



TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, January 9, 2023 @ 6:00PM in the Town Hall Conference Room

The following minutes are a summary of items on the agenda.

This meeting may be viewed in its entirety by accessing the video of the same date online via the Town’s website at www.frontroyalva.com

ROLL CALL BY CLERK OF COUNCIL

- PRESENT: Mayor Lori A. Cockrell
 Councilman Joshua L. Ingram
 Councilwoman Amber F. Morris
 Councilman H. Bruce Rappaport
 Councilman Duane R. “Skip” Rogers
 Councilman R. Wayne Sealock
- IN ATTENDANCE: Clerk of Council Tina L. Presley
 Town Manager Joseph E. Waltz
 Town Attorney George M. Sonnett, Jr.

Council to Select a Date for the Holding of a Special election to Fill the Council Seat Vacated by Mayor Lori Cockrell Upon Assuming the Office of Mayor on January 1, 2023.

Councilwoman Morris moved seconded by Councilman Sealock that Council direct the Town Attorney to petition the Warren County Circuit Court to issue a writ of election to be held on the date of the next general election which is the Tuesday next after the first Monday in November.

Councilwoman Morris mentioned that if the special election were held outside the general election in November, it would cost the Town approximately \$30,000.

- Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers and Sealock
 No – N/A
 Absent – N/A
 Abstain – N/A

ROLL CALL

Appointment of Vice Mayor

Mayor Cockrell reminded Council that the could either nominate councilmembers or read the motion as presented and insert a name.

Councilman Rappaport moved seconded by Councilwoman Morris that Council appoint Councilman Sealock as Vice Mayor of the Town of Front Royal, said term to expire December 31, 2024.

- Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers and Sealock
 No – N/A
 Absent – N/A Abstain – N/A

ROLL CALL

Order of Business for 2023 Regular Council Meetings

Councilwoman Morris moved seconded by Councilman Sealock that Council approve the order of business for regular Council meetings for 2023 as presented.

Councilwoman Morris advised that she was satisfied with the way business was conducted with the current order.

Councilmen Ingram and Sealock noted that they were familiar with the order as it was similar to the Planning Commission and Board of Zoning Appeals orders.

Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers and Sealock

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION TO THE AGENDA

Councilwoman Morris moved seconded by Councilman Rogers to add agenda item “Proclamation for Recognition of Reverend James M. Kilby” to the agenda as #5.

Mayor Cockrell advised that Mr. Kilby was an active member of the community and that tonight’s proclamation, upon approval, would be shared at his funeral tomorrow. She sent prayers to the family.

Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers and Sealock

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Meeting adjourned at 6:15pm.

Approved by Town Council

Date: _____



TOWN COUNCIL WORK SESSION MINUTES

Monday, January 9, 2023

Town Hall Conference Room

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ROLL CALL BY CLERK OF COUNCIL

PRESENT: Mayor Lori A. Cockrell
Councilman Joshua L. Ingram
Councilwoman Amber F. Morris
Councilman H. Bruce Rappaport
Councilman Duane R. "Skip" Rogers
Councilman R. Wayne Sealock

IN ATTENDANCE: Clerk of Council Tina L. Presley
Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.
Members of Staff and the Press

ITEMS SLATED FOR PUBLIC HEARINGS ON JANUARY 23RD REGULAR MEETING

Special Use Permit for Short-Term Rental at 309 E Prospect St – Yaohua Gu – Planning Director Lauren Kopishke gave a brief overview of the application, noting that there was appropriate parking and that the Planning Commission had recommended approval. Councilman Rappaport drew attention to "Specific Property Details" namely the spruce tree and the availability of short- and long-term rental for the property. Ms. Kopishke advised that the applicant wanted the flexibility of short- and long-term rental use. She explained that short-term use was fourteen (14) consecutive days and an inspection of the property would occur if there was a complaint that required investigating. Councilman Sealock suggested that the fire department number be removed from the application as that was the office number to the fire department on Commerce Avenue. He suggested using the Warren County Sheriff's Department. Ms. Kopishke advised that the Town's ordinance permits no more than ten (10) occupants in a short-term rental which is two (2) individuals per bedroom. Councilman Rappaport noted that he would like to review Special Use Permits for Short-Term Rentals in R-1.

Special Use Permit for Short-Term Rental at 302 Blue Ridge Avenue – Luskey Properties – Ms. Kopishke gave a brief overview of the application, noting that it was a whole house rental and the Planning Commission had recommended approval.

Amend Previously Approved Proffers for Anna Swan Est – Joe Silek for HEPTAD LLC – Ms. Kopishke advised Council the changes included: single-family detached homes were reduced from 450 to 345; 165 townhomes were included; lot size was increased; various text changes and the Planning Commission recommended approval with conditions. Councilman Rappaport questioned how parking would be handled for the townhomes. Ms. Kopishke advised there would be two (2) parking spaces per unit or a parking lot but reminded Council that this would be addressed at the site plan level. There was much discussion

about the project including the need for money to be dedicated to the renovation of schools instead of offering a park; impact study, stormwater mitigation and road access to connect to Westminster Drive. Ms. Kopishke advised that the connector could be a condition for approval. There were questions surrounding density bonus, common area and creation of a Homeowners Association (HOA). Ms. Kopishe reiterated that all the questions that Council was currently asking would be explained and laid out in the site plans. Joe advised that he would follow up with outside counsel regarding off-site Swan Estates Drive to existing Westminster Drive. (pg 5 section 3.2).

