

REGULAR PLANNING COMMISSION MEETING

Wednesday, January 21, 2026 @ 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

- December 18, 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 February 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. **2500610** – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Veronica Tello, and located at 214 Lee Street, identified by Tax Map 20A7-4-93. The property is zoned R-3, Residential District and is located in the Historic Overlay District.
2. **2600013** - A Rezoning Application submitted by Dana Cline requesting an amendment to the zoning map to reclassify vacant lots on Grand Avenue identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.
3. **2600021** – A Special Exception Application submitted by Monteverde Engineering & Design Studio on behalf of Squirrel Hill 1 LLC, requesting an exception from Town Code Chapter 148-860.6.e. retaining wall height requirements of six feet (6'), and requesting to increase the maximum allowable wall height, for properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

VII. PUBLIC HEARING

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.

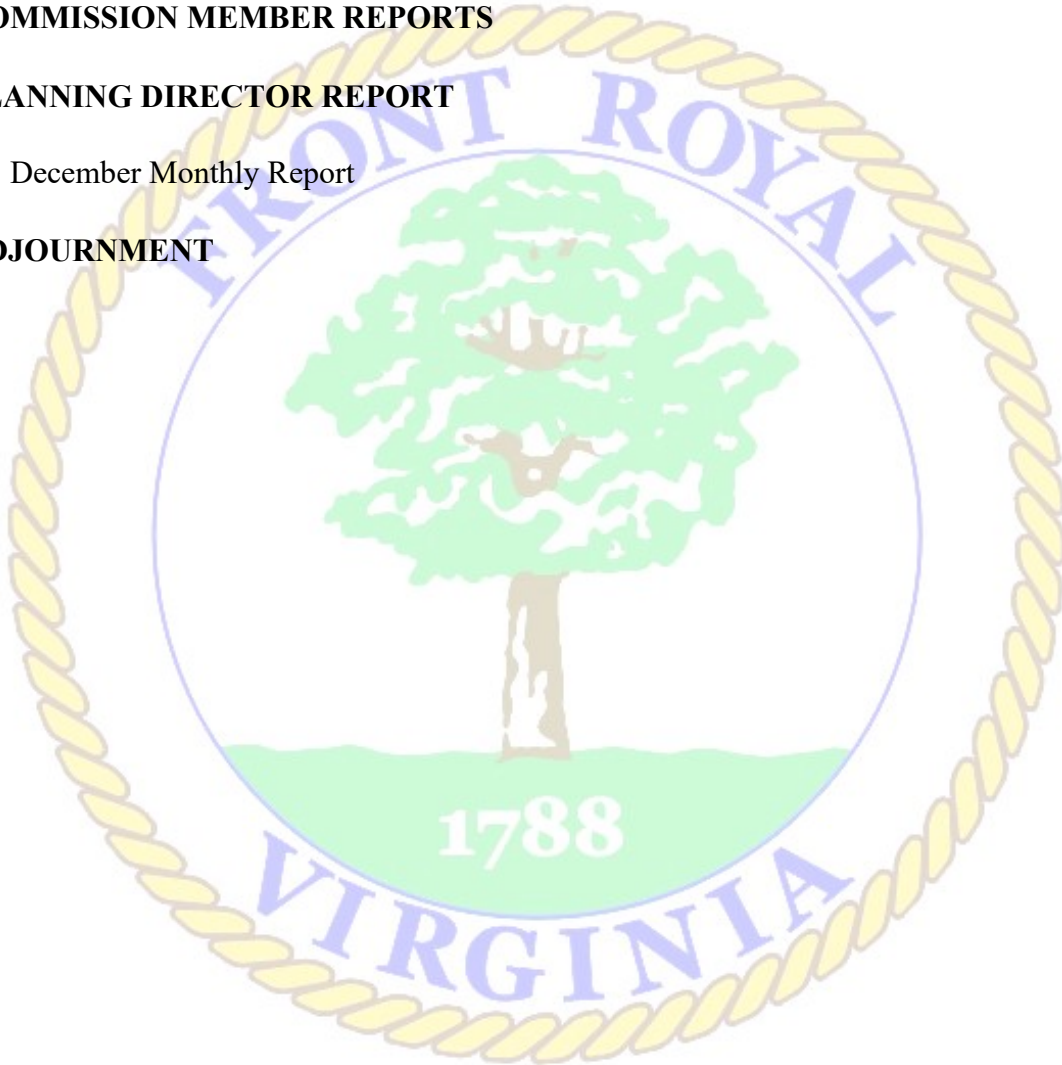
2. **2500573** – A Special Use Permit Application, submitted by Property Connection, LLC, to allow an Automobile Parking Lot, Commercial (tow yard) located on a vacant lot on Kibler Street, identified by Tax Map 20A4-4-5. The property is zoned C-1, Community Business District.
3. **2500581** – A Special 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.

VIII. COMMISSION MEMBER REPORTS

IX. PLANNING DIRECTOR REPORT

- December Monthly Report

X. ADJOURNMENT



DECEMBER 18, 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 December 18, 2025, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the December 18, 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

Absent: Teresa Fedoryka, Commissioner
Andrew Brooks, 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

- November 19, 2025 – Regular Meeting

Vice Chairman Neel moved, seconded by Commissioner Marrazzo to approve the minutes of the 19 November 2025 regular meeting as written.

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

ROLL CALL



PUBLIC COMMENTS (NOT RELATED TO PUBLIC HEARINGS)

There were no speakers present.

CONSENT TO ADVERTISE

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.

Commissioner Marrazzo moved, seconded by Vice Chairman Neel to approve the consent agenda to publicly advertise for a public hearing in January as presented.

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

ROLL CALL

COMMISSION MEMBER REPORTS

There were no comments.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the November monthly report.

Ms. Kopishke, Mr. Ware, Mr. Wells, and Mr. Mennard gave a presentation at the Citizens Academy held on December 17, 2025.



ADJOURNMENT

Commissioner Marrazzo moved, seconded by Vice Chairman Neel to adjourn the meeting.

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

VOICE VOTE

The meeting was adjourned at 7:03 p.m.

Approved by Planning Commission
Date: _____

CONSENT AGENDA ITEM 1

2500610 – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Veronica Tello, and located at 214 Lee Street, identified by Tax Map 20A7-4-93. The property is zoned R-3, Residential District and is located in the Historic Overlay 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
planning@frontroyalva.com

Permit #: 2500610
Fee Amount: \$1200.00
Date Paid: 12/23/25
Date Received: 12/23/25

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Veronica tello PHONE: 703-7981772
ADDRESS 12300 Cannonball Rd Fairfax, VA, 22030
E-MAIL Veronicadecontreras77@gmail.com

PROPERTY OWNER:

NAME: Veronica tello PHONE: 703-7981772
ADDRESS 12300 Cannonball Rd Fairfax, VA 22030
E-MAIL Veronica de Contreras 77@gmail.com

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 214 Lee St Front Royal, VA
TAX MAP 20A7 SECTION 4 BLOCK _____ LOT 93
SUBDIVISION NAME _____
ZONING DISTRICT R3 ACREAGE 0.25a
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.

(NO HOA)

☒ 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

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Veronica telh
at (phone number) 703 798 1712 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 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 10 People and 4 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 3 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 receptacles are located next to the driveway / basement door on the left side of the 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 mornings and the trash receptacle will be picked up from the street right in front of the house, next to the driveway.

CHECK-IN & CHECK-OUT

Provide details

We will add a smart lock at the door for an easy check-in. As well, instructions and house rules will be provided in advance for a clear understanding.

WIFI/PHONE/ETC

Provide details for special amenities if available

We provide Wi-Fi for all our guests.

SPECIFIC PROPERTY DETAILS

Provide details regarding acreage, landscape, property boundaries (no trespassing notice), unique characteristic, warnings, kitchen use, house amenities, HVAC, etc.

The house will have amenities like but not limited to the following: HVAC, complete kitchen, stove, microwave, dishwasher, laundry room with washer & dryer, fenced backyard with dog area, & others.

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 parties or events allowed at the property.
* NO more than 2 dogs allowed under case by case situations.
* NO firearms allowed at the property.

Revised 7/3/2025

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trash is collected on tuesday mornings and the trash receptacle will be picked up from the street right in front of the house, next to the driveway.

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 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 \$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 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 current Uniform Statewide Building Code; 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.

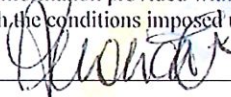
Property Owner's Signature: _____



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 _____

DEC 22/2025

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.

SPECIAL USE PERMIT APPLICATION PACKAGE

Property: 214 Lee St, Front Royal, VA 22630

Applicant: Veronica Tello

Email: veronicadecontreras77@gmail.com

Phone: 703-798-1772

1. REQUEST NARRATIVE

I am requesting a Special Use Permit to operate a Short-Term Rental at 214 Lee Street, Front Royal VA.

The house has five bedrooms and will be rented as a full-house short-term rental with a maximum occupancy of 10 guests.

On-site parking is provided via a private driveway on the left side of the home, accommodating two vehicles.

No street parking will be needed or allowed.

The rental will be professionally cleaned between each stay. A 24/7 local contact will be available.

The use will not alter the residential character of the neighborhood.

2. PROPERTY MANAGEMENT PLAN

A. Guest Booking & Screening

- Reservations through Airbnb/VRBO
- ID verification required
- No local same-day bookings
- No third-party bookings

B. Maximum Occupancy

- Max 10 guests
- Entire home rental

C. Parking Plan

- Driveway on LEFT side
- Capacity: 3-4 vehicles Max
depending on size of car

D. Trash Plan

- Tied bags required
- All trash placed in outdoor bin
- No trash left outside
- Host manages curb placement

E. Noise Control

- Quiet hours 10 PM–8 AM
- No outdoor gatherings after 10 PM
- No parties or events

F. Safety

- Smoke detectors in all bedrooms/hallway
- Carbon monoxide detector in hallway
- Fire extinguisher in kitchen
- First aid kit in hallway

- Evacuation map posted

G. Emergency Contact

Name: Veronica Tello

Phone: 703-798-1772

Email: veronicadecontreras77@gmail.com

H. Cleaning Procedures

- Professional cleaning after every stay
- Linens washed between stays
- Monthly safety checks

3. GUEST RULES

House Rules – 214 Lee St

1. Check-in 4 PM / Check-out 10 AM
2. Max 10 guests
3. Quiet hours 10 PM–8 AM
4. No parties or events
5. Only registered guests allowed
6. No smoking inside
7. Park ONLY in driveway
8. Place bagged trash in outdoor bin
9. No furniture moving
10. Report damage immediately

4. EMERGENCY EVACUATION PLAN

Emergency Contacts:

- 911 Police/Fire/EMS
- Local Contact: Veronica Tello (703-798-1772)

Evacuation Routes:

- Front door to Lee St
- Back door to yard
- Bedroom windows as secondary egress
- Assembly Point: Bottom of driveway

Fire Safety:

- Fire extinguisher under kitchen sink
- Smoke detectors in bedrooms & hallway
- CO detector in hallway
- First aid kit in hallway closet

Emergency Evacuation Plan

Property Address: 214 Lee St, Front Royal, VA

1st Floor

- Bedroom (Front Left): Window to front porch (egress), window to side of house
- Exits: Front door (center front of house), back door from kitchen (right/back), back door from dining area (left/back)
- Evacuation route: Follow marked path to nearest exit → front yard or backyard porch

Second Floor

- Room 2 (Front): Windows facing front and right side
- Room 3 (Front): Windows facing front and left side
- Room 4 (Back Left): Windows facing left side and backyard
- Bathroom: Large window facing back of house
- Entertainment/Laundry Room: Windows facing backyard and right side
- Stairs: Two staircases down to 1st floor (living room and kitchen)

