



Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor Amber F. Veitenthal
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilman H. Bruce Rappaport
Councilman R. Wayne Sealock
Councilman Glenn E. Wood *(Remote – Vacation in Outer Banks - Council had no objection)*

OTHERS PRESENT: Town Manager Joseph W. Petty
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

NEW BUSINESS

Request from Warren Coalition to Refund Fee for a Special Use Permit for 437 S. Royal Avenue – Planning Director Lauren Kopishke explained that the Warren Coalition initially applied and paid the fee, then another entity took over and submitted the same application and paid the fee initiating the request from the Warren Coalition. Ms. Kopishke confirmed that there was no extra work performed by staff with the second application. Town Attorney George Sonnett advised that the formal name of the first applicant was Warren County Community Health Coalition, Inc., qualifying under state code as a charitable institution thus a donation [refund] was allowed. It was confirmed that the \$1,000 fee was the reduced fee for nonprofits since it was originally \$1,200. Council agreed to add this item to the Consent Agenda for September 22nd.

Special Use Permit Submitted by Shelly Cook to Allow a Short-Term Rental at 1408 Old Winchester Pike – Ms. Kopishke advised that the permit was to bring a small single-family home into compliance. She noted that there was sufficient parking, and it met all the standards. Council agreed to advertise a public hearing for September 22nd.

Special Use Permit submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave LLC, to Allow a ~~Short-Term Rental~~ Lodging House at 437 S Royal Avenue – Ms. Kopishke explained that this request was for a lodging house with a ten-person capacity for women and children. The previous permit request was withdrawn to allow a grant to be used elsewhere. She noted that there was sufficient parking and there were no conditions placed on the permit. Council agreed to advertise a public hearing for September 22nd.

Special Use Permit submitted by Claude Van Sant to Allow a Short-Term Rental at 101 The Hill – Ms. Kopishke advised that the applicant intended to rent the entire house with two bedrooms and no more than four occupants at a time. She stated that the property was inspected and in compliance. There was some discussion about being able to find the property during an emergency, but it was determined that the address was clear and accessible in the system. Council agreed to advertise a public hearing for September 22nd.

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 – Ms. Kopishke advised that the current definition was complicated and gave an overview what was currently in the code versus what was being proposed. After Planning Commission work session discussions, it was determined that an overhang shall not be permitted to extend beyond three feet into a yard requirement and would be included in the lot coverage calculation. Councilman Wood questioned if there were any comments from builders.



Ms. Kopishke advised that no one attended the Planning Commission's public hearing. Council agreed to advertise a public hearing for September 22nd.

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(a), §175- 18.2(a), §175-20, §175-29(a), and §175-37.3(a) to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S." – Ms. Kopishke advised that this amendment stemmed from lodging house applications and shelters on R-1 lots. She explained that the amendment would define the use of an ADU, amend the residential districts in which it would be permitted by right and establish performance standards. Councilman Ingram voiced concern on 175-115.C. *"The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater...."* opining that it should read "less" rather than "greater". There was much discussion on the internal square footage specifically that 500 square feet was too limiting. Councilwoman DeDomenico-Payne voiced concern that the definition was fine today but what happened if the homeowners circumstance changed in five years. Town Manager Joe Petty suggested referring it back to the Planning Commission voicing concern about conflicts in R-3 as it pertained to 600 square feet and review any conflicts within the historic district.

Councilman Rappaport questioned whether ADUs could be rented and if there were any parking requirements. Ms. Kopishke advised they could be rented if the homeowner lived on the property noting they could not be sold individually. She confirmed there were no parking requirements and AUDs were required to meet setbacks. Tiny homes and container houses were briefly discussed but it was confirmed that they were restricted by the County.

Councilman Rappaport voiced concern about changes to density in R-1 which lack of parking requirements. He suggested removing R-1 from the ordinance. Vice Mayor Veitenthal voiced support of R-1 giving examples of caregivers living onsite, college students coming back to live at their homeplace and mulit-generational living.

