TOWN COUNCIL REGULAR WORK SESSION
Monday, April 1, 2024 @ 7:00PM
Town Hall Conference Room

View meeting online LIVE at https://www.frontroyalva.com/673/Town-Hall-Live

7:00pm 1. Roll Call

2. Continued Review of FY25 Proposed Budget – *BJ Wilson/Joe Waltz*
   - A. Ordinance Amendment to Town Code Chapter 134 Pertaining to Sewer Rates
   - B. Advertisement of 2024 Real Estate and Personal Property Tax Rates
   - C. Advertisement of Annual Appropriation Ordinance for Year ending June 30, 2025

7:30pm 3. Old Business
   - A. Out-of-Town Utility Connection Application from the Catholic Diocese of Arlington and Warren County Board of Supervisors – *Joe Waltz*
   - B. Appalachian Trail Head Project Funding – *Joe Waltz*

8:00pm 4. Goals/Action Steps (no coversheet)

8:30pm 5. Closed Meeting

6. Adjourn

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 1, 2024 Item# 02A

Agenda Item: Ordinance Amendment to Town Code Chapter 134 Pertaining to Sewer Rates

Summary: Council is requested to hold a public hearing and approve an ordinance amendment to Town Code Chapter 134 pertaining to the increase of sewer rates effective July 1, 2024.

The increase of approximately 2.25% was recommended based upon the Town consultant's updated water/sewer rate analysis and using funds from the American Rescue Plan Act for major water/sewer capital projects.

Typically, residential accounts use approximately 5,500 gallons of sewer monthly. Currently the monthly charge for 5,500 gallons of sewer usage is $57.07; the recommended rate increase would equate to a monthly charge of $58.36; an increase of $1.29 monthly.

Budget/Funding: Sewer rate increase has been incorporated into the FY25 Proposed Budget

Staff Recommendation: Staff recommends approving the sewer rate increase as presented and advertise for a public hearing on April 22nd.

AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE CHAPTER 134-22.1 AND 134-22.4 PERTAINING TO SANITARY SEWER SERVICE RATES

134-22.1 SANITARY SEWER SERVICE RATES

The monthly base rates for sanitary sewer service usage shall be as follows:

A. Base rate, up to three thousand (3,000) gallons per month: ~~**eighteen dollars and twelve cents ($18.12)**~~ eighteen dollars and fifty-three cents ($18.53).

B. All sanitary sewer service usage exceeding three thousand (3,000) gallons per month**:** ~~**fifteen dollars and fifty-eight cents ($15.58)**~~ fifteen dollars and ninety-three ($15.93) per month, for each one thousand (1,000) gallons thereafter.

……

134-22.4 SEWER SERVICE RATES-COMMERCIAL AND INDUSTRIAL LAUNDRIES

A. In-Town Laundries: The monthly rates for sewer service usage by licensed commercial or industrial laundries located within the corporate limits of the Town of Front Royal shall be as follows:

1. All sanitary sewer service usage for the first one hundred thousand (100,000) gallons: ~~**sixteen dollars and seventy-one cents ($16.71)**~~ seventeen dollars and nine cents ($17.09) per one thousand (1,000) gallons.

2. All sanitary sewer usage from one hundred thousand one (100,001) gallons to five hundred thousand (500,000) gallons: ~~**fifteen dollars and eighteen cents ($15.18)**~~ fifteen dollars and fifty-two cents ($15.52) per one thousand (1,000) gallons.

3. All sanitary sewer service usage above five hundred thousand (500,000) gallons: ~~**fourteen dollars and forty-three cents ($14.43)**~~ fourteen dollars and seventy-five cents ($14.75) per thousand (1,000) gallons.

This ordinance shall become effective July 1, 2024

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Tina L. Presley, Clerk of Council

DRAFT

vote and signatures next page

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2024 upon the following recorded vote:

R. Wayne Sealock	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Melissa DeDomenico-Payne	__Yes __No
Amber F. Morris	__Yes __No	Glenn A. Wood	__Yes __No

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on March 11 and March 18, 2024.

****

Approved as to Form and Legality:

_____
George M. Sonnett, Jr., Town Attorney Dated: _____

DRAFT

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 1, 2024 Item#02B

Agenda Item: Advertisement of 2024 Real Estate and Personal Property Tax Rates

Summary: Council is requested to provide direction to Town staff to advertise for the 2024 real estate tax rate and personal property tax rate, so that a public hearing may be added to the April 22, 2024 regular meeting.

The 2023 Town of Front Royal Real Estate Tax is $0.10 per $100 of assessed value and the Personal Property Tax Rate was $0.64 per $100 of assessed value with a Personal Property Tax Relief Rate of 46%.

The FY25 Proposed Budget includes revenues based upon revenues with a real estate tax rate of $0.10 per $100 of assessed value, maintaining the Personal Property Tax Rate of $0.64 per $100 of assessed value with a Personal Property Tax Relief Rate of 42%.

Example of recommended motion:

I move that Council adopt a real property tax rate at $0.10 per $100 assessed value which represents no increase from the 2023 tax rate and the personal property tax rate at $0.64 per $100 assessed value, which represents no increase over the 2023 tax rate; and the personal property tax relief rate of 42% of value on the first $20,000 of assessed value for qualifying vehicles with an assessed value greater than $1,000; and a personal property tax relief rate of 100% for qualifying vehicles with an assessed value of $1,000 or less, pursuant to Virginia Code §58.1-3524. Council is further requested to affirm an ordinance amendment to Chapter 75-44.C. to reflect such change, as presented.

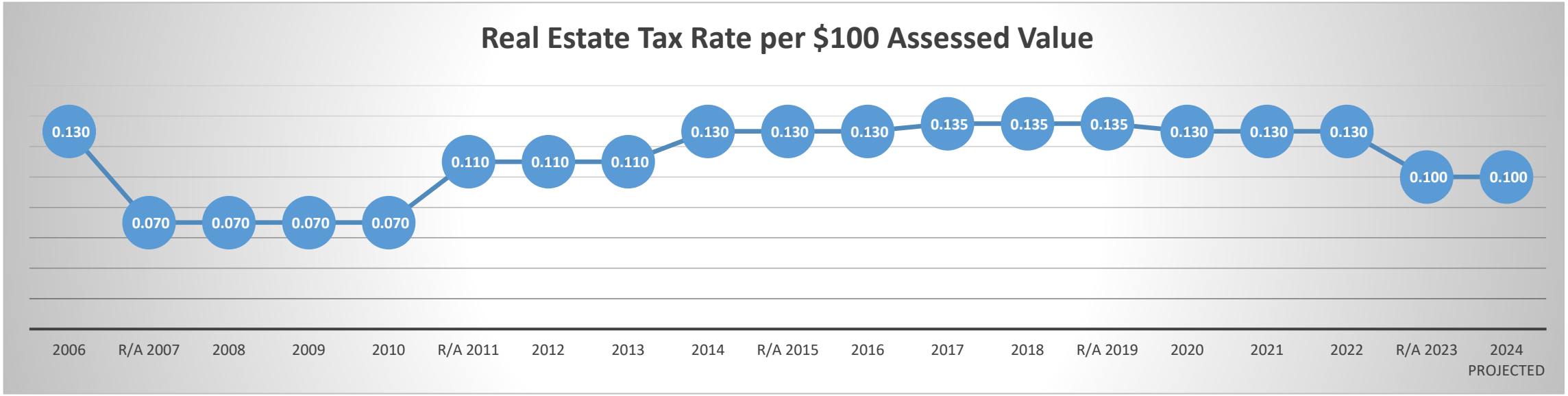
Budget/Funding:

1000-3110101	Real Estate Property Tax Revenue (General Fund)
9130-3110101	Real Estate Tax Revenue (Special Project Fund)
1000-310301	Personal Property Tax Revenue (General Fund)

Staff Recommendation: Staff recommends approval of the 2024 Calendar Year real estate tax rate of no less than $0.10 per $100 of assessed value, Personal Property Tax Rate of $0.64 per $100 of assessed value with a Personal Property Tax Relief Rate of 42%; and to advertise for an April 22nd Public Hearing.

BJ Wilson
Finance Director

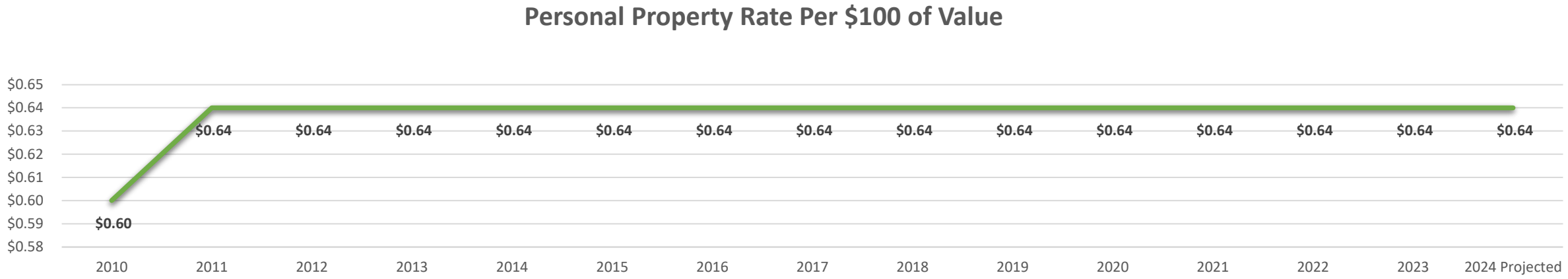
Calendar Year 2024
Real Estate & Personal Property
Tax Rates



- Real Estate Re-assessments will done every 2 years; previously performed every 4 years
- Based on 2024 Proposed Real Estate Tax Revenue $0.01 of RE Tax Rate = $178,886 in revenue
- Real Estate Tax rate is proposed to remain the same at $0.10 per $100 of value
- A property with an assessed value of $371,300 would have an annual Town Real Estate Tax Bill of $371.00 ($185.50 due June 2024 & $185.50 due December 2024)

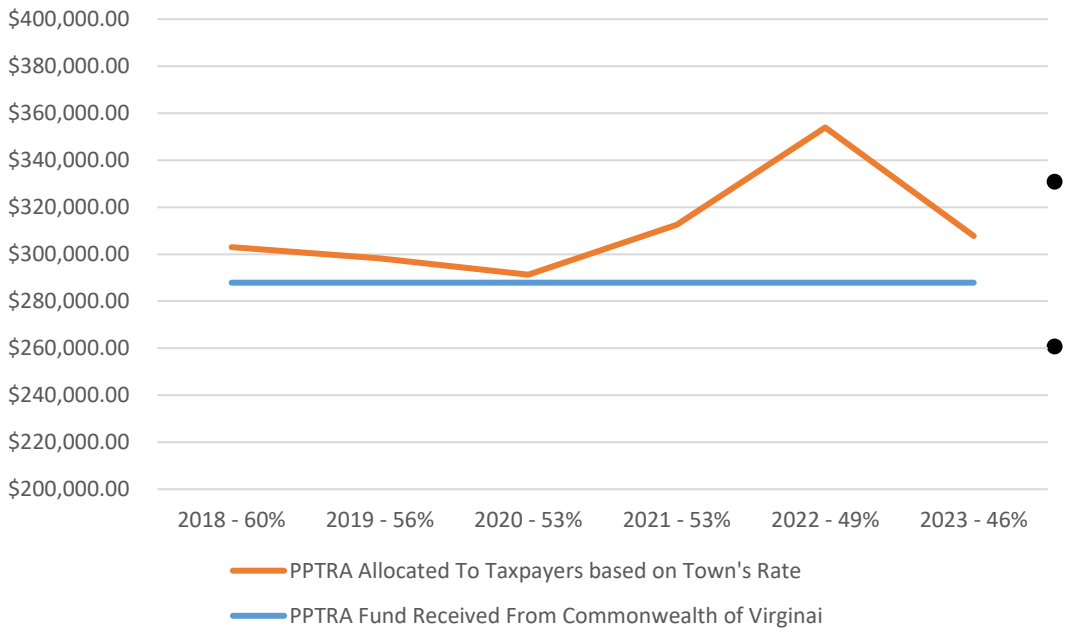
REAL ESTATE TAX RATE COMPARISON

R/E Tax Rate Per $100 Assessed Value	$ 0.090	$ 0.095	$ 0.100	$ 0.105	$ 0.110	$ 0.115	$ 0.120	$ 0.125	$ 0.130
Estimated Total Real Estate Tax Revenue	$ 1,609,794	$ 1,699,227	$ 1,788,660	$ 1,878,093	$ 1,967,526	$ 2,056,959	$ 2,146,392	$ 2,235,825	$ 2,325,258
Revenue Difference From FY25 Proposed Budget	$ (178,866)	$ (89,433)	$ -	$ 89,433	$ 178,866	$ 268,299	$ 357,732	$ 447,165	$ 536,598
COMPARISON OF REAL ESTATE TAX BILL BASED ON PROPERTY ASSESSED AT $371,300									
Total Annual Real Estate Tax Bill	*$ 334*	*$ 353*	*$ 371*	*$ 390*	*$ 408*	*$ 427*	*$ 446*	*$ 464*	*$ 483*
Diffrence in Annual Tax Bill vs Proposed Rate	*$ (37)*	*$ (19)*	*$ -*	*$ 19*	*$ 37*	*$ 56*	*$ 74*	*$ 93*	*$ 111*
June RE Tax Bill	*$ 167*	*$ 176*	*$ 186*	*$ 195*	*$ 204*	*$ 213*	*$ 223*	*$ 232*	*$ 241*
December RE Tax Bill	*$ 167*	*$ 176*	*$ 186*	*$ 195*	*$ 204*	*$ 213*	*$ 223*	*$ 232*	*$ 241*