Attic Level

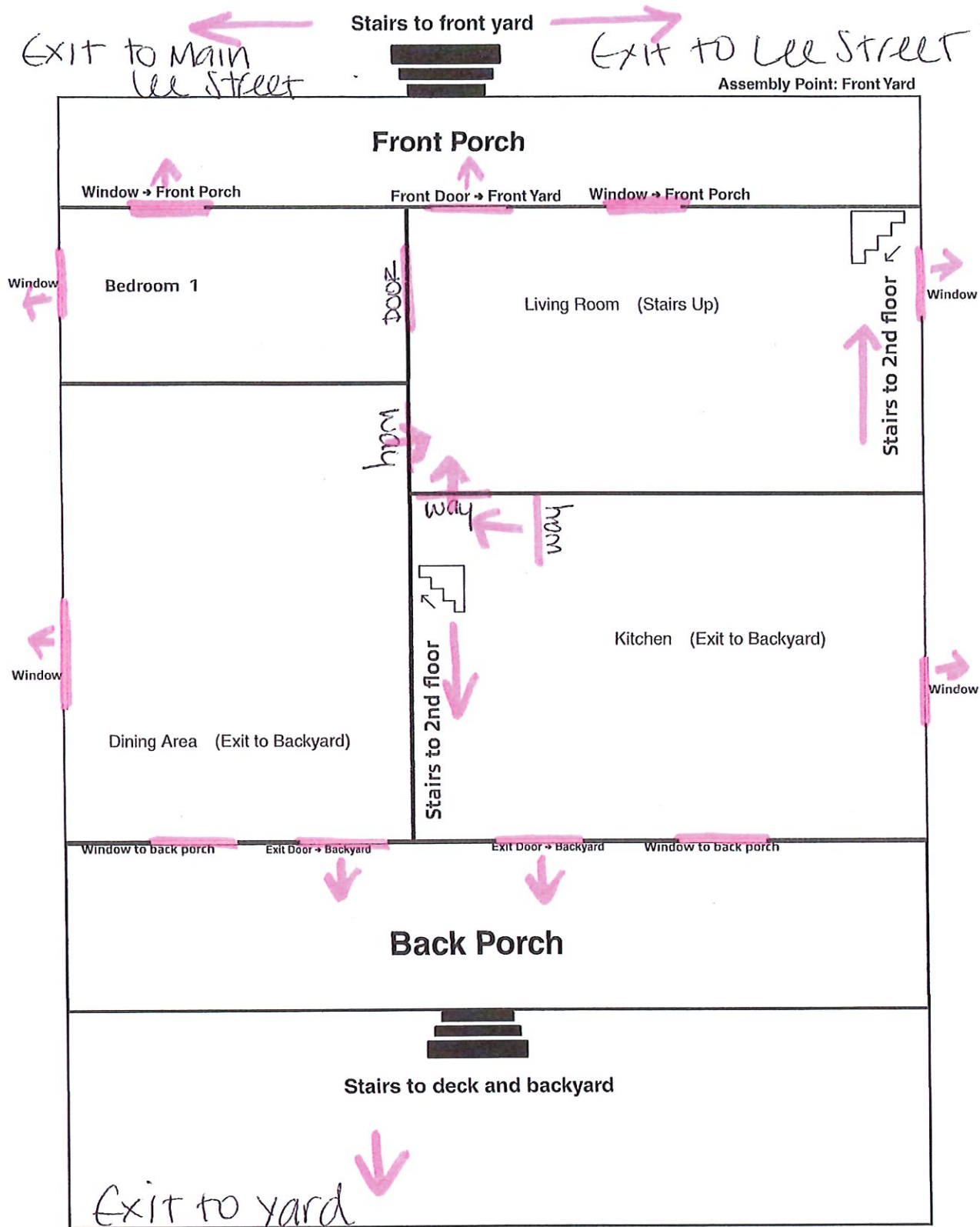
- Living area with two windows: front-facing and backyard-facing
- Staircase access from entertainment/laundry room
- Evacuate via stairs to 2nd floor then exit through nearest door

Neighborhood Evacuation

- Exit property to front yard → Lee St
- Follow Lee St toward main road as indicated by evacuation arrows
- Assembly point: Front yard

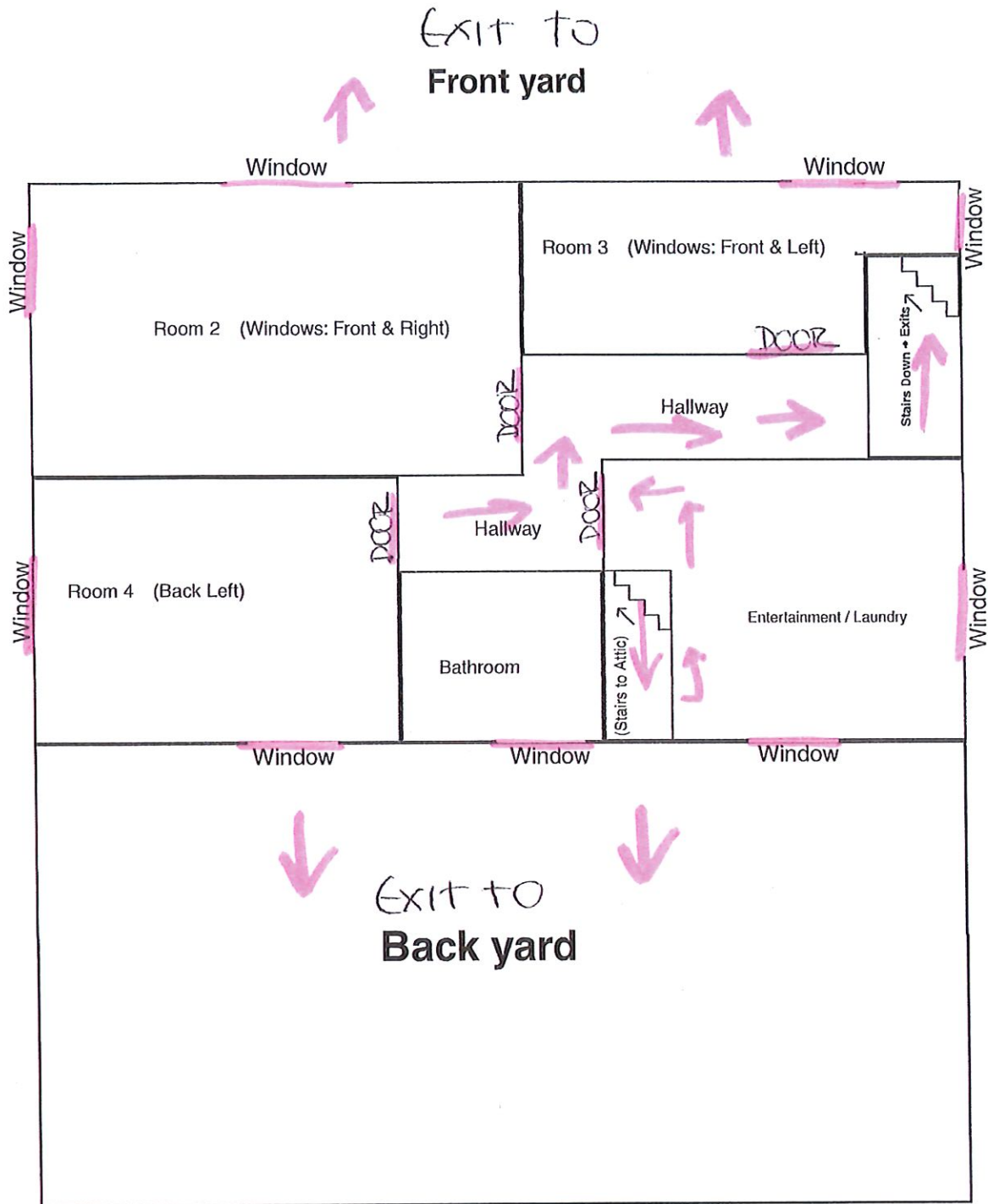
Note: Cellar/basement is not accessible to guests and is excluded from guest evacuation routes.

Emergency Evacuation Diagram – 1st Floor



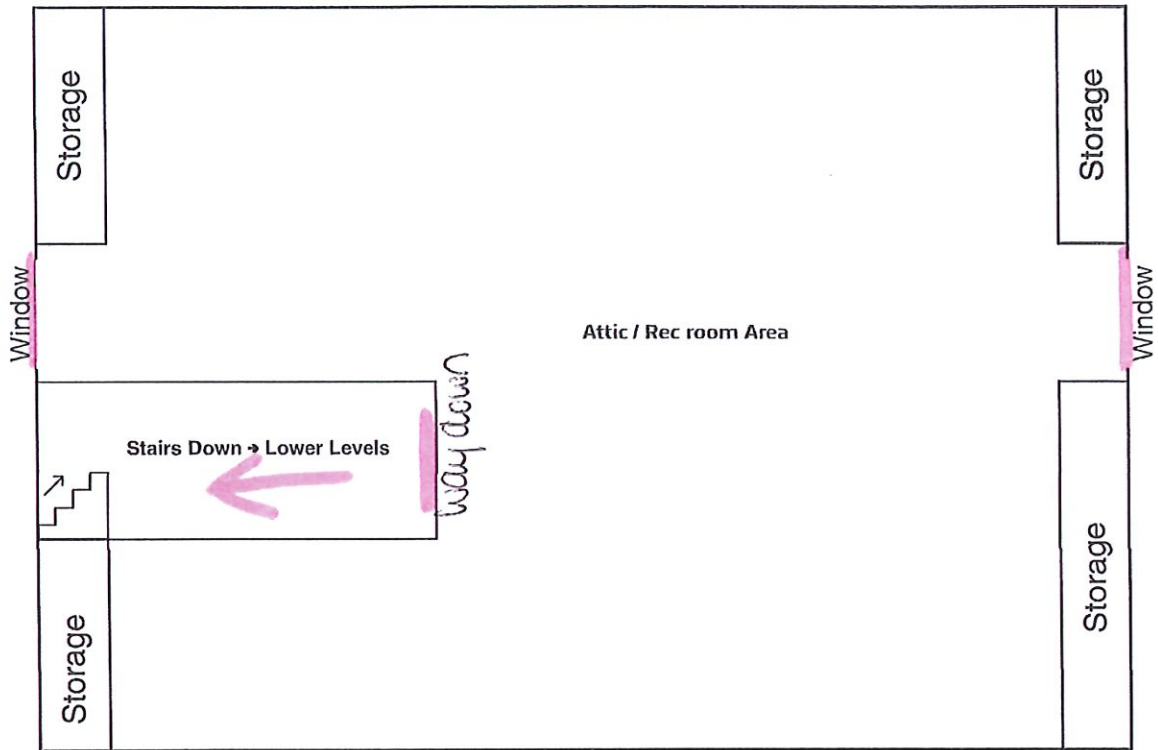
Emergency exit
using front door,
back doors and
windows

Emergency Evacuation Diagram – 2nd Floor



Emergency exit to
main level using
stairs or windows

Emergency Evacuation Diagram – Attic Level



Emergency exit by
using the stairs to
main level or
windows on each
side of the house

BK 552 PG 338

● DENOTES IRON PIN
○ DENOTES EXISTING PIN OR PIPE
NOTE - PARCEL IN FLOOD ZONE C
PER HUD MAPS.

MAY 1, 1995

SURVEY OF THE ELIZABETH T. RIVES PROPERTY
RECORDED IN D. B. 115, PG. 315.

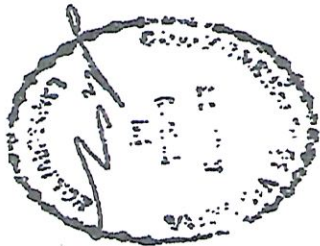
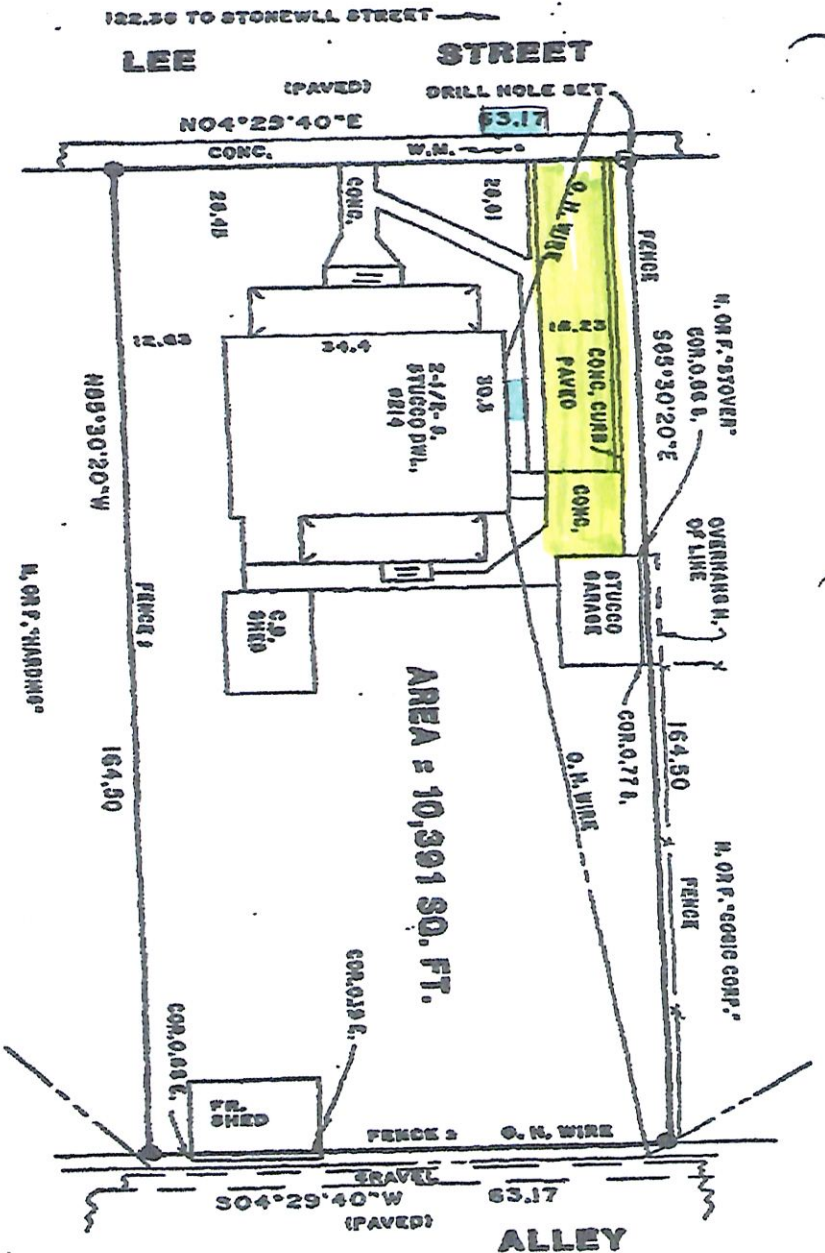
FORK MAGISTERIAL DISTRICT
WARREN COUNTY

