



TOWN COUNCIL WORK SESSION

Monday, November 18, 2019

Immediately following the Dept of Corrections Public Hearing that begins at 6:00pm

Warren County Government Center

TOWN/STAFF RELATED ITEMS

1. HEPTAD Request for Extension of Master Plan for Swan Estates Subdivision – *Director of P & Z*
2. CDBG Update – *Director of Planning & Zoning*
3. Carryover Purchase Orders – *Director of Finance*
4. Deposits & Personal Guaranty Requirement on Utility Accounts – *Director of Finance*
5. Request to Waive Christmas Tree License Tax for Rivermont Baptist Church – *Interim Town Manager*
6. Update Goals for FY19-20 – *Interim Town Manager*
 - A. Consultant for Health Care Services
 - B. Afton Inn Redevelopment
 - C. Public Relations and Communications Plan and Strategy
 - D. EDA Reform Committee

COUNCIL/MAYOR RELATED ITEMS

7. BAR Resignation
8. Open Discussion
9. CLOSED MEETING – EDA and Personnel

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the following purposes 1) regarding an unexpected invoice the Town has received from the Economic Development Authority: (A) Discussion or consideration of the investment of public funds where bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia and (B) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia; **and**, 2) for discussion and consideration of performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of Town Council, pursuant to Section 2.2-3711. A. 1. 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 Town 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 Act 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.

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Work Session Agenda Form

Item # 1

DATE: November 18, 2019

AGENDA ITEM: Request for 1-year Extension by Heptad, LLC
Director of Planning/Zoning

SUMMARY:

Attached is a letter from Robert J. Light, legal counsel for HEPTAD, LLC. The letter is **a request for the Town to extend the Town Code deadline for HEPTAD, LLC to submit a development plan.** Specifically, Town Code 175-37.18 requires that a development plan be submitted within one (1) year of approval of the Master Land Use Plan. However, the Town Code allows this deadline to be extended by Town Council. Last year Town Council approved a one-year extension that expires in December.

HEPTAD, LLC is the owner of the proposed development referred to as Swan Estates, or simply as HEPTAD. This property was conditionally rezoned to the PND District in 2012. The proffers include a limit of 450 dwellings on the 98.25-acre property. The portion of the property on the east side of LRP is designated for commercial uses and adjoins the property owned by Valley Health. Cash proffers are included to the Town for construction of LRP and to the County for impact to the public school system. A future road connection to Westminster Drive is also included in the proffers.

If the extension is not approved by Town Council, this would mean that HEPTAD, or a future owner of the property, would be required to submit a new master plan for the project. Staff does not object to an extension of one year but urges the owner(s) to sell the property while the housing market is strong.

A copy of the master land use plan is also attached for information purposes.

BUDGET/FUNDING:

No budget change is necessary. Construction costs are the responsibility of the developer. Upon completion of the proposed public infrastructure, the Town would maintain this infrastructure (utilities / streets).

STAFF RECOMMENDATION:

Schedule the request for approval of a 1-year extension at an upcoming Town Council Meeting. A public hearing is not required.

JOSEPH F. SILEK, JR., P.C.

43 CHESTER STREET
POST OFFICE BOX 602
FRONT ROYAL, VIRGINIA 22630
TELEPHONE: (540) 635-9415
FACSIMILE: (540) 635-9421
E-MAIL: RLIGHT@SILEKPC.COM

October 25, 2019

Jeremy F. Camp, Director
Department of Planning & Zoning
Town of Front Royal
102 East Main Street
Front Royal, Virginia 22630

Re: Heptad, LLC – Renewed Request for One-Year Extension

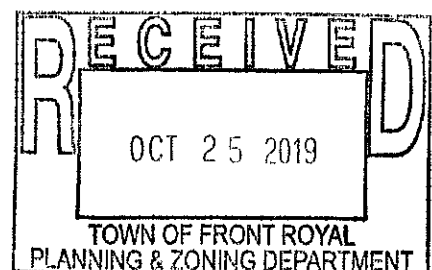
DELIVERED BY HAND DELIVERY

Dear Jeremy:

As you know, last year the Town Council granted Heptad's request for a one year extension (through December 3, 2019) of the requirement to file a Development Plan pursuant to Town Code §175-37.18. On behalf of my client, I wish to thank the Town for its patience in this regard.

As you are aware, despite Heptad's marketing efforts in the past few years, it had been unsuccessful in securing a contract for a third party to purchase and develop the property. However, I am pleased to report that recently Heptad has received an offer from a regional developer, and the parties are working through the issues to arrive at a mutually acceptable purchase agreement. Obviously, neither the contract negotiations nor due diligence periods will be completed this year. In light of these circumstances, my client hereby makes a request to the Town Council for an additional one-year extension of the filing requirement for a Development Plan until December 3, 2020. Please treat this letter as a statement of justification for such a request.

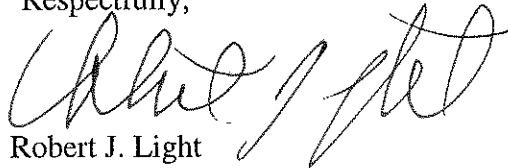
We respectfully request that this matter be placed on the earliest regular meeting of the Town Council. We also ask that you copy us with any Town communications, notices, or meeting agendas referencing this request.



Jeremy F. Camp, Director
October 25, 2019
Page Two (2)

Thank you in advance for your assistance, and please contact Joe or me with any additional questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert J. Light", written in a cursive style.

Robert J. Light

Cc: Heptad, LLC

Copy of recorded proffers ()



COPY

OFFICIAL RECEIPT
WARREN COUNTY CIRCUIT
DEED RECEIPT

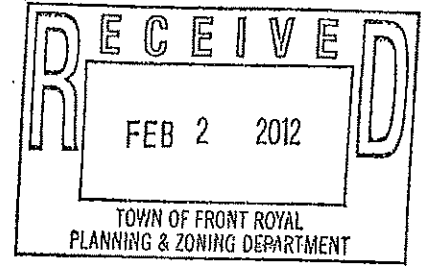
DATE: 04/13/12 TIME: 16:23:49 ACCOUNT: 187CLR120002053 RECEIPT: 12000003895
CASHIER: AKU REG: WK35 TYPE: OTHER PAYMENT: FULL PAYMENT
INSTRUMENT : 120002053 BOOK: PAGE: RECORDED: 04/13/12 AT 16:23
GRANTOR: HEPTAD LLC EX: N LOC: CO
GRANTEE: TOWN OF FRONT ROYAL EX: N PCT: 100%
AND ADDRESS :
RECEIVED OF : TOWN OF FRONT ROYAL
CHECK: \$35.00 024967
DESCRIPTION 1: PROFFER STATEMENT - SWAN ESTATES PAGES: 24 OF 0
2: NAMES: 0
CONSIDERATION: .00 A/VAL: .00 MAP:
PIN:
301 DEEDS 28.50 145 VSLE 1.50
106 TECHNOLOGY TRST FND 5.00
TENDERED : 35.00
AMOUNT PAID: 35.00
CHANGE AMT : .00

CLERK OF COURT: JENNIFER R. SIMS

PAYOR'S COPY
RECEIPT COPY 1 OF 2

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PROFFER STATEMENT



REZONING: RZ# 05-07-56
Suburban Residential (R-S) District to Planned Neighborhood
Development (PND) District

PROPERTY: 98.25 acres +/-;
Tax Parcel #20-A21-2-1 and Tax Parcel # 20A20-2-11

APPLICANT: HEPTAD, LLC

PROJECT NAME: Swan Estates

ORIGINAL DATE
OF PROFFERS: June 30, 2005
Amended November 2005
Amended March 2006
Amended April 15, 2011
Amended January 31, 2012

Preliminary Matters

Pursuant to Section 15.2-2296 et. seq. of the Code of Virginia, 1950, as amended, and the provisions of the Town of Front Royal Zoning Ordinance with respect to conditional zoning, the undersigned Applicant hereby proffers that in the event the Town Council of Front Royal, Warren County, Virginia, shall approve Rezoning Application #05-07-56 for the rezoning of approximately 98.25 acres from the Suburban Residential (R-S) District to Planned Neighborhood Development (PND) District, development of the subject property shall be done in general conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the Applicant and such be approved by the Front Royal Town Council in accordance with the said Code and Zoning Ordinance. In the event that such rezoning is not granted, then these proffers shall be deemed withdrawn and have no effect

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whatsoever. In the event this application is denied by the Front Royal Town Council (the "Council"), such denial is appealed to a court of competent jurisdiction, and this rezoning application is thereafter remanded to the Council for reconsideration, then the Applicant may elect to readopt all or any portion hereof, in a writing specifically for that purpose; if no such election is made, these proffers shall be withdrawn and shall be invalid.

Dedications and improvements proffered herein shall be provided at the time of development of that portion of the Property that contains or will be served by the dedication or improvement, unless otherwise specified herein. These proffers shall be binding upon the Applicant and its legal successors, heirs, or assigns.

The subject property, identified as the Anna Swan Estate, and more particularly described as the lands owned by Heptad, LLC, being all of Tax Map Parcels 20-A21-2-1 and 20A20-2-11 by virtue of a deed dated August 14, 2009 and recorded among the land records of the Warren County Circuit Court Clerk's Office as Instrument No. 090004959. More particularly consisting of Tax Map Parcels 20-A21-2-1, containing 97.7395 acres, more or less, as shown by plat of survey dated May 5, 2003, prepared by Mark D. Smith, L.S., of Greenway Engineering, entitled "Boundary Survey of the land of Anna Swan Estate, Town of Front Royal, Warren County, Virginia" and recorded as Instrument number 030007026, and Tax Map Parcel 20-A20-2-11, containing .52 acres, more or less, as shown by plat of survey dated May 3, 1957, prepared by S. M. Boyd, Jr., C.L.S., recorded in Warren County Deed Book 102, page 300.

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I. Master Land Use Plan

The Applicant hereby proffers to develop the 98.25 acre property in substantial conformance with a Master Land Use Plan (Master Plan) approved as part of the rezoning application, subject to revisions by the Applicant due to lot layout and road alignment in accordance with final engineering considerations. The Master Land Use Plan is intended to illustrate the systems of roadways that will provide access to the land bays and serve the single-family residential lots, parking areas and community facilities therein. The Master Land Use Plan generally identifies the single-family detached residential land bays, the multi-family residential land bays, the single-family attached residential land bays, and the commercial use land bay. The Master Land Use Plan consists of the following:

1. Cover Sheet – June 30, 2005, Revised November 2005, March 2006, March 2011
2. Generalized Location Plan – June 30, 2005, Revised November 2005, March 2006, March 2011
3. Boundary Survey – June 30, 2005, Revised November 2005, March 2006, March 2011
4. Slope Analysis – June 30, 2005, Revised November 2005, March 2006, March 2011
5. Topography Map – June 30, 2005, Revised November 2005, March 2006, March 2011

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6. Trip Distribution & Road Classification Plan – June 30, 2005, Revised November 2005, March 2006, March 2011
7. Flood Plain and Wetlands Delineation – June 30, 2005, revised November 2005, March 2006, March 2011
8. Leach Run Parkway Layout – June 30, 2005, Revised November 2005, March 2006, March 2011
9. Functional Use Plan- Land Bay Layout – June 30, 2005, Revised November 2005, March 2006, March 2011

II. Design Guidelines

The Applicant hereby proffers the Swan Estates Design Guidelines prepared by Joe Duggan & Associates, submitted concurrent with, and as an appendix to, this proffer statement. Design Guidelines may be revised by the Applicant in accordance with final engineering considerations. The Swan Estates Design Guidelines shall generally have the same force and effect as if incorporated herein. and the Applicant, in developing the Property, shall generally conform to such Design Guidelines; however, modification and alternatives shall be allowed provided such modifications and alternatives achieve the same intent. If any provision of the Swan Estates Design Guidelines shall subsequently be found to be invalid, the remaining provisions shall remain intact. Provided, however, notwithstanding anything in the Swan Estate Design Guidelines to the contrary, the applicant hereby proffers that the foundation of any residential structure shall be faced with brick, natural stone, synthetic stone, colored textured concrete, stamped concrete, or any combination thereof.

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III. Transportation

3.1 Leach Run Parkway

3.1.1 Right of Way Dedication

3.1.1.1 The final subdivision plat (a "Record Plat") for the first phase of the development of the Property shall include dedication of right-of-way for Leach Run Parkway as it traverses the Property presently as described in the Plan and Profile of Proposed Leach Run Parkway dated July 1, 1991 (the "Leach Run Parkway Dedication"), **provided** that Applicant shall be entitled to a credit for the Leach Run Dedication as provided for in Proffer 7.2.1 below.

3.1.1.2 The horizontal alignment of future Leach Run Parkway shown on Sheet 8 of the Master Plan as it traverses the Property is established and set by the rezoning approval.

3.1.2 Leach Run Parkway Improvements

3.1.2.1 Subject to the terms and conditions set forth as part of Proffer 3.1.3 below, prior to and as a condition of the issuance of the 130th building permit, the Applicant shall design and engineer four (4) lanes of Leach Run Parkway to VDOT standards running from State Route 55 (John Marshall Highway) and across the Property and terminating at the northeast corner of the Property as shown on the Master Land Use Plan. If desired by the Town, Applicant shall include a bicycle lane in its design of the portion of

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Leach Run Parkway running across the Property. In addition, the Applicant shall engineer and construct two (2) lanes of Leach Run Parkway to VDOT standards running from State Route 55 (John Marshall Highway) and across the Property and terminating at the northeast corner of the Property as shown on the Master Land Use Plan. Applicant's obligation is to design, grade, and provide drainage improvements for four (4) lanes of Leach Run Parkway and to engineer and construct two (2) such lanes as set forth herein shall be referred to collectively as the "Leach Run Improvements."

3.1.3 Terms & Conditions to Leach Run Improvements.

3.1.3.1 On or before two (2) years from approval of the rezoning, the Town shall have acquired all right-of-way sufficient to permit construction of the Leach Run Improvements from Route 55 (John Marshall Highway) to the northern boundary of the Property as shown on the Master Land Use Plan.

3.1.3.2 Within two (2) years from approval of the rezoning application for Swan Estates, the Town, on its own application and at its sole expense, shall have obtained all special use permits required pursuant to the Front Royal Town Code necessary to permit construction of two (2) lanes of the Leach Run Improvements.

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3.1.3.3 Within two (2) years from approval of the rezoning application for Swan Estates, the Town and the Applicant have entered into a mutually satisfactory memorandum of understanding which shall, among other things, include provisions delineating the parties' responsibilities with respect to construction of the Leach Run Improvements.

3.1.3.4 Notwithstanding anything in these Proffers or Chapter 175 of the Front Royal Town Code to the contrary, the Applicant shall not be required to submit a Final Development Plan pursuant to Section 175-37.18 of the Front Royal Town Code until after (i) the provisions of Proffer 3.1.3.1 through Proffer 3.1.3.3 have been satisfied or waived or (ii) the date after that the Town, Warren County, or other state or local agency have given written notice of their election to design and construct the Leach Run Improvements pursuant to Proffer 3.1.3.6 below .

3.1.3.5 Failure by the Town to comply with the terms of Proffer 3.1.3.1 through Proffer 3.1.3.3 above shall relieve Applicant of its obligations to make any of the Leach Run Improvements and shall have no impact on the maximum number of units allowed herein. Provided, however, this Proffer 3.1.3.5 shall not be interpreted to

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have any impact on Applicant's obligation to make cash proffers pursuant to the terms and conditions of Article VII herein.

3.1.3.6 In the event that the Town, the County of Warren, Virginia, or other state or local agency (e.g., the Industrial Development Authority of the Town of Front Royal and Warren County, Virginia (the "EDA")) give written notice to the Applicant that the Town, the County of Warren, Virginia, or other state or local agency will be responsible for the design and/or construction of the Leach Run Improvements, the Applicant shall no longer be responsible for the design and/or construction of the Leach Run Improvements as of the date of such written notice. However, the Applicant shall remain responsible for the payment of the Cash Proffers set forth in Section VII of these Proffers, with the Town Proffers to be used to defray the construction and design costs of the Leach Run Parkway Improvements. The decision by the Town, Warren County or other state or local agency to assume the responsibility of designing and/or constructing the Leach Run Parkway Improvements shall remove the limitation on Applicant's building permits as set forth in Proffer 3.1.2.1.

3.1.3.6.7 In the event that the Applicant and the Council mutual agree to change the deadlines set forth in Proffer 3.1.3.1 through

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Proffer 3.1.3.3 above, such agreement shall be memorialized in a writing signed by the Applicant and the Mayor without the necessity of amending this Proffer Statement.

3.2. Off-Site Swan Estates Drive to Existing Westminster Drive.

The Applicant proffers to engineer, design and construct an extension of Swan Estates Drive to connect to existing Westminster Drive to the west of the subject property (Tax Map 20-A21-2-1) across property currently owned by the Warren County School Board (Tax Map 20-A14-2-1) (the "Westminster Connector") conditioned upon an agreement between the Town and School Board as to the final location and legal status of the property across which the Westminster Connector will be built. The Applicant proffers to make its best efforts to have the School board dedicate the Westminster Connector easement to the Town in fee simple. In the interest of public safety and general welfare, the Westminster Connector will provide an alternate access to the public schools located on Westminster Drive. In the event that (i) the School Board does not dedicate the Westminster Connector to the Town in fee simple and (ii) responsibility for the Leach Run Improvements has not been assumed by the Town, Warren County, or any other state or local agency pursuant to Proffer 3.1.3.5, the Applicant agrees to construct the Leach Run Improvements first, subject to the terms and conditions set forth in Proffer 3.1.3.

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Construction Entrance.

3.3 Applicant shall construct a temporary construction entrance road from Virginia State Route 55 to the Property within the Leach Run Parkway alignment shown in the 1991 Plan and Profile (the "Construction Entrance"). The purpose of the Construction Entrance shall be to permit access to the Property for construction and development. No construction traffic shall access the Property via Westminster Drive. Provided, however, notwithstanding anything in these Proffers to the contrary, Applicant's obligations in this Proffer 3.3 are conditioned upon the Town having right of way from Route 55 to the southern boundary of the Property sufficient to allow ingress and egress for construction vehicles between the Property and Route 55.

3.4 Interparcel Connection. Subject to the terms and conditions set forth in Proffer 3.1.3 above, no interparcel connection to Happy Creek Knolls subdivision shall be constructed until the completion of the connection to State Route 55.

IV. Residential

4.1. Residential Density

4.1.1 The maximum number of dwelling units to be constructed on the Property shall not exceed four hundred and fifty (450) dwelling units.

4.1.2. In general conformance with the Master Plan the single-family detached land bays shall contain between thirty seven (37) and fifty four (54) dwelling units; the single-family attached land bays

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shall contain between one hundred (100) and one hundred twelve (112) dwelling units; and the multi-family land bays shall contain between two hundred fifty two (252) and three hundred twenty six (326) dwelling units. The Applicant reserves the right to adjust the above mix of housing unit types but in no case shall the total number of units exceed four hundred fifty (450).

4.2. Phasing

The Applicant hereby proffers that residential development shall be phased such that building permits shall not be issued for more than fifty (50) dwelling units every twelve (12) months. For the purposes of this provision, the first twelve-month period shall be considered the first full twelve (12) months following the beginning of construction on the Swan Estates project. All units not developed within the specified twelve-month period shall be carried forward to the next twelve-month period.

V. Community Design

5.1. Design

The Applicant agrees to provide an overall continuity of design within the community by means of selecting standards for the following elements, which will be uniformly specified and applied over the entire project, excluding areas within the public rights-of-way or public property:

1. Custom mailbox design.
2. Standardized common area fencing styles and color.
3. Standardized private residential fencing styles and color.

