



REGULAR PLANNING COMMISSION MEETING

Wednesday, March 19, 2025 @ 7:00pm

Warren County Government Center

I. CALL TO ORDER

II. ROLL CALL – DETERMINATION OF QUORUM

III. ADDITION/DELETION OF ITEMS FROM THE AGENDA

[Items added will be placed as the last item under Business Items. Unanimous vote is required to add/delete]

IV. APPROVAL OF MINUTES

- February 19, 2024 – Regular Meeting

V. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

VI. CONSENT AGENDA

I move that the Planning Commission approve the Consent Agenda to publicly advertise for a public hearing in April as presented. [Items removed for further discussion will be placed as the first item under Business Items. Unanimous vote is not required to move]

- **2500072** – A request for a Special Use Permit submitted by Warren County Community Health Coalition for a lodging house located at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3 and 4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor. *(Consent to advertise for public hearing at the April 16, 2025 regular Planning Commission meeting.)*
- **2500100** – A request for a Special Use Permit submitted by Divinum Auxilium Academy for a private school located at 16 N. Royal Avenue, identified by Tax Map 20A5, Section 11, Lot 15. The property is zoned C-2, Downtown Business District and is located in the Entrance Corridor. *(Consent to advertise for public hearing at the April 16, 2025 regular Planning Commission meeting.)*

VII. PUBLIC HEARINGS

- **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 and Chapter 148-1100 Fees.

- **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.

VIII. COMMISSION MEMBER REPORTS

IX. PLANNING DIRECTOR REPORT

- February Monthly Report
- 2024 Annual Report

X. ADJOURNMENT

**DRAFT REGULAR MEETING MINUTES
FEBRUARY 19, 2024**



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 February 19, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the February 19, 2025 meeting of the Planning Commission to order at 7:00 pm.

ROLL CALL

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

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

- January 15, 2025 – Regular Meeting

Commissioner Brooks moved, seconded by Vice Chairman Neel to approve the minutes of the January 15, 2025 regular meeting as written.

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

ROLL CALL



CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

- **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'). (*Consent to advertise for a public hearing at the March 19, 2025 regular Planning Commission meeting.*)
- **2500051** – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to fees. (*Consent to advertise for a public hearing at the March 19, 2025 regular Planning Commission meeting.*)
- **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. (*Consent to advertise for a public hearing at the March 19, 2025 regular Planning Commission meeting.*)

Vice Chairman Neel moved, seconded by Commissioner Marrazzo to approve the consent agenda to publicly advertise for a public hearing in March as presented.

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

ROLL CALL

NEW BUSINESS

- **2500002** – Exterior Renovations to the structure located in the entrance corridor located at 1355 N Shenandoah Avenue, identified by tax map 20A2, section 4, block 57, parcels 23-34. The property is zoned C-1, Community Business District.

Mr. Ware explained this was a request for exterior renovations for a structure located within the entrance corridor at 1355 N. Shenandoah Avenue. The proposed exterior renovations were presented virtually. The applicant is proposing metal panels, some stucco, and some cedar siding on the exterior of the structure.



The following are some items for the Planning Commission to consider:

- The finish on the metal panels so not to cause a glare.
- Painted finishes should be of earthen tones.

Rick Hysong a representative of the applicant was present to answer questions.

Rick Hysong, Scheer Hysong Architecture stated he was the Project Manager for this project. Mr. Hysong explained that the idea was to give the building a more modern and smoother look. The intent of the metal panel is to have a matte finish so not to be reflective, be aesthetically pleasing, and something that would last a long time. Mr. Hysong stated they can accommodate colors per the desire of the Planning Commission. Their intent is to make the brick and the existing stucco that runs along the bottom of the roof blend into the background and let the new screen walls be the feature of the building.

Commissioner Marrazzo asked the applicant how they considered other existing buildings in the entrance corridor when considering their design elements.

Mr. Hysong explained there were a lot of masonry buildings in the entrance corridor. With the existing look of the building, they wanted to modernize the look. He noted that across from their building is the Verizon building which displays the look they would like to achieve, and they believe the two structures would complement each other being in the entrance corridor.

Chairman Marshner asked the applicant to comment on the proposed exterior lighting.

Mr. Hysong said he had provided some general specs on the lighting. The proposed lighting will meet the dark sky lighting requirements. Each of the columns will have a dark sky sconce light. On the cap on top of all the walls there will be concealed lighting that will give a slight glow. There will be no yard lights pointing up at the building or into the sky. The main entrances will have recessed lighting in the ceiling of the canopies to light the entranceway.

Vice Chairman Neel moved, seconded by Commissioner Brooks that the Planning Commission approve the proposed exterior materials with the following conditions:

- 1. All metal panels will have a finish other than gloss to not cause glare or distraction.***
- 2. All painted finishes will be muted, earthen tones.***

Vote: Yes – Marshner, Brooks, Neel

No – Marrazzo

Abstain – N/A

Absent – N/A

ROLL CALL



- **2500022** – A request for revisions to Subdivision Plan FRSUB1521-2019 for Happy Creek Knolls, Section 4 regarding lots 4, 5, 6, 29, and 30, submitted by Maronda Homes, Inc.

Mr. Ware explained that the request submitted by Maronda Homes, Inc. was for a revision of the previously approved subdivision plan FRSUB1521-2019 Happy Creek Knolls, Section 4 regarding lots 4, 5, 6, 29 and 30.

Mr. Ware reviewed portions of Town Code Chapter 148-315 related to the project stating any revision of the approved subdivision development plan must be approved by the Town in accordance with the procedures of this chapter prior to making design changes in the field. The extent of the revisions will determine whether or not the revision can be approved administratively or requires re-review by the Planning Commission and re-approval by the Town Council. This application request cannot be approved administratively. Mr. Ware continued to review portions of the Town Code regarding steep slopes and how it affects the revision request.

Retaining walls are encouraged to reduce the steepness of manmade slopes. As-built plans are required to be submitted for the steep slopes that were altered from the previously approved subdivision plan.

Mr. Ware gave a virtual presentation showing renderings of the existing created steep slopes, previously approved plans containing retaining walls, and the proposed plans without retaining walls for lots 4, 5, 6, 29 and 30. He explained and showed virtually the areas of the steep slopes that could not be altered to create housing on these particular lots.

As per the geotechnical report for the original plan approval, no slopes were to be created greater than a 3 to 1 ratio.

Lot 4 was approved with one (1) retaining wall.

Lot 5 was approved with two (2) retaining walls with the plan showing a 3 to 1 slope from the retaining wall to the back of the house.

Lot 6 was approved with one (1) retaining wall with the finished slope from the retaining wall to the back of the house at a 3 to 1 slope.

Lots 29 and 30 were approved with two (2) retaining walls on each lot with a 3 to 1 slope on the finished grade.

After the newly constructed houses were nearly complete the applicant decided to do a slope analysis on lots 4, 5, 6, 29 and 30 after the fact of the approval with retaining walls. The geotechnical reports from the applicant's engineer were included in the meeting packets that



analyzed the steep slopes on these lots. The engineer's conclusion was that in their professional opinion based on the results of their evaluation the slopes will be stable.

The applicant submitted new plans showing no retaining walls based on the soils analysis conducted by their engineer.

Mr. Ware gave a virtual presentation showing a grading chart, new plats without retaining walls, and renderings of the existing slopes. He explained that after reviewing the new plats staff found the following slope calculations:

- Lot 4 – Slope 2.2 to 1
- Lot 5 – Slope 1.9 to 1
- Lot 6 – Slope 2.5 to 1
- Lot 29 – Slope 2.5 to 1
- Lot 30 – Slope 1.4 to 1

These revisions cannot be approved administratively because they are revisions to an already approved plan.

Marty Rhodes stated he was the Vice President of construction for Maronda Homes. Mr. Rhodes gave a history of purchasing the lots. Other lots identified by 23, 24, 25 and 26 is when the first questions came up regarding slope concerns. Permits for construction on these lots were initially denied because of the slope ratio and Maronda Homes resubmitted those applications showing retaining walls to be constructed. In order to keep the application process moving forward on lots 4, 5, 6, 29 and 30 their engineer showed retaining walls in the application on these lots so they could receive zoning approval because they were told they could not obtain permits without retaining walls because they exceeded the slopes. Mr. Rhodes said they were told they could go back for revisions and once they received the engineers' geotechnical report they submitted the revisions showing no retaining walls on lots 4, 5, 6, 29 and 30.

Vice Chairman Neel referred to a note in the report that mentioned one part of the analysis was not complete and said that when that part of the analysis was complete it might alter their opinion.

Mr. Rhodes stated the report was finalized and he had not seen that comment.

Vice Chairman Neel mentioned that where the core samples were taken was at the level of the house and not the level of hillside or up on top of the hill. He asked Mr. Rhodes why he felt that was representative of the stability of the soils and the slope.

Mr. Rhodes explained they could see the veins where the soil ran and could tell they were the same soil types throughout this whole area and could determine where they needed to pull the soil samples based off of what they saw onsite.



Vice Chairman Neel said it was mentioned there was no future development proposed at the top of the hill. He asked if they were eluding the people above might do something later on.

Mr. Rhodes said he did not think anything could be developed there, and there was a tree conservation area that backs up behind lots 4, 5, and 6.

Vice Chairman Neel said that much of the earth, which is primarily clay has been cutaway, replaced, and driven over to create the new slopes. He asked Mr. Rhodes why that was considered stable.

Mr. Rhodes explained the areas that were “cut back out”.

Vice Chairman Neel stated he watched the excavators cut out the hill and then they went to the top of the hill and cut off the top of the hill and dumped it down to fill in where they had cut it out.

Mr. Rhodes said they did a thin layer of topsoil on the surface to place matting on it so something would grow. They did not want to put matting on rocks as it would not grow.

Vice Chairman Neel said the soil is probably consistent all the way to the fill based on how it was done. The way water flows through clay, it has the risk of going down some feet, flowing down and causing it to slip. He expressed this was a big concern with these slopes.

Vice Chairman Neel moved, seconded by Commissioner Marrazzo that the Planning Commission forward a recommendation of denial to the Town Council for application #2500022 for revisions to the approved Subdivision Plan FRSUB1521-2019 for Happy Creek Knolls, Section 4 regarding lots 4, 5, 6, 29 and 30, Tax Map No. 20A21-3-4 submitted by Maronda Homes, Inc.

Vice Chairman Neel stated that the studies are not representative of the risks. With the hillside, he can see no way that a retaining wall is not needed for some sort of engineered structure to hold this back. He said that watching the hill with the small amount of rain we have had is already showing up. Because this is fill dirt it changes the whole game. Town Code requirements are to minimize how much land disturbance there is and there has been substantial disturbance on these lots. Some of these lots require two (2) retaining walls. If that is still the case that top wall would now have to be constructed on fill dirt which adds a whole new dimension. Vice Chairman Neel said he sees the risk to a future homeowner for a mudslide into their kitchen or basement as well as the liability of the Town if we were to approve something like this.

Commissioner Marrazzo expressed that she sympathized with a developer not delivering the land with what the applicant thought it would be. However, when it comes to the safety of the people living in these homes she agrees with Vice Chairman Neel with what they are seeing in the reports and the actual grade of the land vs. what it could be with the installation of the retaining walls.



Commissioner Brooks expressed that he agreed with the previous Commissioners comments. He understands that the homeowners are eager to move in however we need to acknowledge why the Town Code is written as it is, and he believes that the only answer is to deny the application.

Vote: Yes – Marshner, Neel, Marrazzo, Brooks

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

- **2500023** - A request for Final Subdivision Plat approval for a major subdivision submitted by Ali Billoo from one (1) 3.52-acre parcel into eight (8) residential lots, one (1) stormwater management lot, and a residue lot located at 336 W. Strasburg Road, identified on tax map 20A11, section 4, parcel 23B. The property is zoned R-2, Residential District.

Mr. Ware explained this was a request for a Final Subdivision Plat for a major subdivision from (1) 3.52-acre parcel into eight (8) residential lots, one (1) stormwater management lot, and a residue lot located at 336 W. Strasburg Road. A preliminary plan application for this property was previously approved by the Planning Commission. The lots will come off of Forest Hill Drive with the residue remaining off of W. Strasburg Road. The final plat is the next phase of this development creating the lots. The applicant has met all the criteria for a final plat for a major subdivision. The next step will be for the applicant to submit the subdivision plan. That plan will be reviewed by Warren County for erosion and sediment control, DEQ for stormwater, Public Works, Energy Service, and Zoning.

