



**TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING**  
**Monday, February 23, 2015 @ 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 February 9, 2015
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 EDA Director Jennifer McDonald
    2. Report from Warren County Administrator Doug Stanley
    3. Quarterly Report from Finance Director Kim Gilkey-Breeden
  - b. Requests and inquiries of Council members.
  - c. Report of the Mayor
    1. Recognition of Service on Planning Commission – William T. Kline
  - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
  - A. COUNCIL APPROVAL – “Second Amendment to Tower Site Lease Agreement” for T-Mobile on Fairground Road Water Tank
  - B. COUNCIL APPROVAL – Resolution for Public Safety Telecommunications Week
  - C. COUNCIL APPROVAL – Resolution for One Time Exception to Appraisal Policy
  - D. COUNCIL APPROVAL -Resolution to Continue Discussion of Building Inspection Program
8. **PUBLIC HEARING** – Ordinance Amendment to Chapter 148 of the Town Code (*1st Reading*)
9. **COUNCIL APPROVAL** – Virginia Commission of the Arts Local Government Challenge Grant Application for Front Royal Oratorio Society & Blue Ridge Arts Council
10. **COUNCIL APPROVAL** – Resolution for Accident Reports Requests Referred to Department of Motor Vehicles
11. **COUNCIL APPROVAL** – Resolution and Commitment to Design and Construct Main Street through Avtex Property aka Local Connector Road
12. **CLOSED MEETING** – Prospective Business or Industry

# 7A

**COUNCIL APPROVAL - "Second  
Amendment to Tower Site Lease Agreement"  
for T-Mobile on Fairground Road Water  
Tank**



Town of Front Royal, Virginia  
Council Agenda Statement

Page 1  
Item No. 7(A)

Meeting Date: February 23, 2015

**Agenda Item:** COUNCIL APPROVAL – “Second Amendment To Tower Site Lease Agreement” for T-Mobile on Fairground Road Water Tank

**Summary:** Council has received a request from T-Mobile Northeast LLC to add three additional antenna and six additional coax cables to their existing facilities located at the Town’s Fairground Road Water Tank. Council is requested 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.

**Budget/Funding:** None

**Attachments:** Agreement and Letter from Chief Engineer

**Meetings:** Work Session February 17, 2015

**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 “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, as presented.

