



## **TOWN COUNCIL WORK SESSION**

**Monday, March 20, 2017 @ 7:00pm**

**Town Hall Conference Room**

### **1. Flea Market Request – Linda Andrick**

**Summary:** The Town had a meeting on March 2<sup>nd</sup> with the operators of the Flea Market about their desire and intention of opening a farmer's market at the Flea Market located on Commerce Avenue. They are also requesting a change in operation to operate on Friday's as well.

**Staff Evaluation:** During the March 2<sup>nd</sup> meeting, staff explained the process to move the item through the approval process which starts with a letter of request to Council for consideration.

### TOWN CODE:

#### **Chapter 175-4 Performance Standards**

F. Farmer's Markets & Flea Markets: Where farmer's markets are permitted under the provisions of this Chapter, the following standards shall be required:

1. Adequate water and sanitary facilities shall be provided if found necessary based on the size, frequency and duration of the market.
2. A minimum twenty-five (25) foot setback shall be maintained from all property lines.
3. No adverse effect on adjoin properties, including but not limited to excessive or untimely noise or lighting, overflow parking, or visual problems potentially affecting property values or marketability, is found.
4. All tables, facilities and structures shall be maintained in a well-kept and attractive manner.
5. Any building and metal canopy frame associated with and attached or semi-detached from such building used for the storage or sale of goods and materials and as the market operator's office shall be constructed on a permanent foundation and meet appropriate building code regulations; provide that any such building and metal canopy frame in existence prior to July 1, 2001, shall not be required to be on a permanent foundation or meet building code regulations except as additions and enlargement are made thereon. No trailers or mobile home units shall be permitted.
6. All temporary structures or facilities, including but not limited to canopy frames except as provided in sub-section (e) above, table extensions and display shelving, shall be removed during the hours that the market is not in operation.
7. Operation of the market shall be confined to Saturday, Sunday, and Holidays, unless other dates are specifically approved by the Town Council in conjunction with the Special Permit. The hours of operation shall be posted on the property.
8. Open air markets shall only be conducted during the months of April through October. During the period from November 15 to March 15, all tables and other temporary fixtures shall be removed. Such fixtures may be stored on the site, provided they are located within a completely enclosed building or otherwise screened from public view, in accordance with Section 175-44(A). The provisions of this sub-section (h), shall not be applicable to any flea market in existence and operation as of July 1, 2001.

**Council Discussion:**

Council noted they would move it to Monday's agenda for a vote to send the matter to the Planning Commission. The applicant was present and aware of the matter.

**2. Rt. 522 Corridor Water System Upgrade/Reliability Project – CHA Presentation****Portions of CHA PRESENTATION TO COUNCIL**

**Steve Steele, of CHA**

**Route 522 Corridor Reliability Study Project Summary**

- Agreement with Dominion Power results in up to \$3.5 million dollars to help fund construction of the "Looping Project".
- While the original "Looping Project" idea has been eliminated from consideration, the concept has been replaced with a new 12-inch waterline running parallel to the existing waterline along Route 522, as shown on the attached Figure 5.1
- CHA performed an evaluation of available options for increasing the reliability of the Route 522 Corridor water system. This report evaluated storage tank and parallel waterline options. The Executive Summary is included in this packet. The study recommends the installation of a parallel waterline
- Town Staff concur with recommendations of the CHA Report
- Dominion Power has indicated that "...of the options presented [in the CHA Report], only the New Parallel Waterline will meet this requirement."
- Overall project cost is estimated at \$5.5 million (\$2.0 million contribution from the Town)
- Modeling based upon the Town GIS information does indicate a 3-12 psi pressure drop when Route 522 pump station capacity increases due to additional line capacity provided by parallel waterline. Pressure stays at acceptable levels, though pump control measures (short term) and/or waterline improvements (long term) within the Town distribution network would eliminate these concerns.

