TOWN COUNCIL REGULAR WORK SESSION
Monday, November 3, 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. Ordinance Amendment to Rescind Town Code §12-6 - Miscellaneous Fees – *Tina Presley*
   B. FY25 Budget Amendment – Outstanding Purchase Orders – *BJ Wilson*
   C. Economic Development Access Grant Letter of Credit – *BJ Wilson*

3. UNFINISHED BUSINESS
   A. Zoning Text Amendments to Town Code §175-3 - Definitions, to Define the Use of an "Auxiliary Dwelling Unit", to Amend the Residential Districts in Which it Would be Permitted By-Right, and to Establish §175-115 "Auxiliary Dwelling Unit" Performance Standards within the Supplementary Provisions of Town Code – *Lauren Kopishke*

   B. Ordinance Amendment Town Code §12-2 Public Works Fees– *Joe Petty*

4. Update on Liaison Committee Items
   A. Tourism
   B. McKay Springs
   C. Economic Development

5. CLOSED MEETING

6. Adjourn

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: November 3, 2025 Item# 02A

Agenda Item: Ordinance Amendment to Rescind Town Code §12-6 – Miscellaneous Fees from Town Code

Summary: The Code of Virginia §2.2-3700 Virginia Freedom of Information Act (FOIA) requires localities to post a policy stating the rights of requesters and responsibilities of the locality under FOIA. This policy was approved by Town Council February 28, 2022 and is currently posted on the Town's Website. The Virginia Freedom of Information Act is the law and there is no purpose served by restating state law in Town Code which is frequently amended, risking violating the state law.

~~Chapter 12 - FEES~~

~~12-6 - MISCELLANEOUS FEES~~

~~Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department of the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten (10) pages of eight and one-half (8½) × eleven (11) inch paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.~~

Budget/Funding: N/A

Staff Recommendation: Recommends advertising for a public hearing to rescind as presented.

AN ORDINANCE TO RESCIND CHAPTER §12-6 OF THE FRONT ROYAL TOWN CODE PERTAINING TO MISCELLANEOUS FEES REFERENCING FOIA

WHEREAS, The Code of Virginia §2.2-3700 Virginia Freedom of Information Act (FOIA) is the law and there is no purpose served by restating state law which is frequently amended, risking violating state law;

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that §12-6 of the Front Royal Town Code hereby be amended as follows:

Chapter 12 - FEES

~~**12-6 - MISCELLANEOUS FEES**~~

~~Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department of the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten (10) pages of eight and one-half (8½) × eleven (11) inch paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.~~

This ordinance shall become effective upon passage.

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Tina L. Presley, Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2025 upon the following recorded vote:

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

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on

Approved as to Form and Legality:

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

DRAFT

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: November 3, 2025 Item# 02B

Agenda Item: FY25 Budget Amendment – Outstanding Purchase Orders

Summary: Council is requested to approve a FY26 budget amendment to carry forward unpaid balances on purchase orders not completed as of June 30, 2025 and to carry funds forward to fiscal year 2026.

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

General Fund	$ 1,184,484.45
Special Projects	$ 1,257,546.00
Electric Fund	$ 1,766,366.75
Sewer Fund	$ 2,337,365.97
Water Fund	$ 5,128,167.89
Solid Waste Fund	$ 161,406.90
Street Fund	$ 5,734,448.51
TOTAL	$ 17,569,786.47

Staff Recommendation: Staff recommends Council move forward with a public hearing on this item, an increase of greater than 1% of the original budget requires a public hearing, and for Council to approve reallocations as presented.

PO#	Dept#	Account	Description	Balance as of 6/30/25	FY26 Payment as of 10/10/25	Remaining Balance as of 10/10/25
Debt Service Fund						
29936	1800	R47518	FUNDS TO BE USED FOR LAND HAPPY CREEK PHASE 2/3	$ 40,000.00		$ 40,000.00
				$ 40,000.00	**$ -**	**$ 40,000.00**
Special Project Fund						
28341	9130	R47013	POLICE DEPT CONSTRUCTION	$ 466,080.47		$ 466,080.47
29379	9130	R47982	W MAIN EXTENSION	$ 96,220.53	$ -	$ 96,220.53
30760	9130	R47982	WEST MAIN CONNECTOR (GRANT REPAYMENT)	$ 655,245.00	$ (426,233.02)	$ 229,011.98
				$ 1,217,546.00	**$ (426,233.02)**	**$ 791,312.98**
Council						
31190	1101	R43002	FY25 GASB 75 DISCLOSURE REPORTS FOR AUDIT	$ 2,200.00	$ (2,200.00)	$ -
				$ 2,200.00	**$ (2,200.00)**	**$ -**
Risk Assessment						$ -
31121	1202	R43023	CHEMICAL MANAGEMENT NAVIG	$ 5,890.00	$ (5,890.00)	$ -
				$ 5,890.00	**$ (5,890.00)**	**$ -**
						$ -
Fleet Maintenance						$ -
31208	1203	R47001	GPS FOR TOWN VEHICLES	$ 25,000.00		$ 25,000.00
31182	1203	R47005	ITEM 4.32-2025 FORD F-350	$ 112,120.80		$ 112,120.80
				$ 137,120.80	**$ -**	**$ 137,120.80**
Information Technology						$ -
30971	1204	R43002	PROVIDE BUSINESS AND IT C	$ 9,500.53	$ (7,600.00)	$ 1,900.53
31206	1204	R43004	50% COST OF EQUIPMENT REPLACEMENT FOR GOV CENTER	$ 6,100.27		$ 6,100.27
31169	1204	R43005	E911 SUPPORT SERVICE AGREEMENT	$ 6,600.00	$ (6,600.00)	$ -
29679	1204	R47051	E-SUMMONS (POLICE)	$ 62,498.75		$ 62,498.75
				$ 84,699.55	**$ (14,200.00)**	**$ 70,499.55**
Tourism						$ -
31234	1205	R43002	TOURISM VIDEO/COMMERCIAL	$ 6,695.00		$ 6,695.00
31106	1205	R43002	TOURISM PHOTOGRAPHY PROJECT	$ 10,000.00		$ 10,000.00
31107	1205	R43002	INFLUENCER PROJECT	$ 15,000.00		$ 15,000.00
31110	1205	R43002	BANNERS	$ 5,000.00	$ (2,607.45)	$ 2,392.55
31111	1205	R47009	VISITOR CENTER OUTDOOR SIGN	$ 5,000.00		$ 5,000.00
31112	1205	R47009	VISITOR CENTER RENOVATION	$ 85,000.00		$ 85,000.00
				$ 126,695.00	**$ (2,607.45)**	**$ 124,087.55**

