

REGULAR PLANNING COMMISSION MEETING

Thursday, December 18, 2025 @ 7:00pm
Town Hall, 2nd Floor East Conference Room

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

- November 19, 2025 – Regular Meeting

V. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

VI. CONSENT AGENDA

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

1. **2500571** – A Special Use Permit Application, submitted by Gary Bunch, to allow an auto repair shop, located at 3 West 14th Street, identified by Tax Map 20A2-3-63-24A, 25, 26, 27, B 63. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.
2. **2500573** – A Special Use Permit Application, submitted by Property Connection, LLC, to allow a tow yard located on a vacant lot on Kibler Street, identified by Tax Map 20A4-4-5. The property is zoned C-1, Community Business District.
3. **2500581** – A Special Use Permit Application, submitted by AJM, LLC Front Royal VA, to operate a shopping center in the C-1 zoning district pursuant to Town of Front Royal Municipal Code Section 175-39(B), located on South Street, identified by Tax Map 20A18-5-7. The property is zoned C-1, Community Business District.

VII. COMMISSION MEMBER REPORTS

VIII. PLANNING DIRECTOR REPORT

- November Monthly Report

IX. ADJOURNMENT

There will be a Planning Commission work session following the regular meeting of December 18, 2025, @ 7:15 PM.
This will be held at Town Hall, 102 E. Main Street, 2nd Floor East Conference Room.

NOVEMBER 19, 2025
REGULAR MEETING MINUTES



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 November 19, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the November 19, 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

- September 17, 2025 – Regular Meeting

Vice Chairman Neel moved, seconded by Commissioner Brooks to approve the regular meeting minutes from September 17, 2025 as written.

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

ROLL CALL



- October 15, 2025 – Regular Meeting

Commissioner Marrazzo moved, seconded by Commissioner Fedoryka to approve the regular meeting minutes from October 15, 2025 as written.

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

ROLL CALL

PUBLIC COMMENTS (NOT RELATED TO PUBLIC HEARINGS)

There were no speakers present.

PUBLIC HEARING

- 1. 2500481 – A Special Use Permit Application submitted by Fussell Florist for an artistic mural, exceeding sixty (60) square feet in size, on the East side of the building located at 202 E. 2nd Street, identified by Tax Map 20A8-1-4-33. The property is zoned C-2, Downtown Business District.**

Mr. Ware reviewed the application request explaining it was a Special Use Permit application for an artistic mural to be located at 202 E. 2nd Street. The mural will be facing N. Commerce Avenue. He reviewed portions of Town Code pertinent to the application. He noted that the mural is only on one side of the building.

Katie O'Donnell-Bonnet said she had owned Fussell Florist for the last four (4) years. Since owning the business she has made several upgrades to the interior and exterior of the building. Ms. O'Donnell-Bonnet explained the meaning of "every bloom tells a story" sharing that all individuals have a story and that we all should be curious of others story and show interest. This phrase will be included on the proposed mural. She said that a current employee of Fussell Florist will be painting the mural. The original painter of the existing mural who was a high school student at the time may return to help with painting the mural.

Chairman Marshner opened the public hearing.

There were no speakers.

Chairman Marshner closed the public hearing



Commissioner Marrazzo moved, seconded by Commissioner Brooks that the Planning Commission forward a recommendation of approval to the Front Royal Town Council for Special Use Permit Application #2500481 for an artistic mural, exceeding sixty (60) square feet on the east side of the building located at 202 E. 2nd Street, identified by Tax Map 20A8-1-4-33.

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

COMMISSION MEMBER REPORTS

There were no comments.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the October monthly report. She noted that the Planning Commission would go into a work session at 7:45 p.m. to continue working on the Zoning Ordinance updates.

Ms. Kopishke stated she met with the consultant Summit and they have begun working on the Subdivision Ordinance rewrite which will include bringing it into compliance with state code.

Chairman Marshner said that the Planning Commission would adjourn the regular meeting and move to Town Hall for a work session at 7:45 p.m.

ADJOURNMENT

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

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

No – N/A

Abstain – N/A

Absent – N/A

VOICE VOTE

The meeting was adjourned at 7:14 p.m.

