



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, November 14, 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 24, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - * **Quarterly Report from Finance Director BJ Wilson**
 - * **Quarterly Report from Energy Services Director Joe Waltz**
 - 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)**
 - A. COUNCIL APPROVAL – Budget Amendment for Animal Friendly License Plate Funds
 - B. COUNCIL APPROVAL – Bid – Electrical Materials for Manassas Avenue Substation
 - C. COUNCIL APPROVAL – Budget Amendment for CDBG Revitalization Grant Monies
8. **COUNCIL APPROVAL** - Ordinance Confirming Sale of Town-Owned Real Estate – 24 W. Main
9. **COUNCIL APPROVAL** – Special Use Permit Application – Royal Lane Apts (*2nd Reading*)
10. **COUNCIL APPOINTMENT** – Interim Town Manager



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

Page 1
Item No. 7(A)

Meeting Date: November 14, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Accept DMV Animal Friendly License Plate Funds

Summary: Council is requested to consider approval of a Budget Amendment in the amount of \$90.00 from the Division of Motor Vehicles (DMV) through the “Animal Friendly” license plate program. Funds received are to be dedicated to the Humane Society of Warren County to support the sterilization program for dogs and cats. Council is requested to consider authorization of the Town Manager to identify the Humane Society of Warren County as the recipient of the \$90.00 funding.

Budget/Funding: Animal Friendly Plates – Budget amendment \$90.00
1000-3220104 [Animal Plates] expense will be from same account

Attachments: Letter from DMV

Meetings: None

Staff Recommendation: Approval X Denial

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

Proposed Motion: I move that Council approve a Budget Amendment in the amount of \$90.00 from the Division of Motor Vehicles (DMV) through the “Animal Friendly” license plate program to be dedicated to the Humane Society of Warren County to support the sterilization program for dogs and cats. I further move that Council authorize the Town Manager to identify the Humane Society of Warren County as the recipient of the \$90.00 funding.

*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



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Richard D. Holcomb
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001

October 28, 2016

Town Manager
Town of Front Royal
Post Office Box 1560
Front Royal, VA 22630

Dear Town Manager:

The Department of Motor Vehicles sells the Animal Friendly license plate, which is authorized by Virginia Code, §46.2-749.2:7, as part of its special license plate program. This plate is issued to supporters of dog and cat sterilization programs at a cost of \$25.00 per year in addition to the prescribed fee for vehicle registration. After the first 1,000 sets of plates are sold, \$15.00 of each fee is made available to the locality in which the vehicle is registered, to be used to support sterilization programs for dogs and cats. This money is set aside in a special fund titled the Dog and Cat Sterilization Fund for distribution to localities, regardless of the amount of funds involved. For Fiscal Year 2016, DMV's records indicate that your locality is due \$90.00 from this Fund.

Virginia Code §46.2-749.2:7 requires each locality to certify that this money will be used to support sterilization of dogs and cats. If your locality does not have a program for this purpose, the statute provides the locality options. You may make the funds available to any private, nonprofit sterilization program for dogs and cats in your locality or decline receipt of funds. Any funds that are declined shall be distributed to other affected localities on a pro rata basis.

Attached to this letter is a form to make your choice pertaining to the amount stated above. Complete the form and return it no later than December 20, 2016, to:

Financial Management Services
Department of Motor Vehicles
Post Office Box 25700
Richmond, Virginia 23260
Attn: Angela Bartlett, Room 714
Fax: (804) 367-6339

If the form is not received by the above date, it will be assumed that your locality is declining the funds. If you have any questions regarding the Animal Friendly Plate, the funds due your locality or about completing the Certification of Funds form FMS 225, please email DMV at accountspayable@dmv.virginia.gov.

With kindest regards.

Sincerely,

Richard D. Holcomb



RDH:kde

Attachment

Certification of Funds Dog and Cat Sterilization Fund

2016

The administrator or manager of the locality should complete this form by selecting the section that signifies the locality's choice regarding the acceptance of money from the Dog and Cat Sterilization Fund.

Please return this form with your Federal Employee Identification Number _____
to the Department of Motor Vehicles by December 20, 2016. (FEIN)

Option One: Acceptance of Funds

Town of Front Royal acknowledges that it is due funds from the Dog and Cat Sterilization Fund in the amount of \$_____ based on sales of the Animal Friendly license plate in Fiscal Year 2016. Furthermore, I certify that these funds will be used for the purpose of sterilization of dogs and cats as stated in Section 46.2-749.2:7 of the Code of Virginia.

Signature

Date

Print Name

Title

Option Two: Acceptance/Assignment of Funds (If more than one, please use a separate sheet)

Town of Front Royal acknowledges that it is due funds from the Dog and Cat Sterilization Fund in the amount of \$_____ based on sales of the Animal Friendly license plate in Fiscal Year 2016. This locality does not have a sterilization program, but will transfer the funds, in total, to _____
(Name and Address)

_____,
which is a private, non-profit group supporting the purposes of the Fund. I certify that these funds will be used by this organization for the purpose of sterilization of dogs and cats as stated in Section 46.2-749.2:7 of the Code of Virginia.

Signature

Date

Print Name

Title

Option Three: Decline Receipt of Funds

Town of Front Royal acknowledges that it is due funds from the Dog and Cat Sterilization Fund in the amount of \$_____ based on sales of the Animal Friendly license plate in Fiscal Year 2016. This locality does not wish to accept the funds for this year.

Signature

Date

Print Name

Title

To Whom It May Concern

The Virginia Department of Motor Vehicles is currently changing the financial system for payments and 1099 miscellaneous income reporting. We are updating our vendor records in order to ensure accuracy of payments and accurate tax information is available for IRS reporting.

To enable us to make this change as smooth as possible, please complete the attached required substitute W-9 form. Please return to the Virginia Department of Motor Vehicles via fax or email as listed below.

Fax: **804-367-6339** or Email: accountspayable@dmv.virginia.gov

Thank you for assisting us in this matter.

Marla Carroll & Andrea Harris
Accountants, Financial Services
Virginia Department of Motor Vehicles

Attachment

Form **W-9**

Commonwealth of Virginia
Substitute W-9 Form

Revised July 2014

Request for Taxpayer Identification Number and Certification



Section 1 - Taxpayer Identification

<input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN) _____	Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.
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Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions) _____	Legal Name: _____	
	Business Name: _____	

Entity Type	Entity Classification	Exemptions (see instructions)
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other	Exempt payee code (if any): (from backup withholding) _____ Exemption from FATCA reporting code (if any): _____

Contact Information		
Legal Address: City: State : Zip Code:	Name: _____ Email Address: _____ Business Phone: _____	
Remittance Address: City: State : Zip Code:	Fax Number: _____ Mobile Phone: _____ Alternate Phone: _____	

Section 2 - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification

Printed Name: _____		
Authorized U.S. Signature: _____		Date: _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain

payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see Section 2 Certification – Page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate Instructions for the Requestor of Form W-9 for more information.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the Instructions for the Requestor of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no

reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Section 1 - Taxpayer Identification

Check the appropriate Tax Identification Number (TIN) type. Enter your EIN/SSN in the space provided. If you are a resident alien and you do not have and /or are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, apply for a TIN immediately, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester. **Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Enter the TIN which coincides with the 'Legal Name' provided on the form.

- If you are an individual, check the "Social Security Number (SSN)" box and enter the SSN.
- If you are a Grantor or Revocable Trust, check the "Social Security Number (SSN)" box and enter the SSN of the Grantor.
- If you are a Resident Alien, check the "Social Security Number (SSN)" box and enter your SSN or

your ITIN (IRS Individual Taxpayer Identification Number).

d. If you are a Sole Proprietor, check the "Social Security Number (SSN)" box and enter the SSN of the sole proprietor.

e. If you are a Single-Member LLC that is disregarded as an entity, check the "Social Security Number (SSN)" box and enter the member's SSN.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

Vendors are requested to enter their **Dunn and Bradstreet Universal Numbering System (DUNS)**, if applicable. See number requirement below.

Dunn and Bradstreet Universal Numbering System (DUNS) number requirement. The United States Office of Management and Budget (OMB) requires all vendors that receive federal grant funds have their DUNS number recorded with and subsequently reported to the granting agency. If a contractor has multiple DUNS numbers the contractor should provide the primary number listed with the Federal government's Central Contractor Registration (CCR) at www.ccr.gov. Any entity that does not have a DUNS number can apply for one on-line at <http://www.dnb.com/us/> under the DNB D-U-N Number Tab.

