



Regular Meeting Agenda

Warren County Government Center: Caucus Room, 220 N. Commerce Ave, Front Royal, VA

February 28, 2023

8:00 AM

1. Call to Order - 8:00 AM
2. Adoption of Agenda - Additions or Deletions - 8:01 AM
3. Approval of Minutes - January 27, 2023 - 8:03 AM
4. Reports
 - A. Executive Committee - Jeff Browne - 8:05 AM
 - B. Asset Committee - Greg Harold - 8:25 AM
 - C. Finance Committee/Budget Update - Jim Wolfe - 8:30AM
 - D. Board Members Updates - 8:35 AM
 - E. Warren County Director of Economic Development - Joe Petty - 8:45 AM
5. Old Business
 - A. Social Media Update - 8:50 AM
 - B. IT Transition - 9:00 AM
6. New Business
 - A. Avtex Property RFI - 9:10 AM
 - B. Financial Process MOU - 9:30 AM
7. Closed Session - 9:55 AM
 - A. 4 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Stephens Industrial Park, 1321 Happy Creek Rd, Avtex redevelopment, Happy Creek Industrial Park, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.
 - B. 2 matters - Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA vs Jennifer McDonald et al, EDA v. Town of Front Royal et al, pursuant to Va. Code § 2.2-3711.A.7 and 8.
8. Additional New Business (if needed) - 10:25 AM
9. Adjournment - 10:30 AM

Next Regular Meeting is scheduled for Friday, March 24, 2023, at 8:00 AM.

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Adjournment:

There was a motion to adjourn the meeting at 12:21PM by Mr. Harold and which motion was seconded by Jim Wolfe and approved with the following vote: Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye.

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**INDUSTRIAL DEVELOPMENT AUTHORITY
OF THE TOWN OF FRONT ROYAL & COUNTY OF WARREN, VIRGINIA
dba ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

A special meeting of the Board of Directors of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, dba Economic Development Authority, was held on Wednesday, February 1, 2023, at 3:00 PM at the Front Royal-Warren County EDA Office, 400-D Kendrick Lane, Front Royal, VA 22630, and streamed online.

Board Members Present: Jeff Browne, Greg Harold; Scott Jenkins; Jorie Martin; Jim Wolfe

Others Present: Joe Petty, Warren County Director of Economic Development; Walt Mabe, Warren County Board of Supervisors; Sharon Pandak, Legal Counsel (online)

1: Call to Order

Chair Jeff Browne called the meeting to order at 3:05 PM.

Once approved, roll was called with the following: Browne – here, Harold – here, Jenkins – here, Martin – here, Wolfe here.

2: Adoption of the Agenda:

Mr. Browne addressed the change to item 3. New Business by adding an item regarding data transition and rescheduling the February Regular Meeting date to February 28, 2023. There was also a recommendation to add an item to closed session regarding the discussion of disposition of publicly held real property.

Mr. Jenkins motioned for approval of the amended agenda and the motion was seconded by Mr. Harold; and approved with the following roll call: Browne, Aye; Harold, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye.

3 – A: Data Transition

The Board expressed some concerns about having a separate entity handle the EDA's digital data and requested legal counsel to draft an agreement to protect EDA records in order to move forward with the information technology transition with the County.

3 – B: February Regular Meeting Date

Due to a scheduling conflict Mr. Browne requested that the February Regular Meeting be rescheduled to Tuesday, February 28 at 8:00 AM.

Mr. Wolfe motioned for approval of the rescheduled date and the motion was seconded by Mr. Jenkins; and approved with the following roll call: Browne, Aye; Harold, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye.

4: Closed Meeting

On a motion at 3:15 PM by Mr. Jenkins, seconded by Mr. Wolfe, and by the following vote, the Board of Directors entered into a closed meeting for the following:

- A. 2 matters – Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA vs Jennifer McDonald et al, EDA v. Town of Front Royal et al, pursuant to Va. Code § 2.2-3711.A.7 and 8.
- B. 1 Matter – Discussion or consideration, or interviews of prospective candidates for appointment pertaining to Small Business Loan Committee pursuant to Va. Code § 2.2-3711.A.1.

- C. 4 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Stephens Industrial Park, Royal Lane, Avtex redevelopment, Happy Creek Industrial Park, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.

Browne, Aye; Harold, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye

On a motion at 3:58 PM by Mrs. Martin, seconded by Mr. Harold and by the following vote, the EDA Board of Directors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Va. Code § 2.2-3712 of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body:

Browne, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye

5: Additional New Business

No new business was discussed.

6: Adjournment

On a motion by Mr. Wolfe, seconded by Mr. Harold, and by unanimous vote the motion was approved.

