



## **REGULAR PLANNING COMMISSION MEETING**

Wednesday, December 20, 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. APPROVAL OF MINUTES**

- November 15, 2023 – Regular Meeting

### **V. CITIZEN COMMENTS**

### **VI. PUBLIC HEARINGS**

- **2300695** – Warren Coalition. A request for a Special Use Permit for a lodging house located at 501 S. Royal Avenue, identified by Tax Map 20A7-8-1. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.
- **2300700** – A Rezoning Application submitted by Skyline Realty Investments, LLC for a request to rezone 29 W. Duck Street, identified by Tax Map 20A12-3-25 & 28 from C-1, Community Business District to R-3, Residential District.
- **2300736** – A Rezoning Application submitted by Cook Realty, LLC for a request to rezone 1121, 1125 and 1135 John Marshall Highway, identified by Tax Map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District. District.

### **VII. COMMISSION MEMBER REPORTS**

### **VIII. PLANNING DIRECTOR REPORT**

- November Monthly Report

### **IX. ADJOURNMENT**

**NOVEMBER 15, 2023**  
**DRAFT MEETING MINUTES**



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at [www.frontroyalva.com](http://www.frontroyalva.com) for a limited time.

The Planning Commission meeting of the Town of Front Royal, Virginia was held on November 15, 2023, at 7:00 PM at the Warren County Government Center.

### **CALL TO ORDER**

Chairman Wells called the meeting of the Planning Commission to order at 7:00 p.m.

Ms. Potter was absent, and Chairman Wells asked the Planning Commission for a motion to appoint John Ware as the Clerk "pro tempore".

***Commissioner Williams moved, seconded by Commissioner Wood to appoint John Ware as the Clerk pro tempore.***

VOTE: Yes - Matthiae, Marshner, Wood, Wells, Williams  
No – N/A  
Abstain – N/A  
Absent – N/A

VOICE VOTE

### **ROLL CALL**

**Present:** Daniel Wells, Chairman  
Connie Marshner, Vice Chairman  
Glenn Wood, Commissioner  
Michael Williams, Commissioner  
Brian Matthiae, Commissioner

**Staff Present:** Lauren Kopishke, Planning Director/Zoning Administrator  
George Sonnett, Assistant Town Attorney  
John Ware, Deputy Zoning Administrator

**Absent:** Connie L. Potter, Executive Assistant, Planning Commission Clerk

### **ADDITION/DELETION OF ITEMS FROM THE AGENDA**

There were no changes to the agenda.



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## **APPROVAL OF MINUTES**

- October 18, 2023 – Regular Meeting

***Commissioner Wood moved, seconded by Vice Chairman Marshner to approve the minutes as presented for the October 18, 2023 meeting.***

VOTE: Yes - Matthiae, Marshner, Wood, Wells, Williams  
No – N/A  
Abstain – N/A  
Absent – N/A

ROLL CALL

## **CITIZEN COMMENTS**

Kate Heneberry, 129 Luray Avenue, Front Royal, VA. Ms. Heneberry said that her concerns are because of an increase in organizational uses operating by-right in a residential district. In the vicinity of Luray Avenue there is a concentration of multiple schools and churches in a space of a few blocks including the Skyline Middle School, Blueridge Technical Center, Front Royal Presbyterian Church, St. John the Baptist Catholic Church and extending down Union Street are the United Methodist Church and the First Baptist Church. In addition, there are now private schools operating out of existing single-family houses on Luray Avenue, Oak Street, Main Street, and the Baptist and Methodist church halls. With the addition of these private schools and an increase in attendees to the catholic church there has been an appreciable increase in on-street parking, vehicle stacking on Luray Avenue for pickup and drop-off and a resulting reduction in traffic flow. Existing single-family houses don't typically have the infrastructure that is needed to support the uses of a student body. Organizational uses such as schools and churches generate considerable daily vehicle trips and can have significant parking with ingress and egress needs which are unlikely to be available on a residential lot. The Baptist, Methodist and Presbyterian churches have large parking lots on their properties, but the Catholic church does not apparently have enough onsite parking to accommodate its parishioners and students. The increase in on-street parking particularly where Luray Avenue narrows in front of her house and narrows again in front of the Catholic church is creating bottle necks which are a public safety hazard. Private school students which she believes is operating out of a house behind the Catholic church on Oak Street and perhaps from the schools operating out of the Methodist, Baptist and Catholic church halls frequently use Bowman Park for recess and lunch and occasionally classes. As a result of this use of the public park by large private groups there is no longer any grass in the front of Bowman Park and the bare ground has compacted and eroded. This use seems inconsistent with a goal in the new Comprehensive Plan of preserving large trees in the Town and several of those specimen Oak trees in Bowmann Park were recently taken down. The private school groups are also using the fields in Eastham Park whereas a public school would have to provide its own sport fields. It is unclear whether or not these houses have adequate public safety infrastructure for students such as fire suppression, alarms and exits or whether daily occupancy by large groups is safe and



appropriate in a residential structure. Ms. Heneberry urged the Town to take steps to address these impacts during review and approval of applications that are associated with organizational uses in residential districts and to hold these uses to similar standards that would be required for public institutions and at a minimum to consider these uses by special permit other than by-right during any revisions to the Zoning Ordinance.

### **CONSENT AGENDA**

- **2300695** – Warren Coalition. A request for a Special Use Permit for a lodging house located at 501 S. Royal Avenue, identified by Tax Map 20A7-8-1. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.
- **2300700** – A Rezoning Application submitted by Skyline Realty Investments, LLC for a request to rezone 29 W. Duck Street, identified by tax map number 20A12-3-25 & 28 from C-1, Community Business District to R-3, Residential District.
- **2300736** – A Rezoning Application submitted by Cook Realty, LLC for a request to rezone 1121, 1125 and 1135 John Marshall Highway, identified by tax map number 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District.

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

VOTE: Yes - Matthiae, Marshner, Wood, Wells, Williams  
No – N/A  
Abstain – N/A  
Absent – N/A

ROLL CALL

### **PUBLIC HEARINGS**

Chairman Wells reviewed the rules for speaking at the public hearings.

- **2300609** – An Ordinance text amendment request submitted by Magdalen Capital, LLLP to amend the current Zoning Ordinance Sections 175-37.3.C, 175-37.4.A & 175-37.17.A regarding the minimum acreage requirement for the Planned Neighborhood Development District (PND) from the existing 20 and 50-acre minimum lot requirements to a 2-acre minimum lot requirement.

Ms. Kopishke explained this was an ordinance text amendment submitted by Magdalen Capital, LLLP who are asking to amend the current Zoning Ordinance Sections 175-37.3.C, 175-37.4.A & 175-37.17.A regarding the minimum acreage requirement for the Planned Neighborhood Development District (PND) from the existing 20 and 50-acre minimum lot requirements to a 2-



acre minimum lot requirement. Staff has spoken to the consultant Summit who is working with staff to rewrite the Zoning and Subdivision Ordinances. Ms. Kopishke did not think the 2-acre minimum would work with some of the open space requirements but does think a 5-acre minimum would work, which is the staff's recommendation for a 5-acre minimum lot size requirement.

Commissioner Williams asked if what was being requested is actually in the new Comprehensive Plan that was recently approved by the Town Council.

Ms. Kopishke explained that the Comprehensive Plan lays out goals for increased mixed use and provisions for affordable housing. She believes this will open the door to reach those goals.

Vice Chairman Marshner asked what the process would be for an individual to rezone to PND.

Ms. Kopishke explained they would submit a rezoning application which would be reviewed by staff to determine if it was in conformance with the Comprehensive Plan. If so it would move forward to the Planning Commission and then on to the Town Council.

Chairman Wells opened the public hearing.

Lynda Turner, 901 Happy Creek Road, Front Royal, VA. Ms. Turner shared she has been a resident of the Town since 1980. Her property adjoins the tract of land that is under consideration for rezoning by Magdalen Capital. She has carefully reviewed the recently passed Comprehensive Plan and found that land currently zoned for Planned Neighborhood Development requiring 20-50 acres that are located in area 13 – Leach Run. Opportunities, challenges, and action strategies for this area have been carefully considered and she believes will offer distinct long-term advantages to the Town as they properly unfold. 20-50 acres as a baseline for Planned Neighborhood Development in her unique area is not only appropriate for the present but also provides a safeguard for the future. Reducing that requirement as requested by the applicant to only 2 or perhaps 5 acres opens the door to potential pop-up areas of development that could quickly transform our extraordinary small town into a mini-Manassas. The current zoning for the property under consideration already allows for the construction of approximately 22-27 single-family homes. That number alone will add significantly to the increasingly heavy traffic along the Happy Creek Corridor. While additional housing needs are a pressing concern our natural resources are not of themselves inexhaustible. Town residents are still under mandatory water restrictions. Infrastructure and natural resources are the tools of the planning trade. Front Royal is the gateway town to the Shenandoah Valley, and she does not want the town to lose its identity. Ms. Turner encouraged the Planning Commission to reject the text amendment request.

Megan Marrazzo, 316 Virginia Avenue, Front Royal, VA. Ms. Marrazzo said she had previously worked in construction with urban infill in Northern Virginia and Maryland. She has seen the impact firsthand of areas that were underutilized or had fallen into disrepair or various other states being changed into completely new communities. Ms. Marrazzo said she saw over and over how drastically it changed these areas. Front Royal is so different than what is seen in Northern Virginia and by changing something so drastically from 20 and 50 acres to 2 is something that opens up a



door that cannot be shut. She mentioned that even Leesburg has a 5-acre minimum noting that 2 acres is unheard of. Smart development and things beneficial to the community over time are necessary. Well thought out plans should be put into place.

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

Alex Stieb of Magdalen Capital, LLLP said he understands the concern for rapid development like is seen in Leesburg and Manassas. The requirement for 20-50 acres inhibits small builders such as their company. He has no ability as a small builder to purchase a 20–50-acre lot. Mr. Stieb shared that he is fine with either 2-acre or 5-acre minimums which will keep it under certain thresholds which allows for smaller builders to obtain. There would still be a regulatory process in place.

Vice Chairman Marshner said she believes there is a terminology problem and when people hear Planned Neighborhood Development they think subdivision. She is of a mind that she does not want subdivisions but that a Planned Neighborhood Development is the alternative. Planned Neighborhood Development is small, local, and in harmony with the neighborhood, area and can be done by local builders.

Commissioner Wood thought that in a work session it was said there had been a Traffic Study done by VDOT.

Mr. Stieb explained that by VDOT standards and general civil engineering standards, anything that's exceeding a book rate of 5,000 trips per day is when a traffic study would be required. Magdalen Capital did a preliminary engineering check on how many trips based on the unit count they are looking for and they were at a little under 2000 trips per day which would not trigger the requirement for a traffic study. It would increase traffic but not to the level it would require massive infrastructure changes with VDOT. They intend to stay under 5000 trips per day.

Commissioner Williams asked if staff could respond to statements that were made with respect to the Comprehensive Plan and the 2 vs 5-acre and how many dwellings they can do by-right.

Ms. Kopishke said that currently in the R-1 district you are looking at a density of 1 per half acre which would be 20-22 units by-right. She noted that the Rezoning Application submitted by Magdalen Capital is contingent upon approval of the zoning text amendment. The Comprehensive Plan does recommend a mixture of uses, neotraditional development, which is what Magdalen Capital is proposing.

