostly though, the number of applications for lodging houses used as transitional living facilities revealed the need within the community for alternative types of housing solutions outside of the traditional family. From a land use perspective, no more than four unrelated individuals can reside in a dwelling unit. While lodging houses provide a mechanism around this requirement, they are not broad enough to address the housing needs of the community. Once the question of “Can the Town better address housing needs from a zoning perspective?” was posed, the Planning Commission and staff went about gathering information. The process began by interviewing several Community groups and individuals to get an understanding of what was missing but needed. From the interviews, the Planning Commission sorted and analyzed the data to determine that while there is no one size fits all scenario, defining certain situations and housing needs for specific groups could be beneficial. Once the needs or groups were defined, determining where they needed to be was the next step. Since the appropriateness of the location is such a big factor in whether to approve these types of housing, the Special Use Permit mechanism was deemed appropriate. This allows for a case-by-case analysis by the governing body to mitigate potential negative effects in the community as a whole. Under this amendment, the following groups will have parameters to apply for specific housing needs a) Individuals with Developmental Disabilities, b) Veteran’s Housing, c) Emergency Family Housing, d) Shelter for Domestic Abuse Victims, e) Shelter for At-Risk Children. Most of these uses are regulated in some form or another by State and Federal agencies, the Town is not looking to regulate the daily operations, just the location. The performance standards provided in the proposed Chapter 175-117 are intended to respect the outside authority but provide guidelines for decision makers to decide appropriateness of the use. Staff recommends approval to Town Council
Code Sections Amended	§175-3 Definitions; §175-12.1.A (R-1); §175-20.1 (R-2); §175-30 (R-3); and establish §175-117.

FOR THE PUBLIC NECESSITY, CONVENIENCE, GENERAL WELFARE, OR GOOD ZONING PRACTICE, ZONING TEXT AMENDMENT TO TOWN CODE §175-3 TO DEFINE DESIGNATED SPECIAL CIRCUMSTANCE HOUSING. TEXT AMENDMENTS TO TOWN CODE §175-12.1.A, §175-20.1, AND §175-30, TO ADD DESIGNATED SPECIAL CIRCUMSTANCE HOUSING PERFORMANCE STANDARDS BY SPECIAL USE PERMIT AND ESTABLISH TOWN CODE §175-117 TO ADD DESIGNATED SPECIAL CIRCUMSTANCE HOUSING PERFORMANCE STANDARDS.

175-3 - DEFINITIONS

For the purpose of this chapter, certain words and terms are herein defined as follows:

Congregate Living - Residential arrangement where multiple unrelated individuals of nine (9) or more persons live together in a shared housing environment, typically with some level of support or shared services. It is regulated separately from single-family homes or traditional apartment units due to its unique characteristics.

Designated Special Circumstance Housing (DSCH) - Residential accommodations that are specifically utilized to meet the needs of housing for individuals that fall in one of the following categories; a) Individuals with Developmental Disabilities, b) Veteran's Housing, c) Emergency Family Housing, d) Shelter for Domestic Abuse Victims, e) Shelter for At-Risk Children.

DSCH Temporary Housing – 1 year or less

Emergency Family Housing - Short-term housing, immediate shelter provided to individuals or families who are experiencing a crisis or urgent need for a place to stay.

Individuals with Developmental Disabilities - Specialized living arrangements designed to help individuals with developmental disabilities, individuals with mental illness, or intellectual disability transition from institutional settings or other environments into more independent, community-based living situations.

Shelter for At-Risk Children - Shelter for children at risk generally refers to short-term housing or care provided to children who are in immediate danger or facing circumstances that put their safety, well-being, or development at risk.

Shelter for Domestic Abuse Victims - Shelter for domestic abuse victims refers to short-term, safe housing provided to individuals who are escaping situations of domestic violence or abuse.

Veterans' Housing - Living arrangements designed to provide veterans with a safe, stable environment while they transition from military service to civilian life or while they wait for more permanent housing solutions.

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

- A. The following uses are permitted within the R-1 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1 District:

RESIDENTIAL:

Designated Special Circumstance Housing

COMMERCIAL:

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

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

INDUSTRIAL:

ORGANIZATIONAL:

Community Centers.

Fire and Rescue Squads and Police Stations.

MISCELLANEOUS:

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

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

(Ord. of 7-28-08; Ord. of 6-22-15)

175-20.1 USES PERMITTED BY SPECIAL PERMIT (R-2)

The following uses are permitted within the R-2 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-2 District:

RESIDENTIAL:

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

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

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

INDUSTRIAL:

ORGANIZATIONAL:

Fire and Rescue Squad and Police Stations.

Public Libraries.

Community Center (public).

MISCELLANEOUS:

Any use permitted under Section 175-20, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-26, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

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

(Ord. of 7-28-08; Ord. of 6-22-15)

175-30 USES PERMITTED BY SPECIAL PERMIT (R-3)

The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District:

RESIDENTIAL:

Apartments as set forth in Section 175-113.

Townhouses on sites over one (1) acre, as set forth in Section 175-112.

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

Community Centers (public).

Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.

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

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

INDUSTRIAL:

ORGANIZATIONAL:

Art galleries and museums.

