



TOWN COUNCIL REGULAR MEETING

Monday, August 24, 2026 @ 7:00pm

Council Chambers, Town Hall

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 July 27, 2026, meeting, August 3, 2026, work session and August 10, 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
 - A. Andrew Schilling- Class 1 VA Wastewater Works Operator License
7. PUBLIC HEARINGS
 - A. Special Use Permit – Rotary Club Mural at 37 Water Street
 - B. Special Use Permit- 508 Kendrick Lane- Junkyard
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. Purchase of Replacement Truck for the Public Works Concrete Crew
 - B. Purchase of Replacement Refuse Truck for Public Works- Solid Waste
 - C. Purchase of Replacement Camera System for Public Works Sewer Camera Truck
 - D. Council Appointments- Tow Board
11. BUSINESS ITEMS
 - A. BAR Appeal – Denial of Certificate of Appropriateness Application #2600313 (507 E. Main Street)
 - B. Consideration of Request to Discontinue Motor Vehicle Use on a Portion of Church Street
12. CLOSED MEETING
13. ADJOURN



The meeting was called to order at approximately 7:00 p.m.

Moment of Silence

Pledge was led by Sofie Kerns

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

APPROVAL OF MINUTES

Councilman Rappaport moved, seconded by Councilman Ingram, that Council approve the minutes of the June 22, 2026, Regular Meeting, July 6, 2026, Work Session, and July 13, 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- None

RECOGNITIONS/AWARDS/REPORTS- None

PUBLIC HEARINGS

Request to discontinue the use of motor vehicles on a portion of Church Street between East Main Street and East Jackson Street- The Town of Front Royal's request to discontinue 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.

Mr. Petty reported that the one-way alley has been closed since late 2025 due to the redevelopment of the former Murphy Theater building at 131 E. Main Street, and the Town has received little to no feedback regarding the closure and its impact on traffic. He also noted that the 2019 Downtown Parking Study conducted with the Northern Shenandoah Valley Regional Commission recommended converting this section of Church Street into a pedestrian walkway to provide connectivity between Jackson Street and Main Street.

If approved, the Town would continue to own and maintain the area as a public pedestrian walkway. The current proposal does not include improvements to the space but would include barriers to prevent vehicle access. Mr. Petty noted that the Town will continue to work with downtown stakeholders to identify opportunities for future planning and funding of a pedestrian walkway.

Mayor Cockrell opened the public hearing.



- **Ellen Aders- 219 Prospect Street-** spoke in support of discontinuing motor vehicle use on Church Street. Ms. Aders stated that closing the alley would improve safety and provide an opportunity to create a pedestrian-friendly gathering space. She noted the need for improvements to the area, including lighting, seating, and landscaping, and expressed Downtown Front Royal Inc.'s willingness to assist with future funding efforts.
- **Kevin Cuddeback- 112 Luray Avenue-** spoke regarding the 2019 Downtown Parking Study and its recommendations. Mr. Cuddeback noted that the study identified a pedestrian connection from Jackson Street parking to Main Street as a recommended improvement and stated that the Jackson Street parking area could serve as a similar pedestrian access point to the downtown area.

Mayor Cockrell closed the public hearing.

Councilman Ingram moved, seconded by Councilman Sealock 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 section 15.2-2001 & 2006.

Vice Mayor Veitenthal discussed questions regarding the proposed closure, including future use, maintenance, permitting, and potential impacts to adjacent businesses. Town Manager Petty explained that the Town would continue to own and maintain the area as public property and that any future use would require appropriate Town approval or permits. Discussion was held regarding future improvements, access for businesses and deliveries, and the need for a public process involving downtown stakeholders.

Councilman Rappaport questioned the reasoning behind selecting Church Street for closure and why other downtown streets were not considered. Mr. Petty explained that the 2019 Downtown Parking Study identified Church Street as a recommended pedestrian connection due to its location, connection between the Jackson Street parking lot and Main Street, and the opportunity to create a continuous pedestrian corridor through downtown. Discussion continued regarding traffic circulation, the age of the parking study, existing conditions, and impacts to surrounding businesses.

Councilmember Wood expressed support for discontinuing motor vehicle use on Church Street, noting that the area had been closed for nearly a year with little feedback or complaints received. He stated that the closure would provide an opportunity to create a gathering space that would complement the Murphy Theater redevelopment and benefit downtown businesses.

Councilman Rappaport reiterated concerns regarding the selection of Church Street, traffic circulation, and feedback received from some property owners, while expressing support for downtown improvements. Mr. Petty noted that the closure would not permanently vacate the property, as the Town would continue to own the area and could evaluate reopening it in the future if necessary. Mr. Petty further noted that future improvements would depend on available funding opportunities.

Councilman Rappaport moved, seconded by Vice Mayor Veitenthal to delay action on the closed public hearing until Monday, August 24, 2026.

Vote: Yes— Councilmembers Rappaport, Ingram, Vice Mayor Veitenthal

No— DeDomenico-Payne, Wood, Sealock

Absent—None

Abstain— None

ROLL CALL:

Mayor Cockrell voted yes.

Ordinance Amendment to Town Code Chapter 72-Special Events Held on Town Streets and Public Property-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.

Mayor Cockrell opened the public hearing and closed the public hearing.

Councilman Rappaport moved, seconded by Councilwoman DeDomenico-Payne that Council adopt an ordinance to amend the re-enact Chapter 72- Special Events Held on Town Streets and Public Property as presented, effective upon adoption.

Councilman Ingram and Vice Mayor Veitenthal noted they had not received any additional feedback or concerns since the previous discussion during the work session and asked whether the Town Manager had received any further input. Mr. Petty stated that limited feedback had been received following the initial discussion; however, no additional concerns were raised after the public hearing and subsequent work session. Vice Mayor Veitenthal noted that the Town continues to subsidize the cost of hosting events on Town streets and public property, including associated staff time and operational expenses, and clarified that the purpose of the amendment was not to generate revenue from event organizers but to establish appropriate procedures and accountability for the use of public resources.

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

No— None

Absent—None

Abstain— None

ROLL CALL:

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

- **Ellen Aders- 219 Prospect Street-** Spoke regarding a historic district property and expressed her support for preserving the architectural character of the area. She stated that the Board of Architectural Review previously denied the same request and required the original windows to be restored, noting that the Certificate of Appropriateness had since expired and the request had returned. Ms. Aders encouraged Council to uphold the Board's decision and emphasized the importance of following established preservation processes, citing previous examples where applicants worked through the process to achieve outcomes that benefited the historic district.
- **Kevin Cuddeback- 112 Luray Avenue-** Spoke regarding downtown parking, land use processes, and historic preservation. He noted that previous parking studies included recommendations to improve bicycle parking availability downtown, particularly along Main Street, and suggested that additional bicycle facilities could help address concerns regarding e-bike parking. Mr. Cuddeback also discussed the importance of maintaining a balanced and consistent process for land use decisions, including the use of established review procedures such as special use permits and the Board of Architectural Review process. He emphasized the value of meaningful dialogue between applicants and review boards and expressed concern that repeatedly revisiting decisions without additional changes or compromises could undermine the effectiveness of those processes.

REPORTS

Report of Town Manager- Mr. Petty provided a reminder that the August Town Council meeting will be held at Town Hall instead of the Warren County Government Center due to scheduled ceiling maintenance in the meeting room. He stated that public notice regarding the location change would be provided. Mr. Petty also reminded Council and the public of National Night Out scheduled for Tuesday, August 4.

Report of Council Members- Councilman Rappaport and Councilman Wood did not have anything to report.

Councilwoman DeDomenico-Payne reported attending a webinar regarding the Ebola outbreak, the one-year anniversary celebration at Cottonwood Ranch, the Virginia Municipal League Human Development and Education Committee meeting, and various community events, including a Warren Coalition fundraiser, Dueling Disco with Hike Kids, and the Town



employee picnic. She also commented on e-bikes, noting their potential as a transportation option for individuals who may not have access to other forms of transportation and sharing examples of how e-bike programs have been utilized in other communities.

Councilman Ingram reported on the recent Virginia Municipal League Finance Committee meeting, noting that the discussion focused on routine financial matters and that additional information would be presented at the upcoming VML Fall Conference. He also reflected on the conclusion of the Front Royal Cardinals baseball season and encouraged motorists to use caution as the new school year approaches, noting that increased traffic is expected near local schools.

Councilman Sealock commended the Front Royal Police Department for its professionalism and positive interactions with the community. He also reported that he had recently been elected Chairman of the Front Royal Police Foundation following the resignation of the previous chair. Councilman Sealock explained that the Foundation raises private funds to support the Police Department by purchasing equipment and other resources that help reduce costs to taxpayers. He noted that the Foundation is planning several upcoming fundraising events.

Vice Mayor Veitenthal reported on her participation in community and civic activities since the previous meeting. She recognized the Warren County Girls Little League All-Stars for their successful season, attended former Clerk of Council Tina Presley's retirement celebration, and participated in the Town employee appreciation picnic. She also volunteered at a community food distribution event hosted by Love in Action, attended a Virginia Municipal League Infrastructure Committee meeting, and participated in the Hike Kids Foundation Dueling Disco fundraiser. Vice Mayor Veitenthal encouraged public engagement in local government and noted the importance of community involvement through volunteerism and local elections.

Report of the Mayor- Mayor Cockrell reported on her retirement from Warren County Public Schools following 36 years as an educator and expressed her appreciation for the opportunity to continue serving the community as Mayor. She attended the Cottonwood Ranch one-year anniversary celebration, the retired teachers' luncheon, the joint Town Council and Warren County Board of Supervisors meeting, the Hike Kids Foundation Dueling Disco fundraiser, former Clerk of Council Tina Presley's retirement celebration, and the Town employee appreciation luncheon. Mayor Cockrell also participated in volunteer efforts with the Boxes of Basics organization to provide back-to-school clothing for local children, welcomed participants and families during the Front Royal Little League State Tournament, and recognized Town staff and volunteers for their contributions to the tournament's success. She concluded by highlighting her continued involvement in the Hike Kids Foundation's Clothing the Kids initiative.

CONSENT AGENDA ITEMS

Town Manager Residency Requirement Waiver- Council approved the requested waiver of the Town Manager residency requirement pursuant to Section 4-53(D) of the Town Code as presented.

Retrofit Raw Water Switchgear Controllers- Council authorized 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.

Re-appointment to the Planning Commission- Council reappointed Teresa Fedoryka to the Planning Commission for a four-year term beginning August 31, 2025, and ending August 31, 2029.

Special Exception Application-10160 Winchester Road- Council approved 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, as presented.

Vice Mayor Veitenthal moved, seconded by Councilman Ingram 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

NEW BUSINESS

Board of Architectural Review (BAR) Appeal- Denial of Certificate of Appropriateness Application #2600313 (501 E. Main Street- Council is requested to consider an appeal pursuant to Town Code §175-94 regarding the Board of Architectural Review's (BAR) denial of a Certificate of Appropriateness for the replacement of 18 wood windows with vinyl windows at 501 E. Main Street. Staff explained that the property is a contributing structure within the Historic District and that the vinyl windows were installed without prior BAR approval. The BAR previously denied the Certificate of Appropriateness and directed replacement of the windows with wood windows in accordance with the Historic District Design Guidelines. The applicant requested that Council overturn the BAR decision or allow the existing vinyl windows to remain, with an alternative request to replace only the front-facing windows.

Mr. Hyo K. Bang stated to Council that there may have been a misunderstanding regarding the prior request and explained that he intended to propose replacing the front-facing windows with wood windows. He requested consideration of an alternative approach that would allow some of the existing windows to remain while replacing additional windows with wood.

Planning Director Kopishke provided background regarding the appeal of the Board of Architectural Review's denial of a Certificate of Appropriateness for 501 East Main Street. She explained that the property, owned by 505 East Main Street LLC, is a pre-Civil War contributing structure located within the Historic District and is considered one of the older structures on East Main Street. Ms. Kopishke reviewed the historical survey of the property, noting that the structure had undergone previous alterations but retained its historic designation due to its age and architectural significance.

Ms. Kopishke explained that the applicant installed vinyl replacement windows without first obtaining the required Certificate of Appropriateness or zoning permits. Staff issued a stop work order after discovering the work, at which time the applicant began working through the approval process. She stated that 15 of the 18 windows have been replaced with vinyl, while the remaining openings were left unfinished after work stopped.

Ms. Kopishke noted that the applicant's current appeal request was to replace the nine front-facing windows with wood windows while allowing the vinyl windows on the side and rear elevations to remain. She clarified that the applicant had not previously presented that specific request to the Board of Architectural Review and that the appeal before Council included this revised proposal.

Ms. Kopishke clarified the Certificate of Appropriateness process and explained that the Board of Architectural Review's consideration focused on the change in window material, as the original windows were wood and the installed replacements were vinyl. She noted that the Historic District Design Guidelines encourage the repair and rehabilitation of original features when possible and recommend replacement materials that are identical or compatible with the original design.

Council discussed whether other properties within the Historic District have vinyl windows and staff explained that some existing vinyl windows are the result of prior decisions or installations that occurred before the current Board of Architectural Review. Ms. Kopishke further explained that property owners are notified of Historic District



requirements through the permitting process and that, in 2024, additional outreach was conducted to property owners regarding Historic District guidelines.

The applicant, Mr. Bang stated that he believed vinyl windows were acceptable based on his observations of other properties and explained that he was unaware of the Historic District requirements when purchasing the property. Ms. Kopishke noted that the property was in the Historic District and that the work began prior to obtaining the required permits and Certificate of Appropriateness. Council discussed the importance of property owners and contractors understanding permitting requirements before beginning work.

Council acknowledged the applicant's efforts to maintain the property and continued the discussion regarding the appeal process and agreed to place this on the August 24th Council Agenda.

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

ROLL CALL:

CLOSED MEETING

Vice Mayor Veitenthal 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 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.

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

ROLL CALL:

CERTIFICATION OF CLOSED MEETING

Councilman Wood moved, seconded by Councilman Sealock, 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 Councilman Sealock that Council approve the RESOLUTION TERMINATING THE 2018 AMENDMENT TO THE 1999 VOLUNTARY SETTLEMENT AGREEMENT, as presented, and direct the Clerk of Council to forward an attested copy of the Resolution to the Clerk of the Warren County Board of Supervisors.

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

ROLL CALL:

The meeting adjourned at approximately 10:13pm

Approved by Town Council

DRAFT



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

Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram (Remote)
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

REMOTE PARTICIPATION: Councilman Ingram participated remotely. Mayor Cockrell confirmed Councilman Ingram's location as Austin, Texas, where he was present for work-related purposes.

NEW BUSINESS

Special Use Permit- Rotary Club Mural at 37 Water Street– Lauren Kopishke, Director of Planning and Zoning, presented a Special Use Permit application submitted for an artistic mural exceeding sixty (60) square feet on the north side of the building located at 37 Water Street, facing the intersection of N. Commerce Avenue and Manassas Street. The property is identified as Tax Map Number 20A8-6-C3 and is zoned C-2, Downtown Business District. Ms. Kopishke noted that the Planning Commission held a public hearing on July 15, 2026, and forwarded a recommendation of approval to the Town Council.

Council confirmed that the Planning Commission held a public hearing on July 15, 2026, and unanimously recommended approval of the Special Use Permit without conditions. Council asked whether staff had any concerns and inquired about the removal of trees adjacent to the proposed mural. Staff explained that two trees located on private property could be removed by the property owner, while the tree located within the Town right-of-way would require coordination with the Public Works Department. Council also discussed the Town's mural regulations, and staff clarified that murals exceeding sixty (60) square feet require approval through the Special Use Permit process on a case-by-case basis. Council asked about the ownership of the property and whether the property owner's permission had been obtained. Additional questions were raised regarding the mural's design and artist, with staff stating that the rendering provided in the application reflects the commissioned artwork.

Council agreed to hold a Public Hearing on this item on August 24, 2026.

Zoning Ordinance Amendment- Outdoor Dining Areas– Lauren Kopishke, Director of Planning and Zoning, presented a proposed ordinance amendment to define "outdoor dining area" in Town Code § 175-3, permit outdoor dining as an accessory use in the C-1, Community Business District, and C-2, Downtown Business District, and establish performance standards under Town Code § 175-118. Ms. Kopishke explained that the amendment would provide parameters for staff to regulate and permit outdoor seating within the Town's commercial



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districts. She noted that the Planning Commission held a public hearing on July 15, 2026, and forwarded a recommendation of approval.

Council discussed the proposed ordinance amendment to establish definitions and performance standards for outdoor dining areas within the C-1, Community Business District, and C-2, Downtown Business District. Staff explained that the amendment is intended to provide a framework for regulating and permitting outdoor dining areas and to address existing situations where outdoor seating and related items are located on both private property and within the Town's public rights-of-way. Council discussed the distinction between outdoor dining on private property and the separate process governing use of the public right-of-way, with staff clarifying that the right-of-way utilization process is being addressed independently.

Council raised questions regarding the proposed performance standards, including the applicability to existing and future establishments, the requirement that outdoor furniture be temporary and removable, and whether revisions to the language were needed to better reflect the intent of the ordinance while remaining supportive of local businesses. Staff indicated a willingness to revise portions of the proposed language and provide additional clarification. Following discussion, Council directed staff to return the ordinance amendment to the August 10, 2026, Work Session for further review prior to scheduling a public hearing.

OLD BUSINESS

An Ordinance Amendment to Town Code §175 Regarding Data Center Definitions and Zoning District Regulations – Lauren Kopishke, Director of Planning and Zoning, presented a proposed ordinance amendment to Town Code §175-3 to define “Data Center” and redefine “Technology Businesses,” and to Town Code §§175-53.10, 175-55, and 175-65 to prohibit data centers as a use within the Mixed-Use Campus Development (MCD) District, I-1, Limited Industrial District, and I-2, Industrial Employment District.

Ms. Kopishke reviewed the history of the Town’s consideration of data center regulations, which has included research into regulatory approaches adopted by other Virginia localities, stakeholder engagement, and multiple Planning Commission work sessions. She explained that the Town’s initial approach focused on regulating data centers through a Special Use Permit process intended to evaluate and mitigate potential impacts on the community. Following Town Council’s direction to obtain an independent legal review of the proposed ordinance, Council determined that the Special Use Permit framework did not provide the level of protection desired. Council subsequently adopted a temporary administrative application moratorium and directed Staff to prepare the proposed zoning text amendment to define and prohibit data centers as a land use within the Town.

Staff reviewed the proposed definitions and explained that the amendment would establish a comprehensive definition of “Data Center,” distinguish data centers from technology businesses and other computing-related uses, and prohibit data centers within the MCD, I-1, and I-2 zoning districts.

Council discussed the proposed definitions and prohibitions of data centers, including the distinction between data centers and technology businesses and the importance of ensuring the ordinance would not create opportunities for the proposed restrictions to be circumvented through alternative classifications. Council also discussed the previous Special Use Permit approach and the independent legal review.



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Council directed Staff to submit the proposed ordinance to outside legal counsel for review and return the item to Council for further consideration upon completion of that review.

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 purposes: 1)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; 2)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 – N/A

Absent –N/A

Abstain – N/A

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 – N/A

Absent –N/A

Abstain – N/A

Motion carried by roll call vote.

Meeting adjourned at approximately 9:12PM

Approved by Council:_____



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Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal (remote)
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

REMOTE PARTICIPATION: Vice Mayor Veitenthal participated remotely. Mayor Cockrell confirmed Vice Mayor Veitenthal location is at home, in Front Royal due to illness.

