

PLANNING COMMISSION WORK SESSION
Wednesday, January 7, 2026 @ 6 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

CALL TO ORDER

ROLL CALL

WORK SESSION BUSINESS

1. **2500571** – A Special Use Permit Application, submitted by Gary Bunch, to allow an Automobile Garage/General 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 an Automobile Parking Lot, Commercial (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 on behalf of The Boisseau Family LC ET AL, 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.
4. Auxiliary Dwelling Unit (ADU) Text Amendment.

ADJOURNMENT

WORK SESSION BUSINESS

1. **2500571** – A Special Use Permit Application, submitted by Gary Bunch, to allow an Automobile Garage/General 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.

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: 540-622-0369Address: 106 WEST 14TH ST. FRONT ROYAL VA 22630Email: TSBUNCH50@YAHOO.COM**PROPERTY OWNER:**Name: GARY + TAMMY BUNCH PHONE: 540-622-0369Address: 106 WEST 14TH ST. FRONT ROYAL VA 22630Email: TSBUNCH50@YAHOO.COM**PROPERTY DESCRIPTION:**Property Address: 3 WEST 14TH ST FRONT ROYAL VA 22630Tax Map 20A2-363-27 Section 63 Block 63 Lot 424A-25-26-27 B63Subdivision Name: FRONT ROYAL IMP. 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: 12-3-2025Property 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

