

RIBBON CUTTING FOR NEW ENERGY SERVICES BUILDING @ 6:00PM



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, May 23, 2016 @ 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 May 9, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
***Report from EDA Executive Director Jennifer McDonald**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
 - A. COUNCIL APPROVAL – Sewer Connection Fee Payment Plan for 1435 John Marshall Highway – Larry Figgins
 - B. COUNCIL APPROVAL – Bid for Pole Inspection, Treatment, Restoration Services
 - C. COUNCIL APPROVAL - Deed of Easement for Sewer Line located at 8498-8506 Winchester Road (Cedarville Corner)
 - D. COUNCIL APPROVAL – Resolution – Rotary Club of Front Royal’s 90th Anniversary
8. **PUBLIC HEARING** – Ordinance Amendment to Town Code R-1A District (*1st Reading*)
9. **PUBLIC HEARING** – Amendment to the Comprehensive Plan (*1st Reading*)
10. **PUBLIC HEARING** – Ordinance Amendment to Increase Rates for Solid Waste (*1st Reading*)
11. **PUBLIC HEARING** – Annual Appropriation Ordinance for FY2016-20-17 Budget

7A



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

Page 1
Item No. 7(A)

Meeting Date: May 23, 2016

Agenda Item: COUNCIL APPROVAL – Sewer Connection Fee Payment Plan for 1435 John Marshall Highway – Larry Figgins

Summary: Council has received a request from Larry Figgins, property owner of 1435 John Marshall Highway seeking to connect to the Town’s sanitary sewer system due to a failure of his septic system and a request to consider a monthly payment plan for \$2,800.00. The property is located in an annexed area where the connection fees are based upon those established as of May 20, 1991 which is \$2,800.00. Council is requested to consider the request and authorize the Town Manager to establish the terms of the payment plan with Mr. Figgins.

Budget/Funding: 9801 – 3161703 Waste Water Treatment Plant Connection Charges

Attachments: Letter from Mr. Figgins; Application for Connection; Right-of-Way Utilization Permit; Town Code Reference; 1988 Deed of Easement; List of Water/Sewer Connection Charges

Meetings: Work Session held May 16, 2016

Staff

Recommendation: Approval X 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 sanitary sewer connection for Larry Figgins, 1435 John Marshall Highway in the amount of \$2,800.00. I further move that Council authorize the Town Manager to establish the terms of the payment plan with Mr. Figgins.

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: SB

Lary Figgins

1435 John Marshall Highway
Front Royal, Va. 22630
(540) 635-5319
laryfiggins@hotmail.com

4/25/2016

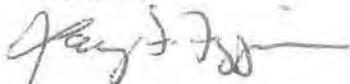
Dear Mr. Steve Burke,

My name is Lary Figgins and I reside at 1435 John Marshall Highway. I have been there for more than 50 years. My wife lived with me until she passed away 6 years ago. I have lived in Front Royal all my life, 77 years, except for 4 years when I was in the United States Air Force.

I am presently on a septic system which is going bad and I need to hook up to the town sewer system. The only problem is; I cannot afford the hook up fee of \$2,800 all up front. I would appreciate making arrangements to pay the hook up fee on a monthly basis until paid. I am retired and on a fixed income and that is the reason why I cannot pay the \$2,800 up front.

Anything you can do for me would be greatly appreciated.

Thank You,



Lary Figgins

APPLICATION FOR IN-TOWN UTILITY CONNECTION



Town of Front Royal
Department of Environmental Services
15 North Royal Avenue - PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 636-2890 (F)
www.frontroyalva.com

Application Date: 4/26/16
Owner(s) / Applicant(s) Full Name: LARY Figgins
Mailing Address: 1435 John Marshall
City/State/Zip: Front Royal VA 22630
Daytime Phone: (540) 635-5319 Email: laryfiggins@hotmail.com
Property Address: 1435 John Marshall Hwy

IF RESIDENTIAL:

Type of Unit: Single Family Townhouse Duplex/MultiFamily

IF COMMERCIAL or INDUSTRIAL:

Type of Business: _____
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: _____ gallons per day

ALL APPLICANTS

Number of Toilets: 1 Urinals: x Sinks: 3 Tubs/Shower: 1
Size of Meter (Must match water service size): 5/8
Fire Suppression Required: Yes No Meter Size: _____

THIS SECTION TO BE COMPLETED BY WARREN COUNTY BUILDING DEPARTMENT

Zoning Permit Approved by Town Planning Dept: _____ Date: _____
Permit Approved by Building Department: _____ Date: _____
Building Official Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ Determination of Water/Sewer Connection Fees (One Day)
 - ✓ Payment of Applicable Fees with Application
 - ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.) For individual residential construction by property owner, the Town provides a 3/4" meter upon inspection and approval of all other equipment. Right-of-Way Utilization Permit required for utility taps.
 - ✓ Water service provided upon establishing account with Town Finance Department.
-
-



TOWN OF FRONT ROYAL
RIGHT-OF-WAY UTILIZATION PERMIT

RECEIPT # _____
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
BOND AMOUNT \$ _____
INSURANCE REQUIRED <input type="checkbox"/>

Applicant Name: Lary Figgins
 Company: _____
 Address: 1435 John Marshall Hwy
 Phone No.: (540) 635-5319
 Date: 4/26/16
 Emergency Contact: JASON Neale (540) 671-1129

One (1) copy of the application and two (2) copies of plans are hereby made to the Town of Front Royal through the Director of Environmental Services for a permit to perform the work shown on the accompanying plans and further described as follows:

DESCRIPTION OF ACTIVITY: hook up to town sewer

Activity is to be done under and in accordance with the rules and regulations of the Town of Front Royal, Virginia on John Marshall Hwy (Road Name), between _____ and _____, and to be completed within 90 days from date of approval.

Attached is a check for \$ 25.00 for the permit fee and the guaranty of \$ _____ To save the Town harmless for any damage done. If a bond is furnished as guaranty, give the amount of bond and Bonding Company information. RECEIPT # _____ DATE _____

Bond: \$ _____
Company Name: _____
Address: _____

It is understood that the Town may use any or all of the guaranty to repair any damage resulting from the activity and that the balance, if any, will be refunded to the applicant. Work must be inspected during construction by the Town of Front Royal, (540) 635-7819.

By this signature, I affirm that the work will be completed as described.
[Signature] _____ Date 4/26/16

Permission is hereby given to the applicant by the Town of Front Royal to conduct activity within the Town Right-of-Way described at the locations given as set forth above as shown on the plan or sketch submitted in conformance with the attached PROVISIONS AND CONDITIONS FOR USE OF TOWN RIGHT-OF-WAY.

Approved / Denied (Circle One)
Bond Amount: \$ 200.00
By: [Signature] Title: Ali Des
Permit Expires: _____



Construction Plan

- 1.) Fill in old septic tank
- 2.) Make sewer tap (4") on existing town sewer line.
- 3.) Connect existing homeowner's sewer line (4") to town sewer using PVC pipe

Single-family and two-family residential dwellings will be charged according to the standard fee schedule charges for each sewer tap made, with additional charge of four hundred eighty-two dollars (\$482.00) for each dwelling unit.

(Ord. No. 16-91 Amended (G) 6-24-91-Effective 7-1-91 ; Ord. No. 10-95 Repealed (G) 9-11-95-Eff. Upon Pas)
(Ord. No. 1-96 Added (G) 3-11-96-Eff Upon Pass ; (Ord. No. 13-04 Amended (G) 11-8-04-Eff Upon Pas)
(Amended 6-10-13-Effective 7-1-13)

H. Notwithstanding the provisions of Section 134-22A, E and G, the connection charges for sewer service provided to structures and facilities which were existing as of May 20, 1991, in the following annexed areas of the Town of Front Royal shall be frozen at rates in effect on the date of May 20, 1991, to wit:

1. The annexed area incorporated into the Town of Front Royal by order of the Annexation Court, effective December 31, 1976, as shown by the plat of record in the annexation file of record in the office of the Clerk of the Circuit Court of Warren County.
2. The annexed area incorporated into the Town of Front Royal by order of the Annexation Court, effective December 31, 1978, as shown by the plat of record in the annexation file of record in the office of the Clerk of the Circuit Court of Warren County.

(Ord. No. 20-91 Added (J)(1-2) 7-22-91-Effective Upon Passage ;
(Ord. No. 9-94 Re-lettered as (H)(1-2) 10-24-94-Effective Upon Passage)

I. All connection fees for sewer services furnished outside of the limits of the Town of Front Royal will be one hundred percent (100%) more than the in-town rates as provided in Section 134-22, Subsections A through H.

(Ord. No. 12-95 Added (I) 12-18-95-Effective Upon Passage)

J. No connection fee for sewer service shall be accepted by the Town of Front Royal prior to the issuance of a zoning permit and the approval of a building permit application for building development or conversion upon the lot or parcel of land to be served. This provision shall not apply when the lot or parcel of land to be served has an existing structure approved for occupancy.

(Ord. No. 4-92 Amended Entire Section 4-27-92-Effective Upon Passage)
(Ord. No. 1-00 Added (J) 1-10-2000-Effective Upon Passage)

DEED OF EASEMENT

THIS DEED OF EASEMENT, made and entered into this 27th day of September, 1988, by and between BERNELL M. FIGGINS and LARY FIGGINS, her husband, hereinafter referred to as the Grantors, and the TOWN OF FRONT ROYAL, VIRGINIA, a municipal corporation, hereinafter referred to as the Grantee.

W I T N E S S E T H :

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantors do hereby grant and convey unto the Grantee an easement for the purpose of installing, constructing, operating, and maintaining, any and all utilities, over, on, across and under the property owned by the Grantors, lying and being situate in the Town of Front Royal, Virginia, and being the identical property conveyed to Bernell M. Figgins by deed at Deed Book 133, Page 329, of record in the Office of the Clerk of the Circuit Court of Warren County.

The utility easement herein conveyed is as shown on that certain plat dated November 5, 1987, entitled "Plat Showing Utility Easement Through Lot 1 of the Division of the Land of Lydia Maddox", prepared by Wayne E. Niskanen, C.L.S., and attached hereto, and is more particularly described as follows:

ADAMSON,
CRUMP & SHARP, P.C.
ATTORNEYS AT LAW
FRONT ROYAL, VA.

Beginning at an iron pin located S 08 degrees 44' 22" E, 47.70 feet south of State Route # 55, approximately 800 feet east of Robin Hood Lane in the Town of Front Royal, Virginia, said iron pin being a corner of Lot 1 of the division of the land of Lydia Maddox (Plat Book 2, Page 4), a corner of the land of Louise M. Olinger and a corner of Lots 1 and 2 of the division of the lands of Fannie Brown; thence with the line of Lot 2 of Brown, S 84 degrees 19' 57" E, 6.05 feet to a point; thence leaving the Brown line and with the utility easement line thru Lot 1 of Maddox the following two courses and distances, S 03 degrees 53' 54" E, 18.38 feet to a point; thence S 88 degrees 34' 10" E, 67.05 feet to a point in the west line of Lot 2 of Maddox; thence with the line of Lot 2, S 01 degrees 25' 14" W, 10.00 feet to a point; thence leaving the line of Lot 2 of Maddox and with the utility easement line thru Lot 1 of Maddox, N 88 degrees 34' 10" W, 71.13 feet to a point in the east line of the land of Louise M. Olinger; thence with the Olinger line, N 05 degrees 50' 13" W, 28.98 feet to the point of beginning and containing 823 square feet of land.

This conveyance is made and accepted subject to all the easements, restrictions and conditions, if any, of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, pertaining to or affecting the real estate described herein.

WITNESS the following signatures:


BERNELL M. FIGGINS


LARRY FIGGINS

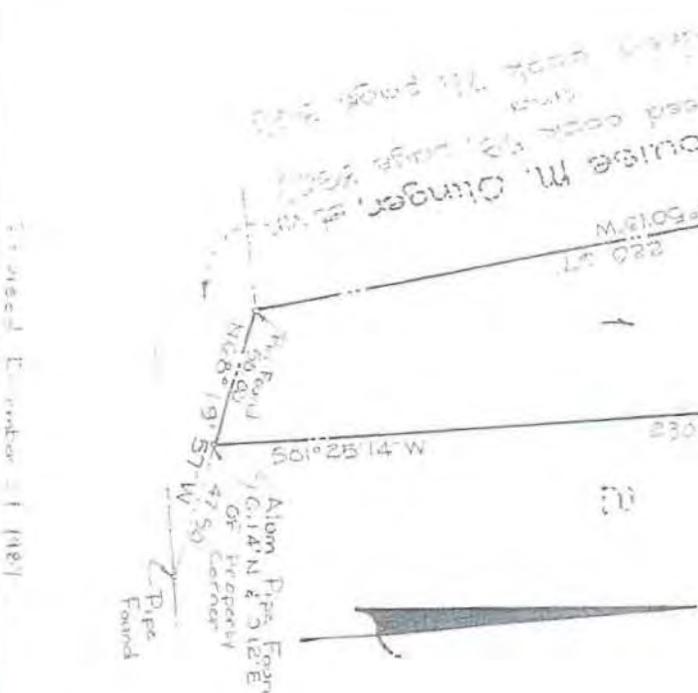
State Route # 55



Notes:
 1 Owner: Fernell M Figgm. By Deed Recorded in Deed Book 182 at page 229
 2 This Parcel of Land is shown on Tax Map 20A15 © As Parcel B.
 3 No title Report for this Survey
 4 Plat Showing Lydia Maddox Subdivision Recorded in Plat Book E at page 4
 5 Meridian taken from Plat in Survey by Richard W Thomas - L.S. As Recorded in Deed Book 215 at page 511

Walter E. W. W. W.

Prepared by
 Carol S. W. W. W. W.
 Front Royal, Virginia



PLAT
 Showing
 Utility Easement
 Third

Lot 1

Lydia Maddox

Division of the
 Lydia Maddox Plat

Warren County Virginia
 November 5, 1987



Field Book 20 F9.10 (1987-94)

7B



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

Page 1
Item No. 7(B)

Meeting Date: May 23, 2016

Agenda Item: COUNCIL APPROVAL – Bid for Electric Pole Inspection, Treatment and Restoration Services

Summary: Council is requested to approve the bid from Lee Inspection and Consulting Services in the amount of \$24,700.00 for electric pole inspections, restoration and treatment services for the initial period of one (1) year with the option of three (3) one-year renewals on the anniversary date for a maximum total contract period of four (4) years.

