



REGULAR PLANNING COMMISSION MEETING

Wednesday, September 21, 2022 @ 7:00pm

Warren County Government Center

I. CALL TO ORDER

II. ROLL CALL – DETERMINATION OF QUORUM

III. ADDITION/DELETION OF ITEMS FROM THE AGENDA

[Items added will be placed as the last item under Business Items. Unanimous vote is required to add/delete]

IV. APPROVAL OF MINUTES

- August 17, 2022 – Regular Meeting

V. CITIZEN COMMENTS

VI. CONSENT AGENDA *(Consent to Advertise)*

I move that the Planning Commission approve the Consent Agenda as presented. [Items removed for further discussion will be placed as the first item under Business Items. Unanimous vote is not required to move]

- **2200319 – SeeSuu LLC** – A request for a Special Use Permit to convert an existing commercial structure into a greater number of dwelling units up to a height of sixty feet (60') at 131 E. Main Street and identified on tax map 20A7-4-37. The property is zoned C-2 and is located in the Historic Overlay District.
- **2200348 – Doug Ichiuji** – A request for a Special Use Permit to allow a short-term rental located at 200 E. Main Street and identified by tax map 20A8-4-33. The property is zoned C-2 and is located in the Historic Overlay District.
- **2200349 – Aaron Hike** – A request for a Special Use Permit to allow a short-term rental located at 1116 N. Royal Avenue and identified by tax map 20A2-443-2, 3, 4, 5 & 6. The property is zoned C-1 and is located in the Entrance Corridor Overlay District.
- **2200352 – Life Point Church** – A request for a Special Use Permit to allow for a daycare to be located within the church located at 1111 Shenandoah Avenue and identified by tax map 20A2-444-12A, 13, 14, 15, 16 & 17. The property is zoned C-1.
- **2200367 – The Minick Group LLC** – A request for a Special Use Permit to allow a short-term rental located at 206 Lee Street and identified by tax map 20A7-4-91A. The property is zoned R-3 and is located in the Historic Overlay District.

VII. PUBLIC HEARINGS

- **2200287 – Vesta Property Management** – A request for a Special Use Permit to allow a short-term rental located at 30 Fairview Avenue and identified by tax map 20A3-5-49 & 50. The property is zoned R-1.

VIII. OLD BUSINESS

- None.

IX. NEW BUSINESS

- None.

X. COMMISSION MEMBER REPORTS

XI. PLANNING DIRECTOR REPORT

- August Monthly Report

XII. ADJOURNMENT

The following minutes are a summary of items on the agenda.

The Planning Commission meeting of the Town of Front Royal, Virginia was held on August 17, 2022, at 7:00 PM.

CALL TO ORDER

Chairman Merchant called the meeting of the Planning Commission to order at 7:00 pm.

ROLL CALL

Present: Chairman Darryl Merchant, Vice Chairman William Gordon, Commissioner Connie Marshner, Commissioner Joshua Ingram

Absent: Commissioner Douglas Jones

Staff Present:

Lauren Kopishke, Planning Director/Zoning Administrator
George Sonnett, Assistant Town Attorney
John Ware, Deputy Zoning Administrator
Connie L. Potter, Executive Assistant, Clerk of the Planning Commission

ADDITION/DELETION OF ITEMS FROM THE AGENDA

Chairman Merchant mentioned that originally a work session was to be held after the regular meeting, however the work session was not properly advertised. He entertained a motion to add to the agenda under “Old Business” any discussion on the Comprehensive Plan.

Vice Chairman Gordon moved, seconded by Commissioner Marshner to add Comprehensive Plan discussion under “Old Business” as an agenda item for tonight.

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

VOICE VOTE

MINUTES

- July 20, 2022 – Regular Meeting

Vice Chairman Gordon moved, seconded by Commissioner Ingram to approve the minutes from the July 20th regular meeting as written.

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

VOICE VOTE

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

The following applications are on the consent agenda to advertise for public hearing at the September 21, 2022, regular meeting.

- **2200287 – Vesta Property Management** – A request for a Special Use Permit to allow a Short-Term Rental located at 30 Fairview Avenue identified by tax map 20A3-5-49 & 50. The property is zoned R-1.

Vice Chairman Gordon moved, seconded by Commissioner Marshner that the Planning Commission approve the consent agenda as presented.

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

ROLL CALL

PUBLIC HEARINGS

Chairman Merchant explained the process for speaking at the public hearing.

- **2200113 - Poe's River Edge LLC & Eagle Sky Industrial Park, LLC** - A request for a Special Exception to allow a new private street to improve traffic flow through parcels located at 508 Kendrick Lane identified by tax map 20A1-3-5A1 and 20A1-3-4. The property is zoned I-2.

Ms. Kopishke explained that the request is for a Special Exception application submitted by Poe's River Edge, LLC and Eagle Sky Industrial Park, LLC for a new nondedicated private street pursuant to Town Code Chapter 148-820.N.1.b. The request for approval is to improve traffic flow through the parcels located at 508 Kendrick Lane. The parcels are zoned I-2. This portion of the property is not located in the floodway. The road will be constructed to the Town's RC-1 Standards with the exception of the width. The width will be twenty feet (20') wide instead of the required thirty-six feet (36') wide.

The applicant was present to answer questions.

Chairman Merchant opened the public hearing.

There were no speakers.

Commissioner Ingram moved, seconded by Vice Chairman Gordon that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Exception Permit 2200113 with the following conditions:

- 1. This Special Use Permit is authorized for a private street to be constructed to the Town of Front Royal's Public Street Standards, RC-1 with the exception of the pavement width requirement as shown on the road development plan, located on Tax Map Parcel #20A1-3-5A1 & T.M. #20A1-3-4.**
- 2. The applicant agrees to comply with Town standards for the location of utilities.**
- 3. Th applicant shall provide a copy of the road maintenance agreement to staff at the time of site plan approval.**
- 4. A master development plan be submitted if parcel T.M. #20A1-3-5A1 is further subdivided."**

VOTE: Yes – Gordon, Marshner, Merchant, Ingram

No – N/A

Abstain – N/A

Absent – Jones

ROLL CALL

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- **2200225 – William and Melissa Gordon** – A request for a Special Use Permit to allow a Short-Term Rental located at 107 Highfield Lane identified by tax map 20A10-8-2-7. The property is zoned R-1.

Vice Chairman Gordon disqualified himself from the discussion because he has personal interest in the application.

Mr. Ware explained the application is for a Special Use Permit for a Short-Term Rental located at 107 Highfield Lane, identified by tax map 20A10-8-2-7. The request is for a whole house rental

and is located in the R-1 Zoning District. This would be for five (5) bedrooms and ten (10) people maximum. There are four (4) available parking spaces on the lot. Inspection was conducted August 4, 2022, which failed inspection. A reinspection was conducted on August 10, 2022, at which time it passed the inspection, and the application was complete.

It was noted the application was properly advertised.

Melissa Gordon, property owner at 107 Highfield Lane. Ms. Gordon shared their vision for the Short-Term Rental at this property and mentioned there is a gorgeous view of a vineyard from the rear yard. When they travel they like to stay in Short-Term Rentals within a community and get to know the area. They want to provide that same experience to people who come to the Front Royal area and highlight areas in the downtown, restaurants, brewery's, wineries, shops, national parks, rivers etc. Ms. Gordon said they plan to live locally to the area where they can monitor the property for upkeep.

Chairman Merchant opened the public hearing.

There were no speakers present. Chairman Merchant closed the public hearing.

Commissioner Ingram asked if there were any concerns with an HOA. Staff said there was not an HOA at this location.

Commissioner Ingram moved, seconded by Commissioner Marshner that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit #2200225 for a Short-Term Rental located at 107 Highfield Lane.

Chairman Merchant shared that part of the Special Use Permit process is to determine if a use is appropriate for a particular area. Short-Term Rentals are new to this area and Commission members are still feeling their way through the ordinance to determine what is the appropriate use in the residential area. He expressed that he had mixed feelings about a nonowner occupied dwelling being used as a Short-Term Rental. Chairman Merchant noted that the property is a nice location, and the vineyard makes it a very attractive piece of property.

VOTE: Yes – Ingram, Marshner,
No – Merchant
Abstain – Gordon
Absent – Jones

ROLL CALL

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- **2200230 – Lea Justice** – A request for a Special Use Permit to allow a Short-Term Rental located at 12 Chester Street identified by tax map 20A8-4-43. The property is zoned C-2.

Mr. Ware explained this was a Special Use Permit application for a Short-Term Rental located at 12 Chester Street. The property is located in the C-2 zoning district. The inspection was completed on August 29, 2022, with a complete application and passed inspection.

The applicant Lea Justice, 6015 Panhandle Road, Front Royal, VA. Ms. Justice stated she was one of the property owners and will be the property manager of 12 Chester Street should the application be approved. She explained they have been working on the historic renovation of the building the last four (4) years. Their vision is to compliment a colonial style tavern downstairs and offer their patrons a place to stay upstairs. They enjoy staying in Short-Term Rentals when they travel and feel that their location is a very appropriate use for that space given they are in the heart of the historic and tourism district.

Chairman Merchant opened the public hearing.

Nathaniel Buechler, 218 Gooney Falls Lane, Front Royal, VA. Mr. Buechler said he was in favor of approving the application for the Short-Term Rental.

Philip Vaught, 124 Luray Avenue, Front Royal, VA. Mr. Vaught spoke in support of approving the proposed Short-Term Rental.

There were no additional speakers. Chairman Merchant closed the public hearing.

Vice Chairman Gordon referred to Town Ordinance Chapter 175-151.B which specifies two (2) adults per bedroom and this application states it is a one (1) bedroom, and they are applying for four (4) people. He asked if the living room would be considered a bedroom.

Mr. Ware explained that during the inspection he recognized that the living room could be converted into a bedroom if the Special Use Permitted is granted.

Commission members discussed the parking requirements for this location. Chapter 175-151.E states that parking for use shall be located in driveways or other designated and approved parking areas. The proposed plan is relying on public parking.

Mr. Ware stated there is no parking available on the site. The structure uses public parking and has always used public parking whether on the street or in the designated public parking areas.

Concern was expressed that the Town Code states that a parking space has to be designated.

Vice Chairman Gordon proposed that they add a condition that a designated parking space be procured possibly by renting from one of the businesses in the area and having signage for a designated parking space to fulfill the requirement of the code.

There was additional discussion regarding the parking requirement. Commissioners agreed that parking would probably not be a problem except during an event. Chairman Merchant asked the applicant if they would be willing to continue the application review for one (1) month to the next regular Planning Commission meeting to find suitable parking or that staff find a solution to the code. He noted the Commission supports the application. Ms. Justice said she was willing to extend the application to the next regular meeting.

Commissioner Marshner moved, seconded by Commissioner Ingram to postpone action on number 2200230 to the September 21, 2022, meeting.

After additional discussion Vice Chairman Gordon proposed amending the motion. Commissioner Marshner was in agreement to amend the original motion.

Vice Chairman Gordon moved to amend the motion, seconded by Commissioner Ingram to recommend conditional approval with the condition of either securing designated parking spots as appropriate for the number of bedrooms or to receive a parking exemption from the Zoning Administrator.

Mr. Sonnett explained Commissioner Marshner should withdraw her original motion.

Commissioner Marshner withdrew her original motion.

Vice Chairman Gordon moved, seconded by Commissioner Ingram that the Planning Commission forward a recommendation of conditional approval to the Front Royal Town Council for Special Use Permit number 2200230 for a Short-Term Rental located at 12 Chester Street with the condition of either securing designated parking for the appropriate number of bedrooms or receiving a parking exemption from the Zoning Administrator.

Ms. Justice asked what the timeframe was to address the conditions.

Chairman Merchant explained that if they approve the motion conditionally with the condition you either A) acquire a parking space, or B) the Director is able to issue an exemption for parking for this use and if either of these are not acquired the application would then be dead.

Ms. Justice asked for clarification if she would need to acquire one of the conditions before the next Town Council meeting.

Ms. Kopishke commented it would be at the next Town Council meeting. Ms. Potter stated it would go to the Town Council work session on September 12th and to the Town Council Public Hearing on September 26th. Ms. Justice said she would like to proceed with that schedule.

VOTE: Yes – Gordon, Marshner, Merchant, Ingram

No – N/A

Abstain – N/A

Absent – Jones

ROLL CALL

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- **2200238 – Philip Vaught/Vaught Real Estate LLC** – A request for a Special Use Permit to allow a Short-Term Rental located at 124 Luray Avenue identified by tax map 20A7-4-74. The property is zoned R-3.

Mr. Ware explained the application was for a Special Use Permit to allow a Short-Term Rental located at 124 Luray Avenue, identified by tax map 20A7-4-74. The property is in the R-3 Residential District. The applicant is requesting a partial rental of three (3) bedrooms and noted the applicant will be located at the residence. There are six (6) regular parking spaces plus one (1) handicap space. The inspection was conducted on August 2, 2022 and passed inspection. The application is complete.

The applicant Philip Vaught, 124 Luray Avenue, Front Royal, VA gave a brief history of the property and noted they have taken special care to make sure the building has special accommodations for guests with disabilities which includes an elevator. They are also making accommodations for people with hearing impairments and for blind patrons as well. Mr. Vaught clarified that while they live on site and their portion of the house has two (2) bedrooms, the space intended for the bed and breakfast has three (3) bedrooms but would like the flexibility to rent out the entire house and asked if this would require a separate application or amend the current application. He would like the application to be for five (5) bedrooms and they have the parking requirements for that with six (6) regular parking spaces and one (1) handicap space.

Chairman Merchant opened the public hearing.

There were no speakers. Chairman Merchant closed the public hearing.

Chairman Merchant noted the applicant currently has a bed and breakfast at this location and asked why they were changing the use.

Mr. Vaught explained he was not changing the use but adding an additional use.

Commission members and staff discussed parking on the property. Bed and Breakfast and Short-Term Rentals have different parking requirements as far as location of parking. The Town Code states for Short-Term Rentals parking for the use shall be located in driveways or other designated and improved parking areas. Currently there are seven (7) spaces available on the site. The Code does not give a number of parking spaces required for Short-Term Rentals. When the applicants Bed and Breakfast application was previously applied for, and approved parking requirements were met at that time. This being a different application for a Short-Term Rental does not have the same parking requirements.

The application was advertised for three (3) bedrooms and the applicant is now requesting five (5) bedrooms. Chairman Merchant asked Mr. Sonnett to address this request.

Mr. Sonnett explained the applicant would have to amend the application from 3 to 5 bedrooms and bring it back to the Planning Commission for review.

Vice Chairman Gordon moved, seconded by Commissioner Ingram to forward a recommendation of approval to the Front Royal Town Council for Special Use Permit number 2200238 for a Short-Term Rental located at 124 Luray Avenue.

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

ROLL CALL

OLD BUSINESS

- Discussion of the Draft Comprehensive Plan.

The draft document received is dated 29 July 2022.

Ms. Kopishke stated that she would like to forward comments back to Summit by August 31st.

Commission members agreed the graphics and maps need work as there is difficulty when printing the maps, pictures, graphs, and charts as they are not legible. In this discussion Chairman Merchant would like to give Ms. Kopishke a broad guidance that she can review as well as Commissioner comments that will be given to her by the end of August that she can forward to Summit. Summit will have an additional two (2) public input sessions and then proceed to Planning Commission public hearing. For the last public input session, he would like it to be held on a Saturday morning, have lunch and then in the afternoon meet as a group to discuss the final comments that would go to Summit for the final product.

Chairman Merchant mentioned he has found the draft document somewhat hard to review as there is no Table of Contents and no coherent chapter numbering which makes it difficult to reference any points and would like Summit to address this before the public input session. The most important thing to him is the Future Land Use Map. This will impact the community for the next 20-30 years. Once Summit has received all the public input information he wants the Planning Commission to evaluate the document before they make a recommendation to Town Council.

