



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 July 16, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the July 16, 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, Planning Commission Clerk

ADDITION/DELETION OF ITEMS FROM THE AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

- June 18, 2025 – Regular Meeting

Commissioner Marrazzo moved, seconded by Commissioner Brooks to approve the regular meeting minutes from June 18, 2025 as written.

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

VOICE VOTE



CITIZEN COMMENTS

There were no speakers present.

CONSENT AGENDA

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.



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

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

No – N/A

Abstain – N/A

Absent – N/A

VOICE VOTE

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.

Mr. Ware explained this was 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.

These items were sent to the Planning Commission for consideration by the Board of Architectural Review based on previous projects within the Historic District. Several work sessions took place to discuss the proposed language of the text amendment to include a joint work session between the Board of Architectural Review and the Planning Commission. Mr. Ware reviewed the proposed text changes/additions.

Chairman Marshner opened the public hearing.

As there were no speakers present Chairman Marshner closed the public hearing.

Vice Chairman Neel stated that in furtherance of good zoning practice and for the general welfare of the public, and accordance with Town Code §175-1(B), he moved, seconded by Commissioner Marrazzo that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500218 which limits new residential development in the Historic District to single-family dwellings with one (1) text error correction. Whereas 175-84.B “protecting single family structure, limiting development of undeveloped lots to single family use”, needs to be moved to the end of the sentence. It will now read: The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area, and protecting single family structure,



limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties.

Vice Chairman Neel said he appreciated working with the Board of Architectural Review to protect the historic district single-family homes and to protect the integrity of existing homes moving forward.

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

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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 Circumstance Housing performance standards.

Mr. Ware reviewed the sections of Town Code that needed to be revised. There has been an increase in applications for lodging houses. The Planning Commission and Town staff took the initiative to look at what was deficient in the Town Code. After looking in to this they felt lodging houses did not address all the needs in the community.

The Planning Commission and Town staff met with several groups to determine where the Town is lacking in this type of housing and created text for Designated Special Circumstance Housing.

Interviews were conducted with the following organizations to figure out what is needed and required for their projects. The following definitions would be added to the Town Code. The following are the groups staff, and the Planning Commission will focus on:

- Housing for individuals with development disabilities.
- Veteran's housing.
- Emergency family housing.
- Shelter for domestic abuse victims.
- Shelter for at-risk children.

These five (5) groups will be defined with Designated Special Circumstance Housing and the areas they would be applicable in the zoning districts. It was determined to locate this type of housing in the R-1, R-2, and R-3 zoning districts. Lodging houses are allowed in the C-1, C-2, C-3, and R-3 zoning districts; however the R-3, C-1, and C-2 require a Special Use Permit for lodging houses.

Mr. Ware reviewed the proposed zoning text changes.



Chairman Marshner opened the public hearing. As there were no speakers present, Chairman Marshner closed the public hearing.

Vice Chairman Neel stated in order to promote the general welfare of the public and with Town Code §175-84(B) promoting an avenue for alternative housing needs within the community, he moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council to approve the text amendment that defines Designated Special Circumstance Housing and permit the use by Special Use Permit, subject to performance standards, within the Towns' residential districts, with one correction in Town Code §175-153.E to correct the acronym from SPH to DSCH.

Vice Chairman Neel thanked the organizations that met with the Planning Commission.

Commissioner Fedoryka echoed Vice Chairman Neel's comments as well as thanking staff and Planning Commission members for researching the need for Special Circumstance Housing in the community.

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

COMMISSION MEMBER REPORTS

Vice Chairman Neel stated he would not be at the August 20, 2025 Planning Commission regular meeting.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the June monthly report.

There will be four (4) text amendments going to public hearing in August. These will be discussed at the August 6, 2025 Planning Commission work session as well as a text amendment for data centers. She encouraged Commission members to be prepared for this meeting and suggested they watch the Town Council meeting videos of their work sessions on July 14, 2025 and April 14, 2025 as well as looking at the Town Council agenda packets. A report was provided by AMP on the Town's power supply and is contained in the Town Council agenda packets. AMP gave a presentation to Town Council at their work session on April 14, 2025. The water study was presented to Town Council on July 14, 2025. If Commissioners have questions after viewing the videos Ms. Kopishke asked that they email those to staff before the August 6, 2025 Planning Commission work session. Ms. Kopishke made a clear statement that there are currently no applications for data centers before the Planning and Zoning Department. The data center text



amendment is to merely regulate them. Text amendments will not be advertised for public hearing until they are in their final form.

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 7:23 p.m.

Approved by Planning Commission
Date: 8/20/2025

