

# Town of Strasburg

## **Town Council Work Session**

Strasburg Town Hall  
174 E King St  
Strasburg, VA 22657

**Monday, February 5, 2024**  
7 p.m.

### **Town Council Members:**

Brandy Hawkins Boies, Mayor  
A.D. Carter, IV  
Dane Hooser  
Ashleigh Kimmons

Emily Reynolds, Vice Mayor  
Andrew Lowder  
Christie Monahan  
Brad Stover  
David Woodson

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager

MEETINGS CAN BE VIEWED LIVESTREAM BY ACCESSING THE LINK BELOW:

<https://www.strasburgva.com/bc/page/meetings>

To make a public comment, please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Monday, February 5, 2024



# Council Work Session Agenda – Monday, February 5, 2024

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*Please silence all cellular devices. Thank you.*

*\*Town Council Work Sessions are typically used for general discussion on matters pertaining to the Town. Formal actions are taken during Town Council Meetings unless otherwise notified.*

## **Call to Order – Mayor Brandy Boies**

## **Introduction and Recognition of Visitors and Guests:**

## **Citizen Comments on non-agenda items:**

## **Discussion Items/Updates:**

- 1.) Project Updates
  - Park Bathroom Design
  - Town Run Plantings
  - Riverwalk Extension
- 2.) Front Royal Road Update
- 3.) Dunmore Rezoning Preview
- 4.) FY2025 Proposed Budget Calendar
- 5.) FOIA Training Proposed Date and Time

## **Committee of the Whole (listed Areas of Focus will be discussed):**

- 1.) **Public Works, Utilities, Infrastructure – Liaison, Council Member Carter**
  - Water/Sewer Extension Policy
  - 2<sup>nd</sup> Water Source Presentation
  - Shenandoah Valley Electric Coop Easement Request
- 2.) **Strategic Initiative: (Parks and Recreation) – Liaison, Council Member Kimmons**
  - Strasburg Little League Agreement
  - Pool Repairs Update

## **Council Member Comments:**

## **Closed Meeting (if needed):**

## **Adjournment**

# **INTRODUCTION and RECOGNITION of VISITORS and GUESTS**



# **CITIZEN COMMENTS (Non-Agenda Items)**



# DISCUSSION ITEMS/ UPDATES





## Discussion Item

Meeting Date: February 5, 2024

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**Item:** Front Royal Road speed limit

**Description:** Town staff received a concern regarding safety for the current speed limit on Front Royal Road. Town resident Mr. Holladay expressed fears for his elderly neighbors crossing the street to retrieve their mail with the current speed of 35 mph in a residential portion of town. One neighbor fell in the middle of the roadway and was almost struck by an oncoming vehicle. Mr. Holladay asked for a speed reduction from 35 mph to 25 mph.

**Update:** VDOT completed their study. Engineers are drafting their report findings with the following recommendation:

Based on similar roadside developments, we recommend extending the existing 25 mph zone from Lemley St. eastward to just east of Jackson St., a distance of approximately 0.54 miles. From this point, the speed limit will remain 35 mph to the existing 45 mph speed zone near Rte. 1201 (Park Rd.).



**COTW - Planning**

**Meeting Date: February 5, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Brian Otis, Director of Planning & Public Services  
Re: Dunmore Rezoning REZ24-0002

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**DESCRIPTION:** Staff is presenting a preview of the Dunmore Rezoning and providing the Staff Report to Town Council.

The Planning Commission recommended approval with conditions in addition to the conditions presented submitted by the applicant. Staff are working with the applicant on the voluntary conditions to be presented during the Town Council public hearing.

**ATTACHMENTS: 2**

REZ24-0002 Dunmore Rezoning Staff Report.



# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

TC Meeting Date: February 13, 2023  
Agenda Title: Rezoning REZ24-0002 – Dunmore Property  
Requested Action: Recommendation for Approval of Rezoning REZ24-0002, Dunmore Property Rezoning

### Summary

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This is a request made by DUNMORE LAND, LLC & COLLEY BLOCK RD/RADIO STATION IND to rezone 101.7554 acres from Medium Density Residential (MDR) to Business Park/Light Industrial (BP/LI). This property is landlocked and located approximately 730-feet south of Borden Mowery Drive, between Colley Block Road and the Founders Landing subdivision. The site is identified as Tax Map #s 016 04 001, 016 04 001F.

It is the recommendation of the staff and the Planning Commission to recommend approval of Rezoning REZ24-0002, Dunmore Property, subject to proffered conditions.

### Background

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- This rezoned in 2004 from X-Transitional to Medium Density Residential.
- A subdivision plan was never submitted for either of these parcels.
- Since the housing market crash in the late 2000s there has not been any movement on developing this property.
- The site does not contain a;
  - Floodplain
  - Stream buffer
  - Conservation area
  - Battlefield overlay
  - Identified areas of historical significance to be retained





# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Zoning analysis

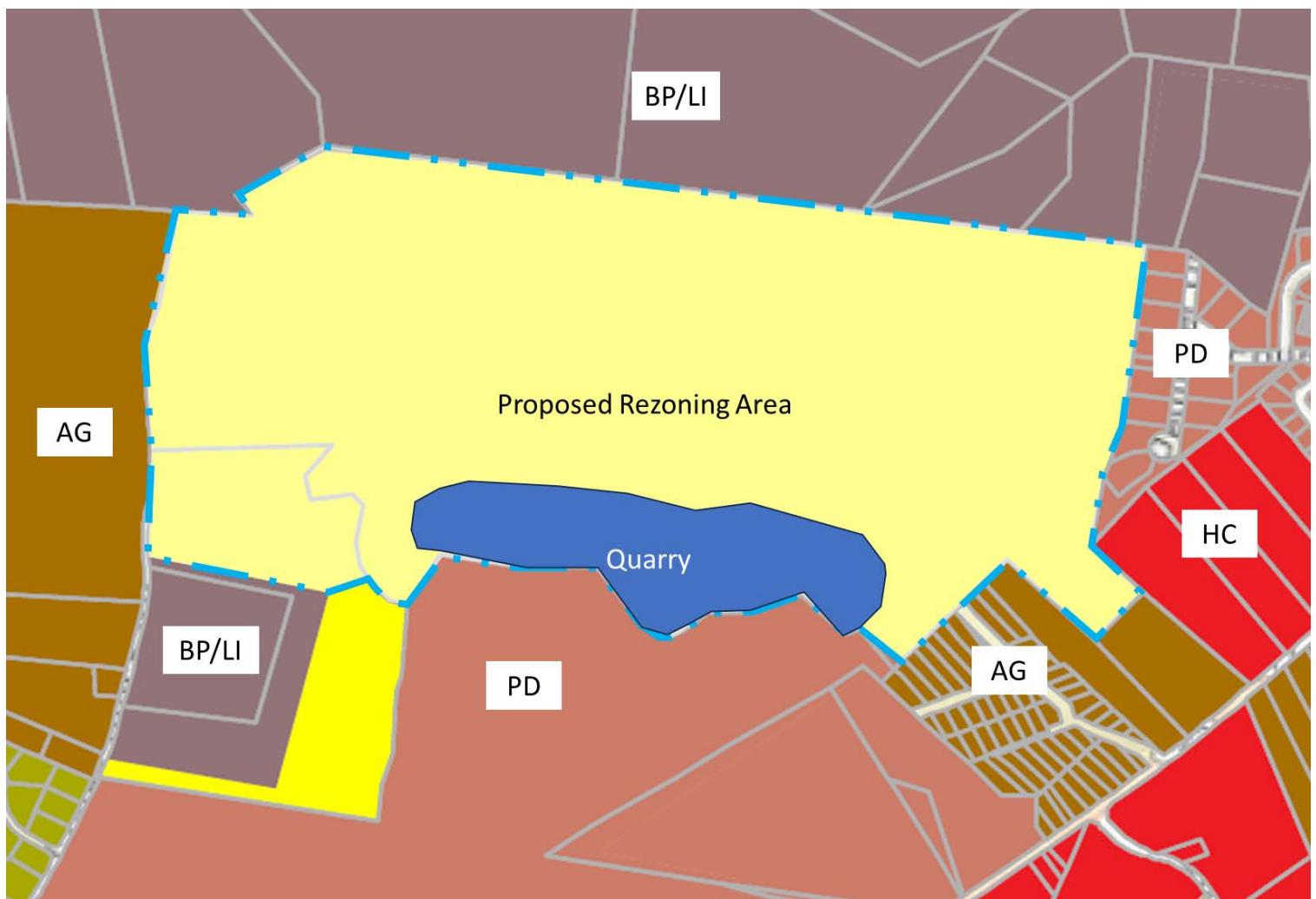
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A. Surrounding Land Uses: This site is bordered by:

NORTH	BP/LI
EAST	PD/Residential, HC, and AG/Residential
SOUTH	PD/Residential, MDR, and BP/LI (Electric Substation)
WEST	AG/Residential

B. Current District: Medium Density Residential

	Acres	SFD	Duplex	Townhouses
Total acreage of the rezoning	101.7554	712	814	814
30% of development dedicated to infrastructure	71.22878	499	570	570





# PLANNING STAFF REPORT

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### Zoning analysis – Cont.