Legal Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form. If you are using a name other than that which is listed on a Social Security Card, please enter the legal entity name **as filed with the IRS**. In general, enter the name shown on your income tax return. Do not enter a Disregarded Entity Name on this line.

Business Name. Business, Disregarded Entity, trade, or DBA ("doing business as") name.

Entity Type. Select the appropriate entity type.

Individual. If you are an individual, you must generally enter the name shown on your income tax return.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Legal Name" line. You may enter your business, trade, or

"doing business as (DBA)" name on the "Business Name" line.

Partnership. A partnership is an entity reflecting a relationship existing between two or more persons who join to carry on a trade or business. Enter the partnership entity's name on the "Legal Name" line. This name should match the name shown on the legal document creating the entity. You may enter your business, trade, or "doing business as (DBA) name on the "Business Name" line.

Trust. A legal entity that acts as fiduciary, agent or trustee on behalf of a person or business entity for the purpose of administration, management and the eventual transfer of assets to a beneficial party. Enter the name of the legal entity on the "Legal Name" line.

Estate. A separate legal entity created under state law solely to transfer property from one party to another. The entity is separated by law from both the grantor and the beneficiaries. Enter the name of the legal entity on the "Legal Name" line.

Government. The Government of any State, any Political Subdivision of any State, any Agency or Instrumentality of a State or of a Political Subdivision of a State.

Non-Profit. An organization that is organized and operated exclusively for exempt purposes and none of its earnings may inure to any private shareholder or individual.

Corporation. A company recognized by law as a single body with its own powers and liabilities, separate from those of the individual members. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

S-Corporation. A corporation that is taxed like a partnership: a corporation in which five or fewer people own at least half the stock. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

C-Corporation. A business that is taxed as a separate entity: a business taxed under Subchapter C of the Internal Revenue Code and legally distinct from its owners. Enter the entity's name on the "Legal Name" line and any trade or "doing business as (DBA)" name on the "Business Name" line.

Limited liability Company (LLC). An LLC with at least two members is classified as a partnership for federal income tax purposes unless it files Form 8832 and affirmatively elects to be treated as a corporation. Enter the name of the partnership or corporation. An LLC with only one member is treated as an entity disregarded as separate from its owner for income tax purposes (but as a separate

entity for purposes of employment tax and certain excise taxes), unless it files Form 8832 and affirmatively elects to be treated as a corporation. If you are a single-member LLC (including a foreign LLC with a domestic owner) that is **disregarded** as an entity separate from its owner, **enter the owner's name on the "Legal Name" line. Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Entity Classification. Select the appropriate classification type.

Contact Information. Enter your contact information.

Enter your **Legal Address.** Enter your **Remittance Address.** A **Remittance Address** is the location in which you or your entity receives business payments.

Enter your **Business Phone Number.** Enter your **Mobile Phone Number,** if applicable. Enter your **Fax Number,** if applicable. Enter your **Email Address.**

For clarification on IRS Guidelines, see www.irs.gov.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code below.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 - The United States or any of its agencies or instrumentalities
- 3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, or instrumentalities
- 4 - A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 - A corporation

- 6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 - A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 - A real estate investment trust
- 9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 - A common trust fund operated by a bank under section 584(a)
- 11 - A financial institution
- 12 - A middleman known in the investment community as a nominee or custodian
- 13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B - The United States or any of its agencies or instrumentalities
- C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D - A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G - A real estate investment trust
- H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I - A common trust fund as defined in section 584(a)
- J - A bank as defined in section 581
- K - A broker
- L - A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

Section 2 - Certification

To establish to the paying agent that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on Form W-9. You are being requested to sign by the Commonwealth of Virginia.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

Submission:

Commonwealth Vendor Group
 Post Office Box 1971
 Richmond, VA 23218-1971
 CVG@doa.virginia.gov
 804.823.2701 (fax)



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

Page 1
Item No. 7(B)

Meeting Date: November 14, 2016

Agenda Item: COUNCIL APPROVAL – Bid -Electrical Materials for Manassas Ave Substation

Summary: Council is requested to approve a bid for the purchase of electrical materials necessary for the construction of modifications to the Manassas Avenue Substation from three vendors: Substation Enterprises in the amount of \$78,274.00 for 34.5kV switching station structure modifications; Siemens Industry in the amount of \$56,236.00 for (2) 38kV vacuum circuit breakers and Birmingham Controls in the amount of \$49,995.00 for (1) station metering and protection panel, for a total award of \$184,505.00.

Budget/Funding: Electric Department FY17 budget line item 9401-47937

Attachments: Memorandum/Quotation Tabulation from Purchasing Agent; Memorandum form Director of Energy Services and letter from Southeastern Consulting Engineers, Inc.

Meetings: None

Staff

Recommendation: Approval X Denial

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

Proposed Motion: I move that Council approve a bid for the purchase of electrical materials necessary for the construction of modifications to the Manassas Avenue Substation from three vendors: Substation Enterprises in the amount of \$78,274.00 for 34.5kV switching station structure modifications; Siemens Industry in the amount of \$56,236.00 for (2) 38kV vacuum circuit breakers and Birmingham Controls in the amount of \$49,995.00 for (1) station metering and protection panel, for a total award of \$184,505.00.

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

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

Approved By: SB



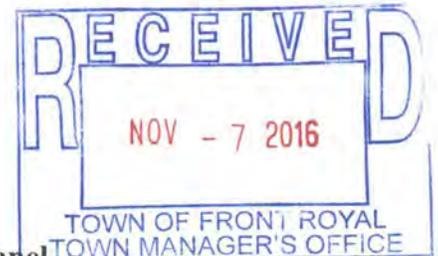
MEMORANDUM

Date: November 3, 2016
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Wednesday, September 28, 2016, I held a bid opening for the purchase of electrical materials necessary for the construction of modifications to the Manassas Avenue Substation. I received eight (8) responses (see attached tabulation sheet). The specifications for the materials were generated by the Town's electrical consulting firm, Southeastern Consulting Engineers. After opening the bids, I conveyed them to Southeastern for review and recommendation. I have attached their letter of recommendation, along with a memo from Joe Waltz, Director of Energy Services, agreeing to their recommendation. Due to the dollar amount, the awards will need Town Council approval before I can generate Purchase Orders for the materials. Please add this to the November 14, 2016 agenda for their action.

The award for electrical materials for modifications to the Manassas Avenue Substation project is to be divided among three (3) vendors, as follows:

- | | |
|----------------|---|
| Schedule I – | 34.5kV Switching Station Structure Modifications
<u>Substation Enterprises - \$78,274.00</u> |
| Schedule II – | (2) 38kV Vacuum Circuit Breakers
<u>Siemens Industry - \$56,236.00</u> |
| Schedule III – | (1) Station Metering and Protection Panel
<u>Birmingham Controls - \$49,995.00</u> |

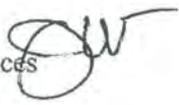


The total cost for the award of these bids will be \$184,505.00. Funding for this project is allocated in the Electric Department FY17 budget, line item 9401-47937.



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

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

To: Cindy Hartman, Purchasing Manager
From: Joseph Waltz, Director of Energy Services 
Date: November 1, 2016
Re: Recommendation on material bid for Manassas Substation upgrades

I have reviewed and recommend approval of Southeastern's material bid recommendation for the Manassas High-side upgrades dated October 19, 2016, which is attached. The project was approved in the FY16-17 budget for a capital cost of \$223,000 to include professional services, material cost and construction. The bid for substation materials is \$184,505 and is in budget with projected overall project cost.

Please place this item on the consent agenda for Town Council approval on November 14, 2016. If you have question, please feel free to contact me.



Southeastern Consulting Engineers, Inc.

October 19, 2016

Mr. Joe Waltz
Town of Front Royal
P. o. Box 1560
Front Royal, Virginia 22630

Ref.: Material Bid Recommendations
Manassas High Side Upgrades

Dear Joe:

The Town received proposals on September 28, 2016, from nine suppliers and representatives solicited for providing electrical material necessary for modifications to the Manassas Substation.

A tabulation of the bids received for the project is enclosed.

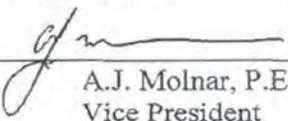
We have evaluated each item quoted based on compliance with the specifications, cost, and delivery. We recommend that the Town accept the proposal from the following vendors and authorize us to prepare the necessary contract documents.

