



REGULAR PLANNING COMMISSION MEETING

Wednesday, August 16, 2023 @ 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. CITIZEN COMMENTS

V. PUBLIC HEARING

- **2300481 – Juliana and William Kryssing** – A Special Use Permit request for a 210 square foot mural on the north facing side of the building and a 400 square foot mural on the south facing side of the building located at 1314 N. Royal Avenue and identified by tax map 20A2-4-56-7A. The property is located in the C-1, Community Business District and in the Entrance Corridor Overlay District.
- **2300462 – Ordinance Amendment** a text amendment to Town Code §175-110.5 Performance Standards for Urban Agriculture that would allow up to 10 chickens in Town limits based on square footage of coop and run space

VI. NEW BUSINESS

- **2300208 – Randolph-Macon Academy** – A Site Plan Application has been submitted for six (6) faculty housing units located on a 21.6560-acre lot identified on tax map number 20A5-14-4A. The property is zoned R-1, Residential District.
- **Moving date of the September regular meeting:** Monday September 18, 2023 to be located at Town Hall.
- **Election of new Chair and Vice Chair**

VII. COMMISSION MEMBER REPORTS

VIII. PLANNING DIRECTOR REPORT

- July Monthly Report

IX. ADJOURNMENT

PUBLIC HEARING:

2300481 – JULIANA AND WILLIAM KRYSSING - MURAL



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

SPECIAL USE PERMIT REQUEST

FRSPU _____

APPLICANT:

NAME JULIANA AND WILLIAM KNYSCING PHONE (571) 436-0844

ADDRESS 1250 HIGH KNOB RD, FRONT ROYAL, VA 22630

E-MAIL WILLIAM@FIRSTRESPONSECHIMNEY.COM

PROPERTY OWNER: WJK Properties LLC

NAME SAME PHONE SAME

ADDRESS _____

E-MAIL _____

PROPERTY DESCRIPTION

PROPERTY ADDRESS 1314 N. ROYAL AVE, FRONT ROYAL, VA 22630

TAX MAP _____ SECTION _____ BLOCK _____ LOT _____

SUBDIVISION NAME _____ ACREAGE _____

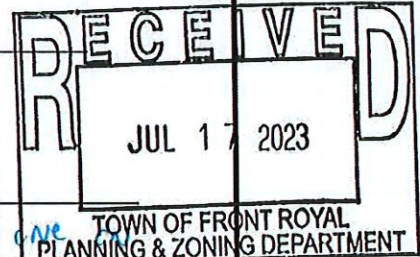
REQUEST

ZONING DISTRICT _____

PROPOSED USE OF PROPERTY C-1, Retail

SPECIFIC SPECIAL USE PERMIT REQUEST Paint & Murals

each long side of building - First Responder Tribute
North facing 210 SF, South facing 400 SF



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 # CC Date Paid 7-17-23 MPM
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 7/17/23

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.

Record Meridian DB S Pg. 300



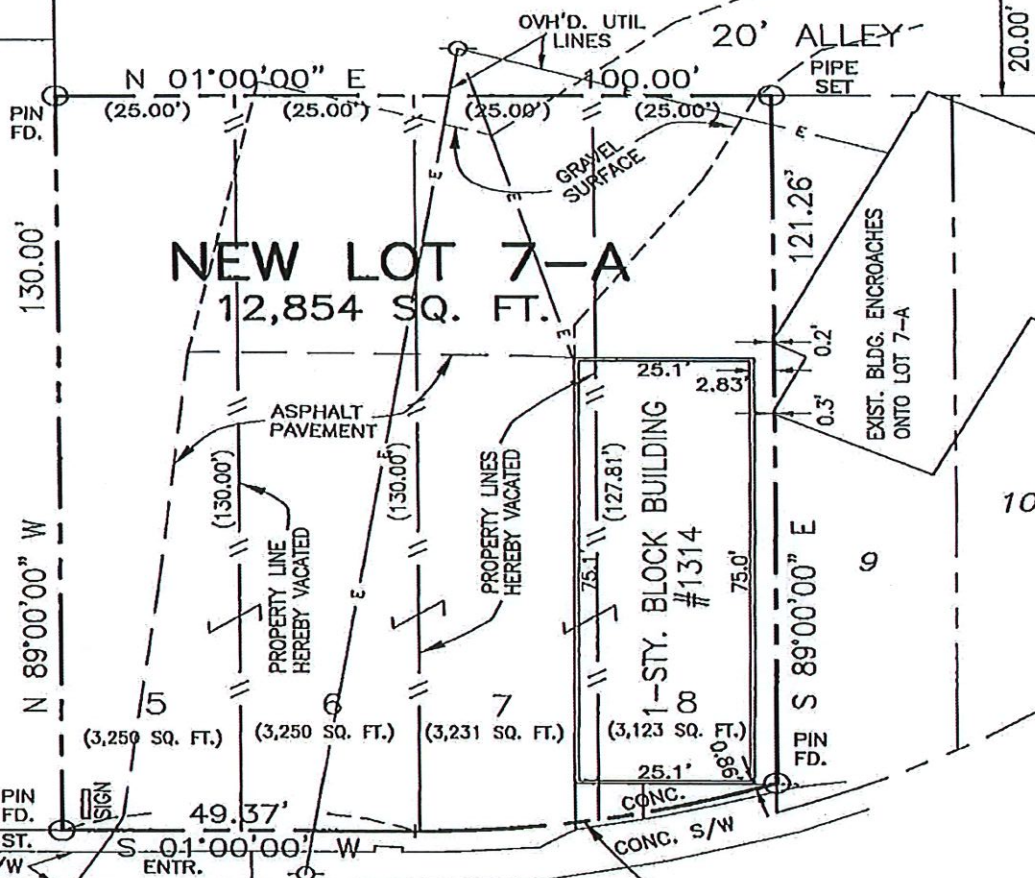
30A LR16-5857

20' ALLEY

14

BLOCK 56
13

LOT 1A LR16-5857

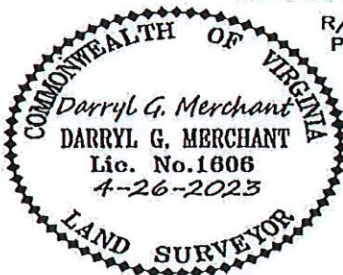


N. ROYAL AVENUE
U.S. RT. 340-522

R/W VARIES - SEE VDOT PROJ. #2693-02
PER R.W.THOMAS SURVEY DATED 5-10-82

SEE SHEET 1 OF 2 FOR NOTES

CURVE DATA
A=51.63'
R=150.99'
D=19°35'31"
CB=S 08°47'46" E
CD=51.38'



0' 25' 50' 75'



SCALE: 1" = 25'

survey@measure-map.com

540-636-4949

Darryl G. Merchant

Consulting Land Surveyor

P.O. BOX 1508

FRONT ROYAL, VA 22630

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23-F110

DWG. No. AM-1825

PLAT SHOWING LOT CONSOLIDATION OF

LOTS 5, 6, 7 & 8

BLOCK 56

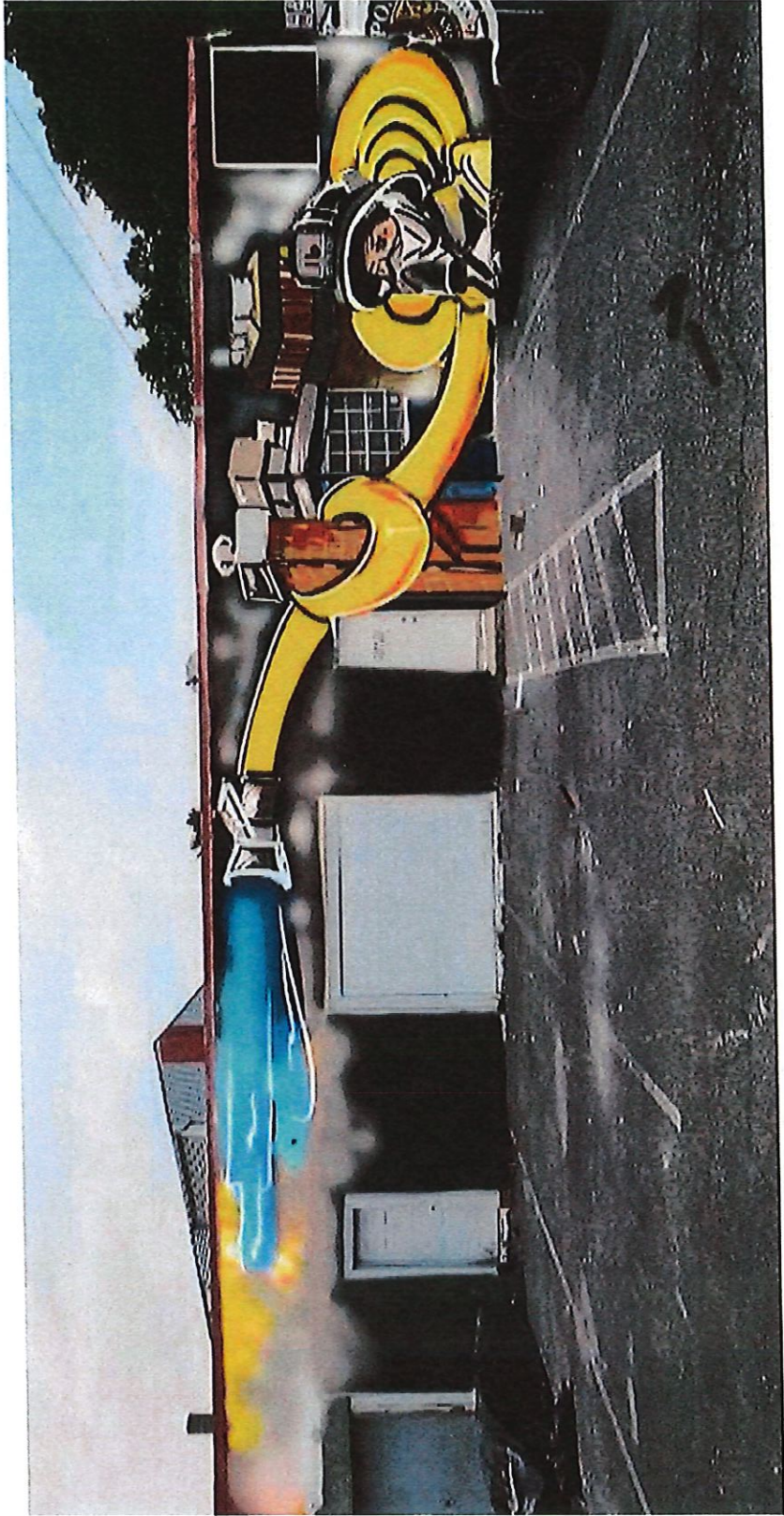
FRONT ROYAL - RIVERTON
IMPROVEMENT CO.

TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

DATE: 26 APRIL 2008

SHEET 2 OF 2

400 SF.



210 J.F.



Carol Buffa

From: John Ware
Sent: Friday, July 14, 2023 12:18 PM
To: First Response Chimney Sweeps & Services
Cc: Joe Waltz; George Sonnett; Lauren Kopishke; Connie Potter; Carol Buffa
Subject: RE: 1st Response Chimney Mural

William,

If you would like an official Zoning Determination of your project prior to submitting an Sign Application, please contact Lauren Kopishke our Planning & Zoning Director at 540-635-4236 or email her at lkopishke@frontroyalva.com

Respectfully,

John M. Ware, ESCA0307, SWPA0226, CZO
Deputy Zoning Administrator / Town Planner I
Town of Front Royal, VA | Dept. of Planning & Zoning
102 E. Main St | Front Royal, VA 22630
Office: (540) 635-4236
E-mail: jware@frontroyalva.com



From: First Response Chimney Sweeps & Services <william@firstresponsechimney.com>
Sent: Thursday, July 13, 2023 5:09 PM
To: John Ware <jware@frontroyalva.com>
Cc: Carol Buffa <cbuffa@frontroyalva.com>; Connie Potter <cpotter@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>; artbyamandahorn@gmail.com
Subject: Re: 1st Response Chimney Mural

John,

I disagree with the interpretation of the definition. You could interpret this a few different ways and I feel like your team is interpreting in a way, against us. The mural doesn't sell anything for my business nor does it have any product related to my business. If anything, it would actually do the opposite considering I offered to not put a physical sign on the two sides of the building for the sake of possible interference of the mural and our business signs. When we spoke last week, I made it very clear that we wouldn't mix the signs and the mural so it wouldn't be misconstrued and you were in what seemed to be complete understanding. After numerous statements from you how much you really liked the sign and the tribute to first responders, I felt comfortable with our meeting last week and confident we would be able to do a tribute to first responders by mural.

Because my mural doesn't contain any product or business advertising, at all, I don't see what the driving force is for needing to get these special use permits and go through this extremely expensive, stringent process.

From my interpretation of a mural, what we want to paint wouldn't even be considering a marquee sign (mural) in your book either because a marquee sign in your book displays what you sell as a business, neither of which we are doing.

So the question is, my mural we want to paint, what's the actual definition and abiding rules for this considering your definition of marquee sign doesn't really define it either?

As a first responder in Warren County for the last 13 years, this is a shame. I am from Front Royal and have graduated here. I would spend every weekend at the firehouse when a high school student and developed my entire first responder career from this system. Front Royal Fire Station is the firehouse which developed me into the Firefighter Paramedic I am today. Denying this tribute to first responders would make this a total shame, especially because this could be easily approved in-house by your staff. This mural is a in remembrance and in thought of all past, present and future first responders not only in Warren county but across the country.

Just a little reminder of the first responders who have been injured or died in the line of duty over the last FEW years:

*Chief 8 Homer Cross

*WCFR Chris Jones (injured when he fell through the floor of a basement fire)

*Austin Cucciardo and partner - injured when attending a medical patient on i66 a few years ago when their ambulance was hit by a passing car.

*myself three times when sustaining second degree burns on three separate house fires.

On Thu, Jul 13, 2023 at 3:39 PM John Ware <jware@frontroyalva.com> wrote:

William,

See attached document pertaining to Town Code for Signs.

As per Town Code 175-106-A-4 (Definitions) **Sign**, - "Any device employing letters, words, symbols, etc., used or intended to attract the attention of the public from streets, sidewalks or other outside public rights-of-ways. For the purposes of this Article, the term "sign" shall include all structural members.

As per Town Code 175-106-B-2-b-3a **Wall or Marquee Sign**.... "Artistic murals containing business or product advertising may be approved for a size exceeding sixty (60) square feet by special permit, pursuant to Section 175-136, when located outside the Historic Overlay District..."

Basically, any Mural is a Sign as per the definition. It is used or intended to attract the attention of the public. Therefore, a Wall Sign Permit is required and the maximum size is determined by the length of the building wall (1 square foot of sign per 1 linear foot of the building) with a maximum of 60 square feet.

If the Mural is over 60 square feet, then a Special Use Permit is required.

John

From: First Response Chimney Sweeps & Services <william@firstresponsechimney.com>
Sent: Thursday, July 13, 2023 12:40 PM
To: John Ware <jware@frontroyalva.com>
Cc: Carol Buffa <cbuffa@frontroyalva.com>; Connie Potter <cpotter@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>; artbyamandahorn@gmail.com
Subject: Re: 1st Response Chimney Mural

John,

Please explain further reason being that these are "signs" when nothing in these murals, at all references chimney sweeping, inspections, wood stove installs. We even informed you that we would not put any signage on that wall if that's what it took.

Please cite your ordinances specifically as well.

Please also send me copies of all ordinances possibly pertaining to murals.

Please also send any by right ordinances that would pertain. Thanks.

On Thu, Jul 13, 2023 at 12:14 PM John Ware <jware@frontroyalva.com> wrote:

William,

After consultation with Town Staff, it has been determined that all Artistic Murals are indeed signs.

You will need to apply for a Sign Permit for the Mural. The fee would be \$75.00 since the building is in the Entrance Corridor. With the proposed Murals exceeding 60 square feet in size, this would also require an application for a Special Use Permit. The fee for a Special Use Permit is \$400.00. The deadline for submittal of a Special Use Permit to be on the September Planning Commission Public Hearing is August 7th.

If you have any questions, feel free to contact me.

John M. Ware, ESCA0307, SWPA0226, CZO

Deputy Zoning Administrator / Town Planner I

Town of Front Royal, VA | Dept. of Planning & Zoning

102 E. Main St | Front Royal, VA 22630

Office: (540) 635-4236

E-mail: jware@frontroyalva.com



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William Kryssing
CEO/Owner
First Response Chimney Sweeps & Services LLC
(571)436-0844 william@firstresponsechimney.com
PO BOX 749, Front Royal, VA 22630
firstresponsechimney.com

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William Kryssing
CEO/Owner
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Carol Buffa

From: Lauren Kopishke
Sent: Thursday, July 20, 2023 10:50 AM
To: Planning and Zoning
Subject: FW: First Response Chimney Mural

From: Joe Waltz <jwaltz@frontroyalva.com>
Sent: Thursday, July 20, 2023 10:11 AM
To: Lauren Kopishke <lkopishke@frontroyalva.com>
Subject: FW: First Response Chimney Mural

Lauren,
Please be prepared to discuss this mural issue in detail on Monday night. Please review the email below.
Thanks,
Joe

Joseph Waltz
Town Manager
Town of Front Royal, VA

From: Lori Athey Cockrell <cockrell@frontroyalva.com>
Sent: Wednesday, July 19, 2023 3:57 PM
To: Joe Waltz <jwaltz@frontroyalva.com>; Amber Morris <morris@frontroyalva.com>; Joshua Ingram <jingram@frontroyalva.com>; Wayne Sealock <wsealock@frontroyalva.com>; Skip Rogers <rogers@frontroyalva.com>; H. Bruce Rappaport <hbrappaport@frontroyalva.com>; Melissa DeDomenico-Payne <mdedomenico-payne@frontroyalva.com>
Subject: Fwd: First Response Chimney Mural

Joe,

I'm forwarding this to you so that you're aware of this email.

Lori

Sent from my iPhone

Begin forwarded message:

From: First Response Chimney Sweeps & Services <william@firstresponsechimney.com>
Date: July 19, 2023 at 3:01:08 PM EDT
To: Lori Athey Cockrell <cockrell@frontroyalva.com>
Cc: "H. Bruce Rappaport" <hbrappaport@frontroyalva.com>, Joshua Ingram <jingram@frontroyalva.com>, Melissa DeDomenico-Payne <mdedomenico-payne@frontroyalva.com>, Amber Morris <morris@frontroyalva.com>, Skip Rogers <rogers@frontroyalva.com>, Wayne Sealock

[<wsealock@frontroyalva.com>](mailto:wsealock@frontroyalva.com)

Subject: First Response Chimney Mural

Hi all,

My name is William, a Warren County HS graduate Class of 2014 and I'm the founder and CEO of First Response Chimney Sweeps & Services. We are a full service fireplace and chimney restoration company and our new location is at 1314 N. Royal Avenue, Front Royal, Virginia which many of you have probably seen that we have been putting tons of effort into fixing the dilapidated building to make a nice location for customers and passerby's rather than the eyesore that it's been for as long as I can remember. We plan to open a hearth shop in the retail space and have around 20-30 different units and to sell wood and pellet stoves, fireplaces and inserts, accessories, etc.

We moved into the building the very beginning of April and we have been putting nearly \$400,000 into renovations for the entire building and our goal is to have a grand opening on October 7th, 2023 where we will offer discounts on wood stoves and hopefully have a big turnout. We plan to have burn demonstrations, fire safety talks, activities and food trucks - we really want to have a GRAND opening, if you get my drift. We want an event, at the very beginning of our busy season. We have been working hard to get this building finished by this date so we can go live 10/7/23 but one of our hiccups right now, is the holdup with approval to paint a memorial / tribute to first responders on the two long sides of the building.

My wife and I are owners of this business and we are both first responders for the last decade. We both started our careers locally at the Front Royal Fire Station - hence First Response.... Chimney! We wanted to do a tribute to first responders on our building, because we are first responders ourselves.

We both know the significance a simple chimney inspection makes and the safety and assurance it can bring a family starting a fire in their home. In Warren county alone last year, there were 15 chimney fires - which could have been prevented possibly, with an annual chimney inspection and some simple "chimney tips and tricks".

Attached are the two murals that we want to get approved so we can have the building painted in time for the grand opening. We are having issues because now zoning and planning is telling us that we need to get a special use permit, which can take up to four months for approval, if it even gets approved. We were told when we asked about sign permits that if the sign is over 60 square feet, that we would need a special use permit for approval, but we didn't want a sign that large so it didn't matter. We have been in contact with the town about our murals for the last two months or so, but it wasn't until last week when we submitted the sketches and measurements, were we told that the mural is classified as a sign, and because they are bigger than 60 square feet, now we need to get this special permit for approval before we can paint. It's been about two months I've been in contact with the town zoning office, back and forth about miscellaneous things, mostly related to painting the fence, installing actual signs, murals, etc and never once were we advised until this last week that the mural is classified as a sign, and now two months later we are told that we need to have the special permit. This is extremely essential to us because if two months ago we had been told, and we had applied, we would have approval in time for October 7th completion - but now it's no where near possibly without an expedited process. Time is of the essence here, for our grand opening to be on October 7, 2023.

Our timeline of events is specific to October 7, 2023 because Fire Prevention week across the USA is October 8 - October 14th. We wanted to make an impact right before fire prevention week because of the role our business plays into safe burning habits and fire prevention in a home. The bigger our event is, the more families we can make an impact on to employ safer burning habits, stress fire safety, fire

drills in the home, the stop drop and roll techniques and anything related to prevention of disastrous, deadly fires.

I will be attending the meeting this Monday to introduce myself and make a statement. I will bring my wife/business partner and our Muralist - Amanda Horn who shows an incredible talent for creativity and pride in painting murals. My goal this Monday is to hopefully approve these two murals somehow, someway. We would really like the town to approve these murals or hopefully help us expedite the process for approval. We hope we make a positive impact in the community we both serve.

We hope to be an influence in the Front Royal / Warren County community professionally and personally. We hope to influence people to employ safer fire safety tactics. We hope to maybe create the spark in a little kids mind when they see the murals thinking "I want to grow up to be a firefighter paramedic", just like I did and have become.

With this, we can hopefully create some safer homes, develop some more people in the Warren County Fire & Rescue Volunteer system and make our town more beautiful at the busiest intersection in Warren County.

Attached are the two murals we want to paint and also a link to a call I responded too where a 7 year old girl was shot in the chest in which I saved her life.

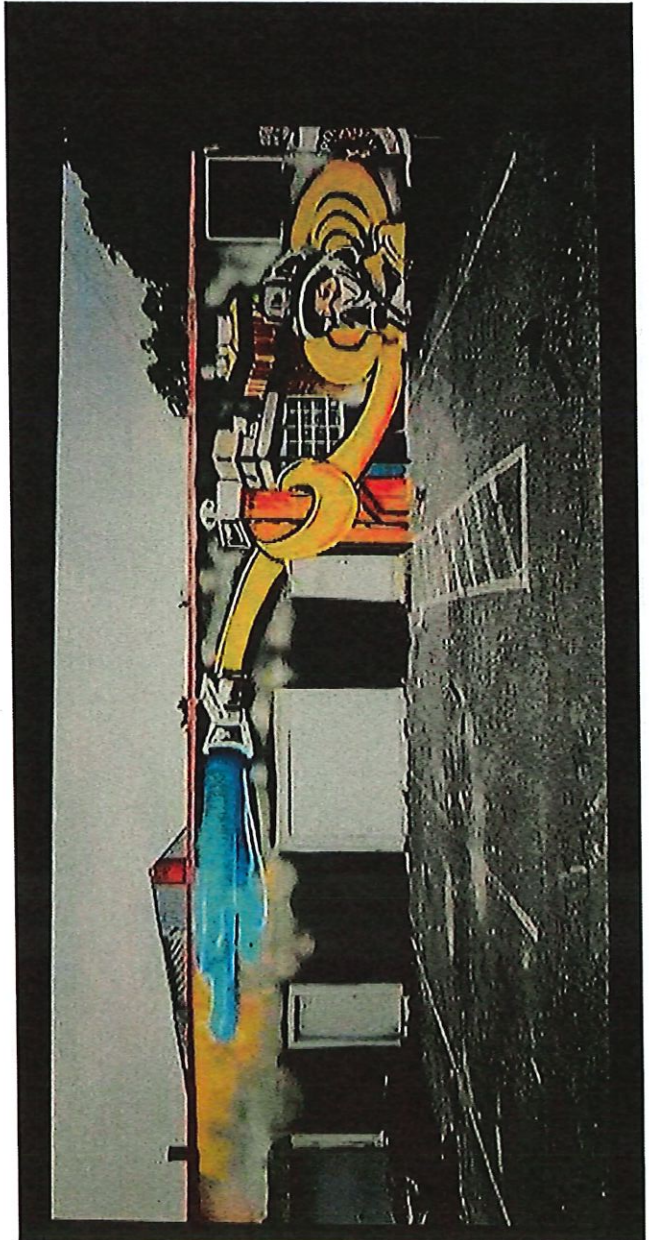
If anyone has any questions and wants to meet in person, or for a phone call my number is 571-436-0844.

I just please ask, help us get this mural painted on the building. We want to paint it within 1.5 months.

Thank you,
William

<https://www.wusa9.com/article/life/heartwarming/get-uplifted/7-year-old-shot-thanks-first-responders-get-uplifted/65-1e555586-dcd9-44e4-a5fa-d6c1847f7fc3>







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William Kryssing
CEO/Owner
First Response Chimney Sweeps & Services LLC
(571)436-0844 william@firstresponsechimney.com
PO BOX 749, Front Royal, VA 22630
firstresponsechimney.com

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sender by reply e-mail immediately and
destroy all copies of the original message including all attachments. Thank you.

PUBLIC HEARING:

2300462 – ORDINANCE AMENDMENT – 175-110.5

1 **175-3 DEFINITIONS**

2

3 **AGRICULTURE, URBAN** (Urban Agriculture) – An umbrella term that describes a range of
4 food growing practices conducted as an accessory use that may include the raising of crops,
5 horticulture, aquaculture, hydroponics, forestry, gardening, apiculture, and both livestock and fowl
6 keeping, subject to compliance with the regulations of Section 175-110.5.

7

8 **175-110.5 PERFORMANCE STANDARDS FOR URBAN AGRICULTURE**

9 Urban Agriculture, as defined under Section 175-3 of this Chapter, shall comply with the following
10 performance standards.

11 A. A zoning permit shall be required for the keeping of animals kept in association with urban
12 agriculture when located on a lot less than 1 acre. Such a zoning permit application shall include
13 a management plan that adequately addresses waste disposal, site suitability, setbacks, animal
14 density, biosecurity and health measures, odor control, noise control, appearance, and
15 maintenance. The management plan shall be reviewed by the Virginia Cooperative Extension
16 Office, or other qualified expert, nonprofit organization or government entity. Conditions of
17 approval or recommendations may be required as part of the zoning permit based on the
18 management plan or other recommendations of the Virginia Cooperative Extension Office, or
19 other qualified expert, nonprofit organization or government entity. The zoning permit shall only
20 be valid for one (1) year; except that, the Zoning Administrator may successively renew the permit
21 in additional one (1) year increments upon expiration; provide that, the use remains in compliance
22 with the management plan and otherwise remains lawful.

