



## TOWN/COUNTY LIAISON COMMITTEE MEETING AGENDA



Town Hall Conference Room  
102 E. Main Street  
Thursday, January 21, 2021 @ 6:00 p.m.

### Call to Order – Chris W. Holloway Mayor, Front Royal Town Council

- COUNTY 1. Building Inspections Software
- COUNTY 2. Warren County In-Town Projects
- TOWN 3. Proposed Amendments to the Liaison Committee Mission Statement and Policies
- TOWN 4. Joint Vision Between Town/County for the Community
- TOWN 5. Lodging Tax Collection and Tourism as it Pertains to Short-Term Rentals
- TOWN 6. Identify Tasks that Requires Citizens to Visit Both Town and County Business Offices
- TOWN 7. Payment in Lieu of Taxes (PILOT) for Valley Health
- 8. Open Discussion

### Adjournment

**Town of Front Royal / County of Warren  
Liaison Meeting Agenda Item**

Date: January 21, 2021

**Agenda Item:** Building Inspections Software

**SUMMARY:** The EnerGov software system went live on November 14<sup>th</sup>, 2017

**DISCUSSION:**

While we are continuing to work through the configuration adjustments to the software to move forward, we hope to start some testing with customers very soon. The testing process will be the last step in pushing the online presence.

LIAISON MEETING



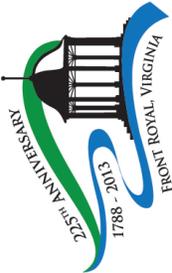
**Town of Front Royal / County of Warren  
Liaison Meeting Agenda Item**

Date: January 21, 2021

**Agenda Item:** Warren County In-Town Projects

**Summary:** There has been no movement for either Ressie Jeffries Elementary School (RJES) or the Health and Human Services Complex (HHSC) recently. Work at RJES will need to be reviewed again in the spring, and Warren County Public Schools is currently reviewing the preliminary design for the space at HHSC that was done by Moseley Architects.

LIAISON MEETING





## LIAISON COMMITTEE AGENDA

Item #3

Meeting Date: January 21, 2021

---

**Agenda Item:** Proposed Amendments to the Liaison Committee Mission Statement and Policies

**Summary:** Attached is a proposed amendment to the Liaison Committee Mission Statement and Policies. Since the Clerk of Council and the Deputy Clerk of the Board draft and provide the agendas it was realized that the policy does not reflect how this process is currently being handled. The major amendments are as follows and numbered in the DRAFT attached policy.

- 1) Remove the word “*alphabetically*” to give the Town Council and Board of Supervisors the flexibility to send who shall be available to attend. Due to elections every year its almost impossible to send members alphabetically.
- 2) It was determined that the current time and day were not being followed. The Clerks have ability to contact each other quickly for items to be placed on the agenda and set a reasonable time by the host depending on their individual workloads, holidays, meetings, etc. for the month of the meeting. This gives the Clerks and the hosts more flexibility.
- 3) It was determined that the agendas are either sent on Friday or Monday before the meeting. While Friday was originally the day, it was determined that sometimes it is Monday. Tuesday is added to give the Clerks and hosts more flexibility.
- 4) Removed majority vote since it was determined that the Board agrees to items in a work session and the Council was formally voting on them. Agreeing to items in a work session still satisfies the request to be formally discussed on the Liaison Agenda items must be agreed upon by the Town Council and the Board of Supervisors. This allows for more flexibility.

Per policy the Town Council and Board of Supervisors shall each adopt the amendments by majority vote.



**FRONTROYAL – WARREN COUNTY**  
Liaison Committee Mission Statement and Policies  
March 2020

**PURPOSE OF THE LIAISON COMMITTEE**

The purpose of the Front Royal-Warren County Liaison Committee is to offer a venue whereby the leadership of the Town of Front Royal and the County of Warren can discuss issues of mutual interest and inform each other of positions taken and decisions made by each public body that may affect both localities. The Committee is NOT designed to be an environment where decisions are made, but one where issues are discussed, and Board and Council members take them back to their respective bodies for further discussion and recommendation.

**MEMBERSHIP**

The Liaison Committee shall include the Mayor of the Town of Front Royal, the Chairman of the Warren County Board of Supervisors, the Front Royal Town Manager, the Warren County Administrator, one (1) Front Royal Town Council member and one (1) Warren County Board of Supervisors member. The latter two (2) members shall rotate between its various members **1) alphabetically** from meeting to meeting.

**MEETING SCHEDULE**

Meetings shall be held on the third Thursday every quarter at 6:00 p.m. unless otherwise agreed upon by the Town and County. The meetings shall be rotated every six months between the Town and County. Wherever the meetings are held, the host shall be responsible for the preparation of the agenda **and will** provide a person who will take formal minutes of the meeting.

