



PLANNING COMMISSION WORK SESSION
Wednesday, February 7, 2024 @ 6 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

Call to Order

Roll Call

Work Session Business

- **2400013** – A Rezoning Application submitted by Fernando Arana Pradel requesting an amendment to the zoning map to reclassify 1724 N. Royal Avenue, identified by Tax Map 20A2-2-11 from R-1, Residential District to R-1A, Residential District.
- **2400016** – A Special Use Permit Application submitted by Jean-David Lejeune and Samantha Harris to allow a short-term rental located at 322 Kerfoot Avenue, identified by Tax Map 20A6-7-10-39, 40, 41, 42. The property is zoned R-1, Residential District.
- **2400018** – A Rezoning Application submitted by Graceful Abode of Liberation requesting an amendment to the zoning map to reclassify 1324 Old Winchester Pike, identified by Tax Map 2012-4-6 from R-1, Residential District to R-3, Residential District.

Other

- Town Emails
- Planning Commission By-Laws
- 2023 Annual Report
- Zoning Ordinance Advisory Committee

Adjournment

PUBLIC HEARING
REZONING APPLICATION 240001
1724 N. ROYAL AVENUE



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

FRREZON #2400013

RECEIVED

REZONING APPLICATION

JAN 4 2024

APPLICANT

Town of Front Royal
Planning & Zoning Department

Name Fernando Arana Pradel Phone (571) 327-736

Address 11640A Cavalier Landing Ct, Fairfax VA 22030

E-mail aranapradel@gmail.com

PROPERTY OWNER OF RECORD

Name Fernando Arana Pradel, Miguel A. Balbi and Luis Jose Cuneo Thays Phone (571) 327-736

Address 11640A Cavalier Landing Ct, Fairfax VA 22030

PROPERTY DESCRIPTION

Location/Street Address 1724 N Royal Ave, Front Royal Virginia 22630

Number of lots: 2 Total Acreage 0.9948

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

TAX MAP: 20A2 2 11

Subdivision Name (if applicable) _____

REQUEST

Existing Zoning R-1 Proposed Zoning R-1A

Existing Use RESIDENTIAL Proposed Use RESIDENTIAL

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 1st 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 Property Owner



Signature of Property Owner

Signature of Applicant (if different)

City/County of Fairfax RH Front Royal, Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 4 day of January, 2024 by

Rafael Hernandez
(Name of person seeking acknowledgement)

Notary Public

Notary registration number: 7968916 My commission expires: 8/31/2025

Rafael Eduardo Hernandez Villegas
Notary Public
Reg #7968916
Commonwealth of Virginia
My Commission Expires 8/31/2025

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 # _____ Date Paid 1-4-24 Pd \$500.00 by c/c
Planning Commission Hearing Date: _____ Recommendation: _____
Town Council Hearing Date: _____ Date Sent to Clerk: _____

January 2019

Taxes Due

Fernando Arana
11640A Cavalier Landing Court
Fairfax, VA 22030
3 January 2024

Front Royal Town Hall
Arbitrage Financial
102 E Main Street
Front Royal, VA 22630

Dear Recipient Name:

The purpose of this letter is to petition the rezoning of my lot located at 1724 N. Royal Avenue Front Royal, VA 22630 from R-1 to R-1A.

My wife and I have been considering moving to Front Royal for a couple of years now and build our dream home for our family. We have been waiting for an opportunity ever since and we recently found it. We were lucky enough to purchase a home sitting on a 1-acre lot. Our plan is to remodel the existing home and sell it and with the profits of such sale, begin the construction of our future home.

The home is in the R-1 zone which requires a minimum of 75 feet frontage on a public street for each lot. Even though I also have frontage on an alley, an alley is not considered a street for subdivision purposes. Per the deed, my lot only has a frontage of 123 feet on N. Royal Avenue and I will need a total of 150 feet. I was advised the best way to proceed is to rezone to R-1A which requires 50 feet per lot allowing us to build a driveway for our future home in the back.

Thank you in advance for your time and consideration on this matter. If you need further details do not hesitate to contact me.

Sincerely,

Fernando Arana

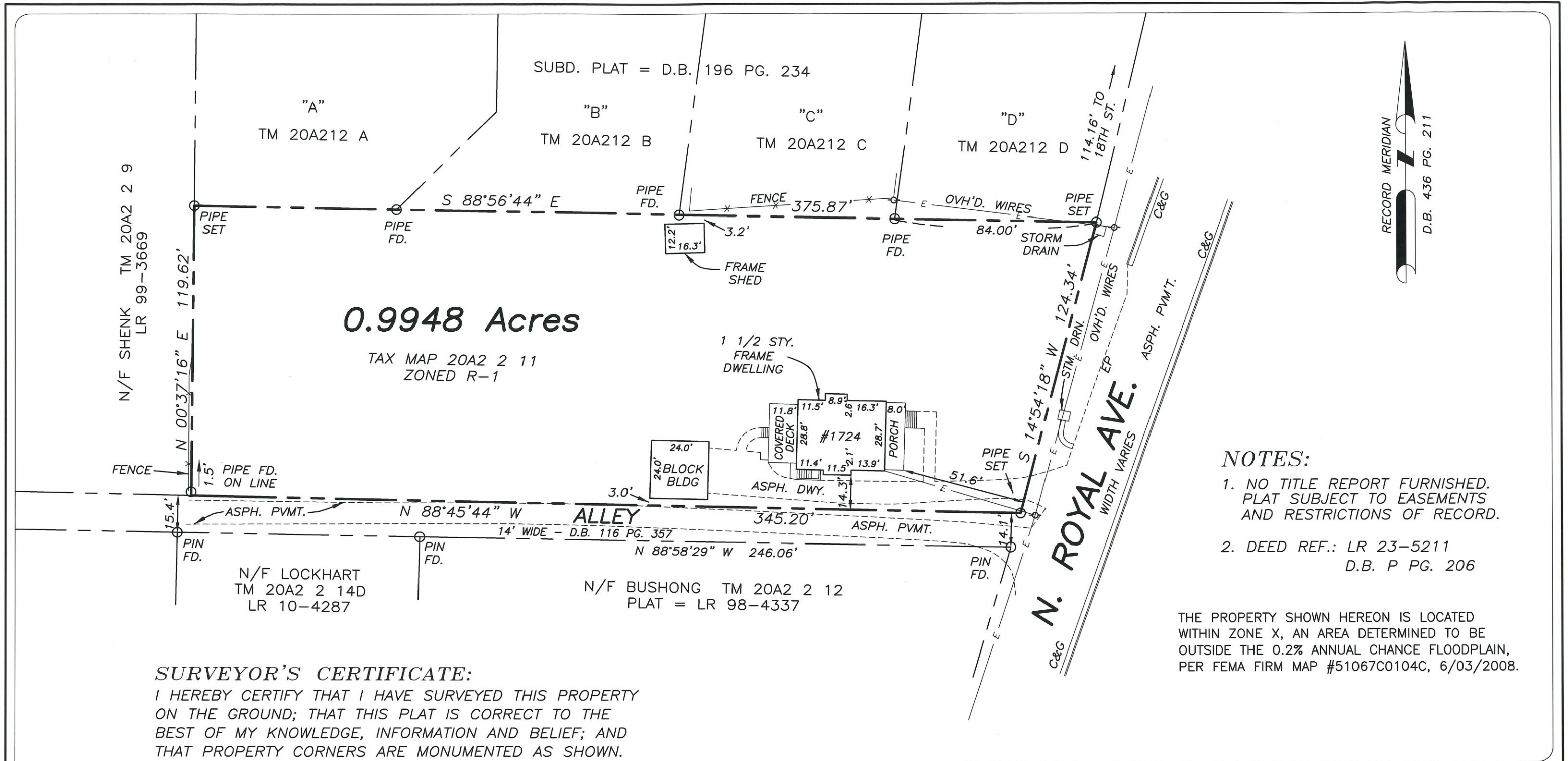
RECEIVED
JAN 4 - 2024

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JAN 4 - 2024

JAN 4 - 2024

Front Royal
Planning Department



RECORD MERIDIAN
D.B. 436 PG. 211

0.9948 Acres

TAX MAP 20A2 2 11
ZONED R-1

- NOTES:
1. NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO EASEMENTS
AND RESTRICTIONS OF RECORD.
 2. DEED REF.: LR 23-5211
D.B. P PG. 206

THE PROPERTY SHOWN HEREON IS LOCATED
WITHIN ZONE X, AN AREA DETERMINED TO BE
OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN,
PER FEMA FIRM MAP #51067C0104C, 6/03/2008.

SURVEYOR'S CERTIFICATE:
I HEREBY CERTIFY THAT I HAVE SURVEYED THIS PROPERTY
ON THE GROUND; THAT THIS PLAT IS CORRECT TO THE
BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF; AND
THAT PROPERTY CORNERS ARE MONUMENTED AS SHOWN.

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-F136 DWG. No. AM-1845

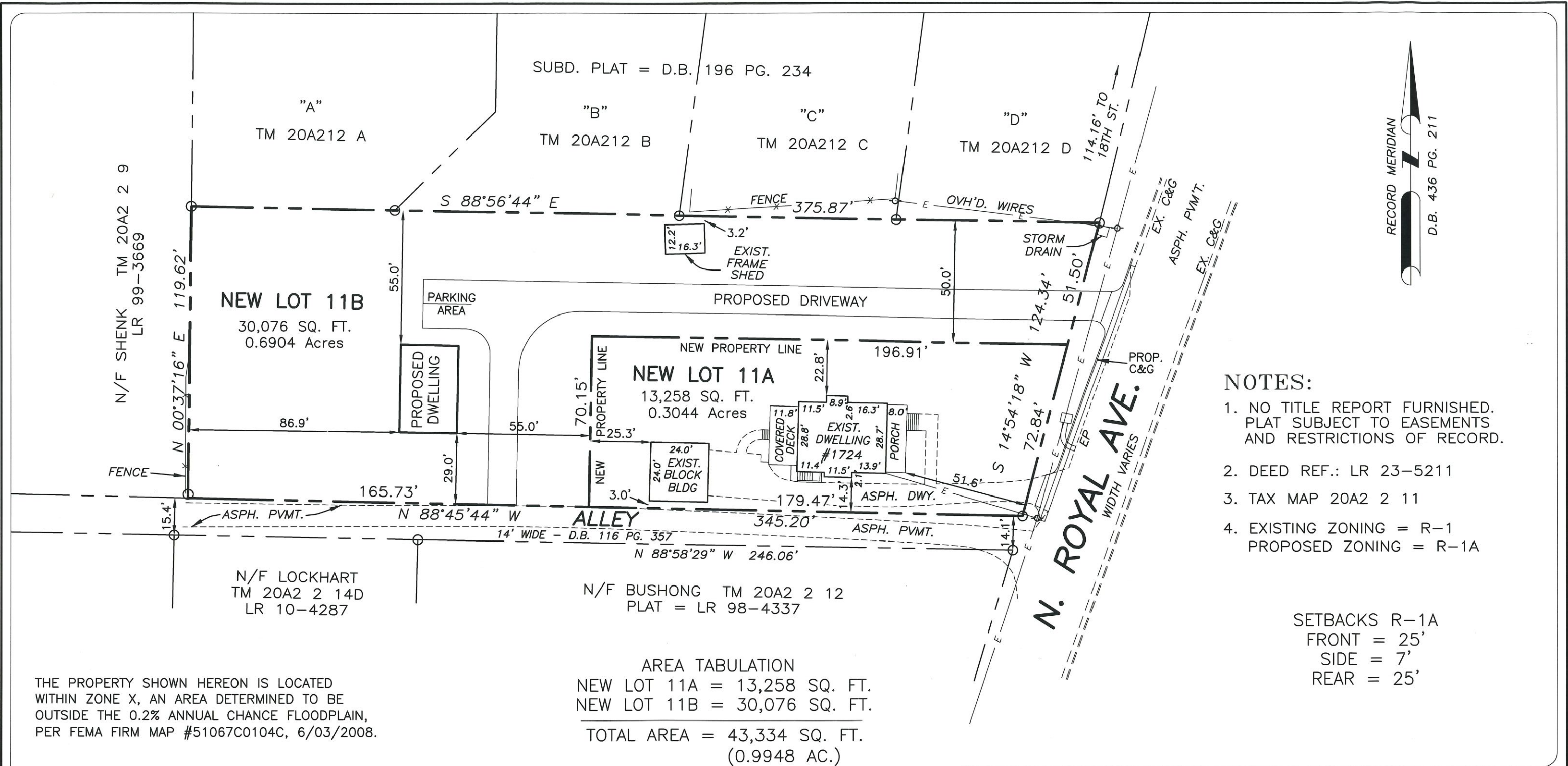


BOUNDARY SURVEY - THE LAND OF

**MIGUEL A. BALBI, FERNANDO ARANA PRADEL
AND LUIGI JOSE CUNEO THAYS**
LR 23-5211

TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

DATE: 12 DECEMBER 2023 SCALE: 1" = 40'



THE PROPERTY SHOWN HEREON IS LOCATED
WITHIN ZONE X, AN AREA DETERMINED TO BE
OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN,
PER FEMA FIRM MAP #51067C0104C, 6/03/2008.

