



TOWN COUNCIL REGULAR WORK SESSION

MONDAY, June 2, 2025 @ 7:00PM

Town Hall Conference Room

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

1. Roll Call

2. NEW BUSINESS

- A. Benefits Consulting Services — *Michelle Campbell*
- B. On-Call General Civil Engineering Services— *Michelle Campbell*
- C. FY25 Budget Amendment for Royal Lane Markings & Signage — *BJ Wilson*
- D. FY25 Budget Amendment for Solid Waste Revenue — *BJ Wilson*
- E. FY2024-2025 Write Off for Bad Debt — *BJ Wilson*
- F. Request for Reimbursement of SUP Application Fee from Divinum Auxilium Academy — *Lauren Kopishke*
- G. Special Use Permit Application for a Farmers Market submitted by Julie Vaught on behalf of Happy Creek Antiques, located at 515-B N. Commerce Avenue — *Lauren Kopishke*
- H. Special Use Permit Application to Allow a Short-Term Rental, submitted by Home Base Holdings LLC, located at 66 W. Strasburg Road - *Lauren Kopishke*

3. UNFINISHED BUSINESS

- A. Special Use Permit Submitted by Divinum Auxilium Academy for Private School at 16 N. Royal Ave — *Joe Petty*

4. ADJOURN



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02A

Agenda Item: Benefits Consulting Services

Summary: The Department of Human Resources issued a solicitation requesting quotes from qualified firms to provide the Town with Benefits Consulting Services, receiving four (4) responses.

Town Council is requested to review and issue an award to One Digital, of Richmond, Va., in the amount of \$30,000 per year. This request is coming before Council for approval because the amount will exceed \$50,000 if multiple year renewals are desired.

Budget/Funding: Funding has been budgeted and is available for FY25 as follows:

1202-43002	Professional Services	\$30,000.00
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Staff Recommendation: Staff recommends approving the award of contract as presented.



TOWN OF FRONT ROYAL

Department of Human Resources
And Risk Management
102 E. Main Street
Front Royal, Virginia 22630

Laura McIntosh, Director
Phone (540) 635-3929
Fax (540) 631-9006
lmcintosh@frontroyalva.com

To: Michelle Campbell, Purchasing Manager

From: Laura McIntosh, Director HR & Risk

cc: B.J. Wilson, Interim Town Manager
Megan Clark, Assistant Purchasing Agent

Date: March 17, 2025

Re: RFQ Award for Benefits Consultant

Background:

A Request for Quotation (RFQ) was issued on December 4, 2024, to six vendors for the role of benefits consultant to assist with medical insurance and supplemental benefits programs. The six recipients were One Digital, McGriff Insurance, Mark III Brokerage, RCM&D, Pierce Group, and TWG. Responses were due by December 31, 2024, and four vendors submitted proposals.

Evaluation:

Among the four responses, **Pierce Group Benefits** presented the lowest price at \$10,000 annually. However, their proposal is conditioned upon them being the sole provider of all benefits and handling all employee communications (sales) at all times. They offer a reduced price due to earning commissions from the sale of supplemental products, which I find does not align with our desired approach. Consequently, I have decided not to pursue this option. The remaining vendors offer suitable solutions for the Town's needs, as outlined below:

- **One Digital:** \$30,000 annually
- **McGriff Insurance Services:** \$32,000 annually
- **TWG Insurance (The Winchester Group):** \$51,000 annually

Recommendation:

I recommend proceeding with **One Digital** as the Town's benefits consultant. They offer the most competitive price while meeting the requirements outlined in the RFQ.

Next Steps:

Please advise on the next steps to finalize the contract with One Digital. I appreciate your guidance and support in moving this process forward.

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT Human ResourcesBUYER Laura McIntoshDATE 3/17/25CODE 1202-43002

DESCRIPTION OF COMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
Benefits Consulting Services	1	One Digital	McGriff Insurance	The Winchester
Medical + Supplemental Insurance			Services	Group
and benefits				
COST OF COMMODITIES/SERVICES (LESS FREIGHT)		\$ <u>30,000</u>	\$ <u>32,000</u>	\$ <u>51,000</u>
FREIGHT/DELIVERY COST		\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
GRAND TOTAL, NET THIRTY TERMS		\$ <u>30,000</u>	\$ <u>32,000</u>	\$ <u>51,000</u>
PRICES FIRM THROUGH				
Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor. The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME	One Digital	McGriff Insurance	TWG Insurance
	FED TAX I.D./SSN#		Services	(The Winchester Group)
	ADDRESS	9954 Maryland Dr.	115 N. Cameron St.	24 W. Piccadilly St.
	CITY, STATE	Richmond, VA	Winchester, VA	Winchester, VA
	PHONE/FAX	804-393-2122	540-247-1998	540-662-1828
	CONTACT	Ritter Jonas	Ed White	Jamison Ford
Number of vendors solicited <u>6</u> If none, please state reasons on the back of this form.	BUYERS SIGNATURE <i>Laura McIntosh</i>			

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT Human ResourcesBUYER Laura McIntoshDATE 3/17/25CODE 1202-43002

DESCRIPTION OF COMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
Benefits Consulting Services		Pierce Group Benefits		
Rpg. 2 Continuation				
COST OF COMMODITIES/SERVICES (LESS FREIGHT)		\$ <u>10,000</u>	\$ _____	\$ _____
FREIGHT/DELIVERY COST		\$ _____	\$ _____	\$ _____
GRAND TOTAL, NET THIRTY TERMS		\$ <u>10,000</u>	\$ _____	\$ _____
PRICES FIRM THROUGH		_____	_____	_____
Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor. The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME	Pierce Group		
	FED TAX I.D./SSN#			
	ADDRESS	4928 Linksland Dr.		
	CITY, STATE	Holly Springs, NC		
	PHONE/FAX	888-662-7500		
	CONTACT	Wyndham Murray		
Number of vendors solicited <u>6</u> If none, please state reasons on the back of this form.	BUYERS SIGNATURE 			



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 2B

Agenda Item: On-Call General Civil Engineering Services

Summary: The Town issued Request for Proposals #2-2025 to obtain on-call general civil engineering services. The procurement was conducted in accordance with the Virginia Public Procurement Act.

An evaluation committee reviewed thirteen (13) proposals and conducted interviews with six (6) shortlisted firms. Proposals were evaluated based on experience in similar services, qualifications of personnel and project managers, organizational capacity, proposed methodology, and overall responsiveness. Following the interviews and final scoring, the committee reached a consensus to recommend awarding contracts to the top-ranked firms:

- CHA Consulting, Inc.
- Mattern & Craig, Inc.
- Potesta & Associates, Inc.
- Timmons Group, Inc.

These firms demonstrated the highest levels of qualifications, capability, and value to the Town.

Town Council is requested to review and award contracts on an as needed basis for an initial contract period of one year with the option to renew for 4 (four) additional one-year periods.

A consensus recommendation letter signed by all evaluation team members is attached to this memo.

Budget/Funding: Funding is available in the FY26 budget under line item 43002 – Professional Services for the departments utilizing general civil engineering services.

Staff Recommendation: Staff recommends approving the award of contracts to CHA Consulting, Inc., Mattern & Craig, Inc., Potesta & Associates, Inc., and Timmons Group, Inc., as presented.



Town of Front Royal, Virginia

Purchasing, Department of Finance

May 19, 2025

RE: RFP #2-2025 – Civil Engineering Services – Evaluation Committee Recommendation

The evaluation committee for RFP #2-2025, Civil Engineering Services, has completed its review and evaluation process. After scoring the submitted proposals and conducting interviews with six (6) of the thirteen (13) responding firms, the committee has reached a consensus.

The firms were evaluated based on their experience with similar projects, qualifications of key personnel, the project manager's expertise, organizational capacity, proposed methodologies, and overall responsiveness. Following this comprehensive review and interview process, the committee recommends awarding contracts for General Civil Engineering Services to the following firms:

- CHA Consulting, Inc.
- Mattern & Craig, Inc.
- Potesta & Associates, Inc.
- Timmons Group, Inc.

These firms received the highest overall evaluation scores and demonstrated exceptional qualifications, experience, and capability to meet the Town's civil engineering needs.