Fire and Rescue Squad and Police Stations.

Public Libraries.

Community Center (public).

MISCELLANEOUS:

Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Cemetery, subject to the provisions in Section 175-107.4.

Lodging houses, rooming houses and boarding houses.

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

(Ord. of 7-28-08; Ord. of 7-23-12; Ord. of 6-22-15; Ord. of 5-1-23)

175-117 Performance Standards for Designated Special Circumstance Housing

The following provisions shall apply to Designate Special Circumstance Housing (DSCH):

- A. All DSCH, with the exception of individuals with developmental disabilities in any residential zoning district, shall have no more than eight (8) individuals along with one (1) or more staff member(s). Congregate Living with one or more staff members may be approved in R-2 and R-3 residential areas via SUP on a case-by-case basis as state and local laws and regulations allow. Case-by-case evaluation includes type/size of home, acceptable number of residents, location, zoning district and other mitigating factors considered in the SUP application.
- B. All DSCH facilities shall be licensed by the appropriate state agency(s). ~~The Virginia Department of Social Services (VDSS) oversees the licensing of shelters that provide services to adults and families, including domestic violence shelters.~~
- C. DSCH operations in residential districts shall be restricted to structures that are permitted by right in the respective residential district in question, or any facilities which are currently in existence as a nonconforming use.

- D. Any newly constructed DSCH facilities shall comply with all of the standards that exists in the residential zoning district where the structure will be located.
- E. All DSCH in residential zoning districts shall be required to submit a management plan addressing staffing, resident services, security, and community engagement. This shall include:
 - 1. A plat of the parcel and all buildings and structures thereon, both permanent and temporary.
 - 2. Access control points and any fencing and screening for the parcel and all buildings and structures.
 - 3. The use and occupancy of each room or space inside a building or structure, including accommodations for sleeping, accommodations for sanitary health and hygiene (e.g. sinks, toilets, latrines, showers, or washing stations); and accommodations for food preparation.
 - 4. The size of emergency ingress points, egress points, and evacuation routes.
 - 5. Smoke alarms, carbon monoxide alarms, and fire extinguishers.
 - 6. An operations information statement that shall include, at minimum, the following:
 - a. The name of the operating entity, its articles of incorporation or similar organizational document and its bylaws, if any, and a statement of the operating entity's experience providing emergency housing, transitional housing, permanent supportive housing, or social service delivery.
 - b. Anticipated dates, days, and hours of operation.
 - c. Maximum intended number of overnight occupants, which shall at all times be in compliance with all applicable provisions of building, fire, health, and zoning codes.
 - d. List of requirements for admission of occupants.
 - e. Description of each staff position, qualifications necessary for each position, and a statement of the anticipated number of staff serving in such positions.
 - f. Statement of intention, or not, to provide occupants meals, minor medical care, job counseling, and services to help occupants transition to more permanent housing, and if so, whether provision of each will be on or offsite.
 - g. Pet care plan as required.

After SUP approval, any changes to the management plan must be submitted to Front Royal Planning and Zoning for impact assessment.

- F. The SUP applicant must submit a plat of the property showing the existing conditions and location of the proposed parking and any anticipated parking waivers.
- G. DSCH use of the property shall not change the general exterior appearance of the dwelling unit or change the character of the neighborhood.
- H. In assessing the request for a special use permit to operate in residential zoning districts, the Council shall consider and may require the availability of safe on-site drop-off and pickup areas, outdoor play areas, fenced play areas, and pet accommodations. The Council shall also consider the nature and suitability of the proposed facility, the size, location and characteristics of the grounds or yard, the safety of the occupants at the facility, parking, the effects on nearby property and residents, and such other factors which the Council deems pertinent in assessing the suitability of any proposed DSCH operation in a residential zoning district.

This ordinance shall become effective upon adoption.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

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

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

A public hearing on the above was held on October 27, 2025 having been advertised in the Northern Virginia Daily on October 14 and October 20, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 07C

Agenda Item: PUBLIC HEARING – Ordinance Amendment to Rescind Town Code Town Engineer §4-43 – Appointment: Duties

Summary: Council is requested to consider an ordinance amendment to rescind Town Code Town Engineer §4-43 – Appointment: Duties. Town Code currently states that the Town Engineer is an appointed position that has control over all public works. The position is the only one specifically referenced in this manner throughout the Town Code. Removing the Town Code section would allow the position to be within the Public Works Department and under the supervision of the Public Works Director. Other sections of Town Code that reference the Town Engineer's responsibilities regarding land development and design shall remain unchanged.

~~Town Engineer~~

~~§4-43 APPOINTMENT; DUTIES~~

~~The Town Manager may appoint a Town Engineer who shall hold office at the pleasure of the Town Manager. He shall have control and supervision, under the direction of the Town Manager, over all public works of the Town. He shall perform such other duties as may be required of him by the Town Manager or the provisions of this Code and other ordinances of the Town.~~

Budget/Funding: N/A

Meetings: Work Session held October 6, 2025

Proposed Motion: I move that Council adopt an ordinance amendment to the Town that rescinds Town Engineer 4-43 – Appointment; Duties from the Town Code, as presented.

