



TOWN COUNCIL REGULAR WORK SESSION

Monday, June 8 @ 7:00 PM

Town Hall Conference Room

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

1. Roll Call
2. NEW BUSINESS
 - a. Amendment to the Freedom of Information Act (FOIA) Policy- *T. Presley*
 - b. Deed of Easement and Right-of-Way from Robert & Vivian Lake to the Town of Front Royal for continued access serving Tax Map No. 12-41-1 and locations of the Guard Hill Water Tank. - *J. Petty*
 - c. Deed of Easement from Baugh Dr. LLC to the Town for a Public Waterline Easement Serving Lot 6, Stephens Industrial Park Tax Map No. 5C-6 -*J. Petty*
 - d. Ordinance Amendment to Chapter 72 Special Events Held on Town Streets and Public Property- *J. Petty*
 - e. Commitment for VDOT STARS Study- *J. Petty*
3. CLOSED MEETING
4. ADJOURN



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 8, 2026

Item# 2A

Agenda Item: Amendment to the FOIA Policy

Summary: Due to the retirement of current FOIA Officer, Tina Presley, the current FOIA Policy requires an amendment to remove her contact information. After further review by staff, it has been determined that the names and contact information of the FOIA Officers be removed from the policy itself because it is redundant. The contact information of the FOIA Officers are listed on the Town's website as required by State Law and is not needed in the FOIA Policy.

Budget/Funding: None

Staff Recommendation: Council approve the amendment to the Policy under the Consent Agenda at the June 22nd Regular 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 completing the form at the end of the policy.

Approved by Council 2/2/26



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 8, 2026

Item: 2B

Agenda Item: Deed of Easement and Right-of-Way from Robert & Vivian Lake to the Town of Front Royal for continued access serving Tax Map No. 12-41-1 and locations of the Guard Hill Water Tank.

Summary: An existing 25' wide easement serving the Town of Front Royal Guard Hill Water Tank was previously granted by Deed recorded in DB292/PG643 and DB297/PG415. The Lakes desire to relocate a portion of the easement to provide an alternate roadway. It shall be the responsibility of the Lakes to construct a new roadway within the new easement in conformity with VDOT standards and ongoing maintenance.

The deed and survey are attached.

Budget/Funding: N/A

Staff Recommendation: Staff recommends that Council approve and accept the Deed of Easement and Right-of-Way pursuant to Virginia Code § 15.2-1800 and 15.2-1803, conveying the relocated twenty-five foot (25') wide roadway easement to the Town over portions of Tax Map No. 11-52B-1, owned by Robert and Vivian Lake.

This Deed is exempt from recordation taxes pursuant to Va. Code § 58.1-811(A)(3) as a deed conveying an interest in real estate to a town of the Commonwealth.

Prepared by & return to: Vincent J. Mata, VSB No. 87794
Mata & Hill PLC
25 S. Royal Avenue
Front Royal, Virginia 22630

Tax I.D. #: 11-52; 11-52B-1; 12-41-1; 11-52A; 11D-2-C1

Consideration: None

DEED OF EASEMENT AND RIGHT-OF-WAY

(Grant of New Roadway Easement; Partial Vacation of Existing Easement)

This DEED OF EASEMENT AND RIGHT-OF-WAY is made as of _____, 2026, by and between **ROBERT C. LAKE** and **VIVIAN ANN LAKE**, husband and wife, hereinafter referred to as "Grantor," and **THE TOWN OF FRONT ROYAL, VIRGINIA**, a municipal corporation, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, Grantor is the owner in fee simple of certain real property situate in the North River District of Warren County, Virginia, as shown on a plat entitled "Roadway Easement Plat over Robert C. Lake & Vivian Ann Lake Property", prepared by Pioneer Land Surveys PLC, dated December 31, 2025, and recorded among the land records of Warren County with this Deed (the "Plat");

WHEREAS, An existing twenty-five foot (25') wide roadway easement serving the Town of Front Royal was previously granted by Deed recorded in Deed Book 292, Page 643 and Deed Book 297, Page 415, portions of which are shown on the Plat;

WHEREAS, Grantor desires to relocate a portion of said roadway easement, vacating the portion identified as "HEREBY VACATED" on the Plat and providing an alternate roadway easement as shown thereon; and

WHEREAS, The Town of Front Royal desires to accept a non-exclusive right-of-way over the newly created roadway easement for continued access.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby covenant and agree as follows:

1. GRANT OF ROADWAY EASEMENT

Grantor does hereby grant, bargain, sell, and convey unto Grantee, its successors and assigns, a non-exclusive roadway easement and right-of-way, being twenty-five feet (25') wide, together with variable-width segments as shown, over, across, and upon the Grantor's property, as shown and delineated on the above-referenced Plat as "Portion of 25' Wide Roadway Easement Hereby Created", which Plat is hereby incorporated by reference as if fully set forth herein (the "New Roadway Easement").

The New Roadway Easement shall be used for ingress, egress, and access, including vehicular and pedestrian travel, for the same usage and purpose as the originally granted easements referred to hereinabove.

Also depicted on said Plat and described as "Variable Width Roadway Easement Hereby Created Serving Lake's Other Property" is an additional easement not being granted herein to the Town of Front Royal. This easement is intended to serve Tax Map No. 12-41-1.

2. VACATION OF EXISTING EASEMENT (PARTIAL)

Grantor, with the consent, acknowledgement and permission of Grantee herein, does hereby vacate, release, and extinguish, and Grantee does hereby relinquish, that portion of the existing twenty-five foot (25') wide roadway easement serving the Town of Front Royal as is shown hatched and labeled "HEREBY VACATED" on the Plat (the "Vacated Easement Area").

This vacation is partial only, and all portions of the prior roadway easement not expressly shown as vacated on the Plat shall remain in full force and effect.

3. CONSTRUCTION AND IMPROVEMENT OBLIGATIONS

Grantor shall be solely responsible, at Grantor's cost and expense, for:

- a. Construction of the new roadway within the New Roadway Easement in accordance with applicable Town of Front Royal standards, if any, and in conformity with VDOT standards and

- specifications as to the new commercial entrance connecting with the public right of way;
- b. All grading, surfacing, drainage, and stabilization required to provide a reasonably passable roadway; and
 - c. Restoration of the Vacated Easement Area to a condition consistent with Grantor's intended use of the property.

Nothing herein shall be construed as obligating the Grantee to construct or improve the roadway.

4. MAINTENANCE AND REPAIR

Grantor shall be responsible for ongoing maintenance and repair of the roadway within the New Roadway Easement, including removal of obstructions, repair of surface failures, and maintenance of drainage structures, unless and until the Town of Front Royal formally accepts said roadway for public maintenance by separate written instrument. Nothing herein shall affect the rights of the Grantee to maintain the area of its easement, however, both the portions originally granted, and the New Roadway Easement.

5. NON-EXCLUSIVITY

The rights conveyed herein are non-exclusive. Grantor reserves the right to use the New Roadway Easement so long as such use does not unreasonably interfere with Grantee's rights of access.

6. RUNNING WITH THE LAND

This Deed of Easement and Right-of-Way shall run with the land and be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, and assigns.

7. RECORDATION

Grantor and Grantee authorize and direct that this instrument, together with the referenced Plat, be recorded among the Land Records of Warren County, Virginia.

[Rest of page left intentionally blank; signatures on the following page(s).]

WITNESS the following signatures and seals:

_____(SEAL)
ROBERT C. LAKE

_____(SEAL)
VIVIAN ANN LAKE

STATE/Commonwealth of _____;
City/County of _____;

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Robert C. Lake and Vivian Ann Lake.

[Rest of page left intentionally blank; additional signatures on the following page.]

WITNESS the following signatures and seals:

ACCEPTED and ACKNOWLEDGED:
TOWN OF FRONT ROYAL, VIRGINIA

By: _____ (SEAL)

_____, _____

STATE/Commonwealth of _____;
City/County of _____:

The foregoing instrument was acknowledged before me this _____ day of _____,
2026, by _____, _____, for the Town of Front Royal,
Virginia.

NOTARY PUBLIC

My commission expires: _____

My commission number: _____

SCALE: 1" = 40'	DATE: DECEMBER 31, 2025	PREPARED BY: PIONEER LAND SURVEYS PLC P.O. BOX 1012, FRONT ROYAL, VA 22630 PH 540-631-0700
SHEET: 1 OF 1	ORIGINAL PAPER SIZE: 8.5" x 14"	

2. NO TITLE REPORT WAS FURNISHED. THIS PROPERTY IS SUBJECT TO ANY ADDITIONAL EASEMENTS THAT MAY NOT BE SHOWN HEREON.

3. ZONED: (A) AGRICULTURAL



LINE	BEARING	DISTANCE
L1	S 83°39'19" W	34.41'
L2	N 10°36'43" W	25.62'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	75.00'	37.84'	37.44'	S 55°13'50" W	28°54'33"
C2	50.00'	25.23'	24.96'	N 55°13'50" E	28°54'33"



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 8, 2026

Item: 2C

Agenda Item: Deed of Easement from Baugh Dr. LLC to the Town for a 20' Public Waterline Easement Serving Lot 6, Stephens Industrial Park (Tax Map No. 5C-6)

Summary: It is proposed that the Town accept, pursuant to Virginia Code §§ 15.2-1800 and 15.2-1803, a Deed of Easement from Baugh Dr. LLC conveying a twenty-foot (20') permanent public waterline easement and right-of-way across a portion of Lot 6, Stephens Industrial Park, identified as Tax Map No. 5C-6, located in the North River District of Warren County, Virginia. Following the construction of the waterline facilities by Baugh Dr. LLC and acceptance into the Town system, the easement in favor of the Town will allow for the installation, operation, maintenance, repair, inspection, and replacement of public water infrastructure necessary to provide water service to the property. The proposed Deed of Easement, together with the associated easement plat and site plan, is provided for Council review. The deed and survey are attached.

Budget/Funding: N/A

Staff Recommendation: Staff recommends that Council approve and accept the Deed of Easement, pursuant to Virginia Code §§ 15.2-1800 and 15.2-1803, from Baugh Dr. LLC conveying a twenty-foot (20') permanent public waterline easement and right-of-way to the Town of Front Royal over a portion of Lot 6, Stephens Industrial Park, Tax Map No. 5C-6.

