



## TOWN COUNCIL REGULAR WORK SESSION

Monday, June 3, 2024 @ 7:00PM

Town Hall Conference Room

View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

7:00pm 1. Roll Call

2. **New Business and Advertise for Public Hearing on Monday, June 24<sup>th</sup>**

- A. Special Use Permit for a Lodging House at 1324 Old Winchester Pike - Abode of Liberation — *L Kopishke*
- B. Bid for Tree Trimming Services — *Michelle Campbell*
- C. Open House Event on June 22<sup>nd</sup> — *Joe Waltz*

7:45pm 3. **Old Business**

- A. Special Use Permit to Convert Motel into a 39-unit Apartment Building at 10 Commerce Avenue for CCC Enterprises LLC of VA - *Lauren Kopishke*
- B. Special Exception to Reduce Parking at 10 S. Commerce Ave for CCC Enterprises LLC of VA - *L Kopishke*
- C. FY24 Budget Amendment and Transfer for Additional Revenue — *BJ Wilson*

4. Adjourn



## COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 3, 2024

Item# 02A

**Agenda Item:** A Special Use Permit application has been submitted for a Lodging House located at 1324 Old Winchester Pike- Abode of Liberation

**Summary:** The proposed use is for a Non-Profit Lodging House offering refuge for adults of different abilities and their caregivers. The home has seven (7) bedrooms.

### Relevant Code Sections

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

### **175-30 USES PERMITTED BY SPECIAL PERMIT (R-3)**

The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District:

#### **MISCELLANEOUS:**

Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Cemetery, subject to the provisions in Section 175-107.4.  
(Added 4-24-23-Effective Upon Passage)

Lodging houses, rooming houses, and boarding houses.

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

The home has **seven (7)** bedrooms and currently has **two (2) Caregivers** present during the daytime hours.

The submitted Survey Plat shows **ten (10) parking** places and the parking area also offers additional parking = *1 additional parking space beyond code requirement*

**Budget/Funding:** N/A

**Staff Recommendation:** Staff recommend approval with no Conditions being placed on the property.

**PUBLIC HEARING**

**2400019 – SPECIAL USE PERMIT**

**ABODE OF LIBERATION**

**1324 OLD WINCHESTER PIKE**



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

**Planning Commission Regular Meeting  
May 15, 2024**

**APPLICATION #:**

2400019

**APPLICANT:**

Abode of Liberation/Jenelle Embrey

**APPLICATION SUMMARY:**

A Special Use Permit application has been submitted for a Lodging House located at 1324 Old Winchester Pike. The proposed use is for a Non-Profit Lodging House offering refuge for adults of different abilities and their caregivers. The home has seven (7) bedrooms.

**GENERAL INFORMATION:**

|                           |                                                                    |
|---------------------------|--------------------------------------------------------------------|
| <i>Site Addresses</i>     | 1324 Old Winchester Pike                                           |
| <i>Property Owner(s)</i>  | Jenelle Embrey                                                     |
| <i>Existing Zoning</i>    | R-3, Residential District                                          |
| <i>Historic District</i>  | No                                                                 |
| <i>Proposed Use</i>       | Lodging House                                                      |
| <i>Tax Identification</i> | 20A12-4-6                                                          |
| <i>Location</i>           | The property is located between Crisman Drive and Riverside Drive. |

*Vicinity Map (Warren County GIS)*



## INFORMATION ON THE APPLICATION:

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Town Code</i> | <p><b>175-3, LODGING HOUSE</b> - A residential building, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a regular basis, pursuant to previous arrangements, but which is not open to the public or transient guests. Meals may be provided to the residents in a central location; however, no provisions shall be made for cooking in individual rooms or units. The maximum number of rooms or units shall be controlled by the area requirements of the district in which the use is located, but in no case shall the total number of lodging rooms or units exceed ten (10). A "Lodging House" shall also be known as a "Rooming House" or a "Boarding House."</p> <p><b>175-30 USES PERMITTED BY SPECIAL PERMIT (R-3)</b></p> <p>The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District:</p> <p><b><u>RESIDENTIAL:</u></b><br/>Apartments as set forth in Section 175-113. Townhouses on sites over one (1) acre, as set forth in Section 175-112.</p> <p><b><u>COMMERCIAL:</u></b><br/>Bed and Breakfast Uses set forth in Town Code Section 175-107.2.<br/>Community Centers (public).<br/>Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.<br/>Day care, and day-care facilities as set forth in the Town Code Section 175-107.1.<br/>Nursing homes, as set forth in Section 175-107.</p> <p><b><u>INDUSTRIAL:</u></b></p> <p><b><u>ORGANIZATIONAL:</u></b><br/>Art galleries and museums.<br/>Fire and Rescue Squad &amp; Police Stations<br/>Public Libraries<br/>Community Center (public)</p> <p><b><u>MISCELLANEOUS:</u></b><br/>Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the</p> |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | <p>requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.</p> <p>Cemetery, subject to the provisions in Section 175-107.4.</p> <p>(Added 4-24-23-Effective Upon Passage)</p> <p><b>Lodging houses, rooming houses, and boarding houses.</b></p> <p>Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.</p> <p>(Amended 10-23-89. 7-28-08. 7-23-12 and 6-22-15-Effective Upon Passage)</p> |
| <b>148-870</b><br><b>Parking</b><br><b>requirements</b> | <p>One (1) parking space per room and an additional two (2) parking spaces for employees.</p> <p>The home has seven (7) bedrooms and currently has two (2) Caregivers present during the daytime hours.</p> <p>The submitted Survey Plat shows ten (10) parking places and the parking area also offers additional parking.</p>                                                                                                                                                                                                                                                                        |
| <b>Project Summary</b>                                  | <p>A Special Use Permit (SUP) Application has been submitted by the Abode of Liberation for a Lodging House located at 1324 Old Winchester Pike. The property was recently rezoned to R-3, Residential District. Lodging House use is required by SUP per Town Code 175-30. The previous owner operated a Bed and Breakfast Home at the location. The Town Code differentiates between a Lodging House and a Bed and Breakfast Home. The applicant's request for the SUP is to bring the property into full compliance with the Town Code and eventually the issuance of a Town Business License.</p>  |
| <b>Staff</b><br><b>Recommendation</b>                   | <p>Staff recommends approval with No Conditions being placed on the property.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

ATTACHMENTS: 1) Application and associated documents from the applicant.



## TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
102 EAST MAIN STREET  
P.O. BOX 1560  
FRONT ROYAL, VA 2263

Main: 540.635.4236  
Fax: 540.631.2727  
www.frontroyalva.com

### SPECIAL USE PERMIT REQUEST

FRSPU 2400019

#### APPLICANT:

NAME Abode of Liberation PHONE 540.454.2161

ADDRESS 1324 Old Winchester Pike, Front Royal, VA 22630

E-MAIL Jenelle@AbodeOfLiberation.com

#### PROPERTY OWNER:

NAME Jenelle Embrey PHONE 540.454.2161

ADDRESS 1324 Old Winchester Pike, Front Royal, VA 22630

E-MAIL Jenelle@AbodeOfLiberation.com

#### PROPERTY DESCRIPTION

PROPERTY ADDRESS 1324 Old Winchester Pike, Front Royal, VA 22630

TAX MAP 20A124 SECTION 20A124 BLOCK 20A124 LOT 6

SUBDIVISION NAME 20A12 4 ACREAGE .89

#### REQUEST

ZONING DISTRICT Residential District R-3 (permits a boarding house via SUP)

PROPOSED USE OF PROPERTY Nonprofit Boarding House for people of different abilities and their caregivers

SPECIFIC SPECIAL USE PERMIT REQUEST \_\_\_\_\_

Permission to bring my nonprofit boarding house into compliance via SUP

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

1. Survey/Plat of property showing all **existing** improvements.  
(10 copies if larger than 11" X 17")
2. Site Plan Application pl w/cc
3. Application Fee of \$400.00 Receipt # 1072 Date Paid 1-5-2024
4. Additional information as required by the Dept. of Planning & Community Development.

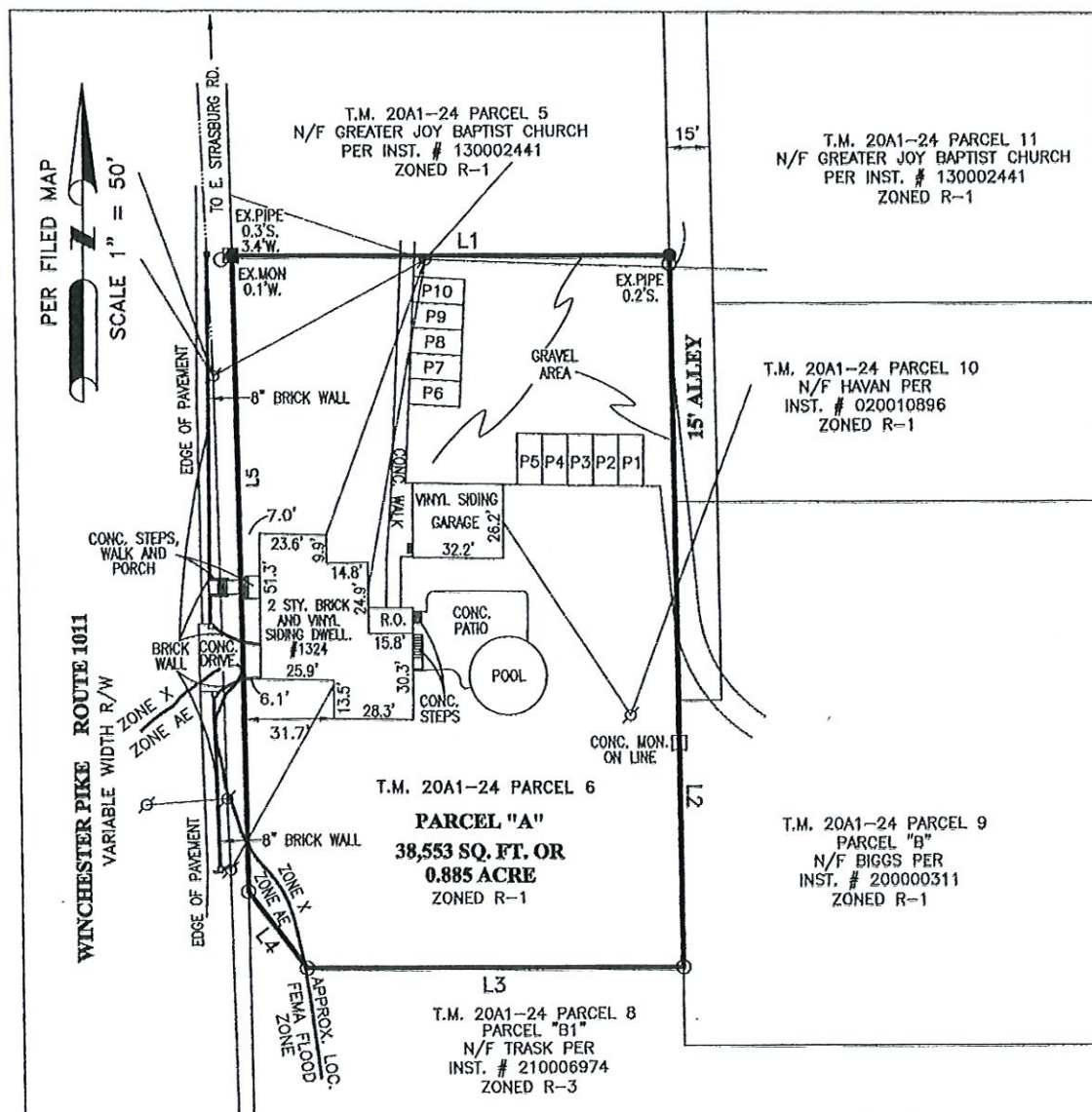
#### CERTIFICATION

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

Signature Jenelle Embrey Date 3/19/2024

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.