B. Single family, duplex or two-family dwellings shall be permitted to keep up to ten (10) female chickens (non-crowing hens only), six (6) bee hives, and/or six (6) rabbits.

C. Other types of residential uses, such as townhouses, condominiums, multi-family (apartments), are prohibited from keeping livestock, fowl or bees, except when authorized with a Special Use Permit or Proffer.

D. Commercial and industrial uses, excluding schools, are prohibited from keeping livestock, fowl or bees, except when authorized with a Special Use Permit or Proffer.

E. Roosters, livestock (excluding rabbits), and fowl (excluding hens) are prohibited on lots less than one (1) acre in land area.

F. Pigs are restricted, regardless of lot size, unless a Special Use Permit or Proffer is submitted and approved.

G. Chickens, bees, and rabbits are restricted from the front yard and corner side yard on corner lots.

H. Chickens and rabbits shall be in compliance with the following:

1. Such animals must be confined in a coop, or rabbit hutch not less than 18 inches in height. The chicken must be kept within the coop and the rabbits in the hutch at all times. No poultry shall be permitted to run at large.
2. The coop or fowl house must be used for fowl only and the hutch for rabbits only, and both must be well ventilated.

- 49
50 3. The coop or hutch shall have a minimum of four (4) square feet of floor area for each
51 chicken or rabbit.
52
53 4. Run space for a coop shall have a minimum of eight (8) square feet for each chicken.
54
55 5. The run must be well drained so there is no accumulation of moisture.
56
57 6. The coop or hutch shall be kept clean, sanitary and free from accumulation of animal
58 excrement and objectionable odors. The floor and walls of the coop must be kept in a
59 clean, sanitary and healthful condition, with all dropping and organic waste material
60 removed and disposed of in a proper manner.
61
62 7. All feed or other material intended for consumption by birds shall be kept in containers
63 impenetrable by rats or other rodents, and such containers shall be equipped with tightly
64 fitting caps or lids. The presence of rats in an area used for the keeping of **fowl** shall be
65 prima facie evidence that such area is maintained in violation of this section.
66
67

68 I. Chickens coops shall be setback at least ten (10) feet from side and rear property lines.
69 Additional setbacks may be required by the Zoning Administrator if recommended as part of the
70 submitted management plan or review agency recommendation.
71

72 J. Any permit issued for Urban Agriculture may be revoked by the Zoning Administrator if such
73 use significantly deviates from the approved zoning permit and/or management plan; or if such
74 use creates a violation of the Town Code, including, but not limited to, an unpermitted expansion,
75 noise violation, unpermitted development activity, or nuisance.
76

77 K. The sale of goods or services related to Urban Agriculture is not authorized, except where such
78 sale or services is allowed as a principal use of the property. This restriction shall not include the
79 incidental selling or trading with neighbors, family or friends; nor shall it exclude selling produce
80 off-site at farm markets or other venues.

81

82 L. The above requirements are considered in addition to all other requirements of the Town Code
83 that may apply.

84

85 M. Urban agriculture is not permitted as a principal use of a property; except that, this restriction
86 shall not apply to outdoor gardens.

87

88 N. Bee hives must be setback at least ten (10) feet from side and rear property lines, and shall be
89 enclosed on all sides by a fence at least 4 feet in height. A sign between two (2) and four (4) square
90 feet shall be clearly located on the fence to communicate that bees are being kept within the
91 enclosure.

92

93 O. Harvesting of honey shall take place within an enclosed building.

94

95 **(Added Entire Section 11-23-15-Effective Upon Passage)**

96

1 **175-3 DEFINITIONS**

2

3 **AGRICULTURE, URBAN** (Urban Agriculture) – An umbrella term that describes a range of
4 food growing practices conducted as an accessory use that may include the raising of crops,
5 horticulture, aquaculture, hydroponics, forestry, gardening, apiculture, and both livestock and fowl
6 keeping, subject to compliance with the regulations of Section 175-110.5.

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10 performance standards.

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12 agriculture when located on a lot less than 1 acre. Such a zoning permit application shall include
13 a management plan that adequately addresses waste disposal, site suitability, setbacks, animal
14 density, biosecurity and health measures, odor control, noise control, appearance, and
15 maintenance. The management plan shall be reviewed by the Virginia Cooperative Extension
16 Office, or other qualified expert, nonprofit organization or government entity. Conditions of
17 approval or recommendations may be required as part of the zoning permit based on the
18 management plan or other recommendations of the Virginia Cooperative Extension Office, or
19 other qualified expert, nonprofit organization or government entity. The zoning permit shall only
20 be valid for one (1) year; except that, the Zoning Administrator may successively renew the permit
21 in additional one (1) year increments upon expiration; provide that, the use remains in compliance
22 with the management plan and otherwise remains lawful.

23 B. Single family, duplex or two-family dwellings shall be permitted to keep up to ~~six (6)~~ ten (10)
24 female chickens (non-crowing hens only), six (6) bee hives, and/or six (6) rabbits.

25

26 C. Other types of residential uses, such as townhouses, condominiums, multi-family (apartments),
27 are prohibited from keeping livestock, fowl or bees, except when authorized with a Special Use
28 Permit or Proffer.

29

30 D. Commercial and industrial uses, excluding schools, are prohibited from keeping livestock, fowl
31 or bees, except when authorized with a Special Use Permit or Proffer.

32

33 E. Roosters, livestock (excluding rabbits), and fowl (excluding hens) are prohibited on lots less
34 than one (1) acre in land area.

35

36 F. Pigs are restricted, regardless of lot size, unless a Special Use Permit or Proffer is submitted and
37 approved.

38

39 G. Chickens, bees, and rabbits are restricted from the front yard and corner side yard on corner
40 lots.

41

42 H. Chickens and rabbits shall be in compliance with the following:

43 1. Such animals must be confined in a coop, or rabbit hutch not less than 18 inches in height. The
44 chicken must be kept within the coop and the rabbits in the hutch at all times. No poultry shall
45 be permitted to run at large.

46

47 2. The coop or fowl house must be used for fowl only and the hutch for rabbits only, and both
48 must be well ventilated.

49

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3. The coop or hutch shall have a minimum of four (4) square feet of floor area for each chicken or rabbit.

4. Run space for a coop shall have a minimum of eight (8) square feet for each chicken.

5. The run must be well drained so there is no accumulation of moisture.

6. The coop or hutch shall be kept clean, sanitary and free from accumulation of animal excrement and objectionable odors. The floor and walls of the coop must be kept in a clean, sanitary and healthful condition, with all dropping and organic waste material removed and disposed of in a proper manner.

7. All feed or other material intended for consumption by birds shall be kept in containers impenetrable by rats or other rodents, and such containers shall be equipped with tightly fitting caps or lids. The presence of rats in an area used for the keeping of fowl shall be prima facie evidence that such area is maintained in violation of this section.

~~kept within an enclosed area that includes a chicken coop or rabbit hutch. Such facilities shall be kept clean and maintained in good condition.~~

I. Chickens coops shall be setback at least ten (10) feet from side and rear property lines. Additional setbacks may be required by the Zoning Administrator if recommended as part of the submitted management plan or review agency recommendation.

J. Any permit issued for Urban Agriculture may be revoked by the Zoning Administrator if such use significantly deviates from the approved zoning permit and/or management plan; or if such use creates a violation of the Town Code, including, but not limited to, an unpermitted expansion, noise violation, unpermitted development activity, or nuisance.

K. The sale of goods or services related to Urban Agriculture is not authorized, except where such sale or services is allowed as a principal use of the property. This restriction shall not include the

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81 incidental selling or trading with neighbors, family or friends; nor shall it exclude selling produce
82 off-site at farm markets or other venues.

83

84 L. The above requirements are considered in addition to all other requirements of the Town Code
85 that may apply.

86

87 M. Urban agriculture is not permitted as a principal use of a property; except that, this restriction
88 shall not apply to outdoor gardens.

89

90 N. Bee hives must be setback at least ten (10) feet from side and rear property lines, and shall be
91 enclosed on all sides by a fence at least 4 feet in height. A sign between two (2) and four (4) square
92 feet shall be clearly located on the fence to communicate that bees are being kept within the
93 enclosure.

94

95 O. Harvesting of honey shall take place within an enclosed building.

96

97 (Added Entire Section 11-23-15-Effective Upon Passage)

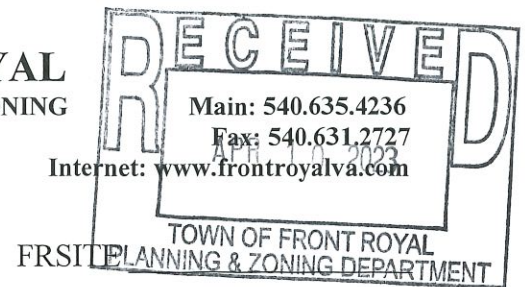
98

NEW BUSINESS:

2300208 – SITE PLAN - RMA



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630



2300208

**DEVELOPMENT APPLICATION
REQUEST FOR SITE PLAN APPROVAL**

APPLICANT

NAME RANDOLPH-MACON Academy PHONE 540-636-5346
ADDRESS 200 ACADEMY DR. Front Royal, VA 22630
Designated Contact for Applicant Don Williams

PROPERTY DESCRIPTION

PROPERTY ADDRESS 201 W. Third St. Front Royal, VA 22630
TAX MAP 20A514 4 SECTION _____ BLOCK _____ LOT _____
SUBDIVISION NAME _____ ACREAGE _____

REQUEST

ZONING DISTRICT R-1
PROPOSED USE OF PROPERTY FACULTY Housing
PROPOSED BUILDING SIZE 120 X 35 - 2nd floor - 120 X 36 - 1st floor
BUILDING COVERAGE 8880 sq. ft.
NUMBER OF PARKING SPACES PROVIDED 12
AMOUNT OF OPEN SPACE AREA 1 Acre or more AS needed

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

- 1. Four (4) copies of the site plan, prepared in accordance with the requirements of Town Code Section 148-1020. Fewer paper copies may be allowed for Minor Site Plan Applications as determined by the Planning and Zoning Director.**
- 2. One (1) digital copy of the site plan.**
- 3. Application Fee.**

(The required number of copies of the Erosion and Sediment Plan should be to the Warren County Bldg. Inspection office, as their approval is required before the development plan can be approved by the Town.)

CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge, and the project will be implemented as presented and approved by the Town of Front Royal, in accordance with the Town's Land Development Regulations (Chapter 148) and Zoning Ordinance (Chapter 175).

Signature Donald R. Williams Date 4/10/2023

Fee: Site Development Plan, **Minor** \$100 Site Development Plan, **Major** \$750 Pd 4-10-23 clc
See Town Code Section 148-900 for definition of Major and Minor Site Development Plan

Amount Received: _____ 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.

Revised 8-23-19

Fwd: Randolph-Macon Front Royal

From Scott Stickley
To Lauren Kopishke; John Ware; chris holloway; dbeahm
Recipients lkopishke@frontroyalva.com; jware@frontroyalva.com; chollowayconstruction@yahoo.com; dbeahm@warrencountyva.net

DEQ's email regarding the RMA Townhouse project.

----- Forwarded message ----- From: **Brown, Robert (DEQ)** <Robert.Brown@deq.virginia.gov> Date: Tue, Aug 8, 2023 at 8:03 AM Subject: RE: Randolph-Macon Front Royal To: Scott Stickley <msstick68@gmail.com>

Scott,

Unless this project falls under a Common Plan of Development (e.g. the project is on RMA property and other projects are happening or are planned on the same property), then you will not need coverage under the Construction General Permit because it is under one acre. You will just need to submit your ESC plan to Warren County and apply for a land disturbance permit. The ESC regulations have the same standards for water quantity as the SWM regs, but you will not have to address water quality.

If you think this project might fall under a Common Plan of Development, let me know and we'll produce a determination for you. David Beahm is also aware of CPOD and will likely be able to help you.

Robert A. Brown, PE

Stormwater Plan Reviewer

[Virginia Department of Environmental Quality](#)

4411 Early Road

Harrisonburg, VA 22801

(540) 217-7154

From: Scott Stickley <msstick68@gmail.com> **Sent:** Tuesday, August 8, 2023 7:34 AM **To:** Brown, Robert (DEQ) <Robert.Brown@deq.virginia.gov> **Subject:** Re: Randolph-Macon Front Royal

Good morning Robert...the builder has changed the RMA townhouse project a few times. The final version is for 6 townhouses and a disturbed area of 0.64 acres. The builder said that we don't need to submit to DEQ since we are less than an acre of disturbance. Just want to confirm how we proceed. Thanks.

On Wed, Jul 12, 2023 at 1:16 PM Brown, Robert (DEQ) <Robert.Brown@deq.virginia.gov> wrote:

Hi Scott, good to hear from you again. DEQ has recently changed their SWM plan submittal process because plans may now be reviewed at any of the regional offices, depending on workload. If we have availability, priority will be given to the Valley office, but otherwise it will be assigned to an available reviewer in another region. It's part of an effort to speed up the review process by sharing the workload across the state. Therefore, all plan submittals should be made electronically to PlanReview@deq.virginia.gov. DEQ also has a new checklist to be incorporated into the plan set as a cover sheet. I'm attaching pdf and dwg versions of it. Otherwise, the plan submittal package should contain the following:

- * Transmittal Document from submitter containing a list of documents submitted for review.
- * DEQ 'Approvable' SWM and ESC Plan - one complete electronic full-sized (minimum 24x36) construction plan set - **sign sealed by a licensed professional.**
- * DEQ 'Approvable' SWM and ESC Plan supporting calculations packet (either part of plans or separate document) - **sign sealed by a licensed professional.**
- * An electronic (excel) version of the VRRM Spreadsheet
- * The new Plan Submitters Checklist (Plan Sheet) - **Completed and sign sealed by a licensed professional**

* *Draft* BMP Maintenance Agreement

* If nutrient credits are proposed to meet water quality requirements, a letter of availability documenting the credits are reserved for the project and documentation of HUC hierarchy (9VAC25-900-91).

* (Paper copies **are not** required for Completeness Review and/or Plan Approval)

There is no fee for plan review. The permitting fee must be paid before the permit is issued and will be based on disturbed acreage. You can access the fee schedule and other helpful information at <https://www.deq.virginia.gov/permits/water/stormwater-construction>

The regulatory review time for new submittals is 60 days, but DEQ targets 45 days and generally meets that target or better. Second review regulatory time is 45 days but the target is 30. Let me know if you have any other questions about the review process.

Robert Brown, PE
Environmental Specialist II
Department of Environmental Quality
4411 Early Road
P.O. Box 3000
Harrisonburg, VA 22801
(540) 217-7154

From: Scott Stickley <msstick68@gmail.com> **Sent:** Wednesday, July 12, 2023 10:42 AM **To:** Brown, Robert (DEQ) <Robert.Brown@deq.virginia.gov> **Subject:** Randolph-Macon Front Royal

Hi Robert...hope you are doing well.

I need to submit a site plan for 6 townhouse units to be used for faculty housing located along West Main Street. It's been awhile since I did a submission to DEQ and wanted to see what I need to do, what the fee would be and what is the review time. Appreciate your help.

Thank you,
Scott Stickley, P.E.

Pine Hills Engineering, P.C.
321 Thomas Drive
Middletown, VA 22645

Mobile: (540) 622-3405
Email: msstick68@gmail.com

[Facebook](#)

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Scott Stickley, P.E.
Pine Hills Engineering, P.C.
Mobile: (540) 622-3405
[Facebook](#)

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Scott Stickley, P.E.

Pine Hills Engineering, P.C.

Mobile: (540) 622-3405

[Facebook](#)

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GENERAL NOTES

1. DEVELOPMENT OF THE SITE INCLUDING CONSTRUCTION AND MATERIALS WILL BE IN CONFORMANCE WITH CURRENT TOWN OF FRONT ROYAL AND/OR VIRGINIA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.
2. EROSION AND SEDIMENT CONTROL DEVICES TO BE IN PLACE PRIOR TO ANY CONSTRUCTION. REFER TO EROSION AND SEDIMENT CONTROL PLAN FOR PHASING AND DETAILS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER AND THE ENGINEER OF ANY CHANGES OR CONDITIONS ATTACHED TO PERMITS REQUIRED FOR CONSTRUCTION.
4. THE CONTRACTOR SHALL PROVIDE ADEQUATE MEANS OF CLEANING TRUCKS AND/OR EQUIPMENT OF MUD AND DEBRIS, PRIOR TO ENTERING STATE RIGHT-OF-WAY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CLEAN STREETS OF MUD AND/OR LAYING DUST AND TO TAKE ALL APPROPRIATE MEASURES NECESSARY TO ENSURE THAT STREETS ARE KEPT IN A CLEAN AND DUST FREE CONDITION AT ALL TIMES.
5. THE CONTRACTOR SHALL VISIT THE SITE AND SHALL VERIFY EXISTING CONDITIONS PRIOR TO STARTING CONSTRUCTION ACTIVITIES.
6. THE CONTRACTOR SHALL CLEAR THE SITE OF ALL TREES, BUILDINGS, FOUNDATIONS, ETC. WITHIN THE LIMITS OF CONSTRUCTION AND SHALL BE RESPONSIBLE FOR COORDINATING ANY DISCONNECTION AND/OR ABANDONMENT OF EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND ABANDONING ALL EXISTING WELLS AND/OR SEPTIC DRAIN FIELDS AND COORDINATING THEIR ABANDONMENT WITH THE HEALTH DEPARTMENT.
7. ALL LAND ON OR OFF-SITE WHICH IS DISTURBED BY CONSTRUCTION AND WHICH IS NOT BUILT UPON OR SURFACED, SHALL BE ADEQUATELY STABILIZED TO CONTROL EROSION AND SEDIMENTATION.
8. CONTACT "MISS UTILITY" AT 1-800-552-7001 A MINIMUM OF 72 HOURS PRIOR TO ANY EXCAVATION WITHIN PUBLIC RIGHT-OF-WAYS OR WITHIN AREAS SERVED BY UNDERGROUND UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING THE PRESENCE OF ANY UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
9. PINE HILLS ENGINEERING, PC DOES NOT CERTIFY TO THE LOCATION OF OR THE EXISTENCE OF ANY EXISTING UNDERGROUND UTILITIES. ANY UNDERGROUND UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE RECORDS AND DISCUSSION WITH THE OWNER. THIS DOES NOT CONSTITUTE A GUARANTEE OF THEIR ACTUAL LOCATIONS OR THAT THEY HAVE ALL BEEN SHOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DIGGING OF TEST HOLES PRIOR TO BEGINNING ANY CONSTRUCTION TO DETERMINE THE EXACT HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES. THESE TEST HOLES WILL BE MADE TO VERIFY ALL CROSSINGS BETWEEN NEW AND EXISTING FACILITIES AND AT CRITICAL GRADE CHANGES. IF CONDITIONS ARE FOUND IN THE FIELD, WHICH ARE MATERIALLY DIFFERENT FROM THE PLANS, THE CONTRACTOR SHALL NOTIFY PINE HILLS ENGINEERING, PC SO THAT APPROPRIATE REVISIONS IF WARRANTED CAN BE MADE TO THE PLANS.
10. CONTROLLED FILLS AND SUB GRADES:
A) CONTROLLED COMPACTION SHALL OCCUR IN ALL FILL SECTIONS FOR PAVEMENT, TRENCHES FOR UTILITIES, AND IN ANY AREA OTHERWISE DESIGNATED ON THE DRAWINGS.
B) CONTROLLED FILLS SHALL BE COMPACTED TO A MINIMUM OF 95% DENSITY AS DETERMINED BY METHODS AS PER STANDARD PROCTOR AASHTO - 199 EXCEPT THE UPPER EIGHT (8) INCHES OF SOILS BELOW THE PAVEMENT SUB BASE STONE, WHICH SHALL BE COMPACTED TO 100% OF THIS STANDARD AS DIRECTED BY A QUALIFIED GEOTECHNICAL ENGINEER.
C) CONTROLLED FILL SHALL BE COMPACTED IN EIGHT (8) INCH LIFTS (LOOSE THICKNESS) TO THE SPECIFIED DENSITY, BEGINNING FROM THE EXISTING GROUND SURFACE, UNLESS OTHERWISE APPROVED IN WRITING BY A QUALIFIED GEOTECHNICAL ENGINEER.
11. ALL TESTS, STUDIES, ETC., REQUIRED DURING CONSTRUCTION WILL BE CARRIED OUT BY THE CONTRACTOR.
12. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE OWNER OF COMPLYING WITH OTHER APPLICABLE LOCAL, STATE AND FEDERAL REQUIREMENTS.
13. CONSTRUCTION BLASTING IS LIMITED BETWEEN THE HOURS OF 8:00 AM TO 5:00 PM OR AS OTHERWISE PERMITTED.
14. ALL PROPOSED ELEVATIONS AS SHOWN HEREIN ARE FINISHED GRADE UNLESS OTHERWISE NOTED.
15. MAINTAIN A MINIMUM VERTICAL CLEARANCE OF ONE (1) FOOT SIX (6) INCHES BETWEEN CROSSING OF ALL UTILITIES LINES UNLESS OTHERWISE NOTED.
16. CBR TEST SHALL BE PERFORMED PRIOR TO DETERMINATION OF FINAL SUB GRADE ELEVATION FOR PAVEMENT AREAS. SOILS TESTS OF SUB GRADE MUST BE SUBMITTED FOR ACTUAL DETERMINATION OF REQUIRED SUB BASE THICKNESS PRIOR TO CONSTRUCTION. ALL SUB GRADE TO BE COMPACTED TO 95% DENSITY AT 20% OF OPTIMUM MOISTURE CONTENT PER AASHTO-199 METHOD UNLESS OTHERWISE DIRECTED BY AN APPROVED GEOTECHNICAL REPORT.
17. CHANGES OR REVISIONS IN CONSTRUCTION PLANS AND SPECIFICATIONS SHALL NOT BE MADE UNLESS FIRST APPROVED BY THE COUNTY ENGINEER AND OTHER APPROPRIATE AGENCIES.

TOWN OF FRONT ROYAL GENERAL NOTES

1. FOR TECHNICAL SPECIFICATIONS AND DETAILS REFER TO THE TOWN OF FRONT ROYAL'S CONSTRUCTION STANDARDS & SPECIFICATIONS. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN'S STANDARDS AND SPECIFICATIONS. INSPECTIONS WILL BE PERFORMED BY THE DEPARTMENT OF ENVIRONMENTAL PUBLIC WORKS. CONTACT: DIRECTOR OF ENVIRONMENTAL PUBLIC WORKS AT (540) 635-7819 OR FAX (540) 635-8973.
2. LOCATIONS OF UTILITIES SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING THE EXACT LOCATION, VERTICALLY AND HORIZONTALLY, OF THE UTILITIES PRIOR TO ANY EXCAVATION OR CONSTRUCTION. THE CONTRACTOR SHALL CONTACT "MISS UTILITY" AND ALL APPLICABLE UTILITY COMPANIES FOR CLEARANCE PRIOR TO EXCAVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADHERING TO THE COMMONWEALTH OF VIRGINIA UNDERGROUND UTILITY DAMAGE PREVENTION ACT, CHAPTER 10, TITLE 56 OF THE CODE OF VIRGINIA.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING AND MAINTAINING ALL EROSION AND SEDIMENT CONTROL MEASURES NECESSARY DURING CONSTRUCTION IN ACCORDANCE WITH CURRENT STATE AND LOCAL REGULATIONS. DISTURBED AREAS SHALL NOT REMAIN DENUEDED FOR MORE THAN SEVEN (7) CALENDAR DAYS. DURING CONSTRUCTION, ALL STORM SEWER INLETS SHALL BE PROTECTED BY INLET PROTECTION, AND SHALL BE MAINTAINED AND MODIFIED AS REQUIRED BY CONSTRUCTION PROGRESS. CONTRACTOR SHALL CONTACT THE COUNTY BUILDING INSPECTIONS OFFICE AT (540) 636-9973 TO SCHEDULE INSPECTIONS.
4. CONTRACTOR SHALL PROVIDE ADEQUATE MEANS OF CLEANING MUD FROM TRUCKS AND/OR OTHER EQUIPMENT PRIOR TO ENTERING PUBLIC STREETS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CLEAN STREETS, ALLAY DUST, AND TO TAKE WHATEVER MEASURES NECESSARY TO ENSURE THAT THE STREETS ARE MAINTAINED IN A CLEAN, MUD AND DUST FREE CONDITION AT ALL TIMES.
5. ANY STREET OR UTILITIES DAMAGED BY CONTRACTOR OR SUB-CONTRACTOR SHALL BE SOLE RESPONSIBILITY OF THE PRIMARY CONTRACTOR AND PROPERLY AND IMMEDIATELY REPAIRED BY THE CONTRACTOR. SUCH REPAIRS SHALL BE TO THE ORIGINAL CONDITION, IN COMPLIANCE WITH THE TOWN'S CONSTRUCTION STANDARDS & SPECIFICATIONS, AND TO THE SATISFACTION OF THE TOWN INSPECTOR.
6. ALL PLASTIC SANITARY SEWER PIPE SHALL BE 8" DIAMETER - S.D.R. 35, UNLESS OTHERWISE NOTED. PIPE BEDDING SHALL BE DETERMINED BY FIELD CONDITIONS AND TOWN'S CONSTRUCTION STANDARDS & SPECIFICATIONS
7. ALL PROPOSED WATER MAINS, HYDRANT BRANCHES, AND FIRE SUPPRESSION LINES SHALL BE CLASS 52 DUCTILE IRON PIPE WITH A MINIMUM OF 42" COVER UNLESS OTHERWISE NOTED.
8. ALL 2" AND SMALLER WATER SERVICES SHALL BE TYPE "K" COPPER PIPE. SOLDERED JOINTS ON BURIED LINES ARE NOT ACCEPTABLE.
9. ALL PRE-CAST CONCRETE STRUCTURES SHALL BE A MINIMUM 4000 PSI AT 28 DAYS WITH BITUMINOUS COATING.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING ALL NECESSARY PERMITS BEFORE ANY CONSTRUCTION BEGINS.
11. THE CONTRACTOR IS RESPONSIBLE FOR ADJUSTMENT OF ALL UTILITY BOXES, VAULTS, OR OTHER APPURTENANCES TO NEW FINISHED GRADE ELEVATIONS.
12. CONTRACTOR TO RELOCATE ALL SIGNS AND UTILITIES REQUIRED FOR THIS WORK.
13. ANY PLANNED DISRUPTIONS OF OR TIE INS TO EXISTING UTILITIES SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY OWNER. WITH THE EXCEPTION OF EMERGENCIES, THERE SHALL BE A MINIMUM OF 24 HOURS NOTICE GIVEN BY THE CONTRACTOR TO ALL RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL UTILITY USERS AFFECTED BY UTILITY INTERRUPTIONS.
14. THE UNAUTHORIZED USE OF WATER WITHOUT DUE COMPENSATION IS ILLEGAL. NO PERSON SHALL CONNECT TO OR DO ANY WORK ON THAT PORTION OF THE SYSTEM OWNED BY THE TOWN UNLESS WRITTEN AUTHORIZATION IS RECEIVED PRIOR TO COMMENCING WORK.
15. CONSTRUCTION LIMITS SHALL BE PROPERTY LINES OR AS INDICATED BY PLAN REQUIREMENTS.
16. CONSTRUCTION SHALL CONFORM TO THE AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS. CURB RAMPS SHALL BE PLACED WHERE ALL SIDEWALKS MEET CURBS.

