

REGULAR PLANNING COMMISSION MEETING

Wednesday, July 16, 2025 @ 7:00pm

Warren County Government Center

I. CALL TO ORDER

II. ROLL CALL – DETERMINATION OF QUORUM

III. ADDITION/DELETION OF ITEMS FROM THE AGENDA

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

IV. APPROVAL OF MINUTES

- June 18, 2025 – Regular Meeting

V. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

VI. CONSENT AGENDA

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

1. **2500297** – A Special Use Permit Application to allow a Short-Term Rental (Residential occupancy purposes for a period of fewer than 30 consecutive days.) submitted by Shelly Cook, and located at 1408 Old Winchester Pike, identified by Tax Map 20A12, Section 8, Lot 5. The property is zoned R-2, Residential District.
2. **2500317** – A Zoning Text Amendment to Town Code Chapter 175-3 – Definitions, to redefine the definition of “Overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.
3. **2500319** – A Zoning Text Amendment to Town Code Chapter 175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit” (small independent residential structures located on the same lot as the primary or within the confines of the existing home) and the Residential Districts in which it would be permitted by-right.
4. **2500336** – A Special Use Permit Application to allow a Lodging House (A residential building, other than a hotel, motel or bed and breakfast home which is not open to the public or transient guests.), submitted by Life Repair Center of Front Royal, and located at 437 S. Royal Avenue, identified by Tax Map 20A7-3-10. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.

5. **2500337** – A Special Use Permit Application to allow a Short-Term Rental (Residential occupancy purposes for a period of fewer than 30 consecutive days.), submitted by Claude Van Sant, and located at 101 The Hill, identified by Tax Map 20A8, Section 22, Lot 9A. The property is zoned R-1, Residential District.
6. **2500345** – A Zoning Text Amendment to Town Code Chapter 175-3 - Definitions to define Data Centers and §175-64 Industrial Employment District (I-2) to add Data Centers with performance standards by Special Use Permit.
7. **2500347** – A Zoning Text Amendment to Town Code Chapter 175-151 - Short-Term Rentals to address language modifications as it pertains to fees, parking and applicable Uniform Statewide Building Code regulations.

VII. PUBLIC HEARING

1. **2500218** - A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.
2. **2500320** - A Zoning Text Amendment to Chapter 175-3 to define Designated Special Circumstance Housing, and §175-12.1, §175-18.2.B, §175-20.1, §175-30, and §175-37.3 to add Designated Special Circumstance Housing performance standards by Special Use Permit and create Chapter 175-153 to add Designated Special Purpose Housing performance standards.

VIII. COMMISSION MEMBER REPORTS

IX. PLANNING DIRECTOR REPORT

- June Monthly Report

X. ADJOURNMENT

*There will be a Planning Commission Work Session immediately following the regular meeting.

- **2500297** – A Special Use Permit Application to allow a Short-Term Rental (Residential occupancy purposes for a period of fewer than 30 consecutive days.) submitted by Shelly Cook, and located at 1408 Old Winchester Pike, identified by Tax Map 20A12, Section 8, Lot 5. The property is zoned R-2, Residential District.
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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: _____

CONSENT TO ADVERTISE

ITEM 1

2500297 – A SPECIAL USE PERMIT APPLICATION TO ALLOW A SHORT-TERM RENTAL, SUBMITTED BY SHELLY COOK, AND LOCATED AT 1408 OLD WINCHESTER PIKE, IDENTIFIED BY TAX MAP 20A12, SECTION 8, LOT 5. THE PROPERTY IS ZONED R-2, RESIDENTIAL DISTRICT.



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: Shelly Cook PHONE: 5405500334
ADDRESS: [REDACTED]
E-MAIL: [REDACTED]

PROPERTY OWNER:

NAME: Shelly Cook - Cook Real PHONE: 5405500334
ADDRESS: [REDACTED]
E-MAIL: [REDACTED]

PROPERTY DESCRIPTION:

PROPERTY ADDRESS: 1408 Old Winchester Pike
TAX MAP: 20A12 SECTION: 8 BLOCK: LOT: 5
SUBDIVISION NAME:
ZONING DISTRICT: R-2 ACREAGE:
SPECIFIC SPECIAL USE PERMIT REQUEST:

- ☒ Whole house rental ☐ Partial rental, # of rooms rented
☐ Primary Residence ☐ Secondary Residence

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

- ☒ Survey plat or sketch to scale of property showing all **existing** improvements, parking and refuse area and property boundaries.
☒ Provide a map of area attractions
☒ Provide proof that notification to operate was sent to the HOA, if applicable.
☒ 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

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

Receipt # CK# 1035 Date Paid 6-11-25
1200.00 x 2
Pd \$2,400.00

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Shelly Cook
at (phone number) 540 550 0334 or (property manager) _____
at (phone number) _____.

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 Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, 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 4 People and 2 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 2 vehicle(s) in the driveway.

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)

ON Concrete Pad beside House

- 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 collected on Tuesdays

CHECK-IN & CHECK-OUT

Provide details

Check IN IS at 3:00 PM
Check out IS at 10:00 AM

WIFI/PHONE/ETC

Provide details for special amenities if available

WIFI IS available on Property
Provider IS Xfinity - Information on
box IN Living Room

SPECIFIC PROPERTY DETAILS

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

River Front Property
Whole House use

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

NO Shooting of fireARMS
NO FireWORKS

As per 175-3

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:
§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers

shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- 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 _____

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.

You have permission to Enter the
Property

(SK)

My Property Manager IS Melissa
at all Seasons Services for
Property Maintenance, and booking
540 683-0128

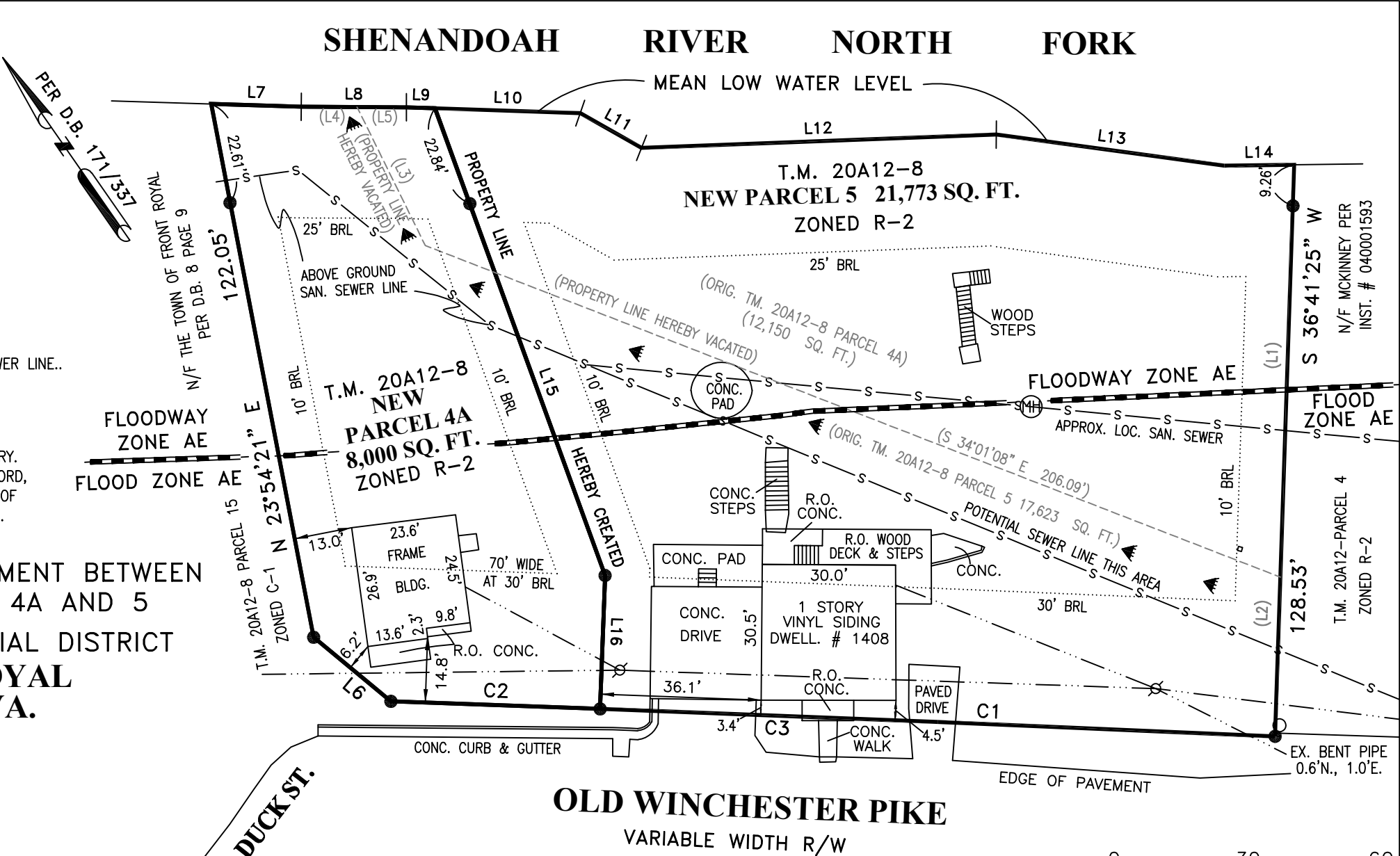
LINE	BEARING	DISTANCE
L1	S 36°41'25" W	92.74'
L2	S 36°41'25" W	35.79'
L3	S 08°33'52" W	34.70'
L4	S 54°56'55" E	12.55'
L5	S 54°56'55" E	11.08'
L6	N 15°32'40" W	22.56'
L7	S 53°24'10" E	20.25'
L8	S 54°56'55" E	23.63'
L9	S 53°17'59" E	6.41'
L10	S 53°17'59" E	32.67'
L11	S 25°40'30" E	15.83'
L12	S 57°21'38" E	79.75'
L13	S 47°27'59" E	51.76'
L14	S 55°57'20" E	15.67'
L15	S 14°46'25" W	111.77'
L16	S 36°55'06" W	30.00'

- s — DENOTES EXISTING OR APPROX. SAN SEWER LINE..
— · — DENOTES OVERHEAD WIRES.
○ DENOTES PIN OR PIPE FOUND.
● DENOTES PIN SET.
⊙ DENOTES UTILITY POLE.
- - - DENOTES APPROX. FLOOD ZONE BOUNDARY.
▲ DENOTES APPROX. LOC. OLD ROAD TO FORD,
ROAD CAN NOT BE CLOSED PER BOARD OF
SUPERVISORS MINUTE BOOK G PAGE 415.

BOUNDARY LINE ADJUSTMENT BETWEEN
T.M. 20A12-8 PARCELS 4A AND 5
NORTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



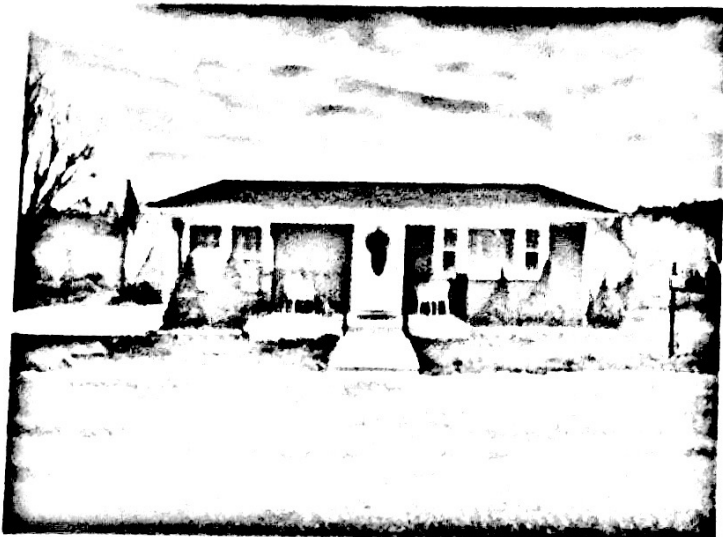
PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
MAY 23, 2023



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	23119.61'	151.79'	151.79'	N 52°53'37" W	0°22'34"
C2	23119.61'	47.05'	47.05'	N 53°08'24" W	0°07'00"
C3	23119.61'	198.84'	198.84'	N 52°57'07" W	0°29'34"



1408 Old Winchester Pike
Front Royal, VA 22630

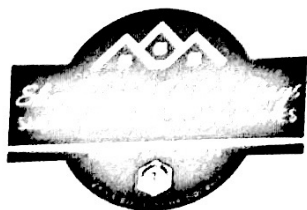


About The River House

Welcome to The River House

We are so excited to have you stay with us in this very unique property located in the wonderful town of Front Royal, VA.

Experience the rest, restoration, fun, and adventure you need in this gorgeous, newly remodeled riverfront gem! We didn't spare one detail in this cottage renovation, designed with your comfort, ease, peace, and desire in mind. Enjoy coffee on our expansive porch — or by the firepit — with the unmatched view of the Shenandoah River and your personal landscape! Complete with two generous guest rooms, a shared living area, exceptional bathrooms, a full kitchen and so much more...



CONTACT INFORMATION

Shelly Cook
Owner
Shellycook103@gmail.com
540-550-0334

Mary Ellen Smoot
Hospitality Manager
540-514-4398

Important Information

EMERGENCY INFORMATION

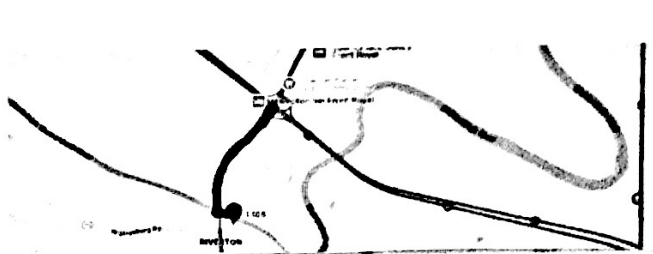
In Case of Emergency, immediately dial 911

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



You are in Front Royal, off of Route 522.
1408 Old Winchester Pike
Front Royal, VA 22630

Evacuation Map to the nearest Interstate
(Interstate 66 in Front Royal)



FRONT ROYAL POLICE DEPARTMENT
540-635-2111 (or 911)
900 Monroe Ave, Front Royal, VA 22630



FRONT ROYAL VOLUNTEER FIRE & RESCUE
540-635-2540 (or 911)
221 N Commerce Ave, Front Royal, VA 22630



ELECTRICAL OUTAGE
540-635-3027, 540-635-2111 (After hours)
Outages may be reported online at:
<http://www.frontroyalva.gov/FormCenter/Energy-Services-6/Report-Electrical-Problem-46>

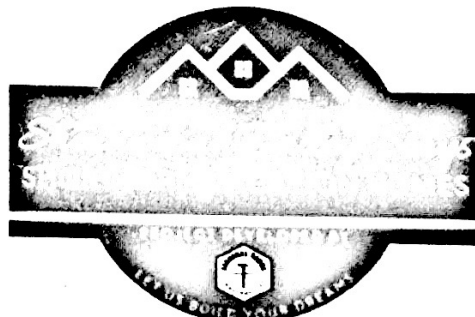


The fire extinguisher is located in the kitchen,
underneath the sink.

IMPORTANT CONTACT INFORMATION

Shelly Cook
Owner
Shellycook103@gmail.com
540-550-0334

Mary Ellen Smoot
Hospitality Manager
540-514-4398



Meet your host Shelly

Shelly is a Front Royal native who has spent her entire life giving back to the community she loves so much!

When not building homes, Shelly is the "hostess with the mostess" welcoming guests into her AirBNBs with all of the grace, charm, and small town service befitting of a southern Belle! Shelly is passionate about cooking and would love to make a special occasion even more memorable by offering her dinner/dessert pairings! Welcome to Front Royal – you will love it here!



CONTACT INFORMATION



540-550-0334



Shellycook103@gmail.com

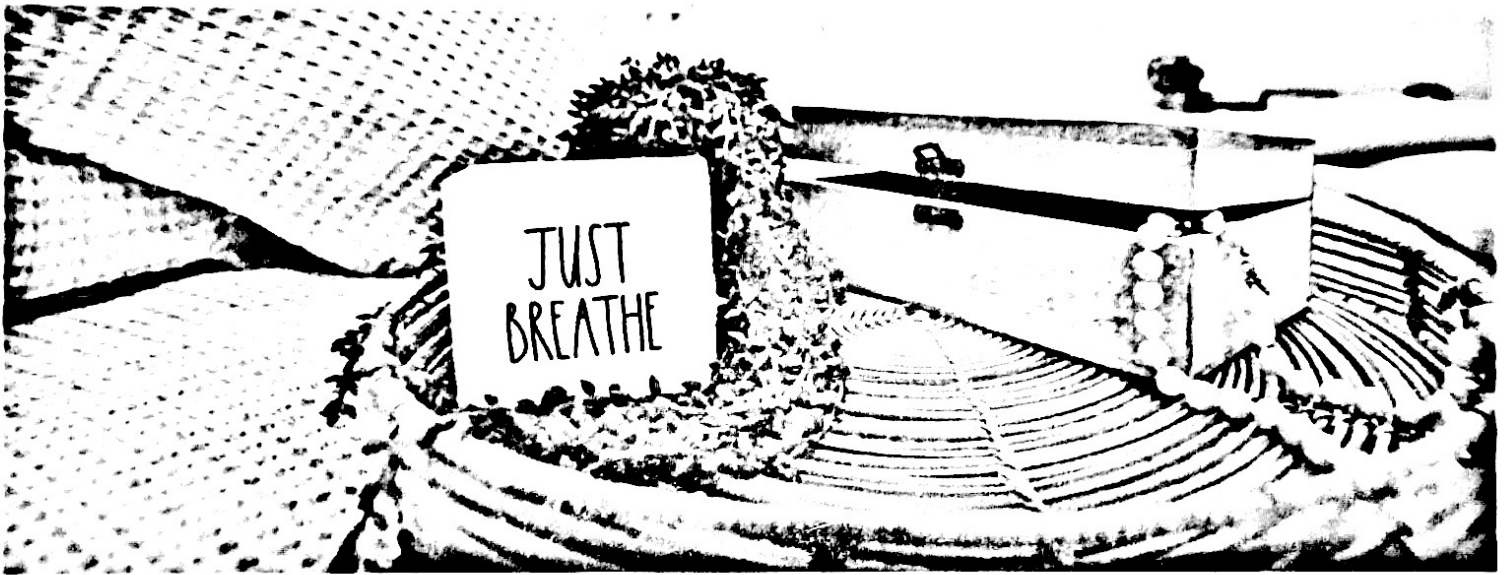


Wi-Fi 

Network and Password
are displayed on the
refrigerator of the rental

Check-In

CHECK-IN TIME AT 3:00 PM



Check-Out

CHECK-OUT TIME IS 11:00 AM

We really hope you enjoyed your stay here at The Blue House!

As a reminder, check out is at 11:00 AM on the day your booking ends.

House Rules

1

NO SMOKING

No smoking inside (including Tobacco, E-cigarettes & Cannabis)

2

NO PETS

Due to pet dander & respect of other guests' allergies
Exception: Service dogs with prior approval

3

REGISTERED GUESTS ONLY

Only approved/registered number of guests, if in doubt ask host

4

HOT TUB

No perfumes or body oils allowed in hot tub, (if wearing please shower prior to using hot tub)
No shaving or exfoliating in hot tub
(This protects the jets & filtration system)

5

TRASH

Please place trash in designated receptacles.

6

NOISE

Guests should respect the surrounding community (ex. no loud music, no shouting, etc.)

