



TOWN of FRONT ROYAL/COUNTY OF WARREN LIAISON COMMITTEE MEETING

January 19, 2012 @ 6:00pm
Warren County Government Center



Old Business

1. Septage Receiving Facility – Concerns/Comments from Paul Ruffner
2. Update on Board Room Video Upgrade Proposal
3. McKay Property – Update on Status of MOU and Deed of Dedication
4. Catlett Mountain Landfill Update
5. Route 340/522 Corridor Committee Update
6. EDA Funding Formula – Update on Status of MOU/Agreement
7. Tourism, Transit and Library Funding Agreement Update

New Business

8. “Local Government Day” Coordination
9. Railroad Spur
10. Provision of School Crossing Guard by Warren County Sheriff
11. Business Forum Participation
12. Front Royal/Warren County Appalachian Trail Community Event
13. Tourism Zones
14. Existing Business Assistance – Reduced Fees for Site Enhancements
15. Middle School Site Evaluation

Septage Receiving Station - Concerns from Paul Ruffner

Mr. Ruffner has approached the Town and County on numerous occasions regarding concerns about the inability to offload septage; particularly that haulers were bringing septage in from outside the County. He has some new concerns that he shared with Chairman Fox who asked that it be placed on the Liaison agenda.

Board Room Video Update

Town and County staff have been working on upgrades to the video recording system in the Board Room and the playback system at Town Hall. We have had issues with the recording system failing and a need to integrate it into the current AV system controls. We have a quote of \$9,065 from AV Washington who did the initial installation. Town staff has another possible option which we are working through with our AV consultant DeWayne Coats. DeWayne also has a quote to provide a digital player at Town Hall to eliminate the playback issues.

McKay Property Update

Town and County staff are working on getting a revised composite plat of the property to allow the EDA to start marketing the property. This should be completed in January.

Catlett Mountain Landfill Update

Waiting for the Town Attorney to get up to speed on the project. Suggest a possible meeting with DEQ to get agreement where we are and where we want to go to complete the project. To date Warren County has trucked in over 718 loads/11,488 CY of material to be used as cover/fill material for the site. At this time we are estimating that we still have another 55 loads to deliver to the site. The excess material was provided at no cost with the Town and County splitting the cost of transportation.

Route 340/522 Corridor Committee Update

Waiting for the Town and EDA to set up meetings with businesses in the corridor.

EDA Funding Formula MOU Update

The Town has some additional changes for the County to re-consider. The County has put an offer (informally) on the table to take over operational funding of the EDA and let the Town maintain tourism funding.

Library, Tourism, & Transit MOU Update

The County has agreed to pick up the Town's 12% share of funding for Samuels Public Library over the next two fiscal years. The Town and County Attorneys are working on an MOU for the agreement. The Board has not formally voted on the funding for Tourism or the Trolley though there does not appear to be support for the requests.

Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: January 19, 2012

Agenda Item: Local Government Day Coordination

Summary: The Town and County jointly participate in the VML/VACO Local Government Day event on February 9 in Richmond. This event allows elected officials and staff from the Town and County to connect with the Delegates and Senator representing us.

The Town would propose to clarify our joint areas of interest should the opportunity arise during this event. The Town would advance for consideration the following issues:

- HB-185 that would restrict prosecution of State Code misdemeanor violations under local Code violations;
- Consideration of the Town/County/EDA Leach Run Parkway project's application for VDOT Revenue Sharing;
- Grant funding opportunities for the Town's WWTP; and,
- Continued State assistance for industrial and commercial business in the Town and County.

The Town would also like to discuss inviting the Governor, Secretary of Transportation, Secretary of Commerce & Trade, Secretary of Natural Resources, Virginia EDP representatives, and DEQ officials to meet with us in the evening to discuss issues related to both the Town and County.

Discussion: The Town requests a discussion regarding the Local Government Day event.

LIAISON MEETING



Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: January 19, 2012

Agenda Item: Railroad Spur

Summary: The Town continues to advance multi-modal transportation opportunities throughout the Town. The Town has attempted to advance a “Rails-to-Trails” project in the past through the acquisition of the railroad spur located east of Commerce Avenue from its current terminus near the Company 1 Fire Station north to the Carnival Site. This effort has consistently been stopped due to Norfolk & Southern’s intention to utilize this site as equipment and personnel storage for two weeks every year.

