



TOWN COUNCIL WORK SESSION

Monday, March 2, 2015 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Budget Amendment – Snow Removal – *Director of Finance*
2. Continued Discussion of Corner Lot Regulations in Chapter 175 – *Director of Planning/Zoning*
3. Special Event Insurance Requirements – *Town Manager*
4. Request for Part-Time Community Resource Officer Position – *Police Chief*
5. Catlett Mountain Recreational Area – *Town Manager*

Council/Mayor Related Items

6. Liaison Committee Meeting Items for March 19
7. Council Discussion/Goals (*time permitting*)
8. Closed Meeting – 1) Investment of Public Funds; Consultation with Legal Counsel; Award of a Public Contract and 2) Award of a Public Contract

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting pursuant to Virginia Code Sections 2.2-3711.A. 6., 7., and 29., for the following purposes in connection with a potential proposed voluntary economic growth-sharing agreement or agreement(s) with the Board of Supervisors of Warren County to consider the following: 1) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, **AND**, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, **AND**, Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and, 2) 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, 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.

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.

1

Budget Amendment – Snow Removal



Town of Front Royal, Virginia Work Session Agenda Form

Date: March 2, 2015

Agenda Item: Budget Amendment – Snow Removal

Summary: Due to the volume of salt being used for the snow incidents the Town has encountered, and looking at the almanac for the upcoming six weeks, it is necessary to amend the Streets line item for snow removal. FY15 budget allowed for 962 tons of salt for this winter season [unit price \$77.90 per ton]. Listed below is what has been spent and what the Town needs to cover the remaining part of the year.

September – January purchased	799.55 tons
January 28 – February 2 purchased	234.00 tons
February 17, 2015 purchased	350 tons
Exceeded tonnage by	421.55 tons

Historically the Town will use 200 – 250 tons per snow incident. The almanac predicts four more storms from now until the end of March [being conservative 200 tons] is needed to budget for an additional 800 tons

This 800 tons and the exceeded amount of 421.55 at \$77.90 per ton equates \$95,158.75

Council Discussion: Council takes desired action

Staff Evaluation: Finance Staff has reviewed the purchases and the upcoming potential storms and are in agreement with this suggestion.

Budget/Funding: 4500-5478 [snow removal]
4500-3510110 [fund balance – reserves]

Legal Evaluation: Town Attorney will be available if any questions need to be addressed.

Staff Recommendations: Staff recommends a budget amendment in the amount of \$95,000.00 to cover the remainder of FY15.

Town Manager Recommendation: Town Manager will be available if any questions arise.

Council Recommendation:

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

Work Session

2

**Continued Discussion of Corner Lot
Regulations in Chapter 175**



Town of Front Royal, Virginia
Work Session Agenda Form

Date: March 2, 2015

Agenda Item: Planning Commission Referral - Draft Amendment of Chapter 175
Continued discussion of corner lot regulations.
Director of Planning & Zoning

Summary:

During the Town Council's last work session, Town Council discussed additional modifications to the draft regulations for corner lots. The attached draft was prepared by Town Staff to reflect what was discussed with Town Council during the work session.

Council Discussion: This agenda item is scheduled for a work session review on 03/02/15.

Staff Evaluation: Planning & Zoning Staff will be available during the work session. Upon consensus of the attached draft language by Town Council, Staff would recommend scheduling a public hearing and 1st reading for the Zoning Ordinance at a future date that is preferred by Town Council.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney has reviewed the attached draft and will be available at the upcoming work session.

Town Manager: The Town Manager has reviewed the attached draft and 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 multiple streets, the front yard shall be established by the following criteria:

1. For new subdivision applications, the front yard shall be identified by the applicant on the subdivision site plan and approved by the Town on the approved final plat.
2. For new construction on existing corner lots where no front yard is designated on the approved final plat, the property owner shall determine the front yard on the Zoning Permit application and shall be approved by the Town on the approved Zoning Permit.
3. For existing structures, the front yard shall be the yard with frontage that the front façade of the primary building faces.
4. The approved front yard established by this Code Section shall only be changed by review and approval of a revised final plat approved by the Planning Commission. Such future requests shall be approved if the Planning Commission determines that the proposed front yard is consistent with other properties along the same street frontages.