Vice Chairman Gordon referred to a previous meeting that Summit said they are implementing a “matrix to the big ideas” and he believes this will be good. Currently we are missing some of the “how” things get done. Transportation needs more attention to include state code and what needs to be included, including transportation infrastructure needs and recommendations. Those should have costs tied them. Currently the document is not specific enough.

Chairman Merchant reiterated that the Planning Commission will need a period of time to meet to discuss and finalize the document and believes the best time to do that is to meet after the last public input session. He would like Summit to get the Table of Contents together, place holder blanks and look at a color scheme. Some things printed in black and white can't be read. He asked Ms. Kopishke if she could address this with Summit between now and the final public input session as it would save the Planning Commission hours of debate. The Planning Commission will need 3-4 hours to discuss the final document after the public comment session.

Commission members were reminded to get their individual comments to Ms. Kopishke by August 31st, Summit will then hold the public input session, the Planning Commission will discuss the final edits and then advertise for Planning Commission public hearing.

Ms. Kopishke shared that she had been speaking with County staff to have a joint meeting with the Town and County Planning Commissions in September before the public input session is held. Commission members agreed they were in favor of that meeting.

NEW BUSINESS

There were no items for new business.

COMMISSION MEMBER REPORTS

Chairman Merchant referred to the monthly report provided to the Commission and thanked staff for providing that report.

ADJOURNMENT

Vice Chairman Gordon moved, seconded by Commissioner Marshner to adjourn the meeting.

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

No – N/A

Abstain – N/A

VOICE VOTE

The meeting adjourned at 8:21 p.m.

Approved by Planning Commission

Date

ITEM VI.
CONSENT AGENDA
CONSENT TO
ADVERTISE



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 2263

Main: 540.635.4236

Fax: 540.631.2727

www.frontroyalva.com

2200319

SPECIAL USE PERMIT REQUEST

FRSPU

APPLICANT:

NAME SEESUU LLC PHONE 540 622-4711

ADDRESS POB 317 Front Royal, VA

E-MAIL WETNOSEFARM@GMAIL.COM

PROPERTY OWNER:

NAME SEESUU LLC PHONE 540 622 4711

ADDRESS POB 317 Front Royal, VA

E-MAIL WETNOSEFARM@GMAIL.COM

PROPERTY DESCRIPTION

PROPERTY ADDRESS 131 E. MAIN Street, Front Royal, VA 22630

TAX MAP 20 SECTION A7 BLOCK 4 LOT 37

SUBDIVISION NAME _____ ACREAGE .22

REQUEST

ZONING DISTRICT C-2

PROPOSED USE OF PROPERTY Retail & Residential

SPECIFIC SPECIAL USE PERMIT REQUEST to convert an existing commercial structure into a greater number of dwelling units (175-47) up to a height of 60 feet per 175-50-6

ATTACHMENTS --The following must be submitted with the application. Additional information may be required depending on the nature of the request.

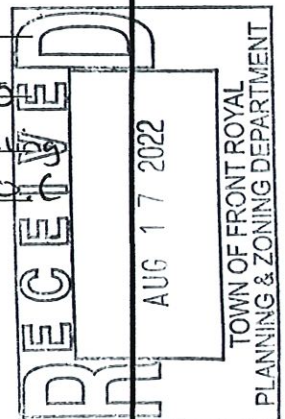
1. Survey/Plat of property showing all **existing** improvements.
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 **Receipt #** 093837 **Date Paid** 8-17-22
4. Additional information as required by the Dept. of Planning & Community Development.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature [Signature] Date Aug 17, 2022

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.



SeeSuu LLC

17 Church Street

Front Royal, VA 22630

Proposed Use of Property at 131 E. Main Street, Front Royal, VA

We intend to convert the existing commercial structure for

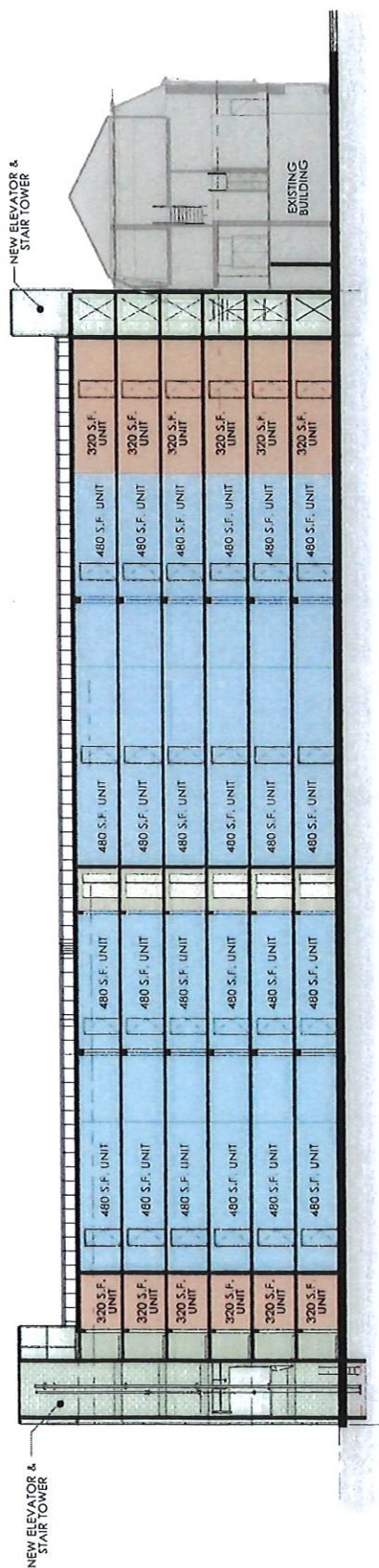
1. Dwelling units that are a minimum of 600 sq. ft. on the 2nd to the 6th floor.
2. Commercial/retail space on 1st and possibly 2nd floors
3. Although 131 East Main street is exempt from parking requirements, prior to a building permit, valet parking will be acquired to support any needed parking space.
4. We will restore period details to the front section of the building's windows. The foundation and walls in the front portion of the building will remain the same in color and materials. The windows in the upper front portion of the building will be restored to reflect the historic church windows of the early 1900's. The back portion of the building will be faced with sheathing. Included with this package is a black color scheme for this part of the building, however, we are open to suggestions from the BAR.

The Murphy Theatre Building Development

131 East Main Street

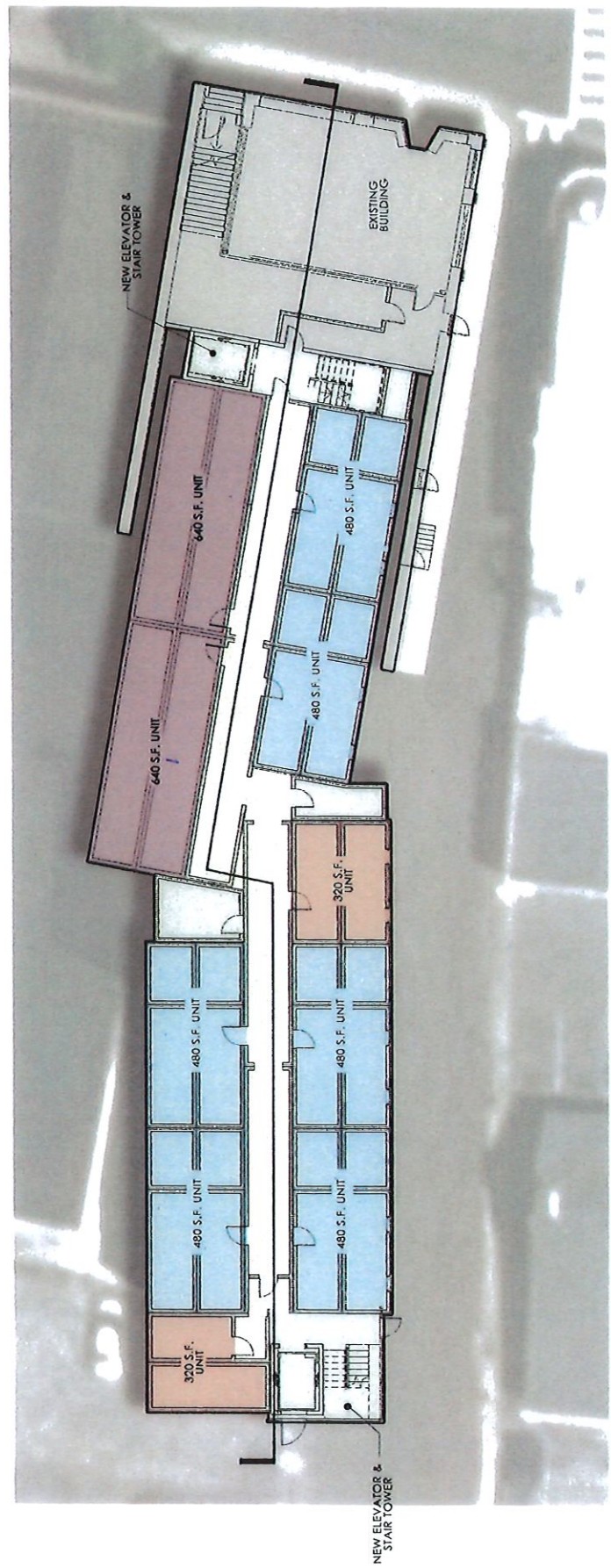
Front Royal, Virginia

2020



1 BUILDING SECTION
SCALE: 1/8" = 1'-0"

FINISHES
 01 WALLS
 02 FLOORS
 03 CEILING
 04 EXTERIOR CLADDING
 05 MECHANICAL
 06 EXTERIOR FINISHES



2 TYPICAL FLOOR PLAN CONCEPT
SCALE: 1/8" = 1'-0"

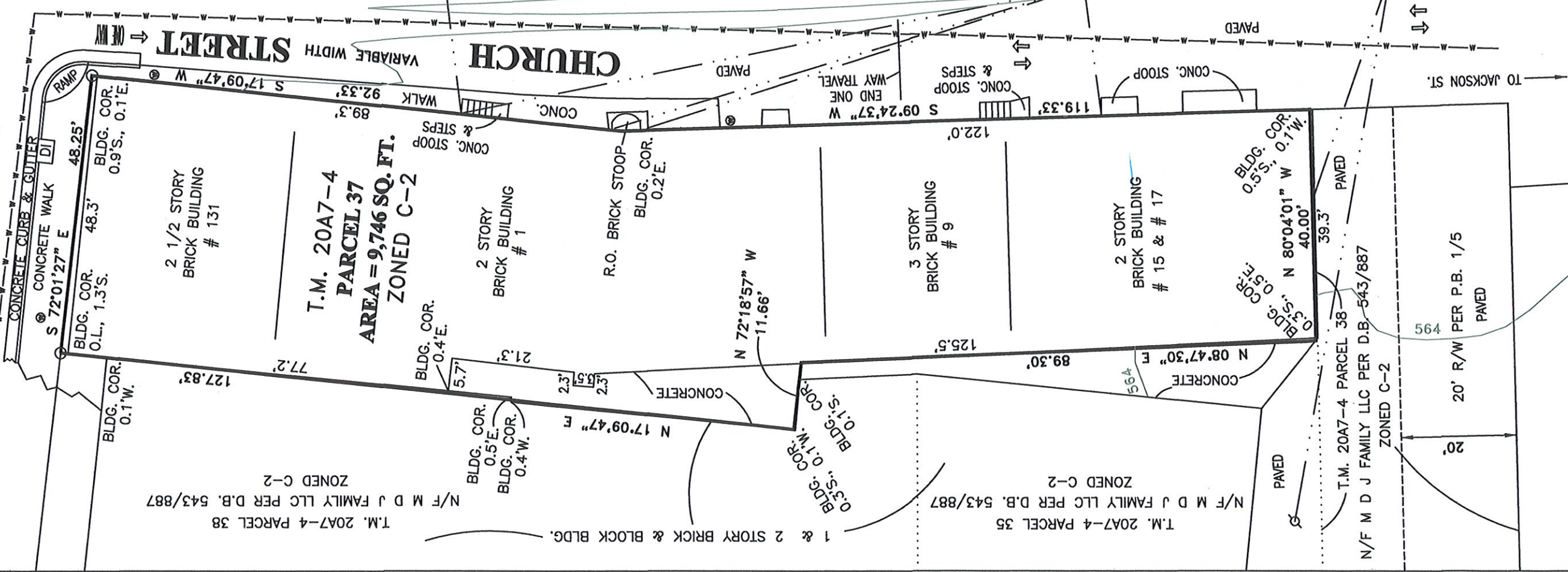
FINISHES
 01 WALLS
 02 FLOORS
 03 CEILING
 04 EXTERIOR CLADDING
 05 MECHANICAL
 06 EXTERIOR FINISHES



- DENOTES UTILITY POLE.
- DENOTES DRILL HOLE FOUND.
- ⊙ DENOTES WATER METER.
- DENOTES OVERHEAD WIRES.
- SS— DENOTES SANITARY SEWER LINE.
- W— DENOTES WATER LINE.
- DENOTES CONTOUR LINE.

PER INST. # 040002428
SCALE 1" = 20'

SANITARY SEWER
EAST MAIN STREET
VARIABLE WIDTH



EXISTING BUILDING COVERAGE AREA = 9,300 SQ. FT.
EXISTING BUILDING SERVED BY UNDERGROUND PUBLIC
SEWER AND WATER, OVERHEAD POWER, TELEPHONE AND
FIBER OPTIC CABLE.

THE PURPOSE OF THIS PLAN IS FOR BUILDING RENOVATIONS.
RENOVATED BUILDING TO BE INCREASED TO 6 STORIES TALL.
PROPOSED USE: 1ST FLOOR COMMERCIAL.
PROPOSED USE: FLOORS 2 THRU 6 TO CONTAIN
40 APARTMENTS.
PARKING TO BE OFF SITE SERVED BY VALET.

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: SEESUU LLC PER
INSTRUMENT # 08 0005899.

PROPERTY ZONED C-2.
PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

GENERALIZED DEVELOPMENT PLAN
TAX MAP 20A7-4 PARCEL 37
SOUTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
AUGUST 16, 2022



Rendering Color 2



WYK ASSOCIATES, INC.

Rendering Color 2



WYK ASSOCIATES, INC.

ARCHITECTS & ENGINEERS



WYK ASSOCIATES, INC.
ARCHITECTURE • PLANNING

INTERIOR RENDERING
HALLWAY 2

2200348



Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: DOUGLAS ICHIJU PHONE: 202 669 8087
ADDRESS: 125 W 1ST STREET FRONT ROYAL, VA 22630
E-MAIL: d.ichij.@gmail.com

PROPERTY OWNER:

NAME: ROCKLEDGE DEVELOPMENT CO LLC PHONE: 202 669 8087
ADDRESS: 125 W 1ST ST FRONT ROYAL, VA 22630
E-MAIL: d.ichij.@gmail.com

PROPERTY DESCRIPTION:

PROPERTY ADDRESS: 200^A E Main St Front Royal VA 22630
TAX MAP: 20 SECTION: A8 BLOCK: 4 LOT: 33
SUBDIVISION NAME: _____
ZONING DISTRICT: C-2 ACREAGE: .163
SPECIFIC SPECIAL USE PERMIT REQUEST: SHORT TERM RENTAL

☐ Whole house rental

☒ Partial rental, # of rooms rented 2

☐ Primary Residence

☐ Secondary Residence

ATTACHMENTS: The following must be submitted with the application. Additional information may be required depending on the nature of the request.

☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.

☐ Provide a map of area attractions

☐ Provide proof that notification to operate was sent to the HOA, if applicable.

☒ Complete management plan.

☒ Written consent given to the Town to inspect for compliance.