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-F136R DWG. No. AM-1845



SKETCH PLAT TO ACCOMPANY REZONING REQUEST
PROPOSED DIVISION OF THE LAND OF
**MIGUEL A. BALBI, FERNANDO ARANA PRADEL
AND LUIGI JOSE CUNEO THAYS**
LR 23-5211
TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

DATE: 27 DECEMBER 2023 SCALE: 1" = 40'

PUBLIC HEARING

SUP 2400016 – SHORT-TERM RENTAL

322 KERFOOT AVENUE

#2400016



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

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

RECEIVED

JAN 4 - 2024

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT: Jean-David Lejeune

Town of Front Royal
Planning & Zoning Department

NAME: Samantha Harris PHONE: 314-974-1694

ADDRESS 322 Kerfoot Ave Front Royal, VA 22630

E-MAIL samharris2525@gmail.com

PROPERTY OWNER:

NAME: Jean-David Lejeune & Samantha Harris

PHONE: "

ADDRESS "

E-MAIL "

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 322 Kerfoot Ave

TAX MAP 20A6 SECTION 7 BLOCK 10 LOT 39-42

SUBDIVISION NAME _____

ZONING DISTRICT R-1 residential low density ACREAGE 0.34 acres

SPECIFIC SPECIAL USE PERMIT REQUEST use for air BnB / VRBO - type short-term rental

☐ Whole house rental

☒ Partial rental, # of rooms rented 2

☐ Primary Residence

☐ Secondary Residence

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

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

☒ Provide a map of area attractions

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

☒ Complete management plan.

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

☒ Emergency dwelling evacuation diagram (posted in each bedroom)

☐ Application fee of \$400.00

Receipt # 01001970557 Date Paid 1-4-24

IN CASE OF AN EMERGENCY

Pd \$400.00 by c/c

Revised 12/21/2022

If there is an emergency, or there are questions in regard to the property, please contact (owner) Sean-David Hejenc
at (phone number) 703-200-3109 or (property manager) Samantha Harris
at (phone number) ~~314-999-2687~~ 314-974-1644

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

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

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

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

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

Emergency/afterhours 540-635-2111

OCCUPANCY ✓

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

NOISE ✓

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

PARKING ✓

Minimum available parking is 6 vehicle(s) in the driveway.

TRASH AND RECYCLING ✓

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

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

see managment plan

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

see managment plan

CHECK-IN & CHECK-OUT ✓

Provide details

see managment plan

WIFI/PHONE/ETC

Provide details for special amenities if available ✓

\\

11

SPECIFIC PROPERTY DETAILS

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

\\

11

AREA ATTRACTIONS

Provide a map of area attractions

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

SPECIFIC PROPERTY REGULATIONS

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

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

\\

11

As per 175-3

Revised 12/21/2022

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

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

Short-term rental:

§ 175.151 Short-term rentals.

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

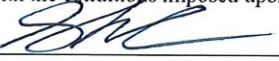
- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions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

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

Property Owner's Signature: 

CERTIFICATION:

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

Signature  Date 1/2/24

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.



**Lejeune
Properties**

Welcome to Your Skyline Drive Retreat

This booklet serves as a guide which includes house rules, emergency contacts, and key features to explore.

Have a great stay!



Sam: 314-974-1694
JD: 703-200-3109

JD Lejeune & Sam Harris

ABOUT THE PROPERTY

Discover a Front Royal gem! This renovated retreat boasts 4 beds and 1 bath with a stylish roll-in shower. The fenced property is <1 mile from the Shenandoah River, 1 mile Shenandoah National Park, and the vibrant Main Street. The kitchen features sleek quartz countertops, and both the kitchen and master bathroom showcase elegant porcelain flooring. With its modern luxury, proximity to nature, and space for up to 4 guests, this Front Royal haven is an ideal blend of comfort and sophistication.

This property was previously used as a Church, explaining its unique exterior. With its one-of-a-kind history nestled in a small beautiful town, we are sure you will find the peaceful adventure you want, right here.

WIFI INFORMATION

Network: Sam&JD

Password: AMDG2024



about your stay

DETAILS

Discover a Front Royal gem! This renovated retreat boasts 4 beds and 1 bath with a stylish roll-in shower. The fenced property is <1 mile from the Shenandoah River, 1 mile Shenandoah National Park, and the vibrant Main Street.



MEET THE HOSTS

HEY! WE ARE SAM AND JD!

We are engaged and excited to get married in Spring 2024! We moved to Front Royal right after graduating college and fell in love with the town! From attempting to convince all our friends and family to move here, to trying almost every restaurant in town, we decided to share our passion for Front Royal by showing guests our favorite little piece of earth, the Shenandoah Valley. We hope you enjoy this Shenandoah experience as much as we do!

CONTACT INFO

322 Kerfoot Ave Front Royal, VA
22630

Sam: 314-974-1694

JD: 703-200-3109

lejeuneproperties@gmail.com

COMMUNICATION

Our philosophy is to let our guests guide the amount of interaction that is wanted. So whether it is a remote check-in and a quiet stay, or if you want to knock on our door for recommendations on our favorite places in town, we are happy to accommodate!

IMPORTANT INFORMATION

Please note that your hosts are living on the other side of this duplex with a hypoallergenic dog.

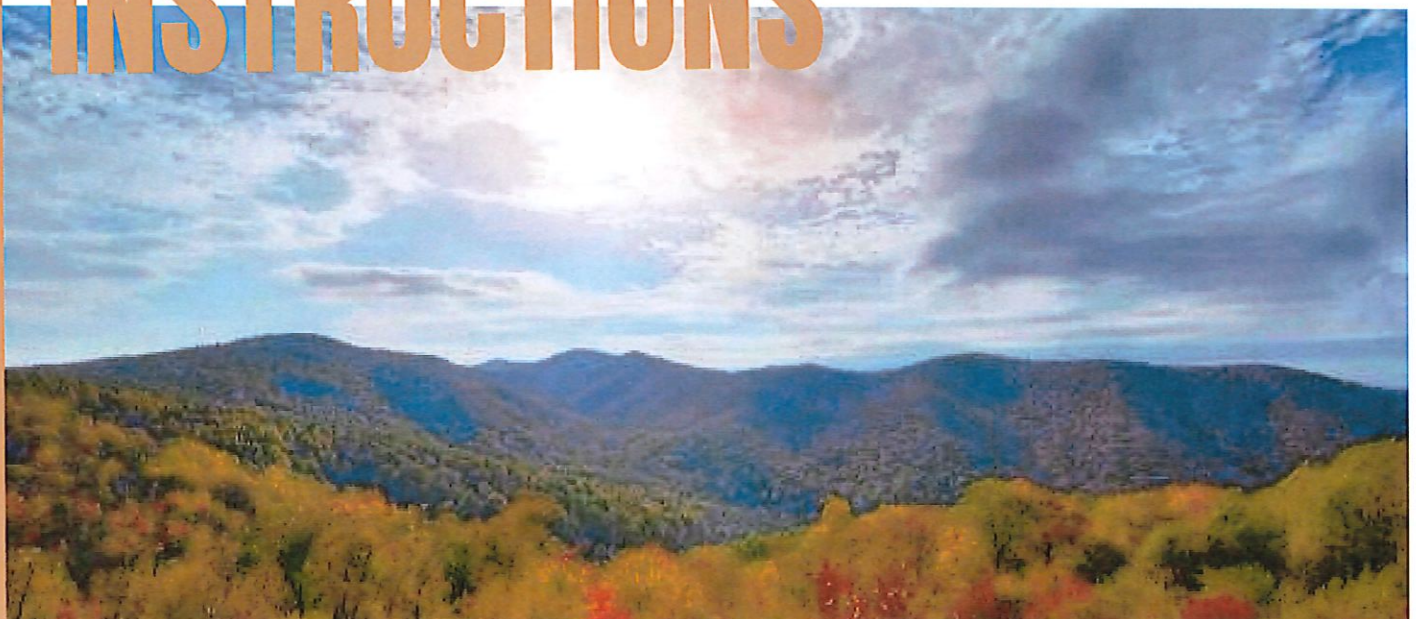
CHECK IN

- Entry
 - The Guest Entrance is equipped with an electronic combo lock for security. Access information has been provided to you during booking confirmation
- Take a look around and familiarize yourself with the emergency exits and safety information provided in this manual
- Reach out to us, your hosts, if anything is not to your liking and we will do everything we can to accommodate you to assure you have the best stay possible

CHECK OUT

- All trash shall be emptied and deposited in provided trash bins outdoors
- All dishes shall be washed, dried, and returned to their respective storage areas
- All bedsheets and pillow cases (not mattress protectors) are to be removed and placed in the laundry room
- All lights and appliances are to be turned off before check out
- Double check that all doors and windows closed and locked
- Leave us a review about your stay! We'd love to keep in touch and have you back when you return to the Shenandoah Valley!

INSTRUCTIONS



*Kick-start your luxury stay by learning
about our*

IN-HOME AMENITIES

100% Handicap Accessible and Step-free Interior

- 1 Fishing Kayak with pole-holders and 2 fishing poles for an additional price
 - Life jackets MUST be worn at all times when in the water or on the kayak
- 2 Twin-over-twin bunkbed that sleeps two with a weight limit of 400lbs
- washer and dryer for your convenience located in the mud room
- Fully renovated kitchen completed with fridge, kitchen table, conduction stove, dishwasher, sink, and Keurig machine with complimentary pods
- 4K 65 in. TV complete with Netflix, Hulu, Disney+, and many more entertainment options

EMERGENCY INFORMATION

EMERGENCY CONTACT INFORMATION

In the event of an emergency, call 911

For non-emergencies, please contact your hosts at 703-200-3109 or 314-974-1694

If you cannot reach us and you have an emergency involving your electric, water, or sewer service after hours, weekend of holidays, please contact the Front Royal Police Department at their non-emergency phone number (540) 635-2111.

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

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

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

Electrical Outage: 540-635-3027, 1101 Manassas Ave, Front Royal, VA 22630

IN CASE OF EMERGENCY

Carefully Review Exit Routes

- Located in each bedroom and included in this manual

Exit Emergency Guidance

- Stop what you are doing and leave the building immediately, closing doors behind you, if it is safe to do so

Area Primary Shelters

- Skyline High School, 151 Skyline Vista Dr., Front Royal, VA 22630
- Warren County Middle School, 522 Heritage Drive, Front Royal, VA 22630
- South Warren Fire Dept., 3330 Stonewall Jackson Hwy, Front Royal, VA 22630

just a few things to remember

HOUSE RULES

SMOKING INDOORS IS PROHIBITED

Including cigarettes, vapes, hookahs, pens, bonges, pipes, etc...

Any smoking conducted indoors will require a penalty fee at the owner's discretion to cover cleaning

PETS

All pets are prohibited except service animals. Emotional support animals ARE NOT considered service animals. If you have a service animal, please contact the Hosts to discuss an animal staying on the premises in accordance to FHA and ADA regulations.

OCCUPANCY

No more than 20 people shall be in the home at any one time

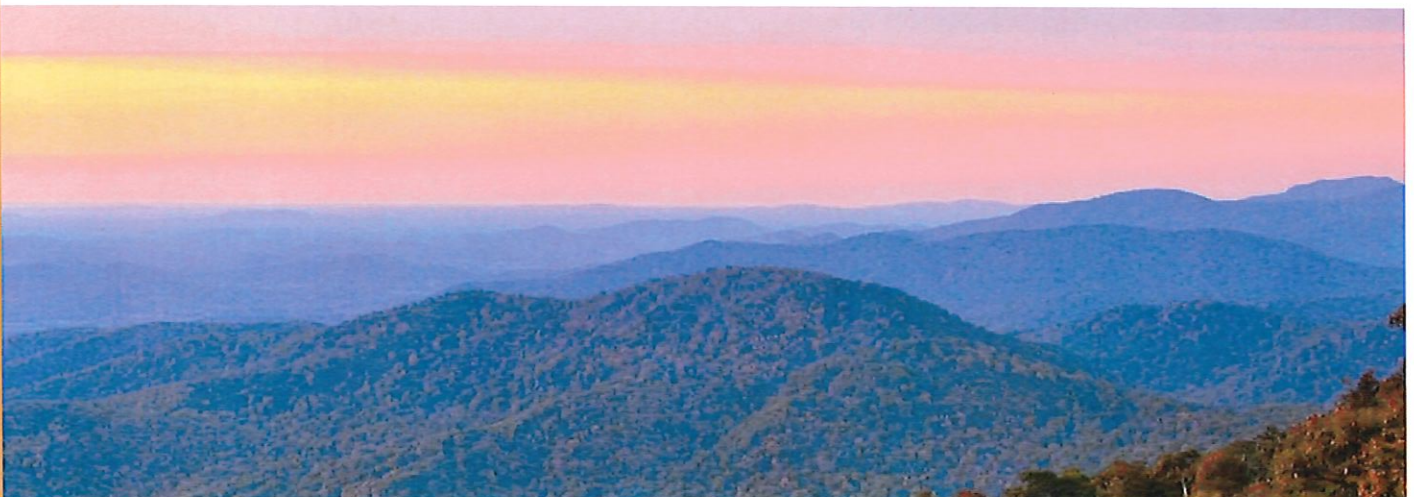
The Special Use Permit limits the occupancy for this short-term rental to 4 people and 2 bedrooms

QUIET HOURS

Out of consideration of the neighbors and the community, quiet hours are from 10pm to 7am

LAUNDRY

Please ensure that all clothes are free from excessive debris before putting in the washer.



