TOWN COUNCIL REGULAR MEETING
Monday, March 23, 2026 @ 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 minutes of February 23, 2026 Meeting, March 2, 2026 Work Session and March 9, 2026 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. Proclamation Recognizing Zuckerman Metals Inc.
   B. Proclamation Recognizing Rotary Club of Front Royal Celebrating 100 years
   C. Proclamation for Arbor Day
   D. Proclamation for National Public Safety Telecommunicators Week
   E. Proclamation for Administrative Professionals Day

7. PUBLIC HEARINGS
   A. Special Use Permit (SUP) Application Submitted by Veronica Tello to Allow a Short-Term Rental at 214 Lee Street.
   B. Special Use Permit (SUP) Application Submitted by Property Connection LLC, to Allow an Automobile Parking Lot, Commercial Tow Yard on a Vacant Lot on Kibler Street.
   C. Request by Dana Cline to Amend the Zoning Map to Reclassify Vacant Lots on Grand Avenue from R-1 to R-3.
   D. Request for a Special Exception by Monteverde Engineering & Design Studio on Behalf of Squirrel Hill LLC to Increase the Height of a Retaining Wall for Undeveloped Properties on Orchard Street
   E. A Zoning Text Amendment to Town Code Chapter 175 Pertaining to Auxiliary Dwelling Unit (ADU).
   F. Ordinance Amendment to Town Code §70-23-Electric Rates and Charges.
   G. Ordinance Amendment to Town Code Chapter 72 – Special Events Held on Town Streets and Public Property.

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. FY26 Budget Amendment to Receive Funds from a Virginia Risk Sharing Association (VRSA) Grant.
   B. FY26 Budget Amendment to Receive Funds Associated with a Traffic Accident
   C. Task Order, FY26 Budget Amendment and Transfer for Wastewater Treatment Plant Dewatering Project (Centrifuge).
   D. Resolution to Authorize the Execution of Bright Mountain Solar Schedule with American Municipal Power Inc. (AMP)
   E. Resolution to Authorize the Execution of The Potomac Energy Center Schedule American Municipal Power Inc. (AMP)

11. BUSINESS ITEMS
   A. Request from Paul Rush to Vacate an Unimproved Portion of Lowe Lane located off Braxton Road.
   B. Request from West Brown to Vacate a Portion of the Unimproved Alley Between W. 13th and 14th Streets.
   C. Resolution for Water Reservoir Dam Funding Application – Dam Break Inundation Zone Analysis
   D. Resolution for Water Reservoir Dam Funding Application – Geotechnical Report

12. CLOSED MEETING
13. ADJOURN

Moment of Silence
Pledge was led by JonLuca Winder-Hike
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

APPROVAL OF MINUTES – *Councilman Ingram moved seconded by Vice Mayor Veitenthal that Council approve the minutes of February 2, 2026 Continued/Rescheduled Regular Meeting, February 2, 2026 Work Session and February 9, 2026 Work Session, as corrected on page 2 of the February 9, 2026 work session replacing the word "riding" with "righting".*

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

ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS - None

RECOGNITIONS/AWARDS/REPORTS
Chief Whited introduced newly hired Police Officer Cooper Blake and recognized Officers Brooke Duvall and Carrie Gibson for receiving the MADD Award. He also mentioned that Mark Hajduk was promoted to Corporal but was unable to join in tonight's recognition.

Director of Energy Services Carey Saffelle recognized Mark Snyder for Obtaining his Class A Lineman Certification.

Council voiced their appreciation and congratulated all those recognized.

PUBLIC HEARINGS
Special Use Permit (SUP) to allow an Automobile Garage/General Repair Shop, at 3 West 14th Street – Gary Bunch
Staff – Director of Planning Lauren Kopishke updated Council on the crash data gathered from the Virginia Department of Transportation (VDOT) in this area since 2014, noting the data did not indicate the cause of the crashes. Discussion ensued on the concerns of whether to require the closure of the entrance/exit onto the property from 14th Street and additional parking on N. Royal Avenue.

Applicant – Gary Bunch voiced his concern with closing the entrance/exit off 14th Street noting the difficulty for large delivery trucks to gain access to one side of the building if only using the entrance/exit off N. Royal Avenue. He also voiced financial hardship to install the required curb and gutter if the entrance/exit were removed. He asked Council to consider not closing the entrance/exit off 14th Street. Mr. Bunch confirmed that the same tenant had been at this location for approximately 14 years and have signed a 10-year lease with him moving forward.

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Mayor Cockrell opened the public hearing. No one else spoke the public hearing was closed.

In furtherance of the purposes and objectives contained in Town Code 175-1(B), Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council approve a Special Use Permit (SUP) submitted by Gary Bunch, to allow an automobile garage/general repair shop at 3 W. 14th Street (Tax Map 20A2-3-63-24A, 25, 26, 27, B 63) with the following conditions: 1) The entrance off 14th Street shall have a sign "Right Turn Only"; 2) All work shall be conducted within an enclosed building; and, 3) All outdoor storage or display shall be screened to obstruct its visibility from any public street.

Town Attorney George Sonnett suggested the first condition in the motion state "No Left Turn" instead.

ORIGINAL AMENDED MOTION TO REWORD FIRST CONDITION - In furtherance of the purposes and objectives contained in Town Code 175-1(B), Vice Mayor Veitenthal amended the motion seconded by Councilman Sealock that Council approve a Special Use Permit (SUP) submitted by Gary Bunch, to allow an automobile garage/general repair shop at 3 W. 14th Street (Tax Map 20A2-3-63-24A, 25, 26, 27, B 63) with the following conditions: 1) ***No left turn off 14th Street****; 2) All work shall be conducted within an enclosed building; and, 3) All outdoor storage or display shall be screened to obstruct its visibility from any public street.*

Vice Mayor Veitenthal appreciated staff's recommendations but reiterated the property owner's hardship with deliveries and installation of curb and gutter. She noted their willingness to screen storage to improve the property.

Councilman Rappaport voiced concern of overflow parking onto N. Royal Avenue and offered a substitute motion to include a 4th condition.

SUBSTITUTE MOTION - In furtherance of the purposes and objectives contained in Town Code 175-1(B), Councilman Rapport that Council approve a Special Use Permit (SUP) submitted by Gary Bunch, to allow an automobile garage/general repair shop at 3 W. 14th Street (Tax Map 20A2-3-63-24A, 25, 26, 27, B 63) with the following conditions: 1) No left turn off 14th Street; 2) All work shall be conducted within an enclosed building; 3) All outdoor storage or display shall be screened to obstruct its visibility from any public street; and, ***4) yellow striping be installed from 14th Street onto N. Royal Avenue to the property owner's line.***

Motion Died for Lack of a Second

ORIGINAL AMENDED MOTION TO REWORD FIRST CONDITION - In furtherance of the purposes and objectives contained in Town Code 175-1(B), Vice Mayor Veitenthal moved seconded by Councilman Sealock that Council approve a Special Use Permit (SUP) submitted by Gary Bunch, to allow an automobile garage/general repair shop at 3 W. 14th Street (Tax Map 20A2-3-63-24A, 25, 26, 27, B 63) with the following conditions: 1) No left turn off 14th Street; 2) All work shall be conducted within an enclosed building; and, 3) All outdoor storage or display shall be screened to obstruct its visibility from any public street.

Councilman Wood voiced support of the Special Use Permit.

Councilwoman De-Domenico-Payne agreed that it was up to the Town to stay ahead of parking concerns.

Mayor Cockrell questioned traffic turning left into the business heading south noting the two breaks in the median to allow such a turn. Ms. Kopishke advised that staff was reviewing the option to close one of the breaks since two were not needed and it would not affect the applicant's request.

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

Special Use Permit (SUP) to Operate a Shopping Center in the C-1 Zoning District on South Street - AJM, LLC Front Royal VA on Behalf of The Boisseau Family LC ET AL

Staff – Ms. Kopishke gave an overview of the Town Code as it related to storage, loading, outdoor activity and required parking. She also mentioned that the billboard would be removed by July 1, 2026. There was discussion and questions regarding the types of community activities that would be allowed and whether the storage of Rural King's farming implements and nursery would be affected. Ms. Kopishke assured Council that there was sufficient parking and nothing was being affected that was currently in place. She did, however, note that storage would not be permitted in front of the store and if there was a request for such, a temporary storage permit could be issued.

Applicant – Ross Gaddis, representing the applicant, introduced Blake Pierce President of Rural King Realty, Zack Lewinski and Joe Brogan, Surveyor. He advised that the request for the SUP was to bring the shopping center into compliance because Rural King was actively pursuing purchasing the property. He suggested that Council consider deleting the first condition noting that Rural King will stay in compliance with Town Code specifically stating the there would be no storage buildings in front of the store. He explained that the lease for the billboard sign ended June 1, 2026 and there was no intention of renewing it.

Councilman Wood wished continued success to Rural King and thanked them for being a good neighbor.

Councilman Rappaport confirmed with Mr. Gaddis it would be a pretty quick turn around to remove the sign once the lessee is properly notified.

Mayor Cockrell opened the public hearing. No one else spoke the public hearing was closed.

Vice Mayor Veitenthal confirmed with staff that there was currently ample parking with striping.

In furtherance of the purposes and objectives contained in Town Code 175-1(B), Vice Mayor Veitenthal moved seconded by Councilwoman DeDomenico-Payne that Council approve a Special Use Permit (SUP) submitted by AJM, LLC Front Royal VA on behalf of The Boisseau Family LC et al, to operate a shopping center in the C-1 Zoning District pursuant to Town Code §175-39(B) on South Street (Tax Map 20A18-5-7) with the following conditions: 1) Required parking spaces that are required to be reserved solely for parking purposes shall be permanently and clearly striped in accordance with applicable standards and 2) The applicant shall remove all off-premises signs from the property no later than July 31, 2026.

Vice Mayor Veitenthal reiterated that Rural King meets the parking requirements.

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

ROLL CALL

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Receive Public Comment Regarding a Request from West Brown to Vacate an 1,800 Square Foot Portion of the Unimproved Alley Between W. 13th and 14th Streets

Staff – Town Manager Joe Petty advised that he met with the applicant on site to discuss various concerns. He suggested appointing a committee of viewers to view the request more objectively for the public.

Applicant – Elliott Bachelor, 1462 Lakeview Drive, representing applicant West Brown, advised that he once lived at 141 W. 13th Street and could attest to the high volume of traffic that used and sometimes blocked the alley. He voiced concern about the traffic entering and exiting onto 13th Street from the alley since it was about 3½ feet from the dwelling. He opined that it was better suited as a driveway.

Councilman Wood confirmed that the applicant was aware of how the costs were derived if approved.

Mayor Cockrell opened the public hearing. No one else spoke the public hearing was closed.

Councilman Wood moved seconded by Councilman Rappaport that Council appoint a committee of viewers to view the street vacation application from West Brown [owner Bachelor, Robert and West, M., Trustee] to discontinue, close and vacate a 1,800 square foot portion of the unimproved alley located between W. 13th Street and W. 14th Street and report any inconveniences to the public that would result from the discontinuance of said right-of-way.

Vice Mayor Veitenthal stated that the committee was the best practice unless there were unusual circumstances.

Councilman Rappaport stated the committee was good for checks and balances.

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

Receive Public Comment Regarding a Request from Paul Rush to Vacate an Unimproved Portion of Lowe Lane Located Off Braxton Road.

Staff – No updates or comments

Applicant – Paul Rush advised that he had no existing way to get to his property and vacating Lowe Lane would remedy that situation. He confirmed that he purchased the lot at a County auction knowing there was not right-of-way and learned about Lowe Lane later.

Mayor Cockrell opened the public hearing.

Ted Kane, 231 Polk Avenue, advised that his property abutted Lowe Lane and explained how children in the neighborhood used it for play and questioned why the applicant needed it since he could just drive across it. He questioned what happened after it was vacated, noting that a storm sewer was in half of it.

Paula Lansberger, 232 Lee Street, advised her mother-in-law, Mrs. Boyd lived at 229 Polk Avenue. She attested that she has driven on the property to unload a lawn mower to mow her mother-in-law's grass. She voiced concern about how the electricity, plumbing and runoff were going to be addressed on the property since the land had an unusual angle. She opined that the landscape could not support a driveway.

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No one else spoke the public hearing was closed.

Councilwoman DeDomenico-Payne moved seconded by Councilman Wood move that Council appoint a committee of viewers to view the street vacation application from Paul Rush [owners Paul and Sheila Rush] to discontinue, close and vacate a 6,211 square foot portion of the unimproved Lowe Lane located between Braxton Road and Lot 27A and report any inconveniences to the public that would result from the discontinuance of said right-of-way.

Mayor Cockrell explained the process of the vacation to Mr. Kane. Mr. Petty confirmed that any abutting property owner may negotiate a price for the property being vacated.

Mr. Petty advised that the map in the packet was from GIS; however, he directed attention to the survey as it was more accurate. He also explained the next steps after the viewers report was completed.

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

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS - None

REPORTS

Town Manager Report – Mr. Petty advised that staff had been working diligently on the proposed budget including the continued discussion on the energy rate. Crews were currently making repairs resulting from the snow/ice event.

Town Council Reports

Councilwoman DeDomenico-Payne attended the Northern Shenandoah Valley Regional Commission (NSVRC) Meeting noting the Septic Pumping Program and Sharing Service Trash Program.

Councilman Wood attended the FREDA meeting, County Tourism Committee Meeting where events for the 250th Celebration were discussed, and a follow-up County Traffic Meeting with VDOT concerning South Street.

Councilman Sealock – No Report

Vice Mayor Veitenthal attended the Transportation Subcommittee suggesting placement of an item on an upcoming work session to gather Council's directive on items from the Subcommittee and Retail Strategies Meeting. She assisted with a Boxes to Basics pickup in Manassas.

Councilman Ingram attended the 20th Anniversary Celebration of Generations Hair Salon.

Councilman Rappaport thanked those who assisted digging out fire hydrants around the Main Street/N. Royal Avenue area during the snow/ice event, specifically Kevin Cuddleback and Willy Huck for shoveling out stormwater drains. He attended the Rotary Scholarship Dinner and the Reaching Out Now (RON) Growing Forward Together Event. He asked that staff look into two citizen concerns he recently received at Cypress/Brown/Salem Avenues. The first one was replacing a 2-way stop sign with a 4-way stop and the other one was replacing a school zone/speed limit sign with a larger sign.

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Report of the Mayor – Mayor Cockrell attended and participated in the following since December: Salvation Army Bell Ringing, Christmas Caroling, Town Employee Christmas Luncheon, Traffic Club Dinner, Concession Stand at Warren County/Skyline Basketball Game, Town's Citizens Academy, Ribbon Cutting for Blue Ridge Opportunities, Shenandoah Rail Trail Meetings, Community Book Fair Fundraiser, Smithsonian Zoological Conservation Center Meeting, Little League State Tournament Meetings, Front Royal Volunteer Fire Department Annual Awards Banquet, Warren County Quarterly Recovery Court Meeting, Recovery Court Graduation, Chamber of Commerce Stargazer Gala and accompanied the Front Royal Little League 12-Year-Old All Stars to Richmond where they were recognized at the state capitol. She praised the Town Staff for their hard work.

CONSENT AGENDA ITEMS

Purchase of Replacement Police Department Patrol Vehicles

Council approved the purchase and replacement of three Ford Police Interceptor Utility Police Department patrol vehicles (two 3.3L gasoline and one 3.3L hybrid) to replace three 2020 Ford Explorers (#s 226, 227, and 228), with the hybrid included at no additional cost to evaluate its performance for potential future fleet use, from Sheehy Ford of Richmond, Virginia in the amount of $137,290.56.

FY26 Budget Amendment to Receive Funds from the Commonwealth of Virginia 9-1-1 Service Board

Council approved a FY26 Budget Amendment in the amount of $18,800.59 to receive funds from the Commonwealth of Virginia 9-1-1 Service Board to reimburse funds for Call Handling Equipment (CHE) i3 Services to support the Town of Front Royal Police Department Dispatchers.

FY26 Budget Amendment to Receive Funds from NOVA/DC ICAC Task Force

Council approved a FY25 Budget Amendment in the amount of $2,000 to increase FY26 budgeted revenues to receive funds from the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force and allocate $2,000 to reimburse for the purchase of technological equipment.

Deed of Easement from CRP/TCC Front Royal Owner, LLC (Toray) for Public Water/Sewer Facilities

Council approved and accepted the Deed of Easement, pursuant to Virginia Code § 15.2-1800, conveying public water and sewer easements to the Town over portions of consolidated lot 5A1, future Tax Map No. 12G-1-2-5A1, owned by CRP/TCC FRONT ROYAL OWNER, L.L.C. (TORAY) and authorize the Town Manager and Town Attorney to execute the Deed of Easement of behalf of the Town.

Councilman Ingram moved seconded by Councilman Rappaport that Council approve the Consent Agenda as presented.

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

BUSINESS ITEMS

Request to Waive Sidewalk Requirement for Squirrel Hill Development

Councilman Ingram moved seconded by Councilwoman DeDomenico-Payne that Council deny the request to waive the sidewalk requirement for Squirrel Hill Development.

Councilman Ingram explained that it was too much of an impact to the community to not have sidewalks.

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Councilman Wood hoped Council would discuss sidewalks more at the upcoming retreat.

Councilman Rappaport stated that the Town's Comprehensive Plan promoted walkability and if the waiver was approved the taxpayers would have pay for the sidewalk.

Councilwoman DeDomenico-Payne voiced her excitement on the new development stating that the sidewalks would not only add value, but Council would stay consistent on enforcing Town Code.

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

Resolution to Cancel Shenandoah Avenue Lighting Revenue Sharing Project, UPC #116862
Councilman Wood moved seconded by Councilwoman DeDomenico-Payne that Council approve a Resolution to request the cancellation for the North Shenandoah Avenue Lighting Project, UPC #11682, referred to in the 2019 Resolution – FY2020-2021 Revenue Sharing Program, as presented.

Councilman Wood advised that the Director of Energy Services and the Town Manager continue to review the status of lighting in the area to determine an affordable solution.

Vice Mayor Veitenthal noted that the Town could do this project without VDOT with the savings being placed towards another project. Councilman Rappaport agreed with the Vice Mayor briefly noting the dark sky lighting venture.

Councilman Sealock voiced concern for pedestrian safety in this area stressing the importance of protecting citizens.

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

CLOSED MEETING

Councilman Ingram moved seconded by Councilman Rappaport 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, the Amendment to Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018; and, 2) 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 Deputy Clerk of Council Appointment.

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

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Vice Mayor Veitenthal did not go into the Closed Meeting and left due to family matter.

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 Rappaport, DeDomenico-Payne, Ingram, Wood, Sealock
No – N/A
Absent – Vice Mayor Veitenthal
Abstain – N/A ROLL CALL

The meeting adjourned at approximately 10:25 pm.

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 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

ACTION ITEM - Appointment of Temporary Deputy Clerk of Council
Councilman Rappaport moved seconded by Councilman Sealock that Council appoint Hillary Wilfong as Temporary Deputy Clerk of Council, said position to be in addition to her job duties as Executive Administrative Assistant to the Town Manager and contingent upon the administration of an oath of office by the Clerk of the Circuit Court.

Mayor Cockrell voiced her excitement for Ms. Wilfong to serve in this role.

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

Ordinance Amendments to Town Code Chapter 70 Pertaining to Electricity Rates – Director of Electric Services Carey Saffell reminded Council that Rgrid Power LLC performed a Cost of Service Study to evaluate the Town's current electric rate structure [by ordinance] and provide a recommendation to ensure full cost recovery and long-term stability. Project Manager Kiel Blanton of RGrid Power LLC attended virtually to answer any questions. Finance Director BJ Wilson confirmed that a home office would be billed as a residential use. While there was concern about larger users such as schools, Mr. Saffelle reminded Council that the step approach was to help accommodate those users. Mr. Wilson explained that "historical fund appropriations" were carryover purchase orders from year to year as money set aside for items such as transformers. There was a brief discussion about the Town being one of the lowest rates in the state even after the implementation of the new rate structure. Council agreed to advertise the ordinance for a public hearing on March 23rd.

Recommended Budget to Council and Review of FY27 Proposed Budget – Mr. Wilson began his presentation showing various dates from March 9th to May 26th to complete the budget process. The FY27 REVENUE FORECASTING showed the various factors affecting the budget, noting funds that were overdue from Warren County [December 31, 2025]. The FY26-27 SNAPSHOT OF FUNDS showed a slight increase. Mr. Willson advised that industrial users were using more. Mayor Cockrell gave an update on the discrepancies with the numbers from the Warren County Commissioner of Revenue's Office during the last reassessment. After some discussion, Council agreed to add an item to the April Liaison Committee Agenda pertaining to the 2027 Reassessment Appeals Process to assist the Town prepare for the FY2028 Budget. Mr. Wilson explained the REAL ESATE TAX RATE COMPARISON, reiterating the discrepancies with last year's reassessment. He explained the that the 2025 Real Estate Tax Rate was approved on April 28, 2025 based upon information provided by the Warren County Commissioner of

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Revenue's Office showing the real estate tax values had increased 48.3%. On May 12, 2025 the Town received the books from the Commissioner's Office reflecting only a 23% increase reflecting approximately $321,000 lower than anticipated. To make up for this difference the real estate tax rate is being reflected in this budget to increase from $0.068 to $0.082. The personal property rate will remain the same. Mr. Wilson continued with GENERAL FUND REVENUE HIGHLIGHTS noting that the Automated Ticketing Revenue was proposed to be budgeted under the Special Projects Fund for FY27. There was discussion about the increases and decreases in meals and transient occupancy [lodging] taxes for the Town and County. ENTERPRISE FUND SALE OF SERVICE and REVENUE IMPACTS FOR ENTERPRISE FUNDS were reviewed and Mr. Wilson explained that some industrial accounts had a separate sewer meter. He advised that the Large Meter Testing Program had identified some water meters that were running slow. The WATER/SWER RECOMMENDED RATE INCREASES were identified as 3% for water and 2.25% for sewer based upon Stantec Consulting's 2025 recommendation by a chart showing typical residential customer monthly bill impacts. There were no increases in solid waste rates.

A SNAPSHOT – TOTAL BUDGET including EMPLOYEE EXPENSE HIGHLIGHTS was reviewed. Human Resource Director Laura McIntosh explained the VRS contributions for hybrid and standard rates as well as the health insurance increase at 16%. The GENERAL FUND HIGHLIGHTS showed the transfer of various items. Mr. Wilson pointed out that page 72 of the Proposed Budget Book gave a breakdown of all the transfers including calculations. There was some discussion regarding the condemnation funds. It was noted that under the GENERAL FUND HIGHLIGHTS/ACES PROJECTS that the tree purchases were to remove/replace trees that had died such as in Bowman Park and on Virginia Avenue. Mr. Wilson explained the Police Department Construction Debt Service and Warren County VRA Bond Construction of Leach Run Parkway under GENERAL FUND CAPITAL/DEBT EXPENDITURES. There was discussion about possibly refinancing.

TRAFFIC SIGNAL MAINTENANCE (PART OF STREET FUND) and HIGHWAY MAINTENANCE HIGHLIGHTS were reviewed to include the primary paving plan, secondary paving plan, sidewalks and curbs. There were questions about the track loader, dump trucks, sidewalk installation on Criser Road and Criser Road Boundary Line Adjustment with the County. After discussion Council agreed to add the Criser Road Boundary Line Adjustment to the next Liaison Committee Meeting. The ELECTRIC EXPENDITURE HIGHLIGHTS was reviewed. Mr. Wilson noted that there was hope by the end of FY27 the Town would be close to recovering from being" in the hole" and implement Phase 2 of the electric rate increase. Mr. Saffelle advised Council that two AMP Power Purchase Agreements were coming before them for review this month. Council questioned the process of how developers paid for their expenses. Mr. Saffelle explained this process and how the Town recouped their funds noting the Town was breaking even. It was noted that AMI [Advanced Metering Infrastructure] was taken out of the budget explaining that it was mainly for efficiency rather than saving money. Council was reminded that the new software would have features to enhance metering and notifications. Mr. Wilson reviewed the WATER EXPENDITURE HIGHLIGHTS and the SEWER EXPENDITURE HIGHLIGHTS, WATER/SEWER DEBT SERVICE, and POTENTIALLY NEW WATER FUND DEBT SERVICE updating Council on the clearwater well repairs, 4-H pump station upgrades and Jamestown water pump station upgrade. The centrifuge was discussed under the NEW SEWER FUND DEBT SERVICE with Mr. Wilson explaining the bidding process for closing on the loan. Council was informed by Director of Public Works Robbie Boyer that the General Assembly Bill regarding restrictions on wastewater did not affect the Town. The presentation ended with SOLID WASTE HIGHLIGHTS and NEXT STEPS. Council was encouraged to contact Mr. Wilson or Mr. Petty with any questions to bring to the next work session.

NEW BUSINESS

Request to Allow a Short Term Rental at 214 Lee Street for Veronica Tello – Ms. Kopishke advised that the applicant intended to rent the entire four bedroom house with no more than ten occupants at a time which is the maximum allowed. She advised that the driveway provided three off-street parking spaces which met the Town Code

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requirement. Council confirmed that the applicant purchased the property and used it most weekends therefore voicing concern that the owner lived out of Town. Discussion ensued about options for those owners who live out of Town and whether there were complaints from the other short-term rentals already approved by Council. Council agreed to advertise for a public hearing on March 23rd.

Request to Amend the Zoning Map to Reclassify Two Vacant Lots on Grand Avenue for Dana Cline – Ms. Kopishke advised that the applicant was requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue from R-1 to R-3. She stated that the lots were large enough to accommodate two single family dwellings; however, the applicant preferred four duplexes. The Comprehensive Plan, she explained, showed the property was located in the #5 Viscose City Planning Area, noting it was close to amenities but not a lot of connectivity as far as sidewalks. It was explained to Council that even though the Planning Commission's recommendation was to deny the request, Council was required to act on this request during their public hearing since they had the final decision. Ms. Kopishke suggested Council to walk the neighborhood to see if this request was appropriate for the area. Council agreed to advertise for a public hearing on March 23rd.

Request for a Special Exception from Town Code Pertaining to Height of Retaining Wall by Monteverde Engineering & Design Studio on Behalf of Squirrel Hill Development on Orchard Street – Ms. Kopishke advised that the applicant was requesting to increase the maximum allowable wall height to ten feet for undeveloped properties on Orchard Street, noting that the Town Code limited maximum height to six feet. Council agreed to advertise for a public hearing on March 23rd.

UNFINISHED BUSINESS

Zoning Text Amendments to Chapter 175 to Define the Use of an Auxiliary Dwelling Unit (ADU) – Ms. Kopishke explained the most recent changes to the ordinance including the inspection process and the new Zoning Application Form. She stated that ADUs were already permitted by right as an accessory use on lots larger than 12,000 square feet and that this ordinance made ADUs available to property owners with smaller lots. There was much discussion on the process including but not limited to revoking a permit, relationship with the owner, performance standards, increased density, parking and inspections. Vice Mayor Veitenthal suggested Council read an article in the Washington Post about the pros/cons of ADUs. Council agreed to advertise for a public hearing on March 23rd.

Ordinance Amendment to Chapter 72 Special Events Held on Town Streets and Public Property – Town Manager Joe Petty reiterated the notable changes since 2021 such as Special Event Committee, extended application schedule, Public Safety Plan, fee schedule, reoccurring events, neighborhood block parties, event notification requirements and after action reporting. He explained the updates to the ordinance since Council saw it. There was some discussion on recovering expenses, specifically police officer's time. Council agreed to advertise for a public hearing on March 23rd.

CLOSED MEETING

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 Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia; and, 2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such

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consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, decisions of BZA in case numbers 2600001 and 2600002.

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

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

Adjourned at approximately 10:00pm.

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 Deputy Clerk of Council

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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, Joe Petty
Town Attorney George M. Sonnett, Jr.
Clerk of Council, Tina L. Presley
Deputy Clerk of Council, Hillary Wilfong
Various members of the staff and public

Presentation by American Municipal Power (AMP) Bright Mountain Solar & Potomac Energy Center Power Purchase Agreements: Energy Services Director Carey Saffelle introduced Craig Kleinhenz, Assistant Vice President of Power Supply Planning with American Municipal Power (AMP), who provided an overview of the Town's current power supply portfolio and future energy purchasing considerations.

Mr. Kleinhenz discussed the primary components of power delivery costs, including energy, transmission, and installed capacity, and emphasized the importance of maintaining a diversified power supply portfolio to manage market volatility and ensure long-term reliability.

AMP recommended that the Town consider participation in two Power Purchase Agreements to address projected gaps in the Town's future power supply portfolio:
- Bright Mountain Solar Project – 3 MW (2028–2052)
- Potomac Energy Center Combined-Cycle Natural Gas Facility – 3 MW (2026–2041)

The Bright Mountain Solar Project, located in Kentucky, is expected to begin operations in 2028 and would provide renewable energy and renewable energy credits. The Potomac Energy Center, located in Loudoun County, Virginia, is an existing natural gas facility that began operations in 2017 and would provide both energy and capacity beginning in 2026. Mr. Kleinhenz explained that participation in these projects would represent a relatively small portion of the Town's overall power supply portfolio but would help diversify energy sources, hedge against market price volatility, and support long-term reliability.

Members of Council asked several questions regarding projected rates, energy usage estimates, and how those projections are calculated. Council also inquired whether the Town would be competing with data centers in Loudoun County for power generated by the Potomac Energy Center.

Mr. Kleinhenz explained that increased demand from data centers may increase market prices, which could be beneficial to the Town. He noted that if the Town does not utilize the power allocated through the agreement, it could be resold on the market and may also help offset transmission costs.

Council thanked Mr. Kleinhenz for the presentation and the data-driven analysis provided. This item will be placed on the March 23 Consent Agenda for Council's consideration.

DRAFT

Presentation by MidAtlantic Solid Waste (MSW) Consultants: Automated Solid Waste Collection Feasibility Study: Finance Director B.J. Wilson introduced John Culbertson, President of MidAtlantic Solid Waste Consultants (MSW). Mr. Wilson explained that the Town contracted with MSW Consultants to perform a feasibility study on automated solid waste collection, as directed by Council during the September 8, 2025 Work Session. Over the past several months, MSW Consultants met with staff, conducted site visits, observed collection routes, reviewed operational data, and compiled an analysis report.

Representatives from MSW Consultants presented the results of the study and discussed the feasibility of incorporating automated refuse collection trucks into the Town's solid waste fleet. The consultants noted that due to street constraints, on-street parking, and other operational challenges, the Town's current rear-loading collection system remains the most practical option at this time.

Council discussed the level of citizen education that would be required should the Town transition to automated collection, as well as the potential need to purchase new refuse carts. Council thanked Mr. Culbertson for the presentation and for providing an objective analysis based on operational data and the Town's service conditions.

FY26-27 Proposed Budget- Additional Discussion: Finance Director B.J. Wilson noted that the FY 2026–2027 Proposed Budget was presented to Council on March 2 and asked Council if there were any additional questions or concerns.

Mr. Wilson reviewed the upcoming budget schedule, noting:
- **April 6 –** Work Session to discuss advertisement of the annual tax rates for Real and Personal Property and the Appropriation Ordinance
- **April 13 –** Additional work session, if needed
- **April 27 –** Public hearing for the tax rates and Appropriation Ordinance
- **May 26 –** Anticipated adoption of the FY 2026–2027 Budget Appropriations Ordinance and Utility Rate Ordinances

Mayor Cockrell expressed appreciation to Town staff for preparing a balanced budget without a significant tax increase and acknowledged that several departments made sacrifices during the budget process. She noted that while the tax rate adjustment reflects last year's rate change, it does not constitute a new tax increase. She added that if additional services are desired in the future, Council may need to consider potential tax increases. She also noted that residents will see increases in electric and other utility costs.

Councilman Wood commented that staff had identified several departmental needs that could not be included in the proposed budget. He expressed interest in discussing employee cost-of-living adjustments (COLA) and additional capital needs during the upcoming Council retreat, noting that delaying capital projects often results in higher costs in the future. He also referenced interest in a potential sidewalk project.

Mayor Cockrell also referenced the Town's previous use of ARPA funds to support water and sewer improvements, including approximately $12 million split between the two utilities and projects related to inflow and infiltration (I&I).

Councilman Sealock asked a question regarding the Police Department budget and the Law Enforcement Officers' Retirement System (LEOS). Mr. Wilson explained that those costs are now included within the Virginia Retirement System (VRS) line item and that the Town's participation has not changed.

Vice Mayor Veitenthal noted that Council typically holds a retreat earlier in the budget process and expressed appreciation for the work completed by Town departments. She stated that Council must balance infrastructure needs

with maintaining competitive employee pay and benefits and suggested that any discussions regarding additional funding or tax adjustments occur during the upcoming retreat.

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Councilman Ingram emphasized the importance of continuing to address infrastructure needs, including erosion issues and sidewalk improvements, and expressed concern about granting sidewalk waivers.

Vice Mayor Veitenthal also commented on the importance of supporting the Town's tax base through appropriate zoning and business development.

Council thanked Mr. Wilson for the presentation and noted that additional discussion regarding the FY 2026–2027 Proposed Budget will continue during the upcoming Council retreat and future work sessions.

Ordinance Amendment – Town Code Chapters 12 Fees and 134 Water and Sewer- Pertaining to Septic Tank Waste & Water and Sewer Service Rates: Mr. Wilson presented a proposed ordinance amendment to Town Code Chapter 12 – Fees and Chapter 134 – Water and Sewer, pertaining to septic tank waste fees and water and sewer service rates. Council was requested to schedule a public hearing and consider approval of the ordinance amendment to adjust the rates effective July 1, 2026.

Mr. Wilson explained that the proposed sewer and septic haul rate increase of approximately 2.25% and water rate increase of approximately 3% were recommended by the Town's consultant, Stantec, as part of the Water and Sewer Utility Rate Study dated March 10, 2025.

He explained that residential accounts typically use approximately 5,500 gallons of water and sewer per month and provided the following example of the average monthly impact:
- Water: Current rate $32.77 → Proposed rate $33.76 (increase of $0.99)
- Sewer: Current rate $59.68 → Proposed rate $61.03 (increase of $1.35)

The combined monthly increase would be approximately $2.34, increasing the average combined bill from $92.45 to $94.79. Mr. Wilson noted that the proposed water and sewer rate increases have been incorporated into the FY 2026–2027 Proposed Budget.

Councilman Wood asked whether the Septic Tank Waste Fee had decreased to $29.94, which Mr. Wilson confirmed.

Mayor Cockrell stated that the public hearing could be scheduled for April 27, and that the matter would also be discussed at the upcoming Town/County Liaison Meeting.

FY26 Budget Amendment – Traffic Accident Reimbursement: Mr. Wilson presented a FY26 Budget Amendment – Traffic Accident Reimbursement. Council was requested to approve a FY26 budget amendment in the amount of $268,731.94 to receive insurance funds to offset expenditures associated with a traffic accident that occurred on December 31, 2025, at the intersection of Commerce Avenue and Manassas Street.

This item will be placed on the March 23 Consent Agenda for Council's consideration.

FY26 Budget Amendment, Transfer, and Task Order – WWTP Dewatering Project (Centrifuge): Mr. Wilson presented a FY26 Budget Amendment, Budget Transfer, and Task Order for the Wastewater Treatment Plant (WWTP) Dewatering Project (Centrifuge).

Council was requested to approve a task order in the amount of $897,000 for CHA Consulting, Inc. to design a dewatering system for the Town's Wastewater Treatment Plant, as well as a FY26 budget amendment and budget transfer to allocate funds for the project.

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Mr. Wilson explained that the task order is necessary for the Town to proceed with final engineering of the centrifuge project in order to meet requirements for closing on financing through the State Water Control Board Clean Water Revolving Loan Fund by November 2026.

Financing terms require the project to be solicited for procurement and several approvals obtained from the Virginia Department of Environmental Quality in order to close on financing by November 2026 and begin construction no later than May 2027.

Mr. Wilson noted that the project schedule is aggressive due to the November 2026 closing requirement. If the Town closes on financing by that date, the Town will have the option to be reimbursed through loan proceeds. If the Town is unable to close by that date, the Town would need to seek alternative financing or reapply during a future funding cycle.
Funding for the project would include:
• $350,000 from previously set aside I&I Abatement contingency funds, to be reallocated through a FY26 budget transfer
• $547,000 from Sewer Fund reserves through a FY26 budget amendment

As of June 30, 2025, the Sewer Fund reserve balance was $5,280,624 above the Town's fiscal policy requirement, and staff indicated that adequate reserves are available should the Town elect not to seek reimbursement through loan proceeds.

Mayor Cockrell stated the item could be placed on the April 27 Consent Agenda for Council's consideration.

FY26 Budget Amendment –To Receive Funds from Virginia Risk Sharing Association (VRSA) Grant: Mr. Wilson presented a FY26 Budget Amendment in the amount of $4,925.00 to receive funds from the Virginia Risk Sharing Association (VRSA) to reimburse the Town for the purchase of a confined space tripod kit for the Water/Sewer Line Maintenance Department.

Mayor Cockrell noted that this item could be placed on the March 23 Consent Agenda.

Ordinance Amendment to Various Areas of Town Codee – Chapter 4: Administration of Government: Ms. Tina Presley, Clerk of Council, presented proposed amendments to Town Code Chapter 4 – Administration of Government.

- **4-1 Meetings:** Removed specific locations; added establishment of regular meetings at Council's first organizational meeting; references added to Charter and State Code.
- **4-5 Attendance of Witnesses:** Removed as outdated and addressed in Charter and State Code.
- **Disclosure by Certain Employees:** Revised title to "Required Disclosure and Training."
- **4-45 Reserved:** Added new section on Training.
- **Public Records:** Revised outdated section; added Virginia Public Records Act and designation of Records Officer and FOIA Officer. Sections 4-49 through 4-52 reserved.

Mayor Cockrell noted this item this can be advertised and have a public hearing on April 27th.

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CLOSED MEETING

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: 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, a) the Amendment to Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018 and b) Settlement Agreement between the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, United Bank, First Bank & Trust and the Town.

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

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

Adjourned at approximately 9:38pm.

Approved by Town Council
Date:_____

PROCLAMATION

Recognizing Zuckerman Metals, Inc.

WHEREAS, in 1938, Sam Zuckerman established Zuckerman Metals, Inc. in the Town of Front Royal, beginning a family-owned business that would serve the community and surrounding region for generations; and

WHEREAS, for 87 years, Zuckerman Metals, Inc. has been a respected and valued local business, contributing to the economic vitality and character of the Town of Front Royal; and

WHEREAS, the company's only interruption in business operations occurred from April 1942 to 1945, when Sam Zuckerman served honorably in the United States Army during World War II; and

WHEREAS, Marty Zuckerman has dedicated 50 years of leadership and service to the business, continuing the legacy started by his father while building lasting relationships with customers, employees, and the community; and

WHEREAS, as of March 11, 2026, Zuckerman Metals, Inc. closed its doors, marking the end of an extraordinary 87-year history of commitment and service to Front Royal; and

WHEREAS, the Town of Front Royal wishes to recognize the remarkable legacy of Zuckerman Metals, Inc. and express appreciation for the many years of dedication and contribution to the community;

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Town Council of the Town of Front Royal, Virginia do hereby recognize and honor Zuckerman Metals, Inc. for its 87 years of business and Marty Zuckerman for 50 years of leadership and service, and extend their sincere gratitude for the positive impact the business and the Zuckerman family have had on the community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Front Royal, Virginia to be a ixed this **23rd day of March, 2026.**

APPROVED:

_____

Lori A. Cockrell, Mayor

ATTEST:

_____

Hillary Wilfong, Deputy Clerk of Council

TREE CITY USA®
An Arbor Day Foundation Program

★★★ OFFICIAL PROCLAMATION ★★★

WHEREAS In 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS Trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS Trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, the Mayor and Town Council, do hereby proclaim Friday April 24, 2026, as **ARBOR DAY** In the Town of Front Royal, and urge all citizens to celebrate Arbor Day by supporting efforts to protect our trees and woodlands, *and*

FURTHER, urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 23rd day of March 2026

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on March 23, 2026

Arbor Day Foundation®

Proclamation
Rotary Club of Front Royal
Celebrating 100 Years

WHEREAS, the Rotary Club of Front Royal was chartered on May 20, 1926, and for one hundred years has been a vital civic organization dedicated to improving the quality of life in the Town of Front Royal and Warren County through volunteer service, community leadership, and charitable giving; and

WHEREAS, they have played an active role in the development and well-being of the community, with members advocating for major regional initiatives such as the creation of Skyline Drive and Shenandoah National Park, which remain defining features of the Shenandoah Valley and important drivers of tourism and economic vitality; and,

WHEREAS, for generations they have partnered with local organizations, schools, and town leadership to strengthen community life through service projects and philanthropic support including but not limited to:

- Contributions to the Front Royal Skate Park and Splash Pad,
- Improvements to elementary school playgrounds,
- Stewards of "Doc" Smith Christmas Basket Program for over two decades continuing the tradition of neighborly care,
- Support of Samuels Public Library and Warren County Public Schools to promote literacy, leadership and scholarships,
- Actively working to support those in need through food drives, charitable donations and food insecurity; and,

WHEREAS, through these and many other service initiatives, the Rotary Club of Front Royal has contributed more than $1.3 million in inflation-adjusted dollars to charitable causes and community improvement efforts locally and around the world; and,

WHEREAS, in celebration of its 100th anniversary, the Rotary Club of Front Royal is honoring its legacy of service through a community initiative known as "100 Acts of Kindness," continuing its commitment to the Rotary motto "Service Above Self"; and,

NOW, THEREFORE, BE IT RESOLVED the Mayor and Town Council of Front Royal, Virginia, hereby commend and congratulate the Rotary Club of Front Royal on its Centennial Anniversary, whose generosity from past and present Rotarians, of time leadership and resources have helped strengthen the civic, educational and charitable life of the citizens of the Town of Front Royal and Warren County; and, extends its best wishes for continued success in its mission of service and community leadership in the century ahead.

APROVED:

_____

Lori A. Cockrell, Mayor

ATTEST:

_____

Hillary Wilfong, Deputy Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on March 23, 2026



PROCLAMATION

National Public Safety Telecommunicators Week

April 12-18, 2026

WHEREAS, National Public Safety Telecommunications Week (NPSTW) is held annually to honor public safety telecommunicators for their commitment, service, and sacrifice; and,

WHEREAS, NPSTW initially started in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office in California. In 1994, President William J. Clinton signed a Presidential Proclamation declaring the first week in April as a time to celebrate and thank telecommunications personnel across the nation for serving our communities, citizens, and public safety personnel 24 hours a day, seven days a week; and,

NOW THEREFORE, the Mayor and Town Council proclaim April 12-18, 2026, as National Public Safety Telecommunications Week in the Town of Front Royal, recognizing our own telecommunications personnel at the Front Royal Police Department and thanking them for dedicating their lives to serving the public.

- Samarah Burroughs
- Cassie Courtney
- Brittini Dennis
- John Dever
- Robin Dodson
- Katie Duncan
- Dan Lelito
- Kaylee Montgomery
- Erica Umbel
- Madison Velloza
- Alicia Wines

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on March 23, 2026

ADMINISTRATIVE PROFESSIONALS DAY

PROCLAMATION
April 22, 2026

WHEREAS, in 1942 the National Secretaries Association was formed to recognize contributions of administrative personnel to the economy, support their development and attract workers to the field; and,

WHEREAS, in 1955, National Secretaries Week was recognized in the month of April with Wednesday of that week designated as Administrative Professionals Day highlighting the crucial role of administrative professionals across various sectors of the modern economy and local government worldwide; and,

WHEREAS, in 2000, National Secretaries Week was renamed Administrative Professionals Week to recognize the work of all administrative professionals including but not limited to executive assistants, office managers, receptionists, and other support staff who play essential roles in keeping the office running smoothly and efficiently every day; and,

NOW THEREFORE, the Mayor and Town Council hereby recognize and proclaim April 22, 2026 as Administrative Professional Day in the Town of Front Royal, saluting the valuable contributions of all the Town's administrative professionals and encourage all employers to support continued training and development recognizing that a well-trained workforce is essential for success.

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on March 23, 2026

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07A

Agenda Item: PUBLIC HEARING – A Special Use Permit Application (SUP) Submitted by Veronica Tello to Allow a Short Term Rental at 214 Lee Street.

Summary: Council is requested to consider approval of a Special Use Permit (SUP) application submitted by Veronica Tello to allow a Short-Term Rental at 214 Lee Street identified by Tax Map 20A7-4-93. The property is zoned R-3, Residential District and is located within the Historic Overlay District. The applicant intends to rent the entire house with four (4) bedrooms and no more than ten (10) occupants at a time. The driveway provides three off-street parking spaces meeting Town Code requirements. The Planning Commission recommended approval with no conditions.

Letters were sent to the adjoining property owners notifying them of this public hearing.

Budget/Funding: N/A

Meetings: Work Session held February 2, 2026

Proposed Motions:

1) In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that Council approve a Special Use Permit (SUP) to allow a short-term rental at 214 Lee Street identified by Tax Map 20A7-4-93.

2) I move that Council deny a Special Use Permit for a short term rental at 214 Lee Street

Moved _____ *Seconded* _____

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

2500610 – AN APPLICATION SUBMITTED BY VERONICA TELLO TO ALLOW A SHORT-TERM RENTAL, AS DEFINED IN TOWN CODE §175-3, IDENTIFIED BY TAX MAP 20A7-4-93 AND LOCATED AT 214 LEE STREET. THE PROPERTY IS ZONED R-3, RESIDENTIAL DISTRICT AND IS LOCATED WITHIN THE HISTORIC OVERLAY DISTRICT.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: February 18, 2026

Public Hearing Item 1: 2500610 – An application submitted by Veronica Tello to allow a Short-Term Rental, as defined in Town Code §175-3, identified by Tax Map 20A7-4-93 and located at 214 Lee Street. The property is zoned R-3, Residential District and is located within the Historic Overlay District.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Commissioner Brooks moved, seconded by Vice Chairman Neel that the Planning Commission forward a recommendation of approval for Special use Permit #2500610 for a short-term rental at 214 Lee Street, identified by Tax Map 20A7-4-93.

Moved Brooks *Seconded* Neel

Marshner yes *Marrazzo* Absent *Neel* yes *Brooks* yes *Fedoryka* yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2500610

Meeting Date: February 18, 2026

Summary: A Special Use Permit application has been submitted for a Short-Term Rental located at 214 Lee Street. The applicant intends to rent the house as a whole with four (4) bedrooms and no more than ten (10) occupants at a time.

Staff Recommendation: Staff completed an inspection on February 10, 2026 and found the interior to be in compliance with the Town Code. The driveway provides three (3) off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500610 with no conditions.

Draft Motion:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2500610 submitted by Veronica Tello for a short-term rental at 214 Lee Street, identified by tax map 20A7-4-93."

"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 for Special Use Permit #2500337submitted by Veronica Tello for a short-term rental at 214 Lee Street, identified by tax map 20A7-4-93 for the following reasons: _____."

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

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
February 18, 2026

APPLICATION: Special Use Permit Application #2500610 **APPLICANT**: Veronica Tello

APPLICATION SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 214 Lee Street. The applicant intends to rent the house as a whole with four (4) bedrooms and no more than ten (10) occupants at a time. Staff completed an inspection on February 10, 2026 and found the interior to be in compliance with the Town Code. The driveway provides three (3) off-street parking spaces.

GENERAL INFORMATION:

Site Address(es):	214 Lee Street
Property Owner(s):	Veronica Tello Sanchez and Javier Contreras
Zoning District:	R-3, Residential District
Historic District:	Yes
Tax Identification:	Tax Map #20A7-4-93
Request:	The Applicant is requesting to rent four (4) bedrooms and no more than ten (10) occupants at a time.

Front Elevation – 214 Lee Street



Aerial Map (Warren County GIS)



STAFF RECOMMENDATION:

Staff recomends approval with no conditions.

Attachments: Application and supporting documents.

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540.635.4236
Fax: 540.631.2727
planning@frontroyalva.com

Permit #: 2500610
Fee Amount: $1200.00
Date Paid: 12/23/25
Date Received: 12/23/25

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Veronica Tello PHONE: 703-798 1772

ADDRESS 12300 Cannonball rd Fairfax, VA, 22030

PROPERTY OWNER:

NAME: Veronica tello PHONE: 703-798 1772

ADDRESS 12300 Cannonball rd Fairfax, VA 22030

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 219 Lee St Front Royal, VA

TAX MAP 20A7 SECTION 4 BLOCK _____ LOT 93

SUBDIVISION NAME _____

ZONING DISTRICT R3 ACREAGE 0.25a

SPECIFIC SPECIAL USE PERMIT REQUEST _____

☒ Whole house rental ☐ Partial rental, # of rooms rented _____

☐ Primary Residence ☐ Secondary Residence

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

☑ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.

☑ Provide a map of area attractions

☐ Provide proof that notification to operate was sent to the HOA, if applicable. (NO HOA)

☑ Complete management plan.

☑ Written consent given to the Town to inspect for compliance.

☑ Emergency dwelling evacuation diagram (posted in each bedroom)

☑ Application fee of $1200.00

Revised 7/3/2025

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Veronica Tello at (phone number) 703 798 1772 or (property manager)_____ at (phone number)_____.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Fire Department: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630
**If no answer please call the Warren County Sherrif's Department: 540-635-4128 or 911

Front Royal Fire & Rescue: 540-635-3830 or 911, 200 Skyline Vista Drive, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 10 People and 4 Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Minimum available parking is 3 vehicle(s) in the driveway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

Trash receptacles are located next to the driveway / basement door on the left side of the house.

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day

Trash is collected on tuesdays mornings and the trash receptacle will be picked up from the street right infront of the house, next to the driveway.

Revised 7/3/2025

CHECK-IN & CHECK-OUT

Provide details

We will add a smart lock at the door for an easy check-in. As well, instructions and house rules will be provided in advance for a clear understanding.

WIFI/PHONE/ETC

Provide details for special amenities if available

We provide wi-fi for all our guests

SPECFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

The house will have amenities like but not limited to the following: HVAC, complete kitchen, stove, microwave, dishwasher, laundry room with washer & dryer, fenced backyard with dog area, & others.

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

* No parties or events allowed at the property.
* No more than 2 dogs allowed under case by case situations.
* No firearms allowed at the property.

Revised 7/3/2025

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Veronica Tello at (phone number) 703 798 1772 or (property manager)_____ at (phone number)_____.

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Revised 7/3/2025

As per Town Code Chapter 175-3 "Definitions"

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.

B. The one-time application fee shall be $1200.00.

C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.

D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.

E. Parking for the use shall be located in driveways or other designated and approved parking areas.

F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.

G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the current Uniform Statewide Building Code; and a carbon monoxide detector must be installed on each floor in every dwelling.

H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.

I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.

Revised 7/3/2025

K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.

L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.

M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.

N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: _____

CERTIFICATION:

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

Signature _____ Date DEC 22/2025

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

Revised 7/3/2025

SPECIAL USE PERMIT APPLICATION PACKAGE

Property: 214 Lee St, Front Royal, VA 22630
Applicant: Veronica Tello

Phone: 703-798-1772

1. REQUEST NARRATIVE

I am requesting a Special Use Permit to operate a Short-Term Rental at 214 Lee Street, Front Royal VA.
The house has five bedrooms and will be rented as a full-house short-term rental with a maximum occupancy of 10 guests.
On-site parking is provided via a private driveway on the left side of the home, accommodating two vehicles.
No street parking will be needed or allowed.
The rental will be professionally cleaned between each stay. A 24/7 local contact will be available.
The use will not alter the residential character of the neighborhood.

2. PROPERTY MANAGEMENT PLAN

A. Guest Booking & Screening
- Reservations through Airbnb/VRBO
- ID verification required
- No local same-day bookings
- No third-party bookings

B. Maximum Occupancy
- Max 10 guests
- Entire home rental

C. Parking Plan
- Driveway on LEFT side
- Capacity: 3-4 vehicles Max depending on size of car

D. Trash Plan
- Tied bags required
- All trash placed in outdoor bin
- No trash left outside
- Host manages curb placement

E. Noise Control
- Quiet hours 10 PM–8 AM
- No outdoor gatherings after 10 PM
- No parties or events

F. Safety
- Smoke detectors in all bedrooms/hallway
- Carbon monoxide detector in hallway
- Fire extinguisher in kitchen
- First aid kit in hallway

- Evacuation map posted

G. Emergency Contact
Name: Veronica Tello
Phone: 703-798-1772

H. Cleaning Procedures
- Professional cleaning after every stay
- Linens washed between stays
- Monthly safety checks

3. GUEST RULES

House Rules – 214 Lee St
1. Check-in 4 PM / Check-out 10 AM
2. Max 10 guests
3. Quiet hours 10 PM–8 AM
4. No parties or events
5. Only registered guests allowed
6. No smoking inside
7. Park ONLY in driveway
8. Place bagged trash in outdoor bin
9. No furniture moving
10. Report damage immediately

4. EMERGENCY EVACUATION PLAN

Emergency Contacts:
- 911 Police/Fire/EMS
- Local Contact: Veronica Tello (703-798-1772)

Evacuation Routes:
- Front door to Lee St
- Back door to yard
- Bedroom windows as secondary egress
- Assembly Point: Bottom of driveway

Fire Safety:
- Fire extinguisher under kitchen sink
- Smoke detectors in bedrooms & hallway
- CO detector in hallway
- First aid kit in hallway closet

Emergency Evacuation Plan

Property Address: 214 Lee St, Front Royal, VA

1st Floor

- Bedroom (Front Left): Window to front porch (egress), window to side of house
- Exits: Front door (center front of house), back door from kitchen (right/back), back door from dining area (left/back)
- Evacuation route: Follow marked path to nearest exit → front yard or backyard porch

Second Floor

- Room 2 (Front): Windows facing front and right side
- Room 3 (Front): Windows facing front and left side
- Room 4 (Back Left): Windows facing left side and backyard
- Bathroom: Large window facing back of house
- Entertainment/Laundry Room: Windows facing backyard and right side
- Stairs: Two staircases down to 1st floor (living room and kitchen)

Attic Level

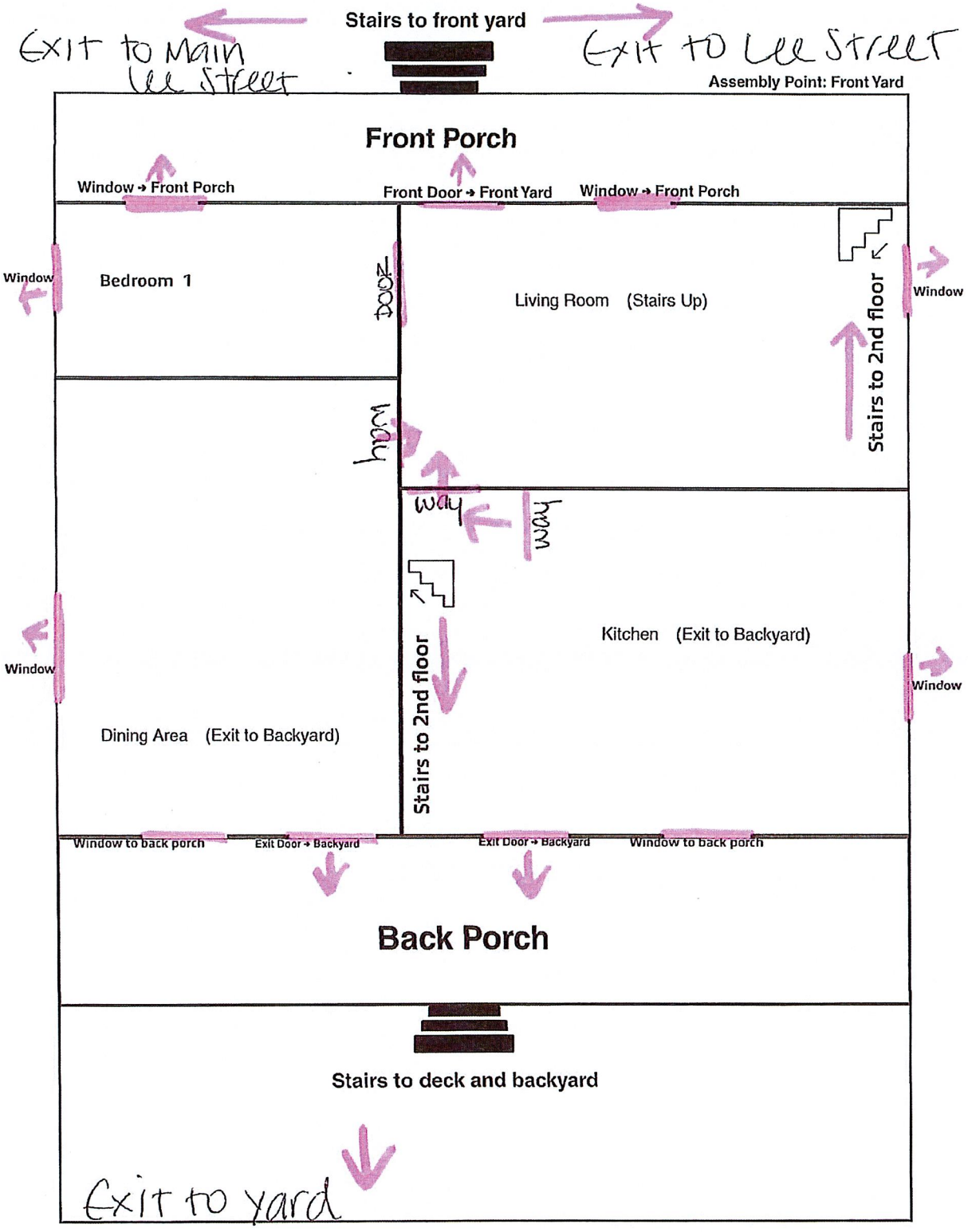
- Living area with two windows: front-facing and backyard-facing
- Staircase access from entertainment/laundry room
- Evacuate via stairs to 2nd floor then exit through nearest door

Neighborhood Evacuation

- Exit property to front yard → Lee St
- Follow Lee St toward main road as indicated by evacuation arrows
- Assembly point: Front yard

Note: Cellar/basement is not accessible to guests and is excluded from guest evacuation routes.

