



Roll Call by Clerk of Council

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

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

NEW BUSINESS

Ordinance Amendment to Rescind Town Code §12-6 - Miscellaneous Fees – Clerk of Council Tina Presley explained that this was a housekeeping item, stating there was no purpose served by restating state law in Town Code. Council agreed to advertise for a public hearing on the 24th.

FY26 Budget Amendment – Outstanding Purchase Orders – Finance Director BJ Wilson explained that this item was to carry forward to fiscal year 2026 unpaid balances on purchase orders not completed as of June 30, 2025. He advised that any increase greater than 1% of the original budget required a public hearing. He highlighted the following: Debt Service Fund – Happy Creek Phase 2 and 3; Special Project Fund – Police Department Construction, W. Main Extension, and West Main Connector Grant Repayment; Information Technology - E-Summons (Police) and 50% cost of equipment replacement for Government Center; Tourism - Banners and Visitors Center Renovation; Horticulture - Trees for Tree Canopy/Main Street Gazebo Year 1 of 2 and Appalachian Trail Connector Feasibility Study; FREDA – Seed Money; Energy Services – Cost of Service Study and Meter Reading; Electric – Project Management for ERP Software; Waste Water Treatment Plant - Municipal Advisory Service Centrifuge Riverton and Riverton Pump Station; Water Line Maintenance – Redundant Waterline Funds; Solid Waste - Replace Refuse Truck; Highway Maintenance - 2 Freightliner Dump Truck Chassis and Criser Road Sidewalk Project; Sidewalk Construction – Luray Avenue (Overlook Drive to Criser Rd), 8th Street Bridge Replacement and Shenandoah Avenue Street Lights.

Mr. Petty explained that the W. Main Connector/Extension required an adjacent property (IT Federal) to come into compliance with DEQ. He also explained the equipment replacement in the Government Center was the microphones. Mr. Wilson explained the centrifuge bond process that included the Riverton Pump Station and another bond that was for clearwells and sedimentation basins on Jamestown Road and the 4-H Center. He noted that GPS was for tracking all Town vehicles not for directional. Mr. Wilson confirmed that overall, there were less projects than last year. There was discussion about seed money for the Commerce Avenue Bridge Project. He confirmed that the Cherry Street Project was fully funded and that he would get Council the total cost of that project. Council agreed to advertise for a public hearing on the 24th.

Economic Development Access Grant Letter of Credit – Mr. Wilson explained that the Town was required to maintain a Letter of Credit in the amount of \$106,558.26 until the remaining grant funds were resolved. He reminded Council that a portion of the grant was paid in July, and the remaining is expected to be paid in December. Council agreed to add to the Consent Agenda on November 24th.



UNFINISHED BUSINESS

Zoning Text Amendments to Town Code §175-3 - Definitions, to Define the Use of an "Auxiliary Dwelling Unit", to Amend the Residential Districts in Which it Would be Permitted By-Right, and to Establish §175-115 "Auxiliary Dwelling Unit" Performance Standards within the Supplementary Provisions of Town Code – Director of Planning Lauren Kopishke advised that this text amendment was before Council in September and Council referred it back to the Planning Commission for some changes. She reviewed the changes: 1) cannot extend beyond the existing footprint and must be a minimum of 600 square feet and 2) detached can be 600 to 1000 square feet maximum but not more than 80% of total square footage. She advised that there were no speakers pertaining to these changes at the Planning Commission public hearing; and their vote was unanimous. Councilman Rappaport asked whether they could be rental units. Ms. Kopishke advised that they could, but the primary had to be owner occupied. He questioned how to determine if it was a rental. Ms. Kopishke advised that it would be complaint driven and that she would get him the percentage in R-1 that could be allowed by right. Ms. Kopishke advised that the new homes slated for the Happy Creek Road area were 9,000 – 12,000 square foot lots and the historic district lots were approximately 7,000 square feet. Mayor Cockrell suggested that Council take the time between now and the public hearing to get their questions answered. Council agreed to advertise for a public hearing on the 24th.

Ordinance Amendment Town Code §12-2 Public Works Fees – Town Manager Joe Petty advised there was discussion about this item at the October Liaison Committee meeting and there was no feedback from the County. He advised that the Yard Waste Drop-Off Fee for out-of-town residents at the Manassas Avenue Disposal Site would be \$15.00 per passenger vehicle load. He explained the process of purchasing a ticket at Town Hall and showing the ticket at the yard. He suggested using an effective date of February 1, 2026 to give time to educate the community about the fee change. Councilwoman DeDomenico-Payne suggested exploring technology such as a QR code so residents would not have to physically go to Town Hall to pay. Mr. Wilson advised that it may be accomplished with the new software. Council agreed to advertise for a public hearing on the 24th.