Approved by Planning Commission

Date: _____

CONSENT AGENDA TO ADVERTISE FOR PUBLIC HEARING IN JANUARY 2026

1. **2500571** – A Special Use Permit Application, submitted by Gary Bunch, to allow an auto repair shop, located at 3 West 14th Street, identified by Tax Map 20A2-3-63-24A, 25, 26, 27, B 63. The property is zoned C-1, Community Business District and is located in the Entrance Corridor.
2. **2500573** – A Special Use Permit Application, submitted by Property Connection, LLC, to allow a tow yard located on a vacant lot on Kibler Street, identified by Tax Map 20A4-4-5. The property is zoned C-1, Community Business District.
3. **2500581** – A Special Use Permit Application, submitted by AJM, LLC Front Royal VA, to operate a shopping center in the C-1 zoning district pursuant to Town of Front Royal Municipal Code Section 175-39(B), located on South Street, identified by Tax Map 20A18-5-7. The property is zoned C-1, Community Business District.

TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING AND ZONING
102 EAST MAIN STREET, PO BOX 1560
FRONT ROYAL, VA 22630

Main 540-635-4236
Fax 540-631-2727
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST**APPLICANT:**

Name: GARY BUNCH PHONE: 540-622-0369
Address: 106 WEST 14TH ST. FRONT ROYAL VA 22630
Email: TSBUNCH50@YAHOO.COM

PROPERTY OWNER:

Name: GARY + TAMMY BUNCH PHONE: 540-622-0369
Address: 106 WEST 14TH ST. FRONT ROYAL VA 22630
Email: TSBUNCH50@YAHOO.COM

PROPERTY DESCRIPTION:

Property Address: 3 WEST 14TH ST FRONT ROYAL VA 22630
Tax Map 20A2-363-27 Section 63 Block 63 Lot 424A-25-26-27 B63
Subdivision Name: FRONT ROYAL IMPR. CORP. Acreage: 0.315 Zoning District: C-1

REQUEST:

Proposed Use of Property: AUTO REPAIR SHOP
Specific Special Use Permit Request: _____

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: _____ Date Paid: _____
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: [Signature] Date: 12-3-2025

Property Owner Signature: [Signature] Date: 12-3-2025

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.

NOTES:

1. CURRENT OWNERS: WALTER GARY BUNCH SR. AND TAMMY LYNN SETTLE BUNCH, TRUSTEES AS SHOWN AT INSTRUMENT #230002825.
2. NO TITLE REPORT WAS FURNISHED. THIS PROPERTY IS SUBJECT TO ANY ADDITIONAL EASEMENTS THAT MAY NOT BE SHOWN HEREON.
3. THIS PROPERTY IS **NOT** LOCATED IN A F.E.M.A. DEFINED 100-YEAR FLOOD ZONE.
4. THE LAND BOUNDARY SHOWN HEREON IS BASED ON A CURRENT FIELD SURVEY.
5. ZONED: (C-1) COMMERCIAL BUSINESS
6. TAX MAP #'S: 20A2-363--24A, 25, 26, 27
7. SITE AREA: 13,720 SQ.FT.

BOUNDARY SURVEY
LOTS 24A, 25, 26 & 27, BLOCK 63,
FRONT ROYAL-RIVERTON IMPROVEMENT CO.,
DEED BOOK 'S' PAGE 300,
NORTH RIVER DISTRICT, TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

SCALE:
1" = 30'

DATE:
AUGUST 11, 2025

PREPARED BY:
PIONEER LAND SURVEYS PLC
P.O. BOX 1012,
FRONT ROYAL, VA 22630
PH 540-631-0700

JOB:
25-040W

ORIGINAL PAPER SIZE:
8.5" x 11"