**1.0 EXECUTIVE SUMMARY**

The Town of Front Royal desires to increase the reliability of the northern portion of their water distribution system known as the Route 522 corridor (Corridor). This water system includes many large commercial and industrial users and is currently served by a single transmission main. If this main were to fail anywhere in the Corridor, the only water available north of the break would be that already stored in the 1.0 million gallon Fairgrounds Road tank. The goals of the project are to:

1. Maximize the volume of water supply available if water transmission main failure occurs;

2. Minimize the users affected during this scenario; and

3. Ensure all water quality regulations continue to be met.

Several alternatives along the Corridor were evaluated including:

1. Installing a waterline parallel to the existing line;

2. Connecting to an alternate portion of the Town's distribution system (Route 55 Pressure Zone Loop Connection);

3. Adding storage tank volume; and

4. Adding storage tank volume and upgrading the distribution pipe network.

These four alternatives were evaluated based effectiveness at meeting project goals, estimated project costs, and constructability. The current Corridor water demands were utilized in the evaluation as well as future demand projections based on Warren County's (County) evaluation of undeveloped land. A parallel waterline would significantly increase the reliability of the water supply in the 522 Corridor. If a line break occurred at any location in the Corridor to either of the waterlines, the other line would be able provide all the necessary flow to all users along the Corridor. Figure 5.1 shows the proposed routing of this parallel line alternative, and divides the project up into three separate sections. The sum of the three new sections of waterline totals approximately 23,500 linear feet. The total estimated project cost for a redundant waterline is \$5,470,800.

**Table 5.1 - Alternative 1 – Parallel Waterline Preliminary Cost Estimate**

| Item                                 | Quantity | Unit       | Unit Cost                | Total Cost         |
|--------------------------------------|----------|------------|--------------------------|--------------------|
| River Crossings<br>(Bore and Jack)   | 780      | LF         | \$1,000                  | \$780,000          |
| I-66 Crossing<br>(Bore and Jack)     | 900      | LF         | \$600                    | \$540,000          |
| 522 Crossings<br>(Bore and Jack)     | 400      | LF         | \$600                    | \$240,000          |
| 12-inch Ductile Iron<br>Water Main   | 21,420   | LF         | \$88                     | \$1,884,960        |
| Valves and Fittings                  | 1        | LS         | \$80,000                 | \$80,000           |
| Pavement Restoration                 | 2,250    | SY         | \$50                     | \$112,500          |
|                                      |          |            | Construction<br>Subtotal | \$3,637,460        |
| Mobilization                         | 3%       | % of Sub   | \$109,200                | \$109,200          |
| Contractor Overhead and<br>Profit    | 12%      | % of Sub   | \$436,500                | \$436,500          |
| <b>Construction Cost</b>             |          |            |                          | <b>\$4,183,200</b> |
| Easement Acquisition                 | 1        | LS         | \$50,000                 | \$50,000           |
| Geotechnical and Survey              | 2%       | % of Const | \$83,700                 | \$83,700           |
| Contingency                          | 10%      | % of Const | \$418,400                | \$418,400          |
| Legal, Engineering and<br>Permitting | 15%      | % of Const | \$627,500                | \$627,500          |
| Resident Project<br>Representation   | 1,350    | Hours      | \$80                     | \$108,000          |
|                                      |          |            |                          | <b>\$5,470,800</b> |

**Table 4.2 – Estimated Total Future Water Demand**

| Year | Dominion Power<br>Estimated<br>Demand (MGD) | Residential and<br>Developable<br>Land Estimated<br>Demand<br>(MGD) | Total<br>Estimated<br>Demand<br>(MGD) |
|------|---------------------------------------------|---------------------------------------------------------------------|---------------------------------------|
|------|---------------------------------------------|---------------------------------------------------------------------|---------------------------------------|

|      |      |      |      |
|------|------|------|------|
| 2016 | 0.17 | 0.25 | 0.42 |
| 2026 | 0.33 | 0.39 | 0.72 |
| 2036 | 0.65 | 0.60 | 1.26 |
| 2046 | 0.65 | 0.94 | 1.59 |
| 2056 | 0.65 | 1.46 | 2.11 |
| 2066 | 0.65 | 2.27 | 2.92 |
| 2076 | 0.65 | 3.53 | 4.18 |

Based on the above information, demand in 2076 will be approximately 4.18 MGD. The existing Fairgrounds Road Tank's storage capacity of 1.0 MG would only be able to serve the 522 Corridor for approximately 5.7 hours at this future average demand, if the break happened to occur when the tank was completely full. The estimated demands, however, do not consider peak demands and fire flow situations. If a line break occurred during a future peak demand period, the time of supply would be drastically decreased.

