



## TOWN COUNCIL WORK SESSION

Monday, October 3, 2016 @ **6:45PM**

Front Royal Administration Building

1. Board of Zoning Appeals (BZA) Interview

### **Town/Staff Related Issues:**

2. Royal Lane Apartments Special Use Permit – *Director of Planning/Zoning*
3. Good Shepherd Evangelical Lutheran Church Sign Encroachment License – *Director of Planning/Zoning*
4. CDBG Update – Downtown Revitalization Project – *Director of Planning/Zoning*
5. Update on Police Headquarters – *Moseley Architects*
6. Tamper Fee Relief from Puja Properties – 840 John Marshall Highway – *Town Manager*
7. Resolution for 2016 Holiday Home Decorating Contest – *Town Manager*
8. Delinquent Tax List – *Town Manager*

### **Council/Mayor Related Items**

9. Board of Architectural Review (BAR) Terms Expire
10. Council Discussion/Goals (*time permitting*)
11. CLOSED MEETING – Personal Matters

### **Motion to Go Into Closed Meeting**

I move that Council convene and go into Closed Meeting for the following purposes: the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, pursuant to Section 2.2 3711. A. 1., of the Code of Virginia.

### **Motion to Certify Closed Meeting at its Conclusion** [*At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:*]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: October 3, 2016

**Agenda Item:** Board of Zoning Appeals Interview

**Summary:** Stephen McKee Braddock verbally resigned from the Board of Zoning Appeals (BZA) in May 2016. Mr. Braddock was recommended by Council to a 5-year term on May 13, 2013. All BZA recommendations are 5-year terms and all recommendations are considered by the Judge of the Warren County Circuit Court for appointment. Due to this being a recommendation to the Judge of the Warren County Circuit Court and not an appointment by Council, Council will interview one candidate for the recommendation in open session. The candidate will fill an un-expired term, term to end May 1, 2018.

**Council Discussion:** Council takes desired action

**Staff Evaluation:** None

**Budget/Funding:** None

**Legal Evaluation:** Town Attorney will be available

**Staff Recommendations:** Staff will be available

**Town Manager Recommendation:** Town Manager will be available

**Council Recommendation:**

Additional Work Session     Regular Meeting     No Action

Consensus Poll on Action: \_\_\_(Aye) \_\_\_(Nay)

Work Session

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# Town of Front Royal, Virginia Work Session Agenda Form

Date: October 3, 2016

**Agenda Item:** Royal Lane Apartments SUP  
*Director of Planning & Zoning*

**Summary:** SUP16-04-264, Special Use Permit Application, submitted by Pennoni Associates Inc, c/o Patrick Sowers, for a project proposed by the Economic Development Authority (EDA), for the development of three (3) 12-unit apartment buildings, consisting of a total of 36 apartment units, at the end of Royal Lane, on Tax Map Parcel 20A171-14B. The apartment units are intended to be used for workforce housing in the community. The property is zoned C-1 District, and the property consists of approximately 3 1/2 acres. The proposed density is approximately 10 units per acre.

The applicant's Special Use Permit (SUP) application request includes a request for a special exception to allow the street to be extended. This may be granted by Town Council pursuant to Town Code 148-211.A.2.a. for affordable housing projects. The EDA is proposing to reserve right-of-way for the Town to allow the road to be extended in the future.

The applicant's request also includes the dedication of a small portion of land to the Town as part of Royal Lane. This property was reserved to the Town in the past and is required to be dedicated to the Town at this time so the applicant's lot has road frontage.

A preliminary site plan was submitted with the application that provides a layout of the proposed development. The applicant also submitted an elevation drawing that is illustrated within the attached Staff Report.

**Council Discussion:** This agenda item is scheduled for a work session review on October 3, 2016.

**Staff Evaluation:** The Planning Commission recommended approval of the application with 9 conditions. These are noted in the Staff report.

**Budget/Funding:** Not applicable.

**Legal Evaluation:** The Town Attorney drafted the attached license agreement in consideration of the Lutheran Church's request for an encroachment license. The Town Attorney will be available at the work session for any legal 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 PLANNING COMMISSION**  
*Updated for Town Council*

**APPLICATION #:**

SUP16-04-264

**APPLICANT:**

Pennoni Associates Inc.

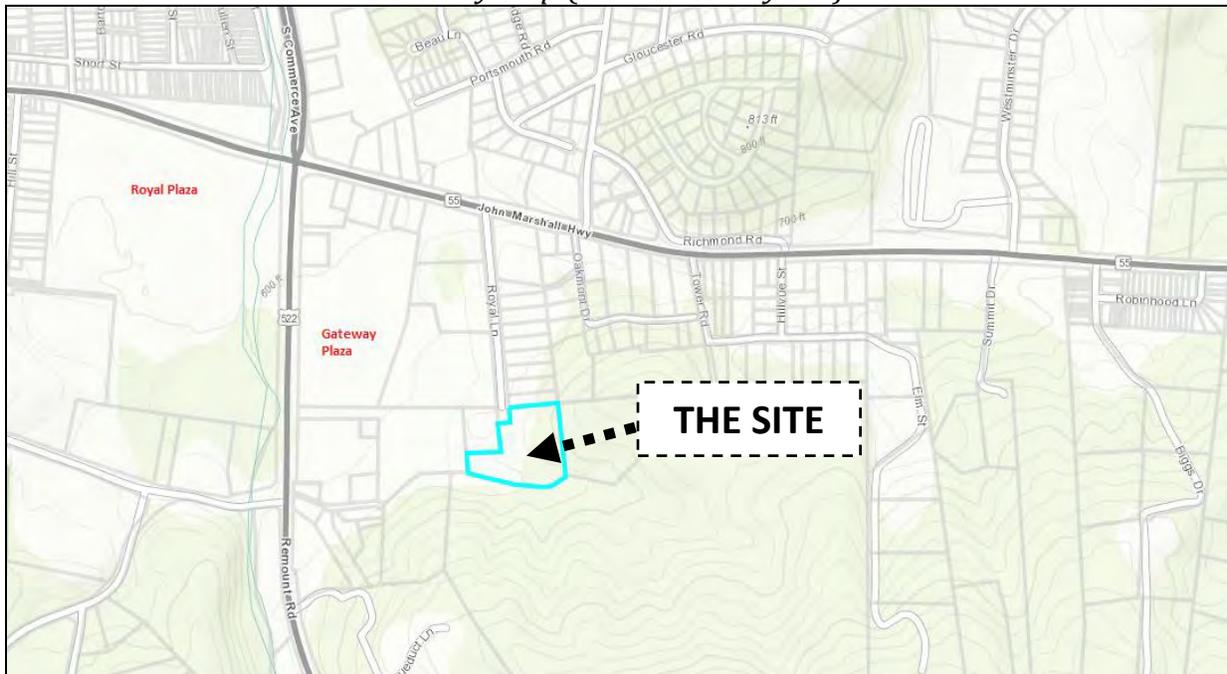
**SUMMARY OF REQUEST:**

Pennoni Associates Inc., on behalf of the Economic Development Authority (EDA) has submitted this Special Use Permit Application for three 12-unit apartment buildings, including a total of 36 apartment units. The housing is intended to be owned by the EDA and rented for workforce housing in the community.  
(See **Attachment 1 - Application**)

**GENERAL INFORMATION:**

<i>Site Addresses</i>	End of Royal Lane
<i>Property Owner(s)</i>	Walter L. Campbell (donating to EDA)
<i>Zoning District</i>	C-1 (Commercial) District
<i>Tax Identification</i>	20A17-1-14B
<i>Location</i>	The property is located at the end of Royal Lane, which is located South of John Marshall Highway between Gateway Plaza and Oakmont Drive.

*Vicinity Map (Warren County GIS)*

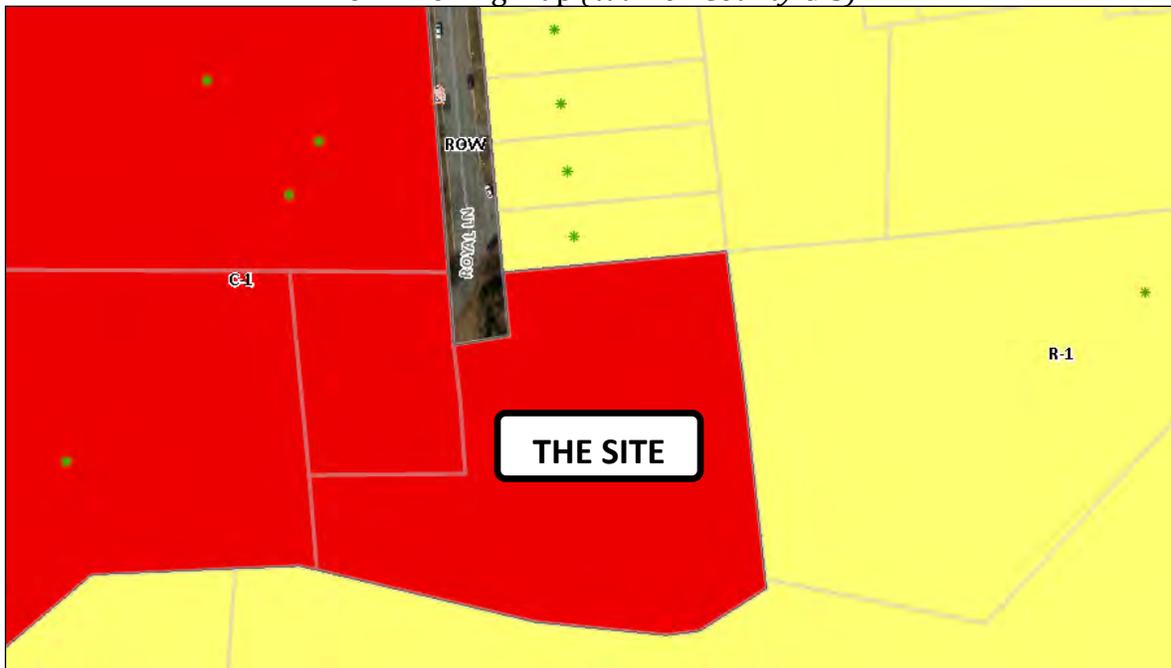


# ILLUSTRATIONS

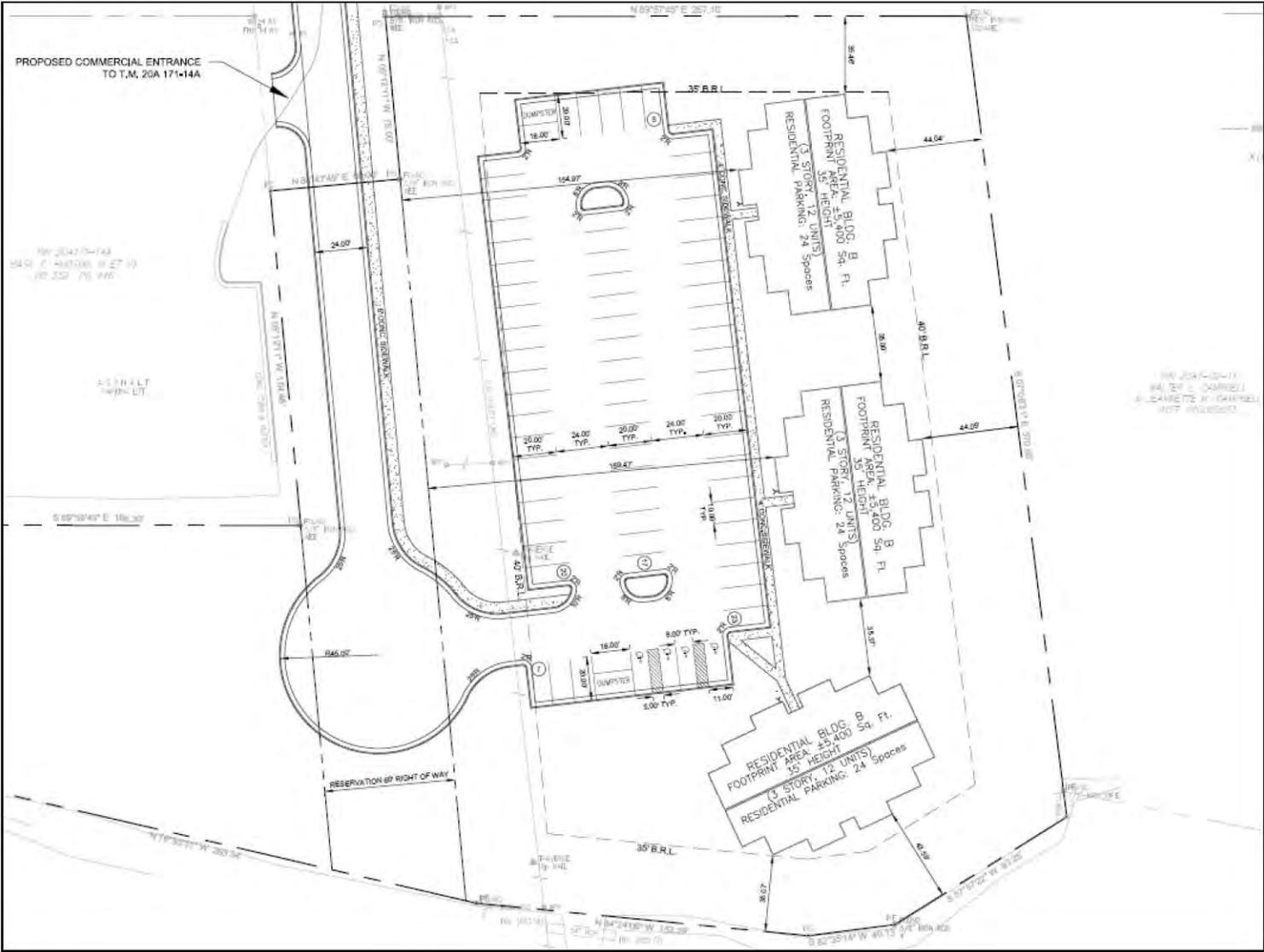
Aerial Map (Warren County GIS)

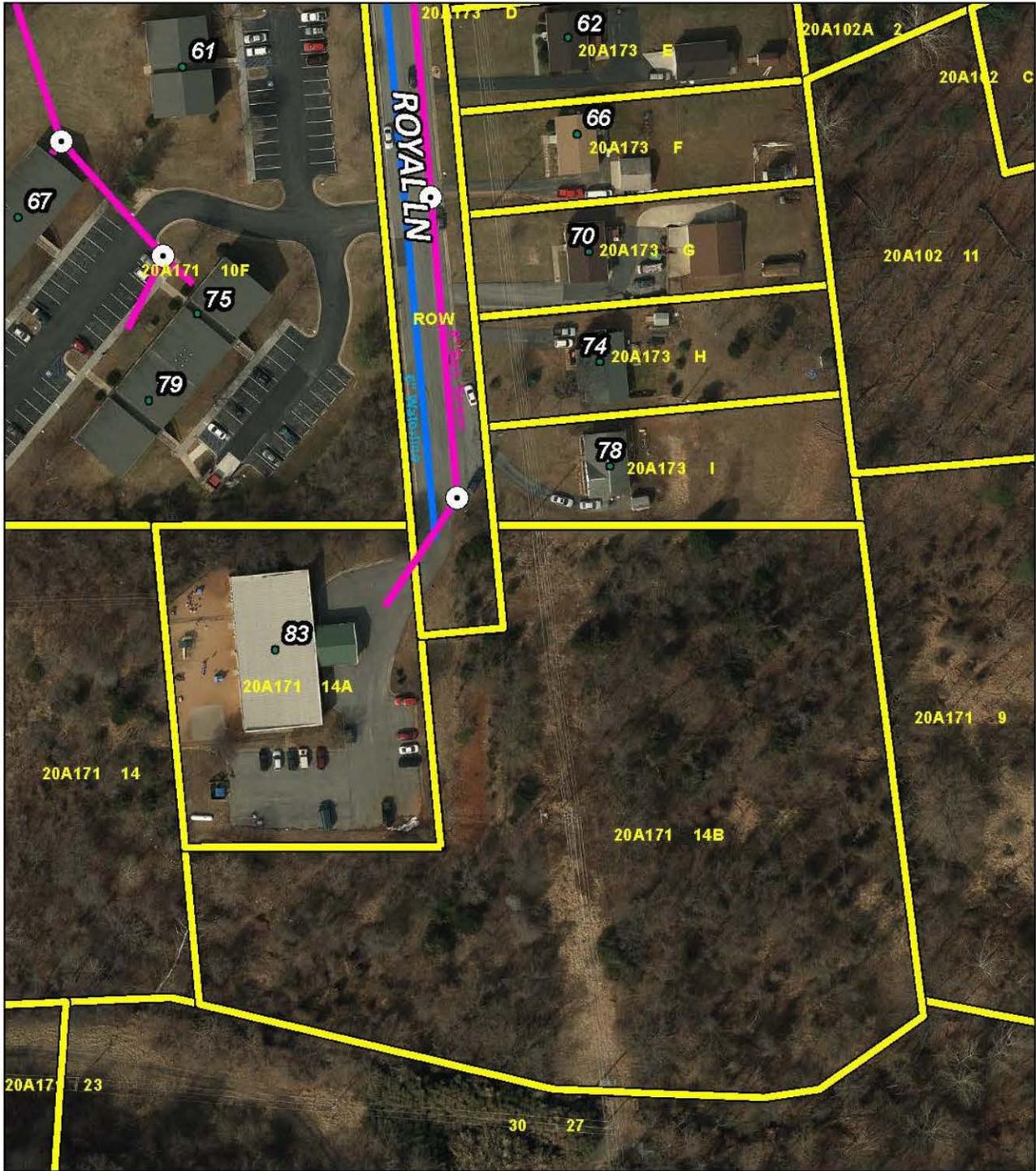


Town Zoning Map (Warren County GIS)