7

REPORT DAMAGE

If damage is caused by guests beyond normal wear & tear, guest must inform host as soon as possible
(Guests are expected to pay for repair/damage)

Area Attractions



SHENANDOAH NATIONAL PARK

21073 Skyline Drive

Front Royal

Hiking, Scenic Byways, Landmarks, Day Trip



SHENANDOAH RIVER STATE PARK

350 Daughter of Stars Dr.

Bentonville

Riverside Picnic Areas, River Access, Boat Launch, Hiking



FRONT ROYAL OUTDOORS

8567 Stonewall Jackson Hwy

Front Royal

Rafting, Tubing, Kayaking,
Canoeing, River Trips

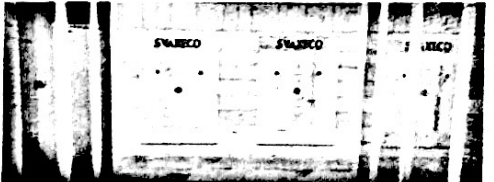


VIRGINIA BEER MUSEUM

16 Chester St.

Front Royal

Museum Focusing on Virginia Beer, Experience and
History of Beer, Tours, Bar, Drinks Served



SHENANDOAH VALLEY AXE THROWING

20 South St.

Front Royal

Axe and Knife Throwing Venue,
Full Menu, Drinks Served



SKYLINE CAVERNS

10344 Stonewall Jackson Hwy

Front Royal

Geological Caves, Tourist Attraction



Chapter 106**NOISE****Sections:**

- 106-1 THROUGH 106-4 (RESERVED)**
- 106-5 DECLARATION OF FINDINGS AND POLICY**
- 106-6 DEFINITIONS**
- 106-7 ADMINISTRATION AND ENFORCEMENT**
- 106-8 PROHIBITED NOISE**
- 106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**
- 106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY**
- 106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**
- 106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**
- 106-13 RESPONSIBILITY OF THE PROPERTY OWNER**
- 106-14 EXCEPTIONS FROM CHAPTER**
- 106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS**
- 106-16 TESTING OF METERING DEVICES**
- 106-17 PENALTIES**
- 106-18 SEPARABILITY**

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

106-1 THROUGH 106-4 (RESERVED)

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

106-5 DECLARATION OF FINDINGS AND POLICY

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exists by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-6 DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

Wineries & Breweries



CHESTER GAP CELLARS
4615 Remount Road
540-636-8086



VIBRISSA BEER
122 E. Main Street
540-631-0773



REITANO VINEYARDS
137 Lee Burke Road
(opening 2024)



GLEN MANOR VINEYARDS
2244 Browntown Road
540-635-6324



HONEY & HOPS BREW WORKS
212 E. Main Street
540-692-6032

Before you go

**We really hope you enjoyed your stay here at The River House!
As a reminder, check out is at 11:00 AM on the day that
your booking ends.**

Before you leave, we kindly ask that you do the following:

- ☒ **Double check and make sure you have not left behind
any belongings.**
- ☒ **Please do not remake the bed.
We will take care of all of that.**
- ☒ **Please place all used towels in the
basket located in the bathroom.**
- ☒ **Lock the keyless entry door lock after removing all
belongings and leaving the house.**
- ☒ **Don't be sad to leave us –
come back and stay with us again!**
- ☒ **Please leave us a review to let us know how your stay
was. We love to hear from our guests and strive to
provide a wonderful experience!**
- ☒ **Travel safely and come visit us again soon!**

Thank you!

Enjoy the area

Discover Front Royal and Shenandoah National Park are amazing places to discover what this special town has to offer. Front Royal is the Canoe Capital of Virginia and this small, yet quaint town has plenty to offer.

In this newsletter, you will find a ton of useful information that we have compiled to help our guests make the most of their stay here at The River House. We have recommendations for nearby restaurants, shopping areas, area attractions, places of interest, and so much more.

We hope that you enjoy this unique property as much as we do. We strive to offer a 5-star experience for each and every one of our guests, each and every time they stay here. If you have any questions or issues during your stay, please let us know so we can help you. See contact information below. Have a wonderful stay and we hope to see you again!





Thank you!

PLEASE ENJOY YOUR STAY

shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- 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 _____

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.

You have permission to enter the
Property

(SK)

My Property Manager is Melissa
at all Seasons Services for
Property Maintenance, and booking

540 683-0128

CONSENT TO ADVERTISE

ITEM 2

**2500317 – A ZONING TEXT AMENDMENT TO TOWN
CODE CHAPTER 175-3 – DEFINITIONS, TO REDEFINE
THE DEFINITION OF OVERHANG.**

#2500317

JUNE 25, 2025

ZONING TEXT AMENDMENT REQUEST

We are requesting the rewrite of the definition of OVERHANG in the Town of Front Royal Code of Ordinances 175 - 3 - Definition as follows:

OVERHANG - The part of a roof or wall that extends beyond the facade of a lower wall.

This definition as written is found in the book "The Latest Illustrated Book of DEVELOPMENT DEFINITIONS" by Harvey Moskoowitz and Carl Lindbloom and this definition is also supported by the Town of Front Royal Zoning Office.

It is our opinion the current definition as written is onerous, encourages simple box construction with no overhangs or architectural character and adds unnecessary cost to residential construction. In some circumstances the existing definition contradicts the County requirements.

Thank you for your review and consideration of our request.

Best Regards,
Jay McCarty & Neal McCarty
12425 Chapel Road,
Clifton, VA 20124
703-407-7559

(Application fee paid this date \$650 Invoice No. 194393)



CONSENT TO ADVERTISE

ITEM 3

2500319 – A ZONING TEXT AMENDMENT TO TOWN CODE CHAPTER 175-3 - DEFINITIONS, TO DEFINE THE USE OF AN “AUXILIARY DWELLING UNIT” (SMALL INDEPENDENT RESIDENTIAL STRUCTURES LOCATED ON THE SAME LOT AS THE PRIMARY OR WITHIN THE CONFINES OF THE EXISTING HOME) AND THE RESIDENTIAL DISTRICTS IN WHICH IT WOULD BE PERMITTED BY-RIGHT.

ADUs/Granny Flats

Changes to Zoning Code:

New Zoning Text: *Suggest adding a new Section 9.11 but could be placed elsewhere*

Section 9.11 – Auxiliary Dwelling Unit (ADU)

The ADU ordinance permits one Auxiliary dwelling unit in all zoning districts with residential housing, subject to the following:

- 1) The Auxiliary dwelling unit must be located on the same lot as a single-family dwelling (existing or proposed) and only One (1) ADU is permitted per residential lot
- 2) The property must be owner occupied
- 3) The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater. Please see the definition below in order to calculate floor area:

Floor area means the sum of the horizontal areas of enclosed building space on all floors of all buildings on a lot measured from the exterior face of exterior walls and including intervening partitions, halls, lobbies, stairways and elevator shafts. The following shall be excluded from calculation of floor area:

- Open exterior balconies and other unenclosed spaces
- Uncovered terraces, patios, porches, or steps
- Garages, carports or other areas, enclosed or unenclosed, used for the parking or circulation of motor vehicles
- Areas for housing major mechanical equipment which serves the building as a whole or major portion thereof, but not including utility areas within individual dwelling units
- Areas for common special purpose use by occupants of the premises, including laundries, recreation areas, sitting areas and libraries in buildings devoted to dwelling use, and storage areas, and areas devoted exclusively to management and/or maintenance of the premises in buildings devoted to any use, but not including incidental commercial activities in any case.

- 4) Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.
- 5) The Auxiliary dwelling unit must follow the underlying zoning district requirements (setbacks, lot coverage, appearance, height, etc.). Detached ADUs shall not exceed the maximum lot square foot coverage allowed in the zoning district the ADU is located.
- 4) Access to an ADU shall be provided in accordance with requirements the Department of Fire and Emergency Services.
- 5) An additional one (1) off street parking space must be added or available above standard residential parking space requirements for the zoning district the ADU is located.

Revised Zoning Text

Is:

Section 6.4.1 - STATEMENT OF INTENT (R-1) (175-11)

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

Proposed:

Section 6.4.1 - STATEMENT OF INTENT (R-1) (175-11)

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

Is:

Section 6.4.2 - USES PERMITTED BY RIGHT(R-1) (175-12)

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

RESIDENTIAL:

Single-family dwellings, detached

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches

Public libraries

Schools

Proposed:

Section 6.4.2 - USES PERMITTED BY RIGHT(R-1) (175-12)

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

RESIDENTIAL:

Single-family dwellings, detached

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches

Public libraries

Schools

Auxiliary Dwelling Units (ADUs)

Is:

Section 6.5.2 - USE REGULATIONS (R-1A) (175-18.2)

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

RESIDENTIAL:

Single-family dwellings, detached

Single-Family, attached

Two-Family dwellings (Duplex)

Proposed:

Section 6.5.2 - USE REGULATIONS (R-1A) (175-18.2)

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

RESIDENTIAL:

Single-family dwellings, detached

Single-Family, attached

Two-Family dwellings (Duplex)

Auxiliary Dwelling Units (ADUs)

Is:

Section 6.6.2 - USES PERMITTED BY RIGHT (R-2) (175-20)

Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-2 District, the following uses of land and buildings are permitted by-right in the R-2 District:

RESIDENTIAL:

Duplexes

Single-family dwellings, detached

Two-family dwellings

Townhouses

Proposed:

Section 6.6.2 - USES PERMITTED BY RIGHT (R-2) (175-20)

Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-2 District, the following uses of land and buildings are permitted by-right in the R-2 District:

RESIDENTIAL:

Duplexes

Single-family dwellings, detached

Two-family dwellings

Townhouses

Auxiliary Dwelling Units (ADUs)

Is:

Section 6.7.2 - USES PERMITTED BY RIGHT (R-3) (175-29)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Division 9.6.

Two-family dwellings.

Proposed:

Section 6.7.2 - USES PERMITTED BY RIGHT (R-3) (175-29)

A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Division 9.6.

Two-family dwellings.

Auxiliary Dwelling Units (ADUs)

Is:

Section 6.8.3 - PERMITTED USES (PND) (175-37.3)

A. All planned neighborhood developments shall permit the following residential and Auxilliary uses:

1. Detached single-family dwellings;
2. Two-family dwellings;
3. Multi-family dwellings;
4. Townhouses with a maximum of eight units per structure;
5. Auxiliary buildings or uses as defined in Article 11;
6. Recreation or park facilities;
7. Retirement living facilities (handicapped accessible)
8. Municipal buildings or uses;
9. Public utilities: poles, lines, booster and relay stations, distribution transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewerage systems. Such utilities shall be buried or otherwise screened in accordance with design standards of the development;
10. Home Occupations as set forth in Division 8.5;
11. Public libraries;
12. Schools; and
13. Churches.
14. Special childcare services.
15. Open space and conservation areas.
16. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

Proposed:

Section 6.8.3 - PERMITTED USES (PND) (175-37.3)

A. All planned neighborhood developments shall permit the following residential and Auxilliary uses:

1. Detached single-family dwellings;
2. Two-family dwellings;

3. Multi-family dwellings;
4. Townhouses with a maximum of eight units per structure;
5. Auxilliary buildings or uses as defined in Article 11;
6. Recreation or park facilities;
7. Retirement living facilities (handicapped accessible)
8. Municipal buildings or uses;
9. Public utilities: poles, lines, booster and relay stations, distribution transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewerage systems. Such utilities shall be buried or otherwise screened in accordance with design standards of the development;
10. Home Occupations as set forth in Division 8.5;
11. Public libraries;
12. Schools; and
13. Churches.
14. Special childcare services.
15. Open space and conservation areas.
16. **Auxiliary Dwelling Units (ADUs)**
17. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

New Definitions:

Auxiliary Dwelling Unit (ADU) also known as in-law units, backyard cottages, or granny flat - A secondary, self-contained residential unit located on the same lot as a primary single-family dwelling. It includes independent living facilities such as a kitchen, bathroom, sleeping area, and separate entrance.

Changes to existing Definitions:

Is:

ACCESSORY BUILDING/ACCESSORY STRUCTURE - A building or structure that is subordinate to, and located on the same lot as the principal permitted use of the property, of which, the accessory building or accessory structure is used for purposes that are clearly incidental to that of the principal permitted use of the property, and which is not attached by any part of a common wall or roof to the main building, or buildings, if any. An accessory building shall not exceed the height of the main building(s) located on the property; shall not be located within a required yard area that abuts a public road; and shall not be permitted where no main building exists on the property, except in the following: (i) temporary buildings or structures permitted under this chapter, (ii) accessory buildings without utilities that are used for storage purposes and do not exceed 256 square feet, and (iii) buildings, such as barns and silos, used for agricultural purposes.

Proposed:

ACCESSORY BUILDING/ACCESSORY STRUCTURE - A building or structure that is subordinate to, and located on the same lot as the principal permitted use of the property, of which, the accessory building or accessory structure is used for purposes that are clearly incidental to that of the principal permitted use of the property, and which is not attached by any part of a common wall or roof to the main building, or buildings, if any. **No residential occupancy is permitted.** An accessory building shall not exceed the height of the main building(s) located on the property; shall not be located within a required yard area that abuts a public road; and shall not be permitted where no main building exists on the property, except in the following: (i) temporary buildings or structures permitted under this chapter, (ii) accessory buildings without utilities that are used for storage purposes and do not exceed 256 square feet, and (iii) buildings, such as barns and silos, used for agricultural purposes.

Is:

ACCESSORY USE - A use of a building, lot or portion thereof which is customarily incidental and subordinate to the principal permitted use of the main building or lot. Accessory uses shall include the use of accessory buildings as a separate accessory dwelling unit, provided that the lot is at least 12,000 square feet in size, the accessory building complies with the minimum setback and yard area requirements that are required for main buildings within the applicable zoning district, no more than one accessory dwelling is located on the property, and the accessory dwelling unit does not utilize more than 500 square feet. Urban agriculture is considered an accessory use when the requirements of Section 175-110.5 are complied with.

Proposed:

ACCESSORY USE - A use of a building, lot or portion thereof which is customarily incidental and subordinate to the principal permitted use of the main building or lot. ~~Accessory uses shall include the use of accessory buildings as a separate accessory dwelling unit, provided that the lot is at least 12,000 square feet in size;~~ The accessory building complies with the minimum setback and yard area requirements that are required for main buildings within the applicable zoning district, no more than one accessory dwelling is located on the property, and the accessory dwelling unit does not utilize more than 500 square feet. Urban agriculture is considered an accessory use when the requirements of Section 175-110.5 are complied with.

Is:

GARAGE, PRIVATE - An accessory building used for the storage of vehicles by the occupants of a lot on which such building is located.

Proposed:

GARAGE, PRIVATE – A **vehicle storage structure** used for the storage of vehicles by the occupants of a lot on which such building is located.

Conflicts with definition of Accessory.

Is:

GARAGE, PUBLIC - An accessory building, portion of a principal building or principal buildings used only for the storage of four (4) or more vehicles by others than only those occupants of a lot on which such building is located.

Proposed:

GARAGE, PUBLIC - A vehicle storage structure, portion of a principal building or principal buildings used only for the storage of four (4) or more vehicles by others than only those occupants of a lot on which such building is located.

Conflicts with definition of Accessory.

Is:

LOT - A parcel of land occupied or to be occupied by a building and its accessory buildings or by a use and accessory uses, together with such open spaces as are required under the provisions of this chapter, having at least the minimum area required by this chapter for a lot in the zone in which such lot is situated and having its principal frontage on a public or private street approved by the Town.

Proposed:

LOT - A parcel of land occupied or to be occupied by a building and its auxiliary or accessory buildings or by a use and accessory uses, together with such open spaces as are required under the provisions of this chapter, having at least the minimum area required by this chapter for a lot in the zone in which such lot is situated and having its principal frontage on a public or private street approved by the Town.

Is:

LOT COVERAGE - The maximum percent of the lot which may be occupied by buildings or structures, including accessory buildings or structures.

Proposed:

LOT COVERAGE - The maximum percent of the lot which may be occupied by buildings or structures, including auxiliary or accessory buildings or structures.

Is:

PRINCIPAL PERMITTED USE – A specific use, or uses, of a lot that are permitted on a particular lot, based on the regulations of the underlying zoning district, and the main use, or uses, of the property, as distinguished from an accessory use.

Proposed:

PRINCIPAL PERMITTED USE – A specific use, or uses, of a lot that are permitted on a particular lot, based on the regulations of the underlying zoning district, and the main use, or uses, of the property, as distinguished from an **auxiliary or** accessory use.

A decorative graphic on the left side of the slide consisting of white and light blue lines that resemble a circuit board or a stylized tree. The lines are vertical and horizontal, with small circles at the ends, creating a complex, branching pattern.

Auxiliary Dwelling Units (ADU)

JUNE 2025

What is an ADU

- Accessory Dwelling Units (ADUs) – also known as in-law units, backyard cottages, among other names
 - ADUs are small independent structures built on the same lot as a single-family residence or a prescribed percentage of square footage within the primary residential structure (single family residence)
 - ADUs occupy a different category than “Accessory Use” which is intended for utility purposes (storage, sheds, etc.)
- ADUs are permitted by state law with localities setting guidelines
 - There has been some state legislation intended to mandate ADUs in R1 but to date none of this legislation has been implemented
 - The main objections in the legislature seems to concern having the state vice local control of where ADUs can be located and not if they are desirable
- ADUs are common in other Virginia towns and counties
 - ADUs allowed in Richmond, Virginia Beach, Falls Church, Rockingham County and more

Why Front Royal Should Support ADUs

- ADUs expand affordable housing options
 - ADUs are maintained by homeowners and not taxpayers
 - ADUs help meet demand for smaller, more affordable homes ideal for seniors, young workers, and small families
 - Provides lower-costs without the need for taxpayer-funded housing projects
- Support Local Families & Aging in Place
 - Allows individuals to remain in their own homes or with family instead of moving into full-time institutional care
 - Often less expensive than nursing homes or assisted living facilities
 - Reduces the financial burden on families and public health systems (e.g., Medicaid)
- Encourages autonomy and dignity for participants
 - Offers flexible space for multigenerational living, caregivers, or returning college kids

Why Front Royal Should Support ADUs (cont.)

- Smart Growth, Not Sprawl
 - Adds gentle density without changing neighborhood character
- Encourages infill housing and uses existing infrastructure efficiently
 - **Boost Local Economy & Tax Base**
 - Potential generation of new property tax revenue from increased property value
 - Brings more people into the local economy supporting shops, schools, and services
- Enhances Property Rights
 - Gives homeowners more choice in how they use their property
 - Helps residents stay in their homes by generating rental income

What Proposed ADU Ordinance Provides

- The ADU ordinance permits one Auxiliary dwelling unit per lot in all zoning districts with residential housing, subject to the following:
 - The Auxiliary dwelling unit must be located on the same lot as a single-family dwelling (existing or proposed)
 - The property must be owner occupied
 - The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater
 - Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less
 - The Auxiliary dwelling unit must follow the underlying zoning district requirements (setbacks, lot coverage, appearance, height, etc.).
 - Detached ADUs shall not exceed the maximum lot square foot coverage allowed in the zoning district the ADU is located
 - An additional one (1) off street parking space must be added or available above standard residential parking space requirements for the zoning district the ADU is located.

Example ADU in R1

- External ADU in an R-1 district consisting of a 2000 sq ft primary home on a ¼ acre lot consisting of 10890 sq ft
 - Code dictates 30% max structure coverage or 3267 sq ft
 - Proposal will allow an ADU size of 80% of exiting structure maximum footprint or 1000 sq ft, whichever is less
 - 80% of 2000 sq ft equates to a 1600 sq ft size of potential external ADU and is therefore limited to the max size of ADUs of 1000 sq ft by regulation
 - This allow 1267 sq feet on the lot for ADU construction, egress and set-backs
 - Set backs and easements can further restrict ADU size, placement or project viability
- The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater
 - In this 2000 sq ft home example, 660 sq ft is the limit ($2000 \times .33 = 660$)

R2 and R3 Coverage areas

- R2 and R3 allow for greater lot coverage but with same protections of max lot coverage and constrained by setbacks and easements
 - R-2 – Max 45% building Coverage.
 - R-3 – Max 40% building Coverage with exceptions

CONSENT TO ADVERTISE

ITEM 4

2500336 – A SPECIAL USE PERMIT APPLICATION TO ALLOW A LODGING HOUSE (A RESIDENTIAL BUILDING, OTHER THAN A HOTEL, MOTEL OR BED AND BREAKFAST HOME WHICH IS NOT OPEN TO THE PUBLIC OR TRANSIENT GUESTS.), SUBMITTED BY LIFE REPAIR CENTER OF FRONT ROYAL, AND LOCATED AT 437 S. ROYAL AVENUE, IDENTIFIED BY TAX MAP 20A7-3-10. THE PROPERTY IS ZONED C-1, COMMUNITY BUSINESS DISTRICT AND IS LOCATED IN THE ENTRANCE CORRIDOR.