## 5.1 OVERVIEW OF REDUNDANCY ALTERNATIVES

Four alternatives were evaluated to increase 522 Corridor water system reliability:

☐ Alternative 1: Parallel Waterline – This alternative includes the construction of a new water line running parallel to the existing Corridor's transmission main to provide a second and redundant feed from the current Town connection into the existing Fairgrounds Road Tank.

☐ Alternative 2: Route 55 Pressure Zone Connection (Jamestown Loop Connection) – This option includes the construction of new water line that would connect into the Route 55 pressure zone at the existing 12-inch line that runs parallel to Toray Drive.

☐ Alternative 3: Additional Water Storage – This alternative includes a storage tank installed in the Corridor to provide storage in addition to the existing 1 million gallon Fairgrounds Road Tank.

☐ Alternative 4: Additional Water Storage with Network Improvements – This option includes an additional storage tank in the Corridor as well as several short sections of new waterline designed to create a waterline network in the northern portion of the existing distribution system.

## 5.2 ALTERNATIVE 1: NEW PARALLEL WATERLINE

A parallel waterline would significantly increase the reliability of the water supply in the 522 Corridor. If a line break occurred at any location in the Corridor to either of the waterlines, the other line would be able provide all the necessary flow to all users along the Corridor. This high degree of redundancy, however, has a significant cost associated with it, as it requires a large amount of new waterline and would include very difficult construction under the two forks of the Shenandoah River, as well as a long directional drilling under I-66. Figure 5.1 shows the proposed routing of this parallel line alternative, and divides the project up into three separate sections. The sum of the three new sections of waterline totals approximately 23,500 linear feet.

The proposed new 12-inch parallel waterline connects into the existing system at the end of the

westerly waterline that terminates near W 16<sup>th</sup> St. The proposed line then turns east to cross the easterly waterline, and then turns north to run parallel up the east side of the Corridor. This first section of new waterline terminates at the end of the existing waterline along Kelly Drive near Dominion Power. Section 2 of the new waterline connects into the existing 12-inch waterline at the intersection of Rockland Road and Route 522 and runs parallel to Route 522 east of the existing line, and terminates at the existing 12-inch east/west waterline just south of Toray Drive. The third section of new 12-inch waterline connects into the line at the intersection of Baugh drive and the waterline just south of Toray Drive and then terminates at the end of the existing 16-inch waterline along Baugh Drive.

Table 5.1 below provides a cost estimate of the required borings, waterline, pavement restoration, and easement acquisitions required for this option.

**Table 5.1 – Alternative 1: Parallel Waterline Preliminary Cost Estimate**

| Item                                  | Quantity | Unit       | Unit Cost | Total Cost         |
|---------------------------------------|----------|------------|-----------|--------------------|
| River Crossings (Directional Drilled) | 780      | LF         | \$1,000   | \$780,000          |
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| 522 Crossings (Bore and Jack)         | 400      | LF         | \$600     | \$240,000          |
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| Valves and Fittings                   | 1        | LS         | \$80,000  | \$80,000           |
| Pavement Restoration                  | 2,250    | SY         | \$50      | \$112,500          |
| Construction Subtotal                 |          |            |           | \$3,637,460        |
| Mobilization                          | 3%       | % of Sub   | \$109,200 | \$109,200          |
| Contractor Overhead and Profit        | 12%      | % of Sub   | \$436,500 | \$436,500          |
| <b>Construction Cost</b>              |          |            |           | <b>\$4,183,200</b> |
| Easement Acquisition                  | 1        | LS         | \$50,000  | \$50,000           |
| Geotechnical and Survey               | 2%       | % of Const | \$83,400  | \$83,700           |
| Contingency                           | 10%      | % of Const | \$416,700 | \$418,400          |
| Legal, Engineering and Permitting     | 15%      | % of Const | \$627,500 | \$627,500          |
| Resident Project Representation       | 1350     | Hours      | \$80      | \$108,000          |
| <b>Total Capital Cost</b>             |          |            |           | <b>\$5,470,800</b> |

The opinion of probable cost to install a parallel waterline to the Corridor is approximately \$5.47 million.