Additional Considerations:

- CHA Consulting, Inc. and Potesta & Associates, Inc. currently hold contracts with the Town for Professional Environmental Engineering Services, which are set to expire in July and August 2027. Both firms have performed exemplary work in this capacity and also offer extensive civil engineering expertise. Awarding contracts under this RFP would allow the Town to consolidate services and avoid the need to re-solicit environmental engineering services in the near future. Notably, CHA has served as the Town's consultant for water and wastewater infrastructure projects since the 1990s, and Potesta since 2022.
- Mattern & Craig, Inc. has successfully provided Annual Bridge Inspection and Reporting services to the Town for over 20 years. Incorporating these services into the Civil Engineering Services contract would streamline procurement and eliminate the need for a separate solicitation process.
- Timmons Group, Inc. received the highest evaluation scores during the interview phase, with near-perfect results. The firm demonstrated a strong understanding of the Town's needs and provided highly relevant examples of similar projects, positioning them as a top candidate for this contract.



Town of Front Royal, Virginia

Purchasing, Department of Finance

The committee respectfully requests that Town Council approve contract awards to the four firms listed above for General Civil Engineering Services.

Evaluation Committee Signatures

A handwritten signature in black ink, reading "Lauren Kopishke", written over a horizontal line.

Lauren Kopishke, Director/Zoning Administrator

A handwritten signature in blue ink, reading "John M. Ware", written over a horizontal line.

John Ware, Deputy Zoning Administrator

A handwritten signature in black ink, reading "Robbie B. Boyer", written over a horizontal line.

Robbie Boyer, Director of Public Works

A handwritten signature in blue ink, reading "Steve Scheulen", written over a horizontal line.

Steve Scheulen, Infrastructure Manager

A handwritten signature in blue ink, reading "Carey Saffelle", written over a horizontal line.

Carey Saffelle, Director of Energy Services

General Civil Engineering Services RFP 2-2025

Interview Tabulations

<u>ADTEK Engineers Inc</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	10045	280	280	280	350	245
Personnel's Exp. in Similar Types of Srvs	30	7200	240	240	210	270	240
Qualifications of Project Manager	10	860	90	90	80	90	80
Organizational Capacity	10	800	70	90	70	90	80
Methodology & Approach	10	780	80	80	70	90	70
Responsiveness	5	215	40	45	40	50	40
Total		199.0	800	825	750	940	755

<u>CHA Consulting Inc</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	10780	315	315	350	350	210
Personnel's Exp. in Similar Types of Srvs	30	7920	270	300	270	300	180
Qualifications of Project Manager	10	900	90	90	100	100	70
Organizational Capacity	10	900	90	90	90	100	80
Methodology & Approach	10	900	100	90	100	100	60
Responsiveness	5	215	45	45	50	50	25
Total		216.2	910	930	960	1000	625

<u>Mattern & Craig Inc</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	11270	315	315	350	350	280
Personnel's Exp. in Similar Types of Srvs	30	8460	240	300	300	300	270
Qualifications of Project Manager	10	920	80	90	100	90	100
Organizational Capacity	10	900	70	90	90	100	100
Methodology & Approach	10	900	80	90	100	90	90
Responsiveness	5	220	40	45	45	50	40
Total		226.7	825	930	985	980	880

General Civil Engineering Services RFP 2-2025

Interview Tabulations

<u>Monteverde Engineering</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	7595	210	140	210	315	210
Personnel's Exp. in Similar Types of Srvs	30	5760	180	120	180	270	210
Qualifications of Project Manager	10	700	70	50	70	90	70
Organizational Capacity	10	620	60	40	60	90	60
Methodology & Approach	10	700	80	40	70	90	70
Responsiveness	5	175	40	20	35	50	30
Total		155.5	640	410	625	905	650

<u>Potesta & Associates</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	11025	350	315	280	350	280
Personnel's Exp. in Similar Types of Srvs	30	8280	270	300	240	300	270
Qualifications of Project Manager	10	920	90	90	90	100	90
Organizational Capacity	10	900	90	90	80	100	90
Methodology & Approach	10	860	100	90	80	90	70
Responsiveness	5	240	50	45	45	50	50
Total		222.3	950	930	815	990	850

<u>Timmons Group</u>	<u>Weight</u>	<u>Weighted Evaluation</u>	<u>Eval 1</u>	<u>Eval 2</u>	<u>Eval 3</u>	<u>Eval 4</u>	<u>Eval 5</u>
Firm's Experience in Similar Types of Srvs	35	12005	350	350	350	350	315
Personnel's Exp. in Similar Types of Srvs	30	8460	300	300	270	300	240
Qualifications of Project Manager	10	940	100	100	100	100	70
Organizational Capacity	10	900	100	100	80	100	70
Methodology & Approach	10	960	100	100	100	100	80
Responsiveness	5	240	50	50	45	50	45
Total		235.1	1000	1000	945	1000	820



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02C

Agenda Item: FY25 Budget Amendment for Royal Lane Markings & Signage

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$34,000.00 to receive funds from Beeren & Barry Investments for reimbursement of expenses incurred by the Town for markings and signage for Royal Lane as described in special use permit approved by Town Council on April 28, 2025.

Budget/Funding: FY25 Budget Amendment

4500-3410206	Street Fund Revenue – Reimbursements	\$34,000.00
4102-45473	Street Fund Non-VDOT Line Painting	\$34,000.00

Staff Recommendation: Staff recommends the Council approve the budget amendment as presented.



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET, FRONT ROYAL, VA 22630
(540) 635-4236
FAX (540) 631-2727

SPECIAL USE PERMIT

2400673

At their regular meeting on April 28, 2025, in furtherance of the purposes and objectives contained in Town Code §175-1(B) the Front Royal Town Council granted a SPECIAL USE PERMIT to:

**Bereen and Berry Investments LLC Submitted By:
Pennoni Associates Inc. c/o Mike Artz
117 E. Piccadilly Street, Suite 200
Winchester, VA 22601**

For multi-family apartment houses containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified as Tax Map 20A17-1-14B1 with the following conditions:

1. On the north side of the property privacy fencing or privacy screening as defined in 175-3 of the Town Zoning Ordinance, be installed to isolate the property from the existing residential property.
2. Dedicate 60' right-of-way Royal Lane Extension to the southern end of the property as shown on the revised exhibit, to be dedicated upon the commencement of the SUP and acceptance by the Town.
3. Fund the marking and signage for the continuous Green-T as shown in the exhibit provided by VDOT, not to exceed \$34,000.

This SPECIAL USE PERMIT incorporates the application, and all plans as submitted with the application.

This SPECIAL USE PERMIT applies only to the property noted herein and is not transferable to any other property.

John M. Ware
Deputy Zoning Administrator



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02D

Agenda Item: FY25 Budget Amendment for Solid Waste Revenue

Summary: Council is requested to approve a FY25 Budget Amendment in the amount of \$259,130. to account for additional revenue received from the Solid Waste Rate increase approved by Town Council September 23, 2024.

The additional revenue will be used to allocate expenditure funds to pay Warren County Municipal Tipping Fees and allocate additional funds for the replacement of a 2012 International 7600 Refuse Truck.

The most recent refuse/recycling truck purchased by the Town was purchased April 2022 in the amount of \$181,204. The Town received a quote from cooperative contracting in December 2024 showing the price of a replacement refuse truck was \$244,089.00. Staff anticipates that the costs for replacing refuse trucks will continue to increase.

Budget/Funding:	<u>Revenue</u>		
	4203-3160802	Solid Waste – Sales of Service	\$259,130.00
	<u>Expenditure</u>		
	4203-43009	Solid Waste - Warren County Tipping Fees	\$238,000.00
	4203-47005	Solid Waste – Motor Vehicles	\$ 21,130.00

Staff Recommendation: Staff recommends for the Council approve the budget amendment as presented.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02E

Agenda Item: FY2024-2025 Write Off for Bad Debt

Summary: Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) totaling \$52,445.15 (146 utility accounts) on the Town's ledger for the remainder of fiscal year 2024-2025.

Staff has identified the accounts as bad debt and uncollectible based upon the Bad Debt Policy approved by Town Council in March 2019 and statute of limitations. All possible resources attempting to collect these amounts have been completed and the accounts have had no activity for at least 5 years.

The amount of bad debt previously approved to be removed by Council for the preceding three fiscal years is as follows:

FY21 - \$41,474.18
FY22 - \$46,705.80
FY23 - \$47,314.36
FY24 - \$48,897.84
FY25 - \$52,445.15 (Pending Approval)

Annually the Town of Front Royal bills approximately \$35 million for utility service. The Town of Front Royal Department of Finance collects approximately 99% of the utilities billed annually before accounts are deemed uncollectible and written off.

Budget/Funding:	0002-0401	Electric Allowance Uncollectible Utility Bills
	0003-0401	Sewer Allowance Uncollectible Utility Bills
	0004-0401	Water Allowance Uncollectible Utility Bills
	0005-0401	Solid Waste Allowance Uncollectible Utility Bills

Staff Recommendation: Staff recommends Council approve write-offs as presented.