# Preliminary Site Plan Snapshot



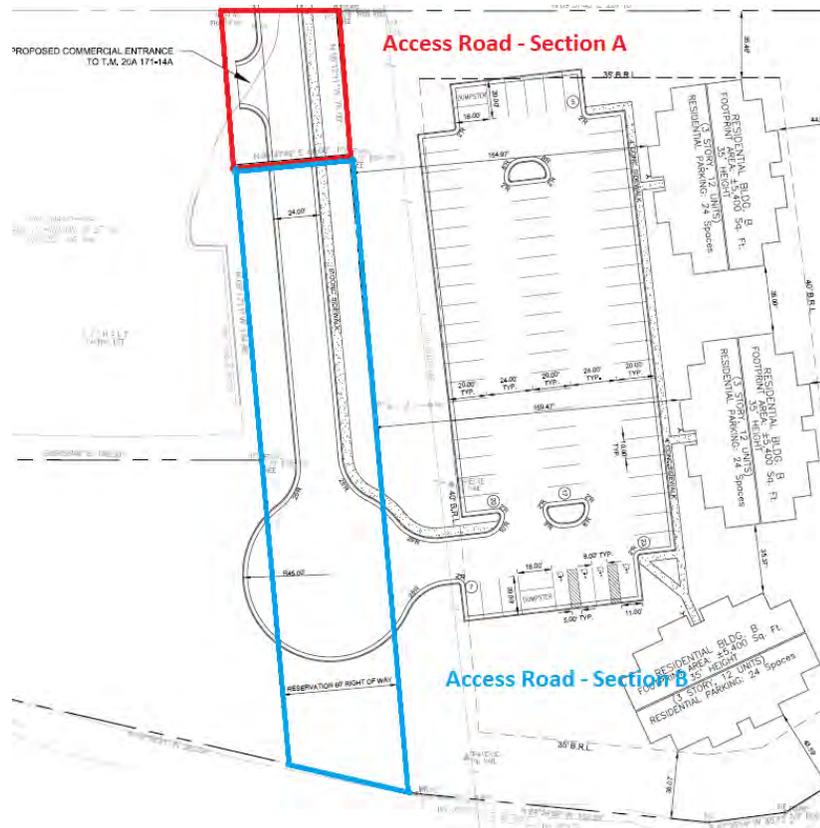


<p>MAY 2016</p>  <p><i>D.G. Merchant, Cartographer</i></p>		<p style="text-align: center;">Map Key</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 20px; height: 2px; background-color: pink; margin-right: 5px;"></span> Sanitary Sewer Line</li> <li><span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Sanitary Sewer Manhole</li> <li><span style="display: inline-block; width: 20px; height: 2px; background-color: blue; margin-right: 5px;"></span> Waterline</li> <li><span style="display: inline-block; width: 20px; border: 2px solid yellow; margin-right: 5px;"></span> Town_Parcels_2016</li> </ul>	<p>AERIAL MAPPING</p> <h2 style="color: green;">ROYAL LANE</h2> <p><b>TOWN OF FRONT ROYAL, VIRGINIA</b></p>
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## SUPPLEMENTAL INFORMATION:

<p><i>Legal Review</i></p>	<p>The Town is authorized to require a special use permit for certain uses within any zoning district under the legal authority of Virginia Code §15.2-2286. Some specific uses are granted protection from regulation from localities by the Virginia Code, including agriculture uses, small scale conversion of biomass to alternative fuel, certain residential uses, private tents, farm wineries, assisted living facilities, and group homes.</p> <p>The issuance of a special use permit is subject to such conditions as are deemed necessary by the Front Royal Town Council after recommendations of the Front Royal Planning Commission. Prior to an action by Town Council or a recommendation by the Planning Commission, a public hearing is required for special use permits.</p> <p>A site plan application would be required prior to issuance of any permits for construction activity. The applicant has submitted a preliminary site plan with this special use permit as required by the Town Code.</p>
<p><i>Discussion of Preliminary Site Plan</i></p>	<p>The preliminary site plan is attached with this report (See <b>Attachment 3</b>).</p> <p>A bio-retention facility is proposed on the site. The location is illustrated on the preliminary site plan, but the stormwater facility still must be fully engineered for the final site plan approval. A permit from the Virginia Department of Environmental Quality (DEQ) will be required.</p> <p>The Applicant's impact analysis reports that the site will require 7200 gallons per day of sewer flow, as well as water. The preliminary site plan does not include full engineering plans for the extension and service of utility connections. This will need to be completed on the final site plan and applicable connection fees will need to be addressed by the Applicant.</p> <p>A sidewalk is illustrated on the east side of the proposed access road extension of Royal Lane. Curb &amp; gutter is also included. The proposed access road extension of Royal Lane can be broken down into two sections (See illustration on the following page). The northern section, referred to herein as Section A, is illustrated as existing public right-of-way in the County and Town GIS systems. However, this section was only reserved for dedication to the Town by a plat dated March 25, 1995. Such reservation was created when the adjacent lot was subdivided from the property to create the current site of Meadowland Learning Center. With this application, the EDA has submitted a draft dedication plat to finalize the dedication of Section A (See <b>Attachment 2</b>). A new commercial entrance to the adjacent lot is also shown on the preliminary site plan within this area. The southern section of the access road, referred to herein as Section B, extends into the property and would be reserved for dedication by the Town. Such dedication to the Town would be</p>

needed if the Town ever decides to extend Royal Lane to Remount Road to improve access and connectivity.



Town Code Section 148-820.H. prohibits dead-end streets, except as stubs to allow future extensions to adjoining land. It also limits cul-de-sac streets to a length of 800 feet in length and 25 lots. However, a Special Exception may be granted in accordance with Town Code 148-211.

The Applicant submitted an impact analysis statement prepared by Pennoni. This report shows that Royal lane is presently estimated with an average daily traffic count of 1,502 vehicles. This calculation is based on the existing uses, including 9 single family dwellings, 90 apartment dwellings, a 7,000 square foot day care facility, and a professional office building of 10,000 square feet. The proposed development is estimated to generate 252 average daily vehicle trips, bringing the total for Royal Lane to 1,754 ADT. Peak hour trips is estimated at 193 vehicles.

John Marshall Highway has a traffic count of 12,000 total trips (VDOT 2014). The Applicant's report addresses the estimated traffic at this intersection and identifies that a westbound left turn lane and right turn taper are warranted, based on VDOT's Road Design Manual. Pennoni's report identifies that the existing right-turn lane and center turn lane are adequate. The report also concludes that the traffic generated by the 36 apartment units would be significantly less than if it was developed with a commercial use, and that the residential development is more in keeping with the primarily residential character of the street.

Review Comments of the Preliminary Site Plan are noted below. A final site plan application will need to be submitted if the special use permit application is approved. The final site plan should adequately address all noted review comments.

**A. PLANNING & ZONING REVIEW COMMENTS**

1. **General Detail Requirements for a Site Plan.** If the SUP is approved by Town Council, a site plan application is required prior to issuance of zoning and building permits by the Town and County. The site plan is required to include the contents of Town Code 148-1020.
2. **ROW Dedication.** The area shown as right-of-way that is located on Tax map #20A171-14A (Basil C. Hudson), referred to above as Section A, should be dedicated to the Town so that the subject parcel has frontage on a public street.
3. **Electric Service.** Please show the proposed source of connection to the Town electric utility service lines, and confirm with the Department of Energy Services that existing capacity is adequate.
4. **Water & Sewer Utilities.** Please show the proposed source of connection to the Town water & sewer utility lines and confirm with the Department of Environmental Services that existing capacity is adequate. Please specify the size of the proposed water and sewer lines for review and evaluation of tap fees. Please show the location of water meters. Please seek input from the Department of Environmental Services regarding the appropriate locations for such meters.
5. **Recreational Area Details.** Please provide details of the proposed recreation area, including the amount of area and the type of amenities. Town Code 175-113.F.2 requires a minimum area based on the gross square feet of the proposed apartments. Based on the information on the site plan regarding the gross square feet, a minimum of 12,050 square feet of recreational space is needed. Town Staff would recommend a playground and sitting areas for adults. However, alternative ideas of the applicant can certainly be considered. Bicycle racks are also recommended.
6. **Building Elevation / Design.** It may be helpful for the Planning Commission and Town Council if you were to provide an illustration showing the intended design of the proposed apartment buildings.
7. **Dumpster Enclosure.** A dumpster enclosure is required around the proposed dumpsters.
8. **Building Height.** Town Code 175-113.D. stipulates a maximum height of 3 stories, but not to exceed 35 feet. The preliminary site plan shows that each building will be 35 feet, but specifies that the maximum height is 42'.
9. **Curb & Gutter Option for Parking.** Curb & Gutter is optional for the parking area perimeter.

10. **Cul-de-Sac length.** Approval of this development requires authorization of a special exception by Town Council. Such authorization would be allowed by the Town Code since the project targets affordable housing.
11. **Landscaping.** Landscaping is required, including Development Tree Plantings (156-6), Street Trees (156-7) and Parking Lot Landscaping (156-8). Please designate existing canopy areas on the site plan where trees can be preserved. This will reduce the amount of new landscaping required by 156-6.
12. **Lighting.** Please show all proposed lighting and ensure that such lighting is designed to minimize glare and is designed to meet dark-sky compliance standards or such equivalent standards.
13. **Project Narrative.** Please include a project narrative on the final site plan that explains the intent of the site to provide needed workforce to the community.
14. **Right-of-Way Reservation and Easement Area.** The reservation of the right-of-way should run with the land and authorize the Town to dedicate the right-of-way when, and if, decided by Town Council in the future. The area should also include an easement for utility and access purposes. A portion of the proposed cul-de-sac and cross slopes are located outside of the right-of-way reservation and easement area. Please extend the right-of-way reservation and easement area to include these additional areas, which would be needed if the roadway is modified and extended in the future.
15. **Fire Hydrants and Fire Suppression.** Please provide a fire hydrant(s) and fire suppression as necessary to comply with the building and fire codes. If sprinklers are required, an independent fire suppression line would be necessary and should be coordinated with the Department of Environmental Services.
16. **Roadway Width.** Royal Lane is currently between 39.5-39.6 feet in pavement width. It would be appropriate to extend the access road/potential future public right-of-way to more closely match the existing roadway. Based on the total ADTs for the road, Town Code 148-820.D.6. specifies a minimum roadway width of 36 feet, with the following specifications: *Surface Course: 1½" (SM 9.5A), Base Course: 3" (BM 25.0); and Subbase: 6" (21-B).*

**B. TOWN DEPARTMENT OF ENERGY SERVICES**

Staff has reviewed the plans for the proposed three (3) 12-unit Apartment buildings. Town Code 70-50.1 requires a charge of \$2,500 per building, for a total of \$7,500 for the 3 units.

**C. TOWN FINANCE DEPARTMENT**

Taxes are paid.

**D. TOWN MANAGER**

The following comments are provided for the subject SUP:

- 1) Sheet 3 – The proposed 24’ width for the street does not meet Town standards. Please refer to Town Standard Construction Detail RC-1.
- 2) Sheet 3 – Please confirm if a tot lot is to be provided.
- 3) Sheet 3 – Handicapped parking signs will be required at the designated spaces.
- 4) Sheet 3 – Provision of additional parking for visitors should be considered.
- 5) Sheet 3 – Please consider extension of sidewalk and placement of ramp for handicapped parking spaces; also include ramp at the terminus of the public sidewalk.
- 6) Sheet 4 – Please include standard typical section for extension of Royal Lane (Detail RC-1).
- 7) Sheet 4 – Please include standard typical section for sidewalk within the Right-of-Way.
- 8) Sheet 4 – Due to the elevation and planned two story design, please confirm if booster pumps are necessary to provide sufficient water pressure at the apartments.

**E. TOWN DEPARTMENT OF ENVIRONMENTAL SERVICES**

- A full utility plan of water and sewer is needed. Show line sizes, both existing and future. Provide water demand per unit/building.
- Provide details on needed water and sewer extension.
- Needs to meet all town standards – water, sewer and concrete.
- Concrete/Sidewalk – change 4” 21B to 6” 21B, add expansion joints every 50 feet, each side of manholes, inlets and driveways.
- Remove existing cul-de-sac and add curb.
- Include details for entrance road, including curb, concrete, sidewalk, and apron.

**F. WARREN COUNTY DEPARTMENT OF FIRE & RESCUE SERVICES**

4/28/15 - No notable comments.

1/12/16 – After review of the site/concept for Royal Lane Apartments (36 units) with regards to a single entrance/exit, the Department of Fire and Rescue Services provides the following comments: There is no objection with the site being restricted to a single entrance/exit. The fire apparatus access road, entrance and parking areas shall meet design standards and be approved by the Warren County Building Official and maintained in accordance with the Virginia Statewide Fire Prevention Code. Should you require additional information or further assistance, please let me know.

## **G. WARREN COUNTY DEPARTMENT OF BUILDING INSPECTIONS**

Comments for SUP16-04-264 – Residential Apartments Royal Lane:

- Erosion and Sediment Control Items:
  - Application and permits are required for ESC permit, which would be a normal submission including a full plan review application.
  - The area of disturbance exceeds one (1) acre and requires a Stormwater permit through the Department of Environmental Quality (DEQ). Approval by DEQ is required prior to anything being issued by Warren County.
- Building Inspections Items:
  - This submission does not provide any real details of the structure that is being proposed, but the project will require permits to be obtained as normal for structure, electrical, plumbing, mechanical, etc. and it would be subject to review and approval prior to work beginning.

## **CONCLUSIONS & RECOMMENDED CONDITIONS:**

The following conditions are recommended in association with this special use permit application. Condition #7 is a standard condition placed on all SUP applications with conditions:

- 1) The special use permit is only valid for 36 apartment units on the subject property, and includes a special exception to Town Code 148-820.H.3 for the proposed extension of Royal Lane as shown on the preliminary site plan. The apartment units shall be marketed as workforce housing.
- 2) The portion of the proposed access road extension of Royal Lane that is part of the adjacent parcel, identified as Tax Map Parcel 20A1-7-1-14A, shall be dedicated to the Town prior to issuance of any construction permits.
- 3) The remaining portion of the proposed access road extension of Royal Lane, as identified on the preliminary site plan, shall include all necessary access and utility easements, as well as a right-of-way reservation to the Town. Such reservation shall legally authorize the Town to dedicate the roadway as a public street when determined by Town Council, such as, but not limited to, when extension of the road is feasible.
- 4) All site improvements and utilities shall be constructed and paid for by the Applicant, and all applicable utility connection fees shall be paid at the time of application for a zoning permit to construct the apartments, unless otherwise waived by Town Council.
- 5) A complete final site plan application shall be submitted that adequately addresses the technical requirements of the Town Code and the review comments included in the staff report. Provided that the final site plan generally conforms to the preliminary site plan, as submitted with this application, Town Staff is authorized to approve the final site plan.
- 6) A playground, sitting area, and bicycle racks shall be provided. The playground shall meet the standards of the Public Playground Safety Handbook (2010), published by the U.S. Consumer Product Safety Commission, or comparable alternative standard approved by the Building Official and Planning Director.

- 7) Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

**UPDATE:** In August 17, 2016, the Planning Commission passed a motion to recommend approval of the EDA's application for workforce housing. The motion was conditioned on the 7 conditions noted above, and the following to additional conditions added by the Planning Commission at the meeting.

- 8) The proposed apartment units shall be marketed as workforce housing, and shall not be used as subsidized housing for "very-low" or "extremely low" incomes, as classified by HUD.
- 9) The final design of the apartment buildings shall substantially conform to the building elevation drawings submitted by the EDA (shown below).



The application was originally considered in June at a public hearing where some citizens that lived on Royal Lane attended. A few citizens spoke in opposition to the application during the public hearing, and stating concerns about low income housing, and to a lesser extent traffic and crime. The Planning Commission tabled the application in July for the purpose of allowing the EDA to speak to the neighbors about the project in more detail. The EDA also agreed to submit a building elevation drawing for additional information on the project.

Following the meeting, the EDA stated that they sent notices and met with the citizens that responded. The Planning Commission added conditions #8 and #9 at their August meeting as part of their motion.

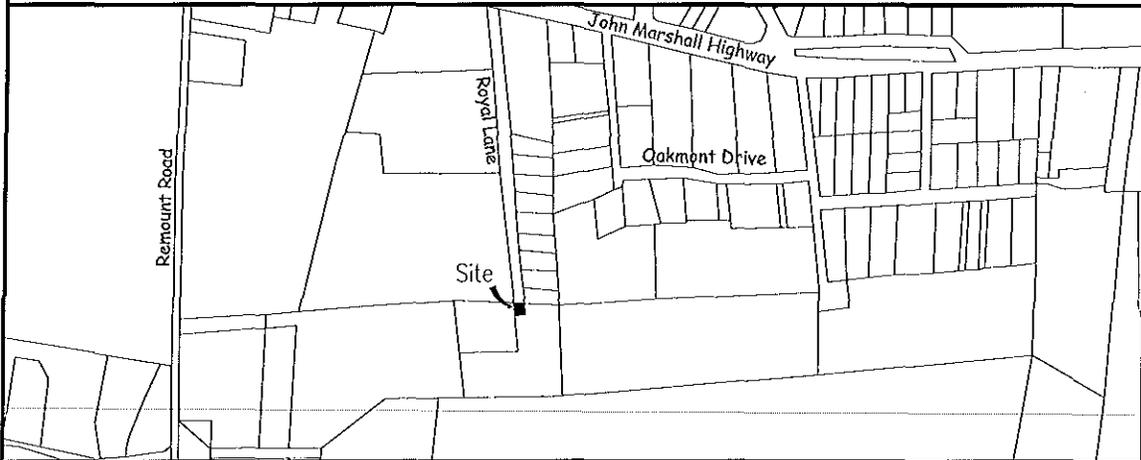
Attachments to Staff Report:

Attachment 1 – Application; 2) Draft Deed of Dedication; 3) Preliminary Site Plan.

**Road Dedication Plat**

Basil C. Hudson, III & Tana M. Hudson  
TM #20A1-7-1-14A Instrument #040003033 ~ Parcel Two  
43 South Cameron Street TM #193-1-M-25 Deed Book 552, Page 446  
May 13, 2016  
Town of Front Royal, Warren County, Virginia

**Vicinity Map**  
1"=500'



**SURVEYOR'S CERTIFICATE:**

I, Michael M. Artz, a duly authorized land surveyor, do hereby certify that the land hereby dedicated is in the names of Basil C. Hudson, III & Tana M. Hudson and was acquired as stated in the Owner's Certificate. I further certify that these tracts are properly and accurately described and are within the boundaries of the original tracts.

\_\_\_\_\_  
Certified Land Surveyor

**OWNER'S CERTIFICATE:**

The undersigned fee simple owners hereby certify that the land herein dedicated is a portion of the property conveyed to the Basil C. Hudson, III & Tana M. Hudson by deed dated May 10, 1995 and recorded in Deed Book 552, Page 446. Said deed being of record in the Clerk's Office of the Warren County, Virginia.

This Road Dedication as it appears on the accompanying plat is with the free consent and in accordance with the desires of the undersigned owner of said land and the same is hereby confirmed and submitted for record in the Clerk's Office of Warren County, Virginia.

