



REGULAR TOWN COUNCIL MEETING

Monday, March 27, 2017 @ 7:00pm

Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of March 13, 2017
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 ***Quarterly Report from Director of Environmental Services**
 ***Report from EDA Executive Director Jennifer McDonald**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED) NONE
 - A. COUNCIL APPROVAL – Proclamation – Paint the Town Purple Day
 - B. COUNCIL APPROVAL – Proclamation – disAbility Awareness Week 2017
 - C. COUNCIL APPROVAL – Proclamation – Randolph-Macon Academy Anniversary
 - D. COUNCIL APPROVAL – Donation of Radios to Parks & Recreation Department
 - E. COUNCIL APPROVAL – Bid for Application of Slurry Seal
8. **PUBLIC HEARING** – Special Use Permit for Regional Criminal Justice Academy (*1st Reading*)
9. **COUNCIL APPROVAL** – Fiscal Year 2017-2018 Tax Rate (*2nd Reading*)
10. **COUNCIL APPROVAL** – Resolution – Signature Authority for VDOT
11. **COUNCIL APPROVAL** – Budget Amendment/Transfer - Future Funding for Results of Compensation Study
12. **COUNCIL APPROVAL** – Budget Amendment for Community Development
13. **COUNCIL REFER TO PLANNING COMMISSION** – Amendment to Town Code Pertaining to Flea Market Days of Operation and to Add Farmers Market
14. **COUNCIL RECOMMENDATION** – Board of Zoning Appeals

7A



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Proclamation - *“Paint the Town Purple Day”*

Summary: Council has received a request from Donna Strickler, Front Royal-Warren County Relay for Life Event Leadership Committee Member of the Front Royal-Warren County Relay for Life seeking to proclaim Sunday May 7, 2017 as *“Paint the Town Purple Day”* in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Letter from Ms. Strickler and Proclamation

Meetings: None

Staff

Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Proclamation proclaiming Sunday, May 7, 2017 as *“Paint the Town Purple Day”* in the Town of Front Royal, as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

March 3, 2017



Town of Front Royal
Attn: Joseph Waltz, Acting Town Manager
PO Box 1560
Front Royal, VA 22630

Dear Mr. Waltz,

The Front Royal-Warren County Relay for Life is an organization within the American Cancer Society that helps to raise money and bring awareness to cancer. This year's Relay will be on Saturday, June 10, 2017 at Skyline High School. The event will begin at 5:00 pm and end at Midnight.

One of the ways that we would like to bring awareness to our community is by requesting that the Front Royal Town Council declare Sunday, May 7, 2017 as "Paint the Town Purple Day".

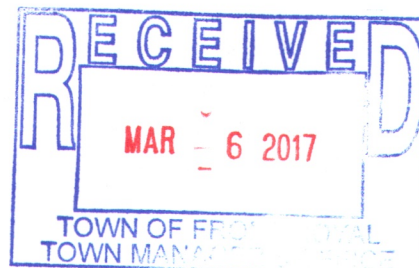
With this declaration in mind, our Relay Steering Committee is requesting permission to hold an Ice Cream Social on the afternoon of May 7, 2017 at the Gazebo from 2:00 pm – 4:00 pm, consisting of our Steering Committee members, Relay participants, and community members. We would also like to invite Mr. Hollis Tharpe, Mayor, members of the Front Royal Town Council, and you to attend if at all possible.

Our ACS representative, Aimee Nuwer, will be sending the Special Permit and Certificate of Liability Insurance to Ms. Tina Presley as soon as she receives the insurance certificate from ACS headquarters. If you or Tina should have any questions, her email is aimee.nuwer@cancer.org.

Sincerely,

A handwritten signature in cursive script that reads "Donna Strickler".

Donna Strickler
Event Leadership Team Member
Front Royal-Warren County Relay for Life
540-635-2171, ext. 34237



◆ Proclamation ◆

PAINT THE TOWN PURPLE

WHEREAS, cancer is a group of diseases characterized by uncontrolled growth and spread of abnormal cells which, if not controlled, can result in death; and

WHEREAS, tens of thousands of new cases of cancer are estimated to occur in our State, and approximately 13,900 people are expected to die from cancer this year; and

WHEREAS, the American Cancer Society is a voluntary community based health organization in Virginia dedicated to eliminating cancer as a major health problem, and

WHEREAS, the Relay for Life is a “Celebration of Life” benefiting the American Cancer Society; and

WHEREAS, the Relay for Life is a community affair held throughout the State of Virginia which presents an opportunity to dust off our camping gear, slip on our walking shoes and network with business associates, family and friends;

NOW THEREFORE, I Hollis L. Tharpe, on behalf of the Town Council of the Town of Front Royal, Virginia, do hereby proclaim Sunday, May 7, 2017 as:

“PAINT THE TOWN PURPLE DAY”

throughout Front Royal and we urge citizens to recognize and participate in the Relay for Life and Paint the Town Purple events held in this community.



Signed: Hollis L. Tharpe, Mayor

Attest: Jennifer E. Berry, Clerk of Council

This proclamation was adopted by the Town Council of the Town of Front Royal, Virginia on March 27, 2017.

7B



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Proclamation – *“disability Awareness Week 2017”*

Summary: Council has received a request from Donald Price, Executive Director of Access Independence Inc. seeking to proclaim April 8 – 14, 2017 as *“Northern Shenandoah Valley disAbility Awareness Week 2017”* in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Letter from Mr. Price and Proclamation

Meetings: None

Staff

Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Proclamation proclaiming April 8 – 14, 2017 as *“Northern Shenandoah Valley disAbility Awareness Week 2017”* in the Town of Front Royal, as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: ju

February 13, 2017

Mayor Hollis L Tharpe
Town of Front Royal Town Hall
102 E. Main St
P.O. Box 1560
Front Royal, VA 22630



Dear Mayor Tharpe,

Please find attached Access Independence's
proclamation request for the observance of April 8 through 14, 2017 as

NORTHERN SHENANDOAH VALLEY disABILITY AWARENESS WEEK 2017.

The theme of NSV dAW 2017 is **"More Doors! Less Walls!"** This was chosen as the theme to encourage people to focus more on the opportunities open to them, rather than being distracted by the barriers we face in life. We appreciate your support of this observance which focuses attention on conditions that affect all of us.

Central to our activities this year are various events which will bring attention to the successes of people with disabilities in our community, as well as recognition to businesses and individuals who have gone the extra mile in breaking down barriers which limit the access to many people, such as architectural structures, prejudices, and ignorance.

Some of those who are or have been involved in former disAbility Awareness Week activities include: Clarke County Parks and Recreation Department; Grafton Schools; Virginia Department of Vocational Services, VATS, Shenandoah University; Lord Fairfax Community College; Handley Regional Library; the public schools of the Northern Shenandoah Valley Regional Commission; the Frederick County Parent Resource Center; Boy Scout Troop 107; Barry Lee and WINC Radio; Valley Health Systems; HN Funkhouser Co.; and a variety of other community members, both individual and group involvement.

Thank you for your assistance.

Sincerely,



Donald K Price
Executive Director
Access Independence, Inc.

www.accessindependence.org

Facebook: <http://www.facebook.com/pages/Access-Independence-Inc/193121722897>

Enclosed: *Sample of Proclamation Statement*

promoting independent living

Office: (540) 662-4452

Fax: (540) 662-4474

TDD: (540) 662-5556

Proclamation

WHEREAS, the United States Congress enacted the Americans with Disabilities Act in 1990, prohibiting discrimination against people with disabilities in employment, public accommodations, transportation and telecommunications; and

WHEREAS, the Commonwealth of Virginia enacted the Virginians with Disabilities Act in 1985 to assure equal opportunity to persons with disabilities in the Commonwealth, and it is the policy of this Commonwealth to encourage and enable persons with disabilities to participate fully and equally in the social and economic life of the Commonwealth and to engage in remunerative employment; and

WHEREAS, people with disabilities often overcome common misunderstandings about their circumstances and make valuable contributions to their families and communities; and

WHEREAS, disability is a natural part of the human experience, and individuals with disabilities deserve the same rights as their peers to live independently, enjoy self-determination, make choices, contribute to society and participate fully in the American experience; and

WHEREAS, the community plays a central role in enhancing the lives of people with disabilities, and people with disabilities benefit from having a network of supportive friends and family, accommodating employers and community leaders who are aware of the needs and abilities of people with disabilities; and

WHEREAS, millions of people in the United States have disabilities and we all must make a conscious effort to discover their functional abilities and to remove the barriers met in their effort to acquire independence; and

WHEREAS, it is the goal of Access Independence, Inc. to involve the community in all aspects of disABILITY Awareness Week and establish an atmosphere that supports awareness and education of on-going initiatives to enhance public understanding of, and appreciation for, abilities possessed by those of us who experience life with disabilities.