Town Attorney							
30809	2201	R43002	WCEDA LITIGATION	$ 70,000.00		$	70,000.00
				$ 70,000.00	**$ -**	**$**	**70,000.00**
Police Dept						$	-
31207	3102	R47001	IN-CAR CAMERAS	$ 162,280.00		$	162,280.00
31217	3108	R45410	BALLISTIC VESTS-EST	$ 20,000.00		$	20,000.00
				$ 182,280.00	**$ -**	**$**	**182,280.00**
Buildings & Grounds						$	-
31024	4302	R47009	TOWN HALL SECURITY UPGRADE	$ 30,000.00		$	30,000.00
				$ 30,000.00	**$ -**	**$**	**30,000.00**
Horticulture						$	-
31171	4305	R43002	MOWING LEACH RUN PARKWAY	$ 6,100.00	$ (4,188.93)	$	1,911.07
31193	4305	R43002	VEGETATION CONTROL	$ 12,888.39	$ (12,888.39)	$	-
31184	4305	R47005	2025 FORD F450	$ 61,604.80	$ (61,604.80)	$	-
31188	4305	R47005	11' STAINLESS STEEL BODY & HOIST	$ 24,550.00		$	24,550.00
30870	4305	R47009	WOOD FRAME POLE BUILDING	$ 19,500.00	$ (5,747.70)	$	13,752.30
31222	4305	R47031	TREES FOR TREE CANOPY & MAIN STREET GAZEBO (YEAR 1 OF 2)	$ 10,000.00		$	10,000.00
31117	4305	R47933	APPALACHIAN TRAIL - CONNECTOR FEASIBILITY STUDY	$ 8,050.00		$	8,050.00
				$ 142,693.19	**$ (84,429.82)**	**$**	**58,263.37**
Planning & Zoning						$	-
30405	8101	R43002	SUBDIVISION ORDINANCE RE-WRITE	$ 39,484.91		$	39,484.91
30802	8101	R43002	TRANSPORTATION PLAN	$ 200,000.00		$	200,000.00
30840	8101	R43005	GIS SERVICES (EQUIPMENT, SOFTWARE, FOR NEW POSITION)	$ 25,980.00		$	25,980.00
				$ 265,464.91	**$ -**	**$**	**265,464.91**
FREDA						$	-
30537	8105	R45608	FREDA SEED MONEY	$ 131,041.00		$	131,041.00
				$ 131,041.00	**$ -**	**$**	**131,041.00**
Special Events						$	-
31151	8110	R45447	TOWN FIREWORKS SHOW FOR 7/3/25	$ 6,400.00	$ (6,400.00)	$	-
				$ 6,400.00	**$ (6,400.00)**	**$**	**-**

Energy Services

31236	9401	R43002	COST OF SERVICE STUDY	$ 68,750.00	$ (8,710.00)	$ 60,040.00
31209	9401	R45407	OMNI RUPTER GANG SWITCHES	$ 12,309.58		$ 12,309.58
30441	9401	R47001	REPLACE LINE TRUCK#364 - 2017 F550 Bucket Truck (Year 1 fo 2)	$ 66,867.74		$ 66,867.74
31183	9401	R47005	2025 FORD F-350	$ 77,178.20	$ (77,178.20)	$ -
31177	9401	R47502	1/0 URD-OKONITE 6000'	$ 23,100.00	$ (23,100.00)	$ -
31189	9401	R47502	SMART PHOTOCELLS	$ 19,460.00	$ (19,460.00)	$ -
31214	9401	R47502	OVERHEAD & UNDERGROUND TRANSFORMERS	$ 86,689.16		$ 86,689.16
31174	9401	R47910	STRETCH P TRAFFIC CABINET	$ 22,400.00	$ (22,400.00)	$ -
31215	9401	R47910	FLASHER & CAMERA PROJECT	$ 107,200.00		$ 107,200.00
30777	9401	R47929	HAPPY CREEK SUBSTATION EXPANSION PROJECT (YEAR 1 OF 5)	$ 163,706.82		$ 163,706.82
31153	9401	R47929	15.5 KV 1200A OUTDOOR CIRCUIT BREAKER	$ 34,193.00	$ (34,193.00)	$ -
31186	9401	R47929	CIRCUIT BREAKERS PER BID RESPONSE DATED 3/19/25	$ 95,624.18		$ 95,624.18
30921	9401	R47937	MANASSAS TRANSFORMER	$ 3,288.07	$ (3,288.07)	$ -
31212	9401	R47937	SUBSTATION IMPROVEMENTS	$ 10,000.00	$ (10,000.00)	$ -
				$ 790,766.75	**$ (198,329.27)**	**$ 592,437.48**