After some additional comments the following motion was made.



*Vice Chairman Marshner moved, seconded by Commissioner Williams that the Planning Commission forward a recommendation of approval to the Front Royal Town Council to amend the current Zoning Ordinance sections 175-37.3.C, 175-37.4.A & 175-37.17.A regarding the minimum acreage requirement for the Planned Neighborhood Development District (PND) from the existing 20 and 50-acre minimum lot requirements to a 5-acre minimum lot requirement.*

Vote: Yes – Matthiae, Marshner, Wood, Wells, Williams

No – N/A

Abstain – N/A

Absent – N/A

#### ROLL CALL

- **2300537** – Rezoning Application submitted by Magdalen Capital, LLLP for a request to rezone 311 Leach Street, identified by tax map number 20A9-1-3, from R-S, Suburban Residential District to PND, Planned Neighborhood Development District and adjoining properties identified by tax map numbers 20A9-16-D1, 20A9-16-D2 and 20A9-16-D3 from R-1, Residential District to PND, Planned Neighborhood Development District.

Ms. Kopishke explained that as part of the rezoning the applicant has submitted an initial concept plan showing three (3) options. A virtual presentation was given showing the three (3) options.

- By-right use.
- Option as the highest density option with a mixture of housing types as well as mixing commercial and residential uses on the site.
- Option 3 as more of a single-family type of appearance with less density but still with a commercial component.

The applicant, Mr. Stieb spoke about the 3 options. If the rezoning is not approved they would immediately start the by-right building of single-family homes possibly up to 26-27 houses. A big reason they are looking at Planned Neighborhood Development is because the lack of commercial infrastructure removes a lot of the charm because it becomes tract housing with the by-right option. Option 1 and 2 both achieve similar goals which are mixed use which is in line with the Comprehensive Plan. They would like to attract a traditional neighborhood feel with commercial elements on the lower end of Happy Creek Road and possibly include a corner store. Option 2 is closer to dense single-family homes which would be more of attached single-family style homes, single-family detached and side by sides. Option 1 will have more of a higher density which would be a condo complex, apartments, and more affordable housing. This is still to be determined.

Chairman Wells opened the public hearing.



Tanya Jones, 20265 Rosedale Court, Ashburn, VA. Ms. Jones said she was Lynda Turner's daughter, and she would echo some of her mother's comments. Ashburn is the land of tract homes and infrastructure building. Ms. Jones and her mother feel that the current zoning on the property under consideration already allows for the construction of single-family homes which would be an appropriate strain on the Town infrastructure given the environmental challenges and potentially more traffic. The by-right option still gives the applicant the small builder friendly opportunity to maximize the investment. The high density and commercial raises concerns in terms of the usage on the land and potential traffic. Ms. Jones said that she and her mother would prefer that the current by-right option stay in place and for the Planning Commission not to recommend approval of the rezoning application.

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

Commissioner Wood said he understands the concerns regarding an increase in traffic. He noted that the Town would see an increase in traffic whether it is by-right or PND. It gives him pause about the access onto Happy Creek Road. Commissioner Wood felt a traffic light might be needed at the intersection although VDOT would probably not agree with that.

Mr. Steib explained that based on standard engineering principles a turn-off lane would be required. They would mark the area coming from the hospital going into Town to mark a turn lane and some additional road work would be required as well for the turn lane. In addition, they are trying to make a connection at Northview and Leach Street which would allow for two (2) modes of ingress and egress.

Ms. Kopishke added that the ingress, egress, utilities, and infrastructure will all be reviewed by staff, Warren County, and the state to make sure it is in compliance with code. This will all be done during the site plan review.

***Commissioner Williams moved, seconded by Commissioner Matthiae that item 2300537 Rezoning Application submitted by Magdalen Capital LLLP for a request to rezone 311 Leach St, identified as tax map number 20A9-1-3, from R-S, Suburban Residential District to PND, Planned Neighborhood Development District and adjoining properties identified by tax map numbers 20A9-16-D1, 20A9-16-D2 and 20A9-16-D3 from R-1, Residential District to PND, Planned Neighborhood Development District be forwarded to Town Council for approval.***

Vote: Yes – Matthiae, Marshner, Wood, Wells, Williams

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL



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## **COMMISSION MEMBER REPORTS**

Vice Chairman Marshner shared there was a meeting of the ad hoc Transportation Committee earlier in the day. The hope at the meeting was to discuss corridor transportation however the people that were supposed to attend were not able to make it. Instead, they discussed the VDOT study that has been written up in the Northern Virginia Daily. A general sense of what they are thinking about is how to get local public transportation to be helpful to people who have jobs north of Town and the need to get to those locations.

## **PLANNING DIRECTOR REPORT**

Ms. Kopishke reviewed the October monthly report.

Ms. Kopishke shared that she had a meeting with Summit earlier in the day regarding the Zoning and Subdivision Ordinance rewrite and she is very confident that a draft will be issued to the Planning Commission in the January – February timeframe to begin reviewing the changes. They have outlined what changes need to be made in the Zoning Ordinance based on the goals and implementation matrix of the new Comprehensive Plan and have also started sorting through and revising definitions where there were redundant or contradictory definitions. The Ordinance is also being updated to meet the state code.

## **ADJOURNMENT**

*Commissioner Williams moved, seconded by Commissioner Wood to adjourn the meeting.*

VOTE: Yes – Wells, Marshner, Matthiae, Williams, Wood  
No – N/A  
Abstain – N/A  
Absent – N/A

VOICE VOTE

The meeting was adjourned at 7:58 p.m.

Approved by Planning Commission  
Date: \_\_\_\_\_

# PUBLIC HEARING ITEM 1

- **2300695** – Warren Coalition. A request for a Special Use Permit for a lodging house located at 501 S. Royal Avenue, identified by Tax Map 20A7-8-1. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

Town of Front Royal, Virginia

## Planning Commission Monthly Meeting Agenda

☐ Consent Action    ☐ Administrative Action    ☒ Public Hearing    ☐ Discussion

**Agenda Item:** Special Use Permit – 2300695

**MEETING DATE:** December 20, 2023

**SUMMARY:** Warren Coalition – A request for a Special Use Permit for a lodging house located at 501 S. Royal Avenue, identified by Tax Map 20A7-8-1. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

**STAFF RECOMMENDATION:**

**DRAFT MOTION:** “I move that the Planning Commission forward a recommendation of approval with the following conditions:

1. The total number of lodging rooms or units shall not exceed eight (8).
2. Applicant to provide parking to accommodate ten (10) spaces.

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

**PLANNING COMMISSION ACTION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wells \_\_\_\_\_ Matthiae \_\_\_\_\_ Marshner \_\_\_\_\_ Wood \_\_\_\_\_ Williams \_\_\_\_\_

☐ Approved    ☐ Approved w/ Conditions    ☐ Denied    ☐ Other



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

**Planning Commission Regular Meeting  
December 20, 2023**

**APPLICATION #:**

2300695

**APPLICANT:**

Warren Coalition

**APPLICATION SUMMARY:**

A Special Use Permit application has been submitted for a lodging house located at 501 S. Royal Avenue.

**GENERAL INFORMATION:**

|                    |                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------|
| Site Addresses     | 501 S. Royal Avenue                                                                               |
| Property Owner(s)  | William T. Vaught, Jr.                                                                            |
| Existing Zoning    | C-1, Community Business District (Entrance Corridor)                                              |
| Historic District  | No                                                                                                |
| Proposed Use       | Lodging House                                                                                     |
| Tax Identification | 20A7-8-1                                                                                          |
| Location           | The property is located in the SW corner of the intersection of S. Royal Avenue and South Street. |

*Vicinity Map (Warren County GIS)*



*Town Zoning Map (Warren County GIS)*



*Aerial (Warren County GIS)*



## INFORMATION ON THE APPLICATION:

### *Town Code*

**175-3, LODGING HOUSE** - A residential building, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located, but in no case shall the total number of lodging rooms or units exceed ten (10). A "Lodging House" shall also be known as a "Rooming House" or a "Boarding House."

### **175-39.B, USES PERMITTED BY SPECIAL PERMIT (C-1)**

B. The following uses are permitted within the C-1 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the C-1 District:

#### RESIDENTIAL:

Apartments or dwelling units, with four (4) or more units or where located on the ground floor, subject to the provisions of Section 175-113.

#### COMMERCIAL:

Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.

Automobile Parking Lots, commercial.

Bed & Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175 -107.1F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, and flea markets, in accordance with 175-44.F.

Kennels

Shopping centers as set forth in Section 175-111.

INDUSTRIAL:

Distribution facilities, subject to the standards and criteria for industrial uses provided in Section 175-70.

Wholesale establishments with storage and processing, subject to the standards and criteria for industrial uses provided in Section 175-70.

ORGANIZATIONAL:

Schools

MISCELLANEOUS:

Any use permitted under Section 175-39, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-41, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Conservation areas.

Communication towers, in accordance with Section 175-110.4

Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.

Boarding Houses, Clubs & Lodging Houses

Mini-warehouses, subject to the standards of Section 107-44.G.

Nursing homes, as set forth in Section 175-107.

Parking Structures.

Structures with a height between 45 feet and 70 feet, and any residential structure not in conformance with the height limitation of Section 175-41.

Structures with a gross floor area of 50,000 square feet or more.

Townhouse-style commercial development, where the intent is to divide the property into individual lots.

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One (1) parking space per room and an additional two (2) parking spaces for employees.

***Project Summary***

A Special Use Permit (SUP) Application has been submitted by the Warren Coalition for a lodging house located at 501 S. Royal Avenue. The property is zoned C-1, Community Business District. Lodging house use is required by Special Use permit per 175-39.

The applicant will be utilizing eight (8) bedrooms for the use and therefore is required to provide 10 (ten) parking spaces. Staff conducted a site visit and determined the property does not currently have adequate parking. The parking plan submitted shows the potential for 12 parking spaces. Staff would ask that the parking lot be completed per the submitted plan prior to issuance of the Special Use permit.

***Staff Recommendation***

Staff recommends approval with the following conditions:

1. The total number of lodging rooms or units shall not exceed eight (8).
2. Applicant to provide parking to accommodate 10 (ten) spaces.

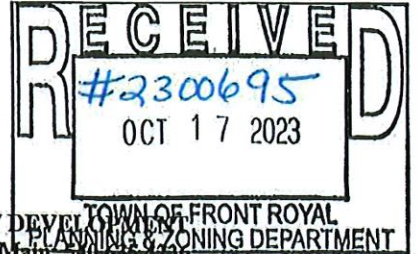
ATTACHMENTS: 1) Application and associated documents from the applicant.  
2) Site visit photos by staff.



