



TOWN COUNCIL WORK SESSION

Monday, August 1, 2016 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. AMP Presentation on AMI Program
2. Front Royal Limited Partnership Special Exception Request – *Director of Planning/ Zoning*
3. Ramsey Boundary Adjustment – *Town Manager*
4. Donation Received from Bike Virginia – *Tourism Director*
5. Warren Heritage Society Request for Utility Funding – *Town Manager*

Council/Mayor Related Items

6. Gazebo HD Camera Installation – *Councilman Tewalt*
7. Community Development Director Budget Request
8. Council Discussion/Goals (*time permitting*)

1



Town of Front Royal, Virginia Work Session Agenda Form

Date: August 1, 2016

Agenda Item: AMP – Advanced Metering Infrastructure Program

Summary: In the fall of 2014, a steering committee was formed to evaluate AMI Solutions for the Energy Services Department. The Town then engaged UtiliWorks (UWC) to perform a business case analysis which showed benefits including cost savings, operational efficiencies and revenue enhancements in areas such as: meter reading, billing, call center operations, and field customer service. The steering committee has been evaluating the next step in the process by evaluating the AMP AMI program being offered to its members.

Council Discussion:

Staff Evaluation: The steering committee has been evaluating the AMP's AMI program, which are currently underway with 11 other municipalities in the AMP membership. The program maximizes value with data center operations, advanced cyber security, dedicated staff to manage the system, economies of scale from collaborative procurement and sharing of experience and knowledge with other members.

Budget/Funding: Future CIP project

Legal Evaluation:

Staff Recommendations: The steering committee recommends council consider a Non-binding Letter of Intent (LOI) to AMP to develop a detailed cost estimate along with a high-level project plan for further evaluation.

Town Manager Recommendation:

Council Recommendation:

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

Work Session

2

Town of Front Royal, Virginia Work Session Agenda Form

Date: August 1, 2016

Agenda Item: Front Royal Limited Partnership (FRLP) Special Exception Request
Director of Planning & Zoning

Summary:

FRLP submitted a special exception request pursuant to Town Code 148-211. The requested was modified in May and is attached for reference. Also attached is a copy of the Staff Report, updated for Town Council following the public hearing held by the Planning Commission on June 15th.

Council Discussion:

This agenda item is scheduled for a work session review on August 1, 2016. The application will need to be scheduled for a public hearing with Town Council, and a 2nd reading is advised.

Staff Evaluation: Town Staff will be present at the meeting to discuss the project.

Budget/Funding: Not applicable. An application fee was paid for by the Applicant.

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

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

Council Recommendation:

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

Work Session



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING



STAFF REPORT FOR THE JUNE 15, 2016 PLANNING COMMISSION MEETING
Updated for Town Council Work Session – August 1, 2016

APPLICATION #:

SPEXP15-10-01

APPLICANT:

Front Royal Limited Partnership

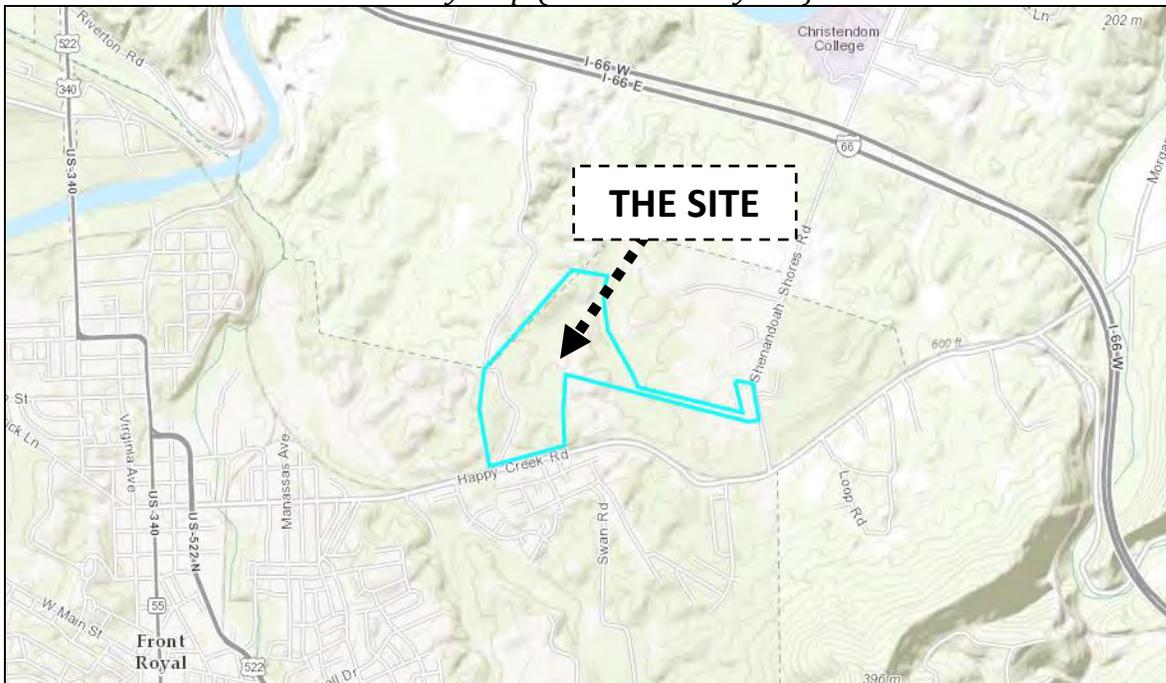
SUMMARY OF REQUEST:

Front Royal Limited Partnership has applied for a special exception, pursuant to Town Code Section 148-211.A(2)(c), for alternative standards to Town Code Section 148-820.D.6, including table 148-820.D.6, that would allow a reduction to street widths on FRLP’s property that is presently zoned R-1A and consisting of approximately 149-acres. (See **Attachment 1** – Applicant’s May 20, 2016 Submission)

GENERAL INFORMATION:

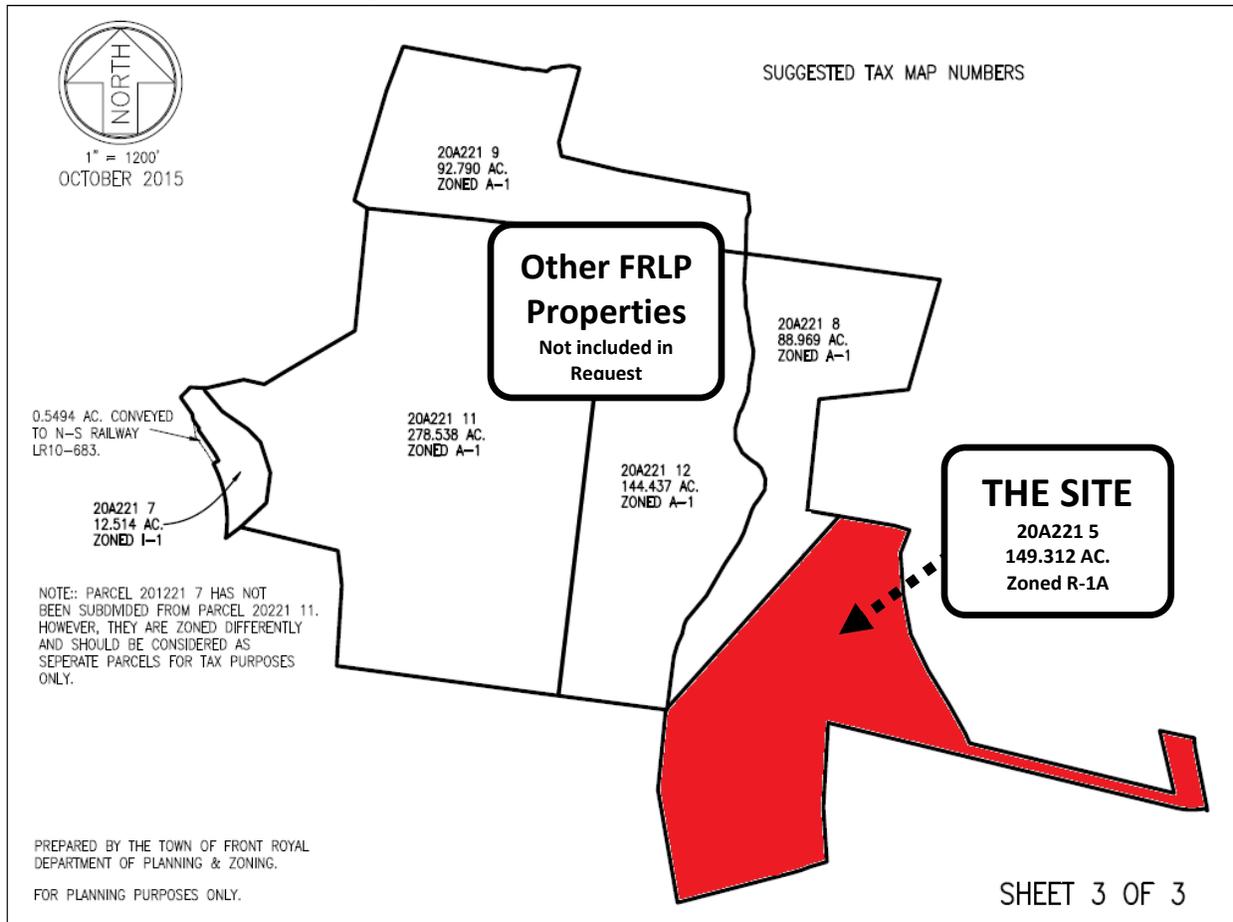
<i>Site Addresses</i>	None (Vacant Land)
<i>Property Owner(s)</i>	Front Royal Limited Partnership
<i>Zoning District</i>	R-1A (Residential) District
<i>Tax Identification</i>	20A221 5
<i>Location</i>	The property is located north of Happy Creek Road and Norfolk Southern Railroad, presently accessible via Marys Shady Lane.