PREPARED BY:
Bryan H. Guidash, VSB No, 32844
Walsh, Colucci, Lubeley & Walsh P.C.
4310 Prince William Parkway, Suite 300
Prince William, VA 22192

Tax Map No. 5C 6

PREPARED WITHOUT BENEFIT OF TITLE EXAMINATION

DEED OF EASEMENT

THIS DEED OF EASEMENT is made and entered into this 14th day of April, 2026, by and between **BAUGH DR. LLC**, a Virginia limited liability company ("Grantor") (to be indexed as GRANTOR); and the **TOWN OF FRONT ROYAL, VIRGINIA**, a Virginia municipal corporation, whose address is Post Office Box 1560, Front Royal, Virginia, 22630 ("Town") (to be indexed as GRANTEE).

WITNESSETH:

WHEREAS, Grantor is the owner of a parcel of land located in North River District, Warren County, Virginia, known as Lot 6, Stephens Industrial Park, and identified with Tax Map No. 5C 6 (the "Property"), having acquired the Property by special warranty deed recorded as Instrument Number 240001080 among the land records of Warren County, Virginia, said Property being more particularly shown and depicted upon the plat attached hereto and made a part of this instrument as **Exhibit "A"**, entitled "Water Easement Plat Lot 6 Stephens Industrial Park North River Magisterial District, Warren County, Virginia", prepared by Charles P. Johnson & Associates, Inc. and dated October 15, 2024 (the "Plat"); and

WHEREAS, the Grantor wishes to grant and convey unto the Town a 20' permanent waterline easement and right-of-way for the installation and maintenance of water lines onto, over, and through the aforesaid areas, more particularly described as "20' WATER EASEMENT

HEREBY GRANTED” as shown on the Plat, and as further described as 20’ WATER ESMT.” as shown on sheet 13 of the site plan entitled “SITE PLAN LAYOUT LOT 5C 6 BAUGH DRIVE SITE PLAN NORTH RIVER MAGISTERIAL DISTRICT WARREN COUNTY, VIRGINIA” dated March 2024, and prepared by Brian R. Thomas, Professional Engineer, Charles P. Johnson & Associates, Inc. (the “Site Layout Plan”)], attached hereto and made a part of this instrument as **Exhibit “B”**.

WITNESSETH:

That for and in consideration of the sum of ONE AND 00/100 DOLLAR (\$1.00), cash in hand paid by the Town to the Grantor, the receipt of which is hereby acknowledged, the Grantor grants and conveys unto the Town, its successors and assigns, the following rights in the Property, to-wit:

The privilege, easement, and right-of-way in perpetuity to construct, lay, maintain, repair, inspect, improve, and operate within the easement and right-of-way of varying widths herein described and referred to, mains, works, and systems for the operation of utilities over, upon, across, and under the Property referred to as a “20’ WATER EASEMENT HEREBY GRANTED” as shown on Sheet 4 of the Plat.

This easement and right-of-way shall be for the construction, installation, inspection, repair, and maintenance of mains, works, and systems for the transmission of water, including, but not limited to, water meters and water meter vaults (herein “Facilities”), over, across, and under the Property, with the location and width of said easement and right-of-way as shown on the Plat and Site Layout Plan.

There is also hereby conveyed rights-of-way of ingress, egress, and access over, upon, and across the Property to the above-described easement for the purpose of allowing access to the

Facilities located thereon by the employees, agents, and contractors of the Town.

The further terms and conditions of this grant are as follows:

a. That the Town may (but is not required to) trim, cut, remove, and keep clear all trees, limbs, undergrowth, and any other obstructions, within the said easement and right-of-way, that may in any manner, in the Town's sole judgment, endanger or interfere with the proper and efficient operation of the Facilities, and the Town shall have all such other rights and privileges as are reasonably necessary or convenient for the full enjoyment and use of the easement and right-of-way herein granted for the aforesaid purpose. Nothing contained herein shall be construed to require the Town to install, repair or maintain any portion of any water service laterals providing utilities to any improvements located on the Property.

b. The granting of the easement and right-of-way herein described neither expressly or impliedly constitutes any payment, nor the waiver of any obligation for the payment, by the Grantor or its successors or assigns, or any cut-in fee or charge, tax, assessment or other charge or obligation whatsoever now due or heretofore due or hereafter to become due and payable to the Town or any person, firm or other corporation whatsoever.

c. That the Town will exercise reasonable care to protect the Property from damage or injury occasioned in the enjoyment of the easement and right-of-way herein granted, and to promptly repair the said Property or reimburse the Grantor for any property damaged beyond repair.

d. That, if the Town does cut or fell any brush, undergrowth or trees, or should excavations be carried on pursuant to this easement and any large-sized rocks or boulders are unearthed and are not buried in said excavation, such brush, undergrowth, trees, large-sized rocks and boulders shall, at the expense of the Town, be removed from the Property.

e. Once constructed and installed, the Facilities shall become the property of the Town,

and Grantor shall have no right, title, interest, estate or claim whatsoever in Facilities by virtue of the rights conveyed herein.

f. The easement is non-exclusive.

g. Facilities installed pursuant to this easement shall be underground, except for manhole and vault covers which shall be flush with adjacent grade except as is otherwise consistent with best practices or as shown on plans approved by Grantor.

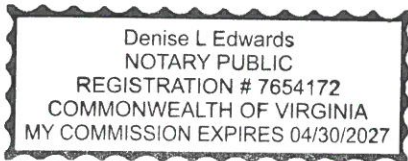
h. Grantor retains the right to use the surface areas of such encumbered Property for any use not inconsistent with the rights granted to the Town.

i. Grantor reserves the right to require the Town to relocate its Facilities to another location on the affect Property, subject to the conveyance of a similar easement and right-of-way, all at the cost and expense of Grantor.

[Signature Pages Follow]

WITNESS the following signatures and seals:

GRANTOR:



BAUGH DR. LLC,
a Virginia limited liability company

By: [Signature] (SEAL)

Name: William M. Smith

Title: owner

STATE OF Virginia
COUNTY OF Prince William, to-wit:

I, the undersigned, a Notary Public in and for the State and County aforesaid, do hereby certify that William M. Smith, owner of BAUGH DR. LLC, a Virginia limited liability company, personally appeared before me this 14 day of April, 2026, and acknowledged that he is the owner of BAUGH DR. LLC, a Virginia limited liability company, and that by authority duly given, he executed the foregoing instrument on behalf of BAUGH DR. LLC, a Virginia limited liability company, for the purposes stated in such instrument and he is personally known to me.

Given under my hand this 14th day of April, 2026.

My commission expires: 4/30/2027.

Notary Registration No.: 7654172

[Signature: Denise L. Edwards]
NOTARY PUBLIC

I was commissioned as
Denise L. Edwards

The foregoing Deed of Easement is hereby accepted by the Town of Front Royal, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Town of Front Royal, by Resolution adopted by the Town Council on _____, 2026.

WITNESS the following signatures and seals:

TOWN OF FRONT ROYAL, VIRGINIA

By: _____ (SEAL)
LORI A. COCKRELL, MAYOR

ATTEST:

_____ (SEAL)
Clerk of Council
Town of Front Royal, Virginia

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, TO-WIT:

I, the undersigned, a Notary Public in and for the State and County aforesaid, do hereby certify that Lori A. Cockrell, Mayor of the Town of Front Royal, Virginia, whose name is signed to the foregoing Deed of Easement, dated the _____ day of _____, 2026, has this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this _____ day of _____, 2026.

My Commission Expires: _____.
Notary Registration No.: _____.

_____ (SEAL)
NOTARY PUBLIC

APPROVED AS TO FORM:

_____ (SEAL)
Town Attorney
Town of Front Royal, Virginia

Exhibit “A”

Plat

See attached.

Exhibit “B”

Site Plan Layout

See attached.

BOUNDARY &
ADJOINING
PROPERTIES

LOT 1
STEPHENS INDUSTRIAL PARK
TAX MAP: #5C 1
S67°35'33"E 684.15'

LOT 5
STEPHENS
INDUSTRIAL PARK
TAX MAP: #5C 5

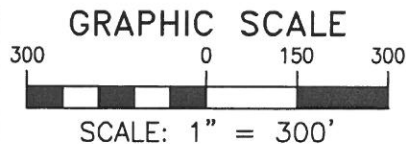
LOT 6
STEPHENS INDUSTRIAL PARK
TAX MAP: #5C 6
ZONE: INDUSTRIAL

LOT 7
STEPHENS
INDUSTRIAL PARK
TAX MAP: #5C 7

N/F
SYSCO
MERCHANDISING
& SUPPLY
TAX MAP: #12 85

SUCCESS
ROAD
ROUTE #675
(30' PRESCRIPTIVE
EASEMENT)

BAUGH DRIVE
ROUTE #93-702
(VARIABLE WIDTH RIGHT-OF-WAY)



CURVE TABLE						
CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CH. BEARING
C1	12°18'32"	219.75'	47.21'	23.70'	47.12'	N83°27'58"W
C2	24°20'25"	905.00'	384.46'	195.17'	381.58'	N89°28'55"W

WATER EASEMENT PLAT
LOT 6
STEPHENS INDUSTRIAL PARK
NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA
DATE: OCTOBER 15, 2024 SCALE: 1"=300' SHEET 1 OF 5

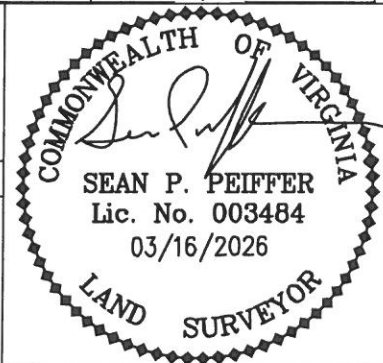
CPJ
Associates

Charles P. Johnson & Associates, Inc.

Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors

3959 Pender Dr., Ste. 210 Fairfax, VA 22030 703-385-7555 Fax: 703-273-8595

www.cpja.com • Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • College Park, MD • Frederick, MD • Fairfax, VA



NOTES & INDEX

NOTES:

1. LOT 6 IS IDENTIFIED BY WARREN COUNTY TAX MAP #5C 6, ZONED INDUSTRIAL, AND WAS ACQUIRED BY BAUGH DR. LLC, FROM INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA BY DEED DATED MARCH 20, 2024, AND RECORDED IN INSTRUMENT #240001080 IN THE LAND RECORDS OF WARREN COUNTY, VIRGINIA.
2. NO TITLE REPORT FURNISHED.
3. ALL PREVIOUSLY RECORDED RIGHTS OF WAY, EASEMENTS OR OTHER INTEREST OF THE COUNTY REMAIN IN FULL FORCE AND EFFECT UNLESS OTHERWISE NOTED ON THIS PLAT.
4. BOUNDARY INFORMATION TAKEN FROM A FIELD RUN BOUNDARY SURVEY BY CHARLES P. JOHNSON & ASSOCIATES COMPLETED DECEMBER 4TH, 2023.

WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK
NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

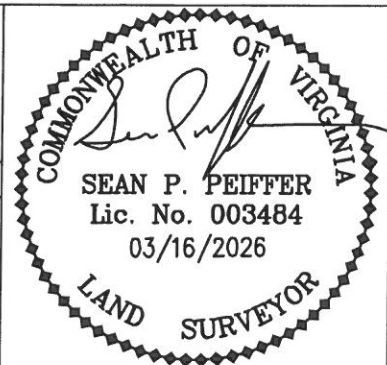
DATE: OCTOBER 15, 2024 SCALE: N/A SHEET 2 OF 5

CPJ
Associates

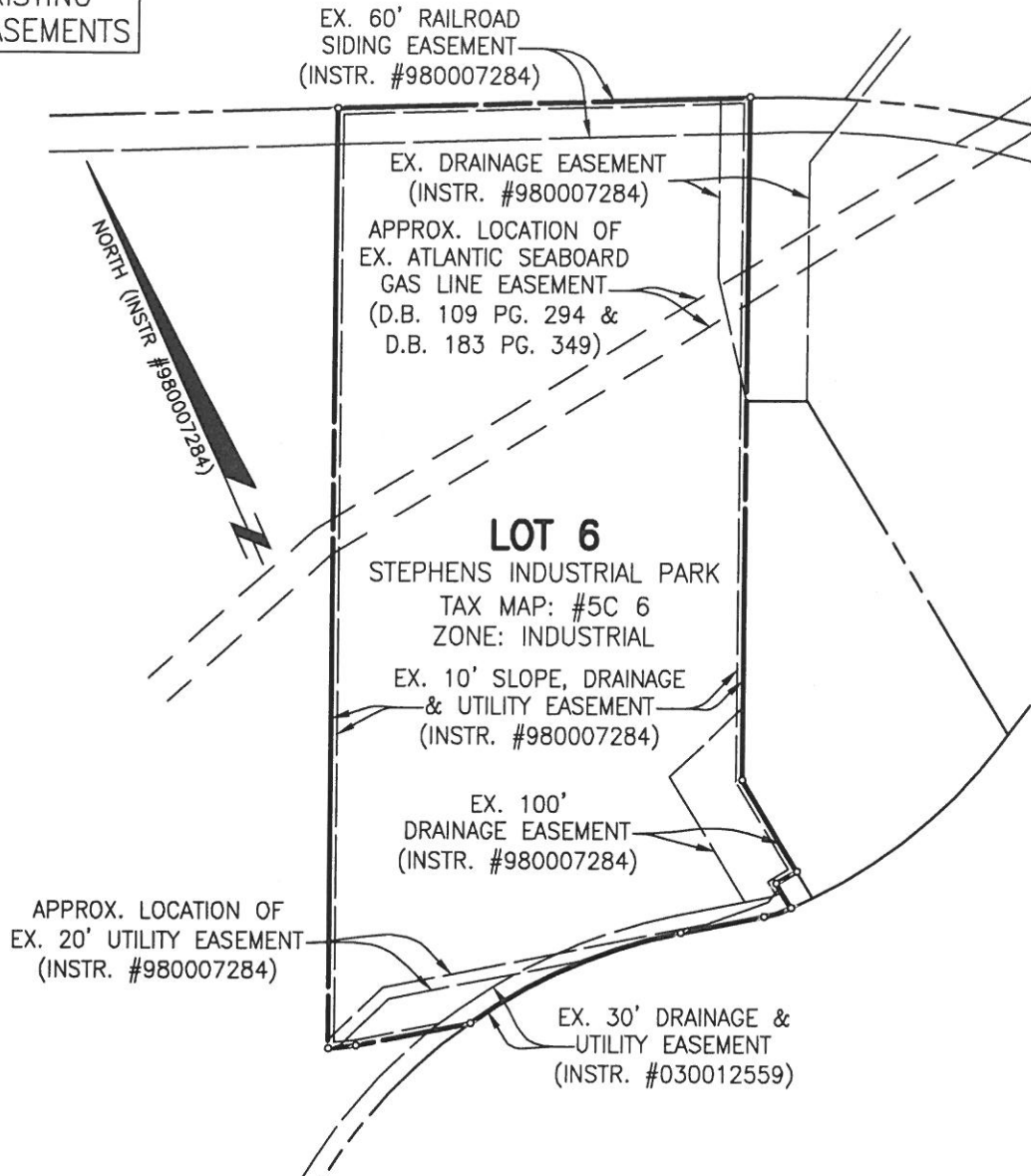
Charles P. Johnson & Associates, Inc.

Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors

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**EXISTING
EASEMENTS**



WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024 SCALE: 1"=300' SHEET 3 OF 5

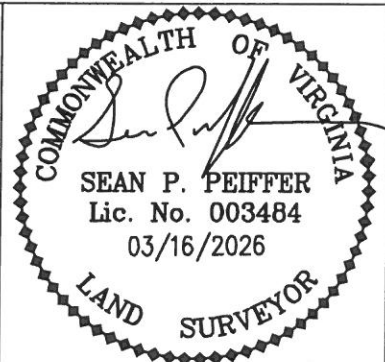
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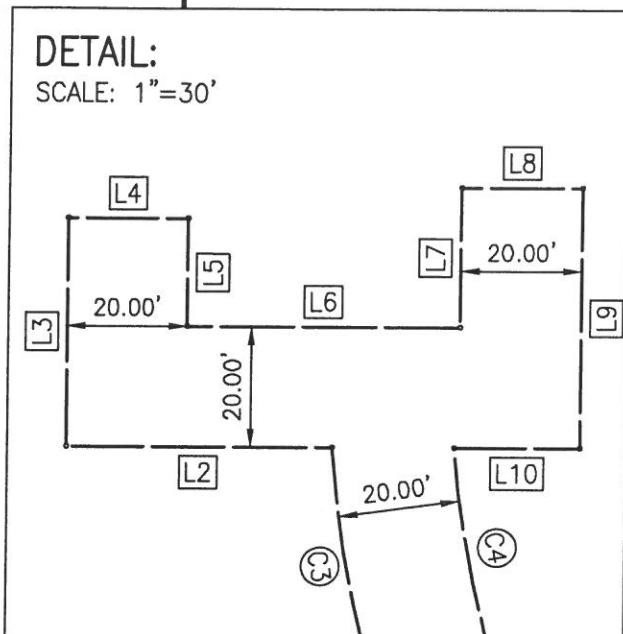
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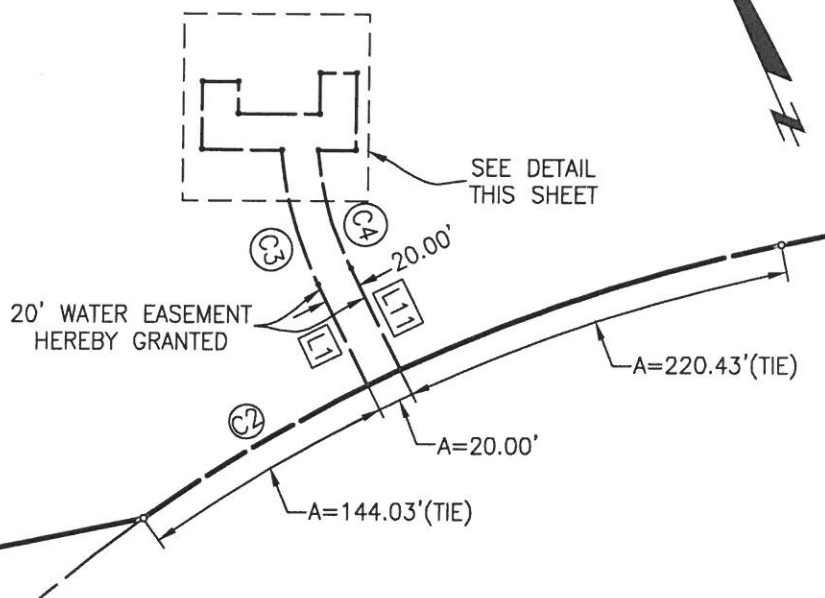


DETAIL:
SCALE: 1"=30'



LOT 6

ZONE: INDUSTRIAL



WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024 SCALE: 1"=100' SHEET 4 OF 5

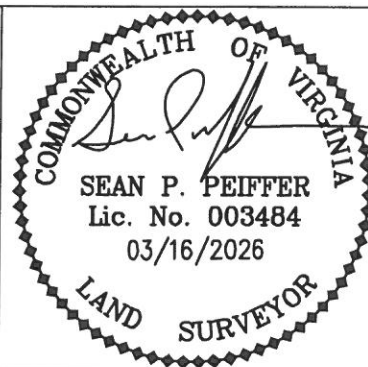
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WATER EASEMENT
LINE & CURVE TABLES

CURVE TABLE						
CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CH. BEARING
C2	24°20'25"	905.00'	384.46'	195.17'	381.58'	N89°28'55"W
C3	22°03'56"	202.50'	77.99'	39.48'	77.51'	N8°39'27"E
C4	21°34'13"	182.50'	68.71'	34.76'	68.30'	S8°24'35"W

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	N2°22'31"W	62.60'
L2	N65°48'05"W	44.13'
L3	N24°11'55"E	37.99'
L4	S65°48'05"E	20.00'
L5	S24°11'55"W	17.99'
L6	S65°48'05"E	45.00'
L7	N24°11'55"E	23.31'
L8	S65°48'05"E	20.00'
L9	S24°11'55"W	43.31'
L10	N65°48'05"W	20.80'
L11	S2°22'31"E	62.76'

WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024

SCALE: N/A

SHEET 5 OF 5

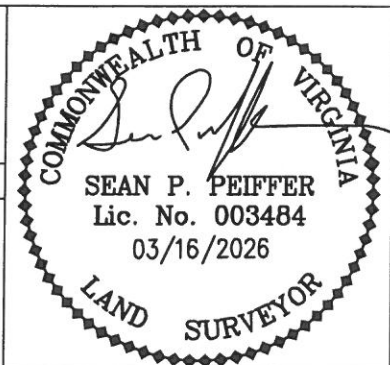
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BOUNDARY &
ADJOINING
PROPERTIES

LOT 1
STEPHENS INDUSTRIAL PARK
TAX MAP: #5C 1
S67°35'33"E 684.15'

LOT 5
STEPHENS
INDUSTRIAL PARK
TAX MAP: #5C 5

LOT 6
STEPHENS INDUSTRIAL PARK
TAX MAP: #5C 6
ZONE: INDUSTRIAL

LOT 7
STEPHENS
INDUSTRIAL PARK
TAX MAP: #5C 7

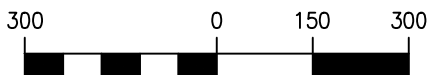
LOT 8
STEPHENS
INDUSTRIAL PARK
TAX MAP: #5C 8

N/F
SYSCO
MERCHANDISING
& SUPPLY
TAX MAP: #12 85

SUCCESS
ROAD
ROUTE #675
(30' PRESCRIPTIVE
EASEMENT)

BAUGH DRIVE
ROUTE #93-702
(VARIABLE WIDTH RIGHT-OF-WAY)

GRAPHIC SCALE



SCALE: 1" = 300'

CURVE TABLE						
CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CH. BEARING
C1	12°18'32"	219.75'	47.21'	23.70'	47.12'	N83°27'58"W
C2	24°20'25"	905.00'	384.46'	195.17'	381.58'	N89°28'55"W

WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024 SCALE: 1"=300' SHEET 1 OF 5

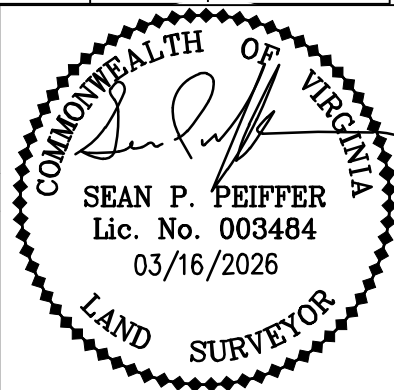
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NOTES & INDEX

NOTES:

1. LOT 6 IS IDENTIFIED BY WARREN COUNTY TAX MAP #5C 6, ZONED INDUSTRIAL, AND WAS ACQUIRED BY BAUGH DR. LLC, FROM INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA BY DEED DATED MARCH 20, 2024, AND RECORDED IN INSTRUMENT #240001080 IN THE LAND RECORDS OF WARREN COUNTY, VIRGINIA.
2. NO TITLE REPORT FURNISHED.
3. ALL PREVIOUSLY RECORDED RIGHTS OF WAY, EASEMENTS OR OTHER INTEREST OF THE COUNTY REMAIN IN FULL FORCE AND EFFECT UNLESS OTHERWISE NOTED ON THIS PLAT.
4. BOUNDARY INFORMATION TAKEN FROM A FIELD RUN BOUNDARY SURVEY BY CHARLES P. JOHNSON & ASSOCIATES COMPLETED DECEMBER 4TH, 2023.

WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024 SCALE: N/A SHEET 2 OF 5

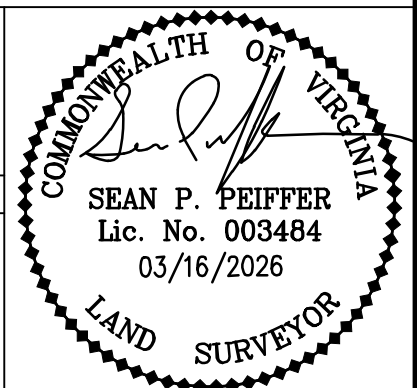
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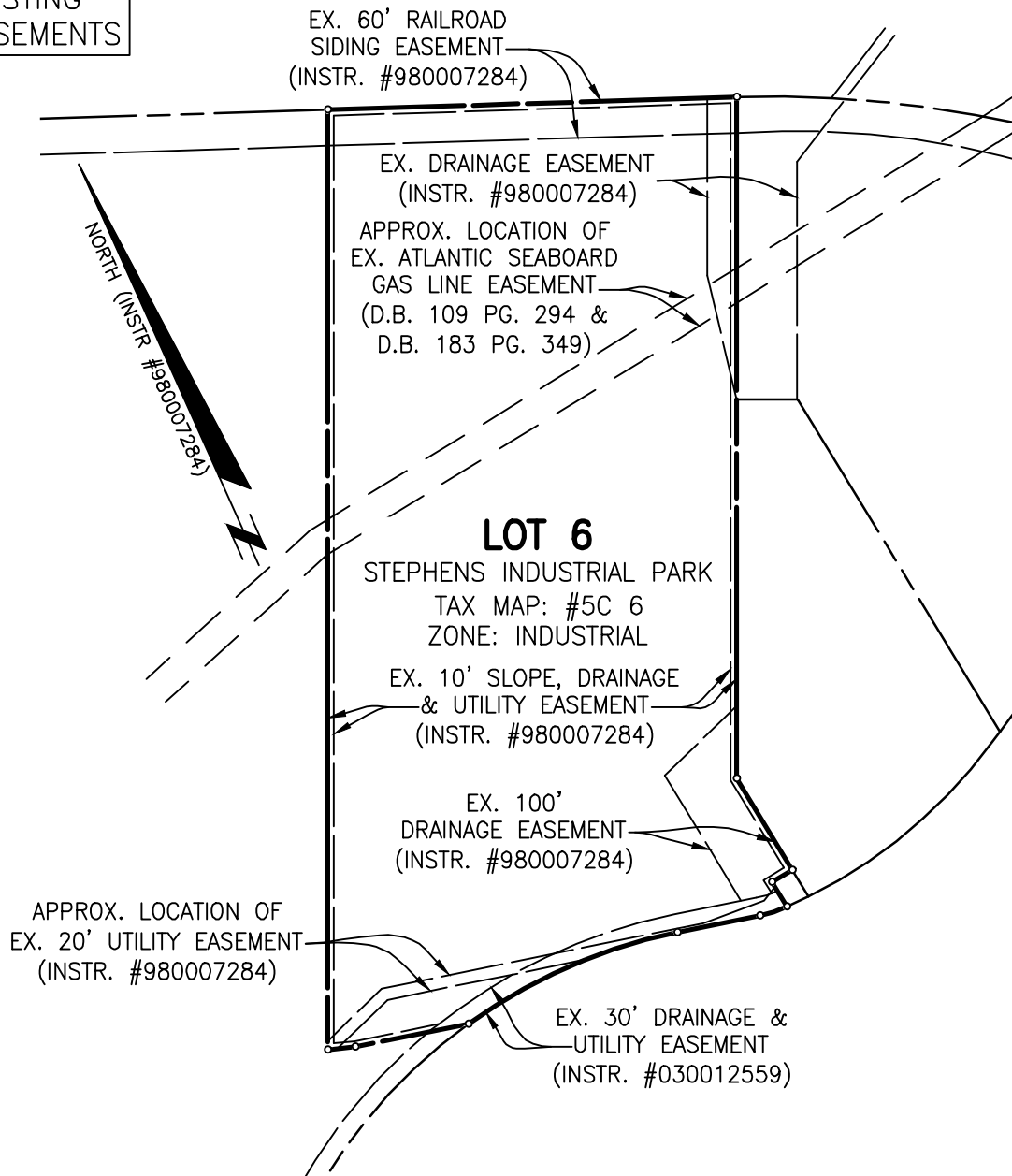
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EXISTING
EASEMENTS



WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

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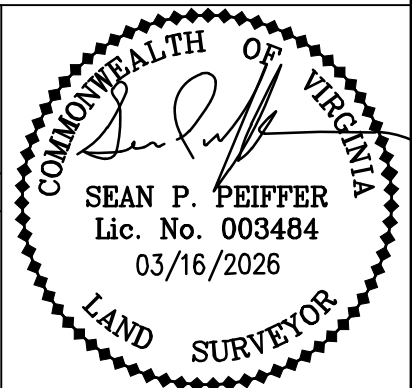
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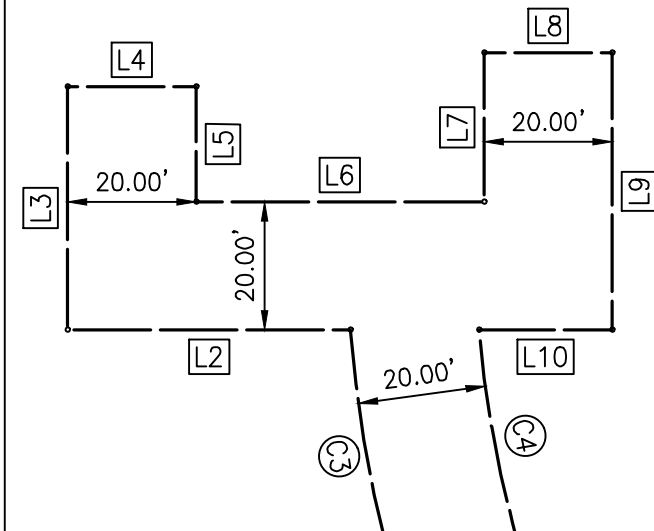
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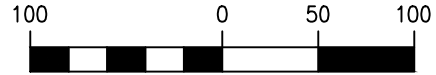
WATER EASEMENT

DETAIL:

SCALE: 1"=30'

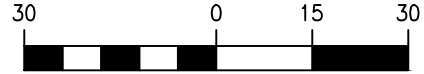


GRAPHIC SCALE



SCALE: 1" = 100'