FY2025 Write-Off Utility Accounts

Customer Account	Balance	Service Address	Final Bill Due Date
07-373000-20	\$ 387.80	472 HILL ST	6/26/2020
06-625250-5	\$ 189.71	325 CHERRYDALE AVE #10	9/20/2019
09-310000-13	\$ 668.42	222 MOSBY LN	7/19/2019
08-144300-22	\$ 63.00	604 MIDLAND AVE	10/4/2019
07-226002-7	\$ 144.61	413 E CRISER RD #101	2/6/2020
05-594100-12	\$ 50.85	17-B S ROYAL AVE	4/24/2020
10-147058-18	\$ 75.92	43 ROYAL LN #9	7/5/2019
10-161000-1	\$ 458.54	1435 JOHN MARSHALL HWY	6/25/2020
07-673000-14	\$ 1,410.06	604 RADHAM ST	5/1/2020
10-117000-5	\$ 133.01	3 MORAIN ST	1/17/2013
09-284000-18	\$ 204.99	214 BLUE RIDGE AVE #5	10/25/2019
06-352000-11	\$ 416.55	311 BROWN AVE	7/26/2019
07-301000-6	\$ 1,524.79	708 S ROYAL AVE	9/6/2019
08-823000-5	\$ 702.57	206 SOUTH ST #A	6/12/2020
04-599100-18	\$ 31.08	124-B E 4TH ST	8/30/2019
10-217000-8	\$ 620.57	1424 JOHN MARSHALL HWY	5/29/2020
04-172000-10	\$ 214.80	406 VIRGINIA AVE.	12/27/2019
07-591150-14	\$ 121.03	25 SHENANDOAH COMMONS WA	12/12/2019
01-758000-3	\$ 752.84	429 W 15TH ST	9/20/2019
03-503000-2	\$ 185.78	628 W 13TH ST	10/11/2019
08-765000-3	\$ 201.40	327 PINE ST	6/29/2020
09-316000-1	\$ 190.29	227 MOSBY LN	9/20/2019
02-661000-9	\$ 1,349.23	818 W 14TH ST	4/5/2019
04-668000-44	\$ 121.87	718 WARREN AVE #5	10/4/2019
09-205100-33	\$ 842.42	34-A CLOUD ST	5/10/2018
01-561300-2	\$ 327.98	219 E 17TH ST	7/5/2019
05-602000-25	\$ 121.17	19 S ROYAL AVE #6	2/28/2020
03-368200-15	\$ 134.14	1213 MASSANUTTEN AVE	10/24/2014
03-343000-8	\$ 163.33	615 W 12TH ST	4/20/2020
03-738000-6	\$ 113.21	716 VIRGINIA AVE	6/20/2017
09-626030-4	\$ 51.76	318 HENRICO RD	12/27/2019
02-683000-24	\$ 258.12	706 W 14TH ST	10/3/2018
06-697310-7	\$ 1,098.78	437 OVERLOOK DR	11/27/2019
04-668000-45	\$ 1,724.10	718 WARREN AVE #5	1/31/2020
08-481000-5	\$ 2,304.83	706 WASHINGTON AVE	5/1/2020
04-669000-42	\$ 106.44	718 WARREN AVE #6	8/16/2019
05-567000-13	\$ 59.73	529 E MAIN ST #11	8/22/2019
07-282100-2	\$ 192.63	736 PARKVIEW DR	7/12/2019
02-519000-21	\$ 444.62	1010 N SHENANDOAH AVE #1	2/14/2020
06-682000-16	\$ 332.91	425 CHERRYDALE AVE	3/22/2019
02-546000-5	\$ 511.52	320 W 9TH ST	7/5/2019
10-269000-1	\$ 18.20	486 HAMILTON CL	5/22/2020
01-402000-9	\$ 347.61	104 W 18TH ST	10/31/2019
07-319000-16	\$ 303.61	125 BEEDEN LN	9/20/2019
01-567000-2	\$ 998.37	117 E 17TH ST	3/27/2020

FY2025 Write-Off Utility Accounts

08-116000-3	\$ 349.17	642 BEL AIR AVE	3/8/2019
03-741100-1	\$ 270.61	738 VIRGINIA AVE	12/31/2018
07-591157-23	\$ 48.40	25 SHENANDOAH COMMONS WA	12/2/2019
03-609000-37	\$ 47.80	822 COMMERCE AVE	10/11/2019
07-359100-9	\$ 369.64	235 SOUTH ST	8/23/2019
09-143000A-12	\$ 56.48	234 SOUTH ST #3	1/3/2020
10-266000-9	\$ 215.34	491 HAMILTON CL	7/5/2018
07-591136-24	\$ 44.62	23 SHENANDOAH COMMONS WA	12/16/2019
05-195000-25	\$ 13.60	112 E MAIN ST #2	5/8/2020
03-257000-23	\$ 547.74	602 W 11TH ST	10/31/2019
04-709000-2	\$ 91.23	719 WARREN AVE (REAR)	11/27/2019
04-666000-45	\$ 215.20	718 WARREN AVE #3	12/2/2019
04-172000-9	\$ 394.38	406 VIRGINIA AVE.	8/9/2019
08-780000-16	\$ 473.85	334 PINE ST	3/7/2019
08-117000-10	\$ 863.92	640 BEL AIR AVE	11/16/2012
03-325000-22	\$ 293.24	363 KENDRICK LN #49	10/31/2019
09-362000-10	\$ 2,744.47	302 RITENOUR ST	7/5/2019
04-603200-1	\$ 320.68	116-B E 4TH ST	6/26/2020
07-591062-14	\$ 21.10	11 SHENANDOAH COMMONS WA	7/5/2019
03-533000-10	\$ 512.19	382 W 11TH ST	1/17/2020
08-644000-9	\$ 13.36	515-A CARTER ST	11/29/2013
03-741000-18	\$ 30.30	719 VIRGINIA AVE	8/14/2019
10-588000-4	\$ 32.54	8 EVELYN CT	6/28/2013
05-663300-12	\$ 88.20	8 W PROSPECT ST #2	3/20/2020
10-147010-4	\$ 1,192.11	298 REMOUNT RD	3/15/2019
02-537011-1	\$ 750.14	329 W 9TH ST	3/13/2020
04-667000-35	\$ 82.85	718 WARREN AVE #1	11/22/2019
08-703000-40	\$ 118.81	116-C S ROYAL AVE	9/6/2019
08-233000-13	\$ 256.04	507 MANASSAS AVE	7/26/2019
10-147045-22	\$ 220.13	35 ROYAL LN #10	9/6/2019
04-534100-4	\$ 1,099.73	311-A COMMERCE AVE	10/18/2019
08-861000-14	\$ 1,548.32	38 CHURCH ST	10/11/2019
02-299000-24	\$ 95.73	111 W 12TH ST #1	12/2/2019
04-665000-37	\$ 299.39	718 WARREN AVE #2	10/4/2019
02-586000-2	\$ 68.42	111 W 9TH ST	6/5/2020
08-811000-3	\$ 181.81	347 OSAGE ST #3	4/1/2020
03-483000-25	\$ 175.26	1400 MASSANUTTEN AVE #3	5/31/2012
09-169000-13	\$ 151.23	320 CLOUD ST #3	2/7/2020
05-516000-18	\$ 451.82	401 E MAIN ST #1 2ND FLOOR	3/31/2020
09-158000-7	\$ 191.85	224 SHORT ST	5/25/2012
08-221000-4	\$ 98.42	504 HAPPY CREEK RD	12/10/2019
03-333000-27	\$ 11.51	363 KENDRICK LN #41	7/5/2019
04-122000-8	\$ 154.78	506 VIRGINIA AVE #2	10/25/2019
07-266015-17	\$ 37.41	415 E CRISER RD #101	7/12/2019
10-280000-9	\$ 20.38	109 MANASSAS AVE	8/23/2019
09-126200-12	\$ 279.68	233-B E PROSPECT ST UPSTAIR	3/13/2020