NOW, THEREFORE I (we) _____,
do hereby proclaim APRIL 8-14, 2017 as

NORTHERN SHENANDOAH VALLEY disABILITY AWARENESS WEEK 2017,

and I (we) call this observance to the attention of all of those people who live in the _____
to work together to raise awareness and understanding of the abilities of people with disabilities.

Passed and adapted by _____
on _____, 2017, by a vote of all members present.

7C



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(C)

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Proclamation – “R-MA Celebrating 125 Years”

Summary: Council has received a request from Celeste Brooks of Randolph-Macon Academy seeking to proclaim and celebrate Randolph-Macon Academy’s 125th Anniversary with a community-wide celebration on April 28, 29, 30, 2017, in the Town of Front Royal, as presented.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

Staff

Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve a Proclamation proclaiming and celebrating Randolph-Macon Academy’s 125th Anniversary with a community-wide celebration on April 28, 29, 30, 2017 in the Town of Front Royal, as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

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Approved By: JW

Randolph-Macon Academy

Celebrating 125 Years of College-Prep Education

WHEREAS, Randolph-Macon Academy's Front Royal campus was founded by the United Methodist Church in 1892 as an all-boys college-prep school;

WHEREAS, Randolph-Macon Academy added its military program, part of the National Defense Cadet Corps, in 1917 in response to the Great War;

WHEREAS, Randolph-Macon Academy survived a 1927 fire that destroyed the original building and the Great Depression, and successfully navigated the changes of becoming a co-ed school in 1974 and an Air Force JROTC program in 1975;

WHEREAS, Randolph-Macon Academy's mission is to educate and inspire young men and women for success in every facet of life, with a focus on academic excellence, leadership, and character development rooted in honor, integrity, and purpose; and

WHEREAS, as a co-ed college-prep school of distinction, Randolph-Macon Academy's students from around the world complete over 10,000 hours of community service in Warren County each year;

WHEREAS, Randolph-Macon Academy celebrates its 125th Anniversary in 2017, with a community-wide celebration on April 28, 29, and 30, 2017;

NOW, THEREFORE, the Mayor and Town Council of the Town of Front Royal, hereby proclaim and celebrate the 125th Anniversary of Randolph-Macon Academy and congratulate the Academy on a century and a quarter of good citizenship to the Town of Front Royal and Warren County.

Signed:

Hollis L. Tharpe, Mayor
Front Royal, Virginia



Attested:

Jennifer E. Berry
Clerk of Council, CMC

7D



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(D)

Meeting Date: March 27, 2016

Agenda Item: COUNCIL APPROVAL – Donation of Radios to Parks/Recreation

Summary: Council has received a request from the Front Royal Police Department to donate 21 Kenwood TK-980 analog mobile radios that are no longer being used by them, to the Warren County Parks and Recreation in an amount estimated between \$1,050.00 - \$1,575.00.

Budget/Funding: None

Attachments: Memorandum from Captain Ryman

Meetings: Work Session held March 20, 2017

Staff

Recommendation: Approval ✓ Denial

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

Proposed Motion: I move that Council approve the donation of 21 Kenwood TK-980 analog mobile radios that are no longer being used by the Front Royal Police Department to the Warren County Parks and Recreation Department at a total estimated cost of \$1,050.00 - \$1,575.00.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

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Approved By: JW



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 E. JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

Norman A. Shiflett

Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Date: March 1, 2017

To: Major Bruce Hite *BH*
Joe Waltz; Interim Town Manager

From: Capt. Jason Ryman *JR*

Subject: Donation of Equipment

We currently have in our possession 21 Kenwood TK-980 mobile radios. They are the old analog radios that were replaced by the current digital mobiles. At this time, we have no use nor any intended use of the radios. In addition, they have been stored for now due to the costs involved in de-programming each radio (roughly \$35.00 each).

This week, Junior Kisner (Parks & Rec.) approached us about the radios and inquired what we intended to do with them. Kisner explained that none of the Parks & Rec vehicles (they also do facility maintenance for Warren County) have radios for contact with each other or in the event of an emergency. Kisner further agreed that if the radios could be donated to Parks & Rec., they would incur all costs for de-programming and installation to their vehicles.

Junior was instrumental in helping the town acquire the current SWAT Team truck. As a member of Front Royal Volunteer Fire and Rescue and with his knowledge of the workings of both local governments he spear-headed the effort to help the department obtain the truck at no cost.

As we have no use for the old radios, I respectfully request permission to donate the old police radios to the Warren County Parks & Recreation Department to assist their personnel in maintaining contact with each other and providing an added layer of safety for their personnel. The rank and file employees of Parks & Rec. have always been willing to help our officers when needed. This would be an excellent showing of our willingness to help them and our commitment to keeping everyone working within the town safe.

7E



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(E)

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Bid for Application of Slurry Seal

Summary: Council is requested to approve the bid for the application of emulsified asphalt slurry seal to selected streets in Town, to Boxley Materials Company in the amount of \$1.91 per square yard with a total cost of \$420,200.00.

Budget/Funding: FY17 DES budget line item 4500-47956 “Slurry Seal Projects”

Attachments: Memorandum/Tabulation Sheet from Purchasing Agent

Meetings: None

Staff

Recommendation: Approval ✓ Denial

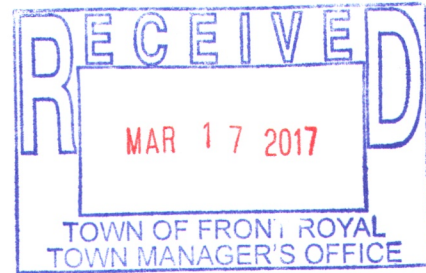
Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the bid for the application of emulsified asphalt slurry seal to selected streets in Town, to Boxley Materials Company in the amount of \$1.91 per square yard with a total cost of \$420,200.00.

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Approved By: JW



MEMORANDUM

Date: March 17, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

During the February 13, 2017 regular meeting of the Town Council, budget amendments and transfers were approved by Council in the amount of \$400,000.00 for funding slurry seal projects. On Tuesday, March 14, I held a bid opening for the cost of an estimated 220,000 square yards of emulsified asphalt slurry seal application to selected streets with the Town. I received two (2) responses (see attached tabulation sheet). Due to the dollar amount, I will need Town Council approval for the award. Please add this to the March 27, 2017 Council agenda for their action.

Staff recommends the award for the application of emulsified asphalt slurry seal to selected streets within the Town be made to Boxley Materials Company, located in Roanoke, in the amount of \$1.91 per square yard. This would total \$420,200.00 to complete the entire list of streets. The Department of Environmental Services will work with the Contractor to stay within the budget constraints of the line item set aside for this project.

Staff recommends the award for the application of slurry seal be made to Boxley Materials Company in the amount of \$400,000.00. The funding for this project is in the FY17 Department of Environmental Services budget line item 4500-47956 "Slurry Seal Projects".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: SLURRY SEAL

Quotation #3

Date: MARCH 14, 2017

Mailed: 9

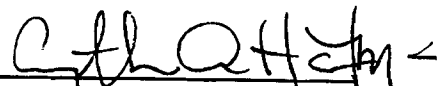
Replied 2

Vendor Quotation				
	BOXLEY MATERIALS COMPANY	SLURRY PAVERS		
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
ESTIMATED: 220,000 SQUARE YARDS SLURRY SEAL APPLICATION CONTRACTOR TO SUPPLY ALL LABOR, MATERIAL, EQUIPMENT, SUPERVISION, TOOLS, PARTS, TRAFFIC CONTROL, AND ANY INCIDENTALS NECESSARY TO COMPLETE THE PROJECT	\$1.91/SY	\$2.18/SY		
TOTAL QUOTATION	\$ 420,200.00	\$ 479,600.00	\$ -	\$ -

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness


 Purchasing Agent

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 8

Meeting Date: March 27, 2017

Agenda Item: PUBLIC HEARING – Special Use Permit for Regional Criminal Justice Academy (*1st Reading*)

Summary: Council is requested to affirm on its first reading a special use permit for the future development of a regional criminal justice academy on Progress drive. The requested exceptions are summarized below:

- 1) A request to extend Progress Drive above the maximum length of 800 feet
- 2) A request for an alternative hammerhead turnaround in lieu of a standard cul-de-sac with a 40-foot radius
- 3) 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
- 4) A request to not include street lights, matching the existing street
- 5) A request to not include sidewalks, matching the existing street.

