



PLANNING COMMISSION WORK SESSION
Wednesday, March 5, 2025 @ 6 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

CALL TO ORDER

ROLL CALL

WORK SESSION BUSINESS

- **2500049** – A request for a Special Exception from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine (29').
- **2500051** – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to Fees, Charges and Expenses.
- **2500054** – A request for a Special Use Permit submitted by Heritage Hall XIII, LLC for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road, identified by Tax Map 20A11, Section 4, Lot 23. The property is zoned R-2, Residential District.
- **2500062** – A Zoning Text Amendment to Town Code Chapter 175-12.1 to allow lodging houses by Special Use Permit in the R-1 zoning district.
- **2024 Annual Report**

ADJOURNMENT

2500049 – A REQUEST FOR A SPECIAL EXCEPTION FROM TOWN CODE CHAPTER 148-820.D.6 SUBMITTED BY RAPPAHANNOCK HC LLC FOR PROPERTY LOCATED AT 1321 HAPPY CREEK ROAD, IDENTIFIED BY TAX MAP 20A21-2-4 TO REDUCE THE REQUIRED MINIMUM STREET PAVEMENT WIDTH FROM THIRTY-SIX FEET (36') TO TWENTY-NINE (29').

2500049

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: Rappahannock HC LLC ATTN: Chris Hornung	PROPERTY OWNER'S NAME: Rappahannock HC, LLC
ADDRESS: 1016 Charles Street Fredericksburg, VA 22401	OWNER'S ADDRESS: 1016 Charles St. Fredericksburg, VA 22401
PHONE NUMBER: (540) 273-7498	PHONE NUMBER: (540) 273-7498
EMAIL: chornung@teamrdg.com	EMAIL: chornung@teamrdg.com

SECTION A - Property Information

Tax Map No. <u>20A212 4</u>	Zoning District: <u>R-1, Residential</u>
Site Address: <u>1321 Happy Creek Rd., Front Royal, VA 22630</u>	
☐ Entrance Corridor	☐ Historic District
☐ Floodplain	

SECTION B - Details of Request

Project Name. <u>Marshall's Glen</u>
Special Exception Code Section(s): <u>Section 148-211.A.2.b.</u>
General Describe of the request (please attached supporting information, such as plats, plans, details, etc.): <u>Seeking approval of alternative street design standard with a minimum pavement width of 29 feet (parking one side) with supplemental traffic-calming measures. See attached letter to Lauren Kopishke and attached Traffic Calming Plan.</u>

RECEIVED
FEB 04 2025

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

SIGNATURE OF APPLICANT: [Signature] Date: 1/30/25
PRINT NAME OF APPLICANT: Chris Hornung, Chief Development Officer

SIGNATURE OF PROPERTY OWNER: [Signature] Date: 1/30/25
PRINT NAME OF PROPERTY OWNER: Chris Hornung, Authorized Signatory, Rappahannock HC, LLC

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)

PA check #1017

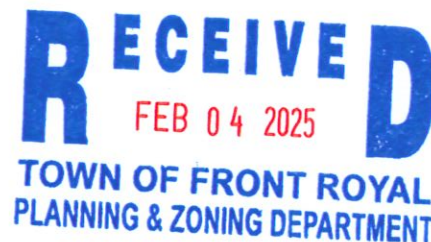


151 Windy Hill Lane
Winchester, VA 22602

2500049

January 31, 2025

Lauren Kopishke, Director
Department of Planning and Zoning
Warren County, Virginia
102 E. Main Street
Front Royal, VA 22630



RE: Marshall's Glen Subdivision
Special Exception Application - Alternative Street Design Standard

Dear Ms. Kopishke,

On behalf of Rappahannock HC LLC, enclosed please find a Special Exception application for the Marshall's Glen Subdivision to permit an alternative street design standard with a minimum pavement width of 29 feet (parking one side) with supplemental traffic-calming measures. The proposed street section and traffic-calming measures are detailed on the Traffic Calming Plan of the Preliminary Subdivision Plan (see Sheets 25 and 26 of 32), which is also attached for ease of reference. Justification for this request is provided herein.

Basis for Application

The Special Exception is requested pursuant to Section 148-211.A.2.b. of the Subdivision and Land Development Ordinance of the Town of Front Royal (hereafter Subdivision Ordinance), which permits the Town Council to approve alternative regulations for development when, in comparison to the general regulations, such regulations are demonstrated to better achieve the following goal:

Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.

The principles of traditional neighborhood design (TND) promote compact development where streets are places for human activity, with walkability and the pedestrian experience prioritized. Narrower streets are inherently aligned with this outcome, as they have been demonstrated to slow the speed of vehicular traffic and increase driver awareness, resulting in an environment that is safer and decidedly more pedestrian-friendly. In contrast, wider streets increase risks to pedestrians and other users, with studies showing that wider streets are associated with greater crash rates and higher impact speeds.¹

In accordance with Section 148-820.D.6. of the Subdivision Ordinance, a minimum pavement width of 36 feet is required for a local street within a residential subdivision. Existing Oden Street in the adjoining Oden Ridge Subdivision is constructed with a pavement width of 40 feet and currently terminates at the site boundary and is planned to extend into Marshall's Glen. During the rezoning

¹ Dewan Karim. *Narrower Lanes, Safer Streets* (Toronto: CITE Conference, June 2015)

process for Marshall's Glen, residents on Oden Street spoke during the public hearing to express their concern about the speed of traffic in front of their homes and the risk to their safety of any increase in speeding vehicles.

The existing condition of Oden Street is shown in the image below, followed by an image of Pickett Court, a 36-foot-wide street in the adjoining Happy Creek Knolls Subdivision:



Oden Street, minimum 40-foot-wide street (parking both sides), Oden Ridge Subdivision



Pickett Court, minimum 36-foot-wide street (parking both sides), Happy Creek Knolls Subdivision

The experience of the existing Oden Street residents is indicative of the challenges to pedestrian safety associated with wide streets within residential neighborhoods. While the expanse of pavement provides generous space for vehicular movement, the abundance of asphalt ultimately invites drivers to speed, converting any convenience derived from wide travelways into dangerous conditions not conducive to a residential setting. The alternative 29-foot-wide street section proposed for Marshall's

Glen will avoid this situation by reducing the physical footprint of the street and creating an environment for pedestrians that is safer and more inviting.

The image below shows Nevermore Drive, an example of a 29-foot-wide street in the Ravens Subdivision in Frederick County, designed and constructed per the VDOT Road Design Manual.



Nevermore Drive, minimum 29-foot-wide street (parking one side), Ravens Subdivision

Alternative Standard

The alternative street design standard for Marshall's Glen will consist of a typical street section with a reduced 29-foot pavement width and traffic calming measures applied throughout the neighborhood's internal street network. These design elements are depicted on the Traffic Calming Plan included with the Preliminary Subdivision Plan (see Sheets 25 and 26 of 32). Specifically, the proposed street section will meet the geometric design standards for residential and mixed-use subdivision streets (GS-SSAR) as detailed in Appendix B of the VDOT Road Design Manual, with parking permitted on one side of the street. The traffic calming measures will consist of raised crosswalks and three-way stops, with associated pavement markings and signage.

The combination of design elements included in the proposed alternative street standard for Marshall's Glen will provide for a more pedestrian-friendly neighborhood than would be possible with the otherwise applicable street design standards. These design elements will not only achieve improved safety within the neighborhood, but in the adjoining neighborhoods as well by suppressing travel speeds, enhancing driver awareness, and discouraging cut-through traffic. Moreover, by enabling a more compact infrastructure footprint, the proposed alternative standard will reduce the amount of impervious area in the neighborhood, which is a discernable benefit to stormwater management and overall environmental quality.

In sum, the alternative street design standard proposed with this Special Exception application wholly aligns with the principles of TND and, in so doing, advances the health, safety, and welfare of the residents of the Town of Front Royal, thereby meeting the criteria for approval. Favorable consideration of this application is therefore requested.

Please do not hesitate to contact me with any questions regarding this application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Christopher Mohn', with a stylized flourish at the end.

Christopher Mohn, AICP
Vice President/Director of Planning

Enclosures: Special Exception Application and Marshall's Glen Traffic Calming Plan

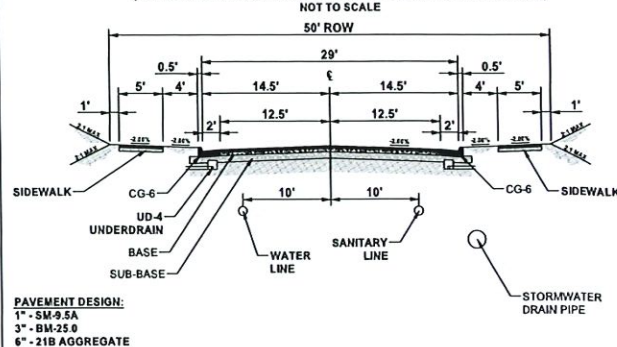
cc: Rappahannock HC LLC

*SEE SHEET 26 FOR TRAFFIC AND SIGNAGE DETAILS

EXAMPLE 29' ROAD WIDTH - PARKING ONE SIDE



TYPICAL SECTION
LOCAL RESIDENTIAL ROAD - PARKING ONE SIDE
(SPECIAL EXCEPTION REDUCED ROADWAY WIDTH)
NOT TO SCALE



NOTES:
1. PAVEMENT DESIGN SHOWN IS PRELIMINARY. FINAL PAVEMENT DESIGN WILL BE BASED ON FIELD CBR TESTS.
2. ALL ROADS ARE CLASSIFIED AS LOCAL RESIDENTIAL ROADS.
3. SAG MIN. K-VALUE: 26, SAG MIN. SIGHT DISTANCE: 155'
4. CREST MIN K-VALUE: 12, CREST MIN. SIGHT DISTANCE: 155'

SIGNAGE AND PAVEMENT MARKING NOTES

1. ALL PROPOSED SIGNING AND PAVEMENT MARKING SHALL BE IN ACCORDANCE WITH THE MOST RECENT EDITION OF EACH OF THE FOLLOWING AND ANY REVISION THERETO:
A. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
B. THE VIRGINIA SUPPLEMENT TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
C. THE VIRGINIA DEPARTMENT OF TRANSPORTATION ROAD AND BRIDGE SPECIFICATIONS.
D. THE VIRGINIA DEPARTMENT OF TRANSPORTATION ROAD AND BRIDGE STANDARDS.
2. ALL SIGNS SHALL BE CONSTRUCTED FROM ENCAPSULATED LENS SHEETING.
3. PROPOSED SIGN LOCATIONS ARE APPROXIMATE AND SHALL BE MODIFIED IN THE FIELD TO AVOID CONFLICT WITH UNDERGROUND UTILITIES OR OTHER OBSTRUCTIONS, AND TO COMPLY WITH STANDARDS REFERENCED IN NOTE #1.
4. FOR COLOR COMBINATIONS AND/OR LETTERING SIZE, REFER TO THE VIRGINIA SUPPLEMENT TO THE MUTCD.
5. ANY EXISTING PAVEMENT MARKINGS WHICH WILL CONFLICT WITH PROPOSED PAVEMENT MARKINGS SHALL BE COMPLETELY ERADICATED.
6. LIMITS SHOWN OF PROPOSED MARKINGS ARE APPROXIMATE AND SHALL BE MODIFIED IN THE FIELD TO INSURE THAT PROPOSED PAVEMENT MARKINGS CONTINUE UNTIL EXISTING PAVEMENT MARKINGS CAN BE MATCHED.
7. CURB SIGNS SHALL BE PLACED 2' FROM FACE OF CURB TO LEADING EDGE OF SIGN.
8. SIGN MOUNTING HEIGHT SHALL BE A MINIMUM OF 7' PER THE MUTCD.
9. PROPOSED POSTED SPEED LIMITS GREATER THAN 25 MPH REQUIRE AN ENGINEERING SPEED STUDY STAMPED BY A LICENSED PROFESSIONAL ENGINEER TO BE SUBMITTED TO VDOT FOR REVIEW AND APPROVAL PRIOR TO ERECTING SIGNS.
10. ALL SIGNS AND PAVEMENT MARKINGS SHALL BE REVIEWED IN THE FIELD WITH THE VDOT INSPECTOR 72 HOURS PRIOR TO INSTALLATION.
11. THERMO-PLASTIC MARKINGS SHALL BE USED.

