



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

Roll Call by Deputy Clerk of Council

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

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

Closed Motion

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

1)pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, a) the Amendment to the 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; and, b) Zoning Ordinance

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

No – N/A

Absent – N/A

Abstain – N/A Motion carried by roll call vote.

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

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

No – N/A

Absent – N/A

Abstain – N/A Motion carried by roll call vote.

Closed Session adjourned at approximately 8:15PM.

NEW BUSINESS

FY2025-2026 Write Off for Bad Debt- Mr. Wilson, Finance Director presented a request to write off bad debt for FY 2025–2026, noting that this is an annual housekeeping task. He advised that Council is requested to approve the removal of outstanding accounts receivable that are five years or older, totaling \$45,926.66 across 146 utility accounts, from the Town's ledger for the remainder of the fiscal year.



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

Mr. Wilson explained that staff has identified these accounts as bad debt and uncollectible in accordance with the Town's Bad Debt Policy approved in March 2019 and applicable statute of limitations. He noted that all collection efforts have been exhausted and the accounts have had no activity for at least five years.

Council agreed to add this to the Tuesday, May 26th Consent Agenda.

Bid Award for Delivered Ready Mix Concrete- Ms. Campbell, Purchasing Manager, presented that the Purchasing Division issued a solicitation for the supply and delivery of various ready-mix concrete types for use by the Department of Public Works. She advised that one (1) bid was received by the April 9, 2026 deadline. The procurement was conducted through competitive unsealed bidding in accordance with the Virginia Public Procurement Act (VPPA), utilizing eVA, the Commonwealth's electronic procurement system.

Council inquired whether the plant was local. Ms. Campbell clarified that the concrete will be sourced from Harrisonburg, with local plants also available.

Council agreed to add this to the Tuesday, May 26th Consent Agenda.

Special Use Permit to Allow a Short-Term Rental at 1521 N. Royal Avenue by Robert/ Melissa Mitchell- Ms. Kopishke, Planning and Zoning Director, presented a Special Use Permit application to allow a short-term rental at 1521 N. Royal Avenue. She advised that the applicant intends to rent the home as a whole, consisting of six (6) bedrooms, with a maximum occupancy of ten (10) persons at a time. The home will serve as the applicant's secondary residence. She noted that while there is a permitted accessory structure on the property. The application does not include the accessory structure.

Ms. Kopishke further advised that the Planning Commission recommended approval on April 15 with no conditions.

Council inquired whether the owners would be on site. Ms. Kopishke stated that the owners will not reside on site, but will utilize Skyline Cabins as a local property management company. She added that the owners currently reside in Reston and plan to eventually retire at the property.

Council agreed to have this on the Public Hearing Agenda for Tuesday, May 26th.

Zoning Text Amendment to Town Code Chapter 175 to Define Firearms Retail Establishment and Firearms Manufacturing, to permit Firearms Retail Establishments by-right in the C-1 Community Business District and to permit Firearms Manufacturing by Special Use Permit - Ms. Kopishke presented an application for a Zoning Text Amendment to define Firearms Retail Establishment and Firearms Manufacturing in Town Code §175-3, amend Town Code §175-39.A to permit Firearms Retail Establishments by-right in the C-1 Community Business District, and amend Town Code §175-39.B to permit Firearms Manufacturing by Special Use Permit.

She explained that the purpose of the amendment is to address whether the assembly of firearms, which is classified under Town Code as an industrial use, is appropriate in a commercial zoning district. She noted that the primary use of the property is retail sales of firearms, and that the applicant's FFL 07 credentials from the ATF allow assembly and repair at the location; however, Town Code does not currently permit that use.

Ms. Kopishke further advised that the amendment would require a Special Use Permit if the assembly use were to exceed the retail use. She stated that the Planning Commission recommended approval on April 15 with no conditions. The proposal includes the sale, manufacture, and repair of firearms, with assembly accounting for less than 35% of the retail area. She added that the applicant currently has a business license for retail sales and is expanding into the Town, requiring a separate FFL license for assembly.



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

Council discussed ATF regulations and the potential impact on the zoning district, with concerns raised regarding the appropriateness of assembly in a commercial district.

Council agreed to have this on the Public Hearing Agenda for Tuesday, May 26th.

Zoning Text Amendment to Town Code Chapter 175 to Redefine Urban Agriculture and Agricultural Pursuits Amend Performance Standard to Clarify Lot Sizes and Permitted Animals- Ms. Kopishke presented a Zoning Text Amendment to Town Code Chapter 175 to redefine Urban Agriculture and Agricultural Pursuits and to amend performance standards to clarify lot sizes and permitted animals. She explained that the current urban agriculture ordinance contains inconsistencies with other sections of Town Code, resulting in administrative challenges in enforcement, and that the existing language is contradictory and unclear regarding lot size limitations and permitted animals.

Ms. Kopishke advised that the proposed amendment is intended to clarify the ordinance and establish a tiered system to define and limit urban agricultural activities based on lot size. She noted that staff conducted research and consulted with local Agricultural Extension Agencies to identify best practices for animal welfare and human safety, and that the provisions are designed to ensure proper care of animals while minimizing impacts on neighboring properties.

She further advised that there were no public comments received and that the Planning Commission recommended approval on April 15 with no conditions.

Council inquired about homeowners casually selling products such as eggs. Ms. Kopishke clarified that such activity is considered incidental; however, if the sale of products becomes a primary source of income, it would no longer be considered a residential use and may require further review and potentially revoke the permit.

Council agreed to have this on the Public Hearing Agenda for Tuesday, May 26th.

Ordinance to Amend Town Code §158-6 for the Re-adoption by Reference of State Vehicular Laws- Mr. Sonnett, Town Attorney, presented an ordinance amendment to Town Code §158-6 for the re-adoption by reference of state vehicular laws. He advised that Council is requested to consider the amendment, effective July 1, 2026, to incorporate by reference the state vehicular laws contained in Title 46.2 of the Code of Virginia (1950, as amended) and Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia (1950, as amended). He noted that this is an annual housekeeping item.

Council inquired as to the purpose of the re-adoption. Mr. Sonnett explained that incorporating these provisions into Town Code allows the Town to enforce applicable sections of the Virginia motor vehicle code and certain criminal statutes related to driving and alcohol.

Council agreed to have this on the Public Hearing Agenda for Tuesday, May 26th.

Ordinance to Amend Town Code §§134-22.C & 134-31.1.C to Remove the Pilot Fee Agreement Form- Mr. Sonnett, presented an ordinance to amend Town Code §§134-22.C and 134-31.1.C to remove reference to the Pilot Fee Agreement form. He advised that Council is requested to consider an amendment pertaining to the Out-of-Town Water and Sewer Service Agreement ("PILOT Agreement"), which is used for the collection of sewer and water rates and charges, as well as PILOT fees from commercial users in the Corridor Area.

Mr. Sonnett explained that the PILOT Agreement is intended to be a negotiated contract between the Town and applicable commercial users in the Corridor Area, and therefore should not be codified within Town Code. He further noted that the agreement is meant to remain flexible and function as a "living document," with no legal requirement for codification. He added that the Town maintains an agreement with the County regarding the PILOT structure, which will impact how customers are charged. He emphasized that the contract for revenue collection should remain outside of Town Code to allow for necessary flexibility in administration.



Town Council Work Session Minutes of 5/4/26 - Page | 4

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

Council agreed to have this on the Public Hearing Agenda for Tuesday, May 26th.

Meeting adjourned at approximately 8:57PM

Approved by Council: May 26, 2026