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4. Community color selections to create neighborhood theme.
5. Uniform site furnishing selection (benches and trash receptacles).
6. Custom designed street signage and stop signage.
7. Landscaping at the entrance monuments along Swan Estates Drive selected to provide for a repetition of the neighborhood flower color scheme and theme trees throughout the community.

5.2. Architectural

5.2.1. The Applicant shall develop architectural and design covenants for the overall community. Said covenants will establish an architectural review board for the purpose of review and approval of all architectural elevations, exterior architectural features (including but not limited to fences, railings, walls and decks) for all uses within Swan Estates, as well as any publicly provided structures located on sites dedicated for public use. These covenants are intended to assure a continuity of overall architectural appearance, quality material selection, and a cohesive color palate for all structure within the entire development.

5.2.2. The Applicant shall construct all homes in conformance with the Design Guidelines referenced in Section II of these proffers. These homes shall utilize brick, stone, masonry and/or stucco on the front elevation facing the addressing street. Siding may be used if a porch extends across a portion of the front of a house. In

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the event siding is utilized, all siding shall be a minimum of six inches (6") wide and shall not be made from aluminum.

5.3. Multi-Family Dwelling Units. The Applicant hereby proffers that all multi-family dwelling units shall be in a condominium form of ownership consistent with Virginia law.

5.4. Signage

The Applicant shall provide an entrance feature with entry sign on the right and/or left side of Swan Estates Drive. The entrance feature shall be in conformance with Section 175-106 of the Town Zoning Ordinance or applicable successor provision. The sign may be lighted from the front at ground level with a minimal amount of illumination. Landscaping both in front of and behind the signage and wall will be provided. The sign shall have either stone or brick columns and will be compatible with and closely related to the themes and color schemes for the overall community. All signage shall comply with Section 175-106 of the Town Zoning Ordinance or successor provision thereto, except as waived or modified by the Town.

5.5. Lighting

Any exterior lighting of common use recreation areas shall be directed downward and inward to reduce glare on adjacent properties, the public and/or private right-of-way, and upward stray illumination.

5.6. Landscape Adjacent to Adjoining Property

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5.6.1. Happy Creek Knolls. The Applicant shall provide a landscape area

within the fifty-five foot (55') perimeter buffer and along the common boundary with the Happy Creek Knolls subdivision either through tree preservation and/or installed landscaping. This landscape area will be owned and maintained by the property owners association and will not be part of any private lot. If the Applicant elects to not provide tree preservation in connection with this landscape area, the landscape area will be planted at a rate of one (1) tree per forty (40) linear feet with a minimum of twenty-five percent (25%) deciduous trees within said area.

5.6.2. Williamsburg Estates. The Applicant shall provide a landscape area on the south side of Swan Estates Boulevard and along the common boundary with the Williamsburg Estates subdivision Section 3, Block K, Lots 3-6 either through tree preservation and/or installed landscaping. The installed landscaping will include a double row of evergreen trees adjacent to Swan Estates Boulevard. This landscape area will be owned and maintained by the home owners association and will not be part of any private lot.

5.6.3 Additional Commercial Buffer. In addition to the 55' vegetative buffer surrounding the Commercial portion of the project (as reflected in the Master Land Use Plan), the Applicant hereby proffers an additional 50' vegetative buffer along the property line of the subject property where the Commercial portion

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of the project lies adjacent to Green Hills Subdivision (the "Additional Commercial Buffer"); provided, however, that the Applicant shall be under no duty to maintain or add new plantings to the Additional Commercial Buffer.

5.7. Recreational Amenities

5.7.1 Neighborhood Park. Before the seventy sixth (76th) building permit is issued, the Applicant shall design and submit a site plan for a neighborhood park of 3.5 acres in size, more or less, to applicable government agencies for review (the "Neighborhood Park"). Once the site plan is approved, the Applicant shall complete the construction of the Neighborhood Park in accordance with the above-mentioned approved site plan and dedicate the land and improvements for the Neighborhood Park to Warren County. The location of the Neighborhood Park and its associated amenities shall be located in the general area shown on the Master Plan. The Neighborhood Park shall be designed in accordance with the document titled "Comprehensive Parks and Recreation Facilities Master Plan; Warren County Virginia Parks and Recreation" dated March 2007 and the description of both Mini and Neighborhood Parks on page 36 of that plan. The park will include a field area that will allow multi-purpose sports for children of all ages; a playground for younger children ranging from toddler to 12 years; a picnic area that will include picnic tables and possibly a walking trail. However, if Warren County makes it known that different amenities are desired, they will be substituted as

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needed in place of the amenities offered above. In the event that Warren County accepts the dedication of the Neighborhood Park, the Applicant shall receive a credit against the Warren County Proffers for the value of the dedicated land as set forth in Proffer 7.5.1 below. Alternatively, in the event that the County declines to accept the aforesaid dedication, the Neighborhood Park shall be dedicated to an HOA created pursuant to Section VI below, and the Applicant shall not receive any credits against the Warren County Proffers.

5.7.2 Passive Recreation Area. Additionally, the Applicant shall provide passive recreation on the Property consisting of a bird habitat preservation area, to be located in the general area shown on the Master Plan. Active development of and use in the bird habitat area will be limited to areas outside of any wetlands or other resource protection areas. Only those activities that are allowed by appropriate regulatory agencies without additional permitting will be allowed inside such areas. No applications for additional use in these areas will be made.

5.8 Schools Sidewalk

The Applicant hereby proffers to construct, on the west side of Westminster Drive, a concrete sidewalk six feet (6') wide beginning approximately at the northern entrance to the Warren County High School and ending approximately at the southern most entrance to the Hilda J. Barbour Elementary School (the "Schools Sidewalk"). The Applicant will construct this portion of the Schools Sidewalk to Town standards after the final approval of the subject rezoning and after the issuance of all applicable permits

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necessary for such construction. This obligation is conditional upon the granting of any necessary easements or dedications by the School Board to allow such construction; the Applicant shall then begin construction within sixty (60) days of written notification by the Town of Front Royal requesting such construction. The exact location of the sidewalk is to be determined by the Town of Front Royal, with the approval and agreement of the Applicant and the School Board.

5.9 Commercial Entrance Aesthetic. To the extent possible and commercially reasonable, the aesthetic elements of the entrance corridor for the commercial portion of the project shall be generally consistent with the visual elements of the entrance corridor of the residential portions of the project. Further, the aesthetic of the residential and commercial entrance corridors for the project shall, to the extent possible and commercially reasonable, be generally consistent with the aesthetic of Leach Run Parkway.

VI. Creation of a Homeowner's Association

6.1. A homeowners association ("HOA") shall be created for the residential portions of the Property and shall be made responsible for the maintenance and repair of all common areas, together with such other responsibilities, duties and powers as are customary for such associations or as may be required for such HOA herein.

6.2. In addition to such other responsibilities and duties as may be assigned or as may be set forth herein, the HOA shall have title to and responsibility for all common open space areas not otherwise dedicated to public use and common buffer areas located

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outside of residential lots, to include, but not limited to, the entry of feature sign proffered herein.

6.3. The Applicant shall provide to the HOA, at the time of completion of the development, temporary funding for the purpose of maintaining open space areas; the HOA shall assume financial responsibility for its responsibilities at the time it is financially solvent and the Applicant shall have no further obligation to provide supplemental funding to the HOA.

VII. Cash Proffers.

7.1 Town Proffers.

7.1.1 First 335 Dwelling Units. In the event this rezoning is approved, for the first three hundred and thirty five (335) dwelling units, the Applicant will pay to the Town of Front Royal a per unit contribution of \$18,000 for each single-family residential detached dwelling unit (SFD); \$11,000.00 for each single family residential attached dwelling unit (SFA); and \$9,000.00 for each multi-family dwelling units (MDU) which contributions shall be used by the Town solely for the planning, design, engineering, right of way acquisition and/or construction of Leach Run Parkway.

7.1.2 Remaining 115 Dwelling Units. In the event this rezoning is approved, for the remaining one hundred fifteen (115) dwelling units, the Applicant will pay to the Town of Front Royal a per unit contribution of \$9,000.00 for each single family detached residential unit (SFD);

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\$5,500.00 for each single family residential attached dwelling unit (SFA); and \$4,500.00 for each multi-family dwelling unit (MDU), which contributions shall be used by the Town solely for the planning, design, engineering, right of way acquisition and/or construction of Leach Run Parkway.

7.1.3 Time of payment of Town Proffers. The Applicant shall pay the applicable amount of Town Proffers at the time that the Applicant receives an occupancy permit for a residential dwelling unit (whether attached, detached, or multi-family in nature).

7.2 Credits Against Town Proffers. The Applicant shall receive a dollar-for-dollar credit against the aforesaid Town Proffers for the following costs actually incurred by the Applicant:

7.2.1 The fair market value, as mutually determined between the applicant and the Town, of the land being offered as part of the Leach Run Land Dedication, shall have a maximum value of One Hundred Thousand and 0/100 Dollars (\$100,000.00) per acre;

7.2.2 The engineering, design and construction costs associated with constructing the Leach Run Improvements as provided for in Proffers 3.1.2 & 3.1.3; and

7.2.3 The engineering, design and construction costs associated with constructing the Construction Entrance as provided for in Proffer 3.4.

000197 APR 13 20

7.3 Accounting of Credits to Town Proffers. An accounting of the credits

accrued by the Applicant shall be undertaken by the Town, in cooperation with the Applicant, and the credits available for the future phases of the development shall be determined.

7.4 Escrow of Town Proffers. In the event the Town elects to have the Applicant construct the Leach Run Improvements as provided in Proffers 3.1.2 & 3.1.3 above, the per unit contribution set out in Proffer 7.1 shall be placed in third party escrow (such third party escrow agent and the escrow agreement to be mutually agreed upon by the Town and the Applicant), and shall be paid over to the Applicant to reimburse it for the actual audited cost of the engineering, design, and construction of Leach Run Parkway. The Town and the Applicant shall enter into a mutually satisfactory agreement that sets out responsibilities of the parties; provided that until such agreement is entered into, the Applicant shall not be obligated to make the Leach Run Improvements, and provided further that the Applicant shall not unreasonably condition or withhold approval of such agreement. Upon the completion of the Leach Run Improvements, and if the actual audited cost of the engineering, design, and construction of the Leach Run Improvements do not exceed the escrowed contribution proffers and projected future proffer payments, the remaining per-unit contributions, if any, shall be made directly to the Town of Front Royal for use in those projects related to (i) trails and/or bike paths as outlined in the Town of Front Royal Capital Improvement Plan and/or (ii) signalization improvements at the intersection of State Route 55 and Leach Run Parkway. Nothing

WARREN COUNTY, VIRGINIA
LAND RECORDS

000198 APR 13 20

7.5.1. For all 450 Dwelling Units. In the event this rezoning application is approved, the Applicant will pay to Warren County, Virginia a per unit sum of \$5,500.00 prior to and as a condition of the issuance of an occupancy permit for each dwelling unit constructed on the Property (SFD, SFA, or MDU).

7.5.2 For the final 115 Dwelling Units. In addition, in the event this rezoning application is approved, for the final 115 dwelling units, the Applicant will pay to Warren County a per unit contribution of \$9,000.00 for each SFD; \$5,500.00 for each SFA; and \$4,500.00 for each MDU.

7.5.3 Proffer Designation. All County Proffers provided for herein shall be designated for Warren County Public Schools.

7.5.4 Credits Against County Proffers. Notwithstanding the foregoing Proffer 7.5, the audited costs of the engineering, design, and construction of the Neighborhood Park as provided in these Proffers shall be credited against the aforesaid Warren County Proffers, provided further that the Applicant shall be entitled to a credit for the dedication of the land for the Neighborhood Park, with such land dedication credit being a maximum of One Hundred Thousand and 0/100 Dollars (\$100,000.00) per acre.

7.5.5 Time of payment of County Proffers. The Applicant shall pay the applicable amount of County Proffers at the time that the Applicant applies for an occupancy permit for a residential dwelling unit (whether attached, detached, or multi-family in nature).

7.6 Assumption of Leach Run Parkway Improvements by Locality. In the event that the Town, Warren County, and/or any state or local agency (e.g., the EDA)

000199 APR 13 20

occupancy permit for a residential dwelling unit (whether attached, detached, or multi-family in nature).

7.6 Assumption of Leach Run Parkway Improvements by Locality. In the event that the Town, Warren County, and/or any state or local agency (e.g., the EDA) notify the Applicant in writing that it will assume responsibility for the design and construction of the Leach Run Parkway Improvements as provided for in Proffer 3.1.3.5, the Applicant shall remain responsible for the payment of the Town Proffers and the County Proffers. Moreover, the Town Proffers shall be used for the purpose of defraying the costs and expenses associated with the design and construction of the Leach Run Parkway Improvements.

VIII. Comprehensive Plan Conformity

Approval of the subject zoning map amendment and its constituent parts, including Proffers, Master Plan, and Design Guidelines, by the Town Council of Front Royal, Warren County, Virginia, constitutes a finding that the subject zoning map amendment is found to be in substantial conformance with the Town of Front Royal adopted Comprehensive Plan.

IX. Miscellaneous Provisions

9.1 Monetary contributions as set forth in this Proffer Statement that are paid to the Town of Front Royal after 24 months from the date of rezoning approval shall be adjusted in accordance with the Urban Consumer Price Index ("CPI-U"), as published by the United States Department of Labor. The adjustment shall be calculated from the CPI-U published most nearly to and following January 1st from that date 24

WARREN COUNTY, VIRGINIA
LAND RECORDS

000200 APR 13 20

months after rezoning approval and the date the contributions are paid, subject to a cap of 3% per year, non-compounded.

X. Signature

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns, and successors in the interest of the Applicant and owner. In the event the front Royal Town Council grants this rezoning and accepts the conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Front Royal Code.

This Proffer Statement supersedes any proffer statements previously submitted in connection with this application and this Property.

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SIGNATURE PAGE TO FOLLOW.

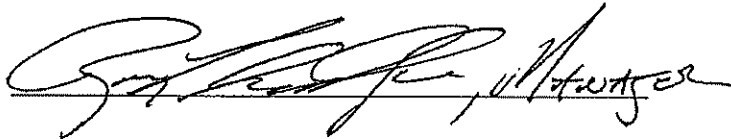
WARREN COUNTY, VIRGINIA
LAND RECORDS

APPLICANT:

000201 APR 13 2012

HEPTAD, LLC

By:



Ronald Llewellyn, Manager

STATE OF VIRGINIA

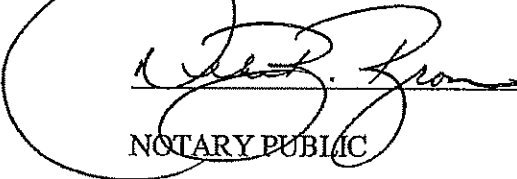
CITY/COUNTY OF

Warren TO-WIT:

The foregoing instrument was acknowledged before me this 1st day of February 2012, 2012, by Ronald Llewellyn, in his capacity as Manager of HEPTAD, LLC.

My commission expires: 11-30-15

Notary Registration Number: 173689



NOTARY PUBLIC

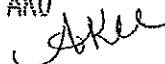


Debra B. Brown
Commonwealth of Virginia
Notary Public
Commission No.: 173689
My Commission Expires 11-30-15

INSTRUMENT #120002053
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY ON
APRIL 13, 2012 AT 04:23PM

JENNIFER R. SIMS, CLERK

RECORDED BY: AKU



Swan Estates

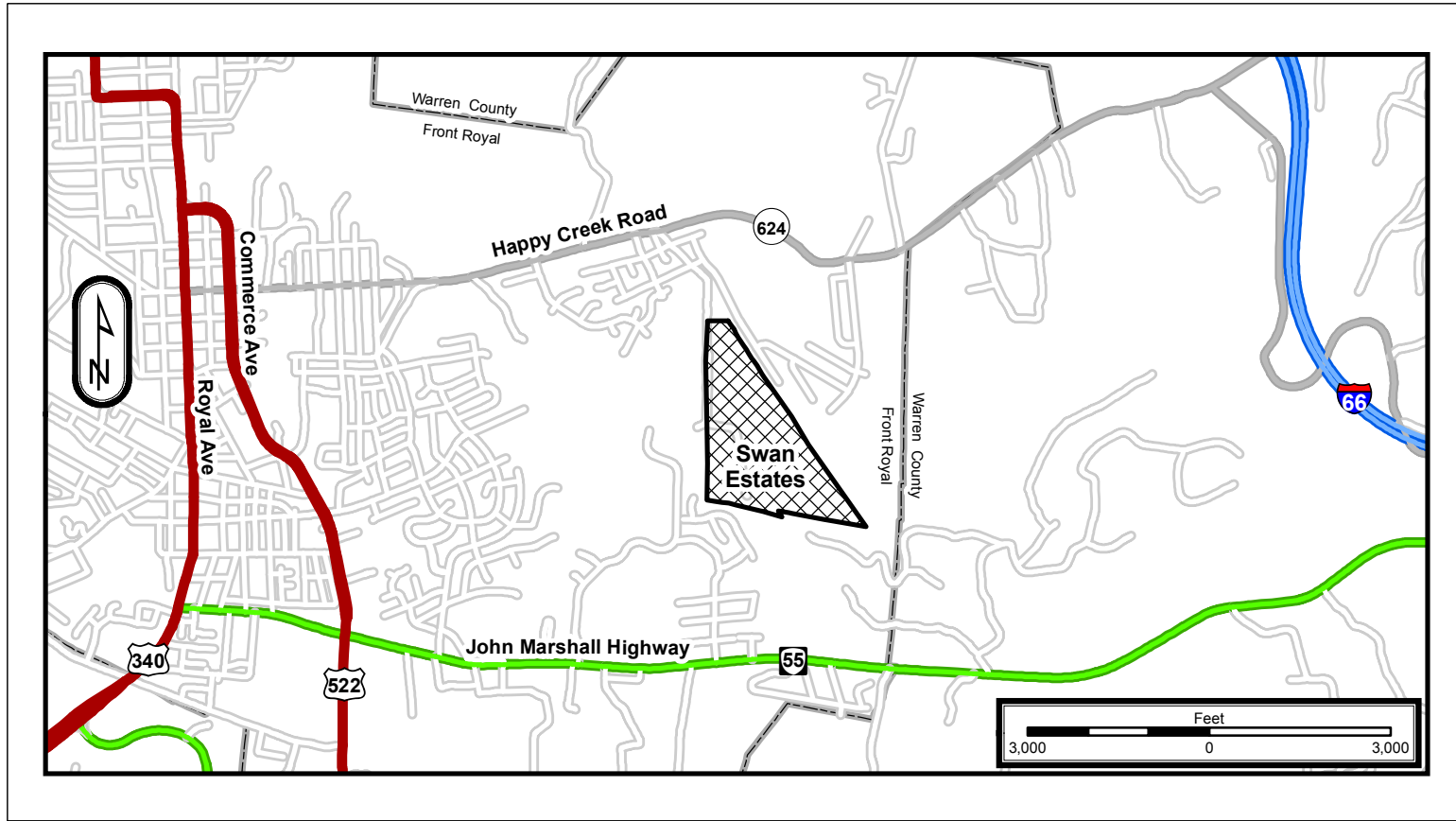
By

Heptad LLC

March 4,2011

Master Land Use Plan

A Planned Neighborhood Development



Vicinity Map

Project Information

General Information
Tax Map* 20-A21-2-1 and 20-A20-2-11, instrument 030007026
Total Area: 98+/- Acres
Current Zoning: (R-S) Suburban Residential