PRESENTATION

Appalachian Trail Connector Update Justin Proctor, Chair of the Advisory Committee for Environmental Sustainability (ACES), provided an update on the Appalachian Trail Connector Trail project. He explained that the proposed connector would consist of approximately three miles of trail primarily intended for pedestrian use, extending from Chrysler Road to the Appalachian Trail crossing near U.S. Route 522. The project would provide a safer connection between the Town and the Appalachian Trail without requiring pedestrians to travel along or cross Route 522. Bicycles and horses would not be permitted.

Mr. Proctor reported that a formal feasibility study was completed by Ironwood Outdoors earlier in 2026. The study evaluated potential trail routes, terrain, creek crossings, and other site constraints and divided the proposed trail into five sections. Multiple routing options exist in certain areas, which may allow the project to reduce costs and minimize environmental disturbance.

Mr. Proctor advised that an Appalachian Trail Connector working group has been established to assist with advancing the project and includes representatives from the Alliance for the Shenandoah Valley, the Potomac Appalachian Trail Club, the Warren-Front Royal Appalachian Trail Community, and other community partners. The working group is evaluating potential fiscal agents, funding opportunities, construction partnerships, easement and right-of-way requirements, environmental considerations, and options for the proposed Happy Creek crossings.

The feasibility study estimated a maximum project cost of approximately \$3.8 million. Mr. Proctor stated that the working group is evaluating ways to reduce costs without compromising safety and estimated that the project could potentially be completed for approximately \$1.5 million to \$2 million.

In response to questions, Mr. Proctor discussed the need for creek crossings to be designed above the floodplain and noted that bridge crossings would be a significant project expense. He also explained that the trail would



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need to be sufficiently wide to accommodate emergency access, including ATVs, and that multiple access points from Route 522 could provide emergency response access.

Mr. Proctor discussed potential partnerships with conservation organizations and volunteer groups to assist with construction and reduce costs. He stated that maintenance could potentially be coordinated through the Potomac Appalachian Trail Club, with additional opportunities for local civic and youth organizations to adopt and maintain sections of the trail.

Regarding accessibility, Mr. Proctor explained that the initial trail would not be fully ADA accessible throughout. Future phases could evaluate opportunities to improve accessibility on portions of the trail, including potentially paving select segments where appropriate.

Mr. Proctor concluded by noting that the project is continuing to move forward, with the working group currently focused on stakeholder coordination, funding, routing, construction, and maintenance considerations.

NEW BUSINESS

Purchase of Replacement Truck for the Public Works Concrete Crew- Michelle Campbell, Purchasing Manager, presented a request to authorize the purchase of a 2027 Ford F-350 Crew Cab 4x4 pickup truck equipped with a 9-foot service body and tow package for the Public Works Concrete Crew. The vehicle will replace Unit #748, a 2004 Chevrolet 3500 pickup truck with a utility body that has accumulated more than 92,149 miles.

Ms. Campbell reported that the vehicle would be purchased through the City of Chesapeake, Virginia's cooperative contract with Hall Automotive. Staff obtained a quote from Hall Automotive Fleet Team of Virginia Beach, Virginia, in the amount of \$87,874.00. Funding is available in the Highway Maintenance Department's FY27 operating budget, consisting of \$80,000 previously encumbered under Purchase Order #31424 and \$7,874 budgeted in the FY27 Motor Vehicles account.

In response to a question regarding the disposition of the existing 2004 Chevrolet 3500, Mr. Boyer advised that the vehicle is in poor condition and is expected to be disposed of rather than reassigned to another department.

Council agreed to place this on the Consent Agenda for August 24, 2026.

Purchase of Replacement Refuse Truck for Public Works- Solid Waste- Michelle Campbell, Purchasing Manager, presented a request to authorize the purchase of a 2027 Freightliner chassis equipped with a 25-foot rear loader for the Public Works Solid Waste Department. The vehicle will replace Unit #687, a 2008 International 2600 refuse truck with more than 117,917 miles.

Ms. Campbell reported that the vehicle would be purchased through a Sourcewell cooperative contract with Daimler Trucks North America. Staff obtained a quote from Excel Truck Group of Weyers Cave, Virginia, in the amount of \$266,967.00. Funding is available in the Solid Waste Management Department's FY27 Motor Vehicles operating budget, consisting of \$105,004 previously encumbered and \$161,963 budgeted in the FY27 Motor Vehicles account.



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

Council discussed the age and mileage of the existing refuse truck and questioned whether engine hours are tracked, given the vehicle's frequent stop-and-go operation. Mr. Boyer explained that newer vehicles are equipped with technology that tracks operating hours, but comparable information may not be available for the older vehicle. Mr. Wilson also discussed the difficulty of obtaining parts for older vehicles.

Mr. Boyer, advised that the Town operates six refuse trucks and recently received another new refuse truck. Mr. Boyer further explained that the department has been retaining an additional truck due to fleet reliability concerns and the need for a spare vehicle, noting that the Town recently experienced a situation in which two trucks were out of service and recycling operations had to be suspended to provide adequate refuse collection coverage.

Council agreed to place this on the Consent Agenda for August 24, 2026.

Purchase of Replacement Camera System for Public Works Sewer Camera Truck- Michelle Campbell, Purchasing Manager, presented a request to authorize the purchase of equipment, software, and installation services to retrofit the Public Works Sewer Maintenance Department's sewer camera truck with a new camera inspection system. The existing camera system has reached the end of its useful life and is no longer capable of meeting the Department's operational needs.

Ms. Campbell reported that the purchase would be made through a Sourcwell cooperative contract with Infrastructure Solutions Group (ISG) of Mechanicsville, Virginia, in the amount of \$139,936.35. Funding is available within the Sewer Maintenance Department's FY27 Machinery and Equipment operating budget.

Council clarified that the purchase is for replacement of the camera equipment and associated system, rather than replacement of the sewer camera truck itself. Council had no further questions and agreed to place the item on the Consent Agenda for the August 24, 2026 meeting.

Council Appointments- Tow Board- Mr. Petty presented proposed appointments to the Joint Towing Advisory Board for the new four-year term beginning in 2026. He explained that the Board was established following the Town's adoption of Chapter 158-54 through 158-69 in 2017 regarding Law Enforcement Requested Towing. Under the Board's By-Laws, the Town Council and Warren County Board of Supervisors jointly appoint three representatives from the towing and recovery business, three law enforcement representatives, and one citizen member to four-year terms.

The proposed appointments are:

- Captain David Fogle, Front Royal Police Department
- Lieutenant Michael E. Glavis, Warren County Sheriff's Office
- Sergeant Steven Marks, Virginia State Police
- Gloria Knott, Keens Towing
- Louis C. Tharpe, Tharpe's Towing
- Alan Crawford, Midway Towing

Mr. Petty advised that the Town and County had previously discussed the appointments during joint liaison meetings and had sought applicants for the positions. No new applicants were received; however, all existing



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

members indicated their willingness to be reappointed. The Town and County will continue seeking a citizen representative to fill the remaining vacancy. He noted that the citizen representative may reside in either the Town or Warren County and that preference is for the appointment to be a citizen rather than a Town or County employee.

Council discussed potential future revisions to the Board's By-Laws and the ordinance, including matters related to towing fee caps. Mr. Petty advised that these matters would be brought forward for consideration after the Board has been reappointed and is able to review and make recommendations.

Council agreed to place this on the Consent Agenda for August 24, 2026.

OLD BUSINESS

Zoning Ordinance Amendment – Outdoor Dining Areas – Lauren Kopishke, Planning and Zoning Director, presented a proposed ordinance amendment to define “outdoor dining area” in Town Code §175-3, permit outdoor dining as an accessory use in the C-1, Community Business District, and C-2, Downtown Business District, and establish performance standards under §175-118. She explained that the amendment was prompted by the Town’s current zoning provisions, which generally require commercial uses to occur within an enclosed building, leaving no clear mechanism to permit outdoor dining. The amendment would recognize outdoor dining as an accessory use to a restaurant or other qualifying food establishment, establish objective standards for compliance, and bring existing outdoor dining areas into compliance while providing a clear process for future businesses.

Council discussed the proposed requirement that outdoor dining remain incidental and subordinate to the principal use, including the proposed 50% limitation on outdoor seating. Council also discussed requirements for securing outdoor furniture, umbrellas, and structures; maintaining clear building exits, emergency access, and fire equipment; and the distinction between private property and public rights-of-way. Staff clarified that the amendment would apply to qualifying outdoor dining on private property and would not authorize use of sidewalks or other public rights-of-way without the appropriate Town approval.

Council expressed concerns regarding the 50% limitation and whether outdoor dining should instead be incorporated into the definition of a restaurant rather than established as an accessory use. Ms. Kopishke explained the zoning distinction between a principal and accessory use and noted that removing the 50% limitation would not prevent the ordinance from functioning, as outdoor dining would still be required to remain incidental and subordinate to the principal use. She further clarified that existing outdoor dining businesses would not be required to discontinue their current operations and that the intent was to establish a mechanism for compliance rather than penalize existing businesses.

Following discussion, Council indicated support for moving the ordinance forward to a public hearing, with consideration given to removing the 50% limitation. The matter was scheduled to return for further review and consideration of final language prior to advertisement for a public hearing.

Meeting adjourned at approximately 8:22PM

Approved by Council: _____



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 7A

Agenda Item: PUBLIC HEARING- Special Use Permit – Rotary Club Mural at 37 Water Street

Summary: The application for review is a request for an artistic mural, exceeding sixty (60) square feet in size, on the north side of the building facing the intersection of N. Commerce Avenue and Manassas Street, located at 37 Water Street. Identified by Tax Map 20A8-6-C3. The property is zoned C-2, Downtown Business District.

Budget/Funding: N/A

Meetings: August 3, 2026

Proposed Motion:

I move that Council approve the Special Use Permit for the Rotary Club mural, exceeding sixty (60) square feet, to be located on the north side of the building at 37 Water Street, identified as Tax Map 20A8-6-C3, in the C-2, Downtown Business District, as presented.

Moved _____ *Seconded* _____

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: July 15, 2026

Public Hearing Item 1: 2600273 – A Special Use Permit Application, submitted by the Rotary Club of Front Royal for an artistic mural, exceeding sixty (60) square feet in size, on the north side of the building facing the intersection of N. Commerce Avenue and Manassas Street, located at 37 Water Street, identified by Tax Map 20A8-6-C 3. The property is zoned C-2, Downtown Business District.

Recommendation of Approval ☒

Recommendation of Denial ☐

Postponed ☐

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Commissioner Marshner moved, seconded by Commissioner Brook, that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit Application #2600273 for an artistic mural, exceeding sixty (60) square feet on the north side of the building located at 37 Water Street, identified by Tax Map 20A8-6-C3.

VOTE: Yes – Marrazzo, Marshner, Fedoryka, Brooks

No – N/A

Abstain – Neel

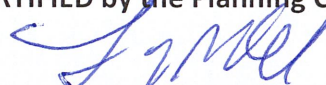
Absent – N/A

ROLL CALL

Moved Marshner Seconded Brooks

Marshner Y Marrazzo Y Neel Y Brooks Y Fedoryka Y

CERTIFIED by the Planning Commission



Chairman Neel

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit Application #2600273

MEETING DATE: July 15, 2026

SUMMARY: The application for review is a request for an artistic mural, exceeding sixty (60) square feet in size, on the north side of the building facing the intersection of N. Commerce Avenue and Manassas Street, located at 37 Water Street., identified by Tax Map 20A8-6-C3. The property is zoned C-2, Downtown Business District.

STAFF RECOMMENDATION:

The special use permit is required because the symbology contained within an artistic mural constitutes a sign and its proposed size exceeds 60SF. Due to the subjective nature of an artistic mural and since these murals can be removed and altered with minimal effort, staff supports recommendation of approval to Town Council.

DRAFT MOTION:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit Application #2600273 for an artistic mural, exceeding sixty (60) square feet on the north side of the building located at 37 Water Street, identified by Tax Map 20A8-6-C3."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____."

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of denial for Special Use Permit #2600273 for an artistic mural, located at 37 Water Street., identified by Tax Map 20A8-6-C3, for the following reasons: _____"

NOTE: These are only draft motions. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

PLANNING COMMISSION REGULAR MEETING
JULY 15, 2026

APPLICATION #:

Special Use Permit #2600273

APPLICANT:

Rotary Club of Front Royal

SUMMARY OF REQUEST:

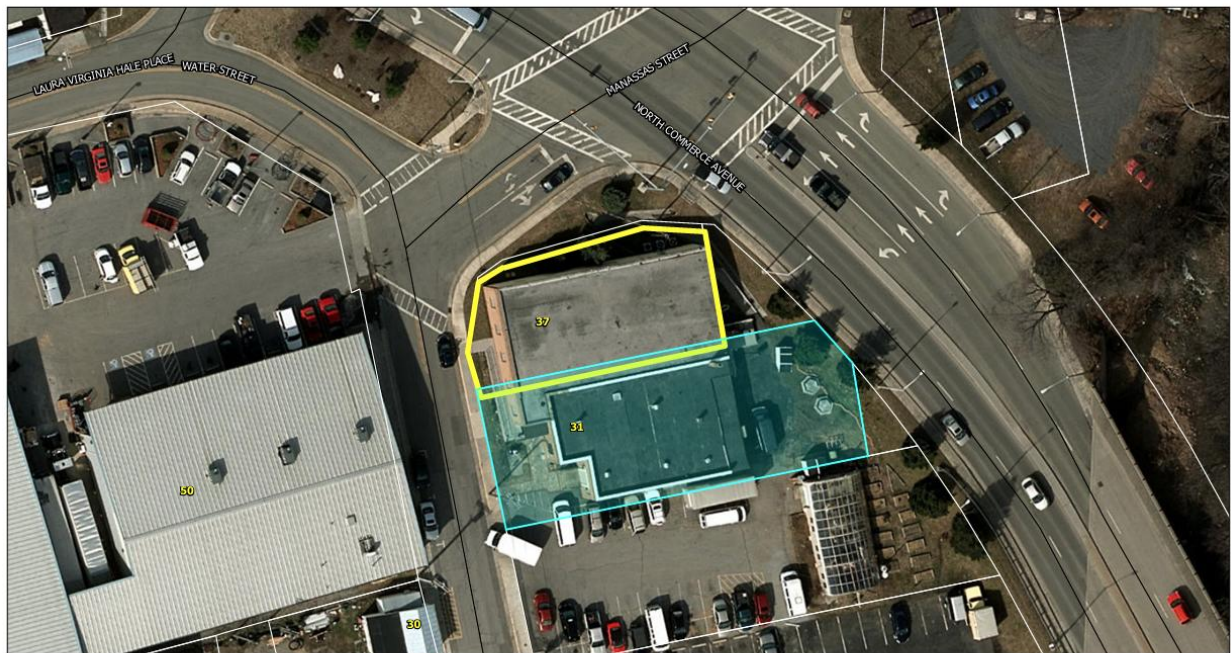
The application for review is a request for an artistic mural, exceeding sixty (60) square feet in size, on the north side of the building facing the intersection of N. Commerce Avenue and Manassas Street, located at 37 Water Street.

GENERAL INFORMATION:

Site Addresses	37 Water Street
Property Owner(s)	Warren County Workshop Inc
Existing Zoning	C-2, Downtown Business District
Tax Identification	20A8-6-C3
Location	The property is located at the corner of North Commerce Avenue, Manassas Street and Water Street.

AERIAL VICINITY MAP – (FRONT ROYAL GIS)

37 Water Street



7/1/2026, 12:23:34 PM

1:503
0 0 0.01 0.02 mi
0 0.01 0.01 0.03 km



Data courtesy of Warren County, VA GIS Department,
Data courtesy of Front Royal, VA GIS Department,
Commonwealth of Virginia, Microsoft, Vector

PROPOSED LOCATION OF MURAL – 37 WATER STREET (North Side of the Building)



INFORMATION ON THE APPLICATION:

Application Documents Zoning Ordinance	<u>Proposed Mural – 37 Water Street</u>  Peace & Conflict Environment Community & Economic Development Education & Literacy Maternal & Child Health Water & Sanitation 8 ft x 55 ft Mural Concept (Using shapes and warm accents to add a sense of love)
	As per Town Code 175-106-A.4 (Definitions) Sign, Any device employing letters, words, symbols, etc., used or intended to attract the attention of the public from streets, sidewalks, or other outside public right-of-ways. For the purpose of this Article, the term “sign” shall include all structural members. As per Town Code 175-106-A.4 (Definitions) Wall Sign, A sign attached to a wall, or painted on or against a flat vertical surface of a structure, which displays only one (1) advertising surface.

As per Town Code 175-106-B-2.b.3a **Wall or Marquee Sign**, *One (1) square foot per linear foot of building width on which the sign is to be attached, up to a maximum of sixty (60) square feet...Artistic murals containing business or product advertising may be approved for a size exceeding sixty (60) square feet by a special permit, pursuant to Section 175-136, when located outside the Historic Overlay District.*

Findings and Analysis & Staff Recommendation

The special use permit is required due to the proposed size of the mural. As this property is not located in the Historic District, a Certificate of Appropriateness is not required. Murals are subjective in nature and not considered a permanent fixture, therefore staff recommends approval.

There are three trees, two are on private property, one is in the Town's right of way. The applicant will need to coordinate with Public Works to discuss tree removal.

Attachments: A. Application
 B. Rendering

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
 www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

APPLICANT:

 Name: Rotary Club of Front Royal

 PHONE: 540-660-5732

 Address: PO Box 85, Front Royal, VA 22630

Email: _____

PROPERTY OWNER:

 Name: Blue Ridge Opportunities

 PHONE: 540-551-0843

 Address: 37 Water Street, Front Royal, VA 22630

Email: _____

PROPERTY DESCRIPTION:

 Property Address: 37 Water Street, Front Royal, VA 22630

 Tax Map 20A8 Section 6 Block C Lot 3

 Subdivision Name: _____ Acreage: .25 Zoning District: Happy Creek Town
C-2
REQUEST:

 Proposed Use of Property: Put up a 55' x 8' mural/sign on the side of the building

 Specific Special Use Permit Request: to recognize the contributions of Rotary to our community and the world. To enhance the side of our building.
The side of the building facing Laura Virginia Hale/Commerce Avenue

Attachments – The following must be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey Plat of property showing all **existing** improvements. **(3 Originals and a Digital Copy)**
2. Preliminary Site Development Plan required for new development or a Conceptual Drawing for existing structures.
3. Application Fee of \$1000.00 Form of Payment: CK# 7211 Date Paid: 5/29/26
4. Additional information as required by the Department of Planning and Zoning.

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the Special Use Permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

 Applicant Signature: [Signature] Date: 05/22/2026

 Property Owner Signature: [Signature] Cathy Wolfe Date: 05/22/2026

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.

Revised 6-5-2025

RECEIVED
 MAY 29 2026
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



Peace & Conflict

Environment

Community & Economic Development

Education & Literacy

Maternal & Child Health

Water & Sanitation

8 ft x 55 ft Mural Concept

(Using shapes and warm accents to add a sense of love)



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 7B

Agenda Item: PUBLIC HEARING- Special Use Permit – 508 Kendrick Lane- Junkyard

Summary: Automobile Graveyard (Junkyard) A Special Use Permit application submitted by Eagle Sky Industrial Park, LLC, the property owner, , to allow an Automobile Graveyard ("Junkyard") at 508 Kendrick Lane, identified by Tax Map Number 20A1-3-4. The property is zoned I-2, Industrial Employment District.

Budget/Funding: N/A

Meetings: July 6, 2026

Proposed Motion:

I move that Town Council approve the Special Use Permit application submitted by Eagle Sky Industrial Park, LLC, to allow an Automobile Graveyard ("Junkyard") at 508 Kendrick Lane, identified as Tax Map Number 20A1-3-4, in the I-2, Industrial Employment District, as presented.

