



## TOWN COUNCIL REGULAR MEETING

Monday, July 27, 2026 @ 7:00pm

Warren County Government Center

View LIVE on Government Access Channel 16 or <https://www.frontroyalva.com/673/Town-Hall-Live>

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES- I move that Council approve the minutes of June 22, 2026, meeting, July 6, 2026, work session and July 13, 2026, work session, as presented.
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (REQUIRES UNANIMOUS VOTE) AND/OR REVISION TO ORDER OF BUSINESS (REQUIRES MAJORITY VOTE)
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
7. PUBLIC HEARINGS
  - A. Request to discontinue the use of motor vehicles on a portion of Church Street between East Main Street and East Jackson Street
  - B. An Ordinance Amendment to Town Code Chapter 72-Special Events Held on Town Streets and Public Property
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
  - A. Report of Town Manager
  - B. Report of Councilmembers
  - C. Report of the Mayor
10. CONSENT AGENDA ITEMS
  - A. Town Manager Residency Requirement Waiver
  - B. Retrofit Raw Water Switchgear Controllers
  - C. Re-appointment to the Planning Commission
  - D. Special Exception Application-10160 Winchester Road
11. NEW BUSINESS
  - A. BAR Appeal – Denial of Certificate of Appropriateness Application #2600313 (507 E. Main Street)
12. CLOSED MEETING
13. ADJOURN



The meeting began approximately at 7:18pm.

Moment of Silence

Pledge was led by Bolton Hutchison

ROLL CALL BY 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.  
Clerk of Council Tina L. Presley  
Deputy Clerk of Council Hillary Wilfong

## APPROVAL OF MINUTES

Councilman Rappaport moved, seconded by Councilman Ingram, that Council approve the minutes of the May 26, 2026, Regular Meeting, June 1, 2026, Work Session, June 4, 2026 Special Meeting and June 8, 2026, Work Session as presented.

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

No – None

Absent –None

Abstain – None

**ROLL CALL**

## ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS-

Vice Mayor Veitenthal moved, seconded by Councilman Sealock that the Council revise the agenda's order of business by moving #7- PUBLIC HEARINGS and #9- REPORTS to the end of the agenda prior to the Closed Session.

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

No – None

Absent –None

Abstain – None

**ROLL CALL**

## RECOGNITIONS/AWARDS/REPORTS

### Recognition of Retirement – Tina L. Presley

Mayor Cockrell recognized Tina L. Presley, upon her retirement. Ms. Presley, who currently serves as Clerk of Council, has dedicated 33 years of service to the Town. Mayor Cockrell and all of Council thanked Ms. Presley for her many years of service and wished her well in her retirement.

### Proclamation for Employee Appreciation

Mayor Cockrell read the Employee Appreciation Proclamation and expressed appreciation to all Town employees for their hard work, dedication, and continued service to the Town.

## PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

- **Kevin Cuddeback- 1125 Luray Ave-** Mr. Cuddeback commented on the Town's regulation of vape shops, stating that defining and regulating the use had been successful and suggesting the issue should have been addressed sooner.



- **Jay Newell- 255 Harris Drive-** Mr. Newell commented on the Town's prohibition of shipping containers on private property, questioned the rationale for the restriction in flood-prone areas, and expressed concerns regarding proposed data center development in similar areas
- **Lewis Moten- 1132 Kessler Road-** Mr. Moten expressed support for assisting new staff and recommended that the Town consider implementing a more transparent public records request system. He stated that making records requests and responses publicly accessible could improve access to information and reduce the need for duplicate requests.

### CONSENT AGENDA ITEMS

**Hourly Wood Grinding Service Contract-** Council approved the award of a one-year wood grinding service contract to Green Waste Recyclers, LLC at a rate of \$725 per hour plus a one-time mobilization fee of \$750, with the option to renew for up to four additional one-year terms.

**Downtown Parking Study-** Council approved the award of a task order to Timmons Group, Inc., in the amount of \$50,000.00, for completion of the Downtown Parking Study pursuant to the Town's existing On-Call General Civil Engineering Services contract.

**Re-appointment of Non-Elected Representative to the Northern Shenandoah Valley Regional Commission-**Council reappointed Director of Planning Lauren Kopishke as the non-elected representative to the Northern Shenandoah Valley Regional Commission (NSVRC) to a three-year term ending June 30, 2029.

**Amendment to the Freedom of Information Act (FOIA) Policy-**Council approved the amendment to the Freedom of Information Act (FOIA) Policy as presented.

**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-** Council approved and accepted 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.

**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-** Council approved and accepted 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, identified as Tax Map No. 5C-6.

Councilman Ingram moved seconded by Vice Mayor Veitenthal that Council approve the Consent Agenda as presented.

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

No – None

Absent – None

Abstain – None

**ROLL CALL**

### PUBLIC HEARINGS

**Sale of Publicly Held Real Property, to wit, 6,211 square foot portion of the unimproved street Lowe Lane between Lot 27A and Braxton Road-** Pursuant to §15.2-1800, Sale of Publicly Held Real Property, to wit, 6,211 square foot portion of the unimproved street Lowe Lane between Lot 27A and Braxton Road, previously conditionally vacated by ordinance, to the abutting property owners, Theodore Kane for the amount of \$3,375.85, and Paul Rush for the amount of \$5,395.42.



Mayor Cockrell opened the public hearing and, as there were no speakers, closed the public hearing.

Vice Mayor Veitenthal moved, seconded by Councilwoman DiDomenico-Payne, that Council approve the sale of the 6,211-square-foot portion of the unimproved Lowe Lane right-of-way to the abutting property owners, Theodore Kane for the amount of \$3,375.85, and to Paul Rush for the amount of \$5,395.42.

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

No –

Absent –None

Abstain – None

**ROLL CALL:**

**An Ordinance Amendment to repeal the current Subdivision and Land Development Ordinance, Town Code Chapter 148, in its entirety and adopt and enact a new Subdivision and Land Development Ordinance-** In July 2021, the Town entered into a contract with Summit Engineering to prepare a new Comprehensive Plan, Zoning Ordinance, and updated Subdivision and Land Development Ordinance.

The proposed Subdivision and Land Development Ordinance updates the Town's existing regulations and brings the chapter into compliance with current Virginia State Code requirements. Major revisions include amendments to, and in some cases removal of, administrative waiver processes for small subdivisions; updates to regulations regarding steep slopes; and the extension of parking exemptions currently available on Main Street to all properties located within the Historic District.

The Planning Commission held a public hearing on May 20, 2026, and recommended approval of the proposed ordinance. Town Council reviewed the proposed ordinance during its June 1, 2026, Work Session and directed staff to schedule a public hearing for June 22, 2026.

Mayor Cockrell opened the public hearing.

- **Lewis Moten-1132 Kessler Rd-** expressed support for the Historic District parking exemptions but requested clarification regarding how the proposed ordinance would apply to rear-yard outdoor activity areas, loading and unloading access, and whether certain tourism-related businesses would still be subject to parking requirements.

Mayor Cockrell closed the public hearing, as no one else signed up to speak.

Councilman Rappaport moved second by Councilman Wood that Council adopt the proposed Subdivision and Land Development Ordinance, repealing and readopting Chapter 148 of the Town Code, as presented, with the exception of Section 148-1100.C.

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

No –

Absent –None

Abstain – None

**ROLL CALL:**

**Zoning text amendments to Town Code §175-3 – Definitions to define data centers and town code §175-64 industrial employment district (I-2) to add data centers with performance standards by special use permit.-** The Planning Commission held two work sessions to review the proposed text amendment which adds the definitions of Data Center with performance standards and requirements for impact analysis submissions to the Town. Planning Commission held a public hearing on September 17, 2025, and recommended approval.

At the October 6<sup>th</sup> Town Council Work Session, it was recommended to inquire about contracting legal services to review the draft amendments for compliance with Virginia Code, industry standards, and zoning practices for the health, safety,



and welfare of the community. At the May 11, 2026, Town Council Work Session, the item was recommended to be advertised for a public hearing to be held at the Regular Meeting on June 22, 2026.

Mayor Cockrell opened the public hearing and advised that speakers would be heard in the following order: Town residents, County residents, and non-Front Royal/Warren County residents. Each speaker was allotted three minutes. Individuals who had not signed up to speak were given an opportunity to do so following the listed speakers.

Thirty-five Town of Front Royal residents spoke during the public hearing over the course of approximately one hour and twenty-six minutes. All speakers expressed opposition to the proposed Zoning Text Amendment to amend Town Code §175-3, Definitions, to define data centers, and Town Code §175-64, Industrial Employment District (I-2), to permit data centers by Special Use Permit with performance standards.

Speakers cited concerns regarding potential environmental impacts, water and energy consumption, noise, effects on public health, community character, and the overall impact of data center development on the Town and surrounding area. All requested that the Mayor and Town Council deny the proposed amendment.

### **Town of Front Royal Residents Speaking in Opposition:**

- John Lundberg, 203 Peach Tree Court
- Karen Erikson-Lee, 319 Kerfoot Avenue
- Cheryl Fimian, 1326 Imboden Drive
- Melanie Thornberg, 1205 Happy Creek Road
- Mark Egger, 102 E. 4<sup>th</sup> Street
- Theresa Smyth, 152 Kerfoot Avenue
- Celeste Horton, 1320 George Banks Boulevard
- Stephen Pilm, 1138 Happy Ridge Drive
- Sharolyn Auckerman, 37 W. 18th Street
- Dakota Auckerman, 37 W. 8th Street
- Margot Keeler, 196 Old Browntown Road
- Sara Jones, 962 Stuard Drive
- Patience Francis, 810 W. 14th Street
- Danielle Francis, 810 W. 14th Street
- Aileen Dierig, 13 Shenandoah Commons, Apt. 304
- Ruth Furr, 978 Goodview Drive
- Kyle Hayes, 629 Villa Avenue
- Michael Davis, 221 Clymer Avenue
- Robert Funk, 349 W. 17th Street
- Steve Young, 315 Salem Avenue
- Joe Kuplack, 302 Salem Avenue
- Magdalena Kuplack, 302 Salem Avenue
- Albert Gunn, 16 Massie Street
- Ken Grubba, 121 Nottingham Court
- Bernadette Wagner, 541 Eric Court
- Rita Sargis, 606 River Drive
- Evan Mulley, 222 Washington Avenue
- Elizabeth Buettner, 539 Washington Avenue
- Carol Christoforatos, 618 W. 11th Street
- Manuel Vicente, 983 Oakmont Drive
- Juliana Lopez, 818 W. 11th Street
- Mary Stanford, 314 Salem Avenue
- Jennifer Mazzara, 1704 N. Royal Avenue



- Jennifer Warnock, 1456 John Marshall Highway
- Dennis Ward, 1046 Goodview Drive

Thirty-six Warren County residents spoke during the public hearing over the course of approximately one hour and twenty-five minutes. All speakers expressed opposition to the proposed Zoning Text Amendment to amend Town Code §175-3, Definitions, to define data centers, and Town Code §175-64, Industrial Employment District (I-2), to permit data centers by Special Use Permit with performance standards.

Speakers cited concerns regarding potential environmental impacts, water and energy consumption, noise, effects on public health, impacts to natural resources, property values, and the overall impact of data center development on the Town of Front Royal and Warren County. All requested that the Mayor and Town Council deny the proposed amendment.

### Warren County Residents Speaking in Opposition:

- Jim Coats, 75 Chestnut Trail Road
- Harry Davis, 110 Niblick Square
- Amber Martin, 519 Totten Lane
- Nancy Kiel, 1009 Hillandale Road
- Joanna Moores, 241 Paw Paw Drive
- Sofia Cuddeback, 945 Coldbrook Lane
- Kathy Cain, 47 Hickory Shaft Court
- Alexandra Wolf, 48 S. River Road
- Corey Wolf, 48 S. River Road
- Paul DiRie, 75 Marian Lane
- Tristan Higgins, 64 Limeton Main Street
- Irma Powell, 93 Paw Paw Drive
- Jay Newell, 255 Harris Drive
- Stephanie Seely, 383 Ridgeway Road
- Melanie Salins, North River
- Michael Salins, North River
- Karen Fall, 154 Remount View Road
- Chris Lee, 25 Demel Court
- Francis Powell, 93 Paw Paw Drive
- Vincent Maresca, 140 Fontana Road
- Darlys Blomberg
- Jake Gates, 241 Paw Paw Drive
- Silvia Maresca, 140 Fontana Road
- Peter Maresca, 140 Fontana Road
- Anna Maresca, 140 Fontana Road
- Robert Beller, 405 Jones Farm Road
- Angela Keller, 5671 Gooney Manor Loop
- Paul Braxton Hicks
- Dan Talgoboff, High Knob
- Emmaline Blodgett, 704 Shannon Woods Drive
- Steven Ross, 2685 Freezeland Road
- Evie Huston, 697 Harmony Manor Drive
- Graceleigh Blodgett, 704 Shannon Woods Drive
- James Cantreas, 268 Thompson Mill Rd.
- Deborah Sheetz, 267 High Knob Road
- Evan Casey, 4103 Remount Road



Twenty-four individuals, consisting of non-residents and additional Town and County residents who had not previously spoken, addressed the Mayor and Town Council during the public hearing over the course of approximately forty-four minutes. Each speaker expressed opposition to the proposed Zoning Text Amendment to amend Town Code §175-3, Definitions, to define data centers, and Town Code §175-64, Industrial Employment District (I-2), to permit data centers by Special Use Permit with performance standards.

Speakers raised concerns regarding potential environmental impacts, water and energy consumption, noise, public health, effects on local infrastructure, and the overall impact of data center development on the Town and surrounding region. Speakers requested that the Mayor and Town Council deny the proposed amendment.

### Non-Residents and Additional Speakers:

- Mark Frondorf
- Renee Grebe
- David O'Neil, Winchester, VA
- Brooklyn Rosenberger, Strasburg, VA
- Kaylee Tanner, Strasburg, VA
- Kathern Schmidt, Meadow Court
- Luke Borrajo, 514 Ross Avenue
- Catherine Antunes, Lee Street
- Trevor Woods, W. Jackson Street
- Decklin Hamilton
- Thomas Helper, 120 E. 19th Street
- Eric Beam, 7 Moran Street
- Lewis Moten, 1132 Kessler Road
- Scott Lloyd, Happy Ridge Drive
- Jude Burkett, 812 W. 13th Street
- Samuel Conrad, Winchester, VA
- Ray Jewell, Front Royal, VA
- Colby Costello, Middletown, VA
- Elizabeth Gates, Front Royal, VA
- Steve Cullers, Bentonville, VA
- Ben Andrews, Strasburg, VA
- Josh Phillips, Front Royal, VA
- Leslie Ness, Front Royal, VA
- Elizabeth Stanley

Vice Mayor Veitenthal moved, seconded by Councilman Sealock that Town Council deny the proposed zoning text amendments to Town Code §175-3 and §175-64 that would define and permit data centers within the Industrial Employment District (I-2) by Special Use Permit. Further, I move that Council direct staff and the Planning Commission to prepare and return to Council within sixty (60) days a zoning text amendment defining data centers vs technology and prohibiting data centers within the Town of Front Royal in all zoning districts, while establishing a temporary moratorium on data center applications due to infrastructure, utility, environmental, fiscal, and community impacts. This direction is made pursuant to the Town's zoning authority under Virginia Code §15.2-2280 et. and based upon Council's determination that data center development will adversely impact the health, safety, welfare, infrastructure capacity, environmental resources, and character of the Town of Front Royal.

### Discussion

**Vice Mayor Veitenthal** thanked those in attendance and noted that discussion regarding data center development and potential prohibition had been ongoing through Council work sessions. She stated that she had previously proposed a ban, which did not receive majority support at that time, resulting in the matter proceeding to public hearing. She explained that



zoning text amendments require a public hearing process. Vice Mayor Veitenthal stated that her motion was developed based on input from outside legal counsel, Town attorney discussions, and Council work sessions. She expressed concern about taking immediate action following a public hearing and emphasized the importance of sufficient review and due diligence. She noted her prior public opposition to data centers and referenced concerns regarding property values and community impacts. Vice Mayor Veitenthal also referenced a letter from the Advisory Committee on Environmental Sustainability (ACES), which recommended denial of the proposed amendment due to environmental, infrastructure, land use, and quality-of-life concerns, and expressed the importance of considering advisory committee input in Council decisions.

**Councilman Ingram** stated support for prohibiting data centers and noted that similar actions have been taken in other Virginia localities. He stated that he had not received support for data centers from Town residents and believed prohibition to be the simplest approach. He referenced his professional familiarity with data center development and stated that preserving the Town's character and quality of life was a primary consideration. Councilman Ingram thanked the public for their participation and emphasized that community input would guide his vote.

**Councilman Seacock** stated that he had consistently opposed data center development since the issue was first discussed, citing concerns regarding water resources and electrical infrastructure capacity. He expressed pride in the Town of Front Royal and its natural and community assets and thanked residents for attending and participating in the public hearing.

**Councilman Rappaport** stated that he initially requested additional review of the proposed zoning text amendment and had conducted independent research regarding data center impacts, including water usage, energy demand, and environmental considerations. He expressed concern regarding potential impacts on scenic viewsheds, tourism, and the Town's natural resources. Councilman Rappaport referenced the Town's Comprehensive Plan and emphasized the importance of preserving Front Royal's small-town character and environmental assets. He also noted appreciation for public engagement and comments received during the hearing.

**Councilwoman DeDomenico-Payne** stated that she had approached the issue without a predetermined position and reviewed information, legal guidance, Planning Commission work, and public input before reaching a decision. She expressed concern regarding potential environmental, infrastructure, health, and safety impacts associated with data center development and noted the possibility of unintended expansion or circumvention of zoning limitations. Councilwoman DeDomenico-Payne emphasized that health and safety should remain a primary consideration and expressed support for exploring alternative industrial uses that provide economic development and employment opportunities aligned with community priorities.

**Councilman Wood** thanked residents for attending and emphasized ongoing concerns regarding water resources in the community. He expressed appreciation for the Planning Commission's work and noted that the proposed ordinance had been reviewed by outside legal counsel. Councilman Wood stated that, while legally sound, policy decisions must also reflect community sentiment and indicated he would vote in accordance with the views of his constituents.

**Vice Mayor Veitenthal** reiterated her support for considering full prohibition on data centers, stating that such an approach had been confirmed as legally viable through outside counsel. She expressed concern that restrictive zoning alone may not adequately address community impacts and emphasized the importance of clear policy direction. Vice Mayor Veitenthal discussed liability and legal challenges in zoning decisions and noted that Council decisions should balance legal authority with public input. She further emphasized transparency in the decision-making process and stated that Council members act in good faith to serve the community's interests.