PAVEMENT MARKING LEGEND

- (E) STOP BAR (SOLID) - WHITE, TYPE B, CLASS I MARKINGS, 24" WIDE
- (F) CROSSWALK LINES - WHITE, TYPE B, CLASS I MARKINGS, 12" WIDE x 6' LONG, SPACED 18'. SOLID WHITE TRANSVERSE LINES PLACED PARALLEL TO ONCOMING TRAFFIC.
- (H) TYPE B, CLASS 1 PAINTED YELLOW DOUBLE LINE PAVEMENT MARKING, 4" WIDTH, SEPARATED BY A 7' SPACE, LENGTH AS SHOWN ON PLAN

PROPOSED SIGN KEY MAP



EXAMPLE RAISED CROSSWALK



EX ODEN STREET 40' ROAD WIDTH - PARKING BOTH SIDES



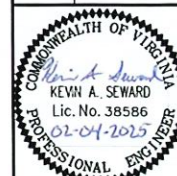
EX PICKET COURT 36' ROAD WIDTH - PARKING BOTH SIDES



80 40 0 80 160
SCALE: 1" = 80'

TRAFFIC CALMING PLAN
MARSHALL'S GLEN
PRELIMINARY SITE PLAN
HAPPY CREEK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

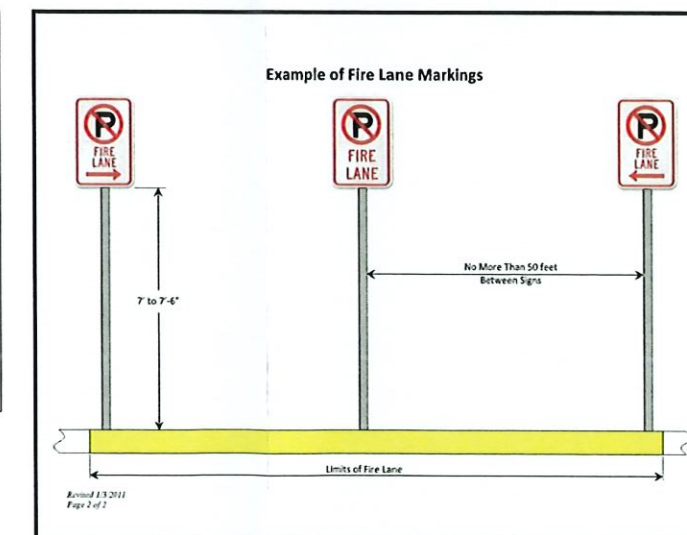
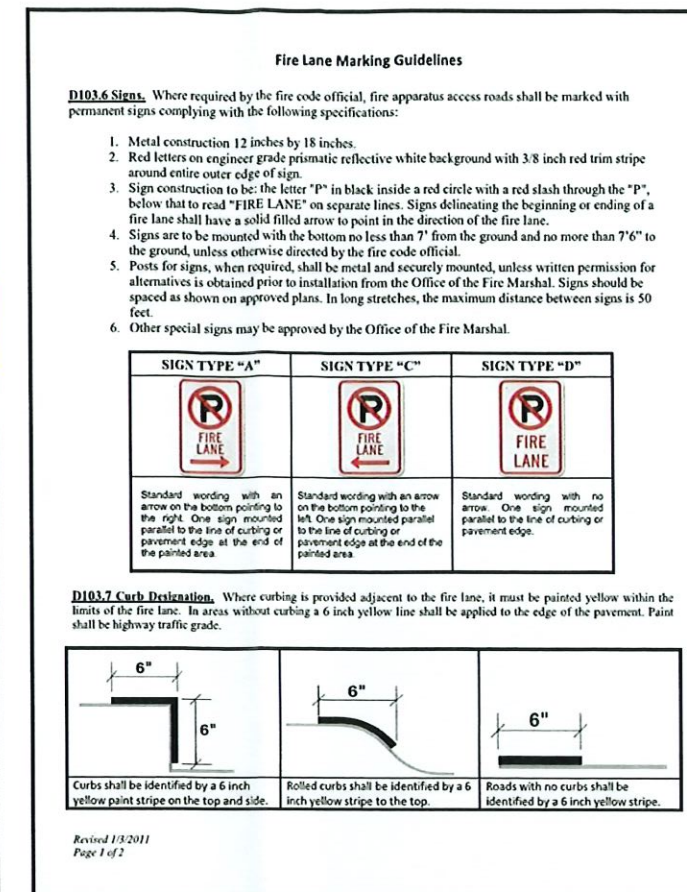
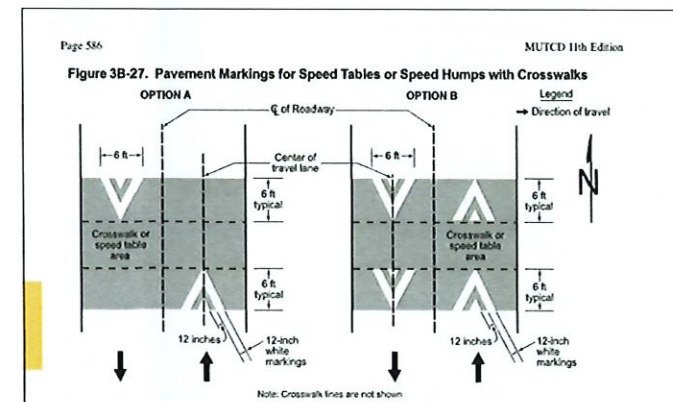
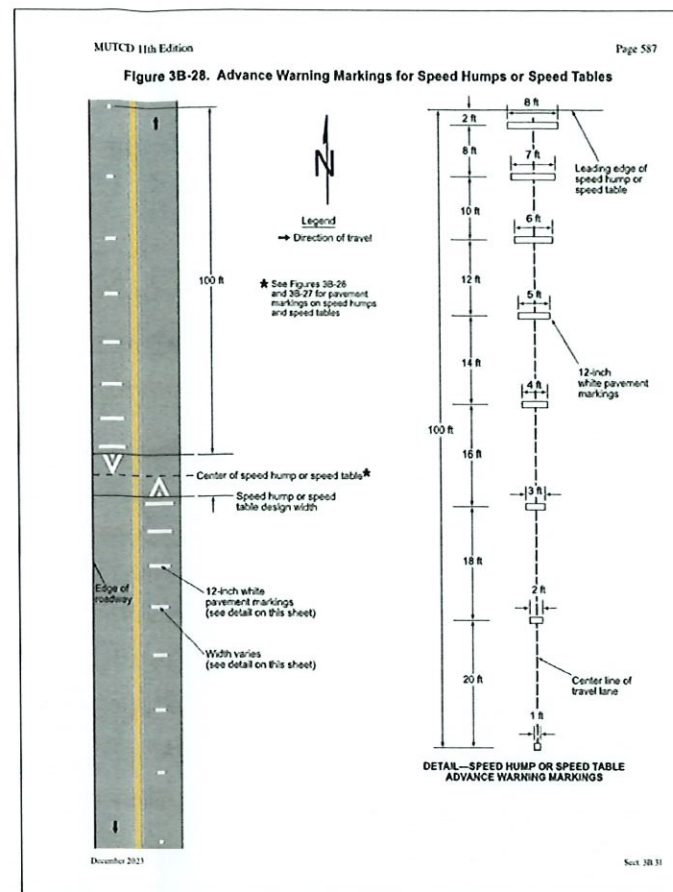
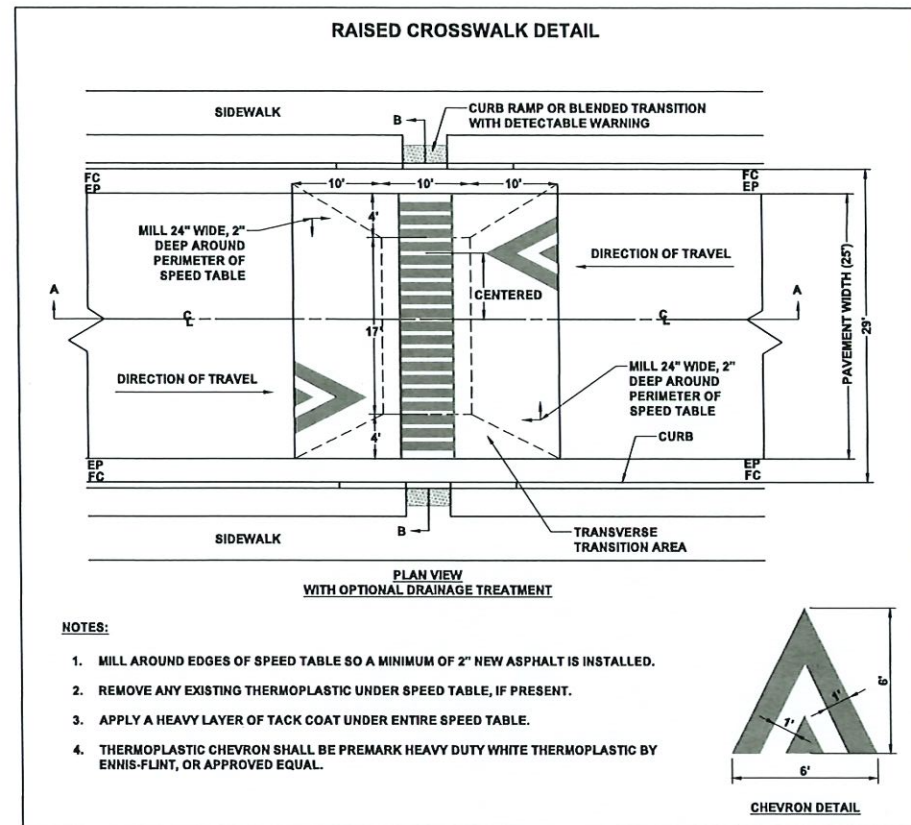
Rev. No.	Date
01	02-04-2025
DATE:	02-04-2025
SCALE:	1"=80'
DESIGNED BY:	KAS
FILE NO.	6533R
SHEET	25 OF 32
DWG #	



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-1485
Fax: (540) 722-8578
www.greenwayeng.com



PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV



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**2500051 – AN ORDINANCE AMENDMENT
TO AMEND FRONT ROYAL TOWN CODE
CHAPTER 175-137 PERTAINING TO FEES.**

Fee Comparison Table						
Application Type	Town of Front Royal			Fauquier County	Page County	Shenandoah County
Certificate of Appropriateness						
BAR Review	\$ 100.00	\$ 250.00	break even point for meeting			
Administrative	\$ 50.00	\$ 100.00				
Demolition of Historically Significant Structure	\$ 200.00	\$ 400.00	to cover board fees and advertisements			
Board of Zoning Appeal						
Administrative Variance	\$ 100.00	\$ 100.00		\$ 500.00	\$ 500.00	\$ 400.00
Board of Zoning Appeal Request	\$ 400.00	\$ 650.00	to cover board fees and advertisement requirements	\$ 500.00	\$ 600.00	
Administrative Permits						\$ 400.00
Boundary Adjustment	\$ 100.00				\$ 100.00	\$ 50.00
Boundary Plat /Survey Review	\$ -	\$ 50.00	staff review time, which can include site visits			
Business License Review	\$ -	\$ 50.00	staff review time, which can include site visits			\$ 200.00
Certificate of Compliance (Commercial rate / 1000 ft)	\$ 25.00	\$ 75.00	staff review time, which can include site visits			
Lot Line Vacation	\$ 100.00	\$ 150.00	staff review time, which can include site visits			
Performance Bond Release	\$ 100.00	\$ 200.00	significant staff time, potential consultation with Town Attorney and various departments			
Requested Readvertisement (per meeting)	\$ 200.00	\$ 200.00	if applicant delays the hearing			
Urban Agriculture Permit	\$ 25.00	\$ 100.00	requires annual inspections by staff and outside agency review			
Zoning Ordinance Amendment	\$ 400.00	\$ 650.00	requires multiple meetings with staff, multiple PC meetings, plus advertisement	\$ 750.00		\$ 300.00
Zoning Permit major	\$ 100.00	\$ 300.00	new construction and commercial uses		\$ 300.00	\$ 200.00
Zoning Permit minor	\$ 25.00	\$ 50.00	typically residential accessory structures	\$1500-2500 depending on land use		
Multifamily, New	\$ 50/unit	\$ 75/unit			\$ 200.00	
SFD New	\$ 75.00	\$ 100.00		\$ 750.00	\$ 200.00	\$ 100.00
POD	\$ 25.00	\$ 50.00				