FY2025 Write-Off Utility Accounts

09-205100-35	\$	224.32	34-A CLOUD ST	9/20/2019
10-147030-25	\$	108.53	27 ROYAL LN #8	10/23/2019
03-230000-15	\$	419.53	650-D W 11TH ST	7/19/2019
02-684000-7	\$	118.97	702 W 14TH ST	2/20/2020
04-750000-3	\$	479.40	218 E 6TH ST	10/18/2019
07-591131-22	\$	71.47	23 SHENANDOAH COMMONS WA	1/27/2020
02-468000-13	\$	51.21	1095 N ROYAL AVE #8	12/27/2019
09-728000-7	\$	158.51	903 STONEWALL DR	2/1/2019
09-110000-14	\$	66.91	203 CLOUD ST #3	10/4/2019
10-155020-25	\$	35.92	1347 ROBINHOOD LN #9	11/8/2019
01-181103-0	\$	431.82	135 CROOKED RUN PLAZA	5/13/2020
07-373000-18	\$	443.25	472 HILL ST	9/13/2019
08-153175-9	\$	333.20	240 E 6TH ST	1/31/2020
07-204000-15	\$	244.65	403 E CRISER RD #101	12/27/2019
07-531000-5	\$	622.17	841 JOHN MARSHAL HWY	11/22/2019
03-593000-4	\$	547.57	811 N ROYAL AVE #B	2/18/2020
10-184000-13	\$	619.11	1460 JOHN MARSHALL HWY	4/11/2019
04-649000-27	\$	131.00	631 N ROYAL AVE #2	1/18/2019
01-751007-25	\$	49.50	1416 N SHENANDOAH AVE #6	9/28/2018
09-331000-29	\$	118.26	221 FLETCHER ST #2	7/5/2019
02-517000-26	\$	368.18	1020 N SHENANDOAH AVE #1	4/26/2019
07-591158-15	\$	113.46	25 SHENANDOAH COMMONS WA	1/30/2020
02-676000-8	\$	496.52	720 W 14TH ST	4/1/2019
01-116000-7	\$	187.35	1348 FOREST HILL DR	3/27/2020
01-180208-1	\$	102.36	44 NIBLICK SQ	12/27/2019
08-663100-13	\$	183.59	28 E PROSPECT ST	12/20/2019
05-266000-10	\$	184.23	517 VISCOSE AVE	2/28/2011
07-591087-29	\$	515.83	15 SHENANDOAH COMMONS WA	2/28/2020
01-399000-9	\$	63.00	114 W 18TH ST	7/31/2015
09-341000-12	\$	639.82	407 E PROSPECT ST	9/4/2015
07-622310-10	\$	93.91	10 BEAU LN	8/23/2019
04-665000-38	\$	235.22	718 WARREN AVE #2	12/27/2019
04-744001-15	\$	473.98	209-A E 6TH ST	4/17/2020
07-591061-16	\$	119.71	11 SHENANDOAH COMMONS WA	4/26/2019
01-600000-11	\$	454.34	1409 BELMONT AVE	7/5/2019
06-197000-7	\$	121.13	24 W PROSPECT ST	5/1/2020
07-685000-7	\$	368.19	713 CAMPBELL CL	7/26/2019
05-699062-8	\$	618.63	589 CRESTHAVEN CT	10/25/2019
08-212000-11	\$	407.61	436 MANASSAS AVE	3/20/2014
08-335140-7	\$	1,484.84	962 VISTA RIDGE CT	12/31/2010
01-338000-25	\$	265.31	337 W DUCK ST	6/12/2020
06-298000-14	\$	169.01	208 GRAND AVE	9/20/2019
05-601000-24	\$	279.36	19 S ROYAL AVE #5	6/12/2020
04-234000-8	\$	173.56	207 W 1ST ST	12/6/2019
09-500000-14	\$	260.70	348 BARTON ST	4/8/2020
10-147107-25	\$	178.65	75 ROYAL LN #12	9/20/2019

FY2025 Write-Off Utility Accounts

03-686002-6	\$	335.18	122-C N ROYAL AVE	2/2/2018
09-134100-23	\$	142.76	341 CLOUD ST #1	12/27/2019
05-487300-16	\$	101.04	223 E MAIN ST #2	10/31/2019
04-203000-20	\$	351.75	210 VIRGINIA AVE 8	6/26/2020
04-666000-47	\$	288.76	718 WARREN AVE #3	3/27/2020
01-579125-11	\$	293.45	1888 EDMONT AVE	7/12/2019
10-242000-18	\$	428.46	510 ROSS AVE	3/27/2020
06-628000-29	\$	259.21	405 CHERRYDALE AVE	1/25/2019
07-591227-25	\$	191.68	13 SHENANDOAH COMMONS WA	8/30/2019
		\$ 52,445.15		



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02F

Agenda Item: Request for Reimbursement of SUP Application Fee from Divinum Auxilium Academy

Summary: The applicant is requesting a waiver of the \$400 application fee for a Special Use Permit to open a private school located at the old town hall building. The applicant states that they are a non-profit entity and have provided verification documents. The fee has been paid.

- Town Code does not provide guidance on waiving fees for non-profits.
- The new ordinance amendment reducing fees by 20% is not subject to this application because it was submitted prior to the code change.
- Only Council can waive fees therefore staff requires the applicant to pay the fee to process the application.

Budget/Funding: 1000-3130306 General Fund Revenue Zoning Income

Staff Recommendation: Council should determine whether or not to refund the application fee of \$400



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

6294 BROWNTOWN RD. FRONT ROYAL, VIRGINIA 22630
PHONE: 540.631.0086 (OFFICE)
EMAIL: ADMIN@DIVINEASSISTANCEACADEMY.COM

Front Royal Town Council
Town of Front Royal
102 E Main Street
Front Royal, VA 2263

Dear Front Royal Town Council,

I am writing to request that you waive the \$400 application fee for the Special Use Permit Application, as we are a non-profit organization. Please see the attached copy of proof of our non-profit status. Thank you for your consideration in this matter.

Sincerely,

Dian Schmiedicke
Founder/Board President

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 17 2013**

DIVINUM AUXILIUM ACADEMY
C/O DIAN SCHMIEDICKE
1194 KESLER RD
FRONT ROYAL, VA 22630

Employer Identification Number:
46-0622341
DLN:
17053218361013
Contact Person:
DANIEL RENNER ID# 31697
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(ii)
Form 990 Required:
Yes
Effective Date of Exemption:
July 11, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02G

Agenda Item: Special Use Permit Application for a Farmers Market submitted by Julie Vaught on behalf of Happy Creek Antiques, located at 515-B N. Commerce Avenue

Summary: Town Code defines a farmers market as:

FARMERS' MARKET - A collection of two (2) or more vendors, selling farm or domestic products, garden produce, or nursery products, ornamental or otherwise, which have been grown or produced by the vendor offering the same for sale, in an open-air setting or with temporary or partially enclosed structures.

The applicant is proposing to install 4 to 6 raised garden beds in an existing parking lot for the purposes of growing and selling produce. The applicant anticipates expanding the number of garden beds and creating an orchard area in the next year.

PC held a public hearing on May 21, 2025 and recommended approval with conditions

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval with the following conditions:

1. The Applicant shall mark directional arrows in the parking lot to guide traffic flow prior to the commencement of use.
2. The Applicant shall Restripe parking spaces to Town Standards prior to the commencement of use.
3. Farmers market areas must be confined to the parking lot area highlighted in the application and in the undeveloped area in the NE quadrant of the application (Council could potentially remove because the utilization of this area was marked on the application)
4. Farmers market cannot interfere with the utilization of existing businesses' minimum requirement of 39 parking spaces



TOWN OF FRONT ROYAL

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

#2500104
RECEIVED
Main: 540.635.4236
Fax: 540.631.2727
www.frontroyalva.com
MAR 11 2025

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.



TOWN OF FRONT ROYAL

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

#2500104
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Main: 540.635.4236
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SPECIAL USE PERMIT REQUEST

Application #

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ADDRESS 515 N. Commerce Ave. - B
E-MAIL info@happycreekantiques.com

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ADDRESS 18 Meadowbrook La. Huntly, VA 22040
E-MAIL jvaught@tnt-transportation.com

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SUBDIVISION NAME _____ ACREAGE _____
ZONING DISTRICT C1 Parcel # 20A410 8

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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.

SUP 2500104

Connie Potter

From: jvaught tnt-transportation.com <jvaught@tnt-transportation.com>
Sent: Wednesday, April 16, 2025 11:01 AM
To: Lauren Kopishke; info@happycreekantiques.com
Cc: John Ware; Connie Potter
Subject: Re: Statement of Justification- Special Use Permit- Farmer Market

Good morning,

Thank you for considering the Farm market application. The purpose of the market is to make fresh produce more easily accessible to our community. The goal is to grow produce seasonally for:

*All community members at a reasonable price.

*Less fortunate community members free and/ or in exchange for hands on participation in the program.

The program will evolve in 3 stages:

Stage one- Spring 2025, HCA and Discourse 4 Debbie, (dba- Debbie's Lighthouse) will install 4-6 raised beds and grow produce which will be dispersed as listed above.