Meter Reading Electric

31202	9417	R43005	NEPTUNE SOFTWARE UPGRADE	$ 12,000.00		$ 12,000.00
29428	9417	R47001	AMI PROJECT (SEED MONEY)	$ 58,357.37		$ 58,357.37
29428	9417	R47001	ERP SOFTWARE	$ 686,266.63		$ 686,266.63
29428	9417	R47001	PROJECT MANAGEMENT FOR ERP SOFTWARE	$ 212,376.00		$ 212,376.00
31232	9417	R47001	BELT CLIP TRANSCEIVERS	$ 6,600.00		$ 6,600.00
				$ 975,600.00	**$ -**	**$ 975,600.00**

Waste Water Treatment Plant

30871	9801	R43002	SCADA MAINTENANCE FOR WWTP	$ 1,918.91	$ (330.00)	$ 1,588.91
31135	9801	R43002	PROVIDE REGULATION COMPLIANCE SUPPORT	$ 8,700.00	$ (7,713.21)	$ 986.79
31149	9801	R43002	REVIEW CRACKS IN ATAD TANK	$ 8,300.00		$ 8,300.00
31157	9801	R43002	MUNICIPAL ADVISORY SERVICE (CENTRIFUGE & RIVERTON)	$ 3,750.00		$ 3,750.00
31171	9801	R43002	MOWING WASTEWATER TREATMENT PLANT	$ 3,000.00	$ (1,671.07)	$ 1,328.93
31229	9801	R43002	ASSET MANAGEMENT	$ 210,000.00		$ 210,000.00
31166	9801	R43005	MAINTENANCE SERVICE AGREEMENT	$ 15,512.00		$ 15,512.00
31191	9801	R45407	IMPELLER, PACKING GLAND, LANTERN RING, SHAFT, GASKET	$ 9,105.26		$ 9,105.26
30575	9801	R47001	ROTARY FAN PRESS CONTROL	$ 10,000.00		$ 10,000.00
30872	9801	R47001	#2 CLARIFIER DRIVE & INSTALLATION (YEAR 1 OF 2)	$ 147,000.18		$ 147,000.18
31140	9801	R47001	PL200 PUMP ASSEMBLY	$ 20,630.00		$ 20,630.00
28885	9801	R47009	RIVERTON PUMP STATION	$ 450,409.95		$ 450,409.95
30744	9801	R47009	ENGINEER RIVERTON PUMP STATION	$ 9,039.75	$ (2,390.00)	$ 6,649.75
				$ 897,366.05	**$ (12,104.28)**	**$ 885,261.77**

Sewer Line Maintenance

31228	9802	R47005	UTILITY TRAILER	$ 3,889.00		$	3,889.00
29964	9802	R47998	I&I ENGINEERING AFTER FLOW MONITORING	$ 475,408.00		$	475,408.00
30801	9802	R47998	I&I CONTINGENCY FUNDS	$ 721,499.31		$	721,499.31
30952	9802	R47998	2023/2024 SEWER REHAB ENGINEERING	$ 44,189.20		$	44,189.20
30959	9802	R47998	SANITARY SEWER REPLACEMENT	$ 142,514.41		$	142,514.41
31100	9802	R47998	SEWER FLOW MONITORING	$ 52,500.00	$ (18,800.00)	$	33,700.00
				$ 1,439,999.92	**$ (18,800.00)**	**$**	**1,421,199.92**

Water Treatment Plant

30480	9601	R43002	SCADA UPGRADE	$ 10,486.59		$	10,486.59
30830	9601	R43002	CLEARWELL DESIGN/REPAIRS	$ 91,000.00		$	91,000.00
31046	9601	R43002	TASK ORDER 4-2024 CLEARWELL ENGINEERING	$ 21,000.00		$	21,000.00
31135	9601	R43002	TO 1-2025: PROVIDE REGULATION COMPLIANCE SUPPORT	$ 8,340.00	$ (6,325.54)	$	2,014.46
31152	9601	R43002	TO 3-2025: PROVIDE BACKFLOW PREVENTION PROGRAM	$ 10,071.27	$ (1,692.50)	$	8,378.77
31157	9601	R43002	MUNICIPAL ADVISORY SERVICE (CLEARWELLS & 4-H)	$ 3,750.00		$	3,750.00
31200	9601	R43002	QUARRY WATER SOURCE EVALUTION	$ 23,000.00		$	23,000.00
30829	9601	R47001	SWITCH GEAR (2 YEARS OF 3)	$ 200,000.00		$	200,000.00
31031	9601	R47001	ENVIRX TRAVELING SCREEN (2 YEARS OF 4)	$ 150,000.00		$	150,000.00
31032	9601	R47001	REPAIR OLD RAW WATER BASIN (YEAR 1 OF 2)	$ 126,500.00		$	126,500.00
31095	9601	R47001	SEDIMITATION STRUCTURAL INSPECTION	$ 18,500.00	$ (5,750.00)	$	12,750.00
27546	9601	R47009	RESERVOIR REPAIRS	$ 5,332.00		$	5,332.00
31101	9601	R47009	ADDITIONAL DAM EVALUATION	$ 97,710.00	$ (5,142.50)	$	92,567.50
31185	9601	R47009	TO 2-2025 4H AND JAMESTOWN ENGINEERING	$ 150,600.00	$ (15,000.00)	$	135,600.00
31030	9601	R47903	WTP SECURITY INSTALL OF CAMERAS	$ 25,000.00		$	25,000.00
				$ 941,289.86	**$ (33,910.54)**	**$**	**907,379.32**