#### C. Proposed District:

1. Business Park/Light Industrial (BP/LI)

#### D. Development Standards:

BP/LI standards

Development Element	Standard
Lot Size (minimum)	1 ac.
Front Yard Setback (minimum, from right-of-way)	10'
Side Yard Setback (minimum, from lot line)	20'
Side Yard Setback (minimum, from right-of-way)	20'
Rear Yard Setback (minimum, from lot line)	25'
Rear Yard Setback (minimum, from lot line, if adjacent to residential district)	50'
Frontage (minimum)	200'
Building Height (maximum)	45'
Lot Coverage (maximum)	70%

#### E. Permitted Uses for BP/LI – see attachment (BP/LI Uses)

#### F. Buffer Yards

BP/LI to any residential district 50'

Plantings

Type of Plant	Number of units per sf.
Canopy Trees	1/500
Ornamental Trees	1/500
Evergreen Trees	1/500
Shrubs	1/100

BP/LI to Highway Commercial 10'

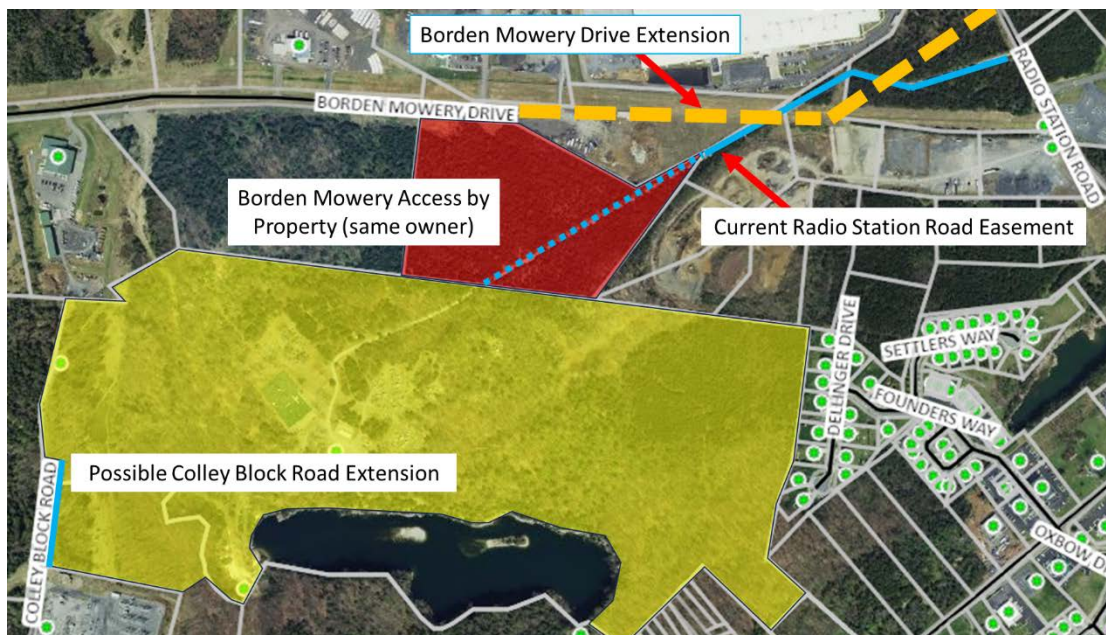
Plantings

Type of Plant	Number of units per sf.
Canopy Trees	1/500
Ornamental Trees	0
Evergreen Trees	0
Shrubs	1/100

### Infrastructure analysis

#### 1. Transportation/Access

- Current Radio Station Road easement
  - Strengths
    - Radio Station Road is currently used for and is designed to accommodate heavy traffic.
  - Weaknesses
    - The current easement may be specific to the current use which has very limited traffic impacts.
- Possible Colley Block Road extension
  - Strengths
    - Possible connection of Colley Block Road to Borden Mowery.
  - Weaknesses
    - Colley Block is primarily residential traffic. If an extension is proposed vehicle limitations could be posted. However, this would rely heavily on enforcement versus design.
- Borden Mowery Drive access/easement from property currently under same ownership
  - Strengths
    - Borden Mowery Road is currently used for and is designed to accommodate heavy traffic.
    - The property adjacent to Borden Mowery Drive is under the same ownership group as the subject property.
    - The owner can dedicate access to the subject lot.
  - Weaknesses
    - Easement will need to be dedicated for the BP/LI use access.



### Infrastructure analysis – cont.

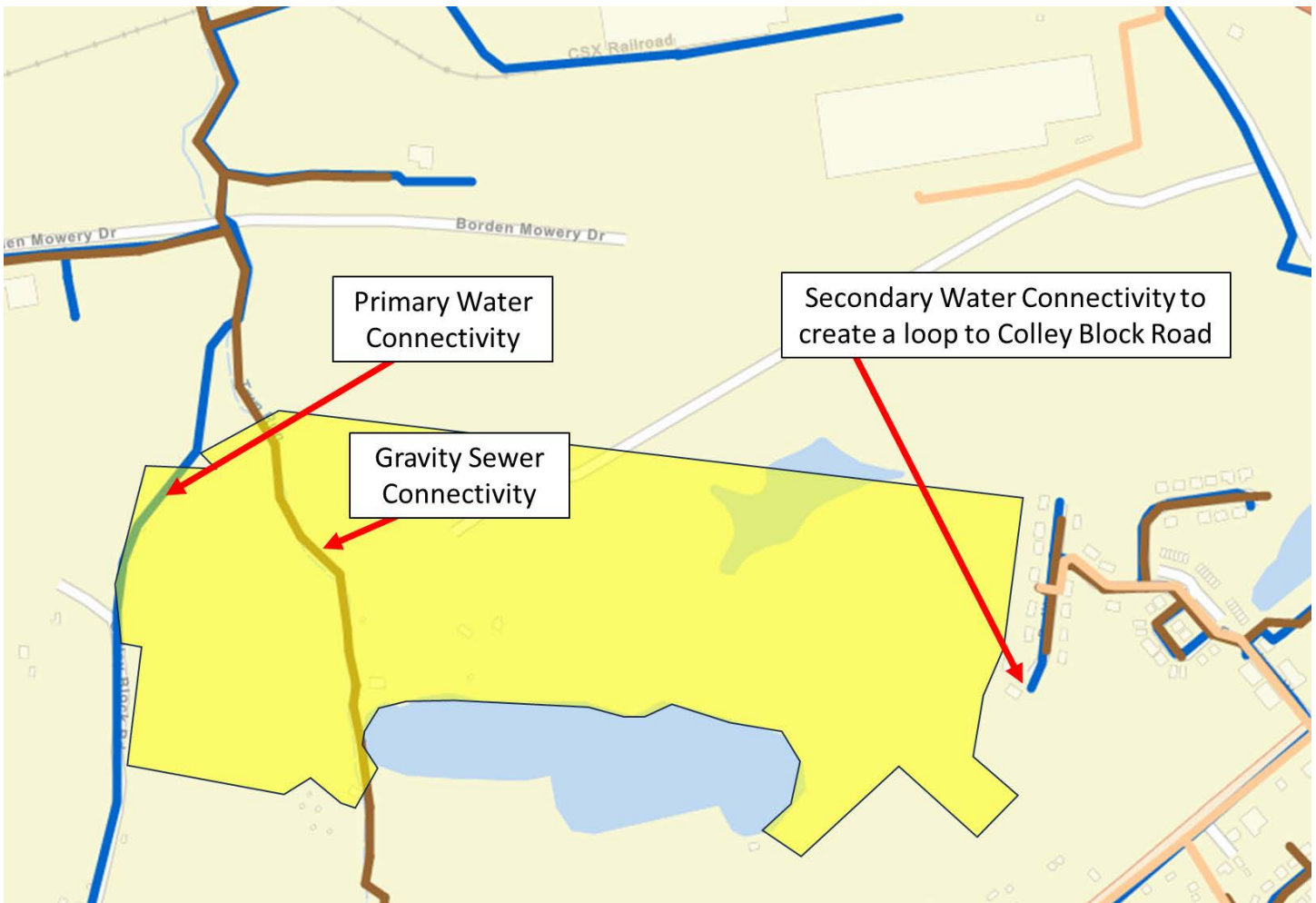
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#### 2. Water

- A 12-inch water line is available on the west side of the property that will be the primary supply to the development at this site.
- An 8-inch water line is located on the adjacent property to the east.
  - This property is owned by the Founders Landing Property Owners Association.
  - A connection to this line would serve two purposes.
    - Create a secondary water line connection to this site.
    - Create a loop for the water system to allow a second connection to Founders Landing and allow staff to better isolate water lines during an outage.