DRAWING FILE: ADVANCED TIRE.dwg

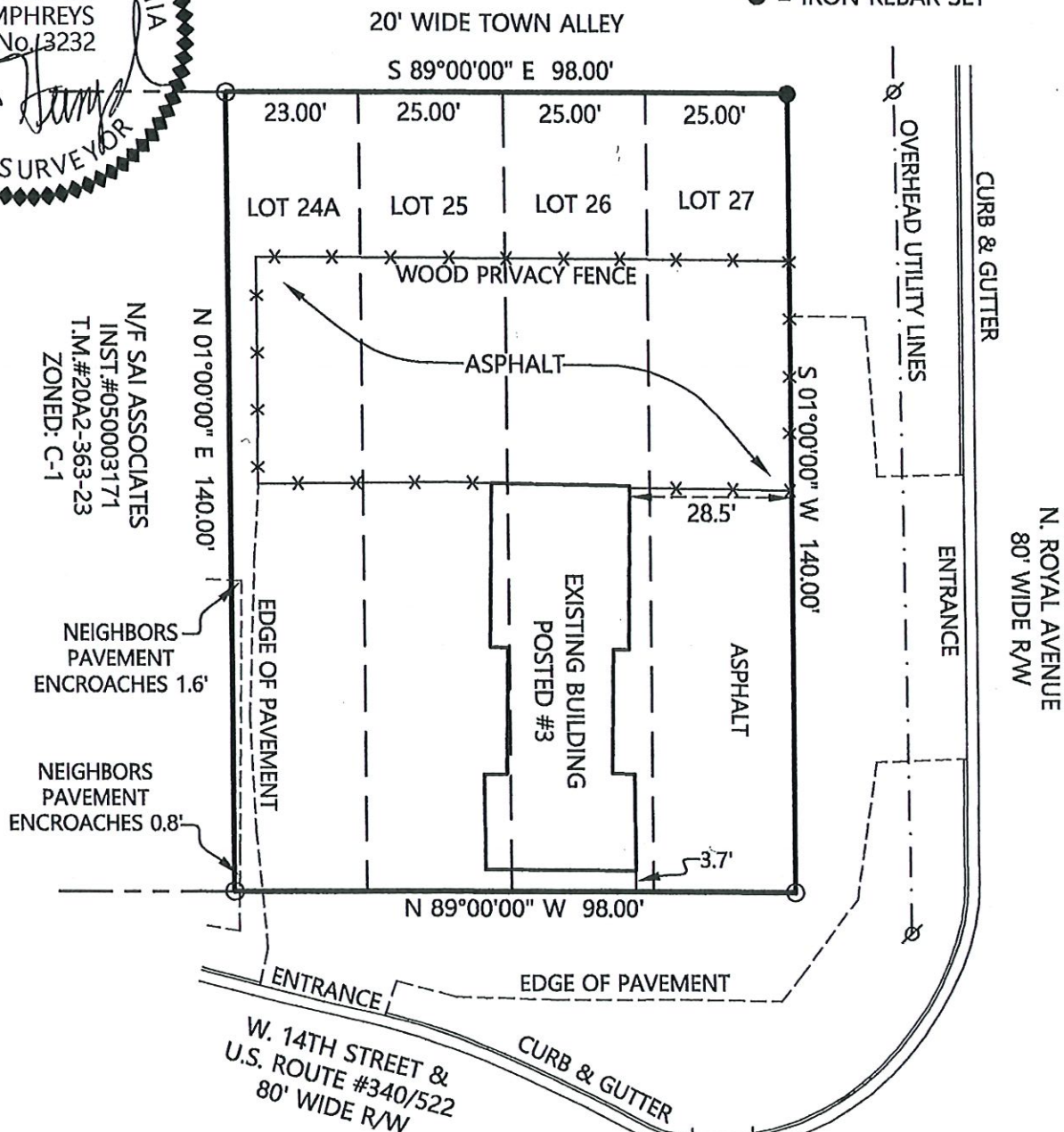
SHEET 1 OF 1

0' 30' 60' 90'



