



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center
September 21, 2017
6:00 PM



- **Call to Order – Linda P. Glavis, Chair of the Warren County Board of Supervisors**
 - 1) **IT Federal Main Street Project – Joe Waltz**
 - 2) **Splash Pad – Joe Waltz**
 - 3) **Route 522 Corridor Water Upgrade Project – Joe Waltz**
 - 4) **Phase II Happy Creek Road Project Update – Joe Waltz**
 - 5) **Town Building Maintenance Code Enforcement Update – Joe Waltz**
 - 6) **Update on Wastewater Treatment Plant – Joe Waltz**
 - 7) **Development Review Committee – Doug Stanley**
 - 8) **Building Inspections Software – Doug Stanley**
 - 9) **Warren County’s In-Town Projects – Doug Stanley**
 - 10) **Joint Towing Board – Doug Stanley**
 - 11) **Tethering of Dogs in Extreme Weather – Doug Stanley**
 - 12) **Closed Meeting – Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act re: Disposition of Real Property**
- **Adjournment**

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

Date: September 21, 2017

Agenda Item: IT Federal Main Street Project

Summary:

- IT FEDERAL site plan revision by Bohler Engineering (*submitted to the Town on August 23, 2017*)

Status: Under review by Town Departments. Of perhaps most significance, I have confirmed with legal that the revision conforms to the concept plan that Town Council approved in regards to the land uses. Therefore, we will not need to bring it back to the Planning Commission or Town Council. Public Works has a few minor comments/questions and I'm still waiting on some information to finalize the review.

- Royal Phoenix Proffer Amendment (Concept Plan/Traffic Study) by Pennoni (*submitted to the Town on September 1, 2017*)

Status: Under review by Town and County review agencies. It requires a public hearing to amend the proffers so we are tentatively looking at the October 18 2017 Planning Commission meeting. Ads will go out October 4th and 11th. It would then go to Town Council.

- Main Street Extension

Currently reviewing traffic study and preliminary design of the first segment of the road to serve the IT Federal site by Pennoni. Staff will be working on the RFP for the design of the road.

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**Town of Front Royal / County of Warren
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Date: September 21, 2017

Agenda Item: Splash Pad

Summary: Town Council has requested the County to investigate a possible splash pad at one of the County Parks.

A splash pad or spray pool is a recreation area, often in a public park, for water play that has little or no standing water. This is said to eliminate the need for lifeguards or other supervision, as there is little risk of drowning.

Typically there are ground nozzles that spray water upwards out of the splash pad's raindeck. There may also be other water features such as a rainbow (semicircular pipe shower), or mushroom- or tree-shaped showers. Some splash pads feature movable nozzles similar to those found on fire trucks to allow users to spray others. The showers and ground nozzles are often controlled by a hand activated-motion sensor, to run for limited time.

Typically the water is either freshwater, or recycled and treated water, that is typically treated to at least the same level of quality as swimming pool water standards. These splash pads are often surfaced in textured non-slip concrete or in crumb rubber.

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**Town of Front Royal / County of Warren
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Date: September 21, 2017

Agenda Item: Route 522 Corridor Water Upgrade project

Summary: CHA has completed their PER to address the water reliability and upgrade along the 522 Corridor as part of the water contract with Dominion Resources. They evaluated four options in which Dominion Resources only approved the one design which included parallel water lines through the corridor.

Total cost of the preferred option of a new parallel water line presented to the Town about a year ago is currently \$5.5 million. The project will be funded by Dominion (\$3.5 million) and the Town having to commit \$2 million to the project. Dominion's interest in seeing a backup waterline constructed is based on cooling needs for its massive electrical generating facility.

To determine the precise status of the Town's existing water lines in the north corridor and how the proposed new 12-inch waterline could be connected into the system, the Town is moving forward on a hydraulics study model. The estimated cost of a "Geotechnical and survey" included in CHA's project cost estimate is \$83,700.

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

Date: September 21, 2017

Agenda Item: Happy Creek Road Phase II project

Summary: Currently waiting on approval from VDOT for release of funds from Happy Creek Phase I and issuing the RFP for the design of the road.

Staff has also applied for revenue sharing this year to support the project.

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**Town of Front Royal / County of Warren
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Date: September 21, 2017

Agenda Item: Property Maintenance Code

Summary:

On July 20, 2016, the Planning Commission held an initial public hearing/public information meeting regarding the possibility of establishing a property maintenance code and/or rental inspection district program within the Town. This public hearing was scheduled after the topic was referred to the Planning Commission by Town Council.

