



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, October 24, 2016 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of October 17, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - * **Report from EDA Executive Director Jennifer McDonald**
 - * **Report from Northern Shenandoah Valley Regional Commission (NSVRC)**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED) **NONE**
8. **PUBLIC HEARING** – Special Use Permit Application - Royal Lane Apartments (*1st Reading*)
9. **PUBLIC HEARING TO RECEIVE PUBLIC INPUT/APPROVAL OF RESOLUTION**
for Proposed Sale of Town Property aka 24 W Main Street
10. **PUBLIC HEARING TO RECEIVE PUBLIC INPUT/APPROVAL OF RESOLUTION**
for VDOT Transportation Alternatives Grant Application for Criser Road Trail Project
11. **COUNCIL APPROVAL** – Special Exception Application for FRLP (*2nd Reading*)
12. **COUNCIL APPROVAL** – Acceptance of Candy for Hometown Halloween
13. **COUNCIL APPROVAL** – Liaison Committee Meeting Items

8



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

Page 1
Item No. 8

Meeting Date: October 24, 2016

Agenda Item: PUBLIC HEARING – Special Use Permit Application – Royal Lane Apts (*1st R*)

Summary: Council is requested to affirm on its first reading a Special Use Permit Application submitted by Pennoni Associates, Inc. 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. The apartments are intended to be used for workforce housing in the community. The application includes a Special Exception Request to authorize the extension of Royal Lane beyond 800 feet, as may be authorized by Town Council in accordance with Town Code 148-211. The request also includes acceptance of a portion of right-of-way for Royal Lane as well as acceptance of a right-of-way reservation to allow for the possible future extension of Royal Lane. The Planning Commission approved the application with nine recommended conditions. The conditions are presented in the Staff Report.

Budget/Funding: None

Attachments: Staff Report, Road Dedication Plat, Application Materials

Meetings: Work Session held October 3, 2016

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council affirm on its first reading a Special Use Permit Application that includes a Special Exception Request, acceptance of right-of-way and right-of-way reservation as presented, for a project proposed by the Economic Development Authority (EDA), for the development of three (3) 12-unit apartment buildings with a total of 36 apartment units, at the end of Royal Lane, to be used for workforce housing in the community. I further move that Council approve the Special Use Permit Application contingent upon the Planning Commission’s nine (9) recommended conditions as presented in the Staff Report.

ROLL CALL VOTE REQUIRED

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

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

Approved By: SB

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING



STAFF REPORT FOR THE PLANNING COMMISSION
Updated for Town Council

APPLICATION #:

SUP16-04-264

APPLICANT:

Pennoni Associates Inc.

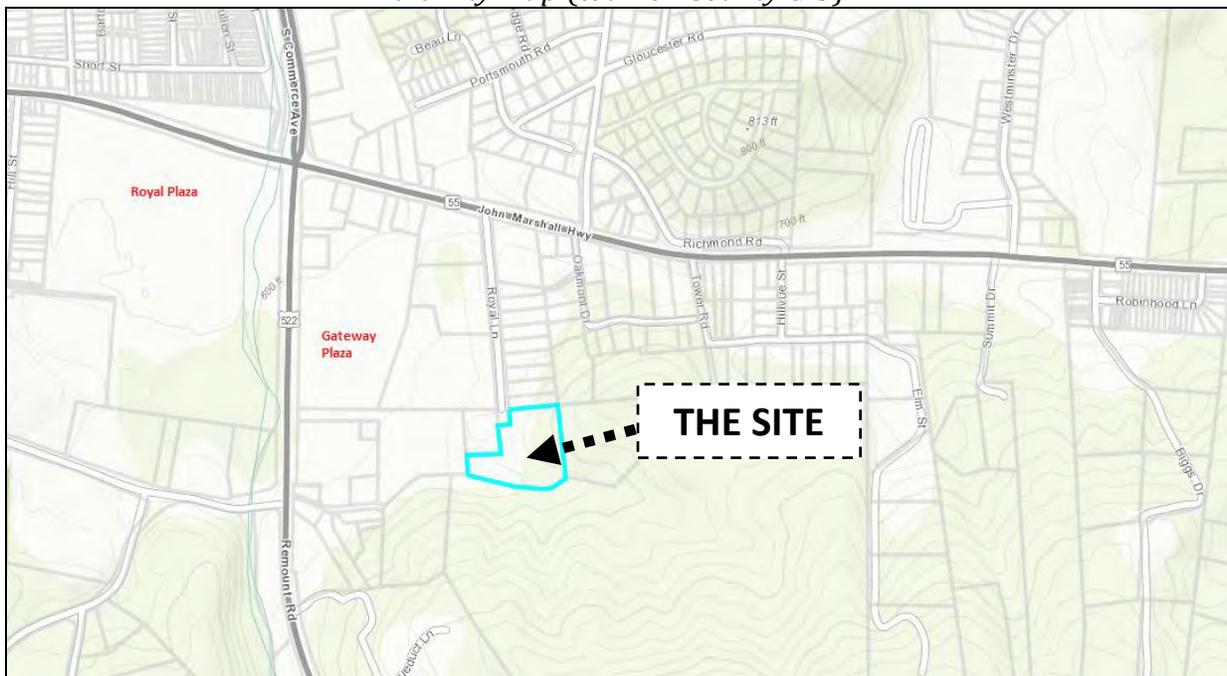
SUMMARY OF REQUEST:

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)

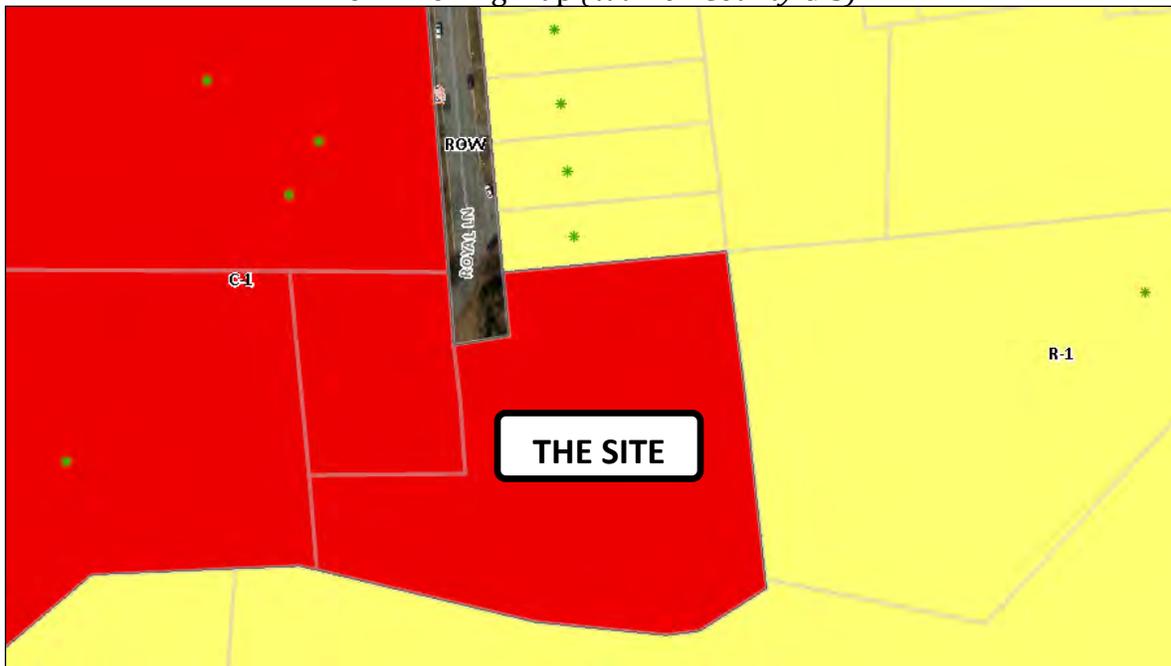


ILLUSTRATIONS

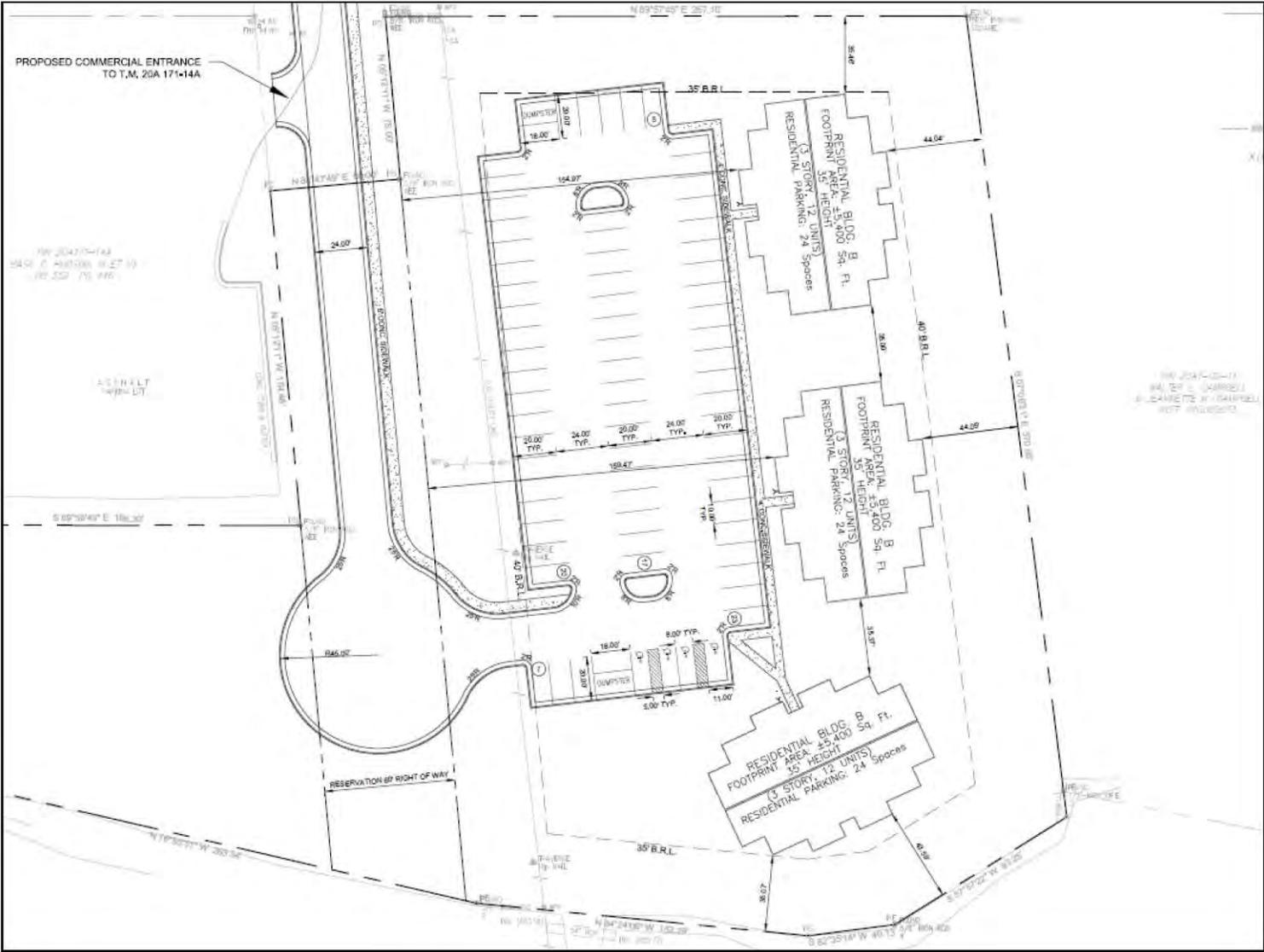
Aerial Map (Warren County GIS)

