

REGULAR PLANNING COMMISSION MEETING

Wednesday, August 20, 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

- July 16, 2025 – Regular Meeting

V. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

VI. PUBLIC HEARING

1. **2500297** – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Shelly Cook-Cook Realty, 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 §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** – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit”, to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 “Auxiliary Dwelling Unit” performance standards within the Supplementary Provisions of Town Code.
4. **2500336** – A Special Use Permit Application to allow a Lodging House, as defined in Town Code §175-3, submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave, LLC, 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, as defined in Town Code §175-3, 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.

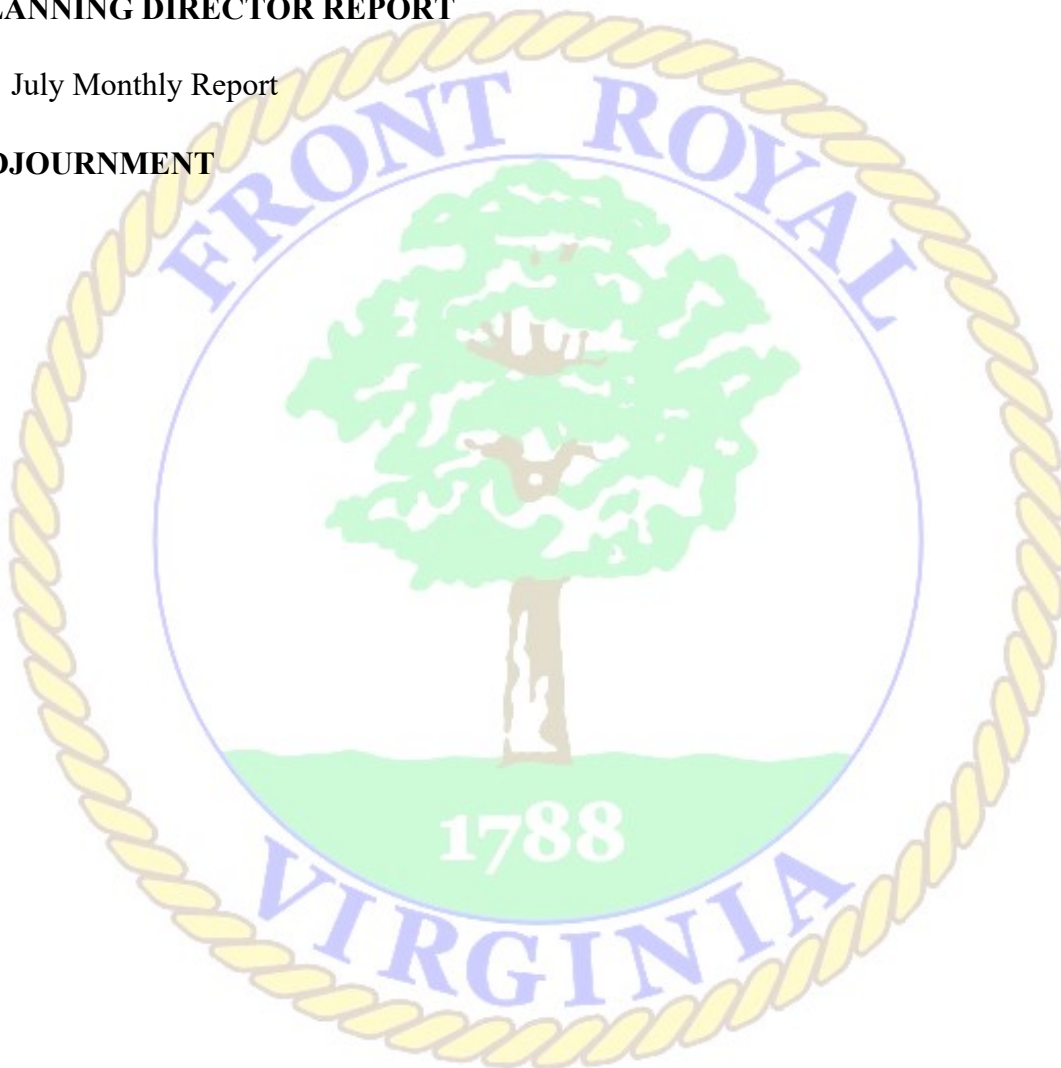
6. **2500347** – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 - Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

VII. COMMISSION MEMBER REPORTS

VIII. PLANNING DIRECTOR REPORT

- July Monthly Report

IX. ADJOURNMENT





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

The Planning Commission meeting of the Town of Front Royal, Virginia was held on 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: _____

PUBLIC HEARING (1)

2500297 – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, 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, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2500297

MEETING DATE: August 20, 2025

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

STAFF RECOMMENDATION: Staff completed an inspection on July 30, 2025. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500297.

DRAFT MOTION:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC."

"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 for Special Use Permit #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC for the following reasons: _____"

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
August 20, 2025**

APPLICATION #:

Special Use Permit #2500297

APPLICANT:

Shelly Cook/Cook-Knighting Realty II LLC

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

GENERAL INFORMATION:

<i>Site Addresses</i>	1408 Old Winchester Pike
<i>Owner(s)</i>	Cook-Knighting Realty II LLC
<i>Zoning District</i>	R-2, Residential District
<i>Historic District</i>	No
<i>Tax Identification</i>	Tax Map #20A12-8-5
<i>Request</i>	The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time.

Front Elevation - 1408 Old Winchester Pike



Aerial Map – 1408 Old Winchester Pike (Warren County GIS)



1408

#2500297



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 / Cook Knighting Realty II LLC PHONE: 5405500334

ADDRESS _____

E-MAIL _____

PROPERTY OWNER:

NAME: Shelly Cook - Cook Realty PHONE: 5405500334

ADDRESS _____

E-MAIL _____

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

Receipt # CK# 1035 Date Paid 6-11-25

1200.00 x 2
Pd \$2,400.00

RECEIVED
JUN 11 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

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

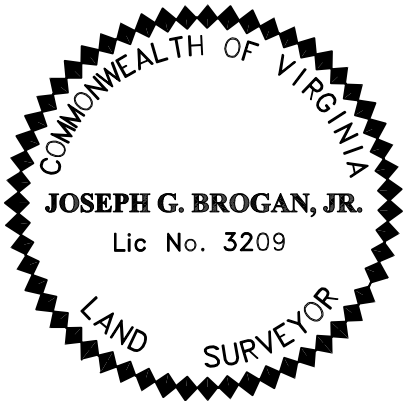
(SK)