Emergency Evacuation Diagram – 1st Floor



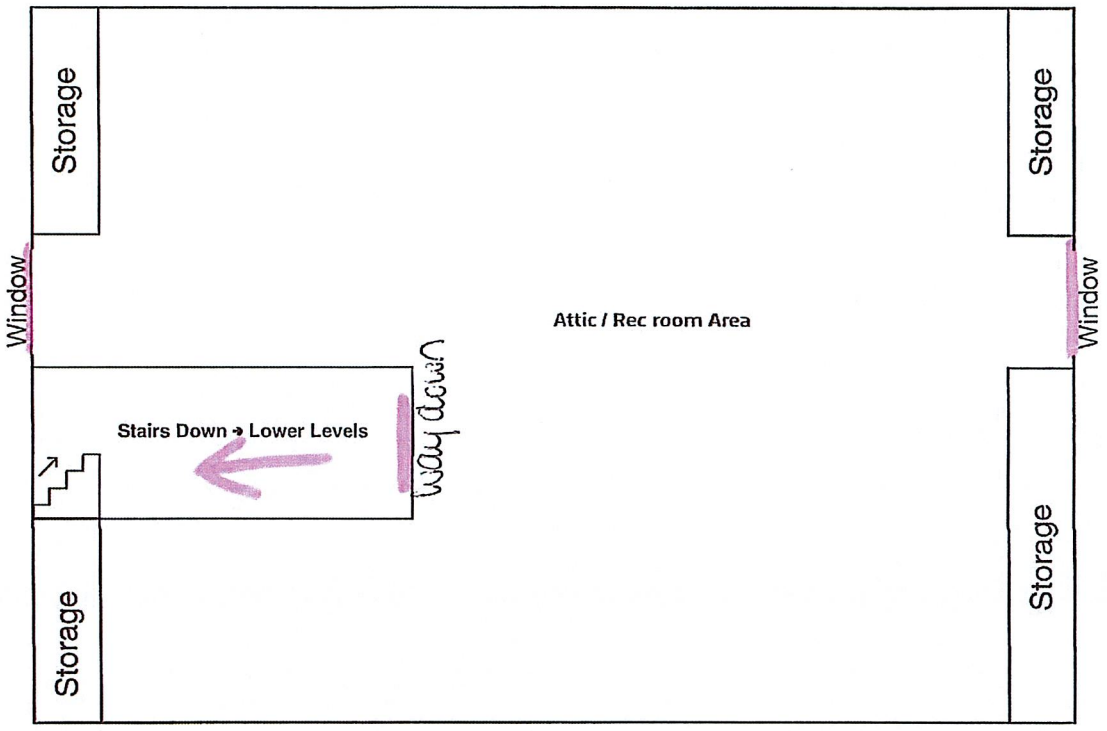
Emergency exit using front door, back doors and windows

Emergency Evacuation Diagram – 2nd Floor

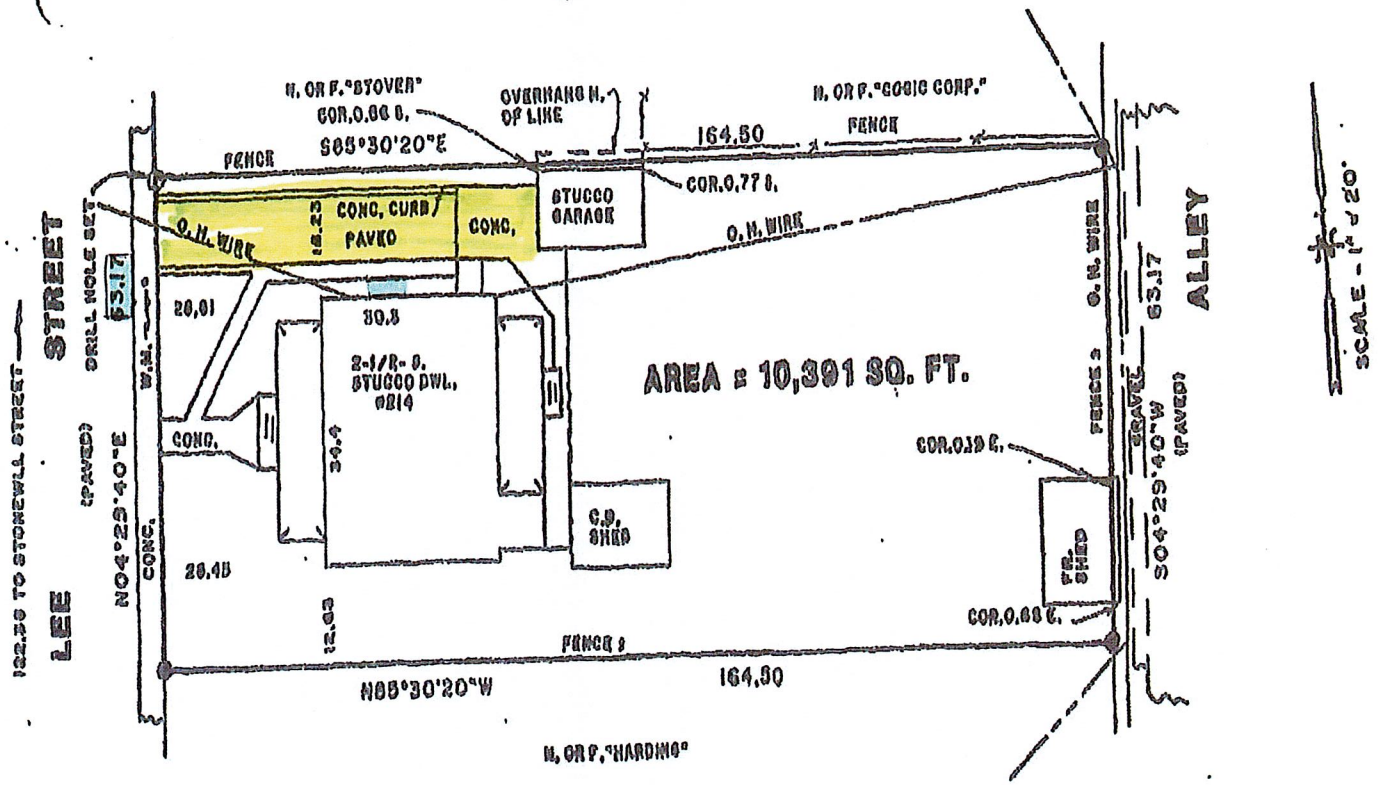


Emergency exit to main level using stairs or windows

Emergency Evacuation Diagram – Attic Level



Emergency exit by using the stairs to main level or windows on each side of the house



BK 552 PG 338

● DENOTES IRON PIN
○ DENOTES EXISTING PIN OR PIPE
NOTE - PARCEL IN FLOOD ZONE C PER HUD MAPS.

MAY 1, 1995

SURVEY OF THE ELIZABETH T. RIVES PROPERTY RECORDED IN D. B. 115, PG. 315.

FORK MAGISTERIAL DISTRICT

WARREN COUNTY

TOWN OF FRONT ROYAL, VIRGINIA

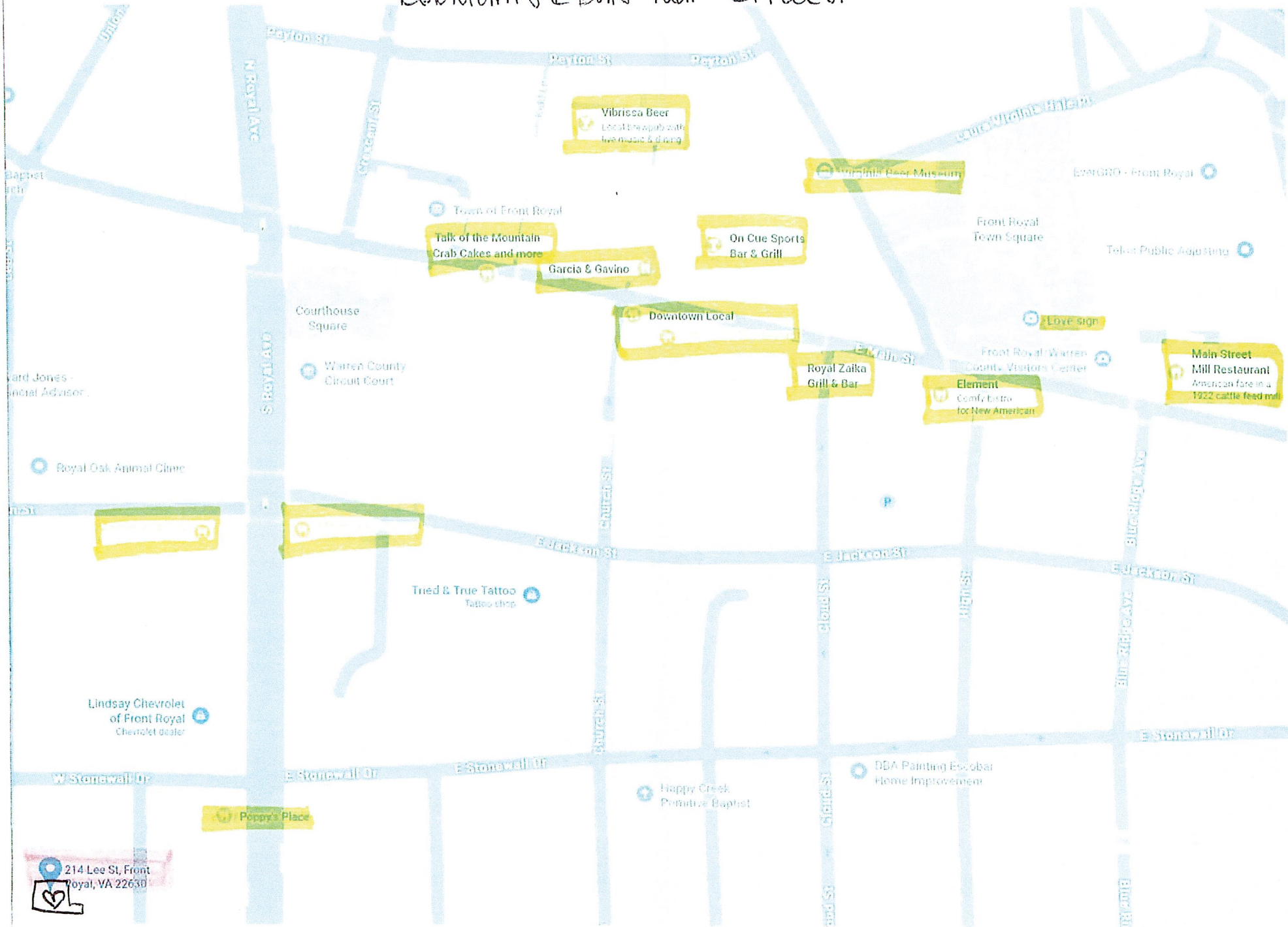
PREPARED BY

LARRY C. HIMELRIGHT P. C.
PROFESSIONAL LAND SURVEYOR
694 RED BUD ROAD, STRASBURG, VA.
PHONE 465-0767

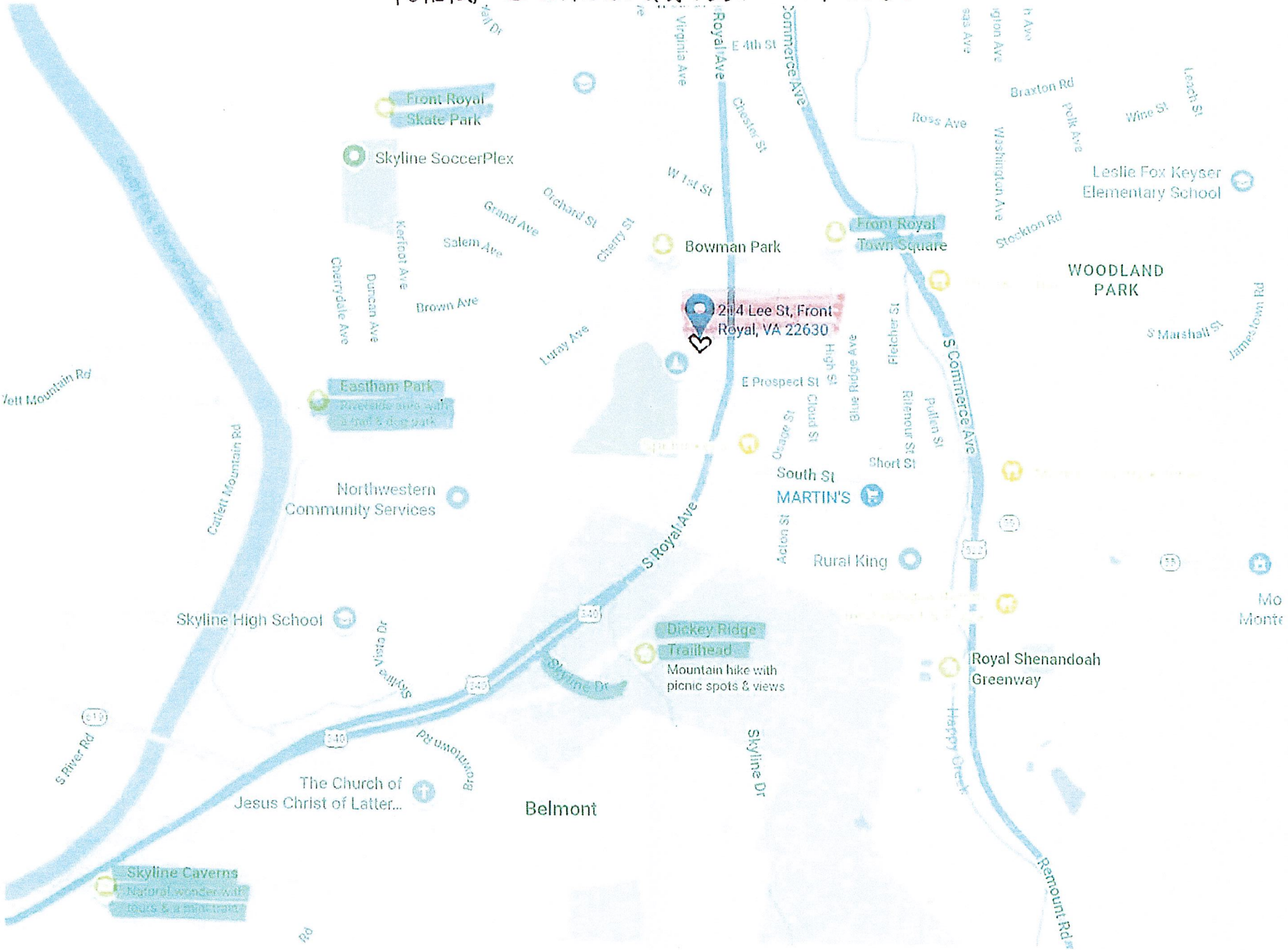
Private Driveway for 3-4 cars.

Refuse area - pick up & bin storage.

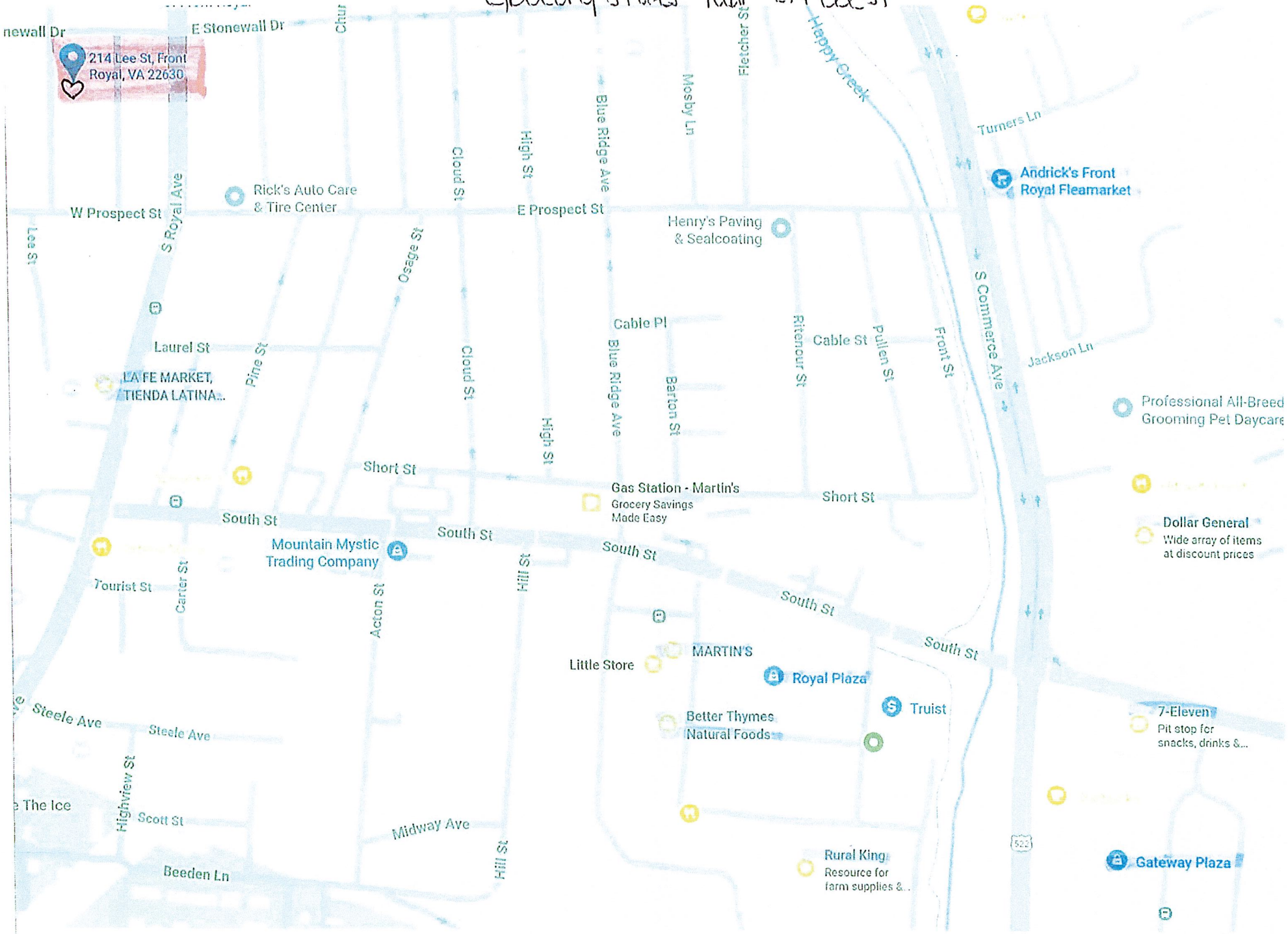
Restaurants & bars near 214 Lee St



Parks & attractions near 214 Lee St



Grocery stores near 214 Lee St



REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07B

Agenda Item: PUBLIC HEARING – Special Use Permit (SUP) Application Submitted by Property Connections LLC to Allow An Automobile Parking Lot, Commercial Tow Yard on a Vacant Lot on Kibler Street

Summary: Council is requested to consider a Special Use Permit (SUP) application submitted by Property Connection LLC to allow an automobile parking lot, commercial tow yard on a vacant lot on Kibler Street identified by Tax Map 20A4-4-4-5. The property is zoned C-1, Community Business District and located within the FEMA floodway. This application would permit the owner to park six or more vehicles on the lot and offer towing services to bring vehicles to the site. The Planning Commission recommended approval with the following conditions:

1. The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall.

2. The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height.

3. The Vehicle Storage Facility lot shall have a graveled or paved surface.

4. Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot.

5. The applicant shall submit a management plan for removing all vehicles from the property in the event of a flood. Letters were sent to the adjoining property owners notifying them of this public hearing.

Budget/Funding: N/A

Meetings: Work Sessions held February 2 and February 9, 2026

Proposed Motions:

1) In furtherance of the purposes and objective contained in Town Code §175-1(B), I move that Council approve a Special Use Permit (SUP) to allow an automobile parking lot, commercial tow yard on a vacant lot on Kibler Street identified by Tax Map 20A4-4-4-5 with the following conditions: 1) The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall; 2) The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height; 3) The Vehicle Storage Facility shall have a graveled or paved surface; 4) Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot and 5) The applicant shall submit a Management Plan for removing all vehicles from the property in the event of a flood.

2) I move that Council deny a Special Use Permit for an automobile parking lot, commercial tow yard on Kibler Street.

Moved _____ *Seconded* _____

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: January 21, 2026

Public Hearing Item 2: 2500573 – A Special Use Permit Application, submitted by Property Connection, LLC, to allow an Automobile Parking Lot, Commercial (tow yard) located on a vacant lot on Kibler Street, identified by Tax Map 20A4-4-5. The property is zoned C-1, Community Business District.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

In furtherance of the purposes and objectives contained in Town Code 175-1(B), Vice Chairman Neel moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500573 to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street, and identified by Tax Map 20A4-4-5 with the following conditions:

1. ***The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall.***
2. ***The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height.***
3. ***The Vehicle Storage Facility lot shall have a graveled or paved surface.***
4. ***Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot."***

Moved Neel *Seconded* Fedoryka

Marshner Y *Marrazzo* Y *Neel* Y *Brooks* Y *Fedoryka* Y

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – 2500573

MEETING DATE: January 21, 2026

SUMMARY: 2500573 – A Special Use Permit Application, submitted by Property Connection, LLC, to allow an Automobile Parking Lot, Commercial (tow yard) located on a vacant lot on Kibler Street, identified by Tax Map 20A4-4-5. The property is zoned C-1, Community Business District.

STAFF RECOMMENDATION:

Staff recommends approval with the following conditions:

1. The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall.
2. The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height.
3. The Vehicle Storage Facility lot shall have a graveled or paved surface.
4. Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot.

DRAFT MOTION:

"In furtherance of the purposes and objectives contained in Town Code 175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500573 to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street, and identified by Tax Map 20A4-4-5 with the following conditions:

1. *The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall.*
2. *The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height.*
3. *The Vehicle Storage Facility lot shall have a graveled or paved surface.*
4. *Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot."*

"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 Special Use Permit #2500573 to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street, and identified by Tax Map 20A4-4-5 due to the following _____."

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

PLANNING COMMISSION ACTION:

Moved _____ *Seconded* _____

Marshner _____ *Neel* _____ *Marrazzo* _____ *Brooks* _____ *Fedoryka* _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
January 21, 2026

APPLICATION #:	**APPLICANT:**
2500573	Property Connection, LLC

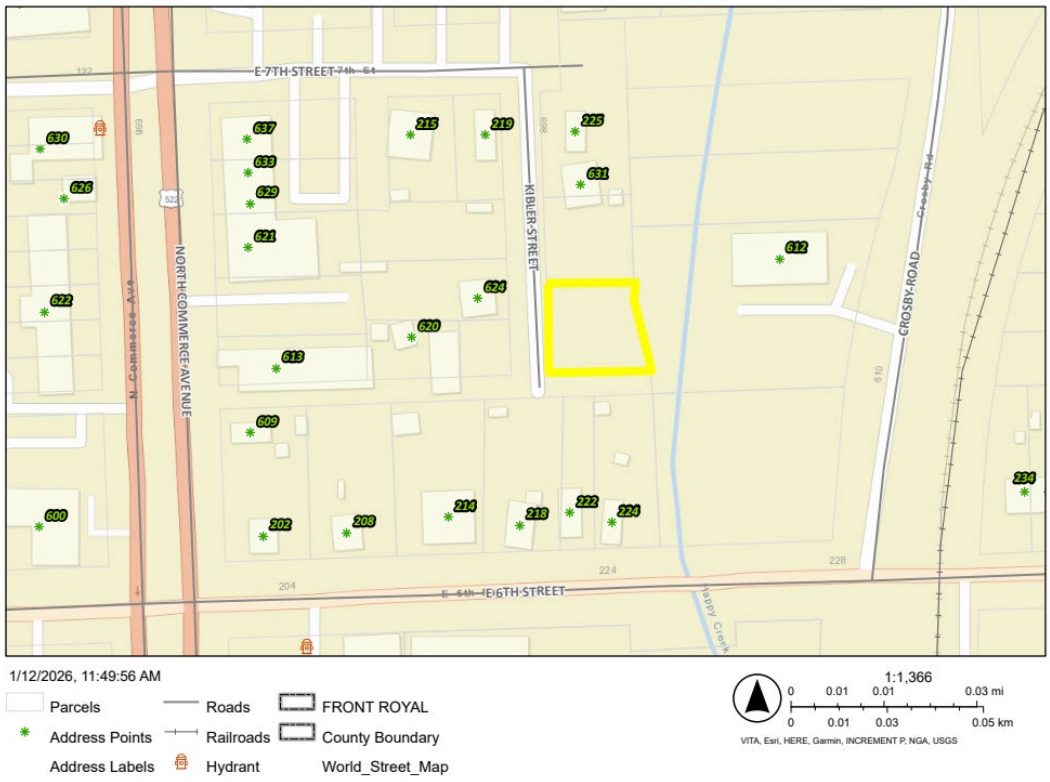
APPLICATION SUMMARY:

A Special Use Permit application has been submitted to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street.

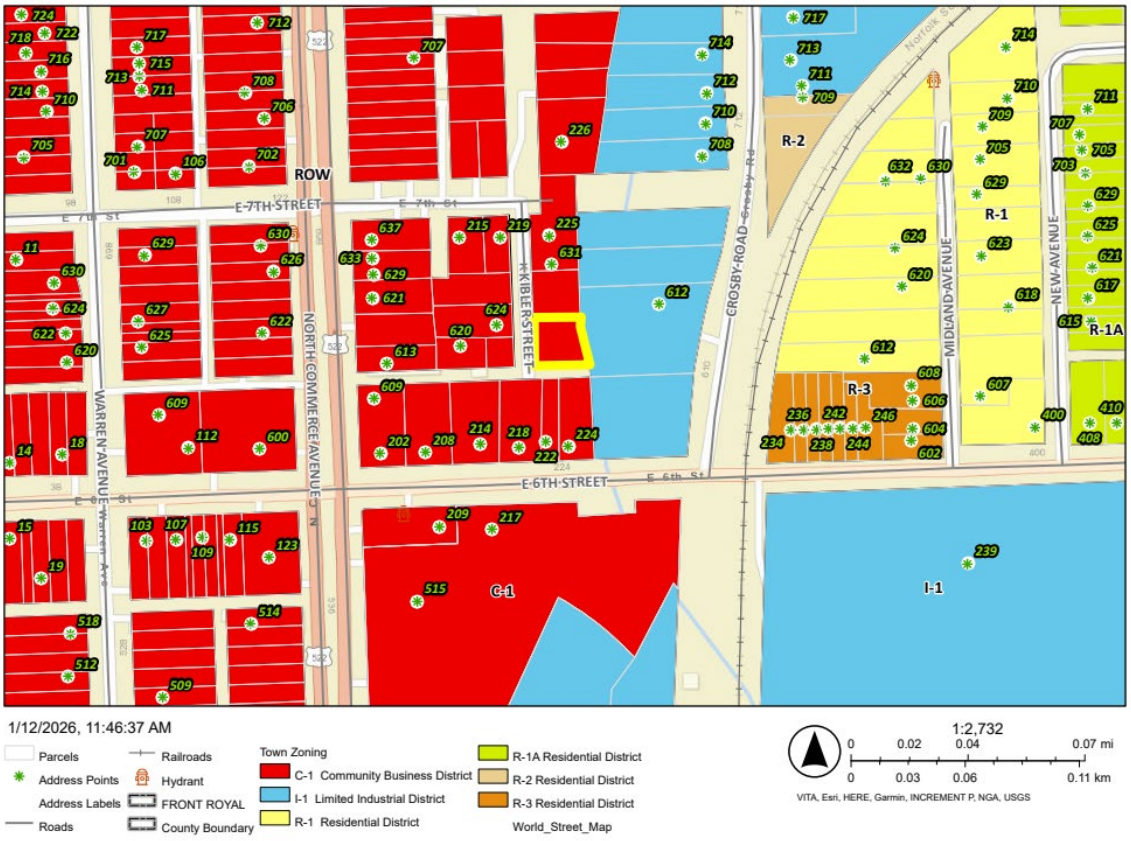
GENERAL INFORMATION:

Site Addresses	Kibler Street (Vacant Lot)
Property Owner(s)	Property Connection LLC
Existing Zoning	C-1, Community Business District
Historic District	No
Proposed Use	Automobile Parking Lot, Commercial (Tow Yard)
Tax Identification	20A4-4-5
Location	The vacant lot is located at the end of Kibler Street.

Vicinity Map (*Warren County GIS*)



Town Zoning Map (Warren County GIS)



Arial Map (Warren County GIS)



Kibler Street – Vacant Lot Identified by Tax Map No. 20A4-4-5





INFORMATION ON THE APPLICATION:

Town Code	**Town Code 175-3 – DEFINITIONS** **AUTOMOBILE PARKING LOT, COMMERCIAL –** A lot or portion thereof, other than an automobile sales lot, held out or used for the storage or parking of six (6) or more motor vehicles for a consideration, where service or repair facilities are not permitted. Such parking lot shall not be considered an accessory use; nor shall it be used for the storage of dismantled or wrecked vehicles, parts thereof or junk. **Chapter 158- VEHICLE AND TRAFFIC** **158-55 - DEFINITIONS** **TOWING OPERATOR** means a towing firm or service, with an established business office and location within Warren County, which meets the requirements of this article and has entered into an agreement to provide towing and recovery services at the request of the Sheriff's Office, Police Department or other law enforcement personnel. **158-56 General Requirements** B. *Storage and Security of Vehicles.* 1. All Towing Operators shall have a secured lot for vehicles towed under this article. Vehicles shall be stored at all times in said storage lot, storage facility or building or an adjacent service bay. 2. A Towing Operator shall maintain and own or lease a dedicated storage area able to contain all towed vehicles towed by the operator. Storage area shall be fully enclosed by a commercial grade fence which is at least six (6) feet tall, or enclosed by a permanent structure, have adequate lighting and remain reasonably clear of debris. Towing Operators shall not share storage lots unless the shared storage lot is divided by a six-foot high stationary fence with a separate locked entranced to each storage area. 3. The storage lot shall have a sign posted identifying the firm's name and telephone number. Wrecker service facilities and equipment, including vehicles, office, telephone lines, office equipment and storage facilities may not be shared with another wrecker service. Vehicles towed at the request of Law Enforcement Personnel must be placed in storage owned or leased and operated by the wrecker service on the Towing List. 4. The storage lot shall have a graveled or paved surface.

175-38 - STATEMENT OF INTENT (C-1)

The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C-I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

175-39 - USE REGULATIONS (C-1)

B. The following uses are permitted within the C-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 C-1 District:

RESIDENTIAL:

Apartments or dwelling units, with four (4) or more units or where located on the ground floor, subject to the provisions of Section 175-113.

COMMERCIAL:

Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.

Automobile Parking Lots, commercial.

Bed and Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175-107.1.F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, and flea markets, in accordance with Section 175-44.F.

Kennels.

Shopping centers as set forth in Section 175-111.

Tobacco, smoke or vape shop.

INDUSTRIAL:

Distribution facilities, subject to the standards and criteria for industrial uses provided in Section 175-70.

Wholesale establishments with storage and processing, subject to the standards and criteria for industrial uses provided in Section 175-70.

ORGANIZATIONAL:

Schools.

MISCELLANEOUS:

Any use permitted under Section 175-39, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-41, 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.

Conservation areas.

Communication towers, in accordance with Section 175-110.4.

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

Boarding Houses, Clubs and Lodging Houses.

Mini-warehouses, subject to the standards of Section 107-44.G.

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

Parking Structures.

Structures with a height between forty-five (45) feet and seventy (70) feet, and any residential structure not in conformance with the height limitation of Section 175-41.

Structures with a gross floor area of fifty thousand (50,000) square feet or more.

Townhouse-style commercial development, where the intent is to divide the property into individual lots.

Parking Requirements	**158-57 - APPLICATION FOR AGREEMENT** D. *Penalties and Towing:* 3. The location, size and security features of the storage lot on which the towed vehicles will be stored. The storage facility shall be described in detail to include the size, the lighting and the separate entrance. The storage facility may be a building or a lot which shall be a minimum of one thousand five hundred (1,500) square feet for regular Towing Operators or a minimum of three thousand (3,000) square feet for heavy-duty Towing Operators.
Staff Recommendation	Staff recommends approval with the following conditions: 1. The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall. 2. The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height. 3. The Vehicle Storage Facility lot shall have a graveled or paved surface. 4. Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot.

ATTACHMENTS: 1) Application and associated documents from the applicant.

SPECIAL USE PERMIT # 2500573

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING AND ZONING
102 EAST MAIN STREET, PO BOX 1560
FRONT ROYAL, VA 22630

Main 540-635-4236
Fax 540-631-2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

APPLICANT:
Name: Property Connection, LLC PHONE: 703-594-9421
Address: 204 Cloud St Front Royal, VA 22630
Email: MNICKproperty@yahoo.com

PROPERTY OWNER:
Name: Property Connection, LLC PHONE: 703-594-9421
Address: 204 Cloud St Front Royal, VA 22630
Email: MNICKproperty@yahoo.com

PROPERTY DESCRIPTION:
Property Address: 631 Kibler St, Front Royal, VA 22630
Tax Map 20A4-4-5 Section _____ Block _____ Lot 5
Subdivision Name: C.H. Binns Acreage: 0.14 ~~ac~~ SF Zoning District: C-1

REQUEST:
Proposed Use of Property: TOW yard
Specific Special Use Permit Request: TOW yard

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

1. Survey Plat of property showing all **existing** improvements. **(3 Originals and a Digital Copy)**
2. Preliminary Site Development Plan required for new development or a Conceptual Drawing for existing structures.
3. Application Fee of $1000.00 Form of Payment: CASH Date Paid: 12-3-25
4. Additional information as required by the Department of Planning and Zoning. #0100213306 2

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

Applicant Signature: _____ Date: 12/3/25
Property Owner Signature: _____ Date: 12/3/25

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

Revised 6-5-2025

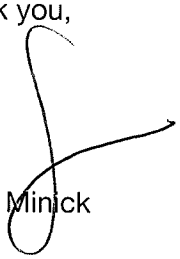
RECEIVED
DEC 03 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

12/3/25

To Whom it May Concern:

Emily Minick is an authorized signer to sign on behalf of Property Connection, LLC.

Thank you,



Emily Minick

KIBLER ST.
50' WIDE R/W
(UNIMPROVED)

20' WIDE DRAINAGE EASEMENT HEREBY DEDICATED TO THE TOWN OF FRONT ROYAL PER THIS PLAT

PROPERTY LINE HEREBY CREATED

ABOVE GROUND PROPANE TANK

L7
36" RCP

20'

EDGE OF GRAVEL

E. 7TH ST.
60' WIDE R/W

60'

PROPERTY LINE HEREBY CREATED
(PORTION OF E. 7TH ST.
3,390 SQ. FT.)

L6

5' BRL

15' BRL

(60.00')

E. 7TH ST.
60' WIDE R/W
(UNIMPROVED)

250' TO N. COMMERCE AVE

(PROPERTY LINE HEREBY VACATED)

NOTE: PROPOSED LOT 3A IS SERVED BY EXISTING SEWER LATERAL AND EXISTING WATERLINE WITH WATER METER.

PER P.B. 2/39

L5

CONC. WALK

(L8)
(ORIG. LOT 3)
(6,705 SQ. FT.)
(ZONED C-1)

R.O. CONC.

14.7'

3.4'

19.3'

14.0'

EX. 2 STY. VINYL SIDING DWELL. # 225

16.0'

ZONED C-1

165.00'

58.82'

5' BRL

26.2'

13.8'

11.0'

26.3'

116.85'

S 01°00'00" W

(90.00')

T.M. 20A4-4
NEW LOT 3A
7,699 SQ. FT.

22.2'

10' BRL

R.O. CONC.

12.2'

12.6'

5.3'

T.M. 20A4-11 PARCEL 6
N/F S. WAYNE PROPERTIES, L.L.C.
PER INST. # 110002705
ZONED I-1

L2

PROPERTY LINE HEREBY CREATED

EXISTING WATER AND SEWER LINES

29.4'

5.3'

20.0'

PIN SET AT 8.22'

LINE PER PLAT IN INST. # 110002364

CONC. WALK (PROPERTY) (LINE) (HEREBY) (VACATED)

(L4)

PROP. SEWER AND WATER LAT.

5' BRL

R.O. CONC.

32.2'

EX. 1 STY. STUCCO AND METAL SIDING DWELL. # 631

19.8'

4.8'

FR. BLDG.

12.2'

24.8'

(2,396 SQ. FT. ADDED) (TO LOT 4)

T.M. 20A4-11 PARCEL 7
N/F S. WAYNE PROPERTIES, L.L.C.
PER INST. # 110002705
ZONED I-1

CREEK

19.6'

CONC. AREA

106.18'

N 01°00'00" E

15' BRL

108.15'

T.M. 20A4-4
NEW LOT 4A
7,984 SQ. FT.
ZONED C-1

(ORIG. LOT 4)
(5,588 SQ. FT.)
(ZONED C-1)

69.5'

(75.00')

10' BRL

T.M. 20A4-11 PARCEL 8A
N/F S. WAYNE PROPERTIES, L.L.C.
PER INST. # 110002705
ZONED I-1

225.00'

HAPPY

PIN SET AT 11.87'

L3

KIBLER ST.
32' WIDE R/W

FUTURE FENCE

13.00'

32'

T.M. 20A4-4 PARCEL 5
N/F PROPERTY CONNECTION, LLC.
PER INST. # 220004123
ZONED C-1

L1

75.00

86.00'

N 88°59'57" W

20' WIDE ALLEY

DENOTES EXISTING PIN.
DENOTES PIN SET.
DENOTES RAILROAD SPIKE SET.
DENOTES WATER METER.
DENOTES OVERHEAD WIRES.
DENOTES FENCE LINE.
DENOTES WATER LINE.
DENOTES SAN. SEWER LINE.

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DERIVATION OF TITLE TO: PROPERTY CONNECTION, LLC.
PER INSTRUMENT # 220004123.

PLAT REF: INST. # 110002364 AND P.B. 2/39.

SUBJECT PARCELS SITUATED IN FLOOD ZONE AE
PER FIRM MAP # 51187C0112C EFFECTIVE DATE JUNE 3, 2008.

BOUNDARY LINE ADJUSTMENT BETWEEN LOTS 3, 4,
AND A PORTION OF E. 7TH STREET PER
PLAT OF C.D. BINNS LOTS

NORTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

0 30 60
SCALE 1" = 30'

SHEET TWO OF TWO

COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
1/15/24
LAND SURVEYOR

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 15, 2024

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07C

Agenda Item: PUBLIC HEARING – Request by Dana Cline to Amend the Zoning Map to Reclassify Vacant Lots on Grand Avenue from R-1 to R-3

Summary: Council is requested to consider an application submitted by Dana Cline requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District. The Comprehensive Plan encourages infill development. There are R-3 zoned neighborhoods surrounding Grand Avenue; however, this request would be the only R-3 on this stretch of the street. The Planning Commission voted to recommend denial of the request.

Letters were sent to the adjoining property owners notifying them of this public hearing.

Budget/Funding: N/A

Meetings: Work Session held March 2, 2026

Proposed Motion:

1) In furtherance of the purposes and objective contained in Town Code §175-1(B), I move that Council approve an amendment to the zoning map to reclassify two vacant lots on Grand Avenue identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.
2) I move that Council deny an amendment to the zoning map to reclassify lots on Grand Avenue from R-1 to R-3.

Moved _____ *Seconded* _____

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

2600013 - AN APPLICATION SUBMITTED BY DANA CLINE REQUESTING AN AMENDMENT TO THE ZONING MAP TO RECLASSIFY TWO VACANT LOTS ON GRAND AVENUE, IDENTIFIED BY TAX MAP 20A6, SECTION 6, BLOCK 4, PARCELS 11A AND 14A, FROM R-1, RESIDENTIAL DISTRICT TO R-3, RESIDENTIAL DISTRICT.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: February 18, 2026

Public Hearing Item 2: 2600013 - An application submitted by Dana Cline requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

Recommendation of Approval _____
Recommendation of Denial ✓
Postponed _____

Vice Chairman Neel moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of denial for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

Moved Neel *Seconded* Fedoryka

Marshner yes *Marrazzo* Absent *Neel* yes *Brooks* yes *Fedoryka* yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application #2600013

Meeting Date: February 18, 2026

Summary: The application for review submitted by Dana Cline is requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

Staff Recommendation:

Staff recommends approval due to the overall conformance with the comprehensive plan.

Draft Motion:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District."

"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 for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District for the following reasons: _____."

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

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
February 18, 2026

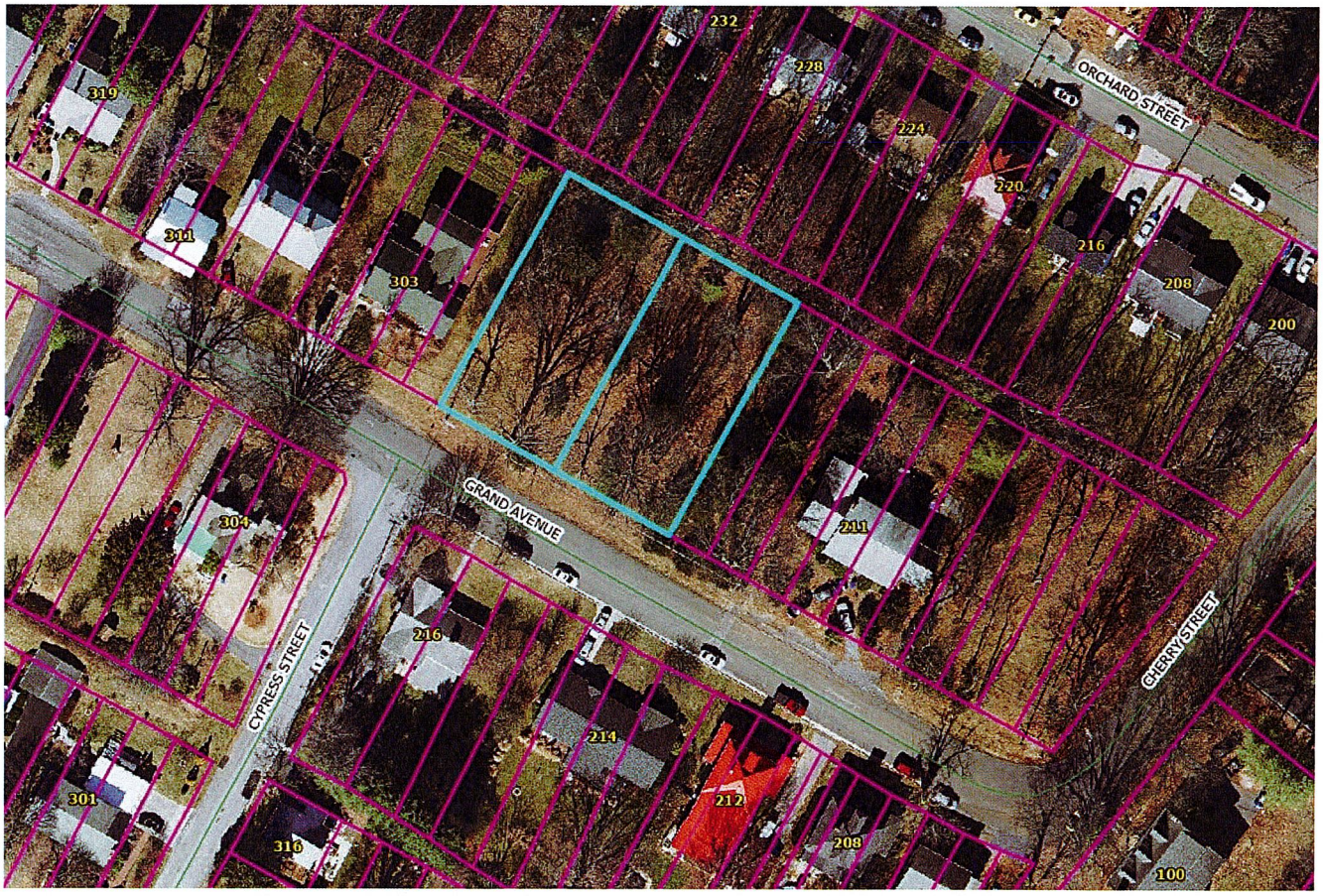
APPLICATION: Rezoning Application #2600013 **APPLICANT:** Dana Cline

APPLICATION SUMMARY: The application for review is requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

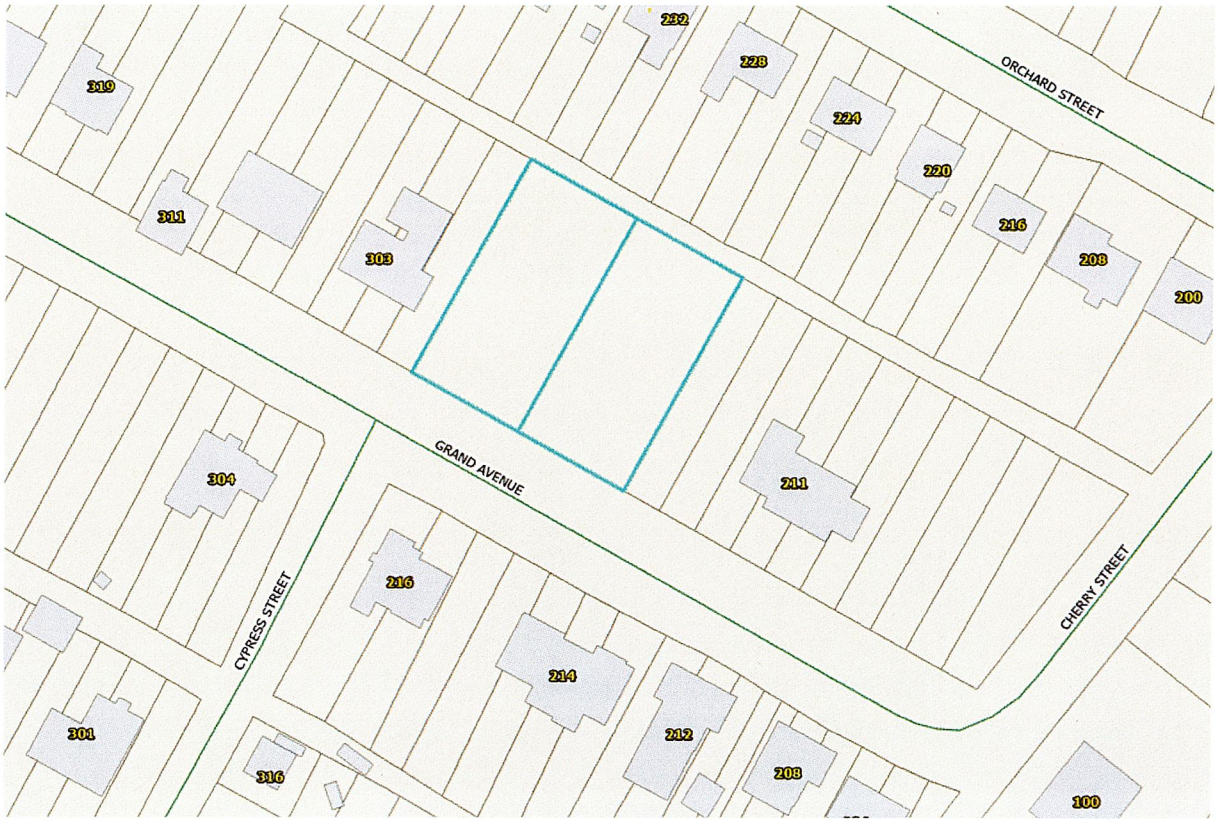
GENERAL INFORMATION:

Site Address(es): Grand Avenue
Property Owner(s): Dana Matthew Cline
Existing Zoning: R-1, Residential District
Proposed Zoning: R-3, Residential District
Tax Identification: Tax Map #20A6-6-4-11A & 14A
Location: The vacant lots are located between Cherry Street and Cypress Street.

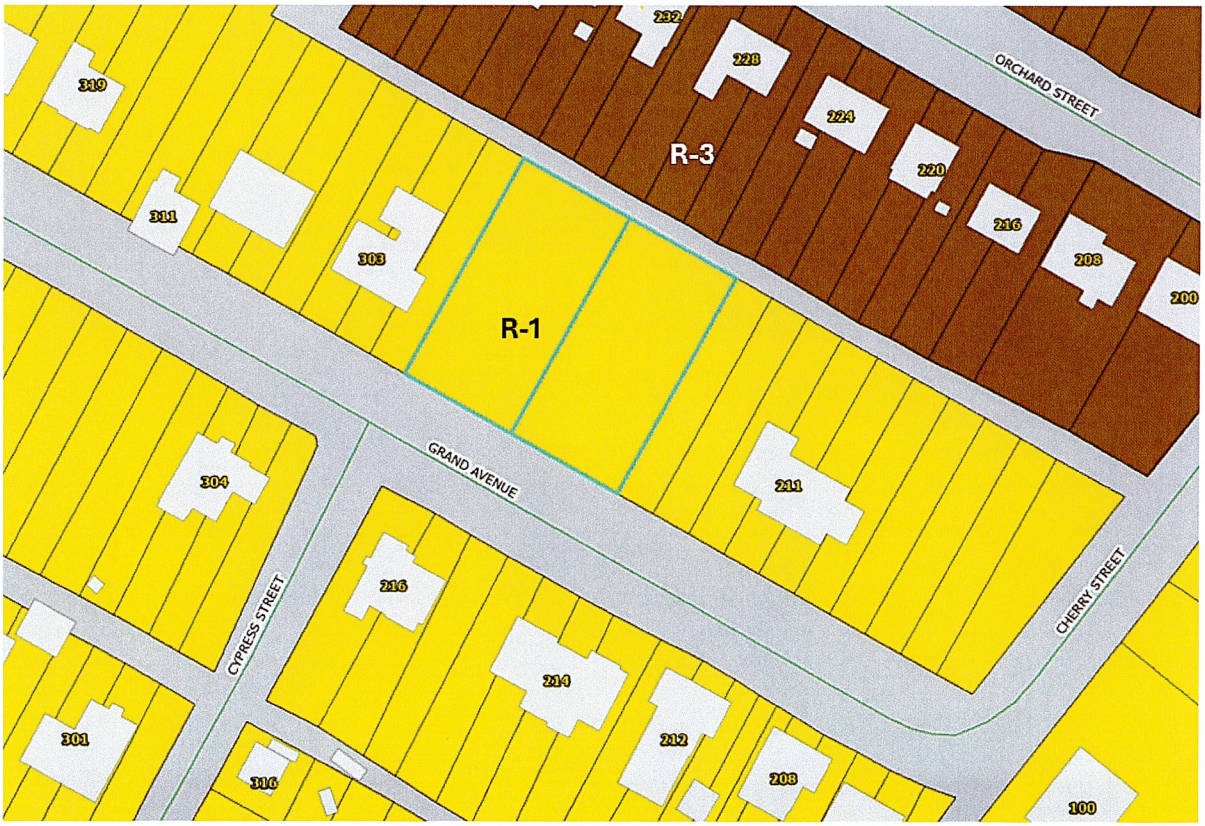
Aerial Map (Town of Front Royal GIS)



Vicinity Map – (Town of Front Royal GIS)



Zoning Map – (Town of Front Royal GIS)



APPLICATION DOCUMENTS:

Attachment A: Application.

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town of Front Royal.
- No proffers were made by the applicant.

Attachment B: Statement of Justiciation Letter.

Statement Of Justification

Dana Cline

Lot 11A Grand Ave.

Lot 14A Grand Ave.

Front Royal, Va. 22630

To The Town Council

I am requesting the rezoning of Lot 11A and Lot 14A on Grand Ave from R-1 to R-3. I am asking for this change due to a lack of available new housing for sale or for rent in Front Royal. As the years go by, more and more people are relocating from the city to our area. I feel with this small change, I would be doing my part to help with this problem.

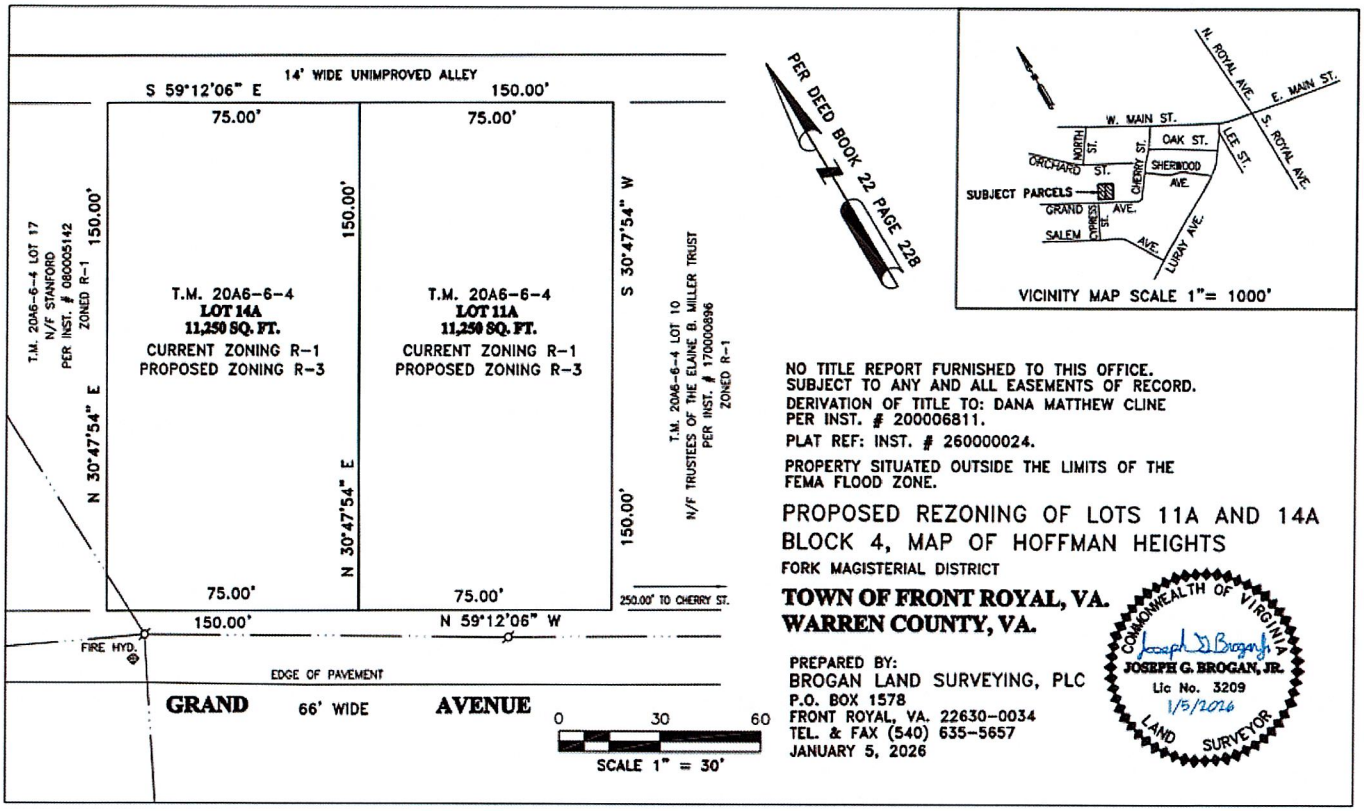
These lots on Grand Ave. would be perfect for families with young children or even the elderly looking to retire. The current two lots have plenty of extra space for duplexes to be built. Each duplex lot would need 3,750 SQ.FT. I will have 5,625 SQ.FT. For the width of the lots, I need at least 30 FT. and I'm going to have 37.5 FT. On the sidelines, I need 7FT. but I will have 15.5 FT.