PARTIES AND EVENTS

There shall be no parties, events or unregistered gatherings of over 20 individuals unless the host has approved. Feel free to contact the hosts about hosting large events.

FOOD AND DRINK

No food or drink in the bedrooms

NO UNREGISTERED GUESTS

Unregistered guests are not covered by insurance and thus cannot be covered in case of physical injury or litigation.

NOISE

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

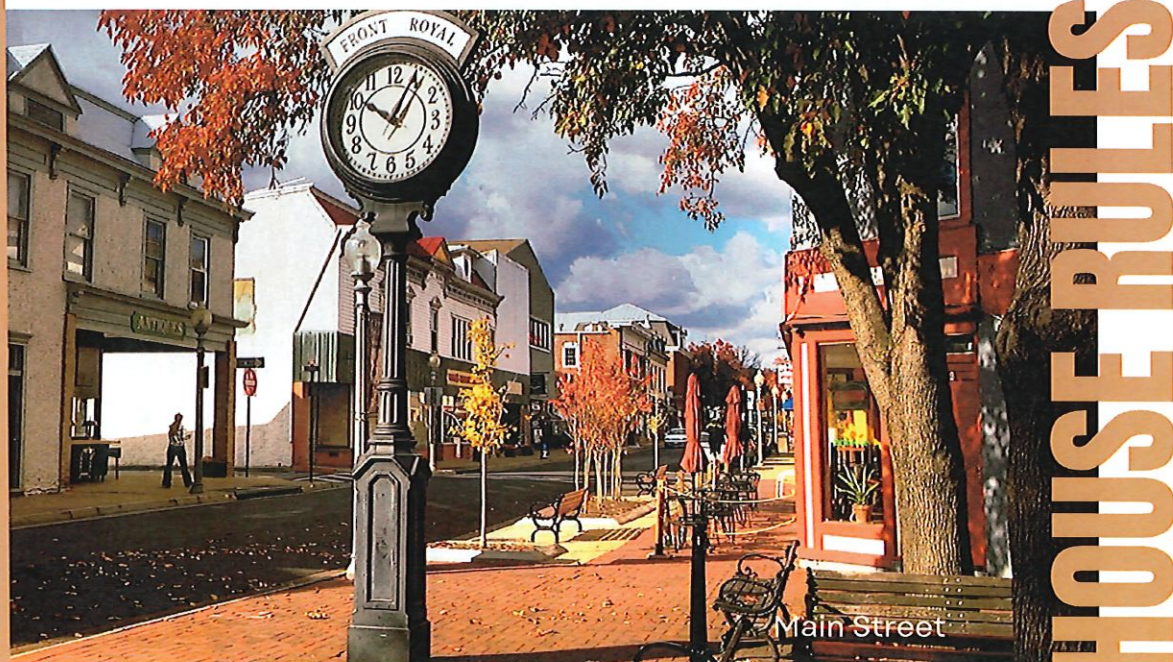
PARKING

Minimum available parking is 6 vehicles in the driveway

TRASH AND RECYCLING

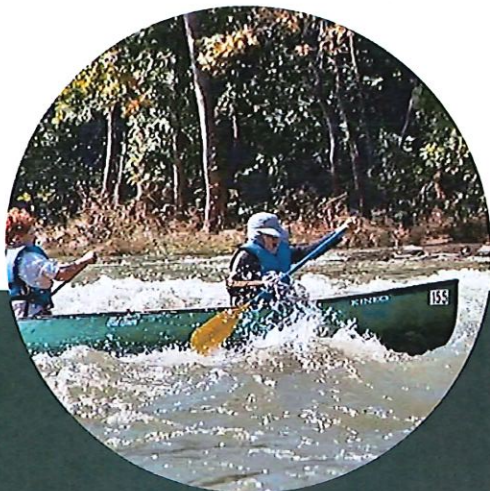
All trash and recycling shall be placed in containers provided by the owner- trash receptacle is located on driveway.

Trash is collected on Tuesday mornings. The container is to be placed on the street, next to the mailbox against the curb



local attractions

THINGS TO DO



GETTING AROUND

Front Royal is a small town with almost everything within some biking or walking distance. If driving, please note that all roads in and around the main street are 25 MPH and the authorities are strict about it!

PUBLIC TRANSPORTATION

The Front Royal Trolley stops just outside the house at the corner of Kerfoot and Brown Ave. For 50 cents, you can ride into and around town. Schedule: AM 37-min past the hour. PM 7-min past the hour.

RIGHT OUT YOUR FRONT DOOR

Try walking to Eastham Park for River access, a beautiful river-side trail, and the only dog park in Front Royal (~5 minute walk), or about a minute walk to the Skyline SoccerPlex with spacious fields, a skate park, and stunning views of the mountains!

LOCAL THINGS TO DO

SIGHT-SEEING & ATTRACTIONS

Front Royal is known for its proximity to nature, but also for some renown restaurants and activities. Some of the more famous activities include:

- Skyline Drive (Shenandoah National Park)
- Museums
- Bike riding tours
- Historical museums
- Luray Caverns
- Restaurants
- Cafes
- Skyline Caverns
- River Adventures with canoeing, kayaking, even rafting!

Wake up to coffee shops and bakeries in Front Royal that rival the best in the surrounding cities without the long lines. After you explore the Blue Ridge Mountains, Shenandoah National Park, Shenandoah Valley, Skyline Drive, Luray Caverns or Skyline Caverns, relax at some of the best wineries, breweries, and bars Virginia has to offer. Don't have a reservation? No problem. These family-owned restaurants provide a wide variety of home cooking you won't get in the city!

places to eat and drink

FOOD & DRINK

Front Royal has a plethora of food and drink for everyone. Some of the more famous ones include:

- Rappahannock Cellars
- Honey and Hops Meadery
- The Apple House
- Vibrissa Brewery
- Virginia Beer Museum
- Soul Mountain Restaurant and Bar
- Melting Pot Pizza
- Knotty Pine Restaurant

YOUR HOSTS' FAVORITES

THAI

Try Thai

INDIAN

Royal Spice

PIZZA

Anthony's Pizza

ITALIAN

Osteria Maria

SUSHI

Mikado Japanese Steak House

MEXICAN

Los Potrillos

BBQ

Pavemint Smokin' Taphouse

DINER

L'Dee's Pancake House

SPORTS BAR

On Cue Sports Bar

NEW IN TOWN

The Catamount Lounge



The Catamount Lounge

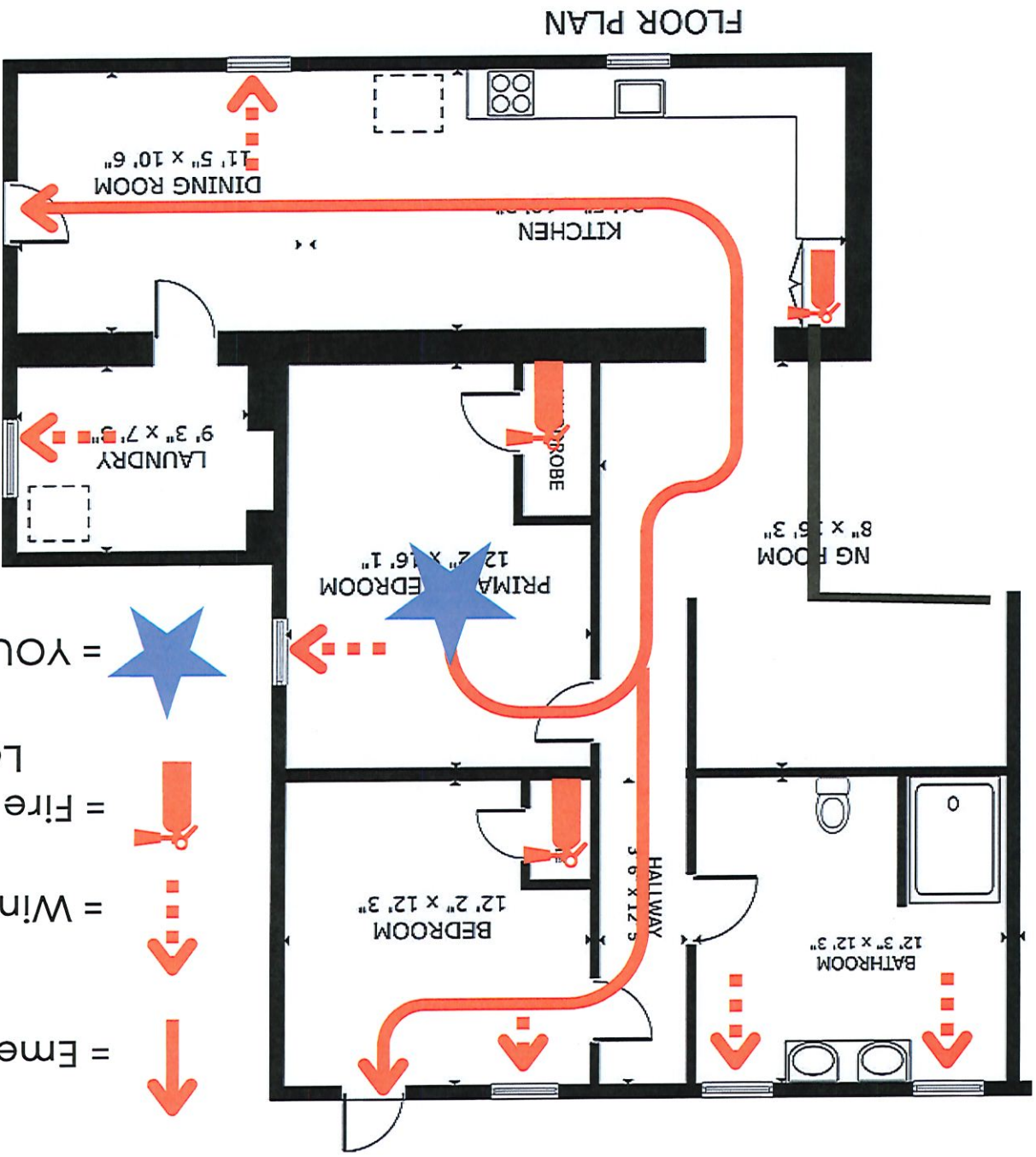
please come again!

THANK YOU!

Don't forget to leave us a review on your booking
website and we can't wait for your next visit to the
Shenandoah Valley!

EMERGENCY EXIT PLAN

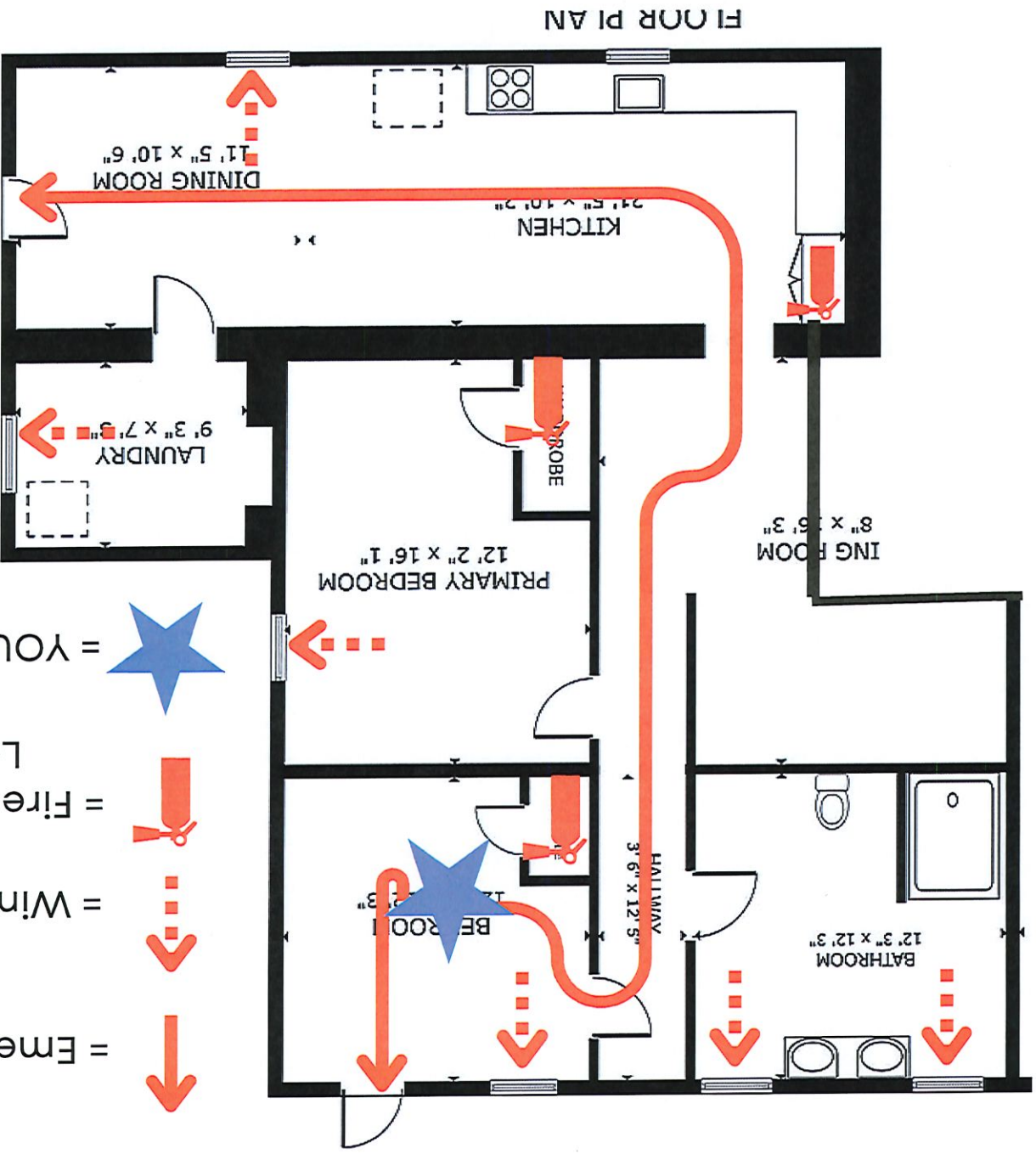
-  = Emergency Exit Paths
-  = Window Exits
-  = Fire Extinguisher Locations
-  = YOU ARE HERE