## TOWN OF FRONT ROYAL

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

TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT  
Main: 540.631.4230  
Fax: 540.631.2727  
www.frontroyalva.com



### SPECIAL USE PERMIT REQUEST

FRSPU \_\_\_\_\_

#### APPLICANT:

NAME Werven Coalition PHONE 540-328-9036

ADDRESS 538 Villa Ave. Front Royal, VA 22630

E-MAIL Christa.Cox@wervencoalition.org

#### PROPERTY OWNER: William T. Vaught, Jr

NAME W. Vaught Real Estate PHONE 540-671-0460

ADDRESS PO Box 309 Front Royal, VA 22630 1042 Harmony Hollow Rd

E-MAIL philipvaught@gmail.com

#### PROPERTY DESCRIPTION

PROPERTY ADDRESS 501 S. Royal Ave. Front Royal, VA 22630

TAX MAP 20A17 SECTION 8 BLOCK \_\_\_\_\_ LOT 6

SUBDIVISION NAME \_\_\_\_\_ ACREAGE \_\_\_\_\_

#### REQUEST

ZONING DISTRICT C1

PROPOSED USE OF PROPERTY Lodging House

SPECIFIC SPECIAL USE PERMIT REQUEST A permit is requested  
for a 15 bed ~~residential~~ <sup>lodging</sup> house for males. We will repurpose  
the landing for females. (8 BEDROOMS)

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. To be brought by Philip Vaught.
2. Site Plan Application
3. Application Fee of \$400.00 Receipt # 950 Date Paid 10/12/23 paw/cc by phone w/Carol
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 10/10/2023

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 4-21-2021

Property Owner Signature

William T. Vaught, Jr.

## 501 S ROYAL AVE



**Owner:** VAUGHT WILLIAM T JR

**Tax Map #:** 20A7 8 1

**Account #:** 11998

**Total Value:** \$380,200

**Land Value:** \$117,000

**Improvement Value:** \$263,200

**Zoning:** C-1

**Acres:** .224

## Property Details

### Current Owner

**Name:** VAUGHT WILLIAM T JR

**Mailing Address:** 1042 HARMONY HOLLOW RD N/A  
FRONT ROYAL, VA 22630

**Physical Address:** 501 S ROYAL AVE  
FRONT ROYAL, VA 22630

## Legal Repository

**Legal Description:** L1 & L3 BEATY SUB

**Legal Description 2:** N/A

**Legal Description 3:** N/A

**Legal Description 4:** N/A

## Valuation & Sales

### Land

\$117,000

### Grantor

HAYNES BRADLEY K

**Number of Parcels Involved in Sale**

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | N 27°04'38" E | 48.91'   |
| L2   | S 78°32'53" E | 144.52'  |
| L3   | S 22°55'09" W | 86.44'   |
| L4   | N 63°33'30" W | 145.45'  |
| L5   | S 27°04'38" W | 64.84'   |

- DENOTES PIN OR SPIKE FOUND.
- DENOTES PIN SET.
- ⊕ DENOTES DRILL HOLE SET IN CONC.
- ⊗ DENOTES UTILITY POLE.
- - - - - DENOTES EDGE OF GRAVEL.
- . . - - DENOTES OVERHEAD WIRES.
- x - x - DENOTES WIRE FENCE LINE.

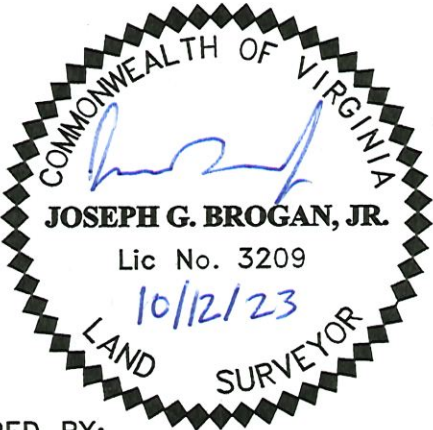
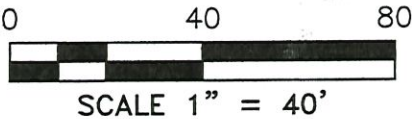
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.  
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.  
DERIVATION OF TITLE TO: WILLIAM T. VAUGHT JR.  
PER INST. # 230001965.  
PLAT REF: DEED BOOK 29 PAGE 129 AND DEED  
BOOK 224 PAGE 66.

SUBJECT PARCEL SITUATED OUTSIDE  
THE LIMITS OF THE FEMA FLOOD ZONE.  
PARKING SPACES TO BE 9' X 18'.

T.M. 20A6-2-2 PARCEL 1  
N/F PROSPECT HILL CEMETERY  
PER D.B. 18 PG. 321  
ZONED R-1

PER D.B. 224/66

T.M. 20A-7-3 PARCEL 10  
N/F 6 CARDINAL PARK, LLC  
PER INST. # 150000009  
ZONED C-1



SURVEY OF TRACT ONE AND TWO OF  
THE WILLIAM T. VAUGHT, JR. PROPERTY  
PER INST. # 230001965.

FORK MAGISTERIAL DISTRICT  
**TOWN OF FRONT ROYAL**  
**WARREN COUNTY, VA.**

PREPARED BY:  
BROGAN LAND SURVEYING, PLC  
P.O. BOX 1578,  
FRONT ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
OCTOBER 12, 2023

















## PUBLIC HEARING ITEM 2

- **2300700** – A Rezoning Application submitted by Skyline Realty Investments, LLC for a request to rezone 29 W. Duck Street, identified by Tax Map 20A12-3-25 & 28 from C-1, Community Business District to R-3, Residential District.

Town of Front Royal, Virginia

**Planning Commission Regular Meeting Agenda**

☐ Consent Action    ☐ Administrative Action    ☒ Public Hearing    ☐ Discussion

**Agenda Item:** Rezoning Application # 2300700

**MEETING DATE:** December 20, 2023

**SUMMARY:** The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 29 W. Duck Street, identified by tax map 20A12-3-25 and the adjoining property identified by tax map 20A12-3-28, from C-1, Community Business District to R-3, Residential District.

**STAFF RECOMMENDATION:** Staff recommends approval of the Rezoning Application.

**DRAFT MOTION:** "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2300700 to amend the Zoning Map of the Town of Front Royal to reclassify 29 W. Duck Street, identified by tax map 20A12-3-25 and the adjoining property identified by tax map 20A12-3-28, from C-1, Community Business District to R-3, Residential District.

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

**PLANNING COMMISSION ACTION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Williams \_\_\_\_\_ Wells \_\_\_\_\_ Marshner \_\_\_\_\_ Matthiae \_\_\_\_\_

☐ Approved    ☐ Approved w/ Conditions    ☐ Denied    ☐ Other



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

**STAFF REPORT - REZONING APPLICATION #2300700**  
**PLANNING COMMISSION- December 20, 2023**

**APPLICATION #:**

Rezoning Application #2300700

**APPLICANT:**

Skyline Realty Investments, LLC

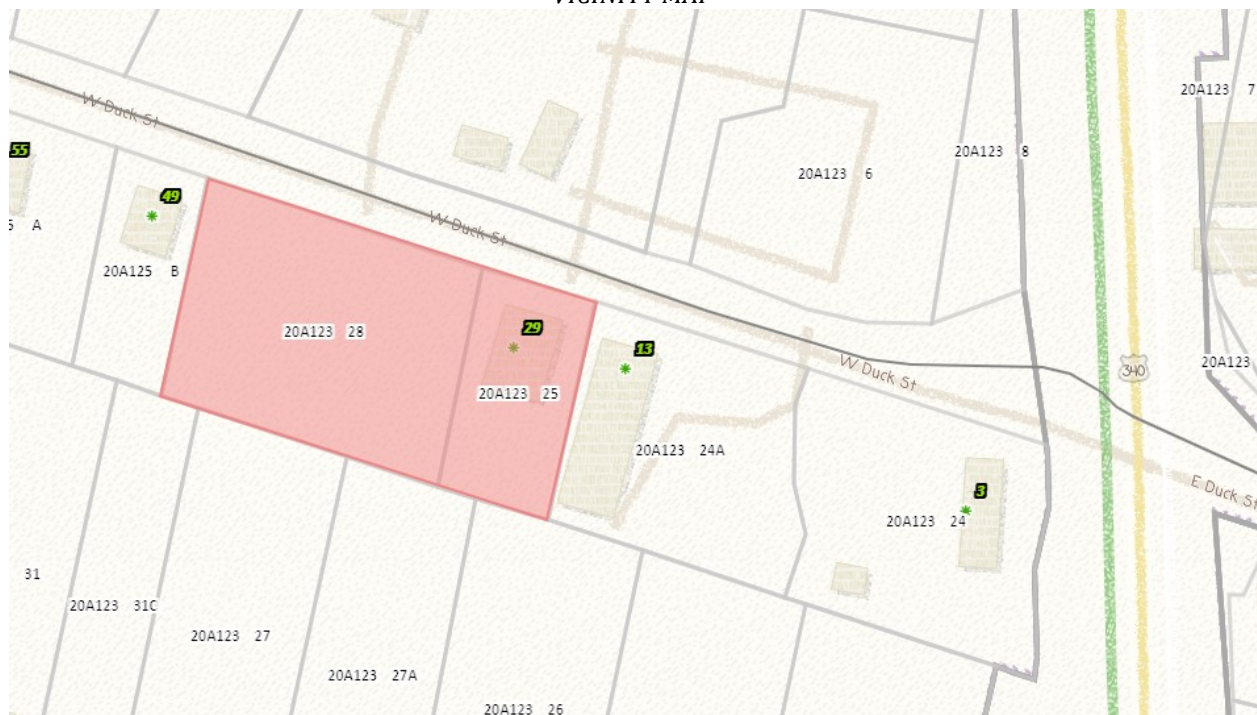
**SUMMARY OF REQUEST:**

The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 29 W. Duck Street, identified by tax map 20A12-3-25 and the adjoining property identified by tax map 20A12-3-28, from C-1, Community Business District to R-3, Residential District. The stated purpose of the rezoning request is to allow the current residential use to continue and to construct eight (8) townhomes.

**GENERAL INFORMATION:**

|                           |                                              |
|---------------------------|----------------------------------------------|
| <i>Site Addresses</i>     | 29 W. Duck Street                            |
| <i>Property Owner(s)</i>  | Skyline Realty Investments, LLC              |
| <i>Existing Zoning</i>    | C-1 Community Business District              |
| <i>Proposed Zoning</i>    | R-3, Residential District                    |
| <i>Tax Identification</i> | 20A12-3-25 & 28                              |
| <i>Location</i>           | West of the intersection of Duck St with 340 |

VICINITY MAP



## AERIAL MAP – ZONING DISTRICTS



### INFORMATION ON THE APPLICATION:

#### Application Documents

#### ATTACHMENT A: APPLICATION

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town.
- No proffers were made by the applicant.

#### ATTACHMENT B: PLAT

- **Plat.** A survey plat of the property showing property lines and proposed improvements thereon.