☒ Emergency dwelling evacuation diagram (posted in each bedroom)

☒ Application fee of \$400.00

Receipt # 093849 Date Paid 9-1-2022

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) DOUG IZHWI
at (phone number) 202 669 8087 or (property manager) LAUREN EDDINGTON
at (phone number) 540 389-9242.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 6 People and 2 Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Parking is limited to 4 cars in the driveway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

IN BACK OF BUILDING/ALLEY. GUESTS TO LEAVE BAGS IN APT, CLEANING CREW WILL REMOVE AND PLACE IN TRASH CONTAINERS

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

N/A

CHECK-IN & CHECK-OUT

Provide details

CHECK-IN 4:00 PM
CHECK-OUT 11:00 AM

WIFI/PHONE/ETC

Provide details for special amenities if available (XFINITY)

NETWORK - ROCKLEDGE
PASSWORD - ROCKLEDGE

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

FULL USE OF APPLIANCES (STOVE, FRIG, WASHER/DRYER) - CENTRAL AIR.

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
 - No outdoor fire burning
 - No fireworks
- } INCLUDING THESE.

NO SMOKING, ^{NO} PARTIES, NO LOUD MUSIC, CLEANLINESS.

As per 175-3

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:

§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers

shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.
- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: _____



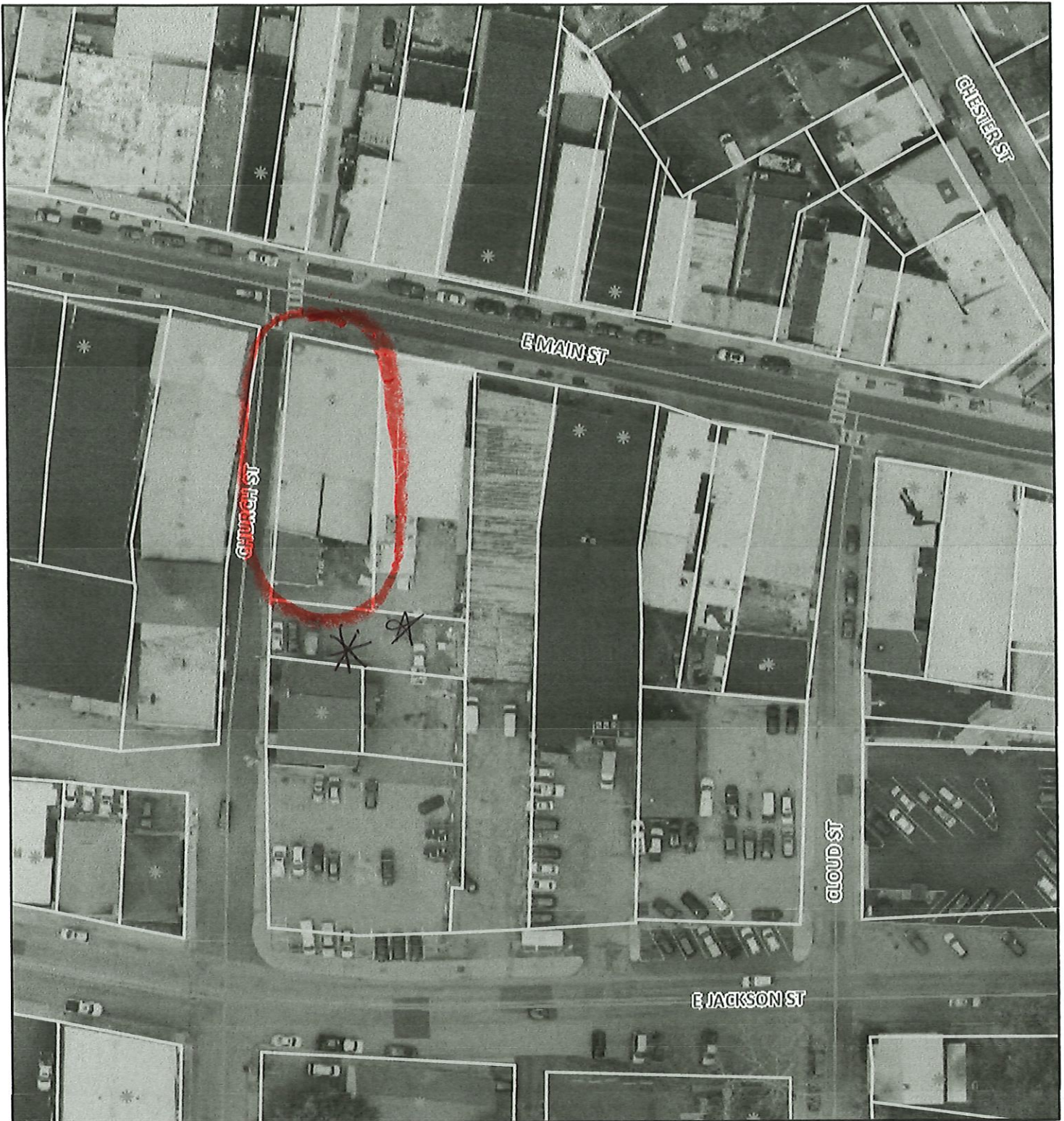
CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature DOUGLAS DETHLEFSEN

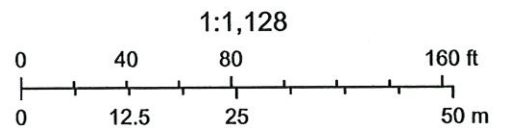
Date 9-1-22

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

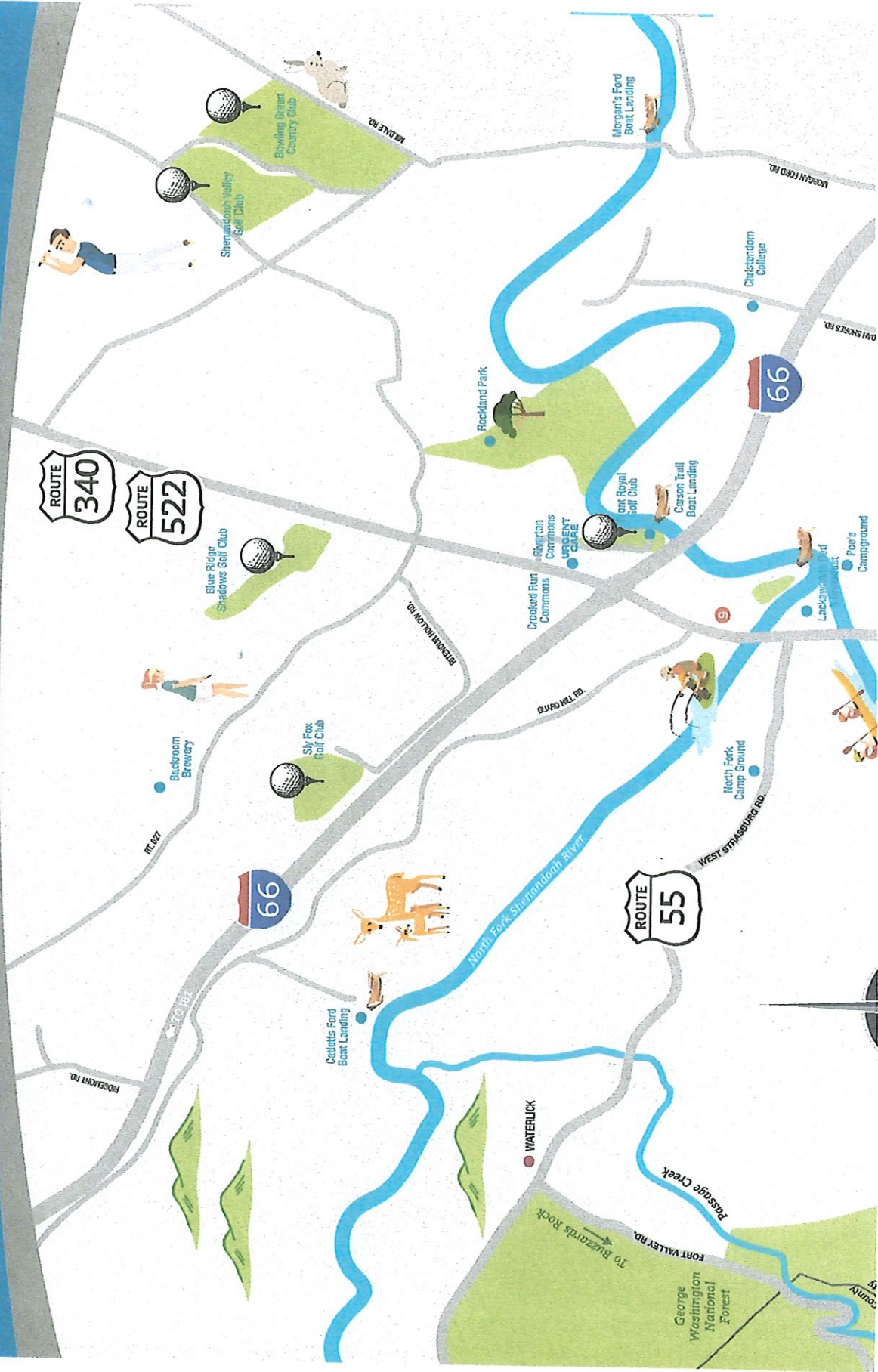


May 4, 2022

* Parking
* Garbage Refuse



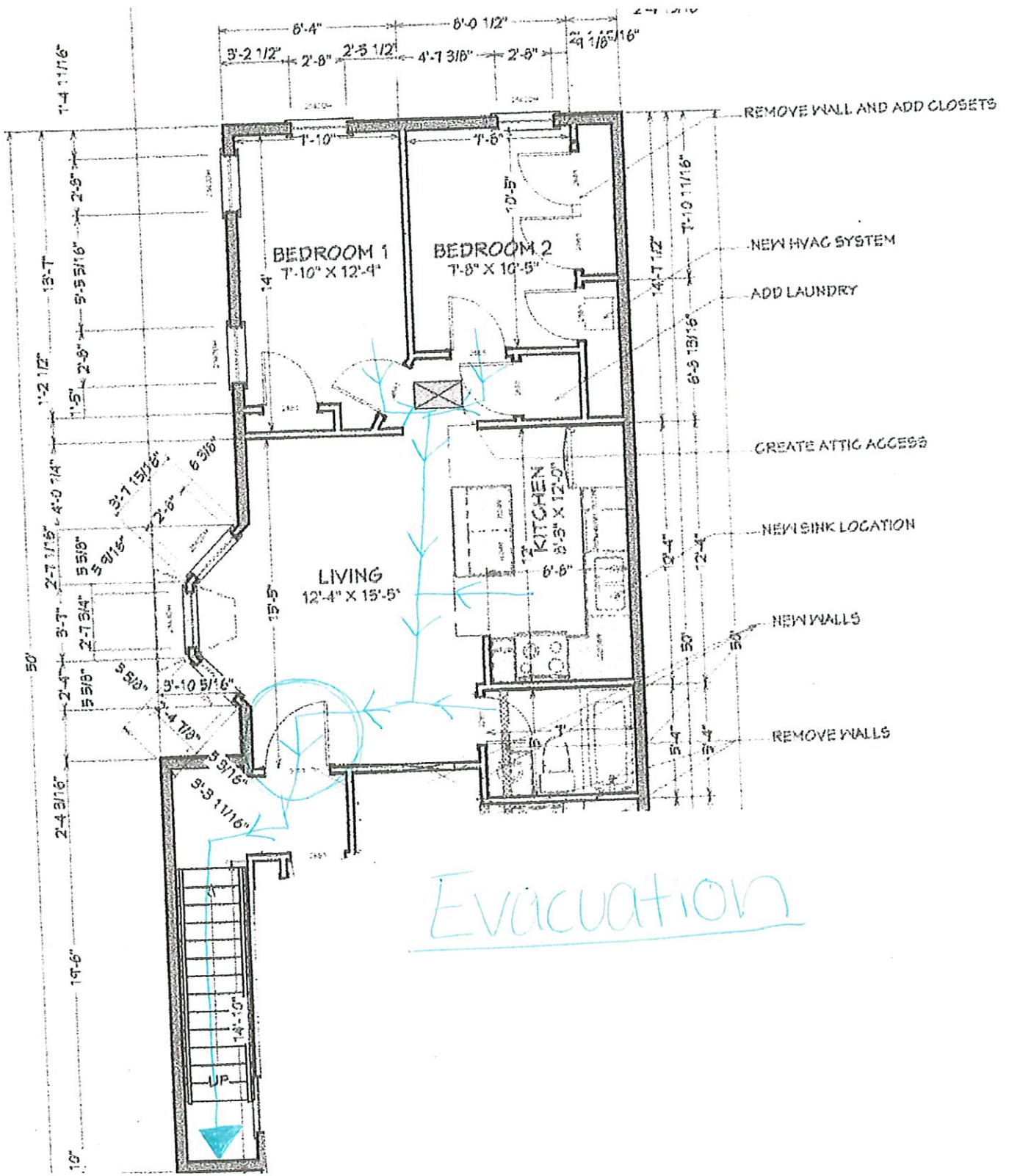
Discover
FRONT ROYAL
VIRGINIA



To Whom It May Concern:

I give permission for the Town of Front Royal to inspect my short-term rental for compliance. Please contact our short-term rental manager, Lauren Eddington, at 540-398-9242 to schedule your inspection.

Respectfully,
Aaron Hike
Owner



Evacuation

Rockledge Development Co. LLC

Welcome

We are so glad you have chosen our short term rental for your stay. We hope you enjoy the cozy feeling of downtown Front Royal and take pleasure in many of the surrounding activities and historic places we have to offer.

WiFi Information:

Network- Rockledge

Password- Rockledge

Requests from your Hosts

Peaceful Enjoyment

Here in downtown Front Royal, quiet time is between 10pm and 8am. Please be courteous and keep noise levels down during this time.

Chapter 106 of the Town of Front Royal Municipal Code outlines rules for noise in the neighborhood. Please follow the code while you visit.

Mindfulness

Our cozy short-term rental is surrounded by beautiful churches, schools, and public parks. Please be careful and kind to pedestrians.

Safety

In the event of an emergency, call 911

For non-emergencies, but urgent needs, please call the non-emergency police line at 540.635.2111

For urgent needs relating to your stay, please call our property manager, Melissa, at 540.683.0128

Adventures

Options in Front Royal and surrounding areas:

- Skyline Caverns
- Eastham Park and River Walk
- Canoe or floating drips down the river
- Visit Andy Guest and State Park
- Visit Elizabeth Furnace and GW National Forest
- Hiking the Appalachian Trail
- Walk along the Happy Creek Arboretum
- Visit the Warrant Heritage Society during your exploration of downtown
- Skyline Drive and National Park

Food and Drink

Local

- Manor Line Market
- Manor Line's Back 40
- Vibrissa Brewery
- Blue Wing Frog
- Virginia Beer Museum
- Soul Mountain Restaurant and Bar
- Melting pot Pizza
- Rancho Nuevo
- L'Dees Pancake House
- El Maguey
- Knotty Pine Restaurant
- Talk of the Mountain Seafood
- YamaFuji Japanese

Further

- Apple House
- Flint Hill's Blue Door Kitchen
- Griffin Tavern
- Skyward Café
- Field & Main
- Three Blacksmiths
- Blue Rock

Wineries

- Chester Gap Cellars
- Linden Vineyards
- Fox Meadow Winery
- Rappahannock Cellar
- Capstone Vineyards

Saying Good-bye for Now

Checking out Procedure

1. Be sure all trash is in the kitchen trash can.
2. Ensure there is no food left on the countertops or in the fridge.
3. Please place all used dishes in the dishwasher and start the dishwasher.
4. Please leave towels and bed sheets in the laundry hamper provided and leave comforters on the bed.
5. Turn off all lights.