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

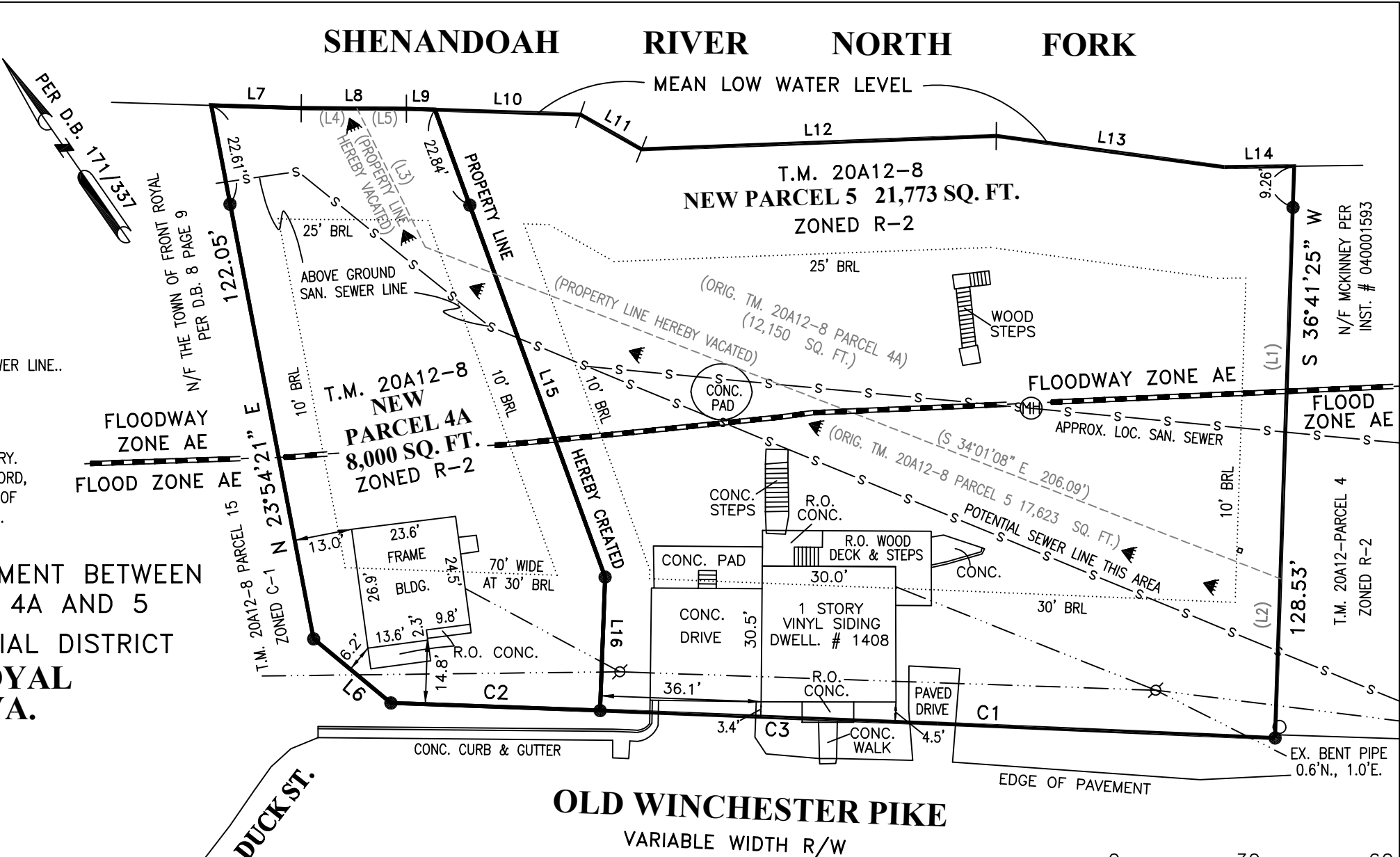
LINE	BEARING	DISTANCE
L1	S 36°41'25" W	92.74'
L2	S 36°41'25" W	35.79'
L3	S 08°33'52" W	34.70'
L4	S 54°56'55" E	12.55'
L5	S 54°56'55" E	11.08'
L6	N 15°32'40" W	22.56'
L7	S 53°24'10" E	20.25'
L8	S 54°56'55" E	23.63'
L9	S 53°17'59" E	6.41'
L10	S 53°17'59" E	32.67'
L11	S 25°40'30" E	15.83'
L12	S 57°21'38" 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.



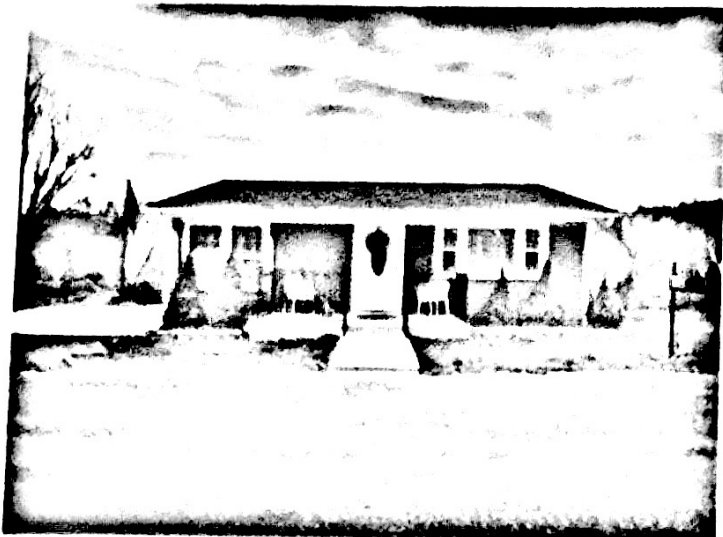
PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
MAY 23, 2023



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

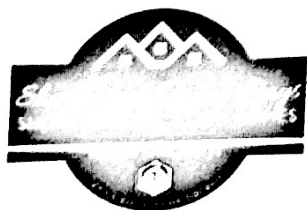


About The River House

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

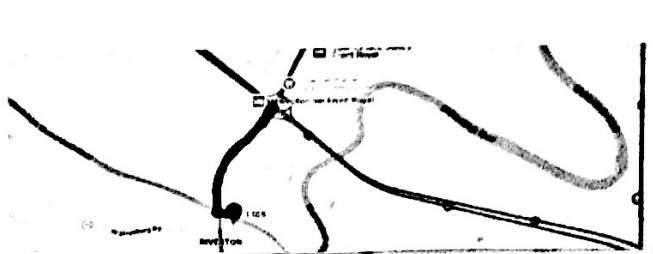
In Case of Emergency, immediately dial 911

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>

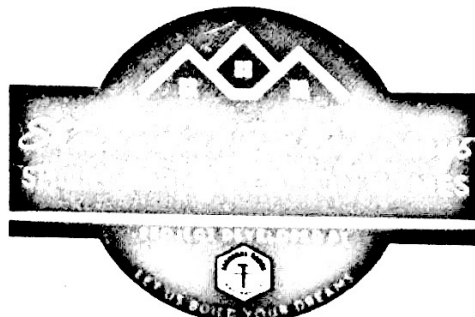


The fire extinguisher is located in the kitchen,
underneath the sink.