Moved _____ *Seconded* _____

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: June 17, 2026

Public Hearing Item 1: 2600139 – A Special Use Permit Application, submitted by Andres A. Montesinos, on behalf of the property owner Eagle Sky Industrial Park, LLC to allow an Automobile Graveyard “Junkyard”, located at 508 Kendrick Lane, identified by Tax Map Number 20A1-3-4. The Property is zoned I-2, Industrial Employment District.

Recommendation of Approval _____

Recommendation of Denial ✓

Postponed _____

Vice Chairman Marrazzo moved, seconded by Commissioner Marshner that the Planning Commission forward a recommendation of denial for Special Use Permit #2600139 for an Automobile Graveyard “Junkyard” located at 508 Kendrick Lane, identified by Tax Map #20A1-3-4 due to drainage concerns, proximity to the river, and lack of details regards to land use and contamination mitigation.

VOTE: Yes – Marrazzo, Marshner, Fedoryka, Brooks, Neel

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Moved MARRAZZO Seconded MARSHNER

Marshner Y Marrazzo Y Neel Y Brooks Y Fedoryka Y

CERTIFIED by the Planning Commission

Jay Neel

Chairman Neel

PUBLIC HEARING ITEM 1

2600139 – A Special Use Permit Application, submitted by Andres A. Montesinos, on behalf of the property owner Eagle Sky Industrial Park, LLC to allow an Automobile Graveyard “Junkyard”, located at 508 Kendrick Lane, identified by Tax Map Number 20A1-3-4. The Property is zoned I-2, Industrial Employment District.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit #2600139

MEETING DATE: June 17, 2026

SUMMARY: A Special Use Permit Application, submitted by Andres A. Montesinos, on behalf of the property owner Eagle Sky Industrial Park, LLC to allow an Automobile Graveyard "Junkyard", located at 508 Kendrick Lane, identified by Tax Map Number 20A1-3-4. The Property is zoned I-2, Industrial Employment District.

Letters were sent to the adjoining property owners notifying them of this public hearing.

STAFF RECOMMENDATION:

The portion of the property that the proposed junkyard will be situated is outside of the Covenants held by the Clean Water Project and are not subject to its restrictions. However, given the nature of the use, staff is concerned about environmental quality and pollutants reaching the Shenandoah River. If Planning Commission recommends approval of this use, strong conditions related to mandatory impermeable surfaces, landscaping buffers and overall environmental protections need to be considered.

DRAFT MOTION:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2600139 for an Automobile Graveyard "Junkyard" located at 508 Kendrick Lane, identified by Tax Map Number 20A1-3-4. Conditioned upon the following:

- 1. The applicant will need to store all automobiles on an impervious substrate to not permit chemicals and fluids from the vehicles to leach into the ground.*
- 2. The applicant will provide a landscape buffer of _____ feet from the use. "*

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____."

"I move that the Planning Commission forward a recommendation of denial for Special Use Permit #2600139 for an Automobile Graveyard "Junkyard" located at 508 Kendrick Lane, identified by Tax Map Number 20A1-3-4. for the following reasons: _____"

NOTE: These are only a draft motions. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



TOWN OF FRONT ROYAL DEPARTMENT OF PLANNING & ZONING

**Planning Commission Regular Meeting
June 17, 2026**

APPLICATION #:

Special Use Permit Application #2600139

APPLICANT:

Andres A. Montesinos

APPLICATION SUMMARY:

A Special Use Permit Application, submitted by Andres A. Montesinos, on behalf of the property owner Eagle Sky Industrial Park, LLC to allow an Automobile Graveyard “Junkyard”, located at 508 Kendrick Lane.

GENERAL INFORMATION:

Site Addresses	508 Kendrick Lane
Property Owner(s)	Eagle Sky Industrial Park LLC
Zoning District	I-2, Industrial Employment District
Historic District	No
Tax Identification	Tax Map #20A1-3-4
Proposed Use	The Applicant is requesting to allow an Automobile Graveyard “Junkyard”.

Vicinity Map (Warren County GIS)



6/4/2026, 12:09:51 PM

Parcels Address Labels Railroads Pipeline
 Parcel Labels Roads Hydrant FRONT ROYAL
 Address Points Leach Run Parkway Powerline County Boundary

World_Street_Map



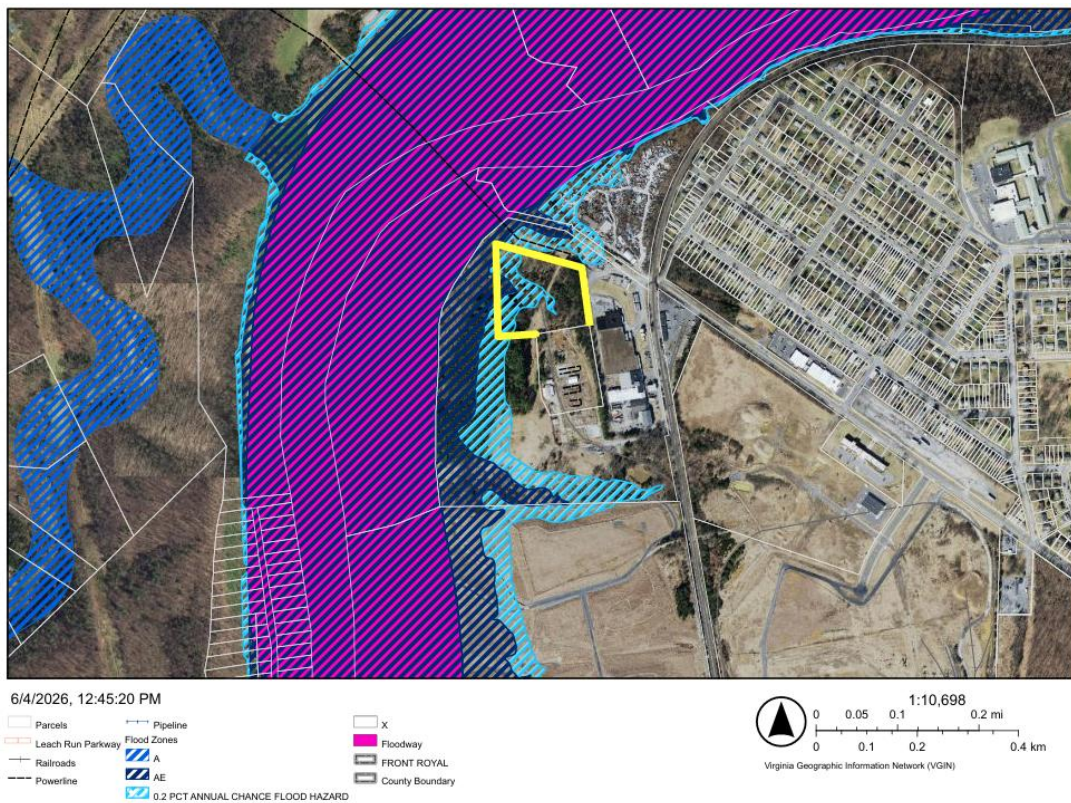
0 0.04 0.07 0.1 0.14 mi
0 0.05 0.1 0.2 km

VITA, Esri, HERE, Garmin, INCREMENT P, NOAA, USGS

Aerial Map (Warren County GIS)



Floodway / Floodplain Map



INFORMATION ON THE APPLICATION:

<i>Town Code</i>	Town Code 175-3 – DEFINITIONS AUTOMOBILE GRAVEYARD - See "Junkyard." JUNKYARD - Any land or building used for the abandonment, storage, keeping, collecting or baling of paper, rags, scrap metals, other scrap or discarded materials or for the abandonment, demolition, dismantling, storage or salvaging of automobiles or other vehicles not in running condition, machinery or parts thereof. The term "junkyard" shall include the term "automobile graveyard," which shall be any lot or place which is exposed to the weather upon which more than three (3) motor vehicles of any kind, incapable of being operated, are placed. 175-70 - PERFORMANCE STANDARDS (I-2) The following performance standards shall apply to all uses within the I-2 Industrial Employment District: A. Vibration: 1. No continuous, frequent or repetitive vibrations shall be produced which are discernible to a person of normal sensitivities, without instruments, on land that is not zoned for industrial uses. 2. Vibrations from temporary construction and vehicles leaving the property (such as trucks or trains) are excluded. Vibrations from on-site equipment or vehicles that remain primarily on-site are included. 3. Vibrations of no more than five (5) minutes in any one (1) day between the hours of 7:00 a.m. and 7:00 p.m. shall not be deemed continuous, frequent or repetitive. B. Glare: Any operation or activity producing intense light or glare shall be performed in such a manner as not to create a glare effect across lot lines. Direct illumination from any source shall be screened from adjoining properties. C. Heat: 1. Heat from an industrial use shall not at any time cause a temperature increase in the air on any adjacent property in excess of ten degrees Fahrenheit (10° F.). 2. Heat from an industrial use shall not at any time cause a temperature increase in a stream, wetland, lake or any other body of
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water, at or beyond the property line of the lot on which it is located, that would have an adverse effect on any aquatic life.

D. Liquid or Solid Wastes:

1. No industrial use shall result in the discharge of liquid or solid waste into any public sewer, private sewage system, public waters or into the ground except in compliance with applicable federal, state or local laws governing such discharge.

2. There shall be no accumulation outdoors of solid wastes conducive to the breeding of rodents or insects.

3. All discharges into any public sewer shall comply with the provisions of Section 134-2 et seq.

E. Smoke and Particulate Matter:

1. Open storage and open processing operations, including on-site transportation movements which are the source of windborne dust or other particulate matter or which involve dust or other particulate air contaminant generating equipment (such as used in paint spraying, grain handling, sand or gravel processing or sandblasting) shall be conducted so that dust and other particulate air contaminants are not transported in visible quantities across the boundary line of the tract on which the industrial use is located.

2. All industrial uses shall comply with state and federal air pollution control regulations.

F. Toxic and Hazardous Materials:

1. All toxic and hazardous materials used in industrial operations shall be registered with the Front Royal Fire Department for purposes of safety.

2. Activities involving the storage or use of materials or products which decompose by detonation shall be registered with the Front Royal Fire Department.

3. Explosives shall be stored, used and manufactured in accordance with applicable state and federal regulations.

G. Odor:

1. No continuous, frequent or repetitive emission of odors or odor-causing substances of such intensity and character as to be detrimental to the health and welfare of the public or neighboring

landowners or to interfere with the comfort of the public or neighboring landowners at or beyond the property line shall be permitted. Any such odor or odor causing activity or substance shall be removed, stopped or so modified as to remove the odor.

2. An odor which is evident no more than once in any one (1) day for a period not exceeding five (5) minutes shall not be deemed as continuous, frequent or repetitive within the meaning of these regulations.

H. Noise:

1. No industrial activity shall generate noise that tends to have an annoying or disruptive effect upon uses located beyond the property boundary.

2. Where technical evidence of violation is warranted, sound levels shall be measured at locations specified in Section 175-71 with a sound level meter and associated octave band filter, manufactured in accordance with the American Standards Association. Measurements shall be made using the flat network of the sound level meter. No sound pressure level shall exceed the decibel levels in the octave bands shown herein.

3. Maximum permitted sound levels (in decibels):

Octave Band Cycles Per Second	Maximum Permitted Sound Level in Decibels
0 to 75	72
75 to 150	67
150 to 300	59
300 to 600	52
600 to 1200	46
1200 to 2400	41
2400 to 4800	38
Above 4800	35

4. Noise resulting from temporary construction activity between the hours of 7:00 a.m. and 7:00 p.m. shall be exempt from this section.

I. Screening:

1. Except where otherwise specifically approved in the Town Code, permitted uses shall be conducted wholly within a completely enclosed building.

2. Outdoor storage, outdoor display or outdoor sale of goods shall only be permitted when each of the following standards are met:

a. Outdoor storage, outdoor display, or outdoor sale of goods shall be used in direct association with the primary use or uses of the property.

b. Outdoor storage, outdoor display and/or outdoor sales shall be screened to obstruct view from any adjacent public street. A screen may consist of a building, solid masonry wall, uniformly painted solid board fence or landscaping. The height of the screening shall be six feet (6') feet unless an alternative height is approved by the Planning Commission during the review of a site plan.

3. The following types of outdoor display and/or outdoor sales shall be exempt from the requirements of Section 175-70.I.2.b:

a. Motor vehicles.

b. Power operated machines designed for outdoor labor, such as farming, construction or lawn maintenance, as well as large equipment, products, and materials designed to be kept outdoors.

c. Plants and other landscaping products typically sold with plants.

d. Temporary or seasonal activities, such as but not limited to, peddlers and itinerant merchants that have obtained approval from the Town.

e. Pre-manufactured buildings.

F. Vending machines.

g. General products, goods, merchandise, and/or materials, provided that: (i) no more than two hundred (200) square feet of area is used, and (ii) outdoor display and/or sales are restricted from the evening and night hours from 8:00 p.m. to 5:00 a.m., except that general products, goods, merchandise, and/or materials may be kept outdoors if located under a roofed structure.

4. All sites and parking areas shall be landscaped in accordance with the provisions of Sections 148-46, 148-47 and 148-48.

5. Automobile graveyards and junkyards, including those in existence at the time of the adoption of this chapter, shall completely screen, on any side open to view from a public road, the operation or use by a solid masonry wall, a uniformly-colored solid fence or dense evergreen plantings at least six (6) feet in height at the time of planting.

175-64 STATEMENT OF INTENT (I-2)

The I-2 Industrial Employment District is designed to:

A. Enable the establishment of industrial and employment uses and structures in appropriate locations of the town.

B. Prevent land or structures from being used in a manner so as to create any dangerous, injurious, noxious or otherwise objectionable risk of fire, explosion, radioactivity or other hazardous condition; noise or vibration, smoke, dust, odor or other form of air pollution; electrical or other disturbance, glare or heat; liquid or solid waste; or other condition that would detract from the residential and commercial desirability of the adjoining areas.

C. Provide controls and standards for the establishment of industrial and employment uses and structures in keeping with the purposes of this Article and the Front Royal Comprehensive Plan.

175-65 USE REGULATIONS (I-2)

B. The following uses are permitted within the I-2 District **only by approval of a special use permit**, except as prohibited or restricted by separate restrictions of record that may pertain to property within the I-2 District:

RESIDENTIAL:

COMMERCIAL:

Airport (including heliports).

Assembly Halls.

Barber and beauty shops.

Catering Services.

Clubs.

Daycare and daycare facilities.

Kennels.

Recreation facility, commercial.

Restaurant, including drive-in restaurants.

Retail Stores.

INDUSTRIAL:

Automobile Graveyard.

Hazardous Material Storage.

Heavy Manufacturing.

Medium Manufacturing.

Scrap metal processing.

ORGANIZATIONAL:

***Parking
Requirements***

MISCELLANEOUS:

Any use permitted under Section 175-65.A, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-67, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Communications Towers and cable television facilities, with wireless telephone (cell phone) communications tower subject to the supplemental provisions prescribed in Section 175-110.4.

Conservation Areas.

Mini-warehouses.

Parking Structures.

175-73 OFF-STREET PARKING AND LOADING (I-2)

A. Parking space requirements:

1. Industrial uses/manufacturing/distribution areas: One (1) space per employee and one (1) space for every vehicle used on site, plus one (1) space per delivery/loading bay.

2. Automobile garages: Two (2) spaces per service bay, or two (2) spaces for every three hundred sixty (360) square feet. Every such facility shall have a minimum of three (3) spaces.

3. Industrial uses/office component: One (1) space per three hundred (300) square feet of office area.

4. Other uses not specifically enumerated: See Section 175-104.

B. Location: Minimum setback for loading areas, driveways and parking: Five (5) feet from side and rear property lines for parking areas with fewer than fifteen (15) spaces and five (5) feet from front property line except where driveway entrance is located. All parking areas with fifteen (15) or more spaces shall meet the requirements of Section 148-48.

C. Loading space requirements:

1. Number: One (1) space for first ten thousand (10,000) square feet of gross floor area, plus one (1) space for each additional forty thousand (40,000) square feet or fraction thereof. For purposes of

	this section, gross floor area shall include gross outdoor storage areas, covered or uncovered. 2. Size of space: Minimum twelve (12) feet wide and fifty-five (55) feet in length, with a minimum clear height of fifteen (15) feet.
<i>Staff Summary</i>	The applicant is proposing an automobile storage yard on a large industrial property that borders the Shenandoah River. The specific location of the proposed use is not located within the FEMA floodplain but due to potential chemicals and vehicular fluids seeping into the ground and eventually into the water, staff is concerned about the impact of the use. The Clean Water Project has weighed in that the use would be in violation of their covenants on other portions of this property but not in the proposed location.
<i>Staff Recommendation</i>	Staff is cautious to recommend approval and would ask that the Planning Commission place further restrictions to include impermeable surfaces, additional landscaping buffers, and guarantees to mitigate potential pollution into the river.

ATTACHMENTS:

- 1) Application and associated documents from the applicant.
- 2) Email correspondence from the Clean Water Project.
- 3) Questions posed by the Planning Commission.

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
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST**APPLICANT:**

Name: Andres A. Montesinos PHONE: 571-526-8800
Address: 14275 Bristow Rd Manassas VA 20112
Email: _____

PROPERTY OWNER:

Name: Mohammed Ijaz PHONE: 703-424-3287
Address: 6220 Hanover Ave. Springfield, VA 22150
Email: _____

PROPERTY DESCRIPTION: 508

Property Address: 570 Kendrick Ln. Front Royal, VA 22630
Tax Map 20A1 Section 3 Block — Lot 4
Subdivision Name: _____ Acreage: _____ Zoning District: I-2

REQUEST:

Proposed Use of Property: Automobile Graveyard
Specific Special Use Permit Request: Storage of Junk cars, ~~Auto Sales~~

Attachments – The following must be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey Plat of property showing all existing improvements. (3 Originals and a Digital Copy)
2. Preliminary Site Development Plan required for new development or a Conceptual Drawing for existing structures.
3. Application Fee of \$1000.00 Form of Payment: Check # 1300 Date Paid: 3/27/2026
4. Additional information as required by the Department of Planning and Zoning.

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the Special Use Permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Applicant Signature: [Signature] Date: 3/27/26

Property Owner Signature: [Signature] Date: 3/27/26

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.

Revised 6-5-2025

RECEIVED
MAR 27 2026
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



EAGLE SKY INDUSTRIAL PARK LLC

508 KENDRICK LN
FRONT ROYAL, VA 22630

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

JUSTIFICATION STATEMENT

To Whom It May Concern:

I am the owner of Eagle sky industrial Park LLC, Mohammed Ali Ijaz, I have a new tenant who would like to lease space on my lot approximately 6 acres worth. Tenant wants to occupy the space for conducting an auto salvage operation, operating as, Sirena Towing inc. His hours of operation will be from 8 am - 5pm, he currently has 6 employees working for him and wants to conduct business on 508 Kendrick Ln front royal. Sirena towing will install a 8 foot wooden fence at the site when the special use permit process gets accepted. If you have any questions or concerns please do not hesitate to contact me.

Regards,

Mohammed Ali Ijaz

703-424-3287

20A1-3
CEL 4
48 AC.
ZONED 1-2

T.M. 20A1-3
PARCEL 6A1
N/F RUSTIC RESTAURANT
FURNITURE, LLC PER
INST. # 200000388
ZONED 1-2

NEW T.M. 20A1-3
PARCEL 4
18.1779 AC.