- B. The side yard setback on the side facing a side street shall be thirty (30) feet or more for both main and accessory buildings, and thirty-five (35) feet or more for accessory buildings.

- C. Each corner lot shall have a minimum width at the setback line of one hundred (100) feet.

- D. The rear yard setback if facing a street shall be fifty (50) feet or more for both main and accessory buildings.

EDITORIAL NOTES:

{INCLUDE THE SAME CHANGES ABOVE TO THE FOLLOWING SECTIONS: 175-10.30 (R-S), 175-27 (R-2), 175-37 (R-3), and 175-62 (I-1). THE CORNER SIDE YARD SETBACK FOR ACCESSORY STRUCTURES UNDER SUBSECTION B WOULD DIFFER BETWEEN ZONING DISTRICTS BASED ON THE REQUIRED FROM SETBACK FOR THAT DISTRICT. NEW LANGUAGE IS SHOWN IN HIGHLIGHTED FONT, LANGUAGE TO BE REMOVED IS SHOWN IN STRIKEOUT FONT, AND REGULAR FONT INCLUDES NO CHANGE FROM THE CURRENT CODE}

3

Special Event Insurance Requirements

Town of Front Royal, Virginia
Work Session Agenda Form

Date: March 2, 2015

Agenda Item: Special Event Insurance Requirements

Summary: Following an inquiry to VML by our Risk Manager, VML has recommended that the Town consider adopting standard requirements for liability insurance for special events on Town property and Right-of-Way. Standard Liability Insurance requirement is \$1,000,000. Events such as fireworks displays, music concerts, carnivals, events with alcohol, or those with attendance over 500 people should be \$5,000,000. Coverage amounts are industry standard for these types of events required by municipalities.

Council Discussion: Council discussed this issue at their September 29, 2014 Work Session and requested that staff obtain estimates for costs incurred by event managers to obtain the required insurance.

Staff Evaluation: Based upon response from insurance providers, \$1,000,000 liability insurance coverage is about \$250. The cost for \$5,000,000 coverage is about \$750 to \$1,000. Events that include alcohol typically require an additional coverage for \$400 to \$500.

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

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

Staff Recommendations: Staff recommends that Council consider establishing standard liability insurance requirements as recommended by VML.

Town Manager Recommendation: The Town Manager recommends that Council consider establishing standard liability insurance requirements as recommended by VML.

Council Recommendation:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action: ___(Aye) ___(Nay)



4

**Request for Part-time Community Resource
Officer Position**



Item No. 4

Town of Front Royal, Virginia Work Session Agenda Form

Date: February 23, 2015

Agenda Item: Request for the hiring of a part-time Community Resource Officer position.

Summary: Request is being made for the hiring of a part-time Community Resource Officer (CRO) for the Front Royal Police Department. This position would be filled by a sworn Virginia certified law enforcement officer. The Front Royal Police Department recognizes that successful crime prevention and community relations depends on the community and the Police Department working together. With this in mind, the CRO will also specialize in fulfilling the town's needs in organizing and coordinating the special events that may impact safety and security.

Council Discussion:

Staff Evaluation: See attached documents for Job Description and Summary

Budget/Funding: The cost to fund the new position for the remainder of the 2015 budget year would be approximately \$12,000. The salary range would be between \$18.13 - \$24.38 / hour.

Legal Evaluation:

Staff Recommendations: Request Approval

Town Manager Recommendation:

Council Recommendation:

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

Work Session



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 EAST JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

NORMAN SHIFLETT
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Community Resource Officer (CRO)

Community Resource Officer (CRO) is a part-time sworn Police Officer within the police department, assigned to focus on social and community issues. CRO strives to develop a relationship between the police department and community members, to address issues and solve problems through collaboration with residents, businesses, and media sources. CRO will be responsible for organizing and coordinating approved special events that may impact safety and security as well as assisting with the department's Public Information Officer (PIO), to provide accurate and timely information about the operations and personnel of the Front Royal Police Department.

Salary: \$18.13 / hour - \$24.38 / hour (GS18C-GS18O)

The Police Department has undergone major transitions over the past year, with our new administrative staff analyzing each of our respective divisions and areas of responsibility. One main area of obligation involves building and maintaining community trust, which takes a great deal of continuous effort.

