

The Special Meeting of the Town Council of the Town of Front Royal, Virginia was held on February 19, 2020 in the Warren County Government Center. Mayor Tewalt led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence.

Councilman Gillispie moved, seconded by Councilman Meza to appoint and recognize Tina Presley as Clerk of the Front Royal Town Council pro tempore for the meeting of Front Royal Town Council on February 19, 2020 Special Meeting and Work Session; and for such additional and further meetings and times that are a continuation of the February 19, 2020 meetings at her services such as Clerk pro tempore may be needed.

Vote: Yes – Unanimous

ROLL CALL FOR MAYOR AND TOWN COUNCIL

PRESENT: Mayor Eugene R. Tewalt
Vice Mayor William A. Sealock
Councilman Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman Chris W. Holloway
Councilman Jacob L. Meza
Councilman Letasha T. Thompson

OTHERS PRESENT:
Pro Tempore Clerk of Council Tina Presley
Town Attorney Douglas W. Napier
Interim Town Manager Matthew A. Tederick

ROLL CALL FOR PLANNING COMMISSION

PRESENT: Chairman Douglas Jones
Commissioner William C. Gordon
Commissioner Daryl G. Merchant
Commissioner Connie Marshner
Commissioner Cee Ann Davis

ABSENT: Vice Chairman Joseph McFadden

Councilman Cockrell read for the record *“While I do not anticipate there being any obstacles for the Warren County Public Schools request before the Planning Commission and Town Council tonight, I want my fellow councilmen and the public to know that I would not be participating in any discussion or vote on this request due to my 30-year employment with Warren County Public Schools.”*

JOINT PUBLIC HEARING – Chairman Jones opened the public hearing to discuss FRSPU-1801-2020, Special Use Permit submitted by Melody Sheppard, on behalf of the property owner, Warren County Public Schools, for the installation of a Temporary Modular Classroom at A.S. Rhodes Elementary School, located at 224 W. Strasburg Road. The location of the property is within the R-3 Zoning District, that requires a Special Use Permit for temporary classrooms, pursuant to Town Code 175-109.1.A. The application includes a preliminary site plan showing the temporary classroom being

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placed on the existing paved play area to be used during the current renovation project, as well as improvements to the grounds of the property.

Chairman Jones continued that Town Staff recommends that the Planning Commission issue a recommendation of approval of the Special Use Permit Application with the following conditions. Furthermore, Town Staff recommends approval of the site plan application for the new temporary building. Additional consideration may need to be given if new information is provided at the scheduled public hearing.

CONDITIONS:

- 1) This Special Use Permit is authorized to allow the temporary use of a modular classroom at A.S. Rhodes Elementary School at 224 W. Strasburg Road.
- 2) This Special Use Permit shall only be valid for 1 year from the date of approval by Town Council. Town Council may authorize an extension of this permit for 1 additional year if requested by the Applicant before expiration.
- 3) The foundation of the posed modular classroom shall be skirted.
- 4) The modular classroom shall be removed within 30 days from expiration of this permit, or within 30 days from completion of the renovations to A.S. Elementary School, whichever occurs first.
- 5) Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

Mr. Jones invited the Planning Commission members and the public to participate in any comments they may have on the request.

Melody Sheppard, 123 Locust Dale Road, Assistant Superintendent/Interim Superintendent of Warren County Schools, advised that the roof has been replaced and the asbestos removed at A.S. Rhodes Elementary School. She thanked the entities for their consideration at the Special Meeting.

Commissioner Davis confirmed that Ms. Sheppard was comfortable with the conditions of the Special Use Permit.

Chairman Jones questioned the timeline of the renovation project. Ms. Sheppard introduced Bill Shelton of OWPR Architects and Greg Livesay Director of Facilities. She noted that if the permit is approved tonight the modular unit would be installed within the next month and construction would begin March 20, 2020. Completion is anticipated in October 2020 and that is when the modular unit would be removed. She confirmed that construction is not anticipated to go into 2021.

Councilman Holloway confirmed that the asbestos was removed over the summer.

Commissioner Davis questioned the safety and security of the students and staff during construction. Ms. Sheppard explained that since 80% of the building will be renovated and barriers will be erected for the 4th and 5th graders who will still be in the school. She noted that a School Resource Officer will be there regularly to help with security and safety.

