



REGULAR PLANNING COMMISSION MEETING

Wednesday, April 16, 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

- March 16, 2025 – 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 May as presented. [Items removed for further discussion will be placed as the first item under Business Items. Unanimous vote is not required to move]

- **2500104** – A request for a Special Use Permit Application submitted by Julie Vaught-Happy Creek Antiques for a Farmers Market (raised garden beds and a community garden) at 515-B N. Commerce Avenue, identified by Tax Map 20A4, Section 10, Lot 8. The property is zoned C-1, Community Business District. *(Consent to advertise for public hearing at the May 21, 2025 regular Planning Commission meeting.)*
- **2500108** – A Special Use Permit Application submitted by Home Base Holdings LLC to allow a short-term rental to be located at 66 W. Strasburg Road, identified by Tax Map 2012, Section 3, Lot 31B. The property is zoned C-1, Community Business District. *(Consent to advertise for public hearing at the May 21, 2025 regular Planning Commission meeting.)*

VII. 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.
- **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.

- **2500072** – A request for a Special Use Permit submitted by the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.
- **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.

VIII. COMMISSION MEMBER REPORTS

IX. PLANNING DIRECTOR REPORT

- March Monthly Report

X. ADJOURNMENT



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

The Planning Commission meeting of the Town of Front Royal, Virginia was held on March 19, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the March 19, 2025 meeting of the Planning Commission to order at 7:00 p.m.

Chairman Marshner welcomed the newest Planning Commissioner Teresa Fedoryka.

ROLL CALL

Present: Connie Marshner, Chairman
Allen Neel, Vice Chairman
Andrew Brooks, Commissioner
Teresa Fedoryka, Commissioner

Absent: Megan Marrazzo, Commissioner

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

ADDITION/DELETION OF ITEMS FROM THE AGENDA

Vice Chairman Neel moved, seconded by Commissioner Brooks that the zoning text amendment #2500062 be removed from the agenda and remitted to the April 2, 2025 work session.

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

ROLL CALL



APPROVAL OF MINUTES

- February 19, 2025 – Regular Meeting

Commissioner Brooks moved, seconded by Commissioner Fedoryka to approve the minutes of the February 19, 2025 regular meeting as written.

VOTE: Yes – Brooks, Marshner, Neel, Fedoryka

No – N/A

Abstain – N/A

Absent – Marrazzo

ROLL CALL

CITIZEN COMMENTS

Chairman Collin Waters representing the Board of Architectural Review (BAR) shared that the Board had been reviewing the Historic District Guidelines. Currently the district is zoned R-3 for multi-family dwellings such as townhomes and apartments constructed on a single lot. This conflicts with the BAR's mission statement to preserve and protect the character and beauty of the historic district. With help from town staff the BAR has drafted language to amend the existing zoning ordinance for the residential portion of the historic district and will submit that language to the Planning Commission for their consideration. Chairman Waters stated he will send the language to Ms. Kopishke to forward to the Planning Commission.

CONSENT AGENDA

- **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.*)



Chairman Marshner moved, seconded by Commissioner Brooks that the Planning Commission approve the consent agenda to publicly advertise for a public hearing in April as presented.

Vote: Yes – Marshner, Brooks, Neel, Fedoryka

No – N/A

Abstain – N/A

Absent – Marrazzo

ROLL CALL

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').

Ms. Kopishke explained that the special exception request was to reduce the required street width for the new subdivision that was approved by Town Council in August 2024. The request is to reduce the required road width from thirty-six feet (36') curb to curb down to twenty-nine feet (29'). VDOT standards require only twenty-four feet (24') of width from curb to curb when there is parking on one (1) side of the street. When parking on both sides of the street VDOT requires twenty-nine feet (29'). This subdivision contains approximately ninety-six (96) lots. The applicant is proposing twenty-nine foot (29') road widths with parking on one side of the street and raised crosswalks which was requested by citizens at the August 2024 public hearing with Town Council. Ms. Kopishke provided a virtual presentation showing parking scenarios with a twenty-nine foot (29') street width. In addition, she reviewed portions of Town Code related to the request and the criteria with which decisions need to be made during the review process.

Planning literature and transportation studies tend to promote narrower streets as a traffic calming measure. Narrower streets tend to slow drivers down. By tying into Oden Ridge and Happy Creek Road, this development is increasing the interconnectivity of local streets which ultimately reduces volume on primary roads. With the reduction of asphalt/impervious surfaces by approximately an acre allows for larger yard area which equals less stormwater going into the Town's treatment plant.

The applicant Chris Hornung, Chief Development Officer for Rappahannock Development Group who is the owner and developer of the project said that when they were before the Planning Commission and Town Council there were numerous citizen comments raising concerns for two (2) issues. The first being runoff onsite and issues with the existing Oden Street running along the edge of their property. They determined that the cause of the runoff is that the bulk of the stormwater for the subdivision was draining down Oden Street and being discharged into a large ditch between their property and the Oden Ridge property.



This will be addressed in their site design. The second concern was regarding cut through traffic and individuals driving too fast. They agreed they would work with staff and create a traffic calming plan for the project to slow down traffic. When looking to address traffic calming measures that are available they found that typically those measures are by making 3 or 4-way stops wherever possible, raised crosswalks and the number one recommendation is the size of the roadway. He noted that extra wide streets cause drivers to believe they can drive faster. Mr. Hornung stated it was their desire to go with a higher road width than the VDOT standard, which is twenty-four feet (24') wide with parking on one side. He gave a virtual presentation of Oden Street and Imboden Drive as well as developments located in Woodbridge, VA that have twenty-nine feet (29') wide streets.

Each lot will have a 2-car garage, and some will contain a 3-car garage. Each lot can accommodate six (6) parking spaces. Twenty-nine feet (29') road width will allow for two (2) emergency services vehicles to pass each other and still allow for parking on one side of the street.

Vice Chairman Neel asked if stop signs, raised crosswalks and narrow streets were a hard commitment.

Mr. Hornung answered yes that it was included in their current site plan draft. It is not a proffered condition however when the site plan is approved it would be a requirement of the plan.

Chairman Marshner opened the public hearing.

She explained the process for public hearing speakers.

Kristine Dawson, 1212 Oden Street, Front Royal, VA. Ms. Dawson explained she would be directly impacted by the proposed construction and noted she has been actively communicating with the Town Manager, the Mayor and VDOT. She's not opposed to smaller streets because she knows how fast people go. She expressed concern of the additional 580 cars coming down her street where her children play. Ms. Dawson also expressed concern about the 3 to 4-ways stops because they currently have some 2-way stops and people do not always stop at them. Recently there has been numerous accidents at these stops. She believes protecting the children now will prevent issues later.

Martin Wyne, 1210 Oden Street, Front Royal, VA. Mr. Wyne requested that the developer give them three (3) speed bumps. He expressed concern for the safety of children.

There were no additional speakers.

Chairman Marshner closed the public hearing.



Commissioner Brooks moved, seconded by Vice Chairman Neel 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').

Vice Chairman Neel stated that he believes what the applicant is proposing will address traffic concerns. The concerns related to traffic on Ewell Street, Oden Street and Imboden Drive would need to be look into by the Town.

Commissioner Brooks said that he agrees with much of what Vice Chairman Neel stated. The issues on Oden Street are beyond the scope of this project and is something the Town needs to look at in the future. Commissioner Brooks stated he supports the Special Exception application request.

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

ROLL CALL

- **2500051** – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to fees.

Chairman Marshner moved, seconded by Vice Chairman Neel to postpone consideration of item 2500051 the ordinance amendment to amend Front Royal Town Code fees, charges and expenses to the next regular meeting on April 16, 2025.

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

ROLL CALL

- **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.

Ms. Kopishke explained this was a Special Use Permit request for an addition at 400 W. Strasburg Road. Nursing homes are allowed in the R-2 zoning district by Special Use Permit. When the application for an addition was submitted it was determined that a Special Use Permit had not been previously obtained. Therefore the use was nonconforming. This Special Use Permit will bring



them into conformance and allow them to expand the use which is a new twenty (20) bed wing. Ms. Kopishke gave a virtual presentation showing the existing lot and the location of the proposed addition and stormwater management pond.

Ken Griffin from Charles P Johnson stated they were the engineers for the project. Also present was the architect for the project. Mr. Griffin explained that with the aging communities it was of vital importance to take the older buildings and expand them as much as possible. This is being done in other jurisdictions and is well received. They are roughly one-hundred feet (100') from Strasburg Road. The existing pond on the site handles the existing structure however with the addition of the new building which will create more impervious water they will install an additional feature to take care of that as required. It may not be a pond but possibly a rain garden, some sort of a Best Management Practices (BMP) facility which will work in tandem with the existing pond.

Chairman Marshner opened the public hearing.

Robert Canby, 274 Bass Lane, Winchester, VA. stated he was the administrator for Heritage Hall and explained that the addition was incredibly important to this community. They currently have a waiting list of over one hundred (100) people needing their care. This is the first step to making that happen.

There were no speakers. Chairman Marshner closed the public hearing.

Vice Chairman Neel moved, seconded by Commissioner Brooks 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.

Vote: Yes – Marshner, Fedoryka, Neel, Brooks

No – N/A

Abstain – N/A

Absent – Marrazzo

ROLL CALL

COMMISSION MEMBER REPORTS

There were no comments from Commission members.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the February monthly report.

At the next Planning Commission work session they will be discussing alternative housing/shelter definitions.



Staff will be bringing to the Planning Commission a proposed text amendment from the Board of Architectural Review (BAR). At the BARs last work session along with talking about the Historic District Guidelines they also discussed code enforcement within the historic district and what changes were needed to the Zoning Ordinance. Ms. Kopishke believes that this portion of the Zoning Ordinance needs to be changed now and not wait for the entire Zoning Ordinance rewrite.

Ms. Kopishke reviewed the 2024 Annual Report and noted that the Annual Report is a state code requirement. This will be published on the website once accepted by the Planning Commission.

ADJOURNMENT

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

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

VOICE VOTE

The meeting was adjourned at 7:44 p.m.

Approved by Planning Commission
Date: _____

CONSENT AGENDA TO ADVERTISE FOR MAY 21, 2025 PLANNING COMMISSION MEETING

2500104 – A request for a Special Use Permit Application submitted by Julie Vaught-Happy Creek Antiques for a Farmers Market (raised garden beds and a community garden) at 515-B N. Commerce Avenue, identified by Tax Map 20A4, Section 10, Lot 8. The property is zoned C-1, Community Business District.

2500108 – A Special Use Permit Application submitted by Home Base Holdings LLC to allow a short-term rental to be located at 66 W. Strasburg Road, identified by Tax Map 2012, Section 3, Lot 31B. The property is zoned C-1, Community Business District.



TOWN OF FRONT ROYAL

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

#2500104

RECEIVED
MAR 11 2025
Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

Application #

APPLICANT:

NAME Julie Vaught - Happy Creek Antiques PHONE 540-660-1454
ADDRESS 515 N. Commerce Ave. - B
E-MAIL info@happycreekantiques.com

PROPERTY OWNER:

NAME Vaught Associates PHONE 540 660 1454
ADDRESS 18 Meadowbrook La. Huntly, VA 22040
E-MAIL jvaught@tnt-transportation.com

PROPERTY DESCRIPTION

PROPERTY ADDRESS 515 N. Commerce Ave. - B
TAX MAP _____ SECTION _____ BLOCK _____ LOT _____
SUBDIVISION NAME _____ ACREAGE _____
ZONING DISTRICT C1 Parcel # 20A410 8

REQUEST

PROPOSED USE OF PROPERTY Farmer's market in lot
SPECIFIC SPECIAL USE PERMIT REQUEST raised garden beds,
Community garden

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 Pd. CK#128
3. Application Fee of \$400.00 Receipt # _____ Date Paid 3/11/25
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.

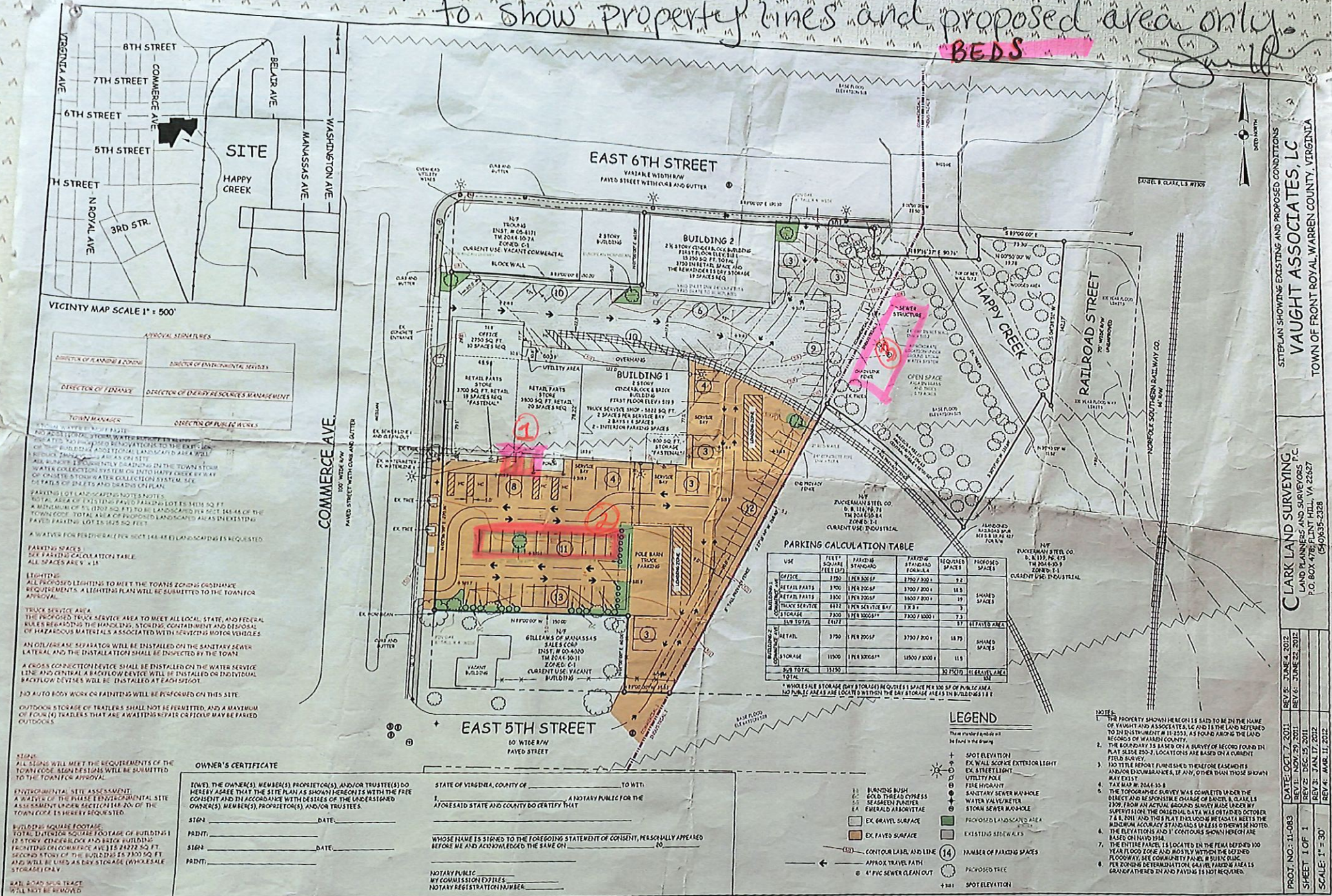
Applicant Signature Julie Vaught Date 3/7/25

Property Owner Signature Julie Vaught Date 3/7/25

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.

