



TOWN COUNCIL REGULAR WORK SESSION

Monday, January 12, 2026 @ 7:00PM

Town Hall Conference Room

View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Roll Call
2. Presentation from CHA ON Flow Metering (NO COVERSHEET)
3. ACTION ITEM
 - A. Repayment of Economic Development Access Grant
 - B. Resolution for the 2026 Schedule of Regular Meetings of Town Council
4. NEW BUSINESS
 - A. Town of Front Royal Small Unmanned Aircraft Systems (sUAS) Operations Policy – *Jose Riveria*
 - B. Rights of Requesters and Responsibilities of Town of Front Royal FOIA Policy Revisions – *Tina Presley*
 - C. Request to Reinstate Two Readings for Public Hearings – *Mayor Cockrell*
 - D. Ordinance Amendments to Chapter 72 Special Events Held on Town Streets and Public Property – *Joe Petty*
5. CLOSED MEETING
6. Adjourn



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 12, 2026

Item# 03A

Agenda Item: Repayment of Economic Development Access Grant

Summary: On December 7, 2016, the Commonwealth Transportation Board approved a \$650,000 Economic Development Access Grant to assist the Town of Front Royal with the construction of a portion of the West Main Street Connector for the ITFederal LLC development. The Commonwealth of Virginia Department of Transportation has requested the Town of Front Royal to repay \$565,582.56 for the Economic Development Access Grant.

The Town of Front Royal was unable to requisition the full grant amount of \$650,000 because the project has not been able to be completed, due to issues caused by the construction of the ITFederal LLC property.

Terms of the Economic Development Access Grant required the Town to provide documentation for at least \$3,250,000 of eligible capital outlay. In June 2016, the Town was led to believe by Jennifer McDonald, the Executive Director of the Front Royal/Warren County Economic Development Authority (EDA), that ITFederal LLC would invest in a new facility, land, and equipment totaling approximately \$40 million and bring 600 new jobs to the area.

Without having the consent of the Town of Front Royal, on February 27, 2017, Jennifer McDonald representing the EDA signed a first amendment to deed of trust for ITFederal LLC to reduce the Construction Target from \$5 million to \$2 million; resulting in the Economic Development Access Grant capital outlay requirements not being able to be met.

The Town has budgeted \$216,665 annually for fiscal years 2023-2025 to set aside funds totaling approximately \$650,000 in anticipation of repayment of the grant funding. In addition, the Town has paid approximately \$5,000 annually since fiscal year 2017-2018 for a letter of credit, as required by the terms of the grant, to ensure that the Town meet's its obligations for the grant funding.

In July 2025 the Town paid the first portion of the reimbursement totaling \$426,233.04. On December 16, 2025, VDOT provided written notice for the remaining balance.

Budget/Funding: 9130-R47982, Special Project Fund – Local Connector Road, \$106,558.26

Meetings: Work Session held January 5, 2025

Proposed Motion: I move that Council approve repayment to the Commonwealth of Virginia Department of Transportation for the Economic Access Grant in the amount of \$106,558.26.

Moved _____ Seconded _____

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



COMMONWEALTH *of* VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND VIRGINIA 2321 2000

Stephen C. Brich, P.E.
COMMISSIONER

December 16, 2025

Town of Front Royal
Mr. B.J. Wilson
Director of Finance
Town of Front Royal
102 E. Main Street
Front Royal, VA 22730

RE: Cancellation Request & Final Bill – Town of Front Royal Economic
Access Project-IT Federal, ECON-112-170, UPC 110324

Dear Mr. Wilson:

We have received the locality's signed Final Bill Appendix A on 8/28/25 and the previous payment of \$ 426,233.02. The remaining amount due is: **\$106,558.26**. Please find attached the executed copy of the Final Bill for your records.

Please reference **"Economic Access – IT Federal – Front Royal, UPC 110324"** on the memo line of the check and remit payment as noted below within 30 days:

\$106,558.26 Total Amount of Repayment Due Currently

Please make check payable to: Treasurer of Virginia

Send payment to: VDOT
Staunton District Office
Attention: Kim Cameron, LAP Program Manager
811 Commerce Road
Staunton, Virginia 24401

If you have any questions concerning this letter invoice, please do not hesitate to contact me.

Sincerely,

Kim Cameron, PE
LAP Program Manager

Enclosure: Final Bill for 110324

Cc: Joe Petty, Town Manager
George Sonnett, Jr., Town Attorney
Terry Short, LAD Director
Jonathan Liss, LAD Program Mgr.
Michael Fulcher, District PID

COPY



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 12, 2026

Item# 03B

Agenda Item: Resolution for the 2026 Schedule of Regular Meetings of Town Council

Summary: Staff has been reviewing Town Code Chapter 4 for compliance and updates as needed. After research of the state code, it was determined that §4-1 – Time of Meetings was not in compliance with Article 2. Meetings of Governing Bodies §15.2-1416 of the Code of Virginia requiring localities to establish the days, times and places of regular meetings at their first organizational meeting of each year. Council is requested to approve the attached Resolution tonight for 2026.

Proposed amendments to Town Code Chapter 4 – Administration of Government will be on the February 2nd work session agenda for Council's consideration.

Budget/Funding: None

Meetings: None

Proposed Motion: I move that Council approve a Resolution for the 2026 Schedule of Regular Meetings of Town Council as presented.

Moved _____ *Seconded* _____

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

RESOLUTION
2026 SCHEDULE OF REGULAR MEETINGS
OF TOWN COUNCIL

WHEREAS, Pursuant to Article 2. Meetings of Governing Bodies §15.2-1416 of the Code of Virginia the days, times and places of regular meetings for the year 2026 shall be established at Town Council's first organizational meeting; and,

WHEREAS, the Town Council have scheduled the following days in 2026 for regular meetings to be held at 7:00pm in the Warren County Government Center:

January 26, 2026	July 27, 2026
February 23, 2026	August 24, 2026
March 23, 2026	September 28, 2026
April 27, 2026	October 26, 2026
May 26, 2026 (Tuesday-Holiday on Monday)	November 23, 2026
June 22, 2026	December 14, 2026

WHEREAS, the Town Council shall hold two (2) regular work sessions on the first and second Monday of each month, provided that one (1) regular work session shall be held in the month of December on the first Monday of the month; and,

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Front Royal approve the 2026 Schedule of Meetings of Town Council.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 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. Morris	☐ Yes ☐ No	Glenn A. Wood	☐ Yes ☐ No

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 12th, 2026

Item# 04A

Agenda Item: Town of Front Royal Small Unmanned Aircraft Systems (sUAS) Operations Policy

Summary:

Town Council is requested to review and approve the proposed small Unmanned Aircraft Systems (sUAS) Operations Policy, establishing a formal framework for the management, deployment, and oversight of Town-owned and piloted Unmanned aircraft. The policy creates a centralized, Town-wide sUAS program administered by the Risk Management Department and governs both law-enforcement and municipal use in compliance with applicable federal, state, and Local laws.

The proposed policy establishes:

- **Clear Authority And Oversight:** Defines roles, responsibilities, and approval pathways for the sUAS administration and operations hierarchy.
- **Operational Consistency:** Standardizes how sUAS missions are requested, approved, documented, and audited across departments.
- **Legal and Privacy Safeguards:** Ensures compliance with FAA regulations, Virginia laws, and Town policy, with explicit protections for privacy and civil liberties.
- **Transparency and Accountability:** Implements the S.O.A.R. (sUAS Operational Awareness & Review) Initiative, including public reporting, internal audits, and regular Council briefings.
- **Safety and Training Standards:** Requires certified pilots, standardized procedures, and ongoing training to support safe and responsible operations.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of sUAS Operations Policy as presented.



Standard Operating Procedure

Small Unmanned Aircraft Systems Operations (sUAS)

DRAFT

Purpose

To establish guidance for the management and deployment of **Small Unmanned Aircraft Systems (sUAS)** for the Town of Front Royal.

Scope

The mission of the Town's sUAS program is to provide aerial support and assistance to municipal departments in situations where aerial imagery or intelligence enhances the efficiency, effectiveness, or safety of public service operations. All sUAS operations shall be conducted in compliance with applicable Local, State, and Federal laws.

Policy

The Town's sUAS program operates under the authority of **Title 14, Code of Federal Regulations (CFR), Part 107**, as established by the **Federal Aviation Administration (FAA)**, with the **Risk Management Department** designated to administer the program. Only remote pilots holding a valid **FAA Part 107 Remote Pilot Certificate** are authorized to operate Town-owned sUAS in the course of official duties. All audio, video, and data collected during sUAS operations shall be handled in accordance with applicable Town policy, as well as Local, State, and Federal laws. Prior to any mission, remote pilots or mission supervisors shall determine whether additional FAA authorizations or waivers are required for the planned operation.

Safety is the top priority in all sUAS operations. Deployment decisions shall consider the safety of personnel, the public, and surrounding airspace. Only supervisory staff may request the activation or deployment of sUAS assets. The Town has adopted sUAS technology to support municipal functions across a variety of authorized scenarios. All deployments must fall within one of the following eight operational use cases:

- Search & Rescue
- Tactical & Scene Support
- Flood & Storm Response
- Utility Infrastructure Inspection
- Power Line Assessment
- Outage & Obstruction Sweep
- Development & Mapping Operations
- Tourism & Special Events

Organization

The Town's sUAS program is administered by the Risk Management Department (hereafter referred to as the **sUAS Administrator**), which serves as the central coordinator for sUAS operations, oversight, and coordination. To support this structure, the program is organized into a defined hierarchy of roles and responsibilities that ensure the safe, accountable, and effective deployment of sUAS assets. This framework allows for centralized mission oversight, consistent operational standards across departments, and designated personnel to respond efficiently to both routine and emergent deployment needs. All program activity shall be conducted in accordance with established procedures and applicable regulations.

Program Structure

- **sUAS Administrator**
The sUAS Administrator, designated by the Town Manager within the Risk Management Department, serves as the program manager and a certified Municipal Remote Pilot-in-Command (MRPIC). The Administrator oversees the program, assigns Municipal RPIC missions, verifies all pilot certification and training, and maintains program and equipment records. The Administrator also reviews and audits all mission documentation from both Police and Municipal RPICs to ensure compliance with FAA regulations, Town policies, and data retention standards. When serving as an RPIC, the Administrator assumes lead technical responsibility for the flight, including go/no-go determinations, mission execution, adherence to FAA regulations and Town policy, and completion of required documentation and data retention.
- **Police Remote Pilots-in-Command (PRPICs):**
Police RPICs are certified personnel within the Front Royal Police Department authorized to conduct flight operations in support of law enforcement missions. PRPICs are assigned by the Chief of Police and operate under departmental command structure. However, all Police RPICs must comply with this policy, FAA regulations, and Town procedures, and are required to submit all mission documentation, post-flight reports, training logs, and data retention materials to the sUAS Administrator for review and retention.
- **Municipal Remote Pilots-in-Command (MRPICs):**
Municipal RPICs are certified personnel authorized to conduct flight operations in support of Town departments such as Community Development and Tourism, Energy Services, Planning and Zoning, and Public Works. MRPICs are assigned by the sUAS Administrator and operate under the program command structure. All Municipal RPICs must comply with this policy, FAA regulations, and Town procedures, and are required to submit all mission documentation, post-flight reports, training logs, and data retention materials to the sUAS Administrator for review and retention.