Water Line Maintenance

30918	9602	R43002	LEAD SERVICE LINE PROGRAM	$ 123,977.00		$	123,977.00
31226	9602	R43002	LEAK DETECTION	$ 14,188.00		$	14,188.00
31228	9602	R47005	UTILITY TRAILER	$ 3,889.00		$	3,889.00
29343	9602	R47513	REDUNDANT WATERLINE CONTINGENCY FUNDS	$ 865,722.55		$	865,722.55
30660	9602	R47513	OVERSIGHT OF REDUNDANT WATERLINE CONSTRUCTION	$ 13,133.53	$ (1,800.00)	$	11,333.53
30673	9602	R47513	REDUNDANT WATERLINE #1	$ 1,598,209.51	$ (749,141.92)	$	849,067.59
31179	9602	R47513	UTILITY WORK - WATERLINE 12TH, CHERRY, & ROYAL	$ 463,175.04	$ (50,954.03)	$	412,221.01
31227	9602	R47513	WATERLINE UPGRADES FOR VIRGINIA AVE & ROYAL AVE	$ 1,077,883.40		$	1,077,883.40
30991	9602	R47530	MACH10 6" NEPTUNE WATER METERS	$ 8,100.00		$	8,100.00
				$ 4,168,278.03	**$ (801,895.95)**	**$**	**3,366,382.08**

Water Meter Reading							
31202	9617	R43005	NEPTUNE SOFTWARE UPGRADE	$ 12,000.00		$	12,000.00
31232	9617	R47001	BELT CLIP TRANSCEIVERS 1S	$ 6,600.00		$	6,600.00
				$ 18,600.00	**$ -**	**$**	**18,600.00**
Solid Waste							
31034	4203	R45407	SAPPHIRE BLUE PITCH CANS	$ 1,276.90		$	1,276.90
31220	4203	R45407	TRASH CANS & LIDS	$ 14,000.00	$ (11,502.00)	$	2,498.00
31221	4203	R47001	4 YAR & 8 YARD DUMPSTERS	$ 34,000.00		$	34,000.00
31205	4203	R47005	REPLACE REFUSE TRUCK (Cc	$ 112,130.00		$	112,130.00
				$ 161,406.90	**$ (11,502.00)**	**$**	**149,904.90**
Highway Maintenance							
31218	4102	R45470	ALLEY WAY S. ROYAL AVE & AT VIEW DR	$ 5,000.00		$	5,000.00
30336	4102	R45471	CHERRY ST DRAINAGE	$ 50,364.77		$	50,364.77
31219	4102	R45473	LINE PAINTING THERMOPLASTIC ERADICATION	$ 8,000.00		$	8,000.00
31231	4102	R45473	ROYAL LANE MARKINGS & SIGNAGE	$ 34,000.00	$ (12,500.00)	$	21,500.00
31219	4102	R45474	CROSSWALK THERMOPLASTIC ERADICATION	$ 17,023.00	$ (10,321.01)	$	6,701.99
31201	4500	R43002	STORM SEWER MAPPING YEAR 1 OF 4	$ 100,000.00		$	100,000.00
30336	4500	R45471	CHERRY ST DRAINAGE	$ 144,998.32		$	144,998.32
31219	4500	R45473	LINE PAINTING THERMOPLASTIC ERADICATION	$ 37,023.00		$	37,023.00
31219	4500	R45474	CROSSWALK THERMOPLASTIC ERADICATION	$ 27,529.00	$ (27,529.00)	$	-
31074	4500	R45477	VARIOUS CONCRETE MIXES	$ 12,445.81	$ (12,445.81)	$	-
30805	4500	R47001	SNOW PLOW REPLACEMENT (ADD TO FY26 FUNDS)	$ 10,722.61		$	10,722.61
31131	4500	R47001	PLOW MODEL 120M 10 X 36,	$ 29,277.39		$	29,277.39
31148	4500	R47001	STAINLESS STEEL SALT SPREADER	$ 59,413.95		$	59,413.95
31230	4500	R47001	UTILITY TRAILERS TO REPLA	$ 11,850.00		$	11,850.00
31062	4500	R47005	2 FREIGHTLINER DUMP TRUCK CHASSIS	$ 200,725.00		$	200,725.00
31086	4500	R47005	STAINLESS STEEL DUMP BED	$ 106,542.00		$	106,542.00
31044	4500	R47909	CRISER RD SIDEWALK PROJEC	$ 532,398.55		$	532,398.55
31223	4500	R47909	SIDEWALK CONSTRUCTION - LURAY AVE (OVERLOOK TO CRISER)	$ 133,000.00		$	133,000.00
30772	4500	R47926	8TH ST BRIDGE ENGINEERING	$ 56,567.50	$ (16,988.45)	$	39,579.05
30806	4500	R47926	8TH STREET BRIDGE (CONTINGENCY FUNDS)	$ 202,172.55		$	202,172.55
30806	4500	R47926	HAPPY CREEK BANK AT 8TH STREET BRIDGE RESTORATION	$ 150,263.20		$	150,263.20
30822	4500	R47926	PROSPECT STREET BRIDGE	$ 1,004,692.60		$	1,004,692.60
31175	4500	R47926	8TH STREET BRIDGE REPLACEMENT	$ 1,460,071.25	$ (866,756.95)	$	593,314.30
31224	4500	R47926	COMMERCE AVE BRIDGE REPAIRS/REPLACEMENT SEED MONEY	$ 72,050.00		$	72,050.00
29952	4500	R47927	SHEN AVE STREET LIGHTS	$ 244,500.00		$	244,500.00
31040	4500	R47927	PAVING PLAN - ROYAL AVE, 12TH ST, CHERRY ST	$ 818,500.51		$	818,500.51
31162	4500	R47927	ENGINEERING SERVICES FOR SHENANDOAH STREET LIGHTS	$ 10,942.50	$ (1,140.00)	$	9,802.50

31225	4500	R47941	CURB & GUTTER CONCRETE 12TH, 13TH, CHERRY ST	$ 194,375.00	$ (1,692.00)	$ 192,683.00
				$ 5,734,448.51	**$ (949,373.22)**	**$ 4,785,075.29**