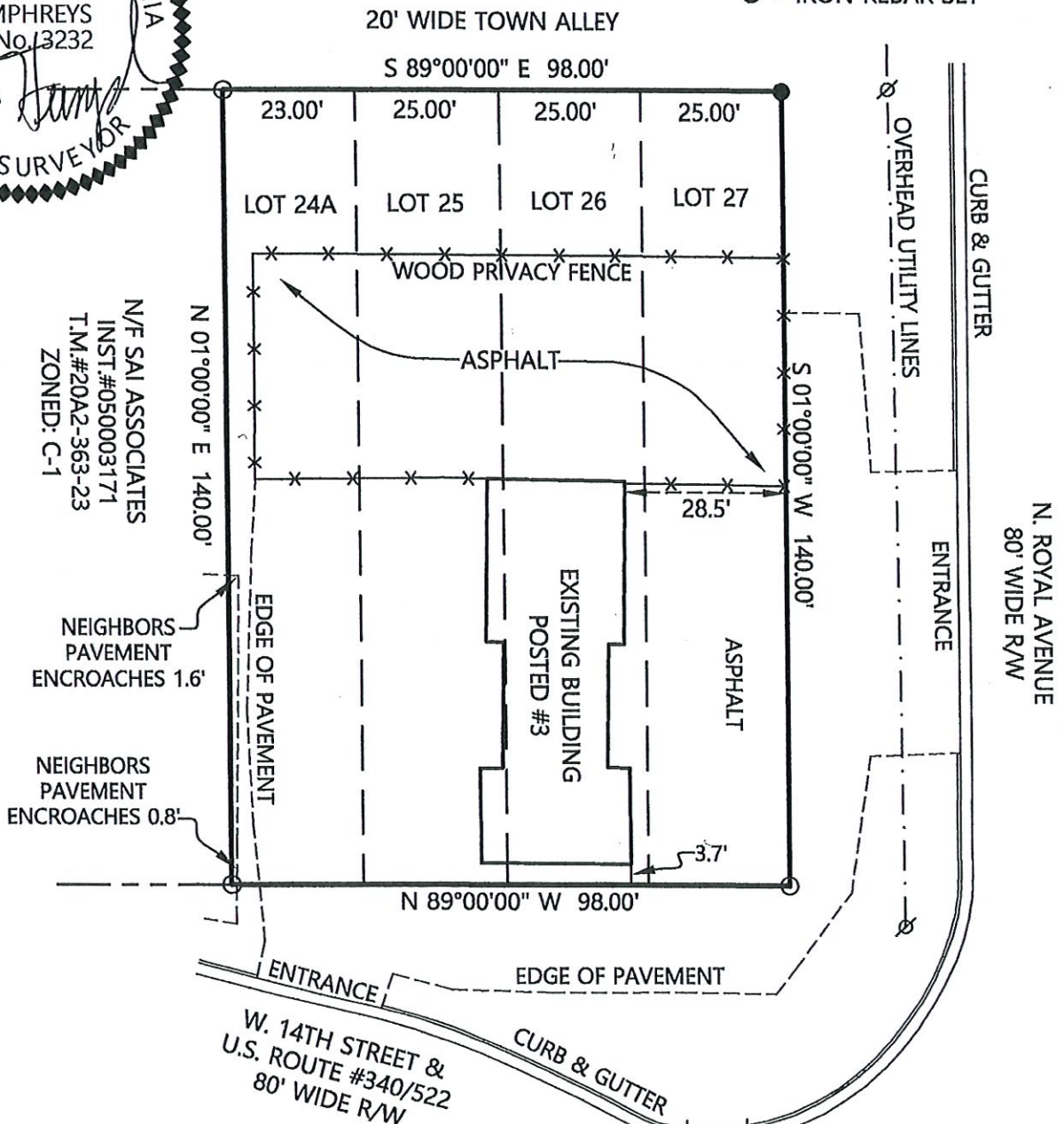
SHEET 1 OF 1

0' 30' 60' 90'