Operational Roles

- **Remote Pilot-in-Command (RPIC):**

The RPIC is responsible for all aspects of flight safety, compliance, and decision-making, including go/no-go determinations and mission execution. All RPICs shall possess a valid FAA Part 107 Remote Pilot Certificate. RPICs shall also ensure proper documentation is completed before and after each flight in accordance with Town procedures.

- **Visual Observer (VO):**

The VO assists the RPIC by maintaining visual line of sight and providing situational awareness. While not required to be FAA Part 107 certified, VOs shall be trained and authorized under Town procedures. They serve a critical role in identifying potential hazards and communicating changes in the environment to the RPIC.

- **Operations Liaison (OL):**

The OL is responsible for supporting operations by handling flight logs, coordinating radio communications, managing data, and serving as a liaison to other departments or officials. This position helps ensure mission records are accurate, accessible, and that interagency coordination is maintained when needed.

The preferred crew for standard sUAS operations is three (3) members: one Remote Pilot-in-Command (RPIC), one Visual Observer (VO), and one Operations Liaison (OL). This configuration supports both safe operations and complete documentation. However, single-operator missions (RPIC only) are permitted when compliant with protocol and mission complexity allows for it.

Procedures

The following procedures establish the operational framework for all Town-authorized sUAS activity. These protocols are designed to promote safe, lawful, and coordinated flight operations across departments, whether conducted in routine or emergency circumstances. All flight activity, whether pre-planned or rapidly deployed, shall be conducted under the direction of certified personnel, with documentation and compliance measures maintained throughout the mission lifecycle. The procedures below shall be always followed to ensure accountability, mission readiness, and regulatory compliance.

- The Town shall obtain and maintain all required FAA certifications, registrations, and authorizations prior to any operation. All designated RPICs shall maintain active FAA Part 107 Remote Pilot Certificate status and complete periodic Town-approved training to ensure operational proficiency, regulatory awareness, and mission readiness.

- **Emergency sUAS deployments:** For law-enforcement emergencies, the Front Royal Police Department may activate a designated PRPIC consistent with the warrant exceptions in **Code of Virginia §19.2-60.1(C)** (e.g., Amber/Senior/Blue Alerts, immediate danger to any person, crash reconstruction, consent, hot pursuit, certain critical-infrastructure incidents). The PRPIC shall notify the sUAS Administrator as soon as practicable and ensure that all standard deployment procedures and documentation requirements are followed. Deployment records shall be submitted to the sUAS Administrator for post-incident review and retention.
- For any sUAS operation by law-enforcement that does not fall within the warrant exceptions outlined in **Code of Virginia §19.2-60.1(C)**, a search warrant shall be obtained if there are specific and articulable grounds to believe the flight may collect evidence of criminal activity or intrude upon a reasonable expectation of privacy. This requirement applies unless a person with legal authority consents to the warrantless search.
- **Non-Emergency sUAS deployments:** All service requests shall be submitted to the sUAS Administrator. Requests shall be reviewed and assigned to an available MRPIC when appropriate. Departments shall **NOT** contact remote pilots directly to initiate flight operations.
- Personnel shall **NOT** use personal sUAS when conducting official Town business. All sUAS operations shall be conducted using Town-owned and approved equipment to ensure compliance with maintenance standards, data retention policies, and insurance coverage. Use of personal equipment introduces uncontrolled risk and is strictly prohibited unless explicitly authorized by the sUAS Administrator for training or demonstration purposes only.
- Prior to flight operations, sUAS team members shall complete a Pre-Flight Checklist (see attached) and report any conditions that may pose a safety concern. A pre-flight inspection of the sUAS shall be performed in accordance with the manufacturer's recommendations and all applicable FAA limitations and restrictions.
- All radio communications with manned or unmanned aircrafts shall comply with applicable FAA requirements. During sUAS operations, communications with public safety personnel and sUAS team members shall be kept concise to avoid interfering with broader incident operations. When possible, alternate radio talk groups should be used to isolate flight communications from primary operational channels. When communicating with incident command or other municipal services, the designated aircraft unit identifier (e.g., "DR-001") shall be used for clarity and accountability.
- All post-flight operations shall be documented in the designated sUAS team logbook, including Mission Type, Reason for Flight, Date & Time, Location, Weather, Approving Supervisor & Department, Assigned Personnel, and a concise Summary of the Operation. Upon mission completion, a Post-Flight Checklist (see attached) shall be conducted in accordance with the manufacturer's recommendations.

Restrictions on sUAS Usage

All sUAS assets shall **ONLY** be deployed in support of official Town operations, including public safety missions, public service activities, training, public education, and other authorized government functions.

The Town shall **NOT** collect, disseminate, or retain sUAS-recorded data solely for the purpose of monitoring activities protected under the First Amendment of the U.S. Constitution, such as religion, speech, press, assembly, or petition for redress of grievances (e.g., protests, demonstrations, or lawful assemblies), unless there is a legitimate public safety concern or operational justification. Furthermore, the collection, use, or retention of sUAS-recorded data shall not be based solely on individual characteristics such as race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender.

The Town shall **NOT** operate any sUAS in a manner that is unsafe or in violation of applicable laws, regulations, or FAA rules governing aircraft operations, including but not limited to:

United States Constitution 1st Amendment

United States Constitution 4th Amendment

Code of Federal Regulations Title 14, Chapter I, Part 107

Code of Virginia §5.1-13 – Operation of aircraft while under the influence of intoxicating liquors or drugs; reckless operation

Code of Virginia §5.1-14 – Operation of unregistered aircraft

Code of Virginia §5.1-15 – Operation of aircraft by unlicensed persons

Code of Virginia §15.2-926.3 – Local regulation of certain aircraft

Code of Virginia §15.2-2293 – Airspace subject to zoning ordinances

Code of Virginia §18.2-121.3 – Trespass with an unmanned aircraft system; penalty

Code of Virginia §18.2-130.1 – Peeping or spying into a dwelling or occupied building by electronic device; penalty

Code of Virginia §18.2-324.2 – Use of unmanned aircraft system for certain purposes; penalty

Code of Virginia §19.2-60.1 – Use of unmanned aircraft systems by public bodies; search warrant required

Code of Virginia §27-15.1 – Authority of Chief or other officer in charge when answering alarm; penalty for refusal to obey orders

Code of Virginia §58.1-3283 – Assessment of airspace owned separately from subjacent land surface

Code of the Town of Front Royal §110-31 – Offenses; unlawful acts with regard to vehicles, boats, and vessels

Code of the Town of Front Royal §154-1 – Trespassing; going upon property of another without permission

Code of the Town of Front Royal §154-3 – Trespassing, peeping or spying into dwellings

sUAS DME Retention and Management

Collection

All Digital Multimedia Evidence (DME) from sUAS operations shall be logged in the team logbook, including mission type, date, time, location, and personnel. Operators shall not edit, erase, duplicate, or share DME outside authorized channels. DME must be preserved in original form and may be accessed or transferred only for official purposes (e.g., investigative follow-up, departmental review, training, lawful disclosure). All transfers shall be secure and documented.

Retention

The Town shall retain DME only as long as needed to meet mission objectives or legal obligations. Any DME containing Personally Identifiable Information (PII) shall not be kept beyond 180 days unless required for investigation, litigation, or legal hold. All DME shall be stored and disposed of per Town records policy, the Library of Virginia schedules, and the Virginia Public Records Act.

Dissemination

sUAS-collected DME shall not be released, shared, or disclosed to outside parties except under one or more of the following conditions:

- The release is required by law, including valid requests under the Virginia Freedom of Information Act (FOIA);
- The release is necessary for a clearly authorized Town purpose, such as investigative collaboration or legal defense;
- The release complies with all applicable Town policies regarding records access, public transparency, and privacy protection;
- The release is approved by the sUAS Administrator and the data-owning department head.

All access to sUAS DME – whether internal or external – shall be expressly authorized in writing by both the sUAS Administrator and the originating department, and all access activity shall be logged and subject to periodic audit for compliance and accountability.

The sUAS Team may share non-sensitive or non-classified DME for internal purposes such as team training, operational review, or public communication, but only after written approval by both the Administrator and the department responsible for the original mission. Any DME containing Personally Identifiable Information (PII) must be redacted or anonymized prior to such use.

For law enforcement missions, DME collected under the authority of Police RPICs (PRPICs) shall be handled as police evidence and retained under the Police Department's established chain of custody and evidence retention policies.

Reporting and Transparency: S.O.A.R. Initiative

The S.O.A.R. (sUAS Operational Awareness & Review) Initiative establishes the Town's framework for oversight, transparency, and accountability in all sUAS operations. This framework ensures both **internal compliance checks** and **external public reporting** are built into every stage of the Town's sUAS program.

Real-Time Transparency: All non-sensitive sUAS deployments shall be announced and summarized in real-time through the Town's official S.O.A.R. social media feed. Each update shall include date, time, location, and mission type to provide timely, accurate information and maintain community awareness of Town sUAS activity.

Audits and Compliance: The sUAS Administrator shall conduct regular audits of individual flight records to verify compliance with this policy. These audits confirm that every deployment is logged, documented, and justified, and that no flights occur outside of approved procedures. Any corrections to flight records shall be documented with justification in the official program log. These audits are internal quality control and apply to each mission.

Program Evaluation and Reporting: Beyond individual audits, the sUAS Administrator shall evaluate overall program performance by reviewing after-action reports, tracking mission types and locations, and analyzing operational trends. A semi-annual S.O.A.R. Report shall be prepared to summarize program activity, including:

- Total number of missions conducted
- Types of missions performed
- Departments supported
- General geographic areas of deployment
- Notable operational outcomes or trends.

This report shall be provided to Town leadership and, where appropriate, to the public. It shall also be retained as part of the Town's public record and archived on the Town's website for no less than five (5) years to allow residents and officials to track long-term trends in program activity.

Annual Council Briefing: The sUAS Administrator shall deliver at least one annual briefing to Town Council summarizing program activity, audit results, and significant operational outcomes. This briefing may use the most recent S.O.A.R. Report as its foundation and shall be entered into the public record.

Training

Under the direct oversight of the sUAS Administrator, or a designated team Training Coordinator, the Town shall ensure the development and instruction of training programs, the maintenance of training records, and team-wide compliance with FAA regulations and applicable Town policies.

All personnel assigned to the sUAS program shall obtain **FAA 14 CFR Part 107 Remote Pilot Certification** before operating a sUAS under this program. Continued participation in the program requires each member to maintain operational proficiency through the following training requirements:

- Maintain current knowledge of applicable FAA regulations concerning Small Unmanned Aircraft Systems (sUAS);
- Demonstrate understanding of this Standard Operating Procedure (SOP);
- Review relevant Local, State, and Federal laws annually regarding sUAS operations;
- Attend all scheduled team training sessions to maintain operational readiness and incorporate updates to equipment, policy, or procedures;
- Annually complete the NIST lane course with scores or times that meet minimum standards.