#### 3. Sewer

- A 12-inch gravity sewer located on the eastern portion of this site. This connection may prevent the need for a pump station/forced sewer.





### Comprehensive Plan analysis

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In relation to a rezoning case, a rezoning generally must comply with the comprehensive plan. The plan is a guiding, and not binding document. It is a collection of written goals, strategies, and recommendations. The town may exercise some flexibility in finding compliance.

The physical, cultural, economic, and political elements that influence how the Town will develop are dynamic and ever-changing. While the Plan attempts to project and estimate future development needs through scenarios based primarily on past trends, the future will undoubtedly present many factors that cannot be predicted. As a result, considerable effort has been made to maintain flexibility within the Plan to react to the unknown conditions that will occur during the forty-year planning horizon. This flexibility cannot be completely defined or incorporated, thus placing a burden on current and future leaders of the Town to adopt policies that implement the vision laid out in this Comprehensive Plan.

#### A. Future Land Use Map

- The is designated as Future Residential.
- Based on the information staff gathered, this designation was given because of the 2004 rezoning to MDR.





# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Comprehensive Plan analysis – cont.

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#### B. Strategies:

1. Goal 5: Continue developing Northern Shenandoah Industrial Park and vicinity with business and industrial uses.

*Seek an ongoing collaboration with private landowners, the Shenandoah County, Virginia Board of Supervisors, and the Shenandoah County, Virginia Economic Development Authority, and encourage their investment and support for the development of the park. Initial talks should begin regarding a potential mega site as outlined in the Camoin study.*

#### Staff Comments:

- A major challenge of the Business Park is the lack of large lots to accommodate prospective industries that need the area.
  - Large industries bring the need for smaller support industries such as a large vehicle repair and maintenance shop.
2. Goal 7: Insure new business supplement town character and blend with surrounding built environment.
    - A.) *Encourage businesses to locate on sites with proper access to transportation and utility infrastructure. Where existing areas are not served by adequate access, new access roads should be developed (if feasible) in keeping with the small-town character of the Town.*
    - B.) *Require compliance with all current environmental regulations to ensure there is no harmful pollution, waste, or stormwater generated by business and that construction does not take place in environmentally-sensitive areas.*
    - C.) *Require the inclusion of buffer areas and/or screening between differing land uses.*

#### Staff Comments:

- If residential development takes place in this area, connecting streets would be;
    - Colley Block Road connects to John Marshal Hwy, north of Frontier Fort Lane
    - Future Summit Crossing access connects to Old Valley Pike, across from Crystal Lane.
  - If Office/Industrial development takes place, the transportation connects will be;
    - Radio Station Road to Old Valley Pike
    - Borden Mowery Drive to John Marshal Highway
  - Residential traffic will increase vehicle trips in the core of town. Non-residential traffic will increase trips on the outer portions of town to connect to I-81.
  - Buffer design and placement will be detrimental to protecting the adjacent residential properties.
- #### C. Strategies:
3. Goal 5: Continue developing Northern Shenandoah Industrial Park and vicinity with business and industrial uses.



# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Proposal's SWOT analysis

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- **Strengths**
  - The significant lot size has been identified as a weakness of the business park. The size of this site is more attractive to industrial prospects.
  - Reduces the number of potential rooftops in the “Golden Triangle” that impact streets, schools, and other available services.
  - Reduces the residential related vehicle trips converging close to the towns center, on Old Valley Pike and John Marshal Highway
- **Weaknesses**
  - The site is land-locked from industrial access. Easements are required. The site has topography challenges. Karst topography and adjacent quarry. topography.  
*NOTE: (Karst is a type of landscape where the dissolving of the bedrock has created sinkholes, sinking streams, caves, springs, and other characteristic features. Karst is associated with soluble rock types such as limestone, marble, and gypsum.)*
  - Unknown end user(s) for this site.
- **Opportunities**
  - Prospective jobs for the local workforce.
  - Large industry developments may attract smaller industries as a supporting role.
  - Adaptive reuse of the quarry.
- **Threats**
  - Generally - Noise, and viewshed impacts on adjacent residential properties.
  - Some by-right and special uses would have a significant impact on the adjacent residential properties.
  - Access through streets utilized primarily for residential traffic should be avoided.
  - The Future Land Use map identifies this site for future residential. To mitigate the negative impacts of the BP/LI uses, specific conditions may need to be proposed in order to maintain a cohesive connection dissimilar zoning districts.



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## Rezoning REZ24-0002 – Dunmore Property

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### Staff recommendations of conditions

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Staff identified to the applicant the following conditions may mitigate negative impacts of the proposed rezoning that have been identified by staff. All conditions shall be voluntarily provided by the applicant, in writing prior to a public hearing.

1. Buffers and Landscaping
  - a. Increase the buffer design for portions of the property adjacent to residential districts. Options may be one of, or a mixture of the following.
    - i. A berm to create a physical barrier.
    - ii. Increasing the buffer depth.
    - iii. Increasing the number of plantings required in the buffer.
  - b. Possible use of the draft Technical Design Manual Section 6. Landscaping and Buffers date December 6, 2023 as it requires an increased amount and variation in height of the plantings within the buffer.
2. Site development layout
  - a. Creation of Land bays - Identify a separate land bay to the east that would only permit uses that have limited outdoor activity and a lower impact on adjacent properties.
  - b. Siting of development shall be in a manner that outdoor activities and noise are on the side of the building opposite the residential development, to allow the building to act as a buffer.
3. Infrastructure
  - a. At the time of site plan submission, the applicant shall make sufficient attempts to acquire an off-site utility easement on the Founders Landing Property Owners Association for the purpose of creating the loop in the water system.
4. Transportation
  - a. If Colley Block Road is identified as access to this site, large vehicles (>7500 lbs GVW) are to be prohibited to reduce nonresidential related vehicle trips on this road.
  - b. Access to this site shall be by access to Borden Mowery Drive or Radio Station Road.





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### Staff recommendations – cont.

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Staff recommends the Planning Commission to recommend approval of rezoning REZ24-0002, Dunmore Property, subject to proffered conditions for the following reasons.

- The Rezoning is not consistent with the Future Land Use Map. However, guidance within the Comprehensive Plan allows flexibility in decision-making.
- Mitigating measures should be utilized to protect the nature of the neighboring uses since this site is defined as Future Residential in the Comprehensive Plan.
- Reduce the residential impact on the Golden Triangle.
  - Based on the current zoning of all lots in the Golden Triangle, the area has the potential growth for an estimated growth of 1237 homes.
  - This estimated growth and significantly increase residential vehicle trips on portions of John Marshal Highway (via Colley Block Road) and Old Valley Pike (via Summit Crossing). This has been identified as a concern from town staff, the Planning Commission, Town Council, and the public.
  - This rezoning will reduce the number of projected dwellings by 499 to a total of 738 dwelling units.
- A site of this size has been identified as a need to spur development within the park, drive further development, and create local jobs.
- With vehicle trips related to a BP/LI use utilizing Borden Mowery Drive and Radio Station Road, and proper landscaping/buffer, impacts on the adjacent properties can be mitigated.
- The residential access to this site is extremely limited with the lack of development of projects to the south. The extension of Colley Block Road and the southern residential projects that have not been developed were intended to serve as access to this site.



# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Community Input

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- Notice to the Rezoning was sent via registered mail to all property owners with 500 feet on November 29, 2023
- Signs were posted at the location starting on November 29, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated Friday, February 2, 2024 and Friday, February 9, 2024.
- Citizen comments to staff via email.

### Timing

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The Town Council has 1 year from the date of complete application (September 1, 2023) to act on this application. The 1 year shall expire on September 1, 2024.

### Planning Commission action

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The Planning Commission recommended approval with the following conditions.

- In the event development is proposed within three hundred (300) feet of the subject property line bordering lots identified as H through Q (Founders Landing) on the plat prepared by David Lellock, dated 9/18/23, the following requirements shall be demonstrated on the final site plan.
  - 100' buffer with an 8' tall berm
  - All traffic related to the uses to utilize Radio Station Road or Borden Mowery Drive. Colley Block Road is not to be designed/routed to accommodate nonresidential traffic. (Colley Block can be used/routed for employee traffic. Not traffic related to the use itself.)