With all this extra space and the lots being almost level from the street, this will be perfect for sidewalks along Grand Ave., two concrete apron parking spaces per duplex and still have plenty of yard on the sides and in the rear. There will be plenty of yard space for children to play, while the adults will have front porches to enjoy.

Finally, I would like to bring to your attention, that my lots back up to Orchard ST., which is zoned R-3.

Dana M. Cline 1-9-2026

Attachment C: Plat – A Survey Plat of the property showing properties.



NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811.
PLAT REF: INST. # 260000024.

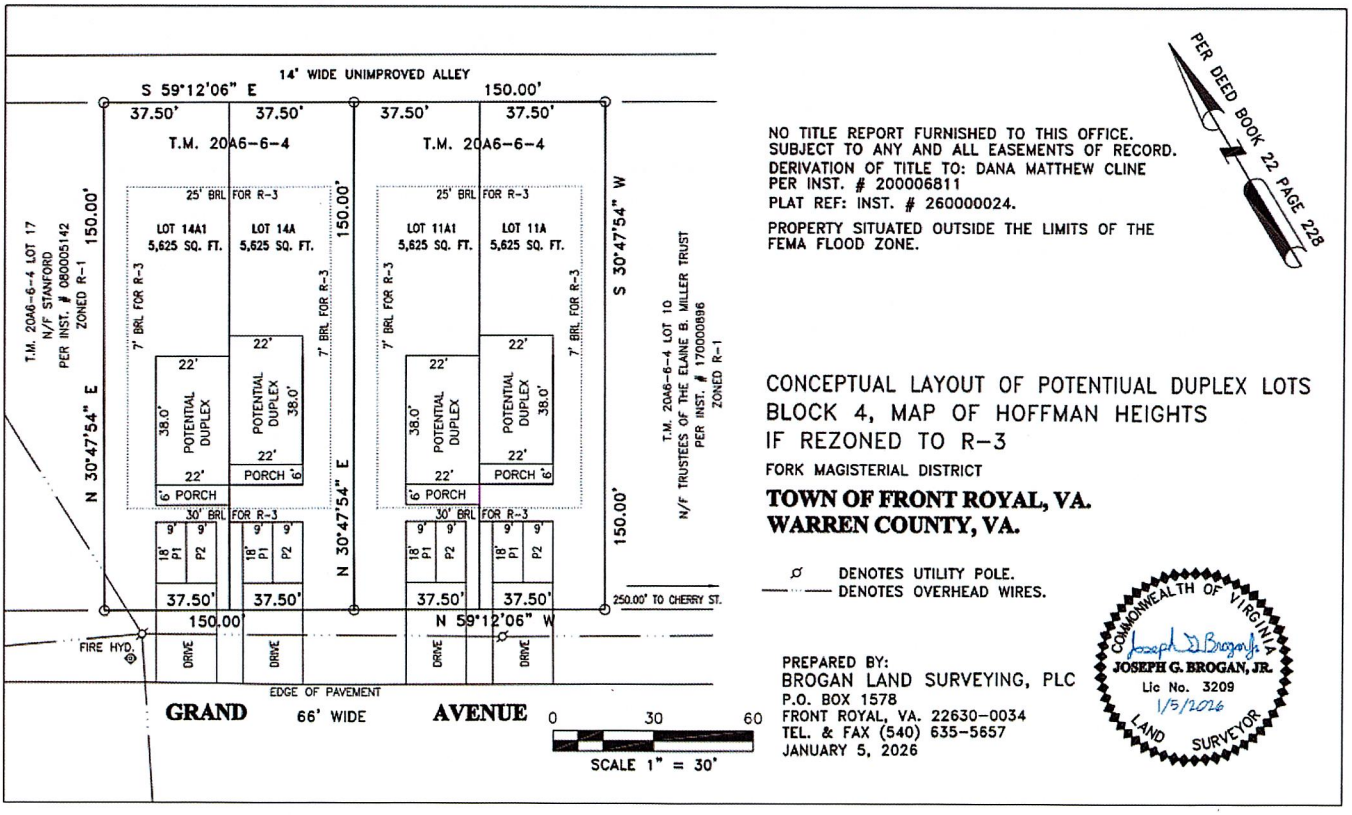
PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

PROPOSED REZONING OF LOTS 11A AND 14A
BLOCK 4, MAP OF HOFFMAN HEIGHTS
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.

COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
1/5/2026
LAND SURVEYOR

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 5, 2026

Attachment D: Conceptual Sketch.



NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811
PLAT REF: INST. # 260000024.

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

CONCEPTUAL LAYOUT OF POTENTIAL DUPLEX LOTS
BLOCK 4, MAP OF HOFFMAN HEIGHTS
IF REZONED TO R-3
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.

ø DENOTES UTILITY POLE.
—— DENOTES OVERHEAD WIRES.

COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
1/5/2026
LAND SURVEYOR

PREPARED BY:
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FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 5, 2026

ZONING ORDINANCE: The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

R-1 District, Zoning Ordinance Section 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 there are children, 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 and certain public facilities that serve the residents of the district. Mobile homes or rooming houses are prohibited.

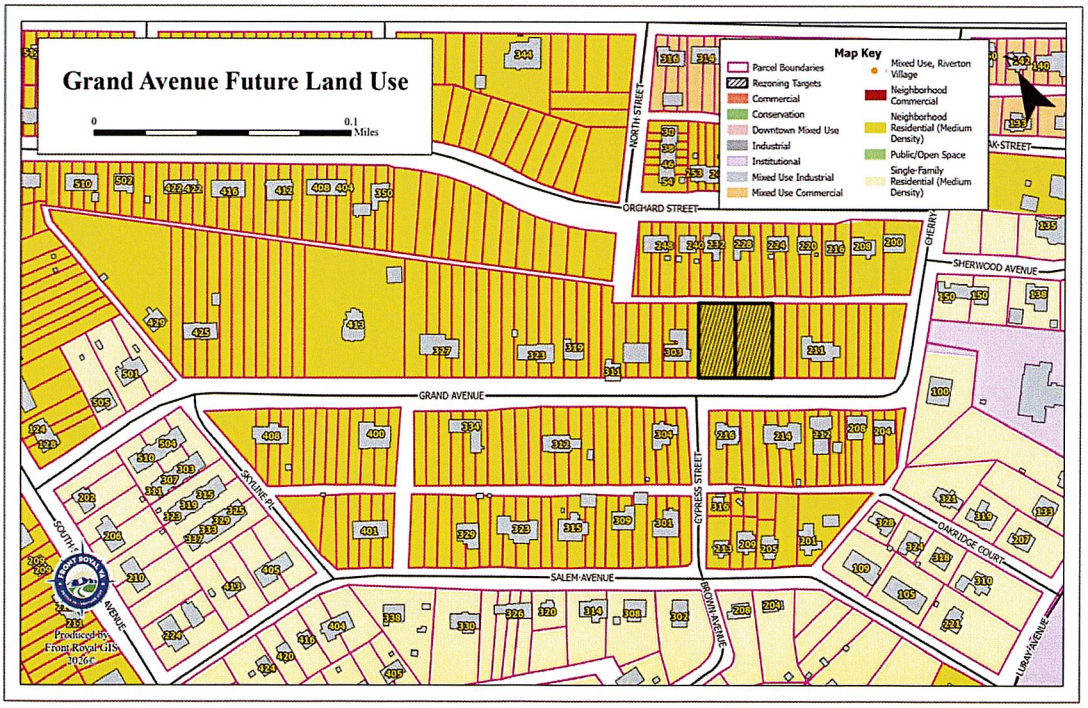
R-3 District, Zoning Ordinance Section 175-28

The R-3 Residential District is composed of medium-to-high density concentrations of residential uses. The standards for this district are designed to stabilize and protect the essential character of the area so designated and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for families desiring the amenities of apartment living and the convenience of being closest to shopping, employment centers and other community facilities. Development is, therefore, limited to medium- to high-density concentration, and permitted uses are limited to single-family, two-family and multifamily dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities. Home occupations, as defined by this chapter, are permitted. Mobile homes are prohibited.

Differences between the R-1 and R-3 Zoning Districts:

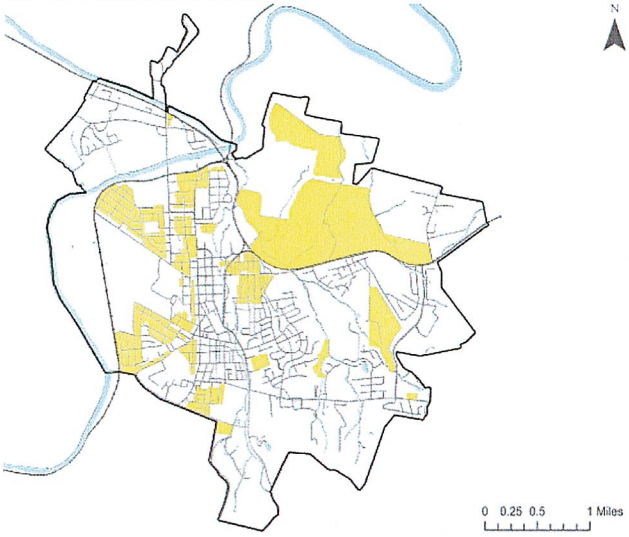
The major difference between these two zones is the proposed density of the uses. The R-1 zone is intended for low density, single family development. The R-3 on the other hand, is intended to provide for a variety of housing types at a higher density. This is more characteristic of older development. The Towns historic district is developed at approx 4 to 6 units per acre.

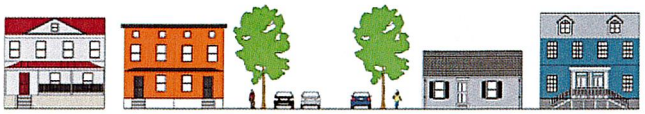
TOWN COMPREHENSIVE PLAN:



NEIGHBORHOOD RESIDENTIAL (MEDIUM DENSITY).

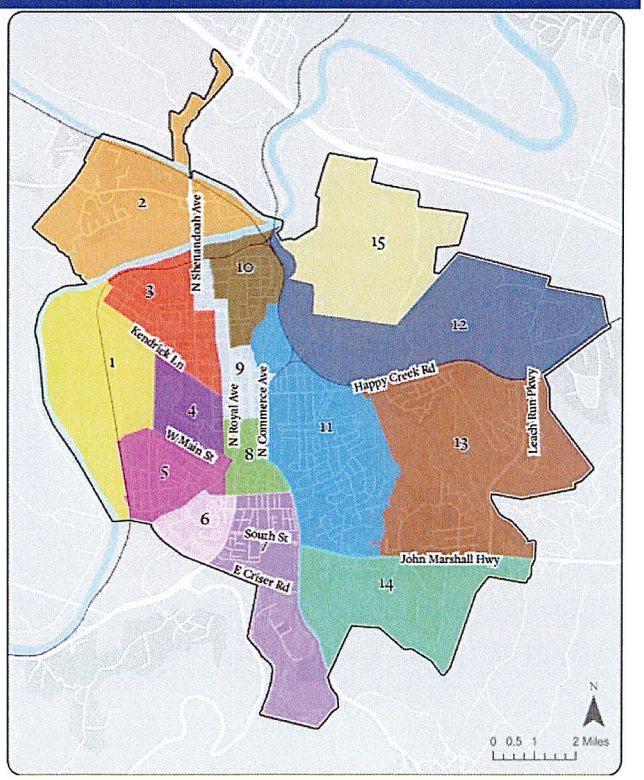
Single-family detached, single-family attached, and two-family attached homes. Infill development will match the character of existing neighborhoods. Accessory dwelling units (internal to the home and external to the home) are permitted by right.





Uses	Primary	Single-family attached and detached
	Secondary	-
Character	Design Principles	Traditional neighborhood design, infill to match existing historic lotting pattern
Other	Facilities & Utilities	Public water and sewer, sidewalks, bike lanes
	Special Considerations	

PLANNING AREAS



Planning Areas

1. **Royal Phoenix**
2. **Riverton**
3. **Shenandoah**
4. **Randolph Macon**
5. **Viscose City**
6. **Prospect Hill**
7. **South**
8. **Old Town**
9. **Royal**
10. **Warren Park**
11. **Happy Creek**
12. **North East**
13. **Leach Run**
14. **South East**
15. **Marshall**

5. VISCOSE CITY

Area Description

The Viscose City Planning Area consists of 234.7 acres bordered to the north by W. Main Street and W. 1st Street; to the east by Union Street and Lee Street; to the south by Luray Avenue; to the west by Norfolk Southern Railroad.

Opportunities

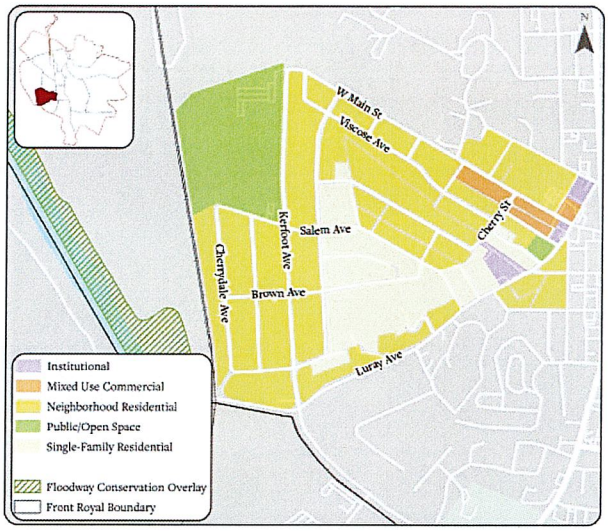
- The Viscose City Planning Area has adequate utility and transportation capacity, but many of the streets need improvements with curb and gutter and sidewalks.
- Recreational facilities and natural resources at the Skyline Soccerplex, Eastham Park and Bowman Park.
- Open space within and adjacent to the Warren County park facilities.
- Close proximity to Royal Phoenix and Downtown.
- Redevelopment potential.
- Curb & gutter exists along most streets.
- Several major churches along Luray Avenue and Union Street.

Challenges

- Existing streets have a patchwork of sidewalks and curb & gutter facilities.
- Many of the citizens comment on the poor cell phone reception in the western portion of the area.
- Extension of W. Main Street to Kendrick Lane could have negative impacts to the residential uses along Kerfoot Avenue without careful consideration of road design.
- No sidewalks exist on most streets.
- Steep terrain along portions of Luray Avenue.

Action Strategies

- Annually monitor needed utility infrastructure with existing uses and planned development and coordinate with the Capital Improvement Plan (CIP) to project needs over at least a 5-year time period.
- Sidewalks and curb & gutter facilities are recommended along existing streets. Sidewalks along W. Main Street are a priority to enhance connection with Royal Phoenix and Downtown.
- Bicycle, sidewalk and curb & gutter facilities are recommended along Kerfoot Avenue and Luray Avenue.
- Implement traffic calming measures in future road projects in the planning area and surrounding areas.
- Maintain the existing large oak trees within Bowman Park, and encourage preservation of other wooded areas through ordinances and supporting efforts by the Tree Stewards and UFAC.
- Promote the adaptive reuse of the former police station at the corner of W. Main Street and Luray Avenue.
- Encourage the development of a corner neighborhood commercial node to support walkability within the planning area.



The Town's Comprehensive Plan calls for this area to be used as single-family detached, single-family attached, and two-family attached homes. Infill development will match the character of existing neighborhoods. Accessory dwelling units (internal to the home and external to the home) are permitted by right.

STAFF FINDINGS AND ANALYSIS:

Overall, the Towns approved Comprehensive Plan supports the applicants request to rezone from R-1 to R-3. The neighborhood, while composed entirely of single-family homes, is bordered by higher density development. The future land use designation of neighborhood residential supports the type of dwelling being requested by the applicant.The neighborhood however, does not have direct access to commercial centers or major transportation routes within town which is generally where you would look to see multi-family units.

The applicant has not chosen to submit any proffers for consideration.

Attachments: A. Application and Supporting Documents
B. Statement of Justification Letter
C. Survey Plat
D. Conceptual Sketch

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main:540-635-4236
Fax:540-631-2727
planning@frontroyalva.com

Permit: # 26000013
Fee Amt: $1650.00
Date Paid: 1-9-26
Date Received: 1-9-26
by CIC

REZONING APPLICATION

APPLICANT:

Name: Dana Cline **Phone:** 540-671-2410

Address: 1728 Rivermont Drive, Front Royal, Va. 22630

E-Mail:

PROPERTY OWNER OF RECORD:

Name: Same **Phone:**

Address:

E-Mail:

PROPERTY DESCRIPTION:

Location/Street Address: Between 211 and 303 Grand Avenue

Number of Lots: 2 **Total Acreage:** 22,500 Sq. Ft.

Tax Map Identification for each parcel (Map, Section, Block and Lot):

T.M. 20A6-6-4

Lots 11A and !4A

Subdivision Name: (if applicable) Hoffman Heights

REQUEST:

Existing Zoning: R-1 **Proposed Zoning:** ~~R-2~~ R-3 D.C.

Existing Use: Vacant land **Proposed Use:** Residential

RECEIVED
JAN 09 2026
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Revised 6/6/2025

ATTACHMENTS:

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. **Cash, Check, or Credit Card may be used pay the application fee. Checks should be made payable to the Town of Front Royal. Credit Card processing fee is 2.35% plus .25 cents. The application fee is due at the time of submittal.**
   - **Proffer Amendment or Concept Plan/Master Land Use Plan Revision = $650.00**
   - **1 Acre or Less = $650.00**
   - **Over 1 Acre = $650.00 +$100.00/acre or a portion thereof.**
   - **Downzoning = Over 1st Acre $650.00**
2. **Surve Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries *(8 copies and a digital copy)*.**
3. **Environmental Site Assessment Phase I and Phase II *(Unless waived by the Planning and Zoning Director)*.**
4. **Traffic Impact Analysis *(If required)*.**
5. **Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Planning and Zoning Director.**
6. **Statement of Justification: As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.**

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me, and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.

Dana M. Cline

Signature of Property Owner

_____

Signature of Applicant (if different)

City/Couty of Warren **, Commonwealth of Virginia**

The foregoing instrument was acknowledged before me this 2nd **day of** January **, 20** 26 **by** Dana M. Cline.

(Name of person seeking acknowledgement)

Sara Renee Athey

Notary Public

Notary registration number: 8022734 **My Commission:** 07/31/2026

SARA RENEE ATHEY NOTARY PUBLIC REG. #8022734 MY COMMISSION EXPIRES 07/31/2026 COMMONWEALTH OF VIRGINIA

NOTICES

→**Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.**

→**Town Staff will place an advertisement in the local newspaper as required under Virginia Code § 15.2-2204.**

→**Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.**

→**Submission of this application does not establish a vested right as outlined under Virginia Code § 15.2-2307.**

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

→**When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this Application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.**

Statement Of Justification

Dana Cline

Lot 11A Grand Ave.

Lot 14A Grand Ave.

Front Royal, Va. 22630

To The Town Council

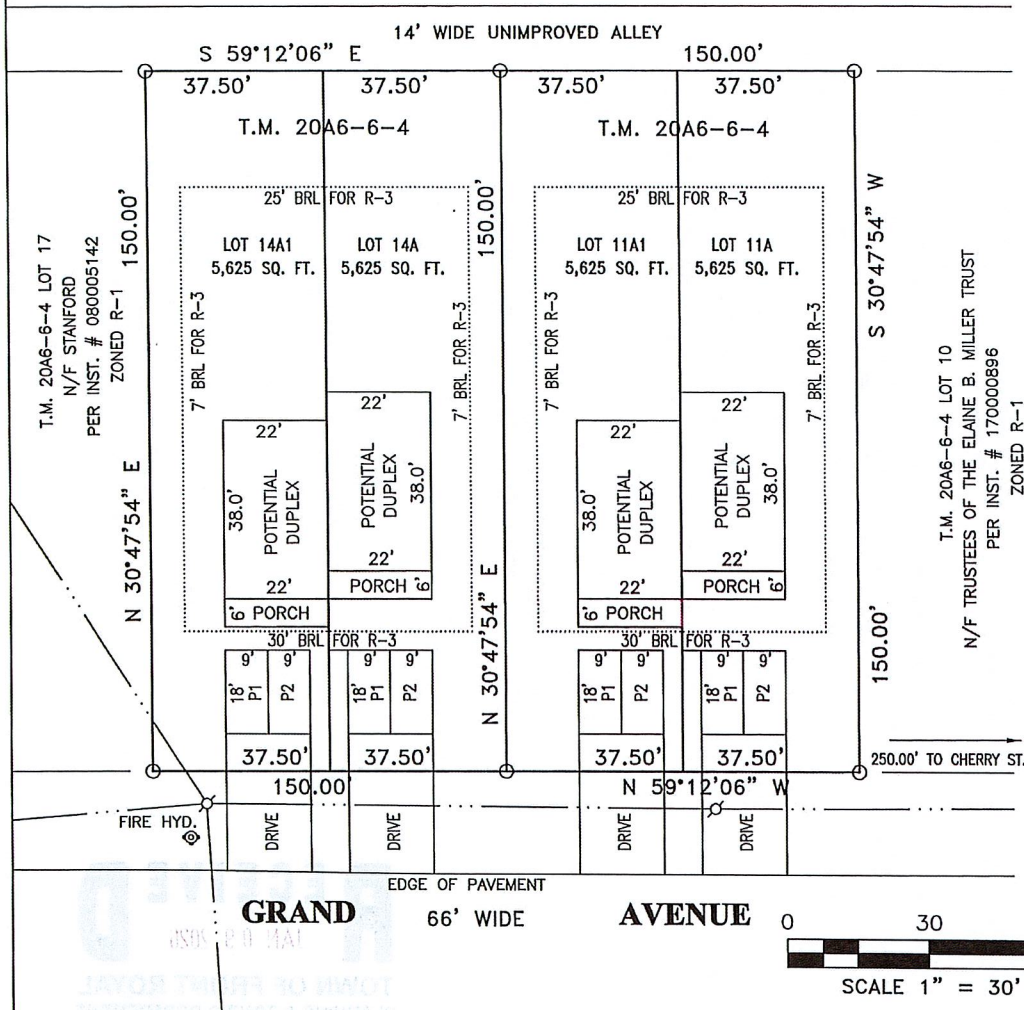
I am requesting the rezoning of Lot 11A and Lot 14A on Grand Ave from R-1 to R-3. I am asking for this change due to a lack of available new housing for sale or for rent in Front Royal. As the years go by, more and more people are relocating from the city to our area. I feel with this small change, I would be doing my part to help with this problem.

These lots on Grand Ave. would be perfect for families with young children or even the elderly looking to retire. The current two lots have plenty of extra space for duplexes to be built. Each duplex lot would need 3,750 SQ.FT. I will have 5,625 SQ.FT. For the width of the lots, I need at least 30 FT. and I'm going to have 37.5 FT. On the sidelines, I need 7FT. but I will have 15.5 FT.

With all this extra space and the lots being almost level from the street, this will be perfect for sidewalks along Grand Ave., two concrete apron parking spaces per duplex and still have plenty of yard on the sides and in the rear. There will be plenty of yard space for children to play, while the adults will have front porches to enjoy.

Finally, I would like to bring to your attention, that my lots back up to Orchard ST., which is zoned R-3.

Dana M. Cline 1-9-2026



NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811
PLAT REF: INST. # 260000024.

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE FEMA FLOOD ZONE.

PER DEED BOOK 22 PAGE 228

CONCEPTUAL LAYOUT OF POTENTIUAL DUPLEX LOTS BLOCK 4, MAP OF HOFFMAN HEIGHTS IF REZONED TO R-3

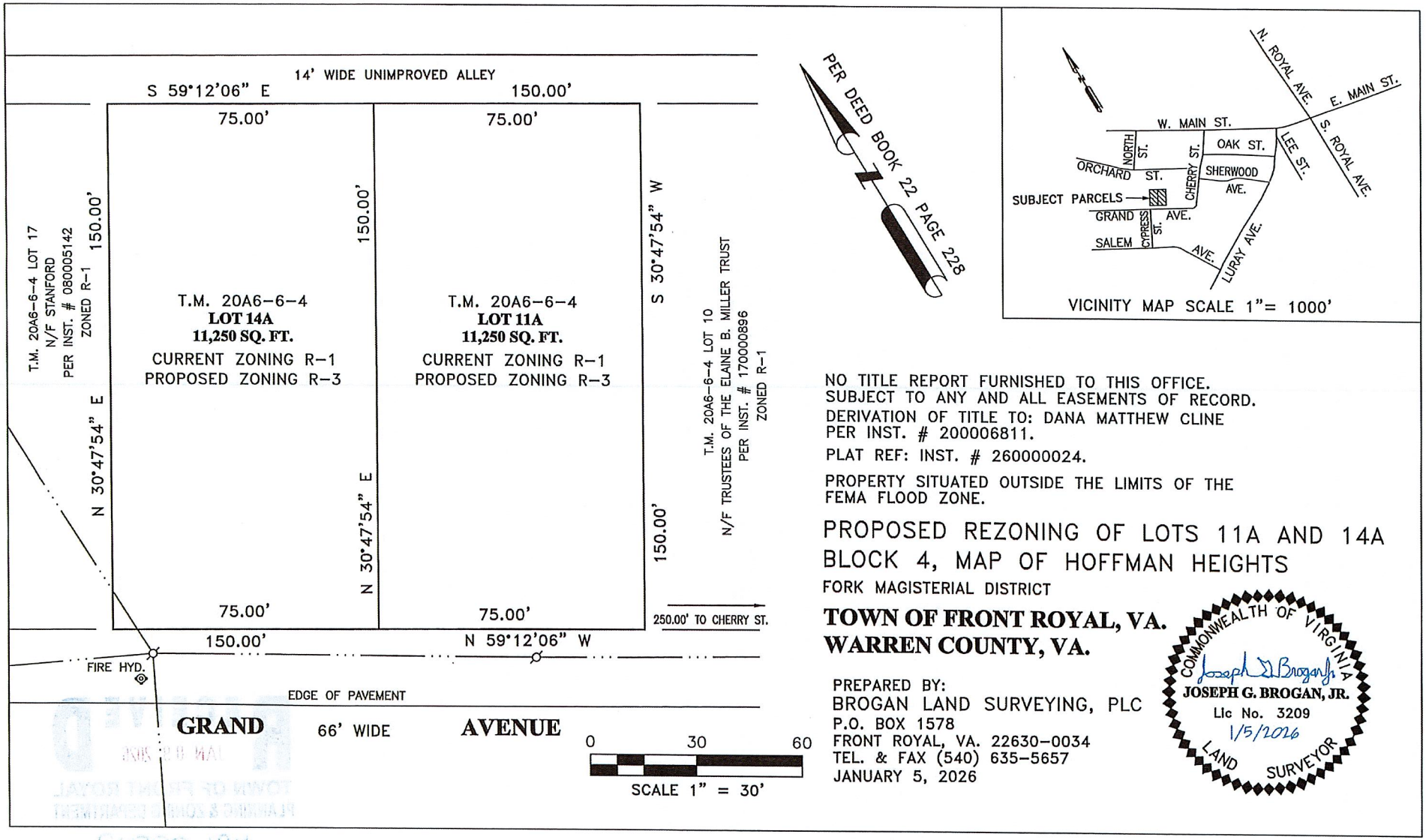
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.

ø DENOTES UTILITY POLE.
—·—·— DENOTES OVERHEAD WIRES.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 5, 2026

COMMONWEALTH OF VIRGINIA
Joseph G. Brogan Jr.
JOSEPH G. BROGAN, JR.
Lic No. 3209
1/5/2026
LAND SURVEYOR



NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
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PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

PROPOSED REZONING OF LOTS 11A AND 14A BLOCK 4, MAP OF HOFFMAN HEIGHTS

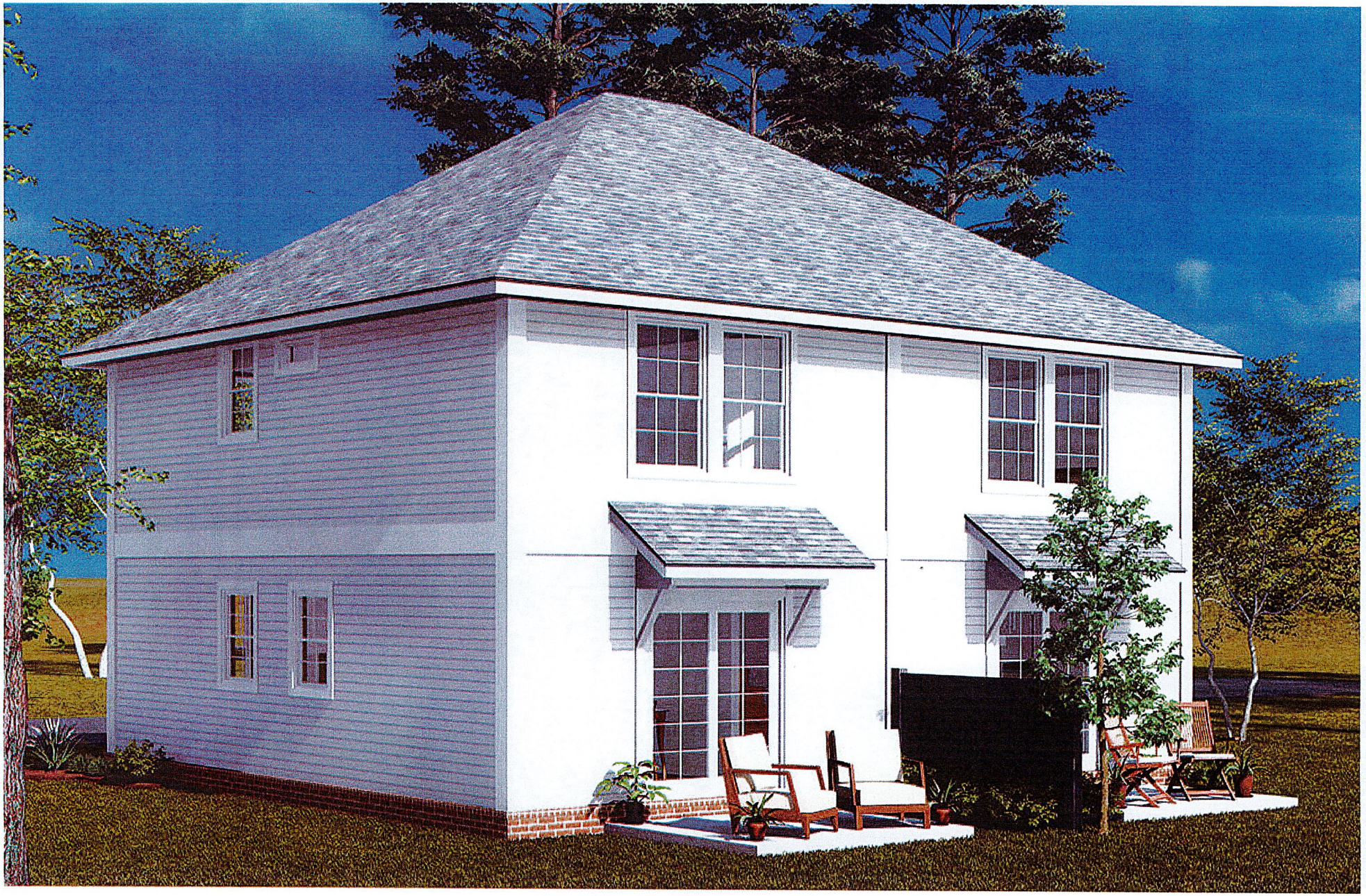
FORK MAGISTERIAL DISTRICT

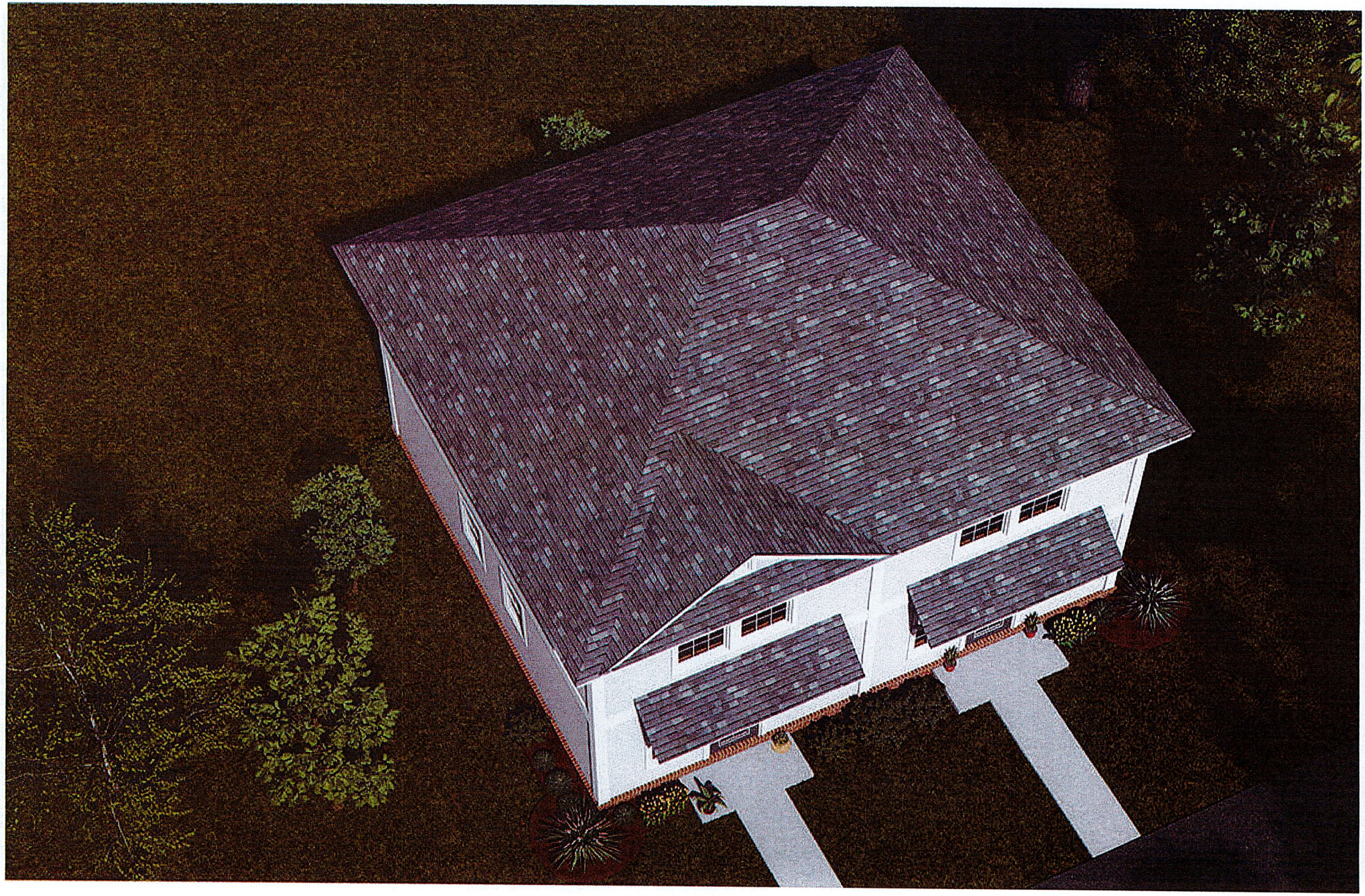
TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 5, 2026

COMMONWEALTH OF VIRGINIA
Joseph G. Brogan Jr.
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Lic No. 3209
1/5/2026
LAND SURVEYOR







REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07D

Agenda Item: PUBLIC HEARING - Request for a Special Exception by Monteverde Engineering & Design Studio on Behalf of Squirrel Hill LLC to Increase the Height of a Retaining Wall for Undeveloped Properties on Orchard Street

Summary: Council has received an application submitted by Monteverde Engineering & Design Studio on behalf of Squirrel Hill LLC, requesting a Special Exception from Town Code §148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12. The Planning Commission has recommended approval of the request without conditions.

Letters were sent to the adjoining property owners notifying them of this public hearing.

Budget/Funding: N/A

Meetings: Work Session held March 2, 2026

Proposed Motions:

1) In furtherance of the purpose and objective contained in Town Code §175-1(B), I move that Council approve a Special Exception from Town Code §148-860-A.6. e. to increase the maximum allowable wall height (retaining wall) to ten feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.
2) I move that Council deny a Special Exception to increase the maximum allowable wall height (retaining wall) to ten feet for property located on Orchard Street.

Moved _____ *Seconded* _____

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

2600021 – AN APPLICATION SUBMITTED BY MONTEVERDE ENGINEERING & DESIGN STUDIO ON BEHALF OF SQUIRREL HILL 1 LLC, REQUESTING A SPECIAL EXCEPTION FROM TOWN CODE CHAPTER 148-860-A.6. E. WHICH LIMITS THE MAXIMUM HEIGHT OF A RETAINING WALL TO SIX (6) FEET. THE APPLICANT IS REQUESTING TO INCREASE THE MAXIMUM ALLOWABLE WALL HEIGHT TO TEN (10) FEET, FOR UNDEVELOPED PROPERTIES LOCATED ON ORCHARD STREET, IDENTIFIED BY TAX MAP 20A6, SECTION 5, PARCELS 8-1, 8-2, 8-3, 8-11, AND 8-12.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: February 18, 2026

Public Hearing Item 3: 2600021 – An application submitted by Monteverde Engineering & Design Studio on behalf of Squirrel Hill 1 LLC, requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

In furtherance of the purposes and objective contained in Town Code §175(B), Commissioner Brooks moved, seconded by Vice Chairman Neel that the Planning Commission forward a recommendation of approval for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6.e which limits the maximum height of a retaining wall to six feet (6') and increase the maximum allowable wall height to ten feet (10'), for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

Moved Brooks *Seconded* Neel

Marshner yes *Marrazzo* Absent *Neel* yes *Brooks* yes *Fedoryka* yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Special Exception Application #2600021

Meeting Date: February 18, 2026

Summary: A Special Exception application requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

Staff Recommendation:

Staff recommends approval without conditions.

Draft Motion:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet and increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12 ."

"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 for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet for the following reasons: _____."

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

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
February 18, 2026

APPLICATION: Special Exception Application #2600021

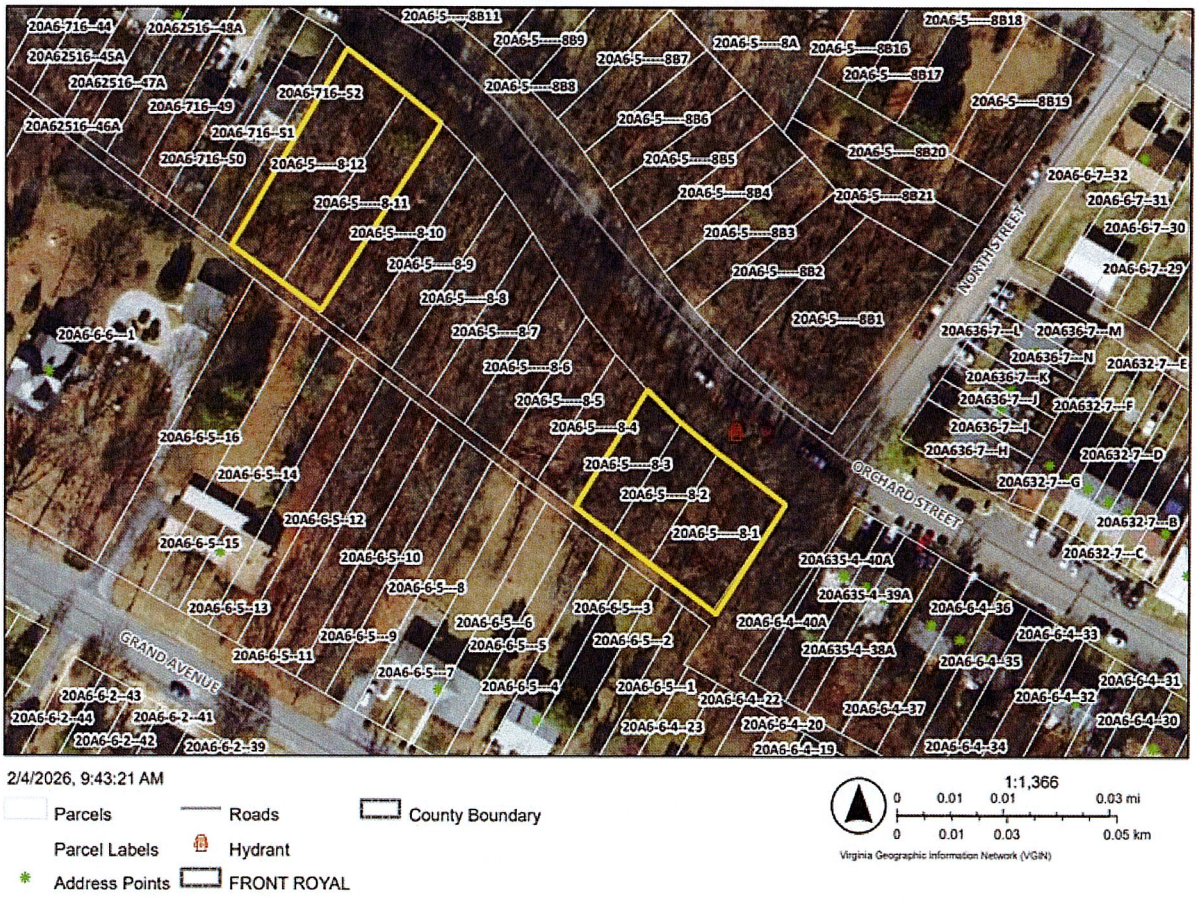
APPLICANT: Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC

APPLICATION SUMMARY: A Special Exception application requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

GENERAL INFORMATION:

Site Address(es): Vacant Lots on Orchard Street
Property Owner(s): Donald J. McCarty, Dennis P. McCarty, Douglas Neil McCarty
Zoning District: R-2, Residential District
Historic District: No
Tax Identification: Tax Map #20A6-5-8-1, 8-2, 8-3, 8-11, and 8-12

Aerial Map (Warren County GIS)

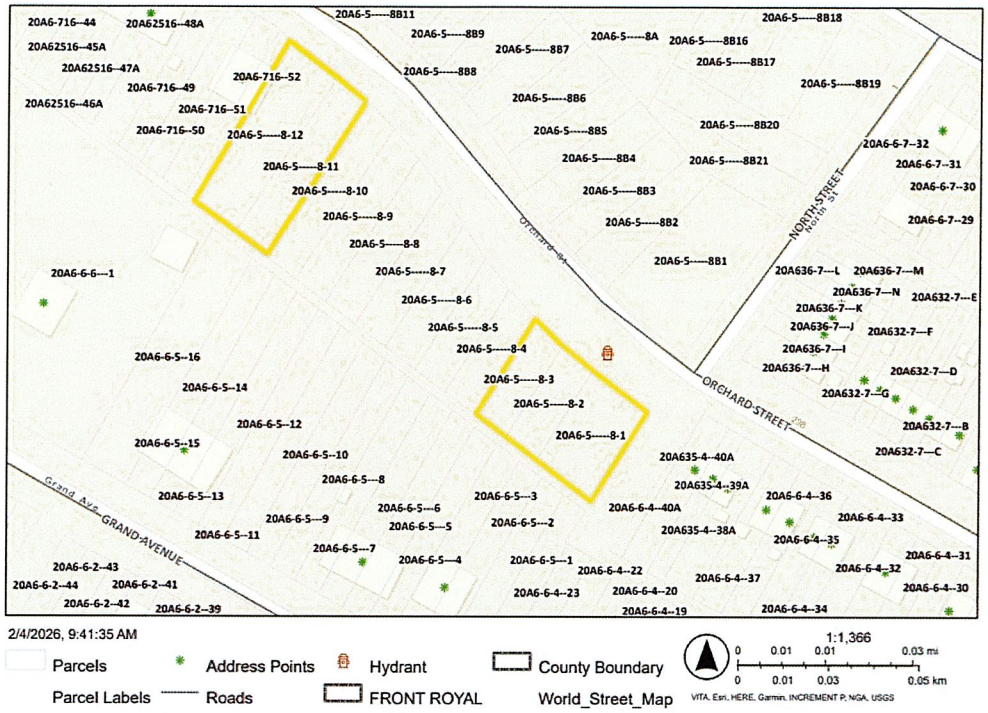


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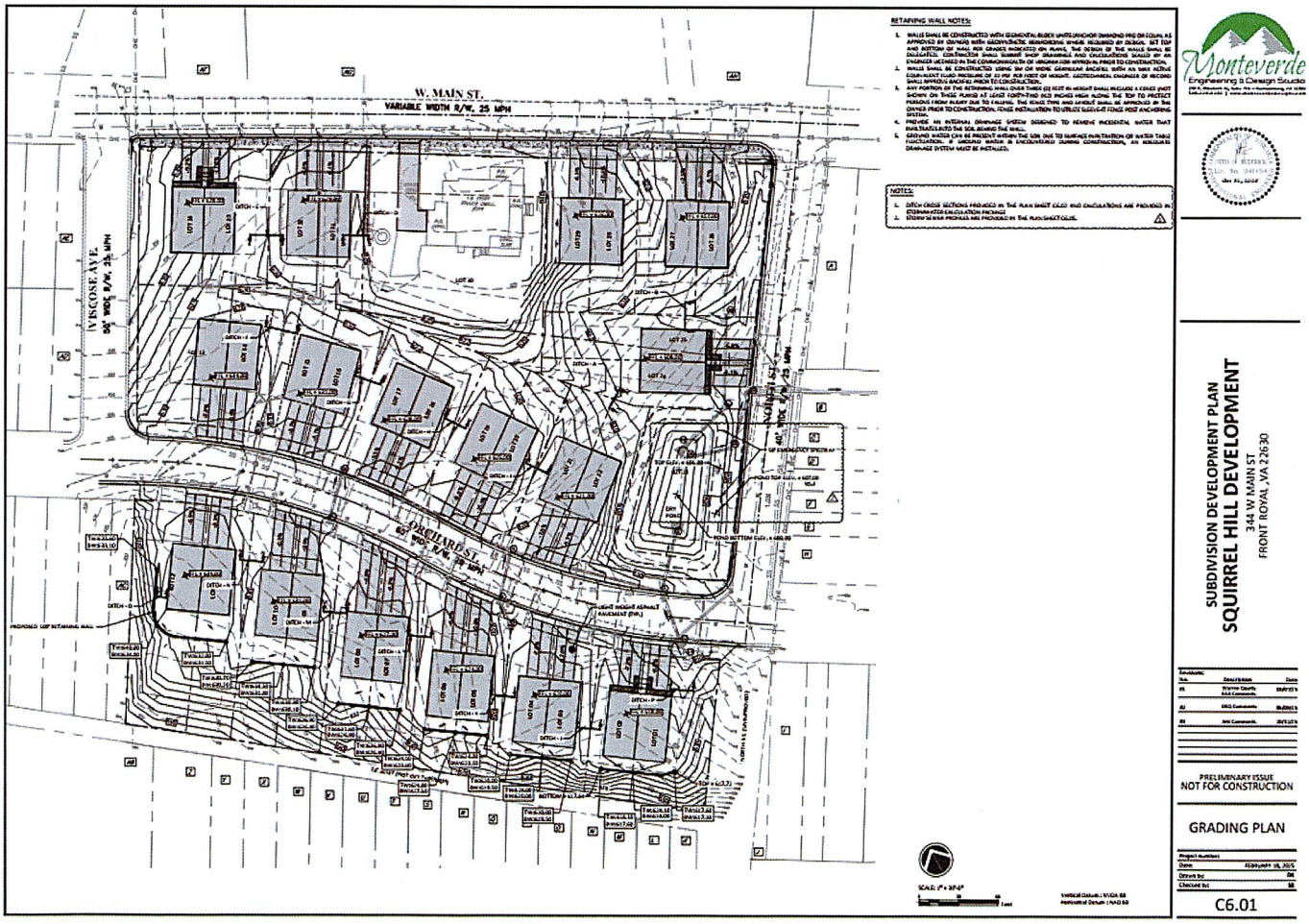
Parcels | Roads | County Boundary
Parcel Labels | Hydrant
Address Points | FRONT ROYAL

1:1,366
0 0.01 0.01 0.03 mi
0 0.01 0.03 0.05 km
Virginia Geographic Information Network (VGIN)

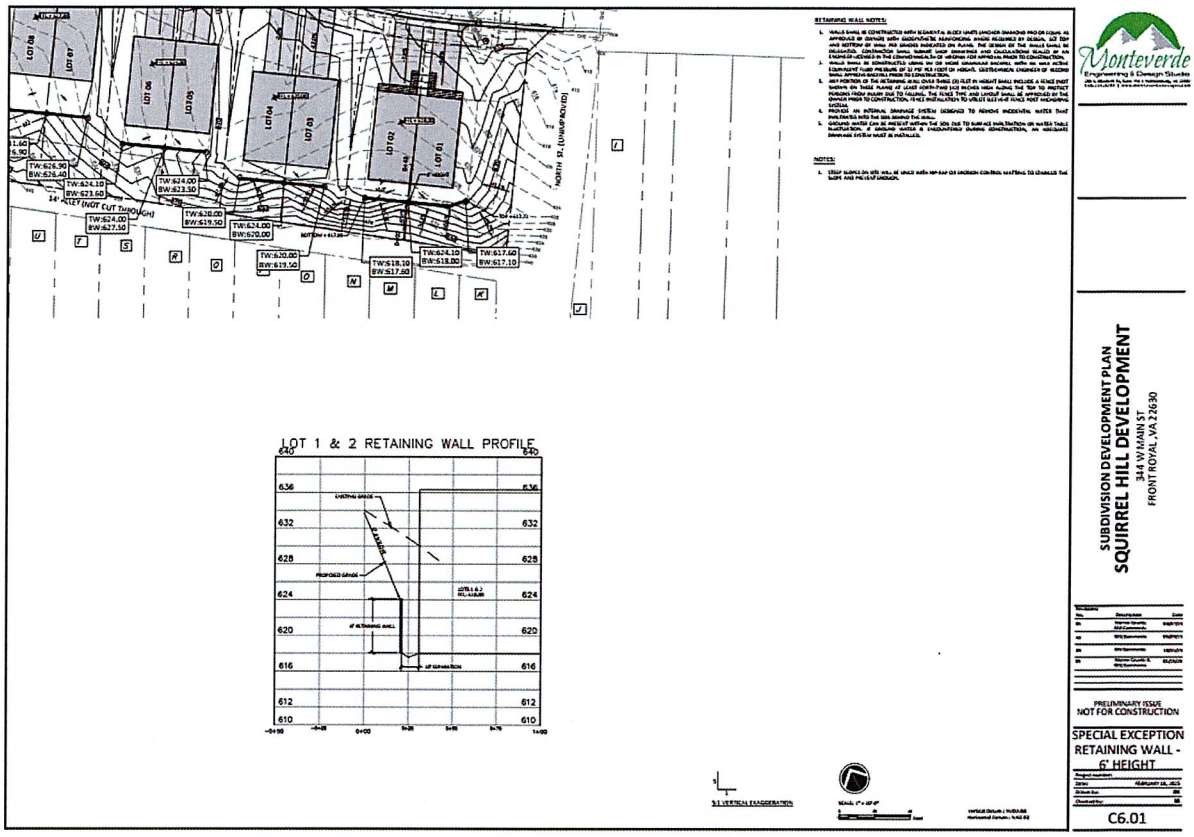
Vicinity Map (Warren County GIS)



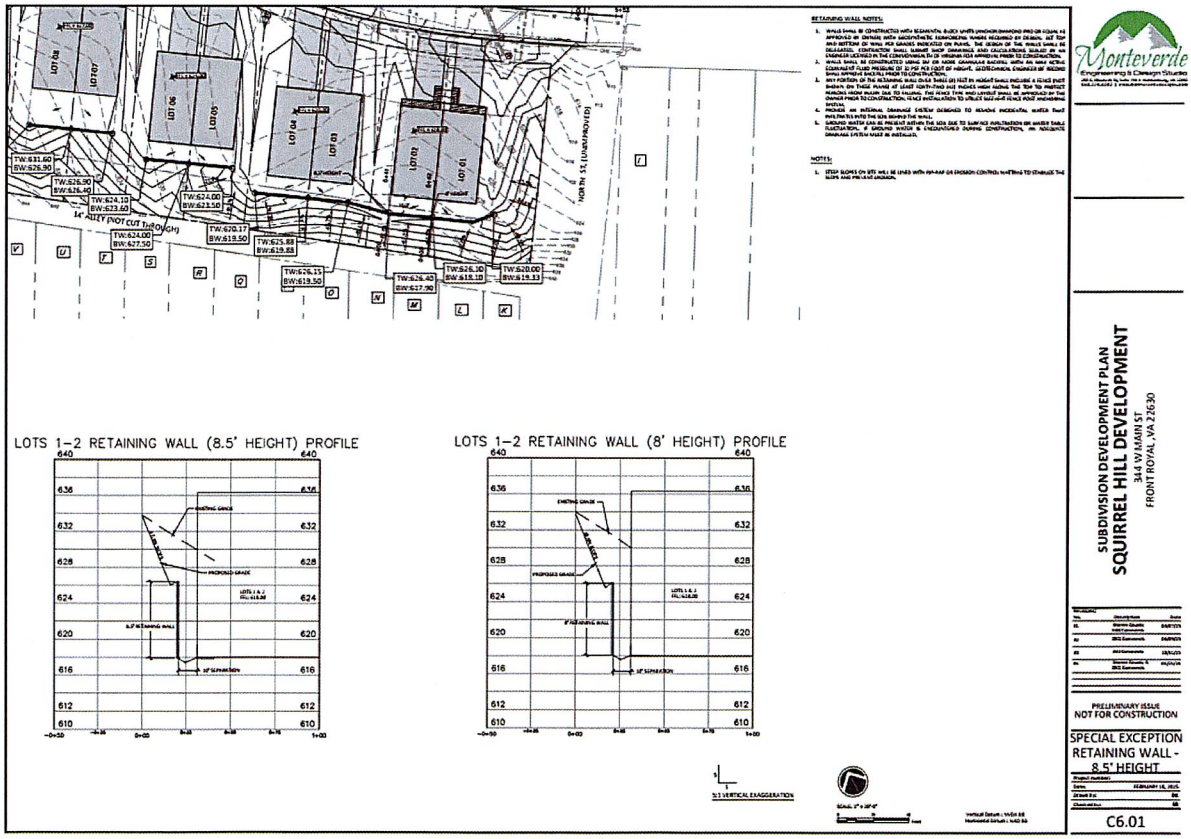
Grading Plan – Squirrel Hill Subdivision Development Plan



Retaining Wall – 6' Height



Retaining Wall – 8' and 8.5' Height



BACKGROUND INFORMATION & RELEVANT CODES:

148-211 SPECIAL EXCEPTIONS

A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:

1. When strict adherence to the general regulations would result in substantial injustice or hardship; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

   a. Creation of affordable housing.

   b. Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.

   c. Conservation or use of on-site natural features to protect water quality or open spaces.

B. Any request for an exception, shall be submitted to the Director, and shall include a signed and completed application form, any application fees, and any supporting documentation submitted by the applicant.

C. Prior to approval or denial of any request for an exception, the Planning Commission shall hold a public hearing, in accordance with Virginia Code § 15.2-2204, to review and provide recommendations to Town Council.

D. Prior to approval or denial of any exception to the design standards of this Chapter, Town Council shall hold a public hearing, in accordance with Virginia Code § 15.2-2204.

E. Town Council may impose such conditions or restrictions upon the premises benefited by an exception as may be necessary to comply with intent of this Chapter and to protect the public interest, safety and/or general welfare.

148-860 ENVIRONMENTAL IMPROVEMENTS

A. Steep Slopes.

1. *Purpose:* Steep slopes, when developed, require more grading and land disturbance than development of flat to gently sloping topographical areas. Therefore, the purpose of this section is to establish protective regulations to:

   a. Minimize soil disturbance on steep or critical slopes due to the potential for erosion problems;

   b. Assist in the prevention of soil erosion from stormwater runoff, protect downstream buildings and yards from water and soil intrusion, and protect the Town's surface and groundwater resources from siltation and contamination;

c. Promote stable building sites that prevent soil erosion and are structurally sound so as to maintain slope stability;

d. Promote accessibility for fire and rescue apparatus;

e. Maintain the visual and environmental resources that are part of the character of Front Royal; and

f. Encourage innovative development in Front Royal by providing the flexibility necessary to produce environmentally sensitive subdivisions which direct building, parking and street locations to terrain more suitable to development while maximizing conservation of the original slopes, native cover, prominent land forms, rocky outcrops, natural open space, wildlife habitat and scenic resources.