\_\_\_\_\_  
Basil C. Hudson, III

\_\_\_\_\_  
Tana M. Hudson

**NOTARY CERTIFICATE:**

STATE OF VIRGINIA; CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing owners consent and dedication was acknowledged before me by Basil C. Hudson, III and Tana M. Hudson this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**CERTIFICATE OF APPROVAL**

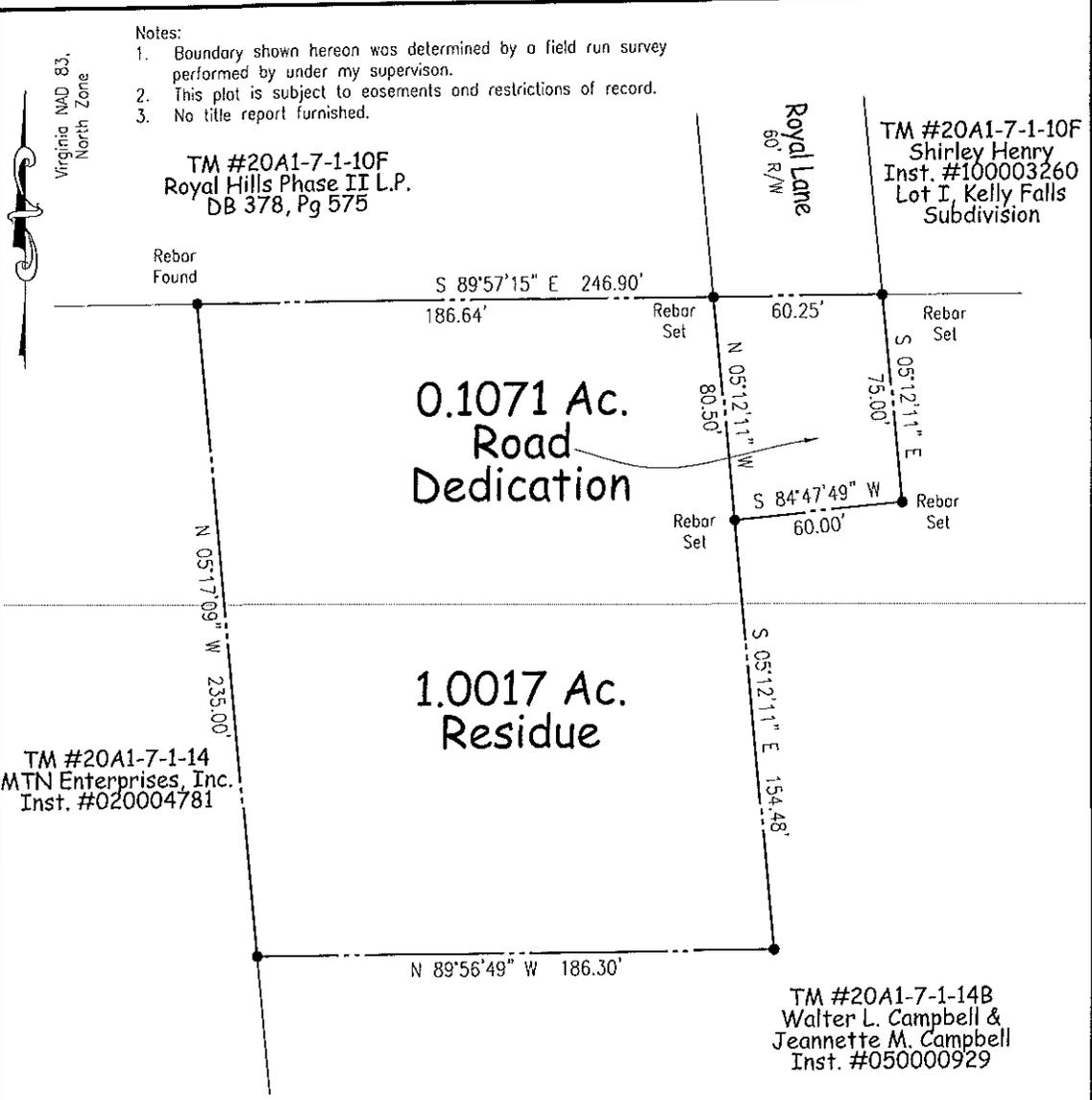
This Road Dedication is approved by the undersigned in accordance with existing subdivision regulations and may be admitted to record.

\_\_\_\_\_  
date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
date

\_\_\_\_\_  
Director of Planning



- Notes:
1. Boundary shown hereon was determined by a field run survey performed by under my supervision.
  2. This plot is subject to easements and restrictions of record.
  3. No title report furnished.

Virginia MAD 83,  
North Zone

TM #20A1-7-1-10F  
Royal Hills Phase II L.P.  
DB 378, Pg 575

TM #20A1-7-1-10F  
Shirley Henry  
Inst. #100003260  
Lot I, Kelly Falls  
Subdivision

TM #20A1-7-1-14  
MTN Enterprises, Inc.  
Inst. #020004781

TM #20A1-7-1-14B  
Walter L. Campbell &  
Jeannette M. Campbell  
Inst. #050000929

**AREA TABULATION**

EXISTING:	
TM #20A1-7-1-14A	1.1088 AC.
PROPOSED:	
TM #20A1-7-1-14A	1.0017 AC.
TM #Road Dedication	0.1071 AC.



Road Dedication Plat  
**Hudson Property**

Town of Front Royal, Warren County, Virginia  
Scale: 1" = 50' Date: May 13, 2016

Present Owner:  
Basil C. Hudson, III & Tana M. Hudson  
TM #20A1-7-1-14A Deed Book 552, Page 446

PREPARED BY:  
**PENNONI ASSOCIATES INC.**



117 East Piccadilly Street  
Winchester, VA 22601  
T 540.667.2139  
F 540.665.0493

Town of Front Royal, Virginia

**SPECIAL USE PERMIT APPLICATION MATERIALS**

FOR REVIEW OF

**ROYAL LANE APARTMENTS**

March 2016

Prepared by:  
Pennoni Associates Inc.  
117 E. Piccadilly Street  
Suite 200  
Winchester, Virginia 22601

Phone: 540-667-2139 Fax: 540-665-0493



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**I.**

**APPLICATION**





**TOWN OF FRONT ROYAL**

DEPARTMENT OF PLANNING & ZONING  
102 EAST MAIN STREET  
P.O. BOX 1560  
FRONT ROYAL, VA 22630

Main: 540.635.4236

Fax: 540.631.2727

Internet: www.frontroyalva.com

SUP \_\_\_\_\_

**SPECIAL USE PERMIT REQUEST**

**APPLICANT**

NAME Pennoni Associates Inc. c/o Patrick Sowers PHONE 540-667-2139

ADDRESS 117 E. Piccadilly St., Suite 200, Winchester, VA 22601

E-MAIL PSowers@pennoni.com

**PROPERTY DESCRIPTION**

PROPERTY ADDRESS Royal Lane (vacant)

TAX MAP 20 SECTION A BLOCK 171 LOT 14B

SUBDIVISION NAME \_\_\_\_\_ ACREAGE 3.601

**REQUEST**

ZONING DISTRICT C-1

PROPOSED USE OF PROPERTY Residential Apartments

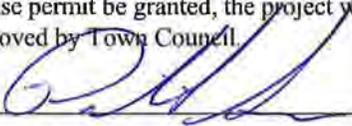
SPECIFIC SPECIAL USE PERMIT REQUEST Three 12 unit apartment buildings

ATTACHMENTS --The following must be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey/Plat of property showing all **existing** improvements.  
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning

**CERTIFICATION**

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature  Date 4/7/16

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_

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**II.**

**IMPACT ANALYSIS**

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**ROYAL LANE APARTMENTS – IMPACT ANALYSIS STATEMENT**  
**March 29, 2016**

The following is a summary of the proposed special use permit for Royal Lane Apartments which proposes 36 total apartment units comprised of three 3-story buildings on the vacant parcel at the existing terminus of Royal Lane within the Town of Front Royal (the “Town”). The project site totals 3.6 acres zoned C-1 (Community Business) and it identified by the Town as tax map parcel 20A171-14B (the “Property”). The development is proposed by the Economic Development Authority (the “EDA”) to provide for needed workforce housing in the area. The Town of Front Royal Zoning Ordinance permits apartment developments containing four or more units within the C-1 Zoning District subject to approval of a Special Use Permit.

**Proposed Development**

The proposed development plan for the Property is depicted on the attached Preliminary Site Plan for Royal Lane Apartments. As shown, the project would consist of three buildings, each containing 12 apartment units, along with associated surface parking served by a southerly extension of Royal Lane. The proposed 36 apartment units represent a density of 10 dwelling units per acre. The extension of Royal Lane would be constructed to Town standards to provide for the future dedication of the roadway and its associated right of way through the Property, allowing for a extension of the roadway south of the project site at a future date, if desired.

**Site Location**

A location map is attached as *Exhibit A*. As shown, the project is located at the existing terminus of Royal Lane approximately 1,100 feet south of the intersection of Royal Lane with John Marshall Highway (Route 55). Existing development along Royal Lane is predominantly residential in nature. Business type development on the roadway is limited to a professional office building located at Royal Lane’s intersection with Route 55 as well as a day care facility located west and adjacent to the subject Property at the terminus of Royal Lane. The remaining development along Royal Lane includes apartments on the west side of the roadway and single family dwellings on the east side. The proposed apartment use for the Property would be consistent with the residential nature of Royal Lane.

A zoning map is attached as *Exhibit B*. The subject Property as well as all parcels located west of Royal Lane are zoned C-1 (Community Business) while the parcels located east of Royal Lane are zoned R-1 (Residential). Despite the commercial zoning for half the parcels fronting Royal Lane, the predominant development pattern is residential in the area. The proposed apartment use of the subject property would ensure that the project is developed in a manner that is consistent with the existing development pattern.

**Site Characteristics**

Sheet 2 of the attached preliminary site plan depicts the existing site conditions. The Property is currently vacant, wooded and includes an existing power line bisecting the site in a north/south direction. The Property contains sloping topography with a high elevation at its western boundary of 707 feet and a low elevation at the eastern property



Source: Warren Co. GIS

*Royal Lane Apartments*

*Exhibit A – Location Map*

*TOWN OF FRONT ROYAL, VIRGINIA*

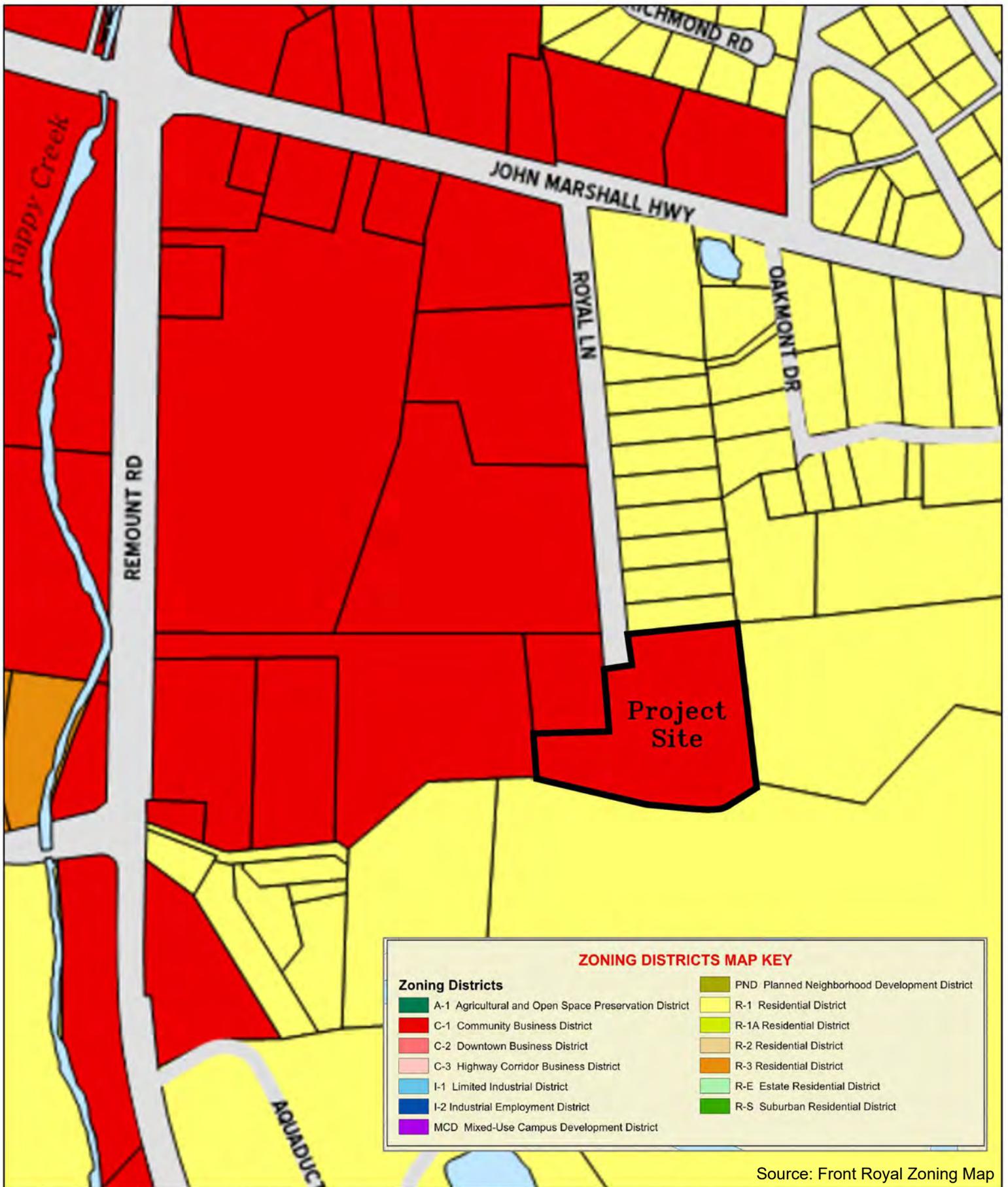
**PENNONI ASSOCIATES INC.**

117 E. Picadilly St. Winchester, Virginia 22601  
 VOICE: (540) 667-2139 FAX: (540) 665-0493

*Revised*

*3/29/16*

*1"=300'*



Source: Front Royal Zoning Map

*Royal Lane Apartments*

*Exhibit B – Zoning Map*

TOWN OF FRONT ROYAL, VIRGINIA

PENNONI ASSOCIATES INC.

117 E. Picadilly St. Winchester, Virginia 22601  
 VOICE: (540) 667-2139 FAX: (540) 665-0493

Revised  
 3/29/16  
 1"=300'

boundary of approximately 643 feet. The proposed development plan takes the sloping topography into account and would utilize a retaining wall with a maximum height of approximately 8 feet in proximity to the eastern property boundary.

Soils on the site are identified as Unison-Chagrin-Dyke soils which are characterized as deep, well drained soils that have a loamy or clayey subsoil. The specific soil type for the subject include Chester loam and Dekalb channery loam. Property. The characteristics of this soil type and any implications for site development are manageable through the site engineering process.

Pursuant to FEMA flood map numbers 51187C0116C and 51187C0118C, both with effective date June 3, 2008, the entire site is located in areas of minimal flooding outside of the 100-year and 500-year flood plain.

### **Access and Transportation**

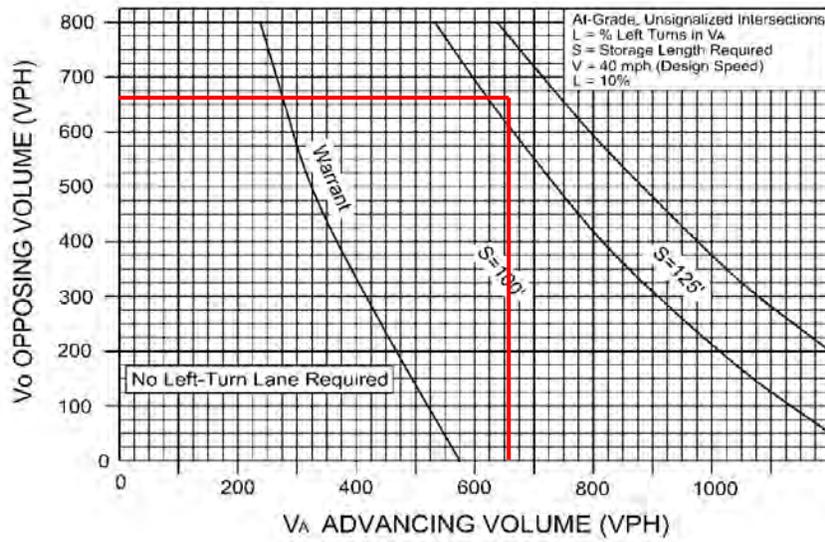
Access to the Property would be provided by an extension of Royal Lane into the Property. Currently, Royal Lane terminates at the northern property boundary. The proposed development plan would extend Royal through the Property to a cul-de-sac near the southern site boundary. A reserve area will be provided that would enable the dedication of the extension of Royal Lane through the site as a public street. The right of way reservation area extends to the southern property boundary, providing the opportunity for a future extension of Royal Lane if desired.

The proposed 36 apartment units would generate 252 average daily vehicle trips. Compared with the commercial uses that could be realized on the Property on a by-right basis, this special use permit application substantially reduces the trip generation potential for the site.

Other existing uses on Royal Lane include 9 single family dwellings, 90 apartment dwellings, a day care facility of approximately 7,000 SF, and a professional office building of approximately 10,000 SF. These existing uses would generate approximately 1,502 ADT (average daily trips). Combined with the 252 trips associated with the proposed 36 apartment units, the total traffic volume on Royal Lane would be approximately 1,754 ADT. Applying a peak hour factor of 0.11, the peak hour trips would be approximately 193 trips (97 trips in/96 trips out based on a 50/50 split of inbound and outbound movements).