RECEIVED  
JAN - 5 2024  
TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT



| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | N 89°04'00" E | 155.40'  |
| L2   | S 01°05'00" E | 251.00'  |
| L3   | S 89°04'00" W | 134.00'  |
| L4   | N 37°45'50" W | 33.64'   |
| L5   | N 01°25'00" W | 224.08'  |

- P1 DENOTES PROP. 9' X 18' PARKING SPACE.
- ⊗ DENOTES UTILITY POLE.
- DENOTES PIN SET.
- DENOTES EXISTING CONC. MON.
- DENOTES EXISTING PIN OR PIPE.
- DENOTES OVERHEAD WIRES.

NO TITLE REPORT FURNISHED TO THIS OFFICE.  
SUBJECT TO ANY AND ALL EASEMENT OF RECORD.

DERIVATION OF TITLE TO: JE NELLE EMBREY  
PER INSTRUMENT # 200008957.

SUBJECT PARCEL SITUATED IN FLOOD ZONES X AND AE  
PER FIRM MAP NO. 51187C0104C EFFECTIVE DATE  
JUNE 3, 2008.

PROPERTY ZONED R-1.

SURVEY OF PARCEL "A" PER PLAT OF RE-SUBDIVISION OF  
LOTS 1, 3 AND THE J.E. LENT LOTS AT RIVERTON  
RECORDED IN DEED BOOK 273 PAGE 137

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

PREPARED BY:  
BROGAN LAND SURVEYING, PLC  
P.O. BOX 1578  
FRONT ROYAL, VA. 22630-0034  
TEL. & FAX (540) 635-5657  
AUGUST 13, 2020  
DECEMBER 26, 2023 ADD PROP. PARKING





## COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

**Meeting Date: June 3, 2024**

**Item# 02B**

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**Agenda Item:** Bid Tree Trimming Services

**Summary:** Council will be requested to award a bid for the procurement of tree trimming services, requested by the Department of Energy Services.

Purchasing issued an invitation for bid as per the VPPA guidelines, using eVA, the Commonwealth of Virginia online procurement website. The procurement method was competitive sealed bidding.

On Wednesday, May 1<sup>st</sup>, 2024, the Purchasing Department had a public bid opening, receiving two (2) bids. Council is requested to award a contract to Thompson's Tree Service, LLC, of Front Royal, Virginia. Thompson's Tree Service was the lowest responsive and responsible bidder, quoting the following firm, fixed, hourly rates: normal working hours, \$107.10; emergency outside of normal working hours, \$156.45; stump removal, \$107.10; two-man flag crew with appropriate signs, \$60.90.

Funds for this request are available in the Department of Energy's Repairs & Maintenance line item 9401-43004.

**Budget/Funding:** 9401-43004 Electric Repairs & Maintenance

**Staff Recommendation:** Staff recommends approving as presented on the consent agenda of June 24<sup>th</sup>.

Town of Front Royal  
Department of Energy Services  
P.O. Box 1560  
Front Royal, Virginia 22630-1560  
(540) 635-3027 Fax: (540) 631-3620  
*"Powering the community since 1894"*



# Memo

To: The Purchasing Department  
From: Carey Saffelle, Director of Energy Services  
Date: May 20th, 2024  
Re: Tree Trimming Bid Recommendation

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On Wednesday, May 1, 2024, the Purchasing Department held a bid opening for the Department of Energy Services Tree Trimming Services Contract. There were two (2) responses to the Invitation for Bid (IFB). The Department of Energy Services has reviewed the submissions and recommends proceeding with the lowest bid from Thompson's Tree Services of Front Royal.

This contract will be funded through the Department of Energy Services budget line item 9401-43004.

Thank you,

Carey Saffelle  
Director of Energy Services  
Town of Front Royal



## COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

**Meeting Date: June 3, 2024**

**Item# 02C**

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**Agenda Item:** Open House Event on June 22nd

**Summary:** Town Manager Joe Waltz will give an update on the Town's Open House scheduled for Saturday, June 22<sup>nd</sup>.

**Budget/Funding:** N/A

**Staff Recommendation:** Informational purposes



# Town of **FRONT ROYAL** **OPEN HOUSE**

## ACTIVITIES:

- ✓ Police K-9 Demos
- ✓ Touch The Truck
- ✓ Interactive Booths
- ✓ Food & Games
- ✓ Prizes & Give -A-Ways!

We invite you to join us and meet your Town Staff and Council Members and learn how we all make this Town great!

[frontroyalva.com](http://frontroyalva.com)

*Save the Date*

**JUNE 22, 2024**

 **NOON- 3:00PM**

 **MAIN STREET GAZEBO**  
414 E. MAIN ST, FRONT ROYAL





## COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 3, 2024

Item# 03A

**Agenda Item:** Special Use Permit to Covert Motel into 39-unit Apartment Building at 10 Commerce Avenue from CCC Enterprises LLC of VA

**Summary:** 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 20A8-22-6. The property is zoned C-1, Community Business District. The Planning Commission held a Public Hearing April 17, 2024 and recommended approval. Town Council discussed in a work session on May 6<sup>th</sup> and requested it be discussed further in a work session in June.

The proposed unit breakdown is as follows:

24 One bedroom

3 One bedroom with den

12 Two bedroom

39 Units (minimum unit size 600 SF)

Proposed Apartment Interior



Proposed laundry facility



**Budget/Funding:** N/A

**Staff Recommendation:** Staff recommends approval. The conversion of this hotel into an apartment house is supported by the Comprehensive Plan and could serve as a catalyst for other redevelopment projects in the downtown area. Planning Commission recommended approval with the following condition:

1. The applicant must provide adequate off-street parking per 148-870 Parking and Loading Areas.

# **PUBLIC HEARING**

**2400207 – SPECIAL USE PERMIT**

**10 S. COMMERCE AVENUE**



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

**Planning Commission Regular Meeting  
April 17, 2024**

**APPLICATION #:**

2400207

**APPLICANT:**

CCC Enterprises LLC of VA

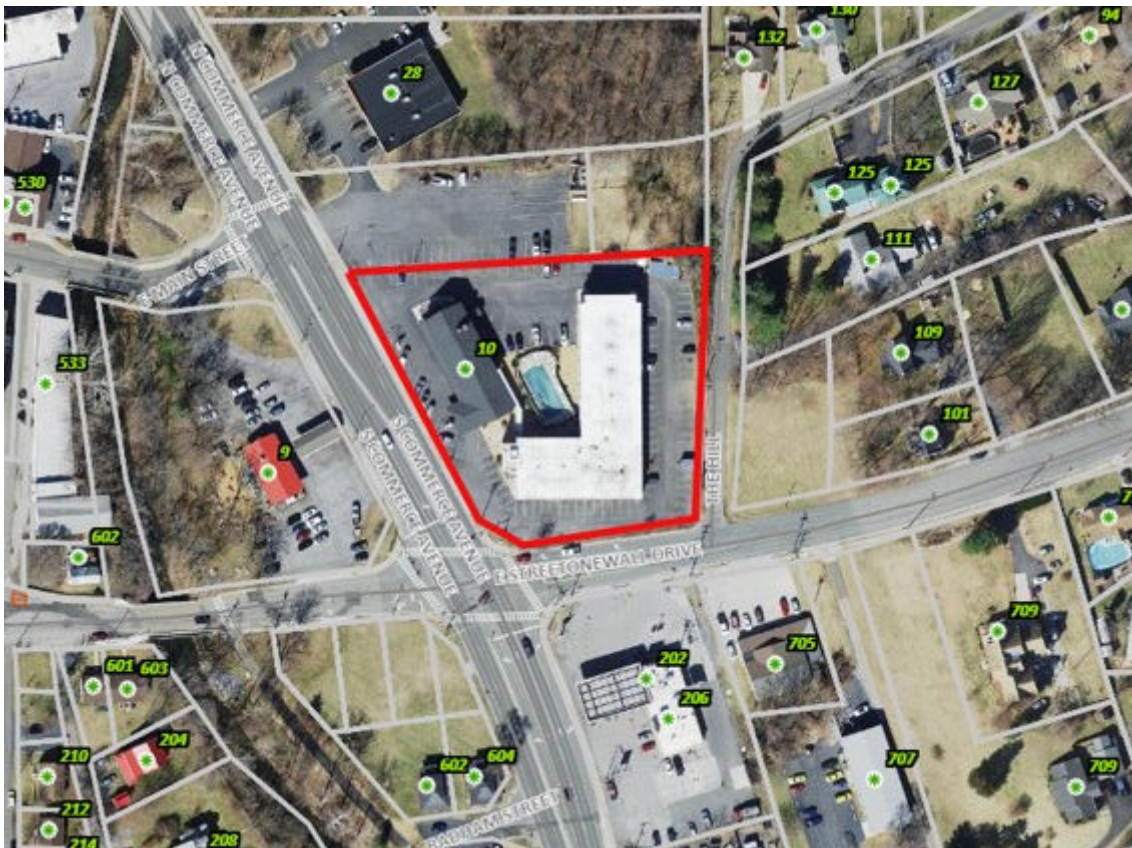
**APPLICATION SUMMARY:**

A Special Use Permit Application has been submitted to convert a three (3) story motel into a 39-unit apartment building located at 10 S. Commerce Avenue. The property is zoned C-1, Community Business District.

**GENERAL INFORMATION:**

|                           |                                  |
|---------------------------|----------------------------------|
| <i>Site Addresses</i>     | 10 S. Commerce Avenue            |
| <i>Property Owner(s)</i>  | CCC Enterprises Inc. of VA       |
| <i>Zoning District</i>    | C-1, Community Business District |
| <i>Historic District</i>  | No                               |
| <i>Tax Identification</i> | Tax Map #20A8-22-6               |

*Aerial Map (Warren County GIS) – 10 S. Commerce Avenue*



*Town Zoning Map (Warren County GIS) – 10 S. Commerce Avenue*



*10 S. Commerce Avenue*



*Rear Elevation – 10 S. Commerce Avenue*



*Right-Rear Elevation – 10 S. Commerce Avenue*



**INFORMATION ON  
THE APPLICATION:**

The applicant is requesting to convert a 3-story motel into a 3-story apartment building with 13 units per floor.

The proposal would include the following unit breakdown:

24 - One bedroom

3 - One bedroom with den

12 - Two bedroom

39 Units (minimum unit size 600 SF)

Typical interior elevation:



Open Space and Laundry Facility – open glass for safety/visibility purposes.