TOWN OF FRONT ROYAL, VIRGINIA

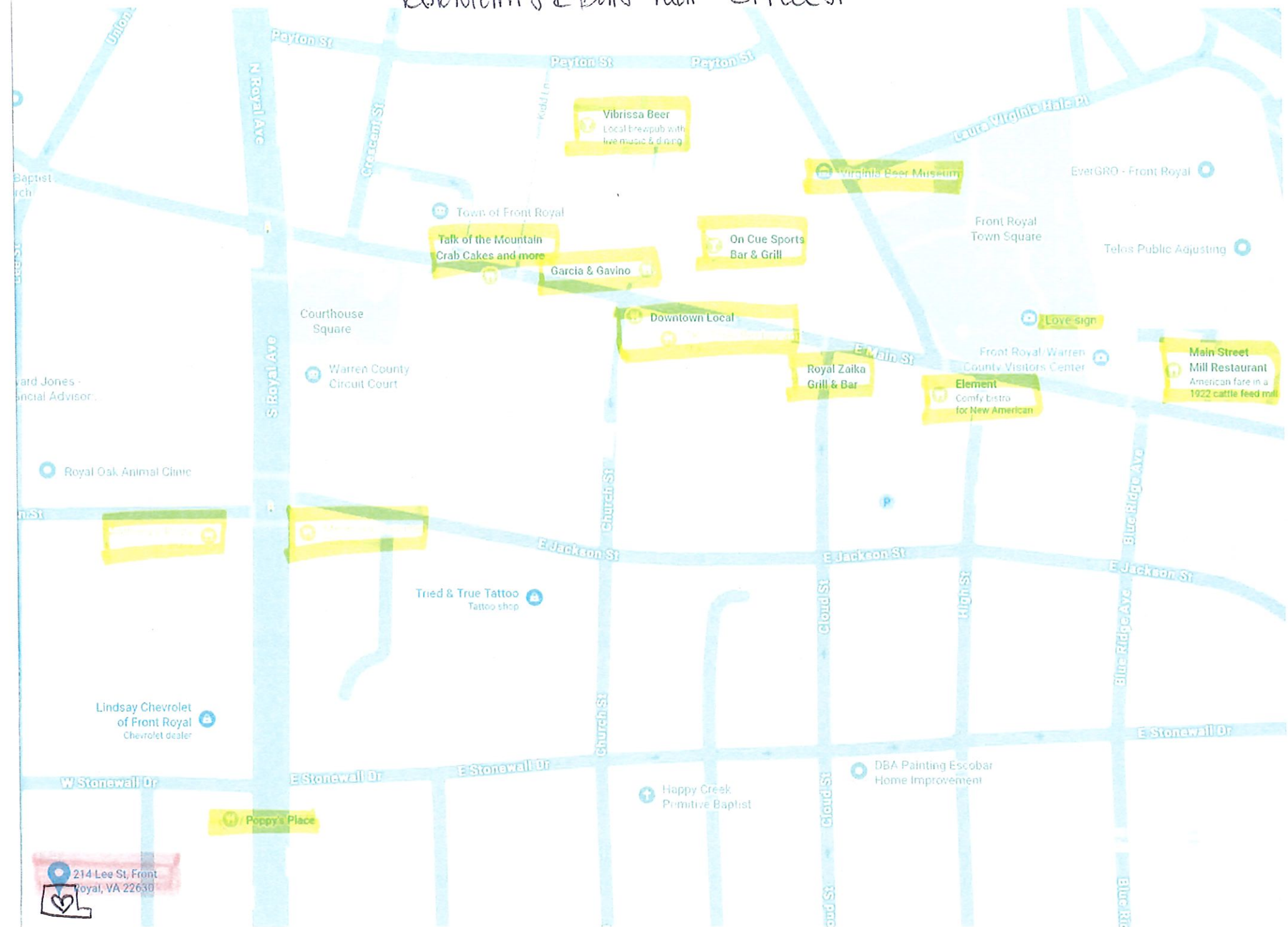
PREPARED BY

LARRY C. HINELRIGHT P.C.
PROFESSIONAL LAND SURVEYOR
694 RED BUD ROAD, STRASBURG, VA.
PHONE 465-6767

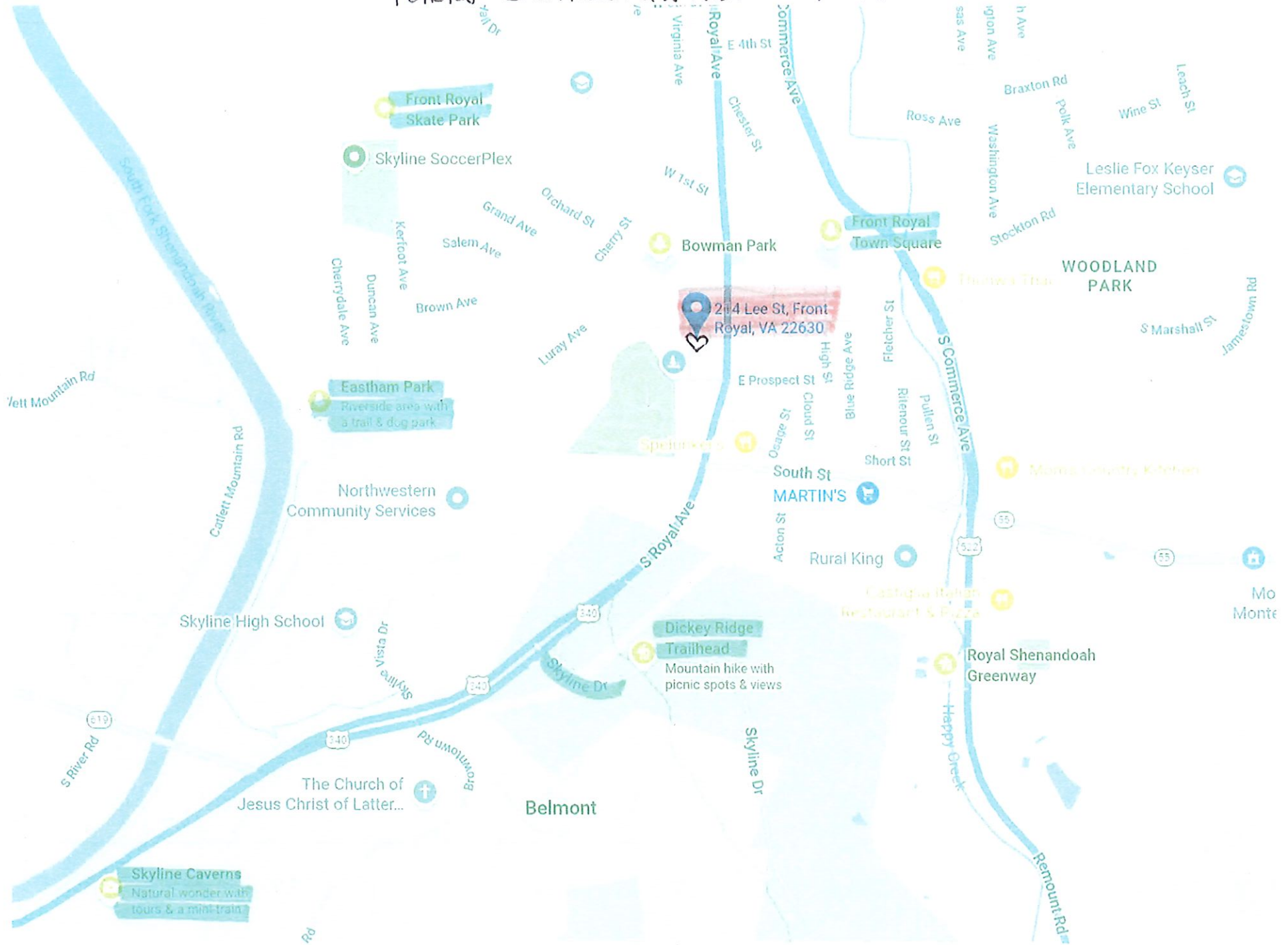
PRIVATE
DRIVEWAY for 3-4 cars
Refuse area - pickup &
bin storage



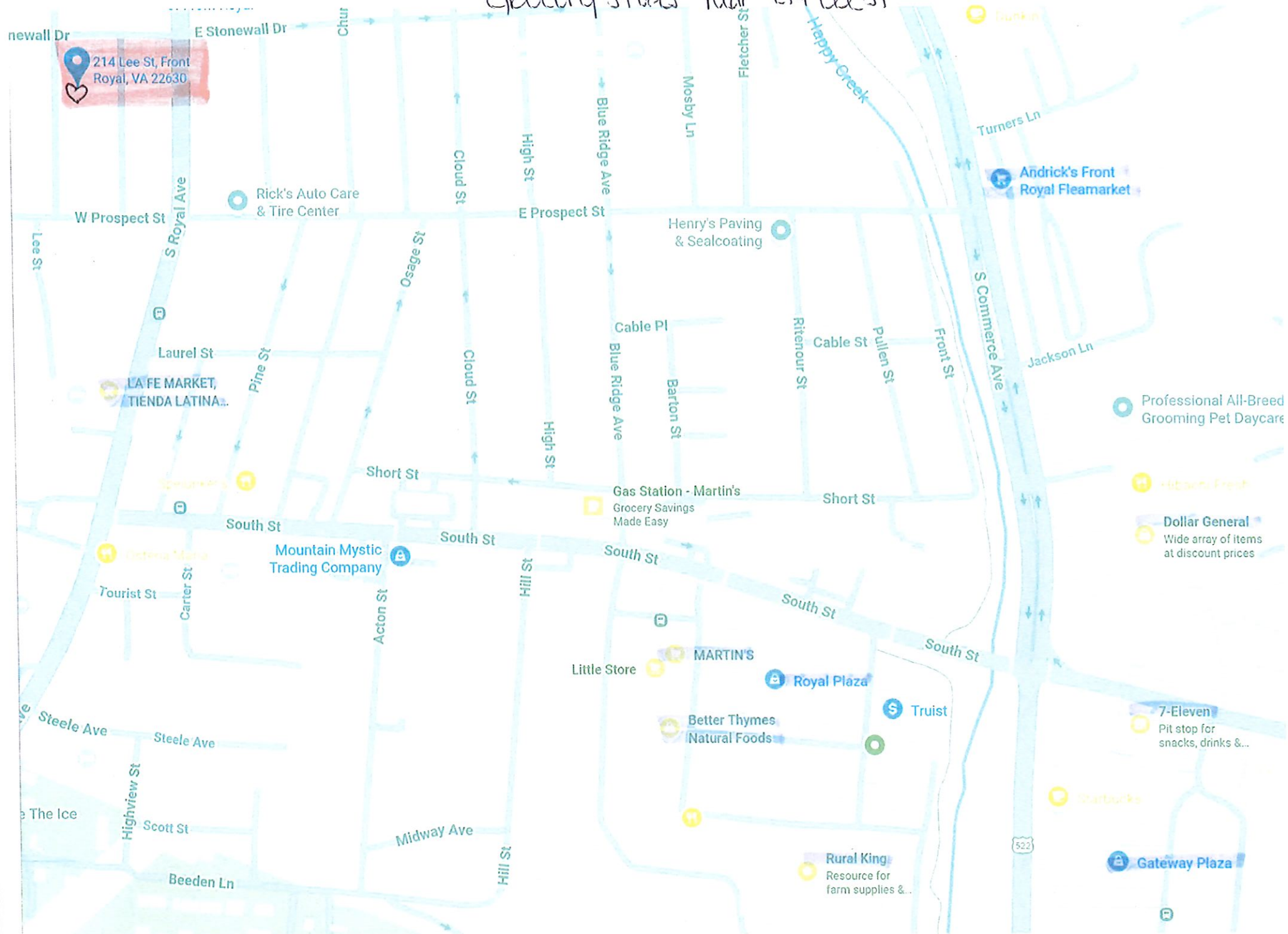
Restaurants & Bars near 214 Lee St



Parks & attractions near 214 Lee St



Grocery stores near 214 Lee St



CONSENT AGENDA ITEM 2

2600013 - A Rezoning Application submitted by Dana Cline requesting an amendment to the zoning map to reclassify vacant lots on Grand Avenue identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential 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
planning@frontroyalva.com

Permit: # 2600013
Fee Amt: \$650.00
Date Paid: 1-9-26
Date Received: 1-9-26
by CLC

REZONING APPLICATION

APPLICANT:

Name: Dana Cline **Phone:** 540-671-2410
Address: 1728 Rivermont Drive, Front Royal, Va. 22630
E-Mail: _____

PROPERTY OWNER OF RECORD:

Name: Same **Phone:** _____
Address: _____
E-Mail: _____

PROPERTY DESCRIPTION:

Location/Street Address: Between 211 and 303 Grand Avenue
Number of Lots: 2 **Total Acreage:** 22,500 Sq. Ft.
Tax Map Identification for each parcel (Map, Section, Block and Lot):
T.M. 20A6-6-4
Lots 11A and 14A
Subdivision Name: (if applicable) Hoffman Heights

REQUEST:

Existing Zoning: R-1 **Proposed Zoning:** R-3 D.C.
Existing Use: Vacant land **Proposed Use:** Residential

ATTACHMENTS:

The following should be submitted with a completed copy of this application. Additional information may be determined necessary depending on the nature of the request.