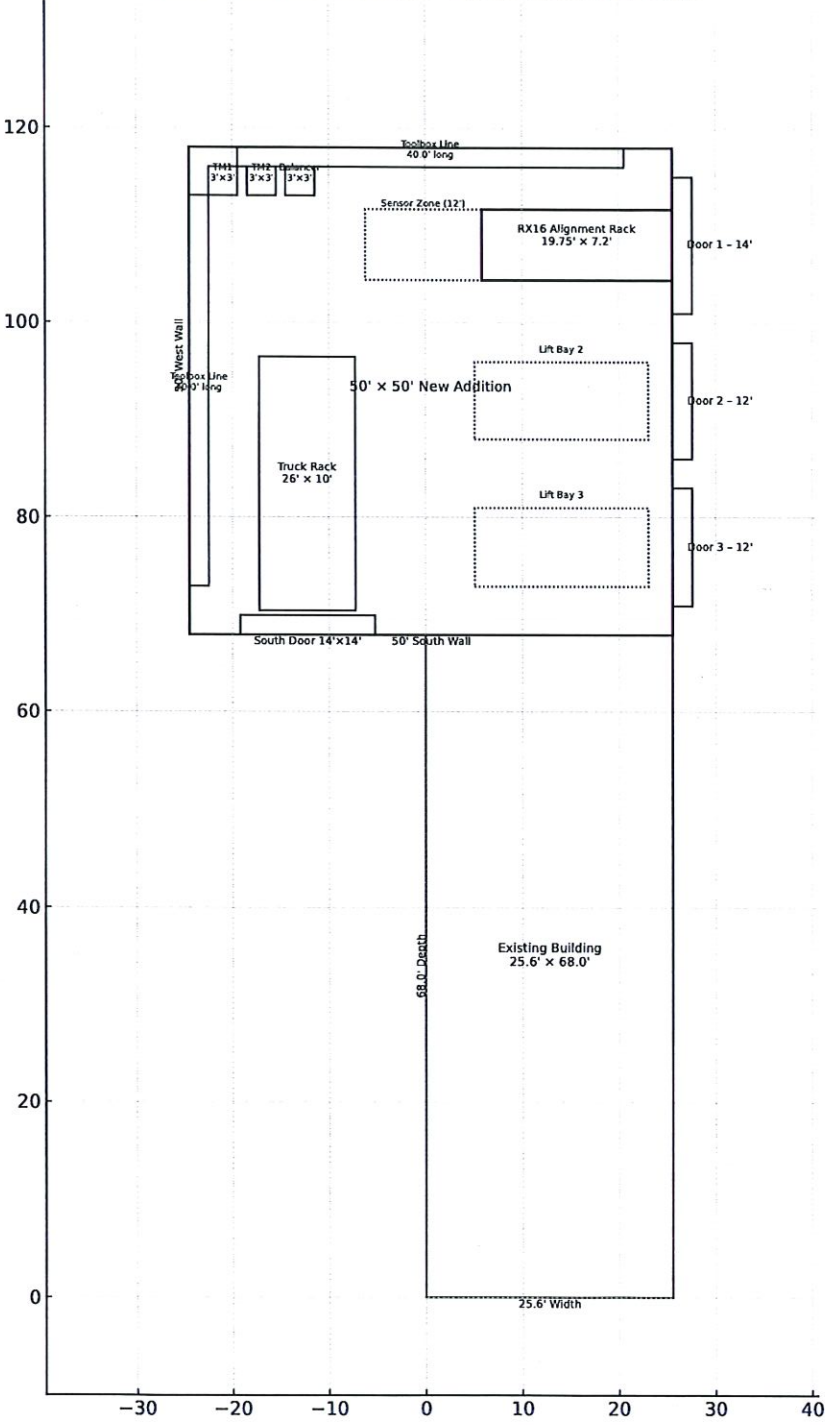
LEGEND

- = IRON PIN FOUND
- = IRON REBAR SET

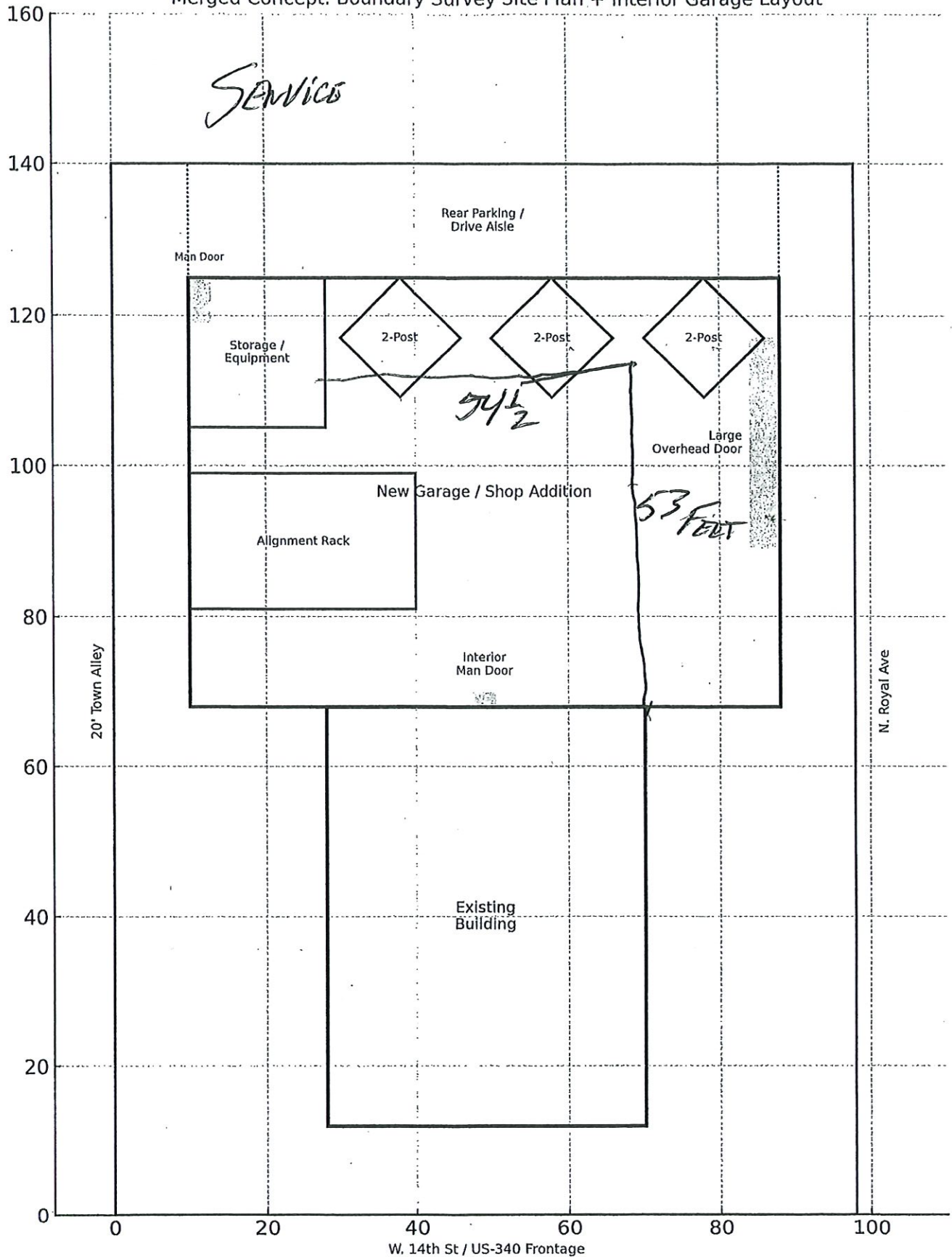


PER D.B.'S' PG.300

FULL EXISTING BUILDING + NEW ADDITION PLAN



Merged Concept: Boundary Survey Site Plan + Interior Garage Layout



Man Door

Storage/
equipment

2 Post

2 Post

2 Post

Over
Head
Door

Alignment
Rack

Man Door

Existing Building

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: Property Connection, LLC PHONE: 703-594-9421

Address: 204 Cloud St front Royal, VA 22630

Email: minickproperty@yahoo.com

PROPERTY OWNER:

Name: Property Connection, LLC PHONE: 703-594-9421

Address: 204 Cloud St front Royal, VA 22630

Email: minickproperty@yahoo.com

PROPERTY DESCRIPTION:

Property Address: 204 Cloud St, front Royal, VA 22630

Tax Map 20A4-4-5 Section 631 Block 5 Lot 5

Subdivision Name: Col. B. B. B. Acreage: 0.14 Zoning District: C-1

REQUEST:

Proposed Use of Property: TOW yard

Specific Special Use Permit Request: TOW yard

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: CASH Date Paid: 12-3-25
4. Additional information as required by the Department of Planning and Zoning. #01002133062

CERTIFICATION:

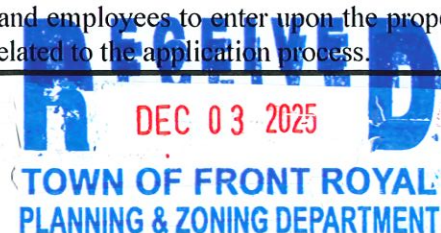