Open Space Information;
Total Area in Open Space: 43.74 Acres (44.6%)
Open Space comprised of Conservation Land: 34.84 Acres
Open Space comprised of Recreation Land: 8.9 Acres

Developable Area Information:
Total developable area: 54.26 Acres (55.4%)
Area in Single Family Dwelling Category: 11.87 Acres
Area in Townhouse Category: 12.59 Acres
Area in Multi-Family Category: 20.6 Acres
Area in Commercial Category: 9.2 Acres
Proposed Single Family Units: 37-54 +/- (minimum size lots of 3,000 sq. ft)
Proposed Townhouse Units:112 +/-
Proposed Multi Family Units: 252-336 +/-

Summary
Total Number of Units: 450*
Average Density: 4.09-5.12 units per acre +/-
Percentage of Land in open Space : 44.6%

* maximum allowable amount and will be result of any combination of unit types as determined by final design

Sheet Index

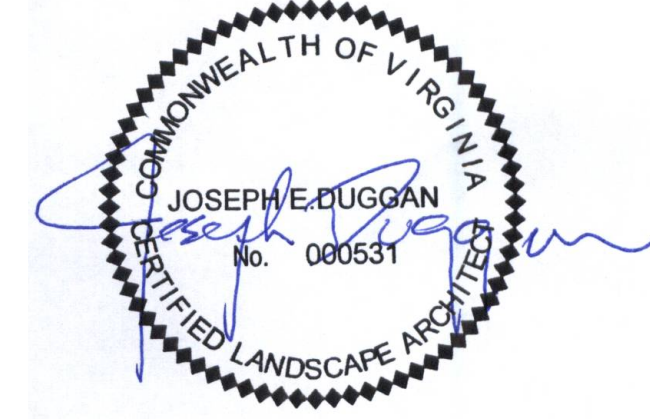
- 1. Cover Sheet
- 2.General Location Plan
- 3. Boundary Survey
- 4.Slope Analysis
- 5.Topography Map
- 6.Trip Distribution and Road Classification
- 7.Floodplan and Wetland Delineation
- 8.Leach Run Parkway Layout
- 9.Function Use Plan-Land Bay Layout

Swan Estates

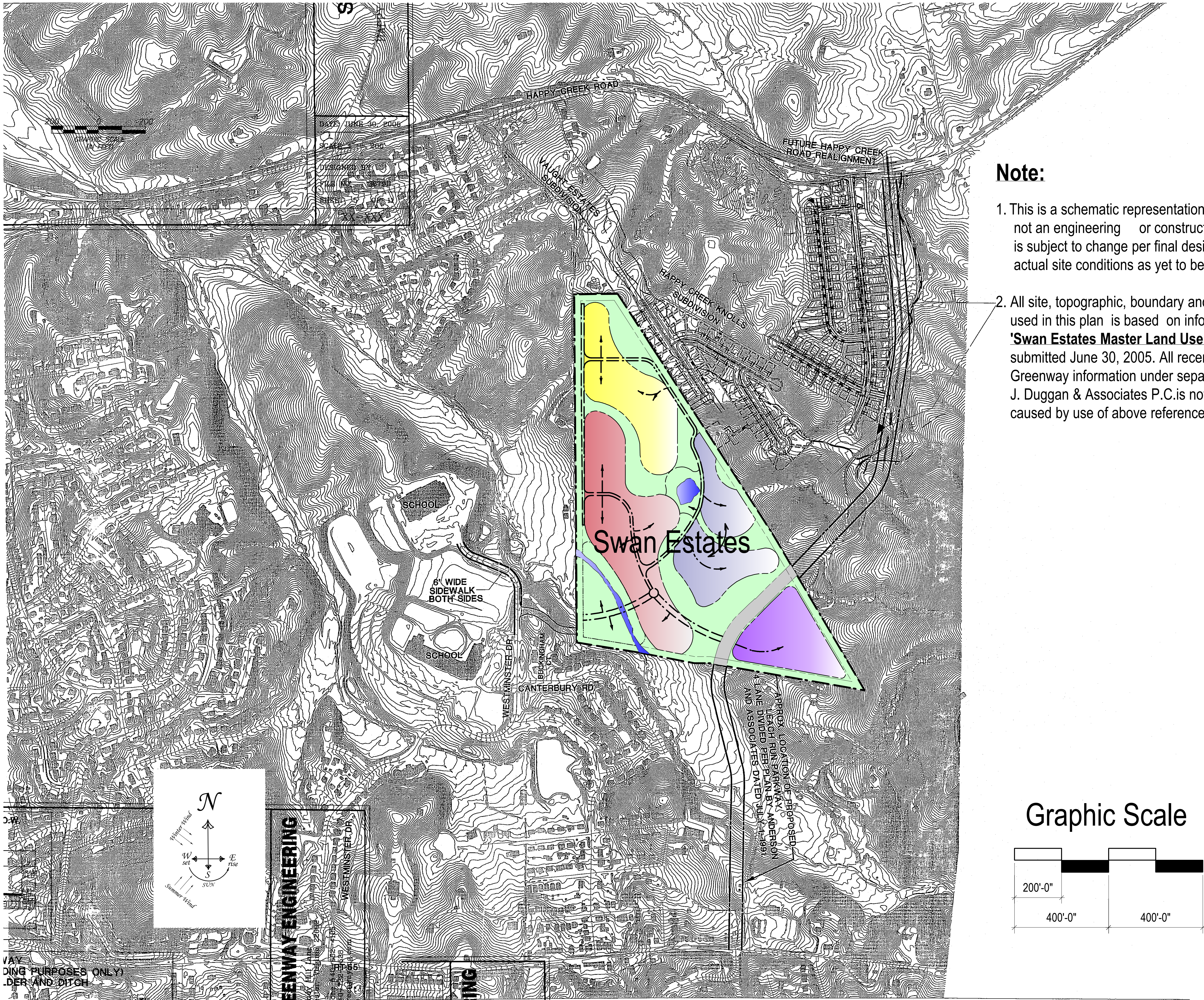
Master Land Use Plan

Happy Creek Magisterial District

Front Royal, Virginia



No.	Date	Revisions
Design Firm  J. Duggan & Associates Landscape Architecture 151 Windy Hill Lane, Winchester, VA 22602 (540)974-2475www.jdugganandassociates.com		
Consultant		
Project Title Master Land Use Plan		
Drawing Title Cover Sheet		
Project Manager J Duggan RLA		
Drawn By TM/JD		Scale as shown
Reviewed By JD		Drawing No. 1 of 9 Total Sheets
Date 3-4-2011		
CAD File		



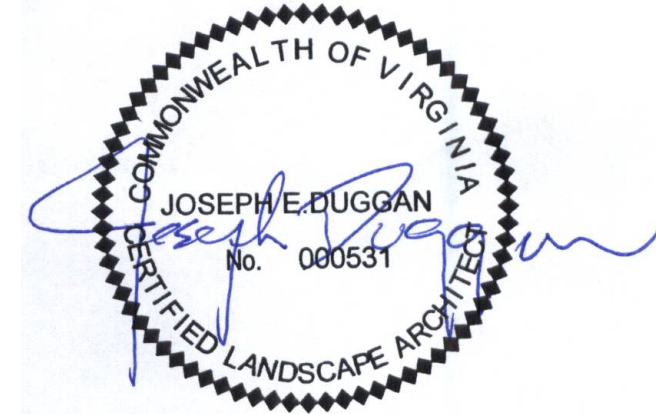
Note:

- 1. This is a schematic representation of proposed land uses, not an engineering or construction document..Plan as shown is subject to change per final design, engineering constraints and actual site conditions as yet to be determined.
- 2. All site, topographic, boundary and other relevant site information used in this plan is based on information contained in the plan titled '**Swan Estates Master Land Use Plan**' by Greenway Engineering submitted June 30, 2005. All recent traffic information done provided by Greenway information under separate agreement with Heptad LLC. J. Duggan & Associates P.C.is not responsible for any errors/omissions caused by use of above referenced information.

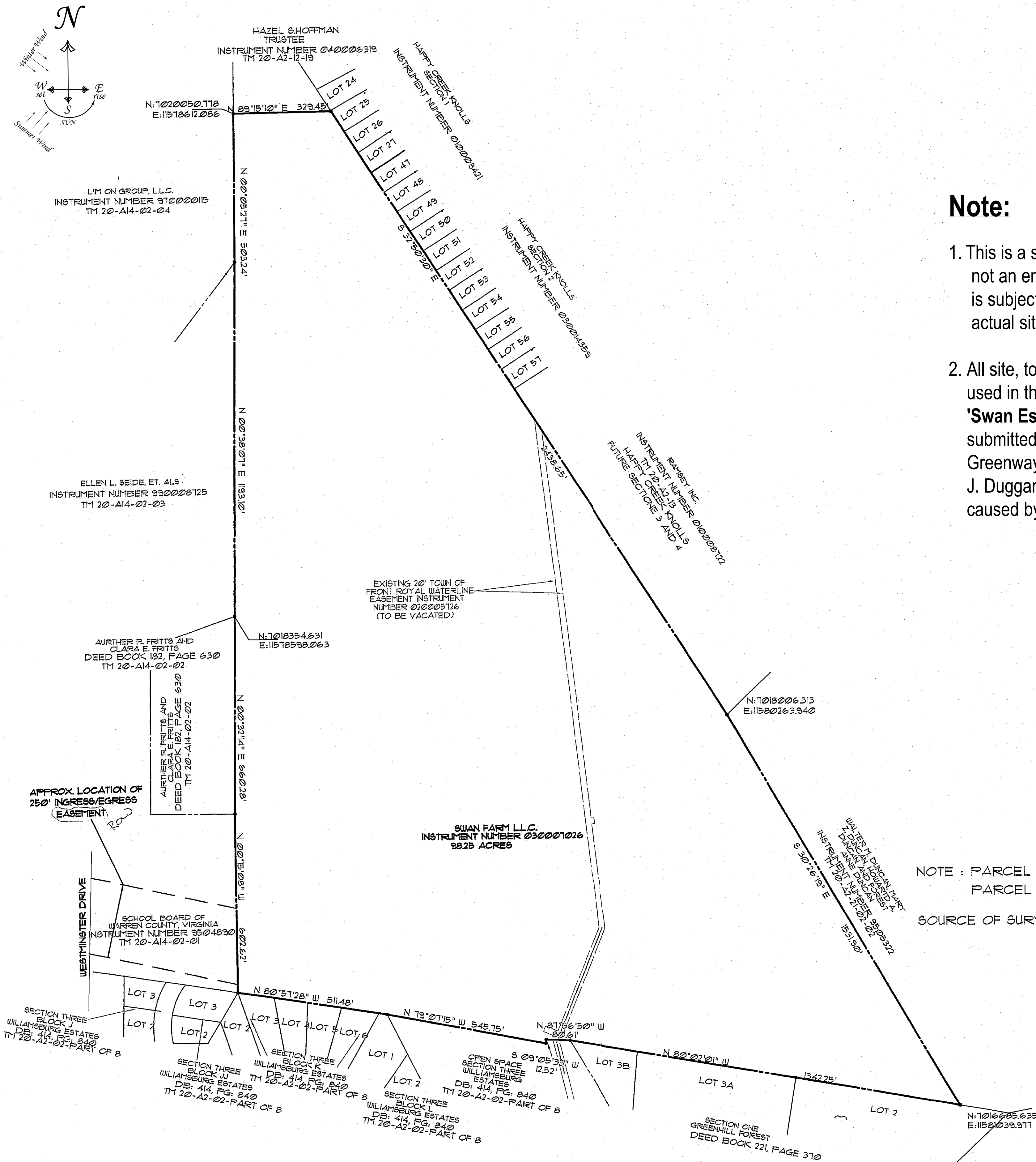
Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



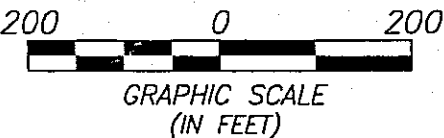
No.	Date	Revisions
Design Firm		
J. Duggan & Associates Landscape Architecture 151 Windy Hill Lane, Winchester, VA 22602 (540)974-2475 www.jdugganandassociates.com		
Consultant		
Project Title		
Master Land Use Plan		
Drawing Title		
Generalized Location Plan		
Project Manager		
J Duggan RLA		
Drawn By	Scale	
TM/JD	as shown	
Reviewed By	Drawing No.	
JD		
Date		
3-4-2011		
CAD File		
	2 of 9	Total Sheets



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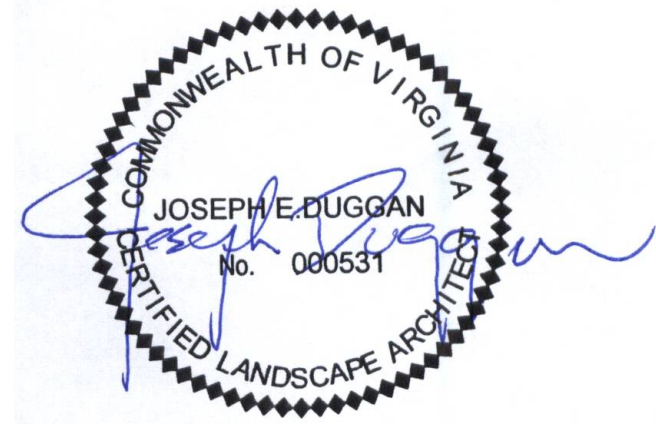
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PARCEL TWO .52ACRES IS NOT SHOWN ON THIS DRAWING.
SOURCE OF SURVEY : BOWMAN CONSULTING GROUP DATED MARCH 28, 2005.



Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



No.	Date	Revisions
Design Firm  J. Duggan & Associates Landscape Architecture 151 Windy Hill Lane, Winchester, VA 22602 (540)974-2475 www.jdugganandassociates.com		
Consultant		
Project Title Master Land Use Plan		
Drawing Title Boundary Survey		
Project Manager J Duggan RLA		
Drawn By JD		Scale as shown
Reviewed By JD		
Date 3-4-2011		
CAD File		
3 of 9 Total Sheets		



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LEGEND

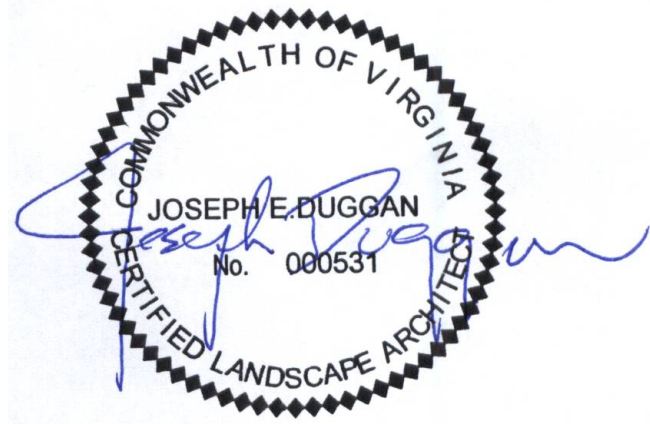
- < 15.00 % SLOPES
- 15.00 to 40.00 % SLOPES
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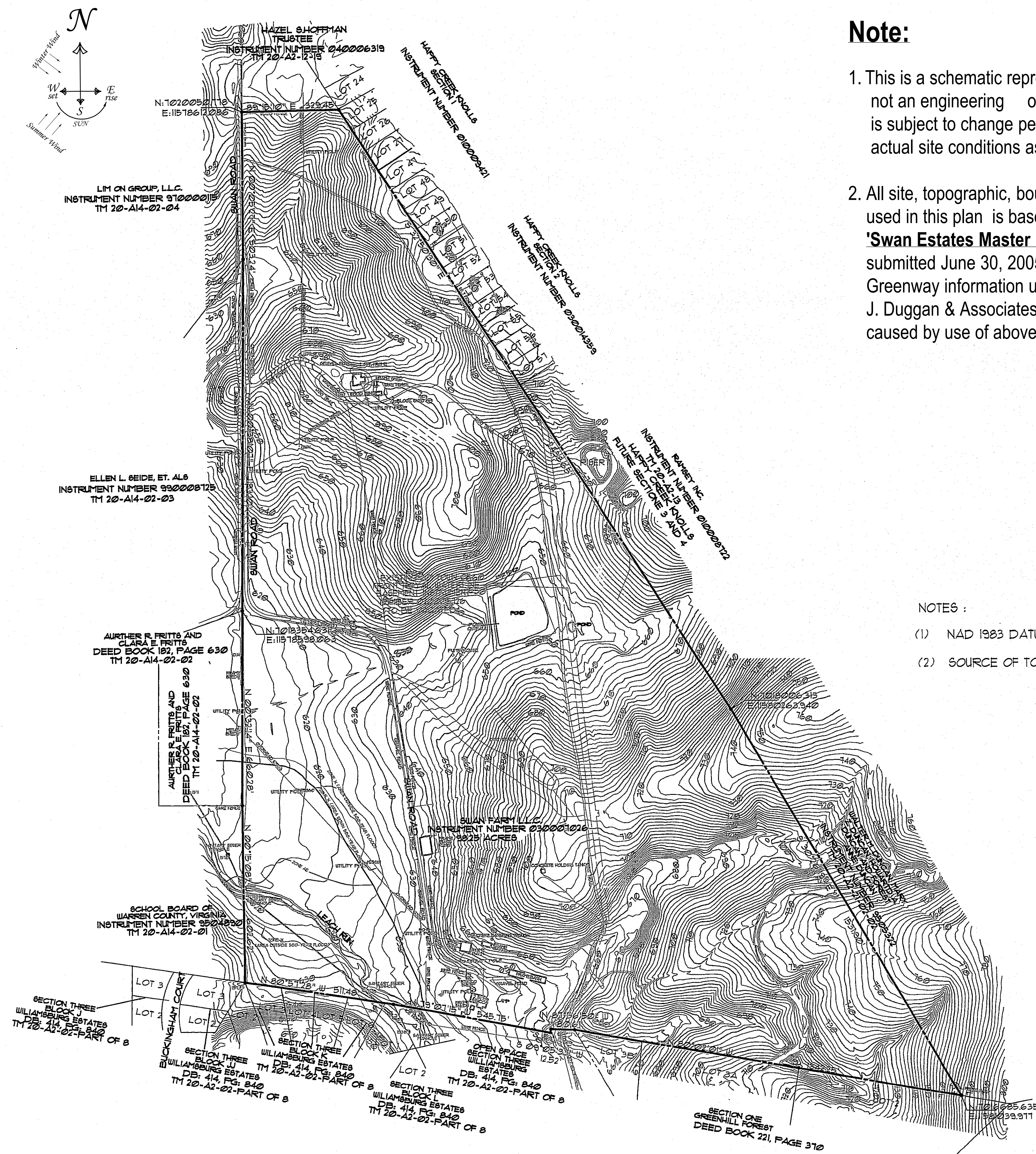
Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



No.	Date	Revisions
Design Firm		
 J. Duggan & Associates Landscape Architecture 151 Windy Hill Lane, Winchester, VA 22602 (540)974-2475 www.jdugganandassociates.com		
Consultant		
Project Title Master Land Use Plan		
Drawing Title Slope Analysis		
Project Manager J Duggan RLA		
Drawn By JD	Scale as shown	
Reviewed By JD	Drawing No. 4 of 9 Total Sheets	
Date 3-4-2011		
CAD File		



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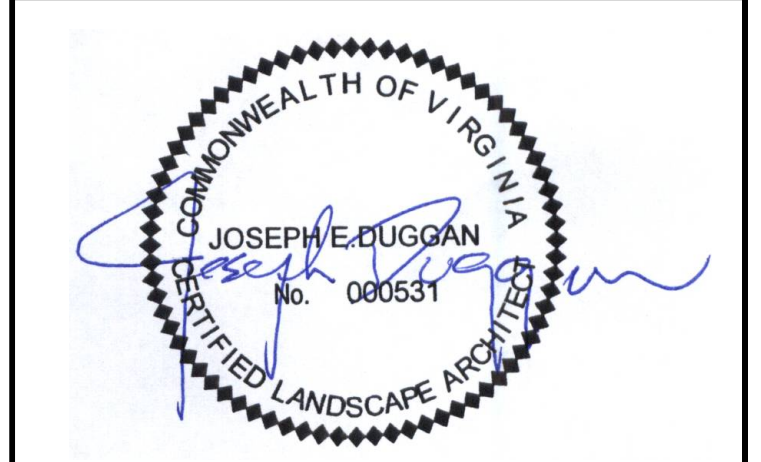
NOTES :

- (1) NAD 1983 DATUM , 2' CONTOUR INTERVAL
- (2) SOURCE OF TOPOGRAPHY BOWMAN CONSULTING GROUP DATED DEC. 21, 2004.