### 5.3 ALTERNATIVE 2: CONNECT TO ROUTE 55 PRESSURE ZONE

Another option for increasing reliability along the Corridor is to install a new 12-inch waterline connecting the Corridor into the area served by the Jamestown/Route 55 tank. This tank is served by the Jamestown pump station which creates a hydraulic grade approximately 300' higher than the 522 Corridor pressure zone. Under this scenario, the Corridor would be served through both the 522 Corridor pressure zone and the Route 55 pressure zone. A pressure reducing valve would

regulate flow into the Corridor from the Jamestown system. In the event of a line break that would prevent the Guard Hill pump station from feeding the Fairgrounds Road Tank, the Corridor would continue to be fed from both sides of the break by either the Guard Hill pump station or the Route 55 tank/Jamestown pump station.

This option has been evaluated extensively by another consultant as part of separate project, so it has not been heavily detailed here. It is clear the project would require an upgrade to the Jamestown pump station and the nearby distribution system, one major river crossing, one crossing of I-64 and a very long length of new waterline. In addition, extensive easements would have to be negotiated, as there is no existing waterline or easement in place. The other consultant's work on this option found that the cost would be approximately \$9 million. Due to high construction costs, Alternative 2 will no longer be considered for the remainder of this report.

#### **5.4 ALTERNATIVE 3: ADDITIONAL STORAGE**

The third alternative to increase reliability in the system is to install an additional storage tank in the Corridor to increase the amount of storage available in the event of a line break. Figure 5.2 shows the proposed location alternatives for the proposed tank and pump station. These locations will be discussed more in Section 6.

Two types of storage tanks were evaluated: 1) Ground level storage tanks and 2) Elevated storage tanks.

#### **5.5 ALTERNATIVE 4: ADDITIONAL STORAGE WITH NETWORK DISTRIBUTION**

This alternative uses the same ground storage tank and pump station layout and location options as Alternative 3 but also includes installing waterlines designed to allow looping in those portions of the Corridor where it is most feasible. The advantages to bolstering the Corridor's waterline network is that it would allow line breaks that occur within the networked area to be isolated without changing the nature of how the Fairgrounds Road tank and Guard Hill pump station operate and without disrupting service to the majority of users. Figure 5.3 shows the proposed waterline sections as well as two options for locating the ground storage tank for this alternative.

The waterline in Alternative 4 adds approximately \$1.5 million to the total project cost of Alternative 3, but this option reduces the length of single waterline serving the Corridor by over 60%, while still providing 1 million gallons of storage volume. This project can be accomplished for roughly the same cost as 1 million gallons of elevated storage tank alone.

#### **5.6 SUMMARY OF ALTERNATIVES AND RECOMMENDATION**

Alternative 1 - There are many advantages to Alternative 1-Parallel Waterline, including complete waterline redundancy, greater fire flows throughout the Corridor and increased Guard Hill pump station capacity. Almost all of the drawbacks are related to the construction of the line, the most notable being the two major river crossings. In the end, the parallel waterline option provides the most value for the Corridor.

Alternative 2 – Route 55 Pressure Zone Connection (Loop Connection) was previously evaluated by other consultants. This alternative was estimated to cost twice as much as the other alternatives, and provides no significant advantages beyond complete waterline redundancy. Based upon this, Alternative 2 is was eliminated from consideration.

Alternative 3- Additional Water Storage is the least expensive option and can be constructed for less than \$3 million; however, large water users in the Corridor would still be vulnerable to service disruptions in the event of a waterline break, even with full storage tanks.

Alternative 4 - Additional Water Storage with Network Improvements uses a combination of both waterline and tank storage to both reduce the likelihood that a single line break will take a significant portion of the Corridor out of service while also providing additional storage. In the event of a line break, Alternative 4 with the 1 million gallon storage tank along with the existing 1 million gallon Fairgrounds Road Tank can still only serve the Corridor for a short period of time. In addition, a new pump station will be required to utilize the new 1 million gallons of water.

CHA recommends that the Town choose Alternative 1 which includes the construction of a parallel waterline from the Town system to the Corridor. In addition, the 3 looping sections of waterline in the Industrial / Commercial area will increase redundancy as well. This alternative provides the most reliability to the Corridor at a cost of \$5.47 million.

#### **Council Discussion/Questions:**

Mr. Napier asked if Dominion was tied to moving or were they wanting a redundant water source. Mr. Steele noted that they desired a redundant water source. He explained the increased need in water that Dominion would need in the coming year.

