TOWN COUNCIL REGULAR MEETING
Monday, November 24, 2025 @ 7:00pm
Warren County Government Center

View LIVE on Government Access Channel 16 or https://www.frontroyalva.com/673/Town-Hall-Live

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

4. APPROVAL OF MINUTES – *I move that Council approve the Council meeting minutes of October 27, 2025 Regular Meeting, November 3, 2025 Work Session and November 10, 2025 Work Session, as presented.*

5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (*REQUIRES UNANIMOUS VOTE)* AND/OR REVISION TO ORDER OF BUSINESS *(REQUIRES MAJORITY VOTE)*

6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS –
   A. Recognition of Service on BAR Gary D. "Dewey" Vaughn
   B. Recognition of Royal Oak Bookshop 50 Year Anniversary

7. PUBLIC HEARINGS
   A. Zoning Text Amendments to Chapter 175 to Define Designated Special Circumstance Housing.

   B. Zoning Text Amendments to Chapter 175 to Define the Use of an Auxiliary Dwelling Unit.

   C. An Ordinance to Rescind Town Code §12-6 Pertaining to FOIA Fees

   D. An Ordinance Amendment to Town Code §12-2 to Add Yard Waste Drop-Off Fee for Out-of-Town Residents

   E. Sale of Approximately .2942 Acres of Public Rights of Way of N. Royal Avenue and the Unimproved Alley Between N. Royal Avenue and Virginia Avenue

   F. FY25-26 Budget Amendment for Outstanding Purchase Orders

8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

9. REPORTS
   A. Report of Town Manager
   B. Report of Councilmembers
   C. Report of the Mayor

10. CONSENT AGENDA ITEMS
   A. Letter of Credit Renewal for Economic Development Access Grant and Authorized Signatory
   B. Purchase of Copier/Printer Equipment, Lease, and Service
   C. Microsoft User Volume Licensing Renewal
   D. Budget Transfer for Zoning Enforcement

11. BUSINESS ITEMS – None

12. ADJOURN

Moment of Silence
Pledge of Allegiance was led by Gunnar Larsen and Mason Larsen

ROLL CALL BY CLERK OF COUNCIL
PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman R. Wayne Sealock
Councilman Glenn E. Wood
OTHERS PRESENT: Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Assistant Town Manger B.J. Wilson
ABSENT: Town Manager Joseph W. Petty

APPROVAL OF MINUTES –Councilman Ingram *moved seconded by Vice Mayor Veitenthal that Council approve the Council Meeting minutes of September 22, 2025 Regular Meeting, and October 6, 2025 Work Session, as presented.*

There was no roll call vote. The minutes were approved as presented with no objections.

ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS –
Vice Mayor Veitenthal moved seconded by Councilwoman DeDomenico-Payne *that Council remove Public Hearing #7B – Zoning Text Amendments to Town Code Chapter 175 Pertaining to Designated Special Circumstance Housing and direct staff to re-notice the Public Hearing for November 24, 2025.*

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

RECOGNITIONS/AWARDS/REPORTS -
Mayor Cockrell recognized and thanked Katherine Snyder for her four years of service on the Board of Architectural Review (BAR). She advised that Gary D. "Dewey" Vaughn will be recognized on November 24, 2025 for his service.

PUBLIC HEARINGS
Rezoning Application Submitted by Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust, Requesting an Amendment to the Zoning Map to Reclassify Vacant Lots on Elsia Drive from C-1 Community Business District to R-3 Residential District.

Mayor Cockrell asked Council if there were any questions for staff or the applicants.

Council confirmed with staff that there was no access to S. Royal Avenue, no proffers offered, and the Planning Commission had recommended approval.

Mayor Cockrell opened the public hearing, since there were no speakers, the public hearing was closed.

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In furtherance of the purposes and objectives contained in Town Code §175-1 (B), Councilwoman DeDomenico=Payne moved seconded by Vice Mayor Veitenthal that Council approve a rezoning application submitted by Michael Williams and Stephen Williams, Co-Trustees of the James E. Williams Family Trust requesting an amendment to the zoning map to reclassify vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1 Community Business District to R-3 Residential District.

Vice Mayor Veitenthal noted that the said lots were not inclined to be commercial. Councilman ingram agreed noting it was better suited as residential.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

REMOVED - ~~Zoning Text Amendments to Town Code §175-3 – Definitions to define Designated Special Circumstance Housing, §175-12.1 – Uses Permitted by Special Permit (R-1), §175-18.2.B – Use Regulations (R-1A), §175-20.1 – Uses Permitted by Special Permit (R-2), §175-37.3 – Permitted Uses (PND) to add Designated Special Circumstance Housing Performance Standards by Special Use Permit and to Create §175-153 to add Designated Special Purpose Housing Performance Standards.~~

Ordinance Amendment to Rescind Town Code Town Engineer §4-43 – Appointment: Duties from the Town Code.
Mayor Cockrell opened the public hearing.

Mayor Cockrell opened the public hearing, since there were no speakers, the public hearing was closed.

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council adopt an ordinance amendment to the Town that rescinds Town Engineer 4-43 – Appointment; Duties from the Town Code, as presented.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A

ROLL CALL

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

Donald Stallings, 142 Rugby Street, reminded Council that asked them to grant him access to his property through Town property on numerous occasions, voicing concern there was no decision made publicly. He suggested that Council legally formalize access by proper documentation, specifying his willingness to work with the Town.

REPORTS

Town Manager Report – Finance Director/Assistant Town Manager BJ Wilson gave the following reminders: The Town was in Voluntary Water Conservation; line painting would occur this week at night; night work continues on the water service upgrades on N. Royal Avenue from Commerce Avenue to 6th Street with paving to occur shortly thereafter and weather permitting; 8th Street Bridge Project continues; Citizens Academy kicked off; The Hometown Hero Military Tribute Banners will be hung on Royal Avenue this week between 14th Street and Criser Road.

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Town Council Reports
Councilman Rappaport attended the NAACP Freedom Fund Dinner and the VML Conference.

Councilman Ingram attended the VML Conference and the Town's Spooky Saturday Event.

Vice Mayor Veitenthal reminded water users to be mindful of their water usage since the Town was in Voluntary Water Conservation. She attended the Main Street America Event; Unveiling/Dedication of John Marlow Plaza; and Festival of Leaves.

Councilman Sealock attended the Festival of Leaves. He noted that the last three weekends law enforcement had been directing traffic for "leaf peeper" traffic.

Councilman Wood attended the Chamber of Commerce's Coffee and Conversation; a speech from Dr. Martin, Interim Superintendent of Warren County Public Schools; Ribbon Cutting for Humane Society's Pick of the Litter Thrift Store; Main Street America Event; Dancing Downtown/Festival of Leaves; Unveiling/Dedication of John Marlow Plaza; NSVRC Event at Belle Grove; Rotary Club's Fundraiser for International Polio Day; Northern Virginia 4-H Enchanted Forest Fundraising Gala and three separate Celebrations of Life (Brenda Wells, Debbie Llewelly, James Vaughn). He reminded citizens of the Salvation Army's Angel Tree Program Sign up; Salvation Army's Community Thanksgiving Meal, Dinner Together' s Thanksgiving Meal, Cars Changing Lives Event and to vote.

Councilwoman DeDomenico-Payne attended the Ribbon Cutting for Humane Society's Pick of the Litter Thrift Store; Grand Opening for Reitano Vineyards New Tasting Room; Liaison Committee Meeting; Unveiling/Dedication of John Marlow Plaza; a gathering of community service nonprofits coordinated by the Hike Kidz Foundation; Town's Spooky Saturday Event handing out candy. She specifically noted and thanked the many "behind the scenes" planners and organizers for many community events. She asked drivers to be careful on Halloween night.

Report of the Mayor – Mayor Cockrell met with the women who started Boxes of Basics jointly with the Hike Kidz Foundation. She attended the NAACP Freedom Fund Dinner; St Lukes Community Clinic's 25 Years of Giving and Growing Foundation Dinner/Auction; Warren Coalition's Kids Day Event; Brenda Wells Celebration of Life; Interview with the Warren County Educational Endowment Grant Committee; Grand Opening for Reitano Vineyards New Tasting Room; Citizen Academy's Kick Off; Warren County Adult Recovery Court Commencement; Hike Kidz Foundation Hearts Unveiling at Stone Branch's Art Center; Unveiling/Dedication of John Marlow Plaza; Dancing Downtown/Festival of Leaves; Main Street America Event; Adult Recovery Court Meeting; Liaison Committee Meeting; Brickhouse Bar/Grill One Year Celebration; 40th Warren County High School Class Reunion; Warren County Education Endowment Dinner; Hilda J. Barbour Elementary School's Haunted House as the "scary creature"; and the Town's Spooky Saturday Event handing out candy.

The Mayor and Council thanked the many businesses, nonprofits and Town staff for their hard work and dedication to the many events organized for the community's enjoyment.

CONSENT AGENDA ITEMS

Purchase of School Zone Flashing Beacon Systems
Council approved the purchase of thirteen (13) TAPCO School Zone Flashing Beacon Systems, along with six (6) replacement solar modems for existing units, from Control Technologies, Inc., in the amount of $103,858.00.

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Purchase of Flex by Motorola Solutions Software Subscription Package Upgrade for Police Department
Council approved the purchase of upgrading the Flex software by Motorola Solutions, to the Subscription Package for the Police Department, in the amount of $78,485.37.