\*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

## 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.

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

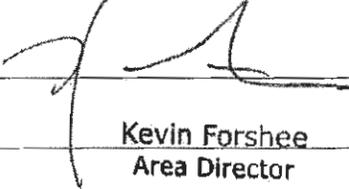
LESSOR

LESSEE

TOWN OF FRONT ROYAL

T-Mobile Northeast LLC

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Kevin Forshee

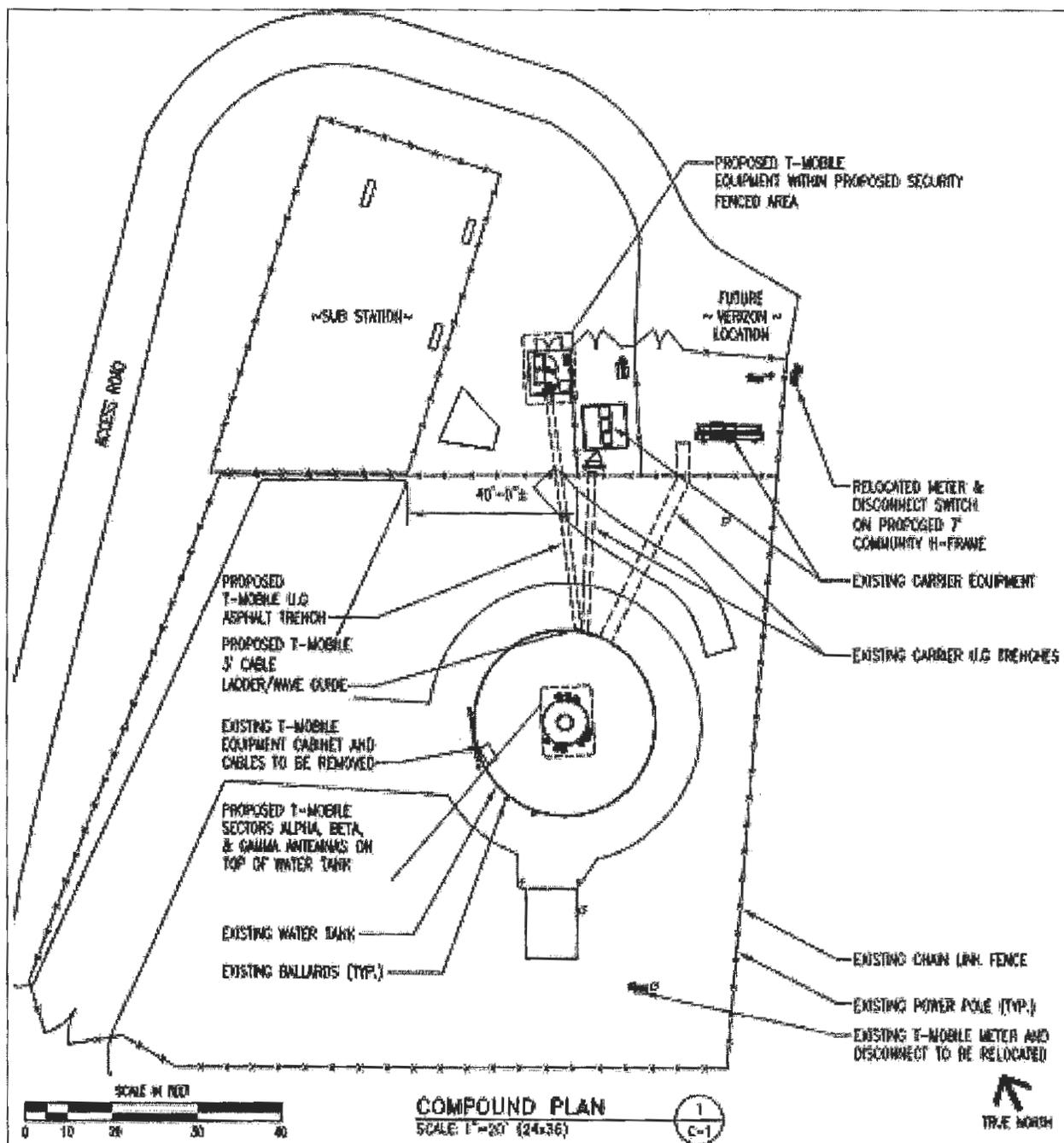
Title: \_\_\_\_\_

Title: Area Director

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

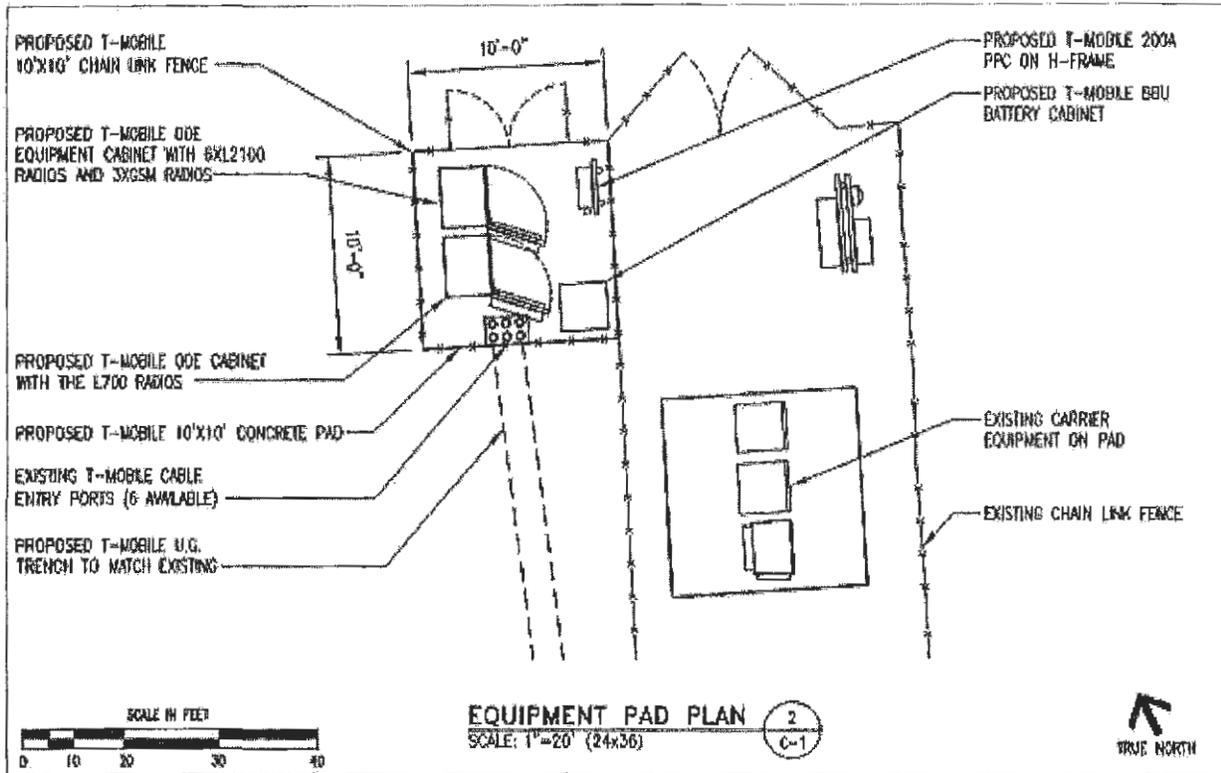
Date: 6-30-15

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



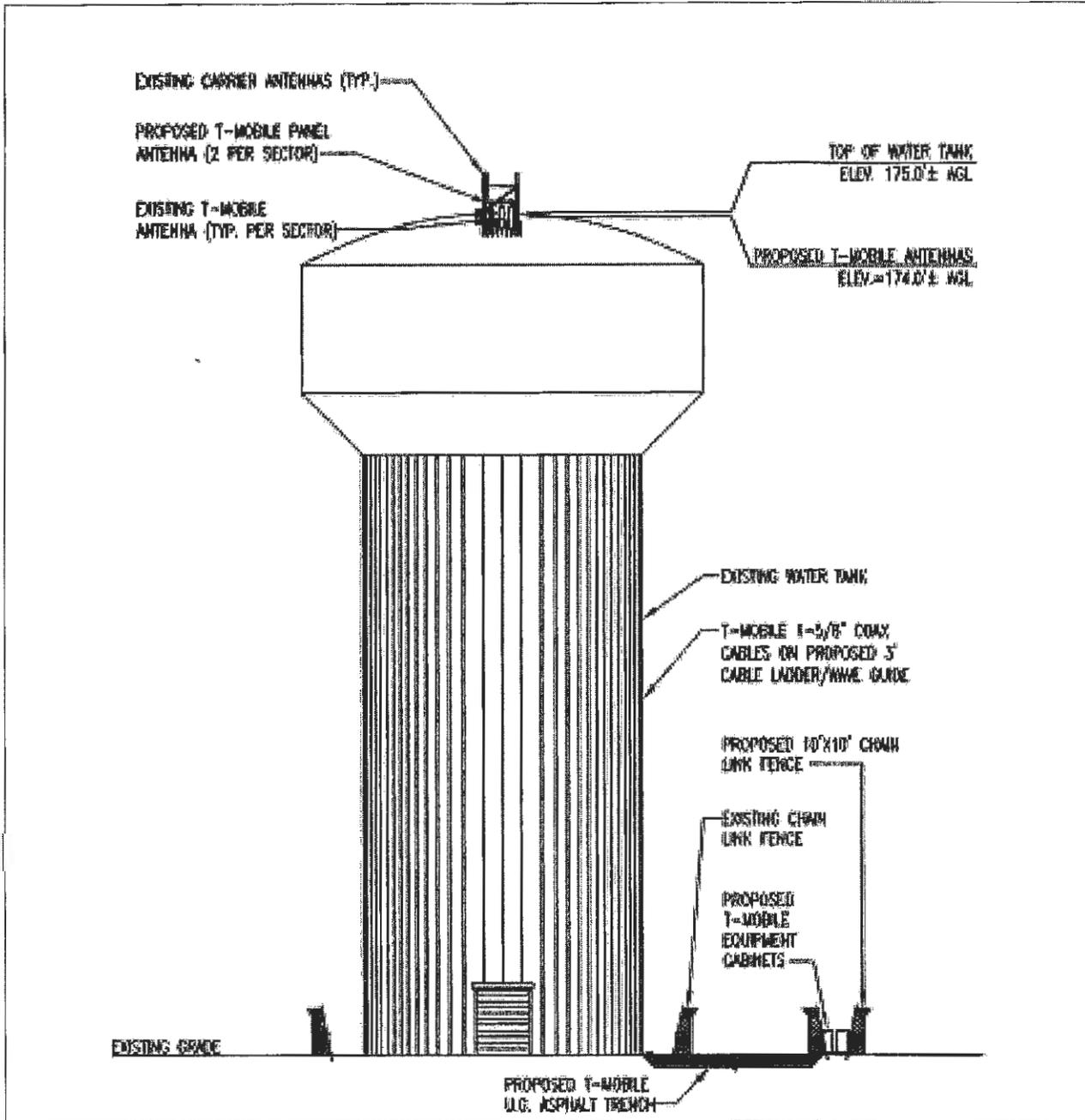
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**EXHIBIT B-2-1**  
 (page 2 of 2)  
**LEASED PREMISES**



