



TOWN COUNCIL REGULAR WORK SESSION
Monday, February 2, 2026 to Follow Regular Meeting
Town Hall Conference Room
View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Roll Call

2. NEW BUSINESS

- A. Special Use Permit Application from Gary Bunch to Allow an Automobile Garage/General Repair Shop, at 3 W. 14th Street – *Lauren Kopishke*
- B. Special Use Permit Application from Property Connection, LLC to allow an Automobile Parking Lot, Commercial (Tow Yard) on a Vacant Lot on Kibler Street. - *Lauren Kopishke*
- C. Special Use Permit Application from 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 on South Street - *Lauren Kopishke*
- D. Request to Vacate a portion of the unimproved Lowe Lane between Braxton Road and Lot 27A – *Joe Petty*

3. UNFINISHED BUSINESS

- A. Request to Reinstate Two Readings for Public Hearings – *Joe Petty*

4. CLOSED MEETING

5 ADJOURN



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 2, 2026

Item# 02A

Agenda Item: A Special Use Permit application submitted by Gary Bunch to allow an Automobile Garage/General Repair Shop, located at 3 West 14th Street.

Summary: The owner of the property located at 3 West 14th St has submitted a Special Use Permit application to permit an Automobile repair shop in the C-1 Commercial District. The property is located within the Entrance Corridor overlay district.

- The current business is classified as an automobile service station- for the applicant to expand, the property must be classified correctly under the current ordinance.
- The applicant is proposing an expansion to the existing building this will alter the required parking for the operation itself which is calculated based on number of garage bays and square footage of the structure.

Staff Analysis:

Staff supports this application. The change of use will permit the owner to expand their operation and properly classify the business. Staff is strongly requesting that Council condition the closure of the entrance off of 14th St for safety and intersection operations. The applicant is aware of this condition.

Budget/Funding: N/A

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.

**PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT**

Meeting Date: January 21, 2026

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.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

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

Moved Marrazzo Seconded Brooks

Marshner ✓ Marrazzo ✓ Neel ✓ Brooks ✓ Fedoryka ✓

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

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

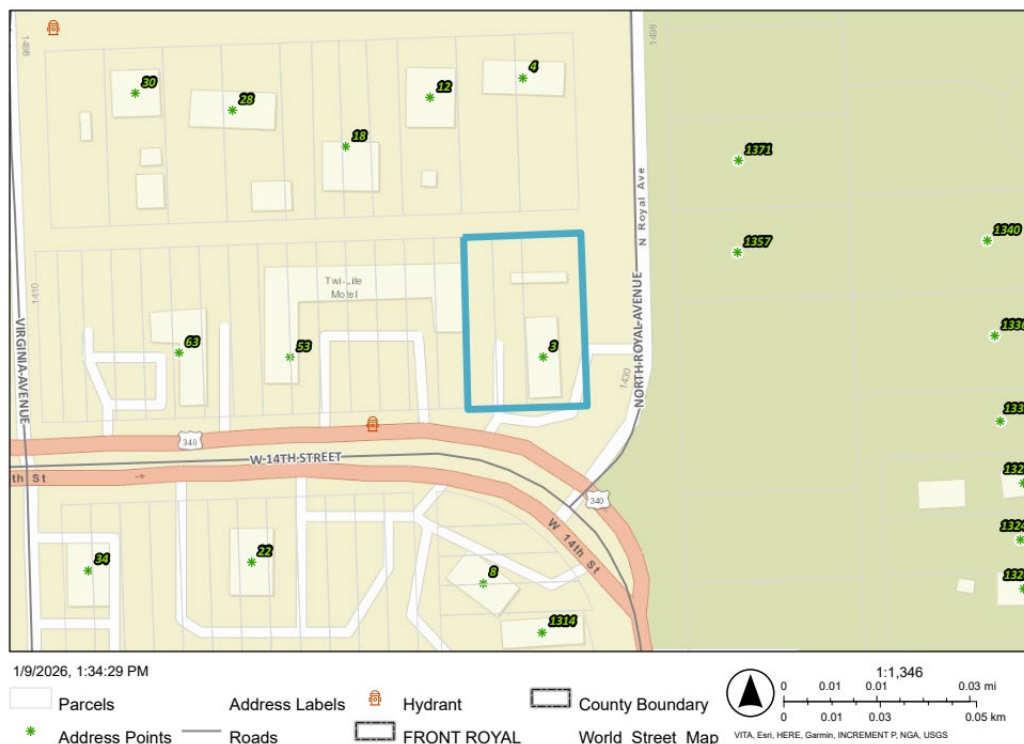
APPLICATION SUMMARY:

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

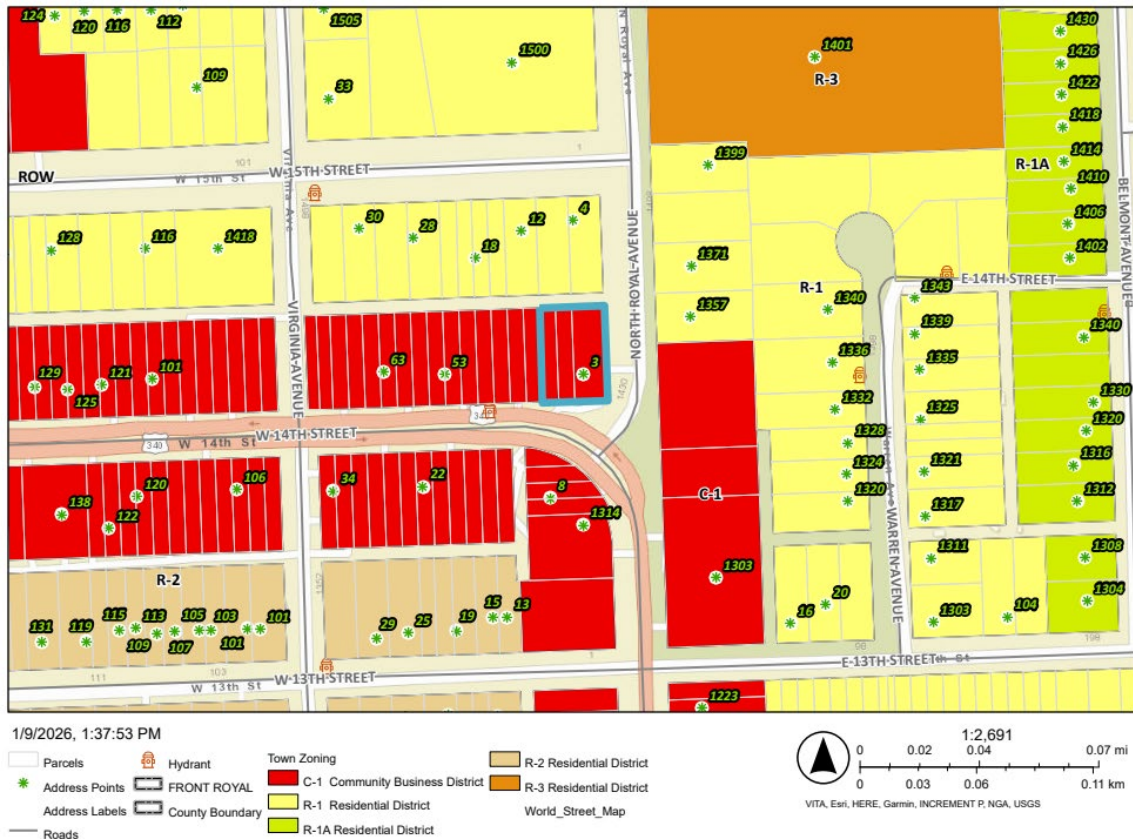
GENERAL INFORMATION:

<i>Site Addresses</i>	3 West 14 th Street
<i>Property Owner(s)</i>	Gary & Tammy Bunch
<i>Existing Zoning</i>	C-1, Community Business District (Entrance Corridor)
<i>Historic District</i>	No
<i>Proposed Use</i>	Automobile Garage/General Repair Shop
<i>Tax Identification</i>	20A2-3-63-24A, 25, 26, 27, B63
<i>Location</i>	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)



Arial 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: 540-622-0369Address: 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.

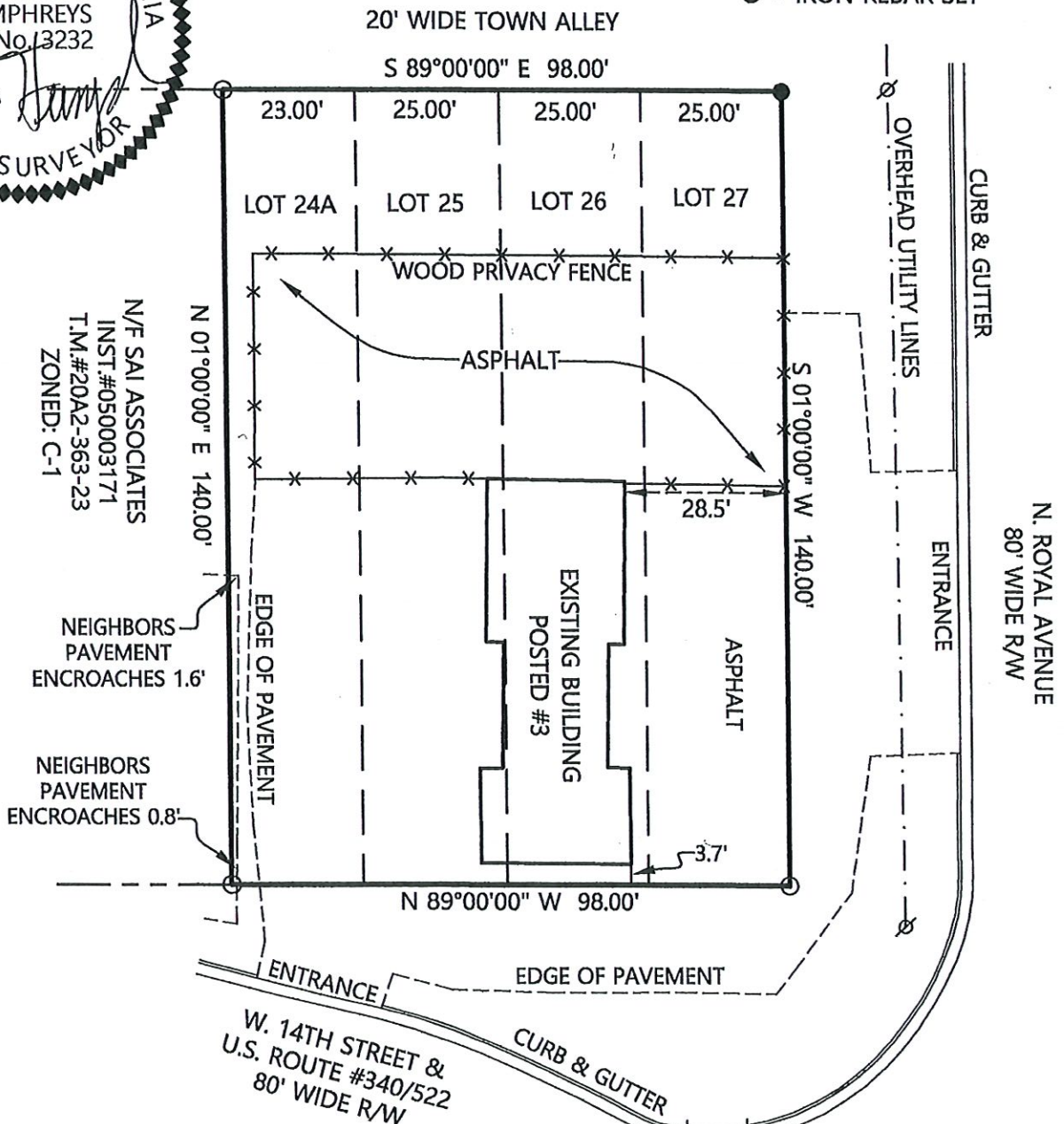
BOUNDARY SURVEY
LOTS 24A, 25, 26 & 27, BLOCK 63,
FRONT ROYAL-RIVERTON IMPROVEMENT CO.,
DEED BOOK 'S' PAGE 300,
NORTH RIVER DISTRICT, TOWN OF FRONT ROYAL
WARREN COUNTY, VIRGINIA