Vicinity Map (Warren County GIS)

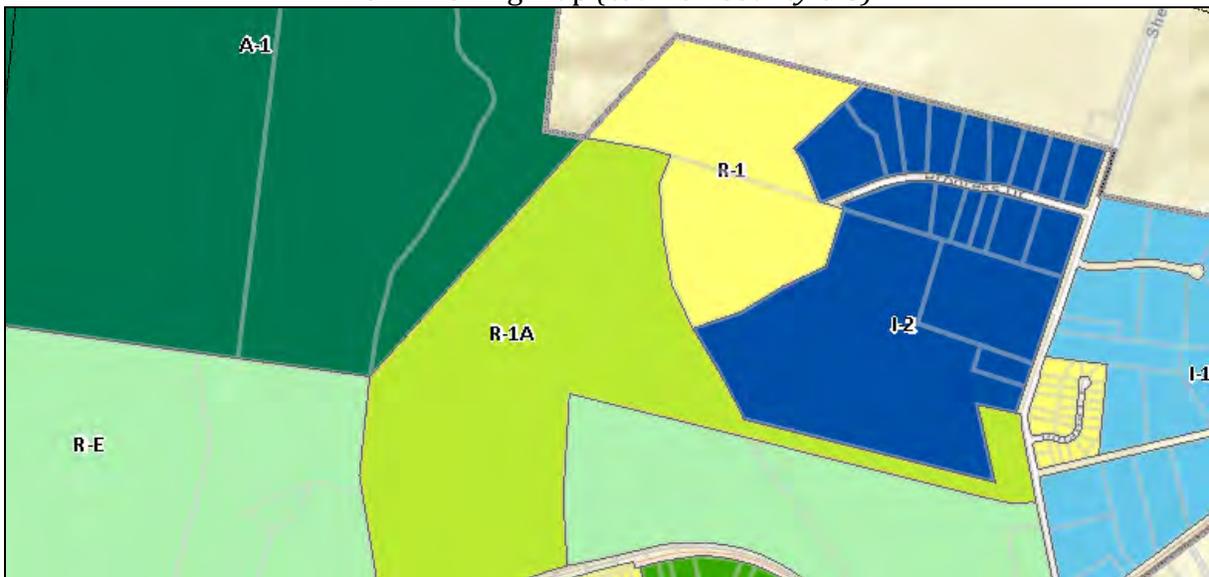


ILLUSTRATIONS

Map of FRLP Propertie (Warren County GIS)



Town Zoning Map (Warren County GIS)



Aerial Map (WC Online GIS)



SUPPLEMENTAL INFORMATION:

Legal Review

Virginia Code § 15.2-2310 authorizes localities to consider special exceptions when adopted as part of the localities ordinances.

Town Code 148-211 authorizes Town Council to issue special exceptions to the standards of the Subdivision & Land Development Ordinance, after review and recommendation by the Planning Commission, and under certain criteria, including a determination that the special exception will help facilitate the creation of affordable housing; will better facilitate traditional neighborhood design principles; or will better facilitate the conservation of natural features to protect water and open space resources. The entire code language of Town Code 148-211 is as follows:

148-211 SPECIAL EXCEPTIONS

A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:

1. When strict adherence to the general regulations would result in substantial injustice or hardship; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.
2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.
 - a. Creation of affordable housing.
 - b. Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.
 - c. Conservation or use of on-site natural features to protect water quality or open spaces.

B. Any request for an exception, shall be submitted to the Director, and shall include a signed and completed application form, any application fees, and any supporting documentation submitted by the applicant.

C. Prior to approval or denial of any request for an exception, the Planning Commission shall hold a public hearing, in accordance with Virginia Code § 15.2-2204, to review and provide recommendations to Town Council.

D. Prior to approval or denial of any exception to the design standards of this Chapter, Town Council shall hold a public hearing, in accordance with Virginia Code § 15.2-2204.

E. Town Council may impose such conditions or restrictions upon the premises benefited by an exception as may be necessary to comply with intent of this Chapter and to protect the public interest, safety and/or general welfare.

Summary of Applicant's Request

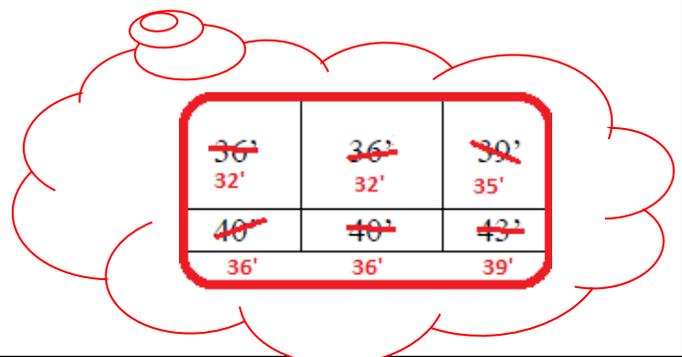
The Applicant's May 20th submission is a change from FRLP's original request. The original submission included a request to modify subsections A through N under Town Code 148-820. During work session discussions with the applicant, the Planning Commission expressed concerns about the original special exception requests. This include concerns about bonding, entrance road requirements, maintenance, street parking, emergency vehicular access, private streets, VDOT review and interpretations, and more. The Planning Commission expressed the need for a development plan before such significant changes to the Town's development standards. The current modified special exception requested was then submitted by the Applicant that just pertained to street widths. Furthermore, the street widths requested were less narrow than the original submission.

The current special exception requested submitted by the applicant pertains to Town Code Section 148-820.D.6., related to minimum street widths. In general, the requests proposes a 4' wide reduction to the minimum street widths. However below is a more detailed comparison of the current requirements of Town Code 148-820.D.6. and the modified requirements requested by the Applicant.

Applicant's Requested - Modifications to Town Code 148-820.D.6.

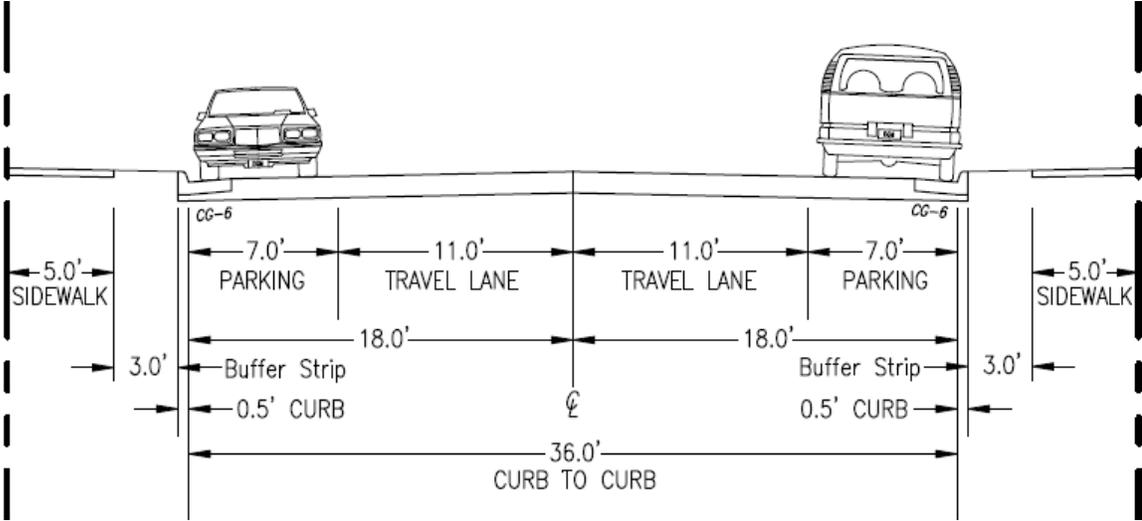
6. The minimum design standards of the following table shall be required for all Local Streets, Collector Streets and Alleys. Arterial Streets design standards shall comply with the Virginia Department of Transportation Road Design Manual, and associated Appendixes.