This application was discussed in length at a Planning Commission work session and there were no additional concerns or comments.

Commissioner Marrazzo moved, seconded by Commissioner Brooks that the Planning Commission forward a recommendation of approval to Town Council for Final Subdivision Plat application #2500023 located at 336 W. Strasburg Road, identified by tax map number 20A11-4-23B.

Vote: Yes – Marshner, Marrazzo, Neel, Brooks

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL



ELECTION OF OFFICERS

- **Chairman**

Commissioner Marrazzo moved, seconded by Commissioner Brooks to nominate Connie Marshner to stay in the Chairman position.

Chairman Marshner accepted the nomination.

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

ROLL CALL

- **Vice Chairman**

Commissioner Brooks moved, seconded by Commissioner Marrazzo to nominate Vice Chairman Neel as the Vice Chair.

Vice Chairman Neel accepted the nomination.

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

ROLL CALL

COMMISSION MEMBER REPORTS

Vice Chairman Neel said he was continuing the Citizens Academy.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the January monthly report.

Staff is working on updating the current draft Zoning Ordinance to incorporate the changes the Planning Commission had requested at the work sessions. She will be meeting with the Town Attorney to review the changes thus far before moving forward with reviewing the next articles. The next sections of the Zoning Ordinance are the actual zones themselves. Ms. Kopishke stated she wanted to make sure the administrative sections of the ordinance is “buttoned up” before proceeding to the zoning district sections.



Ms. Kopishke stated she was finalizing updates to the Capital Improvement Plan (CIP) and hoped to bring that to the Planning Commission in March or April.

ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:56 p.m.

Approved by Planning Commission
Date: _____

CONSENT AGENDA ITEMS

2500072 – A request for a Special Use Permit submitted by Warren County Community Health Coalition for a lodging house located at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3 and 4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor. *(Consent to advertise for public hearing at the April 16, 2025 regular Planning Commission meeting.)*

2500100 – A request for a Special Use Permit submitted by Divinum Auxilium Academy for a private school located at 16 N. Royal Avenue, identified by Tax Map 20A5, Section 11, Lot 15. The property is zoned C-2, Downtown Business District and is located in the Entrance Corridor. *(Consent to advertise for public hearing at the April 16, 2025 regular Planning Commission meeting.)*



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

#2500072
RECEIVED
FEB 18 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT
Main: 540.635.4236
Fax: 540.631.2727
Internet: www.frontroyalva.com

SUP 2500072

SPECIAL USE PERMIT REQUEST

APPLICANT

NAME Warren County Community Health Coalition PHONE (540)539-8248
ADDRESS 538 Villa Avenue, Front Royal VA 22630
E-MAIL christa@warrencoalition.org

PROPERTY DESCRIPTION

PROPERTY ADDRESS 506 N Royal Ave, Front Royal VA 22630
Tax Map #: 20A5 718 3 & 20A5 718 4
TAX MAP 20A 5 SECTION 7 BLOCK 18 LOT 3 & 4
SUBDIVISION NAME _____ ACREAGE .207

REQUEST

ZONING DISTRICT C-1
PROPOSED USE OF PROPERTY Lodging House
SPECIFIC SPECIAL USE PERMIT REQUEST Lodging House with 4 bedrooms

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

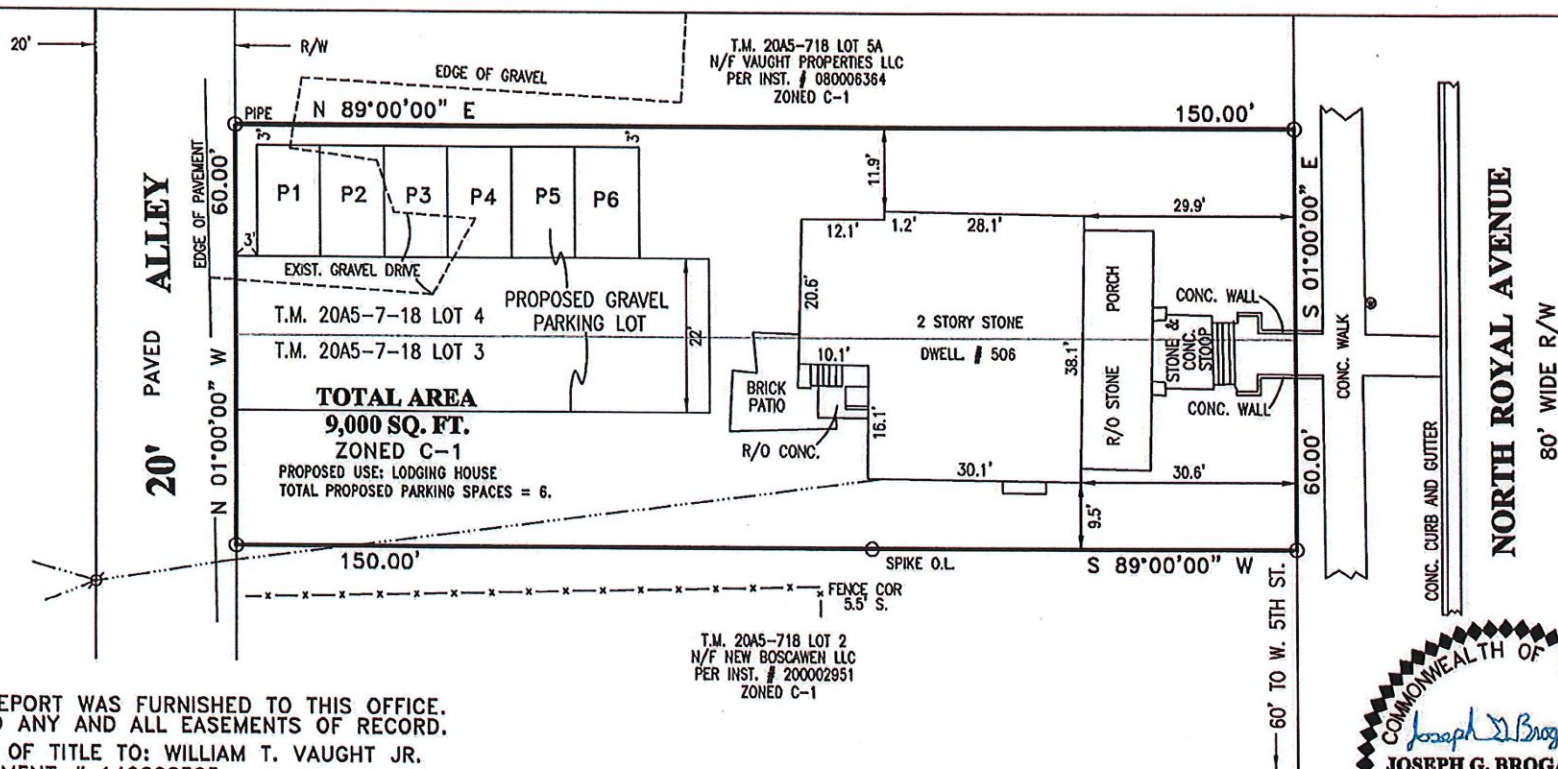
I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature [Signature] Date 2/18/2025

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 # _____ Date Paid _____

PER D.B. S/301



NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: WILLIAM T. VAUGHT JR.
PER INSTRUMENT # 140002505.

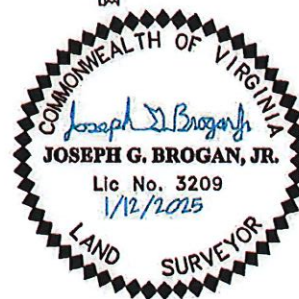
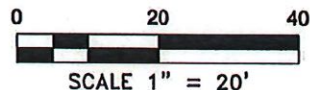
PLAT REF: DEED BOOK S PAGE 301.

SUBJECT PARCELS SITUATED OUTSIDE
THE LIMITS OF THE FEMA FLOOD ZONE.

SURVEY OF LOTS 3 AND 4 BLOCK 18 PER PLAT OF
FRONT ROYAL AND RIVERTON IMPROVEMENT COMPANY
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

- P1 DENOTES PROPOSED PARKING SPACE.
- ⊗ DENOTES WATER METER.
- DENOTES EXISTING PIN UNLESS OTHERWISE NOTED.
- ⊙ DENOTES UTILITY POLE.
- DENOTES OVERHEAD WIRES.
- x- DENOTES VINYL FENCE.



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 12, 2025



February 18, 2025

Dear Mayor Cockrell and Town Council Members:

The Warren County Community Health Coalition, DBA Warren Coalition, is requesting the fee we paid for a special use permit for 506 N. Royal Ave to be used as a lodging house be waived given our 501c3 nonprofit status.

Thank you for considering this request.

My best,

Christa Shifflett, M.Ed.
Executive Director



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 # 2500100

APPLICANT:

NAME Divinum Auxilium Academy PHONE 540.683.2217
ADDRESS 6294 Brounstown Rd., Front Royal, VA 22630
E-MAIL dschmiedicke@divineassistanceacademy.org

PROPERTY OWNER:

NAME Fm Town Hall LLC
NAME Jean Schmiedicke (DAA) PHONE 540.683.2217
ADDRESS 311 Luray Ave. Front Royal, VA 22630
E-MAIL 8201 Euclid Court, Suite 301
Manassas Park, VA 20111

PROPERTY DESCRIPTION

PROPERTY ADDRESS 16 N. Royal Ave., Front Royal
TAX MAP 20A5 SECTION 511 BLOCK 1 LOT 15
SUBDIVISION NAME N/A ACREAGE _____
ZONING DISTRICT C-2

REQUEST

PROPOSED USE OF PROPERTY Private School
SPECIFIC SPECIAL USE PERMIT REQUEST Private School in C-2
District. (See Statement of Justification)

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 Check # 2426
3. Application Fee of \$400.00 Receipt # 194373 Date Paid 3/10/25
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 _____

Date 3/6/2025

Property Owner Signature _____

DocuSigned by:

Francisco Barros

Date 3/10/2025

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.

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



#2500100

DIVINUM AUXILIUM ACADEMY
ST. EDITH STEIN SCHOOL FOR GIRLS
ST. JOSEPH THE JUST SCHOOL FOR BOYS

6294 BROWNTOWN RD. FRONT ROYAL, VIRGINIA 22630
PHONE:

540.683.2217 (CELL)

March 10th, 2025

Town of Front Royal
Planning & Zoning, Planning Commission, Town Council
102 E Main St
Front Royal, VA 22630

Statement of Justification; Application for Special Use Permit – 16 N Royal Ave

Dear Ms. Kopishke,

This letter supplements an application for a Special Use Permit for a school at 16 N Royal Ave in the Historic District of Front Royal. The Divinum Auxilium Family of Schools (dba Divinum Auxilium Academy, St. Edith Stein School for Girls, and St. Joseph the Just School for Boys) has been blessed with the opportunity to purchase this building and make it part of the ongoing revitalization that is occurring within the heart of Front Royal.

The landmark property has been vacant for some time and we are looking forward to restoring it and reinstating its place as a living part of our community. We have already come to love this building for many reasons, including its history. It was built during the Roosevelt Works Progress Administration, along with the WC Courthouse and WC High School (now Skyline Middle School) in an effort to build civic resilience following the Great Depression. It has been a community anchor and iconic focal point of Front Royal's character both in terms of architecture and its role as Town Hall. Our plan for a school here aligns well with efforts for historic preservation, which is also consistent with the Town's comprehensive vision.* Historic preservation and education are equally important features of any healthy community and this building provides a special opportunity to promote both of these objectives.

To ensure the protection of the site and building, we plan to explore grants and partnerships with organizations dedicated to historic preservation. We are committed to maintaining the building's architectural integrity and researching opportunities for inclusion in historic registries to support its long-term conservation.

