



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- absent
Councilman R. Wayne Sealock- absent
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

ACTION ITEM

Resolution for new Encroachment License for 125 W. 4th Street- Council is requested to approve a Resolution for a new encroachment license for a portion of the front porch encroaching into W. 4th Street at 125 W. 4th Street, as presented. Mr. Petty explained that Town Council previously approved a five-year encroachment license for Martin and Rachel McMahon in 2014 and later approved an amendment in 2019 for James S. Bean. The amendment expired after five years, requiring a new license to be approved for the current property owners.

Mr. Petty provided a brief history of the property and noted that the encroachment ranges from approximately one-tenth of a foot to three-tenths of a foot into the right-of-way. He stated that the house was constructed in 1903 and that assessment records, including a photograph of the home, were included in Council's packet.

Mr. Petty explained that the matter involves balancing the Town Charter, which directs Council to eliminate encroachments, with state law, which authorizes localities to grant permission for encroachments. He noted that the proposed license grants permission for the encroachment, is revocable at the Town's discretion, and would otherwise remain in effect for ten years. He further advised that the license has been drafted in the names of the new property owners and will be provided at closing.

Vice Mayor Veitenthal moved, seconded by Councilman Wood, that Council authorize an encroachment into the Town's W. 4th Street right-of-way, in favor of the property owners of 125 W. 4th Street, as described in and in accordance with the Encroachment License, as presented, with the Town Manager to execute the Encroachment License on behalf of the Town.

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

No – N/A

Absent – Councilmembers Rappaport and Sealock

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

NEW BUSINESS



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Hourly Wood Grinding Service Contract – Michelle Campbell, Purchasing Manager, presented a request for Council approval of the award of a one-year wood grinding service contract for the Department of Public Works at the Manassas Avenue Disposal Site to Green Waste Recyclers, LLC, of Front Royal, Virginia. The contract includes an option to renew for four (4) additional one-year terms.

Ms. Campbell explained that the procurement method utilized was cooperative contracting in accordance with the Virginia Public Procurement Act, using Fauquier County Contract #IFB 22-24SBC, which was awarded to Green Waste Recyclers, LLC. Staff obtained a quote from Green Waste Recyclers, LLC in the amount of \$725 per hour, plus a one-time mobilization fee of \$750. The hourly rate includes the operator, equipment, and fuel.

Councilman Wood inquired why the Town utilized a cooperative contract rather than issuing its own Invitation for Bids. Ms. Campbell explained that the Town had previously solicited bids for this service but received limited responses. She further noted that the Town has utilized Green Waste Recyclers, LLC in prior years and that the proposed contract provides the opportunity for a multi-year agreement through the renewal options.

Council agreed to add this to the Monday, June 22nd Consent Agenda

Downtown Parking Study- Michelle Campbell, Purchasing Manager, presented a request for Council approval to award a task order to Timmons Group, Inc. in the amount of \$50,000 to complete a Downtown Parking Study. Ms. Campbell explained that the study will provide the Town with a comprehensive assessment of existing parking conditions, utilization trends, and potential parking management strategies within the study area. The project is intended to support future planning efforts and provide data-driven recommendations regarding parking availability, operations, and the feasibility of paid parking implementation.

Mayor Cockrell inquired whether a parking study had previously been completed. Mr. Petty explained that a parking study was conducted in 2019 by the Northern Shenandoah Valley Regional Commission in conjunction with the Town's Community Development Block Grant (CDBG) project. He noted that the 2019 study was itself an update of an earlier parking assessment completed by the Commission.

Councilwoman De-Dominico Payne questioned the need for a new study, noting that funding had already been budgeted and asked whether the Town anticipated making any significant changes based on the findings. She referenced previous discussions regarding parking garage and asked whether there had been an increase in parking-related complaints that would justify conducting the study at this time.