2. *Applicability:* All proposed subdivisions which result in the creation of an additional building lot or lots with the exception of boundary line adjustments, must submit a plan, in addition to any required subdivision development, street construction or erosion & sediment control plan, identifying predevelopment areas of steep slope. Clear cutting or grading for the purpose of altering predevelopment slopes shall not be permitted.

3. *Establishment of Steep Slope Areas:* The predevelopment slopes shall be computed by rise over run from naturally occurring contour lines based on topographic information showing two-foot contour intervals and based on NAVD 88 vertical datum. The topographic data may be field run or from aerial photography, provided the information is current and the contouring method provides the precision expected for the contour interval used.

   a. *Identification of Steep Slope Areas:* Steep slopes areas are classified into one (1) of the following two (2) categories:

      [1] All areas of slope between fifteen percent (15%) and twenty-five percent (25%) which contain highly erodible, highly permeable or shrink-swell soils. Determination of soils which are highly erodible, highly permeable or shrink-swell shall be based on the USDA Soil Conservation Service Soil Survey of Warren County, Virginia, or based on soils analysis prepared by a geotechnical engineer or other appropriate licensed professional.

      [2] All areas of slope greater than twenty-five percent (25%).

   b. *Minimum Size of Steep Slope Area*: Steep slope standards do not apply to isolated steep slope areas that are less than five thousand (5,000) square feet in land area. For the purposes of this provision, the entire contiguous area of the steep slopes shall be included in the minimum size calculations, regardless of the number of individual lots or different land ownerships involved.

4. *Creation of Slope Overlays:* The plan identifying steep slopes and critical slopes must include overlays over the entire tract involved identifying by color coding the following:

   a. All areas of slope between fifteen percent (15%) to twenty-five percent (25%) which contain highly erodible, highly permeable or shrink-swell soils.

   b. All areas of slope greater than twenty-five percent (25%).

5. *Plan Requirements:* An overlot grading plan, prepared by a professional licensed by the State of Virginia to prepare such a plan, for the development, management, stabilization and preservation of steep slope areas shall be prepared in accordance with the detail requirements of Town Code Section 148 and upon submission of a report by a certified soil or geotechnical engineer, and/or other appropriate licensed professional, indicating if and how the steep slope may be safely developed.

   The final subdivision plat showing any lot or portion of any lot located within a steep slope overlay area must contain a note stating that the property shown hereon is subject to the provisions of Section 148-

42, Steep Slopes, of the Town of Front Royal Subdivision Ordinance, in accordance with the conditions shown on the approved overlot grading plan and/or geotechnical report filed with the applicable and appropriate subdivision application.

6. *Building Site Requirements:* In addition to the requirements of the grading plan described herein, the plan shall include the following standards:

   a. Site development shall be designed in a manner that requires a minimum amount of alteration to the steep slope.

   b. Existing vegetation shall be preserved to the maximum extent possible.

   c. No finished slopes are to be created with a final grade greater than fifteen percent (15%) unless deemed feasible by a geotechnical report.

   d. Residential driveway grades exceeding ten percent (10%) are not recommended. Residential driveway grades greater than ten percent (10%) shall be constructed in conformance with Virginia Department of Transportation's (VDOT) standard CG-9 or other applicable entrance detail requirements. Commercial or industrial driveway grades shall be constructed in conformance with VDOT standard CG-11 or other applicable entrance detail requirements. All driveways shall have a nonerodable surface treatment, such as asphalt or concrete pavement. Side slopes for driveway cuts shall not exceed twenty-five percent (25%), (4:1) unless deemed feasible by a geotechnical report.

   e. Use of retaining wall is encouraged to reduce the steepness of man-made slopes and to provide planting pockets conducive to vegetation and landscaping. All retaining walls shall require an engineered design with the exception of non-tiered retaining walls with level backfill and no surcharge loading with a height of twenty-four (24) inches, (2.0 feet) or less from the finished grade. Retaining walls shall not exceed seventy-two (72) inches, (6.0 feet) in height from the finished grade, however, the Town Council, at its discretion, may waive the maximum height requirement for retaining walls located within non-residentially zoned areas. This provision is not intended to preclude a structure's foundation or basement wall or the creation of a walkout basement.

   f. Landscaping and plantings shall be in accordance with Town Standards.

STAFF RECOMMENDATION:

Staff recommends approval without conditions.

Planning Commission discussed two potential conditions at their February 4, 2026 work session however the wording was such that they just reiterated the already required code sections.

Attachments: Application and Supporting Documents from the Applicant

Re-vised Application #2600021

SPECIAL EXCEPTION APPLICATION

TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ Main: 540-635-4236 ~ Fax: 540-631-2727

APPLICANT	PROPERTY OWNER *(if different)*
APPLICANT'S NAME: Monteverde Engineering & Design Studio	PROPERTY OWNER'S NAME: Squirrel Hill 1 LLC
ADDRESS: 250 E Elizabeth St Ste 114 Harrisonburg, VA 22802	OWNER'S ADDRESS: PO Box 253, Clifton VA 20124
PHONE NUMBER: (760) 470-0806	PHONE NUMBER: (703) 407-7559

SECTION A - Property Information

Tax Map No. 20A6-5—8-1, 8-2, 8-3, 8-11 and 8-12 *Zoning District:* R-2

Site Address: Orchard Street

☐ Entrance Corridor ☐ Historic District ☐ Floodplain

SECTION B – Details of Request

Project Name: Squirrel Hill Development

Special Exception Code Sections(s): Section 148-860-A – item 6 (e)

General Description of the request (please attach supporting information, such as plats, plans, details, etc.):

For the Town of Front Royal to consider a Special Exception for Retaining Wall height requirements set forth in Section 148-860-A item 6 (e) of the Town Code, which limits the maximum height of a Retaining Wall to not exceed six feet (6') in height. Site grading conditions necessitate the construction of a Retaining Wall exceeding this height limitation for optimal lot development practices relating to drainage and spacing from the residential units. We are requesting approval to increase the maximum allowable wall height to ten feet (10') maximum for areas in the rear of lots 20A6, section 5, Parcels 8-1, 8-2, 8-3, 8-11 and 8-12 to accommodate existing topographic constraints and maintain proper drainage away from the structures.

SIGNATURE OF APPLICANT: Jack Navarrete Date: 1/22/2026

PRINT NAME OF APPLICANT: Jack Navarrete

SIGNATURE OF PROPERTY OWNER: Donald Jay McCarty Date: 1/22/2026

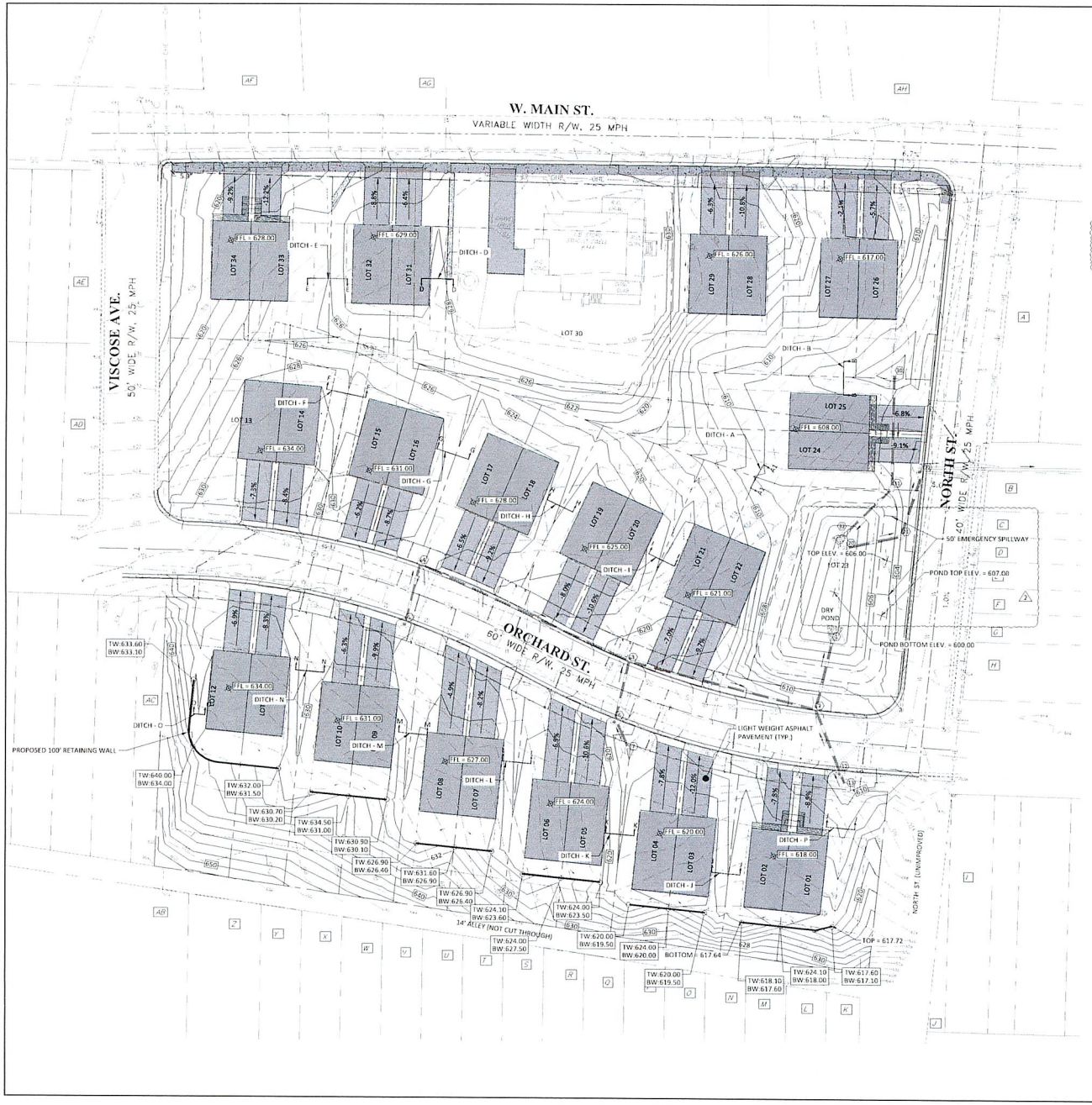
PRINT NAME OF PROPERTY OWNER: Donald Jay McCarty

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application.

(APPLICATION FEE: $650.00)

June 5, 2025

RECEIVED
JAN 22 2026
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



SCALE: 1" = 30'-0"

0 30 60 Feet

Vertical Datum : NVDA 88
Horizontal Datum : NAD 83

RETAINING WALL NOTES:

1. WALLS SHALL BE CONSTRUCTED WITH SEGMENTAL BLOCK UNITS (ANCHOR DIAMOND PRO OR EQUAL AS APPROVED BY OWNER) WITH GEOSYNTHETIC REINFORCING WHERE REQUIRED BY DESIGN. SET TOP AND BOTTOM OF WALL PER GRADES INDICATED ON PLANS. THE DESIGN OF THE WALLS SHALL BE DELEGATED. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND CALCULATIONS SEALED BY AN ENGINEER LICENSED IN THE COMMONWEALTH OF VIRGINIA FOR APPROVAL PRIOR TO CONSTRUCTION.
2. WALLS SHALL BE CONSTRUCTED USING SM OR MORE GRANULAR BACKFILL WITH AN MAX ACTIVE EQUIVALENT FLUID PRESSURE OF 32 PSF PER FOOT OF HEIGHT. GEOTECHNICAL ENGINEER OF RECORD SHALL APPROVE BACKFILL PRIOR TO CONSTRUCTION.
3. ANY PORTION OF THE RETAINING WALL OVER THREE (3) FEET IN HEIGHT SHALL INCLUDE A FENCE (NOT SHOWN ON THESE PLANS) AT LEAST FORTY-TWO (42) INCHES HIGH ALONG THE TOP TO PROTECT PERSONS FROM INJURY DUE TO FALLING. THE FENCE TYPE AND LAYOUT SHALL BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION. FENCE INSTALLATION TO UTILIZE SLEEVE-IT FENCE POST ANCHORING SYSTEM.
4. PROVIDE AN INTERNAL DRAINAGE SYSTEM DESIGNED TO REMOVE INCIDENTAL WATER THAT INFILTRATES INTO THE SOIL BEHIND THE WALL.
5. GROUND WATER CAN BE PRESENT WITHIN THE SOIL DUE TO SURFACE INFILTRATION OR WATER TABLE FLUCTUATION. IF GROUND WATER IS ENCOUNTERED DURING CONSTRUCTION, AN ADEQUATE DRAINAGE SYSTEM MUST BE INSTALLED.

NOTES:

1. DITCH CROSS SECTIONS PROVIDED IN THE PLAN SHEET C6.02 AND CALCULATIONS ARE PROVIDED IN STORMWATER CALCULATION PACKAGE
2. STORM SEWER PROFILES ARE PROVIDED IN THE PLAN SHEET C6.05.

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COMMONWEALTH OF VIRGINIA
SETH D. RODERICK
Lic. No. 041454
Oct 31, 2025
PROFESSIONAL ENGINEER

SUBDIVISION DEVELOPMENT PLAN
SQUIRREL HILL DEVELOPMENT
344 W MAIN ST
FRONT ROYAL, VA 22630

Revisions:

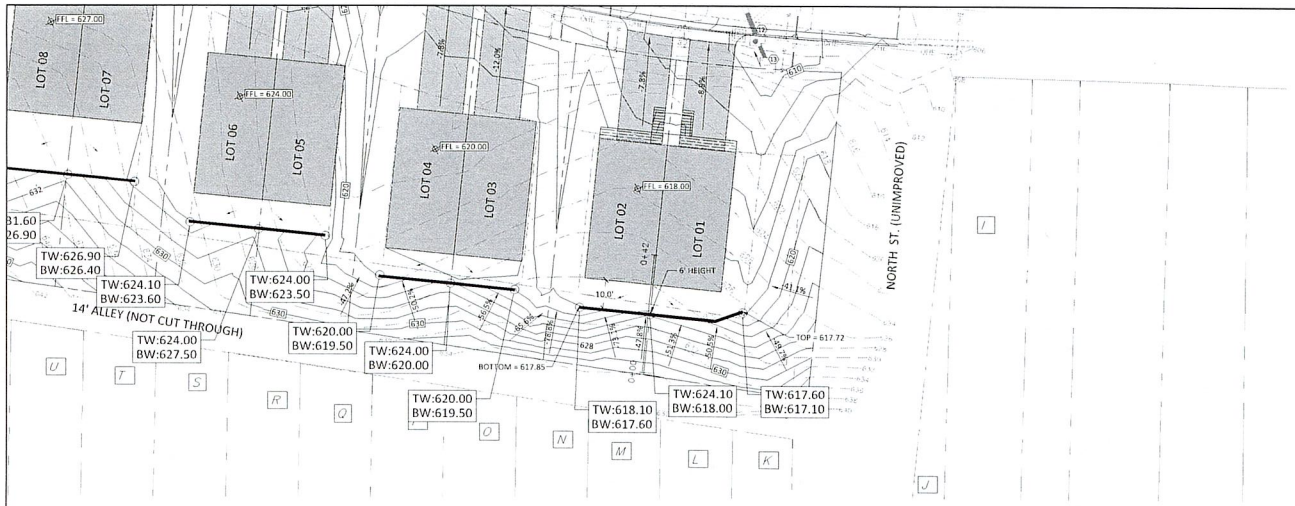
No.	Description	Date
#1	Warren County E&S Comments	03/07/25
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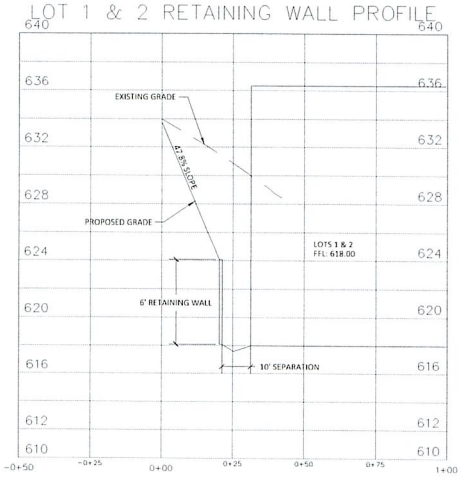
PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

GRADING PLAN

Project number:	
Date:	FEBRUARY 18, 2025
Drawn by:	DK
Checked by:	SR

C6.01





RETAINING WALL NOTES:

1. WALLS SHALL BE CONSTRUCTED WITH SEGMENTAL BLOCK UNITS (ANCHOR DIAMOND PRO OR EQUAL AS APPROVED BY OWNER) WITH GEOSYNTHETIC REINFORCING WHERE REQUIRED BY DESIGN. SET TOP AND BOTTOM OF WALL PER GRADES INDICATED ON PLANS. THE DESIGN OF THE WALLS SHALL BE DELEGATED. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND CALCULATIONS SEALED BY AN ENGINEER LICENSED IN THE COMMONWEALTH OF VIRGINIA FOR APPROVAL PRIOR TO CONSTRUCTION.
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NOTES:

1. STEEP SLOPES ON SITE WILL BE LINED WITH RIP-RAP OR EROSION CONTROL MATTING TO STABILIZE THE SLOPE AND PREVENT EROSION.

5:1 VERTICAL EXAGGERATION

SCALE: 1" = 20'-0"

0 20 40 Feet

Vertical Datum : NVDA 88
Horizontal Datum : NAD 83

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SUBDIVISION DEVELOPMENT PLAN
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Revisions:		
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#1	Warren County E&S Comments	03/07/25
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#3	AHJ Comments	10/31/25
#4	Warren County & DEQ Comments	01/23/26

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

SPECIAL EXCEPTION
RETAINING WALL - 6' HEIGHT

Project number:	
Date:	FEBRUARY 18, 2025
Drawn by:	DK
Checked by:	SR

C6.01



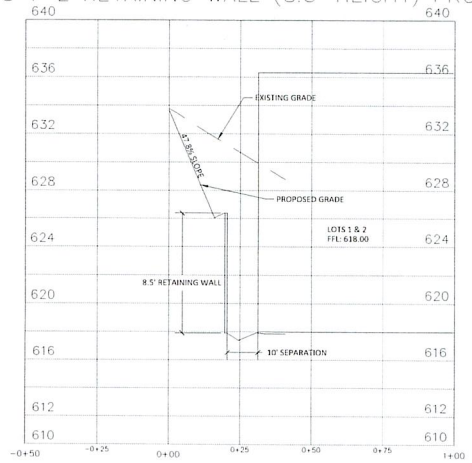
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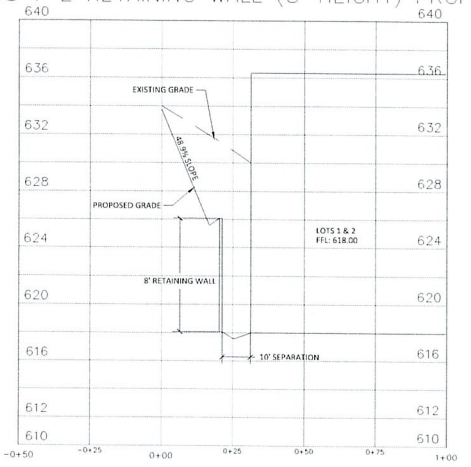
NOTES:

1. STEEP SLOPES ON SITE WILL BE LINED WITH RIP-RAP OR EROSION CONTROL MATTING TO STABILIZE THE SLOPE AND PREVENT EROSION.

LOTS 1–2 RETAINING WALL (8.5' HEIGHT) PROFILE



LOTS 1–2 RETAINING WALL (8' HEIGHT) PROFILE



5:1 VERTICAL EXAGGERATION

SCALE: 1" = 20'-0"

Vertical Datum : NVDA 88
Horizontal Datum : NAD 83

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SUBDIVISION DEVELOPMENT PLAN
SQUIRREL HILL DEVELOPMENT
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PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

SPECIAL EXCEPTION
RETAINING WALL -
8.5' HEIGHT

Project number:
Date: FEBRUARY 18, 2025
Drawn by: DK
Checked by: SR

C6.01

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Viola Engineering, PC

Winchester Office
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Fax: 540-434-0447

June 5, 2025

Jay McCarty
The McCarty Brothers
P.O. Box 253
Clifton, VA 20124

RE: Revision 1 – Geotechnical Investigation Report
Squirrel Hill Development Duplexes
Orchard Street, Front Royal, VA
VEPC Proposal No.: P24-1030

Mr. McCarty:

We submit this revision to the original Report of Geotechnical Investigation, dated September 19, 2024, in response to recent design changes. We understand it is desirable to install an extended detention pond designed according to current stormwater standards. We provide additional guidance with report changes denoted in grey. This report contains the results of our geotechnical investigation and engineering recommendations for the proposed construction of the Squirrel Hill Duplexes located on Orchard Street in Front Royal, Virginia. Our office stipulated test boring locations upon agreement with your engineering consultant team. We conducted six (6) test borings as indicated on the attached Test Boring Location Plan. Borings were drilled utilizing hollow-stem augers to termination depths between 11.5 and 21.5 feet.

SITE AND PROJECT DESCRIPTION

The parcel of land consists of about five (5) acres, primarily covered by an isolated pocket of forest with a single residential house located at the north half of the area close to West Main Street. Orchard Street bifurcates the property with terrain on either side sloping to the roadway. An elevation difference of about 45 feet (650 to 605 feet NAVD88) was observed according to data obtained through USGS 3DEP LiDAR mapping program (2020).

The proposed construction will include the construction of multi-story residential houses, roadways, walking paths, parking lots, and a stormwater management (SWM) pond. Preliminary site grading plans indicate that maximum cut and fill depths of 15 and 10 feet will be required to achieve desired grades. The SWM facility will consist of a dry pond requiring a nominal cut depth of roughly four (4) feet. See the attached Test Boring Location Plan in the appendix for further information.

SITE EXPLORATION

Viola Engineering, PC drilled a total of six (6) test borings to the prescribed termination depths. Three (3) of these borings were located within the storm management pond, each 11.5 feet deep. The remaining three (3) boreholes were placed within the area of deepest cut across the site with termination depths ranging

between 16.5 to 21.5 feet. The soil test borings were performed following generally accepted geotechnical engineering practice using an ATV-mounted CME 55 rotary drill rig equipped with an automatic hammer.

In brief, hollow-stem augers were advanced to sample intervals, and representative soil samples were recovered with a standard split-spoon sampler (1⅜-inch ID x 2-inch OD) following ASTM D1586, the Standard Penetration Test. The standard dictates that a 140-pound weight freely drops from a height of 30 inches to drive the split-spoon sampler into the soil. The number of blows required to drive the split-spoon sampler through three (3) consecutive 6-inch increments was recorded, and the blows of the last two (2) increments were summed to obtain the Standard Penetration Resistance (N-value). No subsurface water levels were encountered in any of the bores during the drilling process.

The N-value provides a general indication of in-situ soil conditions and has been correlated with certain engineering properties of soils. An automatic hammer was utilized to perform the Standard Penetration Test (SPT) on this project. Research indicates that the Standard Penetration Resistance (N-value) determined by an automatic hammer is different from the N-value determined by the safety hammer method, termed the N60 value or corrected value that counteracts the energy loss in the safety hammer method. The correction is made using the following equation:

$$N_{60} = N_{field} \times CE$$

The N_{field} value is recorded in the field, and CE is the drill rod energy ratio of the hammer utilized in the field. The recommended correction factor ***(CE)*** of 1.4 is generally utilized to convert N_{field} values to N_{60} values following typical published guidelines. The N-values reported on the Boring Logs and included in this report are the corrected values ***(N_{60})***. It is recommended that corrected N_{60} values be used for engineering analysis.

PUBLISHED SITE INFORMATION AND SUBSURFACE CONDITIONS

The site is located in the Valley and Ridge Provence of the Appalachian Highlands physiographic region. According to **The USGS State Geologic Map Compilation (SGMC, 2017)**, the site is underlain by the Beekmantown Group (Ob) geologic unit. This formation dates from the Ordovician period and is primarily comprised of sedimentary dolostone (dolomite) with minor inclusion of limestone. The **USDA Soil Survey of Warren County, Virginia** indicates that the site soils are mapped primarily within the Drayke loam, 7 to 15 percent slopes (Unit17C) and Lodi silt loam, 15 to 25 percent slopes (Unit:24D). The profile of the two soil map units are generally characterized by clayey soil with minor inclusion of sand for soil. The average liquid limit and plasticity index of these soils rarely surpass 54 and 23, respectively. According to published data, the exposed near-surface site soils are classified as hydrologic group B of moderate permeability. The soil types do not show significant changes in composition either vertically with depth or horizontally with distance.

Nominal topsoil depths were observed to be three (3) inches across the site. The overburden soils are generally described as orange high-plasticity clay (CH). The soil was observed to exhibit a standard penetration test consistency, typically ranging from stiff to hard. Moisture contents of field samples ranged from 10 to 39 percent, with an average of 25 percent. Soil moisture generally increases with depth in this

geologic setting. Soil samples recovered in test borings indicate the presence of fine-grained soil, with more than 50 percent passing on the No. 200 sieve. Further, these fine-grained soils are more sensitive to fluctuating moisture contents. Groundwater was not encountered during our exploration at any of the boreholes. Field observations of the soil samples indicated that no soil strata were excessively saturated due to their proximity to a perched water table.

BEDROCK

The site is underlain by the Beekmantown Group (Ob) geologic unit, which is primarily comprised of sedimentary dolostone (dolomite) with minor inclusion of limestone. Hard bedrock conditions were not encountered within any of the test boring locations. We conclude that extensive rock removal will not be required for planned earthwork and can be performed using conventional excavation equipment.

SUBGRADE PREPARATION AND EARTHWORK OPERATIONS

Subgrade preparation should consist of stripping all vegetation, rootmat, topsoil, pavement and any other soft or unsuitable material within the work area. Demolition of any existing structures and pavement section should include complete removal of foundation systems and buried appurtenances unless it is found to not impact the planned construction. After stripping to the desired grade and before fill placement, the stripped surface should be observed by the Geotechnical Engineer of Record or his authorized representative. Any soft or unsuitable materials encountered during the removal of the existing surface should be removed and replaced with an approved backfill compacted to the criteria provided below.

Soils placed as engineered fill shall be an approved material, free of excessive organic matter or debris, non-frost susceptible, have a maximum liquid limit of 65 percent, and be placed in lifts not exceeding eight (8) inches in loose thickness. Site soils are generally suitable for fill operations and shall have a maximum particle size of three (3) inches and sufficient fines to minimize void spaces. Further, fill placed in trenches shall have a maximum particle size of two (2) inches. The fill shall be moisture conditioned to within ±3 percent of the optimum moisture content. We recommend that each lift be compacted to a minimum of 95% of the maximum dry density obtained per ASTM D-698 (or VTM-1), Standard Proctor Method. Fill with excessive +3/4inch material or wet site soils will require methodical placement and observation of compaction effort to determine adequacy for structural support. All areas receiving fill should be graded to facilitate positive drainage to prevent the ponding of water. The upper six (6) inches of pavement subgrade shall be compacted to 100% of the maximum dry density following the latest Virginia DOT Specifications.

Unacceptable fill materials include topsoil, organic materials (OH, OL), construction debris, large rock and high plasticity silts (MH). High-plasticity material may be employed if approved by the Geotechnical Engineer of Record. All such materials removed during grading operations should be either stockpiled for later use in landscaped areas or placed in approved disposal areas either on-site or off-site. Fill materials shall not be placed on frozen subsoil. All frozen soils should be removed prior to the continuation of fill operations. Further, borrow fill shall not contain frozen materials at the time of placement. All frost-heaved soils should be removed before placement of fill, stone, concrete or asphalt.

All fill operations and subgrade preparation should be observed on a full-time basis, in accordance with Chapter 17 of the Virginia Construction Code by an authorized representative of the Geotechnical Engineer to determine that compaction requirements are being met. A statement of compliance shall be prepared by a professional engineer licensed in the state of Virginia, indicating that all fill placed meets the requirements of applicable standards, the Virginia Construction Code, and this geotechnical report.

All trench excavations shall be benched according to OSHA regulations to permit safe entry. Trench shoring for utility installation shall be designed by the Site Contractor's engineer utilizing OSHA Type C soil requirements for short-term durations. Where portable compaction equipment is used, such as utility trenches, the loose lift thickness should not exceed six (6) inches to achieve the required degree of compaction without delay. The site contractor should be mindful of the moisture sensitivity and surface shearing characteristics of the site soils and expect that earthwork and open at-grade subgrade preparation could be more problematic than typical. Where construction traffic or weather has disturbed the subgrade, the upper eight (8) inches of soil intended for structural support should be scarified and re-compacted. All trench work shall be performed in accordance with current OSHA Safety Regulations. Stormwater conveyance pipes shall be installed in accordance with VDOT standard drawing PB-1, which is included in the appendix. Bedding material for culvert foundations shall be VDOT 21A, conforming to the requirements of Section 205 of the 2016 VDOT Road and Bridge Specifications. Class I backfill material shall be aggregate base material size VDOT 21A or flowable fill. Regular backfill material outside the neat lines of the Class I areas shown on the Standard PB-1 drawings shall be regular excavation. Rock more than two (2) inches in its greatest dimension shall not be placed within 12 inches of the pipe.

FOUNDATIONS AND SEISMIC CLASS

Based on the planned site development, we conclude that the proposed structures can be supported on shallow foundations. Foundations will generally bear on residual site soils or approved structural fill. We recommend that all exterior footings bear a minimum of 24 inches below the finish exterior grade to provide adequate frost protection.

A net allowable soil-bearing pressure of 2,000 psf should be utilized for the foundation design. The net allowable soil-bearing pressure refers to the pressure that may be transmitted to the foundation-bearing soils in excess of the final minimum surrounding overburden pressure. To prevent punching shear failure, foundations shall be proportioned with minimum widths of 2 and 3 feet for continuous and isolated foundations. The bearing capacity at the foundation elevation should be verified and documented by the building official during construction. It is believed settlement is expected to be small and within tolerable limits for the proposed structures.

We have estimated the soil profile type for seismic design based on the soil types encountered at this site. It is our opinion that the site is classified as **Site Class D** based on the site class determination in the 2021 Virginia Statewide Building Code, Section 1613.3.2 and according to the generalized soil profile on the site.

RETAINING WALLS

The provided site plans indicate the construction of a retaining wall at multiple locations across the site. We submit the tabulated coefficients and unit weight of site soils herein for design consideration. We will update these parameters based on the type of fill utilized onsite, as may be required for pertinent structural support for this project. In general, we recommend that the interior below-grade walls be backfilled with an open-graded stone comparable to VDOT No. 57 or equivalent to negate possible settlement at the edges of slabs. Clean open-graded gravel used for backfilling walls, trenches, and excavations shall be placed in lifts not to exceed 18 inches and consolidated with a vibratory plate tamper. Foundation drains shall be

installed according to the current Virginia Building Code. The excavation shall be backfilled with clean material placed in uniform loose lifts not to exceed eight (8) inches and compacted to grade in accordance with current Code requirements. **A nonwoven geotextile shall be placed between the interface of all open-graded stone and fine-grained soils that may be exposed to water.**

Heavy compaction equipment (large wedge foot rollers) should not be used within 1H:2V distance from the toe of the wall to prevent damage to the wall system. Typical design values for site soils consisting of clay have been tabulated. The coefficient of friction between concrete and soil was obtained from the AASHTO LRFD Bridge Specification Table 3.11.5.3-1. Please see the tabulated values as follows:

Table 1. Design Soil Coefficients and Unit Weight

Design Parameter	Equivalent Fluid Pressures	Rankine Earth Pressure Coefficients
Site Soils (Effective Friction Angle= 28°)		
At-Rest	66 pcf	0.531
Active Fluid Pressure	45 pcf	0.361
Passive Fluid Pressure	346 pcf	2.770
Total Unit Weight of Soil	125 pcf	
Friction Coefficient	0.25	
Open Graded Stone VDOT #57 (Effective Friction Angle= 35°)		
At-Rest	49 pcf	0.426
Active Fluid Pressure	32 pcf	0.271
Passive Fluid Pressure	424 pcf	3.690
Total Unit Weight of Soil	115 pcf	
Friction Coefficient	0.34	

ROADWAYS AND PARKING PAVEMENT RECOMMENDATIONS

Where standing water develops, softening of the subgrade and other problems related to pumping and loss of subgrade support can be expected. Therefore, good drainage should be maintained to minimize water softening of the subgrade. To shed water, road surfaces should be properly crowned with a minimum 3% slope. As necessary, culverts should also be placed across any natural drainage features intersected by the road alignment. At a minimum, we recommend that all heavily traveled roads and other surfaces be finished with a minimum of 8 inches of No. 21-A stone, placed and compacted to 95 percent of the corrected dry density as determined by ASTM D-698. ***We recommend that pavement sections be developed based on an estimated design California bearing ratio (CBR) of 6.0, which is 2/3 the laboratory-soaked CBR value (9.0).***

VIOLA ENGINEERING, PC

STORMWATER MANAGEMENT FACILITIES

Stormwater management plans have not been finalized at the time of this writing; however, we understand it is desirable to construct an extended detention pond to accommodate planned stormwater flows. Stormwater pond embankments and liners shall be designed and built according to the latest revisions of the Virginia Stormwater Management Handbook. Published soil survey data indicate site soils are classified as USDA Hydrologic Soil Group B. We understand design guidance for extended detention discourages the use of clay liners according to Table P-BAS-03-9; however, the quality and consistency of onsite soils observed indicate an extremely low karst risk. As such, we recommend that a clay liner be installed in accordance with Table P-BAS-02-3 Wet Pond Feasibility Criteria. Required Groundwater Protection Liners for Ponds in Karst Terrain. Further, the liner should be installed to a height equal to the 10-year design elevation.

While permeability testing of site soils was outside the scope of this report, it is believed that site soils below two (2) feet exhibit favorable permeability characteristics for liner construction. Fortification with bentonite is unlikely to be necessary to achieve the required hydraulic conductivity. Soil permeability testing should be conducted during construction to verify that the minimum hydraulic conductivity is achieved. Rock should be assumed to be greater than three (3) feet from planned protection liners. Please see the table below for liner requirements.

Table P-BAS-02-3
Wet Pond Feasibility Criteria. Required Groundwater Protection Liners for Ponds in Karst Terrain

Pond *not* excavated to within 3 feet of bedrock.	24 inches of soil with a maximum hydraulic conductivity of 1 x 10^{-5} cm/sec.
Pond excavated to within 3 feet of bedrock.	24 inches of clay[1] with a maximum hydraulic conductivity of 1 x 10^{-6} cm/sec.
Pond excavated to bedrock within a wellhead protection area, in a recharge area for a domestic well or spring, or a known faulted or folded area.	Synthetic liner with a minimum thickness of 60 mil.

1. Clay properties are as follows:
Plasticity Index of Clay = Not less than 15% (ASTM D-423/424) Liquid Limit of Clay = Not less than 30% (ASTM D-2216)
Clay Particles Passing = Not less than 30% (ASTM D-422)
Clay Compaction = 95% of standard proctor density (ASTM D-2216)
Source: WVDEP 2006 and DCR 1999

VIOLA ENGINEERING, PC

LIMITATIONS

This report has been prepared to aid in the evaluation of this site's suitability for the planned construction. Our scope is limited to the specific project and location described, and the project description represents our understanding of the significant aspects relevant to soil and foundation characteristics. Subsurface conditions may vary from those encountered at the test boring locations. The boring logs are intended to represent only the conditions at the test boring locations where the sampling occurred. Classifications of the recovered soil samples are based on recognized standards.

The interpretations and recommendations in this report are based solely on the information available at the time this report was prepared. If the location or design of the structure is altered, the conclusions and recommendations presented herein should not be considered valid unless we have been given the opportunity to review the changes. **We highly recommend that Viola Engineering, PC be contracted as GER to provide construction monitoring services for site grading to adequately enforce and/or confirm geotechnical requirements are achieved. The recommendations contained herein provide no warranty if our firm is not contracted to provide site monitoring and testing during site development. As such, we suggest that construction monitoring and testing to establish finish grades should not be included in competitive bidding for Special Inspection Services required by Chapter 17 of the Virginia Construction Code.**

If you have any questions regarding the information and recommendations presented herein, or if we can be of further assistance, please do not hesitate to contact us.

Respectfully,

Timothy P. Viola, P.E.
Project Engineer

COMMONWEALTH OF VIRGINIA
06/05/2025
TIMOTHY P. VIOLA
Lic. No. 0402056657
PROFESSIONAL ENGINEER

APPENDIX

Site Maps

Test Boring Logs

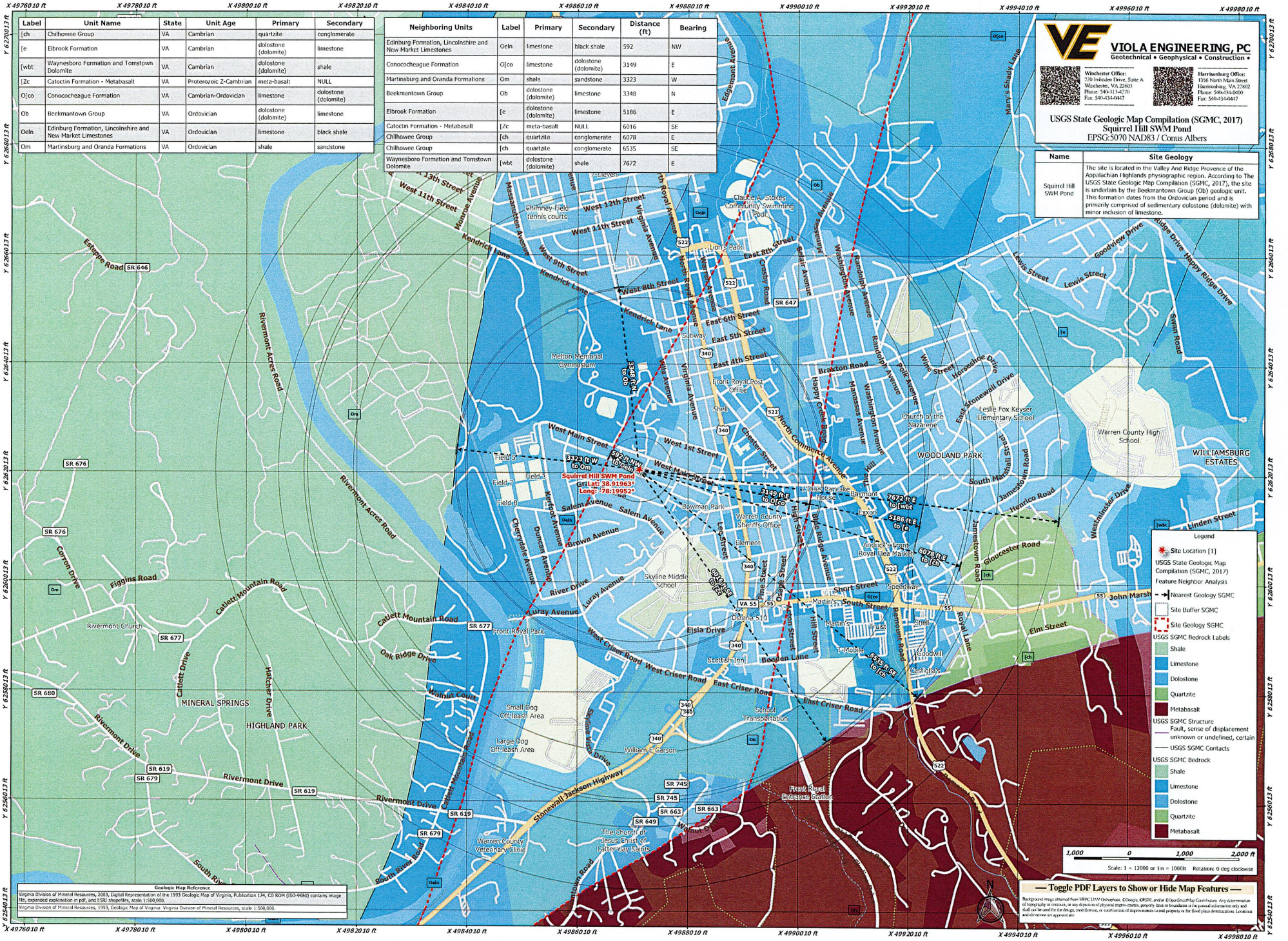
Laboratory Test Results

Virginia DOT Standard Drawings

Field Sample Photographs

Site Maps

VIOLA ENGINEERING, PC



Label	Unit Name	State	Unit Age	Primary	Secondary
[ch	Chilhowee Group	VA	Cambrian	quartzite	conglomerate
[e	Elbrook Formation	VA	Cambrian	dolostone (dolomite)	limestone
[wbt	Waynesboro Formation and Tomstown Dolomite	VA	Cambrian	dolostone (dolomite)	shale
[Zc	Catoctin Formation - Metabasalt	VA	Proterozoic Z-Cambrian	meta-basalt	NULL
O[co	Conococheague Formation	VA	Cambrian-Ordovician	limestone	dolostone (dolomite)
Ob	Beekmantown Group	VA	Ordovician	dolostone (dolomite)	limestone
Oeln	Edinburg Formation, Lincolnshire and New Market Limestones	VA	Ordovician	limestone	black shale
Om	Martinsburg and Oranda Formations	VA	Ordovician	shale	sandstone

Neighboring Units	Label	Primary	Secondary	Distance (ft)	Bearing
Edinburg Formation, Lincolnshire and New Market Limestones	Oeln	limestone	black shale	592	NW
Conococheague Formation	O[co	limestone	dolostone (dolomite)	3149	E
Martinsburg and Oranda Formations	Om	shale	sandstone	3323	W
Beekmantown Group	Ob	dolostone (dolomite)	limestone	3348	N
Elbrook Formation	[e	dolostone (dolomite)	limestone	5186	E
Catoctin Formation - Metabasalt	[Zc	meta-basalt	NULL	6016	SE
Chilhowee Group	[ch	quartzite	conglomerate	6078	E
Chilhowee Group	[ch	quartzite	conglomerate	6535	SE
Waynesboro Formation and Tomstown Dolomite	[wbt	dolostone (dolomite)	shale	7672	E

Name	Site Geology
Squirrel Hill SWM Pond	The site is located in the Valley And Ridge Provence of the Appalachian Highlands physiographic region. According to The USGS State Geologic Map Compilation (SGMC, 2017), the site is underlain by the Beekmantown Group (Ob) geologic unit. This formation dates from the Ordovician period and is primarily comprised of sedimentary dolostone (dolomite) with minor inclusion of limestone.



Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
17C	Drayke loam, 7 to 15 percent slopes	1.8	35.5%
24D	Lodi silt loam, 15 to 25 percent slopes, rocky	3.2	64.5%
Totals for Area of Interest		5.0	100.0%

Report—Engineering Properties

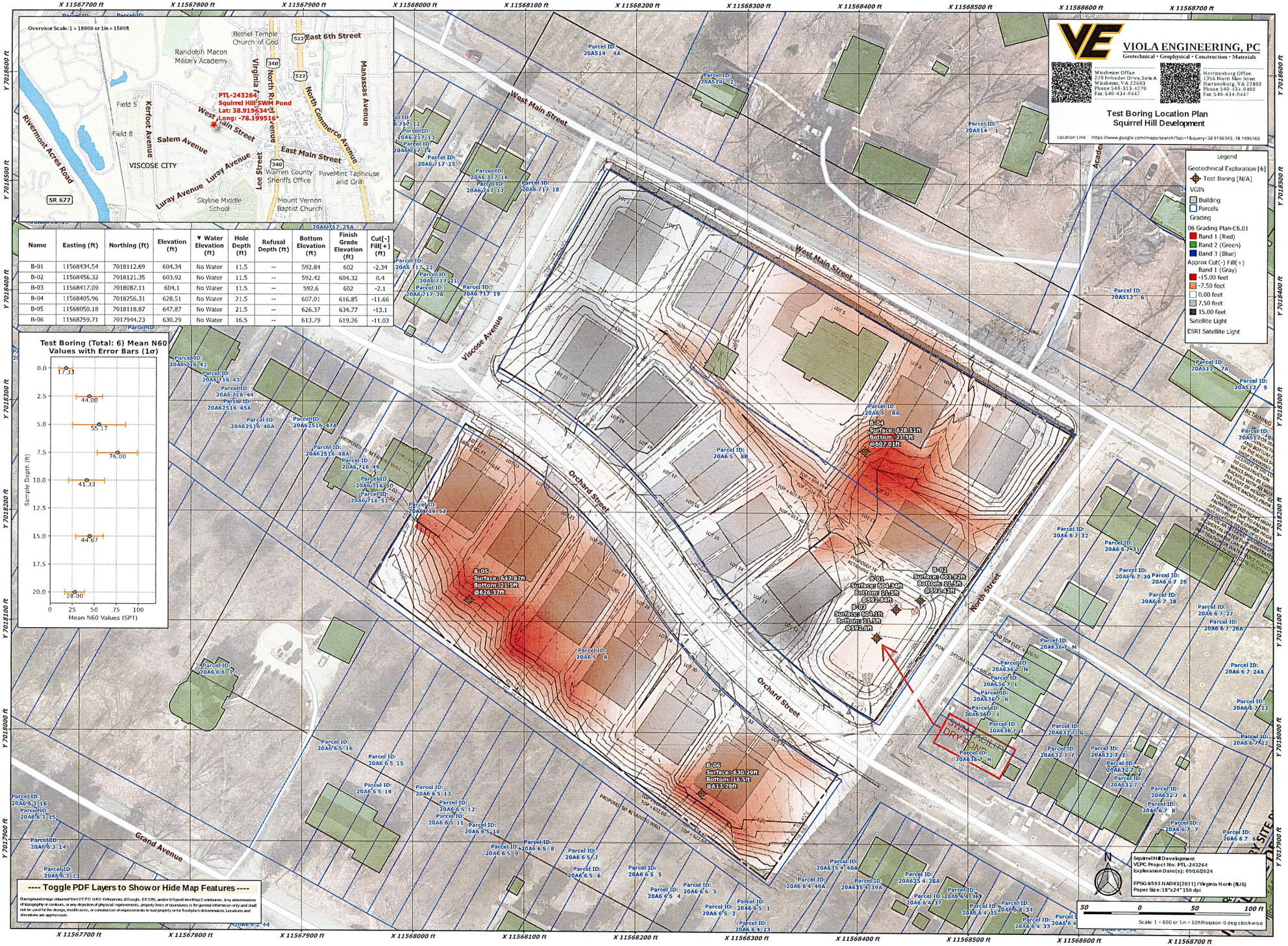
Absence of an entry indicates that the data were not estimated. The asterisk "*" denotes the representative texture; other possible textures follow the dash. The criteria for determining the hydrologic soil group for individual soil components is found in the National Engineering Handbook, Chapter 7 issued May 2007(http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17757.wba). Three values are provided to identify the expected Low (L), Representative Value (R), and High (H).

Engineering Properties–Warren County, Virginia

Map unit symbol and soil name	Pct. of map unit	Hydrologic group	Depth	USDA texture	Classification		Pct Fragments		Percentage passing sieve number—				Liquid limit	Plasticity index
					Unified	AASHTO	>10 inches	3-10 inches	4	10	40	200		
			In				*L-R-H*	*L-R-H*	*L-R-H*	*L-R-H*	*L-R-H*	*L-R-H*	*L-R-H*	*L-R-H*
17C—Drayke loam, 7 to 15 percent slopes														
Drayke	85	B	0-9	Loam	CL, CL-ML	A-4	0-0-0	0-3-5	90-95-100	75-88-100	70-85-100	60-75-90	16-24-31	2-6-10
			9-44	Silty clay, silty clay loam, clay	MH, CH, ML, CL	A-6, A-7	0-0-0	0-8-15	85-93-100	75-88-100	65-78-90	55-68-80	38-54-70	14-23-32
			44-66	Very cobbly clay loam, cobbly clay loam	CL, GC	A-7	0-0-0	35-53-70	65-75-85	55-65-75	45-58-70	40-50-60	31-37-43	10-14-17
24D—Lodi silt loam, 15 to 25 percent slopes, rocky														
Lodi	90	B	0-6	Silt loam	SM, SC, ML, CL, CL-ML	A-2, A-4	0-0-0	0-3-5	80-90-100	75-85-95	50-70-90	25-55-85	18-24-30	3-6-10
			6-12	Loam, silt loam, clay loam	CL	A-6	0-0-0	0-5-10	85-93-100	75-85-95	65-78-90	55-70-85	16-34-52	2-12-22
			12-41	Clay, silty clay loam, sandy clay loam	MH, CH, CL, SC	A-7	0-0-0	0-3-5	85-93-100	75-85-95	60-78-95	40-60-80	38-50-61	14-21-27
			41-62	Loam, sandy clay loam, silty clay, clay	CL, ML, SC, SM	A-4, A-6	0-0-0	0-3-5	85-93-100	75-85-95	60-73-85	40-60-80	16-43-52	2-17-22

Data Source Information

Soil Survey Area: Warren County, Virginia
Survey Area Data: Version 19, Sep 5, 2023



Name	Easting (ft)	Northing (ft)	Elevation (ft)	▼ Water Elevation (ft)	Hole Depth (ft)	Refusal Depth (ft)	Bottom Elevation (ft)	Finish Grade Elevation (ft)	Cut[-] Fill[+] (ft)
B-01	11568434.54	7018112.69	604.34	No Water	11.5	--	592.84	602	-2.34
B-02	11568456.32	7018121.35	603.92	No Water	11.5	--	592.42	604.32	0.4
B-03	11568417.09	7018087.11	604.1	No Water	11.5	--	592.6	602	-2.1
B-04	11568405.96	7018256.31	628.51	No Water	21.5	--	607.01	616.85	-11.66
B-05	11568050.18	7018118.87	647.87	No Water	21.5	--	626.37	634.77	-13.1
B-06	11568259.71	7017944.23	630.29	No Water	16.5	--	613.79	619.26	-11.03

Test Boring Logs

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REFERENCE NOTES FOR BORING LOGS

Correlation of SPT Values to Soil Properties

Coarse Grained Soils		Fine Grained Soils		
N_{60} (bpf)	Relative Density	N_{60} (bpf)	Consistency	Unconfined Compressive Strength (tsf)
0 to 3	**Very Loose**	0 to 1	**Very Soft**	<0.25
4 to 9	**Loose**	2 to 4	**Soft**	0.25 to 0.5
10 to 29	**Medium Dense**	5 to 8	**Firm**	0.5 to 1.0
30 to 50	**Dense**	9 to 15	**Stiff**	1.0 to 2.0
Over 50	**Very Dense**	16 to 30	**Very Stiff**	2.0 to 4.0
		31 to 60	**Hard**	>4.0
		Over 60	**Very Hard**	

Note: When SPT values of more than 60 are obtained for material which has retained the mineralogy and the structure of parent rock, the stratum is termed "weathered rock".

Particle Size Identification	
Boulders	12 inches or greater
Cobbles	3 inches to 12 inches
Gravel:	
Coarse	3/4 inch to 3 inches
Fine	#4 sieve to 3/4 inch
Sand:	
Coarse	#10 sieve to #4 sieve
Medium	#40 sieve to #10 sieve
Fine	#200 sieve to #40 sieve
Fines	Passing #200 sieve

Proportion Identification	
Trace	1 to 5%
Few	5 to 15%
Little	15 to 29%
Some	30 to 49%
Mostly	50 to 100%

Rock Quality Designation

RQD	Quality Classification
<25%	**Very Poor**
25-50%	**Poor**
50-75%	**Fair**
75-90%	**Good**
>90%	**Excellent**

Other Terminology Used on Boring Logs

MC	Moisture content (%)
LL	Liquid limit (%)
PI	Plasticity index (%)
P.P.	Pocket penetrometer
DCP	Dynamic cone penetrometer (15 lb. weight, 20" free fall)

Note : Unified Soil Classification Symbols (USCS) in parentheses indicate field classification based on ASTM D 2488.

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KEY TO SYMBOLS

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia

LITHOLOGIC SYMBOLS
(Unified Soil Classification System)


CH: USCS High Plasticity Clay


TOPSOIL: Topsoil

SAMPLER SYMBOLS


Split Spoon

WELL CONSTRUCTION SYMBOLS

ABBREVIATIONS

LL	- LIQUID LIMIT (%)
PI	- PLASTIC INDEX (%)
W	- MOISTURE CONTENT (%)
DD	- DRY DENSITY (PCF)
NP	- NON PLASTIC
-200	- PERCENT PASSING NO. 200 SIEVE
PP	- POCKET PENETROMETER (TSF)
bgs	BELOW GROUND SURFACE
TV	- TORVANE
PID	- PHOTOIONIZATION DETECTOR
UC	- UNCONFINED COMPRESSION
ppm	- PARTS PER MILLION

▽ Water Level at Time Drilling, or as Shown

▼ Water Level After 24 Hours, or as Shown

KEY TO SYMBOLS - VIOLA STD US.GDT - 09/19/24 10:58 - C:\USERS\DOCKER\VIOLA ENGINEERING\VIOLAENG - DOCUMENTS\GINT\GINT\PROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ

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BORING NUMBER B-01

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia
DATE STARTED 09/16/24 **COMPLETED** 09/16/24
GROUND ELEVATION 613.023 ft NAVD88 **HOLE SIZE** 6.00 in
DRILLING CONTRACTOR Viola Engineering, PC
NORTHING 7018112.7 **EASTING** 11568434.5
DRILLING METHOD 2 1/4 HSA
GROUND WATER LEVELS:
LOGGED BY Alan Ghafoor **CHECKED BY** Timothy Viola
AT TIME OF DRILLING --- not encountered
NOTES Location obtained with RTK GPS. Borehole depths are approximate.
AT END OF DRILLING ---
AFTER DRILLING ---

ELEVATION (ft)	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)
	0	TOPSOIL layer: 3"					
610		*RESIDUUM*: orange, **FAT CLAY**, homogeneous, stiff, dry to moist, **(CH)** layer: 4.8'	SS 01	72	3-5-4 (9)		13
	5	*RESIDUUM*: orange mottled with black, **FAT CLAY**, homogeneous, very stiff, moist, **(CH)** layer: 6.5'	SS 02	72	5-9-11 (20)	3.5	28
605	10		SS 03	94	5-8-12 (20)	3.5	28
		Bottom of borehole at 11.5' bgs Backfilled with auger cuttings.					

▲ SPT N60 VALUE ▲
15 30 45 60
PL MC LL
20 40 60 80
☐ FINES CONTENT (%) ☐
20 40 60 80

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BORING NUMBER B-02

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia
DATE STARTED 09/16/24 **COMPLETED** 09/16/24
GROUND ELEVATION 609.073 ft NAVD88 **HOLE SIZE** 6.00 in
DRILLING CONTRACTOR Viola Engineering, PC
NORTHING 7018121.4 **EASTING** 11568456.3
DRILLING METHOD 2 1/4 HSA
GROUND WATER LEVELS:
LOGGED BY Alan Ghafoor **CHECKED BY** Timothy Viola
AT TIME OF DRILLING --- not encountered
NOTES Location obtained with RTK GPS. Borehole depths are approximate.
AT END OF DRILLING ---
AFTER DRILLING ---

ELEVATION (ft)	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)
	0	TOPSOIL layer: 3"					
605		*RESIDUUM*: orange, **FAT CLAY**, homogeneous, very stiff, moist, **(CH)** layer: 4.8'	SS 01	33	4-9-9 (18)		25
	5	*RESIDUUM*: orange mottled with black, **FAT CLAY**, homogeneous, very stiff, moist, **(CH)** layer: 6.5'	SS 03	83	4-7-8 (15)	2.5	21
600	10		SS 04	100	2-6-8 (14)	2.5	20
		Bottom of borehole at 11.5' bgs Backfilled with auger cuttings.					

▲ SPT N60 VALUE ▲
15 30 45 60
PL MC LL
20 40 60 80
☐ FINES CONTENT (%) ☐
20 40 60 80

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BORING NUMBER B-03

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia
DATE STARTED 09/16/24 **COMPLETED** 09/16/24
GROUND ELEVATION 607.822 ft NAVD88 **HOLE SIZE** 6.00 in
DRILLING CONTRACTOR Viola Engineering, PC
NORTHING 7018087.1 **EASTING** 11568417.1
DRILLING METHOD 2 1/4 HSA
GROUND WATER LEVELS:
LOGGED BY Alan Ghafoor **CHECKED BY** Timothy Viola
AT TIME OF DRILLING --- not encountered
NOTES Location obtained with RTK GPS. Borehole depths are approximate.
AT END OF DRILLING ---
AFTER DRILLING ---

ELEVATION (ft)	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)
	0	TOPSOIL layer: 3"					
		RESIDUUM: brown orange, **FAT CLAY**, homogeneous, stiff to very stiff, moist, **(CH)** layer: 4.8'	SS 01	78	2-5-4 (9)		13
605			SS 02	78	4-7-8 (15)	2.5	21
	5	*RESIDUUM*: brown orange mottled with black, **FAT CLAY**, homogeneous, very stiff, moist, **(CH)** layer: 6.5'	SS 03	44	4-7-8 (15)	2.5	21
600		Auger grinding! @ 7.5'					
	10		SS 04	100	3-5-7 (12)	2	17
		Bottom of borehole at 11.5' bgs Backfilled with auger cuttings.					

