TOWN COUNCIL REGULAR WORK SESSION
MONDAY, August 4, 2025 @ 7:00PM
Town Hall Conference Room

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

1. Roll Call

2. NEW BUSINESS
   A. Purchase of a 20-foot Tilt Trailer – *Michelle Campbell*

   B. Purchase of a 12-foot Dump Trailer – *Michelle Campbell*

   C. Town of Front Royal Employee Handbook Update - Section 5: Paid Time Off and Other Absences –*L McIntosh*

   D. A Zoning Text Amendment to Town Code §175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings – *Lauren Kopishke*

   E. Town Charter Amendment – Town Manager Residency – *Joe Petty*

3. ACTION ITEM - A Zoning Text Amendment to Town Code Chapter 175-3 to define Designated Special Circumstance Housing, and §§175-12.1, 175-18.2.B, 175-20.1, 175-30 and 175-37.3 to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and create §175-153 to add Designated Special Purpose Housing Performance Standards – *Lauren Kopishke*

4. CLOSED MEETING

5. ADJOURN

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: August 4, 2025 **Item# 02A**

Agenda Item: Purchase of a 20-foot Tilt Trailer

Summary: The Purchasing Department received a request from the Fleet Maintenance Division to procure a 20-foot hydraulic tilt trailer to replace Asset #706, a 2004, 16-foot manual tilt trailer. Staff is requesting that the Town Council approve the purchase of the new trailer from Huffman Trailer Sales, Inc., located in Rockingham, Virginia, in the amount of $9,278.00.

The method of procurement used was Informal Solicitation, through which three written quotes were obtained. All applicable guidelines for competitive procurement, as outlined in the Virginia Public Procurement Act, were followed.

This item is being presented to Town Council in accordance with the Town of Front Royal's Procurement Policy and Procedures Manual, which requires Council approval for all rolling stock purchases. Staff respectfully request the Council's approval of this purchase for the Department of Public Works at the regular meeting scheduled for August 25, 2025.

Budget/Funding: Funding has been encumbered and is available for FY26 as follows:

4500-47001	Highway Maintenance – Machinery & Equipment	$9,278.00

Staff Recommendation: Staff recommends approving the procurement as presented.

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance DBM

SUBJECT: Purchase of a Tilt Trailer.

DATE: July 7, 2025

The Public Works Department has a Tilt Trailer in the budget to replace a #706 2004 Quality 16' manual tilt trailer with a diamond plate deck. I have Three Quotes from venders throughout the surrounding area. Two vender have given me quotes on a 16' tilt trailer, one with wood floor and 2 others where diamond plate floors. Huffman Trailers sales have given me a quote on a 20' trailer with a hydraulic tilt at a cheaper price than the other two venders. I recommend purchasing the trailer through them.

4500 - 7001

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT Fleet Maintenance BUYER Donald McPaters DATE 7/7/25

DESCRIPTION OF CMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
Tilt trailer	1	2025 Hydraulic Tilt 20' trailer 15,000lb diamond plate deck	2026 16' tilt trailer diamond plate deck	2026 16' Tilt trailer Tilt Wood Floor
COST OF COMMODITIES/SERVICES (LESS FREIGHT) FREIGHT/DELIVERY COST/CORE GRAND TOTAL, NET THIRTY TERMS PRICES FIRM THROUGH		$ 9275.00 $ $ 3.00 temp tag 9278.00	$ 9550.00 $ $ 9550.00	$ 9195.00 $ spare tire 235.00 9430.00
Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor. The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME FED TAX I.D./SSN#	Huffman Trailers Sales	Crims Trailer Sales	Artrip Trailers
	ADDRESS	4124 North Valley Pike	214 Commerce Ave	1726 Front Royal Pike
	CITY, STATE	Rockingham Vav22802	Front Royal Va 22630	Winchester VA 22602
	PHONE/FAX	540-434-3530	540-635-8201	540-662-5028
	CONTACT	Casandra Wiseman	Tony Crim	fmchdh1873@aol.com
Number of vendors solicited 3 If none, please state reasons on the back of this form	BUYERS SIGNATURE: Donald BM McPaters			

Auto Maintenance

From: fmcdh1873@aol.com
Sent: Thursday, July 3, 2025 4:13 PM
To: Auto Maintenance
Subject: QUOTES on SURE TRAC Tilt & Dump Trailers (ARTRIP TRAILERS)

Below is the quotes you requested for a new SURE TRAC Tilt & Dump trailers.

Trailer # 1 2026 Wood floor

7' wide x 16' long full bed tilt
2 x 7000 lb axles = 14000 lb gross weight (Trailer and load)
4 wheel brakes
12 volt safety brake
8 lug 16" 10 ply tires & wheels
2 & 5/16" Adjustable ball coupler
Both fenders are removable
All LED lights
Spare tire mount
4 D-Ring chain tie downs (1 on each corner)
12000 lb jack
Encased modular wiring harness
100 % Powder Coated

Price sitting on our lot is **$ 9195.00**
Optional Spare tire & wheel is **$ 235.00**

Trailer # 2 2023 wood floor

7' wide x 18' long full bed tilt
2 x 7000 lb axles = 14000 lb gross weight (Trailer and load)
4 wheel brakes
12 volt safety brake
8 lug 16" 10 ply tires & wheels
2 & 5/16" Adjustable ball coupler
Both fenders are removable
All LED lights
Spare tire mount
4 D-Ring chain tie downs (1 on each corner)
12000 lb jack
Encased modular wiring harness
100 % Powder Coated

Price sitting on our lot is **$ 9495.00**
Optional Spare tire & wheel is **$ 235.00**

Trailer # 3 2023

5' wide x 10' long 2 axle dump
Combination spreader/barn doors
Tarp kit installed
Stake pockets
2 x 3500 lb axles = 7000 lb gross weight (Trailer and load)
4 wheel brakes
12 volt safety brake
5 lug 15" 6 ply tires & wheels
2 & 5/16" ball coupler
All LED lights
Spare tire mount
4 D-Ring chain tie downs (1 on each corner)
Top crank jack
Encased modular wiring harness
100 % Powder Coated

Price sitting on our lot is **$ 7995.00**
Optional Spare tire & wheel is **$ 135.00**

Build time on these trailers is about 4 to 6 weeks.

Prices quoted are based on current product pricing and subject to change due to steel tariffs at time of completion.

The dump trailer is available now on our lot now as stock inventory.
I also have an 18' 14000 lb tilt in inventory for **$9295.00** plus spare tire **$235.00**
These two trailers are left over trailers but are brand new and carry full warranty.

If you have any questions please feel free to give us a call at
540 662 5028

Thank you
Frank Artrip owner

ARTRIP TRAILERS
1726 Front Royal Pike
WINCHESTER VA 22602

CRIM'S TRAILER SALES INC.
214 Commerce Ave. Front Royal VA 22630 info@crimstrailer.com

Quote for trailers:

We will sell to:
Town of Front Royal

2024 Holmes 6-4X12M3.5K
Which is a landscape style trailer
$3150.00 in stock

2026 Quality 16' T diamond plate tilt
7K electric brake axles
$9550.00 to be ordered

Please let us know if you have any questions.

Tony Crim
540-635-8201
Crim's Trailer Sales Inc.
214 S Commerce Ave
Front Royal VA 22630

Auto Maintenance

From: Casandra Wiseman <casandra.huffmantrailers@gmail.com>
Sent: Monday, July 7, 2025 9:00 AM
To: Auto Maintenance
Subject: Trailer Quote
Attachments: Quote_209899.pdf

Donald,
Here is the quote on the 7x20 Hawke Tilt Trailer, we are currently out of the Hawke 6x12 dump trailers, I can get you a price and estimated lead time if that's something you are interested in.
Thanks
Casandra

--
Casandra Wiseman
Huffman Trailer Sales
(540) 434-3530 ext.2

Huffman Trailer Sales, INC

4124 North Valley Pike
Rockingham, VA 22802
(540) 434-3530

Quote **209899**

VALID UNTIL 08/05/2025
CREATED 07/07/2025
SALESPERSON Casandra Wiseman
casandra.huffmantrailers@gmail.com

BILL TO	SHIP TO
Town of Front Royal	Town of Front Royal

CUST PO		CONTACT	Town of Front Royal
SHIP OUT	Will Call	DROP SHIP	No

#	PART	DESCRIPTION	QTY	RATE	DISC	NET	EXT
1	OMS	1037 - EQ SN:7PWFE202XSM002035 2025, HAWKE, EQUIPMENT , STEEL, 80 IN Wide X 20' FT Long, GVW 15000 Lbs, Empty Weight 3800, Color BLACK, DIAMOND PLATE DECK, POWER UP & DOWN, 14PLY TIRES, REMOVEABLE FENDERS	1.00	9,275.00		9,275.00	9,275.00
2	Temp. Tag	(ROC) Temp. Tag	1.00	3.00		3.00	3.00

PAYMENT	DETAILS	DATE	AMT

COMMENTS

SUBTOTAL	9,278.00
TOTAL	**9,278.00**
PAYMENTS	0.00
BALANCE DUE	**9,278.00**

ACCEPTANCE: _____ **DATE:** _____

NO RECEIPT NO RETURN---NO returns after the 5th of the following month---NO returns on ANY electric components---NO returns on any custom fit hitches---SPECIAL ORDER ITEMS has a 30% re-stocking fee---SPECIAL ORDER ITEMS not picked up within 15 days of arrival at Huffman trailer sales will be placed into inventory with NO RETURN of shipping cost or deposit made for purchase---SPECIAL ORDER ITEMS returned will have a 40% restocking fee---A 30% restocking fee is applied to customer that purchased wrong part for trailer on customer knowledge!! ***Re-Tighten lug nuts @ 50miles of use to the CORRECT torque***

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: August 4, 2025 **Item# 02B**

Agenda Item: Purchase of a 12-foot Dump Trailer

Summary: The Purchasing Department received a request from the Fleet Maintenance Division to procure a 12-foot dump trailer to replace Asset #607, a 2006, 8-foot utility trailer. Staff is requesting that the Town Council approve the purchase of the new trailer from Huffman Trailer Sales, Inc., located in Rockingham, Virginia, in the amount of $7,778.00.

The method of procurement used was Informal Solicitation, through which three written quotes were obtained. All applicable guidelines for competitive procurement, as outlined in the Virginia Public Procurement Act, were followed.

This item is being presented to the Town Council in accordance with the Town of Front Royal's Procurement Policy and Procedures Manual, which requires Council approval for all rolling stock purchases. Staff respectfully request Council's approval of this purchase for the Department of Public Works at the regular meeting scheduled for August 25, 2025.

Budget/Funding: Funding has been encumbered and is available for FY26 as follows:

9602-47001	Water Maintenance – Machinery & Equipment	$3,889.00
9802-47001	Sewer Maintenance – Machinery & Equipment	$3,889.00

Staff Recommendation: Staff recommends approving the procurement as presented.

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance DBM

SUBJECT: Purchase of a 6'X12' Dump Trailer Tilt Trailer.

DATE: July 22, 2025

Water Sewer Maintenance has a trailer in last year's budget to replace a utility trailer. They have requested a dump trailer instead. The utility trailer to be replaced is a #607 2006 utility trailer 5'X8' trailer. Ther 6'X12' dump trailer from Huffman Trailer sales was the best price and would recommend them for the purchase.

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT Fleet Maintenance BUYER Donald McPaters DATE 7/22/25

DESCRIPTION OF CMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
6' X 12' Dump Trailer	1	6'X12 Dump Trailer	6'X12' Dump Trailer	5'x10' Dump Trailer
	1			Spare tire $135.00
COST OF COMMODITIES/SERVICES (LESS FREIGHT) FREIGHT/DELIVERY COST GRAND TOTAL, NET THIRTY TERMS PRICES FIRM THROUGH		$ 11300.00 $ $ 11300.00	$ 7778.00 $ $ 7778.00	$ 7995.00 $ $ 8130.00

Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME FED TAX I.D./SSN#	Blue Ridge Trailer Sales	Huffman Trailer Sales Inc	Artrip Trailers
	ADDRESS	9932 Seminole Trail	4124 North Valley Pike	1726 Front Royal Pike
	CITY,STATE	Ruckersville Va 22968	Rockingham Va 22802	Winchester Va 22602
	PHONE/FAX	434-985-6251	540-434-3530	540-662-5028
	CONTACT	Mary	Casandra Wiseman	Frank Artrip
Number of vendors solicited _3_____ If none, please state reasons on the back of this form	BUYERS SIGNATURE: Donald B McPaters.			