Temporary	\$ 25.00	\$ 50.00		\$ 25.00		\$ 200.00
Relocation of approved sign	\$ -	\$ 50.00		\$ 75.00		\$ 35.00
Site Development Plan						
Minor Site Plan	\$ 100.00	\$ 500.00	requires staff review plus routing and coordination with internal and external departments	\$ 550.00	\$ 500.00	1500+100/acre or 500+20/acre (churches and schools)
Major Site Development Plan	\$ 750.00	\$1000 for 1st and 2nd submissions, any subsequent review will incur \$500/submission	the initial fee will allow for one round of comments and resubmission. The hope is to encourage applicants to not use staff for site design, but to comply with current requirements	3600+400/acre or 5600+400/acre	\$ 1,000.00	1000+100/unit (residential)
Sketch Plan	\$ 100.00	\$ 150.00		\$ 100.00		\$ 100.00
Special Exception	\$ 250.00	\$ 650.00	requires multiple meetings with staff, multiple PC meetings, plus advertisement			\$ 4,500.00
Subdivision Variance	\$ 250.00	\$ 250.00		\$ 350.00		\$ 50.00
Subdivision Final Plat (major)	\$1000 + 100/lot	\$1000 + 100/lot	requires PC review		\$500 +40 per lot	\$ 1000+100/lot
Subdivision Final Plat (minor)	\$ 200 + 100/lot	\$200 + 100/lot				
Preliminary Plat minor	\$ 500+ 25/lot	\$600+ 25/lot	requires PC review			
Preliminary Plat major	\$ 300+25/lot	\$400+25/lot				\$ 1500+100/lot

Fee Comparison Table

Application Type	Town of Front Royal			Fauquier County	Page County	Shenandoah County
Certificate of Appropriateness						
BAR Review	\$ 100.00	\$ 250.00	break even point for meeting			
Administrative	\$ 50.00	\$ 100.00				
Demolition of Historically Significant Structure	\$ 200.00	\$ 400.00	to cover board fees and advertisements			
Board of Zoning Appeal						
Administrative Variance	\$ 100.00	\$ 100.00		\$ 500.00	\$ 500.00	\$ 400.00
Board of Zoning Appeal Request	\$ 400.00	\$ 650.00	to cover board fees and advertisement requirements	\$ 500.00	\$ 600.00	
Administrative Permits						\$ 400.00
Boundary Adjustment	\$ 100.00				\$ 100.00	\$ 50.00
Boundary Plat /Survey Review	\$ -	\$ 50.00	staff review time, which can include site visits			
Business License Review	\$ -	\$ 50.00	staff review time, which can include site visits			\$ 200.00
Certificate of Compliance (Commercial rate / 1000 ft)	\$ 25.00	\$ 75.00	staff review time, which can include site visits			
Lot Line Vacation	\$ 100.00	\$ 150.00	staff review time, which can include site visits			
Performance Bond Release	\$ 100.00	\$ 200.00	significant staff time, potential consultation with Town Attorney and various departments			
Requested Readvertisement (per meeting)	\$ 200.00	\$ 200.00	if applicant delays the hearing			
Urban Agriculture Permit	\$ 25.00	\$ 100.00	requires annual inspections by staff and outside agency review			
Zoning Ordinance Amendment	\$ 400.00	\$ 650.00	requires multiple meetings with staff, multiple PC meetings, plus advertisement	\$ 750.00		\$ 300.00
Zoning Permit major	\$ 100.00	\$ 300.00	new construction and commercial uses		\$ 300.00	\$ 200.00
Zoning Permit minor	\$ 25.00	\$ 50.00	typically residential accessory structures	\$1500-2500 depending on land use		
Multifamily, New	\$ 50/unit	\$ 75/unit			\$ 200.00	
SFD New	\$ 75.00	\$ 100.00		\$ 750.00	\$ 200.00	\$ 100.00
POD	\$ 25.00	\$ 50.00				

Zoning Determination	\$ -	\$ 100.00	requires significant research and staff time	\$ 100-250	\$ 50.00	\$ 35.00
Final Compliance	\$ -	\$ 50.00	final compliance requires staff inspections			\$ 50.00
Legislative Permits						
Special Use Permit	\$ 400.00	\$ 1,000.00	requires PC and TC approval	\$ 700-1000	\$ 900.00	\$ 500.00
Telecommunication Tower SUP	\$ 400.00	\$ 1,500.00	requires review by outside agencies		\$ 5,800.00	
CPAM (Comprehensive Plan Amendment)	\$ 400.00	\$ 1,000.00	requires staff research, meetings, several PC meetings, advertisement for Public Hearings, GIS map changes	\$ 1,600.00		
Special Use Permit for POD	\$ 400.00	\$ 650.00	requires PC and TC approval		1000+100/unit (residential)	
Special Use Permit for STR	\$ 400.00	\$ 1,200.00	requires additional inspections and site visits for staff as well as PC meetings and Advertisement			1500+100/acre
Solicitor/Itinerant Merchant	\$ 20.00	\$ 200.00	requires coordination with state agencies for background checks and significant staff time with review			
Rezoning Application						
Proffer Amendment	\$ 400.00	\$ 650.00	PC review and Public hearings	\$ 1250-2150	1000+50/acre	800+50/acre or 500+50/acre (ag)
1 acre or less	\$ 500.00	\$ 650.00	PC review and Public hearings			
Over 1 acre	\$ 500+100/acre	\$ 650+100/acre	PC review and Public hearings			
Downzoning	\$ 400.00	\$ 650.00	PC review and Public hearings			
Right-of-way Utilization Permit	\$ 25.00	\$ 100.00	staff review time, which can include site visits, coordination with Public Works			
Sign Permits					\$ 90.00	\$ 35.00
Permanent	\$ 50.00	\$ 50.00		\$50+2/square foot		
Entrance Corridor	\$ 75.00	\$ 250.00	requires PC review			

Temporary	\$ 25.00	\$ 50.00		\$ 25.00		\$ 200.00
Relocation of approved sign	\$ -	\$ 50.00		\$ 75.00		\$ 35.00
Site Development Plan						
Minor Site Plan	\$ 100.00	\$ 500.00	requires staff review plus routing and coordination with internal and external departments	\$ 550.00	\$ 500.00	1500+100/acre or 500+20/acre (churches and schools)
Major Site Development Plan	\$ 750.00	\$1000 for 1st and 2nd submissions, any subsequent review will incur \$500/submission	the initial fee will allow for one round of comments and resubmission. The hope is to encourage applicants to not use staff for site design, but to comply with current requirements	3600+400/acre or 5600+400/acre	\$ 1,000.00	1000+100/unit (residential)
Sketch Plan	\$ 100.00	\$ 150.00		\$ 100.00		\$ 100.00
Special Exception	\$ 250.00	\$ 650.00	requires multiple meetings with staff, multiple PC meetings, plus advertisement			\$ 4,500.00
Subdivision Variance	\$ 250.00	\$ 250.00		\$ 350.00		\$ 50.00
Subdivision Final Plat (major)	\$1000 + 100/lot	\$1000 + 100/lot	requires PC review		\$500 +40 per lot	\$ 1000+100/lot
Subdivision Final Plat (minor)	\$ 200 + 100/lot	\$200 + 100/lot				
Preliminary Plat minor	\$ 500+ 25/lot	\$600+ 25/lot	requires PC review			
Preliminary Plat major	\$ 300+25/lot	\$400+25/lot				\$ 1500+100/lot

Town of Front Royal			
	Current Fees	Proposed Fees	Justification
Certificate of Appropriateness			
BAR Review	\$ 100.00	\$ 250.00	break even point for meeting
Administrative	\$ 50.00	\$ 100.00	
Demolition of Historically Significant Structure	\$ 200.00	\$ 400.00	to cover board fees and advertisements
Board of Zoning Appeal			
Administrative Variance	\$ 100.00	\$ 100.00	
Board of Zoning Appeal Request	\$ 400.00	\$ 650.00	to cover board fees and advertisement requirements
Administrative			
Boundary Adjustment	\$ 100.00		
Boundary Plat /Survey Review	\$ -	\$ 50.00	staff review time, which can include site visits
Business License Review	\$ -	\$ 50.00	staff review time, which can include site visits
Certificate of Compliance (Commercial rate / 1000 ft)	\$ 25.00	\$ 75.00	staff review time, which can include site visits
Lot Line Vacation	\$ 100.00	\$ 150.00	staff review time, which can include site visits
Performance Bond Release	\$ 100.00	\$ 200.00	significant staff time, potential consultation with Town Attorney and various departments
Requested Readvertisement (per meeting)	\$ 200.00	\$ 200.00	if applicant delays the hearing
Urban Agriculture Permit	\$ 25.00	\$ 100.00	requires annual inspections by staff and outside agency review
Zoning Ordinance Amendment	\$ 400.00	\$ 650.00	requires multiple meetings with staff, multiple PC meetings, plus advertisement
Zoning Permit major	\$ 100.00	\$ 300.00	new construction and commercial uses
Zoning Permit minor	\$ 25.00	\$ 50.00	typically residential accessory structures
multifamily, new	50/unit	\$ 75/unit	
SFD new	\$ 75.00	\$ 100.00	
POD	\$ 25.00	\$ 50.00	
Zoning Determination	\$ -	\$ 100.00	requires significant research and staff time
Final Compliance	\$ -	\$ 50.00	final compliance requires staff inspections
Legislative Permits			
Special Use Permit	\$ 400.00	\$ 1,000.00	requires PC and TC approval
Telecommunication Tower SUP	\$ 400.00	\$ 1,500.00	requires review by outside agencies
CPAM (Comprehensive Plan Amendment)	\$ 400.00	\$ 1,000.00	requires staff research, meetings, several PC meetings, advertisement for Public Hearings, GIS map changes
Special Use Permit for POD	\$ 400.00	\$ 650.00	requires PC and TC approval
Special Use Permit for STR	\$ 400.00	\$ 1,200.00	requires additional inspections and site visits for staff as well as PC meetings and Advertisement
Solicitor/Itinerant Merchant	\$ 20.00	\$ 200.00	requires coordination with state agencies for background checks and significant staff time with review
Rezoning Application			
Proffer Amendment	\$ 400.00	\$ 650.00	PC review and Public hearings
1 acre or less	\$ 500.00	\$ 650.00	PC review and Public hearings
Over 1 acre	\$500+100/acre	\$ 650+100/acre	PC review and Public hearings
Downzoning	\$ 400.00	\$ 650.00	PC review and Public hearings
Right-of-way Utilization Permit	\$ 25.00	\$ 100.00	staff review time, which can include site visits, coordination with Public Works

Town of Front Royal			
	Current Fees	Proposed Fees	Justification
Sign Permit			
Permanent	\$ 50.00	\$ 50.00	
Entrance Corridor	\$ 75.00	\$ 250.00	requires PC review
Temporary	\$ 25.00	\$ 50.00	
Relocation of approved sign	\$ -	\$ 50.00	
Site Development Plan			
Minor Site Plan	\$ 100.00	\$ 500.00	requires staff review plus routing and coordination with internal and external departments
Major Site Development Plan	\$ 750.00	\$1000 for 1st and 2nd submissions, any subsequent review will incur \$500/submission	the initial fee will allow for one round of comments and resubmission. The hope is to encourage applicants to not use staff for site design, but to comply with current requirements
Sketch Plan	\$ 100.00	\$ 150.00	
Special Exception	\$ 250.00	\$ 650.00	requires multiple meetings with staff, multiple PC meetings, plus advertisement
Subdivision Variance	\$ 250.00	\$ 250.00	
Subdivision Final Plat (major)	\$1000+ 100/lot	\$ 1000 + 100/lot	requires PC review
Subdivision Final Plat (minor)	\$ 200 + 100/lot	\$ 200 + 100/lot	
Preliminary Plat minor	\$ 500+ 25/lot	\$ 600+ 25/lot	requires PC review
Preliminary Plat major	300+25/lot	\$ 400+25/lot	

25% fee reduction for non-profits
No permit acquired equals doubling of fee

Notes from PC WS
look at Fauquier for 3rd submission.
mobile food establishment fee- don't need
spell check
for profit /nonprofit

PC = \$100 once per month only if a meeting attended (not paid for additional meetings in same month)	500
BZA = \$75 once per month only if a meeting attended (not paid for additional meetings in same month)	375
BAR = \$50 once per month only if a meeting attended (not paid for additional meetings in same month)	250
LBBCA = \$50 once per month only if a meeting attended (not paid for additional meetings in same month)	250
FREDA = \$200 once per month only if a meeting attended (not paid for additional meetings in same month)	

2500054 – A REQUEST FOR A SPECIAL USE PERMIT SUBMITTED BY HERITAGE HALL XIII, LLC FOR THE EXPANSION OF THE EXISTING SKILLED NURSING FACILITY BUILDING WITH A NEW BUILDING ADDITION FOR TWENTY (20) BEDS AND ASSOCIATED FACILITIES LOCATED AT 400 W. STRASBURG ROAD, IDENTIFIED BY TAX MAP 20A11, SECTION 4, LOT 23. THE PROPERTY IS ZONED R-2, RESIDENTIAL DISTRICT.