**Source: Town of Front Royal Comprehensive Plan, 2023*

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

As we all know, schools are an integral component of any municipality. The architects and planners who built Front Royal were mindful of this fact, being sure to plant schools as a central feature of this corridor, including E. Wilson Morrison Elementary and Skyline Middle. In researching the appropriateness of a school on Royal Avenue itself, we were fascinated to learn that the street has showcased many schools throughout the town's long history on both North Royal and South Royal. Throughout the evolution of Front Royal as we know it today, Royal Avenue has been home to other private academies; it contained the first site dedicated to public education in Warren County in the 1870s; was home to Warren County High School in 1920; and even housed a college at the turn of the 20th century.**

Now, like then, we are mindful of how important this building is as a centerpiece of the town's character on its main thoroughfare. And just like then, we believe that a school at this location will contribute to the overall aesthetic, health, and vitality of a downtown that is already beautifully constructed with churches, municipal offices, and other existing schools at the core of our town. The building's central location and design were meant to facilitate the coming and going of townspeople and to be a bridge between Main St and the well-established neighborhood along Luray Avenue. We hope to see it fulfill this role again and be revived to foster and promote the spirit of this blooming sector of town.

Historic preservation and the importance of place have become an organic part of our own history since locating St. Edith Stein School for Girls at its current home on Luray Ave, directly across from Skyline Middle School. It has become the perfect place for our students and teachers to participate in church, town parks, and the Main Street community that surrounds them. As a historic building, Bon Air has given our staff and students a place of story, beauty, and a deep sense of pride in and ownership of our town. Since that time we have made every effort to be good neighbors by being attentive to the concerns of those who live and work nearby. We remain committed to prioritizing input from neighbors in the stewardship of the old Town Hall.

***Eastern College, located at the 500 block of N. Royal Ave c. 1909; WC High School on S. Royal c.1920; Simpson Academy on S. Royal Ave, former site of the first public school in Warren County. Sources: Virginia Historic Landmarks Commission (Architectural Survey of Warren County Virginia, Including the Town of Front Royal, 1974); Warren Heritage Society Archives*

Like any growing town or city, we recognize that urban centers naturally experience both pedestrian and vehicular traffic. The intersection of Royal Ave and Main St has long been established as having well-lit existing crosswalks to regulate foot traffic and vehicles. Our school proposed for the old Town Hall will be an all-boys school featuring 25 students aged 13-18 and comprising 7th through 12th grade. All groups coming and going to Main Street will be supervised by a teacher or administrator. Although any use of this building will potentially add to the congestion of this area, in all likelihood some more typical commercial enterprise would add a larger traffic burden for the town. We intend to cause as little impact as possible and have an established track record for being receptive to various ways to do so. At St. Edith's for example, we worked with neighbors and the police to structure parking and traffic flow patterns that created the least amount of impact on town streets and neighbors. So too with the old Town Hall, we remain open and flexible to working with the town and with our neighbors to ensure habits of daily operation that will consider every aspect of the safety and well-being of all.

We look forward to working with the town on this exciting project and reinvigorating this historic building.

Sincerely,

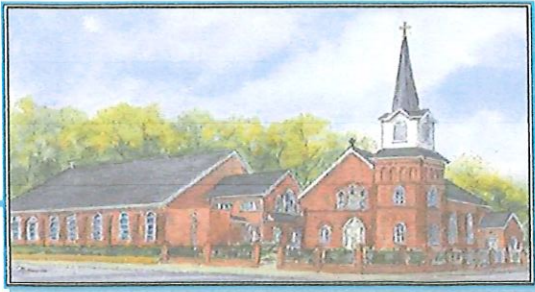


Dian R. Schmiedicke

Board President

The Divinum Auxilium Family of Schools

SUP #2500100



St. John the Baptist Roman Catholic Church

120 West Main Street Front Royal, Virginia 22630

March 10, 2025

Attention Town of Front Royal Planning and Zoning Office

This letter is to certify that I, Reverend Daniel Gee, Pastor of St. John the Baptist Roman Catholic Church agree to lease the requisite parking spaces required by the Town of Front Royal to Divinum Auxilium Academy pursuant to its acquisition of The Old Town Hall ([16 N. Royal Ave.](#)) for its use as a private school.

Respectfully yours,,

Rev. Daniel Gee
Pastor

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

PUBLIC HEARING

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').

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Exception – #2500049

MEETING DATE: March 19, 2025

SUMMARY: 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').

STAFF RECOMMENDATION: Staff recommends approval based on the request meeting the requirements of Town Code Chapters 148-211.2.b and 148-211.2.c.

DRAFT MOTION:

"I move that the Planning Commission forward a recommendation of approval to the Town Council for a request for a Special Exception #2500049 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')."

"I move that the Planning Commission keep the public hearing open until the April 16, 2025 regular meeting at the applicants request."

"I move that the Planning Commission forward a recommendation of denial to the Town Council for a request for a Special Exception #2500049 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')."

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Fedoryka _____ Brooks _____

☐ Approved

Approved w/ Conditions

☐ Denied

☐ Other



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

**Planning Commission Regular Meeting
March 19, 2025**

APPLICATION #:

Special Exception #2500049

APPLICANT:

Rappahannock HC, LLC

APPLICATION SUMMARY:

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').

GENERAL INFORMATION:

Site Addresses	1321 Happy Creek Road
Property Owner(s)	Rappahannock HC, LLC
Zoning District	R-1, Residential District
Historic District	No
Tax Identification	20A21-2-4

Aerial Map (Warren County GIS) – 1321 Happy Creek Road



**BACKGROUND
INFORMATION &
RELEVANT CODES:**

148-211 SPECIAL EXCEPTIONS

A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:

1. When strict adherence to the general regulations would result in substantial injustice or hardship; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.

a. Creation of affordable housing.

b. 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.

c. Conservation or use of on-site natural features to protect water quality or open spaces.

B. Any request for an exception, shall be submitted to the Director, and shall include a signed and completed application form, any application fees, and any supporting documentation submitted by the applicant.

C. Prior to approval or denial of any request for an exception, the Planning Commission shall hold a public hearing, in accordance with Virginia Code § 15.2-2204, to review and provide recommendations to Town Council.

D. Prior to approval or denial of any exception to the design standards of this Chapter, Town Council shall hold a public hearing, in accordance with Virginia Code § 15.2-2204.

E. Town Council may impose such conditions or restrictions upon the premises benefited by an exception as may be necessary to comply with intent of this Chapter and to protect the public interest, safety and/or general welfare.

**STAFF
RECOMMENDATION:**

Town Staff supports the approval of the Special Exception.

- Planning theory and literature have been guiding planners and decision makers toward more traditional neighborhood designed communities, with an emphasis on walkability and safety. Research overwhelmingly supports the narrowing of streets to improve safety and increase walkability.
- Town road standards have not been updated since the early 2000's. Currently our town street requirements do not align with VDOTs, which requires only a width of 25 feet, not 36 feet. The applicant is asking for a reduction down to 29 feet which still permits on-street parking while providing for sufficient width for emergency vehicles (18' is required by code).
- By reducing road width, environmental quality at the site level is increased. With less roadway dedicated to impervious surfaces, yard area is increased which will inevitably collect more stormwater and lead to less runoff into our stormwater systems.
- Infrastructure costs to the taxpayer are reduced and ultimately the system as a whole is more efficient with narrower roads. While the developer pays for the initial cost of the road, the Town will have to upkeep it from there on out. The viewpoint that street reduction only benefits the developer is false. When these subdivision roads need to be repaved in 15 to 20 years, the Town will have to spend more money to repave a 36 foot wide road, versus a 29 foot wide road.
 - Many of the roads in town are not constructed to the current standards because they preexisted with the adoption of said standards and in many cases, pre-existed the automobile.

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

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

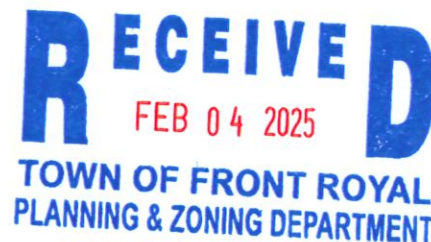


151 Windy Hill Lane
Winchester, VA 22602

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

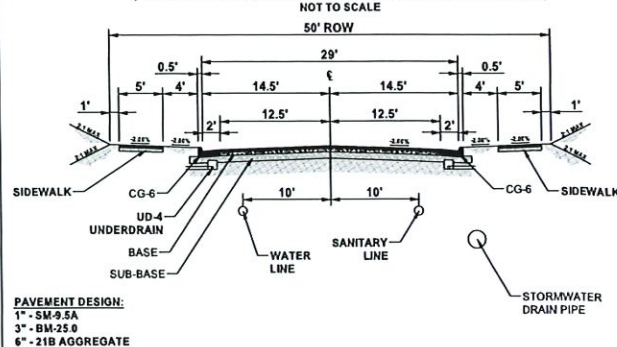
cc: Rappahannock HC LLC

*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'

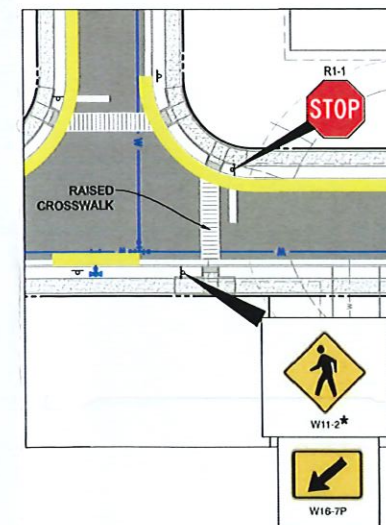
SIGNAGE AND PAVEMENT MARKING NOTES

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



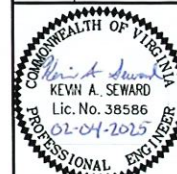
EX PICKET COURT 36' ROAD WIDTH - PARKING BOTH SIDES