Auto Maintenance

From: Casandra Wiseman <casandra.huffmantrailers@gmail.com>
Sent: Monday, July 7, 2025 1:55 PM
To: Auto Maintenance
Subject: Re: Trailer Quote
Attachments: Quote_209910.pdf

Here's your quote for the 6x12 dump trailer, It should be in early-mid August
Thanks

On Mon, Jul 7, 2025 at 12:09 PM Auto Maintenance <automaintenance@frontroyalva.com> wrote:

> If you can give me a quote and we can go from there.
>
> **From:** Casandra Wiseman <casandra.huffmantrailers@gmail.com>
> **Sent:** Monday, July 7, 2025 9:00 AM
> **To:** Auto Maintenance <automaintenance@frontroyalva.com>
> **Subject:** Trailer Quote
>
> Donald,
>
> Here is the quote on the 7x20 Hawke Tilt Trailer, we are currently out of the Hawke 6x12 dump trailers, I can get you a price and estimated lead time if that's something you are interested in.
>
> Thanks
>
> Casandra
>
> --
>
> Casandra Wiseman
>
> Huffman Trailer Sales
>
> (540) 434-3530 ext.2

--
Casandra Wiseman

Huffman Trailer Sales, INC

4124 North Valley Pike
Rockingham, VA 22802
(540) 434-3530

Quote **209910**

VALID UNTIL 08/06/2025
CREATED 07/07/2025
SALESPERSON Casandra Wiseman
casandra.huffmantrailers@gmail.com

BILL TO	SHIP TO
Town of Front Royal	Town of Front Royal

CUST PO		CONTACT	Town of Front Royal
SHIP OUT	Will Call	DROP SHIP	No

#	PART	DESCRIPTION	QTY	RATE	DISC	NET	EXT
1	LPTH	HAWKE 6x12 LOW PROFILE DUMP TRAILER 10K	1.00	7,775.00		7,775.00	7,775.00
2	Temp. Tag	(ROC) Temp. Tag	1.00	3.00		3.00	3.00

PAYMENT	DETAILS	DATE	AMT

COMMENTS

SUBTOTAL	7,778.00
TOTAL	**7,778.00**
PAYMENTS	0.00
BALANCE DUE	**7,778.00**

ACCEPTANCE: _____ **DATE:** _____

NO RECEIPT NO RETURN---NO returns after the 5th of the following month---NO returns on ANY electric components---NO returns on any custom fit hitches---SPECIAL ORDER ITEMS has a 30% re-stocking fee---SPECIAL ORDER ITEMS not picked up within 15 days of arrival at Huffman trailer sales will be placed into inventory with NO RETURN of shipping cost or deposit made for purchase---SPECIAL ORDER ITEMS returned will have a 40% restocking fee---A 30% restocking fee is applied to customer that purchased wrong part for trailer on customer knowledge!! ***Re-Tighten lug nuts @ 50miles of use to the CORRECT torque***

Trailer # 3

5' wide x 10' long 2 axle dump
Combination spreader/barn doors
Tarp kit installed
Stake pockets
2 x 3500 lb axles = 7000 lb gross weight (Trailer and load)
4 wheel brakes
12 volt safety brake
5 lug 15" 6 ply tires & wheels
2 & 5/16" ball coupler
All LED lights
Spare tire mount
4 D-Ring chain tie downs (1 on each corner)
Top crank jack
Encased modular wiring harness
100 % Powder Coated

Price sitting on our lot is **$ 7995.00**
Optional Spare tire & wheel is **$ 135.00**

Build time on these trailers is about 4 to 6 weeks.

Prices quoted are based on current product pricing and subject to change due to steel tariffs at time of completion.

The dump trailer is available now on our lot now as stock inventory.
I also have an 18' 14000 lb tilt in inventory for **$9295.00** plus spare tire **$235.00**
These two trailers are left over trailers but are brand new and carry full warranty.

If you have any questions please feel free to give us a call at
540 662 5028

Thank you
Frank Artrip owner

ARTRIP TRAILERS
1726 Front Royal Pike
WINCHESTER VA 22602

Auto Maintenance

From: sales <sales@blueridgetrailer.com>
Sent: Thursday, July 17, 2025 10:43 AM
To: Auto Maintenance
Cc: BRT Accounting
Subject: Dump trailer quote
Attachments: scan_20250714102312.pdf

Hi Donald

Here's the quote for a CAM Superline 6X12 Single Ram 11K trailer for your review. Many thanks for reaching out to us. Let us know if we can help you with this purchase.
My best,

Mary

Blue Ridge Trailer Sales and Service
9932 Seminole Trail
US 29N
Ruckersville, VA 22968
434-985-4151

Customer Quote

BLUE RIDGE TRAILER SALES 434-985-4151 WWW.BLUERIDGETRAILER.COM

Quote :	DQT312275
Entry Date :	07/14/2025
Sales Rep :	Alison
Email :	alison@blueridgetrailer.com

Quote By

Blue Ridge Trailer
9932 Seminole Trail
Ruckersville VA, United States 22968
F: (434)985-6251
P: (434)985-4151

Quote To

front royal

Item	Model	Qty
6 x 12 SD Single Ram Dump 11K	P-RDU7212-110	1

Standard Features

Frame : 6" x 2" Steel Tube
Crossmembers : 3" Steel Channel
Tongue : 5" Steel Channel
Coupler : 2-5/16" Adjustable
Safety Chains : DOT Compliant
Tongue Jack : 7K Drop Leg, Set-Back
Sides : 12-Gauge, 20" Tall
Gate : Triple Acting Tailgate with Chains
Ramp(s) : 3" x 6' Steel Ladder (Slide-In with Carrier)
Fenders : Double Break Tread Plate
Axle : (2) 5200 lb. Spring Brake
Hubs : Easy Lube
Breakaway : Zip™ Cable and Switch, Battery
Tires : ST225/75R15D 8-PR
Wheels : 15", 6-Hole Steel
Exterior Finish : Industrial Grade Polymer Finish
Decking : 10-Gauge Smooth Steel
Tie Downs : (4) 1/2" D-Rings
Tie Downs : Stake Pockets
Tie Downs : Rub Rails
Exterior Storage : Spare Tire Carrier
Exterior Storage : Tongue Mounted Lockable Battery and Pump Box
Tarp : Integrated Tarp Mount and Shroud
Connector Plug : Round 7-pin Blade
Exterior Lights : Full LED, DOT Compliant
Hydraulic Components : 12 Volt Hydraulic Pump
Hydraulic Components : Power Up, Power Down (Single Ram)
12V Electrical : 12 Volt DC 24 Battery
110V Electrical : Battery Charger, 2 Amp

Selected Options

Ladder Ramps Under Bed and D-Rings - SDD	PUPG200002	1
Standard Color Black	PUPG200021	1
Boxed Tarp Kit 6 x 16 with Mounts	PUPG200140	1
Install Mesh Tarp Roller Kit	PUPG200141	1
Install Anti-Sail Rod	PUPG200143	1
	Surcharge	

$11,300.00

delivery 6 weeks

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: August 4, 2025 Item# 02C

Agenda Item: Town of Front Royal Employee Handbook Update - Section 5: Paid Time Off and Other Absences

Summary: Town Council is requested to review and approve proposed updates to Section 5 of the Town of Front Royal Employee Handbook regarding paid leave and absences. The primary change is to Full-Time Paid Time Off Benefits. The recommended changes consolidate the current separate sick and vacation leave policies into a unified Paid Time Off (PTO) policy.

The adoption of a PTO policy offers several key advantages:

- Longevity Incentives: In contrast to the current policy, the new structure rewards employee tenure.
- Competitive Alignment: Aligns the Town's leave and payout policies with those of neighboring localities, improving recruitment and retention efforts.
- Administrative Efficiency: Simplifies tracking and management for Human Resources and supervisors.
- Employee Flexibility: Provides employees with more autonomy and flexibility in managing their time off.
- Workplace Culture: Reinforces a positive work environment that supports employee well-being and work-life balance.

Budget/Funding:

The Town's budget would not be affected by these proposed Town of Front Royal Employee Handbook changes, changes would be reflected in the Town's balance sheet, specifically compensated absence liabilities.

The Governmental Accounting Standards Board (G.A.S.B.) Statement 101 effective for fiscal years beginning after December 15, 2023, requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.

Implementation of the proposed handbook changes will allow the Town to maintain relatively the same amount of liability for compensated absences for reclassification of fiscal year 2024 compensated absences. The total amount of liability booked for fiscal year 2024 compensated absences was $1,268,524.19; which represents 100% vacation time, 50% sick leave, 100% administrative leave, and 100% comp time of leave balances for employees as of June 30, 2024.

Implementation of the proposed handbook change would reclassify the 2024 liability amount from $1,268,524.19 to $1,302,380.11 (an increase of $33,855.92. The liability for FY2025 based upon the proposed changes would be $1,361,221.74. These liabilities would be based on the lesser value of capped payout amounts from the proposed handbook changes or employee's actual amount of leave accrued balances.

If the Town were to book a liability for all compensated absences for FY24 the liability amount would be $1,938,274.28 (an increase of $669,750.09).

Staff Recommendation: Staff recommends approval of Employee Handbook updates as presented.

5 Paid Time Off and Other Absences

I. General Information

A. Regular attendance at work is a critical component of meeting the service delivery, productivity and efficiency goals of the Town. Employees are expected to maintain regular, predictable attendance and to report to work on time except for time off approved under the following provisions.

Paid time off is an employee benefit that is an important part of the Town's total compensation package that provides time away from work for rest, relaxation and personal purposes and provides a mechanism for partial pay protection during times of illness or incapacity. ~~Employees assigned to full-time positions earn an array of paid time off based on the purpose of the absence.~~

~~B. Paid time off may be used in ½ hour increments. Accrued paid time off is a personal benefit to an individual employee and shall not be loaned, or sold to another employee, except through participation in the Leave Donation Program. Employees shall be granted authorized leave only for its intended purpose.~~

II. Part-Time Paid Leave Benefits

Part-time employees hired after July 1, 2015, will not be eligible to receive paid leave benefits except paid holiday leave as described in Chapter 5, ~~IV~~ VIII and administrative leave at the discretion of the Town Manager as described in Chapter 5, XII.

III. Full-Time Paid Time Off Benefits

~~A. Annual Leave:~~

~~Annual leave is paid time off from work for vacation, recreation or other personal purposes.~~

~~1. Leave Accrual:~~

~~Eligible Employees accrue annual leave each pay period when they are employed and in a paid status. Employees shall be credited one (1) year for every four (4) years employed with the Town in a part-time position and/or years served in the U.S. Military on active duty. Full-time employees accrue annual leave at the following rates:~~

~~a. 0-3 years – Three (3.0) hours per pay period~~
~~b. 4-10 years – Four (4.0) hours per pay period~~
~~c. 11-19 years – Five (5.0) hours per pay period~~
~~d. 20 years and above – Six (6.0) hours per pay period~~

~~2. Maximum Accrual:~~

~~Total creditable service for full-time annual leave accrual purposes shall be computed from the date of appointment or conversion to a full-time position.~~

~~a. Annual leave may accumulate throughout the year but the amount that may be carried forward from one calendar year into another calendar year is limited to 160 hours.~~

~~3. Effect of Reassignment:~~

~~Promotion, demotion, transfer or reassignment does not affect the amount of accumulated annual leave.~~

~~4. Separation:~~

~~Upon separation from employment, a full-time employee (or the employee's estate in case of the employee's death) will receive payment for a maximum of 160 hours of accumulated, but unused annual leave.~~

~~a. The payout for unused leave shall normally be paid in a lump sum rather than by maintaining the employee in an active status until the accrued leave runs out.~~
~~The Town Manager reserves the right to deny or reduce pay for accumulated but unused annual leave in his/her sole discretion when there is a termination for violation of Town policy or the separation from service is without proper notice.~~

DRAFT

5. Scheduling:

Annual leave is normally scheduled in advance with the approval of the supervisor. Employees must comply with established Departmental procedures regarding scheduling of annual leave such as completing appropriate leave request forms. Requests for annual leave must be approved in advance by the employee's supervisor or Department Director. Employees may not be able to take annual leave at the time requested depending on the needs of the Town and the efficient delivery of services to its citizens.

6. Approval:

Approval of annual leave is at the discretion of the supervisor and may be denied in situations such as when necessary to keep an operation or shift adequately staffed or when an employee has been absent from work for significant periods of time for other reasons. Employees may be called back to work from approved annual leave for valid service delivery reasons such as an emergency. (*Refer to Chapter 2, Section XI, Emergency Service*).

7. New Hires:

On occasion, as a recruitment tool, a prospective employee may be granted service credit for annual leave accrual.

B. Sick Leave:

Sick leave is paid time off that is normally used to cover an employee's absence for the reasons listed below.

- Employee's incapacity to work due to illness or injury.
- Employee's medical and dental appointments.
- Illness or injury of an employee's dependent family member that requires the employee's presence. For the purposes of sick leave usage, a dependent family member is defined as the employee's parent, spouse, child/stepchild or person for whom the employee has been appointed legal guardian.

1. Leave Accrual:

Eligible employees accrue sick leave each pay period when they are employed and in a paid status on the day before and the day after the monthly accrual date. Full-time employees accrue there (3) hours per pay period.

2. Maximum Accrual:

Total creditable service for full-time sick leave accrual purposes shall be computed from the date of appointment or conversion to a full-time position.

3. Effect of Reassignment:

Promotion, demotion, transfers or reassignment does not affect the amount of accumulated sick leave.

4. Separation:

Employees hired prior to December 31, 1988 will be paid for 50% of their sick leave balance. Full-time employees hired after December 31, 1988 will be paid for 50% of their sick leave balance with a maximum payout of $2,000.00 when the employee leaves employment with the Town of Front Royal. The Town Manager reserves the right to deny or reduce pay for accumulated but unused sick leave in his/her sole discretion when there is a termination for violation of Town policy or the separation from service is without proper notice.

5. Scheduling:

Sick leave may be scheduled in advance but is typically requested on a daily basis. Employees must comply with established Departmental procedures regarding requesting sick leave such as notifying a supervisor prior to the start of the workday or their processes. The employee shall notify their supervisor or Department Director of illness no later than the beginning of their normally scheduled workday. The responsibility to notify the supervisor or Department Director about absences or about tardiness always rests with the employee. The Town will determine in its sole discretion if reasonable notice was provided. Paid leave may or may not be approved.