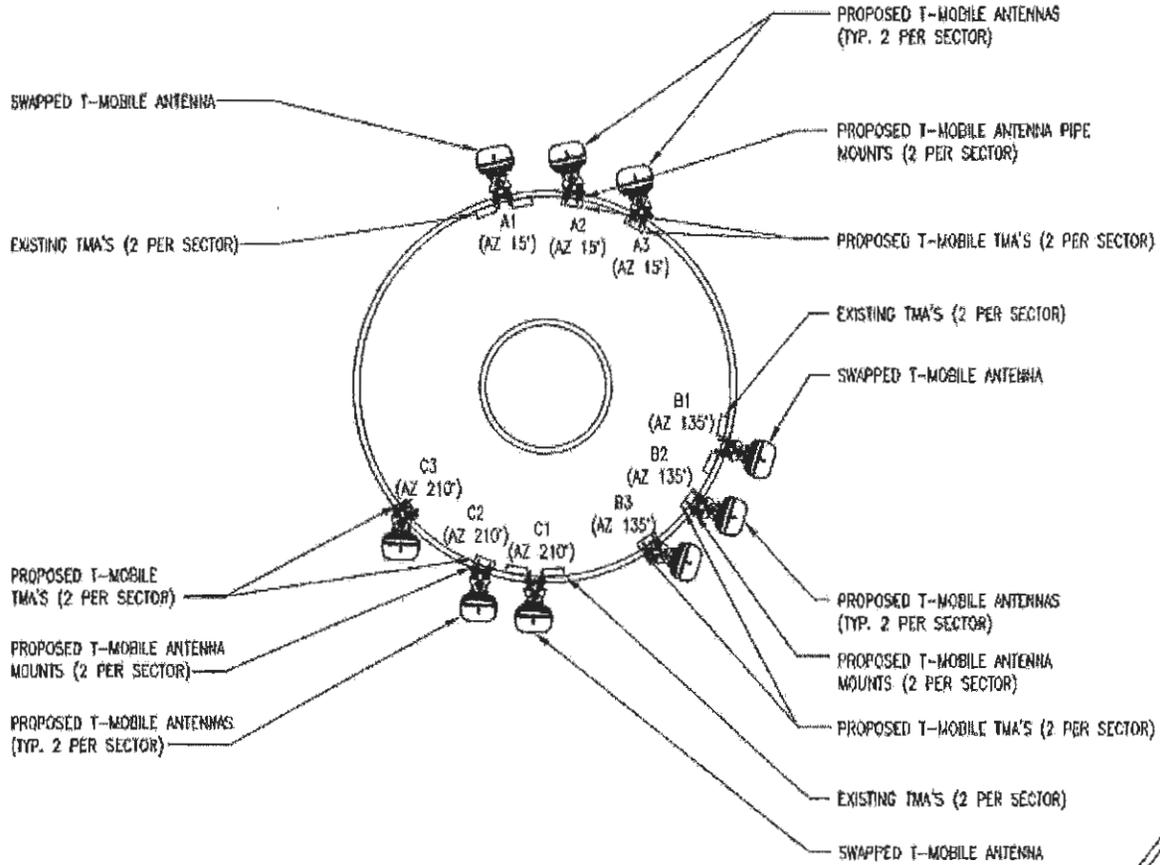
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EXHIBIT B-2-2  
(page 1 of 2)  
LEASED PREMISES  
On Water Tank



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	CADLE LENGTH
A1	SWAPPED	ANDREW	HBXX90140S	50.9"x12.0"x6.5"	174'	15°	(2) d B2 TMA	(2) EXISTING 1-5/8" COAX CABLE	200'
A2	PROPOSED	COMMSCOPE	LHX-65150S-A1M	96.4"x11.0"x7.1"	174'	15°	(1) d6 B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
A3	PROPOSED	ANDREW	HBXX90140S	50.9"x12.0"x6.5"	174'	15°	(1) d6 B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
B1	SWAPPED	ANDREW	HBXX90140S	50.9"x12.0"x6.5"	174'	135°	(2) d B2 TMA	(2) EXISTING 1-5/8" COAX CABLE	200'
B2	PROPOSED	COMMSCOPE	LHX-65150S-A1M	96.4"x11.0"x7.1"	174'	135°	(1) d6 B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
B3	PROPOSED	ANDREW	HBXX90140S	50.9"x12.0"x6.5"	174'	135°	(1) d6 B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
C1	SWAPPED	ANDREW	HBXX90140S	50.9"x12.0"x6.5"	174'	210°	(2) d B2 TMA	(2) EXISTING 1-5/8" COAX CABLE	200'
C2	PROPOSED	COMMSCOPE	LHX-65150S-A1M	96.4"x11.0"x7.1"	174'	210°	(1) d6 B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	
C3	PROPOSED	ANDREW	HBXX90140S	50.9"x12.0"x6.5"	174'	210°	(1) d6 B4 TMA	(2) PROPOSED 1-5/8" COAX CABLE	

- NOTES:**
1. INSTALL NEW WELDED MOUNTS.
  2. INSTALL NEW LHX-65150S-A1M ANTENNA IN NEW POSITION 2 ON HANDRAILS.
  3. INSTALL (2) NEW 1 5/8" COAX LINES PER SECTOR TO SUPPORT THE NEW ANTENNA.
  4. IF THE PCS TMA DOES NOT SUPPORT AS02.0 A SMART BIAS T (SMT) WILL BE INSTALLED AND CONNECTED TO THE FIRST RUS01 B12 OF EACH SECTOR (RU-2-1 REPORT 'A').
  5. CASCADED RET WILL BE CONFIGURED TO CONTROL THE ACTUATORS ON ALL LOW BAND AND MID BAND ANTENNAS (IF THE LEGACY ANTENNA SUPPORTS IT).
  6. A MAXIMUM OF 0 ACTUATORS CAN BE CONFIGURED IN ONE CYCLE.

# 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](mailto: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.

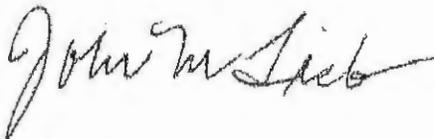
The antenna cables should be removed and temporarily supported whenever re-coating of the tank is performed. Note that any cables, galvanized metal, and/or thin gage metal items may be damaged by abrasive blast cleaning anytime that tank maintenance or repainting activities occur. For this reason, TIC 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](mailto:lieb@tankindustry.com) if there are any questions on the above.

Sincerely,

Tank Industry Consultants

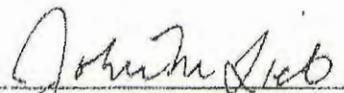


John M. Lieb, P.E.  
Chief Engineer

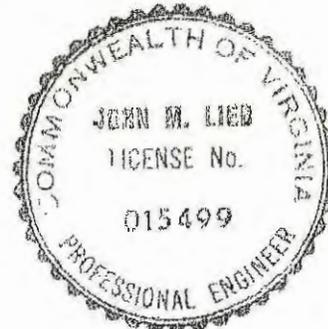
Cc: Stephen W. Meier, P.E., S.E./Gregory R. "Chip" Stein, P.E. – TIC Indianapolis  
Sabrina Fleming – TIC Plainfield

**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



# T-Mobile

T-MOBILE NORTHEAST LLC  
**SITE NUMBER: 7HCH158**  
**SITE NAME: NINEVEH**

## T-MOBILE 700MHz INSTALLATION, DESIGN 704g-large/4E

SITE ADDRESS:  
 395 FAIRGROUNDS ROAD  
 FRONT ROYAL, VA 22630



Know what's below.  
 Call before you dig.