#### ATTACHMENT C: LETTER OF STATEMENT OF JUSTIFICATION

*"Property is currently zoned C-1 but used as residential. There is not sufficient depth for C-1. Would like to continue as residential and rezone to R-3.."*

#### Zoning Ordinance

The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

#### **C-1 District, Zoning Ordinance Sec. 175-38**

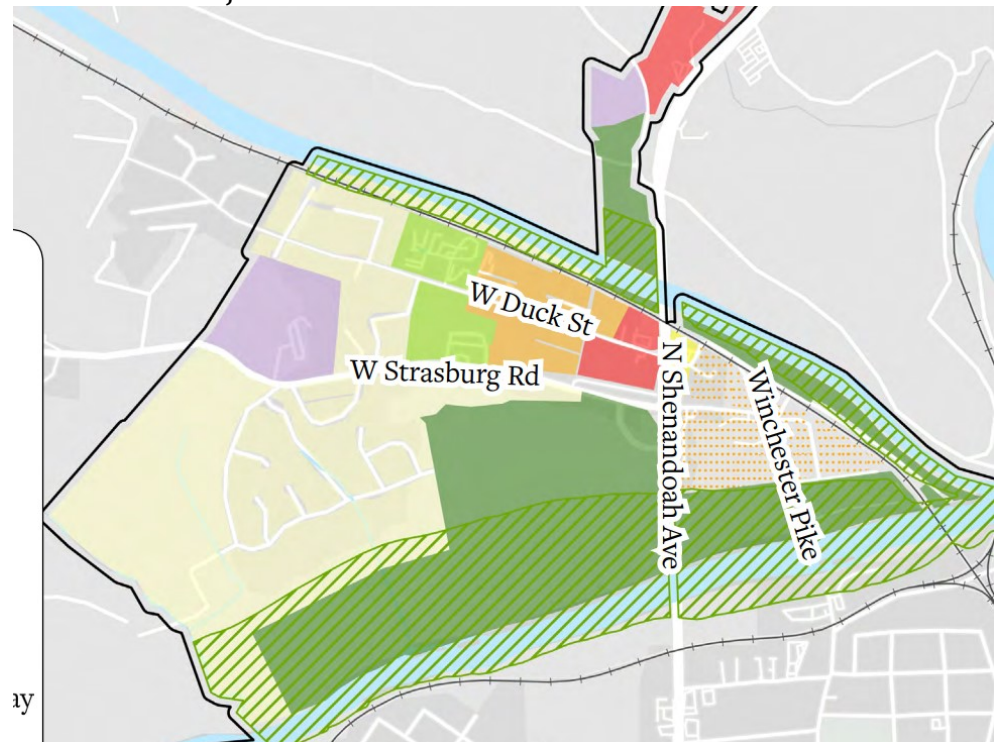
The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C- I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

### **R-3 District, Zoning Ordinance Sec. 175-28**

The R-3 Residential District is composed of medium-to-high density concentrations of residential uses. The standards for this district are designed to stabilize and protect the essential character of the area so designated and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for families desiring the amenities of apartment living and the convenience of being closest to shopping, employment centers and other community facilities. Development is, therefore, limited to medium- to high-density concentration, and permitted uses are limited to single-family, two-family and multifamily dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities. Home occupations, as defined by this chapter, are permitted. Mobile homes are prohibited.

The main difference in these districts is the distinction between commercial and residential uses. The area is currently used as residential.

The comprehensive plan calls for this area to be commercial. With mixed use in adjacent areas.



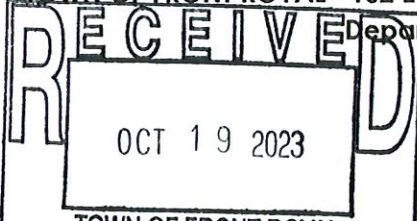
## **Findings and Analysis & Staff Recommendation**

Staff recommends approval, despite the Comprehensive Plan calling for this area to be utilized in a commercial fashion, the lots are simply too small for any commercial use to conform to the standards for commercial development. A developer would need to acquire several adjoining parcels in order to build a commercial development. In the future the Comprehensive Plan should be amended to at least a mixed use to allow both commercial and residential development to continue.

Attachments: A. Application  
B. Letter of Statement of Justification  
C. Plat



TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ 540-635-4236



Department of Planning & Zoning

FRREZON 2300700

TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT

## REZONING APPLICATION

### APPLICANT

Name Skyline Realty Investments, LLC. Phone 540-771-7653  
540-664-6439  
Address 8043 Main Street, Middletown, Va. 22645  
E-mail Info@SkylineRealtyInvestments.com

### PROPERTY OWNER OF RECORD

Name Same Phone \_\_\_\_\_  
Address \_\_\_\_\_

### PROPERTY DESCRIPTION

(w)  
Location/Street Address Duck Street 29 W. Duck St  
Number of lots: 2 Total Acreage 30,031 sq' 0.6894169  
Tax Map Identification for each parcel (Map, Section, Block, & Lot):  
20A12-3 20A12-3-25  
20A12-3-28  
Subdivision Name (if applicable) \_\_\_\_\_

### REQUEST

Existing Zoning C-1 Proposed Zoning R-3  
Existing Use Residential Proposed Use Townhomes

## ATTACHMENTS

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. Application Fee (Checks should be made out to the Town of Front Royal. Fees are as follows: 1 acre or less = \$500, over 1 acre = \$500 + \$100 per acre after 1<sup>st</sup> acre, Downzoning = \$400)
2. Survey/Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (unless waived by Director). *waived JK*
4. Traffic Impact Analysis (if required) *Not required - CK*
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Director.
6. Statement of Justification. As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

## CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.



*Chris W. Holloway*  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant (if different)

City/County of WARREN, Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 19 day of October, 2023 by

Chris W. Holloway

(Name of person seeking acknowledgement)

Connie L. Potter

Notary Public

Notary registration number: 7076929 My commission expires: 08/31/2027

## NOTICES

- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code § 15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code § 15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

## OFFICE USE ONLY

Receipt # 817144/954 Date Paid 10/19/2023 pd. \$400.00 Check # 4978

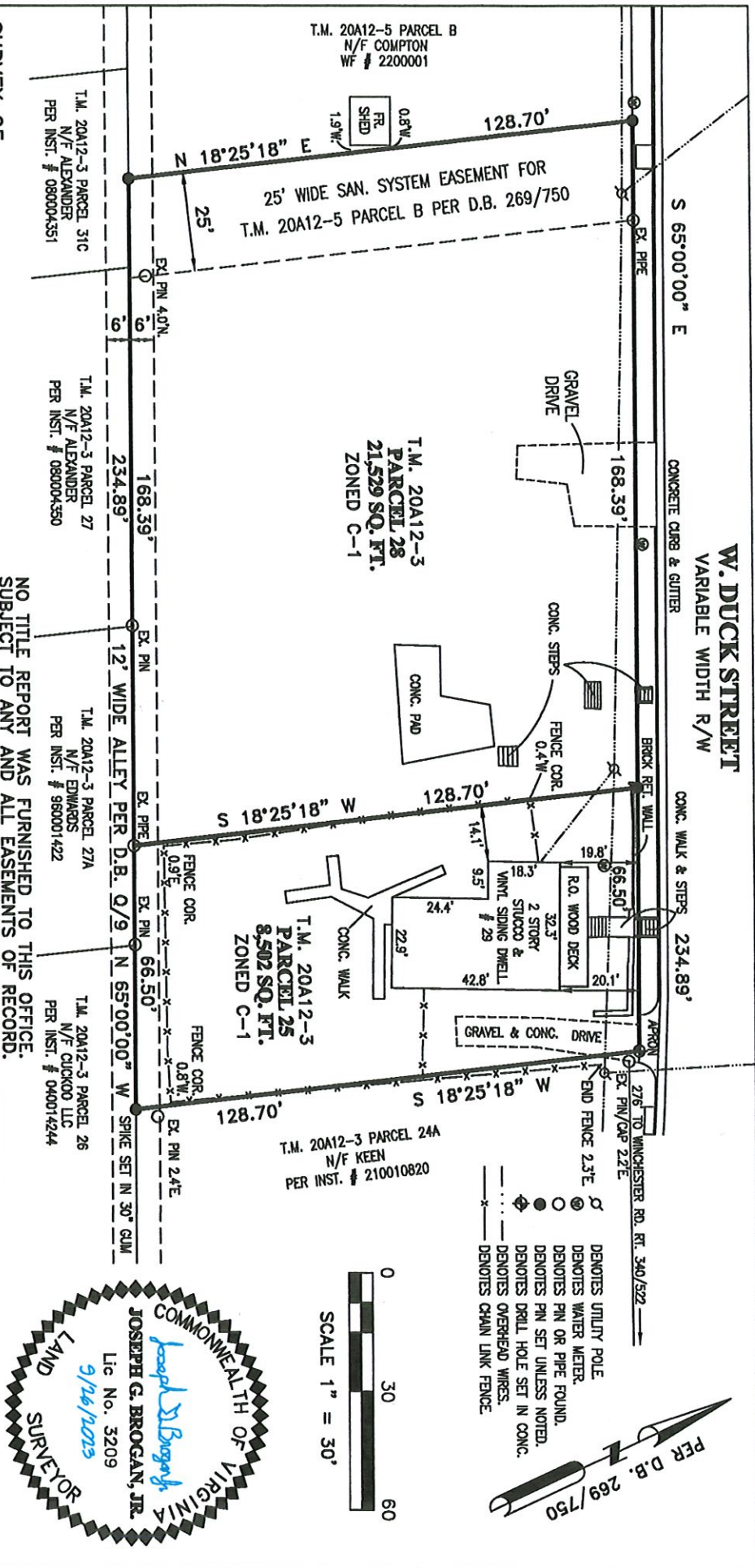
Planning Commission Hearing Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_

Town Council Hearing Date: \_\_\_\_\_ Date Sent to Clerk: \_\_\_\_\_

Tax Map 20A12-3 Two Parcels

Property is currently zoned C-1, but used as residential. There is not sufficient depth for C-1. Would like to continue as Residential and Rezone to R-3.

PREPARED BY:  
BROGAN LAND SURVEYING, PLLC  
P.O. BOX 1578,  
FLORENCE ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
SEPTEMBER 26, 2023



# **PUBLIC HEARING ITEM 3**

**2300736** – A Rezoning Application submitted by Cook Realty, LLC for a request to rezone 1121, 1125 and 1135 John Marshall Highway, identified by Tax Map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District. District.

## Town of Front Royal, Virginia

### Planning Commission Regular Meeting Agenda

☐ Consent Action    ☐ Administrative Action    ☒ Public Hearing    ☐ Discussion

**Agenda Item:** Rezoning Application # 2300736

**MEETING DATE:** December 20, 2023

**SUMMARY:** The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1121, 1125 and 1135 John Marshall Highway, identified by tax map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District.

**STAFF RECOMMENDATION:** Staff recommends approval of the rezoning application. The Comprehensive plan calls for this area to be zoned medium density mixed use. A key component of that zone is the commercial element.

**DRAFT MOTION:** "I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Rezoning Application # 2300736 to amend the Zoning Map of the Town of Front Royal to reclassify 1121, 1125 and 1135 John Marshall Highway, identified by tax map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District."