* The information in regard to use is incorrect this is to show property lines and proposed area only.

BEDS



* This year raised beds in areas #1 & #2 only. Next year in ground at #3.

#2500108



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

Main: 540-635-4236
Fax: 540-631-2727
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: HomeBase Holdings LLC PHONE: 706-358-2468
ADDRESS 108 Cameron Parke Court, Alexandria, VA 22304
E-MAIL info@homebaseholdings.com

PROPERTY OWNER:

NAME: Stephen and Vanessa Talbot PHONE: 706-358-2468
ADDRESS 108 Cameron Parke Court, Alexandria, VA 22304
E-MAIL info@homebaseholdings.com

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 66 W Strasburg Road
TAX MAP 20A12 SECTION 3 BLOCK _____ LOT 31B
SUBDIVISION NAME _____
ZONING DISTRICT C-1 ACREAGE .33
SPECIFIC SPECIAL USE PERMIT REQUEST Short term rental

- ☐ 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 HOA, if applicable. No HOA
☒ Complete management plan.
☒ Written consent given to the Town to inspect for compliance.
☒ Emergency dwelling evacuation diagram (posted in each bedroom)
☒ Application fee of \$400.00

Receipt # 01002072215 Date Paid 3/12/25

Pd \$400.00

RECEIVED
MAR 12 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Revised 11/13/2024

Postmarked 3/10/25

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Vanessa Talbot
at (phone number) 706-358-2468 or (property manager) Amber Martin
at (phone number) 540-305-4277.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Fire Department: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

****If no answer please call the Warren County Sheriff's Department:** 540-635-4128 or 911

Front Royal Fire & Rescue: 540-635-3830 or 911, 200 Skyline Vista Drive, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 2 People and 1 Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Minimum available parking is 1 vehicle(s) in the driveway. Additional street parking available.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

Trash bags located under kitchen sink. Trash can located free standing in kitchen. Large blue trashcan located on sidewalk in front of property.

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

Trash is picked up on Mondays by the town. Trashcan is placed on the street in front of the house.

CHECK-IN & CHECK-OUT

Provide details

check-in - 3pm (self check in with door code 24 hrs prior)
check-out 11am (put trash in outside bin, towels on top of dryer,
dishes in the dishwasher, set temperature to 63° in
winter and 76° in summer.)

WIFI/PHONE/ETC

Provide details for special amenities if available

WIFI and internet TV
washer & dryer
security cameras (door & side)

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

.33 acreage
a beautiful large front porch with mountain views

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.
- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: _____

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 _____

Date _____

3/10/25

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.

House Rules

We appreciate your help in maintaining a safe and comfortable environment for everyone. Please keep the following in mind during your stay:

1

No Smoking

Smoking is not permitted inside our home. If you need to smoke, please do so outside and properly dispose of cigarette butts.

2

No Fires

For safety reasons, bonfires, fire pits, and any other open flames are not allowed anywhere on the property.

3

Parking

Please be mindful not to block our neighbors' driveway.

4

Guests & Noise

To maintain a peaceful atmosphere, we do not allow parties or gatherings of six or more people. Please also be mindful of noise levels, especially after 9:00 PM.

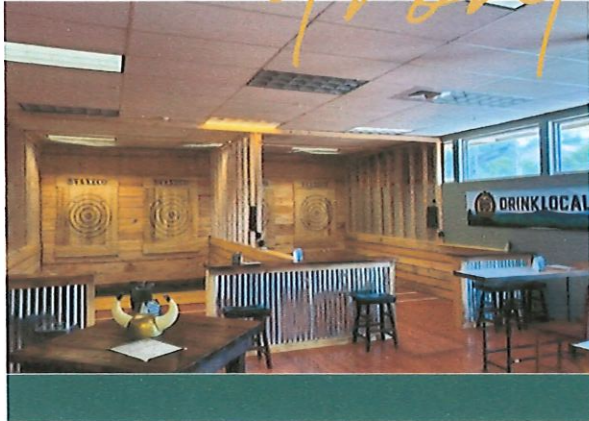
5

Pets

We love animals, but pets are only allowed with prior approval. If you have received permission to bring a pet, please clean up after them and keep them supervised at all times.

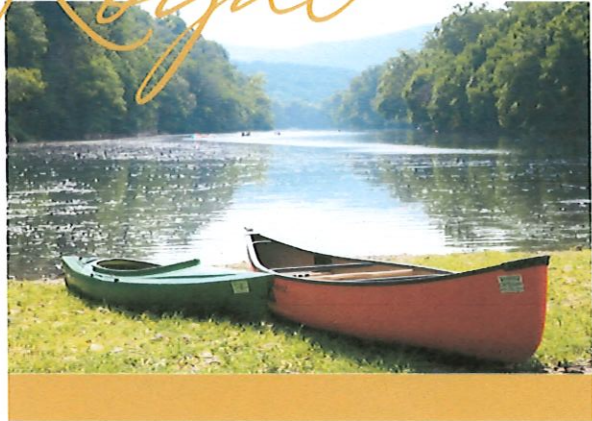
Thank you for respecting our home and neighborhood.

THINGS TO DO IN *Front Royal*



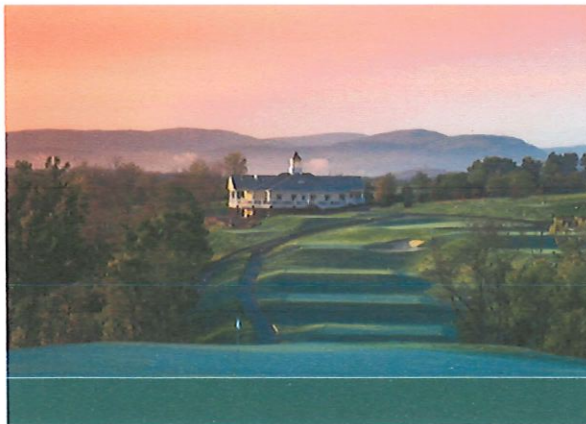
SHENANDOAH AXE THROWING

Come throw an ax in a family friendly environment! Safety and coaching is included. They offer food, drinks, and lots of fun for everyone.



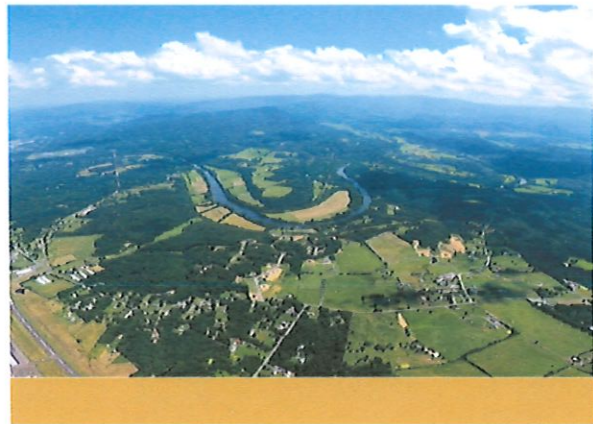
DOWNRIVER CANOE COMPANY

You'll have an unforgettable day of fun and adventure in canoes, kayaks, rafts and tube floats on one of America's most beautiful rivers, The Shenandoah.



BLUE RIDGE SHADOW GOLF CLUB

Blue Ridge Shadows Golf Club offers terrific views and challenging play for golfers at every skill level.



SKYDIVE FRONT ROYAL

the only locally owned Skydiving Operation near Washington, DC and by far the most scenic!

GROCERY STORES

WHETHER YOU'RE LOOKING FOR BUDGET-FRIENDLY STAPLES, ORGANIC OPTIONS, OR SPECIALTY ITEMS, THESE LOCAL GROCERY STORES HAVE YOU COVERED AND ALL OFFER DELIVERY!

Better Thymes – A health-focused store offering organic, natural, and specialty foods, including vitamins, supplements, and local goods.

Royal Plaza
Shopping Center
417 South St, Front
Royal, VA 22630
540-636-9209

Martin's – A full-service grocery store with a great selection of fresh foods, a bakery, a deli, and a rewards program for extra savings.

Royal Plaza
Shopping Center
417 South St, Front
Royal, VA 22630
540-636-2900

Food Lion – A budget-friendly grocery store with fresh produce, quality meats, and weekly deals. Convenient, well-stocked, and great for everyday essentials.

794 Shopping
Center Rd,
Strasburg, VA 22657
540-465-5335

Aldi – Known for its low prices and efficient shopping experience, Aldi offers high-quality private-label products, fresh produce, and weekly specials.

Riverton Commons
Shopping Center
134 Riverton
Commons Dr, Front
Royal, VA 22630

Target – A convenient spot for groceries, household essentials, and more, with a mix of national brands and Target's exclusive Good & Gather line.

Crooked Run Plaza
Shopping Center
10 Crooked Run
Plaza, Front Royal,
VA 22630
540-631-3290

Walmart – Affordable prices and a wide selection of groceries, including fresh produce, pantry staples, and bulk options.

Riverton Commons
Shopping Center
10 Riverton
Commons Dr, Front
Royal, VA 22630
540-635-4140

PLACES TO EAT

Front Royal offers an amazing variety of local eateries, from cozy cafes to farm-to-table gems. This guide will take you through our top recommendations, starting with breakfast—because there's no better way to kick off your day of exploring this beautiful region.

01

L DEES PANCAKE HOUSE

A beloved local spot for hearty breakfasts, L Dee's serves up some of the best pancakes in the area alongside generous portions of eggs, bacon, and other morning staples.

02

THE APPLE HOUSE

Famous for its apple butter donuts and BBQ sandwiches, this cozy spot is a great choice for a delicious and satisfying meal any time of day.

03

SOL Y LUNA FOOD TRUCK

Serving up vibrant and authentic Tex-Mex street food, Sol Y Luna is known for its fresh tacos, giant burritos, quesadillas, and flavorful sauces.

04

THUNWA THAI

This hidden gem offers traditional Thai dishes made with fresh ingredients and bold flavors. Favorites include the Pad Thai and spicy green curry.

05

MELTING POT PIZZA

A long-standing favorite for locals, Melting Pot Pizza is famous for its thin-crust pizzas loaded with delicious toppings. It's the perfect spot for a casual meal.



06

SPELUNKERS

A long-standing favorite for locals, Melting Pot Pizza is famous for its thin-crust pies loaded with delicious toppings. It's the perfect spot for a casual meal.

07

ELEMENT

Offering a refined dining experience, Element focuses on creative dishes made with seasonal and locally sourced ingredients. Their menu changes regularly to reflect the freshest offerings.

08

EL MAGUEY

A favorite for authentic Mexican cuisine, El Maguey serves up delicious enchiladas, tacos, and sizzling fajitas with friendly service. Bonus they have the best margaritas in town!

09

DOWNHOME COMFORT BAKERY

This charming bakery specializes in homemade pies, pastries, and cookies. Their freshly baked goods are perfect for breakfast or an afternoon snack.

10

GARCIA AND GRAVINO

Bakery specializing in empanadas, tamales, and breakfast burritos, plus cupcakes in creative flavors. Their flavors change monthly!

BREWERIES, WINERIES, AND LOUNGES

Front Royal is a hidden gem for wine, beer, and craft beverage lovers. It boasts scenic vineyards, creative breweries, and cozy lounges perfect for gathering with friends. From award-winning wines to unique local brews, this charming town invites you to sip, savor, and enjoy every moment. Cheers to your next discovery!

01

VIBRISSA

Known for its innovative craft beer lineup, Vibrissa is a lively spot where great brews meet delicious food. Pair your drink with a meal from their full-service restaurant, and enjoy regular live music events that bring the space to life.

02

HONEY & HOPS

Specializing in meads with an imaginative twist, this meadery is a must-visit for those seeking unique flavors. Their menu changes frequently, offering new and unexpected tastes with every visit.

03

BACKROOM BREWERY

Located just a short drive to Middletown, this farm brewery crafts small-batch beers and offers a peaceful setting surrounded by fields of hops.