**Councilwoman DeDomenico-Payne** stated that she had not been approached with any offers of money or improper influence related to data center development. She acknowledged public concerns regarding trust in local government and emphasized that Council acts in good faith and in the best interest of the community. She stated that, to her knowledge, no improper arrangements or "backdoor deals" exist related to the matter before Council. Councilwoman DeDomenico-



Payne expressed concern that some members of the public may believe Council was not listening and reiterated the importance of transparency and constructive public engagement.

**Councilman Rappaport** expressed appreciation for public engagement and noted that residents had reached out to organizations such as environmental advocacy groups, which he viewed as evidence of community involvement. Councilman Rappaport reiterated appreciation for the public's participation in the process and thanked residents for their comments prior to the vote.

**Mayor Cockrell** thanked Council members for addressing public perceptions of elected officials and acknowledged concerns raised during public comment regarding Council motivations and decision-making. She expressed that it is difficult to hear accusations regarding improper influence or financial benefit and referenced receiving a phone call suggesting she would be a "swing vote," which she stated was not consistent with any Council discussion.

Mayor Cockrell stated that 95 individuals spoke during the public hearing, noting that it was one of the largest public hearings in the Town's history. She expressed appreciation for the public's participation and stated that she believed the hearing process proceeded appropriately, including allowing each speaker equal time to provide comment.

She thanked Town staff for their work and endurance throughout the lengthy meeting. Mayor Cockrell also acknowledged the significant volume of public emails received regarding the matter and stated that she had attempted to review and respond to them to the extent possible prior to the conclusion of the hearing process. She indicated that public input had been received and considered as part of Council's deliberations.

**Vote:** Yes – Councilmembers Rappaport, DeDomenico-Payne, Ingram, Wood, Sealock, Vice Mayor Veitenthal  
No – None  
Absent – None  
Abstain – None

**ROLL CALL:**

### REPORTS

**Town Manager Report-** Mr. Petty wished to acknowledge the recent passing of Town staff member Deborah Seakford and extend condolences to her family. We ask that everyone keep her family, along with our Visitor Center and Town staff, in your thoughts.

**Town Council Reports – Report of the Mayor-**The Mayor and Council had no reports.

### CLOSED MEETING

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

**Vote:** Yes – Councilmembers Rappaport, DeDomenico-Payne, Ingram, Wood, Sealock, Vice Mayor Veitenthal  
No – None  
Absent – None  
Abstain – None

**ROLL CALL**

### CERTIFICATION OF CLOSED MEETING

Vice Mayor Veitenthal moved, seconded by Councilman Ingram, 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, Vice Mayor Veitenthal  
No – None  
Absent – None  
Abstain – None                      **ROLL CALL**

**ACTION AFTER CERTIFICATION OF CLOSED MEETING**

Councilman Ingram moved, seconded by Vice Mayor Veitenthal that Council appoint Hillary Wilfong as Clerk of Council, said position to be in addition to her current job duties as Executive Assistant to the Town Manager; and contingent upon 1) administer of her oath from the Clerk of the Circuit Court that includes an approved copy of these minutes and 2) executed a Memorandum of Agreement (MOA) from the Clerk of Council as presented.

**Vote:** Yes – Councilmembers Rappaport, DeDomenico-Payne, Ingram, Wood, Sealock, Vice Mayor Veitenthal  
No – None  
Absent – None  
Abstain – None                      **ROLL CALL**

The meeting adjourned at approximately 12:47am

Approved by Town Council

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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](http://www.frontroyalva.com) for a limited time.

## Roll Call by 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.  
Clerk of Council Hillary Wilfong  
Various members of the staff and public

## ACTION ITEM

Resolution Establishing a Temporary Moratorium on Data Center Applications– Council adopted a resolution imposing a temporary ninety (90) day moratorium on the acceptance of land use applications for data center development within the Town of Front Royal while the Town completes the legislative process to define and address data center uses in the Zoning Ordinance.

**Discussion:** Vice Mayor Veitenthal asked whether the Town had received any applications for data center land uses. Staff responded that they were not aware of any applications and would confirm with the Planning Department.

Councilman Rappaport asked Town Attorney George Sonnett to explain the legal basis for the proposed temporary moratorium. Mr. Sonnett stated that, in his legal opinion, Virginia law does not authorize a legislative moratorium through the zoning ordinance. He explained that the proposed resolution was drafted as an administrative action to provide a temporary pause while zoning regulations are under review.

Vice Mayor Veitenthal asked for clarification regarding the use of the term "prohibit" in Virginia law. Mr. Sonnett stated that the term appears in Virginia Code § 15.2-2281 regarding zoning text amendments.

Vice Mayor Veitenthal moved, seconded by Councilman Wood, that Council adopt the Resolution Establishing a Temporary Ninety (90) Day Moratorium on the Acceptance of Data Center Land Use Applications as presented.

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

No – None

Absent –None

Abstain – None

## ROLL CALL

Request to discontinue the use of motor vehicles on a portion of Church Street between East Main Street and East Jackson Street- Mr. Petty presented the proposed resolution requesting authorization to discontinue the use of motor vehicles on approximately 1,932 square feet of Church Street between E. Main Street and the parking lot behind 201 E. Main Street pursuant to Virginia Code §§ 15.2-2001 and 15.2-2006.



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Mr. Petty explained that the one-way alley has been closed since late 2025 due to the redevelopment of the former Murphy Theater property and that the Town has received little to no public feedback regarding the closure's impact on traffic. He noted that the Northern Shenandoah Valley Regional Commission's 2019 Downtown Parking Study recommended converting Church Street into a pedestrian walkway to improve connectivity between the Jackson Street parking area and Main Street.

Mr. Petty stated that, if approved, the Town would retain ownership and maintenance of the alley as a public pedestrian walkway. No immediate improvements are proposed other than installing barriers to prevent vehicle access. He further noted that the Town would work with downtown stakeholders to identify future planning and funding opportunities for the design and implementation of the pedestrian walkway. Staff comments and a preliminary survey were included in the agenda materials.

Discussion included the recommendations from the Town's 2019 Downtown Parking Study, the potential to improve pedestrian connectivity between Main Street and the Jackson Street parking area, opportunities to activate the space for downtown events and public use, and confirmation that no public parking spaces would be eliminated.

Council also discussed vehicle access to the adjacent parking lot, potential impacts to traffic circulation, public notification requirements, and the importance of receiving input from downtown businesses, property owners, and the public before any final action is taken. Staff noted that the alley has been closed for several months due to construction without receiving significant public feedback regarding traffic impacts and confirmed that vehicle access to the rear parking lot would be maintained.

Questions were raised regarding emergency vehicle access, public notice requirements, and the timeline for holding a public hearing. Staff explained that abutting property owners would be notified in accordance with state law and that additional outreach could be conducted to encourage public participation.

Following discussion, Council reached a consensus to advertise and schedule the required public hearing for July 27, 2026, with the understanding that the public hearing could be continued if additional public input or Council discussion became necessary before final action.

Special Use Permit 2600139- 508 Kendrick Lane – Ms. Kopishke, the Planning and Zoning Director, presented the Special Use Permit application submitted by Andres A. Montesinos, on behalf of Eagle Sky Industrial Park, LLC, requesting approval to operate an automobile graveyard (junkyard) at 508 Kendrick Lane (Tax Map No. 20A1-3-4), located within the I-2 Industrial Employment District.

Ms. Kopishke stated that adjoining property owners were notified of the public hearing. She further explained that the applicant was not present at the Front Royal Planning Commission public hearing held on June 17, 2026. As a result, the Planning Commission was unable to discuss the proposed use or any mitigation measures with the applicant and recommended denial of the Special Use Permit.

Council discussed the proposed Special Use Permit, including environmental concerns related to the proximity of the property to the Shenandoah River and floodplain, enforcement of permit conditions, and the applicant's



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absence from the Planning Commission public hearing. Vice Mayor Veitenthal noted the role of the Town's Advisory Committee on Environmental Sustainability (ACES) in reviewing applications involving environmental considerations.

Mr. Petty advised that he had recently met with ACES leadership to discuss expanding the committee's involvement in the land use review process and developing a process for obtaining advisory comments on applications involving environmental issues. Mr. Sonnett noted that the committee's responsibilities outlined in the Town Code would be reviewed to clarify its role.

By consensus, Council directed staff to refer the application to ACES for review and comment prior to the public hearing and to delay scheduling the public hearing until the committee's recommendations could be considered.

### CLOSED MEETING

Councilman Ingram moved, seconded by Vice Mayor Veitenthal 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: pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, a) the Town Attorney, and b) Appointments to the Planning Commission.

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

No – None

Absent – None

Abstain – None

Motion carried by roll call vote.

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

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

No – None

Absent – None

Abstain – None

Motion carried by roll call vote.

Meeting adjourned at approximately 9:23 PM

Approved by Council:



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](http://www.frontroyalva.com) for a limited time.

### Roll Call by 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  
Clerk of Council Hillary Wilfong  
Various members of the staff and public

### NEW BUSINESS

Special Exception Application-10160 Winchester Road— Ms. Kopishke presented a Special Exception application submitted by Chris Ramsey for the property located at 10160 Winchester Road (Tax Map No. 20A241-7). The request would permit the subdivision of a 1.276-acre parcel accessed by a private road, which is less than the two-acre minimum required by the Town's Subdivision Ordinance for parcels served by private roads.

Ms. Kopishke explained that the property was annexed into the Town in 1997 as part of a larger tract located in Warren County. Although the parcel was assigned a Town tax map number and has been taxed separately since annexation, it was never formally subdivided from the remaining county parcel. She noted that the private access road predates the annexation and also provides access to a Town pump station. Approval of the Special Exception would allow the parcel to be legally separated from the larger tract in accordance with the deed.

Ms. Kopishke further stated that a previous request to vacate a portion of the Town property to increase the parcel size had not moved forward. She advised that granting the Special Exception would allow the subdivision to proceed, enabling the property owner to legally separate the parcel, where an existing residence occupied by the owner's adult son is located, from the remaining county property.

Council had no further questions, and the item was placed on the July 27, 2026, Consent Agenda for consideration.

Retrofit Raw Water Switchgear Controllers— Ms. Michelle Campbell, Purchasing Manager, presented a request to authorize the purchase of equipment and installation services for the Water Treatment Plant to retrofit the existing raw water switchgear control panels. She explained that the project will replace obsolete equipment with modern, supportable technology while maintaining compatibility with the existing control cabinets. The three existing control panels were installed in 1994 and have accumulated more than 45,000 hours of operation each.

Ms. Campbell advised that the proposed retrofit solution is a custom-engineered solution provided by Benshaw Applied Motor Controls and is not commercially available from other manufacturers. The total cost of the equipment and installation is \$264,798, and funding has been included in the FY 2027 budget after being planned for over the past four years.

In response to Council questions, staff confirmed the switchgear operates with the Water Treatment Plant's SCADA system and is located at the Luray Avenue Water Treatment Plant. It was noted that the existing



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equipment has been in service for approximately 32 years and that the project is currently anticipated to come in under budget.

Council had no further questions, and the item was placed on the July 27, 2026, Consent Agenda for consideration.

### CLOSED MEETING

Councilman Rappaport moved, seconded by Councilman Wood 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: pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the 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, acquisition pursuant to Town Charter §18 and Virginia Code §15.2-2109.

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

No – None

Absent – None

Abstain – None

Motion carried by roll call vote.

Councilman Sealock 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 – None

Absent – None

Abstain – None

Motion carried by roll call vote.

Meeting adjourned at approximately 7:40 PM

Approved by Council:



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 7A

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**Agenda Item:** PUBLIC HEARING- Request to discontinue the use of motor vehicles on a portion of Church Street between East Main Street and East Jackson Street.

**Summary:** The Town of Front Royal is requesting to discontinue the use of motor vehicles on approximately 1,932 square feet of Church Street between E. Main Street and the parking lot behind 201 E. Main Street pursuant to Virginia Code §§ 15.2-2001 & 2006.

The one-way alley has been closed since late 2025 for the redevelopment of the former Murphy Theater building at 131 E. Main Street. During this time the Town has received little-to-no feedback regarding the closure and its impact on traffic. In 2019, the Town conducted a Downtown Parking Study with the Northern Shenandoah Valley Regional Commission (NSVRC). The study recommended closing street to vehicles and create a pedestrian walkway.

*8.3 Connect Jackson Street parking to Main Street with pedestrian ways*

*To provide attractive pedestrian access to Main Street from the consolidated southern lot, Church Street from Jackson Street to Main Street (Fig. 19) should be converted into a walkway. The consolidated lots and walkways should be designed and built concurrently, as a single project. Completion of the Church Street walkway will create a continuous pedestrian way from Jackson Street to Peyton Street*

If the alley is closed to motor vehicle traffic, the Town will continue to own and maintain the alley as a public pedestrian walkway. The current proposal does not include any improvements to space itself except to provide barriers that will prevent vehicles from entering the street. The Town will collaborate with our downtown stakeholders to identify opportunities for planning and funding to design and implement a successful pedestrian walkway.

Staff comments and a preliminary survey have been provided.

**Budget/Funding:** N/A

**Meetings:** Work Session July 6, 2026

**Proposed Motion:** I move that Council approve the discontinuance of the use of motor vehicles on approximately 1,932 square feet of Church Street located between E. Main Street and the parking lot behind 201 E. Main Street, pursuant to Virginia Code §§ 15.2-2001 and 15.2-2006.

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Rappaport \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_ Ingram \_\_\_\_\_ Wood \_\_\_\_\_ Sealock \_\_\_\_\_ Veitenthal \_\_\_\_\_

Code of Virginia  
Title 15.2. Counties, Cities and Towns  
Subtitle II. Powers of Local Government  
Chapter 20. Streets and Alleys  
Article 1. Construction of Roads, Streets and Alleys Generally

## § 15.2-2001. Streets, sidewalks and public rights-of-way generally

Every locality may lay out, open, extend, widen, narrow, establish or change the grade of, close, construct, pave, curb, gutter, plant and maintain shade trees on, improve, maintain, repair, clean and light: streets, limited access highways, express highways, roads, alleys, bridges, viaducts, subways and underpasses. Localities may make, improve and repair sidewalks upon all public rights-of-way and may convert sidewalks to bicycle paths. A locality's power and authority over its public rights-of-way and other public places shall be the same, regardless of whether the public right-of-way or place has been expressly or impliedly dedicated to public use, has been conveyed to the locality by deed, or has been acquired by any other means.

Furthermore, any locality may establish highway user fees for highways that are not part of any system of state highways when such highway's traffic-carrying capacity is increased by construction or improvement.

Code 1950, § 15-77.53; 1958, c. 328; 1962, c. 623, § 15.1-889; 1974, c. 407; 1997, c. 587; 2006, c. [924](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

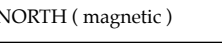
## § 15.2-2006. Alteration and vacation of public rights-of-way; appeal from decision

In addition to (i) the powers contained in the charter of any locality, (ii) any powers now had by such governing bodies under the common law or (iii) powers by other provisions of law, public rights-of-way in localities may be altered or vacated on motion of such governing bodies or on application of any person after notice of intention to do so has been published twice in a newspaper having general circulation in the locality, with the first notice appearing no more than 28 days before and the second notice appearing no less than seven days before the hearing. The notice shall specify the time and place of a hearing at which persons affected may appear and be heard. The cost of publishing the notice shall be taxed to the applicant. At the conclusion of the hearing and on application of any person, the governing body may appoint three to five people to view such public right-of-way and report in writing any inconvenience that would result from discontinuing the right-of-way. The governing body may allow the viewers up to fifty dollars each for their services. The sum allowed shall be paid by the person making the application to alter or vacate the public right-of-way. From such report and other evidence, if any, and after the land owners affected thereby, along the public right-of-way proposed to be altered or vacated, have been notified, the governing body may discontinue the public right-of-way. When an applicant requests a vacation to accommodate expansion or development of an existing or proposed business, the governing body may condition the vacation upon commencement of the expansion or development within a specified period of time. Failing to commence within such time may render the vacation, at the option of the governing body, void. A certified copy of the ordinance of vacation shall be recorded as deeds are recorded and indexed in the name of the locality. A conditional vacation shall not be recorded until the condition has been met.

Any appeal shall be filed within sixty days of adoption of the ordinance with the circuit court for the locality in which the public right-of-way is located.