T-Mobile  
 1000 W. PACIFIC AVENUE  
 BELTSVILLE, MD 20854  
 (301) 261-2600 Fax: (301) 261-2600

**NBC**  
 TOTALLY COMMITTED.  
 ARCHITECTS AND ENGINEERS  
 1000 W. PACIFIC AVENUE  
 BELTSVILLE, MD 20854  
 (301) 261-2600

**BC**  
 Architects  
 engineers

SUBMITTALS			
DATE	DESCRIPTION	REVISION	BY
10/21/14	PRELIMINARY EDCS	A	
10/21/14	REVISIONS CDS	B	

DEPT.	DATE	APPROVED	REVISIONS
RF			
RF			
ZONING			
EMS			
CONSTR.			
SITE ACQ.			

PROJECT NO: 7HCH158  
 DRAWN BY: CR  
 CHECKED BY: C. MORIN



PROFESSIONAL SEAL

THIS DOCUMENT IS THE CREATION, DESIGN, PROPERTY AND COPYRIGHT WORK OF T-MOBILE. ANY DUPLICATION OR USE WITHOUT EXPRESS WRITTEN CONSENT IS STRICTLY PROHIBITED.

SITE NUMBER  
**7HCH158**  
 SITE NAME  
**NINEVEH**

SHEET TITLE

**TITLE SHEET**

SHEET NUMBER  
**T-1**

### SITE INFORMATION

SCOPE OF WORK: PROJECT CONSISTS OF INSTALLING (3) PROPOSED ANTENNAS, (3) PROPOSED ANTENNA MOUNTS, (2) PROPOSED ODE CABINETS, & A CHAIN LINK FENCE WITHIN A FENCED AREA TO AN EXISTING WIRELESS TELECOMMUNICATIONS FACILITY.

PROJECT DESIGN: 704g-large/4E (AS IDENTIFIED ON RFDS)

SITE ID NUMBER: 7HCH158

911 SITE ADDRESS: 395 FAIRGROUNDS ROAD FRONT ROYAL, VA 22630

TANK OWNER: TOWN OF FRONT ROYAL  
 ADDRESS: 18 N. ROYAL AVENUE FRONT ROYAL, VA 22630

LATITUDE (NAD 83): 39.005542°  
 LONGITUDE (NAD 83): -79.102004°

JURISDICTION: WARREN COUNTY  
 ZONING: INDUSTRIAL

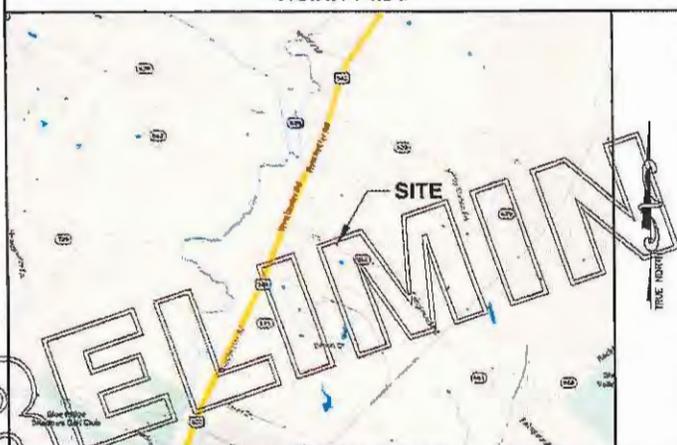
USE & OCCUPANCY GROUP: UTILITY

CONSTRUCTION TYPE: IB

PARCEL/MAP NUMBER: 5074-9R-1346  
 PARCEL AREA: 2.35+ ACRES  
 PARCEL OWNER: TOWN OF FRONT ROYAL  
 ADDRESS: 18 N. ROYAL AVENUE FRONT ROYAL, VA 22630

GROUND ELEVATION: 528' (AMSLL)  
 STRUCTURE TYPE: WATER TANK  
 STRUCTURE HEIGHT: 178' (AOL)

### VICINITY MAP



### DIRECTIONS

FROM: 12050 BALTIMORE AVENUE, BELTSVILLE, MD 20705.  
 HEAD SOUTHWEST ON U.S. 1 (BALTIMORE AVE) 3.2 MI. SLIGHT RIGHT TO MERGE ONTO I-495 W/ I-95 N 0.9 MI. CONTINUE ONTO I-495 W (SIGNS FOR INTERSTATE 495 W/BELTWAY/SILVER SPRING). ENTERING VIRGINIA 22.1 MI. TAKE EXIT 49 FOR INTERSTATE 66 W TOWARD MANASSAS/FRONT ROYAL 0.7 MI. MERGE ONTO I-66 W 87.5 MI. TAKE EXIT 8 TO MERGE ONTO US-340 NUS-622 W/WINCHESTER RD TOWARD WINCHESTER 3.5 MI. TURN RIGHT ONTO STATE RTE 951 0.3 MI. TURN LEFT 210 FT. TAKE THE 1ST LEFT 16 FT.

### CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING CODES.

- 2012 VA UNIFORM STATEMENT BUILDING CODE
- ANSI/TIA-222-G
- 2008 NATIONAL ELECTRICAL CODE
- TIA 807
- 2009 NFPA 101, LIFE SAFETY CODE
- INSTITUTE FOR ELECTRICAL & ELECTRONICS ENGINEER 81
- 2009 IPC
- IEEE C2 NATIONAL ELECTRICAL SAFETY CODE LATEST EDITION
- AMERICAN CONCRETE INSTITUTE
- TELECORDIA GR-1276
- AMERICAN INSTITUTE OF STEEL CONSTRUCTION
- ANSI/ASTM A31
- MANUAL OF STEEL CONSTRUCTION 13TH EDITION

### DRAWING INDEX

- T-1 TITLE SHEET
- C-1 COMPOUND PLAN & ELEVATION
- A-1 ANTENNA PLANS & ANTENNA SCHEDULE
- A-2 EQUIPMENT DETAILS
- A-2A CHAIN LINK FENCE DETAIL
- A-3 RF PLUMBING DIAGRAM
- C FOUNDING DETAILS
- E ELECTRICAL PLANS & DIAGRAMS

### DO NOT SCALE DRAWINGS

THESE DRAWINGS ARE FORMATTED TO BE FULL-SIZE AT 24"x36". CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE DESIGNER/ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR MATERIAL ORDERS OR BE RESPONSIBLE FOR THE SAME. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICE TO PREVENT STORM WATER POLLUTION DURING CONSTRUCTION.