### Town Council action

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Actions the Town Council can make are;

- Approval of rezoning case REZ24-0002 – Dunmore Property with the following conditions...
- Denial of rezoning case REZ24-0002
- Request deferral for further conversation by the Town Council

### Attachments

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Attachment A – Plat prepared by David Lellock, dated 9/18/23  
Attachment B – Proffer Statement



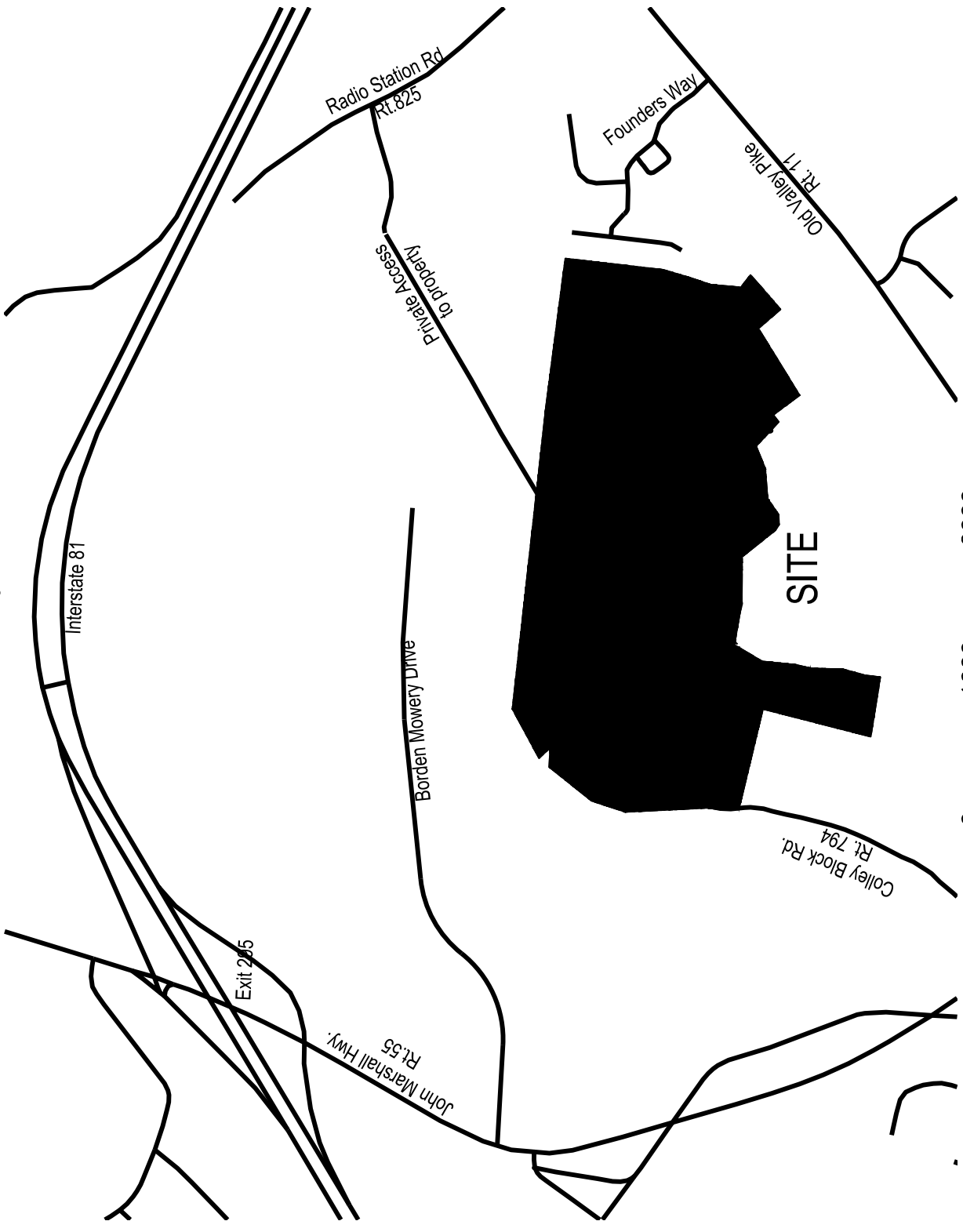
# PLANNING STAFF REPORT

Rezoning REZ24-0002 – Dunmore Property

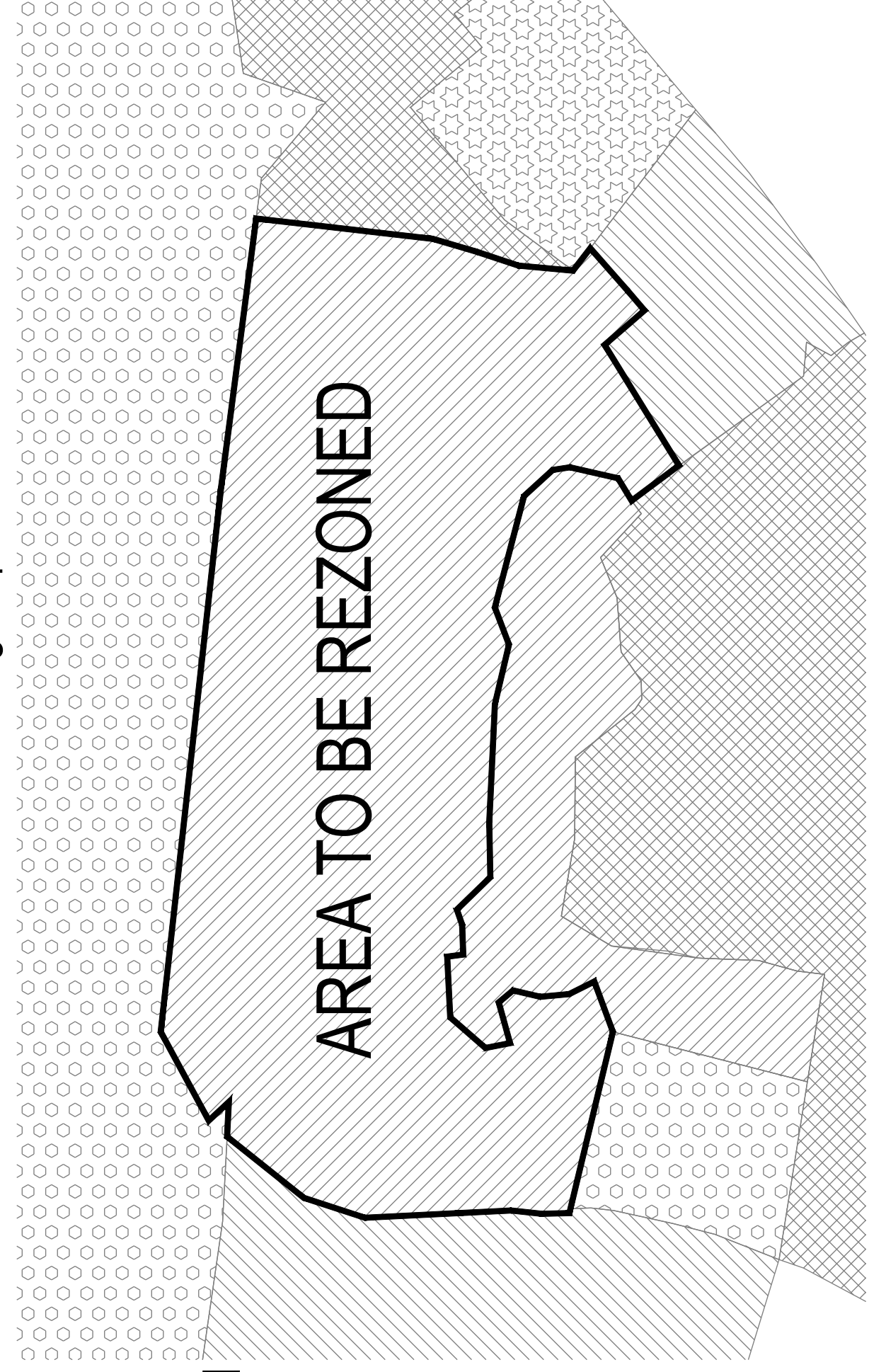
Planning & Zoning Administration  
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Attachment A – Plat prepared by David Lellock, dated  
9/18/23

## Vicinity Map



## Ex. Zoning Map



NOTES:

1. THIS EXHIBIT IS BASED ON DEED OF RECORD AND OTHER AVAILABLE INFORMATION AND DOES NOT REPRESENT A FIELD SURVEY BY THIS FIRM.
2. THE PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
3. THE PLAT IS BASED ON THE 2010/07/07 HAZARDOUS WASTES WAS NEITHER INVESTIGATED, NOR CONFIRMED DURING THE PERFORMANCE OF THIS SURVEY.
4. THE PROPERTY DELINEATED ON THIS PLAT IS LOCATED IN FLOOD ZONE "X" AN AREA OF MINIMAL FLOOD HAZARD AS DETERMINED BY REFERENCE TO THE FLOOD INSURANCE RATE MAP NO 51177C0055 Effective 07/16/09.
5. HORIZONTAL ORIENTATION BASED ON VA NAD83(2011) NORTH ZONE STATE GRID

