



TOWN COUNCIL WORK SESSION

TUESDAY, February 17, 2015 @ 7:00pm

Front Royal Administration Building

Town/Staff Related Issues:

1. Virginia Commission of the Arts Local Government Challenge Grant Applications (Oratorio Society and Blue Ridge Arts) – *Town Manager*
2. Continued Discussion of Draft Amendment to Chapter 175 – *Director of Planning/Zoning*
3. Cost for Appraisals – *Town Manager*
4. Accident Reports – *Town Manager*
5. FY15-16 Real Estate Tax Rate – *Town Manager*
6. Second Amendment for T-Mobile on Fairground Water Tank – *Town Attorney*

Council/Mayor Related Items

7. Discussion of Connector Road – *Mayor Darr*
8. Direction from Council on Planning Commission Vacancy
9. Council Discussion/ Goals (*time permitting*)
10. CLOSED MEETING – Award of a Public Contract Involving Public Fund; Prospective Business or Industry; and Consultation with Legal Counsel

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting 1) for the purpose of discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, specifically, to discuss architect proposals for the new Police Department headquarters, where discussion in an Open Session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia; 2) for the purpose of discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia; and, 3) for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters, specifically, unresolved zoning violations on property in the Town of Front Royal owned by Ron Llewellyn or in which Ron Llewellyn has a legal interest, requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

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 Action 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.



Town of Front Royal, Virginia Work Session

Date: February 17, 2015

Agenda Item: Virginia Commission of the Arts Local Government Challenge Grant

Summary: The Town has received requests from the Blue Ridge Arts Council and the Front Royal Oratorio Society to reapply for grants from the Virginia Commission of the Arts that are matched by the Town. The Town's match is \$5,000. The Town approved a \$500 match for the Front Royal Oratorio Society and a \$4,500 match for the Blue Ridge Arts Council in the FY14-15 budget. The application for the match grant must be endorsed by Town Council and submitted by April 1, 2015. The Blue Ridge Arts Council has requested that Council consider the full sum of \$5,000 to their organization.

Council Discussion: Council is requested to discuss the Town's participation in matching funds for the Virginia Commission of the Arts Grant

Staff Evaluation: The Local Government Challenge Grant will match up to \$5,000 in funding from local government. Both organizations have submitted justifications for their funding requests.

Budget/Funding: Funding for the Town's match will be included in the FY15-16 Budget. The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Town Council submit the Local Government Challenge Grant with funding for both the Blue Ridge Arts Council and the Front Royal Oratorio Society.

Town Manager Recommendation: The Town Manager recommends Town Council submit the Local Government Challenge Grant with funding for both the Blue Ridge Arts Council and the Front Royal Oratorio Society.

Council Recommendation:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action: ___(Aye) ___(Nay)

A



Blue Ridge Arts Council, Inc

305 East Main Street
 Front Royal, Virginia 22630
 540.635.9909 (Main) 540.635.9908 (Fax)
www.blueridgearts.org

February 2, 2015

TO: Mr. Steven Burke, Town Manager
 The Honorable Timothy W. Darr, Mayor
 Members of Town Council

FROM: Blue Ridge Arts Council Board of Directors
 Corinne Llewellyn, President
 Kym Crump, Executive Director

RE: FY 2015/2016 Budget Request

Blue Ridge Arts Council, Inc. respectfully requests that the Town of Front Royal consider funding our agency in the amount of \$5,000 for the year 2015/2016. This is a level funding request that the arts council had made since FY2000/2001, and the amount awarded to the arts council each year, with the exception of 2014/2015, when we received \$4500. The funding is necessary to continue the ongoing development of the cultural and arts and enrichment for the citizens and visitors of Front Royal.

This request comes with an addendum that the town submits a Local Government Challenge Grant proposal to the Virginia Commission for the Arts for matching funds of \$5,000.00 (maximum amount allotted by VCA). The grant request must be submitted before April 1, 2015 (not a postmark deadline). Front Royal has participated in the matching grant program since 1988, and was awarded the \$5,000 maximum match in VCA funds beginning with the funding year FY 2000/2001 through the current year. This is one of the few funding programs that VCA has no plans to reduce funding for during the next budget cycle, and also an opportunity for localities to bring back additional state funds to their constituency.

The Arts Council has utilized the funds from Town and the VCA Local Government Challenge Grant to fund many of our programs; art exhibits showcasing local and regional artists; arts-enrichment programs and instructional programs; and community outreach programs, including a wide

variety of entertainment promoting awareness in cultural heritage and enjoyment for the arts, presented in a variety of formats, including youth recitals, seasonal performance offerings and community concerts.

Last year, the arts council produced over 100 arts events, showcasing the talents of 305 performing and visual artists, and servicing over 17,000 community residents and visitors. This year we proudly celebrate 28 years of service to our community. Blue Ridge Arts Council has been the cultural mainstay in our community thanks in large part to the support of our organization through your continued funding.

The Town of Front Royal has included the arts council in its annual budget since 1988. It has also submitted a grant to the VCA each year. The matching program is very valuable to the council and immediately doubles your investment in the arts council, and brings back taxpayer dollars to our own community.

We realize how difficult and trying the local economy can be, and the many challenges the town faces each year in regards to funding, but feel that we provide a very vital and necessary service to the town and its residents. We value this long and important partnership with the Town of Front Royal.

Again, thank you for your consideration of this request, and your continued support of the arts in Front Royal.



Blue Ridge Arts Council, Inc. Did You Know?

- **Mission and History**

The mission of Blue Ridge Arts Council is to provide a broad base of support for the visual and performing arts, in all segments of the community, by increasing awareness, interest, knowledge and participation. Founded in 1987, Blue Ridge Arts Council is celebrating 28 years of service to the community. A 15 member community based board governs the work of the council, and employs a full time Executive Director and a part-time office manager.

- **Community**

The arts council primarily serves the Town of Front Royal and the County of Warren, and draws a significant audience and support from the residents of Winchester, Rappahannock, Frederick, Clarke, Fauquier and Shenandoah counties.

- **Major Program Areas**

- *Summer Outdoor Concert Series*

A nine week summer outdoor music and entertainment series at the Town Gazebo, highlighting a mix of music types, utilizing artists from the region and the eastern United States. The concerts are free and open to the public, and generally attract audiences of 300 to 600. This series is sponsored through a partnership with the Town of Front Royal, the County of Warren, and the Virginia Commission for the Arts.

- *Warren County Public School Arts Enrichment Partnership*

A partnership program with the local public school system bringing professional theatrical and musical performances into the public schools, servicing 5,100 students in grades K through 12. Residencies are also offered during the year, providing the opportunity for selected students to work closely with writers, dancers, musicians, and artists.

- *Art Exhibits*

A nine exhibit per year program showcasing a variety of regional and national artists, including new and emerging artists, in our gallery at 305 East Main Street. The council also coordinates showings in the following satellite galleries: Warren County Courthouse (2nd floor) and the Warren County Community Center.

- *Community Outreach Programs*

A variety of entertainment programs offered throughout the year to increase awareness and enjoyment in the arts presented in a variety of performance formats. Programs include community concerts, youth recitals in voice, piano and guitar, and seasonal performance offerings. The council is also active in many community organizations and helps in the production of many community events.

- *Instructional Programs*

Periodic continuing learning for adult and youth population is provided through a series of seminars, workshops and classes in the visual and literary art areas. We have ongoing class offerings for youth and adults in visual and performing arts, including dance, piano and voice, utilizing the gallery space a minimum of 4 nights per week.

- **Accomplishments**

Blue Ridge Arts Council produced over 100 arts events, showcasing the talents of 305 visual and performing artists, servicing over 17,000 community members and visitors in FY 2013/2014.

- **Funding**

Blue Ridge Arts Council operates on a budget of \$78,000 for the current fiscal year. Approximately 25% of our funding is supplied through state and local funding, including the Virginia Commission for the Arts, Town of Front Royal, County of Warren and Warren County School Board. The remaining 75% of our revenues are derived through membership, gallery sales, and special event and projects fundraising.

Purpose

To encourage local governments to support the arts.

Description

The Commission will match, up to \$5,000, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadline

April 1, 2015 by 5:00 PM, for local government grants awarded in FY16 (July 1, 2015 – June 30, 2016)

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

Amount of Assistance

Up to \$5,000, subject to funds available. The local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

Application/Review/Payment Procedures

1. Local governments submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via fax or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission board reviews the staff recommendations and takes final action on the applications in June.
5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must take the form of the appropriate page of the local government's approved 2015-2016 budget or a copy of the check (s) to the sub grantee (s). The Commission will pay the grant in full after receiving this confirmation no later than February 1, 2016.