I certify that the information provided with this application is correct to the best of my knowledge and should the Special Use Permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Applicant Signature: [Signature] Date: 12/3/25

Property Owner Signature: [Signature] Date: 12/3/25

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



12/3/25

To Whom it May Concern:

Emily Minick is an authorized signer to sign on behalf of Property Connection, LLC.

Thank you,

A handwritten signature in black ink, appearing to be 'Emily Minick', with a large loop and a long horizontal stroke extending to the right.

Emily Minick

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: AJM, LLC Front Royal VA PHONE: 217-251-8998
 Address: 4216 Dewitt Avenue, Mattoon, IL 61938
 Email: ross@gaddislawoffice.com

PROPERTY OWNER:

Name: THE BOISSEAU FAMILY, L.C. PHONE: 540-635-9415
 Address: 1126 Levelgreen Road, Lancaster, VA, 22503
 Email: jsilek@silekpc.com

PROPERTY DESCRIPTION:

Property Address: 409 and 424 South Street, Front Royal, VA 22630
 Tax Map 20A185-7 and 7A Section _____ Block _____ Lot _____
 Subdivision Name: _____ Acreage: _____ Zoning District: C-1

REQUEST:

Proposed Use of Property: Shopping Center
 Specific Special Use Permit Request: Applicant request a Special Use Permit to operate a Shopping Center in Zoning District C-1 pursuant to Town of Front Royal Municipal Code Section 175-39(B).