Operational Readiness and Equipment Management

To ensure transparency, accountability, and protection of Town assets, all sUAS equipment and support gear shall be maintained and stored under the oversight of the Chief of Police (or designee) for PRPIC-assigned aircraft and the sUAS Administrator for MRPIC-assigned aircraft. Each authority shall establish a designated secure location for storage of their assigned aircraft and shall ensure that all software and firmware updates, battery charging and cycling, and equipment checks are completed in accordance with Town procedures. Prior to deployment, personnel assigned to a mission shall confirm that all components are present, functional, and secured using the official sUAS equipment checklist.

Maintenance and servicing shall be performed in accordance with manufacturer specifications and logged by the personnel responsible. Minor field repairs (e.g., rotor replacement, screw tightening) may be performed with approved tools, while repairs beyond team capability shall be referred to a manufacturer-authorized service provider. Any damage to aircraft or equipment shall be reported immediately to the sUAS Administrator and documented in the maintenance log. Equipment deemed unairworthy shall be clearly marked and removed from service. Incidents involving property damage or loss of aircraft shall be reported in accordance with Town procedures and FAA regulations.

sUAS Pre-Flight Checklist

Before each sUAS mission, the RPIC shall complete the following Pre-Flight Checklist. This ensures all safety, regulatory, and equipment conditions are met prior to the flight.

Pre-Flight Operations

- **Personal Risk Assessment (IMSAFE Checklist):** Conduct a personal health assessment using the IMSAFE Checklist (found below) to confirm fitness for flight. Delay the flight if any factor is suboptimal.
- **Flight Risk Assessment (PAVE Checklist):** Evaluate mission-specific risks using the PAVE Checklist (found below). Ensure mission scope aligns with pilot readiness, aircraft capability, and environmental conditions. Review flight plan, return-to-home settings, and emergency protocols.
- **Compliance & Documentation:** Verify the RPIC's FAA Part 107 certification is valid. Confirm the aircraft is registered and displays appropriate ID markings. Check that all required authorizations (e.g. warrants, flight waivers, LAANC or ATC clearances) are secured for the flight area.
- **Crew Briefing (or Solo Review):**
If supporting personnel are involved, conduct a full crew briefing on mission objectives, roles, emergency procedures, and radio protocols. For solo operations, the RPIC shall verbally or mentally review the mission plan, airspace, hazards, and go/no-go criteria before arming the aircraft.
- **Communications:** Establish and test all necessary communication channels. Ensure radios or backup methods (if used) are functional and assigned to appropriate frequencies. If operating near airports or in controlled airspace, be prepared to monitor aviation channels and communicate with ATC if required. For team operations, confirm hand signals or contingency protocols are understood if radios fail. For solo RPIC, ensure ability to respond to manned aircraft as needed.

Remote Controller

- **Hardware Inspection:** Inspect the remote controller and display device for any physical damage or defects. Ensure control sticks move freely, antennas are intact and properly positioned, and any cables or attachments (e.g. tablet mount) are secure. Check the controller's battery level to make sure it is sufficiently charged for the mission.
- **Software/App Login:** Launch the sUAS's flight control application and log in to any necessary operation platforms (e.g. DroneSense or DJI Pilot). Confirm that maps and any necessary data have loaded, and that any geofencing unlocks or app-based permissions for the flight area are acquired.
- **Control Link:** Turn on the controller and sUAS to establish a connection. Verify the controller is properly linked to the aircraft (telemetry should be displayed). Check that GPS data, altitude, and sUAS status are showing correctly on the controller's screen.

- **FPV/Video Feed:** If using an external monitor or streaming device, ensure it is connected and receiving the sUAS' video feed. Confirm that the camera view is visible and the video transmission signal is strong. (If operating with a dual-controller setup, test the second controller's connection as well.)

Aircraft

- **Airframe & Components:** Perform a thorough visual inspection of the sUAS' airframe and all components. Check for any cracks, loose parts, or damage to the body, arms, propellers, landing gear, and motor mounts. Remove any flight lock-out tags or covers that were placed on the sUAS during storage or maintenance before flight. Ensure any payloads or attachments (camera gimbal, sensors, etc.) are properly mounted and secure.
- **Registration Markings:** Verify that the sUAS displays its FAA registration number or other required identification in a visible and legible manner. (This is typically a sticker or marking on the exterior of the aircraft.)
- **Battery:** Verify the flight battery is properly inserted into the sUAS and latched/secured. Confirm the battery is fully charged (or at an adequate level for the planned flight plus reserve). Ensure any auxiliary batteries (for onboard equipment, if used) are also charged and secure.
- **Data Storage:** Check that an SD card or other required data storage device is installed if the mission will record photos, video, or flight logs. The card should have sufficient free space and correct formatting.
- **Firmware & Software:** Confirm that the sUAS' firmware and software are up to date. If a calibration is prompted due to firmware update or location change, address it now. Verify that the flight control app does not show any error messages or required calibrations before flight.
- **Navigation Systems:** Power on the aircraft and ensure it is communicating with the controller. Allow the GPS to initialize – verify a GPS lock with an adequate satellite count (e.g. ≥ 10 satellites) before takeoff. Check the sUAS' compass and IMU status; calibrate if required (especially if flying at a new location or if the system prompts for calibration).
- **Lights & Equipment:** Verify all aircraft lights are functioning, including any navigation lights and anti-collision lights. Test the gimbal and camera. Ensure the gimbal can tilt through its full range, the camera feed is stable, and camera settings are set appropriately for the mission.
- **Pre-Takeoff Hover Check:** Arm the motors and gently take off to a low hover (per the manufacturer's guidance) in a safe, open area. At a height of a few feet, verify the sUAS is responding correctly to control inputs and holding position in GPS mode. Check for any abnormal vibrations or warnings. If all controls are stable and no issues are observed, you may proceed with the mission. (If any problem arises, land immediately and resolve the issue before flight.)

Personal Risk Assessment

Each Remote Pilot in Command (RPIC) shall conduct a personal risk assessment prior to flight using the **IMSAFE Checklist** (https://www.faa.gov/sites/faa.gov/files/2023-10_Fit_to_Fly.pdf) to determine whether they are physically and mentally prepared to operate safely. If any factor indicates elevated or unmitigated risk, the pilot shall postpone flight or transfer command to another certified sUAS team member.

I – Illness

Am I feeling ill today?

Even a minor illness can degrade performance of critical flight tasks. The safest practice is to abstain from flying when experiencing any illness.

M – Medication

Am I taking any prescription or over-the-counter medication that could compromise my ability to fly?

Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken.

S – Stress

Am I under unusual stress today?

Stress can subtly impair judgment, situational awareness, and task performance. When combined with fatigue, it becomes especially hazardous.

A – Alcohol

Have I ingested any alcohol in the previous twenty-four hours?

The FAA mandates a minimum of eight (8) hours from bottle-to-throttle, but impairment may persist longer. Even minimal alcohol consumption can impact coordination and reaction time. No sUAS flight may proceed if any residual impairment exists.

F – Fatigue

Am I adequately rested before this flight? And just as important, will I become fatigued during the flight?

Whether from poor sleep, long work hours, or cumulative strain, fatigue remains a leading contributor to human error in aviation.

E – Eating/Emotion

Am I adequately nourished and hydrated? And am I emotionally ready for this flight?

Dehydration or hunger can impair concentration, reaction time, and decision-making. In addition, the RPIC shall assess emotional readiness. While pilots are encouraged to “leave problems on the ground,” stress, grief, anger, or even excitement can be distracting and reduce focus on flight responsibilities. Both physical and emotional states shall be assessed.

Flight Risk Assessment

By incorporating the **PAVE Checklist** (https://www.faa.gov/sites/faa.gov/files/2022-11/PAVE_0.pdf) into preflight planning, the pilot divides the risk of flight into four categories: **P**ilot-in-Command (PIC), **A**ircraft, **e**n**V**ironment, and **E**xternal pressures (PAVE), which form part of an RPIC's decision-making process. The following are the considerations a pilot shall take into account:

P – Pilot-in-Command

- Am I ready for this flight?

This question needs to be considered in terms of experience, recent flights, current training, and their physical and emotional condition. The **IMSAFE Checklist** (found in the Personal Risk Assessment Section above) will help provide the answers.

A – Aircraft

- What are my limitations with the aircraft and operation?
- Is this the right aircraft for the mission?
- Am I familiar with and current with this aircraft?
- Is the aircraft equipped for this flight?
- Can this aircraft carry the planned load?

V – EnVironment

- What are the current weather conditions and future forecast?
- What are the limitations of the aircraft in weather?
- What does an evaluation of the terrain and any obstructions look like?
- Has special consideration been given if the operation is taking place at night?
- Is the airspace clear or are there any temporary flight restrictions (TFRs) along the route?

E – External Pressures

External pressures are influences external to the flight that create a sense of pressure, often at the expense of safety. These may include:

- Desire to demonstrate pilot qualifications or impress someone.
- The pilot's general goal-completion orientation.
- Emotional pressure associated with acknowledging that skill and experience levels may be lower than a pilot would like them to be.

sUAS Post-Flight Checklist

After each sUAS mission, the RPIC shall complete the following Post-Flight Checklist. This ensures all aircraft systems are secure, DME and telemetry are preserved, equipment is properly maintained, and operational records are accurately documented in accordance with Town policy and FAA standards.

Remote Controller

- **Shutdown Procedure:** Power off the remote controller and any connected smart device or monitor used during flight. This prevents battery drain and ensures safe handling during transport or storage.
- **Battery Handling:** Remove controller batteries and place them on charge in an appropriate, monitored location. Battery performance and cycle health should be checked periodically as part of scheduled maintenance.
- **Visual Inspection:** Inspect the controller, antennas, display mounts, and ports for any visible damage, loose fittings, or unusual wear. Document and report any observed issues before reuse.
- **Account Logout:** If the operation required logging into a personal manufacturer account (e.g., DJI or Autel), ensure the RPIC is fully logged out before shutting down the system. This prevents unauthorized data access and supports audit integrity.

Aircraft

- **Airframe Inspection:** Conduct a detailed walk-around of the aircraft, checking arms, propellers, landing gear, and payload mounts for cracks, stress fractures, or debris accumulation. Physical damage should be logged immediately and the aircraft grounded if necessary.
- **Flight Battery:** Remove the flight battery from the sUAS once cooled and place it on charge. Prior to reuse, inspect for swelling, overheating, or visible damage—especially after prolonged flight or cold-weather operations.
- **Lockout Tag:** If the aircraft will not be used again during the shift or has any unresolved mechanical concerns, apply a flight lockout tag or protective cover to prevent accidental use.
- **Data Upload:** Connect the aircraft or controller to the Town's designated digital flight log system and upload all telemetry and flight data. Confirm upload completion and ensure accurate pairing of log data with the corresponding mission.
- **Registration Check:** Verify that the FAA registration number remains clearly visible, properly adhered, and in compliance with all labeling requirements. Report any missing or illegible registration markings to the sUAS Administrator.