FLOOR PLAN

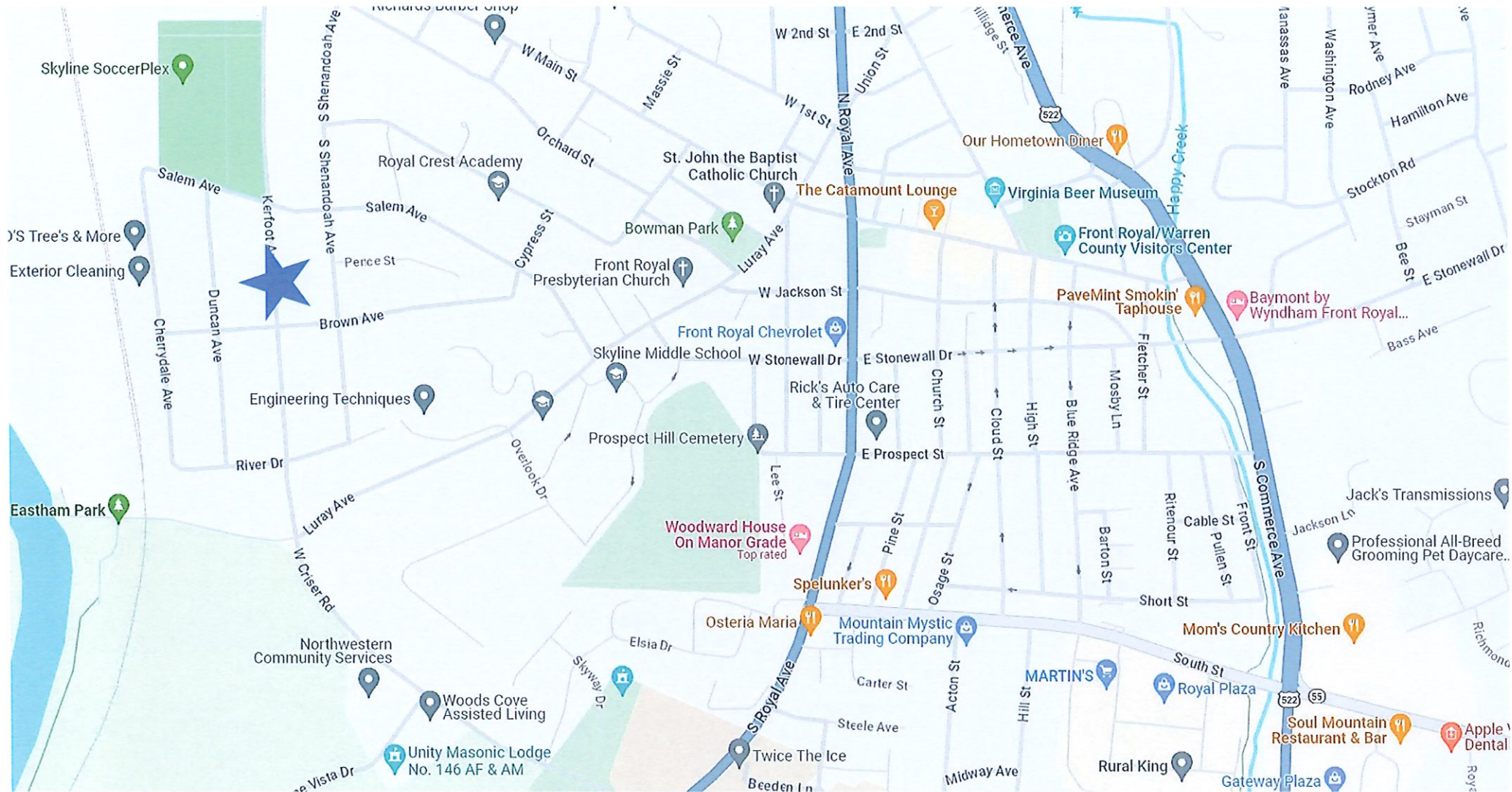
EMERGENCY EXIT PLAN

- = Emergency Exit Paths
- = Window Exits
- = Fire Extinguisher Locations
- ★ = YOU ARE HERE

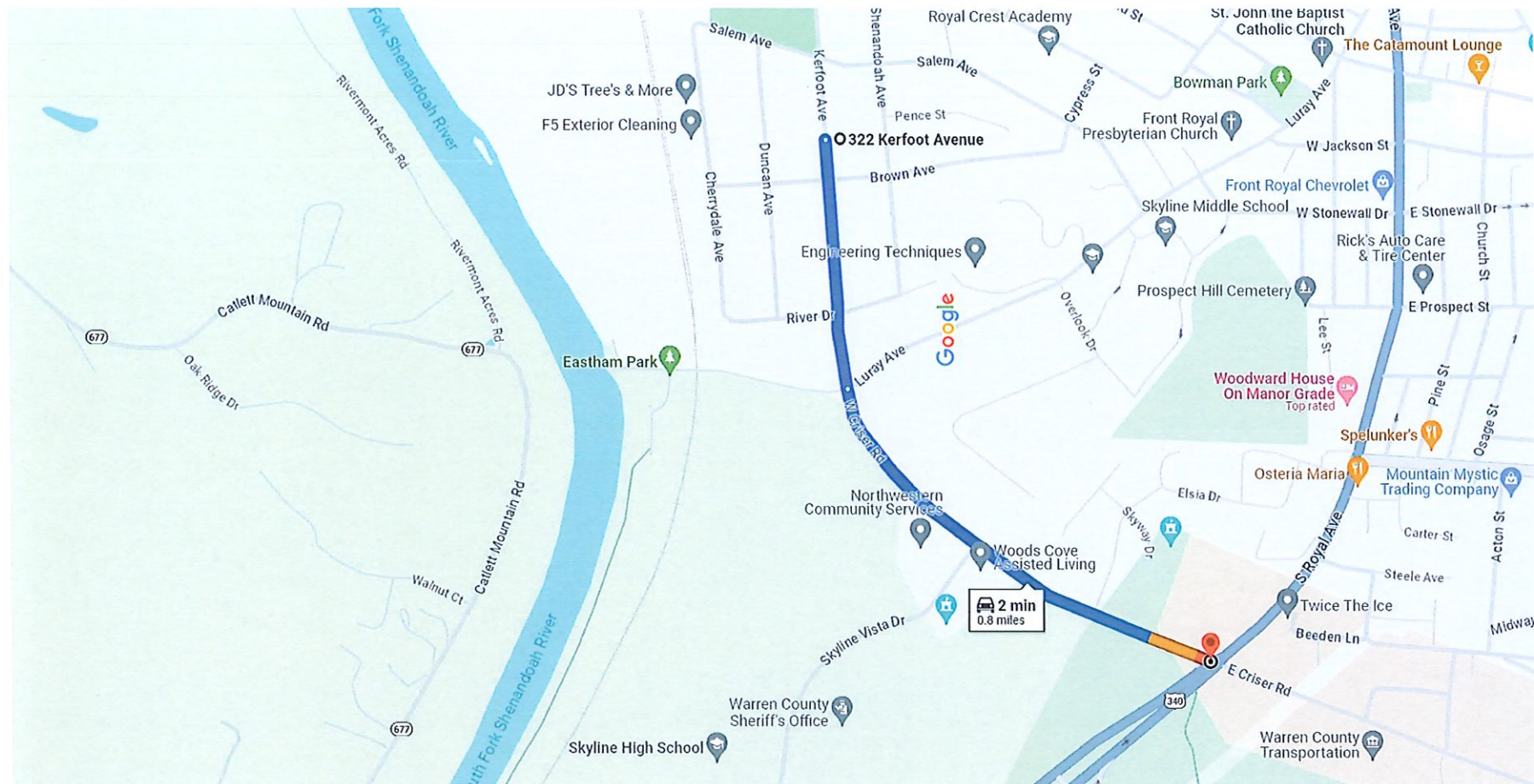


FLOOR PLAN

Map of Nearby attractions and accommodations



= Rental Location



Neighborhood Evacuation to Highway 340

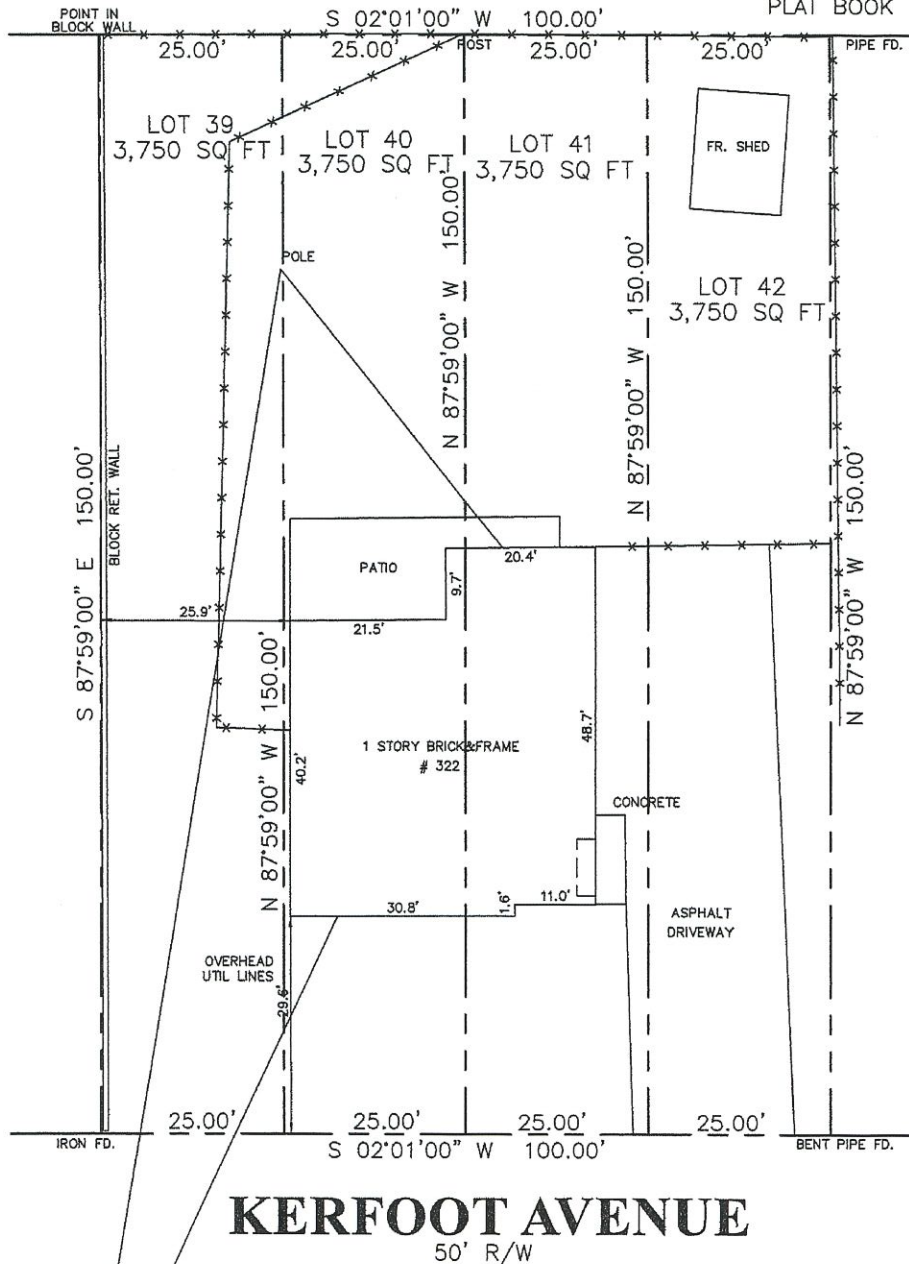
NOTES:

- 1) THIS IS TO CERTIFY THAT ON DECEMBER 12, 2023 I MADE AN ACCURATE SURVEY OF THE PREMISES SHOWN HEREON AND THAT THERE ARE NO EASEMENTS OR ENCROACHMENTS VISIBLE ON THE GROUND OTHER THAN SHOWN HEREON.
- 2) TAX MAP PARCEL: 20A6-7-10-(39-42)
- 3) SELLER: ALVAREZ PANOZO
PURCHASER: LEJEUNE
- 4) DEED REFERENCE: INST. 22-7104
- 5) FLOOD ZONE: X COMMUNITY/PANEL: 51187C0112C
EFF. DATE: 6-3-2008
- 6) NO TITLE REPORT FURNISHED, EASEMENTS OTHER THAN THOSE SHOWN HEREON MAY EXIST.