### APPROVAL BLOCK

	DATE	APPROVED	APPROVED AS NOTED	DISAPPROVED/REVISE
PROPERTY OWNER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE ACQUISITION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION MANAGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZONING		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RF ENGINEER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PROJECT TEAM

APPLICANT: T-MOBILE NORTHEAST LLC  
 12050 BALTIMORE AVENUE  
 BELTSVILLE, MD 20705  
 OFFICE: (240) 264-8600  
 FAX: (240) 264-8610

PROJECT MANAGEMENT FIRM: NETWORK BUILDING + CONSULTING, LLC.  
 6095 MARSHALEE DRIVE, SUITE 300  
 ELK RIDGE, MD 21075  
 (410) 712-7092

ENGINEERING FIRM: NB+C ENGINEERING SERVICES, LLC.  
 6095 MARSHALEE DRIVE, SUITE 300  
 ELK RIDGE, MD 21075  
 (410) 712-7092

A&E FIRM: BC ARCHITECTS ENGINEERS, P.L.C.  
 5091 COLUMBIA PIKE, SUITE 200  
 FALLS CHURCH, VA 22041  
 (703) 671-6900







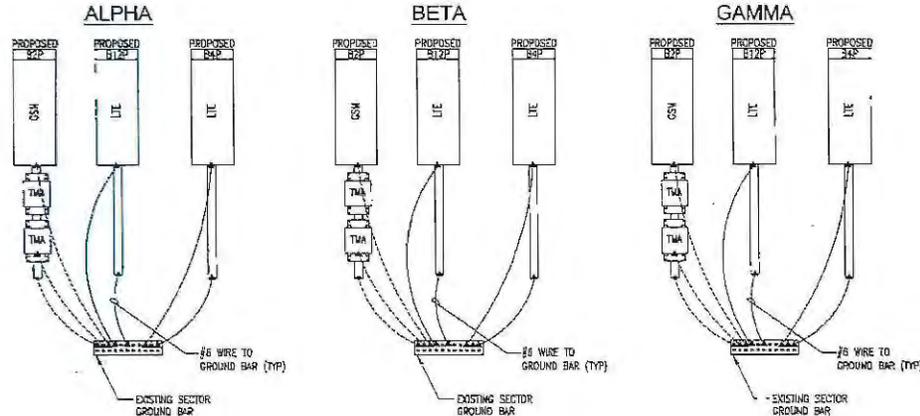




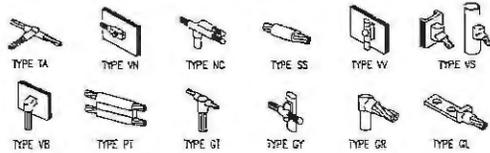
### GROUNDING NOTES

- GROUNDING SHALL COMPLY WITH NEC ART. 250. ADDITIONALLY, GROUNDING, BONDING AND LIGHTNING PROTECTION SHALL BE DONE IN ACCORDANCE WITH NITRO 100 CELL SITE GROUNDING STANDARDS.
- GROUND CABLE SHIELDS UNKNOWN AT BOTH ENDS USING MANUFACTURERS CABLE GROUNDING KITS SUPPLIED BY PROJECT OWNER.
- USE #6 COPPER STRANDED WIRE WITH GREEN COLOR INSULATION FOR ABOVE GRADE GROUNDING (UNLESS OTHERWISE SPECIFIED) AND #2 SOLID TINNED BARE COPPER WIRE FOR BELOW GRADE GROUNDING AS INDICATED ON THE DRAWING.
- ALL POWER AND GROUND CONNECTIONS TO BE CRIMP-STYLE, COMPRESSION WIRE LUGS AND WIRE NUTS BY HARGER (OR APPROVED EQUAL) RATED FOR OPERATION AT NO LESS THAN 75°C OR SOLDERED EXOTHERMIC WELD. DO NOT ALLOW BARE COPPER WIRE TO BE IN CONTACT WITH GALVANIZED STEEL.
- ROUTE GROUNDING CONDUCTORS ALONG THE SHORTEST AND STRAIGHTEST PATH POSSIBLE, EXCEPT AS OTHERWISE INDICATED. GROUNDING LEADS SHOULD NEVER BE BENT AT RIGHT ANGLE. ALWAYS MAKE AT LEAST 12" RADIUS BENDS. #6 WIRE CAN BE BENT AT 6" RADII WHEN NECESSARY. BOND ANY METAL OBJECTS WITHIN 6 FEET OF PROJECT OWNER EQUIPMENT OR CABINET TO MASTER GROUND BAR OR GROUNDING RING.
- CONNECTIONS TO GROUND BARS SHALL BE MADE WITH TWO HOLE COMPRESSION TYPE COPPER LUGS. APPLY OXIDE INHIBITING COMPOUND TO ALL LOCATIONS.
- APPLY OXIDE INHIBITING COMPOUND TO ALL MECHANICAL GROUND CONNECTIONS.
- CONTRACTOR SHALL PROVIDE AND INSTALL OMMI DIRECTIONAL ELECTRONIC MARKER SYSTEM (EMS) BALLS OVER EACH GROUND ROD AND BONDING POINT BETWEEN EXISTING TOWER/ MONOPOLE GROUNDING RODS AND EQUIPMENT GROUNDING RING.
- CONTRACTOR SHALL TEST COMPLETED GROUND SYSTEM AND RECORD RESULTS FOR PROJECT CLOSE-OUT DOCUMENTATION. 5 OHMS MINIMUM RESISTANCE REQUIRED.
- CONTRACTOR SHALL CONDUCT ANTENNA, CABLE, AND LMA RETURN-LOSS AND DISTANCE-TO-FAULT MEASUREMENTS (SWEEP TESTS) AND RECORD RESULTS FOR PROJECT CLOSE OUT.

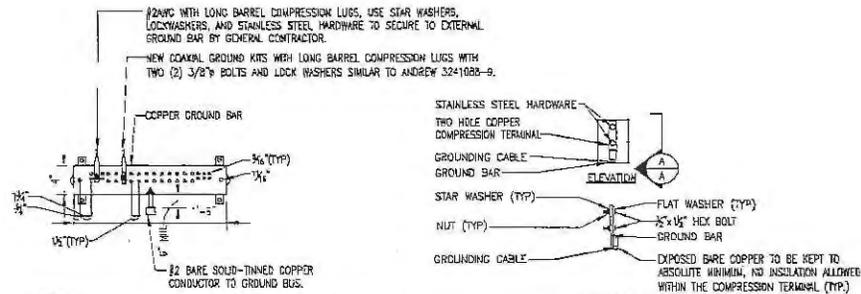
GROUNDING LEGEND	
	COMPRESSION FITTING CONNECTION
	EXOTHERMIC WELD CONNECTION
	PROPOSED GROUND WIRING
	EXISTING GROUND WIRING



ANTENNA GROUNDING DETAIL 1  
SCALE: N.T.S. 8-1



CADWELD GROUNDING CONNECTION DETAILS 2  
SCALE: N.T.S. 8-1



- NOTES:
- ALL HARDWARE STAINLESS STEEL COAT ALL SURFACES WITH KOPR-SHIELD BEFORE MATING.
  - FOR GROUND BOND TO STEEL ONLY; INSERT A TOOTH WASHER BETWEEN LUG AND STEEL. COAT ALL SURFACES WITH KOPR-SHIELD.
  - ALL HOLES ARE COUNTERSUNK 1/4".

GROUNDING BAR CONNECTIONS 3  
SCALE: N.T.S. 8-1

- NOTES:
- OXIDE INHIBITING COMPOUND TO BE USED AT ALL LOCATIONS.