TOWN OF FRONT ROYAL

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

Main: 540.635.4236

Fax: 540.631.2727

Internet: www.frontroyalva.com

SUP #25000 54

TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

SPECIAL USE PERMIT REQUEST

APPLICANT NAME Heritage Hall XIII, LLC PHONE (540)777-9276
ADDRESS 3131 Electric Rd., Roanoke, VA 24018
E-MAIL RDalton@ahc.cc (Robbie Dalton)

PROPERTY DESCRIPTION
PROPERTY ADDRESS 400 W. Strasburg Road, Front Royal, Va. 22630
TAX MAP 20A11 SECTION 4 BLOCK LOT 23
SUBDIVISION NAME Heritage Hall XIII, LLC ACREAGE 7.705
Property

REQUEST
ZONING DISTRICT R-2
PROPOSED USE OF PROPERTY Skilled Nursing Facility
SPECIFIC SPECIAL USE PERMIT REQUEST For the expansion of the
existing skilled nursing facility building with a new building addition for 20 new
beds and associated facilities (see attached SUP Plat)

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
3. Application Fee of \$400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning.

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 Rob Dalton Date 2/5/2025

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.

Receipt # 194363 \$400.00 Date Paid 2/6/2025

1. THE SUBJECT PROPERTY DELINEATED ON THIS PLAN IS LOCATED ON WARREN COUNTY PROPERTY MAP NUMBER 20A114 23. THE SITE IS CURRENTLY ZONED R2. SITE ADDRESS IS 400 W STRASBURG ROAD, FRONT ROYAL.
2. THE PROPERTY HEREON IS CURRENTLY UNDER THE OWNERSHIP OF HERITAGE HALL XIII LLC C/O AMERICAN HEALTHCARE LLC, IN DEED BOOK 326 AT PAGE 201, AMONG THE LAND RECORDS OF WARREN COUNTY, VIRGINIA.
3. TOPOGRAPHIC INFORMATION TAKEN FROM A FIELD RUN SURVEY PREPARED BY CHARLES P. JOHNSON & ASSOCIATES, DATED DECEMBER, 2024. CONTOUR INTERVAL EQUALS TWO FEET VCS83. BOUNDARY INFORMATION IS TAKEN FROM COUNTY RECORDS.
4. THERE ARE NO KNOWN GRAVES, OBJECTS, OR STRUCTURES MARKING A PLACE OF BURIAL.
5. THERE ARE NO EXISTING UTILITY EASEMENTS HAVING A WIDTH OF 25 FEET OR GREATER, NOR ANY MAJOR UNDERGROUND UTILITY EASEMENTS LOCATED WITHIN THE SITE. THE LOCATIONS AND WIDTHS OF ALL EXISTING UTILITY EASEMENTS AND THE PRELIMINARY LOCATION(S) OF NEW OR RELOCATED UTILITIES ARE SHOWN.
6. THE EXISTING BUILDING WAS CONSTRUCTED IN 1987.
7. TO THE BEST OF OUR KNOWLEDGE, THERE ARE HAZARDOUS OR TOXIC SUBSTANCES (GASOLINE, OIL & THE STORAGE TANKS) AS SET FORTH IN TITLE 40, CODE OF FEDERAL REGULATIONS PARTS 116.4, 302.4, AND 355; AND ALL HAZARDOUS WASTE AS SET FORTH IN COMMONWEALTH OF VIRGINIA DEPARTMENT OF WASTE MANAGEMENT REGULATIONS VS 672-10-1-VIRGINIA HAZARDOUS WASTE MANAGEMENT REGULATION; AND/OR PETROLEUM PRODUCTS AS DEFINED IN TITLE 40, CODE OF FEDERAL REGULATIONS PART 280; TO BE GENERATED, UTILIZED, STORED, TREATED, AND/OR DISPOSED OF ON SITE AND THE SIZE AND CONTENTS OF ANY EXISTING OR PROPOSED STORAGE TANKS OR CONTAINERS.
8. NO PROPOSED PUBLIC IMPROVEMENTS WILL BE CONSTRUCTED IN CONJUNCTION WITH THIS REQUEST.
9. NO PROPOSED UTILITIES WITH THIS REQUEST.
10. THE INTERNAL AND EXTERNAL TRAFFIC AND PEDESTRIAN CIRCULATION SYSTEMS SHALL BE PROVIDED AS GENERALLY SHOWN ON THIS PLAN.
11. MINOR MODIFICATIONS TO THE BUILDING FOOTPRINTS, LOT AREAS, DIMENSIONS, UTILITY LAYOUT, AND LIMITS OF CLEARING AND GRADING MAY OCCUR WITH THE FINAL ENGINEERING DESIGN, IN SUBSTANTIAL CONFORMANCE WITH THE LOCAL CODE.

SITE AREA :	335,638 ±	(7.70 Ac)	
<i>R-2 ZONE</i>	<u>REQUIRED</u>		<u>PROVIDED</u>
MAXIMUM BUILDING COVERAGE:	35% (117,473 SF)		12.4% (41,653 SF)
MINIMUM LOT AREA:	8,000 ±		335,638 ±
MAXIMUM BUILDING HEIGHT	35'		22' ±
MINIMUM YARDS :			
FRONT	30'		90' ±
SIDE	10'		29.97' & 173.78
REAR	25'		69.33'
PARKING:			
REHABILITATION FACILITY:	69 Spaces		69 Spaces
	1 space per 4 beds (80 beds/4 spaces = 20 spaces) plus 1 space per employee (49 employees)		
HANDICAP PARKING SPACES:	3 Spaces (51 to 75 Spaces)		6 Spaces
OPEN SPACE:	N/A		218,433 ± (65%)



	EXISTING CONTOUR
	EXISTING TREELINE
	EX. STORM DRAIN
	EX. SAN. SEWER
	EX. WATERMAIN
	EXISTING UTILITY LINE & POLE
	EXISTING TREE
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING FLAGPOLE
	EXISTING HANDICAP SPACE

400 WEST STRASBURG ROAD
MASON DISTRICT
TOWN OF FRONT ROYAL, VIRGINIA

[illegible]

CPI Associates
Charles P. Johnson & Associates, Inc.
Civil and Environmental Engineers • Planners • Landscape Architects • Surveyors
3959 Pender Dr., Ste. 210 Fairfax, VA 22030 703.703.7855 Fax: 703.273.8595
www.cpiassoc.com • Silver Spring, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA

**2500062 – A ZONING TEXT AMENDMENT
TO TOWN CODE CHAPTER 175-12.1 TO
ALLOW LODGING HOUSES BY SPECIAL
USE PERMIT IN THE R-1 ZONING
DISTRICT.**

2500062
ORD Amendment

Text amendment Proposal

I would like to propose a text amendment for the (R-1) zoning district. The proposed text amendment would be for 175-12.1 USES PERMITTED BY SPECIAL PERMIT: To add allowable use under miscellaneous by special use permit for as follows: Lodging houses, rooming houses, and boarding houses on parcels $\frac{3}{4}$ of an acre or larger.

RECEIVED
FEB 10 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Aaron Hike



2-8-25

RESIDENTIAL DISTRICT (R-1)

175-11 STATEMENT OF INTENT (R-1)

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

175-12 USES PERMITTED BY RIGHT(R-1)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1 District, the following uses of land and buildings are permitted by-right in the R-1 District:

RESIDENTIAL:

Single-family dwellings, detached

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches
Public libraries
Schools

MISCELLANEOUS:

Accessory uses, structures and buildings
Home occupations
Open space and conservation areas
Public facilities
Public parks and playgrounds
Public utilities
Signs, as set forth in Section 175-106
Special childcare services
Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator

(Amended Section 10-10-94, 7-25-05 and 6-22-15-Effective Upon Passage)

175-12.1 USES PERMITTED BY SPECIAL PERMIT (R-1)

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

RESIDENTIAL:

COMMERCIAL:

Bed and Breakfasts, as set forth in Section 175-107.2

Day care, and day-care facilities as set forth in the Town Code Section 175-107.1

INDUSTRIAL:

ORGANIZATIONAL:

Community Centers.

Fire and Rescue Squads and Police Stations.

MISCELLANEOUS:

Any use permitted under Section 175-12, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-17, 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.

Lodging houses, rooming houses and boarding houses on parcels $\frac{3}{4}$ of an acre or larger.

Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

(Added Entire Section 10-23-89 ; Amended 1-10-96, 7-28-08 and 6-22-15-Effective Upon Passage)

175-12.2 MODEL HOMES AND SALES OFFICES (R-1)

Model homes and sales offices for the marketing of residential dwellings within a specific development shall be permitted in an R-1 Residential Zoning District upon approval of a zoning permit by the Zoning Administrator, subject to the following conditions:

A. The Zoning Administrator shall review and approve or deny all requests for permits authorizing model homes and sales offices for the marketing of residential dwellings within a specific development. In assessing a request for a permit, the Zoning Administrator shall consider the

necessity for the model home and/or sales office, its location and its effects on the surrounding neighborhood and/or adjoining property and may require terms and conditions on the location, appearance and such other reasonable conditions as the Zoning Administrator shall deem necessary.

B. The model home shall be a standardly constructed home similar in type and appearance to the other homes sold in the development and shall be used as a residential dwelling after expiration of the model home zoning permit.

C. Only one (1) sales office shall be approved for a development, regardless of the number of phases. A sales office must be located in a model home in the event that the development has an approved model home. Otherwise, the sales office shall be located in a residential home located in the development. In assessing a request for a sales office, the Zoning Administrator shall consider the necessity for the sales office, its location and its effect on the surrounding neighborhood and/or adjoining property and may require terms and conditions on the location, appearance and other such reasonable conditions as the Zoning Administrator shall deem necessary. Such sales offices shall be restricted to the marketing of residential dwellings at the specific development in question, and no other business whatsoever shall be conducted on the premises.

D. The request for a model home and/or sales office shall be filed by the developer.

E. Each model home and/or sales office shall have a minimum of four (4) off-street parking spaces in addition to other parking spaces required by this chapter.

F. All model homes and sales offices must be connected to Town water and sewer and must provide rest room facilities for the public.

G. The maximum allowable period for the operation of a model home or sales office shall be one (1) year. Applications for renewal for successive six-month periods may be submitted if additional time is necessary to complete sales within the development. All renewal applications must be filed at least thirty (30) days prior to the expiration of the original model home or sales office permit.

H. The Zoning Administrator, in granting a model home or sales office permit, may require the posting of a bond to insure that the model home and sales office terms and conditions are adhered to and to ensure that the operations cease and the site is left in good order at the expiration of the permit.

I. The Zoning Administrator may establish such additional requirements and conditions as may be in the best interests of the Town of Front Royal.

(Added Section 1-8-90-Effective Upon Passage)

175-13 AREA AND FRONTAGE (R-1)

Area and frontage regulations shall be as follows:

A. On-lot water and sewer:

1. Minimum area per lot: forty thousand (40,000) square feet.
2. Minimum width at setback line: one hundred (100) feet.

B. Public water or public sewer:

1. Minimum area per lot: thirty thousand (30,000) square feet.
2. Minimum width at setback line: eighty (80) feet.

C. Public water and public sewer:

1. Minimum area per lot: ten thousand (10,000) square feet.
 1. Minimum width at setback line: seventy-five (75) feet.

175-14 SETBACK (R-1)

Structures shall be located thirty-five (35) feet or more from any street right-of-way which is fifty (50) feet or greater in width or fifty-five (55) feet or more from the center of any street right-of-way less than fifty (50) feet in width; however, no building need be set back more than the average of the setback of the immediately adjoining structures on either side. A vacant lot fifty (50) feet or more in width may be assumed to be occupied by a building having a minimum setback.

175-15 YARDS (R-1)

A. Side: The minimum total width of the side yards shall be twenty-five (25) feet, with no one (1) side yard being less than ten (10) feet.

B. Rear: Each rear yard shall be a minimum of thirty (30) feet.

C. Front: The required depth of the front yard shall be as provided in Section 175-14. On lots of less than two (2) acres in size or where the front yard provided for any single-family dwelling is less than 150 feet, the main or front building facade and entrance shall be oriented toward the front yard of the property, unless an administrative variance is granted pursuant to Section 175-147.1.