1. Cash, Check, or Credit Card may be used pay the application fee. Checks should be made payable to the Town of Front Royal. Credit Card processing fee is 2.35% plus .25 cents. The application fee is due at the time of submittal.
 - Proffer Amendment or Concept Plan/Master Land Use Plan Revision = \$650.00
 - 1 Acre or Less = \$650.00
 - Over 1 Acre = \$650.00 + \$100.00/acre or a portion thereof.
 - Downzoning = Over 1st Acre \$650.00
2. Surve Plat of the property with metes and bounds descriptions for all existing and proposed property lines and zoning district boundaries (8 copies and a digital copy).
3. Environmental Site Assessment Phase I and Phase II (Unless waived by the Planning and Zoning Director).
4. Traffic Impact Analysis (If required).
5. Written proffers. Proffers are voluntary but should be submitted in a written format approved by the Planning and Zoning Director.
6. Statement of Justification: As a separate document, provide a statement or statements that explain why you believe the property should be rezoned.

CERTIFICATION:

I certify that the information provided with this application is correct to the best of my knowledge. The proffering system has been explained to me, and I have read Sections 175-149 and 175-150 of the Town of Front Royal Zoning Ordinance pertaining to conditional zoning and proffering.

Dana M. Cline
Signature of Property Owner

Signature of Applicant (if different)

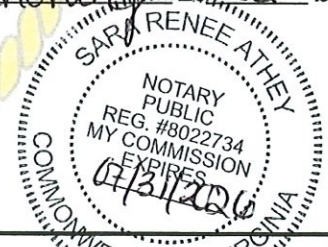
City/County of Warren, Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 2nd day of January, 2026 by

Dana M. Cline
(Name of person seeking acknowledgement)

Sara Renee Athey
Notary Public

Notary registration number: 8022734 My Commission: 07/31/2026



NOTICES

- Staff will notify adjacent property owners of the rezoning request and the scheduled public hearing dates with the Planning Commission and Town Council.
- Town Staff will place an advertisement in the local newspaper as required under Virginia Code § 15.2-2204.
- Town Staff will place a public hearing sign(s) at the location of the proposed rezoning.
- Submission of this application does not establish a vested right as outlined under Virginia Code § 15.2-2307.
- By submitting this application, the applicant grants permission to the 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.
- When the applicant is different than the fee simple property owner, the signature by the fee simple property owner on this Application shall be considered as authorization for the applicant to act as an agent for matters concerning this application.

Statement Of Justification

Dana Cline

Lot 11A Grand Ave.

Lot 14A Grand Ave.

Front Royal, Va. 22630

To The Town Council

I am requesting the rezoning of Lot 11A and Lot 14A on Grand Ave from R-1 to R-3. I am asking for this change due to a lack of available new housing for sale or for rent in Front Royal. As the years go by, more and more people are relocating from the city to our area. I feel with this small change, I would be doing my part to help with this problem.

These lots on Grand Ave. would be perfect for families with young children or even the elderly looking to retire. The current two lots have plenty of extra space for duplexes to be built. Each duplex lot would need 3,750 SQ.FT. I will have 5,625 SQ.FT. For the width of the lots, I need at least 30 FT. and I'm going to have 37.5 FT. On the sidelines, I need 7FT. but I will have 15.5 FT.

With all this extra space and the lots being almost level from the street, this will be perfect for sidewalks along Grand Ave., two concrete apron parking spaces per duplex and still have plenty of yard on the sides and in the rear. There will be plenty of yard space for children to play, while the adults will have front porches to enjoy.

Finally, I would like to bring to your attention, that my lots back up to Orchard ST., which is zoned R-3.

Dana M. Cline

1-9-2026

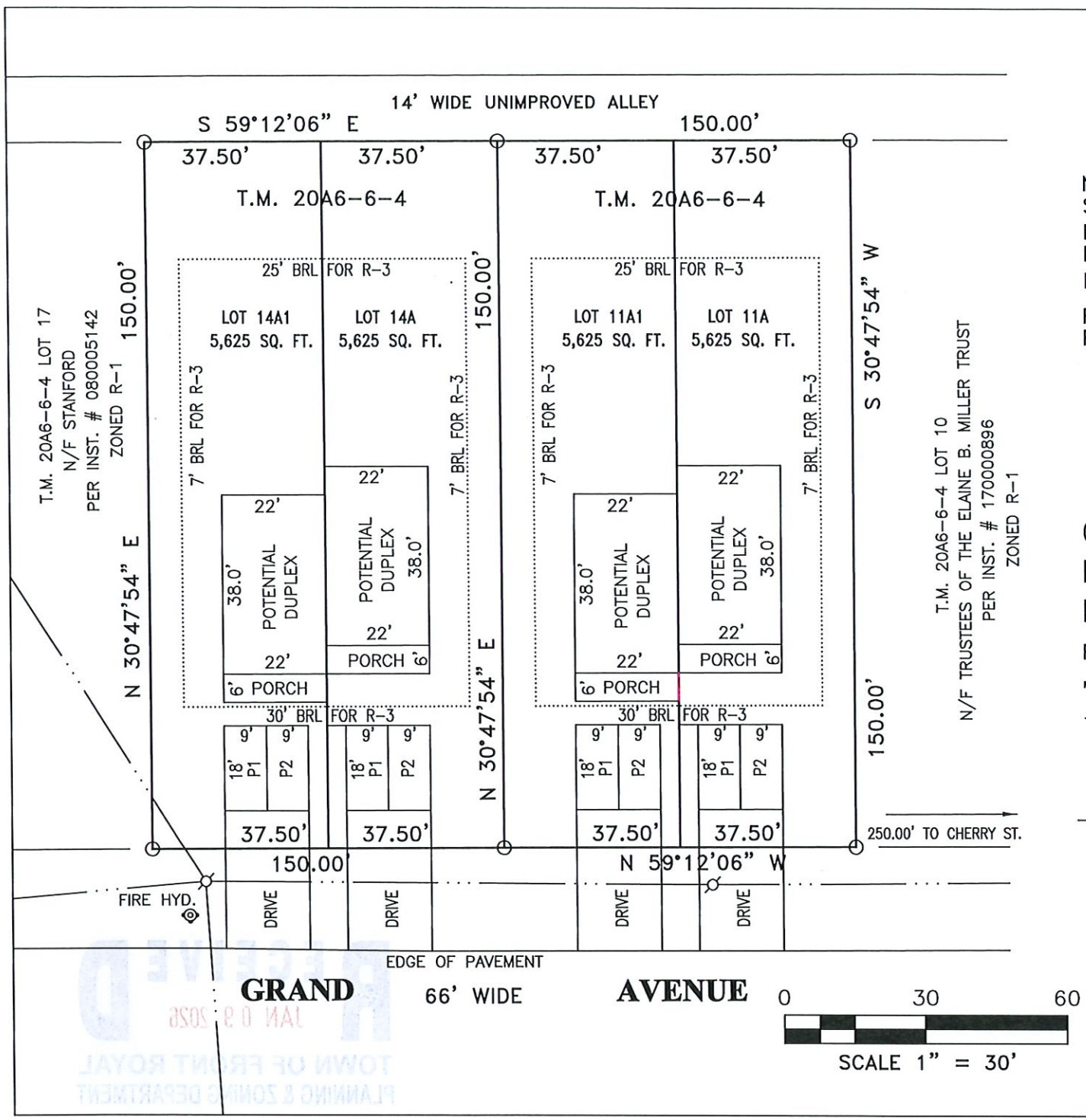
PER DEED BOOK 22 PAGE 228

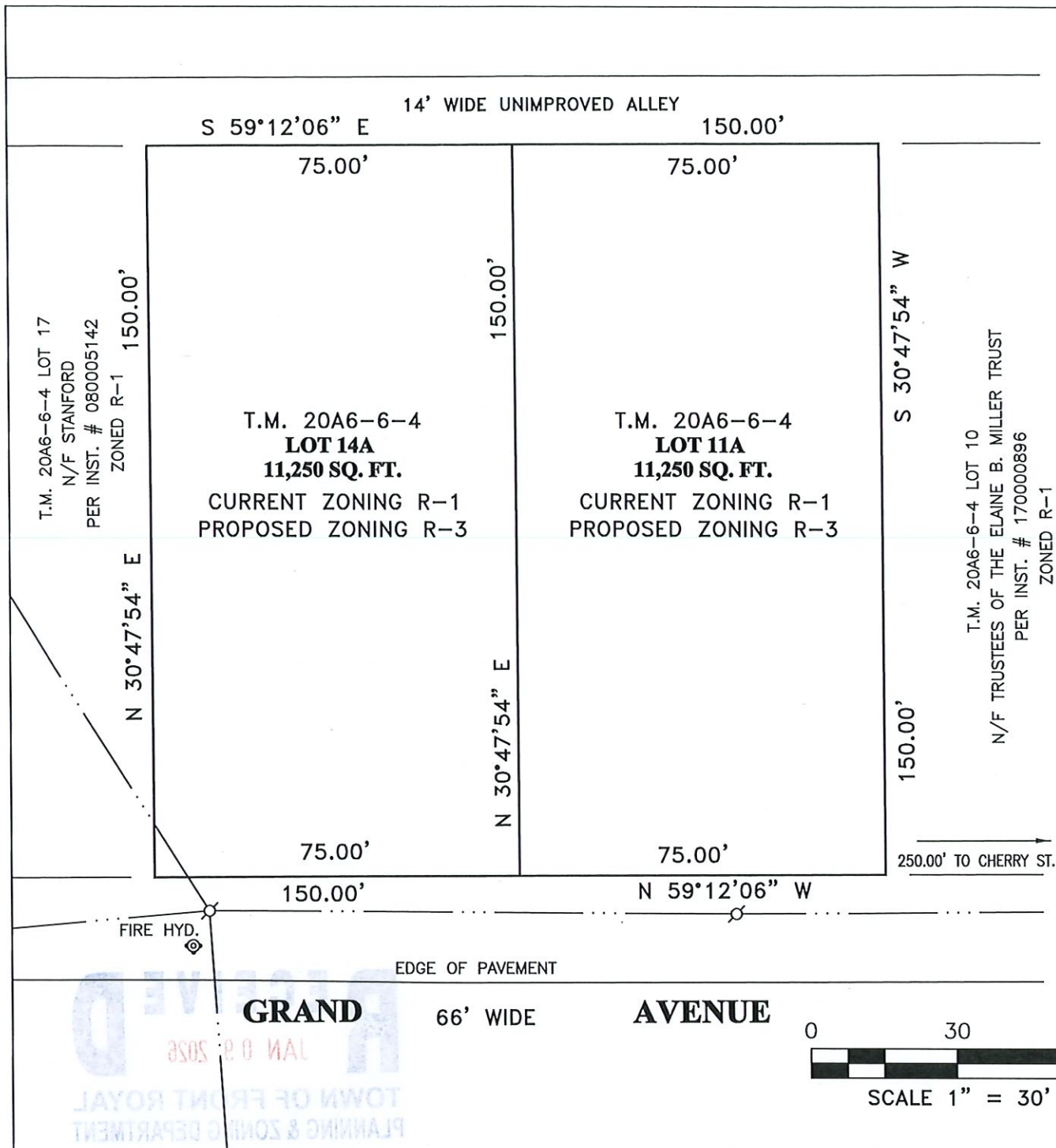
NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811
PLAT REF: INST. # 260000024.
PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

CONCEPTUAL LAYOUT OF POTENTIAL DUPLEX LOTS
BLOCK 4, MAP OF HOFFMAN HEIGHTS
IF REZONED TO R-3
FORK MAGISTERIAL DISTRICT
TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.

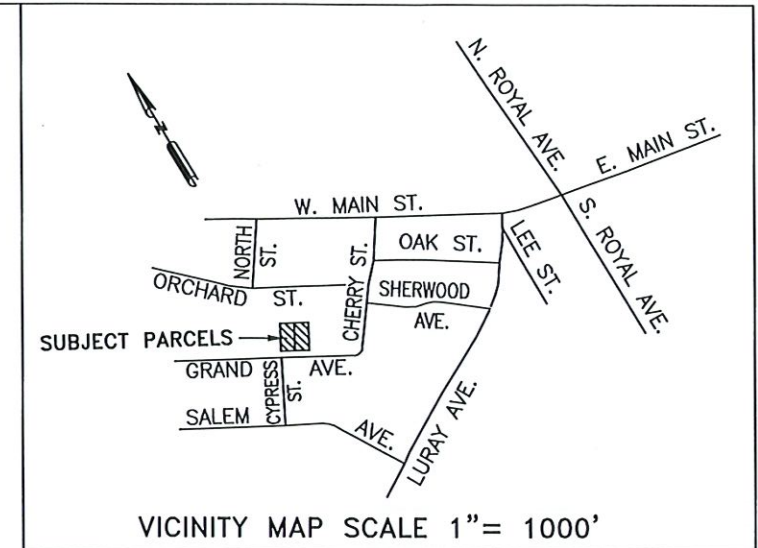
⊘ DENOTES UTILITY POLE.
— · — · — DENOTES OVERHEAD WIRES.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 5, 2026





PER DEED BOOK 22 PAGE 228



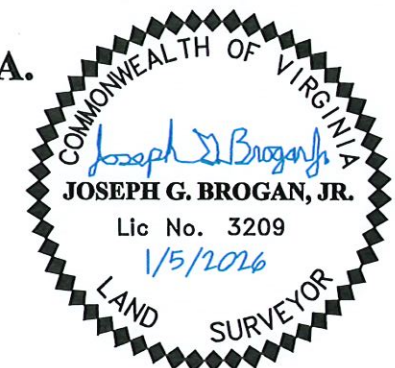
NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811.
PLAT REF: INST. # 260000024.