6. Approval:

DRAFT

~~Approval of sick leave is at the discretion of the supervisor and may be denied in situations when the supervisor has valid reasons to believe that the employee is abusing sick leave.~~

7. ~~Medical Certification:~~

~~Prior to allowing an employee to return to work from any illness or injury, the Town, in its sole discretion, may require a current return to work certificate or note signed by a medical doctor or nurse practitioner licensed in the Commonwealth of Virginia stating that the employee can perform all the essential functions of his/her job without posing a direct risk of injury to the employee or others. Failure to provide such a certificate or medical note may prevent reinstatement. The Town reserves the right to seek a second opinion as necessary.~~

~~The Town may, at its discretion, require current medical certification signed by a medical doctor or nurse practitioner licensed in the Commonwealth of Virginia for any sick leave taken including medical certification indicating that the employee's presence is required for the incapacity of a dependent family member as well as additional medical opinions if there is a disagreement.~~

8. ~~Abuse of Sick Leave:~~

~~When there is reason to believe that an employee is abusing sick leave privileges, such as a pattern of use that indicates an employee is not actually incapacitated, management action including requiring certification signed by a medical doctor or nurse practitioner licensed in the Commonwealth of Virginia and/or disciplinary action may be taken. Examples of patterns that may indicate sick leave abuse include consistently using sick leave as it is accrued, consistently requesting sick leave on Fridays and/or Mondays, consistently requesting sick leave the day after payday, or similar behavior.~~

The Town of Front Royal recognizes that employees have diverse needs for time off from work, thus establishing this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

A. **Eligibility**

PTO is accrued upon hire or transfer into a full-time benefits-eligible position. Employees that are part-time, seasonal, or temporary do not receive PTO leave.

B. **Accruals**

1. The rate at which the employee will accrue PTO is determined by length of service.
2. Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime.
3. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.
4. PTO does not accrue on unpaid leaves of absence or PTO cash-outs upon termination.
5. Employees shall be credited one (1) year for every four (4) years employed with the Town in a part-time position and/or years served in the U.S. Military on active duty.

PTO accrual rates:

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual Accrual	Maximum Carryover
0-4 years	6.16 hours	160 hours	240 hours
5-9 years	7.08 hours	184 hours	240 hours
10-19 years	8.00 hours	208 hours	320 hours
20+ years	9.23 hours	240 hours	320 hours

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C. **Scheduling and Usage of PTO**

1. Employees are required to use available PTO when taking time off from work.
2. Whenever possible, PTO must be scheduled in advance and approved by the employee's supervisor or Department Director. Employees must comply with established departmental procedures regarding scheduling of leave such as completing appropriate leave request forms. Employees may not be able to take PTO at the time requested depending on the needs of the Town and the efficient delivery of services to its citizens. Approval is at the discretion of the supervisor and may be denied in situations such as when necessary to keep an operation or shift adequately staffed or when an employee has been absent from work for significant periods of time for other reasons, or the supervisor has valid reasons to believe that the employee is abusing leave.
3. Employees may be called back to work from approved leave for valid service delivery reasons such as an emergency. (*Refer to Chapter 2, Section XI, Emergency Service*).
4. When PTO is used, an employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is counted as hours worked for the purpose of calculating overtime pay.
5. Employees may only take PTO hours that have actually been accrued. No advance leave will be granted as employees may not borrow against their PTO banks.
6. Promotion, demotion, transfer or reassignment does not affect the accrual rates of accumulated PTO.
7. Unused PTO balances shall carry over from year to year until the maximum number of carryover hours is reached.
    a. At each calendar year end, all PTO leave in excess of the maximum carryover balance will roll over into a Sick Leave Reserve bank (refer to Sick Leave Reserve section below).
8. Unscheduled PTO leave:
   Unscheduled PTO leave should be kept to a minimum whenever possible by planning and scheduling absences. When an unforeseen need for PTO occurs, employees must notify the appropriate supervisor prior to the start of the shift and will be expected to report on their status on a regular basis as established by the supervisor. The responsibility to notify the supervisor or Department Director about absences or tardiness always rests with the employee. The Town will determine in its sole discretion if reasonable notice was provided. Paid leave may or may not be approved.
9. Medical Certification:
    a. The Town may, at its discretion, require current medical certification signed by a licensed health care professional for any unscheduled leave taken including medical certification indicating that the employee's presence is required for the incapacity of a dependent family member as well as additional medical opinions if there is a disagreement.
    b. Prior to allowing an employee to return to work from any illness or injury, the Town, in its sole discretion, may require a current return to work certificate or note signed by a licensed health care professional stating that the employee can perform all the essential functions of his/her job without posing a direct risk of injury to the employee or others. Failure to provide such a certificate or medical note may prevent reinstatement. The Town reserves the right to seek a second opinion as necessary.
10. Abuse of Leave:
    When there is reason to believe that an employee is abusing leave privileges, such as a pattern of use that indicates an employee is not actually incapacitated, management action including requiring certification signed by a licensed health care professional and/or disciplinary action may be taken. Examples of patterns that may indicate leave abuse include consistently using leave as it is accrued, consistently requesting unscheduled leave on Fridays and/or Mondays, consistently requesting unscheduled leave the day before/after a holiday or payday, or similar behavior.

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11. Excessive unscheduled leave or failure to notify the supervisor of an absence is considered grounds for counseling, disciplinary action, and/or termination of employment.
12. It is the employee's sole responsibility to monitor their PTO balance. Any notices received by management are a courtesy and do not relieve employees of the responsibility to monitor PTO balances.

D. **Payment of PTO upon Separation of Employment**
1. Upon separation of employment, an employee's accrued but unused Paid Time Off is paid out as a percentage, up to their maximum accrual levels, according to their corresponding years of service as follows:

Years of Service	Maximum Accrual	Percent Balance Paid	Maximum Payout
0-4 years	240 hours	50%	$3,000
5-9 years	240 hours	70%	$7,500
10-19 years	320 hours	85%	$12,000
20+ years	320 hours	100%	$15,000

2. Full-time employees who leave the Town in good standing are eligible for the PTO leave payout.
3. The Town Manager reserves the right to deny or reduce pay for accumulated but unused annual leave in his/her sole discretion when there is a termination for violation of Town policy or the separation from service is without proper notice.
4. The payout shall be at the employee's rate equivalent to their hourly wage at the time of separation, subject to taxes and any other legally required withholdings.
5. Employees are not permitted to use Paid Time Off after submitting their notice of separation or to extend their last day of employment except when approved by the Town Manager upon recommendation by the Department Director.

IV. Sick Leave Reserve (SLR)

Sick Leave Reserve (SLR) is leave that can be used for longer term sickness or illness.

At the end of each calendar year, all PTO leave in excess of the maximum carryover balance, which is unused by the end of the pay period which includes December 31, will automatically transfer into a Sick Leave Reserve (SLR) bank.

A. **Eligibility:**
Active, regular full-time employees in benefit eligible positions. Eligibility begins upon hire or transfer into a benefit eligible position.

B. **Accruals:**
1. Leave accruals are based upon hours that automatically transfer from the employee's PTO bank when it has accrued over the maximum amount allowed per the Paid Time Off policy.
2. There is no maximum accrual for SLR leave. PTO leave in excess of the maximum carryover limits will automatically transfer into the employee's SLR bank.

C. **Scheduling and Usage:**
1. SLR hours may be used for an FMLA related event involving the employee or a family member of the employee, when the situation lasts longer than seven (7) calendar days. Family members include the employee's spouse, parent, stepparent, spouse's parent, child, stepchild, domestic partner, guardian, or other relationship in which the employee is the legal guardian or sole caretaker.
2. SLR hours can be used after an initial elimination period of seven (7) calendar days. It begins on the eighth day of the longer-term sickness or impairment.
3. SLR hours are used concurrently with FMLA leave.

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4. The use of SLR hours shall be accompanied by acceptable medical certification from a physician or other licensed health care provider indicating the nature, severity and anticipated duration of the disability.
5. Eligibility for SLR leave is subject to approval by Human Resources in consultation with the immediate supervisor and department head.
6. Whenever possible, SLR leave must be scheduled in advance. It is subject to supervisory notification and established departmental procedures.
7. Employees may utilize only the actual number of hours in their SLR bank.

D. **Payment of SLR upon Separation of Employment**

Upon separation of employment, an employee's Sick Leave Reserve bank is paid out as follows:

Years of Service	Percent Balance Paid	Maximum Payout
0-4 years	0%	N/A
5-9 years	25%	$5,000
10-19 years	25%	$7,500
20+ years	25%	$10,000

1. Full-time employees who leave the Town in good standing are eligible for the SLR leave payout.
2. The Town Manager reserves the right to deny or reduce pay for accumulated but unused leave in his/her sole discretion when there is a termination for violation of Town policy or the separation from service is without proper notice.
3. The payout shall be at the employee's rate equivalent to their hourly wage at the time of separation, subject to taxes and any other legally required withholdings.
4. Employees are not permitted to use SLR hours after submitting their notice of separation or to extend their last day of employment except when approved by the Town Manager upon recommendation by the Department Director.

V. Leave Donation

The Town permits employees to donate earned PTO leave to other designated employees who have exhausted all forms of paid leave to which they are entitled. Recipients must have a critical need for leave due to a medical emergency or major disaster. Approval of leave donation recipients is at the discretion of the Town Manager in consultation with the Department Head and Human Resources.

Medical emergency is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Immediate family members include the employee's spouse, parent, stepparent, spouse's parent, child, stepchild, domestic partner, guardian, or other relationship in which the employee is the legal guardian or sole caretaker.

Major disaster is defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act). An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

A. Recipients
   1. For medical conditions, the recipient must produce acceptable medical certification from a physician or other licensed health care provider indicating the nature, severity and anticipated duration of the medical hardship. The Town reserves the right to seek a second opinion and/or periodic updates from the physician or provider.
   2. The recipient may receive no more than 480 hours (12 weeks) of donated leave within a rolling 12-month period.
   3. All of the recipient's leave banks must be depleted before donated leave is applied. Any available leave will be used prior to donated leave.

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4. Recipients will receive the necessary donated leave to maintain their salary at the end of a payroll period; donations are not made as a lump sum of hours.
5. Donated hours may not be used for any reason other than for the approved event for which they are donated.
6. Donations are intended to cover serious medical hardships. Normal pregnancies, parental leave, elective surgeries, common illnesses and absences covered by long-term disability or workers compensation benefits are excluded.
7. Donations may be used to supplement short-term disability benefits.
8. Employees who separate from Town employment shall not be paid for donated leave upon separation.
9. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act (FMLA).

B. Donations
1. The donor relinquishes all rights to the donated leave once the hours have been transferred to the receiving employee.
2. A donor must be employed with the Town for a minimum of 1 year.
3. A donor may donate leave if he/she maintains a minimum of 40 hours in his/her PTO bank after donation.
4. The maximum donation per recipient event is 40 hours.
5. An employee may not donate more than 80 hours in any one calendar year.
6. Donors must submit written notice to the Human Resources Department designating the recipient and the maximum number of hours to be donated.
7. Employees who are currently on an approved leave of absence cannot donate leave.
8. Employees who separate from Town employment through resignation, dismissal, retirement, etc., are not eligible to donate leave.

C. Leave donation is strictly voluntary.
1. Employees may not intimidate, threaten, coerce, or promise any benefit for the purpose of interfering with the right to donate or receive leave.
2. No supervisor may propose to any subordinate that the employee elect such a transfer to any other employee.
3. The Town will not inform the recipient of the name of the donor(s).

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VI. Funeral Leave

A. Employee's holding full-time positions are granted twenty-four (24) hours of Funeral Leave upon the death of a member of employee's immediate family for the purpose of attending services, handling the affairs of the deceased, or similar needs. For funeral leave, immediate family is defined as the employee's spouse, parent, stepparent, spouse's parent, child, stepchild, sibling, grandparent, grandchild, son or daughter in law, and guardian.

B. Upon request, the Department Director shall grant funeral leave for a period not to exceed twenty-four (24) hours. In the event of multiple deaths in the employee's immediate family, each death will be treated separately, and funeral leave will be granted accordingly.

C. If more than the allotted leave is required or if leave is desired for a death other than the immediate family, the employee may use their PTO leave at the discretion of the employee's supervisor.

VII. Volunteer Leave

Volunteer Leave is paid leave that may be used to participate in community-based non-profit volunteer activities and initiatives that are meaningful, purposeful, and help those in need. All requests for Volunteer Leave are subject to the approval of the Department Director or designee.

A. Eligibility: Full-time benefit-eligible employees shall seek advanced approval from their Department Director or designee. Volunteer Leave should not interfere with the employee's job performance or the

timely completion of job tasks or work priorities, create need for overtime, or cause conflicts with other employees' schedules.

B. Benefit: Full-time benefit-eligible employees shall be granted eight (8) hours of paid Volunteer Leave per Leave Year.

C. Carryover: Volunteer Leave may not be carried over from one Leave Year to the next. Volunteer Leave is not paid out upon separation from employment.

VIII. Holiday Leave

The Town of Front Royal observes the following paid holidays:

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day

A. For all non-exempt employees required to work on a holiday, Holiday Leave accrues at a rate of one hour for each hour worked during the regular work shift up to 8 hours per holiday (12 hours in the case of personnel assigned to 12-hour shifts). At the Department's discretion, an employee may be paid for these hours at the time they are earned, at their normal straight time rate, or the hours may be used to take time off on another day.

B. Employees scheduled and/or required to work on a Town holiday are paid their regular rate of pay for any hours worked on that day. In addition, holiday pay is granted in the form of additional straight time pay.

C. Employees using unscheduled leave on scheduled workdays immediately before and after a holiday shall not be paid for holiday pay; unless medical certification signed by a licensed health care professional is received for any unscheduled leave taken, including medical certification indicating that the employee's presence is required for the incapacity of a dependent family member.

D. Part-time employees are paid Holiday Leave on a pro-rata basis. Part-time employees shall work their regular scheduled shift prior to and following the holiday in order to qualify for paid holiday leave.