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



No.	Date	Revisions

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
(540)974-2475 www.jdugganandassociates.com

Consultant

Project Title

Master Land Use Plan

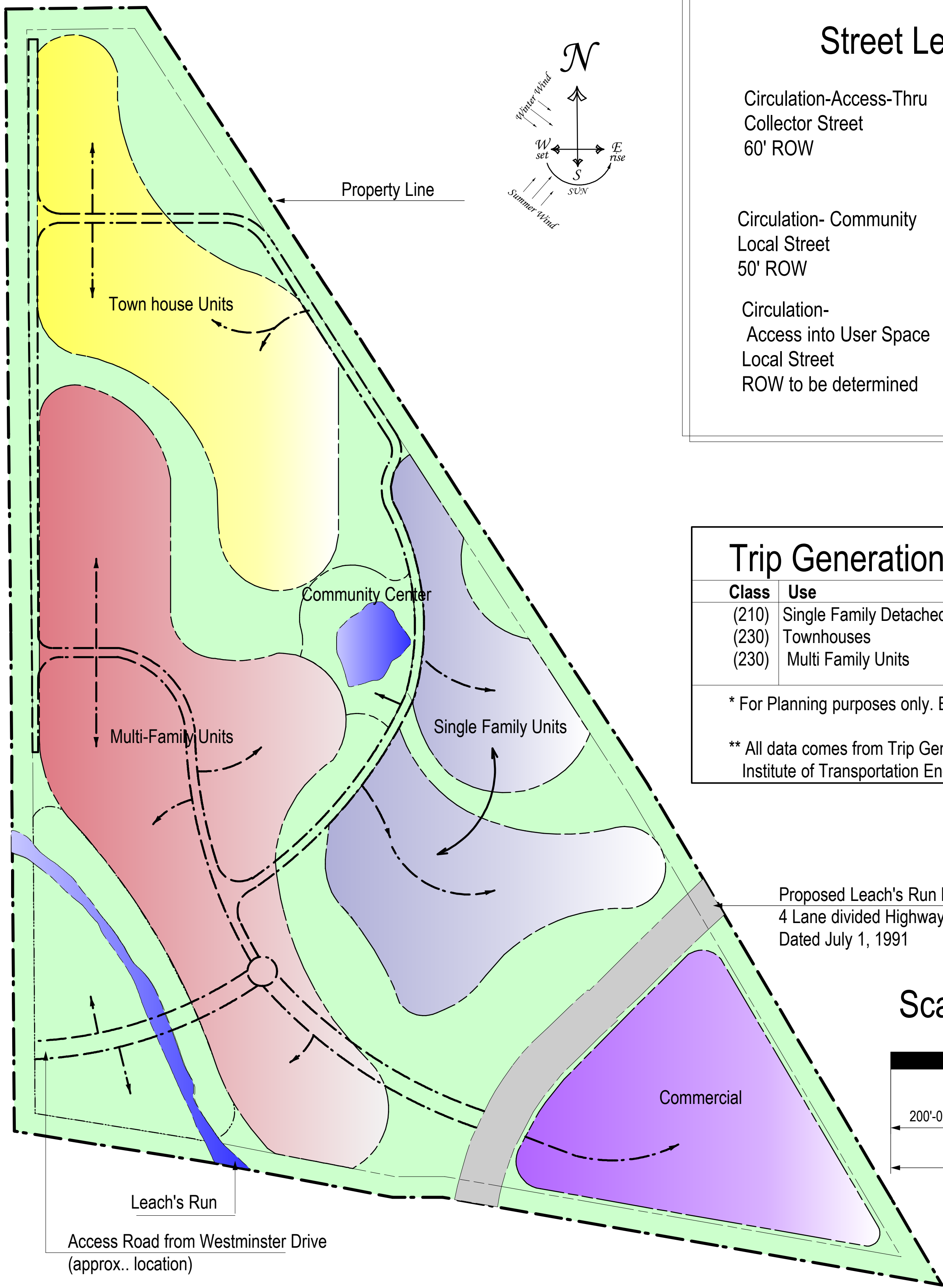
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Topography Map

Project Manager

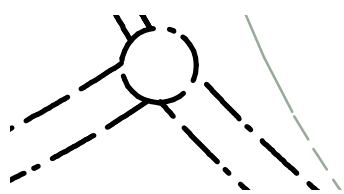
J Duggan RLA

Drawn By JD	Scale as shown
Reviewed By JD	Drawing No.
Date 3-4-2011	5 of 9
CAD File	Total Sheets

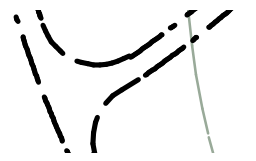


Street Legend

Circulation-Access-Thru
Collector Street
60' ROW



Circulation- Community
Local Street
50' ROW



Circulation-
Access into User Space
Local Street
ROW to be determined



Trip Generation Data

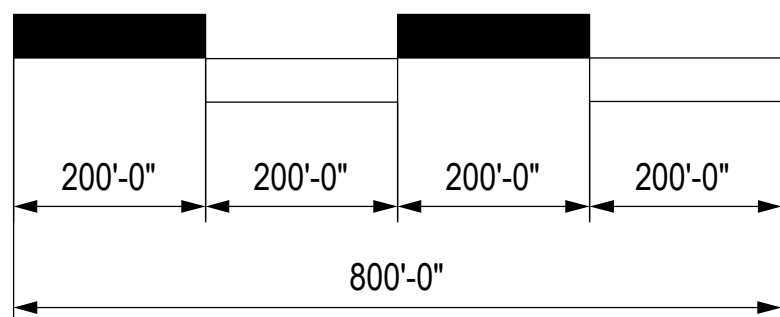
Class	Use	Units*	Trip Rate**	VPD
(210)	Single Family Detached	54	9.57 Trips per day	516.78 VPD
(230)	Townhouses	112	5.86 Trips per day	656.32 VPD
(230)	Multi Family Units	284	5.86 Trips per day	1664.24 VPD

* For Planning purposes only. Estimate number subject to change.

** All data comes from Trip Generation Manual (7th Edition) published by:
Institute of Transportation Engineers, publication date 2003

Proposed Leach's Run Parkway (approx location)
4 Lane divided Highway per plans by Anderson and Associates
Dated July 1, 1991

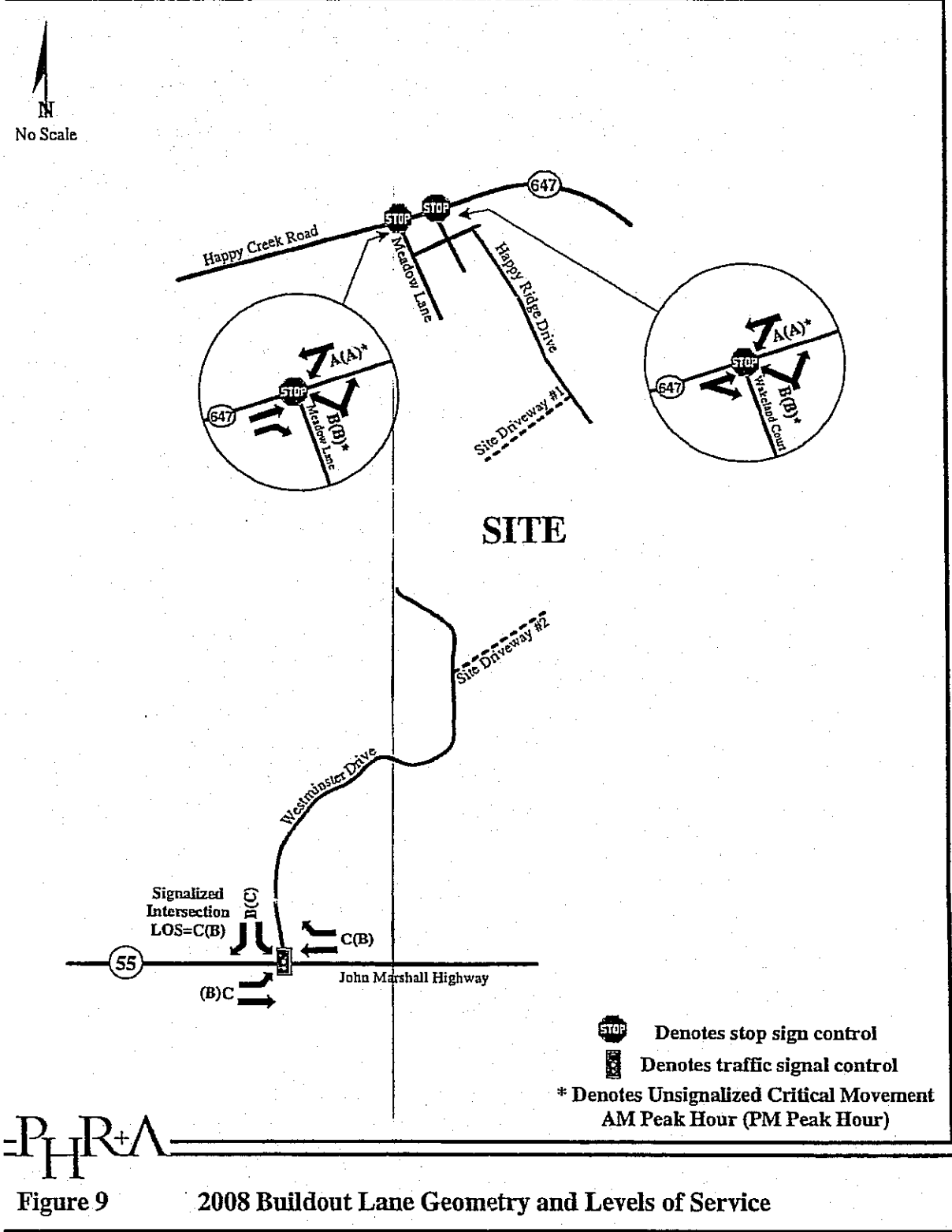
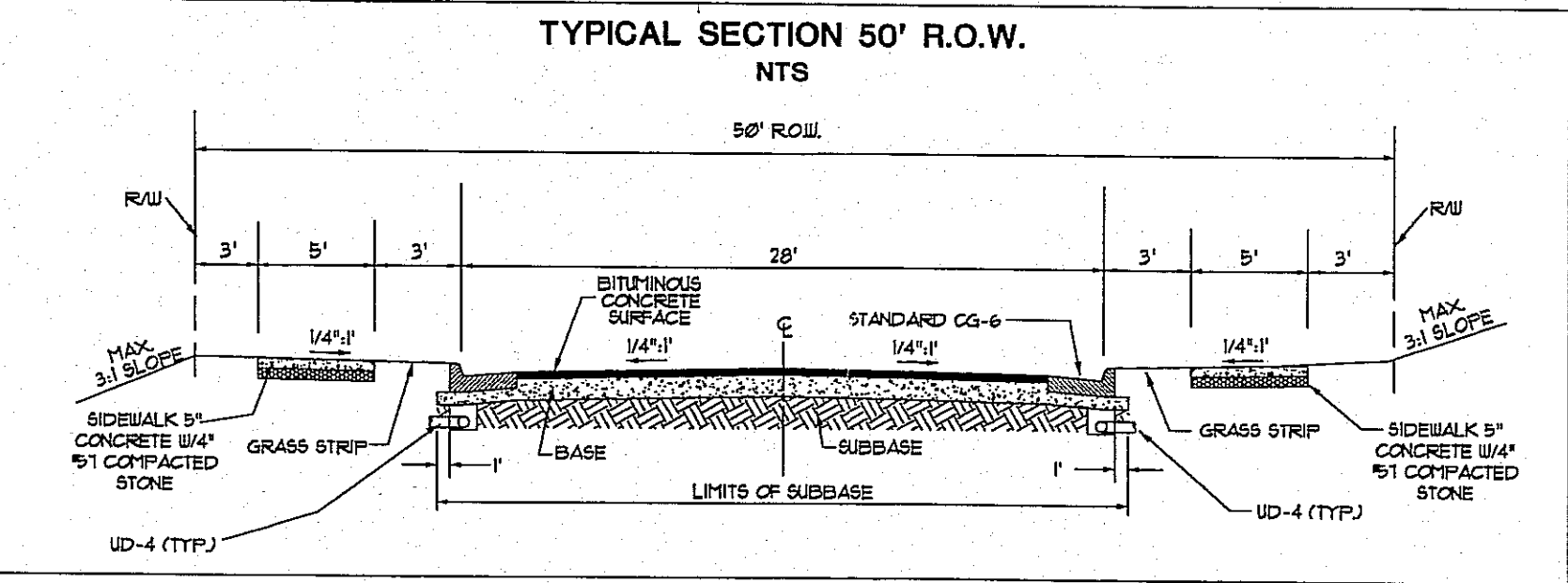
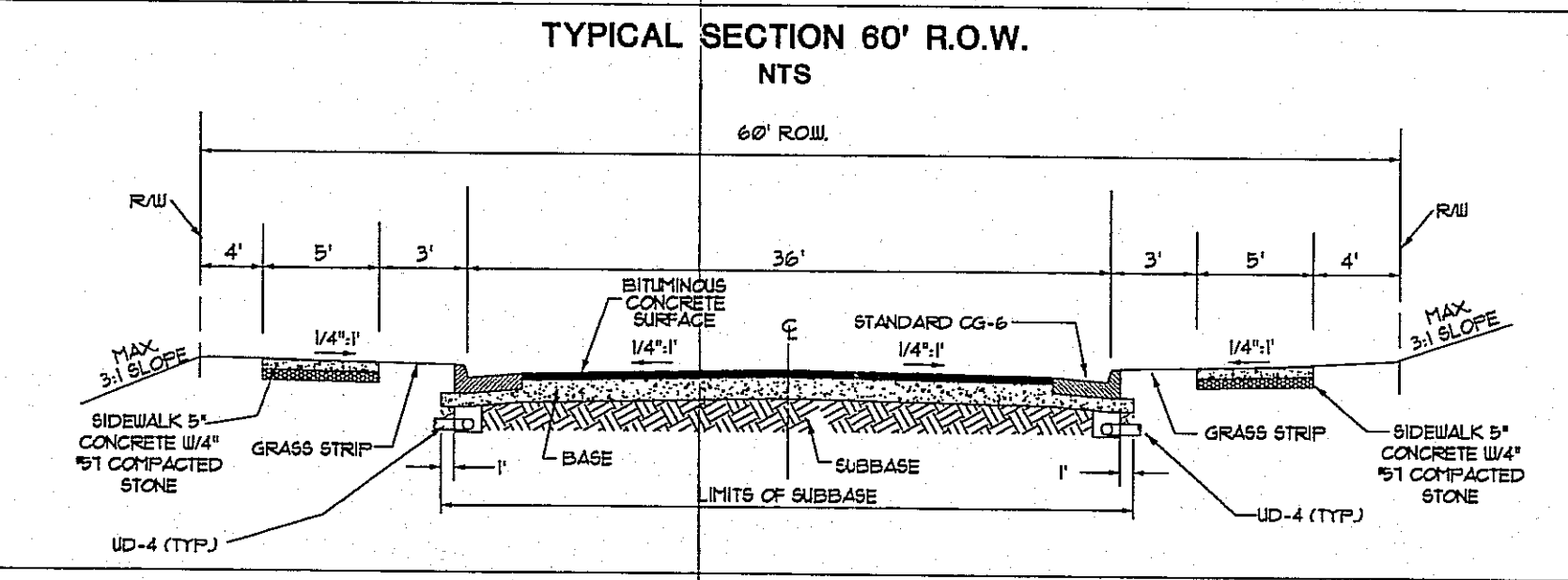
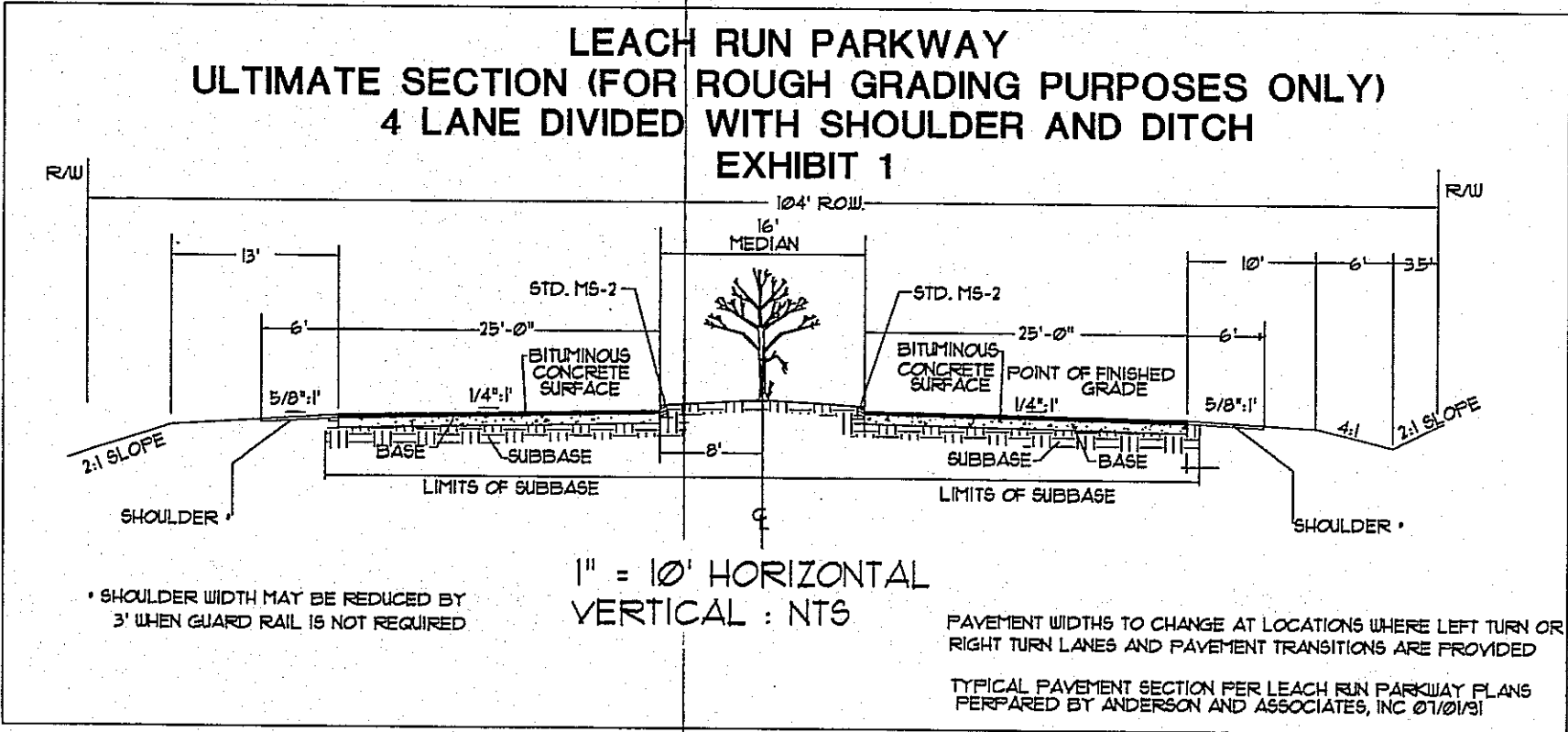
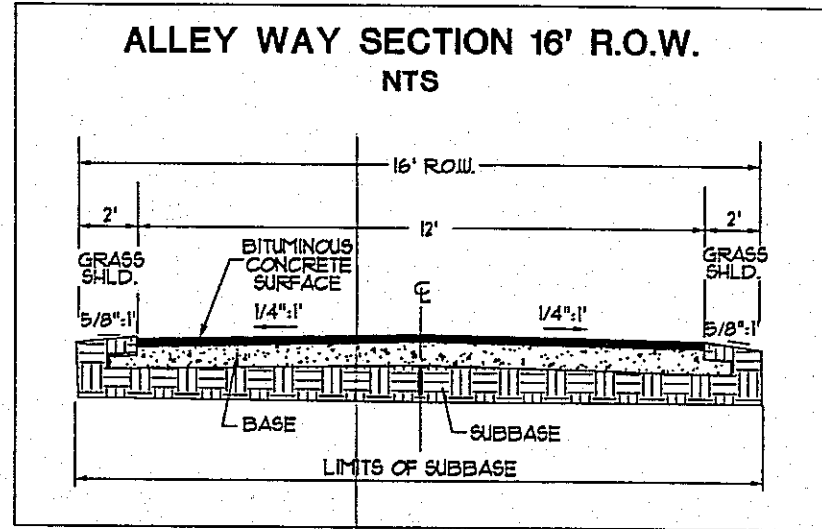
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Circulation Plan