	Pave ment Width (SM- 9.5A) ²	Base Course Width (BM 25.0) ³	Sub Base Widt h (21- B) ⁴	Surface Course Paveme nt Depth (SM- 9.5A)	Base Course Depth (BM 25.0)	Sub Base Depth (21-B) ⁵
Alleys	12'	N/A	N/A	1 ^{1/2} "	N/A	6"
Local Streets: Up to 2,000 ADT	36'	36'	39'	1 ^{1/2} "	3"	6"
Collector Streets⁶:	40'	40'	43'	1 ^{1/2} "	3"	6"



CONCLUSIONS:

The current request limits the special exception to address only the minimum street width requirements. If approved, the special exception would allow street widths of 32' and 36' in lieu of the current code requirements of 36' and 40'. This is effectively a reduction in street widths by 4' for all roads. For comparison and point of reference purposes, existing examples of roads that are approximately 32' in width include Chester Street and W. Main Street from Royal to Massie. Virginia Avenue and Kerfoot Avenue are examples of 36-foot wide streets. A street profile of a 36-foot wide street is shown below. A 32-foot wide street would include travel lanes 9' in width (combined width of 18 feet).



The widths of 32', 36', and 40' were previously recommended by the Planning Commission when the Subdivision and Land Development Ordinance was drafted and reviewed in 2014/2015. The proposed change does differ in that the 40' wide street widths are proposed to be removed entirely, regardless of ADTs. For this reason, the special exception should not be accepted for the East/West Connector Road.

Town Staff does not object to the proposed street widths but recommends that the Planning Commission specify in their motion that the street width reduction not apply to the East/West Connector Road that is planned to traverse the applicant's property from Shenandoah Shores Road to 8th Street/Commerce Ave.

UPDATE: During the June 15, 2016 Planning Commission Regular Meeting, Vice Chairman Jones moved "to recommend approval of Special Exception Application #15-10-01, for a special exception to Town Code 148-82.D.6, to allow alternative standards to the minimum required pavement, base course, and subbase widths for local and collector streets with the applicant's property that is presently zoned R-1A. The alternative standards shall reduce the pavement, base course and subbase widths by 4 feet, as outlined in the Staff Report and the applicant's submission." Mr. Jones extended his motion to "further move to recommend that the special exception specifically not apply to the East/West Connector Road, the primary access road into the proposed future development by FRLP. The motion was seconded and approved by the Planning Commission.

Attachments to Staff Report:

- 1) Attachment 1 – Applicant's May 20, 2016 Modified Request Submission

Front Royal Limited Partnership

May 20, 2016

Mr. Jeremy Camp
Director of Planning
Town of Front Royal, VA.
Front Royal, Va. 22630

Dear Mr. Camp,

As discussed at the Planning Commission’s work session on Wednesday please find attached an amended Chapter 148 Special Exception Request, which was originally filed on October 19, 2015. In addition, we are thankful for the time and patience of so many members of the Commission with us on this issue.

Most notably, and based on input from the Town Staff and Planning Commission, we have narrowed the scope of this Special Exception Request to street widths *only*. For reference and comparison, the proposed widths changes are as follows:

Existing Town Chapter 148 Street Widths (on left)
FRLP’s October 16, 2015, Submission (middle)
FRLP’s May 20, 2016 Submission (on right)

	Pavement Width (Existing Ch. 148)	Pavement Width October 16, 2015	Pavement Width May 20, 2016
Local Streets: (ADT 0-2000)	36’	29’	<u>32’</u>
Collector Street (ADT 2001+)	40’	36’	<u>36’</u>

As you are well aware, this is our (and the Town’s) first “Special Exception” that has been filed pursuant to the Town’s new Chapter 148 land development ordinance permitting such exceptions. As such, I think it was a learning experience for FRLP, and we appreciate staff’s time and assistance throughout this process. As always, please do not hesitate to contact me should you have any questions or suggestions as to the format etc. of the Special Exception.

Sincerely,

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

**FRONT ROYAL LIMITED PARTNERSHIP (FRLP) SPECIAL EXCEPTION TO
CHAPTER 148 FOR TOWN REZONING# RZ09-02-64**

PROPERTY: Parcel 5A, containing approximately 149.3 acres, as shown on “Plat Showing Vacation of Boundary Line on the Property of F&R Limited Partnership” and as recorded in the Land Records of Warren County as Instrument Number 060012763

ORIGINAL DATE OF SPECIAL EXCEPTION REQUEST: October 16, 2015

REVISION DATES: May 11, 2016
May 20, 2016

Pursuant to section 148-211.A(2)(c) of the Town Code, FRLP requests a Special Exception that would allow it to use alternative street design standards instead of the Town’s standards in Chapter 148 (Subdivision and Land Development Ordinance).

Specifically, FRLP requests a Special Exception to Town Code Section 148-820.D.6, and including Table 148-820.D.6, that would permit a reduction of four (4) feet for “Pavement Width”, “Base Course Width”, and “Sub-Base Width” for both “Local Streets: Up to 2,000 ADT” and “Collector Streets”, and, as follows:

TABLE 148-820.D.6.	Pavement Width	Base Course Width	Sub Base Width
Local Streets: Up to 2,000 ADT	32’	32’	35’
Collector Streets:	36’	36’	39’

This Special Exception shall not alleviate the applicant of any other requirements of the Town Code (and as it may be amended), or of the Town Construction Guidelines 2005 (and as it may be amended), except that it shall permit the above widths as a matter of right, or by right, on the Property.

However, and in addition, *in no event* shall the road design standards permitted hereby fail to meet the current, or then current, applicable minimum V-DOT road design standards for neighborhood streets width (Secondary Street Design Guidelines (SSARS)).

3

Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 1, 2016

Agenda Item: Ramsey Boundary Adjustment

Summary: At the July 21st Liaison Meeting, Warren County requested that the Town confirm all issues and concerns regarding the request to boundary adjust 55.88 acres of property located on Guard Hill Road into the Town limits. The submitted concept plan includes ten multi-family dwellings in an age-restricted development.

Council Discussion: Council is requested to identify issues that would need to be addressed prior to consideration this request.

Staff Evaluation: Development concerns include: 1) Road Maintenance of and necessary improvements to Guard Hill Road; 2) Additional traffic on Guard Hill Road and intersection with Rt 340/522; 3) Additional development of proposed property; 4) Additional properties to be included in the boundary adjustment request

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

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

Staff Recommendations: Staff recommend Council identify all concerns with the proposed boundary adjustment request to be transmitted to Warren County.

Town Manager Recommendation: The Town Manager recommends Council identify all concerns with the proposed boundary adjustment request to be transmitted to Warren County.

Council Recommendation:

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





COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630

Phone: (540) 636-4600

FAX: (540) 636-6066

Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

March 23, 2016

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Shenandoah
District

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

RE: *Ramsey Boundary Adjustment*

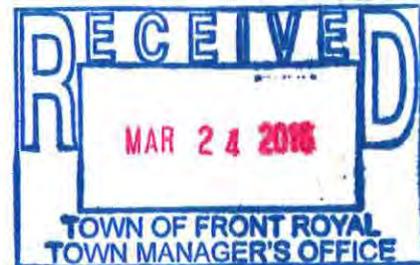
Dear Steve:

Attached is a copy of the information we have on Mr. Ramsey's boundary adjustment request. As discussed at Liaison, please let us know what the Town's position is on the inclusion of this property into Town limits.