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

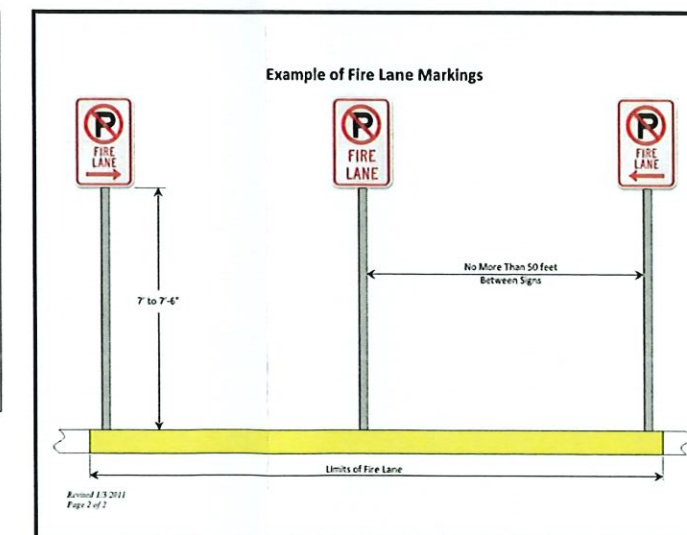
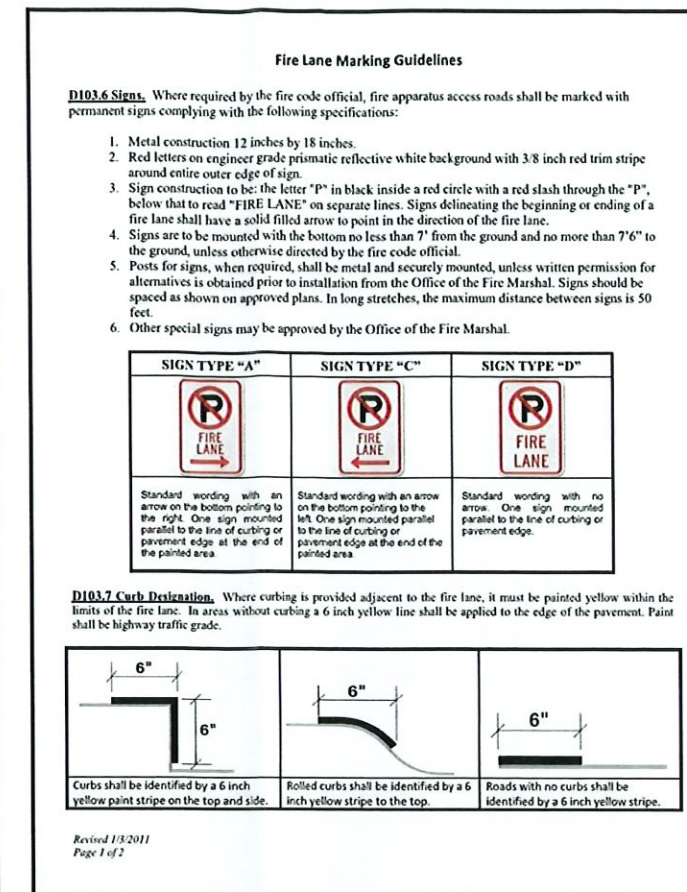
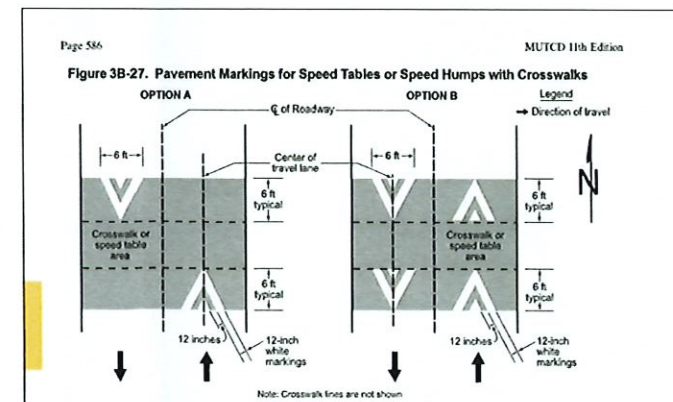
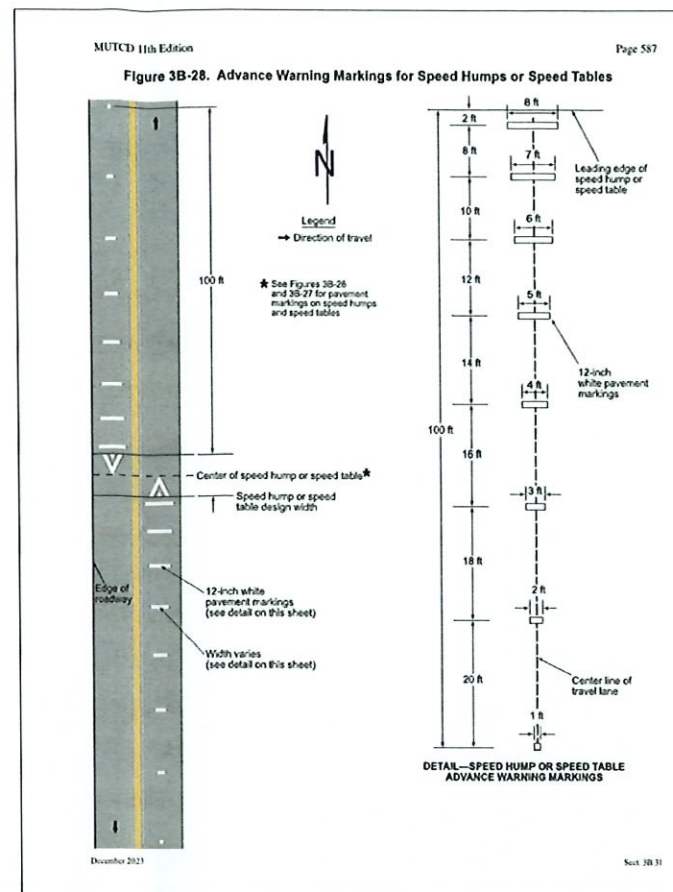
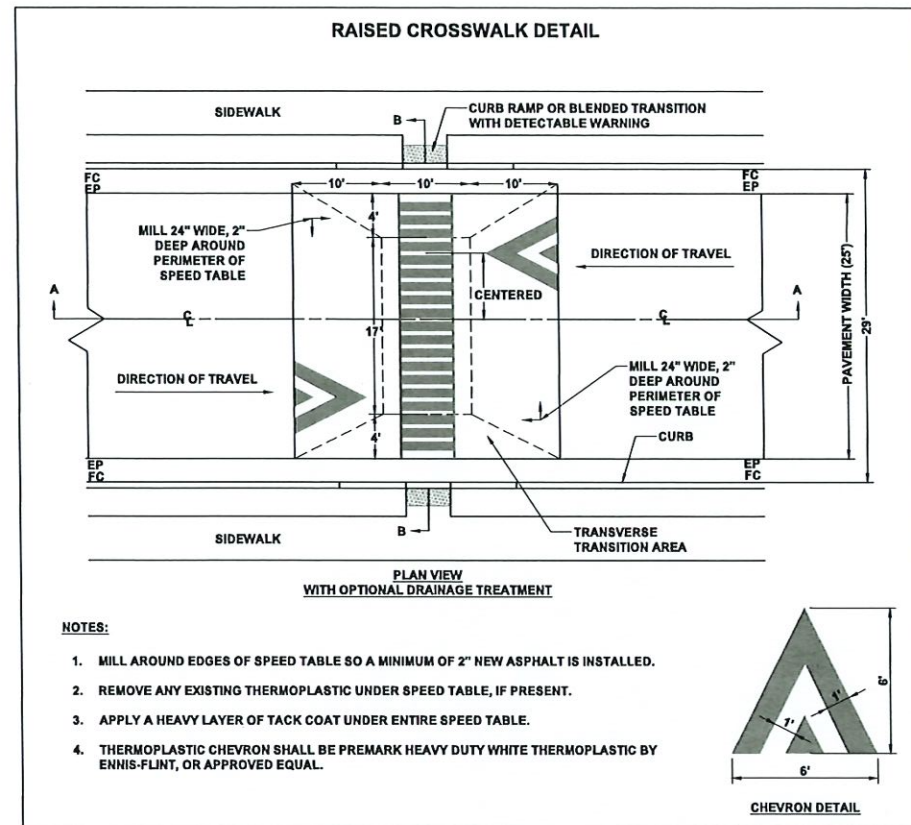
Rev. No.	Date
01	02-04-2025
DATE:	02-04-2025
SCALE:	1"=80'
DESIGNED BY:	KAS
FILE NO.	6533R
SHEET	25 OF 32
DWG #	



151 Windy Hill Lane
Winchester, Virginia 22602
Telephone: (540) 662-1855
Fax: (540) 722-8578
www.greenwayeng.com



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



RECEIVED
FEB 04 2025

PUBLIC HEARING

**2500051 – AN ORDINANCE AMENDMENT TO
AMEND FRONT ROYAL TOWN CODE
CHAPTER 175-137 PERTAINING TO FEES,
CHARGES AND EXPENSES AND CHAPTER
148-1100 FEES.**

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Ordinance Amendment #2500051

MEETING DATE: March 19, 2025

SUMMARY:

Proposed amendment to Town Code Chapter 175-137 pertaining to Fees, Charges and Expenses and Chapter 148-1100 Fees.

STAFF RECOMMENDATION:

Staff recommends approving the text amendment. Fees have not been updated in their entirety since 2012, partial amendments took place in 2019 and 2020. Fees that are currently charged do not completely cover the cost of assembling the boards one to two times per month, nor do they cover complete advertising costs.

DRAFT MOTION:

"I move that the Planning Commission postpone action to the April 16, 2025 regular meeting to allow for readvertisement."

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
March 19, 2025
Staff Report**

Application #	2500051 - Ordinance Amendment
Applicant	Town of Front Royal Planning Commission
Request/Summary	Amendment to Town Code Chapter 175-137 pertaining to Fees, Charges and Expenses and Chapter 148-1100 Fees.
Enabling Statute	Zoning text amendments must be initiated by a resolution of intent adopted by the governing body or a motion adopted by the planning commission. Virginia Code § 15.2-2286(A)(7). The resolution or motion must state the public purposes for the proposed action. Virginia Code § 15.2-2286(A)(7). It is sufficient for the resolution to merely recite the purposes stated in Virginia Code § 15.2-2286(A)(7) (public necessity, convenience, general welfare, or good zoning practices), rather than state specific, independent purposes.
Ordinance Language	See attached spreadsheet for proposed changes.
Background and Staff Recommendation	Staff recommends approving the ordinance amendment. Fees have not been updated in their entirety since 2012, partial amendments took place in 2019 and 2020. Fees that are currently charged do not completely cover the cost of assembling the boards one to two times per month, nor do they cover complete advertising costs.

FEE COMPARISON TABLE							
APPLICATION TYPE	TOWN OF FRONT ROYAL			FAUQUIER COUNTY	PAGE COUNTY	SHENANDOAH COUNTY	WARREN COUNTY
	TFR CURENT FEE	TFR PROPOSED FEE	EXPLANATION				
CERTIFICATE OF APPROPRIATENESS							
BAR Board Review	\$100	\$250	Break Even Point for Meeting	--	--	--	--
Administrative Review	\$50	\$100		--	--	--	--
Demolition of Historically Significant Structure	\$200	\$400	Cover Board Fees & Advertisements/ Adjacent Property Owner Notifications	--	--	--	--
BOARD OF ZONING APPEALS							
Administrative Variance	\$100	\$100		\$500	\$500	\$400	--
BZA Appeal of Zoning Administrator Determination	\$400	\$650	Cover Board Fees & Advertisements/ Adjacent Property Owner Notifications	\$500	\$600	\$400	\$750
BZA Variance Request	\$400	\$650	Cover Board Fees & Advertisements/ Adjacent Property Owner Notifications	\$500	\$500	\$400	\$750
ADMINISTRATIVE PERMITS							
Boundary Adjustment	\$100	\$100		\$650	\$100	\$50	\$100
Boundary Plat / Survey Review	--	\$50	Staff Review Time, Which Can Include Site Visits	--	--	--	--
Business License Review	--	\$50	Staff Review Time, Which Can Include Site Visits	\$25 Home Occupation	\$50	\$200	--
Certificate of Compliance (Commercial Rate / 1000 ft)	\$25	\$75	Staff Review Time, Which Can Include Site Visits	--	--	--	--
Lot Line Vacation	\$100	\$150	Staff Review Time, Which Can Include Site Visits	\$200	\$100	\$50	\$100
Performance Bond Release	\$100	\$200	Significant Staff Time, Potential Consultation w/ Town Attorney & Various Departments	\$500 Per Request	--	--	--
Requested Readvertisement (per meeting)	\$200	\$200	If Applicant Delays the Hearing	\$150	--	\$500	--
Urban Agriculture Permit	\$25	\$100	Requires Annual Inspections by Staff & Outside Agency Review	--	--	--	\$25
Zoning Ordinance Amendment	\$400	\$650	Requires Multiple Meetings w/ Staff, Multiple PC Meetings, & Advertisements	\$750	--	\$1000	\$500
Zoning Permit Major	\$100	\$300	New Construction & Commercial Uses	--	\$300	\$200	\$200

FEE COMPARISON TABLE							
APPLICATION TYPE	TOWN OF FRONT ROYAL			FAUQUIER COUNTY	PAGE COUNTY	SHENANDOAH COUNTY	WARREN COUNTY
	TFR CURENT FEE	TFR PROPOSED FEE	EXPLANATION				
Zoning Permit Minor	\$25	\$50	Typically, Residential Accessory Structures	\$75	Res \$45 Com \$75	Res \$50 Com \$75	\$50
Multifamily, New	\$50/unit	\$75/unit			\$200	\$100/unit	\$100/unit
Single-Family, New	\$75	\$100		--	\$200	\$100	\$100
POD	\$25	\$50		--	--	--	--
Zoning Determination	--	\$100	Requires Significant Research & Staff Time	\$100	\$50	\$100	\$100
Final Compliance Inspection	--	\$50	Final Compliance Requires Staff Inspections	\$100	\$40	\$50	--
LEGISLATIVE PERMITS							
Special Use Permit (SUP)	\$400	\$1000	Requires PC & TC Approval	\$500-800	\$900	\$500	\$1500
Telecommunications Tower SUP	\$400	\$1500	Requires Review by Outside Agency	--	\$5800	\$5000	\$5000
Comprehensive Plan Amendment	\$400	\$1000	Requires Staff Research, Meetings, Several PC Meetings, Advertisements for Public Hearings, GIS Map Changes	\$1600	--	--	\$1500
Special Use Permit – Short Term Rental	\$400	\$1200	Requires Additional Inspections & Site Visits for Staff as Well as PC Meetings, Advertisements, & Adjacent Property Owner Notifications	\$500-800	\$900	\$500 + /\$200 annually	\$1750
Solicitor/Itinerant Merchant	\$20	\$200	Requires Coordination w/ State Agencies for Background Checks & Significant Staff Time w/ Review	--	--	--	--
REZONING APPLICATION							
Proffer Amendment	\$400	\$650	PC Review, Public Hearings, & Advertisements	\$1250-2150	\$1000 + \$50/acre	Res \$800 + \$50/acre Com \$600 + \$50/acre	Res \$1500 + \$100/acre Com & Industrial \$2500 + \$100/Acres
1 Acre or Less	\$500	\$650 + \$100/acres	PC Review, Public Hearings, Advertisements & Adjacent Property Owner Notifications				
Over 1 Acre	\$500 + \$100/acre Over 1 st Acre	\$650 + \$100/acre Over 1 st Acre	PC Review, Public Hearings, Advertisements & Adjacent Property Owner Notifications				