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

#### PLANNING COMMISSION ACTION:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Wood \_\_\_\_\_ Williams \_\_\_\_\_ Wells \_\_\_\_\_ Marshner \_\_\_\_\_ Matthiae \_\_\_\_\_

☐ Approved    ☐ Approved w/ Conditions    ☐ Denied    ☐ Other



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

**STAFF REPORT - REZONING APPLICATION #2300537**  
**PLANNING COMMISSION- December 20, 2023**

**APPLICATION #:**

Rezoning Application #2300736

**APPLICANT:**

Cook Realty, LLC

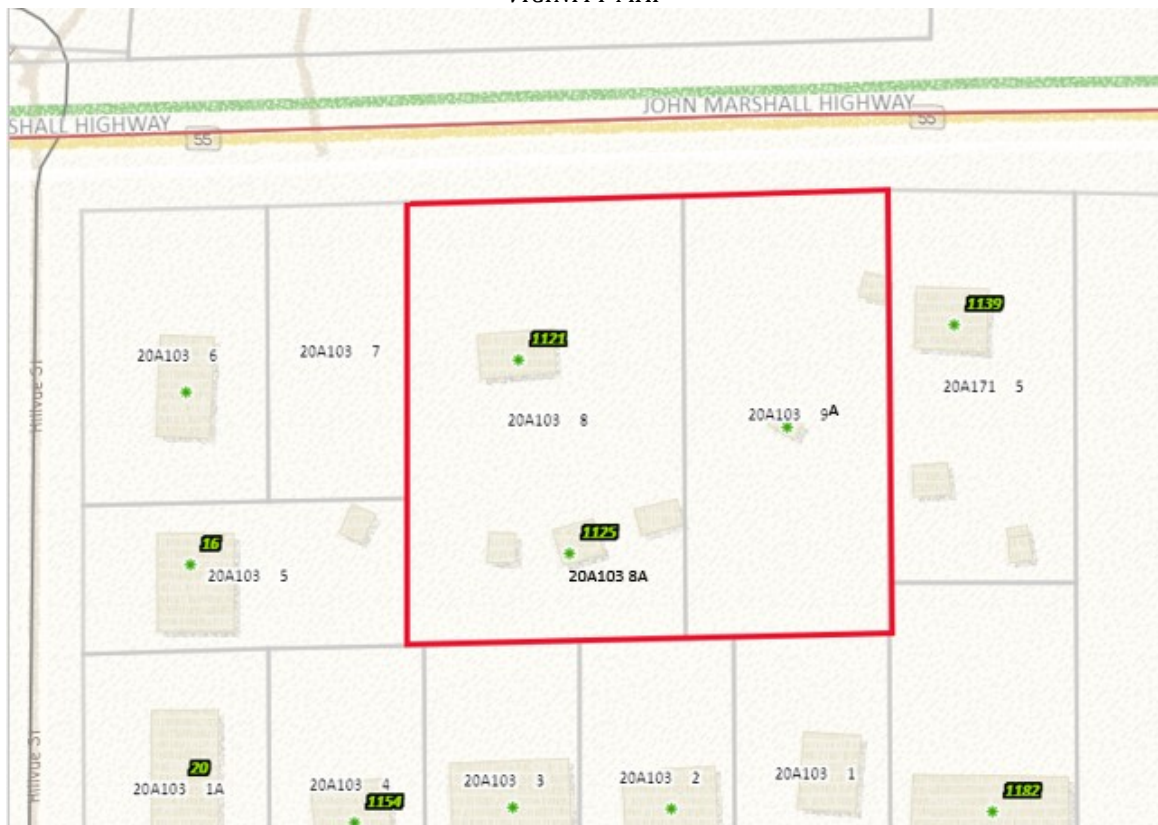
**SUMMARY OF REQUEST:**

The application for review is requesting an amendment of the Zoning Map of the Town of Front Royal to reclassify 1121, 1125 and 1135 John Marshall Highway, identified by tax map 20A10-3-8, 8A and 9A from R-1, Residential District to C-1, Community Business District. The proposed use is for an event center. The property was previously approved for a Special Use Permit for an Airbnb.

**GENERAL INFORMATION:**

|                           |                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------|
| <i>Site Addresses</i>     | 1121, 1125 and 1135 John Marshall                                                                       |
| <i>Property Owner(s)</i>  | Cook Realty, LLC                                                                                        |
| <i>Existing Zoning</i>    | R-1, Residential District                                                                               |
| <i>Proposed Zoning</i>    | C-1, Community Business District                                                                        |
| <i>Tax Identification</i> | 20A10-3-8, 8A and 9A                                                                                    |
| <i>Location</i>           | The subject property is located east of the intersection of Hillview Street with John Marshall Highway. |

*VICINITY MAP*



## AERIAL MAP – ZONING DISTRICTS



### INFORMATION ON THE APPLICATION:

#### *Application Documents*

#### ATTACHMENT A: APPLICATION

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town.
- No proffers were made by the applicant.

#### ATTACHMENT B: PLAT

- **Plat.** A survey plat of the property showing property lines and proposed improvements thereon.

#### ATTACHMENT C: LETTER OF STATEMENT OF JUSTIFICATION

To Whom It may Concern

I am requesting the rezoning of the Property I own at the above addresses also known as The Trellis. is property was built in the 1950's as a "Motor Court" Motel and over the last three years I took on renovating this property that had become blighted and run down to enhance our entrance corridor and hopefully encourage tourism in our town and down town areas.

In light of the recent changes to the Comp Plan for this area to commercial zoning , it is my opinion that this is more suitable for the use of the property as it was originally purposed as well as it is purposed today. In rezoning this property it will make it more compliant with the current comp plan and more in line with the current use.

It was also requested when I started this property by the Planning Commission that the property needed to be rezoned to commercial, so in such I am making application to comply with the request and ask for your approval to rezone the property to commercial

Thank you

Shelly Cook

The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

**R-1 District, Zoning Ordinance Sec. 175-11**

The R-1 District is composed of quiet, low-density residential areas, plus undeveloped areas where similar residential construction appears likely to occur. The standards set forth for this district are designed to stabilize and protect the essential character of the areas so delineated, to promote and encourage a suitable environment for family life where there are children, to provide areas for suitable expansion of the Town as facilities are provided and to prohibit all commercial activities. Development is, therefore, limited to relatively low concentration, and permitted uses are limited to single-unit dwellings, plus selected additional uses, such as schools, parks, churches, and certain public facilities that serve the residents of the district. Mobile homes or rooming houses are prohibited.

**C-1 District, Zoning Ordinance Sec. 175-38**

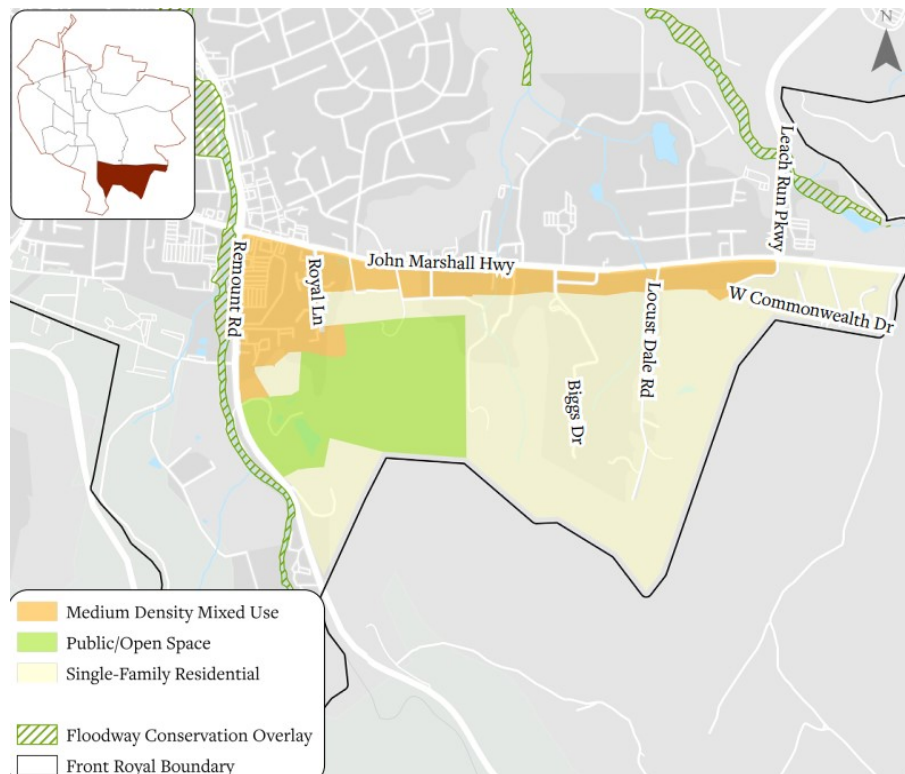
The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C- I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

**Differences between R-1 and C-1 Zoning Districts**

The main difference between the R-1 to C-1 use is the change from the residential nature of the district to a commercial use district. The original use of the property was a drive-in motel. The use was discontinued for more than two (2) years and therefore is no longer legally nonconforming.

The Comprehensive Plan shows this area along John Marshall Highway to be zoned Medium Density Mixed Use. The current commercial zoning district is in conformance with the Comprehensive Plan. The primary uses of this district are intended to be commercial and residential in nature.

|           |                        |                                                                                                                                  |
|-----------|------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Uses      | Primary                | Office, commercial, residential, hotels                                                                                          |
|           | Secondary              |                                                                                                                                  |
| Character | Design Principles      | Buildings up to four stories, parking in rear of building, screened services and parking, buildings built to ROW, wide sidewalks |
| Other     | Facilities & Utilities | Street lighting, public water and sewer, shared parking, bicycle parking                                                         |
|           | Special Considerations |                                                                                                                                  |



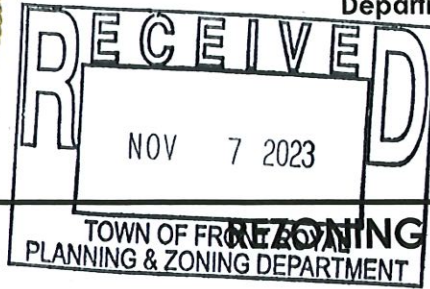
## **Findings and Analysis & Staff Recommendation**

Staff recommend approval of the rezoning application. Only the rezoning is up for consideration. The use of the property is not currently permitted. The applicant will need to work with staff if this rezoning is approved to bring the use into compliance with the Town Code.

Attachments: A. Application  
 B. Plat  
 C. Letter of Statement of Justification  
 D. Police Reports, E-mail Complaint, Support Letter



TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ 540-635-4236  
Department of Planning & Zoning



FRREZON #2300736

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

**APPLICANT**

Name Cook Realty, LLC Phone 540-550-0334

Address 65 Lee Burke, Front Royal, Va. 22630

E-mail shellycook103@gmail.com

**PROPERTY OWNER OF RECORD**

Name Cook Realty, LLC Phone 540-550-0334

Address 65 Lee Burke, Front Royal, Va. 22630

**PROPERTY DESCRIPTION**

Location/Street Address 1121, 1125, and 1135 John Marshall Hwy.

Number of lots: 3 Total Acreage 62,386 Sq. Ft.

Tax Map Identification for each parcel (Map, Section, Block, & Lot):

TM: 20A10-3 Lots 8, 8A, and 9A

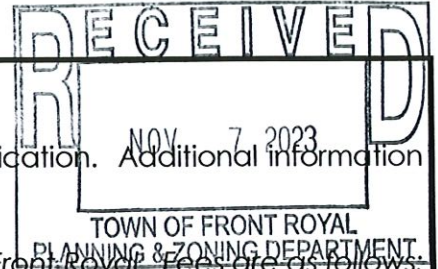
\_\_\_\_\_

Subdivision Name (if applicable) Subdivision of Hall Property

**REQUEST**

Existing Zoning R-1 Proposed Zoning C-1

Existing Use Airbnb and event center Proposed Use Airbnb and event center



## ATTACHMENTS

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. Application Fee (Checks should be made out to the Town of Front Royal. Fees are as follows:  
1 acre or less = \$500, over 1 acre = \$500 + \$100 per acre after 1<sup>st</sup> acre, Downzoning = \$400)
2. Survey/Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (unless waived by Director).
4. Traffic Impact Analysis (if required)
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Director.
6. Statement of Justification. As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

## CERTIFICATION

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.