Video Streaming

- **Terminate Feed:** Stop any active video stream or FPV signal transmission that was in use during the flight. Failure to terminate live feeds may result in unnecessary data transmission or battery drain.
- **Media Review:** Access recorded video and imagery to confirm successful capture and review for image quality, signal dropouts, or sensor anomalies. This step ensures that the mission objectives were met before data is archived or disseminated.
- **Data Backup:** Transfer all Digital Multimedia Evidence (DME), including photos, video, and metadata, to the Town's approved storage system in original form. Files shall not be renamed, edited, or deleted unless directed under a lawful records management process.

Maintenance

- **Equipment Check:** Inspect all supporting gear used during the mission—this includes payloads, cables, chargers, carrying cases, antennas, and mounts. Identify missing or damaged components and ensure nothing was left behind at the flight location.
- **Battery Status:** Confirm that all used batteries—flight, controller, and auxiliary—are charging or have been safely charged and returned to storage. Batteries shall never be left charging unattended, and prolonged charging after full capacity should be avoided, as it may reduce battery life or increase the risk of damage.
- **Minor Repairs:** Perform minor field repairs as needed, such as propeller replacement or cable reattachment, using approved tools. Any component requiring manufacturer servicing or calibration should be tagged and reported for follow-up.

Logging

- **Flight Entry:** Complete the official post-flight log entry, including mission type, date and time, flight location, weather, personnel assignments, and the approving supervisor's name. A concise summary of the flight and its objectives shall also be included.
- **Maintenance Notes:** Record any maintenance actions performed after the flight, including battery replacements, minor repairs, or equipment swap-outs. Note whether the aircraft is cleared for the next mission or requires further review.
- **Incident Reporting:** If any unplanned event occurred—such as a near-miss, airspace incursion, equipment failure, or property damage—it must be reported using the appropriate Town and FAA incident forms. Provide as much detail as possible.
- **Record Submission:** Once all documentation is complete, submit it to the sUAS Administrator. All entries should be timely, legible, and ready for audit or public record request if applicable.

sUAS Pilot Flight Log

Pilot Name & Pilot Certificate #: _____
Mission Date: _____
Aircraft ID / Name: _____
Registration #: _____
Assigned Unit/Department: _____
Approving Supervisor: _____

Flight Details

Mission Type: _____
Start Time: _____ End Time: _____ Flight Duration (min): _____
Location / Address of Operation: _____

Weather Conditions:

Controlled Airspace / Air Traffic Control Contact Made? Circle One: Yes / No / NA
Any FAA Waiver or LAANC Approval Used? Circle One: Yes / No / NA
Warrant / Legal Authority for Operation Received? Circle One: Yes / No / NA
If yes, list authorization # or details: _____

Support Crew

VO Name(s): _____
Comms / Liaison: _____

Flight Assessment & Issues

Abnormal Events / Near Misses / System Alerts? Circle One: Yes / No
If yes, explain: _____

DME Collected? Circle One: Yes / No
Storage Location / File Reference: _____

Maintenance Required? Circle One: Yes / No
If yes, describe issue: _____

Signature: Remote Pilot-in-Command _____
Signature: sUAS Administrator _____

sUAS Training Log

Name: _____ Remote Pilot Certificate #: _____

Date	Location	Training Description	Trainer Signature

sUAS Maintenance Report

Date/Time: _____
Location: _____
Aircraft Name: _____
Registration #: _____
Total sUAS Hours: _____
Maintenance Tech: _____

UAV Airworthiness

Circle One: In-Service Out-of-Service

Maintenance Type

Circle One: Scheduled Unscheduled Repair Crash

Components Involved

Components Replaced / Repaired

sUAS Returned to Service?

Circle One: Yes / No

Date: _____

Additional Comments

Signature: Requestor of Maintenance

Signature: Maintenance Tech

Signature: sUAS Administrator

sUAS Incident Report

Date/Time of Incident: _____
Location of Incident: _____
Reporting Party Name: _____
Department / Division: _____
Aircraft Name / ID: _____
Registration #: _____
Remote Pilot-in-Command (RPIC): _____
VO or Crew Present (if any): _____

Incident Classification

Circle One: Crash Loss of Control Mid-Flight System Failure
Other: _____

Brief Description of Incident

Injuries or Property Damage?

Circle One: Yes / No

If yes, describe:

Environmental / Airspace Conditions at Time of Incident

- Weather Conditions:

- Airspace Type (if known):

- Nearby Hazards or Activity:

Immediate Corrective Actions Taken

sUAS Status Post-Incident

Circle One: Recovered Intact Recovered with Damage Lost Under Review

Signature: Remote Pilot-in-Command _____

Signature: Maintenance Tech (if applicable) _____

Signature: sUAS Administrator _____

Glossary

ATC (Air Traffic Control):

A service provided by the FAA to manage aircraft within controlled airspace. sUAS operators generally do not communicate directly with ATC unless authorized under specific FAA approvals or waivers.

Certificate of Waiver (Part 107 Waiver):

An FAA-issued document allowing sUAS operations outside normal Part 107 restrictions (e.g., flying at night, over people, or beyond visual line of sight).

DME (Digital Multimedia Evidence):

Any video, photo, infrared image, or sensor-captured data collected during an sUAS mission. DME must be stored, transferred, and retained in accordance with applicable policy, legal requirements, and retention schedules.

FAA (Federal Aviation Administration):

The U.S. regulatory authority overseeing all aviation operations, including unmanned aircraft. All Town sUAS activities fall under FAA jurisdiction via 14 CFR Part 107.

Flight Log:

The official mission record documenting date, time, location, personnel, weather, and mission outcome. Required for every Town sUAS deployment.

Flight Lockout Tag:

A visual marker (e.g., “DO NOT FLY” tag) applied to a sUAS to indicate it is out of service due to maintenance, damage, or regulatory hold.

IMSAFE Checklist:

A self-assessment tool used by RPICs to evaluate personal fitness to fly. Stands for Illness, Medication, Stress, Alcohol, Fatigue, and Eating/Emotion.

LAANC (Low Altitude Authorization and Notification Capability):

An FAA system that automates airspace approval for sUAS operations near airports. Required when operating in controlled airspace under Part 107.

NDAA Compliance:

Refers to whether a sUAS and its components meet U.S. federal procurement restrictions under the National Defense Authorization Act. Only required if federal funds or federal task force participation is involved.

NIST Course:

A standardized training lane developed by the National Institute of Standards and Technology used to evaluate and score RPIC flight proficiency.

MRPIC (Municipal Remote Pilot-in-Command):

A certified pilot assigned by the sUAS Administrator (or designee) to conduct missions in support of Town departments such as Public Works, Energy Services, Planning & Zoning, and Community Development.

Part 107:

The FAA regulation (14 CFR Part 107) that governs the operation of small unmanned aircraft systems, including pilot certification, flight restrictions, and operational limitations.

PII (Personally Identifiable Information):

Information that can identify an individual, such as a face, license plate, or home address. DME containing PII is subject to stricter handling and retention protocols.

Post-Flight Checklist:

A required checklist performed by the RPIC after each flight to document equipment status, data handling, maintenance needs, and mission outcomes.

Pre-Flight Checklist:

A mandatory checklist completed by the RPIC before each mission to verify compliance, equipment readiness, legal authorization, and crew coordination.

PAVE Checklist:

A risk assessment tool used during mission planning. Stands for Pilot-in-Command, Aircraft, enVironment, and External Pressures.

PRPIC (Police Remote Pilot-in-Command):

A certified pilot assigned by the Chief of Police (or designee) to conduct missions in support of law enforcement operations, consistent with Virginia law and Town policy.

RPIC (Remote Pilot-in-Command):

The certified operator directly responsible for the operation and safety of the sUAS mission. Must hold a valid FAA Part 107 Remote Pilot Certificate.

S.O.A.R. Initiative (sUAS Operational Awareness Review):

The Town's transparency and accountability framework for sUAS operations. The initiative requires regular audits of flight records, semi-annual reporting to Town leadership and the public, and real-time communication of non-sensitive deployments through the Town's official S.O.A.R. social media feed.

sUAS (Small Unmanned Aircraft System):

An unmanned aircraft weighing less than 55 pounds (including payload), operated remotely without a person onboard.

sUAS Administrator:

The Town's designated program authority responsible for oversight, training, documentation review, compliance auditing, and policy enforcement.

Telemetry:

Flight data transmitted between the sUAS and the controller, including GPS position, altitude, speed, and battery status. Must be logged for post-flight review.

VO (Visual Observer):

A trained team member who maintains unaided visual line of sight with the aircraft and supports the RPIC by identifying air or ground hazards.

Warrant Requirement (VA Code §19.2-60.1):

Virginia law mandating that public agencies obtain a search warrant before using sUAS to collect evidence of criminal activity or intrude upon a reasonable expectation of privacy, unless valid consent or exigent circumstances exist.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 12, 2026

Item# 04B

Agenda Item: Rights of Requesters and Responsibilities of Town of Front Royal FOIA Policy Revisions

Summary: The Freedom of Information Act (FOIA), §2.2-3704.1. of the Code of Virginia requires localities to make available the rights of public records requesters and the responsibilities of the locality to furnish those records on their websites. Council approved this document [policy] on February 28, 2022 and it was posted on the Town's website. Staff has reviewed the policy and determined it required a few revisions. Specific changes include:

- Contact information for the Town's two FOIA officers
- No charge to fulfill a request if it takes staff one (1) hour or less to complete
- Availability of an online public comment form to enable the requester to comment on the quality of assistance provided to the requester by the public body.

With the proposed revisions the policy follows the template offered by the FOIA Council, making it more user friendly.

Budget/Funding: None

Staff Recommendation: Approval of the revisions to the FOIA Policy as written at the January 26th meeting.

RIGHTS AND RESPONSIBILITIES:
The Rights of Requesters and the Responsibilities of the Town of Front Royal
under The Virginia Freedom of Information Act

The Freedom of Information Act (FOIA), §2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth of Virginia, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth access to public records held by public bodies, public officials, and public employees during regular office hours of the custodian of such records. A public record is defined as all writings and recordings of any format, however stored, that is in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, state statutory exemption applies.

Your FOIA Rights

- You have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for Records from the Town of Front Royal

The Town of Front Royal requires you to provide your name and legal Virginia address. Once confirmed, you may request public records by U.S. Mail, email, fax, in person or over the phone. From a practical perspective, it may be helpful to both you and the FOIA Officer to put your request in writing. This allows you to create a record of your request. It also gives a clear statement of what records you are requesting, so there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect not to put it in writing. The FOIA Officer will make every effort to clarify the type of records you are seeking or attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

Your request must identify the records you are seeking with “reasonable specificity.” This is a common-sense standard that does not refer to or limit the volume or number of records that you are requesting. The request must be for existing records. FOIA does not apply to a situation where you ask general questions about the work of the Town of Front Royal, nor does it require us to create a record that does not exist.

Prior to conducting the search for your records request, we shall notify you in writing that we may make reasonable charges not to exceed actual cost incurred in accessing, duplicating, supplying or searching for requested records and inquire if you would like to request a cost estimate in advance of supplying the requested records.