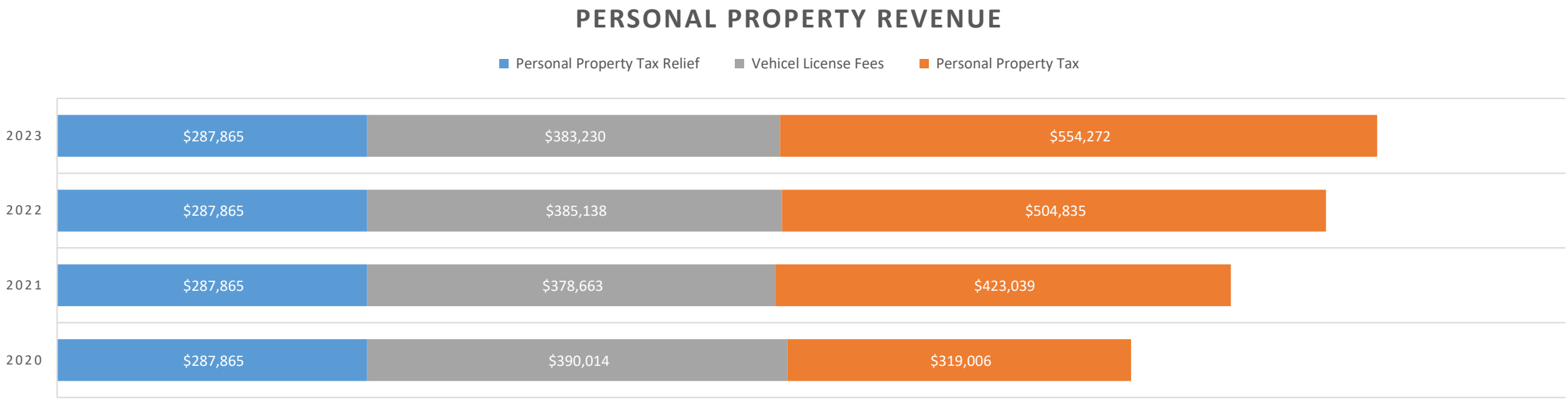


- Personal Property Tax rate proposed to remain at $0.64 per $100
  - Based on 2023 Personal Property Revenue $0.01 of PP Tax Rate = $14,055 in revenue
- Preliminary information shows that personal property values will decrease for 2024
- Revenue associated with Personal Property included in the FY24 Budget:
    - Personal Property Tax- $579,320
    - Vehicle License Fees (aka decals) - $384,185
    - Virginia Personal Property Tax Relief - $287,865 (Cap set by 2005 General Assembly)

Personal Property Tax Relief



- Personal Property Tax Relief is credited to qualifying personal use vehicles.
- Commonwealth of Virginia has paid the Town of Front Royal $287,865 each year since 2005 based on a cap set by the 2005 General Assembly.
- The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia.
- The Town's personal property tax relief rate for qualifying vehicles/values in 2023 was 46%. Based on trends the personal property tax relief rate would need to be adjusted to 42% for 2024.



- Personal Property Tax Relief received from the Commonwealth remains consistent
- Personal Property Tax rates have remained same from 2011-2023 ($0.64 per $100)
- Personal Property Tax Revenue is expected to decrease
  - According to Kelley Blue Book new car prices have fallen 3.5% and used car prices fallen 4% in last year

NEXT STEPS

- Direct staff to advertise tax rates to hold public hearing
- Once advertised, tax rates may be decreased at time of approval; but may not be increased above amount advertised
- Advertising for public hearing to be held during April 22, 2024 Regular Council Meeting
- Public Hearing for FY24-25 Budget Appropriation Ordinance on April 22, 2024

Questions??

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 1, 2024 Item# 02C

Agenda Item: Advertisement of Annual Appropriation Ordinance for Year Ending June 30, 2025

Summary: Public hearings regarding the FY24-25 Budget Appropriation Ordinance, personal property/real estate tax rates, and 2.25% increase in sewer rates are intended to be held during Town Council's regular meeting scheduled for April 22nd, 2024. Advertisements for the public hearing will be placed in local news media prior to April 22, 2024.

Budget/Funding: N/A

Staff Recommendation: Staff recommends discussing any questions related to the Town's FY24-25 Proposed Budget prior to approval of appropriation ordinance, real estate/personal property tax rates, and 2.25% sewer rate increase.

ANNUAL APPROPRIATION ORDINANCE
OF THE
TOWN OF FRONT ROYAL, VIRGINIA

FOR THE FISCAL YEAR ENDING JUNE 30, 2025
AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL NECESSARY EXPENDITURES OF THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2025 TO PRESCRIBE THE PROVISOS, TERMS, CONDITIONS, AND PROVISIONS WITH RESPECT TO THE TERMS OF APPROPRIATION AND THEIR PAYMENTS, AND TO REPEAL ALL ORDINANCES WHOLLY IN CONFLICT WITH THIS ORDINANCE, AND ALL PARTS OF ALL ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH INCONSISTENCY.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

DRAFT

SECTION I

That the following sums of money are hereby appropriated for the general government purposes herein specified for the fiscal year ending June 30, 2025

GENERAL FUND EXPENDITURES

General Government	648,485
Financial Administration	1,065,575
Legal	477,255
Law Enforcement Services	6,416,350
General Property Maintenance	1,465,835
Planning & Zoning	554,850
Community Development/Special Events/Tourism	442,305
Risk Management/Insurance	1,086,375
Economic Development	78,535
Information Technology	907,450
Transfers/Debt Services/Contingency Reserve	1,125,810
TOTAL GENERAL FUND EXPENDITURES	**14,268,825**

STREET FUND EXPENDITURES

Public Works	440,155
State Highway Maintenance System	3,056,660
TOTAL STREET FUND EXPENDITURES	**3,496,815**

SPECIAL REVENUE FUND

Community Development Projects	370,035
Asset Forfeiture	12,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	**382,035**

and the following sums of money are hereby appropriated for the enterprise operations specified for the year ending June 30, 2025.