With all the recent incidents across the nation like Ferguson, Cleveland, and New York City, the Public Agency Training Council has expressed major concerns involving lack of a positive community outreach within our police agencies. This resource could be used to help reduce any future frustration and distrust of the police and other governmental institutions by providing timely, transparent, and accurate communications with the public through the media.

Our community has proven there is a need for a Community Resource Officer. Each municipality is unique in its own, and our town is no different. As a police department, we recognize the need for this position to help insure trust and respect in our community by addressing social issues such as race, class, prejudice, poverty, and inequality that are often difficult for people to talk about in communities such as ours.

Community Resource Officer (CRO)

Job Description:

Community Resource Officer (CRO) is a part-time sworn Police Officer within the police department, assigned to focus on social and community issues. CRO strives to develop a relationship between the police department and community members, to address issues and solve problems through collaboration with residents, businesses, and media sources. CRO also assists with the department's Public Information Officer (PIO), to provide accurate and timely information about the operations and personnel of the Front Royal Police Department.

Essential Duties and Responsibilities:

- Represents the Front Royal Police Department to the media and public by assisting with the agency's Public Information Officer, subject to 24-hour call out.
- Fields and directs responses to all media-related inquiries, and coordinates news conferences when appropriate.
- Plans and implements department's public relations strategies, policies, and procedures.
- Researches, writes, and designs internal and external communication such as press releases and quarterly and/or annual reports for the public and agency.
- Develops contacts and relationships with media representatives to create opportunities for keeping the department and its services in the public.
- Develop ideas and opportunities for feature articles, interviews, presentations, and preparation of articles for publication.
- Leads event planning for approved special event permits requiring police department involvement. These events include numerous festivals, races, parades, civic events, and internal events such as National Night Out and open houses.
- Complete and forward appropriate paperwork to track police officer involvement in community events to coordinate with the Master Police Officer (MPO) program.
- Reports directly to Administration staff, advising on community relations projects and activities.
- Prepare, coordinate, and/or provide public presentations related to a variety of crime prevention topics.
- Work closely with local organizations, leaders, and citizens to create and maintain comfortable and safe living conditions.
- Development and implementation of a marketing strategy and campaigns to foster communications between the public and police agency.
- Work closely as a liaison with the Volunteer in Police Services (VIPS) program.

Requirements:

- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Communicate clearly and concisely, both orally and in writing.
- Make effective presentations to public groups.
- Maintain confidentiality.
- Interact with children, students and adults from diverse social and economic backgrounds.
- Interpret and explain Commonwealth laws and local law enforcement policies and procedures.
- All other duties as assigned

5

Catlett Mountain Recreational Area

Town of Front Royal, Virginia Work Session Agenda Form

Date: March 2, 2015

Agenda Item: Catlett Mountain Recreational Area

Summary: The Town has received a request from Warren County to consider the reuse of the Catlett Mountain Landfill for recreational activities. The County proposes to use the site for hiking trails, walking paths, a practice ball field, picnic shelter, mountain bike skills course, and a parking lot. The County has requested that the Town provide comments prior to their submittal to DEQ.

Council Discussion: Council is requested to discuss the proposed reuse of the site for recreational activity.

Staff Evaluation: The proposed use of the site is intended to restrict intense use of the area that is identified as the capped landfill. However, signs and fencing have previously been installed to restrict complete access to the site to no success.

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 that Council require that a Memorandum of Understanding be established with the County that specifically limits any and all liability of the Town from the recreational use of the property and specifically removes the Town from all future maintenance of the site. In addition, the Town should consider full transfer of the property to Warren County for development of the site as a recreational facility.

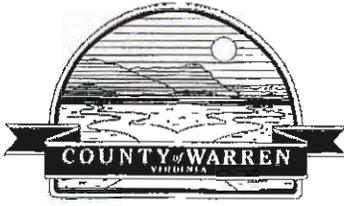
Town Manager Recommendation: The Town Manager recommends that Council require that a Memorandum of Understanding be established with the County that specifically limits any and all liability of the Town from the recreational use of the property and specifically removes the Town from all future maintenance of the site. In addition, the Town should consider full transfer of the property to Warren County for development of the site as a recreational facility.