Budget/Funding: FY15-16 budget line item 9401-43003 “Contract Electrical Maintenance”

Attachments: Memorandums from Purchasing Agent and Director of Energy Services; and, Letter/Specifications from Lee Inspection and Consulting Services

Meetings: Work Session held May 16, 2016

Staff Recommendation: Approval X 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 bid from Lee Inspection and Consulting Services in the amount of \$24,700.00 for electric pole inspections, restoration and treatment services for the initial period of one (1) year with the option of three (3) one-year renewals on the anniversary date for a maximum total contract period of four (4) years.

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

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

Approved By: SB



MEMORANDUM

Date: May 18, 2016
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Thursday, February 18, 2016, I received proposals for Pole Inspection, Restoration and Treatment Services. I passed these on to the Department of Energy Review to evaluate and short list the responses. During the May 16 Council Work Session, Mr. Waltz presented the Department's recommendation for the award. I will now need Council formal approval before generating a contract. Please add this to the May 23, 2016 Town Council agenda, for their action.

Staff recommends the award for Pole Inspection, Restoration and Treatment Services be made to Lee Inspection and Consulting Services, Inc. at a cost of \$24,700.00. This will be for the initial period of one (1) year, with the option of three (3) one-year renewals on the anniversary date, if agreed to by both parties and the work performed is acceptable to the Town, for a maximum total contract period of four (4) years, in accordance with the scope of services and terms.

Funding for the first contract year of this project is available in the Department of Energy Services FY15 budget line item 9401-43003 "Contract Electrical Maintenance."



TOWN OF FRONT ROYAL
DEPARTMENT OF ENERGY SERVICES
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560

JOSEPH E. WALTZ
Director
(540) 635-3027
jwaltz@frontroyalva.com

To: Cindy Hartman, Purchasing Manager
From: Joseph Waltz, Director of Energy Services
Date: May 18, 2016
Re: Contract approval for Lee Inspection and Consulting Services

The Town of Front Royal received 4 responses from the RFP for pole inspection services. Staff evaluated companies on qualifications, inspection procedures, data reporting and cost to determine a ranking. Staff then selected the two top firms and interviewed further on capabilities and providing the services the Town was requesting. The two firms were Osmose and Lee Inspections.

On May 16, Staff presented the program to Town Council at the work session with a recommendation to award the contract with Lee Inspection & Consulting Services to perform the yearly pole inspection, treatment and restoration services for the Town of Front Royal. Staff was directed by Council to move forward on approval.

Please place on the next Council agenda for approval of contract and currently funded from the expense line 9401-3003 for a cost of \$24,700.00

If you have any questions, please feel free to call me.

LEE
INSPECTION &
CONSULTING
SERVICES

In-Service Wood Distribution Poles

“RFP” # 1

Pole Inspection, Treatment and Restoration Services

2016

Town of Front Royal

Front Royal, Virginia

“The Assurance of Quality”

LEE INSPECTION AND CONSULTING SERVICES, INC.
3358 North Ewing Lane Joplin, Missouri 64801

Joplin, MO Office 866.327.1899
Bossier, LA Office 800.508.6232

February 12, 2016

“RFP” #1- POLE INSPECTION TREATMENT and RESTORATION SERVICES

Cynthia Hartman
Purchasing Department
P.O. Box 1560
102 East Main Street
Front Royal, VA 22630

Greetings: Cynthia

Thanks for the opportunity to submit a proposal for in-service distribution wood pole inspection/maintenance program for 2016. Enclosed you will find the proposed cost for a pole-by-pole sound and visual inspection to determine the condition of the pole/structure and select bore for decay analysis, also other services you requested.

When you are reviewing the proposals, please keep in mind that Lee Inspection has the ability to provide you digital photographs of all rejected poles and structure, also a maintenance work order sheet. The electronic media to utilize this data is stored on CD in Micro-Soft Assess format as an effective tool to forecast pole replacements and maintenance requirements. Lee Inspection's pole inspection system data provides a quick and cost-effective way for the cooperative to inventory poles and supported hardware within your system in the case of an emergency situation.

We at Lee Inspection and Consulting Service know and understand the utilities goals and objectives for customer service and product reliability. As you well know, one of the important items that the utility will have to consider are system improvements and system maintenance in order to assure your customers, quality reliable service for today and years to come. Lee Inspection would like the opportunity to be a part of that quality service effort.

I appreciate this opportunity and look forward to working with the town of Front Royal in 2016. If you have any questions or comments, please do not hesitate to give me a call cell 918.214.3968 or office 866.327.1899 e-mail denniscassady@leeinspect.com

Sincerely,
Dennis

Dennis E. Cassady
Manager of Operations/Sales
Lee Inspection and Consulting Services, Inc.
Joplin, Missouri

Lee Inspection and Consulting Services, Inc.

Specification for Pole Inspection, Treatment and Restoration Services

I. POLE ASSESSMENT PROCEDURES

Maps will be provided by the utility that identify the facilities of the electric system that are selected for inspection. These maps will be used by inspection personnel to locate poles and document important aspects of the inspection process (rejected poles, facilities needing maintenance, etc.). Once all facilities located on a single map have been inspected and treated, the map will be returned to the Cooperative.

Lee Inspection recommends the 100% inspection and selective remedial treatment approach. Treating to the symptom of the decay in each pole we believe is the most cost effective. Trained wood inspectors can make accurate inspection decisions on a pole based on decay observation and measurement to weather it requires any remedial treatment to extend the life of the pole. With this latitude comes a great cost saving while extending service life.

When an inspector arrives at a pole location, the inspector must collect an adequate quantity of information that will allow him to make decisions on the level of inspection and treatment necessary for each pole.

Poles that are less than or equal to 10 years of age, shall be sounded and visual inspected. Sound with a hammer from ground line to as high as an inspector can reach in every quadrant of the pole in order to locate internal and/or external decay.

For poles greater than 10 years of age, the inspector will complete an above-ground visual inspection that includes sounding the pole with a hammer from below ground to as high as the inspector can reach in each quadrant. If the sounding or visual inspection results suggest internal decay, the inspector will be required to make an appropriate quantity of bores in order to determine the extent of internal decay. In addition to the above-ground inspection, the inspector will need to complete a below-ground inspection adequate enough to reveal any exterior below-ground decay.

If internal or external decay is discovered during the inspection process, the inspector will need to determine if the remaining structural strength of the pole and indicate if the pole is serviceable or rejected. If a pole is rejected, no treatment will be applied to the pole. If the pole is serviceable, it will be given the appropriate treatment(s).

When holes are drilled in the pole for finding and treating internal decay, the holes will be plugged with wood preservative treated hole plugs or plastic dowels.

When the inspection and treatment of a pole is complete, the inspector will document all inspections and treatments performed on the pole. In addition, if the pole is good it will be tagged with a circular metal tag with year. If it is rejected, the inspector will place a red rectangular marker on the pole to clearly identify it as a rejected pole.

Any poles that clearly may need immediate attention or removal should be identified as a priority pole in the inspections reports and report it to utility representatives the same day they are discovered.

II. Inspection Reports

Pole inspectors will collect the following information at all pole locations:

- Pole number, pole assemblies, origination date produced, height and class, current inspection date, type of inspections and treatments performed (visual, sound, bore, external, internal).

Our inspectors can document the pole location and any necessary circumstances for poles that need maintenance or replacement. If an inspector identifies a pole that needs maintenance, the issue that results in the requirement for maintenance must be explained. The inspector will identify any hazards noticed as a maintenance item.

III. Definitions for Inspection and Treatment

A. Above-Ground Inspection

A visual inspection of all poles shall be made from ground line to the top of the pole. The following visible defects can be noted: woodpecker holes, split tops, decayed tops, broken insulators, rotten/broken cross arms, slack/broken guy wires. If the pole is obviously not suited for continued service due to serious defects, it shall be rejected. The pole will be sounded and bored to determine whether or not it is a priority pole.

B. Sounding

Poles shall be sounded from as high as the inspector can reach (approximately 6-ft) to the exposed ground line area and below ground line in order to locate interior pockets of decay. Hammer marks should be visible to indicate that the area was sounded.

C. Partial Excavation

Partial excavation, will be done selectively to evaluate internal and external decay below ground line.

D. Boring and Internal Treatment

Inspector shall bore pole with a 3/8" bit. Bore hole(s) shall be located at ground line and/or below ground line and should be drilled at a 45-degree angle into the pole. If heart rot or enclosed decay pockets are evident in a pole, borings as needed will be taken to determine the size and extent of decay. If internal decay is detected it will be treated with boron rods. If internal decay pockets are detected, pocket will be treated with chemical solution. Bored holes shall be plugged with tight-fitting treated wood or plastic dowels.

E. Full Excavation and External Treatment

All poles shall be excavated around the entire circumference of the pole to a depth of 18" below ground line. (Exceptions include poles in pavement, poles with underground power risers and poles in vegetable gardens. These poles shall be Sound and Bore inspected.) Poles which cannot be excavated to the proper depth around the entire circumference for reasons, such as large rocks, large roots or other obstructions, will have the obstruction and the extent of excavation noted in either the remarks or notes section. The excavation will be approximately 18" in depth. For excavation in lawns, sod grass areas or flower gardens, care will be taken to keep surrounding area as clean as possible. The sod around pole shall be carefully removed and replaced Tarps shall be used whenever possible to minimize the possibility of any property damage and to aid in keeping work site as neat as possible. (Exceptions should be rare and would include situations where the slope is too steep or the ground surface too uneven to allow for effective use of tarps.)

F. Chipping

All poles that will be externally treated will have all loose and decayed wood removed from 18" below ground line to 6" above ground line. A quality chipping tool will be used for this procedure to obtain a smooth clean removal of wood. External decay pockets will be shaved or chipped to remove decayed wood from pole. Removed wood shall be removed from the pole hole and surrounding ground and disposed of properly. Care will be taken not to remove good wood as this will reduce the strength of the pole. The pole will be scraped using a check scraper or wire brush to remove dirt from treatment zone.

IV. General Precautions and Requirements for Preservative Applications

A. General Restrictions and Requirements:

All preservatives shall be handled and applied in accordance with the product label and in a manner that will prevent damage to vegetation and property.

No preservatives shall be applied by the contractor where a pole is readily identifiable as (a) located on any school property, (b) in a vegetable garden, (c) within ten (10) feet of a stream or standing water body, or (d) within fifty (50) feet of a private well.

V. Evaluation

A. Determining Minimum Circumference

Minimum circumference should be measured at or below ground line wherever the least sound wood is present. Poles below minimum circumference shall be rejected and so marked in the field and reported. Poles with heart rot or decay pockets with a minimum shell equal to or greater than two inches will be treated; poles with heart rot with a shell thickness less than the above-specified minimum will be rejected. Poles with a minimum shell of one inch or 50 percent of original circumference or less will be designated a "Priority Pole" and reported to the utility's designated contact daily.

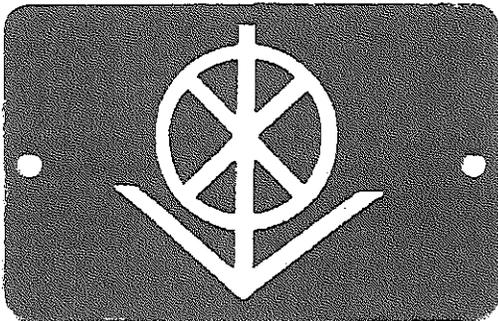
VI. Inspection Personnel Qualifications

Lee Inspection inspectors responsible for making inspection and treatment decisions will have sufficient experience to adequately justify their inspection and treatment decisions to the satisfaction of Staff with the Town of Front Royal, Virginia.

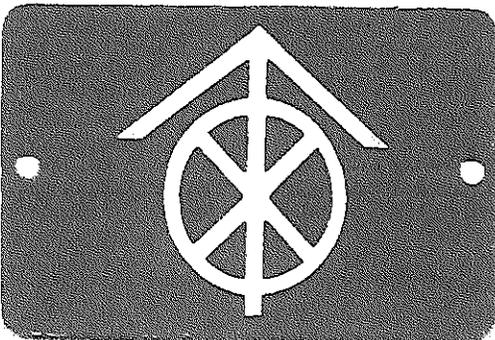
Lee Inspection & Consulting Services, Inc.



POLE PASSES INSPECTION--A ROUND TAG IS INSTALLED WITH YEAR OF INSPECTION.



POLE FAILS INSPECTION-- A RED, RECTANGULAR MARKER IS INSTALLED (nailed). IF THE POLE IS REJECTED FOR GROUND LINE EXTERNAL DECAY, HEART ROT, INTERNAL DECAY, DAMAGE, ETC., THE ARROW WILL POINT DOWN TO IDENTIFY PROBLEM AREA.



POLE FAILS INSPECTION--A RED RECTANGULAR MARKER IS INSTALLED (nailed). IF THE POLE IS REJECTED FOR BAD TOP, BROKEN, WOODPECKER DAMAGE, ETC., THE ARROW WILL POINT UP TO IDENTIFY PROBLEM AREA.

References for In-Service Pole Inspection and Data Collection

Norris Electric Cooperative
Newton, IL
Contact: Timothy Huber
Manager of Engineering
office: 618.783.8765

South River Electric Membership Corp.
Dunn, North Carolina
Contact: Steve Holmes
Supervisor of Line Operations
office: 910.892.8071 ext.4140

Eastern Illini Electric Cooperative
Paxton, IL
Alan Schweighart
Manager of Operations & Engineering
1-217-379-2131 ext.173

EnerStar Power Corp.
Paris, IL
Contact: Mike Clark
President/CEO
office:217.463.4145

Additional information on Lee Inspection

www.leeinspect.com

**Town of Front Royal
Virginia
Pole Inspection, Maintenance, Treatment and Restoration
"RFP" #1
Proposed Pricing for 2016**

Scope of Services	Cost per pole
Sound-Visual (to determine condition of the pole and hardware) Approximately 2800 distribution wood utility poles. Data collection with inspection program and reporting information with hard copies of field reports and/or on CD with poles marked good or bad and maintenance needs. Reporting Information: pole number, map location etc. pole assemblies: single phase, two phase, three phase, service pole manufacturer year produced class/length maintenance needs (loose or missing hardware, broken ground, leaking trans., etc. hazards noticed transformer size (if needed) inspection method report items for maintenance repair .	\$ 5.60
Sound, Visual and Select Bore (bore pole for a decay analysis) with data above information	\$ 6.30
Partial Excavation (as needed to determine decay below ground line)	\$ 2.25
Internal Treat select poles with internal decay, remedial treat with Boron Rods	\$ 13.50
Internal Treat select poles with internal decay pockets using copper naphthenate solution	\$ 17.50
External Treatment poles with external decay. Excavate 18" treat, wrap using copper Naphthenate (CuNap) wrap/paste. CuNap documented to be a very effective wood preservative used for remedial treatment for standing Utility poles. Full excavation with external treatment.	\$ 32.10
Excavated Pole poles with external decay. Inspector will determine extent of decay, if the pole fails for treatment, it is an excavated reject.	\$ 10.00
Install Guy Guards (as needed) Supplied by the utility	\$ 1.95
Repair Broken Grounds (with utility tools and materials at ground-level up to 6ft.)	\$ 4.25
Tag Each Pole (metal tag with year)	\$ 0.20
Rejected Poles (identified with red marker with arrow pointing toward problem area)	\$0.60

7C



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

Page 1
Item No. 7(C)

Meeting Date: May 23, 2016

Agenda Item: COUNCIL APPROVAL – Deed of Easement for Sewer Line located at 8498-8506 Winchester Road (Cedarville Corner)

Summary: Council is requested to approve a Deed of Easement for a 20' sanitary sewer line from David E. and Evelyn C. Moreman and Raymond C. and Leilani P. Grimm, owners of Cedarville Corner located at 8498-8506 Winchester Road.

