



TOWN COUNCIL WORK SESSION
TUESDAY, February 19, 2013 @ 7:00pm
Front Royal Administration Building Conference Room

Town/Staff Related Issues:

1. American Municipal Power (AMP) – Eastlake Peaking Project – *Director of Energy Services*
2. Ordinance Amendment Continued Discussion – *Director of Planning/Zoning*
 - a. (ORD12-09-214), “HOME OCCUPATIONS”
3. Front Royal Volunteer Fire Department Donation Requests – *Town Manager*
4. Community Development Resource Officer Continued Discussion – *Town Manager*
5. Employee Handbook Continued Discussion – NO BACKUP – *Town Manager*
6. Acceptance of Grant from Anti-Litter Council – *Director of Planning/Zoning*

Council/Mayor Related Issues:

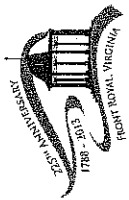
8. Discussion to Move Town Elections per Ordinance – *Vice Mayor Parker*
9. Discussion to Designate by Federal Government for Town to be Exempt from Hatch Act –
Vice Mayor Parker
10. Discussion Pertaining to Rainwater Discharge from Regional Jail – *Councilman Sayre*
11. Front Royal Limited Partnership Continued Discussion
12. Council Discussion/Goals *(time permitting)*
13. CLOSED MEETING – Consultation with Counsel Pertaining to Actual Litigation

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Section 2.2-3711. A. 7 of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.



Town of Front Royal, Virginia Work Session Agenda Form

Date: February 19, 2013

Agenda Item: AMP – Eastlake Peaking Project

Summary: AMP has executed a Memorandum of Understanding (MOU) with First Energy to evaluate a proposed Single Cycle Combustion Turbine (SCCT) and become a partial owner of the project. The plant will have four (4) SCCT's with a nominal output of 873 MW in the summer and 920 MW in the winter.

Council Discussion: Council is requested to discuss the project considered by AMP. No action is currently required

Staff Evaluation: Staff is currently evaluating the Due Diligence evaluation, Feasibility study and the Beneficial Use Analysis on the project

Budget/Funding: The Director of Finance will be available to discuss fiscal issues.

Legal Evaluation: The Town Attorney will be available to discuss legal issues.

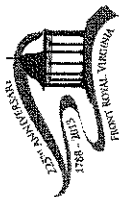
Staff Recommendations: Staff is currently evaluating the Project and plans to give staff recommendation at the work session.

Town Manager Recommendation: The Town Manager recommends staff continue to evaluate the Project.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action

Consensus Poll on Action: ____ (Aye) ____ (Nay)



Town of Front Royal, Virginia Work Session Agenda Form

Date: February 19, 2013

Agenda Item: Ordinance Amendment (ORD12-09-214) "HOME OCCUPATIONS" -
Director of Planning & Zoning

Summary: The draft amendment titled "HOME OCCUPATIONS" was prepared by the Planning Commission after Town Council requested that the Planning Commission review the home occupation regulations. The latest version is attached, which includes minor language changes to clarify a portion of the current ordinance that uses unclear wording regarding particular uses that are appropriate and not appropriate as a home occupation. During the February 4th Town Council Work Session it was agreed that the Town Attorney and Planning Director should reword this portion of the ordinance and bring it forward at an upcoming Work Session.

Council Discussion: This agenda item is scheduled for discussion between Town Council and Staff during the February 4, 2013 Town Council Work Session.

Staff Evaluation: The Planning Director will be at the upcoming Town Council work session to answer questions that Town Council may have.

Budget/Funding: n/a

Legal Evaluation: The Town Attorney will be available at the upcoming Town Council work session to answer questions that Town Council may have. The Town Attorney endorses the new language.

Staff Recommendations: Staff recommends moving forward to a public hearing to consider adoption of the draft amendment.

Town Manager Recommendation: The Town Manager will be available at the upcoming work session for discussion and questions.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

DRAFT AMENDMENT – VERSION 4

HOME OCCUPATIONS

Town Council directed the Planning Commission to review the Town's restrictions on Home Occupations. Overall, the Planning Commission and Staff felt that the existing home occupation regulations were reasonable. A few changes were recommended by the Planning Commission that would add more flexibility to property owners with home occupations.