The Town requests that the County consider providing support in the Town’s acquisition of this property through resolution and communication to the railroad, as well as State officials to encourage the transfer of the property to the Town.

In addition, the Town has been informed by Walter Duncan that the County purchased the property for the rail spur in the late 1800’s and conveyed it to the railroad with the condition that the property be returned to the County in the event that the railroad ceased passenger rail service. The Town requests that the County assist in the location of this documentation, and once located pursue reclaiming this property.

Discussion: The Town requests a discussion regarding the Commerce Avenue Railroad Spur.

LIAISON MEETING



Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: January 19, 2012

Agenda Item: Provision of School Crossing Guard by Warren County Sheriff

Summary: The Town's Police Department provides crossing guards at Ressie Jeffries and E. Wilson Elementary Schools. Through our review of efforts that should be transitioned to Warren County, the Town believes that this effort should be provided by Warren County through either their Sheriff's Department or by school personnel.

The Town would seek to transition this service to Warren County at the earliest opportunity.

Discussion: The Town requests a discussion regarding the transfer of crossing guard provision at Warren County schools to the County.

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Date: January 19, 2012

Agenda Item: Business Forum Participation

Summary: The Town has recently initiated conducting “Business Forums” to improve communication between Town staff and our business owners. These meetings have discussed how the Town permits business changes among other issues.

The business owners have requested that a representative from County staff attend these meetings to provide response to inquiries and to improve the overall business response.

Discussion: The Town requests a discussion regarding the participation of County staff at future “Business Forums”.

LIAISON MEETING



Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: January 19, 2012

Agenda Item: Front Royal/Warren County Appalachian Trail Community Event

Summary: The Town and County have recently received a grant of \$1,000.00 towards conducting the inaugural Front Royal/Warren County Appalachian Trail Community Event. A preliminary schedule for the event to coincide with Earth Day on April 21st and the 100th Anniversary Celebration of Girl Scouts has been developed by the committee that successfully coordinated the designation of the Town and County as an Appalachian Trail Community. The preliminary budget for the event is \$4,750.

Discussion: The Town requests a discussion of the cost sharing and possible community partnering to fund this event.

LIAISON MEETING





2011 Virginia A.T. Community Grant Application

Thank you for your ongoing interest and participation in the Appalachian Trail Conservancy's (ATC) A.T. Community Program. We look forward to continuing to build and enhance a network of communities with this program, and hope to provide avenues to support your community as the program continues to grow and evolve.

Thanks to funding provided by Virginia Environmental Endowment, we would like to give your community the opportunity to apply for a Virginia A.T. Community grant to support your efforts with this program. Below are some examples of the types of projects this grant may be used for:

- Helping to execute an A.T. related event, workshop or workday
- Assuring information about the ATC is available at ongoing community events
- Implementing A.T. educational or service learning projects
- Printing A.T. related brochures, maps, pamphlets, etc.

If your community is interested in this opportunity, please complete the following grant application.

Form may be completed and e-mailed as an attachment to asheldon@appalachiantrail.org or printed, and mailed to Appalachian Trail Conservancy, P.O. Box 174, Blacksburg, VA 24060. A separate form should be used for each grant request. Be sure to include any necessary supporting information. Applications will be reviewed and accepted on a rolling basis.

Community Name: Front Royal/Warren County
Name of contact for this request: Jennifer Keck, Tourism Director
Address: 414 East Main Street, Front Royal, VA 22630
Daytime telephone: 540.635.5788 **E-mail address:** jkeck@frontroyalva.com

Type of project: Designation Celebration Activities

Brief description of project (attach pages as needed): Front Royal/Warren County has planned its Appalachian Trail Community™ designation ceremony at the Front Royal town square for Earth Day weekend, Saturday April 21. In addition to a brief public ceremony involving the mayor, ATC's regional director Karen Lutz (both confirmed) and the county administrator (invited), the Front Royal/Warren County steering committee is planning a full day of related community activities. Under consideration are