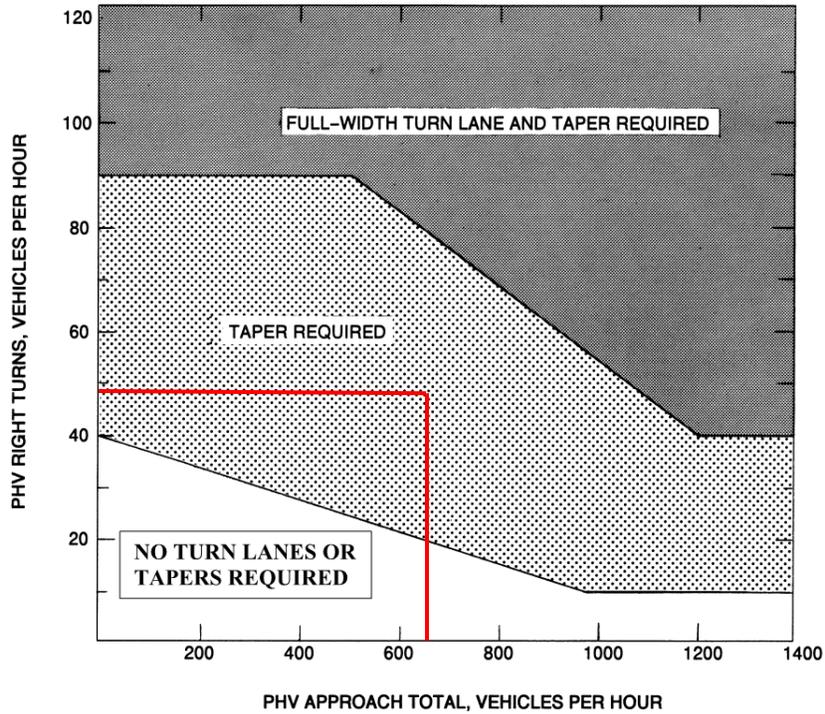
2014 VDOT traffic data identifies 12,000 total trips on John Marshall Highway at Royal Lane. Assuming a 50/50 split between eastbound and westbound trips results in 6,000 eastbound and 6,000 westbound trips resulting in 660 peak hour trips in each direction. Utilizing the VDOT Road Design Manual and 2014 VDOT Traffic Counts on John Marshall Highway (assuming a 50/50 split on eastbound and westbound trips), left and right turn lane warrants for the subject intersection are as follows:

### Warrant for Left Turn Lane



Note: 125 Foot Left Turn Lane Required (Westbound Route 55).

### Warrant for Right Turn Lane



Note: Right Turn Taper Required (Eastbound Route 55).

*Photograph 1* and *Photograph 2*, provided below, depict the existing road improvements for John Marshall Highway at its intersection with Royal Lane. As shown, John Marshall Highway currently includes an eastbound right turn lane as well as a shared center turn lane which would accommodate westbound left turn movements onto Royal Lane. These existing improvements would satisfy the requirements for the right and left turn lane warrant analysis above.



***Photograph 1. John Marshall Highway at Royal Lane (View facing east)***



***Photograph 2. John Marshall Highway at Royal Lane (View facing west)***

Royal Lane is currently unstriped, but has sufficient pavement width to provide for separate turn lanes at its intersection with John Marshall Highway. *Photograph 3* depicts the existing improvements for Royal Lane at the subject intersection.



***Photograph 3. Royal Lane at John Marshall Highway (View facing north).***

Existing improvements are in place to accommodate the traffic generated by the proposed 36 apartment units. Moreover, the proposed special use permit would substantially diminish the traffic impact potential under the existing C-1 zoning for the Property. Accordingly, the minor trip generation associated with the proposal is manageable under existing road improvements.

### **Stormwater Management**

Under existing conditions, the site drains from east to west. The proposed development program for the project would generally maintain the existing drainage pattern and direct stormwater flows to a stormwater management facility, likely a bio-retention filter to accommodate both stormwater quantity and quality requirements, at the southwestern limits of the project.

### **Sewage Conveyance and Water Supply**

Using a standard rate of 200 gallons per day/dwelling unit it is projected that the proposed development would produce up to 7,200 gallons per day of sewer flow. Water usage would be approximately equivalent to the sewer flows. The site would be served by an extension of the existing water and sanitary facilities within Royal Lane. The water system will be designed to provide adequate pressure for potable water service and fire-fighting services.

## **Summary**

The proposed Royal Lane Apartments project would provide for the development of 36 apartment units to aid in satisfying workforce housing needs. Properties along Royal Lane are developed predominantly for residential uses despite all parcels located on the west side of the roadway being zoned for commercial uses. The proposed apartment use would continue the existing residential development pattern for the area while diminishing the traffic generation potential for the site under the existing C-1 zoning thereby minimizing impacts to the intersection of Royal Lane and John Marshall Highway.

In the case of this proposed application, the special use permit proposal would be more in keeping with surrounding properties than most of the by-right commercial uses that could occur on the Property. Therefore, the proposed special permit application for the apartments use merits favorable consideration.

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**III.**

**PRELIMINARY SITE PLAN**

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K:\PROJECTS\WRRN1402\Royal Lane Apartments\CS0201\_Plan\CS0201.dwg  
 PLOTTED: 3/28/2016 1:07 PM BY: James Springer  
 PLOTSTYLE: Pennoni VCS.ctb  
 PROJECT STATUS:



**LEGEND**

- PROPERTY LINE
- SANITARY SEWER WITH MANHOLE
- WATERLINE
- FIRE HYDRANT ASSEMBLY
- GATE VALVE
- UTILITY POLE
- OVERHEAD UTILITIES
- CONTOURS
- SPOT ELEVATION

**50<sup>th</sup> Pennoni**

**PENNONI ASSOCIATES INC.**  
 117 East Piccadilly Street  
 Winchester, VA 22601  
 T 540.667.2139 F 540.665.0493

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

RONALD A. MISLOWSKY, JR.  
 No. 20674  
 03-29-16  
 PROFESSIONAL ENGINEER

**ROYAL LANE APARTMENTS**  
 ROYAL LANE  
 FRONT ROYAL, VIRGINIA  
**EXISTING CONDITIONS PLAN**  
 WARREN COUNTY EDA  
 P. O. BOX 445  
 FRONT ROYAL, VIRGINIA 22630

NO.	DATE	REVISIONS	BY

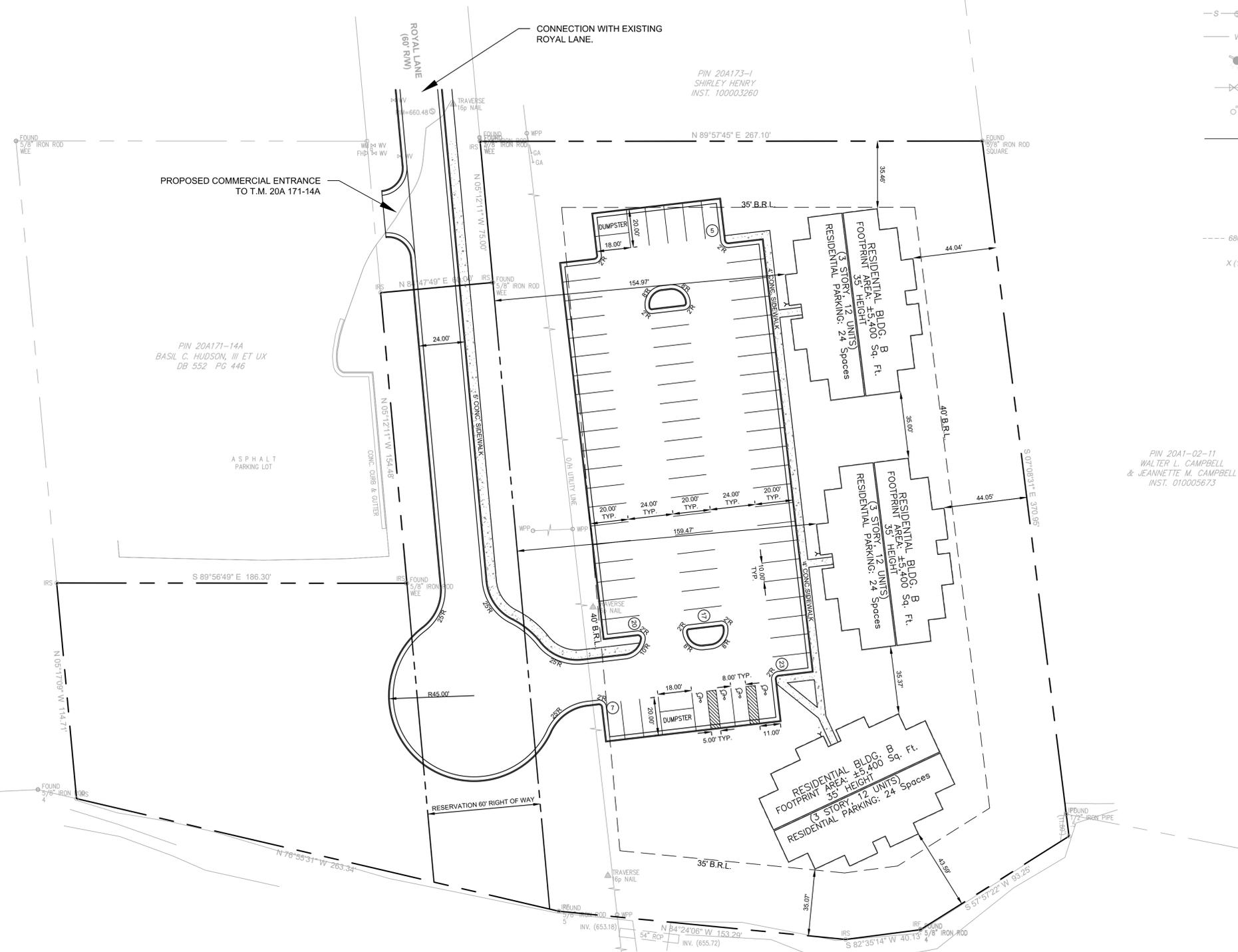
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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	AS SHOWN
DRAWN BY	KLM
APPROVED BY	RMM



**LEGEND**

EXISTING	NEW	DESCRIPTION
---	---	PROPERTY LINE
---	---	LIMITS OF CLEARING AND GRADING
—S—	—S—	SANITARY SEWER WITH MANHOLE
—W—	—W—	WATERLINE
⊙	⊙	FIRE HYDRANT ASSEMBLY
⊕	⊕	GATE VALVE
○	○	UTILITY POLE
—	—	OVERHEAD UTILITIES
—E—	—E—	UNDERGROUND ELECTRIC SERVICE
—	—	CONCRETE SIDEWALK
—	—	CG-6
—	—	CG-6R
---	---	CONTOURS
---	---	SPOT ELEVATION
—	—	BUILDING
—	—	SIGN POST



**SITE DEVELOPMENT SUMMARY**

TAX IDENTIFICATION NUMBER	20A171 14B
EXISTING ZONING	C1 - COMMUNITY BUSINESS DISTRICT
OVERALL SITE AREA	3.601 ACRES
SITE ADDRESS	ROYAL LANE
CURRENT USE	VACANT
PROPOSED USE	RESIDENTIAL APARTMENTS
PROPOSED UNITS	36 APARTMENTS
DISTURBED AREA	3.48 ACRES

YARDS/SETBACKS	REQUIRED	PROVIDED
FRONT	40'	154'+
SIDE	35'	35'+
REAR	40'	44'+

\* BUILDING HEIGHT 42/3 STORIES (MAX.) ..... 35' (3 STORIES) - BLDG. A  
 35' (3 STORIES) - BLDG. B  
 35' (3 STORIES) - BLDG. C

\* PROPOSED BLDG FLOOR AREA ..... 16,200 S.F. - BLDG. A  
 16,200 S.F. - BLDG. B  
 16,200 S.F. - BLDG. C  
 48,600 S.F. TOTAL

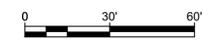
BUILDING COVERAGE PERMITTED ..... 50% MAX.  
 BUILDING COVERAGE PROVIDED ..... 10.3%

**PARKING SCHEDULE**

PARKING REQUIRED: 72 SPACES  
 PARKING PROVIDED: 72 SPACES

HANDICAPPED PARKING REQUIRED: 2 SPACES  
 HANDICAPPED SPACES PROVIDED: 4 SPACES

VAN ACCESSIBLE SPACES PROVIDED: 1 SPACE  
 VAN ACCESSIBLE PARKING REQUIRED: 1 SPACE



**PENNONI ASSOCIATES INC.**  
 117 East Piccadilly Street  
 Winchester, VA 22601  
 T 540.667.2139 F 540.665.0493

ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR AND OWNER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH WORK

RONALD A. MISLOWKY, JR.  
 No. 20674  
 03-29-16  
 PROFESSIONAL ENGINEER

**ROYAL LANE APARTMENTS**  
 ROYAL LANE  
 FRONT ROYAL, VIRGINIA

**SITE PLAN**

WARREN COUNTY EDA  
 P.O. BOX 445  
 FRONT ROYAL, VIRGINIA 22630

NO.	DATE	REVISIONS	BY

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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	1"=30'
DRAWN BY	KLM
APPROVED BY	RMM

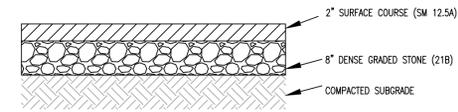
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 PROJECT STATUS:

NO.	DATE	REVISIONS	BY

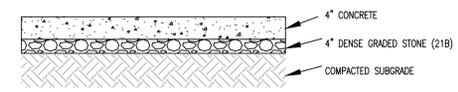
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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	AS SHOWN
DRAWN BY	KLM
APPROVED BY	RMM

EXISTING	NEW	DESCRIPTION
---	---	PROPERTY LINE
- - -	- - -	LIMITS OF CLEARING AND GRADING
S	S	SANITARY SEWER WITH MANHOLE
W	W	WATERLINE
⊕	⊕	FIRE HYDRANT ASSEMBLY
⊕	⊕	GATE VALVE
⊕	⊕	UTILITY POLE
---	E	OVERHEAD UTILITIES
---	---	UNDERGROUND ELECTRIC SERVICE
---	---	CONCRETE SIDEWALK
---	---	CG-6
---	---	CG-6R
---	680	CONTOURS
---	+675.00	SPOT ELEVATION
---	---	BUILDING
---	---	SIGN POST

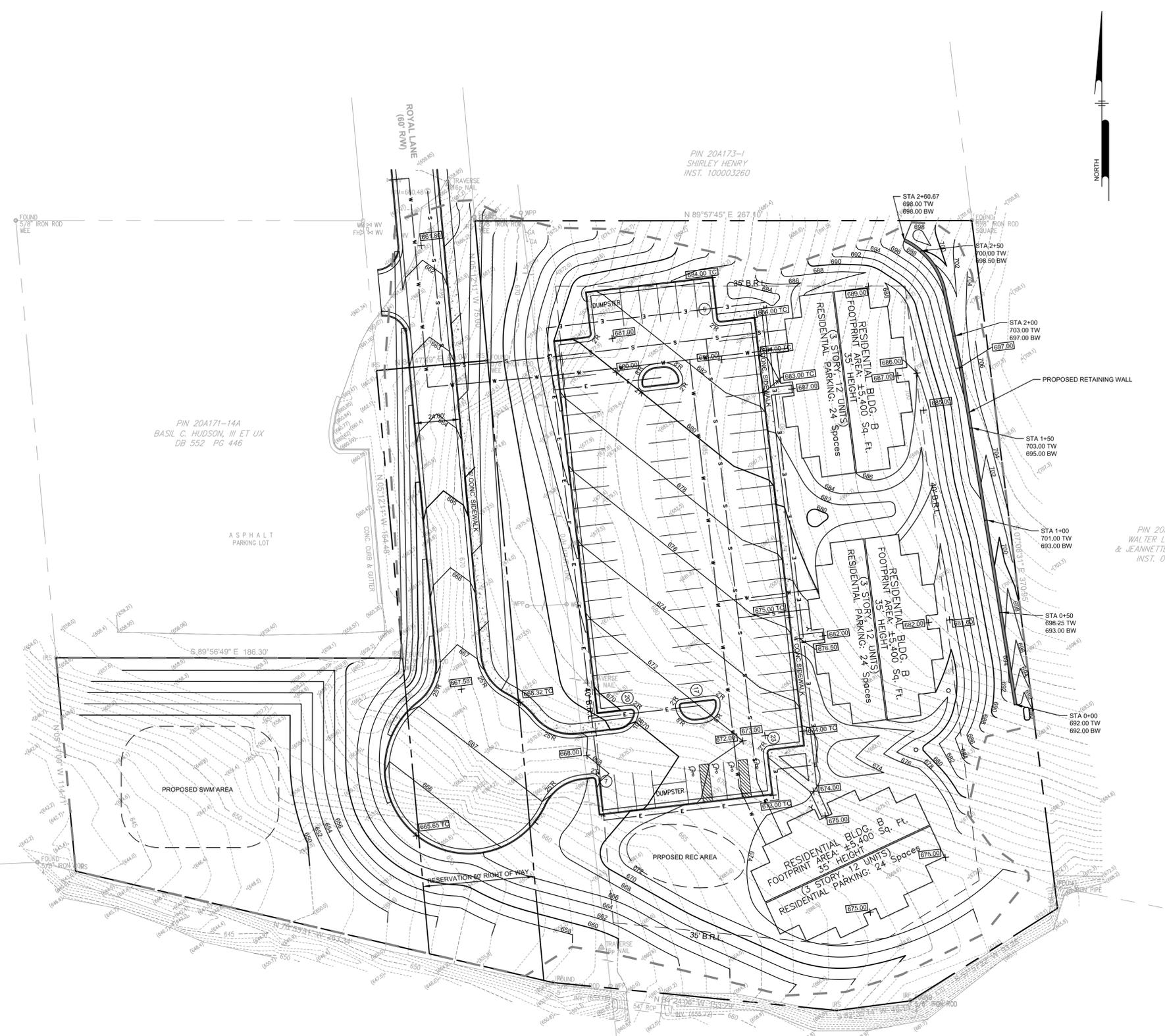
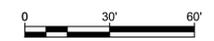


**SECTION FOR STD. DUTY ASPHALT PAVEMENT**  
 N.T.S.



**CONCRETE SIDEWALK SECTION**  
 N.T.S.

NOTE:  
 LANDSCAPED SCREEN CONSISTING OF EVERGREEN TREES PLANTED A MAXIMUM OF 10 FT. ON CENTER SHALL BE INSTALLED ALONG THE NORTHERN AND EASTERN PROPERTY BOUNDARIES.



PLOTTED: 2/28/2016 1:08 PM BY: James Springer PROJECT STATUS: PROJECT STYLE: Pennoni KES-04  
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PIN 20A171-14A  
 BASIL C. HUDSON, III ET UX  
 DB 552 PG 446

PIN 20A173-1  
 SHIRLEY HENRY  
 INST. 100003260

PIN 20A1-02-11  
 WALTER L. CAMPBELL  
 & JEANNETTE M. CAMPBELL  
 INST. 010005673

PIN 20A1-71-27  
 TOWN OF FRONT ROYAL  
 DB 266 PG 581

3

## Town of Front Royal, Virginia Work Session Agenda Form

Date: October 3, 2016

**Agenda Item:** Lutheran Church Sign Encroachment License  
*Director of Planning & Zoning*

**Summary:** The Good Shepherd Evangelical Lutheran Church, located at 18 W. 6<sup>th</sup> Street, has applied for a right-of-way encroachment license from Town Council for the sign installed on 6<sup>th</sup> Street in front of the church.