VDOT GENERAL NOTES

- V1. All work on this project shall conform to the current editions of and latest revisions to the Virginia Department of Transportation (VDOT) Road and Bridge Specifications and Standards, the Virginia Erosion and Sediment Control Regulations, and any other applicable state, federal or local regulations. In case of a discrepancy or conflict between the Standards or Specifications and Regulations, the most stringent shall govern.
- V2. All construction shall comply with the latest U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), and Virginia Occupational Safety & Health (VOSH) Rules and Regulations.
- V3. When working within VDOT right-of-way, all traffic control, whether permanent or temporary, shall be in accordance with the current edition of VDOT's Work Area Protection Manual. A transportation management plan needs to be submitted for approval and land use permit issued prior to any execution of work within the VDOT right of way.
- V4. The developer shall be responsible for relocating, at his expense, any and all utilities, including traffic signal poles, junction boxes, controllers, etc., owned by VDOT or private / public utility companies. It is the sole responsibility of the developer to locate and identify utility facilities or items that may be in conflict with the proposed construction activity. VDOT approval of these plans does not indemnify the developer from this responsibility.
- V5. Design features relating to field construction, regulations, and control or safety of traffic may be subject to change as deemed necessary by VDOT. Any additional expense incurred as a result of any field revision shall be the responsibility of the developer.
- V6. If required by the local VDOT Land Development Office, a pre-construction conference shall be arranged and held by the engineer and/or developer with the attendance of the contractor (s), various County agencies, utility companies and VDOT prior to initiation of work.
- V7. The contractor shall notify the local VDOT Land Development Office when work is to begin or cease for any undetermined length of time. VDOT requires and shall receive 48 hours advance notice prior to any required or requested inspection.
- V8. The contractor shall notify the Traffic Operations Center at (540) 332-9500 for any traffic control plan that impacts a VDOT maintained Interstate or Primary roadway to provide notification of the installation and removal of the work zone.
- V9. The contractor shall be responsible for maintaining a VDOT permitted temporary construction entrance(s) in accordance with Section 3.02 of the Virginia Erosion and Sediment Control Handbook. Furthermore, access to other properties affected by this project shall be maintained through construction.
- V10. Contractor shall ensure adequate drainage is achieved and maintained on the site during and at the end of construction.
- V11. All water and sewer lines within existing or proposed VDOT right-of-way shall have a minimum thirty-six (36) inches cover and when possible shall be installed under roadway drainage facilities at conflict points.
- V12. Any unusual subsurface conditions (e.g., unsuitable soils, springs, sinkholes, voids, caves, etc.) encountered during the course of construction shall be immediately brought to the attention of the engineer and VDOT. Work shall cease in that vicinity until an adequate design can be determined by the engineer and approved by VDOT.
- V13. All fill areas, borrow material and undercut areas shall be inspected and approved by a VDOT representative prior to placement of fill. A VDOT representative shall be present to insure the soil sample(s) obtained for CBR's is representative of the location. When soil samples are submitted to private laboratories for testing, the samples shall be clearly identified and labeled as belonging to a project to be accepted by VDOT and that testing shall be performed in accordance with all applicable VDOT standards and procedures.
- V14. All roadway fill, base, subgrade material, and backfill in utility/storm sewer trenches shall be compacted in accordance with the lift thicknesses, density and moisture requirements as specified in the current VDOT Road and Bridge Specifications. Certified copies of test reports shall be submitted to VDOT daily, unless specified otherwise.
- V15. VDOT Standard CD and UD underdrains shall be installed where indicated on these plans and/or as specified by VDOT.
- V16. A post installation visual/video camera inspection shall be conducted by the Contractor on all pipes identified on the plans as storm sewer pipe and a select number of pipe culverts. For pipe culverts, a minimum of one pipe installation for each size of each material type will be inspected or ten percent of the total amount for each size and material type summarized. All pipe installations on the plans not identified as storm sewer pipe shall be considered as culvert pipe for inspection purposes. Additional testing may be required as directed by the Area Land Use Engineer or their representative.
- V17. The installation of any entrances and mailboxes within any dedicated street right-of-way shall meet VDOT minimum design standards and is the responsibility of the developer.
- V18. Prior to VDOT acceptance of any streets, all required street signage and/or pavement markings shall be installed by the developer in accordance with the Manual On Uniform Traffic Control Devices.
- V19. The developer shall provide the VDOT Land Development Office with a list of all material sources prior to the start of construction. Copies of all invoices for materials utilized within any dedicated street right-of-way must be provided to the local VDOT Land Development Office prior to acceptance of the work. Unit and total prices may be obscured.
- V20. Aggregate base and subbase materials shall be placed on subgrade by means of a mechanical spreader. Density will be determined using the density control strip in accordance with Section 304 of the VDOT Road and Bridge Specifications and VTm-10. A certified compaction technician shall perform these tests. Certified copies of test reports shall be submitted to VDOT daily, unless specified otherwise. In addition to checking stone depths, a VDOT representative shall be notified and given the opportunity to be present during the construction and testing of the density control strip.
- V21. Asphalt concrete pavements shall be placed in accordance with Section 315 of the VDOT Road and Bridge Specifications. Density shall be determined using the density control strip as specified in Section 315 and VTm-76. A certified compaction technician shall perform these tests. Certified copies of test reports shall be submitted to VDOT daily, unless specific otherwise. A VDOT representative shall be notified and given the opportunity to be present during the construction and testing of the control strip.
- V22. In accordance with Section 302.03, the foundations for pipe culverts thirty-six (36) inches and larger shall be explored below the bottom of the excavation to determine the type and condition of the foundation. The contractor shall report findings of foundation exploration to the engineer and VDOT for approval prior to placing pipe. Foundation designs shall comply with VDOT Road and Bridge Standard PB-1. Where soft, yielding, or otherwise unsuitable foundation is encountered, the foundation design and/or need for foundation stabilization shall be determined by the engineer and approved by VDOT.
- V23. VDOT Standard Guardrail shall be installed where warranted and/or as proposed on these plans in accordance with VDOT's installation criteria. Final approval of the guardrail layout to be given by VDOT after grading is mostly complete.
- V24. Approval of these plans shall expire five (5) years from the date of the approval letter.
- V25. VDOT Standard CG-12 Curb Ramps shall be installed where indicated on these plans and/or as specified by VDOT.
- V26. The foundations for all box culverts shall be investigated by means of exploratory borings advanced below proposed foundation elevation to determine the type and condition of the foundation. The contractor shall submit copies of borehole logs and report findings of foundation exploration to the engineer and VDOT for approval prior to constructing box. Foundation designs shall comply with VDOT Road and Bridge Standard PB-1. Contrary to the Standard, where rock is encountered and cast-in-place box is proposed, the thickness of bedding shall be six (6) inches. Where soft, yielding, or otherwise unsuitable foundation is encountered, the foundation design and/or need for foundation stabilization shall be determined by the engineer and approved by VDOT.



SOIL DATA					
NUMBER	NAME	SLOPES	K-FACTOR	HYDROLOGIC SOIL GROUP	RUNOFF/EROSION POTENTIAL
17C	DRAYKE LOAM	7 TO 15	0.37	B	MEDIUM

SOILS MAP

LEGEND		
EXISTING		PROPOSED
	BOUNDARY & R/W LINE	
	EASEMENT LINE	
	EDGE PAVEMENT	
	CENTERLINE	
	FENCE LINE	
	RAILROAD	
	GAS LINE	
	OVERHEAD ELECTRIC	
	UNDERGROUND ELECTRIC LINE	
	OVERHEAD TELEPHONE LINE	
	UNDERGROUND TELEPHONE LINE	
	ROADSIDE DELINEATORS	
	GUARDRAIL OR TRAFFIC BARRICADE	
	WATER MAIN	
	BUILDINGS AND DOORS	
	RETAINING WALL	
	SIDEWALK	
	ASPHALT TRAIL	
	HEADER CURB	
	CURB & GUTTER	
	SANITARY SEWER	
	STORM SEWER	
	DITCH, SWALE OR SMALL STREAM	
	LARGE STREAM	
	CONCRETE DITCH	
	TREES	
	LIMITS OF CLEARING & GRADING (DRIP LINE OF TREES)	
	LIMITS OF GRADING	
	CONTOUR LINE	
	SPOT ELEVATION	

UTILITY CONTACTS

WATER/SEWER:	TOWN OF FRONT ROYAL PUBLIC WORKS P.O. BOX 1560 FRONT ROYAL, VA 22630 (540) 635-7819	POWER:	TOWN OF FRONT ROYAL ENERGY SERVICES 1101 MANASSAS AVENUE FRONT ROYAL, VA 22630 (540) 635-3027
TELEPHONE:	SPRINT 450 REMOUNT ROAD FRONT ROYAL, VA 22630 (540) 635-3197	MISS UTILITY	1-800-257-7777

SHEET INDEX

- COVER SHEET
- EXISTING CONDITIONS
- SITE PLAN
- GRADING PLAN
- EROSION AND SEDIMENT CONTROL - PHASE 1
- EROSION AND SEDIMENT CONTROL - PHASE 2
- EROSION AND SEDIMENT CONTROL DETAILS
- STORMWATER MANAGEMENT PLAN
- LANDSCAPE PLAN
- DETAILS



VICINITY MAP
SCALE: 1"=100'

ZONING TABULATIONS

ZONE: R-1
MIN. LOT SIZE: 21.6560 ACRES
TAX MAP: 2045-14-4A

EXISTING USE: VACANT
PROPOSED USE: FACULTY HOUSING
PROPOSED DWELLING UNITS = 6

EX. LOT AREA (1 LOT) = 943,335 SQ. FT. = 21.6560 ACRES
EX. BUILDING COVERAGE = N/A
STREET: WEST MAIN STREET
PROPOSED OPEN SPACE AND RESIDUE = 21.02 ACRES
PROPOSED DISTURBED AREA = 27,903 SQ. FT. = 0.64 ACRES

PARKING CALCULATION

REQUIRED SPACES:

RESIDENTIAL:
2 SPACE/DWELLING UNIT
6 DWELLING UNITS = 12 SPACES REQUIRED

DWELLING UNITS:
2 SPACES/DWELLING UNIT
6 DWELLING UNITS = 12 SPACES REQUIRED
12 SPACES PROVIDED

REQUIRED BUILDING SETBACKS

FRONT YARD = 35'
SIDE YARD SETBACK = 10' MIN. AND 25' COMBINED
REAR YARD SETBACK = 30'

PROVIDED BUILDING SETBACKS

FRONT YARD = 43.3'
SIDE YARD SETBACK = 53.1'
REAR YARD SETBACK = 180.4'

MAX. BUILDING HEIGHT = 35'
PROP. BUILDING HEIGHT = 20'

SIGNAGE

ALL SIGNAGE, BUILDING MOUNTED, MONUMENT STYLE, FREESTANDING SHALL REQUIRE A PERMIT FROM THE TOWN AND COMPLY WITH THE ZONING ORDINANCE AND THE BOARD OF ARCHITECTURAL REVIEW (BAR).

OUTDOOR LIGHTING

ALL LIGHTING SHALL BE SHIELDED TO PREVENT GLARE ON ADJOINING PROPERTIES, RIGHT-OF-WAYS, AND APPROACHING AIRCRAFT AND MEET THE STANDARDS OF THE INTERNATIONAL DARK-SKY ASSOCIATION.

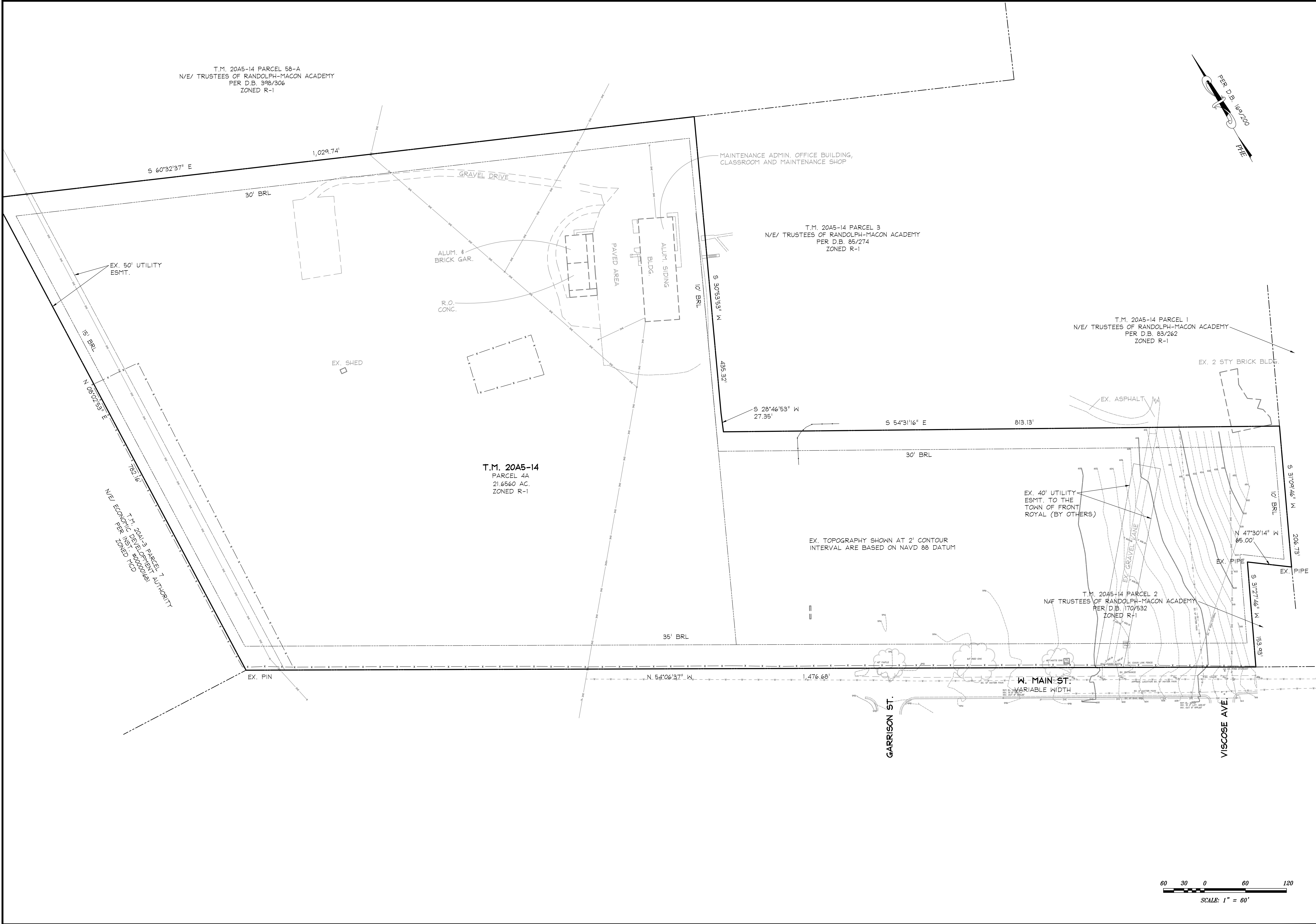
	OWNER CHURCH RMA 201 W THIRD ST. UNITED METHODIST CHURCH N/A FRONT ROYAL, VA 22630 (540) 636-5200			
	APPLICANT RANDOLPH-MACON ACADEMY 200 ACADEMY DRIVE FRONT ROYAL, VA 22630 (540) 636-5200			
	ENGINEER PINE HILLS ENGINEERING, P.C. 321 THOMAS DRIVE MIDDLETOWN, VA 22645 PHONE: (540) 622-3405			
	APPROVED BY: TOWN MANAGER DIRECTOR OF PLANNING DIRECTOR OF ENERGY SERVICES DIRECTOR OF PUBLIC WORKS DIRECTOR OF FINANCE			
DATE JULY 2023				
PROJECT NO. 1170-23				
CADD FILE 1170go1				
SHEET 1 OF 10				

COVER SHEET
RANDOLPH-MACON ACADEMY
FACULTY HOUSING

FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

Date

Revision



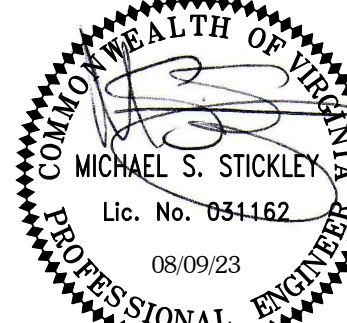


PINE HILLS
ENGINEERING, P.C.

321 THOMAS DRIVE
FARMINGTON, CT 06031
MOBILE: (540) 625-3405

DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE/HORZ:	1" = 60'
VERT:	N/A



COMMONWEALTH OF VIRGINIA
MICHAEL S. STICKLEY
Lic. No. 034162
08/09/23
PROFESSIONAL ENGINEER

EXISTING CONDITIONS

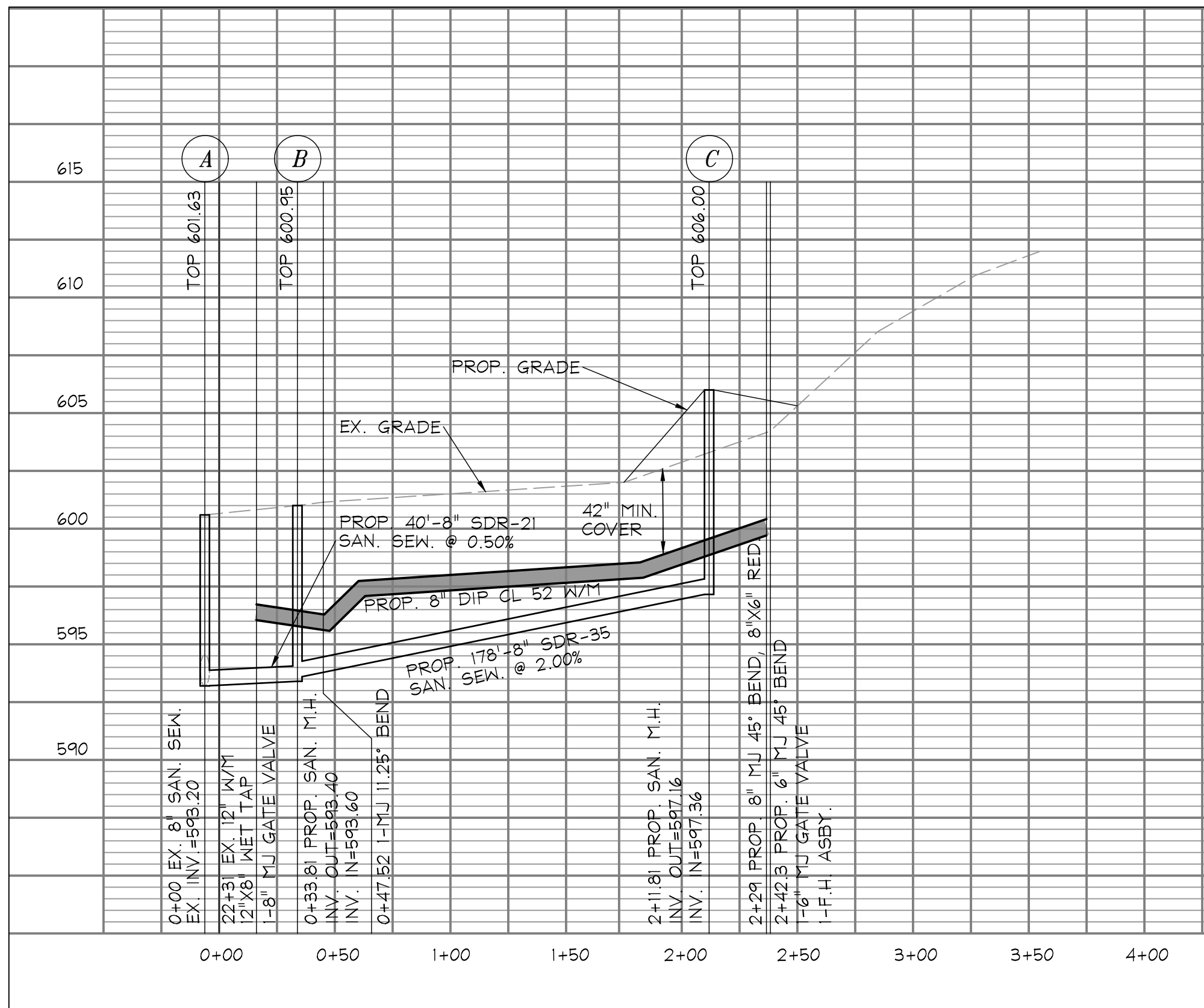
**RANDOLPH-MACON ACADEMY
FACULTY HOUSING**

FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO. 1170-23

CADD FILE 1170ex4

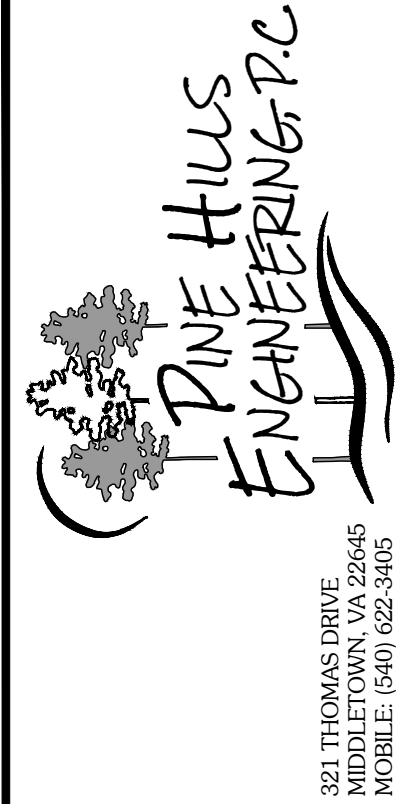
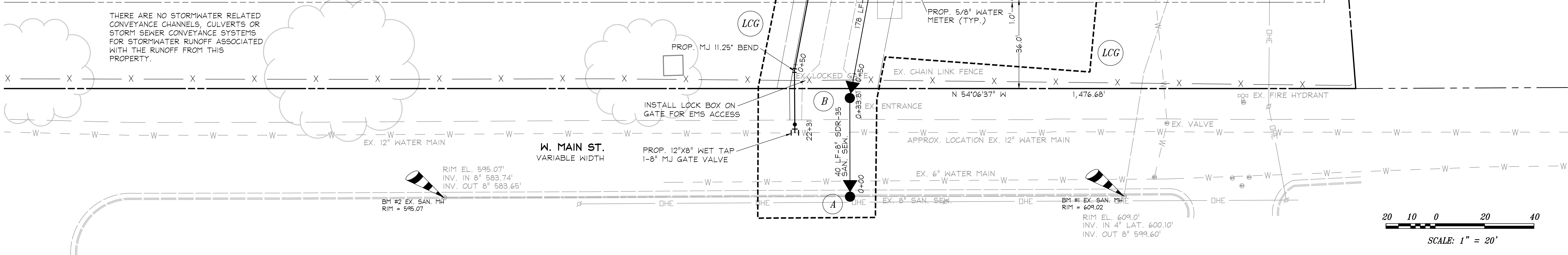
SHEET 2 OF 10



WATERLINE AND SANITARY SEWER PROFILES
HORIZ: 1" = 50' VERT: 1" = 5'

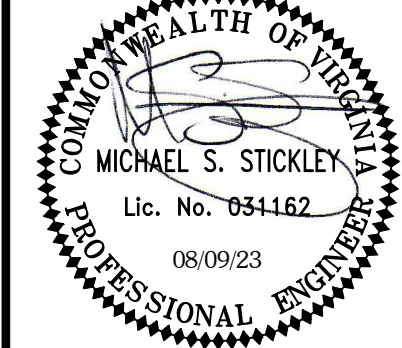
MJ = MECHANICAL JOINT

THERE ARE NO STORMWATER RELATED CONVEYANCE CHANNELS, CULVERTS OR STORM SEWER CONVEYANCE SYSTEMS FOR STORMWATER RUNOFF ASSOCIATED WITH THE RUNOFF FROM THIS PROPERTY.



DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE	HORIZ: 1" = 20' VERT: N/A



RANDOLPH-MACON ACADEMY
FACULTY HOUSING
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

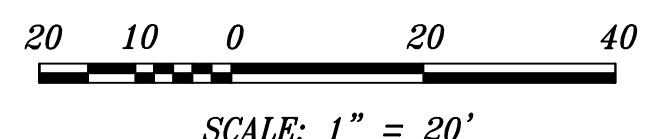
PROJECT NO.	1170-23
CADD FILE	1170ex4
SHEET	3 OF 10

813.13'

PROJECT:	RMA FACULTY HOUSING
DESIGN BY:	Scott Stickley

SANITARY LATERAL TABLE			LATERAL INFORMATION							ACTUAL FF ELEV	RISER HEIGHT (FT)	
MANHOLE NO.	LOT NO.	DIST FROM LOWER MAIN (FEET)	INV. OF MAIN (FEET)	INV OF LAT (FT)	LENGTH (FEET)	SLOPE (%)	DIA LAT(IN)	INV. OF STUB (FT)	MIN. FF ELEV			
C	B	6	170.1	597.00	597.62	22.0	2.08	4.00	597.62	598.00	8	
C	B	5	151.2	596.62	596.78	9.3	2.08	4.00	596.74	599.74	606.00	6
C	B	4	130.9	596.22	596.38	21.8	2.08	4.00	596.83	599.33	606.00	7
C	B	3	110.3	595.81	595.97	21.7	2.08	4.00	596.42	598.92	604.00	5
C	B	2	89.4	595.39	595.55	21.6	2.08	4.00	596.00	598.50	604.00	4
C	B	1	70.6	595.01	595.17	21.6	2.08	4.00	595.62	598.12	604.00	6

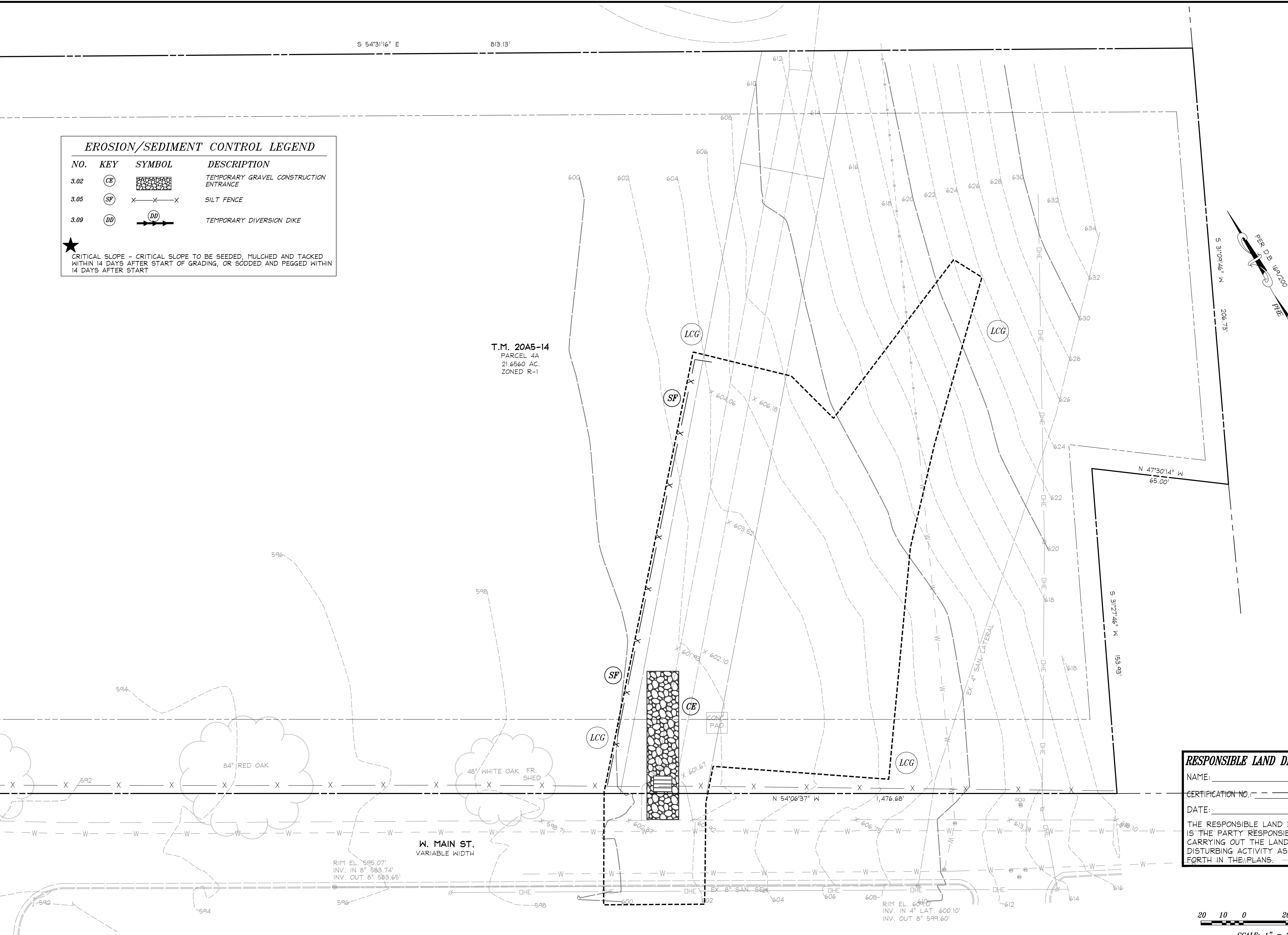
T.M. 20A5-14
PARCEL 4A
21.6560 AC.
ZONED R-1



SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE	HORIZ: 1" = 20' VERT: N/A
SEAL	



PROJECT NO.	1170-23
ADD FILE	1170ex4
SHEET	4 OF 10



EROSION/SEDIMENT CONTROL LEGEND

NO.	KEY	SYMBOL	DESCRIPTION
3.02	CE	[Pattern]	TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
3.05	SF	X-X-X	SILT FENCE
3.09	DD	[Arrow]	TEMPORARY DIVERSION DIKE

★ CRITICAL SLOPE - CRITICAL SLOPE TO BE SEEDED, MULCHED AND TACKED WITHIN 14 DAYS AFTER START OF GRADING, OR SODDED AND PEGGED WITHIN 14 DAYS AFTER START

T.M. 20A5-14
PARCEL 4A
21.6560 AC.
ZONED R-1

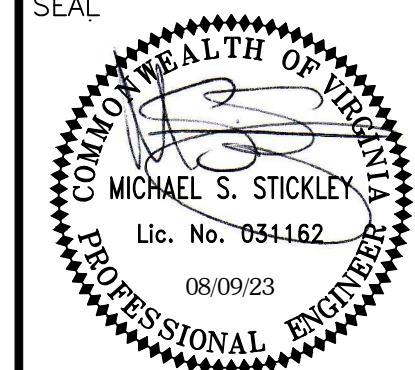
RESPONSIBLE LAND DISTURBER
NAME: _____
CERTIFICATION NO.: _____
DATE: _____
THE RESPONSIBLE LAND DISTURBER IS THE PARTY RESPONSIBLE FOR CARRYING OUT THE LAND DISTURBING ACTIVITY AS SET FORTH IN THE PLANS.

20 10 0 20 40
SCALE: 1" = 20'

PINE HILLS ENGINEERING, P.C.
321 THOMAS DRIVE
SUITE 100
MOBILE, AL 36688
PHONE: (904) 622-3405

DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY BY OTHERS
DESIGN MSS
DRAWN MSS
CHECKED MSS
DATE JULY 2023
SCALE: HORIZ: 1" = 20'
VERT: N/A



EROSION AND SEDIMENT CONTROL - PHASE 1
RANDOLPH-MACON ACADEMY FACULTY HOUSING
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO. 1170-23
CADD FILE 1170ex4
SHEET 5 OF 10

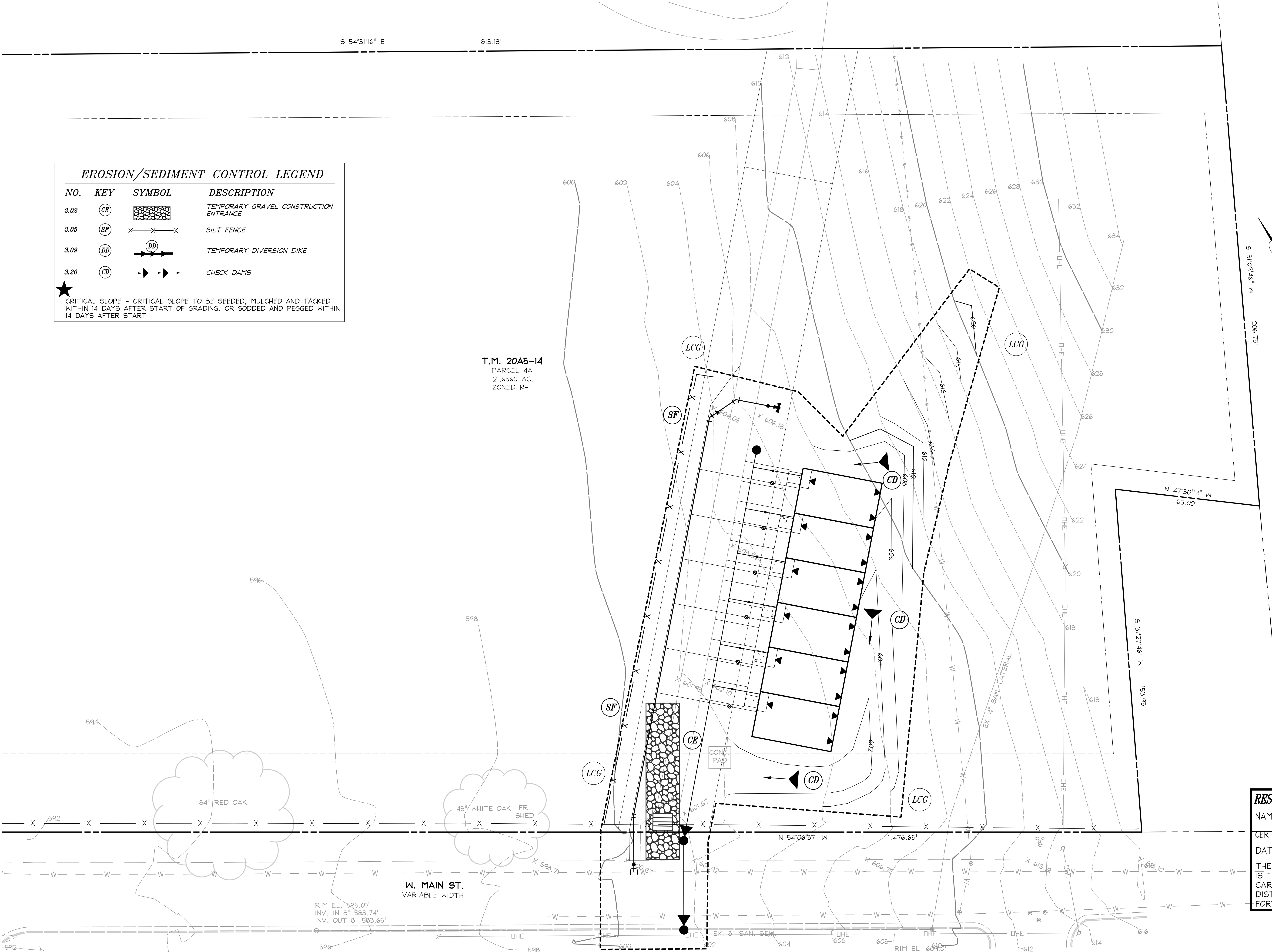
S 54°31'16" E

813.13'

EROSION/SEDIMENT CONTROL LEGEND			
NO.	KEY	SYMBOL	DESCRIPTION
3.02	CB		TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
3.05	SF		SILT FENCE
3.09	DD		TEMPORARY DIVERSION DIKE
3.20	CD		CHECK DAMS

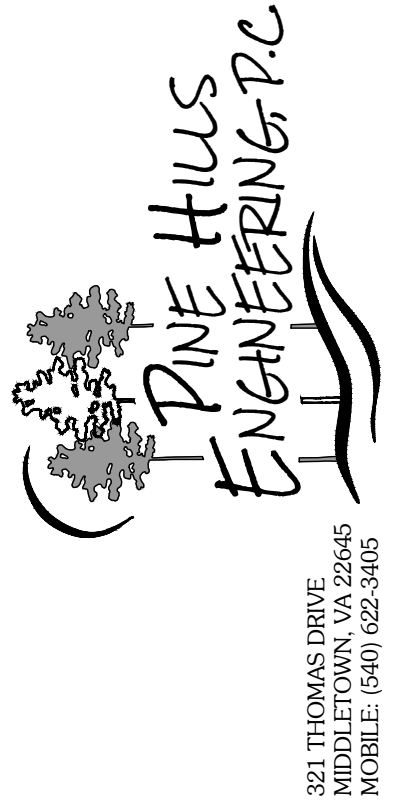
★ CRITICAL SLOPE - CRITICAL SLOPE TO BE SEEDED, MULCHED AND TACKED WITHIN 14 DAYS AFTER START OF GRADING, OR SODDED AND PEGGED WITHIN 14 DAYS AFTER START

T.M. 20A5-14
PARCEL 4A
21.6560 AC.
ZONED R-1



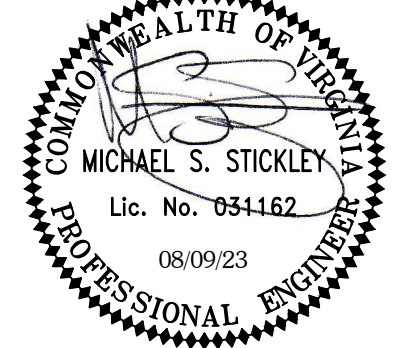
RESPONSIBLE LAND DISTURBER
NAME: _____
CERTIFICATION NO.: _____
DATE: _____
THE RESPONSIBLE LAND DISTURBER IS THE PARTY RESPONSIBLE FOR CARRYING OUT THE LAND DISTURBING ACTIVITY AS SET FORTH IN THE PLANS.

20 10 0 20 40
SCALE: 1" = 20'



DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE	HORIZ: 1" = 20' VERT: N/A



EROSION AND SEDIMENT CONTROL - PHASE 2
**RANDOLPH MACON ACADEMY
FACULTY HOUSING**
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO.	1170-23
CADD FILE	1170ex4
SHEET	6 OF 10

EROSION AND SEDIMENT CONTROL NARRATIVE

PROJECT DESCRIPTION

THIS PROPERTY IS LOCATED IN THE TOWN OF FRONT ROYAL, VA APPROXIMATELY 0.5 MILES WEST OF THE INTERSECTION OF NORTH ROYAL AVENUE AND WEST MAIN STREET IN DOWNTOWN FRONT ROYAL. THIS PROJECT CONSISTS OF CONSTRUCTION OF 6 TOWNHOUSE UNITS AND PARKING LOTS WITH ASSOCIATED UTILITIES. CONSTRUCTION IS EXPECTED TO BEGIN IN SPRING OF 2023 AND TAKE APPROXIMATELY 4 MONTHS TO COMPLETE. THE TOTAL PARCEL AREA IS 21.656 ACRES WITH APPROXIMATELY 0.64 ACRES BEING DISTURBED FOR THE SITE DEVELOPMENT PORTION OF THIS PROJECT.

EXISTING SITE CONDITIONS

THE SITE CURRENTLY IS SERVED BY AN INTERNAL ROAD TO RANDOLPH-MACON ACADEMY AND A PARTIALLY USED ENTRANCE FROM WEST MAIN STREET FOR SPECIAL EVENTS.

ADJACENT PROPERTY

THE SITE IS BOUNDED BY RESIDENCES TO THE SOUTH AND RANDOLPH-MACON ACADEMY ON ALL OTHER SIDES.

OFF-SITE AREAS

THERE ARE NO OFF-SITE AREAS ASSOCIATED WITH THIS PROJECT.

SOILS

PER THE USDA SOIL SURVEY OF WARREN COUNTY VIRGINIA, THE PREDOMINANT SOILS FOR THIS SITE ARE DRAYKE LOAM WITH SLOPES VARYING FROM 7 TO 15 PERCENT. THE EROSION HAZARD FOR THESE SOIL TYPES IS LOW TO MODERATE. SEE SOILS MAP ON SHEET 1.

CRITICAL AREAS

CRITICAL AREAS, IF ANY, ARE MARKED BY A STAR AND CONSIST OF 3:1 SLOPES. THESE SLOPES HAVE THE POTENTIAL FOR GREATER EROSION AND SHALL BE STABILIZED AFTER REACHING FINAL GRADE.

EROSION AND SEDIMENT CONTROL MEASURES

UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED ACCORDING TO THE MINIMUM STANDARDS AND SPECIFICATIONS OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.

STRUCTURAL MEASURES

PHASE I:

CONSTRUCTION ENTRANCE (3.02) PROVIDE AN AREA WHERE A SIGNIFICANT AMOUNT OF MUD CAN BE REMOVED FROM CONSTRUCTION VEHICLE TIRES BEFORE ENTERING A PUBLIC ROADWAY.

SILT FENCE (3.05) SHALL BE INSTALLED AS SHOWN ON THE PLANS TO FILTER RUNOFF FROM DISTURBED AREAS BEFORE IT LEAVES THE SITE.

TEMPORARY DIVERSION DIKE (3.09) SHALL BE INSTALLED TO DIVERT AREAS OUTSIDE OF LAND DISTURBANCE AWAY FROM DISTURBED AREAS.

SOIL STABILIZATION MATTING (3.36) (OR RIP RAP IF SITE CONDITIONS DICTATE MATTING WILL NOT STAY IN PLACE) SHALL BE PLACED IN DITCHLINES AS SHOWN ON PLANS TO PREVENT CHANNEL EROSION.

TEMPORARY SEEDING (3.31) AND/OR PERMANENT SEEDING (3.32) SHALL BE PLACED ON ALL CRITICAL SLOPES (3:1 OR GREATER) AND AS NEEDED TO STABILIZE DISTURBED AREAS.

PHASE II:

ALL CONTROLS INSTALLED IN PHASE I SHOULD REMAIN UNTIL THE SITE IS STABILIZED.

ROCK CHECK DAMS (3.20) SHALL BE INSTALLED IN EXISTING DRAINAGE SWALES AND DITCHES TO REDUCE THE VELOCITY OF CONCENTRATED STORMWATER FLOWS, THEREBY REDUCING EROSION OF THE SWALE OR DITCH.

TEMPORARY SEEDING (3.31) AND/OR PERMANENT SEEDING (3.32) SHALL BE PLACED ON ALL CRITICAL SLOPES (3:1 OR GREATER) AND AS NEEDED TO STABILIZE DISTURBED AREAS.

VEGETATIVE MEASURES

PERMANENT OR TEMPORARY SOIL STABILIZATION SHALL BE APPLIED TO DENUDED AREAS WITHIN SEVEN (7) DAYS AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE. TEMPORARY SOIL STABILIZATION SHALL BE APPLIED WITHIN SEVEN (7) DAYS TO DENUDED AREAS THAT MAY NOT BE AT FINAL GRADE BUT WILL REMAIN DORMANT FOR LONGER THAN FOURTEEN (14) DAYS. PERMANENT SOIL STABILIZATION SHALL BE APPLIED TO ALL AREAS THAT ARE TO BE LEFT DORMANT FOR MORE THAN SIX (6) MONTHS.

TOPSOIL THAT HAS BEEN STOCKPILED SHALL BE SURROUNDED WITH SILT FENCE AND PROTECTED BY MULCH AND/OR TEMPORARY VEGETATION IMMEDIATELY AFTER GRADING.

ALL EARTH BERMS, DIVERSIONS AND SEDIMENT TRAP EMBANKMENTS ARE TO BE MACHINE-COMPACTED, SEEDED AND MULCHED (HAY MULCH OR STRAW) FOR TEMPORARY AND/OR PERMANENT VEGETATIVE COVER WITHIN FIVE (5) DAYS AFTER GRADING.

MANAGEMENT STRATEGIES

CONSTRUCTION SHALL BE SEQUENCED SUCH THAT GRADING OPERATIONS WILL BEGIN AND END AS QUICKLY AS POSSIBLE.

THE SITE SUPERINTENDENT SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES. MAINTENANCE OF THESE MEASURES THROUGHOUT THE PROJECT ARE CRITICAL TO THE EFFECTIVENESS OF THE PROGRAM.

AFTER AREAS ABOVE CONTROLS HAVE BEEN STABILIZED, THE CONTROLS SHALL BE CLEANED UP AND REMOVED.

ALL CUT AND FILL SLOPES ARE TO BE SEEDED AND MULCHED WITHIN FIVE (5) DAYS OF COMPLETION OF GRADING.

DRAINAGE SWALES SHALL BE STABILIZED WITH CHECK DAMS UNTIL VEGETATION HAS BEEN WELL ESTABLISHED, AT WHICH TIME THE CHECK DAMS SHALL BE REMOVED.

DEVICES LISTED ABOVE ARE CONSIDERED MINIMUM EROSION AND SEDIMENT CONTROLS. ADDITIONAL CONTROL MEASURES MAY BE NECESSARY DUE TO CONTRACTOR PHASING OR OTHER UNFORESEEN CONDITIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ADDITIONAL MEASURES TO THOSE SHOWN, AS NEEDED, IN ORDER TO CONTROL EROSION AND CONTAIN SEDIMENT ON SITE. ALL MEASURES SHALL BE INSTALLED ACCORDING TO THE STANDARDS AND SPECIFICATIONS IN THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.

MAINTENANCE

ALL CONTROL MEASURES SHALL BE INSPECTED DAILY BY THE SITE SUPERINTENDENT OR HIS REPRESENTATIVE AND WITHIN 24 HOURS AFTER ANY STORM EVENT GREATER THAN 0.5 INCHES OF RAIN PER 24 HOUR PERIOD. ANY DAMAGED STRUCTURAL MEASURES ARE TO BE REPAIRED BY THE END OF THE DAY. SEEDED AREAS SHALL BE CHECKED REGULARLY TO ENSURE THAT A GOOD STAND OF GRASS IS MAINTAINED. ALL AREAS SHALL BE FERTILIZED AND RESEEDED AS NEEDED UNTIL GRASS IS ESTABLISHED.

TRAPPED SEDIMENT IS TO BE REMOVED AS REQUIRED TO MAINTAIN 50% TRAP EFFICIENCY AND DISPOSED OF BY SPREADING ON SITE.

GRAVEL OUTLETS SHALL BE CHECKED REGULARLY FOR SEDIMENT BUILD-UP. IF THE GRAVEL OUTLET IS CLOGGED BY SEDIMENT, IT SHALL BE REMOVED AND CLEANED OR REPLACED IMMEDIATELY.

THE CONTRACTOR IS RESPONSIBLE FOR KEEPING EXISTING PUBLIC ROADS IN A CLEAN, DUST AND MUD FREE, CONDITION AT ALL TIMES.

PERMANENT STABILIZATION

ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE STABILIZED WITH PERMANENT SEEDING IMMEDIATELY FOLLOWING FINAL GRADING. SEEDING SHALL BE DONE ACCORDING TO STANDARD AND SPECIFICATION NO. 3.32 OF THE VESCH.

STORMWATER MANAGEMENT

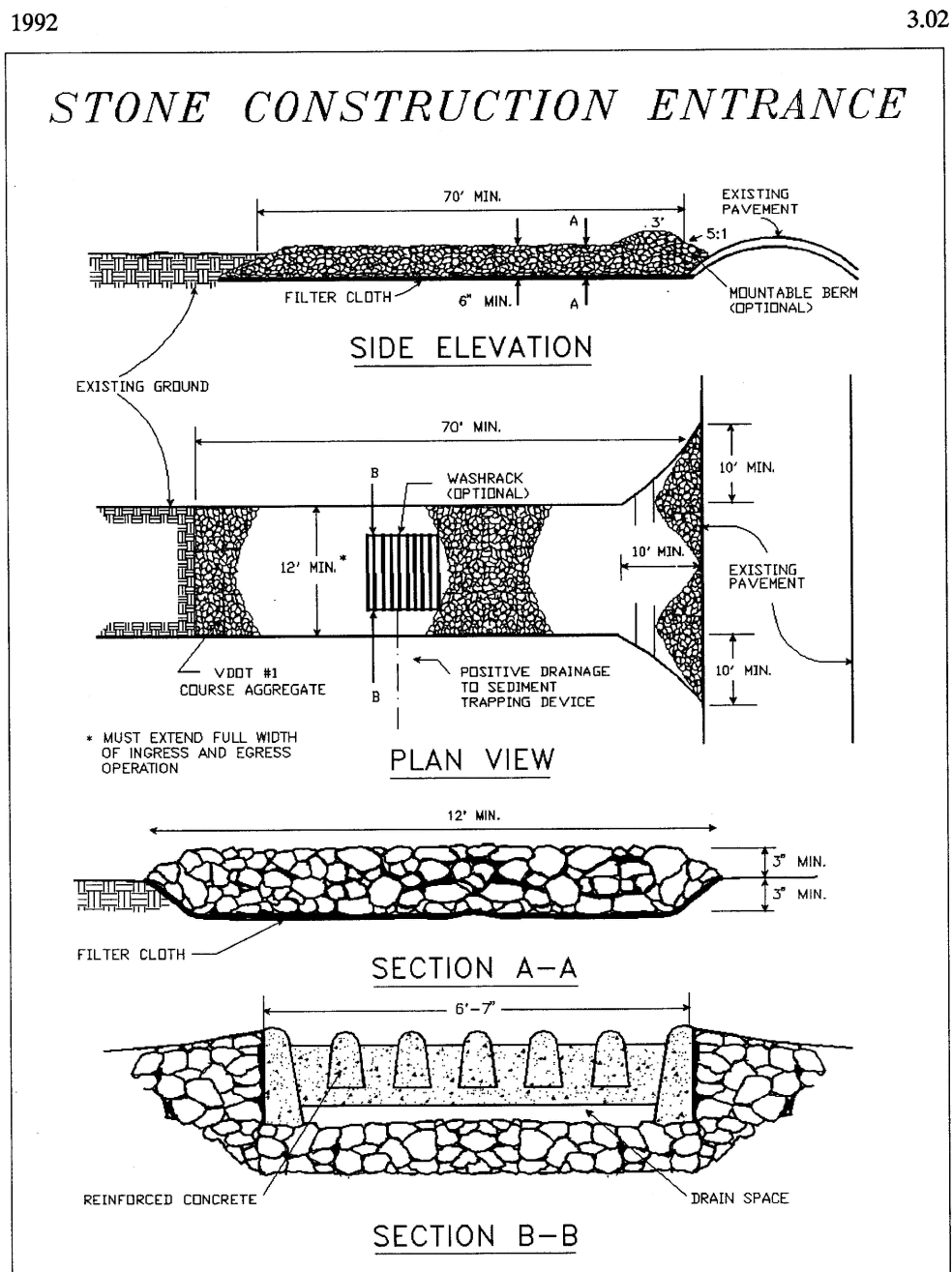
SITE RUNOFF FOR THIS PROJECT IS INTENDED TO BE CONVERTED TO SHEET FLOW AND FOLLOW NATURAL DRAINAGE PATTERNS.

PHASES OF LAND DISTURBANCE ACTIVITIES

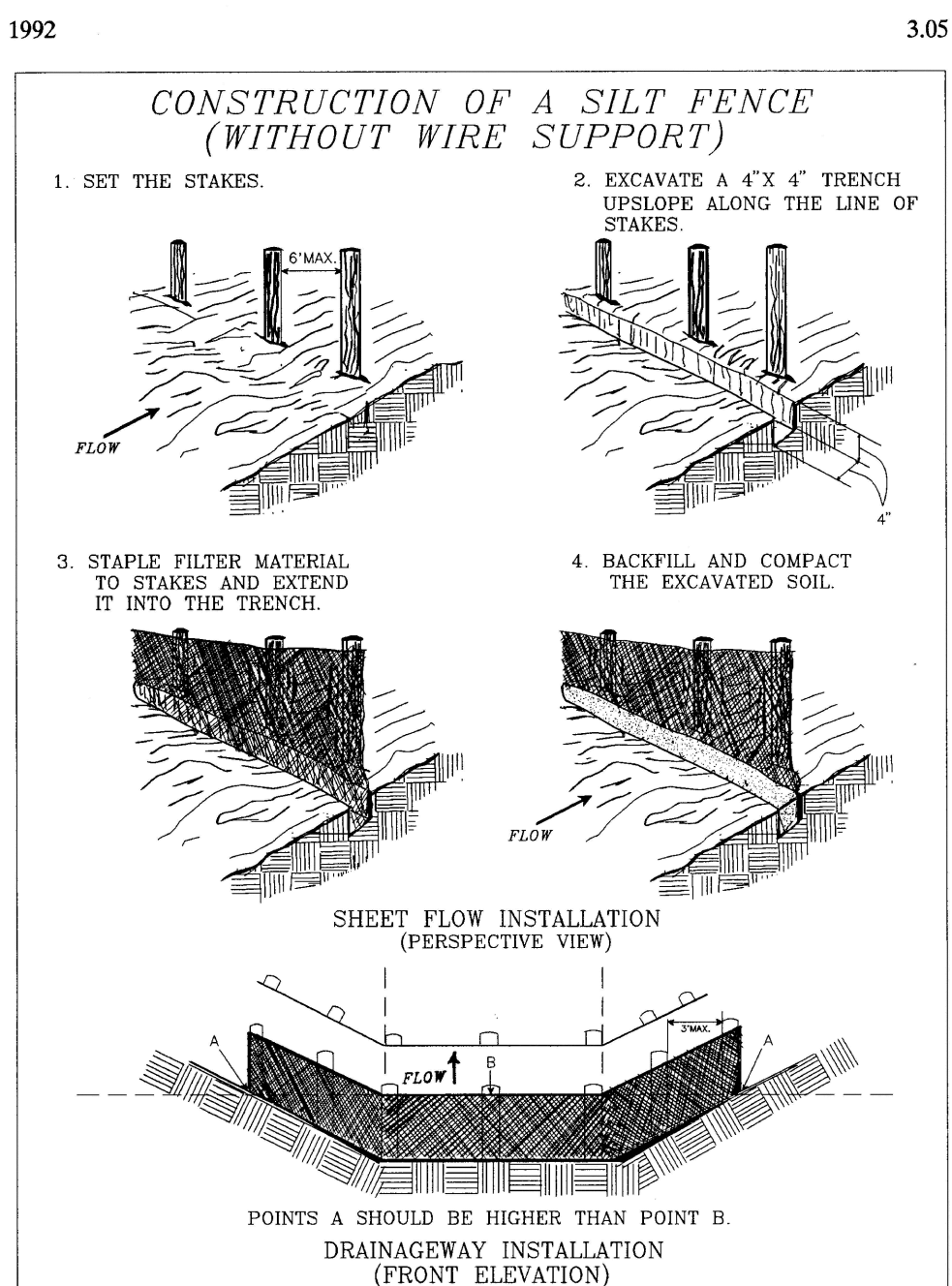
1. CLEARING AND GRUBBING FOR SEDIMENT CONTROL DEVICES ONLY.
2. PLACEMENT OF SEDIMENT CONTROL DEVICES.
3. OBTAIN INSPECTOR'S APPROVAL PRIOR TO BEGINNING GRADING OPERATIONS.
4. CLEAR AND GRUB REMAINDER OF SITE.
5. ROUGH GRADE SITE.
6. RESTORATION AND STABILIZATION OF DISTURBED AREAS.
7. REMOVE EROSION AND SEDIMENT CONTROL MEASURES WITH THE APPROVAL OF THE INSPECTOR.