Moved _____ Seconded _____

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

**ORDINANCE TO RESCIND §4-43 OF THE FRONT ROYAL TOWN CODE
PERTAINING TO TOWN ENGINEER APPOINTMENT AND DUTIES**

WHEREAS, Town Code currently states that the Town Engineer is an appointed position that has control over all public works. Removing the Town Code section would allow the position to be within the Public Works Department and under the supervision of the Public Works Director.

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that §4-43 of the Front Royal Town Code hereby be amended as follows:

TOWN ENGINEER

~~§4-43 APPOINTMENT; DUTIES~~

~~The Town Manager may appoint a Town Engineer who shall hold office at the pleasure of the Town Manager. He shall have control and supervision, under the direction of the Town Manager, over all public works of the Town. He shall perform such other duties as may be required of him by the Town Manager or the provisions of this Code and other ordinances of the Town.~~

This ordinance shall become effective upon adoption.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

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

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

A public hearing on the above was held on October 27, 2025 having been advertised in the Northern Virginia Daily on October 14 and October 20, 2025.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



**REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT**

Meeting Date: October 27, 2025

Item# 10A

Agenda Item: Purchase of School Zone Flashing Beacon Systems

Summary: Council is requested to approve the purchase of thirteen (13) TAPCO School Zone Flashing Beacon Systems, along with six (6) replacement solar modems for existing units, from Control Technologies, Inc., in the amount of \$103,858.00.

Budget/Funding: In May 2025, Town Council approved a budget amendment and transfer of \$107,200.00 from the automated school speed camera revenue received from Blue Line Solutions to the Department of Energy Services to purchase the school flasher replacements.

Funds to purchase the School Zone Flashing Beacon System are included in the following line item:

9401-R47910	Energy Services Traffic Signalization	\$103,858.00
-------------	---------------------------------------	--------------

Meetings: Work Session held October 6, 2025

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

Proposed Motion: I move that Council approve the purchase of thirteen (13) TAPCO School Zone Flashing Beacon Systems, along with six (6) replacement solar modems for existing units, from Control Technologies, Inc., in the amount of \$103,858.00.

Moved _____ *Seconded* _____

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

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



Memo

To: The Purchasing Department
From: Carey Saffelle, Director of Energy Services
Date: September 25, 2025
Re: School Zone Flashing Beacon System Purchase

The Department of Energy Services is working to standardize equipment across all school zones to improve safety, reliability, and reduce long-term maintenance needs. Of 19 locations, we currently have six (6) TAPCO school zone flasher units in operation.

Therefore, I recommend the purchase of thirteen (13) TAPCO School Zone Flashing Beacon Systems, along with six (6) replacement solar modems for existing units, from Control Technologies, Inc. at a total cost of \$103,858.00.

This purchase qualifies as a sole source procurement, as documented in the attached letter from Control Technologies, Inc., the exclusive provider of TAPCO's School Zone Flashing Beacon System in Virginia. No other vendor or product is available that meets the same purpose or function.

Funds for this purchase are available in Purchase Order #31215.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal

Control Technologies - HQ

2776 South Financial Court
Sanford, FL 32773
(407) 330-2800

Mid-Atlantic Office

44901 Flacon Place, Suite 110
Dulles, VA 20166
(703) 595-2980

Date 09/19/2025

Quotation 09192025JL_FRONT_ROYAL_S
ZB

Quote Good For: 60 Days

Quotation For

Front Royal, Town of
P.O. Box 1560 Front Royal, VA 22630
Phone: / Fax:

Quotation valid until: 11/18/2025
Prepared by: Kristen Cornwell
kcornwell@cttraffic.com

Comments or Special Instructions

Please note: Quoted pricing is effective for 60 days from date of quote. After 60 days, please contact us for updated pricing. Control Technologies does not guarantee pricing more than 60 days. Final pricing will be determined upon release for shipment. We apologize for this inconvenience, but our costs are currently highly erratic and we must base our sell price on our purchase prices. Thanks for understanding.

AGENCY		PROJECT	BID DATE	
QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	LINE TOTAL
		120VAC Systems. Includes ONE as a spare. Does not include cloud software.		
13	8400-505003	Cabinet,Smart Controller,Dual Beacon,120VAC Side of Pole	\$2,470.00	\$32,110.00
13	8400-142048	Univeral Cabinet Mounting Bracket, Sop	\$191.00	\$2,483.00
26	8400-2180-BBSAY-LU	BlinkerBeacon, Single Assembly, Vertical Mount Amber LED, Yellow Housing, Yellow Aluminum Arms	\$757.00	\$19,682.00
13	8400-373-03932	Sign, S5-1, 24"x48", HIP/DG3 FYG, School Speed Limit 20 When Flashing (Fed Spec)	\$228.00	\$2,964.00
13	8400-111531N	Sign Mounting Kit, Banded, Flared Leg, Std For One Sign	\$33.00	\$429.00
13	8400-373-1580	Standard Alum. Pole, 15', Schedule 80	\$483.00	\$6,279.00
13	8500-F1554GR55	3/4" X 18" Anchor Bolt Set (4)	\$101.00	\$1,313.00
13	8500-SP1007-VA-PNC	Base Assy, Square w/ Alum Door & 3 Set Screws in Collar, Alum	\$294.00	\$3,822.00
		Solar Systems. Does not include poles/cloud software.		
6	8400-505026	Cabinet,Smart Controller,Dual Beacon,65W Side of Pole	\$2,062.00	\$12,372.00