ELECTRIC FUND EXPENDITURES

Operations	3,142,410
Purchase of Bulk Electricity	15,024,165
Transfer to General Fund	1,960,000
TOTAL ELECTRIC FUND EXPENDITURES	**20,126,575**

WATER FUND EXPENDITURES

Administrative Office	157,050
Water Plant Operations	2,266,975
Maintenance of Lines	1,348,800
Meter Reading	122,960
Debt Service	965,060
Contingency & Transfers to Other Funds	480,000
TOTAL WATER FUND EXPENDITURES	**5,340,845**

SEWER FUND EXPENDITURES

Administrative Office	155,395
Wastewater Treatment Plant Operations	3,228,625
Maintenance of Lines	715,550
Debt Service	1,968,880
Contingency and Transfers to Other Funds	575,000
TOTAL SEWER FUND EXPENDITURES	**6,643,450**

REFUSE FUND EXPENDITURES

Operations	1,236,610
Contingency and Transfer to General Fund	120,000
TOTAL REFUSE FUND EXPENDITURES	**1,356,610**

TOTAL ALL FUNDS EXPENDITURES	**51,615,155**

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REVENUES
TO BE PROVIDED AS FOLLOWS

GENERAL FUND

Real Estate Property Tax	1,410,520
Public Service Property Tax & Tax Penalties	77,645
Personal Property Tax	810,585
Other Local Taxes	7,483,785
Permits and Fees	49,340
Fines and Forfeitures	309,205
Revenue from Use of Money and Property	245,000
Public Rights-of-Way Use Fee	1,430
Intergovernmental	672,005
Interfund Transfers:	
Electric Fund	1,960,000
Water Fund	480,000
Sewer Fund	575,000
Refuse Fund	95,000
Miscellaneous Receipts	99,310
TOTAL GENERAL FUND REVENUE	**14,268,825**

STREET FUND

State Highway Maintenance Funds	2,820,045
Revenue from Use of Money and Property	105,160
Transfers from General Fund	571,610
TOTAL STREET FUND REVENUE	**3,496,815**

SPECIAL REVENUE FUND

Asset Forfeiture Grant Funding	12,000
Community Development	370,035
TOTAL SPECIAL REVENUE FUND	**382,035**

ELECTRIC FUND

Revenue from Use of Money & Property	363,000
Sale of Service	19,735,875
Miscellaneous Receipts	27,700
TOTAL ELECTRIC FUND REVENUE	**20,126,575**

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WATER FUND

Revenue from Use of Money and Property	237,460
Antenna Rentals	100,580
Sale of Service and Commodities	4,896,185
System Development Fees/Connection Fees	106,620
TOTAL WATER FUND REVENUE	**5,340,845**

SEWER FUND

Revenue from Use of Money and Property	237,460
Sale of Service and Commodities	6,242,210
System Development Fees/Connection Fees	37,280
Miscellaneous Receipts	126,500
TOTAL SEWER FUND REVENUE	**6,643,450**

REFUSE FUND

Revenue from Use of Money and Property	105,000
Sale of Services/Bags/Other	1,251,610
TOTAL REFUSE FUNDS REVENUES	**1,356,610**

TOTAL ALL FUNDS REVENUES	**51,615,155**

This ordinance is proposed to become effective on July 1, 2024. A true copy of the complete text of the ordinance is available by request at the Town Manager's Office, 102 E Main Street, Front Royal, Virginia during normal business hours.

A Public Hearing on this ordinance will be held at the Town Council Meeting of April 22nd, 2024, beginning at 7:00pm in the Warren County Government Center, located at 220 N Commerce Avenue in Front Royal, Virginia. All citizens of the Town of Front Royal who have a desire to be heard on this subject will be given a reasonable opportunity to be heard. The Presiding Officer, in his sole discretion, may impose a time limit on each speaker at the beginning of the Public Hearing.

BY AUTHORITY OF THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

Tina Presley, Clerk of Council

Publish: Northern Virginia Daily (classified) - April 2024

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COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 1, 2024 **Item# 03A**

Agenda Item: Out-of-Town Utility Connection Application from the Catholic Diocese of Arlington and Warren County Board of Supervisors

Summary: The Town received a request for water and sewer connection from Warren County and Catholic Diocese of Arlington for 0 Criser Road which is located outside the corporate limits.

The Town Code addresses extension of water and sewer service to Warren County in Chapter 134-1 C EXTENSION POLICY BEYOND TOWN LIMITS and Chapter 134-1 D. EXTENSION MORATORIUM AREAS.

In Chapter 134-1C states that The Town Council will decide on a case-by-case basis whether to provide water and sewer to the proposed property(ies) as well as whether a boundary adjustment is appropriate.

In Chapter 134-1D states a moratorium of utility connections and extensions in Warren
County to all undeveloped properties or lots not served by Town utilities as of the date of adoption of this Code Section is established that shall require sufficient studies and modeling prior to the Town's consideration of additional connections or extensions with the exception of:

1. Route 522 Corridor
2. Blue Ridge Shadows
3. McKay Properties
4. Henselstone Subdivision
5. Guard Hill Rd parcels located within 100' of existing water main
6. Harmony Hollow Road parcels located within 100' of the existing water main

The Town Council discussed this request in previous work sessions to consider whether a boundary line adjustment is appropriate for this parcel. To approve this out-of-town request for water and sewer service without a boundary line adjustment, the Town will need to amend the code section in Chapter 134-1D to add this area to the exceptions for the moratorium area. This code change will require a public hearing.

Budget/Funding: N/A

Staff Recommendation: Direction on Out-of-Town Utility Connection

7-11

ROYAL AVE.

TOWN CORPORATE LIMTIS (1948)

PROPERTY LINE

McCLENDON DR.

PARKVIEW SUBD.

PARKVIEW DR.

RESSIE JEFFRIES
ELEM. SCHOOL

SAMUEL'S
LIBRARY

CRISER RD.

CRISER RD.

TOWN CORPORATE LIMTIS (1948)

ROUTE 340

L PARK

SHENANDOAH NATIONAL PARK

SNP BOUNDARY

WARREN CO.
SCHOOL BUS
MAINTENANCE FACILITY

SHENANDOAH NATIONAL PARK

NORTH

0' 100' 200' 300'

SCALE: 1" = 100' MARCH 2024

TOWN OF FRONT ROYA
COUNTY OF WARREN

ROYAL ARMS
COMMUNITY PARTNERS

OLD BELMONT RD.