UPDATE ON LIAISON COMMITTEE MEETING ITEMS – Mayor Cockrell advised that the following three items were discussed at the October Liaison Committee meeting and it was asked of Council to give their input.

Tourism – After a brief overview, the Mayor asked if there was any interest on collaborating with the County on this subject. Councilman Wood gave an overview of the October 30, 2025 Tourism Committee Meeting he attended with Community Development/Tourism Director Lizi Lewis. He passed out the agenda from that meeting that included information on a challenge coin and scavenger hunt for the upcoming nation's 250th birthday in 2026. He also passed out a Tourism Strategic Plan handed out at the meeting. Mr. Wood stated that the Town currently produced a lot with its own dollars such as the Visitor Center and advertising various events that included the County such as wineries and watering holes to name a few. He voiced concern that the Town did not have the money to do more and feared a duplication of efforts suggesting asking the County for a more in-depth conversation to include contributing a match of \$27,000 which is the Town's Tourism budget. Mayor Cockrell advised that the question at the Liaison Committee meeting was to let the Town Staff work with the County Staff and it was met unfavorably. She agreed the Town was already promoting the Town and County and giving additional funds to the Town would be wise. There was discussion about the County hiring a consultant and how the County was required to spend 3% of their 5% TOT (Transient Occupancy Tax) dollars on Tourism specifically noting the Town did not have that requirement.

After much more discussion, Mr. Petty suggested having Town Staff bring a proposal to Council that could be sent to the County. He explained that spring marketing does not start in the spring and voiced concern about waiting for the County to hire a consultant and then waiting for the results. It was noted that there were no jurisdictional boundaries when it came to Tourism.



Vice Mayor Veitenthal stated the biggest issue was defining Tourism and/or Agritourism. She stated that reinventing the wheel was the wrong way to go since Town Staff was already doing Tourism every day. It was suggested to show the County the Town's budget so they could pick what they wanted to fund, initiating full transparency. Councilwoman DeDomenico-Payne opined that the County was in a different place, and it was not a good time to meet with the County for a discussion. She voiced concern about co-mingling the funds. It was suggested that Mr. Petty ask what the County was using their Tourism dollars for and that it be placed on the January Liaison Committee meeting agenda for further discussion.

McKay Springs – After a brief update from Mayor Cockrell on the Liaison Committee meeting, she asked whether Council wanted to schedule a meeting with the Shenandoah Valley Battlefields Foundation pertaining to selling the property to them. Vice Mayor Veitenthal explained her conversation with a representative of the Foundation stating that they were not interested in pursuing the sale if the Town and County could not come to an agreement. Councilman Ingram opined that the sale preserved the property. Mrs. Veitenthal stated that there was a way to preserve the property without it becoming a battlefield. After much discussion Council agreed to meet with them and asked Mr. Petty to reach out to Kevin Walker of the Foundation to schedule after the first of the year, suggesting the January Liaison Committee meeting.

Economic Development – After a brief update from Mayor Cockrell on the Liaison Committee meeting, she asked whether Council would like to collaborate and work together. It was noted that the County's agenda for Wednesday night was to proceed with consultant services for economic development. There was the mention of redundancy of having two EDAs and that FREDA needed to be looked at strategically and figured out long term. Mayor Cockrell explained how FREDA came to be with the General Assembly's help. Mr. Petty advised that the evaluation of the WCEDA legal status was a big burden on a consultant, noting it was a robust scope of work. The conversation turned into a discussion on what to do with FREDA and the funds needed to continue with its progress. Mr. Petty advised that it was too big of a discussion to continue tonight, suggesting continuing discussion during upcoming budget meetings. There was no consensus to give money to the County for a consultant and suggested Town residents reach out to their County Supervisor. Councilman Ingram suggested holding back on FREDA until litigation was over. Councilman Wood opined that it was a waste of time, effort and money until common vision was made at the County. He suggested having FREDA stay with the little things. Vice Mayor Veitenthal suggested working with congressmen to bring industry here noting Avtex was a federal facility. It was reiterated that when budget discussions begin Council needed to talk about FREDA.

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 Front Royal Economic Development Authority (FREDA) 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, Rappaport, Ingram, DeDomenico-Payne

No – N/A

Absent – Councilman Sealock 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 9:20pm due to the second item being discussed.

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

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

No – N/A

Absent – Councilmembers Veitenthal and Sealock

Abstain – N/A

ROLL CALL

Adjourned approximately 9:30pm.

Approved by Town Council

Date: 11/24/25