Mr. Steele explained the importance of building alternative pricing options into the bids, should Council choose to move forward with the matter. Councilman Tewalt expressed concern without seeing any redundancy in the project as shown. Mr. Steele noted that the Town has leveraged \$3.5 million in free money for updating the system from Dominion. He added that there are lines up to 18<sup>th</sup> Street and the Water Maintenance Crew can repair the break.

Councilman Tewalt reiterated his concerns with tying in before the river crossing. Mr. Hannigan noted that even if there was a break, the redundancy could be directed through The Village area. Mr. Tewalt noted that the South Fork bridge contractor should be spoken to immediately, as the stub or casing could be laid as soon as possible in order to prevent further disruption of that roadway project in the future. Mr. Steele expressed his agreement with Mr. Tewalt. Mayor Tharpe stated that it may be too late to lay the casing

Mr. Steele noted that the hydraulic model can be outlined to include whatever lines and amount the Town needed to make the system as redundant as possible. Mr. Waltz stated that one concern was losing the \$3.5 million on the table, though they will pull the funds if the Town does not engage the project and move forward. Mr. Waltz stated that he understands Mr. Tewalt's concerns, certainly, though the Town did not want to lose the funds to assist the Town with the redundancy for the Town of Front Royal's system.

Mr. Steele expressed his concern with the Kesler Road and the other customers in the Corridor area, and Dominion was not the only customers in the area that experience water service issues in the area at times. Mr. Hannigan noted that the system went dry previously, yes, and any redundancy concerns were a definite reality.

Councilman Connolly stated that his main concern was following up on the main end of the bargain. He noted that the Town said they would make the Town a “looped” system and assist Dominion, which is the main concern. He stated that the redundant system throughout Town could be discussed at a future time.

Mr. Waltz noted that Staff plans to return to Council at a later time regarding funding the project(s). Mr. Tewalt noted that he would be

Mr. Morrison asked why Dominion did not volunteer to pay for the full amount. Mr. Meza noted that he would need to see the costs. Mr. Sealock noted that he would like to see the pumping station back to the system. He added that there would did not seem to be any planning for the funding.

Ms. Egger noted that this should be an example of why water should not be extended outside of the Town boundaries, across the rivers.

Mayor Tharpe stated that the Town has already needed the looping system, though Dominion noted that they would assist the Town with the infrastructure regarding the loop.

### **3. Criminal Justice Academy Special Use Permit** – *Director of Planning/Zoning*

**Summary:** Attached with this cover page is a Staff Report with detailed information on the request, including the recommendations of the Planning Commission. Also attached is a copy of the application submittal from the applicant.

**Staff Evaluation:** As noted in the Staff Report, the Planning Commission recommended conditional approval of special exception requests 1 – 3, but did not recommend approval of special exception requests 4 and 5. This would allow the EDA to extend Progress Drive as designed, but with sidewalks and streetlights for the extended portion, as required by the Town Code.

### **FROM PLANNING & ZONING STAFF REPORT:**

#### **APPLICATION SUMMARY:**

The Applicant has submitted a request for a Special Exception (**Attachment 1**), on behalf of the property owner, the Economic Development Authority (EDA). The requested modifications are related to the intent to extend Progress Drive to accommodate the future development of a criminal justice academy on a new lot approximately 18 acres in land area.

**Site Address** No address currently.

**Zoning District** R-1, Residential District (I-2 for Adjacent EDA Property)

**Overlay Districts** Historic Area – NO Floodway - NO Entrance Corridor – NO

**Tax IDs** 20A221-1B

**Location** The subject property is located at the end of Progress Drive and adjoins the property of Front Royal Limited Partnership. Collectively, based on the Warren County GIS, the EDA owns approximately 149 contiguous acres at the location.

**Existing Use** Vacant lot

**Proposed Use** Street Extension and Subdivision

The Industrial Development Authority, going by the name of the Economic Development Authority, is proposing to construct a regional law enforcement training academy facility, referred to as a criminal justice academy, or more specifically, the Skyline Regional Criminal Justice Academy. Below is an article from the Northern Virginia Daily newspaper about the project.