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



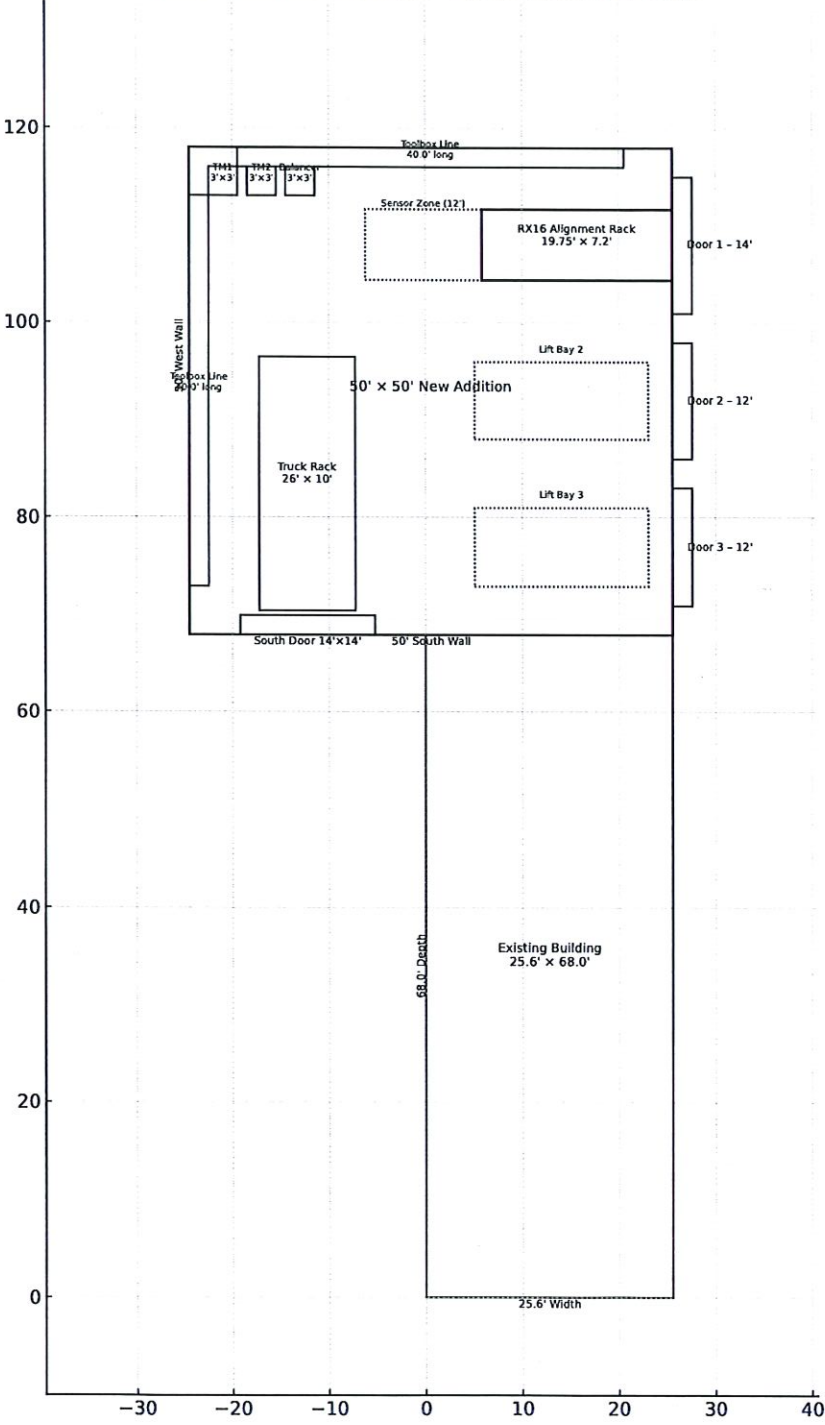
LEGEND

- = IRON PIN FOUND
- = IRON REBAR SET

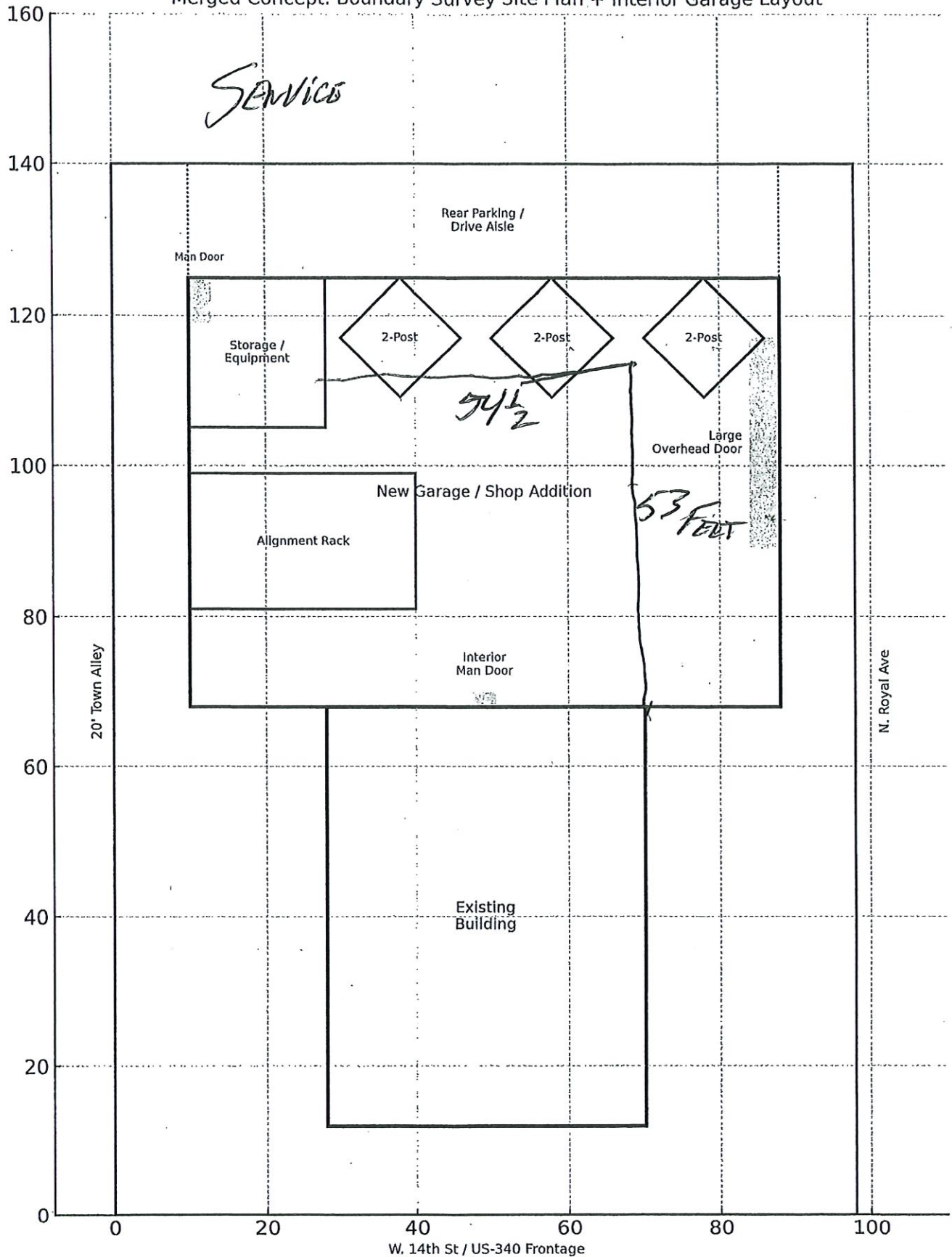


PER D.B.'S' PG.300

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



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 2, 2026

Item# 02B

Agenda Item: A Special Use Permit Application, submitted by Property Connection, LLC, to allow an Automobile Parking Lot, Commercial (tow yard) on a vacant lot on Kibler Street

Summary: The owner of the property located has submitted a Special Use Permit application to permit an Automobile Parking Lot, Commercial Tow Yard on a currently vacant lot. The property is located within the FEMA floodway.

- This application would permit the owner to park 6 or more vehicles on the lot but not wrecked vehicles. The applicant will be offering towing services and will be bringing vehicles to the site.
- Due to the location in the floodway and the screening requirements of the code, staff suggests a fence material which will not impede the flow of water, this can be accomplished via proper design and material selection.

Staff Analysis:

Staff supports this application. The property is currently vacant; the proposed use can utilize property located within a floodway with minimal impact. Staff is asking for a contingency plan in case of flooding as a precaution and for adequate screening due to the existing non-conforming residential uses adjacent to this property.

Budget/Funding: N/A

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.
5. The applicant shall submit a management plan for removing all vehicles from the property in the event of a flood.

**PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT**

Meeting Date: January 21, 2026

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.