EXISTING 55' WIDE PRIVATE STREET

Preview

Connie Potter

From: Ziegler, Lauren <Ziegler.Lauren@epa.gov>
Sent: Tuesday, May 12, 2026 2:11 PM
To: lkopishke@frontroyalva.com
Cc: gsonnett@frontroyalva.com; Mery, Augusta
Subject: RE: Eagle Sky Industrial Park (Ali Ijaz)
Attachments: UECA EC_Area 5 Honeywell.pdf

Dear Lauren,

Thank you again for the information about the pending application for a special use permit at Eagle Sky Industrial Park's property ("Eagle Sky"), and your anticipated next steps as it relates to the application and communicating with the holder of the covenant, The Clean Water Project. While EPA does not have authority in the Town of Front Royal's permitting process, we appreciate the communication and coordination.

To answer questions raised during our conversation, I am confirming that the environmental covenant (attached here) does apply to Eagle Sky's property. Environmental covenants run with the land and persist through change of property ownership, and it has never been terminated. Therefore, the activity and use limitations, which both apply to the flood zone specifically and the Property, as defined, as a whole, are still in place and enforceable by multiple entities under Virginia's Uniform Environmental Covenant Act ("UECA"), VA Code § 10.1-1247. In response to your question about EPA's definitions, "junk" and "accumulate" are undefined in the environmental covenant, though looking at the ordinary meaning of those words and the definitions of the related terms that you provided, it seems that, under the permit, a "junkyard" or "automobile graveyard" would allow for the "accumulation of trash, refuse, junk or any other unsightly material," and thus, if permitted, such operations could and potentially would over time result in the "accumulation of trash, refuse, junk or any other unsightly material." That being said, the Town has independent permitting authority to determine the applications it receives; EPA is solely providing its opinion in response to the questions presented to the Agency. Since you referenced the Town Attorney in your email, I took the liberty of copying him in this communication, as you may wish to discuss these matters with him.

Given that Eagle Sky may not have that same understanding of the applicability of the environmental covenant, we intend to communicate directly with Eagle Sky to remind them of the existence and continued applicability of the environmental covenant on their property.

If you have additional questions, please feel free to have your attorney reach out to me, or you can reach out to EPA's remedial project manager, Augusta Mery (mery.augusta@epa.gov; (215) 814-3230)).

Best,
Lauren



Lauren E. Ziegler
Assistant Regional Counsel
US EPA Mid-Atlantic Region
Phone 215-814-2623
Email ziegler.lauren@epa.gov

From: Lauren Kopishke <lkopishke@frontroyalva.com>
Sent: Thursday, April 16, 2026 4:21 PM

To: Ziegler, Lauren <ziegler.lauren@epa.gov>
Subject: FW: Eagle Sky Industrial Park (Ali Ijaz)

You don't often get email from lkopishke@frontroyalva.com. [Learn why this is important](#)

Caution: This email originated from outside EPA, please exercise additional caution when deciding whether to open attachments or click on provided links.

Good Afternoon,

Thank you for taking my call earlier about the proposed junk yard at Eagle Sky Industrial Park. I received the communication below from the property owners attorney. I am working on reviewing with our Town Attorney. In the meantime here is the definition of junkyard from Town Code. I am thinking that I will proceed with the application, but I will be requesting comments or some official documentation from the Clean Water project that they approve of the use of the property as a junkyard.

175-3

JUNKYARD - Any land or building used for the abandonment, storage, keeping, collecting or baling of paper, rags, scrap metals, other scrap or discarded materials or for the abandonment, demolition, dismantling, storage or salvaging of automobiles or other vehicles not in running condition, machinery or parts thereof. The term "junkyard" shall include the term "automobile graveyard," which shall be any lot or place which is exposed to the weather upon which more than three (3) motor vehicles of any kind, incapable of being operated, are placed.

175-65-B.

The following uses are permitted within the I-2 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the I-2 District:

RESIDENTIAL:

COMMERCIAL:

Airport (including heliports).

Assembly Halls.

Barber and beauty shops.

Catering Services.

Clubs.

Daycare and daycare facilities.

Kennels.

Recreation facility, commercial.

Restaurant, including drive-in restaurants.

Retail Stores.

INDUSTRIAL:

Automobile Graveyard.

Hazardous Material Storage.

Heavy Manufacturing.

Medium Manufacturing.

Scrap metal processing.



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

From: Alfred White <awhite@swwpclawfirm.com>

Sent: Thursday, April 16, 2026 3:44 PM

To: Planning and Zoning <planning@frontroyalva.com>

Cc: ali ijaz <ali.qb786@gmail.com>

Subject: Eagle Sky Industrial Park (Ali Ijaz)

Ms. Lauren Kopishke,

Dear Ms. Kopishke, My client, Mr. Ali Ijaz, Manager of Eagle Sky Industrial Park, LLC called my office regarding a pending special use permit for one the Industrial Park's tenants. I understand you contacted Mr. Ijaz regarding whether the Tenant's proposed use would be a violation of the Environmental Covenants, specifically the prohibition against the "accumulation of trash, refuse, junk, or other unsightly material". I understand that there may also be an issue between the

tenant and the Virginia Department of Motor Vehicles. I do not believe that either the Environmental Covenants or the DMV issue are relevant to the application for a special use permit. The Covenants are enforceable by the Grantee thereunder, Clean Water Project, Inc., not the Town of Front Royal. DMV licensing issues are between the tenant and DMV, not Eagle Sky Industrial Park or the Town of Front Royal. In reality, Clean Water Project Inc. understands that the property owned and occupied by Eagle Sky Industrial Park has always been used for industrial purposes, is well aware of the continued industrial use by Eagle Sky Industrial Park, and has voiced no objection to that continued use. My understanding of the tenant's proposed use is notto accumulate trash or junk. In other words this will not be a landfill or a dump, nor will it be "unsightly" given the surrounding industrial use of the property. I also want to confirm that portion of Eagle Sky Industrial Park property formerly owed and operated by Old Virginia Jam and Jelly is not subject to the Environmental Covenants. Old Virginia Jams and Jelly predated Avtex and FMC, and its property was not part of the EPA superfund site. I am aware that Clean Water Inc. is currently involved in litigation regarding adjoining property owned by a third party, and I suspect your concerns may arise from that litigation, but to my knowledge Clean Water Inc. has no current issues with the Eagle Sky Industrial Park property. Please proceed with the special use permit application as filed. I will be happy to speak to you about this at your convenience. Alfred L. White, Jr.

Sincerely,

Alfred L. White, Jr., Esquire
Struckmann, White & Wiseley PC
111 East Main Street
Front Royal, Virginia 22630
Telephone: 540-636-2918
Facsimile: 540-636-9446
Email: awhite@swwpclawfirm.com

CONFIDENTIALITY NOTICE:

This communication constitutes an electronic communication within the meaning of the Electronic Communications Privacy Act, 18 U.S.C. Section 2510. The information contained in this electronic mail message is attorney privileged and confidential information intended only for the use of the intended recipient. If the reader is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is STRICTLY PROHIBITED. If you have received this communication in error, please notify this writer immediately by reply electronic mail and/or telephone and permanently delete this message from your hard drive and/or network server and destroy any hard copies of this message. THANK YOU.



Area 5
Honeywell

OFFICIAL RECEIPT
WARREN COUNTY CIRCUIT
DEED RECEIPT

DATE: 09/17/14 TIME: 15:45:18 ACCOUNT: 187CLR140004559 RECEIPT: 14000009419
CASHIER: SFK REG: WK35 TYPE: OTHER PAYMENT: FULL PAYMENT
INSTRUMENT : 140004559 BOOK: PAGE: RECORDED: 09/17/14 AT 15:45
GRANTOR: HONEYWELL INTGERNATIONAL INC EX: N LOC: CO
GRANTEE: CLEAN WATER PROJECT INC EX: N PCT: 100%

AND ADDRESS : , .
RECEIVED OF : USEPA

CHECK: \$30.00 1057

DESCRIPTION 1: UECA ENVIRONMENTAL COVENANT
2:

PAGES: 18 OP: 0
NAMES: 0

CONSIDERATION: .00 A/VAL: .00 MAP:
PIN:

301 DEEDS 28.50 145 VSLF 1.50

TENDERED : 30.00
AMOUNT PAID: 30.00
CHANGE AMT : .00

CLERK OF COURT: JENNIFER R. SIMS

PAYOR'S COPY
RECEIPT COPY 1 OF 2

Tax Map Nos. 20A1-3-5 and 20A1-3-6 0094 SEP 17 2

UECA ENVIRONMENTAL COVENANT

This environmental covenant is made and entered into as of the 17th day of September, 2014, by and between Honeywell International Inc. (Honeywell), to be indexed as Grantor, whose address is 101 Columbia Road, Morristown, NJ, 07962-1219 (Grantor or Owner), and Clean Water Project, Inc., to be indexed as Grantee, whose address is 6799-A Kennedy Road, Warrenton, Virginia 20187 (hereinafter referred to as the Grantee or Holder).

The United States is named as a third-party beneficiary of the covenants, conditions and restrictions set forth below for the purpose of enforcing these covenants, conditions and restrictions.

This environmental covenant is executed pursuant to the Virginia Uniform Environmental Covenants Act, § 10.1-1238 *et seq.* of the Code of Virginia (UECA), and the U.S. Environmental Protection Agency (EPA) shall be the "Agency" as defined therein. This environmental covenant subjects the Property identified in Paragraph 1 to the activity and use limitations in this document.

1. Property Affected.

The property affected (Property) by this environmental covenant is located in the vicinity of Kendrick Lane, Front Royal, Virginia 22630, and was conveyed unto Honeywell from General Chemical Corporation by Deed dated June 2, 2004, which was recorded in the Clerk's Office of the Circuit Court of Warren County, Virginia as Instrument Number 040005928. The Property is more particularly described in Exhibit A (Metes and Bounds Description of the Property).

The Property is adjacent to the Avtex Fibers Superfund Site (the Avtex Site). The Avtex Site is depicted as Areas 1, 2, 2A, 2B, 3, 4 and 6 in the map attached hereto as Exhibit B (Map of the Avtex Fibers Superfund Site and the Property). Grantor owns Area 5 (the Property), but does not own Areas 1, 2, 2A, 2B, 3, 4 and 6, in the map attached hereto as Exhibit B.

This environmental covenant pertains only to Area 5 as depicted in the map attached hereto as Exhibit B.

Activity and use limitations pertaining to Areas 1, 2, 2A, 2B, 3, 4 and 6 and depicted in the map attached hereto as Exhibit B shall be addressed under other legal instruments.

2. Description of Contamination & Remedy at the Avtex Site.

a. Pursuant to Section 105 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, (CERCLA), 42 U.S.C. § 9605, EPA placed the Avtex Site on the National Priorities List, set forth in 40 C.F.R. Part 300, Appendix B, on June 10, 1986. EPA has been involved in selecting and implementing a number of removal and remedial actions (also known as "environmental response projects" as that term is defined at Section 10.1-1238 of UECA) under CERCLA at the Avtex Site from at least 1988. EPA's selection of removal actions are embodied in Action Memoranda, and EPA's selection of remedial actions are embodied in Records of Decision (RODs). EPA selected the remedial action in phases, or

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Operable Units (OUs) as they are known under CERCLA, at the Avtex Site by issuing a number of OU RODs. Portions of the OU RODs were modified by two Explanations of Significant Differences (ESDs) and a Memorandum to the Administrative Record File documenting a minor modification to the remedial actions (Minor Modification Memorandum). Copies of all of the Action Memoranda, OU RODs, ESDs and the Minor Modification Memorandum for the Avtex Site are available online at: <http://www.epa.gov/reg3hwmd/npl/VAD070358684.htm>. FMC Corporation (FMC) has been involved in implementing certain of those removal and remedial actions at the Avtex Site from 1986.

b. The administrative records pertaining to the environmental response projects described in the Action Memoranda, the RODs, the ESDs and the Minor Modification Memorandum are located at the locations listed below:

US EPA Region III, Sixth Floor Docket Room
1650 Arch Street, 6th Floor
Philadelphia, Pennsylvania 19103
(215) 814-3024

Samuels Public Library
538 Villa Avenue
Front Royal, VA 22630
(540) 635-3153.

The administrative records are also available online at:
http://loggerhead.epa.gov/arweb/public/search_results.jsp?siteid=VAD070358684.

c. The United States and FMC executed a Consent Decree in *United States v. FMC Corporation*, Civil Action No. 5:99CV00054 (W.D. Va. 1999), which was entered by the United States District Court for the Western District of Virginia on October 21, 1999, and which requires FMC to finance and perform certain removal and remedial actions at the Avtex Site. A copy of the Consent Decree is available online at: <http://www.epa.gov/reg3hwmd/npl/VAD070358684.htm>.

3. Activity & Use Limitations.

The Property is subject to the following activity and use limitations, which shall run with the land and are binding on Grantor and any successors, assigns, tenants, agents, employees, and any other persons under its control, until such time as this environmental covenant may terminate or be amended as provided by law:

- a. Groundwater beneath the Property shall not be extracted or used for any purpose, except as may be required by EPA or the Virginia Department of Environmental Quality (DEQ) for groundwater monitoring and/or remediation. No groundwater extraction wells shall be installed on the Property, until and unless, approved, in writing, by EPA.
- b. Residential dwellings of any kind are prohibited on the Property.
- c. Accumulation of trash, refuse, junk or any other unsightly material is not permitted on the Property.

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- d. Hunting or trapping of animals is prohibited on the Property.
- e. The Property in the flood plain areas as depicted as "100 Yr. Flood Zone (Zone AE)" in Exhibit B (Flood Zone) is restricted to conservancy, open space and park usage, and may include hiking, non-motorized biking, or nature trails. Commercial logging or commercial tree cutting in this area is prohibited. Any cutting of trees in this area shall be performed only to maintain hiking trails, non-motorized biking trails, nature trails, wildlife refuges or wetlands areas and shall be performed in accordance with best management practices (BMPs) that are defined by the Virginia Department of Forestry or other such Virginia agency to which authority for defining such BMPs may be assigned.
- f. Display of billboards, signs, or other advertisements is not permitted in or over the Flood Zone, except for such signage that is customary and appropriate for parks, trails for biking or hiking and wildlife refuges.
- g. No permanent or temporary building or structure shall be built or maintained in the Flood Zone, except for buildings customary and appropriate for park usage parks, trails for biking or hiking and wildlife refuges, such as park ranger's stations, boat landings, storage or maintenance buildings, bathrooms and fences.

4. The United States as Third-Party Beneficiary. The United States is expressly granted the power to enforce the covenants, conditions, and restrictions set forth in Paragraph 3 above. This environmental covenant may not be terminated or modified without the express written consent of the United States, nor may a Holder be removed or replaced without the express written consent of the United States.

5. Compliance and Use Reporting.

a. Beginning on October 28, 2017, and every five years thereafter, or whenever else requested in writing by EPA, the then current owner of the Property shall submit, to EPA and the Holder, written documentation stating whether or not the activity and use limitations in this environmental covenant are being observed. This documentation shall be signed by a qualified official of the then current owner who has inspected and investigated compliance with this environmental covenant.

b. In addition, within one month after any of the following events, the then current owner of the Property shall submit, to the United States, EPA, DEQ and the Holder, written documentation describing the following: noncompliance with the activity and use limitations in this environmental covenant; transfer of the Property; changes in use of the Property; or filing of applications for building permits for the Property and any proposals for any Avtex Site work, if such building or proposed Avtex Site work will affect the contamination on the Property subject to this environmental covenant.

6. Access by the Holder, EPA and DEQ 00097 SEP 17 2

In addition to any other rights granted to the Holder, EPA and DEQ, this environmental covenant grants to the Holder, EPA and DEQ an irrevocable, permanent and continuing right of access at all reasonable times to the Property for the purposes of:

- a. Performing or implementing any activity relating to the removal or remedial actions required by the Consent Decree or otherwise required by EPA or DEQ;
- b. Verifying any data or information submitted to EPA or DEQ;
- c. Verifying or monitoring that no action is being taken on the Property in violation of the terms of this environmental covenant or any federal or state environmental laws or regulations;
- d. Monitoring removal or remedial actions on the Avtex Site and conducting investigations related to contamination on or near the Avtex Site, including, but not limited to, sampling of air, water, sediments and soils;
- e. Conducting periodic reviews of any removal or remedial actions, including but not limited to, reviews required by federal or state environmental laws or regulations;
- f. Implementing additional or new removal or remedial actions if EPA, in its sole discretion, determines that such actions are necessary to protect human health and/or the environment; and
- g. Enforcing or monitoring compliance with the terms, conditions and restrictions of this environmental covenant as set forth in Paragraph 9 below.

7. No Limitation.

Nothing in this environmental covenant shall limit or otherwise affect EPA's rights of entry and access or EPA's authority to take removal or remedial actions under CERCLA, the National Oil and Hazardous Substances Pollution Contingency Plan, or other federal law.

8. Notice Requirement.

The Grantor shall notify the United States, EPA, DEQ and the Holder in writing sixty days prior to closing on any proposed conveyance of any interest in any portion of the Property. Grantor shall include in any instrument conveying any interest in any portion of the Property, including but not limited to deeds, leases, and mortgages, a notice which is in substantially the following form:

NOTICE: THE INTEREST CONVEYED HEREBY IS SUBJECT TO AN ENVIRONMENTAL COVENANT, DATED _____, 2014, RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF WARREN COUNTY ON _____, 2014, INSTRUMENT NUMBER _____, IN FAVOR OF, AND ENFORCEABLE BY CLEAN WATER PROJECT, INC., THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

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**AND THE UNITED STATES AND THEIR SUCCESSORS AND
ASSIGNS.**

Within 30 days of the date any such instrument of conveyance is recorded, Grantor shall provide the United States, EPA, DEQ and the Holder with a file-stamped copy of said instrument with a copy of the recording receipt attached.

9. Enforcement.

The United States, on behalf of EPA, and the Holder shall be entitled to enforce the terms of this environmental covenant by resort to specific performance or legal process. All remedies available hereunder shall be in addition to any and all other remedies at law or in equity, including CERCLA. Enforcement of the terms of this instrument shall be at the discretion of the United States and the Holder, and any forbearance, delay or omission to exercise their rights under this environmental covenant in the event of a breach of any term of this instrument shall not be deemed a waiver by the United States or the Holder of such term or of any subsequent breach of the same or any other term, or of any of the rights of the United States, EPA or the Holder under this instrument.

10. Notices.

Any notice, demand, request, consent, approval, or communication that any party desires or is required to give to the others shall be in writing and shall either be served personally or sent by certified mail, return receipt requested, addressed as follows:

To the United States:

Chief
Environmental Enforcement Section
Environment and Natural Resources Division
U.S. Department of Justice
P.O. Box 7611
Washington, D.C. 20044

To EPA:

Chief, Remediation Branch No. 3 (3RC43)
Office of Regional Counsel
U.S. Environmental Protection Agency
Region III
1650 Arch Street
Philadelphia, PA 19103

EPA Project Coordinator (3HS23)
Office of Superfund Site Remediation
U.S. Environmental Protection Agency
Region III
1650 Arch Street
Philadelphia, PA 19103

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To Grantor:

Honeywell International Inc.
Attention: Tom Byrne
101 Columbia Road
Morristown, NJ 07962-1219

To Clean Water Project, Inc.

President
Clean Water Project, Inc.
6799-A Kennedy Road
Warrenton, Virginia 20187

To Virginia Department of Environmental Quality

Office of Remediation Program
Virginia Department of Environmental Quality
629 East Main Street
Richmond, Virginia 65241.

11. Prior Liens and Encumbrances.

Based on a title search conducted by the Grantor on the Property prior to execution of this environmental covenant, the Grantor represents that there are no encumbrances or liens on the Property to which this environmental covenant would be subordinate except those expressly listed in Exhibit C hereto. Any other liens or encumbrances recorded on the Property will be subordinate to this environmental covenant.