**SUBJECT PROPERTY INFORMATION:**

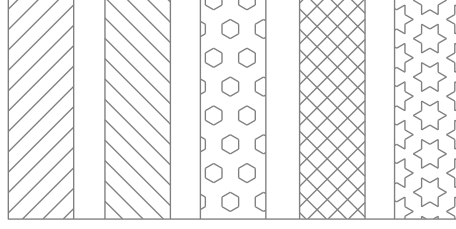
TM: 16-((4))-1  
DB 1357 PG 960  
DB 1353 PG 187 [PLAT]

OWNER: DUNMORE LAND, LLC  
3299 K. ST. NW  
SUITE 700  
WASHINGTON, DC 20007

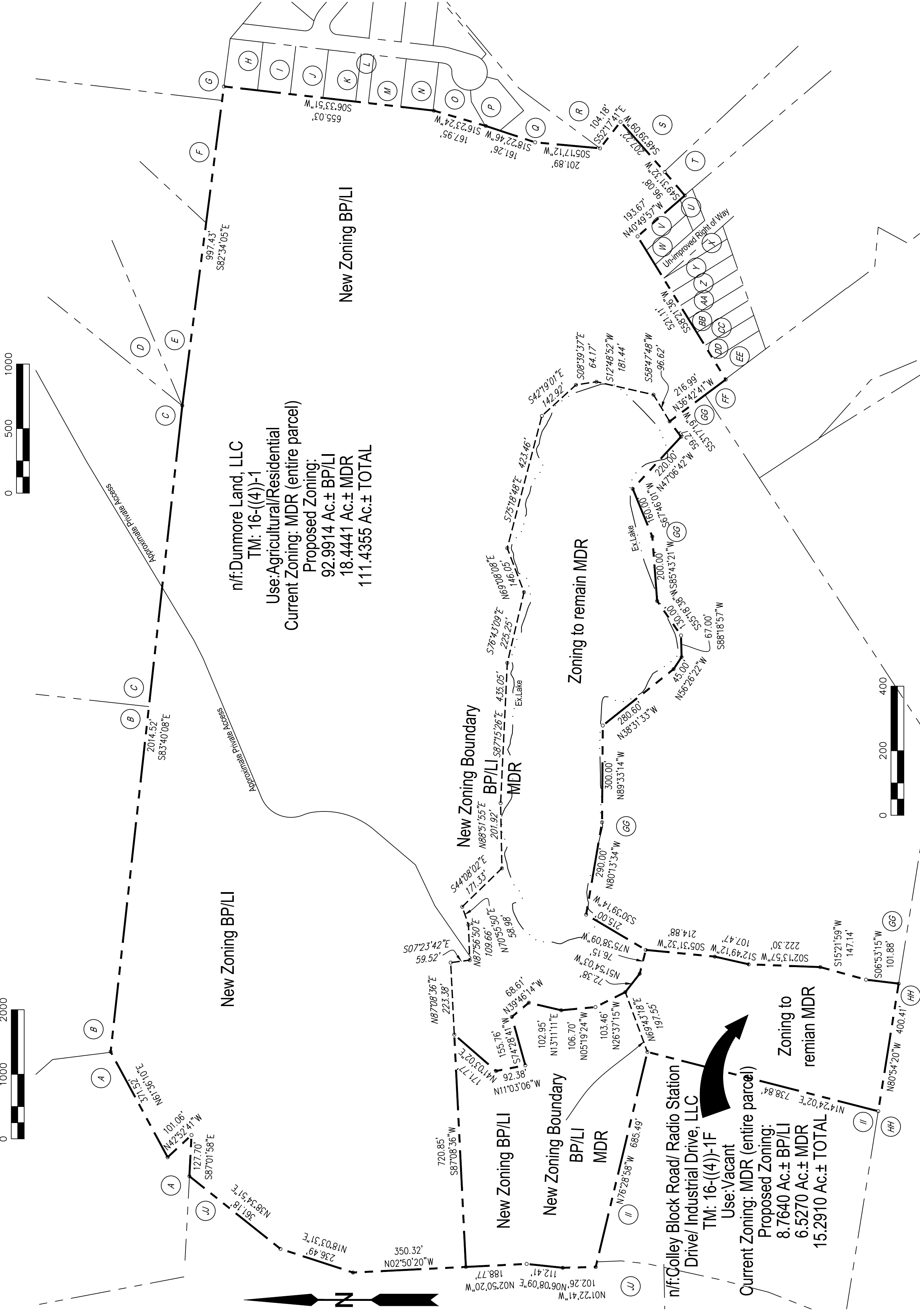
TM: 16-((4))-1F  
DB 1357 PG 957  
DB 1726 PG 751 [PLAT]

OWNER: COLLEY BLOCK RD./RADIO STATION/ INDUSTRIAL DRIVE. LLC  
3299 K. ST. NW  
SUITE 700  
WASHINGTON, DC 20007

## ZONING LEGEND



MDR - MEDIUM DENSITY RESIDENTIAL  
AG/RR - AGRICULTURAL / RURAL RESIDENTIAL  
BP/LI - BUSINESS PARK / LIGHT INDUSTRIAL  
PD - PLANNED DEVELOPMENT  
HC - HIGHWAY COMMERCIAL



ID	TAX MAP	OWNER	USE	ZONING
A	016 A 1238	TOWN OF STRASBURG VIRGINIA	OFFICE	BPVLI
B	016 C 04	INDUSTRIAL DEVELOPMENT AUTHORITY OF	VACANT	BPVLI
C	016 04 0018	COLLEGE BLOCK RADIO STATION AND	VACANT	BPVLI
D	016 10 011	DELINGER FERRY H OR DAME E	BORROW PIT	BPVLI
E	016 10 011	DELINGER FERRY H OR DAME E	BORROW PIT	BPVLI
F	016 10 009	DELINGER FERRY H OR DAME E	VACANT	BPVLI
G	016 10 038	DEL INDUSTRIES LLC	VACANT	BPVLI
H	016C02 035	JORDAN MATHAN DANIEL OR	RESIDENTIAL	PD
I	016C02 036	LARA DELANEY OR LAMORE	RESIDENTIAL	PD
J	016C02 038	NEAL WATHTON F OR BENNER E	RESIDENTIAL	PD
K	016C02 038	STYNNETTE EDWARD OR KELLY	RESIDENTIAL	PD
L	016C02 020	THE TOWN OF STRASBURG	PUMP STATION	PD
M	016C02 039	SCHULTZ ROBERT OR GERHARD	RESIDENTIAL	PD
N	016C02 040	WACHARONDA SVILA KUMAR	RESIDENTIAL	PD
O	016C02 042	GESSNER SCOTT R OR ZOMVAL J	RESIDENTIAL	PD
P	016C02 042	GANNETT CHRISTOPHER L	RESIDENTIAL	PD
Q	016C02 026	FOUNDERS LANDING PROPERTY OWNERS	VACANT	PD
R	016 10 026	FOUNDERS PROPERTY DEVELOPMENT LLC	VACANT	PD
S	016 A 151	DELINGER FERRY H AND	VACANT	ACGR
T	016 A 151	MONTERY ALICE B	RESIDENTIAL	ACGR
U	016B01 49	MONTERY ALICE BOOTH	VACANT	ACGR
V	016B01 49	MONTERY ALICE BOOTH	VACANT	ACGR
W	016B01 0498	MONTERY ALICE BOOTH	VACANT	ACGR
X	016B01 A	MONTERY ALICE BOOTH	VACANT	ACGR
Y	016B01 B	MONTERY ALICE BOOTH	VACANT	ACGR
Z	016B01 C	MONTERY ALICE BOOTH	VACANT	ACGR
AA	016B01 D	MONTERY ALICE BOOTH	VACANT	ACGR
BB	016B01 E	MONTERY ALICE BOOTH	VACANT	ACGR
CC	016B01 F	MONTERY ALICE BOOTH	VACANT	ACGR
DD	016B01 G	MONTERY ALICE BOOTH	VACANT	ACGR
EE	016B01 H	MONTERY ALICE BOOTH	VACANT	ACGR
FF	023 A 001	HUPPS HILL LLC	MUSEUM	PD
GG	016 04 002H	STRASBURG LAND LLC	VACANT	PD
HH	023 A 02	BITTENBENDER MARK TRUSTEE TRUST	VACANT	PD
II	016 A 7A	SHENANDOAH VALLEY ELECTRIC COOP	SUBSTATION	BPVLI
JJ	016 A 117	RHEATON PROPERTIES LLC	RESIDENTIAL	ACGR



# PLANNING STAFF REPORT

Rezoning REZ24-0002 – Dunmore Property

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
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## Attachment B – Proffer Statement

**PROFFER AMENDMENT STATEMENT**

**#REZ2024-0002, Dunmore Property**

**Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND**

**Date: December 8, 2023**

**PROFFER STATEMENT**

RE: Rezoning REZ2024-0002, Dunmore Property  
Owners: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND  
Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND  
Property: Tax Map Numbers: 16-((4))-1, 16-((4))-1F  
Location: This property is landlocked and located approximately 730-feet south of Borden Mowery Drive, between Colley Block Road and the Founders Landing subdivision.