SEEDING NOTES:

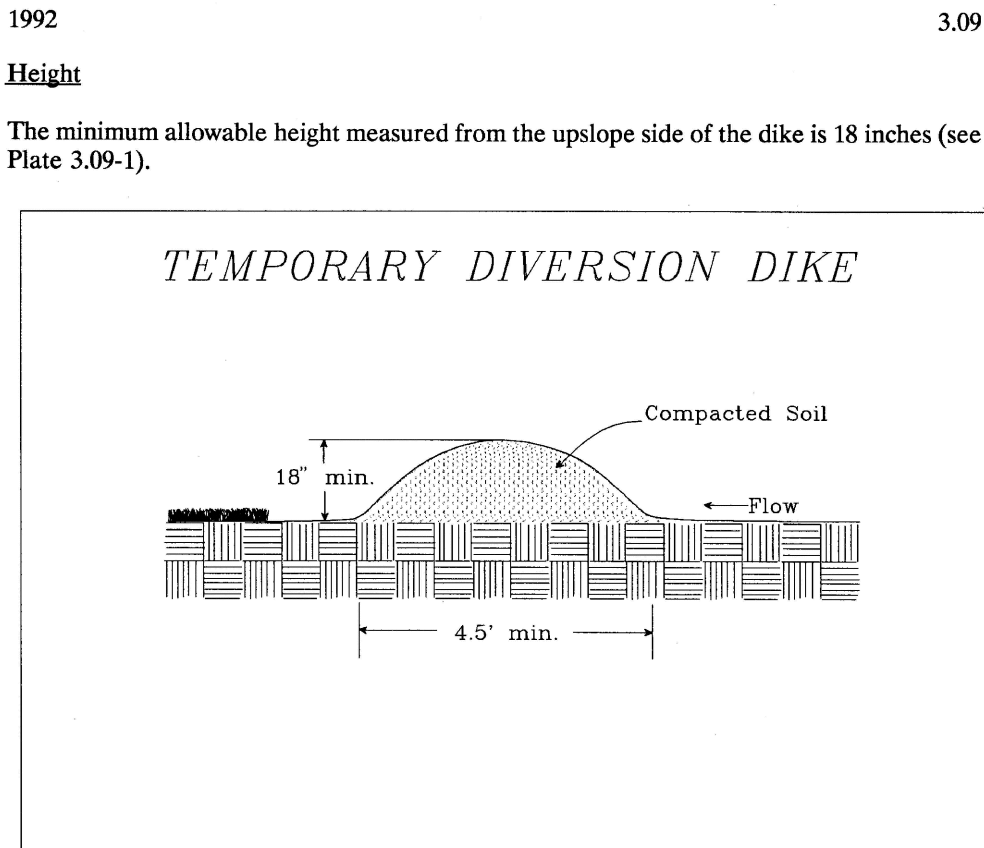
1. TOPSOIL SHALL BE SPREAD AT A DEPTH OF 4".
2. PULVERIZED AGRICULTURAL LIMESTONE SHALL BE INCORPORATED INTO SOIL AT A RATE OF 92 LBS. PER 1000 S.F. (2 TONS PER ACRE).
3. FERTILIZE WITH 10-10-10 AT A RATE OF 23 LBS. PER 1000 S.F. (1000 LBS. PER ACRE).
4. SEED MIX SHALL CONSIST OF 90% KENTUCKY 31 TALL FESUE AND 10% KENTUCKY BLUEGRASS APPLIED AT THE RATE OF 200 LBS. PER ACRE.
5. STRAW MULCH SHALL BE APPLIED TO ALL SEEDED AREAS AT THE RATE OF 3500 LBS. PER ACRE AND ANCHORED WITH CUTBACK, OR EMULSIFIED ASPHALT APPLIED AT A RATE OF 200 GALLONS PER ACRE.



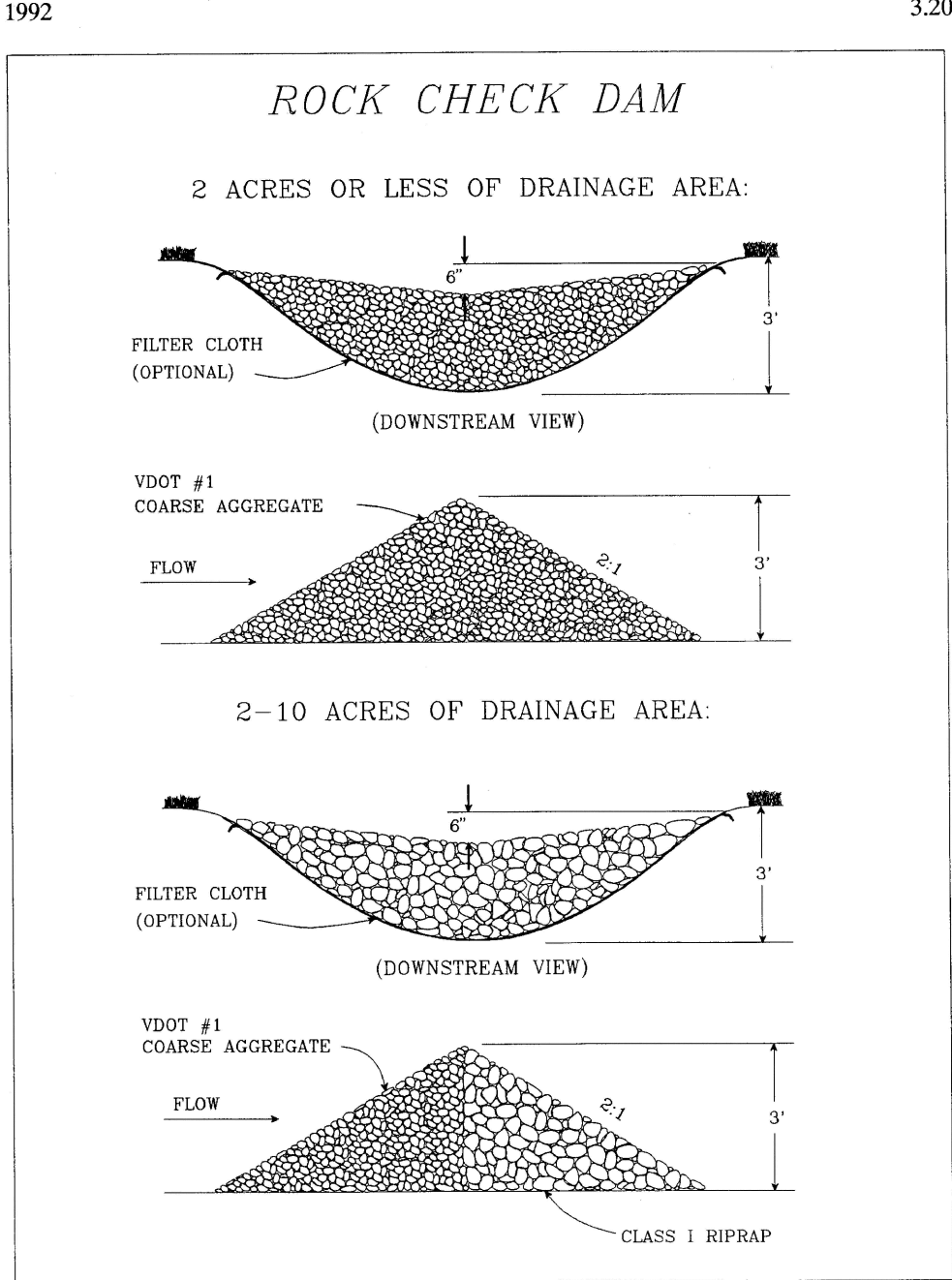
III - 9



III - 25



III - 54

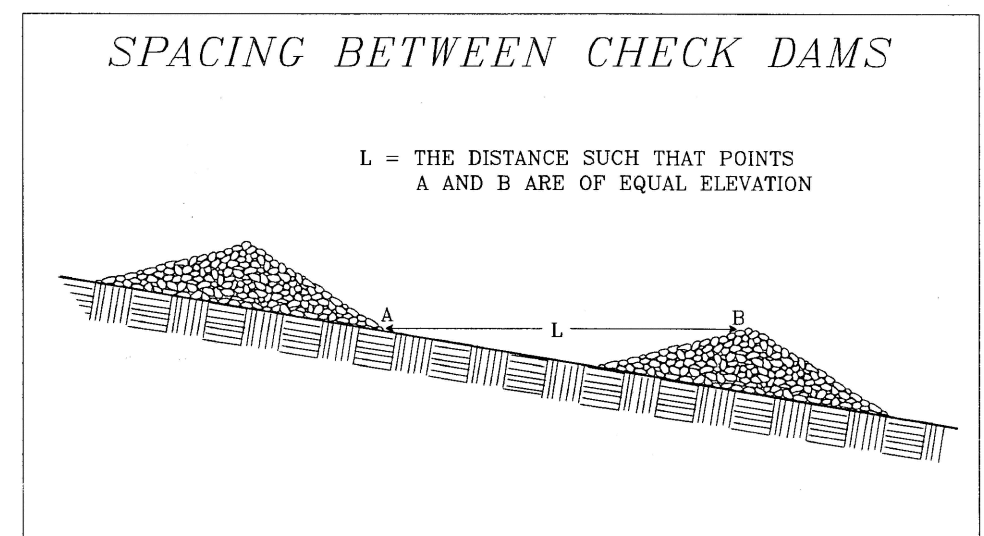


III - 187

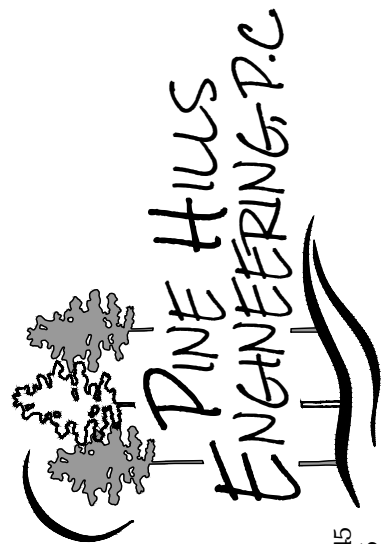
- 1992 3.20
3. The center of the check dam must be at least 6 inches lower than the outer edges. Field experience has shown that many dams are not constructed to promote this "weir" effect. Stormwater flows are then forced to the stone-soil interface, thereby promoting scour at that point and subsequent failure of the structure to perform its intended function.
 4. For added stability, the base of the check dam can be keyed into the soil approximately 6 inches.
 5. The maximum spacing between the dams should be such that the toe of the upstream dam is at the same elevation as the top of the downstream dam (see Plate 3.20-2).
 6. Stone should be placed according to the configuration in Plate 3.20-1. Hand or mechanical placement will be necessary to achieve complete coverage of the ditch or swale and to insure that the center of the dam is lower than the edges.
 7. Filter cloth may be used under the stone to provide a stable foundation and to facilitate the removal of the stone. See Std. and Spec. 3.19, RIPRAP, for required physical properties of the filter cloth.

Sediment Removal

Sediment should be removed from behind the check dams when it has accumulated to one half of the original height of the dam.



III - 188



321 THOMAS DRIVE
FORK, VA 22646
MOBILE: (540) 622-3405

DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY BY OTHERS

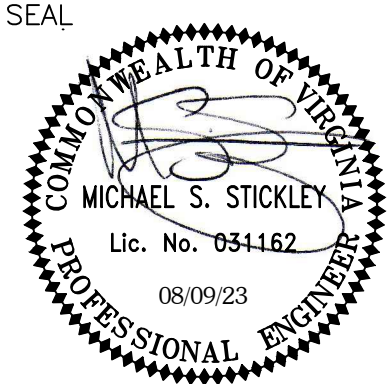
DESIGN MSS

DRAWN MSS

CHECKED MSS

DATE JULY 2023

SCALE: HORIZ: N/A
VERT: N/A



EROSION AND SEDIMENT CONTROL DETAILS

RANDOLPH-MACON ACADEMY
FACULTY HOUSING

FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO. 1170-23

CADD FILE 1170ex4

SHEET 7 OF 10

1170 Stormwater Runoff NOAA 24-hr B 2-Year Rainfall=2.80"
Prepared by Pine Hills Engineering PC Printed 7/11/2023
HydroCAD® 10.20-3c s/n 12964 © 2023 HydroCAD Software Solutions LLC Page 8

Time span=0.00-24.00 hrs, dt=0.10 hrs, 241 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment2S: Project Pre-Development Runoff Area=3.140 ac 3.82% Impervious Runoff Depth>0.32"
Flow Length=1,170' Tc=14.9 min CN=62 Runoff=0.64 cfs 0.084 af

Subcatchment3S: Project Runoff Area=3.140 ac 18.31% Impervious Runoff Depth>0.49"
Tc=0.0 min UI Adjusted CN=67 Runoff=1.73 cfs 0.128 af

Total Runoff Area = 6.280 ac Runoff Volume = 0.212 af Average Runoff Depth = 0.40"
88.93% Pervious = 5.585 ac 11.07% Impervious = 0.695 ac

1170 Stormwater Runoff NOAA 24-hr B 10-Year Rainfall=4.10"
Prepared by Pine Hills Engineering PC Printed 7/11/2023
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Time span=0.00-24.00 hrs, dt=0.10 hrs, 241 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment2S: Project Pre-Development Runoff Area=3.140 ac 3.82% Impervious Runoff Depth>0.91"
Flow Length=1,170' Tc=14.9 min CN=62 Runoff=2.59 cfs 0.239 af

Subcatchment3S: Project Runoff Area=3.140 ac 18.31% Impervious Runoff Depth>1.21"
Tc=0.0 min UI Adjusted CN=67 Runoff=4.72 cfs 0.316 af

Total Runoff Area = 6.280 ac Runoff Volume = 0.555 af Average Runoff Depth = 1.06"
88.93% Pervious = 5.585 ac 11.07% Impervious = 0.695 ac

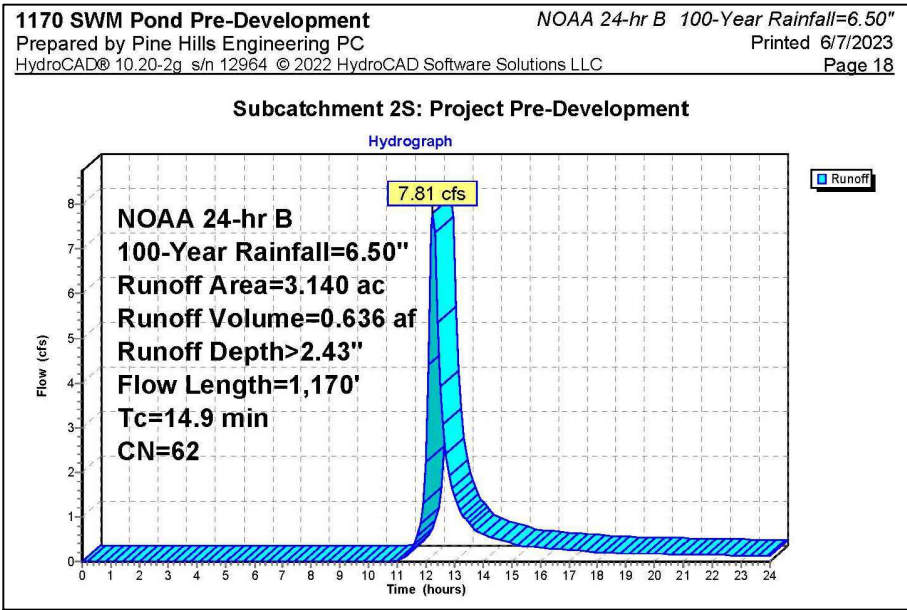
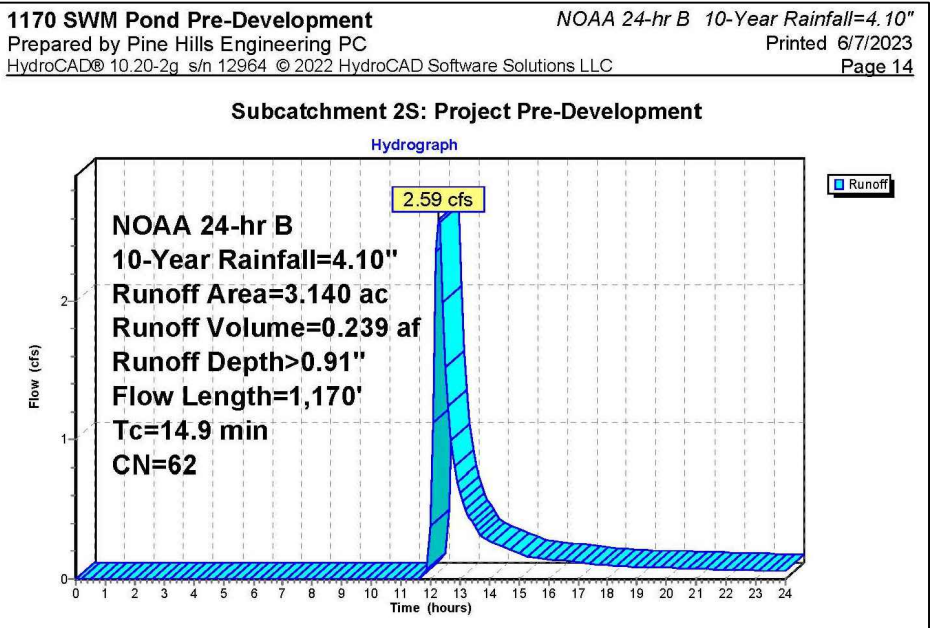
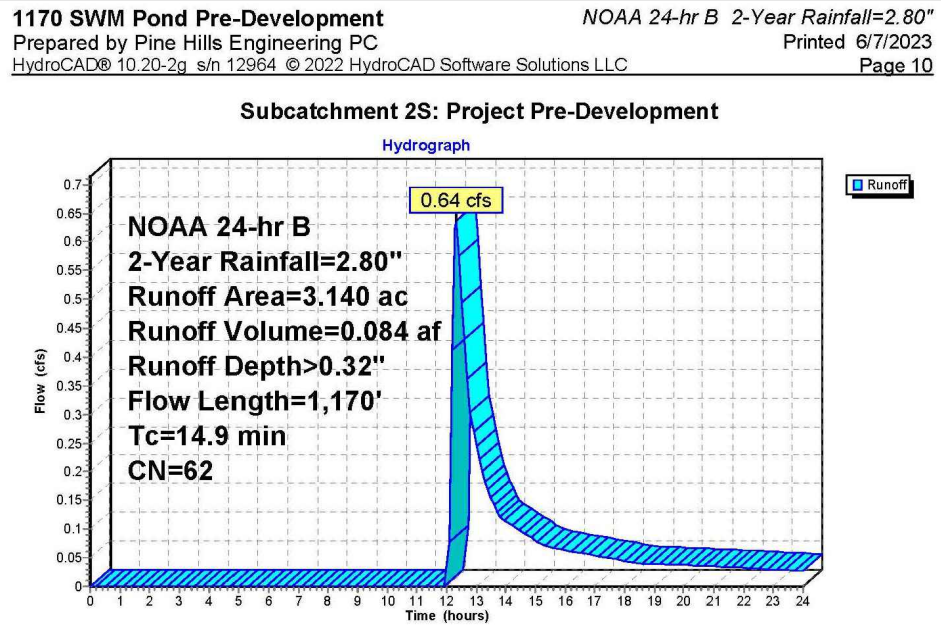
1170 Stormwater Runoff NOAA 24-hr B 100-Year Rainfall=6.50"
Prepared by Pine Hills Engineering PC Printed 7/11/2023
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Time span=0.00-24.00 hrs, dt=0.10 hrs, 241 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment2S: Project Pre-Development Runoff Area=3.140 ac 3.82% Impervious Runoff Depth>2.43"
Flow Length=1,170' Tc=14.9 min CN=62 Runoff=7.81 cfs 0.636 af

Subcatchment3S: Project Runoff Area=3.140 ac 18.31% Impervious Runoff Depth>2.91"
Tc=0.0 min UI Adjusted CN=67 Runoff=11.78 cfs 0.762 af

Total Runoff Area = 6.280 ac Runoff Volume = 1.399 af Average Runoff Depth = 2.67"
88.93% Pervious = 5.585 ac 11.07% Impervious = 0.695 ac



1170 SWM Pond Pre-Development NOAA 24-hr B 2-Year Rainfall=2.80"
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Summary for Subcatchment 2S: Project Pre-Development

Runoff = 0.64 cfs @ 12.33 hrs, Volume= 0.084 af, Depth> 0.32"
Routed to nonexistent node 1P

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.10 hrs
NOAA 24-hr B 2-Year Rainfall=2.80"

Area (ac)	CN	Description
0.010	98	Paved parking, HSG B
3.020	61	>75% Grass cover, Good, HSG B
0.110	98	Unconnected roofs, HSG B
3.140	62	Weighted Average
3.020		96.18% Pervious Area
0.120		3.82% Impervious Area
0.110		91.67% Unconnected

Tc (min)	Length (feet)	Velocity (ft/sec)	Capacity (cfs)	Description
1.5	100	0.0132	1.09	Sheet Flow, Sheet Flow Smooth surfaces, m=0.011 P2= 2.80"
11.6	598	0.1840	0.86	Shallow Concentrated Flow, Shallow Concentrated Kv= 2.0 fps
1.8	472	0.0090	4.38	Channel Flow, Channel Flow Area= 1.8 sf Perim= 2.0' m= 0.90' n= 0.030 Earth, grassed & winding
14.9	1,170	Total		

1170 SWM Pond Pre-Development NOAA 24-hr B 2-Year Rainfall=2.80"
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Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B (inches)	Depth	AMC
1	2-Year	NOAA 24-hr	B	Default	24.00	1	2.80	2
2	10-Year	NOAA 24-hr	B	Default	24.00	1	4.10	2
3	100-Year	NOAA 24-hr	B	Default	24.00	1	6.50	2