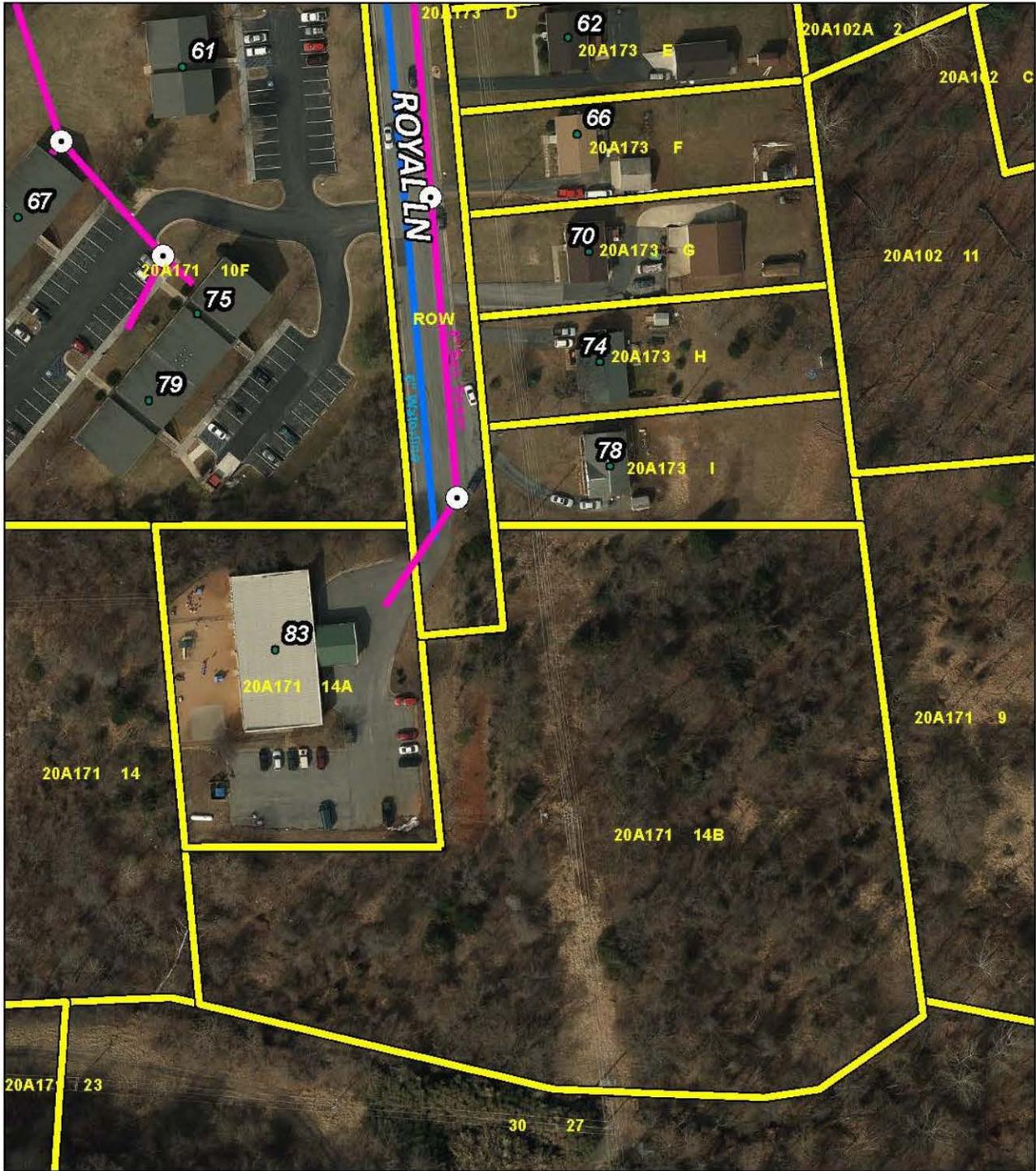


Town Zoning Map (Warren County GIS)



Preliminary Site Plan Snapshot





MAY 2016



D.G. Merchant, Cartographer



N

Map Key

- Sanitary Sewer Line
- Sanitary Sewer Manhole
- Waterline
- Town_Parcels_2016

AERIAL MAPPING

ROYAL LANE

TOWN OF FRONT ROYAL, VIRGINIA

SUPPLEMENTAL INFORMATION:

Legal Review

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.

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.

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.

Discussion of Preliminary Site Plan

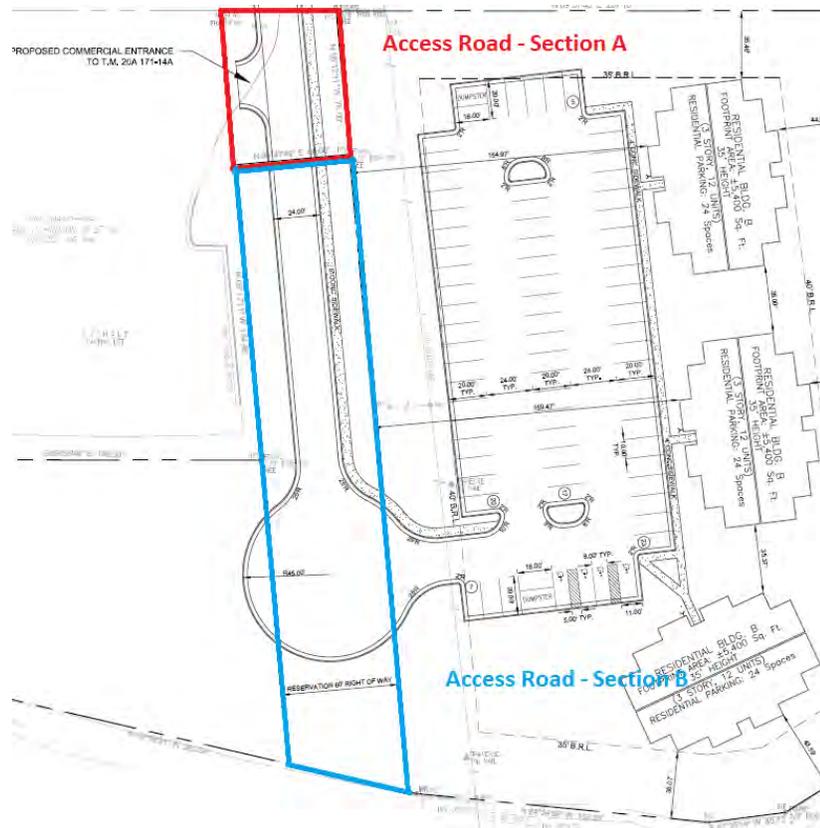
The preliminary site plan is attached with this report (See **Attachment 3**).

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.

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.

A sidewalk is illustrated on the east side of the proposed access road extension of Royal Lane. Curb & 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 **Attachment 2**). 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

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.

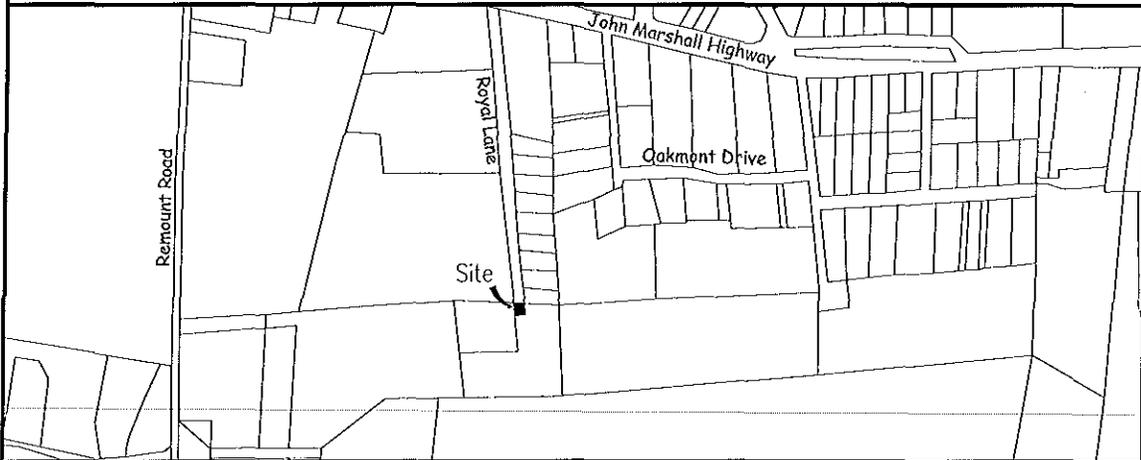
Attachments to Staff Report:

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

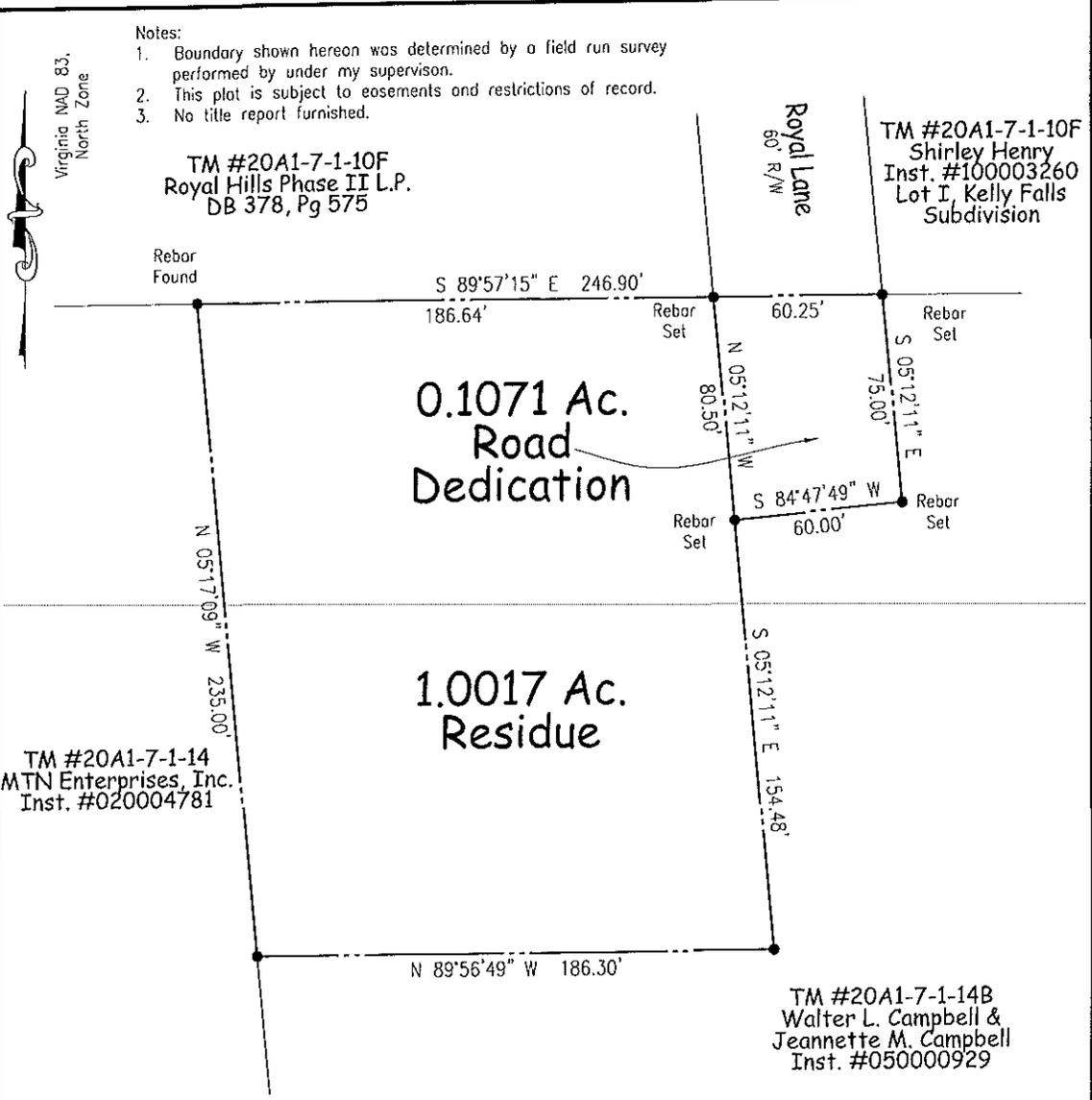
This Road Dedication is approved by the undersigned in accordance with existing subdivision regulations and may be admitted to record.

date

Town Manager

date

Director of Planning



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.

Pennoni 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



TABLE OF CONTENTS

- I. Application
 - II. Impact Analysis
 - III. Preliminary Site Plan
-
-

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

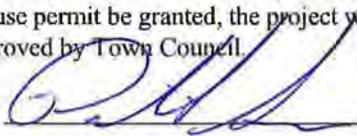
SPECIFIC SPECIAL USE PERMIT REQUEST Three 12 unit apartment buildings

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 _____

II.

IMPACT ANALYSIS

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

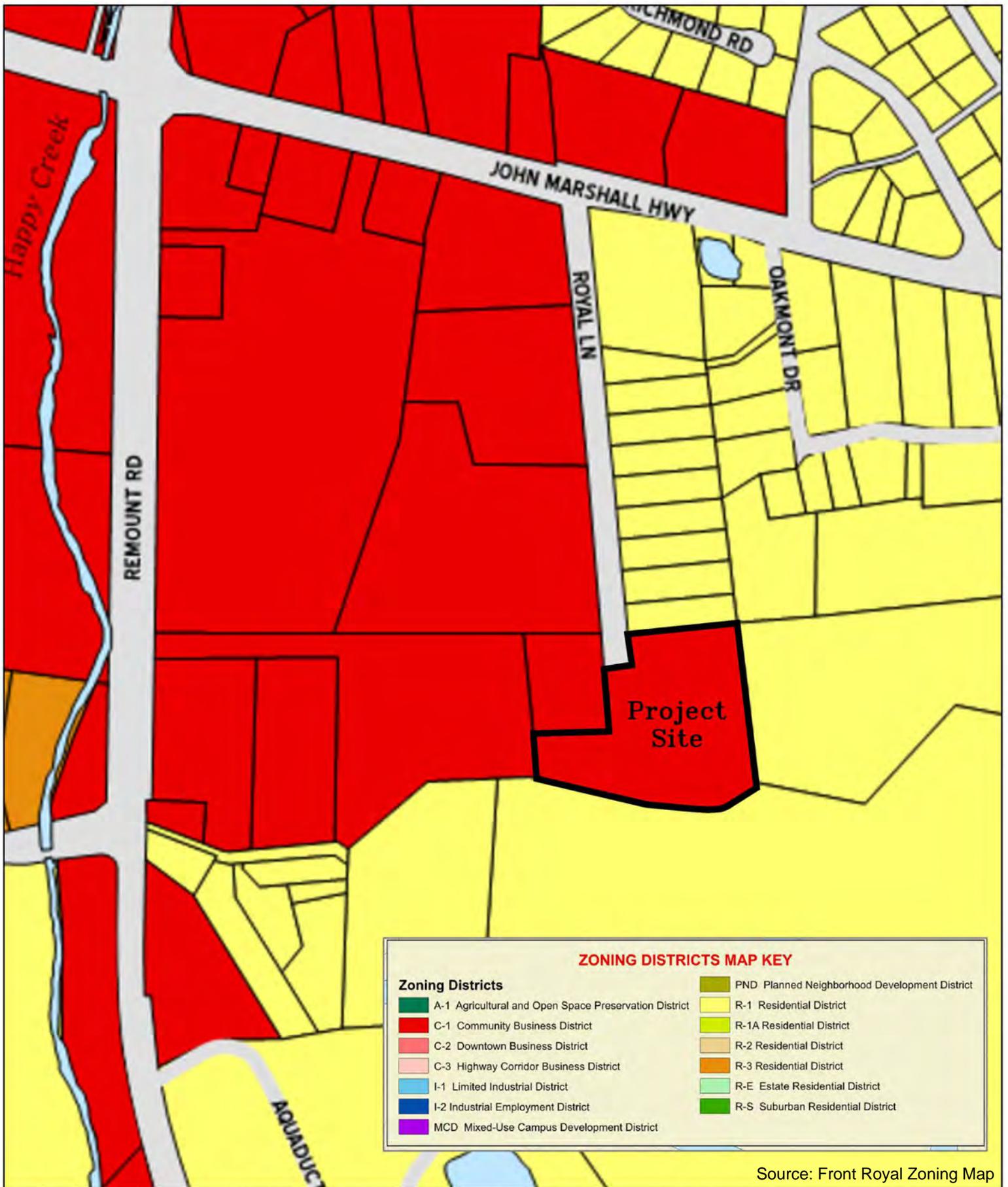
PENNONI ASSOCIATES INC.

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-Chagrín-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

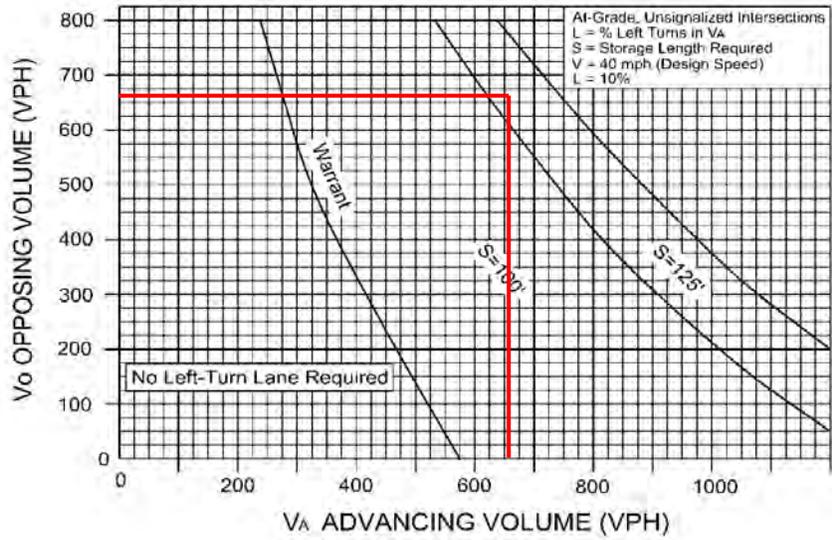
Access to the Property would be provided by an extension of Royal Lane into the Property. Currently, Royal Lane terminates at the northern property boundary. The proposed development plan would extend Royal through the Property to a cul-de-sac near the southern site boundary. A reserve area will be provided 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).

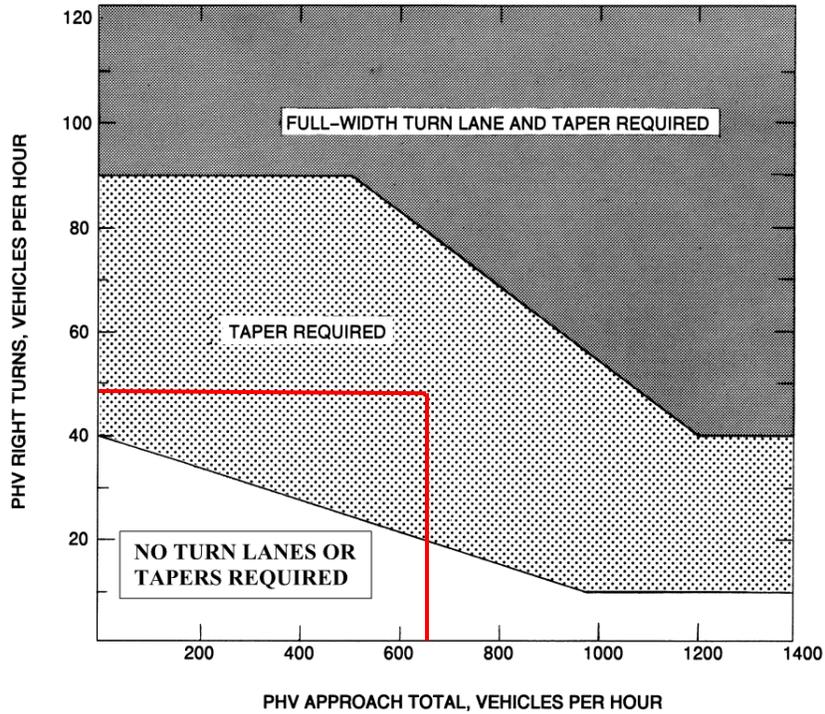
2014 VDOT traffic data identifies 12,000 total trips on John Marshall Highway at Royal Lane. Assuming a 50/50 split between eastbound and westbound trips results in 6,000 eastbound and 6,000 westbound trips resulting in 660 peak hour trips in each direction. Utilizing the VDOT Road Design Manual and 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.

III.