E. Employees holding temporary or seasonal positions are not paid holiday leave.

F. When the actual holiday falls on a Saturday, the Friday before the actual day shall be observed as the holiday; when the actual holiday falls on a Sunday, the Monday after the actual day shall be observed as the holiday. Occasionally, Christmas and Christmas Eve will fall such that the observation will not follow the normal pattern, in which case the appropriate two-day observation will be determined by the Town and publicized in advance. In addition to the above holidays, Town Council may declare other days to be designated as Town holidays.

G. Employees who work in operations that must be continuously maintained regardless of holidays shall use the actual calendar holiday instead of the observed holiday for employees that are required to work on the actual holiday. For example, when December 25 (Christmas Day) falls on a Sunday, then Monday, December 26 is the observed holiday for most employees. In this situation, December 25 is the actual calendar holiday and would be used as the holiday for designated personnel.

H. Alternate Holiday Leave procedures may apply as required by business need, to personnel who are normally scheduled to work holidays as a part of their regular work shift. In such cases, written procedure must be approved in advance by the Town Manager.

IX. Civil Leave ~~Other Absences with Pay~~

A. Court Service:

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An employee who is required to perform jury duty or is subpoenaed to appear in court outside his or her regular duties, except for the reasons included in item No. 2 below, shall be granted sufficient paid time off to perform such duties. When an employee is summoned to serve as a juror, subpoenaed as a witness or party in relation to the performance of his/her job or is involved as a witness to a crime, such time will qualify as "court service".

1. Court Service Procedures:
    a. An employee who is required to be absent from work because he or she has been summoned as a juror or subpoenaed as a witness must provide his/her supervisor with a copy of the summons or subpoena as soon as it is received.
    b. Upon returning to work after any absence for jury duty, the employee must provide the supervisor with a certificate from the clerk of court that verifies the service.
2. Absences Due to Other Court Appearances:
   Employees must charge absences due to court appearances that are outside of the areas outlined above, or due to an employee's personal business involving court appearances, to appropriate paid leave (i.e. PTO, compensatory time or adjusted hours).

   Some examples of situations which do not qualify as paid civil leave are:
    a. Child support cases
    b. Divorce proceedings
    c. Automobile accidents which occur off the job, which are non-job related
    d. Civil court summons for non-job-related civil action
    e. Employee charged with violating the law unrelated to his or her job

   NOTE: Department Directors, in conjunction with the Human Resources Department, will determine the applicability of court service leave.

X. Military Leave

Military Leave is an employee's approved absence from work due to the performance of military duty on a commission or non-commission status, on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full- time National Guard duty, funeral honors duty by National Guard or reserve members, or for an examination to determine a person's fitness for any of the above forms of duty.

A. Employees shall notify their supervisor immediately when they learn of an upcoming need for military leave and shall provide a copy of the official military orders as soon as possible.
B. In accordance with State law, there shall be no loss of regular pay during military leaves of absence, except that paid leaves of absence for federally funded military duty, to include training duty, shall not exceed fifteen (15) work days per federal fiscal year (October 1 – September 30) and except that no officers or employees shall receive paid leave for more than fifteen (15) work days per federally funded tour of active military duty.
C. For the purposes of paid military leave, a "workday" is defined as 1/260 of the total working hours an employee would be scheduled to work during an entire federal fiscal year. For full-time employees, 15 "workdays" equals 120 hours per year; ~~fire personnel assigned to a 24-hour shift are eligible for 168 hours per year~~. Weekends are included to the extent that they are part of an employee's regularly scheduled work time. Whenever possible employees shall try to schedule their military leave at those times that have the least impact on the Departments service delivery needs.
D. Employees may take additional types of appropriate paid leave when paid Military Leave is exhausted.
    1. An employee whose absence does not exceed five (5) years and is released from service

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under honorable conditions may be eligible for reemployment rights and employment benefits as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994".

XI. Work Related Injury Leave

A. An employee who sustains an on-the-job injury or contracts an occupationally related disease which incapacitates him or her from performing his or her duties may be granted paid leave for the normally scheduled work days within seven (7) calendar days following an on-the-job injury or illness that prevents the employee from working.

B. Such time off without loss of pay or charge to personal leave shall end at the close of business on the seventh (7^{th}) calendar day. The absence may be covered by workers' compensation if the employee is unable to work after seven (7) calendar days. (*Refer to Chapter IV Benefits; VII Workers' Compensation policies for more information*).

XII. Administrative Leave

A. At the discretion of the Town Manager, an employee may be granted paid time off for a variety of purposes such as employee recognition or reward, visiting other Town offices for work-related assistance, counseling or training, pending the results of official investigations, pending disciplinary action, or other circumstances where the Department Director determines that the employee's absence from work is in the best interest of the Town. Administrative Leave may not be carried over from one calendar year into another calendar year.

XIII. Leave Without Pay (LWOP)

A. LWOP is an approved leave status and may be granted to an employee when he or she has exhausted all appropriate paid leave to cover an approved absence. The granting of LWOP shall be at the Town Manager's discretion, except in the case of Family Medical Leave and Military Leave as described elsewhere in this policy. In the event that an employee is in a LWOP status at the time of leave accrual, paid ~~annual and sick~~ leave will not be earned. An employee in a LWOP for 30 days or more is not eligible to use annual, sick, PTO, or holiday leave or any other form of paid leave during the LWOP.

B. LWOP may also be granted during periods of disciplinary action.

C. An employee on LWOP must pay applicable health, dental and optional life premiums if he or she chooses to maintain coverage. Typically, employees on LWOP must make other arrangements to pay both the Town's contribution and premiums for dependent coverage that would normally be paid through payroll deduction.

D. Virginia Retirement System (VRS) retirement contributions will not be made for an employee on LWOP for 30 days or more. The individual may purchase the lost service from VRS if military commitments, educational leave or personal illness necessitated the leave without pay.

E. The Town currently pays group life insurance premiums for an employee on LWOP for military commitments, educational leave or an illness for a period of two (2) months. After two months the employee may continue the coverage by paying the appropriate premiums. Life insurance coverage may be continued for no more than 24 months.

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XIV. Unauthorized Absence

A. Any absence from the job during a scheduled work period when the employee has not received prior approval for the absence from his/her supervisor or Department Director will be considered an unauthorized absence. Employees will not be paid for unauthorized absences. In addition, the employee is subject to disciplinary action up to and including dismissal.

B. An employee in an unauthorized absence status who fails to contact his or her supervisor for three consecutive workdays shall be deemed to have abandoned his or her position and to have voluntarily resigned.

C. When emergency conditions exist during a period other than the normal work period (for example, before or after the normal work shift) and the emergency has been communicated to employees, any employee who leaves the work site or fails to return to the work site without the approval of his or her supervisor or Department Director shall be in an unauthorized absence status.

XV. Family and Medical Leave

In accordance with the provisions of the Family and Medical Leave Act (FLMA), as amended, eligible employees are entitled to take up to twelve (12) weeks of paid or unpaid, job-protected leave during any twelve (12) month period for specified family and medical reasons. Employees and supervisors shall engage in interactive discussions about the need for FMLA, to coordinate absences, and related matters.

A. Covered Family and Medical Reasons:

1. The birth of the employee's child or the placement of a child with the employee for adoption or foster care.
2. To care for an immediate family member (spouse, child or parent) with a serious health condition.
3. To take medical leave when the employee is unable to work because of a serious health condition.
4. Because of any qualifying exigency as defined below and in accordance with applicable Federal law and regulations arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty in the National Guard or Reserves in support of a contingency operation.
5. To care for a military family member injured in the line of duty. (*Refer to section M, Military Caregiver FMLA Leave for specific guidelines*).

B. If the employee has accrued paid leave, the employee must exhaust all appropriate paid leave first, then unpaid leave second, as part of the leave required by the FMLA.

C. Serious Health Condition:

An illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents an employee from performing the functions of the employee's job or prevents an employee's qualified family member from participating in school or other daily activities.

D. Qualifying Exigencies:

1. Short-notice deployment
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements
5. Counseling

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6. Rest and recuperation
7. Post-deployment activities within 90 days of termination of active duty
8. Additional activities agreed to by the Town and the employee

Note: Leave for qualifying exigencies is available only to families of service members in the National Guard and Reserves. It is not available to families of service members in the Regular Armed Forces.

E. Employee Eligibility for FMLA:
   1. The employee has worked for at least twelve (12) months for the Town. The twelve (12) months need not have been consecutive. If the employee was on the payroll for part of a week, the Town will count the entire week. The Town considers 52 weeks to be equal to twelve (12) months.
   2. The employee has worked for the Town at least 1250 hours over the previous twelve (12) months before the leave would begin, not including paid or unpaid leave.
   3. When both spouses are employed by the Town, they are jointly entitled to a combined total of twelve (12) workweeks of family leave for the birth or placement with the employee of a child for adoption or foster care, and to care for a parent who has a serious health condition.

F. Calculation of Leave:

   Eligible employees can use up to twelve (12) weeks of leave as described above during any twelve (12) month period. The Town will use a rolling twelve (12) month period measured backward from the date an employee uses FMLA leave. Each time an employee uses leave, the Town computes the amount of leave the employee has taken under this policy, subtracts it from the twelve (12) weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken five (5) weeks of leave in the past twelve (12) months, he or she could take an additional seven (7) weeks under this policy.

G. Maintenance of Benefits:
   1. Employees on unpaid leave which is designated as FMLA leave will continue to receive, if eligible, health, dental and life insurance benefits up to the maximum twelve (12) workweeks allowed. These benefits will continue on the same basis as an active employee during this twelve (12) week period.
   2. Whether on paid or unpaid leave of absence, the employee must make arrangements to pay applicable health and dental costs for dependents. Those on unpaid leave must also make arrangements to continue other deductions, such as optional life insurance premiums.
   3. If the employee informs the Town that he/she does not intend to return to work at the end of the leave period, the employee's rights to any health care benefits will be only to the extent provided for by the then current health care plan, if any, provided by the Town for its employees.
   4. If the employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the employee to reimburse the Town the amount the Town contributed towards the employee health insurance during the leave period.
   5. ~~Annual and sick~~ Paid leave will not accrue during the leave period of the employee is in an unpaid status. The use of family or medical leave will not be considered a break in service for vesting or benefits program purposes.

H. Job Restoration:

   An employee who uses family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms if possible, as provided in this

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Section. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the Town. A key employee is a salaried employee who is among the highest paid ten percent of the Town's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when they receive notice that they are a key employee, the employee will be given reasonable time to return to work before losing the right to job restoration.

I. Use of Paid and Unpaid Leave:
If an employee has accrued paid leave of less than twelve (12) weeks, the employee will use appropriate Paid Leave first and take the remainder of the twelve weeks as Unpaid Leave, based on the Town's normal leave policies.

J. Intermittent Leave and Reduced Work Schedules:
In certain cases, intermittent use of the twelve (12) weeks of family or medical leave or a reduced work schedule may be allowed by the Town.

1. The employee may request intermittent leave or reduced work schedule for their own serious health condition or to care for seriously ill family member, where the need for leave is foreseeable and based on planned medical treatment.
    a. Employees are responsible for meeting with their supervisor and scheduling treatments so they do not unduly disrupt the Town's operations.
2. In some cases, the Town may temporarily transfer an employee who is using intermittent leave or a reduced work schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced work schedule.

K. Procedures for Requesting Leave:

1. Employees requesting leave under this policy must provide 30 days advance notice to his/her supervisor if the need for FMLA leave is foreseeable, such as in the case of an expected birth, adoption or foster care placement of a child, or planned medical treatment for a serious health condition of the employee or a family member.
    a. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Town's operations.
    b. If the need for FMLA leave is not foreseeable, employees must notify the Town of the need for leave as soon as possible, ordinarily within one or two business days. An employee's failure to give timely notice could delay his eligibility for FMLA leave and/or mean approval of leave would not be granted.
2. Regardless of whether an employee requests FMLA leave, the Town normally designates leave as FMLA leave as soon as it becomes apparent that the employee is out of work for a reason that meets the requirements of the law. Typically, an absence will be designated FMLA leave when the employee has been or is anticipated to be absent for 5 or more workdays, or their equivalent, due to a qualifying situation.
3. Upon receiving an employee's request for leave (or upon learning of a need for leave that

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appears to meet the requirements of the law), the Town will provide the employee a Notice of Eligibility and Rights and Responsibilities.

The employee must submit an appropriate certification form as noted below:

a. An employee requesting (or determined to need) leave because he/she is unable to work due to a serious health condition must provide, at his or her own expense, a complete and sufficient Certification of Health Care Provider for Employee's Serious Health Condition on a form provided by the Town.
b. An employee requesting (or determined to need) leave to care for an immediate family member with a serious health condition must provide, at his or her own expense, a complete and sufficient Certification of Health Care Provider for Family Member's Serious Health Condition on a form provided by the Town.
c. An employee requesting leave because of a qualifying exigency must provide a complete and sufficient Certification of Qualification Exigency for Military Family leave on a form provided by the Town.

4. The required certification should be provided within fifteen (15) calendar days, or the employee should provide a reasonable explanation for the delay. If the employee fails to provide complete and sufficient certification, the Town may deny the request for FMLA leave and possibly the request for paid leave for the time off.
5. After the Town has received the required notice and certification, it will inform the employee within five (5) business days whether the leave will be designated FMLA leave. The employee will receive a Designation Notice indicating the amount of leave that will be counted against the employee's FMLA entitlement, if determinable at that time.
6. Department will maintain appropriate information including the dates that each employee has taken FMLA leave; the number of hours of FMLA leave taken by each employee if leave is granted in increments smaller than a day; and records of any disputes between the employer and any employee over the designation of leave as FMLA leave. To track FMLA leave hours, payroll clerks will use the appropriate hours' codes when processing payroll to have the leave designated as FMLA leave.
7. Copies of the written notice and certification, and designation, along with all medical information, will be sent to the Human Resources Office.