Local Government Challenge Grant 2015-2016

Applicants should read the [2015-2016 Online Guidelines for Funding](#) and Grant Conditions to ensure compliance with all conditions. **The grant application deadline is April 1, 2015.** *This is not a postmark date.*

Mail Completed Application to:
Virginia Commission for the Arts
1001 East Broad Street, Suite 330
Richmond, VA 23219
804.225.3132 (Voice/TDD)
www.arts.virginia.gov

INSTRUCTIONS

The Local Government Challenge Grant Application is an interactive, fillable form that has fields in which you must enter text. The boxes for the fields are highlighted. You must fill in every field in order for this application to be considered complete and ready for review. Once you complete the application, print and submit one hard copy with an original signature to the Commission office by 5:00 pm, April 1, 2015. **(This is not a postmark date)**. Save a copy for your files. There is no option to submit an electronic version of this form. For all questions, please contact the Commission staff at (804) 225-3132.

GRANTEE INFORMATION

1. Applicant Local Government Name: Town of Front Royal		Website: http://www.frontroyalva.com/	
2. Mailing Address: P.O. Box 1560, Front Royal, VA 22630			
3. Physical Address if different: 104 East Main Street, Front Royal, VA 22630			
3. City: Front Royal	4. County: Warren	5. State: VA	6. Zip: 22630
7. Application Contact: Steven Burke		8. Contact Title: Town Manager	
9. Contact Email: sburke@frontroyalva.com		10. Telephone/Extension: 540-635-8007	
11. Federal Employer ID #: 54-6001299		*12. DUNS Number: 050390749	
**13. VA House #: 15	14. VA Senate #:26	15. US Congressional District #: 06	

*** All applicants must include their 9-digit DUNS number when applying for a grant.** This requirement is for the local government applicant only. Sub-grantee DUNS numbers are not required. For more information click here: <http://www.dnb.com/get-a-duns-number.html>

**** Give the number of the Virginia House, Senate and the U.S. Congressional district in which the local government is located.** The specific street address of your organization determines these numbers. If you do not know the numbers of the State or U.S. Congressional district in which your organization is located, contact your County Election Commission office or visit: <http://whosmy.virginiageneralassembly.gov>

*Do not list more than one (1) House, Senate or Congressional district in each space.

GRANT AMOUNT REQUEST

Applicant governments must match the amount requested from the Commission on at least a dollar-for-dollar basis with local government funds up to \$5,000; federal funds may not be included. A local government that has not approved its budget by the grant deadline may apply conditionally. After the grant has been approved, any change in the allocation of funds sub-granted to local arts organizations must be approved by the Commission.

16. Amount of Virginia Commission for the Arts assistance requested for FY2016: **\$5000**

17. Proposed local government arts appropriation for FY2016: **\$5000**

GRANT INFORMATION

18. What is the process for awarding the above grants?

A funding request is made to the Town by the local arts agency. This request is discussed at a work session and voted on at regular Town Council meetings.

19. Who is involved in making these decisions?

The Front Royal Town Council makes the final decision(s) and recommendation(s) in awarding funding for various projects. This is done at regularly scheduled Town Council meetings.

20. What criteria are sought in evaluating applicants?

The criteria used to evaluate the grant are the degree of involvement and applicability to the widest population.

21. List of current board/council members, if a board/council is involved in making funding decisions:

Timothy W. Darr, Mayor

Hollis L. Tharpe, Vice Mayor

Bret W. Hrbek, Council Member

Daryl Lee Funk, Council Member

Eugene R. Tewalt, Council Member

Bebhinn C. Egger, Council Member

John P. Connolly, Council Member

22. Give a brief description of the arts organization(s) proposed to receive Commission assistance through the Local Government Challenge Grant in 2015-2016.

BLUE RIDGE ARTS COUNCIL, INC

Blue Ridge Arts Council is a non-profit organization licensed by the Virginia State Corporation with a 15-member community based board and membership from all segments from the community. The Council has been incorporated since 1987 and has continuously brought innovative, high quality arts programs, activities and events to the Front Royal community. The arts council continues to expand their programs and offers a wide array of artistic programs to the community.

SUBGRANTEE (S) INFORMATION

23. Please list which local independent arts organizations will receive the Commission grant money sub-grant. After the Commission grant has been approved, any changes in the allocation of sub-grants to local arts organizations must be approved by the Commission. **Note:** Sub-grants (grants made by the local government) of any Commission funds, not to exceed \$5,000, from the Local Government Challenge grant program may only go to independent Virginia arts organizations for arts activities in the locality. Virginia arts organizations are defined as those organizations whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia, and have their headquarters and home seasons, or activities equivalent to a home season, in the state. Units of government and educational institutions cannot be considered arts organizations.

Name of Organization Physical Mailing Address	Sub Grantee Contact Name & Title	Sub Grantee Email Address	Proposed VCA \$ Grant Share
1. Blue Ridge Arts Council Inc 305 East Main Street, Front Royal, VA 22630	Kym Crump Executive Director	kcrump@blueridgearts.org	5000
2.			
3.			
4.			

5.			
6.			

Note: Attach additional local independent arts organizations on a separate piece of paper if necessary.

POPULATIONS BENEFITED

24. Select any categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Populations Benefited By Race

- N: American Indian/Alaska Native
- A: Asian
- B: Black/African American
- H: Hispanic/Latino
- P: Native Hawaiian/Other Pacific Islander
- W: White
- G: No single race/ethnic group listed above made up more than 25% of the population directly benefited.

Populations Benefited By Distinct Groups

- D: Individuals with Disabilities
- I: Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P: Individuals below the Poverty Line
- E: Individuals with Limited English Proficiency
- M: Military Veterans/Active Duty Personnel
- Y: Youth at Risk
- G: No single distinct group made up more than 25% of the population directly benefit

Populations Benefited By Age

- 1. Children/Youth (0-18 years)
- 2. Young Adults ((19-24 years)
- 3. Adults (25-64 years)
- 4. Older Adults (65+ years)
- 5. No single age group made up more than 25% of the population directly benefited

Arts Education

Choose the one item which best describes the funded activities.

- 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).
- Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).
- None of the funded activities involve arts education

Certification of Assurances & Grant Conditions for Local Government Grantees

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant;
- maintain accounting records which are supported by source documentation;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes;
- maintain procedures ensuring timely disbursement of funds;
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make changes to the proposed sub grantees, budget, schedule, program and or personnel. The requested changes must be approved in advance by the Commission.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts. ("ADA Coordinator")

No final report is required for the Local Government Challenge Grant. Each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. Confirmation of the match must include either a copy of the appropriate page from the city's/jurisdiction's approved FY2016 budget or a copy of the check (s) to the sub-grantee (s).

The Commission will pay the grant in full after receiving this confirmation. **The deadline for this confirmation is February 1, 2016.**

In all published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

This application must be signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the locality's compliance with all of the grant conditions listed above.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant locality.

Name of Local Government: Town of Front Royal

Name of Authorizing Official: Steven Burke

Title: Town Manager

Signature of Authorizing Official: _____ Date:

Email of Authorizing Official: sburke@frontroyalva.com

NOTE: Only documents with original signatures will be accepted. Do not send copies or email/fax this application.

B



Front Royal Oratorio Society

Maureen Sadler, President
Front Royal Oratorio Society
PO Box 1768
Front Royal, Virginia 22630

Mr. Steven M. Burke, Town Manager
Town Administration Building
102 E. Main Street
Front Royal, Virginia 22630

February 5, 2015

Dear Mr. Burke:

On behalf of the Board of Directors of the Front Royal Oratorio Society, I am writing to the Town Council of Front Royal to request funding consideration for \$500 in the Town's 2015 budget discussions and decisions.

Last year, the Town Council approved the Oratorio Society for \$500. This letter seeks to renew that request for 2015, and if approved, we also ask that the Town Council again apply for matching funds from the Virginia Commission for the Arts (VCA) through its Local Government Challenge Grant program. (We are happy to work with your staff to write the actual application.)

Background

Established in 1960, the Front Royal Oratorio Society is a nonprofit, community-based choir, and stands today as the oldest such choir in the Northern Shenandoah Valley. Two core values underpin our musical mission: (1) that anyone and everyone who wishes to sing with us may do so (there is no audition process); and (2) under our charter, all Oratorio Society performances are free and open to the public. We do not want lack of ability to pay to limit anyone's ability to share in the arts and be a part of the community fabric that the arts weave for all of us. We believe music is part of our heritage, and that sharing music builds strong communities. Currently, our group of 45 singers ranges in age from 17 to 85, representing virtually every demographic of the local community – from seniors in local retirement communities to high school students.