The Planning Commission recommended conditional approval of the preliminary plan and Special Exceptions 1 – 3 only. This allows the Economic Development Authority (EDA) to extend Progress Drive as designed, but with sidewalks and street lights for the extended portion, as required by the Town Code.

Budget/Funding: None

Attachments: Staff Report; Letter from Pennoni, Application and Advertisement

Meetings: Work Session held March 27, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading a special use permit for the future development of a regional criminal justice academy on Progress drive with the following exceptions as recommended by the Planning Commission: 1) extend Progress Drive above the maximum length of 800 feet; 2) an alternative hammerhead turnaround in lieu of a standard cul-de-sac with a 40-foot radius; 3) a 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.

ROLL CALL VOTE REQUIRED

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proposed motions are offered by Staff for guidance

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Approved By: JW

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING



STAFF REPORT FOR THE FEBRUARY 15, 2017 PLANNING COMMISSION MEETING
Updated for 3/20/17 Town Council Work Session

APPLICATION #:

FRSPU-000066-2016

APPLICANT:

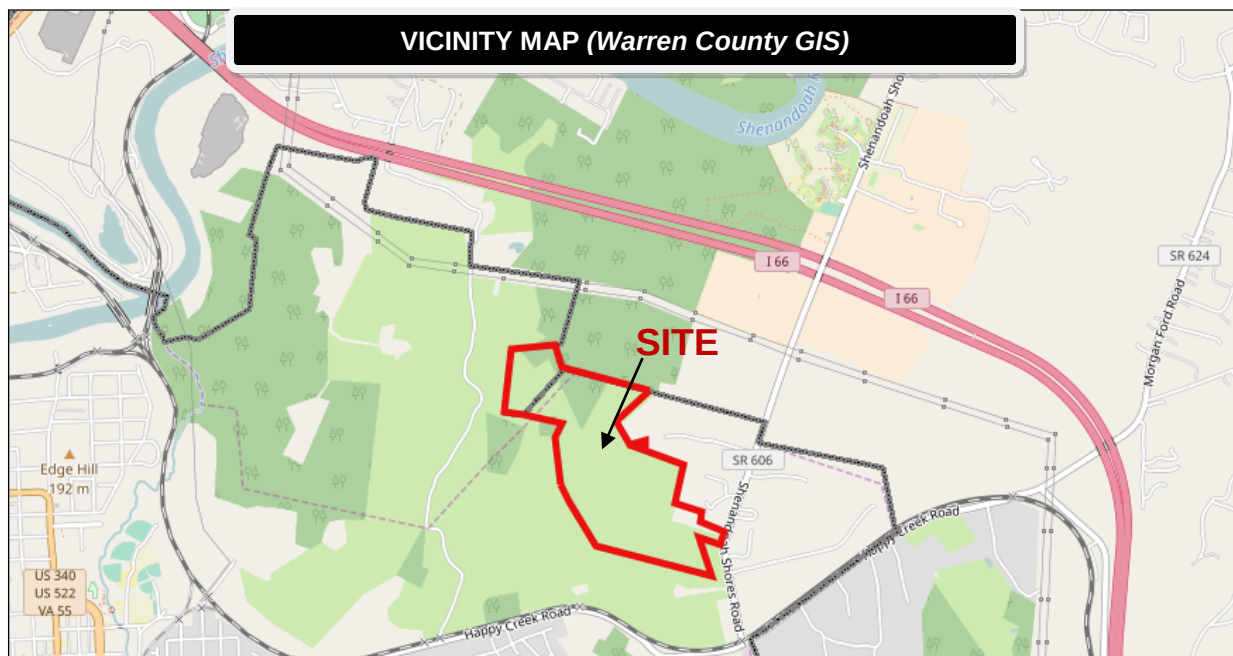
Pennoni Associates Inc.

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.

GENERAL INFORMATION:

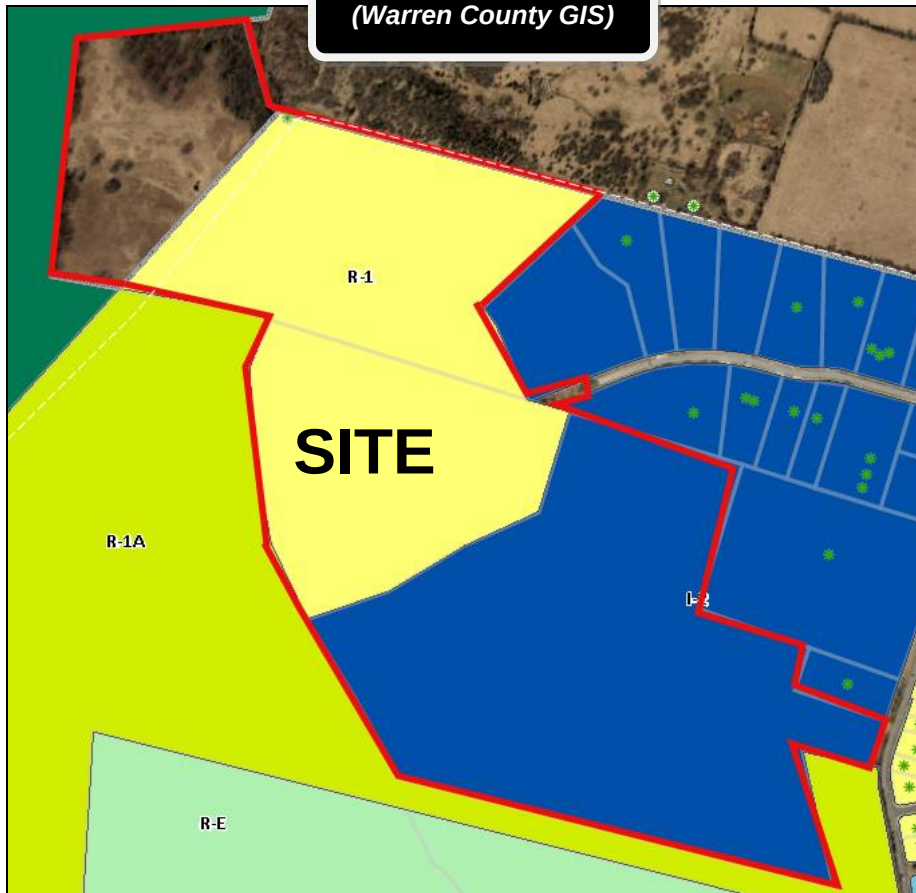
<i>Site Address</i>	No address currently.		
<i>Zoning District</i>	R-1, Residential District (I-2 for Adjacent EDA Property)		
<i>Overlay Districts</i>	Historic Area – NO	Floodway - NO	Entrance Corridor – NO
<i>Tax IDs</i>	20A221-1B		
<i>Location</i>	The subject property is located at the end of Progress 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.		
<i>Existing Use</i>	Vacant lot		
<i>Proposed Use</i>	Street Extension and Subdivision for a future Criminal Justice Training Academy (public facility)		



AERIAL MAP
(Warren County GIS)