Stage two, Fall 2025 and Spring of 2026 additional beds will be installed, and an inground garden will also be added. The additional above ground beds will be used by HCA, and Debbie's Lighthouse, as well as be available for the community to rent to grow their own produce.

This will provide an opportunity for those that don't have access to property for gardens. Horticulture classes will be offered periodically throughout the year.

Stage three, (may run concurrently with both Stage one and two. TBD)

Work with ACES to plant fruit bearing bushes and trees in approved areas of the community.

More details available at tonight's meeting as needed.

I am looking forward to working with you to create healthy opportunities for our community.

Sincerely,

Julie Vaught

540-660-1454

For:

Happy Creek Antiques

Debbie's Lighthouse

Sent from my T-Mobile 5G Device

Get [Outlook for Android](#)

From: Lauren Kopishke <lkopishke@frontroyalva.com>

Sent: Tuesday, April 15, 2025 2:09:39 PM

To: jvaught tnt-transportation.com <jvaught@tnt-transportation.com>; info@happycreekantiques.com

<info@happycreekantiques.com>

Cc: John Ware <jware@frontroyalva.com>; Connie Potter <cpotter@frontroyalva.com>

Subject: Statement of Justification- Special Use Permit- Farmer Market

Good afternoon,

The Planning Commission is requesting a statement of justification to glean additional information for the upcoming work-session. Please provide a written statement of the intent, purpose, and some of the logistics of what you are trying to do with your farmers market application.



Lauren E. Kopishke

Director of Planning & Zoning

Zoning Administrator

Town of Front Royal

Dept. of Planning and Zoning

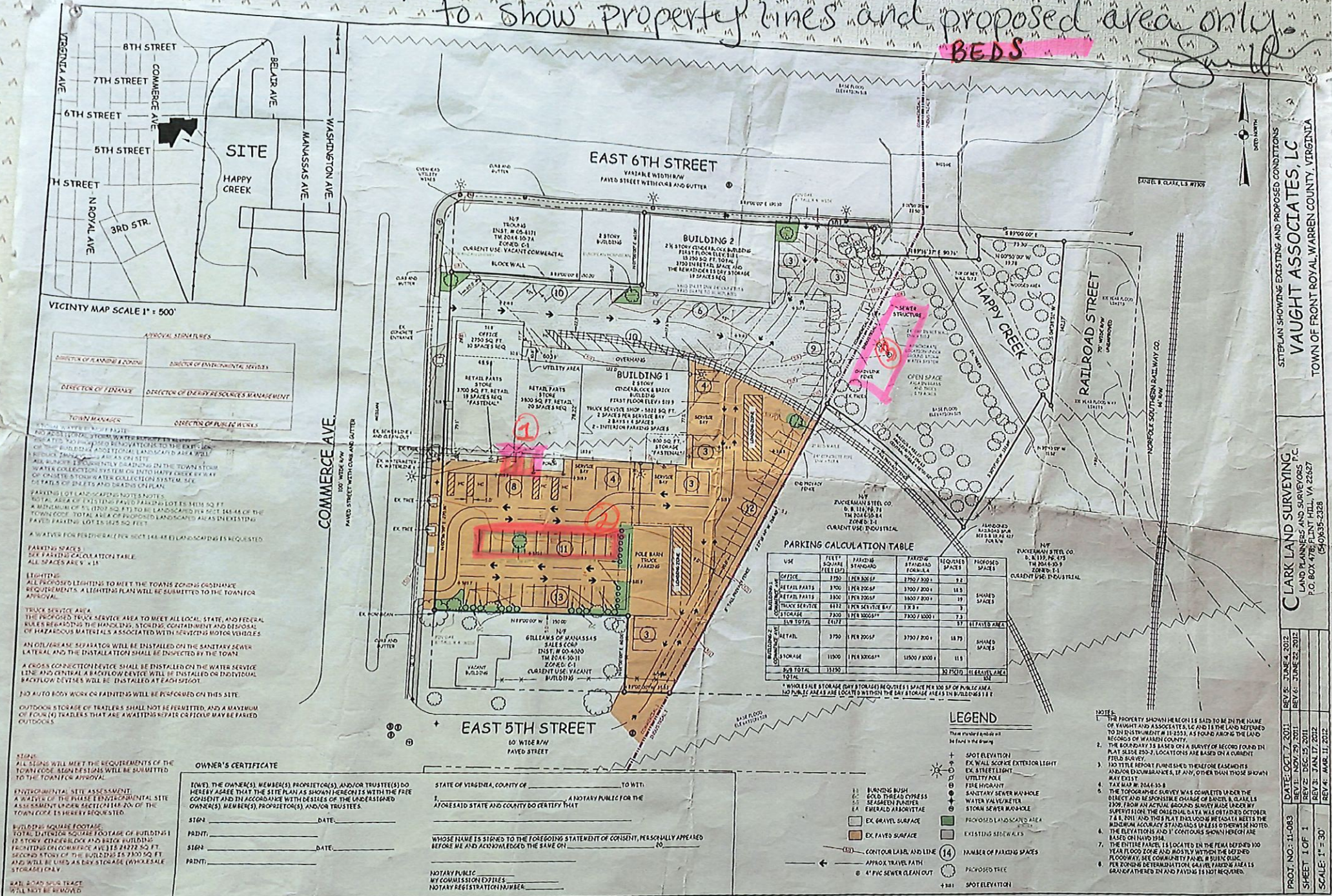
102 E Main St | PO Box 1560

Front Royal, VA 22630

T./540-635-4236

* 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.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 02H

Agenda Item: Special Use Permit Application to Allow a Short-Term Rental, submitted by Home Base Holdings LLC, located at 66 W. Strasburg Road

Summary: The applicant intends to rent the house as a whole with one (1) bedroom and no more than two (2) occupants at a time.

Staff completed an inspection on May 13, 2025 and found the interior in compliance with the code however, there is not sufficient parking onsite. Two parking spaces are required per Town Code. There are no off street parking spaces available. There is a utility pole and fire hydrant which are significantly limiting parking options. The applicant could apply for a Special Exception to be exempted from parking requirements.

PC held a public hearing on May 21, 2025 and recommended approval with the following condition:

1. Two (2) off street parking spaces be provided and inspected prior to approval of Special Use Permit or an exception be applied for and approved to allow on-street parking.

Budget/Funding: N/A

Staff Recommendation: Staff recommends denial due to insufficient off-street parking.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2500108

MEETING DATE: May 21, 2025

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 66 W. Strasburg Road. The applicant intends to rent the house as a whole with one (1) bedroom and no more than two (2) occupants at a time.

STAFF RECOMMENDATION: Staff completed an inspection on May 13, 2025 and found the interior in compliance with the code however, there is not sufficient parking onsite. Two parking spaces are required per Town Code. There are no off street parking spaces available. There is a utility pole and fire hydrant which are significantly limiting parking options. The applicant could apply for a Special Exception to be exempted from parking requirements.

Staff recommends denial of the Special Use Permit application due to insufficient off-street parking facilities.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of denial to the Front Royal Town Council for Special Use Permit #2500108 for a Short-Term Rental located at 66 W. Strasburg Road due to insufficient off-street parking.”

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
May 21, 2025**

APPLICATION #:

Special Use Permit Application #2500108

APPLICANT:

Home Base Holdings LLC

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 66 W. Strasburg Road. The applicant intends to rent the house as a whole with one (1) bedroom and no more than two (2) occupants at a time.

GENERAL INFORMATION:

<i>Site Addresses</i>	66 W. Strasburg Road
<i>Owner(s)</i>	Stephen and Vanessa Talbott
<i>Zoning District</i>	C-1, Community Business District
<i>Historic District</i>	No
<i>Tax Identification</i>	Tax Map #20A12-3-31B
<i>Request</i>	The Applicant is requesting to rent one (1) bedroom and no more than two (2) occupants at a time.

View of Front Elevation – 66 W. Strasburg Road (Google Maps July 2024)



Aerial 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. Source: Esri, Maxar, Earthstar

STAFF RECOMMENDATION:

Staff completed an inspection on May 13, 2025 and found the interior in compliance with the code however, there is not sufficient parking onsite. Two parking spaces are required per Town Code. There are no off street parking spaces available. There is a utility pole and fire hydrant which are significantly limiting parking options. The applicant could apply for a Special Exception to be exempted from parking requirements.

Staff recommends denial of the Special Use Permit application due to insufficient off-street parking facilities.

ATTACHMENTS: Application and supporting documents.

#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.