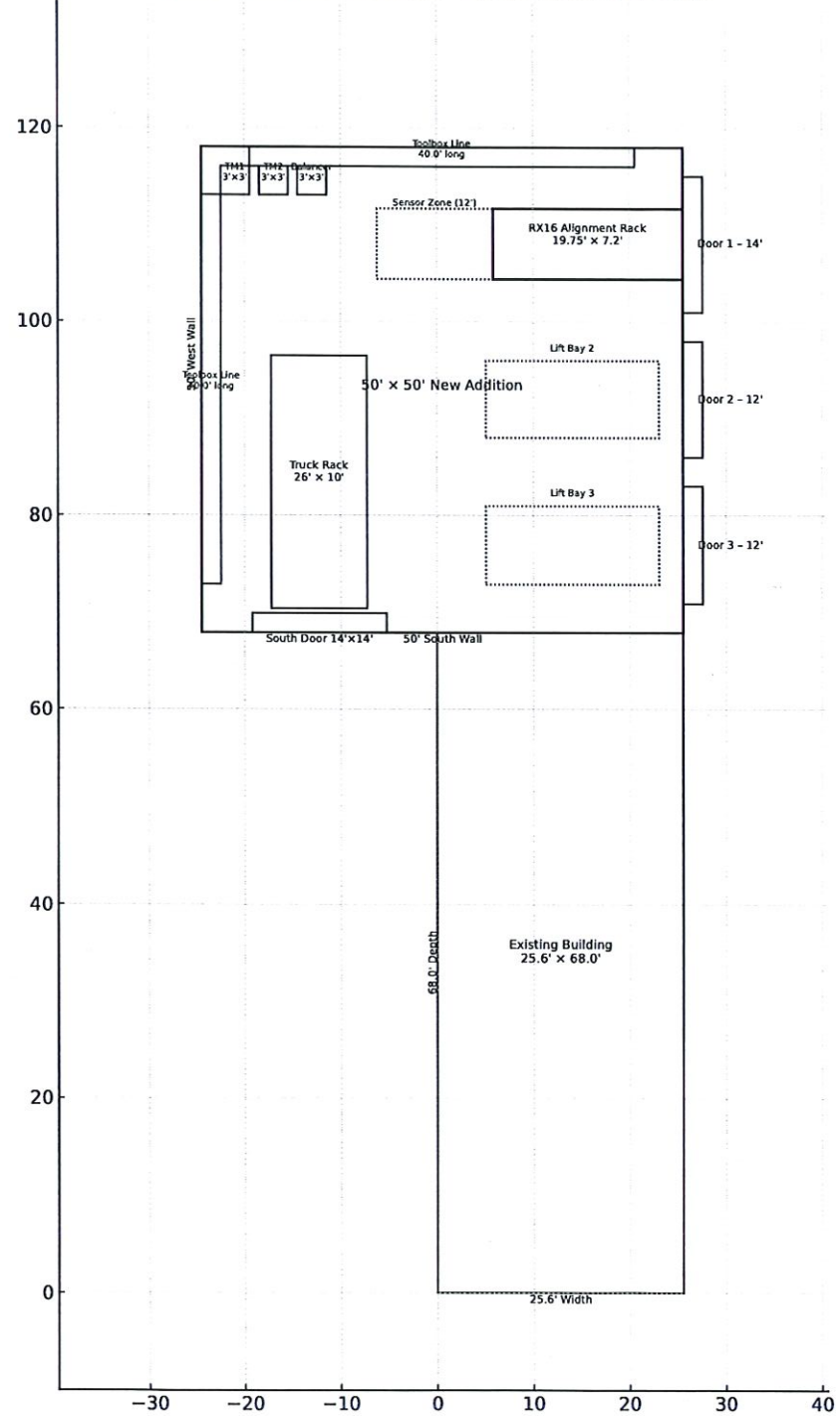
LEGEND

- = IRON PIN FOUND
- = IRON REBAR SET

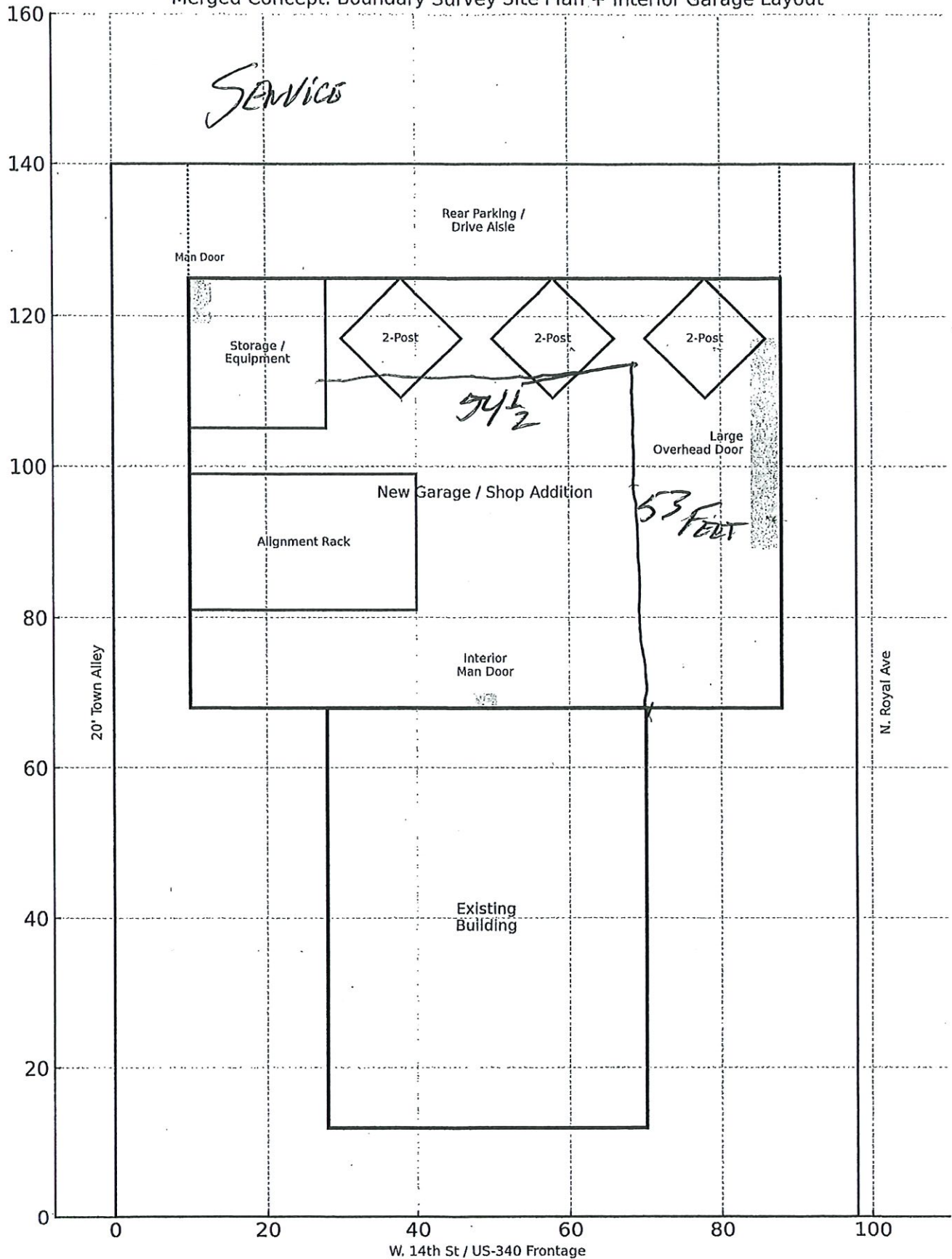


PER D.B.'S' PG.300

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

WORK SESSION BUSINESS

2. **2500573** – A Special Use Permit Application, submitted by Property Connection, LLC, to allow an Automobile Parking Lot, Commercial (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.

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:

CANT: Property Connection, LLC **PHONE:** 703-594-9421
Name: Property Connection, LLC