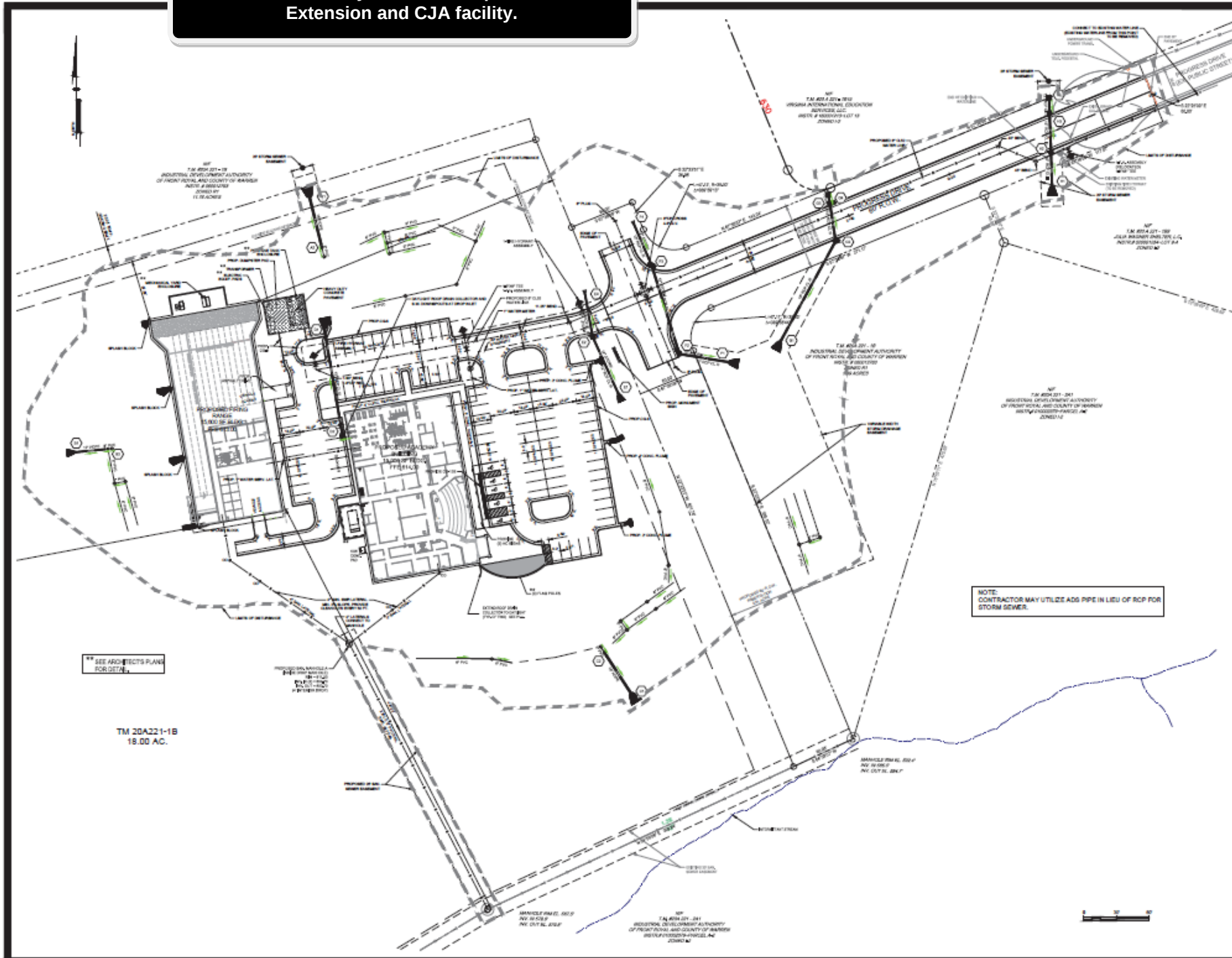
Zoning Map Overlay
(Warren County GIS)



ZONING LEGEND

Color Legend:
Yellow = R-1
Blue = I-2
Olive = R-1A
Aqua = R-E
Green = A-1
No Color = County

Illustration of Layout of the Proposed Road Extension and CJA facility.



RECEIVED



FRONT ROYAL WARREN COUNTY ECONOMIC
DEVELOPMENT AUTHORITY
FRONT ROYAL, VIRGINIA

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SITE PLAN

**AERIAL MAP
(Bing Maps)**



ADDITIONAL INFORMATION:

Background

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.

Contact staff writer Rachel Mahoney at 540-465-5137 ext. 164, or rmahoney@nvdaily.com”

Analysis

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.

Town Code 148-211, a portion of the Subdivision and Land Development Ordinance, includes the provisions for Special Exception requests. In summary, requests can be considered for four (4) reasons. This includes, 1) Circumstances of hardship or substantial injustice related to the regulations; 2) Projects advancing affordable housing; 3) Projects advancing TND principles; and 4) Projects advancing environmentally friendly design principles. The applicant's submission letter is attached that includes statements of justifications as to why the applicant believes the design standard modifications (special exceptions) are warranted. Based on the applicant's statements, it appears that the applicant is taking the position of #1, for reasons of hardship or substantial injustice. Below is the language of Section 148-211, followed by discussion of each of the applicants five (5) special exception requests, as listed above.

148-211 SPECIAL EXCEPTIONS

A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:

1. When strict adherence to the general regulations would result in substantial injustice or hardship; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

a. Creation of affordable housing.

b. Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.

c. Conservation or use of on-site natural features to protect water quality or open spaces.

B. Any request for an exception, shall be submitted to the Director, and shall include a signed and completed application form, any application fees, and any supporting documentation submitted by the applicant.

C. Prior to approval or denial of any request for an exception, the Planning Commission shall hold a public hearing, in accordance with Virginia Code § 15.2-2204, to review and provide recommendations to Town Council.

D. Prior to approval or denial of any exception to the design standards of this Chapter, Town Council shall hold a public hearing, in accordance with Virginia Code § 15.2-2204.

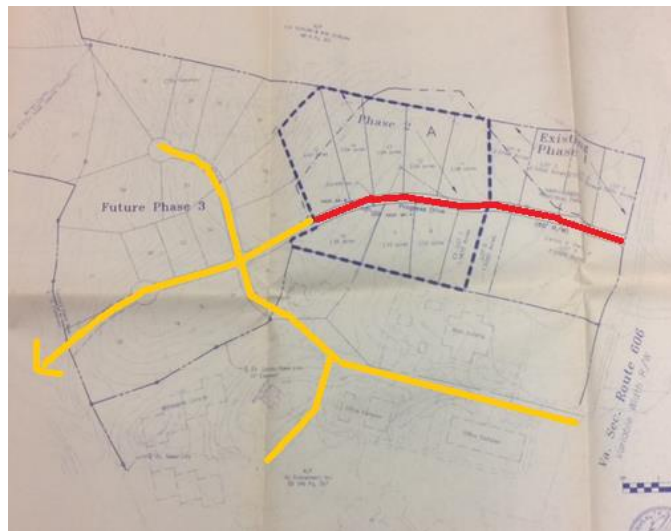
E. Town Council may impose such conditions or restrictions upon the premises benefited by an exception as may be necessary to comply with intent of this Chapter and to protect the public interest, safety and/or general welfare.

148-820.H.
Cul-de-sac
length

- (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.

148-820.H.6
Hammerhead
turnaround

(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 turnaround 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.

148-820.D.6
Street width

(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.

148-850.A&D
Street lights
and
sidewalks

(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.

Review Process

This Special Exception application is the first step towards review of the criminal justice academy. Below is a general and summarized flow-list of the approval process, pursuant to the Town Code, for the proposed criminal justice academy, from top to bottom.

Special Exception Requests

[Planning Commission (2/15/17) and Town Council (TBD)]



Preliminary Plan for subdivision/street extension

[Planning Commission (2/15/17)]



Subdivision Plan, Final Plats and Bonding for subdivision/street extension (Planning Commission (TBD) and Town Council (TBD))



Site Development Plan for Criminal Justice Academy

[Planning Commission (Conditional review scheduled for 3/15/17 Planning Commission Meeting)]



Zoning Permits and other agency permits (building, right-of-way permits, stormwater, erosion and sediment control).

Conclusion

In summation, this application includes consideration of five (5) special exception requests, as elaborated on above, and listed below.

1. 148-820.H.- A request to extend Progress Drive above the maximum length of 800 feet for dead-end streets.
2. 148-820.H.6 – A request for an alternative hammerhead turnaround in lieu of a standard cul-de-sac with a 40-foot radius.
3. 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.
4. 148-850.A. – A request to not include street lights, matching the existing street.
5. 148-850.D. – A request to not include sidewalks, matching the existing street.

On February 15th, 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.

January 25, 2017

Mr. Jeremy Camp
Director of Planning and Zoning
Town of Front Royal, Virginia
Town Hall
102 Ease Main Street
Front Royal, Virginia 22630

**RE: Happy Creek Industrial Park Subdivision; Skyline Criminal Justice Academy
Special Exception of the Subdivision Ordinance for the extension of Progress Drive**

Dear Jeremy:

Please accept this letter as a formal request for a Special Exception to the Subdivision Ordinance for the Skyline Criminal Justice Academy project in the Happy Creek Industrial Park. On behalf of the land owner of Tax Map #20A 221 – 1B, the Industrial Development Authority of Front Royal and County of Warren, we specifically request exceptions to Section 148-820 Street Design for the extension of existing Progress Drive to the proposed facility. The proposed extension of Progress Drive requires the Town Council approval for three exceptions to the Subdivision Ordinance: 1) *Section 148-820 H. Cul-de-sac and Dead-end Street. 4. Any dead-end street intended for access to an adjoining property or created as a result offstage development shall be provided with a temporary all weather turnaround within the subdivision. Such dead-end streets shall not exceed eight hundred (800) feet in length from the centerline of the nearest road intersection;* 2) *Section 148-820 H. Cul-de-sac and Dead-end Street. 6. All dead-end and cul-de-sac streets shall be provided at the closed end with a turnaround whose minimum radius shall be forty (40) feet;* 3) *Section 148-820 D. Construction of Public Streets and Alleys. 6. The minimum design standards of the following table shall be required for all Local Streets, Collector Streets, and Alleys;* 4) *Section 148-850 A. Streetlights;* and 5) *Section 148-850 D. Sidewalks.* More detailed description of the requested exceptions and their justification is outlined below.