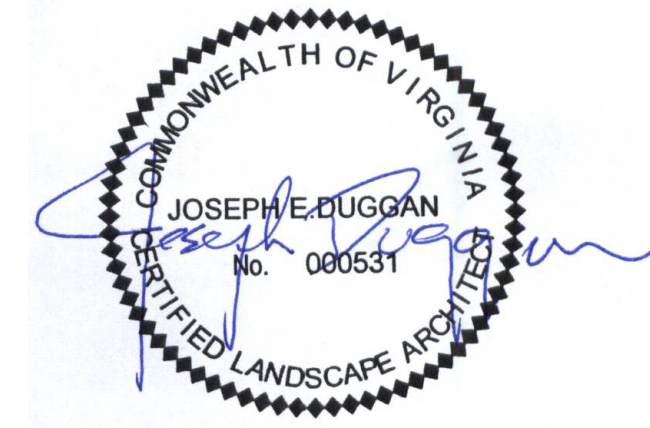
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Swan Estates
Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



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No.	Date	Revisions
-----	------	-----------

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
(540)974-2475 www.jdugganandassociates.com

Consultant

Project Title
Master Land Use Plan

Drawing Title
Trip Distribution and Road Classification Plan

Project Manager
J Duggan RLA

Drawn By
JD

Scale
as shown

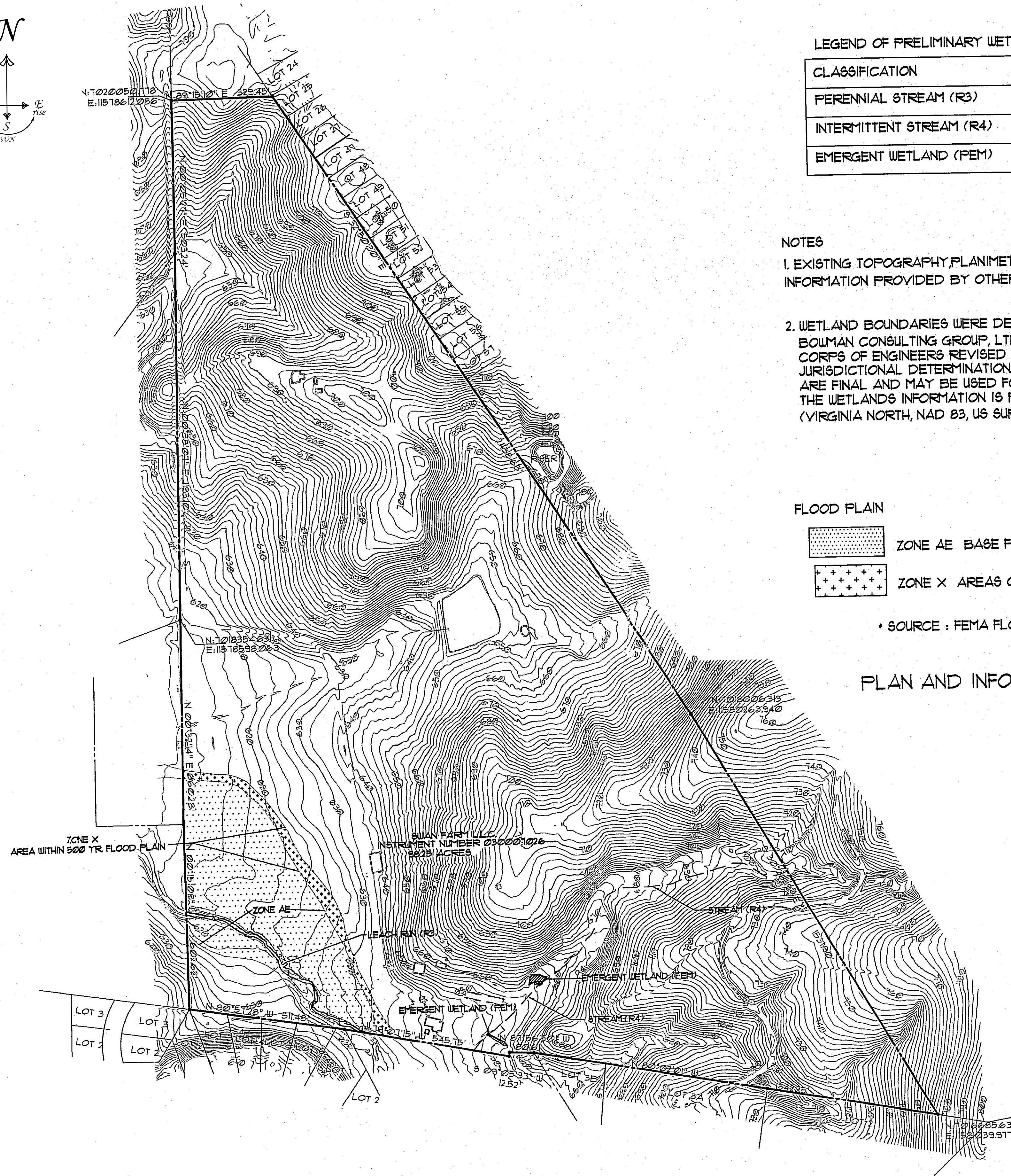
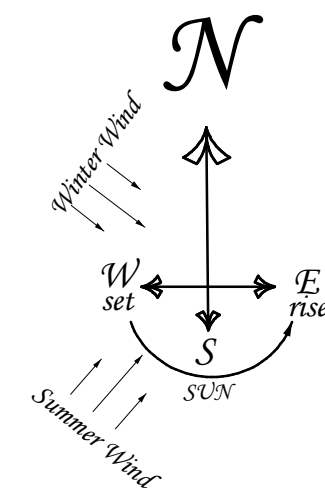
Reviewed By
JD

Drawing No.

Date
3-4-2011

CAD File

6 of 9
Total Sheets



LEGEND OF PRELIMINARY WETLANDS

CLASSIFICATION
PERENNIAL STREAM (R3)
INTERMITTENT STREAM (R4)
EMERGENT WETLAND (FEM)

NOTES

- EXISTING TOPOGRAPHY, PLANIMETRIC AND BOUNDARY INFORMATION PROVIDED BY OTHERS.
- WETLAND BOUNDARIES WERE DELINEATED AND GPS SURVEYED BY BOWMAN CONSULTING GROUP, LTD. IN APRIL 2005. THE U.S. ARMY CORPS OF ENGINEERS REVISED THE WETLAND BOUNDARIES DURING A JURISDICTIONAL DETERMINATION DATED JUNE 15, 2005. THESE BOUNDARIES ARE FINAL AND MAY BE USED FOR PLANNING OR ENGINEERING PURPOSES. THE WETLANDS INFORMATION IS PROVIDED AT STATE PLANE COORDINATES (VIRGINIA NORTH, NAD 83, US SURVEY FEET).

FLOOD FLAIN

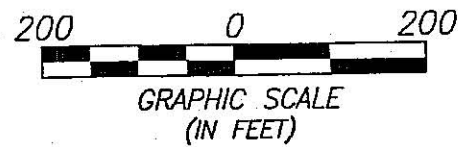
	ZONE AE BASE FLOOD ELEVATION DETERMINED
	ZONE X AREAS OF 500 YEAR FLOOD

* SOURCE : FEMA FLOOD MAP # 510161-0003-B TOWN OF FRONT ROYAL DATED JULY 15,1988.

PLAN AND INFORMATION SHOWN PER BOWMAN CONSULTING GROUP.

Note:

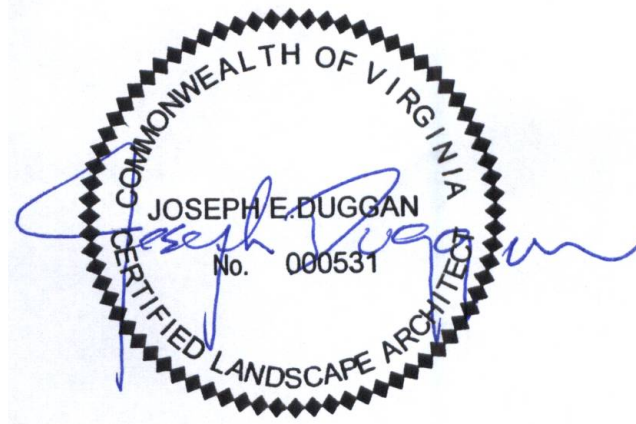
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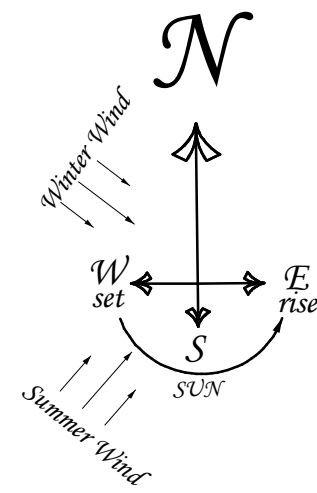
Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia

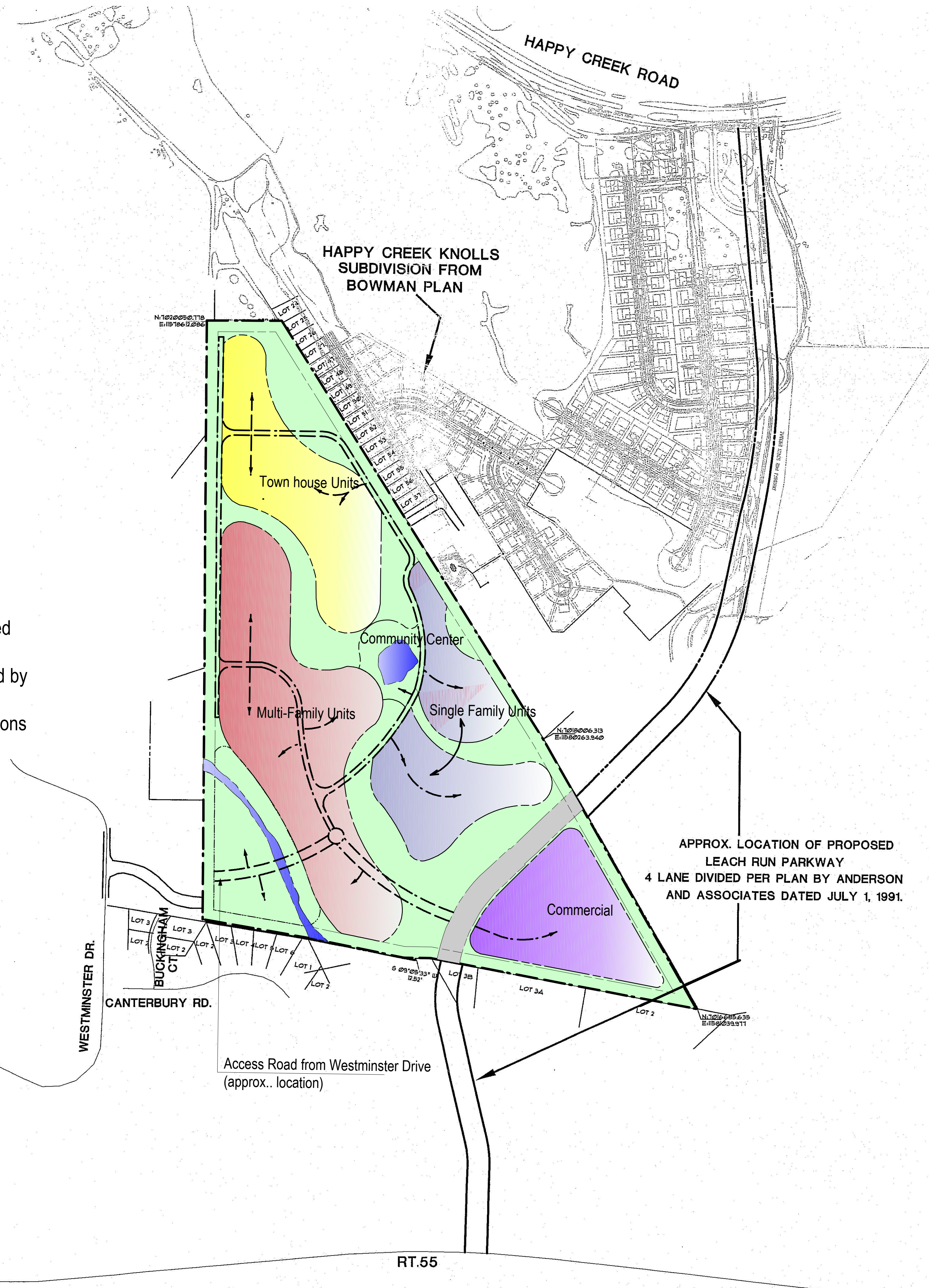
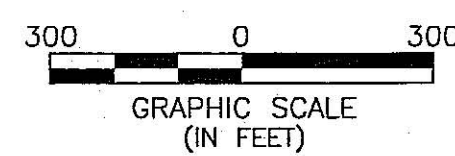


No.	Date	Revisions
Design Firm  151 Windy Hill Lane, Winchester, VA 22602 (540)974-2475 www.jdugganandassociates.com		
Consultant		
Project Title Master Land Use Plan		
Drawing Title Floodplain and Wetland Delineation		
Project Manager J Duggan RLA		
Drawn By JD	Scale as shown	
Reviewed By JD	Drawing No.	
Date 3-4-2011	7 of 9	
CAD File	Total Sheets	



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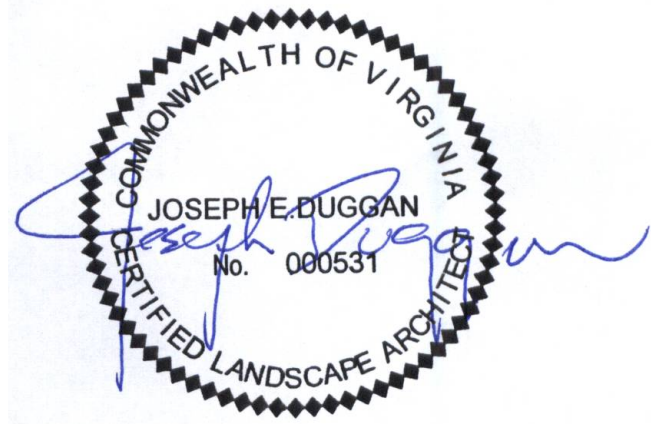
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Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



No.	Date	Revisions
-----	------	-----------

Design Firm

J. Duggan & Associates
Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
(540)974-2475 www.jdugganandassociates.com

Consultant

Project Title
Master Land Use Plan

Drawing Title
Leach Run Parkway Layout

Project Manager
J Duggan RLA

Drawn By
JD

Scale
as shown

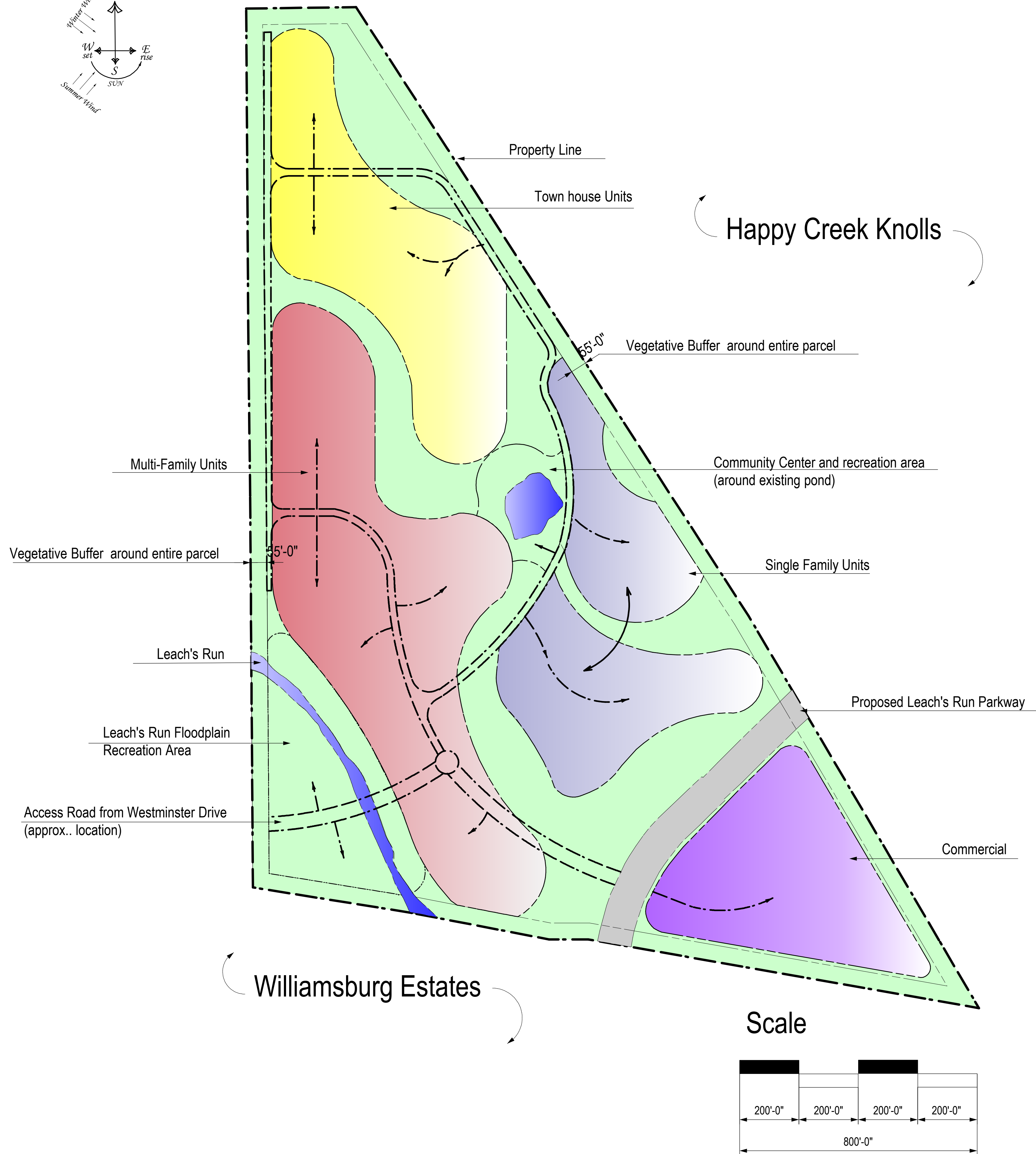
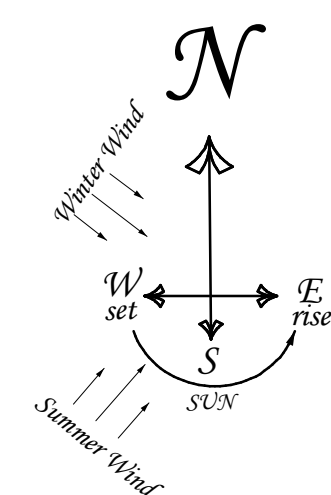
Reviewed By
JD

Drawing No.