HOUSE LOCATION SURVEY
LOTS 39-42 BLOCK 10
VISCOSE CITY
TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA



RECORD PLAT
 PLAT BOOK 1 PG. 1



	DATE: DECEMBER 12, 2023 SCALE: 1" = 20' 1520 COMMERCE STREET, #309 WINCHESTER, VIRGINIA 22601 540 974-4268 christopher@cdfsurveying.com	
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Chapter 106**NOISE****Sections:**

- 106-1 THROUGH 106-4 (RESERVED)**
- 106-5 DECLARATION OF FINDINGS AND POLICY**
- 106-6 DEFINITIONS**
- 106-7 ADMINISTRATION AND ENFORCEMENT**
- 106-8 PROHIBITED NOISE**
- 106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**
- 106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY**
- 106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**
- 106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**
- 106-13 RESPONSIBILITY OF THE PROPERTY OWNER**
- 106-14 EXCEPTIONS FROM CHAPTER**
- 106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS**
- 106-16 TESTING OF METERING DEVICES**
- 106-17 PENALTIES**
- 106-18 SEPARABILITY**

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

106-1 THROUGH 106-4 (RESERVED)

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

106-5 DECLARATION OF FINDINGS AND POLICY

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exists by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-6 DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

A. **A-WEIGHTED SOUND LEVEL.** The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(a) or dBA.

B. **DAYTIME** The local time of day between the hours of 7:00 A.M. and 10:00 P.M..

C. **DECIBEL (dB).** A unit for measuring the volume of a sound equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty micronewtons per square meter).

D. **dBA** shall mean the sound pressure level as measured on a sound meter set to slow response to the A-weighted scale to approximate the frequency response of the human auditory system.

E. **EMERGENCY WORK** shall mean work made necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from immediate exposure to danger, including work performed by public service companies when emergency inspection, repair of facilities or restoration of services is required for the immediate health, safety or welfare of the community.

F. **NIGHTTIME.** The local time between the hours of 10:00 P.M. and 7:00 A.M.

G. **NOISE** shall mean any sound which may cause or tend to cause an adverse psychological or physiological effect on human beings.

H. **NOISE SOURCE** shall mean any equipment, motor vehicle, motorcycle or facility, fixed or movable, capable of emitting sound beyond the property boundary of the property on which the equipment is used, but not including motor vehicles or motorcycles operated on public rights-of-way.

I. **SOUND.** An oscillation in pressure, particle displacement, particle velocity or other physical parameter in a medium with internal forces that causes compression and rarefaction of that medium. The description of sound may include any characteristic of such sound including duration, intensity, and frequency.

J. **SOUND LEVEL.** The weighted sound pressure level obtained by the use of an approved sound level meter and the A-frequency weighting network, as specified in American National Standards Institute specifications for sound level meters.

K. **SOUND LEVEL METER** shall mean an instrument to measure sound pressure levels which shall meet or exceed performance standards for a "type two" meter as specified by the American National Standards Institute.

L. **SOUND PRESSURE** shall mean the instantaneous difference between the actual pressure and the average or barometric pressure at a given point in space.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-7 ADMINISTRATION AND ENFORCEMENT

The noise control program established by this section shall be enforced and administered by the Chief of Police with the assistance of other Town departments as required.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-8 PROHIBITED NOISE

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

B. Specific Acts as Noise Disturbances.

The following acts are declared to be noise disturbances in violation of this Chapter, provided that the acts so specified shall not be deemed to be an exclusive enumeration of those acts which may constitute a noise disturbance under Section 106-8(A):

1. Operating or causing to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys, drainage or public utility systems or parts thereof, and appurtenances thereto in the outdoors between the hours of 9:00 p.m. and 7:00 a.m. the following day, except as provided in Section 106-15.
2. Repairing, rebuilding or modifying any motor vehicle or other mechanical device in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
3. The collection of trash or refuse in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
4. Loading or unloading trucks in the outdoors within one hundred (100) yards of a residence between the hours of 9:00 p.m. and 7:00 a.m. the following day; provided that this subsection shall not apply to any business that has been in operation at its current location since prior to January 1, 1980.

(Ord. No. 01-06 amended 1-23-06-Effective Upon Passage)

5. Sounding the horn or warning device of a vehicle, except when necessary as a warning during the operation of the vehicle. Sounding of such horn or other device more than once every two (2) minutes in any one town block and with a duration of more than five (5) seconds for any single emission shall be *prima face* evidence of violation of this section.
6. Operating or permitting the use or operation of any radio receiving set, musical instrument, television, phonograph or any other device for the production of sound, between the hours of

10:00 p.m. and 8:00 a.m. the following day, in such a manner as to be plainly audible across property boundaries or through partitions common to two (2) residences within a building

7. Operating or permitting the operation of any radio, tape player, compact disc player or other device for the production of sound on a public right-of-way or in a public place in such a way that the sound is plainly audible at a distance of fifty (50) feet from such device, whether or not the device is situated within a motor vehicle.

8. Owning, keeping, possessing or harboring any animal which frequently or habitually howls, barks, meows, squawks or makes such other noise as is plainly audible across property boundaries or through partitions common to two (2) residences within a building.

9. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or operated in such a manner as to create loud and unnecessary grating, grinding, rattling or other noises.

10. The discharge of the exhaust of any internal combustion engine into the open air except through a device which will effectively prohibit loud and explosive noises.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES

It shall be unlawful for any person to operate, or permit to be operated, any noise source in such a manner that the noise source emits a sound pressure level which exceeds the limits set forth below when measured on property other than that on which the noise source is located. The category of applicable sound pressure limits shall be determined by the zoning district classification of the property on which the noise is produced. Property which has been specifically determined by the Planning Commission to be within an area designated on the Comprehensive Plan for industrial use shall be deemed to fall into the industrial classification for the purposes of this ordinance, even if the property has not yet been re-zoned.

(Ord. 01-06 Amended 1-23-06-Effective Upon Passage)

Land Use Designation Where Noise is Measured.	Maximum Allowed Noise in Daytime (in dBA)	Maximum Allowed Noise in Nighttime (in dBA)
Agricultural & Residential Zones, A-1,R-1,R1-A,R-2,R-3	60	50
Commercial Zones C-1, C-2, C-3	70	65
Industrial Zones 1-1,1-2	80	80

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACES OF PUBLIC ENTERTAINMENT OR ASSEMBLY.

It shall be unlawful for any person to operate, or permit to be operated, any loudspeaker or other device for the production of sound in any place of public entertainment or other place of public assembly which produces sound measure levels of ninety (90) dBA of greater at any point that is normally occupied by a person, unless conspicuous and legible signs are located outside such place, near the entrance, stating "WARNING, EXPOSURE TO SOUND ENVIRONMENT WITHIN MAY CAUSE HEARING IMPAIRMENT."

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES

It shall be unlawful for any person to operate for commercial advertising purposes any loudspeaker or other like device or mechanism used to emit sound of any kind, which loudspeaker or other like device or mechanism is attached to or installed in any vehicle, when the vehicle is being driven, drawn, or parked along or upon the streets of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM

No person within the Town limits shall operate or permit the use or operation of any radio, tape player, compact disc player, or any other device which produces, reproduces, or amplifies sound in a motor vehicle, in such a manner that the sound can be heard more than fifty (50) feet from the motor vehicle.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-13 RESPONSIBILITY OF THE PROPERTY OWNER

It shall be unlawful for a property owner knowingly to allow the creation of noise prohibited by this Chapter, within the boundaries of his or her property.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-14 EXCEPTIONS FROM CHAPTER

The provisions of this Chapter shall not apply to the following activities:

1. The emission of sound for the purpose of alerting persons to the existence of an emergency or to the emission of sound in the performance of emergency work;
2. Noise caused by or arising out of activities related to repair, maintenance, replacement or alteration of public utility systems or parts thereof, public drainage systems or parts thereof, or streets and highways or parts thereof, and appurtenances thereto, where such activity is

reasonably necessary to further a public safety interest and/or to minimize disruption in the provision of public services, e.g., water, sewer and electric service; or

3. Parades, fireworks displays, and other organized public activities authorized by permit issued by an official of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-15 BUILDING, UTILITY, ROADCONSTRUCTION AND EXCAVATION OPERATIONS.

A. The erection, including excavation, demolition, alteration or repair of any building in a residential or business district, the performance of any work on a public utility, the performance of any work relating to road construction, and any excavation work on January 1st (New Year's Day), the last Monday in May (Memorial Day), July 4th (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), and December 25th (Christmas Day), or other than between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, is prohibited, except in cases of necessity in the interest, public health, safety and welfare, and then only with a permit from the Town Manager or his designee. This prohibition does not apply to Town employees or to contractors performing work in compliance with the terms and requirements of a Town contract.

B. When one of the regular holidays mentioned in Subsection (a) of this section falls on a Saturday, the preceding Friday shall be declared the holiday. When one of the regular holidays falls on a Sunday, the following Monday shall be declared the holiday.

C. Construction. Notwithstanding any other provision in this Chapter, between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, construction, alteration or repair activities that are authorized by a valid Town permit shall be allowed if they meet at least one of the following noise limitations:

1. No individual piece of equipment shall produce a noise level exceeding 85 dB(A) at a distance of twenty-five (25) feet. If the device is housed within a structure on property, the measurement shall be made outside the structure at a distance as close to twenty-five (25) feet from the equipment as possible.

2. The noise level at any point outside of the property planes of the project shall not exceed 90 dBA.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

16-16 TESTING OF METERING DEVICES

In order to implement and enforce this section effectively, the Chief of Police shall, within a reasonable time after the effective date of same, develop and promulgate standards and procedures for testing and validating sound level meters used in enforcement of this section.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-17 PENALTIES

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

B. Each violation and/or day of violation of any provision of this section shall constitute a separate offense.

C. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-18 SEVERABILITY

If any provision of this Chapter should be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions of this Chapter.

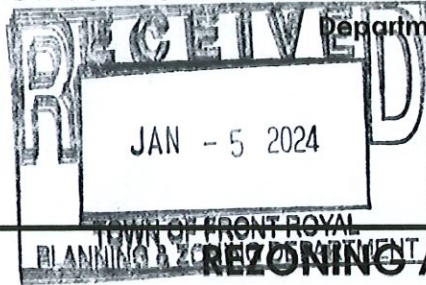
(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

CONSENT TO ADVERTISE
REZONING APPLICATION 2400018
1324 OLD WINCHESTER PIKE



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

Department of Planning & Zoning



FRREZON

2400018

REZONING APPLICATION

APPLICANT

Name Graceful Abode of Liberation Phone 540.454.2161

Address 1324 Old Winchester Pike, Front Royal, VA 22630

E-mail AbodeOfLiberation@gmail.com

PROPERTY OWNER OF RECORD

Name Jenelle Embrey Phone 540.454.2161

Address 1324 Old Winchester Pike, Front Royal, VA 22630

PROPERTY DESCRIPTION

Location/Street Address 1324 Old Winchester Pike, Front Royal, VA 22630

Number of lots: 1 Total Acreage .89

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

20A124 6

Subdivision Name (if applicable) _____

REQUEST

Existing Zoning R-1

Proposed Zoning Residential R-3 which permits a
Lodging House to operate with a SUP

Existing Use Boarding House

Proposed Use Nonprofit Boarding House for
people of different abilities and
their caregivers

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 1st 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 5 day of January, 2024 by

Jenelle Embrey

(Name of person seeking acknowledgement)



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 # 31071 Date Paid 1-5-2024 \$ 500.00

