

The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

The Planning Commission meeting of the Town of Front Royal, Virginia was held on September 21, 2022, at 7:00 PM.

CALL TO ORDER

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

Chairman Merchant welcomed the newest Planning Commissioner Daniel Wells to the Planning Commission.

ROLL CALL

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

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

There were no additions or deletions to the agenda.

MINUTES

- August 17, 2022 – Regular Meeting

Commissioner Ingram moved, seconded by Vice Chairman Gordon to approve the meeting minutes from August 17, 2022, as written.

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

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 October 19, 2022, regular meeting.

- **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 – Douglas 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.

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

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

PUBLIC HEARINGS

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

- **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.

Mr. Ware explained that the applicant proposes to rent the entire home. Staff completed the inspection on August 25, 2022, and the applicant passed the inspection. The application is for four (4) bedrooms and six (6) people. Mr. Ware confirmed that the application has been properly advertised.

The applicant was given the opportunity to speak but did not have any comments.

Chairman Merchant opened the public hearing.

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

Chairman Merchant confirmed with the applicant that the property is owned by a corporation. Chloe Phillips stated that was correct. Chairman Merchant also confirmed that this will not be an owner-occupied use with this application. Ms. Phillips agreed that was also correct.

Vice Chairman Gordon asked if an evacuation plan had been submitted. Mr. Ware confirmed that the evacuation plan had been received. It was noted the evacuation plan was not included in the packet provided to the Planning Commission and should be included in the packet going to Town Council.

Commission members held some discussion regarding parking at the proposed Short-Term Rental. The dwelling can hold eight (8) people, however the applicant applied for six (6) people as they thought eight (8) people was too many for the house. Parking in the driveway provides for two (2) cars. On-street parking provides for up to three (3) vehicles. The applicant stated there will not be multiple families renting the house at one time but only one family per stay.

Ms. Kopishke explained parking requirements per Town Code Section 148-870(2). She recommended the motion to Town Council include that the applicant needs to provide an additional two (2) parking spaces within 300' of the residence or only rent out two (2) bedrooms and no more than four (4) people. Ms. Phillips explained that only three (3) bedrooms will be rented with six (6) people and the fourth bedroom is being used as an office. Ms. Kopishke said that currently the parking would need to be in the driveway which would allow for two (2) bedrooms and a third bedroom if additional parking can be provided. Parking requirements are being reviewed by the Town moving forward for Short-Term Rentals. Commission members held additional discussion regarding parking requirements for Short-Term Rentals, noting there are problems with the current requirements.

Mr. Sonnett discussed portions of Chapter 148 and 150 regarding parking requirements. For Short-Term Rentals he believes the Planning Director is in agreement that lodging, boarding houses and Bed and Breakfast categories are the closest fit with Short-Term Rentals. Under that category the requirement is one (1) parking space per room.

Vice Chairman Gordon shared he feels a residential use applies more to this than a hotel or motel. He said he was in favor of moving forward without the recommendation of reducing the number of bedrooms. There was some additional conversation regarding parking.

Vice Chairman Gordon moved, seconded by Commissioner Ingram to 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.

VOTE: Yes – Ingram, Marshner, Gordon, Wells

No – Merchant

Abstain – N/A

Absent – N/A

ROLL CALL

OLD BUSINESS

There were no items for old business.

NEW BUSINESS

There were no items for new business.

COMMISSION MEMBER REPORTS

Staff and the Planning Commission will honor Mr. Jones 15 years of service to the Planning Commission at the next work session.

PLANNING DIRECTOR REPORT

- August Monthly Report

Ms. Kopishke reviewed the August monthly report.

The text amendment for data centers is currently on hold.

Staff is working with Summit on the rewrite of Chapter 175 and 148.

On September 27, 2022, from 10 a.m. to 2 p.m. at Royal Cinemas there will be a civic pride workshop called “Revitalize or Die”. Ms. Kopishke encouraged all Planning Commissioners to attend the workshop and noted that tickets were available.

Ms. Kopishke thanked Commission members for providing their comments on the draft Comprehensive Plan and she will forward those comments to Summit. A draft document should

go to the Planning Commission the first week of November. At that time the Town will hold additional open house sessions and hopefully approve the document in December.

ADJOURNMENT

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

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

No – N/A

Abstain – N/A

Absent – N/A

VOICE VOTE

The meeting adjourned at 7:28 p.m.

Approved by Planning Commission

Date: 10/19/2022