We sincerely appreciate you choosing our short-term rental for your stay. We would love for you to leave us a review. Please contact us directly (Melissa @ 540.683.0128) if there is anything we can do to improve your next stay.



Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: AARON HIKE PHONE: 540-683-1923
ADDRESS 1516 N. ROYAL AVE FRONT ROYAL VA
E-MAIL HIKERENTALS@GMAIL.COM

PROPERTY OWNER:

NAME: HIKE PROPERTIES LLC PHONE: 540-683-1923
ADDRESS 417 N. ROYAL AVE FRONT ROYAL VA 22630
E-MAIL HIKERENTALS@GMAIL.COM

PROPERTY DESCRIPTION:

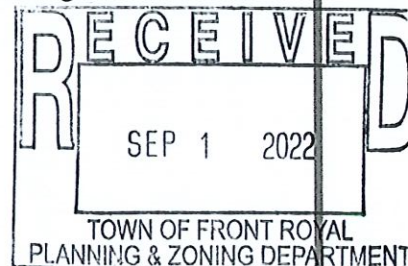
PROPERTY ADDRESS 1116 N. ROYAL AVE (Efficiency)
TAX MAP 2010 SECTION A2 BLOCK 443 LOT 4
SUBDIVISION NAME N/A
ZONING DISTRICT C-1 ACREAGE .22
SPECIFIC SPECIAL USE PERMIT REQUEST SHORT TERM RENTAL

- ☐ Whole house rental ☒ Partial rental, # of rooms rented 1 efficiency
☐ Primary Residence ☐ Secondary Residence

ATTACHMENTS: The following must be submitted with the application. Additional information may be required depending on the nature of the request.

- ☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.
☒ Provide a map of area attractions
☒ Provide proof that notification to operate was sent to the HOA, if applicable.
☒ Complete management plan.
☒ Written consent given to the Town to inspect for compliance.
☒ Emergency dwelling evacuation diagram (posted in each bedroom)
☒ Application fee of \$400.00

Receipt # 693850 Date Paid 9-1-22





Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

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APPLICANT:

NAME: AARON HIKE PHONE: 540-683-1923
ADDRESS 1516 N. ROYAL AVE FRONT ROYAL VA
E-MAIL HIKERENTALS@GMAIL.COM

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E-MAIL HIKERENTALS@GMAIL.COM

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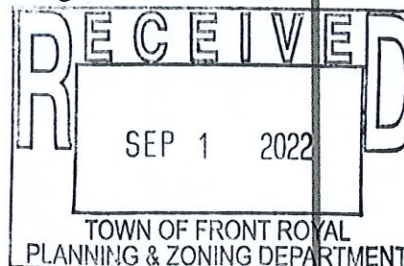
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Receipt # 693850 Date Paid 9-1-22



IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) _____
at (phone number) _____ or (property manager) LAUREN EDDINGTON
at (phone number) 540-398-9242.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 2 People and STUDIO Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Parking is limited to 1 cars in the driveway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

BACK of PROPERTY

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

MONDAY

CHECK-IN & CHECK-OUT

Provide details

11 AM
4 PM

WIFI/PHONE/ETC

Provide details for special amenities if available

WIFI

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

CENTRAL A/C
SIDE ENTRY OF MAIN HOME
FULL KITCHEN
KING BED

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

YES

NO PARTIES
NO SMOKING INDOORS - BUTTS MUST BE PICKED UP OUTDOORS
NO PETS

As per 175-3

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Property Owner's Signature: _____



CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature _____

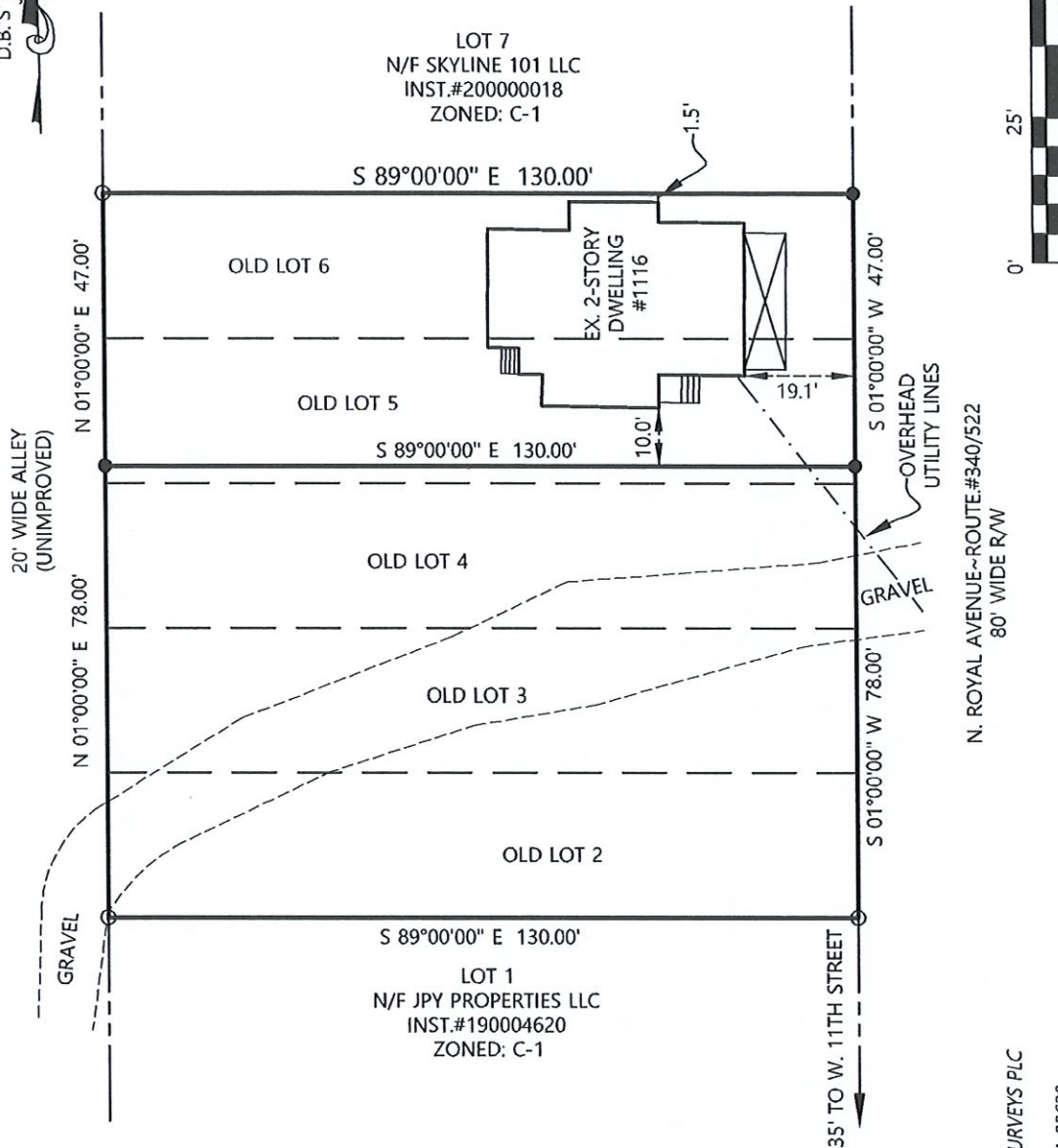


Date _____

8/1/2022

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

§



N. ROYAL AVENUE~ROUTE.#340/522
80' WIDE R/W

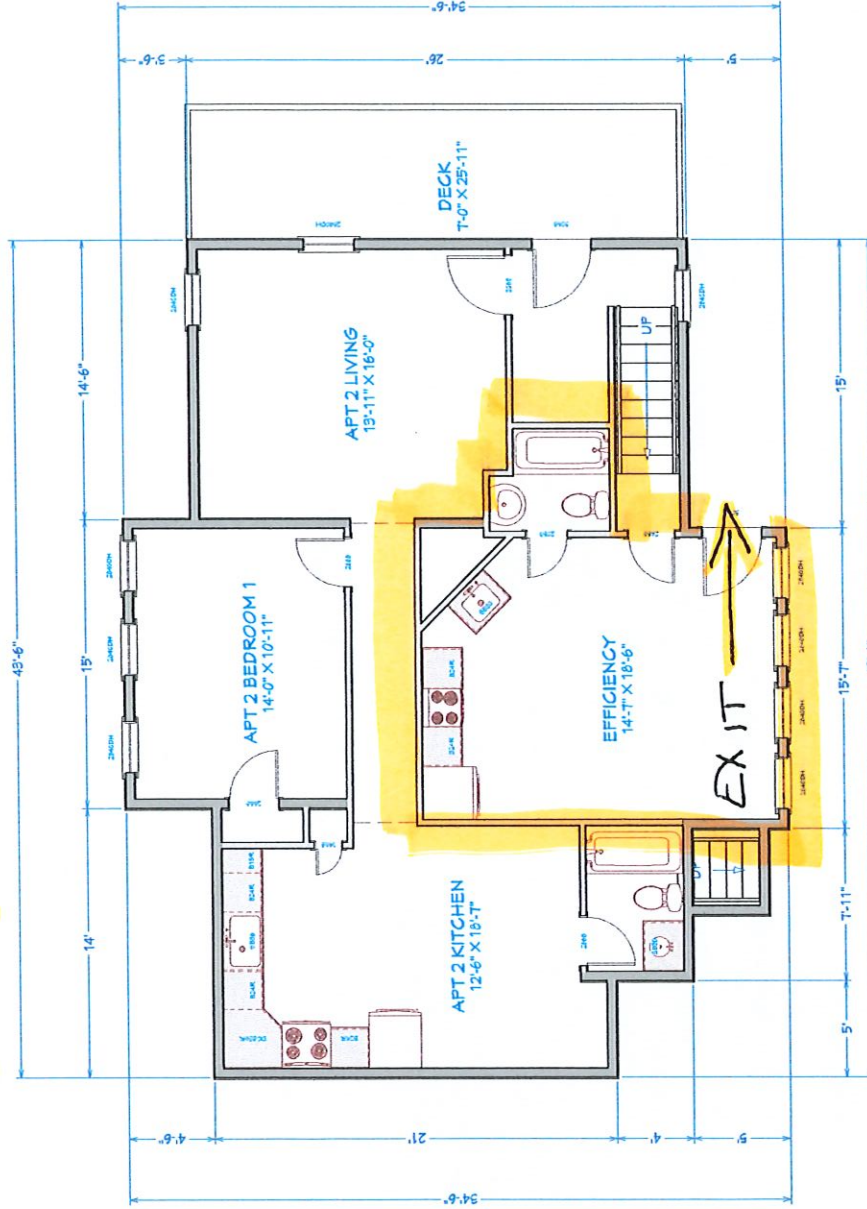
PREPARED BY:
PIONEER LAND SURVEYS PLC
P.O. BOX 1012
FRONT ROYAL, VA 22630
540-631-0700

DRAWING FILE: 1116 N. ROYAL AVENUE.dwg

WORKING DRAWING

BOUNDARY ADJUSTMENT SURVEY LOTS 2-6, BLOCK 43, FRONT ROYAL+RIVERTON IMPROVEMENT CO., DEED BOOK 'S' PAGE 304, NORTH RIVER DISTRICT, TOWN OF FRONT ROYAL, VIRGINIA		DRAWN BY: PMH
SCALE: 1" = 25'	DATE: NOV. 4, 2021	SHEET: 1 OF 1
JOB: W21-70		PAPER SIZE 8.5" x 14"
CLIENT: HIKE CONSTRUCTION		
DRAWING FILE: 11116 N. ROYAL AVENUE.dwg		

EVACUATION



1st Floor

REVISION TABLE			
NUMBER	DATE	REVISOR	DESCRIPTION

PAGE TITLE

DRAWINGS PROVIDED BY:

DATE:

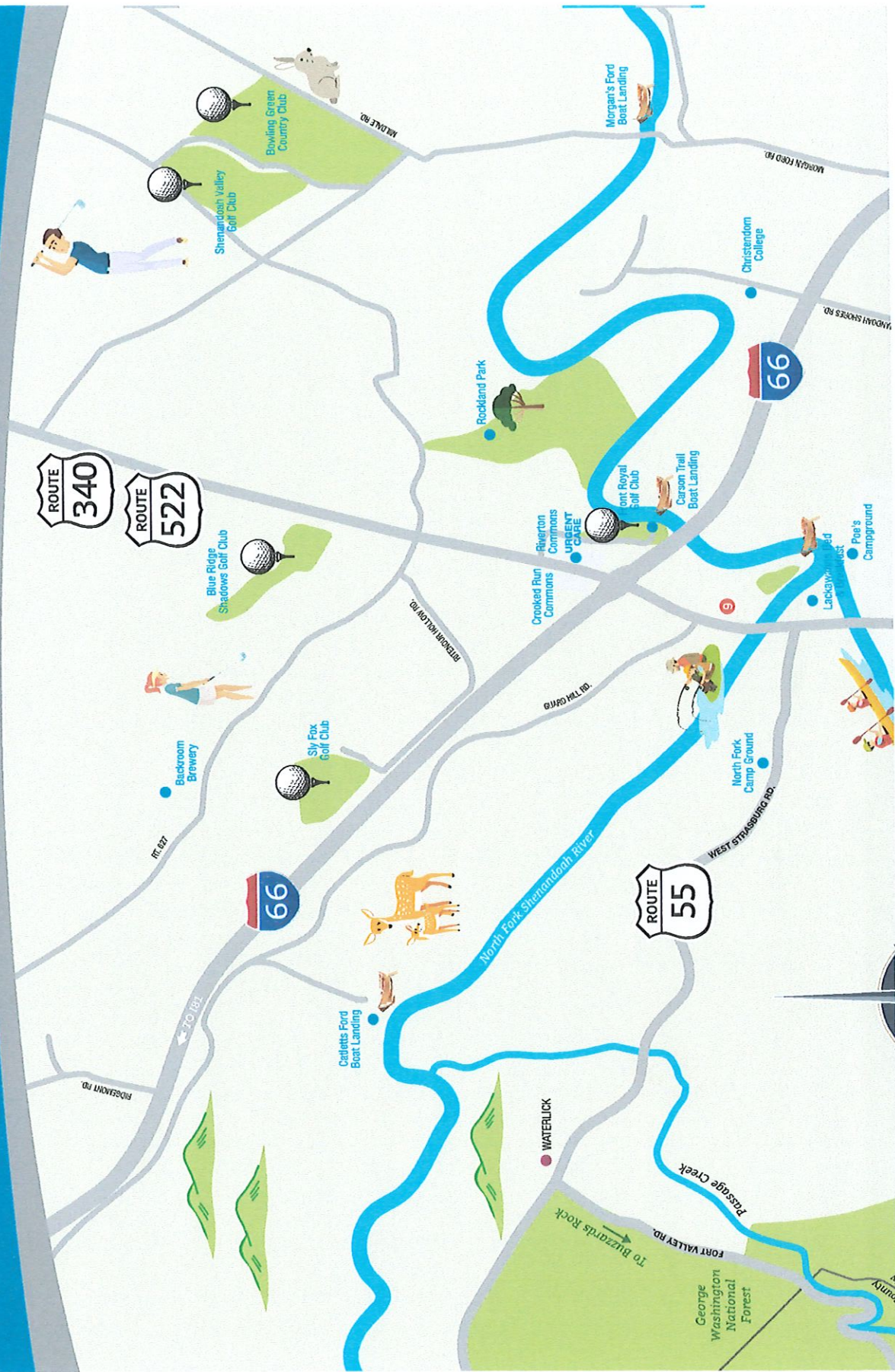
1/6/2022

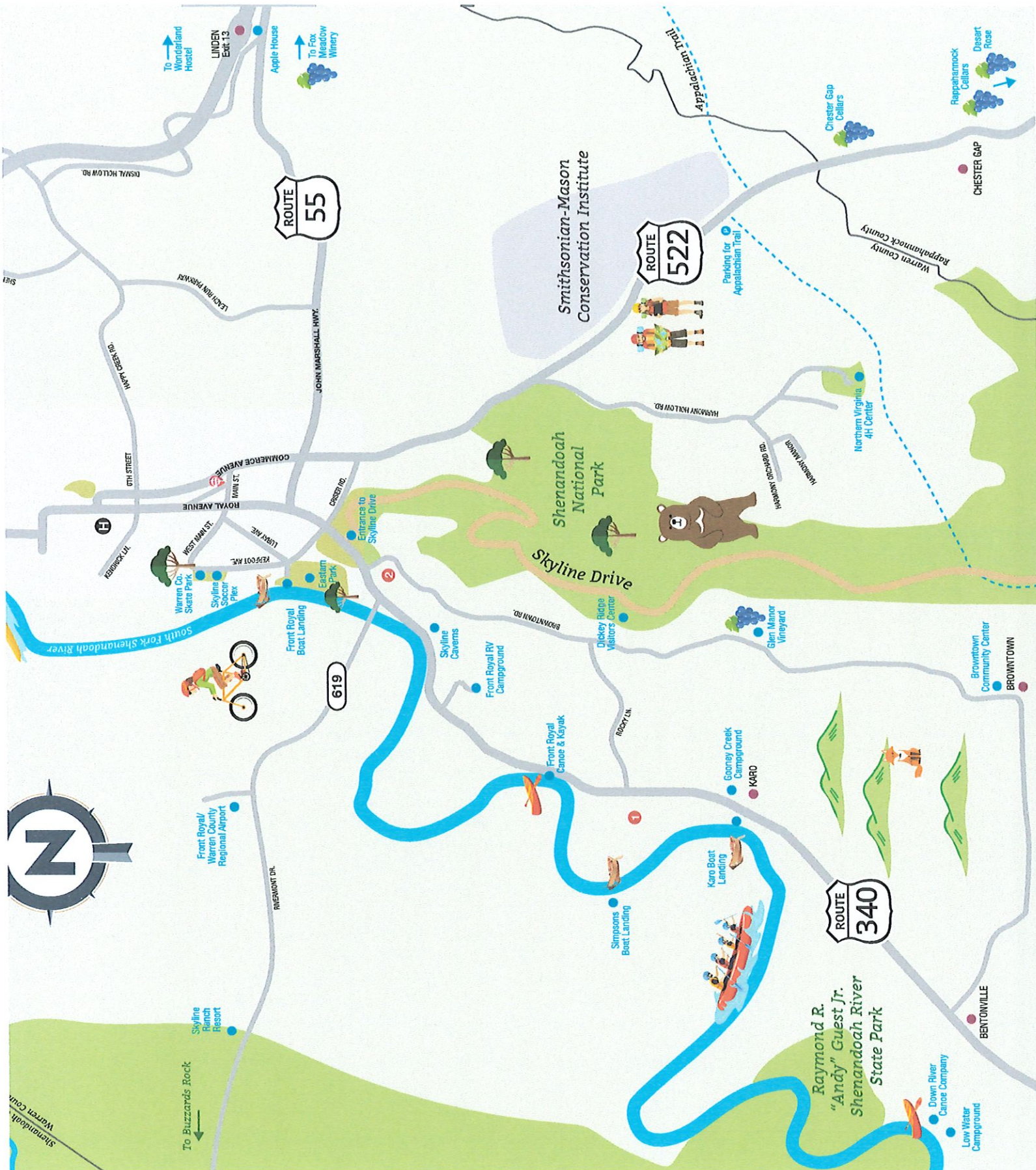
SCALE:

SHEET:

P-1

Discover
FRONT ROYAL
VIRGINIA





Shenandoah
Warren County

To Buzzards Rock

Skyline
Ranch
Resort

Front Royal/
Warren County
Regional Airport



Warren Co.
Skate Park

Skyline
Soccer
Park

Eastern
Park

Front Royal
Boat Landing

Entrance to
Skyline Drive

Chesler Gap
Cellars

Apple House

Linden
Exit 13

To Wondland
Hostel

To Fox
Meadow
Winery

Small Hollow Rd

West Cedar Rd

John Marshall Hwy

Route 55

Route 522

Appalachian Trail

Parking for
Appalachian Trail

Warren County

Shenandoah

Shenandoah National Park

Skyline Drive

Front Royal

Front Royal RV Campground

Skyline Caverns

Front Royal Canoe & Kayak

Front Royal Boat Landing

Simpsons Boat Landing

Karo Boat Landing

Goosey Creek Campground

K4RO

Down River Canoe Company

Low Water Campground

Brownstown Community Center

Brownstown

Bentonville

Raymond R. "Andy" Guest Jr. Shenandoah River State Park

Shenandoah National Park

Smithsonian-Mason Conservation Institute

Appalachian Trail

Chesler Gap Cellars

Reppahamock Cellars

Desert Rose

Warren County

Shenandoah National Park

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Warren County

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Respectfully,
Aaron Hike
Owner

Hike Properties LLC

Welcome

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WiFi Information:

Network- Hike Properties

Password- Piratescove!

Requests from your Hosts

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- Blue Wing Frog
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- Fox Meadow Winery
- Rappahannock Cellar
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Saying Good-bye for Now

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1. Be sure all trash is in the kitchen trash can.
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FIRST FLOOR PLAN

FIRST ASSEMBLY OF GOD
 1111 SHENANDOAH AVE.
 FRONT ROYAL, VA 22630
 (703) 635-7153



TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 2263

Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

2200352

SPECIAL USE PERMIT REQUEST

FRSPU

APPLICANT:

NAME LifePoint Church PHONE _____
(formerly First Assembly of God)
ADDRESS 1111 Shenandoah Ave, Front Royal, VA 22630
E-MAIL 1stagfr@gmail.com

Pastor John Kenney Jr.

PROPERTY OWNER:

NAME First Assembly of God PHONE 540-336-2070 *
ADDRESS 1111 Shenandoah Ave, Front Royal, VA 22630
E-MAIL 1stagfr@gmail.com

PROPERTY DESCRIPTION

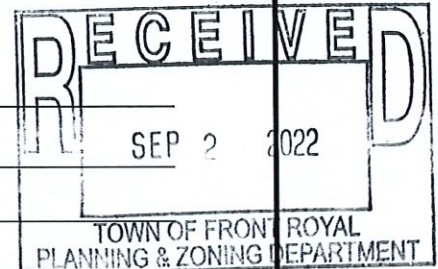
PROPERTY ADDRESS 1111 Shenandoah Ave Front Royal, VA
2042-44-12 thru 20 44
TAX MAP _____ SECTION _____ BLOCK 44 LOT 12-20 22680
SUBDIVISION NAME Front Royal Riverton Improvement Co ACRES 1.618

REQUEST

ZONING DISTRICT C-1

PROPOSED USE OF PROPERTY Daycare

SPECIFIC SPECIAL USE PERMIT REQUEST _____



ATTACHMENTS --The following must be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey/Plat of property showing all **existing** improvements.
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 Receipt # 093851 Date Paid 9/2/2022 Check # 18756
4. Additional information as required by the Dept. of Planning & Community Development.

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature _____

Date 9/02/22

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Mission Statement of LifePoint Child Day Care Center
1111 Shenandoah Ave., Front Royal, VA

Infant to Pre-K
(Formerly First Assembly of God)

It is the mission of the ***LifePoint Child Day Care Center*** to provide quality childcare for all families in the community in a warm, nurturing, loving and educational environment. The childcare needs of all economic levels are served, enabling families to obtain employment or to further their education.

It is the Goal of the *LifePoint Day Care Center*:

- To provide high quality, developmentally appropriate childcare for preschool children with focus on the individual child's age and ability to stimulate social, cognitive, physical, and emotional growth.
- To provide a safe, nurturing, and recreational environment for preschool age children
- while their parents work or attend school
- To provide opportunities for families to be involved with their children's education and have access to parenting support and education.

The objectives of the *LifePoint Day Care Center* are:

- To provide a curriculum which enables each child to develop new skills at their own ability levels, to prepare each child to succeed in kindergarten and to provide a safe, healthy environment for the children so their parents can obtain peace of mind about their child's care.
- To provide a variety of activities in a safe, friendly, supportive environment.
- To provide opportunities for parental involvement in the operations of the Center.

PARKING
1111 Shenandoah Ave., Front Royal, VA

- THERE ARE 107 PARKING SPACES
- A LARGE PORTION OF THE PARKING LOT IS ENCLOSED WITH FENCING

NAIL FOUND
413TH ST.

NAIL FOUND

Church punched

20x150 = 3000 x 1.60 = 4800
6x150 = 900 x 1.60 = 1440
12x170 = 2040 x 1.60 = 3264
\$9504.00

SHENANDOAH
80' P.W.

12TH STREET
782 11"

NAIL FOUND
4 VA
AVE

Mn Wines
Lot 150 x 6 = 900 x 1.60 = 1440

Lot 10

150' x 6' = 900
900 x 1.60 = 1440

ALBERT WINES
LOT 11

120' ALLEY (UNIMPROVED)
150' x 6' = 900
900 x 1.60 = 1440

PARKING AREA

Lot 19
7500 S.F.

Lot 20
7500 S.F.

1 STORY FRAME
W/ BSM.T.
234' x 50'

0.21' 1/2" REBAR FOUND

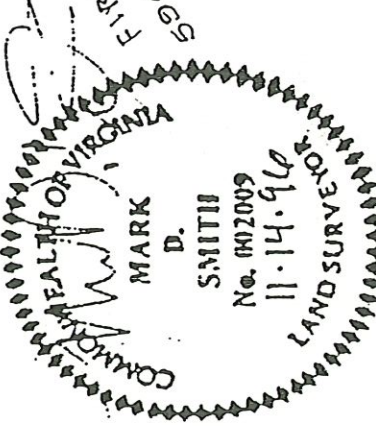
11TH STREET
60' R.W.

N 89° 00' 00" W. 150' 00' 00"

CHURCH

NOTES

1. OWNER OF RECORD: FIRST ASSEMBLY OF GOD, D.B. 131, AT PG. 167, D.B. 131, AT PG. 171, AND D.B. 201, AT PG. 64.
2. NO TITLE REPORT FURNISHED.
3. T.M. 20AZ-44-12 THRU 20.
4. I.R.S. = 1/2" REBAR-SET, N.S. = NAIL SET.
5. TOTAL AREA = 1.618 ACRES.



FRONT ROYAL RIVERTON
IMPROVEMENT CO.

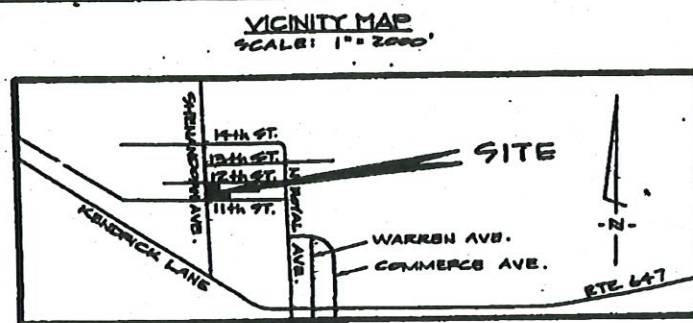
TOWN OF FRONT ROYAL, VIRGINIA
SCALE: 1" = 50' NOVEMBER 5, 1976

GREENWAY ENGINEERING

151 Windy Hill Lane
Winchester, Virginia 22602

Telephone 540-662-4185
FAX 540-722-9528

Founded in 1971



SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE LAND CONTAINED IN THIS BOUNDARY LINE ADJUSTMENT IS A PORTION OF THE LANDS CONVEYED TO FIRST ASSEMBLY OF GOD BY DEEDS DATED OCTOBER 26, 1963 AND MARCH 21, 1973 OF RECORD IN THE WARREN COUNTY CIRCUIT COURT CLERK'S OFFICE IN DEED BOOK 151, AT PAGES 167 & 171, AND IN DEED BOOK 201, AT PAGE 64, AND A PORTION OF THE VACATED ALLEYS AS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL DATED APRIL 28, 1997.

Mark D. Smith
MARK D. SMITH, L.S.

OWNER'S CERTIFICATE

THE ABOVE AND FOREGOING BOUNDARY LINE ADJUSTMENT OF THE LANDS OF FIRST ASSEMBLY OF GOD AND THE VACATED ALLEYS, AS APPEARS HEREON, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY.

R. Sherman Elliott *Leslie*
Michael Sharp *Trustee*
Robert S. Wines *Trustee*

COMMONWEALTH OF VIRGINIA
CITY / COUNTY OF WARREN TO WIT:
THE FOREGOING OWNER'S CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS 31st DAY OF May, 1997 BY *R. Sherman Elliott*

R. Sherman Elliott *Robert S. Wines*
Mark D. Smith
NOTARY PUBLIC
MY COMMISSION EXPIRES 12/31/99

NOTES:

1. 1/4" = 1/4" REBAR END, 1/8" = 1/8" REBAR SET, NF = NAIL END, NS = FK NAIL SET, PT = POINT.
2. NO TITLE REPORT FURNISHED.
3. THE VACATED PORTIONS OF THE ALLEYS SHOWN AS THIS (10000) ARE HEREBY ADDED TO AND MADE AN INTEGRAL PART OF THE ADJOINING LOTS AS SHOWN HEREON AND IS IN ACCORDANCE WITH THE APPROVAL BY THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL DATED APRIL 28, 1997.
4. PLAT SHOWING FRONT ROYAL AND RIVERTON IMPROVEMENT CO. RECORDED IN DEED BOOK 9, AT PAGE 300.
5. T.M. 20A2-(13)-(44)-12 thru 20

AREA TABULATION:

LOTS 12 thru 20 168000 (16184 AC.)
VACATED ALLEYS 16400 (2104 AC.)
TOTAL AREA 184400 (17848 AC.)