GRAPHIC SCALE



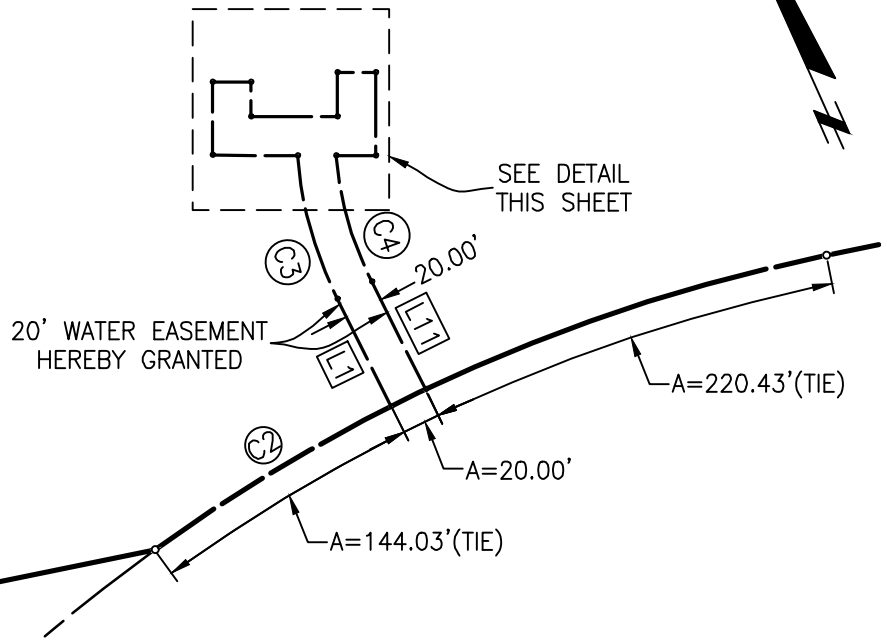
SCALE: 1" = 30'

LOT 6

STEPHENS INDUSTRIAL PARK

TAX MAP: #5C 6

ZONE: INDUSTRIAL



WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024 SCALE: 1"=100' SHEET 4 OF 5

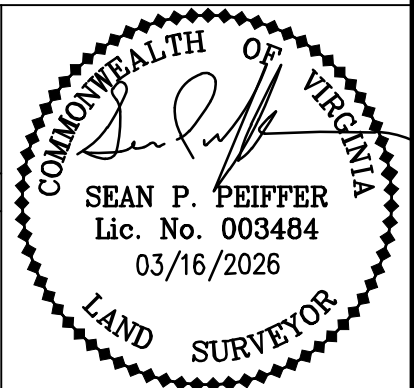
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WATER EASEMENT PLAT
LOT 6

STEPHENS INDUSTRIAL PARK

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

DATE: OCTOBER 15, 2024 SCALE: N/A SHEET 5 OF 5

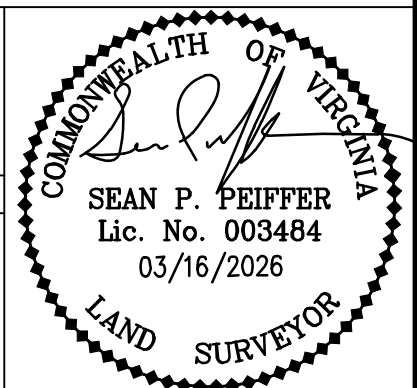
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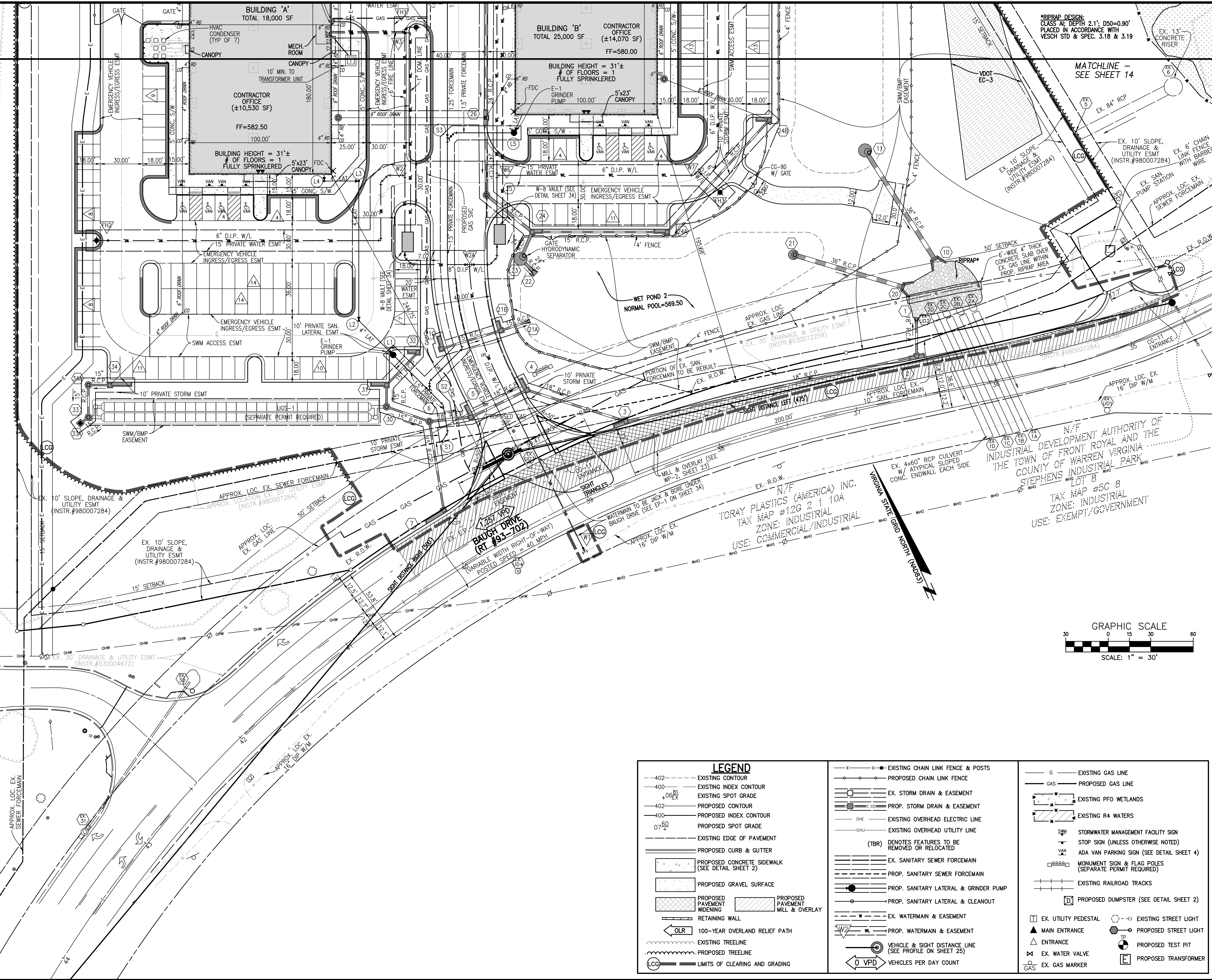
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N/F
SYSCO MERCHANDISING & SUPPLY
TAX MAP #13 BS
ZONE INDUSTRIAL
USE: COMMERCIAL/INDUSTRIAL



SITE LAYOUT PLAN

**LOT 5C 6 BAUGH DRIVE
SITE PLAN**

NORTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA

NO.	DATE	REVISION	PRIOR	TO	APPROVAL
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 Associates
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[illegible]

REVIEWS		BT
6	6	

Attached Xrefs: 00-K0500/00-K0700/SEAL / I EGEND/00-K0600/VBEE-B0301 /SIGNATURE DATE



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 8, 2026

Item: 2D

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

Work session discussions were held on January 12, February 9, March 2, 2026; and a Public Hearing was held on March 23, 2026, referring the item back to a work session.

Below are “approximate” numbers of expenses and fees from 2025.

Event Applications: 38

Current Fee: \$5,700.00

Police: \$12,903.48

Public Works: \$14,612.97

Energy Services: \$8,737.88

Town Total Expenses: \$36,254.33

Approx. New Fees for 38 Events: \$14,430.00

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any questions or concerns then move forward.

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 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.

D. Event organizers for parades or racecourses may propose other means of notification to be approved the Special Event Committee. Examples may include public signage or advertisements.

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 PROPERTY¹~~

~~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 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.~~

~~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.~~

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 - ~~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;~~
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- ~~4. When otherwise required in the interest of public health, safety and welfare or environmental considerations.~~

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~~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.~~

~~Chapter 72-~~

~~SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY¹~~

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COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 8, 2026

Item: 2E

Agenda Item: Commitment for VDOT STARS Study

Summary: The Town of Front Royal has been in communication with VDOT regarding the potential for a Strategically Targeted Affordable Roadway Solutions (STARS) Program to be conducted in Town. VDOT will be meeting with the Central Office request study funding. The funding request will need to include a commitment from the Town that we are willing to seek funding for one or more recommendations that come out of the study. If selected, the study kickoff would occur something in the summer or fall.

Attached is a project scope map and STARS Informational Memorandum

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any questions or concerns to move forward.

VIRGINIA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION AND MOBILITY PLANNING DIVISION
INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

General Subject	Strategically Targeted Affordable Roadway Solutions (STARS) Program
Number	IIM-TMPD-3.1
Specific Subject	The STARS Program is designed to develop comprehensive and innovative multimodal transportation solutions to address congestion and safety challenges in the Commonwealth. This policy memorandum outlines the process for evaluating needs and developing recommendations under the STARS Program.
Date	3/3/2025
Supersedes	IIM-TMPD-3.0
Approval	Ben Mannell

EFFECTIVE DATE

This guidance is effective on the date of the signed approval above.