L. Employee Responsibilities:

1. While on FMLA leave, employees are required to keep their supervisor informed regarding their status and their intent to return to work.
2. Employees are required to give at least two (2) business days' notice if their anticipated date of return to work changes.
3. Employees may be required to provide a Fitness for Duty certification from their medical professional prior to their return to work. Notice of this requirement will be given with the Designation Notice.

M. Military Caregiver FMLA Leave:

1. An eligible employee (see Paragraph F) who is the spouse, son, daughter, parent or next of kin (as defined below) of a covered service member may take up to twenty-six (26) weeks of leave to care for such service member with a serious injury or illness incurred in the line of duty on active duty for which the covered service member is undergoing medical

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treatment (either inpatient or outpatient) or is otherwise in outpatient status or on the temporary disability retired list. Such leave is designated "Military Caregiver Leave".

2. Leave is permitted to care for current members of the Regular Armed Forces, National Guard, Reserves and those on the temporary disability retired list.
    a. Leave for "qualifying exigencies" is available only to families of service members in the National Guard and Reserves, and not available to families of service members in the Regular Armed Forces.
    b. Leave is not permitted under this policy to care for former members of the Regular Armed Forces, National Guard or Reserves, and those on the temporary disability retired list.
3. The service member must have a serious injury or illness incurred in the line of duty, as determined by the U.S. Department of Defense, that may render him/her medically unfit to perform the roles of his office, grade, rank, or rating and for which he/she is undergoing medical treatment, recuperation, therapy or outpatient treatment.
4. In order to care for a covered service member, an eligible employee must be the spouse, parent, son or daughter or next of kin (as defined below) of the covered service member.

    "Next of kin" is defined as the covered service member's nearest blood relative (other than the service member's spouse, parent, son or daughter) in this order of priority:
    a. Blood relatives who have been granted legal custody by Court decree of competent jurisdiction or statutorily authorized provision
    b. Brothers and sisters
    c. Grandparents
    d. Aunts and uncles
    e. First cousins
    f. Another blood relative designated in writing by the service member as his or her next of kin, said writing executed in accordance with all lawful formality and authority
5. Employees eligible for Military Caregiver Leave may use up to twenty-six (26) weeks of leave during a single twelve (12) month period. The 12-month period begins on the first day the employee takes leave for this purpose and ends 12 months thereafter.
6. Policies regarding Maintenance of Benefits, Job Restoration, Use of Paid and Unpaid Leave, and Intermittent Leave and Reduced Work Schedules are the same as FMLA leave. (*Refer to Sections H, I, and J above*).
7. As with FMLA leave, employees must provide 30 days' advanced notice if the need for Military Caregiver FMLA leave is foreseeable. If the need is not foreseeable, employees must notify their supervisor of the need for leave as soon as possible.
8. Upon receiving the employees' request for leave, the Town will provide the employee with a Notice of Eligibility and Rights and Responsibilities Form.
9. An employee taking Military Caregiver FMLA Leave must provide a complete and sufficient Certification for Serious Injury or Illness Leave of Covered Service Member.
    a. The required certification must be provided within fifteen (15) calendar days, or the employee should provide a reasonable explanation for the delay. If the employee fails to provide complete and sufficient certification, the Town may deny the request for Military Caregiver FMLA leave and possibly the request for paid leave for the time

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off.

10. After the Town has received the required notice and certification, it will inform the employee within five (5) business days whether the leave will be designated Military Caregiver FMLA leave. The employee will receive a Designation Notice indicating the amount of leave that will be counted against the employee's FMLA entitlement, if determinable at that time.
11. Employees have the same responsibilities under Military Caregiver FMLA as they do under other FMLA leave. They are required to keep their supervisor informed regarding their status and their intent to return to work and they are required to give at least two (2) business days' notice if their anticipated date of return to work changes.

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PAID TIME OFF POLICY LIABILITY COMPARISON

	Before GASB 101 Liability Booked 6/30/2024	Liability for All Compensated Leave 6/30/2024	Difference 6/30/24 Booked vs All	Max Payout* under Current Policy based on FY24 Data	Max Payout* for Proposed Policy based on FY24 Data	GASB 101 FY24 Liability for Proposed Policy	GASB 101 FY25 Liability for Proposed Policy
Governmental Fund Compensated Absences	$ 916,868.48	$ 1,416,138.19	$ 499,269.71	$ 661,497.96	$ 1,362,085.69	$ 901,316.67	$ 957,669.84
Electric Fund Compensated Absences	$ 149,722.72	$ 219,821.08	$ 70,098.36	$ 123,504.05	$ 222,425.77	$ 151,226.65	$ 182,612.50
Sewer Fund Compensated Absences	$ 78,203.39	$ 118,485.01	$ 40,281.62	$ 60,942.13	$ 116,177.75	$ 93,919.68	$ 75,431.82
Water Fund Compensated Absences	$ 78,203.39	$ 118,485.01	$ 40,281.62	$ 60,942.13	$ 116,177.75	$ 93,919.68	$ 75,431.82
Refuse Fund Compensated Absenses	$ 45,526.21	$ 65,344.99	$ 19,818.78	$ 40,664.97	$ 67,633.04	$ 61,997.43	$ 70,075.76
Total	**$ 1,268,524.19**	**$ 1,938,274.28**	**$ 669,750.09**	**$ 947,551.24**	**$ 1,884,500.00**	**$ 1,302,380.11**	**$ 1,361,221.74**

**Max payout based on if employment ended for all employees as of 6/30/2024, payment was made to employee for leave balances or maximum amount allowed by policy*

NUMBER OF EMPLOYEES BASED ON YEARS OF SERVICE

	# of full-time employees as of 6/30/24	%	# of full-time employees as of 6/30/25	%
1-5 Years of Service	93	53%	110	63%
6-10 Years of Service	29	17%	24	14%
10-15 Years of Service	25	14%	13	7%
15-20 Years of Service	16	9%	16	9%
20+ Years of Service	11	6%	12	7%
Total	**174**	**100%**	**175**	**100%**

TOWN OF FRONT ROYAL

Department of Human Resources
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Leave Policies – Comparator Benchmarking Results

Comparators (17)

Town of Culpeper	Town of Leesburg	Town of Luray
Town of Strasburg	Town of Warrenton	Town of Woodstock
City of Harrisonburg	City of Manassas	City of Manassas Park
City of Winchester	County of Clarke	County of Culpeper
County of Fauquier	County of Frederick	County of Loudoun
County of Prince William	County of Warren	

PTO Policies (5 of 17)

County of Culpeper	City of Harrisonburg	Town of Leesburg
City of Winchester	County of Frederick	

TOFR vs. Comparators

**For comparison of current leave policies only; therefore, includes only comparators with separate sick and vacation leave policies (12 of 17 localities)*

Town of Front Royal – Sick Leave

Sick Leave Earned	**Annual Cap / Max Carryover**	**Payout**
3.08 hours per pay period	None	50%; max $2,000
(80 hrs/year = 10 days)		
Same for all employees		

TOFR **Sick Leave Earned** = 80 hours/year

- Lowest compared to all 12 comparators
  - 6 comparators = 96 hours/year
  - 1 comparator = 97.5 hours/year
  - 4 comparators = 104 hours/year
  - 1 comparator = 120 hours/year

TOFR **Annual Cap** (Maximum Carryover)

- 10 of 12 localities have no annual cap
- 2 localities cap at 960 hours

TOFR **Payout** = 50% of sick leave balance; capped at a maximum of $2,000

- There are variations to how other localities pay out sick leave. The majority of comparators have higher caps, or no caps, to the maximum payout (9 of 12). Of the remaining 3 comparators, 1 is unknown and 2 pay sick leave only upon retirement with a $2,500 cap.
- Majority of comparators use a tiered payout structure based on longevity (7 of 12).
  - Example: Warren County + Loudoun County = pay out 25% of total balance with maximum caps between $10k-$20k depending on years of service (minimum 5 years of service)

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Town of Front Royal – Vacation Leave

Vacation Leave Earned	**Annual Cap Max Carryover**	**Payout**	**Convert to Sick Leave?**
0-3 yrs = 3.08 hrs/pay period (80 hours)	160 hrs	160 max	No
4-10 yrs = 4 hrs/pay period (104 hours)	160 hrs	160 max	No
11-19 yrs = 5 hrs/pay period (130 hours)	160 hrs	160 max	No
20+ years = 6 hrs/pay period (156 hours)	160 hrs	160 max	No

TOFR **Vacation Leave Earned**

- Lower than 11 of 12 comparators
    - 1 locality = minimum of 40 hours earned
    - 6 localities = minimum of 96 hours earned
    - 4 localities = minimum of 104 hours earned
    - 1 locality = minimum of 144 hours earned

TOFR **Annual Cap** (Maximum Carryover)

- Lower than 11 of 12 comparators
    - 1 locality = tiered 40-120 hours
    - 4 localities = tiered 192-384 hours
    - 2 localities = all tiers 240 hours
    - 1 locality = all tiers 280 hours
    - 1 locality = all tiers 288 hours
    - 1 locality = all tiers 320 hours
    - 1 locality = all tiers 364 hours
    - 1 locality = all tiers 416 hours

TOFR **Payout**

- Lower than 11 of 12 comparators
- Max payouts are equal to max carryover limits

TOFR **Conversion to Sick Leave**

- We utilize a use-it or lose-it policy; if employees have vacation hours in excess of 160 at calendar year-end, those hours are lost.
- The majority of localities convert excess vacation hours to sick leave (9 of 12)
    - 1 locality does not
    - 2 localities are unknown

REGULAR WORK SESSION
ACTION AGENDA STATEMENT

Meeting Date: August 4, 2025 Item# 02D

Agenda Item: A Zoning Text Amendment requested by the Board of Architectural Review and taken up by the Planning Commission to limit all new construction in the residential portion of the district to only single-family homes and preserve all existing single-family homes as single-family homes is the best course of action to preserve the original character of the district.

Summary: On April 8, 2025, The Planning Commission and the Board of Architectural Review conducted a joint meeting to discuss the best method to preserve the intrinsic nature of the residential areas within the Historic District. The proliferation of single-family dwellings being renovated and converted into multifamily dwellings is concerning. The conversions have the capacity to contribute to loss of character, lack of maintenance, and overparking of these properties. Also, due to the underlying zoning district in the residential portion of the Historic District, multifamily dwelling units are permitted by right therefore new construction tends to encourage higher density uses. After consideration and discussion, the Planning Commission has determined that a zoning text amendment to limit new construction to single family units was the best course of action.

On July 16, 2025, The PC held a public hearing and recommended approval to Town Council.

Budget/Funding: N/A

Meetings: N/A

Staff Recommendation: Staff recommends approval.

Moved _____ *Seconded* _____

Wood _____ *Veitenthal* _____ *Sealock* _____ *Rappaport* _____ *Ingram* _____ *DeDomenico-Payne* _____

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: July 16, 2025

Public Hearing Item 1: 2500218 - A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.

Motion:

Vice Chairman Neel stated that in furtherance of good zoning practice and for the general welfare of the public, and accordance with Town Code §175-1(B), he moved, seconded by Commissioner Marrazzo that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500218 which limits new residential development in the Historic District to single-family dwellings with one (1) text error correction. Whereas 175-84.B "protecting single family structure, limiting development of undeveloped lots to single family use", needs to be moved to the end of the sentence. It will now read: The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area, and protecting single family structure, limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties.

Moved Vice Chairman Neel *Seconded* Commissioner Marrazzo

Marshner Yes *Marrazzo* Yes *Neel* Yes *Brooks* Yes *Fedoryka* Yes

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500218

MEETING DATE: July 16, 2025

SUMMARY: A Zoning Text Amendment requested by the Board of Architectural Review and taken up by the Planning Commission to limit all new construction in the residential portion of the district to only single-family homes and preserve all existing single-family homes as single-family homes is the best course of action to preserve the original character of the district.

STAFF RECOMMENDATION:
Staff recommends approval. The underlying zoning is not changed; however, this will restrict new multi-family development which can significantly alter and impact the intrinsic charm of the district.

DRAFT MOTION: "In the furtherance of good zoning practice and for the general welfare of the public, and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____.

"I move that the Planning Commission forward a recommendation of denial to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

NOTE: These are only a draft motions. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200218	
Background Information	On April 8, 2025, The Planning Commission and the Board of Architectural Review conducted a joint meeting to discuss the best method to preserve the intrinsic nature of the residential areas within the Historic District. The proliferation of single-family dwellings being renovated and converted into multifamily dwellings is concerning. The conversions have the capacity to contribute to loss of character, lack of maintenance, and overparking of these properties. Also, due to the underlying zoning district in the residential portion of the Historic District, multifamily dwelling units are permitted by right therefore new construction tends to encourage higher density uses. After consideration and discussion, the Planning Commission has determined that a zoning text amendment to limit new construction to single family units was the best course of action.
Code Sections Amended	175-84 & 175-29

HISTORIC DISTRICT OVERLAY AREAS

175-82 STATEMENT OF INTENT (Historic District)

A. The intent of this Article is to promote and protect the health, safety, comfort, recreation, prosperity and general welfare of the community through the identification, preservation and enhancement of buildings, structures, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Code of Virginia § 15.2-2306, as amended.

B. It is hereby recognized that the deterioration, destruction or alteration of said buildings, structures, places and areas may cause the permanent loss of unique resources which are of great value to the people of Front Royal, Warren County, the State of Virginia and the nation and that the special controls and incentives are warranted to ensure that such losses are avoided when possible.

