



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 June 18, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the June 18, 2025 meeting of the Planning Commission to order at 7:00 p.m.

ROLL CALL

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

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

ADDITION/DELETION OF ITEMS FROM THE AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

- May 21, 2025 – Regular Meeting

Commissioner Brooks moved, seconded by Commissioner Marrazzo to approve the regular meeting minutes from May 21, 2025 as written.

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

ROLL CALL



CITIZEN COMMENTS

There were no speakers present.

CONSENT AGENDA

- **2500298** – A request for a Special Use Permit submitted by the Warren Coalition for a lodging house at 437 S. Royal Avenue, identified by Tax Map 20A7, Section 3, Lot 10. The property is zoned C-1, Community Business District and is located within the Entrance Corridor. (*Consent to advertise for public hearing at the July 16, 2025 regular Planning Commission meeting.*)

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

Vote: Yes – Marshner, Brooks, Neel, Marrazzo, Fedoryka

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

PUBLIC HEARING

Chairman Marshner reviewed the rules of conduct and procedures for the public hearing.

- **2500238** – A Rezoning Application submitted by Stephen C. Williams, Esq./Trustee requesting an amendment to the zoning map to reclassify vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District.

Mr. Ware explained this was a Rezoning Application submitted by Stephen C. Williams to amend the zoning map to reclassify vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District.

Mr. Ware read a portion of State Code related to proffers. Proffers must be voluntary, and it is up to the owner to decide if they want to address impacts to the locality by offering proffers. Proffers must be reasonable and submitted prior to the public hearing. If proffers are submitted after the public hearing then another public hearing would be required. The applicant did not offer proffers with the application.



Town staff forwarded the application on May 13, 2025 to the Warren County Building Official, Fire Marshall, Warren County Planning Director and Floodplain Manager, Town Public Works, and Town Energy Services. Staff received comments from the Warren County Building Official and Fire Marshall on May 15, 2025. In summary, their comments were basically that they would address any comments during the site plan review when submitted. The Warren County Planning Director stated they were unable to run a fiscal impact model due to the varying housing options. Town Public Works and Energy Services provided comments on May 14, 2025 with both departments having no comments or concerns.

Mr. Ware gave a virtual presentation showing the proposed lots to be rezoned. The applicant owns three (3) parcels with one (1) currently zoned R-3, Residential District. The Comprehensive Plan is noted as single-family dwellings or residential uses in this area. Additional renderings were provided by the applicant for possible housing types that could be constructed on the lots.

At a previous Planning Commission work session Commission members asked for density models. Mr. Ware provided those numbers.

The applicant Stephen Williams stated he was a co-trustee of the James E. Williams Family Trust with his brother Michael Williams. Mr. Stephen Williams explained they did not submit proffers with the application as they are not in the development business and will not be developing the lots. They want the land to go to its highest and best use and by rezoning to R-3 that would be accomplished. He noted they intend to sell the property and if they offered proffers now it would incumber the property and could potentially be in conflict with the intended development by the new owners.

Chairman Marshner opened the public hearing.

As there were no 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 Front Royal Town Council for Rezoning Application #2500238 to reclassify two (2) vacant lots on Elsia Drive identified by Tax Map 20A6, Section 1, Parcels 5C and 6, from C-1, Community Business District to R-3, Residential District.

Vice Chairman Neel made the following comments:

- The applicant met all application requirements.
- The C-1 zoning district properties on Route 340 are unlikely to be impacted by the rezoning.
- The Comprehensive Plan calls for future residential development.
- R-3 is a good fit for the surrounding properties.



- Maximum number for duplexes was considered in order to have an understanding of impact.
- The application was circulated to the various Town departments who stated there was no impact.
- Warren County's comments took a slight pause because they did not have a model to go by with the small numbers. Mr. Ware provided this data and from that data they can extrapolate the impact on the schools which comes out to be a small number of people.

Vice Chairman Neel stated he had no concerns recommending approval of the rezoning request.

Vote: Yes – Marrazzo, Marshner, Fedoryka, Brooks, Neel

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

COMMISSION MEMBER REPORTS

There were no comments by Commission members.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the May monthly report. She mentioned that a work session would follow the regular meeting to discuss the Draft Zoning Ordinance, Article 11 "Definitions". After this section the Planning Commission will begin reviewing the multiple land use sections and start to wrap up the Zoning Ordinance. Ms. Kopishke stated she hoped to take the Zoning Ordinance to public hearing this fall.

ADJOURNMENT

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

VOTE: Yes – Neel, Brooks, Marrazzo, Marshner, Fedoryka

No – N/A

Abstain – N/A

Absent – N/A

VOICE VOTE

The meeting was adjourned at 7:18 p.m.

Approved by Planning Commission

Date: 7/16/2025