**T-Mobile**  
LAND MOBILE COMMUNICATIONS  
2025 WALTHAM AVENUE  
BOSTON, MA 02154  
OFFICE: 617.252.8200 FAX: 617.252.8200

**NBC**  
TOTALLY COMMITTED.  
300 WASHINGTON STREET, SUITE 1000  
BOSTON, MA 02108  
(617) 552-1000

**BC**  
architects  
engineers  
PLANNING AND DESIGN  
ARCHITECTURE  
INTERIOR DESIGN  
P.O. BOX 10000  
BOSTON, MA 02110

SUBMITTALS			
DATE	DESCRIPTION	INDEX	
10-20-14	PRELIMINARY GDS	A	
12-04-14	REVISIONS GDS	B	

SEPT	DATE	APP'D	REVISIONS
BY			

PROJECT NO: 7HCH158  
DRAWN BY: CR  
CHECKED BY: C. MORIN



PROFESSIONAL SEAL  
THIS DOCUMENT IS THE CREATOR'S DESIGN, PROPERTY AND COPYRIGHT WORK. NO PARTS MAY BE REPRODUCED OR USED WITHOUT EXPRESS WRITTEN CONSENT. IS STRICTLY PROHIBITED.

SITE NUMBER  
**7HCH158**  
SITE NAME  
**NINEVEH**

SHEET TITLE  
**GROUNDING DETAILS**

SHEET NUMBER  
**G-1**



# 7B

**COUNCIL APPROVAL - Resolution –  
Public Safety Telecommunications Week**



Town of Front Royal, Virginia  
Council Agenda Statement

Page   1    
Item No.   7(B)  

Meeting Date: February 23, 2015

---

**Agenda Item:** COUNCIL APPROVAL – Resolution - Public Safety Telecommunication Week

**Summary:** Council is requested to approve a Resolution proclaiming April 12 – 18, 2015 as “Public Safety Telecommunication Week” in the Town of Front Royal, Virginia. The Resolution recognizes and congratulates the dedicated and hardworking Communication Officers of the Town of Front Royal’s Police Communication Center for their continued outstanding service to the community.

**Budget/Funding:** None

**Attachments:** Resolution

**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 a Resolution proclaiming April 12 – 18, 2015 as “Public Safety Telecommunication Week” in the Town of Front Royal, Virginia, as presented.

\*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 of Front Royal, Virginia



**RESOLUTION PROCLAIMING  
APRIL 12-18, 2015  
PUBLIC SAFETY TELECOMMUNICATIONS WEEK**

**WHEREAS**, the Town of Front Royal recognizes that in times of intense personal crisis and community-wide disasters that the primary point of contact for those seeking assistance with law enforcement are our Communication Officers receiving emergency calls to 911; and,

**WHEREAS**, the Town of Front Royal's Police Communications Center responds to thousands of calls for immediate emergency assistance each year; and,

**WHEREAS**, the Communications Officers must multi-task under time-sensitive conditions with compassion, accuracy, and professionalism at each call; and,

**WHEREAS**, the week of April 12 through 18, 2015 has been designated as National Public Safety Telecommunications Week; and,

**WHEREAS**, this week is recognized each year to honor the men and women who respond to emergency calls, dispatch emergency professionals and equipment, and render life-saving assistance to our citizens and visitors.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia that the Town of Front Royal recognizes the week of April 12 through 18, 2015 as Public Safety Telecommunications Week; and,

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Town of Front Royal, Virginia hereby recognize and congratulate the dedicated and hardworking Communication Officers of the Town of Front Royal's Police Communication Center for their continued outstanding service to our community.

Adopted this 23rd day of February 2015

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 \_\_\_\_\_ 2015, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
John P. Connolly	Yes/No	Daryl L. Funk	Yes/No

---

Approved as to Form and Legality:

---

Douglas W. Napier, Esq., Town Attorney

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

# 7C

**COUNCIL APPROVAL - Resolution for One  
Time Exception to Appraisal Policy**



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

Page 1  
Item No. 7(C)

**Meeting Date:** February 23, 2015

**Agenda Item:** COUNCIL APPROVAL – Resolution for One Time Exception to Appraisal Policy

**Summary:** The Town has an established policy to obtain outside, independent appraisals for properties that are to be transferred by Council action or by Right-of-Way Vacation requests. Council is requested to approve a Resolution that would approve a one-time exception to the established policy and direct the Town Manager to use the assessed values of \$93,750.00 per acre for residential property associated with the request of William Murphy for a Right-of-Way Vacation of 6,346 square feet located at the intersection of Kesler Road and South Fork Drive and \$40,00.00 per acre for 1.686 acres of industrial property associated with the County Park Maintenance Building.

**Budget/Funding:** None

**Attachments:** Resolution and Survey of the Right-of-Way Vacation

**Meetings:** Work Session held February 17, 2015

**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 that would direct the Town Manager to use the assessed values of \$93,750.00 per acre for residential property associated with the request of William Murphy for a Right-of-Way Vacation of 6,346 square feet located at the intersection of Kesler Road and South Fork Drive; and, \$40,00.00 per acre for 1.686 acres of industrial property provided by the Town to the County of Warren to construct its Park Maintenance Building, as presented.

\*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  
ONE-TIME EXCEPTION TO  
APPRAISAL POLICY**

**WHEREAS**, the Town of Front Royal has established a policy to obtain outside, independent appraisals for properties that are to be transferred by Council action or by request for a Right-of-Way vacation requests; and,

**WHEREAS**, the Town requires property appraisals for a Right-of-Way vacation request by William Murphy for 6,346 square feet located at the intersection of Kesler Road and South Fork Drive and for 1.686 acres of property provided by the Town to the County of Warren to construct its Park Maintenance Facility; and,

**WHEREAS**, the Town has requested proposals to provide appraisals for these properties that exceeded anticipated costs for services; and,

**WHEREAS**, the County of Warren has recently completed the reassessment of property values for all properties in the Town; and,

**WHEREAS**, the assessed values of properties should be reliable to establish appraised property values in this instance.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia that the Town Council approves a one-time exception to the established policy requiring independent appraisals for properties to be transferred or vacated and hereby directs the Town Manager to use the assessed values of \$93,750 per acre for residential property associated with the Vacation request from William Murphy and \$40,000 per acre for industrial property associated with the County Park Maintenance Building.

Adopted this 23rd day of February, 2015

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 \_\_\_\_\_ 2015, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
John P. Connolly	Yes/No	Daryl L. Funk	Yes/No

---

Approved as to Form and Legality:

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

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

KESLER ROAD 50' R/W

R=27.00'  
L=33.18'  
Δ=70°22'17"  
C LEN=31.12'  
BRG=N 1°43'33" E

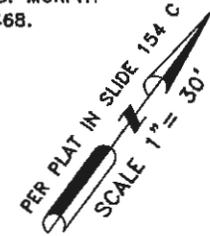
EDGE OF PAVEMENT

W. STRASBURG RD. - RT. 55  
VARIABLE WIDTH

134.09' 124.25' N 53°23'18" E 118.39'

T.M. 20A11-1-2 LOT 2 T.M. 20A11-1-2 LOT 1

W.F. KESLER SUBDIVISION BLOCK 2 PER P.B. 2/98  
DERIVATION OF TITLE LOTS 1 AND 2 TO: WILLIAM B. MURPHY  
LIVING TRUST PER INSTRUMENT # 990005468.



