



TOWN COUNCIL WORK SESSION
TUESDAY, September 8, 2015 @ 7:00 p.m.
Front Royal Administration Building

1. HEPTAD, LLC – Request for One-Year Extension to Submit Development Plan – *Dir. of Planning & Zoning*

Summary: HEPTAD, LLC has formally requested a one-year extension from their deadline to submit a development plan, as required under the regulations of the PND District, and specifically Town Code Section 175-37.18. The deadline to file a development plan was previously extended due to stipulations found within the proffers of HEPTAD (Proffer 3.1.1.4). However, these stipulations were waived upon the expiration of the second MOU between HEPTAD and the Town. HEPTAD's current deadline for submitting a development plan is December 3, 2015. Town Code 175-37.18 authorizes Town Council to grant an extension for up to one year upon demonstration of good cause.

Town Code Section 175-37.18 states the following in regards to development review within the PND District:

“Within one year of approval of a Master Land Use Plan for development of a Planned Neighborhood, prior to the approval of building permits, the applicant shall prepare and submit for review and approval an engineered Development Plan, along with the fee as established in the approved schedule of fees. The applicant may petition the Town Council for an extension of time for submission of a development plan, provided such extension is requested at least 20 days prior to the expiration of the one-year period. The Town Council may grant an extension upon demonstration of good cause for up to one year.”

HEPTAD, LLC is the owner of the proposed development referred to as Swan Estates, or simply as HEPTAD. Leach Run Parkway (LRP) is necessary to serve as the primary access to the proposed development. LRP will traverse HEPTAD's property. A concept plan of the proposed development was approved in 2012, along with detailed proffers. The proffers include a limit of 450 dwellings on the 98.25 acre property. Cash proffers are included to the Town for construction of LRP and to the County for impact to the public school system. LRP will traverse the property and the smaller portion on the east side of the roadway is designated for commercial development. A future road connection to Westminster Drive is also included in the proffers.

Staff Evaluation: Staff has no objection to the request. “Good cause” may exist due to the incomplete status of Leach Run Parkway.

Council Discussion:

Mr. Camp noted that continued extensions would be at the discretion of Council. Mayor Darr noted that it would go on the consent agenda if there were no objections.

2. Angel's Korner Daycare Special Use Permit – *Director of Planning*

Summary: Angel's Korner Daycare has submitted a Special Use Permit Application to expand their existing daycare business.

Staff Evaluation: Staff recommends that Town Council schedule a public hearing for the application. The Planning Commission recommended approval of the special use permit application with the following conditions:

DRAFT CONDITIONS FOR #SUP15-07-262

1. This special use permit is only valid for the purpose of authorizing the daycare use to expand into the other units of the building (Commerce Square), when such units may become available for use. Any construction or utility changes requires review by the Town.
2. All existing playground, landscaping, crosswalk and parking facilities shall be maintained in good condition.
3. Compliance with the Commonwealth of Va. licensing requirements is required.
4. Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

Staff Report Information from the Planning Director

Background Information

A special use permit was issued for Angel's Korner Daycare on October 25, 1993. The approval was conditioned on the following:

1. Submission of documents of state license within 90 days of operation.
2. The play area having permanent fencing within 90 days of operation.
3. Striping of the crosswalk to the play area prior to opening.
4. Providing to the Town a copy of notification to parents that the center is located in a flood hazard area prior to opening.

The daycare was approved to be located within the south west portion of the building (Commerce Square). With the recent Computer business leaving the building, the daycare desires to expand their facility in the unit located on the north portion of the building. This is the daycare's current need. However, the applicant has stated that the long-term intent is to expand into all of the building, including the unit currently being used for storage and the unit currently being used as a salon.

The request to expand into the northern unit (former computer store) was reviewed by the Town Attorney who advised that a new special use permit would be needed

because the expansion is substantially different than the original special use permit that was only approved for a small portion of the building.