FY26 Budget Amendment to Receive Traffic Signal Equipment Reimbursement
Council approved a FY26 Budget Amendment in the amount of $51,889.20 to receive funds from a citizen's insurance carrier to offset expenditures associated with a traffic accident at the intersection of Westminster Drive and John Marshall Highway on September 7, 2025.

FY26 Budget Amendment to Receive DMV Alcohol and Police Traffic Services Grant Funds
Council approved a FY26 Budget Amendment in the amount of $45,058.00 to receive DMV (Division of Motor Vehicles) grant funds for enhancing alcohol and speed enforcement efforts. The grant funding will be used to cover officer overtime costs, purchase two radar units and two preliminary breath test (PBT) alco-sensors.

Reappointment to Local Board of Building Code Appeals (LBBCA)
Council reappointed Charles Gornowich to the Local Board of Building Code Appeals (LBBCA) to a 4-year term beginning November 1, 2025 and ending November 1, 2029.

Appointments to Board of Architectural Review (BAR)
Council appointed Teresa Henry and Kevin Cuddeback to the Board of Architectural Review (BAR) each to a 4-year term beginning November 13, 2025 and ending November 13, 2029.

Recommendation of Appointment to Board of Zoning Appeals (BZA)
Council recommended to the Judge of the Circuit Court the appointment of Tim Brogan to the Board of Zoning Appeals (BZA) to an unexpired term ending May 1, 2026.

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council approve the Consent Agenda as presented.

Mayor Cockrell read aloud the appointments and thanked them for their willingness to serve.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

BUSINESS ITEMS – N/A

CLOSED MEETING
Councilman Ingram moved seconded by Councilman Wood 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)(3) of the Code of Virginia, discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, the sale of vacated 13,324 square feet of N. Royal Avenue and the unimproved alley between N. Royal Avenue and Virginia Avenue.

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Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Vice Mayor Veitenthal did not go into the closed meeting due to its subject.

Councilman Rappaport moved seconded by Councilman Sealock 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.

Vote: Yes – Councilmembers Wood, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – Vice Mayor Veitenthal
Abstain – N/A ROLL CALL

The meeting adjourned at approximately 9:05pm.

Approved by Town Council
Date: _____

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The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman Glenn E. Wood
ABSENT: Councilman R. Wayne Sealock

OTHERS PRESENT: Town Manager Joseph W. Petty
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

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NEW BUSINESS

Ordinance Amendment to Rescind Town Code §12-6 - Miscellaneous Fees – Clerk of Council Tina Presley explained that this was a housekeeping item, stating there was no purpose served by restating state law in Town Code. Council agreed to advertise for a public hearing on the 24th.

FY26 Budget Amendment – Outstanding Purchase Orders – Finance Director BJ Wilson explained that this item was to carry forward to fiscal year 2026 unpaid balances on purchase orders not completed as of June 30, 2025. He advised that any increase greater than 1% of the original budget required a public hearing. He highlighted the following: Debt Service Fund – Happy Creek Phase 2 and 3; Special Project Fund – Police Department Construction, W. Main Extension, and West Main Connector Grant Repayment; Information Technology - E-Summons (Police) and 50% cost of equipment replacement for Government Center; Tourism - Banners and Visitors Center Renovation; Horticulture - Trees for Tree Canopy/Main Street Gazebo Year 1 of 2 and Appalachian Trail Connector Feasibility Study; FREDA – Seed Money; Energy Services – Cost of Service Study and Meter Reading; Electric – Project Management for ERP Software; Waste Water Treatment Plant - Municipal Advisory Service Centrifuge Riverton and Riverton Pump Station; Water Line Maintenance – Redundant Waterline Funds; Solid Waste- Replace Refuse Truck; Highway Maintenance - 2 Freightliner Dump Truck Chassis and Criser Road Sidewalk Project; Sidewalk Construction – Luray Avenue (Overlook Drive to Criser Rd), 8th Street Bridge Replacement and Shenandoah Avenue Street Lights.

Mr. Petty explained that the W. Main Connector/Extension required an adjacent property (IT Federal) to come into compliance with DEQ. He also explained the equipment replacement in the Government Center was the microphones. Mr. Wilson explained the centrifuge bond process that included the Riverton Pump Station and another bond that was for clearwells and sedimentation basins on Jamestown Road and the 4-H Center. He noted that GPS was for tracking all Town vehicles not for directional. Mr. Wilson confirmed that overall, there were less projects than last year. There was discussion about seed money for the Commerce Avenue Bridge Project. He confirmed that the Cherry Street Project was fully funded and that he would get Council the total cost of that project. Council agreed to advertise for a public hearing on the 24th.

Economic Development Access Grant Letter of Credit – Mr. Wilson explained that the Town was required to maintain a Letter of Credit in the amount of $106,558.26 until the remaining grant funds were resolved. He reminded Council that a portion of the grant was paid in July, and the remaining is expected to be paid in December. Council agreed to add to the Consent Agenda on November 24th.

UNFINISHED BUSINESS

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 – Director of Planning Lauren Kopishke advised that this text amendment was before Council in September and Council referred it back to the Planning Commission for some changes. She reviewed the changes: 1) cannot extend beyond the existing footprint and must be a minimum of 600 square feet and 2) detached can be 600 to 1000 square feet maximum but not more than 80% of total square footage. She advised that there were no speakers pertaining to these changes at the Planning Commission public hearing; and their vote was unanimous. Councilman Rappaport asked whether they could be rental units. Ms. Kopishke advised that they could, but the primary had to be owner occupied. He questioned how to determine if it was a rental. Ms. Kopishke advised that it would be complaint driven and that she would get him the percentage in R-1 that could be allowed by right. Ms. Kopishke advised that the new homes slated for the Happy Creek Road area were 9,000 – 12,000 square foot lots and the historic district lots were approximately 7,000 square feet. Mayor Cockrell suggested that Council take the time between now and the public hearing to get their questions answered. Council agreed to advertise for a public hearing on the 24th.

Ordinance Amendment Town Code §12-2 Public Works Fees – Town Manager Joe Petty advised there was discussion about this item at the October Liaison Committee meeting and there was no feedback from the County. He advised that the Yard Waste Drop-Off Fee for out-of-town residents at the Manassas Avenue Disposal Site would be $15.00 per passenger vehicle load. He explained the process of purchasing a ticket at Town Hall and showing the ticket at the yard. He suggested using an effective date of February 1, 2026 to give time to educate the community about the fee change. Councilwoman DeDomenico-Payne suggested exploring technology such as a QR code so residents would not have to physically go to Town Hall to pay. Mr. Wilson advised that it may be accomplished with the new software. Council agreed to advertise for a public hearing on the 24th.

UPDATE ON LIAISON COMMITTEE MEETING ITEMS – Mayor Cockrell advised that the following three items were discussed at the October Liaison Committee meeting and it was asked of Council to give their input.

Tourism – After a brief overview, the Mayor asked if there was any interest on collaborating with the County on this subject. Councilman Wood gave an overview of the October 30, 2025 Tourism Committee Meeting he attended with Community Development/Tourism Director Lizi Lewis. He passed out the agenda from that meeting that included information on a challenge coin and scavenger hunt for the upcoming nations 250th birthday in 2026. He also passed out a Tourism Strategic Plan handed out at the meeting. Mr. Wood stated that the Town currently produced a lot with its own dollars such as the Visitor Center and advertising various events that included the County such as wineries and watering holes to name a few. He voiced concern that the Town did not have the money to do more and feared a duplication of efforts suggesting asking the County for a more in-depth conversation to include contributing a match of $27,000 which is the Town's Tourism budget. Mayor Cockrell advised that the question at the Liaison Committee meeting was to let the Town Staff work with the County Staff and it was met unfavorably. She agreed the Town was already promoting the Town and County and giving additional funds to the Town would be wise. There was discussion about the County hiring a consultant and how the County was required to spend 3% of their 5% TOT (Transient Occupancy Tax) dollars on Tourism specifically noting the Town did not have that requirement.

After much more discussion, Mr. Petty suggested having Town Staff bring a proposal to Council that could be sent to the County. He explained that spring marketing does not start in the spring and voiced concern about waiting for the County to hire a consultant and then waiting for the results. It was noted that there were no jurisdictional boundaries when it came to Tourism.

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Vice Mayor Veitenthal stated the biggest issue was defining Tourism and/or Agritourism. She stated that reinventing the wheel was the wrong way to go since Town Staff was already doing Tourism every day. It was suggested to show the County the Town's budget so they could pick what they wanted to fund, initiating full transparency. Councilwoman DeDomenico-Payne opined that the County was in a different place, and it was not a good time to meet with the County for a discussion. She voiced concern about co-mingling the funds. It was suggested that Mr. Petty ask what the County was using their Tourism dollars for and that it be placed on the January Liaison Committee meeting agenda for further discussion.

McKay Springs – After a brief update from Mayor Cockrell on the Liaison Committee meeting, she asked whether Council wanted to schedule a meeting with the Shenandoah Valley Battlefields Foundation pertaining to selling the property to them. Vice Mayor Veitenthal explained her conversation with a representative of the Foundation stating that they were not interested in pursuing the sale if the Town and County could not come to an agreement. Councilman Ingram opined that the sale preserved the property. Mrs. Veitenthal stated that there was a way to preserve the property without it becoming a battlefield. After much discussion Council agreed to meet with them and asked Mr. Petty to reach out to Kevin Walker of the Foundation to schedule after the first of the year, suggesting the January Liaison Committee meeting.