2014 Season to Date

The Town's \$500 support in 2014 has enabled us map out a busy year:

- **Christmas Concert**

We performed a highly-successful Christmas concert in December 2014. Key milestones of this concert are:

- 200 area residents attended – including a large contingent of students, and a busload of residents from Commonwealth Assisted Living/Southerlands;

- We were well publicized in area newspapers and radio;
- Attendees came from as far as Martinsburg, Manassas and New Market.
- **February 22 Celebration of the Birth of George Washington**
We will be performing at the February 22 celebration of George Washington's birthday at the Warren Heritage Society.
- **April 12, 2015:** Mozart's "Requiem" at Front Royal Presbyterian Church
- **July 3, 2015 :** Front Royal 4th of July Celebration at 4H Educational Center

2015 Request

The request for \$500 for next year will be used for two major concerts -- Christmas and Spring-- and allow us to participate in community events, as requested.

Budget

The Society's current annual budget is approximately \$12,000, which primarily covers modest stipends for our conductor, accompanist and local area musicians. Administrative expenses are minimal. Our sources of revenue are contributions from individuals, grants from private and corporate foundations, and paid advertising in our concert program booklets.

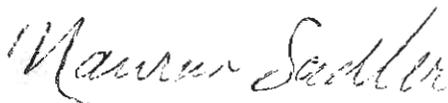
Summary

For more than 50 years, the Front Royal Oratorio Society has been a vital part of the cultural and community fabric here in Front Royal. Our organization brings neighbors together through the arts, while at the same time fostering "hometown" civic pride and encouraging local tourism which is good for area business. We hope that the Town Council will judge our request worthy by approving \$500.00 in its upcoming budget, representing of 4% of our annual budget (8% if similarly approved by VCA).

Attached are our current 2014/15 budget; copies of Christmas concert program and publicity for upcoming concert showing acknowledgment of the Town's generous contribution.

For any further information, please feel free to contact our Treasurer, Mr. David Freese at 540-635-4842 or DavidCFreese@yahoo.com

Sincerely yours



Maureen Sadler, President
Front Royal Oratorio Society

Budget Report 2014/5 (July 1, 2014 - June 30, 2015)		
	<i>as of January 31, 2015</i>	
	Approved	Actual
INCOME	Budget	YTD-31Jan2015
Member Dues	\$2,400.00	\$2,390.00
Individual Donors (Non members)	2,000.00	\$1,904.77
Individual Donors (members)	1,200.00	\$1,150.00
Ad Sales/Business Donors	1,100.00	\$1,160.00
Freewill Offering at Concerts	2,400.00	\$1,214.26
Grants	3,100.00	\$2,600.00
Grant – Town of Front Royal	500.00	\$500.00
CD Sales	0.00	\$20.00
Amazon	100.00	\$17.16
TOTAL INCOME	\$12,800.00	\$10,956.19
EXPENSE		
Salary - Director	4,100.00	2,050.00
Salary - Accompanist	2,850.00	1,425.00
Music Fees	650.00	542.00
Guest Artists	2,500.00	1,100.00
Marketing/Publicity/Printing	1,000.00	685.00
Radio Ads/Paid Print Ads	200.00	0.00
CD Production	0.00	0.00
Postage	300.00	159.30
Administrative, Audit, Misc	200.00	35.00
Rehearsal, Performance Rents (\$100	300.00	300.00
Music Bins/Storage	700.00	0.00
TOTAL EXPENSE	\$12,800.00	\$6,296.30
Surplus/Deficit	\$0.00	\$4,659.89
Notes		
1. Surplus will be drawn down in April for our annual spring Concert		
2. We are awaiting receipt of \$500 from VCA as match to Town of Front Royal's \$500.		
3. Targeted spring fundraising underway		
4. Discussions with 4 area business underway for corporate sponsorship		

The Front Royal Oratorio Society

Requiem

Wolfgang Amadeus Mozart

George T. Amos
conductor

Judy B. Connelly
accompanist

Free Choral Concert, Open to the Public
Freewill Offerings Accepted

For more information call
540-635-4842



Saturday, April 11, 7:30 p.m.—
Braddock Street United Methodist Church
114 Wolfe Street, Winchester

Sunday, April 12, 4:00 p.m.
Front Royal Presbyterian Church
114 Luray Avenue, Front Royal

www.frontroyaloratoriosociety.org

Generously supported by

Marion Park Lewis Foundation

Town
of
Front
Royal



VIRGINIA
COMMISSION
FOR THE





Town of Front Royal, Virginia
Work Session Agenda Form

Date: February 17, 2015

Agenda Item: Planning Commission Referral - Draft Amendment of Chapter 175
A. Continued discussion of corner lot regulations.
B. Discussion of possible prohibition of certain types of signs.
Director of Planning & Zoning

Summary:

A. Continued discussion of corner lot regulations. As previously discussed with Town Council, a public hearing is scheduled for February 23, 2015 in consideration of the draft revision of Chapter 148 of the Town Code, the Subdivision and Land Development Ordinance. In 2014 the Planning Commission recommended adoption of comprehensive changes to Chapter 148, and also updates to Chapters 175 and 156.

Councilman Tewalt previously requested a revision to Chapter 175 to address concerns he had regarding the existing corner lot regulations. In short, the regulations require the front yard to be the shortest side of a lot that fronts a street. However, the existing regulations do not consider existing houses that may have the front building facade facing the longest side. The attached code language was drafted in an attempt to address this concern regarding the front of corner lots with existing houses. The attached draft also includes language that would authorize the Planning Commission to authorize alternative front yards for corner lots for new development.

B. Discussion of possible prohibition of certain types of signs. Councilman Funk also indicated in a recent work session that he would like to discuss the following language in context to the entire sign ordinance.

Signs that are crudely drawn or lettered, such as, but not limited to, when a spray paint can is used to create a sign message that appears nonprofessional; signs that are poorly crafted, or crafted on unfinished materials that are commonly finished, such as, but not limited to plywood; and signs that are poorly maintained, such as, but not limited to a sign that is significantly damaged or weathered, or excessively dirty.

The question is whether or not Town Council would like to prohibit the signs above for all signs in the Town.

Council Discussion: This agenda item is scheduled for a work session review on 02/17/15.

Staff Evaluation: Planning & Zoning Staff will be available during the work session.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available at the upcoming work session.

Town Manager: The Town Manager will be available at the upcoming work session.

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: (Aye) (Nay)

175-18 CORNER LOTS (R-1)

- A. ~~Of the two (2) sides yards of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets.~~

Of the two (2) or more yards of a corner lot with frontage along a street, the front yard shall be the yard that is adjacent to the street side with the shortest frontage, except for lots with existing buildings, in which case the front yard shall be consistent with the orientation of the front building façade. The Planning Commission is authorized to approve a different yard as the front yard for new development on a corner lot when it is determined that the alternative front yard would improve consistency with existing houses on the streets that front the corner lot.

- B. 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.

{INCLUDE THE SAME CHANGE ABOVE TO THE FOLLOWING SECTIONS:

175-10.30 (R-S), 175-27 (R-2), 175-37 (R-3), and 175-62 (I-1).}



Town of Front Royal, Virginia Work Session

Date: February 17, 2015

Agenda Item: Costs for Appraisals

Summary: The Town solicited appraisals for two properties: Right-of-Way Vacation Request from William Murphy and County Park Maintenance property. Mr. Murphy is requesting the Town vacate 6,346 square feet of Right-of-Way adjacent to his property at Kesler Road and South Fork Drive. The Town provided 1.686 acres of Industrial/Residential property to Warren County to construct its Park Maintenance Facility; the value of the property donation was to be addressed when the McKay Springs property was sold, however the property value will now be reconciled with the funding to improve Catlett Mountain landfill. The cost for these appraisals ranged from \$2,500 to \$5,000 which is a significant increase from previous appraisal costs.

Council Discussion: Council is requested to consider using the recently conducting property assessment valuations prepared by Warren County's consultant to establish property values.

Staff Evaluation: Based upon the recently completed reassessment, the per acre cost for the County property is \$40,000 or \$67,440 for the Park Maintenance Property. The per acre cost for the Murphy property is \$93,750 or \$13,658 for the Murphy ROW.

Budget/Funding: The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Town Council utilize the recently completed property assessments for property valuation.