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

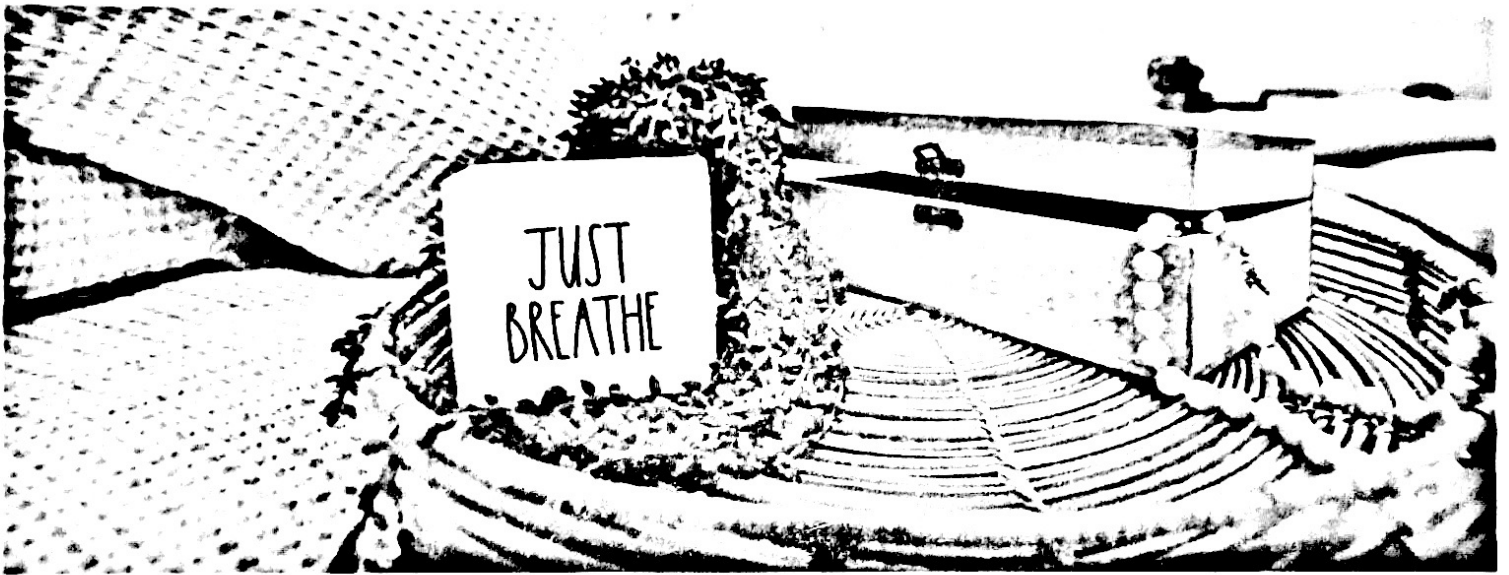


Wi-Fi 

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

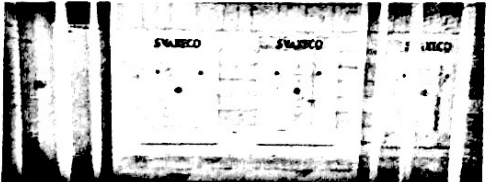


VIRGINIA BEER MUSEUM

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 _____

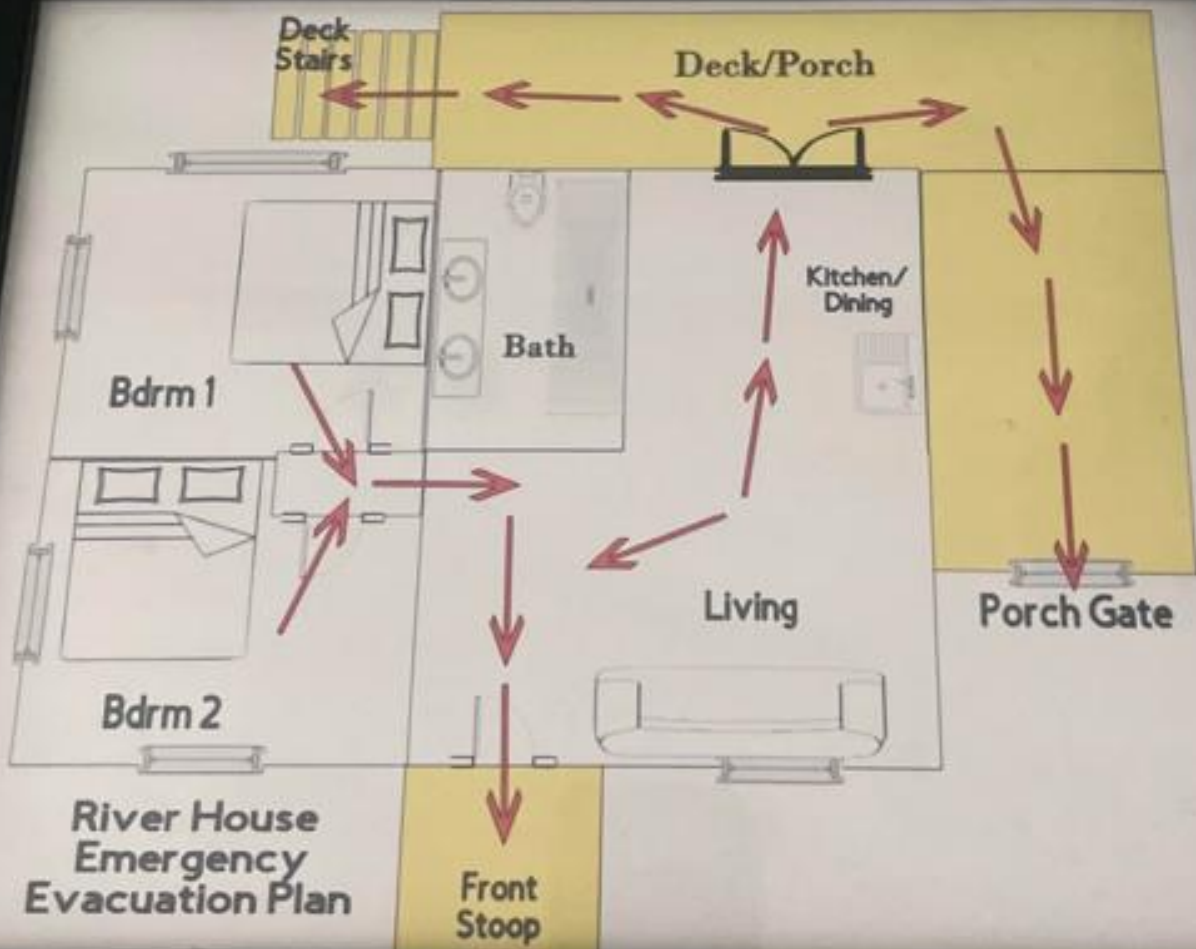
By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

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



PUBLIC HEARING (2)

2500317 – A Zoning Text Amendment to Town Code §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.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500317

MEETING DATE: August 20, 2025

SUMMARY: A Zoning Text Amendment to Town Code §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.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: “I move that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500317 to revise the definition of overhang contained in section §175-3 of Town Code.”

“I move that the Planning Commission keep the public hearing open to _____. “

“I move that the Planning Commission forward a recommendation of denial to the Town Council for text amendment #2500317 to revise the definition of overhang contained in section §175-3 of Town Code.”

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 2500317

Background Information	This proposed text amendment came about as a request to simplify the definition of overhang due to the complexity of the current definition. After Planning Commission work session discussions, an overhang shall not be permitted to extend beyond 3 feet into a yard requirement and will be included in the lot coverage calculation. Staff recommends approval to Town Council
Code Sections Amended	175-3, Definitions

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)

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT TOWN CODE BY REVISING THE DEFINITION OF OVERHANG CONTAINED IN 175-3.

175-3 DEFINITIONS

OVERHANG - Any projection, either roof, bay window or similar cantilevered construction, which extends beyond the foundation of a structure. No such construction shall project into any required yard more than three (3) feet, and no such projection shall have a vertical surface whose area is more than twenty five percent (25%) of the area obtained by multiplying the mean height of the structure by the length of the structure along the yard which is violated. An "overhang" shall be included in the calculation of lot coverage. **The part of a roof or wall that extends beyond the façade of a lower wall. No such construction shall project into any required yard more than three (3) feet and shall be included in the calculation of lot coverage.**

PUBLIC HEARING (3)

2500319 – A Zoning Text Amendment to Town Code §175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit” and the Residential Districts in which it would be permitted by-right.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500319

MEETING DATE: August 20, 2025

SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit”, to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 “Auxiliary Dwelling Unit” performance standards within the Supplementary Provisions of Town Code.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: “For the public necessity, convenience, general welfare, or good zoning practice, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to add the definition of auxiliary dwelling unit (ADU) and revise the definitions of accessory building/accessory structure, accessory use, garage, private, garage, public, lot, lot coverage, and principal permitted use contained in §175-3; amend §175-11, the statement of intent (R-1) to include ADU’S; amend §175-12, §175-18.2, §175-20, §175-29, and §175-37.3 to add ADU’S as a by-right use; and add section §175-115 as performance standards for ADU’S.”