(Added "C" 2-2-6-01-Effective Upon Passage)

D. Accessory buildings shall be setback from side and rear property lines by no less than five (5) feet.

(Added "D" 6-22-15-Effective Upon Passage)

175-16 LOT COVERAGE (R-1)

The maximum building coverage shall be thirty percent (30%).

175-17 HEIGHT (R-1)

A. Buildings may be erected up to two and one-half (2 1/2) stories, but not to exceed thirty-five (35) feet in height.

B. A public or semipublic building, such as a school, church or library, may be erected to a height of sixty (60) feet from grade, provided that required front, side and rear yards shall be increased one (1) foot for each foot in height over thirty-five (35) feet.

C. Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four (4) feet above the height of the building on which the walls rest.

D. No accessory building which is within twenty (20) feet of any party lot line shall be more than one (1) story high. All accessory buildings shall be less than the main building in height.

175-18 CORNER LOTS (R-1)

A. Of the two (2) or more yards of a corner lot with frontage along multiple streets, the front yard shall be established by the following criteria:

1. For new subdivision applications, the front yard shall be identified by the applicant on the subdivision site plan and approved by the Town on the approved final plat.
2. For new construction on existing corner lots where no front yard is designated on the approved final plat, the property owner shall determine the front yard on the Zoning Permit application and shall be approved by the Town on the approved Zoning Permit.
3. For existing structures, the front yard shall be the yard with frontage that the front façade of the primary building faces.
4. The approved front yard established by this Code Section shall only be changed by review and approval of a revised final plat approved by the Planning Commission. Such future requests shall be approved if the Planning Commission determines that the proposed front yard is consistent with other properties along the same street frontages.

(Amended "A" 6-22-15-Effective Upon Passage)

B. The side yard setback on the side facing the side street shall be thirty (30) feet or more for main buildings, and thirty-five (35) feet or more for accessory buildings.

(Amended "B" 6-22-15-Effective Upon Passage)

C. Each corner lot shall have a minimum width at the setback line of one hundred (100) feet.

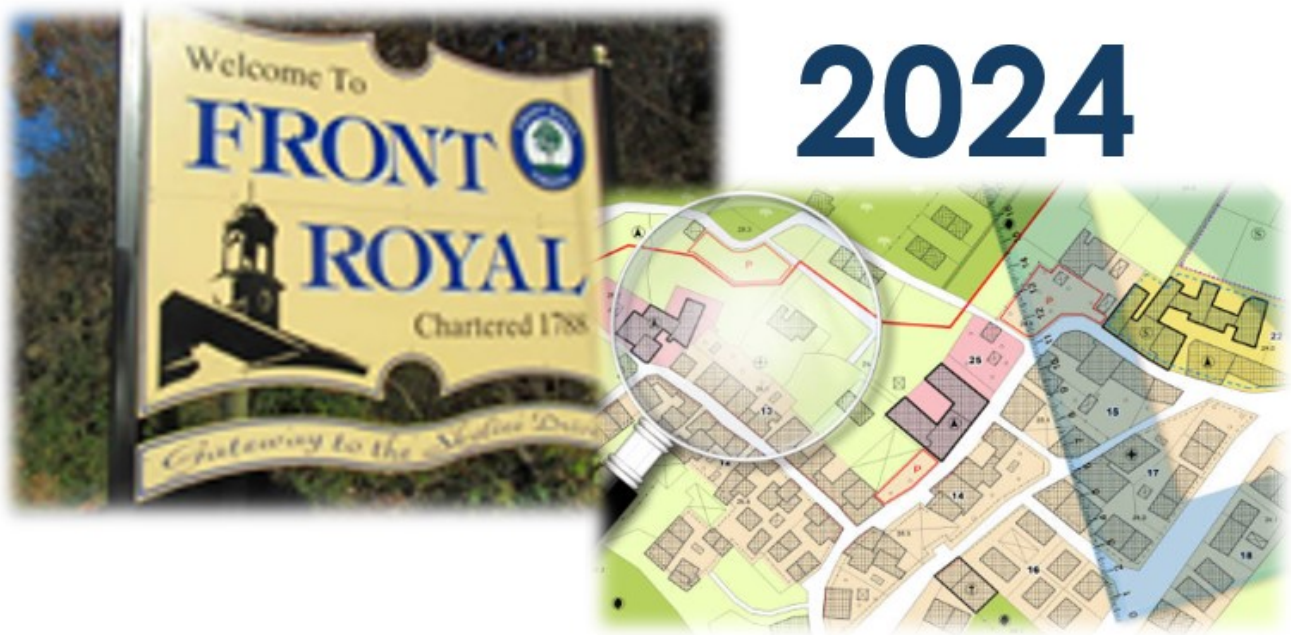
D. The rear yard setback if facing a street shall be fifty (50) feet or more for both main and accessory buildings.

(Added (D) 6-22-15-Effective Upon Passage)

2024 ANNUAL REPORT

TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING



ANNUAL REPORT

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PLANNING AND ZONING STAFF - 2024

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 – March 22, 2024

Daniel Wells

Property Maintenance Official/Code Enforcement

April 15, 2024 - 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 related to the growth and development of the Town of Front Royal.

In 2024, the Planning Commission held eleven (11) regular meetings, ten (10) work sessions, and two (2) joint meetings with the Town Council. The following pages list applications reviewed by the Planning Commission in 2024.

Connie Marshner Term Expires August 31, 2027

Appointed March 28, 2016, Reappointed July 18, 2019 and July 24, 2023
Vice Chairman September 6, 2023 – April 17, 2024
Chairman May 1, 2024 - Current

Megan Marrazzo..... Term Expires August 31, 2028

Appointed May 28, 2024 to fill Unexpired Term of Glenn Wood
Reappointed September 3, 2024

Louis A. R. Neel (Allen) Term Expires August 31, 2027

Appointed July 22, 2024 to fill Unexpired Term of Brian Matthiae
Vice Chairman January 15, 2025 - Current

Andrew Brooks..... Term Expires August 31, 2025

Appointed September 3, 2024 to fill Unexpired Term of Michael Williams

Daniel S. Wells Term Expires August 31, 2026

Appointed August 29, 2022
Chairman September 6, 2023 – April 5, 2024
Resigned April 5, 2024

Glenn E. Wood Term Expires August 31, 2024

Appointed December 12, 2022
Resigned May 16, 2024

Michael Williams..... Term Expires August 31, 2025

Appointed January 23, 2023 to fill Unexpired Term of Joshua Ingram
Vice Chairman May 1, 2024 – July 20, 2024
Resigned July 20, 2024

Brian Matthiae..... Term Expires August 31, 2027

Appointed September 25, 2023 to fill Expired Term of Darryl Merchant
Resigned June 6, 2024

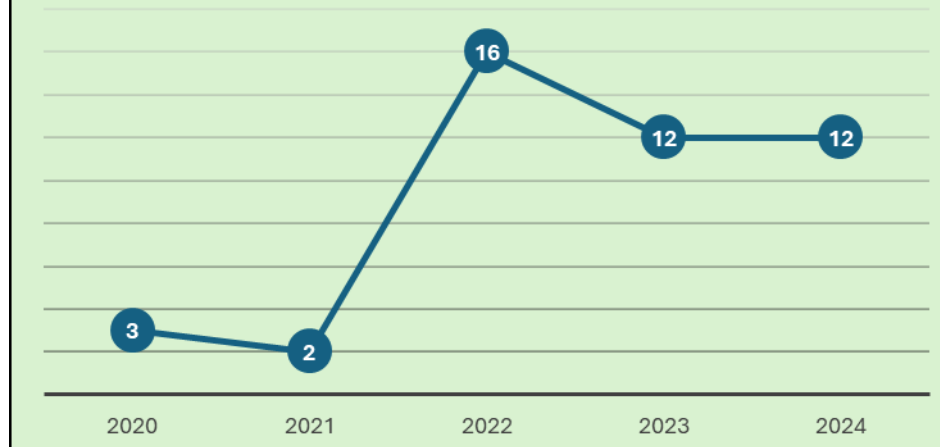
Gary Gillispie..... Term Expires August 31, 2026

Appointed May 28, 2024 to fill Unexpired Term of Daniel Wells
Vice Chairman October 16, 2024 – December 4, 2024
Resigned December 4, 2024

2024 SPECIAL USE PERMITS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
February 21, 2024	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.	Recommendation of Approval w/ Conditions.
April 17, 2024	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.	Recommendation of Approval.
	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.	Recommendation of Approval w/ Conditions.
	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.	Recommendation of Approval w/ Conditions.
	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.	Recommendation of Approval w/ Conditions.
	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.	Recommendation of Approval.

2024 Special Use Permits – Continued		
April 17, 2024 (Continued)	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 20A8-22-6. The property is zoned C-1, Community Business District.	Recommendation of Approval w/ conditions.
May 15, 2024	2400019 – Abode of Liberation – A request for a Special Use Permit for a lodging house located at 1324 Old Winchester Pike, identified by Tax Map 20A12-4-6. The property is zoned R-3, Residential District.	Recommendation of Approval.
June 26, 2024	2400294 – Mark Poe – A request for a Special Use Permit to allow a short-term rental located at 415 E. Main Street, identified by Tax Map 20A8-8-6. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.	Recommendation of Approval.
September 18, 2024	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.	Recommendation of Approval.
October 16, 2024	2400522 – A Special Use Permit Application submitted by Theresa Roberson to allow a short-term rental located at 132 W. Criser Road, identified by Tax Map 20A6-33-B1-1B. The property is zoned R-3, Residential District.	Recommendation of Approval.
	2400524 – A Special Use Permit Application submitted by Surber Development and Consulting LLC to construct Multi-Family Apartments consisting of up to ninety (90) apartments in two separate 3-story buildings with a maximum height of forty-five feet (45') on property located on E. Criser Road, identified by Tax Map 20A18-5-5A1. The property is zoned C-1, Community Business District.	Recommendation of Approval w/ conditions.

Special Use Permits Reviewed by Planning Commission 2020 - 2024



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
101 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630
Main: 540-631-4236
Fax: 540-631-2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST Application # _____

APPLICANT:
NAME _____ PHONE _____
ADDRESS _____
E-MAIL _____

PROPERTY OWNER:
NAME _____ PHONE _____
ADDRESS _____
E-MAIL _____

PROPERTY DESCRIPTION
PROPERTY ADDRESS _____
TAX MAP _____ SECTION _____ BLOCK _____ LOT _____
SUBDIVISION NAME _____ ACREAGE _____
ZONING DISTRICT _____

REQUEST
PROPOSED USE OF PROPERTY _____
SPECIFIC SPECIAL USE PERMIT REQUEST _____

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

- Survey/Plat of property showing all existing improvements.
(10 copies if larger than 11" X 17" and provide a digital copy)
- Site Plan Application
- Application Fee of \$400.00 Receipt # _____ Date Paid _____
- 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 Zoning Council.

Applicant Signature _____ **Date** _____

Property Owner Signature _____ **Date** _____

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.