	<u>Recommended Bidder</u>	<u>Proposal Price</u> <u>w/o Taxes</u>
Schedule I - Station Structure Modifications	Substation Enterprises	\$78,274.00
Schedule II - 38 KV Vacuum Breakers	Siemens Industry	\$56,236.00
Schedule III - Metering and Protection Panel	Birmingham Control System	<u>\$49,995.00</u>
	Total All Schedules	\$184,505.00

Please let us know if you have any questions.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By 
A.J. Molnar, P.E.
Vice President

AJM/lc
Enclosure
cc: Mrs. Cindy Hartman

600 MINUET LANE P.O. BOX 240436 CHARLOTTE, NC 28224
PHONE: (704) 523-6045 FAX: (704) 523-8317

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: UPGRADE HIGH SIDE OF MANASSAS AVE. SUBSTATION

Quotation: N/A - SE ENGINEERS

Date: September 28, 2016

Mailed : 20

Replied: 9

WESCO - N/Q

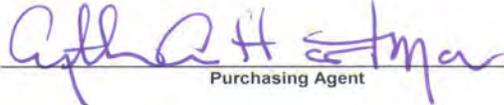
Vendor Quotation

	ANIXTER	ABB	ELECTRICAL POWER PRODUCTS	SCHWEITZER ENGINEERING LABORATORIES	SIEMENS INDUSTRY	SUBSTATION ENTERPRISES	PEAK SUBSTATION SERVICES	BIRMINGHAM CONTROL SYSTEMS	KEYSTONE ELECTRICAL MFG.
QUANTITY		QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION
ELECTRICAL MATERIALS TO BE USED FOR MODIFICATIONS TO MANASSAS AVENUE SUBSTATION									
SCHEDULE 1: 34.5 KV STRUCTURE MODIFICATIONS	\$64,735.58 (INCOMPLETE)	N/Q	N/Q	N/Q	N/Q	\$78,274.00	\$79,180.00	N/Q	N/Q
SCHEDULE 2: (2) 38 KV VACUUM BREAKERS CIRCUIT	\$74,569.42	\$61,344.00	N/Q	N/Q	\$56,236.00	N/Q	N/Q	N/Q	N/Q
SCHEDULE 3: METERING AND PROTECTION PANEL PANEL	N/Q	N/Q	\$61,176.00	\$53,890.00	N/Q	N/Q	N/Q	\$49,995.00	\$52,412.31
TOTAL QUOTATION									

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness


Purchasing Agent



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

Page 1
Item No. 7(C)

Meeting Date: November 14, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment for CDBG Downtown Revitalization Grant Monies

Summary: On March 23, 2015, Council approved an application for a Community Development Block Grant (CDBG) offered through the Virginia Department of Housing and Community Development (DHCD). Council approved a portion of these grant monies on May 9, 2016. Council is requested to approve a Budget Amendment to accept the remainder of the Community Grant Monies in the amount of \$24,500 to offset payments to vendors for re-branding, revitalization, architectural and other services related to grant funding.

Budget/Funding: 1000-3310010 – General Fund – Grant Proceeds
8101-43002 – Planning & Zoning – Professional Services

Attachments: None

Meetings: None

Staff

Recommendation: Approval X Denial

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

Proposed Motion: I move that Council approve a budget amendment in the amount of \$24,500 from the Virginia Department of Housing and Community Development (DHCD) for a Community Development Block Grant (CDBG) to offset payments to vendors for rebranding, revitalization, architectural and other services related to grant funding.

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

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

Approved By: SB



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

Page 1
Item No. 8

Meeting Date: November 14, 2016

Agenda Item: COUNCIL APPROVAL – Ordinance Confirming Sale of Town-Owned Real Estate - 24 W Main Street

Summary: Council is requested to approve an ordinance confirming the sale of the Town's improved real estate located at 24 W. Main Street. At the October 24, 2016 Council meeting, Council received public input pertaining to the possible sale of the Town's improved real estate located at 24 W Main Street and approved a resolution authorizing the sale.

Budget/Funding: None

Attachments: Resolution, Ad, Ordinance

Meetings: Public Hearing held October 24, 2016

Staff

Recommendation: Approval X Denial

Proposed Motion: I move that Council approve an Ordinance confirming the sale of the Town's-owned real estate located at 24 W. Main Street to _____ in the amount of _____.

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
INVITATION FOR BID #38
SALE OF TOWN PROPERTY

Pursuant to the Town of Front Royal Town Code Section 1-22.A, notice is hereby given that during their regular meeting held October 24, 2016, the Town Council approved the possible sale of a 0.3857 acre property located at 24 West Main Street (former Police Department building), Town of Front Royal, Warren County, Virginia, Tax Map 20A7 4 13 "Property", on an "As IS/Where is" basis, and in its present condition. The Town makes no warranties or representations as to the condition of the property except as to title. 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. Town Council determined that said property is surplus, the Town no longer desires to maintain it, and its vacation and sale to a private owner would not inconvenience the public. Council has received an offer that has been determined to be reasonable and fair, and will result in the reuse of the property for commercial use to the benefit of the Town as a whole. Copies of the Town's policy as to sale of its real estate is governed by the Town Code, available for inspection on its website www.frontroyalva.com, and at the office of the Town Manager located on the second floor of the Town Hall, 102 East Main Street, Front Royal, Virginia 22630.

Sealed bids will be received in the Purchasing Department until 4:00 P.M., local prevailing time, Monday, November 14, 2016. Fax or email bids will not be accepted. The Town of Front Royal is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the bidder to ensure that its quotation reaches the Town of Front Royal Purchasing Department by the designated date and hour.

Bids are to be mailed to Town of Front Royal. ATTN: Cynthia A. Hartman, Purchasing Agent, P.O. Box 1560, Front Royal, VA 22630. Bids may also be hand delivered until the scheduled date and time shown above to the Purchasing Department, 102 E. Main Street, Front Royal. The outermost envelope for which a bid is contained therein must be clearly marked "SEALED BID - SURPLUS PROPERTY". All bids will remain sealed and in the hands of the Purchasing Agent until the next regular Town Council meeting.

Quotations will be opened during the regular Town Council meeting to be held on Monday, November 14, 2016. At that time, Council will accept or reject bid offers. The best and highest bid offered may be accepted by Town Council in its discretion.

All bidders agree that if successful in purchasing the property, cash money is to be paid at closing.



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:

[Signature of Timothy W. Darr]
Timothy W. Darr, Mayor

Attest:

[Signature of Jennifer E. Berry]
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 10-24-16 2016, upon the following recorded vote:

Hollis L. Tharpe Yes/No

Bret W. Hrbek Yes/No

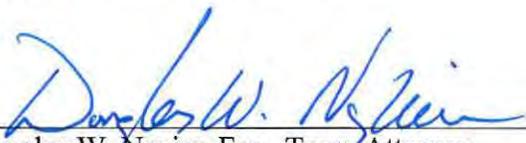
Eugene R. Tewalt Yes/No

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: 10-24-16

ORDINANCE

WHEREAS, the Town Council of the Town of Front Royal has received a bid from _____ in the amount of _____ Dollars (\$_____ .00) seeking a conveyance in fee simple of the Town’s improved real estate, with all rights appertaining thereto, located at 24 West Main Street, Town of Front Royal, County of Warren, the same having a **TAX MAP NUMBER 20A7 4 13** (the “Property”).

WHEREAS, Town Council has previously, on October 24, 2016, adopted a Resolution to set the terms of the sale of this real estate, according to the requirements contained in Town Code Section 1-22 A. 2., and has this date conducted a fully advertised Public Hearing as to whether or not this conveyance is in the best interests of the Town.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Front Royal, Virginia, in accordance with Va. Code § 15.2-2100, *et seq.*, and in accordance with Town Code Section 1-22 A. that the conveyance of the aforesaid real estate to _____ with Special Warranty of Title, is hereby authorized according to the terms and conditions set forth in the Resolution of Town Council previously described; AND BE IT, FURTHER, ORDAINED that the Mayor is hereby designated and authorized to execute a Deed with Special Warranty of Title for the said real to _____ on behalf of Town Council, a copy of the aforesaid plat to be attached to said Deed.