This special use permit application was submitted to various review agencies, including the Town Manager, Planning & Zoning Staff, EDA, Energy Services, Warren County Building Inspections Department, Finance, Environmental Services, Town Attorney, Warren County Fire Marshall, Police, Health Department, and Social Services. Below is a listing of comments reported:

- 1) "Coordination of utility service should be performed as part of the expansion of the Daycare into the entire storefront (Town Manager)."
- 2) Signage shall be coordinated as the expansion occurs (Town Manager)."
- 3) *"Thanks for sending me the SUP application from Angel's Korner, Inc. I have been working with Rose Mary Comstock and Joanne Hensley since they became interested in taking over the vacant space in the complex (637 N. Commerce). Their licensed program remains in substantial compliance with the licensing standards and I have toured the new space, measured it, and discussed possible renovations to make the space work for a classroom of children. I have no concerns in regards to them expanding the daycare. Because it is in the same building as their existing program, if the SUP is approved, they would not need to apply for a new license. As long as they have a direct way of communicating between the two spaces, we would just increase their capacity once we know how many children the building official would allow in the space. I am also aware of their desire to expand even more if/when the spaces currently being used by the hair salon and the contractor's office become available. I have no concerns with that either. I have been the licensing inspector for both of Angel's Korner's programs for nine years and they have always contacted me with any questions or concerns. They strive to follow all licensing standards and I assume that this expansion would be no different (Diane Reed, Social Services Division on Licensing)."*
- 4) A separate sign permit is required for any new signage that may be proposed (Planning & Zoning).
- 5) *"Existing parking, landscaping, crosswalk and playground facilities are to be maintained in good condition at all times (Planning & Zoning)."*

Legal Venue

The Town is authorized to require a special use permit for certain uses within any zoning district under Virginia Code §15.2-2286. Some specific uses are granted protection from regulation from localities by the Virginia Code, including agriculture uses, small scale conversion of biomass to alternative fuel, certain residential uses, private tents, farm wineries, assisted living facilities, and group homes. Section 175-81.2 only allows encroachments into the floodway upon approval of a Special Use Permit. No new encroachments are proposed in the floodplain by this application. The issuance of a special use permit is subject to such conditions as are deemed necessary by the Front Royal Town Council after recommendations of the Front Royal Planning Commission. Prior to an action by Town Council or a recommendation by the Planning Commission, a public hearing is required for special use permits.

Staff Report Recommendations

Possible Negative

One possible negative impact is the opportunity costs associated with using this valuable commercial space for a daycare. It is not ideal to locate personal services, such as a daycare, along the frontage of major roads, which typically might be better suited to uses such as retail stores and restaurants that require higher visibility. Retail stores and restaurants also generally generate more tax revenue to the Town.

Possible Positive

Angel's Korner Daycare is an important small business in the Town and a necessary service to the public. The site offers convenience to the general public. Daycares are permitted in the C-1 District with a special use permit. The daycare has a good record of being in compliance with local and state requirements.

Conclusion

Overall, the positive impacts to the community related to this request appear to outweigh the possible concerns about ideal use of commercial space. Staff recommends approval of the proposed expansion of the daycare with the following conditions:

DRAFT CONDITIONS FOR #SUP15-07-262

1. This special use permit is only valid for the purpose of authorizing the daycare use to expand into the other units of the building (Commerce Square), when such units may become available for use. Any construction or utility changes requires review by the Town.
2. All existing playground, landscaping, crosswalk and parking facilities shall be maintained in good condition.
3. Compliance with the Commonwealth of Va. licensing requirements is required.
4. Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

**** On August 19, 2015 the Planning Commission recommended approval of this application with the conditions noted above.**

Council Discussion:

Mayor Darr asked the age of the children on site. The applicant noted that they have 20 children from age infants – 2 years old and they hope to expand with 20 more children. She added that they have 60 children before/after school children. Vice Mayor Tharpe and Councilmen Funk, Tewalt and Egger voiced their support for the change.

Mayor Darr noted that it would move forward for public hearing.