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

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

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:
NAME _____ PHONE _____
ADDRESS _____
E-MAIL _____

PROPERTY OWNER:
NAME _____ PHONE _____
ADDRESS _____
E-MAIL _____

PROPERTY DESCRIPTION:
PROPERTY ADDRESS _____
TAX MAP _____ SECTION _____ BLOCK _____ LOT _____
SUBDIVISION NAME _____ ACREAGE _____
ZONING DISTRICT _____
SPECIFIC SPECIAL USE PERMIT REQUEST _____

☐ Whole house rental ☐ Partial rental, # of rooms rented _____
☐ 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
☐ Provide proof that notification to operate was sent to the ROA, if applicable.
☐ Complete management plan.
☐ Written consent given to the Town to inspect for compliance.
☐ Emergency drilling evacuation diagram (posted in each bedroom)
☐ Application fee of \$400.00 Receipt # _____ Date Paid _____

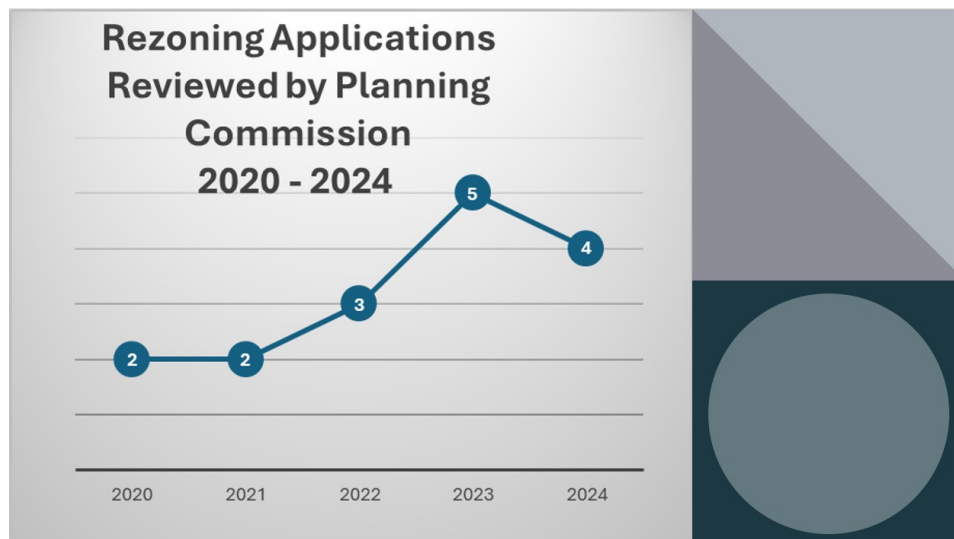
Revised 11/15/2024

2024
SPECIAL EXCEPTION REQUESTS REVIEWED BY PLANNING COMMISSION

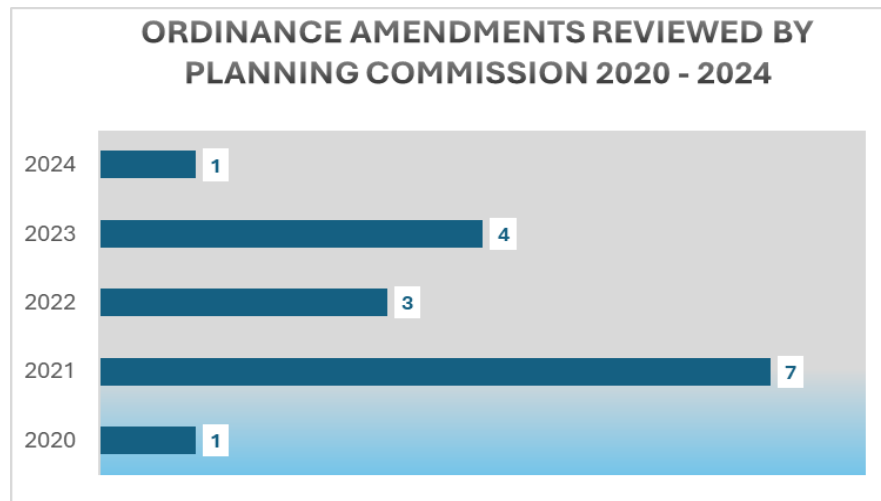
DATE OF MEETING	APPLICANT	STATUS
April 17, 2024	2400208 – CCC Enterprises LLC of VA – A request for a Special Exception to reduce the parking requirements from 2 spaces per unit to 1 space per unit, a reduction in the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required 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.	Recommendation of Approval.
October 16, 2024	2400523 – A Special Exception Application submitted by COL Samuel R. Millar VFW Post 1860, Commander Jeffrey D. Cook for relief of existing parking Town Code requirements located at 654-B W. 11 th Street, identified by Tax Map 20A1-2-3-3 and 4. The property is zoned C-2, Community Business District.	Postponed to the November 20, 2024 meeting.
November 20, 2024	2400523 – A Special Exception Application submitted by COL Samuel R. Millar VFW Post 1860, Commander Jeffrey D. Cook for relief of existing parking Town Code requirements located at 654-B W. 11 th Street, identified by Tax Map 20A1-2-3-3 and 4. The property is zoned C-2, Community Business District.	Postponed to the December 18, 2024 meeting.
December 18, 2024	2400523 – A Special Exception Application submitted by COL Samuel R. Millar VFW Post 1860, Commander Jeffrey D. Cook for relief of existing parking Town Code requirements located at 654-B W. 11 th Street, identified by Tax Map 20A1-2-3-3 and 4. The property is zoned C-2, Community Business District.	Recommendation of Denial.



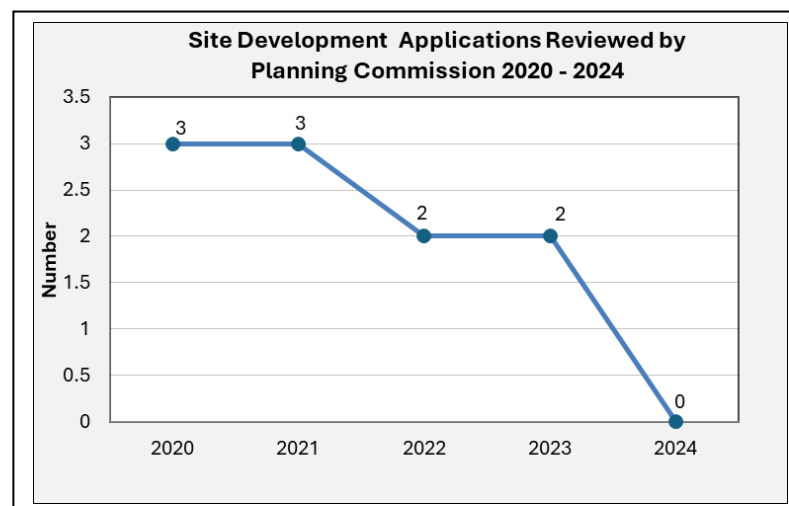
2024 REZONING APPLICATIONS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
February 21, 2024	2400013 – A Rezoning Application submitted by Fernando Arana Pradel requesting an amendment to the zoning map to reclassify 1724 N. Royal Avenue, identified by Tax Map 20A2-2-11 from R-1, Residential District to R-1A, Residential District.	Recommendation of Approval.
	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.	Recommendation of Approval.
June 26, 2024	2400250 – Rappahannock HC, LLC – A Rezoning Application requesting an amendment to the zoning map to reclassify 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 from R-S, Suburban Residential District to R-1, Residential District.	Recommendation of Approval.
September 18, 2024	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.	Recommendation of Approval.



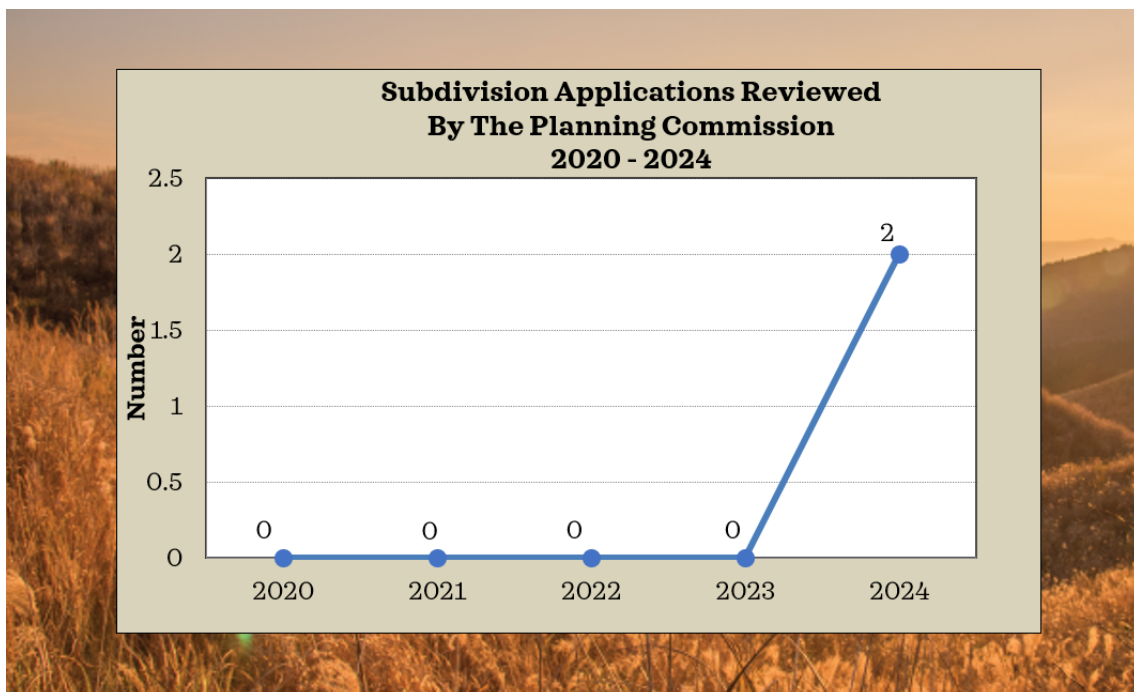
2024 ORDINANCE AMENDMENTS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
December 18, 2024	2400599 – A Zoning Text Amendment to include the performance standards for tobacco, smoke or vape shops in the Commercial and Industrial Districts within Town limits.	Recommendation of Approval.



SITE DEVELOPMENT PLANS REVIEWED BY PLANNING COMMISSION
 There were no site plans reviewed by the Planning Commission in 2024.

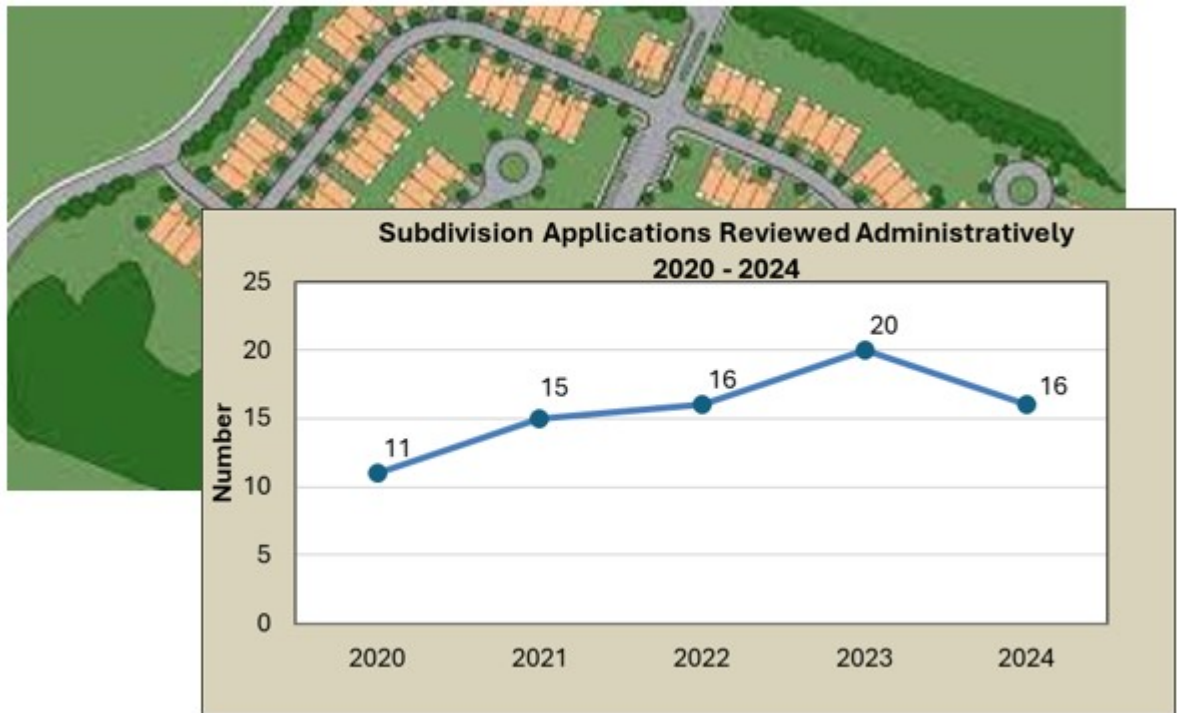


SUBDIVISION APPLICATIONS REVIEWED BY THE PLANNING COMMISSION - 2024		
DATE OF MEETING	APPLICANT	STATUS
August 21, 2024	2400429 - A request for Preliminary Plan approval for a major subdivision submitted by Douglas N. McCarty, Dennis P. McCarty and Donald "Jay" McCarty for a subdivision containing eighteen (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.	Recommendation of Approval w/ conditions.
December 18, 2024	2400641 - A request for Final Subdivision Plat approval for a major subdivision submitted by Jay McCarty, Neal McCarty, and Dennis McCarty to divide approximately 4.34 acres into thirty-four (34) lots and thirty-three (33) dwelling units (16 duplexes and 1 existing SFD) located at 344 W. Main Street. The property is zoned R-2, Residential District requiring a minimum lot size of 8,000 SF which can be further subdivided for duplexes to 4,000 SF.	Recommendation of Approval.