“I move that the Planning Commission keep the public hearing open to _____.”

“I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500319.”

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 2500319

Background Information	Staff recommends approval to the Town Council
Code Sections Amended	An ordinance to add the definition of auxiliary dwelling unit (ADU) and revise the definitions of accessory building/accessory structure, accessory use, garage, private, garage, public, lot, lot coverage, and principal permitted use contained in §175-3; amend §175-11, the statement of intent (R-1) to include ADU'S; amend §175-12, §175-18.2, §175-20, §175-29, and §175-37.3 to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S."

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE BY ADDING THE DEFINITIONS OF AUXILIARY DWELLING UNIT (ADU) AND REVISING THE DEFINITIONS OF ACCESSORY BUILDING/ACCESSORY STRUCTURE, ACCESSORY USE, GARAGE, PRIVATE, GARAGE, PUBLIC, LOT, LOT COVERAGE, AND PRINCIPAL PERMITTED USE CONTAINED IN 175-3; AMEND 175-11, THE STATEMENT OF INTENT (R-1) TO INCLUDE ADU'S; AMEND 175-12, 175-18.2, 175-20, 175-29, AND 175-37.3 TO ADD ADU'S AS A BY-RIGHT USE; AND ADD SECTION 175-115 AS PERFORMANCE STANDARDS FOR ADU'S.

175-3 - DEFINITIONS

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.

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.

Auxiliary Dwelling Unit (ADU) also known as in-law units, backyard cottage, 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.

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

GARAGE, PUBLIC - ~~An accessory building~~ **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.

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.

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

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.

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 children may or may not be present**, 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.

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.
Auxiliary Dwelling Units (ADUs).

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches.
Public libraries.

Schools.

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).

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).

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).

PERMITTED USES (PND) (175-37.3)

A. All planned neighborhood developments shall permit the following residential and Auxiliary 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 Dwelling Units (ADUs)
6. Auxiliary buildings or uses as defined in Article 11;
7. Recreation or park facilities;
8. Retirement living facilities (handicapped accessible)
9. Municipal buildings or uses;
10. 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;
11. Home Occupations as set forth in Division 8.5;
12. Public libraries;
13. Schools;
14. Churches;
15. Special childcare services;
16. Open space and conservation areas; and
17. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

175-115 – Auxiliary Dwelling Unit (ADU)

The ADU ordinance permits one Auxiliary dwelling unit in the selected zoning districts of R1, R1A, R2, R3 and PND with residential housing, subject to the following:

- A. The Auxiliary dwelling unit must be located on the same lot as a single-family detached dwelling (existing or proposed) and only one (1) ADU is permitted per residential lot.
- B. The property must be owner occupied.
- C. 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:
 1. *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:

- a. Open exterior balconies and other unenclosed spaces.
 - b. Uncovered terraces, patios, porches, or steps.
 - c. Garages, carports or other areas, enclosed or unenclosed, used for the parking or circulation of motor vehicles.
 - d. 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.
 - e. 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.
- D. Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.
- E. 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.
- F. Access to an ADU shall be provided in accordance with requirements of the Department of Fire and Emergency Services.

175-114-117—175-122 - (RESERVED)

Auxiliary Dwelling Units (ADU)



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

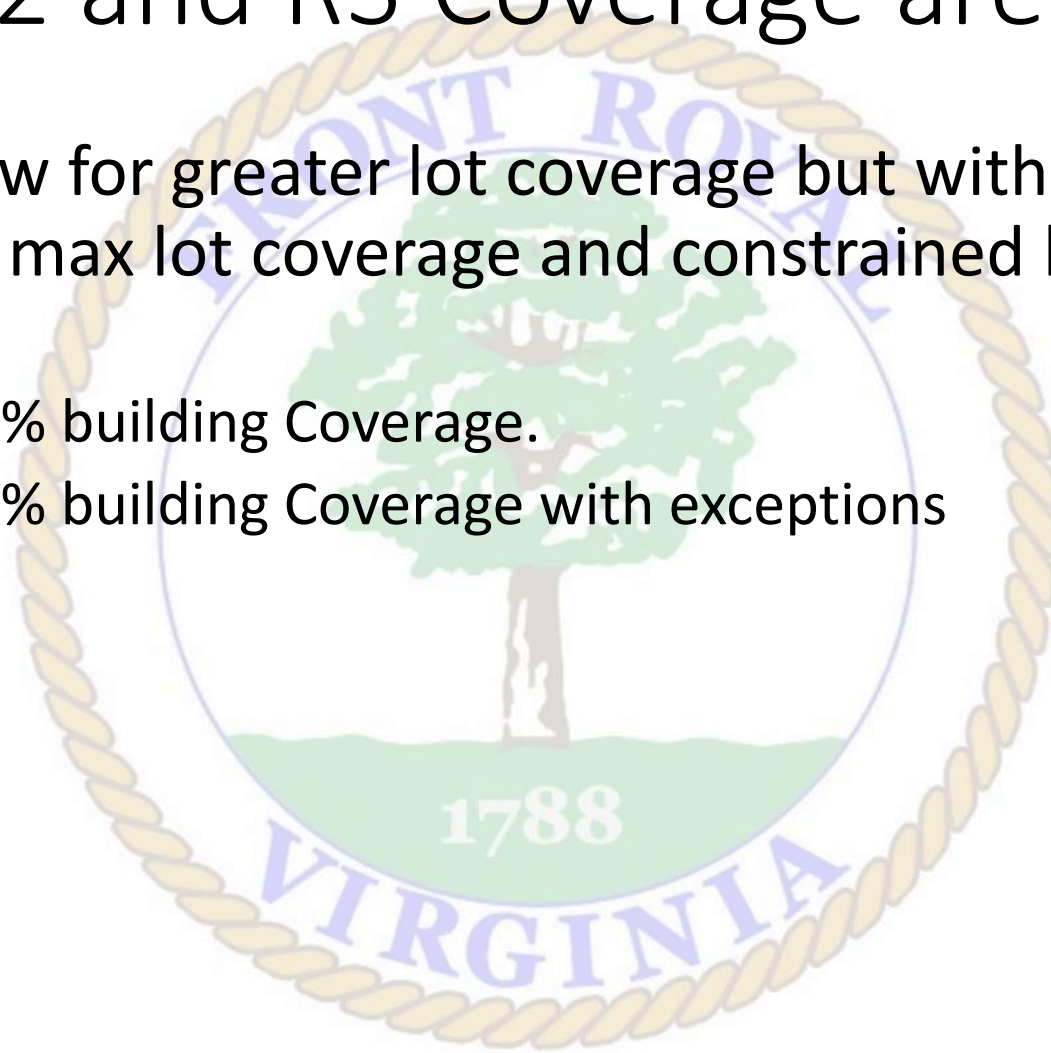
- The ADU ordinance permits one Auxiliary dwelling unit per lot in all zoning districts with residential housing, subject to the following:
 - The Auxiliary dwelling unit must be located on the same lot as a single-family dwelling (existing or proposed)
 - The property must be owner occupied
 - The internal 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

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



PUBLIC HEARING (4)

2500336 – A Special Use Permit Application to allow a Lodging House, as defined in Town Code §175-3, submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave, LLC, 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, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – 2500336

MEETING DATE: August 20, 2025

SUMMARY: 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.

STAFF RECOMMENDATION: Staff recommends approval of the Special Use permit with no conditions.