PRELIMINARY SITE PLAN

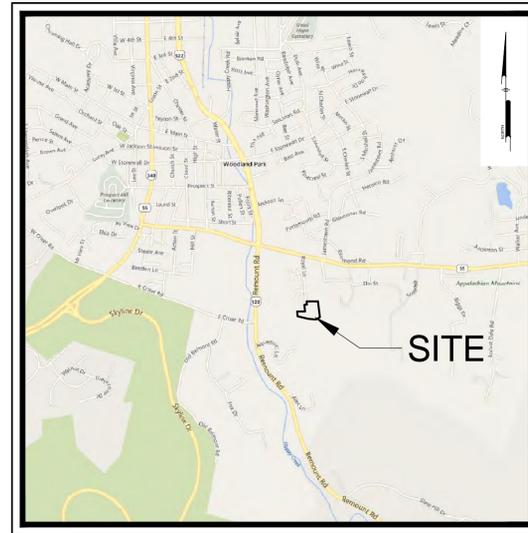
ROYAL LANE APARTMENTS

PRELIMINARY SITE PLAN

TOWN OF FRONT ROYAL, VIRGINIA
MARCH 29, 2016

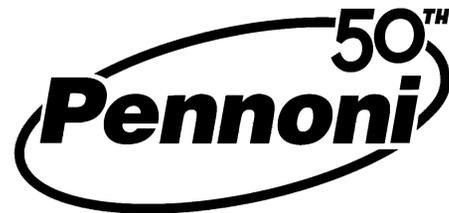
PREPARED FOR:
DEVELOPER
WARREN COUNTY EDA
P.O. BOX 445
FRONT ROYAL, VIRGINIA 22630
(540) 635-2182

Sheet Number	Sheet Title
1	COVER SHEET
2	EXISTING CONDITIONS PLAN
3	SITE PLAN
4	GRADING PLAN



LOCATION MAP
Scale: 1" = 2000'

PREPARED BY:
PENNONI ASSOCIATES INC.



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



CALL BEFORE YOU DIG

ALWAYS CALL 811 BEFORE YOU DIG IN VIRGINIA
CALL 1-800-552-7001
SECTION 56-265.17 REQUIRES THREE WORKING DAYS NOTICE TO UTILITIES BEFORE YOU EXCAVATE, DRILL OR BLAST VIRGINIA UTILITY PROTECTION SERVICE, INC. TICKET NUMBER(S):

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



ROYAL LANE APARTMENTS
ROYAL LANE
FRONT ROYAL, VIRGINIA
COVER SHEET
WARREN COUNTY EDA
P.O. BOX 445
FRONT ROYAL, VIRGINIA 22630

NO.	DATE	REVISIONS	BY

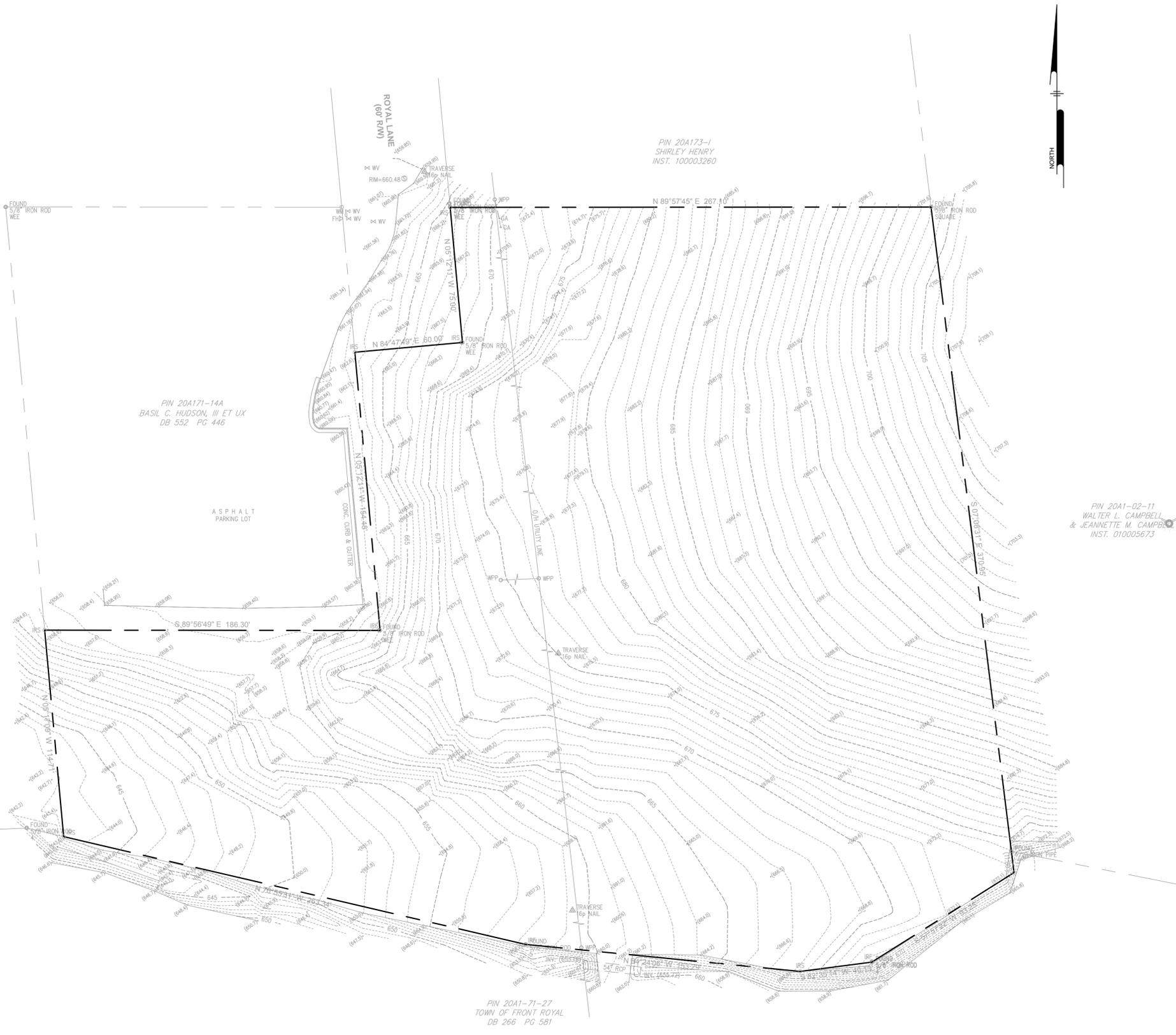
ALL DOCUMENTS PREPARED BY PENNONI ASSOCIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY PENNONI ASSOCIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO PENNONI ASSOCIATE. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS PENNONI ASSOCIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

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

CS0001
SHEET 1 OF 4

PLOTTED: 3/29/2016 1:07 PM BY: James Spitzer PROJECT STATUS: F:\PROJECTS\WRRN1402\Royal Lane Apartments\CS0001_PrelimSitePlan.dwg

K:\PROJECTS\WRRN1402\Royal Lane Apartments\CS0201_Plan\CS0201.dwg PLOTTED: 3/29/2016 1:07 PM BY: James Spitzer PROJECT STATUS: FOR STYLE Pennoni NCS.dwg



LEGEND

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

50th 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

Seamus
 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

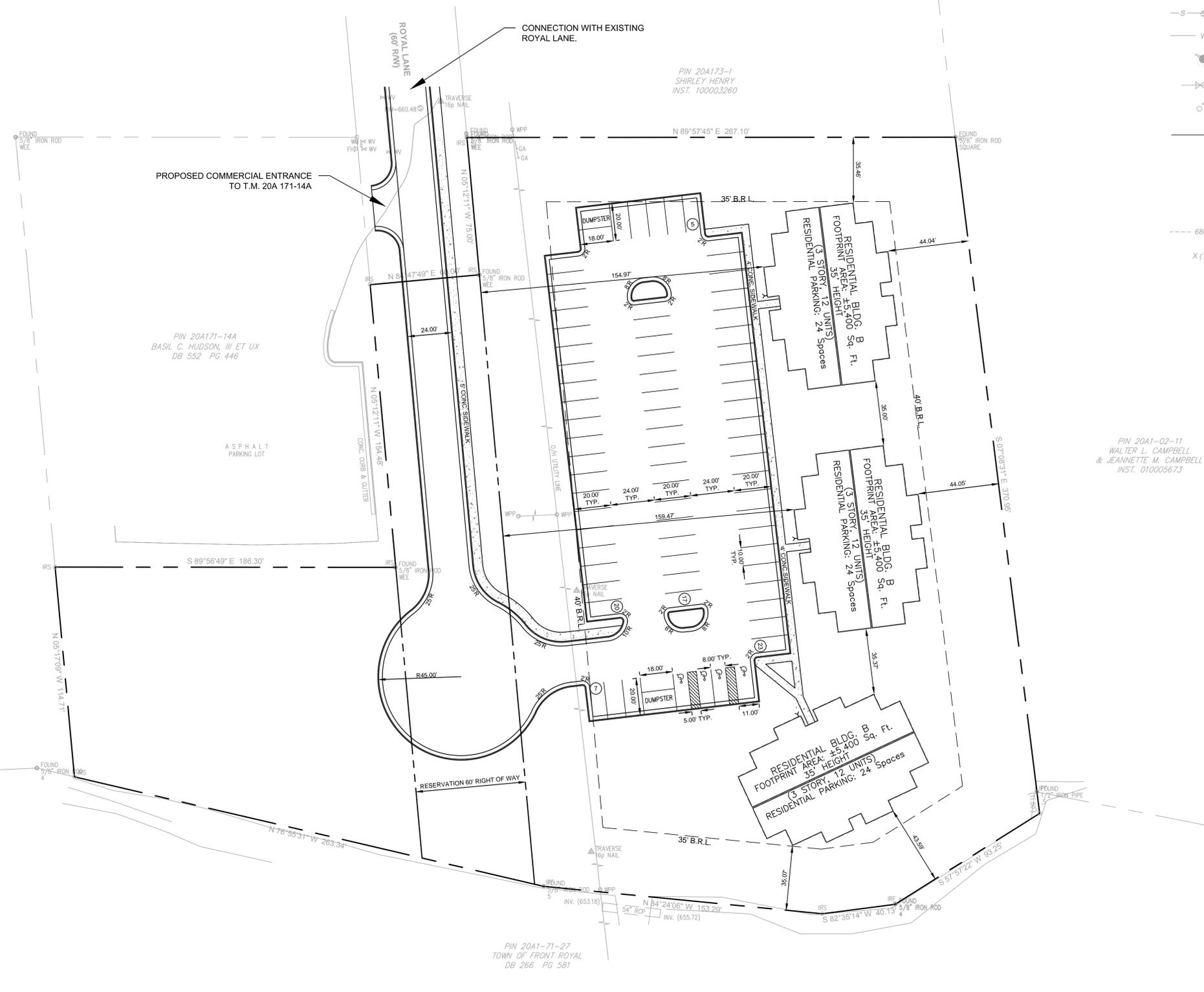
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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	AS SHOWN
DRAWN BY	KLM
APPROVED BY	RMM



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

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

ROYAL LANE APARTMENTS
 ROYAL LANE
 FRONT ROYAL, VIRGINIA
SITE PLAN

NO.	DATE	REVISIONS	BY

PROJECT: **WRRN1402**

DATE: 2016-03-29

DRAWING SCALE: 1"=30'

DRAWN BY: KLM

APPROVED BY: RMM

CS1001

SHEET 3 OF 4

K:\PROJECTS\WRRN1402\Drawings\Site\Drawings\CS1001.dwg
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 PROJECT STATUS:

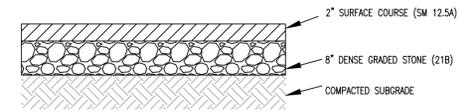


NO.	DATE	REVISIONS	BY

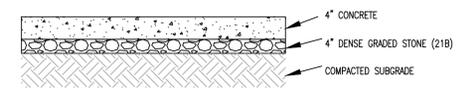
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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	AS SHOWN
DRAWN BY	KLM
APPROVED BY	RMM

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
⊕	⊕	OVERHEAD UTILITIES
⊕	⊕	UNDERGROUND ELECTRIC SERVICE
⊕	⊕	CONCRETE SIDEWALK
⊕	⊕	CG-6
⊕	⊕	CG-6R
---	---	CONTOURS
---	---	SPOT ELEVATION
---	---	BUILDING
---	---	SIGN POST

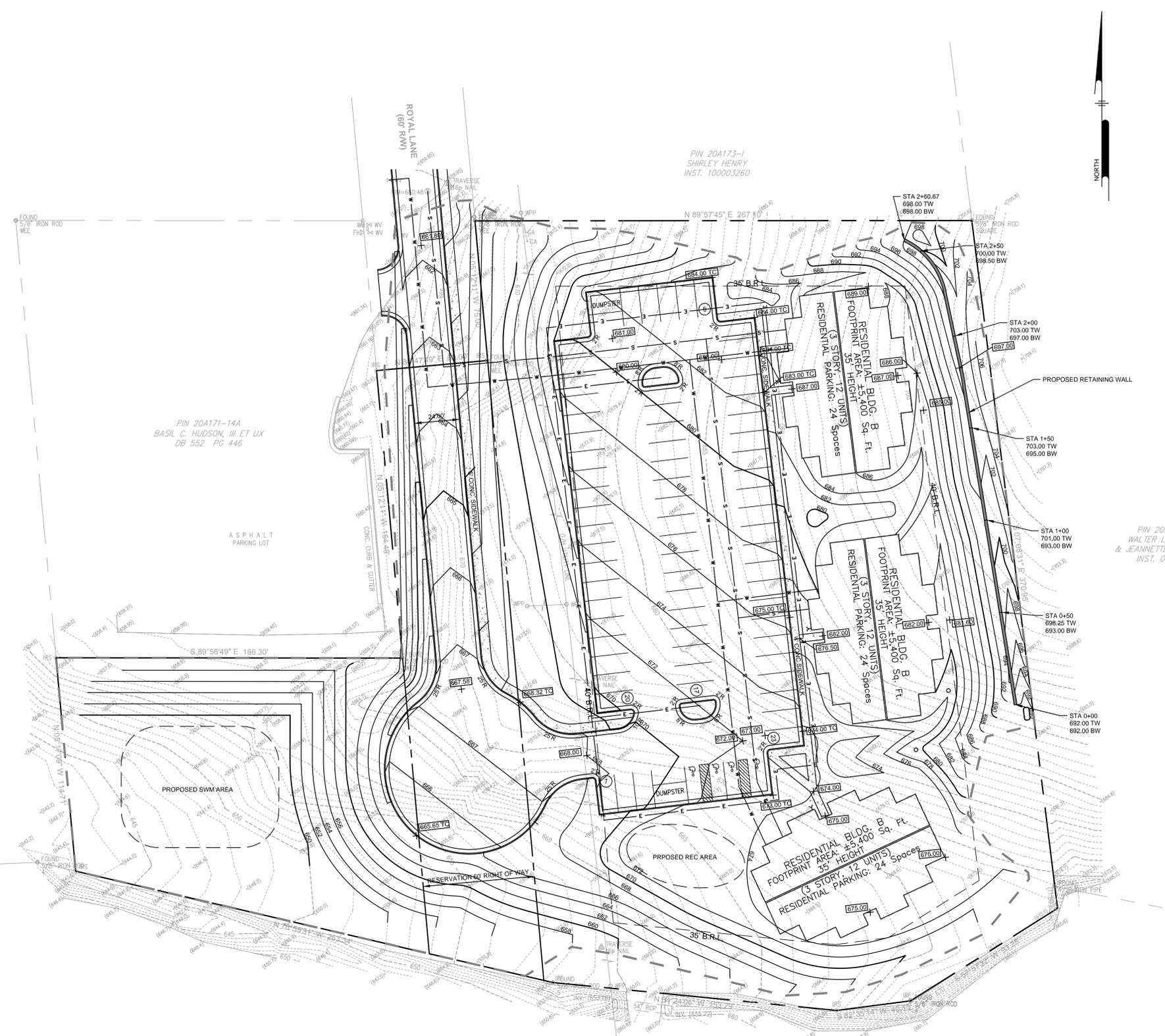


SECTION FOR STD. DUTY ASPHALT PAVEMENT
 N.T.S.



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:
 K:\PROJECTS\WRRN1402\Royal Lane Apartments\CS1501_Plan\CS1501.dwg

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

9



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

Page 1
Item No. 9

Meeting Date: October 24, 2016

Agenda Item: PUBLIC HEARING TO RECEIVE PUBLIC INPUT/APPROVAL OF RESOLUTION pertaining to sale of Town Property aka 24 W Main Street

Summary: Council is requested to receive public input pertaining to the possible sale of the Town's improved real estate located at 24 W Main Street (Tax Map No. 20 A7 4 13) to be sold "AS IS", "WHERE IS", and in its present condition. Council is also requested to consider to approve a Resolution authorizing the sale of 24 W Main Street as presented.

Budget/Funding: None

Attachments: Resolution and Advertisement

Meetings: None

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve a resolution authorizing the sale of certain real property owned by the Town specifically property known as 24 W. Main Street (Tax Map No. 20 A7 4 13) as presented.

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

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

Approved By: SB



**PUBLIC NOTICE
PUBLIC HEARING**

The Front Royal Town Council will hold a public hearing at its regular meeting to be held in the Warren County Government Center at 220 N. Commerce Ave., Front Royal, Virginia on Monday, October 24, 2016, beginning at 7:00 p.m. on the following item:

To receive comments and concerns from the public that they may have as to the possible sale of the Town's improved real estate located at 24 West Main Street, Town of Front Royal, Warren County, Virginia, Tax Map. No. 20 A7 4 13 (the "Property"), to be sold "AS IS", "WHERE IS", and in its present condition (testing on the Property has identified asbestos in the ceiling material, and reports concerning same are available upon request at the office of the Town Manager at the address indicated below), following receipt of bids for the Property for cash money to be paid at closing. The property shall be advertised for sale once a week for two (2) consecutive weeks in the Northern Virginia Daily and in the Warren Sentinel, as well as on the Town's website at www.frontroyal.com, and such bids shall be accepted by the Town's Purchasing Agent on the first floor of the Town Hall at 102 East Main Street, Front Royal, VA 22630. The Town shall retain the right to accept or reject the best bid received at the first available regular Town Council meeting. The Town makes no warranties or representations as to the condition of the Property except as to title. Copies of the Town's policy as to sale of its real estate is governed by Town Code Section 1-22, available for inspection on its website at www.frontroyal.com, and at the office of the Town Manager located on the second floor of the Town Hall at 102 East Main Street, Front Royal, Virginia 22630.

All interested citizens are invited to attend this public hearing to express their views.

**MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA**

Publish: Northern Virginia Daily – October 8 and October 15, 2016
Warren Sentinel - October 13 and October 20, 2016



Town of Front Royal, Virginia



**RESOLUTION AUTHORIZING
SALE OF 24 WEST MAIN STREET
(FORMER POLICE BUILDING)**

WHEREAS, the Town of Front Royal has determined that the 0.3857 ac property for the former Police Building located at 24 West Main Street, also known as Tax Map 20A7 4 13 “Property”, is surplus property owned by the Town that the Town no longer desires to maintain; and,

WHEREAS, the Town has marketed Property through the Economic Development Authority for over one year and has received an offer that Council has determined to be reasonable and fair and will result in the reuse of Property for commercial use to the benefit of the Town as a whole; and,

WHEREAS, the Town conducted a properly noticed public hearing on October 24, 2016 to seek input from our citizens regarding the sale of Property as required by Town Code Section 1-22.A; and,

WHEREAS, the Town Council has considered the information received during the public hearing and has determined and confirmed a benefit to the Town from the sale of Property.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia that it is in the public’s interest that Property be sold according to law, and hereby authorize the advertising of the time and manner for receipt of bids as required by Town Code Section 1-22 (A) for the sale of Property; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby confirm that acceptance or rejection of the best bid received for final sale of Property will occur the November 14th meeting.

Adopted this 24th 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:

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

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: _____

10



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

Page 1
Item No. 10

Meeting Date: October 24, 2016

Agenda Item: PUBLIC HEARING TO RECEIVE PUBLIC INPUT/APPROVAL OF RESOLUTION on a VDOT Transportation Alternatives Grant Application for the Criser Road Trail Project

Summary: As an application requirement, Council is requested to receive public input on a Virginia Department of Transportation Alternatives Grant application for the Criser Road Trail Project and approve the attached resolution as presented. The application is for construction of a trail and bicycle lanes along Criser Road, located within the existing public right-of-way, and as identified in the Town's Capital Improvement Plan. The proposed trail would extend from the southern terminus of Happy Creek Trail to the intersection of Rt. 340 and Criser Road, near Dickey Ridge Trailhead.

Budget/Funding: None

Attachments: Resolution and Map

Meetings: Work Session held October 17, 2016

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve a Resolution - Transportation Alternatives Set-Aside Grant for the Criser Road Trail, as presented.

ROLL CALL VOTE REQUIRED

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

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

Approved By: SB



Transportation Alternatives Set-Aside Sample Resolution

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by the Town of Front Royal.

Now, Therefore, Be It Resolved, that the Town of Front Royal, requests the Commonwealth Transportation Board to establish a project for Criser Road Trail.

Be It Further Resolved, that Town of Front Royal hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

Be It Further Resolved, that the Town of Front Royal hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

Be It Further Resolved, that the Town of Front Royal will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

Be It Further Resolved, that if the Town of Front Royal subsequently elects to cancel this project the Town of Front Royal hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Front Royal also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Be It Further Resolved, that the Town Council of the Town of Front Royal hereby grants authority for the Town Manager to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 2018.