▲ SPT N60 VALUE ▲
15 30 45 60
PL MC LL
20 40 60 80
☐ FINES CONTENT (%) ☐
20 40 60 80

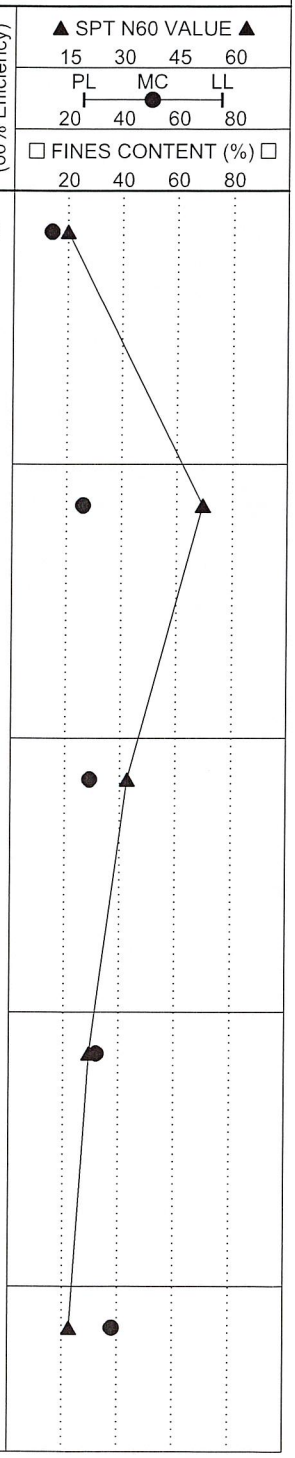
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BORING NUMBER B-04

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia
DATE STARTED 09/16/24 **COMPLETED** 09/16/24
GROUND ELEVATION 630.264 ft NAVD88 **HOLE SIZE** 6.00 in
DRILLING CONTRACTOR Viola Engineering, PC
NORTHING 7018256.3 **EASTING** 11568406.0
DRILLING METHOD 2 1/4 HSA
GROUND WATER LEVELS:
LOGGED BY Alan Ghafoor **CHECKED BY** Timothy Viola
AT TIME OF DRILLING --- not encountered
NOTES Location obtained with RTK GPS. Borehole depths are approximate.
AT END OF DRILLING ---
AFTER DRILLING ---

ELEVATION (ft)	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)
630	0	TOPSOIL layer: 3"					
		RESIDUUM: orange, **FAT CLAY WITH SAND**, homogeneous, stiff to hard, moist, **(CH)** layer: 9.8'	SS 01	61	3-5-6 (11)		15
625	5		SS 02	100	7-16-21 (37)	>4.5	52
620	10	*RESIDUUM*: orange mottled with black, **FAT CLAY WITH SAND**, homogeneous, hard to very stiff, moist to wet, **(CH)** layer: 11.5'	SS 03	100	4-10-13 (23)	4	32
615	15		SS 04	100	3-6-10 (16)	2.75	22
610	20		SS 05	100	2-5-7 (12)	2	17
		Bottom of borehole at 21.5' bgs Backfilled with auger cuttings.					



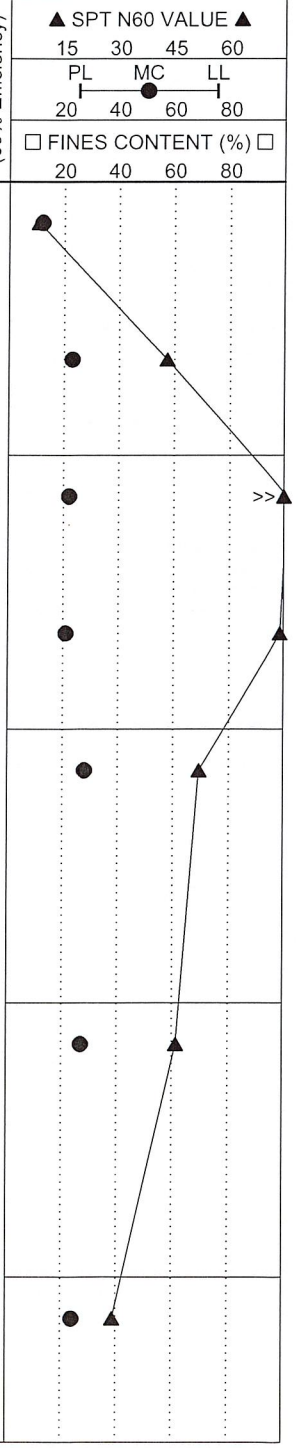
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BORING NUMBER B-05

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia
DATE STARTED 09/16/24 **COMPLETED** 09/16/24
GROUND ELEVATION 647.965 ft NAVD88 **HOLE SIZE** 6.00 in
DRILLING CONTRACTOR Viola Engineering, PC
NORTHING 7018118.9 **EASTING** 11568050.2
DRILLING METHOD 2 1/4 HSA
GROUND WATER LEVELS:
LOGGED BY Alan Ghafoor **CHECKED BY** Timothy Viola
AT TIME OF DRILLING --- not encountered
NOTES Location obtained with RTK GPS. Borehole depths are approximate.
AT END OF DRILLING ---
AFTER DRILLING ---

ELEVATION (ft)	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)
	0	TOPSOIL layer: 3"					
		RESIDUUM: brown orange, **FAT CLAY**, homogeneous, very stiff to hard, dry to moist, **(CH)** layer: 9.8'	SS 01	72	1-2-4 (6)		8
645			SS 02	78	5-14-17 (31)	>4.5	43
	5		SS 03	100	14-22-32 (54)	>4.5	>60
640			SS 04	100	13-25-28 (53)	>4.5	>60
	10	*RESIDUUM*: brown orange, **FAT CLAY WITH SAND**, homogeneous, hard to very stiff, moist, **(CH)** layer: 11.5'	SS 05	100	10-20-17 (37)	>4.5	52
635							
	15		SS 06	100	8-16-17 (33)	>4.5	46
630							
	20		SS 07	89	5-9-12 (21)	3.5	29
		Bottom of borehole at 21.5' bgs Backfilled with auger cuttings.					



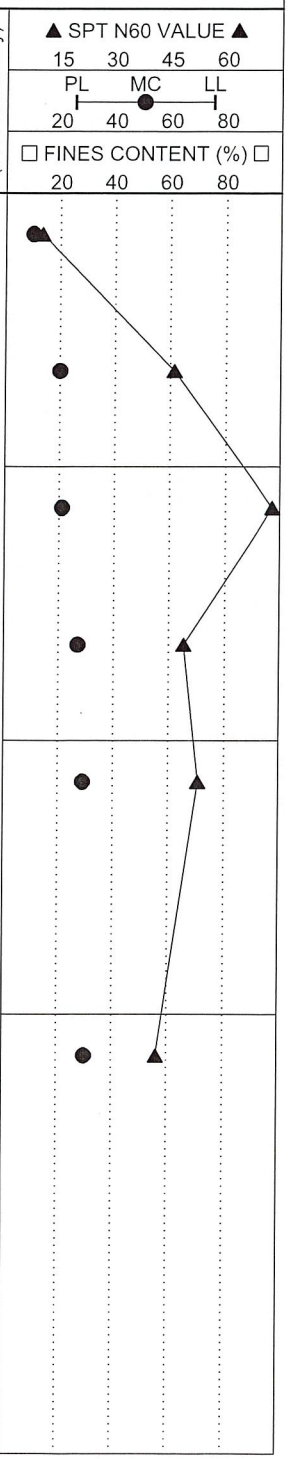
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BORING NUMBER B-06

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia
DATE STARTED 09/16/24 **COMPLETED** 09/16/24
GROUND ELEVATION 637.498 ft NAVD88 **HOLE SIZE** 6.00 in
DRILLING CONTRACTOR Viola Engineering, PC
NORTHING 7017944.2 **EASTING** 11568259.7
DRILLING METHOD 2 1/4 HSA
GROUND WATER LEVELS:
LOGGED BY Alan Ghafoor **CHECKED BY** Timothy Viola
AT TIME OF DRILLING --- not encountered
NOTES Location obtained with RTK GPS. Borehole depths are approximate.
AT END OF DRILLING ---
AFTER DRILLING ---

ELEVATION (ft)	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)
	0	TOPSOIL layer: 3"					
		RESIDUUM: brown orange, **FAT CLAY**, homogeneous, hard to very hard, dry to moist, **(CH)** layer: 9.8'	SS 01	72	1-2-5 (7)		10
635			SS 02	89	6-13-20 (33)	>4.5	46
	5		SS 03	100	9-22-30 (52)	>4.5	>60
630			SS 04	94	8-15-20 (35)	>4.5	49
	10	*RESIDUUM*: brown orange, **FAT CLAY WITH SAND**, homogeneous, hard, moist, **(CH)** layer: 6.5'	SS 05	100	9-18-20 (38)	>4.5	53
625							
	15		SS 06	97	6-14-16 (30)	>4.5	42
		Bottom of borehole at 16.5' bgs Backfilled with auger cuttings.					



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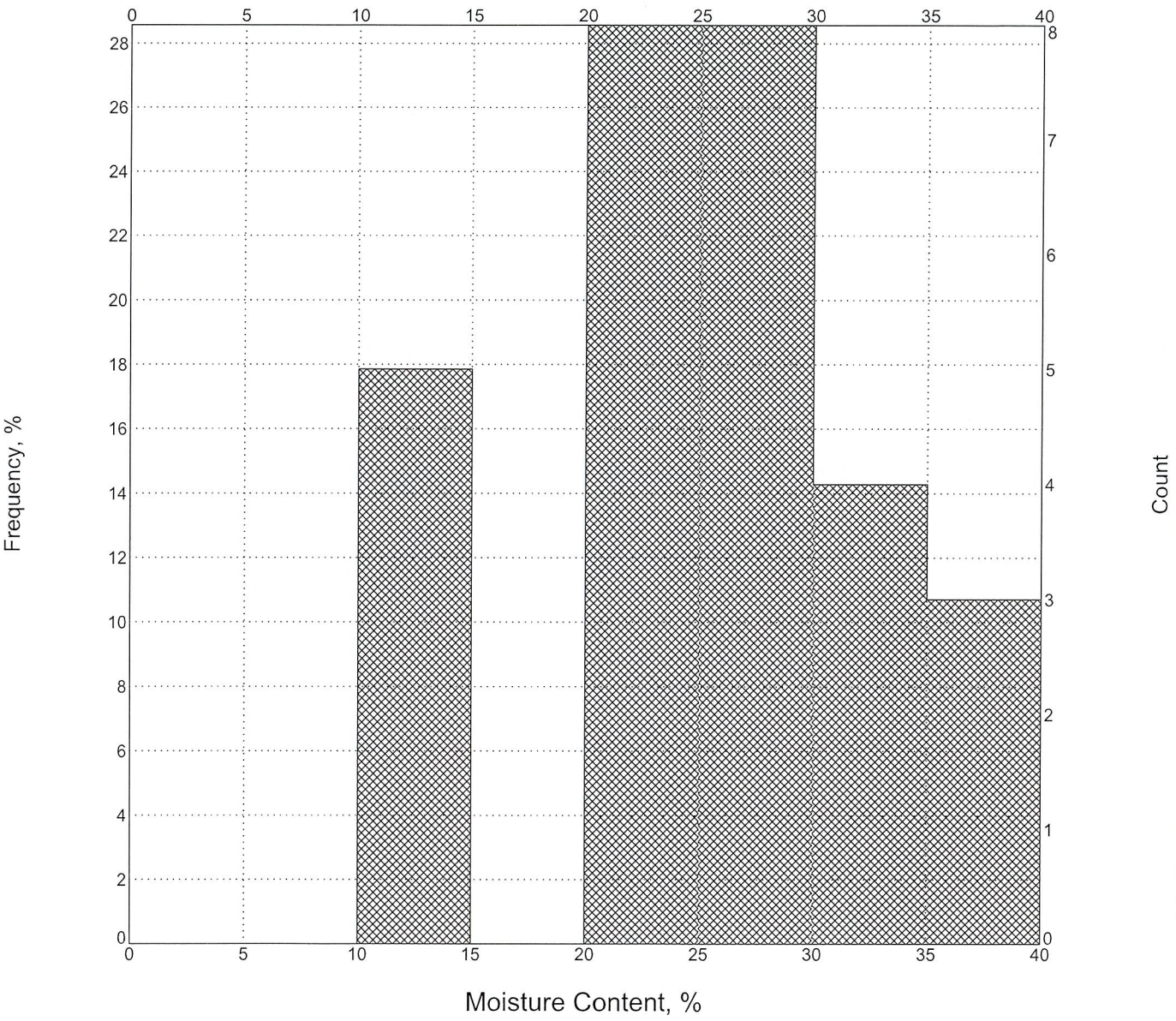
Laboratory Test Results

VIOLA ENGINEERING, PC

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MOISTURE CONTENT FREQUENCY

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia



Number of Tests:	28
Average:	25
Minimum:	10
Maximum:	39
Standard Dev:	8

MOISTURE CONTENT - VIOLA STD US.GDT - 09/19/24 11:00 - C:\USERS\DOCKER\VIOLA ENGINEERING\VIOLAENG - DOCUMENTS\GINT\GINTPROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ

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SUMMARY OF LABORATORY RESULTS

CLIENT The McCarty Brothers **PROJECT NAME** Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO **PROJECT LOCATION** Orchard Street, Front Royal, Virginia

Borehole	Depth (ft)	Liquid Limit	Plastic Limit	Plasticity Index	Fines (%)	Water Content (%)	Dry Density (pcf)	Wet Density (pcf)	Pocket Pen. (tsf)	Other Tests / Comments
B-01	0.0					12				
B-01	5.0					22			3.5	
B-01	10.0					24			3.5	
B-02	0.0					29				
B-02	5.0					38			2.5	
B-02	10.0					39			2.5	
B-03	0.0					14				
B-03	2.5					29			2.5	
B-03	5.0					30			2.5	
B-03	10.0					33			2	
B-04	0.0					14				
B-04	5.0					26			>4.5	
B-04	10.0					29			4	
B-04	15.0					32			2.75	
B-04	20.0					38			2	
B-05	0.0					12				
B-05	2.5					23			>4.5	
B-05	5.0					22			>4.5	
B-05	7.5					21			>4.5	
B-05	10.0					28			>4.5	
B-05	15.0					27			>4.5	
B-05	20.0					24			3.5	
B-06	0.0					10				
B-06	2.5					20			>4.5	
B-06	5.0					21			>4.5	
B-06	7.5					27			>4.5	
B-06	10.0					29			>4.5	
B-06	15.0					30			>4.5	

TEST SUMMARY - VIOLA STD US.GDT - 09/19/24 10:59 - C:\USERS\DOCKER\VIOLA ENGINEERING\VIOLAENG - DOCUMENTS\GINT\GINT\PROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ

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Geotechnical • Geophysical • Construction • Materials
P.O. Box 575 Broadway, Virginia 22815
(540) 434-0400 fax: (540) 434-0447

Soil Classification

Project:	Squirrel Hill Duplexes
Project Number:	PTL-243264
Date Performed:	9/24/2024

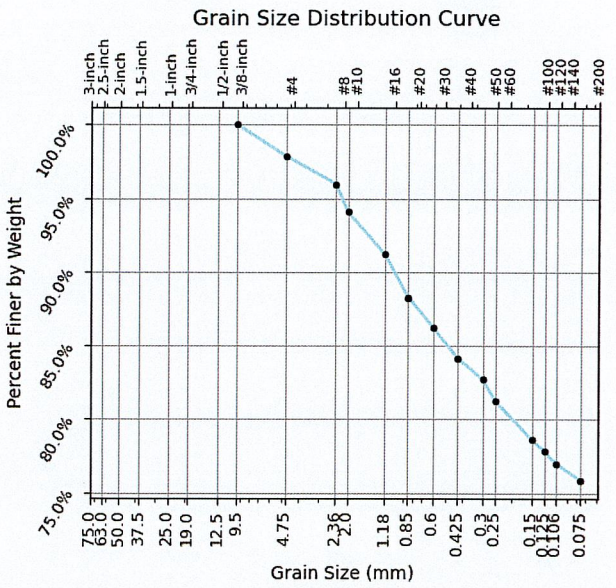
Sample Description:	**24CLA-001** :	Dark Orange Fat Clay with Sand	
Sample Location:		Sample Combined from Borings 1-6 at 5-10ft Depths	
Date Received:	9/17/2024	As Received Moisture Content (%):	21.4%

USCS Classification:	**CH**	AASHTO Classification:	**A-7-6**	Group Index:	**24.41**

Gradation Info

% passing			
#4	97.9	%Gravel	2.1
#10	94.1	% Sand	22.0
#40	84.1	% Silt/Clay	75.8
#200	75.8	C_c	
		C_u	

Grain Size Distribution Curve

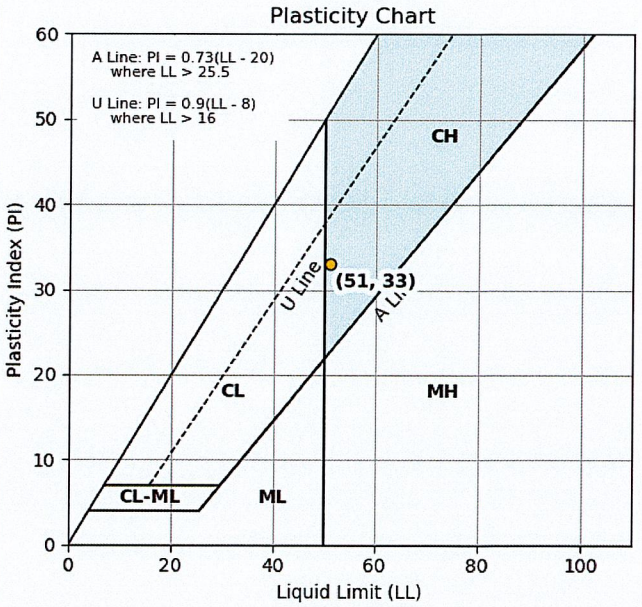


performance of wash dependent on apparent plasticity and gradation of material; sieve selection based on specification or engineer judgement; for well graded samples, -#4 material is often split for use on smaller sieves

Plasticity of -#40 Material

Liquid Limit	51
Plastic Limit	18
Plasticity Index	33

Plasticity Chart



performed using manual LL device, PL plastic roller device, straight metal grooving tool, one-point LL method; sample air dried, pulverized, processed through #40 sieve, and hydrated with distilled water overnight

Test Methods Performed:

Moisture Content	*Atterberg Limits*	*Sieve Analysis*	*Proctor*
☑ ASTM D2216	☑ ASTM D4318	☑ ASTM D1140	☐ ASTM D698
☐ AASHTO T265	☐ AASHTO T89, T90	☑ ASTM D6913	☐ AASHTO T99
	☐ VTM 7	☐ ASTM C136	☐ VTM 1
		☐ ASTM C117	☐ ASTM D1557
			☐ AASHTO T180

Tested by: DLF

COMMONWEALTH OF VIRGINIA
MARK A. VIOLA
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PROFESSIONAL ENGINEER

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AASHTO ACCREDITED

VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials
P.O. Box 575 Broadway, Virginia 22815
(540) 434-0400 fax: (540) 434-0447

Sieve Analysis Results

Project: Squirrel Hill Duplexes
Project Number: PTL-243264
Date Performed: 9/24/2024

Sample Description: **24CLA-001** : Dark Orange Fat Clay with Sand
Sample Location: Sample Combined from Borings 1-6 at 5-10ft Depths
Sample Retrieval Date: 9/17/2024 Total Dry Sample Weight: 373.4 g

Wash Information: ☑ wash performed ☐ no wash performed
☑ deflocculant/wetting agent used soak time (hrs): 2

Material Specification
☐ % passing
☐ % retained
☐ not applicable

Designation	Size	mm	Weight Retained[1] (g)	Percent Retained	Percent Passing	Material Specification Minimum	Material Specification Maximum
3-inch	16x24	75					
2.5-inch	16x24	63					
2-inch	16x24	50					
1.5-inch	16x24	37.5					
1-inch	16x24	25					
3/4-inch	☑ 16x24 ☑ 8-in	19					
1/2-inch	☑ 16x24 ☑ 8-in	12.5					
3/8-inch	☑ 16x24 ☑ 8-in	10	0.0	0%	100%		
#4	☑ 16x24 ☑ 8-in	4.75	8.0	2%	98%		
#8	8-in	2.36					
#10	8-in	2.00	22.1	6%	94%		
#16	8-in	1.18					
#20	8-in	0.850	43.8	12%	88%		
#30	8-in	0.600					
#40	8-in	0.425	59.2	16%	84%		
#50	8-in	0.300					
#60	8-in	0.250	70.0	19%	81%		
#100	8-in	0.150	79.8	21%	79%		
#120	8-in	0.125					
#140	8-in	0.106	85.9	23%	77%		
#200	8-in	0.075	90.2	24%	76%		

Sieve analysis performed in accordance with ASTM D1140 and ASTM D6913 unless noted otherwise.

☐ entire sample sieved ☑ portions split and sieved to obtain full gradation ☐ meets specification

Method used: Method A
Procedure to obtain specimen: Air-Dried Procedure
Sample was composite sieved with 3/4-in separating sieve
Percent retained on coarsest sieve in fine sieve less than 2%
Ultrasonic bath and shaking apparatus not used in dispersion process

Remarks:

weight retained for portions where sample was split represents the full predicted weight retained; actual weight retained is lower

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Sample Photos

Project: Squirrel Hill Duplexes
Project Number: PTL-243264
Date Performed: 9/24/2024

Sample Description: **24CLA-001** : Dark Orange Fat Clay with Sand
Sample Location: Sample Combined from Borings 1-6 at 5-10ft Depths
Date Received: 9/17/2024 As Received Moisture Content (%): 21.4%





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Particle-Size Distribution of Fine-Grained Soils Using the Sedimentation Analysis (ASTM D7928)

Sample Information:

Project Name:	Squirrel Hill Duplexes	**Oven ID:**	11-H3039
Project Number:	PTL-243264	**Thermometer ID:**	200294596
Sample ID:	24CLA-001	**Wash Sieve ID:**	200BSiW83727950
Sample Description:	Dark Orange Fat Clay with Sand	**Balance ID:**	044243
USCS Classification:	CH	**Separation Sieve:**	No. 10
Sample Location:	Combined Borings 1-6 at 5-10ft Depth	**Additional Sieve Analysis:**	ASTM D6913
Lab Technician:	DLF	**Prep Method:**	air dried
Date Complete:	9/25/2024	**Hydrometer Type:**	151H
		Prior Testing:	no

Mass of Moist Soil M_m _____ g

Specimen-Mixing Container ID _____ **Hex Mass:** 5 g

Estimated Data for Moist Mass Needed		
Moisture %		
% Pass 200		
Mass Need		g

Dry Mass of Soil from Water Content		
Tare ID		
Tare wt		g
Wet + Tare		g
Dry + Tare		g
% Moisture		
Dry Mass	58.91	g

Dry Mass of Soil by Direct Measurement		
Tare ID	Macc	
Tare wt	0.00	g
Mdd + Tare	63.91	g
Dry Mass	58.91	g

(**Mdd = dry soil + hex)

Hydrometer ID:	151H1	**Dispersant Method:**	direct addition
Sedimentation Cylinder ID:	286	**Dispersion Device:**	cup and mixer
Start Date:	9/24/2024	**Air Jet Pressure:**	NA
Start Time:	11:00	**Mixing Method:**	agitator
Meniscus Correction:	0.0005	**Tipping Time:**	NA
A Constant:	Companion Used	**Foam Inhibitor Used:**	no
Soil Specific Gravity:	2.7	**Flocculation Observed:**	no
SG Assumed or Measured:	assumed	**Temperature Control:**	room control

Elapsed Time (min)	Meter Reading (r_m)	Temp (°C)	Offset ($r_{d,m}$)	Effective Depth, H_m (cm)	Diameter D (mm)	Percent Finer N_m (%)
0	--	--	--	--	--	--
1	1.03200	21.5	1.00375	9	0.0397	75
2	1.03150	21.5	1.00375	9	0.0283	74
4	1.03025	21.5	1.00375	9	0.0203	71
15	1.02775	21.5	1.00375	10	0.0108	64
30	1.02650	21.5	1.00375	10	0.0078	61
60	1.02550	21.5	1.00375	10	0.0056	58
240	1.02325	21.5	1.00400	11	0.0029	51
1440	1.02125	21.5	1.00400	11	0.0012	46

# 200 Wash Data	
Tare ID	
Tare wt (g)	
Dry+Tare (g)	4.7
Dry Mass (g)	4.68
% Passing	
Diameter (mm)	0.075
Percent Finer	92.1

Sieve Analysis No. 10 Fraction	
Passing No. 10 Sieve (%)	100

Remarks: *describe material excluded or problems encountered

Created: 9/24/2019 *Revised: 2/5/2020*

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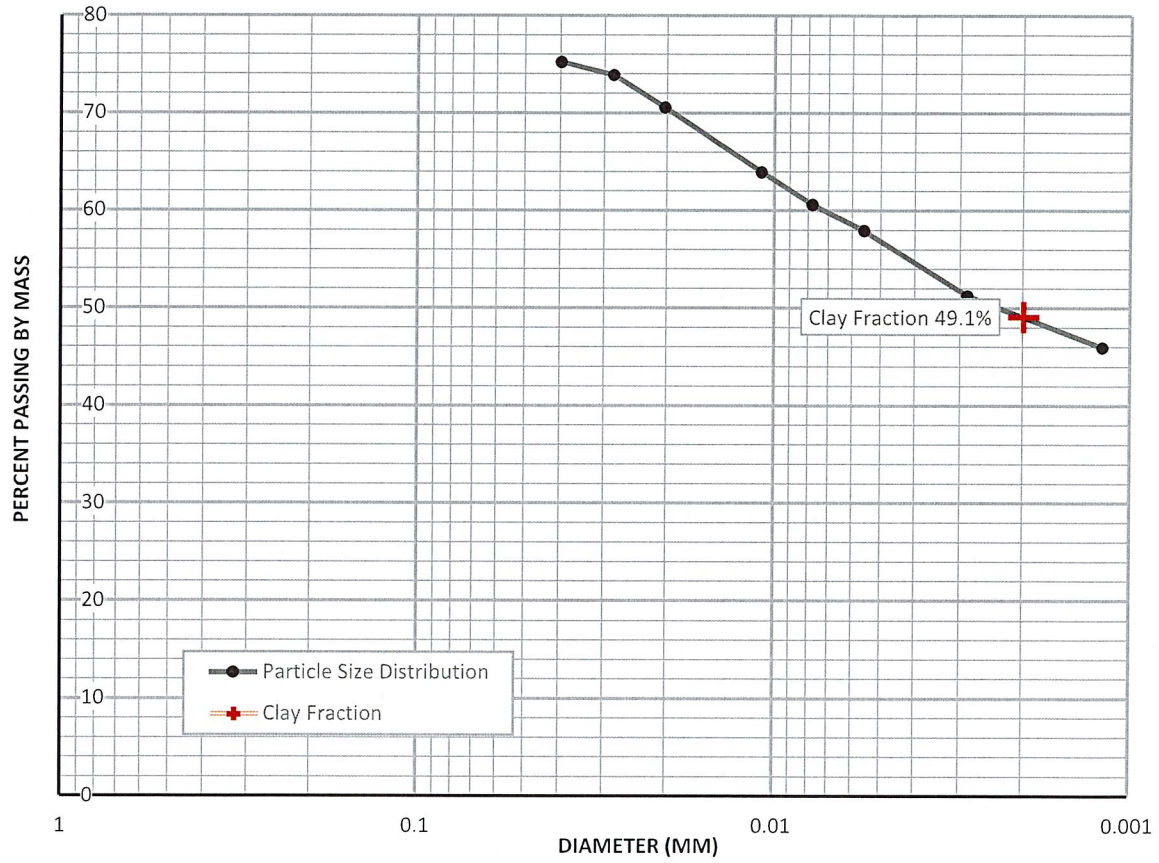
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Particle-Size Distribution of Fine-Grained Soils Using the Sedimentation Analysis (ASTM D7928)

Project Name:	Squirrel Hill Duplexes	**Sample Description:**	Dark Orange Fat Clay with Sand
Project Number:	PTL-243264	**USCS Classification:**	CH
Sample ID:	24CLA-001	**Sample Location:**	Combined Borings 1-6 at 5-10ft Depth
Date Complete:	9/25/2024	**Lab Technician:**	DLF

Particle Size Distribution Adjusted For Sieve Analysis (Sieve & Hydrometer)



Sand (%)	Fines (%)			Additional Sieve Analysis	
7.9	92.1			Conducted	Yes
	Silt Fraction	43.0	0.075 mm	Passing No. 10 Sieve (%)	100
	Clay Fraction	49.1	0.002 mm	Gradation Adjusted	Yes

Atterberg Limits (ASTM D4318)	
Liquid Limit	51
Plastic Limit	18
Plasticity Index	33

Clay Mineral Activity $\frac{Pasticity\ Index\ (\%)}{Clay\ Fraction\ (\%)}$	
0.67	Inactive

Remarks: *describe material excluded or problems encountered

Created: 9/24/2019 *Revised: 2/5/2020*

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Virginia DOT Standard Drawings

VIOLA ENGINEERING, PC

GENERAL

1. METHOD "A" PIPE BEDDING SHALL BE USED FOR ALL TYPES OF PIPE CULVERTS WITHIN THE APPLICABLE HEIGHT OF COVER RANGE NOTED IN THE STANDARD PC-1 TABLES UNLESS OTHERWISE NOTED ON THE PLANS.
2. H = HEIGHT OF COVER MEASURED FROM TOP OF CULVERT TO FINISHED GRADE.
3. b = EXCAVATION DEPTH AS SHOWN ON PLANS OR TO FIRM BEARING SOIL.

CIRCULAR PIPE

1. D = OUTSIDE DIAMETER OF PIPE.
2. d = INSIDE DIAMETER OF PIPE.
3. X = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
   X = 12" WHERE d IS LESS THAN 36".
   X = 18" WHERE d IS 36" AND GREATER.
4. WHERE DIRECTED BY THE ENGINEER. BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE (EXCEPT PLASTIC PIPE) 30" AND LESS IN DIAMETER WITH HEIGHT OF COVER 15' OR LESS.
5. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE (EXCEPT PLASTIC PIPE) 30" AND LESS IN DIAMETER WITH HEIGHT OF COVER 15' OR LESS.
6. BEDDING MATERIAL AND CLASS I BACKFILL MATERIAL MAY BE ELIMINATED FOR SHOULDER SLOT INLET (DI-13) OUTLET PIPES INSTALLATIONS.

ELLIPTICAL PIPE

1. S_1 = OUTSIDE SPAN DIMENSION OF PIPE.
2. S_2 = INSIDE SPAN DIMENSION OF PIPE.
3. R = OUTSIDE RISE DIMENSION OF PIPE.
4. X = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
   X = 12" WHERE S_2 IS LESS THAN 36".
   X = 18" WHERE S_2 IS 36" AND GREATER
5. WHERE DIRECTED BY THE ENGINEER. BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE WHERE S_2 IS 38" OR LESS AND HEIGHT OF COVER 15' OR LESS.
6. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE WHERE S_2 IS 38" OR LESS AND HEIGHT OF COVER 15' OR LESS.

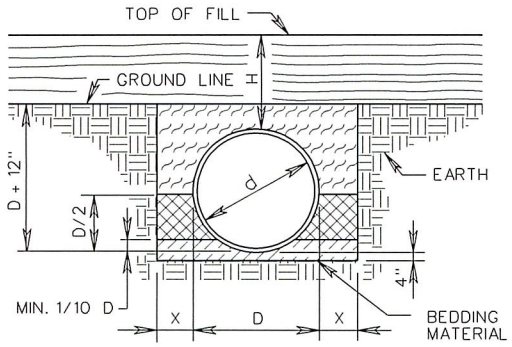
PIPE ARCH

1. S = SPAN DIMENSION OF PIPE.
2. R = RISE DIMENSION OF PIPE.
3. B = SEE PC-1 TABLE FOR APPLICABLE PIPE MATERIAL
4. x = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
   x = 12" WHERE S_2 IS LESS THAN 36".
   x = 18" WHERE S_2 IS 36" AND GREATER
5. WHERE DIRECTED BY THE ENGINEER. BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE WHERE S_2 IS 35" OR LESS AND HEIGHT OF COVER 15' OR LESS.
6. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE WHERE S IS 35" OR LESS AND HEIGHT OF COVER 15' OR LESS.

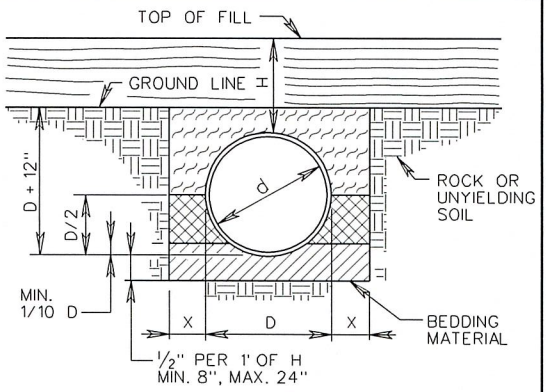
SPECIFICATION REFERENCE	# INSTALLATION OF PIPE CULVERTS & STORM SEWERS GENERAL NOTES	VDOT ROAD AND BRIDGE STANDARDS
302 305	VIRGINIA DEPARTMENT OF TRANSPORTATION	REVISION DATE / SHEET 1 OF 1 107.00

PB-1

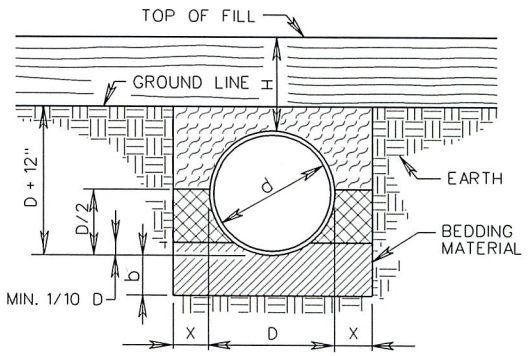
NO PROJECTION OF PIPE ABOVE GROUND LINE



NORMAL EARTH FOUNDATION

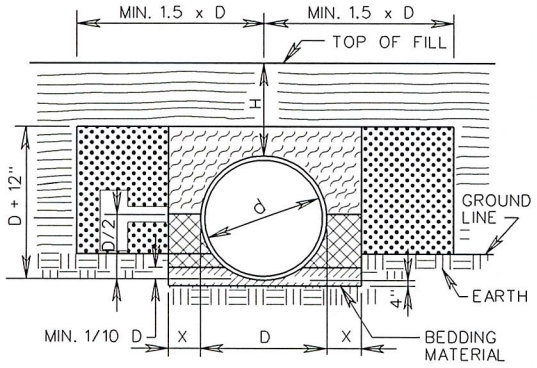


ROCK FOUNDATION

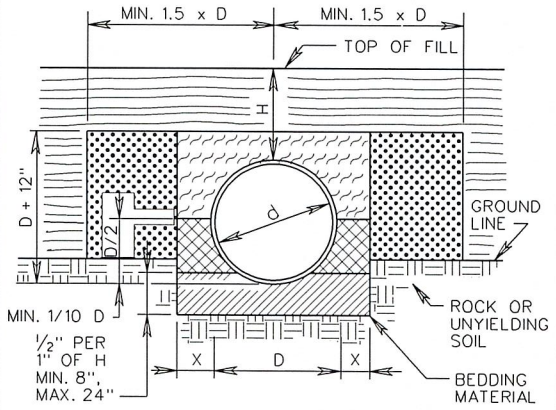


FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

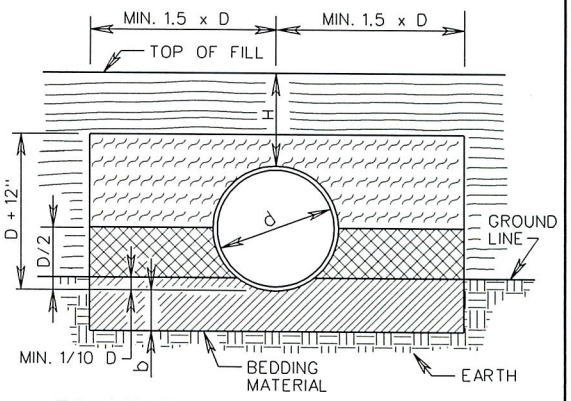
PIPE PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

FOR PLASTIC PIPE CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

FOR ALL OTHER PIPE REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

EMBANKMENT

REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

NOTES:

FOR GENERAL NOTES ON PIPE BEDDING, SEE INSTALLATION OF PIPE CULVERTS AND STORM SEWERS GENERAL NOTES ON SHEET 107.00.

CRUSHED GLASS CONFORMING TO THE SIZE REQUIREMENTS FOR CRUSHER RUN AGGREGATE SIZE 25 AND 26 MAY BE USED IN PLACE OF CLASS I BACKFILL.

VDOT
ROAD AND BRIDGE STANDARDS

SHEET 1 OF 4	REVISION DATE
107.01	07/12

INSTALL. OF PIPE CULVERTS AND STORM SEWERS CIRC. PIPE BEDDING AND BACKFILL - METHOD "A"

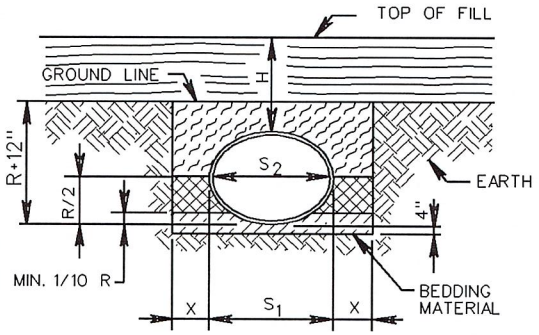
VIRGINIA DEPARTMENT OF TRANSPORTATION

SPECIFICATION REFERENCE

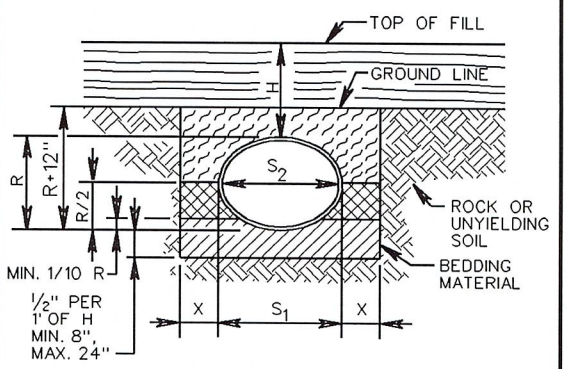
302
303

PB-1

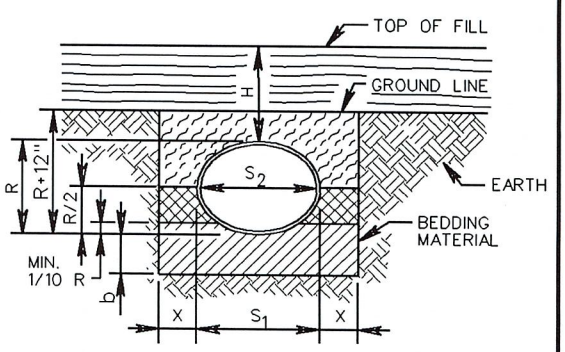
NO PROJECTION OF PIPE ABOVE GROUND LINE



NORMAL EARTH FOUNDATION

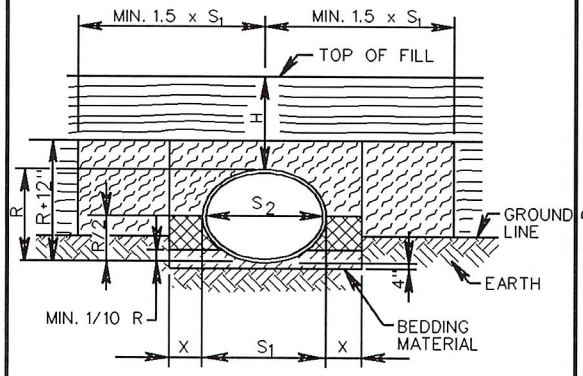


ROCK FOUNDATION

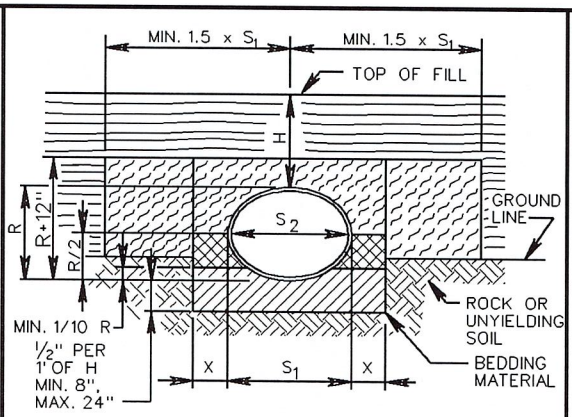


FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

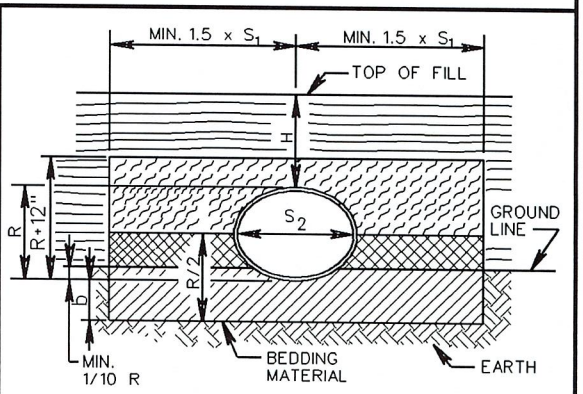
PIPE PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

EMBANKMENT

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CRUSHED GLASS CONFORMING TO THE SIZE REQUIREMENTS FOR CRUSHER RUN AGGREGATE SIZE 25 AND 26 MAY BE USED IN PLACE OF CLASS I BACKFILL.

SPECIFICATION REFERENCE
302 303

INSTAL. OF PIPE CULVERTS AND STORM SEWERS ELLIP. PIPE BEDDING AND BACKFILL - METHOD "A"

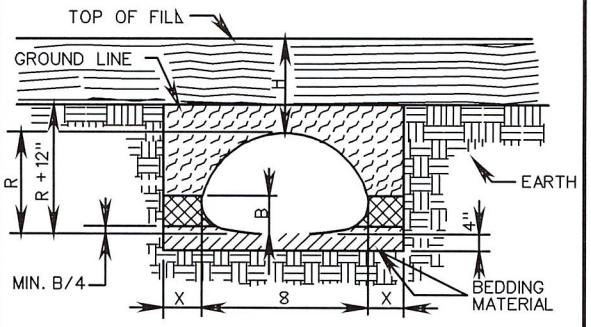
VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT
ROAD AND BRIDGE STANDARDS

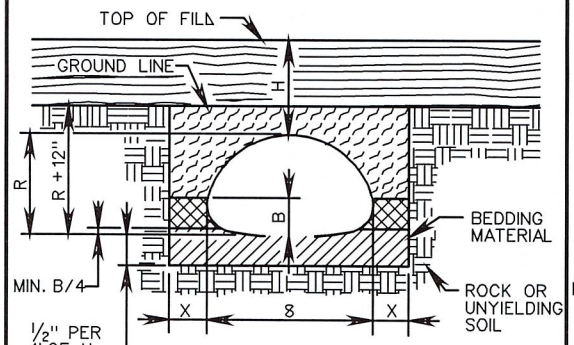
REVISION DATE	SHEET 2 OF 4
10/09	107.02

PB-1

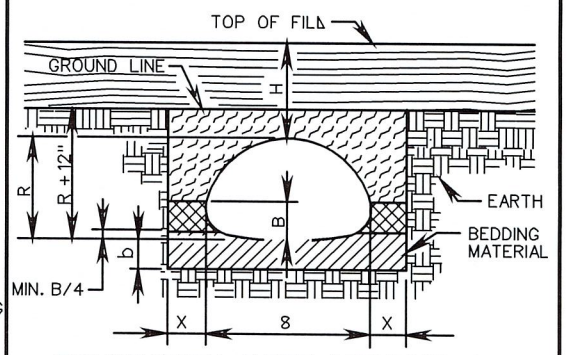
NO PROJECTION OF PIPE ARCH ABOVE GROUND LINE



NORMAL EARTH FOUNDATION

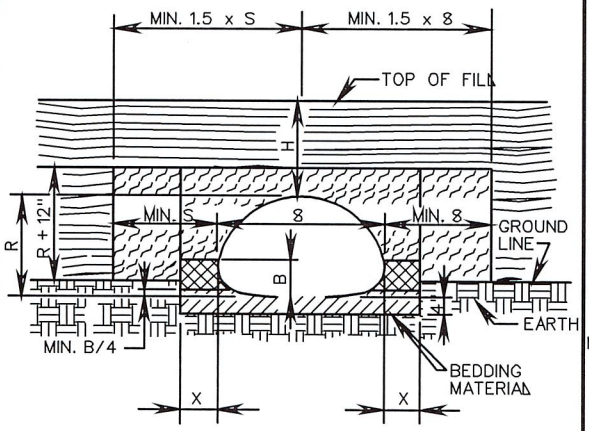


ROCK FOUNDATION

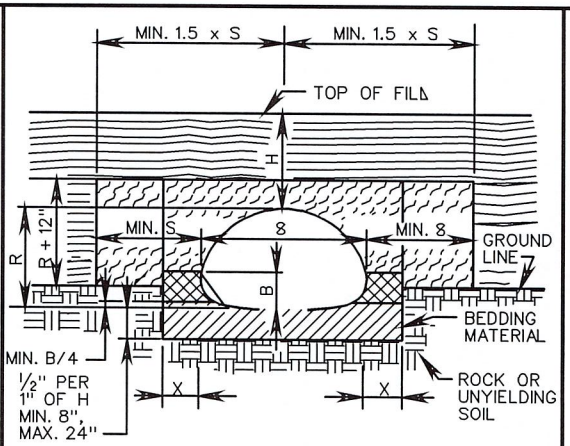


FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

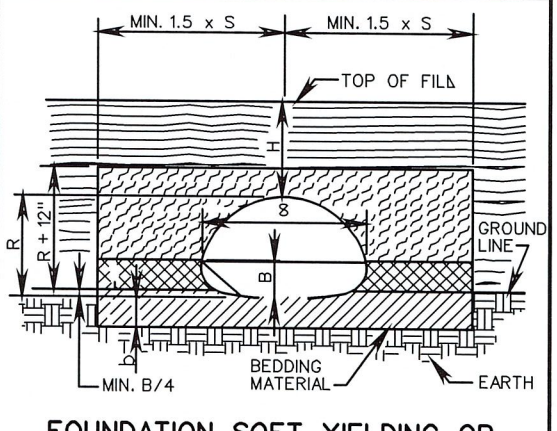
PIPE ARCH PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

EMBANKMENT

NOTE:

FOR GENREAL NOTES ON PIPE BEDDING, SEE INSTALLATION OF PIPE CULVERTS AND STORM SEWERS GENERAL NOTES ON SHEET 107.00.

CRUSHED GLASS CONFORMING TO THE SIZE REQUIREMENTS FOR CRUSHER RUN AGGREGATE SIZE 25 AND 26 MAY BE USED IN PLACE OF CLASS I BACKFILL.

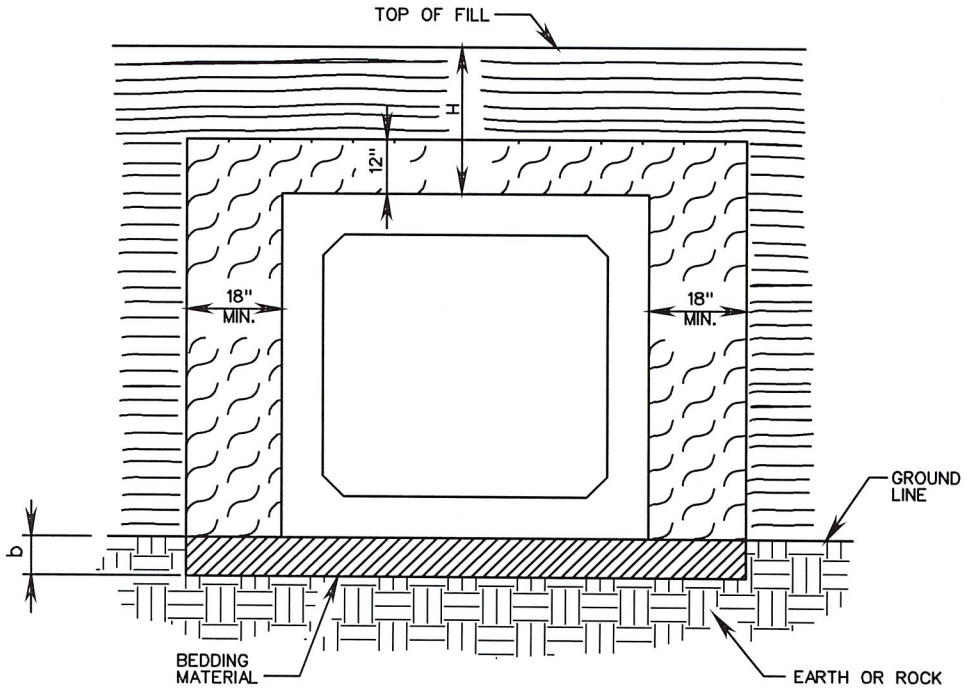
VDOT
ROAD AND BRIDGE STANDARDS

SHEET 3 OF 4 | REVISION DATE
107.05

INSTALLATION OF PIPE CULVERTS AND STORM SEWERS PIPE ARCH BEDDING AND BACKFILL

VIRGINIA DEPARTMENT OF TRANSPORTATION

SPECIFICATION REFERENCE
302
305



H - HEIGHT OF COVER MEASURED FROM TOP OF CULVERT TO FINISHED GRADE.

FOR NORMAL EARTH FOUNDATION:
FOR PRECAST AND CAST IN PLACE BOX CULVERT b - 6"

FOR ROCK FOUNDATION:
FOR PRECAST BOX CULVERT b - 1/4" PER 12" OF H - 8" MIN., 24" MAX.
FOR CAST IN PLACE BOX CULVERT b-DEPTH AS SHOWN ON PLANS OR WHERE NO BEDDING IS SPECIFIED BOTTOM SLAB TO BE KEYED INTO EXISTING ROCK FOUNDATION.
FOR SOFT, YIELDING OR OTHERWISE UNSUITABLE FOUNDATION:
FOR PRECAST AND CAST IN PLACE BOX CULVERT
b - DEPTH AS SHOWN ON PLANS OR TO FIRM BEARING SOIL.

BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

EMBANKMENT

SPECIFICATION REFERENCE
302 305

INSTALLATION OF BOX CULVERT BEDDING AND BACKFILL - METHOD "A"

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT
ROAD AND BRIDGE STANDARDS

REVISION DATE	SHEET 4 OF 4
	107.04

Field Sample Photographs

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Viola Engineering, PC
PO Box 575
Broadway, VA 22815

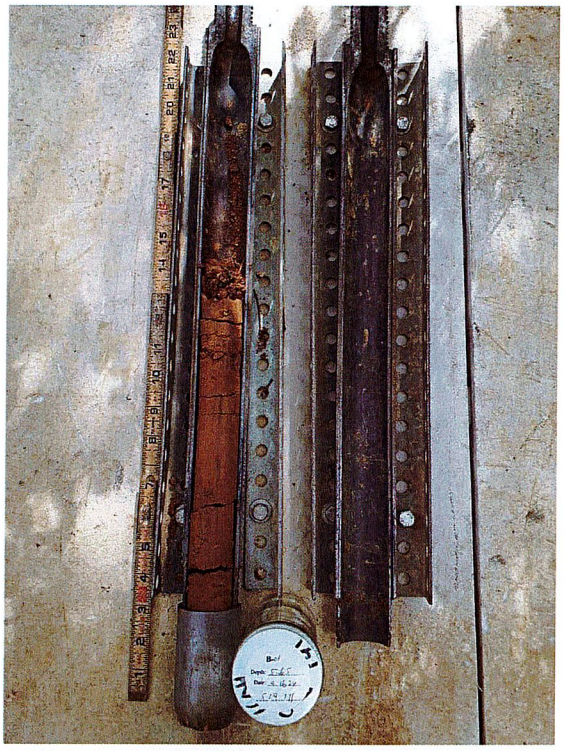
SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia

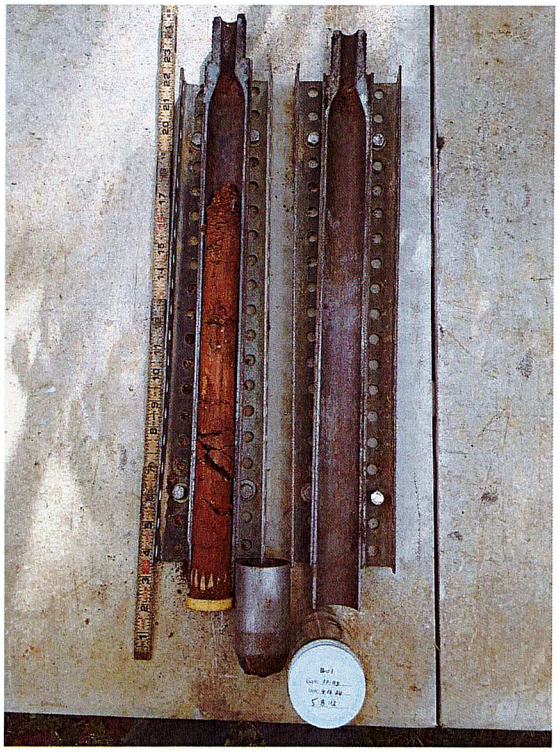
B-01 @ 0ft, N60:13, Recovery: 72%



B-01 @ 5ft, N60:28, Recovery: 72%



B-01 @ 10ft, N60:28, Recovery: 94%



B-02 @ 0ft, N60:25, Recovery: 33%

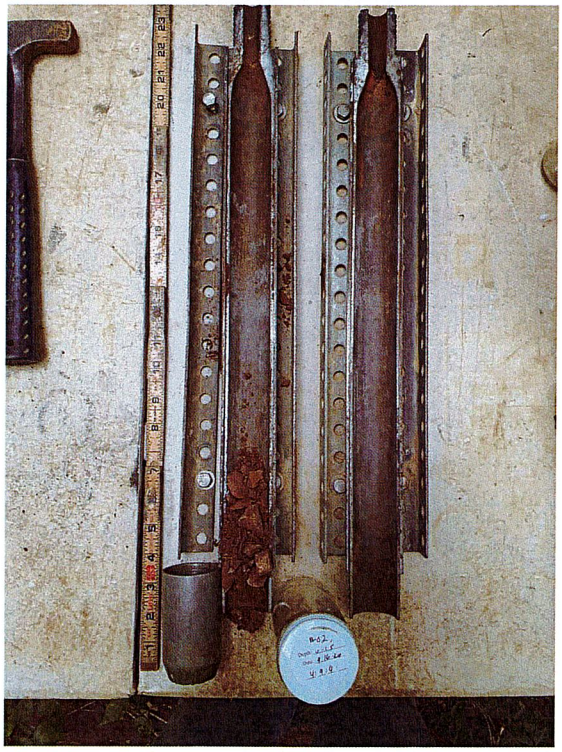


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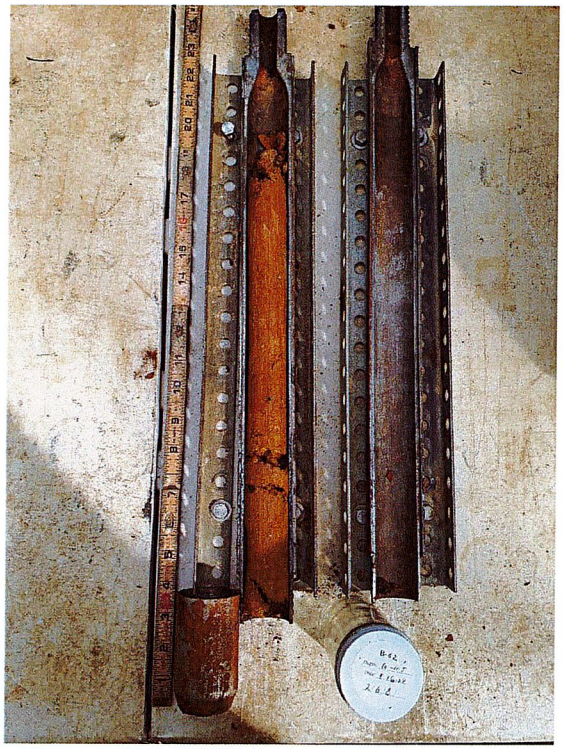
SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-02 @ 5ft, N60:21, Recovery: 83%



B-02 @ 10ft, N60:20, Recovery: 100%



B-03 @ 0ft, N60:13, Recovery: 78%



B-03 @ 2.5ft, N60:21, Recovery: 78%

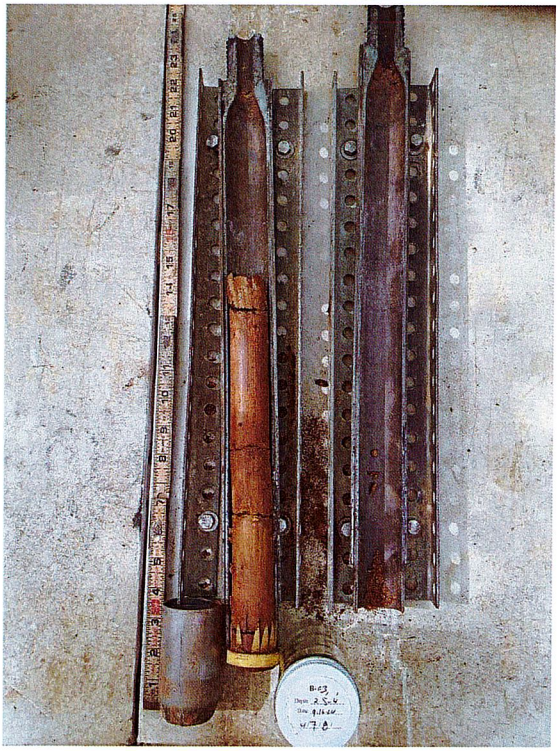


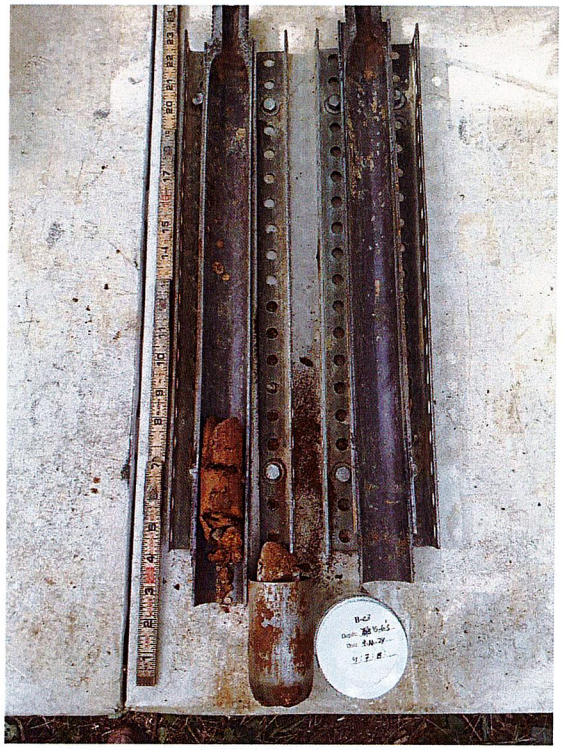
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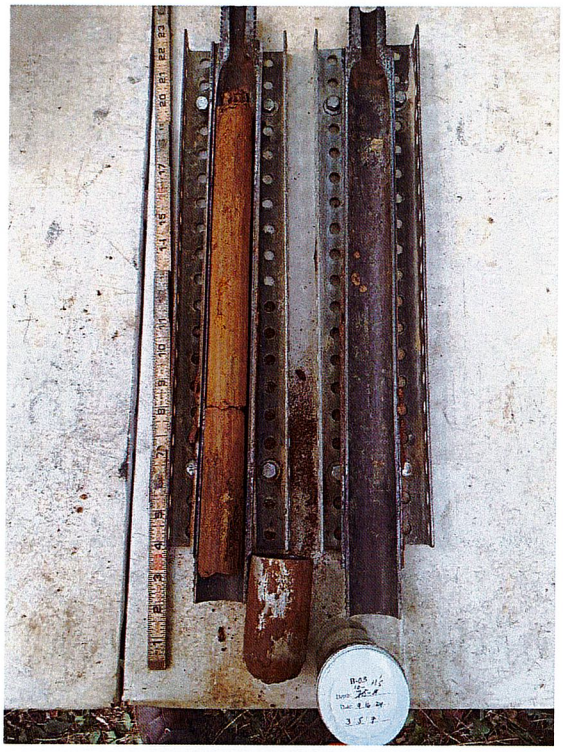
SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia

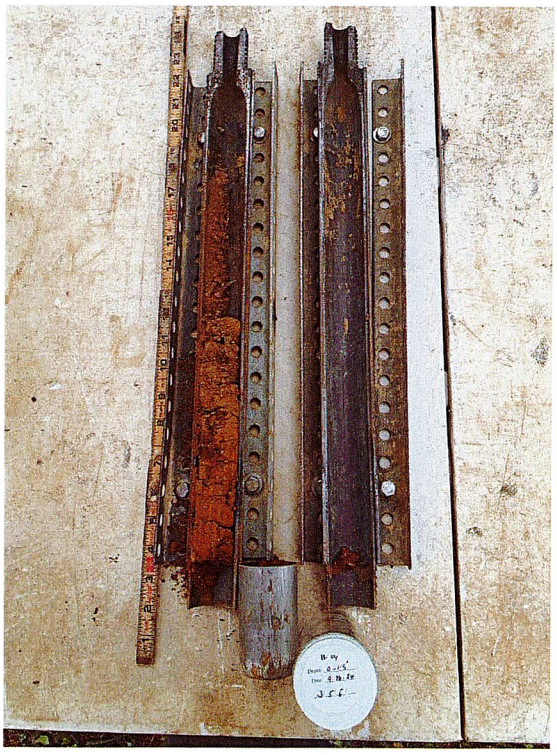
B-03 @ 5ft, N60:21, Recovery: 44%



B-03 @ 10ft, N60:17, Recovery: 100%



B-04 @ 0ft, N60:15, Recovery: 61%



B-04 @ 5ft, N60:52, Recovery: 100%

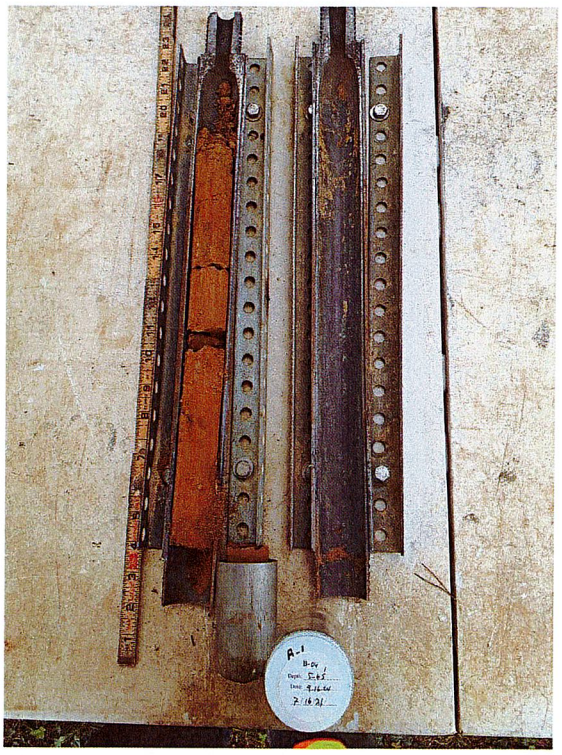


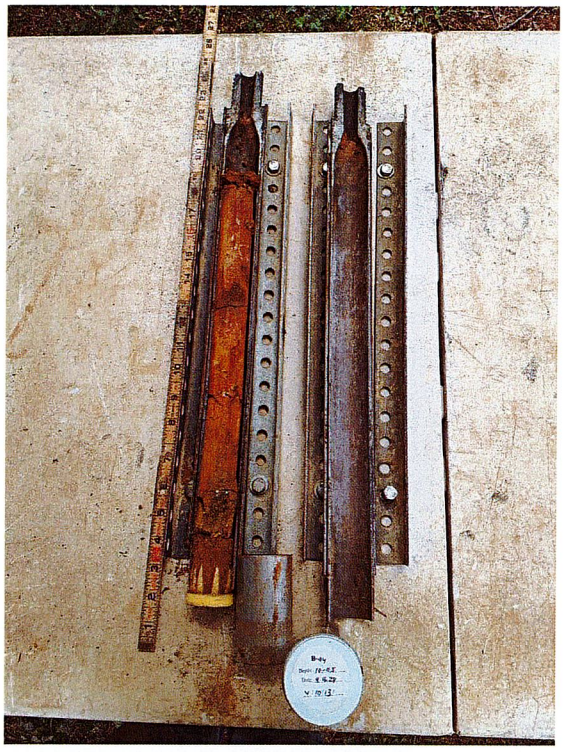
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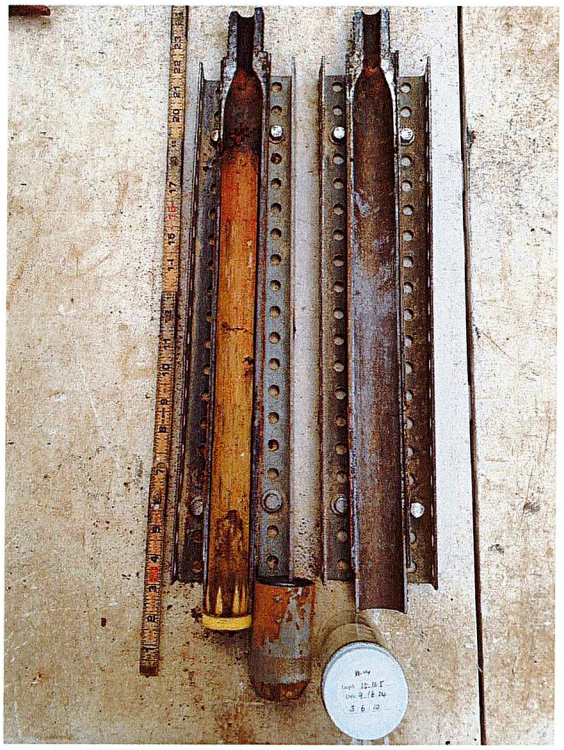
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CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
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PROJECT LOCATION Orchard Street, Front Royal, Virginia

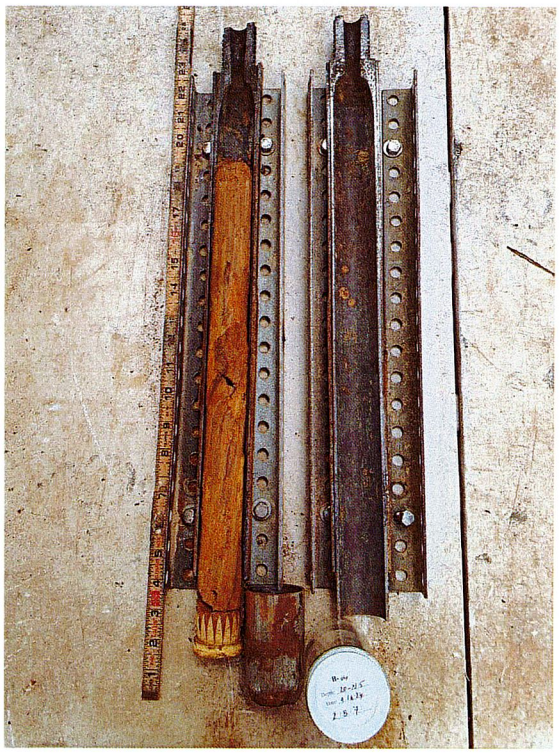
B-04 @ 10ft, N60:32, Recovery: 100%



B-04 @ 15ft, N60:22, Recovery: 100%



B-04 @ 20ft, N60:17, Recovery: 100%



B-05 @ 0ft, N60:8, Recovery: 72%

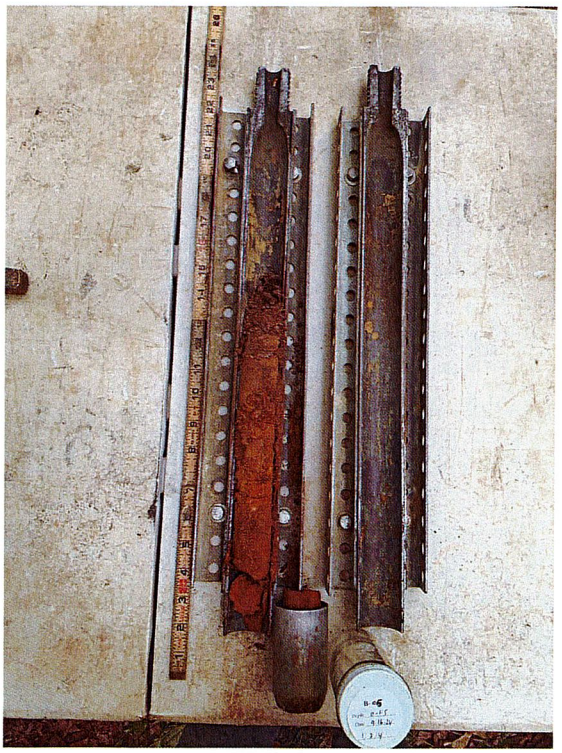


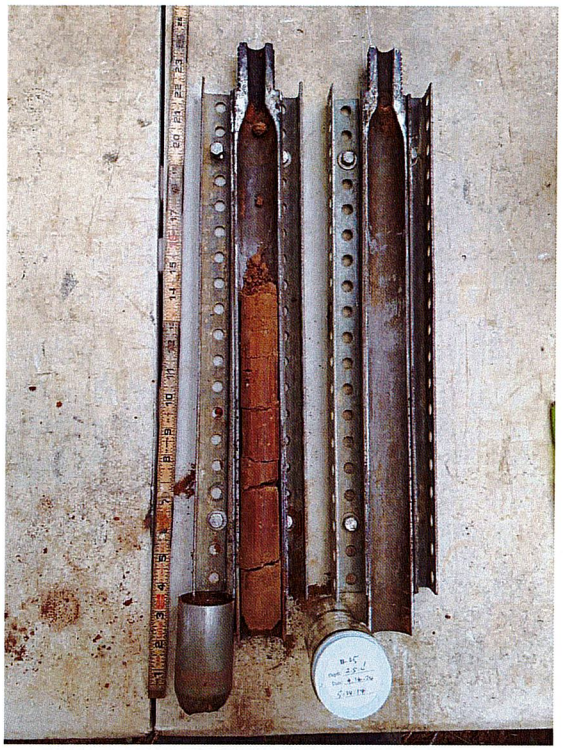
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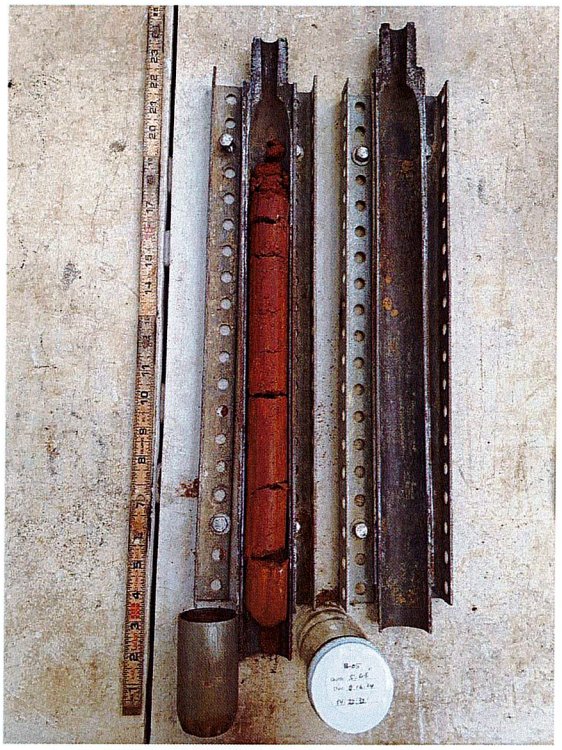
SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-05 @ 2.5ft, N60:43, Recovery: 78%



B-05 @ 5ft, N60: >60, Recovery: 100%



B-05 @ 7.5ft, N60: >60, Recovery: 100%



B-05 @ 10ft, N60:52, Recovery: 100%

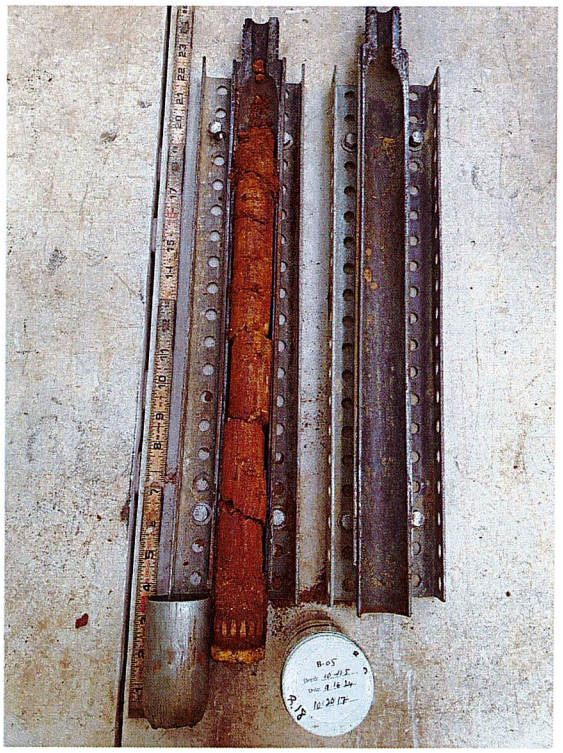


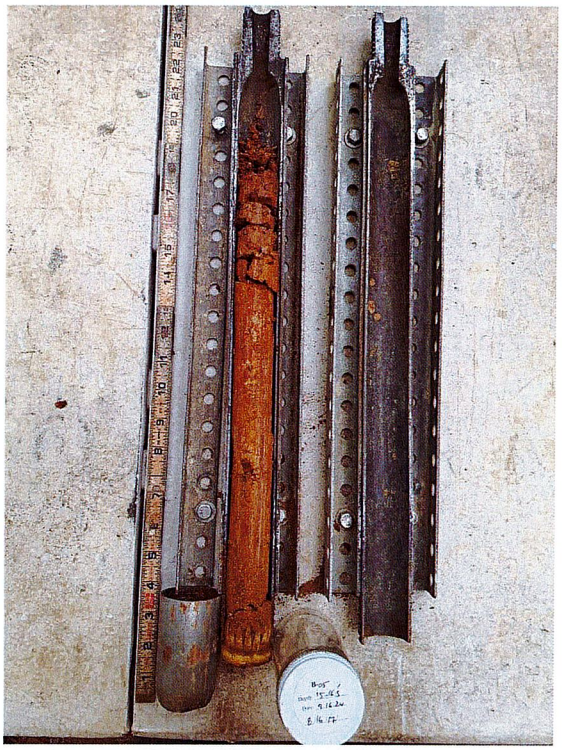
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SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers
PROJECT NAME Squirrel Hill Duplexes
PROJECT NUMBER PTL-243264 GEO
PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-05 @ 15ft, N60:46, Recovery: 100%



B-05 @ 20ft, N60:29, Recovery: 89%



B-06 @ 0ft, N60:10, Recovery: 72%



B-06 @ 2.5ft, N60:46, Recovery: 89%

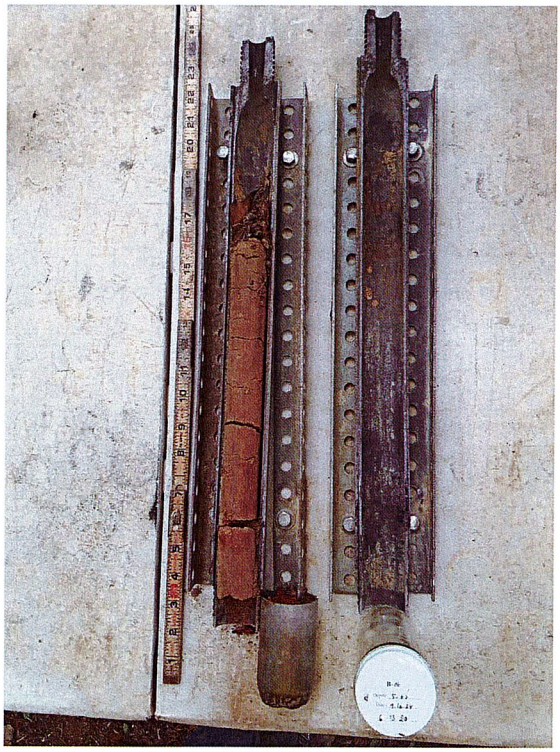


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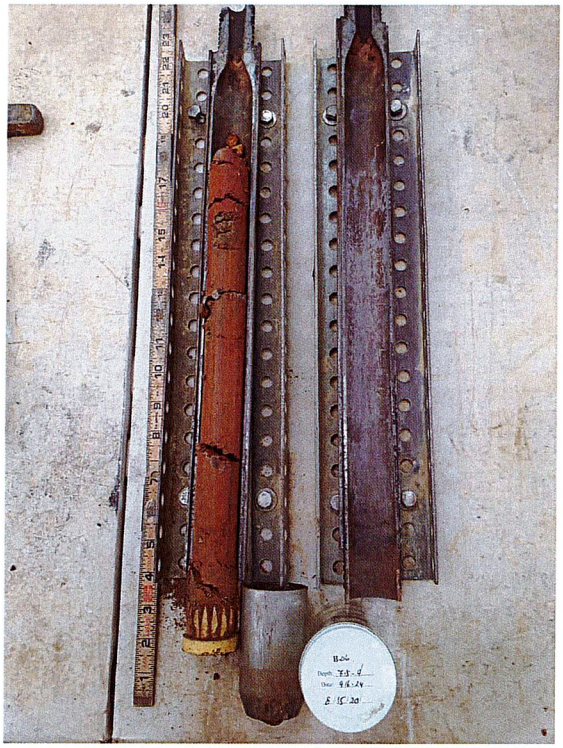
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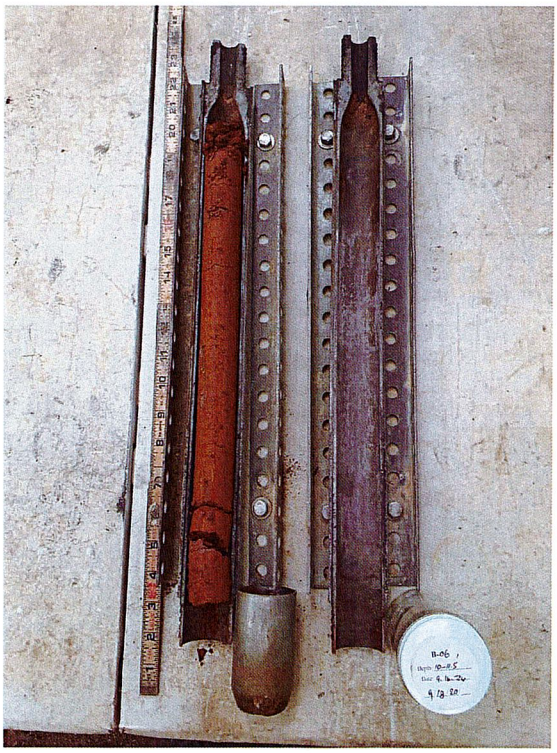
B-06 @ 5ft, N60: >60, Recovery: 100%



B-06 @ 7.5ft, N60:49, Recovery: 94%



B-06 @ 10ft, N60:53, Recovery: 100%



B-06 @ 15ft, N60:42, Recovery: 97%

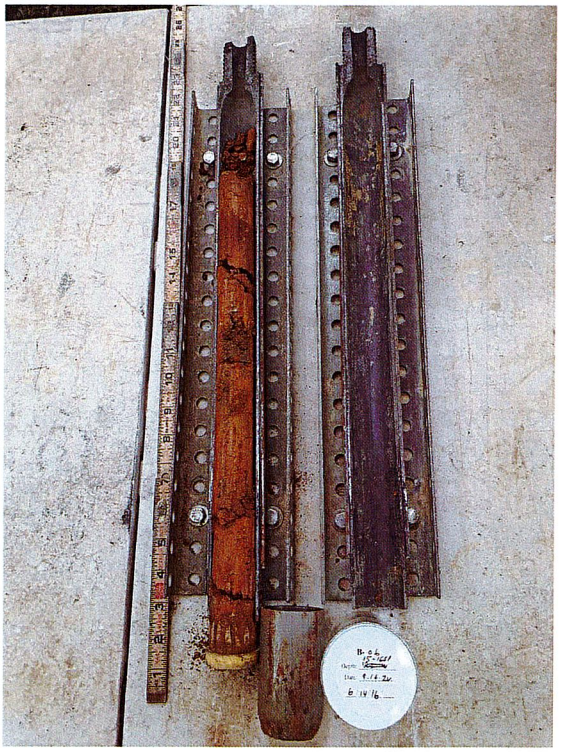


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REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07E

Agenda Item: PUBLIC HEARING – Zoning Text Amendment to Town Code Chapter 175 Pertaining to Auxiliary Dwelling Units (ADU)

Summary: Council is requested to consider a Zoning Text Amendment to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit"; §175-11, §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 to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code as presented. The Planning Commission recommended approval of the text amendment.

Budget/Funding: N/A

Meetings: Work Sessions held September 8, 2025, November 3, 2025, and March 2, 2026.
Council referred to the Planning Commission on November 24, 2025.

Proposed Motion: :

1) In furtherance of the purpose and objective contained in Town Code §175-1(B), I move that Council adopt a Zoning Text Amendment to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit"; §175-11, §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 to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code as presented.

2) I move that Council deny the adoption of a Zoning Text Amendment in Town Code Chapter 175 pertaining to Auxiliary Dwelling Units (ADU).

Moved _____ *Seconded* _____

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

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-l) 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 foot 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.

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.

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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-l) (175-11)
The R-l 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.

175-12 USES PERMITTED BY RIGHT(R-l)
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-l District, the following uses of land and buildings are permitted by-right in the R-l District:

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

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:
Churches.
Public libraries.
Schools.

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

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

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

175-29 USES PERMITTED BY RIGHT (R-3)
A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:
Duplexes.
Single-family dwellings, detached.
Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in section 175-112.
Two-family dwellings.
Auxiliary Dwelling Units (ADUs).

175-37.3 PERMITTED USES (PND)
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;
3. 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.

175-115 - Auxiliary Dwelling Unit (ADU)
The ADU ordinance permits one (1) Auxiliary Dwelling Unit in the selected zoning districts of RI, RIA, 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. The applicant shall submit a notarized statement attesting that they

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are residing on the property, in either the primary or auxiliary unit.

C. Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.

D. Detached ADUs shall be a minimum of 600 square feet.

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 where the ADU is located.

F. As part of the application process, Town staff will conduct an inspection prior to final approval.

1. Staff will reach out to the property owner to schedule an annual inspection to recertify the ADU is compliant with code.

2. The Zoning Administrator or designee may inspect a property if there is a complaint registered with the Town or if the official has other reason to believe that the owner or occupants are in violation of the ADU approval.

3. The owner shall make provisions to allow inspections of the property by town personnel during reasonable hours with prior notice.

G. The ADU shall meet the applicable regulations for safety, health and sanitation through the appropriate County agencies.

H. Upon transfer of ownership of the subject property, the new owner shall be required to certify in writing to the Zoning Administrator that either:

1. Continued use of the ADU will comply with the conditions of the previous approval for the ADU use or;

2. The ADU will no longer be used as a separate dwelling unit.

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This ordinance will become effective upon passage.

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

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

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on March 9 and March 16, 2026.

****

Approved as to Form and Legality:

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

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REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07F

Agenda Item: PUBLIC HEARING – An Ordinance Amendment to Town Code §70-23-Electric Rates and Charges

Summary: Council is requested consider the adoption of an Ordinance Amendment to Town Code Town Code §70-23-Electric Rates and Charges. The Town has not adjusted electric rates since April 2019. During that time, wholesale power costs, including transmission and congestion charges on the transmission network, have steadily increased, resulting in a revenue shortfall. Staff engaged Rgrid Power LLC to perform a Cost-of-Service Study to evaluate the Town's current electric rate structure and provide recommendations to ensure full cost recovery and long-term rate stability.

A work session was held on February 9, 2026, in which two (2) phases were proposed, in which to lessen the immediate impact to electric users it was determined to move forward with Phase I. It is intended to update and implement Phase II in Spring 2027. Additionally, the Town will implement Power Costs Adjustments (PCA) as stated in the proposed ordinance to manage the fluctuating costs to purchase power. If adopted the ordinance will become effective April 1, 2026.

Budget/Funding: N/A

Meetings: Work Sessions held February 9 and March 2, 2026.

Proposed Motions:

1) I move that Council adopt an ordinance amendment to Town Code §70-23-Electric Rates and Charges as presented, effective April 1, 2026.
2) I move that Council deny the adoption of an ordinance amendment to Town Code §70-23 pertaining to electric rates and charges.

Moved _____ ***Seconded*** _____

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

AN ORDINANCE TO AMEND AN RE-ENACT TOWN CODE SECTION 70-23 PERTAING TO ELECTRIC RATES AND CHARGES

WHEREAS, the Town of Front Royal has not adjusted electric rates since April 2019. Since then, wholesale power costs, including transmission and congestion charges on the transmission network have steadily increased resulting in a revenue shortfall; and,

WHEREAS, Rgrid Power LLC performed a Cost of Service Study with a recommendation to ensure full recovery and long-term rate stability by implementing two phases to lessen the immediate impact to electric users; and,

NOW THEREFORE BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that Section 70-23 of the Front Royal Town Code hereby be amended and re-enacted as follows:

ELECTRIC RATES AND CHARGES

70-23 ELECTRIC RATES AND CHARGES

A. A residential customer shall be defined as a single private dwelling and its appurtenances, the major use of which is for lighting and household appliances for the personal comfort and convenience of those residing therein. Private dwellings in which space is occasionally used for the conduct of business by a person residing therein will be served under this rate. Where a portion of a dwelling is used regularly for the conduct of business, the electricity consumed in that portion so used shall be separately metered and billed under the commercial rate. The base rate for electric service for residential customers shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: twenty-five dollars and zero cents ($25.00).

2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: $0.10750 per kilowatt hour.

B. A commercial or Industrial customer is any customer that is not defined as a residential customer as described in 70-23.A. A commercial customer whose peak demand for the last 12 billing cycles is less than 25 kW shall be a non-demand metered commercial customer. The peak demand shall be measured as the highest average kilowatt measured in any 15-minute interval during the current billing cycle. The Town may at any time conduct a test or install a demand meter to determine the customer's maximum 15-minute demand. The base rates for electrical service for non-demand commercial customers shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: forty dollars and zero cents ($40.00).

2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: $0.11420 per kilowatt hour.

3. Rates for electric service for Industrial Customers (defined as customers engaged in manufacturing, processing, or other large-scale operations whose electrical demand significantly exceeds customary commercial usage and materially affects the Town's distribution system capacity, reliability, or wholesale power costs) shall be determined through and dependent upon the application of a Utility Impact Analysis, as required by Section 70-50, 4., which evaluates the proposed customer's impact on the Town's electric

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system, and requiring a Power Purchase Agreement (a contractual arrangement specifying terms of energy supply, facilities and pricing).

C. A commercial or Industrial customer whose peak demand for the last 12 billing cycles is 25 kW or higher shall be a demand metered commercial customer. The peak demand shall be measured as the highest average kilowatt measured in any 15-minute interval during the current billing cycle. The Town may at any time conduct a test or install a demand meter to determine the customer's maximum 15-minute demand. The base rates for electric service for demand metered commercial customers shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: forty dollars and zero cents ($40.00).

2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: $0.11420 per kilowatt hour.

3. Effective from April 1, 2026, charges for the first 10 kilowatts of billing demand per billing cycle, as established by the Town in Code §134-71: $0.00 per kilowatt.

4. Effective from April 1, 2026, charges for all kilowatts of billing demand over 10 kilowatts per billing cycle, as established by the Town in Code §134-71: $1.50 per kilowatt.

5. Rates for electric service for Industrial Customers (defined as customers engaged in manufacturing, processing, or other large-scale operations whose electrical demand significantly exceeds customary commercial usage and materially affects the Town's distribution system capacity, reliability, or wholesale power costs) shall be determined through and dependent upon the application of a Utility Impact Analysis, as required by Section 70-50, 4., which evaluates the proposed customer's impact on the Town's electric system, and requiring a Power Purchase Agreement (a contractual arrangement specifying terms of energy supply, facilities and pricing).

D. Service to lighting equipment located at athletic fields, ballparks, and separately metered commercial parking lot lights shall by limited to lighting equipment (including parking area lighting), and uses incidental thereto, including concession stands, restrooms, etc., provided that such incidental load shall not exceed 25 kilowatts. If such incidental load exceeds 25 kilowatts, the load will be separately metered under the commercial demand rate. The base rates for electric service to athletic fields, ballparks, and separately metered commercial parking lot lights shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: twenty-five dollars and zero cents ($25.00).

2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: $0.1050 per kilowatt hour.

E. Effective April 1, 2026, all customers billed on the rates described in subsections A, B, C, and D, above, shall, in addition to the base rates therein described, be subject to a Power Cost Adjustment (PCA) charge. The maximum Power Cost Adjustment amount charged for each kilowatt hour of energy sold by the Town shall be adjusted according to the following formula:

Max PCA = (C/AS) - B, where:

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C = Total Purchased Power Costs for the preceding 12-month period
AS = Actual Retail kWh sold in the preceding 12-month period
B = Purchased Power Cost recovered in base rates ($/kWh sold)

As of April 1, 2026, the value of Purchased Power Cost recovered in base rates (B) will be established as $0.08980 per kWh sold. Power Cost Adjustment (PCA) will be computed according to the above formula for a six-month period, and will be updated twice annually, on or about April 1st and October 1st of each year.

F. Rates and Charges for Residential Security Light Poles

1. The monthly rate for residential security lights shall be eleven dollars and seventy-eight cents ($11.78).

2. There shall be no installation charge for residential security lights in the event that a utility pole is located in the immediate vicinity to which the dusk-to-dawn light can be connected.

3. In the event that no utility pole is available in the immediate vicinity on which a residential security light can be installed, the installation will be at the customers' expense. The Town will perform the installation and bill the customer for the actual time and material costs of such installation.

4. The customer requesting the residential security light service must maintain the service for at least one full year or pay the balance of twelve (12) installments of the rates as described above upon termination of such service.

~~ELECTRIC RATE CHARGES~~

~~70-23 ELECTRIC CHARGES~~

~~A. The base rate for electric service for residential customers shall be as follows, effective for the electric meters read on or after March 25, 2019, and continuing as stated herein:~~

~~1. Effective from March 25, 2019, facilities charge per billing cycle, as established by the Town: eight dollars and fifty cents ($8.50).~~

~~2. Effective from March 25, 2019, charges for all kilowatt hours per billing cycle, as established by the Town: $0.09850 per kilowatt hour.~~

~~B. The base rates for electric service for commercial customers shall be as follows, effective for the electric meters read on or after March 25, 2019, and continuing as stated herein:~~

~~1. Effective from March 25, 2019, facilities charge per billing cycle, as established by the Town: twenty dollars and zero cents ($20.00).~~

~~2. Effective from March 25, 2019, charges for the first seven hundred (700) kilowatt hours per billing cycle, as established by the Town: $0.12600 per kilowatt hour.~~

~~3. Effective from March 25, 2019, charges for all kilowatt hours over seven hundred (700) per billing cycle, as established by the Town: $0.08800 per kilowatt hour.~~

~~When a commercial customer requires capacity over seven and one-half (7½) kilowatts, the first energy block shall be increased by fifty-three (53) kilowatt hours for each one-half kilowatt required in excess of seven and one-half (7½) kilowatts. The second energy block shall then include all kilowatt hours in excess of the first energy block as adjusted for such additional energy.~~

~~C. Rates for electric service for Industrial Customers (defined as customers engaged in manufacturing, processing, or other large-scale operations whose electrical demand significantly exceeds typical commercial usage and materially affects the Town's distribution system capacity, reliability, or~~

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~~wholesale power costs) shall be dependent upon a Utility Impact Analysis, as required by Section 70-50, 4., which evaluates the proposed customer's impact on the Town's electric system, with potential for a Power Purchase Agreement (a contractual arrangement specifying terms of energy supply and pricing).~~

~~D. Effective July 1, 2017, all customers billed on the rates described in subsections A, B, and C above, shall, in addition to the rates therein described, be subject to a Power Cost Adjustment (PCA) charge. The maximum Power Cost Adjustment amount charged for each kilowatt hour of energy sold by the Town may be adjusted according to the following formula:~~

~~Max (PCA) = C (BxS)~~

~~C = The estimated cost of delivered purchased power in dollars by the Town for the twelve-month period.~~

~~S = The estimated total kilowatt hours to be sold by the Town for the twelve-month period.~~

~~B = The average cost of delivered purchased power per kilowatt hour purchased by the Town which is recovered in the Town's retail rate schedules.~~

~~The maximum Power Cost Adjustment (PCA) will be computed according to the above formula for a twelve-month period beginning July 1st of each year, but the Town may choose to charge less than the maximum PCA calculated by this formula. Should it appear at any time during the twelve-month period that continued use of the PCA then in effect for the remainder of the twelve-month period will result in a substantial under/over recovery of the delivered cost of power purchased by the Town, then the Town may modify the PCA (up or down), above, to recover the applicable power cost more accurately.~~

~~E. Charges for Installation of Residential Security Light Poles~~

~~1. The monthly rate for residential security lights shall be eleven dollars and seventy-eight cents ($11.78)~~

~~2. There shall be no installation charge for residential security lights in the event that a utility pole is located in the immediate vicinity to which the dusk-to-dawn light can be connected.~~

~~3. In the event that no utility pole is available in the immediate vicinity on which a residential security light can be installed, the installation will be at the customers' expense. The Town will perform the installation and bill the customer for the actual time and material costs of such installation.~~

~~4. The customer requesting the residential security light service must maintain the service for at least one full year or pay at least a total of twelve (12) installments of the rates as described above.~~

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This ordinance shall become effective April 1, 2026.

APPROVED:

_____

Lori A. Cockrell, Mayor

ATTEST:

_____

Hillary Wilfong, Deputy Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

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

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on March 9 and March 16, 2026.

****

Approved as to Form and Legality:

_____

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

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Electric Cost-of-Service and Rate Study Results

for the Town of Front Royal, Virginia

February 9, 2026

Presented by:

Kiel Blanton

RGrid Power PLLC

Agenda

1. Cost of Service Methodology
2. Electric Utility's Financial History
3. Front Royal Load Projections
4. Expense and Revenue Forecasting
5. Rate Changes
6. Consumer Impacts
7. PCA Rate Update



Cost-of-Service Methodology

1. Electric Utility Financial Review examines:
   - Revenues from Electric Sales and other utility functions
   - Departmental Operating Budgets
   - Wholesale Power costs
2. Electric Utility Financial Model using 2 years of data:
   - Monthly Energy and Demand usage and Revenue Collections from each retail class
   - Wholesale Power costs and the Structure of Wholesale Contracts
   - Historical Margins
3. Financial Forecast
   - The Financial Model is used to forecast utility revenues and expenses for 5 years
   - **This forecast establishes the Baseline Revenue Collections for future years and signals if these revenues are enough to cover Anticipated Expenses**

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Cost-of-Service Methodology

- The Cost-of-Service Study works from this “Big Picture” financial view and bores down into individual rate classes and rate components. Each budget expense is proportioned between the utility’s retail classes based upon industry-accepted allocation methodologies, e.g.:
  - Energy purchases are assigned by the energy usage of each retail class
  - Meter expenses are assigned by the number of consumers in each retail class
  - Substation equipment costs are assigned by estimated NCP Demand of each class …
- These allocations determine the Total Cost to Serve each retail class, and establish the revenue level needed to make each retail class revenue-neutral
- The COS study will also examine the components of each retail rate, and determine the appropriate levels of fixed charges (monthly facilities fees) and variable charges (energy, demand rates) to **match the ways in which consumers incur costs**

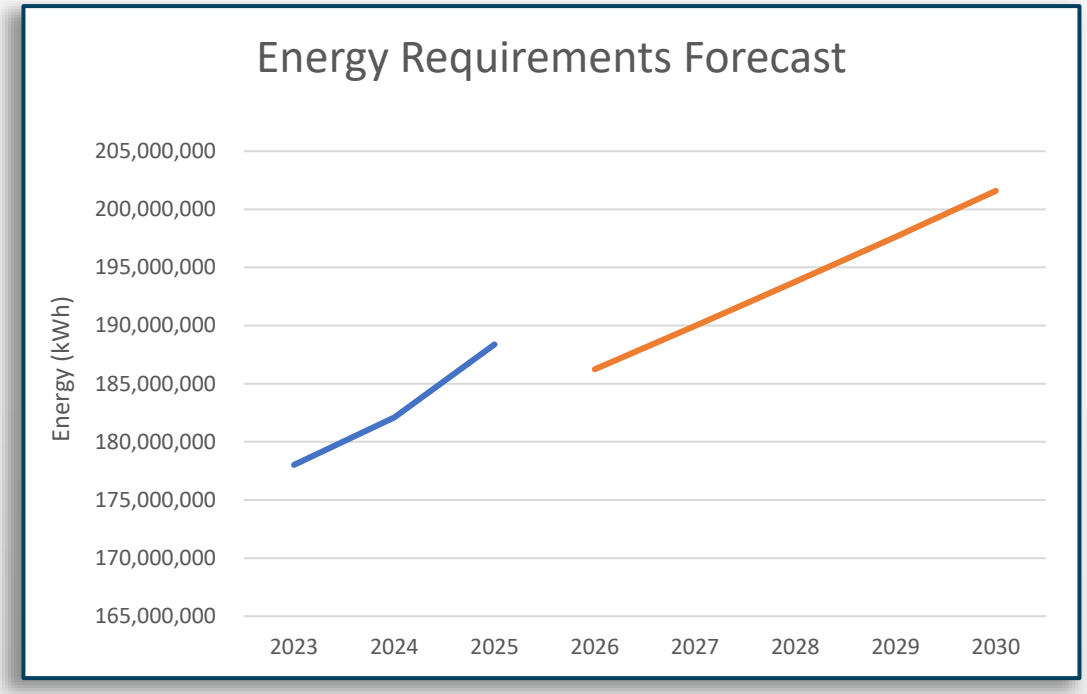
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Electric Utility's Financial History

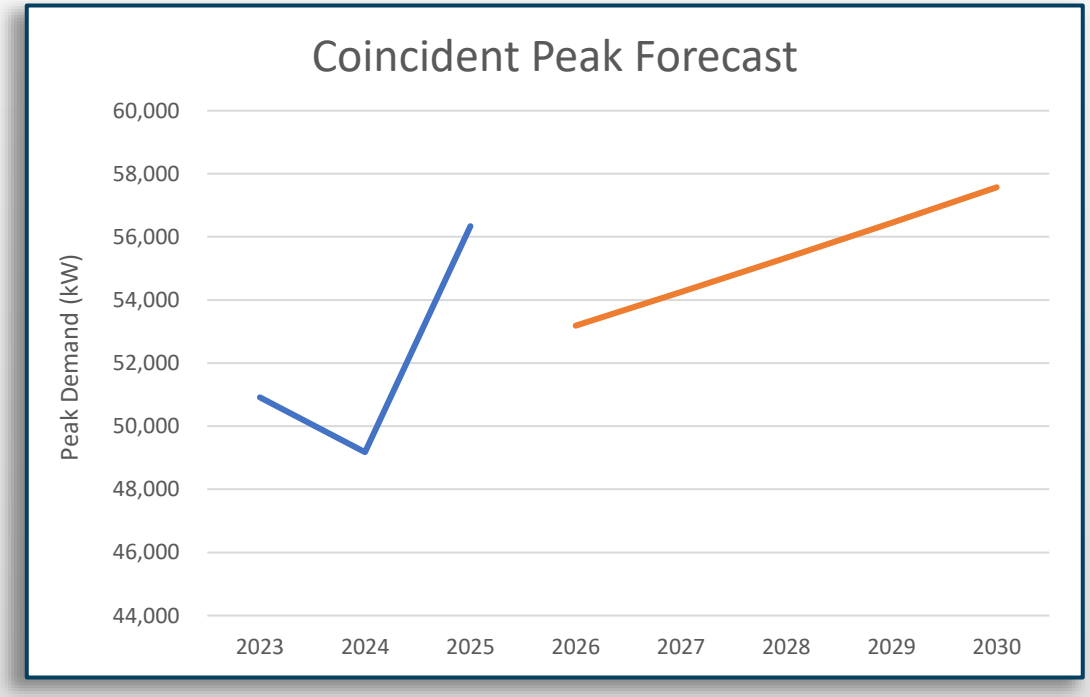
	FY 2023	FY 2024	FY 2025
Expenses			
Power Cost	$ 14,208,309	$ 14,416,289	$ 15,774,967
Other Budget Expenses	$ 5,252,847	$ 5,825,414	$ 7,615,617
Total Expenses	$ 19,461,156	$ 20,241,702	$ 23,390,583
Budgeted Revenues			
Electric Sales	$ 19,228,435	$ 19,584,190	$ 19,564,050
All Other Revenues	$ 569,015	$ 551,722	$ 736,951
Total Revenues	$ 19,797,450	$ 20,135,912	$ 20,301,002
System Margins	$ 336,294	$ (105,790)	$ (3,089,582)

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Front Royal Load Projections



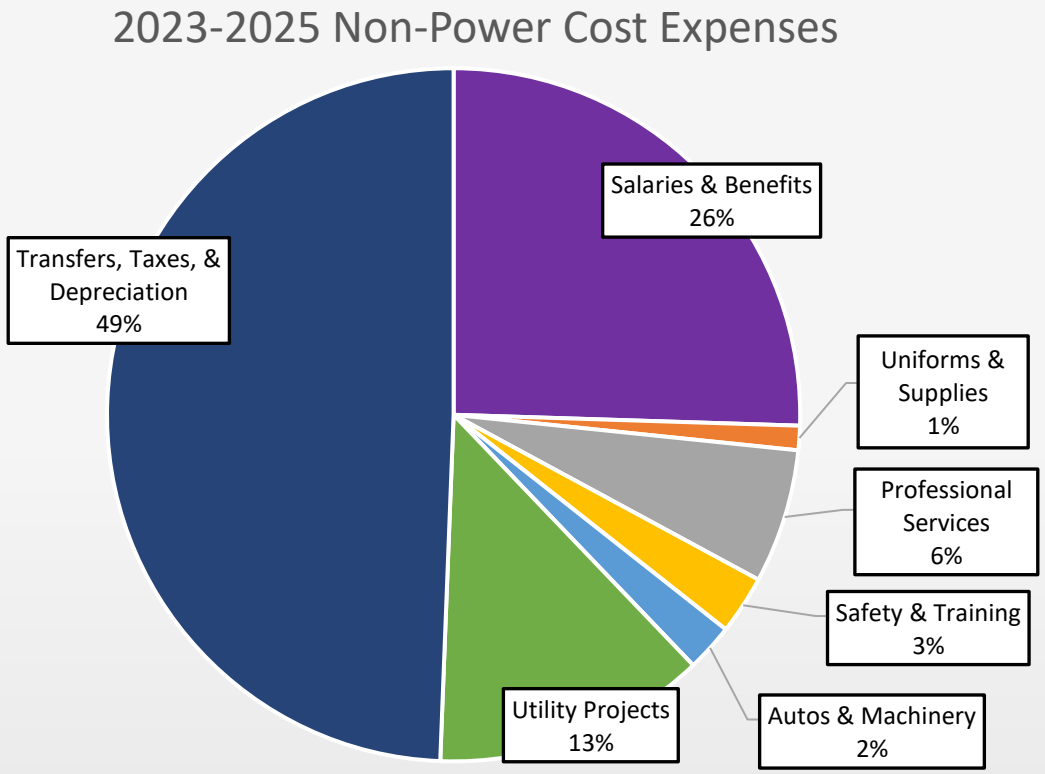
	Energy (kWh)	Peak Demand (kW)
FY 2023	178,013,923	50,911
FY 2024	182,102,266	49,178
FY 2025	188,381,255	56,338
FY 2026	186,241,174	53,185
FY 2027	189,965,997	54,249
FY 2028	193,765,317	55,334
FY 2029	197,640,624	56,441
FY 2030	201,593,436	57,569



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Utility Expenses Forecast

	FY 2023	FY 2024	FY 2025
Total Utility Expenses	$ 19,461,156	$ 20,241,702	$ 23,390,583



	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Total Utility Expenses	$ 22,444,190	$ 22,756,172	$ 23,071,177	$ 23,389,253	$ 23,710,446

“Base” Revenue Projections

Average Monthly Consumers	FY 2024	FY 2025
Residential	6,685	6,699
Commercial Demand	812	810
Commercial Non-Demand	203	204
Town Accounts	63	60
Temporary Service	4	4
Total Consumers	**7,767**	**7,777**

Annual Energy Usage (kWh)	FY 2024	FY 2025
Residential	87,970,297	92,934,021
Commercial Demand	69,061,580	72,333,764
Commercial Non-Demand	1,528,974	1,573,918
Town Accounts	9,072,969	9,072,983
Temporary Service	2,960	3,710
Total Energy Usage	**167,636,780**	**175,918,396**

Annual Metered Demand (kW)	FY 2024	FY 2025
Commercial Demand	260,111	263,974
Total Demand	**260,111**	**263,974**

	Annual Electric Revenues ($)	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
54.2%	Residential	10,226,995	10,762,200	10,586,209	10,687,386	10,789,552	10,892,717	10,996,891
41.0%	Commercial Demand	7,781,714	8,108,604	8,022,507	8,100,463	8,179,201	8,258,731	8,339,058
1.2%	Commercial Non-Demand	229,911	234,539	233,863	235,864	237,884	239,922	241,979
3.6%	Town Accounts	707,238	707,239	715,667	722,504	729,413	736,393	743,446
0.0%	Temporary Service	732	814	770	770	770	770	770
	Total Electric Revenues	**$18,946,589**	**$19,813,395**	**$19,559,015**	**$19,746,987**	**$19,936,820**	**$20,128,533**	**$20,322,144**

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“Base” Revenue Projections

2026-2030 (5-Year Study)	Projected Revenues	Projected Expenses	Projected Margins	
Residential	53,952,754	63,630,369	(9,677,614)	-17.9%
Commercial Demand	40,899,960	46,176,484	(5,276,524)	-12.9%
Commercial Non-Demand	1,189,513	1,868,850	(679,337)	-57.1%
Town Accounts	3,647,423	3,675,808	(28,385)	-0.8%
Temporary Service	3,848	19,727	(15,879)	-412.6%
Total System	**$99,693,499**	**$115,371,238**	**($15,677,738)**	**-15.7%**

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Rate Changes – Phase 1

Residential (and Temp)

	Current Rates	Phase 1 Rates
Facilities Charge	$8.50	$25.00
Energy Charge ($/kWh)	$0.09850	$0.1075
PCA Charge ($/kWH)	$0.00782	reset

Commercial

	Current Rates	Phase 1 Rates
Facilities Charge	$20.00	$40.00
Energy - 1st 700 kWh	$0.12600	$0.1142
Energy - All over 700 kWh	$0.08800	
*Demand Charge ($/kW)	***	$1.50
PCA	$0.00782	reset

*Demand Charge will only apply to monthly demand over 10 kW

Town

	Current Rates	Phase 1 Rates
Facilities Charge	$9.00	$25.00
Energy - 1st 700 kWh	$0.12600	$0.1142
Energy - All over 700 kWh	$0.08800	
Town Rate Adjustment	87%	87%

- Phase 1 Rates will be in place for approximately 1 year.
- This will generate an additional 11.8% revenue for the Town in Year 1.
- The remaining expenses (~$600,000) will be paid for with miscellaneous revenues (connection charges, late fees, etc.)

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Utility Rate Comparison

Residential Bill for 1,126 kWh Home	Facilities Rate ($/month)	Energy Rate ($/kWh)	PCA Rate ($/kWh)	Delivery Rate ($/kWh)	Average Monthly Bill
Rappahannock Electric Cooperative	$16.50	$0.06777 First 800 kWh $0.09780 Over 800 kWh	$0.02445	$0.06450 First 300 kWh $0.04472 Over 300 kWh	$186.28
Town of Culpepper, VA	$11.44	$0.12511 First 800 kWh $0.13924 Over 800 kWh	$0.01528		$174.13
Shenandoah Valley Electric Cooperative	$30.00	$0.06380 First 800 kWh $0.09024 Over 800 kWh	$0.02299	$0.02672 All kWh	$166.43
Northern Virginia Electric Cooperative	$21.30	$0.09731 All kWh	$0.01320	$0.01348 All kWh	$160.91
Town of Front Royal, VA (proposed rates)	$25.00	$0.10750 All kWh			**$146.05**
Town of Front Royal, VA (current rates)	$8.50	$0.09850 All kWh	$0.00782		**$128.22**

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Rate Changes – Phase 2

Monthly Consumers	Phase 2/Long-Term Rates	Facilities Charge	Energy Charge (All kWh)	Demand Charge (All kW)
6,729	Residential (and Temporary)	$25.00	$0.1100	
796	Small General Service (<30 kW)	$40.00	$0.1395	
202	Medium General Service (30-250 kW)	$85.00	$0.0856	$12.50
15	Large General Service (>250 kW)	$350.00	$0.0731	$15.00
57	Town Service (these rates x 87%)	$50.00	$0.0755	

- Commercial consumers will be placed on the rate that matches their historical usage. Demand that exceeds the class threshold for 3 months out of the last 12 will qualify that consumer for the larger rate class.

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Retail Class Impacts

Phase 2/Long-Term Rates	5-Year Base Revenues	5-Year Projected Revenues	Percent Change in Revenues
Residential (and Temporary)	53,956,603	61,423,242	13.8%
Small General Service (<30 kW)	8,402,607	10,764,699	28.1%
Medium General Service (30-250 kW)	19,312,264	24,001,471	24.3%
Large General Service (>250 kW)	14,374,602	15,507,835	7.9%
Town Service	3,647,423	3,682,738	1.0%
Total System Revenues	**$99,693,499**	**$115,379,986**	**15.7%**

Total Expenses	**$115,371,238**

Power Cost Adjustment (PCA) Changes

- The Power Cost Adjustment (PCA) Rate Schedule will be a backward-looking adjustment of actual power cost expenditures.
- The PCA Rate will use historical data and compare power cost expenses to the revenues already recovered in base rates.

$$\text{Max PCA} = (C / AS) - B + R$$

C = Total Purchased Power Cost
AS = Actual kWh Sales
B = Purchased Power Cost Recovered in Base Rates
R = Balance of over- or under-collected power costs / prior 6 months kWh sales

- This formula will be updated every 6 months and can result in positive or negative values to adjust the energy rate on consumers' bills. If power costs are lower than expected, the base energy rate will be reduced to achieve a net-zero power cost/revenue collection.

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Cost-of-Service Recap

- The Cost-of-Service Study examined the utility's financial history to project revenues and expenses for a 5-year period
- With current retail rates, 5-year expenses will exceed expected revenues by 15.7%
- This shortfall can be traced to rising power cost, economic inflation, and historical fund appropriations that kept Front Royal's rates low
- Working with Town staff, we identified a two-phased approach to balancing the utility's finances:
  - Phase 1 will increase residential and commercial rates each by 11.8%. Individual rate components will be adjusted to match the way in which these consumer classes use power, and the actual costs incurred by the utility for providing service,
  - Phase 2 will create 3 commercial rate classes based on demand sizing and further adjust rates for all retail classes. This final adjustment will increase total 5-year revenues by 15.7%
- The Town of Front Royal will still have the lowest residential rates among Northern Virginia public power utilities!

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Questions and Comments

Electric Cost-of-Service
and Rate Study Results
for the Town of Front Royal, Virginia
February 9, 2026

Presented by:
Kiel Blanton
RGrid Power PLLC

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 07G

Agenda Item: PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 72-Special Events Held on Town Streets and Public Property

Summary: Council is requested to consider adoption of an ordinance to amend and re-enact Town Code Chapter 72-Special Events Held on Town Streets and Public Property as presented. The Town adopted and updated a Special Events Policy in 2021 that set guidelines for events held on Town property or streets. In the following years, many successful events have been held creating new economic and community development. During this time Town staff has also been reviewing and strategizing the process, operations, and fiscal impact of special events. The provided draft amendment transforms a Town policy into Town Code. In an effort to provide better accountability for the Town and Event Organizers, the code identifies new procedures that may ensure events are successful and safe for our residents, businesses, and visitors.

Budget/Funding: N/A

Meetings: Work Sessions held January 12 and February 9, 2026

Proposed Motion:

1) I move that Council adopt an ordinance to amend and re-enact Chapter 72-Special Events Held on Town Streets and Public Property as presented effective upon adoption.
2) I move that Council deny the adoption of an ordinance to amend and re-enact Town Code Chapter 72 pertaining to special events.