**"State board approves new criminal justice academy."**

The Warren County Sheriff's Office reported on Friday that the state's Criminal Justice Services Board has approved the new Skyline Regional Criminal Justice Academy.

The academy will consist of 14 law enforcement agencies with 731 officers, including those in Clarke, Frederick and Warren counties and the City of Winchester. Many of those agencies have been part of the Middletown satellite facility of the Rappahannock Regional Criminal Justice Academy since 1999. Warren County Sheriff Daniel T. McEathron said he met with the Virginia Department of Criminal Justice Services' board in Richmond on Thursday and heard comments about the proposed academy. Since he had already submitted documents about the academy, he said the board had few questions. "We got a lot of good feedback," he said. "They were very receptive and welcomed us as the 11th regional academy in the Commonwealth." McEathron said that 2015 reports listed Rappahannock as the largest regional academy in Virginia with more than 2,800 members. The same report lists that two academies had under 1,000 members: Piedmont Regional Criminal Justice Training Academy had just over 730 members and New River Criminal Justice Training Academy had just over 700 members.

Like the other regional criminal justice academies, McEathron said the new Skyline academy will receive state funding in accordance with its number of members. He said establishment of the Skyline academy will have no fiscal impact on the Rappahannock academy. The Skyline academy will have its own director, board and committees that have yet to be decided on by the member agencies.

"We're going through some of those decisions now," he said. McEathron said member agencies of the new academy will spend the next year establishing its policy, bylaws and other foundations using other academies as blueprints. He said the Skyline academy would begin drawing up its own budget by October in preparation of the start of the 2017-2018 fiscal year - and the formal establishment of the academy - in July. "We've had a great relationship with Rappahannock Regional Criminal Justice Academy, there's no reason for us to leave any earlier than that," he said. "We're going to work another fiscal year with Rappahannock and they've been very cooperative in assisting us."

In early March, the Front Royal-Warren County Economic Development Authority announced that it would be working with a private investor on an \$8 million

new training academy building at Happy Creek Technology Park. The academy would be 15,300 square feet with a 14,000 square foot indoor firing range on an 18-acre plot at the end of Progress Drive.

FRSPU-000066-2016, is a Special Exception requested for the following sections of the Town Code:

- 148-820.H.- A request to extend Progress Drive above the maximum length of 800 feet for dead-end streets.
- 148-820.H.6 – A request for an alternative hammerhead turnaround in lieu of a standard cul-de-sac with a 40-foot radius.
- 148-820.D.6. – A request for the proposed extension of Progress Drive to be thirty (30) feet in width, matching the existing street width, but less than the minimum required street width of 36 feet.
- 148-850.A. – A request to not include street lights, matching the existing street.
- 148-850.D. – A request to not include sidewalks, matching the existing street.

(1) The applicant takes the position that Progress Drive needs to be extended beyond its current length (approximately 2000 feet) so that it can be ultimately intersected with another street and no longer be a dead-end street. The applicant also contends that not allowing the street to extend would be a hardship for the undeveloped land by preventing adequate access for future development.

#### PLANNING & ZONING COMMENTS:

For background information purposes, in 1995, Progress drive was approved by the Town for an extension from its original design. This extension included a layout plan that showed a future connection through the HLI property, and a design that illustrated a future connection with the adjoining property to the west. Below is an illustration that shows Phase 1 and Phase 2 of Progress Drive in red. The orange lines represent the future road layout depicted on the plan for phase 2. Notice that a future road was shown through the HLI property to the south that would provide a second access point into the development area. The applicant contends that this road is not possible now due to the lack of right-of-way through the HLI property; and proposes the extension of the road through the EDA's property to the South that is presently planned to abut the planned East/West Connector Road.

***Staff recommends that the applicant provide the Town with a deeded reserved right-of-way through the EDA's property to ensure that the roadway can be extended in the future. Such reserved right-of-way would need to apply to the ultimate location of the planned East-West Connector Road, or other public street approved by the Town. Staff also recommends that a deed restriction be placed on the EDA's property to require future development to extend the roadway to its ultimate intersection point with the planned East-West Connector Road, or other public street approved by the Town.***

(2) The applicant proposes a hammerhead turnaround design to VDOT specifications in lieu of a standard cul-de-sac turnaround/temporary cul-de-sac turnaround. The applicant contends that the justification for this is to match the planned street design to allow for future extension without demolition of a cul-de-sac.