12. Recording, Proof and Notification.

a. In accordance with 9VAC 15-90-40(B)(1), the Grantor shall submit to DEQ a copy of this environmental covenant and the accompanying fee required to be paid pursuant to 9VAC 15-90-40 prior to recording or causing this environmental covenant to be recorded, as required by Paragraph 12.b of this environmental covenant, immediately below.

b. Within 90 days after the date of execution of this environmental covenant, the Grantor shall record, or cause to be recorded, this environmental covenant with the Clerk of the Circuit Court of Warren County. The Grantor shall likewise record, or cause to be recorded, any amendment, assignment, or termination of this environmental covenant with the Clerk of the Circuit Court of Warren County within 90 days of their execution. Any UECA environmental covenant, amendment, assignment, or termination recorded outside of these periods shall be invalid and of no force and effect.

c. The Grantor shall send a file-stamped copy of this environmental covenant, and of any amendment, assignment, or termination, to the Holder, the United States, EPA and DEQ with a copy of the recording receipt attached within 60 days of recording. Within that time period, the Grantor also shall send a file-stamped copy to the chief administrative officer of Warren County,

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any persons who are in possession of the Property who are not the Grantors, and any other parties to whom notice is required pursuant to UECA.

13. Liberal Construction.

This instrument shall be liberally construed in favor of the rights, covenants, conditions, and restrictions granted in this environmental covenant. If any provision of this environmental covenant is found to be ambiguous, an interpretation consistent with the purpose of this instrument that would render the provision valid shall be favored over any interpretation that would render it invalid.

14. Severability.

If any provision of this instrument, or the application of it to any person or circumstance, is found to be invalid, the remainder of the provisions of this environmental covenant, or the application of such provisions to persons or circumstances other than those to which it is found to be invalid, as the case may be, shall not be affected thereby.

15. Termination or Amendment.

This environmental covenant is perpetual and runs with the land unless terminated or amended (including assignment) in accordance with UECA.

16. Enforcement of Environmental Covenant.

This environmental covenant shall be enforced in accordance with § 10.1-1247 of the Code of Virginia.

17. Successors and Assigns.

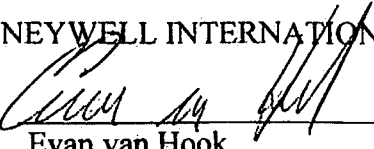
The rights and obligations stated herein shall inure to and be binding on the successors and permitted assigns of the parties to this environmental covenant.

000101 SEP 17 ±

ACKNOWLEDGMENTS:

GRANTOR

HONEYWELL INTERNATIONAL INC.

By: 

Evan van Hook
Corporate V.P., Health, Safety,
Environment and Sustainability
Honeywell International Inc.
101 Columbia Road
Morristown, NJ 07960

COMMONWEALTH OF NEW JERSEY

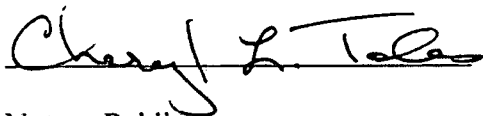
CITY/COUNTY OF PASSAIC

On this 8th day of September, 2014, before me, the undersigned officer, personally appeared Evan van Hook who acknowledged himself/herself to be the person whose name is subscribed to this environmental covenant, and acknowledged that s/he freely executed the same for the purposes therein contained.

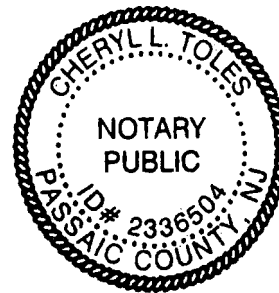
In witness whereof, I hereunto set my hand and official seal.

My commission expires: 10/27/15

Registration #: 2336504



Notary Public



CLEAN WATER PROJECT, INC.

By:

Joseph T. Ivers
President
Clean Water Project, Inc.
6799-A Kennedy Road
Warrenton, Virginia 20187

CITY/COUNTY OF Fauquier

On this 9th day of September, 2014, before me, the undersigned officer, personally appeared Joseph T. Ivers, who acknowledged himself to be the person whose name is subscribed to this environmental covenant, and acknowledged that he freely executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

My commission expires: 3/31/2016

Registration #: 265560

Betty Marie Norton

Notary Public



000103 SEP 17 2

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

APPROVED by the United States Environmental Protection Agency as required by § 10.1-1238
et seq. of the Code of Virginia.

By: Cecil A. Rodrigues
Cecil A. Rodrigues, Director
Hazardous Site Cleanup Division
United States Environmental Protection
Agency
Region III
1650 Arch Street
Philadelphia, PA 19103

COMMONWEALTH OF PENNSYLVANIA

CITY/COUNTY OF Philadelphia

On this 11th day of SEPTEMBER, 2014, before me, the undersigned officer, personally
appeared Cecil A. Rodrigues who acknowledged himself to be the person whose name is
subscribed to this environmental covenant, and acknowledged that he freely executed the same
for the purposes therein contained.

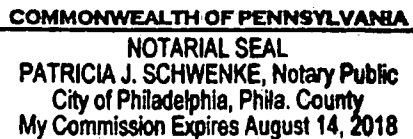
In witness whereof, I hereunto set my hand and official seal.

My commission expires: 08-14-2018

Registration #: _____

Patricia J. Schwenke

Notary Public



WARREN COUNTY, VIRGINIA
LAND RECORDS

000104 SEP 17 3

SEEN AND RECEIVED by the Virginia Department of Environmental Quality

By: Durwood H. Willis
Durwood H. Willis, Director
Office of Remediation Programs
Department of Environmental Quality
629 E. Main Street
Richmond, Virginia 23218

COMMONWEALTH OF VIRGINIA

CITY OF RICHMOND

On this 15 day of September, 2014, before me, the undersigned officer, personally appeared Durwood H. Willis who acknowledged himself to be the person whose name is subscribed to this environmental covenant, and acknowledged that he freely executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

My commission expires: February 28, 2018

Registration #: 207528

Michelle R. Wells

Notary Public

000105 SEP 17 ±

BENEFICIARY

THE UNITED STATES OF AMERICA

SAM HIRSCH

Acting Assistant Attorney General

U.S. Department of Justice

Environment and Natural Resources Div.

By: James A. Lofton

JAMES A. LOFTON

Counsel to the Chief

U.S. Department of Justice

Environment and Natural Resources Div.

Environmental Enforcement Section

P.O. Box 7611

Washington, D.C. 20044

VERIFICATION

STATE OF KANSAS

)

)

SS.

COUNTY OF JOHNSON

)

BE IT REMEMBERED, THAT ON THIS 11th day of September, 2014, before me, the undersigned Notary Public in and for the County and State aforesaid, came James A. Lofton, who is personally known to me to be the same person who executed the above and foregoing instrument and duly acknowledged the execution of the same as his free act and deed.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed my notarial seal on the day and year last above written.

Kent Johnson

Notary Public

My appointment Expires: 7/23/15

KENT JOHNSON
NOTARY PUBLIC
STATE OF KANSAS
My Appl. Exp 7/23/15

EXHIBIT A 000106 SEP 17 ±

**METES AND BOUNDS DESCRIPTION OF THE
PROPERTY**

WARREN COUNTY, VIRGINIA
LAND RECORDS

000107 SEP 17

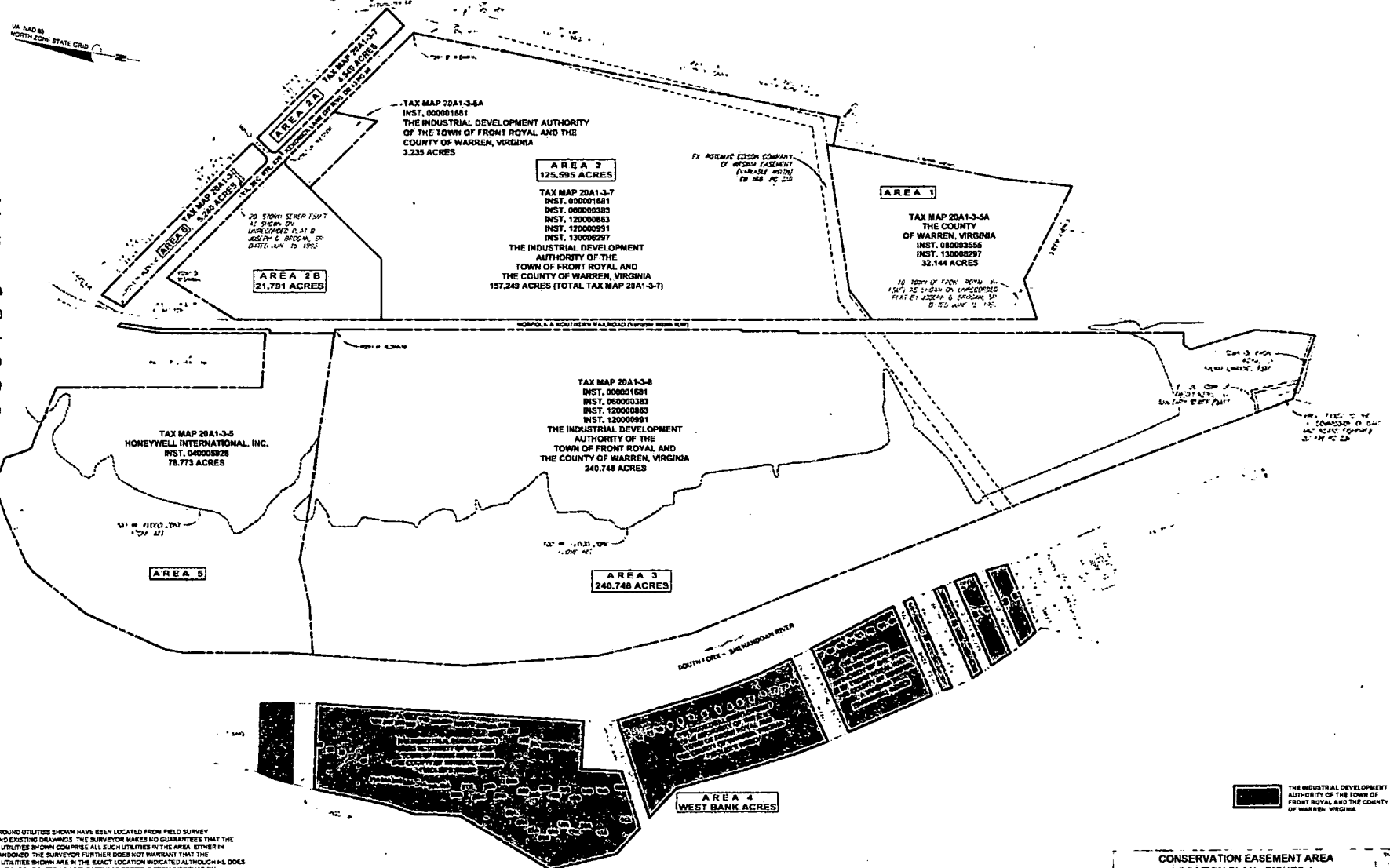
Beginning at a point in the center of Kendrick Lane (also known as Kendrick Road) and in the Right of Way of the Norfolk Southern Railroad. Thence with the railroad right of way S08°00'35"E 408.63', S10°00'35"E 355.80', S09°47'35"E 248.00', S09°51'57"E 32.50', S80°08'03"W 25.00', S09°51'57"E 431.00'. Thence with 5 Lines to the Shenandoah River S88°38'03"W 826.00', S87°50'03"W 330.00', S89°20'03"W 378.00', S67°50'03"W 316.80', S76°48'03"W 357.77'. Thence with the Shenandoah River N05°59'57"W 648.00', N08°09'57"W 200.00', N06°05'03"E 295.00', N12°11'45"E 298.00', N22°18'22"E 478.00', N39°50'03"E 198.00', N57°20'03"E 410.00', N59°17'33"E 273.07'. Thence away from the river S09°33'18"W 72.54', S80°26'42"E 100.00', S28°15'21"E 178.00', S55°45'21"E 23.00', S84°00'55"E 45.92', S77°00'23"E 385.00'. Thence with the line of Old Virginia Industrial S09°56'45"E 1397.18', N83°32'03"E 360.00', N09°47'35"W 248.00', N10°00'35"W 355.80', N08°00'35"W 431.96'. Thence S54°59'51"E 34.19' to the Point of Beginning and containing 78.773 acres of land.

000108 SEP 17 3

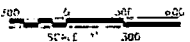
EXHIBIT B

**MAP OF THE AVTEX FIBERS SUPERFUND SITE
AND THE PROPERTY**

000109 SEP 17



NOTES
1. ANY UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE.
2. HORIZONTAL ORIENTATION IS BASED ON VA NAD 83 NORTH ZONE STATE GRID ESTABLISHED USING GPS METHODS.
3. ACCORDING TO FEMA FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 5118700112C DATED JUNE 3, 2008, A PORTION OF THE PROPERTY SHOWN HEREON LIES WITHIN AN AREA DESIGNATED AS ZONE AE WHICH IS WITHIN THE 100 YEAR FLOOD ZONE.



Marsh & Legge Land Surveyors, P.L.C.
560 NORTH LOUDOUN STREET - WINCHESTER, VIRGINIA 22601
PHONE (540) 567-0488 - FAX (540) 567-0489 - EMAIL: office@marshandlegge.com
www.marshandlegge.com

**CONSERVATION EASEMENT AREA
LOCATION PLAN - FIGURE 4**
TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF THE TOWN OF
FRONT ROYAL AND THE COUNTY
OF WARREN, VIRGINIA

WARREN COUNTY, VIRGINIA
LAND RECORDS

EXHIBIT C

000110 SEP 17 2

**LIST OF EXISTING LIENS AND
ENCUMBRANCES FOR THE PROPERTY**

000111 SEP 17 2014

EASEMENTS, RIGHT OF WAY & RESERVATIONS:

**Deed of Easement dated 03/14/2011, and recorded
03/30/2011 in Instrument No. 110001640.**

**Deed of Easement dated 11/02/2001, and recorded
11/13/2001 in Instrument No. 010008678.**

**Deed of Easement dated 01/22/1941, and recorded
01/23/1941 in Deed Book 49 at Page 306.**

**Right of Way dated 11/08/1939 and recorded 03/04/1940 in
Deed Book 47 at Page 490.**

**Deed of Easement dated 12/11/1939, and recorded
12/22/1939 in Deed Book 47 at Page 285.**

INSTRUMENT #140004559
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY ON
SEPTEMBER 17, 2014 AT 03:45PM

JENNIFER R. SIMS, CLERK
RECORDED BY: SPK



Questions for Applicant

Note: Definition: By the town code, is this operation better described as an “Automobile Wrecking Yard”? That Definition is;

AUTOMOBILE WRECKING YARD - An area where destroyed, abandoned and obsolete automobiles are disassembled and where parts of said disassembled automobiles are generally sold and where the remaining automobile bodies and their components are temporarily stored until they can be removed or reduced to scrap metal.

1. Site Design & Operations

- What is the total acreage of the salvage operation area versus undisturbed land?
- Provide a detailed site plan showing:
 - Storage areas
 - Access drives (truck circulation)
 - Material processing areas
 - Drainage patterns
- What is the maximum stacking height of vehicles/materials?
- Will any materials be stored outside of designated containment areas?

2. Setbacks, Screening & Visibility

- What setbacks are proposed from:
 - Property lines?
- What type of screening will be installed:
 - Opaque fencing (height, material)?
 - Berms (height, slope)?
 - Vegetative buffers (species, density, maturity timeline)?

- Will any portion of the operation be visible from public roads or adjacent properties, especially in winter months?

3. Stormwater & Drainage (Critical)

- Provide a stormwater management plan prepared by a Geotechnical licensed engineer.
- Where does runoff from the site ultimately discharge:
 - Directly to a creek?
 - To storm drains?
 - Toward the Shenandoah River?
- How are the following addressed:
 - First-flush runoff (highest contamination risk)?
 - Peak storm events?
- Are there engineered drainage controls:
 - Oil-water separators?
 - Containment basins?
 - Swales or infiltration systems?

4. Floodplain & Topography

- Provide certified mapping showing:
 - Location relative to FEMA 100-year floodplain
- If outside the floodplain:
 - Are there low-lying drainage areas that function like flood zones?
- How does site slope affect runoff velocity and direction?

5. Groundwater & Karst Risk (High Priority)

- Has a karst assessment or geotechnical study been performed?
- Are there known:

- Sinkholes?
- Fractures?
- Underground drainage features?
- What measures prevent direct infiltration of contaminants into groundwater?
- Are there monitoring wells or groundwater protection systems proposed?

6. Hazardous Materials & Fluid Management

- Describe procedures for:
 - Fuel removal
 - Oil and antifreeze drainage
 - Battery handling
- Will all fluid removal occur:
 - Indoors?
 - On impervious, contained surfaces?
- What spill containment systems are in place:
 - Secondary containment?
 - Spill kits?
 - training protocols?
- Where are hazardous materials stored, and how often are they removed?

7. Environmental Compliance & Permits

- Provide documentation of coordination with:
 - Virginia Department of Environmental Quality
- What specific permits are required:
 - Stormwater (VPDES)?
 - Solid waste handling?

- Wetlands disturbance (if any)?

8. Chesapeake Bay & Watershed Requirements

- Is the site within a Chesapeake Bay Preservation Area?
- If so:
 - Does it include a Resource Protection Area (RPA) or Resource Management Area (RMA)?
- How are required buffers and land disturbance limits being met?
- Provide calculations showing compliance with nutrient and sediment control requirements.

9. Impaired Waters & TMDL Compliance

- Does runoff from the site enter waters listed as impaired by DEQ?
- If yes:
 - How does the project ensure no net increase in pollutant loading?
- Provide analysis showing consistency with applicable TMDLs (Total Maximum Daily Loads).

10. Vehicle Storage & Surface Treatment

- What percentage of the site will be:
 - Impervious (paved)?
 - Gravel?
 - Bare soil?
- Will vehicles be stored on:
 - Paved pads?
 - Compacted gravel?
 - Native soil?
- How is long-term leakage from stored vehicles prevented?

11. Erosion & Sediment Control

- Provide an erosion and sediment control plan for:
 - Initial site disturbance
 - Ongoing operations
- How will sediment runoff be prevented during:
 - Heavy rain events?
 - Seasonal storms?

12. Monitoring, Enforcement & Contingencies

- What ongoing inspection and maintenance plan is proposed?
- Will the applicant agree to:
 - Periodic groundwater testing?
 - Stormwater system inspections?
- What is the spill response plan, including notification procedures?
- What enforcement mechanisms (bonding, conditions, revocation triggers) are acceptable?



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 10A

Agenda Item: Purchase of Replacement Pickup Truck for the Public Works Concrete Crew

Summary: Council is requested to authorize the purchase of a 2027 Ford F-350 Crew Cab 4x4 pickup truck equipped with a 9-foot service body and tow package for the Public Works Concrete Crew. The new vehicle will replace Unit #748, a 2004 Chevrolet 3500 pickup truck with a utility body that has accumulated more than 92,149 miles.

The procurement will be made through the City of Chesapeake, Virginia's cooperative contract with Hall Automotive. Staff obtained a quote from Hall Automotive Fleet Team of Virginia Beach, Virginia, in the amount of \$87,874.00.

Funding for the vehicle purchase is available within the Highway Maintenance Department's FY27 operating budget and consists of \$80,000.00 previously encumbered under Purchase Order #31424 and \$7,874.00 budgeted in the FY27 Motor Vehicles account.

Budget/Funding: 4500-R47005	Highway Maintenance – Motor Vehicles (PO #31424)	\$80,000
4500-47005	Highway Maintenance – Motor Vehicles (FY27 Budget)	\$ 7,874

Meetings: August 10, 2026

Proposed Motion:

I move that Council authorize the purchase of a 2027 Ford F-350 Crew Cab 4x4 pickup truck, for the Public Works Concrete Crew in the amount of \$87,874.00, as presented.