Budget/Funding: None

Attachments: Deed of Easement

Meetings: Work Session held May 2, 2016

Staff

Recommendation: Approval X 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 Deed of Easement for a 20' sanitary sewer line from David E. and Evelyn C. Moreman and Raymond C. and Leilani P. Grimm, owners of Cedarville Corner located at 8498-8506 Winchester Road, 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: SB

This instrument was prepared by:

J. Daniel Pond II, Esquire VSB #13624
35 N. Royal Avenue
Front Royal, VA 22630

This deed is exempt from the recordation taxes imposed by §58.1-801 of the Code of Virginia, 1950, pursuant to §58.1-811.A.3

This Deed of Easement is made and entered this 29th day of February, 2016, by and between David E. Moreman and Evelyn C. Moreman, husband and wife, and Raymond C. Grimm and Leilani P. Grimm, husband and wife, herein referred to as **GRANTOR** and the Town of Front Royal, Virginia, a Municipal Corporation, herein referred to as **GRANTEE**.

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid by the Grantee to the Grantor, receipt whereof is hereby acknowledged, the Grantor grants and conveys unto the Grantee, its successors and assigns, the following rights in real property situated in the North River Magisterial District, Warren County, Virginia, to wit:

The privilege and easement in perpetuity to construct, lay, maintain, repair, inspect, improve and operate within the easement a sanitary sewer line, (herein "sewer" facilities), to serve Lot 1 and Lot 6 as shown on that certain plat of survey prepared by Patton, Harris, Rust & Associates, PC entitled "Plat Showing Lot Consolidation, Various Easements, and Right of Way Dedication, Cedarville Properties of David E. Moreman, Evelyn C. Moreman, Raymond C. Grimm and Leilani Grimm", and recorded in the Clerk's Office of the Circuit Court of Warren County, Virginia at Slide 237 at pages G & H. The aforesaid easement is marked thereon "20' San. Easement", and erroneously states "Hereby Granted to Warren Co.". No easement has been granted heretofore to Warren County, nor does Warren County operate or maintain any sanitary sewer facilities. Lots 1 and 6 shall be referred herein as "the Property".

The purpose of the aforementioned easement is to provide for sanitary sewer facilities to supply sanitary sewer to the Property.

This easement is subject to all existing easements, rights-of-way, and restrictions and is further subject to the following conditions:

1. The Grantee shall assume all responsibility for repair, maintenance, reconstruction and replacement of the sanitary sewer facilities within the easement.

2. The sanitary sewer facilities constructed within the easement shall remain the property of the Grantee. The Grantee shall have the right to inspect, rebuild, remove, repair, improve and make such changes, alterations, additions to or extensions of its sanitary sewer facilities within the boundaries of said easement as are consistent with the purpose expressed herein. All construction, maintenance, equipment and sanitary sewer facilities shall comply with all applicable law ordinances, codes and regulations.

3. Upon completion of any activity by Grantee upon the easement, Grantee shall restore the Property as nearly as possible to its original condition as is practicable, including backfilling, and compaction of trenches, repaving, reseeding or resodding of lands, replacement of equipment and facilities of Grantor, removal of trash and debris, and removal of Grantee's equipment, accessories or appurtenances not inconsistent with the construction, maintenance or operation of said sanitary sewer facilities or the exercise of any rights or privileges expressed herein, and will make a good faith effort to minimize any damage. Grantee shall maintain said easement and sanitary sewer facilities located therein in such repair as not to endanger or otherwise limit the enjoyment or use of the Property, including ingress, egress or parking in, on and over driveways, roads, or parking lots.

4. The Grantee may (but is not required to) trim, cut, remove, and keep clear all trees, limbs, undergrowth, and any and all other obstructions, within the said right-of-way or easement, that may in any manner, in Grantee's judgment, endanger or interfere with the proper and efficient operation of the sanitary sewer facilities therein or thereon and the Grantee shall have all such other rights and privileges as are reasonably necessary or convenient for the full enjoyment and use of the easement herein granted for the aforesaid purpose.

5. The granting of the easement herein described neither expressly nor impliedly constitutes any payment, nor the waiver of any obligation for the payment, by the Grantors or

their successors or assigns, of any cut-in fee or charge, tax, assessment or other charge or obligation whatsoever now due or heretofore due or hereafter to become due and payable to the Grantee or to any person, firm or other corporation whatsoever.

6. Grantee will exercise reasonable care to protect the Property from damage or injury occasioned in the enjoyment of the easement and rights herein granted, and to promptly repair the Property or reimburse the Grantor for any property damaged beyond repair.

7. That if the Grantee does cut or fell any brush, undergrowth or trees, or should excavations be carried on pursuant to this easement and any large-sized rocks or boulders are unearthed and are not buried in said excavation, such brush, undergrowth, trees, large-sized rocks and boulders shall be the expense of Grantee be removed from the Property.

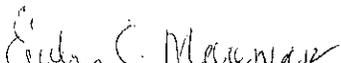
8. That Grantor shall have no right, title, interest, estate or claim whatsoever in or to any of the sanitary sewer facilities constructed within the easement and accessories installed by virtue hereof.

9. This permanent easement shall run with the land of the Grantor, and shall be binding upon the heirs, executors, administrators, successors, and assigns of the Grantor and the Grantee.

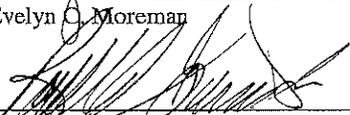
WITNESS the following signatures and seals.



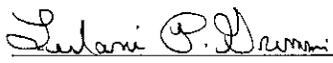
David E. Moreman (SEAL)



Evelyn C. Moreman (SEAL)



Raymond C. Grimm (SEAL)



Leilani P. Grimm (SEAL)

STATE OF VIRGINIA

COUNTY OF WARREN, TO-WIT:

I, Stacy L. Devine, a Notary Public in and for the State and County aforesaid, do hereby certify that David E. Moreman and Evelyn C. Moreman, whose names are signed to the foregoing Deed of Easement, dated February 29, 2016, have this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this 17 day of May, 2016.


NOTARY PUBLIC

My commission expires: ⁸⁰7609697 10/31/2018

Registration No.: 7609697

STATE OF VIRGINIA

COUNTY OF WARREN, TO-WIT:

I, Stacy L. Devine, a Notary Public in and for the State and County aforesaid, do hereby certify that Raymond C. Grimm and Leilani, P. Grimm, whose names are signed to the foregoing Deed of Easement, dated February 29, 2016, have this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this 17 day of May, 2016.


NOTARY PUBLIC

My commission expires: 10/31/2018

Registration No.: 7609697

The foregoing conveyance is hereby accepted by the Town of Front Royal, Virginia, as evidenced by the signature of the undersigned, who is authorized to accept this conveyance on behalf of the Town, as evidenced by a Resolution adopted by the Town Council.

WITNESS the following signature:

TOWN OF FRONT ROYAL, VIRGINIA

BY: _____
Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry
Clerk of Council

STATE OF VIRGINIA

COUNTY OF WARREN, TO-WIT:

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that Timothy W. Darr, Mayor and Jennifer E. Berry, Clerk, whose names are signed on behalf of the Town of Front Royal, Virginia, to the foregoing Deed of Easement bearing the date of the 29th day of February, 2016, have each this day personally appeared and acknowledged the same before me in my State and County aforesaid.

Given under my hand this _____ day of May, 2016.

NOTARY PUBLIC

My commission expires: _____

Registration No.: _____

APPROVED AS TO FORM:



Douglas W. Napier, Town Attorney

Date: 05-17-2016

7D



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

Page 1
Item No. 7(D)

Meeting Date: May 23, 2016

Agenda Item: COUNCIL APPROVAL – Resolution for Rotary Club’s 90th Anniversary

Summary: Council is requested to approve a Resolution celebrating Rotary Club of Front Royal’s 90th Anniversary on May 20, 2016.

Budget/Funding: None

Attachments: Resolution

Meetings: None

Staff Recommendation: Approval X 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 the Town Council approve a resolution celebrating Rotary Club of Front Royal’s 90th Anniversary on May 20, 2016.

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

Approved By: SB



Town of Front Royal, Virginia



**RESOLUTION OF RECOGNITION
ROTARY CLUB OF FRONT ROYAL
90TH ANNIVERSARY**

WHEREAS, the Rotary Club of Front Royal was chartered by Rotary International on May 20, 1926 to promote the ideal of service as the basis of all worthy enterprise and high ethical standards in business; and,

WHEREAS, for the past ninety years the Rotary Club of Front Royal has donated time and funding for a number of community projects and efforts in Front Royal and in Warren County; and,

WHEREAS, the Rotary Club of Front Royal sponsors a number of community building initiatives to develop our youth through the distribution of dictionaries, youth exchanges, and Rotary Youth Leadership Awards; and,

WHEREAS, the closure of the Front Royal Kmart will impact shopping availability of all residents of the Town of Front Royal and the County of Warren, as well as residents of Rappahannock and Page Counties; and,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby honors and recognizes the 90TH Anniversary of the Rotary Club of Front Royal.

Adopted this 23rd day of May, 2016

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 _____ 2016, upon the following recorded vote:

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

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: _____

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

Page 1
Item No. 8

Meeting Date: May 23, 2016

Agenda Item: COUNCIL APPROVAL – Ordinance Amendment to R-1A District (*1st Reading*)

Summary: Council is requested to affirm on its first reading an ordinance to amend the R-1A District regulations that include Front Royal Town Code Sections 175-18.1 through 175-18.7, and the addition of Section 175-18.8. The amendment would add an optional set of performance standards known as “cluster development” standards. Over a series of work sessions the applicant (Front Royal Limited Partnership – FRLP) and the Front Royal Planning Commission drafted the attached ordinance amendments.

Budget/Funding: None

Attachments: Proposed Ordinance Amendment

Meetings: Work Sessions held March 21 and May 2, 2016.

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council affirm on its first reading an ordinance to amend the R-1A District regulations that include Front Royal Town Code Section 175-18.1 through 175-18.7, and the addition of Section 175-18.8, 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: SB

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL MUNICIPAL
TOWN CODE SECTIONS 175-18.1 - 175-18.8 PERTAINING TO THE R-1A
DISTRICT AND THE ADDITION OF THE CLUSTER DEVELOPMENT OPTION**

WHEREAS, the Front Royal Planning Commission along with Front Royal Limited Partnership (FRLP) drafted an amendment to Town Code’s R-1A District by adding Cluster Development Standards; and,

NOW THEREFORE, BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that 175-18.1 – 175-18.8 of the Town of Front Royal Municipal Code is hereby amended and re-enacted as follows:

**DRAFT AMENDMENT – VERSION 4
R-1A Cluster Development Option**

175-18.1 STATEMENT OF INTENT (R-1A)

The R-1A District is designed to accommodate single-family residential development of a medium density on smaller individual lots. The standards for this district are designed to stabilize and protect the character of the designated areas and to protect and encourage a suitable environment for family life. **Optional cluster subdivision standards are included with the intent and purpose of providing greater flexibility for larger development projects. To ensure quality development, the added development flexibility is balanced with requirements that require additional open space and recreational amenities. These additional requirements support a development with higher property values; better preservation of the natural environment; and a more active and healthy community.**

175-18.2 USE REGULATIONS (R-1A)

- A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1A District, the following uses of land and buildings are permitted by-right in the R-1A District:

RESIDENTIAL:

Single-family dwellings, detached

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches
Schools

MISCELLANEOUS:

Accessory uses, structures and buildings
Home occupations

Open space and conservation areas.
Public facilities, excluding Fire and Rescue Squads & Police Stations
Public parks and playgrounds
Public utilities
Signs, as set forth in Section 175-106
Special childcare services
Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator

- B. The following uses are permitted within the R-1A District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1A District:

RESIDENTIAL:

COMMERCIAL:

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.

INDUSTRIAL:

ORGANIZATIONAL:

Fire and Rescue Squad & Police Stations.
Public Libraries.
Community Center.

MISCELLANEOUS:

Any use permitted under Section 175-10.18.2.A, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-10.18.4, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

175-18.3 AREA (R-1A)

Notwithstanding the provisions of Section 175-128, all newly established uses, with the exception of single-family dwellings, shall be required to meet the minimum area requirements at the time of establishment of the use.

- A. Minimum lot size:
1. Single family dwellings: seven thousand (7,000) square feet.
 2. Schools: twenty thousand (20,000) square feet.
 3. Churches: twenty thousand (20,000) square feet.
 4. Parks and playgrounds: five thousand (5,000) square feet.
 5. Public utilities: no regulation.
 6. Other public facility uses: twenty thousand (20,000) square feet.

- B. Minimum lot width:
 - 1. Single-family dwellings:
 - a. Corner lots: seventy (70) feet.
 - b. Interior lots: fifty (50) feet.
 - 2. Parks and playgrounds and public utilities: no regulation.
 - 3. All other uses: one hundred (100) feet.
- C. Minimum district size: three (3) acres.

175-18.4 HEIGHT(R-1A)

- A. Single-family dwellings: thirty-five (35) feet maximum.
- B. Public or semipublic buildings: forty-five (45) feet maximum, provided that the required front, side and rear yards are increased by two (2) feet for each foot in height over thirty-five (35) feet.
- C. Exemptions from height requirements:
 - 1. Church spires.
 - 2. Belfries.
 - 3. Cupolas.
 - 4. Municipal water towers.
 - 5. Chimneys.
 - 6. Flues.
 - 7. Flagpoles.
 - 8. Television antennas.
 - 9. Radio aerials.
- D. Accessory buildings and structures:
 - 1. On lots with an area of less than five-tenths (0.5) acre: two-thirds (2/3) height of principal structure.
 - 2. On lots with an area of five-tenths (0.5) acre or more: not to exceed height of principal structure or thirty-five (35) feet, whichever is less.