- 1) *Section 148-820 H. Cul-de-sac and Dead-end Street. 4. Any dead-end street intended for access to an adjoining property or created as a result offstage development shall be provided with a temporary all weather turnaround within the subdivision. Such dead-end streets shall not exceed eight hundred (800) feet in length from the centerline of the nearest road intersection.* The Happy Creek Industrial Park – Phase 2 construction plans, prepared by G.W. Clifford & Associates in June of 1995, extended Progress Drive to its current length of over 2,000 linear feet. This existing dead end street is over 1,200 linear feet beyond the maximum allowable length of 800 linear feet. The future extension of Phase 3 of the development was planned for approximately another 1,300 linear feet of Progress Drive. In Phase 3 of the Progress Drive, construction of an intersection was planned for a roadway providing an inter-parcel connection to the property to the south (TM # 20A 221 – 2A1). The proposed development plans submitted concurrently with this request provide for this same intersection and the inter-parcel connection, but approximately 150' closer than previously planned to the centerline intersection of Progress Drive and Route 606. The proposed extension and development plans re-establish the inter-parcel connectivity that was lost when the development plans in the HLI tract to the south did not materialize and the construction of Progress Drive ceased prior to reaching a

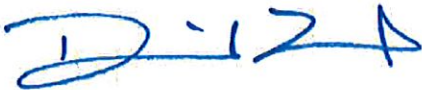
planned intersection. Consequently, not allowing the construction of the last segment of Progress Drive to the proposed intersection would cause a hardship resulting in the loss of access to the remainder of the industrial park and this site for future development. It is our opinion that the proposed development plans and this request are in accordance with previously approved plans and achieve the intended intersection for inter-parcel connectivity. The current plans are justified in allowing Progress Drive to be extended beyond the 800' maximum length for a dead-end street since this development plan re-establishes a north-south transportation corridor and the ability for future development to connect to Progress Drive.

- 2) *Section 148-820 H. Cul-de-sac and Dead-end Street. 6. All dead-end and cul-de-sac streets shall be provided at the closed end with a turnaround whose minimum radius shall be forty (40) feet.* The proposed hammerhead turnaround provided within the construction of the future roadway intersection, fully accommodates fire apparatus turnaround. The proposed dead-end configuration exceeds the minimum dimensions of a 120' hammerhead turnaround. *Per Section 148-820 A. General Standards 2.b. Streets that are designed for continuation to adjoining properties shall be designed and constructed to the property line with a temporary cul-de-sac turnaround, or other temporary turnaround approved by the Town.* This alternate turn-around option was presented to the Fire Marshall and was well received. With no objections to the proposal from the Fire Marshal, it is our opinion that justification for approval of this alternative turnaround resides in that this provides for the best entrance configuration for the proposed Skyline Criminal Justice Academy facility, fully constructs the future intersection pavement section to the curb returns, and avoids an unnecessary stage of temporary turnaround removal and construction of the intersection curb returns proposed with the current applications.
- 3, 4 & 5) *Section 148-820 D. Construction of Public Streets and Alleys. 6; Section 148-850 A. Streetlights; and Section 148-850 D. Sidewalks.* These sections of the Town Code require the construction of streetlights and sidewalks along public streets, and the minimum design standards required for all Local Streets, Collector Streets, and Alleys as found in the table of Section 148-820D.6. As with item 1) above, The Happy Creek Industrial Park – Phase 2 construction plans, prepared by G.W. Clifford & Associates in June of 1995, extended Progress Drive approximately 2,000 linear feet to its current terminus using an approved roadway section with a width of 30 feet and no sidewalks. In addition, in the 1990's the Town of Front Royal waived the requirement for streetlights by a Subdivision Variance for Progress Drive. The ordinance requires local streets to have a pavement width of 36 feet, streetlights, and sidewalks on both sides. To construct sidewalks, streetlights and a wider pavement section for the final segment of Progress Drive would place an undue burden on the final lot needing access to Progress Drive that the previous 15 lots were not required to construct. In addition, isolated sidewalks would not connect to any other walkways, and the pavement transitions would diminish even further the effectiveness of achieving the wider pavement width just prior to a stop condition. It is our opinion that it is justified that the existing 30-foot pavement section be continued for the final 500 feet to the proposed hammerhead turnaround and future inter-parcel roadway intersection. This waiver request does not apply to the future roadway intersecting with Progress Drive. It is proposed that the future inter-parcel roadway be designed in accordance with the current roadway design criteria as required by the Town Code at the time of its construction.

The 500-foot extension of Progress Drive as proposed, with the approval of the requested Special Exception of the Subdivision Ordinance, results in extending the existing roadway to the planned intersection of a future inter-parcel connector roadway. The width of Progress Drive would remain consistent with its existing 2,000

linear feet and the emergency vehicle turnaround would be provided for through the construction of the future intersection of Progress Drive and an un-named inter-parcel connecting roadway. The future inter-parcel connecting roadway would be subject to the current street design and street improvement standards of the Town Code. We believe that the special exceptions to Section 148-820 Street Design and Section 148-850 Street Improvements of the Town of Front Royal Subdivision Ordinance that we have requested are justified for the reasons stated above and are consistent with both the previously approved plans and the future transportation plans of the Town of Front Royal. Accordingly, we respectfully request consideration and approval of the requested Special Exception Application. Should you have any questions, please feel free to contact me at (540) 771-2087.

Sincerely,
PENNONI ASSOCIATES INC.