	Balance as of 6/30/25	FY26 Payments	Balance as of 10/10/25
General Fund	$ 1,184,484.45	$ (115,727.27)	$ 1,068,757.18
Special Projects/Debt Service	$ 1,257,546.00	$ (426,233.02)	$ 831,312.98
Asset Forfeiture	$ -	$ -	$ -
Street Fund	$ 5,734,448.51	$ (949,373.22)	$ 4,785,075.29
TOTAL GOVERNMENTAL FUNDS	**$ 8,176,478.96**	**$ (1,491,333.51)**	**$ 6,685,145.45**
Electric Fund	$ 1,766,366.75	$ (198,329.27)	$ 1,568,037.48
Sewer Fund	$ 2,337,365.97	$ (30,904.28)	$ 2,306,461.69
Water Fund	$ 5,128,167.89	$ (835,806.49)	$ 4,292,361.40
Solid Waste Fund	$ 161,406.90	$ (11,502.00)	$ 149,904.90
TOTAL OF ALL FUNDS	**$ 17,569,786.47**	**$ (2,567,875.55)**	**$ 15,001,910.92**

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: November 3, 2025 Item# 02C

Agenda Item: Economic Development Access Grant Letter of Credit

Summary: Council approved repayment in the amount of $452,46.04 for a portion of the Economic Development Access Grant for the West Main Connector Road during Council's August 25, 2025 meeting.

The Town is required by the terms and conditions of the Economic Access Grant to maintain a letter of credit in the amount of $106,558.26 until the remaining grant funds are resolved as complement with the terms of the grant conditions or repaid by the Town.

Atlantic Union Bank has requested the Council to approve the Town Manager as authorized signer for the letter of credit renewal and to approve to continue the letter of credit for the reduced amount of $106,558.28 for the Economic Development Access Grant for the reduced amount of $106,558.28 until the obligation is released by the Virginia Department of Motor Vehicles.

Budget/Funding: Expenditure

9130-R47982	Special Project Fund – Local Connector Road	$1,500.00

Staff Recommendation: Staff recommends to approve as presented.

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Stephen C. Brich, P.E.
Commissioner

September 22, 2025

Joe Petty, Town Manager
Town of Front Royal
102 E Main Street
Front Royal, VA 22630

Dear Mr. Petty,

I am writing to acknowledge receipt of the Town of Front Royal's payment, $426,233.02, for the purpose of justifying expenditures utilizing the Economic Development Access (EDA) allocation on UPC 110324, Economic Development Access to IT Federal. To date, the Town of Front Royal has not submitted any capital investment documentation for this project, which required partial payback to the Virgina Department of Transportation.

The Irrevocable Standby Letter of Credit # 7401584081 held by Atlantic Union Bank, which is established as the surety for the balance of EDA expenditures can be reduced from its current issue amount to $106,558.26.

Sincerely,

Jonathan Liss
State Programs Manager

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: November 3, 2025 Item# 03A

Agenda Item: Zoning Text Amendment - ADU (Auxiliary Dwelling Units)

Summary: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit", to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code.

- The Towns residential districts are R-1, R1-A, R-2, R-3, & PND.
- Only permitted on the same lot as a single-family detached dwelling.

PC Timeline:
Work session August 6th → Public Hearing and approval on August 20th

In September, Town council sent back to PC for changes to internal dwelling unit

- It cannot extend beyond the existing footprint and must be a minimum of 600 SF.
- Detached can be 600 to 1000 SF max but no more than 80% of total SF.

October 1st PC work session → Public Hearing and approval on October 15th

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: October 14, 2025

Public Hearing Item 1: 2500319 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit", to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

FRONT ROYAL 1788 VIRGINIA COPY/DRAFT

For the public necessity, convenience, general welfare, or good zoning practice, Commissioner Fedoryka moved, seconded by Commissioner Marrazzo that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to add the definition of auxiliary dwelling unit (ADU) and revise the definitions of accessory building/accessory structure, accessory use, garage private, garage public, lot, lot coverage, and principal permitted use contained in §175-3; amend §175-11, the statement of intent (R-1) to include ADU'S; amend §175-12(A), §175-18.2(A), §175-20, §175-29(A), and §175-37.3(A) to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S.

VOTE: Yes – Marrazzo, Marshner, Fedoryka, Neel
No – N/A
Abstain – N/A
Absent – Brooks ROLL CALL

Moved Fedoryka *Seconded* MARRAZZO

Marshner yes *Marrazzo* yes *Neel* yes *Brooks* Absent *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 # 2500319

MEETING DATE: October 15, 2025

SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit", to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: "For the public necessity, convenience, general welfare, or good zoning practice, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to add the definition of auxiliary dwelling unit (ADU) and revise the definitions of accessory building/accessory structure, accessory use, garage private, garage public, lot, lot coverage, and principal permitted use contained in §175-3; amend §175-11, the statement of intent (R-1) to include ADU'S; amend §175-12(A), §175-18.2(A), §175-20, §175-29(A), and §175-37.3(A) to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S."

"I move that the Planning Commission keep the public hearing open to _____. "

"I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500319."

NOTE: This is only a draft motion. Alternative motions are also welcome.

COPY/DRAFT

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 2500319	
Background Information	Staff recommends approval to the Town Council. At the 9/2 Town Council Work Session Council discussed the text amendment and had concerns about the proposed square footage restrictions. Staff amended the proposed text and recommended that Council send it back to PC due to the substantive nature of the changes. Here is a link to the meeting videos if you would like additional context, make sure you filter to Town Council. https://www.frontroyalva.com/655/Meeting-Videos Staff's edits are highlighted in yellow.
Code Sections Amended	An ordinance to add the definition of auxiliary dwelling unit (ADU) and revise the definitions of accessory building/accessory structure, accessory use, garage private, garage public, lot, lot coverage, and principal permitted use contained in §175-3; amend §175-11, the statement of intent (R-1) to include ADU'S; amend §175-12(A), §175-18.2(A), §175-20, §175-29(A), and §175-37.3(A) to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S.