Moved _____ *Seconded* _____

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



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Purchasing Manager

CC: BJ Wilson, Assistant Town Manager/ Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: August 4, 2026

SUBJECT: Request to purchase 2027 Ford F-350 Crew Cab 4X4 Utility Bed Pick-up Truck.

I would like to request the purchase of a 2027 Ford F-350 crew cab 4x4 utility bed pick-up truck to replace the existing concrete crew truck #748. Truck #748 is a 2004 Chevrolet 3500 pick-up with a utility bed; the body of this truck is getting into bad condition after 22years of daily service. The purchase cost of the new truck is \$87,874.00 from Hall Automotive in Virginia Beach Va. The funding for this purchase has been budget under 4500-47005 and is available on PO#31424.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd

Virginia Beach, VA 23452

Phone 757.498.2303 Fax 757.498.2310

DATE:

8/5/2026

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPatres	Town of Front Royal	Hall Automotive	Front Royal	Net, 30
DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
<u>City of Chesapeake IFB 23-176-3155</u>					
2027 Ford F-350 Crew Cab 4x4 179" WB 60" CA DRW			1	\$ 56,773.00	\$ 56,773.00
Options to Include:					
> Z1 - Oxford White Exterior			1	INCL	INCL
> AS - Medium Dark Slate Vinyl Interior			1	INCL	INCL
> 99N - 7.3L V8 Gasoline Engine			1	INCL	INCL
> 44G - 10-Speed Automatic Transmission			1	INCL	INCL
> 18B - Black Platform Running Boards			1	\$ 445.00	\$ 445.00
> 52B - Trailer Brake Controller			1	\$ 300.00	\$ 300.00
> 872 - Rearview Camera & Prep Kit			1	\$ 515.00	\$ 515.00
> 9' DRW Knapheide Service Body w/ Tow Kit, Spray Liner, Telescoping Roof per attached			1	\$ 29,841.00	\$ 29,841.00
> Delivery			1	INCL	INCL
Proposal Accepted by:				Total	\$ 87,874.00
Printed name:					
Date :					

Make all POs to HALL AUTOMOTIVE

If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 10B

Agenda Item: Purchase of Replacement Refuse Truck for Public Works Solid Waste

Summary: Council is requested to authorize the purchase of a 2027 Freightliner Chassis equipped with a 25-foot rear loader for the Public Works Solid Waste Department. The new vehicle will replace Unit #687, a 2008 International 2600 refuse truck that has accumulated more than 117,917 miles.

The procurement will be made through a Sourcewell cooperative contract with Daimler Trucks North America. Staff obtained a quote from Excel Truck Group of Weyers Cave, Virginia, an authorized dealer for Daimler Trucks, in the amount of \$266,967.00.

Funding for vehicle purchase is available within the Solid Waste Management Department's FY27 Motor Vehicles operating budget and consist of \$105,004 previously encumbered and \$161,963 budgeted in the FY Motor Vehicles account.

Budget/Funding: 4203-47005 Solid Waste Management – Motor Vehicles \$161,963
4203-R47005 Solid Waste Management – Motor Vehicles \$105,004

Meetings: August 10, 2026

Proposed Motion:

I move that Town Council authorize the purchase of a 2027 Freightliner Chassis equipped with a 25-foot rear loader for the Public Works Solid Waste Department in the amount of \$266,967.00, as presented.

Moved _____ *Seconded* _____

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



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 10C

Agenda Item: Purchase of Replacement Camera System for Public Works Sewer Camera Truck

Summary: Council is requested to authorize the purchase of equipment, software, and installation services to retrofit the Public Works Sewer Maintenance Department's sewer camera truck with a new camera inspection system. The existing camera system has reached the end of its useful life and is no longer capable of meeting the Department's operational needs.

The procurement will be made through a **Sourcewell Cooperative Contract** with Infrastructure Solutions Group (ISG) of Mechanicsville, Virginia. Staff obtained a quote from ISG in the amount of **\$139,936.35**.

Funding for the purchase is available within the Sewer Maintenance Department's FY27 Machinery and Equipment operating budget.

Budget/Funding: 9802-47001 Sewer Maintenance – Machinery & Equipment \$139,936.35

Meetings: August 10, 2026

Proposed Motion:

I move that Council authorize the purchase and installation of a new sewer camera inspection system for the Public Works Sewer Maintenance Department in the amount of \$139,936.35, as presented.

Moved _____ Seconded _____

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



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Purchasing Manager

CC: BJ Wilson, Assistant Town Manager/ Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: August 5, 2026

SUBJECT: Request to have the existing sewer camera truck retro fitted with new Envirosight equipment.

I would like to request proceeding with having Infrastructure Solutions Group retro fit the existing town owned sewer camera truck with new Envirosight equipment. The old camera equipment is eight years old and is starting to have frequent issues due to the harsh environment it's used in on a regular basis. The funding for this purchase is already budgeted under 9802-47001.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



Envirosight - RovverX - Town of Front Royal, VA

Town of Front Royal, VA

Tony Rogers

trogers@frontroyalva.com

+15406357819

Reference: 20260805-140819393

Quote created: August 5, 2026

Quote expires: September 21,

2026

Infrastructure Solutions Group, Inc.

8383 Old Richfood Road

Mechanicsville, VA 23116-8071

United States

Prepared by: Mathieu

Pipeline Inspection Specialist

mathieu@weareisg.com

+18049103790

\$139,936.35

Total

PRODUCTS & SERVICES	QUANTITY	PRICE
Envirosight RovverX HD Mainline System HD System includes VC500 Controller RAX300 Automatic Cable Reel with 1000ft RX130 Quick Change version crawler with 3 sets of rubber wheels for 6" to 12" Integrated lift. RCX90 pan, tilt, zoom camera, pressurization kit	1	\$112,374.08
Retrofit costs	1	\$4,000.00
43" monitor in office, 21" monitor and mount in the rear, booster, con- verters, and all	1	\$3,450.00
Small Aggressive Wheel QC RX130	6	\$549.67
Medium Aggressive Wheel QC RX130	4	\$714.57
Large Aggressive Wheel QC RX130	4	\$736.56
XL Rubber Wheel QC RX130	4	\$670.60

PRODUCTS & SERVICES	QUANTITY	PRICE
Stackable SAT Reel Support Frame	1	\$813.20
HD RAL200 LED Auxiliary Light with Backeye Camera for RVX	1	\$5,614.13
SUMMARY		
One-time subtotal		\$138,036.35
Freight		\$1,900.00

Total	\$139,936.35
--------------	---------------------

Comments PDI, Delivery and One Day Training included

Purchase terms Envirosight Sourcewell contract #080525-EVS



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 10D

Agenda Item: Joint Tow Board Appointments

Summary: Council approved an ordinance (Chapter 158-54 – 158-69) on November 27, 2017, enacting ‘Law Enforcement Requested Towing’ that initiated the appointment of a Joint Towing Advisory Board. The By-Laws for the Board were approved by the Board of Supervisors (BOS) on February 20, 2018, and Town Council on March 26, 2018. Per the By-Laws, Town Council and BOS are requested to appoint three (3) representatives from the towing and recovery business, three (3) law enforcement members and one citizen member to the Joint Towing Advisory Board to 4-year terms. Proposed members to the new four (4) year term beginning June 26, September 1, 2026, are:

- Captain David Fogle – Front Royal Police Department
- Lieutenant Michael E. Glavis – Warren County Sheriff’s Office
- Sergeant Steven Marks – Virginia State Police
- Gloria Knott – Keens Towing
- Louis C. Tharpe – Tharpe’s Towing
- Alan Crawford - Midway Towing

Budget/Funding: N/A

Meetings: August 10, 2026

Proposed Motion:

I move that Council appoint the proposed members to the Joint Towing Advisory Board for a four-year term beginning September 1, 2026.

Moved _____ *Seconded* _____

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

LAW ENFORCEMENT REQUESTED TOWING

Footnotes:

--- (1) ---

Editor's note— *Adopted 11-27-17.*

158-54 - PURPOSE

The purpose of this article is to ensure proper storage, availability and service by persons and firms authorized to provide towing services at the request of the Warren County Sheriff's Office, the Front Royal Police Department, Virginia State Police and other law enforcement personnel. The Towing Operators are deemed independent contractors and not employees of Warren County, the Town of Front Royal, Virginia State Police, or other law enforcement agencies assigned to Warren County or Front Royal.

(Ord. 11-22-99)

158-55 - DEFINITIONS

APPLICATION means an application for towing service within Warren County.

COUNTY means Warren County, Virginia.

DMV means Commonwealth of Virginia Division of Motor Vehicles.

EMERGENCY means a critical traffic problem, snow storm, ice storm, hurricane or other extreme weather condition; parade or similar public event; disaster or similar event.

JOINT TOWING BOARD means the Joint Advisory Board on Towing which consists of seven (7) members: three (3) law enforcement officers, including one (1) from the Sheriff's Office, one (1) from the Police Department and one (1) from Virginia State Police, three (3) representatives of Towing and Recovery Businesses and one (1) citizen.

LAW ENFORCEMENT PERSONNEL OR LAW ENFORCEMENT AGENCY means a law enforcement officer of Warren County, Town of Front Royal, Virginia State Police or agency of such officers or other law enforcement agency assigned to Warren County.

POLICE DEPARTMENT means the Town of Front Royal Police Department.

RECEIPT means a printed, numerated and dated receipt that include tow company name, company address and telephone number and receipt signed by owner/operator.

SCC means Commonwealth of Virginia State Corporation Commission.

SHERIFF'S OFFICE means the Warren County Sheriff's Office.

SUSPENSION means temporary removal from the Towing List for a violation of this article or breach of the towing service agreement.

TERMINATION means permanent removal from Towing List and rescission of towing service agreement.

TOWING LIST means the list maintained of the Towing Operators authorized to respond the Sheriff's Office, Police Department or other law enforcement personnel's request for the towing of vehicles.

TOWING OPERATOR means a towing firm or service, with an established business office and location within Warren County, which meets the requirements of this article and has entered into an agreement to provide towing and recovery services at the request of the Sheriff's Office, Police Department or other law enforcement personnel.

TOWING OPERATORS means those who own, lease, or operate a Towing Recovery Business.

TOWING RECOVERY BUSINESS means any person, including a business offering services involving the use of a tow truck, including those engaged in the business of: (1) removing disabled vehicles, parts of vehicles, or cargo to facilities for repair or safekeeping; and (2) restoring to the highway or other location vehicles that have come to rest where they can't be operated. Such business shall have at least one (1) location, consisting of an office and storage lot, within Warren County for at least six (6) months.

TOWING SERVICE AGREEMENT means the agreement between the Joint Towing Board and the Towing Operator.

TOWN means the Town of Front Royal, Virginia.

(Ord. 11-22-99)

158-56 - GENERAL MINIMUM REQUIREMENTS

A. *Required Vehicles and Equipment.*

1. The Towing Recovery Business shall have available at least one (1) of the following vehicles with valid Virginia license plates, inspection sticker and SCC/DMV license:
 - a. Tow Truck equipped with a wrecking crane capable of lifting a minimum of eight thousand (8,000) pounds and up to a maximum of ten thousand (10,000) pounds or the gross vehicle weight rating. Tow truck must be equipped with a wheel lift capable of lifting a minimum of one thousand five hundred (1,500) pounds.
 - b. Flatbed Wrecker with at least an eight thousand-pound winch and capable of transporting a maximum of seven thousand (7,000) pounds or the gross vehicle weight rating.
2. Each of the vehicles above shall be originally designed as tow trucks.
3. Each of the vehicles above shall be equipped with the following:
 - a. A chassis rated with sufficient gross vehicle weight to match the maximum capacity of the crane mounted thereon;

- b. All-weather tires on the rear wheels;
 - c. At least one (1) fire extinguisher;
 - d. At least two (2) operable amber revolving or flashing emergency lights, mounted on the highest part of the vehicle and visible from all sides;
 - e. One (1) operable air tank, when not equipped with air brakes. Flatbed Wreckers are exempt from this requirement;
 - f. One (1) heavy-duty street broom and one (1) shovel;
 - g. Dollies, scotch blocks and snatch block;
 - h. Gas and oil absorbent material;
 - i. Reflective vest, shirt or jacket; and
 - j. Vehicle tow lights.
4. Heavy Duty Wreckers.
- a. For those Towing Operators who desire to be on the heavy-duty wrecker list, they shall own or lease a minimum of two (2) towing/recovery trucks and at least one (1) road tractor. One (1) truck shall have a minimum of sixty thousand (60,000) pounds rating and the second truck shall have a minimum forty thousand (40,000) pounds rating. All units shall have winches rated at a minimum of twenty thousand (20,000) pounds. All units must have a boom that raises and lowers, extends and retracts by hydraulics. All units must have a hydraulic under-lift rated to raise twelve thousand (12,000) pounds at full extension.
 - b. Towing Operators shall own, lease or have a written agreement with a subcontractor for the following:
 - (i) Lowboy hydraulic operated trailer capable of transporting a wrecked or disabled road tractor and/or debris;
 - (ii) Trailer forty-five-foot or longer box trailer;
 - (iii) Dump truck, dump trailer or container;
 - (iv) Air cushions designed for and capable of up righting a loaded tractor and trailer;
 - (v) A skid steer loader, forklift or wheel loader capable of moving cargo and/or debris from the highway; and
 - (vi) Adequate personnel to off-load cargo.
 - c. All loads must be secured with two-wheeled straps or safety chains.
 - d. All equipment must be equipped with legally required light and safety equipment.
 - e. All equipment must be in good working order with all equipment required in this article.

B. Storage and Security of Vehicles.

- 1. All Towing Operators shall have a secured lot for vehicles towed under this article. Vehicles shall be stored at all times in said storage lot, storage facility or building or an adjacent service bay.
- 2. A Towing Operator shall maintain and own or lease a dedicated storage area able to contain all towed

vehicles towed by the operator. Storage area shall be fully enclosed by a commercial grade fence which is at least six (6) feet tall, or enclosed by a permanent structure, have adequate lighting and remain reasonably clear of debris. Towing Operators shall not share storage lots unless the shared storage lot is divided by a six-foot high stationary fence with a separate locked entrance to each storage area.

3. The storage lot shall have a sign posted identifying the firm's name and telephone number. Wrecker service facilities and equipment, including vehicles, office, telephone lines, office equipment and storage facilities may not be shared with another wrecker service. Vehicles towed at the request of Law Enforcement Personnel must be placed in storage owned or leased and operated by the wrecker service on the Towing List.
4. The storage lot shall have a graveled or paved surface.

C. *Insurance.*

1. No Towing Service Agreement shall be signed until the Towing Operator has provided evidence of the following insurance coverage for the duration of the Towing Service Agreement by a company or companies licensed to do business in the Commonwealth. Any changes or lapses in insurance coverage shall immediately be reported to the Joint Towing Board.
 - a. The Towing Operator shall be required to carry garage keeper's legal liability insurance in the minimum amount of seventy-five thousand dollars (\$75,000.00) to cover fire, theft, windstorm, vandalism and explosion for each lot. Towing Operators on the heavy-duty wrecker list shall be required to carry garage keeper's legal liability insurance in the minimum amount of two hundred thousand dollars (\$200,000.00).
 - b. Insurance sufficient to protect itself from any and all claims of loss, damage or bodily injury, resulting from its acts or incurred in the operation of the Towing Operator's business equipment and vehicles pursuant to the Towing Service Agreement in the amount of seven hundred fifty thousand dollars (\$750,000.00) or the amount required by the state (vehicle liability policy).
 - c. Insurance sufficient to cover claims under the Worker's Compensation Act, if applicable, for all of its employees. If any work is sublet, the subcontractor shall provide similar coverage.
2. The Towing Operator shall indemnify and hold harmless the Sheriff's Office, Police Department, Virginia State Police, Warren County and Town of Front Royal, all other law enforcement agencies assigned to Warren County including their agents, employees and representatives from any and all claims, casualties, damages or injuries arising out of its actions pursuant to the agreement.

158-57 - APPLICATION FOR AGREEMENT

- A. Any Towing Operator desiring to perform towing work at the request a Law Enforcement Agency shall submit an application for towing service in duplicate to the Joint Towing Board. Prior performance and reputation in the community, as reported through the office of citizen and consumer affairs and criminal history record information as supplied by applicant, will be considered when a Towing Operator applies to perform towing services under the Towing Service Agreement.
- B. In order to be qualified for towing under this article, a Towing Operator shall operate the Towing Recovery

Business at said location within Warren County for a minimum of six (6) months prior to applying for towing under this article. The six-month waiting period may be waived for applicants who are currently authorized to tow under this article.

- C. A Towing Operator may not make any changes that alter the information that was submitted in the application unless first notifying the Joint Towing Board.
- D. The Application shall be submitted on forms provided by the Joint Towing Board and includes the following information:
 - 1. The name of the Towing Recovery Business to include the owners, members and/or corporate officers.
 - 2. The home and business addresses and phone numbers of the Towing Recovery Business, owners, members and/or officers.
 - 3. The location, size and security features of the storage lot on which the towed vehicles will be stored. The storage facility shall be described in detail to include the size, the lighting and the separate entrance. The storage facility may be a building or a lot which shall be a minimum of one thousand five hundred (1,500) square feet for regular Towing Operators or a minimum of three thousand (3,000) square feet for heavy-duty Towing Operators.
 - 4. The location in which the public must go to in order to claim stored vehicles.
 - 5. A statement of availability to provide towing service on a continuous twenty-four-hours-a-day basis each day of the year.
 - 6. A list of the towing equipment, its size and capacity. Towing Operators shall maintain and register all trucks. A copy of property taxes showing taxes paid on trucks and equipment domiciled within the county or town and each vehicle registration must be submitted on an annual basis with application or reapplication.
 - 7. A complete list of insurance policies, carriers and agents which would be in effect upon execution of the Towing Services Agreement. Proof of the policy will be filed with the Joint Towing Board. This information will include amount of coverage limits and include worker's compensation, if applicable.
 - 8. A statement that the Towing Operator accepts reasonable responsibility for any personal property left in towed and stored vehicles, as may be otherwise determined by law, along with a description of the secure place which will be used to store the property left in towed or stored vehicles. A statement that the Towing Operator accepts reasonable responsibility for a towed vehicle from the time hookup starts, until vehicle reaches the intended destination.
 - 9. Towing Operators must list two (2) telephone numbers at which they can be reached on a twenty-four-hour-a-day basis. Specific times and days denoting business hours versus nonbusiness hours must accompany the telephone number. Name of business and telephone number must be posted in a conspicuous place at the place of business.
 - 10. A statement from the zoning office of the local government entity in which the Towing Recovery Business is located that the storage lot listed on the application meets all required zoning requirements.
 - 11. A statement from the Treasurer and/or the town finance office that all financial obligations are paid.

All Towing Operators must be current in all financial obligations to the County and/or Town.

12. A copy of declaration of personal property or business personal property on registered equipment must be submitted annually.
13. All applicants shall pay an application fee, as established by the Joint Towing Board, remitted to and collected by the Joint Towing Board.