C. The purposes of establishing historic resource overlay areas are:

1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area.
2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.
4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage.
5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register.
6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character.

(Ord. of 9-25-00)

175-83 DEFINITIONS (Historic District)

As used in this Article, the following terms shall have the meanings indicated:

ALTERATION - Any change, modification or addition to a part of or all of the exterior of any building or structure.

BUILDING - Any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.

CERTIFICATE OF APPROPRIATENESS (C of A) - The approval statement signed by the Secretary of the Board of Architectural Review (BAR) and the Zoning Administrator that certifies approval by the BAR of the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building within an historic district overlay area, subject to the issuance of all other permits needed for the matter sought to be accomplished.

CONTRIBUTING PROPERTIES - Properties so designated on the inventory map of landmarks and contributing properties, which is adopted as a part of this Article, being generally those properties which, by reason of form, materials, architectural details and relation to surrounding properties, contribute favorably to the general character of the part of the historic district in which they are located but, by reason of recent age, lack of historic significance or other factors, are not designated as local historic landmarks under the criteria of this Article.

DEMOLITION - The dismantling or tearing down of all or part of any building and all operations incidental thereto.

EXTERIOR FEATURES (ARCHITECTURAL APPEARANCE) - The architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs, other appurtenant fixtures and other natural features, such as trees and shrubbery, that are subject to the public view from a public street, public way or other public places.

HISTORIC DISTRICT OVERLAY AREA or **HISTORIC DISTRICT** - Any area delineated by the Town Council and consisting of public or private property within the Town, containing one (1) or more historic landmarks as established by the Virginia Department of Historic Resources, or one (1) or more areas, neighborhoods, sites, places, structures, objects, artifacts or buildings in which historic events occurred or reflecting significantly the lives of historic personages or great ideas or ideals of the people, having special public value because of notable architectural, economic, ethnic, military, natural, political, religious or social factors, such landmarks, buildings, structures or areas having been designated by the Council as being of such historic, architectural or cultural interest and significance as to warrant conservation and preservation. Such designated district or districts shall not extend farther than the property line of the land pertaining to such historical landmarks, sites, buildings, signs, appurtenances, structures or objects.

LOCAL HISTORIC LANDMARK - Any site (including significant trees or other plant life located thereon), building or structure of particular historic significance. "Landmarks" include sites, buildings or structures where the cultural, political, archaeological, spiritual, economic, social or artistic history of the community, state or nation is reflected or exemplified or which are identified with historic personages or with important events in local, state or national history or which embody the distinguishing characteristics of an architectural specimen, inherently valuable for a representation of a period, style or method of construction or a notable work of construction or a notable work of a master designer or architect whose individual genius influenced his age. Listing on the Virginia Landmarks Register and the National Register of Historic Places is encouraged for all "local historic landmarks."

NEW CONSTRUCTION - Any construction within an historic district overlay area that is independent and exclusive of an existing building or structure or part thereof.

NONCONTRIBUTING PROPERTIES - Properties with little historic or architectural value and with little or no contribution to the historic character of the district because of their recent age or alteration in such a way as to destroy their architectural integrity.

RECONSTRUCTION - Any or all work needed to remake or rebuild all or a part of any building to a sound condition but not necessarily of original materials.

REPAIRS - Any work or all work involving the replacement of existing work with equivalent material for the purpose of maintenance but not including any addition, change or modification in construction.

RESTORATION - Any or all work connected with the returning to or restoring of a building or a part of any building to its original condition through the use of original or nearly original materials.

REVIEWING BODIES - All individuals, boards or elected/appointed bodies, given review authority under this Article, including the Zoning Administrator, Board of Architectural Review and Town Council, upon appeal.

SIGNIFICANT CHANGE - A permanent change that alters the general appearance (architectural character) of a building.

STRUCTURE - Anything man-made, including, but not limited to, main buildings, outbuildings, fences, walls, lampposts, light fixtures, signs, signposts, billboards and paving.

SUBSTANTIAL EXTERIOR ALTERATION - Any change, other than incidental repairs, to the supporting members of a building or portion thereof, such as the addition, removal or alteration of bearing walls, columns, beams, girders, roofs or foundations, that are visible on the exterior of the structure.

175-84 BOARD OF ARCHITECTURAL REVIEW (Historic District)

A. *Establishment and Terms of Office:*

1. A Board to be known as the "Board of Architectural Review (BAR)" is hereby established and shall consist of five (5) voting members who shall be appointed by the Town Council. All members shall have a demonstrated interest competence or knowledge in historic preservation. One (1) member shall be a property owner/resident of an historic district overlay area and one (1) shall have professional training or equivalent experience in architecture, history, American studies, architectural history, archaeology or planning. All members shall be residents of Warren County, with knowledge of and demonstrated interest in the historic character of the Town. These members shall serve terms of four (4) years each.
2. BAR members may be reappointed for consecutive terms.
3. The BAR shall elect from its own membership a Chairman and Vice Chairman, who shall serve annual terms as such and who may succeed themselves. The Board shall appoint a Secretary who shall serve at its pleasure.
4. When a vacancy occurs, a new appointment shall be made by the Town Council for the unexpired terms within sixty (60) days after the vacancy occurs. The Town Council shall publicly announce and solicit qualified candidates for Board of Architectural Review vacancies.
5. Any appointed member of the BAR may be removed from office by the Town Council for inefficiency, neglect of duties or malfeasance. An appointment to fill a vacancy shall be only for the unexpired term on the vacancy.
6. Members shall make every effort to attend at least one (1) training session annually sponsored by the Department of Historic Resources, the Preservation Alliance of Virginia, or other organizations that are involved with historic preservation issues, design and review standards or other work of the BAR.

B. *Duties, powers and responsibilities:* The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area and protecting single family structure, limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties:

1. To assist and advise the Town Council, the Planning Commission and other Town departments, agencies and property owners in matters involving historically significant sites and buildings or other properties in historic districts, such as, but not limited to, appropriate land usage, parking facilities and signs.
2. To continuously evaluate conditions and to advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
3. To conduct studies deemed necessary by the Town Council or the Planning Commission concerning location of historic districts and means of preservation, utilization, improvement and maintenance of historic assets in the Town.
4. To propose additional historic districts or additions or deletions to districts.

5. To adopt standards for review to supplement the standards set forth in this Article.

6. To establish an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers, and to invite each owner of a building of historical significance to display the marker thereon.

7. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation and other interested parties, both public and private, in its efforts to preserve, restore and conserve local historic landmarks, buildings, sites or areas within the Town.

8. To prepare and adopt specific guidelines, illustrated as necessary, for those historic districts which have special characteristics and architectural features that are peculiar to the district and which should be preserved and to make these guidelines available to property owners within each historic district and to the general public. After these historic districts are approved, specific guidelines shall be adopted for such historic districts as may require specific guidelines.

9. To preserve existing single-family home within the Historic District.

10. To prevent the conversion of any existing single-family dwelling into a multi-family dwelling, commercial property, or any other non-residential use.

11. To ensure all new residential construction within the boundaries of the Historic District is limited to single-family structures.

12. To prevent new development of multi-family dwellings in the residential zoned areas of the Historic District.

13. To sponsor public information activities, when deemed appropriate, publicizing historic preservation efforts, which activities may include, but not be limited to, speaking engagements, handouts, press releases and films.

14. To hold public meetings as often as necessary to fulfill the responsibilities assigned by this Article.

C. *Organization and Meetings:*

1. The Chairman shall conduct the meetings of the BAR.

2. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions and determinations.

3. All members of the BAR, except for advisory members, shall be entitled to vote; and the decisions of the BAR shall be determined by a majority vote.

4. A quorum of three (3) voting members present is required before the BAR may take any official action.

5. The BAR shall meet within twenty (20) days after notification by the Zoning Administrator of an application for a certificate of appropriateness or a permit requiring action by the BAR.

6. The Board of Architectural Review shall have regularly scheduled meetings at least four (4) times a year. The meetings of the BAR shall be open to the public, and a full and impartial hearing shall be granted. All regularly scheduled meetings shall be conducted in the evening hours for the convenience of the public.

7. The BAR shall vote and announce its decision on any matter properly before it not later than forty-five (45) days after the conclusion of the hearing on the matter, unless the time is extended with the written consent of the applicant.

8. In matters covering the procedures for meetings not covered by this document, the BAR may establish its own rules, provided that they are not contrary to Town policy or the intent of this Article.

D. *Authority to Receive Funding and Advisory Services:*

1. All persons interested in the preservation of historic buildings or historic sites in the Town are invited to make gifts, devises and bequests to the Town to be used for that purpose. All such donations, other than money, shall be subject to acceptance by the Town Council. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations and to deposit them in a special fund to be known as the "Historic Buildings and Sites Trust Fund," and shall be used only for the purpose of preserving and promoting the preservation of historic buildings and sites in the Town. Expenditures from such fund shall be made by the Town Manager as authorized, from time to time, by the Town Council.

2. The BAR may seek federal, state or private grants or funding to assist in the performance of its duties as herein defined.

3. Within the limits of funds that may be made available to the BAR for the performance of its work, the BAR may obtain services of qualified persons to advise and assist the BAR as required.

4. Upon request of the BAR, with approval by the Town Manager, the departments, boards, commissions, offices and agencies of the Town government shall furnish to the Board such available information and render such service as may be required for the exercise of the powers and performance of the duties of the BAR.

(Ord. of 1-8-01; Ord. of 1-12-04)

175-85 CREATION OF HISTORIC DISTRICTS AND LANDMARKS

A. The Board of Architectural Review shall prepare and recommend for adoption as part of this Article a district boundary map and an inventory map covering the area or areas to be considered for inclusion in an historic district overlay area. These maps, when adopted in accordance with the provisions of the Code of Virginia § 15.2-2285, shall be as much a part of this Article as if fully described herein and shall be filed as a part of this Article by the Clerk of the Town of Front Royal. The inventory map shall delineate local historic landmarks, contributing properties and noncontributing properties. The inventory and district boundary maps may be amended, from time to time, in the same manner as the Zoning District Map.

B. The Board of Architectural Review may propose to the Planning Commission and the Town Council such amendments as deemed appropriate, including the establishment of historic districts or revision to existing historic districts. Upon receipt of said proposal, the Council may initiate such amendment pursuant to Section 175-146. The Board of Architectural Review shall prepare and submit simultaneously with said proposal a report to substantiate establishment of a historic district or a proposed amendment. Such report shall establish and define the historic district boundaries, as delineated upon an appropriate map, as well as describe the historic and/or architectural significance of the buildings, structures or sites to be protected, and the special characteristic, qualities and/or fabric to be preserved, and shall describe present trends and conditions, current and long-range planning and desirable public objectives for preservation. The report may also include plans for public action in or adjoining a district that is likely to affect its character or development.

C. Applications for the creation or expansion of an historic district or for the designation of landmarks or landmark sites may also be filed by the Planning Commission, the Town Council, the owner, the contract purchaser with the owner's written consent or the owner's agent or sixty percent (60%) of the owners of all buildings within a proposed historic district. All requests shall be made in the same manner as other zoning amendments, as provided for in Section 175-146.

D. Any historic district and any historic district map which have been created and adopted by the Front Royal Town Council prior to the amendment of this Article shall not be repealed but shall remain intact and in effect, subject now to the provisions of this amended Article.

E. Any historic district created and adopted by the Front Royal Town Council after February 1, 1993, shall remain in effect, except as amended or modified pursuant to the regulations herein, for an initial maximum period of ten (10) years from the date of its adoption. Subsequent action by the Front Royal Town Council shall be made to continue the district beyond the initial ten-year period.

F. Upon the presentation of a request to withdraw from an adopted subarea within the historic district overlay area, with such request having been duly executed by at least sixty-seven percent (67%) of the owners of taxable parcels (with a vote for each separate tax parcel) within the designated historic subarea, the Town Council, at its next meeting, shall take appropriate action to remove the historic district designation. This provision shall be applicable only where the historic resource overlay area shall have been in place for a period of not less than two (2) years.

(Ord. of 9-25-00)

175-86 CRITERIA FOR SELECTION OF HISTORIC DISTRICTS OR LANDMARKS

Criteria for evaluating the merits of a given structure or space shall be based on architectural features as well as historic factors. Certain buildings or areas, although not associated with an historic personage or event, may be valuable examples of the Town's physical and cultural heritage. Structures of local significance shall be evaluated, as well as those of state and national significance, and any structures individually listed upon the National Register of Historic Places or the Virginia Landmarks Register shall be designated upon the Town Register. In addition, such evaluation shall be based on the following specific matters:

A. *Architectural and landscape style:* The evaluation shall respect the qualities of each architectural and landscape style and shall judge a structure's merit on how well it exemplifies the distinguishing characteristics of said style. Consideration will be given to:

1. The significance of the architectural design.
2. The scale and/or interrelationships of the structures and/or environmental features.
3. The significant patterns of development.
4. The quality of workmanship.
5. The amount of surviving original fabric.
6. The original location and use.
7. The remaining outbuildings or dependencies.
8. The surrounding environment; gardens, landscaping and walks.
9. The aesthetic quality.
10. The original integrity of the structure and its details.

B. *Historical and/or cultural significance:* Structures or spaces relating to one (1) or more of the following criteria will be considered historically or culturally valuable:

1. Association with an historic personage.
2. Association with an historic event.
3. Work of the leading architect or master craftsman.

4. Site or structure of cultural significance.

C. In addition, sole or infrequent surviving building types and structures not historic in themselves but adding to the character of an historic district need to be looked at as potentially deserving preservation.