Date: December 8, 2023

The undersigned hereby proffers that the use and development of the subject Property shall be in strict conformance with the following conditions. In the event the above-referenced rezoning is not granted as applied for by the Applicant, these proffers shall be withdrawn and are null and void. The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. Any improvements proffered herein below shall be provided at the time of development of the portion of the site served by the improvement, unless otherwise specified. The terms "Applicant" and "Developer" shall include all future owners and successors in interest.

For purposes of reference in this Proffer Statement, the "GDP" shall be that plan entitled "REZONING DOCUMENT TM 16-((4))-1 & 1F, DUNMORE LAND, LLC," prepared by Land Design Consultants, Inc., dated September 8, 2023.

**SECTION 1. USES & DEVELOPMENT**

- A. The Property shall be developed in substantial accordance with the GDP, subject to minor changes approved by the Town in connection with final site plan review. Provided that development of the Property complies with the applicable standards for the Business Park/Light Industrial (BP/LI) Zoning District.

**PROFFER AMENDMENT STATEMENT**

**#REZ2024-0002, Dunmore Property**

**Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND**

**Date: December 8, 2023**

**SECTION 2. BUFFERS AND LANDSCAPING**

- A. At the time of site plan submission, the Applicant shall provide buffers and landscaping in accordance with all applicable codes. Compliance shall be demonstrated as a condition of each final site plan approval.
- B. In the event development is proposed within two hundred (200) feet of the subject property line bordering lots identified as H through Q on the GDP, one of the two following additional requirements shall be demonstrated on the final site plan.
  - i. Increase the required buffer from fifty (50) feet to one hundred (100) feet and provide landscaping within the buffer in accordance with Technical Design Manual Chapter 6 Landscaping and Buffers, dated December 6, 2023.
  - ii. Provide an eight (8) foot berm within the required fifty (50) foot buffer and provide landscaping within the buffer in accordance with Technical Design Manual Chapter 6 Landscaping and Buffers, dated December 6, 2023.

**SIGNATURE ON THE FOLLOWING PAGE**

**PROFFER AMENDMENT STATEMENT**

#REZ2024-0002, Dunmore Property

Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND

Date: December 8, 2023

**SIGNATURE PAGE**

Dunmore Land, LLC

Signature: [Signature]

Date 12/11/23

By: Strasburg Land, LLC, Managing Member

By: TBC Manager, LLC, Manager

By: Adam K. Bernstein

Its: President

Colley Block Road/Radio Station/Industrial Drive, LLC

Signature: [Signature]

Date 12/11/23

By: TBC Manager, LLC, Manager

By: Adam K. Bernstein

Its: President

All conditions set forth within this proffer statement were approved by the Strasburg Town Council on

\_\_\_\_\_.

Planning and Zoning Administrator \_\_\_\_\_

Date \_\_\_\_\_





**Agenda Location: Discussion**

**Meeting Date: February 5, 2024**

---

**ITEM TITLE:** FY2025 Town Council Budget Calendar

**Executive Summary:** In an effort to schedule meetings for discussion and consideration of the FY2025 Town Operating Budget and the FY2025-2029 Capital Improvements Plan, a draft budget calendar is provided.

**POTENTIAL ACTIONS**

- Adoption of the draft FY2025 Town Council Budget Calendar, as presented or amended.

**Attachment(s):**

- *FY2025 Draft Town Council Budget Calendar*



### FISCAL YEAR 2025 BUDGET CALENDAR

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>	
Wednesday, January 3	Dept Budgets/CIP Requests/Personnel Changes Submitted to Town Manager	Department Heads
Monday, February 5	FY 2025 Budget Presented to Town Manager by Finance Director	
Week of February 12	Town Manager & Finance Director Meet with Department Heads	Town Manager/Finance Director/Dept. Heads
Friday, February 16	FY2025 Donation Applications Due from Organizations	Finance Director
Monday, March 4	Distribution of FY2025 Draft Budget to Town Council – Initial Presentation/Discussion	Town Manager/Finance Director/Dept. Heads/ Town Council
Tuesday, March 12	Budget Discussion at Town Council Regular Meeting	Town Council
Monday, March 18	Budget Work Session with Town Council (if needed)	Town Council
Monday, April 1	Budget Discussion at Town Council Work Session	Town Council
Tuesday, April 9	Budget Discussion at Town Council Regular Meeting	Town Council
Thursday, April 18	Submit Legal Notice for FY2025 Proposed Budget/Rates/CIP to Newspaper for Publication on April 22 <sup>nd</sup> and 29 <sup>th</sup>	Finance Director
Monday, May 6	Public Hearing on FY 2025 Proposed Budget/ Rates/ CIP	Public / Town Council
May 14 & 20 +	Budget Discussions (as needed) – Finalize FY 2025 Budget	Town Council
Tuesday, June 11	Adoption of FY 2025 Budget / Rates/ CIP	Town Council
Tuesday, July 9	Delivery of FY2025 Budget Books (Working Copy)	



**Agenda Location: Discussion**

**Meeting Date: February 5, 2024**

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**ITEM TITLE:** Freedom of Information Act (FOIA) Training Date

**Executive Summary:** Every two years elected officials are required to have training regarding the Virginia Freedom of Information Act (FOIA). In the past we have provided this training in several ways, this year Michael Helms, Town Attorney, has agreed to provide the training prior to the March 12<sup>th</sup> Regular Town Council meeting beginning at 6:15 p.m. in Council Chambers

If Town Council agrees with the scheduling of the FOIA training in this manner, Council can reach a consensus and set a Special Meeting of Town Council for Tuesday, March 12, 2024, at 6:15 p.m. The Council's Regular Meeting would begin that evening at 7:00 p.m.

**POTENTIAL ACTIONS**

- Per discussion.

**Attachment(s):**

N/A

# COMMITTEE OF THE WHOLE





## **COTW**

**Meeting Date: February 5, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Brian Otis, Director of Planning & Public Services  
Re: Water and Sewer Extension Policy

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**DESCRIPTION:** Per the direction from Town Council, staff has drafted the Water and Sewer Extension Policy to create guidelines for request of service from parcels outside of the town boundaries. Staff is requesting Town Council to Review the policy and application.

### **ATTACHMENTS: 2**

Draft Water and Sewer Extension Policy  
Capacity Assurance Review Application



## **WATER AND SEWER EXTENSION POLICY TOWN OF STRASBURG**

### **Article I: INTRODUCTION**

#### **Section 1.1. PURPOSE**

The Water and Sewer Extension Policy is intended to define how extensions of the Town of Strasburg water and sewer utility systems will be made. The Policy establishes procedures for requesting and/or installing new services and the financial obligations thereto.

#### **Section 1.2 OBJECTIVES**

The Town's primary objective is to provide reliable and affordable utility service to its existing customers. New customers to the system are therefor expected to share in a majority of the expense for new services. The specific objectives of this Policy are to:

1. Define how requests for new service shall be submitted to the Town.
2. Define the facilities necessary to provide new services.
3. Define the construction responsibilities of these new facilities.
4. Define the financial responsibilities for these new facilities.
5. Establish funding mechanisms for private contributions to publicly funded utility extensions.

#### **Section 1.3 DEFINITIONS**

Growth Area – the areas around Strasburg considered by the Town to be viable candidates for incorporation into the Town.

Major Facilities – Major water facilities generally consist of storage facilities, pumping facilities, and water lines 12 inches in diameter and larger. Major wastewater facilities generally consist of the pumping facilities, and sewer lines 8 inches in diameter and larger.

Minor Facilities – facilities that generally provide local water and sewer service.

Service Connection – lines and appurtenances connecting a customer to the Town water and/or sewer system.

Availability Fee – a fee paid by all new utility connections to defray, in part, the impact that each new customer will have on the overall public system and the Town’s available water and sewer capacity.

Engineer Review Fees – a fee paid by the applicant to have the water and sewer extension request reviewed by an engineer of the Town’s choosing and by Town Council.