Mr. Petty explained that the study is part of a broader transportation planning effort and complements the ongoing zoning ordinance rewrite. He stated that the study will help inform future development decisions and parking standards as the Town continues to experience growth and redevelopment activity downtown. Mr. Petty noted that Main Street has experienced increased activity since the 2019 study and that current and future development projects may have impacts on parking demand. He further explained that the study will evaluate parking availability, utilization, enforcement of existing time limits, and various parking management strategies. While paid parking will be evaluated as part of the study, implementation is not currently being proposed.

Additional discussion occurred regarding parking garages and the role of privately owned parking facilities within the downtown area.



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Council agreed to add this to the Monday, June 22nd Consent Agenda.

An Ordinance Amendment to Repeal Town Code Chapter 148, Subdivision and Land Development Ordinance- Ms. Kopishke, Planning and Zoning Director, presented an ordinance amendment to repeal the existing Subdivision and Land Development Ordinance Town Code Chapter 148 and adopt a revised ordinance. She explained that in July 2021, the Town entered into a contract with Summit Engineering to prepare a new Comprehensive Plan, Zoning Ordinance, and updated Subdivision and Land Development Ordinance. The proposed ordinance represents the final phase of that effort.

Ms. Kopishke stated that the primary purpose of the update was to bring the Town's ordinance into compliance with changes in State Code since the ordinance was last adopted. Summit Engineering conducted a comprehensive State Code compliance review and identified revisions needed to address statutory changes and clarify ordinance language. Key revisions include updates to administrative review procedures, amendments to waiver provisions for small subdivisions, revisions to steep slope regulations, updates to stormwater and environmental references, and changes that extend existing Main Street parking exemptions to all properties within the Historic District. The ordinance also updates agency references and administrative provisions to reflect current State requirements and practices.

Ms. Kopishke explained that several amendments clarify administrative responsibilities, including revisions related to the designated agent and administrative approvals that are now authorized by State Code. She noted that many of the proposed changes are housekeeping updates intended to improve consistency, reduce ambiguity, and ensure that future ordinance administration remains aligned with State and agency requirements. Council members discussed the use of ordinance language and examples from other Virginia localities. Ms. Kopishke explained that provisions from communities with current, professionally reviewed ordinances were evaluated and adapted where appropriate, particularly for technical topics such as steep slopes and karst terrain. Staff emphasized that the revisions are intended to provide clearer standards and more consistent administration of the ordinance.

Additional discussion occurred regarding remnant parcels, property boundary disputes, Planning Commission and staff review responsibilities, and the development review process. Ms. Kopishke explained that ownership and boundary issues are typically resolved through surveys, legal review, and court action when necessary. She further clarified that while certain administrative determinations may be handled by staff in accordance with State Code and ordinance standards, the Planning Commission will continue to perform its statutory role in reviewing and acting upon applicable land use matters. Discussion also addressed how development proposals may be modified over time, provided they remain consistent with zoning requirements and other applicable regulations.

Council agreed to advertise this and hold a public hearing on Monday, June 22nd.

Appointment of Non-Elected Representative to the Northern Shenandoah Valley Regional Commission (NSVRC)- Council discussed re-appointing Director of Planning Lauren Kopishke to the Northern Shenandoah Valley Regional Commission (NSVRC) to an unexpired term ending June 30, 2026. Ms. Kopishke advised that she would like to be



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considered for reappointment. If approved, her term would expire June 30, 2029, and be placed on the consent agenda for June 22nd. Terms for non-elected representative are three years.

Mayor Cockrell confirmed that Ms. Kopishke wished to be considered for re-appointment to the NSVRC, and Ms. Kopishke affirmed her interest.

Council agreed to add this to the Monday, June 22nd Consent Agenda.

CLOSED MEETING

Councilman Wood moved, seconded by Councilman Ingram, that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1)pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Clerk of Council

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

No – N/A

Absent – Councilmembers Rappaport and Sealock

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

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

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

No – N/A

Absent – Councilmembers Rappaport and Sealock

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

Meeting adjourned at approximately 8:16PM

Approved by Council: June 22, 2026