175-87 BOUNDARIES OF HISTORIC DISTRICTS OR LANDMARKS

A. The boundaries of an historic district or overlay area shall, in general, be drawn to include areas containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance as to warrant conservation and preservation. The district may include either individual buildings or places of such character and a reasonable distance beyond, or it may include areas or groupings of structures which have significance relative to their patterns of development or social and economic or architectural interrelationships even though some structures in the area might not possess significant merit when considered alone. In any case, the location of the district shall be based upon careful studies that describe the characteristics of the area and support the purposes of conservation and preservation.

B. The boundaries of an historic district shall conform to the boundaries of individual lots of record. Where a street is proposed as an historic district boundary, the edge right-of-way adjoining the district shall be deemed the district boundary.

C. Historic districts are created as special overlay districts to be superimposed on other zoning districts contained in these regulations, and are to be so designated on the Official Zoning Map. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum height and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the historic districts superimposed, except as these other districts may be modified by application of the regulations in the historic district.

D. A map delineating the adopted boundaries of each historic district shall be maintained in the office of the Zoning Administrator.

175-88 CERTIFICATE OF APPROPRIATENESS REQUIRED (Historic District)

A. No building or structure within the Chester Street and downtown business areas of the Historic Front Royal District shall be erected, reconstructed, altered or restored unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this Article.

B. No building or structure within the downtown residential area of the Historic Front Royal District or property designated as a local historic landmark shall be erected, reconstructed or undergo substantial exterior alteration unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this ordinance.

C. No building existing in any designated historic district shall be demolished or removed, in whole or in part, unless and until an application or a certificate of appropriateness shall have been approved by the Board of Architectural Review.

D. No application for a certificate of appropriateness to demolish a building in any historic district shall be considered by the BAR until a public hearing has been held thereon, pursuant to the notice of public hearing as required in Code of Virginia § 15.2-2204, as amended.

(Ord. of 9-25-00)

175-89 BOARD REVIEW OF MAJOR ACTIONS (Historic District)

A. The following major actions and any other actions not specifically exempted by the terms of this ordinance or which, in the opinion of the Administrator, may constitute a major permanent and detrimental change to the character of an historic district shall be approved only after a public meeting and favorable action by a majority vote of the Board of Architectural Review:

   1. The razing, demolishing or moving of a designated landmark or contributing structure.

   2. Construction of any new main building, or an accessory building which exceeds five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site.

   3. Any addition to or substantial alteration of a designated landmark or structure on a contributing property, which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline.

   4. Any significant change or alteration of the exterior architectural style of a designated landmark or contributing property.

   5. Any addition to a non-contributing structure, which alters substantially the size height, contour or outline by increasing the square footage and/or volume of the structure by one hundred percent (100%) or more of the original structure.

   6. Any fence or sign that is not in conformance with the design guidelines adopted in accordance with this Article.

   7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the Historic District.

B. The Board of Architectural Review shall be guided in its review by the guidelines and criteria established in Section 175-91. The BAR shall have authority to request modifications in order to comply with the guidelines and criteria.

C. The Board of Architectural Review shall not disapprove an application except with respect to the criteria and guidelines set forth in Section 175-91. The BAR shall give reasons for its decisions, shall act promptly on applications before it and shall coordinate its procedures with those of other agencies and individuals charged with the administration of this Article. The BAR shall be strict in its judgment of plans for those structures designated as landmarks and contributing properties but shall be lenient in its judgment of plans for non-contributing properties. For plans involving new construction the Board's concern shall focus on whether such plans are compatible with and enhance the historic or architectural value of surrounding structures or the surrounding area.

D. In all final decisions rendered pursuant to this Article, the BAR shall briefly state its findings in writing, and in the case of disapproval, it may make recommendations to the applicant with respect to the design, texture, material, color, line, mass, dimension or lighting of the alteration or the improvement involved. The requirements of this section shall be deemed to have been satisfied if such findings and recommendations, if any, are set forth in the regularly maintained minutes of the BAR.

175-89.1 ACTIONS REQUIRING ADMINISTRATIVE REVIEW (Historic District)

A. The following actions will require administrative review by the Zoning Administrator:

   1. The razing, demolishing, or moving of a non-contributing structure or a structure which is substantially damaged to the point of being completely uninhabitable.

2. Construction of a new accessory structure less than five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site that is generally in keeping with the character of the historic district and its surroundings.

3. Substantial alteration of a non-contributing structure.

4. Any addition to a non-contributing structure, which increases the size (square footage and/or volume) of the structure by less than one hundred percent (100%) of the original structure.

5. Landscaping, fences and signs in conformance with the design guidelines adopted in accordance with this Article.

B. The Zoning Administrator shall be guided in his decisions by the standards and guidelines adopted by the Board of Architectural Review and shall have authority to request modifications of specific proposal in order that the proposal may comply with said standards and guidelines. In any case where the Administrator is uncertain of his authority to act on a particular application under this section or in any case where the Administrator and the applicant cannot agree on changes in the proposal, the application shall be referred to the Board of Architectural Review for action by said Board. In case of disapproval by the Administrator, the applicant may appeal the Administrator's decision within thirty (30) days thereof to the Board of Architectural Review. The Administrator shall keep a record of his decisions under this section and shall report such decisions to the Board of Architectural Review at its next regular meeting.

175-90 EXEMPTIONS FROM REVIEW (Historic District)

Certain minor actions which are deemed not to permanently affect the character of the historic district are exempted from review for architectural compatibility. Such actions shall include:

1. Repainting resulting in the same or a similar color. (Original painting of masonry surfaces is not exempted from review.)

2. Repair or construction in kind, resulting in no significant changes in appearance or form.

3. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies or similar appurtenances and window air conditioners.

4. Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public place.

5. Installation of plant materials but not including landscape treatment which substantially alters the contour of a contributing property or involves landscaping or construction of fences, pools and the like that affect the appearance of a contributing property.

6. Permitted outside storage in a residential or commercial district that does not require structural changes.

7. Improvements, alterations and renovations that can be accomplished without obtaining a building permit, except fences, signs, and window replacement.

8. Any changes to a structure that are not visible from a public street, alley or public place.

9. Temporary window signs.

(Ord. of 6-22-15)

175-90.1 AUTHORITY TO STOP WORK (Historic District)

The Zoning Administrator shall have authority to order that work be stopped and that an appropriate application be filed or reviewed in any case where, in his opinion, the action may produce arresting and spectacular effects, violent contrasts or materials or colors and intense and lurid colors or patterns or a multiplicity of incongruous details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district or when it appears that the work does not conform to the list of administrative review or exempted actions stated herein and, in fact, is more extensive than originally represented.

175-91 GUIDELINES AND CRITERIA FOR REVIEW (Historic District)

A. All reviewing bodies shall be guided by the following guidelines and criteria:

1. The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area.
2. The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built.
3. The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used.
4. The view of the structure or area from a public street or road, present or future.
5. The present character of the setting of the structure or area and its surroundings.
6. The probable effect of proposed construction on trees, wooded areas or historic sites.
7. Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent.
8. The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings or structures in the district, taking into consideration the following:
    a. General design.
    b. Character and appropriateness of design.
    c. Form.
    d. Proportion and scale.
    e. Mass.
    f. Configuration.
    g. Arrangement.
    h. Texture.
    i. Material.
    j. The permanent color of exterior materials (excluding paint).
    k. The relationship of such elements to similar features of structures in the immediate surroundings.
    l. Congruity with the character of the Historic District.

B. The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.

C. The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the particular standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation.

75-92 ISSUANCE OF CERTIFICATE OF APPROPRIATENESS (Historic District)

A. Within fifteen (15) days of approval for construction or alteration pursuant to Section 175-88, a certificate of appropriateness signed by the Zoning Administrator and bearing the date of issuance but subject to the provisions of Section 175-92.B, shall be made available to the applicant.

B. Any certificate of appropriateness issued pursuant to Section 175-88 shall expire of its own limitations twelve (12) months from the date of issuance if the work authorized by said certificate has not commenced and, further, if any such work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article shall be excluded from the computation of the twelve-month period.

175-93 BUILDING DEMOLITION AND RELOCATION (Historic District)

A. No historic landmark, building or structure within any historic district shall be razed, demolished or moved until the razing, demolition or movement thereof is approved by the Board of Architectural Review or approved on appeal as provided herein.

B. Notwithstanding the provisions of Subsection A, the owner of a historic landmark, building or structure shall, as a matter of right, be entitled to raze or demolish such a building or structure, provided that:

1. He has applied to the Town Council for such right;

2. The owner has, for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such building or structure and the land pertaining thereto to any person, firm, corporation, government or agency thereof or political subdivision or agency thereof which gives reasonable assurance that it is willing to preserve and restore the building or structure and the land pertaining thereto. In order to demonstrate the making of a bona fide offer to sell, the owner shall file a notice with the Zoning Administrator identifying the property and stating the offering price and the name of the real estate agent, if any. No time period set forth herein shall begin to run until said notice has been filed. Within five (5) days of receipt, copies of the notice shall be delivered by the Zoning Administrator to the members of the Town Council, the members of the Planning Commission and the Town Manager; and

3. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such building or structure and the land pertaining thereto prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal from the decision of the BAR, whether instituted by the owner or by any other proper party, notwithstanding the provisions herein pertaining to a stay on appeal, shall not affect the right of the owner to make the bona fide offer to sell. No offer to sell shall be made more than one (1) year after the final decision of the BAR, but thereafter the owner may renew his request to the BAR to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows:

OFFERING PRICE	MINIMUM OFFER-TO-SELL Period (Months)

Less than $25,000.00	3
$25,000.00 to $39,999.99	4
$40,000.00 to $54,999.99	5
$55,000.00 to $74,999.99	6
$75,000.00 to $89,999.99	7
$90,000.00 or more	12

4. For the purpose of this Article, a bona fide offer to sell shall be defined as a selling price not greater than ten percent (10%) more than the fair market value appraisal of a certified land appraiser employing appropriate, recognized appraisal criteria for the area in question. The Town shall retain the right to contest the bona fide nature of the offer as follows: the reasonable relationship of the offering price to the fair market value of the historic landmark, building or structure, by filing injunctive proceedings in the Warren County Circuit Court, whenever the Town obtains an appraisal of the property in question by a certified land appraiser at a value at least ten percent (10%) below the offering price asked by the owner, regardless of any conflicting appraisal obtained by the property owner.

175-94 APPEALS (Historic District)

A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.

B. Any applicant aggrieved by a final decision of the Board of Architectural Review following the decision rendered on appeal to the Front Royal Town Council, may appeal said decision to the Circuit Court of Warren County, Virginia, by filing a petition at law setting forth the alleged illegality of the BAR's action, provided that such petition is filed with the Circuit Court within thirty (30) days after the appealed decision of the Front Royal Town Council. The filing of said petition with the Circuit Court shall stay the decision of the BAR pending the outcome of the appeal, except that the filing of such petition shall not stay the decision of the BAR if such decision denies the right to raze or demolish an historic landmark, building or structure. The Circuit Court may reverse or modify the decision of the BAR, in whole or in part, if the Court finds, upon review, that the decision is arbitrary and constitutes an abuse of discretion. The Circuit Court may also affirm the decision of the BAR.

175-95 MAINTENANCE, PUBLIC SAFETY AND PERMITTED USES (Historic District)

A. Nothing in this Article shall allow the BAR to prevent the routine maintenance or repair of any exterior elements of any building or structure so long as there is no change in form or materials; nor shall anything in this Article be construed to prevent the construction, reconstruction, alteration or demolition of any exterior elements that the authorized municipal officers shall certify as required by public safety.

B. Nothing in this Article shall be construed to prevent any use of any land, building or structure permitted by the regulations prescribed in this Chapter for the district in which such land, building or structure is otherwise located. Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a

neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-96 YARD VARIANCES (Historic District)

Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-97 (RESERVED)

(Ord. of 3-23-15)

175-98 EXEMPTION FOR PUBLIC WORKS (Historic District)

The Front Royal Town Council may exempt public structures, works, utilities and buildings from compliance with this Article where public safety is endangered or an emergency situation arises. Retroactive approval for emergency work undertaken shall be sought within thirty (30) days following completion of the work. All work shall strive to maintain architectural compatibility within the historic district for its public works and structures.

175-29 USES PERMITTED BY RIGHT (R-3)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Section 175-112.

Two-family dwellings.

**Duplexes, two-family dwellings, and townhouses are not permitted to be constructed within the residential areas of the Historic District. Single-family dwellings are not permitted to be converted into a two-family dwelling or duplex.*

COMMERCIAL:

Hospitals and other semipublic facilities of an institutional nature.

Pharmaceutical centers as set forth in Section 175-108.

Professional offices as set forth in Section 175-108.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONS:

Churches.

Schools.

MISCELLANEOUS:

Accessory uses, structures and buildings.

Home occupations.

Open space and conservation areas.

Public facilities.

Public parks and playgrounds.

Public utilities.

Signs, as set forth in Section 175-106.

Special childcare services.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-25-05; Ord. of 6-22-15)

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: August 4, 2025 **Item:02E**

Agenda Item: Town Charter Amendment – Town Manager Residency

Summary: Since its adoption in 1937, the Town Charter has stated the Town Manager shall reside within the Town of Front Royal limits. Later in 2001, the Town Code was amended allowing Town Council to waive or modify the residency requirements for good and acceptable cause, on a case-by-case basis, for an identifiable candidate. However, the Charter was not amended to reflect Council's intention to provide accommodations to select the preferred candidate not based on residency.

Virginia Code § 15.2-202. allows a locality requesting the General Assembly to grant an amendment its existing charter to hold a public hearing with respect thereto, at which citizens shall have an opportunity to be heard to determine if the citizens of the locality desire.