6	8400-142048	Univeral Cabinet Mounting Bracket, Sop	\$191.00	\$1,146.00
6	8400-101494	Battery, Univeral Battery, Solar 12V 50Ah Agm Ub12500-Internal Thread	\$356.00	\$2,136.00
6	8400-SLR-55-B	65W/12V Solar Panel Package, Top Of Pole Mount 4.5 Dia.	\$673.00	\$4,038.00
12	8400-2180-BBSAY-LU	Blinkerbeacon, Single Assy, Vert Mnt, Amber Led, Yellow Hsg, Yellow Alum. Arms	\$757.00	\$9,084.00
1	FREIGHT	Charge	\$6,000.00	\$6,000.00
CREDIT CARD ORDER WILL INCUR 3% SURCHARGE TO THE INVOICED AMOUNT				
			Subtotal	\$103,858.00
			TOTAL	\$103,858.00
Sales tax or other applicable taxes are NOT Included				
THIS IS A QUOTATION ON THE GOODS NAMED, SUBJECT TO CONTROL TECHNOLOGIES STANDARD TERMS AND CONDITIONS. TO ACCEPT THIS QUOTATION, PLEASE REMIT PURCHASE ORDER TO CONTROL TECHNOLOGIES.				
FREIGHT	Prepay & Add	**Lead Time is approx. 60-90 days ARO**	TERMS	
FOB		NOTES: Furnish only quote. Installation is not included. Cloud software is not included.	Net 30 with Approved Credit	



5100 West Brown Deer Road, Brown Deer, WI 53223

Re: Sole Source Letter
School Zone Flashing Beacon System

To Whom It May Concern,

Control technologies Inc. is the sole source provider of Traffic and Parking Control Co., Inc's. ("TAPCO's") School Zone Flashing Beacon System, and no other company or firm sells or distributes such item in the state of Virginia. Competition in providing the above-named item is precluded by the existence of a patent, copyright, secret process, or monopoly. There is/are no other item(s) available for purchase that would serve the same purpose or function.

Sincerely,

Robert Prosser, Chief Revenue Officer

A handwritten signature in black ink that reads "Robert Prosser". The signature is written in a cursive style with a long horizontal line extending from the end.

CC: Control Technologies Inc.
Attn: Jim Lampe
2776 S Financial Ct
Sanford, FL 32773-8118



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: May 27, 2025



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

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

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

Budget/Funding:

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

Meetings: Work Session held May 5, 2025

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

Proposed Motion: I move that Council approve a FY25 Budget Amendment in the amount of \$269,480.00 and a FY25 budget transfer in the amount of \$107,200 to allocate revenue received from the automated school speed cameras. Said allocation to be used to purchase replacement school flashers in the amount of \$107,200.00 and new in-car camera equipment from Motorola Solutions for the Police Department, in the amount of \$162,280.00.

Moved _____ Seconded _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 10B

Agenda Item: Purchase of Flex by Motorola Solutions Software Subscriptions Package Upgrade for the Police Department

Summary: Council is requested to approve the purchase of upgrading the Flex software by Motorola Solutions, to the Subscription Package, in the amount of \$78,485.37 for the Police Department. This software upgrade will provide additional needed features for the Police Department, allowing streamlined communication between units, ensure accurate records management, and support faster, more informed decision-making in the field.

Budget/Funding: Year 1 (FY26) includes Server Migration Services and ARCGIS Pro Migration for a total of \$78,485.37. Years 2-5 will be \$52,617.63 annually and will be budgeted accordingly in future budgets. The Town has paid \$35,335.61 for the current annual software subscription and Flex has agreed to credit this amount toward the first-year subscription fees. Staff will process FY26 Budget Transfers to cover the remaining \$43,150.

Staff will transfer \$32,440.00 from 3102-47001 (Police Patrol Machinery & Equipment) that was previously budgeted for Body Worn Cameras and \$10,710.00 from Police Salaries due to vacant positions. Council previously allocated funds in May 2025 for the body worn cameras and body worn cameras.

Funds to purchase the Flex software by Motorola will be paid using line item 1204-43005 Dept of Information Technology Maintenance Service Contracts as follows:

Year 1	Upfront Costs & Subscription Fees	FY26	\$ 78,485.37
Year 2	Video as a Service Subscription Fees	FY27	\$ 52,617.63
Year 3	Video as a Service Subscription Fees	FY28	\$ 52,617.63
Year 4	Video as a Service Subscription Fees	FY29	\$ 52,617.63
Year 5	Video as a Service Subscription Fees	FY30	\$ 52,617.63
Total Amount			\$288,955.89

Click to see Proposal [04D 2 - Flex Subscription Sole Source Proposal Front Royal, VA 9 23 25.docx - Copy.pdf](#)

Meetings: Work Session held October 6, 2025

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

Proposed Motion: I move that Council approve the purchase of upgrading the Flex software by Motorola Solutions, to the Subscription Package for the Police Department, in the amount of \$78,485.37.

