



TOWN/COUNTY LIAISON MEETING MINUTES

Tuesday, January 21st, 2021 at 6:00 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.

Town Manager Hicks began by stating that neither the Mayor or Vice Mayor were able to attend the meeting, and that he would run it in their stead.

Building Inspections Software – Interim County Administrator Daley explained that he was unsure when the public interface, specifically the online capabilities, regarding the Building Inspection Software would be available. He added that he would follow up with the Town once he knew for sure. Mr. Daley also noted that the year 2020 represented the highest number of building permits issued since 2007.

Warren County In-Town Projects – Mr. Daley gave an overview of school related, in-town projects that had recently been completed. Town Councilman Letasha Thompson brought up the need for a gym and playground equipment repairs at E. Wilson Morrison Elementary School. Board of Supervisors Chair, Cheryl Cullers, agreed with Councilman Thompson, but noted there was currently no funding.

Proposed Amendments to the Liaison Committee Mission Statement and Policies – All representatives of the Warren County Board of Supervisors and the Front Royal Town Council agreed to most of the proposed Liaison Committee Policy Changes. The only additional changes included requiring Liaison Agenda items be given to the Clerk by the Tuesday prior to the meeting and adding that "the Liaison Committee may amend a meeting agenda by agreement."

Joint Vision Between Town/County for the Community – Mrs. Cullers expressed her wish to schedule a casual meeting between the Town and County to 'break bread' together. Mr. Mabe suggested they meet as often as every month at first in order to 'establish unity.' Councilman Thompson added that all members of the Town Council and the Board of Supervisors should be present if possible.

Mr. Daley proposed an additional meeting that would include the Warren County School Board. Everyone agreed. Mr. Daley and Mr. Hicks stated they would plan times for both initial meetings.

Lodging Tax Collection and Tourism as it pertains to Short-Term Rentals – Mr. Daley explained that Warren County does permit short-term rentals, but they require a Conditional Use Permit. The Permits are only issued after holding a Public Hearing. Additionally, Warren County charges an occupancy tax for short-term rentals. Mrs. Cullers, Mr. Mabe and Mr. Daley outlined examples of their conditional use permit requirements as well as common complaints they hear from citizens regarding short-term rentals.

Councilman Lloyd noted that his fellow Councilman, Joseph McFadden, was concerned about how difficult the process is for citizens to use their property as a short-term rental. Mr. Hicks stated that he would look into the towns short-term rental process.

Identify Tasks that Requires Citizens to Visit Both Town and County Business Offices – Councilman Lloyd noted that many things such as taxes and building permits require citizens to visit both Town and County offices. He suggested that, to maximize customer friendliness, the Town and County work together to simplify those processes. Councilman Thompson wondered how many of those processes could become automated and completed online. Mr. Hicks and Mr. Daley stated they work together with their staffs to come up with some solutions.

Payment in Lieu of Taxes (PILOT) for Valley Health – Councilman Thompson noted the PILOT agreement between Valley Health and the City of Winchester. She stated her belief that the community was ‘losing out’ by not pursuing a similar arrangement. Mr. Hicks stated that they should identify the proper avenue to discuss the issue of PILOT before discussing it further.

Open Discussion – Mrs. Cullers and Mr. Mabe expressed their excitement to work with the town. Councilman Thompson agreed, stating that “we are all one community.”

Town Manager Hicks adjourned the meeting at 7:10 P.M.

PRESENT: Town Councilmen Thompson and Lloyd, Warren County Chair of the Board Cheryl Cullers, Warren County Supervisor Walter Mabe, Town Manager Steven Hicks, Interim County Administrator Ed Daley, Deputy Clerk of Council Mary Ellen Lynn.