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

PROPOSED REZONING OF LOTS 11A AND 14A
BLOCK 4, MAP OF HOFFMAN HEIGHTS
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 5, 2026



CONSENT AGENDA ITEM 3

2600021 – A Special Exception Application submitted by Monteverde Engineering & Design Studio on behalf of Squirrel Hill 1 LLC, requesting an exception from Town Code Chapter 148-860.6.e. retaining wall height requirements of six feet (6'), and requesting to increase the maximum allowable wall height, for properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

SPECIAL EXCEPTION APPLICATION

TOWN OF FRONT ROYAL ~102 East Main Street, Front Royal, Va. 22630 ~ Main: 540-635-4236 ~ Fax: 540-631-2727

APPLICANT**PROPERTY OWNER** (if different)

APPLICANT'S NAME: Monteverde Engineering & Design Studio	PROPERTY OWNER'S NAME: Squirrel Hill 1 LLC
ADDRESS: 250 E Elizabeth St Ste 114 Harrisonburg, VA 22802	OWNER'S ADDRESS: PO Box 253, Clifton VA 20124
PHONE NUMBER: (760) 470-0806	PHONE NUMBER: (703) 407-7559
EMAIL: jnavarrete@monteverdedesigns.com	EMAIL: jay1mccarty@gmail.com

SECTION A - Property Information

Tax Map No. <u>20A6 5 8 _ 20A6 5 8A _ 20A6 5 8B</u>	Zoning District: <u>R-2</u>
Site Address: <u>344 W Main St</u>	
☐ Entrance Corridor	☐ Historic District
	☐ Floodplain

SECTION B - Details of Request

Project Name: <u>Squirrel Hill Development</u>
Special Exception Code Section(s): <u>Section 148-860- item 6(e)</u>
General Describe of the request (please attached supporting information, such as plats, plans, details, etc.): For the Town of Front Royal to consider a special exception for retaining wall height requirements set forth in Section 148-860- item 6(e) of the Town code, which limits the maximum height of a retaining wall to not exceed six (6) feet in height. At the rear corner of the building located on Lot 12, site grading conditions necessitate the construction of a retaining wall exceeding this height limitation for optimal lot development practices relating to drainage and spacing from residential unit. We are requesting approval to increase the maximum allowable wall height to ten (10) feet, maximum, in this location to accommodate existing topographic constraints and maintain proper drainage away from the structure.

SIGNATURE OF APPLICANT:**Date:** 1/13/2026**PRINT NAME OF APPLICANT:** Jack Navarrete, EIT**SIGNATURE OF PROPERTY OWNER:****Date:** 1/13/26**PRINT NAME OF PROPERTY OWNER:** Donald Jay McCarty

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application.

(APPLICATION FEE: \$650.00)

June 5, 2025

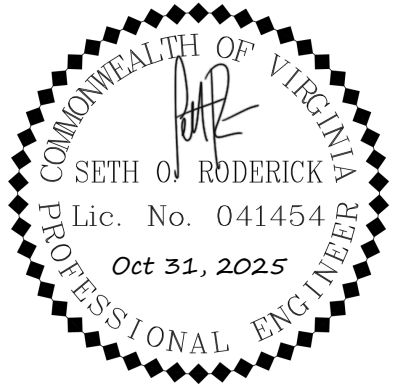
Pd. \$650.00 on 1-14-26 ck#1037

RETAINING WALL NOTES:

1. WALLS SHALL BE CONSTRUCTED WITH SEGMENTAL BLOCK UNITS (ANCHOR DIAMOND PRO OR EQUAL AS APPROVED BY OWNER) WITH GEOSYNTHETIC REINFORCING WHERE REQUIRED BY DESIGN. SET TOP AND BOTTOM OF WALL PER GRADES INDICATED ON PLANS. THE DESIGN OF THE WALLS SHALL BE DELEGATED. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND CALCULATIONS SEALED BY AN ENGINEER LICENSED IN THE COMMONWEALTH OF VIRGINIA FOR APPROVAL PRIOR TO CONSTRUCTION.
2. WALLS SHALL BE CONSTRUCTED USING SM OR MORE GRANULAR BACKFILL WITH AN MAX ACTIVE EQUIVALENT FLUID PRESSURE OF 32 PSF PER FOOT OF HEIGHT. GEOTECHNICAL ENGINEER OF RECORD SHALL APPROVE BACKFILL PRIOR TO CONSTRUCTION.
3. ANY PORTION OF THE RETAINING WALL OVER THREE (3) FEET IN HEIGHT SHALL INCLUDE A FENCE (NOT SHOWN ON THESE PLANS) AT LEAST FORTY-TWO (42) INCHES HIGH ALONG THE TOP TO PROTECT PERSONS FROM INJURY DUE TO FALLING. THE FENCE TYPE AND LAYOUT SHALL BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION. FENCE INSTALLATION TO UTILIZE SLEEVE-IT FENCE POST ANCHORING SYSTEM.
4. PROVIDE AN INTERNAL DRAINAGE SYSTEM DESIGNED TO REMOVE INCIDENTAL WATER THAT INFILTRATES INTO THE SOIL BEHIND THE WALL.
5. GROUND WATER CAN BE PRESENT WITHIN THE SOIL DUE TO SURFACE INFILTRATION OR WATER TABLE FLUCTUATION. IF GROUND WATER IS ENCOUNTERED DURING CONSTRUCTION, AN ADEQUATE DRAINAGE SYSTEM MUST BE INSTALLED.

NOTES:

1. DITCH CROSS SECTIONS PROVIDED IN THE PLAN SHEET C6.02 AND CALCULATIONS ARE PROVIDED IN STORMWATER CALCULATION PACKAGE
2. STORM SEWER PROFILES ARE PROVIDED IN THE PLAN SHEET C6.05.



SUBDIVISION DEVELOPMENT PLAN
SQUIRREL HILL DEVELOPMENT
344 W MAIN ST
FRONT ROYAL, VA 22630

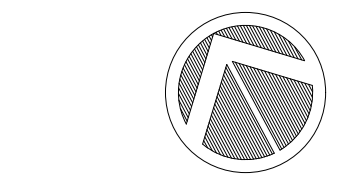
Revisions:		
No.	Description	Date
#1	Warren County E&S Comments	03/07/25
#2	DEQ Comments	06/09/25
#3	AHJ Comments	10/31/25

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

GRADING PLAN

Project number:	
Date:	FEBRUARY 18, 2025
Drawn by:	DK
Checked by:	SR

C6.01



SCALE: 1" = 30'-0"
0 30 60 Feet

Vertical Datum : NVDA 88
Horizontal Datum : NAD 83



PUBLIC HEARING ITEM 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, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Use Permit – 2500571

MEETING DATE: January 21, 2026

SUMMARY: 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.

STAFF RECOMMENDATION:

Staff recommends approval with the following conditions:

1. The entrance off 14th street shall be removed and replaced with curb and gutter.
2. All work shall be conducted within an enclosed building.
3. All outdoor storage or display shall be screened to obstruct its visibility from any public street.

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 #2500571 to allow an Automobile Garage/General Repair Shop, located at 3 West 14th Street, and identified by Tax Map 20A2-3-63-24A, 25, 26, 27, B 63 with the following conditions:

1. *The entrance off 14th street shall be removed and replaced with curb and gutter.*
2. *All work shall be conducted within an enclosed building.*
3. *All outdoor storage or display shall be screened to obstruct its visibility from any public street.*

"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 #2500571 to allow an Automobile Garage/General Repair Shop, located at 3 West 14th Street, and identified by Tax Map 20A2-3-63-24A, 25, 26, 27, B 63 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
January 21, 2026**

APPLICATION #:

2500571

APPLICANT:

Gary Bunch

APPLICATION SUMMARY:

A Special Use Permit application has been submitted to allow an Automobile Garage/General Repair Shop, located at 3 West 14th Street.

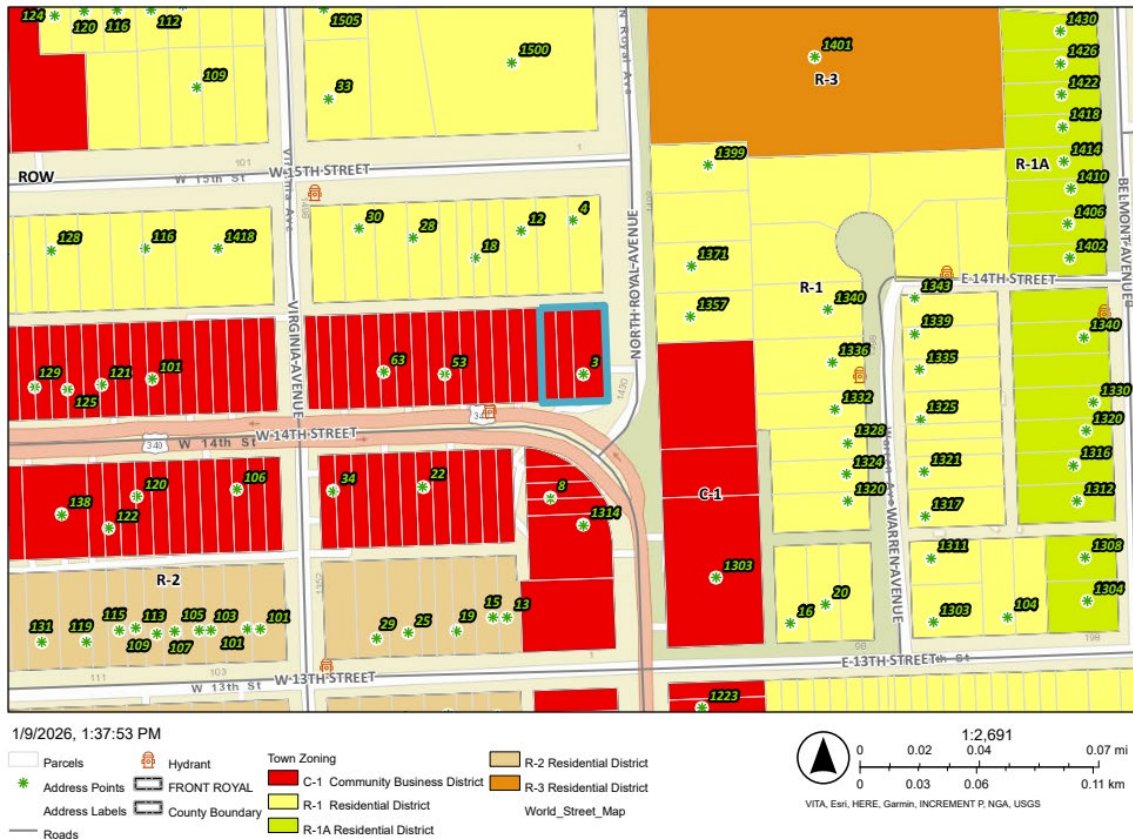
GENERAL INFORMATION:

Site Addresses	3 West 14 th Street
Property Owner(s)	Gary & Tammy Bunch
Existing Zoning	C-1, Community Business District (Entrance Corridor)
Historic District	No
Proposed Use	Automobile Garage/General Repair Shop
Tax Identification	20A2-3-63-24A, 25, 26, 27, B63
Location	The property is located at the intersection of W. 14 th Street and North Royal Avenue.

Vicinity Map (Warren County GIS)



Town Zoning Map (Warren County GIS)



Aerial Map (Warren County GIS)



Front Left Elevation – Facing W. 14th Street



Rear Elevation – Corner of W. 14th Street and N. Royal Avenue



Rear Elevation – Facing N. Royal Avenue



INFORMATION ON THE APPLICATION:

Town Code

175-38 - STATEMENT OF INTENT (C-1)

The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C-I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

175-39 - USE REGULATIONS (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 and Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175-107.1.F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, and flea markets, in accordance with Section 175-44.F.

Kennels.

Shopping centers as set forth in Section [175-111](#).

Tobacco, smoke or vape shop.

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 and 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 forty-five (45) feet and seventy (70) feet, and any residential structure not in conformance with the height limitation of Section [175-41](#).

Structures with a gross floor area of fifty thousand (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	Automobile, motor vehicle service facilities	Two (2) spaces per service bay or two (2) spaces for every three hundred sixty (360) square feet. Every such facility shall have a minimum of three (3) parking spaces.
Staff Recommendation	Staff recommends approval with the following conditions: 1. The entrance off 14th street shall be removed and replaced with curb and gutter. 2. All work shall be conducted within an enclosed building. 3. All outdoor storage or display shall be screened to obstruct its visibility from any public street.	

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: 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.