The attached request is to strike the requirement of Town residency from the Town Charter. If the amendment is successful there will be a subsequent request to amend the Town Code to add *Town Manager* position to Town Code 4-53 requiring residency within the County of Warren, Virginia.

Budget/Funding: N/A

Staff Recommendation: Council is requested to discuss amendment and hold a public hearing to amend Chapter IV, §14 of the Town Charter. Following the public hearing, Town Council may then forward the amendment request to the General Assembly.

Chapter 200 - CHARTER

Front Royal, Town of
County of Warren
Current Charter
Charter, 1937, c. 44.

CHAPTER IV. - TOWN MANAGER

§ 14. The council shall appoint a town manager who shall be the chief administrative officer of the town. The town manager shall be chosen by the council solely on the basis of his executive and administrative qualifications ~~and need not, when appointed, be a resident of the town or the State, but during his term of office he shall reside within the town~~. No member of the council shall, during the time for which elected, be chosen as town manager. The town manager shall be appointed for a term acceptable to the town council and the town manager. He shall be removable by the town council for cause. Before the town manager may be removed, he shall, if he so demands, be given a written statement of the reasons alleged for his removal and the right to be heard publicly thereon at a meeting of the council prior to the final vote on the question of his removal but pending and during such hearing the council may suspend him from office. The action of the council in suspending or removing the town manager shall be final, it being the intention of this charter to vest all authority and fix all responsibility for such suspension or removal in the council. In case of the absence or disability of the town manager the council may designate some qualified person to perform the duties of the office during such absence or disability.

(1937, c. 44)

DRAFT

§ 15. It shall be the duty of the town manager to supervise the administration of the affairs of the town; to make such recommendations to the council concerning the affairs of the town as may seem to him desirable; to keep the council advised of the financial condition and future needs of the town; to prepare and submit to the council the annual budget estimate; to prepare and submit to the council such reports as may be required by that body; and to perform such other duties as may be prescribed by this charter or required of him by order or resolution of the council, not inconsistent with this charter.

The council shall have power to appoint either the mayor or town manager as chief conservator of the peace within the town and to see that the ordinances of the town and the laws of the State are enforced.

(1937, c. 44)

§ 16. Except as otherwise provided in this charter, the town manager, subject to the consent of the town council, may appoint or employ and he may remove or discharge such officers, employees and

assistants as may be necessary to carry on the work in those departments of the town committed to him by ordinance, in all of their respective details, in an economical and satisfactory manner. The salaries and terms of office or employment of such officers, employees and assistants shall be fixed by the town manager subject to the approval of the town council. His action in all respects shall be subject to review by the council and he shall be accountable to the town council only.

(1937, c. 44)

DRAFT

REGULAR WORK SESSION
ACTION AGENDA STATEMENT

Meeting Date: August 4, 2025 Item# 03

Agenda Item: Zoning Text Amendment to Chapter 175-3 to define Designated Special Circumstance Housing, and §175-12.1, §175-18.2.B, §175-20.1, §175-30, and §175-37.3 to add Designated Special Circumstance Housing performance standards by Special Use Permit and create Chapter 175-153 to add Designated Special Purpose Housing performance standards.

Summary: The impetus for this ordinance amendment was due to the number of applications considered at the Planning Commission and Town Council which have highlighted a need to support specialized housing for certain categories of people in crisis.

In general, current zoning regulations are unnecessarily restrictive by not allowing specialized housing in residential areas. While these uses are generally permitted in commercial areas, this presents the problem of losing viable commercial uses when they may be appropriate in residential areas.

On July 16, 2025 PC held the Public Hearing, Vice-Chairman Neel stated in order to promote the general welfare of the public and with Town Code §175- 84(B) promoting an avenue for alternative housing needs within the community, he moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council to approve the text amendment that defines Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, within the Towns' residential districts, with one correction in Town Code §175-153.E to correct the acronym from SPH to DSCH.

Budget/Funding: N/A

Meetings: N/A

Proposed Motion: I move that Town Council refer the item back to the Planning Commission to make potential changes in accordance with VA Code § § 15.2-2291.

Moved _____ ***Seconded*** _____

Wood _____ ***Veitenthal*** _____ ***Sealock*** _____ ***Rappaport*** _____ ***Ingram*** _____ ***DeDomenico-Payne*** _____

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: July 16, 2025

Public Hearing Item 2: 2500320 - A Zoning Text Amendment to Chapter 175-3 to define Designated Special Circumstance Housing, and §175-12.1, §175-18.2.B, §175-20.1, §175-30, and §175-37.3 to add Designated Special Circumstance Housing performance standards by Special Use Permit and create Chapter 175-153 to add Designated Special Purpose Housing performance standards.

Motion:

Vice Chairman Neel stated in order to promote the general welfare of the public and with Town Code §175-84(B) promoting an avenue for alternative housing needs within the community, he moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council to approve the text amendment that defines Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, within the Towns' residential districts, with one correction in Town Code §175-153.E to correct the acronym from SPH to DSCH.

Moved ***Vice Chairman Neel*** *Seconded* ***Commissioner Fedoryka***

Marshner ***Yes*** *Marrazzo* ***Yes*** *Neel* ***Yes*** *Brooks* ***Yes*** *Fedoryka* ***Yes***

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500320
MEETING DATE: July 16, 2025
SUMMARY: A Zoning Text Amendment to define Designated Special Circumstance Housing (175-3) and permit it by Special Use Permit subject to performance standards in the Residential Zoning Districts (175-12.1 (R-1), 175-20.1 (R-2), 175-30 (R-3), create 175-153).
STAFF RECOMMENDATION: Staff recommends approval.
DRAFT MOTION: "In order to promote the general welfare of the public and in accordance with Town Code §175-1(B), by providing an avenue to permit alternative housing needs within the community, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to define Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, withing the Towns' residential districts." "I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____. " "I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2400320." NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200320	
Background Information	This proposed text amendment came about for several reasons. Mostly though, the number of applications for lodging houses used as transitional living facilities revealed the need within the community for alternative types of housing solutions outside of the traditional family. From a land use perspective, no more than four unrelated individuals can reside in a dwelling unit. While lodging houses provide a mechanism around this requirement, they are not broad enough to address the housing needs of the community. Once the question of "Can the Town better address housing needs from a zoning perspective?" was posed, the Planning Commission and staff went about gathering information. The process began by interviewing several Community groups and individuals to get an understanding of what was missing but needed. From the interviews, the Planning Commission sorted and analyzed the data to determine that while there is no one size fits all scenario, defining certain situations and housing needs for specific groups could be beneficial. Once the needs or groups were defined, determining where they needed to be was the next step. Since the appropriateness of the location is such a big factor in whether to approve these types of housing, the Special Use Permit mechanism was deemed appropriate. This allows for a case-by-case analysis by the governing body to mitigate potential negative effects in the community as a whole. Under this amendment, the following groups will have parameters to apply for specific housing needs a) Individuals with Developmental Disabilities, b) Veteran's Housing, c) Emergency Family Housing, d) Shelter for Domestic Abuse Victims, e) Shelter for At-Risk Children. Most of these uses are regulated in some form or another by State and Federal agencies, the Town is not looking to regulate the daily operations, just the location. The performance standards provided in the proposed Chapter 175-153 are intended to respect the outside authority but provide guidelines for decision makers to decide appropriateness of the use. Staff recommends approval to Town Council
Code Sections Amended	175-3, Definitions; 175-12.1 (R-1); 175-20.1 (R-2); 175-30 (R-3), create 175-153

175-3 - DEFINITIONS

For the purpose of this chapter, certain words and terms are herein defined as follows:

Designated Special Circumstance Housing - Residential accommodations that are specifically utilized to meet the needs of housing for individuals that fall in one of the following categories; a) Individuals with Developmental Disabilities, b) Veteran's Housing, c) Emergency Family Housing, d) Shelter for Domestic Abuse Victims, e) Shelter for At-Risk Children.

Individuals with Developmental Disabilities - Specialized living arrangements designed to help individuals with developmental disabilities transition from institutional settings or other environments into more independent, community-based living situations.

Veterans' Housing - Living arrangements designed to provide veterans with a safe, stable environment while they transition from military service to civilian life or while they wait for more permanent housing solutions.

Emergency Family Housing - Short-term housing, immediate shelter provided to individuals or families who are experiencing a crisis or urgent need for a place to stay.

Shelter for Domestic Abuse Victims - Shelter for domestic abuse victims refers to short-term, safe housing provided to individuals who are escaping situations of domestic violence or abuse.

Shelter for At-Risk Children - Shelter for children at risk generally refers to short-term housing or care provided to children who are in immediate danger or facing circumstances that put their safety, well-being, or development at risk.

DSCH Temporary Housing – 1 year or less

Congregate Living - Residential arrangement where multiple unrelated individuals of nine (9) or more persons live together in a shared housing environment, typically with some level of support or shared services. It is regulated separately from single-family homes or traditional apartment units due to its unique characteristics.

175-12.1 USES PERMITTED BY SPECIAL PERMIT (R-1)

A. The following uses are permitted within the R-1 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1 District:

RESIDENTIAL:

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfasts, as set forth in Section 175-107.2.

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.

INDUSTRIAL:

ORGANIZATIONAL:

Community Centers.

Fire and Rescue Squads and Police Stations.

MISCELLANEOUS:

Any use permitted under Section 175-12, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-17, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-28-08; Ord. of 6-22-15)

175-20.1 USES PERMITTED BY SPECIAL PERMIT (R-2)

The following uses are permitted within the R-2 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-2 District:

RESIDENTIAL:

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONAL:

Fire and Rescue Squad and Police Stations.

Public Libraries.

Community Center (public).

MISCELLANEOUS:

Any use permitted under Section 175-20, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-26, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-28-08; Ord. of 6-22-15)

175-30 USES PERMITTED BY SPECIAL PERMIT (R-3)

The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District:

RESIDENTIAL:

Apartments as set forth in Section 175-113.

Townhouses on sites over one (1) acre, as set forth in Section 175-112.

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

Community Centers (public).

Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONAL:

Art galleries and museums.

Fire and Rescue Squad and Police Stations.

Public Libraries.

Community Center (public).

MISCELLANEOUS:

Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Cemetery, subject to the provisions in Section 175-107.4.

Lodging houses, rooming houses and boarding houses.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-28-08; Ord. of 7-23-12; Ord. of 6-22-15; Ord. of 5-1-23)

175-153 Performance Standards for Designated Special Circumstance Housing

The following provisions shall apply to Designate Special Circumstance Housing (DSCH):

A. All DSCH in residential zoning districts shall be restricted to not more eight (8) individuals along with one or more staff members. Congregate Living with one or more staff members may be approved in R-2 and R-3 residential areas via SUP on a case-by-case basis as state and local laws and regulations allow. Case-by-case evaluation includes type/size of home, acceptable number of residents, location, zoning district and other mitigating factors considered in the SUP application.

B. All DSCH facilities shall be licensed by the appropriate state agency(s). The Virginia Department of Social Services (VDSS) oversees the licensing of shelters that provide services to adults and families, including domestic violence shelters.

C. DSCH operations in residential districts shall be restricted to structures that are permitted by right in the respective residential district in question, or any facilities which are currently in existence as a nonconforming use.

D. Any newly constructed DSCH facilities shall comply with all of the standards that exists in the residential zoning district where the structure will be located.

E. All SPH in residential zoning districts shall be required to submit a management plan addressing staffing, resident services, security, and community engagement. This shall include; (1) A plat of the parcel and all buildings and structures thereon, both permanent and temporary; (2) Access control points and any fencing and screening for the parcel and all buildings and structures; (3) The use and occupancy of each room or space inside a building or structure, including accommodations for sleeping, accommodations for sanitary health and hygiene (e.g. sinks, toilets, latrines, showers, or washing stations); and accommodations for food preparation; (4) The size of emergency ingress points, egress points, and evacuation routes; (5) Smoke alarms, carbon monoxide alarms, and fire extinguishers; and (6) An operations information statement that shall include, at minimum, the following: a. The name of the operating entity, its articles of incorporation or similar organizational document and its bylaws, if any, and a statement of the operating entity's experience providing emergency housing, transitional housing, permanent supportive housing, or social service delivery; b. Anticipated dates, days, and hours of operation; c. Maximum intended number of overnight occupants, which shall at all times be in compliance with all applicable provisions of building, fire, health, and zoning codes; d. List of requirements for admission of occupants; e. Description of each staff position, qualifications necessary for each position, and a statement of the anticipated number of staff serving in such positions; f. Statement of intention, or not, to provide occupants meals, minor medical care, job counseling, and services to help occupants transition to more permanent housing, and if so, whether provision of each will be on or offsite, E. Pet care plan as required. After SUP approval, any changes to the management plan must be submitted to Front Royal Planning and Zoning for impact assessment.

F. The SUP applicant must submit a plat of the property showing the existing conditions and location of the proposed parking and any anticipated parking waivers.

G. DSCH use of the property shall not change the general exterior appearance of the dwelling unit or change the character of the neighborhood.

H. In assessing the request for a special use permit to operate in residential zoning districts, the Council shall consider and may require the availability of safe on-site drop-off and pickup areas, outdoor play areas, fenced play areas, and pet accommodations. The Council shall also consider the nature and suitability of the proposed facility, the size, location and characteristics of the grounds or yard, the safety of the occupants at the facility, parking, the effects on nearby property and residents, and such other factors which the Council deems pertinent in assessing the suitability of any proposed DSCH operation in a residential zoning district.

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: August 4, 2025 Item# 04

MOTION ON TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following 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 purpose:

1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, Clerk of Council; and,

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*** _____

Wood _____ ***Veitenthal*** _____ ***Sealock*** _____ ***Rappaport*** _____ ***Ingram*** _____ ***DeDomenico-Payne*** _____