TOWN COUNCIL SPECIAL MEETING

Monday, November 16, 2020 @ 7:00pm
Town Hall Conference Room

1. ROLL CALL *Mayor Tewalt _____VM Sealock _____Cockrell _____Gillispie_____ Holloway _____Meza _____Thompson _____*

2. Closed Meeting – Personnel and Bank Loan

TOWN COUNCIL WORK SESSION

immediately following Special Meeting

1. Review of FY21 Revenues & Contingencies – *Finance Director*

2. Infrastructure Update – *Public Works Director*

3. Humane Society Request – *Interim Town Manager*

4. Continued Weekend Closure of Main Street – *Interim Town Manager*

5. Special Use Permit for Non-Conforming Lot on Grand Avenue - Spiewalk – *Dir of CD/Planning*

6. Request to Receive Retire Ambulance from WC Fire and Rescue – *Chief of Police*

SPECIAL

MEETING

Council Agenda Statement

Item # 2

Meeting Date: November 16, 2020

CLOSED MEETING: Personnel and Bank Loan

Motions to Go Into Closed Meeting

I move that Town Council go into Closed Meeting for **1)** the discussion, consideration, or interviews of prospective candidates specific to the Town Manager's Position for employment; assignment, appointment, promotion, performance, salaries, or resignation of specific public officers, appointees, or employees of the public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia and **2)** regarding a potential loan from a bank regarding the Police Department Headquarters all the pursuant to the following Sections of the Code of Virginia, respectively in the following order of the Code: Sections 2.2- 3711. A. 29; and 2.2-3711. A. 6; and Section 2.2-3711. A. 8.:

(1) The discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; (2) The award of a public contract involving the expenditure of public funds, and the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body: And (3) 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 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 the Mayor and Council certify that to the best of each member's knowledge, as recognized by each Mayor and 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 the Mayor and Council, and that the vote of each individual member of the Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Approved By: _____

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Cockrell*** _____ ***Gillispie*** _____ ***Holloway*** _____ ***Meza*** _____ ***Thompson*** _____

WORK SESSION

Work Session Agenda Form Item # 1

DATE: 11/16/20

AGENDA ITEM: Review of FY21 Revenues & Contingencies

SUMMARY: Town Council approved a FY21 budget transfer/amendment upon adopting the FY21 budget, which provides contingency funds for the general fund, street fund, water fund, sewer fund, and solid waste fund due to the COVID-19 pandemic. Council requested staff to periodically review revenues and contingency amounts during work sessions to address accordingly.

Staff is providing Town Council with updated information related to key revenues as of October 31, 2020.

Staff continues to monitor the proposed ban on utility disconnections and will update Town Council accordingly as the proposed ban progresses.

BUDGET/FUNDING: See attachment for key revenue status update.

STAFF RECOMMENDATION: Staff recommends continuing to monitor the proposed ban on utility disconnections and adjust contingencies accordingly once additional information is received from the Commonwealth of Virginia Governor's Office.

Work Session

KEY REVENUE & CONTINGENCY REVIEW

as of October 31, 2020

General

	FY21 Budgeted Amount	Year to Date Receipts	Budget Expired	Above/Below Expired FY21 Budget
Sales Tax - Warren County	$ 1,084,340.00	$ 412,288.43	$ 361,410.52	$ 50,877.91
Lodging Tax	$ 316,000.00	$ 80,185.15	$ 105,322.80	$ (25,137.65)
Meals Tax	$ 1,994,000.00	$ 663,327.98	$ 664,600.20	$ (1,272.22)
PILOT - Utility Bills	$ 530,480.00	$ 196,719.71	$ 176,808.98	$ 19,910.73
Fines & Forfeitures	$ 202,000.00	$ 44,002.42	$ 67,326.60	$ (23,324.18)
Rental Vehicle Tax	$ 99,000.00	$ 25,212.13	$ 32,996.70	$ (7,784.57)
Communication Tax	$ 135,890.00	$ 45,247.21	$ 45,292.14	$ (44.93)
599 Funding Police Dept (Received Quarterly)	$ 376,295.00	$ 94,074.00	$ 94,074.00	$ -
			Subtotal	$ 13,225.09
General Fund Contingency Less Difference in Revenues				$ 1,316,821.00
G/F Difference After Contingency				**$ 1,330,046.09**
	Police Department Attrition Position			**$ (27,957.50)**
	General Fund Difference After Deductions			**$ 1,302,088.59**

Streets

	FY21 Budgeted Amount	Year to Date Receipts	Budget Expired	Above/Below FY21 Budget
Street Construction & Maintenance (V-DOT)	$ 1,971,380.00	$ 492,608.20	$ 492,845.00	$ (947.20)
Street Fund Contingency				$ 204,145.00
Street Fund Difference Contingency				**$ 204,145.00**
	Street Difference After Deductions			**$ 204,145.00**

Electric

	FY21 Budgeted Amount	Year to Date Receipts	Budget Expired	Above/Below Expired FY21 Budget
Electric Sales	$ 19,154,800.00	$ 6,406,245.42	$ 6,384,294.84	$ 21,950.58
Electric Fund Contingency				$ 674,979.00
Electric Fund Contingency Plus Revenue Difference				**$ 696,929.58**
	Electric Difference After Deductions			**$ 696,929.58**

Water		FY21 Budgeted Amount	Year to Date Receipts	Budget Expired	Above/Below Expired FY21 Budget
	Water Sales	$ 5,064,250.00	$ 1,844,462.02	$ 1,687,914.53	$ 156,547.50
	Water Connections	$ 160,000.00	$ 147,499.00	$ 53,328.00	$ 94,171.00
				Subtotal	**$ 250,718.50**
	Water Contingency				$ 458,325.00
	Water Contingency Plus Revenue Difference				**$ 709,043.50**
			Water Difference After Deductions		**$ 709,043.50**

Sewer		FY21 Budgeted Amount	Year to Date Receipts	Budget Expired	Above/Below Expired FY21 Budget
	Sewer Sales	$ 6,057,430.00	$ 1,915,797.78	$ 2,018,941.42	$ (103,143.64)
	Sewer Connections	$ 332,140.00	$ 402,522.00	$ 110,702.26	$ 291,819.74
				Subtotal	**$ 188,676.10**
	Sewer Contingency				$ 359,525.00
	Sewer Contingency Plus Revenue Difference				**$ 548,201.10**
			Sewer Difference After Deductions		**$ 548,201.10**