START -----

- TOWN OF FRONT ROYAL MUNICIPAL CODE, Chapter 175, ZONING,
- Section 175-108.1 HOME OCCUPATIONS

All home occupations shall meet the following standards:

- A. The use shall be clearly incidental to the principal use of the property for residential purposes and shall not change the exterior appearance of the dwelling unit, or change the character of the neighborhood.
- B. Operators of home occupations must be residents of a permitted dwelling unit on the ~~the principal building on the zoning lot, and not more than one (1) nonresident of the zoning lot may be employed in the occupation same parcel, or parcels, where the~~ home occupation is located. Notwithstanding subsection B, nonresident employees may also work for the home occupation, but no more than one (1) nonresident employee may work from the parcel, or parcels, at the same time.
- ~~C. Home occupations may involve the interior storage of goods and materials up to one hundred (100) square feet of floor area within the main building or an accessory building. No outdoor display, sales or storage of goods, materials or equipment shall be permitted, except that, the Zoning Administrator may authorize up to two (2) business vehicles, including any vehicle used by a nonresident employee. Indoor storage is permitted, provided that it does not violate the other restrictions of this section, including, but not limited to, changing the appearance of the dwelling unit, changing the character of the neighborhood, or increasing traffic.~~
- D. No wholesale or retail business shall be permitted unless it is conducted entirely by mail and/or telephone and does not involve the bulk shipment/delivery of merchandise to and from the premises; provided, however, that articles produced by the home occupation operators may be sold on the premises.
- E. ~~Home occupations shall be interpreted to include but not be limited to the following: home offices, computer/telecommunication activities, artist studios, instructional services/tutoring, dressmaking or small item repairs. It shall not include motor vehicle repair, beauty/barber shops (with more than one (1) chair), restaurants, animal hospitals/kennels, dance studios or similar commercial activities. Provided that the other requirements of this section are complied with, home occupations shall include, but shall not be limited to, the following uses: home offices, computer repair services, telecommunication services, artist studios, instructional services/tutoring, dressmaking, babysitting/babysitting services, or small item repair services. Uses that are restricted from being classified as home occupations shall include, but shall not be limited to, the following uses: motor vehicle repair, beauty/barber shops (with more~~

than one (1) customer at a time), restaurants, animal hospitals/kennels, retail sales, and dance studios.

F. In the instance of a home occupation involving a nonresident employee, at least one (1) additional off-street parking place shall be provided.

G. No home occupation shall create greater vehicular or pedestrian traffic than is otherwise normal for the district in which it is located.

H. No home occupation shall create noise, dust, vibrations, smells, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in the district on residentially used zoning lots where no home occupation exists.

I. ~~No advertising signs shall be displayed on the property. Any motor vehicle parked or stored on a regular basis in a visible location on the property shall not have commercial signage affixed exceeding a total of ten (10) square feet. Only one (1) such vehicle may be parked at any one (1) time. Notwithstanding other regulations within this Chapter, signs are not permitted for home occupations, except that the Zoning Administrator may authorize a sign for the following circumstances.~~

1. When the sign is located on an authorized business vehicle and does not exceed ten (10) square feet in size.

2. When the sign is located within the C-1, C-2, C-3, I-1, I-2, or MCD Zoning District, subject to the following conditions.

a. Shall not exceed four (4) square feet in size.

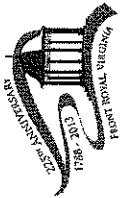
b. Shall not exceed six (6) feet in height, if freestanding.

Comment [JC1]: Modified language
2/11/13 per Town Attorney Comments
(JFC)

END

Editorial Notes: All language shown in highlight is proposed new text. All language shown in strikethrough is existing language that is proposed to be removed. Regular text shown is existing language with no changes proposed. Bulleted headings are only added as editorial notes for this document.

Drafted 10/16/2012 (JFC); modified after October PC Work Session (JFC); 1/29/13 (JFC) Drafted changes based on Town Council Work Session held on 1/22/13; 2/11/2013 (JFC) for Town Attorney's comments a 2/4/13 Meeting.



Town of Front Royal, Virginia Work Session Agenda Form

Date: February 19, 2013

Agenda Item: Front Royal Volunteer Fire Department Donation Requests

Summary: The Town has received two separate requests for donations to the Front Royal Volunteer Fire & Rescue Department. The first request is for the donation of a truck that is no longer used by the Town. The second is a request for a cash donation to assist in replacing rescue equipment. Staff has sent an inquiry to Warren County to determine if the County plans to fund these necessary expenses.

Council Discussion: Council is requested to consider the donation requests.

Staff Evaluation: Staff has identified the vehicles available for donation; should Council determine to proceed with the donation of a vehicle, staff will work with the Volunteer Fire Department to determine which vehicle is desired. The Town has not budgeted funds for a financial donation for their equipment.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council consider the donation of a vehicle to the Volunteer Fire Department. Staff further recommends determining if Warren County can fully fund the equipment replacement request.