  
\_\_\_\_\_  
Signature of Property Owner

  
\_\_\_\_\_  
Signature of Applicant (if different)

City/County of Warren, Commonwealth of Virginia  
The foregoing instrument was acknowledged before me this 7<sup>th</sup> day of November, 2023 by  
Brandy Lynn Knighting  
(Name of person seeking acknowledgement)  
Bryndy Lynn Knighting  
Notary Public  
Notary registration number: 7704421 My commission expires: March 31, 2025



## NOTICES

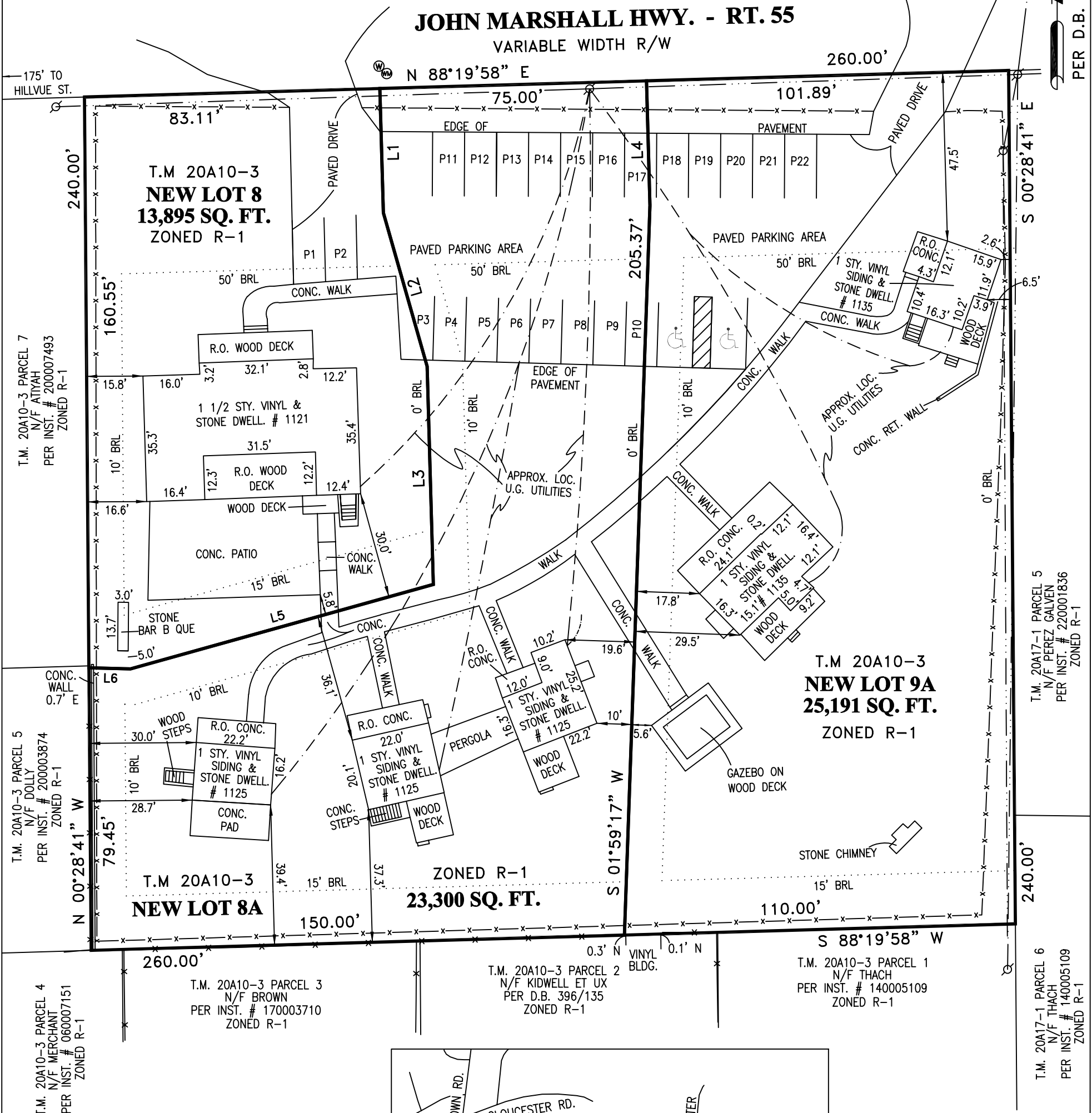
- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code §15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code §15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

## OFFICE USE ONLY

Receipt # 01001957432 Date Paid 11-7-23 Pd \$543.20 by card  
Planning Commission Hearing Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_  
Town Council Hearing Date: \_\_\_\_\_ Date Sent to Clerk: \_\_\_\_\_

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 01°40'02" E | 35.00'   |
| L2   | S 15°53'34" E | 44.87'   |
| L3   | S 01°40'02" E | 61.35'   |
| L4   | S 01°40'02" E | 35.00'   |
| L5   | S 74°24'34" W | 88.40'   |
| L6   | N 88°43'19" W | 11.68'   |

- DENOTES UTILITY POLE.
- DENOTES OVERHEAD WIRES.
- ⊙ DENOTES WATER METER.
- ⊕ DENOTES WATER VALVE.
- X— DENOTES WOOD FENCE.
- P1 DENOTES PARKING SPACE.

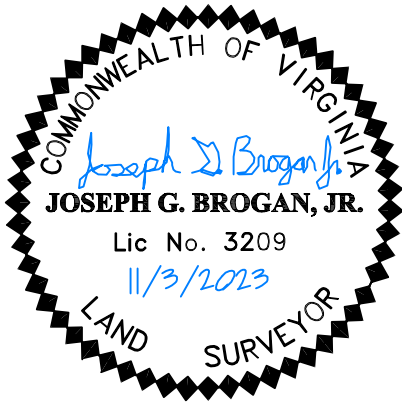
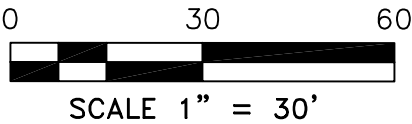
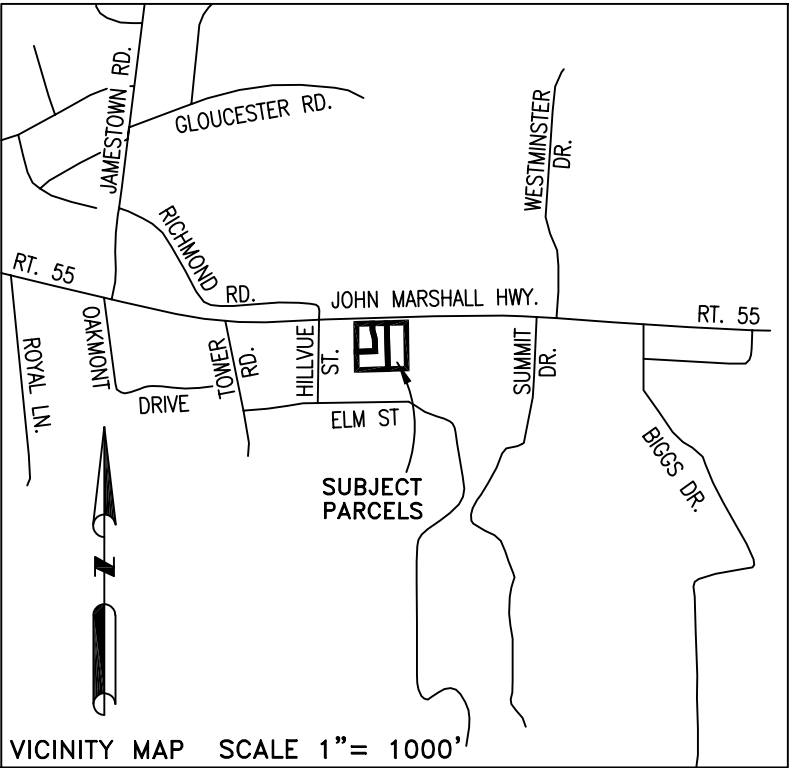


CURRENT ZONING: R-1.  
PROPOSED ZONING C-1.

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.  
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.  
DERIVATION OF TITLE TO: COOK REALTY, LLC.  
PER INSTRUMENT # 23.

PLAT REF: INST. # 230000504 AND D.B. 235/160.  
PROPERTY SITUATED OUTSIDE THE LIMITS  
OF THE FEMA FLOOD ZONE.

PLAT OF PROPOSED REZONING OF  
LOTS 8, 8A AND 9 PER PLAT OF  
SUBDIVISION OF THE HALL PROPERTY  
SOUTH RIVER MAGISTERIAL DISTRICT  
**TOWN OF FRONT ROYAL**  
**WARREN COUNTY, VA.**



PREPARED BY:  
BROGAN LAND SURVEYING, PLC  
P.O. BOX 1578  
FRONT ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
NOVEMBER 3, 2023

#### Statement Of Justification

Shelly Cook  
1121 John Marshall Highway  
1125 John Marshall Highway  
1135 John Marshall Highway

Front Royal , Virginia 22630

#### To Whom It may Concern

I am requesting the rezoning of the Property I own at the above addresses also known as The Trellis. is property was built in the 1950's as a "Motor Court" Motel and over the last three years I took on renovating this property that had become blighted and run down to enhance our entrance corridor and hopefully encourage tourism in our town and down town areas.

In light of the recent changes to the Comp Plan for this area to commercial zoning , it is my opinion that this is more suitable for the use of the property as it was originally purposed as well as it is purposed today. In rezoning this property it will make it more compliant with the current comp plan and more in line with the current use.