For the purposes set forth in Section 4-4 E. of the Town Code, and in accordance with Section 1-22 A. 4. of the Town Code, this Ordinance is hereby designated as “routine”, and shall be in full force and effect at the time of its adoption.

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on November 14, 2016, upon the following recorded vote to become effective immediately.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

Bébhinn C. Egger Yes/No

Bret W. Hrbek Yes/No

John P. Connolly Yes/No

Hollis L. Tharpe Yes/No

Eugene R. Tewalt Yes/No

Jacob L. Meza Yes/No

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

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____



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

Page 1
Item No. 9

Meeting Date: November 14, 2016

Agenda Item: COUNCIL APPROVAL – Special Use Permit – Royal Lane Apartments *(2nd Read)*

Summary: Council is requested to adopt on its second and final 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 recommended nine conditions as presented in the Staff Report.

Budget/Funding: None

Attachments: Staff Report and Several Attachments

Meetings: Work Session held October 3, 2016. Public Hearing held October 24, 2016.

Staff Recommendation: Approval X Denial

Proposed Motion: I move that Council adopt on its second and final 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 recommended nine conditions 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

**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)

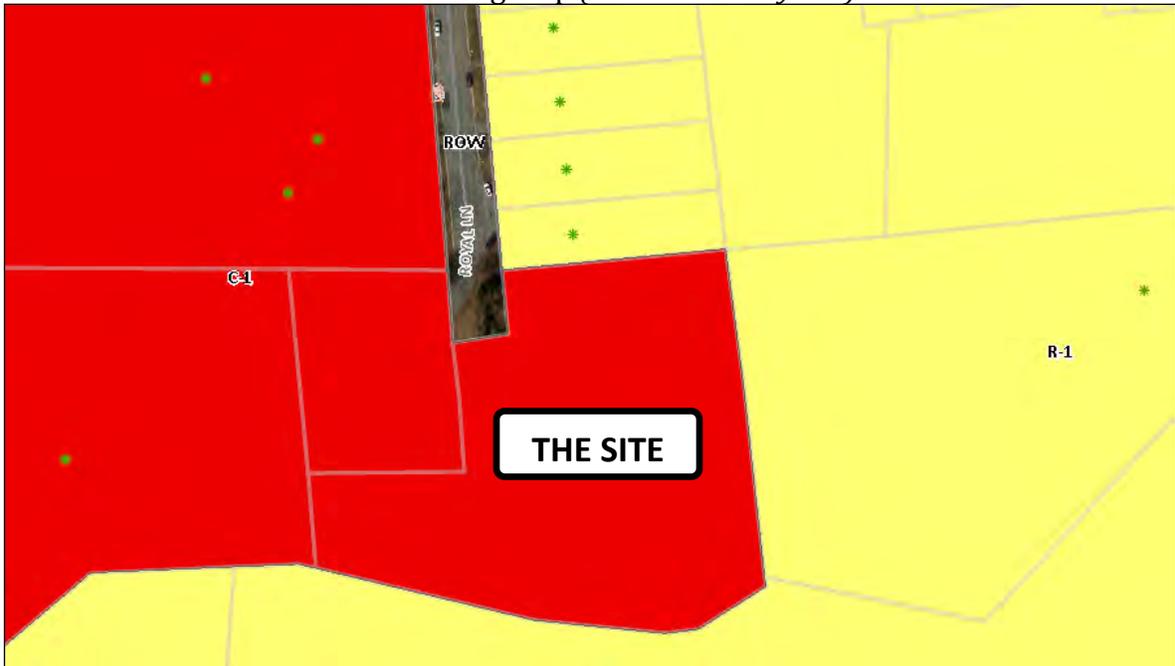


ILLUSTRATIONS

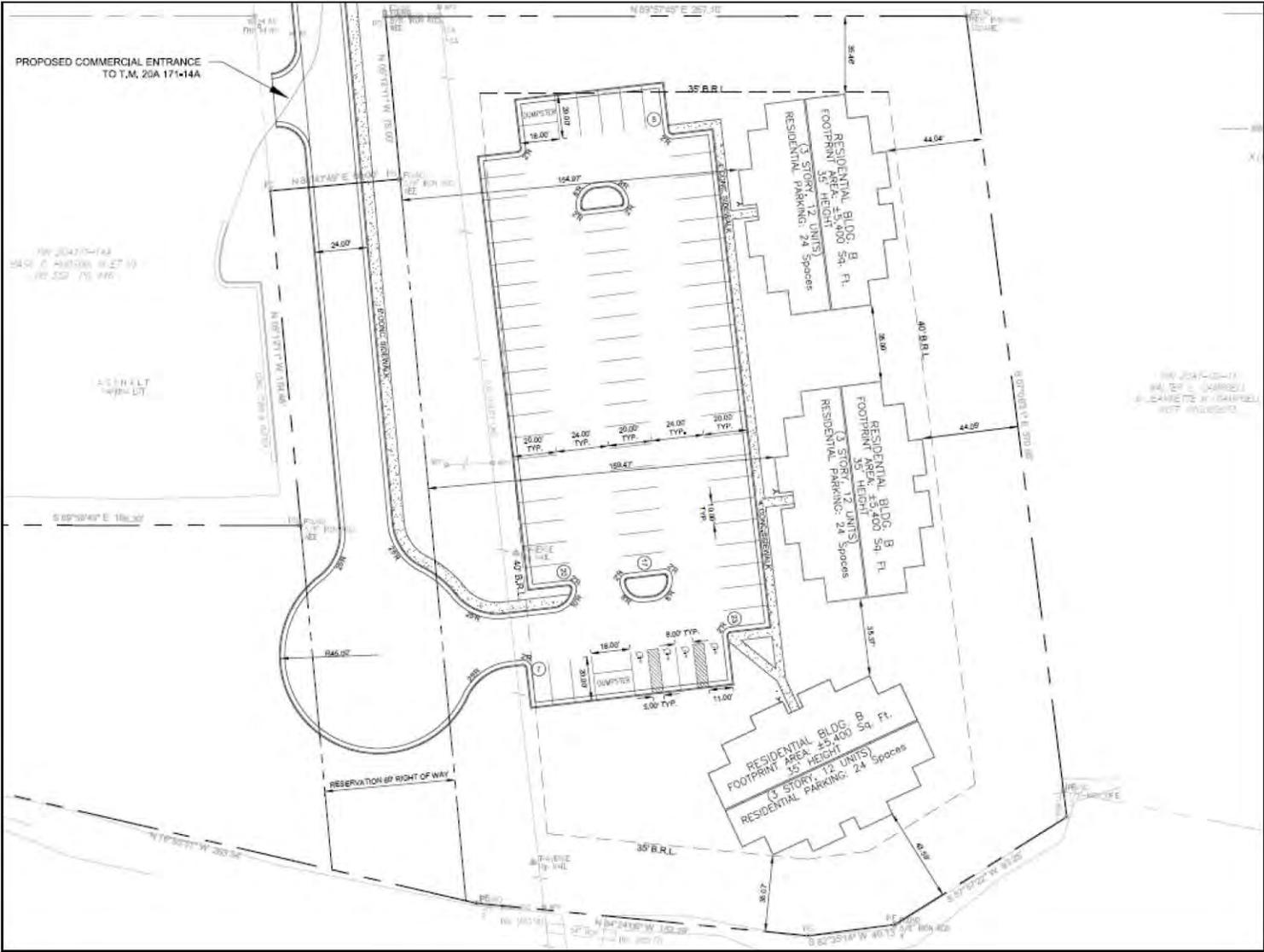
Aerial Map (Warren County GIS)