Moved _____ Seconded _____

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



Brian Whited
Chief of Police

FRONT ROYAL POLICE DEPARTMENT

900 MONROE AVE

FRONT ROYAL, VA

540.635.2111

I would like to formally recommend continuing and expanding the use of Flex by Motorola Solutions within the Front Royal Police Department. Based on our experience with Flex, I am confident that moving to the subscription package will significantly strengthen our operational effectiveness and the level of service we provide for our community.

Flex has consistently proven to be an essential resource for our department. It streamlines communication between units, ensures accurate records management, and supports faster, more informed decision-making in the field. These capabilities have directly contributed to our ability to respond quickly and effectively to the needs of Front Royal residents.

The subscription package offers several distinct advantages:

Access to the Full Flex Suite: Unlocking additional features will allow us to optimize dispatch, investigations, and records processes.

Sustainable Budgeting and Ongoing Support: The subscription model provides predictable costs, regular updates, and dependable technical assistance, reducing operational disruptions.

Future-Ready Capabilities: With continuous improvements and upgrades, our department will stay current with best practices and evolving technologies in law enforcement.

For these reasons, I strongly recommend that the department adopt the subscription package. This step will ensure we remain equipped with the tools needed to maintain the high standards of public safety and service our community expects.

Thank you for considering this recommendation. Please feel free to reach out if you would like further details or examples of Flex's positive impact on our operations.

Respectfully

Brian Whited
Chief of Police
Front Royal Police Department



SOLE SOURCE JUSTIFICATION FORM

Requesting Department: Police

Description of Commodities or Services: Motorola Flex Software

On the lines below initial all entries that apply to this procurement.

BW Original manufacturer's equipment or parts subject to specific patent or copyright
(Please attach supporting documentation)

BW Equipment or parts not interchangeable with similar parts or equipment of
another manufacturer (Please attach supporting documentation)

BW Original manufacturer's parts required to maintain equipment warranty
(Please attach copy of manufacturer's warranty)

BW This is the only known equipment or part that meets the specialized needs of
this department or perform the intended function (Please attach explanation)

BW This is the only known vendor that can perform the repair, maintenance, or render
the service. (Please attach supporting documentation)

BW Commodities or services are only available from this vendor because of legal
requirements. (Please attach explanation)

 None of the above apply (Please attach explanation)

Based on the above, I request that competitive purchasing procedures be waived and that
the commodities or services be procured as a sole source procurement. I have obtained a
price quote from this sole source vendor and the price has been determined to be fair and
reasonable based on:

Circle one: History Cost of similar commodities or services

Published prices

Negotiated cost

The Town of Front Royal Procedures for Purchasing and Procurement Manual provides
that written notification of a sole source purchase must be posted in a designated public
area, published in a newspaper of general circulation, or posted on the Town of Front Royal
web site.

Initiator: Brian Schmitt
Signature

Date: 9/25/25

Verification by Department Head: Brian Schmitt
Signature



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 10C

Agenda Item: FY26 Budget Amendment to Receive Traffic Signal Equipment Reimbursement

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$51,889.20 to receive funds from a citizen's insurance carrier to offset expenditures associated with a traffic accident at the intersection of Westminster Drive and John Marshall Highway on September 7, 2025.

Budget/Funding:

Revenue

4500-3410206 Highway Maintenance Reimbursements \$51,889.20

Expenditure

4104-47910 Traffic Signalization Dept -Traffic Signalization \$51,889.20

Meetings: Work Session held October 6, 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 \$51,889.20 to receive funds from a citizen's insurance carrier to offset expenditures associated with a traffic accident at the intersection of Westminster Drive and John Marshall Highway on September 7, 2025.

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, Directory of Energy Service
Date: September 18, 2025
Re: Traffic Signalization Material Reimbursement

On September 7, 2025, a vehicle accident resulted in the destruction of traffic signal equipment, including a vision video sensor and a traffic cabinet, at the intersection of Westminster Drive and John Marshall Highway.

I am requesting reimbursement of the material costs, totaling \$51,889.20. These costs will be paid by the offender's insurance and should be credited back to the Department of Energy Services Traffic Signalization budget line 4104-47910.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

Samantha Nuckolls, 1114 Ewell Street, Front Royal VA 22630

Vehicle Accident at Westminster Drive & John Marshall Highway on September 7th, 2025

September 11th, 2025

Labor	Hours	Overtime Rate	Total
Lineman 1	6.0	\$ 51.22	\$ 460.98
Lineman 2	6.0	\$ 81.57	\$ 734.13
Lineman 3	6.0	\$ 78.75	\$ 708.75
Lineman 4	6.0	\$ 38.45	\$ 346.05
Labor Total			\$ 2,249.91

Equipment	Hours	Rate	Total
342 Utility Truck	6.0	\$ 27.78	\$ 166.68
355 SUV	6.0	\$ 7.94	\$ 47.64
364 Bucket Truck	6.0	\$ 46.69	\$ 280.14
Equipment Total			\$ 494.46