1170 SWM Pond Pre-Development NOAA 24-hr B 100-Year Rainfall=6.50"
Prepared by Pine Hills Engineering PC Printed 6/7/2023
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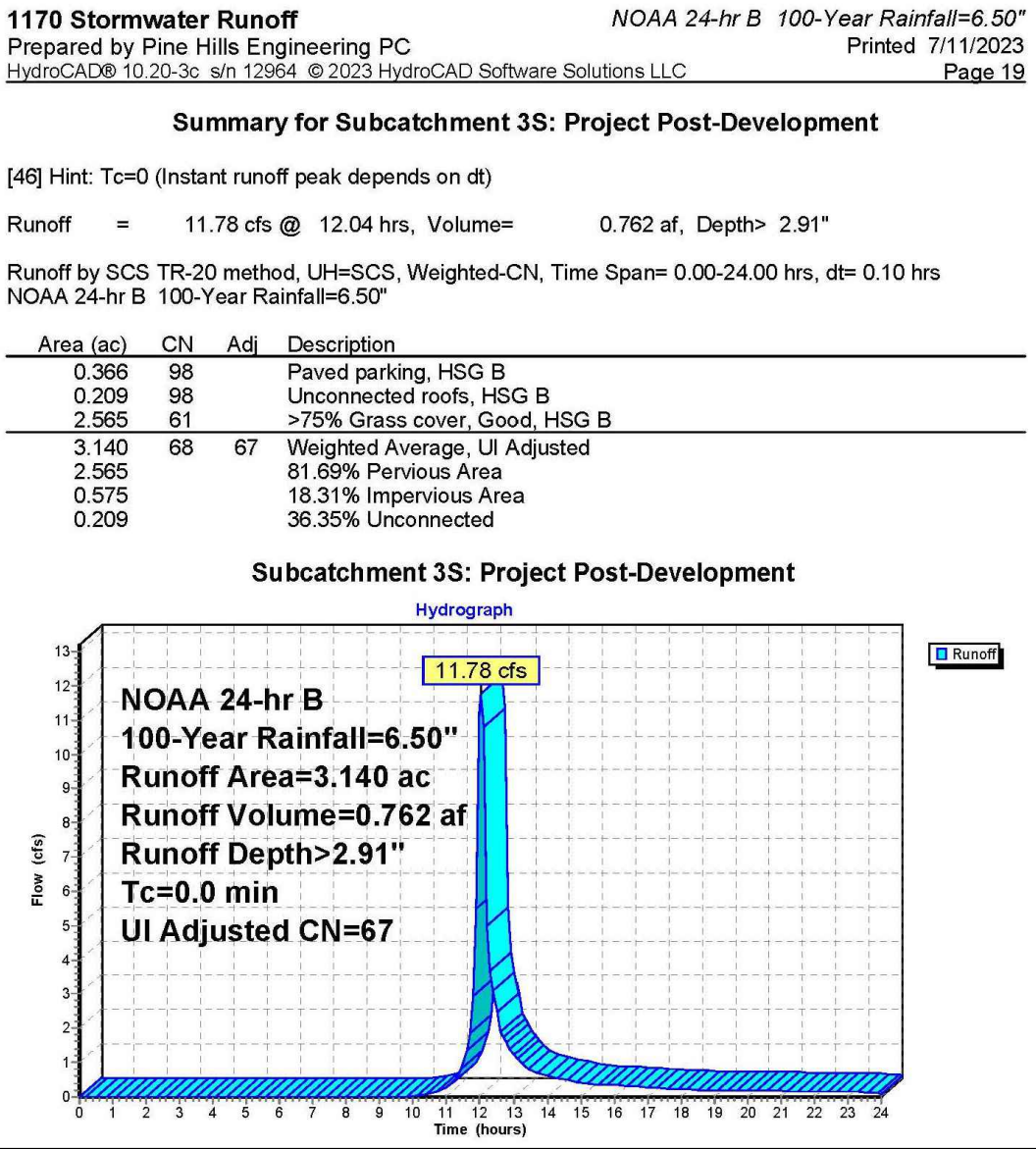
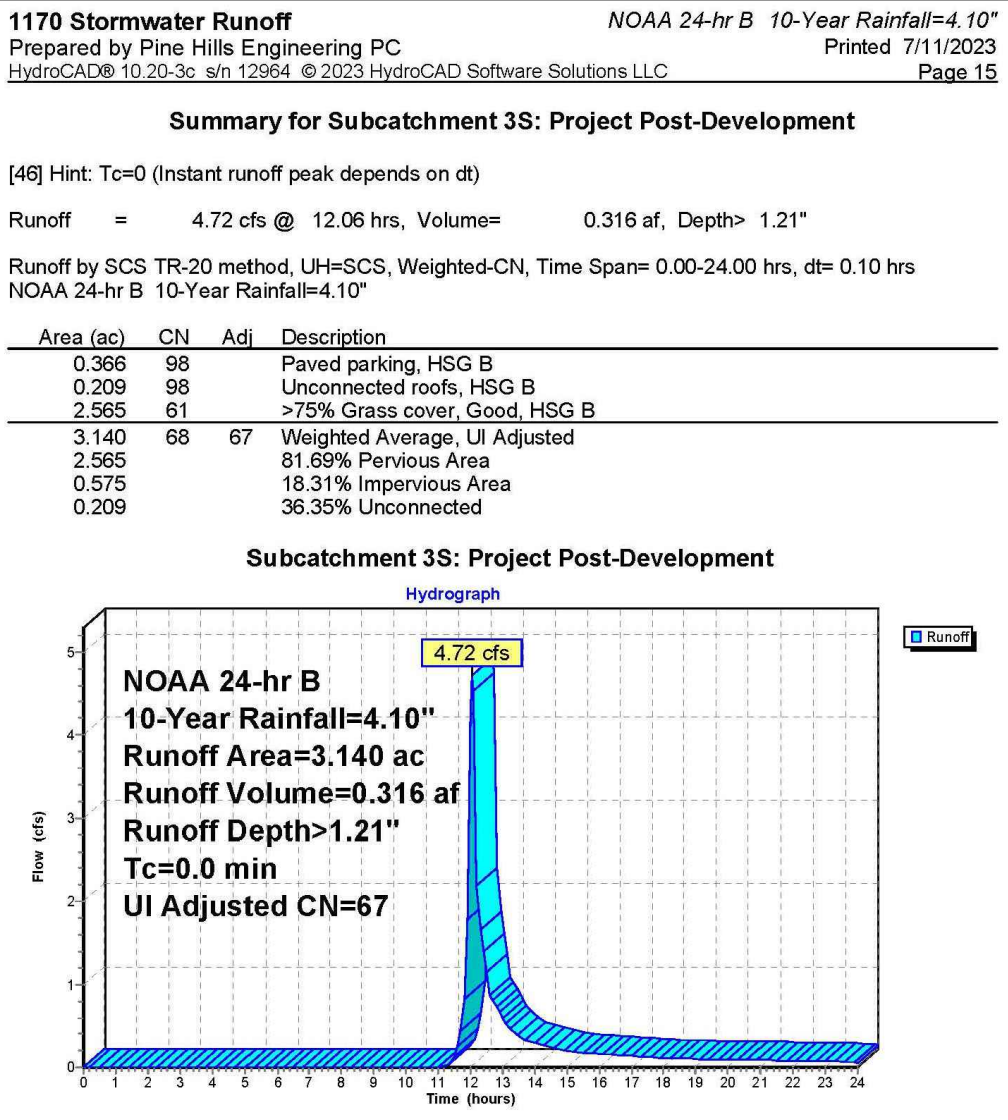
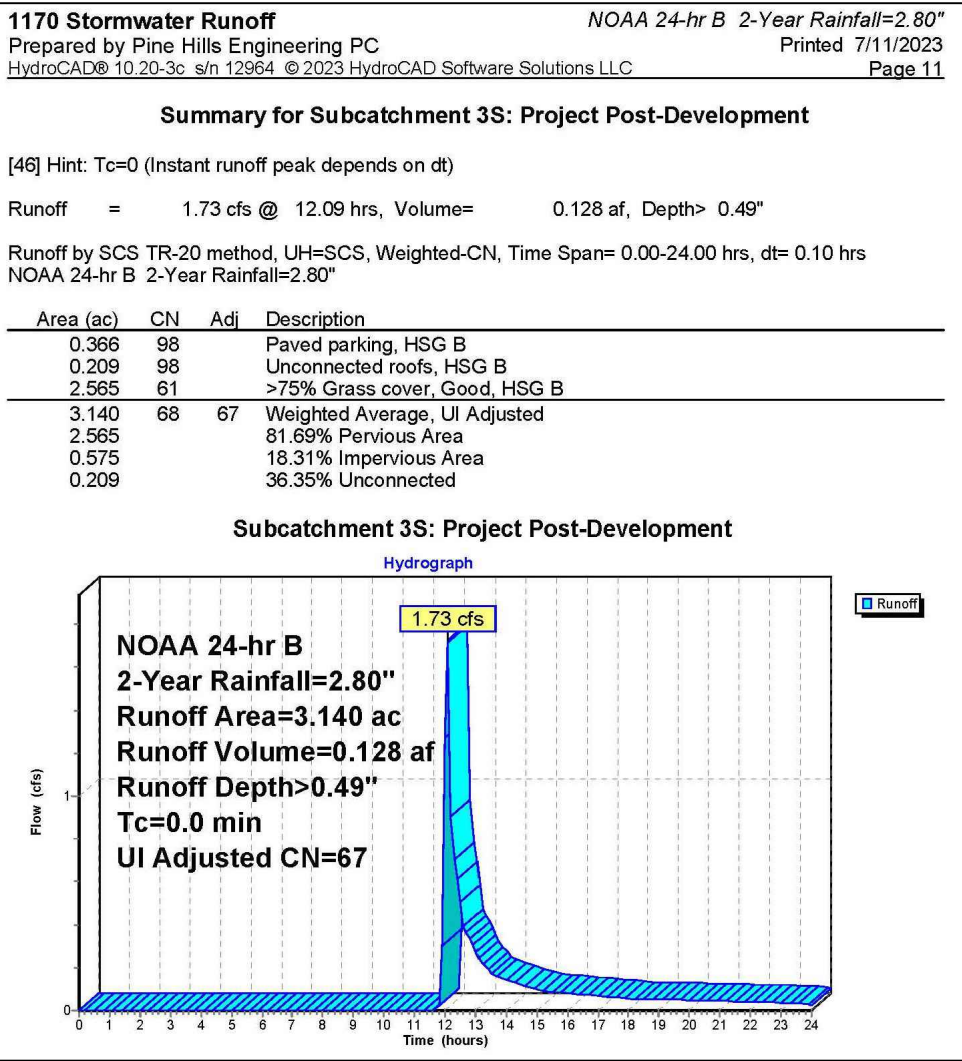
Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
5.430	61	>75% Grass cover, Good, HSG B (2S, 3S)
0.430	98	Paved parking, HSG B (2S, 3S)
0.420	98	Unconnected roofs, HSG B (2S, 3S)
6.280	66	TOTAL AREA

1170 SWM Pond Pre-Development NOAA 24-hr B 100-Year Rainfall=6.50"
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Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	5.430	0.000	0.000	0.000	5.430	>75% Grass cover, Good	2S, 3S
0.000	0.430	0.000	0.000	0.000	0.430	Paved parking	2S, 3S
0.000	0.420	0.000	0.000	0.000	0.420	Unconnected roofs	2S, 3S
0.000	6.280	0.000	0.000	0.000	6.280	TOTAL AREA	



STORMWATER NOTE:

RUNOFF FROM THIS PROJECT IS INTENDED TO BE SHEET FLOW TOWARDS THE WEST ACROSS AN OPEN FIELD (SOCCER AND SOFTBALL) ON THE SAME PROPERTY AS THE DEVELOPMENT AND OWNED BY RANDOLPH-MACON ACADEMY. THE INCREASE IN RUNOFF IS MINIMAL AND WILL NOT IMPACT THE PROPERTY OR ADJOINING PROPERTIES. BELOW IS A COMPARISON OF THE 2, 10 AND 100-YEAR STORM EVENTS.

2-YEAR:
PRE-DEVELOPMENT = 0.64 CFS
POST-DEVELOPMENT = 1.73 CFS
INCREASE IN RUNOFF = 1.09 CFS

10-YEAR:
PRE-DEVELOPMENT = 2.59 CFS
POST-DEVELOPMENT = 4.72 CFS
INCREASE IN RUNOFF = 2.13 CFS

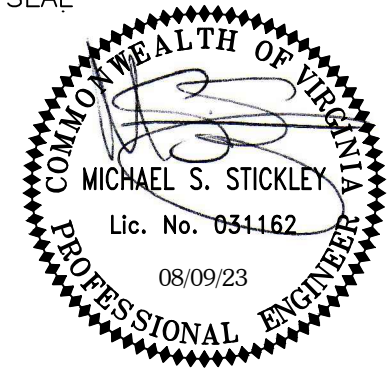
100-YEAR:
PRE-DEVELOPMENT = 7.81 CFS
POST-DEVELOPMENT = 11.78 CFS
INCREASE IN RUNOFF = 3.97 CFS



321 THOMAS DRIVE
FORK, VA 22424
MOBILE: (540) 622-3405

REVISION	DATE	DESCRIPTION
	06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
	07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
	08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE: HORIZ: N/A VERT: N/A	
SEAL	

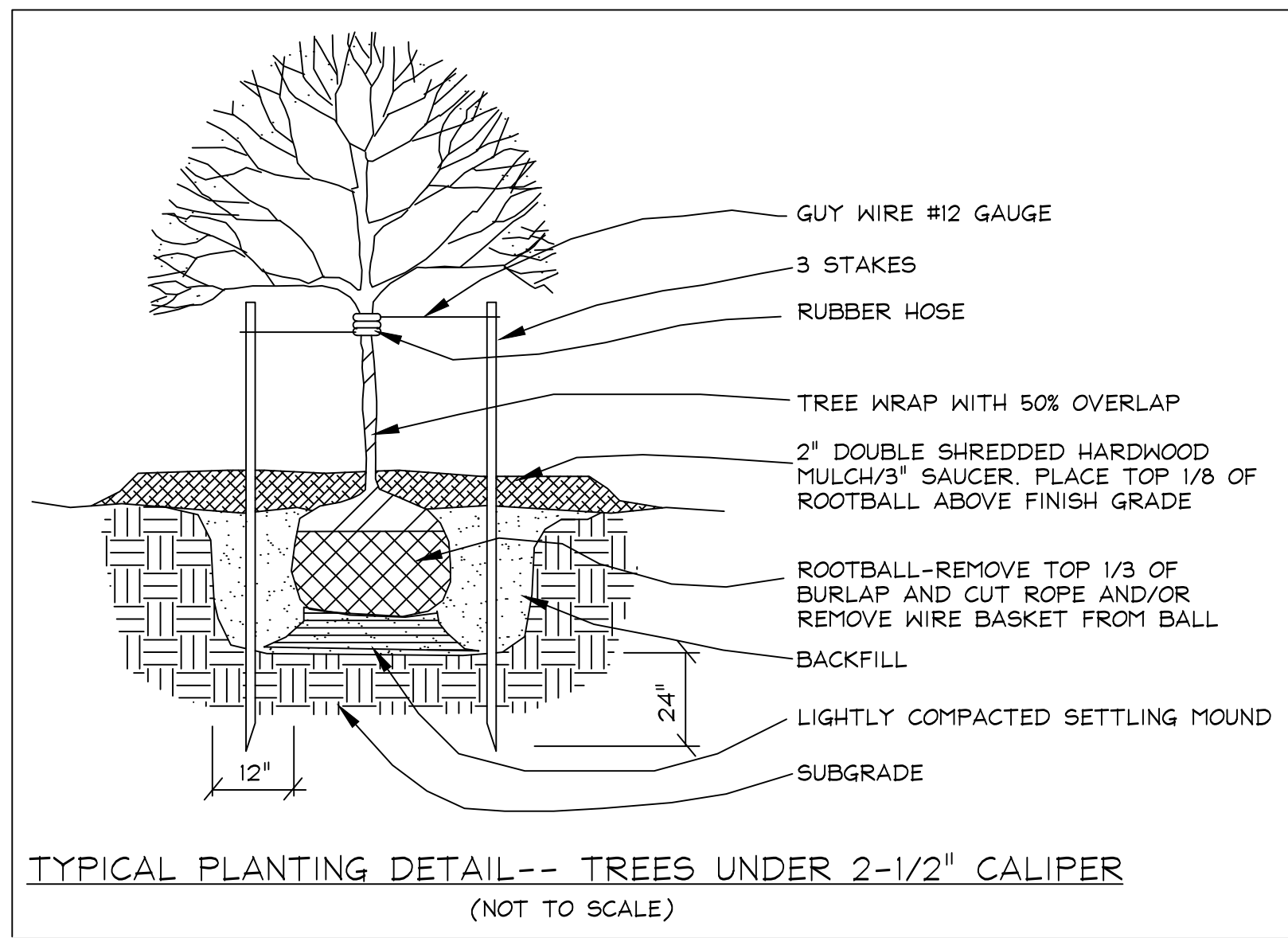


STORMWATER MANAGEMENT PLAN

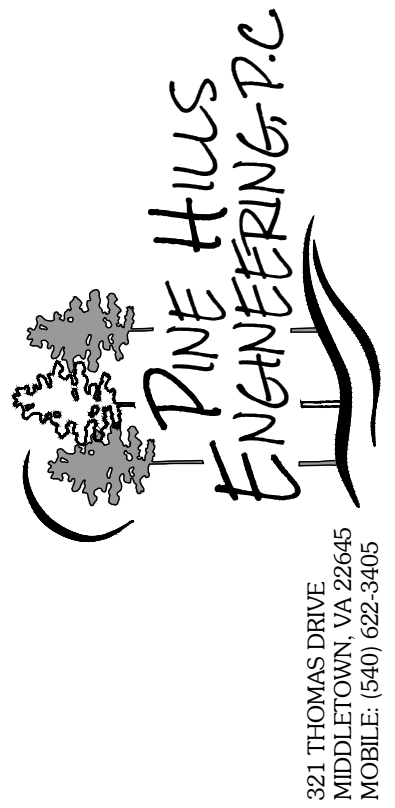
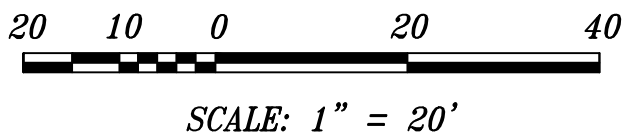
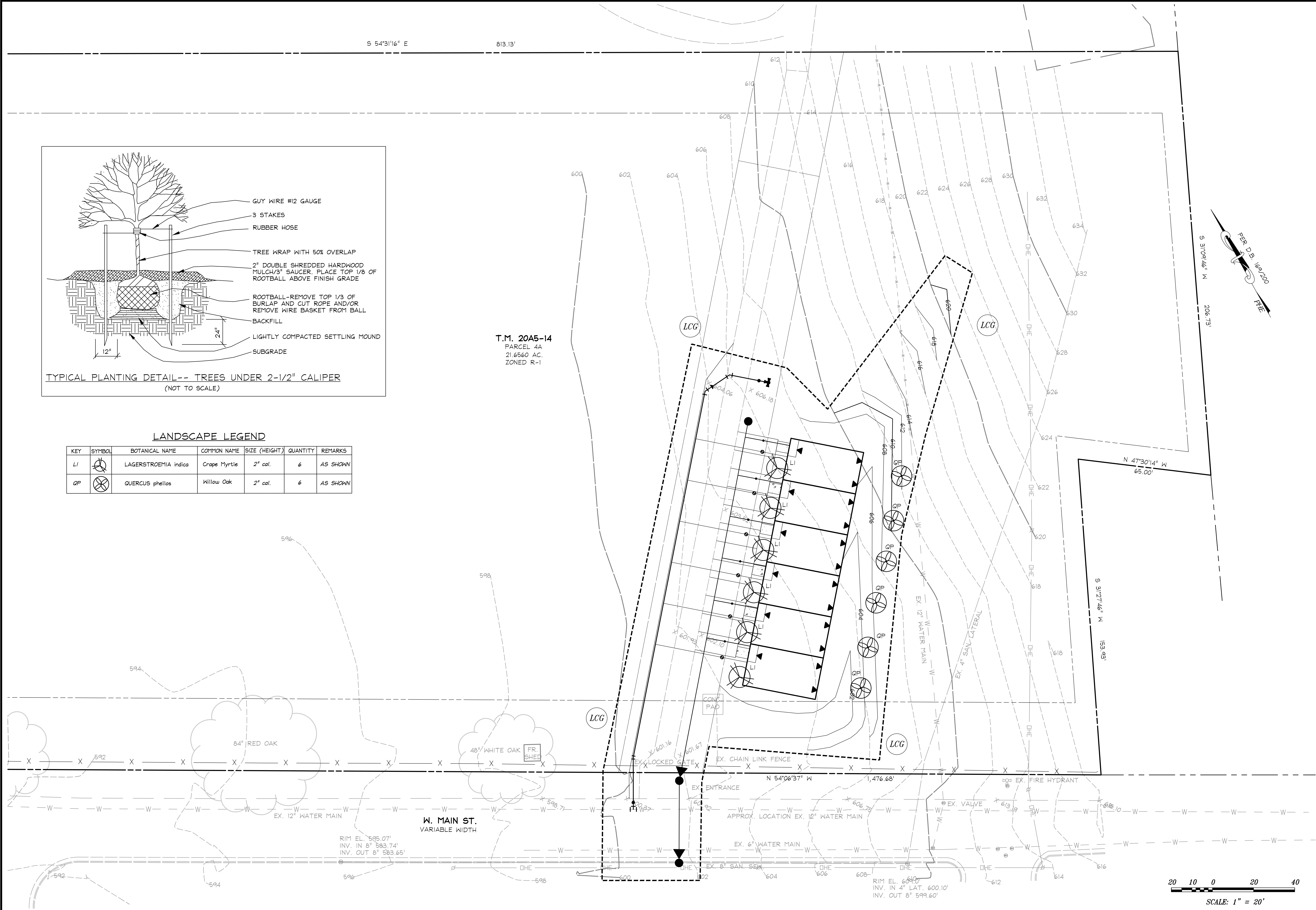
RANDOLPH-MACON ACADEMY
FACULTY HOUSING

FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO.	1170-23
CADD FILE	1170ex4
SHEET	8 OF 10

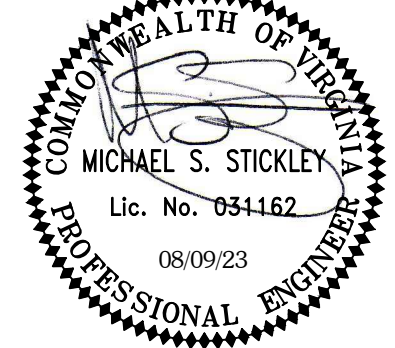


LANDSCAPE LEGEND						
KEY	SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE (HEIGHT)	QUANTITY	REMARKS
LI		LAGERSTROEMIA indica	Grape Myrtle	2" cal.	6	AS SHOWN
QO		QUERCUS phellos	Willow Oak	2" cal.	6	AS SHOWN



DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE	HORIZ: 1" = 20' VERT: N/A