***Planning & Zoning Comments:***

***Emergency Services (Warren County Fire Marshall) was consulted with and does not have any objections to the hammerhead turn around design that is proposed.***

***The Town's Standards and Specifications includes a hammerhead turnaround detail that matches VDOT standards. However, such turnarounds are only recommended for low traffic residential streets. Given that there will be non-residential vehicular traffic, including large trucks, staff is of the opinion that the turnaround should be kept as a standard cul-de-sac, or temporary cul-de sac, turnaround. Furthermore, given the proposed entrance of the criminal justice academy, the turning around in a hammerhead would be a possible safety risk with oncoming traffic from the criminal justice academy. Alternatively, a roundabout is a viable consideration as well and does not require reconstruction at a later date when the road is constructed.***

(3) The applicant proposes to extend Progress Drive at its current street width of 30 feet. This is less than the minimum street width of 36 feet or 40 feet based on the vehicle trips of the street.

***Planning & Zoning Comments:***

***With no street parking, Staff does not object to the extension of Progress Drive to match the existing street design. However, with a hammerhead design the hammerhead stubs should be designed to be 40 feet in width, so that the future road extensions will meet minimum Town Standards.***

(4&5) The applicant proposes to extend Progress Drive without street lights or sidewalks to match the current street design.

***Planning & Zoning Comments:***

***Staff recommends sidewalks and street lights.***

On February 15<sup>th</sup>, the Planning Commission recommended conditional approval of special exceptions 1-3. The condition, as agreed upon at the meeting by the applicant, was that a right-of-way reservation be provided through the property to the south to allow the Town the ability to extend the road in the future if such extension is made a public project by the Town. In addition, the applicant would add a deed restriction to

the property that would require future development of it to include extension of the road by the new development. The Planning Commission did not recommend approval of special exceptions 4 and 5, sidewalks and street lights.

**Council Discussion:**

Council discussed whether or not to waive the sidewalk, or require the sidewalk at the time of road/project installation. Some Council voiced that they would not go against the recommendation of the Planning Commission. Mr. Tewalt stressed that it is an R-1 area at this point anyway, and allowing such a waiver would be inappropriate. Mrs. McDonald noted that the property was not Residential, but rather Industrial she thought. Mr. Camp noted that a portion connected to it was Residential, though it was owned by the EDA. Mayor Tharpe suggested that the matter could be waived from

Mr. Frank from Pennoni noted that if the sidewalk was built it would never be connected to any other part of Progress Drive. He added that the future Training Academy would face the East-West Connector, not Progress Drive.

**4. Donation of Radios to Parks & Recreation Department – *Town Manager***

**Summary:** Council has received a request from Junior Kisner of Warren County Parks and Recreation Department through Front Royal Police Captain Jason Ryman to donate 21 Kenwood TK-980 analog mobile radios to the Parks and Recreation Department to assist in maintaining contact with each other and providing an additional layer of safety for their personnel. The radios were replaced by digital mobile radios that the Police Department currently uses. Since the radios are over 10 years old their value is between \$50.00 - \$75.00 each (total \$1050.00 - \$1575.00)

**Council Discussion:**

Council chose to place this matter on the consent agenda.

**5. Purchase Street Sweeper – *Director of Finance***

**Summary:** The Town's Streets Department is requesting to purchase a new street sweeper, in the amount of \$268,494.00, that will require the Town to obtain a loan in the amount of \$231,784.

Council is requested to approve the purchase of a Johnson VT651 Sweeper in the amount of \$268,494.00 and for the Town to obtain an external loan in the amount of \$231,784.00.

**Staff Evaluation:** The current sweeper is used regularly, when temperatures permit. The current street sweeper used by the Town is 17 years old which far exceeds the 8-10 year replacement life of the sweeper. Repairs for the sweeper are becoming costly as replacement parts are becoming harder to find.

Further staff evaluation & sweeper details can be found on additional documents included.

**Budget/Funding:** Current fiscal year funding includes \$36,710.00 for payment on a street sweeper. An external loan would allow the Town to amortize the purchase of the sweeper

over a period of 10 years with estimated payments of \$24,964.72 at an estimated interest rate of 2.15%.