Economic Development – After a brief update from Mayor Cockrell on the Liaison Committee meeting, she asked whether Council would like to collaborate and work together. It was noted that the County's agenda for Wednesday night was to proceed with consultant services for economic development. There was the mention of redundancy of having two EDAs and that FREDA needed to be looked at strategically and figured out long term. Mayor Cockrell explained how FREDA came to be with the General Assembly's help. Mr. Petty advised that the evaluation of the WCEDA legal status was a big burden on a consultant, noting it was a robust scope of work. The conversation turned into a discussion on what to do with FREDA and the funds needed to continue with its progress. Mr. Petty advised that it was too big of a discussion to continue tonight, suggesting continuing discussion during upcoming budget meetings. There was no consensus to give money to the County for a consultant and suggested Town residents reach out to their County Supervisor. Councilman Ingram suggested holding back on FREDA until litigation was over. Councilman Wood opined that it was a waste of time, effort and money until common vision was made at the County. He suggested having FREDA stay with the little things. Vice Mayor Veitenthal suggested working with congressmen to bring industry here noting Avtex was a federal facility. It was reiterated that when budget discussions begin Council needed to talk about FREDA.

DRAFT

CLOSED MEEETING

Vice Mayor Veitenthal moved seconded by Councilman Wood 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) and 2) pursuant to §2.2-3711(A)(3) of the Code of Virginia, discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, the sale of vacated 13,324 square feet of N. Royal Avenue and the unimproved alley between N. Royal Avenue and Virginia Avenue.

Vote: Yes – Councilmembers Wood, Veitenthal, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – Councilman Sealock Abstain – N/A ROLL CALL

Vice Mayor Veitenthal left the meeting at 9:20pm due to the second item being discussed.

Councilman Rappaport moved seconded by Councilman Ingram 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.

Vote: Yes – Councilmembers Wood, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – Councilmembers Veitenthal and Sealock
Abstain – N/A ROLL CALL

Adjourned approximately 9:30pm.

Approved by Town Council

Date: ----------

DRAFT

The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman R. Wayne Sealock
Councilman Glenn E. Wood

OTHERS PRESENT: Town Manager Joseph W. Petty
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

NEW BUSINESS

Purchase of Copier/Printer Equipment, Lease and Service for the Town – Finance Director BJ Wilson advised that the current contract was expiring December 2025 and that new equipment and a new lease have been procured for all Town facilities saving the Town money. IT Director Charles Hutchins gave an overview of the lease the Town currently had compared to what the new company was offering at a decreased rate. Council agreed to add to the consent agenda for November 24th.

Microsoft User Volume Licensing Renewal – Mr. Wilson advised that the subscription for the licensing was budgeted for this year and would continue to be budgeted for the next two years. Council agreed to add to the consent agenda for November 24th.

Zoning Enforcement Budget Transfer – Town Manager Joe Petty advised that formal action for property maintenance was not budgeted explaining compliance was hard to achieve without enforcement that sometimes required funding. He suggested moving $40,000 from the Happy Creek Phase II Project to give Planning/Zoning an enforcement mechanism. Town Attorney George Sonnett advised the lien process if an invoice did not get paid. There was hope it would encourage and motivate property owners to take care of their property. Mr. Wison advised that the money for Happy Creek Phase II had been "sitting there" since 2020. Mr. Petty confirmed that "ugly" was not a nuisance and explained the process of enforcement and compliance as it related to safety. Council agreed to add to the consent agenda for November 24th.

CLOSED MEEETING

Councilman Ingram moved seconded by Vice Mayor Veitenthal 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 Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically use of Town-owned property located at Tax Map # 20A128 15 (4.382 acres) on Winchester Pike

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

DRAFT

Councilman Wood moved seconded by Vice Mayor Veitenthal 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.

Vote: Yes – Councilmembers Wood, Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Adjourned approximately 7:45 pm.

Approved by Town Council

Date: ----------

DRAFT

RECOGNITION OF SERVICE AND APPRECIATION

Presented to

GARY DUANE "DEWEY" VAUGHN
BOARD OF ARCHITECTURAL REVIEW

December 21, 2009 - November 13, 2025

Recognized for sixteen (16) years of service and dedication assisting and advising on the preservation of historic buildings and sites within the Historic District Overlay Areas of our community.

MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA

Presented this 24th Day of November 2025

Proclamation
Celebrating 50 years

Whereas, Royal Oak Bookshop celebrated 50 years in the Town of Front Royal on September 27, 2025. In 1975 Nan Hathaway opened a new bookstore in the first two rooms of an old house located at 207 S Royal Avenue soon adding an additional room in the house to create a larger retail space; and,

Whereas, in 1980 secondhand books were added and later a one level masonry building was constructed next door by joining two buildings at the rear expanding the retail space even further; and,

Whereas, the ratio of new and used books gradually changed so that present inventory is predominately secondhand, but always having a liberal sprinkling of sale books (new books at used book prices) throughout the store in all subjects; and,

Whereas, Royal Oak Bookshop, second owner Kevin Seabrook ran the shop for several years until current owner Tammy Bolden took over along with a seven-member staff totaling a combination of 84 years in bookselling who are characterized as caring booksellers rather than clerks; and,

Now, Therefore, the Mayor and Town Council of the Town of Front Royal recognize and congratulate the Royal Oak Bookshop on 50 years in business in our community.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on November 24, 2025

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 07A

Agenda Item: PUBLIC HEARING - Zoning Text Amendments to Town Code Chapter 175 to Define Designated Special Circumstance Housing

Summary: Council is requested to adopt zoning text amendments to Town Code Chapter 175 as follows:
§175-3 – Definitions to define Designated Special Circumstance Housing,
§175-12.1.A. – Uses Permitted by Special Permit (R-1),
§175-20.1 – Uses Permitted by Special Permit (R-2),
§175-30 – Uses Permitted by Special Permit (R-3)
Establish §175-117 to add Designated Special Purpose Housing Performance Standards

The Planning Commission recommends the approval of the ordinance as presented.

Budget/Funding: N/A

Meetings: Work Session held August 4, 2025. Council referred it back to the Planning Commission
Work Session held October 6, 205
Regular Meeting October 27, 2025. Council directed Staff to re-notice the ad

Proposed Motion: In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council adopt Zoning Text Amendments to Town Code §175-3 – Definitions to define Designated Special Circumstance Housing, to amend §175-12.1.A. – Uses Permitted by Special Permit (R-1), §175-20.1 – Uses Permitted by Special Permit (R-2), §175-30 – Uses Permitted by Special Permit (R-3) and to establish §175-117 to add Designated Special Purpose Housing Performance Standards, as presented.

Moved _____ *Seconded* _____

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: September 17, 2025

Public Hearing Item 1: 2500320 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendment to Town Code §175-3 to define Designated Special Circumstance Housing. Text Amendments to Town Code §175-12.1.A, §175-20.1, and §175-30, to add Designated Special Circumstance Housing performance standards by Special Use Permit and to establish Town Code §175-117 to add Designated Special Purpose Housing performance standards.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

Vice Chairman Neel moved, seconded by Commissioner Fedoryka 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, 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, within the Towns' residential districts.

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

Moved Neel *Seconded* 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: September 17, 2025

SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendment to Town Code §175-3 to define Designated Special Circumstance Housing. Text Amendments to Town Code §175-12.1.A, §175-20.1, and §175-30 to add Designated Special Circumstance Housing performance standards by Special Use Permit and establish Town Code §175-117 to add Designated Special Circumstance Housing performance standards.

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, within 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 2500320	
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 175-117 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.A (R-1); §175-20.1 (R-2); §175-30 (R-3); and establish §175-117.

FOR THE PUBLIC NECESSITY, CONVENIENCE, GENERAL WELFARE, OR GOOD ZONING PRACTICE, ZONING TEXT AMENDMENT TO TOWN CODE §175-3 TO DEFINE DESIGNATED SPECIAL CIRCUMSTANCE HOUSING. TEXT AMENDMENTS TO TOWN CODE §175-12.1.A, §175-20.1, AND §175-30, TO ADD DESIGNATED SPECIAL CIRCUMSTANCE HOUSING PERFORMANCE STANDARDS BY SPECIAL USE PERMIT AND ESTABLISH TOWN CODE §175-117 TO ADD DESIGNATED SPECIAL CIRCUMSTANCE HOUSING PERFORMANCE STANDARDS.

175-3 - DEFINITIONS

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

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.

Designated Special Circumstance Housing (DSCH) - 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.

DSCH Temporary Housing – 1 year or less

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.

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

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.

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.

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.

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:

DRAFT

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.

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.

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.

DRAFT

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.

DRAFT

175-117 Performance Standards for Designated Special Circumstance Housing

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

A. All DSCH, with the exception of individuals with developmental disabilities in any residential zoning district, shall have no more than eight (8) individuals along with one (1) or more staff member(s). 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 DSCH 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.
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.

g. 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.

DRAFT

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 November 24 2025 having been advertised in the Northern Virginia Daily on November 10 and November 17, 2025.

****

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 07B

Agenda Item: PUBLIC HEARING - Zoning Text Amendments to Chapter 175 to Define the Use of an Auxiliary Dwelling Unit

Summary: Council is requested to adopt zoning text amendments to Town Code Chapter 175 as follows:
§175-3 - Definitions, to define the use of an Auxiliary Dwelling Unit and revise the other definitions
§175-11 – Statement of Intent (R-1)
§175-12 – Uses Permitted by Right (R-1)
§175-18.2 – Use Regulations (R-1A)
§175-20 – Uses Permitted by Right (R-2)
§175-29 – Uses Permitted by Right (R-3)
§175-37.3 – Permitted Used (PND)
Create 175-115 – to add Auxiliary Dwelling Unit (ADU)Performance Standards within the Supplementary provision of Town Code.