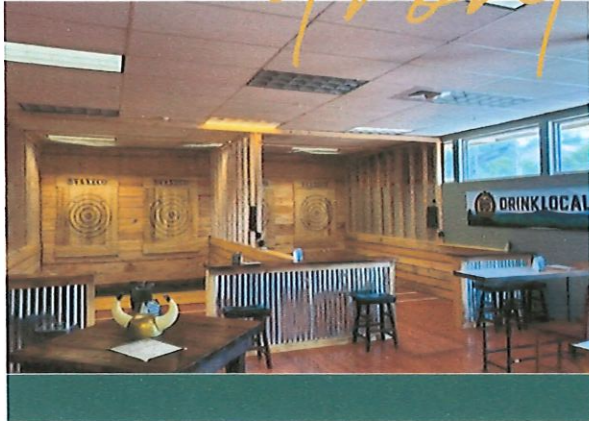
5

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.

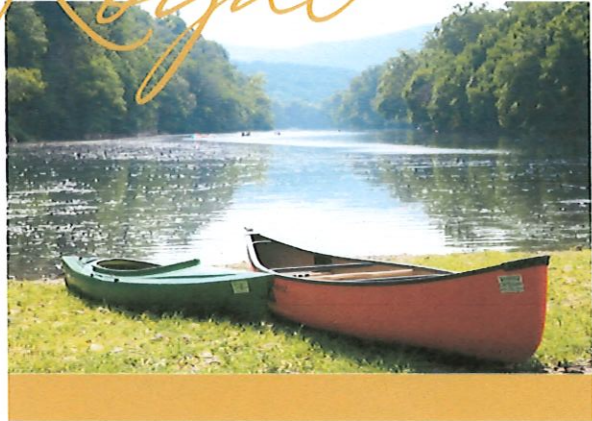
Thank you for respecting our home and neighborhood.

THINGS TO DO IN *Front Royal*



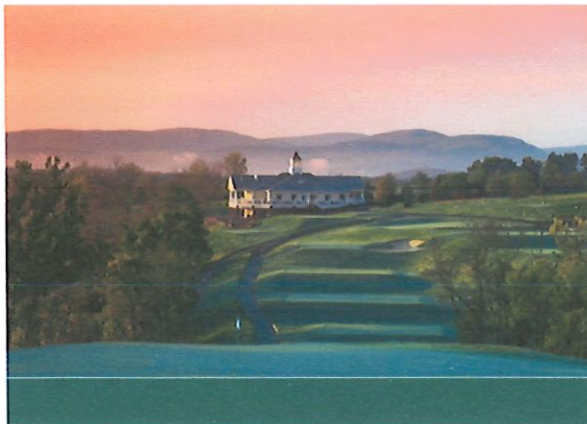
SHENANDOAH AXE THROWING

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



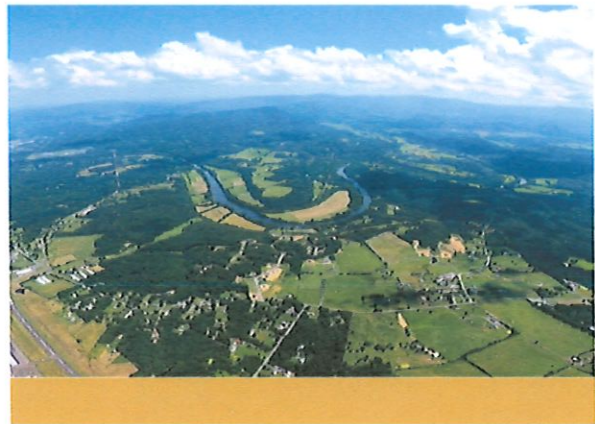
DOWNRIVER CANOE COMPANY

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

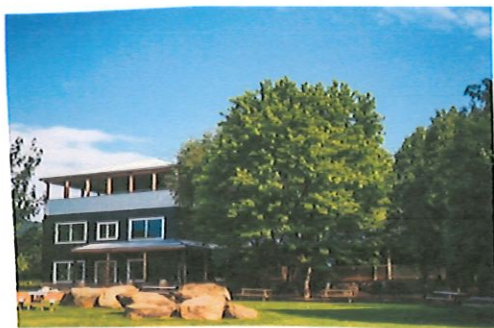
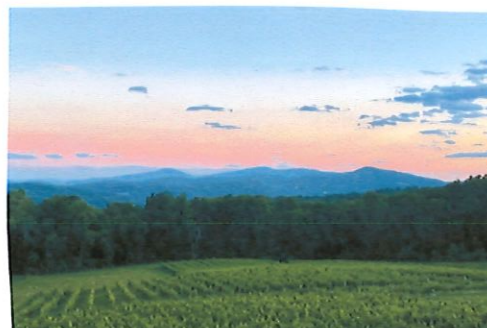
BOX OFFICE BREWERIE

