



## TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, November 24, 2014 @ 7:00pm  
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of November 10, 2014
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
  - a. Report of special committees or Town officials and Town Manager.
    1. Report from Smithsonian Conservation Biology Institute Advisor Marshall Jones
    2. Report from EDA Executive Director Jennifer McDonald
  - b. Requests and inquiries of Council members.
  - c. Report of the Mayor
  - d. Proposals for addition/deletion of items to the Agenda.
- \*7. **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**
  - A. COUNCIL APPROVAL – Budget Amendment for Purchase and Installation of Monitors in Government Center Board Room
  - B. COUNCIL APPROVAL – Donation of Old Christmas Wreaths to FRIBA
  - C. COUNCIL APPROVAL – Waiver of Curb, Gutter, and Apron for Habitat for Humanity
  - D. COUNCIL APPROVAL – Resolution to Endorse Expansion of Tourism Program

*\*The nature of a consent agenda is such that discussion of individual items does not occur.*

8. **COUNCIL APPROVAL** – Resolution to Establish 2014 Holiday Home Decorating Contest
9. **COUNCIL APPROVAL** – Town Manager Contract/Vacation Time
10. **COUNCIL APPROVAL** – Advertise for Public Hearing to Receive Public Input for a Town Building Official Position

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### **TOWN COUNCIL WORK SESSION**

1. Interviews for Architects for the Police Headquarters
2. Continued Discussion on Corner Lots
3. Discussion Regarding VML

# 7A

**Budget Amendment for Purchase and  
Installation of Monitors in Government  
Center Board Room**



Town of Front Royal, Virginia  
Council Agenda Statement

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Item No. 7(A)

Meeting Date: November 24, 2014

**Agenda Item:** COUNCIL APPROVAL – Budget Amendment for Purchase and Installation of Monitors in Government Center Board Room

**Summary:** The Town has received a request from Warren County to cost share the installation of monitors in the Warren County Government Center Board Room to enhance visibility when the overflow room is used. The total cost of this project is \$4,811.45 of which the Town is responsible for half (\$2,405.73) of the amount. Council is requested to consider approval of a budget amendment in the amount of \$2,000.00, as \$405.73 will be from the Information Technology Budget.

**Budget/Funding:** Budget amendment  
1000-3510110 [\$2,000.00] General Fund – Fund Balance  
1101-6001 [\$2,000.00] Council – Joint Expenses with County

**Attachments:** None

**Meetings:** Work Session held November 10, 2014

**Staff**

**Recommendation:** Approval  Denial

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

**Proposed Motion:** I move that Council approve a Budget Amendment in the amount of \$2,000.00 to cost share with Warren County for the purchase and installation of monitors at a total cost of \$4,811.45, to be placed in the Warren County Government Center Board Room. I further move that the remaining \$405.73 be from the Information Technology Budget.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By: JB

# 7B

**Donation of Old Christmas Wreaths to  
FRIBA**



Town of Front Royal, Virginia  
Council Agenda Statement

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Item No.   7(B)  

Meeting Date: November 24, 2014

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**Agenda Item:** COUNCIL APPROVAL – Donation of Old Christmas Wreaths to FRIBA

**Summary:** Council is requested to consider the donation of the Town's old Christmas wreaths to the Front Royal Independent Business Alliance (FRIBA)

**Budget/Funding:** None

**Attachments:** Letter from President of FRIBA

**Meetings:** None

**Staff Recommendation:** Approval  Denial

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

**Proposed Motion:** I move that Council approve the donation of the Town's old Christmas Wreaths to the Front Royal Independent Business Alliance (FRIBA).

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By:   JB

1 Kidd Lane  
Front Royal, VA 22630



info@frontroyaliba.com  
www.frontroyaliba.com

November 6, 2014

Steve Burke  
Town of Front Royal  
Front Royal, Va 22630

Steve:

The Town has obtained new holiday decorations for the Town, and the Front Royal Independent Business Alliance would like to take possession of the old decorations. We can store them, and have plans to repurpose the decorations within the community.

Please let me know if this is possible, and if so, what we need to do to accomplish this.

Sincerely,

Craig Laird  
President



*The best way to compete with organized business is with organized people.*

# 7C

**Waiver of Curb, Gutter and Apron for Habitat  
for Humanity**



Town of Front Royal, Virginia  
Council Agenda Statement

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Item No. 7(C)

Meeting Date: November 24, 2014

**Agenda Item:** COUNCIL APPROVAL – Waiver of Curb, Gutter, and Apron for Habitat for Humanity

**Summary:** The Warren County Habitat for Humanity has requested a waiver of the requirement for curb, gutter and driveway apron for the house proposed for construction at 864 Cannon Street.

**Budget/Funding:** None

**Attachments:** Letter from Warren County Habitat for Humanity

**Meetings:** Work Session held November 10, 2014.

**Staff**

**Recommendation:** Approval  Denial

*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 Town Council waive the requirement for curb, gutter and driveway apron for the house proposed for construction at 864 Cannon Street by the Warren County Habitat for Humanity.