Sincerely,

Douglas P. Stanley, AICP
County Administrator

DPS
Attachments



WS-B

Ramsey Inc / Chris Ramsey

508 Commerce Avenue

Front Royal, Virginia 22630

April 3, 2015

Subject: Boundary Line Adjustment

Doug Stanley, County Administrator for Warren County

220 North Commerce Ave. Suite 100

Front Royal, Virginia 22630

Steve Burke, Town Manager for The Town of Front Royal

102 E. Main St

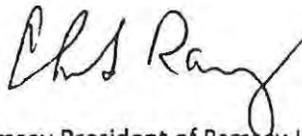
Front Royal, Virginia 22630

Dear Sirs:

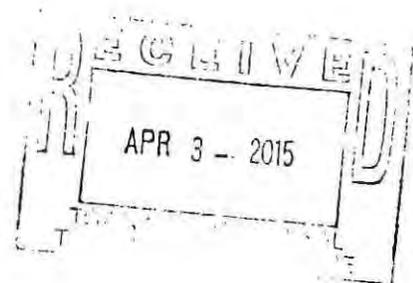
Please accept this letter as my formal request for a Boundary line adjustment between the County of Warren and The Town of Front Royal on a portion of property owned by Ramsey Inc/ Chris S. Ramsey. I have attached a plat identified as "2015 Boundary Adjustment Between the Town of Front Royal and The County of Warren" as prepared by Greenway Engineering, Inc of 151 Windy Hill Lane, Winchester Virginia, and dated March 23, 2015. The property is adjacent to the existing boundary line between The Town of Front Royal and The County of Warren and consists of 20.2206 acres as identified on the plat. The property is further identified as Tax Parcel 20-06 in the land records of Warren County and aka 3853 Guard Hill Road.

Your earliest attention to this matter is appreciated.

Respectfully Submitted



Chris S. Ramsey President of Ramsey Inc.



PORTION OF
WARREN COUNTY TAX PARCEL 20-26
20.2206 ACRES

LEGEND

- RP = 1/2" IRON PIPE FOUND
- RF = 1/2" IRON REBAR FOUND (UNLESS OTHERWISE NOTED)
- RS = 1/2" IRON REBAR & CAP SET
- = FENCE LINE
- = OVERHEAD UTILITY WIRES AND POLES

NOTES

1. TAX PARCEL IDENTIFICATION: 20-26.
2. CURRENT OWNER OF RECORD: RAMSEY, INC. - SEE INSTRUMENT NO. 020004485.
3. THE BOUNDARY INFORMATION SHOWN ON THIS PLAT IS BASED ON A CURRENT FIELD SURVEY BY THIS FIRM.
4. NO TITLE REPORT FURNISHED. EASEMENTS MAY EXIST WHICH ARE NOT SHOWN.

CURVE DATA

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING	CHORD LENGTH
C1	4°39'59"	681.83'	55.53'	27.78'	N 48°06'05" W	55.51'
C2	18°11'11"	781.10'	241.50'	121.87'	N 47°20'29" W	240.53'
C3	18°11'14"	812.81'	235.29'	118.43'	N 25°09'17" W	234.50'
C4	18°38'02"	9.41'	211.20'	108.54'	N 07°44'39" W	210.27'

0.30 MILES TO
WINCHESTER ROAD
U.S. ROUTE 322/240



2015 BOUNDARY ADJUSTMENT
BETWEEN THE TOWN OF FRONT ROYAL
AND THE COUNTY OF WARREN

NORTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA

GREENWAY ENGINEERING, INC.
151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-4183
FAX: (540) 722-9528
www.greenwayeng.com



DATE: MARCH 23, 2015
SCALE: 1" = 100'
DRAWN BY: RAE
FILE NO.: 0810R
SHEET 1 OF 1
DRG No 10-01

**WARREN COUNTY
BOARD OF SUPERVISORS**

MAR 13 2013

**RECEIVED
WARREN COUNTY
ADMINISTRATOR'S OFFICE**

Ramsey Inc.

508 Commerce Ave.

Front Royal, Virginia 22630

March 13, 2013

Mr Douglas Stanley – County Administrator

Warren County, Virginia

220 N. Commerce Ave. Suite 100

Front Royal, Virginia 22630

Reference: Town/County Boundary Line Adjustment- 3853 Guard Hill Road

Dear Mr. Stanley,

Please accept this letter as my formal letter of request to have the County of Warren and the Town of Front Royal incorporate the balance of my property located at 3853 Guard Hill Road, Front Royal, Virginia into the Corporate Limits of the Town of Front Royal, via a Boundary Line Adjustment.

As depicted on the attached plats the total acreage under my ownership is 55.884 acres. Of the 55.884 acres, 4 acres already lay within the corporate limits of the Town. The balance of 52 acres lay within the County of Warren. The 4 acres are broken down into two parcels with one having a C-3 zoning and the other a A-1 zoning. The 52 acres in the County are zoned A-1. The property fronts on Guard Hill Road, US 340/522 and Interstate 66 with an excess of 2180 feet of road frontage. Town owned and maintained waterlines pass in front of the property as well as through the property. Town owned and maintained sewer lines pass through the property. The 52 acres has a common boundary with the Corporate Limits of the Town of more than 3300 feet.

Property Description

2.795 Acres- Town of Front Royal Tax Map # 20-A2-41- -9 Zone A-1

1.283 Acres- Town of Front Royal Tax Map # 20-A2-41- -7 Zone C-3

46.212 Acres County of Warren Tax Map # 20- - - -26 Zone A-1

5.594 Acres County of Warren Tax Map # 12- - - - 45-C Zone A-1

55.884 Total acres

I request that the property that currently lays outside of the current corporate limits be incorporated into the Town Corporation limits with an A-1 zoning. It is my desire to develop the

property under the Zoning Statutes of the Town, utilizing and contributing to the Town services. Additionally, I agree to honor any agreements that exist between the Town of Front Royal and the County of Warren with respect to proffer and impact fees that would be associated with the rezoning and development of this property within the corporate limits.

I have attached a plat depicting the property, as well as documents identifying utilities and existing points of jurisdiction.

Your earliest attention to this matter is appreciated and I stand ready to answer questions and to receive comment on this proposal.

Respectfully,

A handwritten signature in black ink that reads "Chris Ramsey". The signature is written in a cursive, flowing style.

Chris S. Ramsey owner

COUNTY OF WARREN

Department of Planning & Zoning
220 North Commerce Avenue, Suite 400
Front Royal, Virginia 22630

Phone: (540) 636-3354

FAX: (540) 636-4698

Email: planning@warrencountyva.net

Taryn G. Logan, AICP
Planning Director



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North River
District

Richard H. Traczyk
Shenandoah
District

Memorandum

TO: Doug Stanley, County Administrator
FROM: Taryn Logan, Planning Director *TGL*
DATE: March 11, 2013
RE: Ramsey Property

Due to the rumors circulating regarding Chris Ramsey filing a citizen initiated annexation request, you have asked me to write a memo with an update on any information that has been requested of our planning staff. I met with Mr. Ramsey in late January and he informed me that he is exploring different development options on the property he owns in the County adjacent to the Town, which fronts Guard Hill Road and Route 340/522N. There is a flat portion of the property along Guard Hill Road which he is considering for higher density housing, specifically apartment buildings.

- We spoke about the Town's water policy which requires a water and/or sewer request to be accompanied with an annexation request by the County to the Town, if the land were to be developed in the County with Town utilities.
- We spoke about the Comprehensive Plan and that the property is currently designated for future Agricultural (A) zoning on the County's future land use map. Any proposed zoning change would require a Comprehensive Plan amendment as well as a rezoning request.
- We spoke about our fiscal impact model, including the impact that apartment buildings/ multi-family units would have on the school system.
- We spoke about the condition of Guard Hill Road and that upgrades would need to be made at the Guard Hill Road/Route 340/522 intersection if the property were ever developed with high density housing.

Mr. Ramsey stated that he just wanted to make us aware of the development options he was pursuing. We did not discuss any specifics of an annexation request. I expressed my appreciation that he contacted us regarding this matter.

TGL
Attachment

WARREN COUNTY
BOARD OF SUPERVISORS

MAR 13 2013

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Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630

Phone: (540) 636-4600

FAX: (540) 636-6066

Email: dstanley@warrencountyva.net

August 3, 2015

Douglas P. Stanley
County Administrator

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Archie A. Fox
Fork
District

Daniel J. Murray, Jr.
North River
District

Joseph F. Silek, Jr. Esq.
Lawson & Silek, PLC
43 Chester Street
P.O. Box 602
Front Royal, Virginia 22630

RE: Guard Hill Senior Living Project
Boundary Adjustment Request – Tax Map 20 Parcel 6

Dear Joe:

At its work session on July 21, the Board of Supervisors discussed the proposed boundary adjustment request from Chris Ramsey to include 20.2206 acres identified on tax map 20 as parcel 6 into the limits of the Town of Front Royal. As proposed, the boundary adjustment would allow for a project to include ten multi-family senior housing building containing ten housing units per building for a total of 100 housing units, although the site plan, number of units and senior housing restrictions have not been proffered.

