



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

Roll Call by Deputy Clerk of Council

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

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

Mayor Cockrell noted that there will be additional items added to the Closed Meeting. No one opposed.

NEW BUSINESS

Amendment to the Freedom of Information Act (FOIA) Policy – Town Manager Joe Petty presented a proposed amendment to the Town's FOIA Policy. He explained that the current policy includes the name and contact information of FOIA Officer Tina Presley, who will be retiring at the end of the month. Upon review, staff determined that the names and contact information of designated FOIA officers should be removed from the policy, as this information is already maintained on the Town's website in accordance with state law. Mr. Petty noted that removing the contact information from the policy will eliminate the need for future policy amendments when personnel changes occur. Town Attorney Mr. Sonnet further recommended including a reference in the policy directing the public to the appropriate state and Town websites where current FOIA officer information is maintained.

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

Deed of Easement and Right-of-Way from Robert & Vivian Lake to the Town of Front Royal for Continued Access serving Tax Map No. 1241-1 and locations of the Guard Hill Water Tank- Mr. Petty explained that the Town currently utilizes an existing 25-foot-wide easement serving the Guard Hill Water Tank, which was granted by deeds recorded in Deed Book 292, Page 643, and Deed Book 297, Page 415. The Lake family has requested to relocate a portion of the existing easement to accommodate a revised roadway alignment and provide an alternate access route.

Mr. Petty advised that the Lakes will be responsible for all costs associated with constructing the new roadway within the relocated easement, including ensuring compliance with Virginia Department of Transportation (VDOT) standards and future maintenance obligations. He noted that the Lake family has worked cooperatively with the Town by providing the necessary deed documents and that the easement relocation is intended to meet VDOT requirements for a shared-use entrance.



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Mr. Petty further reported that the Town's Public Works Department supports the proposed relocation and that VDOT has approved the new easement location. A fire hydrant within the project area required relocation, which has been completed without issue.

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

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. 56-6- Mr. Petty presented a Deed of Easement from Baugh Dr. LLC conveying a 20-foot permanent public waterline easement and right-of-way across a portion of Lot 6 in Stephens Industrial Park, identified as Tax Map No. 5C-6, located in the North River District of Warren County. He explained that the property consists of approximately 23 acres on Baugh Drive and that the easement is needed to install water infrastructure, including vaults, necessary to serve the development.

Mr. Petty noted that the Town does not own the roads within the industrial park and therefore relies on utility easements within the corridor rather than public right-of-way, which is standard practice. The associated plats show two separate vaults that will serve two office buildings currently under construction by Baugh Dr. LLC. Upon completion of the waterline facilities and acceptance into the Town's water system, the easement will provide the Town with the right to install, operate, maintain, inspect, repair, and replace public water infrastructure serving the property.

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

Amendment to Town Code Chapter 72-Special Events held on Town Streets and Public Property- Mr. Petty reviewed the proposed amendments to Chapter 72, noting that the item was previously discussed during a public hearing in March and was brought back for further Council consideration. He explained that staff analyzed the costs associated with special events and found that, in 2025, approximately 38 events generated \$5,700 in fees under the current fee structure, while the estimated cost to the Town for staffing and support services totaled approximately \$36,000.

Mr. Petty stated that the proposed fee schedule would increase annual revenue to an estimated \$14,000; however, the Town would still absorb a significant portion of event-related costs. He emphasized that the proposed changes are intended not only to offset expenses but also to create greater accountability by aligning fees with the level of Town resources required for each event, including police, public works, and administrative support. He further explained that the amendments would provide a framework for evaluating event impacts, such as street closures, staffing needs, traffic control, sanitation requirements, and public safety considerations. Revenue generated through the fee structure could also be used to improve event-related infrastructure, including safety barricades, traffic control devices, and enhanced signage and notification systems.

Mr. Petty also discussed proposed changes to the application and scheduling process, noting the need for clearer deadlines and expectations for event organizers. Staff intends to establish a more structured review calendar and provide applicants with a timeline to ensure adequate planning, coordination, staffing, and promotion of events. He concluded by stating that the goal is not to fully recover all event-related costs, but rather to establish a fair and transparent process that balances community events with the Town's operational and financial responsibilities.



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Council discussed the proposed fee structure and its impact on community-oriented events. Several councilmembers expressed a desire to ensure that events benefiting Town residents, such as community gatherings, concerts, and family-focused activities, are not unfairly burdened by increased fees. Questions were raised regarding how the Town should distinguish between community events and larger festivals or events that generate tourism and economic activity.

Council also discussed the costs incurred by the Town to support special events, including electricity usage, refuse collection, traffic control, public safety staffing, street closures, and other operational impacts. Councilmembers noted that many events utilize Town resources and infrastructure and that some level of cost recovery is appropriate to avoid placing the financial burden on taxpayers who may not participate in those events.

Council will discuss this farther in July.

Commitment for VDOT STARS Study- Mr. Petty presented a request for Council support regarding the Town's participation in the Virginia Department of Transportation (VDOT) Strategically Targeted Affordable Roadway Solutions (STARS) Program. He explained that the Town has been working with VDOT to pursue a STARS study and that VDOT is seeking funding approval from its Central Office. As part of the application process, the Town must provide a commitment to pursue funding opportunities for one or more recommendations that may result from the study.

Mr. Petty outlined the preliminary study area, which would generally extend from the South Fork Bridge along Commerce Avenue and include several intersections identified for potential improvements, including Shenandoah Avenue and 14th Street, North Royal Avenue Extended, Sixth Street and Commerce Avenue, Royal Avenue and Commerce Avenue, Main Street and Commerce Avenue, and South Street and Commerce Avenue. He noted that VDOT had independently identified several of these locations due to traffic volumes and recent accident history, including concerns at Commerce Avenue and Stonewall Drive. Additional discussion has included the Water Street corridor because of signal coordination considerations.

Mr. Petty emphasized that the study would be a collaborative effort between the Town and VDOT and would include public engagement opportunities. He noted that completion of the study would not guarantee project funding but would position the Town to pursue future funding opportunities through programs such as Smart Scale and other transportation grants. He further stated that traffic growth, development activity, and recent crashes along the corridor demonstrate the need to evaluate potential safety and operational improvements.

Council discussed the benefits of the STARS Program and acknowledged that participation could identify both short-term and long-term transportation improvements. Discussion included the possibility that future grant opportunities could require local matching funds and the need to evaluate funding commitments as projects advance. Mr. Petty noted that some intersection improvements currently under development through VDOT, including pedestrian safety enhancements, could serve as examples of the types of recommendations that may result from the study. Council generally expressed support for pursuing the study.



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CLOSED MEETING

Vice Mayor Veitenthal moved, seconded by Councilman Sealock, 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; and, 2) Pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Clerk of Council; and, 3) Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, a) the Amendment to the Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018; and, b) proposed memorandum of understanding for joint tourism with the County of Warren.

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

No – N/A

Absent – N/A

Abstain – N/A

Motion carried by roll call vote.

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

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

No – N/A

Absent – N/A

Abstain – N/A

Motion carried by roll call vote.

Meeting adjourned at approximately 9:20 PM

Approved by Council: June 22, 2026