Recommendation of Approval ✓

Recommendation of Denial _____

Postponed _____

In furtherance of the purposes and objectives contained in Town Code 175-1(B), Vice Chairman Neel moved, seconded by Commissioner Fedoryka 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."*

Moved Neel Seconded Fedoryka

Marshner Y Marrazzo Y Neel Y Brooks Y Fedoryka Y

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

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

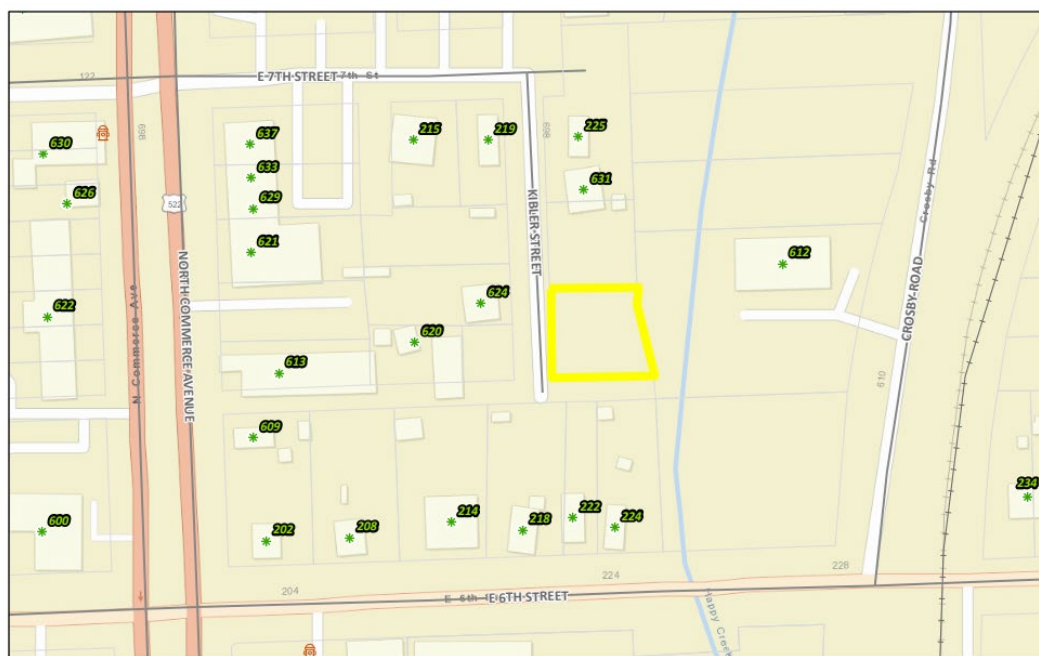
APPLICATION SUMMARY:

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:

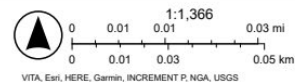
<i>Site Addresses</i>	Kibler Street (Vacant Lot)
<i>Property Owner(s)</i>	Property Connection LLC
<i>Existing Zoning</i>	C-1, Community Business District
<i>Historic District</i>	No
<i>Proposed Use</i>	Automobile Parking Lot, Commercial (Tow Yard)
<i>Tax Identification</i>	20A4-4-5
<i>Location</i>	The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

Vicinity Map (Warren County GIS)

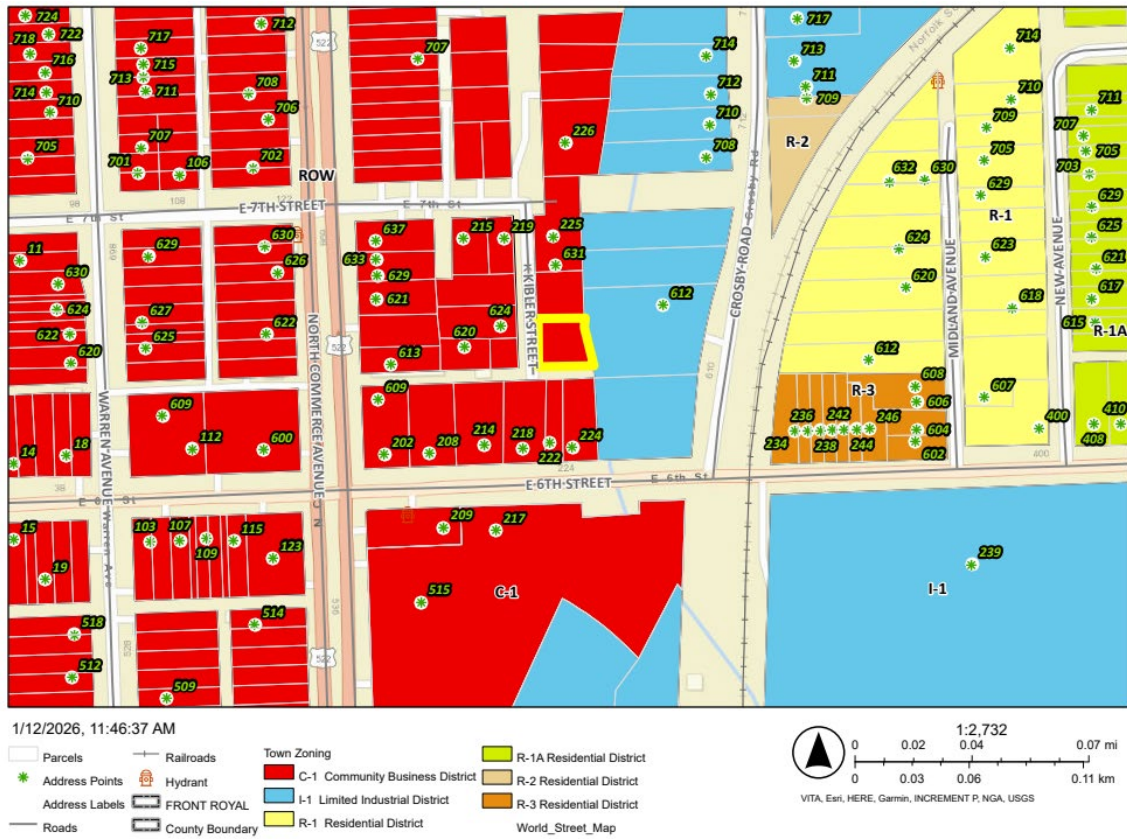


1/12/2026, 11:49:56 AM

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: 703-594-9421

Address: 204 Cloud St front Royal, VA 22630

Email: minickproperty@yahoo.com

PROPERTY OWNER:

Name: Property Connection, LLC

PHONE: 703-594-9421

Address: 204 Cloud St front Royal, VA 22630

Email: minickproperty@yahoo.com

PROPERTY DESCRIPTION:

Property Address: 631 Kibler St, front Royal, VA 22630

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

Subdivision Name: Cold Springs 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: 12/3/25

Property Owner Signature: _____

Date: 12/3/25

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Revised 6-5-2025

RECEIVED
DEC 03 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

12/3/25

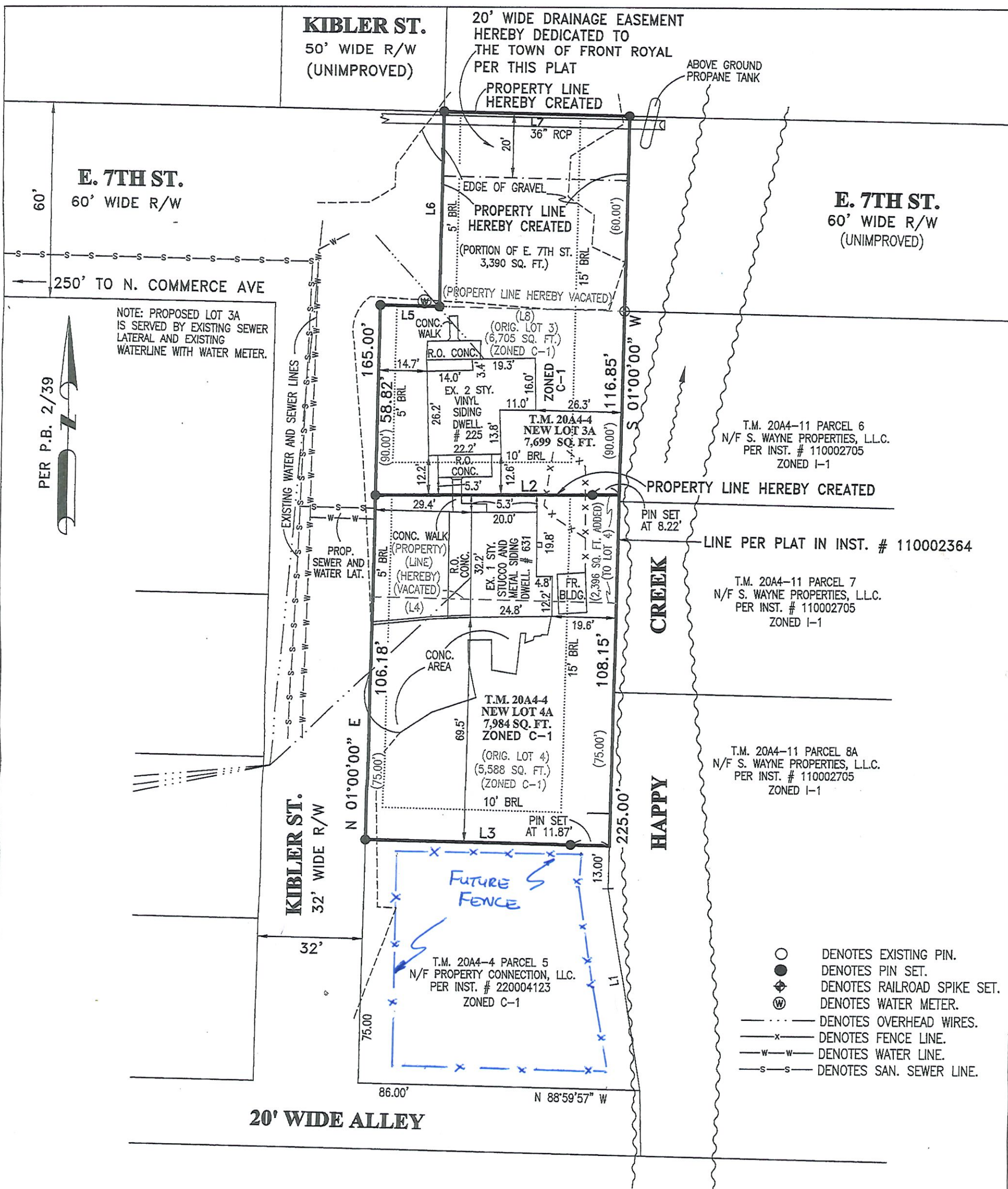
To Whom it May Concern:

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

Thank you,

Emily Minick

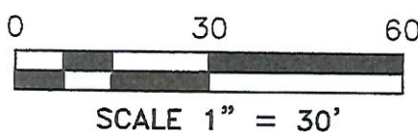
A handwritten signature in black ink, appearing to be 'Emily Minick', written over the printed name.