Code 1950, § 15-766; 1950, p. 725; 1952, c. 580; 1956, c. 487; 1958, c. 196; 1962, c. 623, § 15.1-364; 1964, c. 13; 1972, c. 357; 1973, c. 71; 1980, c. 236; 1982, c. 381; 1983, c. 33; 1984, c. 175; 1986, c. 41; 1997, c. [587](#); 2024, cc. [225](#), [242](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



131 East Main Street  
Front Royal, VA 22630

Structural Engineer

Mech/Elect Engineer

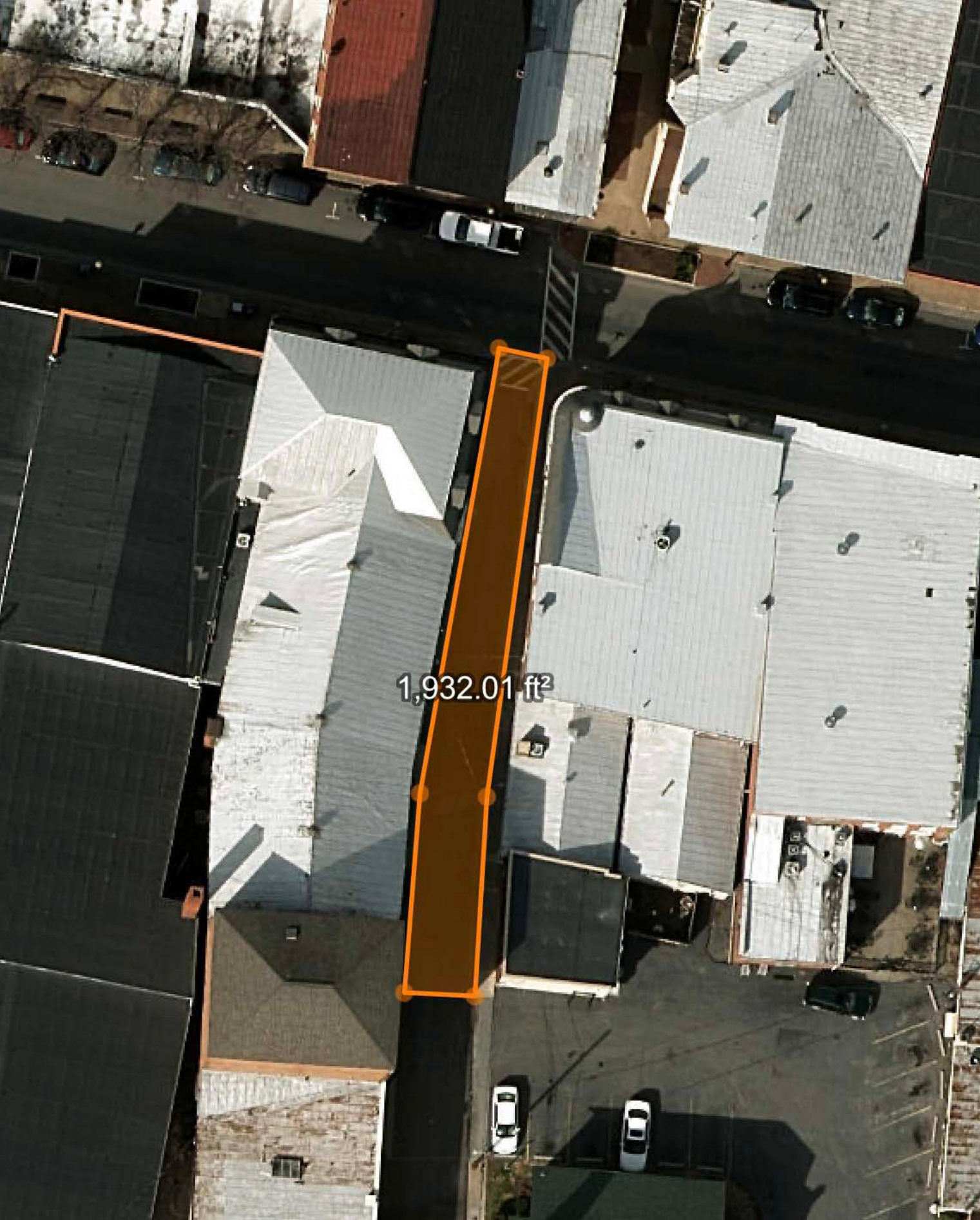
GROVE & DALL'OLIO  
ARCHITECTS<sup>PLLC</sup>



Drawing Title

|                |          |
|----------------|----------|
| Date           | 4/10/24  |
| Scale          | As Noted |
| Project Number | 23459    |
| Drawing Number |          |

## A2.1



1,932.01 ft<sup>2</sup>

An aerial photograph of a residential street. A long, narrow, orange-outlined rectangle is drawn over a section of a grey roof, indicating a specific area of interest. The text '1,932.01 ft²' is overlaid on this rectangle. The surrounding area includes other houses with various roof colors (grey, brown, red), a dark asphalt road, and several parked cars. The perspective is from directly above, looking down on the street.



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 07B

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**Agenda Item:** PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 72-Special Events Held on Town Streets and Public Property

**Summary:** Council is requested to consider adoption of an ordinance to amend and re-enact Town Code Chapter 72-Special Events Held on Town Streets and Public Property as presented. The Town adopted and updated a 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 creating new economic and community development. During this time Town staff has also been reviewing and strategizing 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.

**Budget/Funding:** N/A

**Meetings:** Work Sessions held January 12 and February 9, 2026, Public Hearing March 23, 2026 and Work Session June 8, 2026.

### Proposed Motion:

I move that Council adopt an ordinance to amend and re-enact Chapter 72-Special Events Held on Town Streets and Public Property as presented effective upon adoption.

I move that Council deny the adoption of an ordinance to amend and re-enact Town Code Chapter 72 pertaining to special events.

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Rappaport* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *Wood* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_

## 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 |
| <b>STREET OR FACILITY USE</b> |      |

|                                                                               |                      |
|-------------------------------------------------------------------------------|----------------------|
| 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              |
| <b>ON-SITE STAFF ASSISTANCE</b>                                               |                      |
| Community Development                                                         | \$35/hr              |
| Police                                                                        | \$40/hr              |
| Public Works/Electric/Sanitation                                              | \$30/hr              |
| <b>SERVICES</b>                                                               |                      |
| 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 PROPERTY<sup>1</sup>~~

#### ~~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.~~

#### ~~72-5 PERMIT REVOCATIONS/SUSPENSION~~

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

- ~~1. For violation of any provisions of this Chapter;~~
  - ~~2. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit;~~
  - ~~3. When weather conditions render the subject activity unsafe;~~
-

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

## **~~72-6 PROVISIONS OF THIS CHAPTER~~**

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

## **~~72-7 VIOLATIONS OF THIS CHAPTER~~**

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

## **~~72-8 APPEALS OF ANY DECISIONS~~**

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



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 10A

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**Agenda Item:** Town Manager Residency Waiver

**Summary:** The Virginia General Assembly adopted Senate Bill 385 during the 2026 Session, amending and reenacting Section 14 of the Charter of the Town of Front Royal relating to the Town Manager residency requirement. Effective July 1, 2026, the Charter no longer requires the Town Manager to reside within the corporate limits of the Town during his or her term of office.

While the Charter has been amended, Section 4-53 of the Town Code continues to require the Town Manager to establish and maintain residency within the corporate limits of the Town of Front Royal. Pursuant to Section 4-53(D) of the Town Code, the Town Council may, in its sole discretion, waive or modify the residency requirement for good and acceptable cause on a case-by-case basis.

The Town Manager established residency and homeownership in Warren County prior to accepting employment with the Town of Front Royal and continues to maintain that residence. Accordingly, Council is requested to consider granting a waiver of the residency requirement pursuant to Section 4-53(D) of the Town Code.

**Budget/Funding:** N/A

**Meetings:**

**Proposed Motion:** I move that Council approve the requested waiver of the Town Manager residency requirement pursuant to Section 4-53(D) of the Town Code as presented.

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*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Rappaport* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *Wood* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_

## 1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact § 14 of Chapter 44 of the Acts of Assembly of 1937, which provided a charter*  
3 *for the Town of Front Royal in Warren County, relating to town manager.*

4 [S 385]

5 Approved

6 **Be it enacted by the General Assembly of Virginia:**7 **1. That § 14 of Chapter 44 of the Acts of Assembly of 1937 is amended and reenacted as follows:**

8 § 14. The council shall appoint a town manager who shall be the chief administrative officer of the town.  
9 The town manager shall be chosen by the council solely on the basis of his executive and administrative  
10 qualifications and need not, when appointed, be a resident of the town or the State, but during his term of  
11 office he shall reside within the town. No member of the council shall, during the time for which elected, be  
12 chosen as town manager. The town manager shall be appointed for a term acceptable to the town council and  
13 the town manager. He shall be removable by the town council for cause. Before the town manager may be  
14 removed, he shall, if he so demand, be given a written statement of the reasons alleged for his removal and  
15 the right to be heard publicly thereon at a meeting of the council prior to the final vote on the question of his  
16 removal, but pending and during such hearing the council may suspend him from office. The action of the  
17 council in suspending or removing the town manager shall be final, it being the intention of this charter to  
18 vest all authority and fix all responsibility for such suspension or removal in the council. In case of the  
19 absence or disability of the town manager the council may designate some qualified person to perform the  
20 duties of the office during such absence or disability.

ENROLLED

SB385ER

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## 4-53 RESIDENCY OF TOWN EMPLOYEES

- A. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within the Town's corporate limits as soon as practical upon the commencement of employment and to remain residents within the Town corporate limits during the duration of their employment in such offices:
1. Town Manager.
- B. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within the boundaries of Warren County as soon as practical upon the commencement of employment and to remain residents within the County during the duration of their employment in such offices:
1. Chief of Police.
  2. Director of Energy Services.
  3. Director of Public Works.
  4. Director of Planning.
- C. If any such employee required to meet such residency described above shall, after having established such bona fide residence, cease to be a bona fide resident as required above, or if any such employee fail to become a bona fide resident as required above within the twelve-month period following the commencement of such employment, the individual's employment shall be deemed to have been voluntarily vacated.
- D. The residency requirements set forth above may be waived or modified by Town Council in its sole discretion, for good and acceptable cause, on a case-by-case basis, for an identifiable candidate or employee in any of the designated positions.
- E. Any person occupying a position to which the aforesaid residence requirements apply, but who prior to March 1, 2001, was not required to maintain a residence as required above, shall not, by the adoption of this section, be required to establish such a residence. Such person shall, however, be subject to the residence requirements contained herein upon promotion or re-assignment to another of the positions enumerated herein, or upon establishment of a residence, as required above subsequent to July 1, 2005.

(Ord. of 4-9-01; Ord. of 7-25-05; Ord. of 9-26-22)



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 10B

**Agenda Item:** Retrofit Raw Water Switchgear Controllers

**Summary:** Council is requested to authorize the purchase of equipment and installation services for the Water Treatment Plant. The proposed purchase includes equipment and services to retrofit the existing switch gear control panels, replacing the obsolete equipment with modern, supportable technology while maintaining compatibility with existing control cabinets. All three existing control panels purchased in 1994 have over 45,000 hours of operation each.

The procurement is being conducted as a sole source purchase, according to the Virginia Public Procurement Act guidelines. Staff received a quote from Benshaw Applied Motor Controls, in the amount of \$264,798, for a retrofit solution which is a custom engineered solution that is not commercially available from other manufacturers. A sole source letter from the manufacturer and a justification form are attached.

Funding is available within Water Plant's FY27 operating budget, which includes \$39,798 and \$225,000 has been encumbered on PO 31031.

|                                   |                                   |           |
|-----------------------------------|-----------------------------------|-----------|
| <b>Budget/Funding:</b> 9601-47001 | Water Plant-Machinery & Equipment | \$39,798  |
| 9601-R47001                       | Water Plant-Machinery & Equipment | \$225,000 |

**Meetings:** Work Session July 13, 2026

**Proposed Motion:** I move that Council authorize the purchase of equipment and installation services from Benshaw Applied Motor Controls for the retrofit of the existing raw water switch gear control panels at the Water Treatment Plant, in the amount of \$264,798.

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Rappaport* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *Wood* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_

# Memo



## Town of Front Royal Public Works

**TO:** Robert Boyer, Public Works Director  
**FROM:** Matthew McDunn, Water Treatment Plant Manager  
**CC:**  
**DATE:** 6/24/2026  
**RE:** Raw Water Pump Station Switchgear Retrofit

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The Town's water system is served by a raw water pumping station with three 450 horsepower pumps. The controls for these pumps were manufactured in 1993 and placed online in 1994 to provide raw water for the Town's water treatment facility. Although the pump controls are reliable and operable, spare parts are not available from the manufacturer or authorized suppliers. In the event of a major breakdown, a partial or total loss of the station's operating capacity is possible while repair solutions are found.

Water Plant staff recommend that Council approve the purchase of equipment and services from Benshaw Applied Motor Controls for retrofit of existing control. A retrofit would replace the obsolete equipment with modern, supportable technology while maintaining compatibility with existing control cabinets. The solution proposed by Benshaw provides a more cost-effective, long-term improvement and would minimize unacceptable station downtime compared to direct equipment replacement.

Funding for the entire project is available in the Water Plant's operating budget, line item 9601-47001. Cost is quoted to be \$264,798.00

If there are any questions, please contact Matthew McDunn at 540-636-7474 or [mmcdunn@frontroyalva.com](mailto:mmcdunn@frontroyalva.com)



# QUOTATION

CORPORATE OFFICE:  
615 Alpha Drive  
Pittsburgh, PA 15238  
Telephone: 412 . 968 . 0100  
Fax: 412 . 968 . 5415

Date: **February 26, 2026**  
P.O.Number :  
Job Number :  
Quote # : **CAT2508180303FRW**  
Terr/Rep/Slsprsn : **JIM CLARKE/A021**  
Customer # : **TBD**  
Bill to Address : **FRONT ROYAL WATER**

Project or End User : **RETROFIT SQUARE D GEAR W/Benshaw**  
Application : **450HP 57A 4160V**  
Quote By : **Carl Temporale**  
Ship To Address: **TBD**

Freight : **Prepaid & Add**  
Ship Date : **See Shipment Schedule**  
**In Note Section**  
Ship Via : **Best Way**  
F.O.B. : **Shipping Point**  
Terms : **See Proposal Page**

Name : **MITCH**  
Telephone # :

Email : [MSINE@FRONTROYALVA.COM](mailto:MSINE@FRONTROYALVA.COM)  
**QUOTE VALID FOR 30 DAYS**

**PLEASE REFERENCE QUOTE NUMBER WITH YOUR ORDER**  
**E-MAIL PO's** [ORDERS@Benshaw.com](mailto:ORDERS@Benshaw.com)

| ITEM                                                                                                                                                                                                                                                                                                                                      | QTY | PART NUMBER<br>DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | UNIT<br>PRICE | EXTENDED<br>PRICE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| A                                                                                                                                                                                                                                                                                                                                         | 3   | <b><u>Delivery Notes:</u></b><br><b><u>"Due to the changing tariff environment, Benshaw reserves the right to requote at time of order to align with current US Tariffs"</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$88,266      | \$264,798         |
|                                                                                                                                                                                                                                                                                                                                           |     | <b><u>SQD-RETROFIT-450HP-4160V-ENG</u></b><br>Includes the following components in to be placed into existing enclosure:<br><br>MX3 Control Card<br>Test Selector Switch<br>120V Test Plug<br>Secondary side control power fuses<br>terminal blocks<br>120Vac to 24Vac single transformer<br>MX2/3 HMI 2M RIB CBL, POWER SUPPLY, WIRE HARNESS<br>New Voltage divider card BIPC-300032-01<br>Fiber Optic control wire for SCR circuit<br>Qty 3 Fiber Optic Controlled SCR gate firing cards<br>Qty 3 195A 5KV Stack Phase Assemblies<br>450HP 5KV 400A XP 120V Coil Inline & Bypass Contactor<br><b>updated drawings</b><br><br><b>Note: price quoted does not include installation</b><br><b>Also we will be using existing timers</b> |               |                   |
| B                                                                                                                                                                                                                                                                                                                                         | 1   | <b>STARTUP &amp; COMMISSIONING ESTIMATE</b><br>Includes 5 days onsite, 8 hours per day.<br>T&E estimates included. Customer shall be invoiced on actual T&E.<br>Valid for travel & service Mon-Fri only. Holidays, weekends, and overtime billed as per Benshaw's standard rate sheet.<br>Contact factory a minimum of 2 weeks in advance for scheduling.<br>Cancellation Fee: 25% of estimate + any incurred T&E<br><br><i>Quote continued on page 2</i>                                                                                                                                                                                                                                                                              |               | Included          |
| *This proposal is subject to the Benshaw, Inc. Standard Terms and Conditions of Sale. A copy is available on request.                                                                                                                                                                                                                     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                   |
| - Due to the uncontrollable rise in commodity material costs & fuel, a commodity surcharge will be added to all orders. Any orders past valid quote date will be reviewed for current price at time of order. All orders that with lead times greater than 90 days will be subject to price adjustment based on cost at time of shipment. |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SUB TOTAL     | \$264,798         |



**BENSHAW**  
Applied Motor Controls

# QUOTATION

CORPORATE OFFICE:  
615 Alpha Drive  
Pittsburgh, PA 15238  
Telephone: 412 . 968 . 0100  
Fax: 412 . 968 . 5415

QUOTATION # : CAT2508180303FRW

Page 2

| ITEM | QTY | PART NUMBER / DESCRIPTION                                                                                                                                                                                                                                                                                    | UNIT PRICE   | EXTENDED PRICE   |
|------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| C    |     | <b>Additional Items ( Included in Total)</b>                                                                                                                                                                                                                                                                 |              |                  |
|      |     | <b>PFCC Section</b><br><b>Items shipped loose:</b><br>400A fixed mount vacuum contactor for isolation<br>Detuning reactors to minimize inrush<br>75 KVAR Fused Power Factor Correction Capacitor<br><br><b>Note: Deduction of \$2500 if all 3 items units are purchased at the same time.<br/>for Item A</b> |              | <b>Included</b>  |
|      |     |                                                                                                                                                                                                                                                                                                              | <b>TOTAL</b> | <b>\$264,798</b> |

Proposal Terms:

Project Name:

Quote Number:

**Drawing Approvals:** 6 weeks after receipt of order (ARO)

**Delivery:** 8 - 10 weeks after receipt of order

**Freight Terms:** Prepaid & Add  
Standard Benshaw Crating applies

**Payment Terms:** (Progress Payments Greater than 100K )

All invoices are NET 30 / 2% monthly, subject to Benshaw  
credit approval for new customers  
10% of Order Total At the Time of Order Entry  
20% of Order Total Post Approval Drawings are Sent  
30% of Order Total When Approval Drawings Returned / Approved  
40% of Order Total At the Time Of Shipping

**Start-up Assistance / Training Terms:**

Minimum two week notice, prior to date of service tech. required on site  
Travel & On-site Days - Monday to Friday / 8am-5pm / Excludes Holidays  
On site days will be limited to 8 hours per day  
Any additional days will be billed at Benshaw Standard rates  
  
Note: Any extended time / travel expenses incurred over the quoted time  
due to delays on site not related to Benshaw will be billed at Benshaw standard rates

**Cancellation Terms:**

|                            |                     |
|----------------------------|---------------------|
| Initial Engineering        | 30% of order total  |
| Approval Drawings Returned | 50% of order total  |
| Released for Production    | 70% of order total  |
| Production Start           | 100% of order total |

NOTE: Special order items that have been purchased by Benshaw before cancellation will be subject to a 100% cancellation fee in addition to the above rates.  
The above event timeline and charges are subject to change without notice. Please contact Benshaw with your Purchase Order Number and / or Benshaw's  
Acknowledgement Number for confirmation of any cancellation charges

**NOTE:**

Benshaw is not responsible for determining settings or programming protective relays. All protective  
relays shall be shipped with manufacturer's default settings.

All customer dry contacts shall be rated for 120VAC 1A.

General fault and run contacts are rated for 5A up to 120VAC.

Unit is rated for the following environmental conditions:

Temperature: -10degC to +40degC  
Humidity: 0 to 95% (non-condensing)  
Altitude: up to 1000 meters above sea level

Actual FLA of Motor to be provided at time of order

**DELIVERY NOTES:**

Fuses are included in the quotation. However, due to current supply chain issues with fuses, Benshaw cannot guarantee availability at time of equipment delivery.  
If customer chooses to source fuses on their own, Benshaw is not responsible for reimbursement.

**CLARIFICATIONS / EXCEPTIONS:**

Benshaw standard terms and conditions apply to this proposal.

Quote based on e-mail request. No specific data sheet or specification provided at time of quote.

**Shipping Requirements are required at time of PO Greater than 50K**

Contact Name

Phone Number

Dock Hours

- All details quoted in this proposal are based on Benshaw's best interpretation of the engineering  
data sheets and single line drawing provided at time of quotation. It is the purchasers responsibility to confirm bill of  
material and proposal. Changes to the proposal could result in updated price corrections.