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

APPLICANT:

Name: Life Repair Center of Front Royal PHONE: 540-646-0882

Address _____

Email: [REDACTED]

PROPERTY OWNER: WP Royal Ave, LLC

Name: Weber Properties/Dawn Weber PHONE: 703-906-9573

Address

Email: **PROPERTY DESCRIPTION:**

Property Address: 437 South Royal Avenue Front Royal VA 22630

Tax Map 20A7 Section 3 Block — Lot 10

Subdivision Name: _____ Acreage: _____ Zoning District: C-1

REQUEST:

Proposed Use of Property: *transitional shelter for women and children*

Specific Special Use Permit Request: Requesting permit for lodging house for 10 person capacity
(women/children at address provided) Previous permit request withdrawn to allow grant
to be used at another to allow for two shelter locations.

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. **(3 Originals and a Digital Copy)**
2. Preliminary Site Development Plan required for new development or a Conceptual Drawing for existing structures.
3. Application Fee of \$1000.00 Form of Payment: check #25370 Date Paid: 6/8/2023
4. Additional information as required by the Department of Planning and Zoning.

CERTIFICATION:

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

Applicant Signature: Stacy Wilson Date: 6/3/25

Property Owner Signature:  Date: 6/3/25

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.

Revised 6-5-2025

RECEIVED
JUL 7 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Life Repair Center SUP Justification Statement

Proposed Use-Suite A (located downstairs) of the building, which was remodeled by the previous building owner to function as an apartment would be used as a lodging house for women and children who have been unsheltered (living in cars, tents, hotel rooms, or similar). This space currently has a full kitchen, three bedrooms and a full bath with shower. Each bedroom would be equipped with bunkbeds, dresser, tv, hamper, mini fridge and microwave.

The lodging house would be supervised 24/7 and alarm would be set from 11pm-6AM. Staff of Life Repair Center of Front Royal and Love Revival Church would provide support and programming to residents of the lodging house.

Life Repair Center has submitted articles for nonprofit incorporation and Love Revival is an active nonprofit organization. All team members and volunteers will receive a background check and training. Lodging house will provide wraparound services including support related to independent living, parenting skills, budgeting, individual and group therapy, assistance with job search, mental health skill building, case management, and substance use recovery.

Owner of Life Repair Center is an active LPC, CRC, NCC, CCTP-II, with multiple trauma-informed team members on staff utilizing substance abuse expertise and a passion for serving the community.

The office is located directly across from the Warren Coalition men's recovery home and partners with them regularly. Several hotels in which individuals live are also nearby. The area will experience minimal change as a result of the lodging house as similar facilities already exist across the parking lot. Residents will be within walking distance to stores, potential jobs, and schools. They will also be in close proximity to partner organizations whose services they made need.

The office name and logo is on the door and the exterior will not change or demonstrate a difference from the upstairs office spaces. This means for cars passing by or individuals visiting the building, they will not be aware that Suite A has a different function than any of the other suites when observing the exterior.

Mothers and children will be expected to be at work or school, job searching or participating in programming throughout the day. The facility will be drug-free, with random testing occurring. Weekly fee will begin at five dollars and increase every two weeks to allow individuals to begin to budget appropriately.

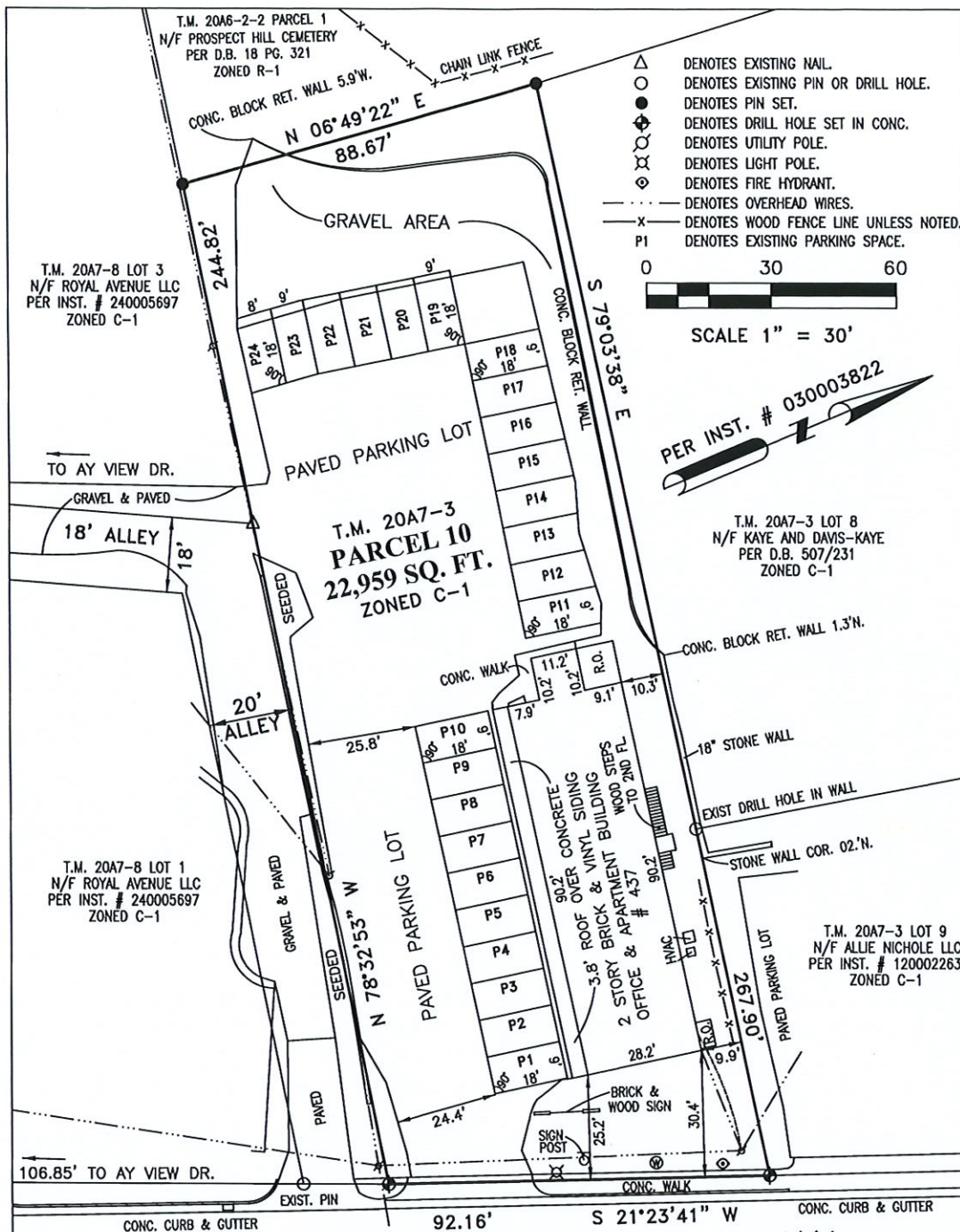
Love Revival will help support the lodging house financially, with food resources, and volunteers. Initial partnership with Warren Coalition continues, however, the coalition will maintain the grant obtained to allow for the potential of two lodging houses to provide shelter.

The lodging house will meet a significant need in the community as there is currently no lodging house or shelter in place for women and children within Front Royal. As significant cuts have recently been made to subsidized housing, the number of women and children without shelter is expected to increase over the next year. Referrals could be made through schools, community partners, through Love Revival, Warren Coalition or our practice. While active drug users could not be placed, our practice would assist them in finding a rehab or detox placement. Sex offenders would not be placed in the

facility. All belongings will be placed in lice/bed bug box to prevent spread of parasites.

Residents would be supported in their search for long term housing, and provided with budgeting guidance, job skills training, and parenting skills education and training. Maximum capacity would be ten unless upstairs apartment is obtained at a later date in addition to Suite A.

Whether women and children are recovering from domestic violence, substance use, or economic hardship, the goal of Life Repair Center is to provide them with a Safe Haven to heal and grow so they can feel confident and secure while finding stable housing for themselves and their children. According to SAMHSA, individuals facing homelessness are at a higher risk for facing various health risks and greater risk for using substances as way to cope with the trauma of homelessness. Up to 28% of the homeless population have a SUD. Stable housing reduces the risk of unsafe sex practices, incarceration, and chronic school absence in children. Thank you for partnering with us to make stable housing possible for more of our community.



S. ROYAL AVE. - RT. 340
VARIABLE WIDTH R/W

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: WP ROYAL AVE LLC
PER INST. # 250000778.
PLAT REF: INST. # 030003822.
SUBJECT PARCEL SITUATED OUTSIDE
THE LIMITS OF THE FEMA FLOOD ZONE.

SURVEY OF THE WP ROYAL AVENUE LLC
PROPERTY PER INSTRUMENT # 250000778

FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578,
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JUNE 10, 2025

CONSENT TO ADVERTISE

ITEM 5

2500337 – A SPECIAL USE PERMIT APPLICATION TO ALLOW A SHORT-TERM RENTAL (RESIDENTIAL OCCUPANCY PURPOSES FOR A PERIOD OF FEWER THAN 30 CONSECUTIVE DAYS.), SUBMITTED BY CLAUDE VAN SANT, AND LOCATED AT 101 THE HILL, IDENTIFIED BY TAX MAP 20A8, SECTION 22, LOT 9A. THE PROPERTY IS ZONED R-1, RESIDENTIAL DISTRICT.

2500337

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
 Email: planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Claude Van Sant PHONE: 706-338-6996
 ADDRESS: [REDACTED]
 E-MAIL: [REDACTED]

PROPERTY OWNER:

NAME: Same as above PHONE:
 ADDRESS:
 E-MAIL:

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 101 The Hill Front Royal VA 22630
 TAX MAP 20A8 SECTION 22 BLOCK LOT 9A
 SUBDIVISION NAME Francis Forbes
 ZONING DISTRICT R1 ACREAGE 0.3
 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.

☒ Complete management plan.

☒ Written consent given to the Town to inspect for compliance.

☒ Emergency dwelling evacuation diagram (posted in each bedroom)

☒ Application fee of \$1200.00 Form of Payment: Card Date Paid: 7/7/25

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Claude Van Sant
at (phone number) 706-338-6996 or (property manager) Patrick Kerwin

at (phone number) 720-227-9812

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 Sherrif'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 4 People and 2 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 2 vehicle(s) in the driveway.

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 are stored under the kitchen sink and the receptacle is located adjacent to the driveway parking

- 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 and recycling are picked up early Thursday morning, so should be placed at the curb near mailbox on Wednesday evening.

CHECK-IN & CHECK-OUT

Provide details

Check-In Process

- Virtual or in-person orientation
- Verify guest count against reservation
- Confirm understanding of property rules
- Provide emergency evacuation plan
- Distribute area attraction map

Check-Out Process

- Property inspection within 6 hours of departure
- Immediate cleanup and maintenance as needed
- Documentation of any damage or issues
- Preparation for next guest arrival

WIFI/PHONE/ETC

Provide details for special amenities if available

Wifi network: Geo
Password: Zeppelin1

SPECIFIC PROPERTY DETAILS

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

Property is 0.3 acres of flat and gently sloping land atop a low ridge near downtown. It has clearly marked boundaries, including a privacy fence. Amenities include two small porches, native plant gardens, new stainless steel kitchen appliances and ductless mini-split AC units.

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

Prohibited Activities

- No discharge of firearms on property
- No outdoor fires or fire pits
- No fireworks or explosive devices
- No smoking inside dwelling
- No pets unless specifically authorized

Property Use Guidelines

- Maximum occupancy: 5 persons
- Quiet hours: 10:00 PM - 7:00 AM
- No commercial activities on property
- No long-term parking of recreational vehicles
- Respect for property boundaries and neighboring properties

Revised 6/5/2025

As per Town Code Chapter 175-3 “Definitions”

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rental:

§ 175.151 Short-term rentals.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$400.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.

- 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: _____

VVnSt

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.

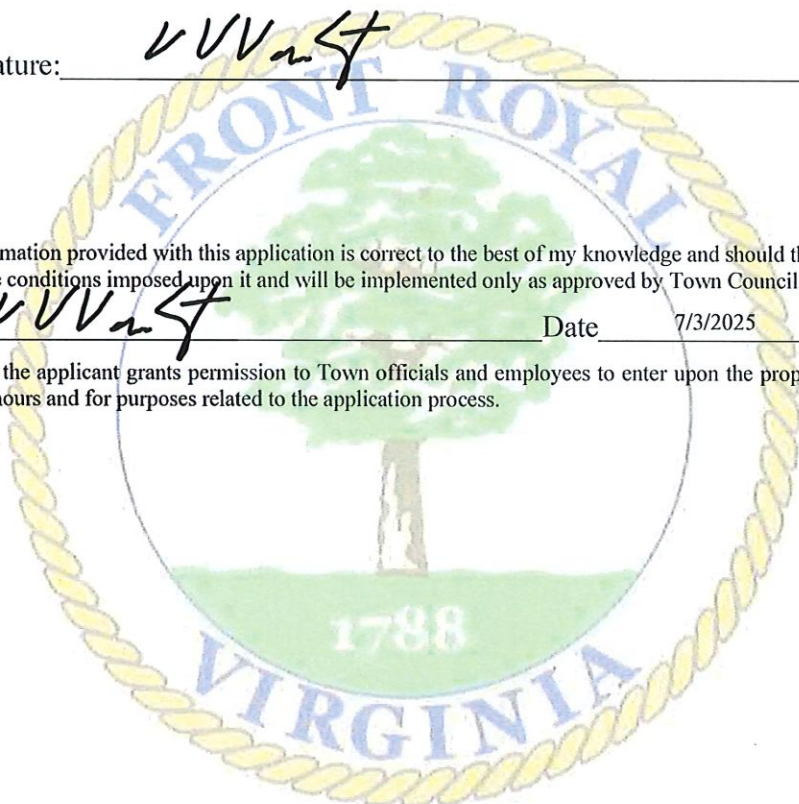
Signature _____

VVnSt

Date _____

7/3/2025

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.



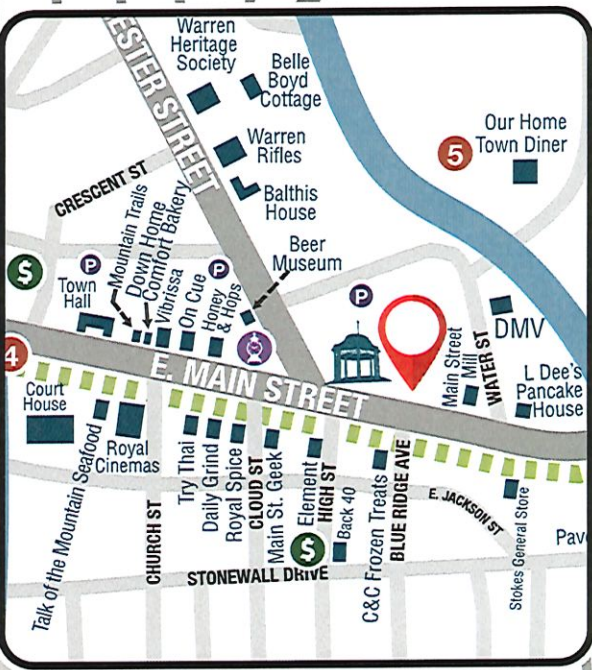
NO TITLE REPORT FURNISHED TO THIS OFFICE.
DERIVATION OF TITLE TO EARL STEVEN GARRETT IN 366/580, 1/2 INTEREST & BEVERLY SAKIM, IN 328/237.
○ DENOTES EXISTING PIN.
● DENOTES PIN SET.
WATER EASEMENT OVER LOT 2A TO SERVE LOT 3A FROM STONEWALL DRIVE.
15' DRIVE EASEMENT OVER LOT 2A TO SERVE LOT 3A.

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

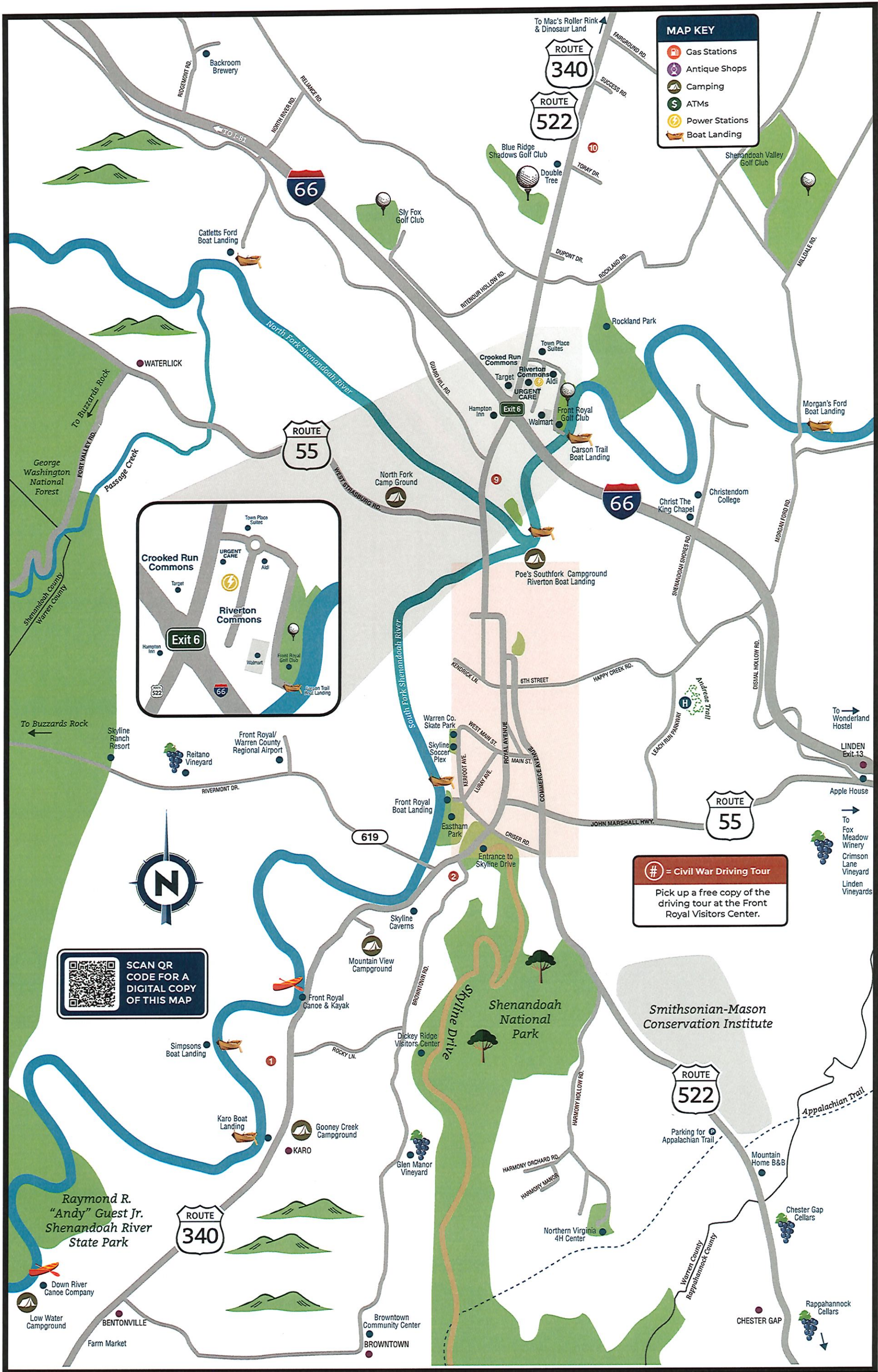
- MAP KEY**
- Gas Stations
 - Antique Shops
 - Camping
 - ATMs
 - Power Stations
 - Boat Landing



- Front Royal Mural Tour**
- River and Mountain**
Kidd Lane
 - Vibrissa**
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



SCAN QR CODE FOR A DIGITAL COPY OF THIS MAP



SHORT-TERM RENTAL MANAGEMENT PLAN

Town of Front Royal, Virginia

PROPERTY INFORMATION

Property Address: 101 The Hill, Front Royal, VA 22630

Property Owner: Claude Van Sant

Property Manager: Evolve Property Management

Contact Phone: 706-338-6996

Email: levi.vansant@gmail.com

MANAGEMENT OVERVIEW

This management plan establishes operational procedures for the short-term rental property to ensure compliance with Town of Front Royal regulations, minimize impact on neighboring properties, and provide a safe, enjoyable experience for guests.