Tap Fee – a fee paid by all new customers to defray, in part, the cost of the service connection and meter.

Bore Fee – a fee paid, when necessary, by new customers to defray, in part, the cost of boring under a road to provide sewer service.

## **ARTICLE II: APPLICATION**

### **Section 2.1 REQUEST FOR SERVICE**

Any interested party may request water and/or sewer service from the Town by the submission of the Town’s Capacity Assurance Review Application. The scope of the request will determine whether it is an internal administrative review/decision or has to be considered and approved by Town Council.

All applicants requesting water and/or sewer service outside Town limits shall submit the Town’s Capacity Assurance Review Application. The Town will generally consider extension of utilities to areas within the growth area, though areas outside of the growth area may be considered. Extensions of water and sewer outside the corporate limits of the Town will require that such recipients be required to acknowledge in writing that such extensions subject the properties served to future annexation at the discretion of the Town as stated in the Attachment “A” of the “Annexation Plan for the Town of Strasburg, VA”, December 1984.

Requests for Service shall be accompanied by engineering design plans sealed by a Professional Engineer, as well as review fees as set forth by the Schedule of Fees along with their formal application to the Town of Strasburg Director of Public Works.

### **Section 2.2 TOWN RESPONSE**

Upon receipt of a complete application to extend water and/or sewer mains, the Town will review the feasibility of providing service to the applicant and determine if the request is administrative or needs Council review/approval. If the Town staff determines it is feasible and the request requires Town Council’s review/approval, they may consider any or all of the following options:

- 1) Town installs the extension at the Town’s expense.
- 2) Town approves and allows the applicant to install the extension at his/her expense.
- 3) Town installs the extension at the applicant’s expense.
- 4) Town installs and jointly finances the extension in cooperation with the applicant.
- 5) Deny the request.

The criteria under which option will be chosen are generally defined herein; however, the Town Council may act accordingly to any aforementioned option, which it feels is in the best interest of the Town.

The Town Council may also extend water and/or sewer mains on their own discretion without receipt of an application and assess the cost or collect utility fees as described herein, from those who connect to the main.

### **Article III: WATER AND SEWER STANDARDS.**

#### **Section 3.1 SERVICE CONNECTIONS**

New service connections to existing mains will generally be installed by the Town and paid for by the new customer. Where new service connections are installed in conjunction with extension of water and sewer lines, the customer may, at the Town's discretion, install service connections.

No new service shall be commissioned until construction and testing are completed and all applicable fees have been paid to the Town.

#### **Section 3.2 MINOR FACILITIES**

All extensions to Town utilities shall be made in accordance with Town standards and applicable to State and Federal regulations.

Where extension of utilities is funded entirely or partly by the Town, the Town shall design and construct the facilities. Extensions funded entirely by the applicant may, at the Town's discretion, be designed and constructed by the applicant. The facilities shall be constructed by a licensed utility contractor in accordance with Town standards.

Extensions funded by the Town shall be Town projects. The petitioner shall make a non-refundable deposit of fifty percent of the estimated project cost prior to the Town undertaking design. Prior to construction the applicant shall pay the balance of the project cost or the applicant's share of the cost.

Privately funded extension projects constructed by the applicant shall be reviewed and approved by the Town prior to the applicant submitting the plans to any other review agency. Upon approval of plans the Town will issue the written notification to the applicant who shall then secure all additional approvals and construct the facilities. The facilities shall be constructed by a licensed utility contractor and must be constructed to Town standards. The facilities must be extended to the far edge of the applicant's property in order to make the facilities available to adjacent property owners. The applicant shall commence construction within 18 months of the approval and complete the installation and make service connections within 36 months. Failure to comply with the approved plan or time schedule will automatically terminate the approval for service. The extensions provided by the applicant may become Town facilities, at the Town's discretion.

#### **Section 3.3 MAJOR FACILITIES**

Major facilities shall be funded, designed, and constructed by the Town. These facilities shall be constructed in order of priority as adopted in the Town's Capital Improvement Plans. Projects will only be undertaken as adequate capital improvement funds are available. Projects to improve existing services will generally be funded by fees and revenues. Projects to extend the major facilities will generally be funded by fees, charges, and private contributions.



Applicants wishing to expediate a major facility extension project may be asked by the Town Council to prepay fees and charges, make a contribution to the project cost or both such that accelerating the project does not adversely impact existing customers or the orderly expansion of the utility system.

#### **Article IV: FEES AND CHARGES**

##### **Section 4.1 ENGINEERING REVIEW FEES.**

Engineer Review Fees will be collected from each applicant prior to review and consideration from the Town engineer and Town Council. The schedule of fees shall be periodically revised to reflect changes in associated costs.

##### **Section 4.2 TAP FEES**

Tap Fees will be collected from each new customer prior to installing service, this fee covers the cost of extension of the service to the property and the cost of meter and installation. Where new service connections are installed as part of a new development, the fee reflects the cost of meter and installation only. The schedule of fees shall be periodically revised to reflect changes in the Town's actual cost.

##### **Section 4.3 BORE FEES**

Bore Fees will be collected from each new customer, when necessary, prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in the Town's actual cost.

##### **Section 4.4 AVAILABILITY FEES**

Connection Fees will be collected from each new customer prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in facility needs and associated costs.

Where the Town Council has extended beyond the Town Limits pursuant to statutory involuntary annexation and water and/or sewer lines are extended to or through the newly annexed area to comply with statutory requirements relating to the annexation; property owners may be required to pay a special assessment, tap fees, and connection fees.

Payment of the Fees in this section shall be made prior to installation of any meter or connection of any new service to the town water and/or sewer system.

#### **Article V. ADOPTION**

Adopted by the Town Council on the \_\_\_\_ day of \_\_\_\_\_ 2024.



Town of Strasburg  
174 East King Street  
Strasburg, VA 22657  
www.strasburgva.com

## CAPACITY ASSURANCE REVIEW APPLICATION

### FLOW ACCEPTANCE/PRELIMINARY CAP REVIEW

All requests require a utility drawing.

First Name

Last Name

Company, HOA, Developer, etc.

Address

Apartment/Unit #

City

State

Zip

Email

### Project Location

Project Name

Phone

Site Address

Tax Map/Parcel #

City

State

Zip

Email

Contact Person's Name

### Project Information

Complete the following:

1. Type of Development
  - a. Residential, apartment \_\_\_\_\_ units
  - b. Residential, townhome/condominium \_\_\_\_\_ units
  - c. Residential, single-family \_\_\_\_\_ lots
  - d. Amenity Center (sf) or Pool (people) \_\_\_\_\_ sf/people
2. Residential Bedroom Units
  - a. 2 or more Bedroom Units \_\_\_\_\_ 2 or more bedroom units
  - b. 1-Bedroom Units \_\_\_\_\_ 1-bedroom units
3. Non-Residential Development
  - a. Restaurant \_\_\_\_\_ seats
  - b. Retail or retail with food prep \_\_\_\_\_ sf
  - c. Office \_\_\_\_\_ #emp/shift
  - d. Warehouse \_\_\_\_\_ #loading bays
  - e. Hotel of suites \_\_\_\_\_ rooms
  - f. School \_\_\_\_\_ students
    - i. Cafeteria ☐ Yes ☐ No
    - ii. Gym/Locker Rooms ☐ Yes ☐ No
4. Other (provide flow calculations) \_\_\_\_\_
5. Will this project have a pool? ☐ Yes ☐ No
  - a. If yes, pool must have a 4-inch drain line.

6. Project intends to ☐ Connect to Existing Main ☐ Extend Existing Main to Subject Property
7. Will this project have a private sewer lift station? ☐ Yes ☐ No
8. Total wastewater flow requested (average daily flow in gpd, show calculations): \_\_\_\_\_
9. Commercial only: Peak wastewater flow requested (peak hourly flow in GPH): \_\_\_\_\_
10. Water Demand
- Average Daily Water Demand (GPD): \_\_\_\_\_
  - Peak Water Demand (GPD): \_\_\_\_\_
  - Average Daily Water Demand (GPD): \_\_\_\_\_
  - Maximum Daily Water Demand (GPD): \_\_\_\_\_
  - Peak Hour Demand (GPD): \_\_\_\_\_
11. Wastewater (Sewer) Demand
- Average Daily Sewer Demand (GPD): \_\_\_\_\_
  - Peak Sewer Demand (GPD): \_\_\_\_\_
  - Average Daily Sewer Demand (GPD): \_\_\_\_\_
  - Maximum Daily Sewer Demand (GPD): \_\_\_\_\_
  - Peak Hour Demand (GPD): \_\_\_\_\_
  - Wastewater Strength (BOD) (mg/L): \_\_\_\_\_
12. Does this project include a 6-inch or larger private sewer line providing service to multiple buildings? ☐ Yes ☐ No
13. Does this project include a 2-inch or larger private water line providing service to multiple buildings? ☐ Yes ☐ No
14. Will this Project have Public Roads? ☐ Yes ☐ No

Payments of the Fees in this section shall be made prior to the issuance of the zoning permit for the structure to be served. If the development does not commence and the zoning permit is voided, the applicant may request a fee refund. The refund will be for the paid amount, minus fifteen percent for administrative costs.