3. Draft Code Amendment “Urban Agriculture” – *Director of Planning*

Summary: Attached is the draft amendment, titled “Urban Agriculture.” It was recommended by the Planning Commission at their August 20, 2015 Regular Monthly Meeting. Public hearings were held by the Planning Commission on July 15, 2015 and August 20, 2015. The recommended draft

amendment was prepared at the request of Town Council based on the referral passed on May 26, 2015.

The draft amendment proposes an exemption to the livestock restrictions of the Town Code for “Urban Agriculture.” It also defines Urban Agriculture under Town Code Section 175-3, and creates new regulations for Urban Agriculture under Town Code Section 175-110.5.

The draft regulations require a zoning permit for the keeping of livestock. A management plan is also required, and must be endorsed by the Virginia Cooperative Extension Office, or other qualified expert, nonprofit organization or government entity. Residents of single-family, duplex and two-family homes could obtain a permit to keep up to six (6) hens, honeybees and rabbits. Other residential uses, such as townhouses and apartments would not be allowed to keep animals except if approved by Town Council with a special use permit or proffer. The draft amendment would only allow larger lots (1 acre +) to keep animals such as cows, goats, roosters, sheep, and other types of livestock, and only with a special use permit approved by Town Council.

The draft amendment only allows zoning permits for the keeping of livestock for 1 year at a time. This was added so that livestock would not become “grandfathered.”

Staff Evaluation: Public comments received during the two public hearings and phone inquiries were all positive of the proposed Town Code changes. The Virginia Cooperative Extension Office and Northern Shenandoah Valley Beekeeper’s Association provided valuable input during the process and were supportive of the changes as well as the ability to play a role in reviewing management plans.

Proposed Amendments as Presented:

Urban agriculture is considered an accessory use when the requirements of Section 175-110.5 are complied with.

AGRICULTURE, URBAN (Urban Agriculture) – An umbrella term that describes a range of food growing practices conducted as an accessory use that may include the raising of crops, horticulture, aquaculture, hydroponics, forestry, gardening, apiculture, and both livestock and fowl keeping, subject to compliance with the regulations of Section 175-110.5.

175-110.5 PERFORMANCE STANDARDS FOR URBAN AGRICULTURE

Urban Agriculture, as defined under Section 175-3 of this Chapter, shall comply with the following performance standards.

- A. *A zoning permit shall be required for the keeping of animals kept in association with urban agriculture. Such a zoning permit application shall include a management plan that adequately addresses waste disposal, site suitability, setbacks, animal density, biosecurity and health measures, odor control, noise control, appearance, and*

maintenance. The management plan shall be reviewed by the Virginia Cooperative Extension Office, or other qualified expert, nonprofit organization or government entity. Conditions of approval or recommendations may be required as part of the zoning permit based on the management plan or other recommendations of the Virginia Cooperative Extension Office, or other qualified expert, nonprofit organization or government entity. The zoning permit shall only be valid for one (1) year; except that, the Zoning Administrator may successively renew the permit in additional one (1) year increments upon expiration; provide that, the use remains in compliance with the management plan and otherwise remains lawful.

B. Single family, duplex or two-family dwellings shall be permitted to keep up to six (6) female chickens (non-crowing hens only), six (6) bee hives, and/or six (6) rabbits.

C. Other types of residential uses, such as townhouses, condominiums, multi-family (apartments), are prohibited from keeping livestock, fowl or bees, except when authorized with a Special Use Permit or Proffer.

D. Commercial and industrial uses, excluding schools, are prohibited from keeping livestock, fowl or bees, except when authorized with a Special Use Permit or Proffer.

E. Roosters, livestock (excluding rabbits), and fowl (excluding hens) are prohibited on lots less than one (1) acre in land area.

F. On lots consisting of at least one (1) acre, such animals listed under subsection E shall be permitted by a Special Use Permit. The quantity of animals shall be determined based on the management plan required under subsection A.

