



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 August 20, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the August 20, 2025 meeting of the Planning Commission to order at 7:00 p.m.

ROLL CALL

Present: Connie Marshner, Chairman
Andrew Brooks, Commissioner
Teresa Fedoryka, Commissioner

Absent: Allen Neel, Vice Chairman
Megan Marrazzo, 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

- July 16, 2025 – Regular Meeting

Commissioner Brooks moved, seconded by Commissioner Fedoryka to approve the July 16, 2025 regular meeting minutes as written.

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

ROLL CALL



PUBLIC COMMENTS (NOT RELATED TO PUBLIC HEARINGS)

There were no speakers present.

PUBLIC HEARING

Chairman Marshner reviewed the rules of speaking at the public hearing.

Because there were three (3) Special Use Permits on the agenda, Mr. Ware reviewed portions of Town Code pertinent to Special Use Permit applications.

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.

The request is for a Special Use Permit to allow a short-term rental at 1408 Old Winchester Pike. Mr. Ware provided a virtual presentation showing the property located at 1408 Old Winchester Pike, noting that the rear of the lot abuts the Shenandoah River. There is sufficient parking provided to the left and right sides of the property. A site inspection concluded that the home meets the minimum requirements under Town Code §175-151.

Chairman Marshner opened the public hearing.

There were no speakers present. Chairman Marshner closed the public hearing.

There was no further discussion.

Commissioner Brooks moved, seconded by Commissioner Fedoryka in furtherance of the purposes and objectives contained in Town Code §175-1(B), 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.

Vote: Yes – Marshner, Brooks, Fedoryka

No – N/A

Abstain – N/A

Absent – Neel, Fedoryka

ROLL CALL



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.

Mr. Ware stated this was a text amendment to redefine the definition of “overhang” to read: *“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”*.

The request to amend the definition of “overhang” was submitted by Jay and Neal McCarty. The applicant Jay McCarty, 12425 Chapel Road, Clifton, VA said he was there to answer any questions or concerns. Mr. McCarty gave a brief explanation for their request.

Chairman Marshner opened the public hearing.

There were no speakers present. Chairman Marshner closed the public hearing.

There were no additional comments.

Commissioner Brooks, seconded by Commission Fedoryka 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 §175-3 of Town Code.

Vote: Yes – Marshner, Fedoryka, Brooks

No – N/A

Abstain – N/A

Absent – Marrazzo, Neel

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ROLL CALL

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.

Mr. Ware gave an overview of the background for defining and implementing performance standards for Auxiliary Dwelling Units (ADUs). This came to light when staff and the Planning Commission were reviewing the Comprehensive Plan and the need for housing throughout the Town. Based on the consultants and feedback from the community they deemed it necessary to look into allowing Auxiliary Dwelling Units permitted by-right in residential districts. He reviewed the definition of an ADU and reviewed portions of Town Code where ADU(s) would be added to the text. Only one (1) ADU would be permitted on a lot with a single-family detached structure. The primary dwelling would have to be owner



occupied. Mr. Ware noted that detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.

Chairman Marshner opened the public hearing.

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

There was no further discussion.

For the public necessity, convenience, general welfare, or good zoning practice, Commissioner Brooks moved, seconded by Commissioner Fedoryka 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.

Commissioner Fedoryka expressed that the Planning Commission did a very good job with all the discussions held on this text amendment and thanked Vice Chairman Neel for all his work on the ADU text amendment. Chairman Marshner echoed her comments.

Vote: Yes – Fedoryka, Marshner, Brooks

No – N/A

Abstain – N/A

Absent – Neel, Marrazzo

ROLL CALL

- 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.

Mr. Ware explained this was a Special Use Permit application to permit a Lodging House at 437 S. Royal Avenue. The application was submitted by the Life Repair Center of Front Royal. Mr. Ware read the definition from Town Code of “Lodging House”. 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”.

Stacy Philpot spoke representing the Life Repair Center of Front Royal. The proposed use of the lodging house is to provide a shelter for women and children. Ms. Philpot explained



there is a need for this in Front Royal as there is an increase in homelessness especially for women and children, seniors, and veterans. Their staff would provide different skills to benefit the residents such as job search, substance use, counseling, and parenting resources. These offerings would be available to anyone staying at the facility.