**MEETING AGENDA**

- Meetings of the Liaison Committee shall at all times be subject to the terms of the Virginia Freedom of Information Act.
- Meeting agendas shall be provided by the Town Manager and County Administrator upon consultation with the Mayor and Board Chairman respectively.
- **2)** Any request to place an item on the agenda shall be made **to the host at a reasonable time set by the host** ~~by 1:00 p.m. on the first Tuesday of the month~~ prior to the ~~month~~ **before** the Liaison meeting.
- All requests to place an item on the agenda must be accompanied by a written summary of the request which can be placed in the agenda packet.

- 3) The agendas shall be distributed ~~on the Friday~~ **by the host on Monday or Tuesday** prior to the Liaison Committee meeting. ~~to be held on the following Thursday.~~
- 4) In order for an item to be formally discussed on the Liaison agenda, it must be first **agreed upon** by ~~a majority vote of~~ the Town Council or Board of Supervisors.

#### **MEETING POLICY and PROCEDURES**

- The Mayor of the Town shall be Chairman of the Committee when the meetings are hosted by the Town, and the Chairman of the Board of Supervisors shall be Chairman of the Committee when the meeting is hosted by the County.
- The Chairman shall make procedural or parliamentary decisions which may be overruled by a majority vote of the Committee.
- The Town and/or County may invite any of their staff personnel, including attorneys, to attend meetings that either feels would be helpful for the issues and items scheduled to be addressed.
- This mission statement and policies shall be adopted by a majority of the Board of Supervisors and the Town Council. They may be amended by a majority vote of the Town Council and Board of Supervisors.

#### **MANAGER and ADMINISTRATOR REPORTS**

Quarterly, at a regular meeting of the Front Royal Town Council, the Warren County Administrator shall give an oral report of the County to the Council, and regular meeting of the Warren County Board of Supervisors, the Front Royal Town Manager shall give an oral report of the Town to the Board. This will not be a question and answer period.

*Approved by the Warren County Board of Supervisors: September 7, 2010*

*Approved by the Front Royal Town Council: September 13, 2010*

*Approved by the Front Royal Town Council March 9, 2020*

*Approved by the Warren County Board of Supervisors March 17, 2020*



## LIAISON COMMITTEE AGENDA

Item # 4

Meeting Date: January 21, 2021

---

**Agenda Item:** Joint Vision Between Town/County for the Community

**Summary:**

Councilman Cockrell has suggested that the Town Council and the Board of Supervisors work together towards a vision that would benefit the Town Citizens and the County Citizens. Beginning the conversation between the entities is a start to not only to help heal the community but ensure that the citizens are a priority now and into the future.



## LIAISON COMMITTEE AGENDA

Item # 5

Meeting Date: January 21, 2021

---

**Agenda Item:** Lodging Tax Collection and Tourism as it Pertains to Short-Term Rentals

**Summary:**

While Councilman McFadden was campaigning, he was made aware of an issue regarding the use of personal residential property as short term rentals, which is often done through a provider/broker like Airbnb. Clarification is being requested on whether short term rentals require a Special Use Permit (SUP) and are they held to similar inspection practices as hotels; therefore, requiring the collection of a hotel tax. Does lodging tax go towards tourism? With this in mind, there seems to be more hotels in the County than the Town. Mr. McFadden is suggesting the rules be changed to allow short-term rentals in Town with the idea of attracting more tourists that will lead to more visiting and shopping in Town.

Please see the two attached newspaper articles

# Fallout over vacation rental rules continues

Warren County has put a halt to most short-term tourist rentals until officials revise the regulations in the coming months.

- By The Northern Virginia Daily

Jul 29, 2014 Updated Nov 14, 2018

By Alex Bridges

Warren County has put a halt to most short-term tourist rentals until officials revise the regulations in the coming months.

The action meant many owners running businesses without permission had to cancel future reservations at least through the end of the year. Some owners say this takes away a source of income and will hurt the local tourism industry.

Assistant County Attorney Dan Whitten said he recently sent letters to all owners who rent their houses on a short-term basis to tourists, without a required permit, to cease this activity. Many rental owners requested permits in recent months after being notified by the county they were violating regulations. But the Board of Supervisors, after denying a few requests, halted the process for many applicants and asked that the Planning Commission to revisit the ordinance adopted in 2012.

Supervisors plan to discuss the ordinance during its work session Tuesday following the regular meeting at 9 a.m.

Opposition to tourist rentals arose earlier this year when Tareq Salahi tried to obtain a permit for his Mosby Overlook Estates property. He had been renting the home for a year without approval. The fallout prompted many owners in other parts of the county to

apply for permits, though some prompted similar complaints about noise, trash, traffic and road damage.