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

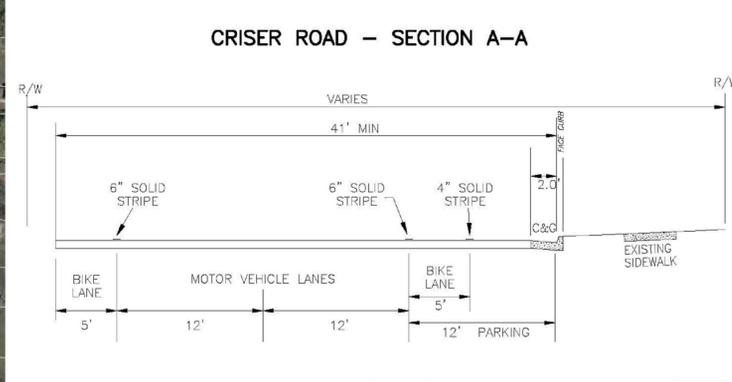
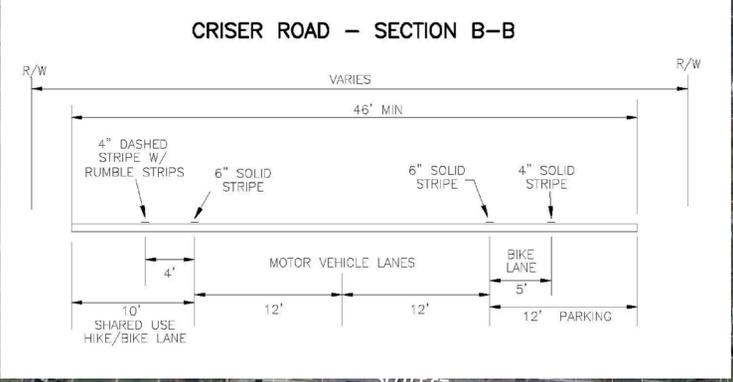
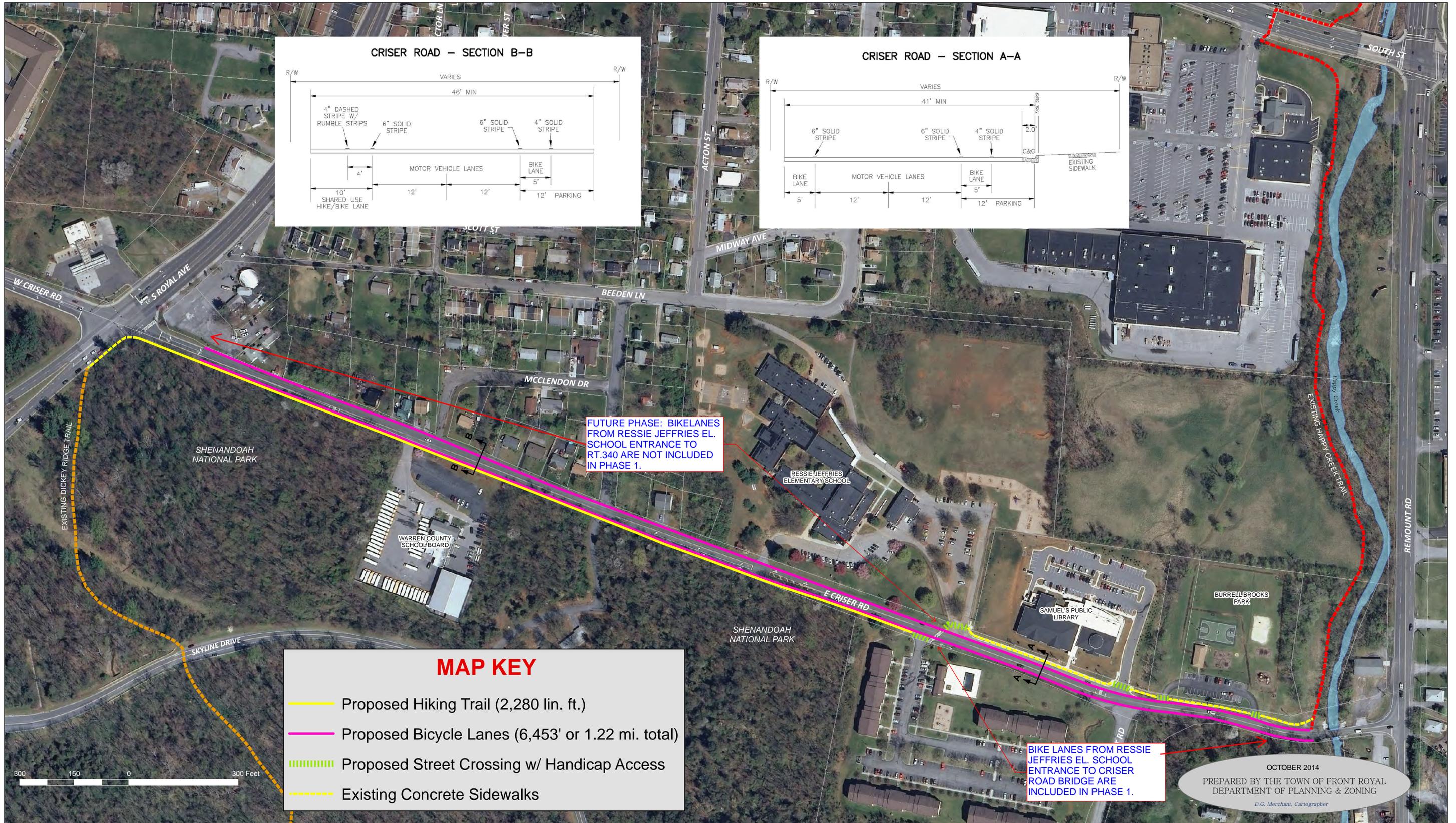


CRISER ROAD - Hike & Bike Trail

Town of Front Royal, Virginia



PART OF THE
Royal Shenandoah Greenway

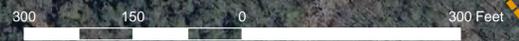


FUTURE PHASE: BIKE LANES FROM RESSIE JEFFRIES EL. SCHOOL ENTRANCE TO RT.340 ARE NOT INCLUDED IN PHASE 1.

BIKE LANES FROM RESSIE JEFFRIES EL. SCHOOL ENTRANCE TO CRISER ROAD BRIDGE ARE INCLUDED IN PHASE 1.

MAP KEY

- Proposed Hiking Trail (2,280 lin. ft.)
- Proposed Bicycle Lanes (6,453' or 1.22 mi. total)
- Proposed Street Crossing w/ Handicap Access
- Existing Concrete Sidewalks



OCTOBER 2014
PREPARED BY THE TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
D.G. Merchant, Cartographer

11



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

Page 1
Item No. 11

Meeting Date: October 24, 2016

Agenda Item: COUNCIL APPROVAL – Special Exception Application for FRLP (2nd Reading)

Summary: Council is requested to adopt on its second and final reading a Special Exception Application by Front Royal Limited Partnership (FRLP), c/o David Vazzana, for a special exception to Town Code 148-820.D.6 that would permit a reduction of four (4) feet from the minimum pavement width, base course width, and sub base width for both local and collector streets. The special exception would only apply to FRLP’s property that is presently zoned R-1A, as identified by Tax Map Number 20A221 5, consisting of approximately 149.3 acres. The request is submitted pursuant to the provision of Town Code 148-211.A.2.b&c. Council held a public hearing on this application on August 22, 2016 where action was deferred. The first reading was held on September 12, 2016 and was postponed until the next regular meeting. The first reading was held on September 26, 2016.

Budget/Funding: None

Attachments: Staff Report and Letter from Mr. Vazzana

Meetings: Work Session held August 1, 2016; Public Hearing held August 22, 2016; Regular Meetings held on September 12 (postponed) and September 26 (1st Reading).

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council adopt on its second and final reading a Special Exception Application by Front Royal Limited Partnership (FRLP), c/o David Vazzana, for a special exception to Town Code 148-820.D.6., that would permit a reduction of four (4) feet from the minimum pavement width, base course width, and sub base width for both local and collector streets. I further move that this special exception shall not alter the Town Code regulation that requires the minimum street width to be increased to meet the guidelines of the Virginia Department of Transportation (VDOT) Road Design Manual where additional widths are necessary, such as, but not limited to, streets that are designated as school bus access roads. I continue to further move that the planned East/West Connector road shall also be specifically excluded from the special exception and that the special exception shall only apply to FRLP’s property that is presently zoned R-1A, as identified by Tax Map Number 20A221 5, consisting of approximately 149.3 acres.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**



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

APPLICATION #:

SPEXP15-10-01

APPLICANT:

Front Royal Limited Partnership

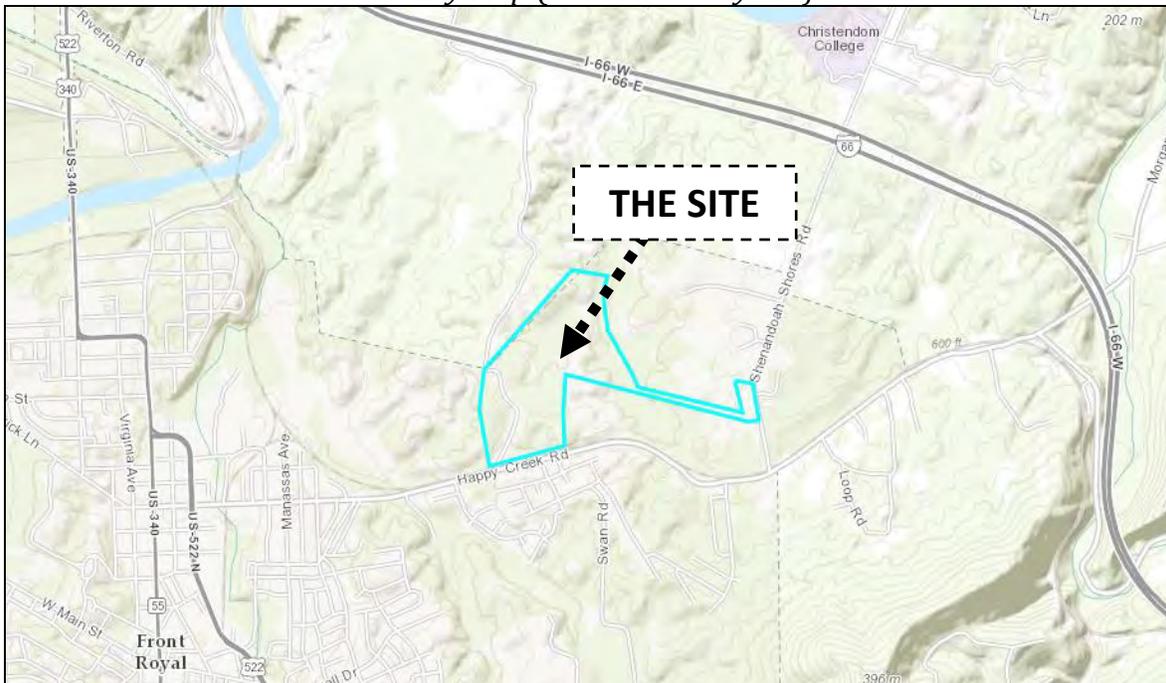
SUMMARY OF REQUEST:

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

GENERAL INFORMATION:

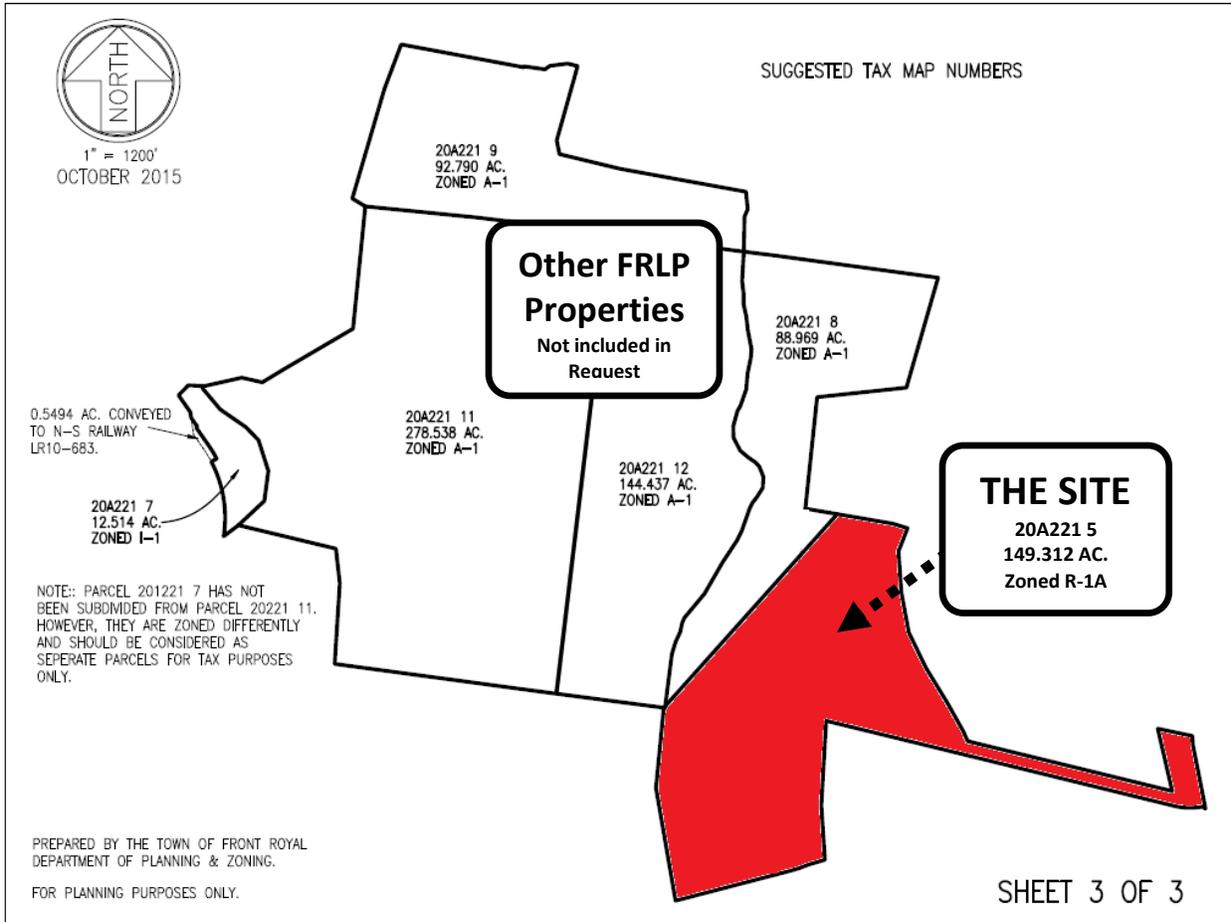
<i>Site Addresses</i>	None (Vacant Land)
<i>Property Owner(s)</i>	Front Royal Limited Partnership
<i>Zoning District</i>	R-1A (Residential) District
<i>Tax Identification</i>	20A221 5
<i>Location</i>	The property is located north of Happy Creek Road and Norfolk Southern Railroad, presently accessible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

Vicinity Map (Warren County GIS)

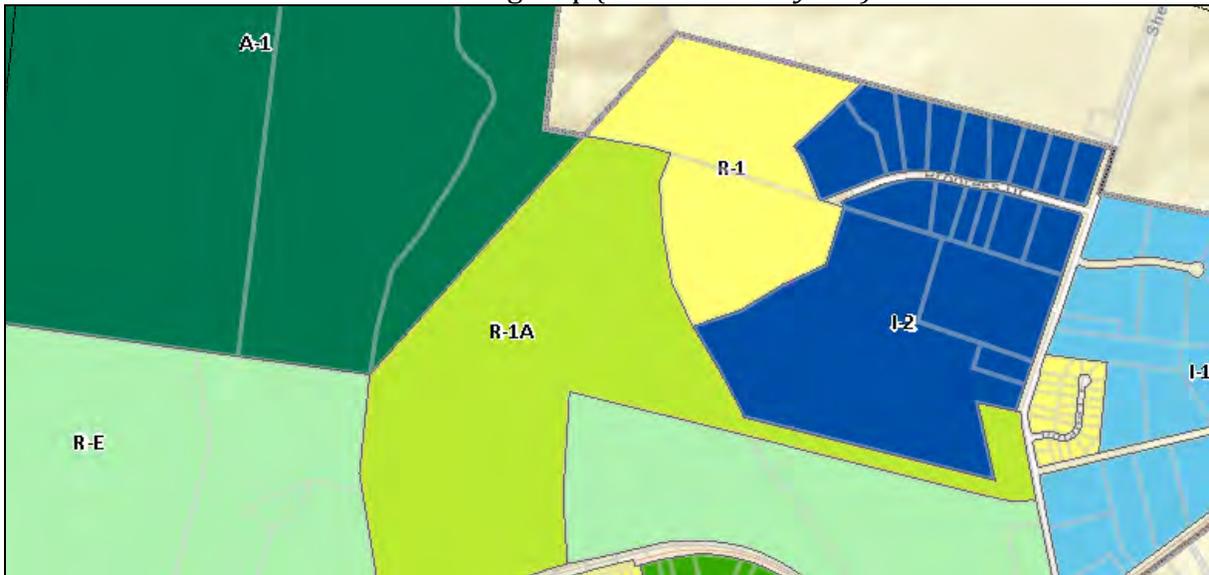


ILLUSTRATIONS

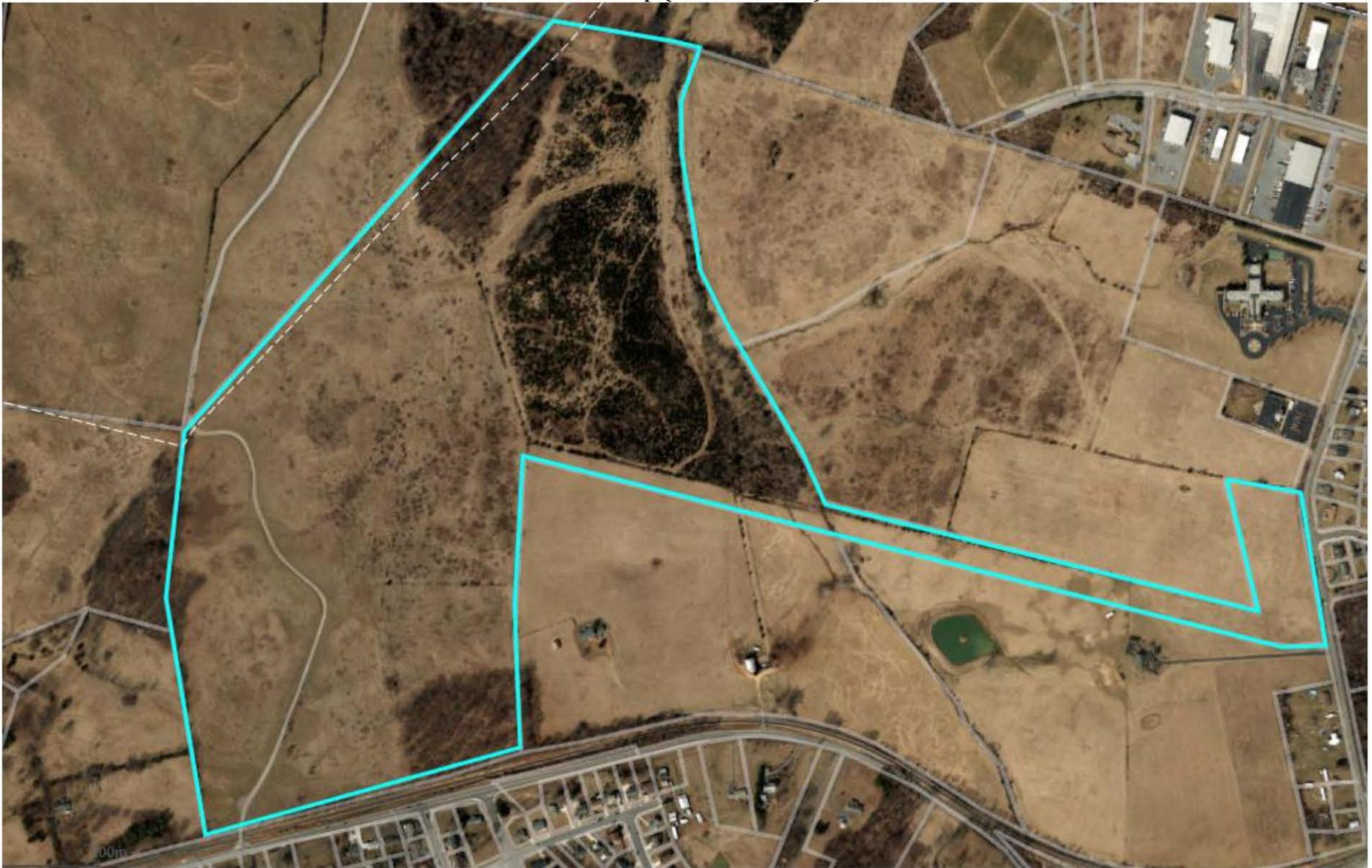
Map of FRLP Propertie (Warren County GIS)



Town Zoning Map (Warren County GIS)



Aerial Map (WC Online GIS)



SUPPLEMENTAL INFORMATION:

Legal Review

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

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

148-211 SPECIAL EXCEPTIONS

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

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

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

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

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

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

Summary of Applicant's Request

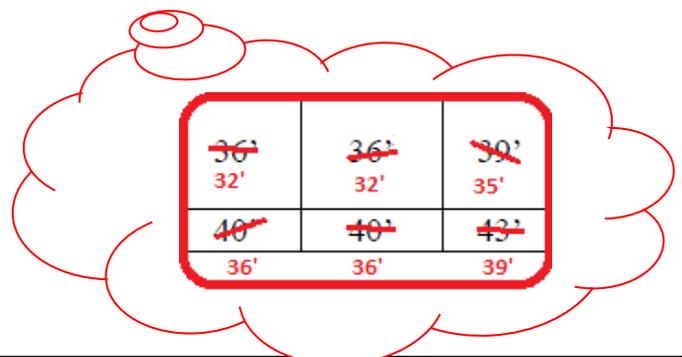
The Applicant's May 20th submission is a change from FRLP's original request. The original submission included a request to modify subsections A through N under Town Code 148-820. During work session discussions with the applicant, the Planning Commission expressed concerns about the original special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