175-18.5 MINIMUM YARD DIMENSIONS (R-1A)

- A. Single-family dwellings:
 - 1. Front setback: twenty-five (25) feet.
 - 2. Side: seven (7) feet.
 - 3. Corner side: twenty-five (25) feet.
 - 4. Rear: twenty-five (25) feet.
- B. Other principal structures:
 - 1. Front setback: twenty-five (25) feet.
 - 2. Side: fifteen (15) feet.
 - 3. Rear: thirty (30) feet.
 - 4. Corner side: twenty-five (25) feet.
- C. Accessory buildings and structures:
 - 1. Front setback: thirty (30) feet.
 - 2. Side: five (5) feet or fifty percent (50%) of building height, whichever is greater.

3. Rear: five (5) feet or fifty percent (50%) of building height, whichever is greater.
 4. Corner side: twenty-five (25) feet.
- D. Notwithstanding the provisions above, the front setback on any lot located within a block that is fifty percent (50%) or more developed shall conform with any consistently established setback along the block.
- E. The main or front building facade and entrance for any single-family dwelling shall be oriented toward the front yard of the property, unless an administrative variance is granted pursuant to Section 175-147.1.

175-18.6 LOT COVERAGE (R-1A)

- A. Maximum building coverage: thirty-five percent (35%)
- B. Accessory building coverage: thirty percent (30%) of any required yard

175-18.7 OFF-STREET PARKING (R-1A)

- A. Space requirements:
 1. Single-family dwellings: two (2) spaces per unit.
 2. Churches/assembly area: one (1) space per four (4) fixed seats in the main assembly or one (1) per one hundred (100) net square feet.
 3. Schools: one (1) space per employee plus parking space for assembly areas as provided in Subsection A (2) above.
 4. Libraries: one (1) space per one thousand (1,000) gross square feet.
- B. Location: Minimum setback for driveways and parking: three (3) feet from side and rear property lines for parking areas consisting of no more than 4,500 square feet in area with fewer than fifteen (15) spaces. All parking areas with more than 4,500 square feet in area fifteen (15) or more spaces shall meet the requirements of Section 148-48 870.
- C. Parking spaces where one car is parked behind another car are permitted in this district for individual dwelling units.

175-18.8 OPTIONAL CLUSTER DEVELOPMENT STANDARDS (R-1A)

- A. In lieu of the traditional design standards of Sections 175-18.3 through 175-18.7, the following design standards may be used for cluster developments in the R-1A District.
 1. Area.
 - a. Minimum lot size: 5,500 square feet
 - b. Minimum lot width:
 - i. Corner lots: sixty (60) feet
 - ii. Interior lots: fifty (50) feet
 - c. Minimum district size: twenty (20) acres

2. Height.

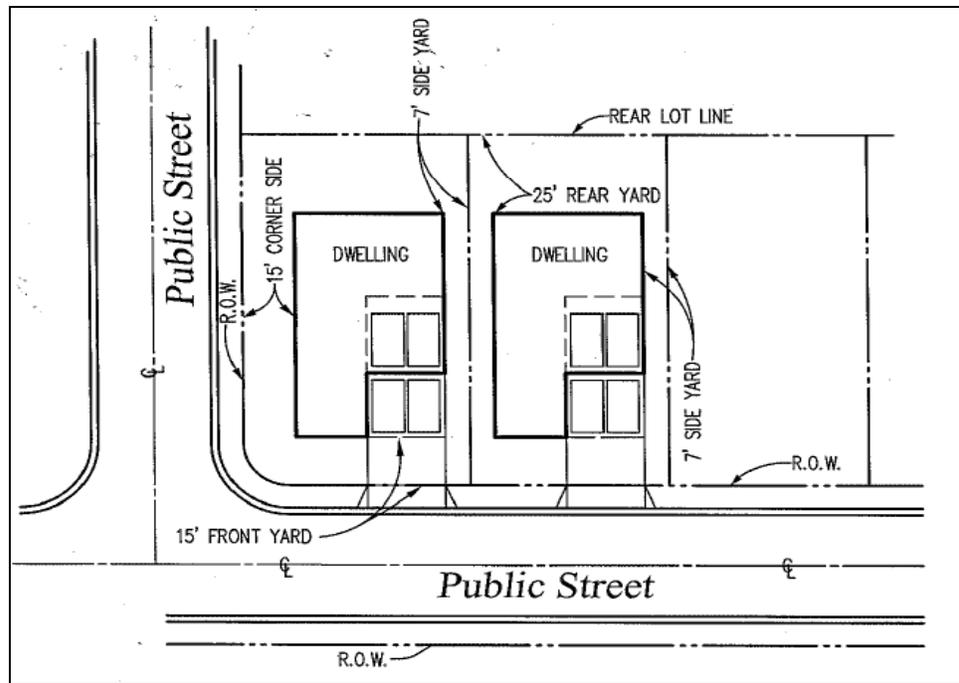
- a. Single-family dwellings: thirty-five (35) feet maximum.
- b. Public or semipublic buildings: forty-five (45) feet maximum, provided that the required front, side and rear yards are increased by two (2) feet for each foot in height over thirty-five (35) feet.
- c. Exemptions from height requirements:
 - (1) Church spires.
 - (2) Belfries.
 - (3) Cupolas.
 - (4) Municipal water towers.
 - (5) Chimneys.
 - (6) Flues.
 - (7) Flagpoles.
 - (8) Television antennas.
 - (9) Radio aerials.
 - (10) Accessory buildings and structures: Not to exceed the height of principal structure, or thirty-five (35) feet, whichever is less.

3. Minimum Yard Dimensions.

a. Single-family dwellings, detached:

- (1) Front: Fifteen feet (15); provided that required off-street parking is at least eighteen (18) feet in length, and the required setbacks from any building are met as specified below under Section 175-18.8.A.5. An unenclosed porch may encroach within the required front yard an additional five (5) feet.
- (2) Side: Seven (7) feet; except that the setback can be reduced to a minimum of five (5) feet when a separation of fourteen feet (14) feet is maintained between the adjacent structure.
- (3) Corner side: fifteen (15) feet; provided that any accessory building is not closer than other houses located along the same street.
- (4) Rear: Twenty five (25) feet.

ILLUSTRATION 175-18.8.A.3. Illustration of Minimum Yard Dimensions for Cluster Developments.



b. Accessory buildings and structures:

- (1) Front: fifteen (15) feet; provided that any accessory building is not closer than other houses located along the same street.
- (2) Side: five (5) feet.
- (3) Corner side: fifteen (15) feet; provided that any accessory building is not closer than other houses located along the same street.
- (4) Rear: five (5) feet.

c. Notwithstanding the provisions above, the front setback on any lot located within a block that is fifty percent (50%) or more developed shall conform with any consistently established setback along the block.

d. The main or front building facade and entrance for any single-family dwelling shall be oriented toward the front yard of the property, unless an administrative variance is granted pursuant to Section 175-147.1, or alternatively, a special use permit, in accordance with Section 175-136, may be issued to allow frontage along open space areas when such request is submitted with a site plan or subdivision plan for review.

4. *Lot Coverage.*

a. Maximum building coverage: fifty percent (50%).

5. *Off-Street Parking.*

a. Space Requirements:

- (1) Single-family dwellings: two (2) spaces per unit.
- (2) Churches/assembly area: one (1) space per four (4) fixed seats in the main assembly or one (1) per one hundred (100) net square feet.
- (3) Schools: one (1) space per employee, plus one (1) space per four (4) fixed seats in the main assembly, or alternatively for the latter, one (1) per one hundred (100) net square feet.
- (4) Libraries: one (1) space per one thousand (1,000) gross square feet.

b. Minimum setback for driveways and parking: three (3) feet from side and rear property lines for parking areas consisting of no more than 4,500 square feet in area. All parking areas with more than 4,500 square feet in area shall meet the requirements of Section 148-870.

c. As required under Section 148-870.A.10, required off-street parking spaces shall be setback at least five (5) feet from all buildings; excluding the setback between the side orientation of the parking space and a single-family detached

dwelling, provided that a garage is provided that is recessed behind the front building façade of such dwelling.

- d. Parking spaces where one car is parked behind another car are permitted in this district for individual dwelling units. Furthermore, within cluster subdivisions, regardless of other provisions within Chapter 175 or Chapter 148, up to one (1) space within a garage or carport may be counted as required off-street parking within a cluster development, provided that the minimum parking space dimensions are met.

6. Community Open Space.

- a. Minimum Community Open Space Area: A minimum amount of common open space shall be provided at the equivalence that the minimum lot area of all lots is reduced below 7,000 square feet. Below is an example of how the required minimum common open space for a cluster subdivision shall be calculated:

$$\begin{aligned} \text{Total Number of Building Lots} \times 7,000 \text{ square feet} &= X \\ X - \text{Total Area of Building Lots Proposed} &= \text{Required Open Space} \end{aligned}$$

- b. No more than 50% of open space may be located within developmentally restricted areas, such as, but not limited to, the floodway.
- c. Surface water bodies may be included within common open space areas, but may not be counted towards the required amount of open space.
- d. Access to community open space shall be provided by adjoining street frontage. In lieu of adjoining street frontage, a 20-foot wide public access easement may be authorized by the Planning Commission during the site plan or subdivision plan review process. In such consideration, the Planning Commission may require pedestrian improvements to ensure adequate access is provided to the common opens space.
- e. Cluster subdivisions shall provide recreational facilities within common open space based on the number of dwelling units. For the purpose of determining minimum requirements, one (1) recreational unit shall be provided for every 50 dwelling units.

(1) The number of recreational unit credits that each type of recreational facility receives shall be based on Table 175-18.8.A.6.e.(1), shown below.

TABLE 175-18.8.A.6.e.(1)

Recreational Unit Type	Recreational Unit Credit
Playground, as described under 175-18.8.A.6.e (2).	1.5
Community Center, including an enclosed building with a meeting hall.	2.5

In-ground Swimming Pool with fencing.		2
Tennis Court Facility with fencing.		1
Pocket Park w/ vegetable gardens.		1
Pocket Park w/ meditation gardens.		1
Partial or full Athletic Fields or courts, such as soccer or baseball fields.		1
6' wide asphalt Hiking / Biking Trail . (or other approved material)	≥ ¼ mile	1
	≥ 1 mile	2
	≥ 3 mile	3
	≥ 4 mile	4
Picnic Shelters with cooking facilities, picnic tables & trash receptacles.		1
Horseshoe pit and/or fire pit with seating area.		1
Covered structure with seating area		1
Improved/landscaped passive or active nature areas with wildflowers or edible landscaping or ornamental trees or orchards.		1
Neighborhood green/square of ½ acre or more with pathways.		1
Community park of 8 acres or more with pathways.		2
Other types of recreational facilities.		As equivalent to any of the above-listed types, as determined by the Planning Commission.

(2) The first recreational unit type of a cluster subdivision shall consist of a playground, with the amenities described below. Alternative recreational unit types for the first recreational unit may be permitted by the Planning Commission for age-restricted communities.

1. A playground shall consist of a composite play system, or systems, with eight (8) play features and a sitting bench.

TABLE 175-18.8.A.6.e.(2)i.

Example Playground Recreational Unit Type

Quantity	Equipment
Minimum 2	2 to 5 year-old play features
Minimum 1	Slides
Minimum 1	Climbing features
Minimum 1	Overhead features
Minimum 1	Tunnels
Minimum 1	Play panels
Minimum 1	Swings (8 feet high, 2 seats)
Minimum 1	Sitting bench

2. Playgrounds shall be constructed to specifications equivalent to those issued by the U.S. Consumer Product Safety Commission in the document *Public Playground Safety Handbook (2010)*, or as may be amended in the future.

- (3) Each home shall be within one-quarter (1/4) of a mile from at least one qualifying recreational unit facility.
- (4) Recreational facilities shall be constructed in sequence with the phasing of development for the cluster subdivision.
- (5) Recreational facilities shall conform to the Virginia Uniform Statewide Building Code, including Handicap Accessibility (ADA) Standards.
- (6) Buildings or structures used for community recreational purposes may be located within transitional yards, as required below, but shall conform with the minimum setback requirements for principle structures.
- (7) Common open space, including all recreational units, shall be maintained in good condition by the developer until such time that it is dedicated to a Homeowner's Association or accepted as a public park by Warren County or the Town of Front Royal.

7. *Transitional Yard.* A minimum transitional yard area is required between any principal building and the following:
 - a. Any planned limited access roadway (i.e. no curb cuts for individual driveways): Minimum 25 feet
 - b. Any adjoining development that is not part of the R-1A cluster subdivision, unless such adjoining property shares the same ownership as the R1-A cluster subdivision: Minimum 50 feet.

This ordinance is effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____2016, upon the following recorded vote:

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

A public hearing on the above was held on _____, 2016, having been advertised in the Northern Virginia Daily on _____, 2016, and _____, 2016. The Ordinance was enacted at the Regular Meeting of the Town Council held _____2016, to become effective immediately.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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

Page 1
Item No. 9

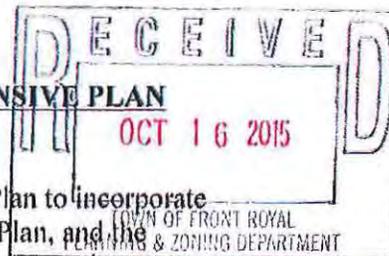
Meeting Date: May 23, 2016

-
- Agenda Item:** PUBLIC HEARING – Amendment to the Comprehensive Plan (*1st Reading*)
- Summary:** Council is requested to consider a request submitted by Front Royal Limited Partnership (FRLP) to adopt a “Future Land Use Plan” as part of the Town’s Comprehensive Plan. The Plan is for FRLP’s 604-acre property that was annexed in 2014 and is currently zoned A-1. The “Future Land Use Plan” is the same as approved during the annexation of the property and is incorporated into the Voluntary Settlement Agreement as Exhibit A, and was approved by both the Town of Front Royal and the County of Warren.
- Budget/Funding:** None
- Attachments:** Statement of Justification – FRLP Comprehensive Plan Amendment from David Vazzana, FRLP
- Meetings:** Work Session held March 21, 2016
- Staff Recommendation:** Approval X Denial
- Proposed Motion:** I move that Council approve a request from Front Royal Limited Partnership (FRLP) to adopt the “Future Land Use Plan” for their 604-acre property annexed in 2014, as part of the Town’s Comprehensive Plan, as proposed.