- DENOTES PIN SET.
- DENOTES EXISTING PIN.

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

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE FEMA FLOOD ZONE.

T.M. 20A11-1-2 LOT 9A  
W.F. KESLER SUBD. PER  
330/351 AND INST # 060012330

TOWN OF FRONT  
ROYAL PUBLIC  
RIGHT OF WAY

BRICK SIGN

SOUTH FORK

CONC. CURB & GUTTER

CONC. CURB & GUTTER

NEW LINE IS  
MINIMUM 7'  
BACK OF  
CURB

DRIVE

AREA = 6,346 SQ. FT.

PREPARED BY:  
JOSEPH G. BROGAN, SR.  
PROFESSIONAL LAND SURVEYOR  
P.O. BOX 1578  
FRONT ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
OCTOBER 10, 2014



SURVEY OF A 6,346 SQ. FT.  
PORTION OF SOUTH FORK DRIVE  
PUBLIC RIGHT OF WAY PER PLAT  
RECORDED IN SLIDE 154 C  
NORTH RIVER MAGISTERIAL DISTRICT  
**TOWN OF FRONT ROYAL,  
WARREN COUNTY, VIRGINIA**

N 09°11'59" N

S 31°59'49" W  
24.86'

S 31°40'01" W  
57.37'

60' R/W

MAPLINE RIVER VIEW SECTION ONE PER 416/164.  
T.M. 20A11-6-1 LOT 70

POLE UTIL BOX BOX

T.M. 20A11-6-1 LOT 70

S 32°15'26" W  
O.H. WIRES

S 31°40'01" W  
2.63'

S 31°40'01" W  
35.57'

BRG=N 67°50'55" W  
R=207.37' C LEN=20.51'  
L=70.65'

BRG=N 57°15'37" W  
R=102.63' C LEN=21.38'  
L=72.90'

BRG=N 67°16'30" E  
S 63°16'30" E  
155.13'

# 7D

**COUNCIL APPROVAL – Resolution to  
Continue Discussion of Building Inspection  
Program**



Town of Front Royal, Virginia  
Council Agenda Statement

Page 1  
Item No. 7(D)

Meeting Date: February 23, 2015

---

**Agenda Item:** COUNCIL APPROVAL – Resolution to Continue Discussion of Building Inspection Program

**Summary:** At their February 9, 2015 regular Council Meeting, Council voted to postpone discussion to implement a Town Building Inspection Program until their March 23, 2015 meeting. Council is requested to approve a Resolution that would extend the postponement until their April 13, 2015 regular Meeting.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held February 17, 2015

**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 to extend the date to reconvene discussion of a Town Building Inspection Program from March 23, 2015 to April 13, 2015, as presented.

\*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 TO CONTINUE DISCUSSION ON BUILDING INSPECTION PROGRAM

WHEREAS, the Town Council voted to postpone discussion to implement a Town Building Inspection Program from their February 9th meeting until their March 23rd meeting; and,

WHEREAS, the Town Council has requested additional information from staff to more fully discuss the implementation of a Town Building Inspection Program; and,

WHEREAS, at their February 17th Work Session, the Town Council discussed extending the date to reconvene discussion of implementation of the Program until their April 13th meeting.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby agree to postpone discussion regarding the implementation of a Town Building Inspection Program until their April 13, 2015 regular meeting.

Adopted this 23rd day of February, 2015

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 \_\_\_\_\_ 2015, upon the following recorded vote:

Table with 4 columns: Name, Yes/No, Name, Yes/No. Rows include Bébhinn C. Egger, Hollis L. Tharpe, John P. Connolly, Bret W. Hrbek, Eugene R. Tewalt, and Daryl L. Funk.

Approved as to Form and Legality:

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

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

# 8

**PUBLIC HEARING – An Ordinance  
Amendment to Chapter 148 (1<sup>st</sup> Reading)**



Town of Front Royal, Virginia  
Council Agenda Statement

Page   1    
Item No.   8  

Meeting Date: February 23, 2015

**Agenda Item:** PUBLIC HEARING – An Ordinance Amendment to Chapter 148 (*1<sup>st</sup> Reading*)

**Summary:** Council is requested to affirm on its first reading an Ordinance to amend and completely update Chapter 148 of the Town Code, the Subdivision and Land Development Ordinance, which governs the development of land and subdivision of land in the Town of Front Royal, as mandated by the Commonwealth of Virginia under Virginia Code §15.2-2240, and as recommended by the Town of Front Royal Planning Commission. The proposed code amendment is a comprehensive revision of the entire chapter, and is organized into eleven (11) articles, including the following: 1) Title, Purpose and Applicability; 2) Administration and General Regulations; 3) Major Subdivisions; 4) Minor Subdivisions; 5) Major Site Plans; 6) Minor Site Plans; 7) Boundary Line Adjustments and Lot Consolidations; 8) Design Standards; 9) Definitions; 10) Plan and Plat Detail Requirements; and 11) Schedule of Fees. Some of the most significant changes include the following: a) modifications of the street width requirements; b) the addition of a special exception process; c) increased width of public sidewalks to 5 feet; d) adjustments in the development surety (bonding) requirements; e) new as-built plan requirements; and f) modified definitions of minor and major subdivisions. Some of the other changes include updates to meet current Virginia Code requirements; elimination of conflicts and duplication of standards found under Chapters 175 and 156; language and formatting changes to make requirements and procedures easier to understand; and the removal of requirements that are either vague or subjective. The Planning Commission recommended adoption of all three chapters (148, 175 and 156) in March of 2014. During review by Town Council during work sessions, Section 148-820.O. was proposed, which includes a requirement for houses to be elevated 2 feet above the centerline grade of adjoining streets. In addition, modifications to Section 148-820.D.6. (Table) were proposed that increase the surface course pavement depth to 1 ½” and eliminates the option for 32’ wide local streets when the average daily trips per day is 1,000 vehicles or less.

Complete proposed amendments to Chapter 148 may be found in the Town’s Planning and Zoning Department located at 102 E Main Street or on the Town’s Website [www.frontroyalva.com](http://www.frontroyalva.com).

**Budget/Funding:** None  
**Attachments:** Proposed Ordinance  
**Meetings:** Work Sessions held May 15, June 2, June 30, September 15, October 14 and December 1, 2014.

**Staff Recommendation:** Approval  Denial

**Proposed Motion:** I move that Council affirm on its first reading an Ordinance to amend and completely update Chapter 148 of the Town Code, the Subdivision and Land Development Ordinance, 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: 

9

**COUNCIL APPROVAL – Virginia  
Commission of the Arts Local Government  
Challenge Grant Application for Front Royal  
Oratorio Society and BRAC**



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

Page   1    
Item No.   9  

**Meeting Date:** February 23, 2015

---

**Agenda Item:** COUNCIL APPROVAL – Virginia Commission of the Arts Local Government Challenge Grant Application for Front Royal Oratorio Society and Blue Ridge Arts Council

**Summary:** Council has received requests from the Blue Ridge Arts Council (BRAC) and the Front Royal Oratorio Society to re-apply for grants offered by the Virginia Commission of the Arts. BRAC is requesting \$5,000.00 and the Front Royal Oratorio is requesting \$500.00. Approval of the requests are contingent upon the Virginia Commission of the Arts approving the application and subsequently the Town matching equal the amount of each request. In the FY 2014-2015 Budget, Council approved a \$5,000.00 match (\$4,500.00-BRAC and \$500.00-Front Royal Oratorio Society). Council is requested to consider approval of the application with the same requests as last year, \$4,500.00 to Blue Ridge Arts Council and \$500.00 to the Front Royal Oratorio Society.