158-58 - INSPECTIONS OF TOWING OPERATOR

- A. All of the tow trucks, required equipment and storage facilities shall be inspected and approved by the Joint Towing Board prior to use. In addition, all tow trucks and required equipment shall conform to the provisions of Code of Virginia § 46.2-1000 et seq. The Joint Towing Board may periodically inspect all wreckers, equipment and storage facilities utilized under this article. There will be an annual inspection of all wreckers, equipment and storage facilities utilized under this article. For heavy-duty wreckers a CVSA sticker will also be required.
- B. There shall be an annual inspection fee, as established by the Joint Towing Board, remitted to and collected by the Joint Towing Board.
- C. The Joint Towing Board shall give the Towing Operator written notice when the equipment or storage facility is found to be unacceptable.
- D. Tow trucks and equipment or storage facilities that fail the inspection shall not be used by a Towing Operator in the performance of its obligations under a Towing Services Agreement until they pass inspection.
- E. Failure to comply with any of the conditions stated above will result in suspension of the Towing Operator from the Towing List until the corrections have been made. If the corrections are not made within ten (10) calendar days, the Towing Operator shall be terminated from the Towing List.
- F. All applications for new Towing Operators to be included on the Towing List or applications for renewals of Towing Operators shall be submitted to and shall only be received and processed by the Joint Towing Board from May 1 to May 30 of each calendar year. The calendar year for the application of this article shall be July 1 to June 30.

158-59 - APPLICATION APPROVAL

- A. The Joint Towing Board shall conduct an investigation to determine the accuracy of the information contained in the application and shall inspect the storage lot and equipment to be used.
- B. Upon completion of the investigation, the Joint Towing Board shall determine whether the applicant meets the requirements of this article. If the Joint Towing Board finds the applicant qualified, he shall approve and sign the Towing Services Agreement. The applicant's name shall be placed on the Towing List in a rotating order.
- C. If the Joint Towing Board finds the applicant unqualified, it shall indicate in writing the reasons and return the application to the applicant.

158-60 - DUTIES AND REQUIREMENTS OF TOWING OPERATORS

- A. Towing Operators shall, at the request of and as directed by Law Enforcement Personnel, tow vehicles in the County or Town in a manner that is damage-free to the vehicle being towed. Towing Operators shall comply with all applicable federal, state and local laws and regulations, including, but not limited to, the securing of all necessary federal, state and local licenses. All Towing Operators shall display a WT-Tag (tow truck for hire) and/or an IRP-Tag (international registration plan).
- B. All Towing Operators shall have the Towing Recovery Business' name, town, state and telephone numbers printed on both sides of the towing vehicle in letters and numerals of such size, shape and color as to be readily legible during daylight hours from a distance of fifty (50) feet while the vehicle is not in motion. No magnetic sign shall be used on vehicles. Decals are permissible. The Towing Operator shall provide a business card to Law Enforcement Personnel before leaving the scene. Each Towing Operator must be registered with the Virginia Department of Motor Vehicles in the name of the Towing Recovery Business and insured by the Towing Recovery Business.
- C. Towing Operators shall provide twenty-four-hours-per-day towing service each day of the year.
- D. Towing Operators shall have available at all times sufficient and qualified personnel to receive calls and execute the towing.
- E. If a Towing Operator determines additional equipment is needed, the Law Enforcement Personnel shall contact a different Towing Operator on the Towing List.
- F. Towing Operators shall notify all Law Enforcement Agencies during normal business hours forty-eight (48) hours prior to a change in their phone number. No answering service is allowed.
- G. The Towing Operator agrees to arrive on the scene within thirty (30) minutes of receiving a call. If the Towing Operator fails to meet the specified time limit, the Law Enforcement Personnel will notify a second Towing Operator. Once the second Towing Operator has been requested, services from the first Towing Operator are considered canceled and the first Towing Operator is not due any payment. Heavy-duty Towing Operators will have a forty-five (45) minute time limit to arrive on scene.
- H. If in the judgment of the Joint Towing Board, excessive delays are caused by circumstances within the Towing Operator's control, the Joint Towing Board may recommend the Towing Operator be suspended/terminated from the Towing List.
- I. Towing Operators shall have only those tow trucks owned or lease purchased by them responding to calls for service.
- J. If a tow truck is not available, then the Towing Operator shall immediately indicate to the dispatcher that it cannot respond and the reason why. The dispatcher shall then notify the next Towing Operator on the list.
- K. Towing Operators may use crossovers located on the interstates or public highways that are prohibited when directed to do so by Law Enforcement Personnel pursuant to Code of Virginia § 46.2-920.1.
- L. All Towing Operators must possess a valid Virginia driver's license or commercial driver's license, and medical certificate as may be required and be qualified to operate the tow vehicle and its equipment.
- M. All Towing Operators shall decline a service call if they consumed alcohol and or used any drug or narcotic, either by a doctor's prescription or of their own free will within eight (8) hours prior to a call for service.
- N. Towing Operators shall remove all litter, glass and debris caused by the incident which necessitated

towing, including ordinary and reasonable quantities of oil and gas spillage as determined by the Law Enforcement Personnel on the scene. If circumstances warrant additional charges, they will be thoroughly documented and itemized.

- O. All Towing Operators shall have the capability to accept cash and credit card as payment for services under the agreement in the field at the time services are rendered.
- P. The Towing Operator shall tow vehicles to any destination requested by the vehicle owner or any Law Enforcement Personnel, after financial obligations have been finalized. The Towing Operator shall not tow vehicles outside of the Warren County limits.
- Q. Any Towing Operator permanently ceasing to provide towing/recovery services shall, within fifteen (15) days, notify the Joint Towing Board in writing.

158-61 - RESPONSIBILITIES AND RECORDS OF TOWING OPERATORS

- A. If an owner or lien holder fails to claim any vehicle or if the Towing Operator wants to satisfy any lien which it has on a vehicle, it shall be the Towing Operator's responsibility to dispose of or sell the vehicle in compliance with the Virginia State Code.
- B. The Towing Operator shall be reasonably responsible for vehicles towed and any contents from the time the vehicle is towed until one (1) of the following events occur:
 - 1. The vehicle is delivered to a location specified by the owner or other authorized person;
 - 2. The vehicle and property is released to and accepted by the owner or authorized person in the same condition as originally towed; or
 - 3. The vehicle is otherwise disposed of according to law.
- C. Towing Operators shall secure all personal property at the scene of a collision to the extent possible and preserve personal property in a vehicle which is about to be towed.
- D. The Towing Recovery Business shall keep records of all vehicles which have been towed pursuant to the Towing Services Agreement. These records shall include, at a minimum, the date and time of tow, the vehicle's license number and state of issue, the vehicle's identification number, the year, make, model and color of the vehicle, the location from which it was towed, the charges for towing and storage, the disposition of vehicle and date of disposition.
 - 1. Such records shall be available for inspection by the Joint Towing Board during the Towing Recovery Business' normal business hours.
 - 2. The Towing Recovery Business shall retain a copy of these records for a period of at least twelve (12) months from the date of the tow.
- E. Towing Operators shall promptly arrange for the release of vehicles towed or stored pursuant to this article. There shall be an attendant available from the hours of 8:00 a.m. through 5:00 p.m., except on weekends and state holidays, for the purpose of permitting inspections or releasing stored vehicles. After hours the owner or attendant must be available by telephone. The owner or attendant must be available twenty-four-hours-a-day, each day of the year for the purpose of releasing stored vehicles.
 - 1. Towing Operators, upon receiving a request to release or permitting an inspection of a stored or

seized vehicle from the owner, operator or other authorized person, shall release that vehicle to the owner or other authorized person between the hours 8:00 a.m. and 5:00 p.m. within a thirty-minute timeframe.

2. Towing Operators, upon receiving a request to release or permit an inspection of a stored vehicle by an owner or authorized person during other than normal business hours, shall allow and otherwise require two (2) hours-notice for the release of such motor vehicle. The foregoing notice provision shall apply likewise for the release of personal property and contents within the vehicle. All fees charged for any off-hour release/inspection shall be no more than one (1) day of storage.
 3. Upon request, Towing Operators shall distribute to the owner, operator or authorized agent a copy of the complaint procedures form.
 4. Towing Operators shall not release any vehicle designated as "seized" or "seized for forfeiture" by a Law Enforcement Agency until the Towing Operator obtains permission from the requesting agency. The Towing Operator shall bill the requesting agency for the cost of the tow.
- F. Towing Operators shall not release any vehicle that has a "hold" on property contained within such vehicle without first obtaining authorization from the requesting Law Enforcement Agency.
- G. Whenever the Towing Operator is requested to remove a vehicle and the owner of the vehicle, or their authorized agent or driver, is not at the scene at the time of the tow, Law Enforcement Personnel is requested to complete a tow sheet form that includes the following:
1. Owners name and address, if known;
 2. Description of the vehicle and any visible prior damage;
 3. Storage facility name and address;
 4. Inventory of accessible contents of the vehicle; and
 5. One (1) copy shall be given to the Towing Operator, one (1) copy to the owner of the vehicle and one (1) copy retained by the Law Enforcement Agency.
- H. All records relating to Towing Operator's application and insurance shall be made available for inspection by the Joint Towing Board after a Freedom of Information Act request is filed.

158-62 - ROTATION SYSTEM

- A. The Joint Towing Board shall ensure that Towing Operators are called on a rotating basis according to the Towing List. Being placed on the Towing List does not guarantee a particular number or quantity of calls; does not guarantee an equivalent number of calls to every Towing Operator on the list; nor entitle any Towing Operator on the list to any compensation as a consequence for not being called in accordance with the Towing List or when removed from the Towing List.
- B. The owner or operator of a vehicle to be towed shall be asked to specify the Towing Operator of his choice, whether or not authorized by Law Enforcement Personnel, unless the vehicle constitutes a traffic hazard and the requested Towing Operator will have an unacceptable response time. If the owner or operator requests a specific Towing Operator, the Law Enforcement Personnel shall complete an owner request form which shall be signed by the owner or operator of the vehicle.

- C. The Law Enforcement Personnel shall not call any Towing Operator who does not have a Towing Services Agreement unless all Towing Operators on the Towing List are unavailable or an Emergency exists. In the event of an emergency or no availability of Towing Operators on the Towing List, Law Enforcement Personnel and the Virginia Department of Motor Vehicles (VDOT) can request Towing Recovery Businesses outside of Warren County.
- D. In an emergency, a supervisor of a Law Enforcement Agency may call a Towing Operator out of sequence in order to shorten response time to the scene of the incident. However, any Towing Operators which are randomly used during suspensions of the Towing List must be reported to communications for record purposes.
- E. Law Enforcement Personnel at the scene may reject the services of the Towing Operator dispatched when the Towing Operator arrives with inadequate equipment to perform the tow. Unfitness shall include, but not limited to, possession of inadequate equipment to perform the tow, or operated by personnel who, due to drugs, alcohol or other incapacity, are not likely to perform the tow safely. In the event that the Towing Operator is determined to be unfit, Law Enforcement Personnel shall notify communications to dispatch the next Towing Operator on the Towing List and shall file a written report with the Joint Towing Board.
- F. Law Enforcement Personnel will call another Towing Operator if the first Towing Operator fails to answer the telephone or receives a busy signal after two (2) attempts.
- G. If the Towing Operator does not answer the telephone or refuses the call, the Towing Operator loses that turn in rotation and will not be called until the Towing List rotates to their name again. If the Towing Operator responds to a call, it shall be placed at the bottom of the Towing List, unless the Towing Operator through no fault of its own is not used and receives no compensation for the call. In that event, it shall be placed back at the top of the Towing List.

158-63 - COMPENSATION

- A. All costs incident to towing and storage shall be paid by the owner or other authorized person of the towed and stored vehicle to the Towing Operator. In those cases involving "seized" vehicles, the owner shall reimburse the requesting Law Enforcement Agency for the towing costs.
- B. The towing and storage fees charged by the Towing Operator shall be reasonable in light of those charged by other Towing Operators in the county for comparable service. There shall be no additional charges for mileage. No charges imposed for the storage of vehicles for a period of twenty-four (24) hours or less shall exceed charges imposed for one (1) day of storage.
- C. An itemized receipt for payment, which sets forth the cost of towing, excessive cleanup, storage, and repairs shall be issued to the owner/operator or other authorized person. Said receipt shall also include a signature line for the owner/operator or other authorized person acknowledging receipt of the vehicle.
- D. All Towing Operators shall submit their current pricing to the Joint Towing Board related to towing, recovery, winching, storage charges and administrative charges. No administrative charges shall be incurred for the first twenty-four (24) hours of storage and no administrative fee or charge shall exceed ninety-five dollars (\$95.00). Written notice of these fees shall be available at the request of the owner or operator of the vehicle's request.

158-64 - SOLICITATION BY TOWING OPERATORS

- A. No Towing Operator shall respond to an accident, scene of an emergency or mechanical breakdown for the purpose of towing vehicles unless specifically called there by Law Enforcement Personnel, or the person involved in the accident or emergency. Violation of this section shall result in suspension from the Towing List for thirty (30) days for the first offense, sixty (60) days for the second offense, and termination from the Towing List for a third offense for a period of twelve (12) months.
 - 1. The Law Enforcement Personnel shall direct the Towing Operator to leave even if the Towing Operator would otherwise have been called to the location.
 - 2. The Law Enforcement Personnel may direct the Towing Operator to provide necessary services in such instances when immediate assistance is necessary to protect persons or property.
- B. Towing Operators are prohibited from soliciting business at the scene of accidents, emergencies or mechanical breakdowns.

158-65 - PROHIBITED PRACTICES

- A. A violation of any of the following may subject the Towing Operator to suspension from the Towing List:
 - 1. Deliberate failure of a Towing Operator to respond to calls;
 - 2. Securing a Towing Services Agreement by fraud or concealment of a material fact;
 - 3. Violation of the Towing Services Agreement;
 - 4. Chronic or repeated violations of this article;
 - 5. A single violation of this article including, but not limited to:
 - a. Running unauthorized calls;
 - b. Overcharges;
 - c. Alcohol or drug use;
 - d. Tardiness more than five (5) times in a six-month period;
 - e. Failure to notify the Joint Towing Board with immediate changes regarding insurance, taking on new members, owners, corporate officers or any other changes regarding anything listed in the Application;
 - f. Fraudulent acts with respect to this article;
 - g. Failure to comply with the rules and regulations of Code of Virginia § 46.2-2820 et seq.; or
 - h. Violate any laws of the Commonwealth of Virginia, the County of Warren, or the Town of Front Royal, which are considered a felony or misdemeanor.

158-66 - COMPLAINTS

- A. Any Towing Operator who believes he has been unfairly treated by Law Enforcement Personnel may file a written complaint with the Joint Towing Board.
- B. Any person who believes a violation of this article has occurred may file a complaint against a Towing

Operator. Joint Towing Board will provide the complainant with a complaint form to be filled out and returned to the Joint Towing Board. The complaints shall be investigated by the Joint Towing Board.

- C. After an investigation of the complaint, the Joint Tow Board shall notify the complainant of the results of the investigation and any action as a result of the complaint.
- D. The local office of the Virginia State Police shall use the Towing List on law enforcement requested calls in Warren County. By agreement with the local office of the Virginia State Police, the Joint Towing Board shall investigate towing complaints for both state and county calls. Any imposed disciplinary action shall be binding on all law enforcement initiated calls for towing service.

158-67 - SUSPENSION OR TERMINATION OF TOWING OPERATORS

- A. Any Law Enforcement Agency, upon investigation of the facts, may recommend that a Towing Operator be heard by the Joint Towing Panel for any violation of the provisions of this article.
- B. The Joint Towing Board shall provide the Towing Operator with written notice of said violation. Notification of the date, time and location of a hearing on the violation shall also be provided.
- C. The Joint Towing Board has the authority to suspend or terminate Towing Operators through due process.

158-68 - APPEALS PROCESS AND HEARING

- A. In the event that a representative from a Towing and Recovery Business that sits on the Joint Towing Panel lodges a complaint against another Towing Operator, said representative shall abstain from the hearing.
- B. The Law Enforcement Personnel involved in the incident shall be responsible for presenting the allegations against a Towing Operator to the Joint Towing Panel members and may call witnesses and ask questions of any witness.
- C. If complainant is not present, the complaint form will be presented to the Joint Towing Panel as complainant's evidence/testimony.
- D. The Towing Operator shall be allowed an opportunity to attend the hearing and bring any witnesses that were directly involved in the incident where the accused Towing Operator was charged with a violation of this article. The Towing Operator will be allowed to present evidence/testimony supporting his/her case to the Joint Towing Panel. The Towing Operator may make an opening statement, ask witnesses questions and make a closing statement.
- E. No attorneys will be allowed to attend this administrative hearing on behalf of a complainant or defendant.
- F. No witnesses, except for those being questioned, will be allowed in the room during the administrative hearing.
- G. The Joint Towing Panel, after hearing evidence presented, shall render a decision. If the accused Towing Operator is present, the chairman presiding over the hearing shall immediately verbally notify the accused of the decision. A written notification shall be prepared and sent to the Towing Operator through first class postage with the U.S. Postal Service and a copy of the decision will be sent to each Law Enforcement

Agency. If the Towing Operator is not present at the conclusion of the hearing to receive the verbal notification of the panel, the Towing Operator shall waive the right to immediate notification of the decision.

H. The decision of the Joint Towing Panel is final.

158-69 - AMENDMENTS TO ORDINANCE

- A. The Joint Towing Board will recommend revisions to this ordinance to the Warren County Board of Supervisors and the Front Royal Town Council.
- B. All proposed revisions shall be discussed with the Joint Towing Board and their input will be considered in each proposed revision.
- C. Revisions shall be in effect from the date on which the amendments to the Town and County Code with identical language are adopted by the Warren County Board of Supervisors and the Front Royal Town Council.
- D. Towing Operators on the Towing List shall be given written notification of any amendments ten (10) days prior to the revision being adopted.

**BY-LAWS OF THE
FRONT ROYAL-WARREN COUNTY JOINT TOWING BOARD**

ARTICLE 1 – PURPOSE OF COMMITTEE

- 1-1 The Front Royal-Warren County Joint Towing Board ("the Committee") is hereby created to ensure proper storage, availability and service by persons and firms authorized to provide towing services at the request of the Warren County Sheriff's Office (hereinafter the "Sheriff's Office"), the Front Royal Police Department (hereinafter the "Police Department"), Virginia State Police (hereinafter "State Police") and other law enforcement personnel.

ARTICLE 2 – SELECTION OF MEMBERS

- 2-1 The Committee shall consist of seven (7) members to be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors. The Committee shall include the following members:
- 2-1-1 Three (3) members shall be law enforcement officers, including a representative from the Sheriff's Office, the Police Department, and State Police.
 - 2-1-2 Three (3) members shall be representatives of towing and recovery businesses.
 - 2-1-3 One (1) member shall be a citizen of the Town of Front Royal or the County of Warren.
- 2-2 Each member shall serve a four (4) year term and shall be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors.

ARTICLE 3 – SELECTION OF OFFICERS

- 3-1 Officers of the Committee shall consist of a Chairman, Vice-Chairman, and Secretary.
- 3-2 The officers of the Committee shall be appointed for a one (1) year term, with no individual holding an office for more than two (2) consecutive terms without a one (1) year lapse between terms.
- 3-3 Nomination of officers shall be made from the floor at the beginning of the first meeting of the year for the ensuing year. Election of officers shall follow immediately. A candidate receiving a majority vote of the members shall be declared elected. The Warren County Sheriff or his designee shall oversee the nomination and election of officers.
- 3-4 Vacancies in office shall be filled at the next Committee meeting according to the procedures in this article.

- 3-4 Vacancies in office shall be filled at the next Committee meeting according to the procedures in this article.

ARTICLE 4 – DUTIES OF OFFICERS

4-1 The Chairman shall:

- 4-1-1 Develop an agenda and preside at meetings.
- 4-1-2 Report annually to the Board of Supervisors and the Town Council.
- 4-1-3 Rule on procedural questions (subject to reversal by a majority vote of the members present).
- 4-1-4 Certify official documents involving the authority of the Committee.
- 4-1-5 Certify minutes as true and correct copies.
- 4-1-6 Carry out other duties as assigned by the Committee.