Planning Commission Hearing Date: _____ Recommendation: _____

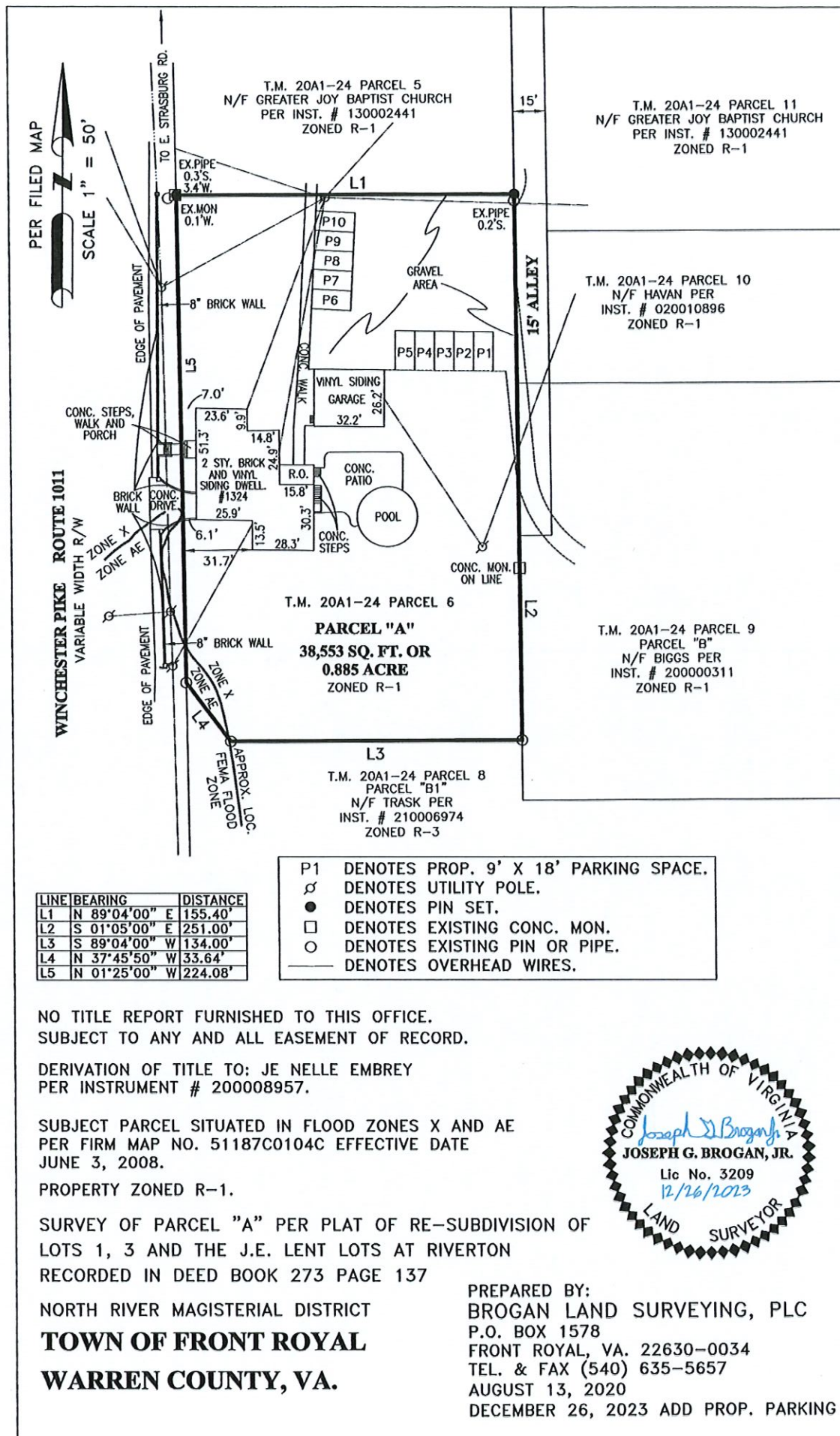
Town Council Hearing Date: _____ Date Sent to Clerk: _____

Statement of Justification

12/25/2023

I've owned my 8br home for over three years. One by one, I've leased out my bedrooms to family members, on a permanent basis. The most recent resident who moved in a few months ago is not a family member, which makes it start feeling like a boarder house. I'd like the proper permits. To do so, I have to start with the proper Zoning from R1 to R3. The adjoining property is zoned R3 as the previous owner ran a B&B there, The Four Winds.

Since 3 of the residents have intellectual disabilities, and I am an advocate for them as well as our friends in Special Olympics, I would also like the boarder house to be a nonprofit and have started that process.



OTHER: TOWN EMAILS

Connie Marshner

cmarshner@frontroyalva.com

Brian Matthiae

brianmatthiae@frontroyalva.com

Daniel S. Wells

dwells@frontroyalva.com

Michael S. Williams

mwilliams@frontroyalva.com

Glenn E. Wood

gwood@frontroyalva.com

OTHER: 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.

OTHER: 2023 ANNUAL REPORT

TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING



2023 ANNUAL REPORT



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PLANNING STAFF

Lauren Kopishke

Director of Planning and Zoning

August 2, 2021 – Current

John Ware

Deputy Zoning Administrator/Planner I

November 15, 2021 - Current

Monica McClure

Property Maintenance Official/Code Enforcement

December 20, 2021 - Current

Connie L. Potter

Executive Assistant/Board and Commissions Clerk

January 17, 2006 - Current

Carol Buffa

Planning Technician

October 3, 2022 - Current

TOWN OF FRONT ROYAL PLANNING COMMISSION

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 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.

In 2023, the Planning Commission held eleven (11) regular meetings, fourteen (14) work sessions, one (1) joint meeting with Town Council, and two (2) special meeting. The following pages list applications reviewed by the Planning Commission in 2023.

Connie Marshner.....Term Expires August 31, 2027
Appointed March 28, 2016, Reappointed July 18, 2019 and July 24, 2023
Vice Chairman February 17, 2022 – February 15, 2023
Vice Chairman August 6, 2023 - Current

Darry G. Merchant.....Term Expired August 31, 2023
Appointed June 11, 2018
Chairman February 16, 2022 – August 31, 2023

Daniel S. WellsTerm Expires August 31, 2026
Appointed August 29, 2022
Vice Chairman February 15, 2023 – September 6, 2023
Chairman September 6, 2023 - Current

Glenn E. Wood.....Term Expires August 31, 2024
Appointed December 12, 2022

Michael Williams.....Term Expires August 31, 2025
Appointed January 23, 2023 to fill Unexpired Term of Joshua Ingram

Brian Matthiae.....Term Expires August 31, 2027
Appointed September 25, 2023 to fill Expired Term of Darryl Merchant

2023 SPECIAL USE PERMITS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
January 18, 2023	2200494 – Barbara Samuels – A request for a Special Use Permit for a ground floor dwelling unit at 437 S. Royal Avenue identified by tax map 20A7-3-10. The property is zoned C-1, Community Business District.	Recommendation of Approval w/ Conditions.
February 15, 2023	2300021 – Jeffrey Kelble. A request for a Special Use Permit for a commercial outdoor recreation facility located at 1847 N. Royal Avenue and identified by Tax Map 20A3-1-1 & 2. The property is zoned A-1, Agriculture and Open Space Preservation District.	Recommendation of Approval w/ Conditions.
March 15, 2023	2300075 – Warren Coalition. A request for a Special Use Permit for a lodging house located at 200 N. Royal Avenue and identified by Tax Map 20A5-13-80-1 & 2. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.	Recommendation of Approval w/ Conditions.
May 17, 2023	2200402 – Vesta Property Management – A request for a Special Use Permit to allow a short-term rental located at 211 S. Royal Avenue and identified on tax map 20A7-4-105. The property is zoned C-1, Community Business District and is located in the Historic Overlay District.	Recommendation of Approval.
	2300213 – Cook Realty – A request for a Special Use Permit to allow a short-term rental located at 1125 John Marshall Highway and identified on tax map 20A103-8A. The property is zoned R-1, Residential District.	Recommendation of Approval w/ Conditions.
	2300214 – Cook Realty - A request for a Special Use Permit to allow a short-term rental located at 1121 John Marshall Highway and identified on tax map 20A103-8. The property is zoned R-1, Residential District.	Recommendation of Approval w/ Conditions.
	2300215 – Cook Realty - A request for a Special Use Permit to allow a short-term rental located at 1135 John Marshall Highway and identified on tax map 20A103-9. The property is zoned R-1, Residential District.	Recommendation of Approval w/ Conditions.
July 19, 2023	2300330 – Joseph Chetupuzha – A request for a Special Use Permit to allow a short-term rental located at 912 Virginia Avenue, identified on tax map 20A5-3-38-6A1. The property is zoned R-3, Residential District.	Recommendation of Denial due to insufficient parking.

	<i>Special Use Permit 2023 - Continued</i>	
	2300381 – Independence Realty LLC – A request for a Special Use Permit for two (2) apartments to be located on the ground floor at 1127 N. Royal Avenue, identified on tax map 20A3-5-24 & 25. The property is zoned C-1, Community Business District and is located in the Entrance Corridor Overlay District.	Recommendation of Approval w/ Conditions.
	2300387 – Mesa Rose Coral – A request for a Special Use Permit to allow a short-term rental located at 417 Kerfoot Avenue, identified on tax map 20A6-7-41 & 42. The property is zoned R-1, Residential District.	Recommendation of Denial due to insufficient parking.
August 16, 2023	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.	Recommendation of Approval.
December 20, 2023	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.	Recommendation of Approval w/ conditions.

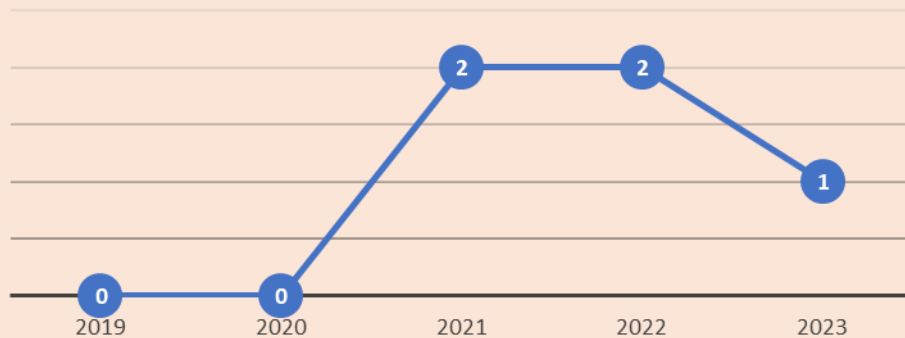


2023

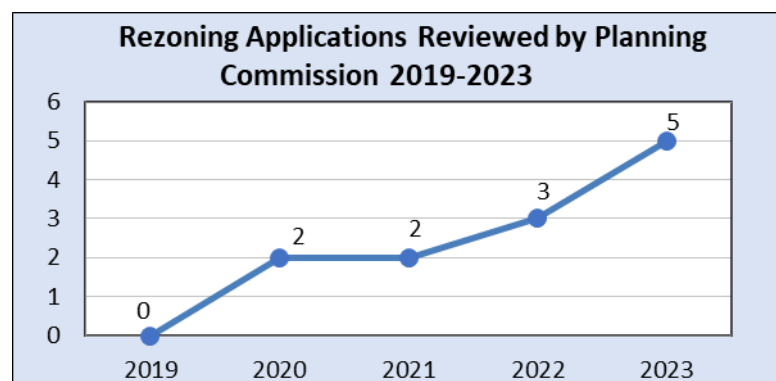
SPECIAL EXCEPTION REQUESTS REVIEWED BY PLANNING COMMISSION

DATE OF MEETING	APPLICANT	STATUS
May 17 , 2023	2300184 – Peter Lemmon and Scott Lloyd – An application requesting a Special Exception from the parking requirements of 148-870.A.2 pursuant to 148-870.A.18 & 148-211.A.1. for the property located at 15 Chester Street and identified on Tax Map 20A8-5-3. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.	Recommendation of Approval w/ Conditions.

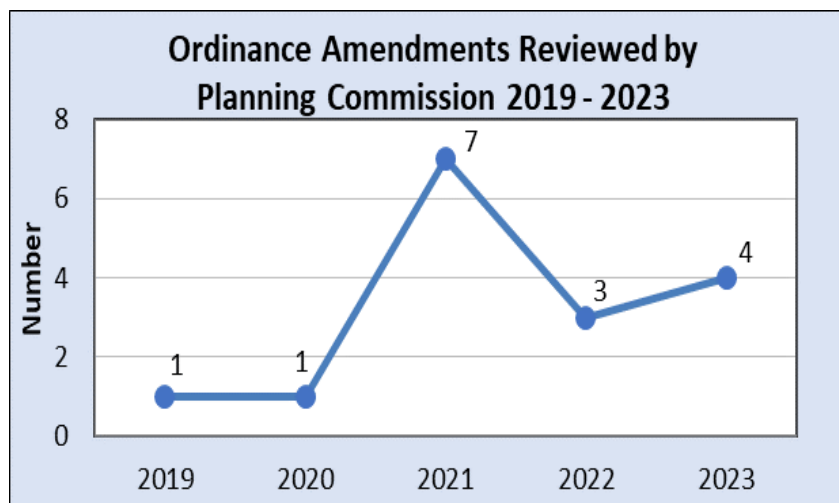
**Special Exception Applications
Reviewed by Planning Commission
2019-2023**