04

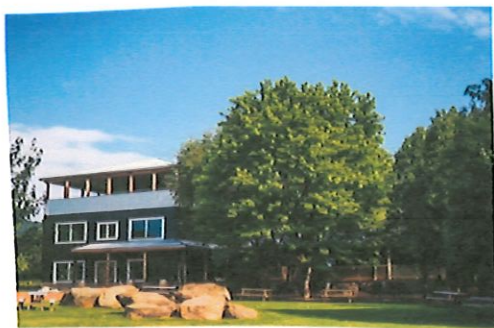
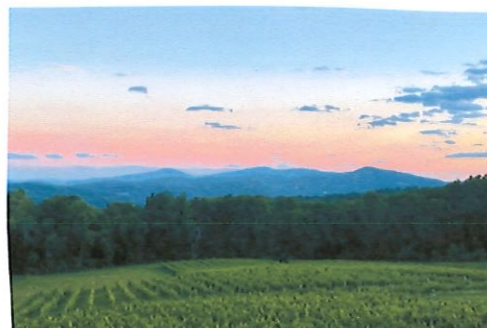
BOX OFFICE BREWERIE

Set in a beautifully restored historic theater, this brewery offers a fun mix of live music nights and quieter spaces for those who prefer a relaxed atmosphere.

05

FOX MEADOW WINERY

(Linden, VA | 22 minutes) – Nestled on a scenic ridge, this winery offers sweeping mountain views and a diverse selection of well-crafted wines.



06

RAPPAHANNOCK CELLARS

(Huntly, VA | 21 minutes) – Known for its premium wines, this family-owned winery provides a welcoming space to enjoy tastings in a relaxed atmosphere.

07

CHESTER GAP CELLARS

(Front Royal, VA | 18 minutes) – Perched on a hillside, this boutique winery is celebrated for its stunning views and handcrafted wines.

08

REITANO VINEYARDS

(Front Royal, VA | 10 minutes) – A hidden gem just minutes from town, offering a charming setting for tastings of their carefully produced wines. Doubling as a wedding and event venue.

09

ON CUE SPORTS BAR & GRILL

A laid-back spot for casual gatherings, featuring pool tables, hearty food options, and a variety of drinks.

10

CATAMOUNT LOUNGE

An upscale yet cozy lounge where you can unwind with craft cocktails, small bites, and a refined ambiance perfect for intimate evenings or relaxed meetups.

Discover FRONT ROYAL VIRGINIA

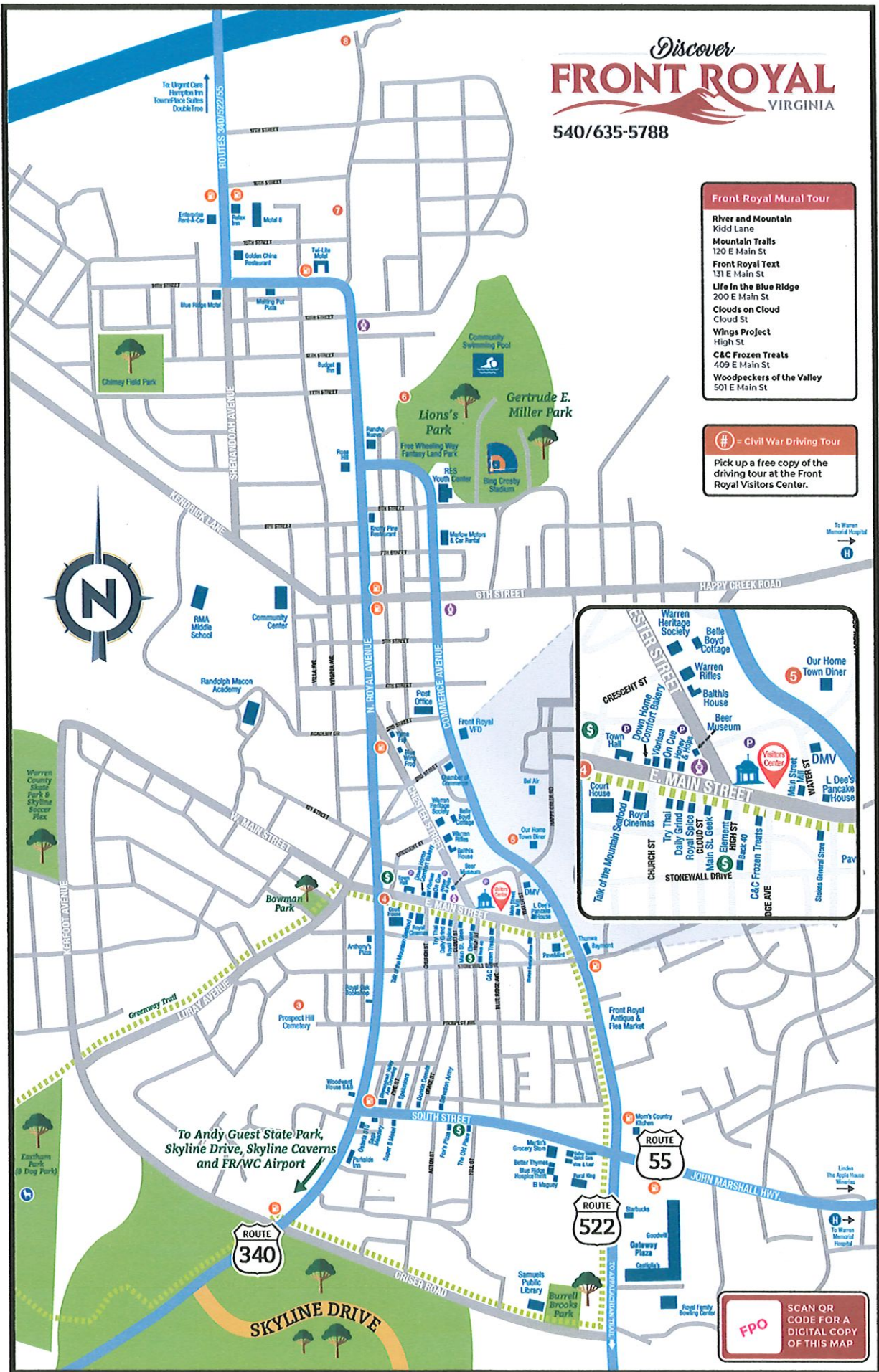
540/635-5788

Front Royal Mural Tour

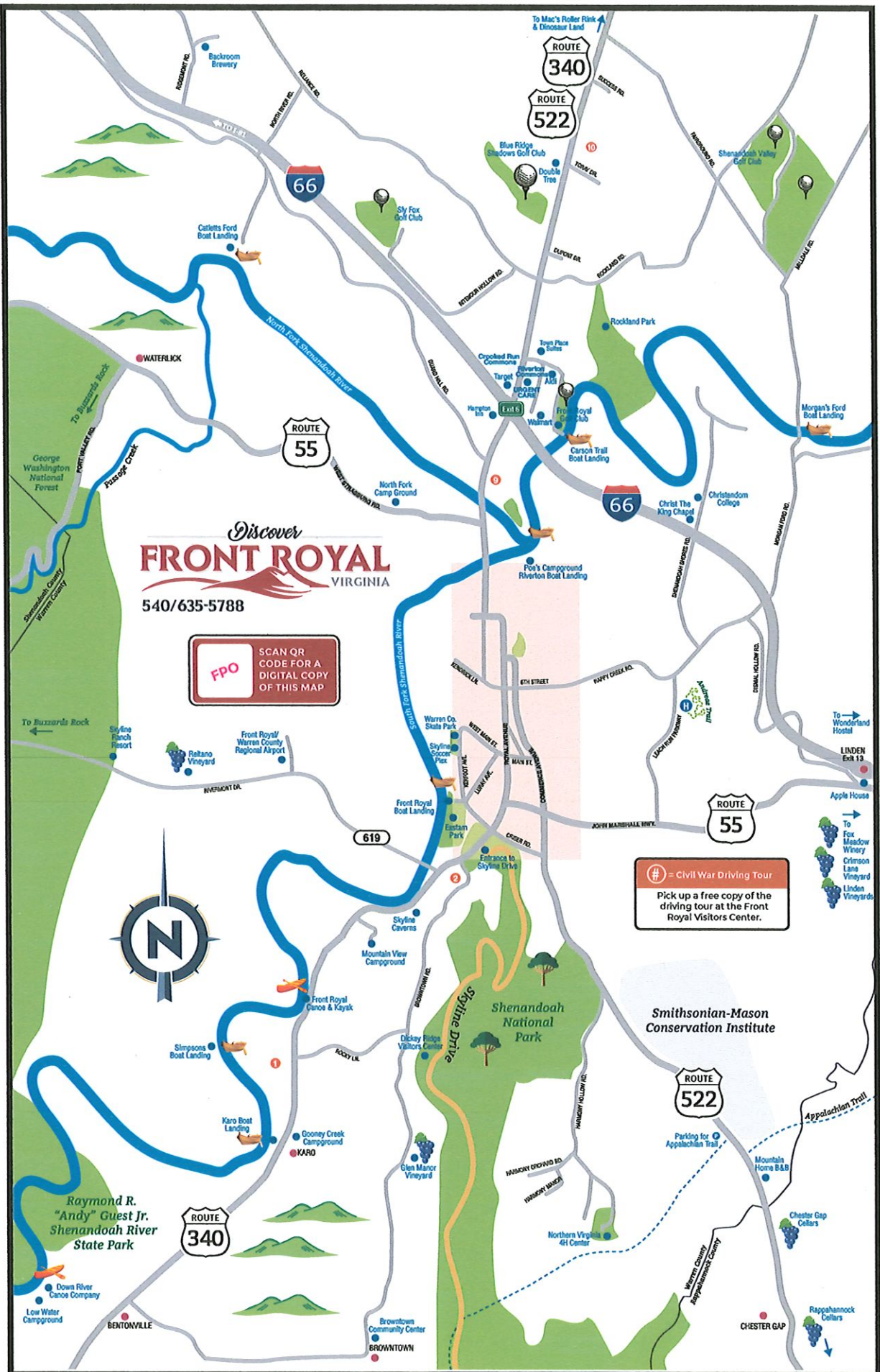
River and Mountain
Kidd Lane
Mountain Trails
120 E Main St
Front Royal Text
131 E Main St
Life in the Blue Ridge
200 E Main St
Clouds on Cloud
Cloud St
Wings Project
High St
C&C Frozen Treats
409 E Main St
Woodpeckers of the Valley
501 E Main St

= Civil War Driving Tour

Pick up a free copy of the driving tour at the Front Royal Visitors Center.



FPO SCAN QR CODE FOR A DIGITAL COPY OF THIS MAP



Discover
FRONT ROYAL
VIRGINIA

540/635-5788



= Civil War Driving Tour
Pick up a free copy of the driving tour at the Front Royal Visitors Center.

Smithsonian-Mason
Conservation Institute

Raymond R.
"Andy" Guest Jr.
Shenandoah River
State Park

Short-Term Rental Management Plan

Property Address: 66 W Strasburg Rd, Front Royal, VA

1. Compliance & Licensing

- Obtain a Special Use Permit as required by Front Royal regulations.
- Maintain appropriate short-term rental insurance coverage.

2. Guest Management

- Implement a seamless check-in/check-out process with keyless entry.
- Provide a guest guide with house rules, emergency contacts, and local recommendations.
- Enforce quiet hours and occupancy limits per town regulations.

3. Cleaning & Maintenance

- In house cleaning service to clean and restock essentials after each stay.
- Schedule routine inspections to address maintenance and safety concerns.
- Equip the property with smoke detectors, carbon monoxide alarms, and fire extinguishers.

4. Financial & Tax Compliance

- Maintain records of rental income and expenses.
- Remit required local and state occupancy taxes.

5. Security & Safety

- Install exterior security cameras (within legal guidelines) to monitor property safety.
- Implement a guest verification process for added security.

6. Marketing & Community Relations

- List the property on Airbnb and Vrbo with high-quality images and descriptions.
- Encourage positive guest reviews and maintain communication with neighbors to address concerns.

This plan ensures the property operates efficiently while complying with local regulations.

Stephen and Vanessa Talbott
HomeBase Holdings
108 Cameron Parke Court
Alexandria, VA 22304

March 08, 2025

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

To the Department of Planning and Zoning for the Town of Front Royal,

This letter provides written consent for the Town to inspect 66 W Strasburg Road for compliance of its operation as a short-term rental.