Address: 204 Cloud St Front Royal, VA 22630
Email: minickproperty@yahoo.com

PROPERTY OWNER:

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 DESCRIPTION:
 Property Address: 631 Kibler St, front Royal, VA 22630
 Tax Map 20A4-4-5 Section _____ Block _____ Lot 5
 Subdivision Name: Capt. BIRNS Acreage: 0.14 Zoning District: C-1

REQUEST:

EST: _____
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: _____ Date: 7/3/23

Property Owner Signature: _____ Date: 12/3/23

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.

12/3/25

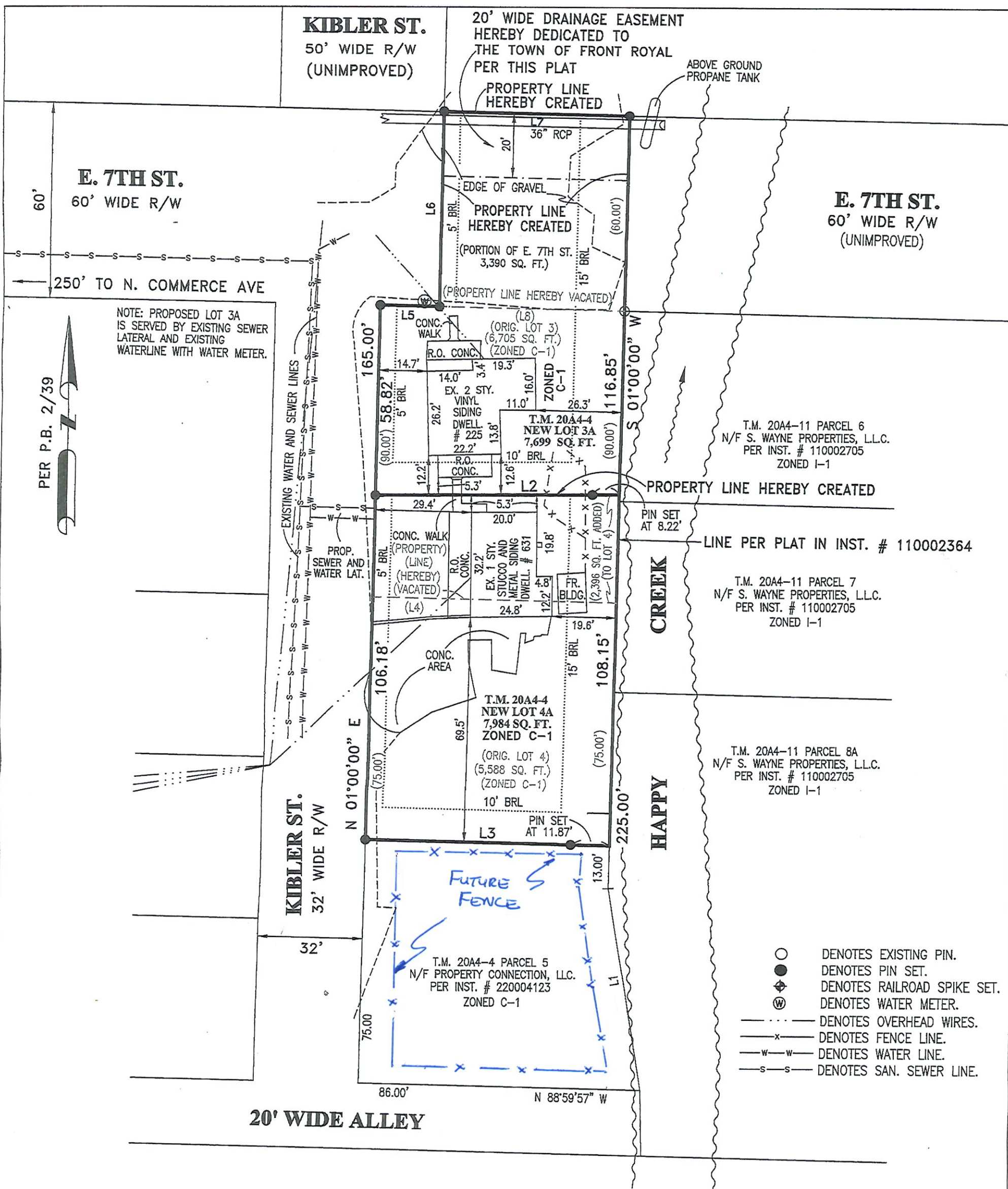
To Whom it May Concern:

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

Thank you,

Emily Minick

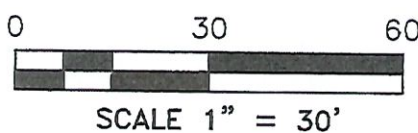
A handwritten signature in black ink, appearing to be 'Emily Minick', written over the printed name.



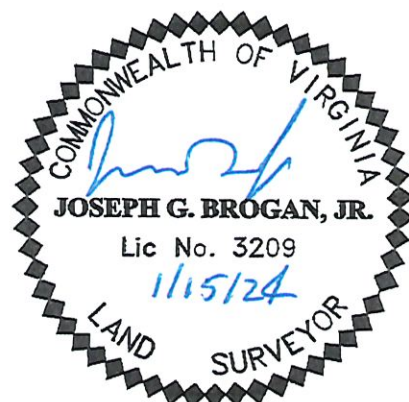
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: PROPERTY CONNECTION, LLC.
PER INSTRUMENT # 220004123.
PLAT REF: INST. # 110002364 AND P.B. 2/39.
SUBJECT PARCELS SITUATED IN FLOOD ZONE AE
PER FIRM MAP # 51187C0112C EFFECTIVE DATE JUNE 3, 2008.

BOUNDARY LINE ADJUSTMENT BETWEEN LOTS 3, 4,
AND A PORTION OF E. 7TH STREET PER
PLAT OF C.D. BINNS LOTS

NORTH RIVER MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL
WARREN COUNTY, VA.



SHEET TWO OF TWO



PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 15, 2024

WORK SESSION BUSINESS

3. **2500581** – A Special Use Permit Application, submitted by AJM, LLC Front Royal VA on behalf of The Boisseau Family LC ET AL, 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: 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:

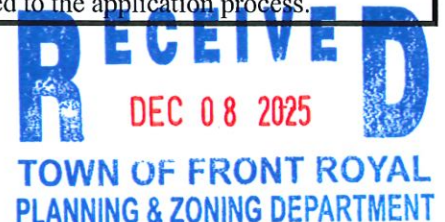
I certify that the information provided with this application is correct to the best of my knowledge and should the Special Use Permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