**SUBDIVISION APPLICATIONS REVIEWED
ADMINISTRATIVELY BY STAFF – 2024**

SUBMITTAL DATE	APPLICANT	STATUS
January 4, 2024	2400009, 1 Lot into 3, N Royal Avenue, 20A5 3 B	Approved
January 16, 2024	2400035, 2 Lots into 1, 19 W. 11 th Street, 20A2 443 22A & 23	Approved
January 25, 2024	2400050, Boundary Line Adjustment, N. Royal Avenue, 20A3 1 1	Approved
February 12, 2024	2400117, 2 Lots into 1, 425 S. Shenandoah Avenue, 20A6 7 4 9 & 10	Approved
February 24, 2024	2400123, Boundary Line Adjustment, 10 High Street, 20A8 9 5A	Approved
February 26, 2024	2300745, Boundary Line Adjustment, 570 Kendrick Lane, 20A1 3 5A1	Approved
April 24, 2024	2400281, 3 Lots into 1, 581 Kerfoot Avenue, 20A6 7 3A, 21A, 23	Approved
May 6, 2024	2400292, 4 Lots into 7, 318 W. 11 th Street, 20A5 242 7, 8, 9 & 10	Approved
July 8, 2024	2400415, 2 Lots into 8, 29 W. Duck Street, 20A12 3 25 & 28	Approved
July 31, 2024	2400451, 1 Lot into 2, 1724 N. Royal Avenue, 20A2 2 11	Approved
August 16, 2024	2400487, Boundary Line Adjustment, 225 E. 7 th Street, 20A4 4 3	Approved
August 21, 2024	2400493, 2 Lots into 1, 11 Hillvue Street, 20A10 7 1 & 2	Approved
August 29, 2024	2400512, 2 Lots into 3, 355 Osage Street, 20A7 6 46A & 47	Approved
September 19, 2024	2400551, 3 Lots into 1, 1121, 1125 & 1135 John Marshall Highway, 20A10 3 8, 8A, & 9A	Approved
November 20, 2024	2400657, Boundary Line Adjustment, 1340 Crisman Drive, 20A124 16A	Approved
December 19, 2024	2400711, 1 Lot into 2, 240 Blue Ridge Avenue, 20A7 4 178	Approved



ADDITIONAL ITEMS REVIEWED BY THE PLANNING COMMISSION – 2024		
DATE OF MEETING	APPLICANT	STATUS
March 18, 2024	The Planning Commission and Town Council held a joint work session for an update on the Zoning and Subdivision Ordinance rewrite presented by Summitt Design.	
April 29, 2024	The Planning Commission and Town Council held a joint work session to discuss the following items: - Vape Shops - Planned Neighborhood Development District (PND) - Short-Term Rentals	
August – December 2024	The Planning Commission reviewed the Draft Zoning Ordinance Rewrite.	Ongoing.
December 18, 2024	2400652 – A Comprehensive Plan Amendment to amend the area between Strasburg Road and Duck Street to Rugby Street from a future land use designation of commercial to neighborhood residential. 2400642 – Sign Permit Application submitted by HTLC-5, LLC for construction of a new monument sign within the Entrance Corridor at 1303 N Royal Avenue, identified by tax map 20A3, section 4, block 55, parcel A (Hang 10 Carwash).	Recommendation of Approval. Approved.

BOARDS AND COMMISSIONS MEMBER MEETING ATTENDANCE 2024

Board of Zoning Appeals

NAME	MEETINGS PRESENT	# OF MEETINGS
Christine Erin (Resigned 6/26/2024)	2	2 (100%)
Amanda J. McCarthy (Resigned 10/15/2024)	2	2 (100%)
Clare Schmitt	4	4 (100%)
Louis A. R. Neel (Resigned 7/11/2024)	1	1 (100%)
Cody Taylor	3	3 (100%)
Maria Dutton	2	2 (100%)
Lorie Noakes	2	2 (100%)
James Jackson	0	0

Board of Architectural Review

NAME	MEETINGS PRESENT	# OF MEETINGS / WORK SESSIONS
Gary Vaughan	14	14 (100%)
Holly Rhodenhizer	7	12 (58%)
Katherine Snyder	12	14 (86%)
Collin Waters	13	14 (93%)
Ellen Aders	13	14 (93%)
Dede Nash	1	1 (100%)

Planning Commission - Work Sessions

NAME	MEETINGS PRESENT	# OF WORK SESSIONS
Connie Marshner	9	10 (90%)
Daniel S. Wells (Resigned 4/5/2024)	2	2 (100%)
Glenn E. Wood	3	3 (100%)
Michael Williams	3	4 (75%)
Brian Matthiae	4	4 (100%)
Gary L. Gillispie	6	6 (100%)
Megan Marrazzo	6	7 (75%)
Louis A. R. Neel	6	6 (100%)
Andrew Brooks	4	5 (80%)

Planning Commission - Regular Meetings & Joint Meetings with Town Council

NAME	MEETINGS PRESENT	# OF MEETINGS
Connie Marshner	13	13 (100%)
Daniel S. Wells (Resigned 4/5/2024)	4	4 (100%)
Glenn E. Wood (Resigned 5/15/2024)	6	6 (100%)
Michael Williams (Resigned 7/20/2024)	7	8 (89%)
Brian Matthiae (Resigned 5/20/2024)	6	7 (86%)
Gary L. Gillispie (Resigned 12/4/2024)	3	6 (50%)
Megan Marrazzo	6	6 (100%)
Louis A. R. Neel	5	5 (100%)
Andrew Brooks	3	4 (75%)

BOARD OF ZONING APPEALS 2024

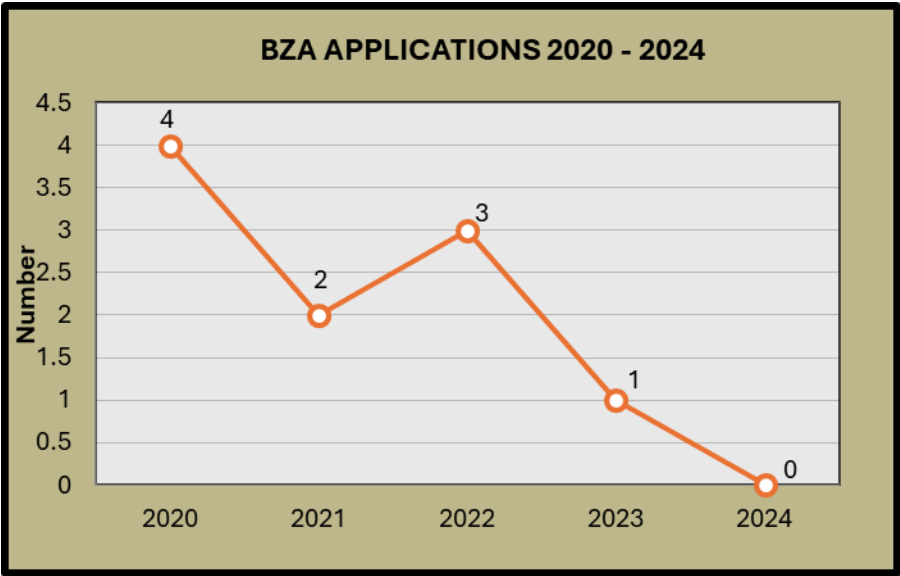
The Code of Virginia requires all jurisdictions with a Zoning Ordinance to have a Board of Zoning Appeals. The Board of Zoning Appeals is a five-member board of citizens appointed by the Circuit Court. The Board hears variance requests from the requirements of the Zoning Ordinance and appeals of decisions 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.

In 2024, the Board of Zoning Appeals held four (4) regular meetings. The chart below shows the actions taken by the Board of Zoning Appeals in 2024.

2024 BZA MEMBERS

Christine ErinTerm Expires May 1, 2025..... Appointed 1/24/2022, Resigned 6/26/2024
Amanda J. McCarthy ..Term Expires May 1, 2028..... Reappointed 4/24/2023, Resigned 10/15/2024
Clare Schmitt.....Term Expires May 1, 2027 Appointed 3/27/2023
Louis A. R. Neel.....Term Expires May 1, 2026 Appointed 2/26/2024 to Fill an Unexpired Term
.....Resigned July 11, 2024
Cody TaylorTerm Expires May 1, 2024..... Appointed 3/24/2024 to Fill an Unexpired Term
.....Term Expires May 1, 2029..... Reappointed 4/22/2024
Maria DuttonTerm Expires May 1, 2025..... Appointed 7/22/2024 to Fill an Unexpired Term
Lorie Noakes.....Term Expires May 1, 2026..... Appointed 8/26/2024 to Fill an Unexpired Term
James JacksonTerm Expires May 1, 2028..... Appointed 11/25/2024 to Fill an Unexpired Term

BZA ANNUAL REPORT 2024		
DATE OF MEETING	APPLICANT	ATTENDANCE
February 20, 2024	The BZA met to elect officers, review the BZA By-Laws, BZA members town emails, training for parliamentary procedures, and review the 2023 Board of Zoning Appeals Annual Report.	Present: Amanda McCarthy Clare Schmitt Christine Erin (2) Vacancies
June 18, 2024	The BZA met to consider two (2) sets of meeting minutes, the BZA By-Laws, BZA members town emails, and training for parliamentary procedures.	Present: Amanda McCarthy Christine Erin Clare Schmitt Louis A. R. Neel Cody Taylor
October 22, 2024	The BZA met to discuss revisions to the BZA By-Laws.	Present: Maria Dutton Lorie Noakes Claire Schmitt Cody Taylor
November 19, 2024	The BZA met to vote on reviewed BZA By-Laws. Status: Approved by unanimous vote of members present to approve the updates to the Board of Zoning Appeals By-Laws.	Present: Clare Schmitt Cody Taylor Maria Dutton Lorie Noakes One (1) Vacancy



Board of Zoning Appeals

Applicant Information	Mailing Address	
	City/State	Phone Email
Owner Information () Same as Applicant	Name	
	Mailing Address	
	City/State	Phone Email
	Fax/Work phone	
Property Information	Property Address	
	Tax Map No.	Size (in acres or sq. ft.)
	zoning of Property	
Subject of Appeal	This is an application to the Board of Zoning Appeals for an appeal in accordance with Section 175-141 of the Zoning Ordinance from the following determination by the Zoning Administrator:	

Subdivision: _____ Section: _____ Block: _____ Lot: _____

Request for variance in order to build: _____

Fill in only the line(s) that apply to your request(s)	Code Section	Applicant has	Code requires	Variance requested
Total area				
Lot width				
Front yard setback				
Minimum side yard setback				
Rear yard setback				
Public street frontage				
Other (write in)				

* Six copies of a plan must be submitted with this application, showing size and location of the lot, dimensions and location of the proposed building or structure, and the dimensions and location of the existing structures on the lot.

Applicant:	Representative:
Address:	Address:
Phone: Fax:	Phone: Fax:
email:	email:

Property Location: _____ REASONS FOR VARIANCE

BOARD OF ARCHITECTURAL REVIEW 2024

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 2024, the Board of Architectural Review held eight (8) regular meetings, three (3) work sessions and three (3) on-site tours. The BAR heard twelve (12) application requests. The chart below shows the actions taken by the BAR in 2024.