Sincerely,

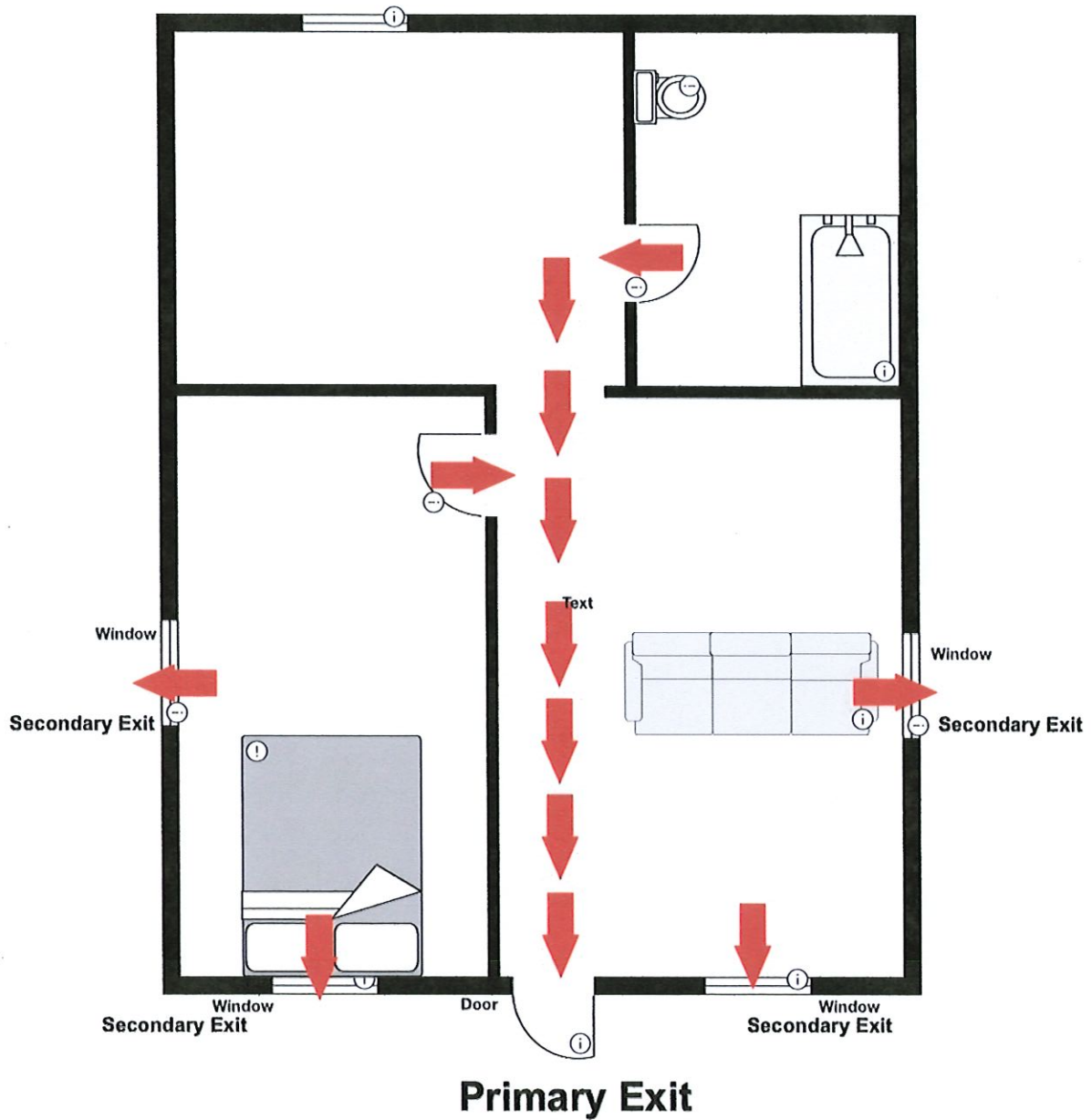


Stephen Talbott



Vanessa Talbott

Evacuation Plan For 66 West Strasburg Rd





ROY L. COURTNEY
INST.#07-8947'

LOT #31A

JANE L. KENNEY
INST.#2023-62

12' ALLEY

LOT #31B
14,579 SQ. FT.

VICTOR H. AMAYA
LOT #31

PLAT SHOWING
HOUSE LOCATION SURVEY
OF THE LAND OF
RYVARE INVESTMENTS, LLC.

SUBDIVISION OF LOTS 27 & 31
(LOT 31B)
TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

THE SUBJECT PROPERTY IS LOCATED ON FEMA
FLOOD INSURANCE RATE MAP, AND IS NOT
IN ANY FLOOD HAZARD AREA. THE
PROPERTY IS LOCATED IN ZONE "X".

THIS SURVEY HAS BEEN PREPARED WITHOUT THE
BENEFIT OF A TITLE REPORT AND DOES NOT
NECESSARILY INDICATE ALL ENCUMBRANCES
ON THE PROPERTY.

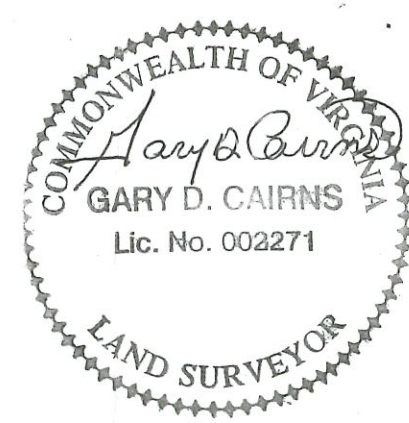
THIS SURVEY IS BASED ON A CURRENT FIELD SURVEY.

THE PROPERTY SHOWN IS LOCATED ON ASSESSMENT
PIN#20A 123 31B.

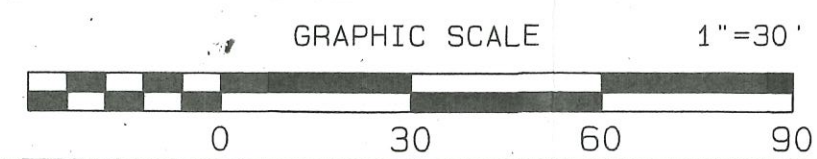
I GARY D. CAIRNS DO HEREBY CERTIFY THAT
THE LAND SHOWN HEREON IS NOW IN THE NAME OF
RYVARE INVESTMENTS, LLC. AS RECORDED
IN DEED INST.#230004935 AMONG THE LAND
RECORDS OF WARREN COUNTY, VIRGINIA.

I GARY D. CAIRNS DO HEREBY CERTIFY THAT
MONUMENTS ARE AS SHOWN.

Gary D. Cairns



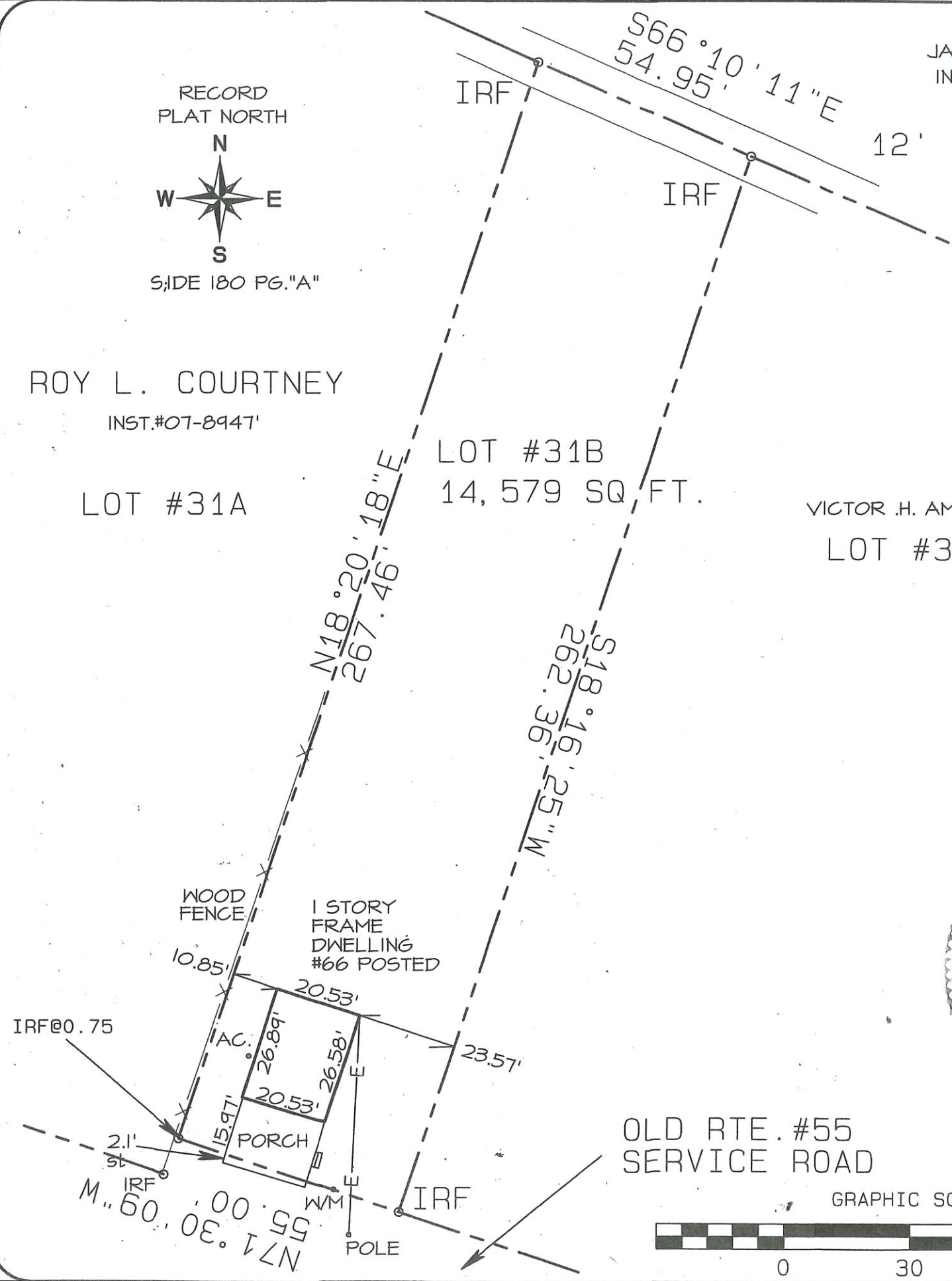
OLD RTE. #55
SERVICE ROAD



LEGEND
IPS=IRON PIPE SET
IPF=IRON PIN FOUND
IRF=IRON ROD FOUND
WM=WATER METER

SHEET 1 OF 1

CAIRNS SURVEYING	
1583 NETHERS ROAD	
SPERRYVILLE VA. 22740	
540-987-3101	



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 for Zoning and Subdivision Ordinance Fees.

MEETING DATE: March 19, 2025

SUMMARY: 2500051 – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to Fees, Charges and Expenses and Chapter 148-1100 Fees.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance Amendment #2500051. The Town's Zoning and Subdivision Ordinance fees have not been amended since 2020. Even then, not all fees were amended, and some have not changed since 2012.

DRAFT MOTION: "For the purposes of good zoning practice, I move that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Ordinance Amendment #2500051 to amend Front Royal Town Code Chapter 175-137 pertaining to Fees, Charges and Expenses and Chapter 148-1100 Fees."

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

175-137 – FEES, CHARGES AND EXPENSES

- A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for zoning permits, certificates of use, special permits, variances, appeals, amendments and other matters pertaining to this chapter.

APPLICATION TYPE	FEE
25% Fee Reduction for Non-Profit Organizations	25% Fee Reduction of Regular Fee
All Items Requiring Zoning Approval that has Started Prior to Obtaining Necessary Permits	Regular Fee Doubled
BOARD OF ZONING APPEALS (BZA)	
- Administrative Variance	\$100
- BZA Appeal of Zoning Administrator Determination	\$650
- BZA Variance Request	\$650
Business License Review	\$50
CERTIFICATE OF APPROPRIATENESS	
- Administrative Review	\$100
- BAR Board Review	\$300
- Demolition of Historically Significant Structure	\$400
Certificate of Compliance (Commercial Rate / Per 1000 sq. ft.)	\$75
Comprehensive Plan Amendment	\$1000
Final Compliance Inspection	\$75
Local Board of Building Code Appeals Application	\$400
Portable Storage Container (Residential and Commercial)	\$50
Requested Re-Advertisement (per meeting)	\$200
REZONING APPLICATION	
- Proffer Amendment or Concept Plan/Master Land Use Plan Revision	\$650
- 1 Acre or Less	\$650 + \$100/acre
- Over 1 Acre	\$650 + \$100/Acre
- Downzoning	Over 1 st Acre \$650
SIGN APPLICATIONS	
- Permanent Sign	\$75
- Entrance Corridor (Permanent)	\$250
- Temporary Sign	\$50
- Relocation of Approved Sign	\$50
Special Use Permit (SUP)	\$1000
Special Use Permit (SUP) Short-Term Rental	\$1200
Special Use Permit (SUP) Telecommunications Tower New	\$1500
Special Use Permit (SUP) Telecommunications Tower Replacement of Antennas and Other Equipment	\$300 + Third-Party Review
Urban Agriculture Permit	\$100
Zoning Determination	\$100
Zoning Ordinance Amendment	\$650

Zoning Permit Commercial Accessories, Additions, Renovations	\$125
Zoning Permit Commercial New	\$300
ZONING PERMIT – FENCES (Commercial and Residential)	\$50
Zoning Permit, Multi-Family Residential Dwelling New	\$100/unit
Zoning Permit Residential Accessories, Additions, Renovations	\$50
Zoning Permit, Single-Family Residential Dwelling Detached New	\$125
Zoning Permit, Single-Family Residential Dwelling Attached New	\$125/unit

Requested Copies:	
Letter Paper Size:	
Per Sheet (b&w)	\$0.15
Per Sheet (color)	\$2.00
Legal Paper Size:	
Per Sheet (b&w)	\$0.50
Per Sheet (color)	\$2.50
11" x 17" Paper Size:	
Per Sheet (b&w)	\$0.75
Per Sheet (color)	\$3.50
Bond Paper for Over 11" x 17" Sizes:	
Per Square Foot (b&w)	\$0.50
Per Square Foot (color)	\$3.00
Copy of Zoning Ordinance:	\$15.00
Copy of Comprehensive Plan (each)	\$20.00

- B. Until all application fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal.
- C. Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department of the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten pages of eight and one-half by eleven-inch (8½ x 11") paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.

(Ord. of 7-28-08; Ord. of 6-11-12; Ord of 1-28-13; Ord. of 4-22-19; Ord. of 6-8-20; Ord. of 5-22-23)

175-137 FEES, CHARGES AND EXPENSES

- A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for zoning permits, certificates of use, special permits, variances, appeals, amendments and other matters pertaining to this chapter.