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: Credit Card Date Paid: 12/8/2025
4. Additional information as required by the Department of Planning and Zoning. **#01002133870**

CERTIFICATION:

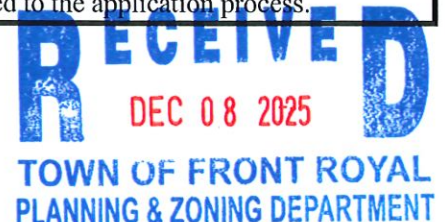
I certify that the information provided with this application is correct to the best of my knowledge and should the Special Use Permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Applicant Signature: Lowell Ross Gaddis Date: 12/5/25

Property Owner Signature: George Stuckey Richard W. Boisseau, III Date: 12/8/2025
George Stuckey (Dec 8, 2025 12:35:10 EST) Richard W. Boisseau, III (Dec 8, 2025 12:40:41 EST)
 Dec 8, 2025 Dec 8, 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.

Revised 6-5-2025



SUP - Rural King v3

Final Audit Report

2025-12-08

Created:	2025-12-08
By:	Amy Covey (amy.covey@thalhimer.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnjAkQv81mXURJ7bwVE86e74yT5B2Zu4n

"SUP - Rural King v3" History

 Document created by Amy Covey (amy.covey@thalhimer.com)

2025-12-08 - 5:33:22 PM GMT

 Document emailed to george.stuckey@thalhimer.com for signature

2025-12-08 - 5:34:23 PM GMT

 Email viewed by george.stuckey@thalhimer.com

2025-12-08 - 5:35:48 PM GMT

 Signer george.stuckey@thalhimer.com entered name at signing as George Stuckey

2025-12-08 - 5:36:08 PM GMT

 Document e-signed by George Stuckey (george.stuckey@thalhimer.com)

Signature Date: 2025-12-08 - 5:36:10 PM GMT - Time Source: server

 Document emailed to rwb.iii@comcast.net for signature

2025-12-08 - 5:36:12 PM GMT

 Email viewed by rwb.iii@comcast.net

2025-12-08 - 5:39:35 PM GMT

 Signer rwb.iii@comcast.net entered name at signing as Richard W. Boisseau, III

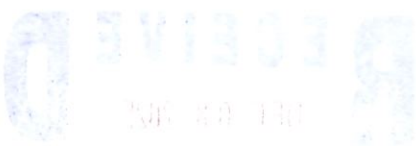
2025-12-08 - 5:40:39 PM GMT

 Document e-signed by Richard W. Boisseau, III (rwb.iii@comcast.net)

Signature Date: 2025-12-08 - 5:40:41 PM GMT - Time Source: server

 Agreement completed.

2025-12-08 - 5:40:41 PM GMT



From: [Lauren Kopishke](#)
To: [Planning and Zoning](#)
Subject: Fw: Landowner Consent – Rural King Special Use Permit Application
Date: Monday, December 8, 2025 12:21:41 PM

Here is the affidavit from the property owner of the Rural King shopping center. Please add this into the iworq file.

Lauren Kopishke

Sent via the Samsung Galaxy A14 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: Amy Covey <amy.covey@thalhimer.com>
Sent: Monday, December 8, 2025 11:53:42 AM
To: Lauren Kopishke <lkopishke@frontroyalva.com>
Cc: RICHARD BOISSEAU III <rwb.iii@comcast.net>; Joseph Silek <jsilek@silekpc.com>; Catharine Spangler <catharine.spangler@thalhimer.com>
Subject: Landowner Consent – Rural King Special Use Permit Application

Ms. Kopishke,

As the landowner's representative, I am writing to confirm that we consent to Rural King filing the special use permit application for the property.

Please proceed with processing the application so that it may remain on schedule for the January public hearing before the Town Planning Commission.

If you need any additional information or documentation from us, please let me know.

Please confirm receipt of this email.