DATE: 05/14/97

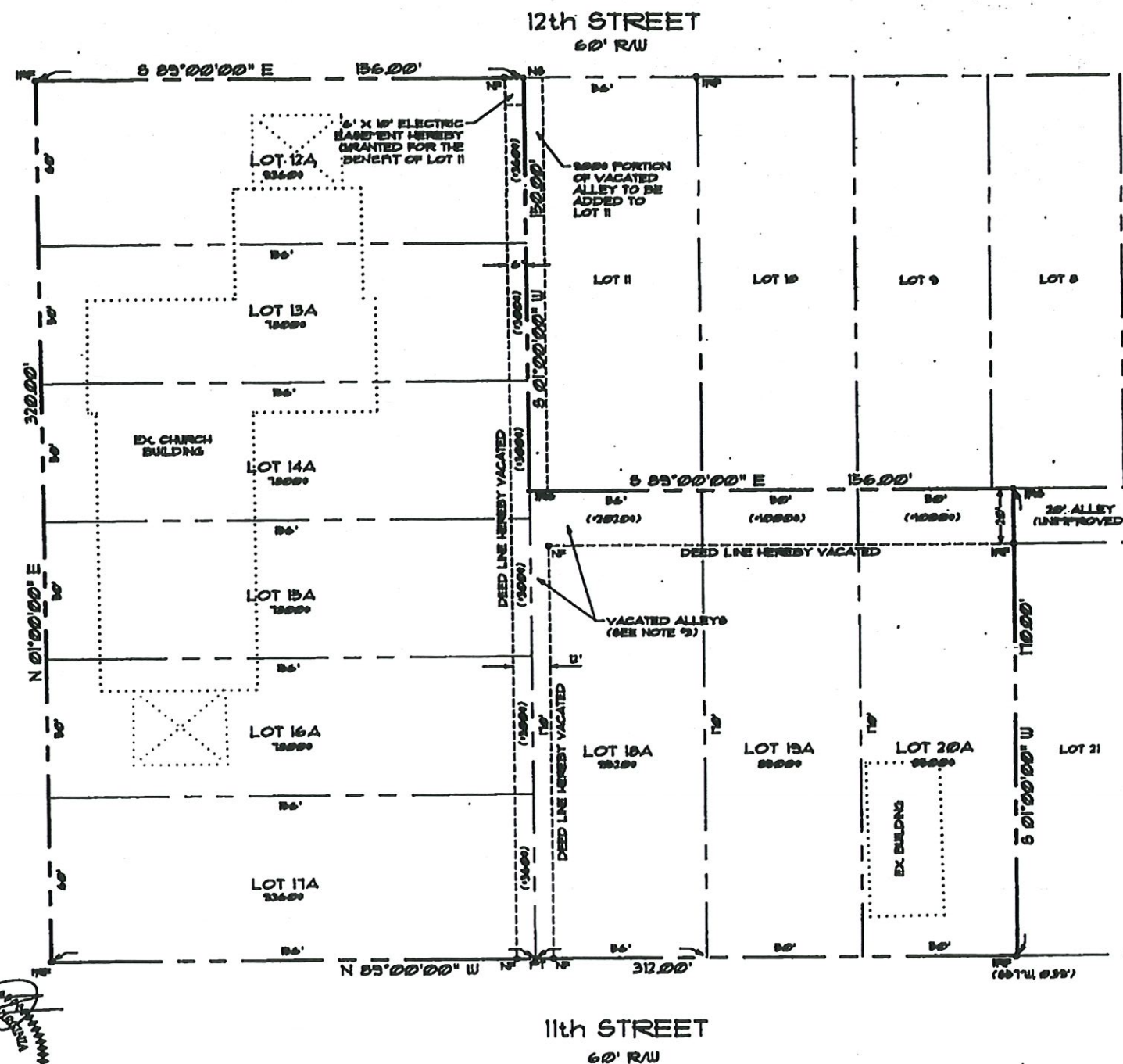
SCALE: 1" = 30'

DESIGNED BY: KDP

JOB NO. A404

SHEET 1 OF 1

PLAT SHOWING
ALLEY VACATION
AND BOUNDARY LINE ADJUSTMENT WITH
LOTS 12 thru 20
BLOCK 44
FRONT ROYAL AND RIVERTON IMPROVEMENT CO.
TOWN OF FRONT ROYAL, WARREN COUNTY, VIRGINIA



DATE REVISION

APPROVAL

Kimberly P. Fogle 5/23/97
DIRECTOR OF PLANNING DATE
John M. Smith 5/24/97
TOWN MANAGER DATE
John M. Smith 5/23/97
DIRECTOR OF FINANCE DATE



GREENWAY ENGINEERING

151 Windy Hill Lane
Winchester, Virginia 22602
Telephone 540-682-4185
FAX 540-722-9528





Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

#2200367
Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: The Minick Group LLC PHONE: 703-594-9421
ADDRESS: 206 Lee St Front Royal, VA 22630
E-MAIL: minickproperty@yahoo.com

PROPERTY OWNER:

NAME: The Minick Group LLC PHONE: 703-594-9421
ADDRESS: 206 Lee St Front Royal, VA 22630
E-MAIL: minickproperty@yahoo.com

PROPERTY DESCRIPTION:

PROPERTY ADDRESS: 206 Lee St Front Royal, VA 22630
TAX MAP: 20A7 SECTION: 4 BLOCK: 6 LOT: 91A
SUBDIVISION NAME: _____
ZONING DISTRICT: R-3 ACREAGE: _____
SPECIFIC SPECIAL USE PERMIT REQUEST: _____

- ☒ Whole house rental ☐ Partial rental, # of rooms rented _____
☐ Primary Residence ☐ Secondary Residence

ATTACHMENTS: The following must be submitted with the application. Additional information may be required depending on the nature of the request.

- ☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.
☒ Provide a map of area attractions
☐ Provide proof that notification to operate was sent to the HOA, if applicable. MA
☒ Complete management plan.
☒ Written consent given to the Town to inspect for compliance.
☐ Emergency dwelling evacuation diagram (posted in each bedroom)
☒ Application fee of \$400.00 Receipt # 01001856958 Date Paid 9/9/2022
pd @ Finance w/oc



IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) _____
at (phone number) _____ or (property manager) Emily Minic
at (phone number) 703-594-9421.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at _____ People and _____ Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Parking is limited to _____ cars in the driveway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

Blue trash barrels on the side of the house.
Trash day is Tuesday morning

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

Tuesday morning is trash day.
Barrels go out Monday night and are put back on the side of the house Tuesday afternoon.

CHECK-IN & CHECK-OUT

Provide details

Check in is at 3pm. Check out is at 10am.
A code is provided via email to enter the house at 3pm. Check out
procedures are located in the management book.

WIFI/PHONE/ETC

Provide details for special amenities if available

Wifi provided - password on the back of the router under the TV
cabinet

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

~~There is a small~~
small in town lot, partial fenced in yard. Storage shed on property (not
available to guests and remains locked)

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

As per 175-3

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:

§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers

shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.
- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: _____

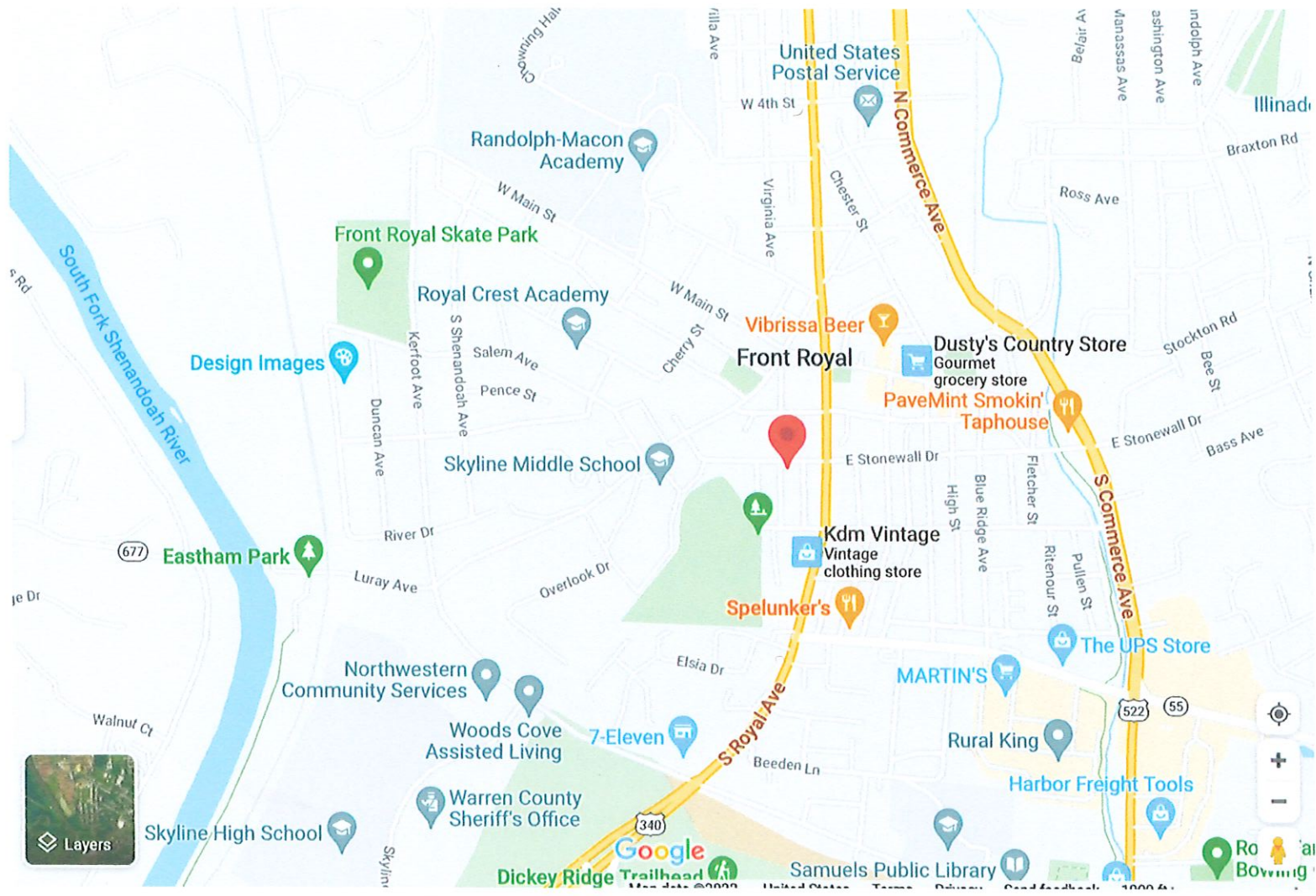
CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature _____

Date _____

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.



**206 Lee St
Front Royal, VA**

House Vacation Rental Management Plan

Welcome to your oasis in the Blue Ridge Mountains. Front Royal is a beautiful place rich in history, nature, dining and small town charm.

We hope you will use this time to recharge, gather with family and friends and enjoy all the Front Royal has to offer. We know that you will fall in love with this town and want to come back!

In this hospitality book you will find a list of our house rules and recommendations for local cuisine, attractions and sites that if you have time you should check out.

Noise

This house is located on a quiet residential street. You will often see people passing by on a walk or children walking home from school. Please be mindful of the neighbors and keep noise to a minimum between the hours of 9pm-9am.

Town of Front Royal Noise Code

Chapter 106 of the Town of Front Royal Municipal Code outlines rules for noise in the town limits.

Generally it shall be unlawful for any person to create any unreasonably loud, disturbing and unnecessary noise. Noise of such character, intensity and duration as to be determined to the life or health of any person or unreasonably to disturb or annoy the quiet, comfort or repose of any person is hereby prohibited.

The following acts are declared to be noise disturbances in violation of this Chapter: E.g. Operating or premising the use or operation of any radio receiving set, musical instrument, television, photography or any other device for the production of sound, between the hours of 10:00pm and 8:0am the following day, in such manner as to be plainly audible across the property boundaries or through partitions common to two residences within a building

Any person who violates any provision of this Chapter shall be deemed to be guilty of a Class III misdemeanor.

Entry

You were provided a key code prior to check in. This is your code for the remainder of your stay to enter the house. When you leave the house, please make sure the back door is locked.

Check in/Check Out

Check in is at 3pm. If you plan on arriving later that is fine but please let us know. Check out is promptly at 10am.

Parking

There is ample street parking along Lee St in front of the house and along Stonewall Dr.

Trash

Trash day is Tuesday morning. Please roll the blue trash can out to the street after 6pm on Monday evening. After the trash services comes to pick up the trash on Tuesday please roll the barrel back to the right side of the house. Please do not leave any trash in the yard.

Smoke Detectors

There are smoke detectors installed in each bedroom, kitchen and living room. There is also a carbon monoxide detector installed. Please do not tamper with these or remove them from their location. If they start beeping for the battery to be changed, there is a basket with extra batteries under the kitchen sink. Or you may give us a call and we can come by and change the battery.

Internet

Wifi Network and passcode are written posted on the back of the router, on the TV stand.

Temperature

The thermostat is located in the kitchen. When you leave and check out, we ask that in the winter you leave the heat on 65 degrees and in the summer leave the air conditioning on 70 degrees.

Emergency

In case of an emergency, please call 911.

For all other non-emergencies or maintenance issues, please call us at 703-594-9421. If no one answers, please send a text.

If you have an emergency issue with your water, sewer or electric, please contact the Town of Front Royal. If the issue is during business hours, Monday-Friday, 8:00am-5:00pm, please call (540)635-7799. After contacting the Town of Front Royal, then please notify us.

If the emergency with your water, sewer or electric arises during nonbusiness hours, weekends or holidays, please call the Front Royal police department at their non-emergency phone number (540)635-2111. After contacting the police department, then please notify us.

There is an emergency evacuation route posted in each bedroom. Please do not remove these from the wall. Look it over and familiarize yourself with it in case of emergency.

Other important numbers

Front Royal Police Department: 540-635-222, 900 Monroe Ave, Front Royal
Front Royal Volunteer Fire & Rescue: 540-635-2540, 211 N Commerce Ave, Front Royal
Warren Memorial Hospital: 540-636-0300, 351 Valley Health Way, Front Royal

House Rules and Check Out

Please empty all the trash inside and place it in the blue trash can.

Remove all food and other items from the refrigerator and freezer.

Put all dirty dishes in the dishwasher and start a cycle.

Remove all personal belongings out of the home.

Strip the beds. Put all sheets and linens in the laundry basket by the washer and dryer in the bathroom.

Set temperature to 65 degrees in the winter or 70 degrees in the summer.

Turn off all the lights in the house and all exterior lights.

Fire Pit

There is an outdoor fire pit for your enjoyment, complete with logs and sticks for smores. The fire must be put out in the fire pit when you are finished. Please refer to the Town of Front Royal's Open Burning Code 78 Below:

It shall be unlawful for any owner or else of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other flammable material upon such land unless he previously shall have taken all reasonable care and precaution, by having cut and piled the same or carefully cleaned around the same, to prevent the spread of such fires to lands other than those owns or lead by him. It shall also be unlawful for any employee of such owner or lessee of land to set fire to or to procure another to set fire to any woods, crush, logs, leaves, grass, debris or other flammable material upon such land unless he shall have taken similar precautions to prevent the spread of such fire to any other land.

During the period beginning March 1 and ending may 15 of each yea, even though the precautions required by the foregoing subsection shall have been taken, it shall be unlawful for any person to set fire to or to recur another to set fire to any bush, leaves, grass, debris or field containing dry grass or other flammable material capable of spreading fire, located in the Town, except between the hours of 4:00 p.s. and 12:00 midnight. The provisions of this subsection shall not apply to fire set on rights of way of railroad companies by their duly authorized employees.

Any period violating any provision of this section shall, upon conviction, be fined bot less than ten dollars (\$10.) nor more than one hundred dollars (\$100.) for each separate offense.

Area Attractions

Front Royal is rich in history, culture and uniqueness. You won't find a town quite like Front Royal anywhere else. Surrounded by natural beauty with the Shenandoah River and beautiful hikes with Skyline Drive and the Blue Ridge Mountains. Below are some local area attractions that we hope you can check out while you are here that we know you will fall in love with and want to come back and enjoy again.

On the kitchen counter you will also find a brochure stand with some local information on things to do while you are here and places to visit.

Need more ideas on places to visit or places to eat? Contact us- we love to give recommendations.