Material	Quantity	Rate	
Avision Sensor	4.0	\$ 4,225.00	\$ 17,484.88
A700-1166-01 AVCM Primary	1.0	\$ 3,300.00	\$ 3,523.26
Cable Poly Jacket	1000.0	\$ 0.69	\$ 690.00
Triton Bracket Vision 62"	4.0	\$ 325.00	\$ 1,300.00
PNG P65 Horiz	1.0	\$ 15,500.00	\$ 15,568.28
Battery Backup/UPS Cabinet	1.0	\$ 2,000.00	\$ 2,002.72
Cobalt G Series TS1	1.0	\$ 4,000.00	\$ 4,028.46
Load Switch W/ Input	16.0	\$ 39.00	\$ 624.00
MMU2 - Ethernet Port	1.0	\$ 1,900.00	\$ 1,900.00
UPS Battery Backup 1.5 KVA	1.0	\$ 2,953.81	\$ 2,953.81
UPS Transfer Switch	1.0	\$ 481.40	\$ 481.40
Multilink Battery Harness 1.5 KVA	1.0	\$ 304.15	\$ 304.15
Mounting Kit	1.0	\$ 22.31	\$ 22.31
10 Battery Terminal Covers	3.0	\$ 28.51	\$ 85.53
Gel Battery with 1/4 inserts	3.0	\$ 306.80	\$ 920.40
Material Total			\$ 51,889.20

Invoice Total	\$ 54,633.57
----------------------	---------------------

Send Invoice To:

Samantha Nuckolls

1114 Ewell Street

Front Royal VA, 22630



SOLE SOURCE JUSTIFICATION FORM

Requesting Department: Energy Services

Description of Commodities or Services: Traffic cabinet w/equipment

On the lines below initial all entries that apply to this procurement.

 Original manufacturer's equipment or parts subject to specific patent or copyright
(Please attach supporting documentation)

X Equipment or parts not interchangeable with similar parts or equipment of
another manufacturer (Please attach supporting documentation)

 Original manufacturer's parts required to maintain equipment warranty
(Please attach copy of manufacturer's warranty)

 This is the only known equipment or part that meets the specialized needs of
this department or perform the intended function (Please attach explanation)

 This is the only known vendor that can perform the repair, maintenance, or render
the service. (Please attach supporting documentation)

 Commodities or services are only available from this vendor because of legal
requirements. (Please attach explanation)

 None of the above apply (Please attach explanation)

Based on the above, I request that competitive purchasing procedures be waived and that
the commodities or services be procured as a sole source procurement. I have obtained a
price quote from this sole source vendor and the price has been determined to be fair and
reasonable based on:

Circle one: History Cost of similar commodities or services

Published prices

Negotiated cost

The Town of Front Royal Procedures for Purchasing and Procurement Manual provides
that written notification of a sole source purchase must be posted in a designated public
area, published in a newspaper of general circulation, or posted on the Town of Front Royal
web site.

Initiator: 
Signature

Date: 9-18-2025

Verification by Department Head: 
Signature

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: Michelle Campbell
From: Carey Saffelle, Director of Energy Services
Date: September 18, 2025
Re: Econolite – Traffic Cabinet Equipment Purchase

The Town of Front Royal's Energy Services Department has exclusively used Econolite for our traffic signals for the past twenty (23) years. We are responsible for fifteen (15) intersections located throughout the town of Front Royal, all of which are outfitted with Econolite equipment. The parts required for any necessary repairs must be purchased directly from Econolite because their equipment is unique to them, and the parts are not interchangeable.

Thank you,

Carey Saffelle

Director of Energy Services
Town of Front Royal



Quotation

9/8/2025

To:	Scott Curry Front Royal, VA; Town of Traffic Operations 1101 Manassas Ave Front Royal, VA 22630 USA *Ship To Address to be verified URO	Quote Name: Front Royal Intersection Setup Project Reference: Front Royal Complete Intersection Upgrade Econolite Reference: Q-53187-44D8
-----	---	--

Item #	Part	Qty	Description	Tariff	Price per	Extended
1	AVISION	4	SENSOR, VIDEO, VISION	\$146.22	\$4,225.00	\$16,900.00
2	A700-1166-01 AVCM	1	ASSY, ACP, PRIMARY MODEL AVCM	\$223.26	\$3,300.00	\$3,300.00
3	1175-011	1,000	CABLE,ROUND,3 COND, 1000' 18 AWG,BLACK POLYETHYLENE JCKT	\$0.00	\$0.69	\$690.00
4	33406P23 AMBKTM16S	4	TRITON BRKT, VISION, VISION,62" 7" DIA MAX, SP-4126-74-62-PNC	\$0.00	\$325.00	\$1,300.00
5	CAB18073	1	TS2-1 PNG P65 DDE BM 16 HORIZ CITY OF HARRISONBURG, VA IN- WHITE/OUT-BARE	\$68.28	\$15,500.00	\$15,500.00
6	BCAB0001	1	BATTERY BACKUP/UPS CABINET 53.50 x 26.00 x 16.25 2 SHELVES, FAN PANEL, GENERATOR COMPARTMENT STANDALONE INSTALLATION	\$2.72	\$2,000.00	\$2,000.00
7	COBG2212300 0000000	1	COBALT G-SERIES TS1/TS2-2 SM EOS VER 3.2.30 8MB DATAKEY NO COMM	\$28.46	\$4,000.00	\$4,000.00
8	31095G20	16	LOAD SWITCH W/INPUT IND, SSR MODEL 200, PDC SSS-86-3	\$0.00	\$39.00	\$624.00
9	1133-141	1	MMU2-16LEip-E W/ETHERNET PORT BLUE ECPI FACEPLATE	\$0.00	\$1,900.00	\$1,900.00

Any tariff amount shown is an estimate of the tariff fee based on information available as of today's date. Econolite will pass through all tariff fees in effect at the time of shipment, which may be different from the tariff amount set forth herein and on the order acknowledgment.