Moved _____ *Seconded* _____

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

ORDINANCE AMENDMENT TO AMEND AND RE-ENACT CHAPTER 72 – SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY

WHEREAS, the Town adopted and updated a Special Event Policy in 2021 that set guidelines for event held on Town property or streets; and,

WHEREAS, since 2021 staff has been reviewing and strategizing on the process, operations and fiscal impact of events held in Front Royal; and,

NOW THERFORE BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that Chapter 72 -Special Events held on Town Streets and Public Property of the Front Royal Town Code hereby be amended and re-enacted as follows:

Chapter 72
SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY

72-1 PURPOSE OF CHAPTER

The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.

72-2 DEFINITIONS

AFTER ACTION REPORT – analyzing what happened, why it happened, and how it can be done better by the participants and those responsible for the project or event in subsequent years.

AMPLIFY – increase the volume of the noise coming through a microphone and/or speakers so that everyone in the vicinity of you can hear.

CERTIFICATE OF LIABILITY INSURANCE (COI) – a document that verifies the existence of general liability insurance coverage and summarizes the key aspects and conditions of the policy. The Virginia Risk Sharing Association (VRSA) Tenant Use Liability Insurance Program is available.

CODE OF CONDUCT – posted in Town of Front Royal public space/property for all the public to adhere to at all times.

DECORATIONS/STRUCTURES – props, displays, tents, inflatables, amusement rides, booths, wagons, carts, and all similar types of property which might tend to harm town land or street areas, including aesthetic interests.

DOWNTOWN AREA – includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale Place, High Street, Kidd Lane, Water Street, Jackson Street and portions of

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Church Street and Blue Ridge Avenue. The Town Commons Area also includes the John Marlow Plaza, Gazebo, Pavilion, and Parking Lot.

EVENT ORGANIZER – the individuals(s) who signs, or whose authorized representative(s), an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Also referred to as the "applicant".

GATHERING – an assembly or meeting of less than twenty-five (25) individuals, held for a specific purpose.

NEIGHBORHOOD BLOCK PARTY - a single-day, small scale neighborhood event that involves the closure of a limited portion of a single local public street, usually residential, that has attendance of not more than fifty (50) people, and does not include an admission charge, the sale or distribution of alcohol, or the consumption of alcohol within the public right-of-way.

PARADE – procession, with or without vehicles, requiring closure of town streets to normal traffic; any march, demonstration, procession, or motorcade upon public space that interferes with or presents a significant probability of interfering with the normal flow or regulation of pedestrian or vehicular traffic upon public space.

PUBLIC SAFETY PLAN – a comprehensive document that outlines the strategies and protocols for ensuring the safety and security of everyone involved in an event, including attendees, staff, and volunteers.

PUBLIC SPACE/PROPERTY/RIGHT-OF-WAY – any street, sidewalk, alley, or any other property of the Town which is open to the public.

RACES/WALKS – a race or walk with a defined distance organized as a fundraising event.

RECURRING EVENT – an event with the same programming occurring periodically or repeatedly within the same month or calendar year.

SPECIAL EVENT – an outdoor event where a public forum of expressive activity occurs on any public space, property, or right-of-way during a particular interval of time hosted outside of the event organizers' normal business or organization programs or activities, where the public is invited.

SPECIAL EVENT COMMITTEE – a group that meets regularly to review applications for special events in the Town of Front Royal. The committee comprises of members, including but not limited to Town Manager, Public Works, Police, Energy Services, Community Development, Health Department, Fire & Rescue, and Virginia Department of Alcoholic Beverage Control.

SPONTANEOUS GATHERING – an unplanned or unannounced coming together of persons which may occur in response to unforeseen circumstances.

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SPONSOR – an individual or organization that pays some or all of the costs involved in staging a special event in return for advertising or similar recognition.

TOWN SPONSORED OR CO-SPONSORED EVENTS – all events the Town of Front Royal sponsors entirely or in conjunction with another organization.

72-3 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE

Town streets and public property may be requested for public use in the following areas:

A. Downtown Area that includes East Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale Place, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. The Town Commons Area also includes the John Marlow Plaza, Gazebo, Pavilion, and Parking Lot.

B. All other areas that are not included in the Downtown Area mentioned in Section 72-3.A but are Town streets or Town public property.

72-4 APPLICATION, POLICY AND PROCEDURES AND PERMIT

Unless otherwise specifically provided by this section or other law, no organized public gathering, shall be conducted, allowed or maintained on or within public areas or facilities without first obtaining a permit therefor from the Town.

A. Application. Except as provided in 72-8, an application for a permit and application fee shall be filed with the Town as follows; at least forty-five (45) days prior to the event, parade/race/walk requests are due sixty (60) days prior, and events including alcohol are due ninety (90) days prior to the Special Event.

B. The application for a special event permit shall include a public safety plan if required by 72-5. The applicant must pay all applicable fees to the Town prior to the event. The application will set forth:

1. The name of the applicant and the names of the persons who will be in charge of the event, at least one (1) of whom will be present at all times during the event and one (1) alternate person.

2. The date, time, duration, nature and place or route of the proposed event.

3. No Special Event shall operate between the hours of 11:00 PM and 6:00 AM, except for authorized set up and breakdown.

4. An estimate of the number of persons expected to attend over the course of the event and the maximum expected at any one time.

5. A statement or description of equipment and facilities to be used.

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C. Recurring Events. Events that consist of the same type of programming and occur multiple times a month or year may submit a single application. In addition to the Chapter requirements, recurring events shall also meet the following:

1. Special event fees will be assessed per occurrence.

2. Any change in schedule or cancellation of approved dates shall be reported to the Town Manager.

3. Farmers Markets shall meet requirements in Chapter 73.

4. Any violation of this Chapter, or other local and state codes may be subject to termination of remaining events or referred to the Special Events Committee for review.

D. Special Event Committee. The Committee shall review and meet with the applicant to review the completed package of information on the proposed special event, including a site plan, activities, schedule and public safety plan involved with the event.

1. The Committee shall make a recommendation on the application and provide any conditions and fees, in accordance with Town Code with the understanding that all specific permit requirements shall be met by the applicant fifteen (15) days prior to the event date.

2. Any changes to the approved plans, must be approved by Town Manager. If the requested changes are determined to be substantial in nature they shall be submitted to the Committee for review and comments no less than thirty (30) days prior to the event.

E. Issuance or denial. The Town shall issue a permit within five (5) business days after the Special Event Committee meeting; unless grounds exist under this subsection to request additional details or deny the permit. If the permit is denied, the Town will inform the applicant of the reason for denial and of the applicant's appeal rights granted by subsection 72-16. A permit may be denied only if one or more of the following grounds exist:

1. An approved Special Event or Town-Sponsored Event for the same time, place, or overlapping schedule occurs

2. A repair or construction project is underway or scheduled for that time and place.

3. It has been determined that the nature of the events or projects does not reasonably allow the occupancy of that area. In such cases, the Town may suggest an alternative space or time.

4. It reasonably appears that the event will present an unreasonable danger to public health or safety.

5. The application is for an area in excess of the reasonable needs of the applicant given the number of people expected at the event.

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6. The applicant has failed to pay any costs owed to the Town.

7. A public safety plan has not been submitted, or the public safety plan has been rejected.

8. The application is for a parade or street closure and would unreasonably interfere with pedestrian or motor vehicle traffic, in which case the Town may suggest an alternative time, route or location for the event.

9. The applicant or sponsor violated any provision of this Chapter in relation to an event within the previous twelve (12) months.

10. The application is for a gathering focused on and taking place in front of a residence or dwelling place and would impair the peace and tranquility of the residence or dwelling place.

11. The application is for a parade or street closure requiring the use of Town police or public works staff where the proposed dates of the event impact the Town's ability to adequately meet its operational needs.

72-5 SPECIAL EVENT PUBLIC SAFETY PLAN

When required by this subsection, the applicant shall submit a public safety plan to the Town to address traffic disruption, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. The Town shall, upon request, assist the applicant in preparing the public safety plan. A public safety plan may be rejected if it is determined the event would create an unreasonable risk of injury to pedestrians or interference with lawful businesses, commerce, professions, non-profit organizations, or civic events.

A. Public safety plans are required with the special event application under the following circumstances:

1. Street closures and parades require a public safety plan.

a. Pursuant to Virginia Code §15.2-2013(2), the public safety plan shall be accompanied by proof of insurance with an insurance company licensed to do business in the commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least one million dollars ($1,000,000.00), naming the Town of Front Royal as an additional insured. However, under Virginia Code § 15.2-2014, the Town Manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires and shall do so if an applicant is unable to obtain insurance.

b. The public safety plan shall provide for law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required

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shall be based solely on the reasonably anticipated number of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.

2. If a sidewalk gathering involves a procession of more than fifty (50) persons crossing streets as part of the event, a public safety plan is required. The plan shall provide for law enforcement personnel for traffic control at any major intersections along the route of the procession.

B. Any person hired to provide security under a public safety plan shall be either law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justice Services. Any persons or company hired to provide emergency medical services shall be licensed by or registered with the Virginia Department of Health Office of Emergency Medical Services.

C. The Special Event Committee will review all public safety plans. No changes may be made to an approved public safety plan without the express, written consent of the town as stated in 72-4.D.2.

D. No person may violate any of the terms of a public safety plan while participating in an organized public gathering.

72-6 PERMITTED AND PROHIBITED ACTIVITIES

Unless otherwise expressly provided by a public safety plan or special event permit, the following general rules apply to all activities governed by this section, whether a permit is required or not:

A. Prohibited Activities

1. Obstruct the entrance to any building, property, or vehicle, except to the extent expressly permitted by a public safety plan.

2. Cross restricted police lines, perimeters or barricades set up.

3. Trespass on private property.

4. Obstruct the free passage of others, except to the extent expressly permitted by a public safety plan.

5. Create an unlawful assembly or riot.

6. Engage in disorderly conduct.

7. Noise exceeding the standards set out in Chapter 106 of Town Code.

8. Encroach or extend the event area beyond the approved permit defined boundaries.

9. Overnight sleeping is not permitted as part of any Special Event.

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10. No structures or signs may be built or placed on public property except as permitted by a public safety plan or specified in the application.

11. No person in an organized public gathering may coerce, intimidate, or harass any other person with physical contact, lights, or noise.

B. Permitted activities

1. The minimum area required for a sidewalk gathering is calculated at the rate of five (5) linear feet of sidewalk per person.

2. Any animals must be under constant control as provided for in the public safety plan.

3. The police may mark off areas needed for sight distance by drivers, and persons participating in the event shall stand clear of such areas.

4. Accepting payment for goods or services is permitted only if the applicant has all necessary licenses.

5. Food and drink preparation, services, and sales are permitted only if the applicant has all necessary licenses. This includes alcoholic beverages.

72-7 NEIGHBORHOOD BLOCK PARTY

Town streets may be requested for neighborhood block parties as permitted below:

A. Provide an application and public safety plan.

B. All the addresses affected by the neighborhood block party shall be informed about the block party and sign an event notification sheet.

C. Neighborhood block parties shall only be approved on local residential streets. Arterials, collectors, emergency snow routes, or other streets necessary for traffic safety cannot be blocked.

D. Emergency vehicle access must be maintained at all times. Participants in the neighborhood block party shall not park cars or place other obstructions, which prevent emergency vehicle access.

E. No open fires or fireworks shall be allowed. Fires may be used for cooking only and must be screened.

F. Amplified music shall meet Chapter 106 of Town Code.

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G. Alcoholic beverages may be consumed on private property only. Alcoholic beverages cannot be sold at the neighborhood block party.

H. Block parties are permitted from 10:00 AM to 9:00 PM on weekdays, and 9:00 AM to 10:00 PM on weekends and holidays.

I. Traffic barricades shall be removed, and party materials and garbage shall be cleaned from the streets, sidewalks, and public right-of way within one hour of the end of the party.

J. Applicants agree that the Town of Front Royal and its official representatives shall not be held responsible for any and all claims or losses, which may occur as a result of the neighborhood block party.

K. The issued neighborhood block party permit shall be available on-site upon demand from any Town official, police officer, or firefighter. Failure to do so shall terminate and revoke any permit for a neighborhood block party immediately.

72-8 PERMIT EXCEPTIONS

This Chapter shall not apply to:

A. Gatherings or events on private property.

B. Gatherings or events on Warren County owned property located within the Town's corporate limits.

C. Gatherings or events on public or privately owned school property.

D. Spontaneous gatherings.

E. Funeral processions where law enforcement either provides traffic control or determines that no traffic control is needed.

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72-9 FINANCIAL RESPONSIBILITY

The applicant is responsible for any and all damage to public facilities caused by the applicant or by any agent or partner of the applicant. If a person receives a permit for an event and does not hold the event, then he or she shall pay the town for the reasonable cost of assisting the applicant in developing any public safety plan for that event as well as any reasonable overtime or third-party costs incurred by the town in relation to the event.

A. The Town Manager shall recommend to the Town Council, as part of the annual budget process, charges and fees related to the provision of Town personnel and services to support Special Events. These charges and fees also will account for the cost of protecting the safety of each event’s participants, as well as Town of Front Royal residents, visitors, and businesses.

B. All fees and charges assessed to applicants and organizers for Town personnel and services shall be based on the Town's incurred costs, with the exception of administrative fees, such as application fees, which may be billed at a flat rate.

C. Assessed fees may include charges for application review and any subsequent reviews or other action by Town staff to support the applicant's request prior to, during, or following the respective Special Event.

D. Assessed fees may include charges for the following services and support: police, signage, street cleaning, street closures, solid waste collection/disposal, electrical, facility and equipment fees.

E. Vehicles may be towed if the parking area is clearly posted "No Parking" and only pre-determined Special Event organizers or representatives may request that the police have a car towed during a Special Event. It shall be the responsibility of the vehicle owner to pay any fees associated to the towing.

F. The fees and charges outlined in this section shall be in addition to, and not in lieu of, other state and local fees and licenses, as applicable, including, but not limited to, business license fees, food establishment license fees, and Virginia Department of Alcoholic Beverage Control license fees.

72-10 FEES, CHARGES AND EXPENSES

A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for special events and other matters pertaining to this chapter.

Application	$50
STREET OR FACILITY USE	
Main & Chester Full Street Closure	$50/hr
Other Full Street Closures*	$25/hr
Public Parking Lot Closure	$25/hr
John Marlow Plaza (no street/lot closures)	$10/hr
Bowman Park (no street/lot closures)	$10/hr
Luray Avenue River Park (no street/lot closures)	$10/hr
ON-SITE STAFF ASSISTANCE	
Community Development	$35/hr
Police	$40/hr
Public Works/Electric/Sanitation	$30/hr
SERVICES	
Trash Cans: Up to 20	$50 flat rate
Trash Cans: Over 20	$5/can

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Cones/Barricades	$50 flat rate
Hard Barricade	$20/vehicle
No Parking Signs	Incl. in closure fee
Message Board	$50/day
Lighting Tower	$50/day
Street Sweeper	$50/event
**Does not include abutting side streets when Main or Chester is closed*	

72-11 EVENT NOTIFICATION

The Applicant shall be responsible for notifying within ten (10) days after approval all businesses and residences which abut any street or property where the event will be held.

A. Each notification must include the following:

1. Name of event
2. Sponsoring organization
3. Date and timeframe of event
4. Description of street closures (locations and times)
5. Information and timeframe for potential noise impacts
6. Organizer's name and contact information

B. Notification must be provided in at least one form of communication as follows. Records shall be kept by the Event Organizer detailing when and how notification was provided.

1. Mailed Postcards or Letters: Event organizers may mail postcards postmarked at least ten (10) days after permit approval. The Town may provide assistance in providing mailing addresses.

2. Individualized Notification: Event organizers may individually contact affected businesses and residences in person, over the phone, or via email. For businesses, the owner or general manager must be notified.

3. Apartment or Business Complex Notification: Event organizers may coordinate with property managers to alert all tenants of a large complex.

C. Event organizers are encouraged to use additional notification means such as social media, local calendars and newspapers. These forms of notification do not replace the required communication listed in subsection 72-11.A.

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D. Event organizers for parades or racecourses may propose other means of notification to be approved by the Special Event Committee. Examples may include public signage or advertisements.

72-12 POST EVENT PROCEDURE

The Special Events Committee will complete an After Action Report following the event to measure the success of event organizers in conforming to all policies and permitted activities. This evaluation will help event organizers improve events from year to year, identify issues which adversely impact public agencies, and provide the approving agencies with a means to prioritize the reservation of dates in the approval process. Events with an unsatisfactory evaluation risk losing the preferred date, having additional fees imposed, or the denial of permits for future events. Event organizers will receive their evaluation shortly after their event.

A. All trash, signs, markings or other event supplies shall be removed promptly following the event. If the items remain 24 hours after the event, the Town may remove them at the expense of the applicant.

B. All event related vehicles, parade floats, stages, portable restrooms or structures located within public parking spaces shall be removed promptly following the event. If the items remain 12 hours after the event, the Town may remove them at the expense of the applicant.

72-13 PERMIT REVOCATIONS/SUSPENSION

The Town Manager or his designee shall be authorized to revoke or suspend any permit previously granted:

A. For violation of any provisions of this Chapter.

B. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit.

C. When weather conditions render the subject activity unsafe.

D. When otherwise required in the interest of public health, safety and welfare or environmental considerations.

72-14 PROVISIONS OF THIS CHAPTER

The Town Manager may designate one (1) or more officers and/or employees of the Town to administer the provisions of this Chapter and be the final authority for all events held on Town streets and public property.

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72-15 VIOLATIONS OF THIS CHAPTER

Any person who shall violate any provision of this Chapter shall be suspended from having any future events for one (1) year from time of event or as the Town Manager or designee deems appropriate based on the violation.

72-16 APPEALS OF ANY DECISIONS

Appeals of any decisions made by the Town Manager or his designee must be made to the Town Council within fifteen (15) days of decision. Town Council may take any action regarding the appeal if they determine to discuss the item at a future public meeting.

~~Chapter 72~~

~~SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY[1]~~

~~72-1 PURPOSE OF CHAPTER~~

~~The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.~~

~~72-2 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE~~

~~Town streets and public property may be requested for public use in the following areas:~~

1. ~~Downtown Area that includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. This Area also includes the Town Commons Area that includes the Gazebo, Pavilion, Parking Lot and Visitor Center.~~
2. ~~All Other Areas that are not included in the Downtown Area mentioned in Section 72.2.1 but are Town Streets or a public place.~~

~~72-3 APPLICATION, POLICY AND PROCEDURES AND PERMIT~~

~~No special events shall be held on Town streets and public property without an authorized permit from the Town Manager or his designee. Policy and Procedures including the application shall be found in the Town Manager's Office or on the Town's website.~~

~~72-4 PERMIT EXCEPTIONS~~

~~This Chapter shall not apply to:~~

1. ~~Gatherings or events on private property;~~
2. ~~Gatherings or events on Warren County owned property located within the Town's corporate limits;~~

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3. Gatherings or events on public or privately owned school property;

4. Activities the Town Manager or his designee deem acceptable as an exception.

72-5 PERMIT REVOCATIONS/SUSPENSION

The Town Manager or his designee shall be authorized to revoke or suspend any permit previously granted:

1. For violation of any provisions of this Chapter;

2. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit;

3. When weather conditions render the subject activity unsafe;

4. When otherwise required in the interest of public health, safety and welfare or environmental considerations.

72-6 PROVISIONS OF THIS CHAPTER

The Town Manager may designate one (1) or more officers and/or employees of the Town to administer the provisions of this Chapter and be the final authority for all events held on Town streets and public property.

72-7 VIOLATIONS OF THIS CHAPTER

Any person who shall violate any provision of this Chapter shall be suspended from having any future events for one (1) year from time of event or as the Town Manager or designee deems appropriate based on the violation.

72-8 APPEALS OF ANY DECISIONS

Appeals of any decisions made by the Town Manager or his designee must be made to the Town Council within thirty (30) days of decision.

This ordinance shall become effective upon passage.

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APPROVED:

_____

Lori A. Cockrell, Mayor

ATTEST:

_____

Hillary Wilfong, Deputy Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

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

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on March 9 and March 16, 2026.

****

Approved as to Form and Legality:

_____

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

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 _____, 2026 upon the following recorded vote:

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

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

****

Approved as to Form and Legality:

_____

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

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REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 10A

Agenda Item: FY26 Budget Amendment to Receive Funds from Virginia Risk Sharing Association (VRSA) Grant

Summary: Council is requested to a approve a FY26 Budget Amendment in the amount of $4,925.00 to receive funds from Virginia Risk Sharing Association to reimburse the Town for a tripod kit for confined spaces to be used by the Water/Sewer Line Maintenance Department.

Budget/Funding:

Revenues		
9602-3310010	Water Fund Grant Proceeds	$2,462.50
9802-3310010	Sewer Fund Grant Proceeds	$2,462.50
Expenditures		
9602-43023	Water Line Maintenance Safety Program	$2,462.50
9802-43023	Sewer Line Maintenance Safety Program	$2,462.50

Meetings: Work Session held March 9, 2026

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 FY26 Budget Amendment in the amount of $4,925.00 to receive funds from Virginia Risk Sharing Association to reimburse the Town for a tripod kit for confined spaces to be used by the Water/Sewer Line Maintenance Department.

Moved _____ ***Seconded*** _____

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

Outlook

VRSA Grant Approval

From Thomas Bullock <tbullock@vrsa.us>
Date Thu 12/11/2025 3:35 PM
To Jose Rivera <jrivera@frontroyalva.com>
Cc jpetty@frontroyalva.com <jpetty@frontroyalva.com>

Hello Jose,

This e-mail serves as approval of your Risk Management Grant application to purchase the item(s) listed below in your grant application. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at www.vrsa.us;
- Proof of purchase must arrive by March 11, 2026. If you find that you will have difficulty meeting the deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the deadline.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. VRSA uses Bill.com for grant check processing. Bill.com will send you an email when the check is ready to be issued. No action is required unless you wish to receive the payment electronically (email contains details for electronic payments). Please call me at (804) 237-7365 or e-mail me at tbullock@vrsa.us with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Regards,

Thomas C Bullock, III

Virginia Risk Sharing Association

Below is a brief summary of the recently submitted Grant Request. View the application on the VRSA website here.

Member Info

Member Name: **Town of Front Royal**

Applicant Info

Department requesting funds: **Human Resources & Risk Management**
Applicant name: **Jose Rivera**
Applicant title: **Risk and Safety Coordinator**
Applicant email: jrivera@frontroyalva.com
Applicant phone: **540-631-2720**
Mailing address:
102 E. Main St.
PO Box 1560
Front Royal, VA 22630

Request Details

Provide a brief description of this grant request: **Replacing older PRCS equipment for Water/Sewer**
How will this grant be used to help reduce the probability of claims and enhance your risk management effort? **The tripod and harnesses for our Water/Sewer have unfortunately grown worn from age and usage. Providing our Water/Sewer crews who have to enter permit-required confined spaces frequently the best of equipment will not only reduce risk by providing best safety practices, but also reduce the probability of liability and workers compensation claims.**
Coverages: **General Liability**

Requested Items / Services

Total Cost: $4,925.00

Item / Service #1

Description: **Tripod Kit**
Estimated Cost: **$4,050.00**

Item / Service #2

Description: **Harnesses**
Estimated Cost: **$875.00**

CAO Info

CAO name: **Joseph Petty**
CAO title: **Town Manager**
CAO email: jpetty@frontroyalva.com
CAO phone: **540-635-8007**

Please send an e-mail to grants@vrsa.us if you have any questions about the grant process. A VRSA representative will respond as soon as possible within the business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Thank you,
Your VRSA Service Team
www.vrsa.us
800-963-6800

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--TRAFFIC--
SAFETY SUPPLIES

Invoice

9602-9802/ 3023
1-21-26
RP

Invoice Number: 0080651-IN
Invoice Date: 1/15/2026

Order Number: 0038888
Order Date: 10/31/2025
Salesperson: SP
Customer Number: TOWN041

Traffic Safety Supplies
14490 Lee Hwy
Gainesville, VA 20155
(703) 753-7446

Sold To:
Town of Front Royal
PO Box
Front Royal, VA 22630

Ship To:
Front Royal Public Works Department
800 Crosby Road
Attn: Tony
Front Royal, VA 22630

Confirm To:

Customer P.O.	Ship VIA	F.O.B.	Terms	Job Name / No.
9602/9802			Net 30	

Line	Item	Unit	Qty	Shipped	B/O	Price	Amount
1	7509 TRIPOD KIT CONFINED SPACE (1) 7276 TRIPOD, (1) 7297 WINCH, (1) 7281 3-WAY RETRIEVAL SRL, (2) 7291B LEG BRACKETS, AND STORAGE BAG	EA	1.00	1.00	0.00	4,050.00	4,050.00
2	7073BLX CONTRACTOR-BELT HARNESS L/XL CONSTRUCTION-BELTED 3 -D-RING HARNESS	EA	7.00	7.00	0.00	125.00	875.00

jrivera@frontroyalva.com

COPY

Price is subject to change without prior notice, and is not guaranteed.
Thank you for your order.
All returns subject to a 25% restocking fee. NO RETURNS AFTER 30 DAYS. No returns on special or custom order items.

Signature _____ Print Name _____ Date _____

Net Invoice:	4,925.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	4,925.00
Less Payments: Cash Received:	0.00
Check No: Received:	0.00
Credit Card Payments **	0.00
Change Due:	0.00

Must Remit via Check or ACH to:
Traffic Safety Supplies LLC
PO Box 75549
Chicago, IL 60675-5549

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 10B

Agenda Item: FY26 Budget Amendment to Receive Funds Associated with a Traffic Accident

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of $268,731.94 to receive funds from insurance to offset expenditures associated with a traffic accident that occurred on December 31st, 2025 at Commerce Avenue and Manassas Street.

Budget/Funding:

Revenue

9401-3410206	Electric Fund Reimbursements	$14,349.73
4500-3410206	Highway Maintenance Reimbursements	$254,382.21
	Total	$268,731.94

Expenditure

9401-41002	Energy Services Overtime Salaries	$7,546.19
9401-45408	Energy Services POL	$6,803.54
4104-4102	Traffic Signalization Overtime Salaries	$1,170.96
4104-47910	Traffic Signalization Expenditure	$253,211.25
	Total	$268,731.94

Meetings: Work Session held March 9, 2026

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 FY26 Budget Amendment in the amount of $268,731.94 to receive funds from insurance to offset expenditures associated with a traffic accident that occurred on December 31st, 2025 at Commerce Avenue and Manassas Street.

Moved _____ ***Seconded*** _____

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

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

MaryBeth Ann Bradley, 83 Walnut Grove Lane, Washington VA 22747
Vehicle Accident at Commerce Avenue & Manassas Street on December 31st 2025
January 22nd, 2026

Labor	Hours	Rate	Hours	Overtime Rate	Total
Lineman 1	4.0	$ 47.94	15.00	$ 86.30	$ 1,486.26
Lineman 2	4.0	$ 40.90	15.00	$ 73.62	$ 1,267.90
Lineman 3	4.0	$ 40.90	15.00	$ 73.62	$ 1,267.90
Lineman 4	4.0	$ 38.17	15.00	$ 68.70	$ 1,183.18
Lineman 5	4.0	$ 22.49	15.00	$ 40.49	$ 697.31
Lineman 6	4.0	$ 35.70	16.00	$ 64.26	$ 1,170.96
Lineman 7	4.0	$ 50.11	16.00	$ 90.20	$ 1,643.64
Labor Total					**$ 8,717.15**

Equipment	Hours	Rate	Total
367 Line Truck	6.0	$ 92.96	$ 557.76
349 Line Truck	4.0	$ 27.09	$ 108.36
350 Utility Truck	16.0	$ 18.71	$ 299.36
352 Pick-Up	16.0	$ 18.71	$ 299.36
365 Utility Truck	16.0	$ 31.54	$ 504.64
346 Bucket Truck	2.0	$ 99.89	$ 199.78
353 Bucket Truck	19.0	$ 102.62	$ 1,949.78
368 Bucket Truck	15.0	$ 93.69	$ 1,405.35
364 Bucket Truck	15.0	$ 98.61	$ 1,479.15
Equipment Total			**$ 6,803.54**

Material	Quantity	Rate	
Preform Guy Wrap 3/8	10.0	$ 2.42	$ 24.20
GuyWire - 3/8	750.0	$ 0.70	$ 521.25
5ft Guy Break	10.0	$ 27.83	$ 278.30
Guy Covers	2.0	$ 4.07	$ 8.14
Pole Eye Plate	10.0	$ 11.03	$ 110.30
40ft Wooden Poles	1.0	$ 440.00	$ 440.00
Anchor Rod 8'	2.0	$ 26.59	$ 53.18
Anchor 8'	2.0	$ 45.90	$ 91.80
Bolts 12"	25.0	$ 2.00	$ 50.00
Large Curved Washers	25.0	$ 1.00	$ 25.00
Single Spool Rack	1.0	$ 3.77	$ 3.77
Lag Screw	10.0	$ 0.26	$ 2.60
Spool White	1.0	$ 1.62	$ 1.62
Wedge Clamp	1.0	$ 1.20	$ 1.20
Drive Hook "J"	1.0	$ 2.55	$ 2.55
Kellem Grips	1.0	$ 18.82	$ 18.82
Riser Guard 3"	2.0	$ 22.73	$ 45.46
Compression Connectors WR-159	6.0	$ 0.52	$ 3.14
Insulating Covers C5	4.0	$ 0.57	$ 2.28
URD Secondary Wire	40.0	$ 1.06	$ 42.48

COPY

Bracket Cutout & Arrestor	2.0	$	41.28	$	82.56
Vision Camera	2.0	$	4,550.00	$	9,100.00
Comm Manager	1.0	$	4,125.00	$	4,125.00
Vision Cable	120.0	$	0.70	$	84.00
14/7 Signal Wire	240.0	$	1.39	$	333.60
Goose Necks	5.0	$	93.00	$	465.00
Tri Stud Hangers	4.0	$	35.00	$	140.00
Material Total				**$**	**16,056.25**

Other	Quantity		Rate		
Traffic Signal Replacement for B&B Signal	1.0	$	237,155.00	$	237,155.00
Other Total				**$**	**237,155.00**

Invoice Total	**$**	**268,731.94**

Send Invoice To:
MaryBeth Ann Bradley
83 Walnut Grove Lane
Washington, VA 22747

COPY

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 10C

Agenda Item: Task Order, FY26 Budget Amendment and Transfer for Wastewater Treatment Plant Dewatering Project (Centrifuge).

Summary: Council is requested to approve a task order in the amount of $897,000 for CHA Consulting Inc to design a dewatering system for the Town's Wastewater Treatment Plant and a FY26 Budget Amendment and Budget Transfer to allocate funds for the project. This task order is required to allow the Town to move forward with final engineering of the centrifuge project for closing on financing with the State Water Control Board Clean Water Revolving Loan Fund by November 2026. Terms of the financing require the project to have been solicited for procurement in addition to various other approvals by the Virginia Department of Environmental Quality in order to allow for closing on financing by November 2026 and for construction to begin no later than May of 2027.

Funding in the amount of $350,000 from I&I Abatement contingency funds that were previously set aside, could be reallocated via a FY26 Budget Transfer and an additional $547,000 could be taken from sewer fund reserves, via a FY26 Budget amendment, to move forward with this project.

Budget/Funding:

FY26 Budget Transfer

9802-R47998	Sewer Line Maintenance I&I Abatement	<$350,000.00> PO#30801
9801-43002	WWTP Professional Services	+$350,000.00

FY26 Budget Amendment

Revenues	9801-3510110	Sewer Fund – Appropriated Funds Forward	$547,000.00
Expenditure	9801-43002	WWTP Professional Services	$547,000.00

Meetings: Work Session held March 9, 2026

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 task order in the amount of $897,000 for CHA Consulting Inc to design a dewatering system for the Town's Wastewater Treatment Plant, a FY26 Budget Amendment in the amount of $547,000 from Sewer Fund Reserves and Budget Transfer of $350,000 from I & I Abatement Contingency Funds to allocate funds for the project.

Moved _____ ***Seconded*** _____

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

TASK ORDER No. 2026-6
WWTP Solids Dewatering Project

CHA Consulting, Inc. (CHA) is pleased to submit this Task Order No. 2026-6 under the Professional Environmental Engineering Services Contract dated August 2, 2022. This task order outlines a scope of services to provide comprehensive design and bidding phase serves for the Town of Front Royal Wastewater Treatment Facility Solids Dewatering Project. Our project understanding, scope, schedule, and fees are outlined in the following paragraphs.

PROJECT UNDERSTANDING

The Town of Front Royal (Town) owns and operates a 5.3 mgd wastewater treatment facility (WWTF) located at 1100 Manassas Avenue, Front Royal, VA. The facility underwent an plant-wide upgrade in 2017 that implemented biological nutrient removal to meet total nitrogen and phosphorus limits using a ballasted activated sludge technology (BioMag^{TM} as marketed by Evoqua) to achieve high secondary clarifier settling rates at high mixed liquor suspended solids (MLSS) concentrations. The upgrade also included construction of a solids treatment process called Autothermal Thermophilic Aerobic Digestion (ATAD) and Storage Nitrification and Denitrification (SNDR). However, the solids treatment system upgrade did not include new digested solids dewatering equipment. The WWTP currently dewaters digested solids using two rotary fan presses (RFPs) that were installed in 2006 when aerobic digestion was used to stabilize biosolids prior to the ATAD-SNDR upgrade. A contract hauler transports and disposes the dewatered digested biosolids to the Battle Creek Landfill located in Page County, about 40 miles from the WWTP.

The existing rotary fan press dewatering system has a few issues that severely constrict and complicate plant operations. The rotary fan press units have a design rating of 140 gpm each. However, even prior to the ATAD-SNDR upgrade, the units were limited to a sludge feed rate of 70 gpm in order to produce a dewatered cake in excess of 15% to 18% total solids, which is required for landfill disposal (based on passing the paint filter test). After the ATAD-SNDR upgrade, the rotary fan presses have to be operated at sludge feed rate between 20 to 40 gpm with significant polymer addition to meet the paint filter test requirement. The low capacity of the dewatering system cannot keep pace with the solids production, which typically results in a 24 hours per day, 7 days per week operating regime. The "wet" cake means that excess water in addition to the cake solids are hauled and disposed at the landfill. These constraints result in high operating costs associated excessive chemical polymer use and biosolids hauling and disposal.

The Town hired CHA to develop a Preliminary Engineering Report (PER) in 2021 to evaluate centrifuge dewatering and develop an Engineer's Opinion of Probable Construction Cost (OPCC) for centrifuge dewatering facility in support of submitting a funding applications to the Clean Water Revolving Loan Fund (CWRLF) program through Virginia Department of Environmental Quality (VDEQ). Since that time, the Town discontinued use of the BioMag^{TM} magnetite ballast because it was abrasive and moving parts on submerged equipment, such as mixers and pumps, were being damaged at an accelerated rate. Magnetite recovery was also lower than advertised, and magnetite accumulated in low velocity zones in the biological tanks and ATAD and SNDR tanks. The dewatering project was postponed and another CWRLF funding application was submitted to DEQ in May 2025. After funding award in November 2025, the Town requested that CHA revisit the PER with consideration given to alternate dewatering technologies and to update the OPCC. This 2026 PER found that centrifuge dewatering provided the lowest 20-year Total Present Worth cost compared to dewatering with a rotary screw press because of lower annual operating costs associated with polymer consumption and solids disposal. The 2026 also recommended removal of the residual magnetite from all process tanks prior to the dewatering upgrade to restore ATAD and SNDR tank/treatment capacity and mitigate potential issues with abrasion in the centrifuge.

The Town requested that CHA prepare this proposal for design engineering services for development of construction plans and specifications for a new Solids Dewatering Building, new centrifuge dewatering system for improved dewatering of ATAD-SNDR digested solids, and removal of the magnetite from process tanks. The Town plans to utilize funding from the VDEQ Clean Water Revolving Loan Fund for this project.

I. Scope of Services

The recommended improvements planned for this project include:

- A new single level, CMU building with split block face to house the new dewatering equipment. The building design will include HVAC and electrical components to meet the requirements of Virginia Building Code, NFPA 820, and other applicable codes.
- Covered or enclosed single level truckbay with sludge conveyor system.
- Dewatering equipment including two centrifuges, polymer activation system, solids conveyor , including process, instrumentation and controls, electrical, and SCADA integration.
- Site yard piping including digested sludge, centrate drain (to plant drain), NPW, and potable. It is assumed that the extension of the potable water is available from a nearby building.
- New digested sludge pumps in the existing ATAD Blower Building.
- Demolition of the existing rotary fan press units in the existing Solids Handling Building.
- Layout drawings and procedures for removal, dewatering, and disposal of residual magnetite from exiting aeration tanks, ATAD tanks, and SNDR tanks.

CHA's engineering services will include the following tasks:

Task 1– Limited Asbestos-Containing Materials Survey (ACM) and Lead-Based Paint Survey (LBP)
Task 2 – Residual Magnetite Cleanout Plans and Bid Form
Task 3 – Dewatering System Design
Task 4 – Permitting
Task 5 – Bidding Phase Services

Task 1 – Limited ACM and LBP Surveys

The existing Solids Handling Building was constructed in 1973 as part of the original plant construction. There were renovations to this building as part of the 2017 BNR/ATAD Upgrade project, so there may have been a ACM and LBP survey conducted at that time that could be used for this project. Demolition of the rotary fan press units, polymer feed units, and associated piping and electrical feeds in this building are the drivers behind this requirement. CHA proposes to demolish existing equipment and infill the floor opening to the truck bay below. No other design services related to building structure or systems are included in this scope of work.

Task 2 – Residual Magnetite Cleanout Plans and Bid Form

CHA will develop plans, specifications, and bid form for the procurement of a contractor to remove, dewater, and dispose of residual magnetite from aeration tanks, ATAD tanks, and SNDR tanks. This includes assembling information related to aeration and ATAD/SNDR process train shutdown, removal and dewatering methodology, estimation of magnetite volume and mass based on Town-provided information about residual depth, and and coordination with DEQ and the local landfill for identifying disposal requirements. The deliverable will be plans, specifications, and bid form suitable for Town procurement of a contractor. CHA expects the Town to provide residual depth information, analytical sample collection and testing (including TCLP, paint filter test, volatile solids, and potentially other as required), and process shutdown methodology assistance. This work specifically excludes permitting, agency review coordination, and fees outside of those tasks defined herein.

Task 3 – Permitting

The project site is located within the Town's WWTP parcel at 1100 Manassas Avenue, Front Royal, Virginia. After discussions with the Town Planning and Zoning Department and Warren County Building Official's office, CHA assumes that the following plan reviews and approvals will be required for the project:

- Town of Front Royal Planning and Zoning plan review.
- Warren County Building Official:
    - Erosion and sediment control plan review and checklist.
    - Land disturbance plan review and checklist.
    - Building plan review and checklist.

In addition to local requirements, this project will also require the following reviews and approvals:

- VDEQ CWRLF Procurement review.
- VDEQ: Certificate to Construct (CTC).
- VDOQ: Stormwater review and approvals.
- VDEQ: Categorical Exclusion Request.

CHA will prepare and submit for approval the checklists and materials required as part of the VDEQ CWRLF and VDEQ Certificate to Construction applications and reviews.

CHA does not anticipate any stormwater infrastructure or BMP design requirements based on preliminary estimates of disturbed area (<10,000 SF) and the building location near the ATAD biofilter. This location will allow sheet flow of stormwater from the project site to Leach Run. As such, stormwater submittal will be a notification of the project with disturbed area calculations.

VDEQ CWRLF funding will require a Categorical Exclusion (CE) request. CHA will prepare a CE request to describe the project and condition(s) that qualify the project for a CE based on the DEQ Procedural Guidelines for the Virginia Clean Water Revolving Loan Fund – Preliminary Engineering and Environmental Review. A CE request form and associated attachments will be prepared and submitted to DEQ for approval. This request will include a summary of the project as well as a site figure depicting the major project components. It will describe the conditions that qualify the project for the CE. Prior to submittal to DEQ, the draft CE request will be provided to the Town for review and comment. Upon receipt of Town comments, the final CE request will be prepared and submitted to DEQ for review and approval. CHA will also participate in a DEQ staff site visit to the project area to verify that the project meets the DEQ CE criteria. If DEQ does not approve a CatEx, a full environmental assessment (EA) report would be required. The scope and cost of an EA can be provided upon request.

Task 4 – Dewatering System Design

The basis of the upgrades/improvements have been outlined in the Town-approved Preliminary Engineering Report. CHA will conduct a project kickoff meeting with the Town for the proposed project to finalize new building location, new building layout and concept, truck bay dimension requirements (to fit the Town's biosolids hauling truck), and gather process train shutdown information for the magnetite removal and disposal.

Design services include architectural, mechanical (HVAC), structural, site civil grading and yard piping, stormwater, electrical, and process. While there will be required stormwater quantity calculations as part of a stormwater submittal to DEQ, no stormwater infrastructure or treatment is expected for this site.

After this meeting CHA will prepare contract documents for the construction of the proposed improvements in accordance with local, state, and federal codes, standards, and regulations and in accordance with applicable law. Design submittal milestones will include 30%, 60%, 90%, and bid issue deliverables of plans and specifications. CHA will conduct a review meeting with the Town after each submittal to discuss the documents and receive comments. CHA will modify the documents based upon both written and verbal comments received at each stage. The bidding deadline imposed by DEQ has mandated a maximum two-week turnaround for Town comments on each stage of design.

Preliminary (30%) Design Documents will include the following:

- List of desired technical specifications to be provided in CSI MasterFormat at the 60% design stage.
- 30% design level drawings to include plan and section views of the existing Solids Handling Building, and proposed building and truckbay layout for the new Dewatering Building.
- Geotechnical report.
- ACM and LBP survey report.
- 3D BIM Model scanning of existing Solids Handling Building and Blower Building.
- It is anticipated that the dewatering will be structured into one construction contract with a bid alternate for a second centrifuge.
- It is anticipated that the magnetite abatement work will be structured into a separate operations contract for the Town to procure prior to or include in the dewatering contract. This type of operation is a speciality contractor and separate procurement would avoid the cost markup by the general contractor.

- Information on desired level and type of control, communication, and SCADA interface is also needed at this milestone. Changes in building location or layout after the 30% design meeting will result in completion delays and design fee implications.
- The new solids dewatering equipment is not required to be included or accounted in backup power capacity. CHA has not accounted for a new generator in design fees or capital project costs.

60% Process Design Review Documents will include the following:

- 60% equipment specifications in CSI MasterFormat.
- 60% design level drawings to include plans and sections for room, equipment, and piping layouts.
- Topographical land survey.

60% Design (all disciplines) Review Documents will include the following:

- 60% specifications in CSI MasterFormat.
- 60% design level drawings to include plans and sections.
- Erosion and sediment control plans and specifications.
- Stormwater calculations. Note, CHA does not anticipate any stormwater infrastructure or BMP design requirements based on preliminary estimates of disturbed area (<10,000 SF) and the building location near the ATAD biofilter. This location will allow sheet flow of stormwater from the project site to Leach Run.

90% Design Documents will include the following:

- 90% specifications in CSI MasterFormat.
- 90% design drawings that include all plan, section, and isometric layouts for the new dewatering system and building and associated architectural, structural, HVAC, electrical, communications, SCADA, and I&C.
- VDEQ CWRLF Contract Inserts and front end documentation.
- Submittals to local and state permitting and regulatory agencies will be done at the 90% design phase.

After review and approval of the final submittal by the Town, CHA will submit plans and specifications to VDEQ-CWRLF program for procurement review with the agency's checklist. CHA will finalize the Contract Documents based upon review comments from regulatory agencies and the Town and prepare a final bid package including all Contract Documents, drawings, and specifications. Once approval is obtained from VDEQ, CHA shall prepare 100% Contract Documents suitable for project bidding. Design fees also include travel expenses and laser scan rental fees.

Task 5 – Bidding

CHA will provide bidding services for the project. Upon approval of the final contract documents, CHA will assist the Town in advertising and administrating the bidding process. The Town shall place and pay for the advertisement in the newspaper, or otherwise advertise on Virginia's electronic procurement system (eVA). CHA will maintain a planholders list and provide copies of the contract documents to requesting bidders. CHA will answer requests for information (RFIs) from bidders and issue any needed addenda. CHA will attend and administer the pre-bid meeting and attend the bid opening. Upon receipt of the bids, CHA will evaluate the bids and make recommendations for securing the lowest responsive and responsible bidder. CHA will prepare the bid package to the VDEQ on behalf of the Town to finalize loan funding and secure VDEQ approval to award the project.

Task 6 – Agency Review and Permitting Fees

There are review fees associated with the Town Planning and Zoning Department (zoning review) and Warren County Building Official (erosion and sediment control, land disturbance, site plan review, building plan

review). There may also be review or approval fees associated with the magnetite disposal. These review fees have been estimated here, but final billing will be based on actual expenses.

II. Schedule

We are prepared to begin work on this project upon receipt of an authorization to proceed from the Town. Assuming a March 15, 2026 authorization to proceed, CHA will meet the following schedule:

- 30% Submittal: April 1, 2026
- 60% Process Submittal: May 1, 2026
- 60% Electrical, Arch, Structural, Mechanical, Plumbing Submittal: June 30, 2026
- 90% all plans, specs: July 31, 2026
- Bid advertisement: September 1, 2026
- Bid opening: October 1, 2026
- Loan closing: November 15, 2026

The schedule for Town of Front Royal Planning and Zoning, Warren County Building Official, and DEQ Stormwater review processes are not included in the schedule above. It is estimated that the the local building approvals will require six weeks after bid advertisement. DEQ stormwater review will be prioritized in the civil design process and 30 days will be allowed in the schedule, but CHA cannot guarantee a prompt review and comments by DEQ prior to bid.

III. Fees

The proposed fees for the tasks described above are outlined below. Tasks 1 and 6 will performed on a cost plus basis to cover a limited ACM and LCP survey and any agency review or permitting fees. The building permit and construction permitting fees will be paid by the Contractor. The remaining tasks (Tasks 2, 3, 4, and 5) are lump sum. The total fee for these tasks will not be exceeded without written authorization. We will submit invoices for our services on a monthly basis. Lump sum tasks will be prorated according to the estimate percentage completion.

Task 1– Limited ACM and LCP Survey:	$ 10,000
Task 2 – Residual Magnetite Cleanout Plans and Bid Form:	$ 25,000
Task 3 – Permitting	$ 30,000
Task 4 – Dewatering System Design	$ 784,000
Task 5 – Bidding and Award, including	$ 45,000
Task 6 – Agency Review Fees	$ 3,000
TOTAL	$ 897,000

Signatory

This Task Order is executed this ____day of March 2026.

CHA CONSULTING, INC.	**TOWN OF CHRISTIANSBURG**
By: _____ (Signature)	By: _____ (Signature)
Name: Craig Murray, PE	Name: _____

Title:	Business Practice Leader	Title:	
Date:		Date:	

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 10D

Agenda Item: Resolution to Authorize the Execution of Bright Mountain Solar Schedule with American Municipal Power Inc. (AMP)

Summary: Council is requested to approve a resolution authorizing the execution of Bright Mountain Solar (3 MW (2028-2052) Schedule with American Municpal Power Inc (AMP) as presented.

Budget/Funding: 9401-43022 Department of Energy Resources – Purchase of Electric

Meetings: Work Session held March 9, 2026

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 Resolution authorizing the execution of Bright Mountain Schedule with American Municpal Power Inc (AMP) as presented.

Moved _____ ***Seconded*** _____

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

Pertaining to AMP Contract No. 2027-012365-SCHED

TOWN OF FRONT ROYAL, VIRGINIA

RESOLUTION NO. _____

TO APPROVE THE FORM AND AUTHORIZE THE EXECUTION OF BRIGHT MOUNTAIN SOLAR SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC. AND TAKING OF OTHER ACTIONS IN CONNECTION THEREWITH

DRAFT

WHEREAS, the Town of Front Royal, Virginia ("Municipality") owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its customers; and

WHEREAS, in order to satisfy the electric capacity and energy requirements of its electric utility system, Municipality has heretofore purchased, or desires to purchase in the future, economical, reliable and environmentally sound capacity and energy and related services from, or arranged by, American Municipal Power, Inc. ("AMP"), of which Municipality is a Member; and

WHEREAS, AMP is a nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric capacity and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members ("Members"), such Members, including Municipality, being political subdivisions that operate, or whose members operate, municipal electric utility systems; and

WHEREAS, Municipality, acting individually, and through AMP with other political subdivisions of this and other states that own and operate electric utility systems jointly, endeavors to arrange for reliable, environmentally sound and reasonably priced supplies of electric capacity and energy and related services for ultimate delivery to its customers; and

WHEREAS, it is efficient and economical to act jointly in such regard; and

WHEREAS, Municipality has previously entered into a Master Services Agreement with AMP, AMP Contract No. C-12-2007-6255 (the "MSA"), which contemplates that Municipality may enter into various schedules for the provision of capacity and associated energy and related services from AMP to Municipality; and

WHEREAS, certain Members, including Municipality, have determined that they can utilize additional sources of reliable and economical generated electric capacity

and energy on a long-term basis, and have requested that AMP arrange for the same by acquiring interests through a purchased power agreement (PPA) in certain energy facilities; and

WHEREAS, in furtherance of this purpose, AMP has entered into a purchase power agreement ("Bright Mountain PPA") with Bright Mountain, LLC (the "Developer") under the terms of which AMP will purchase and Developer will supply and sell up to 80 MWac of capacity and associated energy and environmental attributes from the Bright Mountain generation project located in Perry County, Kentucky for a period of up to twenty-five (25) years; and

WHEREAS, it is necessary and desirable for Municipality to enter into a schedule to the MSA to provide for an additional source of capacity, energy and environmental attributes; and

WHEREAS, through approval and execution of the Bright Mountain Solar Schedule authorized below, Members will have the right, but not the obligation, to authorize and request AMP to acquire capacity and energy through the Bright Mountain PPA; and

WHEREAS, prior to the adoption of this Resolution AMP has (i) informed Municipality of the terms of the Bright Mountain Solar Schedule; (ii) provided Municipality the opportunity to review the anticipated form of the Bright Mountain PPA; and (iii) offered representatives of Municipality the opportunity to ask such questions, review data and reports, conduct inspections and otherwise perform such investigations with respect to, as applicable, the acquisition of capacity and energy and the terms and conditions of the Bright Mountain Solar Schedule authorized below as Municipality deems necessary or appropriate in connection herewith; and

WHEREAS, Municipality requests and authorizes AMP to explore an arrangement whereby AMP may prepay all or a portion of AMP's obligations to purchase energy, capacity and environmental attributes at some point during the term of the Bright Mountain PPA and finance the prepayment on behalf of Municipality through the issuance of bonds by AMP in order to achieve additional savings on the capacity, energy and environmental attributes derived from the Bright Mountain PPA that AMP can pass through to Municipality ("Prepay Agreement") subject to the additional requirements set forth in the Bright Mountain Solar Schedule.

WHEREAS, after due consideration, Municipality has determined it is reasonable and in its best interests to proceed as authorized herein below and requests and authorizes AMP to acquire capacity and energy from the Developer upon the terms and conditions set forth in the Bright Mountain PPA.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

DRAFT

SECTION 1. That the Bright Mountain Solar Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the Clerk, including Exhibits thereto, is approved, and the Authorized Representative of Municipality, identified below, is hereby authorized to execute and deliver the Bright Mountain Solar Schedule with such changes as the Authorized Representative may approve as neither inconsistent with this Resolution nor materially detrimental to the Municipality, his or her execution of the Bright Mountain Solar Schedule to be conclusive evidence of such approval. For purposes of this Resolution, Municipality's Authorized Representative is the Town Manager.

SECTION 2. That the Authorized Representative is hereby authorized to (i) acquire under the Bright Mountain Solar Schedule, authorized above, a Contract Amount as defined in that Schedule of up to 3 MW, without bid, and (ii) make any determinations and approvals required thereunder, if any, as the Authorized Representative shall deem necessary and advisable.

SECTION 3. If any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 4. That this Resolution shall take effect at the earliest date allowed by law.

SECTION 5. That it has been found and determined by the Town Attorney that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

DRAFT

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

vote on next page

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 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 A. Wood	__Yes __No

****

Approved as to Form and Legality:

_____

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

DRAFT

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 10E

Agenda Item: Resolution to Authorize the Execution of The Potomac Energy Center Schedule with American Municipal Power Inc (AMP)

Summary: Council is requested to approve a resolution authorizing the execution of The Potomac Energy Center (3 MW -- 2026-2041) schedule with American Municipal Power Inc. as presented.

Budget/Funding: 9401-43022 Department of Energy Resources – Purchase of Electric

Meetings: Work Session held March 9, 2026

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 resolution authorizing the execution of The Potomac Energy Center Schedule with American Municipal Power Inc (AMP) as presented.

Moved _____ ***Seconded*** _____

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

Pertaining to AMP Contract No. 2026-012482-SCHED

TOWN OF FRONT ROYAL, VIRGINIA

RESOLUTION NO. _____

TO APPROVE THE FORM AND AUTHORIZE THE EXECUTION OF THE POTOMAC ENERGY CENTER SCHEDULE WITH AMERICAN MUNICIPAL POWER, INC. AND TAKING OF OTHER ACTIONS IN CONNECTION THEREWITH

DRAFT

WHEREAS, the Town of Front Royal, Virginia ("Municipality") owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its citizens; and

WHEREAS, in order to satisfy the electric capacity and energy requirements of its electric utility system, Municipality has heretofore purchased, or desires to purchase in the future, economical, reliable and environmentally sound capacity and energy and related services from, or arranged by, American Municipal Power, Inc. ("AMP"), of which Municipality is a Member; and

WHEREAS, AMP is a nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric capacity and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members ("Members"), such Members, including Municipality, being political subdivisions that operate, or whose members operate, municipal electric utility systems; and

WHEREAS, Municipality, acting individually, and through AMP with other political subdivisions of this and other states that own and operate electric utility systems jointly, endeavors to arrange for reliable, environmentally sound and reasonably priced supplies of electric capacity and energy and related services for ultimate delivery to its customers; and

WHEREAS, it is efficient and economical to act jointly in such regard; and

WHEREAS, Municipality has previously entered into a Master Services Agreement with AMP, AMP Contract No. C-12-2007-6255 ("MSA"), which contemplates that Municipality may enter into various schedules for the provision of capacity and associated energy and related services from AMP to Municipality; and

WHEREAS, certain Members, including Municipality, have determined that they can utilize additional sources of reliable and economical electric capacity and energy

on a long-term basis, and have requested that AMP arrange for the same by acquiring interests through a purchased power agreement ("PPA"); and

WHEREAS, in furtherance of this purpose, AMP has entered into a purchase power agreement ("Potomac Energy Center PPA") with Potomac Energy Center, LLC (the "Seller") under the terms of which AMP will purchase and Seller will supply and sell up to approximately 268 MW of base capacity as well as an additional share of the 32 MW of duct firing on a pro-rata basis and associated energy from a combined cycle, gas-fired electric power plant located in Loudoun County, Virginia, for a period of fifteen (15) years; and

WHEREAS, it is necessary and desirable for Municipality to enter into a schedule to the MSA to provide for an additional source of capacity and energy; and

WHEREAS, through approval and execution of the Potomac Energy Center Schedule authorized below, Members will have the right, but not the obligation, to authorize and request AMP to acquire capacity and energy through the Potomac Energy Center PPA; and

WHEREAS, prior to the adoption of this Resolution AMP has (i) informed Municipality of the terms of the Potomac Energy Center Schedule; (ii) provided Municipality the opportunity to review the anticipated form of the Potomac Energy Center PPA; and (iii) offered representatives of Municipality the opportunity to ask such questions, review data and reports, conduct inspections and otherwise perform such investigations with respect to, as applicable, the acquisition of capacity and energy and the terms and conditions of the Potomac Energy Center Schedule authorized below as Municipality deems necessary or appropriate in connection herewith; and

WHEREAS, Municipality requests and authorizes AMP to explore an arrangement whereby AMP may prepay all or a portion of AMP's obligations to purchase energy and capacity at some point during the term of the Potomac Energy Center PPA and finance the prepayment on behalf of Municipality through the issuance of bonds by AMP in order to achieve additional savings on the capacity and energy derived from the Potomac Energy Center PPA that AMP can pass through to Municipality ("Prepay Agreement") subject to the additional requirements set forth in the Potomac Energy Center Schedule.