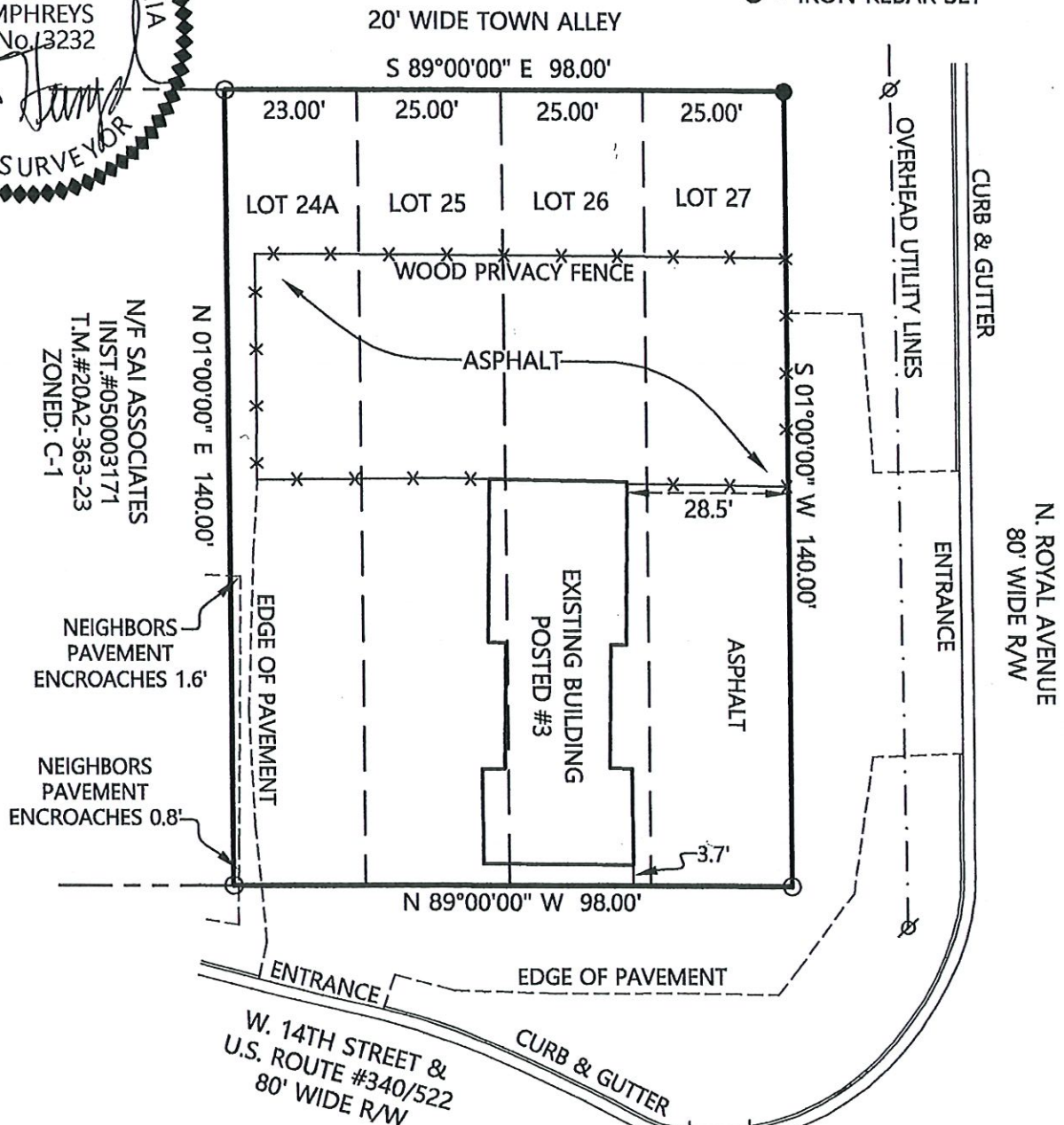
BOUNDARY SURVEY
LOTS 24A, 25, 26 & 27, BLOCK 63,
FRONT ROYAL-RIVERTON IMPROVEMENT CO.,
DEED BOOK 'S' PAGE 300,
NORTH RIVER DISTRICT, TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

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



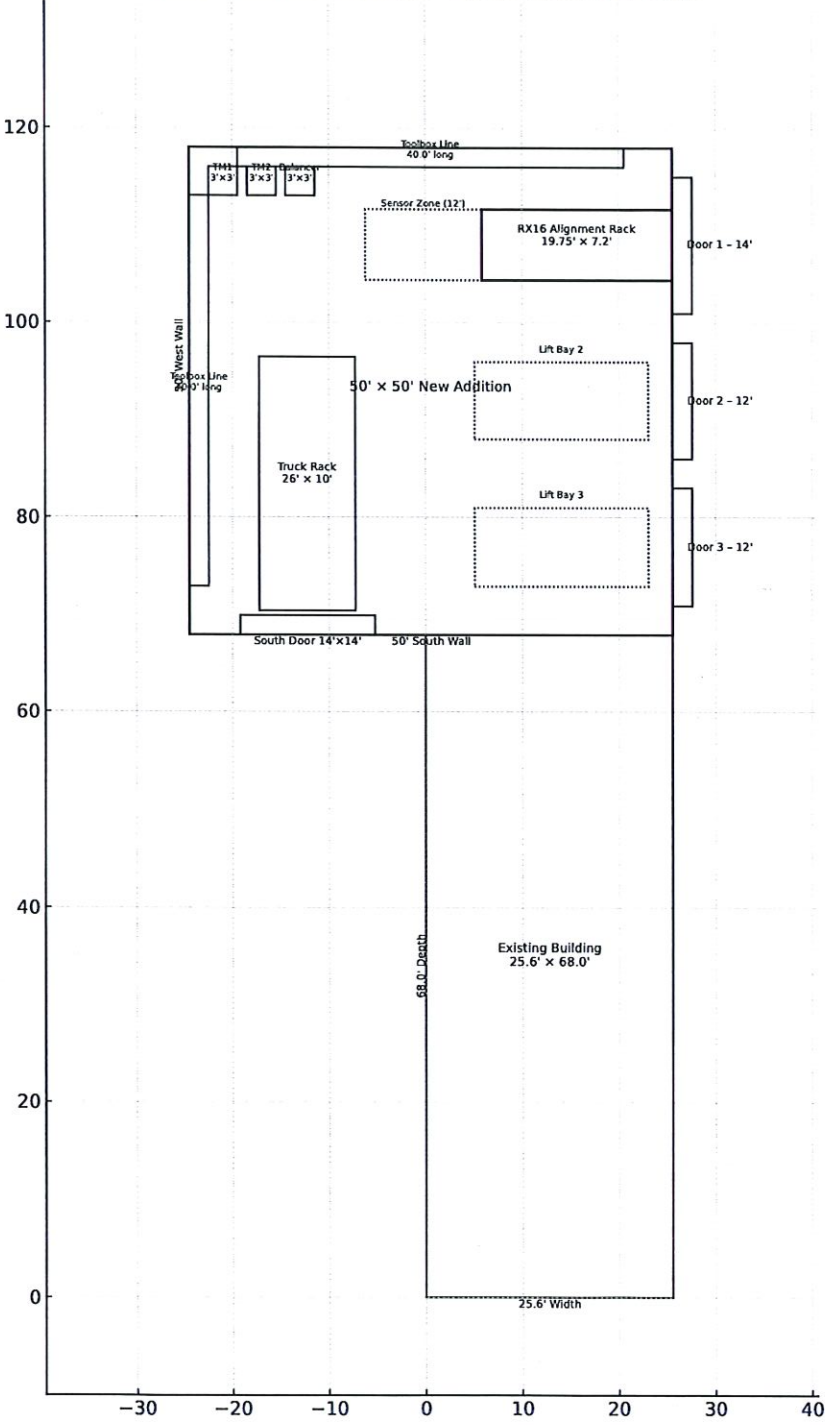
LEGEND

- = IRON PIN FOUND
- = IRON REBAR SET

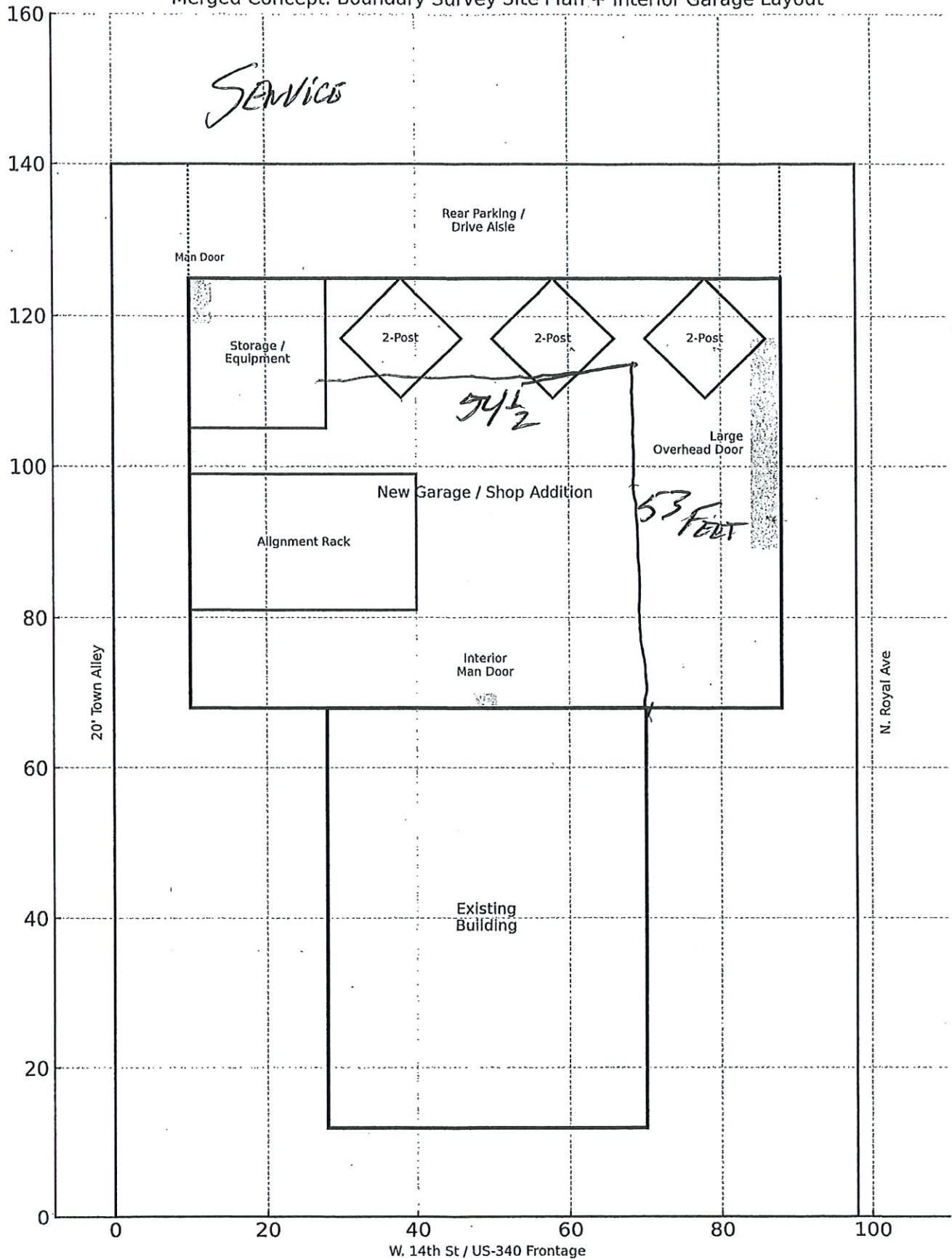


PER D.B.'S' PG.300

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

PUBLIC HEARING ITEM 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, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Use Permit – 2500573

MEETING DATE: January 21, 2026

SUMMARY: 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.

STAFF RECOMMENDATION:

Staff recommends approval with the following conditions:

1. The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall.
2. The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height.
3. The Vehicle Storage Facility lot shall have a graveled or paved surface.
4. Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot.

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 #2500573 to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street, and identified by Tax Map 20A4-4-5 with the following conditions:

- 1. The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall.*
- 2. The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height.*
- 3. The Vehicle Storage Facility lot shall have a graveled or paved surface.*
- 4. Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot."*

"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 #2500573 to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street, and identified by Tax Map 20A4-4-5 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
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TOWN OF FRONT ROYAL **DEPARTMENT OF PLANNING & ZONING**

Planning Commission Regular Meeting
January 21, 2026

APPLICATION #:

2500573

APPLICANT:

Property Connection, LLC

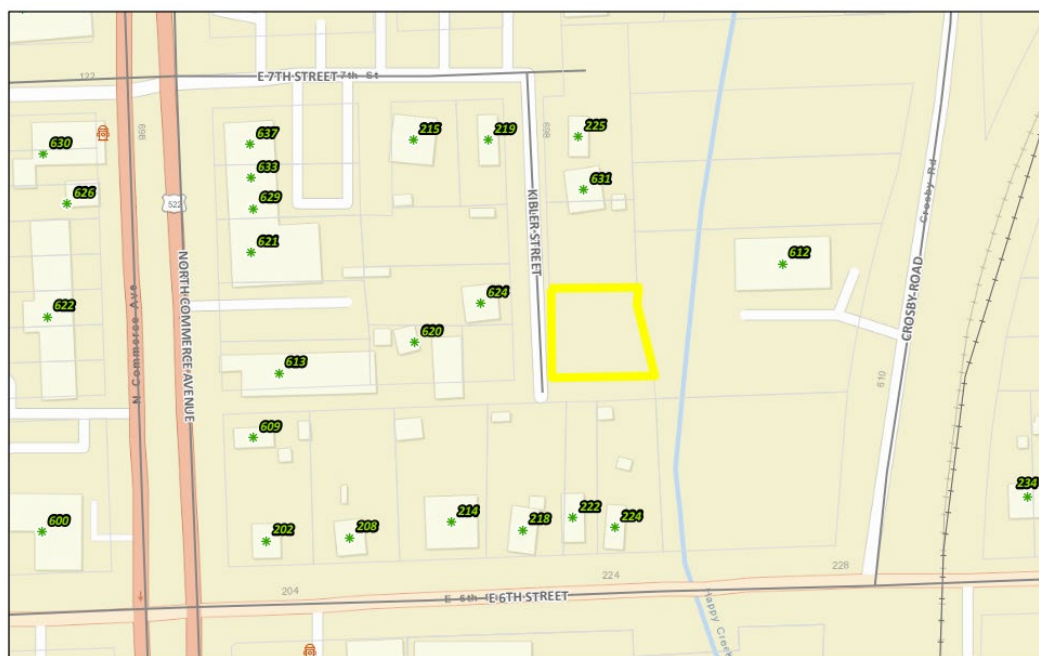
APPLICATION SUMMARY:

A Special Use Permit application has been submitted to allow an Automobile Parking Lot, Commercial (Tow Yard) located on a vacant lot on Kibler Street.