Solid Waste		FY21 Budgeted Amount	Year to Date Receipts	Budget Expired	Above/Below Expired FY21 Budget
	Solid Waste Sales	$ 1,020,935.00	$ 341,595.29	$ 340,277.64	$ 1,317.65
	Tipping Fees Collected from Utility Billing	$ 26,000.00	$ 6,554.00	$ 8,665.80	$ (2,111.80)
				Subtotal	**$ (794.15)**
	Solid Waste Contingency				$ 38,465.00
	Solid Waste Contingency Less Revenue Difference				**$ 37,670.85**
			Solid Waste Difference After Deduction		**$ 37,670.85**

OVERALL DIFFERENCE AFTER DEDUCTIONS	**$ 3,498,078.62**

DELINQUENT UTILITY ACCOUNTS

Number of Delinquent Active Utiltiy Accounts May 2020	2,022
Number of Delinquent Active Utliity Accounts June 2020	1,151
Number of Delinquent Active Utliity Accounts July 2020	899
Number of Delinquent Active Utliity Accounts August 2020	856
Number of Delinquent Active Utiltiy Accounts Sept 2020	936
Number of Delinquent Active Utiltiy Accounts Oct 2020	822
May 2020 Delinquent Utiltiy Account $	$841,441.54
June 2020 Delinquent Utiltiy Account $	$658,438.88
July 2020 Delinquent Utiltiy Account $	$581,514.60
August 2020 Delinquent Utiltiy Account $	$513,404.35
September 2020 Delinquent Utiltiy Account $	$464,688.73
October 2020 Delinquent Utiltiy Account $	$513,527.86

2

Work Session Agenda Form

Item # 2

DATE: November 16, 2020

AGENDA ITEM: Infrastructure Projects Update

SUMMARY:

This presentation will discuss the following items.

-Radio read water meters changeout program
-Inflow & Infiltration (I&I) projects
-Paving Projects
-VDOT Projects – Revenue Sharing & Smart scale
-E. Stonewall Dr bridge repairs
-Happy Creek streambank & channel restoration project
-Route 522N Parallel waterline project
-Waterline upgrade projects
-Water storage tank rehabilitation

BUDGET/FUNDING:

N/A

STAFF RECOMMENDATION:

Staff will provide a presentation on recently completed Infrastructure projects explaining the work that was completed and the cost associated with these projects. This presentation will cover upcoming projects and the projected cost associated with those projects.

Work Session

3

Work Session Agenda Form Item # 3

DATE: November 16, 2020

AGENDA ITEM: Humane Society of Warren County Request for Sponsorship

SUMMARY: Council has received a request from the Humane Society of Warren County's Executive Director Meghan Bowers inviting Council to consider a sponsorship for the Humane Society to open and operate a low-cost spay and neuter clinic.

BUDGET/FUNDING:

STAFF RECOMMENDATION: Council takes desire action.

Work Session

Humane Society of Warren County

Hello!

My name is Meghan Bowers, and I am the Executive Director at the Humane Society of Warren County. We're located in Front Royal, Virginia. In this area, we play a big role in the community, working to improve the lives of pets and their guardians through our community programs.

The shelter operates as a no-kill shelter, and have been in Warren County since 1947. We have built a reputation of responsible financial management, and compassion towards all. Our team has been working hard to do more for our community, and we are ready to take the next steps. Work is beginning on our path to open and operate a low-cost spay and neuter clinic, which would make responsible pet ownership more accessible.

I would like to invite you to consider a sponsorship for this project. It will be a large initial undertaking, but after the first year, will be entirely self-sustaining. We are looking to raise the initial costs (for equipment and renovations), which will be approximately $125,000. The shelter itself will contribute $50,000 because we feel strongly that this new project is perfectly in line with our mission and goals. I've personally donated, as have our board members, because I am committed to the success of the shelter and clinic.

The project details are enclosed for your consideration, and we welcome any questions you might have. Thank you for taking the time to consider a sponsorship. Any amount will be so greatly appreciated.

Warmest Regards,

MBowers

Meghan Bowers

Executive Director

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Royal
Manager's Office

Humane Society of Warren County – 1245 Progress Drive – Front Royal, VA 22630
540-635-4734 – director@humanesocietywarrencounty.org

Humane Society of Warren County

Julia W. Wagner Animal Shelter

Spay Neuter Clinic

The Humane Society of Warren County has been a part of the community since 1947, and have worked very hard to better the lives of animals and their guardians. Since 2012, our shelter has made huge strides, first by achieving no-kill status, and maintaining it each year, and then by changing our policies to ensure that every animal that leaves our care is already spayed or neutered, vaccinated, micro-chipped and combo tested. We provided essential services to our community, such as rabies clinics and a free pet food bank.

As we continue to improve, we've found ourselves ready to take on the next logical step, one that our community needs desperately. Our intention is to open and operate a low-cost spay/neuter clinic in Front Royal, Virginia. With the support of our Board of Directors, we begin the process of providing an affordable option to pet owners and rescue groups who are looking to help make a difference in the lives of pets by preventing unwanted pregnancies, which significantly contribute to the pet overpopulation in our area.

Warren County, Virginia is nestled along the Shenandoah River. Approximately 16% of our families live below the poverty line. Despite the fact that many families are low-income, our community is full of pet lovers. There currently are no low-cost veterinary options in our area.

While this project is a large undertaking, we have the skills and team in place to get it done, plus a 73-year history of responsible financial management. The total first-year budget for this project is $424,716.50, which includes approximately $125,000 in start-up equipment and costs. After the initial set-up of the facilities, the clinic will pay for itself.

We have dedicated two days each week to low-cost surgeries for our shelter and local rescue and TNR groups and two days each week to the general public. We will provide quarterly vaccine clinics for the public.

1245 Progress Drive – Front Royal, VA 22630 540-635-4734

The Humane Society of Warren County is a 501c3 non-profit.

Humane Society of Warren County

Julia W. Wagner Animal Shelter

Expenses

Spay-Neuter Clinic Operating Expenses

Staffing: $160,044 Annually

This includes an annual salary of $80,000 for our veterinarian, plus two part time employees. Our veterinary assistant will make $15 hourly, and the office assistant will make $13 hourly. The annual staffing expenses also includes rabies inoculations for the veterinarian and vet's assistant, as well as applicable payroll taxes.

Equipment & Office Supplies: $101,325 initially, plus $4,600 annually

Initial equipment and supply purchases will be approximately $101,000. This amount includes everything from exam tables, kennels, computers and copy paper. Equipment will be purchased new with warranty, so for the first few years, we anticipate low costs for upkeep.

Medical Supplies: $12,000 Annually

We're anticipating $1,000 each month for medical supplies, which include latex gloves, vaccine inventory, medications and other disposables.

Facilities: Initially $25,000 for renovations, plus $47,040 Annually

We have budgeted $3,240 annually for phone and internet, plus $15,000 annually for utilities and $28,800 for rent. Researching the commercial market, we feel that the estimate for annual rent is conservative.