# QUOTATION

CORPORATE OFFICE:  
615 Alpha Drive  
Pittsburgh, PA 15238  
Telephone: 412 . 968 . 0100  
Fax: 412 . 968 . 5415

## 1. General

(a) This document constitutes an offer by Noble Ultimate Holding, LLC, dba Unico Technologies Group, its affiliates, and/or subsidiaries ("UTG") to provide the products and/or services described herein (the "Products") and to license software loaded on, or provided with, the Products (the "Software") to the buyer to which this offer is addressed ("Buyer"), subject to the terms, covenants, and conditions contained herein. Buyer may not modify, change, renounce, or waive any term, covenant, or condition hereof or any of UTG's rights or remedies hereunder unless UTG consents thereto in writing. UTG agrees to provide the Products to Buyer only on the terms of this contract, notwithstanding any language in Buyer's purchase order, if one exists, or other writing or oral representation previously, simultaneously, or hereafter received by UTG purporting to amend, modify, or replace the terms, covenants, and conditions of this contract with any different or additional terms, covenants, or conditions or reciting that any action or inaction by UTG constitutes agreement or consent by UTG to such amendment, modification, or replacement. UTG's agreement to provide the products is expressly conditioned on Buyer's assent to all of the terms and conditions set forth herein.

(b) UTG's sales representatives are without authority to change, modify, or alter the terms of this quotation.

(c) Buyer shall be deemed to have made an unqualified acceptance of this contract and the terms and conditions herein on the earliest of the following to occur: (i) UTG's receipt of a copy of this contract signed by buyer; (ii) Buyer's payment of any amounts due under this contract; (iii) Buyer's delivery to UTG of any material to be furnished by Buyer; (iv) Buyer's receipt of the Products; or (v) any other event constituting acceptance under applicable law.

(d) Written quotations are void unless accepted within 30 days from date of issue unless otherwise specified on the face of the quotation. Other UTG publications are maintained as sources of general information and are not quotations or offers to sell.

(e) This contract shall be governed by and construed according to the internal laws of the State of Wisconsin without reference to their choice of law provisions, including, without limitation, the Uniform Commercial Code as adopted in Wisconsin. This contract shall not be governed by the provisions of the United Nations Convention on Contracts for the International Sales of Goods. Any cause of action, claim, suit, or demand by Buyer allegedly arising from or related to the terms of this contract or the relationship of the Parties shall be brought in a Court situated in the State of Wisconsin. Both Parties hereby irrevocably admit themselves to and consent to the jurisdiction of said Court. The provisions of this paragraph shall survive termination of this contract for any reason. Upon termination of this contract for any reason, UTG shall have the rights and remedies provided by law, including, without limitation, the rights of a secured party under Chapter 409, Wisconsin Statutes, or any successor statute or similar statute in the jurisdiction where Buyer is located or stores the Products

(f) The invalidity of any provision or clause of this quotation shall not affect the validity of any other provision or clause hereof.

(g) UTG reserves the right to correct clerical or similar errors relating to price or any other term shown in this contract.

(h) Failure of either Party to insist, in any one or more instances, upon performance of any term, covenant, or condition of this contract shall not be construed as a waiver or relinquishment of any right granted hereunder or the future performance of such term, covenant, or condition.

## 2. Delivery, Title, and Risk of Loss

(a) Title to the Products shall pass from UTG to Buyer upon shipment from UTG. Nothing in this Agreement shall be deemed to transfer, assign, or otherwise convey any exclusive right, title, or interest in and to any copyrights, patents, trademarks, or other intellectual property, confidential information, or proprietary rights embodied in the Products. All engineering data, design information, and engineering and shop drawings used in the completion of any order are and shall remain the property of UTG.

(b) Shipping dates given by Company are based upon prompt receipt of all necessary information regarding the order. UTG will use its reasonable business efforts to meet the scheduled dates shown on the face hereof but does not guarantee to meet such dates. Failure by UTG to make any shipments does not constitute a cause for cancellation and/or for damages of any character.

(c) Any delay in delivery for any cause specified in the next paragraph or beyond UTG's reasonable control or due to any priorities or allocations necessitated by governmental orders or regulations shall extend the term of delivery hereunder by a period equal to the length of such delay.

(d) In the event of delay in delivery requested by Buyer or caused by (i) Buyer's failure to supply adequate shipping instructions, (ii) Buyer's failure to supply or approve necessary data in a timely manner, (iii) any changes requested by Buyer, or (iv) Buyer's failure to provide documents required for UTG to effect shipment, UTG will store all Products at Buyer's risk and expense.

(e) If an order is delayed more than three months for any reason or combination of reasons specified in the preceding paragraph, UTG reserves the right to increase the price of the Products and change the payment terms for them. All storage costs and expenses are due as and when payment for the Products becomes due unless stated otherwise on the face hereof. If an order is delayed more than twelve months for any reason or combination of reasons specified in the preceding paragraph it is subject to cancellation at UTG's sole discretion with no penalty to UTG.

(f) Unless stated otherwise on the face hereof, UTG is not responsible for any loss, damage, or delay that may occur after Products have been accepted for shipment by a transportation company. Any claim relating thereto should be made to the carrier.



## QUOTATION

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615 Alpha Drive  
Pittsburgh, PA 15238  
Telephone: 412 . 968 . 0100  
Fax: 412 . 968 . 5415

(g) Claims for shortages or other errors must be made in writing to UTG within 10 days after receipt of shipment. Failure to give such notice shall constitute unqualified acceptance and a waiver of all such claims by Buyer. Partial shipments shall be permitted.

(h) Delivery of goods F.C.A. to a carrier at UTG's plant or other shipping point shall constitute delivery. Unless otherwise stated on the face hereof, regardless of freight payment by Seller on Buyer's behalf (for which Buyer agrees to reimburse Seller), all risk of loss or damage in transit shall pass to Buyer at that time.

### 3. Software License Grant

(a) License Grant: Upon final and full payment of the total fees set forth on the Invoice, UTG hereby grants Buyer a nonexclusive, royalty-free, perpetual, limited license to use the Software solely in conjunction with the operation of the Products specified on the Invoice.

(b) Scope of License: Buyer may make a reasonable number of copies of Software as necessary for backup, configuration, installation, and restoration of the Products. Buyer may authorize a third-party contractor or service provider to exercise these rights on Buyer's behalf and for Buyer's benefit. Buyer may transfer possession of Software and its media to another party only in conjunction with the transfer of the Products on which the Software is loaded and only upon agreement of the other party to the terms and conditions of this Agreement. Upon such transfer, Buyer shall destroy all Buyer's copies of Software and related documentation. All licenses and grants pursuant to this Agreement shall immediately terminate once Buyer no longer rightfully owns or possesses the Products. No other rights under this license are granted. Buyer shall provide UTG with written notice of any such transfer providing the name, address, and contact information of the subsequent Buyer within 15 days of such transfer.

(c) Use Restrictions: Buyer shall not (a) copy, display, transfer, adapt, modify, or distribute in any form the Software except as set forth in this Agreement or documentation; (b) reverse engineer, disassemble, decompile, or otherwise translate the Software's object code, unless expressly permitted by applicable law without the possibility of contractual waiver; or (c) sublicense or lease the Software or any copy thereof. Except as provided under the terms of UTG's standard escrow agreement, Buyer agrees not to make available to any party, without prior written consent from UTG or its authorized agent, source code for the Software. Buyer shall not, directly or indirectly, export or reexport, or knowingly permit the export or reexport of, the Products, or any technical information about the Products, to any country for which the United States Export Administration Act, any regulation thereunder, or any similar United States law or regulation, requires an export license or other United States Government approval, unless Buyer obtains the appropriate export license and obtains written approval from UTG.

(d) Maintenance and Support: Buyer may purchase from UTG annual Software maintenance and support services under the terms and conditions of UTG's then-standard maintenance and support agreement. Buyer may renew this maintenance term at UTG's then-current maintenance rates. In the event Buyer purchases additional Software licenses, maintenance fees for such licenses shall be prorated to be coterminous with Buyer's existing maintenance period. In no event shall UTG be responsible for providing maintenance services for a period during which maintenance coverage lapsed.

### 4. Taxes and Other Charges

Any manufacturer's tax, retailer's occupation tax, use tax, sales tax, excise tax, duty, customs agent or broker fees, inspection or testing fee, freight costs, insurance, consular fees, or any other tax, fee, or charge of any nature whatsoever, imposed upon, in connection with, or measured by any transaction between UTG and the Buyer, shall be paid by the Buyer in addition to the prices quoted or invoiced.

### 5. Terms of Payment

Terms of payment on all orders are subject to the approval of UTG's credit department. If Buyer does not pay UTG any amount due under this contract or any other agreement when such amount is due, or if Buyer defaults in the performance of this contract, UTG may, without liability to Buyer and without prejudice to UTG's other lawful remedies, (i) terminate UTG's obligations under this contract, (ii) declare immediately due and payable all Buyer's obligations to UTG, (iii) change credit terms with respect to any further work, or (iv) suspend or discontinue any further work until Buyer pays all overdue amounts. Buyer agrees to pay, at UTG's discretion, a late payment charge of up to 11 2/3% per month on all amounts not paid in full when due. Unless otherwise stated, payment terms are as follows:

(a) If the Buyer resides outside the United States or Canada, Buyer shall pay UTG by Irrevocable Letter of Credit, acceptable in form and substance to UTG and, at UTG's option, confirmed by a U. S. bank acceptable to UTG. Such Letter of Credit shall provide for payment to UTG of the full amount of the purchase price plus prepaid freight in U. S. Dollars on presentation by UTG of sight drafts, UTG invoice, and such documents as the Letter of Credit may require. Payment terms will include progress payments as specified on the face of the quotation.

All banking and other charges for such Letter of Credit are for the account of Buyer.

(b) If Buyer resides inside the United States or Canada and the order is less than \$100,000.00, payment terms are 100% of order amount due net 30 days from shipment of hardware system.



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(c) If Buyer resides inside the United States or Canada and the order is \$100,000 or greater, Payment terms will include progress payments as specified on the face of the quotation.

### 6. Cancellations, Changes, and Returns

(a) Cancellations: All undelivered Products may be cancelled by Buyer at any time but only by written approval of an authorized representative of UTG. In the event of any cancellation of this order by Buyer, unless other cancellation charges are specified on the face of this quotation, Buyer shall pay to UTG its reasonable costs and expenses, plus UTG's usual rate of profit for similar work.

(b) Changes: Buyer may not alter or modify its order or any part thereof without the prior written consent of UTG. UTG reserves the right to change the price, terms of payment, and delivery dates for any Products affected by any alterations or modification to which it consents.

(c) Returns: No Products may be returned to UTG without its prior written authorization, and Products may be returned only on the terms or conditions specified in such authorization. Returned Products must be of current manufacture, unused, in resalable condition, and securely packed to reach UTG without damage. Any cost incurred by UTG to put equipment in first-class condition will be charged to Buyer.

(d) Effect of Termination/Returns: Upon termination of this Agreement for any reason, or return of Product and/or Software, except as provided in this Agreement, all respective rights and obligations of the Parties hereunder shall terminate and be of no further effect and all licenses shall immediately revert to UTG. Upon termination, Buyer shall immediately de-install, return to UTG, or destroy all copies of the Software and Documentation. Termination of this Agreement shall not result in a termination of either of the following: (a) any rights and obligations of the Parties which, by the express terms of this Agreement, survive termination; or (b) any liabilities and obligations of the Parties hereunder (whether a payment obligation or otherwise) that have accrued prior to termination. Upon termination of this contract for any reason, UTG shall have the rights and remedies provided by law, including, without limitation, the rights of a secured party under Chapter 409, Wisconsin Statutes, or any successor statute or similar statute in the jurisdiction where Buyer is located or stores the Products.

### 7. Warranty

(a) Product: UTG warrants that its Products will be free from defects in workmanship and materials under normal use and service for a period of 18 months from date of shipment or 12 months from date of installation, whichever is first, for any Benshaw brand product, a period of 24 months from date of shipment for any electrical and/or electronic Unico brand assembly and a period of 12 months from date of shipment for any Unico brand mechanical apparatus. Date of shipment is defined as the date that the product is presented to a carrier at a UTG facility or other specified shipment point. Parts subject to regular replacement due to operational wear are not covered by this warranty. This warranty is void in cases of damage in transit, negligence, abuse, abnormal usage, misuse, accidents, improper installation, and/or improper maintenance. This warranty is also void in cases of start-up of product by a third-party service organization or other service provider not approved in advance by UTG. On equipment furnished by UTG, but manufactured by others, the written warranty of the manufacturer, if any, will be assigned to Buyer if assignment is reasonably practicable. However, UTG does not adopt or guarantee or represent that the manufacturer will comply with any of the terms of the warranty of such manufacturer. UTG will not reimburse Buyer for any expenses incurred by Buyer in repairing or replacing any defective Products, except for those incurred with the prior written permission of UTG.

(b) Software: UTG warrants that its Software shall conform to the specifications set forth in its documentation when properly installed on drives or systems meeting or exceeding the minimum hardware specifications and shall be free from any material defects, whether in design or programming, for a period of six (6) months after the date of delivery of the Software. UTG represents and warrants that, to the best of its knowledge, as of the date of delivery, it owns the Software and has the right to enter in this Agreement and that Buyer's use of the Products in accordance with the terms of this Agreement does not infringe upon any third party's copyright, U. S. patent, or trade secret. UTG does not warrant that the Software will operate uninterrupted or error-free or meet the requirements of Buyer or any other party. UTG is not responsible for problems caused by use of the Software in conjunction with third-party software, hardware, or products. UTG will assign, if practicable, the written warranty, if any, provided by a third-party manufacturer on equipment furnished by UTG but manufactured by another; however, UTG is not responsible for and does not adopt, guarantee, or represent that the manufacturer will comply with any of the terms of the manufacturer warranty.

UTG'S SOLE OBLIGATION UNDER THIS WARRANTY SHALL BE, UPON PROMPT WRITTEN NOTICE BY BUYER OF ANY DEFECT, TO REPAIR OR REPLACE WITHOUT CHARGE, F.C.A. THE UTG FACILITY FROM WHICH THE PRODUCT WAS PURCHASED, ANY DEFECTIVE PRODUCTS, SOFTWARE, OR PARTS THEREOF EXPRESSLY WARRANTED HEREIN AGAINST DEFECTS BY UTG. THIS WARRANTY COVERS ONLY REPLACEMENT OR REPAIR OF DEFECTIVE PARTS AT THE THE UTG FACILITY FROM WHICH THE PRODUCT WAS PURCHASED AND DOES NOT INCLUDE FIELD SERVICE TRAVEL AND LIVING. IN NO EVENT SHALL UTG BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGE.



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If any third-party claim substantially interferes with Buyer's use of the Products, or if UTG believes that a third-party claim may substantially interfere with Buyer's use of the Products, UTG, at its sole discretion, may: (a) replace or modify the portion of the infringing Product, without additional charge, with functionally equivalent and noninfringing parts or code to avoid the infringement; or (b) obtain a license for the Buyer to continue use of the Product and pay any additional required license fee; or (c) if the foregoing alternatives are not commercially reasonable, terminate this Agreement. This Section 7 shall constitute UTG's entire liability and Buyer's exclusive remedy for a claim of infringement.

## 8. Disclaimer of Warranties

UTG AND BUYER AGREE THAT THE WARRANTIES IN THE PRECEDING SECTION ARE EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. UTG HEREBY DISCLAIMS AND EXCLUDES ALL OTHER EXPRESS OR IMPLIED WARRANTIES. ANY ORAL OR WRITTEN DESCRIPTION OF THE PRODUCTS IS FOR THE SOLE PURPOSE OF IDENTIFYING THE PRODUCTS AND SHALL NOT BE CONSTRUED AS AN EXPRESS OR IMPLIED WARRANTY.

## 9. Liability

(a) Limitation of Liability: UTG SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGE, WHETHER BASED ON LOST REVENUE OR OTHERWISE, REGARDLESS OF WHETHER UTG WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES IN ADVANCE. UTG'S TOTAL AGGREGATE LIABILITY WITH RESPECT TO DEFECTIVE PRODUCTS SHALL BE LIMITED TO THE MONIES OR FEES PAID BY BUYER TO UTG FOR THE DEFECTIVE PRODUCTS MANUFACTURED BY UTG, REGARDLESS OF WHETHER BUYER'S CLAIM IS BASED ON CONTRACT, TORT, STRICT LIABILITY, DRIVES LIABILITY, OR OTHERWISE.

(b) Liability Disclaimer: ON BEHALF OF ITSELF AND ITS SUPPLIERS, UTG DISCLAIMS ANY AND ALL LIABILITY FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS) ARISING FROM OR RELATING TO THIS AGREEMENT OR BUYER'S USE OF ANY PRODUCT. UTG SHALL HAVE NO LIABILITY FOR ANY CLAIM OF INFRINGEMENT BASED ON USE OF OR COMBINATION OF ANY PRODUCT WITH NON-UTG SOFTWARE, HARDWARE, OR PRODUCTS (UNLESS AUTHORIZED BY UTG) IF SUCH INFRINGEMENT WOULD HAVE BEEN AVOIDED BY THE USE OF THE PRODUCT WITHOUT THE USE OF OTHER SOFTWARE, HARDWARE, OR PRODUCTS.

## 10. Indemnity

BUYER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS UTG FROM ANY THIRD-PARTY CLAIM RESULTING FROM THE PURCHASE OR USE OF UTG PRODUCTS OR SERVICES OTHER THAN CLAIMS MADE BY THE END USER WITHIN THE LIMITED WARRANTY SPECIFIED IN SECTIONS 7 & 8 OF THESE TERMS AND CONDITIONS.

## 11. Engineering Data

All engineering data, design information, and engineering and shop drawings used in the completion of this order are and shall remain the property of UTG. Buyer shall not copy, reproduce, distribute, publish, or communicate to any third party such data without the prior written permission of a properly authorized representative of UTG. UTG hereby gives its permission to the Buyer to distribute product data or operational and maintenance information to the end user.

## 12. Compliance with Laws

Buyer agrees to comply with all applicable laws regarding the purchase and use of UTG Products and Engineering Data, including the U.S. Export Administration Act of 1979 (as amended) and with all regulations promulgated from time to time thereunder by the U.S. Department of Commerce.

## 13. Patents

Orders manufactured to Buyer's drawings or descriptions are executed only with the understanding that Buyer will indemnify and hold harmless UTG from any and all damages sustained by UTG, including, but not limited to, reasonable attorneys' fees resulting from any action or threatened action against UTG for infringement of the patents or proprietary rights of any other person.