Town Manager Recommendation: The Town Manager recommends Town Council utilize the recently completed property assessments for property valuation.

Council Recommendation:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action: ___(Aye) ___(Nay)

County of Warren Property Record Card



For up-to-date property information, please visit the following
[Property Record Card Search](#)

Commissioner of Revenue
220 North Commerce Avenue
Suite 900
Front Royal, VA 22630

Phone: 540-635-2651

Parcel Information			
Address Location:	0	Total Acres: (Includes all Sublots)	.160
Zip Code:	22630	Zoning:	R-1
Tax Map Number:	20A111 2 2	Legal Description:	L2 B '2' KESLER SUB
Account Number:	8323	Legal Description 2:	
Magisterial Code:	North River-Town	Occupancy Code:	Vacant Land
Land Use:	Single-Family Residential Urban (Town)		

Legal Repository	
Deed Book No:	
Deed Book Page:	0
Will Book No:	
Will Book Page:	0
Plat Book No:	
Plat Book Page:	0

Valuation		
Land	Improvements	Total Value
\$15,000	\$0	\$15,000

Sales Information			
Sale Price:	\$0.00	Sale Date:	8/9/1999
Grantor:	MURPHY WILLIAM B		

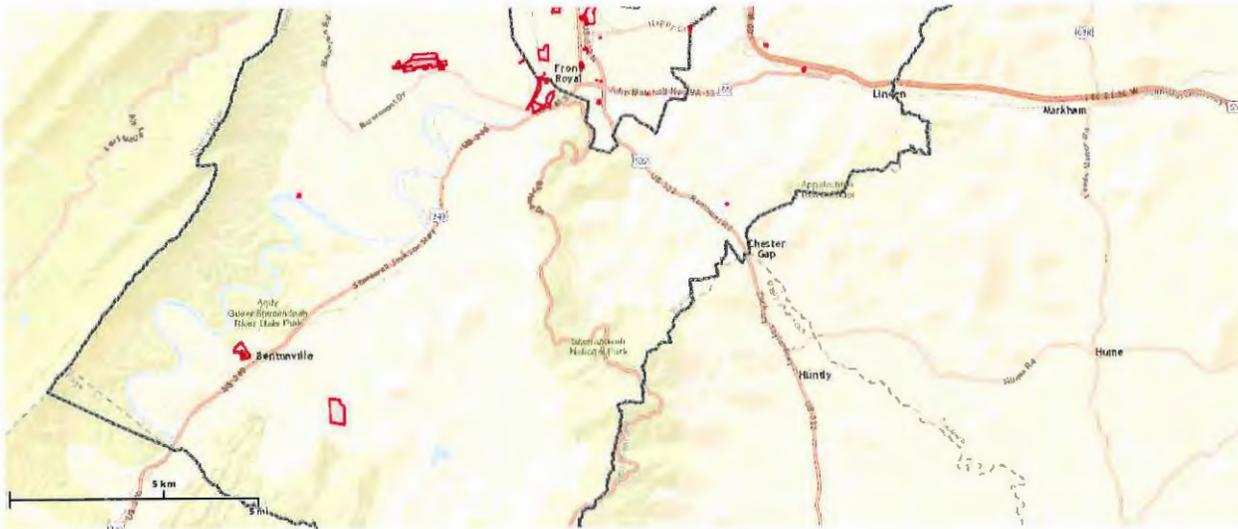
Ownership			
Current Owner			
Name:	MURPHY WILLIAM B & NADENE J TTEES	Name (Extended):	
Physical Address:	0	Purchase Date:	8/9/1999
		Purchase Price:	\$0.00

County of Warren Property Record Card

For up-to-date property information, please visit the following
[Property Record Card Search](#)



Building			
Year Built:	0	Story Height:	
Number of Rooms:	0	Number of Bedrooms:	0
Full Bathrooms:	0	Finished Basement SQ FT:	0
Half Bathrooms:	0		
Garage Capacity:	0	Air Conditioning:	
Garage Type:		Exterior Wall Type:	
Basement:		Interior Wall Type:	
Heating:		Fuel Type:	
Foundation Type:		Sewer:	None
Water:	None	Roof Type:	
Roof Material:		Floor Type:	



County of Warren Property Record Card



For up-to-date property information, please visit the following
[Property Record Card Search](#)

Commissioner of Revenue
220 North Commerce Avenue
Suite 900
Front Royal, VA 22630

Phone: 540-635-2651

Parcel Information

Address Location:	50 STADIUM DR	Total Acres: (Includes all Sublots)	43.564
Zip Code:	22630	Zoning:	R-2
Tax Map Number:	20A4 1 2	Legal Description:	LOT 2 RESIDUE TOWN OF
Account Number:	10006	Legal Description 2:	FRONT ROYAL DIV LR00-6106
Magisterial Code:	Shenandoah-Town	Occupancy Code:	Vacant taxes exempt
Land Use:	Exempt - Local Government		

Legal Repository

Deed Book No:	
Deed Book Page:	0
Will Book No:	
Will Book Page:	0
Plat Book No:	
Plat Book Page:	187

Valuation

Land	Improvements	Total Value
\$1,742,600	\$4,014,400	\$5,757,000

Sales Information

Sale Price:	\$0.00	Sale Date:	2/28/2001
Grantor:	TOWN OF FRONT ROYAL		

Ownership

Current Owner

Name:	COUNTY OF WARREN	Name (Extended):	
Physical Address:	50 STADIUM DR	Purchase Date:	2/28/2001
		Purchase Price:	\$0.00

County of Warren Property Record Card



For up-to-date property information, please visit the following
[Property Record Card Search](#)

Building			
Year Built:	0	Story Height:	
Number of Rooms:	0	Number of Bedrooms:	0
Full Bathrooms:	0	Finished Basement SQ FT:	0
Half Bathrooms:	0		
Garage Capacity:	0	Air Conditioning:	
Garage Type:		Exterior Wall Type:	
Basement:		Interior Wall Type:	
Heating:		Fuel Type:	
Foundation Type:		Sewer:	Public
Water:	Public	Roof Type:	
Roof Material:		Floor Type:	



County of Warren Property Record Card



For up-to-date property information, please visit the following
[Property Record Card Search](#)

Commissioner of Revenue
220 North Commerce Avenue
Suite 900
Front Royal, VA 22630

Phone: 540-635-2651

Parcel Information

Address Location:	0 MANASSAS AVE	Total Acres: (Includes all Sublots)	20.00
Zip Code:	22630	Zoning:	R-E
Tax Map Number:	20A4 1 1	Legal Description:	LOT 1 PT
Account Number:	10005	Legal Description 2:	BUSH MADDOX FARM
Magisterial Code:	Shenandoah-Town	Occupancy Code:	Exempt
Land Use:	Exempt - Local Government		

Legal Repository

Deed Book No:	208
Deed Book Page:	92
Will Book No:	
Will Book Page:	0
Plat Book No:	
Plat Book Page:	0

Valuation

Land	Improvements	Total Value
\$800,000	\$9,748,200	\$10,548,200

Sales Information

Sale Price:	\$0.00	Sale Date:	0/0/0
Grantor:			

Ownership

Current Owner

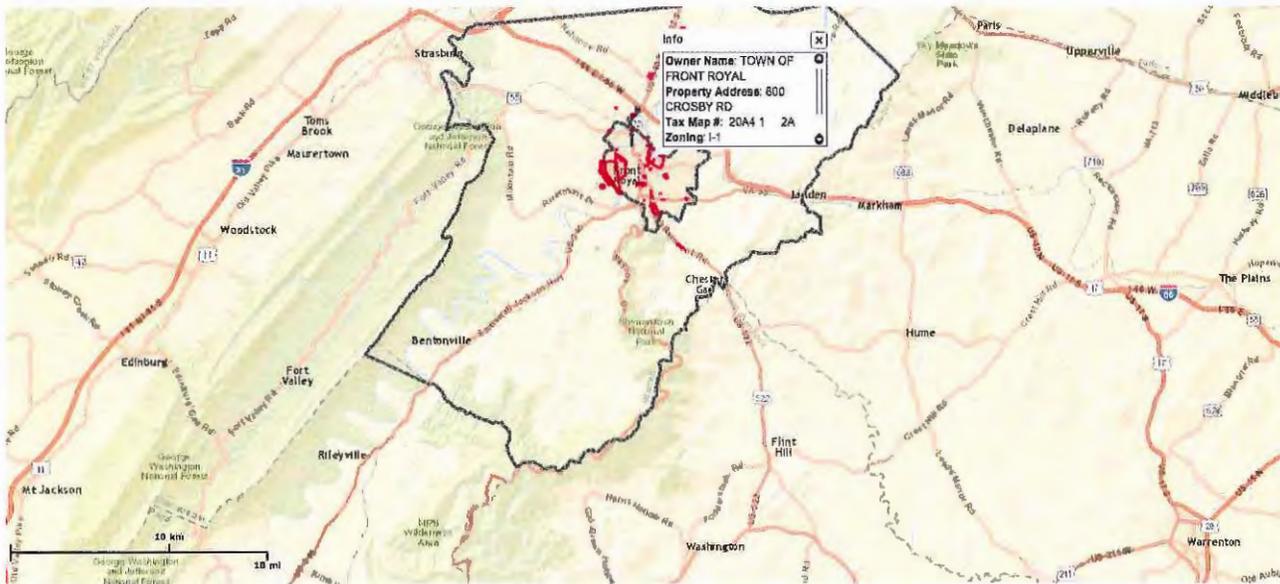
Name:	TOWN OF FRONT ROYAL	Name (Extended):	
Physical Address:	0 MANASSAS AVE	Purchase Date:	0/0/0
		Purchase Price:	\$0.00