Council Recommendation:

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

Work Session





COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
FAX: (540) 636-6066
Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

February 24, 2015

**BOARD OF
SUPERVISORS**

CHAIRMAN
Richard H. Traczyk
*Shenandoah
District*

VICE-CHAIRMAN
Linda P. Glavis
*South River
District*

Tony F. Carter
*Happy Creek
District*

Archie A. Fox
*Fork
District*

Daniel J. Murray, Jr.
*North River
District*

Mr. Steve Burke, Town Manager
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630

***RE: Catlett Mountain Landfill
Redevelopment Concept Plan***

Dear Steve:

Attached is a draft concept plan and cost estimate for the former Catlett Mountain Landfill site to develop a portion of the site into a recreational area. The plan was developed by Warren County's on-call Landscape Architect, Land Planning & Design Associates, Inc. (LPDA) of Charlottesville. The concept plan was designed to work around the capped waste areas of the site and includes the following amenities:

- Hiking trails (unpaved)
- Walking paths
- Practice ball field (180' x 110')
- Picnic shelter and tot lot
- Mountain bike skills course
- Parking lot (30 cars)

The entrance and maintenance roads have been designed to follow the existing construction road alignment. The hiking trails are envisioned as unpaved, dirt nature trails that are built with erosion control in mind. The mountain bike skills course is envisioned as a roughly 1/2 acre area with obstacles and a dirt track where people can learn to mountain bike and/or test out new tricks, etc. Mountain biking would be prohibited on the hiking trails.

***Front Royal-Warren County
Rivers of Opportunity-Mountains of Success***

We would appreciate your preliminary feedback on the concept plan before we proceed in submitting it to the Department of Environmental Quality for comment.

Sincerely,



Douglas P. Stanley, AICP ICMA-CM
County Administrator

DPS
Attachments

CONCEPT NARRATIVE

Catlett Mountain Park will be a neighborhood park with recreational opportunities such as a grass athletic practice field, playground, shelter, aggregate walking path and unpaved (dirt) hiking trails, aggregate parking lot, and a mountain bike skills course. The park will be gated for off-hours access control. A maintenance road will provide access from the main entrance road to the recently installed stormwater mitigation features located on the northern portion of the site.

The overall goals of the plan are to create a County park, construct the park with minimal interaction with the landfill cap areas, manage increased stormwater runoff, and limit erosion.

These goals are achieved by locating the entrance and maintenance roads atop the existing construction road; ensuring that park elements are kept off of cap areas to the greatest extent possible; incorporating LID and BMP stormwater features to manage water quality and quantity as necessary and feasible (given soil conditions); and prohibiting the use of mountain bikes on the hiking trails.

Wherever possible, existing vegetation will remain and permeable paving will be used. New vegetation will be planted to mitigate loss of existing trees and understory plants. Hiking trails will be built with sustainability in mind using best practices to limit soil loss and erosion. To the extent possible, grading will be limited and will trend toward fill rather than cut particularly in or near cap areas. Where new work overlaps existing cap areas, test pits will be dug prior to land disturbance to determine the depth of the cap and feasibility of proposed work.

The concept shows an area of land disturbance equal to roughly 3 acres needed to build the park. The property boundary includes 13 acres of land.