FEE COMPARISON TABLE							
APPLICATION TYPE	TOWN OF FRONT ROYAL			FAUQUIER COUNTY	PAGE COUNTY	SHENANDOAH COUNTY	WARREN COUNTY
	TFR CURENT FEE	TFR PROPOSED FEE	EXPLANATION				
Downzoning	\$400	\$650	PC Review, Public Hearings, Advertisements & Adjacent Property Owner Notifications	\$800	--	½ of Rezoning Fee	\$750 + \$100/acre
Right-of-Way Utilization Permit	\$25	\$100	Staff Review Time, Which Can Include Site Visits & Coordination w/ Public Works	--	--	--	\$250
SIGN PERMITS							
Permanent	\$50	\$50		\$50 + \$2/square foot	\$90	\$50	\$75
Entrance Corridor	\$75	\$250	Requires PC Review	--	--	--	--
Temporary	\$25	\$50		\$25	\$90	\$50	\$75
Relocation of Approved Sign	--	\$50		\$50 + \$2/square foot	\$90	\$50	\$75
SITE DEVELOPMENT PLAN							
Minor Site Plan	\$100	\$500	Requires Staff Review Plus Routing & Coordination w/ Internal & External Departments	\$550	\$500	Res \$3500 + \$100/acre Com \$2500 + \$100/acre	Res \$1000 + \$100/ per parcel Com/Industrial \$1500 + \$100/per unit
Major Site Development Plan	\$750	\$1000 for 1 st & 2 nd Submissions, Any Subsequent Review Will Incur \$500/per submission	Initial Fee Will Allow for One Round of Comments & Resubmission. The Hope is to Encourage Applicants to Not Use Staff for Site Design, but to Comply w/ Current Requirements.	Res \$3600 + \$400/acre Com \$5600 + \$400/acre	\$1000	Res \$3500 + \$100/acre Com \$2500 + \$100/acre	Res \$1000 + \$100/ per parcel Com/Ind \$1500 + \$100/ per unit
Sketch Plan	\$100	\$150		--	--	--	--
Special Exception	\$250	\$650	Requires Multiple Meetings w/ Staff, Multiple PC Meetings, Advertisements & Adjacent Property Owner Notifications	\$700-1000	--	\$50	\$200
Subdivision Final Plat (Major)	\$1000 + \$100/per lot	\$1000 + \$100/per lot	Requires PC Review	\$1000 + \$80/per lot	\$500 + \$40/per lot	\$1000 + \$100/per lot	\$750-\$2000 + \$150/per lot
Subdivision Final Plat (Minor)	\$200 + \$100/per lot	\$200 + \$100/per lot		\$1000 + \$80/per lot	\$500 + \$40/per lot	\$1000 + \$100/per lot	\$750-\$2000 + \$150/per lot
Preliminary Plat (Major)	\$500 + \$25/per lot	\$600 + \$25/per lot	Requires PC Review	\$2500 + \$120/per lot	\$500	\$1500 + \$100/per lot	--
Preliminary Plat (Minor)	\$300 + \$25/per lot	\$400 + \$25/per lot		\$2500 + \$120/per lot	\$500	\$1500 + \$100/per lot	--

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)	

PUBLIC HEARING

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, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – #2500054

MEETING DATE: March 19, 2025

SUMMARY: 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. The current use of the property as a nursing home is legally nonconforming. Therefore, the proposed enlargement of the building or extension to occupy a greater area of land than was originally permitted requires a Special Use Permit. After a review of records, it has been determined that NO Special Use Permit was approved for the property. Town Council approved the original Site Plan in 1985, and a Zoning Permit was issued in January 1986 indicating that it was approved via a Special Use Permit, but NO such records exist that the Planning Commission nor Town Council acted on the matter.

STAFF RECOMMENDATION: Staff supports the approval of this Special Use Permit.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500054 for a building addition at 400 W. Strasburg Road.”

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
March 19, 2025**

APPLICATION #:

2500054

APPLICANT:

Heritage Hall XIII, LLC

APPLICATION SUMMARY:

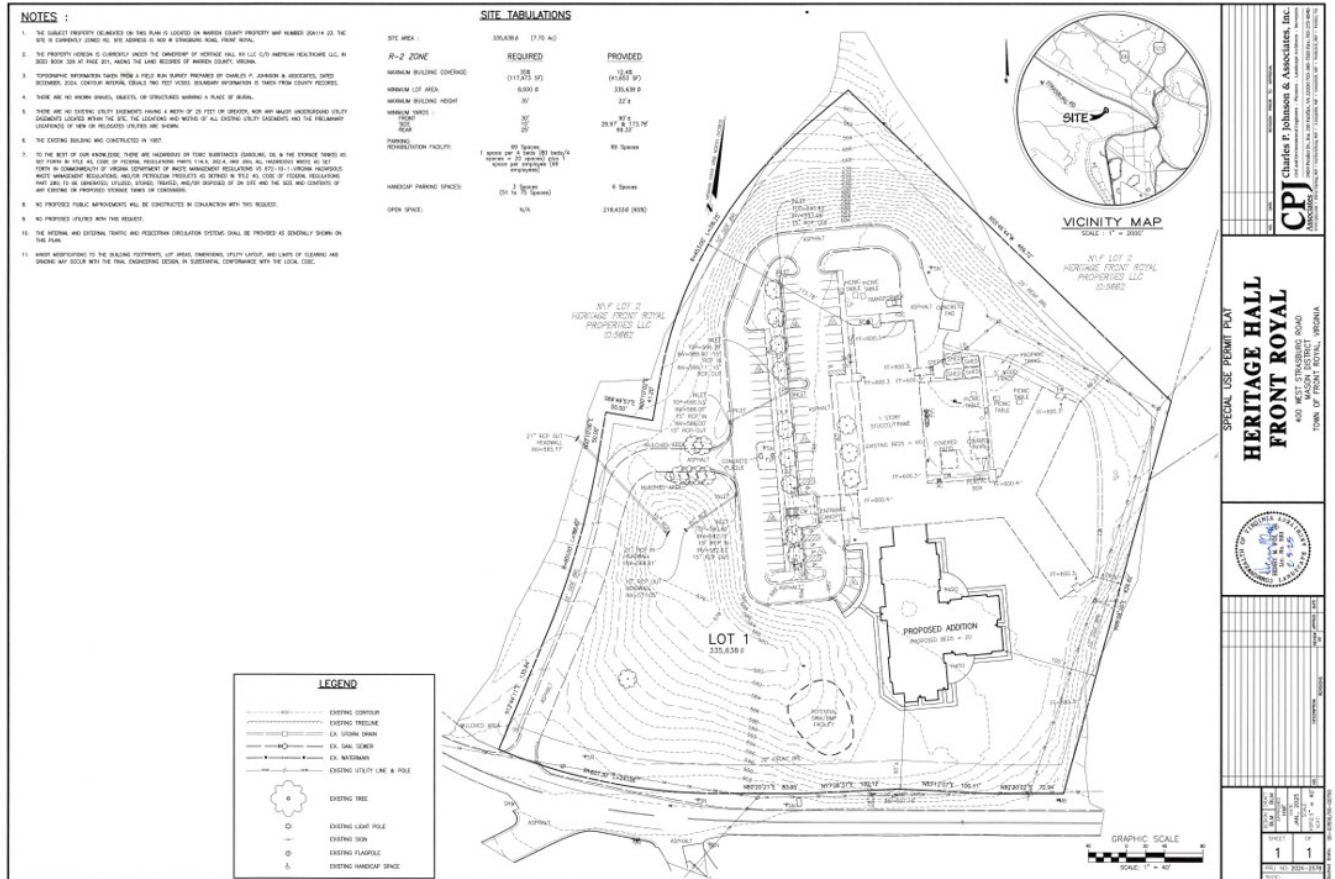
A request for a Special Use Permit for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road.

GENERAL INFORMATION:

Site Addresses	400 W. Strasburg Road
Property Owner(s)	Heritage Hall XIII LLC c/o American Healthcare LLC
Zoning District	R-2, Residential District
Historic District	No
Tax Identification	Tax Map 20A11-4-23

Aerial Map of 400 W. Strasburg Road (Warren County GIS)





The current use of the property as a nursing home is legally nonconforming. Therefore, the proposed enlargement of the building or extension to occupy a greater area of land than was originally permitted requires a Special Use Permit. After a review of records, it has been determined that NO Special Use Permit was approved for the property. Town Council approved the original Site Plan in 1985, and a Zoning Permit was issued in January 1986 indicating that it was approved via a Special Use Permit, but NO such records exist that the Planning Commission nor Town Council acted on the matter.

Staff supports the approval of this Special Use Permit. The Planning Commission may choose to enact additional landscaping or screening requirements.

ATTACHMENTS: Application and associated documents from the Applicant.



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

NOTES :

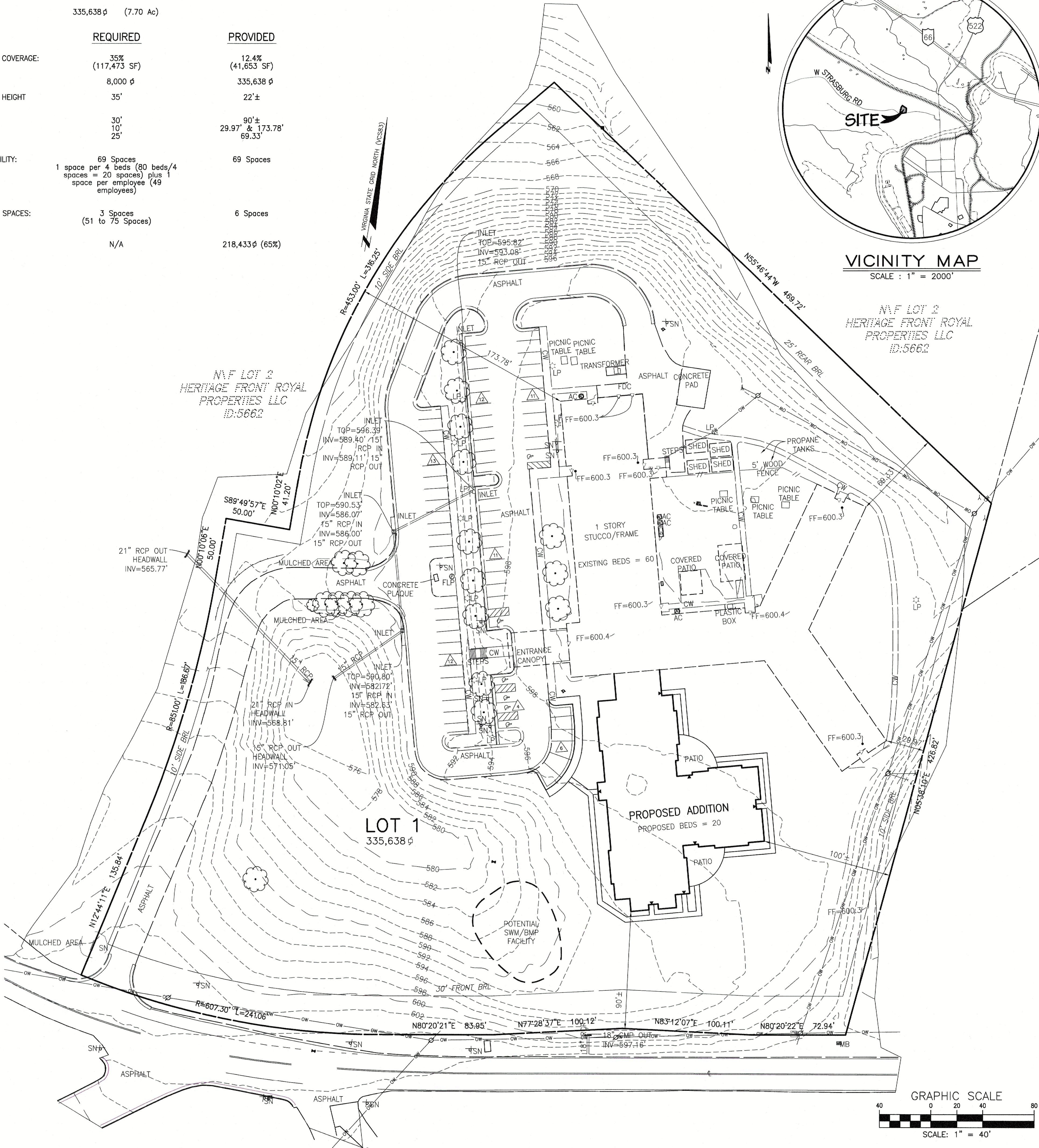
1. THE SUBJECT PROPERTY DELINEATED ON THIS PLAN IS LOCATED ON WARREN COUNTY PROPERTY MAP NUMBER 20A114 23. THE SITE IS CURRENTLY ZONED R2. SITE ADDRESS IS 400 W STRASBURG ROAD, FRONT ROYAL.
2. THE PROPERTY HEREON IS CURRENTLY UNDER THE OWNERSHIP OF HERITAGE HALL XIII LLC C/O AMERICAN HEALTHCARE LLC, 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; ALL HAZARDOUS WASTE AS SET FORTH IN COMMONWEALTH OF VIRGINIA DEPARTMENT OF WASTE MANAGEMENT REGULATIONS VS 672-10-1-VIRGINIA HAZARDOUS WASTE MANAGEMENT REGULATIONS; 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 TABULATIONS