Budget/Funding: N/A

Meetings: Work Session held September 8, 2025. Council referred it back to the Planning Commission.
Work Session held November 3, 2025

Proposed Motion: In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council adopt Zoning Text Amendments to Town Code §175-3 – Definitions to define to define the use of an Auxiliary Dwelling Unit and revise the other definitions; to amend §175-11 – Statement of Intent (R-1); §175-12 – Uses Permitted by Right (R-1); §175-18.2 – Use Regulations (R-1A); §175-20 – Uses Permitted by Right (R-2); §175-29 – Uses Permitted by Right (R-3); §175-37.3 – Permitted Used (PND); and Create §175-115 – to add Auxiliary Dwelling Unit (ADU) Performance Standards within the Supplementary provision of Town Code, as presented.

Moved _____ *Seconded* _____

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

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 _____

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

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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.

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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.

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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.

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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.

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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;

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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.

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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

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 November 24 2025 having been advertised in the Northern Virginia Daily on November 10 and November 17, 2025.

****

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 07C

Agenda Item: PUBLIC HEARING - An Ordinance to Rescind Town Code §12-6 Pertaining to FOIA Fees

Summary: Council is requested to consider rescinding Town Code §12-6 – Miscellaneous Fees pertaining to FOIA fees. The Virginia Freedom of Information Act (FOIA) 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. The Town posts a policy stating the rights of requesters and responsibilities of the locality under FOIA on the Town's website as required.

Budget/Funding: N/A

Meetings: Work Session held November 3, 2025

Proposed Motion: I move that Council adopt an ordinance that rescinds Town Code §12-6 – Miscellaneous Fees, as presented.

Moved _____ ***Seconded*** _____

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

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 November 24, 2025 having been advertised in the Northern Virginia Daily on November 10 and November 17, 2025.

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 07D

Agenda Item: PUBLIC HEARING - An Ordinance Amendment to Town Code §12-2 to Add Yard Waste Drop-Off Fee for Out-of-Town Residents

Summary: Council is requested to consider adoption of an ordinance amendment to Town Code §12-2 – Public Works Fees, to add a Yard Waste Drop-Off Fee of $15.00 for out-of-Town residents to drop off yard waste at the Town's Manassas Avenue Disposal Site, as presented. The ordinance shall be effective February 1, 2026.

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

Meetings: Work Session held November 3, 2025.

Proposed Motion: I move that Council adopt an ordinance to Town Code §12-2-Public Works Fee, to add a Yard Waste Drop-Off Fee for Out-of-Town Residents, effective February 1, 2026, as presented.

Moved _____ ***Seconded*** _____

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

AN ORDINANCE AMENDMENT TO TOWN CODE §12-2 PUBLIC WORKS FEES TO ADD A YARD WASTE DROP-OFF FEE FOR OUT-OF-TOWN RESIDENTS

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

DRAFT

This ordinance shall become effective February 1, 2026.

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 November 24 2025 having been advertised in the Northern Virginia Daily on November 10 and November 17, 2025.

****

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 07E

Agenda Item: PUBLIC HEARING - Sale of Approximately .2942 Acres of Public Rights of Way of N. Royal Avenue and the Unimproved Alley Between N. Royal Avenue and Virginia Avenue

Summary: Pursuant to §15.2-1800, Council is requested to consider the sale of approximately .2942 acre of public rights of way in a portion of N. Royal Avenue and the unimproved alley between N. Royal Avenue and Virginia Avenue previously conditionally closed and vacated by ordinance on August 25, 2025 prior to which a public hearing was held to receive public comment.

Budget/Funding: 1000-3410202 General Fund Revenue – Sale of Town Real Estate

Meetings: Work Session held July 14, 2025
Public Hearing held August 25, 2025
Numerous Closed Meetings

Proposed Motion: I move that Council approve the sale of publicly held real property described as approximately .2942 acre of public rights of way in a portion of N. Royal Avenue and the unimproved alley between N. Royal Avenue and Virginia Avenue previously conditionally closed and vacated by ordinance, to the abutting property owners, Akil Green for the amount of $3,268.99 Aaron and Harmony Hike for the amount of $27,744.66; Hike Trustee for the amount of $1,947.22; Joseph Manson for the amount of $3,593.11, subject to strict compliance with the terms and conditions of the vacation ordinance.

Moved _____ *Seconded* _____

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

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

ORDINANCE APPROVING THE CLOSURE AND VACATION OF APPROXIMATELY .2942 ACRE OF PUBLIC RIGHTS-OF-WAY IN A PORTION OF N. ROYAL AVENUE ABUTTING 1516 N. ROYAL AVENUE AND IN AN UNIMPROVED VARIABLE WIDTH ALLEYWAY LOCATED BETWEEN N. ROYAL AVENUE AND VIRGINIA AVENUE ABUTTING SEVERAL PROPERTIES

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owners Aaron L. Hike and Harmony F. Hike and Aaron Hike, Trustee ("Applicant") having applied for the vacation and sale of approximately .2942 acre of public rights-of-way, being a portion N. Royal Avenue located in front of 1516 N. Royal Avenue and an unimproved alleyway located between N. Royal Avenue and Virginia Avenue, all as shown and described on plat of survey entitled "Vacation of Town of Front Royal Alley" prepared by Pioneer Land Surveys PLC dated August 11, 2023 ("Rights-of-Way"), said plat of survey being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to all affected landowners and a duly advertised public hearing held on August 25, 2025, upon the evidence (including any report issued by a duly appointed committee of viewers that no public inconvenience would result from the discontinuance of the rights-of-way), it being the judgment of Town Council that said rights-of-way should be discontinued, closed and vacated subject to certain conditions being satisfied within one hundred twenty (120) days of the adoption of this ordinance approving of the vacation; and,

WHEREAS, Virginia Code §§15.2-1800 authorizes towns to dispose of and sell its real property following a duly advertised public hearing.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia ("Council"), that the public rights-of-way in the Rights-of-Way are discontinued, closed and vacated subject to the following stated conditions being satisfied within one hundred twenty (120) days of the adoption of this Ordinance, and that if said conditions are not satisfied within that time this Ordinance shall be null and void:

1. Following a second duly advertised public hearing, Council's approval of the sale and conveyance of all of the Rights-of-Way to the Applicant and/or any other

abutting property owner by quit claim deed, with plat of survey attached, at a sale price negotiated by the Town Manager with abutting property owner(s), and,

2. Payment of the approved purchase price by abutting owner(s), along with payment of the statutorily prescribed costs and fees of publication (and appointment of viewers, if any), with the Town Manager and Town Attorney to approve and execute all documents to be prepared by Applicant and/or other abutting property owner(s) necessary to effectuate the sale and conveyance of Rights-of-Way by quit claim deed, reserving in the Town of Front Royal a 15' utility easement along N. Royal Avenue, and,

3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines as necessary to consolidate abutting portions of Rights-of-Way into approved lot(s).

The Clerk of Council, upon the satisfaction of all conditions of this Ordinance, shall cause a certified copy of this Ordinance to be delivered to the Clerk of the Circuit Court for filing and recording in the land records, indexed with "Town of Front Royal" as Grantor and with Applicant, and/or other abutting property owner acquiring an interest in Rights-of-Way, indexed as Grantee, necessary to further effectuate this Ordinance.

This ordinance shall be effective upon enactment.

****

APPROVED:

Lori A. Cockrell

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley

Tina L. Presley, Clerk of Council

This Ordinance was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on August 25, 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~~ Abstain	Glenn E. Wood	__Yes ✓ No

A public hearing on the above was held on August 25, 2025 having been advertised in the Northern Virginia Daily on August 11 and August 18, 2025.