DRAFT MOTION:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council for Special Use Permit #2500336 to allow a lodging house at 437 S. Royal Avenue."

"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 Special Use Permit #2500336 to allow a lodging house at 437 S. Royal Avenue due to the following_____."

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Neel _____ Marrazzo _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
August 20, 2025**

APPLICATION #:

2500336

APPLICANT:

Life Repair Center of Front Royal

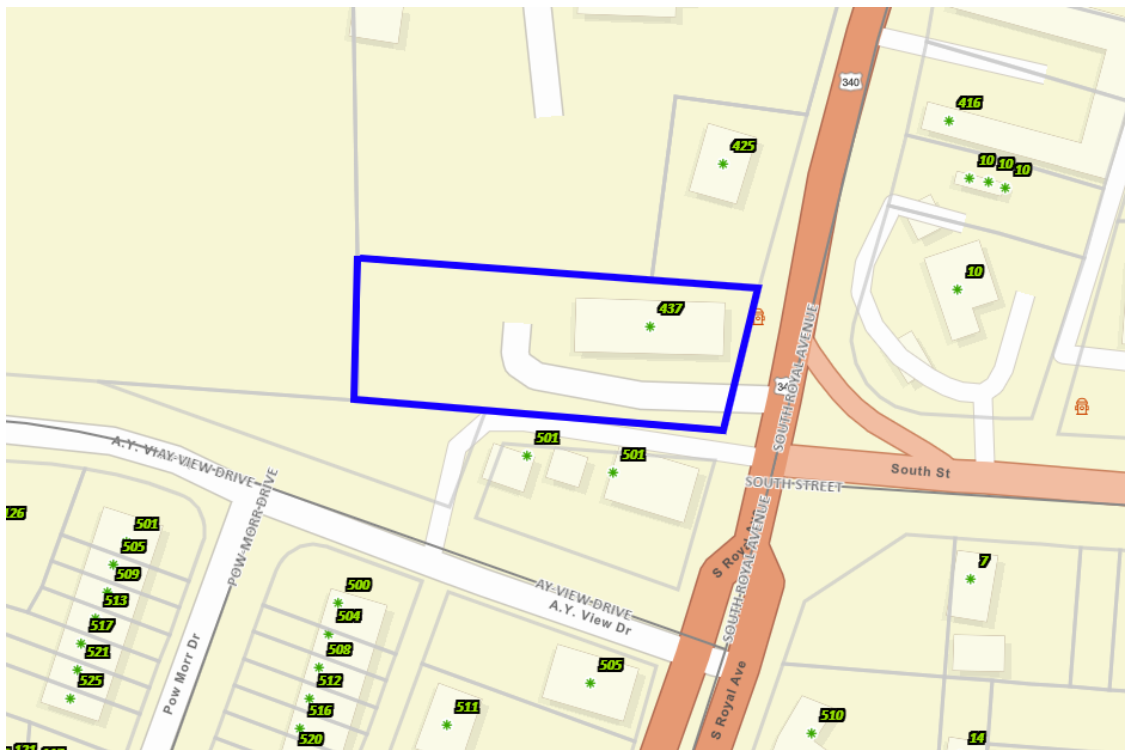
APPLICATION SUMMARY:

A Special Use Permit application has been submitted 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.), located at 437 S. Royal Avenue, identified by Tax Map 20A7-3-10.

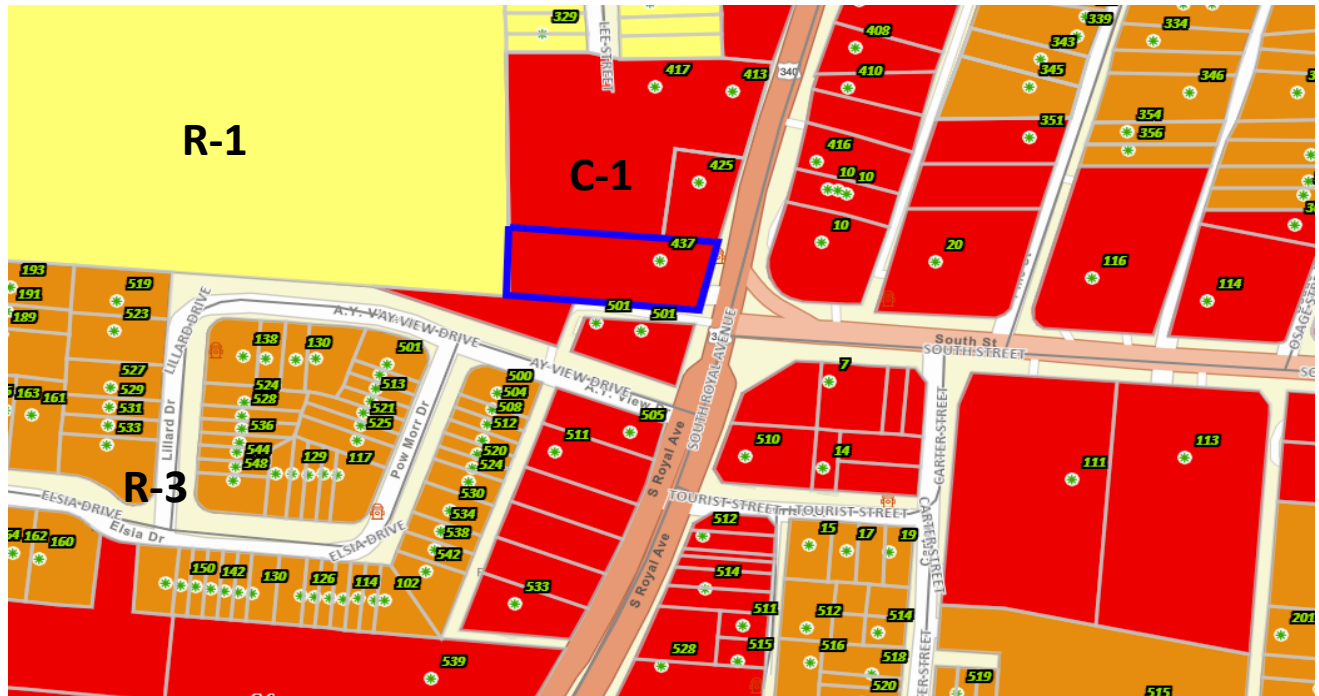
GENERAL INFORMATION:

<i>Site Addresses</i>	437 S Royal Avenue
<i>Property Owner(s)</i>	WP Royal Ave, LLC
<i>Existing Zoning</i>	C-1, Community Business District (Entrance Corridor)
<i>Historic District</i>	No
<i>Proposed Use</i>	Lodging House
<i>Tax Identification</i>	20A7-3-10
<i>Location</i>	The property is located west of the intersection between S. Royal Avenue and South Street.

Vicinity Map (Warren County GIS)



Town Zoning Map (Warren County GIS)



Aerial Map (Warren County GIS)



437 S. Royal Avenue – Front Elevation



437 S. Royal Avenue – Rear Elevation



437 S. Royal Avenue – Unstriped Parking Lot



INFORMATION ON THE APPLICATION:

Town Code

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

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

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

RESIDENTIAL:

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

COMMERCIAL:

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

Automobile Parking Lots, commercial.

Bed & Breakfasts, as set forth in Section 107.3.

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

Kennels

Shopping centers as set forth in Section 175-111.

INDUSTRIAL:

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

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

ORGANIZATIONAL:

Schools

MISCELLANEOUS:

Any use permitted under Section 175-39, or specifically listed above under this subsection, that proposes to occupy a building or structure that exceeds the height requirements of Section 175-41, subject to the requirements of Section 175-136. Additional heights approved by a special use permit shall be required to increase the required setback and yard area requirements by an equivalent distance from each property line.