KERFOOT AVE.

LURAY AVE.

ASPH. PVMT

VISCOSE CITY

TOWN CORPORATE LIMITS (1948)

25' R/W DEDICATION??
D.B. 261 PG. 809

PARCEL C
2.6967 AC.
SLIDE 209-H & 245-M
N.F COUNTY OF WARREN

PARCEL A 8.4769 AC.
SLIDE 209-H & 245-M
N/F CRISER ROAD, LLC

COUNTY OF WARREN

PROPERTY LINES

CRISER ROAD

TOWN OF FRONT ROYAL

HOLLY HILL SUBD.

PROPERTY LINES

NORTH

0' 100' 200' 300'

SCALE: 1" = 100' MARCH 2024

NORTHWESTERN COMMUNITY SERVICES

SKYLINE VISTA DR.

N 52°40'11" W 1020.42'

PROSPECT HILL
CEMETERY

AY-VIEW ESTATES

MOUNT VIEW ST.

AY-VIEW ESTATES

7-11

TOWN CORPORATE LIMTIS (1948)

ROYAL AVE.

CRISER RD.

SHEN. NATIONAL PARK

SHENANDOAH NATIONAL PARK

ROUTE 340

COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
Facsimile: (540) 636-6066
Email: edaley@warrencountyva.gov

Dr. Edwin C. Daley
County Administrator

MEMORANDUM

TO: Chase Lenz, Zoning Administrator

FROM: Zach Henderson, Deputy Clerk of the Board

SUBJECT: Application for Out-Of-Town Utility Connection - 0 Criser Rd (Tax Map 28, Parcel 128) - Catholic Diocese of Arlington

DATE: December 13th, 2023

The Board of Supervisors, at its meeting on December 12, 2023, approved the out-of-town utility connection request of Greenway Engineering, Inc. for the property identified on tax map 28 as parcel 128 and authorized Planning staff to submit this application to the Front Royal Town Manager on the County's behalf.

COPY

CHAIR, Vicky L. Cook Fork District | **VICE CHAIR, Cheryl L. Cullers** South River District | **Jerome K. Butler** Happy Creek District | **Walter J. Mabe** Shenandoah District | **Delores R. Oates** North River District | **Dr. Edwin C. Daley** County Administrator

APPLICATION FOR OUT-OF-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) ● (540) 635-8973 (F)
www.frontroyalva.com

Application Date: 11/9/23

Owner(s) / Applicant(s) Full Name: Greenway Engineering, Inc

Mailing Address: 151 Windy Hill Lane

City/State/Zip: Winchester, VA 22602

Daytime Phone: 540-662-4185 Email: mawhitacre@greenwayeng.com

Property Address/Lot #: Tax Map #28 128, 0 Criser Road

IF RESIDENTIAL:

Type of Unit: ☐ Single Family ☐ Townhouse ☐ Duplex/Multi Family

IF COMMERCIAL or INDUSTRIAL:

Type of Business: Church

Number of Employees: _____ Hours of Operation: _____

Estimated Usage: 4,000 gallons per day

ALL APPLICANTS:

Number of Toilets: _____ Urinals: _____ Sinks: _____ Tubs/Showers: _____

Size of Meter (Must match water service size): 1.5"

Fire Suppression Required: Yes / No Meter size 4"

COPY

THIS SECTION TO BE COMPLETED BY WARREN COUNTY PLANNING DEPARTMENT

Application Approved by Board of Supervisors: _____ Date: _____

Application Approved by Building Department: _____ Date: _____

Application Approved by Planning Staff: _____ Date: _____

Director of Planning Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ **Approval of Connection by Town Council if applicable (Four Weeks)**
- ✓ **Review of Site Plans if applicable (Three Weeks per submittal)**
- ✓ **If Commercial–Completion of PILOT Agreement, if applicable-through Town Attorney's Office (Two Weeks)**
- ✓ **Payment of Applicable Fees through Finance Department (One Week)**
- ✓ **Developer provides and installs all equipment (pipes, valves, meters, etc.)**

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Water & Sewer Availability: _____

Utility Extension Required: _____

Utility Plans Reviewed & Approved: _____

PILOT Agreement Completed: _____

Confirmation from Director of Finance that Taxes have been paid in full: ___ Date: _____

Signature: _____

FEES:

Water Connection Fee _____

Water Additional Fee _____

Fire Suppression Fee _____

Sub Total (Water) _____

Sewer Connection Fee _____

Sewer Additional Fee _____

Sub Total (Sewer) _____

TOTAL _____

COPY

Public Works Director Signature: _____Date: _____

134-71.1 PURCHASE OF WATER AND SEWER TAPS

- A water and sewer connection can be purchased from the Town of Front Royal only for a specific, designated building site or lot.
- Once an application to purchase a water and sewer connection has been received, the connection shall not be transferrable to another site.
- If the water and sewer connection is not installed within twelve (12) months from the date of purchase because the purchaser is not ready for actual installation, the purchase shall be voided and the purchase price alone shall be refunded without interest.
- Water and sewer connection fees shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer taps for six (6) or more building units, the connection fee for each tap may be paid upon actual installation of each respective tap. **(Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)**

GENERAL INFORMATION

1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application. Warren County may release building permit upon Town approval of site plans.
2. All owner information must be completed and Warren County approvals received prior to processing by the Town.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the County Planning Department (540-636-3354).
4. Connection fee information can be obtained from the Town website www.frontroyalva.com or by contacting Public Works (540) 635-7819.
5. For tenant occupied structures, separate water meters must be provided for each unit.
6. Information about the Town's PILOT program and Out-of-Town Water & Sewage Service Agreement can be obtained from the Town website www.frontroyalva.com or by contacting the Town Attorney at (540) 635-8007. Warren County may release Occupancy Permit upon completion of PILOT Agreement.
7. Out-of-Town residential & industrial fees & rates are 200% in-Town rates.