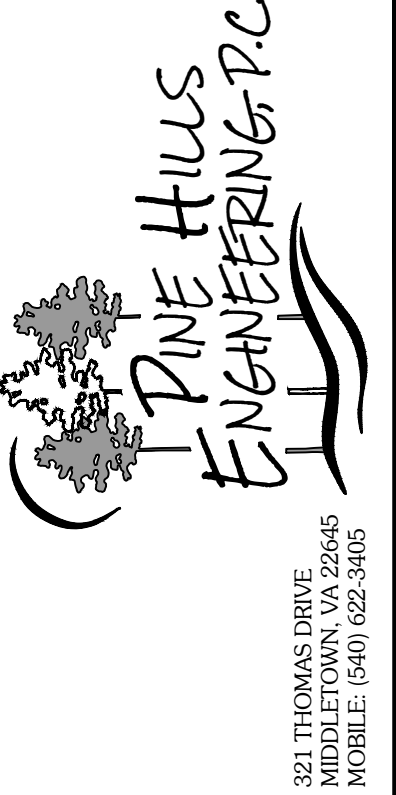
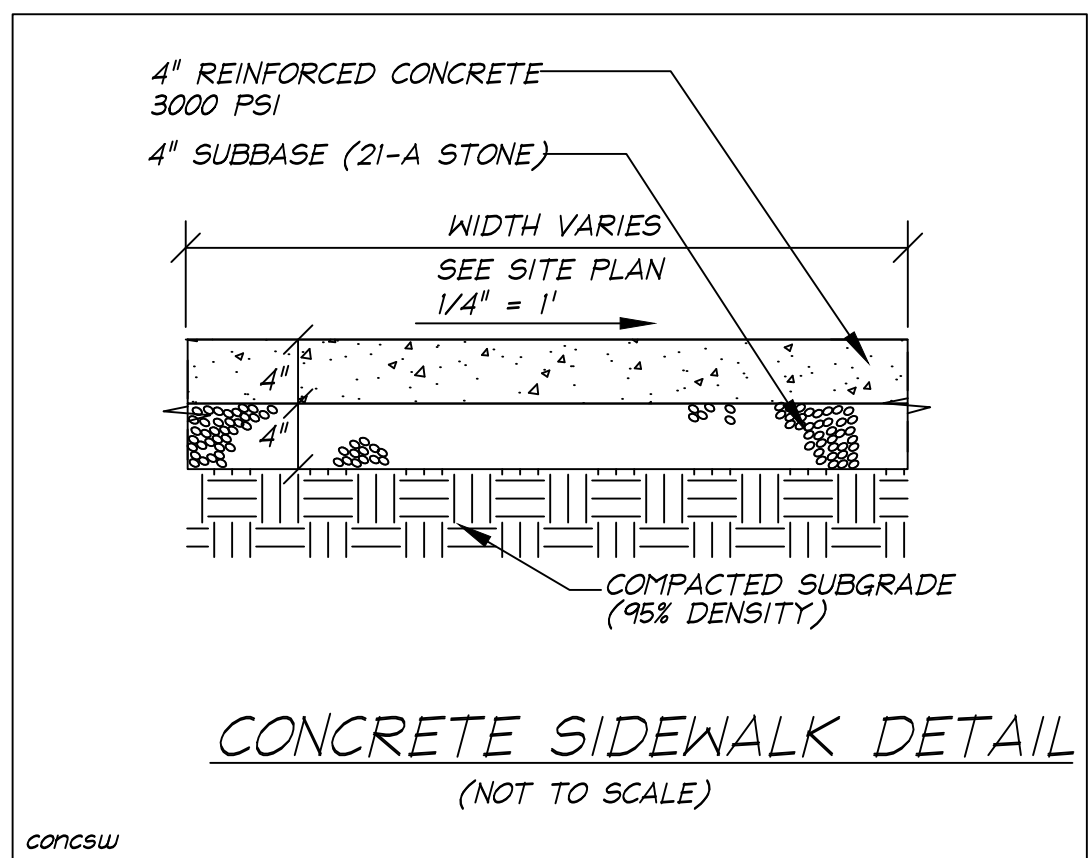
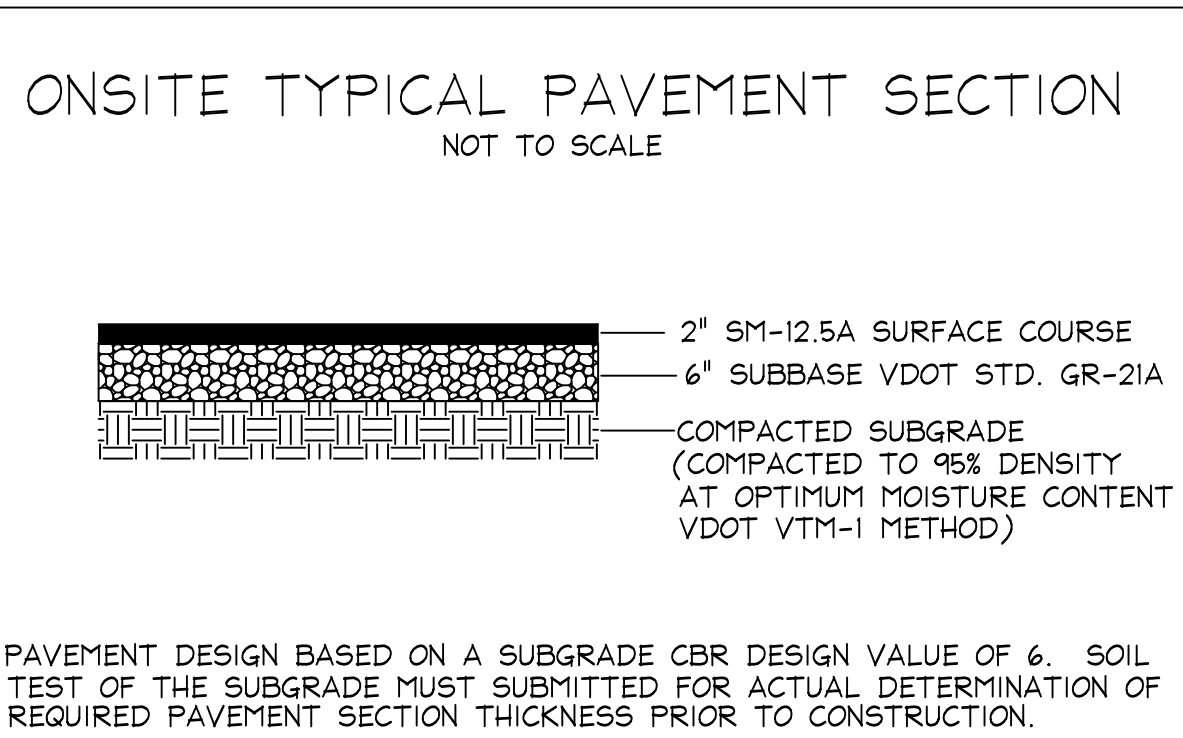
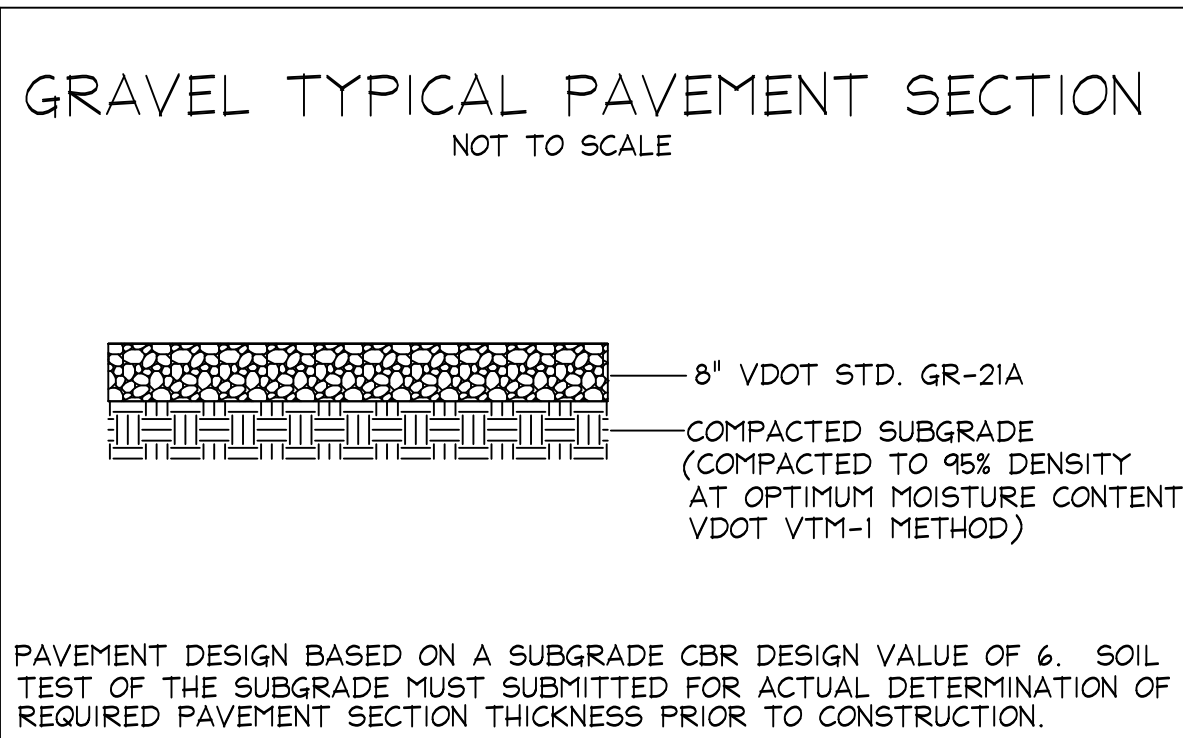
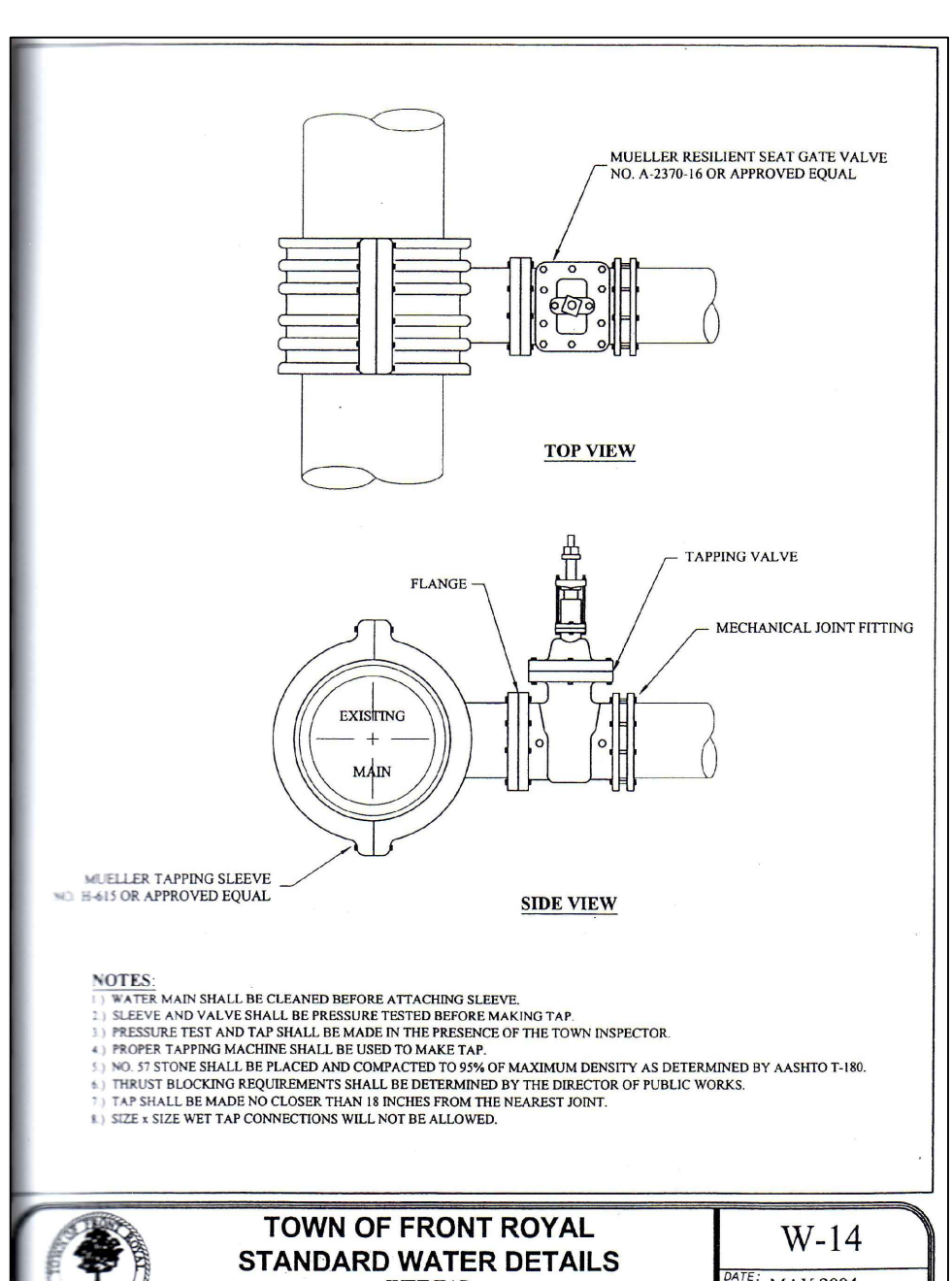
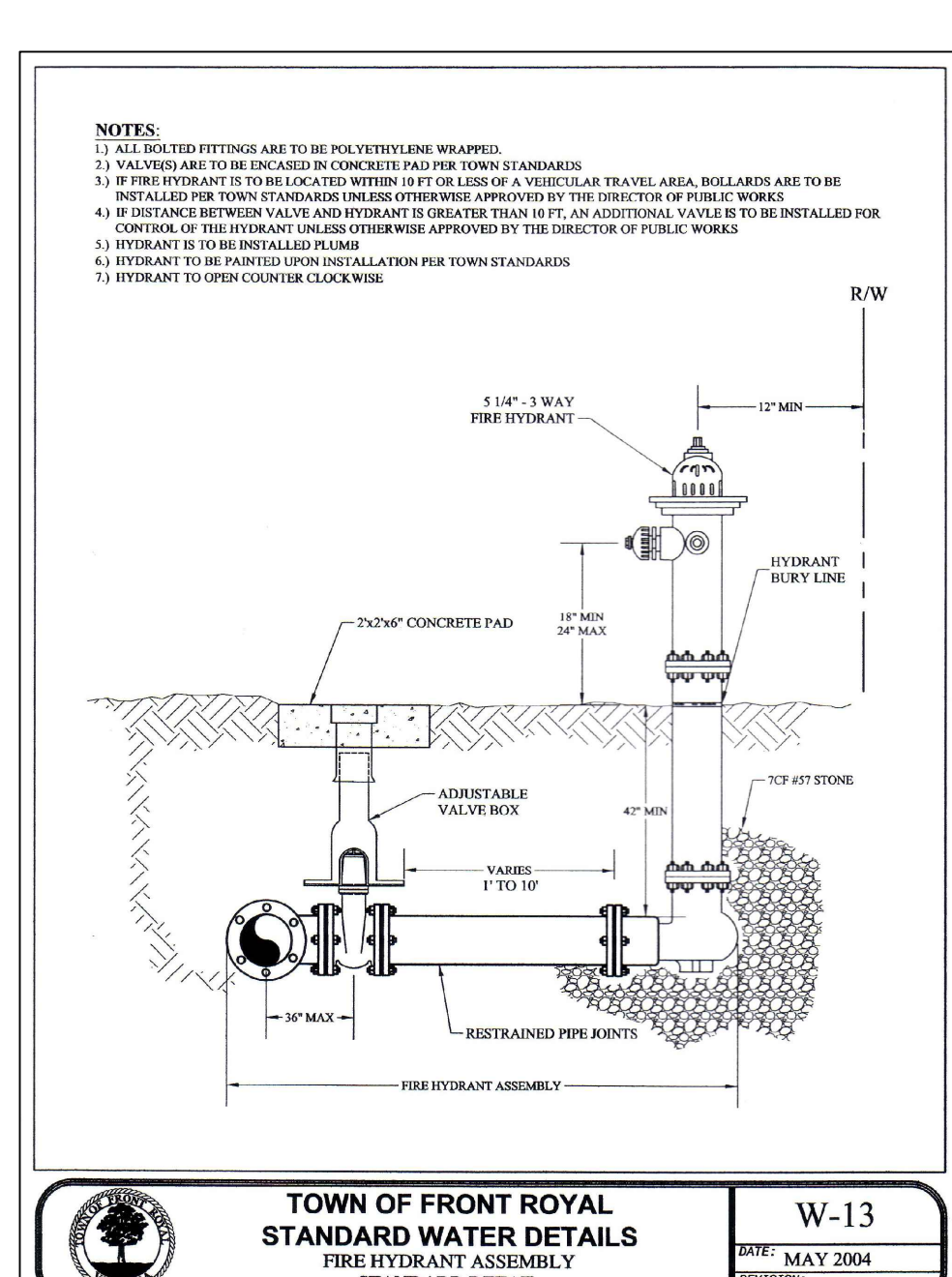
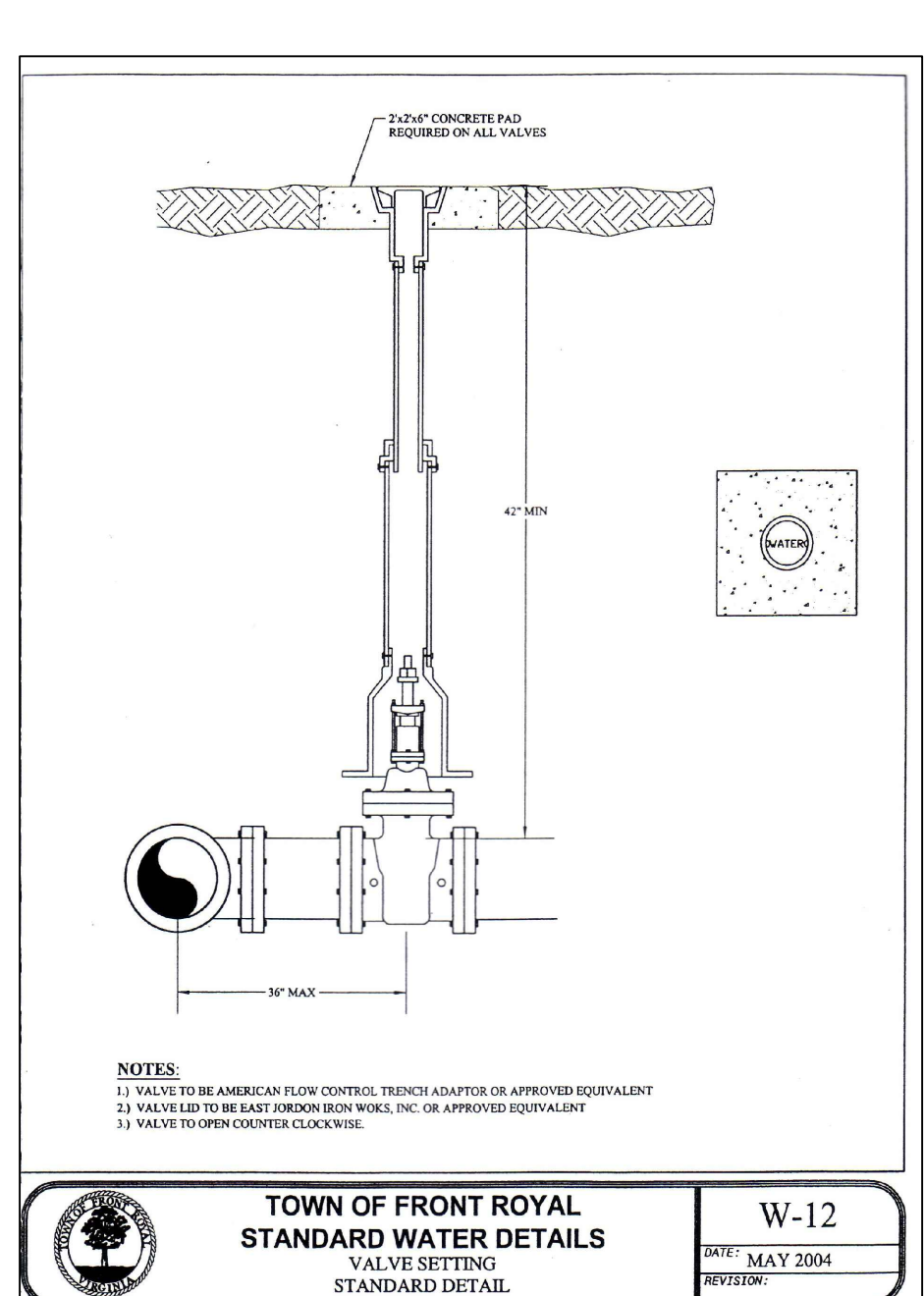
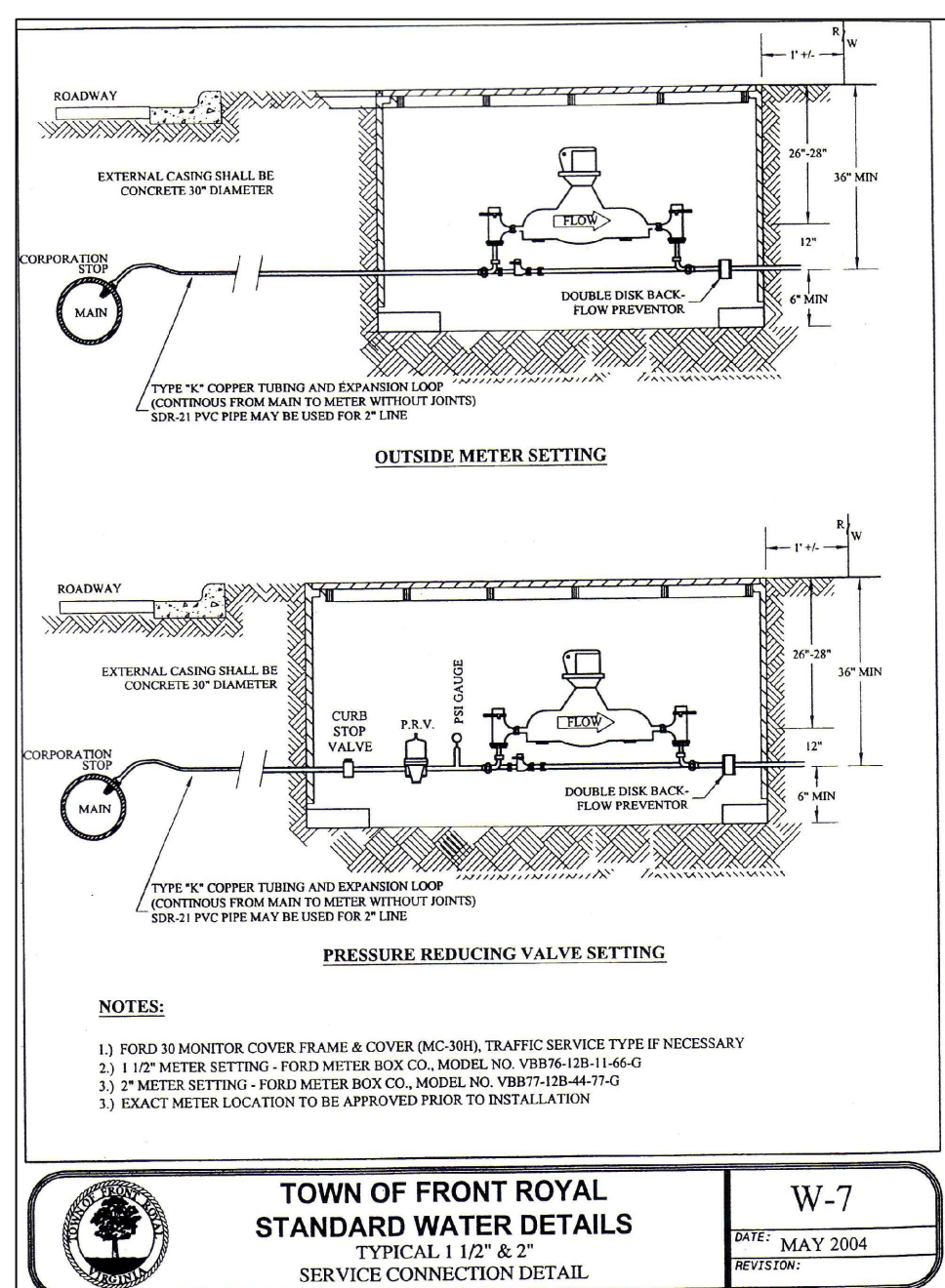
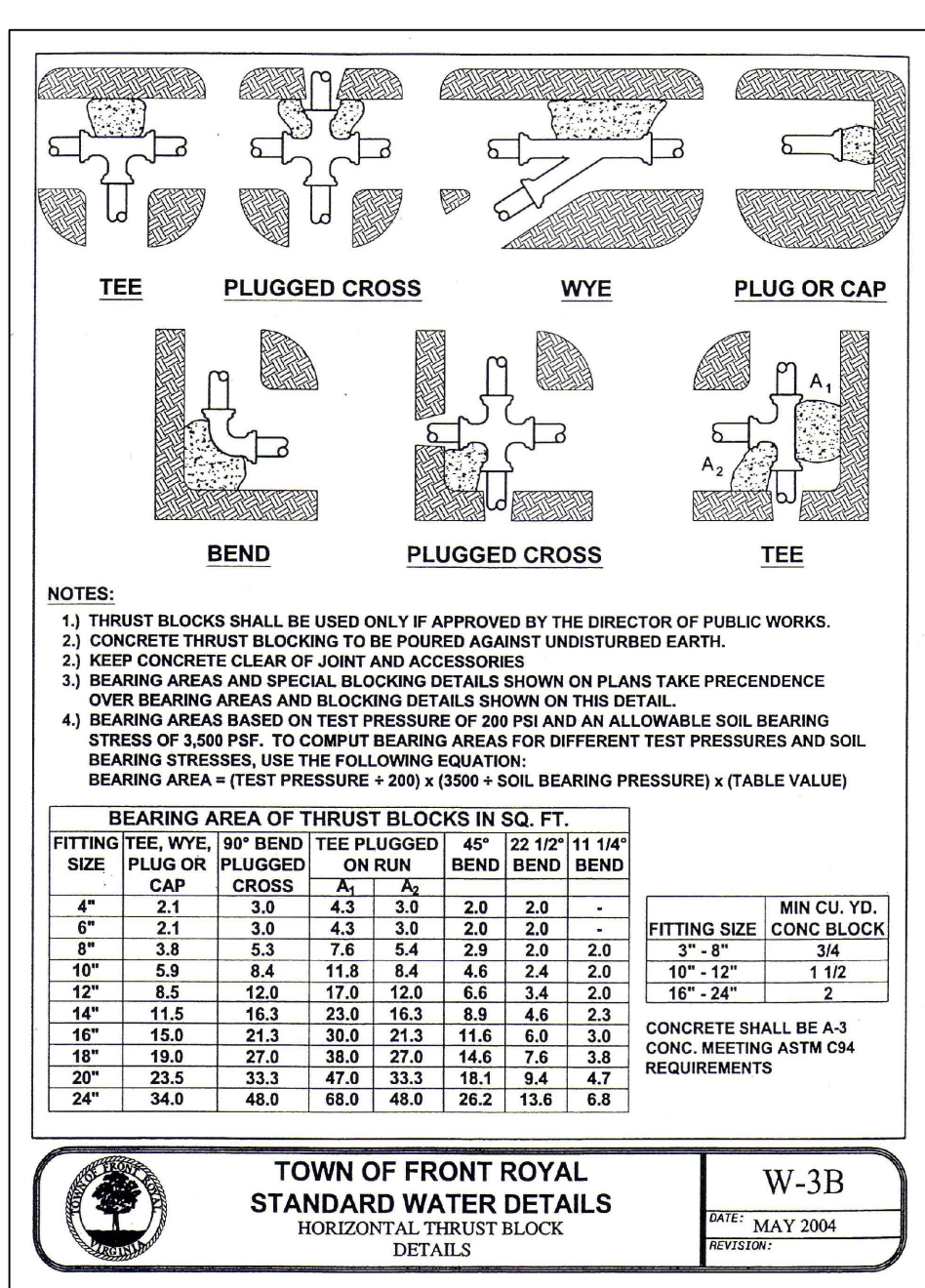
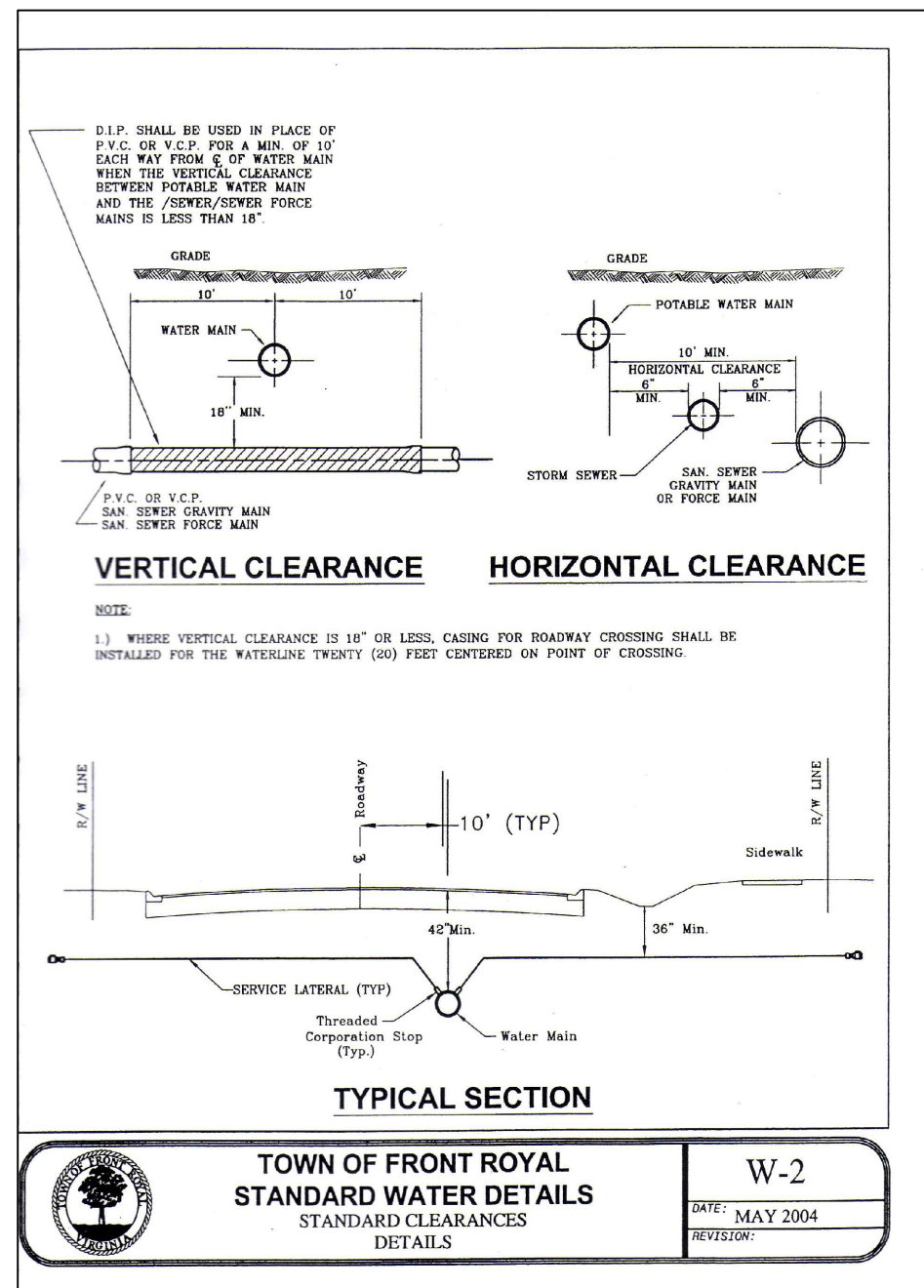
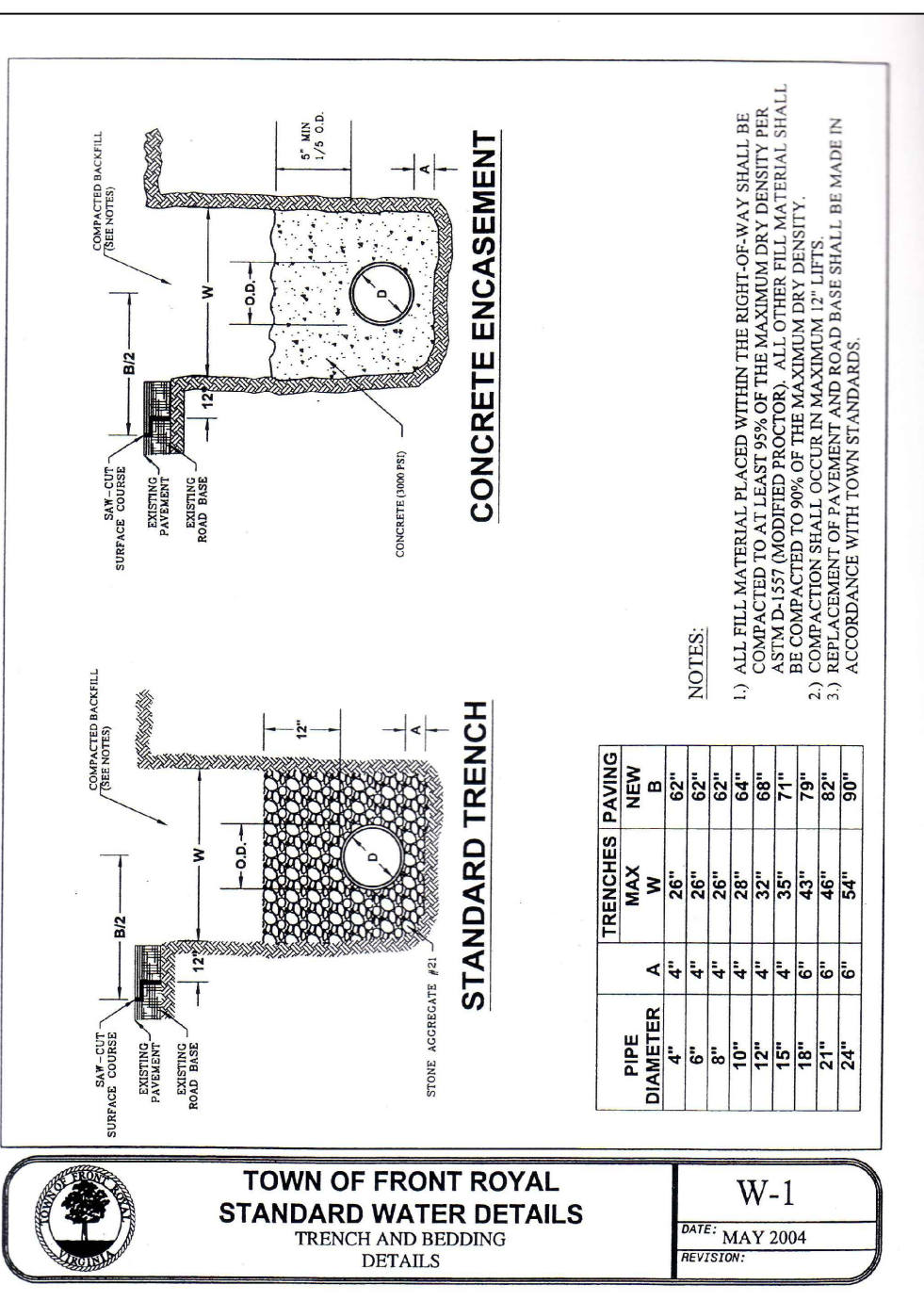
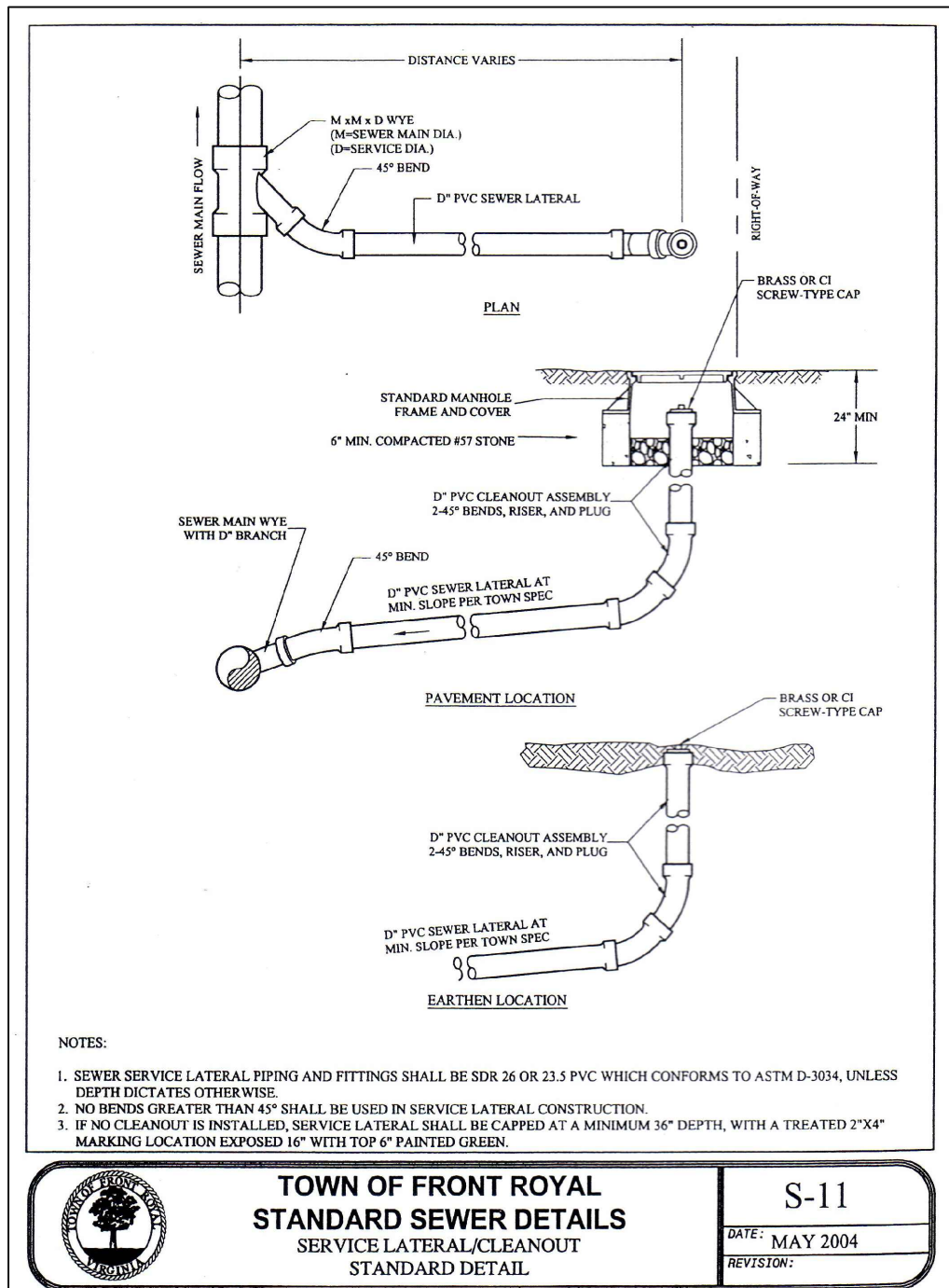
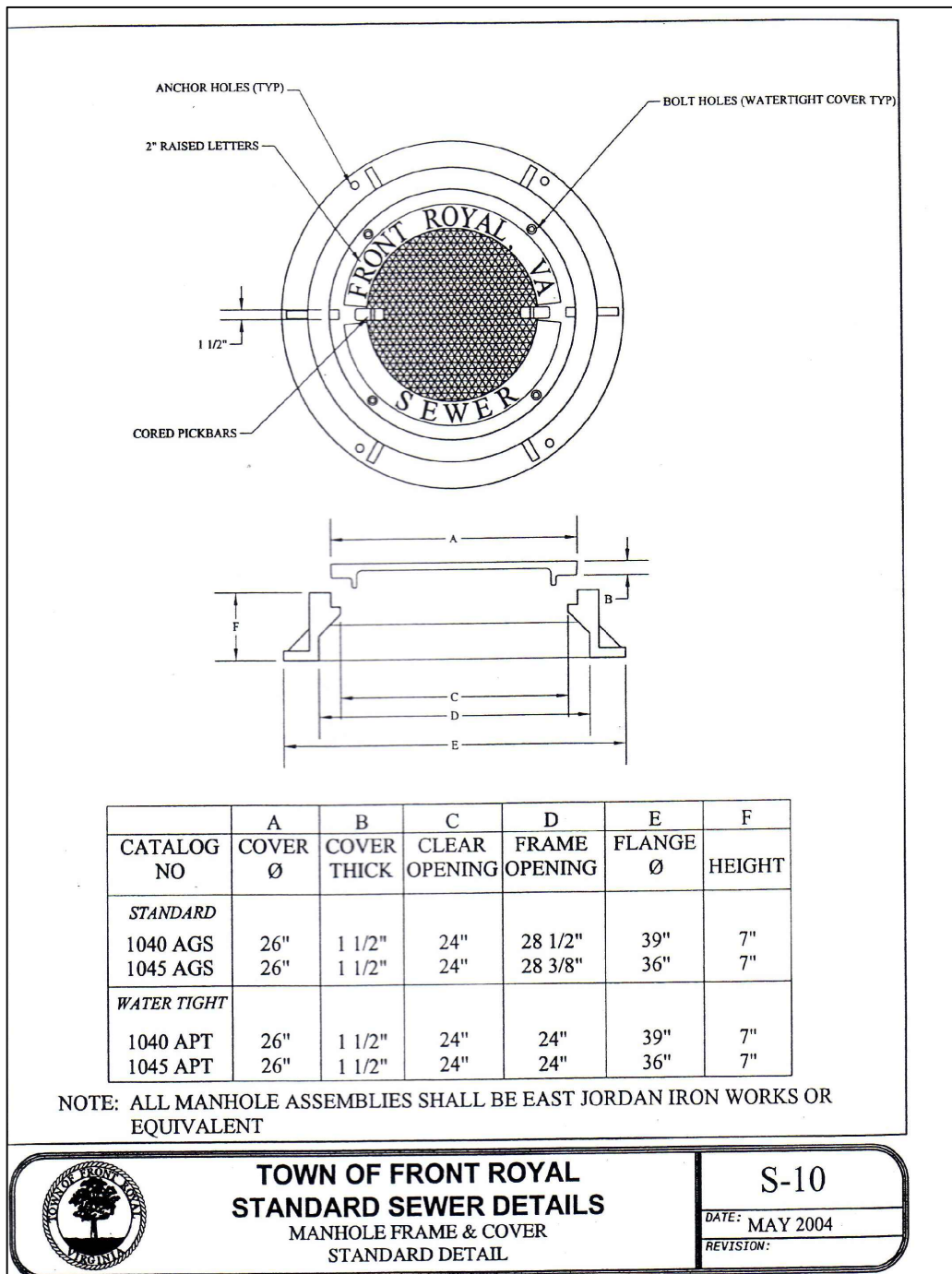
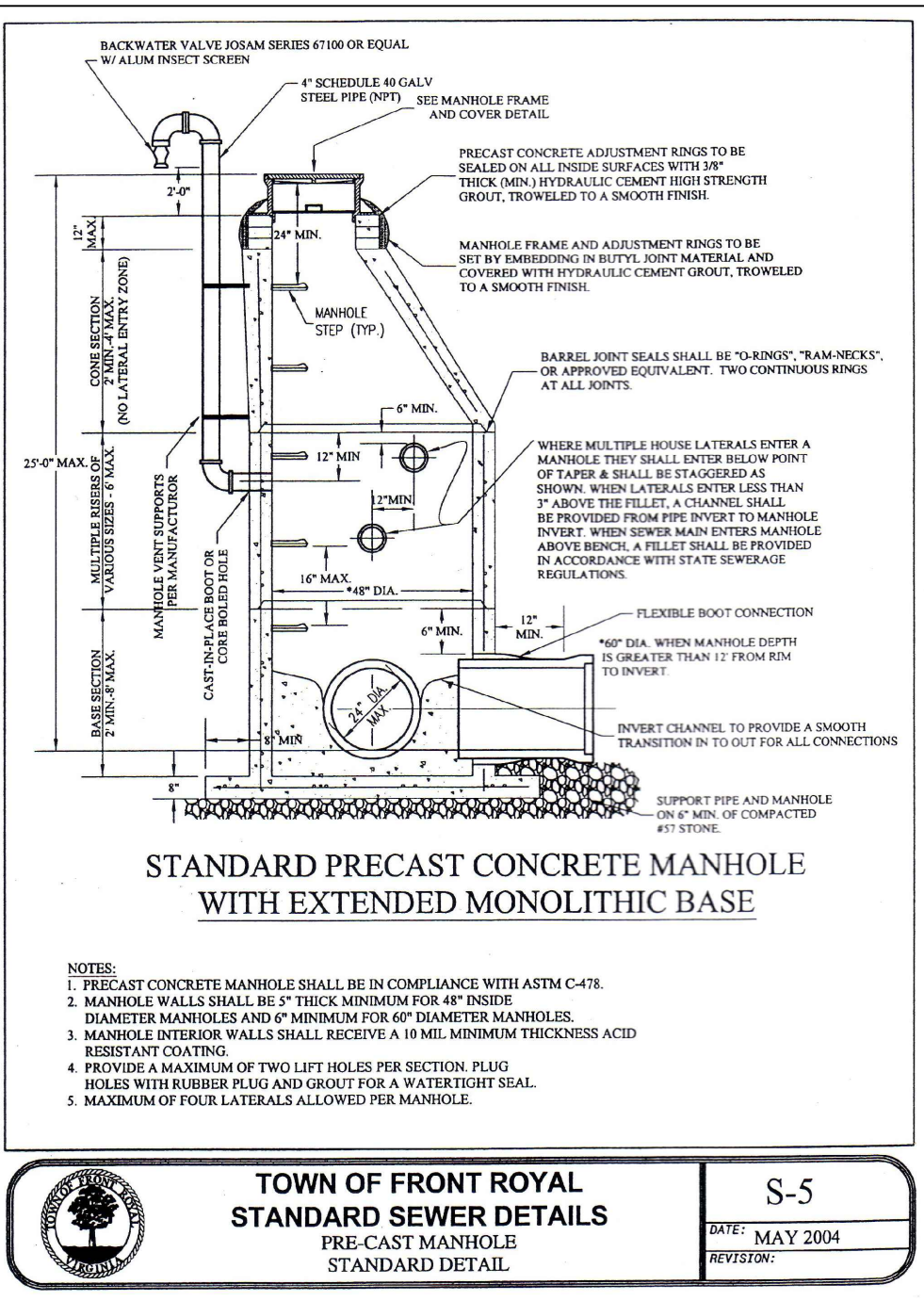