SITE AREA :	335,638 ± (7.70 Ac)	
R-2 ZONE		
REQUIRED	PROVIDED	
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 1 space per 4 beds (80 beds/4 spaces = 20 spaces) plus 1 space per employee (49 employees)	69 Spaces
HANDICAP PARKING SPACES:	3 Spaces (51 to 75 Spaces)	6 Spaces
OPEN SPACE:	N/A	218,433 ± (65%)



VICINITY MAP
SCALE : 1" = 2000'



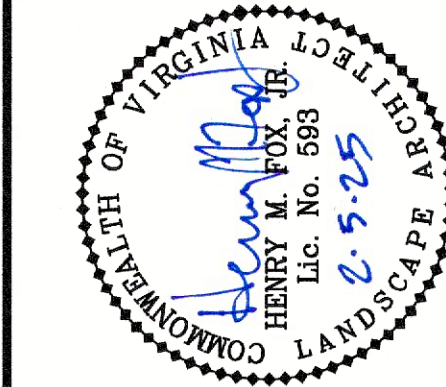
LEGEND

	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

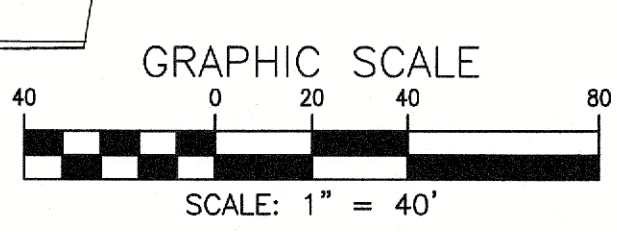
SPECIAL USE PERMIT PLAT

HERITAGE HALL FRONT ROYAL

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



DESIGN	DRAFT	BLM	APPROVED	DATE	NO.
BLM	BLM	BLM	BLM	JAN., 2025	1
SCALE	SCALE	SCALE	SCALE	HORIZ: 1" = 40'	1
VERT: 1" = 40'	VERT: 1" = 40'	VERT: 1" = 40'	VERT: 1" = 40'	PRJ NO: 2024-2578	
TYPE:	TYPE:	TYPE:	TYPE:	TYPE:	



PUBLIC HEARING

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.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment - #2500062

MEETING DATE: March 19, 2025

SUMMARY: Proposed text amendment to permit lodging houses in the R-1 zoning district by Special Use Permit.

175-12.2 USES PERMITTED BY SPECIAL PERMIT:

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

Staff recommends approving the text amendment but also recommends discussing and reviewing the intent of the R-1 district. Given that there are not many lots in the district that meet these criteria, a lodging house, similar to a bed and breakfast, could certainly be an appropriate use so long as it is regulated by the Special Use Permit process.

STAFF RECOMMENDATION: Staff supports the approval of this zoning text amendment.

DRAFT MOTION:

"I move that zoning text amendment #2500062 be removed from the agenda and remitted to the April 2, 2025 work session."

"I move that the Planning Commission forward a recommendation of approval to the Town Council for zoning text amendment #2500062 to allow lodging houses by Special Use Permit in the R-1 zoning district."

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

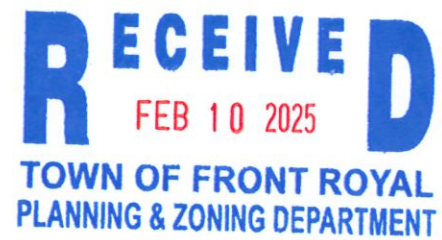
**Planning Commission Regular Meeting
March 19, 2025
Staff Report**

Application #	2500062 - Zoning Text Amendment
Applicant	Aaron Hike
Request/Summary	Aaron Hike submitted a request on February 10, 2025 to “propose a text amendment for the (R-1) zoning district to permit Lodging Houses by Special Use Permit.
Enabling Statute	Zoning text amendments must be initiated by a resolution of intent adopted by the governing body or a motion adopted by the planning commission. Virginia Code § 15.2-2286(A)(7). The resolution or motion must state the public purposes for the proposed action. Virginia Code § 15.2-2286(A)(7). It is sufficient for the resolution to merely recite the purposes stated in Virginia Code § 15.2-2286(A)(7) (public necessity, convenience, general welfare, or good zoning practices), rather than state specific, independent purposes.
Ordinance Language	175-12.2 USES PERMITTED BY SPECIAL PERMIT: Lodging houses, rooming houses, and boarding houses on parcels ¾ of an acre or larger.
Background and Staff Recommendation	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." (Added 5-14-90-Effective Upon Passage) Staff recommends approving the text amendment but also recommends discussing and reviewing the intent of the R-1 district. Given that there are not many lots in the district that meet this criteria, a lodging house, similar to a bed and breakfast, could certainly be an appropriate use so long as it is regulated by the Special Use Permit process.

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.



Aaron Hike

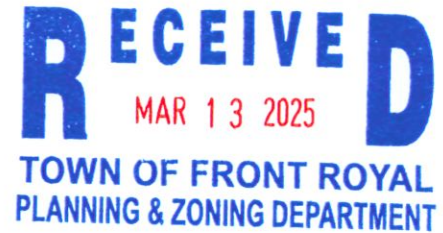
A handwritten signature in black ink, appearing to be "A. Hike", written over a faint circular stamp.

2-8-25

#2500062

Connie Potter

From: John Ware
Sent: Thursday, March 13, 2025 5:01 PM
To: Connie Potter
Subject: FW: Text Amendment Letter of Justification



From: build hikeconstruction.com <build@hikeconstruction.com>
Sent: Thursday, March 13, 2025 4:43 PM
To: John Ware <jware@frontroyalva.com>; Lauren Kopishke <lkopishke@frontroyalva.com>
Cc: Aaron <hikeconstruction@gmail.com>
Subject: Text Amendment Letter of Justification

justification for requesting a text amendment to allow a residential home to be used as a lodging house:

Dear Planning and Zoning Department,

I am writing to formally request a text amendment to the Zoning Ordinance that would allow residential properties to be used as lodging houses within the R1 district of Front Royal with a lot size of more than 3/4 of an acre. I believe that this amendment is in line with the evolving needs of our community and can contribute positively to the local economy and housing options.

1. ****Meeting Evolving Housing Needs:****

The demand for short-term and flexible accommodation options has been rising steadily in recent years. Lodging houses offer an alternative to traditional hotel accommodations and can provide affordable and convenient housing options for visitors, students, and workers who need temporary living spaces. Not to mention the largest need in this community, which is transitional housing for teens, women and children, and the homeless population. This amendment will help address the growing need for such housing while maintaining the character of residential neighborhoods.

2. ****Promoting Economic Growth:****

Allowing residential homes to operate as lodging houses can contribute to the local economy by attracting visitors who may not otherwise stay in traditional hotels and also while freeing up hotel space for tourist rather than long-term locals who have no other option for housing. These visitors often contribute to local businesses, restaurants, and attractions, supporting the broader economic environment. This change would enable homeowners to offer short-term rentals OR housing for those ALICE families in our community while benefiting from increased income opportunities as well as strengthening our work force. If individuals don't have to see refuge in shelters in surrounding localities they are local to be able to work in our community. Currently many motels and hotels in the town limits house locals vs tourists. This will help change that.

3. ****Enhancing Housing Flexibility:****

With the rise and change of remote work and temporary employment, many people seek flexible living arrangements that fit their transient lifestyle. Individuals paying for hotel/motel accommodations can never catch up or get ahead because of the cost, it's essentially a trap. By allowing residential homes to function as lodging houses, we are accommodating those in need, the vulnerable, and these changing housing needs, ensuring that people who come to our area for short-term stays can find suitable, safe, and affordable lodging. Or those who live and work here but have lost stable housing can have security.

4. ****Ensuring Residential Compatibility:****

This proposed text amendment would include clear guidelines and regulations to ensure that lodging houses maintain the integrity and character of residential neighborhoods. For instance, establishing criteria for the maximum number of guests, maintaining appropriate parking provisions, and ensuring proper safety standards (fire safety, health codes, etc.) can ensure that lodging houses are compatible with the existing residential uses. As well as only allowing these on residential homes with larger lots. This way the town wouldn't be able to be over saturated with lodging houses vs long term residential homes

5. ****Alignment with Other Jurisdictions:****

Many other localities across the state and nation have successfully adopted similar amendments to allow residential homes to operate as lodging houses. These areas have seen positive results, such as increased tourism and positive impacts on local businesses, without significantly detracting from the quality of life for existing residents. By following this trend, Front Royal can join these communities in adapting to modern housing and economic trends.

6. ****Safety and Regulation:****

The proposed amendment would include necessary safeguards, such as safety and building code compliance, ensuring the health and well-being of guests. These would include requirements for adequate fire escapes, smoke detectors, and compliance with occupancy limits. Additionally, regular inspections could be conducted to ensure that lodging houses meet the safety and quality standards expected by the community.

In conclusion, the request for this text amendment is driven by the desire to adapt to changing housing needs, promote local economic growth, and ensure that residential neighborhoods remain safe and well-regulated. Allowing residential homes to be used as lodging houses would provide a new, flexible housing option while maintaining the community's character. I believe this text amendment will serve the best interests of both property owners and the broader community.

Thank you for considering this request. I look forward to working with the Planning and Zoning Department to facilitate a discussion on this proposed amendment and would be happy to provide any additional information or answer any questions.

This letter serves as a formal request and justifies the proposed change by highlighting the evolving housing needs, economic benefits, and steps to maintain compatibility with the community. While addressing growing crisis within our community.