## Proposed Exterior Rendering



## COMPREHENSIVE PLAN CONFORMANCE

This application conforms to and supports the goals and objectives of the Towns Comprehensive Plan. The implementation matrix specifically encourages the following:

|                                                                                                                                                                                                                                                                          |                   |                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------|
| Focus on where to place new housing and local/unique retail.                                                                                                                                                                                                             | Year one          | P&Z staff, PC, and TC (ordinance change)                                 |
| Continue to concentrate big box retail in existing locations. Big Box retailers and national chains can have a place in the Town, but the focus should be on locally owned businesses. The Town will not encourage the expansion of national retailers/big box entities. | Year one, ongoing | P&Z staff, PC, and TC (ordinance change), P&Z staff, ongoing enforcement |
| Increase density in areas that are an easy walk or bike to downtown, creating a population that will demand services downtown. The Town and County can help implement this action through zoning ordinance.                                                              | Year one, ongoing | P&Z staff, PC, and TC (ordinance change), P&Z staff, ongoing enforcement |
| Support development on vacant properties or redevelopment of properties that have fallen into disrepair, especially along the Main Street corridor.                                                                                                                      | Year one, ongoing | TC, PC, P&Z staff                                                        |
| Support development on vacant properties or redevelopment of properties that have fallen into disrepair, especially along the Main Street corridor.                                                                                                                      | Year one, ongoing | TC, PC, P&Z staff                                                        |

**RECOMMENDATION:**

Staff recommends approval of the Special use permit with the following condition:

1. The applicant must provide adequate off-street parking per 148-870 Parking and Loading Areas.

**ATTACHMENTS:** Application and associated documents from the Applicant.



## TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
102 EAST MAIN STREET  
P.O. BOX 1560  
FRONT ROYAL, VA 2263

Main: 540.635.4236  
Fax: 540.631.2727  
www.frontroyalva.com

### SPECIAL USE PERMIT REQUEST

Application # 2400 207

#### APPLICANT:

NAME CCC Enterprises Inc of VA PHONE 610 999 7093  
ADDRESS 10 South Commerce Ave Front Royal, VA 22630  
E-MAIL baymontfr10@gmail.com

#### PROPERTY OWNER:

NAME CCC Enterprises Inc of VA PHONE 610 999 7093  
ADDRESS 10 South Commerce Ave Front Royal, VA 22630  
E-MAIL baymontfr10@gmail.com

#### PROPERTY DESCRIPTION

PROPERTY ADDRESS 10 S. Commerce Ave. Front Royal VA 22630  
TAX MAP 20A8226 SECTION 22 BLOCK        LOT 6  
SUBDIVISION NAME        ACREAGE 1.75  
ZONING DISTRICT C1 C-1

#### REQUEST

PROPOSED USE OF PROPERTY Multi-Family Apartments

SPECIFIC SPECIAL USE PERMIT REQUEST We are seeking to convert a three story motel into a 39 unit apartment building for young professionals. We feel the proximity to downtown is a great location for living and promotes more foot traffic.

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

1. Survey/Plat of property showing all existing improvements.  
(10 copies if larger than 11" X 17" and provide a digital copy)
2. Site Plan Application
3. Application Fee of \$400.00 Receipt #        Date Paid 3/12/24 Check # 1152
4. Additional information as required by the Dept. of Planning & Community Development.

#### CERTIFICATION

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

Applicant Signature [Signature] Date 03/11/24

Property Owner Signature [Signature] Date 03/11/24

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.