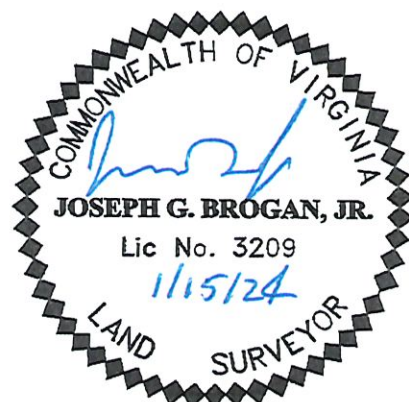
NO TITLE REPORT WAS FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: PROPERTY CONNECTION, LLC.
PER INSTRUMENT # 220004123.
PLAT REF: INST. # 110002364 AND P.B. 2/39.
SUBJECT PARCELS SITUATED IN FLOOD ZONE AE
PER FIRM MAP # 51187C0112C EFFECTIVE DATE JUNE 3,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



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 2, 2026

Item# 02C

Agenda Item: 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 on South Street.

Summary: The owner of the property has submitted an application to operate a shopping center at the current Royal Plaza Shopping Center on South St.

- The existing shopping center was constructed prior to the current zoning code.
- Alterations/Expansions of the Shopping center occurred after the code was adopted which created a legally non-conforming situation, this application is simply to bring the use into compliance with the current code.
- The applicant has sufficient parking depicted on the submitted plan and just restriped the lot in late 2025. Staff is not recommending restriping of the shopping center at this time but in the future, if there are additional alterations/expansions, or if a major tenant changes staff will recalculate parking which could trigger the need for additional parking and restriping at that time.
- There is a billboard sign on the property which is not in compliance with Town Code that staff would like removed prior to the issuance of this permit.

Staff Analysis:

Staff supports this application it brings a nonconforming use into compliance.

Budget/Funding: N/A

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.

**PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT**

Meeting Date: January 21, 2026

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.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

In furtherance of the purposes and objectives contained in Town Code 175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council 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.*

Moved Brooks Seconded Fedoryka

Marshner y Marrazzo y Neel y Brooks y Fedoryka y

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

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.

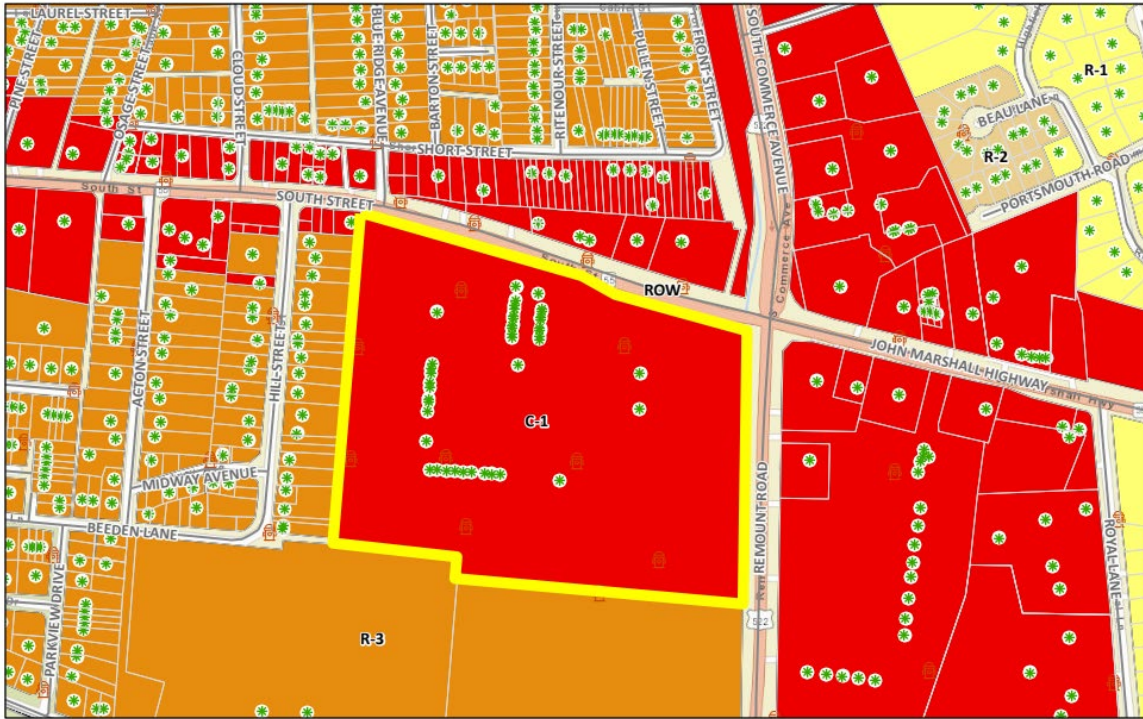
GENERAL INFORMATION:

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)

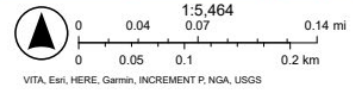


Town Zoning Map (Warren County GIS)



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

- Parcels
- Roads
- County Boundary
- Town Zoning
- Address Points
- Hydrant
- Address Labels
- FRONT ROYAL
- World_Street_Map
- R-2 Residential District
- R-3 Residential District
- C-1 Community Business District
- R-1 Residential District

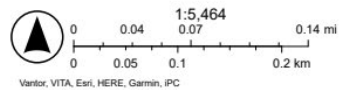


Arial Map (Warren County GIS)



