



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 August 21, 2024, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

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

ROLL CALL

Present: Connie Marshner, Chairman
Megan Marrazzo, Commissioner
Allen Neel, Commissioner
Vacancy

Absent: Gary Gillispie, 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 additions or deletions to the agenda.

APPROVAL OF MINUTES

- June 26, 2024 – Regular Meeting

Chairman Marshner noted one correction under approval of minutes for May 15, 2024 noting those minutes were voted on later in the Planning Commission meeting and to remove the wording that stated they would be voted on at the next regular Planning Commission meeting.

Commissioner Marrazzo moved, seconded by Commissioner Neel to approve the meeting minutes of June 26, 2024 with noted changes.



VOTE: Yes – Marrazzo, Marshner, Neel
 No – N/A
 Abstain – N/A
 Absent – Gillispie

VOICE VOTE

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

- **2400436** – A Rezoning Application submitted by Karen Alexander requesting an amendment to the zoning map to reclassify vacant land located on W. Strasburg Road, identified by Tax Map 20A12-3-27 from C-1, Community Business District to R-3, Residential District.
- **2400483** – A Special Use Permit Application submitted by The Salvation Army for an artistic mural, exceeding 60 sq. ft., on the west side of the building located at 296 South Street, identified by Tax Map 20A8-16-B. The property is zoned C-1, Community Business District.

Commissioner Neel moved, seconded by Commissioner Marrazzo to approve the consent agenda to advertise for a public hearing in September.

Vote: Yes – Neel, Marshner, Marrazzo
 No – N/A
 Abstain – N/A
 Absent – Gillispie

VOICE VOTE

NEW BUSINESS

- **2400429** - A request for Preliminary Plan approval for a major subdivision submitted by Douglas N. McCarty, Dennis P. McCarty and Donald “Jay” McCarty for a subdivision containing eighteen (18) lots and thirty-three (33) dwelling units (16 duplexes and 1 existing SFD) located at 344 W. Main Street, identified on tax map 20A6, section 5, parcels 8, 8A and 8B. The property is zoned R-2, Residential District.



Mr. Ware reviewed the Preliminary Plan review process.

Part of the Preliminary Plan review contains the following:

- Proposed Lots
- Parcels
- Streets
- Storm Drainage
- Public Utilities

Town Code Chapter 148-310-D.g states that a Preliminary Plan approval does not authorize the construction of improvements within the subdivision development plan.

Once the Preliminary Plan is approved it shall be valid for a period of five (5) years provided the applicant submits a final subdivision plat within one (1) year of the Preliminary Plan approval.

Town Code Chapter 148-315 states the applicant shall have not more than thirty-six (36), months after receiving official notification of approval of the Preliminary Plan, to file with the Town an application for major subdivision, in accordance with this Chapter. Failure to do so shall make the Preliminary Plan approval null and void.

Mr. Ware continued to explain the Major Subdivision Preliminary Plan review process noting that the Preliminary Plan does not move forward to Town Council for review but is only reviewed by the Planning Commission and staff. The review process by staff includes the following for a Preliminary Plan:

- Street Design
- Utilities and Services (Sanitary Sewer, Water Supply, Stormwater Management)
- Street Improvements (Street Lights, Curb & Gutter, Sidewalks)
- Environmental Improvements (Steep Slopes, Erosion & Sediment, Landscaping)

Erosion and Sediment Control plans are reviewed by Warren County. Stormwater Management is reviewed by the Virginia Department of Environmental Quality (DEQ) for sites over one-acre for Water Quality and Water Quantity.

The site is located at 344 W. Main Street and fronts W. Main Street with Orchard Street splitting the three (3) parcels in two. There is an existing single-family home on one lot that will remain and become its own lot in the future. One lot will be set aside for stormwater management. The proposed duplexes are by-right in this zoning district. Should the Planning Commission move to approve the application, staff recommends that it be contingent upon addressing the review comments noted in a previous review comment letter that was sent to the applicant.



Seth Roderick, Monteverde Engineering & Design Studio serving as the Civil Engineer for this project and representing the property owners at the meeting stated the applicant is proposing sixteen (16) paired homes for a total of thirty-two (32) units while preserving the existing single-family dwelling. They will be improving the infrastructure to code minimum standards. Some of the roads will be widened out to thirty-six (36') feet and a small extension to some of the utility mains.

Commissioner Marrazzo moved, seconded by Commissioner Neel that the Planning Commission approve the Preliminary Plan conditioned upon the applicant addressing the comments contained in the comment letter that was previously sent.

Vote: Yes – Neel, Marshner, Marrazzo
No – N/A
Abstain – N/A
Absent – Gillispie

VOICE VOTE

COMMISSION MEMBER REPORTS

There were no additional comments.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the July monthly report.

Commission members have received the Draft Zoning Ordinance and currently Ms. Kopishke stated she had received comments from two (2) Commission members. She reminded the other Commission members to please submit review comments.

ADJOURNMENT

Commissioner Neel moved, seconded by Commissioner Marrazzo to adjourn the meeting.

VOTE: Yes – Marrazzo, Neel, Marshner
No – N/A
Abstain – N/A
Absent – Gillispie

VOICE VOTE

The meeting was adjourned at 7:25 p.m.

Approved by Planning Commission
Date: 9/18/2024