The sign was originally installed without permits, and was not in compliance with three separate requirements of the Town Sign Ordinance (chapter 175-106), including the following: 1) minimum setbacks (10 feet), 2) maximum size of changeable copy area (50%), and 3) the maximum number of ground mounted signs on the property (up to 1). The Board of Zoning Appeals directed the applicant to make modifications, including removal of one of the church signs and the reduction to the changeable copy area portion of the sign. These modifications addressed the ordinance violations 2) and 3) shown above. The BZA approved a variance for the sign setbacks conditioned on the church either move the sign out of the right-of-way or obtain approval from Town Council for the right-of-way encroachment.

Attached is a copy of the BZA Staff Report, for information purposes only.

**Council Discussion:** This agenda item is scheduled for a work session review on October 3, 2016.

**Staff Evaluation:** The Church as requested the right-of-way encroachment license to allow the sign to remain in its current location, at least for the next few years. The representatives of the church stated that the church can not afford to relocate the sign at this time and could use the five years to save for the cost of moving the sign. The sign does not present any sight distance issues, nor has any complaints been made in regards to the sign.

**Budget/Funding:** Not applicable.

**Legal Evaluation:** The Town Attorney drafted the attached license agreement in consideration of the Lutheran Church's request for an encroachment license. The Town Attorney will be available at the work session for any legal 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 BOARD OF ZONING APPEALS,  
*update for Town Council's consideration of a ROW Encroachment Lisc.*

**APPLICATION #:**

**BZA16-04-187**

**APPLICANT:**

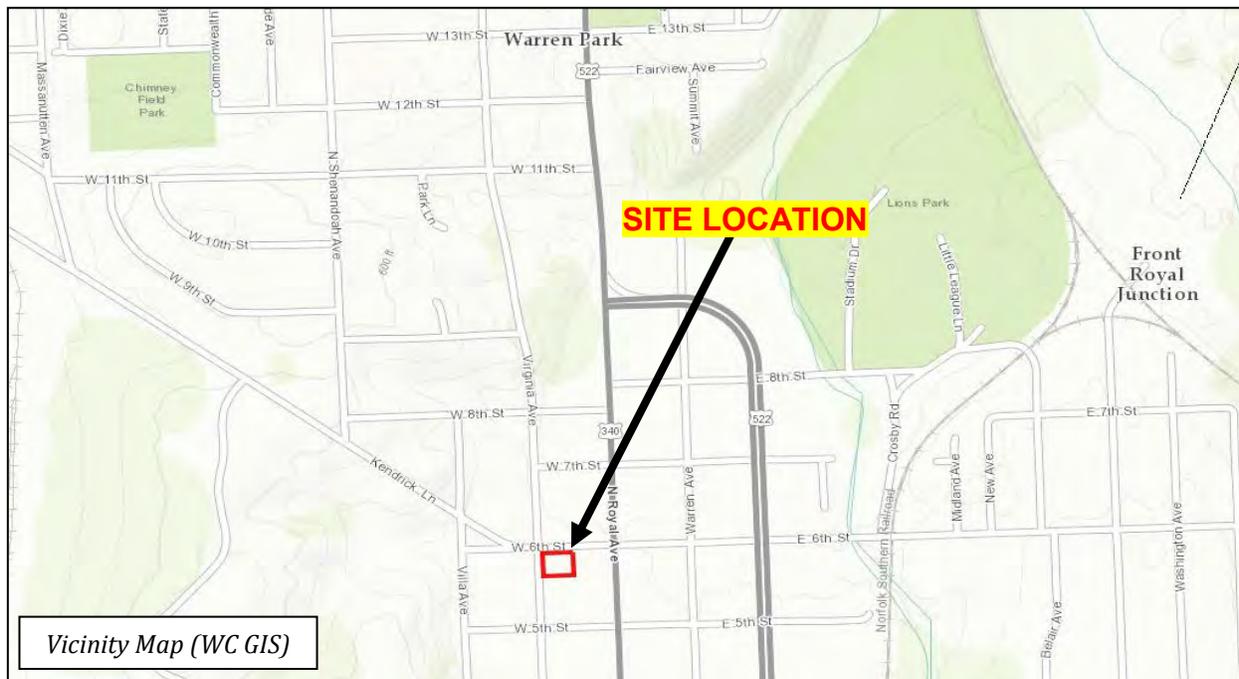
**Good Shepherd Evangelical Lutheran Church**

**APPLICATION SUMMARY:**

Good Shepherd Evangelical Lutheran Church has submitted a variance application related to the sign installed along 6<sup>th</sup> Street in front of the church. The variance application seeks remedy of the sign not complying with the minimum setbacks, maximum number of signs, and maximum percentage amount of changeable copy area. The application is included as **Attachment 1**.

**GENERAL INFORMATION:**

<b>Site Address</b>	18 W. 6 <sup>th</sup> Street ( <i>listed as 16 W. 6<sup>th</sup> Street</i> )		
<b>Zoning District</b>	R-3 (Residential) District		
<b>Overlay Districts</b>	Historic Area – NO	Floodplain – NO	Entrance Corridor – NO
<b>Tax Identification</b>	20A5 718, lots 14 -18		
<b>Location</b>	The southeast corner of the intersection of Virginia Avenue and W. 6 <sup>th</sup> Street, facing W. 6 <sup>th</sup> Street.		
<b>Existing Use</b>	Church		



Vicinity Map (WC GIS)

# ILLUSTRATIONS





Aerial View (Town GIS)

## ADDITIONAL INFORMATION:

### *Background & Summary*

The church installed the subject sign without a permit. A picture of the subject sign is shown below. It is classified as an Institutional Sign. It is also classified as a Ground Mounted Sign and a Changeable Copy Sign.



The Code Enforcement Officer for the Town observed the sign after it was constructed and informed the church that they needed to apply for a sign permit. Upon review of the sign by the Zoning Administrator, the location and details of the sign were determined to NOT comply with the Town Code requirements for new signage. In addition, the Town Surveyor's determination was that the sign is partially encroaching within the public right-of-way.

The sign permit was denied, as submitted, and the church has followed with this application for a variance. The church proposes to move the sign further back from the street so that it is placed outside of the public right-of-way. If approved, this variance application would address the nonconforming elements of the sign in regards to the Town's Zoning Ordinance. Below is a listing of the Town Code sections of the Zoning Ordinance that the sign is not in compliance with:

- 1) **175-106.B.1.a[1]** – requires a minimum setback for signs in residential zoning districts of 10 feet from the public right-of-way. Town Code 175-106.B.1.a[1] states the following:

“Minimum Setback: Ten (10) feet from all public rights-of-way unless further restricted by provisions of this section.”

- 2) **175-106.B.1.b[4]** – allows Institutional Signs in residential zoning districts, but as stipulated under **175-106.A.5.c.**, if the institutional sign is also a Changeable Copy Sign it must meet certain requirements, including a maximum area of 50% of the total sign area as a changeable copy area. Town Code 175-106.A.5.c, which is a list of prohibited signs in the Town, states the following:

“Changeable Copy Signs, except for approved institutional bulletin boards and gas station fuel price signs as permitted by this ordinance, and where such signs are incorporated as an element within another permanent sign, provided that the changeable copy area does not exceed twenty (20) square feet or fifty percent (50%) of the total sign area, whichever is less.”

- 3) **175-106.B.1.b[4]** – limits the number of signs to one (1) when an institutional sign is used in residential districts. Town Code 175-106.B.1.b[4] states the following:

“Institutional Signs and Bulletin Boards: One (1) ground-mounted or wall sign per use, not to exceed twenty-four (24) square feet in area and eight (8) feet in height for ground-mounted signs or ten (10) feet in height for wall-mounted signs. The Town Council may, by special permit, approve an increase in size to thirty-two (32) square feet. In addition to the signs otherwise allowed by this section, any educational institution located on not less than fifty (50) contiguous acres and with road frontage on not fewer than four (4) public streets may have up to four (4) ground-mounted identification signs, facing outwards from the grounds of the institution, each not to exceed seventy-five (75) square feet in area and eight (8) feet in height. Two (2) of such signs may have a second face, on the side facing into the institution.”

### *Town Code*

Town Code **175-139.B** authorizes the Board of Zoning Appeals with the ability to issue variances, as stipulated below:

“To authorize, upon appeal in specific cases, such variance from the terms of the chapter as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions will result in unnecessary hardship, provided that the spirit of the chapter shall be observed and substantial justice done, as follows:

1. When a property owner can show that his property was acquired in good faith and where, by reason of the exceptional narrowness, shallowness, size or shape of a specific piece of property at the time of the effective date of the chapter, or where, by reason of exceptional topographic conditions or other extraordinary situation or condition of the piece of property, or of the condition, situation, or development of property immediately adjacent thereto, the strict application of the terms of the chapter would effectively prohibit or unreasonably restrict the use of the property, or where the Board is satisfied, upon the evidence heard by it, that the granting of such variance will alleviate a clearly demonstrable hardship, as distinguished from a special privilege or convenience sought by the applicant, provided that all variances shall be in harmony with the intended spirit and purpose of the chapter.

*Virginia  
Code*

2. No such variance shall be authorized by the Board, unless it finds:
  - a. That the strict application of the chapter would produce undue hardship.
  - b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
  - c. That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance.
3. No such variance shall be authorized except after notice and hearing as required by Section 15. 2-2204 of the Code of Virginia as amended.
4. No variance shall be authorized unless the Board finds that the condition or situation of the property concerned or the intended use of the property is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the chapter.
5. In authorizing a variance, the Board may impose such conditions regarding the location, character and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guaranty or bond to insure that the conditions imposed are being and will continue to be complied with.
6. In the event that a variance is not granted, the same variance application, or a variance application that is substantially the same, may not be submitted to the Board for consideration for a period of one (1) year from the date on which the variance request was denied.

Virginia Code § 15.2-2309.2 states the following in regards to Variances and the BZA:

“Notwithstanding any other provision of law, general or special, to grant upon appeal or original application in specific cases a variance as defined in § 15.2-2201, provided that the burden of proof shall be on the applicant for a variance to prove by a preponderance of the evidence that his application meets the standard for a variance as defined in § 15.2-2201 and the criteria set out in this section.

Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance; (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area; (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance; (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A 4 of § 15.2-2286 at the time of the filing of the variance application.

No variance shall be considered except after notice and hearing as required by § 15.2-2204. However, when giving any required notice to the owners, their agents or

	<p>the occupants of abutting property and property immediately across the street or road from the property affected, the board may give such notice by first-class mail rather than by registered or certified mail.</p> <p>In granting a variance, the board may impose such conditions regarding the location, character, and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with. Notwithstanding any other provision of law, general or special, the property upon which a property owner has been granted a variance shall be treated as conforming for all purposes under state law and local ordinance; however, the structure permitted by the variance may not be expanded unless the expansion is within an area of the site or part of the structure for which no variance is required under the ordinance. Where the expansion is proposed within an area of the site or part of the structure for which a variance is required, the approval of an additional variance shall be required.”</p>
<p><b><i>Applicant’s Reasons for a Variance</i></b></p>	<p>Attached with this Staff Report is a copy of the Applicant’s submittal, including the standard application form and accompanying documentation to explain the applicant’s reasons for the variance application.</p>

**STAFF COMMENTS:**

Based on Virginia Code § 15.2-2309(2), that went into effect on July 1, 2015, the BZA *must grant a variance* if the evidence shows that the strict application of the terms of the zoning ordinance would “unreasonably restrict the utilization of the property or that granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance”, and the following:

- (i) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;
- (ii) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;
- (iii) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;
- (iv) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and
- (v) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of § 15.2-2309 or the process for modification of a zoning ordinance pursuant to subdivision A4 of §15.2-2286 at the time of the filing of the variance application.” *Virginia Code § 15.2-2309(2)*.

The applicant needs to demonstrate at the public hearing, to the satisfaction of the BZA, that the above criteria are met with the application. Staff recommends that the BZA review each criteria on its individual merits and make a finding of fact to support its decision.

**UPDATE:**

The Board of Zoning Appeals, at the June 21, 2016 meeting, voted unanimously to approve the applicant's variance application with three conditions. This included a condition to reduce the changeable message area of the sign and removal of the other church sign on the property. It also included relocation of the new sign out of the right-of-way unless Town Council grants an encroachment license. The church has since addressed the changeable copy area and removal of the old church sign stipulations.

The church has submitted a request to Town Council to consider a right-of-way encroachment license. This is scheduled for consideration by Town Council on October 3, 2016.

The BZA Staff report information is provided for information purposes only.

The Town Attorney has drafted a right-of-way encroachment license that would be valid for 5 years if approved by Town Council.

## **L I C E N S E   A G R E E M E N T**

**THIS LICENSE AGREEMENT**, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the **TOWN OF FRONT ROYAL, VIRGINIA**, a municipal corporation, hereinafter referred to as the "Town", and **GOOD SHEPHERD EVANGELICAL LUTHERAN CHURCH**, hereinafter collectively referred to as the "Church".

**WHEREAS**, a portion of an existing sign (the "Sign") of the Church encroaches upon the dedicated right-of-way of 6th Street (the "Property"), near the southeast corner of the Church property at the intersection of Virginia Avenue and West 6<sup>th</sup> Street, facing the southern side of West 6<sup>th</sup> Street; and

**WHEREAS**, because the Sign does not comply with the zoning ordinance in the allowed minimum setbacks, the maximum number of signs permitted on a property, or the maximum percentage amount of changeable copy area, the Church applied for and the Front Royal Board of Zoning Appeals has granted the Church a variance related to the Sign, so as to permit the Sign, even though contingent upon the Church moving the Sign out of the Town's public right-of way on the Property, unless however the Church obtains this License Agreement for the Church's use of the Property from the Town Council.

**WHEREAS**, the Town of Front Royal, Virginia, is willing to authorize the said encroachment of the Sign upon the Property on the public

right-of-way way described **SUBJECT** to the following terms and conditions.

That for and in consideration of the sum of **ONE DOLLAR (\$1.00) per annum**, paid by the Church to the Town, the parties do hereby agree as follows:

1. **PREMISES** - The Town agrees to lease to the Church so much of its Property on the public right-of-way for the Sign, approximately eighteen inches (18") in width from west to east, along West 6<sup>th</sup> Street, parallel to the north side of the Church and to the south side of West 6<sup>th</sup> Street, and parallel to and adjacent to the concrete base of the Sign, for the term of this License Agreement.
  
2. **TERM OF LICENSE** - The term of the License is for a period of **Five (5)** years, commencing on the **1st day of \_\_\_\_\_, 2016**, and ending on the \_\_\_\_\_ **day of \_\_\_\_\_, 2021**.
  
3. **PAYMENT OF LICENSE FEE** - Church shall pay to the Town an annual license fee payment of **One Dollar (\$1.00)**. The license fee payment shall be paid in advance beginning on the 1st day of \_\_\_\_\_, 2016 and on an annual basis thereafter for the term of this License and any extensions hereunder.

4. **RELEASE AND HOLD HARMLESS** – The Church hereby agrees to hold the Town, its officers, employees, agents, and invitees harmless from any liability pertaining to Church, Church’s members, guests, invites, employees, agents, officers, and contractors use and/or occupancy of the Property. Church agrees to execute the “EASEMENT-HOLD HARMLESS LETTER TOWN OF FRONT ROYAL, VIRGINIA DEPARTMENT OF PLANNING & ZONING” document, attached hereto and made a part of this License Agreement as Exhibit “A”.
  
5. **USE OF PREMISES** – Church shall not assign this License Agreement or sublicense the Property. Church shall not permit or allow any dangerous practice or hazardous condition to occur on the Property, shall not violate any State, Federal, or local law concerning the use of the Property, or permit any illegal activity to occur thereon. Church shall not create or allow any nuisance to be or remain upon the Property, except as set forth herein.
  
6. **ALTERATIONS OR IMPROVEMENTS** - Any alterations, additions, or improvements to the Property shall not be permitted without the written consent of the Town, except as set forth herein. Any permitted alterations, additions, or improvements to the Property shall be performed at the sole expense of the Church by reputable workmen and contractors approved by the Town. All alterations, additions, or improvements to the Property shall

be and remain the sole property of the Town, except as permitted in writing by the Town.

7. **MAINTENANCE** – The Church shall maintain the Property in a safe condition of good repair. The Church shall surrender the Property to the Town at the conclusion of the License Agreement free and clear of the Sign and the encroachment. The Church accepts the Property "**as is**", "**where is**". It is specifically understood that the Town has no obligation to the Church to make any repairs, improvements, or replacements whatsoever to the Property during the period of the License Agreement. The Town does not warrant or guarantee as to the suitability of the Property for any particular purposes.
  
8. **TERMINATION** - This License Agreement may be terminated by either party for any reason six (6) months from the date of mailing or hand delivery a written notice of termination to the other party. For the purposes of this License Agreement, all notices shall be made in writing and shall be delivered by first class mail or hand delivered to the parties at the addresses stated herein, to-wit:

**TOWN OF FRONT ROYAL  
C/O Front Royal Town Manager  
102 East Main Street  
Front Royal, Virginia 22630**

**GOOD SHEPHERD EVAGELICAL LUTHERAN CHURCH  
C/O  
16 West 16<sup>th</sup> Street  
Front Royal, Virginia 22630**

In the event of termination by the Town prior to the scheduled expiration of the License Agreement, the Church shall be given a reasonable time to remove its Sign and supporting infrastructure from the Property, not to exceed six (6) months. In the event that public necessity requires an immediate recovery of the Property by the Town, and the Church is unable to immediately remove its Sign and supporting infrastructure from the Property, the Town may remove the Sign and supporting infrastructure for the Church, without liability therefor.

Except as provided herein, any fixtures or personal property which remains upon the Property upon termination or expiration of the License Agreement shall become the sole property of the Town at the sole option of the Town.

9. **AUTHORITY**- All parties and signatories hereto affirmatively represent that by signing this License Agreement and all Exhibits hereto, that they have all necessary and appropriate authority of their representative organizations to do so and legally bind their organizations hereto.

10. **INTERPRETATION** - The interpretation of the provisions of this License Agreement shall be in accordance with the laws of the State of Virginia.

11. **MODIFICATION AND EXTENSIONS** - Modification of the terms and conditions of this License Agreement and extensions or renewals of this License Agreement shall not be permitted, unless agreed to in writing and executed with the same formality as this Agreement.

**GIVEN** under our hands this \_\_\_\_ day of \_\_\_\_\_, 2016

**TOWN OF FRONT ROYAL, VIRGINIA (SEAL)**

**BY:** \_\_\_\_\_  
**Steven M. Burke, P.E., Town Manager**

**GOOD SHEPHERD EVAGELICAL LUTHERAN CHURCH (SEAL)**

**BY:** \_\_\_\_\_  
**NAME**

**APPROVED AS TO FORM:**

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

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# Town of Front Royal, Virginia Work Session Agenda Form

Date: October 3, 2016

**Agenda Item:** CDBG Update – Downtown Revitalization Project  
*Director of Planning & Zoning*

**Summary:** A number of activities are underway and scheduled over the next few months in regards to the Downtown Revitalization Project / Community Development Block Grant. Town Staff will provide a brief report/update during the October 3<sup>rd</sup> Town Council Work Session.