Important Abbreviations and Definitions

Abbreviations

AMP Arterial Management Plan	SPR Statewide Planning and Research
CEWB Cost Estimating Workbook	STARS Strategically Targeted Affordable Roadway Solutions program
CMAQ Congestion Mitigation and Air Quality	SWG Study Work Group
DRPT Department of Rail and Public Transportation	SYIP Six-Year Improvement Program
FHWA Federal Highway Administration	TAP Transportation Alternatives Program
HSIP Highway Safety Improvement Program	TOD Traffic Operations Division
iCAP Intersection and Interchange Control Assessment Program	TOSAM Traffic Operations and Safety Analysis Manual
IIM Instructional and Informational Memorandum	TMPD Transportation and Mobility Planning Division
MPO Metropolitan Planning Organization	TIP Transportation Improvement Program
P4P Pathways for Planning	TTI Travel Time Index
PDC Planning District Commission	V/C Volume-to-capacity ratio
PSI Potential for Safety Improvement	VDOT Virginia Department of Transportation
RSTP Regional Surface Transportation Program	VTRANS Virginia Statewide Transportation Plan

Definitions

Central Office Conceptual Planning Staff: The Central Office Conceptual Planning Staff is responsible for supporting the STARS program and selecting studies based on the corridor identification process in coordination with VDOT District Planning Managers. The Central Office Conceptual Planning Staff provides administrative oversight of the consultants working on STARS planning studies. In addition, the Central Office Conceptual Planning Staff provides essential technical data for each study, including traffic volumes, travel time index, volume/capacity ratios, and future traffic growth rates. The Central Office Conceptual Planning Staff is responsible for reviewing and approving traffic forecasting on all National Highway System (NHS) roadway, as per TMPD-IIM-7.1. The Central Office Conceptual Planning Staff also coordinates the development of all online public input surveys during the STARS study.

Framework Document: This document defines the study roles and responsibilities for VDOT, localities, and consultants. It includes the requirements for public involvement and a commitment from the locality to apply, as appropriate, for transportation funding for implementing recommended STARS improvements.

Locality: A "Locality" or "local government" means a county, city, or town as defined in the Code of Virginia § 15.2-102.

Planning Studies: This term includes all activities to collect and analyze information and data, determine needs, evaluate transportation alternatives, identify solutions, and estimate the costs for transportation improvements. This includes any activities prior to the assignment of a project's unique project code (UPC). For the purposes of this IIM, planning studies refer to any study that is conducted or administered by VDOT.

Public: This term refers to residents and other stakeholders who may have a vested interest in the planning study and its recommendations.

Stakeholder: This term includes residents, property owners, business owners, elected leaders, homeowners' associations, civic groups, advocates for transportation modes, and people who regularly use the transportation corridor and may be impacted by the proposed transportation improvement.

STARS Program Manager: The STARS Program Manager (i.e., the TMPD Conceptual Planning Program Manager) is the lead TMPD point of contact for STARS and the general STARS study process. The Program Manager provides administrative oversight of the on-call consultants who perform work on STARS planning studies and leads TMPD's involvement in the overall STARS process.

STARS Study Project Manager: The VDOT employee designated to manage a STARS planning study from inception to completion. The STARS Study Project Manager will work with VDOT district staff, the city, town, and/or county, consultant(s), and others to develop the framework document and study deliverables. The Study Project Manager is responsible for ensuring that: (1) the study addresses the identified needs; and (2) the work proceeds on time and within budget. The STARS Study Project Manager is typically the VDOT District Planning Manager. In some cases, the role could be assigned to another VDOT District staff member or a TMPD staff member depending on the study.

PURPOSE AND OVERVIEW

The purpose of the Strategically Targeted Affordable Roadway Solutions (STARS) Program is to provide a continuous stream of transportation improvement recommendations that are eligible for programming and funding in the VDOT Six-Year Improvement Program (SYIP). The objective of the STARS Program is to develop comprehensive and innovative multimodal transportation solutions that address safety and congestion challenges in the Commonwealth.

STARS, led by the VDOT Transportation and Mobility Planning Division (TMPD), brings together planners, traffic engineers, environment specialists, roadway design engineers, and local stakeholders to collaboratively identify safety and congestion issues from which potential improvement projects can be developed. STARS studies can include spot intersection safety or operational studies, corridor studies, interchange studies, multimodal studies, and conceptual design, or a combination of two or more types of studies.

ROLES AND RESPONSIBILITIES

TMPD is responsible for overseeing the STARS Program and helping guide each STARS study team throughout the life of the study. The STARS Program Manager (i.e., the TMPD Conceptual Planning Program Manager) is the lead point of contact for STARS and the general STARS study process. TMPD is responsible for selecting STARS studies based on the STARS corridor identification process in coordination with VDOT District Planning Managers. TMPD provides administrative oversight of the consultants who perform work on STARS planning studies. In addition to overseeing STARS, TMPD also provides supporting technical data for each study, such as traffic volumes, travel time index, volume/capacity ratios, and future traffic growth rates. Most of this information is provided in the TMPD Pathways for Planning (P4P) web application system.

While TMPD administers and supports the STARS Program, individual STARS studies are managed by VDOT District Planning Managers. Exceptions to the project management assignment are addressed on a case-by-case basis and need to be approved by the STARS Program Manager. The STARS Study Project Manager is responsible for overseeing the STARS study to ensure that proper policy and procedures are followed, including active participation by stakeholder members. The STARS Study Project Manager is responsible for coordination with all VDOT disciplines, and coordination with other stakeholders such as localities, Department of Rail and Public Transportation (DRPT), Metropolitan Planning Organization (MPOs), Planning District Commissions (PDCs), and the Federal Highway Administration (FHWA), as applicable. The STARS Study Project Manager also is responsible for coordinating with the consultant teams to keep the study on schedule and on budget.

Each STARS study consists of a Study Work Group (SWG) that includes, but is not limited to, VDOT district and Central Office representatives from Planning, Traffic Operations, Location and Design, Environmental, Residency(ies), and local (city and/or town) and regional (MPO and/or PDC) representatives. Other SWG members also could include other relevant VDOT divisions, transportation/transit agencies, and FHWA based on each individual STARS study's scope. The SWG also includes the on-call consultant that TMPD assigns for each STARS study to support in its development, per direction from the STARS Study Project Manager. The SWG will collaboratively work together to identify recommendations that address the needs identified in the STARS study. FHWA and other VDOT disciplines such as Structure and Bridge, and Right of Way should be called on to participate when needed. This partnership is illustrated in **Figure 1**.

The locality and/or regional representative are important stakeholders in the STARS study process as they will be responsible for communicating to local elected officials and the public during the study to help build consensus with the study recommendations. When a STARS study is initiated, the locality and/or regional representative will enter into an agreement with VDOT that expresses their intent to seek funding to implement the recommended improvements.

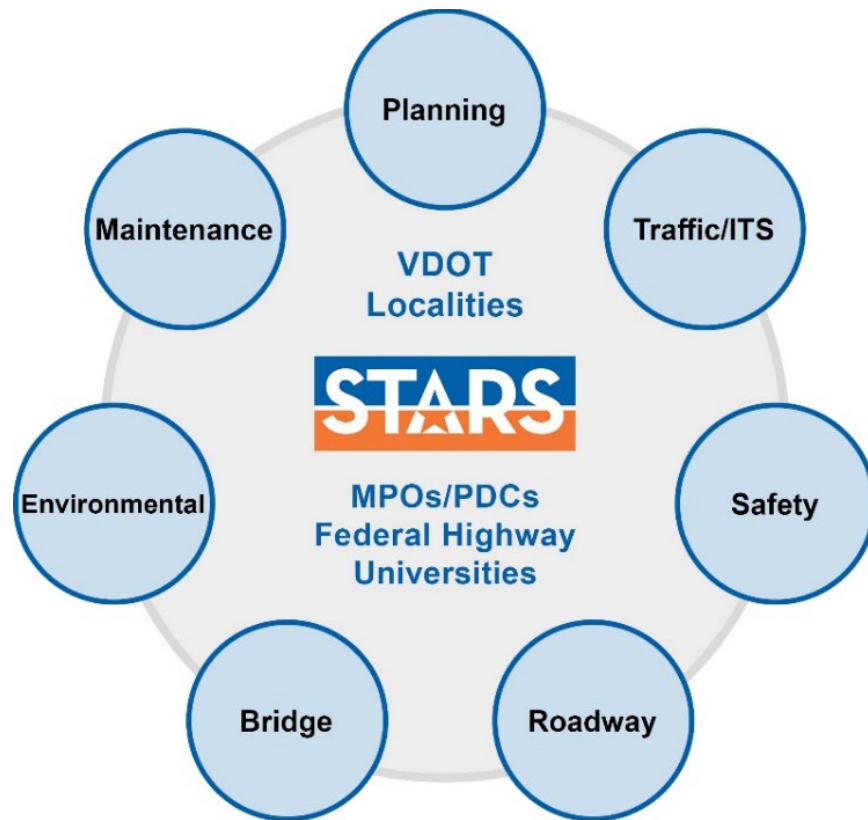


FIGURE 1 STARS STUDY STAKEHOLDERS

STARS PROCESS

STARS uses a multidisciplinary approach to continuously develop transportation improvement recommendations across the Commonwealth. This performance-based planning and data-driven process is used to identify multimodal needs of the transportation network and develops strategies to address those needs. By reviewing these needs, VDOT can actively identify and pursue transportation funding opportunities so that recommendations can be better positioned for inclusion in the SYIP. State Planning and Research (SPR) program funding from FHWA is typically used to fund the STARS studies. STARS is funded each year when planning funds are allocated to the annual planning work program. TMPD administratively coordinates the funding for planning work activities in each fiscal year.

The intent of the program is to produce recommended improvements that meet the eligibility and readiness requirements of various funding programs. These should be completed in accordance with potential funding source deadlines. The overall STARS cycle is shown in **Figure 2**, with the development of the STARS Study shown in **Figure 3**. The following sections details the components of the STARS process from potential study location identification to study completion and funding advancement.