County of Warren Property Record Card



For up-to-date property information, please visit the following
[Property Record Card Search](#)

Building			
Year Built:	1970	Story Height:	
Number of Rooms:	6	Number of Bedrooms:	0
Full Bathrooms:	0	Finished Basement SQ FT:	0
Half Bathrooms:	2		
Garage Capacity:	0	Air Conditioning:	Y
Garage Type:	None	Exterior Wall Type:	Brick
Basement:	None	Interior Wall Type:	Drywall
Heating:	Heat Pump	Fuel Type:	Electric
Foundation Type:	Slab	Sewer:	Public
Water:	Public	Roof Type:	Flat/Shed
Roof Material:	Comp. Shingle-Asph	Floor Type:	Tile





Town of Front Royal, Virginia Work Session

Date: February 17, 2015

Agenda Item: Accident Reports

Summary: The Town Attorney has confirmed that General Assembly has established regulation that FR300P accident reports (crash reports) be obtained through the Department of Motor Vehicles (§46.2-380). In addition, they have confirmed that the State Police do not furnish accident reports and refer requests to DMV. Requests for accident reports can be mailed or faxed to the DMV in Richmond and are provided within a few days at a cost of \$8.00.

Council Discussion: Council is requested to consider approving referral of accident reports by citizens to the Department of Motor Vehicles.

Staff Evaluation: The General Assembly has provided a recommended source for accident reports. Use of the DMV as the source for accident reports will reduce the time dedicated to locating and reproduction of these reports.

Budget/Funding: The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Town Council approve referral of accident reports by citizens to the Department of Motor Vehicles.

Town Manager Recommendation: The Town Manager recommends Town Council approve referral of accident reports by citizens to the Department of Motor Vehicles.

Council Recommendation:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action: ___(Aye) ___(Nay)



Town of Front Royal, Virginia Work Session

Date: February 17, 2015

Agenda Item: FY 15-16 Real Estate Tax Rate

Summary: The recent reassessment of property values in the Town have resulted in an average increase of 3% of assessed value which results in an approximate \$22,730 increase in levied tax revenue. State Code requires that any increase above 1% be identified as a tax increase.

Council Discussion: Council is requested to discuss the Real Estate Tax rate

Staff Evaluation: Staff will advertise the FY15-16 Real Estate Tax Rate at the current \$0.13 per \$100 valuation rate with disclosure that it is an equivalent \$0.0025 per \$100 valuation rate increase based upon the property reassessment. Council will have the ability to reduce the approved Real Estate Tax Rate following the public hearing.

Budget/Funding: The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends Town Council discuss their desired tax rate.

Town Manager Recommendation: The Town Manager recommends Town Council discuss their desired tax rate.

Council Recommendation:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action: ___(Aye) ___(Nay)



Town of Front Royal, Virginia Work Session Agenda Form

Date: February 17, 2015

Agenda Item: Request of T-Mobile Northeast LLC ("T-Mobile", successor in interest to Shenandoah Personal Communications Company and Omnipoint Communication CAP Operations, LLC) to add three (3) additional antenna and six (6) additional coax cables, for additional consideration, to their existing facilities located at the Town's Fairgrounds Road water tank.

Summary: T-Mobile to add three (3) additional antenna beyond the six (6) permitted by the current lease, and six (6) coax cables beyond the six (6) permitted by the current lease, for additional consideration, to its existing facilities located at the Town's Fairgrounds Road water tank. T-Mobile is currently in the third of four five (5) year lease renewal terms for use of the Town's Fairgrounds Road water tank and "floor space", continuing through March 31, 2018, at a current monthly rent of \$2,194.50. T-Mobile is offering additional rent of \$250.00 per month for the presence of the additional equipment, for a new total monthly rent of \$2,444.50, commencing sixty (60) day from execution. T-Mobile is also offering to pay \$4,000.00 in cash to the Town to compensate the Town for plan and design review. T-Mobile is cooperating with the Town, and incurring expense, by relocating their base equipment from the interior of the water tank to an area outside of the tank perimeter security fence. At the expense of T-Mobile, Tank Industry Consultants have conducted a structural evaluation, dated December 2, 2014, which has approved the proposed installation with recommendations.

Council Discussion: Town Council is asked to consider approving the "Second Amendment to Tower Site Lease Agreement", permitting T-Mobile to add to their existing facilities located at and on the Town's Fairgrounds Road water tank for additional consideration.

Staff Evaluation: The Town Manager will be available for questions.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available for legal questions.

Staff Recommendations:
N/A

Town Manager Recommendation:

The Town Manager recommends approval of T-Mobile's request to install three (3) additional antenna and six (6) additional coax cables to their existing facilities located at and on the Town's Fairgrounds Road water tank for additional rent of \$250.00 per month, commencing within sixty (60) days of execution.

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

SECOND AMENDMENT TO TOWER SITE LEASE AGREEMENT

This Second Amendment to the Tower Site Lease Agreement ("Second Amendment") is made by and between **Town of Front Royal** ("Lessor") and **T-Mobile Northeast LLC**, a Delaware limited liability company, successor-in-interest to **Omnipoint Communications CAP Operations, LLC** and **Shenandoah Personal Communications Company** ("Lessee").

WHEREAS, Lessor and Lessee entered into that certain Tower Site Lease Agreement dated February 9, 1998 ("Original Lease"), as amended by the First Amended and Restated Tower Site Lease Agreement dated April 29, 2008 ("First Amendment"), (collectively, the Original Lease and First Amendment are referred to herein as the "Lease"), whereby Lessor leased to Lessee a portion of the Town's property located at 395 Fairground Road, Front Royal, Warren County, Virginia (the "Premises"); and,

WHEREAS, on or about October 30, 2000, the Lessor approved an assignment of Shenandoah Personal Communications Company ("SPCC") rights and obligations under the Original Lease to Omnipoint Communications CAP Operations, LLC ("Omnipoint"), necessitated by a sale of SPCC's assets to Omnipoint; and,

WHEREAS, Lessor and Lessee desire to amend the Lease as follows;

WHEREAS, Lessor and Lessee hereby affirm that, as of the date hereof: (i) no breach or default by Lessor or Lessee occurred; and (ii) the Lease, and all the terms, covenants, conditions, provisions and agreements thereof, except as expressly modified by this Amendment are in full force and effect, with no defenses or offsets thereto; and

NOW THEREFORE, in consideration of the mutual covenants contained in the Lease and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Lessor and Lessee hereby agree as follows:

1. All capitalized terms shall have the meaning ascribed to them in the Lease unless otherwise defined in this Amendment.
2. Exhibit B and Attachments B1, B2, B3 and B4 of Exhibit B are deleted in their entirety and replaced with Exhibit B-2-1 and Exhibit B-2-2, attached hereto and incorporated herein.
3. Lessee's non-exclusive use of the Premises is amended as herein provided. Lessee shall relocate its Floor space of the Leased Premises to the new location, as shown on Exhibit B-2-1, which shall be no more than one hundred (100) square feet. Lessee shall have the right to install no more than three (3) equipment cabinets in the new Floor space. Lessee shall have the right to install, and shall not exceed, the following equipment on the Water Tank: nine (9) antennas, twelve (12) tower-mounted amplifiers ("TMAs"), eighteen (18) coax cables and ancillary equipment to support the Water Tank mounted equipment, as shown on Exhibit B-2-2.