Vice Mayor Veitenthal noted that two members of the Planning Commission were absent during their meeting when this proposal was voted on suggesting that referring it back to them could be beneficial. There was discussion on whether the suggested changes tonight could be written by staff or referred to the Planning Commission. Mr. Petty suggested staff make amendments to the ordinance by the next work session on September 8th with Council determining then whether to refer it back to the Planning Commission or accept staff's changes. Mr. Sonnet advised that tonight's item was not described as an action item and therefore could not be acted upon tonight. Council agreed to move this item to the September 8th work session.

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 – Ms. Kopishke explained that the amendments were relative to the short-term rental performance standards to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to update the location of performance standards in the Town Code for Tobacco, Smoke or Vape Shops. She advised that the fee of \$1,200 was staff's time working with the County, public hearing advertisements, inspections, etc. Mr. Petty suggested removing reference to the fee since it was already listed in the fees section of the Zoning Ordinance.

Councilman Wood questioned the recourse if operating without a permit. Mr. Sonnett advised that it was a misdemeanor criminal zoning violation. Councilman Wood voiced concern about short-term rentals not paying



lodging taxes compared to hotels and motels who must pay them creating unfair competition. Mr. Sonnett explained that the primary concern with short-term rentals was not being able to determine whether the property was located within town limits. Mr. Petty advised that discussions were ongoing with the Virginia Commissioners of Revenue to become compliant with state code, specifically sign-in credentials and verifying payments. He stated that state and local finance directors were still waiting for full access.

Councilman Rappaport voiced concern on Section 175-152 Tobacco, Smoke or Vape Shop amendment being combined with the short-term Rental performance standards amendments. After confirmation that Section 175-152 was to recodify only with no text changes, the consensus was to leave the ordinance amendment language as it was since it was what the Planning Commission advertised. Council agreed to advertise a public hearing for September 22nd.

UNFINISHED BUSINESS

Zoning Text Amendment to Town Code §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 – Ms. Kopishke explained that this item was back tonight to allow Council additional time to think about and discuss the amendments proposed for the historic district. She reiterated that the amendment was to allow only single-family dwellings. Councilman Rapaport opined that the whole idea of having a historic district was to maintain the single-family character. He stated that visitors to Front Royal wanted to look at architecture in older homes known as heritage tourism. Vice Mayor Veitenthal stated that a lot of the properties were converted to multi-family dwellings and addressed the safety concerns mentioned previously in a Council meeting. Councilman Wood asked whether Council wanted to keep the architecture and history located within the historic district or do away with the area. Council agreed to advertise a public hearing for September 22nd.

Proposed Resolution to Consider Cancelling the October 14, 2025 Regular Work Session due to VML Conference – After a brief discussion Council agreed to add this item to the Consent Agenda for September 22nd to cancel the October 14 work session.

CLOSED MEETING

Vice Mayor Veitenthal moved seconded by Councilman Sealock that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1)pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Local Board of Building Code Appeals (LBBCA) and Board of Architectural Review (BAR); and 2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, a) Town owned property located at Tax Map # 20A128 15 (4.382 acres) on Winchester Pike, and b) Town owned property known as the Peyton Street Parking Lot located at Tax Map #20A8-4----46 (0.8273 acres) on Chester Street.

Vote: Yes – Councilmembers Wood (Remote), Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne

No – N/A

Absent – N//A

Abstain – N/A

ROLL CALL



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.

Councilman Ingram moved seconded by Vice Mayor Veitenthal that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Vote: Yes – Councilmembers Wood (Remote), Veitenthal, Sealock, Rappaport, Ingram, DeDomenico-Payne

No – N/A

Absent – N//A

Abstain – N/A

ROLL CALL

Adjourned approximately 9:10 pm.

Approved by Town Council

Date: 9/22/25