WHEREAS, after due consideration, Municipality has determined it is reasonable and in its best interests to proceed as authorized herein below and requests and authorizes AMP to acquire capacity and energy from the Seller upon the terms and conditions set forth in the Potomac Energy Center PPA.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION 1. That the Potomac Energy Center Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the

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Clerk, including Exhibits thereto and related agreements, if necessary, is approved, and the Authorized Representative of Municipality, identified below, is hereby authorized to execute and deliver the Potomac Energy Center Schedule with such changes as the Authorized Representative may approve as neither inconsistent with this Resolution nor materially detrimental to the Municipality, his or her execution of the Potomac Energy Center Schedule to be conclusive evidence of such approval. For purposes of this Resolution, Municipality's Authorized Representative is the Town Manager.

SECTION 2. That the Authorized Representative is hereby authorized to (i) acquire under the Potomac Energy Center Schedule, authorized above, a Contract Amount as defined in that Schedule of up to 3 MW, without bid, and (ii) make any determinations and approvals required thereunder, if any, as the Authorized Representative shall deem necessary and advisable.

SECTION 3. If any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 4. That this Resolution shall take effect at the earliest date allowed by law.

SECTION 5. That it has been found and determined by the Town Attorney that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

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APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

---

vote on next page

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 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 A. Wood	__Yes __No

****

Approved as to Form and Legality:

_____

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 11A

Agenda Item: Request from Paul Rush to Vacate an Unimproved Portion of Lowe Lane located off Braxton Road

Summary: On February 23, 2026, Council received public input on a request from Paul Rush [owners Paul and Sheila Rush] to conditionally vacate by ordinance certain public rights-of-way a 6,211 square foot portion of the unimproved Lowe Lane located between Braxton Road and Lot 27A. At that meeting Council appointed a committee of viewers to report any inconveniences to the public that would result from the discontinuance of the said right-of-way. The Viewer's Report is attached.

Council is requested to either adopt an ordinance as presented approving the conditional vacation and sale request from the applicant or deny the vacation application.

Budget/Funding: N/A

Meetings: Work Session held February 2, 2026. Public Hearing held February 23, 2026

Proposed Motions:

1) I move that Council adopt an ordinance as presented approving the conditional vacation and sale request from the applicant.
2) I move that Council deny the vacation application from Paul Rush [owners Paul and Sheild Rush] to discontinue, close and vacate a 6,211 square foot portion of the unimproved Lowe Lane located between Braxton Road and Lot 27A.

Moved _____ *Seconded* _____

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

FROM: Viewing Committee
TO: Town of Front Royal Mayor and Town Council
SUBJ: VACATION OF STREETS AND ALLEYS and OTHER TOWN RIGHTS-OF-WAYS
DATE: March 3, 2026

APPLICANT: Paul Rush
APPLICATION #: 2500559
LOCATION: Unimproved Portion of Lowe Lane, off Braxton Road, Front Royal, VA

The Viewing Committee, printed names and signatures below, were asked to render an opinion to **APPROVE** or **DENY** the application of Mr. Paul Rush, requesting the vacation of a portion of Lowe Lane. For exact location please see the attached application. The portion of Lowe Lane requested to be vacated is currently UNIMPROVED property. The applicant states his REASON FOR REQUEST is: *"To get access to my property, it has no other access."*

The section of Lowe Lane requested to be vacated and the "New LOT 27A1" have the following existing and proposed public utilities located within their boundaries:

An existing sanitary sewer
An existing storm sewer
An existing 20 foot with storm and sanitary sewer easement
A proposed storm drainage easement
A proposed sanitary sewer easement

The Viewing Committee recommends Lowe Lane should only be used for ingress and egress and no construction should be allowed on Lowe Lane due to the existing underground utilities currently in place and the proposed underground utilities.

After considering the request, the Viewing Committee unanimously recommends **APPROVAL** of the vacation requested by the applicant.

Ronald W. "Jay" Crawford /s/ *Ronald W. "Jay" Crawford*
Staige F. Miller, Jr. /s/ *Staige F. Miller, Jr.*
Robert R. North /s/ *Robert R. North*

APPLICATION # 2500559

TOWN OF FRONT ROYAL
Department of Planning and Zoning
102 East Main Street
PO Box 1560, Front Royal, VA 22630

Main 540.635.4236
Fax: 540.631.2727
planning@frontroyalva.com

APPLICATION
VACATION OF STREETS AND ALLEY and OTHER TOWN RIGHTS-OF-WAYS

APPLICANT INFORMATION (*please print*)

NAME: Paul Rush

MAILING ADDRESS: 3746 Guard Hill Road

CITY: Front Royal STATE: VA ZIP CODE: 22630

PHONE NUMBER: 540-486-3759 EMAIL: Jglpaving@yahoo.com

VACATION INFORMATION

DESCRIPTION (*please select all that apply*)

☑ STREET/PORTION OF STREET
☐ ALLEY/PORTION OF ALLEY
☑ OTHER (*please specify*) Unimproved portion of Lowe Lane, 6211 sqft

LOCATION: Off of Braxton Road

REASON FOR REQUEST: To get access to my property, it has no other access

☐ **CURRENT PLAT ATTACHED SHOWING PROPERTY TO BE VACATED**

APPLICANT'S SIGNATURE: Paul Rush DATE: 11-21-2025

Completed application shall be returned by mail or delivery to: Department of Planning and Zoning, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630.
For Additional Information: Planning and Zoning Office 540.635.4236, Monday – Friday, 8:00 am – 4:30 pm

Revised 10/15/2025

RECEIVED
NOV 21 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

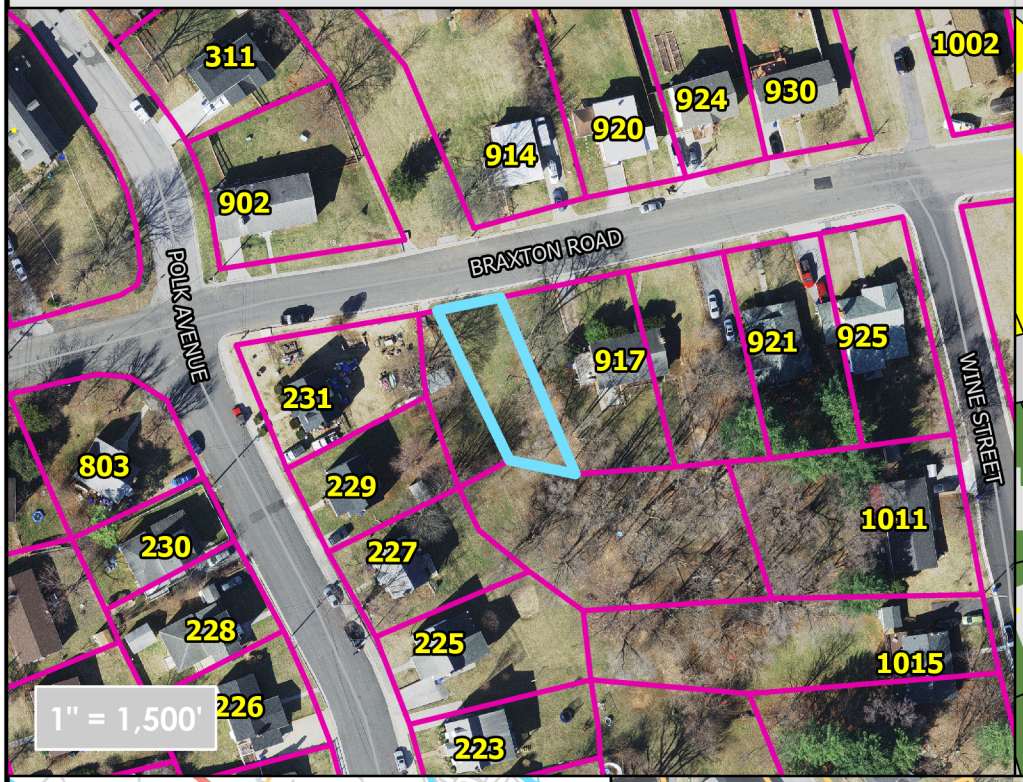
Town of Front Royal

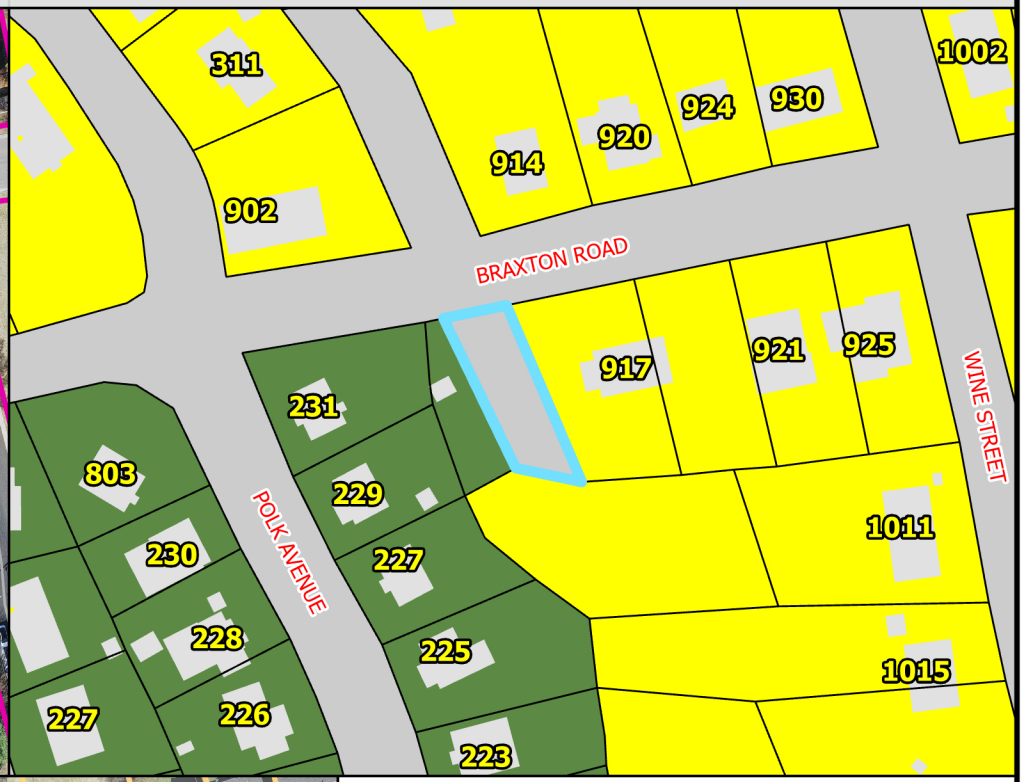
Location Map

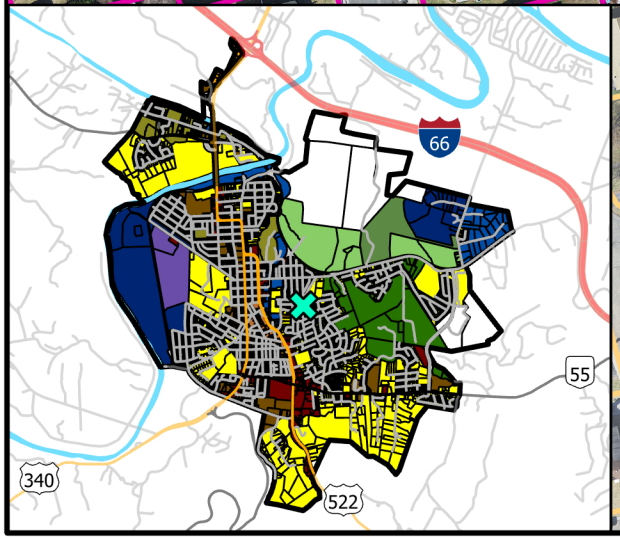
N

Purpose: Alley Vacation
Applicant: Paul & Sheila Rush

TM: Not Applicable
Braxton Road
File #2500559



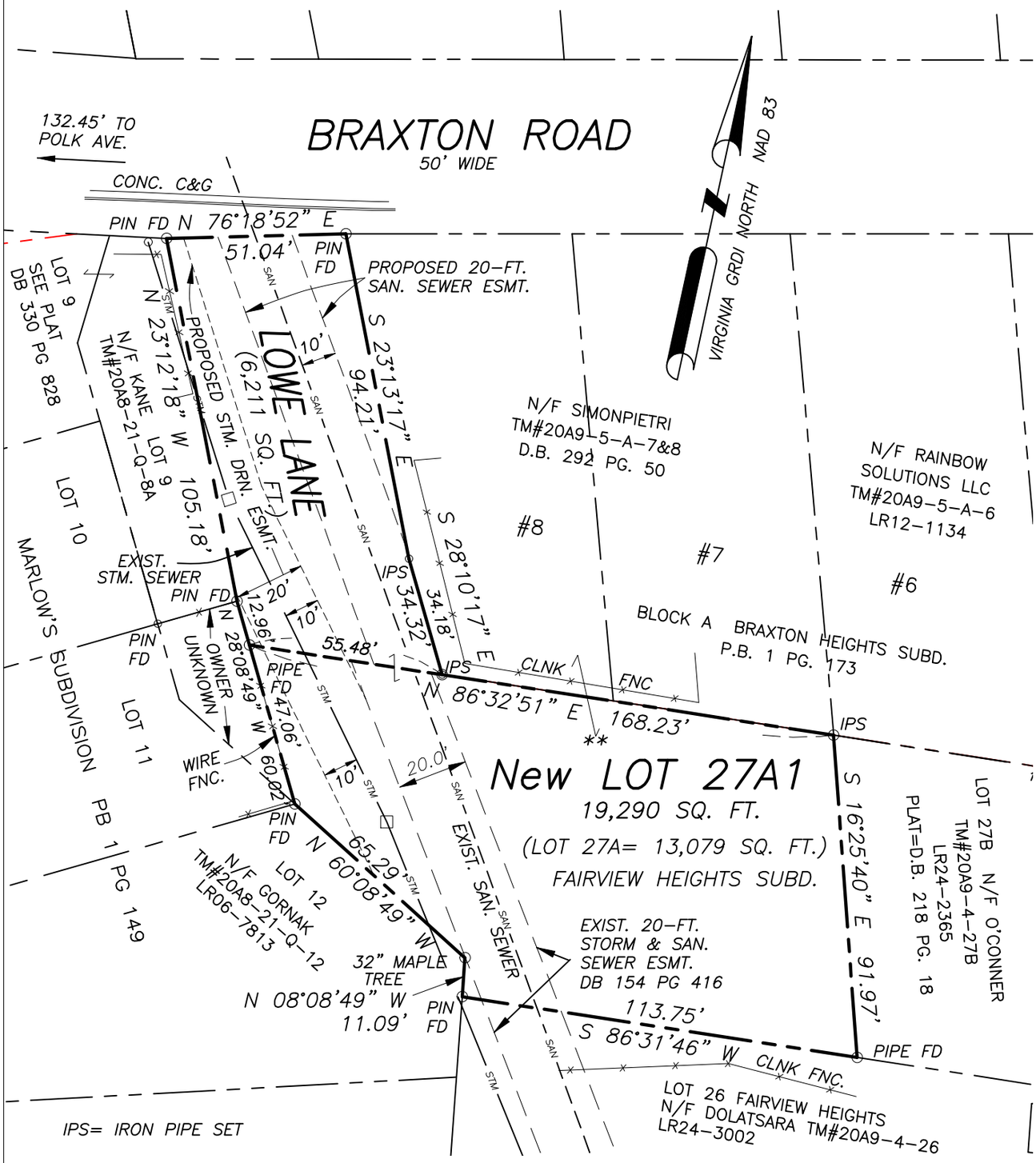






Zoning

- Right-of-Way
- A-1 Agricultural and Open Space Preservation
- C-1 Community Business District
- C-2 Downtown Business District
- C-3 Highway Corridor Business District
- I-1 Limited Industrial District
- I-2 Industrial Employment District
- MCD Mixed-Use Campus Development District
- PND Planned Neighborhood Development District
- R-1 Residential District
- R-1A Residential District
- R-2 Residential District
- R-3 Residential District
- R-E Estate Residential District
- R-S Suburban Residential District



COMMONWEALTH OF VIRGINIA
Darryl G. Merchant
DARRYL G. MERCHANT
Lic. No.1606
12-15-2025
LAND SURVEYOR

NOTE:

** PLAT SHOWING RESUBDIVISION OF LOT 27, FAIRVIEW HEIGHTS PREPARED BY J.G. BROGAN, SR., DATED NOVEMBER 19, 1973, AND APPROVED ON DECEMBER 17, 1973 BY THE TOWN COUNCIL, WAS NOT RECORDED AMONG THE LAND RECORDS. SAID PLAT SHOWS LOT 27A TO BE ATTACHED TO LOTS 7 & 8, BLOCK A, BRAXTON HEIGHTS.

SCALE: 1"= 40'

0' 40' 80' 100'

survey@measure-map.com
540-636-4949
Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630
DGM

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PLAT SHOWING PROPOSED STREET VACATION

A PORTION OF LOWE LANE BRAXTON HEIGHTS SUBDIVISION

TO BE ATTACHED TO

LOT 27B, OF THE RESUBDIVISION OF LOT 27, FAIRVIEW HEIGHTS SUBD.

TOWN OF FRONT ROYAL – WARREN COUNTY, VIRGINIA

25-F116 | DWG. No. AM-1881 | DATE: 15 DECEMBER 2025 | SHEET 2 OF 2

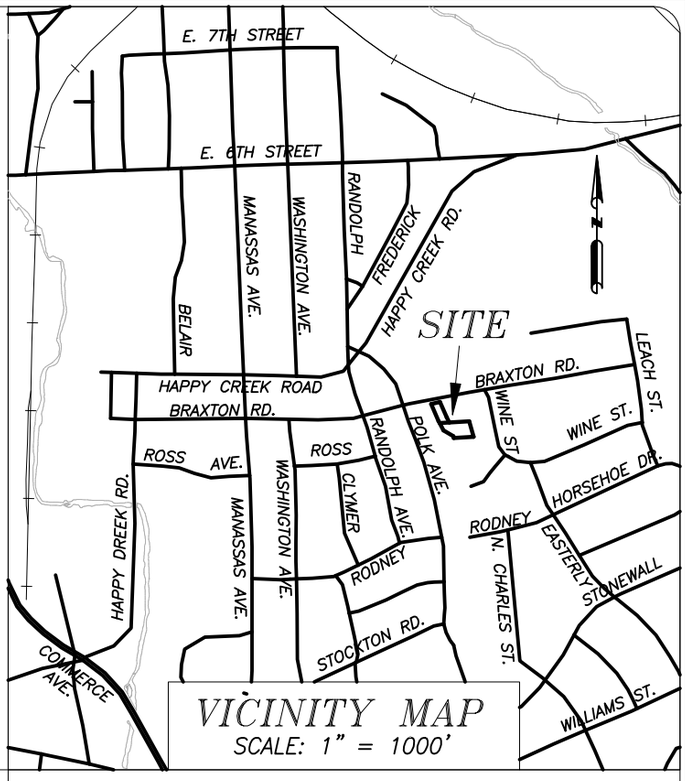
REVIEWED AND APPROVED BY
THE TOWN OF FRONT ROYAL

DATE TOWN MANAGER

DATE PLANNING DIRECTOR

ALL REAL ESTATE TAXES HAVE
BEEN PAID IN FULL.

DATE FINANCE DIRECTOR



VICINITY MAP
SCALE: 1" = 1000'

NOTES:

1. NO TITLE REPORT FURNISHED. PLAT SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
2. PLAT REF.: P.B. 1 PG. 173
   D.B. 154 PG. 416
3. TAX MAP #20A9-4-27A
   New Tax Map #20A9-4-27A1
4. ZONED R-1
   SETBACKS: FRONT= 35'
   SIDE= 10', TOTAL 25'; REAR= 30'

THE PROPERTY SHOWN HEREON IS LOCATED WITHIN ZONE X, AN AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FEMA FIRM MAP #51017C0116C, 6/03/2008.

AREA TABULATION

VACATED LOWE LANE = 6,211 SQ. FT.
LOT 27A = 13,079 SQ. FT.
NEW LOT 27A1 = 19,290 SQ. FT.

OWNER'S DEDICATION:

THIS PLAT WAS PREPARED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNER.

DATE PAUL RUSH

DATE SHEILA RUSH:

ACKNOWLEDGED BEFORE ME

THIS _____ DAY OF _____ 2025.

MY COMMISSION EXPIRES: _____

NOTARY REGISTRATION No.:_____

NOTARY: _____

COMMONWEALTH OF VIRGINIA
Darryl G. Merchant
DARRYL G. MERCHANT
Lic. No.1606
12-15-2025
LAND SURVEYOR

SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE SURVEYED THIS PROPERTY ON THE GROUND: THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF: THAT THIS IS ALL OF THE LAND ACQUIRED BY PAUL RUSH AND SHELIA RUSH BY DEED DATED 28 AUGUST 2024 AND RECORDED AS INSTRUMENT #240004077; AND THAT PROPERTY CORNERS ARE MONUMENTED AS SHOWN.

survey@measure-map.com
540-636-4949
Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630
DGM

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PLAT SHOWING PROPOSED STREET VACATION

A PORTION OF LOWE LANE BRAXTON HEIGHTS SUBDIVISION

TO BE ATTACHED TO

LOT 27B, OF THE RESUBDIVISION OF LOT 27, FAIRVIEW HEIGHTS SUBD.

TOWN OF FRONT ROYAL – WARREN COUNTY, VIRGINIA

25-F116 | DWG. No. AM-1881 | DATE: 15 DECEMBER 2025 | SHEET 1 OF 2

Date: 12/18/2025
Permit #: 2500559
Permit Date: 11/21/2025
Review Date: 11/21/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Energy Services Review
Target Date: 12/05/2025
Scheduled Time: 00:00
Completed Date:
Description: Portion of Street Vacation -Unimproved portion of Lowe Ln, 6211 sq ft
Review Status: Complete
Assigned To: Mary Lynn
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

11/25/2025 No concerns from the Department of Energy Services.

Property Information

Parcel#: 20A9 4 ----27A
RUSH PAUL & SHEILA
0 UNASSIGNED
Zoning: R-1Lot: 27ABlock:

RUSH PAUL & SHEILA
3746 GUARD HILL RD
FRONT ROYAL , VA 22630

Date: 12/18/2025
Permit #: 2500559
Permit Date: 11/21/2025
Review Date: 11/21/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Public Works Review
Target Date: 12/05/2025
Scheduled Time: 00:00
Completed Date:
Description: Portion of Street Vacation -Unimproved portion of Lowe Ln, 6211 sq ft
Review Status: Complete
Assigned To: Robert B. Boyer
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

12/12/2025 Public Works has no comments or concerns at this time regarding this request.

Property Information

Parcel#: 20A9 4 ----27A
RUSH PAUL & SHEILA
0 UNASSIGNED
Zoning: R-1Lot: 27ABlock:

RUSH PAUL & SHEILA
3746 GUARD HILL RD
FRONT ROYAL , VA 22630

Date: 12/18/2025
Permit #: 2500559
Permit Date: 11/21/2025
Review Date: 11/21/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Planning and Zoning Review
Target Date: 12/05/2025
Scheduled Time: 00:00
Completed Date:
Description: Portion of Street Vacation -Unimproved portion of Lowe Ln, 6211 sq ft
Review Status: Complete
Assigned To: John Ware
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

12/18/2025	Recommend a 20' wide Sanitary Sewer Easement to be centered on the existing sewer line and a 20' wide Storm Sewer Easement to be centered on the existing Storm line. Also, highly recommend that the Town acquire a Storm Sewer Easement for the existing line that is on Lot 8A (adjacent property) that currently has NO easement.

Property Information

Parcel#: 20A9 4 ----27A
RUSH PAUL & SHEILA
0 UNASSIGNED
Zoning: R-1Lot: 27ABlock:

RUSH PAUL & SHEILA
3746 GUARD HILL RD
FRONT ROYAL , VA 22630

Uploaded Files

Date	File Name	Uploaded By
12/18/2025	29970323-Alley & Street Vacation #2500559.pdf	John Ware

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

ORDINANCE APPROVING THE CLOSURE AND VACATION OF APPROXIMATELY 6,211 SQUARE FEET OF PUBLIC RIGHTS-OF-WAY IN AN UNIMPROVED PORTION OF LOWE LANE LOCATED BETWEEN BRAXTON ROAD AND LOT 27A FAIRVIEW HTS (TAX MAP 20A9-4-27A)

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner Rush, Paul and Sheila ("Applicant") having applied for the vacation and sale of approximately 6,211 square feet of public rights-of-way in an unimproved portion of Lowe Lane located between Braxton Road and an unimproved parcel Lot 27A Fairview Heights (Tax Map 20A9-4-27A), all as shown as "Lowe Lane" and described on plat of survey entitled "Plat Showing Proposed Street Vacation a Portion of Lowe Lane Braxrton Heights Subdivision to be Attached to Lot 27B, of the Resubdivision of Lot 27, Fairview Heights Subd." prepared by Darryl G. Merchant, Consulting Land Surveyor, dated December 15, 2025, or as otherwise determined from a search of the public records ("Rights-of-Way"), said plat of survey or such other public records being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to all affected landowners and a duly advertised public hearing held on February 23, 2026, 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 their 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:

DRAFT

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 of an area as shown on a plat of survey, less and except a 20' wide storm drainage easement and a 20' wide sanitary sewer easement, all as shown on the aforementioned plat of survey to be attached as an exhibit to the deed, 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 20' wide storm drainage easement and a 20' wide sanitary sewer easement, 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, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

Vote on following page

DRAFT

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

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

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on February 9 and February 13, 2026.

****

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 11B

Agenda Item: Request from West Brown to Vacate a Portion of the Unimproved Alley Between W. 13th Street and W. 14th Street

Summary: On February 23, 2026, Council received public input on a request from West Brown to conditionally vacate by ordinance certain public rights-of-way, an 1,800 square foot portion of the unimproved alley located between W. 13th Street and W. 14th Street. At that meeting Council appointed a committee of viewers to report any inconveniences to the public that would result from the discontinuance of the said right-of-way. The Viewer's Report is attached.

Council is requested to either adopt an ordinance as presented approving the conditional vacation and sale request from the applicant or deny the vacation application.

Budget/Funding: N/A

Meetings: Work Session held February 2, 2026. Public Hearing held February 23, 2026

Proposed Motions:

1) I move that Council adopt an ordinance as presented approving the conditional vacation and sale request from the applicant.
2) I move that Council deny the vacation application from West Brown to conditionally vacate by ordinance certain public rights-of-way, an 1,800 square foot portion of the unimproved alley located between W. 13th Street and W. 14th Street.

Moved _____ *Seconded* _____

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

FROM: Viewing Committee
TO: Town of Front Royal Mayor and Town Council
SUBJ: VACATION OF STREETS AND ALLEYS and OTHER TOWN RIGHTS-OF-WAYS
DATE: March 3, 2026

APPLICANT: West Brown
APPLICATION #: 2500472
LOCATION: Along the west line of Lot 35, Blk. 57, Front Royal and Riverton Imp. Co.

The Viewing Committee, printed names and signatures below, were asked to render an opinion to **APPROVE** or **DENY** the application of West Brown, requesting the vacation of a portion of an alley located next to 141 W. 13th St., Front Royal, VA 22630. The applicant states the reason for the vacation is: *"This Portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W. 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, (W. 13th St.), with children and pets playing in the back yard."*

The section of the alley requested to be vacated does not contain any public utilities or easements present.

After considering the request, the Viewing Committee unanimously recommends **APPROVAL** of the vacation requested by the applicant.

Ronald W. "Jay" Crawford /s/ *Ronald W. "Jay" Crawford*
Staige F. Miller, Jr. /s/ *Staige F. Miller, Jr.*
Robert R. North /s/ *Robert R. North*

#2500472

VACATION OF STREETS AND ALLEYS and OTHER TOWN RIGHTS-OF-WAYS APPLICATION

APPLICANT INFORMATION
(please print)

Name West Brown

Mailing Address 160 Walnut Drive
Front Royal, Va. 22630

Phone # [redacted] **E-mail** [redacted]

VACATION INFORMATION

Description (please select all that apply)
- ☐ **Street/Portion of Street**
- ☒ **Alley/Portion of Alley**
- ☐ **Other** *(please specify)* _____

Location
Along the west line of Lot 35 Blk. 57 Front Royal and Riverton IMP. Co.
141 W. 13th St.

Reason for request This Portion of the alley dead ends to a grasy hill causing vehicles to cross over onto 141 w 13th St in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the back yard.

☒ **Current Plat Attached Showing Property to be Vacated**

Applicant's Signature West M. Brown Date 9/17/25

Completed application shall be returned by mail or delivery to:
Planning and Zoning Office, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630
Additional Information: Planning and Zoning (540)635-8007, Monday-Friday, 8:00am – 4:30m

RECEIVED
SEP 17 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Revised 05/1/2025

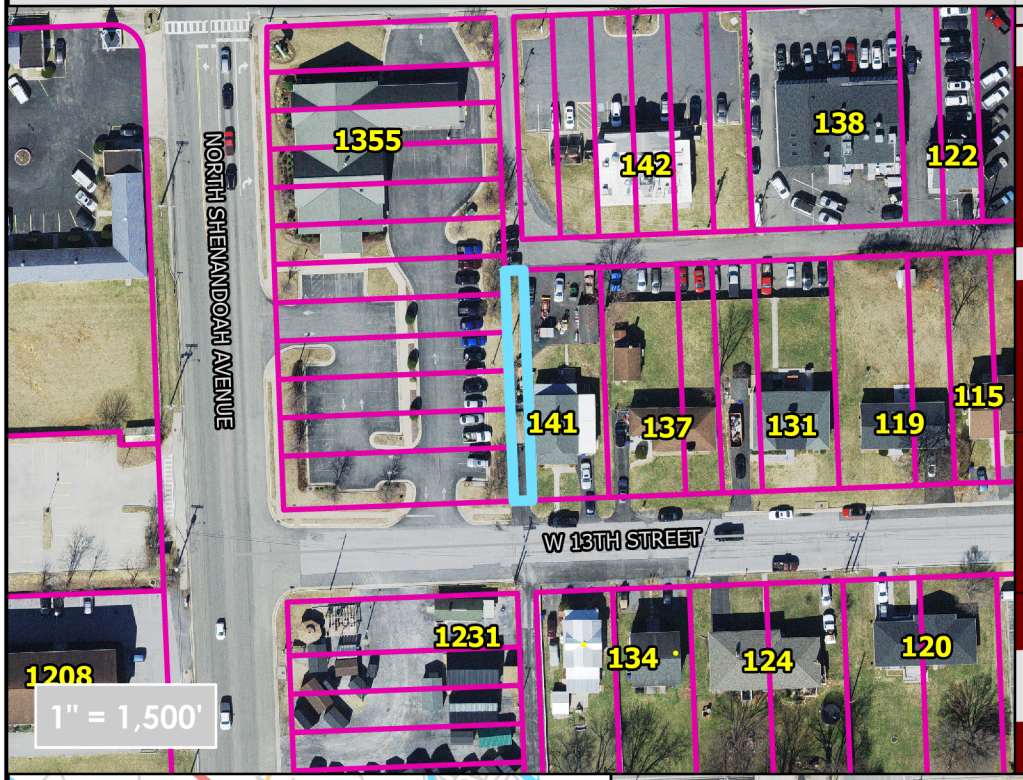
Town of Front Royal

Location Map

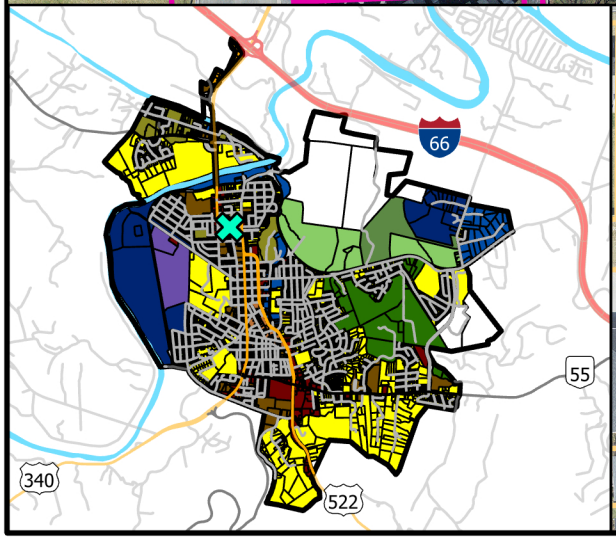
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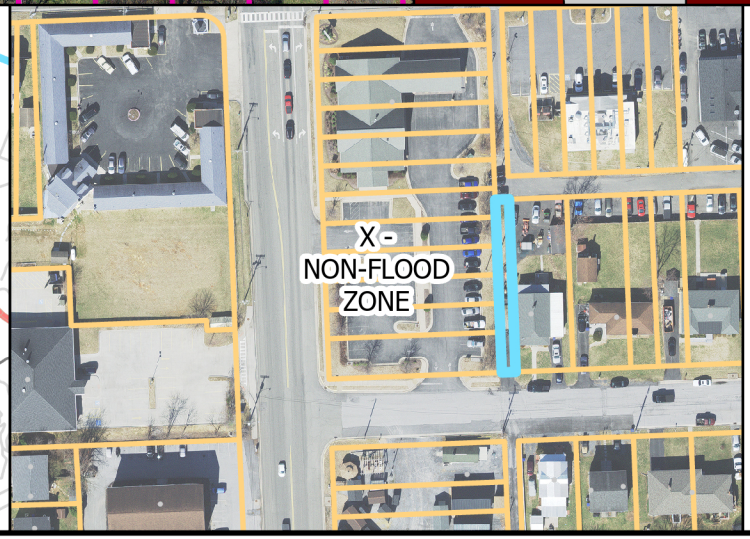
Purpose: Alley Vacation
Applicant: West Brown

TM: Not Applicable
W 13th Street
File #2500472



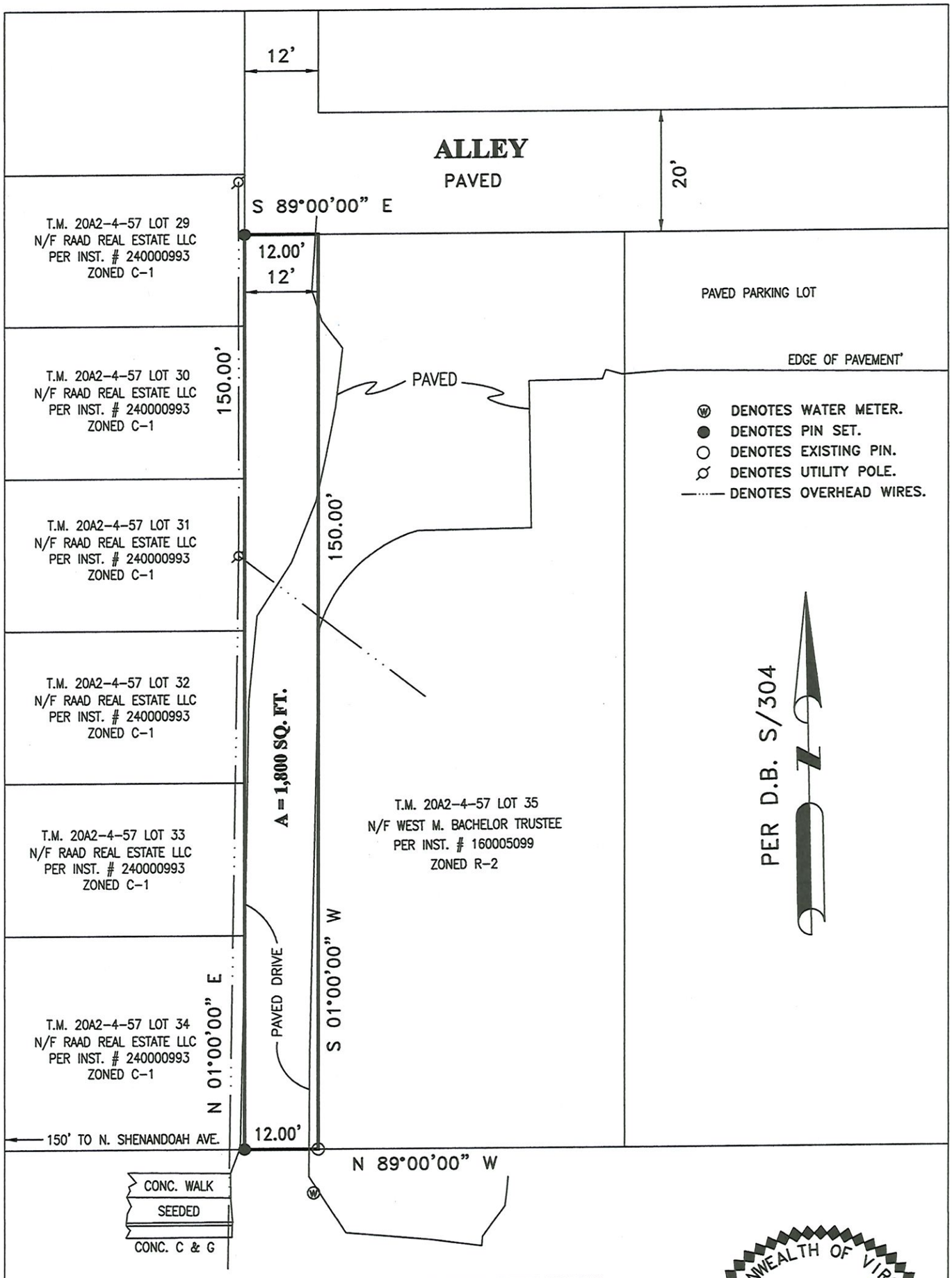






Zoning

- Right-of-Way
- A-1 Agricultural and Open Space Preservation
- C-1 Community Business District
- C-2 Downtown Business District
- C-3 Highway Corridor Business District
- I-1 Limited Industrial District
- I-2 Industrial Employment District
- MCD Mixed-Use Campus Development District
- PND Planned Neighborhood Development District
- R-1 Residential District
- R-1A Residential District
- R-2 Residential District
- R-3 Residential District
- R-E Estate Residential District
- R-S Suburban Residential District



SURVEY OF A PORTION OF
A 12' WIDE ALLEY PER MAP OF FRONT
ROYAL AND RIVERTON IMPROVEMENT CO. INC.
BLOCK 57

NORTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
7/17/25
LAND SURVEYOR

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JULY 17, 2025

Date: 10/30/2025
Permit #: 2500472
Permit Date: 09/17/2025
Review Date: 09/17/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Public Works Review
Target Date:
Scheduled Time: 00:00
Completed Date:
Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co. Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.
Review Status: Complete
Assigned To: Robert B. Boyer
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

Public Works has no existing utilities in the portion of the alleyway; there's overhead electric lines that run through the alleyway.

10/07/2025

It looks like the resident along W. 13th St has been using part of this for a driveway and Melting Pot is using it for employee parking on the back side along the other alleyway, so they have it blocked from both sides.

Property Information

Parcel#: 20A2 457 35
BACHELOR ROBERT & WEST M TRUSTEE
141 W 13TH ST
Zoning: R-2Lot: 35Block: 57

BACHELOR ROBERT & WEST M TRUSTEE
160 WALNUT DR
FRONT ROYAL, VA 22630

Date: 10/30/2025
Permit #: 2500472
Permit Date: 09/17/2025
Review Date: 09/17/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Public Works Review
Target Date:
Scheduled Time: 00:00
Completed Date:
Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co. Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.
Review Status: Complete
Assigned To: Steve Scheulen
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

10/07/2025 There are no underground utilities. Overhead electric present. No conflict.

Property Information

Parcel#: 20A2 457 35
BACHELOR ROBERT & WEST M TRUSTEE
141 W 13TH ST
Zoning: R-2Lot: 35Block: 57

BACHELOR ROBERT & WEST M TRUSTEE
160 WALNUT DR
FRONT ROYAL, VA 22630

Date: 10/30/2025
Permit #: 2500472
Permit Date: 09/17/2025
Review Date: 09/17/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Energy Services Review
Target Date: 10/01/2025
Scheduled Time: 00:00
Completed Date:
Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co. Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.
Review Status: Complete
Assigned To: Mary Lynn
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

09/18/2025 If approved, a dedicated utility easement should be recorded and maintained to preserve access to existing utility poles & overhead utility lines.

Property Information

Parcel#: 20A2 457 35
BACHELOR ROBERT & WEST M TRUSTEE
141 W 13TH ST
Zoning: R-2Lot: 35Block: 57

BACHELOR ROBERT & WEST M TRUSTEE
160 WALNUT DR
FRONT ROYAL, VA 22630

Date: 10/30/2025
Permit #: 2500472
Permit Date: 09/17/2025
Review Date: 09/17/2025
Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways
Review Type: Department of Planning and Zoning Review
Target Date: 10/01/2025
Scheduled Time: 00:00
Completed Date:
Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co. Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.
Review Status: Pending
Assigned To: John Ware
Time In: 00:00
Time Out: 00:00
Hours: 0.0

Notes

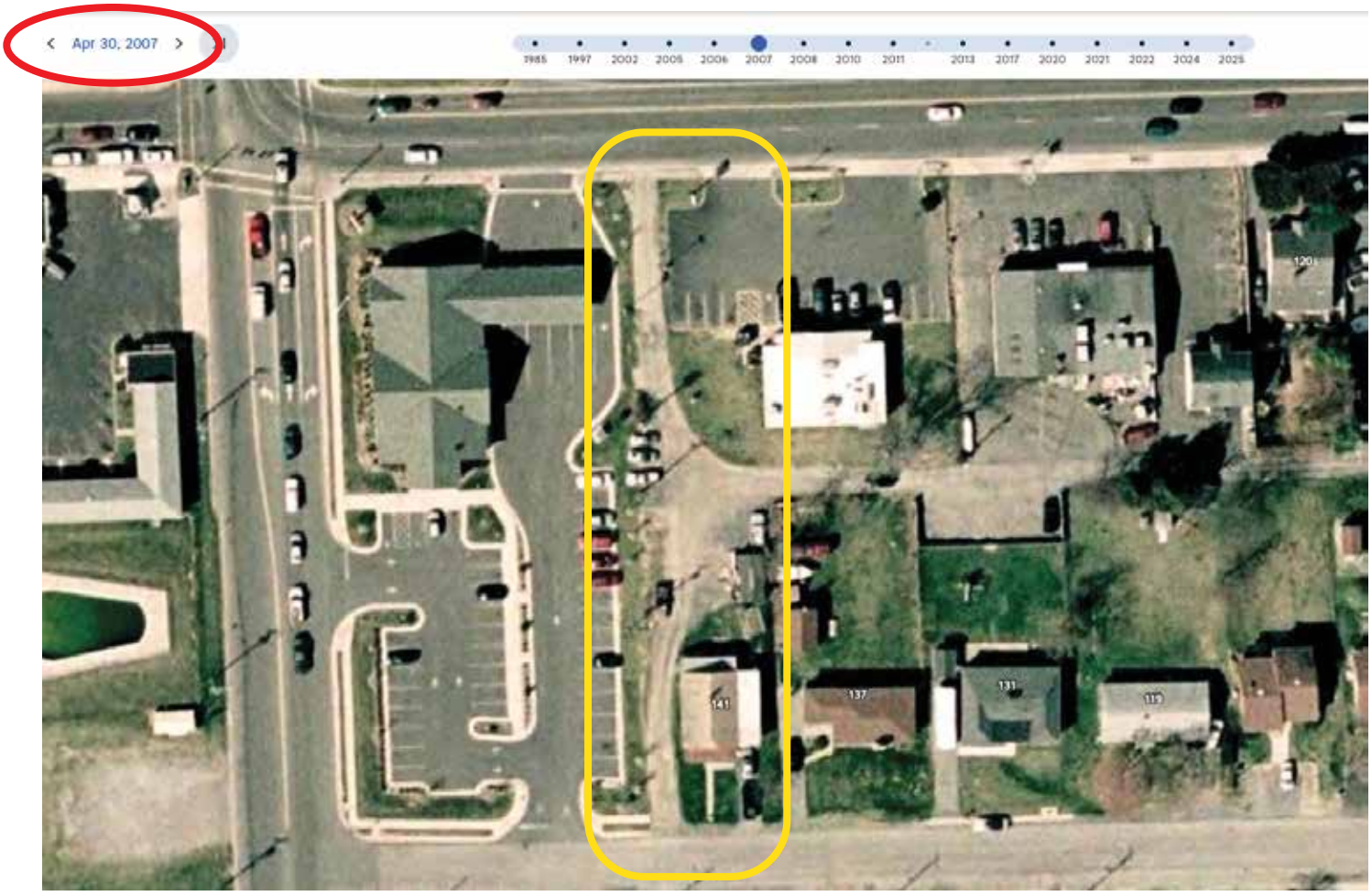
10/17/2025	Land Value Worksheet has been uploaded.
10/30/2025	With overhead utility lines running the length of the Alley and existing utility poles present, access would be very limited if the vacation would be granted. Recommend that the 12-foot Alley be paved its entire length and width to accommodate better vehicular access from the 20-Foot Alley and W. 13th Street. If the Vacation is granted, recommend a Lot Consolidation be submitted to combine the Alley with the adjacent Lot (TM 20A2-4-57-35).

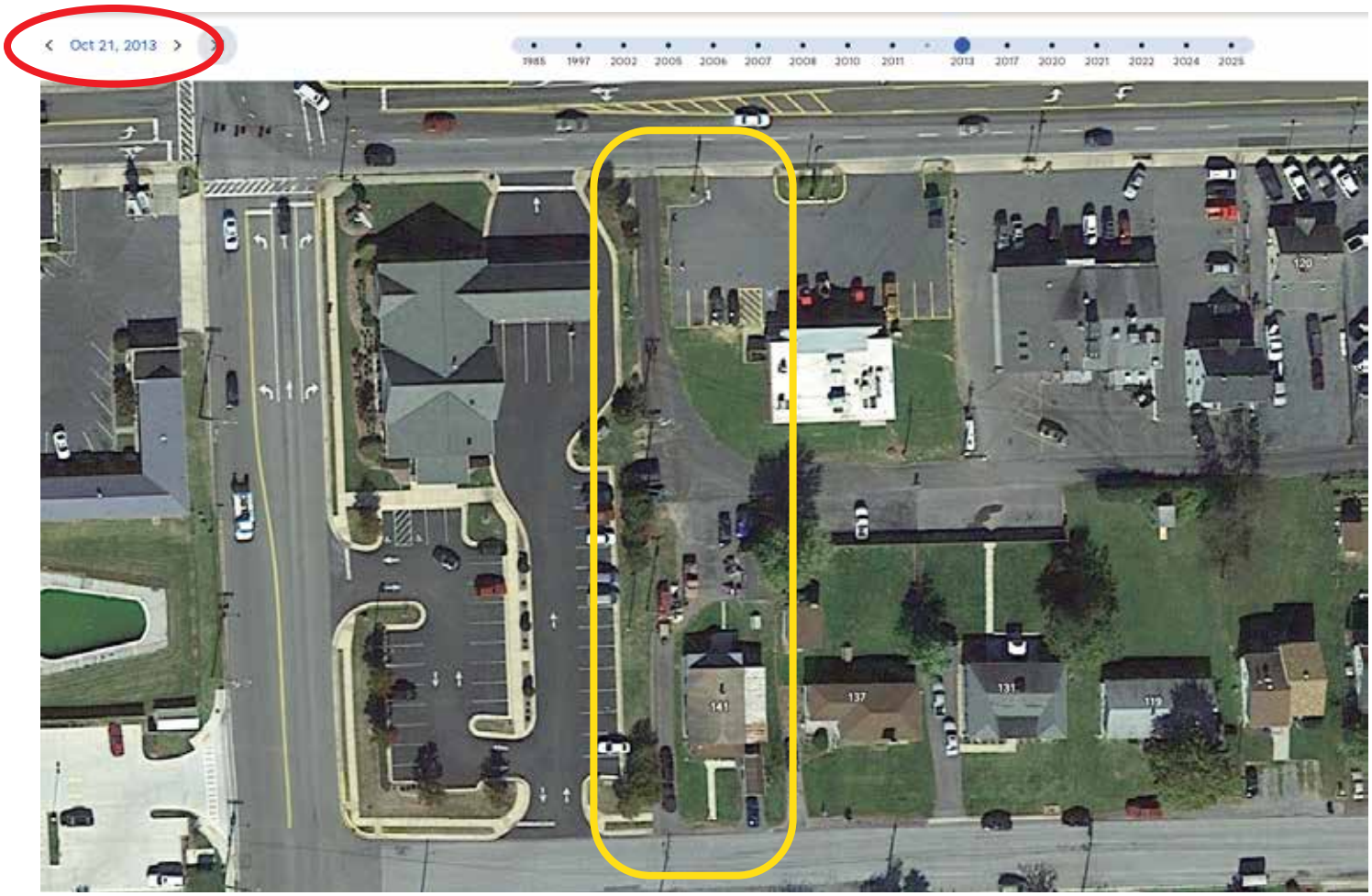
Property Information

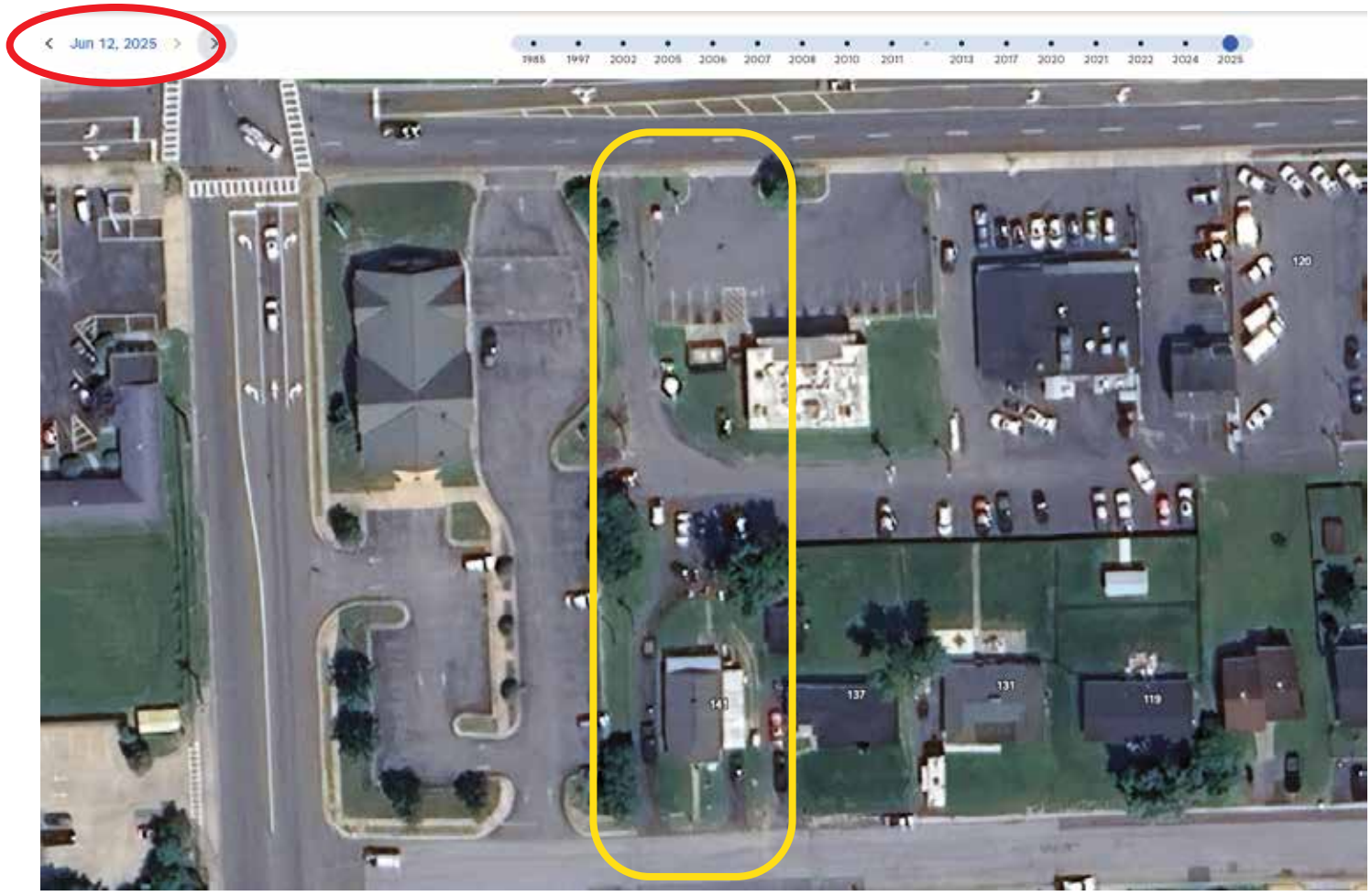
Parcel#: 20A2 457 35
BACHELOR ROBERT & WEST M TRUSTEE
141 W 13TH ST

BACHELOR ROBERT & WEST M TRUSTEE
160 WALNUT DR
FRONT ROYAL, VA 22630


Dec 31, 2002
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Jun 12, 2025
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TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

ORDINANCE APPROVING THE CLOSURE AND VACATION OF APPROXIMATELY 1,800 SQUARE FEET OF PUBLIC RIGHTS-OF-WAY IN ALLEY LOCATED BETWEEN W. 13TH AND W. 14TH STREETS

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner Bachelor, Robert and West, M., Trustee, 141 W. 13th Street ("Applicant"), having applied for the vacation and sale of approximately 1,800 square feet of public rights-of-way in an alley located between W. 13th and W. 14th Streets, all as shown as "A = 1,800 SQ. FT." and described on plat of survey entitled "Survey of a Portion of a 12' Wide Alley per Map of Front Royal and Riverton Improvement Co. Inc. Block 57 North River Managerial District", prepared by Brogan Land Surveying, PLC, dated July 17, 2025, or as otherwise determined from a search of the public records ("Rights-of-Way"), said plat of survey or such other public records being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to all affected landowners and a duly advertised public hearing held on February 23, 2026, 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 their 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 said Rights-of-Way, to the Applicant and/or to any other abutting property owner, by quit claim deed of an area as shown on a plat of survey to be attached as an exhibit to each deed, 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, and,

DRAFT

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, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

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

A public hearing on the above was held on _____having been advertised in the Northern Virginia Daily on February 9 and February 13, 2026.

****

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2926 Item# 11C

Agenda Item: Resolution for Water Reservoir Dam Funding Application – Dam Break Inundation Zone Analysis

Summary: The Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund requires Council to approve a resolution to allow the Town to submit an application to potential receive funding from the program for a dam break inundation zone analysis. Council is requested to approve a resolution allowing the Town to submit application for the program.

Budget/Funding: 9601-3310010 Water Treatment Plant Grand Proceeds

Meetings: None

Proposed Motion: I move that Council approve a resolution allowing the Town to submit application to the Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund to seek potential funding for a dam break inundation zone analysis.

Moved _____ ***Seconded*** _____

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

RESOLUTION

Regarding Application for Water Reservoir Dam Funding Application

WHEREAS, the Town of Front Royal Municipal Code seeks to make application to the Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund to seek reimbursement for expenses associated with Engineering Study (Dam Break Inundation Zone Analysis) required by Virginia Department of Conservation and Recreation Dam Safety for the Town of Front Royal Water Treatment Raw Water Reservoir.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Front Royal, Virginia, that Town Council approves and directs staff to make application to the Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund.

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 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 A. Wood	__Yes __No

****

Approved as to Form and Legality:

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

DRAFT

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2926 Item# 11D

Agenda Item: Resolution for Water Reservoir Dam Funding Application – Geotechnical Report

Summary: The Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund requires Council to approve a resolution to allow the Town to submit an application to potential receive funding from the program for a geo technical report. Council is requested to approve a resolution allowing the Town to submit application for the program.

Budget/Funding: 9601-3310010 Water Treatment Plant Grand Proceeds

Meetings: None

Proposed Motion: I move that Council approve a resolution allowing the Town to submit application to the Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund to seek potential funding for a geotechnical report.

Moved _____ ***Seconded*** _____

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

RESOLUTION

Regarding Application for Water Reservoir Dam Funding Application

WHEREAS, the Town of Front Royal Municipal Code seeks to make application to the Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund to seek reimbursement for expenses associated with Engineering Study (Geotechnical Report) required by Virginia Department of Conservation and Recreation Dam Safety for the Town of Front Royal Water Treatment Plant Raw Water Reservoir.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Front Royal, Virginia, that Town Council approves and directs staff to make application to the Virginia Department of Conservation and Recreation Dam Safety, Flood Prevention and Protection Assistance Fund.

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Hillary Wilfong, Deputy Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 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 A. Wood	__Yes __No

****

Approved as to Form and Legality:

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

DRAFT

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: March 23, 2026 Item# 12

MOTION ON TO GO INTO CLOSED MEETING

To be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may TAKE ACTION in open session following closed meeting.

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

1) pursuant to §2.2-3711(A)(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 6,235 square foot portion of the unimproved Randolph Avenue between Washington Avenue and Lot 5, and,

2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the Amendment to the Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018; and,

3) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, between the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, United Bank, First Bank & Trust and the Town.

Motion to Certify Closed Meeting at its Conclusion

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

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Moved _____ ***Seconded*** _____

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