COPY/DRAFT

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE BY ADDING THE DEFINTIONS OF AUXILIARY DWELLING UNIT (ADU) AND REVISING THE DEFINITIONS OF ACCESSORY BUILDING/ACCESSORY STRUCTURE, ACCESSORY USE, GARAGE PRIVATE, GARAGE PUBLIC, LOT, LOT COVERAGE, AND PRINCIPAL PERMITTED USE CONTAINED IN §175-3; AMEND §175-11, THE STATEMENT OF INTENT (R-1) TO INCLUDE ADU'S; AMEND §175-12(A), §175-18.2(A), §175-20, §175-29(A), AND §175-37.3(A) TO ADD ADU'S AS A BY-RIGHT USE; AND ADD SECTION §175-115 AS PERFORMANCE STANDARDS FOR ADU'S.

175-3 - DEFINITIONS

ACCESSORY BUILDING/ACCESSORY STRUCTURE - A building or structure that is subordinate to, and located on the same lot as the principal permitted use of the property, of which, the accessory building or accessory structure is used for purposes that are clearly incidental to that of the principal permitted use of the property, and which is not attached by any part of a common wall or roof to the main building, or buildings, if any. No residential occupancy is permitted. An accessory building shall not exceed the height of the main building(s) located on the property; shall not be located within a required yard area that abuts a public road; and shall not be permitted where no main building exists on the property, except in the following: (i) temporary buildings or structures permitted under this chapter, (ii) accessory buildings without utilities that are used for storage purposes and do not exceed 256 square feet, and (iii) buildings, such as barns and silos, used for agricultural purposes.

ACCESSORY USE - A use of a building, lot or portion there of which is customarily incidental and subordinate to the principal permitted use of the main building or lot. ~~Accessory uses shall include the use of accessory buildings as a separate accessory dwelling unit, provided that the lot is at least 12,000 square feet in size~~, The accessory building ~~complies with~~ shall comply with the minimum setback and yard area requirements that are required for main buildings within the applicable zoning district~~. no more than one accessory dwelling is located on the property, and the accessory dwelling unit does not utilize more than 500 square feet.~~ Urban agriculture is considered an accessory use when the requirements of Section 175-110.5 are complied with.

Auxiliary Dwelling Unit (ADU) also known as in-law units, backyard cottage, or granny flat - A secondary, self-contained residential unit located on the same lot as a primary single-family dwelling. It includes independent living facilities such as a kitchen, bathroom, sleeping area, and separate entrance.

GARAGE, PRIVATE - ~~An accessory building~~ A vehicle storage structure used for the storage of vehicles by the occupants of a lot on which such building is located.

GARAGE, PUBLIC - ~~An accessory building~~ A vehicle storage structure, portion of a principal building or principal buildings used only for the storage of four (4) or more vehicles by others than only those occupants of a lot on which such building is located.

COPY/DRAFT

LOT - A parcel of land occupied or to be occupied by a building and its auxiliary or accessory buildings or by a use and accessory uses, together with such open spaces as are required under the provisions of this chapter, having at least the minimum area required by this chapter for a lot in the zone in which such lot is situated and having its principal frontage on a public or private street approved by the Town.

LOT COVERAGE - The maximum percent of the lot which may be occupied by buildings or structures, including auxiliary or accessory buildings or structures.

PRINCIPAL PERMITTED USE – A specific use, or uses, of a lot that are permitted on a particular lot, based on the regulations of the underlying zoning district, and the main use, or uses, of the property, as distinguished from an auxiliary or accessory use.

STATEMENT OF INTENT (R-1) (175-11)

The R-1 District is composed of quiet, low-density residential areas, plus undeveloped areas where similar residential construction appears likely to occur. The standards set forth for this district are designed to stabilize and protect the essential character of the areas so delineated, to promote and encourage a suitable environment for family life where children may or may not be present, to provide areas for suitable expansion of the Town as facilities are provided and to prohibit all commercial activities. Development is, therefore, limited to relatively low concentration, and permitted uses are limited to single-unit dwellings, plus selected additional uses, such as schools, parks, churches, Auxiliary Dwelling Units (ADUs) and certain public facilities that serve the residents of the district. Mobile homes or rooming houses are prohibited.

USES PERMITTED BY RIGHT(R-1) (175-12)

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-1 District, the following uses of land and buildings are permitted by-right in the R-1 District:

<u>RESIDENTIAL:</u>
Single-family dwellings, detached.
Auxiliary Dwelling Units (ADUs).

<u>COMMERCIAL:</u>

<u>INDUSTRIAL:</u>

<u>ORGANIZATIONAL:</u>
Churches.
Public libraries.
Schools.

COPY/DRAFT

USE REGULATIONS (R-1A) (175-18.2)

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-1A District, the following uses of land and buildings are permitted by-right in the R-1A District:

RESIDENTIAL:
Single-family dwellings, detached.
Auxiliary Dwelling Units (ADUs).

USES PERMITTED BY RIGHT (R-2) (175-20)

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-2 District, the following uses of land and buildings are permitted by-right in the R-2 District:
RESIDENTIAL:
Duplexes.
Single-family dwellings, detached.
Two-family dwellings.
Auxiliary Dwelling Units (ADUs).

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

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.
Auxiliary Dwelling Units (ADUs).