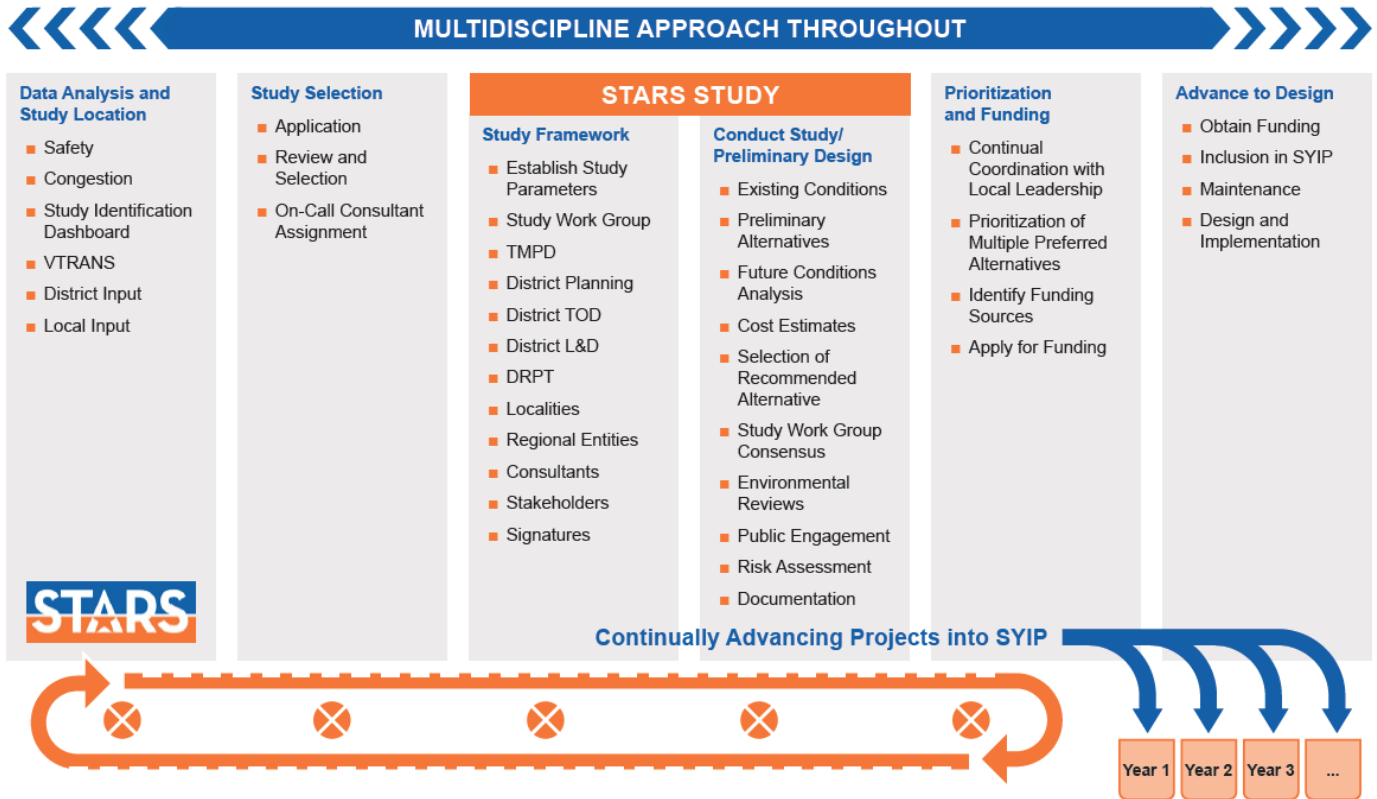


FIGURE 2. STARS CYCLE

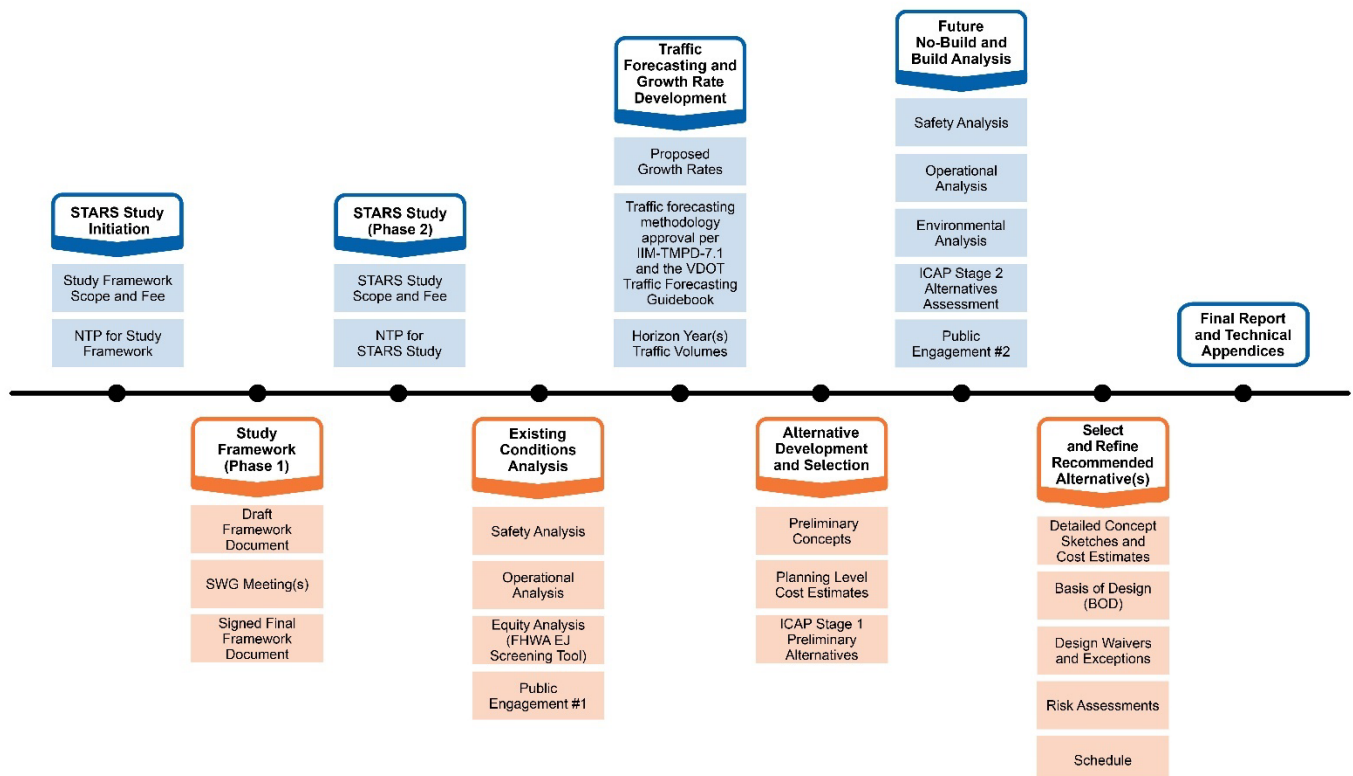


FIGURE 3. STARS STUDY PROCESS

Study Selection

Once TMPD finalizes the potential STARS study locations, each district will submit their prioritized STARS study applications for the transportation improvements they want to pursue for that cycle. Each district will prepare an application for each requested STARS study and submit to TMPD for review. If the requested study application is approved, the STARS Program Manager will assign an on-call consultant team to perform the study. The STARS Program Manager will coordinate with the STARS Study Project Manager and on-call consultant team to initiate the development of the STARS study framework document.

Framework Document

The STARS Study Project Manager will work with the on-call consultant to complete the VDOT Planning Study Framework Document Form (TMPD-002) in collaboration with the SWG. All STARS studies are required to have a completed and signed framework document form prior to initiating the full STARS study. The framework document form will outline critical study components, assumptions, and guides for the overall study process.

A kickoff meeting will be held with the STARS Study Project Manager, on-call consultant, and SWG to discuss the framework document form. Once the form is completed, the consultant team will submit it to SWG members for review and comment and then approval by the STARS Study Project Manager. The final framework document form must be signed by the following individuals or their designees:

- STARS Study Project Manager
- STARS Program Manager
- DRPT representative, if applicable
- Locality and/or regional representative(s)

It is a best practice to use available digital signature tools (such as DocuSign) to distribute the framework document and obtain the required signatures.

The framework document is intended to be a living document that serves as a guide and reference as the study progresses. If there are any agreed upon changes to the study or its parameters, the framework document should be updated and re-signed by the required parties (or their designee).

STARS Study

Following completion of the approved framework document, VDOT will engage in a separate scope of work document with the on-call consultant that adheres to the assumptions outlined in the framework document. The goal of the STARS study is to clearly identify the needs, develop potential improvements that address the needs, and identify recommendations in coordination with the SWG. The STARS study team should document all necessary information to support the identified need(s) for the study and the detailed process that will lead to the selection of a recommended alternative based on the approved framework document. SWG meetings should be held during the STARS study to review interim deliverables and reach consensus on study recommendations. Generally, the STARS study should:

- Describe the intent of the study that identifies the underlying need(s) and purpose of potential improvements
 - Define the location(s), type(s), and extent(s) of safety and/or congestion improvement need(s)
 - Document relevant information to define the study need(s) that could include, but is not limited to VTrans needs, Corridors of Statewide Significance (CoSS), local and/or regional plans, Urban Development Areas (UDA), regional transportation plans and networks, and PSI locations.
 - Document other previously completed transportation planning studies in the area, if applicable

- Summarize an inventory of the current geometrics, traffic control devices, crash data, and traffic volumes for the established study area
- Define any relevant construction projects that are underway, advertised, programmed, or planned that are relevant to the study
- Summarize information and data related to safety, congestion, and traffic operations based on procedures outlined in Traffic Operations and Safety Analysis Manual (TOSAM).
 - Traffic volumes (typically the AM and PM peak hours) and crash history (typically 5 years)
- Establish the study horizon year(s)
 - Develop future traffic volume projections based on the VDOT Traffic Forecasting Guidebook, IIM-TMPD-7.1, and approved Traffic Forecasting Growth Rate Approval Form (TMPD-001) when traffic forecasts are on the National Highway System (NHS) or when a travel demand model (TDM) is used
- Develop preliminary alternatives, along with planning level cost estimates, and complete an alternatives analysis based on IIM-TOD-397: Virginia Intersection and Interchange Control Assessment Program (iCAP) Policy and Guidance
 - Detailed analysis will generally be limited to a maximum of three alternatives. The planning level screening and decision matrix should be used to narrow the range of alternatives to conduct a more detailed analysis
- Select recommended alternatives that addresses the identified study needs
 - The recommended alternatives include detailed project sketches, risk assessments, conceptual cost estimates, and schedules
 - If a suite of recommended alternatives is recommended in the study, SWG should prioritize the implementation of the improvements based on independent utility and need
- Document any environmental considerations or resource reviews in accordance with current Environmental Justice analyses, as detailed in IIM-ED-714.2
- Develop conceptual cost estimates and schedule in accordance with the VDOT Cost Estimating Manual and Cost Estimating Workbook
- Complete public involvement in accordance with guidance in IIM-TMPD-4.1
- Prepare information to be used to populate SMART SCALE application(s) or other funding applications, as applicable

These tasks provide an overview of the STARS study process. While each STARS study should be developed based on its unique study characteristics, it is expected that these elements at a minimum are included in each study in accordance with VDOT standards and policies unless otherwise agreed upon by the STARS Program Manager.