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

Approved By: SB

**STATEMENT OF JUSTIFICATION – FRLP COMPREHENSIVE PLAN
AMENDMENT**



FRLP would like to request that the Town amend its Comprehensive Plan to incorporate the attached "Future Land Use Map" into the Town's Comprehensive Plan, and the Town's N.E. Planning Area, pursuant to the Voluntary Settlement Agreement between the Town, FRLP, and the County (the "VSA").

BACKGROUND AND PROPOSED CHANGES:

As a part of the boundary line adjustment proceedings, and the eventual VSA, the Town held two public hearings on the matter and approved the VSA on first and second readings in both August of 2013 and again in March/April of 2014. The County also had a public hearing and 2 votes on the matter. The Virginia Commission on Local Government also held a public hearing and issued a report on the VSA. A Special Court appointed by the Virginia Supreme Court ultimately approved and gave force and effect to the VSA in October of 2014 and the FRLP property was annexed into the Town shortly thereafter – pursuant to the terms and conditions of the VSA. Moreover, and as a part of the VSA, the Town agreed to "use its best good faith efforts to amend its Comprehensive Plan to incorporate the Future Land Use Plan therein" (Section 3.1 and 3.2).

FRLP requests that the Town incorporate the attached "Future Land Use Plan" into its Comprehensive Plan for its N.E. Planning Area. In support of this request please find attached:

1. Voluntary Settlement Agreement, Exhibit A, "Future Land Use Plan".
2. FRLP Presentation to Town Council and County B.O.S., September 2012.

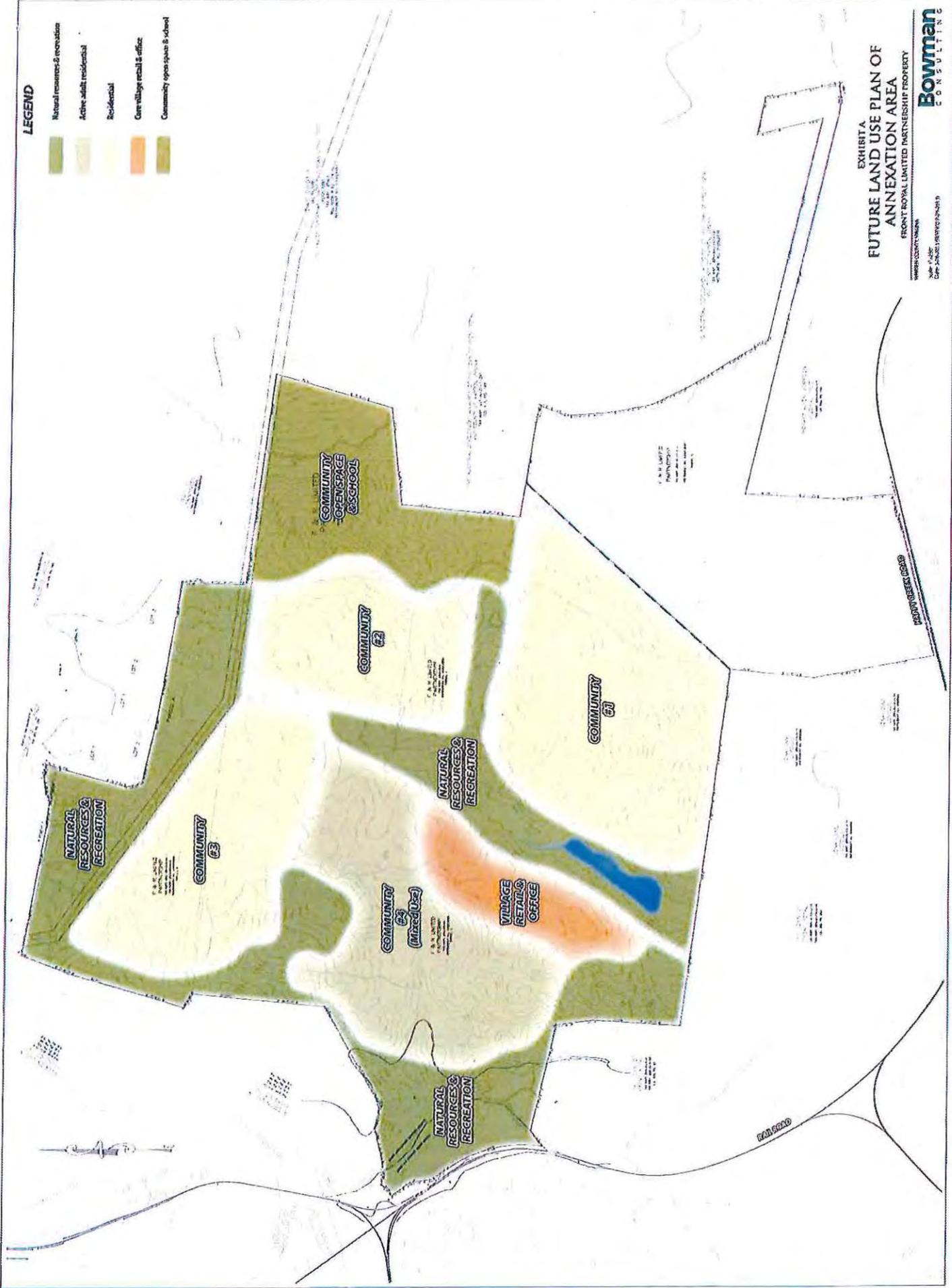
FRLP looks forward to working with the Town on this matter.

Respectfully Submitted,

David Vazzana, FRLP
dvazzana@gmail.com
202-215-0038

LEGEND

-  Natural resources & recreation
-  Active adult residential
-  Residential
-  Core village retail & office
-  Community open space & school



**EXHIBIT A
FUTURE LAND USE PLAN OF
ANNEXATION AREA**

FRONT ROYAL LIMITED PARTNERSHIP PROPERTY



DATE: 10/15/2019
DRAWN BY: J. HARRIS
CHECKED BY: J. HARRIS

- ❖ The Urban Land Institute has estimated that by 2030 the Washington DC MSA (region) will have generated 1.6 million new jobs and have 2 million new residents, requiring an additional 833,000 housing units.¹



➤ **“Goal: Coordinate Warren County’s and the Town of Front Royal’s (and EDA’s) growth and management plans.”**

¹ John Frece, *Reality Check Envisioning our Regions Growth*, Urban Land Institute

A. POPULATION GROWTH

1. "In order to effectively develop a plan or vision for Warren County's future, it is important to understand where the County has been, where it is now, and where it is headed." (County Plan, page 2 – 1)

Table 1-1 Population Growth in Warren County and Front Royal, 1960-2010

	<u>1960</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>
Warren	6,706	7,090	10,074	14,262	17,995	23,135
Front Royal	7,959	8,211	11,126	11,880	13,589	14,440
Warren County & Front Royal	14,665	15301	21200	26,142	31,584	37,575
% Residing in County	45.73%	46.34%	47.52%	54.56%	56.98%	61.57%
% Residing in Town	54.27%	53.66%	52.48%	45.44%	43.02%	38.43%

Source: U.S. Census Data and Warren County Comprehensive Plan, Table 2.3.

Table 1-2 Population Growth by Percentage in the Town and County in the Preceding 10 years, 1970-2010

	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>
Warren	5.73%	42.09%	41.57%	26.17%	28.56%
Front Royal	3.17%	35.50%	6.78%	14.39%	6.26%
Warren County & Front Royal	4.34%	38.55%	23.31%	20.82%	18.97%

- *Past population growth has been consistent and has favored Warren County, which has added between 5 and 6 thousand persons per decade since 1970.*

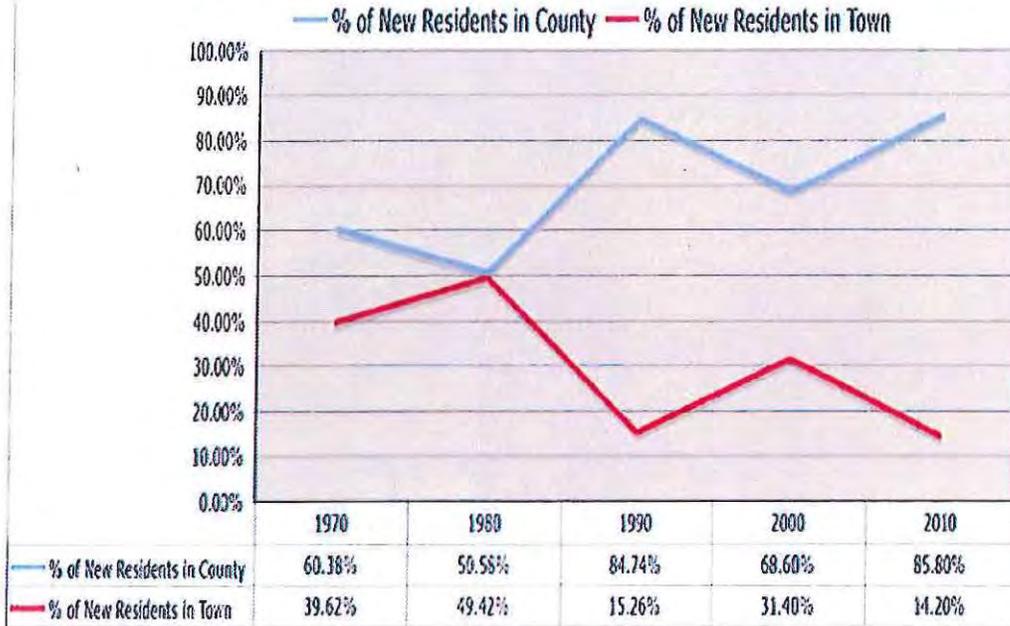
2. Warren County has projected that it would grow from 36,717 persons to 65,700 persons by 2025 - Warren County Government Facilities Space Needs Analysis and Master Plan, 2007.

Year Structure was Built and Total New Housing Units in Preceding 10 years

	Total New Housing Units Located In Warren County	Town	% in Town
1970-79	2602	956	36.74%
1980-89	2489	954	38.33%
1990-99	2986	1110	37.17%
2000-09	2328	402	17.27%

Source: 2010 U.S. Census.

Chart 1-2 Percent of Total New Residents Residing in the Town and County



- *The Town and County (and State) will continue growing... The question is not if development will proceed within the community, but how it will proceed - and more importantly - where?*

B. CONTEXT AND AREA MAPS – HCR PLANNING AREA

1. Overview

An increasing number of residential developments in rural parts of Warren County, characterized by either large lots on former agricultural land or mountain development, is altering the traditional pattern of compact development surrounded by open space. The scattered pattern of this development in the rural parts of Warren County is slowly robbing Front Royal residents of the public values contributed by surrounding farms and natural areas.

Goal: *To direct future development into an efficient and serviceable form that will preserve the County's predominately rural character.*

Objectives:

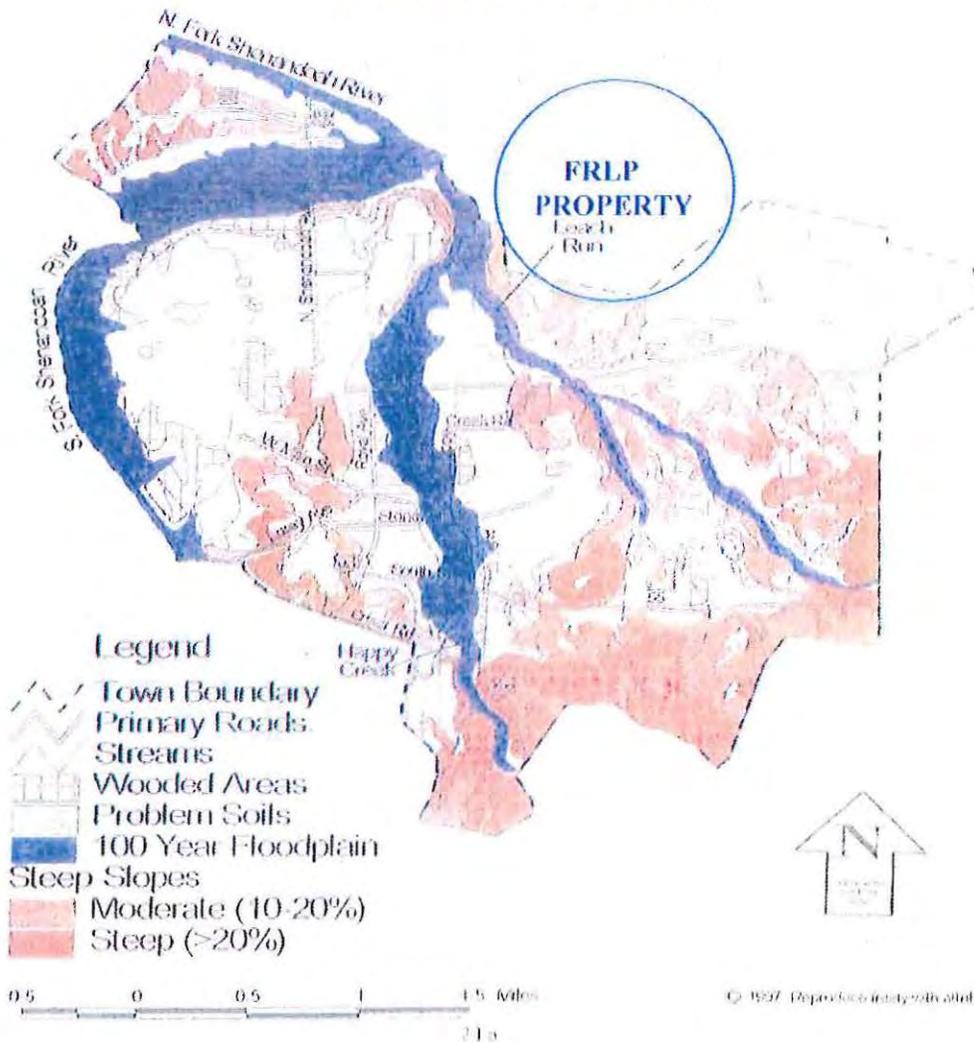
- *Direct County development to areas contiguous with Front Royal or rural villages that are served or will be served with adequate public facilities such as roads, sewer, and water.*
- *Limit future suburban sprawl in rural or agricultural areas where adequate public facilities do not exist or where their provision would not be cost-efficient.*
- *Coordinate the County's and the Town of Front Royal's growth and management plans.*

We believe a positive solution can be found to every problem. Whenever possible we will look for the solution that benefits all sides. Confrontation, conflict and adversarial relationships are not conducive to positive resolution of problems.