The Town of Front Royal has two FOIA Officers for public records requests:

General Administration Records: You may direct your request to Tina L. Presley, at Front Royal Town Hall, 102 E. Main Street, (540)635-8007, FAX (540)636-7475 tpresley@frontroyalva.com or foia@frontroyalva.com.

Police Department Records: You may direct your request to Rebecca Gallagher, at Front Royal Police Department, 900 Monroe Avenue, (540)635-2111, FAX (540) 635-6160 or rgallagher@frontroyalva.com.

The Town of Front Royal's Responsibilities in Responding to Your Request

The Town of Front Royal will respond to a request within five (5) working days of receiving the records request. "Day One" is considered the day after the request is received. The five-day period does not include weekends or holidays. FOIA requires that we make one of the following responses to your request within the five (5) working days:

- We provide the records that have been requested in their entirety.
- We withhold all the records requested, because all the records are subject to a specific statutory exemption. If all the records are being withheld, a response in writing will be sent with an explanation of the exemption. The response will identify the volume and subject matter of the records being withheld and state the specific section of the Code of Virginia that allows the records to be withheld.
- We provide some of the records that have been requested but withhold other records. An entire record will not be withheld only if a portion of it is subject to an exemption. In that instance, the portion of the record that may be withheld will be redacted, the remainder of the record will be provided. A written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld will be sent.
- We inform you in writing that the requested records cannot be found or do not exist. However, if we know that another public body has the requested records, contact information for the other public body will be included in the response.

If it is practically impossible for us to respond to your request within the five (5) working day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us an additional seven (7) working days to respond to your request, giving us a total of twelve (12) working days to respond to your request. For criminal investigative files see §2.2-3606.1 of the Code of Virginia.

If it is determined that the request cannot be provided within twelve (12) working days without disrupting other organizational responsibilities, we may petition the court for additional time to respond to the request. However, FOIA requires a reasonable effort to reach an agreement with the requester concerning the production of the records before going to court to ask for more time.

Charges

A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of §2.2-3704 of the Code of Virginia.

You may have to pay for the records you request from the Town of Front Royal. This includes staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records. There will be no charge to fulfill your request if it takes us one hour or less to complete. If the estimated cost is more than \$200.00, a deposit will be required (not to exceed the amount of the estimate), before proceeding with the request. If we receive no response from the requester within thirty (30) days of sending the cost estimate, the request shall be deemed withdrawn. If money is owed from a previous FOIA request that has remained unpaid for more than thirty (30) days, the Town of Front Royal will require payment of the past-due bill before responding to a new request.

Additional Information

The Virginia Freedom of Information Advisory Council is available to answer any questions about how FOIA works. It does not process records requests on behalf of public bodies, nor is it an investigative or enforcement agency. They may be contacted at foiacouncil@dls.virginia.gov, or (804)698-1810.

You have the option to contact the Freedom of Information Advisory Council to comment on the quality of assistance you received from the Town of Front Royal by clicking [here](#).
[..\..\FOIA\Requester public comment form 2021 \(2\).docx](#)

Approved by Council 2/28/22

Amendments Approved by Interim Town Manager Kathy Leidich 8/30/22

~~The Rights of Requesters and Responsibilities of the Town of Front Royal under The Virginia Freedom of Information Act~~

~~The Freedom of Information Act (FOIA), § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth of Virginia, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth access to public records held by public bodies, public officials, and public employees during regular office hours of the custodian of such records. The custodian may~~

~~require the requester to provide his name and legal address (VA Code §2.2-3704). All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.~~

~~The purpose of FOIA is to promote an increased awareness and transparency of government activities and afford residents an opportunity to witness the operations of government.~~

~~A public record is any writing or recording — regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format — that is prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business.~~

~~Requester's FOIA Rights—~~

- ~~• You have the right to request, to inspect or receive copies of public records, or both.~~
- ~~• You have the right to request that any charges for the requested records be estimated in advance.~~
- ~~• If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.~~

~~How to Make a FOIA Records Request~~

~~You may submit a records request in several ways:~~

~~Email: foia@frontroyalva.com~~

~~U.S. Mail: FOIA Request, Attention: Clerk of Council, 102 E Main St., Front Royal, VA 22630~~

~~In Person: 102 E. Main Street, Front Royal, Virginia 22630~~

~~Online: via Town of Front Royal's website [Front Royal, VA | Official Website \(frontroyalva.com\)](http://Front Royal, VA | Official Website (frontroyalva.com))~~

~~How to Make a FOIA Records Request for the Police Department:~~

~~Front Royal Police Department | [Front Royal, VA \(frontroyalva.com\)](http://Front Royal, VA (frontroyalva.com))~~

~~Fulfilling A FOIA Request~~

~~The Town of Front Royal will respond to a request within five (5) working days of receiving the records request. "Day One" is considered the day after the request is received. The five-day period does not include weekends or holidays. FOIA requires that the Town make one of the following responses to your request within the five (5) working days:~~

- ~~• Provide the records that have been requested in their entirety.~~
- ~~• Withhold all the records requested, because all the records are subject to a specific statutory exemption. If all the records are being withheld, a response in writing will be sent with an explanation of the exemption. The response will identify the volume and subject matter of the records being withheld and state the specific section of the Code of Virginia that allows the records to be withheld.~~
- ~~• Provide some of the records that have been requested but withhold other records. An entire~~

~~record will not be withheld only if a portion of it is subject to an exemption. In that instance, the portion of the record that may be withheld will be redacted, the remainder of the record will be provided. A written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld will be sent.~~

- ~~• Inform the requester in writing that the requested records cannot be found or do not exist. However, if we know that another public body has the requested records, contact information for the other public body will be included in the response.~~
- ~~• If the Town of Front Royal cannot respond to a request within the five (5) working days, the requester will be informed in writing, explaining the conditions that make the response impossible. This will allow the Town seven (7) additional working days to respond to the request, giving a total of 12 working days to respond to the request.~~

~~If a request is made for a very large number of records, and it is determined that it cannot be provided within twelve (12) working days without disrupting other organizational responsibilities, the Town may petition the court for additional time to respond to the request. However, FOIA requires that a reasonable effort to reach an agreement with the requester concerning the production of the records before going to court to ask for more time.~~

Costs

~~A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. Prior to conducting a search for records, the public body shall notify the requestor in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying or searching for requested records and inquire of the requestor whether he would like to request a cost estimate in advance of the supplying of the requested records.~~

~~If the estimated cost is more than \$200, a deposit will be required (not to exceed the amount of the estimate), before proceeding with the request. The five (5) working days to respond to a request does not include the time between when asking for a deposit and a response from the requester. All deposits shall be paid by check or money order made payable to the Town of Front Royal, Attn: Clerk of Council, 102 E. Main Street. If the public body receives no response from the requester within thirty (30) days of sending the cost estimate, the request shall be deemed withdrawn. Deposits will be held until the request is complete. Any outstanding balance due must be paid before or at the time the responding records are released. If money is owed from a previous FOIA request that has remained unpaid for more than thirty (30) days, the Town of Front Royal will require payment of the past due bill before responding to a new request.~~

~~Costs include items such as staff time, copying costs or any other costs directly related to supplying the requested records. It will not include general overhead costs. Personnel time for responses to a FOIA request that require thirty (30) minutes or less of time spent searching will not be charged to the requester. The time fee charged for responses shall be based upon the annualized Town pay rate, plus the total annual costs of regular Town benefits for the individual(s) preparing a response~~

~~to a FOIA request. In addition to personnel time, fees charged for copying and other costs shall be as follows (the Town will waive these costs, if \$2.00 or less, for any one time FOIA request):~~

- ~~• Copies: \$0.15 per page~~
- ~~• Copies larger than 11 x 17 and/or require specialized equipment to reproduce: as determined by responding personnel, based on actual costs~~
- ~~• A double-sided document counts as two (2) pages~~
- ~~• Thumb drive, flash drive, USB, etc.: based on actual costs~~
- ~~• Actual mail costs will apply if more than two (2) ounces, otherwise no charge~~
- ~~• Other/specialty items (including audio/video recordings): as determined by responding personnel, based on actual costs~~

General Guidelines

~~A request must identify the records needed with “reasonable specificity.” It does not refer to or limit the volume or number of records requested; instead, it requires that a request be specific enough to identify and locate records.~~

~~A request must ask for existing records or documents. FOIA allows for inspection or copying of records; it does not apply to a situation asking general questions about the work of a department or the Town, nor does it require a department to create a record that does not exist.~~

~~Records can be provided in the format in which they were created. For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail, computer disk, thumb/flash drive, etc. or to receive a printed copy of those records. You may be contacted if there are questions about a request, to ensure that the appropriate records are being provided.~~

Exemptions

~~The Code of Virginia allows any public body to withhold or exempt (redact) certain records from public disclosure. The Town of Front Royal commonly withholds or exempts records such as:~~

Common Exemptions:

- ~~• Portions of records that contain account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body (VA Code §2.2-3705.01(13))~~
- ~~• Personnel records (VA Code § 2.2-3705.1 (1))~~
- ~~• Records subject to attorney-client privilege (VA Code § 2.2-3705.1 (2)) or attorney work product (VA Code § 2.2-3705.1 (3))~~
- ~~• Vendor proprietary information (VA Code § 2.2-3705.1 (6))~~
- ~~• Records relating to the negotiation and award of a contract, prior to a contract being awarded (VA Code § 2.2-3705.1 (12))~~
- ~~• Plans and information to prevent or respond to terrorist activity (VA Code §2.2-3705.2(4))~~
- ~~• Confidential Tax Information (VA Code §58.1-3)~~
- ~~• Criminal investigative files (VA Code §2.2-3706(A)(2)(a))~~
- ~~• For a full list of exemptions, See VA Code §2.2-3705.1~~

~~Policy Regarding the Use of Exemptions~~

- ~~• It is the Town of Front Royal's general policy to exempt any and all records that are allowed to be exempted, redacted, or excluded from production by law~~
- ~~• Any record exempt under the Virginia Code, which the custodian of the record has the option of disclosing, shall not be disclosed~~

~~For more information:~~

~~The Freedom of Information Advisory Council (FOIA) is available to answer any general questions about how FOIA works. The Council was created in the legislative branch of state government to issue opinions on the operation and application of FOIA, to publish educational materials, and to provide training about FOIA. However, please be aware that the Council is not a records repository and does not process records requests on behalf of other public bodies, nor is the Council an investigative or enforcement agency. The Council may be contacted by email at foiacouncil@dls.virginia.gov and by phone at (804) 698-1810 or (toll free) 1-866-448-4100.~~

~~THE TOWN OF FRONT ROYAL INTERNAL FOIA POLICY~~

~~The Town of Front Royal will abide by the following internal procedures for responding to a FOIA request whether it be a records request or general questions:~~

- ~~• Once records request and/or general questions are received from any department (except the Police Department), they are to be sent via email to foia@frontroyalva.com.~~
- ~~• The Clerk of Council oversees the above email and determines what applicable department(s) will provide responses to the FOIA records request with a deadline on completing the request. If more time is needed, the department(s) are required to advise the Clerk of Council as soon as possible.~~