- **Facade Improvement Program:** The August 24<sup>th</sup> Public Information Meeting was well attended. Following the meeting 22 Participation Agreements were obtained from property owners that are interested in using the program to renovate their building facades. Frazier Associates is underway in meeting with a couple of the property owners to prepare renderings that will be used in the Revitalization Plan.
- **Branding Program:** This includes marketing strategies, branding (logo, tagline, etc), and wayfinding signage, including entrance features for the downtown. Darwin was the firm selected to work with the Project Management Team (PMT) on the branding process. A “kick-off” meeting will be held on October 4<sup>th</sup> with the PMT. There will be a charrette, workshop and interviews with stakeholders scheduled for mid-October. A branding committee will be selected on October 4<sup>th</sup> to help guide the branding process with an emphasis on inclusion of all community stakeholders and a brand that can be used throughout the community of the Town of Front Royal and Warren County.
- **Other:** Energy Services is coordinating in the process and is working on a plan for streetlight replacements that may be included in the CDBG implementation grant that is due in March 2017. New taller light poles are being considered that can be used with decorative downtown lighting. A public bathroom, parking signage, parking access improvements, business retention and recruitment strategies are also all contemplated to be in the final plan and CDBG grant application.

**Council Discussion:** This agenda item is scheduled for a work session review on October 3, 2016.

**Staff Evaluation:** Not applicable.

**Budget/Funding:** Not applicable.

**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)



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**TOWN OF FRONT ROYAL  
NEW POLICE HEADQUARTERS  
PROJECT SCHEDULE  
September 26, 2016**

	Activity Duration(calendar days)	Completion Date
<b>Programming/Conceptual/Schematic Design</b>		
Confirm program		Monday, January 25, 2016
Complete Conceptual Design	46	Friday, March 11, 2016
Schematic Design to 50%	56	Friday, May 6, 2016
Schematic Design to 100% complete	24	Monday, May 30, 2016
Review/Schematic Design Approval/Cost Estimate	49	Monday, July 18, 2016
<b>Design Development</b>		
Start Design Development	0	Monday, July 18, 2016
Design Development to 50% complete	14	Monday, August 1, 2016
Meeting with Town staff to review 50% DD documents	0	Monday, August 1, 2016
Design Development to 75% complete	7	Monday, August 8, 2016
Meeting with County Building Official	0	Monday, August 8, 2016
Design Development to 100% complete	14	Monday, August 22, 2016
Review/Design Development Approval/Cost Estimate	14	Monday, September 5, 2016
<b>Construction Documents</b>		
Start Construction Documents	0	Monday, September 5, 2016
Construction Documents to 50% complete	14	Monday, September 19, 2016
Construction Documents to 75% complete	7	Monday, September 26, 2016
Quality Control Review printing/100% Construction Documents	14	Monday, October 10, 2016
Complete QC Review/incorporate review comments	14	Monday, October 24, 2016
Submit Owner Review Set/Building Permit Review Set	0	Monday, October 24, 2016
<b>Town Review</b>		
Start Bulding Permit Review	0	Monday, October 24, 2016
Building permit review complete	14	Monday, November 7, 2016
Incorporate comments and complete construction documents	7	Monday, November 14, 2016
Resubmit drawings with comment responses	7	Monday, November 21, 2016
Submit construction documents to Town representatives	0	Monday, November 21, 2016
<b>Bidding</b>		
Advertise for bids	0	Monday, November 21, 2016
Receive bids	31	Thursday, December 22, 2016
<b>Negotiations and Construction Administration</b>		
Award construction contract and initiate construction	30	Saturday, January 21, 2017
Substantially complete construction	364	Saturday, January 20, 2018
Complete furniture installation and move-in	31	Tuesday, February 20, 2018

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Town of Front Royal, Virginia  
Work Session Agenda Form

Date: October 3, 2017

**Agenda Item:** Tamper Fee Relief - 840 John Marshall Highway

**Summary:** On August 1, 2016, a tenant at 840 John Marshall Highway contacted the Department of Environmental Services to turn off water service to the building due to a water leak that required repair. Staff from the Department turn off the water service and advised the tenant to contact the Town to restore service. Upon reinspection of the meter on August 2nd, the water service had been restored without contact to the Town. Following this discovery, a Police Incident Report was completed and a Tampering Fee was assessed to the utility account. The property owner, Puja Properties LLC, paid the fee and is requesting relief from Town Council.

**Council Discussion:** Council is requested to consider a request for relief from the Meter Tampering Fee paid by Puja Properties, LLC associated with the tampering incident on August 1, 2016.

**Staff Evaluation:** The repair work was apparently conducted by a plumbing firm, BG Plumbing, that has been previously advised by the Town in written and verbal communication that meter access can only be after contacting the Town's Police Department per Town Code 134-41 Meter Access. Staff agree that the property owner was unaware of the failure of its agent to follow Town Code.

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

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

**Staff Recommendations:** Staff recommend Council consider the request for relief of the Meter Tampering Fee for Puja Properties, LLC, and staff will investigate if any action can be considered by plumbers that continue to fail to comply with Town Code.

**Town Manager Recommendation:** The Town Manager recommends Council consider the request for relief of the Meter Tampering Fee for Puja Properties, LLC, and staff will investigate if any action can be considered by plumbers that continue to fail to comply with Town Code.

**Council Recommendation:**

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



**PUJA PRPERTIES LLC**

**PO BOX 418  
Fairfax, VA 22038  
1.703.946.9700**

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August 3, 2016

Dear Front Royal Town Manager,

We respectfully request to reverse the water meter tempering fee of \$1,000 (please see attached receipt) charged to us for the building located at 840 John Marshall highway in Front Royal, VA for the following reasons.

On 8-1-2016, a tenant requested the town of Front Royal to turn off the water and the water was turned off at the meter (the tenant had accidentally broken the water pipe in their unit and water was continuously pouring out). We, the company owner(s) located in Fairfax, Virginia, called a professional plumbing company (who is not our regular plumbing company) to fix the emergency issue. The issue was fixed/repaired at the building. We, the owner(s), again are located in Fairfax, VA and thus were not in Front Royal at the time the water valve was turned back on after said repair. From our understanding, either the plumbing company or one of effected tenants in the building opened the water valve at the meter. As we have learned now for the first time, that town was to be notified for turning this water valve at the water meter for preventing damage to the water meter. Thus,

- 1) We believe it is unreasonable to charge the owner of the building, who was not present in Front Royal when the water valve was turned on resulting in \$1,000 fine.
- 2) There was/is no intent to steal water by anyone by "bypassing" the water meter. Water was/is still going through the meter. The bills for this water meter have always been paid on time and never delayed.
- 3) We have notified the plumbing company and the tenants of consequences touching the meter and/or water valve resulting in tempering fee and possible loss of their profession license.

After your kind consideration, in the event the above mention charge is not reversed, we request you give us a personal interview/meeting time to explain the above issues. Thank you for your time.

Sincerely,



Vip Patel

TOWN OF FRONT ROYAL  
102 E MAIN ST  
FRONT ROYAL VA 22630  
540-635-7799

Terminal ID: 01494241 4049  
8/2/16 8:28 AM

VISA - MANUAL

ACCT #: \*\*\*\*\*1791

CREDIT SALE

UID: 621511651195 REF #: 7909

BATCH #: 272 AUTH #: 86754D

AMOUNT \$1023.75

**APPROVED**  
CUSTOMER COPY

TOWN OF FRONT ROYAL, VA  
RECVD BY: MARY ELLEN 4 01001319857  
PAYOR: PATEL, VIP  
TODAY'S DATE: 08/02/16  
REGISTER DATE: 08/02/16 TIME: 08:33  
DESCRIPTION AMOUNT  
CUST ID:07-655101-02  
UTILITY PAYMENTS \$1,000.00  
CUST ID: 1,000 \$0.25  
CREDIT CARD FEES \$23.75

TOTAL DUE: \$1,023.75

TENDERED: \$1,023.75

CHANGE: \$.00

TELEPHONE -: \$1,023.75

REF NUM:

## **TOWN OF FRONT ROYAL MUNICIPAL CODE**

### **134-41 METER ACCESS**

It shall be unlawful for any person to access a water pit or vault and operate any facilities contained within except for the following:

- A. Town employees whose job responsibility it is to maintain the Town's water system.
- B. In the event of an emergency at a residence where continued water service will cause damage to the residential structure, bonded plumbers who are licensed in Virginia may access the meter to turn off water at a residence provided the plumber has contacted the Police Department.
- C. Bonded plumbers or contractors who are licensed in Virginia who have contracted with the Town to perform work on the Town's water system.

Violation of the Code Section shall be subject to a tampering fine established by the Town.

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Town of Front Royal, Virginia  
Work Session Agenda Form

Date: October 3, 2016

**Agenda Item:** Resolution to Establish the 2016 Holiday Home Decorating Contest

**Summary:** Council is requested to consider a Resolution to establish the 2016 Holiday Home Contest as presented. This will be the third year the Town of Front Royal has held the contest. It is held through the Town's Facebook Page and awards are given to the top three homes who received the most votes.

**Council Discussion:** Council takes desired action

**Staff Evaluation:** N/A

**Budget/Funding:** N/A

**Legal Evaluation:** N/A

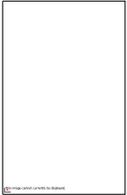
**Staff Recommendations:** N/A

**Town Manager Recommendation:** N/A

**Council Recommendation:**

- Additional Work Session     Regular Meeting     No Action

Consensus Poll on Action: \_\_\_(Aye) \_\_\_(Nay)





Town of Front Royal, Virginia



RESOLUTION ESTABLISHING THE 2016 HOLIDAY HOME DECORATING CONTEST

WHEREAS, the Town of Front Royal encourages our residents to promote local tourism through the decoration of their homes for the 2016 holiday season; and,

WHEREAS, the Town of Front Royal desires to encourage friendly competition amongst our residents in their decoration efforts;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby establish the 2016 Holiday Home Decorating Contest sponsored by the Town on our Facebook page with awards to the top three votes receiving homes being \$100 credit towards their electric bill for the first place home, \$50 credit towards their electric bill for the second place home, and \$25 credit towards their electric bill for the third place home. Funding for this contest will come from our Electric Fund.

Adopted this 17 day of October, 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:

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

Approved as to Form and Legality

Douglas W. Napier, Esq., Town Attorney

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

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Town of Front Royal, Virginia  
Work Session Agenda Form

Date: October 3, 2017

**Agenda Item:** Delinquent Tax List

**Summary:** Council has requested that staff develop an advertisement of those property owners with outstanding Real Estate Tax payments due to the Town. The list of delinquent tax payers is included with this memorandum

**Council Discussion:** Council is requested to consider how advertisement of the list of delinquent Real Estate Tax payments should be advertised

**Staff Evaluation:** Due to the large number of properties with delinquent Real Estate tax payments, staff would recommend Council consider adding the list to the Town's website and running periodic newspaper advertisements about the list. The list would be updated monthly by our Finance Department. The length of the list would require the Town to obtain a full page ad in the newspaper.

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

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

**Staff Recommendations:** Staff recommend Council consider placing the list of delinquent Real Estate tax payments on the Town's website and placing ads periodically alerting the public to the list.

**Town Manager Recommendation:** The Town Manager recommends Council consider placing the list of delinquent Real Estate tax payments on the Town's website and placing ads periodically alerting the public to the list.

**Council Recommendation:**

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



9/21/2016

TOWN OF FRONT ROYAL

In conformity with Section 58.1-3924 of the Code of Virginia and authorized by the governing body of TOWN OF FRONT ROYAL, the following is a list of nonpayment taxes which are delinquent.  
 LOCAL LEVIES DO NOT INCLUDE PENALTY AND INTEREST.

DEPARTMENT OF FINANCE

TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
RE	2016-2016		SINE WILLIAM KEITH	(LIFE ESTATE)	20A1 1 1 3	73.26
RE	2015-2015		BAKER JEFFREY S	%C/O HENRY BRITTANY N	20A1 1 1 13	14.00
RE	2013-2016		DODSON NATHAN		20A1 2 2 10A	367.55
RE	2013-2015		BAKER RUTH E		20A1 2 2 21	283.29
RE	2016-2016		REXRODE MICHAEL ET AL		20A1 2 3 15	3.25
RE	2016-2016		MILLS LOUISE E		20A1 2 5 8	6.50
RE	2016-2016		DRAG LOURDES B		20A1 2 7 2	4.88
RE	2016-2016		NEWCOME THOMAS O ET UX		20A1 212 30	67.34
RE	2012-2016		GRAY JANET M/COOK HOLLY R		20A1 216 7A	513.03
RE	2009-2016		MALLORY JEANETTE		20A1 216 13A	894.96
RE	1996-2016		DRASS PATRICK E ET AL TRS		20A1 3 3A	232.30
RE	2016-2016		MERCHANT DARRYL G		20A1 3 1 4B	10.47
RE	2016-2016		NICHOL MARY LYNN		20A1 3 1 13B	7.98
RE	2005-2016		REIL BETTY M		20A1 411 1	1,218.08
RE	2000-2016		JACKSON SHARON/LOCKHART LUTHER S/	LOCKHART DEAN C/LOCKHART	20A1 510 9	1,367.73
RE	2016-2016		ROBINSON DELTON M &	STEPHANIE D	20A1 510 11	65.13
RE	2014-2016		FOX CATHERINE		20A1 512 16	406.12
RE	2016-2016		NEWCOME THOMAS O ET UX		20A1 512 17	63.12
RE	2016-2016		NEWCOME THOMAS O ET UX		20A1 512 19	54.28
RE	2016-2016		HHPC LLC		20A101 4A1	731.84
RE	2015-2016		NOBLE MICHAEL B & DONNA B		20A101 4B	613.08
RE	2015-2016		NOBLE MICHAEL B & DONNA H		20A101 4B2	309.66
RE	2014-2016		RAMSEY INC		20A102 1 5	279.50
RE	2014-2016		RAMSEY INC		20A102 1 6	279.50
RE	2013-2016		RAMSEY INC		20A102 1 7	368.90
RE	2011-2016		NOUHRA RAYMOND C		20A104 64	1,181.22
RE	2016-2016		STRAIT JEAN		20A104A 1	143.78
RE	2015-2015		NAVAS JUAN E		20A105 153	151.00
RE	2016-2016		MC DONALD ADELE K		20A107 1	92.17
RE	2010-2016		LOCKHART JOHNNIE ET UX		20A107 19	1,067.74
RE	2015-2016		HUBBARD LISSA J		20A107 22	78.00
RE	2016-2016		BAILEY REBECCA T		20A110 6 10A	55.84
RE	2014-2016		MC CLELLAN EDWARD M &	MARIE	20A113 31	407.17
RE	2016-2016		COSTELLO CHARLES F ET UX		20A11313 17B	55.25
RE	2016-2016		HOUNSHELL WILLIAM R/	MC KENNA WILLIAM R	20A114 *	8.32
RE	2008-2016		MAUCKS HOME	IMPROVEMENTS INC	20A114 7A1A	1,340.61
RE	2009-2016		MAUCKS HOME	IMPROVEMENTS INC	20A114 7A1B	1,286.57
RE	2007-2016		TEDDY STOUT CONSTRUCTION	INC	20A114 8D	1,264.19
RE	2007-2016		TEDDY STOUT CONSTRUCTION	INC	20A114 8E	1,256.04
RE	2007-2016		TEDDY STOUT CONSTRUCTION	INC	20A114 8F	1,256.04
RE	2007-2016		TEDDY STOUT CONSTRUCTION	INC	20A114 8G	1,256.04
RE	2007-2016		TEDDY STOUT CONSTRUCTION	INC	20A114 8H	1,256.04
RE	2007-2016		TEDDY STOUT CONSTRUCTION	INC	20A114 8I	1,219.42
RE	2016-2016		PEACH ANDREW C		20A114 18	16.58
RE	2015-2016		RAMSEY CHRIS S		20A114 27	16.12
RE	2015-2016		RAMSEY CHRIS S		20A114 28	18.60

9/21/2016

## TOWN OF FRONT ROYAL

TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2016-2016		SCHAEFFER RITCHIE W &	GAYLE	20A116 1 45	21.38
RE	2013-2016		RAMSEY INC		20A116 1 130	630.27
RE	2016-2016		II JEREMIAH T & MARY		20A116 2 102	148.92
RE	2015-2016		GOOD CLIFTON L REALTY INC		20A116 9 *	9.75
RE	2003-2016		HILL CINDY S/HILL SILAS M		20A116 9 H	1,096.65
RE	2016-2016		RAMOS IRENE D		20A116 9 Q	57.01
RE	2016-2016		LEWIS WARREN J		20A116 9 S	58.18
RE	2014-2016		CHINN DALE E/JACKSON	CHRISTINA	20A116 9 U	304.02
RE	2016-2016		BSM PROPERTIES LLC		20A121 6	52.20
RE	2016-2016		CONNOLLY STACEY L	(ROSENBERY)	20A12110 A	65.20
RE	2016-2016		TEWALT MICHAEL L		20A122 1 C1	49.79
RE	2016-2016		BOBCAT BUILDERS LLC		20A122 3 11B	92.43
RE	2016-2016		LYNWOOD HOLDINGS INC		20A123 5	773.31
RE	2016-2016		LYNWOOD HOLDINGS INC		20A123 6	158.28
RE	2014-2016		CUCKOO LLC		20A123 22	842.41
RE	2014-2016		CUCKOO LLC		20A123 23	665.30
RE	2014-2016		KIMI INC	C/O LUANN KIBLER	20A123 24	333.71
RE	2012-2016		RUFFNER PAUL ROBERT JR	ET UX	20A123 25	520.91
RE	2014-2016		CUCKOO LLC		20A123 26	726.91
RE	2012-2016		RUFFNER PAUL ROBERT JR	ET UX	20A123 28	264.25
RE	2016-2016		STRICKLER BRYAN F ET UX		20A124 16	115.70
RE	2016-2016		VIRGINIA REAL ESTATE	SERVICES LLC	20A124 3 F	57.14
RE	2016-2016		VIRGINIA REAL ESTATE	SERVICES LLC	20A124 3 G	57.14
RE	2015-2016		SIMPSON DARREN		20A127 8	14.40
RE	2014-2016		CHAPPELL TIMOTHY R & MARY L		20A131 4	600.56
RE	2016-2016		FRAZIER CHARLES A ET UX		20A143 2 84	186.94
RE	2009-2016		RAMSEY INC		20A143 3 39A	1,701.06
RE	2016-2016		CLAY MARK A & DEBORAH L		20A144 1 6	110.37
RE	2012-2016		RINER RHONDA M		20A144 1 15	936.76
RE	2016-2016		PILGRIM MARY K		20A144 1 28	102.12
RE	2016-2016		HALL GEORGE ROBERT &	REBECCA DAWN	20A144 1 37	144.69
RE	2015-2016		KELLY ELEANOR A		20A144 1 43	244.80
RE	2016-2016		BRADLEY GLORIA J (JENKINS)	ET AL	20A151 1 21	4.28
RE	1996-2016		GRAY ALBERT D & JANET		20A151 3 30	482.86
RE	2016-2016		MC MAHON BENJAMIN		20A151 7 B	73.26
RE	2016-2016		BRADLEY FRANK LEE &	PATRICIA ANN	20A152 10	6.50
RE	2015-2015		COOK CHARLES E & FREDA M	W/O JOHN XXIII MONTESSOR	20A152 11B	32.24
RE	2015-2015		COOK CHARLES E & FREDA M	W/O JOHN XXIII MONTESSOR	20A152 13B	50.27
RE	2015-2015		COOK CHARLES E	W/O JOHN XXIII MONTESSOR	20A152 13T	63.18
RE	2016-2016		CAMERON RODNEY L ET UX		20A154 9 2	111.93
RE	2016-2016		LUCAS MICHAEL SHAWN		20A155 C 2	171.66
RE	2016-2016		POLES VILLA LLC		20A156 E 4	148.40
RE	2016-2016		SMITH EUGENE S		20A157 JJ 9	88.43
RE	2016-2016		DIXON DAVID		20A162 3	6.30
RE	1996-1996		BROWN WARREN H JR ET UX		20A162 1A	278.28
RE	2016-2016		LONG MARYBETH M/	REYNOLDS SANRA K	20A163 3 1A	87.56
RE	2016-2016		WOODALL JOHN E ET UX		20A171 5	92.89
RE	2016-2016		ELY JOHN M & MARY S		20A171 10A2	291.33
RE	2016-2016		MC MAHON BENJAMIN		20A171 18	54.67
RE	1996-2016		TRAVIS DARREN JEFFREY		20A171 24A	117.50
RE	2016-2016		TANKS CLARENCE L ET UX		20A173 B	118.17
RE	2016-2016		KUNCEWICZ ALEXANDER W		20A181 1	6.50
RE	2016-2016		KUNCEWICZ ALEXANDER W		20A181 2	6.50