## 14. Final Written Expression

THIS CONTRACT CONSTITUTES A FINAL WRITTEN EXPRESSION OF THE TERMS BETWEEN UTG AND BUYER REGARDING THE PRODUCT AND IS A COMPLETE AND EXCLUSIVE STATEMENT OF THOSE TERMS. ANY NEGOTIATIONS OR UNDERSTANDINGS BETWEEN SELLER AND BUYER THAT ARE NOT CONTAINED IN THIS CONTRACT SHALL HAVE NO FORCE OR EFFECT.



## SOLE SOURCE JUSTIFICATION FORM

Requesting Department: Public Works - Water Treatment

Description of Commodities or Services: Retrofit of existing raw pump motor controls

On the lines below initial all entries that apply to this procurement.

\_\_\_\_\_ Original manufacturer's equipment or parts subject to specific patent or copyright  
(Please attach supporting documentation)

\_\_\_\_\_ Equipment or parts not interchangeable with similar parts or equipment of another manufacturer (Please attach supporting documentation)

\_\_\_\_\_ Original manufacturer's parts required to maintain equipment warranty  
(Please attach copy of manufacturer's warranty)

\_\_\_\_\_ This is the only known equipment or part that meets the specialized needs of this department or perform the intended function (Please attach explanation)

MPM This is the only known vendor that can perform the repair, maintenance, or render the service. (Please attach supporting documentation)

\_\_\_\_\_ Commodities or services are only available from this vendor because of legal requirements. (Please attach explanation)

\_\_\_\_\_ None of the above apply (Please attach explanation)

Based on the above, I request that competitive purchasing procedures be waived and that the commodities or services be procured as a sole source procurement. I have obtained a price quote from this sole source vendor and the price has been determined to be fair and reasonable based on:

Circle one:      History Cost of similar commodities or services

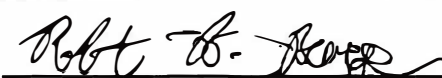
Published prices

Negotiated cost

The Town of Front Royal Procedures for Purchasing and Procurement Manual provides that written notification of a sole source purchase must be posted in a designated public area, published in a newspaper of general circulation, or posted on the Town of Front Royal web site.

Initiator:   
Signature

Date: 7-2-2026

Verification by Department Head:   
Signature



615 Alpha Drive  
Pittsburgh, PA 15238  
benshaw.com

Date: 10/10/2025

To whom it may concern,

Subject: Raw Water Pump Station Custom Retrofit Solution, Front Royal, VA

Recently, working with Mike Fahrney from Switchgear Solutions (Benshaw Manufacturer's Rep), we had the opportunity to perform a site visit review of the existing controllers that are running 3 - 450HP, 4160V pumps. The existing starters are Sq D Isoflex, primary reactor reduced voltage controllers that were manufactured in 1993. Due to the age of these starters, spare parts are not readily available, and the starting methodology is outdated technology.

The solution that we proposed is a custom one that would use the existing enclosures and retrofitting Benshaw medium voltage solid state starters in those enclosures, updating to the latest technology, and minimizing downtime. Benshaw has experience in this type of retrofit, which is an exclusive custom engineered solution that is not commercially available from other manufacturers.

Please feel free to contact me if you have any questions.

Regards,  
Jim

Jim Clarke

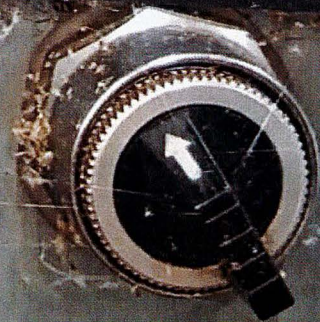
Mid-Atlantic Regional Manager

National Aggregate & Mining Manager

# Pump # 1



To run by HAND,  
place selector in Auto  
and turn to ON.  
To STOP, turn to OFF  
Pump will take approx.  
1.5 minutes to STOP  
OFF ON



## Pump #2



To run by HAND,  
place selector in Auto  
and turn to ON.  
To STOP, turn to OFF  
Pump will take approx.  
1.5 minutes to STOP

OFF

ON

VALVE OPEN

VALVE CLOSED

RESET

ON

OFF AUTO

ON

LOCKOUT  
STOP



# Pump #3



To run by HAND,  
place selector In Auto  
and turn to ON.  
To STOP, turn to OFF  
Pump will take approx.  
1.5 minutes to STOP

OFF

ON

VALVE OPEN

VALVE CLOSED

RESET

ON

OFF  
HAND AUTO

Lockout  
STOP





## REGULAR COUNCIL MEETING CONSENT AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 10C

---

**Agenda Item:** Reappointment of Planning Commission Member

**Summary:** Council is requested to reappoint a member to the Planning Commission for a 4-year term beginning August 31, 2026 and ending August 31, 2030.

**Budget/Funding:** None

**Meetings:** Work Session held July 6, 2026

*Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:*

**Proposed Motion:** I move that Council reappoint Teresa Fedoryka to the Planning Commission to a 4-year term beginning August 31, 2025 and ending August 31, 2029

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Wood* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Rappaport* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_



## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 10D

---

**Agenda Item:** An Administrative Variance application, submitted by Chris Ramsey, to subdivide a parcel less than two acres accessed by a private road, identified by Tax Map Number 20A241-7. The Property is zoned R-2, Residential and has a caretaker's quarter on site.

**Summary:** The subject property, 10160 Winchester Road, is part of a larger tract of land that subject to an Annexation between the Town and County in 1997. This portion was brought into Town, assigned a tax id so the property owner could pay Town taxes but was never formally subdivided along the Town and County boundary. The parcel is accessed by a deeded access road which the Town also uses to get to our pump station.

Per the provisions of 148-820-N-1.A.1 which states :

[1] Each lot parcel shall be a minimum of two (2) acres in area, regardless of zoning district classification.

The lot is currently 1.276 acres and under the acre minimum. The private access road existed prior to the property being annexed into town limits. Per Town Code 148-211, the Town Council may provide an exception to the provisions of the subdivision ordinance and permit the subdivision of this property being less than two acres.

**Budget/Funding:**

**Meetings:** Work Session July 13, 2026

**Proposed Motion:** I move that pursuant to Town Code 148-211, Council approve the Administrative Variance application submitted by Chris Ramsey to allow the subdivision of the 1.276-acre parcel, identified as Tax Map Number 20A241-7, with the following conditions, (1) the final subdivision plat shall illustrate, and note, an existing platted and recorded access easement for ingress and egress from the parcel to a public street, and (2) any subdivision approval by the Town must run concurrently with and be conditioned upon County subdivision approval.

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Rappaport \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_ Ingram \_\_\_\_\_ Wood \_\_\_\_\_ Sealock \_\_\_\_\_ Veitenthal \_\_\_\_\_

#2600235

# ADMINISTRATIVE VARIANCE APPLICATION

TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ Main: 540-635-4236 ~ Fax: 540-631-2727

## APPLICANT

## PROPERTY OWNER (if different)

|                                                                   |                        |
|-------------------------------------------------------------------|------------------------|
| APPLICANT'S NAME:<br><u>Ramsey Inc</u>                            | PROPERTY OWNER'S NAME: |
| ADDRESS:<br><u>400 Fulton Lane</u><br><u>Front Royal VA 22630</u> | OWNER'S ADDRESS:       |
| PHONE NUMBER:<br><u>540 660-2159</u>                              | PHONE NUMBER:          |
| EMAIL:                                                            | EMAIL:                 |

## SECTION A - Property Information

|                                                             |                                            |
|-------------------------------------------------------------|--------------------------------------------|
| Tax Map No. <u>20A-24-1-7</u><br><del>148-820-N-1-A-1</del> | Zoning District: <u>R-2</u>                |
| Site Address: <u>10160 Winchester Rd</u>                    |                                            |
| <input type="checkbox"/> Entrance Corridor                  | <input type="checkbox"/> Historic District |
| <input type="checkbox"/> Floodplain                         |                                            |

## SECTION B - Details of Request

|                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name:                                                                                                                                                                                                                                                                                                         |
| Special Exception Code Section(s): <u>148-820-N-1-A-1</u>                                                                                                                                                                                                                                                             |
| General Describe of the request (please attached supporting information, such as plats, plans, details, etc.):<br><u>current lot is 1.2837 acres, the code</u><br><u>requires 2 acre minimum. The lot is developed</u><br><u>w/ caretakers quarters &amp; accessed off private</u><br><u>access RD PER DB 274/678</u> |

SIGNATURE OF APPLICANT: Chris Ramsey

Date: 5/28/26

PRINT NAME OF APPLICANT: Chris S. Ramsey

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME OF PROPERTY OWNER: \_\_\_\_\_

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application. (APPLICATION FEE: \$650.00)

**RECEIVED**  
MAY 28 2026

June 5, 2025

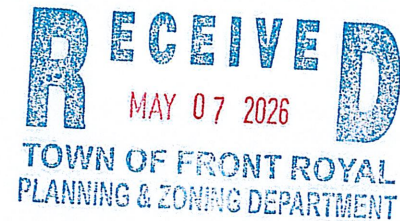
**TOWN OF FRONT ROYAL**  
**PLANNING & ZONING DEPARTMENT**

pl check #  
8079

#2600235

Ramsey Inc  
400 Fulton Lane  
Front Royal, Virginia 22630  
540-660-2159

May 7, 2026



Lauren Kopishke Director of Planning and Zoning  
102 E. Main St  
Front Royal, Virginia 22630

RE: 10160 Winchester Road

T.M. 20A24-1-7

Dear Lauren;

Please accept this letter and Application for Variance for the above referenced property. This tract of property was created by the Boundary Line Adjustment between the County of Warren and The Town of Front Royal in approximately 1999.

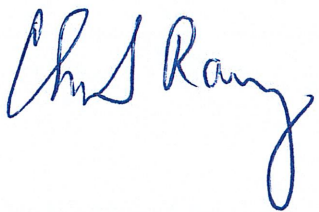
The lot created in 1999 is in direct conflict with Town Code Section 148-820-N-1-A [1] "Each lot parcel shall be a minimum of two {2} acres in area, regardless of zoning district classification,". To that end, I hereby request that the nonconforming lot of record be considered a legal existing lot under the code. If it be the pleasure of the Staff, I would welcome an administrative determination

that the parcel qualifies as a Grandfathered tract of land with all rights and privileges so afforded.

In reviewing the process for determining the acceptability of a non-conforming parcel of land that is 2-acres or more the issue of proper access is also an issue to be addressed. Town Code Section 148-820-N-1-A-[2] "Each lot and residual parcel shall abut with a minimum frontage of one hundred seventy five [175] feet on the existing private non-dedicated street, regardless of zoning district classification". The above referenced so created parcel has a frontage on said non-dedicated road of 128.87'. I hereby request a variance to the 175' requirement.

Additionally, I also request a variance to Town Code 148-820-N-2-A-G. This code puts forth the criteria for creating a code compliant access to a 2-acre parcel of land. This parcel fronts on a Town Access Road with all legal and recorded rights to said Town Access Road as stipulated in Deed Book 274/678 of the Land Records of Warren County. The referenced easement and access are existing and not to be created. Therefore, I request that the existing access be considered acceptable and sufficient to satisfy the requirements as set forth in this section of the code.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Chris Rany". The signature is written in a cursive, flowing style with a large, looped "R" and a trailing flourish.

T.M. 20 PARCEL 24  
N/F ALPHA PORTFOLIO OWNER, LLC.  
PER INST. # 220004727  
ZONED AGRICULTURAL

T.M. 20 PARCEL 26  
N/F RAMSEY, INC.  
PER INST. # 020004485  
ZONED AGRICULTURAL

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 27°09'55" W | 112.37'  |
| L2   | S 04°47'22" W | 16.50'   |
| L3   | S 62°30'41" W | 37.22'   |
| L4   | S 67°38'41" W | 56.26'   |

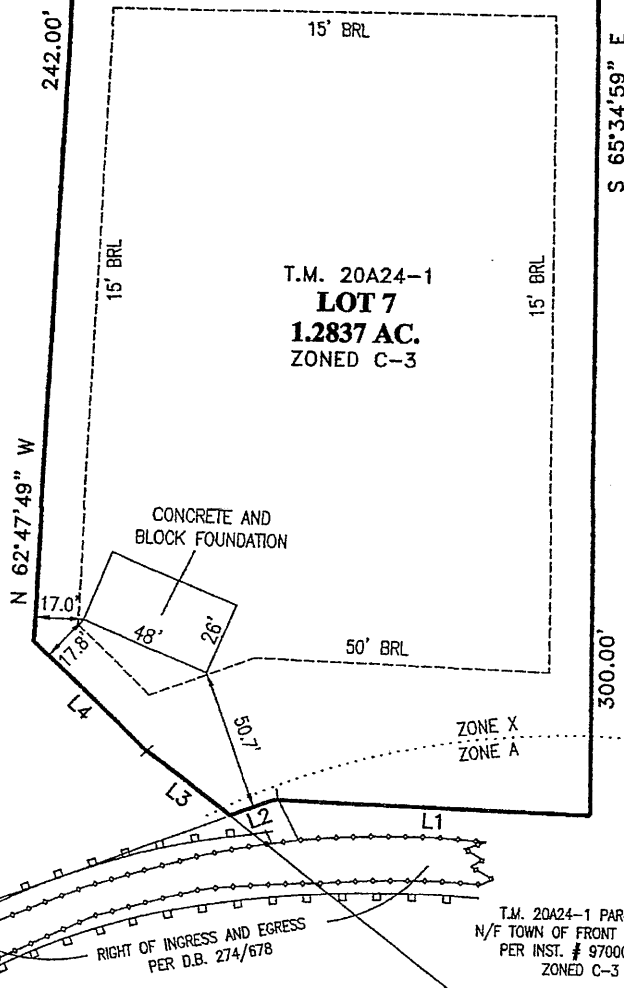
COUNTY OF WARREN  
TOWN OF FRONT ROYAL

N 25°21'24" E 186.33'

T.M. 20A24-1 PARCEL 5  
N/F ALPHA PORTFOLIO OWNER, LLC.  
PER INST. # 220004727  
ZONED C-3

T.M. 20A24-1  
**LOT 7**  
**1.2837 AC.**  
ZONED C-3

PER SLIDE 178-1  
SCALE 1" = 50'

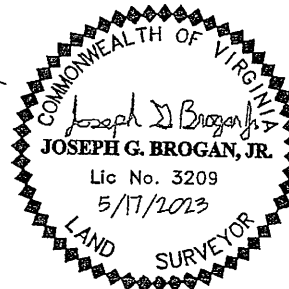


WINCHESTER RD. - RT. 340  
VARIABLE WIDTH R/W

0 50 100

NO TITLE REPORT FURNISHED TO THIS OFFICE.  
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.  
DERIVATION OF TITLE TO: RAMSEY INC.  
PER INSTRUMENT # 020004485.  
PLAT REF: SLIDE 178-1 AND INST. # 020004485.  
PROPERTY PARTIALLY SITUATED WITHIN FEMA FLOOD ZONE A  
PER FIRM MAP 51187C0104C EFFECTIVE JUNE 3, 2008.

FOUNDATION LOCATION  
T.M. 20A24-1 PARCEL 7  
NORTH RIVER MAGISTERIAL DISTRICT  
**TOWN OF FRONT ROYAL**  
**WARREN COUNTY, VA.**



PREPARED BY:  
BROGAN LAND SURVEYING, PLC  
P.O. BOX 1578  
FRONT ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
MAY 17, 2022

For Plat  
Slide 178 I

WARREN COUNTY, VIRGINIA  
LAND RECORDS

000025 DEC-85

VIRGINIA: IN THE CIRCUIT COURT OF WARREN COUNTY

In the matter of the Petition by the  
Town of Front Royal, Virginia, and the  
County of Warren, Virginia, to relocate  
the boundary line between the Town  
and the County pursuant to  
§15.1-1031.1, *et seq.* and their  
identical successor sections,  
§ 15.2-3106, *et seq.* of the Code of  
Virginia (1950), as amended.

Law No. L97000250-00

ORDER DESIGNATING AND ESTABLISHING A NEW BOUNDARY  
LINE BETWEEN THE TOWN OF FRONT ROYAL, VIRGINIA, AND  
THE COUNTY OF WARREN, VIRGINIA

This action came on to be heard this 8<sup>th</sup> day of December, 1997, upon the joint petition of the Town of Front Royal, Virginia (the "Town") and the County of Warren, Virginia (the "County"), pursuant to § 15.1-1031.1, *et seq.* and their identical successor sections, § 15.2-3106, *et seq.* of the Code of Virginia (1950), as amended, to relocate or change the boundary line between the Town and the County; upon the proffers of the Town and County and the exhibits received into evidence by the Court; and upon the arguments of counsel.

It appearing to the Court that the Town and the County have entered into an Agreement, approved by the County on November 3, 1997, and by the Town on November 10, 1997, to relocate or change the boundary line between them; that the Town and the County have caused advertisements of their intention to approve such an agreement to be published at least once a week for two successive weeks in a newspaper published in or having a general circulation in the jurisdictions of the Town and the County, and such notices have included a descriptive summary of the proposed agreement along with the date, time and location of public hearings; that public hearings were held by the respective governing bodies of the Town and the County prior to the adoption of the agreement in accordance with Virginia Code

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§ 15.1-1031.2 and its identical successor section § 15.2-3107; that the petition sets forth the facts pertaining to the desire to voluntarily relocate or change the boundary line between the Town and the County, and the petition includes a metes and bounds description of the new boundary line as agreed upon by the Town and the County; and that all procedures required by Virginia Code § 15.1-1031.2 and its identical successor section § 15.2-3107 have been complied with and that the petition is otherwise in proper order.

**NOW, THEREFORE, it is ADJUDGED, ORDERED and DECREED as follows:**

1. The boundary line between the Town and the County is hereby changed and relocated so as to incorporate within the Town limits certain territory containing approximately 41.359 acres of land:

Being a portion of the North River Magisterial District of Warren County, Virginia, adjoining the remainder of Warren County and the Town of Front Royal, Virginia, containing 41.359 acres, and more particularly described by metes and bounds as follows:

Which territory lies generally to the north of a portion of the previously existing Town boundaries described as:

**BEGINNING** at (1) a point in the west right-of-way line of U. S. Route 340-522, at its intersection with the centerline of the North Fork of the Shenandoah River, the coordinates of which point referred to the Virginia State Coordinate System, North Zone, 1927 Datum, are N=467,392.91 feet, E=2,085,256.36 feet; thence running with the centerline of the North Fork of the Shenandoah River

North 65° 12' 06" West, 545.88 feet to (2) a point.