~~While general questions are not a FOIA request under FOIA guidelines, they will be considered and answered accordingly. The five (5) working day period does not apply.~~

- ~~• On or before the deadline the applicable department(s) will provide all responsive records (if any) to the Clerk of Council.~~
- ~~• If needed, the Clerk of Council will submit records to the Town Attorney's Office for final review to ensure that records are required and/or allowed to be exempted, redacted, or withheld.~~
- ~~• The Town Attorney's Office will transmit all allowable records back to the Clerk of Council for final coordination and transmittal to the requester, unless specifically asked by the for the Town Attorney's Office to complete the transmittal to the requester. The Police Department generally follows their own FOIA Policy but shall direct their legal questions to the Town Attorney, as needed.~~

~~This Policy shall be approved by the Town Council initially and amendments made administratively and approved by the Town Manager as state code and internal procedures change.~~



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 12, 2026

Item# 04C

Agenda Item: Request to Reinstate Two Readings for Public Hearings

Summary: Council is requested to consider reinstating two readings for public hearings. Before February 22, 2021, Town Council held four meetings a month (2 regular meetings and 2 work sessions). At this time public hearings were scheduled for the first meeting of the month where a first reading was acted upon. The second reading was held two weeks later at the second regular meeting of the month as a business item and final action was taken. On February 22, 2021, Council voted to amend the Town Code to reduce the council meetings from four a month to two (one regular meeting and one work session). Due to there only being one regular meeting a month, the Town Code was also amended at that time to reduce the number of readings for public hearings from two to one. Excerpts from the work session and regular meeting minutes regarding this topic are attached.

Budget/Funding: None

Staff Recommendation: Council takes desired action

EXCERPT FROM JANUARY 4, 2021 WORK SESSION MINUTES

Ordinance Amendment to Chapter 4-19 of the Town Code

Mayor Holloway explained that his vision for the amendment to Chapter 4-19 is to allow Council to set the agenda at the beginning of each year to allow for more flexibility on how items are listed on the regular agenda; and to remove the order of the agenda that is currently in the Code. Town Manager Hicks also asked that Council consider when meetings are held with the intent of possibly reducing the amount of meetings a month. Council agreed to discuss this item further in the next work session.

.....

EXCERPT FROM JANUARY 19, 2021 WORK SESSION MINUTES

Continued Discussion for Ordinance Amendment to Chapter 4-19 – Order of Business for Regular Council Meetings – Mayor Holloway suggested Council adjust their meeting schedule to allow one work session and one regular meeting per month. He added his wish to allot 30 minutes prior to each regular meeting for correspondence from the public. Councilman Gillispie also proposed Council conduct the Moment of Silence prior to the Pledge of Allegiance.

Vice Mayor Cockrell noted several conversations she had with citizens regarding their discomfort with being required to publicly state their address during Council Meetings. Town Attorney, Doug Napier, recommended citizens be asked to state only the town or county within which they reside. Councilman Thompson added that, due to fewer meetings per month, the Town Code should be adjusted to eliminate the need for two official readings.

.....

EXCERPT FROM FEBRUARY 8, 2021 REGULAR MEETING (PUBLIC HEARING – 1ST READING)

PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 4-1, 4-4, and 4-19 (*1st Reading*)
No one spoke and the public hearing was closed.

Councilman Thompson moved seconded by Councilman Meza that Council affirm on its first reading an ordinance to amend Chapter 4-1, 4-4 and 4-19 as presented. (original motion)

Councilman Lloyd advised that he still favored two readings of ordinances, noting that it gives the public time to understand the process of drafting an ordinance. Mayor Holloway and Councilman Meza both clarified that ordinances are always discussed at a work session, but the second reading that requires a vote will be eliminated. Councilman Lloyd favored the reality of the second reading as it gives the public extra time to hear the exact language.

Councilmen Lloyd moved seconded by Councilman McFadden to amend the motion to remove 4-4 but keep all the other amendments. (motion to amend original motion)

Councilman Thompson explained that if the second reading is removed the ordinance would not be approved for approximately two months due to the meetings only being held once a month. She reminded Council that the ordinances are sent out to the public with edits ahead of time giving them time to read it and make their public comments. She stated that reading through it twice is redundant and slows down things considerably.

Councilman McFadden questioned whether anything would be changed to ensure that citizens would have an opportunity to read the ordinance in advance, since we are shortening the process. Town Manager Hicks explained that nothing will change advertising it only removes redundancy, and Staff supported the amendment for the sake of efficiency and helping items to move forward. He suggested deferring items back to a work session if there are concerns before a vote.

Vote on Motion to Amend Original Motion:

Yes – Councilmen Lloyd and McFadden

No – Vice Mayor Cockrell, Councilmen Gillispie, Meza and Thompson

Absent – N/A

Abstain – N/A

ROLL CALL

Vote on Original Motion:

Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, Meza and Thompson

No – McFadden

Absent – N/A

Abstain – N/A

ROLL CALL

.....
EXCERPT FROM FEBRUARY 22, 2021 REGULAR MEETING (2ND READING)

APPROVAL – Ordinance Amendment to Town Code Chapter 4-1, 4-4 and 4-19 (2nd Reading)

Councilman Thompson moved seconded by Vice Mayor Cockrell that Council adopt on its second and final reading an ordinance to amend Town Code Chapter 4-1, 4-4 and 4-19 as presented.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, Meza and Thompson

No – Councilman McFadden

Absent – N/A

Abstain – N/A

ROLL CALL

**ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 4 PERTAINING
TO CHAPTER 4-1 TIME OF MEETINGS, CHAPTER 4-4 READING AND
PUBLICATION OF ORDINANCES AND CHAPTER 4-19 ORDER OF BUSINESS**

WHEREAS, the Front Royal Town Council is requesting to amend Sections of Town Code Chapter 4 Administration of Government that pertains to the time of Council meetings, reading of ordinances and order of business; and,

WHEREAS, if approved Town Council will have one Regular Meeting per month and one Work Session per month; Ordinances will require only one reading and the order of business will allow a quorum of Council to decide the order of business during their first regular meeting in January for the upcoming year:

WHEREAS, upon approval Town Council may decide the order of business during their next regular meeting in March 2021 for the year 2021 and future Councils will decide the order of business during their regular meeting in January for the upcoming year; and,

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

4-1 TIME OF MEETINGS

A. The Council shall hold **one** ~~its~~ regular meetings in the Warren County Government Center on the ~~second and~~ fourth Mondays of each month at 7:00 p.m.; provided however, ~~that there shall be only one (1) such~~ **the** regular meeting in the month of December of each year; ~~and it~~ shall be on the second Monday of that month, held as the same time and in the same place.

B. In the event that a regular Town Council meeting shall fall on a date designated as a Town holiday, then the regular Council meeting shall be held on the following day (Tuesday) at 7:00 p.m. with location being in the Warren County Government Center or Town Hall whichever is available.

C. In the event that a regular Town Council meeting cannot be conducted at the regular time or location due to circumstances beyond the Town's control, the alternative meeting date shall be the following Monday at 7:00 p.m. in the Warren County Government Center or Town Hall whichever is available.

D. The Council shall hold one work session in the Town Hall on the second Monday of each month at 7:00 P.M.; provided the work session in the month of December of each year shall be on the first Monday of that month, held as the same time and in the same place. In the event that a work session cannot be held due to circumstance beyond the Town's control the Council has the option to cancel the work session or reschedule the work session to another date and time.

4-4 READING/PUBLICATION OF ORDINANCES & EMERGENCY ORDINANCES

A. The Clerk of Council shall, upon receipt of ordinances requiring a public hearing, cause such publication as legally prescribed. The public hearing shall be scheduled for the first available meeting after the completion of the publication requirements.

B. Ordinances ~~except routine or emergency measures~~, shall be adopted at the first reading. ~~read at two (2) separate meetings of the Council and may be enacted at the second reading.~~ Ordinances may be read by title only and not verbatim.

~~C. Ordinances which receive an affirmative vote following the first reading shall be read at a separate meeting of Council. The affirmative vote following the first reading shall be a non-binding vote.~~

~~D.~~ **C.** Ordinances which fail to pass during the first reading of Council, shall fail at that time and shall not be placed on a subsequent meeting agenda for twelve months unless one of the following occurs: (1) there is a change in the membership of Council, (2) one councilmember who initially voted against the ordinance concurs with its placement on the agenda, (3) an ordinance that was defeated for the lack of a second is again placed on the agenda with the concurrence of any councilman who did not make the initial motion for approval.

~~E. Ordinances which Council has deemed are of a routine or emergency nature may be adopted at the first reading provided upon the concurrence of four (4) members of the Town Council, who vote to waive the second reading requirement and pass the item on its first and final reading.~~

~~F.~~ **D.** Emergency ordinances shall take effect immediately upon their passage. An emergency ordinance is an ordinance passed by the Council for the immediate preservation of the public peace, property, health, welfare, safety or morals. No ordinance granting, enlarging or affecting any franchise or amending or repealing any ordinance fixing any property tax rate or assessment shall be an emergency ordinance. Ordinances pertaining to the appropriating of money or levying taxes or licenses, or reconsideration of matters at special meetings shall be considered as provided in Town Charter Section 13.

4-19 ORDER OF BUSINESS; PLACEMENT/APPROVAL OF ITEMS ON AGENDAS

A. ORDER OF BUSINESS

~~1. At every regular meeting of the Council, the order of business shall be as follows:~~

~~Pledge of Allegiance~~

~~Moment of Silence~~

~~Roll Call~~

~~Approval of the Minutes of previous meetings~~

~~Receipt of Petitions and/or correspondence from the public~~

~~Reports~~

~~—— a. Report of Special Committees or Town Officials and Town Manager.~~

~~—— b. Requests and Inquiries of Council members.~~

~~—— c. Report of the Mayor~~

~~— d. Proposals for addition/deletion of items to the Agenda.~~

~~Consent Agenda Items.~~

~~Items for Approval.~~

~~Closed Meeting items (if applicable)~~

1. At the first regular meeting of Town Council, Town Council, by majority vote of a quorum of all members of Council, shall decide upon the order of business for all regular meetings of Town Council for that upcoming calendar year. The order of business shall be reduced to writing and certified by the Mayor and Clerk of Town Council.

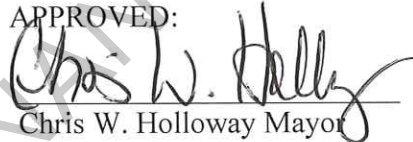
2. The order of business shall not be departed from except by the consent of two-thirds (2/3) of the members of the Council present and voting.

3. Items which appear under the heading "Consent Agenda items" are intended to be routine business items which are not subject to individual debate or discussion, but are, instead, voted on as a group. However, at the time the presiding officer announces that the Consent Agenda portion of the order of business has been reached, any member of Council may request that any individual items or items may be removed from the Consent Agenda, and such item or items shall, thereafter, become the first item or items considered under the "Items for Approval" portion of the order of business.