On November 30, 2016, the Planning Commission held a second public hearing with the draft ordinance. During this meeting the Planning Commission passed a motion to “recommend adoption of Ordinance Amendment ORD16-09-227, to establish a rental inspection district in the Town.

On September 28, 2017, Town Council will hold a public hearing for the adoption of Property Maintenance Code and establishment of the rental inspection district.

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**Town of Front Royal / County of Warren
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Date: September 21, 2017

Agenda Item: WWTP Construction/Sewage Receiving Station Update

Summary: Adams Robinson continues construction of the improvements to the WWTP and are approximately 89.5% complete. Project is still on schedule for a November 18, 2017 completion.

Sewage Receiving Station

The structure is completed, all equipment installed & tested.

GHD is scheduled to have their computer programmers here the week of Sept. 18, 2017 to test & put the equipment on the SCADA system.

Once the programming is completed, Demonstration Testing will take place. This means actual Septage Haulers will be dumping into the holding tanks. How many days GHD wants to test before the Town can accept it functional has not yet been determined.

The area where the Septage Station is has no fencing, gates or asphalt yet. When the demonstration testing is completed, the Town will not allow any Septage Haulers to use the facility until all the site work is completed.

Discussion: Open discussion on progress of WWTP

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

Date: September 21, 2017

Agenda Item: Development Review Committee

Summary: Council had requested an update of the Development Review Committee

Development Review Committee – The Development Review Committee met on August 23rd.

The Committee discussed projects in the County including:

- Proposed Contractor's Storage Yard (Walker and Brugh)
- The Marriott TownePlace Suite Project
- Route 340/522 Revenue Sharing Project Bid
- Toray Project Expansion – 5,200 SF

The Committee also discussed Town projects including:

- Happy Creek Coffee & Tea (beside movie theater)
- Brew Pub (name to be announced)
- B&G Goods Building Restaurant (name to be announced)
- Afton Inn BAR application
- West Main Street Extension
- IT Federal Project Update

The Committee will meet again on September 27th.

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

Date: September 21, 2017

Agenda Item: Building Inspections Software

SUMMARY: The ENERGOV software system went live on November 14th, 2016

DISCUSSION: The County of Warren and Town of Front Royal have both signed off on Tyler Technologies' quotations for CSS Implementation costs as of August 2017. The County's Building and Planning Departments, and the Town's Planning & Zoning Department have verbally agreed to have Doug Sexton, GIS Administrator for Warren County, serve as the internal project manager for the implementation. An overview of project details is explained in the attached project charter that is designed to concretize this agreement and delineate project roles and responsibilities. Project implementation tasks and timelines can be seen in the attached work breakdown structure (WBS).

As shown in Task 3 (item #67) in the WBS, the implementation's first tangible goal is to develop a "Pilot Project" that will consist of the highest priority permit and plans determined by each stakeholder group. The aim is to have the pilot completed by January 2018. Upon reaching this milestone, configurations and testing of the pilot should reveal the timeline for achieving minimum required "Go-Live" plans and permits (Task 4, item #99) and establish any additional plans and permits that can be configured within the project's estimated June 2018 launch date.

Immediate September/October 2017 actions consist of: Project Charter and Fee Collection Agreement MOA signings; CSS status update at September 21, 2017 Liaison meeting; County and Town agenda items for charter and MOA documents.

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**Warren County / Front Royal – Citizen Self Service (CSS)
Implementation Project Charter**

Doug Sexton | GIS Administrator | 9/18/2017

General Purpose: To provide a high level summary of the CSS implementation project through the creation of a charter.

Specific Purpose: To align all relevant parties understanding of the components involved in executing a successful CSS implementation, including a timeline for milestones and deliverables, and key project team members.

Central Idea: The charter will establish a commitment from the County, Town, and Tyler Technologies through its involved stakeholders to complete the CSS implementation project within an efficient and realistic timeline and ensure open communication throughout the project duration.

Project Title: Warren County / Front Royal – Citizen Self Service (CSS) Implementation

Date of Authorization: September 2017

Project Start Date: September 2017

Estimated Project Completion Date: May 2018

Project Summary – Purpose and Objective:

The Energov permitting software project has been operating for 10 months since going live in November 2016. A crucial component to the project is to provide accessibility of permit and plan records to citizens, contractors, and employees, in addition to enabling user submission of applications for plans and permits online. The objective is to complete an operational pilot version of selected permit and plan types for Warren County’s Building and Planning departments and Front Royal’s Planning and Zoning department in four months and the production version of all permit and plan types required for go-live including GIS and system configurations within nine months.