It was also requested when I started this property by the Planning Commission that the property needed to be rezoned to commercial, so in such I am making application to comply with the request and ask for your approval to rezone the property to commercial

Thank you

Shelly Cook

12/15/23  
09:55

FRONT ROYAL POLICE DEPARTMENT  
CAD Master Call Table:

382  
Page: 1

Call

Long-Term Call ID 23C012167

|             |                            |              |         |             |
|-------------|----------------------------|--------------|---------|-------------|
| Active Call | Nature                     | Traffic Stop | Type 1  | Priority 4  |
| Address     | JOHN MARSHALL; THE TRELLIS | City         |         |             |
| Calls       | Dupl                       | Names        | w/Alrts | Wants       |
|             |                            |              |         | Prem        |
|             |                            |              |         | Adr         |
| Zones       | +                          | +            | +       | Determinant |
| Directions  |                            |              |         | Alarm       |

|             |  |      |     |            |  |       |  |     |
|-------------|--|------|-----|------------|--|-------|--|-----|
| Complainant |  |      |     |            |  |       |  |     |
| Number      |  |      |     |            |  |       |  |     |
| Last        |  |      | Fst |            |  | Mid   |  |     |
| Address     |  |      |     |            |  | DOB   |  |     |
| City        |  | ST   | ZIP |            |  | SSN   |  |     |
| Phone       |  | Race | Sex | Prev Calls |  | Wants |  | Adr |
| Alert       |  |      |     |            |  |       |  |     |

|         |         |  |  |  |  |           |  |  |
|---------|---------|--|--|--|--|-----------|--|--|
| Contact |         |  |  |  |  |           |  |  |
| Contact | Suess E |  |  |  |  | Telephone |  |  |
| Address |         |  |  |  |  |           |  |  |

Information  
Info (See below)

|               |                  |       |    |                  |          |          |  |  |
|---------------|------------------|-------|----|------------------|----------|----------|--|--|
| License Plate | 4EE0295          | State | MD | Color            | Make     | Model    |  |  |
| How Received  | O Officer Report |       |    | Occurred between | 16:54:21 | 08/27/23 |  |  |
| Received By   | Dever J          |       |    | and              | 16:54:21 | 08/27/23 |  |  |
| Hold Until    | : :              | / /   |    | When Reported    | 16:54:21 | 08/27/23 |  |  |

= = = = =

INVOLVEMENTS:

|      |          |          |              |                  |
|------|----------|----------|--------------|------------------|
| Type | Record # | Date     | Description  | Relationship     |
| LW   | 23081448 | 08/27/23 | Traffic Stop | *Initiating Call |
| TS   | 55129    | 08/27/23 | Traffic Stop | Traffic Stop     |

Call Taker Comments:

16:58:44 08/27/2023 - Dever J \_\_\_\_\_  
\*URGENT\* Address change from JOHN MARSHALL to JOHN MARSHALL; THE TRELLIS17:04:45  
08/27/2023 - Suess E  
fail to obey highway sign



# FRONT ROYAL POLICE DEPARTMENT

Officer Report for Incident 23081448

**Nature:** Traffic Stop  
**Location:** SOUTH

**Address:** JOHN MARSHALL; THE TRELLIS  
FRONT ROYAL VA 22630

---

**Offense Codes:**

|                                         |                                                                  |                     |
|-----------------------------------------|------------------------------------------------------------------|---------------------|
| <b>Received By:</b> Dever J             | <b>How Received:</b> O                                           | <b>Agency:</b> FRPD |
| <b>Responding Officers:</b> Suess E     |                                                                  |                     |
| <b>Responsible Officer:</b> Suess E     | <b>Disposition:</b> INA 08/27/23                                 |                     |
| <b>When Reported:</b> 16:54:21 08/27/23 | <b>Occurred Between:</b> 16:54:21 08/27/23 and 16:54:21 08/27/23 |                     |

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**Assigned To:**  
**Status:**

**Detail:**  
**Status Date:** \*\*/\*\*/\*\*

**Date Assigned:** \*\*/\*\*/\*\*  
**Due Date:** \*\*/\*\*/\*\*

---

**Complainant:**

|                      |                |                 |
|----------------------|----------------|-----------------|
| <b>Last:</b>         | <b>First:</b>  | <b>Mid:</b>     |
| <b>DOB:</b> **/**/** | <b>Dr Lic:</b> | <b>Address:</b> |
| <b>Race:</b>         | <b>Sex:</b>    | <b>Phone:</b>   |
|                      |                | <b>City:</b> ,  |

**Offense Codes**

**Reported:** **Observed:**

**Circumstances**

**Responding Officers:** Suess E  
**Unit :** 200

**Responsible Officer:** Suess E  
**Received By:** Dever J  
**How Received:** O Officer Report

**Agency:** FRPD  
**Last Radio Log:** 17:04:45 08/27/23 CLR  
**Clearance:** UTS UNIFORM TRAFFIC  
SUMMONS

**When Reported:** 16:54:21 08/27/23  
**Judicial Status:**  
**Misc Entry:**

**Disposition:** INA **Date:** 08/27/23  
**Occurred between:** 16:54:21 08/27/23  
**and:** 16:54:21 08/27/23

**Modus Operandi:** **Description :** **Method :**

---

**Involvements**

| Date     | Type | Description          |          |
|----------|------|----------------------|----------|
| 08/27/23 | Name | BALAMJAV, BADAMGARAV | Offender |

---

|          |          |                                |                 |
|----------|----------|--------------------------------|-----------------|
| 08/31/23 | Citation | Moving Violation               | Citation        |
| 08/27/23 | Vehicle  | BLU 2003 TOYT CAMRY MD         | Vehicle         |
| 08/27/23 | Cad Call | 16:54:21 08/27/23 Traffic Stop | Initiating Call |

---

Responsible LEO:

---

Approved by:

---

Date

---

## Vehicles

**Vehicle Number:****32324****License Plate:** 4EE0295**State:** MD**Vehicle Year:** 2003**Make:** TOYT Toyota**Color:** BLU /**Vehicle Type:** PCAR Passenger Car**License Type:** PC Regular Passenger Automobile**Expires:** 05/31/24**VIN:** 4T1BE32K13U720443**Model:** CAMRY**Doors:** 4**Value:** \$0.00**Owner:****Last:** BALAMJAV**DOB:** [REDACTED]**Race:** U**Sex:** F**First:** BADAMGARAV**Dr Lic:** [REDACTED]**Phone:** ( ) -**Mid:****Address:** 2502 MOORE AVE**City:** PARKSVILLE, MD 21234**Agency:****Officer:****UCR Status:****Local Status:****Status Date:** \*\*/\*\*/\*\***Comments:****Date Recov/Rcvd:** \*\*/\*\*/\*\***Area:****Wrecker Service:****Storage Location:****Release Date:** \*\*/\*\*/\*\*

---

**Name Involvements:**

**Offender :** 51621

**Last:** BALAMJAV

**First:** BADAMGARAV

**Mid:**

**DOB:** [REDACTED]

**Dr Lic:** [REDACTED]

**Address:** 2502 MOORE AVE

**Race:** U      **Sex:** F

**Phone:** ( ) -

**City:** PARKSVILLE, MD 21234

12/15/23  
10:00

FRONT ROYAL POLICE DEPARTMENT  
CAD Master Call Table:

382  
Page: 1

Call

Long-Term Call ID 23C015834

Active Call Nature NOISE Type 1 Priority 7  
Address HILLVUE ST City FRO FRONT ROYAL  
Calls Dupl Names w/Alrts Wants Prem Adr  
Zones + + + Determinant Alarm  
Directions

Complainant  
Number C13846  
Last HENRY Fst EDWIN Mid JOHNS JR  
Address✓ 12 HILLVUE ST DOB [REDACTED]  
City FRONT ROYAL ST VA ZIP 22630 SSN [REDACTED]  
Phone (540)683-1096 Race W Sex M Prev Calls 1 Wants 0 Adr 0  
Alert

Contact  
Contact Telephone  
Address

Information  
Info (See below)

License Plate State Color Make Model  
How Received T Telephone Occurred between 20:52:08 10/28/23  
Received By COURTNEY C and 20:53:46 10/28/23  
Hold Until : : / / When Reported 20:53:43 10/28/23

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INVOLVEMENTS:

| Type | Record # | Date     | Description             | Relationship     |
|------|----------|----------|-------------------------|------------------|
| LW   | 23101627 | 10/28/23 | Noise                   | *Initiating Call |
| NM   | C13846   | 10/28/23 | HENRY, EDWIN JOHNSON JR | *Complainant     |

Call Taker Comments:

20:53:22 10/28/2023 - Courtney C  
\*EDITED\* ACROSS FROM SHENANDOAH COMMONS THEY HAVE THE WEDDINGS NOW IN THE  
REMODELED BUILDINGS THERE IS EXTEMEY LOUD MUSIC.  
20:57:24 10/28/2023 - Courtney C  
I COULD HEAR THE MUSIC IN THE BACKGROUND WHEN SPEAKING TO THE CALLER  
21:06:11 10/28/2023 - Courtney C - From: Burner C  
SPOKE TO THE GROOM AND ASKED HIM TO TURN IT DOWN. THEY SHOULD BE DONE AROUND  
10. CLEAR, HANDLED BY  
21:38:44 10/28/2023 - Conley H  
THE OWNER OF THE WEDDING VENUE SAID THE BRIDE IS NOW CRYING BECAUSE HER WEDDING  
HAS BEEN INTERRUPTED SINCE THEY WERE TOLD THE TOWN ORIDANCE IS 10PM. IT IS IN  
THEIR CONTRACT TO HAVE THE MUSIC OFF BY 10PM SINCE THAT IS THE TOWN LIMIT.  
SHELLY COOK IS THE POINT OF CONTACT FOR THIS VENUE 540-550-0334



# FRONT ROYAL POLICE DEPARTMENT

Officer Report for Incident 23101627

**Nature:** Noise

**Address:** HILLVUE ST

**Location:**

FRONT ROYAL VA 22630

---

**Offense Codes:**

**Received By:** COURTNEY C

**How Received:** T

**Agency:** FRPD

**Responding Officers:** Burner C, Clingerman A

**Responsible Officer:** Burner C

**Disposition:** INA 10/28/23

**When Reported:** 20:53:43 10/28/23

**Occurred Between:** 20:52:08 10/28/23 and 20:53:46 10/28/23

---

**Assigned To:**

**Detail:**

**Date Assigned:** \*\*/\*\*/\*\*

**Status:**

**Status Date:** \*\*/\*\*/\*\*

**Due Date:** \*\*/\*\*/\*\*

---

**Complainant:** C13846

**Last:** HENRY

**First:** EDWIN

**Mid:** JOHNSON

**DOB:** [REDACTED]

**Dr Lic:** [REDACTED]

**Address:** 12 HILLVUE ST

**Race:** W **Sex:** M

**Phone:** (540)683-1096

**City:** FRONT ROYAL, VA 22630

**Offense Codes**

**Reported:**

**Observed:**

**Circumstances**

**Responding Officers:**

**Unit :**

Burner C

406

Clingerman A

400

**Responsible Officer:** Burner C

**Agency:** FRPD

**Received By:** COURTNEY C

**Last Radio Log:** 21:06:33 10/28/23 CLR

**How Received:** T Telephone

**Clearance:** HBO HANDLED BY OFFICER

**When Reported:** 20:53:43 10/28/23

**Disposition:** INA **Date:** 10/28/23

**Judicial Status:**

**Occurred between:** 20:52:08 10/28/23

**Misc Entry:**

**and:** 20:53:46 10/28/23

---

**Modus Operandi:**

**Description :**

**Method :**

---

**Involvements**

**Date**

**Type**

**Description**

10/28/23

Name

HENRY, EDWIN JOHNSON JR

Complainant

---

10/28/23

Cad Call

20:53:43 10/28/23 NOISE

Initiating Call

---

Responsible LEO:

---

Approved by:

---

Date

---

## Name Involvements:

**Complainant :** C13846

**Last:** HENRY

**First:** EDWIN

**Mid:** JOHNSON

**DOB:** [REDACTED]

**Dr Lic:** [REDACTED]

**Address:** 12 HILLVUE ST

**Race:** W      **Sex:** M

**Phone:** (540)683-1096

**City:** FRONT ROYAL, VA 22630

12/15/23  
09:57

FRONT ROYAL POLICE DEPARTMENT  
CAD Master Call Table:

382  
Page: 1

Call

Long-Term Call ID 23C017291

Active Call Nature TRAFFIC CONTROL Type 1 Priority 9  
Address ✓ 1121 JOHN MARSHALL HWY City FR Front Royal  
Calls 25+ Dupl 0 Names 1 w/Alrts 0 Wants 0 Prem 0 Adr 0  
RICHMOND RD & SUMMIT DR  
Zones + + + Determinant Alarm  
Directions