Insurance: $31,606

This figure includes General Liability, Veterinary malpractice insurance, Worker's Compensation, Umbrella and Health Insurance for our veterinarian.

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Humane Society of Warren County

Julia W. Wagner Animal Shelter

Financials

Surgery Annual Income: $194,400

54 Surgeries per week, including 4 dogs and 50 cats. Types of surgeries can easily be adjusted based upon need. Prices will be as follows:

Dog Spay $170

Dog Neuter $150

Cat Spay $75

Cat Neuter $65

Add-Ons Annual Income: $54,000

This will include add-ons such as vaccinations, micro chipping, nail trims and ear cleaning. This figure was calculated based on our current partnership with Anicira. For example, on average 64% of surgery clients also sign up for rabies vaccines, 12% also sign up for microchips, etc. Clinic prices will be as follows:

Microchip $55

Deworming $12-30

Ear Cleaning $10

Nail Trim $10

Distemper Vaccine $21

Rabies Vaccine $21

E-Collar $10

Hernia Repair $60

Anal Gland Expression $20

Vaccine & Chip Clinics Annual Income: $20,000

The clinic will be hosting quarterly vaccine and microchip clinics, which expect to produce an income of $5,000 each. The shelter currently does these clinics with rabies only, which bring in about $3,000 each. With the addition of the microchip and other vaccines, we anticipate a larger income at each clinic.

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The Humane Society of Warren County is a 501c3 non-profit.

Julia W. Wagner Animal Shelter

Humane Society of Warren County

Operations

Our Low-Cost Spay Neuter Clinic will be available for public use, as well as for shelter animals, and other local rescue and TNR organizations.

We anticipate 8-12 surgeries will be performed daily, with surgeries scheduled 4 days each week.

One day each week, the staff Veterinarian will visit the shelter to do routine check-ups on the shelter animals, or when needed, perform surgeries on shelter animals.

The clinic will be staffed by one full-time Veterinarian and two other employees at 32 hours per week. Clients will drop their animals off in the morning, and pick them back up the same day. Aside from spay and neuter surgeries, we will offer routine vaccines, but will not be a primary care facility or emergency vet's office.

The clinic will be operated as an extension of the shelter, still falling in the category of 501c3 non-profit. Any funds earned above our expenses will go towards animal care and shelter operations.



1245 Progress Drive – Front Royal, VA 22630 540-635-4734

The Humane Society of Warren County is a 501c3 non-profit.

Humane Society of Warren County

Julia W. Wagner Animal Shelter

Spay Neuter Clinic Donor Opportunities

Thank you for your interest in our life-saving project! There are many ways to get involved in our low-cost spay/neuter clinic, and we are happy to work with you to ensure that your gift is used according to your wishes.

- All of our donors of **$100** or more will be recognized in the lobby of the new clinic, featuring the name and short message on a beautiful display.
- Donors who give **$500** or more will be recognized in the HSWC quarterly newsletter, Shelter Tails, in addition to receiving an invitation to the clinic's "Thank You Reception" following the open house.
- Donors of **$1,000** or greater will be honored as Lifetime shelter members.
- Donors of **$5,000** will be recognized annually on the date of their choosing, to be celebrated as a shelter holiday, with special treats and activities shared with each of the shelter animals at the time. These donors will also receive 4 free tickets to each of the HSWC events for one year.
- Donors of **$10,000** will have the surgical suite or prep room named in their honor. There are limited naming opportunities at this level, but we are happy to discuss alternative recognition opportunities.
- Donors of **$50,000** will assist the shelter in naming the clinic in a way that recognizes the generosity of the donor. The name of the clinic will be predominantly displayed in the lobby and included in all marketing materials. We are only able to offer one opportunity for naming, but would be happy to discuss alternative recognition opportunities.

1245 Progress Drive – Front Royal, VA 22630 540-635-4734

The Humane Society of Warren County is a 501c3 non-profit.

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Work Session Agenda Form

Item # 4

DATE: November 16, 2020

AGENDA ITEM: Continued Weekend Closure of Main Street

SUMMARY: William Huck of C&C Frozen Treats has requested that Council continue the weekend closure of Main Street until the end of the year (December 31, 2020). Currently the closures will end on Monday, November 30, 2020.

BUDGET/FUNDING:

STAFF RECOMMENDATION: Council takes desire action.

Work Session

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Work Session Agenda Statement

Item # 5

Meeting Date: November 16, 2020

Agenda Item: Special Use Permit for Non-Conforming Lots on Grand Avenue – Spiewak

Summary: The Director of Planning/Community Development will be giving Council an overview of a special use permit application that has been submitted for the proposed consolidation of two (2) adjoining undeveloped, legally non-conforming lots of record into one [1] legally non-conforming lot of record for the purpose of construction of a single-family detached dwelling in an R-1 District (Grand Avenue). The application will be reviewed by the Front Royal Planning Commission on November 18 for a recommendation to Town Council. Tonight's overview will allow the process of action by Town Council to happen at their last meeting of the year on December 14, 2020 instead of the applicant waiting until the first meeting in January 2021. This is due to the advertising for a public hearing.

Budget/Funding: None

Staff Recommendation: for information only at this time. Has been placed on the Planning Commission Agenda for November 18th for a recommendation.

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

STAFF REPORT FOR THE NOVEMBER 18, 2020 PLANNING COMMISSION MEETING

APPLICATION #:

FRSPU-2331-2020

APPLICANT:

Richard Spiewak

APPLICATION SUMMARY:

A special use permit application has been submitted pursuant to Zoning Ordinance Section 175-128(A), *Nonconforming Lots of Record,* for the proposed consolidation of two (2) adjoining undeveloped, legally non-conforming lots of record (both in area and width) into one (1) legally non-conforming lot of record (in width only) for the purpose of constructing a single-family detached dwelling in an R-1 District.
{See **Attachments A, B, C & D:** Application, Plot Plan, House Plans, Ordinance Section 175-128(A)}