Public Input for Board of Architectural (BAR) Appeal – Ms. Kopishke gave an overview of the appeal including the timeline of when the original building was constructed along with the various additions over the years. She noted that the addition with terracotta was significantly deteriorated. Mayor Cockrell reminded Council that they only focus on whether to agree with the BAR’s decision on the appeal or not. Councilwoman Morris voiced concern over Council not knowing what the future holds for the building if the demolition was approved, explaining that she understood that the owner could demolish the building in one year. Ms Kopishke confirmed this, and Town Attorney George Sonnett noted that there was a sliding scale modeled after state law as an alternative avenue for owners to let the market speak for demolition criteria. There was much discussion about by-right uses and structural concerns of the building. Mayor Cockrell reiterated that Council, on January 23rd, was to vote on overturning the BAR decision or agree with it. Councilwoman Morris reiterated that a decision could not be made without a vision from the applicant on what would happen after demolition.

Public Input for Vacation of Portion of Alley for Holloway – Town Manager Joe Waltz showed Council a presentation on the new Vacation of Town Right-of-Way Policy revised by staff which was item #5 of tonight’s agenda. He noted the new internal process stressing it would take approximately 90 days to complete an entire vacation. Mr. Waltz then gave an overview of the applicant’s request to vacate a portion of an alleyway and where staff was in the process of this application. Councilman Rappaport noted that the alley was grown up and questioned whether it was the Town’s responsibility that citizens gain access to their properties through the alley. Mr. Waltz advised that it was not part of the process to determine whether alleys were accommodating to residents, fire and rescue services or access for other means, noting that the only focus was whether Town services would be hindered by approval of the vacation. Councilman Ingram questioned the drainage issue. Mr. Waltz advised that it would be addressed during the planning process of any construction that would occur on the property.

REVIEW TOWN BUDGET PROCESS & FY24 BUDGETARY ITEMS FOR REVIEW – Finance Director BJ Wilson gave a presentation of the budget process along with the highlights of the budget for FY24. Council was encouraged to reach out to Mr. Wilson if there were any questions. Mr. Sealock questioned the asphalt roller. Councilwoman Morris questioned funding for the installation of a sidewalk on Criser Road with possibly asking the Shenandoah National Park for funding assistance. Mr. Waltz advised Council of the upcoming Fleet Replacement Plan he was working on.

ITEMS SLATED FOR CONSENT AGENDA FOR NOVEMBER 28TH REGULAR COUNCIL MEETING

Purchase of Cab and Chassis for Public Works Department – Purchasing Manger Michelle Campbell gave Council a brief overview of the purchase and that it would be on Council’s January 23rd agenda for their approval. There was no discussion.

Bid for Thermoplastic Pavement Markings – REMOVED

Bid for SS Dump Bed Body – Ms. Campbell gave a brief overview of the purchase and that it would be on Council's January 23rd agenda for approval. There was no discussion.

UPDATE COUNCIL ON REVISIONS TO THE POLICY FOR VACATION OF PUBLIC RIGHTS OF WAY – Moved to Item #2E.

VARIOUS COUNCIL APPOINTMENTS – The following members of Council agreed to serve:

- Northern Shenandoah Valley Regional Commission Elected Representative – Councilman Sealock
- Audit/Finance Committee – Councilmembers Morris and Rappaport
- Discover Front Royal Councilmember Representative – Councilman Rogers
- Scholarship Committee – Councilmembers Morris and Ingram

LIAISON COMMITTEE MEETING ITEMS FOR JANUARY 19TH – The following items were agreed upon to place on the next Liaison Committee Meeting Agenda:

- Water Capacity Update
- Comprehensive Plan Update from both entities
- Alternative Access to Shenandoah Shores Road & Marys Shady Lane
- Tourism
- Discussion of Youth Activities

OPEN DISCUSSION –

Mayor Cockrell noted the need for two work sessions a month and asked that this be placed on the next work session for further discussion. She also asked Council to consider attending a retreat in early February.

Councilman Rogers suggested beginning a dialogue for communication with the Front Royal Economic Development Authority (FREDA) on the negotiations surrounding the Front Royal-Warren County Economic Development Authority (WCEDA). Town Attorney Sonnett suggested that the negotiations be placed in a closed meeting for consultation with legal counsel before talks begin with FREDA. Council agreed to add to a closed meeting on January 23rd.

Councilwoman Morris noted that she would be sharing notes from the most recent VML Conference she attended. She asked that two items be placed on the new work session: 1) PILOT for Valley Health and 2) Update on Visitors Center. .

This portion of meeting ended 9:22pm

CLOSED MEETING

Councilwoman Morris moved seconded by Councilman Rappaport that Town Council convene and go into Closed Meeting for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, specifically, applications for appointment to fill vacancies on Town Council, Planning Commission and Local Board of Building Code Appeals, pursuant to §2.2-3711(A)(1) of the Code of Virginia.

Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers, Sealock

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

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

Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers, Sealock

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Adjourn 10:00pm.

Approved by Town Council

Date: -----