

**Planning Commission
Town of Front Royal, Virginia**

April 19, 2017

Present: **Deborah Langfitt, Chairman**
 Douglas Jones, Vice Chairman
 David Gushee, Commissioner
 Joseph McFadden, Commissioner
 Connie Marshner, Commissioner
 Cee Ann Davis, Commissioner

Staff: **Jeremy Camp, Director**
 Darryl Merchant, GIS Analyst/Planner/Surveyor
 Connie L. Potter, Sr. Administrative Assistant

The April 19, 2017 meeting of the Planning Commission for the Town of Front Royal, Virginia was called to order by Chairman Langfitt at 7:00 p.m.

CITIZEN COMMENTS:

There were no citizen comments.

MINUTES:

Commissioner Gushee moved to approve the meeting minutes as written, seconded by Commissioner McFadden.

VOTE: Yes – Marshner, McFadden, Gushee, Langfitt, Jones, Davis

PUBLIC HEARING:

There were no items for public hearing.

CONSENT AGENDA:

There were no items on the consent agenda.

NEW BUSINESS:

- FY 2018 Draft Capital Improvement Program (CIP) Review

Mr. Camp explained that the Capital Improvement Program (CIP) is scheduled and prepared for capital projects for the Town of Front Royal for the upcoming fiscal year, as well as the ensuing five (5) years after that. It is intended to advise Town Council so that better decisions can be made regarding capital expenditures and planning for capital projects. Staff and the Planning Commission has worked on this at several work sessions. A map was included in the staff report showing the location of all capital projects on the list. Also included was a list of comments generated at the work sessions, as well as a chart that identifies the projects by expense level. The purpose of the meeting is to finalize the report and forward a recommendation to Town Council.

Gushee moved that the Planning Commission approve this document as drafted and recommend it to the contention of the Town Council, seconded by Vice Chairman Jones.

Commissioner Davis referred to a Planning Commission work session and referenced two outstanding questions. 1) The yearly repair of a gravel road vs. the cost of going ahead and paving it in the first place.

Mr. Camp said that it was included in the recommendations of the report so when it comes to Town Council they will have that information to consider and do a cost evaluation.

Commissioner Marshner stated that the Planning Commission had discussed this at a meeting, but thinks they did not send a recommendation to discuss the question of installing lights and sidewalks on Progress Drive. She asked if it would be appropriate to suggest that again.

Mr. Camp said it is currently under consideration by Town Council and believes it is on the agenda for a second reading. The first reading passed, based on somewhat of a compromise. Council agreed to place deed restrictions on the property that would obligate the EDA the authority to construct the sidewalk and the streetlights when the Town initiated that project on Progress Drive. It did involve a complicated deed restriction that the Town Attorney and himself worked on to ensure it would carry through with the property.

Commissioner Davis asked which properties were covered in the deed.

Mr. Camp said the deed restrictions would apply to all the EDA's properties in that vicinity. He noted there was a parcel to the north, the parcel that was being subdivided for the Criminal Justice Academy and the parcel to the south.

Commissioner Davis asked if it would include the other businesses on Progress Drive.

Mr. Camp said no, just the undeveloped land.

Commissioner Davis asked if there would be traffic lights.

Mr. Camp said that Council expressed the desire to discuss that as a future project, but the requirement for the EDA would be to construct a small segment and a portion that doesn't front any of those businesses, just on the extended road sections. The mentality was that they should be obligated to construct those improvements, but we can delay that until future development occurs. That is where the deed restriction comes in to continue that obligation in the future.

Commissioner Davis referred to her second question, which regarded an uncostly pole roof cover for the Water and Sewer Maintenance Department costing \$50,000. During a Planning Commission's work session, they discussed that it would be a particularly good investment and probably the most modestly priced item on the list and questioned if that should be reflected in the comments.

Mr. Camp said the Planning Commission could add language to that affect.

Commissioner Davis said she would like to add that.

Commissioner Davis proposed adding to the Planning Commission comments that the construction of the pole roof cover represents a modest investment for a savings of loss of expensive materials and is recommended.

Commissioner McFadden asked if the Environmental Services Department requested this for FY21 or was this something that was just put in there. If they are requesting this for FY21 they could be predicting that they will need the roof by then because the equipment at that stage would need to be covered.

Mr. Camp said that is what the department requested.

Chairman Langfitt asked Commissioner Davis if that was an amendment to Commissioner Gushee's motion.

Commissioner Davis said she was proposing a small amendment to the motion. Under Planning Commission's comment's, it says that it conforms with the Comprehensive Plan

and that if the Planning Commission agrees, she would like to add the language ***“this is a modest expenditure to protect expensive materials that are currently degrading because of exposure”***.

Commissioner Davis noted she changed the wording slightly from her first amendment.

Commissioner Marshner seconded the amendment.

VOTE: Yes – McFadden, Jones, Marshner, Langfitt, Gushee, Davis

OLD BUSINESS:

There were no items for old business.

PLANNING DIRECTOR’S REPORT:

Mr. Camp reviewed the March monthly report and noted that the year to date zoning permits are at the highest pace seen since 2007 as far as the number of permits being issued. Business licenses are at the highest for this period on record since we’ve been keeping records.

The Community Development Block Grant (CDBG) has been submitted and Staff expects to hear from the state around September of this year.

Some major projects that are being worked on are the Front Royal Limited Partnership (FRLP) rezoning of 604 acres as well as Valley Health who is working on an application on property that is owned by the local hospital.

Quite a bit of planning work is being done on the Criser Road Trail project. The Town Surveyor/GIS Coordinator Darryl Merchant has almost finished the preliminary plan and Staff will be moving forward with any necessary permits. A final plan will need to be completed in May.

Commissioner Marshner asked for the status of the Ramsey Hardware addition.

Mr. Camp said that Staff is waiting on information from the design consultants. The property owner is proposing a storage addition to the building and the building will need to be designed to comply with the floodplain requirements.

COMMISSION MEMBER REPORTS:

Vice Chairman Jones asked if the Leach Run Parkway was still on schedule to be completed in the spring and when would it be open for use.

Mr. Camp said he was not able to attend the last meeting but he could get more information for the Commission members regarding the stats of completion. He noted that the project is still on pace to be completed this spring.

ADJOURNMENT:

Commissioner Gushee moved to adjourn the meeting, seconded by Commissioner Marshner.

VOTE: Yes – Marshner, Gushee, Langfitt, Jones, McFadden, Davis

The meeting adjourned at 7:19 p.m.

Connie L. Potter
Sr. Administrative Assistant