4. Lessee shall pay Lessor additional rent of Two Hundred Fifty and 00/00 Dollars (\$250.00) per month ("Additional Rent"). The Additional Rent shall become effective the first to occur of (a) sixty (60) days following the full execution of this Amendment, or (b) first day of the month following the start of construction in conjunction with this Amendment.
5. Prior to the installation of any additional equipment allowed pursuant to this Second Amendment, Lessee shall submit a design and structural analysis meeting Lessor's requirements and shall pay a fee of Two Thousand Dollars (\$2,000.00) for the review and administrative processing of the design and structural analysis. In addition, Lessee shall pay an additional Two Thousand Dollar (\$2,000.00) fee for the plan review of the proposed fiber installation. Currently Lessor has reviewed a preliminary plan for Comcast to bring fiber to the Premises for Lessee use. At this time, the plans are not finalized and Lessee will continue to work with Lessor for approval. All fees required under this Section shall be paid within thirty (30) days of full execution of this Amendment.
6. Each of the parties represent and warrant that they have the right, power, legal capacity and authority to enter into and perform their respective obligations under this Amendment.
7. This Amendment will be binding on and inure to the benefit of the parties herein, their heirs, executors, administrators, successors-in-interest and assigns.
8. Except as specifically amended herein, the remaining terms of the Lease shall remain in full force and effect. To the extent any provision contained in this Amendment conflicts with the terms of the Lease, the terms and provisions of this Amendment shall prevail.
9. This Amendment may be executed in duplicate counterparts, each of which will be deemed an original.

(remainder of page blank)

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year last written below.