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

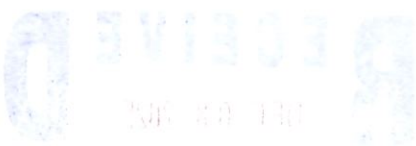
2025-12-08 - 5:40:39 PM GMT

 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



Adobe Acrobat Sign

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

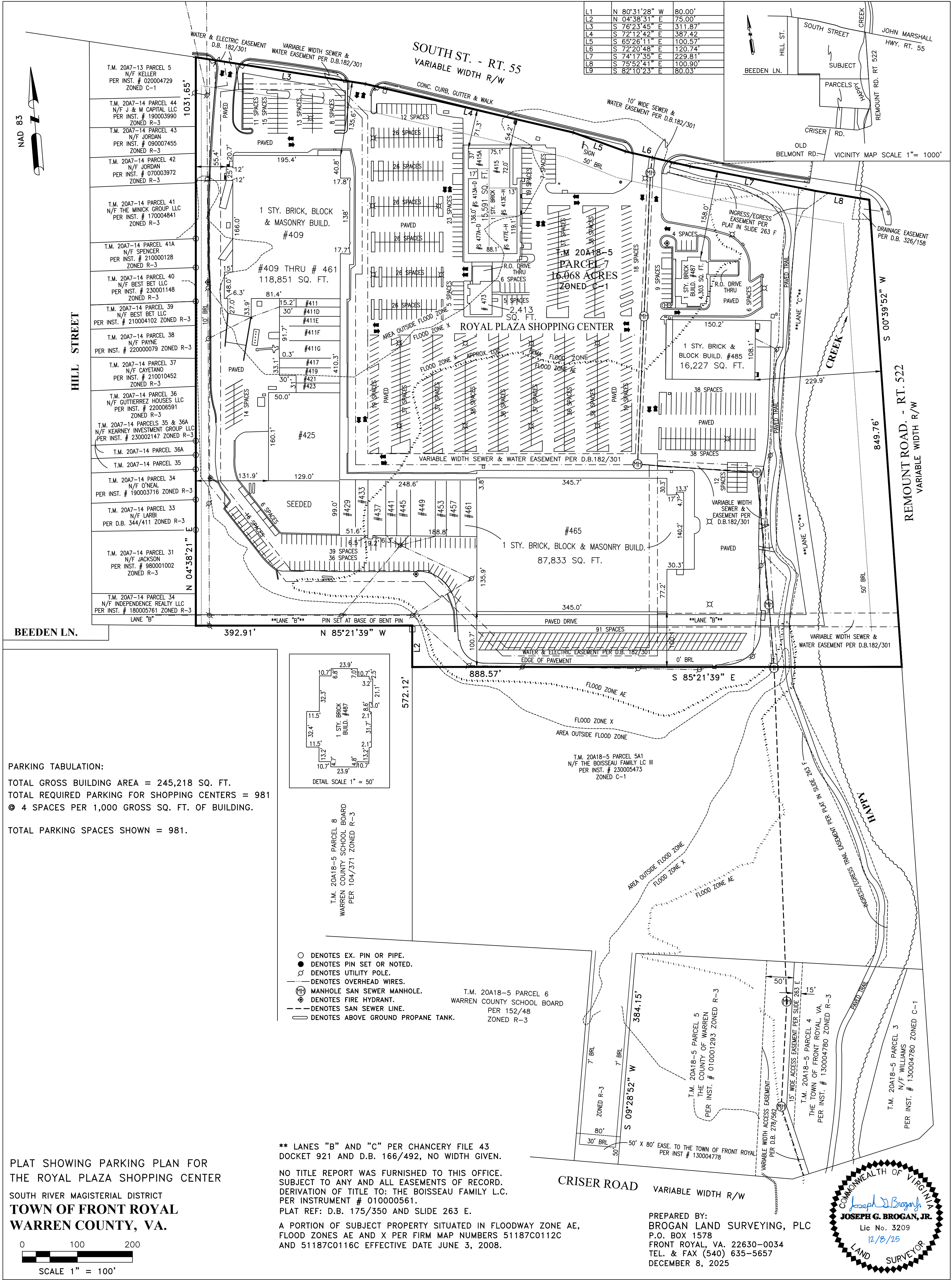
thalhimer.com

[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.



WORK SESSION BUSINESS

4. Auxiliary Dwelling Unit (ADU) Text Amendment.

1 AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE BY ADDING THE
2 DEFINITIONS OF AUXILIARY DWELLING UNIT (ADU) AND REVISING THE DEFINITIONS OF ACCESSORY
3 BUILDING/ACCESSORY STRUCTURE, ACCESSORY USE, GARAGE PRIVATE, GARAGE PUBLIC, LOT, LOT
4 COVERAGE, AND PRINCIPAL PERMITTED USE CONTAINED IN §175-3; AMEND §175-11, THE
5 STATEMENT OF INTENT (R-1) TO INCLUDE ADU'S; AMEND §175-12(A), §175-18.2(A), §175-20,
6 §175-29(A), AND §175-37.3(A) TO ADD ADU'S AS A BY-RIGHT USE; AND ADD SECTION §175-115
7 AS PERFORMANCE STANDARDS FOR ADU'S.