G. Pigs are restricted, regardless of lot size, unless a Special Use Permit or Proffer is submitted and approved.

H. Chickens, bees, and rabbits are restricted from the front yard and corner side yard on corner lots.

I. Chickens and rabbits shall be kept within an enclosed area that includes a chicken coop or rabbit hutch. Such facilities shall be kept clean and maintained in good condition.

J. Chickens coops shall be setback at least ten (10) feet from side and rear property lines. Additional setbacks may be required by the Zoning Administrator if recommended as part of the submitted management plan or review agency recommendation.

K. Any permit issued for Urban Agriculture may be revoked by the Zoning Administrator if such use significantly deviates from the approved zoning permit and/or management plan; or if such use creates a violation of the Town Code, including, but not limited to, an unpermitted expansion, noise violation, unpermitted development activity, or nuisance.

L. The sale of goods or services related to Urban Agriculture is not authorized, except where such sale or services is allowed as a principal use of the property. This restriction

shall not include the incidental selling or trading with neighbors, family or friends; nor shall it exclude selling produce off-site at farm markets or other venues.

M. The above requirements are considered in addition to all other requirements of the Town Code that may apply.

N. Urban agriculture is not permitted as a principal use of a property; except that, this restriction shall not apply to outdoor gardens.

O. Bee hives must be setback at least ten (10) feet from side and rear property lines, and shall be enclosed on all sides by a fence at least 4 feet in height. A sign between two (2) and four (4) 92 square feet shall be clearly located on the fence to communicate that bees are being kept within the enclosure.

P. Harvesting of honey shall take place within an enclosed building.

Council Discussion:

Councilman Funk asked about the larger farms needing permits. Mr. Camp stated that if it is an existing agriculture farm then they are grandfathered; he noted that new “farms” would need management plans.

Councilman Tewalt noted that the entire ordinance gives him pause. He stated that he hopes to protect the Town citizens and he is aware of the difficulties with farm animals and he does not wish to see them within the Town limits.

Councilman Hrbek asked if the permits were handled through the Planning Office. Mr. Camp noted that was correct, except the Special Use Permits. Councilman Hrbek asked if it was similar to the other localities; Mr. Camp noted that it was. Mr. Hrbek asked if it would allow domesticated pigs. Mr. Camp responded that they would need to clarify the domesticated pig matter with the Town Attorney if need be.

Councilman Egger noted that she agreed with the ordinance, though she would also agree with Councilman Funk on the acreage issue.

Vice Mayor Tharpe stated that he agreed with Councilman Tewalt completely, adding that having chickens cooped 24/7 was not the way to go. Councilman Egger noted that not all chickens are enclosed and they have humane ways of allowing the chickens to run.

Councilman Tewalt reiterated his concern with the appearance and smell of chickens and rabbits. Mayor Darr asked about the additional analysis with other localities and the County with the cost of the issues regarding the ordinance. He asked about the Animal Control matters and calls, as well as the cost of issuing the permits/Staff time. Councilman Egger noted that those that have gone to the trouble with submitting a management plan and those that have spent money on their animals and the housing to cage them are not going to allow their animals to run wild.

Councilman Funk asked about localities that are close by that have a similar ordinance. Mr. Camp noted that Fauquier and Loudon both have an urban agricultural ordinance.

Mayor Darr noted that Mr. Camp will gather more information from the County Animal Control office pertaining to this ordinance and then return the matter for Council review at another worksession.

4. The Mill Restaurant Lease Agreement – *Town Attorney*

Summary: For reasons stated in the attached memo from Alice Barnhart, President of Alstan Inc., dba Main Street Mill Restaurant, located adjacent and to the east of the Town Visitors Center, Alstan proposes to rent from the Town for the sum of \$100 per year five (5) parking spaces at the rear (east side) of the Visitors Center. These spaces are not generally used or needed by visitors to the Visitors Center, but can very much be used by Main Street Mill Restaurant. During Main Street street events, the Restaurant would like a license to cordon off this parking area to events vendors so as to be able to continue to use the parking lot for Restaurant customers only. The lease would be for a five (5) year term, and would be terminable by either party upon 30 days' written notice.