The Board discussed the appropriateness of the proposed development given the site's location and the associated traffic concerns. Please note at this point the County is not interested in discussing the proposed boundary adjustment.

Give me a call if you have any questions.

Sincerely,

Douglas P. Stanley, AICP/ICMA/CM
County Administrator

DPS

cc: Board of Supervisors
Blair Mitchell, County Attorney
Steve Burke, Town Manager
Maryn Logan, Planning Director

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

Taryn Logan

From: Boyce, Arthur (VDOT) <Bobby.Boyce@VDOT.Virginia.gov>
Sent: Tuesday, July 02, 2013 10:14 AM
To: Taryn Logan
Cc: Funkhouser, Rhonda (VDOT); Smith, Matthew, P.E. (VDOT)
Subject: Warren County - Route 637 -- Chris Ramsey - Annexation Request -- 100 Senior Adult Housing Units

DEPARTMENT OF TRANSPORTATION
Staunton/Edinburg Land Development
14031 Old Valley Pike
Edinburg, VA 22824

Dear Ms. Logan:

We have reviewed the above subject preliminary Annexation request received May 28, 2013 for impacts to the local transportation system. This application is for the construction of 100 age-restricted Adult Senior Housing units on Route 637 "Guard Hill Road". Our comments are as follows:

- This property has a considerable amount of additional land that may be developed in future phases. It is impossible to determine the trip generation total without knowing all the future uses on the property. A master plan of the property should be submitted showing all proposed and future phases of development to fully assess the traffic impacts. If no other development is assumed we suggest the remaining property be permanently restricted in some way.
- If the ITE Senior Adult Housing Trip Rate is allowed as suggested by the County's cover letter, it is recommended that a proffered condition be approved during the rezoning of the property that requires a deed restriction be recorded which limits the occupancy of the residential dwelling units to "housing for older persons" as defined in the Virginia Fair Housing Law and that no persons under the age of 19 shall reside in such housing. The Senior Adult Housing Trip Rate significantly reduces the trips generated to the site.
- Route 637 "Guard Hill Road" is a Rural Major Collector carrying 1100 trips/day. The 100 Senior Adult Housing units alone proposed will generate an additional 350 trips/day. If the combined trip generation reaches 400 trips per day, then a traffic impact analysis for a Low Volume Road Submission (in accordance with Chapter 155) will need to be performed by the developer and approved by the Virginia Department of Transportation (VDOT).
- This development will have a negative impact on the intersection of Route 637 and Route 340/522 and may require a traffic signal be installed for safety of the traveling public. We recommend that the developer participate in the cost to design and construct a traffic signal in this location. We estimated the cost of a traffic signal in this location to be approximately \$300,000.
- An entrance will need to be installed that will meet VDOT's minimum commercial standards. The design for the entrance should be included with the site plan and will need to be submitted to this office for review and approval prior to any construction.
- The existing roadway has poor alignment and geometry (steep grades, sharp curves, narrow pavement, no shoulders, etc...).
- Right-of-way and slope & drainage easements should be dedicated along Route 637 to accommodate future road improvements.

- It appears that several trees will need to be removed to obtain the minimum required sight distance. Sight distance easements and right-of-way dedications may be required to obtain and maintain intersection sight distance along Route 637. Sight distance profiles and cross-sections should be provided to verify minimum sight distance.
- Will guardrail be warranted along Route 637? Can it be accommodated on the existing shoulders and right-of-way and will this obstruct sight distance to the proposed entrance?
- We assume that the internal roads in this development will be private.
- A Land Use Permit shall be obtained before any work is performed on the State's right-of-way. The permit is issued by this office and will require an application fee and surety coverage. Once satisfactory application has been made, a permit will normally take 10-20 days to process and issue.

We appreciate the County's efforts to include VDOT in the early planning stages for development and the opportunity to provide comments on this Annexation request. We ask that you include a copy of this transmittal for official public record. If you have any questions or need further information, please do not hesitate to give me a call at (540) 984-5631.

Sincerely,

Arthur R. Boyce, III

Arthur (Bobby) R. Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631

Total Control Panel

[Login](#)

To: tlogan@warrencountyva.net
From: bobby.boyce@vdot.virginia.gov

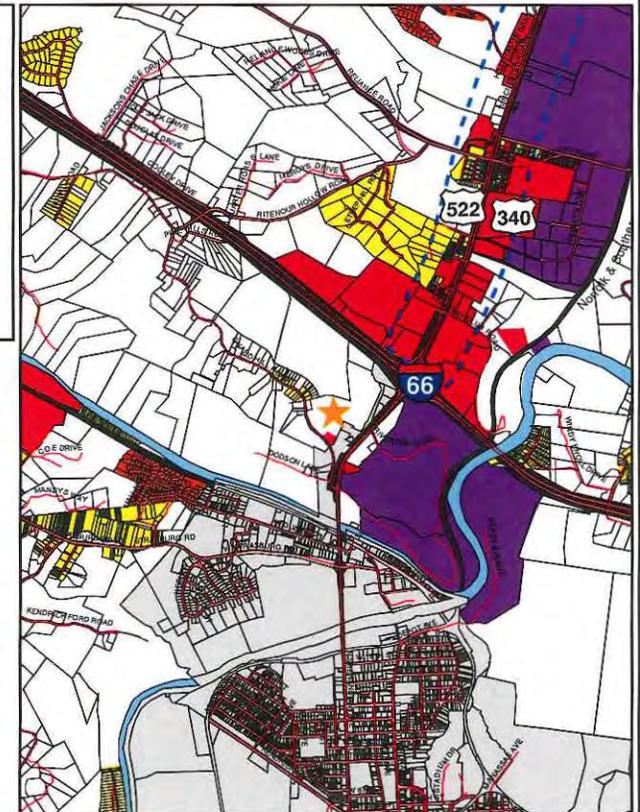
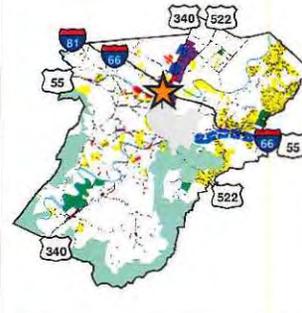
Message Score: 1
My Spam Blocking Level: Medium

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block this sender](#)
[Block vdot.virginia.gov](#)

This message was delivered because the content filter score did not exceed your filter level.

Warren County Parcel Location Map

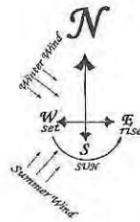


Legend

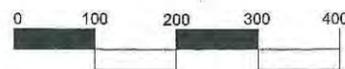
- Overlay District
- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential
- Right of Way
- Front Royal
- Federal Land
- State Land
- Water
- Rest Area

NAME: RAMSEY INC
TPIN: 20 26





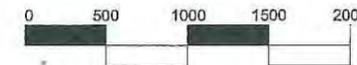
Conceptual Site Plan
1"=100'-00"



Graphic Scale



Area Context Plan
1"=500'-00"



Graphic Scale

Note

This is concept plan only and is subject to changes pending final design and engineering.

Project Information

- Project includes Ten(10) Multi Family Buildings with approx. 10 units/per building.
- Works with site features/grades to minimize impacts.
- Minimal intrusion on woodlands.
- Has approx. 210 parking spaces which allows 2 spaces per unit.
- Parking area allows for planting.
- Has immediate parking access to each unit.
- Includes Overlook Park Area.
- Has potential for trails throughout.
- Allows potential vehicular access to rest of site.

Guard Hill
Senior Living-Age Restricted Condominiums
Warren County, VA.



No.	Date	Revisions
Design Firm		
 J. Duggan & Associates Landscape Architecture 151 Windy Hill Lane, Winchester, VA 22602 540)974-2475 www.jdugganandassociates.com		
Consultant		
Project Title		
Conceptual Site Plan		
Drawing Title		
Site Plan		
Project Manager		
J Duggan RLA		
Drawn By	Scale	
TM/JD	As Shown	
Reviewed By	Drawing No.	
JD		
Date		
04-21-2013		
CAD File		
		1 of 1
Total Sheets		

4



Town of Front Royal, Virginia Work Session Agenda Form

Date: August 1, 2016

Agenda Item: Donation Received from Bike Virginia

Summary: The Town hosted the Bike Virginia Event on June 24, 2016. The event was part of a six day pilgrimage from Woodstock to Harrisonburg with Front Royal being one of their rest stops. The rest stops were provided by volunteer groups (Appalachian Trail Conservancy and Boy Scouts of America Venture Crew). A donation of \$350.00 was given to the Town of Front Royal from Bike Virginia to distribute evenly between these two volunteer groups. Council is requested to accept the donation and to approve the distribution to the Appalachian Trail Conservancy and Boy Scouts of America Venture Crew evenly at their next regularly scheduled meeting on August 8, 2016.