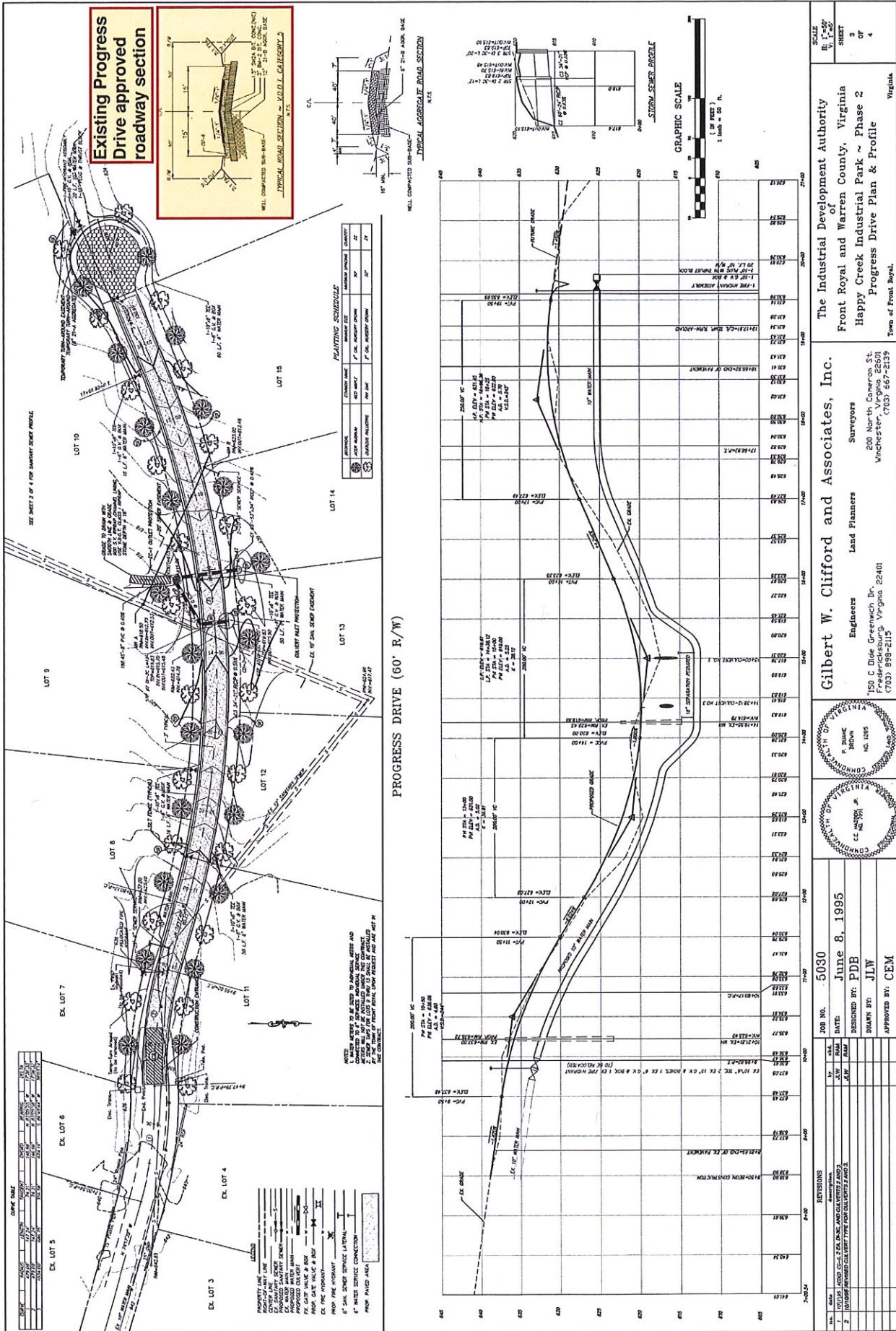
David L. Frank, PLA

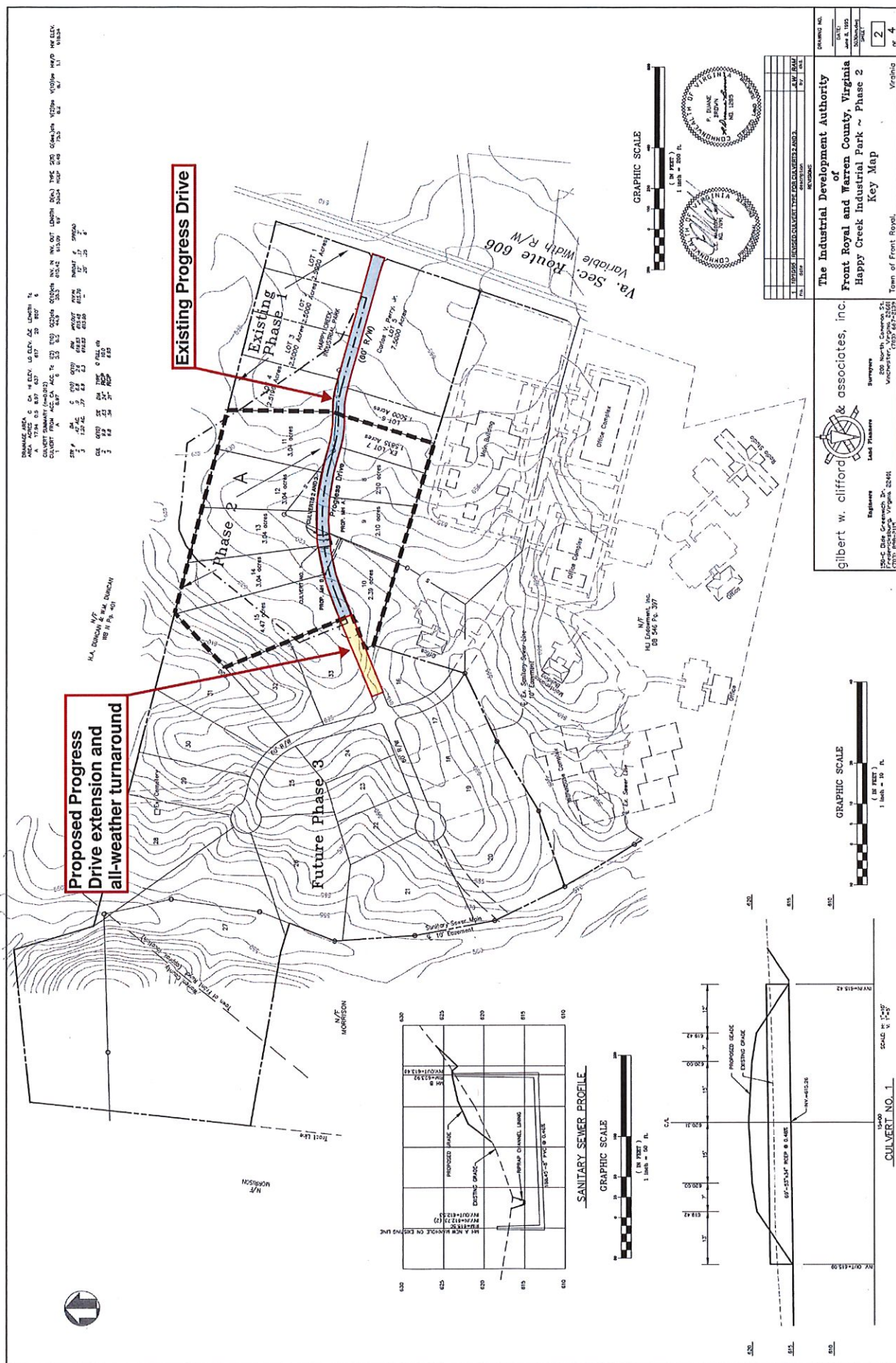
Attachments:

- Attachment 1: Happy Creek Industrial Park – Phase 2; sheet 2 of 4
- Attachment 2: Skyline Criminal Justice academy; sheet C4 Overall Site Plan
- Attachment 3: Happy Creek Industrial Park – Phase 2; sheet 3 of 4

Cc: Jennifer McDonald, Executive Director - Front Royal – Warren County Economic Development Authority

Attachment 3





FRSPU 66-2016

SPECIAL EXCEPTION APPLICATION

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

APPLICANT

PROPERTY OWNER (if different)

APPLICANT'S NAME: Pennoni Associates Inc.	PROPERTY OWNER'S NAME: Warren County EDA
ADDRESS: 117 E. Piccadilly Street, Suite 200 Winchester, Virginia 22601	OWNER'S ADDRESS: P.O. Box 445 Front Royal, Virginia 22630
PHONE NUMBER: (540) 667-2139	PHONE NUMBER: (540) 635-2182
EMAIL: dfrank@pennoni.com	EMAIL: mcdonald@wceda.com

SECTION A - Property Information

Tax Map No. <u>TM #20A221-1B</u>	Zoning District: <u>R-1</u>
Site Address: <u>New construction</u>	
☐ Entrance Corridor ☐ Historic District ☐ Floodplain	



SECTION B - Details of Request

Project Name. <u>Skyline Criminal Justice Academy - Happy Creek Industrial Park</u>
Special Exception Code Section(s): <u>Sections: 148-820.H.4; 148-820.H.6; & 148-820.D.6.</u>
General Describe of the request (please attached supporting information, such as plats, plans, details, etc.): <u>This request is for the extension of existing Progress Drive for the Skyline Criminal Justice Academy</u> <u>consistent with previously approved plans. A detailed letter outlining this request and supporting documents</u> <u>are attached to the application.</u>

SIGNATURE OF APPLICANT: [Signature]

Date: 12/16/2016

PRINT NAME OF APPLICANT: David Frank

SIGNATURE OF PROPERTY OWNER: [Signature]

Date: 12-28-2016

PRINT NAME OF PROPERTY OWNER: Jennifer McDonald

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application. (APPLICATION FEE: \$250.00)



Town of Front Royal
NOTICE of PUBLIC HEARING

The Town Council of the Town of Front Royal, Virginia, will hold a Public Hearing on Monday, March 27, 2017, at 7:00 P.M. in the Warren County Government Center's Board Meeting Room, 220 N Commerce Avenue, Front Royal, VA, for [FRSPU-000066-2016] A special exception application submitted by Pennoni Associates Inc., on behalf of the property owner, the Economic Development Authority. Such application includes a request for 5 special exceptions. Each of the requested modifications are related to the intent to extend Progress Drive to accommodate the future development of a regional criminal justice academy on a lot subdivided from Tax Map 20A221-1B. The requested specific exceptions are summarized below:

- 1) 148-820.H.- A request to extend Progress Drive above the maximum length of 800 feet.
- 2) 148-820.H.6 – A request for an alternative hammerhead turnaround in lieu of a standard cul-de-sac with a 40-foot radius.
- 3) 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.
- 4) 148-850.A. – A request to not include street lights, matching the existing street.
- 5) 148-850.D. – A request to not include sidewalks, matching the existing street.

The request was submitted concurrently with FRSUB-000070-2016, a preliminary plan showing the proposed street extension and subdivision of the EDA's property. During the Planning Commission's February 15th Meeting, the Planning Commission recommended conditional approval of the preliminary plan and recommended Special Exceptions 1 – 3 only, with a recommended condition that the applicant reserve right-of-way for the extension of Progress Drive and place a deed restriction on the property that required extension by the property owner at the time of future development.