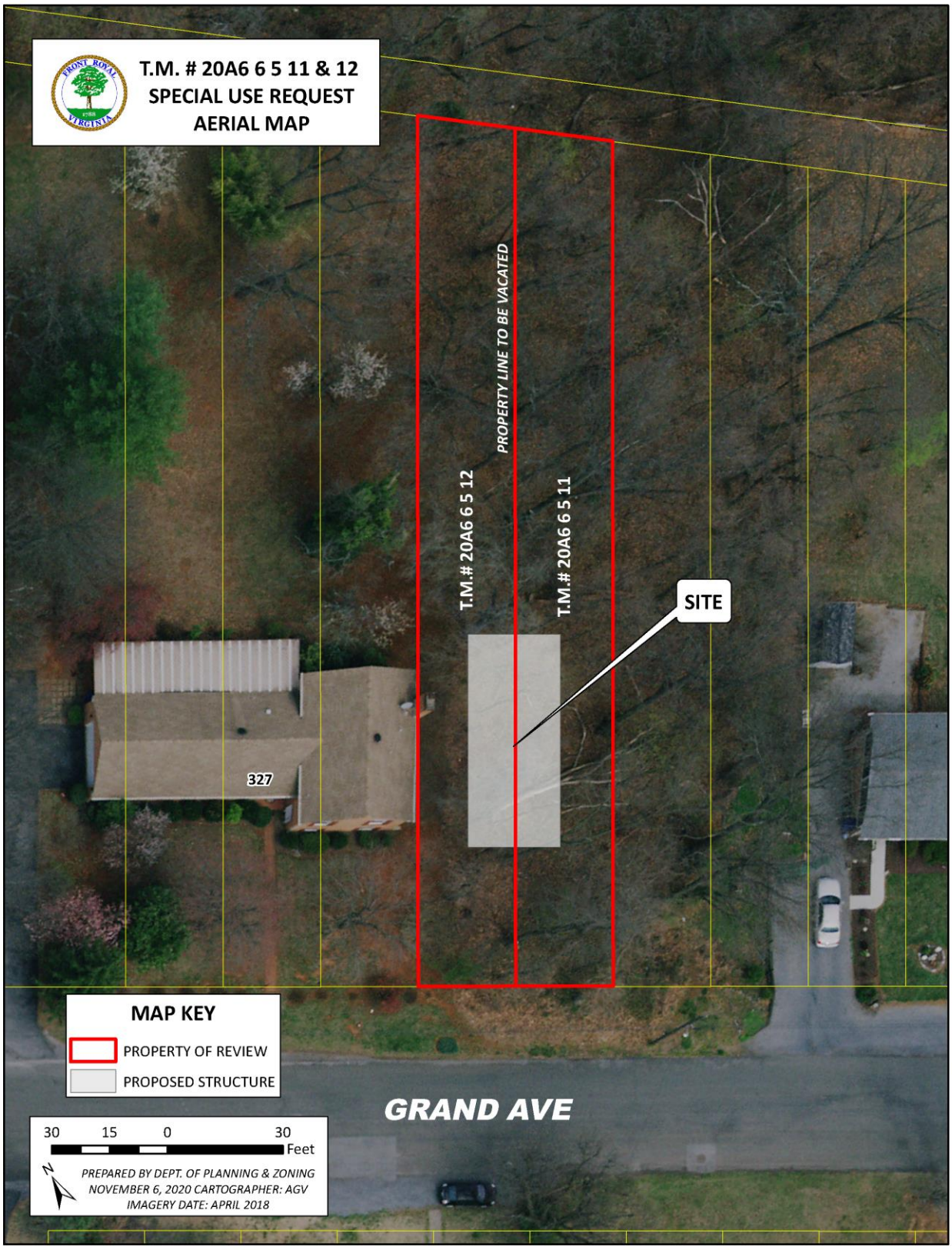
GENERAL INFORMATION:

Site Address	Unaddressed parcels, Grand Avenue		
Zoning District	R-1 (Residential District)		
Overlay Districts	Historic Area – No	Floodway – No	Entrance Corridor – No
Tax IDs	20A6-6-5-11 and 20A6-6-5-12 Total Area: 0.253 ac. (11,035 SF)		
Location	The site is on the northside of Grand Ave. between 323 and 327 Grand Ave. that are between Cypress Street and Skyline Place.		
Existing Use	Undeveloped, vacant lots.		
Proposed Use	Two story, 1852 square foot, detached single-family dwelling.		

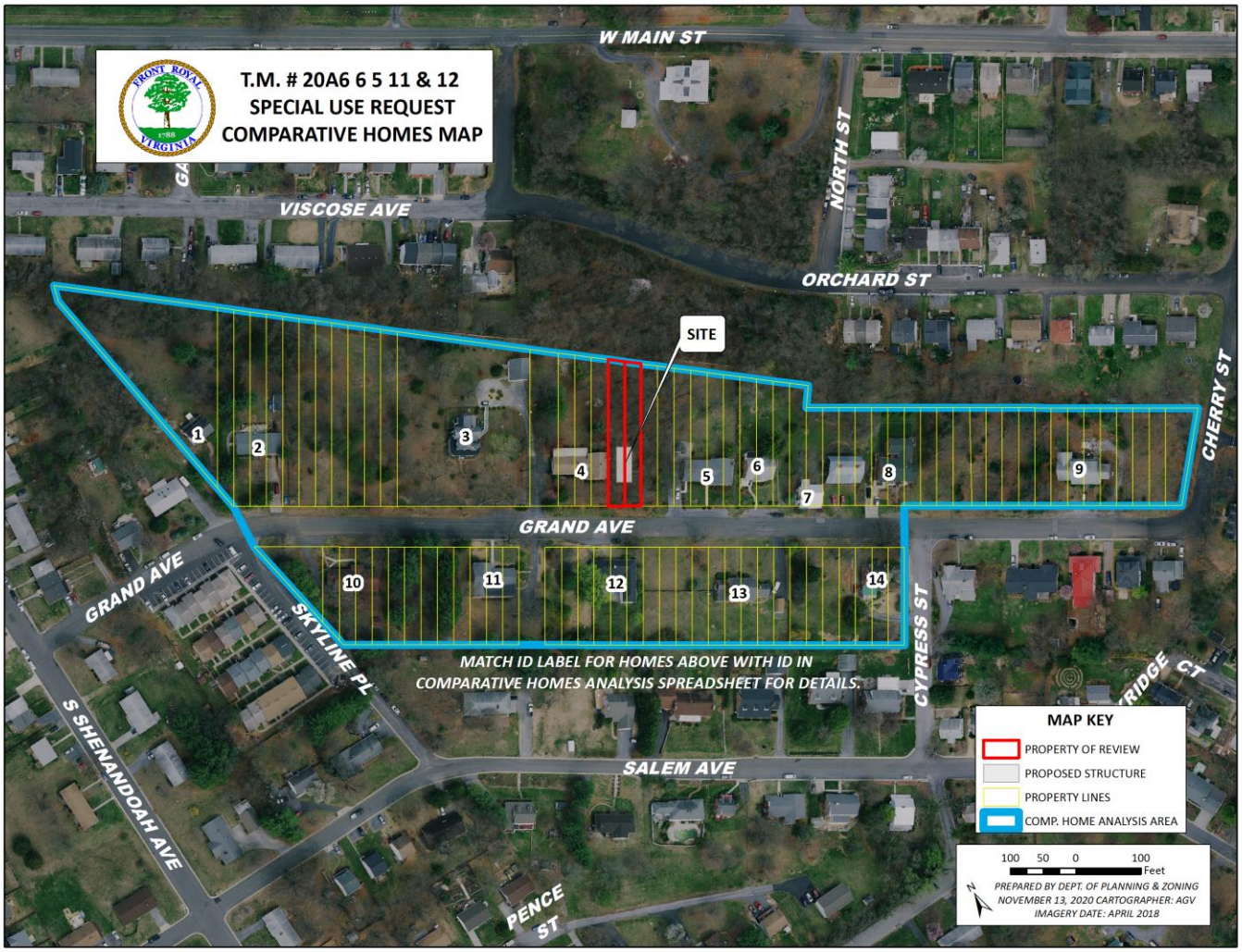
VICINITY MAP (ArcMap)



