



TOWN COUNCIL WORK SESSION MINUTES
Monday, September 13th, 2021 at 7:00 PM
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.

Habitat for Humanity Waiver of Water/Sewer Tap Fees – Council all agreed to move to the regular agenda for approval of a reimbursement of fees and to place a lien on the property.

Update on Establishment of the Building Codes and Environmental Division – Assistant Town Manager, Kathleen Leidich, explained that Town Staff would be publishing an RFP by the end of the week with hopes to have a consultant on board by January 2022. Councilman Thompson asked if blighted buildings would be included in the Building Codes and Environmental Division's focus. Town Manager Hicks explained that while it would be primarily for new construction, there may be opportunities to include blighted buildings. Councilman Gillispie pointed out that there had been previous conversations with The Town of Strasburg about possible cost-sharing and recommended Town Staff reach out to them for further discussion.

Update on Comprehensive Plan – Planning and Community Development Director, Lauren Kopishke, gave a presentation pertaining to the process involved in rewriting and updating the Town's Comprehensive Plan. She added that there would be a special called Work Session with Town Council and the Planning Commission to ensure all parties had an aligned vision. Vice Mayor Cockrell noted that there was a delay in the most recent census data. Ms. Kopishke stated that the town's consultant had not indicated that the delay would present an issue. Vice Mayor Cockrell also suggested town staff inform citizens as many ways as possible of opportunities to provide input for the Comprehensive Plan rewrite.

Town Code Chapter 158 Considerations Vehicles/Traffic (specifically inoperable/abandoned vehicles) – Chief Magalis reviewed several recommended code updates and changes for parking. He noted that he had discovered several pieces of code that were outdated and others that contradicted one another. Council all agreed to move forward with the changes as presented.

Continued Discussion on Special Events Permit Policy and Procedures – Assistant Town Manager Leidich presented Council with the final draft of the Special Events Policies and Procedures. She explained that after a recent meeting with business owners and stake holders, town staff was able to drastically simplify the originally proposed matrix. She added that the updated version had been

sent out to all parties for feedback, but none had been received. Council agreed to add it to their next regular meeting agenda for approval.

Open Discussion – Town Manager Hicks cited some recent concerns pertaining to the town commons, pavilion, and bathrooms. He stated that there had been some initial discussions about adding more police presence in the downtown area. Councilman Thompson stated that the police department was regularly patrolling the area already. Mayor Holloway suggested having a dedicated downtown officer who would use the Visitor’s Center as a “hub.” Town Manager Hicks expressed that he would work with Chief Magalis and bring a proposal back to Council.

Town Manager Hicks mentioned a new construction project being developed by Chris Holloway Construction Inc. that would need to go through the special exemption process to be approved for a private street since it did not meet the public street width minimum. He explained that although the plat for the project had been previously approved by town staff, and recorded, it was brought to his attention that it did not meet the town’s Zoning or Subdivision Ordinance requirements. Planning and Community Development Director, Lauren Kopishke, added her belief that the Planning Commission was not inclined to recommend approval of the special exemption and noted that the project had been put on hold until after the Town Council held a public hearing and vote.

Mr. Hicks reviewed the Agenda for the Liaison Meeting that would be held later that week. He asked Council if there were any additional items they would like to include. Councilman Thompson mentioned the fee that would be charged to the Little League Football teams for use of a practice field at Warren County Human & Health Services Building. She stated that the fee should be waived or reduced, as they had nowhere else to practice. Councilman Lloyd mentioned several requests he had received to add a dog park on his “side of town.”

Councilman Gillispie discussed the Destination Marketing Organization that would oversee tourism and explained that he and the Warren County Board of Supervisors agreed that the group should obtain non-profit status. Council also agreed that they wanted to see the revised Memorandum of Understanding (MOU) prior to the upcoming Liaison Meeting.

Councilman Lloyd added that he would be exploring the “Sister-City” Concept and invited his fellow Councilman to join him. He also added that he would like to see an increase in the number of chickens allowed within town-limits.

Mayor adjourned the work session at 9:23 P.M. and Council began their Closed Meeting

Closed Meeting – Personnel, Consultation with Legal Counsel and Acquisition of Privately-held Real Property

Vice Mayor Cockrell moved, seconded by Councilman Thompson, that Town Council go into Closed Meeting pursuant to Section 2.2-3711.A. of the Code of Virginia for the following reasons:

(1) *The discussion, consideration, or interviews of prospective candidates for appointment to boards for which Town Council has the power of appointment, as well as the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, pursuant to Subsection 1. of that Code.*

(2) *Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, regarding the Warren County EDA and Jennifer McDonald, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Subsection A.7; as well as for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding those same subjects and regarding a potential rezoning matter within the Town that may involve litigation, both pursuant to Subsection A. 8.*

(3) *Discussion or consideration of the acquisition of privately held real property for a public purpose, which property is located within the corporate limits of the Town, as well as the discussion or consideration of the disposition of Town-held real property located outside the Town's corporate limits, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, all pursuant to subsection. A.3.; as well as consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel in connection therewith, pursuant to Subsection A. 8.*

(4) *Consultation with legal counsel employed or retained by a Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, to discuss contractual and programic matters related to a contract the Town is a party to which has become problematic, pursuant to Subsection A. 8.*

Vote: Yes – Councilmen Cockrell, Gillispie, Lloyd, McFadden & Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Vice Mayor Cockrell moved, seconded by Councilman Thompson, 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 – Mayor Holloway, Councilmen Cockrell, Gillispie, Lloyd, McFadden & Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Lloyd and Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathleen Leidich, Town Attorney Doug Napier, Deputy Clerk of Council Mary Ellen Lynn (remotely), Finance Director BJ Wilson, Energy Services Director David Jenkins, Planning and Community Development Director Lauren Kopishke, Interim Information Technology Manager Grant Autry, members of the public and press.

Approved by Town Council

Date: 10/25/21