PERMITTED USES (PND) (175-37.3)

A. All planned neighborhood developments shall permit the following residential and Auxiliary uses:

1. Detached single-family dwellings;
2. Two-family dwellings;
3. Multi-family dwellings;

COPY/DRAFT

4. Townhouses with a maximum of eight units per structure;
5. Auxiliary Dwelling Units (ADUs)
6. Accessory buildings or uses as defined in Town Code section 175-3;
7. Recreation or park facilities;
8. Retirement living facilities (handicapped accessible)
9. Municipal buildings or uses;
10. Public utilities: poles, lines, booster and relay stations, distribution transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewerage systems. Such utilities shall be buried or otherwise screened in accordance with design standards of the development;
11. Home Occupations as set forth in section 175-108;
12. Public libraries;
13. Schools;
14. Churches;
15. Special childcare services;
16. Open space and conservation areas; and
17. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

COPY/DRAFT

175-115 – Auxiliary Dwelling Unit (ADU)

The ADU ordinance permits one Auxiliary dwelling unit in the selected zoning districts of R1, R1A, R2, R3 and PND with residential housing, subject to the following:

A. The Auxiliary dwelling unit must be located on the same lot as a single-family detached dwelling (existing or proposed) and only one (1) ADU is permitted per residential lot.

B. The property must be owner occupied.

C. The internal ADU shall not extend beyond the existing footprint of the primary structure and shall not contain less than six hundred (600) square feet of residential floor area.

~~1. *Floor area* means the sum of the horizontal areas of enclosed building space on all floors of all buildings on a lot measured from the exterior face of exterior walls and including intervening partitions, halls, lobbies, stairways and elevator shafts. The following shall be excluded from calculation of floor area:~~

~~a. Open exterior balconies and other unenclosed spaces.~~

~~b. Uncovered terraces, patios, porches, or steps.~~

~~c. Garages, carports or other areas, enclosed or unenclosed, used for the parking or circulation of motor vehicles.~~

~~d. Areas for housing major mechanical equipment which serves the building as a whole or major portion thereof, but not including utility areas within individual dwelling units.~~

~~e. Areas for common special purpose use by occupants of the premises, including laundries, recreation areas, sitting areas and libraries in buildings devoted to dwelling use, and storage areas, and areas devoted exclusively to management and/or maintenance of the premises in buildings devoted to any use, but not including incidental commercial activities in any case.~~

D. Detached ADUs shall be a minimum of 600 square feet but cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.

E. The Auxiliary dwelling unit must follow the underlying zoning district requirements (setbacks, lot coverage, appearance, height, etc.). Detached ADUs shall not exceed the maximum lot square foot coverage allowed in the zoning district the ADU is located.

F. Access to an ADU shall be provided in accordance with requirements of the Department of Fire and Emergency Services.

175-~~114~~ 118—175-122 - (RESERVED)

COPY/DRAFT

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: November 3, 2025 Item: 3B

Agenda Item: Ordinance Amendment 12-2 Public Works Fees

Summary: Staff provided Town Council with information regarding the Manassas Avenue Disposal Site during the May 12, 2025, work session. Council later discussed Warren County residents using the Town's Manassas Avenue Disposal Site during the Town-County liaison meeting on October 15, 2025.

Staff recommends for Town Council to approve an ordinance amendment that will allow the Town to charge out-of-town residents $15.00 for dropping off yard waste at the Town's Manassas Avenue Disposal Site.

Budget/Funding: 4203-3160802 Solid Waste Sale of Refuse

Staff Recommendation: Staff recommends for Council to discuss any questions or concerns then move forward with holding a public hearing for the applicable ordinance amendment.

12-2 PUBLIC WORKS FEES

After hours shut-off calls (water)	$30.00
Data Log Obtained from Water Meter within 12 mo	$25.00 for the 3rd and subsequent
Excavation for Sewer Clean Out Installation	$150.00 per hour
Freon Removal (white goods commercial or residential)	$15.00
Grease Trap Inspection (3rd and all subsequent)	$50.00 per inspection
On-Call Refuse Collection	found in § 85-3(E) of the Town Code
Recreational Vehicle Septic Tank Dump	$17.50 each
Right-of-Way Utilization Fee	$25.00 plus bond and insurance
Septic Tank Waste	$58.55 per 1,000 gallons
Temporary Hydrant Meter Deposit (agreement for reading of water must be signed)	$400.00 5/8" and smaller $2,350 greater than ⅝"
Tires with or without Rim	$5.00 per tire
Water Meter Test (2nd or subsequent test)	$25.00 each
White Goods Disposal, Commercial	$15.00 per item + $15.00 per Freon item
White Goods Disposal, Residential	No Charge plus $15.00 per Freon item
Yard Waste Disposal, Commercial, Lg. Truck	$50.00
Yard Waste Disposal, Commercial, Pickup Tk	$25.00
Yard Waste Disposal, Residential (Town or County Decal Required)	No Charge
Yard Waste Drop Off Fee for Out of Town Residents at Manassas Avenue Disposal Site	$15.00 per passenger vehicle load

(Res. of 1-26-04; Ord. of 6-23-08; Ord. of 7-13-09; Ord. of 6-25-12; Ord. of 6-8-15; Ord. of 6-12-17; Ord. of 4-22-19; Ord. of 6-8-20; Ord. of 5-27-25(5))

DRAFT

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: November 3, 2025 **Item: 4**

Agenda Item: Update on the Liaison Meeting Items

Summary: On Thursday, October 16, 2025, the Town & County held their liaison meeting at the Warren County Government Center. During the meeting there were three items that were discussed to take back to Council for further review.

- Tourism
  - Develop a strategy and plan for a future joint tourism effort.
- McKay Springs
  - Schedule a possible meeting between the Town, County and Shenandoah Valley Battlefield Foundation
- Economic Development
  - Review County's proposal for an Economic Development Consultant.

Budget/Funding: N/A

Staff Recommendation: N/A

Statement of Need: Economic Development Strategic Planning Consultant

Executive Summary

Warren County seeks to engage a qualified economic development consultant for a critical six month strategic planning project. This engagement will create an actionable framework for resumption of economic development activity that leverages Warren County's unique assets and addresses specific institutional challenges to enable the Board of Supervisors to hire an economic development professional equipped with a clear mandate and implementation roadmap.