LOCAL POINTS OF CONTACT

Primary Contact (Property Owner/Manager)

- **Name:** Patrick Kerwin, Evolve Property Management
- **Phone:** 720-227-9812
- **Email:** Patrick.kerwin@evolve.com
- **Response Time:** Available 24/7 for immediate response to complaints and emergencies

Secondary Contact (If Applicable)

- **Name:** Levi Van Sant
- **Phone:** 706-595-3016
- **Email:** levi.vansant@gmail.com

Local Service Providers

- **Maintenance:** Evolve Property Management
- **Cleaning Service:** Evolve Property Management

- **Landscaping:** Evolve Property Management
-

COMPLAINT RESPONSE PROCEDURES

Immediate Response Protocol (Within 1 Hour)

1. **Noise Complaints:** Contact guests immediately via phone/text to address issue
2. **Property Damage:** Assess damage and initiate repairs/cleanup
3. **Parking Violations:** Contact guests to relocate vehicles to designated areas
4. **Trash/Recycling Issues:** Arrange immediate cleanup and proper disposal

24-Hour Response Protocol

1. **Non-emergency maintenance issues**
2. **Landscaping concerns**
3. **Minor property violations**

Contact Distribution

- Town of Front Royal Planning Department: 540-635-4236
 - HOA (if applicable): N/A
-

PROPERTY MAINTENANCE PLAN

Weekly Inspections

- Exterior property condition
- Landscaping and lawn maintenance
- Trash and recycling area cleanliness
- Parking area condition
- Property boundary maintenance

Between-Guest Maintenance

- Deep cleaning of all areas
- HVAC system check and filter replacement
- Safety equipment inspection (smoke detectors, carbon monoxide detectors, fire extinguishers)
- Plumbing and electrical systems check
- Landscaping touch-ups as needed

Seasonal Maintenance

- HVAC system professional servicing
- Exterior property inspection and repairs
- Gutter cleaning and roof inspection
- Driveway and walkway maintenance
- Tree and shrub trimming

GUEST MANAGEMENT PROCEDURES

Pre-Arrival Communication

- Provide house rules and community guidelines
- Share parking instructions and property boundaries
- Distribute emergency contact information
- Explain trash/recycling procedures
- Review noise ordinance requirements (Chapter 106 – appended at the end of mgmt plan)

Check-In Process

- Virtual or in-person orientation
- Verify guest count against reservation
- Confirm understanding of property rules
- Provide emergency evacuation plan
- Distribute area attraction map

During Stay Monitoring

- Periodic check-ins via text/email
- Neighborhood monitoring for compliance
- Immediate response to any reported issues
- Coordination with neighbors for any concerns

Check-Out Process

- Property inspection within 6 hours of departure
- Immediate cleanup and maintenance as needed
- Documentation of any damage or issues
- Preparation for next guest arrival

NOISE CONTROL MEASURES

Preventive Measures

- Clear noise policy communicated at booking and check-in
- Quiet hours: 10:00 PM - 7:00 AM (strictly enforced)
- Neighbor contact information provided to guests

Response to Noise Complaints

1. Immediate contact with guests (within 15 minutes)
2. On-site response if necessary (within 60 minutes)
3. Documentation of incident and resolution
4. Follow-up with complainant within 24 hours
5. Potential termination of rental for repeated violations

Compliance with Chapter 106

- Guests provided with copy of noise ordinance
 - Clear consequences outlined for violations
 - Coordination with Town officials for enforcement
-

PARKING MANAGEMENT

Designated Parking Areas

- Driveway spaces: 2
- Additional approved parking: Stonewall Dr. adjacent to property

Parking Enforcement

- Clear parking instructions provided to guests
 - Immediate response to parking violations
 - Coordination with Town enforcement if necessary
 - Towing arrangements for unauthorized vehicles
-

TRASH AND RECYCLING MANAGEMENT

Collection Schedule

- Trash collection day: Thursday
- Recycling collection day: Thursday

- Container placement: On the curb of Stonewall Dr.

Guest Instructions

- Trash containers located: adjacent to driveway parking
- Recycling guidelines provided
- Proper bag disposal procedures
- Pickup day container placement

Maintenance Procedures

- Regular container cleaning and maintenance
- Overflow trash removal between guests
- Pest control measures around waste areas
- Coordination with Town waste management

EMERGENCY PROCEDURES

Immediate Emergency Response

1. Guests instructed to call 911 for life-threatening emergencies
2. Property manager contacted immediately after emergency services
3. Property assessment and documentation
4. Coordination with emergency services and Town officials
5. Guest relocation if necessary

Utility Emergencies

- Electrical issues: Front Royal Electric, 540-635-3027
- Water/sewer issues: Front Royal Public Works, 540-635-7819
- Gas emergencies: Holtzman Propane, 540-477-4450
- HVAC emergencies: Cool Techs Heating and Air, 540-631-1242

Property Emergencies

- Severe weather preparations and response
- Security system monitoring and response
- Fire safety equipment maintenance and inspection
- Medical emergency coordination

NEIGHBOR RELATIONS

Proactive Communication

- Introduction to immediate neighbors
- Provision of contact information
- Regular check-ins for feedback
- Immediate response to concerns

Conflict Resolution

- Direct communication with affected neighbors
- Mediation when necessary
- Documentation of issues and resolutions
- Coordination with Town officials if required

Community Integration

- Respect for neighborhood character
 - Participation in community activities where appropriate
 - Adherence to HOA guidelines (if applicable)
 - Contribution to neighborhood maintenance
-

COMPLIANCE MONITORING

Regular Inspections

- Monthly property condition assessments
- Quarterly safety equipment testing
- Annual comprehensive property review
- Immediate response to Town inspection requests

Record Keeping

- Guest registration and contact information
- Maintenance and repair documentation
- Complaint logs and resolution records
- Financial records for tax compliance

Regulatory Compliance

- Special Use Permit condition adherence
- Building code compliance maintenance
- Zoning regulation compliance

- Tax registration and payment
-

SAFETY AND SECURITY MEASURES

Fire Safety

- Smoke detectors in all required locations per 2018 Uniform Statewide Building Code
- Carbon monoxide detectors on each floor
- Fire extinguishers in kitchen and cooking areas
- Emergency evacuation plan posted in each bedroom
- Regular testing and maintenance of all safety equipment

Security Measures

- Exterior lighting maintenance
- Secure entry systems
- Property boundary marking and maintenance
- Emergency contact system for guests

Guest Safety

- Property hazard identification and mitigation
 - Safety equipment accessibility
 - Emergency procedure communication
 - First aid supplies availability
-

AREA ATTRACTIONS AND AMENITIES

Nearby Attractions

- Shenandoah National Park: 2 miles
- Shenandoah River State Park: 9.4 miles
- Skyline Caverns: 2.8 miles

Essential Services

- Grocery stores: Martin's, 0.7 miles
- Pharmacy: CVS, 0.5 miles
- Medical facilities: Warren Memorial Hospital, 3 miles
- Gas stations: Exxon, 400 ft.

Dining and Entertainment

- Local restaurants: Talk of the Mountain Seafood, Element, Catamount Lounge
- Wineries and breweries: Vibrissa Brewery, Chester Gap Cellars, Capstone Vineyards, etc
- Shopping areas: Royal Plaza, Riverton Commons
- Entertainment venues: Main Street

SPECIAL PROPERTY REGULATIONS

Prohibited Activities

- No discharge of firearms on property
- No outdoor fires or fire pits
- No fireworks or explosive devices
- No smoking inside dwelling
- No pets unless specifically authorized

Property Use Guidelines

- Maximum occupancy: 5 persons
- Quiet hours: 10:00 PM - 7:00 AM
- No commercial activities on property
- No long-term parking of recreational vehicles
- Respect for property boundaries and neighboring properties

CONTACT INFORMATION FOR GUESTS

Property Management

- **Primary Contact:** Patrick Kerwin, 720-227-9812
- **Email:** Patrick.kerwin@evolve.com
- **Response Time:** Immediate for emergencies, within 2 hours for non-emergencies

Emergency Services

- **Emergency (Police/Fire/Medical):** 911
- **Front Royal Police Department:** 540-635-2111
- **Front Royal Fire Department:** 540-635-2540
- **Warren County Sheriff's Department:** 540-635-4128
- **Front Royal Fire & Rescue:** 540-635-3830
- **Warren Memorial Hospital:** 540-636-0300

Utilities

- **Electrical Outages:** 540-635-3027
- **Online Outage Reporting:** <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>
- **After-hours Emergencies:** 540-635-2111

MANAGEMENT PLAN UPDATES

This management plan will be reviewed and updated annually or as needed to ensure continued compliance with Town regulations and effectiveness in property management. Any significant changes will be communicated to the Town Planning Department and affected parties.

Plan Effective Date: 7/3/2025

Next Review Date: 9/1/2025

Property Owner Signature: UVV₂St **Date:** 7/3/2025

This management plan is submitted in compliance with Town of Front Royal Code § 175.151(I) and will be posted in a visible location within the short-term rental property and provided as part of the rental contract to all guests.

Chapter 106NOISE

Sections:

- 106-1 THROUGH 106-4 (RESERVED)**
- 106-5 DECLARATION OF FINDINGS AND POLICY**
- 106-6 DEFINITIONS**
- 106-7 ADMINISTRATION AND ENFORCEMENT**
- 106-8 PROHIBITED NOISE**
- 106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES**
- 106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY**
- 106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES**
- 106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM**
- 106-13 RESPONSIBILITY OF THE PROPERTY OWNER**
- 106-14 EXCEPTIONS FROM CHAPTER**
- 106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS**
- 106-16 TESTING OF METERING DEVICES**
- 106-17 PENALTIES**
- 106-18 SEPARABILITY**

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

106-1 THROUGH 106-4 (RESERVED)

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

106-5 DECLARATION OF FINDINGS AND POLICY

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exists by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-6 DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

A. **A-WEIGHTED SOUND LEVEL.** The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(a) or dBA.

B. **DAYTIME** The local time of day between the hours of 7:00 A.M. and 10:00 P.M.

C. **DECIBEL (dB).** A unit for measuring the volume of a sound equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty micronewtons per square meter).

D. **dBA** shall mean the sound pressure level as measured on a sound meter set to slow response to the A-weighted scale to approximate the frequency response of the human auditory system.

E. **EMERGENCY WORK** shall mean work made necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from immediate exposure to danger, including work performed by public service companies when emergency inspection, repair of facilities or restoration of services is required for the immediate health, safety or welfare of the community.

F. **NIGHTTIME.** The local time between the hours of 10:00 P.M. and 7:00 A.M.

G. **NOISE** shall mean any sound which may cause or tend to cause an adverse psychological or physiological effect on human beings.

H. **NOISE SOURCE** shall mean any equipment, motor vehicle, motorcycle or facility, fixed or movable, capable of emitting sound beyond the property boundary of the property on which the equipment is used, but not including motor vehicles or motorcycles operated on public rights-of-way.

I. **SOUND.** An oscillation in pressure, particle displacement, particle velocity or other physical parameter in a medium with internal forces that causes compression and rarefaction of that medium. The description of sound may include any characteristic of such sound including duration, intensity, and frequency.

J. **SOUND LEVEL.** The weighted sound pressure level obtained by the use of an approved sound level meter and the A-frequency weighting network, as specified in American National Standards Institute specifications for sound level meters.

K. **SOUND LEVEL METER** shall mean an instrument to measure sound pressure levels which shall meet or exceed performance standards for a "type two" meter as specified by the American National Standards Institute.

L. **SOUND PRESSURE** shall mean the instantaneous difference between the actual pressure and the average or barometric pressure at a given point in space.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-7 ADMINISTRATION AND ENFORCEMENT

The noise control program established by this section shall be enforced and administered by the Chief of Police with the assistance of other Town departments as required.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-8 PROHIBITED NOISE

A. Generally. It shall be unlawful for any person to create any unreasonably loud, disturbing and unnecessary noise. Noise of such character, intensity and duration as to be detrimental to the life or health of any person or unreasonably to disturb or annoy the quiet, comfort or repose of any person is hereby prohibited.

B. Specific Acts as Noise Disturbances.

The following acts are declared to be noise disturbances in violation of this Chapter, provided that the acts so specified shall not be deemed to be an exclusive enumeration of those acts which may constitute a noise disturbance under Section 106-8(A):

1. Operating or causing to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys, drainage or public utility systems or parts thereof, and appurtenances thereto in the outdoors between the hours of 9:00 p.m. and 7:00 a.m. the following day, except as provided in Section 106-15.
2. Repairing, rebuilding or modifying any motor vehicle or other mechanical device in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
3. The collection of trash or refuse in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.
4. Loading or unloading trucks in the outdoors within one hundred (100) yards of a residence between the hours of 9:00 p.m. and 7:00 a.m. the following day; provided that this subsection shall not apply to any business that has been in operation at its current location since prior to January 1, 1980.

(Ord. No. 01-06 amended 1-23-06-Effective Upon Passage)

5. Sounding the horn or warning device of a vehicle, except when necessary as a warning during the operation of the vehicle. Sounding of such horn or other device more than once every two (2) minutes in any one town block and with a duration of more than five (5) seconds for any single emission shall be *prima facie* evidence of violation of this section.
6. Operating or permitting the use or operation of any radio receiving set, musical instrument, television, phonograph or any other device for the production of sound, between the hours of

10:00 p.m. and 8:00 a.m. the following day, in such a manner as to be plainly audible across property boundaries or through partitions common to two (2) residences within a building

7. Operating or permitting the operation of any radio, tape player, compact disc player or other device for the production of sound on a public right-of-way or in a public place in such a way that the sound is plainly audible at a distance of fifty (50) feet from such device, whether or not the device is situated within a motor vehicle.

8. Owning, keeping, possessing or harboring any animal which frequently or habitually howls, barks, meows, squawks or makes such other noise as is plainly audible across property boundaries or through partitions common to two (2) residences within a building.

9. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or operated in such a manner as to create loud and unnecessary grating, grinding, rattling or other noises.

10. The discharge of the exhaust of any internal combustion engine into the open air except through a device which will effectively prohibit loud and explosive noises.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES

It shall be unlawful for any person to operate, or permit to be operated, any noise source in such a manner that the noise source emits a sound pressure level which exceeds the limits set forth below when measured on property other than that on which the noise source is located. The category of applicable sound pressure limits shall be determined by the zoning district classification of the property on which the noise is produced. Property which has been specifically determined by the Planning Commission to be within an area designated on the Comprehensive Plan for industrial use shall be deemed to fall into the industrial classification for the purposes of this ordinance, even if the property has not yet been re-zoned.

(Ord. 01-06 Amended 1-23-06-Effective Upon Passage)

Land Use Designation Where Noise is Measured.	Maximum Allowed Noise in Daytime (in dBA)	Maximum Allowed Noise in Nighttime (in dBA)
Agricultural & Residential Zones, A-1,R-1,R1-A,R-2,R-3	60	50
Commercial Zones C-1, C-2, C-3	70	65
Industrial Zones 1-1,1-2	80	80

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACES OF PUBLIC ENTERTAINMENT OR ASSEMBLY.

It shall be unlawful for any person to operate, or permit to be operated, any loudspeaker or other device for the production of sound in any place of public entertainment or other place of public assembly which produces sound measure levels of ninety (90) dBA of greater at any point that is normally occupied by a person, unless conspicuous and legible signs are located outside such place, near the entrance, stating "WARNING, EXPOSURE TO SOUND ENVIRONMENT WITHIN MAY CAUSE HEARING IMPAIRMENT."

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES

It shall be unlawful for any person to operate for commercial advertising purposes any loudspeaker or other like device or mechanism used to emit sound of any kind, which loudspeaker or other like device or mechanism is attached to or installed in any vehicle, when the vehicle is being driven, drawn, or parked along or upon the streets of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM

No person within the Town limits shall operate or permit the use or operation of any radio, tape player, compact disc player, or any other device which produces, reproduces, or amplifies sound in a motor vehicle, in such a manner that the sound can be heard more than fifty (50) feet from the motor vehicle.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-13 RESPONSIBILITY OF THE PROPERTY OWNER

It shall be unlawful for a property owner knowingly to allow the creation of noise prohibited by this Chapter, within the boundaries of his or her property.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-14 EXCEPTIONS FROM CHAPTER

The provisions of this Chapter shall not apply to the following activities:

1. The emission of sound for the purpose of alerting persons to the existence of an emergency or to the emission of sound in the performance of emergency work;
2. Noise caused by or arising out of activities related to repair, maintenance, replacement or alteration of public utility systems or parts thereof, public drainage systems or parts thereof, or streets and highways or parts thereof, and appurtenances thereto, where such activity is

reasonably necessary to further a public safety interest and/or to minimize disruption in the provision of public services, e.g., water, sewer and electric service; or

3. Parades, fireworks displays, and other organized public activities authorized by permit issued by an official of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-15 BUILDING, UTILITY, ROADCONSTRUCTION AND EXCAVATION OPERATIONS.

A. The erection, including excavation, demolition, alteration or repair of any building in a residential or business district, the performance of any work on a public utility, the performance of any work relating to road construction, and any excavation work on January 1st (New Year's Day), the last Monday in May (Memorial Day), July 4th (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), and December 25th (Christmas Day), or other than between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, is prohibited, except in cases of necessity in the interest, public health, safety and welfare, and then only with a permit from the Town Manager or his designee. This prohibition does not apply to Town employees or to contractors performing work in compliance with the terms and requirements of a Town contract.

B. When one of the regular holidays mentioned in Subsection (a) of this section falls on a Saturday, the preceding Friday shall be declared the holiday. When one of the regular holidays falls on a Sunday, the following Monday shall be declared the holiday.

C. Construction. Notwithstanding any other provision in this Chapter, between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, construction, alteration or repair activities that are authorized by a valid Town permit shall be allowed if they meet at least one of the following noise limitations:

1. No individual piece of equipment shall produce a noise level exceeding 85 dB(A) at a distance of twenty-five (25) feet. If the device is housed within a structure on property, the measurement shall be made outside the structure at a distance as close to twenty-five (25) feet from the equipment as possible.