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

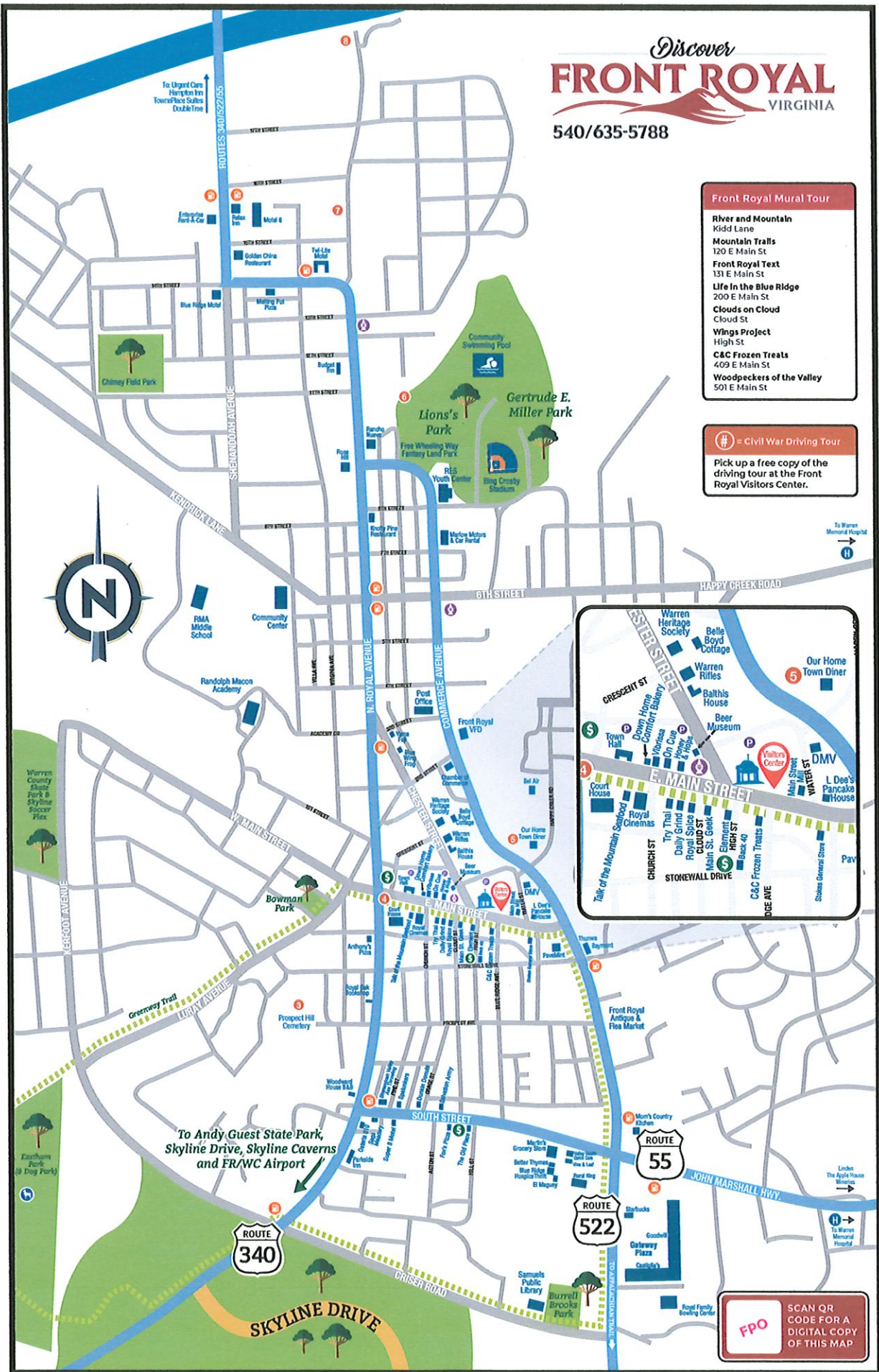
540/635-5788

Front Royal Mural Tour

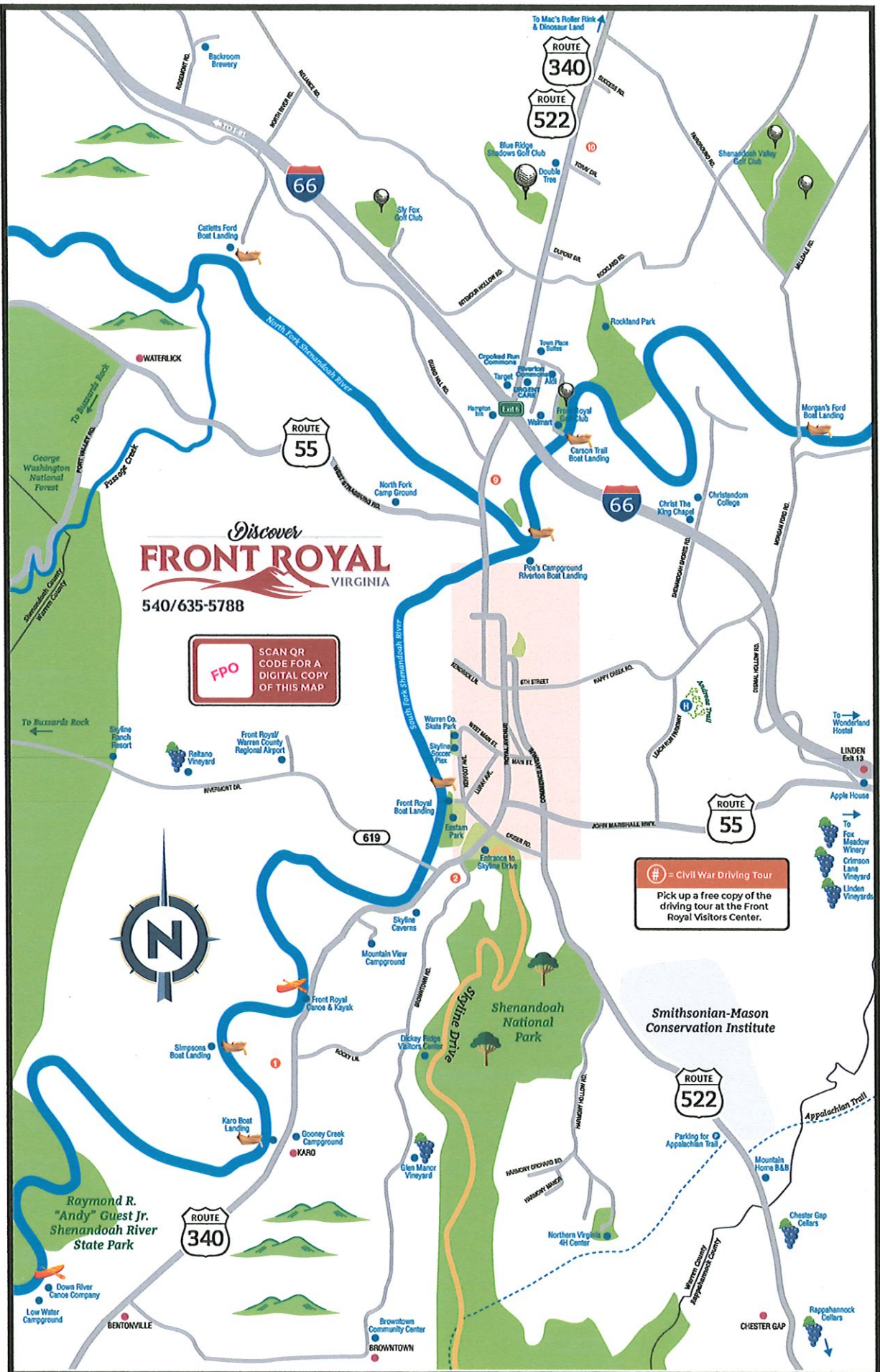
River and Mountain
Kidd Lane
Mountain Trails
120 E Main St
Front Royal Text
131 E Main St
Life in the Blue Ridge
200 E Main St
Clouds on Cloud
Cloud St
Wings Project
High St
C&C Frozen Treats
409 E Main St
Woodpeckers of the Valley
501 E Main St

= 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



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,

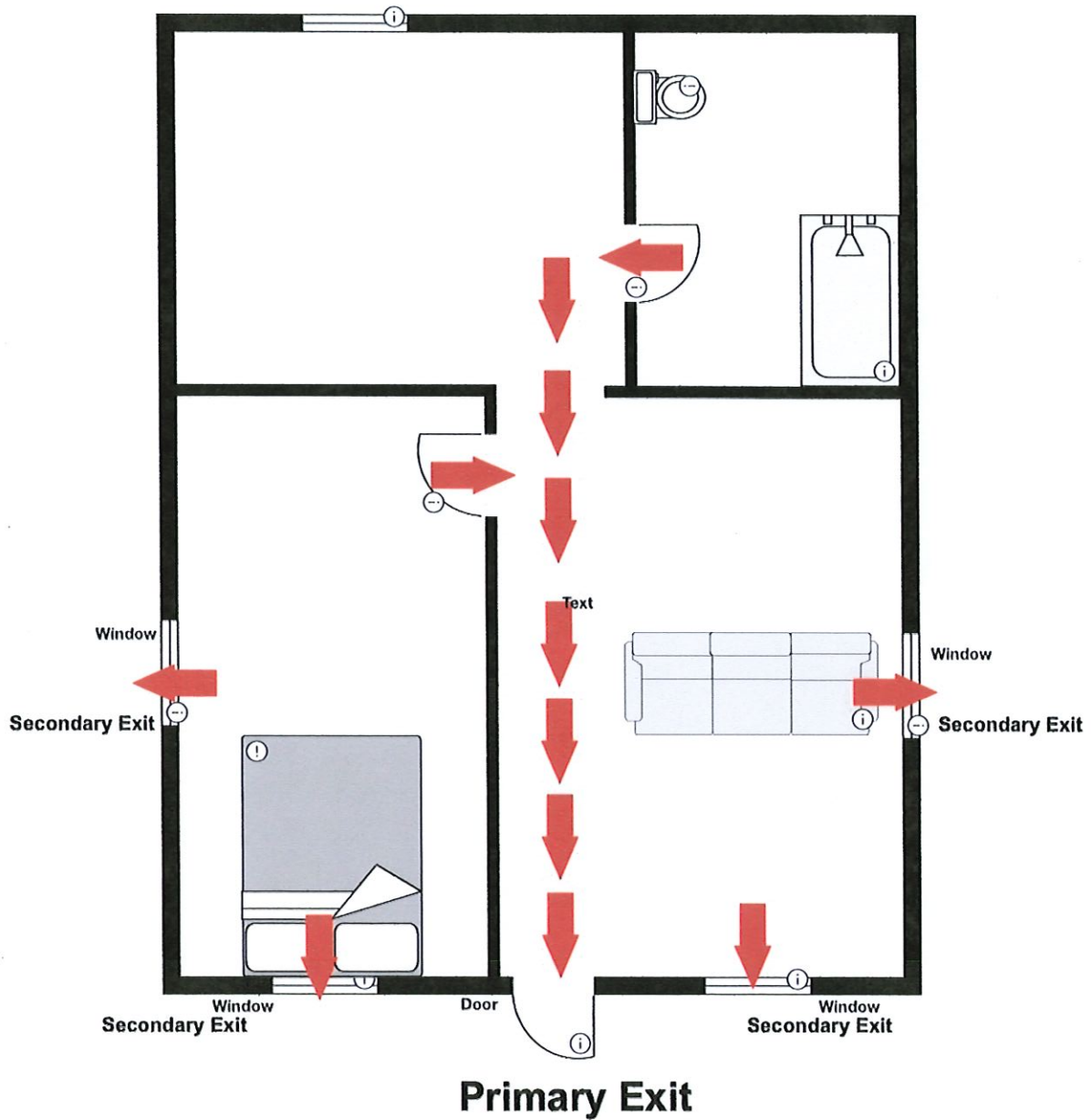


Stephen Talbott



Vanessa Talbott

Evacuation Plan For 66 West Strasburg Rd





ROY L. COURTNEY
INST.#07-89471

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".