Conservation areas.

Communication towers, in accordance with Section 175-110.4

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

Boarding Houses, Clubs & **Lodging Houses**.

Mini-warehouses, subject to the standards of Section 107-44.G.

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

Parking Structures.

Structures with a height between 45 feet and 70 feet, and any residential structure not in conformance with the height limitation of Section 175-41.

Structures with a gross floor area of 50,000 square feet or more.

Townhouse-style commercial development, where the intent is to divide the property into individual lots.

148-870
Parking
Requirements

One (1) parking space per room and an additional two (2) parking spaces for employees.

Staff
Recommendation

The applicant is proposing to convert a previously approved ground floor apartment consisting of a living area, three bedrooms plus a kitchen and bath into a lodging house for unsheltered women and children.

Staff has visited the site and determined there is sufficient parking for this use.

Staff recommends approval with no conditions.

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

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

SPECIAL USE PERMIT REQUEST**APPLICANT:**Name: Life Repair Center of Front Royal

PHONE: _____

Address _____

Email _____

PROPERTY OWNER:Name: WP Royal Ave, LLC

PHONE: _____

Address _____

Email _____

PROPERTY DESCRIPTION:Property Address: 437 South Royal Avenue Front Royal VA 22630Tax Map 20A7 Section 3 Block — Lot 10Subdivision 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 addresses 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: 6/8/2025
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 Philpott Date: 6/3/25Property Owner Signature: [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.

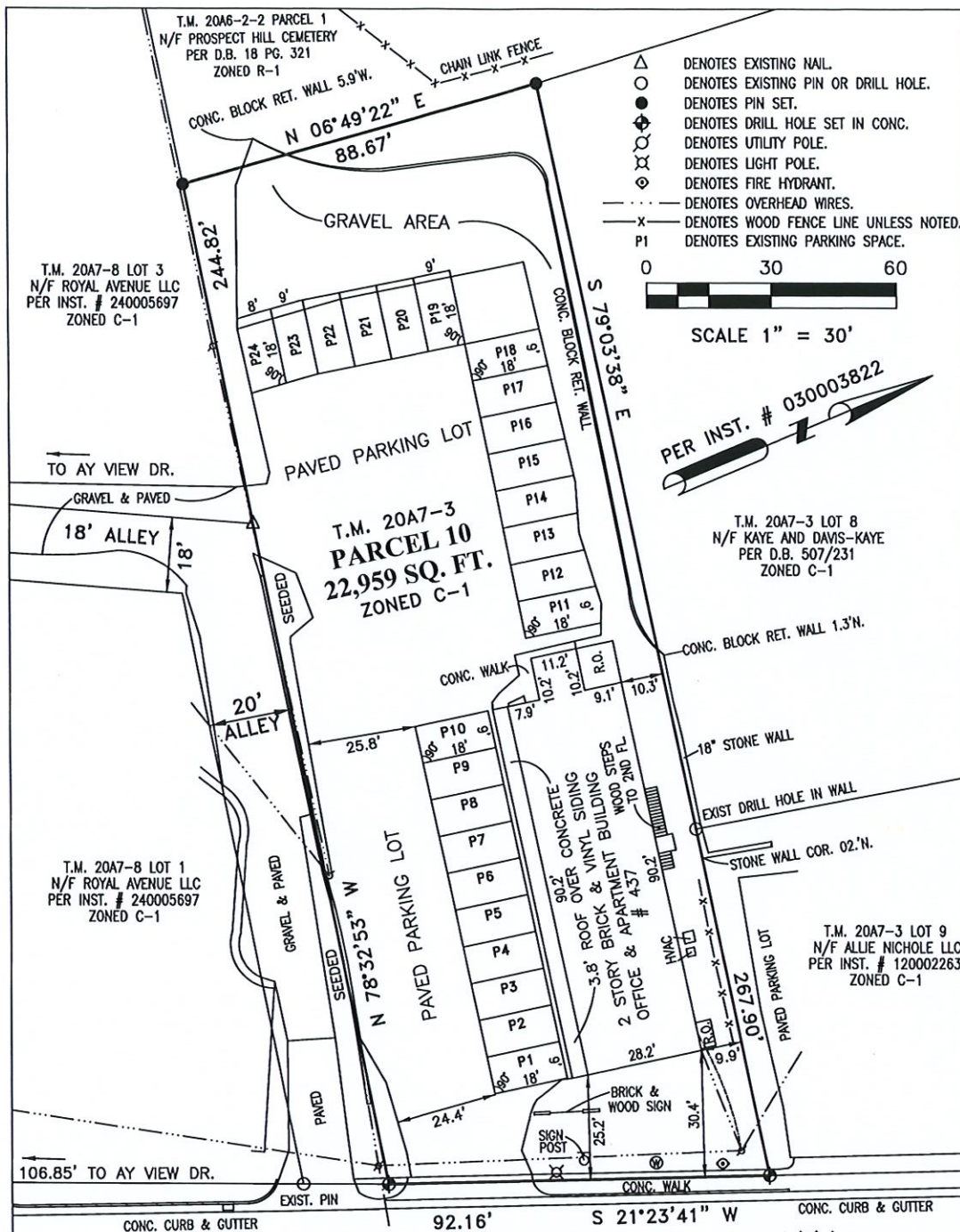
Love Revival will help support the lodging house financially, with food resources, and volunteers. Initial partnership with Warren Coalition continues, however, the coalition will maintain the grant obtained to allow for the potential of two lodging houses to provide shelter.

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

PUBLIC HEARING (5)

2500337 – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, 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.

Town of Front Royal, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2500337

MEETING DATE: August 20, 2025

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicant’s secondary residence.

Staff reached out to the Front Royal Police Department (PD) regarding addressing and concerns of being able to get emergency response to the residence and the PD stated the address was clear and accessible in their system.

STAFF RECOMMENDATION: Staff completed an inspection on July 25, 2025 and found the interior in compliance with the code. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500337.

Staff recommends approval with no additional conditions

DRAFT MOTION:

“In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant.”

“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 for Special Use Permit #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant for the following reasons: _____”

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other



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

**Planning Commission Regular Meeting
August 20, 2025**

APPLICATION #:

Special Use Permit Application #2500337

APPLICANT:

Claude Van Sant

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicants secondary residence. Staff completed an inspection on July 25, 2025 and found the interior in compliance with the code. The driveway provides two off-street parking spaces.

GENERAL INFORMATION:

<i>Site Addresses</i>	101 The Hill
<i>Owner(s)</i>	Claude Victor Van Sant IV
<i>Zoning District</i>	R-1, Residential District
<i>Historic District</i>	No
<i>Tax Identification</i>	Tax Map #20A8-22-9A
<i>Request</i>	The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time.

View of Rear Elevation from the Driveway off of E. Stonewall Drive – 101 The Hill



View of Rear Elevation from the Driveway off of E. Stonewall Drive – 101 The Hill



View of Rear Elevation Facing E. Stonewall Drive – 101 The Hill



View of Rear Elevation Facing E. Stonewall Drive – 101 The Hill



Aerial Map (Warren County GIS)



STAFF RECOMMENDATION:

Staff reached out to the Front Royal Police Department regarding addressing and concerns of being able to get emergency response to the residence and the Front Royal Police Department stated the address was clear and accessible in their system.

Staff recommends approval with no additional conditions.

ATTACHMENTS: Application and supporting documents.

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: _____

ADDRESS: _____

E-MAIL: _____

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.