This area is also serviced by Instacart and Doordash

Dining

Vibrissa Brewery

The Mill

El Maguey

Talk of the Mountain Seafood

Castiglia Italian Food

Anthony's Pizza

The Element

Wineries

Rappahannock Cellars

Glen Manor Vineyards

Fox Meadows

Chester Gap Cellars

Coffee

Starbucks

Daily Grind

DL Campus Coffee and Ice Cream

Parks

Rockland Park

FantasyLand Park and Splash Pad

Eastham Park and River Walk and Boat Landing

Skyline Soccerplex

Things to Do

Shenandoah Ax Throwing Company

Front Royal Bowling Alley

Code Ninjas

Shenandoah Canoe Company

Dinosaur Land

Royal Cinemas

Skyline Drive and Hiking Trails (free entry on federal holidays)

Blue Ridge Shadows Golf Course

Shenandoah Golf Course

Warren Heritage History Museum

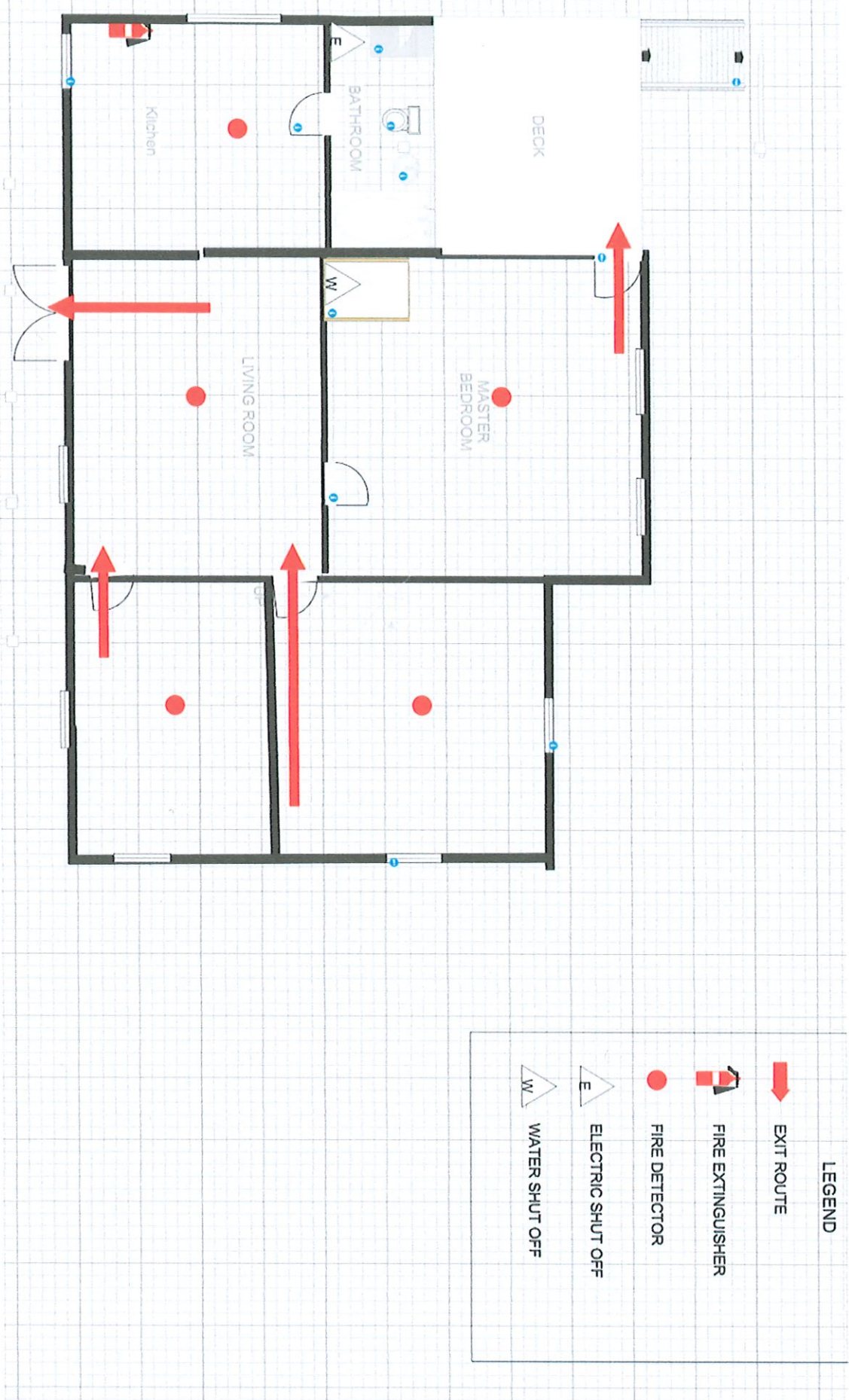
Virginia Beer Museum

Local Stores

Martins/Aldi

Walmart/Target

CVS



SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THE LAND SHOWN ON THIS PLAT IS THE LAND CONVEYED TO THE MINICK GROUP, LLC PER DEED DATED NOVEMBER 4, 2019 RECORDED IN THE WARREN COUNTY CIRCUIT COURT CLERKS OFFICE IN INSTRUMENT # 190005817, THAT I HAVE SURVEYED THIS PROPERTY ON THE GROUND, THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

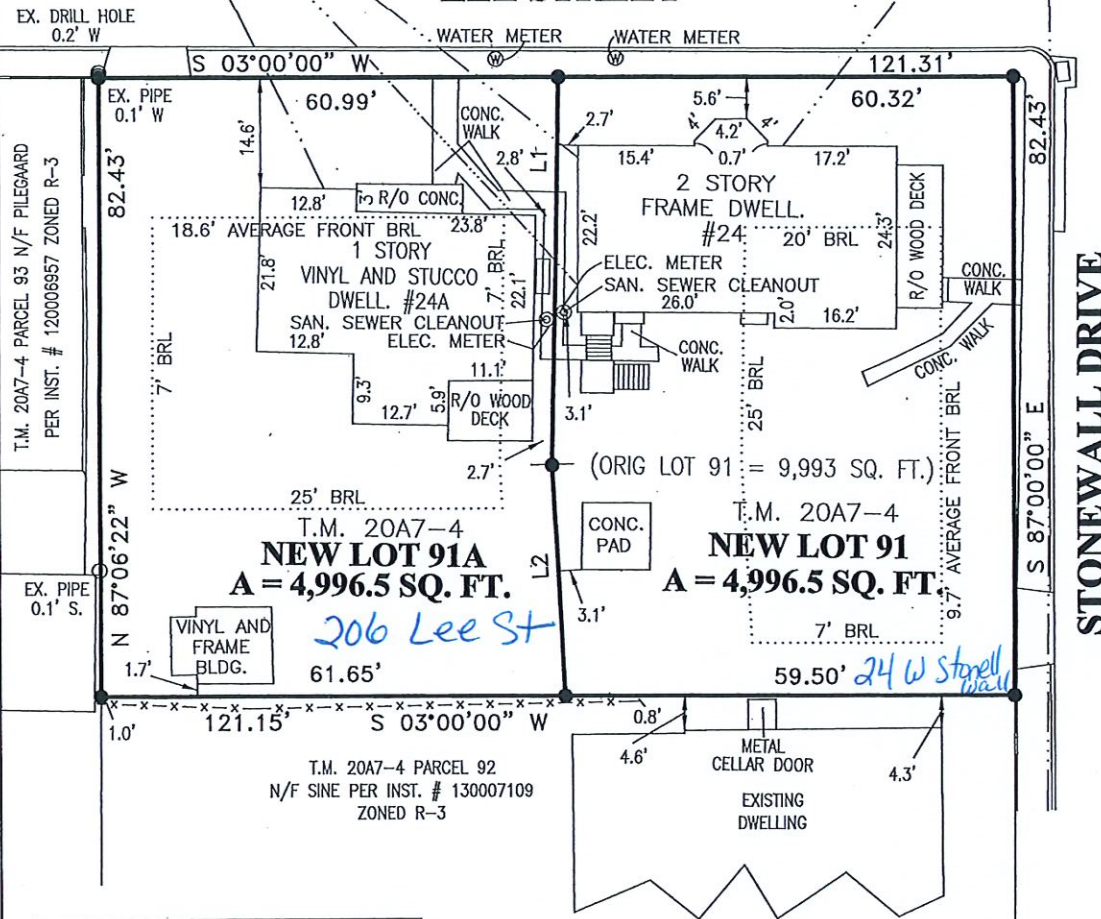
JOSEPH G. BROGAN, JR.

LIC. # 3209

3/22/22

PER PLAT IN INST. # 020007020

LEE STREET



LINE	BEARING	DISTANCE
L1	S 86°00'44" E	51.70'
L2	N 89°48'51" E	30.78'

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DERIVATION OF TITLE TO: THE MINICK GROUP, LLC
PER INST. # 190005817

PROPERTY ZONED R-3.

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

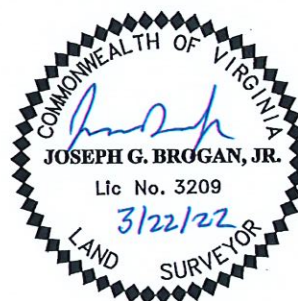
MINOR SUBDIVISION OF LOT 91
OF THE LEE AND SHIPE SUBDIVISION

FORK MAGISTERIAL DISTRICT

**TOWN OF FRONT ROYAL
WARREN COUNTY, VA.**



SCALE 1" = 20'



PREPARED BY
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578, FRONT ROYAL, VA. 22630
tel&fax (540)635-5657
DECEMBER 1, 2020
MARCH 22, 2022 ADDENDUM

SHEET TWO OF TWO

ITEM VII.

PUBLIC HEARINGS

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-term Rental 2200287

MEETING DATE: September 21, 2022

SUMMARY: Vesta Property Management – A request for a Special Use Permit to allow a Short-Term Rental located at 30 Fairview Avenue identified by Tax Map 20A3-5-49 & 50. The property is zoned R-1.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit #2200287 for a Short-Term Rental located at 30 Fairview Avenue.”

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ *Seconded* _____

Gordon _____ *Ingram* _____ *Jones* _____ *Marshner* _____ *Merchant* _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**Planning Commission Regular Meeting
September 21, 2022**

APPLICATION #:

2200287

APPLICANT:

VESTA PROPERTY MANAGEMENT

APPLICATION SUMMARY:

A Special Use Permit Application has been submitted for a Short-Term Rental located at 30 Fairview Avenue. The applicant intends to rent the entire home. The Inspection was completed on August 25, 2022. The applicant passed the inspection.

GENERAL INFORMATION:

Site Addresses	30 Fairview Avenue
Owner(s)	Vesta Property Management
Zoning District	R-1, Residential District
Historic District	No
Tax Identification	Tax Map #20A3-5-49 & 50
Request/ Recommendation	The Applicant is requesting to rent the entire house as a short-term rental. Staff recommends approval and does not have any recommended conditions.

View of Front Elevation – 30 Fairview Avenue



Aerial Zoning Map



Attachments: Application

2200787



Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Vesta Property Management PHONE: (703)867-2140
ADDRESS 20 E 8th Street, Suite 4, Front Royal, VA 22630
E-MAIL chloe@vesta-now.com

PROPERTY OWNER:

NAME: Kiwi Properties III LLC PHONE: 5402195910
ADDRESS 30 Jobbers Mtn Road Woodville, VA 22749
E-MAIL steve@newlinebathroom.com

PROPERTY DESCRIPTION:

30 Fairview Avenue
PROPERTY ADDRESS 30 Fairview Avenue, Front Royal, VA 22630
TAX MAP 20A SECTION 3 BLOCK 5 LOT 49, 50
SUBDIVISION NAME none
ZONING DISTRICT North River-Town R-1 ACREAGE 0.172
SPECIFIC SPECIAL USE PERMIT REQUEST Short-Term Tourist Rental

- | | |
|--|--|
| ☒ Whole house rental | ☐ Partial rental, # of rooms rented _____ |
| ☐ Primary Residence | ☐ Secondary Residence |

ATTACHMENTS: The following must be submitted with the application. Additional information may be required depending on the nature of the request.

- ☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.
- ☒ Provide a map of area attractions
- ☒ Provide proof that notification to operate was sent to the HOA, if applicable.
- ☒ Complete management plan.
- ☒ Written consent given to the Town to inspect for compliance.
- ☒ Emergency dwelling evacuation diagram (posted in each bedroom)
- ☒ Application fee of \$400.00

Receipt # 093821 Date Paid _____

Revised 5/06/2022

pd 400 - check # 1001
Vesta Property Management



IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) _____
at (phone number) _____ or (property manager) Chloe Phillips
at (phone number) 703-867-2140.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 6 People and 4 Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Parking is limited to 2 cars in the driveway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

See property management plan

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

See property management plan

CHECK-IN & CHECK-OUT

Provide details

See property management plan

WIFI/PHONE/ETC

Provide details for special amenities if available

See property management plan

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

See property management plan

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

See property management plan

Revised 5/06/2022

As per 175-3

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:

§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers

shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.
- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: STEPHEN LEE

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature STEPHEN LEE Date 7/13/2022

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

#2200287



Town of Front Royal Planning and Zoning

102 E. Main St.
PO Box 1560
Front Royal, VA 22630

Main :540-635-4236
Fax: 540-631-2727
planning@frontroyalva.com

SPECIAL USE PERMIT CHECK LIST FOR SHORT TERM RENTAL

Applicant Name: VESTA PROPERTY MANAGEMENT
Property Owner: KIWI PROPERTIES III LLC
Site Address: 30 FAIRVIEW AVE. FRONT ROYAL, VA

- ☒ Y ☐ N 1. Driveway or designated and approved parking area
- ☒ Y ☐ N 2. Refuse area
- ☒ Y ☐ N 3. Property Management Plan available on site
- ☒ Y ☐ N 4. Smoke detectors
- ☒ Y ☐ N 5. Carbon monoxide detector
- ☒ Y ☐ N 6. Fire extinguisher visible in all kitchen/cooking areas.
- ☒ Y ☐ N 7. Emergency dwelling evacuation diagram posted in each bedroom
- ☒ Y ☐ N 8. Map of area attractions available on site
- ☒ Y ☐ N 9. Chapter 106 Noise ordinance available on site

NOTES: 1) PARKING FOR TWO (2) CARS IN DRIVEWAY
2) 4 BEDROOMS FOR 6 PEOPLE.
ZONED R-1

☒ APPROVED ☐ DENIED

Inspected By: [Signature] Date: 8/25/22



Dear Town of Front Royal,

I am providing written consent for you to inspect for compliance at 30 Fairview Avenue, Front Royal, VA 22630.

Further to the inspection, we would like to receive a copy of the inspection report, to keep in our records.

Vesta Property Management
Director of Property Management
Chloe Phillips

Contact Information
Chloe@vesta-now.com
(703) 867-2140

Evacuation from the Bedroom

In case of an emergency evacuation please follow the instructions

1. Exit the dwelling as fast as possible.
2. Doors are located at the front and rear of the dwelling, which leads to the driveway.
3. Once out of the dwelling, begin to make your way as far away from the dwelling as possible.
4. Call number associated with the emergency

For specific emergencies you can reach:

Front Royal Police Department

(540) 635-2111 or dial 911
900 Monroe Ave.
Front Royal, VA 22630

Front Royal Fire Department

(540) 635- 2540 or 911
221 N Commerce Ave.
Front Royal, VA 22630

Warren Memorial Hospital(LOCAL)
Address:

(540) 636- 0300
351 Valley Health Way
Front Royal, VA 22630

Valley Health Urgent Care
Address:

(540) 635- 0700
65 Riverton Commons Plz
Front Royal, VA 22630

Poison Control

(800) 222-1222

Electrical Outage

1101 Manassas Ave.
Front Royal, VA 22630
(540)635-3027

Chloe(Property Manager)

Chloe@vesta-now.com
(703)867-2140

Please do not light candles, flashlights are located in closets of each room.

Two gallons of drinking water are in the dwelling in case of emergency.

Thank you
Management



PROPERTY MANAGEMENT
& HANDYMAN SERVICES

Property Management

&

Evacuation Plan

30 Fairview Avenue

This property will be managed by Vesta Property Management, property manager will be Chloe Phillips who is reachable by email at chloe@vesta-now.com and (703) 867- 2140.

The Conditional Use Permit and Health Department records limit Maximum Occupancy for this short- term rental at six **(6)** people.

In case of an emergency, you can reach the Property Manager Chloe.

For specific emergencies you can reach:

Front Royal Police Department
Address:

(540) 635-2111 or dial 911
900 Monroe Ave.
Front Royal, VA 22630

Front Royal Fire Department
Address:

(540)635-2540 or 911
221 N Commerce Ave.
Front Royal, VA 22630

Warren Memorial Hospital(LOCAL)
Address:

(540) 636- 0300
351 Valley Health Way
Front Royal, VA 22630

Valley Health Urgent Care
Address:

(540) 635- 0700
65 Riverton Commons Plz
Front Royal, VA 22630

Poison Control

(800) 222-1222

Power Outage

(540) 635-3027

Chloe(Property Manager)

Chloe@vesta-now.com
(703)867-2140

Please do not light candles, flashlights are located in closets of each room.