Project Prioritization and Funding

Once the STARS study is complete, district staff should continue to work with VDOT, locality, and regional entity leadership to seek funding opportunities to encourage that study recommendations are advanced for implementation. If a suite of recommended alternatives is developed in the STARS study, the locality and/or regional entities should prioritize which projects or portions of projects are applicable to receive other funding sources based on independent utility and need. Ultimately, the locality or regional entity will be responsible for seeking funding for any recommended improvements that are developed in the STARS study.

Potential funding sources include, but are not limited to, SMART SCALE, the Virginia Highway Safety Improvement Program (VHSIP), State of Good Repair (SGR), Transportation Alternatives Program (TAP), Regional Surface Transportation Block Grant Program (STBG), Congestion Mitigation and Air Quality (CMAQ) Program, and Revenue Sharing. Localities also have the option to fund STARS improvements through regional or local funds.

REPORT AND DELIVERABLES

Study documents and deliverables should be developed in such a manner that they can be used in outreach to local boards, councils, and the public. Deliverables should be prepared using approved STARS templates and style guidelines. All applicable study documents and deliverables will be compliant with the Section 508 of the Rehabilitation Act of 1973. The final deliverable for the STARS study will be the report document and should follow the chapter outline provided below:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Data Collection and Inventory
- Chapter 3 – Existing Conditions Analysis
- Chapter 4 – Traffic Forecasting
- Chapter 5 – No-Build Conditions Analysis
- Chapter 6 – Concept Development and Screening
- Chapter 7 – Build Conditions Analysis
- Chapter 8 – Conceptual Design, Cost, and Schedule
- Chapter 9 – Project Implementation
- Supporting Appendices

Meeting materials (e.g., presentation slides, handouts) will be submitted to the STARS Study Project Manager for review and approval prior to the meeting. Meeting summaries for all project meetings should be submitted to SWG for their records.

Alternative concept sketches will be developed throughout the STARS study and will need different levels of detail depending on the stage of concept development. This process generally mirrors guidance in the VDOT iCAP process where Stage 1 and Stage 2 sketches are required to support the alternatives analysis. For a STARS study, the following levels of sketches will be produced throughout the study:

- Stage 1, Preliminary Alternative (i.e., Stage 1) sketches should be prepared during the initial concept development process to provide an understanding of the footprint of each potential alternative and identify right of way and utility impacts. Preliminary alternative sketches should be drawn to scale and illustrated on aerial imagery with allowed turning movements shown for each approach.
- Alternative screening (i.e., Stage 2) sketches should be prepared in more detail than what is shown in Stage 1 sketches since they are used to select the final recommended alternatives for the STARS study. Alternative assessment sketches also should be used during the public engagement process. Alternative assessment sketches should be drawn to scale using CAD software, illustrated on aerial imagery, and depict the allowed turning movements for each approach. In addition, each sketch should include the following information.

- Aerial imagery showing existing conditions
- All proposed improvements: clearly define all specific features, termini, location, lane configurations, and any bicycle or pedestrian elements
- Labels for all roads
- Storage and taper lengths (if applicable)
- Right of way (ROW) limits, parcel info, and impacted quantities
- Legend, scale, and north arrow
- Clearly note if there are improvements done by others (if applicable)

Following the development of the alternative assessment sketches, the study team should produce the final recommended alternative sketch that clearly depicts the previously mentioned detail, but also accounts for final refinements based on relevant risk assessments and SWG input. The final sketch should clearly document the recommended improvement(s) that will be used as the basis to seek funding opportunities. Project cost estimates should be developed based on the final recommended alternative sketch, design exceptions/waivers, basis of design (BOD) memorandums, and potential risks.

Multiple deliverables will be developed during the STARS study process. All relevant project files, data, documents, and deliverables should be maintained on the ProjectWise project folder in accordance with VDOT policies. The following study documents and deliverables are expected to be maintained in ProjectWise and/or P4P, as applicable.

- Administrative material (i.e., Notice to Proceed [NTP], schedule, signed framework document, *et al.*)
- Site visit notes and photos
- Traffic counts
- Traffic forecasting (all files, growth rate memo, *et al.*)
- Traffic operations (modeling files for existing, build, and no-build)
- Design files and assumptions memos for all alternatives
- Alternative display documents
- Public involvement materials and analyses
- Cost estimates and supporting documents
- SWG presentation materials
- One-page summary (document and PDF)
- Final report and all appendices (document and PDF)
- Other files as directed by the STARS Project Manager

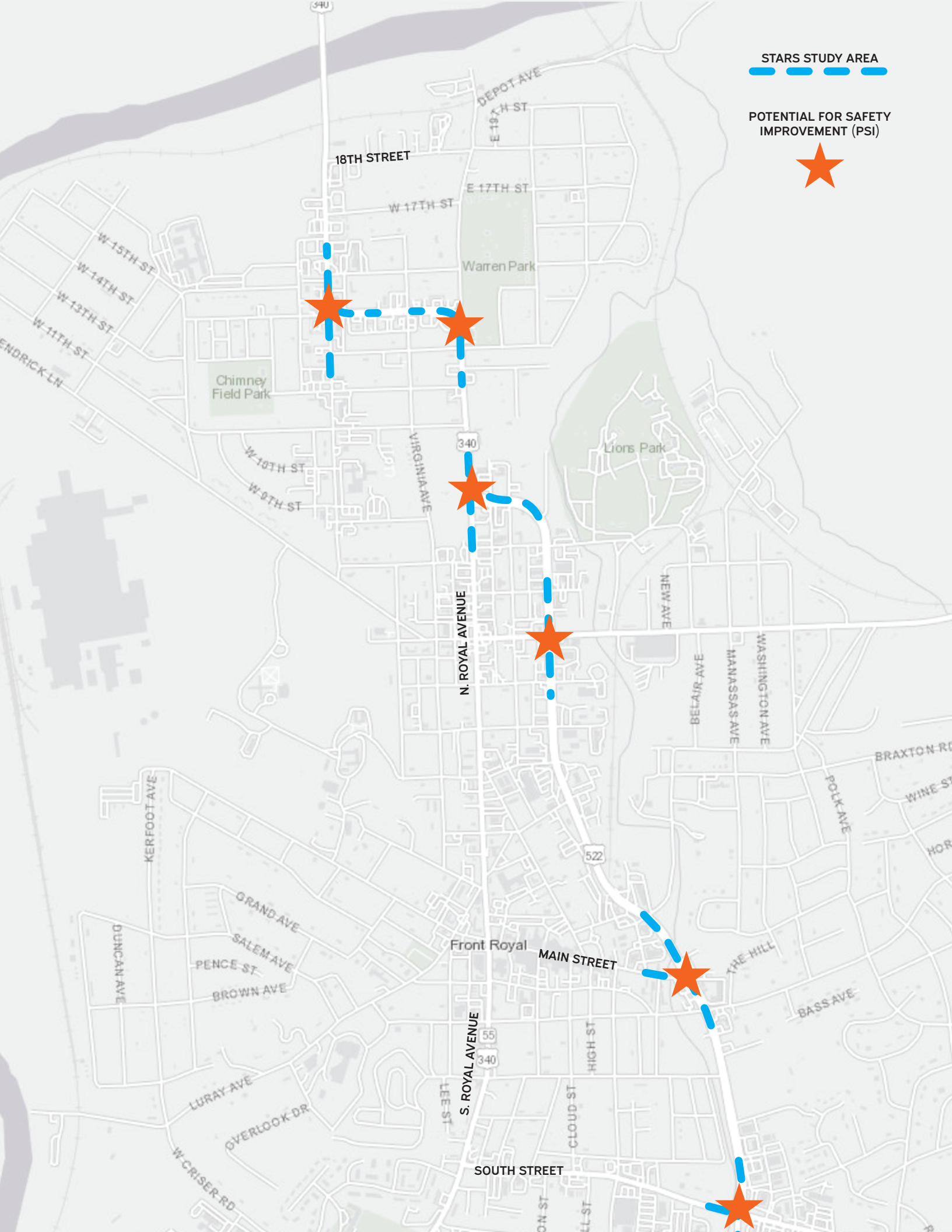
STUDY SCHEDULE

The schedule for all STARS studies will be tracked using a VDOT Project Web Application (PWA) template through the life of the study. The on-call consultants will be responsible for maintaining and updating the PWA schedules based on task start and completion dates. Any PWA template changes should be made in coordination with the STARS Project Manager and the STARS Program Manager. The tasks durations will vary, but they should accurately reflect the individual complexity of each STARS study. Planned completion dates should be determined and documented for the following major milestones, which will be used for tracking STARS study progress.

- NTP Phase 1 (Framework Phase)
- Kick-off Meeting
- Signed Framework Document
- NTP Phase 2 (Study Phase)
- Data Collection
- Initial Public Engagement
- Traffic Forecasting Memorandum
- Existing Conditions Report
- Initial Alternatives Review Meeting
- Detailed Concepts Meeting
- Concepts Public Engagement
- Recommended Alternatives Selection Meeting
- Draft Report
- Final Report

REFERENCES

- I. VDOT website summarizing the VDOT STARS program:
<https://www.vdot.virginia.gov/projects/project-planning/stars-projects/>
- II. VDOT's process on developing Arterial Management Plans:
<https://www.vdot.virginia.gov/projects/project-planning/arterial-management/>
- III. VDOT website summarizing iCAP process:
<https://www.vdot.virginia.gov/about/our-system/highways/innovative-intersections/virginia-icap/>
- IV. TMPD Public Participation / Public Involvement in Transportation Planning Studies:
<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/iim-tmpd-40-public-participation--public-involvement-in-transportation-planning-studies/>



STARS STUDY AREA

POTENTIAL FOR SAFETY
IMPROVEMENT (PSI)





CLOSED MEETING AGENDA STATEMENT

Meeting Date: June 8, 2026 Item# 3

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 Section 2.2-3711(A)(3) of the Code of Virginia, for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, 15 North Royal Avenue.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

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

Moved _____ Seconded _____

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