Subtotal	\$46,214.00
Shipping & Handling*	
Taxes**	\$0.00
Tariffs**	\$907.60
TOTAL	\$47,121.60

Unless specifically requested by the customer and noted on this quotation, the product(s) quoted herein may not comply with any BABA Act (Build America/Buy America) requirements.

502 McCormick Drive, Suite H Glen Burnie, MD 21061



Traffic Systems & Technology
7390 Merritt Park Dr
Suite 160
Manassas, VA 20109

Sales Quote

Quote No. S-QUO3770
Job # 20640WB
Page 1 / 2

Quoted To:

Town of Front Royal
Accounts Payable
P.O. Box 1560
Front Royal, VA 22630

Project Information:

Project Location: UPS
Project/Contract ID No: stock
City/Locale Front Royal
State VA

On November 15, 2021, President Joseph R. Biden Jr. signed into law the Infrastructure Investment and Jobs Act which includes the Build America, Buy America Act. TS&T does not guarantee that the products listed on this quote meet this Act or any previous Buy American, Buy America and Build America Act, Statement, or Project Specifications, unless specifically stated on this quote. Customer is responsible for providing all language about these Acts at time of quote request or before bid date so that TS&T can quote the material accordingly.

Notes: Prices and Lead Times are subject to change based on current market conditions.

SWAM VENDOR # 663238
Veteran Owned Small Business

Freight included

Quote Date	Bid Date	Terms	Created By
September 8, 2025	4/22/2024	Net 30 Credit Card Order will incur a 3% processing fee	Walt Britton

Bid #	Description	QTY	Unit	Unit Price	Ext. Price
Communication Card - Caltrans Compliant --- THIS is Included with the unit					
	010-029-20 UPS Battery Backup, Traffic/ITS, 1.5 KVA , 120V/36V	1	Each	2,953.81	2,953.81
	010-506-10 ups transfer switch	1	Each	481.40	481.40
	870-230-30 Multilink Battery Harness for 1.5 KVa Unit	1	Each	304.15	304.15
	072-443-15 Mounting Kit	1	Each	22.31	22.31
	538-531-10 Battery Terminal Covers (Rubber Boots)	3	Each	28.51	85.53
	8G24 - Gel Battery with 1/4" inserts	3	Each	306.80	920.40
Total					4,767.60

Terms & Conditions of this Quote:

- Quoted prices will be held firm for 30 days. Prices subject to change if the order is not release within 60 days from the date of PO.
- Quotation based on quantities and design information provided at time of quotation. The customer is solely responsible for determining final acceptability of materials and quantities for the intended use. If quantities or design changes occur, TS&T reserves the right to adjust prices accordingly.
- The estimated lead time listed above is based on current factory schedule at the time of the quote. The estimated lead time from the date of release will be dependent on the factory's schedule at that time.
- Payment terms are net 30 days from date of invoice. Payments not received within 45 days shall be charged 1.5% (18% APR) per month until paid in full. Any material not paid within 75 days will be cause to notify the general contractor, bonding company, and state of non-payment.
- Statements, terms, or agreements not contained herein shall have NO affect unless signed by an officer of TS&T.
- It is the customer's responsibility to notify TS&T of any completion dates at time of order. TS&T will not be held accountable for any "liquidated damages" or "penalties" for late shipments, unless agreed to by both parties in writing prior to order entry.
- All NEW customers will be required to pay 50% at time of order and balance will paid prior to material being shipped.
- The warranty for all products are the explicit warranty from the manufacturer as stated on their literature. ALL warranties are from the DATE OF SHIPMENT from the factory. TS&T does NOT provide additional warranties for any products unless specifically stated on this quote. Extended Warranties can be purchased for certain products but must be purchased at time of release. ALL days beyond the end of the manufacturer's warranty are the responsibility of the customer. The letter of compliance with the warranty is the responsibility of the customer and may NOT be supplied by the Manufacturer. Warranties do NOT include any installation, programming, integration, testing or anything other than repairing or replacing the material at the manufacturer's discretion per the manufacturer's published warranty statement. TS&T is NOT responsible for maintenance for any equipment.



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 10D

Agenda Item: FY26 Budget Amendment to Receive DMV Alcohol and Police Traffic Services Grant Funds for the Police Department

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$45,058.00 to receive DMV (Division of Motor Vehicles) grant funds for enhancing alcohol and speed enforcement efforts. The grant funding will be used to cover officer overtime costs, purchase two radar units and two preliminary breath test (PBT) alco-sensors.