2. The noise level at any point outside of the property planes of the project shall not exceed 90 dBA.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

16-16 TESTING OF METERING DEVICES

In order to implement and enforce this section effectively, the Chief of Police shall, within a reasonable time after the effective date of same, develop and promulgate standards and procedures for testing and validating sound level meters used in enforcement of this section.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-17 PENALTIES

A. Any person who violates any provision of this Chapter shall be deemed to be guilty of a Class III misdemeanor.

B. Each violation and/or day of violation of any provision of this section shall constitute a separate offense.

C. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-18 SEVERABILITY

If any provision of this Chapter should be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions of this Chapter.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

7/3/2025

To whom it may concern,

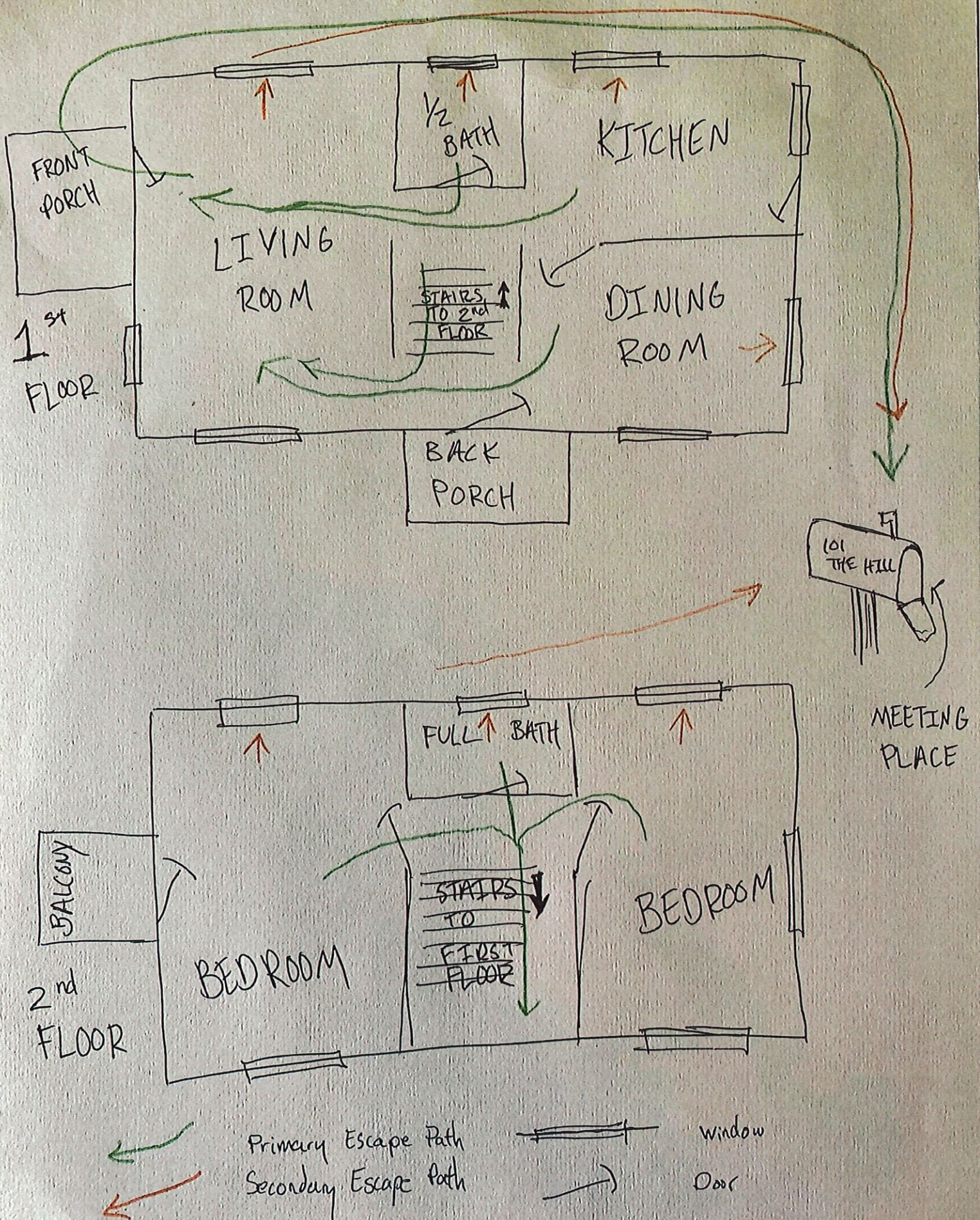
This note serves as consent for Town of Front Royal officials to inspect my property at 101 The Hill for compliance with all rules and regulations related to special use as a short term rental.

A handwritten signature in black ink, appearing to read "Claude Van Sant" with a stylized flourish at the end.

Claude "Levi" Van Sant

Owner

EMERGENCY EVACUATION PLAN



CONSENT TO ADVERTISE

ITEM 6

2500345 – A ZONING TEXT AMENDMENT TO TOWN CODE CHAPTER 175-3 - DEFINITIONS TO DEFINE DATA CENTERS AND §175-64 INDUSTRIAL EMPLOYMENT DISTRICT (I-2) TO ADD DATA CENTERS WITH PERFORMANCE STANDARDS BY SPECIAL USE PERMIT.

ADDITIONS TO CHAPTER 175-3 – DEFINITIONS

175-3 - DEFINITIONS

For the purpose of this chapter, certain words and terms are herein defined as follows:

DATA CENTER: A use where digital information is processed, transferred, and/ or stored, occupying 10,000 square feet or more, where the majority of space is occupied by computers, servers, telecommunications and related equipment (including supporting equipment).

SMALL DATA CENTER: A use where digital information is processed, transferred, and or stored, occupying less than 10,000 square feet, where the majority of space is occupied by computers, servers, telecommunications and related equipment (including supporting equipment).

Data Center Campus (Campus): Land occupied and maintained by Data Center.

dbA: Weighted power measurement for noise that filters high and low frequencies not of concern to human hearing.

fc: foot candles.

lm/w: luminous efficacy relates the luminous flux produced by a light source and the actual luminous flux emitted, i.e. how much light a light source is capable of producing and how much light it actually emits.

CCT: Correlated color temperature, is essentially a gauge of how yellow or blue the color of light emitted from a light bulb appears. It's measured in the Kelvin.

INDUSTRIAL EMPLOYMENT DISTRICT (I-2)

175-64 STATEMENT OF INTENT (I-2)

The I-2 Industrial Employment District is designed to:

- A. Enable the establishment of industrial and employment uses and structures in appropriate locations of the town.
- B. Prevent land or structures from being used in a manner so as to create any dangerous, injurious, noxious or otherwise objectionable risk of fire, explosion, radioactivity or other hazardous condition; noise or vibration, smoke, dust, odor or other form of air pollution; electrical or other disturbance, glare or heat; liquid or solid waste; or other condition that would detract from the residential and commercial desirability of the adjoining areas.
- C. Provide controls and standards for the establishment of industrial and employment uses and structures in keeping with the purposes of this Article and the Front Royal Comprehensive Plan.
- D. Establish standards and guidelines for the construction, use and operation of Data Centers.

175-65 USE REGULATIONS (I-2)

- A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the I-2 District, the following uses of land and buildings are permitted by-right in the I-2 District:

RESIDENTIAL:

Caretaker quarters.

COMMERCIAL:

Automobile and truck sales lots and leasing agencies, in accordance with Section 175-44.E.

Automobile garage (auto repair).

Automobile service stations (gas stations).

Business Offices.

Coal and wood yards, lumberyards and feed/seed stores.

Commuter parking facilities.

Contractor's offices, display rooms and storage.

Furniture stores.

Lumber and building supply.

Professional Offices.

Technology Business.

Veterinary hospitals.

INDUSTRIAL:

Distribution facilities.
Light Manufacturing.
Woodworking and upholstery shop.
Wholesale.

ORGANIZATIONAL:

Laboratory, pharmaceutical and/or medical.
Schools.

MISCELLANEOUS:

Accessory uses, structures and buildings.
Home occupations.
Open Space.
Public facilities.
Public parks and playgrounds.
Public utilities.
Signs, as set forth in Section 175-106.
Special childcare services.
Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

- B. The following uses are permitted within the I-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 I-2 District:

RESIDENTIAL:

COMMERCIAL:

Airport (including heliports).
Assembly Halls.
Barber and beauty shops.
Catering Services.
Clubs.
Daycare and daycare facilities.
Kennels.
Recreation facility, commercial.
Restaurant, including drive-in restaurants.
Retail Stores.

INDUSTRIAL:

Automobile Graveyard.
Data Center (subject to the supplemental provisions prescribed in Section 175-70.J)

Hazardous Material Storage.

Heavy Manufacturing.

Medium Manufacturing.

Scrap metal processing.

ORGANIZATIONAL:

MISCELLANEOUS:

Any use permitted under Section 175-65.A, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-67, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Communications Towers and cable television facilities, with wireless telephone (cell phone) communications tower subject to the supplemental provisions prescribed in Section 175-110.4.

Conservation Areas.

Mini-warehouses.

Parking Structures.

(Ord. of 6-26-00; Ord. of 4-14-03; Ord. of 7-25-05; Ord. of 9-26-05; Ord. of 7-28-08; Ord. of 2-28-11; Ord of 6-22-15; Ord. of 3-28-16)

175-66 AREA REGULATIONS (I-2)

- A. *Minimum lot size:* Twenty thousand (20,000) square feet.
- B. *Minimum lot width:* Eighty (80) feet.
- C. *Minimum district size:* Ten (10) acres.

175-67 MAXIMUM HEIGHT OF BUILDINGS (I-2)

- A. *All buildings/structures:* Seventy-five (75) feet, except as provided for in Section 175-65.B.
- B. *Exemptions to height requirements:*
 - 1. Chimneys and flues.
 - 2. Cooling towers.
 - 3. Flagpoles.
 - 4. Radio and communications towers.
 - 5. Parapet walls up to four (4) feet above the height of the building on which the wall rests.
 - 6. Water towers.
 - 7. Elevator towers.

175-68 MINIMUM YARD DIMENSIONS (I-2)

- A. *All structures:*

-
1. Front: Twenty-five (25) feet.
 2. Side: Ten (10) feet.
 3. Rear: Zero (0).
 4. Corner side: Twenty-five (25) feet.
- B. *Transitional requirements, when adjoining a residential district:*
1. Side: Forty (40) feet.
 2. Rear: Forty (40) feet.
 3. All transitional yards shall be landscaped in accordance with Section 148-44.

175-69 LOT COVERAGE (I-2)

- A. *Maximum building coverage:* Fifty percent (50%).
- B. *Maximum impervious surface coverage:* Seventy-five percent (75%).

175-70 PERFORMANCE STANDARDS (I-2)

The following performance standards shall apply to all uses within the I-2 Industrial Employment District:

- A. *Vibration:*
1. No continuous, frequent or repetitive vibrations shall be produced which are discernible to a person of normal sensitivities, without instruments, on land that is not zoned for industrial uses.
 2. Vibrations from temporary construction and vehicles leaving the property (such as trucks or trains) are excluded. Vibrations from on-site equipment or vehicles that remain primarily on-site are included.
 3. Vibrations of no more than five (5) minutes in any one (1) day between the hours of 7:00 a.m. and 7:00 p.m. shall not be deemed continuous, frequent or repetitive.
- B. *Glare:* Any operation or activity producing intense light or glare shall be performed in such a manner as not to create a glare effect across lot lines. Direct illumination from any source shall be screened from adjoining properties.
- C. *Heat:*
1. Heat from an industrial use shall not at any time cause a temperature increase in the air on any adjacent property in excess of ten degrees Fahrenheit (10° F.).
 2. Heat from an industrial use shall not at any time cause a temperature increase in a stream, wetland, lake or any other body of water, at or beyond the property line of the lot on which it is located, that would have an adverse effect on any aquatic life.
- D. *Liquid or Solid Wastes:*
1. No industrial use shall result in the discharge of liquid or solid waste into any public sewer, private sewage system, public waters or into the ground except in compliance with applicable federal, state or local laws governing such discharge.
 2. There shall be no accumulation outdoors of solid wastes conducive to the breeding of rodents or insects.

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3. All discharges into any public sewer shall comply with the provisions of Section 134-2 et seq.

E. *Smoke and Particulate Matter:*

1. Open storage and open processing operations, including on-site transportation movements which are the source of windborne dust or other particulate matter or which involve dust or other particulate air contaminant generating equipment (such as used in paint spraying, grain handling, sand or gravel processing or sandblasting) shall be conducted so that dust and other particulate air contaminants are not transported in visible quantities across the boundary line of the tract on which the industrial use is located.
2. All industrial uses shall comply with state and federal air pollution control regulations.

F. *Toxic and Hazardous Materials:*

1. All toxic and hazardous materials used in industrial operations shall be registered with the Front Royal Fire Department for purposes of safety.
2. Activities involving the storage or use of materials or products which decompose by detonation shall be registered with the Front Royal Fire Department.
3. Explosives shall be stored, used and manufactured in accordance with applicable state and federal regulations.

G. *Odor:*

1. No continuous, frequent or repetitive emission of odors or odor-causing substances of such intensity and character as to be detrimental to the health and welfare of the public or neighboring landowners or to interfere with the comfort of the public or neighboring landowners at or beyond the property line shall be permitted. Any such odor or odor causing activity or substance shall be removed, stopped or so modified as to remove the odor.
2. An odor which is evident no more than once in any one (1) day for a period not exceeding five (5) minutes shall not be deemed as continuous, frequent or repetitive within the meaning of these regulations.

H. *Noise:*

1. No industrial activity shall generate noise that tends to have an annoying or disruptive effect upon uses located beyond the property boundary.
2. Where technical evidence of violation is warranted, sound levels shall be measured at locations specified in Section 175-71 with a sound level meter and associated octave band filter, manufactured in accordance with the American Standards Association. Measurements shall be made using the flat network of the sound level meter. No sound pressure level shall exceed the decibel levels in the octave bands shown herein.
3. Maximum permitted sound levels (in decibels):

Octave Band Cycles Per Second	Maximum Permitted Sound Level in Decibels
0 to 75	72
75 to 150	67
150 to 300	59
300 to 600	52

600 to 1200	46
1200 to 2400	41
2400 to 4800	38
Above 4800	35

4. Noise resulting from temporary construction activity between the hours of 7:00 a.m. and 7:00 p.m. shall be exempt from this section.

I. *Screening:*

1. Except where otherwise specifically approved in the Town Code, permitted uses shall be conducted wholly within a completely enclosed building.
2. Outdoor storage, outdoor display or outdoor sale of goods shall only be permitted when each of the following standards are met:
 - a. Outdoor storage, outdoor display, or outdoor sale of goods shall be used in direct association with the primary use or uses of the property.
 - b. Outdoor storage, outdoor display and/or outdoor sales shall be screened to obstruct view from any adjacent public street. A screen may consist of a building, solid masonry wall, uniformly painted solid board fence or landscaping. The height of the screening shall be six feet (6') feet unless an alternative height is approved by the Planning Commission during the review of a site plan.
3. The following types of outdoor display and/or outdoor sales shall be exempt from the requirements of Section 175-70.I.2.b:
 - a. Motor vehicles.
 - b. Power operated machines designed for outdoor labor, such as farming, construction or lawn maintenance, as well as large equipment, products, and materials designed to be kept outdoors.
 - c. Plants and other landscaping products typically sold with plants.
 - d. Temporary or seasonal activities, such as but not limited to, peddlers and itinerant merchants that have obtained approval from the Town.
 - e. Pre-manufactured buildings.
 - f. Vending machines.
 - g. General products, goods, merchandise, and/or materials, provided that: (i) no more than two hundred (200) square feet of area is used, and (ii) outdoor display and/or sales are restricted from the evening and night hours from 8:00 p.m. to 5:00 a.m., except that general products, goods, merchandise, and/or materials may be kept outdoors if located under a roofed structure.
4. All sites and parking areas shall be landscaped in accordance with the provisions of Sections 148-46, 148-47 and 148-48.
5. Automobile graveyards and junkyards, including those in existence at the time of the adoption of this chapter, shall completely screen, on any side open to view from a public road, the operation or use by a solid masonry wall, a uniformly-colored solid fence or dense evergreen plantings at least six (6) feet in height at the time of planting.

J. Performance Standards *Data Centers*:

Data centers shall be subject to application requirements and performance standards intended to mitigate adverse impacts on adjacent properties, infrastructure, and natural resources. These standards shall address, at a minimum, operational noise, visual buffering, stormwater management, energy infrastructure, and emergency power systems. Application requirements will include:

- a. Data Center Utility Impact Analysis
- b. Data Center Physical Impact Analysis
- c. Data Center Environmental Impact Analysis

Data Center Impact Analysis requirements can be found in section 175-74

1. Minimum Setback Requirements:

- a. Adjacent to residential zoning districts: minimum setbacks shall be at least 200 feet.
- b. Adjacent to Planned Neighborhood Development (PND) zoning districts: minimum setbacks shall be at least 150 feet.
- c. Adjacent to commercial and industrial zoning districts: minimum setbacks shall be at least 25 feet.
- d. Adjacent to public streets, railways and other right-of ways: minimum setbacks shall be at least 40 feet.
- e. Adjacent to Agriculture and Open Space Preservation District (A1) shall be no less than 100 ft.
- f. Unless otherwise specified by zoning districts of Warren County, setbacks for property that adjoins the corporate limits of the town shall have a setback or no less than 200 ft.
- g. Between buildings: Within a common scheme of development where individual lots or building sites are to be sited, the minimum setback between buildings on adjacent lots or building sites shall be at least 25 feet.

2. Perimeter Buffers:

- a. All buffers shall be inclusive of required setbacks.
- b. Buffer yard plantings shall be designed to minimize visual impacts from adjacent public streets and properties not in common ownership. Notwithstanding the requirements of this section, use of natural topography and preservation of existing vegetation, supplemented by new vegetation and security fencing. All new trees shall be at least 6 feet tall at time of planting and achieve a height of at least 25 feet at maturity.
- c. A perimeter buffer shall be established and maintained with a minimum width of twenty-five feet along the perimeter of each Data Center Campus. In addition, additional plantings within the setback area but spread outside of the separately landscaped perimeter buffer shall be installed and maintained by the campus owner.

3. Open Spaces

- a. A minimum of twenty (30) percent open space (permeable surface area) shall be maintained for each campus or contiguous group of parcels in common ownership within the lot, including undeveloped land, wetlands, steep slopes, stormwater best management practice features, open

areas, landscape buffers, and land used primarily for resource protection or recreational purposes.

b. The on-site open space requirement may be reduced to 20% on a parcel where all stormwater best management practices are designed where all volume and nutrient treatment occurs on site without the purchase of offsite nutrient credits.

4. Noise Standards

a. Any noise which emanates from operation or other activity associated with any data center or research, development, or light manufacturing facility, or their accessory uses will be limited to a maximum volume in A-weighted decibels of 59 dBA during the day (7:00 a.m. until 10:00pm) and 52 dBA night (10:00pm through 7:00 a.m.). Such levels may be measured at the campus boundary.

Exemptions would include:

- Construction work (governed by existing noise ordinance)
- Emergency operations

b. Generator testing shall be conducted between 7:00 a.m. until 12:00 midnight unless testing at a time outside of this range is required by the Department of Environmental Quality.

c. The sound study shall be specific to the proposed site layout and building type, scale, and height shown on the site plan and shall evaluate (i) the noise conditions at the site prior to project development at set locations as determined by the Town and (ii) provide model-predicted noise conditions resulting from the proposed project post-development.

d. The sound study shall include recommendations for mitigation measures, and which mitigation measures, if applicable, should be incorporated into conditions of issuance of site plan approval, or to issuance of building permit(s).

e. Post-development noise conditions will be evaluated and compared to all local code requirements within sixty (60) days after the issuance of the/a occupancy permit for each phase and/or campus facility, and annually thereafter for a period of ten (10) years. Said evaluations shall be conducted by the campus operator at a time(s) generally known for peak data center cooling operations.

f. The sound study shall be specific to the proposed site layout and building type, scale, and height shown on the site plan and shall evaluate (i) the noise conditions at the site prior to project development at set locations as determined by the Town and (ii) provide model-predicted noise conditions resulting from the proposed project post-development.

g. The sound study shall include recommendations for mitigation measures, and which mitigation measures, if applicable, should be incorporated into conditions of issuance of site plan approval, or to issuance of building permit(s).

h. Post-development noise conditions at and/or within the lot will be evaluated and compared to all local code requirements within sixty (60) days after the issuance of the/a occupancy permit for each phase and/or campus facility, and annually thereafter for a period of ten (10) years. Said evaluations shall be conducted by the campus operator at a time(s) generally known for peak data center cooling operations.

i. Backup generators shall be housed in an interior structure for noise abatement.

5. Outdoor Lighting Standards

a. Lighting standards apply to all new data centers in Front Royal, as well as expansions or renovations involving exterior lighting.

b. A photometric Lighting Plan must accompany site/subdivision plan or building permit applications, showing:

1. Fixture locations & mounting heights
2. Full manufacturer's specs (cutoff, wattage, CCT, shielding)
3. Calculated illuminance (fc) over the site and at all property lines
4. Light trespass values extending to adjacent residential or commercial zones

c. Fixture Requirements

1. Fixtures $\geq 3,000$ lumens must be full-cutoff, horizontal, and shielded to avoid upward glare.
2. Private security lighting is allowed if motion-activated and ≤ 30 minutes per activation.

d. Mounting Heights

1. Pole lights: Max 25 ft in industrial zones
2. Wall-mounted lights: Max 20 ft above finished grade

e. Color Temperature & Efficiency

1. Correlated color temperature (CCT) $\leq 3,000$ K
2. Minimum efficacy 110 lm/W
3. LED or energy-efficient equivalent mandatory

f. Illuminance Limits

1. Entries/loading zones: ≤ 10 fc
2. Parking areas: ≤ 5 fc average
3. Drive aisles/internal roads: ≤ 3 fc
4. Perimeter fencing: ≤ 1 fc
5. At property lines: ≤ 0.2 fc (adjacent residential); ≤ 0.5 fc (adjacent non-residential)

g. Controls & Dim-Down Requirements

1. Dimming $\geq 50\%$ within 30 minutes of facility close (unless lighting supports active operations)
2. Photocells or time-clocks required
3. Occupancy sensors in low-traffic/service areas

h. Prohibitions

1. No exposed floodlights, cobra heads, uplighting, colored or flashing lights (unless emergency)
2. No light trespass or glare onto surrounding public roads
3. Exceptions (Special Exception Only)
Security lighting exceeding standard limits may be approved if:

-
- a. Motion-activated or timed
 - b. Limited to ≤ 5 minutes per activation
 - c. Proved no glare or boundary trespass

i. Compliance Verification

1. Prior to Certificate of Occupancy, the applicant must submit:
 - a. Field measurements from a lighting engineer, or
 - b. Engineer certificate attesting full compliance.

