

This meeting can be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

The Planning Commission meeting of the Town of Front Royal, Virginia was held on October 21, 2020 at 7 pm.

CALL TO ORDER

Chairman Jones called the meeting of the Planning Commission to order at 7 pm.

ROLL CALL – Determination of Quorum

Present: Douglas Jones, Chairman
Joseph McFadden, Vice Chairman
Darryl Merchant, Commissioner
William Gordon, Commissioner
Connie Marshner, Commissioner

Staff: Timothy L. Wilson, Director of Community Development and Planning
Connie L. Potter, Executive Assistant

APPROVAL OF MINUTES

Vice Chairman McFadden moved to approve the meeting minutes as written.

VOTE: Yes – Gordon, McFadden, Jones, Merchant
No – N/A
Abstain – Marshner

CITIZEN COMMENTS

There were no citizen comments.

PUBLIC HEARING

There were no items for public hearing.

OTHER APPLICATIONS

- **Major Site Plan Application FRZMAJOR 2255-2020, Automobile Service Station, Wi-Not-Stop”, submitted by E.E. Wine, Inc.**

Mr. Wilson explained that a Zoning Permit application and Site Plan application were submitted for a change of use and redevelopment from a vacant structure to an automobile service station with fuel pumps with canopy. The existing building will be mixed use to include a retail (convenience store) with a restaurant and a 2,000 square foot addition for automobile service station (convenience store) use. This is a by-right use in the C-1 zoning district.

Staff has reviewed the site plan and worked with the applicant who has been very proactive, cooperative, and receptive to staff's ideas and recommendations concerning the site plan. Mr. Wilson reviewed staff comments. He noted that there were currently three (3) entrances on Royal Avenue, and it will now be limited to one (1) entrance as stated in the application. Staff recommends a favorable action by the Planning Commission.

Planning Commission members discussed the previous proposal they had agreed upon concerning the “ice machine” and asked if that would be allowed to stay.

The applicant stated they were not aware of that agreement.

Commission members asked staff to look into the agreement being formal or informal. If the agreement was in writing the vendor will need to provide that.

Chairman Jones asked about the parking at the rear of the property and mentioned that the apartment building tenants currently use that parking area. He asked the applicant if he had met with the owner of the apartments and would the tenants still be allowed to use that parking area.

The applicant said they had met with the owner of the apartments and neither the applicant nor the property owner thought there would be a problem.

Commissioner Merchant expressed concern that the site plan application submitted was a preliminary site plan vs. a final site plan and asked if a final site plan would be submitted. He had questions regarding the E. Criser Road entrance and said he assumed that the final site plan would have the Town's standard entrance at that location and asked if there would be curb and gutter on the site.

The applicant stated they would incorporate that on the final design.

Commissioner Merchant asked about the extension of the sidewalk along E. Criser Road. He noted that the Town had recently improved the south side of E. Criser Road with new sidewalk, and new curb and gutter along the north side of E. Criser Road and asked if the Town Ordinance allowed them to ask for sidewalk along the property in question.

Mr. Wilson said he would verify that before answering the question.

Commissioner Merchant mentioned that it is an odd-shaped right-of-way line along E. Criser Road and that the Town may require a little right-of-way dedication for the sidewalk if sidewalk is required along that area. He stated that he liked the applicant's layout, but he did not want to approve a preliminary site plan except as preliminary approval until they see the final site plan.

Commissioner Marshner moved to approve the application as a preliminary site plan.

Commissioner Merchant asked for clarification that if the Commission approves a preliminary site plan will the final site plan come before them for approval.

Mr. Wilson said that the final site plan would come back to them for review and approval.

Commissioner Marshner asked that the motion read that she moved to accept this as the preliminary site plan with the understanding that the final site plan will be brought back to the Planning Commission, seconded by Commissioner Merchant.

VOTE: Yes – McFadden, Marshner, Jones, Gordon, Merchant

OLD BUSINESS

There were no items for old business.

NEW BUSINESS

- Planning and Legal Staff Review – Planning Commission Actions of June 17, 2020 Proposing to Amend the Town of Front Royal Comprehensive Plan and Zoning Ordinance, and related Special Use Permit 2101-2020, Solar Energy Facility, FRLP.

There was no discussion.

Vice Chairman McFadden moved, seconded by Commissioner Marshner to move this new business into a work session to discuss further the memorandum and the changes that have been outlined from this. I believe it warrants that we take it into further discussion to understand more fully some of things that are brought up in this memorandum regarding past actions by the Planning Commission and think it would be best suited in that setting.

Commissioner Merchant pointed out that the applicant Dave Vazzana was present at the meeting and asked if he should be given the opportunity to speak at the current meeting or at the upcoming work session.

Chairman Jones said if the motion passes there was not a need for Mr. Vazzana to speak at the present meeting.

PC members agreed to hold a work session on November 4th to discuss this item.

VOTE: Yes – Marshner, Gordon, Merchant, McFadden, Jones

COMMISSION MEMBER REPORTS

Commissioner Merchant mentioned that the Town is seeking members to the Planning Commission. To date we have not been successful in finding any candidates. He confirmed with Mr. Wilson that there would be a Town Council work session on October 26th to discuss this. Mr. Wilson said that was correct.

Chairman Jones said there had been a suggestion that they move to five (5) Commissioners vs. six (6). Mr. Wilson confirmed that this was in discussion.

ADJOURNMENT

Commissioner Merchant moved, seconded by Vice Chairman McFadden to adjourn the meeting.

VOTE: Yes – Jones, McFadden, Marshner, Gordon, Merchant

The meeting adjourned at 7:36 pm.

Connie L. Potter

Connie L. Potter
Executive Assistant