**Budget/Funding:** None as this is only the application process and numbers will be included in the FY2015-2016 Budget if approved as such

**Attachments:** Letters from Blue Ridge Arts Council and Front Royal Oratorio Society

**Meetings:** Work Session held February 17, 2015.

**Staff Recommendation:** Approval  Denial

**Proposed Motion:** I move that Council approve an application for a Virginia Commission of Arts Local Government Challenge Grant in the amount of \$5,000.00 of which \$4,500.00 is for the Blue Ridge Arts Council and \$500.00 is for the Front Royal Oratorio Society.

\*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



# Blue Ridge Arts Council, Inc

305 East Main Street  
Front Royal, Virginia 22630  
540.635.9909 (Main) 540.635.9908 (Fax)  
[www.blueridgearts.org](http://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.



# 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 4<sup>th</sup> 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.

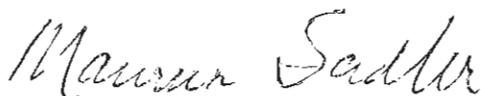
### **Summary**

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](mailto:DavidCFreese@yahoo.com)

Sincerely yours



Maureen Sadler, President  
Front Royal Oratorio Society

# 10

**COUNCIL APPROVAL – Resolution for  
Accident Report Requests Referred to DMV**



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

Page   1    
Item No.   10  

**Meeting Date:** February 23, 2015

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**Agenda Item:** COUNCIL APPROVAL – Resolution for Accident Reports Requests Referred to Department of Motor Vehicles

**Summary:** The Commonwealth of Virginia General Assembly has established regulations in §46.2-380 that specifies that the Department of Motor Vehicles (DMV) provide copies of FR300P Accident Reports to those seeking copies. Council is requested to approve a Resolution that the Town of Front Royal Police Department shall refer requests for FR300P Accident Reports to DMV and shall remove reference to the fee for accident report provisions from the FY2015-2016 and all future budgets.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held February 17, 2015

**Staff Recommendation:** Approval   ✓   Denial       

**Proposed Motion:** I move that Council approve a Resolution that the Town of Front Royal Police Department shall refer requests for FR300P Accident Reports to the Division of Motor Vehicles and remove reference to the fee for accident report provisions from the FY2015-2016 and all future budgets, 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:   JTB



Town of Front Royal, Virginia



**RESOLUTION  
ACCIDENT REPORT REQUESTS  
REFERRED TO DEPT OF MOTOR VEHICLES**

**WHEREAS**, the Commonwealth of Virginia General Assembly has established regulations in §46.2-380 that specifies that the Department of Motor Vehicles provide copies of FR300P Accident Reports to those seeking copies; and,

**WHEREAS**, the Town has confirmed that the Virginia State Police do not furnish accident reports, but refer requests to the Department of Motor Vehicles; and,

**WHEREAS**, the Town historically has responded to an average of 300 requests per year; and,

**WHEREAS**, the referral of requests for accident reports will improve the efficiency of our Police Department.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia that the Town’s Police Department shall refer requests for FR300P Accident Reports to the Department of Motor Vehicles and shall remove reference to the fee for accident report provision from the FY2015-2016 and all future Budgets.

Adopted this 23rd day of February, 2015

APPROVED:

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

Attest:

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

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THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia  
Town Council on \_\_\_\_\_ 2015, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
John P. Connolly	Yes/No	Daryl L. Funk	Yes/No

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Approved as to Form and Legality:

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

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

# 11

**COUNCIL APPROVAL – Resolution and  
Commitment to Design and Construct Main  
Street through Avtex Property aka Local  
Connector Road**



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

Page   1    
Item No.   11  

**Meeting Date:** February 17, 2015

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**Agenda Item:** COUNCIL APPROVAL – Resolution and Commitment to Design and Construct Main Street through Avtex Property aka as Local Connector Road

**Summary:** Council is requested to approve a Resolution and Commitment to the design and construction of the extension of Main Street through the Avtex property as a joint project with the County of Warren as a Fair Funding Project working with the Economic Development Authority as its agent. As part of the Resolution Council directs the Town Manager to pursue and apply for all grants and cost sharing opportunities pertaining to funding of a Local Connector Road from Kendrick Lane to W. Main Street/Kerfoot Avenue.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Sessions held February 17, 2015

**Staff Recommendation:** Approval   ✓   Denial       

**Proposed Motion:** I move that Council approve a Resolution and Commitment to the design and construction of the extension of Main Street through the Avtex property as a joint project with the County of Warren as a Fair Funding Project working with the Economic Development Authority. As part of the Resolution Council directs the Town Manager to pursue and apply for all grant and cost sharing opportunities pertaining to funding of a Local Connector Road from Kendrick Lane to W. Main Street/Kerfoot Avenue.

**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 AND COMMITMENT  
TO DESIGN & CONSTRUCT  
MAIN STREET THROUGH AVTEX PROPERTY**

**WHEREAS**, the Economic Development Authority has requested that the Town construct the extension of West Main Street through the Avtex Property as a two-lane road with sidewalks and bike lanes through a January 9th letter from Jennifer McDonald; and,

**WHEREAS**, the Town has determined that this project should be constructed as a joint economic development project with the County of Warren through the Fair Funding Formula working with the Economic Development Authority as its agent; and,

**WHEREAS**, the Town intends to pursue all grant and cost sharing opportunities to minimize the fiscal impact for construction of the extension of West Main Street to the citizens of Front Royal; and,

**WHEREAS**, the Town recognizes that construction of West Main Street extended will result in increased traffic on Kerfoot Avenue and Kendrick Lane, and the Town will make every effort to maintain the safety and integrity of the surrounding neighborhoods; and,

**WHEREAS**, the Town recognizes that construction of a portion of the project in advance of outside grant or cost sharing opportunities may be necessary to advance marketing and redevelopment of the Avtex site.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia hereby commits to the design and construction of the extension of Main Street through the Avtex property as a joint project with the County of Warren as a Fair Funding Project working with Economic Development Authority as its agent; and,

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Town of Front Royal hereby direct the Town Manager to pursue and apply for all grant and cost sharing opportunities, including the VDOT Revenue Sharing Program, to design and construct the extension of Main Street through the Avtex property from Kendrick Lane to Kerfoot Avenue and to include a traffic safety audit/study to identify improvement to minimize traffic impact and enhance safety to the Kerfoot Avenue Corridor.

Adopted this 23rd day of February, 2015

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 \_\_\_\_\_ 2015, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
John P. Connolly	Yes/No	Daryl L. Funk	Yes/No

\_\_\_\_\_  
Approved as to Form and Legality:

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