Date
3-4-2011

CAD File

8 of 9
Total Sheets



Legend

- Open Space
- Residential Use Single-Family
- Residential Use Town Houses
- Residential Use Multi-Family
- Commercial Use
- Open Space-Water
- Circulation-Access-Thru
- Circulation- Community
- Circulation- Access into User Space

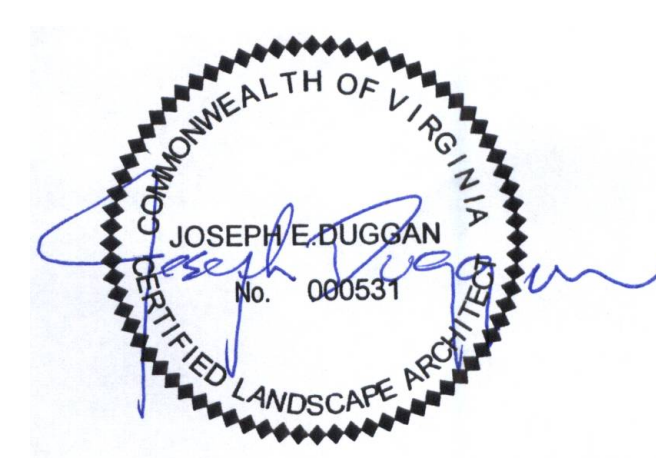
Note:

- This is a schematic representation of proposed land uses, not an engineering or construction document..Plan as shown is subject to change per final design, engineering constraints and actual site conditions as yet to be determined.
- All site, topographic, boundary and other relevant site information used in this plan is based on information contained in the plan titled '**Swan Estates Master Land Use Plan**' by Greenway Engineering submitted June 30, 2005. All recent traffic information done provided by Greenway information under separate agreement with Heptad LLC. J. Duggan & Associates P.C.is not responsible for any errors/omissions caused by use of above referenced information.

Swan Estates

Master Land Use Plan

Happy Creek Magisterial District
Front Royal, Virginia



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No.	Date	Revisions
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Design Firm

J. Duggan & Associates

Landscape Architecture

151 Windy Hill Lane, Winchester, VA 22602
(540)974-2475 www.jdugganandassociates.com

Consultant

Project Title

Master Land Use Plan

Drawing Title

Functional Use Plan-
Land Bay Layout

Project Manager

J Duggan RLA

Drawn By

JD

Scale

as shown

Reviewed By

JD

Drawing No.

Date

3-4-2011

CAD File

9 of 9

Total Sheets

2



Work Session Agenda Form

Item # 2

DATE: November 18, 2019

AGENDA ITEM: Update on CDBG Downtown Revitalization Project, Envision 2.0
Director of Planning/Zoning

SUMMARY:

Town Staff will provide a presentation on November 18, 2019. The presentation will provide a summary and status update of the various project activities part of the Town's Community Development Block Grant (CDBG). The project activities include the following:

- A. Façade Improvement Program
- B. Shenandoah Royal Greenway
- C. Streetscape Improvement Design
- D. Parking and Alley Improvement Design
- E. Wayfinding Signage
- F. Branding & Marketing

BUDGET/FUNDING: No change.

STAFF RECOMMENDATION: This agenda item is for information purposes only. No action is required by Town Council.

3



Work Session Agenda Form

Item # 3

DATE: 11/18/19

AGENDA ITEM: FY20 Budget Amendment - Outstanding Purchase Orders & List of Projects

SUMMARY: Council is requested to approve a budget amendment to carry forward unpaid balances on purchase orders not completed at the end of June 2019 for fiscal year 2020. A list of purchase orders and a list of projects has been included for Council to review.

BUDGET/FUNDING: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in previous budget cycle.

General Fund	\$ 796,160.21
Special Projects	1,640,719.22
Electric Fund	540,077.52
Sewer Fund	4,302,633.43
Water Fund	2,917,420.97
Solid Waste Fund	247,739.29
Street Fund	<u>879,277.02</u>
TOTAL	\$11,324,027.66

STAFF RECOMMENDATION: Staff recommends Council move forward with a public hearing on this item, an increase of greater than 1% of the original budget requires a public hearing. Staff further would recommendation of approval of these funds.

Work Session

Carry Over Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 11/8/19	START DATE	ESTIMATED COMPLETION DATE
28237	1101 R43002	4/21/2015	COMMUNITY DEVELOPMENT FUNDS Carry over funds from prior year per Town Council request. Original balance as of 6/30/19 was \$72,346.96; Town Council approved a budget amendment in July 2019 to allocate \$26,450 to the Community Development Department, leaving \$45,896.96.	\$ 19,446.96	Budget		\$ 19,446.96		TBD
29055	1203 R47009	6/12/2017	ARCHITECTURAL SERVICES FOR VEHICLE/EQUIPMENT MAINTENANCE BUIL Approved by Town Council 9/24/18, building study for new fleet maintenance building. Study has been recently completed and estimated cost for Fleet Maintenance Building is \$1,189,000. Final payment will be processed in near future.	\$ 93,618.90	12/7/2018	\$ 30,550.00	\$ 63,068.90	9/25/18	Completed
29020	1204 R47007	6/6/2017	INTERNAL FIBER UPGRADE PROJECT This project is anextensive to allow a looped fiber system for Town facilities. The project has already started and continues to progress. Currently we are working with the Energy Service Department and Syntax Communications to finalize plans for a redundant loop. Additional funds will probably be needed to complete the project.	\$ 6,582.31	9/13/2019	\$ 3,000.00	\$ 3,582.31		6/30/20
29053	1204 R45504	6/12/2017	IT STAFF - SECURITY TRAINING This project started 7/25/19. No training funds were budgeted for the I/T Department for FY20. We a researching the most cost effective place for training. And the type of training needed. This item is directly related to our cyber security initiative that involves internal and external penetration testing, cyber response teams, wireless assessments, and web application assessments. Estimated completion date is 7/2020.	\$ 3,000.00	N/A		\$ 3,000.00	7/25/19	6/30/20
29397	1204 R43005	6/6/2018	POWER DMS SERVICE RENEWAL The PowerDMS Service renewal is required to maintain our Document management system which is how all of our forms and files are managed, stored and accessed electronically as we work towards a more effective and efficient document management program. While there is a cost to maintaining this program, there is fiscal recovery in the reduction of paper, ink, toner, filing supplies, and labor for managing the physical files. PowerDMS is also the system required for use by CALEA for our agencies accreditation.	\$ 5,532.00	7/27/2018		\$ 5,532.00		6/30/20
29679	1204 R47051	5/1/2019	IMPLEMENT E-SUMMONS PROGRAM The e-summons funds are compiled through court costs and is supported at this time completely by violators and not tax dollars. The dollars are being accrued in order to fund hardware and software to eventually move to an electronic traffic summons system. This will route all of the "tickets" through the court system electronically and eliminate the need for purchasing VA uniform summons. It will also decrease the officers time in writing the summons because the information will be scanned in from the drivers license. This also positively impacts officer safety in the field as the officer wont have to spend time on the traffic stop with their attention focused on manually filling out a form and can better maintain situational awareness of the violator and other traffic. These funds are mandated to be used to implement & maintain an E-Summon program by the Commonwealth of Virginia. Staff is currently working to obtain quotes to see when enough funds will be accrued to move forward with implementation.	\$ 9,875.75	N/A		\$ 9,875.75		TBD
29374	1204 R43005	05/24/18	CREATIVE CLOUD & PHOTOSHOP Project is complete	\$ 5,279.04	8/29/2019	\$ 5,279.04	\$ -		Completed
29739	1204 R43002	06/10/19	SYNTAX COMMUNICATIONS TECHNICAL SERVICES This project was initiated in August 2019 and is 75% completed. Completion is anticipated by 9/30/19.	\$ 4,100.00	N/A	\$ 4,100.00	\$ -		Completed
29741	1204 R43053	06/10/19	HR MODULES FOR EMPLOYEE EVALUATIONS & ON-BOARDING Staff expects to deploy the new job application website in the next few weeks. (NeoGov) These two item are sister modules to modernize and improve the new employee onboarding process and employee evaluation processes. Funds are expected to be used by 6/30/20	\$ 22,000.00	N/A	\$ 9,366.00	\$ 12,634.00		6/30/20
29740	1204 R45203	06/10/19	MOBILE PHONE UPGRADES This project is in process. We are moving to new mobile phone services to be in compliance with the Town's new wireless services provider. (FirstNet) Expect completion date 6/30/20	\$ 4,187.63	7/5/2019	\$ 1,599.96	\$ 2,587.67		6/30/20
29738	1204 R47007	06/10/19	VMWARE FILE SERVER UPGRADE This project is in process. We are evaluating new hardware and proper placement of server hardware. This server stores files and profiles for all Town Departments. Expected completion date 6/30/20	\$ 10,000.00	N/A		\$ 10,000.00		6/30/20
29747	1204 R45421	06/14/19	NEXTIVITY CEL-FI GO RED & WIDEBAND DIRECTIONAL ANTENNA Purchase has been completed in FY20.	\$ 1,117.20	8/2/2019	\$ 1,117.20	\$ -		Completed
29736	1204 R43053	06/24/19	ELECTRONIC TIME KEEPING SOFTWARE This project is in process. We are finishing our evaluation of available vendors. Deployment is expected in the next 3 months. Expected completion date of 6/30/20.	\$ 25,000.00	N/A		\$ 25,000.00		6/30/20
29453	1204 R43005	07/31/18	SPILLMAN ANNUAL MAINTENANCE Purchase has been completed in FY20.	\$ 40,528.75	7/19/2019	\$ 40,528.75	\$ -		Completed
29743	1204 R47007	06/10/19	GIS SERVER UPGRADE PROJECT I/T Department is working with Motorola, Spillman and Planning & Zoning to complete items that need to be covered before the upgrade can be implemented. Once a start date is received, the project will take approx. 4 weeks to complete. This GIS Server has not been updated since 2012 and is used by Police Officers when responding to locations.	\$ 4,000.00	N/A		\$ 4,000.00		6/30/20
29748	2201 R43002	06/17/19	LEGAL FEES FOR ON-GOING EDA COURT CASE Funding to potentially assist in legal fees associated with EDA; additional funds may need to be allocated	\$ 90,000.00	N/A	\$ 200.00	\$ 89,800.00		TBD

Carry Over Purchase Orders

29503	3102	R47003	9/12/2018	POLICE RADIOS SYSTEM	\$	228,884.62	9/12/2019	\$	153,957.47	\$	74,927.15	11/30/19
Approved by Council 9/10/18												
29475	3102	R47005	03/25/19	PURCHASE 3 NEW POLICE VEHICLES	\$	127,924.09	7/25/2019	\$	772.47	\$	127,151.62	1/31/20
Approved by Council 8/13/18; Awaiting arrival of vehicles; delay due to problems with state contract, vehicles have been ordered and are scheduled to be delivered in January 2020												
29719	3102	R43023	06/03/19	HEARTSTART ONSITE DEFIBRILLATOR	\$	3,050.30	N/A	\$	3,050.30	\$	-	Completed
Items received, invoice will be paid by 9/30/19												
29743	3102	R45409	06/10/19	GIS SERVER UPGRADE PROJECT	\$	1,520.00	N/A			\$	1,520.00	6/30/20
I/T is working with Motorola, Spillman and Planning & Zoning to complete items that need to be covered before the upgrade can be implemented. Once a start date is received, the project will take approx. 4 weeks to complete.												
28570	4302	R47009	2/25/2016	ROOF REPLACEMENT	\$	16,222.66	N/A	\$	16,222.66	\$	-	Completed
New roof has been constructed on sign shop during FY20; project has been completed.												
29707	4305	R43002	06/21/19	LANDSCAPING SERVICES FOR LEACH RUN PARKWAY	\$	34,290.00	N/A	\$	10,044.00	\$	24,246.00	6/30/2020
Funds will be used to pay for mowing of Leach Run Parkway which is done from approximately March through October. Original low bid was unable to perform work; so bid was awarded to second lowest vendor. These funds will be used in conjunction with FY19 funding in order to afford the contractor. Contractor mows every 10 days-minimum. Funds may also be used to relocate trees to adhere to V-DOT specifications.												
29620	8101	R43002	03/25/19	PROPERTY MAINTENANCE PROGRAM	\$	40,000.00	N/A			\$	40,000.00	TBD
These funds were established to help startup the property maintenance program.												

TOTAL GENERAL FUND

\$ 796,160.21

\$ 274,087.89 \$ 516,372.36

Carry Over Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 11/8/19	START DATE	ESTIMATED COMPLETION DATE
27543	9417	R47001	7/1/2013	UTILITY BILLING SOFTWARE UPDATE FOR ELECTRIC AMI - PROGRAM	\$ 83,462.94	5/18/2018	\$ 83,462.94	4/24/18	6/30/20
Approved by Town Council 4/23/18; staff has weekly conference calls with Central Square to help the project move forward. This software upgrade is required in order for the Town to move forward with automated metering infrastructure project.									
28541	9401	R43004	1/26/2016	DC FAST CHARGER REPAIRS	\$ 3,800.00	N/A	\$ 3,800.00	1/26/16	6/30/20
The Energy Services Department maintains the car charger located at the Vistors Center. These funds were carried forward from original installation from funds allocated by vendor. Software currently installed on equipment will become obsolete in near future. Town is reviewing options to use funds for updating software or possibly obtaining new equipment.									
29242	9401	R47938	1/2/2018	KENDRICK LANE TRANSFORMERS (YEAR 1 OF 6)	\$ 126,534.96	N/A	\$ 126,534.96	1/2/18	6/30/23
The two (2) existing transformers at our Kendrick Lane Substation are reaching the end of their life expectancy of 30 years. The Energy Services Department has been making provisions to replace both transformers at a cost of \$405,000.00 each, for a total of \$810,000.00. The first transformer is expected to be purchased once three years of funding have been set aside and then the second transformer will be purchased three years later.									
29304	9401	R47005	03/21/18	REPLACE #344 - 1999 CHEVROLET C8500 BUCKET TRUCK	\$ 40,000.00	N/A	\$ 40,000.00	3/21/18	6/30/20
These carried forward funds in addition to budgeted funds in FY20 will allow Energy Services to purchase a replacement bucket truck in FY20. Fleet Services Department is currently working on writing up specifications. Once specifications are obtained an intiviation for bid will be issued. Staff anticipates that the replacement bucket truck will be purchased during before June 30, 2020.									
29428	9499	R40001	06/30/18	AUTOMATED METERING INFRACTURE ESTIMATED DEBT SERVICE	\$ 207,000.00	N/A	\$ 207,000.00	6/30/18	6/30/24
The Town has completed an assessment and business case analysis for the advanced metering system. Results of the business case identify postive return to support investment in an AMI solution in 5 years. We will need to carry over these funds forward to allow implementation of Automated Metering Infrstructure. The project was previously placed on hold to allow the Electric Fund Balance Reserves to be recovered.									
29532	9401	R43004	10/22/2018	TREE TRIMMING, RIGH-OF-WAY CLEARING, & DANGER TREE REMOVAL SERVICE	\$ 39,800.00	9/5/2019	\$ 39,800.00	\$ -	10/22/18 Completed
Contracted awarded by Town Council May 28, 2019; which is an increased cost of service from previous contract. Energy Services currently uses contractors for tree trimming services. Prior funding has been used, but project remains ongoing with current year funding.									
29648	9401	R47502	03/20/19	45 KVA THREE PHASE TRANSFORMER	\$ 10,032.00	8/2/2019	\$ 10,032.00	\$ -	Completed
Purchase completed in FY20									
29690	9401	R47502	05/22/19	ALUMA-FORM 100A -NON LOAD, AEL DUSK TO DAWN, HENDRIX PLYMER PIN INSUL/	\$ 14,569.44	N/A	\$ 14,569.44	\$ -	5/22/19 Completed
Material has been ordered and should be arriving; once received invoice will be paid.									
29695	9401	R47957	06/17/19	LEACH RUN PARKWAY CONTINUATION OF ELECTRIC LINES	\$ 4,339.03	N/A	\$ 4,339.03	\$ -	7/1/18 Completed
When the Leach Run parkway was built it did not include the electrical infrastructure with the new hospital and other potential customers. This will also give us the ability to provide an electrial connection between Happy Creek and Sprint substations to shift load during emergency and outage situations. It is vital to continue to fund this project. These funds have been used, but project remains ongoing with current year funds.									
29715	9401	R47502	05/31/19	HUBBELL STATION ARRESTERS	\$ 3,461.22	7/26/2019	\$ 3,461.22	\$ -	Completed
Payment was made in FY20; purchase has been completed.									
29717	9401	R47910	06/17/19	TRAFFIC SIGNALIZATON IMPROVEMENTS & UPGRADES	\$ 7,077.93	N/A	\$ 7,077.93	6/17/19	11/30/19
Energy Services currently maintains 15 intersections and crosswalks. With the ever changing technology and the rise in cost for material we will need to carry over this purchase order.									
TOTAL ELECTRIC FUND				\$ 540,077.52		\$ 72,201.69	\$ 467,875.83		

Carryover Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 11/8/19	START DATE	ESTIMATED COMPLETION DATE
29581	1800	R45602	03/25/19	EDA FY19 DEBT SERVICE FUNDS - SUCCESS FARM	\$ 10,370.00	N/A	\$ 10,370.00		TBD
			FY19 Funding for debt service to EDA; awaiting invoice & justification from EDA						
29581	1800	R45603	03/25/19	EDA FY19 DEBT SERVICE FUNDS - BAUGH DRIVE	\$ 6,535.00	N/A	\$ 6,535.00		TBD
			FY19 Funding for debt service to EDA; awaiting invoice & justification from EDA						
29581	1800	R45604	03/25/19	EDA FY19 DEBT SERVICE FUNDS - HAPPY CREEK -HLI	\$ 6,845.00	N/A	\$ 6,845.00		TBD
			FY19 Funding for debt service to EDA; awaiting invoice & justification from EDA						
29581	1800	R45630	03/25/19	EDA FY19 DEBT SERVICE FUNDS - STEPHEN'S INDUSTRIAL PARK	\$ 11,725.00	N/A	\$ 11,725.00		TBD
			FY19 Funding for debt service to EDA; awaiting invoice & justification from EDA						
29581	1800	R47957	03/25/19	EDA FY19 DEBT SERVICE FUNDS - LEACH RUN PARKWAY	\$ 105,925.00	N/A	\$ 105,925.00		TBD
			FY19 Funding for debt service to EDA; awaiting invoice & justification from EDA						