- A performance by Betsey Means of WomanLore (www.womanlore.com), a Chicago-based actress specializing in one-woman representations of women who should be better known in history. In honor of the Appalachian Trail and the Girl Scouts' 100th anniversary, Betsey will present a new performance, of Juliette Gordon Low, founder of the Girl Scouts. Betsey has been a popular annual visitor to Front Royal, performing at the schools and library to packed audiences. Residents look forward to her performances and begin asking what women she will be presenting well before her arrival. She will be visiting the Low archives in December,

- preparing two interpretations, one for adults, and one for children. Depending on our planning, we will select one for an outdoor performance at the gazebo in the town square on April 21;
- Production and distribution of a commemorative full-color bookmark with information about the Appalachian Trail Community™ program on one side and Leave No Trace on the other. This bookmark will be available at our visitor center, library, and tourism-related business in town;
- Launch of a Trail-themed quest assembled by local Girl Scouts earning their silver awards in 2012. We expect that this will be the first of many quests extending throughout the Shenandoah Valley and involving numerous Appalachian Trail Communities™. One of our steering committee members is affiliated with Vital Communities in Vermont, which originated the quest concept and hosts 250 quests annual in a region of comparable history, natural heritage, and size. They will mentor us through the process – and we may end up mentoring them through Appalachian Trail Community™ designation for other communities in the Upper Connecticut River Valley. Our visitor center has also purchased the book *Questing*, by Delia Clark and Steve Glazer, as a reference. We will offer a commemorative patch for our community’s designation and completion of the first quest. To boost attendance, we will also enquire about entering names of quest participants in a raffle for outdoor gear or some other related prize;
- Demonstrations of camping and backpacking gear and techniques at the town square by PATC and the Venture Crew, a program of the Boy Scouts of America;
- Guided trail hikes in the morning by PATC, Boy Scouts, Venture Crew, Master Naturalists, and others;
- Possible recognition of the Girl Scouts for completing a section of the Great Girl Scout Hike, an option we will pursue with them shortly;
- Possible additional booths, food, music, and activities.

In applying for a grant, the community agrees to keep an accurate record of expenditures for funds received and to submit a financial statement as part of a short report at project completion.

What are the community’s objectives in the project? Our objectives are to

- Raise awareness of the Appalachian Trail, ATC, and PATC in Front Royal and Warren County by attracting a large number of attendees to this event, demonstrating to local government that there is community support for the Trail;
- Engage youth and building parental/family support through trail-related activities;
- Build partnerships between PATC, the local community, and youth;
- Get folks out on the Trail with quests and other activities;
- Inspire additional Quest development that will engage schools, community groups, businesses, and neighboring communities;
- Publically announce “next steps” such as upgrades to nearest trailhead, installation of an e-kiosk, and/or a National Trails Day project;
- Provide visitors with a handy educational tool in the form of a bookmark.

How will your project benefit your community? This program is already providing a meaningful way to partner with other communities in Virginia along the Appalachian Trail and bringing our community together to promote and protect the resources we have. There is not a lot of organized recreation for teens in our community, and those that have learned about the designation and associated volunteer activities are very enthusiastic. Front Royal already enjoys substantial tourism revenue, but tensions between tourism and resident goals do exist. This project will provide a high-quality experience for visitors and residents alike.

Will you need any additional support from ATC once your grant is approved? Financial support for this project? No. Advice and guidance as we have questions along the way? Yes. Possibly

images, brochures, etc for PowerPoint, presentation, patch design, etc. Additional marketing materials for ceremony.

If this grant is approved, how and to whom should grant funds be disbursed? By check made payable to Visitor Center. Mail to Jennifer J. Keck, Tourism Director, Front Royal Visitor Center, 414 East Main Street Front Royal, VA 22630
Thank you!

To assist the evaluation of projects, please attach any of the following items or provide additional information that may be appropriate:

- Detailed description or plan, including timetable
- Detailed budget for project

Please allow 2 weeks for your request to be processed. If you have any questions about the application process or need assistance preparing your application, please contact Angie Sheldon at asheldon@appalachiantrail.org or call 540-953-3571.