Chairman Marshner opened the public hearing.

Elena Boyle, Program Director of the Life Repair Center of Front Royal. Ms. Boyle explained how staff went out into the community to deliver meals where she encountered three (3) different women who had bruises, cuts and scrapes and had nowhere to go. They want to provide the space for people to heal, recover and get back on their feet.

Sara Hoback, Life Repair Center of Front Royal. Ms. Hoback explained she will be doing substance abuse counseling at the lodging house. She reviewed the homelessness statistics in Warren County. Many are living in situations that are unsafe. On a daily basis they see individuals in need.

Christine Mahoney, 501 S. Royal Avenue. Ms. Mahoney shared that she was the Program Manager at the House of Hope in Front Royal which is a shelter for men only. She stated there are many women with children in domestic violence situations and they have nowhere to go and have to be referred to the Winchester Mission. There needs to be a location in Front Royal for women and children.

Chairman Marshner closed the public hearing.

There were no additional comments.

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka to forward a recommendation of approval to the Town Council for Special Use Permit #2500336 to allow a lodging house at 437 S. Royal Avenue.

Vote: Yes – Marshner, Brooks, Fedoryka

No – N/A

Abstain – N/A

Absent – Neel, Marrazzo

ROLL CALL

- 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.

Mr. Ware reviewed the application request for a short-term rental at 101 The Hill. The property faces E. Stonewall Drive; however it has a 101 The Hill address. A virtual presentation was given



showing various views of the property. The request is for a whole house rental with two (2) bedrooms and no more than four (4) people. There is sufficient off-street parking on the property and a site inspection concluded that the home meets the minimum requirements under Town Code §175-151.

Commissioner Fedoryka referred to a previous work session where Commission members had some concerns about the addressing and the possibility of confusion for emergency services. She confirmed with Mr. Ware that the Police Department stated the address was clear and easily identified.

Mr. Ware stated that was correct and said they are able to respond to this location even though it is accessed off of E. Stonewall Drive with the address 101 The Hill.

The applicant Claude Van Sant said he would be happy to have a change of address because he believed it would be easier for everyone since it seems to be kind of confusing.

Chairman Marshner expressed that it was not necessary to change the address because the only reason to change it would be if the Police Department/Emergency Services was unable to find it. They have confirmed that this is not a concern.

Chairman Marshner opened the public hearing.

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

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka to 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.

Vote: Yes – Marshner, Fedoryka, Brooks

No – N/A

Abstain – N/A

Absent – Neel, Marrazzo

ROLL CALL

- 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.

Mr. Ware reviewed the sections of Town Code to be amended noting the following housekeeping measures to be included in the amendments:



- Update the application fee amount.
- Existing residential use properties would be exempt from the off-street parking requirements.
- Change the language so it does not cite the 2015 or 2018 Building Code because they would be under the current Uniform Statewide Building Code that receives periodic updates.
- Move Tobacco, Smoke or Vape Shop performance standards from ***§175-152 to §175-116***.

Chairman Marshner asked if the proposed text needed some modifications, amendments, or corrections.

Mr. Ware said yes and reviewed those changes.

For the purposes of good zoning practice and in accordance with Town Code §175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka 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 for off-street parking; also update the location of performance standards for tobacco, smoke or vape shops from §175-152 to §175-116 with the following amendments:

- ***Under letter A. strike “short-term rental” within the first sentence;***
- ***Section B. strike the word “four” and replace with “twelve”;***
- ***Section E. strike “with an existing residential use” and amend to “an existing residential use”.***

Vote: Yes – Brooks, Fedoryka, Marshner

No – N/A

Abstain – N/A

Absent – Neel, Marrazzo

ROLL CALL

COMMISSION MEMBER REPORTS

There were no comments.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the July monthly report.



Town Council sent the draft zoning text amendment for Designated Special Circumstance Housing back to the Planning Commission. Staff will bring this to the Planning Commission in September.

ADJOURNMENT

Commissioner Fedoryka moved, seconded by Commission Brooks to adjourn the meeting.

VOTE: Yes – Marshner, Fedoryka, Brooks

No – N/A

Abstain – N/A

Absent – Neel, Marrazzo

VOICE VOTE

The meeting was adjourned at 7:55 p.m.

Approved by Planning Commission

Date: 9/17/2025