Councilman Holloway questioned whether a restroom could be installed at the modular unit due to its close proximity to Route 55. Ms. Sheppard explained that the idea is for the students to use the restrooms located in the multi-purpose room adjacent to the modular unit. Mr. Holloway reiterated that his concern was for the safety of the children. Councilman Gillispie questioned whether there would be enough restrooms for the children and staff in the building during construction. Mr. Livesay confirmed that there were enough restrooms in the building for those students and staff left in the building and the students in the modular unit would use the restrooms in the adjacent multi-purpose room. Councilman Holloway reiterated his concerns. Mr. Livesay advised that there would be school administrators with the students at all times. He continued that a restroom could be considered but it would add time to find a modular unit with a restroom attached and would increase the costs. Mr. Livesay advised that the travel flow for buses and parent drop-off would be revised for added safety.

Ms. Marshner questioned where the children would play due to the modular unit being placed on the play area. Ms. Sheppard advised that there were plenty of green space and a playground area for the students on the property. She also explained that the younger groups (K-3) go in groups when they are outside the classroom with a staff person. Mr. Livesay also noted that the chain link fence surrounding the modular unit will mostly be intact, only a small portion will be removed to get the modular unit in place.

Commissioner Davis suggested contacting the Health Department regarding infection control among the students and staff with a rise in viral illness and resistant organisms.

Chairman Jones closed the Public Hearing.

Commissioner Merchant moved, seconded by Commissioner Davis that the Planning Commission approve Special Use Permit FRSUP-001801-2020 with conditions noted in the staff report. He further moved that the Planning Commission approve site plan FRSITE-001776-2019 subject to the approval of Special Use Permit by Town Council.

Vote: Yes – Chairman Jones and Commissioners Merchant, Marshner, Davis, Gordon

No – N/A

Abstain – N/A

Absent – Vice Chairman McFadden

ROLL CALL

The item was turned over to Mayor and Town Council for discussion and vote.

Councilman Thompson moved, seconded by Councilman Gillispie to approve a Special Use Permit submitted by Melody Sheppard, on behalf of the property owner, Warren County Public Schools, for the installation of a Temporary Modular Classroom at A.S. Rhodes Elementary School, located at 224 W. Strasburg Road to be placed on the existing paved play area to be used during the current renovation project.

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Councilman Holloway moved, seconded by Vice Mayor Sealock to amend the motion to include that restrooms be installed in the modular unit as part of the conditions.

Councilman Holloway expressed the importance of safety for the children.

Vote: Yes – Vice Mayor Sealock, Councilman Holloway
No – Councilmen Gillispie, Meza, Thompson
Abstain – Councilman Cockrell
Absent – N/A

ROLL CALL

(On Amendment to the Original Motion - Failed)

Town Attorney Napier confirmed with Councilman Thompson that the original motion does include the conditions as stated in the Planning Commission Staff Report.

Vote: Yes – Vice Mayor Sealock, Councilmen Holloway, Gillispie, Meza, Thompson
No – N/A
Abstain – Councilman Cockrell
Absent – N/A

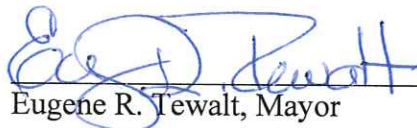
ROLL CALL

(On Original Motion with the Conditions as stated in the Planning Commission Staff Report - Passed)

Mayor asked for a motion to adjourn and a second. Vote: Unanimous

The meeting was declared adjourned at 7:22pm.

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APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Pro Tempore Clerk of Council

Councilman Meza moved, seconded by Councilman Holloway approved the Special Council Meeting minutes of February 19, 2020 on March 9, 2020.

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TOWN COUNCIL WORK SESSION MINUTES**Wednesday, February 19, 2020****Immediately following the Joint Special Meeting
of Town Council and Planning Commission
Warren County Government Center**

1. Update on Community Development block Grant (CDBG) - After many meetings and discussions with those involved in the Community Development Block Grant (CDBG), Interim Town Manager Tederick, gave Council a better understanding of where the Town is and how to move forward with the grant. He introduced Craig Wilson of Summitt Design and Engineering who explained the allowance of "materials only" specifically as it relates to windows, doors and awnings. He noted that twenty (20) facades were the original target and that the original applicants could apply for "materials only". He noted that there were seven (7) months left to use the monies from the grant. He did note that an extension could be made but urged that it be made soon.