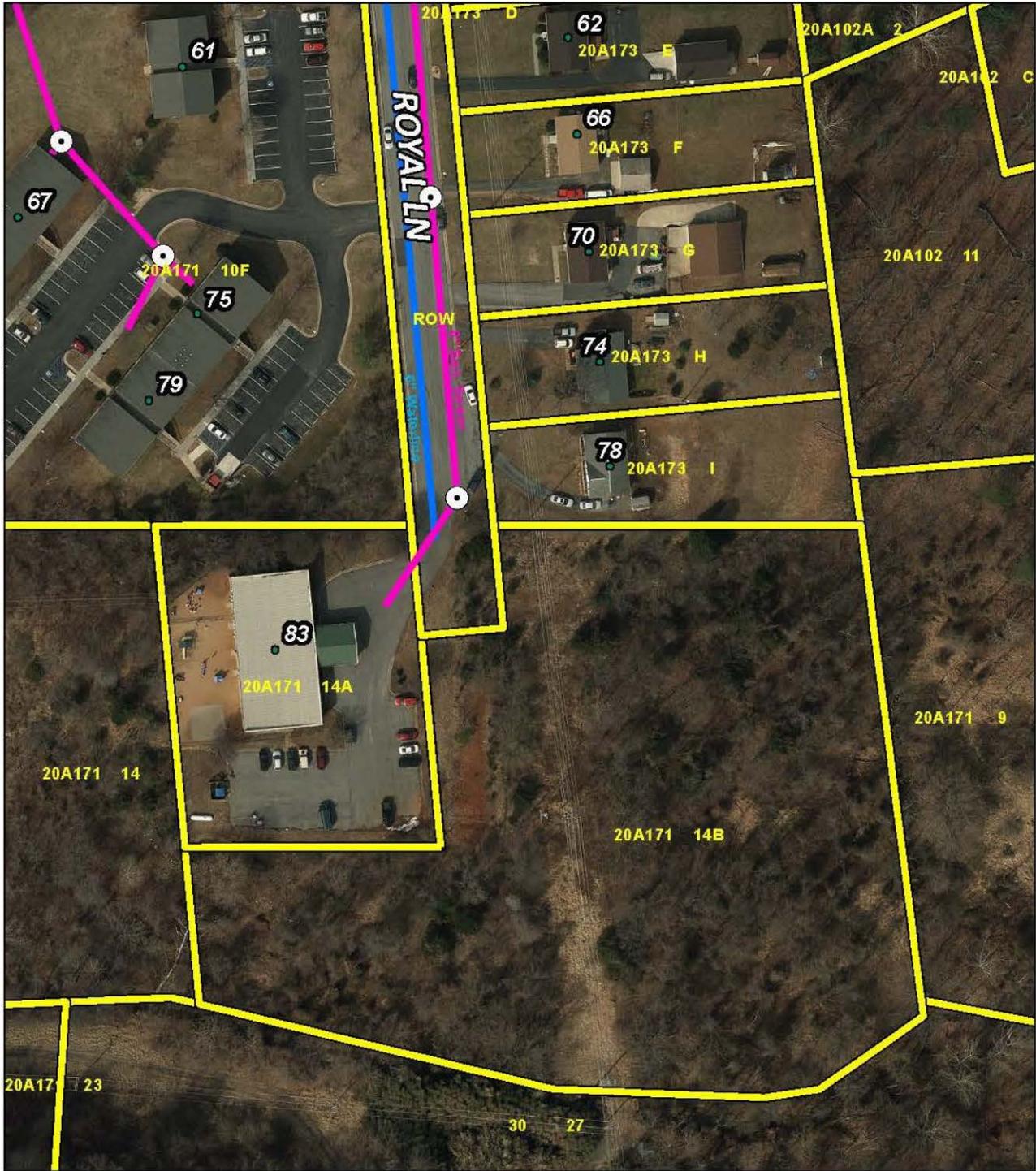


Town Zoning Map (Warren County GIS)



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"> Sanitary Sewer Line Sanitary Sewer Manhole Waterline Town_Parcels_2016 	<p>AERIAL MAPPING</p> <h2 style="color: green;">ROYAL LANE</h2> <p>TOWN OF FRONT ROYAL, VIRGINIA</p>
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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

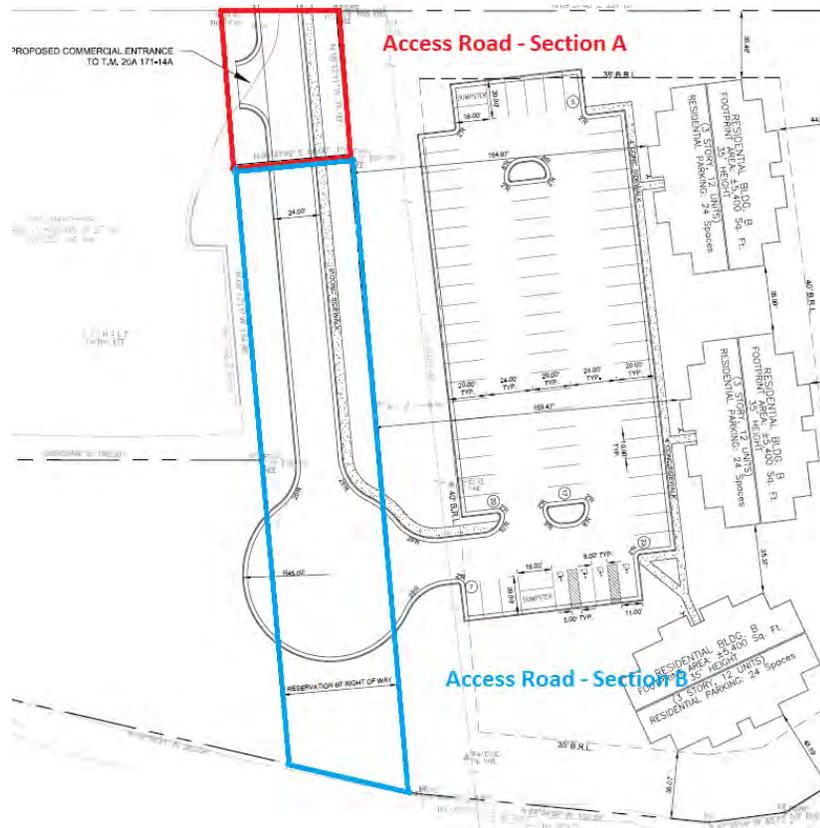
The preliminary site plan is attached with this report (See **Attachment 3**).

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.

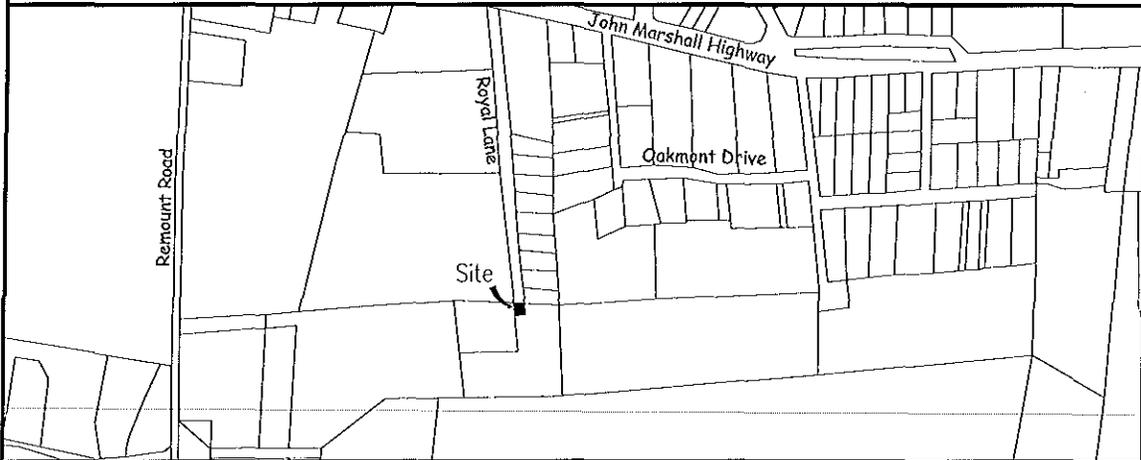
Attachments to Staff Report:

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

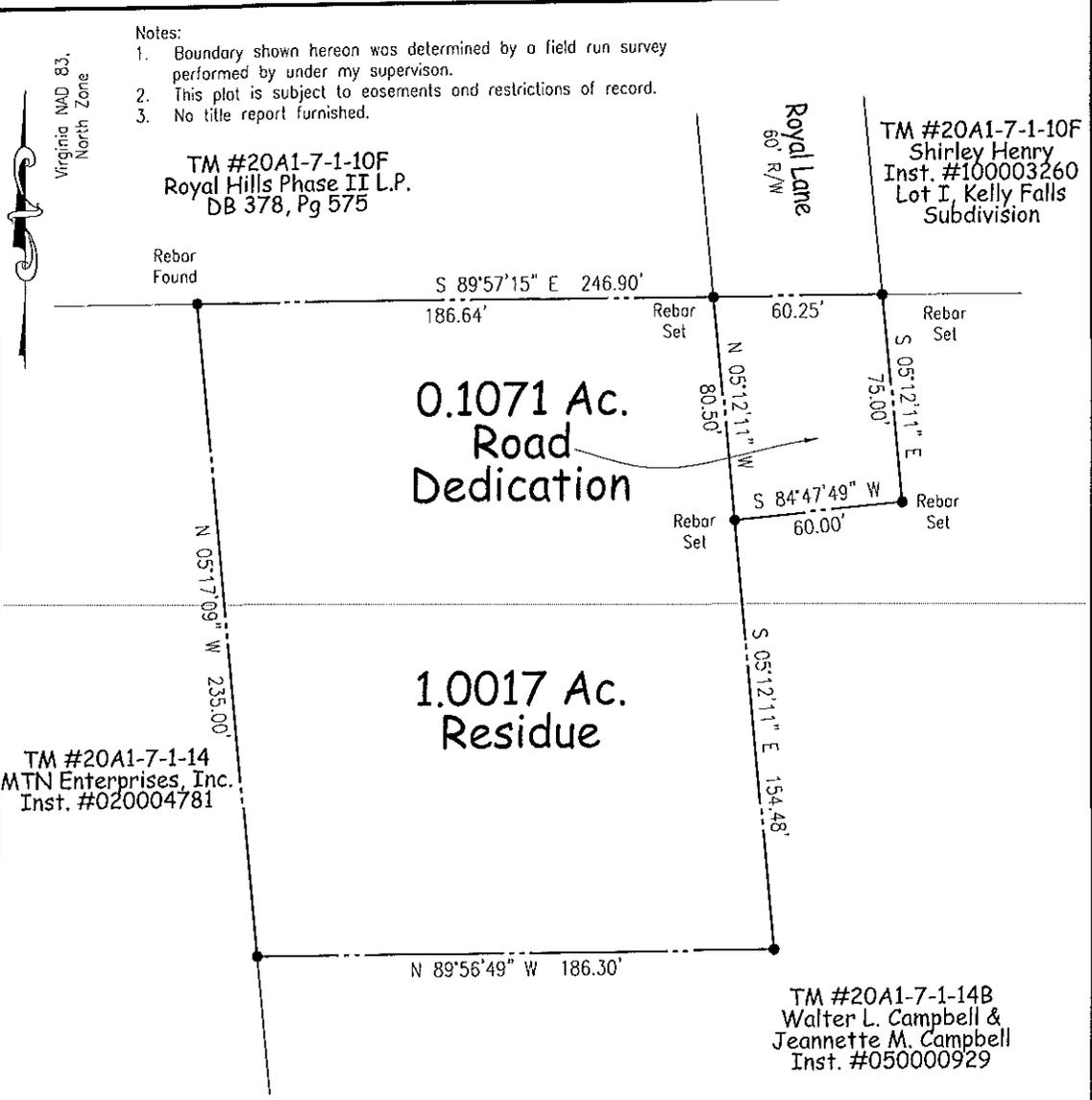
This Road Dedication is approved by the undersigned in accordance with existing subdivision regulations and may be admitted to record.

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

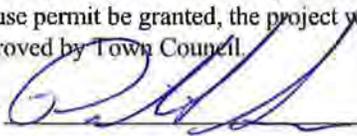
SPECIFIC SPECIAL USE PERMIT REQUEST Three 12 unit apartment buildings

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

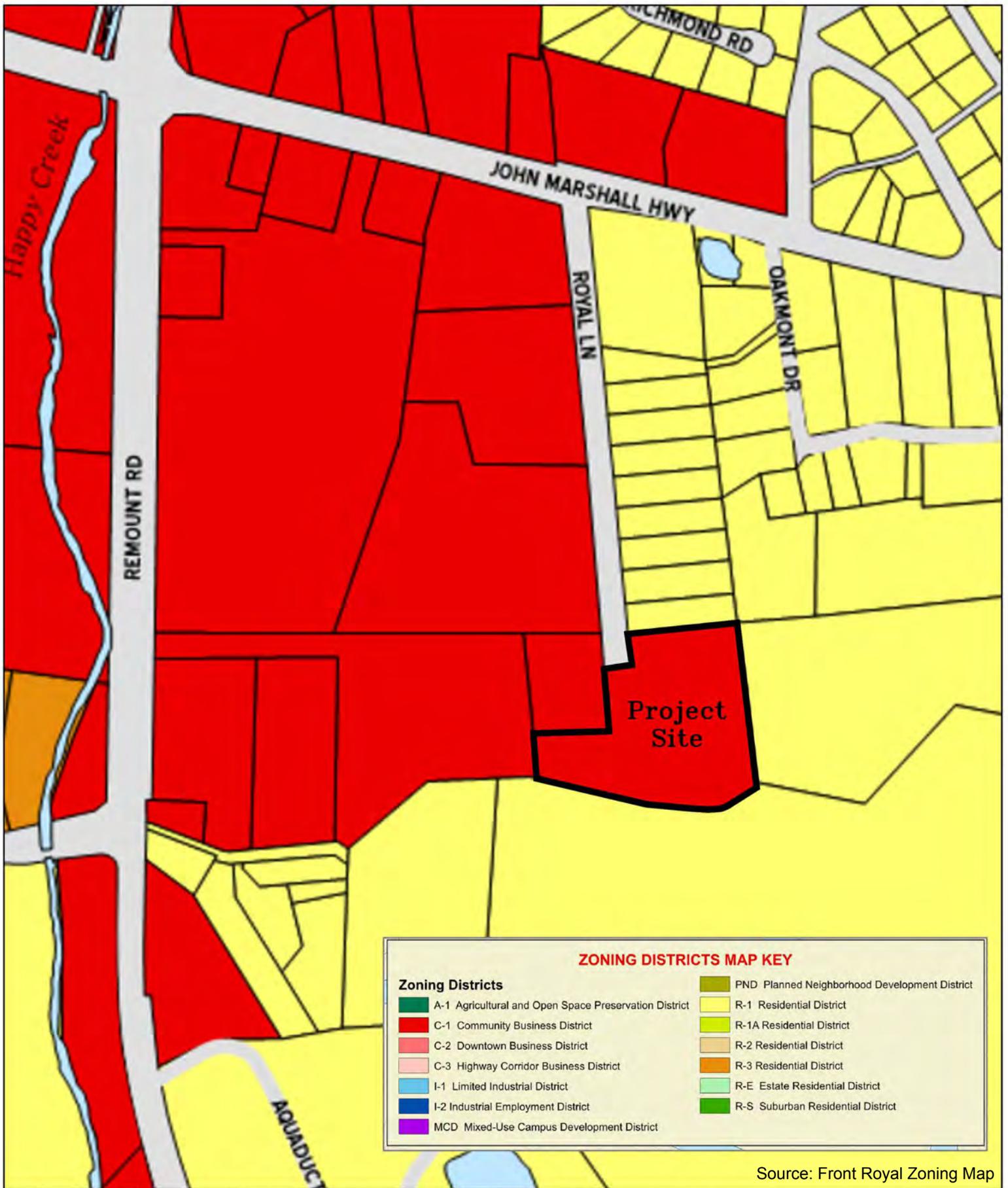
PENNONI ASSOCIATES INC.