~~For processing an Administrative Variance \$100.00~~

~~For processing a Board of Architectural Review request:~~

~~Administrative Review: \$50.00~~

~~Board of Architectural Review: \$100.00~~

~~Demolition of Historically Significant Structure: \$200.00~~

~~For processing a Board of Zoning Appeals application \$400.00~~

~~For issuing a Certificate of Compliance \$25.00~~

~~For processing an application to amend the Comprehensive Plan \$400.00~~

~~For processing a Local Board of Building Code Appeals Application \$400.00~~

~~For processing an amendment to the Zoning Ordinance \$400.00~~

~~For processing a Rezoning application:~~

~~1 acre or less: \$500.00~~

~~Over 1 acre: \$500.00~~

~~Plus per acre over 1st acre \$100.00~~

~~Downzoning: \$400.00~~

~~Proffer amendment or Concept Plan/Master Land Use Plan Revision \$400.00~~

~~For processing an application for a Sign Permit:~~

~~Permanent: \$50.00~~

~~Permanent (Entrance Corridor): \$75.00~~

~~Temporary: \$25.00~~

~~Relocation of previously approved sign: No charge for review~~

~~Requested Re-advertisement (per meeting) \$200.00~~

~~For processing an application for a Special Use Permit \$400.00~~

~~For a Zoning Permit, Commercial Accessories/Additions \$100.00~~

~~For a Zoning Permit, Residential Accessories/Additions \$25.00~~

~~For a Zoning Permit, Multi-Family Residential Dwelling (per unit) \$50.00~~

~~For a Zoning Permit, New Commercial \$100.00~~

~~For a Zoning Permit, New Single-Family Residential Dwelling \$75.00~~

~~For a Zoning Permit, Portable Storage Container
(Residential or Commercial) (each) \$25.00~~

~~For a Zoning Permit, Fences (for all uses) \$25.00~~

~~Construction or Land Disturbance Activity without a Permit: double zoning
permit regular fee~~

~~Requested Copies:~~

~~Letter Paper Size:~~

~~Per sheet (b&w) \$0.15~~

~~Per sheet (color) \$2.00~~

~~Legal Paper Size:~~

~~Per sheet (b&w) \$0.50~~

~~Per sheet (color) \$2.50~~

~~11" x 17" Paper Size:~~

~~Per sheet (b&w) \$0.75~~

~~Per sheet (color) \$3.50~~

~~Bond Paper for over 11" x 17" Sizes:~~

~~Per s.f. (b&w) \$0.50~~

~~Per s.f. (color) \$3.00~~

~~Copy of Zoning Ordinance: \$15.00~~

~~Copy of the Comprehensive Plan (each): \$20.00~~

- B. Until all application fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal.
- C. Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department of the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten pages of eight and one-half by eleven-inch (8½ x 11") paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.

(Ord. of 7-28-08; Ord. of 6-11-12; Ord of 1-28-13; Ord. of 4-22-19; Ord. of 6-8-20; Ord. of 5-22-23)

148-1100 – FEES

A. The following fees are hereby assessed for the applications or services as indicated:

APPLICATION TYPE	FEE
Boundary Adjustment	\$100
Boundary Plat / Survey Review	\$50
Copy of Town Subdivision and Land Development Ordinance	\$15
Lot Line Vacation	\$150
Performance Bond Release Partial and Full	\$200
Right-of-Way Utilization Permit	\$100
Special Exception (per application submission, not per variance or exception standard)	\$650
Site Development Plan (Minor)	\$500
Site Development Plan (Major)	\$1000 for 1 st & 2 nd Submissions, Any Subsequent Review Will Incur \$500/per submission
Sketch Plan	\$150
Subdivision Final Plat (Minor)	\$200 + \$100/per lot
Subdivision Development Plan (Minor)	\$500
Preliminary Plan (Major)	\$750
Subdivision Final Plat (Major)	\$1000 + \$100/per lot
Subdivision Development Plan (Major)	\$750 + \$25/per lot
GIS Data:	
a. Aerials (1,250' x 1,250' Panel) (per panel)	\$5
b. Base Maps (5,000' x 5,000' panel) (per panel)	\$25
Or Townwide	\$400
c. Other Layers (as available) (townwide)	\$50
d. Parcel Layers (as available) (townwide)	\$100
e. Scanned Document (per sheet)	\$12.50

- B. Until all fees, charges, etc., described above have been paid in full, no action shall be taken to any application for any of the services described above.
- C. Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate Department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department to the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten (10) pages of eight and one-half inch by eleven-inch (8 ½" x 11") paper. An individual requesting materials through a FOIA

request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.

148-1100 FEES

A. The following fees are hereby assessed for the applications or services as indicated:

1. ~~For processing an application for a Boundary Adjustment \$100.00~~
2. ~~For lot line vacation plat \$100.00~~
3. ~~For review of a boundary/plat of survey no charge for review~~
4. ~~For processing a partial release of a Performance Bond (each) \$100.00~~
5. ~~For Right of Way Utilization Permit \$25.00~~
6. ~~For processing Site Development Plan:~~
 - a. ~~Minor: \$100.00~~
 - b. ~~Major: \$750.00~~
7. ~~For processing a Sketch Plan \$100.00~~
8. ~~Copy of Town Subdivision and Land Development Ordinance \$15.00~~
9. ~~For processing as Subdivision Variance or Special Exception (per application submission, not per variance or exception standard) \$250.00~~
10. ~~For processing Subdivision Final Plat (Major) \$1,000.00~~
~~Plus (per lot) \$100.00~~
11. ~~For processing Subdivision Final Plat (Minor) \$200.00~~
~~Plus (per lot) \$100.00~~
12. ~~For processing Subdivision Preliminary Plat (Major) \$500.00~~
~~Plus (per lot) \$25.00~~
13. ~~For processing Subdivision Preliminary Plat (Minor) \$300.00~~
~~Plus (per lot) \$25.00~~
14. ~~GIS Data:~~
 - a. ~~Aerials (1,250' x 1,250' Panel) (per panel) \$5.00~~
 - b. ~~Base Maps (5,000' x 5,000' Panel) (per panel) \$25.00~~
~~Or Townwide \$400.00~~
 - c. ~~Other Layers (as available) (townwide) \$50.00~~
 - d. ~~Parcel Layers (as available) townwide) \$100.00~~
 - e. ~~Scanned Document (per sheet) \$12.50~~

B. Until all fees, charges, etc., described above have been paid in full, no action shall be taken to any application for any of the services described above.

C. Freedom of Information Act (FOIA) requests for available information shall be submitted to the appropriate Department that maintains the records sought for processing. Any request for records or documents from the Town is considered a FOIA request. All FOIA requests shall be communicated by the Department to the Town Manager and Town Attorney. FOIA regulations allow the Town to assess a reasonable charge for the costs to access, search, duplicate, and supply the requested materials if they exist. The Town shall not assess fees if staff time is less than thirty (30) minutes and ten (10) pages of eight and one-half inch by eleven-inch

(8½" × 11") paper. An individual requesting materials through a FOIA request will be notified as soon as practicably possible. The Town shall conform to all FOIA regulations established by the Commonwealth of Virginia to ensure access to all available Town documents.

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: April 16, 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 during work sessions pertaining to the R-1 zoning 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: "For the purposes of good planning 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**

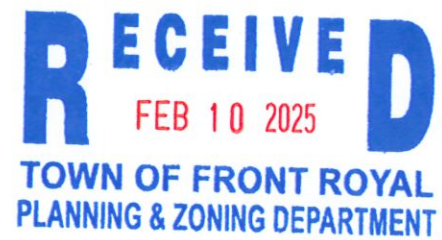
**Planning Commission Regular Meeting
April 16, 2025
Staff Report**

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 $\frac{3}{4}$ 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 during work sessions pertaining to the R-1 zoning 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.

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

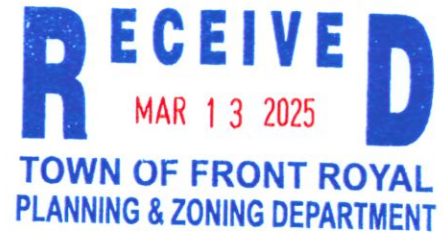
A handwritten signature in black ink, appearing to be "A. Hike", written over a faint circular stamp.

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

RESIDENTIAL DISTRICT (R-1)

175-11 STATEMENT OF INTENT (R-1)

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

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

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

RESIDENTIAL:

Single-family dwellings, detached

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches
Public libraries
Schools

MISCELLANEOUS:

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

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

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

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

RESIDENTIAL:

COMMERCIAL:

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

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

INDUSTRIAL:

ORGANIZATIONAL:

Community Centers.

Fire and Rescue Squads and Police Stations.

MISCELLANEOUS:

Any use permitted under Section 175-12, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-17, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

175-13 AREA AND FRONTAGE (R-1)

Area and frontage regulations shall be as follows:

A. On-lot water and sewer:

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

B. Public water or public sewer:

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

C. Public water and public sewer:

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

175-14 SETBACK (R-1)

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

175-15 YARDS (R-1)

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

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

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

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

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

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

175-16 LOT COVERAGE (R-1)

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

175-17 HEIGHT (R-1)

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

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

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

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

175-18 CORNER LOTS (R-1)

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

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

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

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

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

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

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

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

PUBLIC HEARING

2500072 – A request for a Special Use Permit submitted by the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – 2500072

MEETING DATE: April 16, 2025

SUMMARY: A request for a Special Use Permit submitted by the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue, identified by Tax Map 20A5, Section 7, Block 18, Lots 3-4. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

STAFF RECOMMENDATION: Staff recommends approval of the Special Use permit.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to Town Council for Special Use Permit #2500072 for a lodging house at 506 N. Royal Avenue with no conditions. “

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
April 16, 2025

APPLICATION #:

2500072

APPLICANT:

Warren County Community Health Coalition

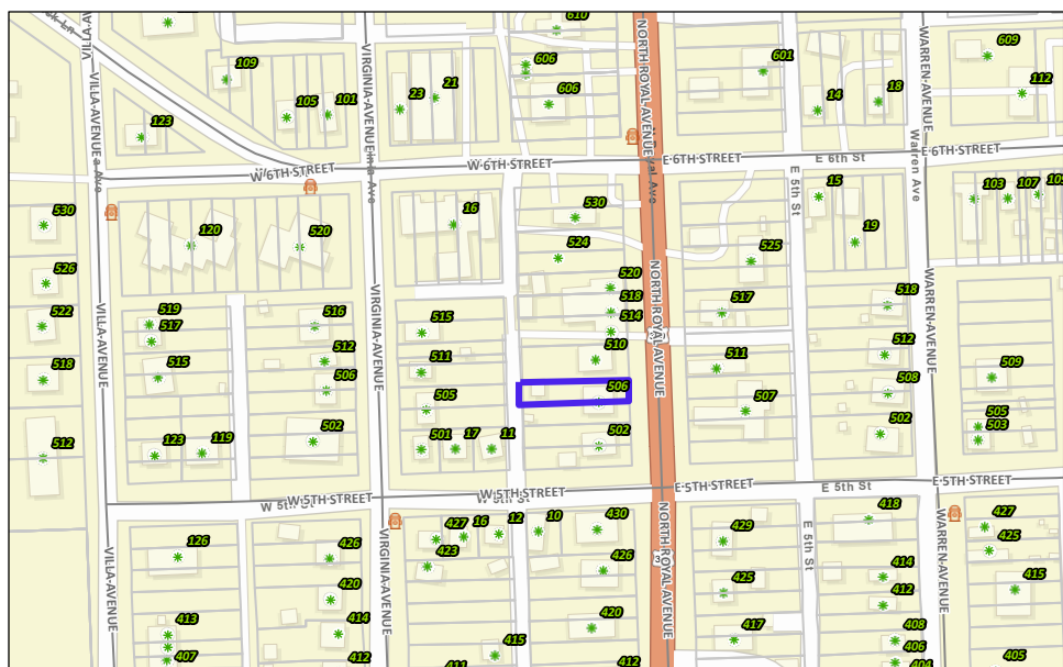
APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a lodging house located at 506 N. Royal Avenue.

GENERAL INFORMATION:

Site Addresses	506 N. Royal Avenue
Property Owner(s)	William T. Vaught, Jr.
Existing Zoning	C-1, Community Business District (Entrance Corridor)
Historic District	No
Proposed Use	Lodging House
Tax Identification	20A5-7-18-3 & 4
Location	The property is located on N. Royal Avenue between W. 5 th Street and W. 6 th Street.

Vicinity Map (Warren County GIS)



April 7, 2025

1:2,257
0 80 160 320 ft
0 25 50 100 m

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

INFORMATION ON THE APPLICATION:

Town Code

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

175-39.B, USES PERMITTED BY SPECIAL PERMIT (C-1)

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

RESIDENTIAL:

Apartments or dwelling units, with four (4) or more units or where located on the ground floor, subject to the provisions of Section 175-113.

COMMERCIAL:

Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.

Automobile Parking Lots, commercial.

Bed & Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175 -107.1F, and any necessary improvements or changes to address the considerations of that section. Farmers' markets, and flea markets, in accordance with 175-44.F.

Kennels

Shopping centers as set forth in Section 175-111.

INDUSTRIAL:

Distribution facilities, subject to the standards and criteria for industrial uses provided in Section 175-70.

Wholesale establishments with storage and processing, subject to the standards and criteria for industrial uses provided in Section 175- 70.

ORGANIZATIONAL:

Schools

<i>148-870 Parking Requirements</i> <i>Staff Recommendation</i>	<u>MISCELLANEOUS:</u> Any use permitted under Section 175-39, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-41, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line. Conservation areas. Communication towers, in accordance with Section 175-110.4 Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling. Boarding Houses, Clubs & Lodging Houses. Mini-warehouses, subject to the standards of Section 107-44.G. Nursing homes, as set forth in Section 175-107. Parking Structures. Structures with a height between 45 feet and 70 feet, and any residential structure not in conformance with the height limitation of Section 175-41. Structures with a gross floor area of 50,000 square feet or more. Townhouse-style commercial development, where the intent is to divide the property into individual lots. One (1) parking space per room and an additional two (2) parking spaces for employees. Staff recommends approval without conditions.
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ATTACHMENTS: 1) 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

#2500072
RECEIVED
FEB 18 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT
Main: 540.635.4256
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 _____



Warren Coalition

Supporting a safe, healthy and drug-free Warren County

March 24, 2025

Connie Marshner, Chairman
Front Royal Planning Commission
102 E. Main Street
Front Royal, VA 22630

Dear Ms. Marshner and Members of the Planning Commission:

As I am unable to be present at the April 2nd Planning Commission work session, I am writing to provide you with information about our special use permit request for 506 North Royal Avenue.