LESSOR

LESSEE

TOWN OF FRONT ROYAL

T-Mobile Northeast LLC

By: _____

By:  _____

Name: _____

Name: **Kevin Forshee** _____

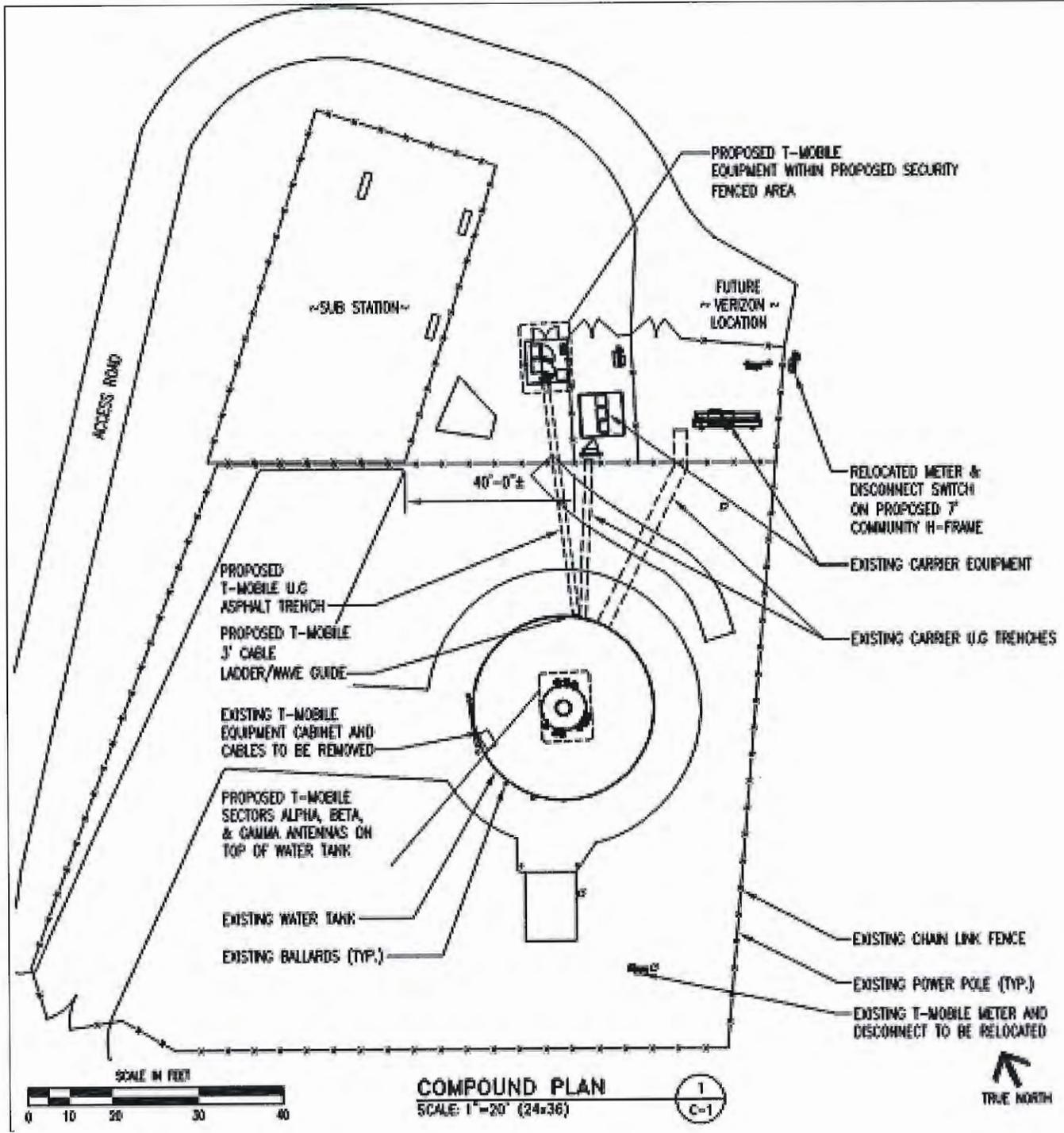
Title: _____

Title: **Area Director** _____

Date: _____

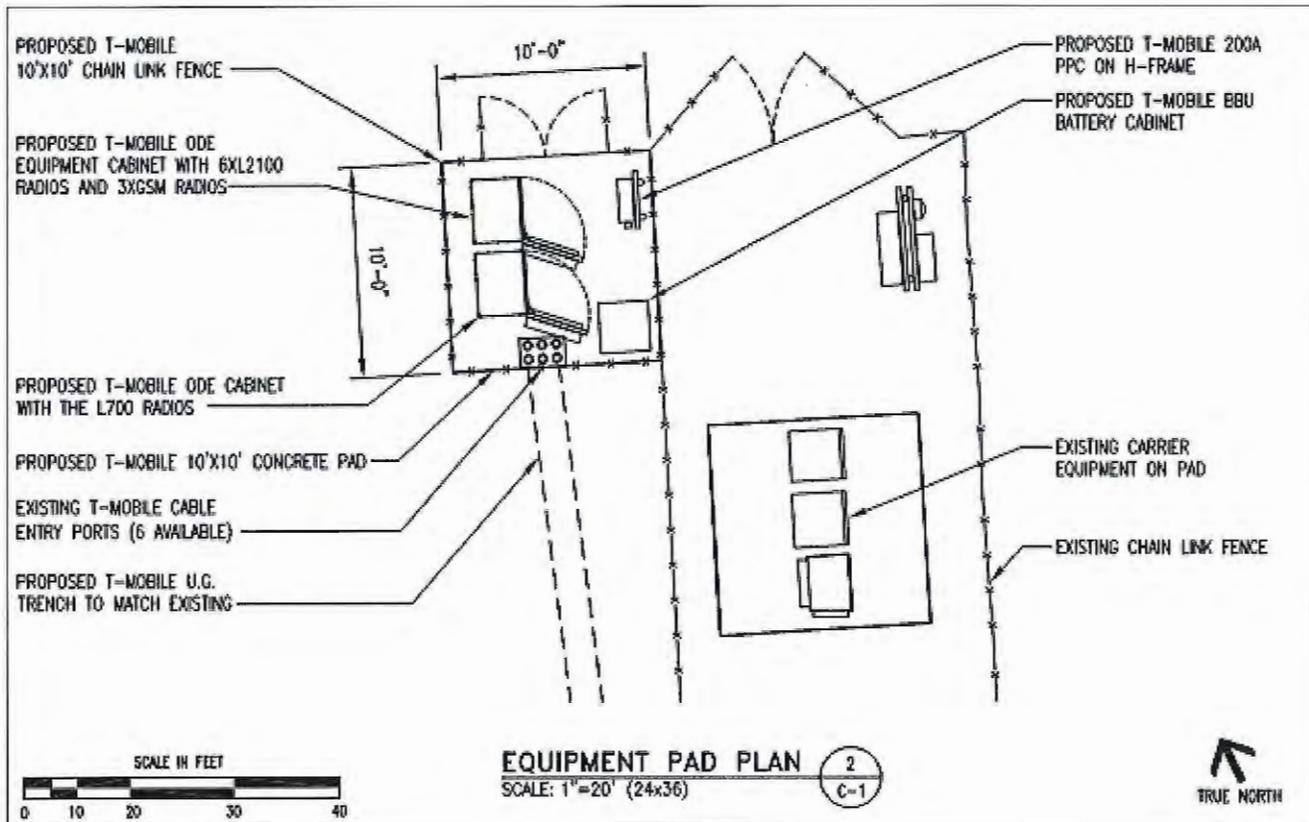
Date: 6-30-15 _____

EXHIBIT B-2-1
 (page 1 of 2)
LEASED PREMISES



Not to Scale

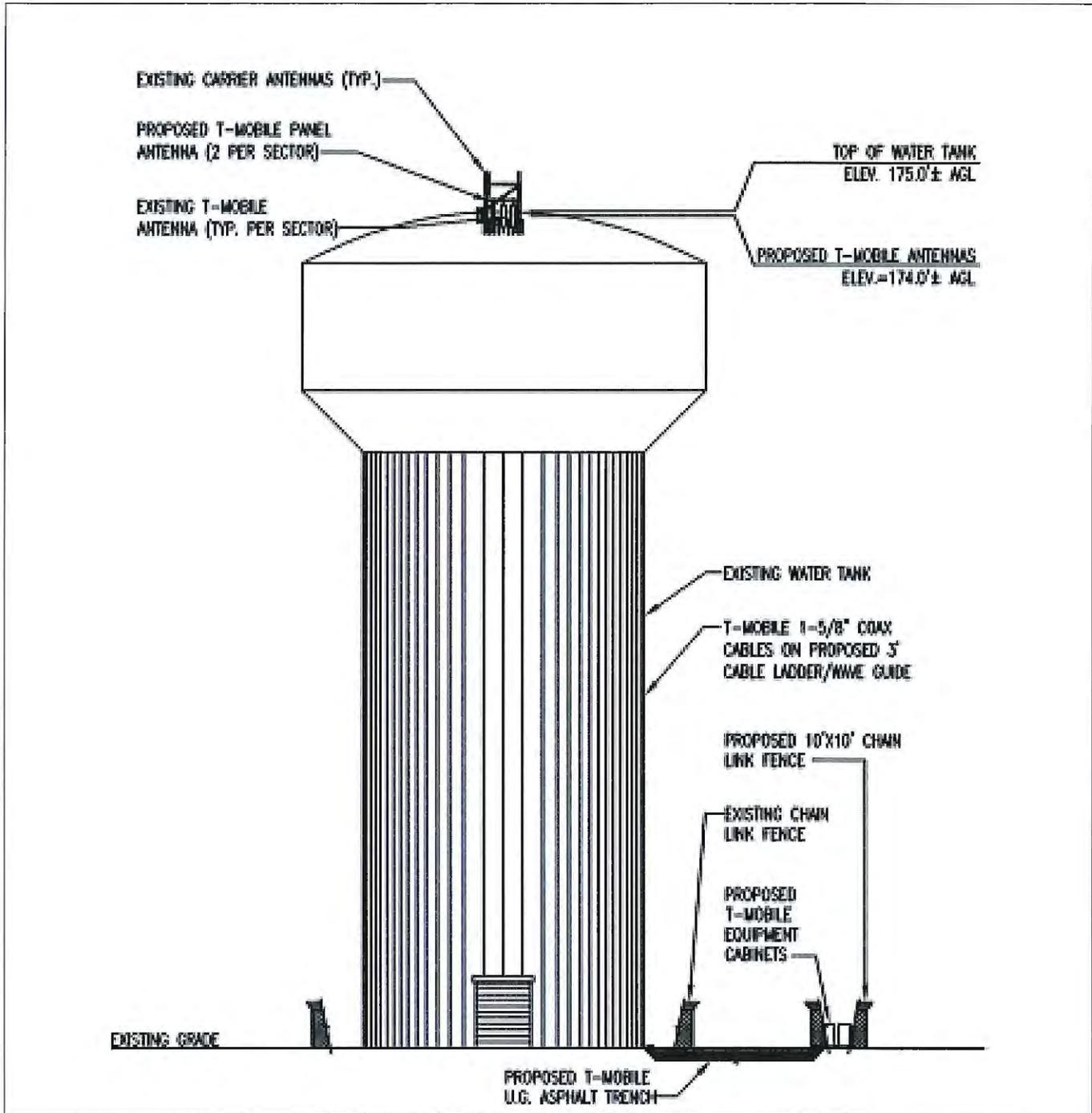
EXHIBIT B-2-1
 (page 2 of 2)
LEASED PREMISES