Council Discussion: Council takes desired action

Staff Evaluation: Staff will be in attendance

Budget/Funding: None

Legal Evaluation: Town Attorney will be in attendance

Staff Recommendations: None

Town Manager Recommendation: Town Manager will be in attendance

Council Recommendation:

Additional Work Session Regular Meeting No Action

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

Work Session

5

Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 1, 2016

Agenda Item: Utility Contribution Request - Warren Heritage Society

Summary: The Executive Director of Warren Heritage Society has requested that the Town consider an in-kind donation to offset the utility expenses incurred by the Society in the amount of \$15,000 for the utility services at 101 Chester Street for FY2016-2017. Council has approved similar requests for the previous two years.

Council Discussion: Council is requested to consider a donation toward utility service for the Warren Heritage Society as authorized by Virginia Code Section 15.2-953 for a Virginia non-profit organization.

Staff Evaluation: Staff have evaluated the request and confirmed it is similar to that made in the previous two fiscal years.

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

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

Staff Recommendations: Staff recommend Council consider a donation to the Warren Heritage Society.

Town Manager Recommendation: The Town Manager recommends Council consider a donation to the Warren Heritage Society.

Council Recommendation:

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



July 21, 2016

To: Honorable Timothy W. Darr
Mayor, Town of Front Royal &
Members of Town Council, Town of Front Royal

From: Patrick Farris
Executive Director, Warren Heritage Society

Re: Cooperation between the Town of Front Royal and the Warren Heritage Society

Mayor Darr and Members of the Front Royal Town Council,

It is an honor to be able to correspond with you concerning the cooperative relationship enjoyed between the Town of Front Royal and the Warren Heritage Society. It is our mission but also our pleasure at the Warren Heritage Society to work with the staff and officials of the Town of Front Royal to advance the Front Royal and its rich history and heritage in the minds of the visiting public and for the benefit of our own local population.

To that end, the Warren Heritage Society would like to respectfully request that the Town of Front Royal extend to the Warren Heritage Society the abeyance on utilities fees initially put in place by Council. This service by the Town to the Society is of immense importance to our ability to maintain financial solvency and health, as well as our ability to continue providing the programming and services that we offer. I would like, then, to take this opportunity to enumerate some of the ways in which our public-private partnership benefits the Town of Front Royal.

Preservation

Since 1979 the Warren Heritage Society has engaged in the preservation of historic structures such as the Ivy Lodge, Belle Boyd Cottage, Balthis House and Fairview. The Society also provides materials from its Archives in assistance to property owners preserving their own structures.

Programming

Programming for all ages is available throughout the year for free or for a minimal fee to the public, and the staff of the Society is constantly engaged in public outreach to other entities, including and especially to schools.

Festival of Leaves

Our annual festival attracts over 20,000 visitors to downtown Front Royal every second Saturday in October, and has been regularly held and growing since 1971.

Archives

The Laura Virginia Hale Archives is the only official repository of historical records for the Town and for Warren County, and research is open to the public 12 months out of the year from Monday through Friday in a modern, fully staffed facility.

Materials Collection

The Society maintains a collection of artifacts from the Town and County's past, allowing for state-of-the-art exhibits. The Society mounts exhibits annually, and mounts special exhibits in cooperation with other institutions such as the Town, for which we have two case exhibits currently mounted (one in the new Town Administration Building, and one in the Visitor Center).

Museums

The Society provides three museums which are open to the public year-round on Chester Street, allowing for destination tourism and adding to the amenities and open sites to which the Town's staff at the Front Royal Visitor Center may direct travelers.

Commemorative Events

The Society is always prepared to cooperate with the Town, County and State on commemorative activities. In 2007 we cooperated with the state's 400th Jamestown anniversary, in 2011 we cooperated with the County on Warren's 175th anniversary, in 2013 we cooperated with the Town on Front Royal's 225th anniversary, and this year we helped plan the first annual Battle of Front Royal Commemorative Reenactment. Cooperation takes many forms, including research, event planning, historic trail and marker design, and much more.

Battlefield Tours

The Society provides battlefield tours for Civil War battles which raged through Front Royal and Warren County. Of the five major engagements which took place in Warren County during the war, three took place in part through the Town: The Battle of Front Royal, the Battle of Wapping Heights/Manassas Gap, and the Battle of Guard Hill.

We would hope that the Town of Front Royal would see these activities of the Warren Heritage Society as assisting the Town and providing valuable services that the Town is not currently equipped to provide, and maintaining those services and programs as readily available to the public.

Please do not hesitate to contact me at any time concerning these services or this request, and as always I am grateful for the opportunity to work with the Town in order to achieve our common goals. Thank you so much for your time and consideration.

Most sincerely,

Patrick Farris
Executive Director
Warren Heritage Society
101 Chester Street
Front Royal, VA 22630
whsexecutivedirector@comcast.net
(540) 636-0702, ext. 11

6

Town of Front Royal, Virginia
Work Session Agenda Form

Date: August 1, 2016

Agenda Item: Gazebo HD Camera Installation

Summary: Following the July 11 Meeting where Council approved the installation of cameras at the Gazebo and the policy for their use, Councilman Tewalt requested staff investigate the cost associated with the acquisition and installation of higher resolution camera system.

Council Discussion: Council is requested to discuss authorizing the acquisition and installation of higher resolution cameras at the Gazebo.

Staff Evaluation: Staff have identified a cost of approximately \$6,500 for four - 6 megapixel (HD) cameras and a recording system. The wireless network has been offered as a donation by Ruckus Communications (approximately \$2,500). The HD cameras offer infrared (night-time) viewing up to 165 feet; distance to parking lot is 125 feet. Staff have identified funding is available through the existing Police Department's Asset Forfeiture funds.

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

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

Staff Recommendations: Staff recommend Council discuss authorization to purchase and install a higher resolution camera system at the Gazebo.

Town Manager Recommendation: The Town Manager recommends Council consider authorization to purchase and install a higher resolution camera system at the Gazebo.

Council Recommendation:

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





Standard Definition Camera



High Definition Camera



7

July 26, 2016

Mr. Mayor, Members of Council –

Attached please find:

- 1) A copy of my proposed budget for review and approval;
- 2) A copy of the proposed seminar schedule through the Lord Fairfax Small Business Development Center (LF SBDC)

As a note:

Our original contract with the LF SBDC was for the approved \$20,000. Thus far we have received (and paid) an invoice for \$4,000. Per the LF SBDC Director, she is willing to consider that contract null and void – leaving us a balance of \$16,000 from last year's budget.

Also the \$20,000 for this year was moved to contingency – and is no longer under the line item of Professional Services. So the proposed \$6,000 for LF SBDC trainings could be used for this.

In addition, I would ask Council to consider providing me \$5,000 from the above mentioned \$20,000 that could be used towards our branding program. These additional funds (added to the existing Community Development Block (CDB) Grant), would allow us to be several months ahead of schedule with our branding and not have to wait for our next grant application.

So –

\$16,000 will be left over from last year's budget (per contract voted null and void); and

\$20,000 (now in contingency)

\$ 6,000 (for new LF SBDC training contract)

\$ 5,000 (for branding grant assistance)

\$ 9,000 (unused)

I have worked with the Chamber, FRIBA, People, Inc. and Merchants on Main to receive approval of the proposed trainings from LF SBDC. All organizations approve. In addition, this will allow us to have LF SBDC work directly with FRIBA and the other organizations on our behalf. Between all of us we will be offering (at least) three different trainings per month – on different times and times.