- Town of Front Royal and County of Warren Comprehensive Plans

2. Town of Front Royal, Natural Features, Town Comprehensive Plan.

Natural Features Town of Front Royal



✓ *"Front Royal is an area in which developable land is intermingled with steep slopes, floodplains, and woodlands, creating a clear pattern of where development is socially beneficial without excessive environmental costs." (Town Plan, Page 22)*

3. *Town of Front Royal, Composite Development Constraints Map, Development Constraints Analysis February 2007.*

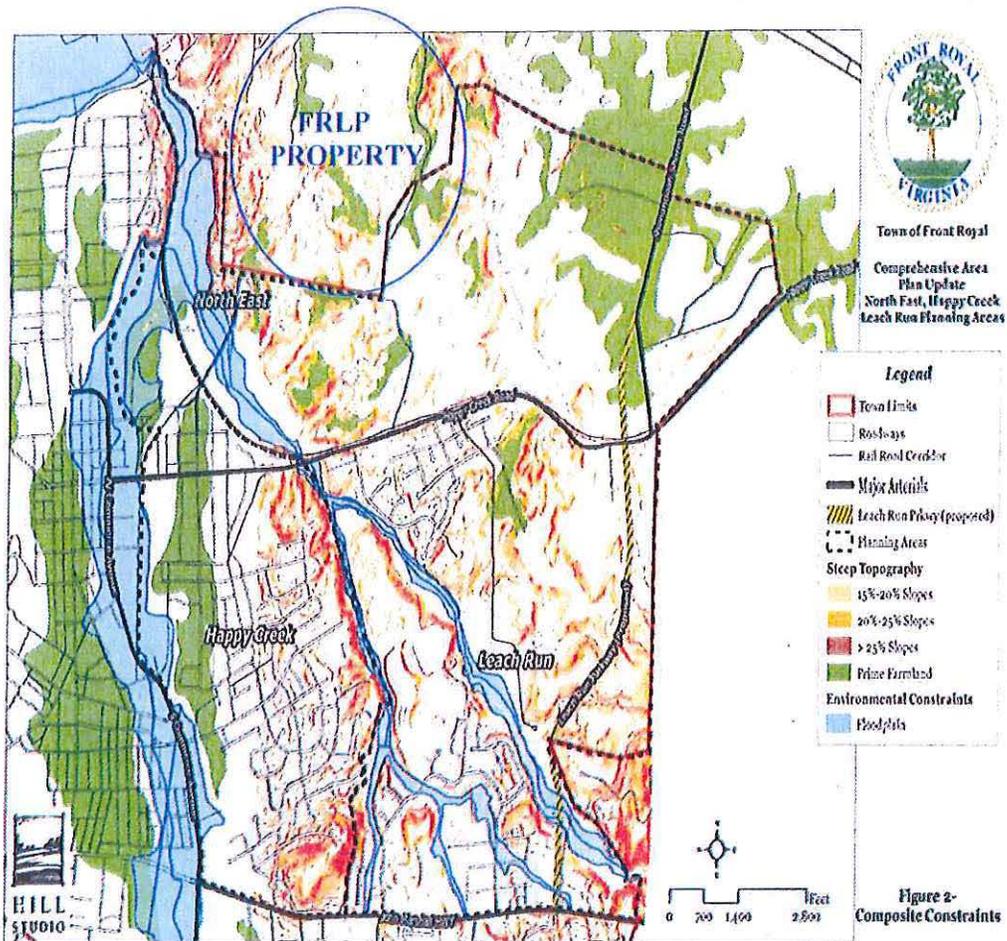
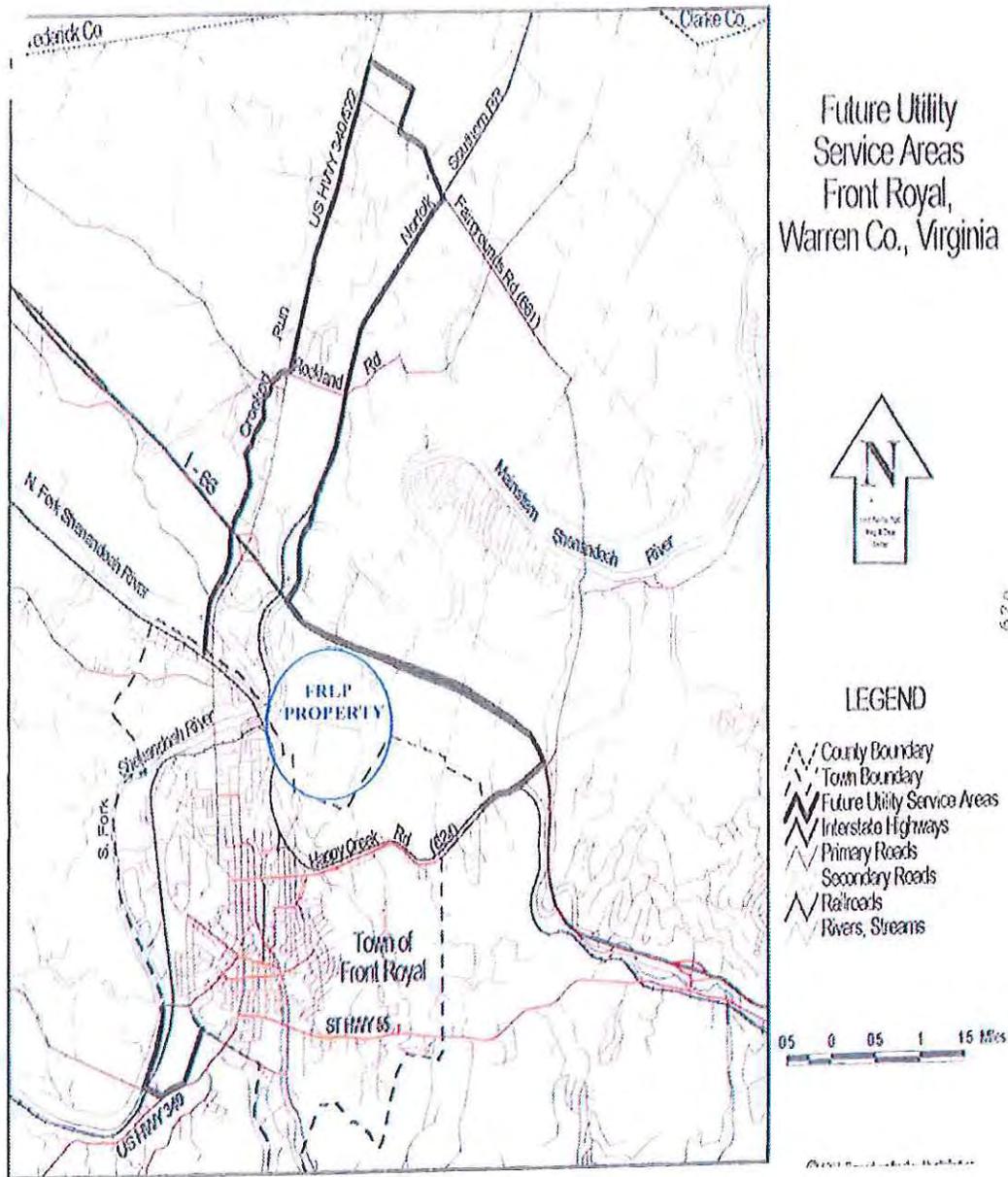


Figure 2-
Composite Constraints

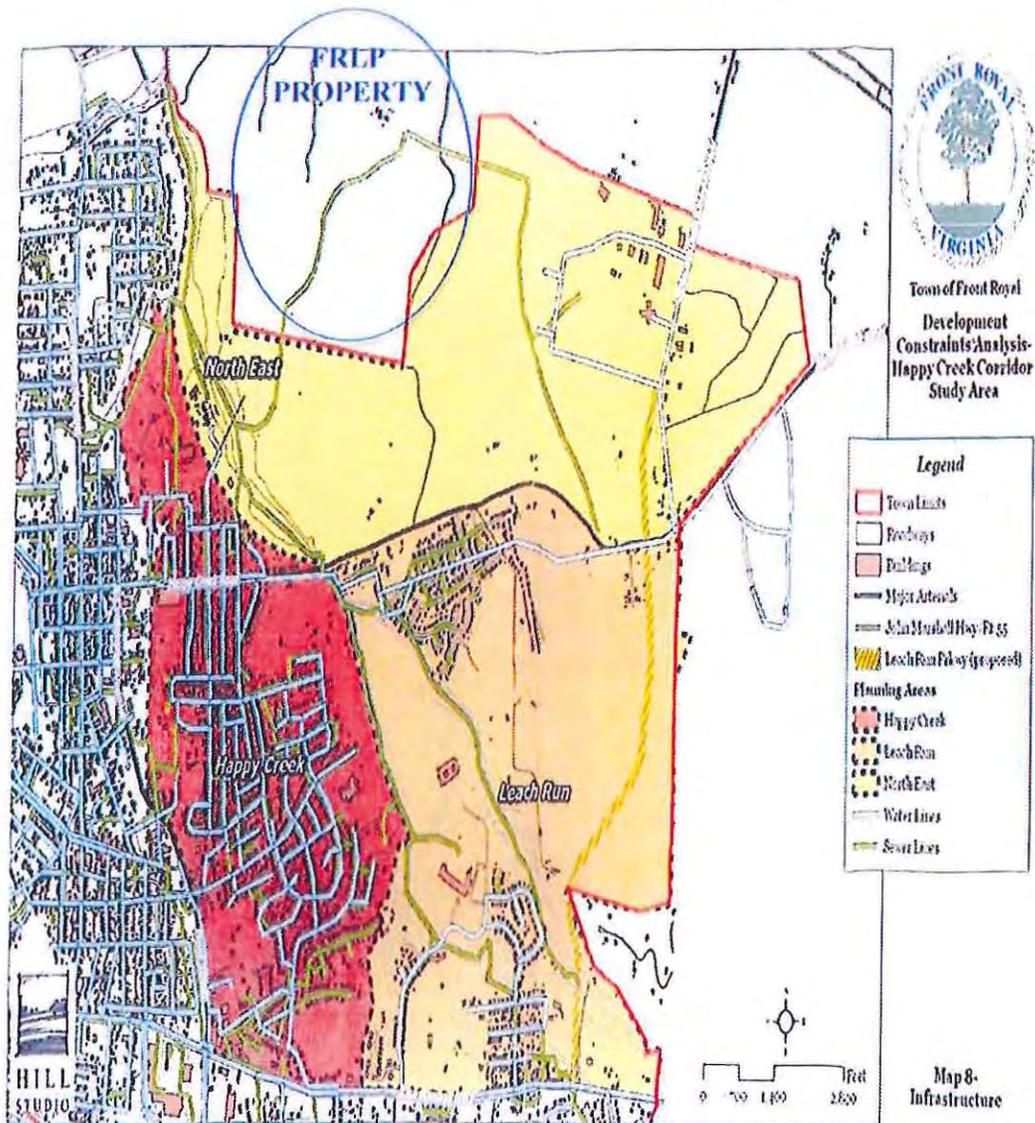
- ✓ *“An increasing number of residential developments in rural parts of Warren County, characterized by either large lots on former agricultural land or mountain development, is altering the traditional pattern of compact development surrounded by open space. The scattered pattern of this development in the rural parts of Warren County is slowly robbing Front Royal residents of the public values contributed by surrounding farms and natural areas.”(Page 16)*

4. Future Utility Service Area Map, Town of Front Royal Comprehensive Plan, 1988-2012



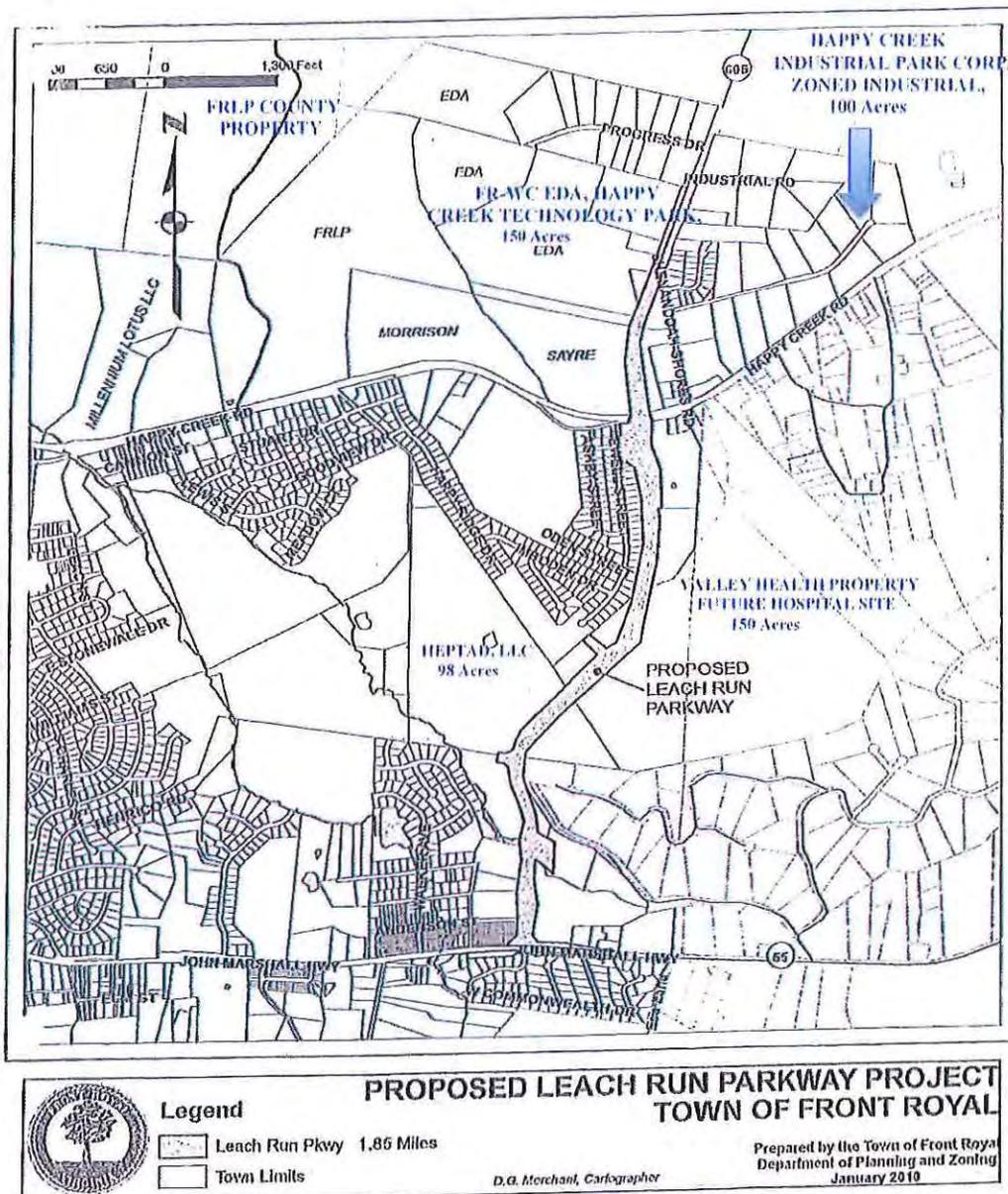
➤ ***“Goal: To provide safe and reliable public water and sanitary sewer systems serving every property in Town desiring connection and within extraterritorial service areas.” (Page 56)***