4. At every work session meeting of the Council, the order of business shall be determined by the Mayor, or in his absence, the Vice Mayor.

This ordinance shall become effective upon passage.

APPROVED:


Chris W. Holloway Mayor

ATTEST:


Tina L. Presley, Clerk of Council

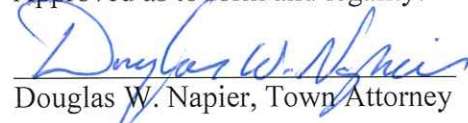
THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia conducted Feb. 22, 2021, upon the following recorded vote:

Lori A. Cockrell ☒ Yes ☐ No
Gary L. Gillispie ☒ Yes ☐ No
E. Scott Lloyd ☐ Yes ☐ No

Jacob L. Meza ☒ Yes ☐ No
Letasha T. Thompson ☒ Yes ☐ No
Joseph E. McFadden ☐ Yes ☒ No

A public hearing on the above was held on Feb. 22, 21, having been advertised in the Northern Virginia Daily on January 23 and 30, 2021.

Approved as to form and legality:


Douglas W. Napier, Town Attorney

Date: 02/22/2021



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 12, 2026

Item: 04D

Agenda Item: Amendment to Town Code Chapter 72 – Special Events held on Town Streets and Public Property

Summary: The Town of Front Royal adopted an updated Special Events policy in 2021 that set guidelines for events held on Town property or streets. In the following years, many successful events have been held in Front Royal, creating new economic and community development. During this time Town staff has also been reviewing and strategizing on the process, operations, and fiscal impact of special events.

The provided draft amendment transforms a Town policy into Town Code. In an effort to provide better accountability for the Town and Event Organizers, the code identifies new procedures that may ensure events are successful and safe for our residents, businesses, and visitors.

Some of the notable changes are provided below:

- Special Event Committee
- Extended Application Schedule
- Public Safety Plan
- Fee Schedule
- Reoccurring Events
- Neighborhood Block Parties
- Event Notification Requirements
- After Action Reporting

Budget/Funding: N/A

Staff Recommendation: Council to provide feedback and staff may present any updates at the February 2, 2026, work session.

Chapter 72

SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY

72-1 PURPOSE OF CHAPTER

The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.

72-2 DEFINITIONS

AFTER ACTION REPORT - analyzing what happened, why it happened, and how it can be done better by the participants and those responsible for the project or event in subsequent years.

AMPLIFY - increase the volume of the noise coming through a microphone and/or speakers so that everyone in the vicinity of you can hear.

CERTIFICATE OF LIABILITY INSURANCE (COI) - a document that verifies the existence of general liability insurance coverage and summarizes the key aspects and conditions of the policy. The Virginia Risk Sharing Association (VRSA) Tenant Use Liability Insurance Program is available.

CODE OF CONDUCT - posted in Town of Front Royal public space/property for all the public to adhere to at all times.

DECORATIONS/STRUCTURES - props, displays, tents, inflatables, amusement rides, booths, wagons, carts, and all similar types of property which might tend to harm town land or street areas, including aesthetic interests.

DOWNTOWN AREA - includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale Place, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. The Town Commons Area also includes the John Marlow Plaza, Gazebo, Pavilion, and Parking Lot.

EVENT ORGANIZER – the individuals(s) who signs, or whose authorized representative(s), an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Also referred to as the “applicant”.

GATHERING – an assembly or meeting of less than twenty-five (25) individuals, held for a specific purpose.

NEIGHBORHOOD BLOCK PARTY - a single-day, small scale neighborhood event that involves the closure of a limited portion of a single local public street, usually residential, that has attendance of not more than fifty (50) people, and does not include an admission charge, the sale or distribution of alcohol, or the consumption of alcohol within the public right-of-way.

PARADE – procession, with or without vehicles, requiring closure of town streets to normal traffic; any march, demonstration, procession, or motorcade upon public space that interferes with or presents a significant probability of interfering with the normal flow or regulation of pedestrian or vehicular traffic upon public space.

PUBLIC SAFETY PLAN – a comprehensive document that outlines the strategies and protocols for ensuring the safety and security of everyone involved in an event, including attendees, staff, and volunteers.

PUBLIC SPACE/PROPERTY/RIGHT-OF-WAY – any street, sidewalk, alley, or any other property of the Town which is open to the public.

RACES/WALKS – a race or walk with a defined distance organized as a fundraising event.

RECURRING EVENT – an event with the same programming occurring periodically or repeatedly within the same month or calendar year.

SPECIAL EVENT – an outdoor event where a public forum of expressive activity occurs on any public space, property, or right-of-way during a particular interval of time hosted outside of the event organizers’ normal business or organization programs or activities, where the public is invited.

SPECIAL EVENT COMMITTEE – a group that meets regularly to review applications for special events in the Town of Front Royal. The committee comprises of members, including but not limited to Town

Manager, Public Works, Police, Energy Services, Community Development, Health Department, Fire & Rescue, and Virginia Department of Alcoholic Beverage Control.

SPONTANEOUS GATHERING – an unplanned or unannounced coming together of persons which may occur in response to unforeseen circumstances.

SPONSOR – an individual or organization that pays some or all of the costs involved in staging a special event in return for advertising or similar recognition.

TOWN SPONSORED OR CO-SPONSORED EVENTS – all events the Town of Front Royal sponsors entirely or in conjunction with another organization.

72-3 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE

Town streets and public property may be requested for public use in the following areas:

- A. Downtown Area that includes East Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale Place, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. The Town Commons Area also includes the John Marlow Plaza, Gazebo, Pavilion, and Parking Lot.
- B. All other areas that are not included in the Downtown Area mentioned in Section 72-3.A but are Town streets or Town public property.

72-4 APPLICATION, POLICY AND PROCEDURES AND PERMIT

Unless otherwise specifically provided by this section or other law, no organized public gathering, shall be conducted, allowed or maintained on or within public areas or facilities without first obtaining a permit therefor from the Town.

- A. Application. Except as provided in 72-8, an application for a permit and application fee shall be filed with the Town as follows; at least forty-five (45) days prior to the event, parade/race/walk requests are due sixty (60) days prior, and events including alcohol are due ninety (90) days prior to the Special Event.

B. The application for a special event permit shall include a public safety plan if required by 72-5. The applicant must pay all applicable fees to the Town prior to the event. The application will set forth:

1. The name of the applicant and the names of the persons who will be in charge of the event, at least one (1) of whom will be present at all times during the event and one (1) alternate person.
2. The date, time, duration, nature and place or route of the proposed event.
3. No Special Event shall operate between the hours of 11:00 PM and 6:00 AM, except for authorized set up and breakdown.
4. An estimate of the number of persons expected to attend over the course of the event and the maximum expected at any one time.
5. A statement or description of equipment and facilities to be used.

C. Recurring Events. Events that consist of the same type of programming and occur multiple times a month or year may submit a single application. In addition to the Chapter requirements, recurring events shall also meet the following:

1. Special event fees will be assessed per occurrence.
2. Any change in schedule or cancellation of approved dates shall be reported to the Town Manager.
3. Farmers Markets shall meet requirements in Chapter 73.
4. Any violation of this Chapter, or other local and state codes may be subject to termination of remaining events or referred to the Special Events Committee for review.

D. Special Event Committee. The Committee shall review and meet with the applicant to review the completed package of information on the proposed special event, including a site plan, activities, schedule and public safety plan involved with the event.

1. The Committee shall make a recommendation on the application and provide any conditions and fees, in accordance with Town Code with the understanding that all specific permit requirements shall be met by the applicant fifteen (15) days prior to the event date.

2. Any changes to the approved plans, must be approved by Town Manager. If the requested changes are determined to be substantial in nature they shall be submitted to the Committee for review and comments no less than thirty (30) days prior to the event.
- E. Issuance or denial. The Town shall issue a permit within five (5) business days after the Special Event Committee meeting; unless grounds exist under this subsection to request additional details or deny the permit. If the permit is denied, the Town will inform the applicant of the reason for denial and of the applicant's appeal rights granted by subsection 72-16. A permit may be denied only if one or more of the following grounds exist:
1. An approved Special Event or Town-Sponsored Event for the same time, place, or overlapping schedule occurs
 2. A repair or construction project is underway or scheduled for that time and place.
 3. It has been determined the nature of the events or projects does not reasonably allow the occupancy of that area. In such cases, the Town may suggest an alternative space or time.
 4. It reasonably appears that the event will present an unreasonable danger to the public health or safety.
 5. The application is for an area in excess of the reasonable needs of the applicant given the number of people expected at the event.
 6. The applicant has failed to pay any costs owed to the Town.
 7. A public safety plan has not been submitted, or the public safety plan has been rejected.
 8. The application is for a parade or street closure and would unreasonably interfere with pedestrian or motor vehicle traffic, in which case the Town may suggest an alternative time, route or location for the event.
 9. The applicant or sponsor violated any provision of this Chapter in relation to an event within the previous twelve (12) months.
 10. The application is for a gathering focused on and taking place in front of a residence or dwelling place and would impair the peace and tranquility of the residence or dwelling place.
 11. The application is for a parade or street closure requiring the use of Town police or public works staff where the proposed dates of the event impact the Town's ability to adequately meet its operational needs.

72-5 SPECIAL EVENT PUBLIC SAFETY PLAN

When required by this subsection, the applicant shall submit a public safety plan to the Town to address traffic disruption, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. The Town shall, upon request, assist the applicant in preparing the public safety plan. A public safety plan may be rejected if it is determined the event would create an unreasonable risk of injury to pedestrians or interference with lawful businesses, commerce, professions, non-profit organizations, or civic events.

A. Public safety plans are required with the special event application under the following circumstances:

1. Street closures and parades require a public safety plan.
 - a. Pursuant to Virginia Code §15.2-2013(2), the public safety plan shall be accompanied by proof of insurance with an insurance company licensed to do business in the commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least one million dollars (\$1,000,000.00), naming the Town of Front Royal as an additional insured. However, under Virginia Code § 15.2-2014, the Town Manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires, and shall do so if an applicant is unable to obtain insurance.
 - b. The public safety plan shall provide for law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required shall be based solely on the reasonably anticipated number of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.
2. If a sidewalk gathering involves a procession of more than fifty (50) persons crossing streets as part of the event, a public safety plan is required. The plan shall provide for law

enforcement personnel for traffic control at any major intersections along the route of the procession.

- B. Any person hired to provide security under a public safety plan shall be either law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justice Services. Any persons or company hired to provide emergency medical services shall be licensed by or registered with the Virginia Department of Health Office of Emergency Medical Services.
- C. The Special Event Committee will review all public safety plans. No changes may be made to an approved public safety plan without the express, written consent of the town as stated in 72-4.D.2.
- D. No person may violate any of the terms of a public safety plan while participating in an organized public gathering.