The applicant's full submission and copies of the Town Code are available for examination in the Planning & Zoning Office at 102 E. Main Street during normal business hours. Interested individuals may also contact Town Staff at (540) 635-4236 or via email at jcamp@frontroyalva.com.

Publish: Northern Virginia Daily: March 11 and 18, 2017
Warren Sentinel: March 23, 2017

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 9

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Fiscal Year 2017-2018 Tax Rates (*2nd Reading*)

Summary: Council affirmed on its first reading on March 13, 2017 that the Fiscal Year 2017-2018 real estate tax rate remain the same at \$0.13 per \$100 assessed value; the personal property tax rate remain the same at \$0.64 per \$100 assessed value; established personal property tax relief rate of 60% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1000; personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code§58.1-3524 and to amend Town Code 75-44 accordingly. Council is requested tonight to adopt on its second and final reading the Fiscal Year 2018-2018 Real Estate Tax rate at an amount as approved by Council; the personal property tax rate remaining the same at \$0.64 per \$100 assessed value; establish personal property tax relief rate of 60% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1000; personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code§58.1-3524 and to amend Town Code 75-44 accordingly.

Budget/Funding: None

Attachments: Ordinance and Advertisement

Meetings: Work Sessions held February 20, 2017, March 6 and March 20, 2017. Public Hearing held March 13, 2017

Staff

Recommendation: Approval ✓ Denial

ROLL CALL VOTE REQUIRED

Proposed Motions:

Motion 1:

I move that Council adopt on its second and final reading that the Fiscal Year 2017-2018 real estate tax rate remain the same at \$0.13 per \$100 assessed value, the personal property tax rate remain the same at \$0.64 per \$100 assessed value; establish personal property tax relief rate of 60% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1000 and personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code§58.1-3524. I further move that Council adopt on its second and final reading an ordinance to amend Front Royal Town Code Section 75.44.C accordingly.

Motion 2:

I move that Council adopt on its second and final reading an increase of _____ for Fiscal Year 2017-2018 real estate tax rate from \$0.13 to _____ per \$100 assessed value; the personal property tax rate remain the same at \$0.64 per \$100 assessed value; establish personal property tax relief rate of 60% of value on the first \$20,000 of assessed value for qualifying vehicles with an assessed value greater than \$1000 and personal property tax relief rate of 100% for qualifying vehicles with an assessed value of \$1,000 or less, pursuant to Virginia Code §58.1-3524. I further move that Council adopt on its second and final reading an ordinance to amend Front Royal Town Code Section 75.44.C accordingly.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: *ju*

TOWN CODE EXCERPT

75-44 DELINQUENT TAX LISTS - MAILING OF BILLS; DUE DATES, PENALTY AND INTEREST; IMPOSITION OF THE TAXES AND RATES

A. The Town Treasurer, personally or through the Director of Finance, shall, in January each year, send or cause to be sent by United States mail to each taxpayer assessed with real and personal property taxes and levies for that year amounting to five dollars (\$5.00) or more as shown by an assessment book in the Office of the Director of Finance, a bill or bills setting forth the amount due. If the said Director or Treasurer intends to seek collection of a tax in an amount less than five dollars (\$5.00), he shall send or cause to be sent to the taxpayer a bill as set forth above. Notwithstanding any of the foregoing, failure of the said Director or Treasurer to send or of the taxpayer to receive a bill shall not affect the taxpayer's obligation to pay the full amount of said taxes by the due date.

B. On and after January 1, 2010, tax payments for real estate and personal property shall become due and payable to the Town of Front Royal on a semiannual basis, with one-half of the annual assessment of such taxes due on or before June 5th of each year after January 1, 2010, and the additional one-half of such taxes due on or before December 5th of each such year. A penalty of 10% of the tax past due or ten dollars (\$10.00), whichever is greater, shall be added to any tax not paid by the aforesaid due date, provided that in no case may the penalty exceed the amount of the tax assessed. In addition, interest shall be added to any delinquent taxes and penalties at the rate of 10% per year, with interest commencing on the first day of the month following the date on which any such taxes became due and payable.

C. There is hereby imposed upon all real property within the limits of the Town of Front Royal, Virginia, a tax in the amount of thirteen cents (\$0.13) per one hundred dollars (\$100.00) of assessed valuation, and a tax upon all tangible personal property located within the limits of the Town of Front Royal, Virginia, in the amount of sixty cents (\$0.64) per one hundred dollars (\$100.00) of assessed valuation. The tax on all personal property shall include all Machinery and Tools. The tax on all real property shall include all mobile homes. The tax imposed upon real property within the limits of the Town of Front Royal, Virginia, shall be decreased by \$0.02 to \$0.11 per \$100 assessed value, which is reinstatement of the previous Real Estate Tax Rate for Fiscal Year 2013-2014, upon completion of payment of debt service of the new Police Department Headquarters and construction of Leach Run Parkway; and Town Code Section 75-44.C, shall thereupon be amended accordingly to reflect said decrease and reinstatement of such previous reduced Real Estate Tax Rate.



Town of Front Royal

NOTICE OF PUBLIC HEARING

The Town Council of the Town of Front Royal, Virginia will hold a Public Hearing on Monday, March 13, 2017 @ 7:00 p.m. in the Warren County Government Center's Board Meeting Room, for Fiscal Year 2017-2018, to consider the Real Property Tax rate at \$0.15 per \$100 assessed value, which represents an increase of \$0.02 from the current year's rate; and the Personal Property Tax rate at \$0.64 per \$100 assessed value, which represents no increase over the current year's rates; and the personal property tax relief rate (PPTFR) for qualifying vehicles at a rate(s) to be set by Town Council at a future time pursuant to Va. Code § 58.1-3524, and as all owners of qualified vehicles will be notified on their Town of Front Royal Personal Property Tax Bill. All interested citizens are invited to attend this hearing to express their views.

MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA

Publish: Northern Virginia Daily – February 25, and March 4, 2017
Warren Sentinel – March 9, 2017

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Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 10

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Resolution – Signature Authority for VDOT Projects

Summary: Council has received a request from the Virginia Department of Transportation (VDOT) seeking approval of a Resolution granting signature authority for all Virginia of Department of Transportation (VDOT) Projects in the Town to the Interim Town Manager on the Town's behalf, as presented.

Budget/Funding: None

Attachments: Email and Resolution

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Resolution granting signature authority for all Virginia of Department of Transportation (VDOT) Projects in the Town to the Interim Town Manager on the Town's behalf, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

RESOLUTION

INTERIM TOWN MANAGER SIGNATURE AUTHORITY FOR VDOT

WHEREAS, Town Council approves various Virginia Department of Transportation (VDOT) Projects; and

WHEREAS, VDOT requests a Resolution by Town Council granting signature authority to the Interim Town Manager to execute agreements on various projects on the Town's behalf; and,

NOW, THEREFORE, IT BE RESOLVED by the Town Council of the Town of Front Royal to grant signature authority to the Interim Town Manager for various VDOT projects on the Town's behalf.

APPROVED:

Hollis L. Tharpe, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2017 upon the following recorded vote:

William A. Sealock	<u>Yes/No</u>	Bébhinn C. Egger	<u>Yes/No</u>
Eugene R. Tewalt	<u>Yes/No</u>	Jacob L. Meza	<u>Yes/No</u>
John P. Connolly	<u>Yes/No</u>	Christopher S. Morrison	<u>Yes/No</u>

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

From: Damron, Steven (VDOT) [<mailto:Steven.Damron@VDOT.Virginia.gov>]

Sent: Tuesday, March 14, 2017 3:28 PM

To: BJ Wilson <bwilson@frontroyalva.com>

Cc: Jennifer McDonald <mcdonald@wceda.com>; Joe Waltz <jwaltz@frontroyalva.com>; Doug Stanley <Dstanley@warrencountyva.net>

Subject: RE: LRP - Requisition #16

BJ,

Attached is a revised Appendix A for this project that includes the additional funding that was allocated to the project last year. We will need to have Joe Waltz to print off (3) copies and sign them and return them to me by mail at his earliest convenience. While processing Requisition #15 we determined that we have expended the original project funding allocation. We will need to have the signed Appendix A for the additional funding allocation signed before we can process requisition #16.

If the Town of Front Royal has not already done so you might have the Town Council or Town Attorney prepare a signature authority document that states the Interim Town Manager has signature authority for VDOT projects. This can be setup on a project by project basis or for all projects that VDOT works with the Town of Front Royal on.

If you have any questions just let me know.