RECEIVED  
MAR 11 2024  
TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT

# The Baymont

Special Use Permit  
3.11.2024

## TYPICAL APARTMENT

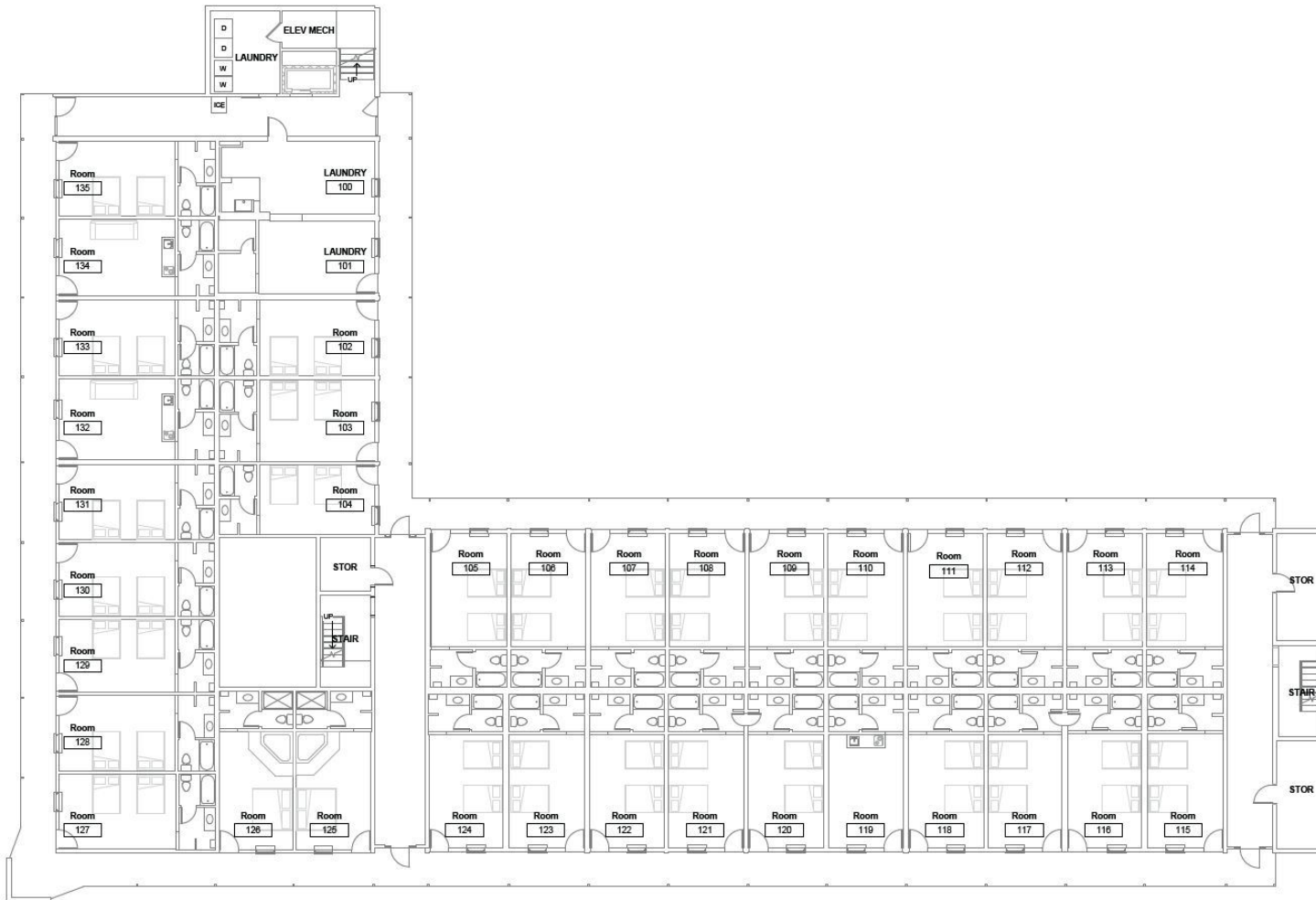


TYPICAL COMMON SPACE

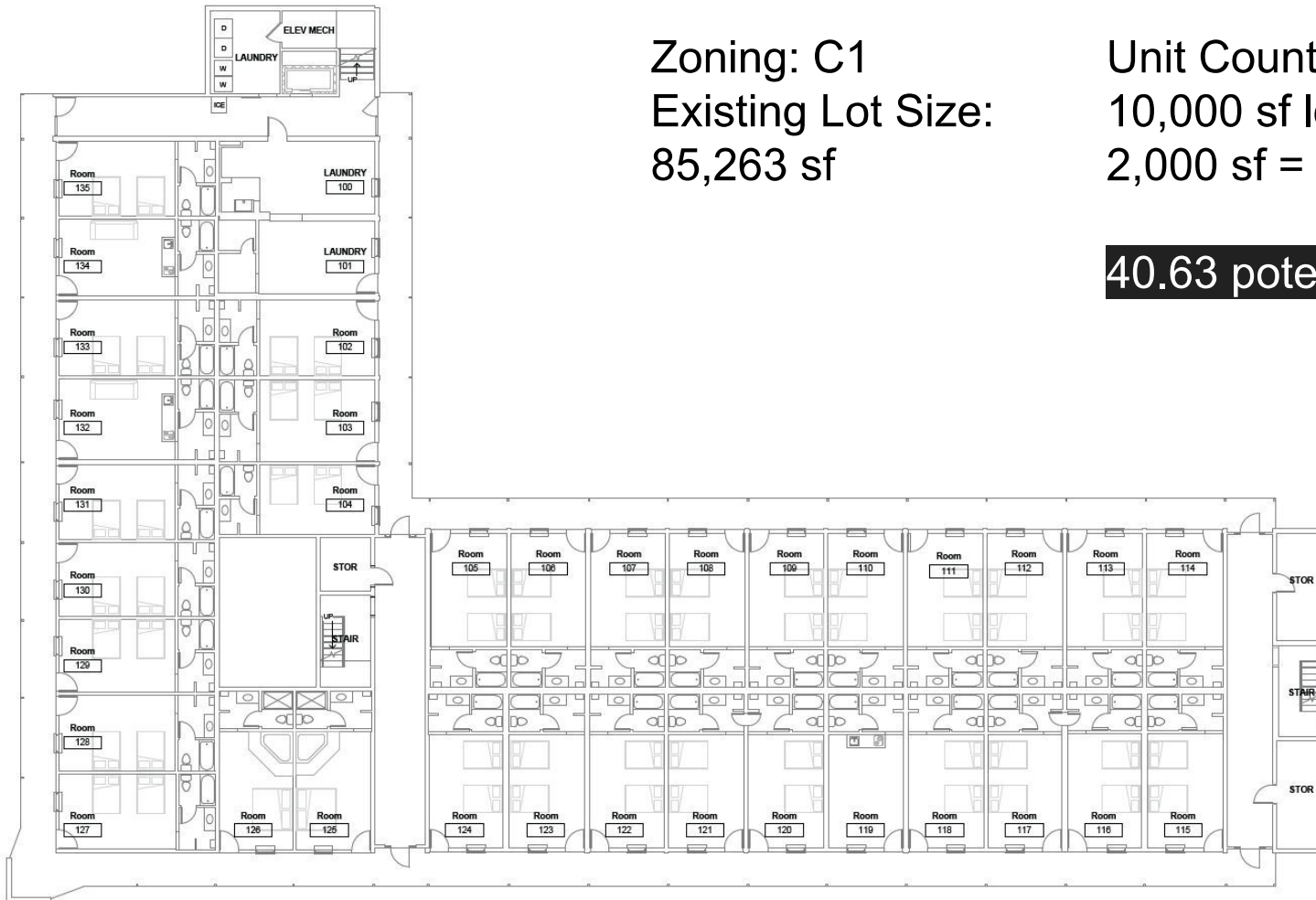


EX





Existing Plan

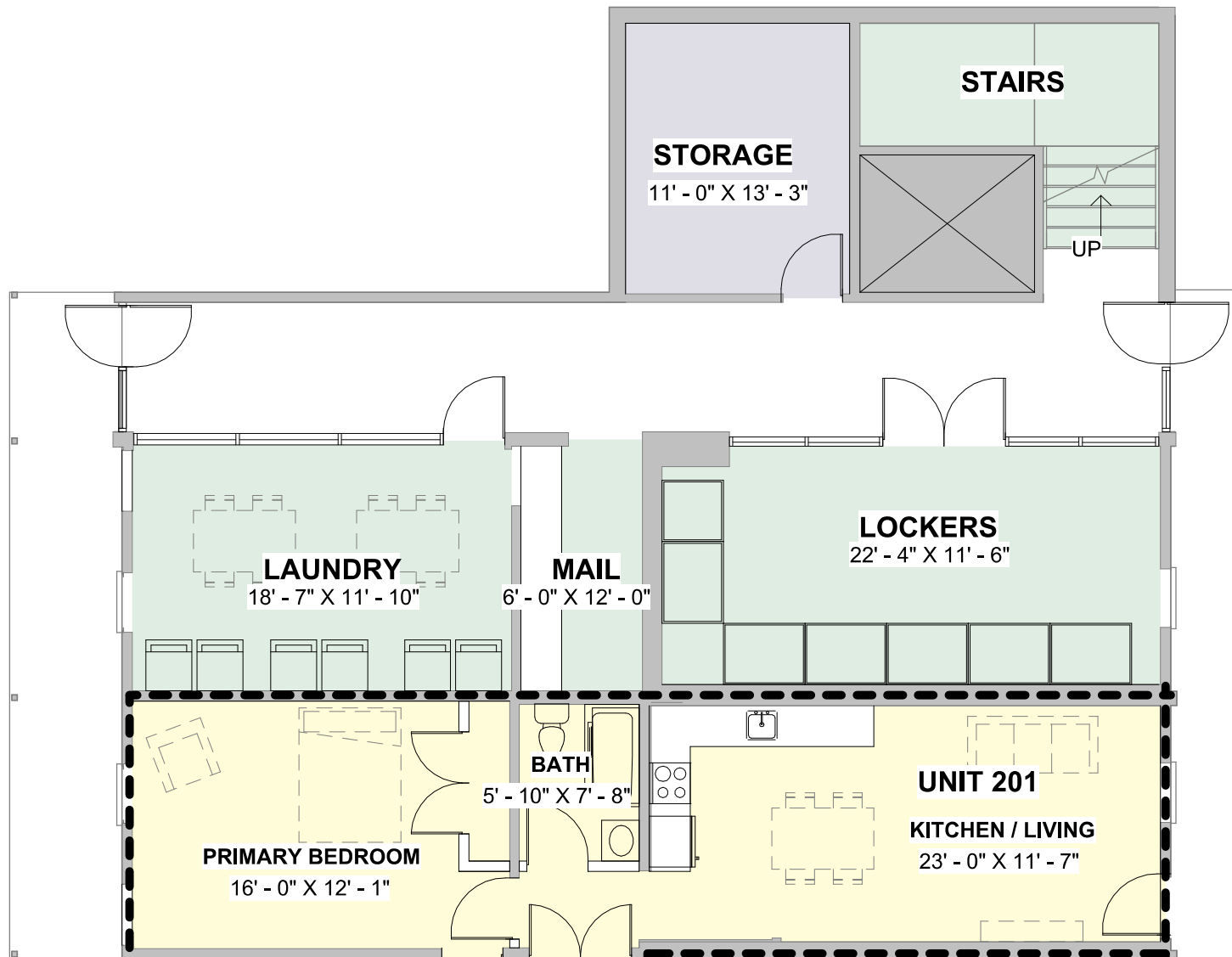


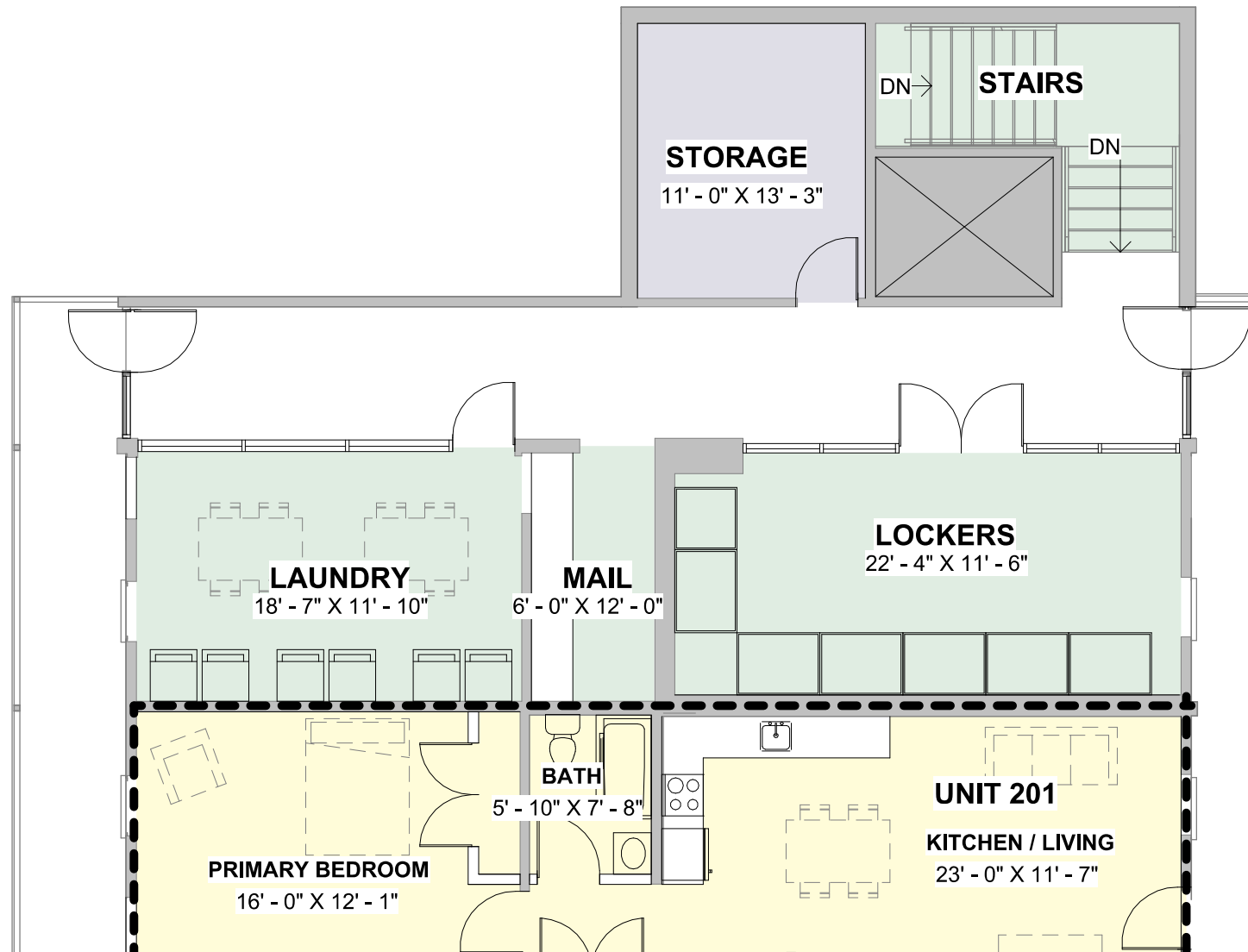
Zoning: C1  
Existing Lot Size:  
85,263 sf

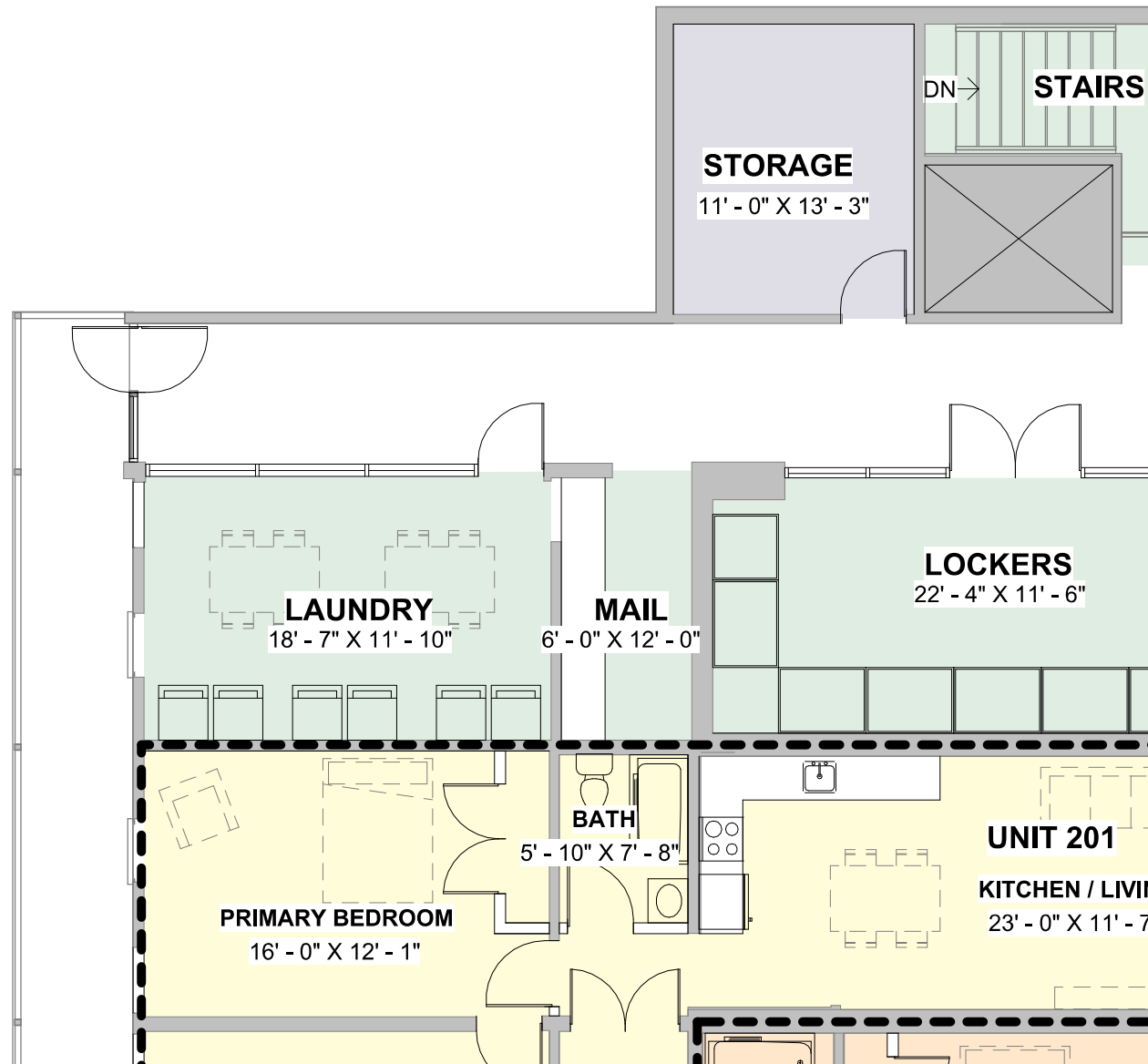
Unit Counts:  
10,000 sf lot = first 3 units  
2,000 sf = 1 additional unit