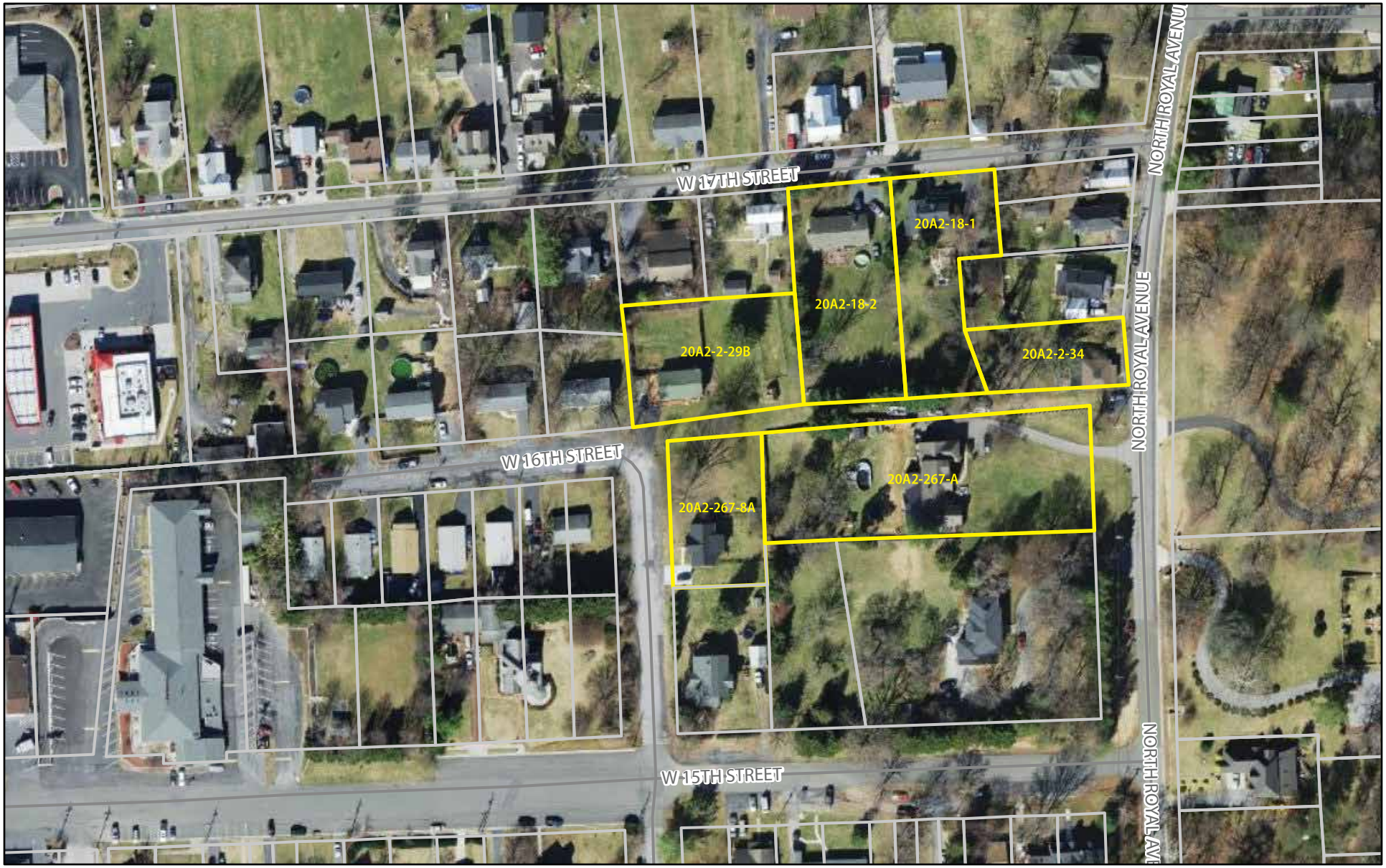
****

APPROVED AS TO FORM AND LEGALITY:

08-27-2025

George M. Sonnett, Jr. **Date**
Town Attorney

ALLEY VACATION: LAND VALUES



September 3, 2025

1:2,257

0 80 160 320 ft

0 25 50 100 m

Virginia Geographic Information Network (VGIN)

VACATION OF UNIMPROVED ALLEY: N. ROYAL AVE.

CURRENT TAX ASSESSED LAND VALUES FOR ABUTTING PROPERTIES					
Tax Map ID	**Owner**	**Acres**	**Square Footage**	**Land Value**	**Price per sq. ft.**
20A2-2-34	Manson	0.258	11,238	$ 40,700.00	$ 3.62
20A2-267-8A	Hike Trustee	0.361	15,725	$ 45,800.00	$ 2.91
20A2-2-29B	Green	0.55	23,958	$ 54,800.00	$ 2.29
20A2-18-2	Renovate Me	0.55	23,958	$ 54,800.00	$ 2.29
20A2-18-1	Beasley	0.573	24,960	$ 56,100.00	$ 2.25
20A2-267-A	Hike	1	43,560	$ 80,000.00	$ 1.84
				Average Price per sq. ft.	**$ 2.53**

PURCHASE PRICE					
Tax Map ID	**Owner**	**Acres**	**Square Footage**	**Land Value**	**Price per sq. ft.**
	Manson		**1,419**	**$ 3,593.11**	$ 2.53
	Green		**1,291**	**$ 3,268.99**	$ 2.53
	Hike Trustee		**769**	**$ 1,947.22**	$ 2.53
	Hike		3,924	$ 9,936.12	$ 2.53
			4,596	$ 11,637.72	$ 2.53
			1,012	$ 2,562.53	$ 2.53
			1,425	$ 3,608.30	$ 2.53
	Hike Total		**10,957**	**$ 27,744.66**	**$ 2.53**

TOTAL SALES $ 36,553.98

COPY

TOWN ALLEY SURVEY,
NORTH RIVER DISTRICT,
TOWN OF FRONT ROYAL,
WARREN COUNTY, VIRGINIA

SCALE:	DATE:	DRAWN BY:
1" = 50'	AUG. 24, 2020	PMH
JOB:	PAPER SIZE	SHEET:
W20-80	8.5" x 14"	1 OF 1

CLIENT: TOWN OF FRONT ROYAL

DRAWING FILE: TOWN ALLEY.dwg

PREPARED BY:
PIONEER LAND SURVEYS PLC
P.O. BOX 1012
FRONT ROYAL, VA 22630
540-631-0700

NOTES:
1. THE LAND BOUNDARY SHOWN HEREON IS BASED ON A CURRENT FIELD SURVEY.
2. NO TITLE REPORT WAS FURNISHED. THESE PROPERTIES ARE SUBJECT TO ANY ADDITIONAL EASEMENTS AND/OR COVENANTS THAT MAY NOT BE SHOWN HEREON.

COMMONWEALTH OF VIRGINIA
8/24/20
PRESTON M. HUMPHREYS
Lic. No. 3232
LAND SURVEYOR

LEGEND
○= IRON PIN FOUND
Ⓦ= WATER METER
⊗= UTILITY POLE

0 50 100 150

INST.#200005384

DECK
DWELLING #101
N/F GREEN
INST.#200005384
N/F RENOVATE ME LLC
INST.#090006935
N/F BEASLEY
INST.#190001361
N/F MANSON
INST.#160001812
DWELLING #1602
EX. ASPHALT
N. ROYAL AVE.
80' WIDE R/W
ASPHALT DRIVE
N 86°35'50" E 108.00'
N 76°38'28" E 77.14'
N 88°02'56" E 108.12'
FENCE
N 88°06'17" E 87.16'
N 88°41'01" E 149.85'
TOWN ALLEY~
VARIABLE WIDTH
UNIMPROVED TOWN ALLEY
FENCE
GRAVEL
S 86°38'20" W 100.10'
S 86°33'33" W 350.41'
ASPHALT
ASPHALT
W. 16TH STREET
50' WIDE R/W
N/F JUNK & HIKE
INST.#200001720
N/F HIKE
INST.#190004078
VIRGINIA AVENUE
60' WIDE R/W
OVERHEAD UTILITIY LINES

OWNER	VACANCY AREA TABULATION
MANSON	= 1414 SQFT
HIKE FRONT	= 3424 SQFT
HIKE	= 4516 SQFT
BEASLEY	= 1012 SQFT
RENOVATE	= 1425 SQFT
GREEN	= 1291 SQFT
JUNK	= 764 SQFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 07F

Agenda Item: PUBLIC HEARING - FY25-26 Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a FY25-26 budget amendment in the amount of $17,569,786.47 to carry forward unpaid balances on purchase orders not completed as of June 30, 2025 to fiscal year 2026. An increase of greater than 1% of the original budget requires a public hearing.

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

Meetings: Work Session held November 3, 2025

Proposed Motion: I move that Council approve a FY25-26 budget amendment in the amount of $17,569,786.47 to carry forward unpaid balances on purchase orders not completed as of June 30, 2025 to fiscal year 2026.

Moved _____ ***Seconded*** _____

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

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**

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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)**	**$**	**-**

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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**

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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**

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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

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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**

COPY

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 10A

Agenda Item: Letter of Credit Renewal for Economic Development Access Grant and Authorized Signatory

Summary: Council is requested to approve to continue a letter of credit in the amount of $106,558.28 required by the terms and conditions of the Economic Development Access Grant until the remaining grant funds are resolved or repaid by the Town. Atlantic Union Bank has requested that Council approve the Town Manager as the authorized signatory for the letter of credit renewal.

Budget/Funding: Expenditure

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

Meetings: Work Session held November 3, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve to continue a letter of credit with Atlantic Union Bank in the amount of $106,558.28 for the Economic Development Access Grant and the Town Manager as the authorized signatory of the letter of credit.

Moved _____ ***Seconded*** _____

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

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

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 10B

Agenda Item: Purchase of Copier/Printer Equipment, Lease, and Service

Summary: Council is requested to approve the purchase of copier/printer equipment, lease and service for sixty months at a cost of $165,691.80 to DDL Business Systems of Winchester, Virginia

Year	Lease & Service Fees
Year 1	$ 33,138.36
Year 2	$ 33,138.36
Year 3	$ 33,138.36
Year 4	$ 33,138.36
Year 5	$ 33,138.36
Total:	$165,691.80

Budget/Funding: Funds for the first year of the lease are available in the following line item:

1204-43005 Information Technology – Maint. Srvc. Contract $33,138.36 (Year 1)

Meetings: Work Session held November 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the purchase of copier/printer equipment, lease and service for sixty months in the amount of $165,691.80 to DDL Business Systems of Winchester, Virginia

Moved _____ ***Seconded*** _____

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

TOWN OF FRONT ROYAL – INFORMATION TECHNOLOGY DEPARTMENT

MEMO OF RECOMMENDATION: TRANSITION FROM RICOH TO DDL BUSINESS SYSTEMS (FINAL REVISED 11/5/2025)

To: Joe Petty, Town Manager

From: Charles Hutchings, IT Director

Date: November 5, 2025

Subject: Recommendation to Switch Copier Vendor from Ricoh to DDL Business Systems (Revised Proposal)

COPY

Overview

Following review of the current copier service invoices from Ricoh USA and comparison with the Final Revised Proposal from DDL Business Systems (Toshiba & Omnia Partners) dated November 5, 2025, I recommend the Town of Front Royal proceed with transitioning copier and multifunction device (MFP) services from Ricoh to DDL. The DDL plan provides superior value, greater functionality, and enhanced support at a substantially reduced cost.