Project Budget

Item	Amount	Notes
WomanLore performance fee	\$350	
WomanLore travel	\$300	R/T Chicago/Front Royal by car: 1600 miles @ .51. Travel expenses will be split with other performance venues such as schools, Women's Resource Center, and Blue Ridge Arts Council. Betsey will lodge with community member.
10,000 bookmarks	\$500	Visitor Center receives 35,000-42,000 visitors annually. Library has 20,000 patrons.
500 Commemorative Quest patch	\$700	To be used at launch and additional Quests during ensuing year
Graphic design	\$500	For patches, bookmarks, web assistance, and presentation materials
Generic Appalachian Trail Communities street banner	\$700	To cross Royal Avenue for the designation ceremony and future related events. Banners traditionally hang at this high- traffic point for several days before public events.
Advertising	\$300	
Refreshments	\$200	For designation event speakers, volunteers, attendees
Materials	\$200	For Quest boxes, Quest books, nametags, etc.
Volunteer appreciation	\$500	T-shirts for Scouts, etc.
Additional event activities	\$500	Music, etc to be determined
TOTAL REQUEST	\$4750	

Timetable: Steering Committee meets regularly & supervises partnerships, Scout activities throughout

December	Begin working with youth groups on Quest development, confirm designation speakers
January	Confirm designation day activities schedule, contact all parties involved with schedule
February	Plan publicity, Design and produce event materials, determine guided hikes
March	Get publicity online, contact local businesses about participation in event, distribute bookmarks, coordinate with Girl Scouts abt Great Hike, Juliette Gordon Low performance, Quest completion, etc.
April	Event run-thru, put Quests in place and test, advertise and carry out event
May	Quests and promotion continue, volunteer appreciation, prepare for National Trails Day

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Agenda Item: Tourism Zones

Summary: The Town is investigating the establishment of Tourism Zones as a means of encouraging business development in certain areas of the Town to benefit tourism. Tourism Zone designation is similar to that of Enterprise Zones. These businesses could include lodging, restaurants, outfitters, etc.

The State enabling legislation is included below:

§ 58.1-3851. Creation of local tourism zones.

A. Any city, county, or town may establish, by ordinance, one or more tourism zones. Each locality may grant tax incentives and provide certain regulatory flexibility in a tourism zone.

B. The tax incentives may be provided for up to 20 years and may include, but not be limited to (i) reduction of permit fees, (ii) reduction of user fees, and (iii) reduction of any type of gross receipts tax. The extent and duration of such incentive proposals shall conform to the requirements of the Constitutions of Virginia and of the United States.

C. The governing body may also provide for regulatory flexibility in such zone that may include, but not be limited to (i) special zoning for the district, (ii) permit process reform, (iii) exemption from ordinances, excluding ordinances or provisions of ordinances adopted pursuant to the requirements of the Chesapeake Bay Preservation Act (§ [10.1-2100](#) et seq.), the Erosion and Sediment Control Law (§ [10.1-560](#) et seq.), or the Virginia Stormwater Management Act (§ [10.1-603.1](#) et seq.), and (iv) any other incentive adopted by ordinance, which shall be binding upon the locality for a period of up to 10 years.

D. The establishment of a tourism zone shall not preclude the area from also being designated as an enterprise zone.

Discussion: The Town requests a discussion of the Town and County jointly pursuing the establishment of Tourism Zones to increase business development.



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Agenda Item: Existing Business Assistance

Summary: Through discussions at our Business Forum, the Town has been requested to investigate opportunities to assist existing business expand or relocate through reduced fees for site enhancements. The fee reductions are associated with zoning and building inspection efforts.

The businesses have cited the reduced effort to review site conditions for expanding businesses within existing structures or transferring existing equipment and signs to new locations.

Discussion: The Town requests a discussion of the Town and County jointly pursuing the review of zoning and building inspection fees related to the expansion of existing businesses.

LIAISON MEETING



Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: January 19, 2012

Agenda Item: Middle School Site Evaluation

Summary: The Town has read recent articles concerning the actions taken by the School Board related to the evaluation of sites for the future Middle School. The Town would like to request that communication of this process be extended to the Town through discussions at future Liaison Meetings, as well as update from the County Administrator at Council Meetings.

Discussion: The Town requests a discussion of the County providing status updates to the Town regarding the site selection of the future Middle School.

LIAISON MEETING