COPY

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

E. Gov Number: CUP295-2023
Application Number: CUP2023-12-02
Date Received: 11/15/23
Fee Amount: $ 750.00 CH34030
Date Paid: 11/15/23

Applicant Information:

Catholic Diocese of Arlington
Applicant(s) Name

200 North Glebe Road, Suite 704 | Arlington | VA | 22203
Address | *City* | *State* | *Zip*

0 Criser Road, TM #28-128
Property location for conditional use permit if different than applicant's address

703-209-0222 | bonnie.vancheri@arlingtondiocese.org
Primary Contact Number | *Email*

Criser Rd, LLC
Property Owner(s) (if same as applicant, leave blank)

3758 Players Club Drive | Southport | NC | 28461
Address | *City* | *State* | *Zip*

Robert Kielley | b.b.kielley@yahoo.com
Primary Contact Number | *Email*

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

(1) Magisterial District: South River
(2) Tax Map Number: 28-128
(3) Subdivision Name: N/A
(4) Total Area of Property (acres): 8.4769
(5) Current Zoning: Agricultural (A)

COPY

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Church

(2) Current land use and condition of site: Vacant

(3) Zoning of surrounding land/property: Agricultural, Commercial, Residential, Industrial

(4) Will development be staged? ☐ Yes ■ No

(5) Construction Time: Construction will begin after site plan approval

(6) Season, days, and hours of operation: _____

(7) Will there be a sign? ☐ Yes ☐ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)

(8) Have there been any prior applications for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) N/A

(9) Number of full time employees: 4

(10) What type of sewage disposal system will be used? ☐ Private ☐ Central ■ Public

(11) Number of persons to be served by the sewage disposal system: _____

(12) Number of parking spaces to be provided: Regular 145 Handicap 6

(13) What is the proposed landscaping and buffering for this property? _____
Landscaping and buffering are per the Zoning Ordinance requirements

COPY

C. Plans Prepared By

Name: Greenway Engineering, Inc

Address: 151 Windy Hill Lane, Winchester, VA 22602

Telephone Number: 540-662-4185

D. Environmental Information

(1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) _____
Endangered and Threatened Species report indicated there is potential habitat for Loggerhead Shrike, Madison Cave Isopod, Brook Floater, Indiana Bat, Northern Long-ear Bat, Tri-color Bat, Virginia Big-eared Bay, and Monarch Butterfly.

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) general household trash will be generated with the use. Dumpsters will be provided on site and hauled away regularly.

(3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) No hazardous substances will be used or stored on the property.

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. emissions from vehicles will be present on the property. The amount of emissions will be less than other potential uses because of limited weekday use at the facility.

(5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) there will be no electrical or electronic activity that will inerfer with local communications, telephone, television or radio

(6) What will be the impact on traffic? there will be minimal impact to traffic as peak hours of operation will be Sunday morning.

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. exterior lighting will be used in parking areas and around building. type and location of lighting will be provided at site plan.

COPY

I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Board of Supervisors of the County of Warren, Virginia, and authorize the County personnel to go upon the property for the purpose of making site inspections. Expenses incurred in securing professional assistance in connection with the review of this application for a Conditional Use Permit shall be charged to the applicant.

Bonnie Vaucheri
Applicant(s) Signature

11/15/23
Date

Property Owner(s) Signature

Date

PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be accepted.

NOTES

COPY

The following documents and/or information are required to be submitted with the application:

■ **An application fee.**

Make checks payable to the Warren County Treasurer. A non-refundable fee will be required at the time of submittal.

■ **A Statement of Justification**

This printed or typed statement is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☐ **Property Management Plan.** (Short Term Tourist Rental only)

☐ **Agency Review Comments.** (As determined by Planning Staff)

■ **A Site Plan/Survey.**

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.

☐ **Sewage Disposal and Well Site.**

Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.

■ **A copy of the deed to the property verifying the current ownership.**

A copy may be obtained at the Warren County Courthouse, Circuit Clerk's Office.

■ **A statement verifying that real estate taxes have been paid.**

This may be obtained from the Treasurer's Office in Suite 800 of the Warren County Government Center.

■ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and\or the Board of Supervisors reserve the right to ask for an environmental and\or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

■ **Location Map**

A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

■ **Directions to your property from the Warren County Government Center.**

from 220 N. Commerce Street, turn left towards 2nd Street, then turn right onto E. 2nd Street, turn left onto N. Royal Avenue, then right onto West Criser Road

COPY

STATEMENT OF JUSTIFICATION
St. John the Baptist Conditional Use Permit

Tax Map# 28-128

Owner/Applicant: Catholic Dioceses of Arlington

November 15, 2023

Catholic Dioceses of Arlington (hereinafter the "Applicant") of Tax Map Parcel 28-128 (the "Property"), which is currently owned by Criser Road, LLC, is seeking a Conditional Use Permit (CUP) for Tax Map Parcel 28-128 for a church use. The Property has frontage on Luray Avenue and West Criser Road in Warren County, immediately adjacent to the Town of Front Royal.

Land Use Compatibility

The Applicant seeks to develop a church use on the Property pursuant to CUP approval. The proposed use will consist of a 10,690 SF sanctuary building and a 10,500 auxiliary support building with associated parking that will meet applicable ordinance requirements. The proposed configuration of the use is shown on the plan entitled "Concept Plan," prepared by Greenway Engineering, dated November 15, 2023 and submitted with this CUP application.

The Property is currently zoned Agriculture (A) District. It is bordered by properties to the north and east zoned R-1, Residential, properties to the south are zoned C, Commercial and A, Agricultural, and property to the west is zoned A, Agricultural.

The Warren County Comprehensive Plan's Future Land Use Map identifies the functional classification of Luray Avenue as an Urban Collector Road and does not call for a classification change. The Town of Front Royal Comprehensive Plan 2023 identifies West Criser Road as a Major Collector Road. There are no improvements proposed in the Town Transportation Improvements Plan or in the referenced Rural Long Range Transportation Plan published by the Northern Shenandoah Valley Regional Commission (NSVRD). Note: Comprehensive Plan Final Draft May 19, 2023, was referenced for transportation items.

The Property is located directly around established residential, commercial and government owned properties. The proposed church use is compatible with the established land use pattern in this area of the County.

Current Land Use

Currently the Property is vacant/undeveloped land. Per historical aerial photos, there is no evidence of prior use or activity of historical significance on the Property.

Future Land Use

Future land use will consist of transforming a portion of the 8.4769± acres of Agricultural (A) District into a church use consisting of a sanctuary building, auxiliary support building, and associated parking. The norther portion of the property will remain open space.

Transportation

2018 Warren County Comprehensive Plan

The Warren County Transportation Plan contained in the 2018 Comprehensive Plan identifies the functional classification of Luray Avenue as an Urban Collector Road and does not call for a classification change. The entrance to the subject property will be located off West Criser Road, which is a Town-maintained road. Approval of the proposed entrance will need to be obtained from the Town of Front Royal.

Town of Front Royal Comprehensive Plan 2023

The Transportation Plan Exhibit within the Town of Front Royal Comprehensive Plan 2023 identifies West Criser Road as a Major Collector Road. There are no improvements proposed in the Town Transportation Improvements Plan or in the referenced Rural Long Range Transportation Plan published by the Northern Shenandoah Valley Regional Commission (NSVRD). Note: Comprehensive Plan Final Draft May 19, 2023 was referenced for transportation items.