Browne, Aye; Jenkins, Aye; Martin, Aye; Wolfe, Aye

Jeff Browne adjourned the meeting at 3:59 PM

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Request for Information

The Front Royal Warren County Economic Development Authority
Front Royal, Virginia 22630
Avtex Brownfield Site Assessment for Redevelopment and Planning



REQUEST FOR INFORMATION DUE DATE

APRIL 7, 2023 3:00 P.M.

Entity: Front Royal Warren County Economic Development Authority

Address: P.O. Box 445 Front Royal, Virginia 22630

Project: Brownfield Site Redevelopment Industrial Parcels

Contact: Joe Petty, Director of Economic Development:

Phone: 540-252-0050; Email jpetty@warrencountyva.gov

RFI Date: Issued March 6, 2023

Date Due: April 7, 2023

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GOAL:

The Front Royal Warren County Economic Development Authority (EDA) is soliciting information from companies experienced or exclusively dedicated to the redevelopment of brownfield sites. The Avtex Industrial site redevelopment parcels are located in Front Royal, Virginia bounded by a 240 acre conservancy area, the Shenandoah River, two residential areas, and Randolph Macon Military Academy. The site is within the view shed of Shenandoah National Park and is within 2 miles of historic downtown Front Royal. The EDA's objective is to establish a development plan for the site with the goal of creating an economic engine in harmony with the natural resources, existing neighborhoods, historic downtown Front Royal, and surrounding parks. Following establishment of the development plan, EDA's desire is to complete execution of the plan within five (5) years.

Information on the current status of the parcels and work done to-date is provided for your review.

REQUESTED INFORMATION:

As a step toward redevelopment of the Avtex Industrial site, EDA is seeking information from qualified developers. Responses will be used to refine EDA's plan for the site and to determine which companies to pursue with a Request for Proposal (RFP) for the project's planning and execution phases. Experience in brownfield development, site planning, and use of overlay districts

- Projects developed to date
- Examples of experience in public private partnerships
- Examples of access to partnership funding opportunities including grant writing
- Experience in market studies to determine proposed concept plans
- Initial concept ideas based on the site and current status
- Outline of recommended steps and timeline for project completion
- Description of staff expertise, including competencies, business skills, and years of experience.

- Any additional information or comments that could be useful in EDA's planning efforts.

REDEVELOPMENT AT THE SITE:

Once one of Virginia's largest contaminated sites, the Avtex Fibers, Inc. Superfund Site is now home to a number of commercial, recreational and ecological assets. The U.S. Environmental Protection Agency (EPA), along with other governmental agencies and community members are working together to clean up and redevelop the site. Located in Front Royal, Virginia, a rayon and other synthetic material manufacturing facility operated on the 440-acre site from 1940 until the company abandoned the property in 1989. Improper waste disposal practices caused contamination of groundwater, nearby water wells and the Shenandoah River. EPA added the site to the Superfund program's National Priorities List (NPL) in 1986. The potentially responsible party cleaned up the site. Cleanup actions included demolition of buildings, removal of demolition debris, sewer excavation, landfill/waste basin capping and the removal of contaminated soil. Groundwater and leachate treatment continues. Throughout the cleanup process, the community helped to develop site reuse plans. EPA served in an advisory capacity to site stakeholders, including the Front Royal-Warren County Economic Development Authority (EDA), the United States Soccer Foundation and FMC Corporation. The site hosts a 240-acre ecological conservancy park along the Shenandoah River and a 162-acre industrial and commercial development called the Royal Phoenix Business Park. Site stakeholders also worked together to build soccer fields (the Skyline Soccerplex), a skate park and a picnic pavilion with a playground on a 32-acre parcel of the site. The local EDA restored an on-site administrative building for EDA offices and other tenants, including the Northern Shenandoah Valley Regional Planning Commission.

Fully returning the site to reuse requires ongoing collaboration. EPA and the EDA worked together in 2014 to update land use agreements originally signed in 1999. The new agreements allow for mixed use of site property, which will assist in future redevelopment efforts. In September 2014, EPA Region 3 presented FMC Corporation, Warren County and the EDA with

“Excellence in Site Reuse” awards for enabling the site’s productive reuse. EPA will continue to support ongoing redevelopment at the site.

In 2017 the EDA contracted with an engineering firm to site proposed building pads and sites. The concept plans are included for your review.

[Can we include a link to the property description on the EDA website? Also include current zoning and the EPA-imposed restrictions placed upon use of the property]

Conservancy Park:

The EDA is currently working with the Warren County Board of Supervisors to transfer the conservancy parcels to Warren County. The conservancy area would be managed by the Warren County Parks and Recreation Department. The initial concept plan approved in 2000 by the stakeholders for the conservancy park is included for your review.