GENERAL INFORMATION:

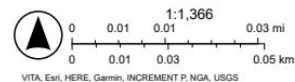
<i>Site Addresses</i>	Kibler Street (Vacant Lot)
<i>Property Owner(s)</i>	Property Connection LLC
<i>Existing Zoning</i>	C-1, Community Business District
<i>Historic District</i>	No
<i>Proposed Use</i>	Automobile Parking Lot, Commercial (Tow Yard)
<i>Tax Identification</i>	20A4-4-5
<i>Location</i>	The vacant lot is located at the end of Kibler Street.

Vicinity Map (Warren County GIS)

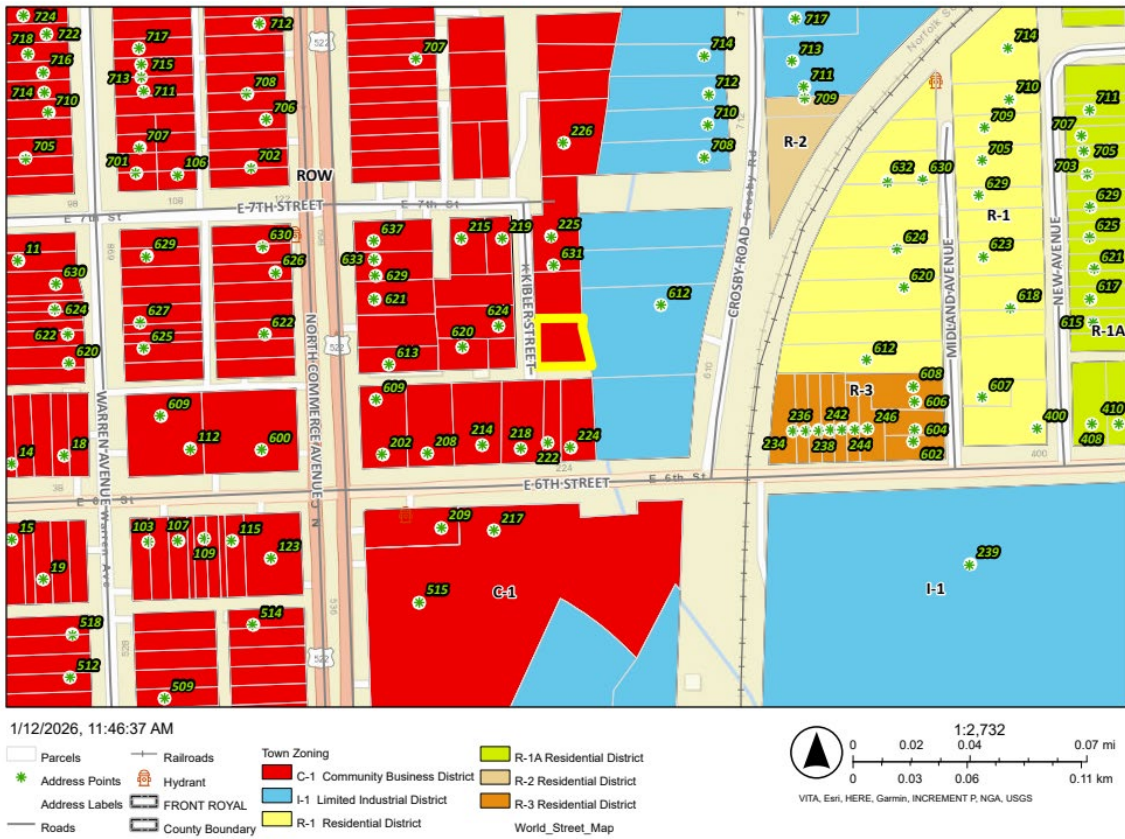


1/12/2026, 11:49:56 AM

Parcels
 Address Points
 Address Labels
 Roads
 Railroads
 Hydrant
 FRONT ROYAL
 County Boundary
 World_Street_Map



Town Zoning Map (Warren County GIS)



Arial Map (Warren County GIS)



Kibler Street – Vacant Lot Identified by Tax Map No. 20A4-4-5



INFORMATION ON THE APPLICATION:

Town Code	Town Code 175-3 – DEFINITIONS AUTOMOBILE PARKING LOT, COMMERCIAL – A lot or portion thereof, other than an automobile sales lot, held out or used for the storage or parking of six (6) or more motor vehicles for a consideration, where service or repair facilities are not permitted. Such parking lot shall not be considered an accessory use; nor shall it be used for the storage of dismantled or wrecked vehicles, parts thereof or junk. Chapter 158- VEHICLE AND TRAFFIC 158-55 - DEFINITIONS TOWING OPERATOR means a towing firm or service, with an established business office and location within Warren County, which meets the requirements of this article and has entered into an agreement to provide towing and recovery services at the request of the Sheriff's Office, Police Department or other law enforcement personnel. 158-56 General Requirements <i>B. Storage and Security of Vehicles.</i> 1. All Towing Operators shall have a secured lot for vehicles towed under this article. Vehicles shall be stored at all times in said storage lot, storage facility or building or an adjacent service bay. 2. A Towing Operator shall maintain and own or lease a dedicated storage area able to contain all towed vehicles towed by the operator. Storage area shall be fully enclosed by a commercial grade fence which is at least six (6) feet tall, or enclosed by a permanent structure, have adequate lighting and remain reasonably clear of debris. Towing Operators shall not share storage lots unless the shared storage lot is divided by a six-foot high stationary fence with a separate locked entrance to each storage area. 3. The storage lot shall have a sign posted identifying the firm's name and telephone number. Wrecker service facilities and equipment, including vehicles, office, telephone lines, office equipment and storage facilities may not be shared with another wrecker service. Vehicles towed at the request of Law Enforcement Personnel must be placed in storage owned or leased and operated by the wrecker service on the Towing List. 4. The storage lot shall have a graveled or paved surface.
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175-38 - STATEMENT OF INTENT (C-1)

The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C-I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

175-39 - USE REGULATIONS (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 and Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175-107.1.F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, and flea markets, in accordance with Section 175-44.F.

Kennels.

Shopping centers as set forth in Section [175-111](#).

Tobacco, smoke or vape shop.

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 and 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 forty-five (45) feet and seventy (70) feet, and any residential structure not in conformance with the height limitation of Section [175-41](#).

Structures with a gross floor area of fifty thousand (50,000) square feet or more.

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

<i>Parking Requirements</i>	158-57 - APPLICATION FOR AGREEMENT D. <i>Penalties and Towing:</i> 3. The location, size and security features of the storage lot on which the towed vehicles will be stored. The storage facility shall be described in detail to include the size, the lighting and the separate entrance. The storage facility may be a building or a lot which shall be a minimum of one thousand five hundred (1,500) square feet for regular Towing Operators or a minimum of three thousand (3,000) square feet for heavy-duty Towing Operators.
<i>Staff Recommendation</i>	Staff recommends approval with the following conditions: 1. The Vehicle Storage Facility shall be fully enclosed by commercial grade fence which does not restrict the flow of water and is at least six feet (6') tall. 2. The north, west and south sides of the lot shall be screened to always obstruct view from the adjacent properties and public street with an Evergreen Hedge at least six feet (6') feet in height. 3. The Vehicle Storage Facility lot shall have a graveled or paved surface. 4. Wrecked or damaged vehicles shall not remain on site for a period longer than forty-eight (48) hours upon arrival on the lot.

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: Property Connection, LLC PHONE: 703 511 1481
Address: 204 Cloud St front Royal, VA 22630
Email: minicproperty@yahoo.com

PROPERTY OWNER:

Name: Property Connection, LLC PHONE: 703-594-9421
Address: 204 Cloud St front Raleigh, NC 27630
Email: minickproperty@yahoo.com

PROPERTY DESCRIPTION:

Property Address: 631 Kibler St, Front Royal, VA 22630
Tax Map 20A4-4-5 Section _____ Block _____ Lot 5
Subdivision Name: Cap. BINS 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: _____ 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.

KIBLER ST.
50' WIDE R/W
(UNIMPROVED)

E. 7TH ST.
60' WIDE R/W

E. 7TH ST.
60' WIDE R/W
(UNIMPROVED)

250' TO N. COMMERCE AVE

NOTE: PROPOSED LOT 3A
IS SERVED BY EXISTING SEWER
LATERAL AND EXISTING
WATERLINE WITH WATER METER.

PER P.B. 2/39

20' WIDE DRAINAGE EASEMENT
HEREBY DEDICATED TO
THE TOWN OF FRONT ROYAL
PER THIS PLAT

PROPERTY LINE
HEREBY CREATED

EDGE OF GRAVEL
PROPERTY LINE
HEREBY CREATED

(PORTION OF E. 7TH ST.
3,390 SQ. FT.)

(PROPERTY LINE HEREBY VACATED)

(ORIG. LOT 3)
(6,705 SQ. FT.)
ZONED C-1

CONC. WALK
R.O. CONC. (ZONED C-1)

EX. 2 STY.
VINYL SIDING
DWELL. # 225

26.2' 14.0' 19.3' 11.0' 26.3'

10' BRL

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ABOVE GROUND
PROPANE TANK

T.M. 20A4-11 PARCEL 6
N/F S. WAYNE PROPERTIES, L.L.C.
PER INST. # 110002705
ZONED I-1

PROPERTY LINE HEREBY CREATED

LINE PER PLAT IN INST. # 110002364

T.M. 20A4-11 PARCEL 7
N/F S. WAYNE PROPERTIES, L.L.C.
PER INST. # 110002705
ZONED I-1

T.M. 20A4-11 PARCEL 8A
N/F S. WAYNE PROPERTIES, L.L.C.
PER INST. # 110002705
ZONED I-1

HAPPY CREEK

HAPPY CREEK

KIBLER ST.
32' WIDE R/W

20' WIDE ALLEY

- DENOTES EXISTING PIN.
- DENOTES PIN SET.
- ⊕ DENOTES RAILROAD SPIKE SET.
- ⊗ DENOTES WATER METER.
- DENOTES OVERHEAD WIRES.
- x- DENOTES FENCE LINE.
- w-w- DENOTES WATER LINE.
- s-s- DENOTES SAN. SEWER LINE.

Future Fence

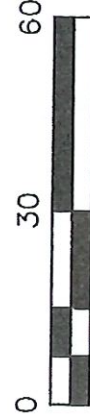
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: PROPERTY CONNECTION, LLC.
PER INSTRUMENT # 220004123.

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.

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



SCALE 1" = 30'

SHEET TWO OF TWO

PUBLIC HEARING ITEM 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, Virginia

Planning Commission Monthly Meeting Agenda

☐ Consent Action

☐ Administrative Action

☒ Public Hearing

☐ Discussion

Agenda Item: Special Use Permit – 2500581

MEETING DATE: January 21, 2026

SUMMARY: 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 the 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.

STAFF RECOMMENDATION:

Staff recommends approval with the following conditions:

1. Required parking spaces shall remain unobstructed and reserved solely for parking purposes. No other use, including storage, loading, or outdoor activity, shall be permitted within the designated parking areas. All parking spaces shall be permanently and clearly striped in accordance with applicable standards.
2. The applicant shall remove all off-premises signs from the property.

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 #2500581 to operate a shopping center in the C-1 zoning district pursuant to the Town of Front Royal Municipal Code Section 175-39(B), located on South Street, identified by Tax Map 20A18-5-7 with the following conditions:

- 1. Required parking spaces shall remain unobstructed and reserved solely for parking purposes. No other use, including storage, loading, or outdoor activity, shall be permitted within the designated parking areas. All parking spaces shall be permanently and clearly striped in accordance with applicable standards.*
- 2. The applicant shall remove all off-premises signs from the property.*

"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 #2500581 to operate a shopping center in the C-1 zoning district pursuant to the Town of Front Royal Municipal Code Section 175-39(B), located on South Street, identified by Tax Map 20A18-5-7 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
January 21, 2026

APPLICATION #:

2500581

APPLICANT:

AJM, LLC Front Royal VA on behalf of (The)
Boisseau Family LC Et Al

APPLICATION SUMMARY:

A Special Use Permit application has been submitted to operate a shopping center in the C-1 zoning district pursuant to Town of Front Royal Municipal Code Section 175-38(B) located on South Street.