4-2 The Vice-Chairman shall:

- 4-2-1 Assume the full powers of the Chairman in the absence or inability of the Chairman to act upon and oversee the Plan of Work.

4-3 The Secretary shall:

- 4-3-1 Record attendance at all meetings.
- 4-3-2 Record the minutes of the Committee meetings.
- 4-3-3 Notify members of all meetings.
- 4-3-4 Maintain a file of all official Committee records and reports.
- 4-3-5 Certify maps, records, and reports of the Committee.
- 4-3-6 Give notice and be responsible for publishing public notices of all Committee public hearings and public meetings.
- 4-3-7 Attend to the correspondence necessary for the execution of the duties and functions of the Committee.

ARTICLE 5 – SUBCOMMITTEES

- 5-1 The Committee may appoint any subcommittees or advisory groups as necessary for the conduct of its work. The Chairman of the Committee shall be an ex-officio member of all such subcommittees or groups.

ARTICLE 6 – MEETINGS

- 6-1 The Committee shall meet on a quarterly basis on the first Wednesday of January, April, July and October or any other day determined by majority vote of the Committee. Whenever the regular scheduled meeting falls on a legal holiday, the regular meeting shall be held on the following day. Notice of time and place of regular meetings shall be emailed by the Secretary to the Committee and interested parties at least fourteen (14) days in advance of each meeting.

- 6-2 Special meetings may be called by the Chairman or on request of three (3) members of the Committee by emailed notice at least seven (7) days in advance of the date of such special meeting. Emergency meetings may be convened by the Chairman with a 24-hour telephone notice attempt to reach all members.
- 6-3 All meetings of the Committee shall be open to the public, except as provided for in the Virginia Freedom of Information Act.
- 6-4 If any member has three (3) unexcused absences in a calendar year, the member shall be removed from the Committee and another representative shall be appointed jointly by the Board of Supervisors and Town Council to fill the unexpired term of office.

ARTICLE 7 – VOTING

- 7-1 A majority of the members shall constitute a quorum.
- 7-2 No action of the Committee shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE 8 – COMPLAINTS

- 8-1 In the event that a complaint is lodged by a member of the Committee against a towing operator or law enforcement personnel, such member shall be excused from the hearing on the complaint.

ARTICLE 9 – ORDER OF BUSINESS

- 9-1 The order of business for a regular meeting shall be:
- 9-1-1 Call to Order
 - 9-1-2 Roll Call
 - 9-1-3 Adoption of Agenda
 - 9-1-4 Approval of Minutes
 - 9-1-5 Committee Matters
 - 9-1-6 Adjournment
- 9-2 Parliamentary procedure in all Committee meetings shall be governed by Robert's Rules of Order.
- 9-3 The Committee shall keep minutes of each meeting, and these minutes shall become a public record. The Chairman shall sign all minutes, and they shall be kept in the official minute book.

ARTICLE 10 – AMENDMENTS

10-1

These By-laws may be amended by a majority vote of both the Warren County Board of Supervisors and Front-Royal Town Council with thirty (30) days' notice to each governing body.

Adopted by the Warren County Board of Supervisors: February 20th, 2018

Adopted by the Front Royal Town Council: March 26th, 2018



REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 11A

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, Town Council July 27, 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* _____

FW: BAR Appeals Process

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 27th 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

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> 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 24th.

<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 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.

	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. 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. 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. 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.
Historic Information	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. 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. 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.

<i>Incentives for Rehabilitation</i>	• 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. • 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.		
<i>Historic Overlay District Guidelines</i>	GUIDELINES WORKSHEET FOR BAR EVALUATION		
	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: a. General design. b. Character and appropriateness of design. c. Form. d. Proportion and scale. e. Mass. f. Configuration. g. Arrangement. h. Texture. i. Material.	

	j. The permanent color of exterior materials (excluding paint). k. The relationship of such elements to similar features of structures in the immediate surroundings. l. Congruity with the character of the Historic District.	
	Additional Guidelines: • The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article. • 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. • See Demolition Review Guidelines Addendum for demolition of structures.	

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

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

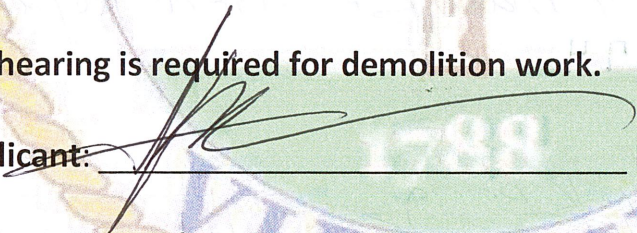
Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

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)

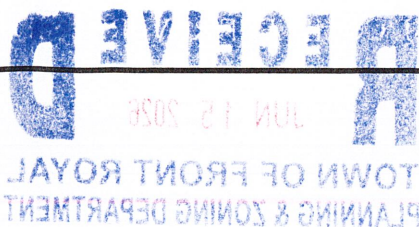
***NOTE: A public hearing is required for demolition work.**

Signature of Applicant:  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.

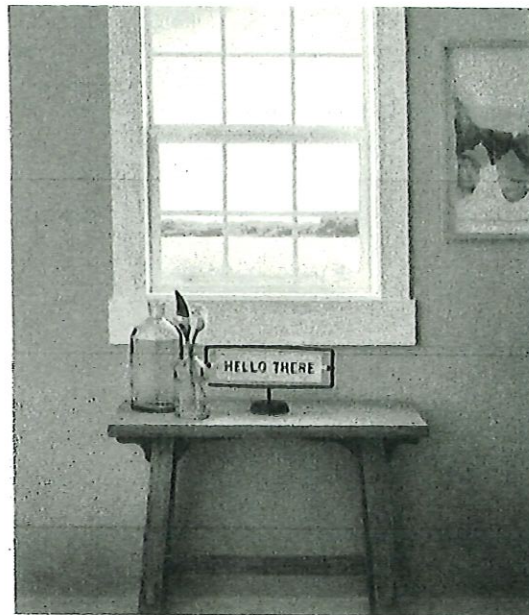
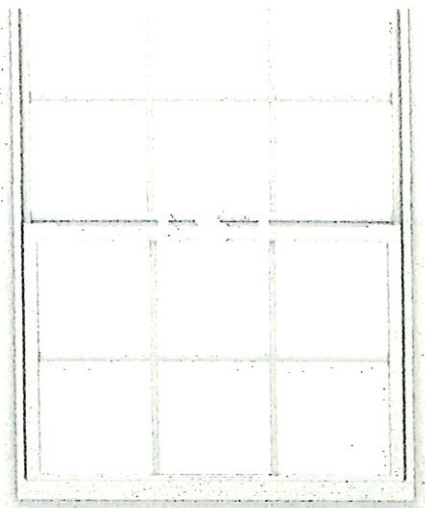


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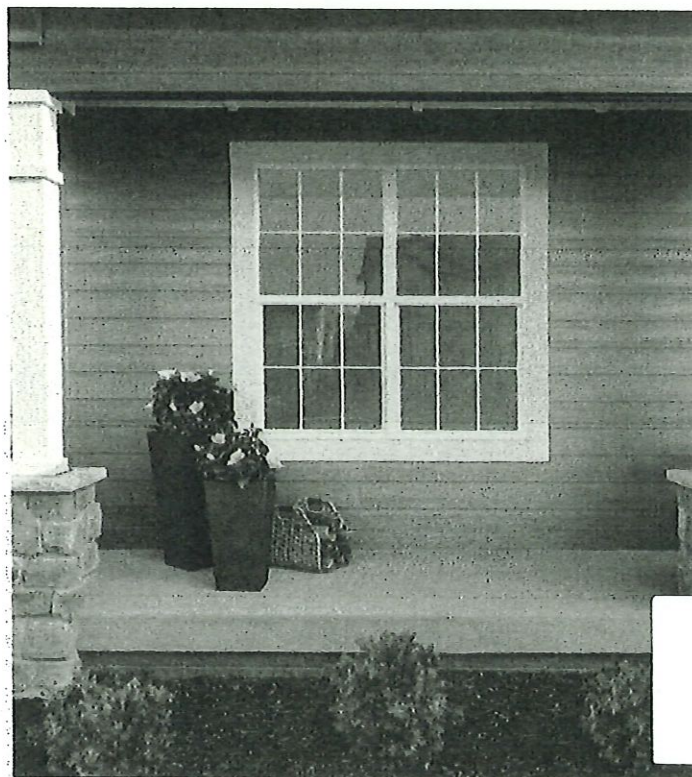
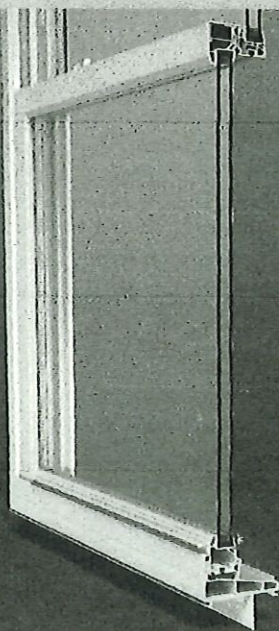


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price.

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frames provide
additional
strength and
support.

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and warping.





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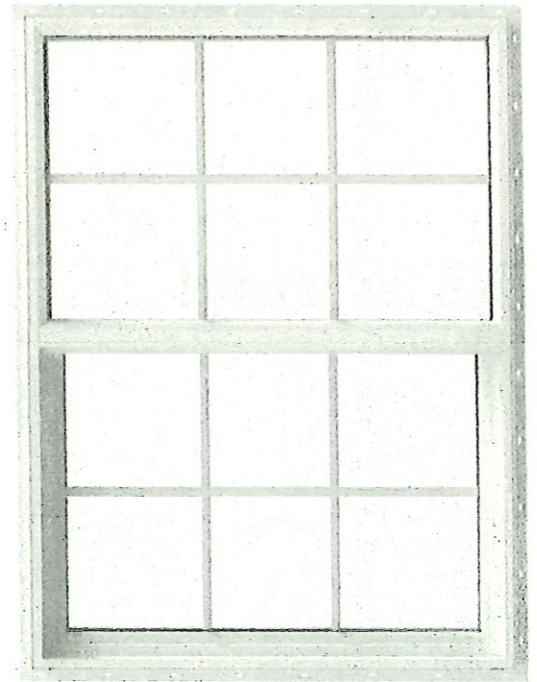
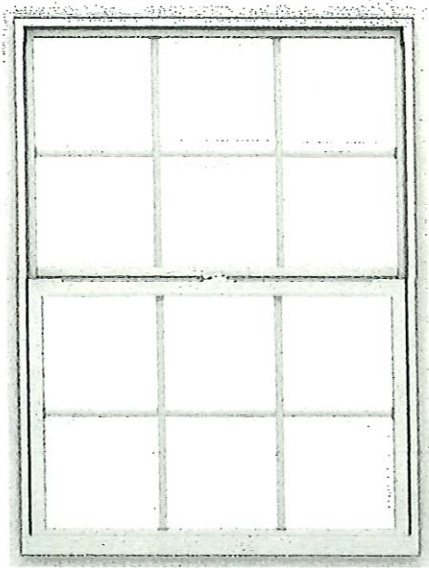
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LEAD TIME

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
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Warranty Guide
PDF



Operating Manual
PDF

EXCLUSIVE Prop65 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

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★★★★★ 4.5 17

Specifications

\$288.00

Color/Finish Family	White	Interior Color/Finish	White
\$273.60 When you choose 5% savings on eligible purchases every day. Learn How			
Exterior Color/Finish	White	Series Name	150 Series
Buy Now, Pay Later Pay \$28.00 with 12 monthly payments. Learn How	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	
Actual Size (W x H)	31-1/2-in x 59-1/2-in

Pickup Delivery

In Stock at quantity prices (10+ times)

Clear Opening Sq Ft	5.1769	Lock Type	Cam
1 + 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

21637818

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 -		Contributing?	
#	Category		
1	Building	Contributing	TOTAL: 1
			Contrib: 1
			Non-Contrib: 0

WUZIT COUNT -		Contributing?	
#	Wuzit		
1	House	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

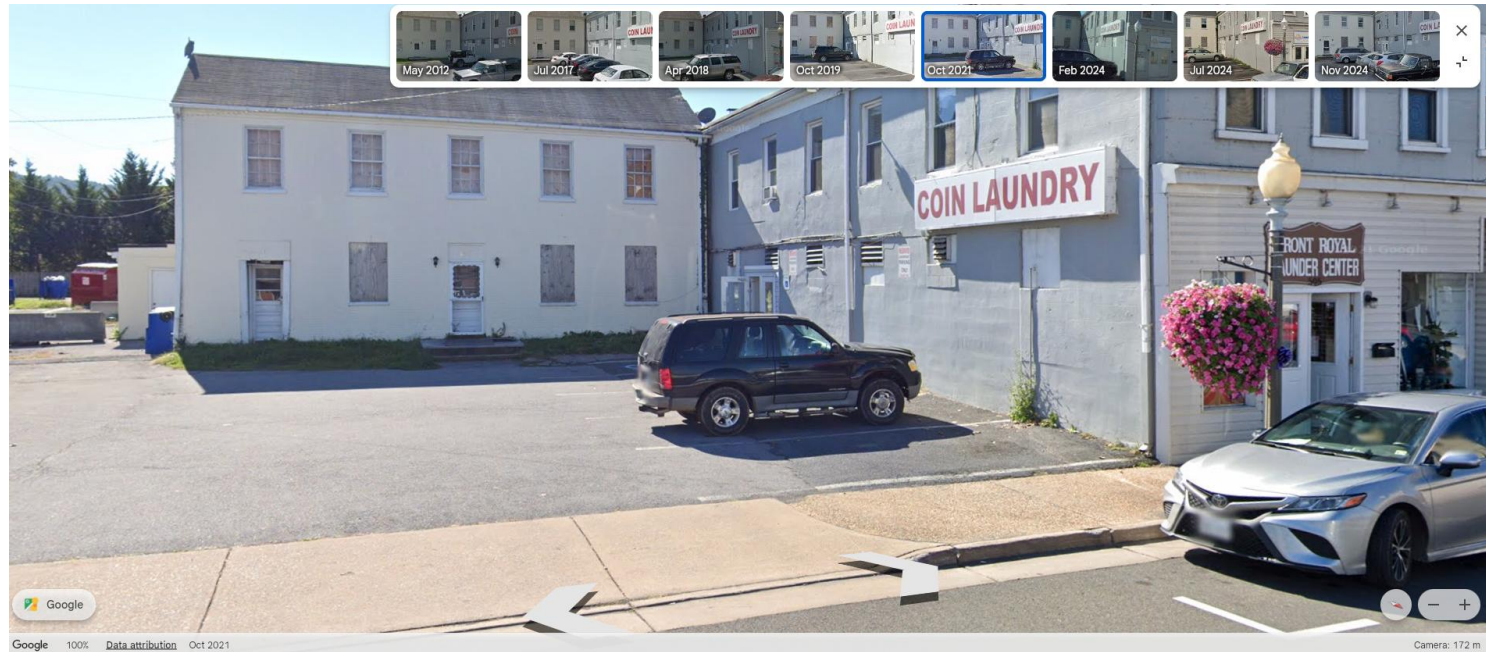
E. MAIN

WATER

1993-94
N.T.S.



Google Maps – 507 E. Main Street – October 2021





REGULAR COUNCIL MEETING AGENDA STATEMENT

Meeting Date: August 24, 2026

Item# 11B

Agenda Item: 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, Public Hearing July 27, 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.

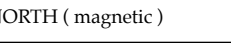
§ 15.2-2006. Alteration and vacation of public rights-of-way; appeal from decision

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.



31 East Main Street
Front Royal, VA 22630

Structural Engineer

Mech/Elect Engineer

GROVE & DALL'OLIO
ARCHITECTS^{PLC}

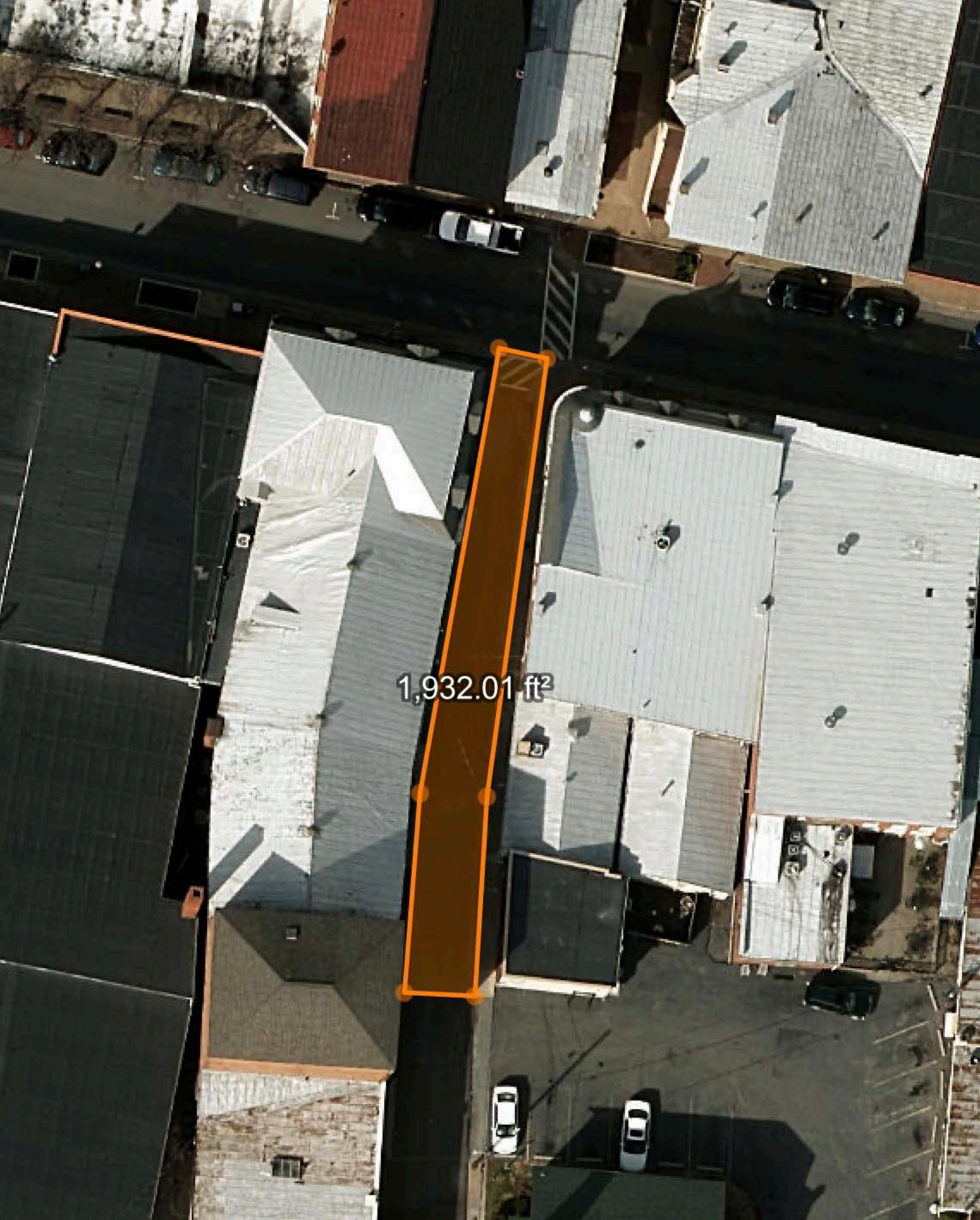


Issue/Revision Seal



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

A2.1



1,932.01 ft²

This is 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 with parked cars, and a parking lot with several vehicles at the bottom of the frame.



CLOSED MEETING AGENDA STATEMENT

Meeting Date: August 24, 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)(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 _____