**40.63 potential units**

**Existing Plan**







**STORAGE**  
11' - 0" X 13' - 3"

DN →

**STAIRS**

**LAUNDRY**  
18' - 7" X 11' - 10"

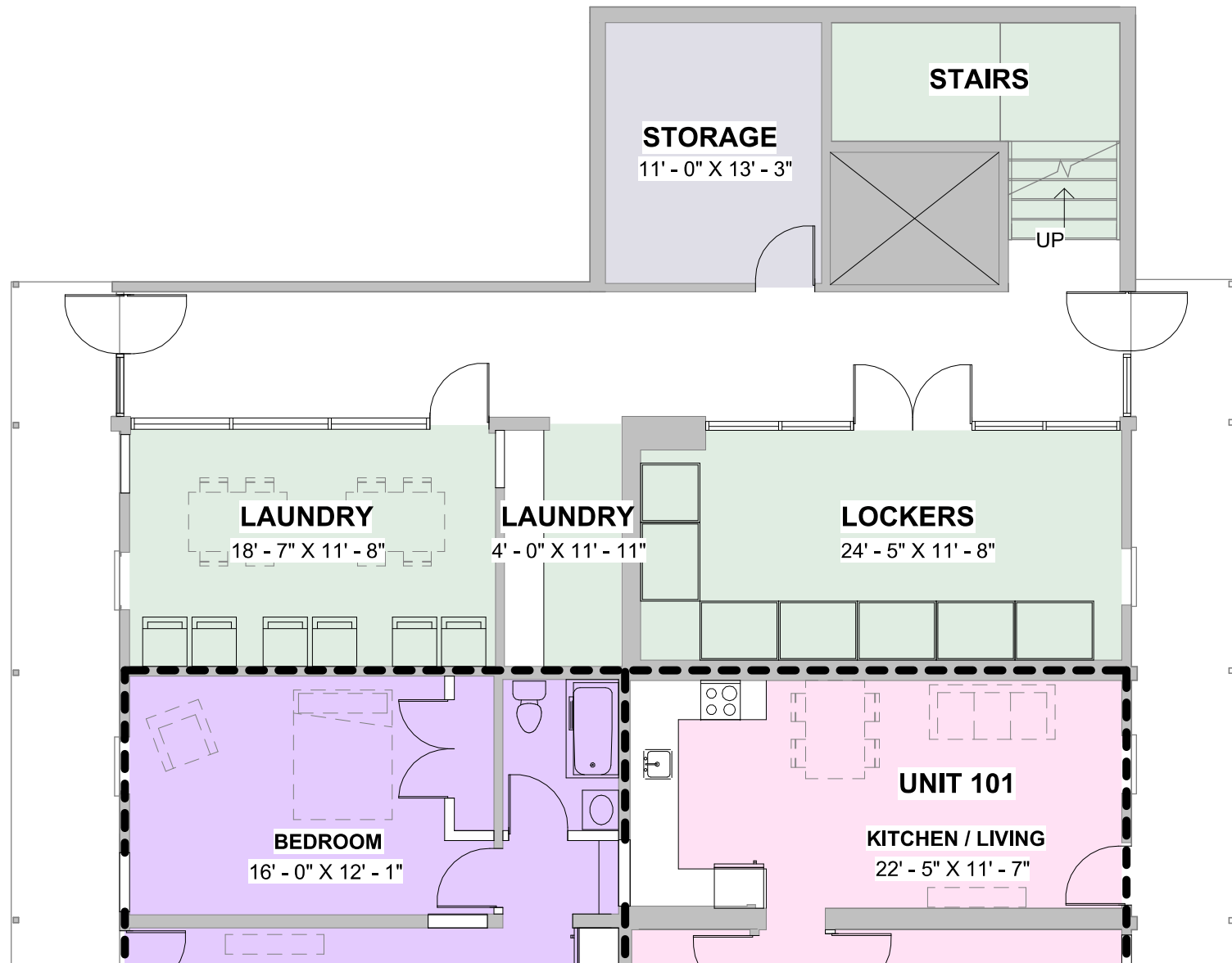
**MAIL**  
6' - 0" X 12' - 0"

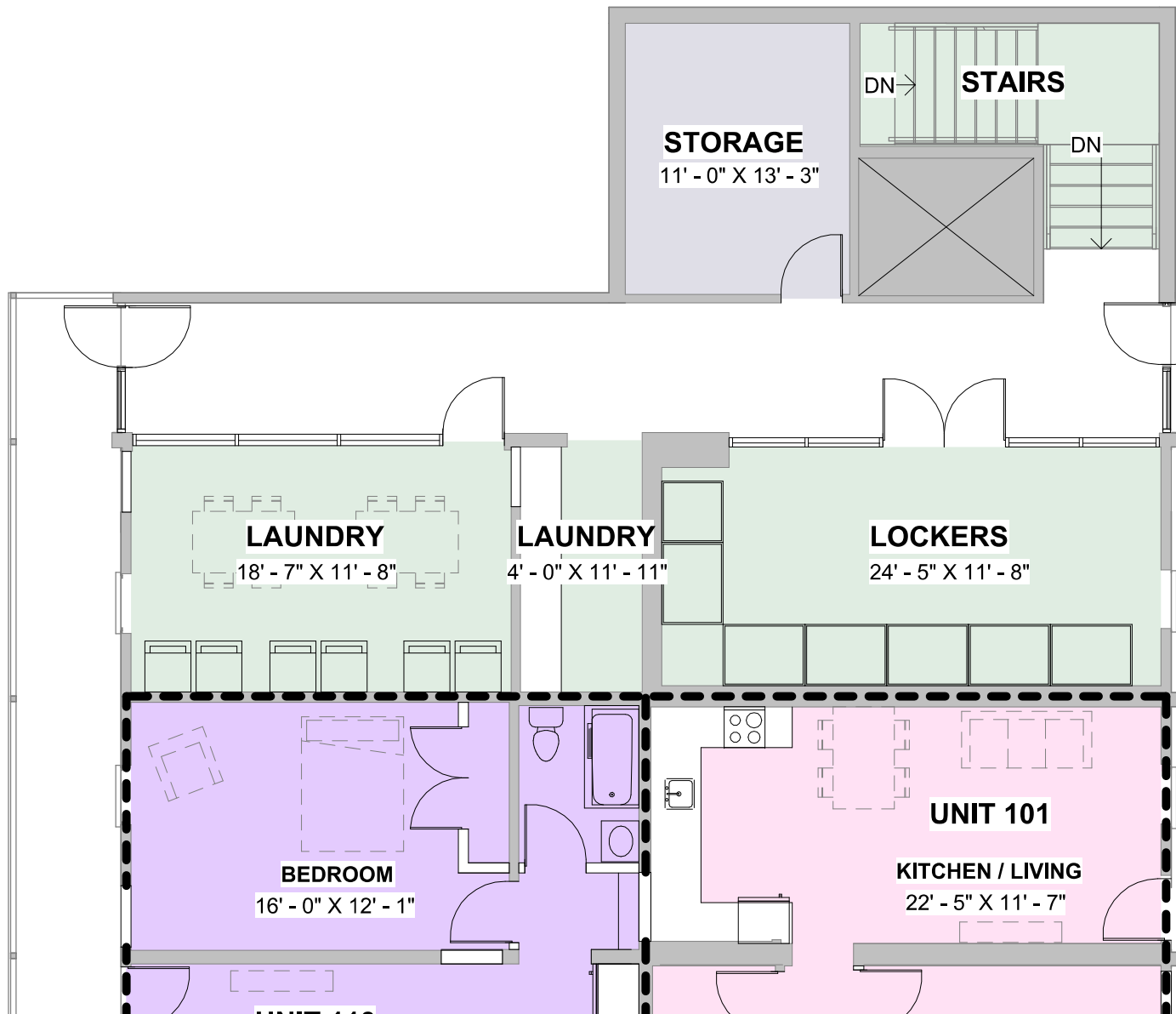
**LOCKERS**  
22' - 4" X 11' - 6"

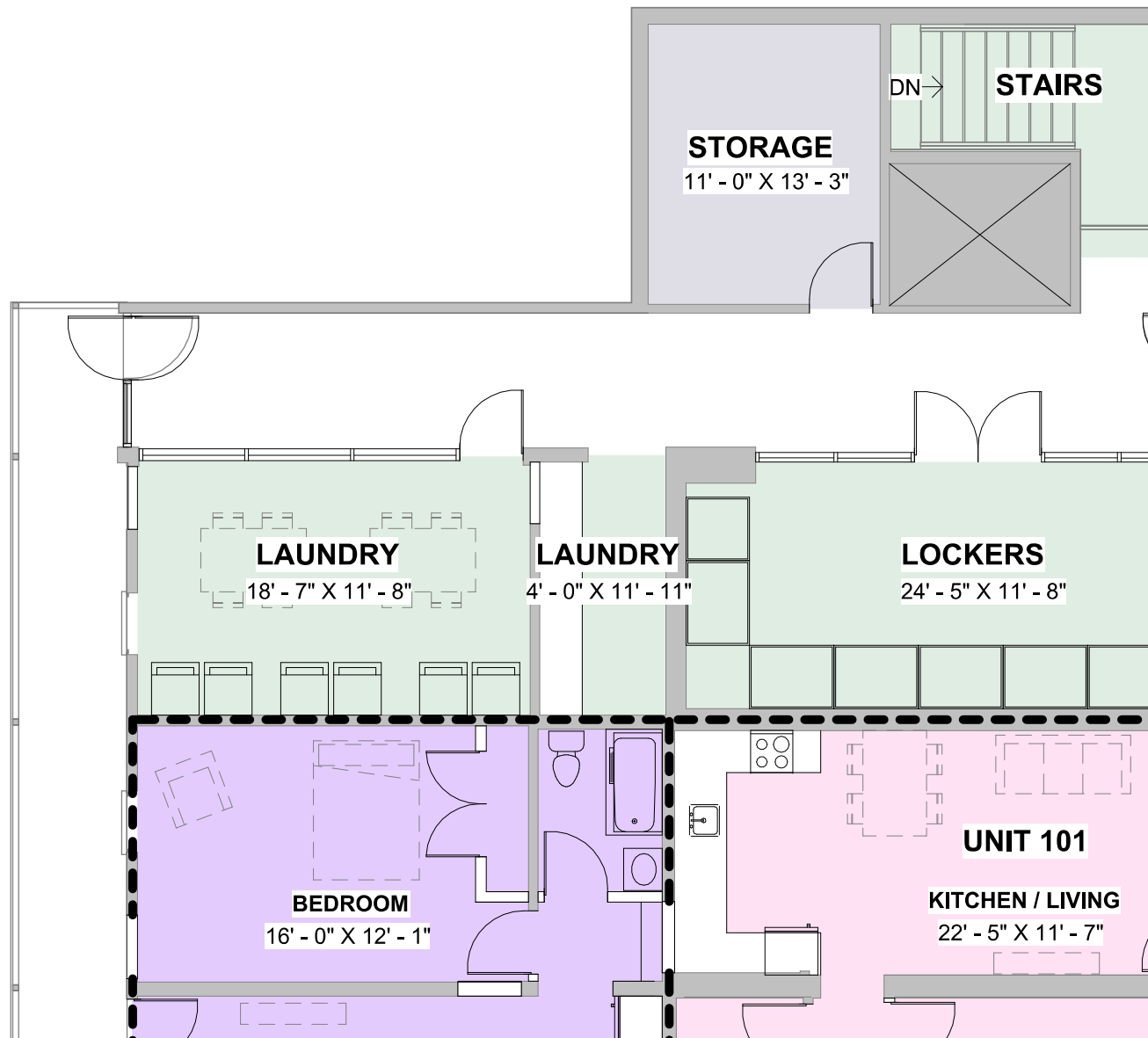
**PRIMARY BEDROOM**  
16' - 0" X 12' - 1"