**Staff Recommendations:** Staff recommends approving the purchase of the new sweeper and approving the Town to obtain an external loan in the amount of \$231,784.00 for a period of 10 years with estimated payments of \$24,964.72.

Council does have the option of allowing an internal loan from fund balance. The Town currently has a few internal loans, given the low interest rate at this time it is preferable by staff to seek an external loan for this purchase.

**Council Discussion:**

Council chose to move forward with the matter as presented.

**6. Continued FY 2017 – 2018 Budget Discussion – *Town Manager/Director of Finance***

**Summary:** Discussion of FY2018 tax rate including Town's current position on projects from prior real estate tax increase & other major projects/debt services.

**Council is requested to discuss setting of the FY2018 tax rate**

Mr. Wilson presented the following to Council earlier in the week:

During fiscal year 2012 (June 30, 2011 -July 30, 2012) the Town began setting money aside for a facility study on the Police Headquarters, Leach Run Parkway, and the West Main Connector Road.

In FY2012, each project was allocated \$75,000 which equates to roughly one-third of \$0.02 per \$100 of the Town's real estate tax rate. In 2014, the real estate tax rate was raised from \$0.11 per \$100 to \$0.13 with a clause stating that upon completion of payment of debt service of the new Police Department Headquarters and construction of the Leach Run Parkway the real estate tax rate shall there upon be amended accordingly to reflect said decrease and reinstatement of such previous reduced real estate tax rate.

The money set aside for the Leach Run Parkway has been used since 2012 to pay the E.D.A.'s debt service for the purchase of land related to the Leach Run Parkway. In FY2017 the Town will pay the EDA \$105,921.00 for debt service related to Leach Run Parkway. The Town also began paying Warren County in FY2016 for debt service relating to the construction of Leach Run Parkway, FY2017 payment to Warren County equates to \$148,789.31.

The Police Department Headquarters has & continues to incur expense for the design of the building from Mosely Architects & expense associated with the rent paid to Warren County for their current facility located on Jackson St. The current amount encumbered for Police Headquarters is \$188,114.65, which includes funding from FY2017.

The West Main Connector Road currently has \$365,681.39 encumbered for the project, which includes funding from FY2017. A portion of the funds encumbered over the years was used to pay Pennoni Associates for work related to the West Main Connector Road.

As of FY2017 the expense budgeted for these three projects (Leach Run Parkway, Police Department Headquarters, & West Main Connector) could represent about \$0.04 of the real estate tax rate.

**FY 2017**

|                     |            |
|---------------------|------------|
| Leach Run Parkway   | -\$182,660 |
| Police Headquarters | -\$187,500 |
| West Main Connector | -\$75,000  |
| Total               | -\$445,160 |

**Council Discussion:**

Councilman Tewalt noted that Council could not continue to spend on high cost projects and not increase taxes. Councilman Meza stated that he would need to see the debt service and when it would come into play regarding the Police Department. Council discussed whether to raise the rate or leave the amount at 13 cents.

Council discussed having a fall retreat and move the budget process up several months rather than waiting until March or April. Council and Staff noted that bringing a budget to Council by January 15<sup>th</sup> next year would be possible.

Councilman Meza noted that the Town has been the same 2002 13 cent tax rate, and the Town does not have a strong 5-year revenue forecast and a horizon of heavy debt service.

**7. Term Ending on BZA**

**Summary:** R. Wayne Sealock's term on the Board of Zoning Appeals (BZA) ends May 1, 2017. He has advised staff that he would like to be considered for recommendation. BZA candidates are recommended by Town Council and considered by the Judge of the Warren County Circuit Court for appointment. This is a five-year term.

**Council Discussion:** Text here

**8. Council Discussion/Goals**

PRESENT: Mayor Tharpe, Vice Mayor Tewalt, Councilman Connolly, Councilman Egger, Councilman Morrison, Councilman Meza, Councilman Sealock, Interim Town Manager Waltz, Town Attorney Napier, Clerk of Council Berry, Director of Planning Camp, Director of Finance

Wilson, Director of Energy Resources Jenkins, Police Captain Ryman, Director of Environmental Services Hannigan, Director of Risk Management Scholtz, Superintendent of the Water Treatment Plant Kisner, Director of IT Jones, Community Development Director Hart, members of the public and members of the press.