5. Town Water and Sewer Infrastructure, 2007 Town Comprehensive



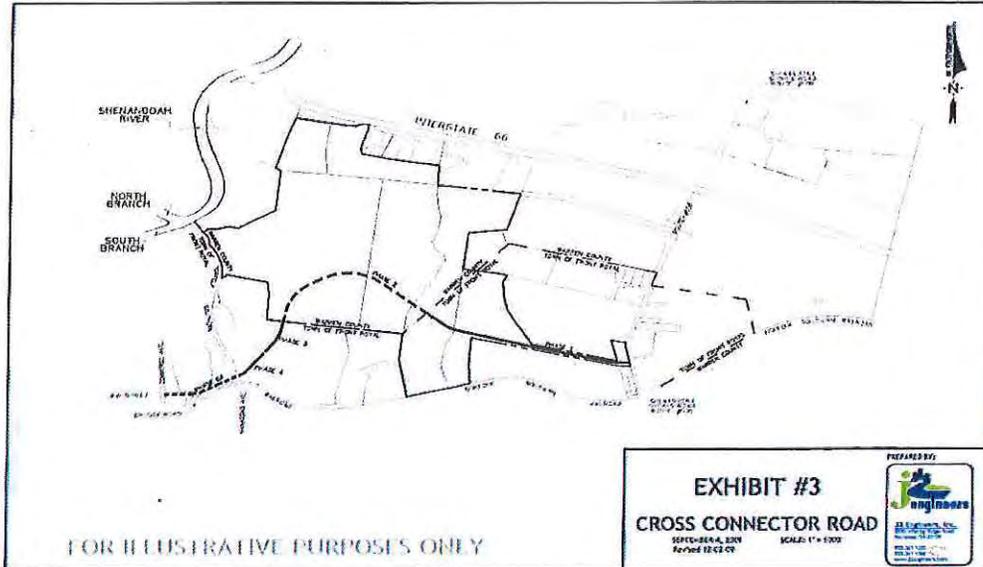
➤ **“Future Utility Service Areas: Area North of Happy Creek Road to I-66. This area is a logical extension of the Town’s utility service area, as the Town/County boundary is located within open farm fields and split many contiguously owned parcels. The Happy Creek Industrial Park is moving forward in the development of the land in that area.... The County’s draft Comprehensive Plan recommends the development of mixed-use in this area, which cannot be accomplished without the availability of public water and sewer service.” (Page 62)**

7. Future (2014) Leach Run Parkway



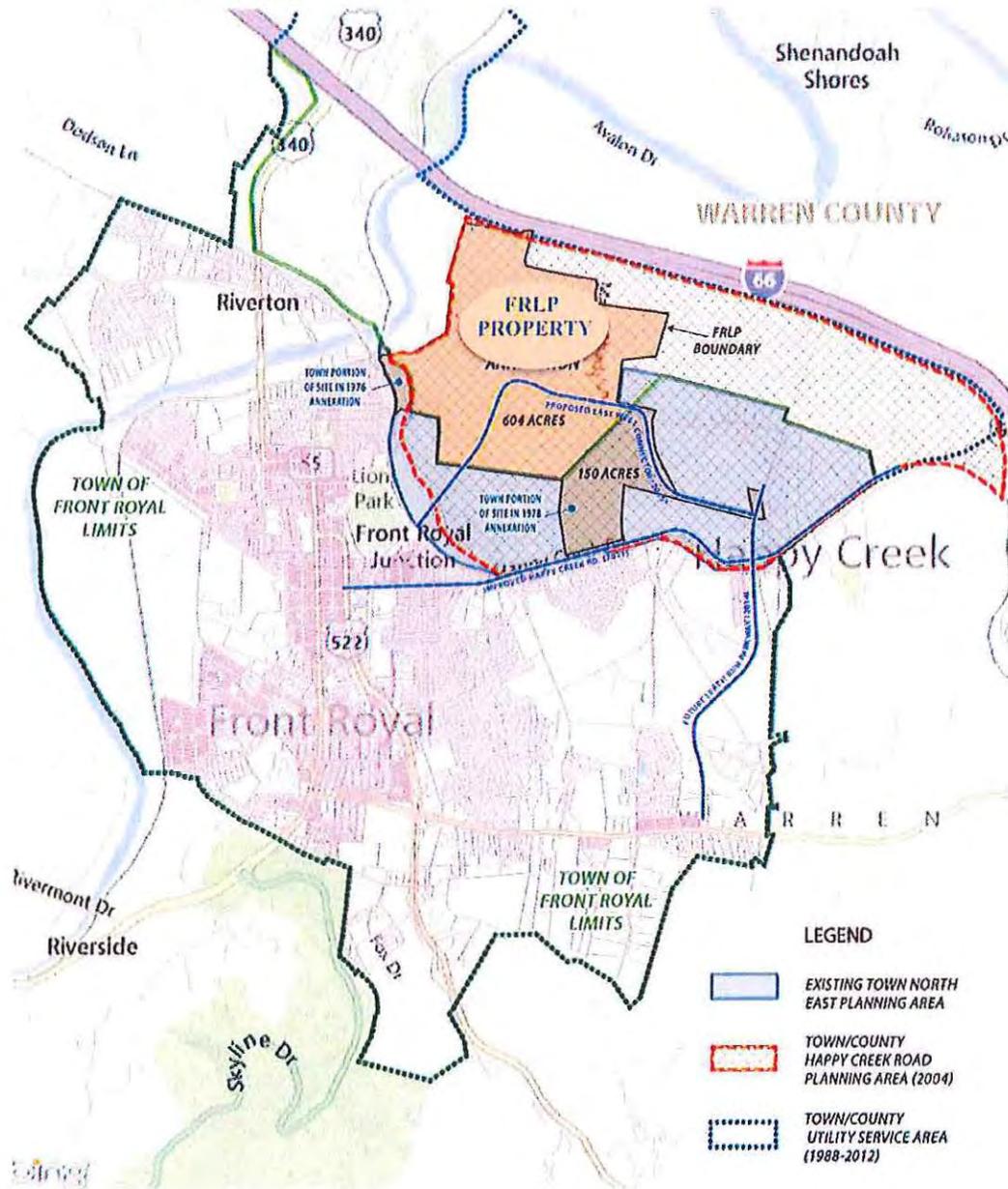
➤ *“Goal: To direct future development into an efficient and serviceable form that will preserve the County’s predominately rural character. (Page 4 – 5)*

8. Proposed East-West Connector Road per FRLP Town Rezoning



- *“Objective: Direct County development to areas contiguous with Front Royal or rural villages that are served or will be served with adequate public facilities such as roads, sewer, and water.”*

9. Planning Area's Map



➤ ***“Objective: Limit future suburban sprawl in rural or agricultural areas where adequate public facilities do not exist or where their provision would not be cost-efficient.”***

10. Draft Master Plan for Happy Creek Road Planning Area, 2004 Joint
Town-County Happy Creek Charrette.

Draft Land Use Plan

Below is the first map of the Concept Plan, the *Draft Land Use Plan for land use and circulation*, which shows general relationships of land uses and circulation elements. (A detailed land use program is shown on page 19 of this Summary).

Note that this plan reflects the basic road pattern shown in the preferred transportation scenario.



HAPPY CREEK ROAD CONCEPT PLAN

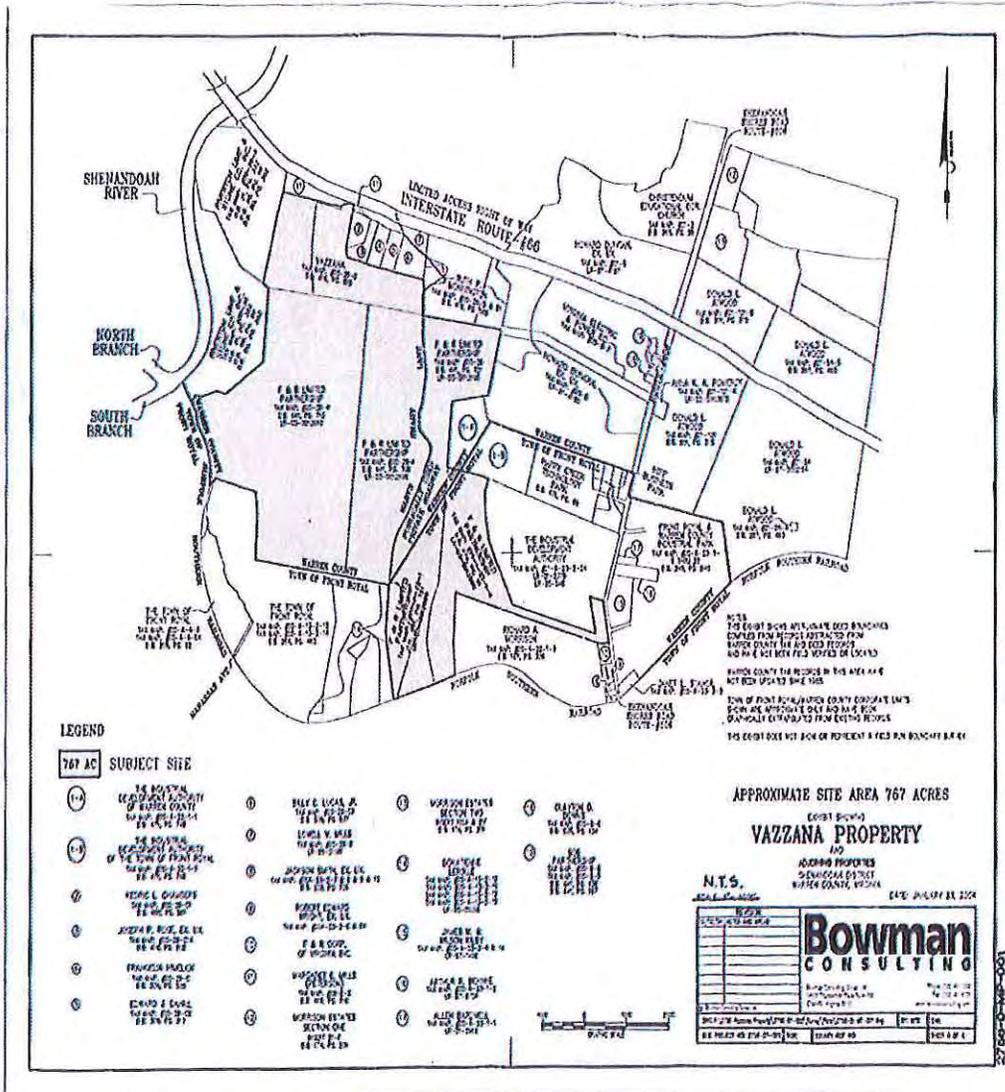
DRAFT LAND USE PLAN

BASED ON DEC 15, 2004 CITIZENS MEETING



➤ **“Objective: Coordinate the County’s and the Town of Front Royal’s growth and management plans.” (Page 4 – 5)**

11. The Town and County have been planning for growth in the Happy Creek Road Planning Area since the 1976 and 1978 Town annexations...



- ✓ Indeed, a review of the materials related to the 1976 and 1978 Town boundary adjustments that are archived in the Warren County courthouse reveals that all the maps associated with the files are actually incorrect, as they show the areas to be adjusted as extending all the way up to I-66.
- ✓ We believe a positive solution can be found to every problem. Whenever possible we will look for the solution that benefits all sides.

LEGEND

-  Natural resources & recreation
-  Active adult residential
-  Residential
-  Core village retail & office
-  Community open space & school



EXHIBIT
A
 2 party Agt
 tabbies

EXHIBIT A
 FUTURE LAND USE PLAN OF
 ANNEXATION AREA
 FRONT ROYAL LIMITED PARTNERSHIP PROPERTY



BOWMAN CONSULTING INC.
 1000 10th Street SW
 Calgary, Alberta T2P 1C1
 Tel: 403.263.8888
 Fax: 403.263.8889
 www.bowmanconsulting.com

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

Page 1
Item No. 10

Meeting Date: May 23, 2016

Agenda Item: COUNCIL APPROVAL – Ordinance Amendment to Increase Rates for Solid Waste Management Services (*1st Reading*)

Summary: Council is requested to affirm on its first reading an ordinance to amend Front Royal Town Code Section 85-3 to increase rates for solid waste management services. If approved the rate increase would be incorporated on utility bills after July 1, 2016.

Budget/Funding: None

Attachments: Proposed Ordinance Amendment

Meetings: Work Session held May 2, 2016

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council affirm on its first reading an ordinance to amend Front Royal Town Code Section 85-3 to increase rates for solid waste management services to be incorporated on utility bills after July 1, 2016, 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: SB

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE
SECTION 85-3.A. PERTAINING TO REFUSE COLLECTION CHARGES OF
GARBAGE, RUBBISH, REFUSE AND SOLID WASTE**

WHEREAS, the Town Charter and the Code of Virginia at Section 15.2-928, expressly authorizes the Town of Front Royal to regulate the collection of garbage and refuse, and to charge for the collection of these materials; and,

WHEREAS, the Town has reduced expenses to operate the Solid Waste Management Enterprise to the minimum necessary to continue servicing the Town's customers; and,

NOW, THEREFORE, BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that Section 85-3.A. of the Front Royal Town Code is hereby amended and re-enacted as follows:

85-3 COLLECTION CHARGES

A. The owner or occupant of each residential unit, office, retail and wholesale business, church, public building, and any other building or unit, provided such structure is connected to the Town's water and sewer system, whether using or not, shall pay a charge to the Town for its collection of solid waste. The owners or occupants of such structures which are not so connected to the water and sewer system may request and pay for refuse collection services from the Town. The collection charge shall be ~~two hundred seventy seven and 00/100 dollars (\$277.00)~~ **three hundred and 00/100 dollars (\$300.00)** per month for every customer who requires twice weekly pickup service on an ~~eight (8) cubic yard~~ **larger than six (6) cubic yards**; and ~~two hundred twenty seven and 00/100 dollars (\$227.00)~~ **two hundred fifteen and 00/100 dollars (\$215.00)** per month for every customer who requires once weekly pickup service on an ~~eight (8) cubic yard~~ **a container larger than six (6) cubic yards**; **an additional monthly charge of fifty-eight and 00/100 dollars (\$58.00) for tipping fees per pickup of a commercial dumpster; twenty-six and 00/100 dollars (\$26.00) per month for each ninety-six (96) gallon container per commercial customer each week; thirteen and 75/100 dollars (\$13.75) fourteen and 10/100 dollars (\$14.10)** per month for each ninety-six (96) gallon container per customer each week; and twelve and 00/100 (**\$12.00**) dollars per month for each thirty-two (32) gallon container per customer each week.