72-6 PERMITTED AND PROHIBITED ACTIVITIES

Unless otherwise expressly provided by a public safety plan or special event permit, the following general rules apply to all activities governed by this section, whether a permit is required or not:

A. Prohibited Activities

1. Obstruct the entrance to any building, property, or vehicle, except to the extent expressly permitted by a public safety plan.
2. Cross restricted police lines, perimeters or barricades set up.
3. Trespass on private property.
4. Obstruct the free passage of others, except to the extent expressly permitted by a public safety plan.
5. Create an unlawful assembly or riot.
6. Engage in disorderly conduct.
7. Noise exceeding the standards set out in Chapter 106 of Town Code.
8. Encroach or extend the event area beyond the approved permit defined boundaries.
9. Overnight sleeping is not permitted as part of any Special Event.

10. No structures or signs may be built or placed on public property except as permitted by a public safety plan or specified in the application.
11. No person in an organized public gathering may coerce, intimidate, or harass any other person with physical contact, lights, or noise.

B. Permitted activities

1. The minimum area required for a sidewalk gathering is calculated at the rate of five (5) linear feet of sidewalk per person.
2. Any animals must be under constant control as provided for in the public safety plan.
3. The police may mark off areas needed for sight distance by drivers, and persons participating in the event shall stand clear of such areas.
4. Accepting payment for goods or services is permitted only if the applicant has all necessary licenses.
5. Food and drink preparation, services, and sales are permitted only if the applicant has all necessary licenses. This includes alcoholic beverages.

72-7 NEIGHBORHOOD BLOCK PARTY

Town streets may be requested for neighborhood block parties as permitted below:

- A. Provide an application and public safety plan.
- B. All the addresses affected by the neighborhood block party shall be informed about the block party and sign an event notification sheet.
- C. Neighborhood block parties shall only be approved on local residential streets. Arterials, collectors, emergency snow routes, or other streets necessary for traffic safety cannot be blocked.
- D. Emergency vehicle access must be maintained at all times. Participants in the neighborhood block party shall not park cars or place other obstructions, which prevent emergency vehicle access.
- E. No open fires or fireworks shall be allowed. Fires may be used for cooking only and must be screened.
- F. Amplified music shall meet Chapter 106 of Town Code.

- G. Alcoholic beverages may be consumed on private property only. Alcoholic beverages cannot be sold at the neighborhood block party.
- H. Block parties are permitted from 10:00 AM to 9:00 PM on weekdays, and 9:00 AM to 10:00 PM on weekends and holidays.
- I. Traffic barricades shall be removed and party materials and garbage shall be cleaned from the streets, sidewalks, and public right-of way within one hour of the end of the party.
- J. Applicants agree that the Town of Front Royal and its official representatives shall not be held responsible for any and all claims or losses, which may occur as a result of the neighborhood block party.
- K. The issued neighborhood block party permit shall be available on-site upon demand from any Town official, police officer, or firefighter. Failure to do so shall terminate and revoke any permit for a neighborhood block party immediately.

72-8 PERMIT EXCEPTIONS

This Chapter shall not apply to:

- A. Gatherings or events on private property.
- B. Gatherings or events on Warren County owned property located within the Town's corporate limits.
- C. Gatherings or events on public or privately owned school property.
- D. Spontaneous gatherings.
- E. Funeral processions where law enforcement either provides traffic control or determines that no traffic control is needed.

72-9 FINANCIAL RESPONSIBILITY

The applicant is responsible for any and all damage to public facilities caused by the applicant or by any agent or partner of the applicant. If a person receives a permit for an event and does not hold the event, then he or she shall pay the town for the reasonable cost of assisting the applicant in developing

any public safety plan for that event as well as any reasonable overtime or third-party costs incurred by the town in relation to the event.

- A. The Town Manager shall recommend to the Town Council, as part of the annual budget process, charges and fees related to the provision of Town personnel and services to support Special Events. These charges and fees also will account for the cost of protecting the safety of each event's participants, as well as Town of Front Royal residents, visitors, and businesses.
- B. All fees and charges assessed to applicants and organizers for Town personnel and services shall be based on the Town's incurred costs, with the exception of administrative fees, such as application fees, which may be billed at a flat rate.
- C. Assessed fees may include charges for application review and any subsequent reviews or other action by Town staff to support the applicant's request prior to, during, or following the respective Special Event.
- D. Assessed fees may include charges for the following services and support: police, signage, street cleaning, street closures, solid waste collection/disposal, electrical, facility and equipment fees.
- E. Vehicles may be towed if the parking area is clearly posted "No Parking" and only pre-determined Special Event organizers or representatives may request that the police have a car towed during a Special Event. It shall be the responsibility of the vehicle owner to pay any fees associated to the towing.
- F. The fees and charges outlined in this section shall be in addition to, and not in lieu of, other state and local fees and licenses, as applicable, including, but not limited to, business license fees, food establishment license fees, and Virginia Department of Alcoholic Beverage Control license fees.

72-10 FEES, CHARGES AND EXPENSES

- A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for special events and other matters pertaining to this chapter.

Application	\$50
STREET OR FACILITY USE	

Main & Chester Full Street Closure	\$50/hr
Other Full Street Closures*	\$25/hr
Public Parking Lot Closure	\$25/hr
John Marlow Plaza (no street/lot closures)	\$10/hr
Bowman Park (no street/lot closures)	\$10/hr
Luray Avenue River Park (no street/lot closures)	\$10/hr
ON-SITE STAFF ASSISTANCE	
Community Development	\$35/hr
Police	\$40/hr
Public Works/Electric/Sanitation	\$30/hr
SERVICES	
Trash Cans: Up to 20	\$50 flat rate
Trash Cans: Over 20	\$5/can
Cones/Barricades	\$50 flat rate
Hard Barricade	\$20/vehicle
No Parking Signs	Incl. in closure fee
Message Board	\$50/day
Lighting Tower	\$50/day
Street Sweeper	\$50/event
<i>*Does not include abutting side streets when Main or Chester is closed</i>	

72-11 EVENT NOTIFICATION

The Applicant shall be responsible for notifying within ten (10) days after approval all businesses and residences which abut any street or property where the event, parade, or racecourse will be held.

A. Each notification must include the following:

1. Name of event
2. Sponsoring organization
3. Date and timeframe of event

4. Description of street closures (locations and times)
5. Information and timeframe for potential noise impacts
6. Organizer's name and contact information

B. Notification must be provided in at least one form of communication as follows. Records shall be kept by the Event Organizer detailing when and how notification was provided.

1. Mailed Postcards or Letters: Event organizers may mail postcards postmarked at least ten (10) days after permit approval. The Town may provide assistance in providing mailing addresses.
2. Individualized Notification: Event organizers may individually contact affected businesses and residences in person, over the phone, or via email. For businesses, the owner or general manager must be notified.
3. Apartment or Business Complex Notification: Event organizers may coordinate with property managers to alert all tenants of a large complex.

C. Event organizers are encouraged to use additional notification means such as social media, local calendars and newspapers. These forms of notification do not replace the required communication listed in subsection 72-11.A.

72-12 POST EVENT PROCEDURE

The Special Events Committee will complete an After Action Report following the event to measure the success of event organizers in conforming to all policies and permitted activities. This evaluation will help event organizers improve events from year to year, identify issues which adversely impact public agencies, and provide the approving agencies with a means to prioritize the reservation of dates in the approval process. Events with an unsatisfactory evaluation risk losing the preferred date, having additional fees imposed, or the denial of permits for future events. Event organizers will receive their evaluation shortly after their event.

A. All trash, signs, markings or other event supplies shall be removed promptly following the event. If the items remain 24 hours after the event, the Town may remove them at the expense of the applicant.

- B. All event related vehicles, parade floats, stages, portable restrooms or structures located within public parking spaces shall be removed promptly following the event. If the items remain 12 hours after the event, the Town may remove them at the expense of the applicant.

72-13 PERMIT REVOCATIONS/SUSPENSION

The Town Manager or his designee shall be authorized to revoke or suspend any permit previously granted:

- A. For violation of any provisions of this Chapter.
- B. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit.
- C. When weather conditions render the subject activity unsafe.
- D. When otherwise required in the interest of public health, safety and welfare or environmental considerations.

72-14 PROVISIONS OF THIS CHAPTER

The Town Manager may designate one (1) or more officers and/or employees of the Town to administer the provisions of this Chapter and be the final authority for all events held on Town streets and public property.

72-15 VIOLATIONS OF THIS CHAPTER

Any person who shall violate any provision of this Chapter shall be suspended from having any future events for one (1) year from time of event or as the Town Manager or designee deems appropriate based on the violation.

72-16 APPEALS OF ANY DECISIONS

Appeals of any decisions made by the Town Manager or his designee must be made to the Town Council within fifteen (15) days of decision. Town Council may take any action regarding the appeal if they determine to discuss the item at a future public meeting.

DRAFT

Chapter 72 - SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY

Footnotes:

--- (1) ---

Editor's note— Amended 1-23-12; 1-14-19; 6-1-21.

72-1 - PURPOSE OF CHAPTER

The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.

(Ord. of 3-13-06)

72-2 - TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE

Town streets and public property may be requested for public use in the following areas:

1. Downtown Area that includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. This Area also includes the Town Commons Area that includes the Gazebo, Pavilion, Parking Lot and Visitor Center.
2. All Other Areas that are not included in the Downtown Area mentioned in Section 72.2.1 but are Town Streets or a public place.

(Ord. of 3-13-06)

72-3 - APPLICATION, POLICY AND PROCEDURES AND PERMIT

No special events shall be held on Town streets and public property without an authorized permit from the Town Manager or his designee. Policy and Procedures including the application shall be found in the Town Manager's Office or on the Town's website.

72-4 - PERMIT EXCEPTIONS

This Chapter shall not apply to:

1. Gatherings or events on private property;
2. Gatherings or events on Warren County owned property located within the Town's corporate limits;

3. Gatherings or events on public or privately owned school property;
4. Activities the Town Manager or his designee deem acceptable as an exception.

72-5 - PERMIT REVOCATIONS/SUSPENSION

The Town Manager or his designee shall be authorized to revoke or suspend any permit previously granted:

1. For violation of any provisions of this Chapter;
2. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit;
3. When weather conditions render the subject activity unsafe;
4. When otherwise required in the interest of public health, safety and welfare or environmental considerations.

72-6 - PROVISIONS OF THIS CHAPTER

The Town Manager may designate one (1) or more officers and/or employees of the Town to administer the provisions of this Chapter and be the final authority for all events held on Town streets and public property.

(Ord. of 3-13-06)

72-7 - VIOLATIONS OF THIS CHAPTER

Any person who shall violate any provision of this Chapter shall be suspended from having any future events for one (1) year from time of event or as the Town Manager or designee deems appropriate based on the violation.

72-8 - APPEALS OF ANY DECISIONS

Appeals of any decisions made by the Town Manager or his designee must be made to the Town Council within thirty (30) days of decision.

(Ord. of 3-13-06)



CLOSED MEETING AGENDA STATEMENT

Meeting Date: January 12, 2026

Item# 05

MOTION ON TO GO INTO CLOSED MEETING

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

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

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, a) the Clerk of Council and b) Directors of the Front Royal Economic Development Authority (FREDA); and,
- 2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, a) the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, and b) the Amendment to Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018.

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 _____