This house is slated to become a six-bed women's recovery home with a live-in house manager who is a peer recovery specialist. As with the other two recovery houses we are already running, it will be a Level 3 residence, which means that those coming into the house will need to have completed in-patient or outpatient treatment within the past 30 days or actively be in outpatient care. We will continue to work with Warren County Drug Court to accept people into this house. Residents will include people using medication-assisted treatments excluding methadone. These medications will be secured and administered only at the appropriate times.

Through our program, we assist people in recovery in obtaining employment, their driver's license, appropriate clothing, medical care, and food. When needed, we provide transportation to and from work or medical appointments. When accepting someone into one of our recovery houses, our goal is to have them employed within 30 days (unless they are part of the Drug Court, in which case they may have other obligations to fulfill). Since opening our first house in May 2023, we have successfully assisted every client with obtaining employment.

You may be aware that we currently have a women's recovery house at 200 North Royal Ave. This house, which holds nine people and was our first recovery house, will revert to a men's facility. We feel it is in the best interest of the community and our clients to move the women to the smaller facility because we typically have a waitlist for men, while the number of women we are assisting each month has remained at four to six.

The new house will follow the same rules our other houses have. In addition to obtaining and holding employment, residents must continue with outpatient treatment and comply with regular drug screenings. All of our houses typically have clients who are on probation and thus are subject to regular searches by law enforcement. This new house would be subject to the same.

Addiction, as you know, is an incredibly difficult disease to overcome. Providing individuals with hope, purpose, direction, and connection can make all the difference in their recovery. By focusing on these objectives, we help our clients move forward on a daily basis, helping one person at a time. Knowing that their community also wants them to get well has made a difference to each of them.

Please feel free to contact me at 540-328-9036 if you have any questions.

Sincerely,

Christa Shifflett
Executive Director

P.O. Box 2058, Front Royal, VA 22630 • (540)-636-6385 • (540) 636-6875 (fax)
warrencoalition.org

The questions are below;

1. You mention in your letter that the new house will follow the same rules as the old house. Please detail those rules and how they are enforced.

The rules that I think are most pertinent to greater community impact:

Illegal activity will not be tolerated, and law enforcement will be called-possessing illicit substances in the house, theft, etc.

Residents upon admission are drug tested, and this is a regular occurrence in the houses. If someone fails a drug test, they are offered 3 alternatives-1. Leave the house, 2. Go into inpatient treatment, or 3 Go to outpatient treatment and demonstrate complete compliance with the requirements of the treatment provider. If a drug test is failed, and the person chooses option 3, the person will be on restriction and have to be at the house with no overnights, go to 3 meetings a week and they will be required to be in earlier (as their work schedule permits).

There is an 11 PM curfew at the house. Failure to meet curfew results in people having their curfew made to an earlier time based on the severity of the infraction.

For the first 30 days, people are not allowed to have overnight stays outside the house. Once the 30 days are over, people may stay out two nights per week with prior approval. In these situations, people are drug tested on their return. We use oral and urine drug screenings in an effort to prevent inaccurate test results and also cheating on the tests. If people stay out all night without permission (or because of work) they will be drug tested and put back on new resident status. Repeated violations (3 strikes your out rule-applies for all house rules) and the person will be asked to leave.

All prescription medications must be checked in with the House Manager and are stored in a safe. Medications are dispersed at set times daily. Failure to turn prescription medication (or medication that is kept behind the counter at a pharmacy that has to be signed for) will result in a violation being issued. This is an offense that will also result in being asked to leave if it happens three times.

Family members are welcome to visit during visiting hours. No one is allowed to spend the night at the house with residents and nonresidents are only allowed on the first floor of the house.

The rules are enforced by the House Manager-sometimes after discussion with the Executive Director or the Housing Supervisor. All violations are given to the person in writing and reviewed with them. They are then asked to sign the violation form which is added to their permanent record.

2. Will the number of residents in care ever exceed the 6 beds mentioned?

No, this facility is to serve only 6 females.

3. Is this a 24/7 supervised situation?

The house manager lives onsite. This is not a shift situation, so the house manager is not always in the house, but there are numerous cameras in and outside the house, that does allow us to see the happenings in the main living areas of the house and records them 24/7.

4. Can you elaborate about the staff qualifications?

Peer support specialists are the house managers. The current house managers are also forensic peer support specialists (meaning they have special training to work with people who are/have been incarcerated.) They have been in recovery over 3 years. One of the house managers is also a certified Medication Technician. Both house managers had been house managers in other recovery houses before coming to work at the Warren Coalition. They are supervised by a Certified Substance Abuse Counselor as well as the Executive Director. Meetings are held every week to review matters in the house and what support would be helpful for the residents.

5. What additional licenses will need to be obtained before operation?

No licenses are required other than a business license from the town. We follow the Virginia Association of Recovery Residences (VARR) standards, although we have not applied to VARR for membership.

6. What measures do you take to mitigate safety concerns of surrounding residents?

We have recording cameras inside and outside of the house to monitor for suspicious people or behaviors. We do not accept sex offenders at our houses. We also do accept people with significant mental illness that is not medicated-or if they refuse to take their medications they will have to leave the house. Residents of the houses agree that their rooms are subject to search at any time based on reasonable suspicion.

7. You mention a typical stay is 30 days. Is there a maximum limit?

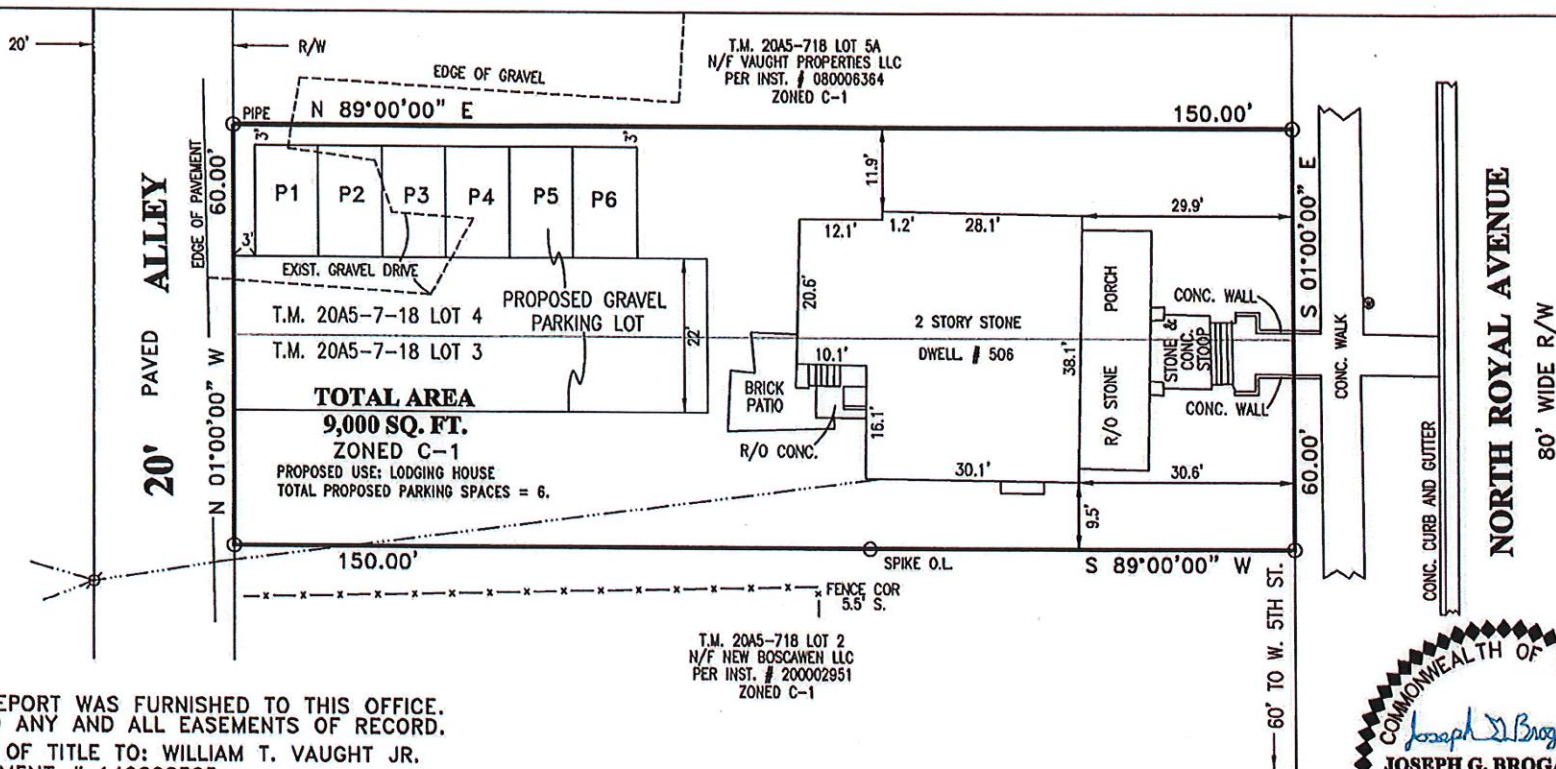
A typical stay is 6-9 months with some people staying longer and others leaving sooner for a variety of reasons. We do have people establish savings goals so they have first month's rent, and a security deposit saved so they can move into their own place.

8. Can you elaborate about your relationship with the courts and law enforcement?

The Warren Coalition has one of our peer support specialists in the circuit court every Friday and also on indictment days. We are there to provide support for our clients and also to provide information to the court as they request. We talk regularly with probation officers of our clients and also with drug court representatives. The Warren Coalition also assists the police in helping to find people who have been at the house and run-most often drug court participants. We also work regularly with the jail to transport people to

treatment and to provide services in the jail. The Warren Coalition also regularly works with the pretrial system.

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.

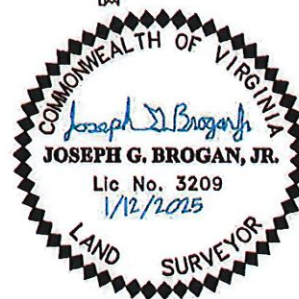
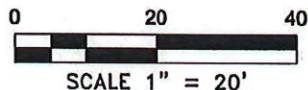
PLAT REF: DEED BOOK S PAGE 301.

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

PUBLIC HEARING

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.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – 2500100

MEETING DATE: April 16, 2025

SUMMARY: A Special Use Permit application has been submitted by Divinum Auxilium Academy for a private school located at 16 N. Royal Avenue for an all-boys school featuring twenty-five (25) students aged thirteen to eighteen (13-18) and comprising seventh through twelfth grade. (7th through 12th). The property is zoned C-2, Downtown Business District (Entrance Corridor) and within the historic district.

STAFF RECOMMENDATION: Staff recommends approval with conditions pertaining to parking.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500100 for a private school located at 16 N. Royal Avenue conditioned upon the following:

1. The provision of off-street parking areas, which shall be oriented to the buildings they are serving and within three hundred (300) feet walking distance, with a written agreement thereto assuring their retention for such purposes shall be properly drawn and executed by the parties concerned and approved as to form by the Town Attorney prior to the commencement of the use.”

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
April 16, 2025**

APPLICATION #:

2500100

APPLICANT:

Divinum Auxilium Academy

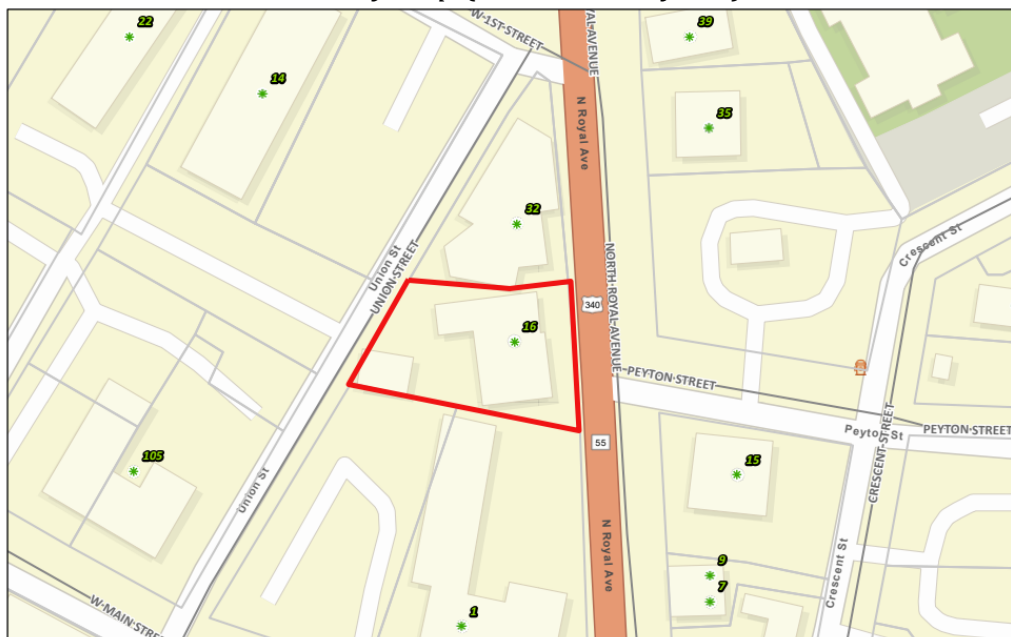
APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a private school located at 16 N. Royal Avenue for an all-boys school featuring twenty-five (25) students aged thirteen to eighteen (13-18) and comprising seventh through twelfth grade. (7th through 12th).

GENERAL INFORMATION:

<i>Site Addresses</i>	16 N. Royal Avenue
<i>Property Owner(s)</i>	FM town Hall LLC
<i>Existing Zoning</i>	C-2, Downtown Business District (Entrance Corridor)
<i>Historic District</i>	Yes
<i>Proposed Use</i>	Private School
<i>Tax Identification</i>	20A5-11-15
<i>Location</i>	The property is located on the east side of N. Royal Avenue, between the United Methodist Church and the First Baptist Church.