Mr. Tederick updated Council on the Pavillion/Restrooms slated for construction at the Village Commons Area. He noted that the bid came in at \$283,000, over budget by \$153,000. Director of Finance BJ Wilson advised that the monies would come from reserves. It was also noted that if the twenty (20) facades target does not get met, monies might be able to get shifted. Mr. Tederick advised a two-month lead time to build the pavilion/restrooms. Mayor Tewalt noted that the bid seemed high and opined that it could be built cheaper. Mr. Wilson explained that the pavilion/restrooms was built off-site and brought in to be installed.

Councilman Meza expressed his disappointment that for 2 ½ years there has been zero progress and now there is a 7-month rush. Mr. Tederick reminded him of a possible 6-month extension and advised Council that to keep moving the Town could take the money from reserves and begin the construction in 30 days. Councilman Holloway reiterated that stick built would be cheaper than pre-built.

Mr. Craig Wilson suggested June 2020 at the latest to apply for the extension. He expressed importance of the facades being the number one priority. He confirmed that when September comes there is no fear of having to pay back the money, but being forfeited and may hurt chances of Town receiving funds in the future. He confirmed that there was no Phase II. He also confirmed that property owners have to match the funds; however, if there were renovations previously done those renovations could be counted as a credit towards the match not as money refunded to them. This is taken in consideration during the application process.

Vice Mayor Sealock questioned the Way-finding Signs. Joe Petty, Warren County Zoning Administrator, confirmed that the signs are currently with VDOT and on time with a September date to be installed by the Town.

Mr. BJ Wilson explained that there was \$130,000 budgeted for CDBG and there was \$111,000 left.

Vice Mayor Sealock questioned how the Afton Inn would impact the grant if it does not participate in the grant monies. Mr. Wilson explained that it would not impact the grant very much if one façade does not get done; however, the Afton Inn would have required a large portion of the grant to be used.

Mr. Craig Wilson will look into the ability to use murals as part of the grant monies.

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Mayor Tewalt asked that staff get all the facts together and present to Council in the future including finding vendors that are prequalified, streamlining the process and concerns involving the pavilion and restrooms. Mr. Craig Wilson encouraged the Council to spend the CDBG monies first and then the Town's.

2. Advertisement of 2020 Real Estate and Personal Property Tax Rate - Finance Director BJ Wilson advised Council that Staff is required to advertise the Tax Rate before April 1, 2020 to allow sufficient time to advise the County of the Town's rate for tax bills. Councilman Thompson advised that before she could decide what rate to go with, she needed to know what Council was going to do with Tourism. Councilman Meza noted that he was committed to \$0.13 as proposed and suggested Council figure out other ways to cut. Mayor Tewalt reminded Council that the tax rate cannot be increased once it is set for a public hearing, but it could be decreased. Mr. Tederick noted that the Health Insurance Consultants Report should be available in two weeks. He also noted that the current tax rate is \$13.5. All Council, except for Mr. Sealock, wanted to keep the tax rate at \$0.13 as proposed and to advertise as such.

3. Volunteers for the Town Scholarship Committee - Councilmen Gillispie and Thompson agreed to volunteer for the Town Scholarship Committee

4. Open Discussion

Councilman Holloway questioned the status of Town Decals. Mr. Tederick advised that a revision to the Town Code was currently underway.

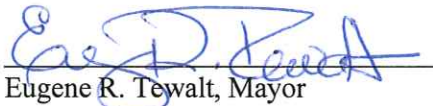
Councilman Cockrell questioned the notice of recycling materials in the electric bills. Mr. Tederick advised that it was slated for March.

Councilman Meza questioned the water/sewer rates and recycling. Mr. BJ Wilson clarified that the garbage rates remain the same this year, but water/sewer rates are slated to increase. Mr. Meza was also notified that the Staff is working on Chris Ramsey's concerns.

Adjourned 8:34pm

PRESENT: Mayor Tewalt, Councilman Meza, Councilman Thompson, Councilman Gillispie, Vice Mayor Sealock, Councilman Holloway, Councilman Cockrell, Interim Town Manager Tederick, Town Attorney Napier, Pro Tempore Clerk of Council Presley, Director of Finance Wilson, members of the CDBG Board, members of the public and members of the press.

APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Pro Tempore Clerk of Council

Councilman Meza moved, seconded by Councilman Holloway approved the Work Session Meeting minutes of February 19, 2020 on March 9, 2020.

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