LANDSCAPE PLAN

RANDOLPH MACON ACADEMY
FACULTY HOUSING

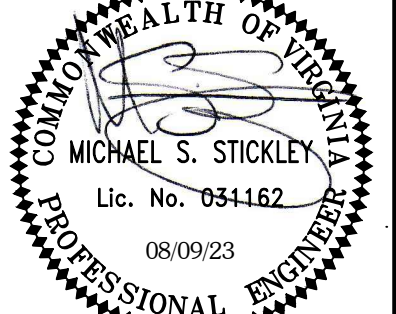
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO.	1170-23
CADD FILE	1170ex4
SHEET	9 OF 10



DATE	REVISION
06/07/23	ADD SIX TOWNHOUSES AND REVISE PLANSET
07/10/23	REMOVE SIX TOWNHOUSES AND REVISE PLANSET
08/09/23	ADDRESS TOWN COMMENTS, SHEETS 3 & 8 REVISED

SURVEY	BY OTHERS
DESIGN	MSS
DRAWN	MSS
CHECKED	MSS
DATE	JULY 2023
SCALE HORIZ:	N/A
VERT:	N/A
SEAL	



RANDOLPH-MACON ACADEMY FACULTY HOUSING
 FORK MAGISTERIAL DISTRICT
 TOWN OF FRONT ROYAL, VIRGINIA

PROJECT NO.	1170-23
CADD FILE	1170ex4
SHEET	10 OF 10

CURRENT PLANNING COMMISSION BY-LAWS

BYLAWS
PLANNING COMMISSION
TOWN OF FRONT ROYAL, VIRGINIA
ARTICLE I
AUTHORIZATION

1. The Planning Commission is established in accordance with an ordinance adopted by the Front Royal, Virginia Town Council on October 8, 1934, and in accordance with Title 15.2, Chapter 22, Article 2, Code of Virginia (1950), as amended. The bylaws were adopted by the Planning Commission on November 8, 1978. (Amended November 1984, March 1992, April 2001, January 2008 and April 20, 2022)
2. The official title of this Planning Commission shall be "Town of Front Royal Planning Commission," hereinafter referred to as the "Commission."

ARTICLE II
PURPOSE AND OBJECTIVES

1. The purpose of the commission is to serve in an advisory capacity to the Front Royal Town Council on all matters relative to the growth and development of the Town of Front Royal.
2. The Commission, with the advice and assistance of the Planning Office and the Town Attorney, shall:
 - a. Prepare and recommend :
 - i. a comprehensive plan for the physical development of the Town and review the plan every two years as a goal, but at least once every five (5) years as required by Section 15.2-2230, Code of Virginia (1950), as amended.
 - ii. elements and amendments to the Comprehensive Plan;
 - iii. amendments to the Zoning Ordinance;
 - iv. proffer guidelines and level of service standards to be used in evaluating re-zoning proposals;
 - v. amendments to the Subdivision Ordinance; and
 - vi. amendments to the Capital Improvement Program.
 - b. Review and make recommendations on:
 - i. all amendments to the Zoning Map;
 - ii. proffer proposals that accompany rezoning requests;
 - iii. all special use permit applications to the Town Council; and
 - iv. subdivisions as prescribed by the Subdivision Ordinance.
 - c. Approve the general or approximate location, character, and extent of streets, parks or other public buildings, public structures, public utility facilities, or public service corporation facilities other than railroad facilities, whether publicly or privately owned, as required by Section 15.2-2232, Code of Virginia (1950), as amended and communicate its findings to the Town Council. Review and recommend proposals to incorporate new areas into the town as adjacent development occurs.

- d. Carry out all other such matters as may be appropriate pursuant to the Town of Front Royal Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Design and Construction Standards Manual, and other ordinances of the Town of Front Royal and/or the Commonwealth of Virginia or as directed by the Town Council.
- e. Establish and maintain standing and special committees as required.

ARTICLE III MEMBERSHIP

1. The Commission shall consist of at least five (5) members, appointed by the Town Council, all of whom shall be residents of the Town of Front Royal and qualified by knowledge and experience to make decisions on questions of growth and development. At least one-half of the members so appointed shall be owners of real property.
2. The members of the Commission first appointed shall serve two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The terms of office for the member of the Town Council and the administrative appointee, if any, shall be coexistent with their terms of office, unless the Town Council appoints others in their stead.
3. Vacancies shall be filled by the Town Council.
4. Members of the Commission appointed for active membership after August 1989 shall serve for an uninterrupted period of no more than three (3) full terms. Partial terms shall not be counted as a part of this limitation. This limitation does not prevent a commissioner from being reappointed to the Commission after expiration of three (3) terms, provided that any reappointment is preceded by an interval of at least one (1) term during which the person does not serve on the Commission.
5. Any member of the Commission may be removed by the Town Council upon recommendation of the Commission Chair for neglect of duty, or malfeasance of office.
6. Every member of the Planning Commission shall become a certified planning commissioner within one (1) year of appointment; provided, however, that Town Council may grant a six (6) month extension of the certification requirement at its discretion.
7. Members of the Planning Commission shall be compensated in an amount determined by the Town Council.

ARTICLE IV OFFICERS AND DUTIES

1. Officers of the Commission shall consist of a Chairperson, and Vice-Chairperson.
2. The Commission shall be provided a recording secretary by the Planning Office Staff who shall have no vote in Commission matters.

3. The term of office of an officer shall be one (1) year.
4. Each officer shall be elected by the membership. A candidate receiving a majority vote of the entire membership shall be declared elected. The Officers may succeed themselves. Election of officers shall take place at an organizational meeting to be held at the regular February session of each year.
5. Vacancies shall be filled for the unexpired term in the same manner as the officers are originally chosen.
6. The Chairperson shall:
 - a. preside at all meetings and public hearings;
 - b. appoint committees, and be an ex-officio member thereof;
 - c. rule on procedural questions, subject to a reversal by a two-thirds (2/3) majority vote of the members present;
 - d. report any official communications to the Commission;
 - e. certify all official documents involving the authority of the Commission, and certify all minutes as true and correct copies;
 - f. generally act as spokesman for the Commission;
 - g. ensure new members are properly oriented to the Commission bylaws and rules of order;
 - h. in coordination with the Director of Planning, establish the agenda for all Planning Commission meetings;
 - i. facilitate discussion among Commission members, ensuring each member has the opportunity to participate in discussions and that the discussion remains on topic.
7. The Vice-Chairperson shall:
 - a. act in the absence or inability of the Chairperson to act.
 - b. Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's absence or inability to act.
8. The secretary shall:
 - a. record and prepare the minutes of all Commission meetings,
 - b. notify members of all regular and special meetings,
 - c. maintain a file of all official Commission records and reports,
 - d. prepare and be responsible for the preparation of all official Planning Commission communications, and
 - e. ensure that an annual written report and monthly minutes be submitted by the Commission to Town Council.

ARTICLE V COMMITTEES

1. For the purpose and terms approved by the Commission, the Chairperson may appoint standing and special committees from its membership.
2. Each committee shall elect a Chairperson for said committee from the committee members. The Committee Chairperson shall:
 - a. set the time and place for Committee meetings;
 - b. facilitate committee meetings;

- c. ensure the planning office provides appropriate public notice of committee meetings;
 - d. appoint a secretary to take meeting minutes that shall be held by the Planning Office; and
 - e. report committee meeting minutes and results back to the full Commission.
3. A majority of committee members shall constitute a quorum. A quorum shall be required to conduct committee business.

ARTICLE VI VOTING

1. A majority of the voting membership shall constitute a quorum.
2. Action of the Chairperson shall be valid when authorized by a majority vote of those present and voting.
3. Each of the voting Commission members shall be entitled to one vote on all matters before the Commission, but may exercise such rights only in person and during a regular meeting or duly advertised meeting or hearing of the Commission.

ARTICLE VII MEETINGS

1. Regular meetings of the Commission shall be held on the third Wednesday of each month in the Warren County Government Center at 7:00 PM, or at a time and place designated by the Commission as a regular meeting or as advertised. Regular meetings will be held at least once every two months. In the event a quorum cannot be present at a regular meeting, the Chairperson will reschedule it to the first day in the next week that a quorum and appropriate venue can be available or cancel the meeting with the consent of a majority of the Commissioners.
2. Special meetings and/or working sessions may be called by the Chairperson or by two members upon written request to the Secretary. Work sessions and special meetings require a quorum.
3. The Chairperson shall make every reasonable effort to accommodate the Commission Members' personal schedules, however, in the event a Commission member misses more than three (3) work sessions or regular meetings in a six (6) month period the Commission may recommend dismissal of that member to the Town Council.
4. Individual Commissioner members may participate in meetings remotely by electronic means only in accordance with the rules and procedures for Town Public Bodies as a Public Body Member, all pursuant to Town Code §4-1.1.
5. Any time three (3) or more Commission members are required to meet to conduct Commission business, that meeting shall be properly advertised to the Public by the Planning Office prior to the meeting. No meetings of three (3) or more Commission Members shall be held that have not been properly advertised.

6. The term “meeting” or “meetings” as used in these bylaws shall exactly follow the definition of those words contained in Section 2.2-3701 of the Code of Virginia (1950), as amended.
7. All meetings of the Commission shall be open to the public. However, the Commission may meet in closed sessions on issues specifically referenced in the Virginia Freedom of Information Act. Such proceedings shall be in accordance with §2.2-3707, Code of Virginia (1950), as amended.

ARTICLE VIII ORDER OF BUSINESS

1. The order of business for a regular meeting of the Commission shall be:
 - a. Call to order by Chairperson.
 - b. Determination of a quorum.
 - c. Approval of minutes.
 - d. Citizens’ Comments or Concerns
 - e. Public hearings.
 - f. Other applications.
 - g. Report of committees, if any.
 - h. Old business.
 - i. New business.
 - j. Commission concerns.
 - k. Adjournment.

When deemed appropriate by a majority of the Commissioners present and voting at a regular meeting, this order of business may be altered by the Chairperson to improve the efficiency of the meeting.

Members of the public wishing to speak during the Citizens’ Comments or Concerns period shall sign in with the Clerk of the Commission prior to the start of the meeting and speakers shall be subject to the following reasonable time, place, manner restrictions: (1) a three (3) minute time limit, (2) the speaker’s comments shall be relevant to the business of the Commission and directed to the Commission, (3) the speaker’s comments shall not address the subject matter of a public hearing being held during the same meeting, (4) no personal attacks, indecorous language, or display of signs, placards, posters or other disruptive displays.

2. Parliamentary procedure in Commission meetings shall be governed by the latest edition of Roberts’ Rules of Order then available at the time of the meeting.
3. The Commission shall keep a set of minutes of all meetings and these minutes shall become a public record.

ARTICLE IX PUBLIC HEARINGS

1. The Commission shall conduct public hearings on matters as prescribed by the Code of Virginia (1950), as amended, and on any other matter when it deems that such a hearing would be in the public interest.
2. The Commission shall publish a notice of public hearings at least once a week for two successive weeks in a newspaper of general circulation prior to the date of the hearing, as prescribed by Section 15.2-2204, Code of Virginia (1950), as amended.
3. The Chairperson shall summarize or request staff to summarize the matter before the Commission, allowing interested parties to address the Commission and accept written statements and other documentation pertinent to the matter before the Commission. A record shall be kept of those speaking before the hearing.
4. The Chairperson may set time limits and the order in which interested parties address the Commission.

ARTICLE X

1. These bylaws may be amended by majority vote of the entire Commission membership.
2. In the event any provision herein is in conflict with Town Ordinance or Code of Virginia (1950), precedence shall be given in the following order:
 - a. Code of Virginia (1950)
 - b. Town Ordinance
3. In the event any provision of these bylaws is determined to be illegal, that provision alone will be stricken as null and void and all other provisions will remain in full effect.

JULY 2023

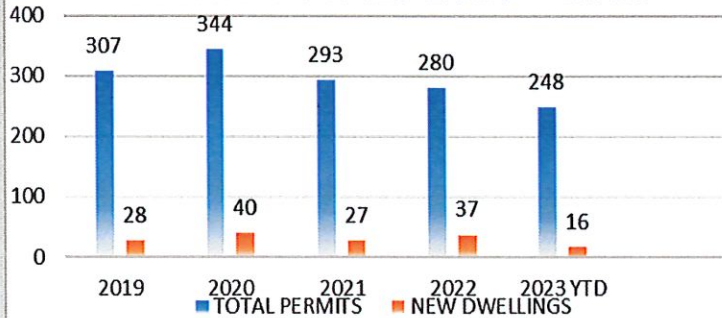
MONTHLY REPORT

PLANNING/ZONING DEPARTMENT - JULY 2023

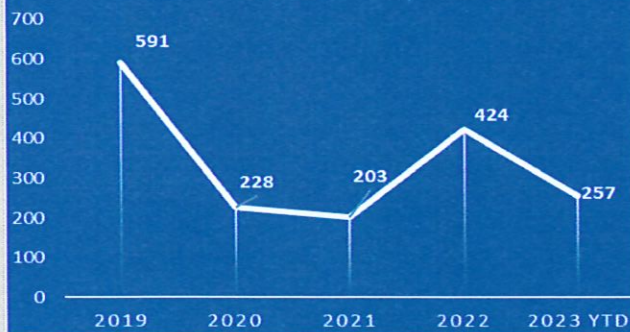
● GENERAL INDICATORS

	2019	2020	2021	2022	2023 YTD	JULY
Zoning Permits	307	344	293	280	248	21
Code Enforcement Cases	591	228	203	424	257	20
Land Use Applications	19	26	29	56	24	4
Code Amendments	1	1	7	2	3	1
Sign Permits	52	39	47	41	40	3
Business Licenses	186	151	172	155	95	9
Short-Term Rentals	--	--	1	13	5	0
Administrative Variance	--	--	--	--	3	1
COA Administrative Review	--	--	--	--	19	1
COA Board Review	--	--	--	--	7	0
Solicitor/Itinerant Merchant	--	--	--	--	8	2
Urban Agriculture	--	--	--	--	11	2
Alley Vacation	--	--	--	--	3	1
Right of Way Utilization Permits					25	5

PERMIT TOTALS 2019 - 2023



TOTAL CODE CASES 2019 - 2023



SPECIAL PROJECTS UPDATES/NEWS

- **Comprehensive Plan Rewrite.** A Final version of the Comprehensive Plan was submitted from Summit on May 19, 2023. At a special meeting on June 7, 2023 the PC forwarded a recommendation of approval to Town Council. A Town Council Public Hearing is scheduled for August 28, 2023.
- **Chapter 175 and 148 Rewrite:** Discussions have been held with summit regarding the rewrite.

- **BAR –** The Board of Architectural Review met for one (1) regular meeting in July where they postponed a decision for exterior renovations at 237 Church Street because the applicant was not present to answer questions and denied an application to reroof a metal roof to a shingle roof at 207 Cloud Street.
- **BZA -** The Board of Zoning Appeals did not meet in the month of July.

- **PC –** In July the Planning Commission (PC) held one regular meeting and one work session. At their regular meeting the PC made a recommendation of denial to Town Council for two (2) short-term rentals located at 912 Virginia Avenue and 417 Kerfoot Avenue due to insufficient parking. A recommendation of approval was recommended to Town Council for a Special Use Permit to allow two (2) ground floor dwelling units at 1127 N. Royal Avenue. Discussion at the work session included two (2) short-term rental applications and one (1) Special Use Permit application that went to the July PC public hearing. In addition, there was a brief discussion of the Town Council referral for the Planning Commission to look at a text amendment to Town Code §175-110.5 Performance Standards for Urban Agriculture that would allow up to 10 chickens in Town limits based on square footage of coop and run space.