AERIAL MAP (ArcMap)



COMPARATIVE HOMES ANALYSIS MAP (ArcMap)



ADDITIONAL INFORMATION:

Background on nonconform-ming lots	Zoning Ordinance Sec. 175-128 has special criteria for the new development and use of nonconforming lots of record in the R-1 District. These criteria are specific to the R-1 District and are not applied in other residential zoning districts. This Ordinance section encourages the consolidation of nonconforming lots "to meet minimum lot size requirements." Legal nonconforming lots in the R-1 District may be used and developed only if granted a waiver by the Administrator or the approval of a special use permit by Town Council, with the degree of lot nonconformity determining the reviewing and decision-making authority. In cases where the nonconforming lot's area or width are less than eighty (80) percent of the required minimum regulation of the R-1 District, a special permit is required.

Review	In this development proposal, the combining of the two legally nonconforming lots will result in a lot that is 11,035 in area and 50 feet in lot width. This combination will result in a lot that exceeds the applicable minimum R-1 District lot area requirement (10,000 square feet), but not the minimum lot width requirement of 75 feet. The degree of nonconformity still present with the lot width, being more than 20% of the minimum, requires the request to be reviewed and decided by special permit by Town Council. The proposed location of the new dwelling meets or exceeds all R-1 District yard setback requirements and all other applicable R-1 District regulations. Ordinance Sec. 175-128(a) sets forth criteria by which proposed new development is reviewed and compared to homes in the surrounding area. The Ordinance identifies the area for the review of existing homes to be homes located on both sides of the street of the immediate block where the new development is proposed. The Ordinance further identifies, that for the purposes of this section, that "comparative homes" means the characteristics of 60% of the homes in the immediate area. And last, the Ordinance requires that the proposed new development have a compatibility level of at least 90% of that found in the comparative home values. Staff has delineated the block area for comparison as described by the Ordinance which is displayed in the Comparative Home Analysis Map. Within this area there are 14 homes for comparative review. The below table identifies the square footage of living space in each home, provides a statistical average size for these 14 homes, calculates and provides the 60% comparative value to be used for comparative purposes as prescribed by the Ordinance, and identifies the 90% minimum of the comparative value that must be achieved by the new development. The table concludes with the square footage value proposed for the new dwelling requested in the permit application.

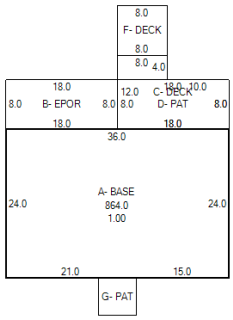
COMP. HOME	SQUARE FEET
1	864
2	1968
3	2748
4	1688
5	1744
6	1332
7	834
8	2271
9	3810
10	1920
11	2232
12	1981
13	3006
14	2308
AVERAGE HOME SIZE (28,706 divided by 14)	2050
COMPARATIVE SIZE (60% OF AVG. SIZE)	1230
MIN. REQUIRED HOUSE SIZE (90% COMPARE SIZE)	1107
PROPOSED HOUSE	1852

The proposed dwelling has a finished floor square footage area of 1,852, exceeding the minimum required comparative house size (1,107) by 745 square feet and exceeds the 90% comparative home minimum amount of floor area. The proposed dwelling is larger than 5 of the 14 homes in the review area.

The following list provides information on the comparative homes in the immediate block that front Grand Ave. (see Comparative Homes Map):

Comparative House #1: 429 Grand Ave



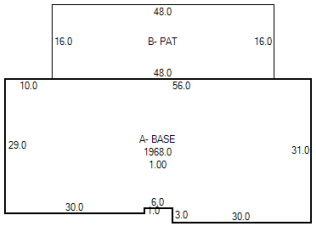


- Square Feet: 864
- 1-story, vinyl siding exterior
- 3 bedrooms, 2 baths

- Driveway: Yes – Garage: No
- Assessment Value: $190,000
- Lot Size: 0.58 acres
- Owner Occupied: Yes (based on property card)

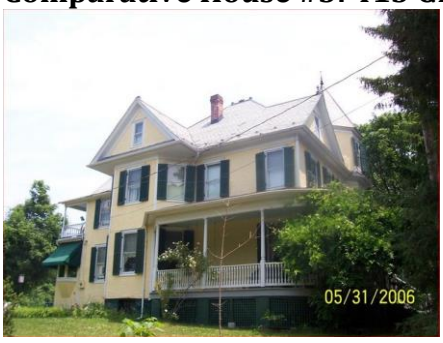
Comparative House #2: 425 Grand Ave

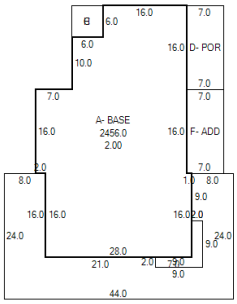




- Square Feet: 1968
- 1-story, brick exterior
- 4 bedrooms, 2 baths
- Driveway: Yes – Garage: Yes
- Assessment Value: $259,600
- Lot Size: 0.67 acres
- Owner Occupied: Yes (based on property card)

Comparative House #3: 413 Grand Ave

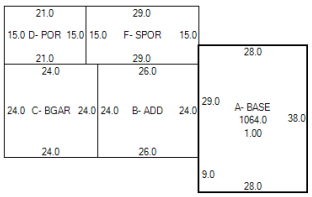




- Square Feet: 2748
- 2-story, stucco exterior
- 4 bedrooms, 1 bath
- Driveway: Yes – Garage: Yes
- Assessment Value: $415,900
- Lot Size: 2.31 acres
- Owner Occupied: Yes (based on property card)

Comparative House #4: 327 Grand Ave



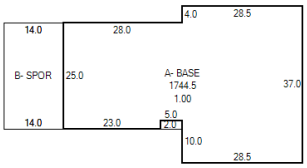


- Square Feet: 1688

- 1-story, brick exterior
- 5 bedrooms, 3 baths
- Driveway: Yes – Garage: Yes
- Assessment Value: $344,200
- Lot Size: 0.63 acres
- Owner Occupied: No (based on property card)