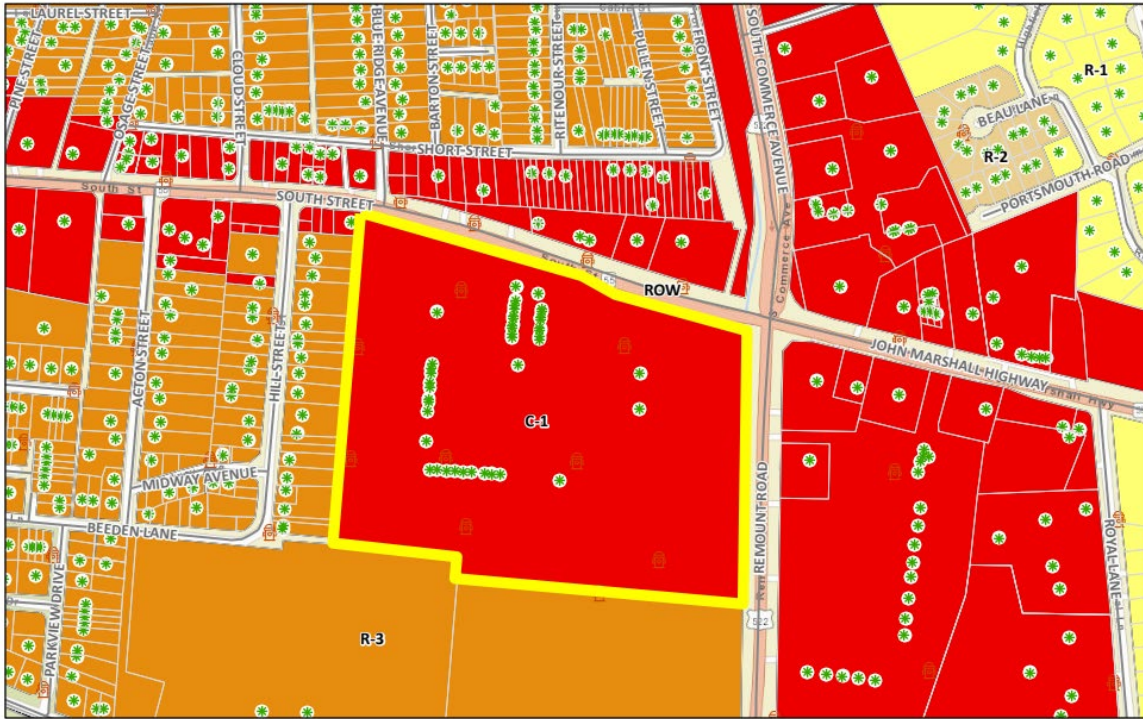
GENERAL INFORMATION:

Site Addresses	South Street
Property Owner(s)	(The) Boisseau Family LC Et Al
Existing Zoning	C-1, Community Business District
Historic District	No
Proposed Use	Shopping Center
Tax Identification	20A18-5-7
Location	The property is located at the intersection of South Street and Remount Road.

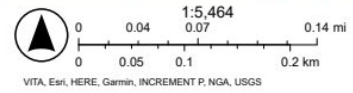
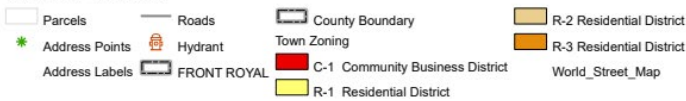
Vicinity Map (Warren County GIS)



Town Zoning Map (Warren County GIS)



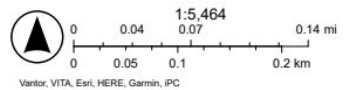
1/12/2026, 1:21:20 PM



Arial Map (Warren County GIS)



1/12/2026, 12:05:06 PM



Royal Plaza – South Street



INFORMATION ON THE APPLICATION:

Town Code

175-38 - STATEMENT OF INTENT (C-1)

The Community Business C-I District is intended to accommodate general business areas, highway-oriented commercial uses, and selected retailing operations. The Community Business C-I District recognizes the demand for a variety of land uses near or adjacent to the major traffic arteries in Town.

175-39 - USE REGULATIONS (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 and Breakfasts, as set forth in Section 107.3.

Day Care Facilities and schools, subject to the provisions of Section 175-107.1.F, and any necessary improvements or changes to address the considerations of that section.

Farmers' markets, and flea markets, in accordance with Section 175-44.F.

Kennels.

Shopping centers as set forth in Section [175-111](#).

Tobacco, smoke or vape shop.

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 and 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 forty-five (45) feet and seventy (70) feet, and any residential structure not in conformance with the height limitation of Section [175-41](#).

Structures with a gross floor area of fifty thousand (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**

Shopping Centers

Five (5) spaces per one thousand (1,000) gross square feet for every shopping center facility ten thousand (10,000) square feet in size or less.

Four (4) parking spaces per one thousand (1,000) gross square feet for every shopping center over then thousand (10,000) square feet.

**Staff
Recommendation**

The purpose of this application is to bring an existing shopping center whose approval predates the current code into compliance with the Towns Ordinance.

Staff recommends approval with the following conditions:

1. Required parking spaces shall remain unobstructed and reserved solely for parking purposes. No other use, including storage, loading, or outdoor activity, shall be permitted within the designated parking areas. All parking spaces shall be permanently and clearly striped in accordance with applicable standards.
2. The applicant shall remove all off-premises signs from the property.

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: 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. Boissonau, III Date: 12/8/2025
George Stuckey (Dec 8, 2025 12:36:10 EST) Richard W. Boissonau, 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



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

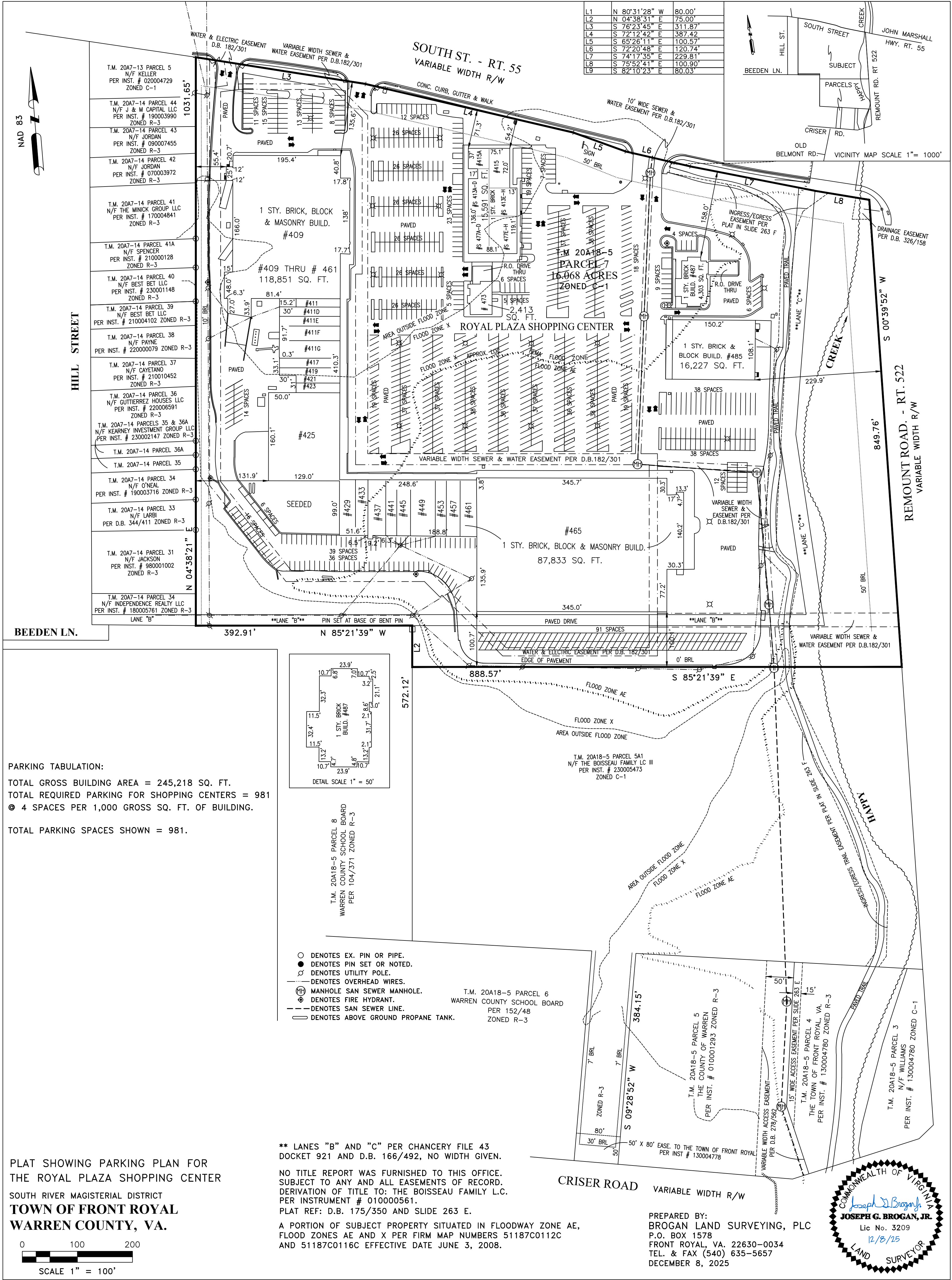
thalhimer.com

[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.

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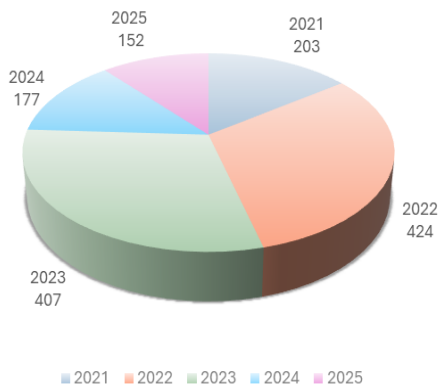


DECEMBER 2025 MONTHLY REPORT

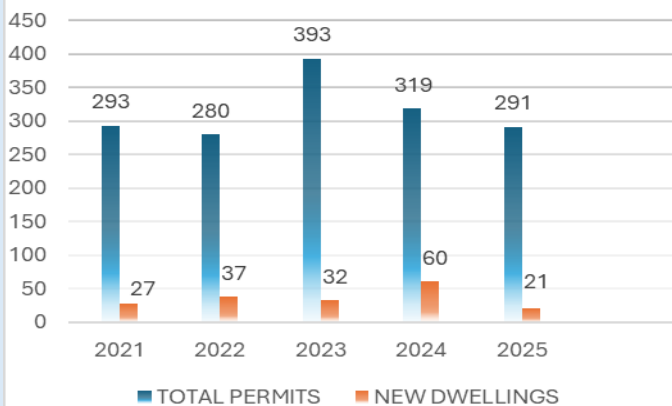
PLANNING AND ZONING DEPARTMENT – DECEMBER 2025

	2021	2022	2023	2024	2025	DECEMBER
Zoning Permits	293	280	393	319	291	15
New Dwelling Units	27	37	32	60	21	1
New Code Enforcement Cases Open	203	424	407	177	152	4
Code Enforcement Cases in Compliance/Closed		361	378	112	59	1
Code Enforcement Inspections	--	340	423	388	191	4
Land Use Applications	29	56	36	45	44	7
Code Amendments	7	2	4	1	9	0
Sign Permits	47	41	62	42	36	1
Business Licenses	172	155	148	129	127	9
Short-Term Rentals	1	13	5	5	2	0
Administrative Variance	--	--	4	1	1	0
COA Administrative Review	--	--	39	18	33	1
COA Board Review	--	--	11	15	5	0
Solicitor/Itinerant Merchant	--	--	10	27	19	9
Urban Agriculture	--	--	18	11	4	0
Vacation of Alleys, Streets, Right-of-Ways & Easements	--	--	5	2	9	0
Right of Way Utilization Permits			46	105	32	5
Walk-Ins to Planning & Zoning	--	--	--	2606	2255	171

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 – 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. In December staff received the “Squirrel Hill Final Subdivision Development Plan” and the Heritage Hall Development Plan for the expansion of the existing building. Both applications are currently being reviewed.

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

- The PC approved advertising for a public hearing in January, Special Use Permit Application #2500571 submitted by Gary Bunch to allow an Automobile Garage/General Repair shop located at 3 West 14th Street; Special Use Permit Application #2500573 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; and Special Use Permit Application #2500581 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 located on South Street and identified by Tax Map 20A18-5-7.

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

BAR – In December the Board of Architectural Review held one (1) regular meeting and one (1) work session. At their regular mleeeting the BAR approved a Certificate of Appropriateness Application to replace an existing wood deck and obtain approval for an existing handicap ramp at 25 S. Royal Avenue. At their work session the BAR continued reviewing the Historic District Guidelines.

BZA – In December the Board of Zoning Appeals held one (1) regular meeting and one (1) work sesion. At their regular meeting they reviewed and approved meeting minutes. The BZA then closed the regular meeting and went into a work session to review the BZA by-laws and conducted “mock” cases for a Zoning Determination Appeal and a Variance request.