2024 BAR MEMBERS

Gary Duane Vaughan	Term Expires November 13, 2025	Appointed December 21, 2009
Katherine Snyder.....	Term Expires November 13, 2025	Appointed October 28, 2021
Collin Waters.....	Term Expires November 13, 2025	Appointed February 22, 2021
Holly Rhodenhizer	Term Expires November 13, 2024	Appointed August 2, 2021
Ellen Aders	Term Expires November 13, 2027	Appointed October 23, 2023
Dede B. Nash.....	Term Expires November 13, 2028	Appointed November 25, 2024

BAR ANNUAL REPORT 2024		
DATE OF MEETING	APPLICANT	STATUS
January 9, 2024 Regular Meeting	Application #2300789 – A Certificate of Appropriateness Application submitted by Warren County Planning Director Matt Wendling to place a granite memorial bench, two monuments, an access walkway to the bench and landscaping for the site for the Revolutionary War Soldiers Memorial Project to be located at the Warren County Courthouse, 1 E. Main Street, identified by tax map 20A7-4-25. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Status: Ms. Aders moved, seconded by Mr. Vaughan to approve the placement of a granite memorial bench, two (2) monuments with plaques, an ADA accessible brick walkway to the bench, and landscaping for the site of the Revolutionary War Soldiers Memorial project as submitted.	Present: Collin Waters Dewey Vaughan Ellen Aders Absent: Holly Rhodenhizer Katie Snyder Approved: 3-0 Absent: 2
February 13, 2024 Regular Meeting	Application #2400032 – A Certificate of Appropriateness Application submitted by Rev. FR. Leonard Chukwujioka-Mbiha for exterior renovations to the contributing structure at 303 Blue Ridge Avenue, identified by Tax Map 20A8-13-1A. The property is zoned R-3, Residential District and is located in the Historic Overlay District.	Present: Holly Rhodenhizer Ellen Aders Katherine Snyder Gary Vaughan

February 13, 2024 Regular Meeting (Continued)	Status: <i>Mr. Vaughan moved, seconded by Ms. Snyder to postpone a decision until a representative could be present to answer questions.</i>	Absent: Collin Waters Postponed: 4-0 Absent: 1
March 12, 2024 Regular Meeting	Application #2400122 – A Certificate of Appropriateness Application submitted by EverGro FS, c/o Wesley Harmon to install a 122 square foot static cling window sign to a noncontributing structure at 50 Water Street, identified by Tax Map 20A8-6-B-8. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Status: <i>Ms. Aders moved, seconded by Vice Chairman Vaughan to approve the applicants' request for signage within the sixty (60) square foot guidelines that the Town Code sets forth within the Town.</i> Application #2400126 – A Certificate of Appropriateness Application submitted by The Minick Group, LLC to replace the wood siding on all sides of the building with vinyl siding (work is complete) and replace the existing mix of vinyl and wood windows with vinyl windows to the contributing structure at 24A W. Stonewall Drive, identified by Tax Map 20A7-4-91. The property is zoned R-3, Residential District and is located in the Historic Overlay District. Status: <i>Chairman Waters moved, seconded by Ms. Aders to approve the vinyl siding as installed on the condition that windows that are not salvageable for restoration are restored in kind to include frames, jams, sash, and sill, with no vinyl wrap with a follow up inspection by staff.</i>	Present: Collin Waters Garty Vaughan Katherine Snyder Ellen Aders Absent: Holly Rhodenhizer Approved: 4-0 Absent: 1 Approved: 4-0 Absent: 1

March 12, 2024 Regular Meeting (Continued)	Application #2400032 – A Certificate of Appropriateness Application submitted by Rev. FR. Leonard Chukwujioka-Mbiha for exterior renovations to the contributing structure at 303 Blue Ridge Avenue, identified by Tax Map 20A8-13-1A. The property is zoned R-3, Residential District and is located in the Historic Overlay District. Status: Ms. Snyder moved, seconded by Ms. Aders to table voting on the application until the next regular meeting and if the applicant does not make an appearance or a representative to make an appearance the application will be denied.	Tabled: 4-0 Absent: 1
April 9, 2024 Regular Meeting	Application #2400032 – A Certificate of Appropriateness Application submitted by Rev. FR. Leonard Chukwujioka-Mbiha for exterior renovations to the contributing structure at 303 Blue Ridge Avenue, identified by Tax Map 20A8-13-1A. The property is zoned R-3, Residential District and is located in the Historic Overlay District. Status: Ms. Aders moved, seconded by Ms. Snyder to deny the installation of a paved driveway off of Prospect Street and a paved driveway off of Blue Ridge Avenue. Ms. Aders moved, seconded by Mr. Vaughan to approve the installation of a bluestone walkway to be no more than three feet (3') wide that would connect the side entry on Prospect Street to the front entry on Blue Ridge Avenue. Ms. Aders moved, seconded by Chairman Waters to approve the request for handrails on the Prospect Street entrance and the Blue Ridge Avenue entrance in keeping with like for like materials (wood) to match the front porch, same color, same aesthetic, same style, same material with an inspection by staff.	Present: Collin Waters Gary Vaughan Katherine Snyder Ellen Aders Absent: Holly Rhodenhizer Denied: 4-0 Absent: 1 Approved: 4-0 Absent: 1 Approved: 4-0 Absent: 1

April 9, 2024 Work Session	The Board of Architectural Review met for a work session to discuss revisions to the Historic District Guidelines and notification to Historic District property owners.	Present: Collin Waters Gary Vaughan Katherine Snyder Ellen Aders Absent: Holly Rhodenhizer
May 14, 2024 Work Session	The Board of Architectural Review met for a work session to discuss revisions to the Historic District Guidelines and notification to Historic District property owners.	Present: Collin Waters Gary Vaughan Katherine Snyder Ellen Aders Holly Rhodenhizer
June 25, 2024 On-Site Tour	The Board of Architectural Review met to conduct onsite tours of the following properties: Application #2400340 - 217 Lee Street – Partial Garage Demolition and Rebuild Application #2400359 - 401 E. Main Street – Window Replacements Application #2400375 - 240 Blue Ridge Avenue – House Demolition	Present: Collin Waters Holly Rhodenhizer Katherine Snyder Gary Vaughan Ellen Aders
July 9, 2024 Regular Meeting	Application #2400340 – A Certificate of Appropriateness Application submitted by Fianna Litvok for demolition of an existing 16' x 24' accessory structure and replace it with a new 16' x 46' accessory structure at 217 Lee Street, identified by Tax Map 20A7-4-85. The property is zoned R-3, Residential District and is located in the Historic Overlay District. <i>Status: Ms. Snyder moved, seconded by Ms. Rhodenhizer to approve the application as written.</i>	Present: Collin Waters Gary Vaughan Katherine Snyder Holly Rhodenhizer Ellen Aders Approved: 5-0

September 10, 2024 (Continued)	Status: <i>Ms. Snyder moved, seconded by Ms. Rhodenhizer to deny the application because it is not compatible in the design with the character of the Historic District or respectful of the surrounding historic buildings and because there has been no alternative design proposed other than just the one that they have given us.</i>	Denied: 4-0 Absent: 1
October 8, 2024 Regular Meeting	Application #2400533 – A Certificate of Appropriateness Application submitted by Clement S. Palazzo and Dede B. Nash to construct a 20' x 48' garage at 116 Virginia Avenue, identified by Tax Map 20A5-13-134-3A. The property is zoned R-3, Residential District and is located in the Historic Overlay District. Status: <i>Ms. Snyder moved, seconded by Vice Chairman Vaughan to approve the application as submitted.</i> Application #2400575 – A Certificate of Appropriateness Application submitted by the Town of Front Royal to install an ADA accessible railing at the Town's Gazebo on E. Main Street, identified by Tax Map 20A8-5-2. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Status: <i>Ms. Aders moved, seconded by Ms. Snyder to table this application to our next meeting to receive information on the number of rails, provide an alternate material for the railing and placement of the railing.</i> Application #2400479 – A Certificate of Appropriateness Application submitted by Julie Wise to construct a 25' x 35' garage and connect it to the house by a covered walkway at 241 Church Street, identified by Tax Map 20A7-4-119A. The property is zoned R-3, Residential District and is located in the Historic Overlay District. Status: <i>Ms. Aders moved, seconded by Vice Chairman Vaughn to approve the application as submitted.</i>	Present: Ellen Aders Collin Waters Gary Vaughan Katherine Snyder Absent: Holly Rhodenhizer Approved: 4-0 Absent: 1 Tabled: 4-0 Absent: 1 Approved: 4-0 Absent: 1

October 23, 2024 Work Session	The Board of Architectural Review met for a work session to discuss revisions to the Historic District Guidelines.	Present: Collin Waters Ellen Aders Gary Vaughan Katherine Snyder Vacancy: (1)
December 10, 2024 Regular Meeting	Application #2400637 – A Certificate of Appropriateness Application submitted by Teddy Stout Construction, Inc. to construct a duplex at 240 Blue Ridge Avenue, identified by Tax Map 20A7-4-178. The property is zoned R-3, Residential District and is located in the Historic Overlay District. Amended Scope of Work Required by the BAR: ➤ 30-Year Architectural Shingles – Black in color on the main roof. ➤ LP Smart Siding (sage in color) on the entire house – wood look. ➤ Limestone faux stone water table on front of both units. ➤ Standing Seam Black Metal Roof over porches and bay windows, and eyebrow (lunette). ➤ Front elevation in a gable scallop or shake vinyl siding. ➤ 10' x 16' rear Trex deck and vinyl handrails and 6-foot privacy wall in vinyl separating units. ➤ 6-foot wood privacy fence along rear property line with green giant/evergreen trees. ➤ Front door to be six (6) panel fiberglass - wood grain. ➤ Concrete foundation and sidewalks. ➤ The concrete foundation painted to match the siding. ➤ Front porch Trex. Same material as rear deck. ➤ White aluminum gutters, downspout, and white soffit/trim. ➤ Double hung white vinyl windows with no grills - slim-line with wood trim as indicated on rendering. ➤ Add two (2) windows to the side of prospect street and bay window – slim-line with wood trim as indicated on rendering. ➤ Sod yard/landscape in front of each unit. ➤ Driveway – blacktop.	Present: Collin Waters Ellen Aders Gary Vaughan Dede Nash Absent: Katherine Snyder

- Front porch columns craftsman style as indicated on rendering.
- Two (2) second floor windows on the north façade – slim-line with wood trim as indicated.

Status: Ms. Aders moved, seconded by Vice Chairman Vaughan to approve the Scope of Work as amended.

Approved: 4-0
Absent: 1

HISTORIC OVERLAY DISTRICT GUIDELINES

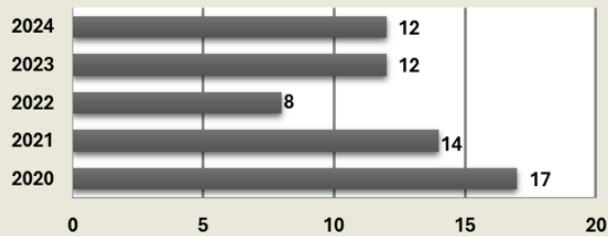
TOWN OF FRONT ROYAL BOARD OF ARCHITECTURAL REVIEW (BAR)



APRIL 2013

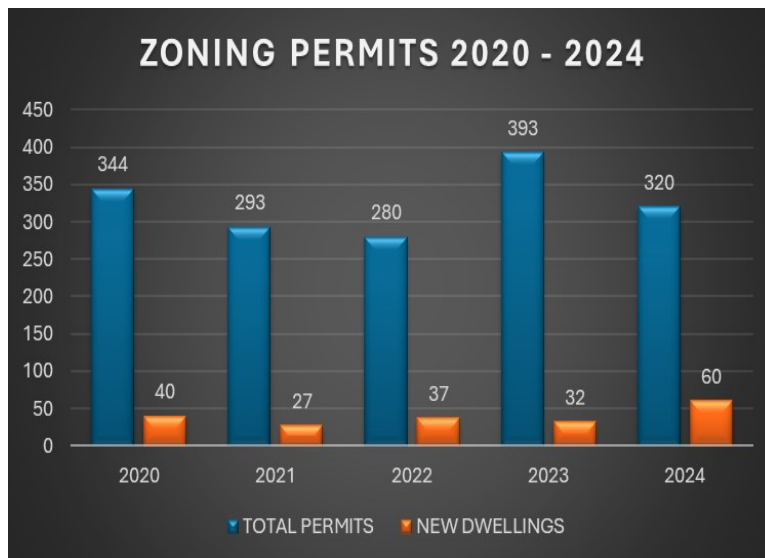
Department of Planning & Zoning | 102 E Main Street Front Royal, VA 22630 | phone 540.635.4236 | fax 540.631.2727

BAR Applications Reviewed by the Board 2020-2024



PLANNING & ZONING DEPARTMENT ACTIVITY 2020 – 2024

	2020	2021	2022	2023	2024
Zoning Permits	344	293	280	393	320
New Dwelling Units	40	27	37	32	60
Land Use Applications	26	29	56	36	46
Code Amendments	1	7	2	4	1
Sign Permits	39	47	41	62	44
Business Licenses	151	172	155	148	129
Short-Term Rentals	--	1	13	5	5
Administrative Variance	--	--	--	4	1
Certificate Of Appropriateness Administrative Review	--	--	--	39	18
Certificate Of Appropriateness Board Review	--	--	--	11	15
Solicitor/Itinerant Merchant	--	--	--	10	27
Urban Agriculture	--	--	--	18	11
Alley Vacation	--	--	--	5	2
Right of Way Utilization Permits	--	--	--	46	105
Walk-Ins to Planning & Zoning	--	--	--	--	2606



CODE ENFORCEMENT ACTIVITY 2020 – 2024

CODE ENFORCEMENT	2020	2021	2022	2023	2024
New Code Enforcement Cases Opened	228	203	424	407	177
Code Enforcement Cases in Compliance/Closed	--	--	361	378	112
Code Enforcement Inspections & Re-Inspections	--	--	340	423	209