Budget/Funding: These grants require a 50% match; however, in-kind contributions are permitted. The required match will be fulfilled through quarterly fuel expenses related to patrol operations. Due to the uncertain nature of grant funding, the department respectfully requests that any reimbursed funds from the DMV grants be reallocated directly back into the original expense accounts: Police Patrol – Police Supplies (for the radar and PBT units) and Police Patrol – Salaries Overtime.

Revenue

1000-3310010	General Fund Grant Proceeds	\$45,058.00
--------------	-----------------------------	-------------

Expenditure

Alcohol Grant

3102-45409	Police Patrol – Police Supplies	\$1,200.00
3102-41002	Police Patrol – Salaries Overtime	<u>\$20,100.00</u>
	Total Alcohol Grant	\$21,300.00

Speed Grant

3102-45409	Police Patrol – Police Supplies	\$5,400.00
3102-41002	Police Patrol – Salaries Overtime	<u>\$18,358.00</u>
	Total Speed Grant	\$23,758.00

Click for Grant Documentation [DMV Grant](#)

Meetings: Work Session held October 6, 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 \$45,058.00 to receive DMV (Division of Motor Vehicles) grant funds for enhancing alcohol and speed enforcement efforts. The grant funding will be used to cover officer overtime costs, purchase two radar units and two preliminary breath test (PBT) alco-sensors.

Moved _____ Seconded _____

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



Triennial Highway Safety Plan

Core Outcome Performance Measures

Fatalities	Target is 908.0 by December 31, 2026.
Serious Injuries	Target is 7,021.6 by December 31, 2026.
Fatalities/VMT	Target is 1.040 by December 31, 2026.
Unrestrained Passenger Vehicle Occupant Fatalities	Reduce unrestrained passenger vehicle occupant fatalities in all seating positions 2 percent from 325 to 317 by December 31, 2026.
Alcohol Impaired Driving Fatalities	Reduce alcohol impaired driving fatalities 2 percent from 245 to 239 by December 31, 2026.
Speed-Related Fatalities	Reduce speed-related fatalities by 3 percent from 272 to 265 by December 31, 2026.
Motorcyclist Fatalities	Reduce motorcyclist fatalities by 3 percent from 102 to 99 by December 31, 2026.
Unhelmeted Motorcyclist Fatalities	Reduce unhelmeted motorcyclist fatalities 100 percent from 4 to 0 by December 31, 2026.
Drivers Age 20 or Younger Involved in Fatal Crashes	Reduce drivers age 20 or younger involved in fatal crashes by 4 percent from 96 to 92 by December 31, 2026.
Pedestrian Fatalities	Reduce pedestrian fatalities by 3 percent from 160 to 156 by December 31, 2026.
Bicyclist Fatalities	Reduce bicyclist fatalities by 29 percent from 7 to 5 by December 31, 2026.

Core Behavior Performance Measure

Observed Seat Belt Use Rate	Increase observed seat belt use for passenger vehicles, front seat outboard occupants by 1percentage point from 83.5 percent to 84.1 percent by 2026.
------------------------------------	---

Other Performance Measures

Drugged Driver Fatalities	Reduce drugged driver fatalities 8 percent from 224 to 206 by December 31, 2026.
Distracted Driver Fatalities	Reduce distracted driver fatalities 15 percent from 26 to 22 by December 31, 2026.



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 10E

Agenda Item: Reappointment to Local Board of Building Code Appeals (LBBCA)

Summary: Council is requested to reappoint a member to the Local Board of Building Code Appeals (LBBCA) to a 4-year term beginning November 1, 2025 and ending November 1, 2029.

Budget/Funding: 8104-41003 Boards & Commissions Part-time Salaries

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 reappoint Charles Gornowich to the Local Board of Building Code Appeals (LBBCA) to a 4-year term beginning November 1, 2025 and ending November 1, 2029.

Moved _____ *Seconded* _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 10F

Agenda Item: Appointments to the Board of Architectural Review (BAR)

Summary: Council is requested to appoint two members to the Board of Architectural Review (BAR) each to 4-year terms.

Budget/Funding: 8104-41003 Boards & Commissions Part-time Salaries

Meetings: Work Session held October 6, 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 appoint Teresa Henry and Kevin Cuddeback to the Board of Architectural Review (BAR) each to a 4-year term beginning November 13, 2025 and ending November 13, 2029.

Moved _____ *Seconded* _____

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



REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 10G

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

Summary: Council is requested to appoint a member to the Board of Zoning Appeals (BZA) to an unexpired term ending May 1, 2026.

Budget/Funding: 8104-41003 Boards & Commissions Part-time Salaries

Meetings: Work Session held October 6, 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 appoint Tim Brogan to the Board of Zoning Appeals (BZA) to an unexpired term ending May 1, 2026.

Moved _____ *Seconded* _____

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



CLOSED MEETING AGENDA STATEMENT

Meeting Date: October 27, 2025

Item# 11

MOTION ON TO GO INTO CLOSED MEETING

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

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

- 1) pursuant to §2.2-3711(A)(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.

Moved _____ Seconded _____

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