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-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

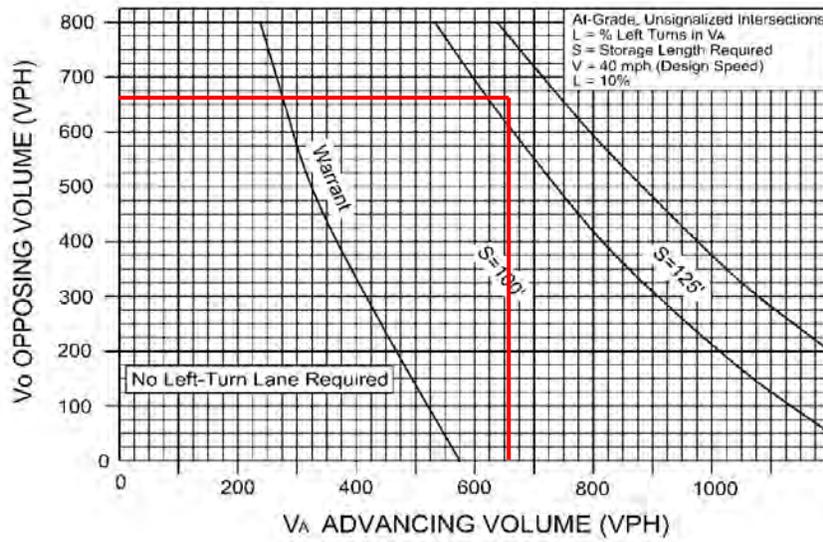
Access to the Property would be provided by an extension of Royal Lane into the Property. Currently, Royal Lane terminates at the northern property boundary. The proposed development plan would extend Royal through the Property to a cul-de-sac near the southern site boundary. A reserve area will be provided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

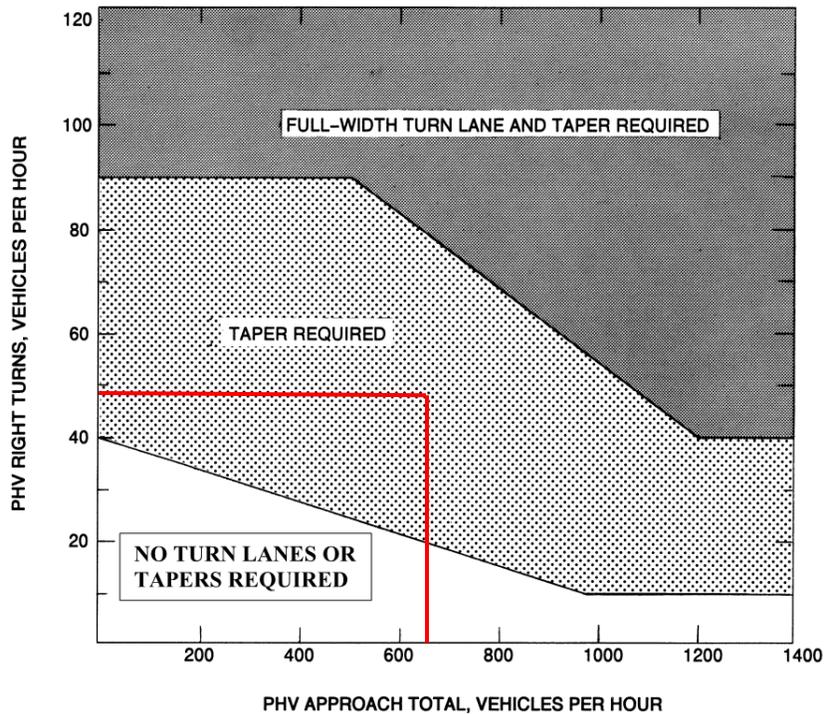
2014 VDOT traffic data identifies 12,000 total trips on John Marshall Highway at Royal Lane. Assuming a 50/50 split between eastbound and westbound trips results in 6,000 eastbound and 6,000 westbound trips resulting in 660 peak hour trips in each direction. Utilizing the VDOT Road Design Manual and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

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 List Table	
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

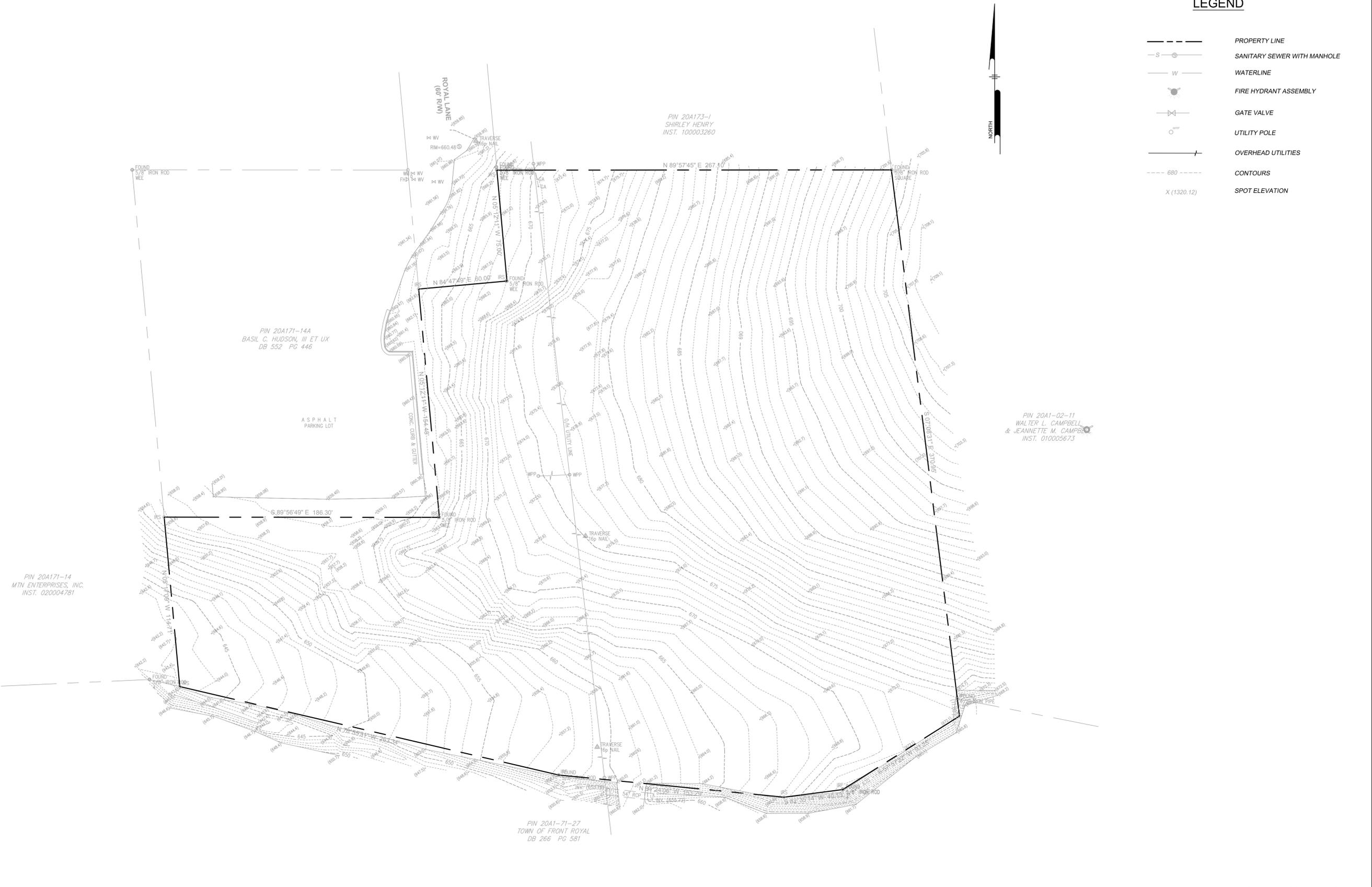
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ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE
PROJECT. THEY ARE NOT INTENDED OR REPRESENTED
TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON
THE EXTENSIONS OF THE PROJECT OR ON ANY OTHER
PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION
OR ADAPTATION BY 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

K:\PROJECTS\WRRN1402\Royal Lane Apartments\CS0001_PrelimSitePlan.dwg PLOTTED: 3/29/16 1:07 PM BY: James Spitzer PROJECT STATUS: FOOTSTYLE: Pennoni NCS.dwg

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 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