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TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2016-2016		KUNCEWICZ ALEXANDER W	20A181 4	6.50	
RE	2016-2016		HIREZI DIANA & MANUEL	20A185 7B	259.79	
RE	2014-2016		TEDDY STOUT CONSTRUCTION	20A185 15A	14.65	INC
RE	2016-2016		DONOVAN GENE A	20A191 10A	71.83	
RE	2013-2016		MARTIN CHRISTOPHER LEE	20A191 11	413.46	(LIFE EST)
RE	2015-2015		PERRIS BARBARA E (SHAY)	20A2 5 F 18	122.98	
RE	2016-2016		WEBER PROPERTIES LLC	20A2 1 1E	3.98	
RE	2016-2016		NOSER JOHN A & VICKIE F	20A2 2 14D	173.81	
RE	2016-2016		DIXON DAVID	20A2 2 34	95.29	
RE	2016-2016		CHURCH WARREN CHG UNITED METH	20A2 362 7	9.04	C/O CYNTHIA RUDACILLE
RE	2014-2016		JOSHANNON LLC	20A2 362 34	379.03	
RE	2016-2016		BARBER LLC	20A2 362 37	383.44	
RE	2009-2016		BAUGHER MELVIN J JR	20A2 363 8	1,228.18	
RE	2009-2016		BAUGHER MELVIN J JR	20A2 363 9	93.50	
RE	2016-2016		BALESKIE ROBERT ALLEN	20A2 443 20A	86.19	
RE	2015-2016		PULLEN MICHAEL W JR	20A2 444 25	242.19	
RE	2016-2016		BERKLEY ENTERPRISES LLC	20A2 449 21	16.69	
RE	2016-2016		BARKLEY ELSIE M	20A2 449 25	57.27	
RE	2016-2016		METROPOLITAN REGIONAL COUNCIL OF	20A2 450 10	25.35	CARPENTERS
RE	2014-2016		HOSKINS CAROL BRITTS	20A2 456 27	557.43	
RE	2014-2016		SILEK SUZANNE W TTEE	20A2 5 E B	446.28	
RE	2015-2016		MC NEALY ANN MARIE	20A2 5 F 10	185.25	
RE	2016-2016		CROWDER RICHARD A ET UX	20A2 5 I 1	17.91	
RE	2016-2016		COOK REALTY LLC	20A2 9 25	118.43	
RE	2015-2015		MALLOW RALPH M & FRANCES L	20A202 6	2.95	
RE	2008-2016		KENNEY JERRY L & SHERYL	20A203 5	503.20	C/O SHERYL REYNOLDS
RE	2016-2016		RODRIGUEZ JOSE S	20A210 H 2A	86.06	
RE	2010-2016		RYMAN CHRISTOPHER/WILLIAMS AMY	20A210 H 8B	251.00	
RE	2009-2016		RAMSEY CHRIS S	20A211 C 9A	1,926.08	
RE	2016-2016		MC DONALD RICHARD A ET UX	20A212 D	93.41	
RE	2013-2016		RAMSEY INC	20A213 G	782.93	
RE	2006-2007		RAMSEY INC	20A213 GNM	343.64	
RE	2006-2006		RAMSEY INC	20A213 HNM	257.14	
RE	2009-2016		RAMSEY INC	20A213 1 5A1	1,617.71	
RE	2015-2016		COONS BRIAN C & KRISTI N	20A213 2 76	136.50	
RE	2006-2016		EMGOUE TCHOKOKAM FERDINANDE	20A213 2 94	3,895.36	
RE	2009-2016		RAMSEY INC	20A214 1 2	1,716.64	
RE	2014-2016		RAMSEY INC	20A214 1 4	666.01	
RE	2015-2016		RAMSEY INC	20A214 1 8	282.36	
RE	2014-2016		RAMSEY INC	20A214 1 15	172.25	
RE	2013-2016		RAMSEY INC	20A214 1 16	294.75	
RE	2016-2016		RAMSEY INC	20A214 1 21	39.00	
RE	2013-2016		RAMSEY INC	20A214 1 22	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 23	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 24	285.00	
RE	2016-2016		RAMSEY INC	20A214 1 25	39.00	
RE	2009-2016		RAMSEY INC	20A214 1 28	2,060.09	
RE	2016-2016		RAMSEY INC	20A214 1 30	39.00	
RE	2016-2016		RAMSEY INC	20A214 1 41	39.00	
RE	2013-2016		RAMSEY INC	20A214 1 42	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 43	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 44	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 46	285.00	

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TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2013-2016		RAMSEY INC	20A214 1 47	285.00	
RE	2016-2016		SUNLIGHT PROPERTIES LLC	20A214 1 48	39.00	
RE	2009-2016		RAMSEY INC	20A214 1 54	2,016.83	
RE	2013-2016		RAMSEY INC	20A214 1 55	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 56	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 57	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 58	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 59	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 61	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 62	285.00	
RE	2013-2016		RAMSEY INC	20A214 1 63	285.00	
RE	2015-2016		RAMSEY INC	20A214 1 66	262.48	
RE	2015-2016		RAMSEY INC	20A214 1 67	245.06	
RE	2007-2016		RAMSEY INC	20A214 1 69	1,767.93	
RE	2007-2016		RAMSEY INC	20A214 1 70	1,975.77	
RE	2008-2016		RAMSEY INC	20A214 1 71	1,694.76	
RE	2013-2016		RAMSEY INC	20A214 1 76	285.00	
RE	2016-2016		WILLIAMS BROS CORP OF AMERICA (THE)	20A221 1B4	140.13	
RE	2012-2016		POWER-COMM INC	20A221 1B7	1,736.03	
RE	2009-2016		BEHNKE ARTHUR R ET UX TRUSTEES	20A232 2	6,967.26	
RE	2014-2016		DAWGWOOD INC	20A241 1	358.37	
RE	2014-2016		DAWGWOOD INC	20A241 3	26.00	
RE	2016-2016		FORD LEWIS E ET UX	20A3 2 A 5	6.50	
RE	2016-2016		FORD LEWIS E ET UX	20A3 2 A 6	75.73	
RE	2015-2016		K D G LC	20A3 2 A 20A	9.75	
RE	2014-2016		BOUMAKH BRAHIM	20A3 2 A 50	48.75	
RE	2013-2016		BOUMAKH BRAHIM	20A3 2 A 51	65.25	
RE	2015-2016		GREEN JOHN R & PAMELA S	20A3 2 A 68A	316.29	
RE	2015-2016		COOPER DELORIS	20A3 2 C 11	6.50	
RE	2015-2016		COOPER DELORIS	20A3 2 C 12	6.50	
RE	2016-2016		FULTON MARTHA L TRUSTEE	20A3 2 C 16	8.53	
RE	2016-2016		CLINE BEVERLY S	20A3 2 D 1A	19.50	
RE	2008-2008		VERHOEVEN ROBERT	20A3 2 D 26NM	7.00	
RE	2016-2016		BLACKMAN CHARLES W & JUANITA TTEES	20A3 2 F 7A	8.53	
RE	2013-2016		BUTLER MABEL V	20A3 2 F 8	413.77	
RE	2013-2016		FOLKES LLOYD I SR & FRANCES M	20A3 2 F 16	599.85	
RE	2015-2016		MATTHEWS WILLIAM H SR ET ALS	20A3 253 6	131.31	
RE	2016-2016		BALTIMORE HENRIETTA	20A3 270 14	57.33	
RE	2008-2016		BROWN LEWIS A ET UX	20A3 270 17	2,063.35	
RE	2016-2016		PUTNAM KAREN M	20A3 275 12	7.96	
RE	2016-2016		DENNY LAURA A (LIFE ESTATE)	20A3 366 15	29.73	
RE	2016-2016		SLOANE GEORGE E SR	20A3 369 7	6.50	
RE	2016-2016		SLOANE GEORGE E SR	20A3 369 8	117.98	
RE	2001-2016		OWNER UNKNOWN	20A3 454 7	295.00	C/O WILLIAM B JACKSON
RE	2016-2016		JACKSON GLORIA FAYE	20A3 454 8	69.62	
RE	2016-2016		HARMON ETHEL/LONG TRACY/	20A3 454 19A	69.10	SOMMERS GROVER L JR ET AL
RE	2016-2016		ZAMBRANO INC	20A3 455 1	434.79	
RE	2001-2016		OWNER UNKNOWN	20A3 455 22	281.75	
RE	1996-2016		RANGE J E	20A3 455 24	444.45	C/O BERTHA A RANGE
RE	2011-2016		STRIBLING RICHARD	20A3 5 15	747.67	
RE	2016-2016		BRIGGS CHAIM L	20A3 5 17A	97.76	
RE	2014-2016		WOOLDRIDGE NICOLE	20A3 6 K	313.84	
RE	2016-2016		BOWDEN BERNICE J	20A3 6 Q	42.15	%C/O BRYAN CHRIS

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TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2015-2016		SINE JASON A & CHRISTIE L	20A4 1 4	13.00	
RE	2015-2016		FOSTER THERESE LIFE ESTATE	20A4 7 1 1	288.60	
RE	2016-2016		WEAVER EDDIE S	20A4 7 1 5A	91.26	
RE	2013-2016		WEBB WILLIAM C & DONNA LISA	20A4 7 1 7	592.20	
RE	2015-2016		TANGEN TIMOTHY	20A4 7 4 9	166.02	
RE	2013-2016		BOSLEY CHRISTIE/MARTIN CHRISTOPHER TRUSTEES	20A4 7 5 14A	389.66	
RE	2013-2016		BOSLEY CHRISTIE (LIFE ESTATE)	20A4 7 5 15	515.72	
RE	2016-2016		COOK REALTY LLC	20A4 7 5 23	86.65	
RE	2015-2016		BOSLEY CHRISTIE/MARTIN CHRISTOPHER TRUSTEES	20A4 7 5 34A	239.67	
RE	2016-2016		MORRISON ROBERT LEWIS III	20A4 7 8 1	62.53	
RE	2012-2016		LOFTIES EDWARD C	20A4 7 8 3	411.47	
RE	2016-2016		BALL CAROLYN A/BAGGARLY PATTI	20A4 8 A 5	10.74	
RE	2016-2016		LANG MAE H	20A4 8 A 28	127.01	
RE	2014-2016		WAYLAND GARY B & CONNIE S	20A4 8 B 21A	528.34	
RE	2016-2016		CARTER FRANKLIN D ET UX	20A4 8 F 6A	95.88	
RE	2016-2016		LANDRY DECORATORS LLC	20A4 8 F 31A	113.23	
RE	2016-2016		RAE ROBERT C	20A4 9 21	109.33	
RE	2016-2016		MORFIT DAVID B & DEBRA R	20A4 9 55	71.18	
RE	2016-2016		FORD MICHAEL A ET ALS C/O MARIA CONNERLY	20A410 2	57.07	
RE	2013-2016		STARKS JAMES A JR	20A410 3	349.68	
RE	2016-2016		GUE ESTON LEE ET UX	20A410 4	71.11	
RE	2012-2016		GILLIAM LAURA A	20A410 6	899.97	
RE	2016-2016		COGIL CORP	20A411 1	26.00	
RE	2015-2016		KIDWELL PAMELA A	20A418 H 10A	258.78	
RE	1996-2008		BROWN ELSIE ESTES	20A5 1 A 27	741.46	
RE	2016-2016		WINES SARAH A	20A5 1 A 31	69.62	
RE	2016-2016		TURNER EDWARD C/CHAPMAN MELISSA R	20A5 1 B 15	77.42	
RE	2016-2016		LEWIS BRENDA GAYE JETT ET AL	20A5 227 13	47.13	
RE	2012-2016		GILLIAM LAURA A	20A5 227 22	81.75	
RE	2012-2016		GILLIAM LAURA A	20A5 227 23	81.75	
RE	2012-2016		GILLIAM LAURA A	20A5 227 24	81.75	
RE	2012-2016		GILLIAM LAURA A	20A5 227 25	81.75	
RE	2015-2015		MORGAN JOAN	20A5 286 10	45.12	
RE	2016-2016		LANG MAE	20A5 324 1	158.34	
RE	2016-2016		HOFF JASON	20A5 324 15A	71.57	
RE	2016-2016		HOFF JASON	20A5 324 17	6.50	
RE	2015-2016		HOMETOWN FRONT ROYAL INVESTORS LLC	20A5 324 22	29.25	
RE	2015-2016		HOMETOWN FRONT ROYAL INVESTORS LLC	20A5 324 23	29.25	
RE	2015-2016		HOMETOWN FRONT ROYAL INVESTORS LLC	20A5 324 24	29.25	
RE	2016-2016		UNREAL ESTATE LLC	20A5 331 4	22.18	
RE	2016-2016		TEDDY STOUT CONSTRUCTION INC	20A5 338 15A	22.75	
RE	2006-2016		CLSK INC	20A5 613 14	3,130.60	
RE	2015-2016		ROYAL AMERICAN PROPERTIES LLC	20A5 622 1	675.48	
RE	2015-2016		8TH STREET VENTURE LC	20A5 632 14	131.62	
RE	2016-2016		MERRITT DONALD R SR & JEANETTE V	20A5 633 1A	95.62	
RE	2015-2016		8TH STREET VENTURE LC C/O CAPITOL CITY PROP INC	20A5 634 24	774.94	
RE	2016-2016		DINIS ANASTASIOS ET UX	20A5 637 6	3.10	
RE	2016-2016		DINIS ANASTASIOS ET UX	20A5 637 7	3.10	
RE	2016-2016		DINIS ANASTASIOS ET UX	20A5 637 8	3.10	
RE	2016-2016		DINIS ANASTASIOS ET UX	20A5 637 9	3.10	
RE	2016-2016		DINIS ANASTASIOS ET UX	20A5 637 10	49.20	
RE	2016-2016		DINIS ANASTASIOS ET UX	20A5 637 11	3.10	
RE	2016-2016		DINIS ANASTASIOS & ELIZABETH	20A5 637 12	4.91	