Key Scheduled Milestones:

- Signed Project Charter & EnerGov Fee Collection Agreement. “Notice to Proceed” from all parties by October 2017
- Complete Pilot project and receive approval from all three stakeholder groups by January 2018
- Complete production version of CSS and “Go Live” by June 1, 2018

Project Deliverables:

- Citizen Self Service (CSS) portal
- Citizen Self Service Administration

Stakeholder Groups:

WC Building Department | WC Planning Department | FR Planning & Zoning Department

Project Members Roles and Responsibilities:

Name	Role	Position
Doug Stanley	Sponsor	County Administrator (WC)
Joseph Waltz	Sponsor	Town Manager (FR)
David Beahm	Principle Stakeholder	Building Official (WC)
Carl Sands	Tyler Project Manager	Senior Project Manager
Doug Sexton	Client Project Manager	GIS Administrator
Eddie Lee	Implementation Consultant	Senior Implementation Consultant
Taryn Logan	Team Leader	Planning Director (WC)
Jeremy Camp	Team Leader	Planning Director (FR)
Paula Fristoe	Team Member	Permit Center Supervisor (WC)
Connie Potter	Team Member	Senior Administrative Assistant (FR)
Todd Jones	Team Member	Director of Information Technology (FR)

Management Approach:

- Client PM will maintain ongoing communication with Tyler IC through various methods to support project timelines and actions listed in work breakdown structure.
- Client PM will work directly with each stakeholder group to implement desired CSS functionality as software capabilities and personnel resources allow. This will occur through relaying configuration information and advice learned through testing and discussions with Tyler IC to key team members within each department while working towards, and consistently evaluating progress on each department’s configuration status.
- Client PM will provide bi-weekly updates to project stakeholder groups and monthly updates to project sponsors and Tyler PM as to the project’s progress.
- Tyler PM will coordinate resource allocation as needed in order to support project timelines and work of the Client PM and Tyler IC.
- The Tyler PM will be responsible for the budget and the maintenance of communications between Warren County, Front Royal, and Tyler.
- The Tyler IC is responsible for coordinating demonstrations of product functionality with the Client PM and the resolution of any technical issues that are within the scope of the project.
- Project sponsors and Team Leaders will ensure that Team Members and staff resources are available to respond to Client PM / Tyler IC during all phases of implementation.
- Implementation procedure will utilize a pilot version of project to test go live scenarios and address potential risks or changes in business practices that may occur as a result of public access to CSS. Project schedule timelines for achieving minimum required CSS “Go Live” configurations will be refined based on findings. This process will establish any additional plans and permits that can be configured within the project’s estimated June 2018 launch date.

Formal Sign-Off:

_____	_____
Doug Stanley	Date
_____	_____
Joseph Waltz	Date
_____	_____
David Beahm	Date
_____	_____
Carl Sand	Date
_____	_____
Doug Sexton	Date
_____	_____
Eddie Lee	Date
_____	_____
Taryn Logan	Date
_____	_____
Jeremy Camp	Date
_____	_____
Paula Fristoe	Date
_____	_____
Connie Potter	Date
_____	_____
Todd Jones	Date

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

Date: September 21, 2017

Agenda Item: Warren County In-Town Projects

Summary: Council had requested an update of the County's in-Town construction projects. The following is an update of current projects:

Youth Center and Community Center Roofs – Work was completed last week on the replacement of the Youth Center and Community Center roofs. Work is underway for the replacement of ceiling grid/tiles at the Youth Center.

New Warren County Middle School – The project is complete. The ribbon cutting was held on July 31st, and the school opened with the rest of the system on August 15th.

Ressie Jeffries Elementary School – The building addition and roof project is 99% complete and the site work project 99% complete. We are primarily working on punch list with the exception of the Canopy and associated work, which won't be completed until early November, and the landscaping which will be completed the end of this week. Contractor will be working with staff over the next several weeks to close out the project.