Thanks,

Steve

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 11

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Budget Amendment/Transfer – Future Funding for Results of Compensation Study

Summary: The Fiscal Year 2017 adopted budget includes funding that will not be used for employee salaries during Fiscal Year 2017 and is requested to be transferred from Personnel and Fringe Benefit line item to Reserve for Contingencies of Fund Balances. Council is requested to approve the budget transfers and amendments to the FY 2017-2018 budget in the amount of \$158,339.60, as presented.

Budget/Funding: See Attachment

Attachments: Information from Finance Director

Meetings: Council Retreat

**Staff
Recommendation:** Approval ✓ Denial

Proposed Motion: I move that Council approve a Budget Amendment and Transfer in the amount of \$158,339.60 for future funding of the Compensation Study results.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JW

1102	-	42007	CLERK OF COUNCIL	SALARY ADJUSTMENTS/MERIT	\$	(10,565.00)
1201	-	42007	TOWN MANAGER	SALARY ADJUSTMENTS/MERIT	\$	(520.00)
1202	-	42007	MANAGEMENT SERVICES	SALARY ADJUSTMENTS/MERIT	\$	3,900.00
1203	-	42007	AUTOMOTIVE/MOTOR POOL	SALARY ADJUSTMENTS/MERIT	\$	(3,780.00)
1204	-	42007	OFFICE OF INFO TECHNOLOGY	SALARY ADJUSTMENTS/MERIT	\$	(5,020.00)
1205	-	42007	OFFICE OF TOURISM	SALARY ADJUSTMENTS/MERIT	\$	(3,425.00)
1214	-	42007	FINANCIAL - ADMIN	SALARY ADJUSTMENTS/MERIT	\$	5,960.00
1215	-	42007	FINANCIAL - CUSTOMER SERV	SALARY ADJUSTMENTS/MERIT	\$	4,280.00
1222	-	42007	PURCHASING	SALARY ADJUSTMENTS/MERIT	\$	(440.00)
3101	-	42007	POLICE - ADMINISTRATIVE	SALARY ADJUSTMENTS/MERIT	\$	45.00
3102	-	42007	POLICE - PATROL	SALARY ADJUSTMENTS/MERIT	\$	(2,110.00)
3103	-	42007	POLICE - INVESTIGATIONS	SALARY ADJUSTMENTS/MERIT	\$	6,390.00
3104	-	42007	POLICE - SERVICES	SALARY ADJUSTMENTS/MERIT	\$	(12,770.00)
3107	-	42007	DRUG & GANG ENFORCEMENT	SALARY ADJUSTMENTS/MERIT	\$	(2,465.00)
4302	-	42007	GENERAL PROPERTIES	SALARY ADJUSTMENTS/MERIT	\$	(3,405.00)
4305	-	42007	HORTICULTURE PROGRAMS	SALARY ADJUSTMENTS/MERIT	\$	(6,985.00)
8101	-	42007	PLANNING & ZONING OFFICE	SALARY ADJUSTMENTS/MERIT	\$	(2,875.00)
1102	-	42002	CLERK OF COUNCIL	VRS/LIFE INSURANCE	\$	(9,500.00)
4102	-	42007	HWY, BRIDGES & SIDEWALKS	SALARY ADJUSTMENTS/MERIT	\$	(1,945.00)
4107	-	42007	TRAFFIC ENGINEERING	SALARY ADJUSTMENTS/MERIT	\$	(1,035.00)
4500	-	42007	HIGHWAY MAINTENANCE	SALARY ADJUSTMENTS/MERIT	\$	(15,210.00)
4102	-	49004	HWY, BRIDGES & SIDEWALKS	TRANSFER TO GENERAL FUND	\$	18,190.00
1000	-	3510112	GENERAL FUND REVENUE	TRANSFER FROM HWY FUND	\$	18,190.00
9790	-	49999	GENERAL FUND TRANSFERS & CONTINGENCIES	RESERVE FOR CONTINGENCIES	\$	61,475.00

9401	-	42007	DEPT OF ENERGY RESOURCES	SALARY ADJUSTMENTS/MERIT	\$	10,825.00
9417	-	42007	METER READING - ELECTRIC	SALARY ADJUSTMENTS/MERIT	\$	(2,540.00)
9401	-	41001	DEPT OF ENERGY RESOURCES	SALARIES REGULAR	\$	(34,254.60)
9499	-	49999	DEPT OF ENERGY RESOURCES TRANSFERS & CONTINGENCIES	RESERVE FOR CONTINGENCIES	\$	25,969.60

9501	-	42007	WATER - ADMINISTRATION	SALARY ADJUSTMENTS/MERIT	\$	(2,205.00)
9601	-	42007	WATER TREATMENT PLANT	SALARY ADJUSTMENTS/MERIT	\$	(6,540.00)
9602	-	42007	WATER LINE MAINTENANCE	SALARY ADJUSTMENTS/MERIT	\$	(8,050.00)
9617	-	42007	METER READING - WATER	SALARY ADJUSTMENTS/MERIT	\$	(2,540.00)
9699	-	49999	WATER TRANSFERS & CONTINGENCIES	RESERVE FOR CONTINGENCIES	\$	19,335.00

9502		42007	SEWER ADMINISTRATION	SALARY ADJUSTMENTS/MERIT	\$	(860.00)
9801		42007	WASTEWATER TREATMENT PLNT	SALARY ADJUSTMENTS/MERIT	\$	(13,345.00)
9802		42007	SEWER LINE MAINTENANCE	SALARY ADJUSTMENTS/MERIT	\$	(8,855.00)
9899		49999	WASTEWATER TRANSFERS & CONTINGENCIES	RESERVE FOR CONTINGENCIES	\$	23,060.00

4203		42007	SOLID WASTE MANAGEMENT	SALARY ADJUSTMENTS/MERIT	\$	(28,500.00)
4299		49999	SOLID WASTE TRANSFERS & CONTINGENCIES	RESERVE FOR CONTINGENCIES	\$	28,500.00

General Fund	\$	61,475.00
Electric Fund	\$	25,969.60
Water Fund	\$	19,335.00
Waste Water Fund	\$	23,060.00
Solid Waste Fund	\$	28,500.00

Total Transfer to Reserve for Contingency	\$	158,339.60
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**Town of Front Royal, Virginia
Council Agenda Statement**

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Item No. 12

Meeting Date: March 27, 2017

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Community Development

Summary: Council is requested to consider approval of a Budget Amendment in the amount of \$14,112.00 for the Community Development Director Position.

Budget/Funding: Encumbered carried over from prior year under account 1101-R43002 Council Professional Services for Community Development to be released into General Fund Balance

1000-3510110-General Fund – Appropriated Funds Forward	\$ 14,112.00
1205-41001 – Office of Tourism – Salaries	\$ 11,266.00
1205-42001 – Office of Tourism – FICA	\$ 862.00
1205-42002 – Office of Tourism – VRS/Life Insurance	\$ 1,984.00

Attachments: None

Meetings: None

Staff

Recommendation: Approval ✓ Denial _____

Proposed Motion: I move that Council approve a Budget Amendment in the amount of \$14,112.00 for the Community Development Director Position.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

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**Town of Front Royal, Virginia
Council Agenda Statement**

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Item No. 13

Meeting Date: March 27, 2017

Agenda Item: COUNCIL REFER TO PLANNING COMMISSION – Amendment to Town Code pertaining to Flea Market Days of Operation and the addition of a Farmers Market

Summary: Council is requested to refer to the Planning Commission a request from Linda Andrick, owner and operator of the Flea Market located on Commerce Avenue, to allow the Flea Market to open on Fridays and to add a Farmers Market by Special Use Permit.

Budget/Funding: None

Attachments: Letter of Request

Meetings: Work Session held March 20, 2017

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council refer to the Planning Commission a request to extended the operation of the Flea Market to include Fridays and and the addition of a Farmers Market by Special Use Permit.

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proposed motions are offered by Staff for guidance

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Approved By: JW

Linda Andrich - Shade

3/2/17

Andrich's front Royal Flea Market

would like to bring before
Council for Special use permit
for farm use market.

Zoning change for Friday operation.

Linda Andrich - Shade

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 14

Meeting Date: March 27, 2016

Agenda Item: COUNCIL RECOMMENDATION – Board of Zoning Appeals (BZA)

Summary: Council is requested to consider a recommendation to the Judge of the Warren County Circuit Court for a re-appointment to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2022.

Budget/Funding: None

Attachments: None

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council recommend R. Wayne Sealock to the Judge of the Warren County Circuit Court for re-appointment to the Front Royal Board of Zoning Appeals (BZA) to fill a five-year term ending May 1, 2022.

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proposed motions are offered by Staff for guidance
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Approved By: JW