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

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

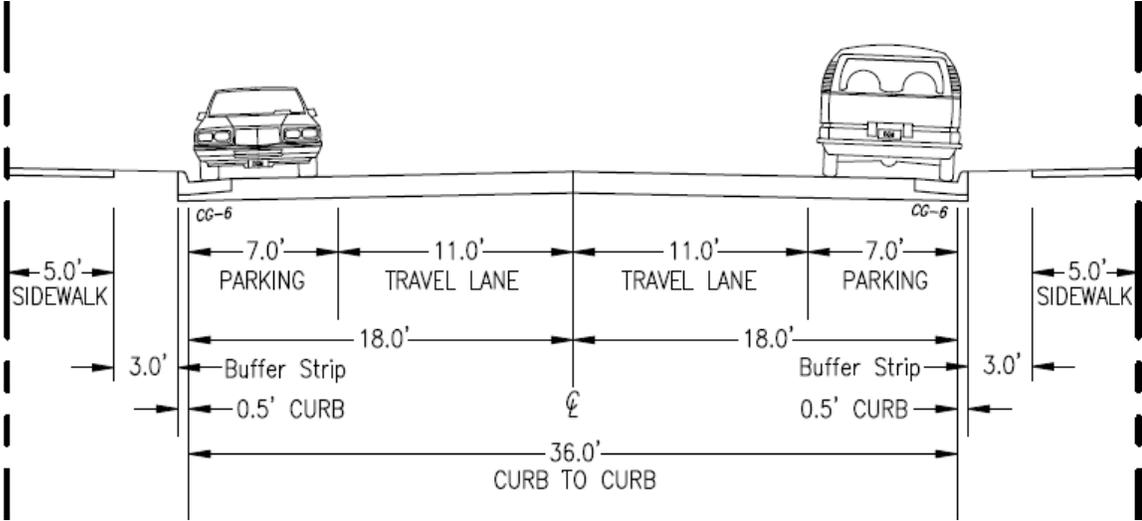
6. The minimum design standards of the following table shall be required for all Local Streets, Collector Streets and Alleys. Arterial Streets design standards shall comply with the Virginia Department of Transportation Road Design Manual, and associated Appendixes.

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



CONCLUSIONS:

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



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

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

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

Attachments to Staff Report:

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

Front Royal Limited Partnership

May 20,2016

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

Dear Mr. Camp,

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

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

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

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

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

Sincerely,

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

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

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

ORIGINAL DATE OF SPECIAL EXCEPTION REQUEST: October 16, 2015

REVISION DATES: May 11, 2016
May 20, 2016

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

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

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

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

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

12



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

Page 1
Item No. 12

Meeting Date: October 24, 2016

Agenda Item: COUNCIL APPROVAL – Acceptance of Candy for Hometown Halloween

Summary: Council is requested to approve the acceptance of candy in an approximate value of \$150.00 from Skyline High School Friends of Rachel Club to be used for Hometown Halloween

Budget/Funding: None

Attachments: E-mail from Ms. Chichester of Skyline High School Friends of Rachel Club

Meetings: None

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council approve the acceptance of candy in an approximate value of \$150.00 from Skyline High School Friends of Rachel Club to be used for Hometown Halloween.

ROLL CALL VOTE REQUIRED

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

Approved By: SB

From: Sarah Chichester [<mailto:chisarah10@gmail.com>]
Sent: Friday, September 23, 2016 5:03 PM
To: Felicia Hart; Steven Burke
Subject: Trick-or-Treat Main Street Candy Donation

Dear The Town Of Front Royal,

My name is Sarah Chichester and I am a member of the Skyline High School's Friends Of Rachel Club. Our goal as a club is to spread kindness in our school and community.

If You recall, last year for Trick-or-Treat Main Street we donated a large sum of candy so that way store owners would be supplied with enough candy for the night. We would like to do the same this year.

The club hopes to donate even more this year. We hope to donate over 100\$ worth of candy and maybe even some toys for those who may have food allergies.

We would like your approval in order to make sure of the town ordinance allows this type of donation. The Skyline High School F.O.R. club would like to make this years Trick-or-Treat Main Street a blast and we thank you for all you do for our town. We hope to hear from you soon.

Sincerely,
Sarah Chichester
on behalf of the Skyline High School
Friends Of Rachel Club

You can contact our advisers if you have any questions
Ms. Sonia Hopkins
shopkins@wcps.k12.va.us
Ms. Anne Cobb
acobb@wcps.k12.va.us

13



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

Page 1
Item No. 13

Meeting Date: October 24, 2016

Agenda Item: COUNCIL APPROVAL – Liaison Committee Meeting Items

Summary: The next Liaison Committee Meeting is scheduled for November 17, 2016. At the September 19, 2016 Work Session, Council asked that the utility contribution request for the Warren Heritage Society be added for discussion at the next Liaison Committee Meeting for Warren County participation. At the October 17, 2016 Work Session Council asked that the Joint Towing Board Discussion be added. Also items regarding 1) Town Commercial Waste Tipping Fee Structure and 2) Current Town of Front Royal Transportation Priorities are to be removed. The County of Warren has also requested that the discussion of combining Town and County law enforcement and fire and rescue dispatch operations into the Public Safety Building. The last meeting agenda is attached.

Budget/Funding: None

Attachments: Liaison Committee Meeting Agenda from September 15, 2016 and letter from County of Warren

Meetings: Work Session held October 17, 2016

Staff

Recommendation: Approval X Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the addition of 1) Utility Contribution Request from Warren Heritage Society and 2) Joint Towing Board Discussion to the Liaison Committee Agenda of November 17, 2016. I further move to remove 1) Town Commercial Waste Tipping Fee Structure and 2) Current Town of Front Royal Transportation Priorities from the November 17, 2016 Liaison Committee Agenda.

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

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

Approved By: SB



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center



September 15, 2016
6:00 PM

- A. Call to Order – Linda Glavis, Board of Supervisors Chair**
- B. Approval of Minutes – July 21, 2016**
- C. Leach Run Parkway – Doug Stanley**
- D. Wastewater Treatment Plant/Septage Receiving Facility – Steve Burke**
- E. Building Inspections Software – Doug Stanley**
- F. Development Review Committee – Doug Stanley**
- G. McKay Property Update/ Acquisition of Trailer Park – Jennifer McDonald**
- H. Warren County's in-Town Projects – Doug Stanley**
- I. Avtex Property – Main Street Extension – Steve Burke**
- J. Town Commercial Waste Tipping Fee Structure – Steve Burke**
- K. Chris Ramsey Boundary Adjustment Request Adjournment – Doug Stanley**
- L. Current Town of Front Royal Transportation Priorities – Steve Burke**
- M. Consideration of Joint Towing Board – Doug Stanley**
- N. Adjournment**

COUNTY OF WARREN



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

Phone: (540) 636-4600

FAX: (540) 636-6066

Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

October 5, 2016

**BOARD OF
SUPERVISORS**

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

RE: *Liaison Committee Agenda Items*

Dear Steve:

At its meeting on Tuesday, October 4 the Warren County Board of Supervisors requested that the following items be included for discussion at an upcoming Liaison Committee meeting:

- ▶ Discussion of combining Town and County law enforcement and fire and rescue dispatch operations into the Public Safety Building.

Sincerely,

Douglas P. Stanley, AICP ICMA-CM
County Administrator

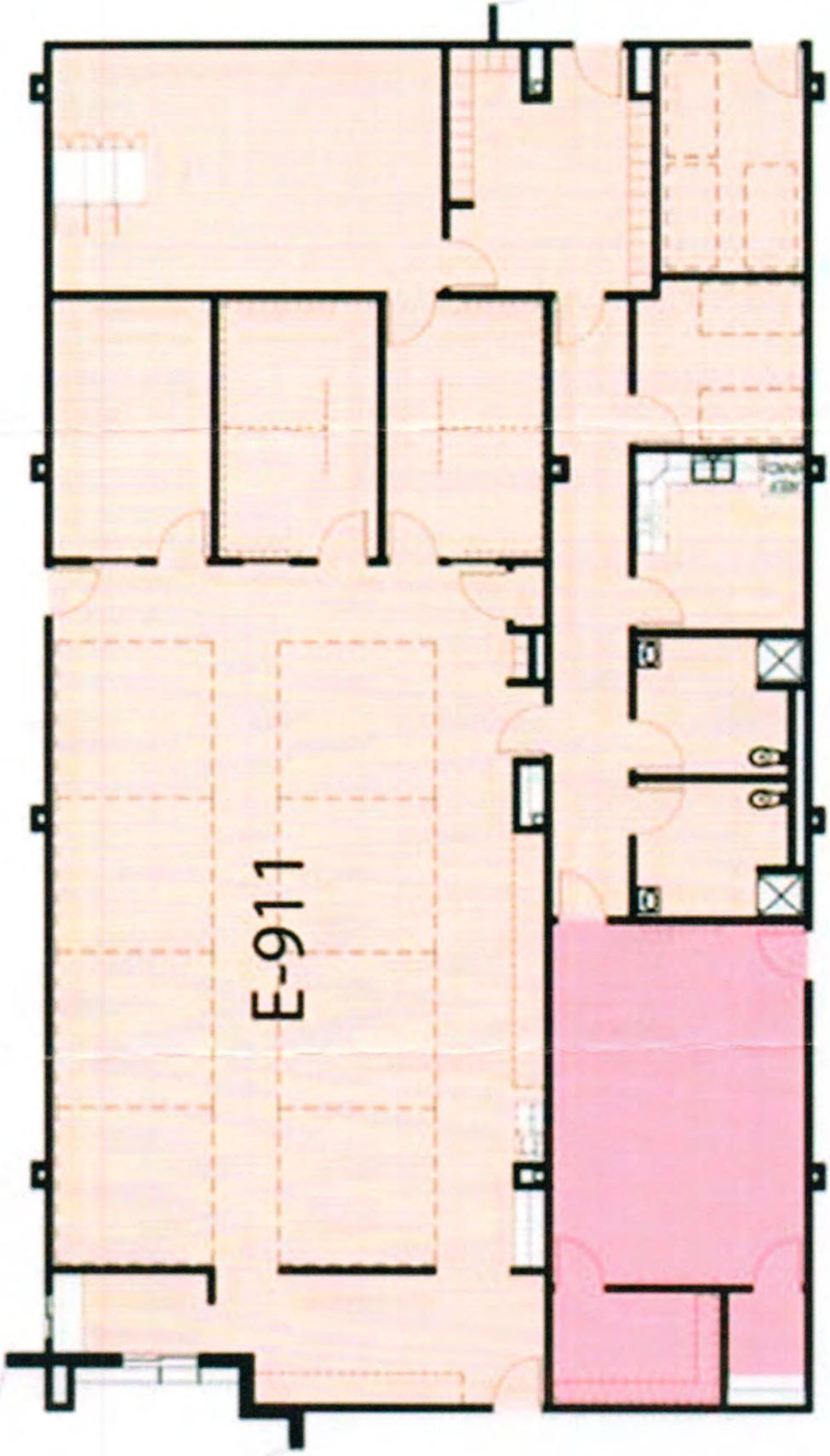
DPS
Attachment

cc: Daniel McEathron, Sheriff
Richard Mabie, Fire Chief



Daniel J. Murray, Jr.
North River
District

Thomas H. Sayre
Shenandoah
District



E-911