FOR TOWN OF STRASBURG ONLY

Town Tracking Number

Tax Map #

Flow Amount (GPD)

Does the flow transmit through a Town of Strasburg lift station? ☐ Yes ☐ No

If yes, which station? \_\_\_\_\_



## **COTW**

**Meeting Date: February 5, 2024**

---

To: Mayor Boies and Town Council of Strasburg  
From: Brian Otis, Director of Planning & Public Services  
Re: SVEC easement request

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**DESCRIPTION:** Shenandoah Valley Electric Cooperative is requesting the town to grant an easement on property located on Little Sorrel Drive, approximately 300 feet northeast of Junction Road. This property is owned by the town with a sewage lift station located within.

SVEC currently has power lines within their easement that currently run over the property. The current easement is identified for power lines and does not include communication lines. The proposed easement is to allow SVEC to install a communication line on their existing poles. The purpose of the communication line is to allow them to remote monitor their systems.

Both Town Staff and the Town Attorney have reviewed the deed. Staff is requesting Town Council to permit staff to execute the deed and return to SVEC.

## **ATTACHMENTS: 2**

SVEC easement deed

GIS reference map

Prepared by: Dale A. Davenport, Attorney/VSB#16268  
Hoover Penrod PLC  
342 S Main St, Harrisonburg VA 22801  
Consideration: \$1.00

Return to: Bowman  
9815 Godwin Drive  
Manassas, VA 20110

COMMUNICATIONS SERVICES EASEMENT

THIS DEED OF EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, between THE TOWN OF STRASBURG, A VIRGINIA MUNICIPAL CORPORATION, “Grantor “ whether one or more, and SHENANDOAH VALLEY ELECTRIC COOPERATIVE, a Virginia utility consumer services cooperative, "Grantee".

W I T N E S S E T H:

That for good and valuable consideration, the receipt whereof is hereby acknowledged, Grantor grants unto Grantee, its successors and assigns, the right, privilege, and easement to construct, extend for future requirements of Grantor or others and onto other properties, operate, and maintain overhead and underground communications and data lines, communication infrastructure, facilities, conduits and other cables, with accessories and appurtenances for transmitting and distributing broadband and other communication services, and data delivery and receipt services, over, under, through, upon, above and across the lands of Grantor containing 0.242 acres, more or less, identified by Tax Map No. 015-02-000A within the town/city of Strasburg in Shenandoah County, within Davis Magisterial District. If one, the drawing shown on the attached plat or sketch is for reference purposes only. It is not to scale, nor has it been surveyed. The center line shall be located and fixed where the lines, conduits and cables are actually constructed. Grantee shall have the right to license, permit, or otherwise agree to the joint use or occupancy of any overhead space or trench and related underground facilities, by any other person, association, or corporation. “Communication infrastructure” includes fiber optic cable, coaxial cable, small cell base stations, and related facilities and equipment for broadband, other communication services, data delivery and receipt services, and the right to grant rights in, lease, license, or permit the use of such infrastructure to or from third parties for the same or similar purposes.

The facilities erected hereunder shall remain the property of Grantee, removable at the option of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, relocate on the easement above described, including but not limited to the airspace above the property controlled by Grantor, and make such changes, alterations, substitutions, additions to or extensions of its facilities as Cooperative may from time to time deem advisable, including the right to increase or decrease the number of wires, conduits, cables, handholes, connection boxes, and communication infrastructure equipment.

For the purpose of exercising its rights hereunder, Grantee further shall have the right of access to the easement over the lands adjacent to the easement or lying between public or private roads and the easement, in such manner as shall occasion the least practicable damage and inconvenience to Grantor.

Grantee shall repair damage it causes to roads which would not have been similarly damaged by Grantor or Grantor's contractors during any construction project on lands served by the line or system. Grantee shall repair damage it causes to fences or other improvements and shall pay Grantor for any other damage it causes in the exercise of its rights hereunder, including its right of access; provided Grantor gives written notice thereof to Grantee within thirty days after any damage occurs.

Grantee shall have the right to cut, trim, and control the growth, by machinery, herbicide, or otherwise, of trees, limbs, undergrowth, shrubbery, or other growth that may interfere with or threaten to endanger the operation and maintenance of said line or system, including the right to cut danger trees or hazard trees, as defined by Grantee, outside the easement. The exercise of this right will coincide with existing power facility easement widths, either recorded or under prescription based on number of phases and/or voltage. All trees and limbs cut by Grantee at any time shall remain the property of Grantor. Grantor covenants that it will keep the easement clear of all buildings, structures, or other obstructions.

Subject to any prescriptive easement of Grantee upon the lands of Grantor, Grantor covenants that it is seized of and has the right to convey the said easement, rights and privileges; that Grantee shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that Grantor shall execute such further assurances thereof as may be required. This is an easement in gross; the rights granted to Grantee herein are exclusive rights; and all rights granted herein may be separated from any other such rights, and apportioned by for any use Grantee, its successors and assigns to third parties, whether by grant and assignment or by lease, provided that the third party is a broadband or other communication service provider, including a public utility as defined in Va. Code § 56-265.1, a cable operator as defined in Va. Code § 15.2-2108.1:1, a local exchange carrier, competitive or incumbent, or a subsidiary or affiliate of any such entity. Nothing contained herein shall constitute a waiver or relinquishment of prescriptive easement rights of Grantee arising by virtue of prior use by Grantee or its predecessor in interest of any of the rights granted herein. Nothing contained herein shall constitute a waiver of Grantee’s rights pursuant to Va. Code § 55.1-306.1. The individual(s) executing this Deed of Easement expressly covenant that no persons or entities have an interest in the property subject to the rights granted herein, other than themselves and any applicable corporation, limited liability company, trust, decedent’s estate, or other entity for which they have lawful authority to bind to the terms hereof and do so hereby, and agree to indemnify Grantee for any loss arising from the breach of this covenant. This covenant shall not apply to any lien upon such property arising from a mortgage, deed of trust, judgment, or tax obligation, or with respect to any leasehold rights in the property.

**NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.**

WITNESS the following signatures and seals.

The Town of Strasburg

By \_\_\_\_\_(SEAL)

Title \_\_\_\_\_

COMMONWEALTH OF VIRGINIA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_, (Name of officer or agent)

\_\_\_\_\_ of The Town of Strasburg, (Title of officer or agent) (Name of corporation)

a Virginia municipal corporation, on behalf of the corporation.

My commission expires:\_\_\_\_\_.

Notary Registration No:\_\_\_\_\_.

*(Affix visible Seal w/in 0.75” side/bottom margins)*

\_\_\_\_\_  
Notary Public

# ArcGIS Web Map



1/11/2024, 11:12:17 AM

SVEC\_009\_WFL1\_8417

Current

SVEC\_009\_WFL1\_5958



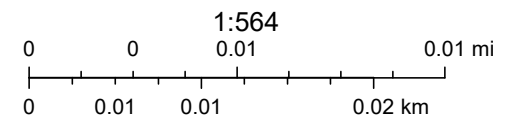
SVEC\_009\_WFL1\_2840

SVEC\_009\_WFL1\_3387

Parcel Imported

Outreach Started

Outreach Complete



Maxar, Microsoft, Esri Community Maps Contributors, WVU Facilities, VGIN, West Virginia GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin,

ArcGIS Web AppBuilder

Maxar, Microsoft | Esri Community Maps Contributors, WVU Facilities, VGIN, West Virginia GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | Virginia



**Item:** Little League Agreement

**Description:** The current agreement expires on April 30, 2024.

**Update:** Michael Helm, Town Attorney, reviewed our previous agreement for the Strasburg Little League's use of the ballfields at Strasburg Park. Councilman Kimmons and staff members will meet with the Little League to discuss having the new agreement approved and signed at an upcoming meeting.





**Item:** Poor Repairs

**Description:** Marisa Varley, Parks and Recreation Manager, contacted a certified pool maintenance and construction company to perform an evaluation/walkthrough of the town's pool for the upcoming season. They provided a list of repairs in order of importance. Staff members met with Councilman Kimmons to discuss options.

**Update:** Councilman Kimmons will present the findings and recommendations to fellow council members.

# COUNCIL MEMBER COMMENTS



# ADJOURNMENT