Comparative House #5: 323 Grand Ave

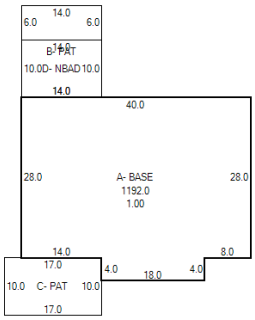




- Square Feet: 1744
- 1-story, brick exterior
- 3 bedrooms, 3 baths
- Driveway: Yes – Garage: No
- Assessment Value: $308,700
- Lot Size: 0.046 acres
- Owner Occupied: Yes (based on property card)

Comparative House #6: 319 Grand Ave

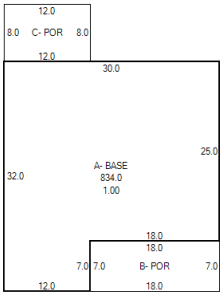




- Square Feet: 1332
- 1-story, brick exterior
- 3 bedrooms, 2 baths
- Driveway: No – Garage: No
- Assessment Value: $185,800
- Lot Size: 0.22 acres
- Owner Occupied: No (based on property card)

Comparative House #7: 311 Grand Ave



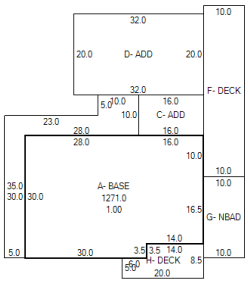


- Square Feet: 834

- 1-story, stucco exterior
- 2 bedrooms, 1 bath
- Driveway: No – Garage: No
- Assessment Value: $113,600
- Lot Size: 0.19 acres
- Owner Occupied: No (based on property card)

Comparative House #8: 303 Grand Ave

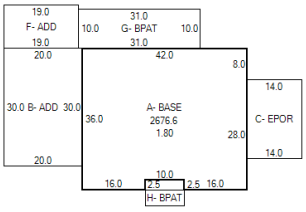




- Square Feet: 2271
- 1-story, brick exterior
- 3 bedrooms, 2 baths
- Driveway: Yes – Garage: No
- Assessment Value: $303,000
- Lot Size: 0.34 acres
- Owner Occupied: Yes (based on property card)

Comparative House #9: 211 Grand Ave

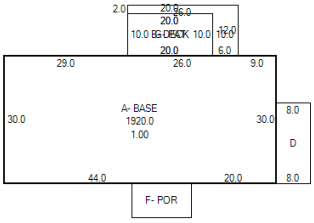




- Square Feet: 3810
- 1.8-story, cedar exterior
- 4 bedrooms, 3 baths
- Driveway: Yes – Garage: No
- Assessment Value: $333,700
- Lot Size: 0.69 acres
- Owner Occupied: No (based on property card)

Comparative House #10: 408 Grand Ave



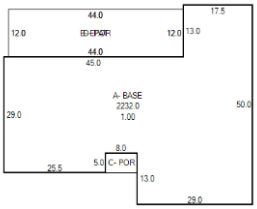


- Square Feet: 1920

- 1-story, brick exterior
- 3 bedrooms, 2.5 baths
- Driveway: Yes – Garage: No
- Assessment Value: $275,100
- Lot Size: 0.43 acres
- Owner Occupied: Yes (based on property card)

Comparative House #11: 400 Grand Ave

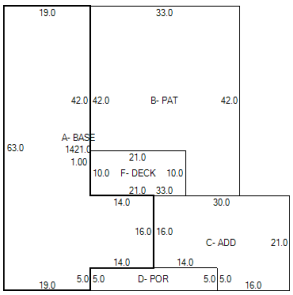




- Square Feet: 2232
- 1-story, brick exterior
- 5 bedrooms, 4.5 baths
- Driveway: Yes – Garage: No
- Assessment Value: $391,000
- Lot Size: 0.34 acres
- Owner Occupied: Yes (based on property card)

Comparative House #12: 334 Grand Ave

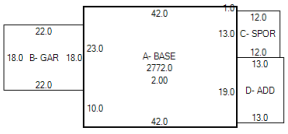




- Square Feet: 1981
- 1-story, stucco exterior
- 4 bedrooms, 2 baths
- Driveway: No – Garage: No
- Assessment Value: $200,200
- Lot Size: 3.4 acres
- Owner Occupied: Yes (based on property card)

Comparative House #13: 312 Grand Ave



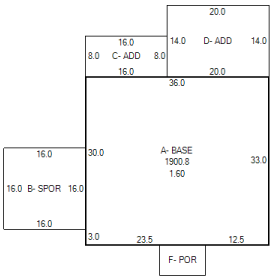


- Square Feet: 3006
- 2-story, brick exterior
- 4 bedrooms, 4.5 baths

- Driveway: Yes – Garage: yes
- Assessment Value: $284,300
- Lot Size: 0.52 acres
- Owner Occupied: Yes (based on property card)

Comparative House #14: 304 Grand Ave





- Square Feet: 2308
- 1.6-story, brick exterior
- 4 bedrooms, 2 baths
- Driveway: Yes – Garage: No
- Assessment Value: $243,500
- Lot Size: 0.60 acres
- Owner Occupied: Yes (based on property card)

Summary

The proposed use and development of the properties, including the combination of the two lots, reduces the number of nonconforming lots in the area by one, and the one remaining lot while still being legally nonconforming in terms of lot width, will be conforming in terms of lot area, which is encouraged and a stated desire of the Ordinance.

The size of the proposed dwelling well exceeds the minimum size requirements for comparative homes as defined and set forth in the Ordinance. The proposed dwelling is closer (less than 200 square feet) to the average home size found on Grand Avenue than the comparative size value (greater by 745 square feet) than required by the Ordinance.

The proposed structure is deemed consistent with comparative homes in terms of building orientation, scale, proportion and site layout.

There is a variety of different home architectural styles and construction types present on Grand Avenue. The Architectural style and features of the proposed dwelling are considered compatible and complimentary.

Detached single-family dwellings area a use permitted by right in the R-1 District and the proposed development will be compliant with all R-1 District and other applicable requirements of the Ordinance.

ATTACHMENTS: Attachment A: Application(s); Attachment B: Plot Plan; Attachment C: House Plans; Attachment D : Zoning Ordinance Section 175-128(A).

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630

Main: 540.635.4236
Fax: 540.631.2727
Internet: www.frontroyalva.com

FRSPU2331-2020

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Richard Spiewak PHONE 540-660-1332

ADDRESS 80 Bowling View Rd. Front Royal VA 22630

E-MAIL Rich7s@hotmail.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS Lot 11/12 Grand Ave.