6. Water Cooling Standards

1. No permitted or accessory use described in the underlying zoning district shall be permitted to permanently utilize potable water for industrial cooling, including but not limited to a data center cooling.
2. Shall not apply to water requirements of domestic water (drinking water and sanitary facilities for employees and occupants) and fire suppression standards.
3. Temporary potable water for industrial cooling may be provided through a Water Service Agreement approved by the Town Council to bridge initial water requirements while an industrial reuse water cooling system is constructed.

7. Building Height Standards

1. The maximum height shall be no more than seventy-five (75).
2. The height limitation shall not apply to parapets, screening, spires, belfries, cupolas, roof-mounted antennas or communications towers, air cooling ventilation equipment, ventilators, or other appurtenances usually required to be placed on the roof level and not intended for human occupancy, which shall be subject to the exception stated in Town Code.
3. A special exception may be permitted via the Special Use Permit process.

8. Building Size Standards

1. The maximum size of an individual building is 100,000 square feet. A special exception is required to exceed this size. A special exception may be permitted via the Special Use Permit process.

9. Differentiated Surfaces Standards

- a. Any building facade visible from adjacent properties or public streets shall incorporate a differentiation that breaks the mass of the facade every 100 horizontal linear feet and no less frequent than 3 times the average height of the building by changes in at least two of the following design elements: building height, facade step-back or recesses (minimum 2 1/2 feet depth), fenestration, façade materials, pattern, texture, color, or use of accent materials. All visible facades of a building must be consistent in terms of design, materials, details, and treatment.
- b. Windows, doors, or similar fenestration design features such as faux windows must be distributed horizontally and vertically across the façade and comprise a minimum of 15% of each visible building façade. A green-wall treatment may be provided to meet up to half of the required 15% area.

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- c. The following elements shall be included in the building design:
 - i. A main entrance feature that is differentiated from the remainder of the façade;
 - ii. High albedo or light-colored roof;
 - iii. Enclosures for on-site generators; and
 - iv. Shrouds for any exhaust stacks.

10. Building façade material requirements

- a. Primary facade materials shall be limited to one or more of the following: tinted textured masonry block, pre-cast concrete, tilt-up concrete panels, brick or stone veneer, glass (clear or architectural panels), stucco and external insulation finish system that simulates a stucco appearance, metal panel systems, structural metal siding, or smooth-faced concrete blocks. All metal panels shall be fully engineered, architectural quality systems.
- b. Accent or trim building materials may include any of the primary facade materials, wood, fiber cement, vinyl, or composite trim.

11. Data Center Parking Standards

Small data center:	1 parking space/1,000 square feet
Large Data Center:	4 parking spaces for the first 4,000 square feet and a maximum of 1 parking space for every additional 6,000 square feet.

175-71 LOCATIONS FOR DETERMINATION OF PERFORMANCE STANDARDS (I-2)

Measurements may be made at ground level or at habitable levels of buildings. Measurements shall be made at the property boundary of the parcel where the industrial use is located.

175-72 ADMINISTRATION AND ENFORCEMENT OF PERFORMANCE STANDARDS (I-2)

- A. Before a building permit or zoning permit shall be issued or construction commenced on any uses in this district or a permit issued for a new use, the development plans shall be submitted to the Zoning Administrator for review. Sufficient detail shall be provided on said plans to show compliance with the substantive provisions of this chapter and compliance of the operations and processes to the performance standards.
- B. Determinations of a violation shall be made pursuant to a test using either the senses of the Zoning Administrator and a second municipal official/employee, or using equipment before notice of violation is issued. The operator of an industrial use shall be given written notice of the time and place of the test and given a reasonable opportunity to witness the test.
- C. The Zoning Administrator will notify landowners and business operators/tenants in writing of violations and will then seek compliance. When notified of a violation, a landowner or tenant will have the opportunity to demonstrate that the operation predates the application of this Article and is therefore a valid nonconforming use. A finding of violation may be appealed to the Board of Zoning Appeals and then to the courts.
- D. If a violation exists and the operator fails to take satisfactory action within two (2) weeks, the Zoning Administrator shall take or cause to be taken such action as is appropriate to cause correction of such violation. Failure to obey lawful orders concerning correction of such violation shall be punishable as provided generally for violations in the Zoning Ordinance and in other laws or regulations affecting the case.

175-73 OFF-STREET PARKING AND LOADING (I-2)

A. *Parking space requirements:*

1. Industrial uses/manufacturing/distribution areas: One (1) space per employee and one (1) space for every vehicle used on site, plus one (1) space per delivery/loading bay.
2. Automobile garages: Two (2) spaces per service bay, or two (2) spaces for every three hundred sixty (360) square feet. Every such facility shall have a minimum of three (3) spaces.
3. Industrial uses/office component: One (1) space per three hundred (300) square feet of office area.
4. Other uses not specifically enumerated: See Section 175-104.

B. *Location:* Minimum setback for loading areas, driveways and parking: Five (5) feet from side and rear property lines for parking areas with fewer than fifteen (15) spaces and five (5) feet from front property line except where driveway entrance is located. All parking areas with fifteen (15) or more spaces shall meet the requirements of Section 148-48.

C. *Loading space requirements:*

1. Number: One (1) space for first ten thousand (10,000) square feet of gross floor area, plus one (1) space for each additional forty thousand (40,000) square feet or fraction thereof. For purposes of this section, gross floor area shall include gross outdoor storage areas, covered or uncovered.
2. Size of space: Minimum twelve (12) feet wide and fifty-five (55) feet in length, with a minimum clear height of fifteen (15) feet.

175-74 Data Center Impact Analysis (I-2)

A. Data Center Utility Impact Analysis

1. **Purpose**

To safeguard Front Royal's utility infrastructure—especially power, water, and telecommunications—and support sustainable economic development as the Town moves to permit data centers in I2 industrial zones

2. **Applicability**

Applies to all new and expanded data center facilities

3. **Required Utility Impact Analysis (UIA)**

Applicants must include a UIA certified by a Professional Engineer, containing:

a. **Electrical System Impacts**

- Projected peak & average load (MW).
- Power delivery plan (e.g., Dominion Energy service connections, Rappahannock Electric CoOp and Front Royal Power). Impact shall include Backup generator plans.
- Grid impact assessment: load studies, reliability analysis.
- Utility coordination documentation verifying capacity or required upgrades.
- Statement on cost/responsibility for infrastructure enhancements (e.g., private vs. public)

4. **Water & Wastewater Assessment**

If applicable:

- Daily and peak water usage (gallons/day).

-
- Cooling technology description (closed-loop, evaporative, reuse).
 - Impact analysis on municipal water/wastewater systems.
 - Water treatment plan for recycled water and other fluids
 - Correspondence from Warren County/Public Service Authority on capacity & fees.

5. Telecommunications Infrastructure

- Summary of fiber/broadband needs and planned connectivity.
- Confirmation from providers regarding availability and capacity.

6. Sustainability & Efficiency Measures

- Energy-efficiency features, including Power Use Effectiveness (PUE) targets.
- On-site renewable energy or offset strategies.
- Noise and heat mitigation strategies (e.g., screening, sound dampening, limited generator testing hours)

7. Review Criteria

The Town Council (Town Manager), Zoning Administrator, and Planning Commission review Urban Impact Analysis (UIAs) based on:

- Adequate utility capacity and service availability.
- Whether infrastructure upgrades are funded by the developer, not taxpayers.
- Environmental/sustainability mitigations and community impacts (noise, heat, water use).

8. Approval Condition

A building/site permit for a data center may only be issued upon provision of documentation that:

- (a) Local utilities (electric, water, telecom) have confirmed capacity or have acceptable plans and funding in place for upgrades, funded by the applicant; and
- (b) The applicant commits to operational compliance—e.g., limiting generator testing hours, noise thresholds per Town Code.

B. Data Center Physical Impact Analysis

1. Purpose

To ensure that new data centers integrate compatibly with the surrounding environment and community by evaluating their physical impacts to include:

- Noise
- Traffic
- Visual appearance
- Heat
- Site development as part of the review process.

2. Applicability

This section applies to all proposed data center developments or expansions in any district where data centers are permitted or conditionally permitted in the I-2 Industrial District.

3. Physical Impact Analysis (PIA) Required

Applicants must submit a Physical Impact Analysis (PIA), prepared by a qualified engineer, architect, or planner, as part of the zoning or site plan application. The PIA shall include the following:

a. Noise Impact Study

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- Assessment of projected operational noise (e.g., cooling units, generators) at property boundaries.
 - Description of generator testing schedules and backup systems.
 - Comparison to Town noise ordinance thresholds (in dBA).
 - Mitigation measures: sound walls, enclosures, operational limits.

b. Heat and Air Emissions Impact

- Analysis of waste heat discharge from servers and HVAC systems.
- Evaluation of any thermal plumes or heat impacts on adjacent properties or ecosystems.
- Description of cooling system emissions (water vapor, particulates if using evaporative or diesel systems).
- Heat mitigation strategies: green roofs, heat exchangers, landscaping, exhaust redirection.

c. Traffic and Access Impact

- Description of construction and operational traffic volumes, including truck deliveries, equipment servicing, employee vehicles.
- Peak trip generation analysis using Institute of Transportation Engineers (ITE) standards (Land Use 770: Data Center).
- Truck routing and site access plans.
- Traffic mitigation strategies: turn lanes, signage, signalization (if warranted).
- Coordination with Town and VDOT if applicable.

d. Visual and Aesthetic Impact

- Rendered site elevations or photomontages showing the facility from public roads and adjacent uses.
- Analysis of height, scale, and bulk compared to surroundings.
- Screening plan: landscaping, fencing, architectural treatments.
- Lighting plan demonstrating compliance with dark sky standards.

e. Vibration and Ground Impact (if applicable)

- Analysis of potential vibration impacts from generators, cooling towers, or mechanical systems.
- Mitigation strategies: vibration dampers, equipment pads, sound-absorbing materials.

f. Land Use Compatibility Assessment

- Assessment of how the facility aligns with adjacent zoning, comprehensive plan, and surrounding land uses.
- Identification of sensitive uses nearby (residential, schools, parks, trails).
- Compatibility strategies: setbacks, buffering, hours of operation, community engagement.

4. Review Criteria

The Town Zoning Administrator and Planning Commission shall evaluate the PIA for:

- Conformance with Town noise and lighting regulations.
- Adequacy of visual screening and building orientation.
- Impacts on neighboring land uses and mitigation adequacy.
- Safe and sufficient traffic circulation and site access.
- Compliance with sustainability and resiliency goals in the Town's Comprehensive Plan.

5. Conditions of Approval

-
- Approval of a zoning permit or site plan for a data center shall be **contingent** upon satisfactory mitigation of any significant physical impacts identified in the PIA.
 - Noise testing, generator operation logs, or traffic monitoring may be required as conditions of approval.

6. Enforcement and Monitoring

- The Town may require a **post-construction physical impact audit** to verify compliance with approved mitigation measures.
- Violations of approved physical performance standards may result in fines, operating restrictions, or permit revocation.

C. Data Center Environmental Impact Analysis

1. Purpose

To evaluate and mitigate the potential environmental impacts of data center development—particularly land disturbance, air and water quality degradation, and energy and carbon intensity, in a manner that protects the Shenandoah Valley’s natural resources and supports sustainable land use in the Town of Front Royal.

2. Applicability

This section applies to all new data center facilities proposed in any zoning district where such use is permitted or conditionally permitted, including I-2 (Industrial) and Special Use districts.

3. Required Environmental Impact Analysis (EIA)

Applicants shall submit an Environmental Impact Analysis (EIA) prepared by a qualified environmental consultant, certified engineer, or licensed planner. The EIA must be submitted with the initial zoning or site plan application and include the following components:

a. Land Disturbance and Soil Impact Assessment

- Total area of grading, clearing, and impervious surface coverage.
- Soil erosion potential and slope stability (per NRCS classification).
- Mitigation measures: erosion & sediment control plan, phased clearing, vegetated buffers.

b. Stormwater and Water Quality Analysis

- Stormwater runoff projections under pre- and post-development conditions.
- Identification of potential pollutants of concern (e.g., heated discharge, oils, sediment).
- Description of Best Management Practices (BMPs) and green infrastructure used (e.g., bioswales, retention basins).
- Compliance with VA DEQ stormwater regulations and Town stormwater ordinance.
- Impacts on nearby surface waters or floodplains (e.g., Shenandoah River tributaries).
- Waste water from industrial processes must be treated to applicable EPA standards either on site or removed for treatment elsewhere before release..

c. Air Quality and Emissions Impact

- Estimation of greenhouse gas emissions, diesel generator emissions (NOx, PM2.5, CO2).
- Identification of airborne pollutants during construction and backup power use.
- Mitigation plans: generator testing limits, air filtration, clean diesel or battery backup.

d. Energy and Carbon Intensity Analysis

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- Projected annual energy consumption and Peak Load in Mega Watts (MW).
 - Use of renewable energy sources, energy efficiency measures (Power Use Effectiveness (PUE) targets, server cooling efficiency).
 - Carbon offset strategies, if applicable.
 - Leadership in Energy and Environmental Design (LEED) or equivalent sustainability certification plans (if proposed).

e. Ecological and Habitat Impact Assessment

- Description of site's pre-development vegetation, habitat, and biodiversity.
- Inventory of wetlands, streams, or critical habitats based on field survey or state/federal datasets.
- Documentation of compliance with the Chesapeake Bay Preservation Act, if applicable.
- Wildlife impact mitigation (e.g., tree preservation, fencing, lighting restrictions for nocturnal species).

f. Hazardous Materials and Spill Prevention Plan

- Identification of onsite fuel or chemical storage (e.g., diesel, refrigerants, batteries).
- Spill containment and response strategies.
- Emergency environmental response procedures and coordination with Fire & EMS.

g. Facility Life Cycle Plan

A facility life cycle plan shall be included prior to approval of construction. It shall include:

- Planning
 - Comprehensive planning to provide information needed to make sound decisions about facility project planning and base development.
- Design
 - The materials, technologies, and types of systems chosen that have a direct and life-long impact on operation, maintenance, repair, and dispose of the facility.
- Restoration or Disposal
 - Plans for repurposing, demolition and rehabilitation of land after end of use of facility.

4. Review Standards

The Zoning Administrator, Town Council (Town Engineer), and Planning Commission shall evaluate the EIA to determine:

- Whether proposed mitigation sufficiently reduces impacts to soil, air, water, and habitat.
- If the project complies with Town ordinances, State DEQ standards, and federal Clean Water/Air Acts.
- The project's alignment with sustainable development goals of the Town Comprehensive Plan.

5. Conditions of Approval

Approval of any zoning, site plan, or building permit for a data center is contingent upon:

- Town verification of compliance with applicable stormwater, erosion, and pollution control measures.
- Developer commitment to implement all environmental mitigations identified in the approved EIA.
- Provision of updated documentation if project changes increase environmental footprint.

6. **Post-Construction Monitoring**

For major facilities, the Town may require post-construction reporting on:

- Actual energy use and carbon emissions vs. projected.
- Groundwater or surface water sampling.
- Long-term maintenance of stormwater Best Management Practices (BMPs) and erosion controls.

CONSENT TO ADVERTISE

ITEM 7

2500347 – A ZONING TEXT AMENDMENT TO TOWN CODE CHAPTER 175-151 - SHORT-TERM RENTALS TO ADDRESS LANGUAGE MODIFICATIONS AS IT PERTAINS TO FEES, PARKING AND APPLICABLE UNIFORM STATEWIDE BUILDING CODE REGULATIONS.

175-151 SHORT-TERM RENTALS

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be four hundred dollars (\$~~400.00~~ 1200.00).
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections ~~will~~ can be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed ten (10) people unless approved by Council.
- ~~E. — Parking for the use shall be located in driveways or other designated and approved parking areas. The property shall be exempt from off-street parking requirements of Town Code Chapters 175-104 and 148-870.~~
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in ~~the 2015 or 2018~~ the current Uniform Statewide Building Code ~~(2018 Version required usage beginning July 1, 2022)~~; and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of a dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized, shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.
- 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 shall ~~provide display, in an easily visible location within the dwelling,~~ 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.

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- 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.

(Ord. of 2-28-22)

PUBLIC HEARING

ITEM 1

2500218 - A ZONING TEXT AMENDMENT TO TOWN CODE CHAPTER 175-84.B TO ADD LANGUAGE RESTRICTING THE REDEVELOPMENT OF HISTORIC RESIDENTIAL SITES TO SINGLE-FAMILY DWELLING UNITS IN THE RESIDENTIAL AREA OF THE TOWNS' HISTORIC DISTRICT, AND CHAPTER 175-29 TO ADD LANGUAGE PREVENTING THE CONVERSION OF SINGLE-FAMILY RESIDENTIAL STRUCTURES INTO MULTIFAMILY OR TWO-FAMILY DWELLINGS.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Zoning Text Amendment # 2500218

MEETING DATE: July 16, 2025

SUMMARY: A Zoning Text Amendment requested by the Board of Architectural Review and taken up by the Planning Commission to limit all new construction in the residential portion of the district to only single-family homes and preserve all existing single-family homes as single-family homes is the best course of action to preserve the original character of the district.

STAFF RECOMMENDATION:

Staff recommends approval. The underlying zoning is not changed; however, this will restrict new multi-family development which can significantly alter and impact the intrinsic charm of the district.

DRAFT MOTION: "In the furtherance of good zoning practice and for the general welfare of the public, and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____.

"I move that the Planning Commission forward a recommendation of denial to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

NOTE: These are only a draft motions. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved

☐ Approved w/ Conditions

☐ Denied

☐ Other

Staff Report : Zoning Text Amendment 200218
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Background Information	On April 8, 2025, The Planning Commission and the Board of Architectural Review conducted a joint meeting to discuss the best method to preserve the intrinsic nature of the residential areas within the Historic District. The proliferation of single-family dwellings being renovated and converted into multifamily dwellings is concerning. The conversions have the capacity to contribute to loss of character, lack of maintenance, and overparking of these properties. Also, due to the underlying zoning district in the residential portion of the Historic District, multifamily dwelling units are permitted by right therefore new construction tends to encourage higher density uses. After consideration and discussion, the Planning Commission has determined that a zoning text amendment to limit new construction to single family units was the best course of action.
Code Sections Amended	175-84 & 175-29

HISTORIC DISTRICT OVERLAY AREAS

175-82 STATEMENT OF INTENT (Historic District)

- A. The intent of this Article is to promote and protect the health, safety, comfort, recreation, prosperity and general welfare of the community through the identification, preservation and enhancement of buildings, structures, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Code of Virginia § 15.2-2306, as amended.
- B. It is hereby recognized that the deterioration, destruction or alteration of said buildings, structures, places and areas may cause the permanent loss of unique resources which are of great value to the people of Front Royal, Warren County, the State of Virginia and the nation and that the special controls and incentives are warranted to ensure that such losses are avoided when possible.
- C. The purposes of establishing historic resource overlay areas are:
 - 1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area.
 - 2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
 - 3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.
 - 4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage.
 - 5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register.
 - 6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character.

(Ord. of 9-25-00)

175-83 DEFINITIONS (Historic District)

As used in this Article, the following terms shall have the meanings indicated:

ALTERATION - Any change, modification or addition to a part of or all of the exterior of any building or structure.

BUILDING - Any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.

CERTIFICATE OF APPROPRIATENESS (C of A) - The approval statement signed by the Secretary of the Board of Architectural Review (BAR) and the Zoning Administrator that certifies approval by the BAR of the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building within an historic district overlay area, subject to the issuance of all other permits needed for the matter sought to be accomplished.