Complainant  
Number  
Last Fst Mid  
Address DOB  
City ST ZIP SSN  
Phone Race Sex Prev Calls Wants Adr  
Alert

Contact  
Contact Telephone  
Address

Information  
Info (See below)

| License Plate | State            | Color            | Make     | Model    |
|---------------|------------------|------------------|----------|----------|
| How Received  | 0 Officer Report | Occurred between | 14:02:36 | 11/25/23 |
| Received By   | DODSON RM        | and              | 14:03:30 | 11/25/23 |
| Hold Until    | : : / /          | When Reported    | 14:02:47 | 11/25/23 |

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INVOLVEMENTS:

| Type | Record # | Date     | Description     | Relationship     |
|------|----------|----------|-----------------|------------------|
| LW   | 23111249 | 11/25/23 | Traffic Control | *Initiating Call |

Call Taker Comments:

14:03:25 11/25/2023 - Dodson RM  
I SET OUT FLARES FOR THE EVENT. I WAS APPROACHED BY SOME PEOPLE WHO LIVE ON  
HILLVUE THAT WERE UPSET ABOUT THE EVENT. THEY WERE TOLD TO SPEAK TO TOWN COUNSEL  
14:06:17 11/25/2023 - Dodson RM - From: Fogle D  
IM CLEAR. ILL CONTINUE TO MONITOR IT



# FRONT ROYAL POLICE DEPARTMENT

Officer Report for Incident 23111249

**Nature:** Traffic Control  
**Location:** SOUTH

**Address:** 1121 JOHN MARSHALL HWY  
Front Royal VA 22630

---

**Offense Codes:**

**Received By:** DODSON RM

**How Received:** O

**Agency:** FRPD

**Responding Officers:** Fogle D

**Responsible Officer:** Fogle D

**Disposition:** INA 11/25/23

**When Reported:** 14:02:47 11/25/23

**Occurred Between:** 14:02:36 11/25/23 and 14:03:30 11/25/23

---

**Assigned To:**

**Detail:**

**Date Assigned:** \*\*/\*\*/\*\*

**Status:**

**Status Date:** \*\*/\*\*/\*\*

**Due Date:** \*\*/\*\*/\*\*

---

**Complainant:**

**Last:**

**First:**

**Mid:**

**DOB:** \*\*/\*\*/\*\*

**Dr Lic:**

**Address:**

**Race:**                      **Sex:**

**Phone:**

**City:** ,

**Offense Codes**

**Reported:**

**Observed:**

**Circumstances**

**Responding Officers:**

Fogle D

**Unit :**

300

**Responsible Officer:** Fogle D

**Agency:** FRPD

**Received By:** DODSON RM

**Last Radio Log:** 14:06:26 11/25/23 CLR

**How Received:** O Officer Report

**Clearance:** HBO HANDLED BY OFFICER

**When Reported:** 14:02:47 11/25/23

**Disposition:** INA **Date:** 11/25/23

**Judicial Status:**

**Occurred between:** 14:02:36 11/25/23

**Misc Entry:**

**and:** 14:03:30 11/25/23

---

**Modus Operandi:**

**Description :**

**Method :**

---

**Involvements**

**Date**

**Type**

**Description**

11/25/23

Cad Call

14:02:47 11/25/23 TRAFFIC CONTROL

Initiating Call

-----  
Responsible LEO:

-----  
Approved by:

-----  
Date

## Connie Potter

---

**From:** Monica McClure  
**Sent:** Monday, December 4, 2023 8:53 AM  
**To:** Connie Potter; Carol Buffa  
**Subject:** FW: Hillvue & Elm St Event Parking

---

**From:** Jr Henry <jr22630@gmail.com>  
**Sent:** Thursday, November 30, 2023 11:00 PM  
**To:** Monica McClure <mmcclure@frontroyalva.com>; John Ware <jware@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>  
**Subject:** Hillvue & Elm St Event Parking

Dear Planning & Zoning Department,

I hope this message finds you well. My name is Edwin Henry, and I am writing to bring to your attention safety concerns related to The Trellis, which operates as a short-term rental in our community.

On Saturday November 30th, another event was hosted at The Trellis, resulting in significant issues for our neighborhood. Cars were parked on both sides of Hillvue Street, creating a hazardous situation that could have prevented emergency vehicles from navigating the street effectively. This poses a serious risk, especially considering the large elderly population residing on Hillvue and Elm Streets.

A neighbor had to be transported to the hospital by ambulance in recent weeks. The congestion caused by parked cars would have hindered the ambulance's timely access to our street. If an ambulance would be needed on the day of an event. Additionally, I personally experienced difficulties leaving my property as my mailbox and driveway were blocked. When I requested someone not to block my driveway, I received a note on my car with an inappropriate message.

The situation escalated to the extent that the police were called to intervene on Saturday. The officer was called to the scene and put flairs down. The officer mentioned that they were not informed of any event at The Trellis and expressed that with prior knowledge, they could have been better prepared. This lack of coordination further compounds the safety risks associated with events at this location.

The specific safety concerns include:

1. Emergency vehicle access blocked by parked cars on Hillvue Street.
2. Difficulty for residents, particularly the elderly, to navigate the area during events.
3. Personal property obstruction, such as blocked driveways and mailboxes.
4. Inadequate communication with local law enforcement, hindering their ability to manage public safety effectively.

I am reaching out to seek guidance on the correct course of action. I believe that addressing these issues is crucial to ensuring the safety and well-being of our community members. Any assistance or guidance you can provide in navigating this process would be greatly appreciated. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,  
Edwin Henry



## SKYLINE BAPTIST CHURCH

*Focusing on the WORD Because TRUTH Matters*

December 11, 2023

Front Royal Department of Planning & Zoning  
102 E. Main St.  
PO Box 1560  
Front Royal, VA 22630

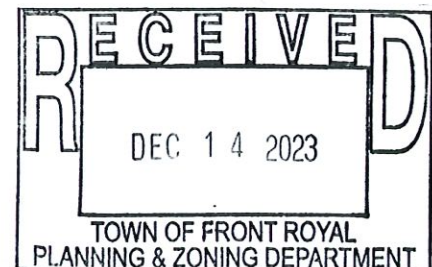
Re: Rezoning Application submitted by Cook Realty for 1121,1125, 1135 John Marshall Hwy.

To Whom It May Concern,

I regret that I am unable to personally attend the December 20th meeting concerning Shelly Cook's property at 1121, 1125, 1135 John Marshall Hwy. However, I want to take the opportunity to express our delight in what Shelly has done with that property. We have a good relationship with her and have had no issues, such as noise, with events that have been conducted there.

For Skyline Baptist Church (Formerly Front Royal Bible Church)—1200 John Marshall Hwy.

Pastor Randy DeSantis



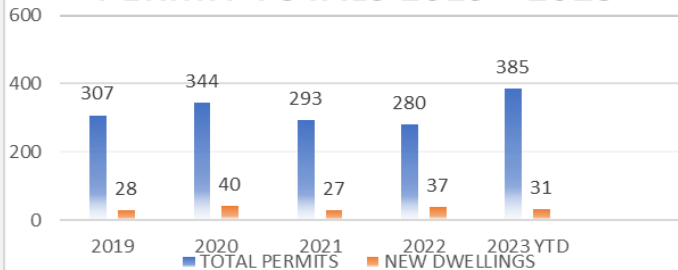
# **PLANNING DIRECTOR REPORT**

# PLANNING/ZONING DEPARTMENT - NOVEMBER 2023

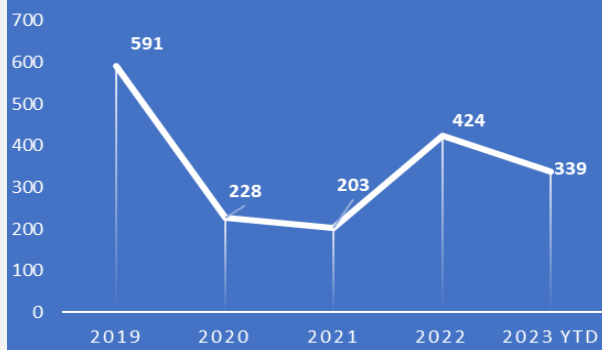
## ● GENERAL INDICATORS

|                                         | 2019 | 2020 | 2021 | 2022 | 2023 YTD | November |
|-----------------------------------------|------|------|------|------|----------|----------|
| <b>Zoning Permits</b>                   | 307  | 344  | 293  | 280  | 385      | 25       |
| <b>Code Enforcement Cases</b>           | 591  | 228  | 203  | 424  | 339      | 19       |
| <b>Land Use Applications</b>            | 19   | 26   | 29   | 56   | 36       | 4        |
| <b>Code Amendments</b>                  | 1    | 1    | 7    | 2    | 4        | 0        |
| <b>Sign Permits</b>                     | 52   | 39   | 47   | 41   | 62       | 3        |
| <b>Business Licenses</b>                | 186  | 151  | 172  | 155  | 144      | 10       |
| <b>Short-Term Rentals</b>               | --   | --   | 1    | 13   | 5        | 0        |
| <b>Administrative Variance</b>          | --   | --   | --   | --   | 4        | 0        |
| <b>COA Administrative Review</b>        | --   | --   | --   | --   | 39       | 4        |
| <b>COA Board Review</b>                 | --   | --   | --   | --   | 10       | 2        |
| <b>Solicitor/Itinerant Merchant</b>     | --   | --   | --   | --   | 10       | 0        |
| <b>Urban Agriculture</b>                | --   | --   | --   | --   | 18       | 0        |
| <b>Alley Vacation</b>                   | --   | --   | --   | --   | 4        | 0        |
| <b>Right of Way Utilization Permits</b> |      |      |      |      | 42       | 2        |

### PERMIT TOTALS 2019 - 2023



### TOTAL CODE CASES 2019 - 2023



## SPECIAL PROJECTS UPDATES/NEWS

- **Chapter 175 and 148 Rewrite:** Discussions have been held with Summit regarding the rewrite. A Draft document should go to the Planning Commission in December.
- **Capital Improvement Plan (CIP):** Work has begun on the 2025-2029 CIP.

- **BAR** – The Board of Architectural Review did not meet in the month of November.
- **BZA** - The Board of Zoning Appeals did not meet in the month of November.

- **PC** – In November the Planning Commission (PC) held one (1) regular meeting and one (1) work session. At their regular meeting the PC recommended three (3) consent agenda items to go to public hearing in December. In addition, the PC recommended approval of an Ordinance text amendment regarding the minimum lot requirement in the PND, Planned Neighborhood Development District and a Rezoning Application submitted by Magdalen Capital, LLLP to rezone 311 Leach Street from R-S, Suburban Residential District to PND, Planned Neighborhood Development District and three (3) vacant lots from R-1, Residential District to PND, Planned Neighborhood Development District. Discussion at the work session included a Special Use Permit application for a Lodging House at 501 S. Royal Avenue, a Rezoning application for 29 W. Duck Street to rezone from C-1, Community Business District to R-3, Residential District and a Rezoning application to rezone 1121, 1125, and 1135 John Marshall Highway from R-1, Residential District to C-1, Community Business District.