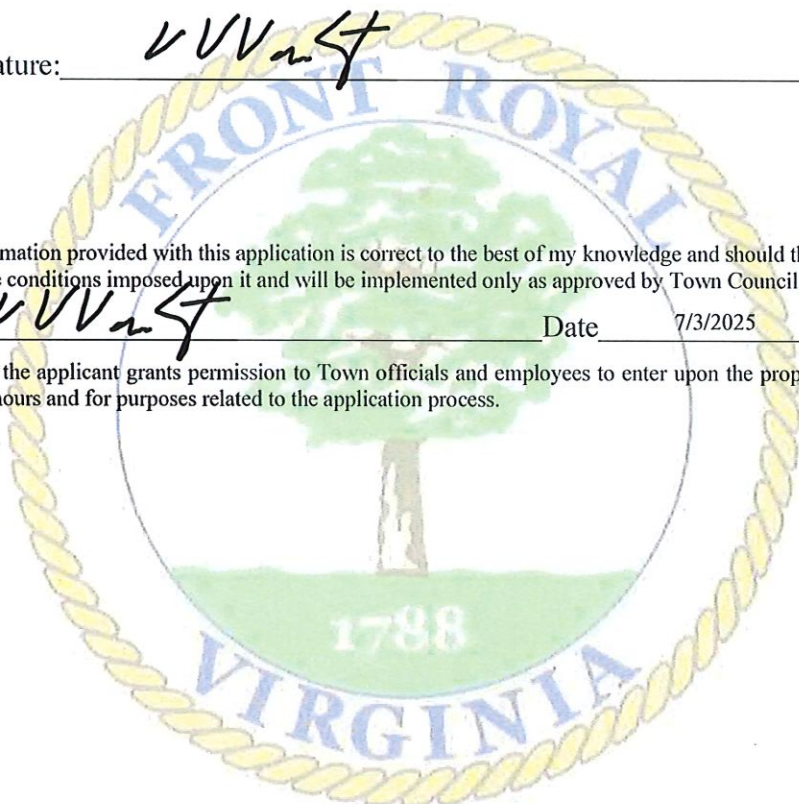
Signature _____

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.



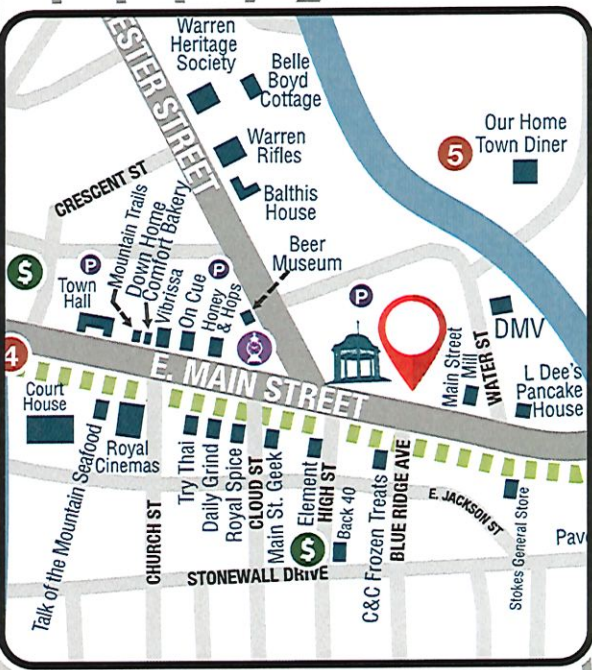
NO TITLE REPORT FURNISHED TO THIS OFFICE.
DERIVATION OF TITLE TO EARL STEVEN GARRETT IN 366/580, 1/2 INTEREST & BEVERLY SANNI IN 328/237.
○ DENOTES EXISTING PIN.
● DENOTES PIN SET.
WATER EASEMENT OVER LOT 2A TO SERVE LOT 3A FROM STONEWALL DRIVE.
15' DRIVE EASEMENT OVER LOT 2A TO SERVE LOT 3A.

= 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



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:

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:**
- **Email:**
- **Response Time:** Available 24/7 for immediate response to complaints and emergencies

Secondary Contact (If Applicable)

- **Name:** Levi Van Sant
- **Phone:**
- **Email:**

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:**
- **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,

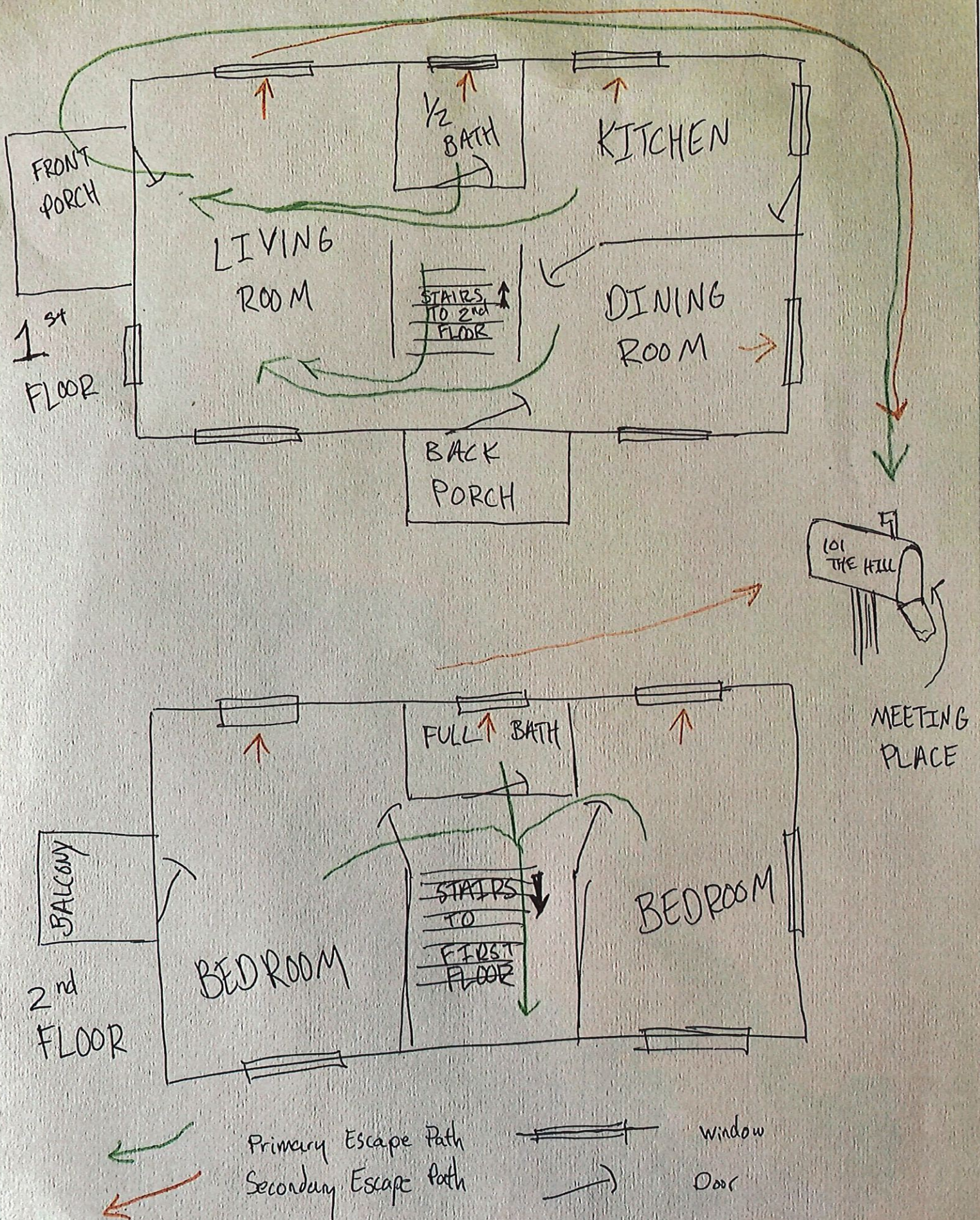
This note serves as consent for Town of Front Royal officials to inspect my property at 101 The Hill for compliance with all rules and regulations related to special use as a short term rental.