Thank you,

George Stuckey

George Stuckey
Thalhimer

Mobile 804 357 8035
george.stuckey@thalhimer.com

11100 West Broad Street
Glen Allen, VA, 23060 | USA

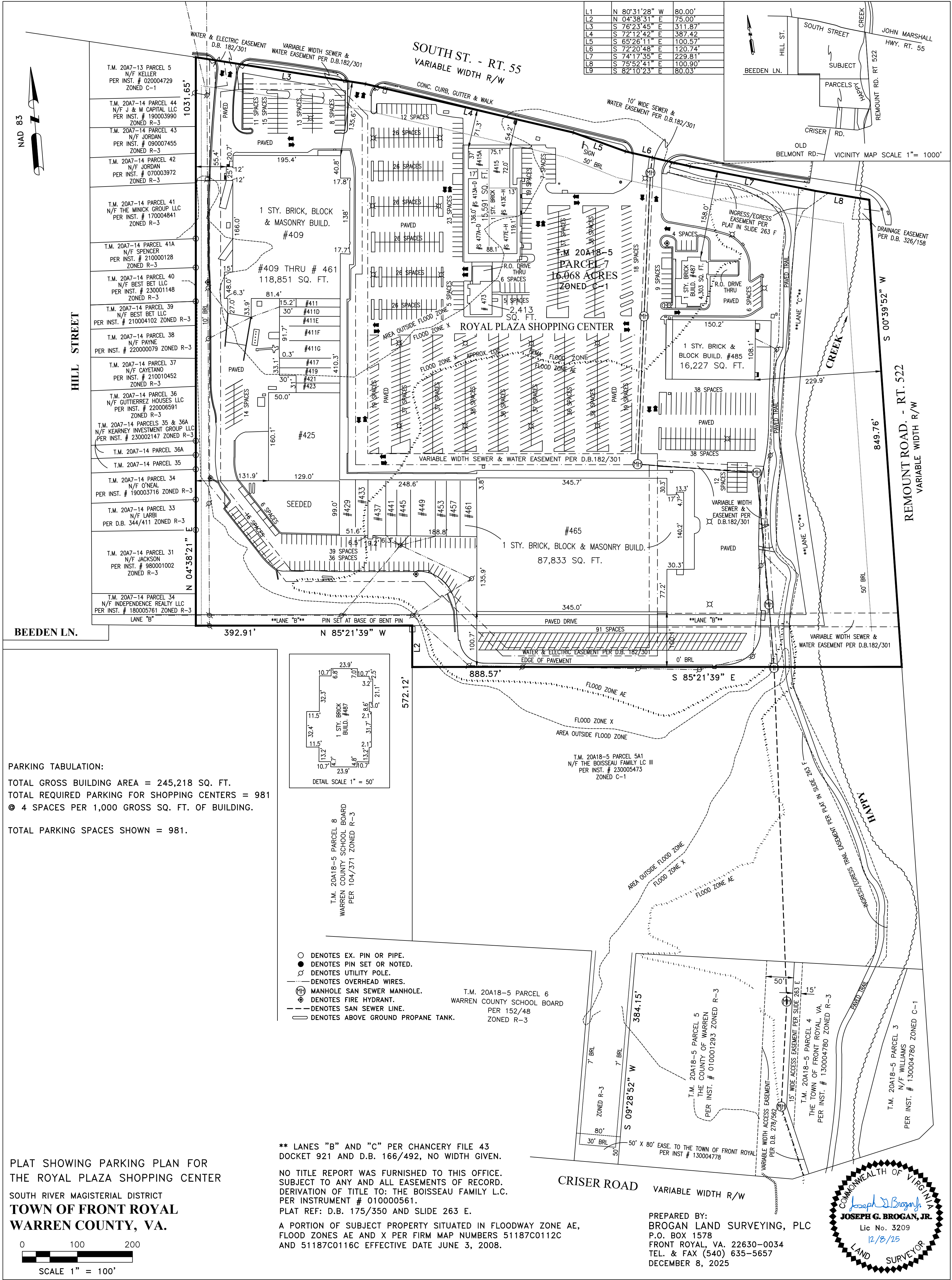
thalhimer.com

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#) | [Instagram](#)

Independently Owned and Operated / A Member of the Cushman & Wakefield Alliance

WE LEAD THE TRANSFORMATION OF COMMUNITIES WHERE WE LIVE, WORK, AND PLAY.

This e-mail communication may contain privileged and confidential information intended solely for the use of the intended recipient. If you are not the intended recipient, you should immediately stop reading this message and delete it from your system. Any unauthorized reading, distribution, copying or other use of this communication is strictly prohibited. Thalhimer, Inc. is a licensed commercial real estate firm operating under the authority of the Real Estate Board in Richmond, Virginia. The Thalhimer, Inc. corporate office is located at 11100 W. Broad Street, Glen Allen, VA 23060.