TAX MAP _____ SECTION 111 BLOCK B5 LOT 11/12

SUBDIVISION NAME Huffman Hts ACREAGE .24

REQUEST

ZONING DISTRICT R-1

PROPOSED USE OF PROPERTY Residential new construction Home

SPECIFIC SPECIAL USE PERMIT REQUEST _____

To construct a single family dwelling on a non-conforming lot of record. Combination of lots 11 AND 12 Grand Ave.

ATTACHMENTS --The following *must* be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey/Plat of property showing all **existing** improvements. (10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of $400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning.

RECEIVED
SEP 23 2020
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

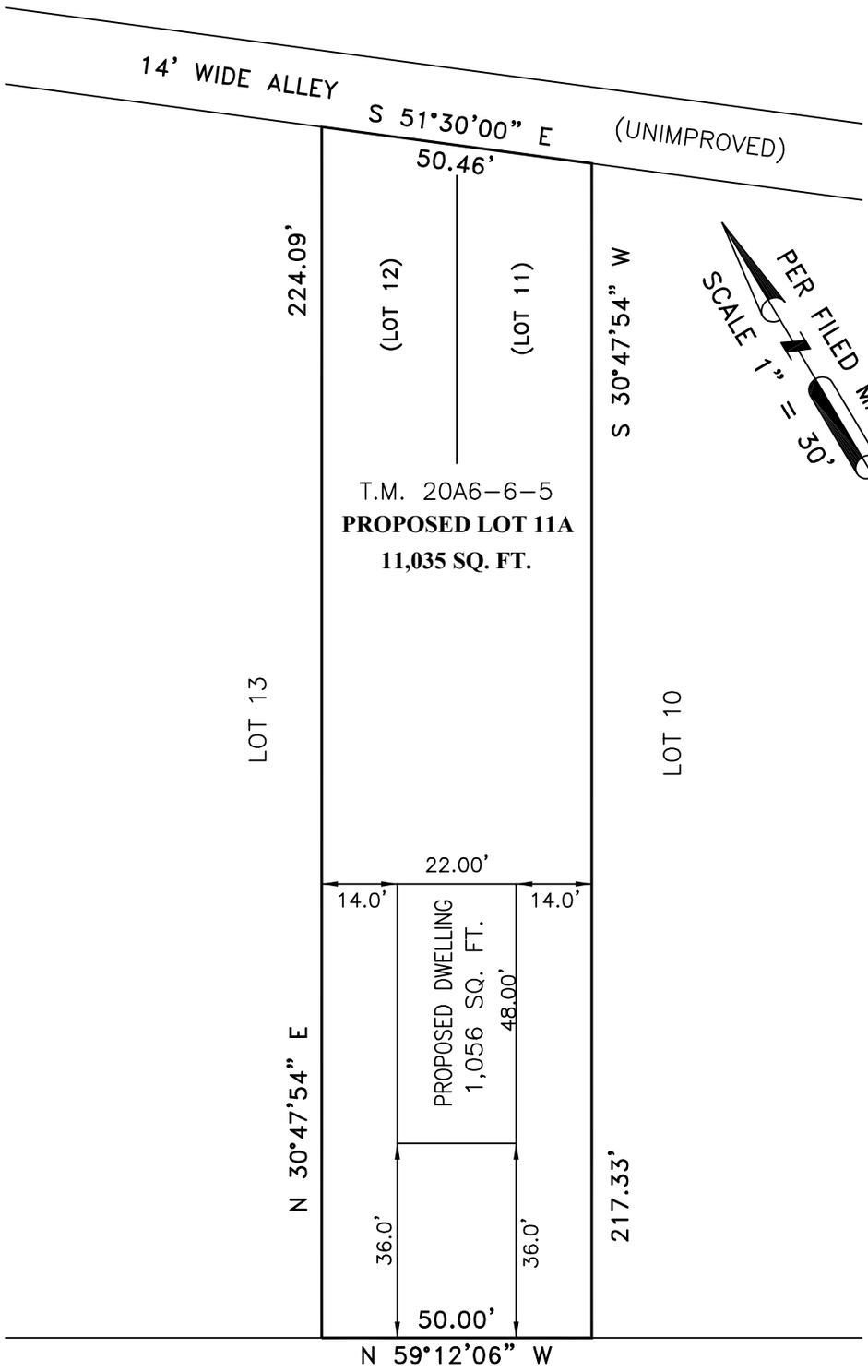
Signature Richard Spiewak Date 9-23-2020

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Receipt # 040396 Check# 717 $325 Date Paid 9-23-2020

040382 Check# 716 75- 9-14-2020

Revised 2-15-13



GRAND AVENUE

66' WIDE

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
PLAT REF: DEED BOOK 22 PAGE 228 AND

PLAT SHOWING PROPOSED DWELLING
ON PROPOSED LOT 11A, BLOCK 5
MAP OF HOFFMAN HEIGHTS
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