Existing Conditions

The intersection of Luray Avenue and West Criser Road consists of a sign-controlled four way stop.

Proposed Conditions

The conceptual layout for the church use proposes the entrance to the subject property off West Criser Road on the southern portion of the property in order to avoid the 100 year floodplain. The entrance consists of two lanes, entrance and exit lanes.

Sunday Peak Hour Traffic Volume is projected at 111 trips. This projection was generated using ITE Trip Generation 11th Edition (Church land use, ITE Code 560). These trips can be accommodated by the surrounding road network in its existing condition. As such, the proposed use will have minimal impact on local roads.

Water and Sewer

If the CUP application is approved, the Property will be served with public water and sewer provided by the Town of Front Royal, and the Applicant has applied for out-of-town water and sewer service through the Town of Front Royal accordingly. If the application is denied, the property will acquire appropriate approvals for service via private drainfield and well.

Economic Impacts

The proposed use is consistent with the County's Comprehensive Plan and its policy objectives of increasing the non-residential tax base. This proposed use will provide a moderate benefit to the County by transforming vacant land with minimal tax revenue into a source of moderate tax revenue for years to come.

Conclusion

The proposed CUP is justified insomuch as it implements the goals and objectives of the Warren County Comprehensive Plan. Notably, the CUP will enable development of an institutional use that will utilize Town of Front Royal public facilities and is designed to preserve the rural character and natural features of the Property.

The proposed CUP will contribute to the diversity of land uses essential to a distinctive and inclusive sense of place that is both compatible with and complementary to the Comprehensive Plan. As such, your favorable consideration of this CUP request is respectfully requested.

151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-4185
Fax: (540) 722-9528
www.greenwayeng.com

GREENWAY ENGINEERING
FND 1971
PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER & ASHBURN, VA & MARTINSBURG, WV

ST. JOHN THE BAPTIST - W. CRISER ROAD PROPERTY
CONCEPT DEVELOPMENT PLAN

SOUTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA

CRISER ROAD

50' BRL

15 BRL

100 YR FLOODPLAIN ELEV = 506'

100 YR STORM

NEED 30' WIDE CHANNEL, 8 FT BOTTOM 3:1 SIDES
TO TRANSMIT THE 100 YR STORM-1,970 CFS
DEPTH OF 3.25 FEET

DELINEATED CHANNEL
- APPROX. LOCATION

TRIPLE 8'x6' BOX, 1' EMBEDDED
PASSES 10 YR STORM (646 CFS)
10 YR WSE = 521.47
ENTRANCE CROSSING WEIR ELEV=524.24
approx 100 yr wse = 527.15

DRY POND

DRY SWALE

DRY SWALE

DRY SWALE

BMP

BMP

AUXILIARY
BLDG
10,500 SF

CHURCH
10,690 SF

15' BRL

POTENTIAL 180'
RETAINING WALL
(MAX HEIGHT 14')

15' BRL

TM 28 128J
0 LURAY DRIVE
COUNTY OF WARREN VIRGINIA
ZONING: AGRICULTURAL
2.69 ACRES

TAX MAP 28 128I
151 SKYLINE VISTA DRIVE
WARREN COUNTY SCHOOL - SKYLINE HIGH SCHOOL
ZONING: AGRICULTURAL
56.43 ACRES

TM 28 128G, 209 W CRISER ROAD
NORTHWESTERN COMMUNITY SERVICES
ZONING: COMMERCIAL 5.03 ACRES

ZONING/SITE DEVELOPMENT

1. CURRENT ZONING: AGRICULTURAL
2. COMPREHENSIVE PLAN LAND USE: AGRICULTURAL
3. CHURCH IS ALLOWABLE USE IN THE AGRICULTURAL ZONING BY ISSUANCE OF A CONDITIONAL USE PERMIT (USE 4).
4. LAYOUT AND CODE REVIEW IS BASED ON PROPERTY CUP IN AG ZONE.
5. LAYOUT BASED ON RECOMMENDED ZONING REQUIREMENTS.
6. PARKING: 1 SPACE PER 4 FIXED SEATS (9'x18'), 600 SEAT CHURCH
   150 MIN PARKING SPACES NEEDED; 151 PARKING SPACES SHOWN
   6 HC SPACES REQUIRED, 6 HC SPACES PROVIDED.
7. PARKING LOT LIGHTING REQUIRED
8. ZONING DISTRICT BUFFERS REQUIRE LANDSCAPE OR FENCE SCREEN.
9. 180-13 - ALLOWABLE BUILDING HEIGHT: 40 FEET
10. SETBACKS - Front: 50'
    - Side 15' primary, 10' secondary
    - Rear 15' primary, 10' secondary
11. BASE MAP INFORMATION OBTAINED FROM WARREN COUNTY GIS. INFORMATION CONTAINED HEREIN NOT FOR USE IN CONSTRUCTION.
12. CULVERT FLOWS AND DRAINAGE AREA OBTAINED THROUGH USGS STREAM STATS.
13. PROPOSED STORMWATER MANAGEMENT INFORMATION IS CONCEPT AND SUBJECT TO CHANGE.
14. DELINEATED STREAM CHANNEL LOCATION SHOWN IN BLUE OBTAINED FROM "WATERS OF THE US REPORT" DATED 10/13/23 COMPLETED BY ESC LIMITED, LTD.
15. POTENTIAL NEED FOR CONDITIONAL LETTER OF MAP REVISION FROM FEMA FOR LOCATION OF THE PROPOSED STORMWATER MANAGEMENT POND (DRY POND).

60 30 0 60 120

SCALE: 1" = 60'

DATE:	11/15/2023
SCALE:	1"=60'
DESIGNED BY:	RLK
FILE NO.	5282C
SHEET	1 OF 1

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 1, 2024 Item# 03B

Agenda Item: Appalachian Trail Head Project Funding

Summary: During the March 11, 2024 work session, the Advisory Committee on Environmental Sustainability (A.C.E.S.) requested that the Town of Front Royal provide $8,200 for a trail corridor analysis and feasibility study for a new trail joining the Town of Front Royal to the Appalachian junction at Chester Gap. Town Council requested staff to provide a source of funding the $8,200.

Staff recommends funding the $8,200 feasibility study by using tourism funds that have been carried forward from prior years. The Town has carried forward $169,980.64 in tourism funds that currently remain available. Since the $169,980.64 was carried forward and allocated for tourism, Town Council would need to approve a reallocation in the amount of $8,200 from tourism funds to the feasibility study during the April 22, 2024 regular meeting. The remaining $161,780.64 ($169,980.64 - $8,200) funds would continue to be set aside for tourism.

