



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

The Planning Commission meeting of the Town of Front Royal, Virginia was held on March 20, 2024, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

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

ROLL CALL

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

Absent: Brian Matthiae, Commissioner

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

ADDITION/DELETION OF ITEMS FROM THE AGENDA

There were no changes to the agenda.

APPROVAL OF MINUTES

- February 21, 2024 – Regular Meeting

Commissioner Williams moved, seconded by Commissioner Wood to approve the meeting minutes as written.

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

ROLL CALL



CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA *(Consent to Advertise for public hearing)*

- **2400193 – Karen Reynoso** – A request for a Special Use Permit to allow a short-term rental located at 1400 Old Winchester Pike, identified by tax map 20A12-8-3. The property is zoned R-2, Residential District.
- **2400194 – Short Street Properties LLC** – A request for a Special Use Permit to allow a ground floor dwelling unit at 519 Short Street, identified by tax map 20A8-19-6-9 & 10. The property is zoned C-1, Community Business District.
- **2400199 – Edwin S. Wright** – A request for a Special Use Permit to allow a ground floor dwelling unit at 514 S. Royal Avenue, identified by tax map 20A7-9-B-11A, 12 & 13. The property is zoned C-1, Community Business District.
- **2400200 – Edwin S. Wright** – A request for a Special Use Permit to allow a ground floor dwelling unit at 512 S. Royal Avenue, identified by tax map 20A7-9-B-9, 10, & 11. The property is zoned C-1, Community Business District.
- **2400201 – Chris King-Archer** – A request for a Special Use Permit to allow a short-term rental located at 331 Kerfoot Avenue, identified by tax map 20A6-7-9-1 & 2. The property is zoned R-1, Residential District.
- **2400207 – CCC Enterprises LLC of VA** – A request for a Special Use Permit to convert a three (3) story motel into a 39-unit apartment building located at 10 S. Commerce Avenue, identified by tax map 2-A8-22-6. The property is zoned C-1, Community Business District.
- **2400208 – CCC Enterprises LLC of VA** – A request for a Special Exception to reduce the parking requirements from 2 spaces per unit to 1 space per unit, a reduction in the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required parking along the front of the building located at 10 S. Commerce Avenue, identified by tax map 2-A8-22-6. The property is zoned C-1, Community Business District.

Vice Chairman Marshner moved, seconded by Commissioner Wood to approve the consent agenda, and move forward to advertise.



VOTE: Yes – Marshner, Wells, Williams, Wood

No – N/A

Abstain – N/A

Absent – Matthiae

ROLL CALL

COMMISSION MEMBER REPORTS

Commissioner Wood shared that the Planning Commission held a joint meeting with Town Council and Summit to discuss the Zoning Ordinance and Subdivision Ordinance and noted that he felt the joint meeting was very productive.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the February monthly report.

Staff is hoping to bring the draft Zoning Ordinance and Subdivision Ordinance to the Planning Commission for review in the next 2-3 months.

ADJOURNMENT

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

VOTE: Yes – Williams, Wood, Marshner, Wells

No – N/A

Abstain – N/A

Absent – Matthiae

ROLL CALL

The meeting was adjourned at 7:07 p.m.

Approved by Planning Commission

Date: 4/17/2024