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



PUBLIC HEARING (6)

2500347 – A Zoning Text Amendment to Town Code §175-151 - Short-Term Rental performance standards to address language modifications as it pertains to fees, parking and applicable Uniform Statewide Building Code regulations.

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500347

MEETING DATE: August 20, 2025

SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 - Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: "For the purposes of good zoning practice and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a revision to the placement of performance standards for short term rentals from §175-151 to §175-114, also update code references within the text and off-street parking requirements; also update the location of performance standards for tobacco, smoke or vape shops from §175-152 to §175-116.."

"I move that the Planning Commission keep the public hearing open to _____."

"I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500347."

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 2500347

Background Information	Town Council held a work session on July 8, 2025 and requested that the Planning Commission (PC) take up an ordinance amendment to update parking requirements contained in the Short-Term Rental Ordinance. The PC elected to also revise the cited code section and place the ordinance into the supplemental provisions section of the Zoning Ordinance. The standards for Tobacco, Smoke, or Vape Shops were also revised to their proper place within Town Code. Staff recommends approval to the Town Council
Code Sections Amended	An ordinance to amend Town Code Chapter 175 of the Front Royal Town Code to revise the placement of performance standards for short term rentals from §175-151 to §175-114, also updating code references within the text and parking requirements; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE TO REVISE THE PLACEMENT OF PERFORMANCE STANDARDS FOR SHORT TERM RENTALS FROM 175-151 TO 175-114, ALSO UPDATING CODE REFERENCES WITHIN THE TEXT AND PARKING REQUIREMENTS; AND UPDATING THE LOCATION OF PERFORMANCE STANDARDS FOR TOBACCO, SMOKE OR VAPE SHOPS FROM 175-152 TO 175-116.

175-151 114 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 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 Chapter 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 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.

(Ord. of 2-28-22)

175-~~152~~ 116 TOBACCO, SMOKE, OR VAPE SHOP PERFORMANCE STANDARDS

A. *Definitions.* For purposes of this section only:

TOBACCO, SMOKE, OR VAPE SHOP shall be defined as a business involving the sale of tobacco products, nicotine vapor products, or alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2; or hemp products intended for smoking, as such term defined in Code of Virginia § 3.2-4112; or any kratom products as regulated by the Code of Virginia § 59.1-200.

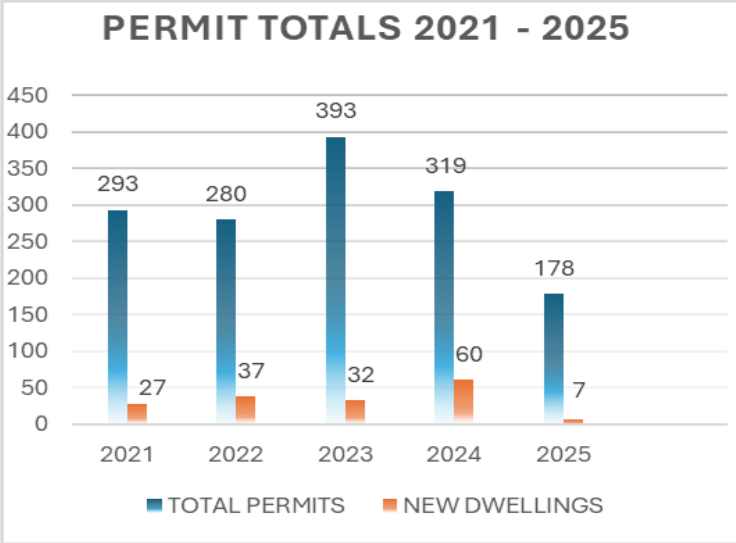
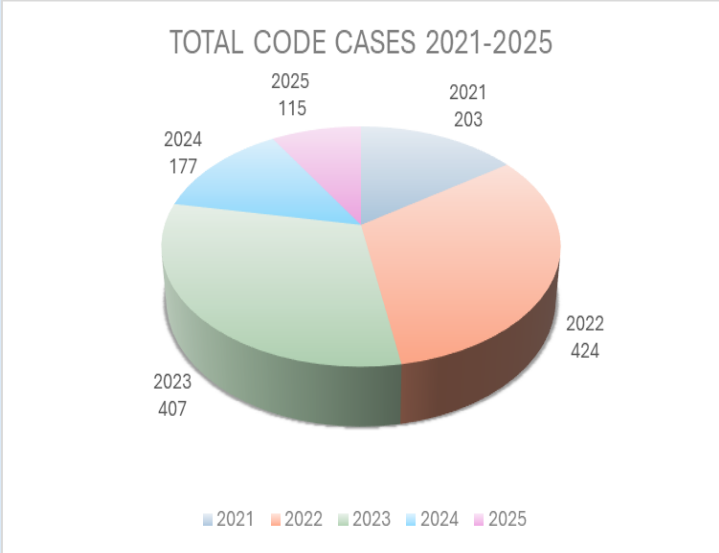
B. *Performance Standards.*

- 1. Shall not be located within one thousand (1,000) feet of any child or day care center, as defined in Code of Virginia § 22.1-289.02, or a public, private, or parochial school.
 - a. Measurements made to verify compliance shall be made in a straight line, without regard for structures or objects, for one thousand (1,000) feet from the boundaries of the property on which a public or private school or day care center.

(Ord. of 2-24-25(2))

JULY MONTHLY REPORT

PLANNING AND ZONING DEPARTMENT – JULY 2025						
	2021	2022	2023	2024	2025 YTD	JULY
Zoning Permits	293	280	393	319	178	25
New Dwelling Units	27	37	32	60	7	2
New Code Enforcement Cases Open	203	424	407	177	115	28
Code Enforcement Cases in Compliance/Closed		361	378	112	46	12
Code Enforcement Inspections	--	--	--	388	147	31
Land Use Applications	29	56	36	45	27	6
Code Amendments	7	2	4	1	9	3
Sign Permits	47	41	62	42	26	4
Business Licenses	172	155	148	129	89	11
Short-Term Rentals	1	13	5	5	2	0
Administrative Variance	--	--	4	1	0	0
COA Administrative Review	--	--	39	18	22	3
COA Board Review	--	--	11	15	2	1
Solicitor/Itinerant Merchant	--	--	10	27	7	0
Urban Agriculture	--	--	18	11	3	0
Vacation of Alleys, Streets, Right-of-Ways & Easements	--	--	5	2	3	0
Right of Way Utilization Permits			46	105	18	5
Walk-Ins to Planning & Zoning	--	--	--	2606	1346	211



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

PC – In July the Planning Commission (PC) held one (1) regular meeting and two (2) work sessions. At their regular meeting the PC approved to advertise a seven (7) items for public hearing at the August 20, 2025 regular meeting. The PC made the following recommendations:

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. Recommendation of Approval.

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. Recommendation of Approval.

At their work sessions the PC discussed two (2) Short-term Rental Appilcation, one (1) Special Use Permit for a lodging house, two (2) text amendments, and Article 11 – Definitions of the Draft Zoning Ordinance.