Current Ricoh Costs

Invoices reviewed for October–November 2025 show a total monthly cost of approximately $3,624, including: Invoice 109581828 ($1,193.64), Invoice 109581825 ($194.34), and Invoice 109583177 ($2,235.87). These reflect ongoing lease renewals and service coverage without improvements in uptime, technology, or cloud integration.

Proposed DDL (Toshiba) Solution

The revised DDL proposal, provided through the Omnia Partners cooperative purchasing contract, replaces all Ricoh units with Toshiba e-STUDIO color and monochrome MFPs. The

new configuration includes devices tailored for each department—Finance, Clerk, HR, Planning, Public Works, and Police—with Microsoft 365 integration, encrypted storage, and fast duplex scanning. All installation, training, toner, parts, and service are fully included under the 60-month lease term.

Key replacements include: Toshiba Estudio4525ac (Town Clerk, Manager, Attorney & HR), Estudio3025ac (Planning & Zoning, Public Works, and Water Treatment), Estudio5525ac (Finance Back Office), Estudio5528a (Finance Front Office), and Estudio400/2525ac units for Police, Energy Services, and Waste Water facilities. All units offer 1200x1200 DPI resolution, secure SSDs, and connectivity to OneDrive, SharePoint, and Exchange Online.

Financial Comparison

Item	Ricoh (Current)	DDL/Toshiba 60-Month Lease	Monthly Savings
Total Monthly Spend	$3,624.00	$2,761.53	$862.47
Annual Spend	$43,488.00	$33,138.36	$10,349.64
Lease Payoff by DDL	—	Up to $4,750	Included
Devices Covered	13 Ricoh Units	14 Toshiba e-STUDIO Units	Enhanced Coverage

COPY

DDL Service Advantages

- 4-hour on-site response time guarantee
- 24-hour uptime or free loaner equipment
- Lifetime user training and support
- Full toner, parts, and staple supply coverage
- Remote Monitoring Service (RMS) for meter reads, toner levels, and errors
- Free return shipping for all existing Ricoh equipment upon transition
- Green Initiative toner recycling program

Operational Impact

The transition to DDL Business Systems will improve print management efficiency, reduce IT intervention, and provide consistent service-level compliance. The Toshiba equipment line supports the Town's ongoing shift to Microsoft 365 cloud systems, improving scan-to-email and document-sharing capabilities. The proposed units are faster, more energy-efficient, and better suited for the Town's departmental workloads.

Recommendation

Based on the cost reduction, service enhancements, and technology improvements, I recommend the Town of Front Royal approve the Final Revised DDL Business Systems proposal dated November 5, 2025, under the Omnia Partners cooperative contract. The 60-month term provides stable pricing, enhanced performance, and an annual savings exceeding $10,000 while ensuring continuity of operations and simplified vendor management.

Prepared by:

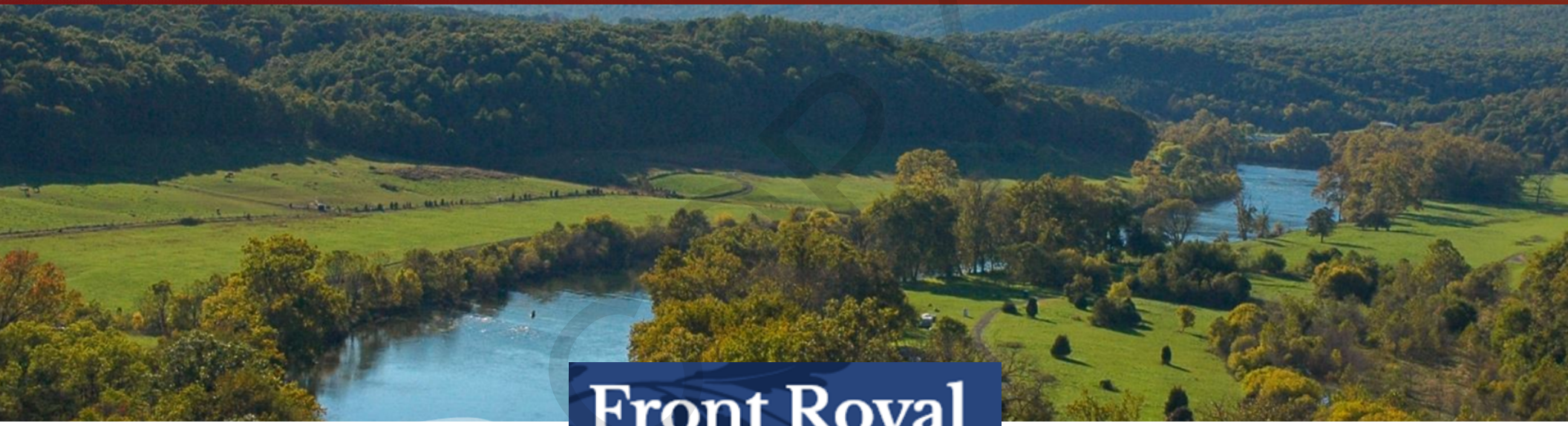
Charles Hutchings
Information Technology Director
Town of Front Royal, Virginia

COPY

DDL Business Systems, LLC

DOCUMENT SOLUTION

PROPOSAL FOR



Front Royal VIRGINIA

PRESENTED BY

Casie Winn

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

ABOUT **US**

DDL Business Systems has been working with business clients in the Shenandoah Valley area since 1997 and helping them choose the right copiers, printers and other office technology. DDL Business Systems has been able to maintain over a **95% retention rate with our customers.** We strive to provide the best value for your money to solve your office technology issues!

Today's challenges have small businesses, local and state governments and churches all trying to reduce costs without sacrificing productivity. With today's copiers and printers that include both hardware and software, there is a myriad of different solutions to choose from.

DDL Business Systems takes an in-depth approach to analyzing each client's needs. By consulting with our clients and analyzing their office technology needs, **we are able to provide specialized solutions that support their business.**

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OMNIA® PARTNERS

Power. Access. Trust.

TOSHIBA AND OMNIA PARTNERS, PUBLIC SECTOR JOIN TO PROVIDE AWARD-WINNING PRODUCTS & SERVICES

Save time and money with Toshiba America Business Solutions, Inc. and OMNIA Partners. Together they provide a cost effective solution for all your printing and document management needs. Toshiba was awarded a national cooperative contract by Region 4 Education Service Center. Through Contract **#R241204**, public municipalities and academic institutions nation-wide may now purchase Toshiba's award-winning Managed Print Services and save on all business solutions needs.

BENEFITS

- No cost to participate
- No minimum purchase requirements
- Competitively bid discount pricing no formal bid required
- Award-winning Toshiba products and services
- Local support from qualified dealers

WHO CAN PARTICIPATE?

- City/Local Government
- Count Government
- State Government
- Nonprofits
- Public, Private, Secondary, Higher Education Institutions and Systems Special Districts
- Any agency that exists for public benefit

COPY

OUR AWARD-WINNING LINE UP

OVERALL

Toshiba:

Better Buys	2020 Q4 Editor's Choice Award
Keypoint Intelligence-Buyers Lab	BLI PaceSetter 2020–2021 in Logistics

Lexmark:

Institute of Scrap Recycling Industries (ISRI)	2020 Design for Recycling® (DFR) Award
Keypoint Intelligence-Buyers Lab	Summer 2020 Printer/MFP Pick Award
Better Buys	2020 Editor's Choice Award: Lexmark MB3442adw
PCMag.com	Editors' Choice Award
Keypoint Intelligence-Buyers Lab	BLI Summer 2020 Printer/MFP Pick award
Keypoint Intelligence-Buyers Lab	BLI PaceSetter 2020–2021 in Manufacturing
Keypoint Intelligence-Buyers Lab	2019 Printer/MFP Line of the Year Award





COPY

OUR TECHNOLOGY PARTNERS

MULTI FUNCTION DEVICES:

TOSHIBA

Lexmark™

EPSON®
EXCEED YOUR VISION

SOFTWARE / Unified Communications

PaperVision® BY DIGITECH SYSTEMS, LLC

PaperCut™

PRINT AUDIT
The Print Management Company

Drive

Office 365

Dropbox

VoIP

nextiva

FirstComm
Stay Unified. Stay Secure. Stay Connected

ZULTYS

TPX

COPY

DDL **ADDED VALUE SERVICES**



- **All Setup, Installation and Training** on Included
- **Includes** all Toner, Parts and Onsite Service and Staples
- **Life-Time Training** Included
- **4-Hour** Guarantee Response Time (not including PMs)
- **24-Uptime Guarantee** or Free Loaner Provided
- **DDL Total Quality Commitment Guarantee** for Life of the Contract
- **DDL's Green Initiative Free** Close-the-Loop Toner Cartridge Recycling Program
- **DDL's Remoting Monitoring Service** RMS for Meter Readings, Low Toner and Error Codes
- **DDL will ship back** customer's current copier back to the leasing company at no charge