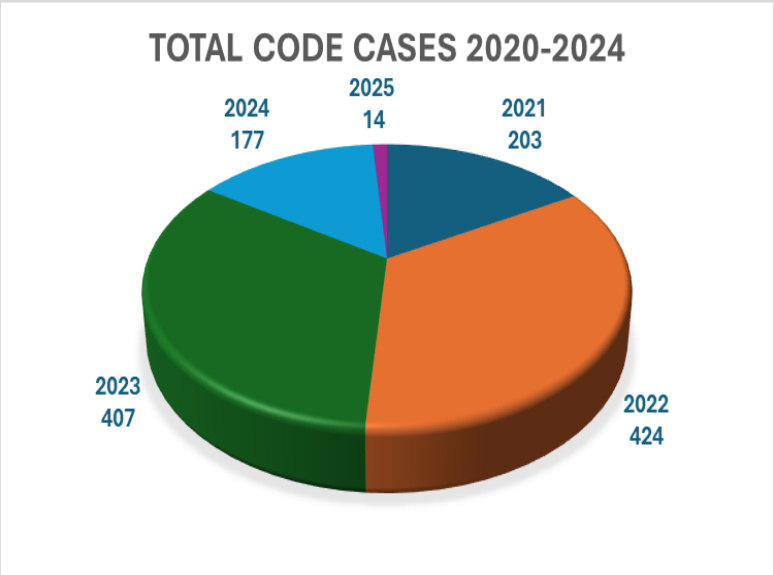
**Thank you,
Aaron Hike**

Hike Construction Inc.

[417 N Royal Ave](#)
Front Royal, VA 22630
540-305-6643- Cell
540-313-6901- Office

FEBRUARY MONTHLY REPORT

PLANNING/ZONING DEPARTMENT - FEBRUARY 2025						
GENERAL INDICATORS						
	2021	2022	2023	2024	2025 YTD	FEBRUARY
Zoning Permits	293	280	393	319	33	18
New Dwelling Units	27	37	32	60	2	0
New Code Enforcement Cases Open	203	424	407	177	14	12
Code Enforcement Cases in Compliance/Closed		361	378	112	7	5
Code Enforcement Inspections	--	--	--	388	28	25
Land Use Applications	29	56	36	45	8	6
Code Amendments	7	2	4	1	2	2
Sign Permits	47	41	62	42	7	4
Business Licenses	172	155	148	129	27	14
Short-Term Rentals	1	13	5	5	0	0
Administrative Variance	--	--	4	1	0	0
COA Administrative Review	--	--	39	18	3	1
COA Board Review	--	--	11	15	1	1
Solicitor/Itinerant Merchant	--	--	10	27	2	1
Urban Agriculture	--	--	18	11	0	0
Vacation of Alleys, Streets, Right-of-Ways & Easements	--	--	5	2	1	1
Right of Way Utilization Permits			46	105	4	3
Walk-Ins to Planning & Zoning	--	--	--	2606	321	171

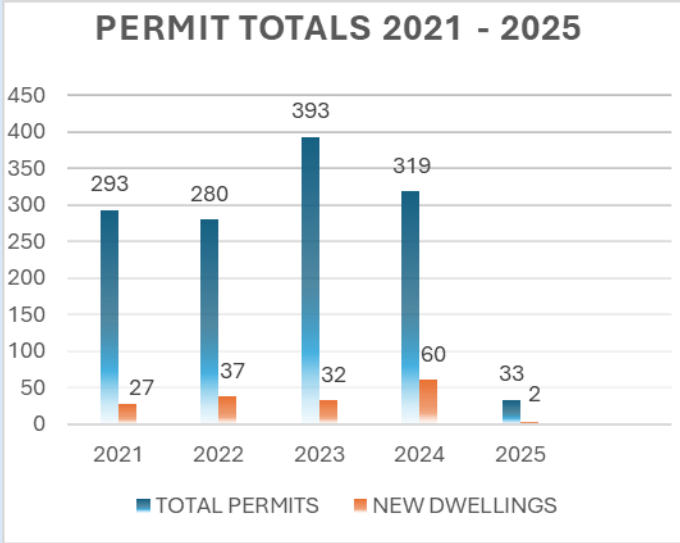


- SPECIAL PROJECTS UPDATES/NEWS

 - Chapter 175 and 148 Rewrite:** A rough draft of Chapter 175 was distributed to the Planning Commission August 7, 2024 and is currently in review.
 - Capital Improvement Plan (CIP):** Work has begun on the 2025-2029 CIP.
 - Staff is reviewing application forms; the goal is to roll out new forms with the new ordinance.

BAR – The Board of Architectural Review did not meet in February.

BZA - The Board of Zoning Appeals met for an organizational meeting in February to approve meeting minutes, elect officers, and review the 2025 BZA Annual Report.

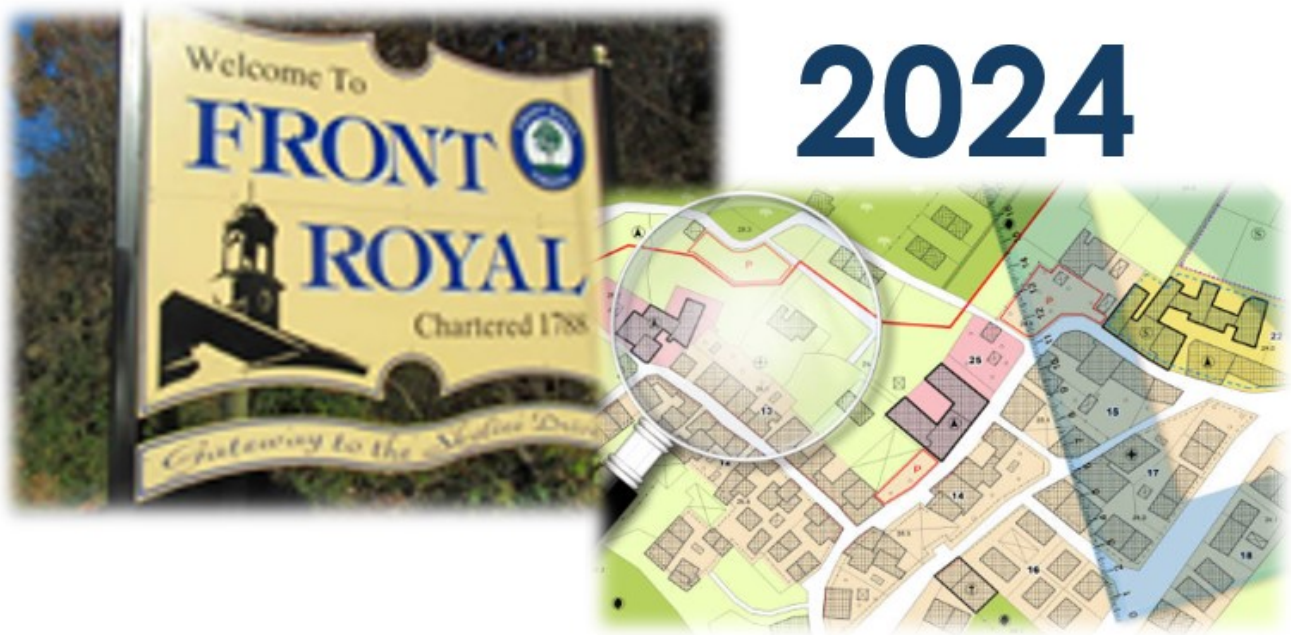


PC – In February the Planning Commission (PC) held one (1) regular meeting and one (1) work session. At their regular meeting the PC approved to advertise for a public hearing at the March 11, 2025 regular meeting a request for a Special Exception at 1321 Happy Creek Road, an ordinance amendment pertaining to the fee schedule, and a zoning text amendment to allow lodging houses by Specail Use Permit in the R-1 zoning district. In addition, the PC approved a Zoning Permit application for exterior renovations at 1355 N. Shenandoah Avenue located in the entrance corridor, recommended denial of a request for revisions to five (5) lots of a previously approved subdivision plan for Happy Creek Knolls, Section 4, and fowarded a recommendation of approval to Town Council for a final subdivision plat located at 336 W. Strasburg Road. At their work session the PC discussed the applications mentioned above and contined their review of the draft zoning ordinance rewrite.

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

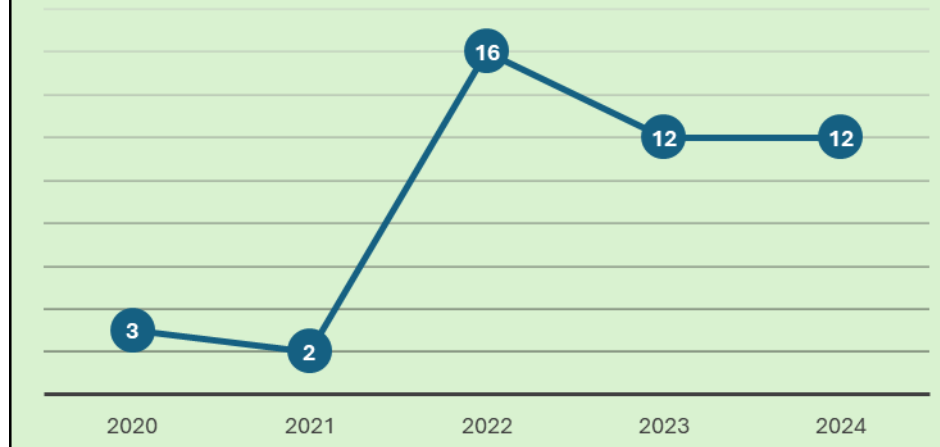
Gary Gillispie..... Term Expires August 31, 2026

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.

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 _____
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 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 _____

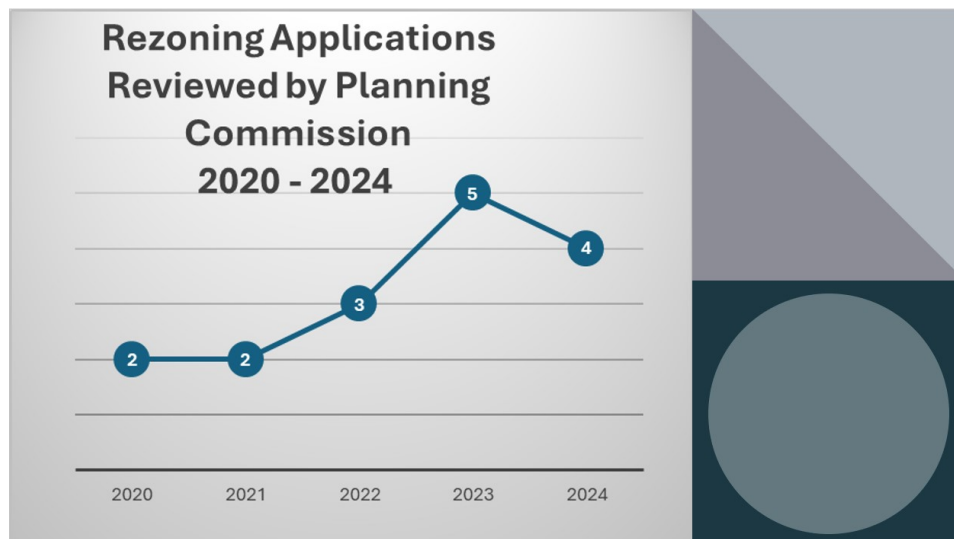
Revised 11/15/2024

2024
SPECIAL EXCEPTION REQUESTS REVIEWED BY PLANNING COMMISSION

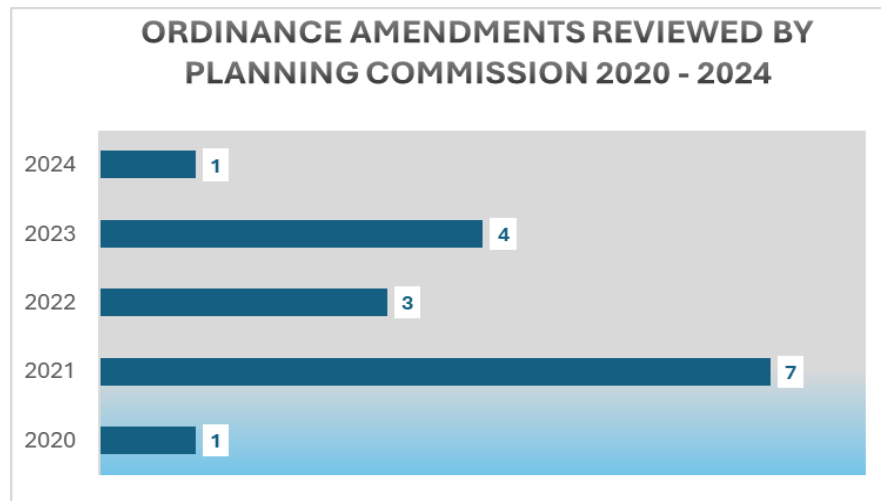
DATE OF MEETING	APPLICANT	STATUS
April 17, 2024	2400208 – CCC Enterprises LLC of VA – A request for a Special Exception to reduce the parking requirements from 2 spaces per unit to 1 space per unit, a reduction in the required parking space size from 10' x 20' to 9' x 18', and a reduction of the required 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.