Town Manager Recommendation: The Town Manager recommends that Council consider the donation of a vehicle to the Volunteer Fire Department. The Town Manager further recommends determining if Warren County can fully fund the equipment replacement request.

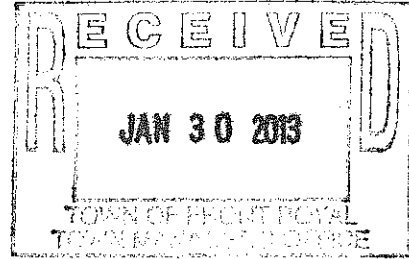
Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Front Royal Vol. Fire & Rescue Dept., Inc.

P.O. BOX 567
FRONT ROYAL, VIRGINIA 22630

January 29, 2013



Mr. Steve Burke
Town Manager
P.O. Box 1560
Front Royal, VA 22630

RE: Request to meet with the Town Council

Dear Mr. Burke,

As we enter 2013 the Front Royal Volunteer Fire and Rescue Department, Inc. finds itself in need of funds to replace the aging equipment we rely on to extract motorists who are trapped in vehicles and heavy machinery (extrication equipment). These tools have been in use since the late 1970's and are very outdated. With today's new cars and trucks using heavier metal, our tools lack the capability to cut or pry this type of metal. All of these tools are carried on our heavy squad; this is the only heavy rescue squad in service throughout the Town of Front Royal and Warren County.

We are requesting that our Officers meet with the Town Council to discuss the possibility of the towns help in replacing our extrication equipment.

The Council's consideration to meet with our Officers is greatly appreciated.

If you have any questions I can be reached through the fire department at 540-635-2540.

Sincerely,

David W. Santmyers
President

TM

Front Royal Volunteer Fire and Rescue Department, Inc.
P. O. Box 567
221 Commerce Avenue
Front Royal, Virginia 22630
(540) 635-2540 Telephone
(540) 635-2342 Fax

January 11, 2013

Steven M. Burke, Town Manager
Town Of Front Royal
P. O. Box 1560
Front Royal, Virginia 22630

Dear Town Manager Burke,

The Front Royal Volunteer Fire and Rescue Department, Inc. has been operating a 2003 Chevrolet Impala as a utility vehicle that supports the operations of the Department. This vehicle is utilized by administrative and operational personnel for multiple purposes which include: running errands to pick up materials and supplies, transporting personnel to and from training courses, and it also allows the Chief Officers to have a vehicle to utilize for incident management purposes during large-scale incidents secondary to the assigned Warren County Department of Fire and Rescue Services vehicle. This vehicle was donated to the Department by the Warren County Sheriff's Department in 2009 and has over 260,000 miles on it. This vehicle experienced engine problems in September 2012 and was officially taken out of service in October 2012.

The Fire and Rescue Department is requesting one of the pickup trucks that the Town of Front Royal is taking out of service to replace this vehicle. The pickup truck style of vehicle will offer a more diverse type of vehicle to support the functions of the Department. This vehicle will be lettered with reflective materials and emergency equipment will be installed so that it can be utilized in the functions described above to support the fire and rescue system.

This vehicle will allow the Front Royal Volunteer Fire and Rescue Department, Inc. the continued opportunity to present the highest level of fire and rescue service to the Town of Front Royal, Warren County, and surrounding jurisdictions. Should you have any questions, please feel free to contact me by e-mail district_chief1@warrencountyfire.com or my cellular telephone at (540) 974-3952.

Respectfully yours,



Larry A. Oliver
District Fire Chief

Cc: File Copy

MEMORANDUM

TO: Jimmy Hannigan, Director of Public Works.

FROM: Donald B McPaters, Superintendent of Vehicle Equipment Maint.

SUBJECT: Auction pickups

DATE: January 31, 2013

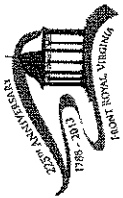
We have 4 pickups in the auction.

713 is a 1993 Ford F250 with a gas engine 5.8 liter, automatic transmission, air condition, 4x4, ladder rack, tool box, and 166,064 miles. The problems are lot of miles and rust.

647 is a 1992 Ford F250 pickup with a diesel engine 7.3 liter none turbo, automatic transmission, air condition, 172,765 miles, and 4x4. It has lot of miles and starting problems.

640 is a 1995 Dodge 1500 pickup with a 3.9liter engine, automatic transmission, air condition, 146,949 miles, and is a two wheel drive. It has a lot of miles and the engine will not idle, transmission slips, and needs exhaust.