**BATH**  
5' - 10" X 7' - 8"

**UNIT 201**  
**KITCHEN / LIVING**  
23' - 0" X 11' - 7"









Existing





## COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 3, 2024

Item# 03B

---

**Agenda Item:** Special Exception to Reduce Parking at 10 S. Commerce Avenue – CCC Enterprises LLC of VA

**Summary:** CCC Enterprises LLC of VA – A request for a Special Exception application for property located at 10 S. Commerce Avenue, identified by Tax Map 20A8-22-6 to reduce the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required parking area setback of thirty feet (30') from the property lines. The property is zoned C-1, Community Business District. The Planning Commission held a Public Hearing April 17, 2024, and recommended approval. Town Council discussed in a work session on May 6<sup>th</sup> and asked that it be further discussed on June 3<sup>rd</sup>.

**Budget/Funding:** N/A

**Staff Recommendation:** Staff recommends approval. The reduction in the parking setbacks and space size will permit the applicant to use the existing parking lot with minimal reconstruction. There is sufficient space to accommodate 2 vehicles per unit. The applicant is seeking relief from the setback and size requirements, not requesting a reduction in the number of spaces.

# **PUBLIC HEARING**

**2400208 – SPECIAL EXCEPTION**

**10 S. COMMERCE AVENUE**



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

**Planning Commission Regular Meeting  
April 17, 2024**

**APPLICATION #:**

Special Exception #2400208

**APPLICANT:**

CCC Enterprises LLC of VA

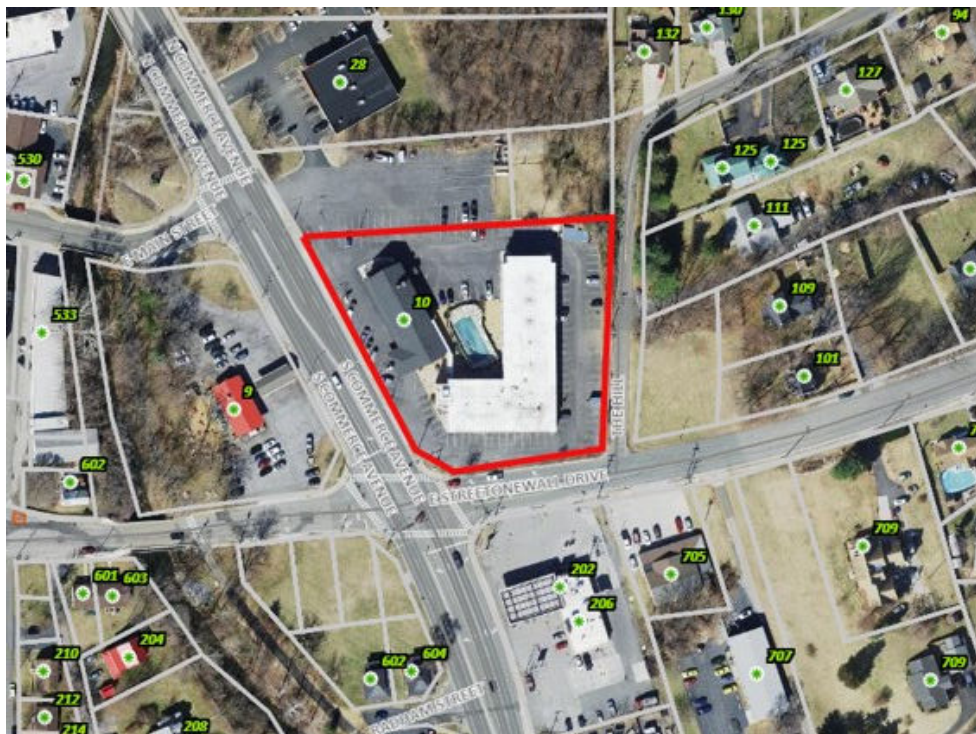
**APPLICATION SUMMARY:**

A Special Exception Application for an exception of the parking requirements of 148-870 for property located at 10 S. Commerce Avenue, an exception of the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required parking area setback of thirty feet (30') from the property lines.

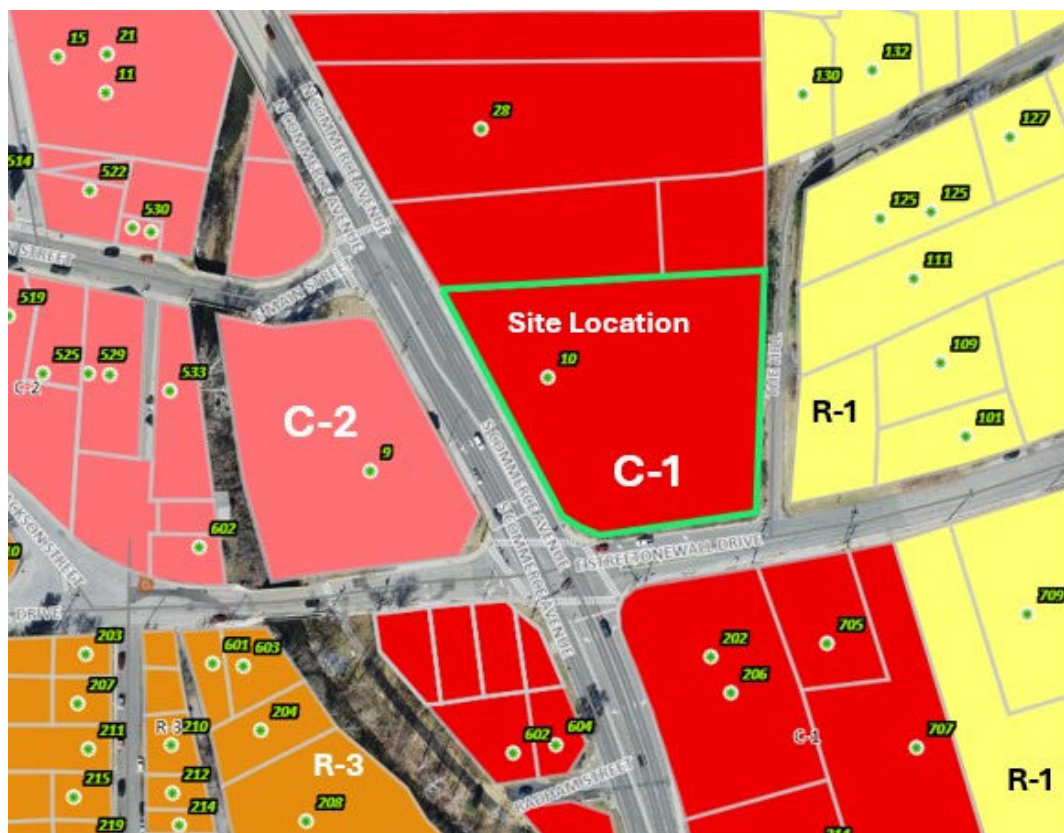
**GENERAL INFORMATION:**

|                    |                                  |
|--------------------|----------------------------------|
| Site Addresses     | 10 S. Commerce Avenue            |
| Property Owner(s)  | CCC Enterprises Inc. of VA       |
| Zoning District    | C-1, Community Business District |
| Historic District  | No                               |
| Tax Identification | Tax Map #20A8-22-6               |

*Aerial Map (Warren County GIS) – 10 S. Commerce Avenue*



*Town Zoning Map (Warren County GIS) – 10 S. Commerce Avenue*



*10 S. Commerce Avenue*



*Rear Elevation – 10 S. Commerce Avenue*



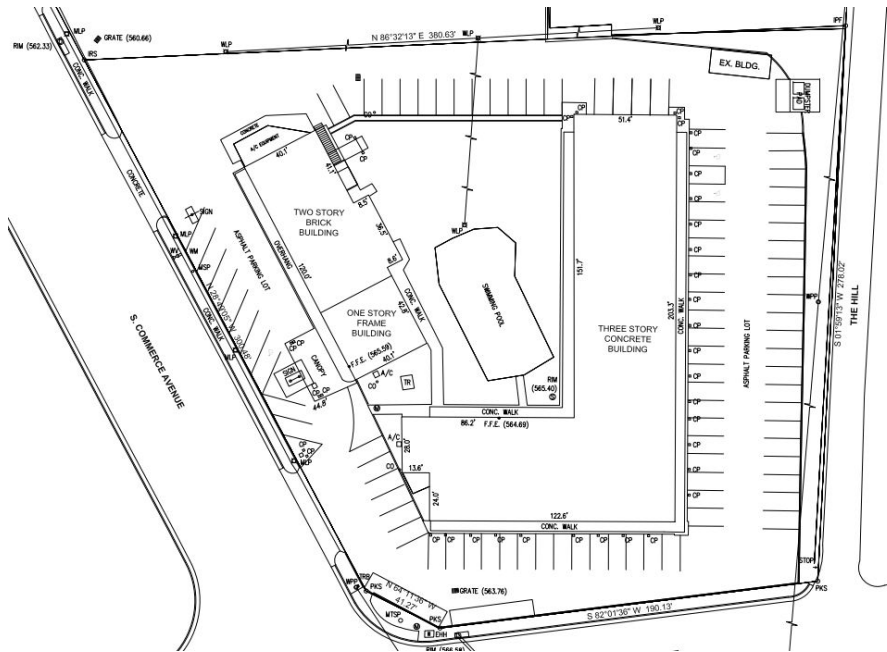
*Right-Rear Elevation – 10 S. Commerce Avenue*



**Background  
Information &  
Comprehensive Plan  
Conformance:**

The Town Code requires that apartment buildings must provide parking spaces which are 10x20 feet in size as opposed to 9x18 feet in size. Other uses within Town limits are not required to provide larger parking spaces.

Currently, the existing use has 9x18 feet parking spaces already striped. If granted, the Special Exception would allow the applicant to use the existing parking lot, but re-stripe it to reconfigure the drive isles and spaces to accommodate 78 required spaces.