CONTRIBUTING PROPERTIES - Properties so designated on the inventory map of landmarks and contributing properties, which is adopted as a part of this Article, being generally those properties which, by reason of form, materials, architectural details and relation to surrounding properties, contribute favorably to the general character of the part of the historic district in which they are located but, by reason of recent age, lack of historic significance or other factors, are not designated as local historic landmarks under the criteria of this Article.

DEMOLITION - The dismantling or tearing down of all or part of any building and all operations incidental thereto.

EXTERIOR FEATURES (ARCHITECTURAL APPEARANCE) - The architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs, other appurtenant fixtures and other natural features, such as trees and shrubbery, that are subject to the public view from a public street, public way or other public places.

HISTORIC DISTRICT OVERLAY AREA or HISTORIC DISTRICT - Any area delineated by the Town Council and consisting of public or private property within the Town, containing one (1) or more historic landmarks as established by the Virginia Department of Historic Resources, or one (1) or more areas, neighborhoods, sites, places, structures, objects, artifacts or buildings in which historic events occurred or reflecting significantly the lives of historic personages or great ideas or ideals of the people, having special public value because of notable architectural, economic, ethnic, military, natural, political, religious or social factors, such landmarks, buildings, structures or areas having been designated by the Council as being of such historic, architectural or cultural interest and significance as to warrant conservation and preservation. Such designated district or districts shall not extend farther than the property line of the land pertaining to such historical landmarks, sites, buildings, signs, appurtenances, structures or objects.

LOCAL HISTORIC LANDMARK - Any site (including significant trees or other plant life located thereon), building or structure of particular historic significance. "Landmarks" include sites, buildings or structures where the cultural, political, archaeological, spiritual, economic, social or artistic history of the community, state or nation is reflected or exemplified or which are identified with historic personages or with important events in local, state or national history or which embody the distinguishing characteristics of an architectural specimen, inherently valuable for a representation of a period, style or method of construction or a notable work of construction or a notable work of a master designer or architect whose individual genius influenced his age. Listing on the Virginia Landmarks Register and the National Register of Historic Places is encouraged for all "local historic landmarks."

NEW CONSTRUCTION - Any construction within an historic district overlay area that is independent and exclusive of an existing building or structure or part thereof.

NONCONTRIBUTING PROPERTIES - Properties with little historic or architectural value and with little or no contribution to the historic character of the district because of their recent age or alteration in such a way as to destroy their architectural integrity.

RECONSTRUCTION - Any or all work needed to remake or rebuild all or a part of any building to a sound condition but not necessarily of original materials.

REPAIRS - Any work or all work involving the replacement of existing work with equivalent material for the purpose of maintenance but not including any addition, change or modification in construction.

RESTORATION - Any or all work connected with the returning to or restoring of a building or a part of any building to its original condition through the use of original or nearly original materials.

REVIEWING BODIES - All individuals, boards or elected/appointed bodies, given review authority under this Article, including the Zoning Administrator, Board of Architectural Review and Town Council, upon appeal.

SIGNIFICANT CHANGE - A permanent change that alters the general appearance (architectural character) of a building.

STRUCTURE - Anything man-made, including, but not limited to, main buildings, outbuildings, fences, walls, lampposts, light fixtures, signs, signposts, billboards and paving.

SUBSTANTIAL EXTERIOR ALTERATION - Any change, other than incidental repairs, to the supporting members of a building or portion thereof, such as the addition, removal or alteration of bearing walls, columns, beams, girders, roofs or foundations, that are visible on the exterior of the structure.

175-84 BOARD OF ARCHITECTURAL REVIEW (Historic District)

A. Establishment and Terms of Office:

1. A Board to be known as the "Board of Architectural Review (BAR)" is hereby established and shall consist of five (5) voting members who shall be appointed by the Town Council. All members shall have a demonstrated interest competence or knowledge in historic preservation. One (1) member shall be a property owner/resident of an historic district overlay area and one (1) shall have professional training or equivalent experience in architecture, history, American studies, architectural history, archaeology or planning. All members shall be residents of Warren County, with knowledge of and demonstrated interest in the historic character of the Town. These members shall serve terms of four (4) years each.
2. BAR members may be reappointed for consecutive terms.
3. The BAR shall elect from its own membership a Chairman and Vice Chairman, who shall serve annual terms as such and who may succeed themselves. The Board shall appoint a Secretary who shall serve at its pleasure.
4. When a vacancy occurs, a new appointment shall be made by the Town Council for the unexpired terms within sixty (60) days after the vacancy occurs. The Town Council shall publicly announce and solicit qualified candidates for Board of Architectural Review vacancies.
5. Any appointed member of the BAR may be removed from office by the Town Council for inefficiency, neglect of duties or malfeasance. An appointment to fill a vacancy shall be only for the unexpired term on the vacancy.
6. Members shall make every effort to attend at least one (1) training session annually sponsored by the Department of Historic Resources, the Preservation Alliance of Virginia, or other organizations that are involved with historic preservation issues, design and review standards or other work of the BAR.

B. Duties, powers and responsibilities: The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, protecting single family structure, limiting development of undeveloped lots to single family use, razing or relocation within the historic district overlay area. In addition, the Board shall have the following duties:

1. To assist and advise the Town Council, the Planning Commission and other Town departments, agencies and property owners in matters involving historically significant sites and buildings or other properties in historic districts, such as, but not limited to, appropriate land usage, parking facilities and signs.
2. To continuously evaluate conditions and to advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
3. To conduct studies deemed necessary by the Town Council or the Planning Commission concerning location of historic districts and means of preservation, utilization, improvement and maintenance of historic assets in the Town.
4. To propose additional historic districts or additions or deletions to districts.

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5. To adopt standards for review to supplement the standards set forth in this Article.
 6. To establish an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers, and to invite each owner of a building of historical significance to display the marker thereon.
 7. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation and other interested parties, both public and private, in its efforts to preserve, restore and conserve local historic landmarks, buildings, sites or areas within the Town.
 8. To prepare and adopt specific guidelines, illustrated as necessary, for those historic districts which have special characteristics and architectural features that are peculiar to the district and which should be preserved and to make these guidelines available to property owners within each historic district and to the general public. After these historic districts are approved, specific guidelines shall be adopted for such historic districts as may require specific guidelines.
 9. To preserve existing single-family home within the Historic District.
 10. To prevent the conversion of any existing single-family dwelling into a multi-family dwelling, commercial property, or any other non-residential use.
 11. To ensure all new residential construction within the boundaries of the Historic District is limited to single-family structures.
 12. To prevent new development of multi-family dwellings in the residential zoned areas of the Historic District.
 13. To sponsor public information activities, when deemed appropriate, publicizing historic preservation efforts, which activities may include, but not be limited to, speaking engagements, handouts, press releases and films.
 14. To hold public meetings as often as necessary to fulfill the responsibilities assigned by this Article.

C. *Organization and Meetings:*

1. The Chairman shall conduct the meetings of the BAR.
2. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions and determinations.
3. All members of the BAR, except for advisory members, shall be entitled to vote; and the decisions of the BAR shall be determined by a majority vote.
4. A quorum of three (3) voting members present is required before the BAR may take any official action.
5. The BAR shall meet within twenty (20) days after notification by the Zoning Administrator of an application for a certificate of appropriateness or a permit requiring action by the BAR.
6. The Board of Architectural Review shall have regularly scheduled meetings at least four (4) times a year. The meetings of the BAR shall be open to the public, and a full and impartial hearing shall be granted. All regularly scheduled meetings shall be conducted in the evening hours for the convenience of the public.
7. The BAR shall vote and announce its decision on any matter properly before it not later than forty-five (45) days after the conclusion of the hearing on the matter, unless the time is extended with the written consent of the applicant.
8. In matters covering the procedures for meetings not covered by this document, the BAR may establish its own rules, provided that they are not contrary to Town policy or the intent of this Article.

D. *Authority to Receive Funding and Advisory Services:*

1. All persons interested in the preservation of historic buildings or historic sites in the Town are invited to make gifts, devises and bequests to the Town to be used for that purpose. All such donations, other than money, shall be subject to acceptance by the Town Council. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations and to deposit them in a special fund to be known as the "Historic Buildings and Sites Trust Fund," and shall be used only for the purpose of preserving and promoting the preservation of historic buildings and sites in the Town. Expenditures from such fund shall be made by the Town Manager as authorized, from time to time, by the Town Council.
2. The BAR may seek federal, state or private grants or funding to assist in the performance of its duties as herein defined.
3. Within the limits of funds that may be made available to the BAR for the performance of its work, the BAR may obtain services of qualified persons to advise and assist the BAR as required.
4. Upon request of the BAR, with approval by the Town Manager, the departments, boards, commissions, offices and agencies of the Town government shall furnish to the Board such available information and render such service as may be required for the exercise of the powers and performance of the duties of the BAR.

(Ord. of 1-8-01; Ord. of 1-12-04)

175-85 CREATION OF HISTORIC DISTRICTS AND LANDMARKS

- A. The Board of Architectural Review shall prepare and recommend for adoption as part of this Article a district boundary map and an inventory map covering the area or areas to be considered for inclusion in an historic district overlay area. These maps, when adopted in accordance with the provisions of the Code of Virginia § 15.2-2285, shall be as much a part of this Article as if fully described herein and shall be filed as a part of this Article by the Clerk of the Town of Front Royal. The inventory map shall delineate local historic landmarks, contributing properties and noncontributing properties. The inventory and district boundary maps may be amended, from time to time, in the same manner as the Zoning District Map.
- B. The Board of Architectural Review may propose to the Planning Commission and the Town Council such amendments as deemed appropriate, including the establishment of historic districts or revision to existing historic districts. Upon receipt of said proposal, the Council may initiate such amendment pursuant to Section 175-146. The Board of Architectural Review shall prepare and submit simultaneously with said proposal a report to substantiate establishment of a historic district or a proposed amendment. Such report shall establish and define the historic district boundaries, as delineated upon an appropriate map, as well as describe the historic and/or architectural significance of the buildings, structures or sites to be protected, and the special characteristic, qualities and/or fabric to be preserved, and shall describe present trends and conditions, current and long-range planning and desirable public objectives for preservation. The report may also include plans for public action in or adjoining a district that is likely to affect its character or development.
- C. Applications for the creation or expansion of an historic district or for the designation of landmarks or landmark sites may also be filed by the Planning Commission, the Town Council, the owner, the contract purchaser with the owner's written consent or the owner's agent or sixty percent (60%) of the owners of all buildings within a proposed historic district. All requests shall be made in the same manner as other zoning amendments, as provided for in Section 175-146.

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- D. Any historic district and any historic district map which have been created and adopted by the Front Royal Town Council prior to the amendment of this Article shall not be repealed but shall remain intact and in effect, subject now to the provisions of this amended Article.
 - E. Any historic district created and adopted by the Front Royal Town Council after February 1, 1993, shall remain in effect, except as amended or modified pursuant to the regulations herein, for an initial maximum period of ten (10) years from the date of its adoption. Subsequent action by the Front Royal Town Council shall be made to continue the district beyond the initial ten-year period.
 - F. Upon the presentation of a request to withdraw from an adopted subarea within the historic district overlay area, with such request having been duly executed by at least sixty-seven percent (67%) of the owners of taxable parcels (with a vote for each separate tax parcel) within the designated historic subarea, the Town Council, at its next meeting, shall take appropriate action to remove the historic district designation. This provision shall be applicable only where the historic resource overlay area shall have been in place for a period of not less than two (2) years.

(Ord. of 9-25-00)

175-86 CRITERIA FOR SELECTION OF HISTORIC DISTRICTS OR LANDMARKS

Criteria for evaluating the merits of a given structure or space shall be based on architectural features as well as historic factors. Certain buildings or areas, although not associated with an historic personage or event, may be valuable examples of the Town's physical and cultural heritage. Structures of local significance shall be evaluated, as well as those of state and national significance, and any structures individually listed upon the National Register of Historic Places or the Virginia Landmarks Register shall be designated upon the Town Register. In addition, such evaluation shall be based on the following specific matters:

- A. *Architectural and landscape style:* The evaluation shall respect the qualities of each architectural and landscape style and shall judge a structure's merit on how well it exemplifies the distinguishing characteristics of said style. Consideration will be given to:
 - 1. The significance of the architectural design.
 - 2. The scale and/or interrelationships of the structures and/or environmental features.
 - 3. The significant patterns of development.
 - 4. The quality of workmanship.
 - 5. The amount of surviving original fabric.
 - 6. The original location and use.
 - 7. The remaining outbuildings or dependencies.
 - 8. The surrounding environment; gardens, landscaping and walks.
 - 9. The aesthetic quality.
 - 10. The original integrity of the structure and its details.
- B. *Historical and/or cultural significance:* Structures or spaces relating to one (1) or more of the following criteria will be considered historically or culturally valuable:
 - 1. Association with an historic personage.
 - 2. Association with an historic event.
 - 3. Work of the leading architect or master craftsman.

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- 4. Site or structure of cultural significance.
 - C. In addition, sole or infrequent surviving building types and structures not historic in themselves but adding to the character of an historic district need to be looked at as potentially deserving preservation.

175-87 BOUNDARIES OF HISTORIC DISTRICTS OR LANDMARKS

- A. The boundaries of an historic district or overlay area shall, in general, be drawn to include areas containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance as to warrant conservation and preservation. The district may include either individual buildings or places of such character and a reasonable distance beyond, or it may include areas or groupings of structures which have significance relative to their patterns of development or social and economic or architectural interrelationships even though some structures in the area might not possess significant merit when considered alone. In any case, the location of the district shall be based upon careful studies that describe the characteristics of the area and support the purposes of conservation and preservation.
- B. The boundaries of an historic district shall conform to the boundaries of individual lots of record. Where a street is proposed as an historic district boundary, the edge right-of-way adjoining the district shall be deemed the district boundary.
- C. Historic districts are created as special overlay districts to be superimposed on other zoning districts contained in these regulations, and are to be so designated on the Official Zoning Map. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum height and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the historic districts superimposed, except as these other districts may be modified by application of the regulations in the historic district.
- D. A map delineating the adopted boundaries of each historic district shall be maintained in the office of the Zoning Administrator.

175-88 CERTIFICATE OF APPROPRIATENESS REQUIRED (Historic District)

- A. No building or structure within the Chester Street and downtown business areas of the Historic Front Royal District shall be erected, reconstructed, altered or restored unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this Article.
- B. No building or structure within the downtown residential area of the Historic Front Royal District or property designated as a local historic landmark shall be erected, reconstructed or undergo substantial exterior alteration unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this ordinance.
- C. No building existing in any designated historic district shall be demolished or removed, in whole or in part, unless and until an application or a certificate of appropriateness shall have been approved by the Board of Architectural Review.
- D. No application for a certificate of appropriateness to demolish a building in any historic district shall be considered by the BAR until a public hearing has been held thereon, pursuant to the notice of public hearing as required in Code of Virginia § 15.2-2204, as amended.

(Ord. of 9-25-00)

175-89 BOARD REVIEW OF MAJOR ACTIONS (Historic District)

- A. The following major actions and any other actions not specifically exempted by the terms of this ordinance or which, in the opinion of the Administrator, may constitute a major permanent and detrimental change to the character of an historic district shall be approved only after a public meeting and favorable action by a majority vote of the Board of Architectural Review:
 - 1. The razing, demolishing or moving of a designated landmark or contributing structure.
 - 2. Construction of any new main building, or an accessory building which exceeds five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site.
 - 3. Any addition to or substantial alteration of a designated landmark or structure on a contributing property, which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline.
 - 4. Any significant change or alteration of the exterior architectural style of a designated landmark or contributing property.
 - 5. Any addition to a non-contributing structure, which alters substantially the size height, contour or outline by increasing the square footage and/or volume of the structure by one hundred percent (100%) or more of the original structure.
 - 6. Any fence or sign that is not in conformance with the design guidelines adopted in accordance with this Article.
 - 7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the Historic District.
- B. The Board of Architectural Review shall be guided in its review by the guidelines and criteria established in Section 175-91. The BAR shall have authority to request modifications in order to comply with the guidelines and criteria.
- C. The Board of Architectural Review shall not disapprove an application except with respect to the criteria and guidelines set forth in Section 175-91. The BAR shall give reasons for its decisions, shall act promptly on applications before it and shall coordinate its procedures with those of other agencies and individuals charged with the administration of this Article. The BAR shall be strict in its judgment of plans for those structures designated as landmarks and contributing properties but shall be lenient in its judgment of plans for non-contributing properties. For plans involving new construction the Board's concern shall focus on whether such plans are compatible with and enhance the historic or architectural value of surrounding structures or the surrounding area.
- D. In all final decisions rendered pursuant to this Article, the BAR shall briefly state its findings in writing, and in the case of disapproval, it may make recommendations to the applicant with respect to the design, texture, material, color, line, mass, dimension or lighting of the alteration or the improvement involved. The requirements of this section shall be deemed to have been satisfied if such findings and recommendations, if any, are set forth in the regularly maintained minutes of the BAR.

175-89.1 ACTIONS REQUIRING ADMINISTRATIVE REVIEW (Historic District)

- A. The following actions will require administrative review by the Zoning Administrator:
 - 1. The razing, demolishing, or moving of a non-contributing structure or a structure which is substantially damaged to the point of being completely uninhabitable.

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2. Construction of a new accessory structure less than five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site that is generally in keeping with the character of the historic district and its surroundings.
 3. Substantial alteration of a non-contributing structure.
 4. Any addition to a non-contributing structure, which increases the size (square footage and/or volume) of the structure by less than one hundred percent (100%) of the original structure.
 5. Landscaping, fences and signs in conformance with the design guidelines adopted in accordance with this Article.
- B. The Zoning Administrator shall be guided in his decisions by the standards and guidelines adopted by the Board of Architectural Review and shall have authority to request modifications of specific proposal in order that the proposal may comply with said standards and guidelines. In any case where the Administrator is uncertain of his authority to act on a particular application under this section or in any case where the Administrator and the applicant cannot agree on changes in the proposal, the application shall be referred to the Board of Architectural Review for action by said Board. In case of disapproval by the Administrator, the applicant may appeal the Administrator's decision within thirty (30) days thereof to the Board of Architectural Review. The Administrator shall keep a record of his decisions under this section and shall report such decisions to the Board of Architectural Review at its next regular meeting.

175-90 EXEMPTIONS FROM REVIEW (Historic District)

Certain minor actions which are deemed not to permanently affect the character of the historic district are exempted from review for architectural compatibility. Such actions shall include:

1. Repainting resulting in the same or a similar color. (Original painting of masonry surfaces is not exempted from review.)
2. Repair or construction in kind, resulting in no significant changes in appearance or form.
3. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies or similar appurtenances and window air conditioners.
4. Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public place.
5. Installation of plant materials but not including landscape treatment which substantially alters the contour of a contributing property or involves landscaping or construction of fences, pools and the like that affect the appearance of a contributing property.
6. Permitted outside storage in a residential or commercial district that does not require structural changes.
7. Improvements, alterations and renovations that can be accomplished without obtaining a building permit, except fences, signs, and window replacement.
8. Any changes to a structure that are not visible from a public street, alley or public place.
9. Temporary window signs.

(Ord. of 6-22-15)

175-90.1 AUTHORITY TO STOP WORK (Historic District)

The Zoning Administrator shall have authority to order that work be stopped and that an appropriate application be filed or reviewed in any case where, in his opinion, the action may produce arresting and spectacular effects, violent contrasts or materials or colors and intense and lurid colors or patterns or a multiplicity of incongruous details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district or when it appears that the work does not conform to the list of administrative review or exempted actions stated herein and, in fact, is more extensive than originally represented.

175-91 GUIDELINES AND CRITERIA FOR REVIEW (Historic District)

A. All reviewing bodies shall be guided by the following guidelines and criteria:

1. The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area.
2. The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built.
3. The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used.
4. The view of the structure or area from a public street or road, present or future.
5. The present character of the setting of the structure or area and its surroundings.
6. The probable effect of proposed construction on trees, wooded areas or historic sites.
7. Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent.
8. The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings or structures in the district, taking into consideration the following:
 - a. General design.
 - b. Character and appropriateness of design.
 - c. Form.
 - d. Proportion and scale.
 - e. Mass.
 - f. Configuration.
 - g. Arrangement.
 - h. Texture.
 - i. Material.
 - j. The permanent color of exterior materials (excluding paint).
 - k. The relationship of such elements to similar features of structures in the immediate surroundings.
 - l. Congruity with the character of the Historic District.