8 9 175-3 - DEFINITIONS

10
11 **ACCESSORY BUILDING/ACCESSORY STRUCTURE** - A building or structure that is
12 subordinate to, and located on the same lot as the principal permitted use of the property, of
13 which, the accessory building or accessory structure is used for purposes that are clearly incidental
14 to that of the principal permitted use of the property, and which is not attached by any part of a
15 common wall or roof to the main building, or buildings, if any. **No residential occupancy is**
16 **permitted.** An accessory building shall not exceed the height of the main building(s) located on
17 the property; shall not be located within a required yard area that abuts a public road; and shall
18 not be permitted where no main building exists on the property, except in the following: (i)
19 temporary buildings or structures permitted under this chapter, (ii) accessory buildings without
20 utilities that are used for storage purposes and do not exceed 256 square feet, and (iii) buildings,
21 such as barns and silos, used for agricultural purposes.

22
23 **ACCESSORY USE** - A use of a building, lot or portion there of which is customarily incidental and
24 subordinate to the principal permitted use of the main building or lot. ~~Accessory uses shall include~~
25 ~~the use of accessory buildings as a separate accessory dwelling unit, provided that the lot is at~~
26 ~~least 12,000 square feet in size,~~ The accessory building ~~complies with~~ shall comply with the
27 minimum setback and yard area requirements that are required for main buildings within the
28 applicable zoning district. ~~no more than one accessory dwelling is located on the property, and~~
29 ~~the accessory dwelling unit does not utilize more than 500 square feet.~~ Urban agriculture is
30 considered an accessory use when the requirements of Section 175-110.5 are complied with.

31
32 **Auxiliary Dwelling Unit (ADU) also known as in-law units, backyard cottage, or granny flat** - A
33 secondary, self-contained residential unit located on the same lot as a primary single-family
34 dwelling. It includes independent living facilities such as a kitchen, bathroom, sleeping area, and
35 separate entrance.

36
37 **GARAGE, PRIVATE** - ~~An accessory building~~ A vehicle storage structure used for the storage of
38 vehicles by the occupants of a lot on which such building is located.

39
40 **GARAGE, PUBLIC** - ~~An accessory building~~ A vehicle storage structure, portion of a principal building
41 or principal buildings used only for the storage of four (4) or more vehicles by others than only
42 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 **SPECIAL USE PERMIT (R-1) (175-12.1)**

RESIDENTIAL:

[Auxiliary Dwelling Units \(ADUs\)](#)

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches.

Public libraries.

Schools.

USE REGULATIONS (R-1A) (175-18.2.B)

RESIDENTIAL:

~~[Single family dwellings, detached.](#)~~

Auxiliary Dwelling Units (ADUs).

88
89 **USES PERMITTED BY SPECIAL USE PERMIT (R-2) (175-20.1)**

90
91 RESIDENTIAL:

92
93 Auxiliary Dwelling Units (ADUs).

94
95 **USES PERMITTED SPECIAL USE PERMIT (R-3) (175-30)**

96
97 A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or
98 restricted by separate restrictions of record that may pertain to property within the R-3
99 District, the following uses of land and buildings are permitted by-right in the R-3 District:

100
101 RESIDENTIAL:

102 Apartments as set forth in section 175-113

103 Auxiliary Dwelling Units (ADUs).

104 Townhouses developed on sites over one (1) acre as set forth in section 175-112.

105
106
107 **PERMITTED USES (PND) (175-37.3)**

108
109 A. All planned neighborhood developments shall permit the following residential and Auxiliary
110 uses:

- 111
112 1. Detached single-family dwellings;
113 2. Two-family dwellings;
114 3. Multi-family dwellings;
115 4. Townhouses with a maximum of eight units per structure;
116 5. Auxiliary Dwelling Units (ADUs)
117 6. Accessory buildings or uses as defined in Town Code section 175-3;
118 7. Recreation or park facilities;
119 8. Retirement living facilities (handicapped accessible)
120 9. Municipal buildings or uses;
121 10. Public utilities: poles, lines, booster and relay stations, distribution transformers, pipes,
122 meters and other facilities necessary for the provision and maintenance of public utilities,
123 including water and sewerage systems. Such utilities shall be buried or otherwise
124 screened in accordance with design standards of the development;
125 11. Home Occupations as set forth in section 175-108;
126 12. Public libraries;
127 13. Schools;
128 14. Churches;
129 15. Special childcare services;
130 16. Open space and conservation areas; and

131 17. Such other uses as determined similar to one or more enumerated uses by the Zoning
132 Administrator.

135 175-115 – Auxiliary Dwelling Unit (ADU)

136 The ADU ordinance permits one (1) Auxiliary Dwelling Unit in the selected zoning districts of R1,
137 R1A, R2, R3 and PND with residential housing, subject to the following:

138 A. The Auxiliary dwelling unit must be located on the same lot as a single-family detached dwelling
139 (existing or proposed) and only one (1) ADU is permitted per residential lot.

140 B. The property must be owner occupied. The applicant shall submit a notarized statement
141 attesting that they are residing on the property, in either the primary or auxiliary unit.

142 C. An internal ADU shall not extend beyond the existing footprint of the primary structure and
143 shall not contain less than six hundred (600) square feet of residential floor area.

144 ~~1. Floor area means the sum of the horizontal areas of enclosed building space on all floors~~
145 ~~of all buildings on a lot measured from the exterior face of exterior walls and including~~
146 ~~intervening partitions, halls, lobbies, stairways and elevator shafts. The following shall be~~
147 ~~excluded from calculation of floor area:~~

148
149 a. ~~Open exterior balconies and other unenclosed spaces.~~

150 b. ~~Uncovered terraces, patios, porches, or steps.~~

151 c. ~~Garages, carports or other areas, enclosed or unenclosed, used for the parking or~~
152 ~~circulation of motor vehicles.~~

153 d. ~~Areas for housing major mechanical equipment which serves the building as a whole~~
154 ~~or major portion thereof, but not including utility areas within individual dwelling units.~~

155 e. ~~Areas for common special purpose use by occupants of the premises, including~~
156 ~~laundries, recreation areas, sitting areas and libraries in buildings devoted to dwelling~~
157 ~~use, and storage areas, and areas devoted exclusively to management and/or~~
158 ~~maintenance of the premises in buildings devoted to any use, but not including~~
159 ~~incidental commercial activities in any case.~~

160 D. Detached ADUs shall be a minimum of 600 square feet but cannot exceed 1000 square feet or
161 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 where the ADU is located.
- F. As part of the application process, Town staff will conduct an inspection prior to the issuance of the Special Use Permit.
1. Once issued, the property owner shall permit staff to inspect on an annual basis to renew the Special Use Permit or upon transfer of ownership of the subject property.
 2. The Zoning Administrator or designee may inspect a property if there is a complaint registered with the Town or if the official has other reason to believe that the owner or occupants are in violation of the ADU approval.
 3. The owner shall make provisions to allow inspections of the property by town personnel during reasonable hours with prior notice.
- G. The ADU shall meet the applicable regulations for safety, health and sanitation through the appropriate County agencies.
- H. Upon transfer of ownership of the subject property, the new owner shall be required to certify in writing to the Zoning Administrator that either :
1. Continued use of the ADU will comply with the conditions of the previous approval for the ADU use or;
 2. Use of the ADU will not be continued and the use of the space as an internal separate dwelling unit, if applicable, will cease as outlined below:
- If there is a change of occupancy of the ADU that does not comply with the conditions under which the ADU unit was approved, use of the space as separate dwelling unit shall cease the physical arrangement of the space that created an independent housekeeping unit shall be integrated into the primary dwelling unit. and the space shall not be independently leased-as a separate dwelling unit Short Term Rental as defined by Town Code.

~~175-114-118~~—175-122 - (RESERVED)