The applicant has provided a concept plan showing how, with the reduction of the setbacks and space size, sufficient parking can be accommodated.

This application is supported by the implementation matrix within the Comprehensive Plan which calls for pursuance of a reduction in the number of cars and supports the redevelopment of older uses to provide housing.

|                                                                                                                                              |          |                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------|
| Study and pursue the reduction of the number of cars in the historic downtown area while increasing the number of pedestrian and bicyclists. | Year one | Planning and Zoning staff, Planning Commission, Town Council |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------|

**RECOMMENDATION:**

Staff recommends approval of the Special Exception to reduce the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required parking area setback of thirty feet (30') from the property lines per the submitted concept plan.

Staff does not recommend any additional conditions.

**ATTACHMENTS:** Application and associated documents from the Applicant.

#2400208

**RECEIVED**  
MAR 11 2024TOWN OF FRONT ROYAL  
PLANNING & ZONING DEPARTMENT**SPECIAL EXCEPTION APPLICATION**

TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ Main: 540-635-4236 ~ Fax: 540-631-2727

**APPLICANT****PROPERTY OWNER (if different)**

|                                                       |                                                                            |
|-------------------------------------------------------|----------------------------------------------------------------------------|
| APPLICANT'S NAME:<br><u>CCC Enterprises Inc of VA</u> | PROPERTY OWNER'S NAME:<br><u>Sam Sharma</u>                                |
| ADDRESS:<br><u>610 999 7093</u>                       | OWNER'S ADDRESS:<br><u>10 South Commerce Ave<br/>Front Royal, VA 22630</u> |
| PHONE NUMBER:<br><u>BAYMONTFR1P@GMAIL.COM</u>         | PHONE NUMBER:<br><u>610 999 7093</u>                                       |
| EMAIL:<br><u>BAYMONTFR1P@GMAIL.COM</u>                | EMAIL:<br><u>BAYMONTFR1P@GMAIL.COM</u>                                     |

**SECTION A - Property Information**

|                                                               |                                            |
|---------------------------------------------------------------|--------------------------------------------|
| Tax Map No. <u>20A822 6</u>                                   | Zoning District: <u>C-1</u>                |
| Site Address: <u>10 S. Commerce Ave, Front Royal VA 22630</u> |                                            |
| <input type="checkbox"/> Entrance Corridor                    | <input type="checkbox"/> Historic District |
| <input type="checkbox"/> Floodplain                           |                                            |

**SECTION B - Details of Request**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name: <u>Front Royal Apartments</u>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Special Exception Code Section(s): _____                                                                                                                                                                                                                                                                                                                                                                                                                     |
| General Describe of the request (please attached supporting information, such as plats, plans, details, etc.):<br><u>We are seeking a reduction in parking requirements from 2 spots per unit to 1 spot per unit.</u><br><u>We are also seeking a reduction in size from 10'x20' to 9'x18' to use existing parkings spaces.</u><br><u>Lastly, we are seeking a reduction on setback for parking along the front in order to use existing parking spaces.</u> |

SIGNATURE OF APPLICANT: [Signature]PRINT NAME OF APPLICANT: Sam SharmaDate: 3/7/24SIGNATURE OF PROPERTY OWNER: [Signature]PRINT NAME OF PROPERTY OWNER: Sam SharmaDate: 3/7/24

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application.

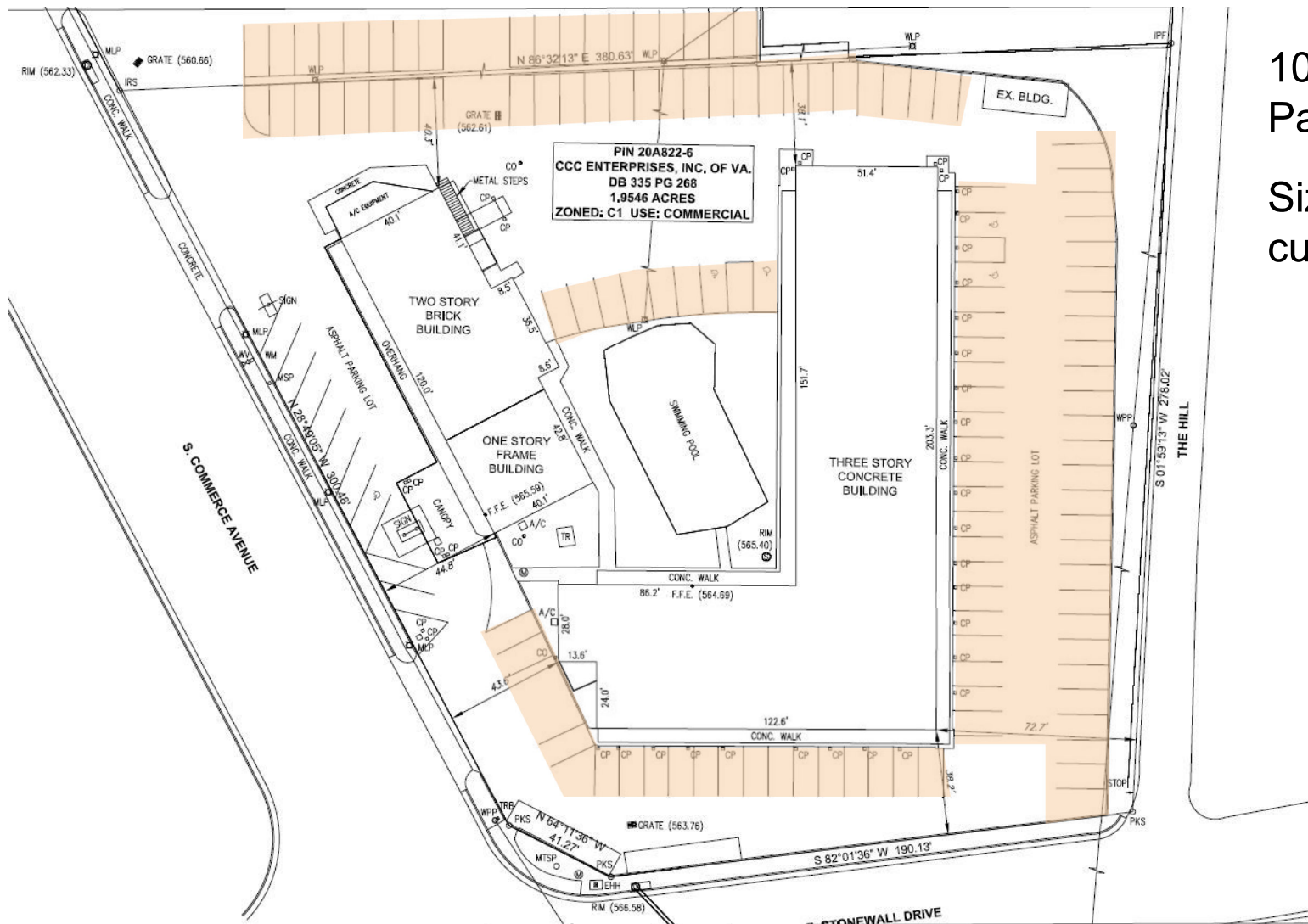
(APPLICATION FEE: \$250.00)

June 2015.