Community Development Budget		
Books/Subscriptions	\$300	
Dues/Memberships	\$500	
Food/Food Service	\$200	
Local Media/Promotion	\$500	
Mileage	\$500	
Office Supplies	\$500	
Postage	\$200	
Printing/Binding	\$200	
Professional Services	\$10,000	
Salary	\$45,000	
Phone (\$25 per month)	\$300	
Travel and Training	\$1,800	
	<u>\$60,000</u>	
\$16,000 unused on the LF SBDC contract from last year's budget		
Proposed new contract for LF SBDC is \$6,000 vs original \$20,000		
\$20,000 from this year (Professional Services) was moved to contingency		



Town of Front Royal Seminar Proposal

Presented July 13, 2016

Front Royal Seminar Proposal September 2016 - June 2017						
Month	Week	Day	Time	Location	Topic	Speaker
September	2nd Week	Monday	6PM-8PM	Library	From Bah Humbug to Booming Holiday Sales	Marc Willson
November	2nd Week	Monday	6PM-8PM	Library	Doing Business in a Social World	Marc Willson
January	2nd Week	Monday	6PM-8PM	Library	Team Eventacular	Marc Willson
March	2nd week	Monday	6PM-8PM	Library	HR for the Small Business Owner	Christine Kriz/SHRM
May	2nd Week	Monday	6PM-8PM	Library	Windows, Signs, & Visual Displays	Marc Willson

The SBDC staff will coordinate and arrange all logistics for the seminars above including securing the location, speaker, and the materials. The SBDC agrees to design a marketing flyer and email for each seminar.

The Town of Front Royal agrees to email deliver flyers to prospective customers and will guarantee at least 6 people at each class.

Fee: \$6000 (\$3000 due upon deliverables completed in November 2016)

(\$3000 due upon deliverables completed in June 2017)



Seminar Highlights:

Week of September 12, 2016:

One 1.5 hour seminar: From Bah Humbug to Booming Holiday Sales

- Most important 8 weeks of the Year
- Seven simple strategies
- Educate the Community
- Create a Strategy
- Dress up your windows
- Merchandise for the Holidays
- Personalize the Experience
- Focus on Customer Service
- Market your Brand
- Retaining new customers

Week of December 5, 2016:

One 1.5 hour seminar: Doing Business in a Social World

- Google, Amazon, Facebook and Apple
- 5 must haves for small businesses
- Marketing Website
- Business Facebook Page
- Mobile enabled website
- Review sites such as Yelp and Trip Advisor
- Create a QR code
- Interactive session on the how to create a digital marketing campaign
- Connect with your customer



Seminar Highlights:

January 2017: TEAM EVENTACULAR

- Local events are a mainstay of small towns throughout the country
- Merchants need to take full advantage of the bountiful influx of potential customers
- Before the Event
- Day of the Event
- After the Event
- General overview of best business practices
-

March 2017: Human Resource Basics for Small Business Owners:

- Risk and Compliance
- Payroll
- Employee Files
- Employee Handbook

May 2017: Windows, Signs and Visual Displays- Stewards of Your Brand

- The customer's experience is your brand
- Outside the store and your physical plant
- Window display do's and don'ts
- Merchandising Basics
- Paco Underhill studies
- Signs and Collateral Materials
- Social Media and Internet Protocol

Christine is in the process of re-writing this letter -

July 2016

Town of Front Royal
Timothy Darr, Mayor
102 E. Main Street
Front Royal, VA 22630

Dear Mayor Darr and Council:

I would like to take personally thank you for the opportunity to serve the Town of Front Royal businesses. The Lord Fairfax Small Business Development Center (LFSBDC) exists to help improve the economy of the Northern Shenandoah Valley by providing resources to small businesses.

The 2015/2016 year has been a year of change for both the Town of Front Royal and the LFSBDC. We propose starting fresh with a new contract for 2016/2017 with no additional fees due from the Town of Front Royal for the 2015/2016 contract.

Attached please find a proposal given to Felicia Hart on July 13, 2016 with clear expectations for strategic seminars to help the economy of the Town of Front Royal.

We look forward to this new relationship and becoming partners in your success!

Respectfully,


Christine Kriz, MBA
LFSBDC Director



**TOWN OF FRONT ROYAL
CONTRACT FOR SERVICES**



THIS CONTRACT FOR SERVICES ("Contract") is made and entered into this 9th day of October, 2015, by and between **THE TOWN OF FRONT ROYAL, VIRGINIA**, a Municipal Corporation, whose address is 102 East Main Street, Front Royal, Virginia 22630 (hereinafter referred to as the "Town"), and **THE LORD FAIRFAX SMALL BUSINESS DEVELOPMENT CENTER** (hereinafter referred to as the "Service Provider"), whose street address is Corron Community Development Building, 173 Skirmisher Lane, Middletown VA, 22645-1745, and whose mailing address is same (hereinafter called the "Service Provider").

Whereas, the Service Provider desires to provide programs and services to the Town for the benefit of the Town and business community of Front Royal to develop a more vibrant business climate. The Service Provider shall serve as an information resource, provide an onsite counselor monthly, conduct educational seminars as described in their "Proposal for Front Royal".

WITNESSETH:

That for and in consideration of the mutual promises contained herein, the Town agrees to purchase and the Service Provider agrees provide the following described services:

1. Place of Service Performance/Delivery:

Services shall be provided in locations identified by the Town and at the Service Provider offices.

2. Time of Service Delivery:

Services shall be provided as necessary and scheduled for one (1) year from the date of execution of this Contract.

3. Term of Contract:

This Contract shall be in effect for a term of twelve (12) months beginning the date of execution of this Contract.

4. Payment: The Town shall pay to the Service Provider a sum not to exceed twenty thousand dollars (\$20,000.00) for the services described in "Appendix A". The service Provider shall furnish an invoice to the Town for services rendered as detailed "Appendix A", including a detailed breakdown of all charges, and shall be based on completion of tasks or deliverables. Upon acceptance of the work, the Town shall forward a check to the Service Provider at the mailing address indicated above within thirty (30) days of the receipt of such invoice.

5. Reports: Service Provider shall complete, maintain, and submit to the Town all records and reports and lists of services rendered when such services are rendered.

6. Services Rendered: Service Provider shall perform all services to be rendered pursuant to this Contract at the location specified above. Service Provider agrees to maintain all facilities and equipment used by Service Provider under this Contract in clean, sanitary, and safe condition and free from defects of every kind.

7. Licenses and Permits: Service Provider agrees that it has procured all licenses, permits, or other like permission required by law to conduct or engage in the activity provided for in this Contract; that it will procure all additional licenses, permits, or like

permission required by law during the term of this Contract; and that it will keep such licenses, permits, and permissions in full force and effect during the term of this Contract.

8. Taxes: Service Provider shall pall all County, Town, State and Federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between the Town of Front Royal and the Service Provider, as the taxes shall be solely an obligation of the Service provider and not the Town, and the Town shall be held harmless for same by the Service Provider.

9. Independent Contractor: Service Provider understands and agrees that the relationship of service provider to the Town arising out of this Contract shall be that of independent contractor. It is understood that the Service Provider, or its staff and employees, are not employees of the Town and are, therefore, not entitled to any benefits provided employees of the Town. Service Provider shall be responsible for reporting and accounting for all State, Federal, Social Security, and local taxes where applicable.

10. Business License Requirement: The Service Provider understands that for any business located in the Town of Front Royal, it is unlawful to conduct or engage in that business without obtaining a business license.

11. Non-Discrimination: During the performance of this contract, the Service Provider agrees as follows:

a. The Service Provider will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Service Provider. The Service Provider agrees to post in

conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Service Provider in all solicitations or advertisements for employees placed by or on behalf of Service Provider will state that Service Provider is an equal opportunity employer.

The Town of Front Royal does not discriminate against faith-based organizations.

c. Notices, advertisements, and solicitations placed by the Service Provider in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The Service Provider agrees to provide a drug-free workplace for the Service Provider's employees; to post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Service Provider's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Service Provider that the Service Provider maintains a drug-free workplace. For the purpose of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a Service Provider in accordance with this procurement transaction.

The Service Provider will include the provisions of the foregoing paragraphs a, b, c and d in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

12. Compliance with Federal Immigration Law: The Service Provider does not, and shall not during the performance of the Contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

13. Compliance with State Law: The Service Provider shall comply with section 2.2-4311.2 of the Code of Virginia pertaining to foreign and domestic businesses authorized to transact business in the Commonwealth.

14. Termination for Cause: This Contract may be terminated by the Town upon fifteen (15) days written notice to the Service Provider to the address first named above in the event of substantial failure or default of the Service Provider to perform in accordance with the terms hereof through no fault of the Town's.

15. Termination for Convenience: The obligation to provide further services under this Contract may be terminated by the Town for its convenience and not for cause upon fifteen (15) days written notice. Service Provider shall be compensated for work performed through the date of termination and for termination expenses, including any expenses directly attributable to termination and for which Service Provider is not otherwise compensated. Termination expenses shall not, however, include loss profits on services not performed as a result of such termination for convenience.