Town Council may wish to consider whether it wishes to lease this lot to Alstan for the benefit of Main Street Mill Restaurant, a thriving Main Street business.

Staff Evaluation: Alstan had originally wanted to purchase this parking lot so as to place fences between its property and the Town's, to prevent encroachment by Town visitors onto Restaurant parking especially during Main Street street events, but Town staff thought it prudent to retain ownership to this property while still trying to accommodate a Main Street business with a legitimate business-related request.

Budget/Funding: The rental the Town would receive would be One Hundred Dollars (\$100.00) per year.

Legal Evaluation: Article 7, Section 9 of the Constitution of Virginia, requires that all leases or other rights to use public property be limited to five (5) years or less unless the locality receives bids following public advertisement therefor.

Staff Recommendations: Staff has no objection to a lease of this property on the terms suggested.

Council Discussion:

Council discussed whether to lease the parking spaces and whether the parking spots should be given up. Mayor Darr noted that signs could be installed for both public and restaurant parking. Councilman Egger stated that perhaps their bluff should be called and then bike racks could be installed, as an example. Councilman Tewalt asked about speaking with the owner for another solution as blocking off the parking spots did not seem to be a workable solution. Council chose to have the matter return to another worksession after Staff spoke with the property owner further.

5. Purchase of Tablets for Police Department – *IT Director*

Summary: Approval for funding of \$35,000 for new Police Department Mobile Data Terminals (MDT's). Funding is included in the budget and all purchases are being made under Virginia State contract.

Staff Evaluation: New MDT's are necessary for the 2 new vehicles the PD is purchasing as well as retro-fitting the 4 vehicles with old equipment. The new systems are more secure, less expensive and offer better Officer safety than the old systems.

Memo from Purchasing Agent:

On August 19, I received a requisition from the IT department for the purchase of several GeTac F110 rugged tablets from PCN Strategies, Washington, DC. The tablets would be for use by the Wastewater Treatment plant, for installation in the new Police Department cruisers, and to retro-fit 4 Police vehicles. The total cost on the requisition is \$33,446.36. Todd Jones, Director of the Information Technology Department, has now asked me to increase the dollar amount request to \$35,000. As this purchase would be through a Virginia state contract, I am not required to send it out for quotations. Any amounts over \$25,000.00 require Town Council approval before an order can be processed. Please add this to the September 8, 2015 work session for Town Council discussion.

Council Discussion:

Mr. Jones explained the issues with the current tablets used by the Police Department. He noted the pros and cons of the proposed purchase, describing their durability and how they will allow the officers to spend more time with their eyes on the road and the surrounding area, rather than on the screen of the computer. Council voiced their support of the purchase. Mayor Darr noted that this would be on a regular agenda for Council approval.

6. Funding Request for "Royal Cruze In" – *Town Manager*

Summary: The Front Royal Independent Business Alliance (FRIBA) has cancelled the Taste of the Town event scheduled for Friday, September 25th. The organizers of the Royal Cruze In car show have requested that the car show continue to occur that night as a Town sponsored event. The Gazebo parking lot and Chester Street will be closed at 5:00 pm until 11:00 pm to facilitate this event. The Town has received an estimate of \$520 to provide awards for the show, \$550 to provide musical entertainment and \$275 to license the airing of "American Graffiti". Staff are soliciting donations to cover these costs. Council is requested to consider funding some or all of these expenses if additional sponsors are not located.

Staff Evaluation: The current budget includes \$6,500 in Community Relations.

Staff Recommendations: Staff recommend that Council consider funding the Royal Cruze In event for September 25th.

Council Discussion:

Councilman Tewalt asked about insurance for the event. Mr. Burke noted that VML has confirmed that coverage was in place. Mike McCool noted that spring 2016 was the next Taste of The Town event time period planned. Mayor Darr noted that the car show representatives had already passed the word about the event and were anxious to attend.

Councilman Tewalt noted that he was adamant about tourism adding that he was in full support of the event.