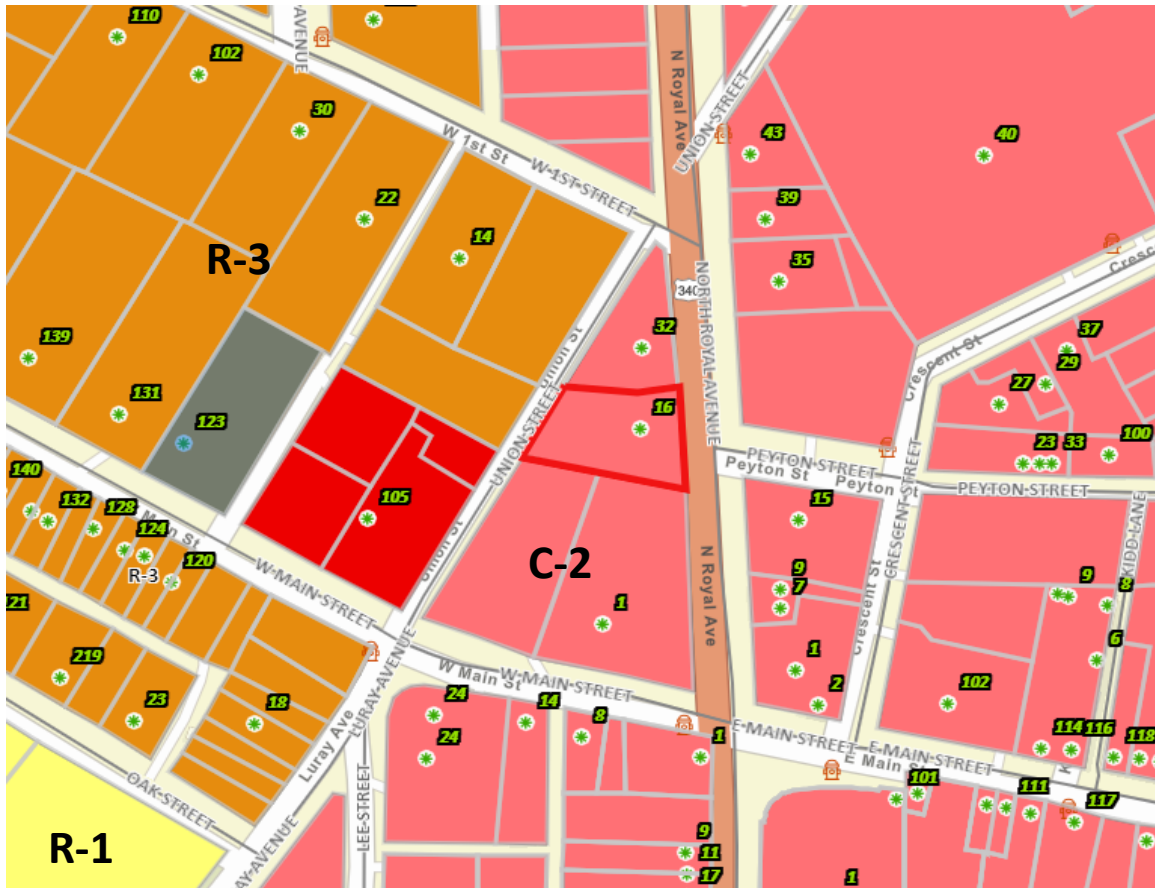
Vicinity Map (Warren County GIS)



April 8, 2025

1:1,128
0 40 80 160 ft
0 12.5 25 50 m
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

Town Zoning Map (Warren County GIS)



Aerial Map (Warren County GIS)



Town Code

175-48 USES PERMITTED BY SPECIAL PERMIT (C-2)

A. The following uses are permitted within the C-2 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the C-2 District:

RESIDENTIAL:

Apartments located in buildings constructed after January 1, 1999, in accordance with the area requirements in Section 175-49.

COMMERCIAL:

Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.

Automobile service stations, in accordance with Section 175-110.

Automobile and truck sales lots and leasing agencies, in accordance with Section 175-52.D.

Bed and Breakfasts, as set forth in Section 175-107.3.

Day Care Facilities, subject to the provisions of Section 175-107.1.F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, in accordance with Section 175-52.E.

INDUSTRIAL:

ORGANIZATIONAL:

Schools.

MISCELLANEOUS:

Conservation areas.

Lodging houses and boarding houses.

(Ord. of 7-23-12; Ord. of 6-22-15)

**148-870
Parking
Requirements**

Public/private schools	One (1) parking space per employee, plus parking space for school auditoriums as noted above for auditoriums.
Churches/theaters/other assembly buildings/ auditoriums	One (1) parking space per four (4) fixed seats in the main assembly area or one (1) parking space per one hundred (100) net square feet.

<i>Project Summary</i>	The applicant is seeking a Special Use Permit to allow a private school for up to 25 male students aged 13 to 18, grades 7 th through 12 th . Pick up and drop off will occur at the rear of the building and parking will be leased from St. John the Baptist.
<i>Staff Recommendation</i>	Staff recommends approval conditioned upon the following: 1. The provision of off-street parking areas, which shall be oriented to the buildings they are serving and within three hundred (300) feet walking distance, with a written agreement thereto assuring their retention for such purposes shall be properly drawn and executed by the parties concerned and approved as to form by the Town Attorney prior to the commencement of the use.

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



TOWN OF FRONT ROYAL

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

Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

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 11 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*



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

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,

A handwritten signature in black ink, appearing to read "Dian R. Schmiedicke", with a long horizontal flourish extending to the right.

Dian R. Schmiedicke

Board President

The Divinum Auxilium Family of Schools

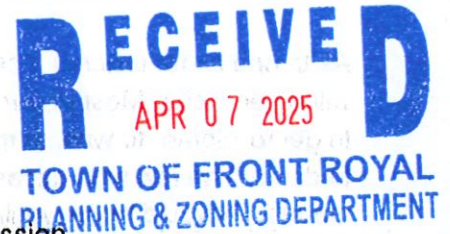


sup 2500100

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)

Addendum to Statement of Justification for Town of Front Royal
2500100 - Request for Special Use Permit
16 N. Royal Ave., Front Royal, VA



Attention: Connie Marshner, Chairman Front Royal Planning Commission

Dear Mrs. Marshner,

Thank you for the opportunity to listen to the concerns of the Commission regarding our request for a Special Use Permit at 16 N. Royal Ave. We would like to offer a few possibilities for the Town to consider with regard to concerns over drop-off and pick-up at the beginning and end of the normal school day.

Scenario #1 (Preferred): Families would enter one-way onto Maddox Ln. from W. Main St. and enter the leased parking area of St. John the Baptist Church. Students can safely be dropped in the parking lot and walk to the school entry at the back of 16 N. Royal Ave. (facing Union St.) through the municipal parking lot between Maddox Funeral Home and First Baptist Church and crossing Union St. using the designated crosswalk. We will agree to staff the crosswalk during drop-off and pick-up times to ensure students can walk safely into the school when they are dropped off and back to the parking lot for pick-up. Cars will continue through the parking lot in a circular fashion and back out onto W. Main St. using the one-way driveway that exits in that parking lot. Current Drop-off Window: M-Th 8:10-8:20 a.m. Pick-up Time: 3:10 p.m., Pick-up Fri. 1:10 p.m. {Marked #1}

Scenario #2: As the large majority of our families have students across all three schools, boys attending school at 16 N. Royal Ave. could be dropped off and picked up at the neighboring girls' school located at 124 Luray Ave. The boys could then walk to school along Luray Ave. and crossing over W. Main St. to school and back again in the reverse. The current drop-off and pick-up times would need to be adjusted slightly to accommodate the slightly longer walking distance: M-TH 8:05-8:15 a.m. and 3:05 p.m. and 1:05 p.m. on Fri. respectively.

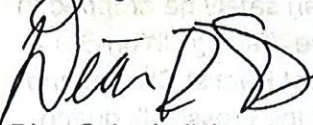
Scenario #3: Families would enter one-way Union St. according to a staggered schedule of no more than 3 cars at a time. Cars would pull into the back parking area of 16 N. Royal Ave. in a U or arced fashion and drop students off to receiving staff. During these brief drop-off and pick-up windows only, the 2 handicapped and 3 regular parking spaces would not be available. Afterward, they would be available again for parking. If at any time families approaching this parking/drop-off/pick-up area discover a backlog that would cause traffic stoppage on Union St. they would be instructed to circle the block until space has been freed to completely pull in off of Union St. In this scenario the staggered schedule would need to begin earlier and continue later in order to accommodate the slower traffic flow of 3 cars per scheduled allotment. We believe 3

cars every 5 minutes would ensure minimal backup and allow for the efficient reception and dismissal of our small student body. {Marked #3}

As to one commissioner's concern about student traffic to Main St., we truly do not believe this will be an issue. Most of our students have either after-school sports or lessons that they need to get to. Some do walk to music and dance classes on or around Main St. and would continue to do so. The few who occasionally walk after school to Main St. cafes to study or visit with friends we would hope would comport themselves with the high standards expected of them at school, but we would be most happy to communicate with Main St. business owners, as well as our parents and students, in order to make sure that standards of etiquette and common courtesy are being maintained after school hours.

Please know that we remain receptive to anything the Town might suggest concerning these or any other issues that might arise and we look forward to also addressing any questions or concerns raised by the public on April 16th. If you have any questions or items that require further clarification, please do not hesitate to reach out to me in the meantime.

Best Regards,

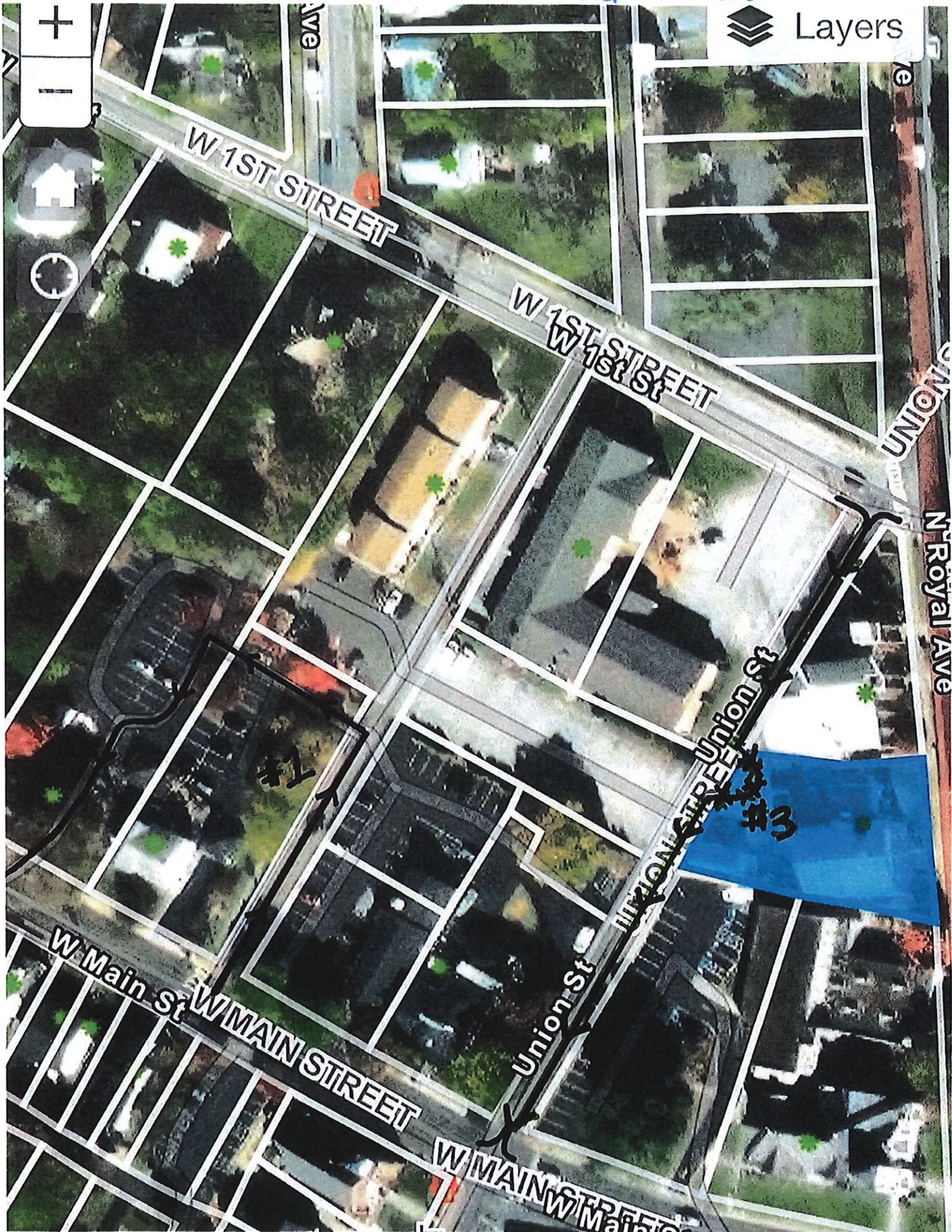


Dian Schmiedicke
Board President

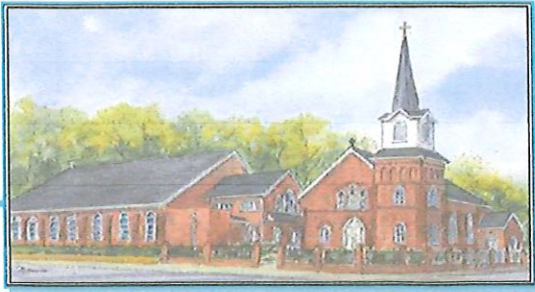
CC Lauren Kopishke, Planning and Zoning Director

sup 2500/100

Layers



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,,

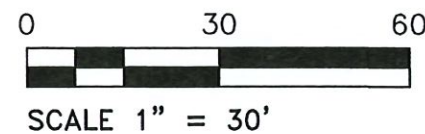
Rev. Daniel Gee
Pastor

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

SURVEY OF THE FM TOWN HALL, LLC
PROPERTY PER INSTRUMENT # 140006310
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
PROPERTY SITUATED OUTSIDE THE LIMITS
OF THE FEMA FLOOD ZONE.