Not to Scale

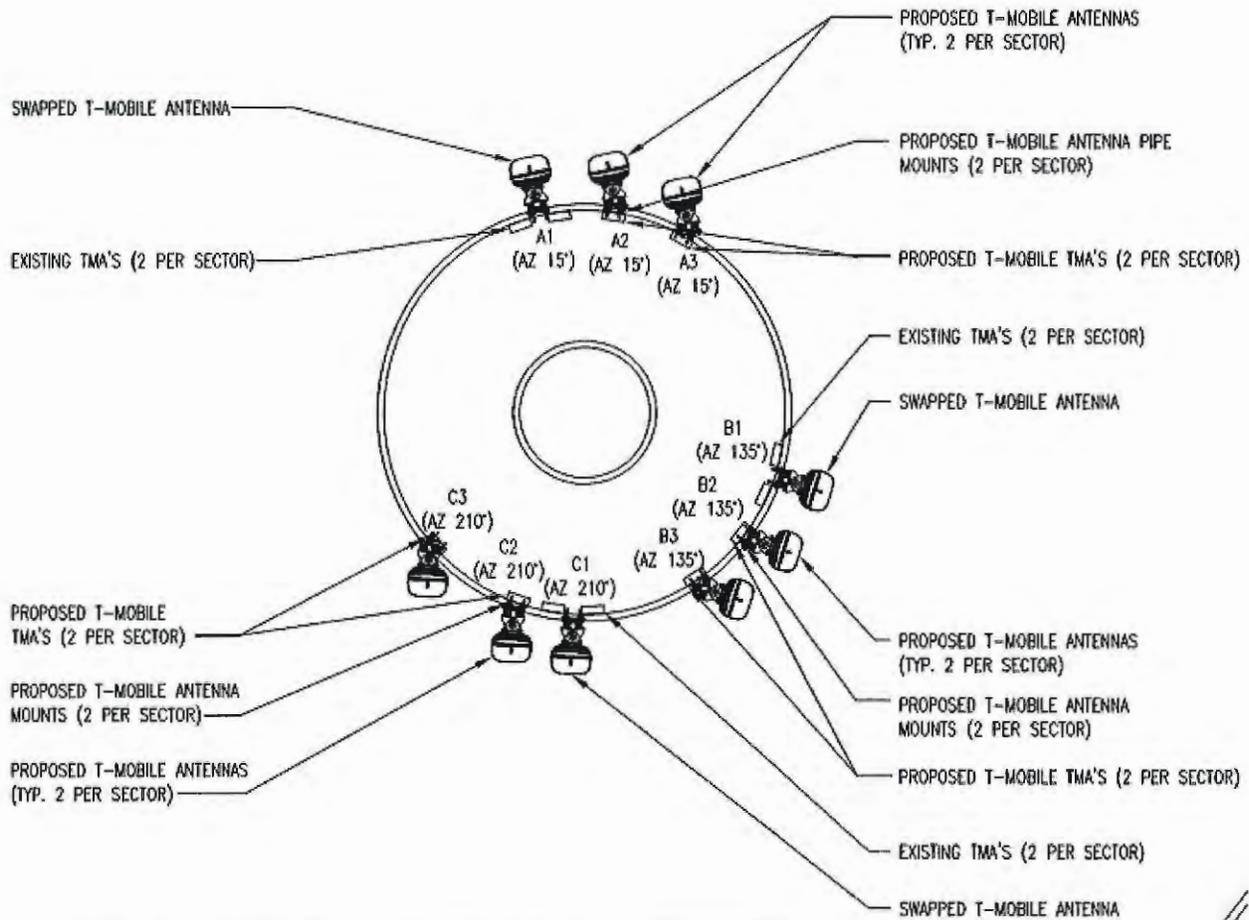


EXHIBIT B-2-2
(page 1 of 2)
LEASED PREMISES
On Water Tank



Not to Scale

EXHIBIT B-2-2
 (page 2 of 2)
LEASED PREMISES
On Water Tank



ANTENNA INFORMATION

SECTOR	STATUS	ANTENNA MANUFACTURER	ANTENNA MODEL	ANTENNA DIMENSIONS (HxWxD)	RAD CENTER	AZIMUTH	TMA/RRU QUANTITY & MODEL	CABLE QUANTITY & TYPE	CABLE LENGTH
A1	SWAPPED	ANDREW	HBXX9014DS	50.9"x12.0"x6.5"	174'	15°	(2) d B2 TMA	(2) EXISTING 1-5/8" COAX CABLE	200'±
A2	PROPOSED	COMMSCOPE	LNX-6515DS-A1M	96.4"x11.9"x7.1"	174'	15°	(1) dd B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
A3	PROPOSED	ANDREW	HBXX9014DS	50.9"x12.0"x6.5"	174'	15°	(1) dd B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
B1	SWAPPED	ANDREW	HBXX9014DS	50.9"x12.0"x6.5"	174'	135°	(2) d B2 TMA	(2) EXISTING 1-5/8" COAX CABLE	200'±
B2	PROPOSED	COMMSCOPE	LNX-6515DS-A1M	96.4"x11.9"x7.1"	174'	135°	(1) dd B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
B3	PROPOSED	ANDREW	HBXX9014DS	50.9"x12.0"x6.5"	174'	135°	(1) dd B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
C1	SWAPPED	ANDREW	HBXX9014DS	50.9"x12.0"x6.5"	174'	210°	(2) d B2 TMA	(2) EXISTING 1-5/8" COAX CABLE	200'±
C2	PROPOSED	COMMSCOPE	LNX-6515DS-A1M	96.4"x11.9"x7.1"	174'	210°	(1) dd B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
C3	PROPOSED	ANDREW	HBXX9014DS	50.9"x12.0"x6.5"	174'	210°	(1) dd B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	

NOTES:
 1. INSTALL NEW WELDED MOUNTS.
 2. INSTALL NEW LNX-6515DS-A1M ANTENNA IN NEW POSITION 2 ON HANDRAILS.
 3. INSTALL (4) NEW 1-5/8" COAX LINES PER SECTOR TO SUPPORT THE NEW ANTENNA.
 4. IF THE PCS TMA DOES NOT SUPPORT AISG2.0 A SMART BIAS T (SBT) WILL BE INSTALLED AND CONNECTED TO THE FIRST RUS01 B12 OF EACH SECTOR (RU-2-1 RPPORT 'A').
 5. CASCADED RET WILL BE CONFIGURED TO CONTROL THE ACTUATORS ON ALL LOW BAND AND MID BAND ANTENNAS (F THE LEGACY ANTENNA SUPPORTS IT).
 6. A MAXIMUM OF 6 ACTUATORS CAN BE CONFIGURED IN ONE CHAIN.

TIC

TANK INDUSTRY CONSULTANTS

7740 West New York Street
Indianapolis, Indiana 46214
317 / 271-3100 - Phone
317 / 271-3300 - FAX

Plainfield, Illinois
815 / 556-8335

Houston, Texas
281 / 367-3511

Pittsburgh, Pennsylvania
412 / 262-1586

December 2, 2014

Network Building & Consulting
6095 Marshalee Drive, Suite 300
Elkridge, Maryland 21075

Attn: Ms. Becky Caillouet

via Email: BCaillouet@nbcllc.com

Subject: Antenna Installation Review Report
1,000,000 Gallon Fairground Road Fluted Pedestal Tank
T-Mobile Site 7HCH158, Nineveh, 395 Fairgrounds Road
Town of Front Royal, Virginia
TIC Project 14.183.E1565.001

Ms. Caillouet,

In fulfillment of Network Building & Consulting's Purchase Order 1725, dated September 4, 2014, this letter report will summarize TIC's evaluation, conclusions and recommendations with regard to the proposed installation of new 700 MHz antenna equipment on the subject tank in accordance with drawings, provided by T-Mobile.

INTRODUCTION

The following documents were reviewed by TIC in preparing this summary report: T-Mobile drawings T-1, C-1, A-1, A-2, A-2A, A-3, G-1 and E-1. All drawings were Rev. B, dated 10-17-14.

As described in our September 2, 2014 proposal letter, TIC performed a Structural Evaluation of the antenna installation on the tank to assess the overall structural effects of the new antennas and also performed Design Review Services to review the methods of mounting the antennas on the tank for potential interferences to the operation and maintenance of the tank. Our conclusions and recommendations with respect to these topics are summarized as follows.

CONCLUSIONS

Structural Evaluation

TIC evaluated the effects of the antenna and associated wind loadings on the subject tank assuming that the geometry and member sizes of the roof antenna support structure components are in compliance with Mr. Mark Malouf's "Structural Modification Design" for the subject tank dated June 11, 2009. The antenna installer must verify that this is the case before proceeding with the proposed work. Based on the assumed geometry, TIC concludes that the

structural effects of the proposed new T-Mobile antenna loads are acceptable without additional modification of the tank roof, shell, pedestal or anchorage components. Note that the structural analysis and the design of the antenna supports to the existing structures assumes that the existing structure has not deteriorated or been damaged since its construction.

The additional vertical dead loads of the proposed new antennas and associated cables are negligible in comparison to the dead loads of the tank and its contents on the tank foundation and the cylindrical and conical components of the steel tank and pedestal. The lateral loads due to the design wind on the proposed new antenna equipment increase the base shear and overturning moment on the tank including the existing antenna equipment by less than 2%. This increase is considered acceptable based on the conservative nature of the assumptions used in the structural evaluation. The lateral loads due to the design wind on the existing and proposed new antenna equipment increase the base shear and overturning moment on the bare tank by less than 4%. This increase is considered acceptable based on the conservative nature of the assumptions used in the structural evaluation.

The proposed new antennas will increase the wind loading on the support structure at the center of the roof and on the roof itself. TIC concludes that the roof antenna support structure shown in Mr. Mark Malouf's "Structural Modification Design" for the subject tank dated June 11, 2009 is adequate for the proposed new antenna equipment and cables. TIC further concludes that the tank roof design is adequate and that stress imposed on the roof by the antenna equipment during design wind events will be within allowable stress levels.

Design Review Services

Care shall be taken to not disturb the coatings on the tank components during the installation of the antenna equipment. A post-installation inspection should be performed to verify that the installation was performed in accordance with the project drawings and specifications to the satisfaction of the tank Owner. Any damaged coatings should be repaired to match the existing coatings in the damaged area(s).

RECOMMENDATIONS

Structural Evaluation

The geometry and member sizes of the roof antenna support structure components should be verified to be as described and depicted in Mr. Mark Malouf's "Structural Modification Design" for the subject tank dated June 11, 2009. Any deterioration or structural damage to the existing tank should be reported to the Engineer of Record before proceeding with the proposed antenna installation.

Design Review Services

The proposed new coaxial cables should be routed from the tank shell to the safety handrail at the center of the roof so as not to come into contact with the roof plate. The cables should be supported on cable ladders for the entire distance between the tank shell and the antenna support tower. The installation of the cable ladders should allow a minimum of 2" clearance between the roof plate and any part of the cable ladder.

The antenna cables should be removed and temporarily supported whenever re-coating of the tank is performed. Note that any cables, galvanized metal, and/or thin gage metal items may be damaged by abrasive blast cleaning anytime that tank maintenance or repainting activities occur. For this reason, TIC recommends that antenna and wireless carriers remove their equipment when the tank is next repainted, or if removal is not feasible, that such items be adequately protected from damage.

TIC recommends that a visual inspection be performed immediately following any severe storm or extreme high wind conditions, such as those due to a tornado or hurricane, as antenna equipment, mountings and cable trays/ladders have been known to experience damage in such extreme conditions. Loose or broken components can become projectiles in these high wind conditions.

Please contact me at (815) 556-8335 or lieb@tankindustry.com if there are any questions on the above.

Sincerely,

Tank Industry Consultants

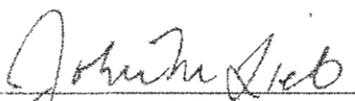


John M. Lieb, P.E.
Chief Engineer

Cc: Stephen W. Meier, P.E., S.E./Gregory R. "Chip" Stein, P.E. – TIC Indianapolis
Sabrina Fleming – TIC Plainfield

PROFESSIONAL ENGINEER'S CERTIFICATION

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Virginia.



John M. Lieb, P.E.

Date: December 2, 2014