624 is a 1990 Ford F250 with a 5.8 liter engine, automatic transmission, no air condition, and four wheel drive. The engine has a miss in it and body damage.



Town of Front Royal, Virginia
Work Session Agenda Form

Date: February 19, 2013

Agenda Item: Community Development Resource Officer

Summary: As part of the FY12-13 Budget, funding was included to establish a contract position to serve as a Community Development Resource Officer to further business development, recruitment, and retention in Town. Discussion of the position has occurred at previous Council Work Sessions, as well as Business Forums.

Council Discussion: Council is requested to consider seeking qualification from individuals or firms to provide community development services.

Staff Evaluation: Staff believes that these services are critical to supplement the EDA's efforts to fill vacant storefronts in Town, as well as provide a resource to existing business seeking to expand or relocate.

Budget/Funding: Funding for this contract position is included in the Town Council's budget in the FY12-13 Budget. The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council provide any suggestions for the position requirements and authorize staff to advertise for submission of qualifications.

Town Manager Recommendation: The Town Manager recommends that Council provide any suggestions for the position requirements and authorize staff to advertise for submission of qualifications.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Town of Front Royal, Virginia Work Session Agenda Form

Date: February 19, 2013

Agenda Item: Employee Handbook Update

Summary: Staff has developed an update to the Employee Handbook to address current legal and human resources issues. A copy of the handbook with sections highlighting significant changes has been provided for your review.

Council Discussion: Council is requested to review and consider adoption of the updated Employee Handbook.

Staff Evaluation: Staff has worked to incorporate updates based upon legal updates, changes to our retirement program, and other updates necessary to promote performance in the workplace.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council provide comments on the updated Employee Handbook and adopt the revised Handbook.

Town Manager Recommendation: The Town Manager recommends that Council provide comments on the updated Employee Handbook and adopt the revised Handbook.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

Town of Front Royal, Virginia Work Session Agenda Form

Date: February 19, 2013

Agenda Item: Acceptance of donated funds from the Front Royal/Warren County Anti-Litter Council to the Town of Front Royal for trash/recycling containers.

Summary: During the January 24, 2013 Front Royal Anti Litter Council Meeting, a donation of up to \$3,000 was approved by the Front Royal Anti Litter Council for the Town to purchase trash and recycling containers for the new Town Administration Building. In accordance with Town Policy, Town Council must accept all donations. Attached are photos of possible receptacles for purchase.

Council Discussion: This agenda item is scheduled for discussion between Town Council and Staff during the February 19, 2013 Town Council Work Session.

Staff Evaluation: The Planning Director will be at the upcoming Town Council work session. The Planning Director attends the Anti Litter Council Meetings.

Budget/Funding: Acceptance of the funds would need to be used toward the purchase of trash and recycling containers.

Legal Evaluation: The Town Attorney will be available at the upcoming meeting for questioning, if needed.

Staff Recommendations: Staff recommends acceptance of the funds, followed by the purchase of new trash and recycling receptacles by Staff for the Town Administration Building.

Town Manager Recommendation: The Town Manager will be available at the upcoming work session for discussion and questions.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)

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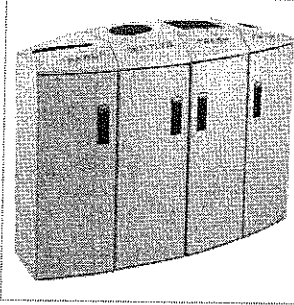
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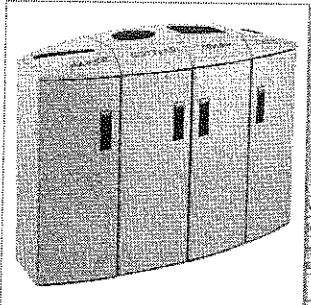
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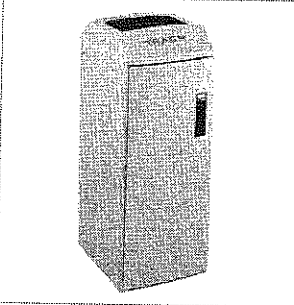
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Special Event Recycling
Battery & e-Waste Recycling
Waste & Trash Cans
Trash Bags & Liners

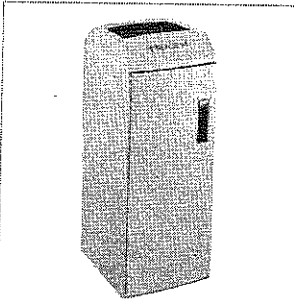
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