TOTAL EXISTING ONSITE PARKING = 6.
3 (HC1) HANDICAP PARKING SPACES.
3 (P1) REGULAR PARKING SPACES.



TO. 1ST. STREET
ONE WAY
ALLEY
VARIABLE WIDTH

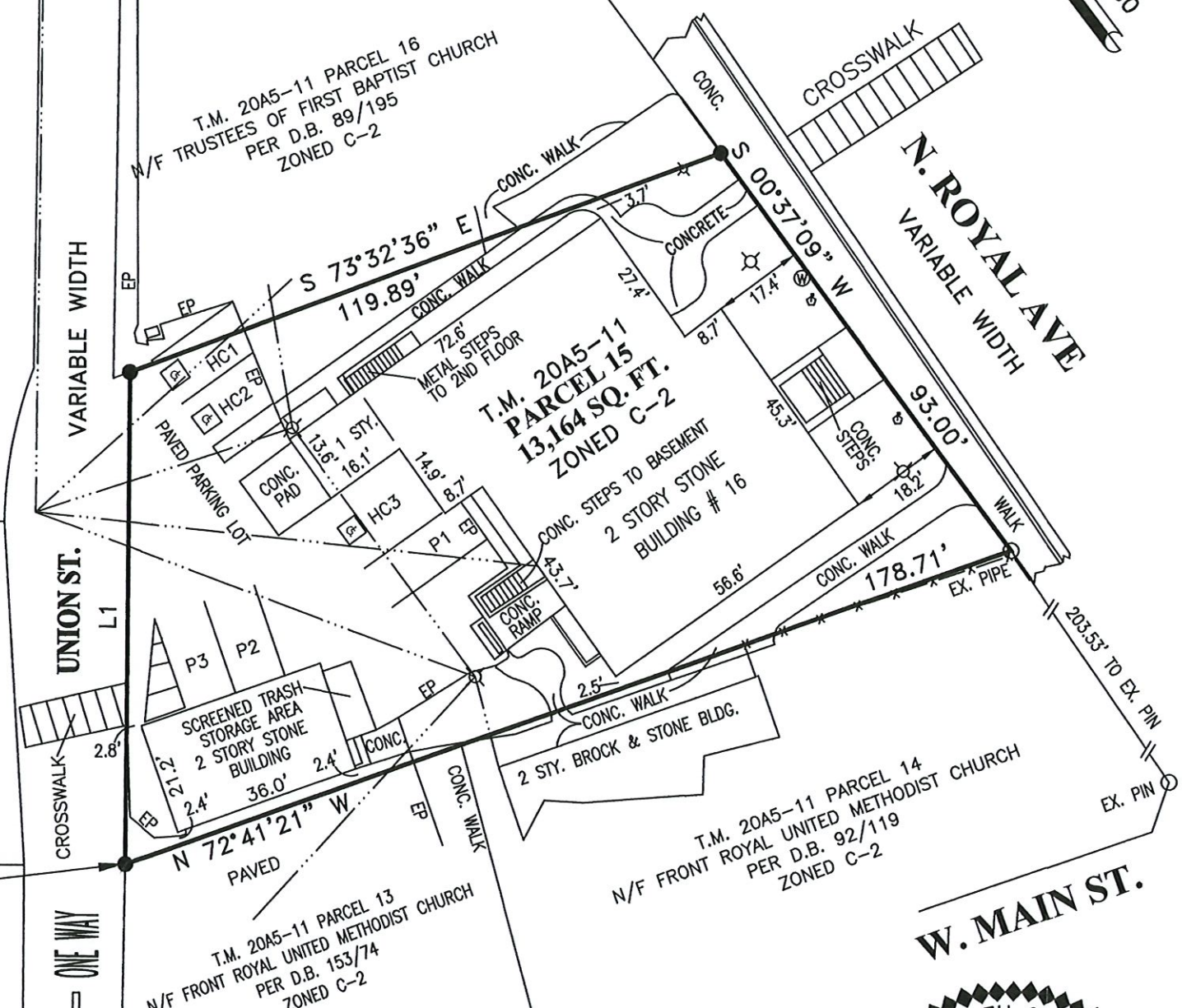
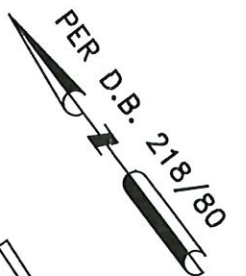
T.M. 20A5-11 PARCEL 10 ZONED R-3
TOWN OF FRONT ROYAL PARKING LOT PER D.B. 159/213

DISTANCE TO PROPOSED OFFSITE PARKING LOT = 232.17'

T.M. 20A5-11 PARCELS 9 & 12 ZONED C-1
MADDOX FAMILY INVESTMENTS, L.C.
PER INSTRUMENT # 010005049

- EP DENOTES EDGE OF PAVEMENT.
X DENOTES LIGHT OR LIGHT & UTILITY POLE.
⊕ DENOTES FLAG POLE.
● DENOTES PIN SET.
○ DENOTES EXISTING PIN OR PIPE AS NOTED.
⊙ DENOTES WATER METER.
--- DENOTES OVERHEAD WIRES.
-x-x- DENOTES FENCE.

LINE	BEARING	DISTANCE
L1	N 37°30'39" E	93.02'



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
MARCH 7, 2025



T.M. 20A5-11 PARCEL 19 ZONED R-3
CORR FAMILY REAL ESTATE LLC
PER INST. # 030003697

T.M. 20A5-11 PARCEL 8 ZONED R-3
CATHOLIC DIOCESE OF ARLINGTON
PER D.B. 86/359

ENTRANCE TO PAVED PARKING LOT

TO. W. MAIN ST.

SUP # 2500100

Connie Potter

From: David Beahm <Dbeahm@warrencountyva.gov>
Sent: Monday, March 17, 2025 10:10 AM
To: Connie Potter
Cc: Inspections; Kevin Perry; Matthew Byers; Gerry Maiatico; Gordon Foster
Subject: RE: SUP Application 2500100 for Comments – Divinum Auxilium Academy – Private School in C-2 District
Attachments: 2500100_Application_16 N Royal Ave_Divinum Auxilium Academy.pdf; 2500100_Ltr Lease of Parking Spaces_16 N Royal Ave_Divinum Auxilium Academy.pdf; 2500100_Statement of Justification_16 N Royal Ave_Divinum Auxilium Academy.pdf; 2500100_Survey Plat_16 N Royal Ave_Divinum Auxilium Academy.pdf

Comments – 16 N. Royal Avenue, Divinum Auxilium Academy – Private School in C-2 District – 2500100:

- Erosion and Sediment Control (ESC) Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Site Plan Review:
 - If or when any building construction related activity were to take place, a Site Plan Review may need to be completed for any external (increased footprint) changes. Any modifications to the existing building would be reviewed through the building code review process and a site review may not be needed.
- Building Inspections Items:
 - This would be a Change of Use and Occupancy and would require a permit that included plans showing existing conditions be submitted and any proposed changes to be made to meet the new Use and Occupancy group. If any type of work-related activity (structure, electrical, plumbing, mechanical, fire suppression, energy, retaining wall, etc.) were to be required, it would be subject to the normal requirements of application, review and approval prior to work beginning.
- Fire Marshal's Office Comments (standard):
 - We would defer all comments for the site development/new construction/retrofit/change of use to the Building Official. Upon approval and issuance of the CO, the facility shall be maintained in accordance with the Virginia Statewide Fire Prevention Code.

If anything should change in the scope, additional requirements may be required.

All submissions for these items can be made to the Building Inspections Department in person, through the postal service or at the email address: inspections@warrencountyva.gov

Respectfully,

David C. Beahm, CBO
Building Official
County of Warren

540-636-9973
Fax 540-636-4698
dbeahm@warrencountyva.gov
www.warrencountyva.gov

THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS MESSAGE TO OTHERS; PLEASE NOTIFY THE SENDER BY REPLYING TO THIS MESSAGE; AND THEN PLEASE DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU.

From: Connie Potter <cpotter@frontroyalva.com>
Sent: Monday, March 10, 2025 12:20 PM
To: David Beahm <Dbeahm@warrencountyva.gov>; Gerry Maiatico <gmaiatico@warrencountyfire.com>
Subject: SUP Application 2500100 for Comments

CAUTION: This email originated from outside of the Warren County email system. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

Attached is a Special Use Permit Application #2500100 to operate a private school in the C-2, Downtown Business District at 16 N. Royal Avenue.

Please respond with comments by April 10, 2025.

Thank you,
Connie



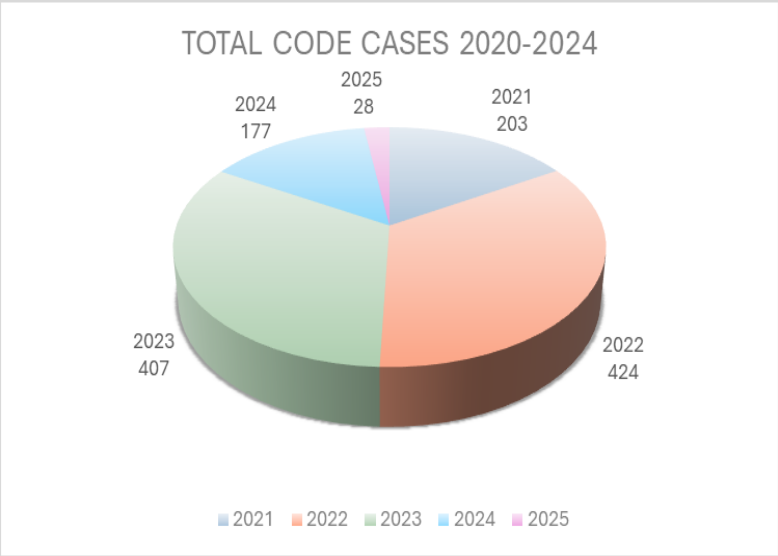
Connie L. Potter

Executive Assistant
Town of Front Royal
Dept. of Planning and Zoning
102 E Main St | PO Box 1560
Front Royal, VA 22630
T./540-635-4236

This message was sent from a verified Warren County account.

MARCH MONTHLY REPORT

PLANNING/ZONING DEPARTMENT - MARCH 2025						
GENERAL INDICATORS						
	2021	2022	2023	2024	2025 YTD	MARCH
Zoning Permits	293	280	393	319	58	25
New Dwelling Units	27	37	32	60	2	0
New Code Enforcement Cases Open	203	424	407	177	28	14
Code Enforcement Cases in Compliance/Closed		361	378	112	11	4
Code Enforcement Inspections	--	--	--	388	54	26
Land Use Applications	29	56	36	45	14	6
Code Amendments	7	2	4	1	2	2
Sign Permits	47	41	62	42	12	5
Business Licenses	172	155	148	129	43	16
Short-Term Rentals	1	13	5	5	0	0
Administrative Variance	--	--	4	1	0	0
COA Administrative Review	--	--	39	18	7	4
COA Board Review	--	--	11	15	1	1
Solicitor/Itinerant Merchant	--	--	10	27	3	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	7	3
Walk-Ins to Planning & Zoning	--	--	--	2606	544	223

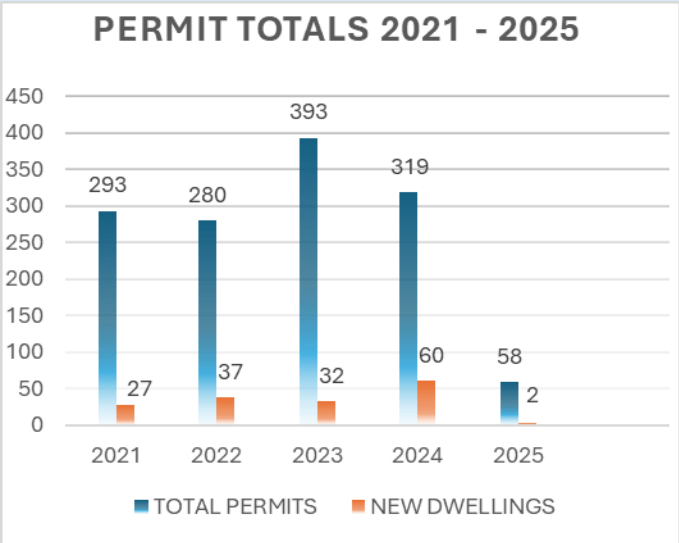


- SPECIAL PROJECTS UPDATES/NEWS

 - 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 – In March the Board of Architectural Review held one (1) work session and one (1) regular meeting. At their work session the BAR discussed previously approved COA applications for 217 Lee Street and 24 Stonewall Drive. In addition, the Town Attorney discussed enforcement procedures and BAR members discussed the Historic District Guidelines. At their regular meeting, the BAR approved exterior renovations at 123 Chester Street and denied a COA application for replacing wood windows with vinyl windows at 507 E. Main Street.

BZA - The Board of Zoning Appeals did not meeting in March.



PC – In March the Planning Commission (PC) held one (1) regular meeting and one (1) work session. At their regular meeting the PC approved to advertise Special Use Permit Applications for 506 N. Royal Avenue and 16 N. Royal Avenue for public hearings at the April 16, 2025 regular meeting. The PC recommended approval of a Special Exception at 1321 Happy Creek Road to reduce the required minimum street pavement width from 36’ to 29’, voted to move review of an ordinance amendment to amend Chapter 175-137, pertaining to Fees, Charges and Expenses and Chapter 148-1100 Fees to the April 16, 2025 regular meeting, recommended approval of a Special Use Permit at 400 W. Strasburg Road for a new building addition, and postponed hearing a zoning text amendment to Chapter 175-12.1 to allow lodging houses by Special Use Permit in the R-1 zoning district to be discussed at the April 2, 2025 PC work session. At their work session the PC discussed the above mentioned applications and the 2024 Annual Report.