The fallout and ensuing uncertainty prompted Todd and Brenda Peal to put property they bought in Skyland Estates back on the market and possibly use the money to buy a home in another county to rent out. Supervisors recently denied the Peals' permit request. While the Peals can reapply, Todd Peal said Wednesday this would be a moot point if the county changes the rules to no longer allow rentals in residential zones.

"Being self-employed and being past 21, you kinda know when you're not wanted and I want to be a good neighbor," Todd Peal said. "There was certainly no intention [to violate regulations] but at this point it really doesn't matter."

Kimberly Hartke, who also received a cease-and-desist letter, has created a group in support of the short-term tourist rental business. The group is called the Shenandoah Lodging and Tourism Alliance (<http://TouristsWelcome.net>) and includes property owners and people connected to local tourism. Support continues to grow and many of those people affected see this as a property-rights issue, Hartke said.

Hartke's permit request goes to the Board of Supervisors next month for the scheduling of a public hearing.

Steve Muha and Chris Pollock, both retired, live in Shenandoah Farms and also rent out a house on High Top Road to tourists. Muha and Pollock are the only owners with an approved permit and they began renting the house in December 2012. While their permit isn't in jeopardy, Muha and Pollock say they support Hartke's effort and have joined her group.

Muha and Pollock say their rental operation is successful and draws hundreds of tourists from all over the world throughout the year. But Muha also said the rental business comes with costs – licensing, the Shenandoah Farms Sanitary District fee assessed on all properties that helps pay for road work, and real estate taxes. Muha

noted that they also collect the same transient occupancy tax that hotels and motels pass along from visitors to the county.

Muha and Pollock voiced empathy with the other owners whose permit requests remain in limbo.

“It’s gonna destroy tourism here potentially,” Muha said this week.

Muha suggested that the county require owners to not take any more reservations rather than force them to cancel existing bookings.

# Listing your home on Airbnb? New regulations have started

[Keara Dowd](#) | [@kgdowd](#)

July 1, 2018, 1:56 PM

WASHINGTON — New regulations of short-term property rentals like Airbnb and HomeAway begin Sunday in Montgomery County, Maryland, and Loudoun County, Virginia.

Both counties have new systems for registering and regulating the industry that many use to earn extra money.

In Loudoun County, property owners must fill out a one-time registration form online. Owners in Montgomery County must now apply to license their properties. Registering in Loudoun County is free, but the license in Montgomery County costs \$150 plus fees. The license must be renewed every year. Once a license is issued, property owners in Montgomery County are now required to list the license number on the rental listing itself.

Owners who operate without the proper registration and licensing in both counties face heavy penalties. In Loudoun County, owners will be fined \$500 per violation. In addition to fines, Montgomery County owners will face possible restrictions on future rentals if they don't comply with the new regulations.

Short-term rentals are defined as a unit or room in a single-family home, apartment or condominium that is rented for fewer than 30 consecutive days. While Loudoun County has far fewer regulations, owners in Montgomery County are only allowed to rent out properties for short-term rentals 120 days out of the year if they do not reside in the home. There are no restrictions if they do live in the home and merely rent out a room.

Montgomery County also has restrictions on what types of properties can be rented out. Accessory apartments or farm tenant dwellings are not allowed to be listed as short-term rentals.

However, not everyone in Loudoun and Montgomery counties can rent out properties. Some incorporated sections or towns do not allow short-term rentals at all in Loudoun County.

In Montgomery County, residents are prohibited from listing short-term rentals due to zoning regulations in Chevy Chase Village, Chevy Chase, Chevy Chase View, Gaithersburg, Garrett Park, Kensington, Laytonsville, Poolesville, Rockville, Somerset and Washington Grove.

Montgomery County also has a limit on the number of people who can stay in a short-term rental; six adults are allowed to stay in one listing, and there must be no more than two adults to a room. Both counties have a separate tax for these kinds of rentals.

Registration in Loudoun County is part of phase one of the board's Short-Term Residential Rental Work Plan. Phase two of the work plan is currently underway, focusing on zoning, land use and public safety issues. The county will also get feedback from residents about how best to regulate the industry.



## LIAISON COMMITTEE AGENDA

Item # 6

Meeting Date: January 21, 2021

---

**Agenda Item:** Identify Tasks that Requires Citizens to Visit Both Town and County Business Offices

### Summary:

Councilman Lloyd requests identification of specific tasks that individuals and businesses require a visit from both the Town and County Offices such as business formation and tax payments, with the hopes of figuring out a way to complete the tasks in one visit.



## LIAISON COMMITTEE AGENDA

Item # 7

Meeting Date: January 21, 2021

---

**Agenda Item:** Payment in Lieu of Taxes (PILOT) for Valley Health

**Summary:** Councilman Thompson has asked that this item be added to the Liaison Committee Agenda. At the time of distribution of this agenda a summary was not provided.