TOTAL ECONOMIC DEVELOPMENT FUND \$ 141,400.00 \$ 141,400.00

29306	9130	R47961	3/27/2018	CDBG TOWN FUNDS ALLOCATED	\$ 111,609.07	4/21/2018	\$ 111,609.07	9/25/18	9/25/20
				Town's funds set aside to use for the CDBG					
29470	9130	R47019	3/25/2019	FUNDS FROM CDBG GRANT FOR SIGNAGE	\$ 120,702.50	7/26/2019	\$ 120,702.50	9/25/18	9/25/20
				Reimbursable CDBG costs for signage					
29474	9130	R47983	3/25/2019	FUNDS FROM CDBG GRANT FOR FAÇADE IMPROVEMENT	\$ 345,104.00	8/22/2019	\$ 13,300.34	\$ 331,803.66	9/25/18 9/25/20
				Reimbursable CDBG costs for façade improvement					
29661	9130	R43026	3/29/2019	FUND FROM CDBG GRANT FOR ADMIN EXPENSE	\$ 60,690.00	8/22/2019	\$ 5,690.00	\$ 55,000.00	9/25/18 9/25/20
				Reimbursable CDBG costs for administrative expense					
29500	9130	R47984	03/25/19	FUND FROM CDBG GRANT FOR PUBLIC IMPROVEMENTS	\$ 130,000.00	N/A	\$ 2,052.00	\$ 127,948.00	9/25/18 9/25/20
				Reimbursable CDBG costs for public improvements					
29659	9130	R43080	03/29/19	FUND FROM CDBG GRANT FOR REBRANDING	\$ 15,000.00	N/A	\$ 15,000.00	9/25/18	9/25/20
				Reimbursable CDBG costs for rebranding					
28341	9130	R47013	6/22/2015	CONSTRUCTION/DEBT SERVICE FOR NEW POLICE DEPARTMENT	\$ 495,227.86	7/22/2019	\$ 1,500.00	\$ 493,727.86	TBD
				Funds to be used for debt service on Police Department and/or pay toward principal balance					
29379	9130	R47982	10/11/18	W MAIN EXTENSION	\$ 220,985.79	5/17/2019	\$ 72,081.44	\$ 148,904.35	5/30/18 TBD
				Approved by Council 5/29/18 Punch list items were completed and a letter was sent to the contractor allowing for a bond reduction. The remaining bond will cover just the installation of the bioretention unit. Approximately 98% complete overall. The bioretention unit is the only item left to complete. There is no targeted completion date, due to the impasse with IT Federal over the completion of the main storm drain line across their property.					

TOTAL SPECIAL PROJECTS FUND \$ 1,499,319.22 \$ 94,623.78 \$ 1,404,695.44

Carryover Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 11/8/19	START DATE	ESTIMATED COMPLETION DATE
27494	9601	R47903 6/19/2013	SECURITY IMPROVEMENTS TO THE GUARD HILL WATER TANK & PUMPING STATION	\$ 3,745.00	5/31/2019	\$ 3,745.00	\$ -		Completed
Repairs of security fence around WTP, 4H water tank. Requesting to keep \$10,000 for security improvements due to damage caused from trees falling from severe weather. Contractor scheduled to be onsite Aug 19, 2019 to complete repair work needed to security fence									
27546	9601	R47009 7/1/2013	RESERVOIR REPAIRS & PIER REPLACEMENT	\$ 25,000.00	N/A		\$ 25,000.00		6/30/2020
Obtaining inspection and survey of reservoir to determine future requirements.									
28119	9601	R47009 11/4/2014	FAIRGROUND ROAD WATER TANK	\$ 449,600.00	9/13/2019	\$ 4,800.00	\$ 444,800.00		6/30/2020
Re-bidding project; bid closes Sept 23, 2019; for repair and painting of Fairground water tank. Completed an RFQ, inspection, developed a report and sent out bid specs for rehab work.									
28327	9601	R47009 6/12/2015	JAMESTOWN PUMP STATION UPGRADE	\$ 20,000.00	N/A		\$ 20,000.00		6/30/2020
Jamestown pump station upgrade project. The current pumps, pump control valves and pump power and controls are 35+ years old and need an upgrade to ensure continued reliability and increase efficiency. These funds will be used for a design of the upgrade and determine requirements for the future.									
28559	9601	R47009 02/25/16	REPLACEMENT CONTROL FOR THE GUARD HILL PUMP STATION	\$ 11,240.00	5/18/2018		\$ 11,240.00		11/30/2019
Security improvements. The VFD has already been installed and can operate in manual operation. Have received a price quote from Southern Flow for Guard Hill Pump Station VFD pump control modification. While the SCDA contractor is onsite additional VDH monthly operating reporting modifications are scheduled to be completed to save cost of additional trips when all work can be completed at same time. Currently waiting for VDH to confirm that no additional MOR changes are needed for regulatory compliance. Hope to be completed in Fall of 2019									
28871	9601	R47009 12/5/2016	FILTER MEDIA	\$ 300,000.00	N/A		\$ 300,000.00	5/1/20	6/30/2021
Filter Media Replacement/Upgrade. Filtration is one of the last steps in the treatment process before water is sent to the distribution system. Filter has an expected life of around 20 years and was last replaced 1997. By replacing the filter media will help ensure that turbidity and other potential viruses does not pass to the public water supply. Waiting on approval from Health Department, anticipating that bid will be issued Novemer 2019 and work is scheduled to start Spring 2020.									
29346	9601	R43002 05/02/18	WATER SEWER RATE ANALYSIS	\$ 25,000.00	N/A		\$ 25,000.00		1/31/2020
RFP for rate analysis is in process of being issued									
29654	9601	R43002 03/25/19	PROFESSIONAL SERVICES FOR VA WITHDRAW PERMIT & ASSESSMENT WATER INTAKE	\$ 114,190.08	N/A		\$ 114,190.08		12/31/2020
Virginia Withdraw Permit (VWP) reissuance and intake assessment. Due to delays in DEQ processing the current permit was administratively continued and remained in effect until the new permit could be issued. These funds are needed for any DEQ requirement related to Raw Water Intake Permitting. These options include the performance of an intake evaluation to support the continued use of the current large screens. This project is ongoing due to delays in DEQ processing. Hopefullyt this project will be completed in the year 2020. Response from DEQ is anticipated by 12/31/19 and will provide more information on how to proceed.									
29708	9601	R43002 05/30/19	PRELIMINARY ENGINEERING ON WATER LOOP	\$ 23,600.00	9/13/2019	\$ 23,600.00	\$ -		Completed
The PER development draft has been sent to VDH for review and planning to be brought to Council meeting Aug 26, 2019 for discussion-29534 should be added to this for total of \$23,600- CHA billing invoice was paid out of this and continue to encumber for Preliminary Engineering Report development. This PER is required by VDH in order to move forward to construct redundant water line to Rte. 522 Corridor. CHA presented PER to Town Council on Aug 26, 2019.t									
29722	9601	R45407 06/04/19	ELECTRIC GATE REPLACEMENT	\$ 3,500.00	8/22/2019	\$ 1,215.52	\$ 2,284.48		11/30/2019
All price quotes have been received and replacement parts ordered. This PO to be closed out after receive all needed replacement parts. Repairs to be completed inhouse.									
29313	9602	R47513 3/28/2018	WATERLINE UPGRADES	\$ 1,127,751.65	6/21/2019	\$ 917,554.00	\$ 210,197.65	5/15/19	11/30/2019
Project began May 15, 2019-N Shenandoah Ave tie ins are complete, W 14th St is about 85% complete and are expected to finish this work Aug 30, 2019. Then will start on Belair Avenue and that will be last street for this project. Should be complete end of October or beginning November 2019.									
29413	9602	R43002 6/22/2018	LEAK DETECTION SERVICE	\$ 40,000.00	6/14/2019		\$ 40,000.00	11/1/19	6/30/2020
Will begin early November and will be a townwide study. Once this project starts it will take three to four weeks to complete. Normally with this study there is an average of 20+ leaks found that aren't surfacing. This project normally pays for itself in about 15 days due to the amount of treated water being lost in revenue. Released portion of purchase order in amount of \$25,355.10									
29730	9602	R47530 06/07/19	PRESSURE REDUCER VALVES& PRVS TO REDUCE WATER PRESSURE IN METER	\$ 8,500.00	N/A		\$ 8,500.00		6/30/2020
Funding is to purchase cla-val parts to rebuild the PRV's at Robin Hood Lane, Jamestown Rd and Westminster Dr. The PRV's reduce the water pressure on the water main so it doesn't cause damage to anything in the residents house on high pressure areas.									
29731	9602	R45407 06/07/19	14" & 16" CHOP SAW BLADES FOR CUTTING PIPE, CONCRETE, & ASPHALT	\$ 4,000.00	N/A		\$ 4,000.00		11/30/2019
Diamond tip chop saw blades and diamond tip chain saw chains for the department. These saws are used to cut pipe for maintenance and repairs performed. Materials have been ordered, awaiting receipt of invoice									
29749	9602	R47530 06/20/19	WOOD MATHEWS 3FT DOB 5-1/4 SCREW BOTTOM NST 3 WAY HYDRANT	\$ 2,754.24	9/12/2019	\$ 2,754.24	\$ -		Completed
Special order fire hydrant for E Stonewall Dr and Charles St. This hydrant should be delivered end of August and be installed first week of September 2019. Awaiting receipt of invoice.									
28992	9617	R47001 03/13/19	RADIO WATER METERS	\$ 620,940.00	8/19/2019	\$ 94,040.00	\$ 526,900.00		6/30/2021
Purchase the Neptune R900I radio read meters for the Town's radio read. We order these as we have the space to store them, then they are installed as work orders are completed or changed out by section as time allows. This has been an ongoing project and should be completed by end FY21.									
29343	9672	R40005 5/2/2018	WATER LOOP PROJECT	\$ 137,600.00	N/A		\$ 137,600.00		TBD
PER was presented to Town Council August 26, 2019. This funding will be used toward payment of debt service.									

TOTAL WATER FUND \$ 2,917,420.97 \$ 1,047,708.76 \$ 1,869,712.21

Carryover Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 11/8/19	START DATE	ESTIMATED COMPLETION DATE
27930	9801 R45407	6/12/2014	FAN PRESS Repairs to the #1 Rotary Fan Press. Currently underway the worn components of this dewatering equipment has been removed and is ready to ship to Prime Solution, the manufacturer of this equipment.	\$ 16,882.00	9/2/2016		\$ 16,882.00		11/30/2019
28885	9801 R47009	11/30/2016	RIVERTON & CROOKED RUN PUMP STATION UPGRADES Funding will be used to make needed updates at the Riverton & Crooked Run Waste Water Pump Stations. Pump stations have not been updated in over 30 years. Funding is for engineering evaluation of equipment, design, and construction. Design/engineering bid is anticipated to be issued in the near future and construction could start as early as May 2020	\$ 570,000.00	N/A		\$ 570,000.00	5/31/20	
29277	9801 R43002	02/15/18	ROYAL PHOENIX, LOT 6 PUMP ENGINEERING 17 of 21 bid items completed, approximately 80% complete overall. Remaining items include running electric lines from Main Street to the pump station, installing electrical controls, and getting the pump station certified for operation. The permitting issues have been resolved and now it is a matter of the electrical subcontractor rescheduling the work. No date is set for resumption of work but I anticipate the electrical work being completed by the end of September and the project closed out by mid-October.	\$ 3,826.75	2/23/2018		\$ 3,826.75		10/15/2019
29339	9801 R47009	4/25/2018	ROYAL PHOENIX NORTHERN SEWER PUMPING STATION 17 of 21 bid items completed, approximately 80% complete overall. Remaining items include running electric lines from Main Street to the pump station, installing electrical controls, and getting the pump station certified for operation. The permitting issues have been resolved and now it is a matter of the electrical subcontractor rescheduling the work. No date is set for resumption of work but I anticipate the electrical work being completed by the end of September and the project closed out by mid-October.	\$ 186,551.69	3/15/2019		\$ 186,551.69		10/15/2019
29346	9801 R43002	05/02/18	WATER SEWER RATE ANALYSIS RFP for rate analysis is in process of being issued	\$ 25,000.00	N/A		\$ 25,000.00		1/31/2020
29412	9801 R45412	06/22/18	OFFICE FURNITURE Materials on order	\$ 8,300.00	N/A		\$ 8,300.00		9/30/2019
29425	9801 R43005	6/23/2018	BIOSOLIDS DISPOSAL Open for Biosolids Landfill Disposal-removal of sludge. Prior year funds have been used.	\$ 22,000.00	N/A	\$ 22,000.00	\$ -		Completed
29673	9801 R45413	06/17/19	SOLENIS PRAESTOL 855 BS close PO-purchased FY19-20	\$ 5,620.00	8/22/2019	\$ 5,620.00	\$ -		Completed
29684	9801 R45413	06/14/19	BRENNTAG WINFLOC 7BC1 POL Purchase completed FY20	\$ 7,480.00	8/22/2019	\$ 7,480.00	\$ -		Completed
29692	9801 R45413	06/17/19	SOLENIS PRAESTOL 855 BS Purchase completed FY20	\$ 5,620.00	8/22/2019	\$ 5,620.00	\$ -		Completed
29701	9801 R45413	06/14/19	BRENNTAG WINFLOC 7BC1 POL Purchase completed FY20	\$ 7,480.00	8/22/2019	\$ 7,480.00	\$ -		Completed
29727	9801 R45413	06/14/19	BRENNTAG WINFLOC 7BC1 POL close PO-purchased FY19-20	\$ 7,480.00	8/22/2019	\$ 7,480.00	\$ -		Completed
29744	9801 R45413	06/17/19	SOLENIS PRAESTOL 855 BS Purchase completed FY20	\$ 5,620.00	8/22/2019	\$ 5,620.00	\$ -		Completed
28309	9802 R47998	6/8/2015	I & I ABATEMENT Funding will be used to complete I&I work on the Town's sewer system. This work is being done in conjunction with the consent order that DEQ had placed the Town under in 2009. . These funds will be used by June 30, 2020; this project is expected to be a multi-year ongoing project. Estimated expenditures from September 2019-June 2020 include: Cured In Place Lining - \$1,074,946 Manhole lining & frame/cover replacement - \$200,000 Pipe Burst or Open Cut Replacement - \$1,200,000 10% Contingency - \$247,495 Engineering & Construction Contract Admin - \$113,000 Inspections - \$104,000	\$ 2,819,272.99	9/13/2019	\$ 96,508.82	\$ 2,722,764.17		TBD
28666	9802 R47998	01/23/19	I&I ENGINEERING SERVICE Funds will be used for engineering services provided for the I&I project. This engineering is being done along with the I&I abatement work as part of the DEQ Consent order.	\$ 600,000.00	2/28/2018		\$ 600,000.00		2/28/2020
29729	9802 R47530	06/07/19	MANHOLE RISERS FOR PAVING ON W 14TH ST, BELAIR, STEELE, PARKVIEW, SCOTT & Manhole rise for the upcoming paving on W 14th St, Belair Ave, Steele Ave, Parkview Dr, Scott St and Highview St. Materials have been delivered & paid.	\$ 7,500.00	N/A	\$ 7,500.00	\$ -		Completed
29731	9802 R45407	06/07/19	14" & 16" CHOP SAW BLADES FOR CUTTING PIPE, CONCRETE, & ASPHALT Diamond tip chop saw blades and diamond tip chain saw chains for the department. These saws are used to cut pipe for maintenance and repairs performed. Material has been ordered.	\$ 4,000.00	N/A		\$ 4,000.00		11/30/2019
TOTAL SEWER FUND				\$ 4,302,633.43		\$ 165,308.82	\$ 4,137,324.61		

Carryover Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 11/8/19	START DATE	ESTIMATED COMPLETION DATE
29143	4203	R45407	9/5/2017	BEAR PROOF REFUSE CONTAIN	\$ 834.01	9/18/2019	\$ 226.84	\$ 607.17	11/30/2019
Grant money received from Virginia Inland Game & Fisheries- have cans on order and will be using this money for bearproofing new containers									
29167	4203	R47001	10/12/17	96 GALLON ROLL OUT CARTS	\$ 1,626.67	7/5/2019	\$ 1,626.67	\$ -	Completed
Toter cans and lids on order hope to receive by end Aug 2019;awaiting receipt of invoice									
29172	4203	R47001	10/5/2017	96 GAL REFUSE CONT	\$ 5,005.60	4/17/2019	\$ 5,005.60	\$ -	Completed
Toter cans and lids on order hope to receive by end Aug 2019;awaiting receipt of invoice									
29554	4203	R47001	11/28/18	FREIGHTLINER M2-113 CHASSIS W/ LOADMASTER BODY (REFUSE TRUCK)	\$ 176,928.00	N/A		\$ 176,928.00	12/31/2019
Purchase approved by Town Council 11/26/18; awaiting arrival of truck.									
29655	4203	R47005	03/25/19	FUNDING TOWARD PURCHASE OF REPLACEMENT REFUSE TRUCK	\$ 60,305.52	5/15/2019		\$ 60,305.52	TBD
FY19 adopted budget included funding for first payment on two refuse trucks, although only one refuse truck was purchased. This funding has been set and may be used by direction of Town Council.									
29706	4203	R47001	05/28/19	TRASH CAN LIDS	\$ 3,039.49	N/A	\$ 3,039.49	\$ -	Completed
Toter cans and lids on order hope to receive by end Aug 2019;awaiting receipt of invoice									
TOTAL REFUSE FUND				\$ 247,739.29		\$ 9,898.60	\$ 237,840.69		

Carryove Purchase Orders

PO#	Account#	DATE FIRST ENCUMBERED	DESCRIPTION	Amount Requested to Carry Over	LAST CHECK CUT	FY20 FUNDS USED	REMAINING BALANCE AS OF 9/18/19	START DATE	ESTIMATED COMPLETION DATE
29711	4102 R47518	06/17/19	HAPPY CREEK PHASE 2 PRELIMINARY ENGINEERING REPORT	\$ 50,090.00	N/A		\$ 50,090.00		6/30/2020
	4500 R47518	6/17/2019		\$ 31,810.00			\$ 31,810.00		6/30/2020
			RFP in process of being issued, hope to have awarded in October 2019 or beginning Nov 2019						
29162	4500 R47957	9/26/2017	LEACH RUN PARKWAY	\$ 114,274.18	7/26/2019	\$ 2,430.00	\$ 111,844.18		TBD
			Working with contractor to finalize project						
29171	4500 R47927	10/05/17	PAVING	\$ 268,965.83	8/10/2018		\$ 268,965.83	9/19/19	6/30/2020
			Primary and secondary paving plan. Scott, Steele and Highview Streets pending completion of waterline upgrades.						
29421	4500 R45474	6/23/2018	TERMOPLASTIC PAVEMENT MAR	\$ 4,368.04	8/9/2019	\$ 4,368.04	\$ -		Completed
			Project completed						
29680	4500 R47005	05/01/19	YEAR 1 OF 2 FOR PURCHASE OF SINGLE AXLE DUMP TRUCK	\$ 71,000.00	N/A		\$ 71,000.00	7/1/19	7/1/2021
			Replacement of 27 year old truck #646.						
29709	4500 R45473	5/29/2019	THERMOPLASTICS ERADICATION & APPLICATION	\$ 28,845.00	8/9/2019	\$ 28,845.00	\$ -		Completed
	4500 R45473	5/29/2019		\$ 25,000.00	8/9/2019	\$ 25,000.00			Completed
	4102 R45474	5/29/2019		\$ 10,000.00	8/9/2019	\$ 10,000.00	\$ -		Completed
			Project completed						
29710	4500 R47927	06/04/19	STREET RECONSTRUCTION PAVING PROJECTS	\$ 153,900.00	N/A		\$ 153,900.00	9/19/19	10/31/2019
			Paving W.14th St pending waterline upgrade completion and timing of paving season.						
29712	4500 R45473	05/29/19	PAVEMENT MARKINGS	\$ 1,155.00	8/9/2019	\$ 1,155.00	\$ -		Completed
	4500 R45474			\$ 10,000.00	8/9/2019	\$ 10,000.00	\$ -		Completed
			Project completed						
29713	4500 R47001	05/30/19	REPLACE ASPHALT ROLLER (YEAR 1 OF 5)	\$ 30,000.00	N/A		\$ 30,000.00	7/1/18	6/30/2023
			Year 2 of 5, setting aside funds for future purchase. Current roller over 30 years old. Parts availability problematic.						
29720	4500 R47941	06/03/19	CONCRETE RECONSTRUCTION FOR CURB & GUTTER/SIDEWALK INSTALLATION PROJ	\$ 75,568.97	6/28/2019		\$ 75,568.97		6/30/2020
			Scott St, Steele St and Highview St improvements. To be completed after waterline upgrades and prior to paving.						
29746	4500 R45407	06/13/19	MSG2 TERMINAL END GUARDRAIL REPAIRS ON JOHN MARSHALL	\$ 4,300.00	7/19/2019	\$ 4,300.00	\$ -		Completed
			Project completed						

TOTAL STREET FUND \$ 879,277.02 \$ 86,098.04 \$ 793,178.98

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Work Session Agenda Form

Item # 4

DATE: 11/18/19

AGENDA ITEM: Deposits & Personal Guaranty Requirement on Utility Accounts

SUMMARY: During September 2019, Town Council approved a revision to Town Code 134-71 Utility Accounts Deposits, Payments, and Termination of Service. A commercial user is requesting to add or change language under the deposit section that would allow deposits to be based on load requirements as opposed to the former tenant operation. The user is also requesting to change or remove language regarding the requirement for a personal guaranty for a publicly owned company due to no ability to provide a personal guarantee without a legal and liability challenge.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Staff recommends to maintain the deposit requirement and to consider removing the personal guaranty requirement from Town Code 134-71.