Two gallons of drinking water are in the dwelling in case of emergency.

EXIT THE DWELLING USING THE FRONT DOOR, BACK DOOR, ON LOWER LEVEL.

The evacuation plan will be posted in each bedroom closet.

Wifi

Property has free internet for all guests; Property Guide Book will provide login information. Wifi and Cell service is good at property.

Smart Tv available for use, please remember to log out of all apps.

Keys

Keys will be located in a lockbox at the front door until a smart lock is installed for the use of guests.

Noise Ordinance

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

Parking

Parking is limited to 2 cars in the driveway parking area and road frontage parking is available in front of the dwelling.

Garbage

All garbage should be placed in plastic bags provided by the owners. Upon leaving the residence the garbage should be placed in the lidded heavy duty plastic garbage can on the right side of the house by the basement door. The cleaning team will pick up guests' trash on a routine basis.

Property Boundaries

The property boundaries are clearly defined and guests shall remain within the property of 30 Fairview Ave., unless walking in the neighborhood or downtown. We respect our neighbors right of privacy and ask that you as guests do so also and should expect the same from them.

Attached is a plat

Amenities

- AC/ Electric Heat
- Ceiling Fans
- Wifi, Secured
- Games
- Sheets, Pillows, Pillow Cases, Blankets, Comforters, Throws
- Bath Towels, Hand Towels, Washcloths, Kitchen Towels
- Bath Soap, Shampoo and Conditioner
- Blowdryer
- Carbon Monoxide Detector

Kitchen

- Refrigerator
- Electric stove
- Microwave
- Oven
- Fire Extinguisher

Kitchen continued

- Coffee maker
- Toaster

Property inspections would be completed after every stay by our trained cleaning team and Management; inspections include interior and exterior review of Property for general upkeep and routine maintenance as needed to keep property in excellent condition.

Septic

No flushing non-biodegradable or food waste down the toilet. Please dispose of cooking oils and grease in can provided.

Specific Property Regulations

May be dictated by approved conditions or owner preference, examples below

NO FIREWORKS

NO CANDLES

NO SMOKING INDOORS

NO UNAUTHORIZED GUESTS

SMOKING IS NOT ALLOWED

NO SHOOTING FIREARMS

NO RIDING ATV

Check-In Policy

An online platform will be used which prescreens all guests through a 3rd party ID verification; host may further qualify guests with minimum age requirements, previous host feedback, limit number of guests, and notice of Host Rules which detail expected behavior and care of Property during a guest's occupancy; once a host accepts a reservation, guests are sent a greeting that includes host's full contact detail, property address, and reiterated Host Rules. A second welcome message is sent just prior to the day of check in with lockbox code instructions and reiterated Host's Rules and instructs guests to review Property Guide Book at Property immediately upon access. Property Guide Book includes Host Rules, emergency contact info, area detail, local business recommendations, internet access, neighborhood rules and details, and multiple, local, travel brochures and area guides and maps. (Example of House Rules is attached).

Check-Out Policy

We hope you have enjoyed your stay at 30 Fairview Avenue. Please note that checkout time is at 10:00 AM on the designated date of checkout.

Before you leave, we just ask a couple of favors to help prepare for our next guests.

- Please remove all the food and trash from the dwelling. Place garbage/ trash in plastic bags provided, tie securely and place in the outdoor trash bin to be removed by owners.
- Make sure all dishes, utensils, glassware and cookware are clean. If BBQ grill was used please scrape with the wire brush.
- Please place all dirty, used towels in the shower.
- Please place all bedding in the bathroom.
- Turn the AC back to 71 F or heat to 55 F.
- Due to unexpected rain showers please close all windows and doors before leaving the property.
- Check that all personal belongings have been removed.
- Please return keys to the Lock Box at the basement door - A fee may be charged for lost keys.

If you choose, we would appreciate an entry in our guestbook.

Thank you for staying with us, have a safe journey home! We hope to see you again.

House Rules

Welcome to 30 Fairview Avenue! We hope this is a first of many more amazing stays here!

Please contact your Host right away if there are any issues so we can fix these for you ASAP and you can get back to enjoying your stay!

To keep it that way for all our guests, we offer the following tips:

****Top Priority:** Please be careful with any outdoor campfires and NEVER leave a campfire unattended.

***If you break or damage something,** please let me know and arrange for its replacement or repair.

***Do not leave any food out that will attract uninvited pests (inside or out)**

***We kindly request shoes to be removed within the house.**

***Occasionally, we may leave consumables such as condiments or snacks left behind by previous guests. Help yourself to these!**

***We respectfully request guests not rearrange the furniture. Please do not take outdoor furniture off the deck.**

*Please let us know immediately if something is malfunctioning so it can be fixed or replaced and you can enjoy your stay without interruption!

*Please lock up and turn off lights when away.

*Please do not put anything down the drain.

*There is no public trash pick-up; if you need trash removed during your stay, please contact the Host and we can come by and remove it. Otherwise all trash will be collected at the end of your stay. Excess trash may be subject to fees (\$25 minimum).

*No parties, unregistered guests, or events without receiving pre approval by the Host. Discovery of unauthorized parties, additional guests or events could result in extra cleaning fees, and potential immediate termination of stay (\$250 minimum).

*No pets allowed without receiving pre approval by the Host. Discovery of a pet could result in an extra cleaning fee (\$150 minimum).

*There shall not be smoking inside the home. An ozone generator cleaning fee to remove odor and stains may be applied (\$250 minimum).

*Will be very clean on your arrival, please help our cleaning staff with a general tidying up on your departure; if a greater cleaning service is required, an extra fee may be charged (\$50 minimum).

Please contact your host with your planned arrival time & if you have any special check in needs. I will always try to accommodate guests whenever possible!

Wineries (I love em'!)

Glen Manor, named one of the Best Wineries in VA! (20+ minutes away)

Rappahannock Winery, awesome 3rd floor outdoor seating! (20+ minutes away)

Linden Winery, a beautifully-scenic drive! (25+ minutes away)

*check out the Wine Maps provided for a million more winery options!!

Breweries (Gotta have em'!)

Pen Druid Brewing, a longer drive away but an AMAZING ONE through Rappahannock County! (35 minutes away)

Back Room Brewery, not familiar with these guys but they're new so I like to support them! (20 minutes away)

More Places to Get Drinks.. ('cause, why not?)

Copper Fox Distillery, a beautiful drive to Sperryville with an amazing porch overlooking a babbling brook! (seriously, it's totally babbling) (35+ minutes away and adjacent to Pen Druid)

Filibuster Distillery, what it lacks in ambiance, it makes up for in top quality spirits!

Food

ViNOVA Tapas & Wine Bar, Main Street, Front Royal - the name says it all! Great for late night drinks too!

PaveMint Smokin' Taphouse, Commerce Ave, Front Royal - cool outdoor dining scene, great BBQ!

Melting Pot Pizza, 14th Street, Front Royal. Just cause you eat square pizza, doesn't mean you're a square!!! A Front Royal favorite!

Blue Wing Frog, Chester Street, Front Royal. The owner is right behind the counter, making amazing HUMMUS (my fav) and globally eclectic food plus a good WINE selection ;)

Manor Line Market, Main Street, Front Royal. This hip spot is new, and is a great lunch or snack spot.

Element, Main Street, Front Royal. A poppin' local fav for cocktails and great dinner!

L'Dees Pancake House, Main Street, Front Royal. Best. Pancakes. Ever.

The Inn at Little Washington, Washington, Virginia. There is nothing little about this place (including the bill ;) but you'll have a fine dining experience of a lifetime at this 5 star, 5 diamond restaurant, recognized as one of the top restaurants in the world! Only 35 minutes away!

L'Auberge Provencale, Boyce. Lil' fancy, super romantic + great cocktails! Only 30 minutes away.

For the Chef in You

Local Butcher, Two Fat Butchers on South Street in Front Royal! Perhaps the most amazing butchery in the Valley! Huge, gorgeous, steaks, sausages, whole duck, buffalo and elk (best buffalo steak lever bought!). Plus they do amazing sandwiches and BBQ too (pick up a four-pack and go on a picnic or take it riverside!)

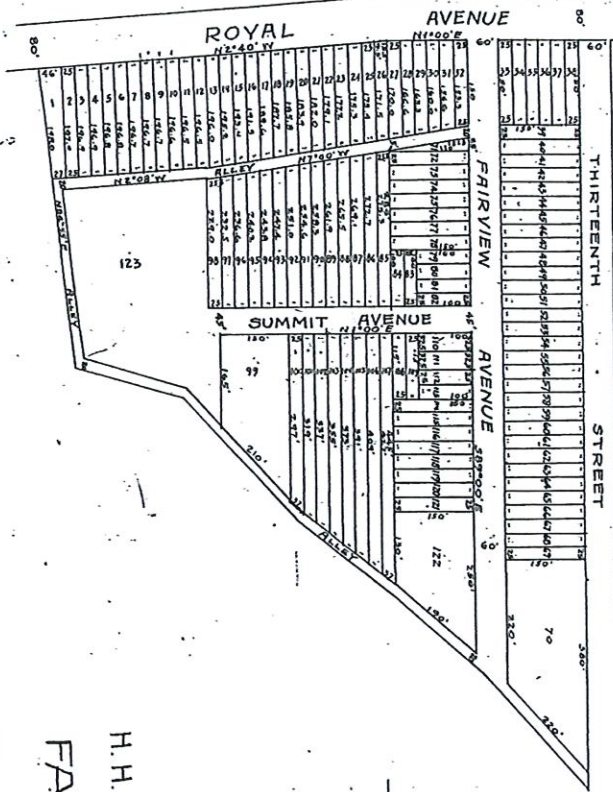
Bakery, Down Home Country Bakery on Main Street in Front Royal, whoopie pies, pecan sticky bun, old fashion Coke, you name it, they've got your sweet tooth covered!

Farmers Market, Downtown Front Royal Farmers Market, Saturdays 8a - 2p, May 7th and running until October 29th. Enjoy fresh produce, baked goods, gluten free items,

Kettle corn, flowers, plants, herbs, soy candles, aromatherapy soaps and lotions and more!!

Teste: *John H. Bowman*
Clerk.

THE FOREGOING SUB-DIVISION of a parcel of land, containing about 21 acres, owned by H.H. Bowman, as appears from said plat and survey, is directed to be recorded with the free consent and in accordance with the desire of the undersigned owner.
Given under my hand and seal, this May 26, 1927.
H.H. Bowman, (SEAL)
I, John H. Bowman, a Commissioner in Chancery for the Circuit Court of Warren County, Virginia, do certify that H.H. Bowman, whose name is signed to the foregoing writing, bearing date of May 26, 1927, has this day personally appeared and acknowledged the same before me in my County aforesaid.
Given under my hand this May 26, 1927.
John H. Bowman, Commissioner in Chancery.
In Circuit Court Clerk's Office,
Warren County:
The foregoing plat, writing and acknowledgment, was received the the aforesaid Office, and admitted to record May 28, 1927, at 10 A. M.



PLAT
OF
H. H. BOWMAN SUB-DIVISION
FAIRVIEW COURT
FRONT ROYAL, VA.

Scale 1"=200'
Revised May, 1927
S. M. Boyd, Jr., Engr.

*Should be
#4413 now
7-22-27*

*No 2242
84.6.6.27*

ITEM VIII.
OLD BUSINESS

NONE

ITEM IX.
NEW BUSINESS

NONE

ITEM X.

COMMISSION

MEMBER REPORTS

ITEM XI.

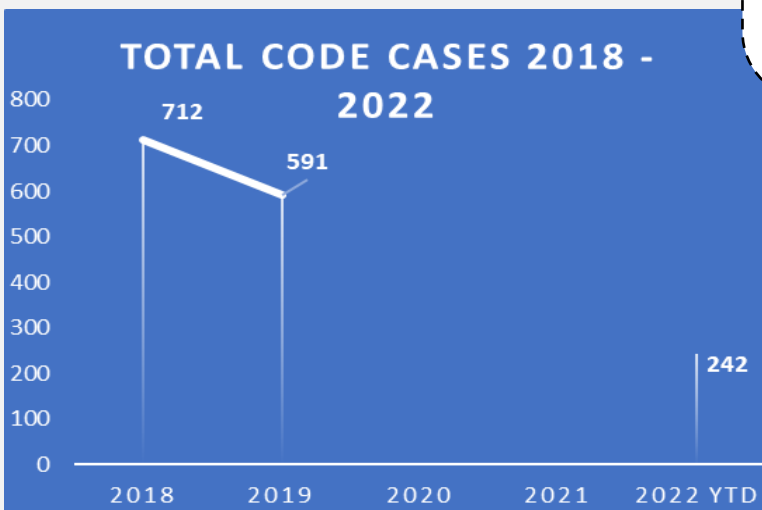
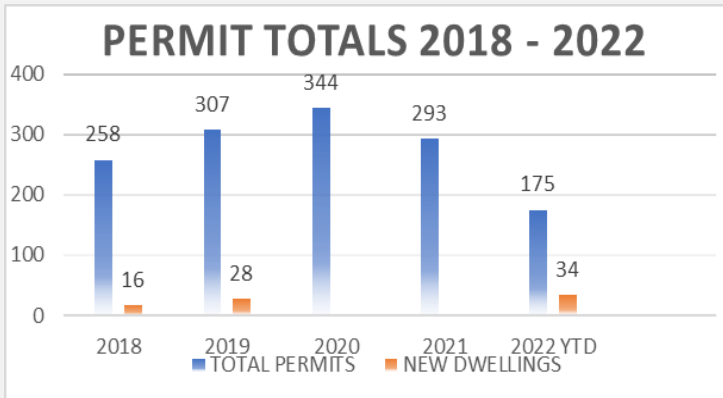
PLANNING DIRECTOR

REPORT

PLANNING/ZONING DEPARTMENT - AUGUST 2022

● GENERAL INDICATORS

	2018	2019	2020	2021	2022 YTD	August
Zoning Permits	258	307	344	293	175	26
Code Enforcement Cases	712	591	-	-	242	31
Land Use Applications	25	19	26	29	34	7
Code Amendments	3	1	1	7	0	0
Sign Permits	44	52	39	47	20	4
Business Licenses	151	186	151	172	109	22



SPECIAL PROJECTS UPDATES/NEWS

- **Comprehensive Plan Rewrite:** Summit Engineering, Inc. presented an update on the Comprehensive Plan rewrite to the Town Council and Planning Commission at a joint work session on August 16, 2022. Summit and Town Staff will be scheduling a final public input session in September.
- **FRZORDAM-003111-2022:** Data Center Text Amendment is currently on hold.
- **Chapter 175 and 148 Rewrite:** Discussion held with summit regarding the rewrite.
- Discussion of the Capital Improvement Project (CIP) will begin in October/November.

- **BAR -** The Board of Architectural Review did not meet in August as there were no applications for review.
- **BZA -** The Board of Zoning Appeals did not meet in August as there were no applications for review.

- **PC –** In August the Planning Commission (PC) held one regular meeting, a work session, and a Special Joint Meeting with Town Council. At the regular meeting the PC recommended approval of three (3) Short-Term Rental applications, and one (1) Special Exception to allow for a new private street. In addition, the PC approved one (1) Short-Term Rental application to advertise for public hearing in September. In Old Business the PC held a discussion on the Comprehensive Plan updates. At the work session in August the previously mentioned applications for public hearing were discussed other than the one (1) Short-Term Rental application to be advertised for public hearings in September and will be discussed at the September 7, 2022, work session. At the Joint work session with Town Council, Summit Engineering, Inc. presented an update on the Comprehensive Plan rewrite.

ITEM XII.
ADJOURNMENT