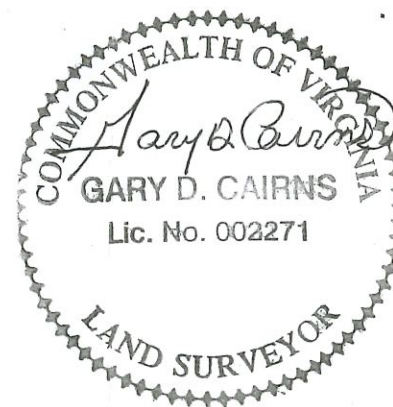
THIS SURVEY HAS BEEN PREPARED WITHOUT THE
BENEFIT OF A TITLE REPORT AND DOES NOT
NECESSARILY INDICATE ALL ENCUMBRANCES
ON THE PROPERTY.

THIS SURVEY IS BASED ON A CURRENT FIELD SURVEY.

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

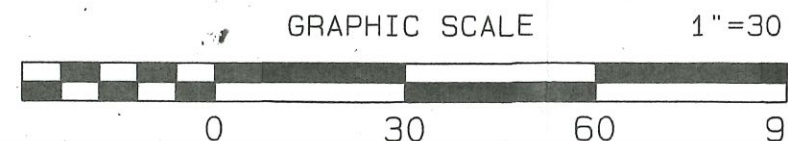
I GARY D. CAIRNS DO HEREBY CERTIFY THAT
THE LAND SHOWN HEREON IS NOW IN THE NAME OF
RYVARE INVESTMENTS, LLC. AS RECORDED
IN DEED INST.#230004935 AMONG THE LAND
RECORDS OF WARREN COUNTY, VIRGINIA.

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



TOWN COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: June 2, 2025

Item# 03A

Agenda Item: Special Use Permit – 2500100 A Special Use Permit application submitted by Divinum Auxilium Academy to permit a private school located at 16 N. Royal Avenue. The purpose is to move the upper school consisting of twenty-five (25) male 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.

Summary: On April 16, 2025, PC unanimously approved the application with the following condition:

“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 and a valid written off-site parking agreement shall remain in effect for the duration of the Special Use Permit.” (The language for this condition was pulled directly from code)

PC justified the approval due to the school being perceived as a low intensity use while still maintaining the historic building. The applicant did include an aerial parking and drop off/pick up plan in the application.

On May 5 & 12, Town Council held work sessions to discuss the application. FRPD placed the speed/traffic counter on Union Street to monitor the road conditions. Due to the short distance and geometry of Union Street, the placement of the equipment captured traffic on both Union & N. Royal. Therefore, we had to compare data collected in October 2023 & May 2025 to determine the following. Traffic peaks are from 4:00 PM to 6:00 PM & 7:00 AM to 9:00 AM (School and Work commuting times). The 2023 numbers identified that nearly half of those vehicles during the peak hours were moderately speeding (less than 5 mph over the posted limit).

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval. The building has very limited off-street parking. They will need to either lease parking from an adjoining property owner within 300 feet or apply for a Special Exception to be relieved of parking standards. The use as a school, lessens potential traffic impacts due to pick up and drop off being twice a day for 9 months of the year. With the C-2 zoning, retail or office use could potentially generate significantly more traffic with potential customers in and out throughout business hours, year-round. PC removed conditions to stagger pick up and drop off times for students, and they also did not consider capping the maximum number students. Staff would strongly suggest permitting no more than 25 students and requiring a staggered pick up and drop off window.

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.

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 and a valid written off-site parking agreement shall remain in effect for the duration of the Special Use Permit.”

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

PLANNING COMMISSION ACTION:

Moved Neel Seconded Fedoryka

Marshner Yes Neel Yes Marrazzo Yes Brooks Yes Fedoryka Yes

☐ 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

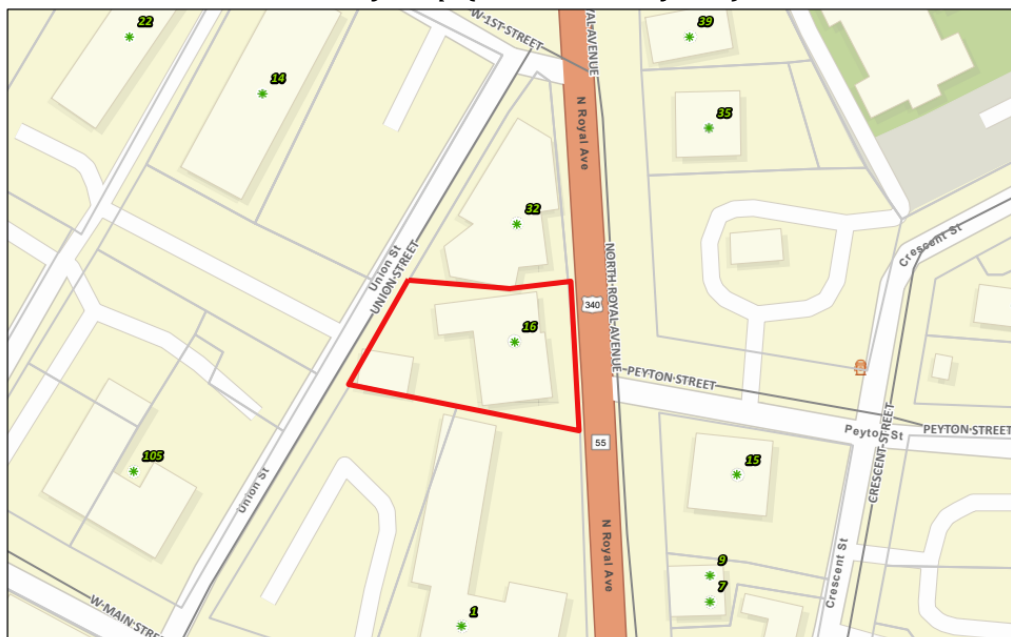
APPLICATION SUMMARY:

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 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

[Signature] Date 3/6/2025

Property Owner Signature

DocuSigned by:
Francisco Barros Date 3/10/2025

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

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



#2500100

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

6294 BROWNTOWN RD. FRONT ROYAL, VIRGINIA 22630
PHONE:

540.683.2217 (CELL)

March 10th, 2025

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

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

Dear Ms. Kopishke,

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

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

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

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

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

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

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

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

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

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

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

Sincerely,



Dian R. Schmiedicke

Board President

The Divinum Auxilium Family of Schools



sup 2500100

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.

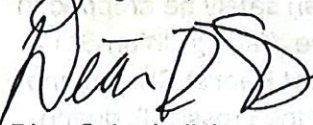
Scenario #3: Families would enter one-way Union St. according to a staggered schedule of no more than 3 cars at a time. Cars would pull into the back parking area of 16 N. Royal Ave. in a U or arced fashion and drop students off to receiving staff. During these brief drop-off and pick-up windows only, 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

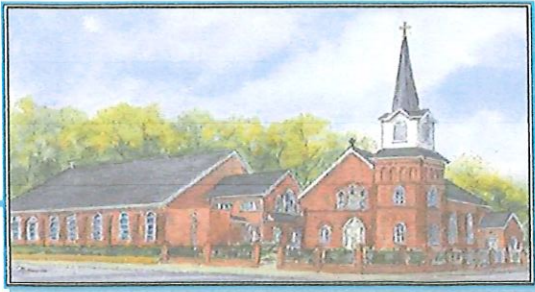
CC Lauren Kopishke, Planning and Zoning Director

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,,

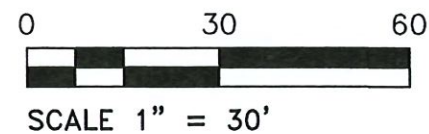
Rev. Daniel Gee
Pastor

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

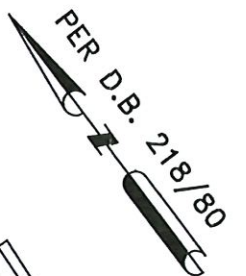
SURVEY OF THE FM TOWN HALL, LLC
PROPERTY PER INSTRUMENT # 140006310
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

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.



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



TO. 1ST. STREET
ONE WAY
ALLEY
VARIABLE WIDTH

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.

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.

UNION ST.
L1

ONE WAY

T.M. 20A5-11 PARCEL 16
N/F TRUSTEES OF FIRST BAPTIST CHURCH
PER D.B. 89/195
ZONED C-2

T.M. 20A5-11
PARCEL 15
13,164 SQ. FT.
ZONED C-2

T.M. 20A5-11 PARCEL 14
N/F FRONT ROYAL UNITED METHODIST CHURCH
PER D.B. 92/119
ZONED C-2

T.M. 20A5-11 PARCEL 13
N/F FRONT ROYAL UNITED METHODIST CHURCH
PER D.B. 153/74
ZONED C-2

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



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.