7. Update on Leach Run Parkway – Town Manager

Summary: The consultant has updated the plans to arrive at a proposed project scope that should conform with the existing project budget. At the Work Session, staff will provide details about the project status. As currently planned, the EDA would require authorization from the Town and County to accept the high bid from Branch with direction to immediately pursue a change order based upon the revised project scope. The work removed from the scope of the project, as well as acquiring Right-of-Way for the project from the EDA, would be pursued through a second Revenue Sharing application for the project.

Council is requested to receive an update on the project and provide direction as to the award of the project.

Staff Evaluation: The project scope will need to be adjusted to conform with the available project funding.

Council Discussion:

Mr. Burke noted that the bid will be valid through the end of the month and they hope to award this contract at Council's 28th regular meeting and authorize EDA to enter into the contract. To further answer Council's questions, Mr. Burke stated that there were no proffers offered on this project on the Vazzana property. Mr. Burke noted that conduit for the street lights would be installed, though it would not be installed. Mr. Burke stated that this includes a bridge over Leach Run and a sidewalk on the east side. He added that the grading work would hopefully begin later this year as well.

8. Liaison Committee Meeting Items for September 17

Council chose to include everything from the previous Liaison agenda, except remove the Residential Parking & Mail Boxes on 13th Street and the Standardization of the Parking Signs. Mayor Darr also asked if there could be an update on the Health & Human Services Building under Warren County's In-Town Projects.

Mayor Darr noted that it would be a consent agenda item. Ms. Berry noted that Councilman Egger was the representative for the next Liaison Meeting at the Warren County Government Center.

9. Community Development Job Description

Summary: The Town has received the job description for the Community Development Director from the EDA, Chamber of Commerce, and FRIBA. Staff have updated the joint job description to include reference to business recruitment and to specify that the position would report to Town Council. These modifications have been reviewed by the EDA, Chamber, and FRIBA.

In addition, the previous job description from 2013 has been provided for Council review.

Council is requested to review the presented job descriptions and provide direction on a description to be advertised by the Town.

Staff Evaluation: The job description presented appears to cover the requirements to establish the position.

Staff Recommendations: Staff recommend that Council finalize the job description for the Community Development Director position.

PROPOSED POSITION ADVERTISEMENT

Community Development Director TOWN OF FRONT ROYAL, VIRGINIA

The Town of Front Royal is seeking a dynamic individual to serve in a full-time capacity to implement programs and activities to develop and support the Town's community development goals. Job duties in this newly established position that reports directly to Town Council will include managing outreach to existing local business to enhance our business community, facilitate community development enhancing projects, assist with advertising and promotion efforts, develop and act as a liaison for community related events, identify business recruitment opportunities, foster enhanced communication between local groups (Economic Development Authority, Chamber of Commerce, FRIBA, Small Business Development Center, etc.) to further community development goals, and other community development related tasks relevant to the Town's goals and objectives.

A goal of this position is to foster a progressive, business friendly environment so that current and new businesses can thrive. As part of this goal, the position will act in a similar capacity to that managing a Virginia Main Street Program: champion the four pillars of that program through the business community; identify the budget and funding opportunities for a Main Street Program; identify volunteers to assist with community events; promote and facilitate community development programs such as Tourism Zones, Facade Grant Programs, and Technology zones; and assist with achieving a Virginia Main Street designation for the Town. This position will coordinate efforts Town-wide. Qualities sought in our Community Development Director include experience and demonstrated achievement in sales, marketing, business development, and project management; outstanding interpersonal skills including verbal and written communication in a professional, tactful manner; strong organizational skills with an entrepreneurial approach; knowledge of the principles of community development, community marketing, and planning; familiarity with state and local statutes and administrative policies; and strong office and computer skills. A Bachelor's Degree and/or the equivalent experience in Marketing/Public Relations, Economic Development, Community Planning, Public Administration, Business Management, or Historic Preservation is required by the candidate. When the Town achieves the designation of a Virginia Main Street Community, this position could transition to the Main Street Manager position serving the Main Street Board of Directors.