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TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2016-2016		CAI SHUYI	20A5 637 14	3.25	
RE	2016-2016		CAI SHUYI	20A5 637 15	13.00	
RE	2016-2016		CAI SHUYI	20A5 637 16	13.00	
RE	2016-2016		SULLIVAN LISA LONDON	20A5 714 3	301.99	
RE	2002-2016		MATHEWS PRUDENCE B	20A5 714 5	3,784.13	
RE	2013-2016		DODSON NATHAN S	20A5 715 8A	556.29	
RE	2016-2016		LORD SUSAN REEVES TRUSTEE	20A5 716 1	100.95	
RE	2016-2016		COOK REALTY LLC	20A5 718 26A	64.87	
RE	2016-2016		COOK REALTY LLC	20A5 718 26A1	64.29	
RE	2014-2016		NEW LOOK KITCHEN & BATH CO	20A5 777 12	592.07	
RE	2016-2016		ROYAL F & G LLC	20A5 9 1	30.77	
RE	2016-2016		CHRIS HOLLOWAY CONSTRUCTION LLC	20A511 3A2	112.13	
RE	2014-2016		SILEK SUZANNE W TTEE	20A512A A	516.01	
RE	2014-2016		SILEK SUZANNE W TTEE	20A512A C	433.25	
RE	2016-2016		WRC RENTALS LLC	20A515 12	7.77	
RE	2015-2016		ANDREWS LINDA L	20A517 A 1D	210.42	
RE	2016-2016		RAMEY JOHN R/SILVEUS AMY E/ RAMEY TRACEY L	20A52139 B1	82.03	
RE	2016-2016		THURSLAND MARGARET E	20A6 2 2	11.29	
RE	2016-2016		THURSLAND MARGARET E	20A6 2 3A	10.43	
RE	2016-2016		BOUCHER PIERRE ET UX TRUSTEES	20A6 6 2 17	175.18	
RE	2012-2016		GILLIAM LAURA	20A6 6 2 23	1,130.61	
RE	2013-2016		OSORIO MERY LUPE	20A6 6 7 5	257.22	
RE	2014-2016		PIERPOINT CLINT ALLEN & BLAKE T	20A6 6 7 24A	392.55	
RE	2016-2016		DALTON ROY LIFE ESTATE	20A6 7 1 16	94.19	
RE	2014-2016		DALTON ROY LIFE ESTATE	20A6 7 1 18	42.25	
RE	2014-2016		DALTON ROY LIFE ESTATE	20A6 7 1 19	32.50	
RE	2014-2016		DALTON ROY LIFE ESTATE	20A6 7 1 20	32.50	
RE	2016-2016		WATSON SHARON JANE	20A6 7 2 21	6.50	
RE	2016-2016		WATSON SHARON JANE	20A6 7 2 22	6.50	
RE	2016-2016		SHIPE CHARLES P	20A6 7 4 4	77.16	
RE	2016-2016		STICKLEY ENTERPRISES LP	20A6 7 6 16	71.57	
RE	2016-2016		EQUITY TRUST CO FBO PINEHURST MED CLINIC INC 401K ROBERT DE	20A6 7 6 24	76.70	
RE	2016-2016		PARKER JAMAL & ELIZABETH	20A6 7 6 56	55.91	
RE	2016-2016		CHERRYDALE AVENUE LLC	20A6 7 7 18	72.09	
RE	2016-2016		SHENK DARREN R ET AL	20A6 7 8 18	13.00	
RE	2013-2016		KING LARRY D	20A6 7 8 23	357.67	
RE	2011-2016		GILLIAM RONALD S ACTING TRUSTEE C/O CARLTON CLAY GILLIAM	20A6 7 8 55	32.75	
RE	2007-2016		DAWSON STEVEN D & THEDA/ DAWSON JOE E	20A6 7 9 43	1,060.09	
RE	2013-2016		JONES LAUREN E/JONES BOBBY F	20A6 710 9	721.59	
RE	2013-2016		JOHNSON JOSEPH R III & MARIENNE	20A6 712 6	642.95	
RE	1996-2016		HOPWOOD W W	20A6 713 12	149.14	
RE	2016-2016		COGIL CORP	20A6 714 10	644.67	
RE	2016-2016		COGIL CORP	20A6 714 13	706.29	
RE	2016-2016		HANNA WILLIAM J TRUSTEE	20A6 717 15	124.09	
RE	2016-2016		VAN HORN ROBERT J JR/GARLICK SANDRA	20A6 718 13	128.25	
RE	2016-2016		SMEDLEY DANNY M ET UX	20A6 718 28	3.25	
RE	2016-2016		CRAIGHEAD RICHARD S	20A6 719 6	3.25	
RE	2015-2016		STAVRAKIS ANTIGONI ET ALS	20A6 719 11	9.75	
RE	2016-2016		GRAHAM JAMES MICHAEL & PATRICIA J	20A6 8 C	275.34	
RE	2016-2016		MEADOWS OLIVIA N	20A6 8 1	204.30	
RE	2014-2016		BARNHART LINDSAY T TTEE	20A610 13	612.99	
RE	2007-2016		MOYER WALT L/HISERMAN CRYSTOL L	20A620 16A	2,399.80	
RE	2015-2016		MORFET VENTURES L L C	20A62716 20	508.77	

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TYPE	YEARS	TICKETH	NAME		AMOUNT DUE	STATUS
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RE	2016-2016		MARLOW LINDA H	20A633 3 1A	76.12	
RE	2016-2016		CLEM B SUSANNE	20A636 7 H	58.31	
RE	2014-2016		FREDERICK DEBORAH A	20A636 7 I	247.46	
RE	2015-2016		HAIRE JANICE LEE	20A7 3 3	275.55	
RE	2016-2016		6 CARDINAL PARK LLC	20A7 3 10	338.65	
RE	2016-2016		GILLELAND GREGORY C & ANDREA M	20A7 4 9A	76.51	
RE	2016-2016		WHITE OAK DUCKPINS LLC-	20A7 4 9B	4.35	BDY PROPERTIES SERIES
RE	2016-2016		LION INVESTMENTS LLC	20A7 4 14	157.43	
RE	2016-2016		WHITE OAK DUCKPINS LLC-	20A7 4 22	25.24	BDY PROPERTIES SERIES
RE	2009-2016		STEED CATHY	20A7 4 32D	1,154.74	
RE	2016-2016		SEESUU LLC	20A7 4 37	421.01	
RE	2016-2016		NVA PROPERTIES LLC	20A7 4 40A	114.92	%C/O WALKER MICHAEL
RE	2016-2016		MILLER ELAINE B/PEARSALL JOHN W III	20A7 4 69	8.22	TTEES
RE	2015-2016		SINE JASON A & CHRISTIE L	20A7 4 92	267.68	
RE	2007-2016		STOUT FAMILY LLC	20A7 4 100	1,384.86	
RE	2008-2016		STOUT FAMILY LLC	20A7 4 101	503.53	
RE	2009-2016		STOUT FAMILY LLC	20A7 4 101A	146.04	
RE	2007-2016		STOUT FAMILY LLC	20A7 4 102	2,535.03	
RE	2014-2016		SEABROOKE KEVIN C ET UX	20A7 4 106	373.17	
RE	2014-2016		WERTZ DAVID	20A7 4 120	361.53	
RE	2014-2016		FREDERIKSEN GYJA	20A7 4 122	436.23	
RE	2012-2016		VALERIO SANDRA RUTHERFORD (TWEEDIE)	20A7 4 129	663.94	
RE	2011-2016		DEUTSCHE BANK NATL TRUST CO TTEE	20A7 6 1A	352.50	
RE	2016-2016		KIM SOON JA	20A7 6 4A	128.38	
RE	1997-2016		WILLIAMS WILLIE B	20A7 6 13	625.07	C/O GREGORY WILLIAMS
RE	2016-2016		COOK REALTY LLC	20A7 6 15A	72.80	
RE	2006-2016		JACKSON JESSE W ET AL	20A7 6 16	1,216.97	C/O THORNTON JACKSON
RE	2016-2016		COOK REALTY LLC	20A7 6 16A	61.56	
RE	2015-2016		JACKSON BRENDA L	20A7 6 29	154.26	
RE	2016-2016		ZAMBRANO SAMUEL A	20A7 6 31	85.35	
RE	1996-2016		MUNDY DEMETRICE V	20A7 6 32	1,131.64	
RE	1996-2016		MUNDY DEMETRICE V	20A7 6 32A	126.33	
RE	1996-2016		GRIER-NGOME CLAUDIA R/GRIER JAMES E	20A7 6 33	767.80	GRAY BENITA/GRIER DARIUS
RE	2008-2016		HUTCHINSON THOMAS	20A7 6 46	406.08	
RE	2016-2016		PENNINGTON KURT DUANE & RUTH M	20A7 7 A 19	59.93	
RE	2016-2016		CORNERSTONE CONSTRUCTION OF	20A7 7 B 17	3.39	FRONT ROYAL INC
RE	2014-2016		RCH ACQUISITIONS LLC	20A7 8 3A	782.34	
RE	2014-2016		RCH ACQUISITIONS LLC	20A7 8 4	494.39	
RE	2002-2016		SIMONPIETRI DON F ET ALS	20A7 9 B 9	864.41	C/O BARRY SIMONPIETRI
RE	2003-2016		SIMONPIETRI DON F ET ALS	20A7 9 B 11A	1,709.46	C/O BARRY SIMONPIETRI
RE	2002-2016		SIMONPIETRI DON F ET ALS	20A7 9 B 14	2,857.60	C/O BARRY SIMONPIETRI
RE	2015-2016		DODSON KEITH/ORTMAN MARIE	20A7 9 B 14A	137.10	
RE	2013-2016		LANCASTER JOHN M	20A710 **	1,672.55	
RE	2011-2016		BROWN TREVOR K	20A711 H	715.29	
RE	2016-2016		MATTHEWS BERNICE JUNE	20A711 I	56.23	
RE	2013-2016		WASHINGTON BIRKIN NICOLE	20A712 8	338.89	
RE	2004-2016		PERSON CHARLES JR/WASHINGTON MONICA	20A712 12	658.07	
RE	2004-2016		PERSON CHARLES JR/WASHINGTON MONICA	20A712 13A	1,492.27	
RE	2001-2015		ROBERTS ERIC BRUCE	20A712 31A	1,120.66	
RE	2014-2016		SCHAPER LEON	20A712 32	213.15	
RE	2013-2016		FITZHUGH JULIA V (ESTATE)	20A714 3	334.02	
RE	2015-2016		SMITH LARKIN W JR	20A714 12	82.16	
RE	2002-2016		SIMONPIETRI DON F ET ALS	20A715 1 1	1,336.52	C/O BARRY SIMONPIETRI

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## TOWN OF FRONT ROYAL

TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2007-2016		SIMONPIETRI DON F ET ALS	C/O BARRY SIMONPIETRI	20A715 1 6	318.67
RE	2016-2016		COGIL CORP		20A715 3 1	4.88
RE	2016-2016		COGIL CORP		20A715 3 2	3.25
RE	2016-2016		COGIL CORP		20A715 3 3	3.25
RE	2016-2016		COGIL CORP		20A715 3 4	3.25
RE	2016-2016		COGIL CORP		20A715 3 5	3.25
RE	2016-2016		COGIL CORP		20A715 3 6	3.25
RE	2016-2016		COGIL CORP		20A715 3 7	3.25
RE	2016-2016		COGIL CORP		20A715 3 8	4.88
RE	2016-2016		COGIL CORP		20A715 3 9	4.88
RE	2016-2016		COGIL CORP		20A715 3 10	4.88
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 2	9.10
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 3	8.78
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 4	9.43
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 5	9.43
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 6	9.43
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 7	9.43
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 8	9.43
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 9	9.43
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 10A	4.75
RE	2016-2016		VENTURE PROJECTS LLC		20A715 5 19	338.46
RE	2016-2016		PROVIDENCE PROPERTY LLC ET AL		20A715 6 13A	5.80
RE	2015-2016		THEATRE RIGGING SPECIALISTS LLC		20A715 6 28A	64.69
RE	2015-2016		THEATRE RIGGING SPECIALISTS LLC		20A715 6 29A	64.49
RE	2015-2016		PRUDENCIO BALMORI/PRUDENCIO ERIKA		20A715 6 30	86.47
RE	2016-2016		BOEHMER WEATHERLY M/	W/C/O WELLS FARGO BANK N A	20A715 6 31	80.73
RE	2015-2016		JOES DOCKSIDE LLC		20A716 A	54.50
RE	2016-2016		JOES DOCKSIDE LLC		20A716 B	13.71
RE	2016-2016		ROY TRACY/ROY DERRICK		20A719 1	71.05
RE	2015-2016		LEWIS GEORGE R ET UX		20A720 F	171.42
RE	2012-2012		TURNER LORRAINE P		20A720 G	102.42
RE	2016-2016		FOGLE AMY JO	W/C/O LEMUS LINDSEY MICHEL	20A720 I	60.78
RE	2015-2016		JOHNSON FRANK THOMAS		20A722 2	207.48
RE	2013-2016		MC INTIRE PROPERTIES LLC		20A8 1 4 45C	1,804.47
RE	2016-2016		BIGGS JOSEPH P ET UX ET ALS	C/O NO DOUBT ACCOUNTING	20A8 2 6	38.42
RE	2016-2016		CADDEN JOHN G TRUSTEE	FOR THE LEITH LAND TRUST	20A8 4 B	82.68
RE	2016-2016		LOGAN LINDA GRIMSLEY		20A8 4 30	210.15
RE	2013-2016		FOSTER EMILY		20A8 4 32	1,201.57
RE	2014-2016		BENEGAR BILLIE M		20A8 4 43	495.95
RE	2016-2016		ATHEY INSURANCE SERVICES INC		20A8 4 55	13.99
RE	2014-2016		ADAMSON ERIC E TR OF FRONT ROYAL		20A8 4 57	351.91
RE	2014-2016		ADAMSON ERIC E TRUSTEE		20A8 4 58A	1,215.76
RE	2012-2016		GILLIAM LAURA A		20A8 6 A 2	818.59
RE	2016-2016		GILLIAM LAURA A		20A8 6 A 3	73.00
RE	2012-2016		GILLIAM LAURA A		20A8 6 A 4	1,038.06
RE	2012-2016		GILLIAM LAURA A		20A8 6 A 5	1,504.97
RE	2016-2016		ZIMMERMANN TERRY D & PATTY L		20A8 6 A 6	51.35
RE	2013-2016		RYAN STEPHEN		20A8 6 A 7	678.08
RE	2012-2016		GILLIAM LAURA A		20A8 6 A 13A	237.12
RE	2012-2016		GILLIAM LAURA A		20A8 6 A 13B	540.14
RE	2016-2016		OLEWINE LEIGH		20A8 8 9	82.88
RE	2016-2016		FRANKS LLC		20A8 9 5	61.61
RE	1997-2016		MARCHI MICHAEL SEAN		20A810 14	2,618.84

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## TOWN OF FRONT ROYAL

TYPE	YEARS	TICKET#	NAME		AMOUNT DUE	STATUS
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RE	2016-2016		GUO HUAN/ROWE JAYIE	20A810	16	10.13
RE	2015-2016		BEARDMORE PAUL T & KATHLEEN C	20A810A	6	392.34
RE	2016-2016		WALKER CYNTHIA	20A811	18	3.25
RE	2014-2016		WESSPAT ENTERPRISES LLC	20A813	8A	32.50
RE	2016-2016		ZOMBIE DAYCARE LLC	20A814	1	80.93
RE	2016-2016		SKILLMAN WILLIAM ROBERT ET UX	20A814	2	64.94
RE	2015-2016		WESSPAT ENTERPRISES LLC	20A814	2	241.02
RE	2011-2016		CRUNN DERRICK E ET UX	20A814	3	783.70
RE	2007-2016		LUISA & RAUL LLC	20A814	3	271.00
RE	2016-2016		KESSLER JEAN LAING	20A814	3	13.00
RE	2016-2016		KESSLER JEAN LAING	20A814	3	68.90
RE	2016-2016		J AND S MCFADDEN FAMILY PROPERTIES LLC	20A814	3	140.08
RE	2008-2016		VETT LLC	20A814	4	2,254.23
RE	2016-2016		SHIPE JAMES R JR ET UX	20A818	6	70.92
RE	2009-2016		AYLESTOCK DIANA	20A818	13	817.23
RE	2014-2016		ESPINOSA MARCOS & ARELY	20A819	2	246.22
RE	2016-2016		SUSTAINABLE HOMES LLC	20A819	4	6.50
RE	2016-2016		SUSTAINABLE HOMES LLC	20A819	4	6.50
RE	2007-2016		TEDDY STOUT CONSTRUCTION	20A819	4	1,272.16
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	279.11
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	262.21
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	186.66
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	187.62
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	183.99
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	188.61
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	188.34
RE	2014-2016		PULLEN STREET DEVELOPMENT LC	20A819	5	159.01
RE	2015-2016		HENRY MICHAEL L	20A819	6	289.77
RE	2015-2016		HENRY MICHAEL L	20A819	6	182.13
RE	2014-2016		LOWRY JANELL	20A819	6	39.00
RE	2016-2016		GREATHOUSE MILDRED F ET AL	20A821	E	120.84
RE	2015-2016		MARTIN GEORGE & KATHERINE	20A821	E	9.75
RE	2010-2016		SMITH ALAN BARTON	20A821	J	1,073.86
RE	2015-2016		JENKINS LINDA S	20A821	K	292.50
RE	2015-2016		ONSLow MANAGEMENT	20A821	P	100.12
RE	2014-2016		CONNORS CHRIS	20A821	P	311.33
RE	2016-2016		BECKER DAVID A & VIRGIE M	20A822	12	144.30
RE	2016-2016		CAMPBELL BETTY L (FITZGERALD)	20A822	11C1	194.61
RE	2015-2016		SEALOCK ROBERT WAYNE ET UX	20A824	24	319.02
RE	2013-2016		RYAN STEPHEN B	20A825	1	376.29
RE	2013-2013		CORRAL BILIBERTO GUTIERREZ/	20A825	5	4.95
RE	2012-2016		FOX CATHERINE R	20A825	6	482.59
RE	2016-2016		FIGGINS MAI & GREGORY	20A826	1	12.55
RE	2005-2016		LONG DEBRA SONNER & STEVEN EUGENE	20A832	4	2,091.72
RE	2016-2016		WRC RENTALS LLC	20A833	5B	5.17
RE	2016-2016		BSM PROPERTIES LLC	20A838	A1B	53.24
RE	2016-2016		FITCH RUTH TRUSTEE	20A9	2	7.22
RE	2009-2016		WINE HELEN SCOTT	20A9	2	1,071.54
RE	2016-2016		RUCKMAN ADELHEID ZOE	20A9	2	104.07
RE	2016-2016		SCHWERTNER HENRY A & EDNA MAY	20A9	2	127.53
RE	2016-2016		OWENS RICHARD T	20A9	2	117.91
RE	2016-2016		WILLIAMS MELVIN S ET UX	20A9	3	100.62
RE	2016-2016		THOMPSON NETTIE R	20A9	3	94.97

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TOWN OF FRONT ROYAL

TYPE	YEARS	TICKET#	NAME			AMOUNT DUE	STATUS
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RE	2016-2016		HOSKINS DORAN D		20A9 3 45	11.32	
RE	2015-2016		KELLY ELEANOR A		20A9 3 65	243.24	
RE	2016-2016		ENGER MARK R ET UX		20A9 3 67	111.93	
RE	2003-2016		SIMONPIETRI DON F ET ALS	C/O BARRY SIMONPIETRI	20A9 4 27A	117.58	
RE	2016-2016		MOORE JANE P		20A9 4 38	120.45	
RE	2015-2015		HUGHES AARON L ET UX		20A9 5 A 3	88.47	
RE	2009-2012		SIMONPIETRI DON FRANCIS		20A9 5 A 7	178.74	
RE	2014-2016		MULCAHY ASHLEY LYNN & MICHAEL C		20A911 8 N	609.26	
RE	2016-2016		COOK SHELLY L		20A91112 L	35.75	
RE	2015-2016		PERRY DANIEL L		20A914 3 23A	322.54	
			FINAL TOTALS...			176,930.90	

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## Town of Front Royal, Virginia Work Session Agenda Form

Date: October 3, 2016

**Agenda Item:** Board of Architectural Review (BAR) Terms Expiring

**Summary:** Gregory Harold and Nancy LeHew's terms expire on the Board of Architectural Review (BAR) November 13, 2016. Mr. Harold has advised staff that he is not looking for reappointment. Ms. LeHew has asked to be considered for reappointment. BAR members serve a four-year term. One application has been received.

**Council Discussion:** Council takes desired action

**Staff Evaluation:** None

**Budget/Funding:** None

**Legal Evaluation:** Town Attorney will be available

**Staff Recommendations:** Staff will be available

**Town Manager Recommendation:** Town Manager will be available

**Council Recommendation:**

Additional Work Session     Regular Meeting     No Action

Consensus Poll on Action: \_\_\_(Aye) \_\_\_(Nay)

Work Session

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