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- B. The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.
 - C. The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the particular standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation.

75-92 ISSUANCE OF CERTIFICATE OF APPROPRIATENESS (Historic District)

- A. Within fifteen (15) days of approval for construction or alteration pursuant to Section 175-88, a certificate of appropriateness signed by the Zoning Administrator and bearing the date of issuance but subject to the provisions of Section 175-92.B, shall be made available to the applicant.
- B. Any certificate of appropriateness issued pursuant to Section 175-88 shall expire of its own limitations twelve (12) months from the date of issuance if the work authorized by said certificate has not commenced and, further, if any such work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article shall be excluded from the computation of the twelve-month period.

175-93 BUILDING DEMOLITION AND RELOCATION (Historic District)

- A. No historic landmark, building or structure within any historic district shall be razed, demolished or moved until the razing, demolition or movement thereof is approved by the Board of Architectural Review or approved on appeal as provided herein.
- B. Notwithstanding the provisions of Subsection A, the owner of a historic landmark, building or structure shall, as a matter of right, be entitled to raze or demolish such a building or structure, provided that:
 - 1. He has applied to the Town Council for such right;
 - 2. The owner has, for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such building or structure and the land pertaining thereto to any person, firm, corporation, government or agency thereof or political subdivision or agency thereof which gives reasonable assurance that it is willing to preserve and restore the building or structure and the land pertaining thereto. In order to demonstrate the making of a bona fide offer to sell, the owner shall file a notice with the Zoning Administrator identifying the property and stating the offering price and the name of the real estate agent, if any. No time period set forth herein shall begin to run until said notice has been filed. Within five (5) days of receipt, copies of the notice shall be delivered by the Zoning Administrator to the members of the Town Council, the members of the Planning Commission and the Town Manager; and
 - 3. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such building or structure and the land pertaining thereto prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal from the decision of the BAR, whether instituted by the owner or by any other proper party, notwithstanding the provisions herein pertaining to a stay on appeal, shall not affect the right of the owner to make the bona fide offer to sell. No offer to sell shall be made more than one (1) year after the final decision of the BAR, but thereafter the owner may renew his request to the BAR to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows:

OFFERING PRICE	MINIMUM OFFER-TO-SELL Period (Months)
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Less than \$25,000.00	3
\$25,000.00 to \$39,999.99	4
\$40,000.00 to \$54,999.99	5
\$55,000.00 to \$74,999.99	6
\$75,000.00 to \$89,999.99	7
\$90,000.00 or more	12

4. For the purpose of this Article, a bona fide offer to sell shall be defined as a selling price not greater than ten percent (10%) more than the fair market value appraisal of a certified land appraiser employing appropriate, recognized appraisal criteria for the area in question. The Town shall retain the right to contest the bona fide nature of the offer as follows: the reasonable relationship of the offering price to the fair market value of the historic landmark, building or structure, by filing injunctive proceedings in the Warren County Circuit Court, whenever the Town obtains an appraisal of the property in question by a certified land appraiser at a value at least ten percent (10%) below the offering price asked by the owner, regardless of any conflicting appraisal obtained by the property owner.

175-94 APPEALS (Historic District)

- A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.
- B. Any applicant aggrieved by a final decision of the Board of Architectural Review following the decision rendered on appeal to the Front Royal Town Council, may appeal said decision to the Circuit Court of Warren County, Virginia, by filing a petition at law setting forth the alleged illegality of the BAR's action, provided that such petition is filed with the Circuit Court within thirty (30) days after the appealed decision of the Front Royal Town Council. The filing of said petition with the Circuit Court shall stay the decision of the BAR pending the outcome of the appeal, except that the filing of such petition shall not stay the decision of the BAR if such decision denies the right to raze or demolish an historic landmark, building or structure. The Circuit Court may reverse or modify the decision of the BAR, in whole or in part, if the Court finds, upon review, that the decision is arbitrary and constitutes an abuse of discretion. The Circuit Court may also affirm the decision of the BAR.

175-95 MAINTENANCE, PUBLIC SAFETY AND PERMITTED USES (Historic District)

- A. Nothing in this Article shall allow the BAR to prevent the routine maintenance or repair of any exterior elements of any building or structure so long as there is no change in form or materials; nor shall anything in this Article be construed to prevent the construction, reconstruction, alteration or demolition of any exterior elements that the authorized municipal officers shall certify as required by public safety.
- B. Nothing in this Article shall be construed to prevent any use of any land, building or structure permitted by the regulations prescribed in this Chapter for the district in which such land, building or structure is otherwise located. Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a

neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-96 YARD VARIANCES (Historic District)

Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-97 (RESERVED)

(Ord. of 3-23-15)

175-98 EXEMPTION FOR PUBLIC WORKS (Historic District)

The Front Royal Town Council may exempt public structures, works, utilities and buildings from compliance with this Article where public safety is endangered or an emergency situation arises. Retroactive approval for emergency work undertaken shall be sought within thirty (30) days following completion of the work. All work shall strive to maintain architectural compatibility within the historic district for its public works and structures.

175-29 USES PERMITTED BY RIGHT (R-3)

- A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District, the following uses of land and buildings are permitted by-right in the R-3 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in Section 175-112.

Two-family dwellings.

**Duplexes, two-family dwellings, and townhouses are not permitted to be constructed within the residential areas of the Historic District. Single-family dwellings are not permitted to be converted into a two-family dwelling or duplex.*

COMMERCIAL:

Hospitals and other semipublic facilities of an institutional nature.

Pharmaceutical centers as set forth in Section 175-108.

Professional offices as set forth in Section 175-108.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONS:

Churches.

Schools.

MISCELLANEOUS:

Accessory uses, structures and buildings.

Home occupations.

Open space and conservation areas.

Public facilities.

Public parks and playgrounds.

Public utilities.

Signs, as set forth in Section 175-106.

Special childcare services.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-25-05; Ord. of 6-22-15)

PUBLIC HEARING

ITEM 2

2500320 - A ZONING TEXT AMENDMENT TO CHAPTER 175-3 TO DEFINE DESIGNATED SPECIAL CIRCUMSTANCE HOUSING, AND §175-12.1, §175-18.2.B, §175-20.1, §175-30, AND §175-37.3 TO ADD DESIGNATED SPECIAL CIRCUMSTANCE HOUSING PERFORMANCE STANDARDS BY SPECIAL USE PERMIT AND CREATE CHAPTER 175-153 TO ADD DESIGNATED SPECIAL PURPOSE HOUSING PERFORMANCE STANDARDS.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500320

MEETING DATE: July 16, 2025

SUMMARY: A Zoning Text Amendment to define Designated Special Circumstance Housing (175-3) and permit it by Special Use Permit subject to performance standards in the Residential Zoning Districts (175-12.1 (R-1), 175-20.1 (R-2), 175-30 (R-3), create 175-153).

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: “In order to promote the general welfare of the public and in accordance with Town Code §175-1(B), by providing an avenue to permit alternative housing needs within the community, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to define Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, withing the Towns’ residential districts.”

“I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____. “

“I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2400320.”

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200320

Background Information	This proposed text amendment came about for several reasons. Mostly though, the number of applications for lodging houses used as transitional living facilities revealed the need within the community for alternative types of housing solutions outside of the traditional family. From a land use perspective, no more than four unrelated individuals can reside in a dwelling unit. While lodging houses provide a mechanism around this requirement, they are not broad enough to address the housing needs of the community. Once the question of “Can the Town better address housing needs from a zoning perspective?” was posed, the Planning Commission and staff went about gathering information. The process began by interviewing several Community groups and individuals to get an understanding of what was missing but needed. From the interviews, the Planning Commission sorted and analyzed the data to determine that while there is no one size fits all scenario, defining certain situations and housing needs for specific groups could be beneficial. Once the needs or groups were defined, determining where they needed to be was the next step. Since the appropriateness of the location is such a big factor in whether to approve these types of housing, the Special Use Permit mechanism was deemed appropriate. This allows for a case-by-case analysis by the governing body to mitigate potential negative effects in the community as a whole. Under this amendment, the following groups will have parameters to apply for specific housing needs a) Individuals with Developmental Disabilities, b) Veteran’s Housing, c) Emergency Family Housing, d) Shelter for Domestic Abuse Victims, e) Shelter for At-Risk Children. Most of these uses are regulated in some form or another by State and Federal agencies, the Town is not looking to regulate the daily operations, just the location. The performance standards provided in the proposed Chapter 175-153 are intended to respect the outside authority but provide guidelines for decision makers to decide appropriateness of the use. Staff recommends approval to Town Council
Code Sections Amended	175-3, Definitions; 175-12.1 (R-1); 175-20.1 (R-2); 175-30 (R-3), create 175-153

175-3 - DEFINITIONS

For the purpose of this chapter, certain words and terms are herein defined as follows:

Designated Special Circumstance Housing - Residential accommodations that are specifically utilized to meet the needs of housing for individuals that fall in one of the following categories; a) Individuals with Developmental Disabilities, b) Veteran's Housing, c) Emergency Family Housing, d) Shelter for Domestic Abuse Victims, e) Shelter for At-Risk Children.

Individuals with Developmental Disabilities - Specialized living arrangements designed to help individuals with developmental disabilities transition from institutional settings or other environments into more independent, community-based living situations.

Veterans' Housing - Living arrangements designed to provide veterans with a safe, stable environment while they transition from military service to civilian life or while they wait for more permanent housing solutions.

Emergency Family Housing - Short-term housing, immediate shelter provided to individuals or families who are experiencing a crisis or urgent need for a place to stay.

Shelter for Domestic Abuse Victims - Shelter for domestic abuse victims refers to short-term, safe housing provided to individuals who are escaping situations of domestic violence or abuse.

Shelter for At-Risk Children - Shelter for children at risk generally refers to short-term housing or care provided to children who are in immediate danger or facing circumstances that put their safety, well-being, or development at risk.

DSCH Temporary Housing – 1 year or less

Congregate Living - Residential arrangement where multiple unrelated individuals of nine (9) or more persons live together in a shared housing environment, typically with some level of support or shared services. It is regulated separately from single-family homes or traditional apartment units due to its unique characteristics.

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

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

RESIDENTIAL:

Designated Special Circumstance Housing

COMMERCIAL:

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

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

INDUSTRIAL:

ORGANIZATIONAL:

Community Centers.

Fire and Rescue Squads and Police Stations.

MISCELLANEOUS:

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

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-28-08; Ord. of 6-22-15)

175-20.1 USES PERMITTED BY SPECIAL PERMIT (R-2)

The following uses are permitted within the R-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 R-2 District:

RESIDENTIAL:

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

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

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONAL:

Fire and Rescue Squad and Police Stations.

Public Libraries.

Community Center (public).

MISCELLANEOUS:

Any use permitted under Section 175-20, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-26, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-28-08; Ord. of 6-22-15)

175-30 USES PERMITTED BY SPECIAL PERMIT (R-3)

The following uses are permitted within the R-3 District only by approval of a special use permit, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-3 District:

RESIDENTIAL:

Apartments as set forth in Section 175-113.

Townhouses on sites over one (1) acre, as set forth in Section 175-112.

Designated Special Circumstance Housing

COMMERCIAL:

Bed and Breakfast Uses set forth in Town Code Section 175-107.2.

Community Centers (public).

Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.

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

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONAL:

Art galleries and museums.

Fire and Rescue Squad and Police Stations.

Public Libraries.

Community Center (public).

MISCELLANEOUS:

Any use permitted under Section 175-29, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-36, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Cemetery, subject to the provisions in Section 175-107.4.

Lodging houses, rooming houses and boarding houses.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-28-08; Ord. of 7-23-12; Ord. of 6-22-15; Ord. of 5-1-23)

175-153 Performance Standards for Designated Special Circumstance Housing

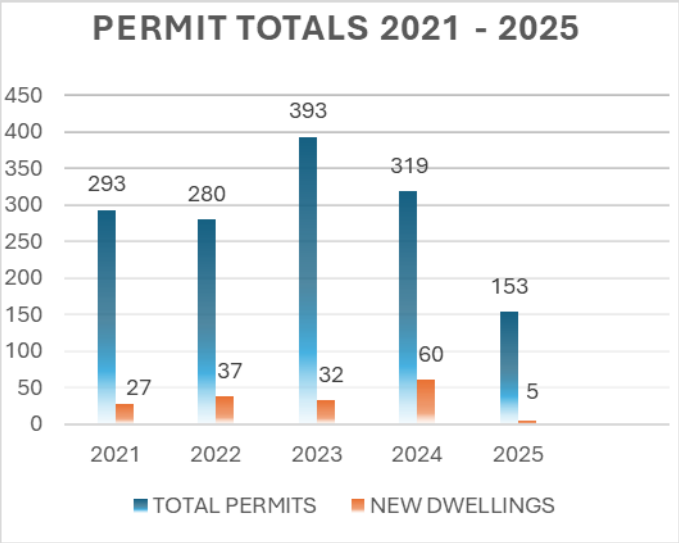
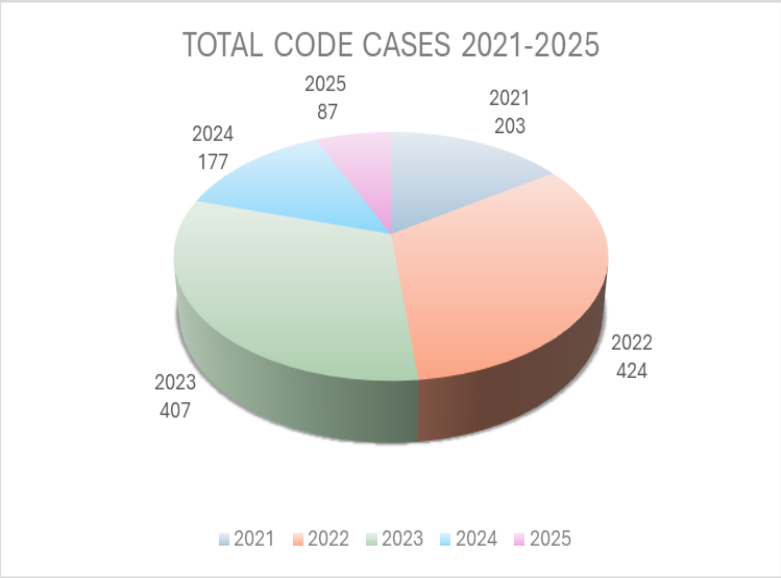
The following provisions shall apply to Designate Special Circumstance Housing (DSCH):

- A. All DSCH in residential zoning districts shall be restricted to not more eight (8) individuals along with one or more staff members. Congregate Living with one or more staff members may be approved in R-2 and R-3 residential areas via SUP on a case-by-case basis as state and local laws and regulations allow. Case-by-case evaluation includes type/size of home, acceptable number of residents, location, zoning district and other mitigating factors considered in the SUP application.
- B. All DSCH facilities shall be licensed by the appropriate state agency(s). The Virginia Department of Social Services (VDSS) oversees the licensing of shelters that provide services to adults and families, including domestic violence shelters.
- C. DSCH operations in residential districts shall be restricted to structures that are permitted by right in the respective residential district in question, or any facilities which are currently in existence as a nonconforming use.
- D. Any newly constructed DSCH facilities shall comply with all of the standards that exists in the residential zoning district where the structure will be located.

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- E. All SPH in residential zoning districts shall be required to submit a management plan addressing staffing, resident services, security, and community engagement. This shall include; (1) A plat of the parcel and all buildings and structures thereon, both permanent and temporary; (2) Access control points and any fencing and screening for the parcel and all buildings and structures; (3) The use and occupancy of each room or space inside a building or structure, including accommodations for sleeping, accommodations for sanitary health and hygiene (e.g. sinks, toilets, latrines, showers, or washing stations); and accommodations for food preparation; (4) The size of emergency ingress points, egress points, and evacuation routes; (5) Smoke alarms, carbon monoxide alarms, and fire extinguishers; and (6) An operations information statement that shall include, at minimum, the following: a. The name of the operating entity, its articles of incorporation or similar organizational document and its bylaws, if any, and a statement of the operating entity's experience providing emergency housing, transitional housing, permanent supportive housing, or social service delivery; b. Anticipated dates, days, and hours of operation; c. Maximum intended number of overnight occupants, which shall at all times be in compliance with all applicable provisions of building, fire, health, and zoning codes; d. List of requirements for admission of occupants; e. Description of each staff position, qualifications necessary for each position, and a statement of the anticipated number of staff serving in such positions; f. Statement of intention, or not, to provide occupants meals, minor medical care, job counseling, and services to help occupants transition to more permanent housing, and if so, whether provision of each will be on or offsite, E. Pet care plan as required. After SUP approval, any changes to the management plan must be submitted to Front Royal Planning and Zoning for impact assessment.
- F. The SUP applicant must submit a plat of the property showing the existing conditions and location of the proposed parking and any anticipated parking waivers.
- G. DSCH use of the property shall not change the general exterior appearance of the dwelling unit or change the character of the neighborhood.
- H. In assessing the request for a special use permit to operate in residential zoning districts, the Council shall consider and may require the availability of safe on-site drop-off and pickup areas, outdoor play areas, fenced play areas, and pet accommodations. The Council shall also consider the nature and suitability of the proposed facility, the size, location and characteristics of the grounds or yard, the safety of the occupants at the facility, parking, the effects on nearby property and residents, and such other factors which the Council deems pertinent in assessing the suitability of any proposed DSCH operation in a residential zoning district.

2025 JUNE MONTHLY REPORT

PLANNING/ZONING DEPARTMENT - JUNE 2025						
GENERAL INDICATORS						
	2021	2022	2023	2024	2025 YTD	JUNE
Zoning Permits	293	280	393	319	153	29
New Dwelling Units	27	37	32	60	5	3
New Code Enforcement Cases Open	203	424	407	177	87	23
Code Enforcement Cases in Compliance/Closed		361	378	112	34	8
Code Enforcement Inspections	--	--	--	388	116	24
Land Use Applications	29	56	36	45	21	3
Code Amendments	7	2	4	1	6	3
Sign Permits	47	41	62	42	22	2
Business Licenses	172	155	148	129	78	10
Short-Term Rentals	1	13	5	5	2	1
Administrative Variance	--	--	4	1	0	0
COA Administrative Review	--	--	39	18	19	4
COA Board Review	--	--	11	15	1	0
Solicitor/Itinerant Merchant	--	--	10	27	7	0
Urban Agriculture	--	--	18	11	3	2
Vacation of Alleys, Streets, Right-of-Ways & Easements	--	--	5	2	3	0
Right of Way Utilization Permits			46	105	13	1
Walk-Ins to Planning & Zoning	--	--	--	2606	1135	185



SPECIAL PROJECTS UPDATES/NEWS

- Chapter 175 and 148 Rewrite:** A rough draft of Chapter 175 was distributed to the Planning Commission August 7, 2024. Review is ongoing.
- Capital Improvement Plan (CIP):** Work has begun on the 2025-2029 CIP.
- Staff is updating application forms; the goal is to roll out new forms with the new ordinance.
- Zoning Text Amendment to define designated Special Circumstance Housing and performance standards.
- Zoning Text Amendment to add language restricting redevelopment of historic residential sites to SFD units in the residential area of the Town’s Historic District. Adding language preventing the conversion of SFD residential structures into multifamily or two-family dwellings in the Town’s Historic District.

- BAR** – The Board of Architectural Review did not meet in June.
- BZA** - The Board of Zoning Appeals did not meeting in June.

PC – In June the Planning Commission (PC) held one (1) regular meeting and two (2) work sessions. At their regular meeting the PC approved to advertise a Special Use Permit application for public hearing at the July 16, 2025 regular meeting. The PC made the following recommendations:

- Rezoning Application to reclassify vacant lots on Elsia Drive from C-1, Community Business District to R-3, Residential District. Recommended approval.

At their work sessions the PC discussed the above mentioned Rezoning Application and Article 11 - Definitions of the Draft Zoning Ordinance.