COPY

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

Toshiba Estudio4525ac 45-PPM Color MFP Systems to Replace Ricoh IMC5000 for Town Clerk Manager, Attorney & HR



Functions and Benefits:

- 45-PPM Color Printing and Copying Speed/Productive Speed for the Office
- 1200 x 1200 DPI Print Resolution for Crisp Vivid Images
- Single-Pass Duplex Scanning 240-IPM/Straight Paper Path Less Jams
- 4-500 Sheet & 100-Bypass Feeders/Handles all Standard and Customer Sizes & Stand
- Walk-up and PC Fax
- Mobile Print & Scan w/Ebridge App/For mobile Android and Apple Devices
- Google Print and Scan to Google Drive
- Network Print and Scan-to-File/Email/USB
- 140-Lbs Index Stock Two-Sided Printing from Paper Tray
- Ebridge Connector to Microsoft OneDrive, Sharepoint & Exchange Online

COPY

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

Toshiba Estudio3025ac 30-PPM Color MFP Systems to Replace Ricoh IMC3000 for Planning & Zoning, Public Works & Water Treatment Plant



Functions and Benefits:

- 30-PPM Color Printing and Copying Speed/Productive Speed for the Office
- 1200 x 1200 DPI Print Resolution for Crisp Vivid Images
- Single-Pass Duplex Scanning 240-IPM/Straight Paper Path Less Jams
- 4-500 Sheet & 100-Bypass Feeders/Handles all Standard and Customer Sizes & Stand
- Internal 2/3 Hole Punch and Stapler Finisher
- Walk-up and PC Fax
- Mobile Print & Scan w/Ebridge App/For mobile Android and Apple Devices
- Google Print and Scan to Google Drive
- Network Print and Scan-to-File/Email/USB
- 140-Lbs Index Stock Two-Sided Printing from Paper Tray
- Ebridge Connector to Microsoft OneDrive, Sharepoint & Exchange Online

COPY

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

Toshiba Estudio5525ac 55-PPM Color MFP Systems to Replace Ricoh IMC5000 for Finance Office Back Office



Functions and Benefits:

- 55-PPM Color Printing and Copying Speed/Productive Speed for the Office
- 1200 x 1200 DPI Print Resolution for Crisp Vivid Images
- Single-Pass Duplex Scanning 240-IPM/Straight Paper Path Less Jams
- 4-500 Sheet & 100-Bypass Feeders/Handles all Standard and Customer Sizes & Stand
- 2/3 Hole Punch and 65-Page Console Stapler Finisher
- Walk-up and PC Fax
- Mobile Print & Scan w/Ebridge App/For mobile Android and Apple Devices
- Google Print and Scan to Google Drive
- Network Print and Scan-to-File/Email/USB
- 140-Lbs Index Stock Two-Sided Printing from Paper Tray
- Ebridge Connector to Microsoft OneDrive, Sharepoint & Exchange Online

COPY

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

Toshiba Estudio5528a 55-PPM B&W MFP Systems to Replace Ricoh MP5055SP for Finance Office Front Office



Functions and Benefits:

- 55-PPM B&W Printing and Copying Speed/Productive Speed for the Office
- 1200 x 1200 DPI Print Resolution for Crisp Vivid Images
- Single-Pass Duplex Scanning 240-IPM/Straight Paper Path Less Jams
- 4-500 Sheet & 100-Bypass Feeders/Handles all Standard and Customer Sizes & Stand
- 2/3 Hole Punch and 65-Page Console Stapler Finisher
- Walk-up and PC Fax
- Mobile Print & Scan w/Ebridge App/For mobile Android and Apple Devices
- Google Print and Scan to Google Drive
- Network Print and Scan-to-File/Email/USB
- 140-Lbs Index Stock Two-Sided Printing from Paper Tray
- Ebridge Connector to Microsoft OneDrive, Sharepoint & Exchange Online

COPY

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

Toshiba Estudio2525ac 25-PPM Color Systems Energy Service Office, Front Royal Police Dept CID & Patrol



COPY

Functions and Benefits:

- 25-PPM Color Printing and Copying Speed/Productive Speed for the Office
- 1200 x 1200 DPI Print Resolution for Crisp Vivid Images
- Single-Pass Duplex Scanning 240-IPM/Straight Paper Path Less Jams
- 2-500 Sheet & 100-Bypass Feeders/Handles all Standard and Customer Sizes & Stand
- 250-SSD Encrypted Hard Drive
- Mobile Print & Scan w/Ebridge App/For mobile Android and Apple Devices
- Google Print and Scan to Google Drive
- Network Print and Scan-to-File/Email/USB
- 140-Lbs Index Stock Two-Sided Printing from Paper Tray
- Ebridge Connector to Microsoft OneDrive, Sharepoint & Exchange Online

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

DDL Business Systems, LLC

Color Toshiba Estudio400 42-PPM for Police Dept Admin, Evidence, Record FIOA, Dispatch & Waste Water Plant



Functions and Benefits:

- 42-PPM Color Printing and Copying Speed/Productive Speed for the Office
- 1200 x 1200 DPI Print Resolution for Crisp Vivid Images
- Single-Pass Duplex Scanning 240-IPM/Straight Paper Path Less Jams
- 2-500 Sheet & 100-Bypass Feeders/Handles all Standard and Customer Sizes & Stand
- 250-SSD Encrypted Hard Drive
- Mobile Print & Scan w/Ebridge App/For mobile Android and Apple Devices
- Google Print and Scan to Google Drive
- Network Print and Scan-to-File/Email/USB
- 140-Lbs Index Stock Two-Sided Printing from Paper Tray
- Ebridge Connector to Microsoft OneDrive, Sharepoint & Exchange Online

COPY

THE INFORMATION CONTAINED IS CONFIDENTIAL & PROPRIETARY

FINANCIALS

Current Financial Scenario

Machine #	Department	Current Model	Device Type	B&W/Color	Copies Per Minute	*Average Monthly Volume		Lease with Service Included	Copies/Prints Included		Total Monthly Spend Lease &
						B&W	Color		B&W	Color	
1	Town Clerk Manager, Attorney & HR	Ricoh IMC5000	Console	B&W	50	3,251		$ 1,172.80	5,999,994		$ 1,172.80
2	Planning & Zoning	Ricoh IMC3000	Console	Color	30	1,040	2,644	Included	5,999,994	$ 153.35	$ 153.35
3	Public Works	Ricoh IMC3000	Console	Color	30	975	910	Included	5,999,994	$ 52.78	$ 52.78
4	Finance Office Back Office	Ricoh IMC6000	Console	Color	50	2,427	8,646	$ 957.02	5,999,994	$ 501.47	$ 1,458.49
5	Finance Office Front Office	Ricoh MP5055SP	Console	B&W	25	9,708		Included	5,999,994		
6	Town Clerk, Manager & Attorney	Ricoh IMC2500	Console	Color	25	780	2,232	Included	5,999,994	$ 129.46	$ 129.46
7	Energy Service Main Office	Ricoh IMC2500	Console	Color	42	368	347	Included	5,999,994	$ 20.13	$ 20.13
8	Front Royal Police Department - CID	Ricoh MP2555SP	Console	B&W	25	1,040		Included	5,999,994		$ -
9	Front Royal Police Department - Administration	Ricoh IM430F	Desktop	B&W	45	910		Included	5,999,994		$ -
10	Front Royal Police Department - Patrol	Ricoh MP2555SP	Console	B&W	25	2,579		Included	5,999,994		$ -
11	Front Royal Police Department -Evidence	Ricoh MP402SPF	Desktop	B&W	42	173		$ 194.34	2,999,997		$ -
12	Front Royal Police Department - CID	Ricoh MP402SPF	Desktop	B&W	42	195		Included	2,999,997		$ -
13	Front Royal Police Department - Dispatch	Ricoh MP402SPF	Desktop	B&W	42	997		Included	2,999,997		$ -
14	Waste Water Plant	Ricoh IM430F	Desktop	B&W	42	433		$ 71.87	999,999		$ 71.87
					Monthly Average	**24876**	**14779**	$ 2,396.03			**$ 3,058.87**