PREPARED BY:
BROGAN LAND SURVEYING PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
NOVEMBER 13, 2020

COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
LAND SURVEYOR

4:58

houseplans.net

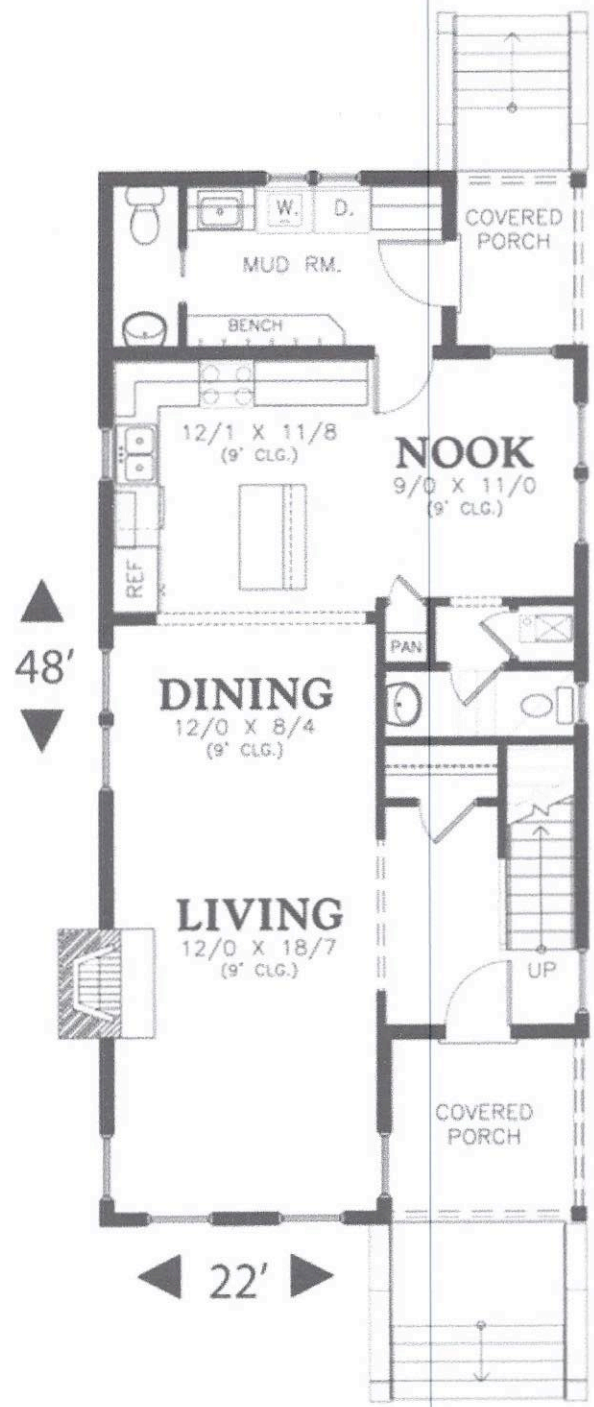
CLOSE



4:57

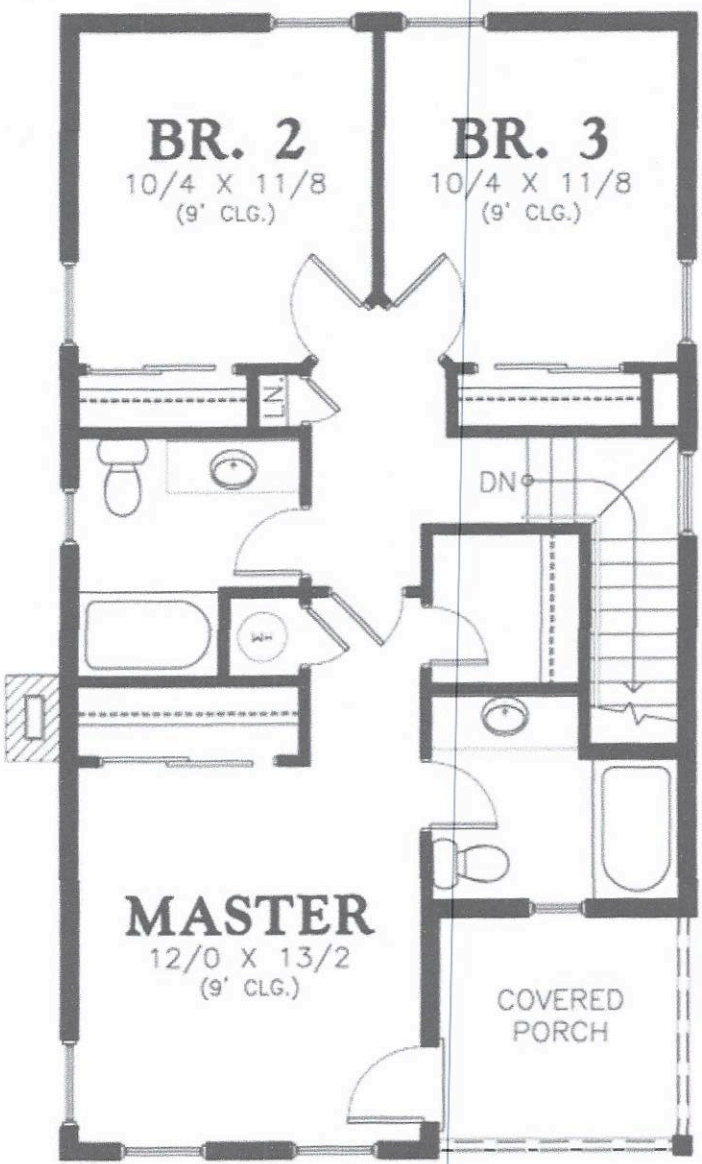
AA houseplans.net

CLOSE



4:58
houseplans.net

FLOORPLAN 2



NOT QUITE RIGHT?

Our designers can customize this plan to your exact specifications.
Requesting a quote is easy and fast!

ATTACHMENT - D

175-128 NONCONFORMING LOTS OF RECORD

A. Except as hereinafter provided, the minimum lot width and lot area shall be required for the establishment of any new lot, or use of a lot, in the R-1 Residential District. Wherever possible, the consolidation of existing nonconforming lots is encouraged to meet the minimum lot size requirements. All new construction shall conform to the yard dimensions and all other regulations for the R-1 Residential District.

1. The Administrator may issue an administrative variance of up to twenty percent (20%) of the required lot width and/or area, where it is found that the proposed new construction is consistent with the structure size, orientation and pattern of development on the street and in the immediate neighborhood.

2. On lots with an area or lot width of less than eighty percent (80%) of the minimum required, approval for construction may be granted by special permit by the Town Council, where the Council finds the application meets the following conditions:

a. The proposed structure has a finished floor area of not less than ninety percent (90%) of the amount of finished floor area prevalent in comparative homes. Finished floor areas do not include basement areas.

b. The proposed structure is compatible with comparative homes in terms of building orientation, scale, proportion and site layout.

c. The site grading provides for adequate drainage on and off the site, without any adverse impact onto adjoining properties.

3. For the purpose of this section, comparative homes shall mean characteristics that are present in at least sixty percent (60%) of the homes located on both sides of the street in the immediate block where the proposed structure is located.

4. The Council may approve a reduction of the side yard requirement, by not more than forty percent (40%), where necessary, to achieve increased compatibility with other structures in the immediate block.

6

Work Session Agenda Statement

Item # 6

Meeting Date: November 16, 2020

Agenda Item: Request to Receive Retired Ambulance from Warren County Fire and Rescue for Conversion to Police Use

Summary: The Front Royal Police Department would like to accept the donation of a 1997 Ford E-350 ambulance recently taken out of service by Warren County Fire and Rescue to be deployed as a specialty vehicle within the Police Department fleet.

Fleet Manager McPaters and Captain Ryman assessed the vehicle and feel it is roadworthy and is in good condition for the uses in which the Police Department would be deploying it. The Police Department would be utilizing this vehicle for major incident responses (major crash scenes, crime scenes, crisis negotiation incidents, etc.) as well as being outfitted with communications equipment for use as a mobile communications center/command post.

Budget/Funding: Town budget will not be impacted by this vehicle as the Front Royal Police Foundation is willing to outfit the vehicle with appropriate lighting and communication equipment. Any incidental/contingent expense may come from asset forfeiture.

Staff Recommendation: request approval