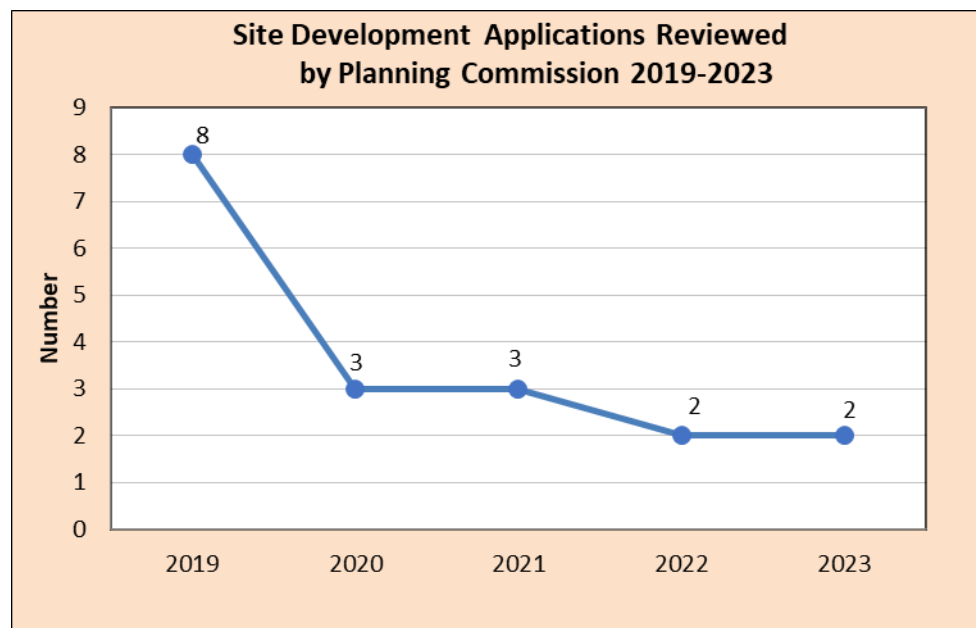
2023 REZONING APPLICATIONS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
January 18, 2023	2200385 – Rezoning NVR Ryan Homes - This application was submitted by NVR Inc., for the conditional rezoning of approximately 43.9 acres from the R-E District to the R1-A District. Proffers and a concept plan have been submitted for the site.	Recommendation of Approval w/ Conditions.
June 21, 2023	2300225 Rezoning Application – Ramsey Inc. An application request to rezone 1.2837 acres located at 10160 Winchester Road from C-3, Highway Corridor Business District to R-2, Residential District. The property is identified by tax map 20A24-1-7.	Recommendation of Approval.
November 15, 2023	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.	Recommendation of Approval.
December 20, 2023	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.	Recommendation of Approval.
	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.	Recommendation of Approval.



2023		
ORDINANCE AMENDMENTS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
April 5, 2023	2300137 - An amendment to Chapter 175 of the Town of Front Royal Zoning Ordinance to amend the definition of “cemetery” to Chapter 175-3; add “cemeteries” as an accessory use to churches in the Residential District (R-3), and to add supplemental regulations for “Cemeteries” to Chapter 175-30.2.	Recommendation of Approval.
April 19, 2023	2300161 – An amendment to Chapter 175-137 Fees, Charges and Expenses of the Town of Front Royal Zoning Ordinance to add the application fee of \$400.00 for processing a Local Board of Building Code Appeals Application.	Recommendation of Approval.
August 16, 2023	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.	Recommendation of Approval.
November 15, 2023	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.	Recommendation of Approval to a 5-acre minimum lot requirement.



2023		
SITE DEVELOPMENT PLANS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
May 17, 2023	2300152 – 116 South Street, LLC – A Site Plan Application has been submitted for a 1,260 square foot building expansion; an addition of a 219 square foot trellis and patio located at 116 South Street and identified on tax map 20A7-6-36A. The request also includes a new parking lot with 39 new spaces located at 351 Pine Street and identified by tax map 2-A7-6-22 & 23. The properties are zoned C-1, Community Business District.	Approved w/ conditions.
August 16, 2023	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.	Approved w/ conditions.

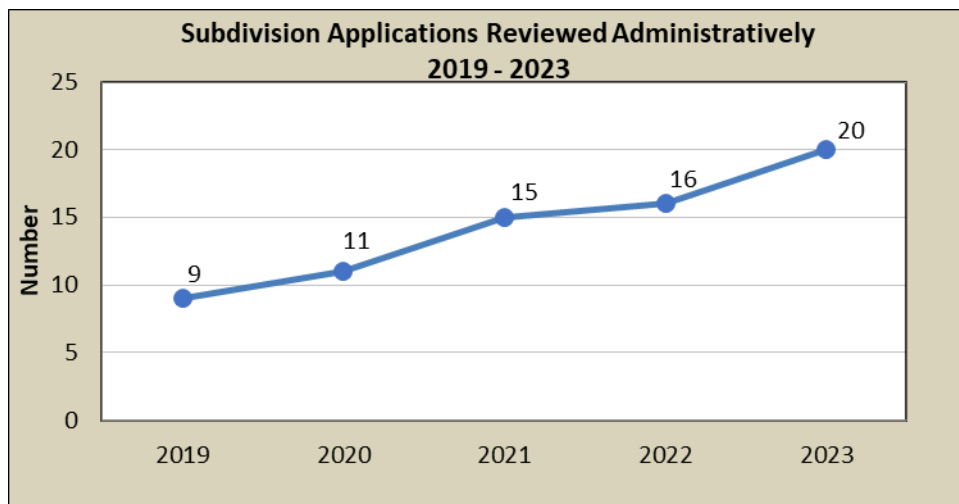


SUBDIVISION APPLICATIONS REVIEWED BY THE PLANNING COMMISSION - 2023

DATE OF MEETING	APPLICANT	STATUS
	There were no subdivision Plans reviewed by the Planning Commission in 2023.	

2023 SUBDIVISION APPLICATIONS REVIEWED ADMINISTRATIVELY

SUBMITTAL DATE	APPLICANT	STATUS
January 3, 2023	2300003, 1 lot into 2, 717 W. 15 th Street, 20A1 1 1 1A	Approved
January 27, 2023	2300053, 2 lots into 1, 200 Academy Drive, 20A514 4	Approved
February 9, 2023	2300078, 3 lots into 1, 1111 N. Shenandoah Avenue, 20A2 444 18A	Approved
April 12, 2023	2300220, Boundary Line Adjustment, Elm Street 20A174 5 & 6	Approved
May 3, 2023	2300287, 4 Lots into 1, 1314 N. Royal Avenue, 20A2 456 5, 6, 7 & 8	Approved
May 22, 2023	2300332, 2 lots into 1, 315 W. 14 th Street, 20A2 5 G 10	Approved
May 31, 2023	2300354, Boundary Line Adjustment, 1408 Winchester Pike, 20A128 5	Approved
June 8, 2023	2300383, 2 Lots into 1, 910 Happy Creek Road, 20A4 8 K 12	Approved
June 9, 2023	2300393, 3 Lots into 1, 410 E. 6 th Street, 20A4 7 1 6	Approved
June 23, 2023	2300429, 2 Lots into 3, 436 Hill Street, 20A712 39 & 40	Approved
July 25, 2023	2300491, Boundary Line Adjustment, Fox Dr., 20A191 20 & 20A191 8	Approved
July 27, 2023	2300494, Boundary Line Adjustment, 1121, 1125 & 1135 John Marshall Highway, 20A103 8, 20A1038A & 20A103 9	Approved
July 28, 2023	2300501, 2 Lots into 1, 201 Peach Tree Court, 20A108 2 3 & 13	Approved
August 13, 2023	2300539, Boundary Line Adjustment, 409 South Street 20A185 5A1 & 20A185 7	Approved
August 16, 2023	2300543, 3 Lots into 5, 130 W. 9 th Street, 20A5 329 25, 26, & 27	Approved
August 16, 2023	2300545, 4 Lots into 3, 117 & 117A W. 12 Street, 20A2 449 30A, 31, 31A & B	Approved
October 17, 2023	2300691, 6 Lots into 3, 827 W. 16 th Street, 20A1 1 4 5A, 6, 7, 8, 9, 10	Approved
November 9, 2023	2300741, 1 Lot into 2, 711 Shenandoah Shores Road, 20A232 6A	Ongoing
November 14, 2023	2300745, 1 Lot into 3, 507 Kendrick Lane, 20A1 3 5A1	Ongoing
December 15, 2023	2300792, 2 Lots into 1, 20A122 4 19 & 20	Approved



2023 ADDITIONAL ITEMS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
January 18, 2023	FY 2024-2028 Capital Improvement Plan (CIP). Annual review of the draft CIP for conformance with the Comprehensive Plan. The CIP is not a budget, but rather, is a planning and finance tool that identifies needed capital improvement projects for the coming five (5) fiscal years.	Recommendation for Approval.
April 19, 2023	Comprehensive Plan. Certification and recommendation of the new Comprehensive Plan document which shall update and supersede the Front Royal Comprehensive Plan, adopted March 23, 1998. Chapter 22, Article 3: §15.2-2223 through §15.2-2232 of the Code of Virginia outlines the legal authority and requirement that all localities prepare, recommend, and adopt a Comprehensive Plan.	Postponed – Ongoing.
June 7, 2023	Comprehensive Plan. Certification and recommendation of the new Comprehensive Plan document which shall update and supersede the Front Royal Comprehensive Plan, adopted March 23, 1998. Chapter 22, Article 3: §15.2-2223 through §15.2-2232 of the Code of Virginia outlines the legal authority and requirement that all localities prepare, recommend, and adopt a Comprehensive Plan.	Recommendation of Approval.



BOARDS AND COMMISSIONS MEMBER MEETING ATTENDANCE 2023

Board of Zoning Appeals

NAME	MEETINGS PRESENT	# OF MEETINGS
Cody Taylor (Resigned 5/22/2023)	1	1 (100%)
Lewis Moten (Resigned 12/19/2023)	2	2 (100%)
Christine Erin	0	2 (0%)
Amanda J. McCarthy	2	2 (100%)
Andi A. Robinson (Resigned 2/14/2023)	0	0
Michael Williams (Resigned 12/19/2023)	1	1 (100%)
Clare Schmitt	1	1 (100%)

Board of Architectural Review

NAME	MEETINGS PRESENT	# OF MEETINGS / WORK SESSIONS
Angela Toler (Term Ended 11/13/23)	8	9 (89%)
Gary Vaughan	7	10 (70%)
Holly Rhodenhizer	8	10 (80%)
Katherine Snyder	8	10 (80%)
Collin Waters	10	10 (100%)
Ellen Aders	0	1 (0%)

Planning Commission - Work Sessions

NAME	MEETINGS PRESENT	# OF WORK SESSIONS
Darryl G. Merchant (Term Ended 8/31/23)	9	10 (90%)
Connie Marshner	12	14 (86%)
Daniel S. Wells	13	14 (93%)
Glenn E. Wood	10	14 (71%)
Michael Williams	13	13 (100%)
Brian Matthiae	2	3 (67%)

Planning Commission - Regular Meetings & Special Meetings

NAME	MEETINGS PRESENT	# OF MEETINGS
Darryl G. Merchant (Term Ended 8/31/23)	10	12 (83%)
Connie Marshner	12	13 (92%)
Daniel Wells	13	13 (100%)
Glenn E. Wood	11	13 (85%)
Michael Williams	12	12 (100%)
Brian Matthiae	3	3 (100%)

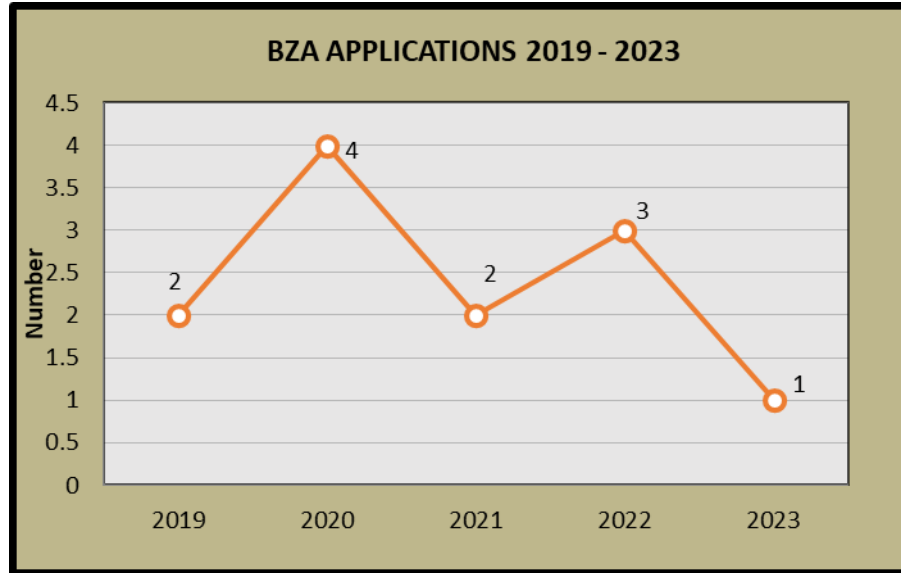
BOARD OF ZONING APPEALS 2023

The Code of Virginia requires all jurisdictions with a Zoning Ordinance to have a Board of Zoning Appeals. The Board of Zoning Appeals is a five-member board of citizens appointed by the Circuit Court. The Board hears variance requests from the requirements of the Zoning Ordinance and appeals of decisions made by the Zoning Administrator. All variance requests and appeals require a public hearing. Appeal and variance requests are discretionary decisions; although case law does provide guidance as to what the courts consider a hardship which is required for a variance approval.