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

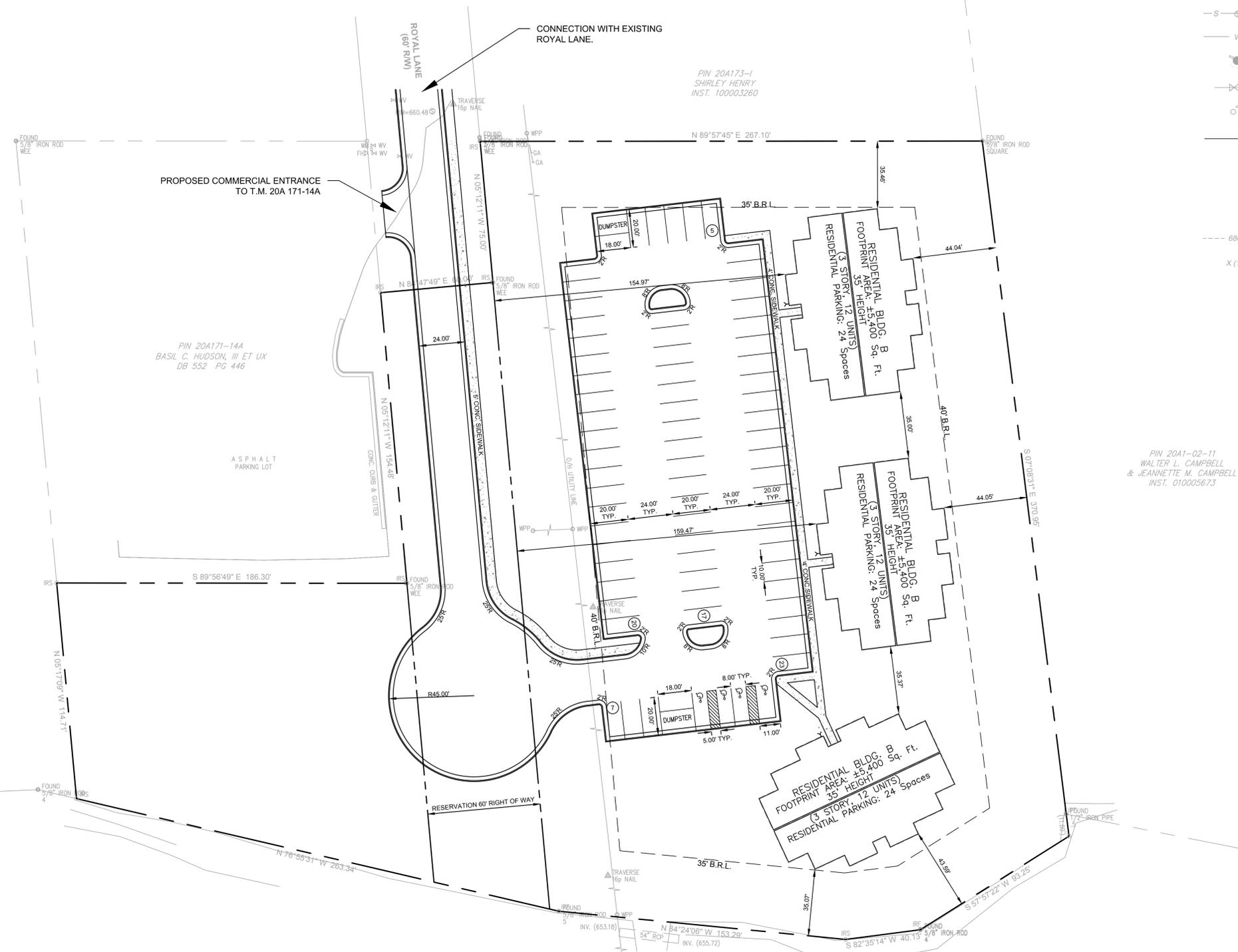
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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	AS SHOWN
DRAWN BY	KLM
APPROVED BY	RMM



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
—	—	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

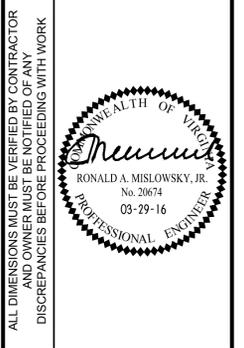
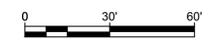
BUILDING COVERAGE PERMITTED 50% MAX.
 BUILDING COVERAGE PROVIDED 10.3%

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



NO.	DATE	REVISIONS	BY

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

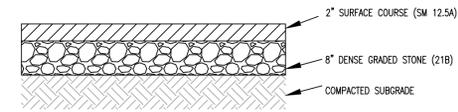
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NO.	DATE	REVISIONS	BY

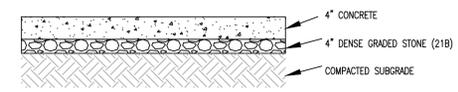
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PROJECT	WRRN1402
DATE	2016-03-29
DRAWING SCALE	AS SHOWN
DRAWN BY	KLM
APPROVED BY	RMM

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

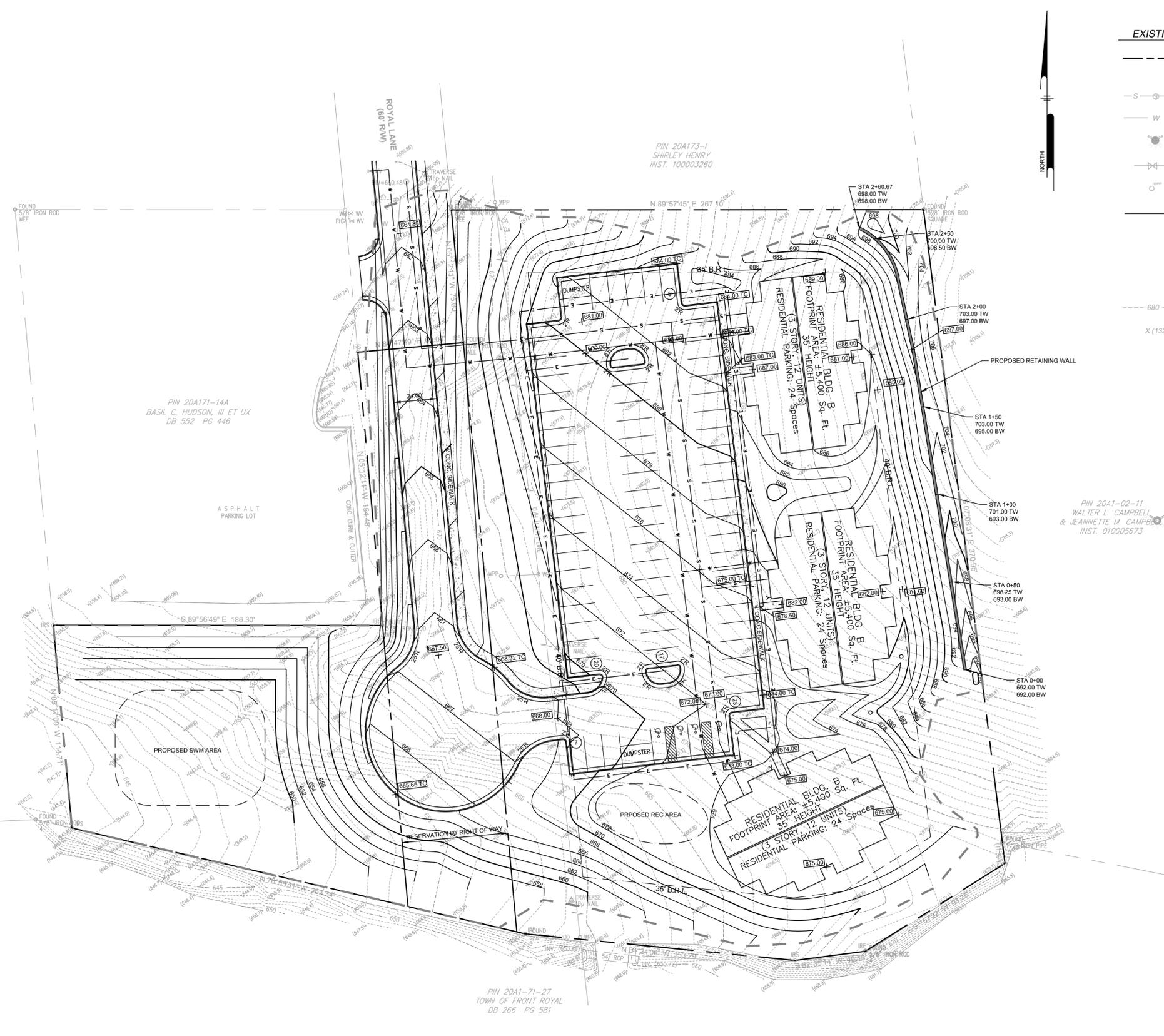
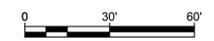


SECTION FOR STD. DUTY ASPHALT PAVEMENT
 N.T.S.



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: Pennon VCS-4b
 K:\PROJECTS\WRRN1402\Royal Lane Apartments\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



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

Page 1
Item No. 10

Meeting Date: November 14, 2016

Agenda Item: COUNCIL APPOINTMENT – Interim Town Manager

Summary: Council is requested to appoint _____ as Interim Town Manager beginning November 26, 2016 at an annual salary of _____.

Budget/Funding: None

Attachments: None

Meetings: None

Staff Recommendation: Approval X Denial _____

Proposed Motion: I move that Council appoint _____ at Interim Town Manager beginning November 26, 2016 at an annual salary of _____.

*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