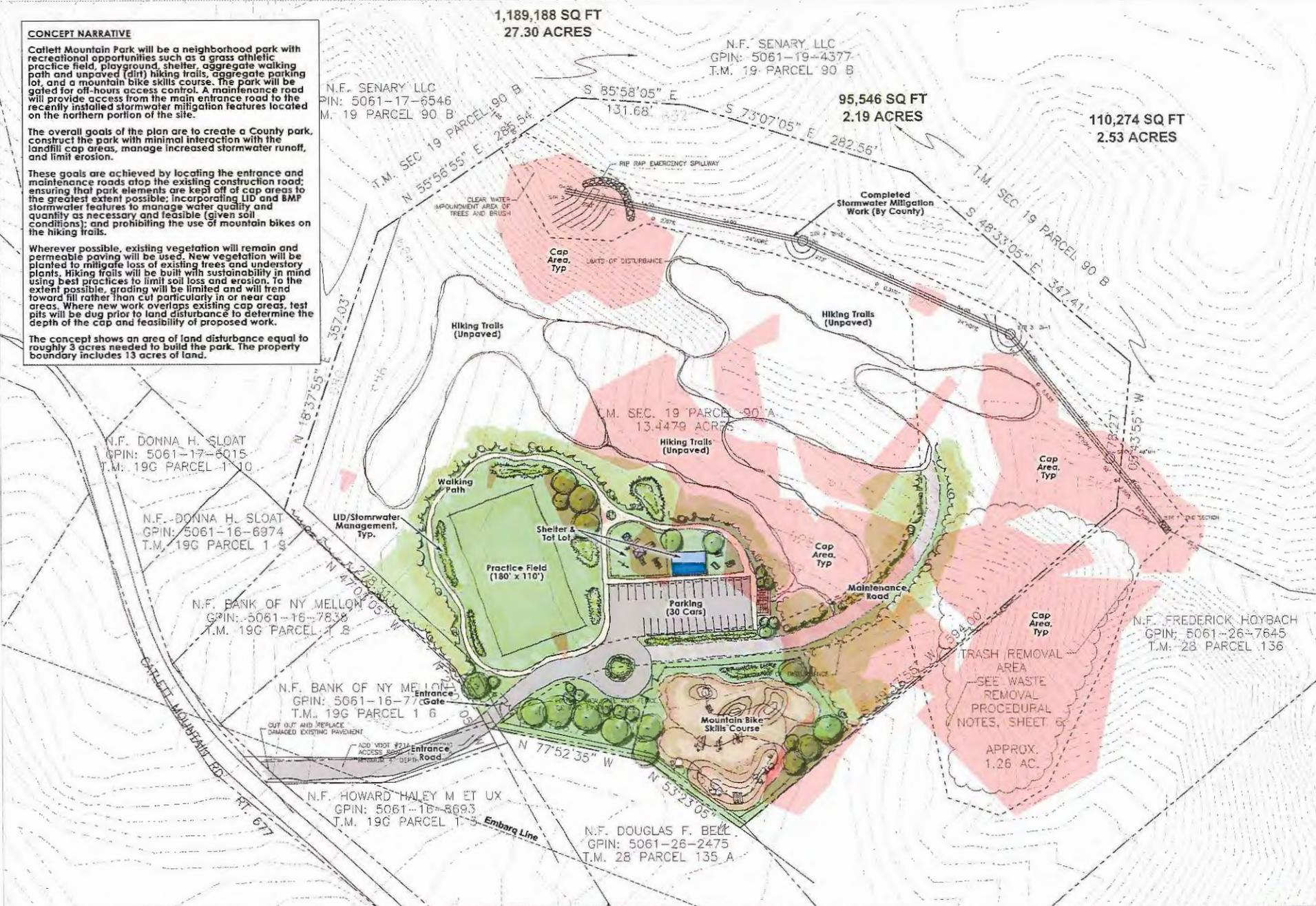
1,189,188 SQ FT
27.30 ACRES

N.F. SENARY, LLC
G.P.I.N.: 5061-19-4377
T.M. 19 PARCEL 90 B

N.F. SENARY, LLC
G.P.I.N.: 5061-17-6546
T.M. 19 PARCEL 90 B

95,546 SQ FT
2.19 ACRES

110,274 SQ FT
2.53 ACRES



Catlett Mountain Park
Concept Plan
February 5, 2015
Warren County, VA

Catlett Mountain Park

Warren County, VA

Estimate of Probable Cost - Conceptual

February 5, 2015

Prepared By: Land Planning and Design Associates Inc. Charlottesville, VA

Total Acreage: 3.61 acres (does not incl. hiking trails)