**ROLL CALL VOTE REQUIRED**

\*Note: Motions are the formal & final proposal of Council, proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By: JB



Warren County Habitat for Humanity

P.O. Box 323

Front Royal, Virginia 22630

"Building community"

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October 14<sup>th</sup>, 2014

Major and Town Council of Front Royal

102 E. Main Street

Front Royal, Virginia 22630

Gentlemen,



Re: Cannon Street/ Warren County Habitat for Humanity project

I wanted to thank you all for the help you provided recently in voting yes to postpone payment of the water and sewer tap fees. Your consideration allows us to add a full basement to the project that would not have been possible if we had to pay for the cost of the water and sewer at this time.

I am coming to you today with one more request for this project. With submission of the site plan I received a call from the zoning administrator that we are required to add a concrete apron for the driveway and curb and gutter. With the zoning administrators explanation of the ordinance I went ahead and asked the surveyor to add the additional requirement to the site plan and I have resubmitted it with the enhancement.

Warren County Habitat for Humanity request your consideration to set aside or postpone the requirement for the apron and curb and gutter until such time Cannon Street is upgraded for all homes.

Thank you for your time and kind considerations as you contemplate your decision.

Regards,

  
John Hensley

Vice President Warren County Habitat for Humanity

# 7D

**Resolution to Endorse Expansion of Tourism  
Program**



Town of Front Royal, Virginia  
Council Agenda Statement

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Item No. 7(D)

Meeting Date: November 14, 2014

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**Agenda Item:** COUNCIL APPROVAL – Resolution to Endorse Expansion of Tourism Program

**Summary:** Council is requested to approve a Resolution endorsing the expansion of Front Royal's Tourism Program through the sponsorship and promotion of resident-related activities.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held November 10, 2014

**Staff Recommendation:** Approval ✓ Denial \_\_\_\_\_

*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 endorsing the expansion of Front Royal's Tourism Program through the sponsorship and promotion of resident-related activities.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By: SB



Town of Front Royal, Virginia



**RESOLUTION  
ENDORING THE EXPANSION OF  
FRONT ROYAL'S TOURISM PROGRAM**

**WHEREAS**, the Town of Front Royal has historically facilitated organizations outside of Town Government to sponsor events to attract tourists and citizens; and,

**WHEREAS**, the Virginia Main Street Program encourages its members to sponsor and promote events to engage residents and encourage their participation in events that will encourage exposure of local businesses; and,

**WHEREAS**, the Town of Front Royal has not yet achieved designation as a Virginia Main Street Community; and,

**WHEREAS**, the Town Council desires to endorse Town staff under the direction of the Town Manager to develop programs similar to those of a Virginia Main Street Community that do not conflict with activities of existing groups;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia hereby endorse the Town staff under the direction of the Town Manager to expand the Town's role in Tourism through the sponsorship and promotion of resident-related activities in our community and encourage the Town Manager to seek community input in these efforts.

Adopted this 24th day of November, 2014

APPROVED:

\_\_\_\_\_  
Timothy W. Darr, Mayor

Attest:

\_\_\_\_\_  
Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on \_\_\_\_\_ 2014, upon the following recorded vote:

|                  |        |                  |        |
|------------------|--------|------------------|--------|
| Thomas H. Sayre  | Yes/No | Bret W. Hrbek    | Yes/No |
| Hollis L. Tharpe | Yes/No | Eugene R. Tewalt | Yes/No |
| N. Shae Parker   | Yes/No | Daryl L. Funk    | Yes/No |

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Approved as to Form and Legality:

\_\_\_\_\_  
Douglas W. Napier, Esq., Town Attorney

Date: \_\_\_\_\_

# 8

**Resolution to Establish for Holiday Home  
Decorating Contest**



Town of Front Royal, Virginia  
Council Agenda Statement

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Item No. 8

Meeting Date: November 24, 2014

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**Agenda Item:** COUNCIL APPROVAL – Resolution to Establish 2014 Holiday Home Decorating Contest

**Summary:** Council is requested to approve a Resolution to establish the 2014 Holiday Home Decorating Contest sponsored by the Town on the Town's Facebook Page with awards to the top three votes as presented.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held November 10, 2014

**Staff Recommendation:** Approval  Denial

**Proposed Motion:** I move that Council approve a Resolution to establish the 2014 Holiday Home Decorating Contest as presented.

## ROLL CALL VOTE REQUIRED

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By: JB



Town of Front Royal, Virginia



RESOLUTION ESTABLISHING THE 2014 HOLIDAY HOME DECORATING CONTEST

WHEREAS, the Town of Front Royal encourages our residents to promote local tourism through the decoration of their homes for the 2014 holiday season; and,

WHEREAS, the Town of Front Royal desires to encourage friendly competition amongst our residents in their decoration efforts;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby establish the 2014 Holiday Home Decorating Contest sponsored by the Town on our Facebook page with awards to the top three votes receiving homes being \$100 credit towards their electric bill for the first place home, \$50 credit towards their electric bill for the second place home, and \$25 credit towards their electric bill for the third place home. Funding for this contest will come from our Electric Fund.