This ordinance is effective July 1, 2016.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2016, upon the following recorded vote:

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

A public hearing on the above was held on _____, 2016, having been advertised in the Northern Virginia Daily on _____, 2016, and _____, 2016.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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

Page 1
Item No. 11

Meeting Date: May 23, 2016

- Agenda Item:** COUNCIL APPROVAL – Annual Appropriation Ordinance
- Summary:** Council is requested to affirm on its first reading the adoption of the Town’s Annual Appropriation Ordinances for FY2016-2017 Budget. Appropriations would be effective July 1, 2016 through June 30, 2017.
- Budget/Funding:** None
- Attachments:** Proposed Ordinance and Proposed Budget Amendments
- Meetings:** Work Sessions held March 21, April 4, April 18 and May 2, 2016
- Staff Recommendation:** Approval X Denial
- Proposed Motion:** I move that Council postpone the first reading of the Town’s Annual Appropriation Ordinances for the FY2016-2017 Budget until the next regular Council Meeting on June 13, 2016.

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: SB



Town of Front Royal, Virginia



ANNUAL APPROPRIATION ORDINANCE

AN ORDINANCE ESTABLISHING THE BUDGET FOR THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR; CONFIRMING AND CONTINUING ALL ORDINANCES OF THE TOWN OF FRONT ROYAL, VIRGINIA RELATING TO TAXES, LICENSES, FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND ALL ORDINANCES RELATING TO THE TIME OF PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN SPECIFICALLY MODIFIED

BE IT ORDAINED by the Council of the Town of Front Royal, Virginia as follows:

BUDGET EXPENDITURES

The following budget incorporated by reference, totaling **\$45,782,442** for the Town of Front Royal, Virginia for the fiscal year beginning July 1, 2016 and ending June 30, 2017 is hereby proposed, proposed, and adopted:

(See Attached BUDGET SUMMARY and Town Manager’s FY2016-2017 Budget for details, incorporated by reference)

BUDGET REVENUES

Public revenues of the Town of Front Royal, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2016 and ending June 30, 2017, as set forth in the appropriate Section of such budget.

TAX RATES

The tax rate for all real estate and for all real property and improvements located within the Town of Front Royal subject to tax established by Town Council in Town Code Chapter 75-44.

PERSONAL PROPERTY TAX RELIEF & PRORATION

When any motor vehicle, trailer, or boat is sold and removed from the Town limits after January 1, the tax shall be relieved through proration on a monthly basis, and the appropriate amount of tax refunded if such tax has already been paid, upon application by the owner to the Commission of the Revenue and notice has been provided to the Commonwealth of Virginia Department of Motor Vehicles; however, no refund shall be made if the motor vehicle, trailer, or boat is moved within the Commonwealth to a non-prorating locality. Requests for relief refunds must be made no later than three (3) years from the last day of the tax year during which the motor vehicle, trailer, or boat was sold, had its title transferred, or was removed from the Town limits. No refund of less than five dollars (\$5.00) shall be issued. If a motor vehicle, trailer, or boat is acquired or moved into the Town limits after January 1, the tax shall be assessed for the remainder of the tax year. Such tax

shall be prorated on a monthly basis. For purposes of proration, a period of more than one-half of a month shall be counted as a full month and a period of less than one-half of a month shall not be counted. All requests for relief or proration shall be filed in compliance with the Warren County Code.

RATES & FEES

The licenses, fees, services charges, costs, and other charges established by Town Council in the Town Code and as identified in the budget to generate the revenues for the Town are hereby confirmed and appropriated for public purposes.

AUTHORIZATION

The Town Manager is hereby authorized to pursue revenue collection and expenditure of public funds in pursuit of fulfilling the budget as conforming to the adopted Town Council Fiscal Policies and Procurement Manual. The Town Manager is further authorized to withhold or postpone the expenditure of any funds appropriated by and in this Ordinance when it appears to the Town Manager that it would be in the best interest of the Town for such expenditure to be withheld; but, this provision shall not in any way limit or restrict the right of the Council of the Town of Front Royal, Virginia, in its sole discretion to the fullest extent permitted by law, to direct immediate disbursement of any appropriated funds when the Council of the Town of Front Royal, Virginia, is of the opinion that the funds should be expended regardless of the position or action of the Town Manager. The Town Manager is authorized to transfer monies between line items and categories within the budgeted appropriations.

CONFLICT

Any Ordinance in conflict with this Ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all Ordinances not in conflict with this Ordinance shall continue in effect, including specifically all Ordinances of the Town of Front Royal, Virginia relating to taxes, licenses, fees, service charges, costs and payment, and collection thereof continuing in effect except as herein specifically modified.

CONTINUITY

If any part of this Ordinance is found to be invalid by competent authority, the remaining portions of this Ordinance shall continue in effect to the fullest extent permitted by law.

EFFECTIVE DATE

This Ordinance shall become effective July 1, 2016.

Adopted this ____th day of June, 2016

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS ANNUAL APPROPRIATION ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on _____ 2016, upon the following recorded vote:

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

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: _____

The above Ordinance was published in the *Northern Virginia Daily* on _____ with approval on the first reading at a regular meeting of the Town Council held on _____, and to be formally approved on the second and final reading at the regular meeting of the Town Council on _____.

**TOWN OF FRONT ROYAL, VIRGINIA
BUDGET SUMMARY FOR FISCAL YEAR ENDING JUNE 30, 2017**

GENERAL FUND EXPENDITURES

General Government	\$1,041,015
Financial Administration	\$794,000
Legal Services	\$374,630
Public Safety	\$4,874,045
General Property Maintenance	\$1,202,940
Planning & Zoning Administration - Including Boards & Commissions	\$421,455
Risk Management & Insurances	\$877,095
Economic Development	\$8,600
Information Technology	\$694,155
Transfers & Contingency Reserves	\$622,345
TOTAL GENERAL FUND EXPENDITURES	\$10,910,280

STREET FUND EXPENDITURES

Environmental Services & Inspections	\$274,985
State Highway Maintenance System	\$2,183,805
TOTAL STREET FUND EXPENDITURES	\$2,458,790

ECONOMIC DEVELOPMENT & DESIGNATED FUNDS EXPENDITURES

Debt Obligation - Economic Development	\$193,740
Community Development Projects	\$375,000
Asset Forfeitures - Public Safety	\$12,000
TOTAL ECONOMIC & DESIGNATED FUND EXPENDITURES	\$580,740

.....

ELECTRIC FUND EXPENDITURES

Operations	\$2,857,865
Purchase of Electricity	\$14,165,000
Transfer to General Fund and/or Contingency Fund	\$1,500,000
TOTAL ELECTRIC FUND EXPENDITURES	\$18,522,865

WATER FUND EXPENDITURES

Administration	\$133,585
Water Plant Operations	\$1,869,075

Line Maintenance Operations	\$1,228,785
Meter Reading	\$607,360
Debt Service	\$970,000
Transfer to General Fund and/or Contingency Fund	\$936,250
TOTAL WATER FUND EXPENDITURES	\$5,745,055

SEWER FUND EXPENDITURES

Administration	\$128,985
Wastewater Plant Operations	\$2,830,750
Line Maintenance Operations	\$2,335,960
Debt Service	\$257,185
Transfer to General Fund and/or Contingency Fund	\$951,250
TOTAL SEWER FUND EXPENDITURES	\$6,504,130

SOLID WASTE FUND EXPENDITURES

Operations	\$1,025,582
Transfer to General Fund and/or Contingency Fund	\$35,000
TOTAL SOLID WASTE FUND EXPENDITURES	\$1,060,582

TOTAL ALL FUND EXPENDITURES	\$45,782,442
------------------------------------	---------------------

GENERAL FUND REVENUE

Real Estate Property Tax (\$0.0725 per \$100 assessed valuation)	\$980,000
Public Service Property Tax & Tax Penalties	\$53,230
Personal Property Tax (\$0.64 per \$100 assessed valuation)	\$587,000
Other Local Taxes	\$4,760,500
Permits & Fees	\$28,000
Fines & Forfeitures	\$200,000
Use of Money & Property	\$65,250
Public Right-of-Ways Use Fees	\$5,000
Intergovernmental	\$625,415
Interfund Transfers	
Electric Fund	\$1,500,000
Water Fund	\$936,250

Sewer Fund	\$951,250
Solid Waste Fund	\$35,000
Miscellaneous Receipts	\$86,830
TOTAL GENERAL FUND REVENUE	\$10,813,725

STREET FUND REVENUE

State Highway Maintenance Funds	\$2,179,905
Use of Money & Property	\$20,000
Street, Curb, & Gutter Assessments	\$2,000
Transfer from General Fund	\$353,440
TOTAL STREET FUND REVENUE	\$2,555,345

ECONOMIC DEVELOPMENT & DESIGNATED FUNDS REVENUE

Real Estate Property Tax (\$0.0175 per \$100 assessed valuation) - Economic Development	\$193,740
Asset Forfeiture & Grant Funding	\$12,000
Real Estate Property Tax (\$0.04 per \$100 assessed valuation) - Community Development	\$375,000
TOTAL ECONOMIC & DESIGNATED FUNDS REVENUE	\$580,740

ELECTRIC FUND REVENUE

Use of Money & Property	\$57,500
Connection Fees	\$100,000
Internal Loan	\$150,000
Sale of Services	\$18,201,400
Miscellaneous Receipts	\$13,965
TOTAL ELECTRIC FUND REVENUE	\$18,522,865

WATER FUND REVENUE

Use of Money & Property	\$35,000
Antenna Rentals	\$80,000
Sale of Services	\$5,550,555
Connection Fees	\$75,000
Miscellaneous Receipts	\$4,500
TOTAL WATER FUND REVENUE	\$5,745,055

SEWER FUND REVENUE

Use of Money & Property	\$35,000
Sale of Services	\$6,324,630

Connection Fees	\$140,000
Miscellaneous Receipts	\$4,500
TOTAL SEWER FUND REVENUE	\$6,504,130

SOLID WASTE FUND REVENUE

Use of Money & Property	\$16,000
Sale of Services	\$1,040,582
Miscellaneous Receipts	\$4,000
TOTAL SOLID WASTE FUND REVENUE	\$1,060,582

TOTAL ALL FUND REVENUES	\$45,782,442
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RATES & FEES IN SUPPORT OF THE FY 16-17 BUDGET

REAL ESTATE PROPERTY TAX	\$0.13 per \$100
PERSONAL PROPERTY TAX	\$0.64 per \$100
MEAL TAX	4%
LODGING TAX	6%
AUTOMOBILE LICENSE FEE	\$25.00
RES ELEC FACILITY CHARGE	\$6.24
RES ELEC USAGE RATE	\$0.8490 per kWh
WATER BASE RATE (3,000 GAL)	\$9.92
WATER ADDL 1,000 GAL RATE	\$8.51
SEWER BASE RATE (3,000 GAL)	\$16.17
SEWER ADDL 1,000 GAL RATE	\$13.91
SOLID WASTE RES 32 GAL CAN	\$12.00 per month
SOLID WASTE RES 96 GAL CAN	\$14.10 per month
SOLID WASTE RES PRIV ENTRY	\$5.00 per month
SOLID WASTE COMM 96 GAL CAN	\$26.00 per month
SOLID WASTE DUMPSTER (1x week)	\$215.00 per month
SOLID WASTE DUMPSTER (2x week)	\$300.00 per month
SW COMM DUMPSTER TIP FEE	\$58.00 per haul

Town of Front Royal, Virginia FY16-17 Budget Amendments

Corridor Funding

I move to remove \$82,500 from Line Item 3121211- PILOT - Warren County, funding from the Corridor Meals and Lodging Tax Agreement, from the revenue funding the Community Development Director salary and furniture and the SBDC Contract. I further move to fund \$60,000 for 1101-41001 - Community Development Director salary; \$2,500 for 1101-45410 - Furniture; and \$20,000 for 1101-43002 - Community Development Contract from the Community Development Reserve Account 1101-R43002.

Clerk of Council

I move to remove \$10,800 from Line Item 1102-41003 for the reclassification of the Clerk of Council to full-time.

Information Technology

I move to remove \$2,500 from Line Item 1204-41001 for the salary adjustment for the IT Director

I move to remove \$24,000 from Line Item 1204-47005 for the acquisition of a new vehicle for the IT Department. The remaining \$1,000 will be used to improve a vehicle from the fleet removed from Town service to be used by the Department.

I further move to transfer the \$24,000 from Line Item 1204-47005 to 1202-43002 for the purpose of hiring a consultant to conduct a salary study for the Town.

Town Attorney

I move to remove \$4,000 from 2201-41001 for the salary adjustment for the Town Attorney.

I move to remove \$7,000 from 2201-41001 for the salary adjustment for the Assistant Town Attorney.

I move to remove \$1,500 from 2201-41001 for the salary adjustment for the Legal Assistant.

Police Department

I move to reduce 3102-41002 by \$23,400 to \$225,000 for the Patrol Division Overtime budget.

Environmental Services

I move to reduce 9602-47001 by \$55,000 and 9802-47001 by \$55,000 to remove acquisition of the mini excavator for the Water & Sewer Maintenance Division.

The advertised budget for Solid Waste removed the \$37,000 for the rates study and does not require further action from Town Council.

I move to reduce 4500-47001 by \$25,000 to \$13,600 to remove acquisition of the mill head which was acquired during the FY15-16 Budget.

Miscellaneous

I move to change the \$1.00 per hour Cost of Living Adjustment to a one-time \$2,000 bonus to be paid in December.