16. Notice: Any notice which is required to be given, or which may be given under this Contract, shall be sent to those mailing addresses noted in the first paragraph of this Contract.

17. Non-Assignability: Service Provider understands that this Contract is a contract with the personal services of Service Provider and that it is made by the Town in reliance on Service Provider's personal skills and knowledge in the activity to be conducted

and as represented by Service Provider. Accordingly, this Contract is non-assignable by Service Provider without the express written advance permission of the Town.

18. Insurance: Service Provider shall procure and maintain the general liability insurances shown below. The Service Provider shall deliver to the Town, upon execution of this Agreement, certificates of such insurance. Insurance shall provide for coverage effective through the date of the end of the Project:

- Comprehensive General Liability Insurance
- Automobile Liability
- Worker's Compensation

19. Amount of Insurance Required:

- Comprehensive General Liability Insurance - \$1,000,000 Minimum per Incident
- Automobile Liability Insurance - \$1,000,000 bodily injury and \$1,000,000 property damage
- Worker's Compensation - As required by the Commonwealth of Virginia

20. Indemnification:

Reserved

21. Entire Contract: This Contract constitutes the entire agreement between the parties pertaining to the subject matter of this Contract and supersedes all prior or contemporaneous agreements and understandings of the parties in connection with the subject matter. No modification of this Contract shall be effective unless made in writing and signed by both parties.

22. Additional Terms and Conditions: The following attachments are made a part of this Contract and are incorporated herein:

- (1) "Appendix A" - "Proposal for Front Royal" dated August 18, 2015

23. **Standard of Care:** Service Provider shall perform the services herein described expeditiously and diligently and in accordance with the standard of care and skill ordinarily exercised under similar conditions by reputable members of its profession or trade practicing in the same or similar locality within the Commonwealth of Virginia existing as of the date such services are provided and in accordance with all applicable laws, codes, and regulations in effect as of the date such services are provided.

24. **Enforcement:** This Contract shall be governed by the laws of the State of Virginia. Any action maintained by either party for the enforcement or interpretation of the terms of this Contract shall be filed in the courts of Warren County, Virginia.

IN WITNESS WHEREOF, the undersigned parties hereto have made and executed this Contract as the day and year first above written.

(SEAL)	TOWN OF FRONT ROYAL, VIRGINIA
Attest: _____	BY: <u>SMB</u>
Type Name: _____	Type Name: <u>Steven M. Burke</u>
Title: _____	Title: <u>Town Manager</u>
	Date: <u>10/15/15</u>

(SEAL)	TINA M. ANDERSON NOTARY PUBLIC Commonwealth of Virginia Reg. #7283654	SERVICE PROVIDER:
Attest: _____	<u>Tina M. Anderson</u> My Commission Expires March 31, 2017	<u>Lord Fairfax Community College dba Lord Fairfax</u> [Name of Service Provider] <u>Small Business Development</u> <u>Center</u>
Type Name: <u>Tina M. Anderson</u>		BY: <u>[Signature]</u>
Title: <u>Assistant Registrar</u>		Type Name: <u>James R. Kraft Steven Corbit</u>
		Title: <u>Procurement Officer</u>
		Date: <u>October 8, 2015</u>

APPROVED AS TO FORM:

Douglas W. Napier, Town Attorney

DATE: _____



LORD FAIRFAX SMALL BUSINESS
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The LFSBDC is hosted by Lord Fairfax Community College.

Lord Fairfax Small Business Development Center Proposal for Front Royal

Aug 18th 2015

This proposal is in response to a request from the Town of Front Royal to assist in the development of a more vibrant business climate.

1. The Lord Fairfax Small Business Development Center (LFSBDC) will support the Town of Front Royal through the Front Royal Community Development Director (FRCCDD) in their effort to become a Virginia Main Street Community. In cooperation with the FRCCDD the LFSBDC will assist in the facilitation of the formation and execution of the Main Street Four Point approach. If for some reason, the Main street designation is denied, we will work with the FRCCDD to implement some of the principles of the program.
 - a. **Organization:** Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district. Through volunteer recruitment and collaboration with partners representing a broad cross section of the community, your program can incorporate a wide range of perspectives into its efforts. Volunteers are coordinated and supported by a paid program director and the LFSBDC will work with that director to fully utilize this committee
 - b. **Promotion:** This committee's goal is to create a positive image that will renew community pride and tell your Main Street story to the surrounding region. The promotions committee communicate your commercial district's unique characteristics, its cultural traditions, architecture, and history and activities to shoppers, investors, potential business and property owners, and visitors.



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- c. **Design:** The design committee helps to get Main Street into top physical shape and creating a safe, preserving a place's historic character, inviting environment for shoppers, workers, and visitors. Popular design activities also include instilling good maintenance practices in the commercial district, enhancing the district's physical appearance through the rehabilitation of historic buildings, encouraging appropriate new construction, developing sensitive design management systems, educating business and property owners about design quality, and long-term planning.
- d. **Economic Restructuring:** Economic restructuring can show you how to strengthen your community's existing economic assets while diversifying its economic base. Successful communities accomplish this by evaluating how to retain and expand successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. The goal is to build a commercial district that responds to the needs of today's consumers while maintaining the community's historic character.

[See the Eight Principles at the back of this paper](#)

2. The LFSBDC will meet with the FRCDD at least once a month to discuss small business issues that have been identified either by the LFSBDC or the FRCDD. These discussions may consist of the following topics:
 - a. Working with the FRCDD and the business community to formalize a brand for not only the downtown core but for the greater Front Royal business community.
 - b. Issues that have been brought to the FRCDD during the course of his/her normal business activities.
 - c. Issues as related to the Main Street Program.
 - d. Planning for bringing the counselor to Front Royal.
 - e. Any other issues as related to the small business community.



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3. The LFSBDC will participate in secondary research for the FRCDD. We will utilize our resources to do research on a wide variety of business enhancement topics on an as needed basis. These resources will consist of but not limited to:
 - a. ReferenceUSA – A database of all businesses (name, address, phone and principles) in the United States that are downloadable to an Excel file.
 - b. Demographics Now – A searchable database that includes all census data, consumer spending habits and Tapestry segmentation. This can be searched down to an area as small as Census Blocks. We can print thematic Maps and pull Excel spreadsheets of the data.
 - c. EBSCO Periodicals – A searchable database that allows the used to find articles on a wide variety of business subjects.
 - d. IBIS World – The country's largest database of information on market research broken down by industry NAICS code.
 - e. Online searches for information dealing with any business subject.

4. The LFSBDC will provide an onsite counselor to Front Royal at least once a month at a location provided by the town. The LFSBDC will coordinate these sessions with the FRCDD and keep the FRCDD apprised of our results (these will be generic results as we cannot discuss individual clients due to confidentiality agreements). In addition to the onsite counselor, the LFSBDC will continue to reach out to businesses as we do in the normal course of marketing the center. We will continue to do this and report the results as part of the overall report to the town. The counselors will be able to counsel on a wide variety of business subjects, such as business and market planning, financial analysis, employee relationships and any other relevant business subject. We will utilize our financial analysis software in these sessions.

5. The LFSBDC will provide no less than six training sessions during the course of this agreement. These sessions will be designed and presented by the LFSBDC in cooperation with the FRCDD at a place designated by the FRCDD. These sessions will be vetted by the FRCDD and marketed through their offices and other business entities in Front Royal. These sessions will be free of charge to the



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businesses of Front Royal and if there is room will be open to other localities at a slight fee.

6. The LFSBDC will assist the FRCDD in the planning and execution of any façade design programs. These efforts will consist of training sessions and individual counseling as well as research into the best façade programs around the country. The LFSBDC will try to identify resources that can assist the FRCDD in these efforts.
7. The LFSBDC will participate (as needed) in other programs as we feel that we can provide meaningful assistance to the FRCDD. We will make sure that we interface with the Chamber, FRIBA, the EDA and other small business related entities in Front Royal.

This proposal will be in effect for the second year of this two year project. The Town of Front Royal agrees to pay the LFSBDC Twenty Thousand (\$20,000.00) dollars paid on a semi-annual basis. Ten Thousand (\$10,000) dollars at inception and Ten Thousand (\$10,000) at the end of six months. LFSBDC will report to the Town Council via the FRCDD on a monthly basis. These reports will consist of counseling hours, training hours and number of attendees and other initiatives that were conducted with the FRCDD.

The SBDC mailing address is:

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Corron Community Development Center
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8