Adopted this 24th day of November, 2014

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia

Town Council on \_\_\_\_\_ 2014, upon the following recorded vote:

Table with 4 columns: Name, Yes/No, Name, Yes/No. Rows include Thomas H. Sayre, Hollis L. Tharpe, N. Shae Parker, Bret W. Hrbek, Eugene R. Tewalt, and Daryl L. Funk.

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: \_\_\_\_\_

# 9

**Town Manager Contract/Vacation Time**



**Town of Front Royal, Virginia  
Council Agenda Statement**

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Item No.   9  

**Meeting Date:** November 24, 2014

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**Agenda Item:** COUNCIL APPROVAL – Town Manager Contract/Vacation Time

**Summary:** Council is requested to approve the purchase back of forty hours of vacation time from the Town Manager per his contract for employment, said funds to be provided from salaries in the Town Manager budget.

**Budget/Funding:** Line Item - 1201-41001 (Salaries)

**Attachments:** None

**Meetings:** None

**Staff Recommendation:** Approval   ✓   Denial           

**Proposed Motion:** I move that Council approve the purchase back of forty hours of vacation time from the Town Manager per his contract for employment, said funds to be provided from salaries in the Town Manager budget.

**ROLL CALL VOTE REQUIRED**

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:   JB

# 10

**Advertise for Public Hearing to Receive  
Public Input for a Town Building Official  
Position**



**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   10  

**Meeting Date:** November 24, 2014

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**Agenda Item:** COUNCIL APPROVAL – Advertise for Public Hearing to Receive Public Input for a Town Building Official Position

**Summary:** Councilman Hrbek has requested that Council consider advertising for a Public Hearing to receive input from the public on a Town of Front Royal Building Official Position.

**Budget/Funding:** None

**Attachments:** None

**Meetings:** Work Session held November 17, 2014

**Staff Recommendation:** Approval   ✓   Denial           

**Proposed Motion:** I move that Council advertise for a Public Hearing to receive public input on a Town of Front Royal Building Official Position.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:   JTB



**TOWN COUNCIL WORK SESSION**  
Monday, November 24, 2014  
To be held immediately after the Regular Meeting  
Warren County Government Center

**Town/Staff Related Issues:**

1. Interviews for Architects for the Police Headquarters (15 minute intervals)
  - a. Grimm and Parker
  - b. Moseley
  - c. Hughes Group

**Council/Mayor Related Items**

2. Continued Discussion on Corner Lots – *Councilman Tewalt*
3. Discussion Pertaining to Virginia Municipal League (VML) Conference
4. Council Discussion/Goals (*time permitting*)



Item No. 2

## Town of Front Royal, Virginia Work Session Agenda Form

Date: November 24, 2014

**Agenda Item:** Continued Discussion on Consider Corner Lots

**Summary:** At the November 17, 2014 Work Session, Councilman Tewalt requested that a continued discussion on corner lots be placed on an upcoming work session.

**Council Discussion:** Council takes desired action

**Staff Evaluation:** Town Code Sections have been provided

**Budget/Funding:** None

**Legal Evaluation:** Town Attorney will be available

**Staff Recommendations:** None

**Town Manager Recommendation:** Town Manager will be available

**Council Recommendation:**

Additional Work Session     Regular Meeting     No Action

Consensus Poll on Action: \_\_\_(Aye) \_\_\_(Nay)

Work Session

## **TOWN CODE SECTIONS THAT REFER TO CORNER LOTS**

### **175-10.20 CORNER LOTS (R-E)**

- A. Of the two (2) sides of a corner lot, the front shall be deemed to be either of the two (2) sides fronting on streets.
- B. The side yard on the side facing the side street shall be one hundred (100) feet or more for both main and accessory buildings.
- C. Each corner lot shall have a minimum width at the setback line of two hundred twenty-five (225) feet.

### **175-10.30 CORNER LOTS (R-S)**

- A. Of the two (2) sides of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets.
- B. The side yard on the side facing the side street shall be fifty (50) feet or more for both main and accessory buildings.
- C. Each corner lot shall have a minimum width at the setback line of two hundred (200) feet.

### **175-18 CORNER LOTS (R-1)**

- A. Of the two (2) sides of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets. The side yard on the side facing the side street shall be thirty (30) feet or more for both main and accessory buildings.
- C. Each corner lot shall have a minimum width at the setback line of one hundred (100) feet.

### **175-27 CORNER LOTS (R-2)**

- A. Of the two (2) sides of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets.
- B. The side yard on the side facing the side street shall be twenty-five (25) feet or more for both main and accessory buildings.

### **175-37 CORNER LOTS (R-3)**

- A. Of the two (2) sides of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets.
- B. The side yard on the side facing the side street shall be twenty (20) feet or more for both main and accessory buildings.
- C. Each corner lot shall have a minimum width at the setback line of seventy-five (75) feet.

### **175-62 CORNER LOTS (I-1)**

- A. Of the two (2) sides of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets.
- B. The side yard facing on the side street shall be twenty (20) feet.