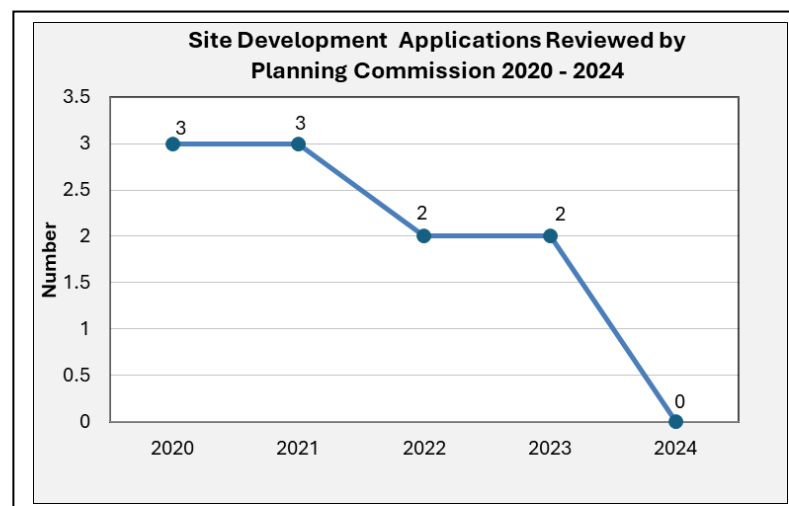
2024 REZONING APPLICATIONS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
February 21, 2024	2400013 – A Rezoning Application submitted by Fernando Arana Pradel requesting an amendment to the zoning map to reclassify 1724 N. Royal Avenue, identified by Tax Map 20A2-2-11 from R-1, Residential 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.



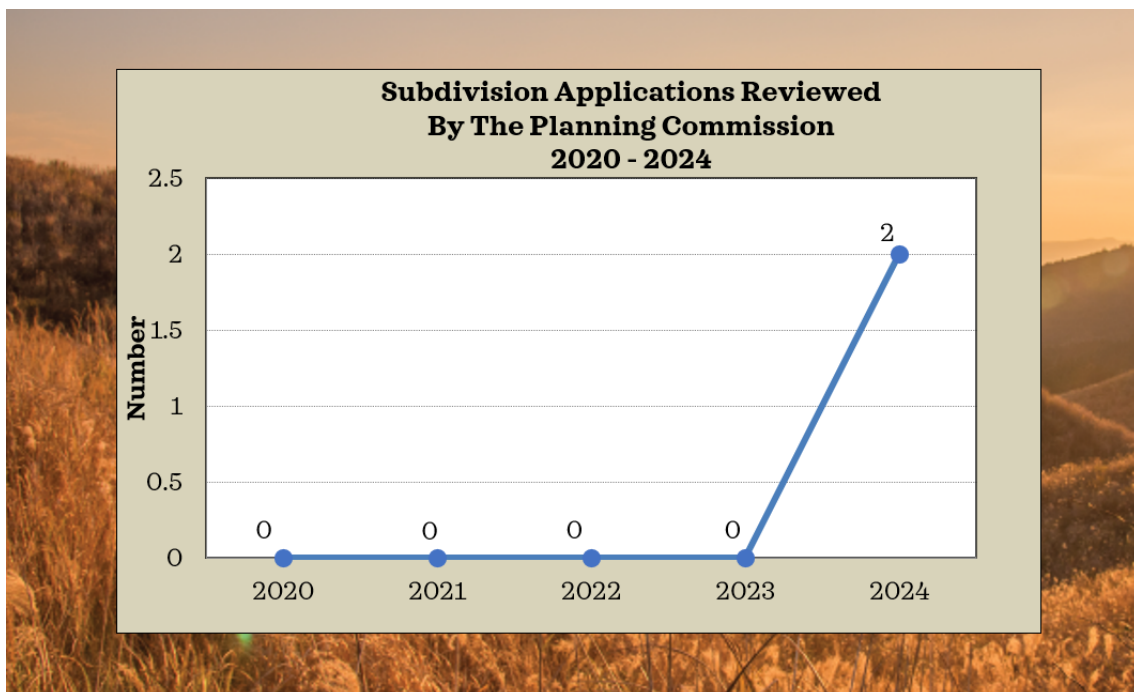
2024 ORDINANCE AMENDMENTS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
December 18, 2024	2400599 – A Zoning Text Amendment to include the performance standards for tobacco, smoke or vape shops in the Commercial and Industrial Districts within Town limits.	Recommendation of Approval.



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

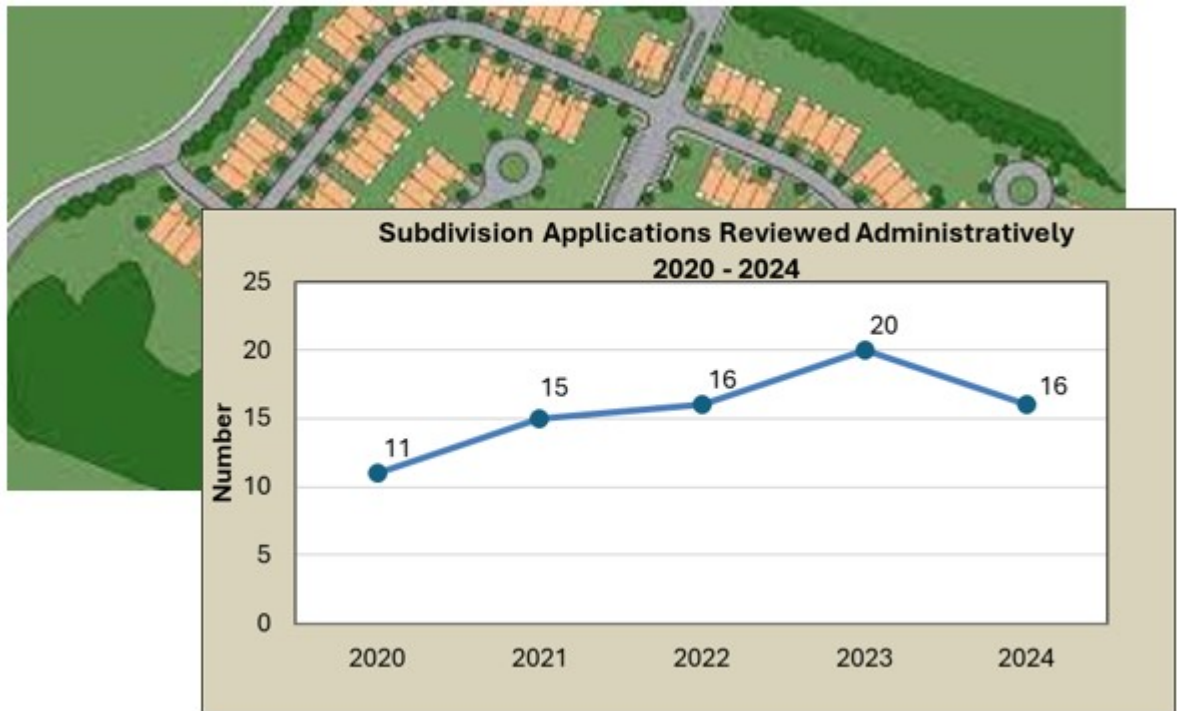


SUBDIVISION APPLICATIONS REVIEWED BY THE PLANNING COMMISSION - 2024		
DATE OF MEETING	APPLICANT	STATUS
August 21, 2024	2400429 - A request for Preliminary Plan approval for a major subdivision submitted by Douglas N. McCarty, Dennis P. McCarty and Donald "Jay" McCarty for a subdivision containing eighteen (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

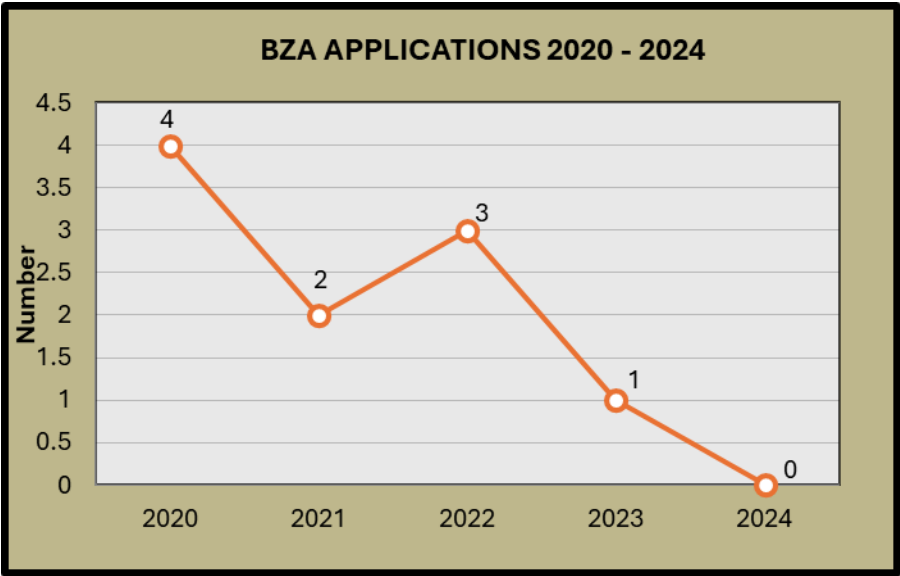
The Code of Virginia requires all jurisdictions with a Zoning Ordinance to have a Board of Zoning Appeals. The Board of Zoning Appeals is a five-member board of citizens appointed by the Circuit Court. The Board hears variance requests from the requirements of the Zoning Ordinance and appeals of decisions 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	Meeting Address	
	City/State	
	Phone	Email
Owner Information () Same as Applicant	Name	
	Meeting Address	
	City/State	
	Daytime phone	Email
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. Status: <i>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

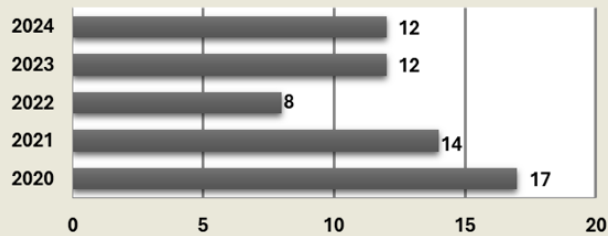
HISTORIC OVERLAY DISTRICT GUIDELINES TOWN OF FRONT ROYAL BOARD OF ARCHITECTURAL REVIEW (BAR)



APRIL 2013

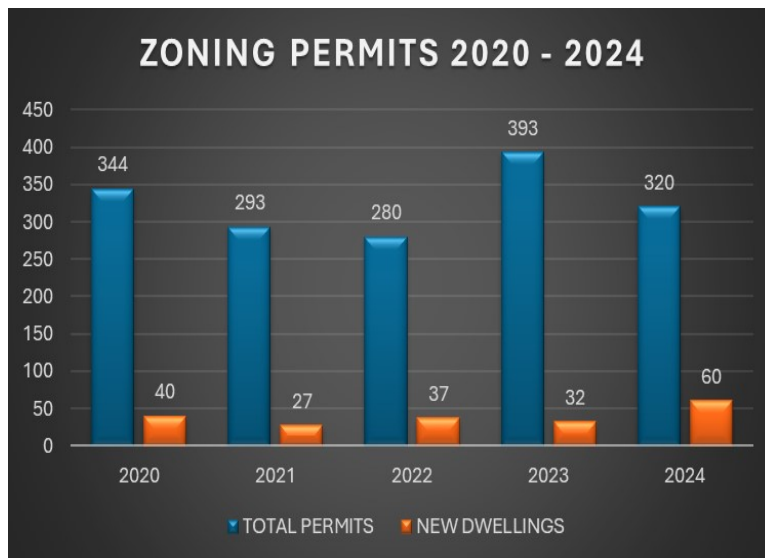
Department of Planning & Zoning | 102 E Main Street Front Royal, VA 22630 | phone 540.635.4236 | fax 540.631.2727

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