With the addition of such territory, the boundary line between the Town and the County is hereby designated and established as follows:

**BEGINNING** at (2) a point North 65° 12' 06" West, 545.88 feet from (1) a point in the west right-of-way line of U. S. Route 340-522, at its intersection with the centerline of the North Fork of the Shenandoah River, the coordinates of which point referred to the Virginia State Coordinate System, North Zone, 1927 Datum,

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are N=467,392.91 feet, E=2,085,256.36 feet; thence departing the Shenandoah River and running through the land of Realty Loan Corp.

North 02° 16' 22" West, 1061.18 feet to (3) an iron pin found at the southwest corner of the land of Hammock; thence running with the line of Hammock

North 06° 27' 43" West, 164.01 feet to (4) an iron pipe found; thence departing Hammock and running through the land of Realty Loan Corp.

North 34° 36' 36" West, 147.82 feet to (5) an iron pin found at a corner of the land of the Elks Lodge No. 2382; thence running with the line of the Elks Lodge

North 00° 12' 57" East, 592.27 feet to (6) an iron pin found; thence

South 65° 54' 17" East, 337.79 feet to (7) an iron pin found, thence

North 37° 11' 31" East, 197.89 feet to (8) a point in the centerline of State Route 637 (Guard Hill Road); thence departing Route 637 and running through the land of Quarles Petroleum, Inc.

North 61° 58' 10" East, 127.06 feet to (9) an iron pipe set; thence continuing first through the land of Quarles Petroleum, Inc., and then through the land of J. S. Cooley Estate

North 25° 21' 24" East, 441.22 feet to (10) an iron pipe set at a corner of the land of the Town of Front Royal (Crooked Run Pump Station); thence running with the line of the land of the Town of Front Royal

North 24° 25' 01" East, 230.00 feet to (11) an iron pipe set; thence

South 65° 34' 59" East, 300.00 feet to (12) an iron pipe set; thence

South 24° 25' 01" West, 50.00 feet to (13) an iron pipe set; thence

South 65° 34' 59" East, 228.40 feet to (14) a point in the centerline of Crooked Run; thence running with the average centerline of Crooked Run

North 41° 27' 59" East, 113.56 feet to (15) a point; thence

North 21° 56' 57" East, 130.17 feet to (16) a point; thence

North 36° 37' 05" East, 120.35 feet to (17) a point; thence

North 23° 03' 50" East, 335.88 feet to (18) a point; thence

North 24° 37' 05" East, 222.34 feet to (19) a point; thence

North 24° 41' 06" East, 189.30 feet to (20) a point; thence

WARREN COUNTY, VIRGINIA  
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North 20° 56' 27" East, 175.65 feet to (21) a point; thence

North 19° 28' 04" West, 212.45 feet to (22) a point in the  
line of the land of Royal Racquet & Fitness, Inc.; thence departing  
Crooked Run and running with the line of Royal Racquet & Fitness, Inc.

North 64° 45' 37" West, 96.29 feet to (23) an iron pipe set; thence

North 21° 45' 53" West, 262.28 feet to (24) an iron pipe found; thence

North 11° 52' 05" East, 290.11 feet to (25) an iron pipe found  
in the southerly right-of-way line of Interstate Route 66 (Exit Ramp);  
thence running with the right-of-way line of Interstate Route 66

South 53° 42' 28" East, 114.80 feet to (26) a point; thence

South 37° 42' 18" East, 831.55 feet to (27) a concrete monument  
found; thence

South 34° 32' 17" West, 61.68 feet to (28) an iron pipe found, thence

South 64° 45' 44" East, 35.59 feet to (29) a concrete monument  
found; thence

South 02° 26' 10" West, 94.55 feet to (30) a concrete monument  
found in the above-noted west right-of-way line of U. S. Route 340-522;  
thence running with the west right-of-way line of U. S. Route 340-522

South 40° 54' 42" West, 1221.61 feet to (31) a point; thence

South 45° 50' 48" West, 486.51 feet to (32) an iron pin found; thence

South 45° 57' 48" West, 216.90 feet to (33) a point; thence

South 44° 02' 44" East, 73.01 feet to (34) a point; thence

South 38° 34' 37" West, 244.18 feet to (35) a point, thence

North 56° 52' 56" West, 75.00 feet to (36) a point; thence

221.82 feet along the arc of a curve to the left, having a radius  
of 1562.39 feet and a chord bearing and distance of South 30° 10'  
42" West, 221.63 feet to (37) a concrete monument found; thence

South 23° 10' 09" West, 125.47 feet to (38) an iron pipe set; thence

North 88° 24' 03" West, 68.26 feet to (39) a point in the centerline  
of the above-noted State Route 637; thence running with the  
centerline of Route 637

North 01° 37' 22" East, 28.29 feet to (40) a point; thence  
departing the centerline of Route 637

WARREN COUNTY, VIRGINIA  
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South 67° 56' 38" West, 34.88 feet to (41) a point in the west right-of-way line of Route 637; thence running with the west right-of-way line of Route 637

South 12° 11' 02" West, 226.83 feet to (42) an iron pin found; thence

South 32° 03' 04" West, 154.25 feet to (43) a point; thence

South 02° 35' 21" East, 144.18 feet to (44) an iron pipe found; thence

South 06° 08' 42" West, 148.88 feet to (45) a point, thence

South 00° 00' 37" East, 77.80 feet to (46) a point; thence

South 62° 36' 10" East, 174.81 feet to (47) a point in the above-noted west right-of-way line of U. S. Route 340-522; thence running with the west right-of-way line of U. S. Route 340-522

South 05° 59' 14" East, 234.09 feet to (48) a point; thence

South 31° 05' 01" East, 114.13 feet to (49) a point; thence

South 02° 16' 22" East, 584.06 feet to the (1) point of BEGINNING of the previously existing boundary line as described above.

The new boundary line as agreed upon by the Town and the County is also depicted on a survey plat consisting of one (1) sheet, which is attached to the Agreement. The aforesaid Agreement and plat, and all other exhibits, are **ORDERED** to be put to record with the Clerk of this Court.

2. The new boundary line between the Town and the County as established herein shall become effective at midnight on December 31, 1997.

3. The Clerk of this Court is directed to record a copy of this Order and plat in the Common Law Order Book and in the current Deed Book of the Court, and it shall be indexed in the names of the Town and the County.

4. The Clerk of Court is further directed to send a certified copy of this Order to the Secretary of the Commonwealth, to the Auditor of Public Accounts of the Commonwealth of Virginia, to the Comptroller thereof, to the State Corporation

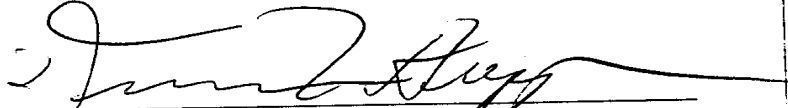
WARREN COUNTY, VIRGINIA  
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000030 DEC-86

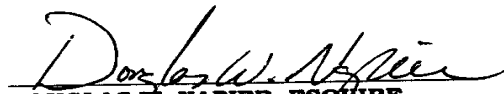
Commission, to the Department of Taxation of the Commonwealth of Virginia, and to  
the Department of Planning and Budget of the Commonwealth of Virginia.

5. The costs of this proceeding shall be paid by the Town.

ENTERED this 8<sup>th</sup> day of December, 1997.

  
HON. DENNIS L. HUPP, JUDGE

WE ASK FOR THIS:

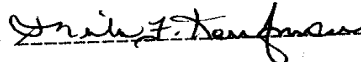
  
DOUGLAS W. NAPIER, ESQUIRE,  
Attorney for the County of Warren,  
Virginia

Douglas W. Napier, Esquire  
NAPIER & NAPIER, P.C.  
35 North Royal Avenue  
Front Royal, Virginia 22630

  
JOHN B. ARLEDGE, ESQUIRE,  
Attorney for the Town of Front Royal,  
Virginia

John B. Arledge, Town Attorney  
TOWN OF FRONT ROYAL, VIRGINIA  
Town Hall - 16 North Royal Avenue  
Front Royal, Virginia 22630

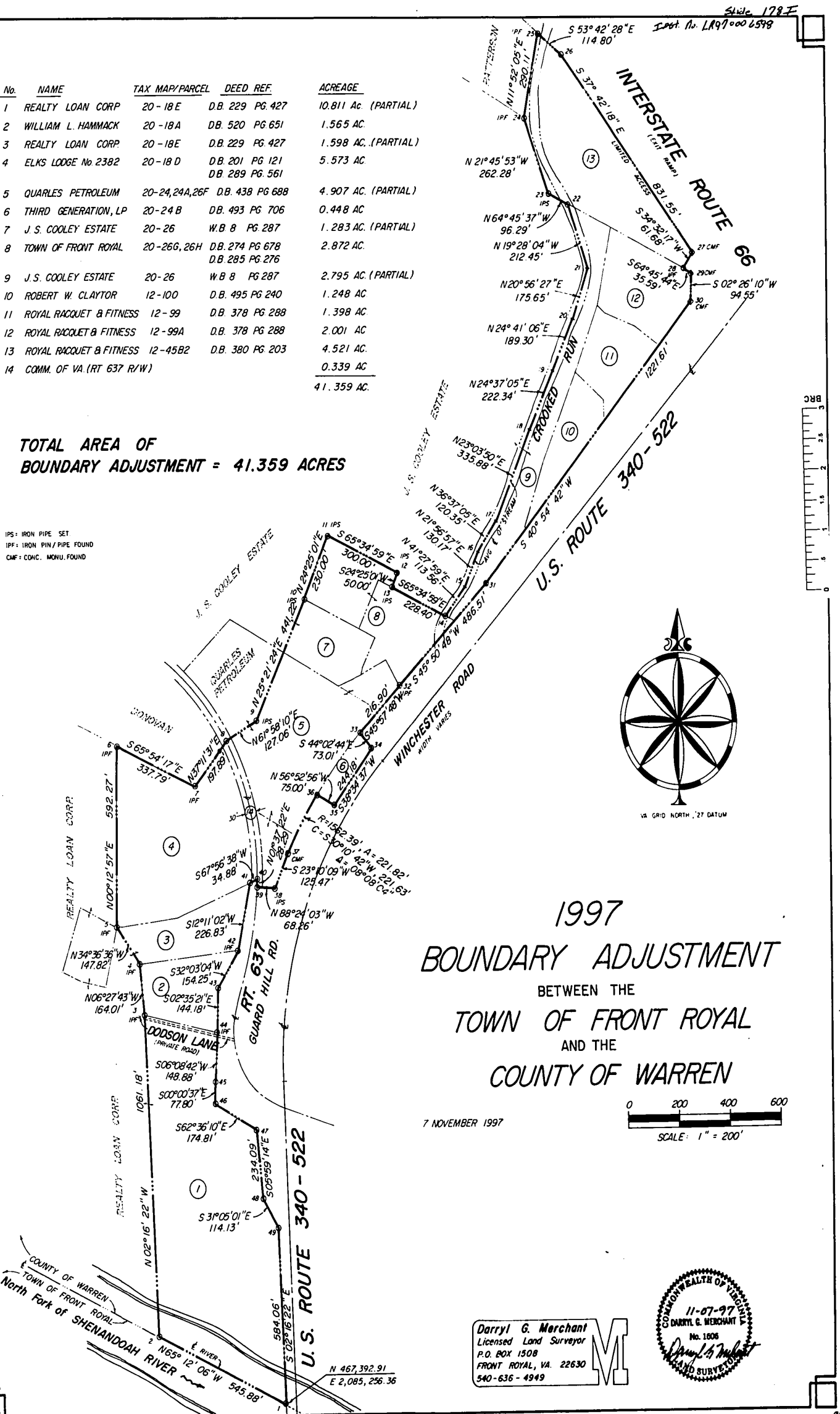
INSTRUMENT #970006598  
RECORDED IN THE CLERK'S OFFICE OF  
WARREN COUNTY ON  
DECEMBER 8, 1997 AT 02:48PM  
WILLIAM A. HALL, CLERK

BY:  (DC)

| No. | NAME                      | TAX MAP/PARCEL  | DEED REF.                          | ACREAGE              |
|-----|---------------------------|-----------------|------------------------------------|----------------------|
| 1   | REALTY LOAN CORP          | 20-18 E         | D.B. 229 PG 427                    | 10.811 AC. (PARTIAL) |
| 2   | WILLIAM L. HAMMACK        | 20-18 A         | D.B. 520 PG 651                    | 1.565 AC.            |
| 3   | REALTY LOAN CORP          | 20-18 E         | D.B. 229 PG 427                    | 1.598 AC. (PARTIAL)  |
| 4   | ELKS LODGE No 2382        | 20-18 D         | D.B. 201 PG 121<br>D.B. 289 PG 561 | 5.573 AC.            |
| 5   | QUARLES PETROLEUM         | 20-24, 24A, 26F | D.B. 438 PG 688                    | 4.907 AC. (PARTIAL)  |
| 6   | THIRD GENERATION, LP      | 20-24 B         | D.B. 493 PG 706                    | 0.448 AC.            |
| 7   | J. S. COOLEY ESTATE       | 20-26           | W.B. 8 PG 287                      | 1.283 AC. (PARTIAL)  |
| 8   | TOWN OF FRONT ROYAL       | 20-26G, 26H     | D.B. 274 PG 678<br>D.B. 285 PG 276 | 2.872 AC.            |
| 9   | J. S. COOLEY ESTATE       | 20-26           | W.B. 8 PG 287                      | 2.795 AC. (PARTIAL)  |
| 10  | ROBERT W. CLAYTOR         | 12-100          | D.B. 495 PG 240                    | 1.248 AC.            |
| 11  | ROYAL RACQUET & FITNESS   | 12-99           | D.B. 378 PG 288                    | 1.398 AC.            |
| 12  | ROYAL RACQUET & FITNESS   | 12-99A          | D.B. 378 PG 288                    | 2.001 AC.            |
| 13  | ROYAL RACQUET & FITNESS   | 12-45B2         | D.B. 380 PG 203                    | 4.521 AC.            |
| 14  | COMM. OF VA. (RT 637 R/W) |                 |                                    | 0.339 AC.            |
|     |                           |                 |                                    | 41.359 AC.           |

TOTAL AREA OF  
BOUNDARY ADJUSTMENT = 41.359 ACRES

IPS = IRON PIPE SET  
IPF = IRON PIN / PIPE FOUND  
CMF = CONC. MON. FOUND



1997  
BOUNDARY ADJUSTMENT  
BETWEEN THE  
TOWN OF FRONT ROYAL  
AND THE  
COUNTY OF WARREN

7 NOVEMBER 1997

0 200 400 600  
SCALE: 1" = 200'

Darryl G. Merchant  
Licensed Land Surveyor  
P.O. BOX 1508  
FRONT ROYAL, VA. 22630  
540-636-4949





## REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026

Item# 11A

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**Agenda Item:** Appeal pursuant to Town Code §175-94 to Town Council for DENIAL of a COA (Certificate of Appropriateness) by Hyo K Bang to permit the replacement of 18 windows from wood to vinyl.

**Summary:** The applicant is appealing to the Board of Architectural Review's denial of a Certificate of Appropriateness (COA) for fifteen (15) vinyl replacement windows installed on a contributing pre- Civil War structure within the Historic District. The windows were installed without the required permits or prior BAR approval. The BAR previously denied the request in March 2025, after which the applicant ceased work on the building and later submitted a new COA application. At its July 14, 2026, meeting, the BAR again denied the request and directed that the vinyl windows be replaced with wood windows in accordance with the Historic District Design Guidelines.

Through this appeal, the applicant requests that the Town Council overturn the BAR's decision and allow the existing vinyl windows to remain. Alternatively, if replacement is required, the applicant requests that only the nine (9) front-facing windows be replaced with wood windows while allowing the vinyl windows on the side and rear elevations to remain.

Town Code:

175-94 - APPEALS (Historic District)

- A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.
- B. Any applicant aggrieved by a final decision of the Board of Architectural Review following the decision rendered on appeal to the Front Royal Town Council, may appeal said decision to the Circuit Court of Warren County, Virginia, by filing a petition at law setting forth the alleged illegality of the BAR's action, provided that such petition is filed with the Circuit Court within thirty (30) days after the appealed decision of the Front Royal Town Council. The filing of said petition with the Circuit Court shall stay the decision of the BAR pending the outcome of the appeal, except that the filing of such petition shall not stay the decision of the BAR if such decision denies the right to raze or demolish an historic landmark, building or structure. The Circuit Court may reverse or modify the decision of the BAR, in whole or in part, if the Court finds, upon review, that the decision is arbitrary and constitutes an abuse of discretion. The Circuit Court may also affirm the decision of the BAR.

---

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Rappaport \_\_\_\_\_ DeDomenico-Payne \_\_\_\_\_ Ingram \_\_\_\_\_ Wood \_\_\_\_\_ Sealock \_\_\_\_\_ Veitenthal \_\_\_\_\_



## REGULAR COUNCIL MEETING AGENDA STATEMENT

**Budget/Funding:** N/A

**Meetings:** Board of Architectural Review July 14, 2026

**Proposed Motion:**

**Motion to Approve:**

I move to approve the appeal submitted by Hyo K. Bang pursuant to Town Code § 175-94, reverse the decision of the Board of Architectural Review denying the Certificate of Appropriateness, and approve the Certificate of Appropriateness to allow the existing fifteen (15) vinyl replacement windows to remain with no conditions.

**Motion to Deny:**

I move to deny the appeal submitted by Hyo K. Bang pursuant to Town Code § 175-94 and uphold the Board of Architectural Review's denial of the Certificate of Appropriateness.

---

*Moved* \_\_\_\_\_ *Seconded* \_\_\_\_\_

*Rappaport* \_\_\_\_\_ *DeDomenico-Payne* \_\_\_\_\_ *Ingram* \_\_\_\_\_ *Wood* \_\_\_\_\_ *Sealock* \_\_\_\_\_ *Veitenthal* \_\_\_\_\_

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**FW: BAR Appeals Process**

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**From** Lauren Kopishke <lkopishke@frontroyalva.com>

**Date** Thu 7/16/2026 11:59 AM

**To** Hillary Wilfong <hwilfong@frontroyalva.com>

**Cc** Connie Potter <cpotter@frontroyalva.com>; Joe Petty <jpetty@frontroyalva.com>

Mr. Bang submitted his appeal to Town Council. This needs to go on the July 27<sup>th</sup> meeting.