The Town anticipates the salary range for this position to be \$39,603 to \$63,315. The position will have a flexible work schedule to accommodate the outreach component of the job. Evenings and weekend hours will include community meetings, workshops, and festivals/events. The successful candidate must submit to and pass a pre-employment, post-offer physical examination and drug screen, paid for by the Town and a comprehensive background check.

Front Royal is an equal opportunity employer and encourages all qualified applicants to apply.

Department: Town Council

Location: Town's Administration Building

Employment type: Full time

Required degree level: Bachelor's Degree or Equivalent Experience

Required info:

1. What is your background with community development?
2. What is your background with business development?
3. What is your experience with the Virginia Main Street Program?

Council Discussion:

Mr. Burke and Council discussed the section which states "confer with the EDA" and "assist with the Town" recruitment. Councilman Hrbek noted that this person is responsible to and would report to Council, and Council will give direction to them about recruiting new industry. Mr. Hrbek noted that "confer" may not be the best word for that sentence. Mayor Darr asked about the question regarding the Virginia Main Street Program, noting that it could read "Do you have experience with the VA Main Street Program? If so, please explain." Council agreed with Mayor Darr regarding that change.

Councilman Hrbek noted that the EDA has many projects to juggle currently. He explained that conferring with the EDA seems to be the word choice issue and perhaps collaborate, or cooperate would be preferred. Councilmen Egger and Funk voiced support of leaving the word "confer" in the description.

Ms. Foster, of the Chamber, noted that she would be in favor of the original description as presented by Mr. Burke. Councilman Tewalt noted that he would prefer to leave the matter as it was presented; Vice Mayor Tharpe voiced support of Mr. Tewalt's opinion. Mayor Darr noted that he was ready to move it forward to an agenda.

Councilman Tewalt stated that he would like five applications brought to Council for review, not fifty applications.

10. Small Business Development Center (SBDC) Contract Renewal

Agenda Item: Small Business Development Center (SBDC) Contract Renewal

Summary: The Town has received the summary of services provided by SBDC during their first year of service with the Town. In addition, they have developed a Scope of Services for 2016.

Council is requested to evaluate continuing the contract for services with the SBDC. Staff Evaluation: The proposed Scope of Service would provide resource assistance to the Community Development Director position.

Staff Recommendations: Staff recommend that Council consider renewal of the contract with the SBDC for an additional year.

Council Discussion:

Councilman Tewalt asked if it was included in the budget; Mr. Burke noted that it was. Mr. Funk opined that it could be included on the consent agenda.

11. Council Discussion/Goals

Councilman Hrbek asked about possible street lights on the John Marshall Highway trailway. Mr. Burke stated that it could be looked into.

Councilman Hrbek noted that Mr. Farris of the Warren Heritage Society is requesting annual assistance for the electric bill as they have in the past; a letter noting their request was distributed.

Councilman Hrbek asked about a possible app or a mailing that could be sent out to those in Town to notify residents and area businesses of ongoing events in the community. Mr. Burke, Council and Mr. Jones discussed different ways to get notifications out to the public.

Mayor Darr asked if the Town had purchased the recent P. Buckley Moss print. Mr. Burke stated that it had been purchased and framed, and came in an 8x10.

Vice Mayor Tharpe asked about having an update to the Town's TV channel. Mr. Burke noted that they could modify it slightly to include school announcements and other information per Mr. Tharpe's request.

Councilman Egger asked about speeding on Markham Street. Mr. Burke noted that they have been monitoring the area. She also asked about the cameras at the gazebo and having that return to a worksession agenda at some point.

Present: Mayor Darr, Vice Mayor Tharpe, Councilman Connolly, Councilman Egger, Councilman Funk, Councilman Hrbek, Councilman Tewalt, Finance Director Breeden, Town Attorney Napier, Clerk of Council Berry, Chief of Police Shiflett, Planning & Zoning Director Camp, IT Director Jones, Human Resources Director Bush, members of the media and members of the public.