pd. 3/12/24

Check # 1152



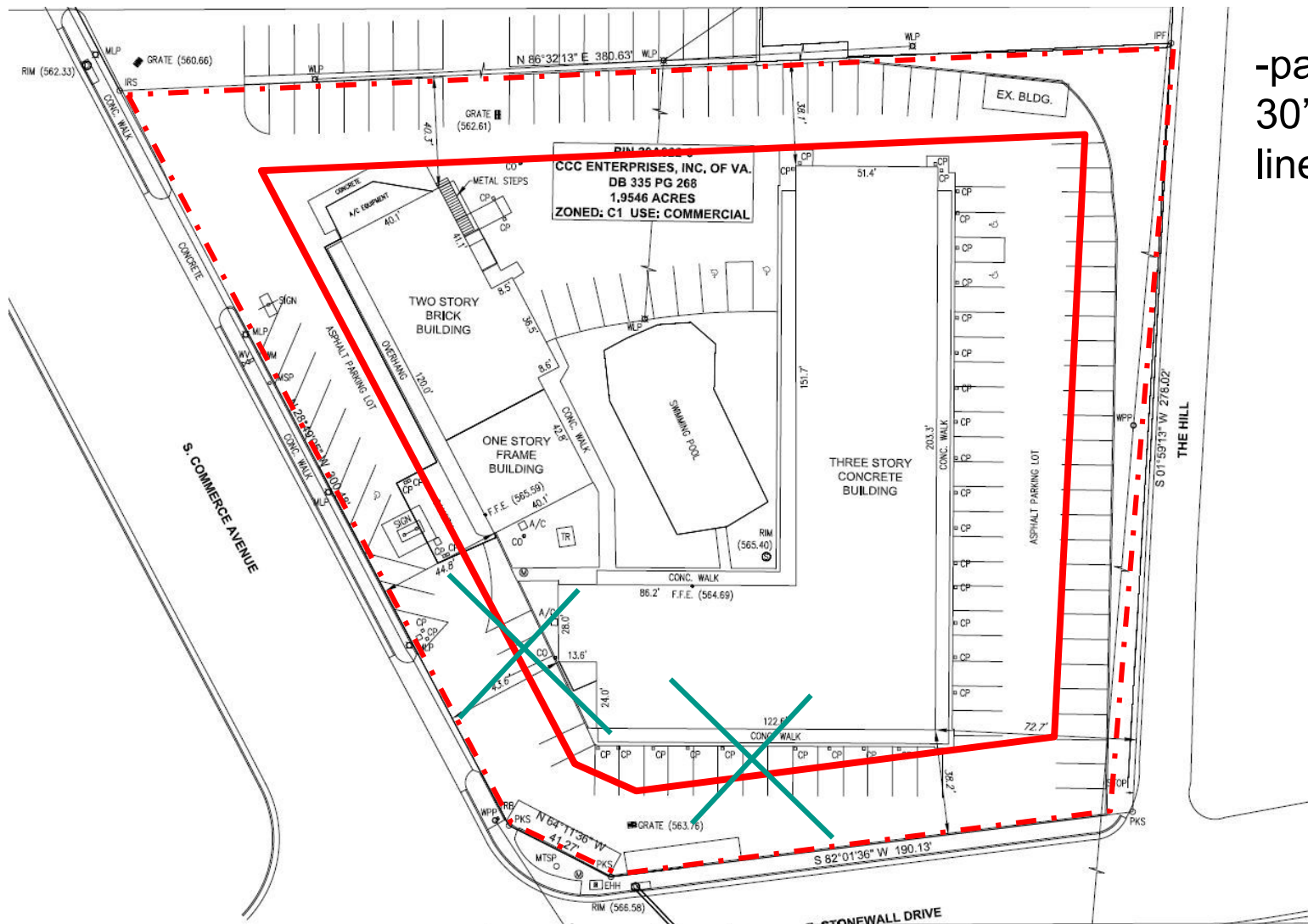


106 Existing  
Parking Spaces

Size doesn't meet  
current standards

Existing

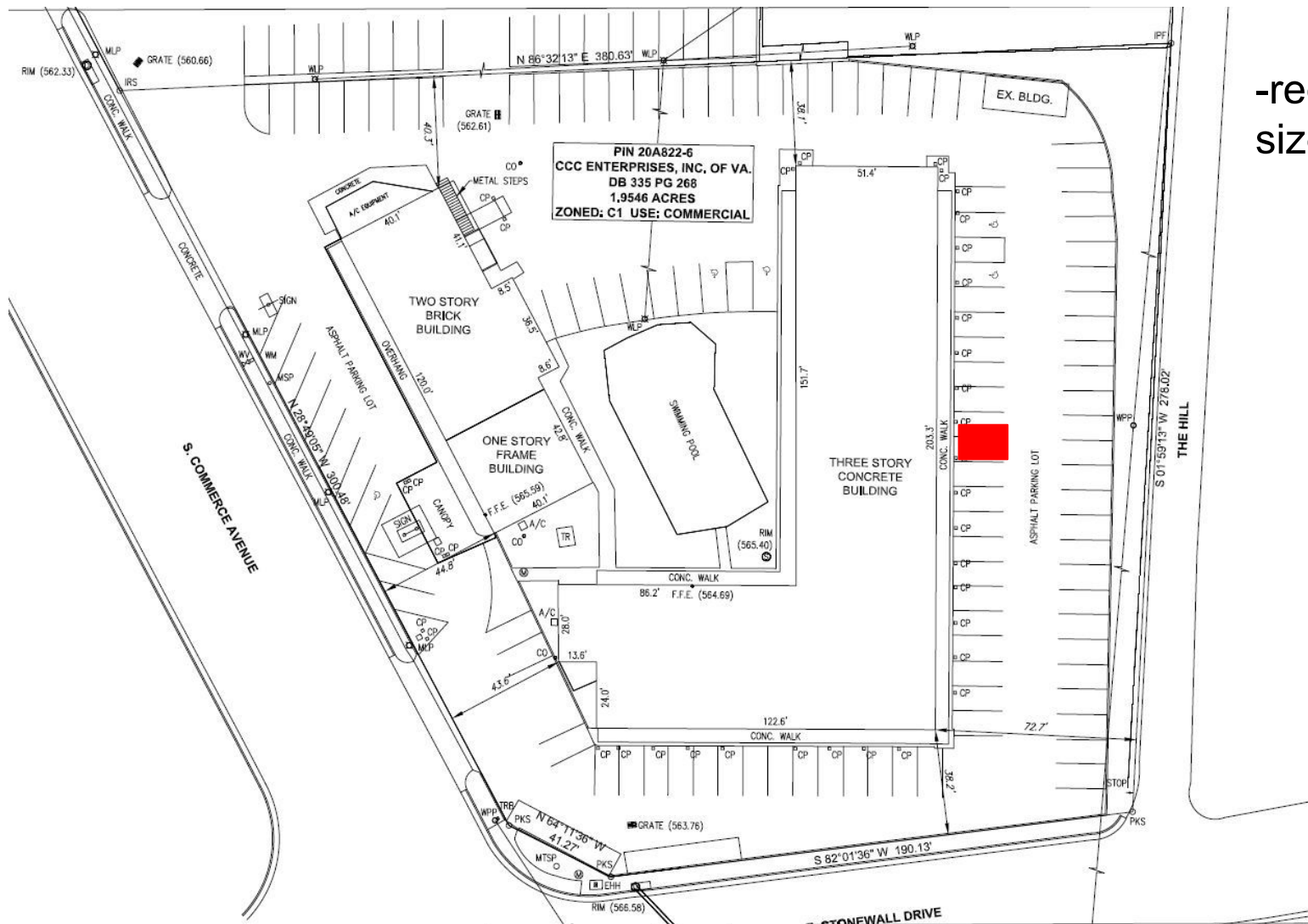




-parking should be 30' from property line

Existing





-required parking size is 10'x20'

Existing

## Connie Potter

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**From:** Lauren Kopishke  
**Sent:** Friday, April 12, 2024 2:48 PM  
**To:** Connie Potter; John Ware  
**Subject:** FW: Front Royal Apartments - Special Exception  
**Attachments:** Front Royal - Updated Parking 4 12 2024.pdf

FYI for the public Hearing. Connie Please provide a copy of this email in the Packets.

Lauren

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**From:** Kyle Hopkins <kyle@foursquarearchitects.com>  
**Sent:** Friday, April 12, 2024 2:06 PM  
**To:** Lauren Kopishke <lkopishke@frontroyalva.com>  
**Cc:** MS <sharmanoj@gmail.com>  
**Subject:** Front Royal Apartments - Special Exception

Hi Lauren,

As discussed over the phone today, we'd like to amend our Special Exception Permit to only request the parking setback reduction and the sizes to be 9x18 and not the 10x20. I feel comfortable that we can park 2 spots per unit without touching the restaurant parking or adjacent lot. Please see attached for the proposed parking layout.

thanks,  
k

--

**Kyle Hopkins, AIA, LEED AP BD+C, NCARB**

Owner / Architect

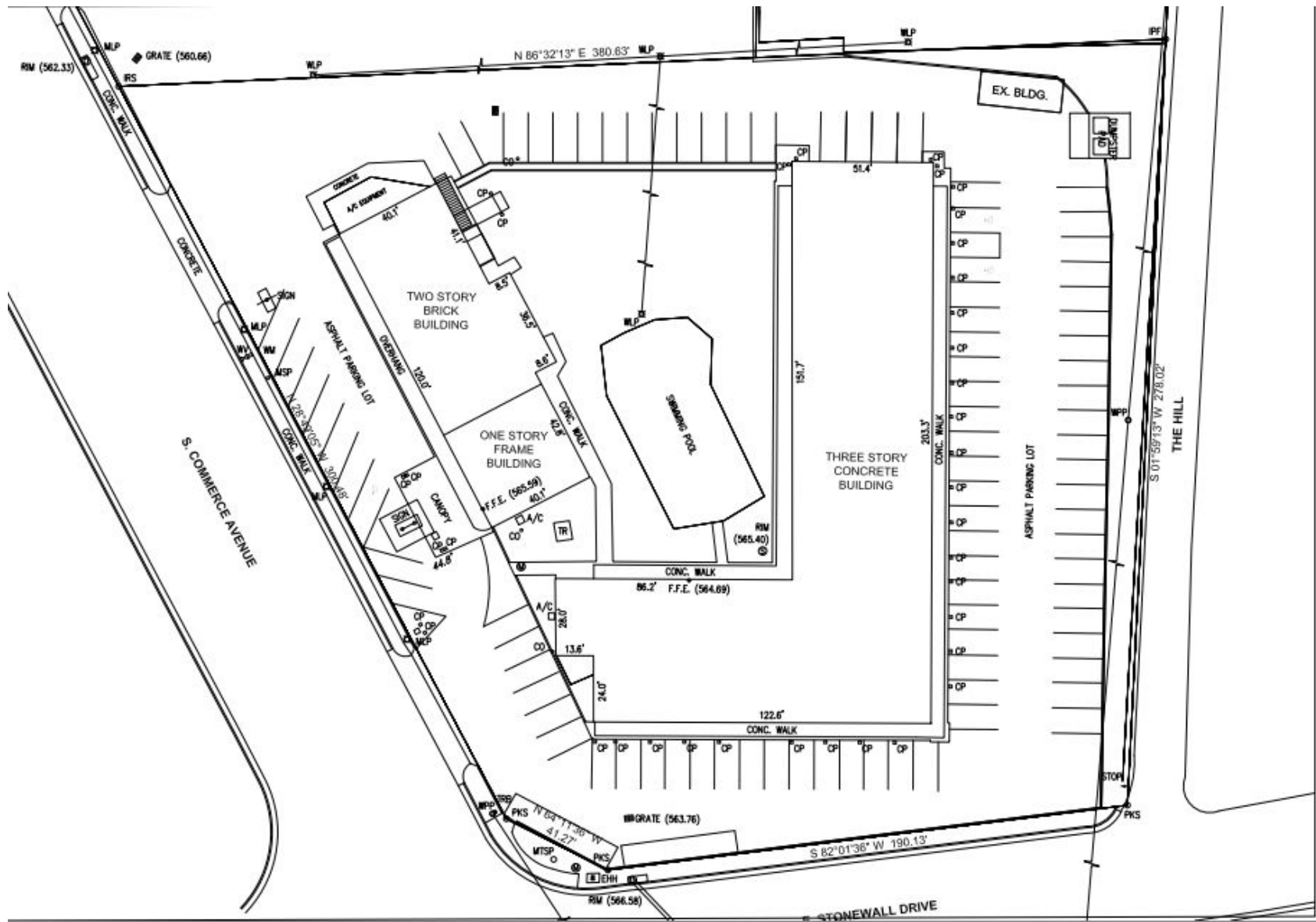
Four Square Architects, LLC

O:(540) 200 8602

C: (540) 550 5458

[kyle@foursquarearchitects.com](mailto:kyle@foursquarearchitects.com)

# UPDATED PARKING PLAN – 4-12-2024





## COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 3, 2024      Item# 03C

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**Agenda Item:** FY24 Budget Amendment & Fund Transfer Discussion

**Summary:** During the May 13, 2024 work session staff discussed a potential FY24 Budget Amendment regarding additional revenues. Council is requested to discuss how the funds should be allocated, so that staff may prepare a FY24 and if applicable a budget transfer to allocate said funds.

Staff was recently made aware that the Virginia Department of Transportation tentatively plans, in June 2024, on awarding Transportation Alternative funds to the Town of Front Royal for the West Criser Sidewalk project. The project is currently estimated to be \$3,148,912. If approved the Town would be responsible for 20% (approximately \$629,782) of the project.

**Budget/Funding:**      **Potential FY24 Budget Amendment**

Revenues

|              |                                              |               |
|--------------|----------------------------------------------|---------------|
| 1000-3110301 | General Fund Revenue Personal Property Tax   | \$140,000.00  |
| 1000-3120301 | General Fund Revenue Business Prof Licensing | \$ 70,000.00  |
| 1000-3121101 | General Fund Revenue Meals Tax               | \$ 60,000.00  |
| 1000-3140101 | General Fund Fines & Forfeitures             | \$ 85,000.00  |
| 1000-3150101 | General Fund Interest on Bank Deposits       | \$ 180,000.00 |
| Total        |                                              | \$535,000.00  |

Expenditure

|            |                                     |              |
|------------|-------------------------------------|--------------|
| 4500-47909 | Highway Maintenance – New Sidewalks | \$535,000.00 |
|------------|-------------------------------------|--------------|

**Potential FY24 Budget Transfer**

Expenditure

|              |                                     |              |
|--------------|-------------------------------------|--------------|
| 9790-49006   | General Fund Transfer to Stret Fund | \$535,000.00 |
| 4500-3240407 | Transfer from General Fund          | \$535,000.00 |

**Staff Recommendation:** Staff recommends approving a FY24 budget amendment and FY24 budget transfer for the additional funds totaling \$535,000 to be allocated toward the Town's 20% of the West Criser Sidewalk Project and direct staff to seek additional fund of \$94,782 in the FY25 Adopted Budget.