***Lauren E. Kopishke***

Director of Planning & Zoning

Zoning Administrator

Town of Front Royal

Dept. of Planning and Zoning

102 E Main St | PO Box 1560

Front Royal, VA 22630

T./540-635-4236

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**Sent:** Thursday, July 16, 2026 9:43 AM

**To:** Lauren Kopishke <lkopishke@frontroyalva.com>

**Subject:** Re: BAR Appeals Process

I would like to appeal the denial of permit number 2600313 to Town Council. I have replaced 18 wood windows with vinyl windows. The new windows are the same style and format as the wood, six over six. I would like to request that Council permit me to keep the side and rear windows as is and only replace the front windows with six over six wood windows.

Hyo k bang

Sent from my iPhone

On Jul 16, 2026, at 9:38 AM, Lauren Kopishke <[lkopishke@frontroyalva.com](mailto:lkopishke@frontroyalva.com)> wrote:

Good Morning Mr.Bang,

Per our discussion this morning, please respond to this email to submit your Appeal to Town Council. You will need to state your permit number which is 2600313 and your request to only replace the front nine windows with wood, but be permitted to keep the side and rear windows, which are currently installed, vinyl. Please send back within 10 days. Your initial appeal would be July 27, Council will make a final decision on August 24<sup>th</sup>.

<image001.jpg>

***Lauren E. Kopishke***

Director of Planning & Zoning

Zoning Administrator



## DEPARTMENT OF PLANNING & ZONING

T: (540) 635-4236  
F: (540) 631-2727

Town Hall, 102 E. Main St.  
P.O. Box 1560, Front Royal, VA 22630-1560

July 15, 2026

Hyo K Bang  
41209 Speckled Wren Court  
Aldie, VA 20105

Re: COA Application 2600313  
507 E. Main Street

Mr. Bang:

The Board of Architectural Review (BAR), at their regular meeting on July 14, 2026, denied the application to replace the wooden windows with vinyl windows at 507 E. Main Street. The BAR made the following motion:

*Mr. Cuddeback moved, seconded by Ms. Henry in the matter of #2600313 that the one remaining original wood window should be repaired. All windows on the front and the back be replaced with six over six wooden windows. All windows need to be set appropriately with wood exterior trim or mortar as appropriate to the house or structure. All work to be inspected by the Code Enforcement Officer.*

VOTE: Yes – Unanimous by members present.

In accordance with § 175-94 of the Zoning Ordinance you may appeal the BAR decision to the Town Council provided that such appeal is filed in writing with the Town Clerk within ten (10) days of the decision rendered by the BAR or by July 24, 2026.

### **175-94 - APPEALS (Historic District)**

- A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.

Please contact the Planning and Zoning office at 540-635-4236 should you have any questions.

Sincerely,

Connie L. Potter  
Clerk of the Board of Architectural Review (BAR)



*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](http://www.frontroyalva.com) for a limited time.*

A regular meeting of the Board of Architectural Review of the Town of Front Royal, Virginia was held on July 14, 2026, in the Town Hall East Conference Room.

### **CALL TO ORDER**

Vice Chairman Aders called the Board of Architectural Review meeting to order at 7:00 p.m.

### **ROLL CALL**

Present: Ellen Aders  
Kevin Cuddeback  
Teresa Henry

Absent: Collin Waters, Chairman  
Dede Nash

Staff Present: Lauren Kopishke, Director of Planning and Zoning/Zoning Administrator  
Daniel Wells, Code Enforcement/Property Maintenance Official  
Connie Potter, Executive Assistant/Clerk for the Board of Architectural Review

### **APPROVAL OF MINUTES**

- June 9, 2026 – Work Session

*Mr. Cuddeback moved, seconded by Vice Chairman Aders to approve the meeting minutes as written.*

VOTE: Yes – Aders, Cuddeback  
No – N/A  
Abstain – Henry  
Absent – Nash, Waters

ROLL CALL

### **NEW BUSINESS**

- COA Application #2600313 – A Certificate of Appropriateness Application submitted by Hyo K. Bang to replace eighteen (18) existing wood windows with vinyl windows at 507 E. Main Street, identified by Tax Map 20A8-7-4. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.



Mr. Wells reviewed the application request submitted by Mr. Bang to replace eighteen (18) wood windows with vinyl windows at 507 E. Main Street. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.

The wood windows have already been replaced with vinyl windows. Mr. Bang was issued a notice of violation in 2025 because the work was done without a Zoning Permit and a Certificate of Appropriateness (COA) approved by the BAR. When he came to the BAR in 2025 the BAR denied the vinyl windows and Mr. Bang was to remove the windows and install wood windows. There has been no work done in a year. COAs expire after twelve (12) months of no work. The applicant has reapplied for approval of vinyl windows. At the BAR meeting in 2025 the Board approved three (3) vinyl windows on the west facing façade which faces the laundromat and denied all the other vinyl windows installed in the home.

Mr. Cuddeback asked why the BAR would not simply adopt the prior motion of the Boards decision on March 11, 2025.

BAR members discussed the wording of the previous motion from 2025 and asked for the exacting wording of that motion.

Ms. Potter read the previous motion made by the BAR at their meeting on March 11, 2025:

*“Ms. Aders moved, seconded by Ms. Snyder to approve the three (3) vinyl windows on the west facing façade which faces the laundromat on the upstairs portion of the home and to deny all other windows in the house.” Vote was unanimous of members present.*

Mr. Cuddeback expressed concern as to why the applicant did not adhere to the motion to remove the vinyl windows and replace them with wood within the one (1) year timeframe.

Vice Chairman Aders reiterated that her view has not changed and that the windows need to be wood. She noted that this is one of the oldest properties on Main Street. There was no new information provided by the applicant for the application presented to the BAR at this meeting. She agreed with Ms. Kopishke that this was the BARs opportunity to be more specific with exactly what the BAR wants done with regard to the window replacements. All the wood windows were still in the structure and intact when the applicant replaced them with vinyl windows.

Ronald Baldwin spoke for the applicant and explained that he is doing the work for Mr. Bang. He explained they had stopped work on finishing the trim molding and mortar when the BAR denied the vinyl windows.



Mr. Cuddeback commented that the applicant took the building a step back when they removed the wood windows and replaced them with vinyl.

Mr. Baldwin rebutted that 501 E. Main Street as well as other properties on E. Main Street have the same “vinyl” windows that he installed. He thought it was unfair to Mr. Bang to require him to install wood windows when other properties on Main Street have installed vinyl windows.

Vice Chairman Aders stated she did not know what had happened in previous instances as she was not on the Board at those times. Their job as the Board of Architectural Review is to preserve as many of the historic structures as they can. Windows, doors and materials that were used in historic structures is one of the key elements. Without any new information she did not know why the BAR would reverse their decision from the previous motion made in 2025.

Mr. Baldwin offered a compromise by installing wood muntins on the outside of the windows. He also felt that vinyl windows were more efficient and planet friendly.

Ms. Henry expressed concern that the windows have sat unfinished for the last year without the proper trim and mortar. If a compromise cannot be obtained will the vinyl windows sit there another year in this condition. This is deteriorating the building the BAR is trying to save.

Mr. Cuddeback said that placing wood surface muntions would not solve the problem. The vinyl windows cause the building to lose its historic feel.

Mr. Baldwin asked why it was okay ten (10) years ago to replace wood windows with vinyl and now it's not.

Mr. Wells explained that members on the Board change and it depends on their interpretation and how they want to follow the guidelines. He noted they cannot change the past as to who follows the guidelines and who does not.

Ms. Kopishke mentioned that there is molding on the windows that give it additional character. There is wood detail missing and the scale is off. Window trim is a big part of the character of the window and needs to be replaced with the same historic profile. After some additional discussion the following motion was made.



***Mr. Cuddeback moved, seconded by Ms. Henry in the matter of #2600313 that the one remaining original wood window should be repaired. All windows on the front and the back be replaced with six over six (6/6) wooden windows. All windows need to be set appropriately with wood exterior trim or mortar as appropriate to the house or structure. All work to be inspected by the Code Enforcement Officer.***

VOTE: Yes – Henry, Aders, Cuddeback  
No – N/A  
Abstain – N/A  
Absent – Nash, Waters

ROLL CALL

DRAFT



**TOWN OF FRONT ROYAL**  
**DEPARTMENT OF PLANNING & ZONING**

**STAFF REPORT FOR THE**  
**BOARD OF ARCHITECTURAL REVIEW**  
**JULY 14, 2026**

**APPLICATION #:**

Certificate of Appropriateness  
Application #2600313

**APPLICANT:**

Hyo K. Bang

**APPLICATION SUMMARY:**

A Certificate of Appropriateness (COA) Application submitted by Hyo K. Bang to replace eighteen (18) existing wood windows with vinyl windows at 507 E. Main Street, identified by Tax Map 20A8-7-4. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Multiple windows on the building have already been replaced.

**GENERAL INFORMATION:**

|                   |                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site Addresses    | 507 E. Main Street                                                                                                                                    |
| Owner(s)          | 505 East Main LLC                                                                                                                                     |
| Zoning District   | C-2, Downtown Business District                                                                                                                       |
| Historic District | Front Royal Historic Overlay District                                                                                                                 |
| Tax Id            | 20A8-7-4                                                                                                                                              |
| Location          | The subject property is located on the Commerce Avenue end of Main Street, southeast of the intersection of Blue Ridge Avenue and S. Commerce Avenue. |

*Vicinity Map (Warren County GIS) – 507 E. Main Street*



*Aerial Map (Warren County GIS) – 507 E. Main Street*



*Photo 1 – Front Elevation of 507 E. Main Street – Historic Survey*



*Photo 2 – Front Elevation of 507 E. Main Street – May 3, 2025*



*Photo 3 – Rear Elevation of 507 E. Main Street – May 3, 2025*



*Photo 4 – Left Rear Elevation of 507 E. Main Street – May 3, 2025*



#### **SUPPLEMENTAL INFORMATION:**

##### ***Legal Authority***

The Board of Architectural Review (BAR) is established by the legal authority of Virginia Code §15.2-2306 and Sections 175-82 through 175-98 of the Town Code. The Town Code grants review authority to the BAR for major projects within the Historic Overlay District. The Historic Overlay District consists of the areas and structures identified within the Front Royal Historic District. Town Code, Section 175-82, states that the purposes of establishing the historic resource overlay areas include the following:

1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area.
2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <p>4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage.</p> <p>5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register.</p> <p>6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character.</p> <p>Except where administrative review authority is granted under Section 175-89.1, and where review is exempt under Section 175-90, the BAR is responsible for reviewing major projects in the Historic Overlay District in accordance with the guidelines found under Section 175-91 of the Town Code. These guidelines are listed at the end of this report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Historic Information</b></p> | <p>The building (circa 1865) is a contributing building to the Front Royal Historic District. Below are notes about the structure, as found within the Historic District records. A full copy of the report is attached.</p> <p><b>Brief Architectural Description of Primary Resource:</b><br/> A Vernacular Federal brick house, originally in the form of a single pile I-house with rear ell, with interior end chimneys, 5-bay facade with central entrance, and 1-story, 3-bay front porch. Retains essential form, and details such as boxed cornice over brickwork corbelled cornice, 2 square windows in gable end, and 6-over-6 double-hung wood sash. Has a 1-story, shed-roofed rear extension that projects at the house's east side, added since 1927.</p> <p><b>Brief Architectural Description of Additions and Alterations</b><br/> This property has been extensively altered. The interior end chimneys of brick have been removed; a door has been inserted in the east end bay on the first floor of the front wall; the roofing material is later, and a post-1927 1-story shed-roofed addition has been made to the rear of the house, which has been painted, and adapted to use as an apartment building. Finally, the front porch has been removed: it was a 1-story, 3-bay, hip-roofed wood porch, probably built c. 1880-1900, with square wood posts with caps, collars, and bases, flanked by simple curved brackets, with a balustrade of panels of sawn openwork capped by a wooden rail. In front of the house was a level yard with a circular stone-edged planting bed.</p> <p><b>Architectural and Historical Summary:</b><br/> This building is significant as one of Front Royal's older residences, and although extensively altered, it retains its essential form and some of its details; also, its late-19th/early-20th century, pre-remuddling appearance is known. The house was built by Giles Cook, possibly before the Civil War. It is associated with the 2 houses to the east, 513 and 519 East Main Street, which were built by Giles Cook's children between 1865 and 1885.</p> |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b><i>Incentives for Rehabilitation</i></b>        | <ul style="list-style-type: none"><li>• Partial Real Estate Tax Exemption. Pursuant to Section 175-97 of the Town Code, owners that engage in approved rehabilitation projects have the ability to seek a 10-year tax exemption equal to the increase in assessed value resulting from the rehabilitation.</li><li>• State Tax Income Credit. The Virginia Rehabilitation Tax Credit Program allows property owners who complete a certified rehabilitation project to receive an income tax credit on 25% of their eligible expenses and an additional 20% credit through the Federal Rehabilitation Tax Credit Program.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b><i>Historic Overlay District Guidelines</i></b> | <b>GUIDELINES WORKSHEET FOR BAR EVALUATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|                                                    | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area.                                                                                                                                                                                                                                                                                                                                                                                       |  |
|                                                    | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built.                                                                                                                                                                                                                                                                                                                              |  |
|                                                    | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used.                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                    | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The view of the structure or area from a public street or road, present or future.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                                                    | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The present character of the setting of the structure or area and its surroundings.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                    | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The probable effect of proposed construction on trees, wooded areas, or historic sites.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                    | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent.                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                    | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings, or structures in the district, taking into consideration the following: <ul style="list-style-type: none"><li>a. General design.</li><li>b. Character and appropriateness of design.</li><li>c. Form.</li><li>d. Proportion and scale.</li><li>e. Mass.</li><li>f. Configuration.</li><li>g. Arrangement.</li><li>h. Texture.</li><li>i. Material.</li></ul> |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>j. The permanent color of exterior materials (excluding paint).</li> <li>k. The relationship of such elements to similar features of structures in the immediate surroundings.</li> <li>l. Congruity with the character of the Historic District.</li> </ul>                                                                                                                                                                                                                                                           |  |
|  | <p>Additional Guidelines:</p> <ul style="list-style-type: none"> <li>• The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.</li> <li>• The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation.</li> <li>• See Demolition Review Guidelines Addendum for demolition of structures.</li> </ul> |  |

## STAFF COMMENTS:

The BAR needs to determine whether the replacement of wood windows with vinyl was appropriate in this instance. The building is a contributing structure and was constructed pre-civil war. Some but not all of the character of the building has been lost. Work on the subject property was conducted prior to the pursuit of any required permits or applications. All wood windows were removed and disposed of and replaced with vinyl windows. In January 2025, staff issued a violation for failure to obtain permits, and the applicant sought BAR approval at their regular meeting in March 2025. The result of that meeting was denial for all but three of the vinyl windows.

Per Town Code 175-92 B., all COA's expire after twelve months if work has been suspended or abandoned, therefore the applicant has decided to try again and request approval for the vinyl windows. He is now stating the windows were replaced prior to his ownership of the building (2019) and wishes for an explanation as to why it makes a difference as his building is approximately 60 feet from the public right-of-way and at that distance it would be hard to tell the difference in materials and nobody should be any closer without his permission. He also feels it is infeasible due to cost of removing brand new windows.

Attachments: 1) Certificate of Appropriateness Application and Supporting Documents  
2) Virginia Department of Historic Resources Reconnaissance Property Survey  
3) Google Map Renderings – 507 E. Main Street – Dated October 2021

TOWN OF FRONT ROYAL  
Department of Planning and Zoning  
102 East Main Street  
PO Box 1560  
Front Royal, VA 22630

Main 540.635.4236  
Fax: 540.631.2727  
[planning@frontroyalva.com](mailto:planning@frontroyalva.com)

Payment Type: CK# 1157  
Date Paid: 6/15/26  
Date Received: 6/15/26  
Application Fee: \$300.00  
Demolition of Historic Structure \$400.00  
\*For Non-Profit – 25% Fee Reduction of  
Regular Fee \_\_\_\_\_ (check here)

## CERTIFICATE OF APPROPRIATENESS APPLICATION (BOARD REVIEW)

☐ New Construction ☐ Rehabilitation ☐ Sign ☐ Other \_\_\_\_\_

Application is hereby made for a Certificate of Appropriateness and is made subject to the local Historic District Ordinance, other local ordinances, and State laws which are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

Name of Applicant: Hyo K Bang

Address of Applicant: 41209 Speckled Wren Ct  
Aldie VA 20105

Phone Number: 703-362-4403

Property in Question:

Street Address: 507 E Main St Front Royal VA 22630

Tax Map Number: 20A874

Historic District: ☐ Downtown Residential Area

☐ Downtown Business Area

Name of Property Owner(s): Hyo K Bang

Address of Property Owner(s): 41209 Speckled Wren Ct

Aldie VA 20105

Phone Number: 703-362-4403

Are there any other applications relevant to this property or the proposed modifications being considered by any other regulatory or administrative agency? ☐ Yes ☒ No

If Yes, please describe: \_\_\_\_\_

81800003

Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

applying for existing window approval

**Also include the following as applicable:**

- ☐ Attached map with property under consideration marked
- ☐ Site Plan
- ☐ Sketch, drawing, elevations
- ☐ Photographs or slides showing property in question
- ☐ Material samples (shall be provided with the application)

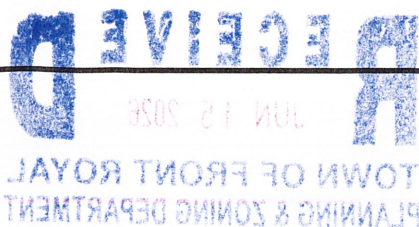
**\*NOTE: A public hearing is required for demolition work.**

Signature of Applicant: [Signature] Date: 6/15/26

Signature of Representative (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

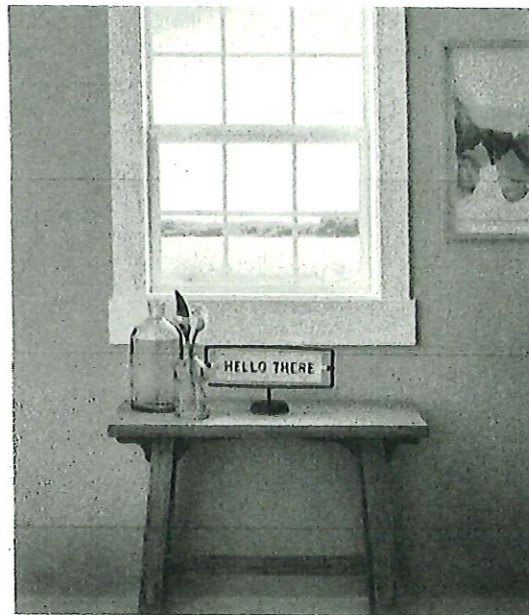
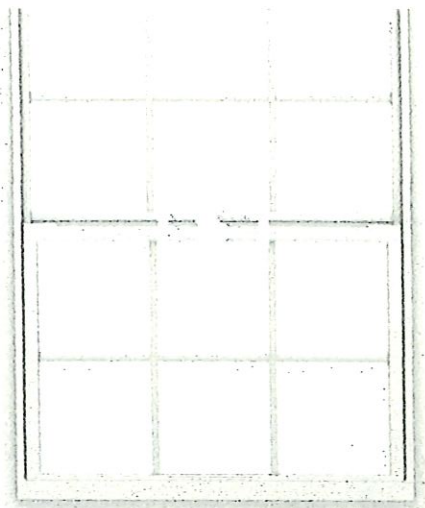