1	Site Preparation	QTY.	UNIT	UNIT PRICE	TOTAL
	Mobilization	1	LS	\$23,000.00	\$ 23,000
	E&S Measures	1	LS	\$10,000.00	\$ 10,000
	Site Clearing & Grubbing	1	LS	\$5,000.00	\$ 5,000
	On-Site Earthwork	3000	CY	\$5.00	\$ 15,000
				SUBTOTAL	\$ 53,000
2	Hardscape & Drainage	QTY.	UNIT	UNIT PRICE	TOTAL
	8" of VDOT #21A Aggregate - Vehicular Road/Parking	1100	TON	\$35.00	\$ 38,500
	Geotextile Fabric - Non-Woven for Vehicular/Parking	2800	SY	\$3.00	\$ 8,400
	6" of VDOT #21A Aggregate - Walking Path	340	TON	\$35.00	\$ 11,900
	Geotextile Fabric - Non-Woven for Walking Path	1275	SY	\$3.00	\$ 3,825
	6" VDOT #21A to Improve Maintenance Road	170	TON	\$35.00	\$ 5,950
	Concrete Unit Pavers, Agg. Base, & Geotextile	500	SF	\$8.00	\$ 4,000
	Plastic Edging for Unit Pavers	100	LF	\$18.00	\$ 1,800
	LID/Stormwater Measures	1	LS	\$12,000.00	\$ 12,000
				SUBTOTAL	\$ 86,375
3	Site Furnishings	QTY.	UNIT	UNIT PRICE	TOTAL
	Wood 3-Rail Fence (Playground & Bike Course)	800	LF	\$10.00	\$ 8,000
	Concrete Wheel Stops	30	EA	\$250.00	\$ 7,500
	Picnic Shelter	1	EA	\$20,000.00	\$ 20,000
	Playground (age 5-12)	1	EA	\$20,000.00	\$ 20,000
	Picnic Tables	4	EA	\$800.00	\$ 3,200
	Benches	4	EA	\$1,000.00	\$ 4,000
	ADA Parking Signs	2	EA	\$350.00	\$ 700
	Entrance Gate	1	EA	\$2,500.00	\$ 2,500
	Rules/Regulations Signage	3	EA	\$450.00	\$ 1,350
	Entrance Sign	1	EA	\$1,500.00	\$ 1,500
				SUBTOTAL	\$ 68,750
4	Mountain Bike Skills Park	QTY.	UNIT	UNIT PRICE	TOTAL
	Earthwork	860	CY	\$15.00	\$ 12,900
	Obstacles and Features	1	LS	\$3,000.00	\$ 3,000
				SUBTOTAL	\$ 15,900
5	Landscaping	QTY.	UNIT	UNIT PRICE	TOTAL
	Seeding	70,000	SF	\$0.25	\$ 17,500
	Deciduous Trees	25	EA	\$350.00	\$ 8,750
	Shrubs	100	EA	\$40.00	\$ 4,000
				SUBTOTAL	\$ 30,250
				OVERALL SUBTOTAL	\$ 254,275
				Contingency (12%)	\$ 17,799
				Total	\$ 272,074

*This estimate represents 2015 dollars. Costs will need to be re-examined in subsequent years for increases in material and labor costs and inflation.

6

Liaison Committee Meeting Items for March



Item No. _____

Town of Front Royal, Virginia Work Session Agenda Form

Date: March 2, 2015

Agenda Item: Liaison Committee Items for March 19, 2015 Meeting

Summary: Council is requested to add items to the Liaison Committee Meeting Agenda scheduled for March 19, 2015. Items will be voted on at the regularly scheduled meeting on March 9, 2015. The agenda from the January Liaison Committee meeting is attached.

Council Discussion: Council takes desired action

Staff Evaluation: None

Budget/Funding: None

Legal Evaluation: Town Attorney will be available for questions or concerns

Staff Recommendations: None

Town Manager Recommendation:

Council Recommendation:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Town Administration Building
102 E. Main Street



Thursday, January 15, 2015
6:00 p.m.

1. **Call Order to Order, Timothy Darr, Mayor of Front Royal**
 - 1) Proposed Revised Liaison Mission Statement & Policies
 - 2) Catlett Mountain Landfill Improvements
 - 3) Leach Run Parkway Project
 - 4) Wastewater Treatment Plant/Septage Receiving Facility
 - 5) Building Inspections Software
 - 6) Residential Parking & Mail Boxes on 13th Street
 - 7) Update from the Development Review Committee
 - 8) McKay Property Update
 - 9) Installation of Monitors in Board Room

2. **Adjournment**