Work Session

134-71 UTILITY ACCOUNTS DEPOSITS, PAYMENTS AND TERMINATION OF SERVICE**A. DEPOSIT:**

1. a. Residential Service Location Amount: For an existing residential service location, the deposit required for Town utility services after September 9, 2019 shall be an amount equal to the highest monthly bill for that location during the preceding twelve months or two hundred and fifty dollars (\$250.00), whichever is greater.

(Amended Deposit Amount 9-9-19-Effective Upon Passage)

b. Commercial Service Location: For an existing commercial service location, the deposit required for Town utility services shall be an amount equal to twice the average monthly bill for that location during the preceding twelve months or five hundred dollars (\$500.00), whichever is greater.

(Amended Deposit Amount 9-9-19-Effective Upon Passage)

c. Newly Established Location: To calculate the amount of the deposit for newly established residential or commercial service locations, the Front Royal Department of Finance shall establish the deposit at an amount equal to the customer's anticipated monthly usage of water and electric service, as may be the case.

d. Reinstatement of Deposit: If, at any time, the customer's deposit is waived or returned, as set forth below, but the customer's service subsequently is terminated for nonpayment or the customer has made four late payments during any twelve month period, a deposit, in an amount as set forth above, shall be required.

~~e. Business Entities: The Town shall require any entity not a natural person requesting a utility account after September 9, 2019 to either: (1) provide the written personal guaranty of payment from a natural person holding an ownership interest in the entity or, (2) pay a deposit amount equal to the greater of: (a) twice the average monthly utility bill during the preceding twelve (12) month period for utilities provided at the service location or, (b) \$500.00. Any deposit paid pursuant to (2), above, shall be refunded upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town.~~

(Added (e) 9-9-19-Effective Upon Passage)

2. Residential Service Location Deposit Waiver: Notwithstanding the foregoing, no residential service location deposit shall be required when an acceptable credit history is furnished by the customer from a previous utility provider. Acceptable credit history is defined as a customer who can demonstrate that during the previous twelve months his bills were paid with no more than four (4) late payments on a monthly billing system or no more than two (2) late payments on a bimonthly system.

3. Payment of Deposit: Payment of the deposit is due upon execution of the service work order. In lieu of the foregoing, when the required deposit for a residential service location exceeds five hundred dollars (\$500) or a commercial service location exceeds one thousand dollars (\$1,000), the deposit may be paid in two equal installments with one half due when the work order is signed and pay the remaining half along with the payment for the first month's service.

(Amended 9-9-19-Effective Upon Passage)

4. Interest and Refunds: Deposits shall be held in an interest-bearing account.

a. Residential service location deposits plus interest shall be refunded either: (1) upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town; or (2) upon the customer's request after a period of twelve months of service during which there were no more than four delinquent payments. Upon request of a refund, the Director of Finance shall first ensure that customer does not have any debts owing to the Town. If the customer is indebted to the Town, the Director of Finance will apply any refund toward satisfaction of these debts prior to the refund of any money to the customer.

b. Commercial service location deposits plus interest shall be refunded upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town.

(Added (b) 9-9-19-Effective Upon Passage)

B. PAYMENTS:

1. Due Date - Fines and Charges: All payments for water, sewer, electric, and garbage collection services shall be due within 20 days of the date of billing. Accounts, for which full payment is not received within 20 days, are delinquent. A late charge of 2% of the delinquent bill immediately shall be charged to the delinquent account. If the account remains delinquent for 10 days after the original notice, an additional service charge of \$10.00 shall be charged. Finally, a service charge will be required to reconnect service that has been discontinued due to non-payment. If the reconnection occurs during normal business hours, the reconnection fee shall be \$20.00-first reconnection fee; \$30.00-second reconnection fee; \$40.00-third reconnection fee; \$50.00-reconnection fee for all other times.

(Amended by Adding Reconnection Fees 1-28-13-Effective Upon Passage)

2. Allocation of Payments: During a delinquency in the payment for any service (electric, water, sewerage, or garbage collection) any subsequent payment received for services will be applied first against the most delinquent account which is not subject to a defense of any applicable statute of limitations.

3. Budget Billing: Notwithstanding the foregoing, the Director of Finance, in his discretion, may enter into agreements with customers for alternative billing and payment schedules with persons on fixed or limited incomes.

4. The Town of Front Royal may take all lawful action to collect all debts owed to the municipality which have become overdue.

(Added (4) 9-9-19-Effective Upon Passage)

C. TERMINATION OF SERVICES:

1. Notice: The Director of Finance shall notify the customer in writing of all delinquencies, imminent service termination, and right to contest as set forth below. Notice also shall be posted on the door of the premise with the delinquent account.

(Amended by Removing "20-day" 9-9-19-Effective Upon Passage)

2. Protest: The customer may contest the bill by contacting the Director of Finance for the Town of Front Royal who will immediately schedule a hearing on the customer's claim that his account is not delinquent.

3. Disconnection of Service: If the matter is not successfully contested by the customer and arrearages remain 10 days after the date of the aforementioned notices, service shall be disconnected. Notwithstanding the foregoing, no services shall be disconnected prior to a requested hearing.

(Amended (3) 9-9-19-Effective Upon Passage)

4. Persons in Poor Health: Customer may seek an additional 30 days before water and electric services are disconnected if the Director of the Warren County Health Department certifies in writing to the Town of Front Royal Director of Finance that the customer has a serious medical condition or the customer resides with a family member with a serious medical condition. Upon providing certification the service termination may be delayed twice within a 12-month period, but may not be consecutive, certification shall be valid for period of 365 days.

(Amended 1-28-13-Effective Upon Passage)

5. Conditions for Reconnection of Service: Once disconnected, services shall not be restored to that customer until the outstanding balance (service fee(s), penalty, and reconnection fee(s)) for that service location is paid in full, unless the Director of Finance has approved other arrangements for payment in full.

D. RETURNED PAYMENT POLICY: If a payment is returned to the Town for any reason, the Director of Finance shall notify, in the same manner as provided above, the Customer. If payment, in full, plus a \$35.00 service charge is not received by the close of business three days after the date on the notice, all utility services to the customer's service location shall be disconnected. If the customer presents the Town with more than two bad checks during any twelve-month payment, payment by check will no longer be accepted.

(Amended Service Charge 1-28-13-Effective Upon Passage)

(Amended Entire Section 2-23-98-Effective Upon Passage)

(Ord. No. 9-08 Removed (I) "*Drought Restrictions*" 9-22-08-Effective Upon Passage)

Locality	Services	Deposit Amount	Handling of Business Accounts	Bad Debt	Other Collection Procedures
Front Royal	Water/Sewer/Electric	Residential Service Location - \$250 minimum or highest bill for location for preceding twelve months; which ever is greater. Commercial Service Location - \$500 minimum or twice average monthly bill; which ever is greater.	No difference	<1%	Diligent on disconnects for non-payment; services are disconnected if payment agreement is not met; tiered reconnection fees; debt-set off; pursuing judgments on closed accounts with balances greater than \$1,000
Clarke County	Water/Sewer	2 times average bill; minimum of \$300 for residential & \$500 for commercial; property owners not required to pay a deposit	No difference	Roughly 10%	Lien properties
Culpeper (Town), VA	Electric, water, sewer	Electric = \$250, Water/Sewer \$50; Deposits are not waived; 24 months of good credit history allows deposit to be refunded	No difference	<1%	Very diligent on disconnect of service for non-payment each month. Customers must pay balance in full for service to be restored. After applying security deposits on closed accounts, we will check for any tax overpayments. We also hold license renewals if any amounts are owed. And if a utility has a prior amount owed, even if written off, they are required to pay the prior amount owed in full before we will open a new account for them.
Danville	Electric, Water, Sewer, & Gas	Residential - Water - \$75, Water & Sewer - \$100, Gas - \$200, Electric-\$200 Water, Sewer, Gas, & Electric - \$400; Deposits returned after 12 months of good payment history	\$1,500 Deposit on Commercial Accounts		
Henrico, VA	Water/Sewer	Renters \$100; deposits waived for 12-months of good credit	No difference	<1%	Tiered reconnection fees, 1st offense warning, 2nd offense \$50, 3rd and thereafter \$100; debt setoff & outside collection attorney
Leesburg, VA	Water/Sewer	\$150 deposit for residential;	\$500 Deposit on Non-residential Accounts	<1%	Debt set-off & hold property owner responsible by placing lien on property
Luray, VA	Water/Sewer	\$150 deposit	No difference		Debt set-off, extreme accounts will obtain lien on property
NOVEC	Electric	\$300 deposit, not to exceed 2 months usage; held for 12 months of good payment history			
Rappahannock Electric	Electric	Highest 2 months, returned to residents after 12 months good payment history & 24 months for businesses	No difference		Secure judgments
Shenandoah Valley Electric Cooperative	Electric	Two times the estimated annual average of a months' worth of billing	No difference		
South Hill, VA		In-town \$100/Out-Town \$150; Deposits are not waived	Deposit equals 2 months of service		Debt set-off
Strasburg, VA	Water/Sewer	\$200 in-town; \$240 out-town	No difference		Place liens on property
Vienna, VA	Water/Sewer	\$225 Deposit or 3 months average use; only for renters (Deposits are waived for landlords or those receiving a HUD section 8 discount)	No difference	3%	Debt set-off
Vinton, VA	Water/Sewer	\$100 deposit for renters only	No deposit on business accounts	<1%	Debt set-off
Waynesboro	Water/Sewer	Residential - \$150; No deposit for property owners	Comercial \$250 Deposit		
Winchester, VA	Water/Sewer	\$170 deposits	No difference		
Woodstock, VA	Water/Sewer	3 months average bill	No difference		Debt set-off
Wytheville, VA	Water/Sewer	\$100; deposits are waived for property owners	No difference	<1%	Debt set-off

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Work Session Agenda Form

Item # 5

DATE: November 18, 2019

AGENDA ITEM: Waiver of Christmas Tree License Tax – Rivermont Baptist Church

SUMMARY: Council has received a request from Kerry Young of Rivermont Baptist Church to sell Christmas trees during the 2019 holiday season as a fundraiser for the church. They will be set up on a lot located at Prospect Street and Royal Avenue that is owned by their Pastor Tim Dyke. Parking will be available behind Reflections Salon which he also owns. Town Code requires a \$100.00 license tax to sell Christmas trees. Mr. Young is requesting a waiver of this fee. Council may authorize a waiver if desired and as permitted by Town Code Section 98-61(A)(1) and (A)(4).

Email request is attached and Town Code Section

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action

Work Session

Tina,

The Rivermont Baptist Church would like a waiver of the license tax. Let me know if you need anything other than this email to make the request. I take it the Town Council will decide whether or not to grant this waiver or not at the November 25th meeting, is that correct?

Thanks again,
Kerry Young

Mr. Young,

The Town Code has a license tax of \$100.00 for selling Christmas Trees; however, the Town Code also stipulates that Town Council can approve a waiver of this tax. Your request must state that you would like the waiver of the license tax.

Thank you,

Tina

From: RIVERMONT BAPTIST CHURCH <rivermontbaptist@outlook.com>

Sent: Tuesday, November 12, 2019 10:45 AM

To: Tina Presley <tpresley@frontroyalva.com>

Subject: Rivermont Baptist Church Fundraiser

Ms. Presley,

I'm writing you to request permission for Rivermont Baptist Church to do a fundraiser on the corner of Prospect Street and Royal Avenue in the vacant lot. The purpose of the fundraiser is to raise money for our Youth Group to go to camp by selling Christmas trees. The hours of operation will be Monday-Friday 4:00 p.m. thru 9:00 p.m., and on Saturday from 8:00 a.m. thru 9:00 p.m. This lot is owned by our Pastor Tim Dyke, and we'll be directing patrons to park in the parking lot behind Reflections Salon, which he also owns. Let me know if this will be okay and what other actions you need us to take. Thanks in advance for your help in this matter!

God Bless,
Kerry D. Young
Rivermont Baptist Church

98-61 LICENSING – PEDDLERS AND ITINERANT MERCHANTS

Any peddler or itinerant vendor as defined by Town Code Chapter 138 shall be subject to the following license taxes:

A. Itinerant Merchant License Tax

1. Christmas Tree and Fireworks Vendors - \$100.00 per calendar year.
2. Fresh Farm Product Vendors – farm grown by merchant exempt per Va. Code § 58.1-3717; if product is purchased by merchant and resold, merchant is considered an Itinerant Merchant.
3. All Other Itinerant Merchants - \$250.00 per calendar year. The tax shall be pro-rated based upon the date of issuance.
4. Any non-profit civic, charitable, or bona-fide educational organization may receive a waiver of license tax upon application to and approval of the Front Royal Town Council.
5. Merchants selling food and merchandise during a Special Event that has been issued a permit by the Town shall be exempt from the license tax.

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Work Session Agenda Form

Item # 6

DATE: November 18, 2019

AGENDA ITEM: Update Goals for FY19-20

SUMMARY: Interim Town Manager will update Council on Goals for FY19-20

Goals List Attached

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action

Work Session



TOWN OF FRONT ROYAL

TOWN COUNCIL GOAL SESSION

GOALS FOR FY19-20

Goals Setting Session for Fall 2019	Due Date	Last Update	Complete	Council Lead	Staff Lead
Develop a safety plan for Kerfoot Avenue near the soccer fields	9/30/19		10/1/19	Thompson	Boyer
Develop an overall infrastructure plan with cost estimates (roads, sidewalks, curb & gutter)	9/30/19			Tewalt	Boyer
Develop funding options to implement infrastructure plan	10/30/19			Tewalt	Boyer
Develop an overall plan to address the I&I issues	12/31/19			Holloway	Boyer
Investigate inhouse work vs. contract labor for cost reduction on I&I work	12/31/19			Holloway	Boyer
Reevaluate the South Street Study conducted by VDOT	9/30/19		9/16/19	Thompson	Brown
Develop a plan to improve scoring in the smartscale funding for Happy Creek Phase II road project	10/30/19			Gillispie	Brown
Develop a policy/procedure to address blighted structures in Town	12/3/19			Thompson	Camp
The Subdivision Committee to provide a draft report to Town Council	1/30/20			Holloway	Camp
Install additional pedestrian crossing equipment at all crosswalks on South Street	11/1/19			Sealock	Jenkins
Contract enforcement on the building condition of Town Hall	9/30/19			Tederick	Napier
Develop a legal strategy for current and future lawsuits on the EDA and others	9/30/19			Meza	Napier
Investigate a pilot agreement with Valley Health to include state law and financial perspective	1/1/20			Thompson	Napier
Develop an action plan to redevelop the Afton Inn	9/15/19	11/18/19		Tederick	Tederick
Issue an RFP for consultant services for healthcare services	9/18/19	11/18/19		Meza	Tederick
Develop recommendations for reforming the EDA (EDA Reform Committee)	11/29/19	11/18/19	N/A	Meza	Tederick
Develop a public relations/communications plan and strategy	1/1/20	11/18/19		Thompson	Tederick
Determine overall cost for the PD with the EDA (% rate, legal fees and etc.)	9/30/19			Sealock	Wilson
Develop an overall project list to include funding and time schedule (current/encumber funds)	10/30/19			Tewalt	Wilson

As of 11/13/2019



TOWN OF FRONT ROYAL
TOWN COUNCIL GOAL SESSION
GOALS FOR FY19-20

Goals Setting Session for Fall 2019	Due Date	Last Update	Complete	Council Lead	Staff Lead
Inspect former Town Hall for damage and overall condition of the building	8/30/19		8/28/19	Tederick	Brown
Determine water capacity & improvement necessary in the Rt. 522 corridor for additional services	9/30/19		9/23/19	Gillispie	Boyer
Develop and issue an RFP for the road design for Happy Creek Phase II road project	9/30/19		9/27/19	Waltz	Brown
Establish a committee to review and provide recommended changes to subdivision Ordinances - Chapter 148 Subdivision and Land Development	9/30/19		9/30/19	Holloway	Camp

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Work Session Agenda Form

Item # 7

DATE: November 18, 2019

AGENDA ITEM: BAR Resignation

SUMMARY: On November 7, 2019 Michael Whitlow resigned from the Board of Architectural Review (BAR). Mr. Whitlow was appointed November 28, 2016 to a four-year term expiring November 13, 2020.

Resignation attached

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action

Work Session

November 7, 2019

Jeremy and Connie,

I am sorry for the delay in getting back to you. A lot has changed for us over here and regretfully, I am going to have to resign. It wasn't an easy decision and I still have my reservations about doing it but....

I enjoyed being part of the process up to this point but moving forward, it is a time issue.

Our company, Vetbuilder.com is scaling up and with a goal of being a National Service Provider....I am simply not able to dedicate the time to the Board of Architectural Review that it deserves.

Thank you for your understanding and have a fantastic day!

Michael A. Whitlow