Pella 150 Series White Exterior White Interior Vinyl New construction Single Hung Window |

[Shop Pella](#)

★★★★★ 4.5 ▼ 17

\$288.00

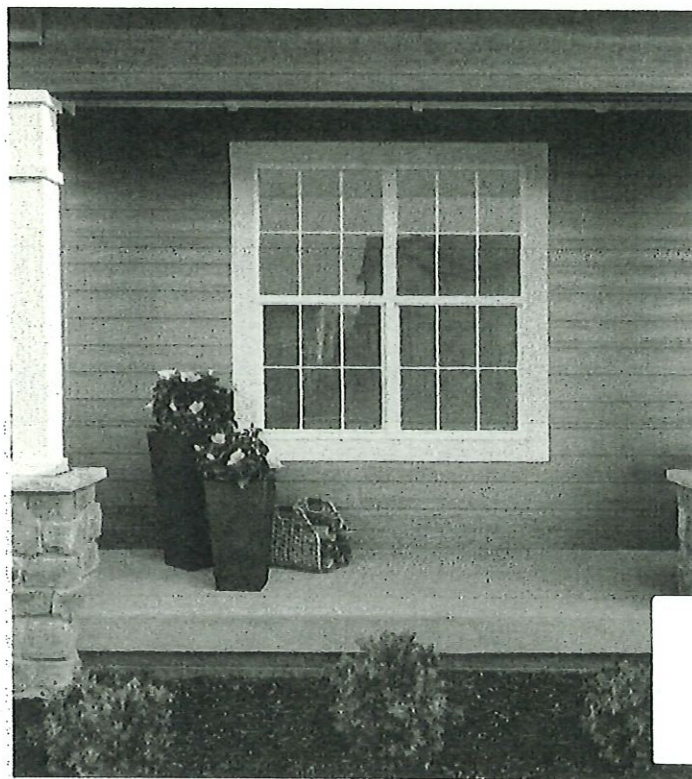
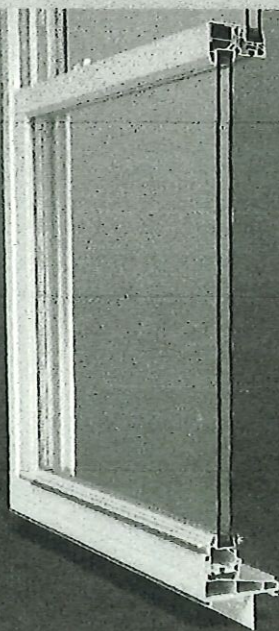


## Pella® Vinyl

Exceptional  
performance  
and style at  
an affordable  
price.

Multi-chambered  
frames provide  
additional  
strength and  
support.

Resists fading  
and warping.





What can we help you find?



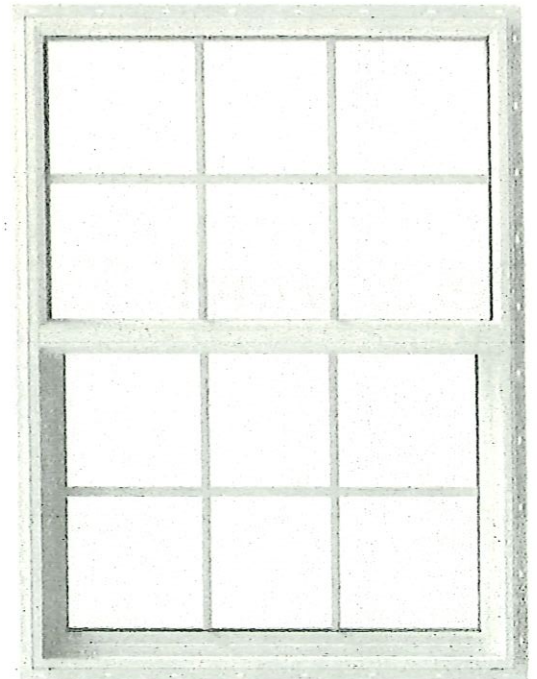
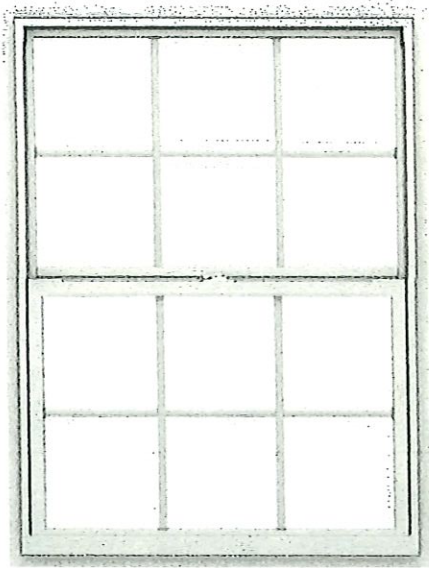
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[Lowe's of Leesburg](#) [9 PM](#) [20176](#)



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

[Back to Results](#) / [Windows & Doors](#) / [Windows](#) / [Single Hung Windows](#)



Feedback



Overview

- Pella 150 Series vinyl single-hung windows deliver a classic look with a bottom sash that opens for increased ventilation
- SunDefense Low-E glass lets in light while helping to block heat, keeping homes cooler in the summer and warmer in the winter
- The bottom sash slides up and down to provide ventilation with a stationary top sash
- Pella's vinyl uses a fade-resistant formula that is performance tested for excellent weathering, durability and color retention
- All-metal cam-action locks are anchored to the sash, ensuring long-lasting, dependable operation, with a hardware design that complements the window
- A cam action lock reengages the sashes and pulls them against the weatherstripping to ensure a superior weathertight seal
- White grilles are permanently sealed between the panes of insulating glass to create a smooth glass surface while giving the look of traditional panes
- A quick installation frame design helps reduce installation time
- Backed by Pella's limited lifetime warranty, one of the strongest warranties in the industry

CA Residents: Prop 65 Warning(s)

Installation Manual  
PDF

Warranty Guide  
PDF

Operating Manual  
PDF

**EXCLUSIVE** Prop 65 Warning Label

Pella 150 Series White Exterior White Interior Vinyl New construction Single Hung Window Low-E argon Double Pane Glass with Grids (Half Screen Include

Item #2637818 | Model #1000009499

Shop Pella PDF

★★★★★ 4.5

17

Specifications

\$288.00

Original

|                                                                                                |       |                       |            |
|------------------------------------------------------------------------------------------------|-------|-----------------------|------------|
| Color/Finish Family                                                                            | White | Interior Color/Finish | White      |
| \$273.60 When you choose 5% savings on eligible purchases every day. <a href="#">Learn How</a> |       |                       |            |
| Exterior Color/Finish                                                                          | White | Series Name           | 150 Series |
| Buy Now, Pay Later<br>Pay \$28.00 with 12 monthly payments. <a href="#">Learn How</a>          | White |                       |            |

Actual Size (W x H): 31-1/2-in x 59-1/2-in

|                       |               |                  |                       |
|-----------------------|---------------|------------------|-----------------------|
| Dimensions            |               |                  |                       |
| 31-1/2-in x 59-1/2-in |               |                  |                       |
| Common Size (W x H)   | 32-in x 60-in | Weight (lbs.)    | 41                    |
| Grid Width            | 3/4-in        | Get It Installed | Size (W x H)          |
|                       |               |                  | 31-1/2-in x 59-1/2-in |

Pickup

Delivery

In Stock at quantity prices (100 times)

|                                    |             |           |     |
|------------------------------------|-------------|-----------|-----|
| Clear Opening Sq Ft                | 5.1769      | Lock Type | Cam |
| 1 +<br>Design Pressure (DP) Rating | Add to Cart |           |     |

9 Members save more. [Join for FREE](#)

|                     |                   |                                    |                  |
|---------------------|-------------------|------------------------------------|------------------|
| Frame Profile       | Flat              | Obscure Glass                      | No               |
| Glass Insulation    | Low-E argon       | Paintable                          | No               |
| Glass Strength      | Annealed          | Project Type                       | New construction |
| Glazing Type        | Double pane       | Screen Frame Type                  | Roll-form        |
| Grid Included       | Yes               | Screen Included                    | Half             |
| Grid Pattern        | Traditional       | Screen Type                        | Fiberglass mesh  |
| Grid Profile        | Contoured         | Solar Heat Gain Coefficient (SHGC) | 0.21             |
| Grid Type           | Between the glass | Tilting                            | Yes              |
| High Altitude Rated | No                | Wood Jamb Extension                | None             |

|                                          |                        |                                        |      |
|------------------------------------------|------------------------|----------------------------------------|------|
| Certifications                           |                        |                                        |      |
| CA Residents: Prop 65 Warning(s)         | ⚠ Prop 65 WARNING(S) - | Meets CA Forced Entry Requirements     | No   |
| ENERGY STAR Certified North/Central Zone | No                     | Meets Title 24                         | No   |
| ENERGY STAR Certified Northern Zone      | No                     | Meets Wildland Urban Interface         | No   |
| ENERGY STAR Certified South/Central Zone | No                     | Miami Dade Approved                    | No   |
| ENERGY STAR Certified Southern Zone      | Yes                    | Sound Transmission Control (STC) Rated | Yes  |
| Florida Product Approved                 | Yes                    | Texas Department of Insurance Approved | Yes  |
| Hurricane Approved                       | No                     | U Value                                | 0.29 |

|          |                  |  |  |
|----------|------------------|--|--|
| Warranty |                  |  |  |
| Warranty | Limited lifetime |  |  |

|               |          |  |  |
|---------------|----------|--|--|
| Miscellaneous |          |  |  |
| UNSPSC        | 30171600 |  |  |





Pella 150 Series  
SINGLE HUNG

**32 x 60**

FITS ROUGH OPENING:

**32 -in X**

**60 -in**

ACTUAL FRAME SIZE

**31 1/2 -in X**

**59 1/2 -in**

INCLUDES: HALF SCREEN  
3x2 Grille Between the Glass

ABERTURA SIN TERMINAR: 813 mm X 1524 mm  
TAMANO ACTUAL DEL MARCO: 800 mm X 1511 mm



3/4-in. SUNDEFENSE™ INSULATING  
GLASS WITH ARGON  
3/4-in. VIDRIO AISLANTE DE BAJA  
EMISION SUNDEFENSE™ CON ARGON

Vinyl  
New Construction  
Single Hung

**1000009499**



EIGHT: 41 lb PESO: 19 Kg

24637818

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES  
PROPERTY SURVEY FORM  
RECONNAISSANCE LEVEL

IDENTIFICATION INFORMATION

VDHR File # 112-0011-000

Property Name:  
Address 507 East Main Street  
Historic The Giles Cook House

NR Property Category: Building  
Wuzit: House

Tax Code: Section Parcel  
8-7 4

County/City: Warren  
USGS Map: USGS Quad: Front Royal

ADDRESS/LOCATION INFORMATION

Address: 507 East Main Street Street  
Vicinity of: Municipality: Town of Front Royal ZIP: 22630

PROPERTY CLASSIFICATION INFORMATION

Property Boundaries:  
Ownership: Private

RESOURCE COUNT -  
# Category

Contributing?

TOTAL: 1  
Contrib: 1  
Non-Contrib: 0

WUZIT COUNT -  
# Wuzit

Contributing?

TOTAL: 1  
Contrib: 1  
Non-Contrib: 0

RESOURCE - GENERAL DESCRIPTIVE INFORMATION

Resource Level:  
Estimated Construction Date: 1865 ca  
Source of Date: site visit/map  
Physical Status: Existing  
Condition: Fair  
Threat: None Known  
Degree of Historic Integrity:

PRIMARY RESOURCE RECONNAISSANCE DESCRIPTION

Architectural Style/Derivative: Vernacular Federal  
# of Stories: 2.5 # of Bays Wide: 5 # of Bays Deep: 2

| Component  | # | Form/Treatment   | Material | Matr'l Treatment |
|------------|---|------------------|----------|------------------|
| Foundation |   |                  | brick?   |                  |
| Roof       |   | Gable            | Asphalt  | Shingles         |
| Walls      |   | masonry          | Brick    | 5-course common  |
| Windows    |   | double-hung sash | Wood     | 6-over-6         |

**Brief Architectural Description of Primary Resource:**  
A Vernacular Federal brick house, originally in the form of a single pile I-house with rear ell, with interior end chimneys, 5-bay facade with central entrance, and 1-story, 3-bay front porch. Retains essential form, and details such as boxed cornice over brickwork corbelled cornice, 2 square windows in gable end, and 6-over-6 double-hung wood sash. Has a 1-story, shed-roofed rear extension that projects at the house's east side, added since 1927.

**Brief Architectural Description of Additions and Alterations**  
This property has been extensively altered. The interior end chimneys of brick have been removed; a door has been inserted in the east end bay on the first floor of the front wall; the roofing material is later, and a post-1927 1-story shed-roofed addition has been made to the rear of the house, which has been painted, and adapted to use as an apartment building. Finally, the front porch has been removed: it was a 1-story, 3-bay, hip-roofed wood porch, probably built c. 1880-1900, with square wood posts with caps, collars, and bases, flanked by simple curved brackets, with a balustrade of panels of sawn openwork capped by a wooden rail. In front of the house was a level yard with a circular stone-edged planting bed.

**Brief Architectural Description of Secondary Resources:**

**Potentially Contributes to Historic District:**  
N/A  
**Potentially Associated with NR Multiple Property:**

**Architectural and Historical Summary:**  
This building is significant as one of Front Royal's older residences, and although extensively altered, it retains its essential form and some of its details; also, its late-19th/early-20th century, pre-remuddling appearance is known. The house was built by Giles Cook, possibly before the Civil War. It is associated with the 2 houses to the east, 513 and 519 East Main Street, which were built by Giles Cook's children between 1865 and 1885.

| BIBLIOGRAPHY    |                                                       |
|-----------------|-------------------------------------------------------|
| Type of Record  | Citation                                              |
| Map             | Sanborn Map Company                                   |
| Planning Report | Town of Front Royal Planning Dept., Map Amendments... |

| PHOTOGRAPHIC/DRAWINGS DOCUMENTATION |            |        |           |
|-------------------------------------|------------|--------|-----------|
| Media                               | VDHR Neg # | Frames | Date      |
| B&W 35mm photos                     | 12584      | 13 - 0 | 1/29/1993 |

MANAGEMENT EVENTS

| CRM Event             | Agency/Organization      | Date      |
|-----------------------|--------------------------|-----------|
| Reconnaissance Survey | Pres. Assoc. of VA/Smead | 1/29/1993 |



HIGH

BLUE RIDGE

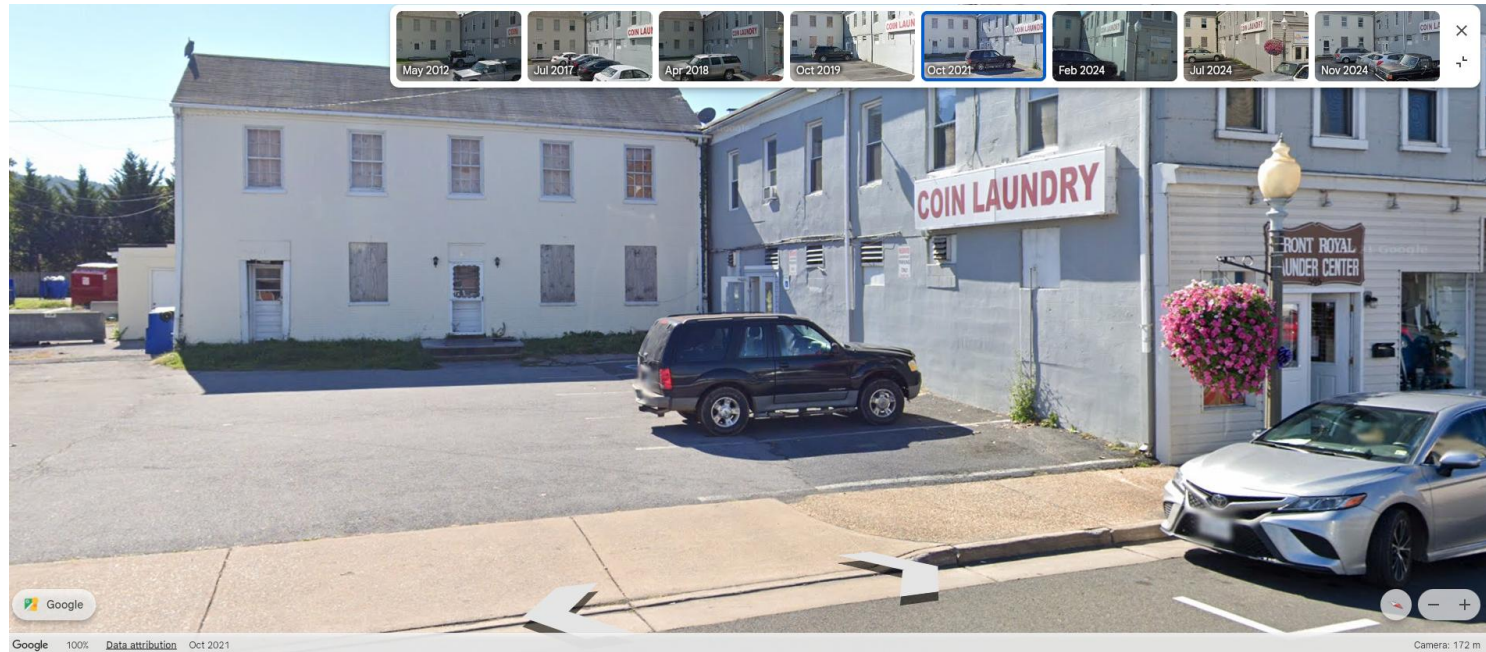
**E. MAIN**

**WATER**

1993-94  
N.T.S.



## Google Maps – 507 E. Main Street – October 2021





## CLOSED MEETING AGENDA STATEMENT

Meeting Date: July 27, 2026      Item# 12

---

Following the closed session, Town Council may take action regarding the discussed items.

### 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 purposes:

- 1) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, 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;
- 2) pursuant to section 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 Town Attorney.

### 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 \_\_\_\_\_