COPY

DDL Business Systems, LLC

FINANCIALS

Monthly Investment Program with Omnia Partners GPO

Machine #	Department	Current Model	Device Type	Recommended Equipment	B&W/Color	Device Type	Copies Per Minute	60-Month FMV Lease	*Average Monthly B&W	*Average Monthly Color	Monthly Savings 60 Month
1	Town Clerk Manager, Attorney & HR	Ricoh IMC5000	Console	Toshiba Estudio4525ac	Color	Console	45	$ 199.00	4,031	2232	
2	Planning & Zoning	Ricoh IMC3000	Console	Toshiba Estudio3025ac	Color	Console	30	$ 175.00	1,040	2,644	
3	Public Works	Ricoh IMC3000	Console	Toshiba Estudio3025ac	Color	Console	30	$ 155.00	975	910	
4	Finance Office Back Office	Ricoh IMC6000	Console	Toshiba Estudio5525ac	Color	Console	55	$ 265.00	2,427	8,646	
5	Finance Office Front Office	Ricoh MP5055SP	Console	Toshiba Estudio5528a	B&W	Console	55	$ 200.00	9,708		
6	Energy Service Main Office	Ricoh IMC2500	Console	Toshiba Estudio2525ac	Color	Console	25	$ 110.00	368	347	
7	Front Royal Police Department - CID	Ricoh MP2555SP	Console	Toshiba Estudio2525ac	Color	Console	25	$ 110.00	1,235	532	
8	Front Royal Police Department - Administration	Ricoh IM430F	Desktop	Toshiba Estudio400	Color	Desktop	42	$ 68.00	910	451	
9	Front Royal Police Department - Patrol	Ricoh MP2555SP	Console	Toshiba Estudio2525ac	Color	Console	25	$ 110.00	2,579	1011	
10	Front Royal Police Department -Evidence	Ricoh MP402SPF	Desktop	Toshiba Estudio400	Color	Desktop	42	$ 68.00	173	0	
11	Front Royal Police Department - Records FOIA	Ricoh MP402SPF	Desktop	Toshiba Estudio400	Color	Desktop	42	$ 68.00	195	0	
12	Front Royal Police Department - Dispatch	Ricoh MP402SPF	Desktop	Toshiba Estudio400	Color	Desktop	42	$ 68.00	997	0	
13	Waste Water Plant	Ricoh IM430F	Desktop	Toshiba Estudio400	Color	Desktop	42	$ 68.00	433	150	
14	Water Treatment Plant	MC3004EX	Console	Toshiba Estudio3025ac	Color	Console	30	$ 165.38	627	0	
							Total	$ 1,829.38	25,698	16,923	
							B&W Charge	$ 195.00	B&W Charge	Color Charge	
							Color Charge	$ 737.15	$ 195.00	$ 737.15	
							Total	**$ 2,761.53**			**$ 297.34**

No overage on B&W. The overage rate for color is $.038 per copy/print and billed monthly. Color CPP locked in for term.
DDL will provide a first 90-day review, after installation, to determine color usage and billing. No overage will be charged as color allowance will be adjusted for customer going forward to help with budgeting purposes.

COPY

FRONT ROYAL POLICE DEPARTMENT
900 MONROE AVE FRONT ROYAL, VA
540.635.2111

Brian Whited
Chief of Police

To: Joe Petty, Town Manager, BJ Wilson, Finance Director/Assistant Town Manager
From: Brian Whited, Chief of Police
Date: October 30, 2025
Subject: Request for 6 copiers

The Front Royal Police Department is requesting approval for six (6) copiers, one for each division. Each part of the department handles different responsibilities, and most of our printing or copying involves sensitive or confidential information. Having dedicated copiers for each section is essential for both security and efficiency.

Administration:
This division handles confidential matters, including personnel issues, disciplinary actions, report reviews, and use-of-force investigations. These documents must be kept within the office and not accessible to general staff. A separate copier ensures privacy and prevents sensitive information from being seen or shared outside the chain of command.

Patrol Division:
Patrol officers need regular access to a copier for printing reports, summonses, and case files used as evidence and in court. They often work on deadlines and after normal business hours, so having their own machine allows them to complete reports quickly and keep cases moving without waiting for another division's copier.

Criminal Investigations Division (CID):
CID handles the most sensitive cases in the department—major crimes, evidence documentation, and victim statements. Their reports and materials are confidential and cannot be printed on shared equipment. A dedicated copier helps maintain the integrity of investigations and safeguards sensitive information.

Dispatch:
Dispatch requires constant access to a copier and fax machine. They receive and send important documents through VCIN/NCIC and work closely with courts and other agencies. This machine must stay in the dispatch center since it's used in real time for emergency information and cannot be relocated.

FRONT ROYAL POLICE DEPARTMENT
900 MONROE AVE FRONT ROYAL, VA
540.635.2111
Brian Whited
Chief of Police

Records / FOIA:

The Records Division manages all FOIA requests, report releases, and document processing for the public and other agencies. This unit has a very high volume of printing and scanning. Sharing a copier with another division would slow down operations and could cause delays in meeting state-mandated response deadlines.

Evidence:

The Evidence Division needs a copier and scanner to print forms, lab submissions, and property letters, and to prepare documents for court. As these materials are part of the evidence chain, they must be handled and printed in a controlled area. Having their own copier supports proper documentation and accountability.

Summary:

Each division's work is unique, and many of the documents produced contain confidential or time-sensitive information. Sharing a copier between divisions would slow operations and introduce unnecessary risks. Providing six dedicated copiers will help ensure that staff can complete their work efficiently while maintaining security and confidentiality.

Respectfully,

Brian Whited
Chief of Police

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 10C

Agenda Item: Microsoft User Volume Licensing Renewal

Summary: Council is requested to approve the purchase of Microsoft Volume Licenses for three years from SHI International Corporation for a total amount of $150,995.82.

Year	Subscription Fees
Year 1	$ 50,331.94
Year 2	$ 50,331.94
Year 3	$ 50,331.94
Total:	$150,995.82

Budget/Funding: Funds for the first-year subscription are available in the following line item:

1204-43005 Information Technology – Maint. Srvc. Contract $50,331.94 (Year 1)

Meetings: Work Session held November 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the purchase of Microsoft Volume Licenses for three years from SHI International Corporation for a total amount of $150,995.82.

Moved _____ ***Seconded*** _____

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

Microsoft Volume Licensing

Enterprise Update Statement

Enterprise Agreement Number 5315540
Enrollment Number 64452475
Company Name Town of Front Royal

In accordance with the terms of entity's Enterprise Agreement and Enrollment, a true-up order must be submitted for each Enrollment's anniversary (including at Enrollment expiration and prior to any renewal) to account for License quantity increases for:

a. Qualified Desktops/Devices or Qualified Users
b. Online Services (where permitted)
c. Previously ordered Additional Products
d. Products included in the Server and Cloud Enrollment or Enrollment for Core Infrastructure
e. Products included in the Enrollment for Application Platform. Products selected with the three year true-up option must place the true-up order only upon enrollment expiration and prior to renewal.

If entity has ordered any additional quantities since its last Enrollment anniversary, this annual true-up order is still required. Entity must submit an Enterprise Update Statement for each anniversary when there has been no increase in required License quantities as described above.

☒ In checking this box, entity confirms that under the above referenced Enrollment, there has been no increase in the number of required Licenses not already ordered in a prior placed True Up Orders. Entity understands that it is the responsibility of the entity to ensure that all licenses installed are used according to the Enterprise Agreement and Enrollment referenced above.

Select applicable year for this Update statement: 3

Customer/Government Partner (as applicable)
Name of Entity* Town of Front Royal
Signature*
Printed Name*
Printed Title*
Signature Date*

*** indicates required fields**

COPY

Pricing Proposal
Quotation #: 26814088
Reference #: EA# 64452475
Created On: 10/30/2025
Valid Until: 10/31/2025

VA-City of Front Royal

Charles Hutchings
VA
United States
Phone: (540)631-3629
Fax:
Email: chutchings@frontroyalva.com

Microsoft Inside Account Manager – East Region Gov

Alexander Tyson-March
290 Davidson Ave
Somerset, NJ 08873
Phone: 7325648266
Fax:
Email: Alexander_tysonmarch@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Retail	Your Price	Total
1	O365 G3 GCC Sub Per User Year 1 of 3 (12 months) Microsoft - Part#: AAA-11894 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 **Note:** EA# 64452475 See Payment Schedule Below	10	$303.60	$281.74	$2,817.40
2	Teams AC with Dial Out US/CA GCC Sub Add-on Year 1 of 3 (12 months) Microsoft - Part#: NYH-00001 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 **Note:** EA# 64452475 See Payment Schedule Below	135	$0.00	$0.00	$0.00
3	Win Enterprise Device ALng SA Year 1 of 3 (12 months) Microsoft - Part#: KV3-00368 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 **Note:** EA# 64452475 See Payment Schedule Below	96	$59.00	$55.82	$5,358.72
4	Visio P2 GCC Sub Per User Year 1 of 3 (12 months) Microsoft - Part#: P3U-00001 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 **Note:** EA# 64452475 See Payment Schedule Below	2	$169.20	$156.18	$312.36
5	Win Server DC Core ALng SA 2L Year 1 of 3 (12 months) Microsoft - Part#: 9EA-00278 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 **Note:** EA# 64452475 See Payment Schedule Below	24	$167.00	$158.69	$3,808.56

6	O365 G3 GCC Sub Per User Microsoft - Part#: AAA-11894 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 **Note:** EA# 64452475 See Payment Schedule Below	135	$303.60	$281.74	$38,034.90

Total $50,331.94

Additional Comments

Payment Schedule:
Year 1 of 3 10/1/2025 - 9/30/2026: $50,331.94
Year 2 of 3 10/1/2026 - 9/30/2027: $50,331.94
Year 3 of 3 10/1/2027 - 9/30/2027: $50,331.94
Total Payments: $150,995.82

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Microsoft Licenses will typically be available 24-72 hours after receiving order confirmation from SHI.
Please note that for new Microsoft GOV Cloud (GCC) products being added on to your agreement, licenses will be available estimated 4-8 days after processing at SHI.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 24, 2025 Item# 10D

Agenda Item: Budget Transfer for Zoning Enforcement

Summary: Council is requested to approve a budget transfer in the amount of $40,000 to provide funding to the Planning and Zoning Department to implement mitigation efforts to obtain compliance.

Budget/Funding: 8101-47952 Condemnation/Demolition: $40,000.00

Meetings: Work Session held November 10, 2025

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a budget transfer in the amount of $40,000 to provide funding to the Planning and Zoning Department to implement mitigation efforts to obtain compliance.

Moved _____ ***Seconded*** _____

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