Site Contract

- Rough Grading – 100%
- Curb & Gutter – 100%
- Additional Curb & Sidewalk – 100%
- Additional Curb at Islands – 100%
- Stone Subgrade Parking Lots – 100%
- Sidewalks – 100%
- Topsoil and Seeding – 100%
- Site Lighting – 100%
- Add Power Panel for Site Lighting – 100%
- Paving and Line Striping – 100%
- Landscaping Plants – 0% Will be completed this week
- SWM Pond Media – 100%
- SWM Pond Piping – 100%

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- Rainleader Piping – 100%
- Punch List – 100% complete this week except retaining wall.
- E&S Termination – Pending DEQ inspection

Building Addition and Roof

- Metal Truss Supports – 100%
- Metal Truss Installation – 100%
- Metal Decking at Truss – 100%
- Metal Roofing – 100%
- Wall Panels – 100%
- TPO Roofing – 100%
- Metal Fascia – 100%
- Gutters and Downspouts – 100%
- Roof Accessories – 100%
- Roof Hatch – 100%
- Soffit Framing – 100%
- Metal Canopy – 50% Footings Complete. Canopy in Fabrication. Installation expected first week of November.
- Plumbing – 100%
- Mechanical – 95%
- Electrical – 100% – Except Canopy lights
- Lightning Protection – 90% Except Canopy Area
- Building Addition Footings and Slab – 100%
- Building Addition Masonry – 100%
- Stone Veneer – 100%
- Building Addition Structural Steel – 100%
- Interior Framing Rough-in – 100%
- Fire Proofing – 100%
- Air Barrier – 100%
- Doors and Hardware – 100%
- Storefront and Curtainwall – 100%
- Fiberglass Sandwich Panels – 100%
- Skylights – 100%
- Flooring – 100%
- Window Blinds – 100%
- Painting – 100%
- Closeout and O&M's – 0%

Playground Project

County staff is working with Landscape Architect to finalize plans. It is anticipated that we will be able to start site work in the next two weeks. Phases I and II of the project should be completed during the fall of 2017. Thanks to a \$5,000 donation and a 5-year \$25,000 donation match, Phases III and IV will be fully funded if the school can raise another \$25,000-\$30,000.

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

Date: September 21, 2017

Agenda Item: Joint Towing Board

Summary: The issue was raised by VDOT and the Virginia State Police for the Town and County to consider addressing issues with the towing of vehicles handled by law enforcement. Since the abolishment of the State Towing Board in January 2013, there has been little standard regulation other than licensing requirements in the towing industry. Section 46.2-1217 of the Code of Virginia allows counties to regulate the towing industry via the establishment of a County Tow Board. Several counties and localities in the state have created these Boards with good success. The Town previously had a Tow Board at one point. The Board felt it would make sense for the Town and County to work collaboratively on this issue.

Discussion: The Tow Board would include 7 members including 3 law enforcement officers (Warren County Sheriff's Office, Front Royal Police Department, State Police), 3 representatives of Towing and Recovery businesses, and 1 citizen. We had originally intended to include a member of the Board of Supervisors and Town Council on the Board, however, according to Section §46.2-1233.2 of the Code of Virginia, "Members of the advisory board shall only consist of an equal number of representatives of local law-enforcement agencies and representatives of licensed towing and recovery operators, and one member of the general public." This language would prohibit inclusion of these members.

The ordinance was reviewed by the Warren County Sheriff's Office and sent to VDOT for comment.

Once the Tow Board is established, they will have to adopt a set of bylaws and determine who will prepare the minutes for the meetings. As a public body they will be subject to FOIA and be required to keep minutes of the meeting.

The Board of Supervisors has scheduled a public hearing on the proposed ordinance at its meeting on September 21, 2017.

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

Date: September 21, 2017

Agenda Item: Tethering of Dogs in Extreme Weather

Summary: The County previously received a request from Carol Vorous for the County to adopt a cold/extreme weather ordinance for dogs in the County where Animal Control could have the authority to require people to bring their dogs into the home in the event of cold or extreme weather.

Discussion: County staff conducted research to see if other localities in Virginia have adopted cold/extreme weather ordinances for dogs. It was found that some have considered such an ordinance, but the main problem is that all dog breeds are different (Chihuahua vs. Great Pyrenees) along with the breed's ability to survive and thrive in sub-freezing temperatures. It was noted that it would be difficult to draft an ordinance that encompasses all the breeds. There are ordinances in some localities for tethering, disallowing a dog to be tethered outside for more than a set number of hours per day, as an alternative to an extreme weather ordinance. The following localities currently have a tethering ordinance: Alexandria, Arlington, Chesapeake, Danville, Fairfax County, Fauquier, Newport News, Norfolk, Northampton, Portsmouth, Richmond, Roanoke City, Smithfield, Staunton, Suffolk, and Virginia Beach.

After discussion, it was the feeling of the Board that for uniformity, it made sense that the Town and County both consider such an ordinance since both jurisdictions would be enforced by the Warren County Sheriff's Office. County Attorney Dan Whitten has drafted an ordinance (See attached) and met with Doug Napier to review it.

The Board of Supervisors is scheduled to have a public hearing on the proposed ordinance at its meeting on September 19th.

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