2023 BZA MEMBERS

Christine Erin Term Expires May 1, 2025...Appointed January 24, 2022
 Michael Sean Williams.. Term Expires May 1, 2027...Appointed July 24, 2023Resigned 12/19/23
 Amanda J. McCarthy Term Expires May 1, 2028...Reappointed April 24, 2023
 Andi A. Robinson Term Expires May 1, 2027...Appointed April 25, 2022Resigned 2/14/23
 Cody Taylor Term Expires May 1, 2027...Appointed November 22, 2021..Resigned 5/22/23
 Lewis Moten Term Expires May 1, 2024...Appointed January 1, 2023Resigned 12/19/2023
 Clare Schmitt Term Expires May 1, 2027...Appointed March 27, 2023

BZA ANNUAL REPORT 2023		
DATE OF MEETING	APPLICANT	ATTENDANCE
February 21, 2023	The BZA met to elect officers, approve meeting minutes, and review the BZA By-Laws and Parliamentary Procedure	Present: Amanda McCarthy Cody Taylor Lewis Moten Absent: Christine Erin
December 19, 2023	Variance Application 2300755 submitted by Gualberto C. Camacho-Perez for a variance from Town Code Chapter 175-130.C. pertaining to the expansion of a nonconforming structure and the side yard setback located on the property at 219 E. 7th Street identified by Tax Map 20A4-4-2. The property is located in the C-1, Community Business District and is located in the floodway. The variance would effectively allow the applicant a side yard setback of 9.9 feet. The required side yard setback is 10.7 feet, and the applicant has a side yard setback of 9.9 feet. The variance requested by the applicant is to allow a new foundation for a single-family dwelling. Status: There was a motion made for approval of the variance request. The variance application failed to receive three (3) votes in favor of the applicant as required by Town Code §175-140(G) and Virginia Code §15.2-2312 and therefore was denied approval.	Present: Amanda McCarthy Lewis Moten Michael Williams Clare Schmitt Absent: Christine Erin Denied for lack of three (3) votes in favor of the application variance.



BOARD OF ARCHITECTURAL REVIEW 2023

The Board of Architectural Review (BAR) consists of five (5) voting members who are appointed by the Town Council. The intent of the BAR is to promote and protect the health, safety, comfort, recreation, prosperity, and general welfare of the community through the identification, preservation and enhancement of buildings, structures, neighborhoods, landscapes, places, and areas which have special historical, cultural, artistic, architectural, or archaeological significance as provided by Section 15.1-503.2 of the Code of Virginia, as amended.

In 2023, the Board of Architectural Review held eight (8) regular meetings, two (2) work sessions and one (1) on-site tour. The BAR heard twelve (12) application requests. The chart below shows the actions taken by the BAR in 2023.

2023 BAR MEMBERS

Angela Toler Term Expires November 13, 2023Appointed July 25, 2011
 Gary Duane Vaughan..... Term Expires November 13, 2025Appointed December 21, 2009
 Katherine Snyder Term Expires November 13, 2025Appointed October 28, 2021
 Collin Waters Term Expires November 13, 2025Appointed February 22, 2021
 Holly Rhodenhizer Term Expires November 13, 2024Appointed August 2, 2021
 Ellen Aders..... Term Expires November 13, 2027Appointed October 23, 2023

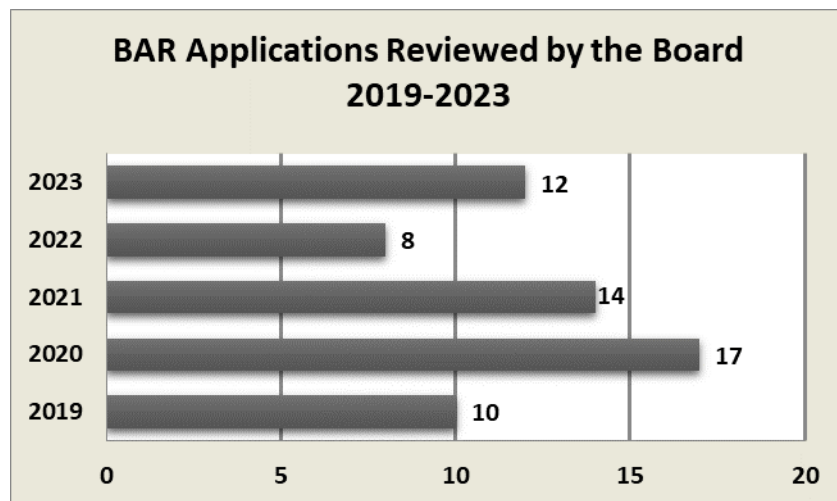
BAR ANNUAL REPORT 2023		
DATE OF MEETING	APPLICANT	STATUS
January 10, 2023	Application # 2200544 – Mark Poe. This is an application for a Certificate of Appropriateness to demolish and remove a portion of a contributing structure within the Town of Front Royal’s Historic District located at 415 E. Main Street. The property is zoned C-2, Downtown Business District, and is identified as Tax Map 20A8, Section 8, Parcel 6. Status: <i>Chairman Waters moved, seconded by Mr. Vaughan to approve demolition of a portion of the building indicated on the plans.</i>	Present: Angela Toler Collin Waters Holly Rhodenhizer Katherine Snyder Dewey Vaughan Approved: 5-0
February 14, 2023	Application # 2300043 – Mark Poe. This is an application for a Certificate of Appropriateness to replace doors and windows in the contributing structure at 415 E. Main Street located in the Historic Overlay District. A new 2-story addition will be added to the left side of the building with wood siding, and a stair and landing built from wood to access the second floor. Status: <i>Chairman Waters moved, seconded by Mr. Vaughan to approve the application as submitted with the condition that the windows to be installed are verified with staff to be all wood construction not vinyl or aluminum clad prior to installation.</i>	Present: Angela Toler Collin Waters Holly Rhodenhizer Katherine Snyder Dewey Vaughan Approved: 5-0

	Application #2300008 – Ryan McGuire on behalf of Samantha Morrison. This is an application for a Certificate of Appropriateness to remove and replace the existing metal roof with a New Erie Roof System, fiberglass shingles in Atlantic Blue color at 301 E. Prospect Street on a contributing structure in the Historic Overlay District. Work is complete. <i>Status: Mr. Vaughan moved, seconded by Vice Chairman Rhodenhizer to table the application.</i>	Present: Angela Toler Collin Waters Holly Rhodenhizer Katherine Snyder Dewey Vaughan Tabled: 5-0
March 14, 2023	Application #2300007 – Ryan McGuire on behalf of Samantha Morrison. This is an application for a Certificate of Appropriateness to remove and replace the existing metal roof with a New Erie Roof System, fiberglass shingles in Atlantic Blue color at 301 E. Prospect Street on a contributing structure in the Historic Overlay District. Work is complete. <i>Status: Ms. Snyder moved, seconded by Vice Chairman Rhodenhizer to table the vote until next month and see what kind of resolution the roofer and homeowner have reached.</i>	Present: Collin Waters Holly Rhodenhizer Katherine Snyder Absent: Angela Toler Gary Vaughan Tabled: 3-0 Absent: 2
April 11, 2023	Application #2300007 – Ryan McGuire on behalf of Samantha Morrison. This is an application for a Certificate of Appropriateness to remove and replace the existing metal roof with a New Erie Roof System, fiberglass shingles in Atlantic Blue color at 301 E. Prospect Street on a contributing structure in the Historic Overlay District. Work is complete. (Continued from Mary 14, 2023) <i>Status: Vice Chairman Rhodenhizer moved, seconded by Chairman Waters to table while Warren County works out permits.</i>	Present: Collin Waters Holly Rhodenhizer Angela Toler Absent Katherine Snyder Gary Vaughan Tabled: 3-0 Absent: 2
May 9, 2023	Application #2300188 – Michelle Matthiae. A Certificate of Appropriateness application for exterior renovations at 20 Blue Ridge Avenue identified on tax map 20A8-7-6. The property is zoned R-3, Residential District and is located in the Historic Overlay District. 1) Back Porch <i>Status: Mr. Vaughan moved, seconded by Ms. Snyder to approve the back porch modifications as outlined in the staff report.</i>	Present: Collin Waters Holly Rhodenhizer Angela Toler Gary Vaughan Katherine Snyder Approved: 5-0

May 9, 2023 (Continued)	2) Chimney	
	<i>Status: Ms. Toler moved, seconded by Chairman Toler to approve the repairs for the chimney as needed.</i>	Approved: 5-0
	3) Front Porch	
	<i>Status: Ms. Toler moved, seconded by Mr. Vaughan to approve the structural support on the front porch and replace the wood railing for repairs as needed with like materials.</i>	Approved: 5-0
	Application #2300271 – Robert MacDougall. A Certificate of Appropriateness application to install and paint a mural on Hardie Panel at 118 E. Main Street identified by tax map 20A8-4-28. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.	
	<i>Status: Vice Chairman Rhodenhizer moved, seconded by Ms. Toler to approve the mural and Hardie panel for 118 E. Main Street.</i>	Approved: 5-0
	Application #2300241 – Sebastian Jansen. A Certificate of Appropriateness application for exterior renovations at 20 Water Street identified on tax map 20A8-6-B-22. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.	
	1) Install a 6' to 8' wood or brick privacy fence around the exterior of the property.	
	<i>Status: Vice Chairman Rhodenhizer moved, seconded by Mr. Vaughan to approve a wood or brick fence in compliance with the floodplain regulations.</i>	Approved: 5-0
	2 and 3) Install pane doors on the exterior of the building. Install wooden doors on the exterior of the building.	
	<i>Status: Vice Chairman Rhodenhizer moved, seconded by Ms. Snyder to install the original existing wood barn doors on the exterior and wood doors on the inside with metal features.</i>	Approved: 5-0

August 8, 2023 (Continued)	Application #2300418 – Grover Nogales. A Certificate of Appropriateness application to add a second story addition and remove a chimney at 237 Church Street and identified on tax map 20A7-4-119. The property is zoned R-3, Residential District and is located in the Historic Overlay District. <i>Status: Vice Chairman Rhodenhizer moved, seconded by Mr. Vaughan to table the application to add a second story addition to the rear of the home and remove the existing chimney to a contributing structure at 237 Church Street.</i>	Tabled: 4-0 Absent: 1
September 12, 2023	Application #2300418 – Grover Nogales. A Certificate of Appropriateness application to add a second story addition and remove a chimney at 237 Church Street and identified on tax map 20A7-4-119. The property is zoned R-3, Residential District and is located in the Historic Overlay District. (Continued from August 8, 2023) <i>Status: Ms. Toler moved, seconded by Mr. Vaughan to approve this application as submitted to add a second story addition to the rear of the home, remove the existing chimney and with this approval they will remove the chimney, maintain the material of the existing metal roof onto the new addition, continue like stucco material on the new addition and match the shutter configuration on the new addition.</i>	Present: Angela Toler Collin Waters Katherine Snyder Gary Vaughan Absent: Holly Rhodenhizer Approved: 4-0 Absent: 1
December 12, 2023	Application #2300749 – A Certificate of Appropriateness Application submitted by Joseph D. Gillette for exterior renovations at 415 E. Main Street and identified by tax map 20A8-8-6. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. <i>Status: Chairman Waters moved, seconded by Mr. Vaughan to approve the removal of the stucco on the Blue Ridge Avenue side of 415 E. Main Street with hardiplank to match the rear addition.</i>	Present: Collin Waters Gary Vaughan Holly Rhodenhizer Katherine Snyder Absent: Ellen Aders Approved: 4-0 Absent: 1

December 12, 2023 (Continued)	Application #2300717 – A Certificate of Appropriateness Application submitted by Rob MacDougall for exterior renovations at 131 E. Main Street and identified by tax map 20A7-4-37. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. <i>Status: Vice Chairman Rhodenhizer moved, seconded by Ms. Snyder to approve as submitted for 131 E. Main Street.</i> Application #2300760 – A Certificate of Appropriateness Application submitted by KEE Construction Services Inc. on behalf of the property owner the First Baptist Church for exterior renovations at 32 N. Royal Avenue and identified by tax map 20A5-11-16. The property is zoned C-2, Downtown Business District and is a contributing structure in the Historic Overlay District. <i>Status: Mr. Vaughan moved, seconded by Chairman Waters replace the windows with composite windows on Union Street and that closely matches the existing windows and everything else as submitted with a follow-up by staff after installation.</i>	Approved: 4-0 Absent: 1 Approved: 4-0 Absent: 1
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PLANNING & ZONING DEPARTMENT ACTIVITY 2019 – 2023

TYPE OF APPLICATION	2019	2020	2021	2022	2023
Zoning Permits	307	344	293	280	393
Code Enforcement Cases	591	228	203	424	407
Land Use Applications	19	26	29	56	36
Short-Term Rentals	N/A	N/A	1	13	5
Code Amendments	1	1	7	2	4
Sign Permits	52	39	47	41	62
Business Licenses	151	186	151	172	148
New Dwellings	16	28	40	27	32
Administrative Variances	--	--	--	--	4
Certificate of Appropriateness Administrative Review	--	--	--	--	39
Certificate of Appropriateness Board Review	--	--	--	--	11
Solicitor/Itinerant Merchant	--	--	--	--	10
Urban Agriculture	--	--	--	--	18
Alley Vacation	--	--	--	--	5
Right-of-Way Utilization Permits	--	--	--	--	46