Once the $8,200 has been reallocated, the Town may then procure services for the trail corridor analysis and feasibility study. A.C.E.S. is a committee for the Town of Front Royal; therefore, does not have a checking account or separate funds. In order to be in compliance with the Town of Front Royal's procurement policy and based upon the amount of $8,200; ACES will need to acquire three quotes for services from separate vendors and award to the lowest vendor that can perform the services. This procurement should not be considered as a sole source procurement due to other vendors being able to provide similar services.

Budget/Funding: Reallocation of Funds

1205-R43002	Tourism – Professional Services	<$8,200.00>	PO#30311
4305-47933	Horticulture – Trails (New)	+$8,200.00	

Staff Recommendation: Staff recommends for Town Council to discuss any concerns with the funding or project and if desired to place on Town Council's agenda for April 22, 2024 for approval and request A.C.E.S. to obtain necessary quotes for procurement.

February 16, 2024

Town of Front Royal - Advisory Committee on Environmental Sustainability
c/o Justin Proctor
102 E. Main Street
Front Royal, VA 22630

Re: **Trail Corridor Analysis and Feasibility Study**

Dear Mr. Proctor,

We are pleased to provide this proposal to you for the corridor analysis and feasibility study of the envisioned new trail joining the Town of Front Royal to the Appalachian Trail junction at Chester Gap. Services to be provided under this task include review of existing site conditions, recommendations for preferred alignment, rendered base maps, an order of magnitude cost estimate, and guidance for next steps towards design and construction. This letter shall confirm our recent conversations and serve as a definite agreement for professional services as outlined below.

Ironwood Outdoors, Inc. has over 35-years of combined experience designing and constructing outdoor recreation infrastructure with a specialization in hiking trails, mountain biking trails, multi-use paths, and associated bridges and timber framed technical features. We have completed hundreds of projects over that time. Our clients include the Army Corps of Engineers, United States Forest Service, Northern Virginia Regional Park Authority, the International Mountain Bicycling Association, Massanutten Resort, Sky Meadows State Park, and numerous private landowners. We have a long list of satisfied customers and many return clients. We take great pride in our work and strive to deliver the highest quality projects on-schedule and on-budget. We specialize in providing cohesive project scoping and site analysis, custom plan layouts, and professional trail building services that are directly tailored to your project goals and unique landscape. Locally, our work on trail systems that support both recreational use and expanded public access to open spaces includes the Potomac Heritage National Scenic Trail, the Bull Run Occoquan Trail and the Occoquan Greenway.

PROJECT UNDERSTANDING

The area under evaluation includes the land near and adjacent to Sloan Creek and Happy Creek extending approximately 3.2-miles along the Hwy. 522 corridor between E. Crisers Road and the Appalachain Trail junction at Chester Gap. The Advisory Committee on Environmental Sustainability is considering options to facilitate safe connectivity for hikers and cyclists via unpaved trail between these two locations. Trail specifications under consideration will be tread surfacing of compacted stable soils or imported

compacted stone aggregate with width ranging between 36-inches and 72-inches. Proposed trail alignments shall comply with the U.S. Access Board ABA Accessibility Standards for outdoor recreational trails. Coordination for any proposed trail routing will involve a number of stakeholders including private landowners, Smithsonian Conservation Biology Institute, National Parks Service, the Town of Front Royal, and VDOT.

SCOPE OF WORK

Services will include:

1. Review of existing plans and local precedence.
2. Mapping analysis.
3. Investigation of soil types and flood zones.
4. Field investigations and inventory.
5. Feasibility Report
    a. Lands, soils, and flood zones.
    b. Trail networks, connections, and destinations summary.
    c. Design standards and implementation considerations.
    d. Trail alignment options.
    e. Estimated project cost and potential funding sources.
6. Meetings
    a. Attend up to two (2) design meetings during creation of Feasibility Report.
    b. Attend up to one (1) community stakeholder meeting.

ASSUMPTIONS

1. Permission for land access and/or landowner notifications required to gain access to the site for our field investigation will be completed by others prior to our mobilization to the site.
2. Project limits are defined by client on provided renderings or aerial image.
3. Ironwood will need access to the project site during regular working hours (Monday-Friday, 8:00 AM – 5:00 PM) or as scheduled.

SCHEDULE

Assuming Notice to Proceed in March 2024, Ironwood will complete services by May 2024. Interim milestones are as follows:

NTP……...……March 1, 2024
Design Meeting #1……..March 22, 2024
Design Meeting #2……..……..April 12, 2024
Feasibility Study……..…...……..May 3, 2024
Stakeholder Meeting……..May 10, 2024

FEES

Ironwood Outdoors, Inc. will provide the services listed above for the lump sum fee of **Eight Thousand Two Hundred Dollars ($8,200.00)**.

A retainer of **One Thousand Five Hundred Dollars ($1,500.00)** is due upon execution of this agreement. It will be reflected as a credit on the final billing statement.

The following items remain the responsibility of the Advisory Committee on Environmental Sustainability and are not included in the above mentioned services or fees:

A. Legal advice as may be required in connection with the project.
B. The services of a civil, structural, or geotechnical engineer and/or arborist including, but not limited to, topographic and boundary surveys, clearing plan, grading plan, or plats.
C. Test borings or soil analysis, if required.
D. The services or cost of obtaining rights-of-way, easement, leases, or real estate.
E. The cost of obtaining permits and permit fees.
F. Surveys for the presence of threatened and endangered species are excluded, as well as any archaeological services, Phase 1 Environmental services, or cultural surveys.

Payments are due monthly in proportion to the services rendered for the prior month within thirty (30) days of receipt of statement. If this proposal is satisfactory, please sign and return the original document to us accompanied by the referenced retainer. This will serve as a definite agreement for the trail corridor analysis as outlined within and constitutes the agreement in its entirety. This proposal expires if not accepted within thirty (30) days.

It was wonderful to meet you and learn about the exciting vision for this new trail segment. Thank you for your confidence in our business and we look forward to working with you. We appreciate the opportunity to submit this task proposal for your consideration.

Regards,

Brock Lowery

Matt White

Accepted By:

Sign *Date*

Printed Name and Title

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: April 1, 2024 Item# 5

MOTION TO GO INTO CLOSED MEETING

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purposes:

1) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the conditional vacation and sale of a portion of N. Royal Avenue and an unimproved alleyway between N. Royal Avenue and Virginia Avenue; and,

2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, Town of Front Royal v. Front Royal Limited Partnership.

3) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Board of Zoning Appeals.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information 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.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Morris*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____