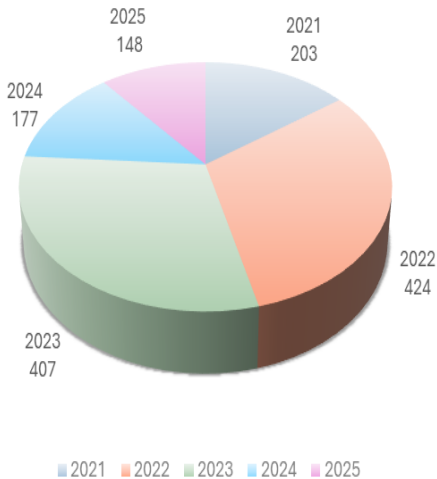


NOVEMBER 2025 MONTHLY REPORT

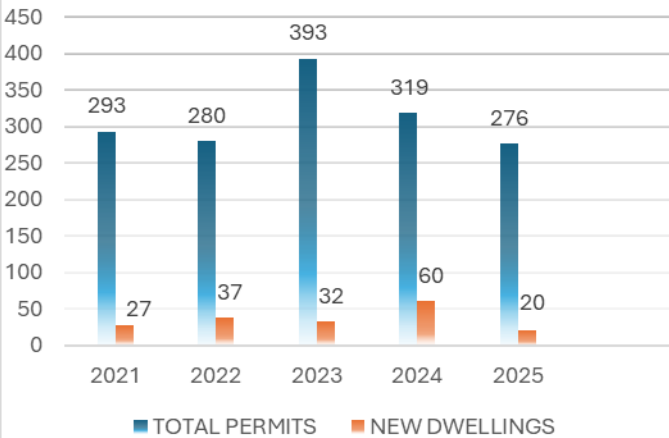
PLANNING AND ZONING DEPARTMENT – NOVEMBER 2025

	2021	2022	2023	2024	2025 YTD	NOVEMBER
Zoning Permits	293	280	393	319	276	27
New Dwelling Units	27	37	32	60	20	10
New Code Enforcement Cases Open	203	424	407	177	148	8
Code Enforcement Cases in Compliance/Closed		361	378	112	58	2
Code Enforcement Inspections	--	340	423	388	187	8
Land Use Applications	29	56	36	45	37	1
Code Amendments	7	2	4	1	9	0
Sign Permits	47	41	62	42	35	2
Business Licenses	172	155	148	129	118	1
Short-Term Rentals	1	13	5	5	2	0
Administrative Variance	--	--	4	1	1	1
COA Administrative Review	--	--	39	18	32	2
COA Board Review	--	--	11	15	5	2
Solicitor/Itinerant Merchant	--	--	10	27	10	0
Urban Agriculture	--	--	18	11	4	0
Vacation of Alleys, Streets, Right-of-Ways & Easements	--	--	5	2	9	4
Right of Way Utilization Permits			46	105	27	1
Walk-Ins to Planning & Zoning	--	--	--	2606	2084	149

TOTAL CODE CASES 2021-2025



PERMIT TOTALS 2021 - 2025



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.
- **Zoning Text Amendments** to Town Code §175-3 – Definitions to define Data Centers and Town Code §175-64 Industrial Employment District (I-2) to add Data Centers with performance standards by Special Use Permit.
- **Zoning Text Amendment** to Town Code §175-3 to define Designated Special Circumstance Housing. Text Amendments to Town Code §175-12.1.A, §175-18.2.B, §175-20.1, §175-30, and §175-37.3.A to add Designated Special Circumstance Housing performance standards by Special Use Permit and establish Town Code §175-117 to add Designated Special Purpose Housing performance standards. Town Council approved the zoning text amendment on November 24, 2025.
- **Zoning Text Amendment** 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. At their public hearing held on October 15, 2025, the Planning Commission recommended approval to Town Council. At their public hearing held on November 24, 2025, the Town Council referred the zoning text amendment back to the Planning Commission for further review.
- Staff is working with the iWorq support staff to provide web forms for the application online submission portal.
- Staff continues to review the preliminary plan for “Riverview Heights Subdivision Development Plan” off Strasburg Road. The “Strasburg Road Subdivision Development Plan” off Forest Hill Road and the “Marshall’s Glen Subdivision Development Plan” off Happy Creek Road are currently under the final stages of review. Staff anticipates the “Squirrel Hill Final Subdivision Development Plan” to be submitted prior to the end of the year.

PC – In November the Planning Commission (PC) held one (1) regular meeting and two (2) work sessions. At their regular meeting the PC made the following recommendation:

- Special Use Permit Application #2500481 submitted by Fussell Florist for an artistic mural, exceeding sixty (60) square feet in size, on the East side of the building located at 202 E. 2nd Street, identified by Tax Map 20A8-1-4-33. The property is zoned C-2, Downtown Business District. Recommendation of Approval.

At their work session the PC continued reviewing the Draft Zoning Ordinance rewrite.

BAR – The Board of Architectural Review did not meet in November.

BZA – The Board of Zoning Appeals did not meet in November.