Background and Current Situation

Warren County possesses exceptional economic development assets, including its strategic position as the northern gateway to Shenandoah National Park, which generates $175 million annually (2024) in regional visitor spending. However, the County has experienced significant disruption to its economic development function since at least 2018, creating both challenges and opportunities that require strategic navigation.

Institutional Landscape Analysis Required

The County's economic development revival must account for existing institutional structures and their current status:

- **Economic Development Authority (EDA)**: While legally intact, the EDA operates under significant constraints due to default status and ongoing litigation. The consultant must evaluate potential roles this entity could fulfill within legal limitations and recommend optimal integration strategies.
- **Town of Front Royal Partnership Dynamics**: The Town and County operate independent tourism marketing efforts with human resources and digital marketing costs. The economics of collaboration need to be examined and a re-assessment of potential for joint efforts between Town and County made.
- **Industrial Development Constraints**: Limited site availability in the County's industrial corridor, combined with case-by-case Town water service agreements, creates uncertainty for industrial prospects requiring deliberate strategic prioritization of different veins of economic development activity and sequencing.

Strategic Context and Priorities
Warren County's economic development approach must be grounded in realistic assessment of current capabilities and market position. Based on comprehensive analysis of regional advantages, the County's immediate competitive strength in economic development lies in tourism, while industrial development represents a longer-term strategic objective requiring sustained investment and relationship building.

COPY

Tourism Development as Primary Near-Term Strategy: The County's gateway position to Shenandoah National Park, combined with dedicated tourism tax revenue, indicates near-term opportunity for strategic tourism infrastructure investments aimed at increasing overnight visitor numbers, such as sports tourism facilities, business conference capabilities, and/or entertainment venues.

Industrial Development as Strategic Long-Term Initiative: While maintaining long-term industrial development goals, immediate priorities should focus on strengthening existing competencies and addressing infrastructure constraints as a precursor to aggressive industrial recruitment activities which are longer term.

Statement of Need

The Board of Supervisors requires professional facilitation to develop a strategic framework that addresses Warren County's unique institutional challenges while capitalizing on distinctive economic assets. This framework must provide clear direction for hiring an economic development director with specific mandates rather than generic responsibilities.

Project Objectives

Institutional Integration Analysis: Evaluate optimal roles for existing EDA within legal constraints and develop recommendations for integration with overall economic development strategy.

County-Town Partnership Framework Development: Analyze potential cooperation models between Warren County and Town of Front Royal. Specifically examining resource-sharing arrangements that eliminate duplication of effort and focus on a unified tourism market.

Tourism Infrastructure Investment Strategy: Develop framework for utilizing tourism tax revenues for capital projects that enhance regional tourism competitiveness, such as sports tourism facilities, conference centers, and entertainment venues, while maintaining separate marketing function through partnership arrangements.

Strategic Economic Development Position Definition: Create comprehensive job description and performance metrics for an economic development director position that emphasizes strategic coordination and implementation rather than generic economic development activities, with clear mandate for tourism-focused immediate activities and longer term industrial development planning.

Implementation Roadmap Creation: Establish specific timelines, milestones, and resource allocation strategies that prioritize tourism development effectiveness while building foundation for longer-term industrial development capabilities.

COPY

Scope of Work

Phase 1: Institutional and Partnership Analysis

- Comprehensive evaluation of EDA legal status and potential functional roles within economic development strategy
- Analysis of Town of Front Royal tourism marketing capabilities, resources, and partnership potential
- Assessment of County tourism marketing effectiveness and resource allocation
- Evaluation of regional tourism market positioning and competitive advantages

Phase 2: Strategic Framework Development

- Development of County-Town cooperation models with specific resource-sharing scenarios and cost-benefit analysis
- Tourism infrastructure investment prioritization aligned with revenue streams and market opportunities
- Industrial development site assessment and infrastructure constraint analysis
- Regional partnership identification and engagement strategy development

Phase 3: Implementation Framework and Position Specification

- Creation of detailed economic development director job description with specific mandates and performance metrics
- Development of tourism tax revenue allocation framework balancing marketing partnerships and capital investments
- Establishment of industrial development timeline and preparatory activities
- Board of Supervisors implementation roadmap with specific decision points and resource commitments

Expected Deliverables

1. **Institutional Analysis Report**: Comprehensive assessment of EDA status, Town partnership potential, and optimal organizational structures
2. **County-Town Cooperation Framework**: Detailed partnership models with financial scenarios and implementation requirements
3. **Tourism Investment Strategy**: Capital project prioritization and revenue allocation recommendations
4. **Economic Development Director Position Specification**: Tailored job description reflecting Warren County's specific strategic priorities and institutional context
5. **Implementation Roadmap**: Detailed timeline with milestones, resource requirements, and Board decision points
6. **Board of Supervisors Plan**: Framework document enabling decisive action plan on economic development director hiring and partnership initiatives

COPY

Project Outcome

This consulting engagement will position Warren County to hire an economic development professional with clear strategic direction, established partnerships, and defined implementation priorities. The resulting framework will enable immediate progress on existing competencies with tourism expansion initiatives through both marketing and capital projects, while building a foundation for longer-term industrial development success, ensuring economic development activities leverage Warren County's unique advantages and address specific institutional challenges.

Timeline and Next Steps

Project Duration: 4-6 months from contract execution
Estimated Budget Range: To be determined through RFP process
Expected Start Date: [To be inserted]

Board Presentation: Final deliverables presentation 120-180 days of project initiation
This strategic planning project will enable Warren County to move from institutional challenges to strategic implementation, ensuring that economic development leadership hiring and partnership development align with the County's distinctive assets and market position.

COPY

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: November 3, 2025 Item# 05

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, the Front Royal Economic Development Authority (FREDA).

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*** _____