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

- World_Boundaries_and_Places
- Parcels
- Address Points
- Address Labels
- Roads
- Hydrant
- FRONT ROYAL
- County Boundary
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



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

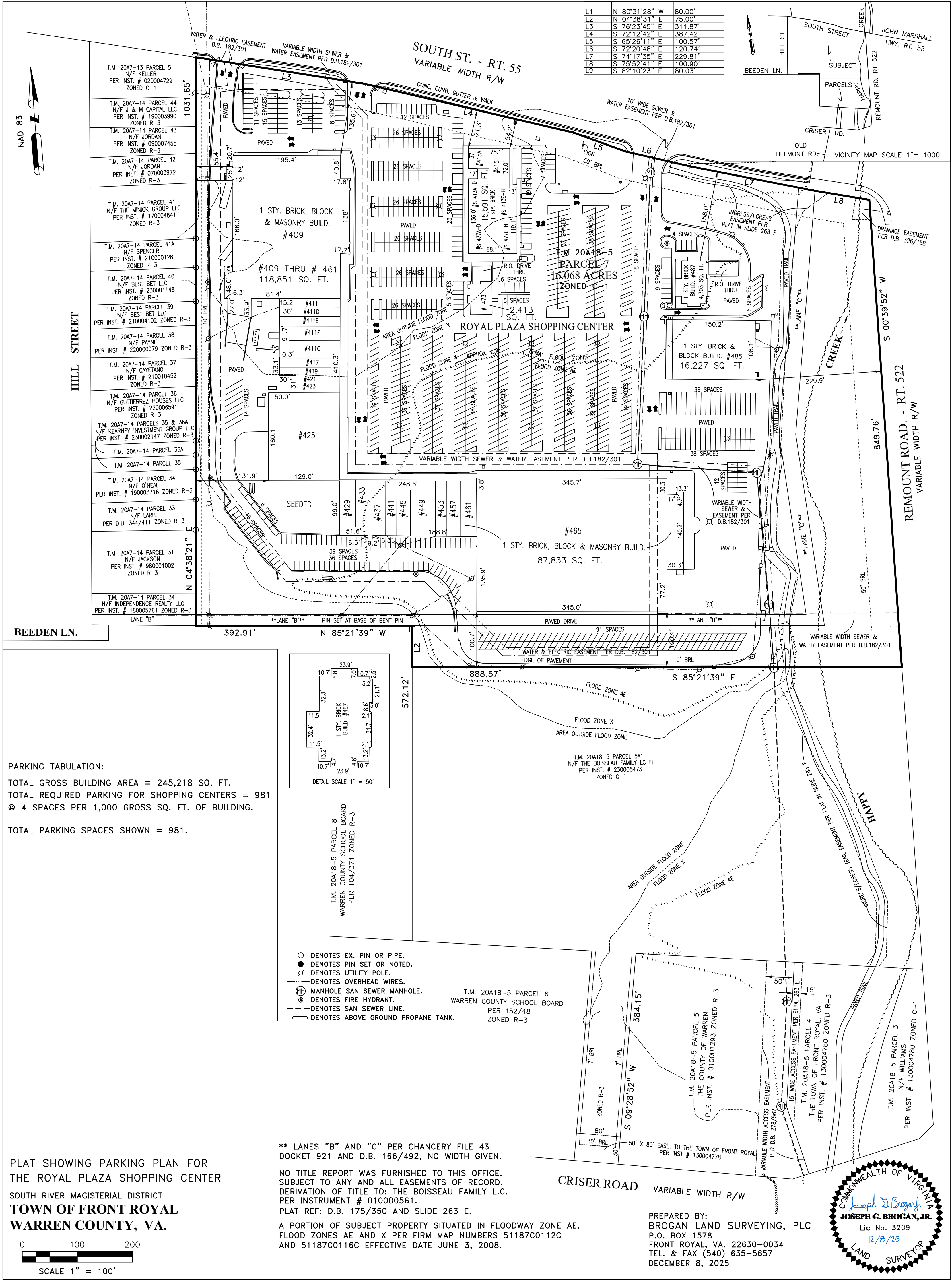
thalhimer.com

[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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COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 2, 2026

Item: 02D

Agenda Item: Request to Vacate a portion of the unimproved Lowe Lane between Braxton Road and Lot 27A.

Summary: The applicant, Paul Rush, is requesting to vacate a 6,211 square foot portion of the unimproved Lowe Lane between Braxton Road and Lot 27A.

Staff comments and a preliminary survey have been provided. The survey illustrates proposed sanitary sewer and storm drain easements.

Budget/Funding: N/A

Staff Recommendation: Advertise for a public hearing on February 23, 2026. Following the first public hearing, Council may deny the application, may postpone action and appoint viewers to view the public way and report any inconvenience that would result from granting application, or may approve the application and pursue the sale of the property.

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

APPLICATION
VACATION OF STREETS AND ALLEY and OTHER TOWN RIGHTS-OF-WAYS

APPLICANT INFORMATION (please print)

NAME: Paul Rush
MAILING ADDRESS: 3746 Guard Hill Road
CITY: Front Royal STATE: VA ZIP CODE: 22630
PHONE NUMBER: 540-486-3759 EMAIL: Tg/paving@yahoo.com

VACATION INFORMATION**DESCRIPTION (please select all that apply)**☒ STREET/PORTION OF STREET☐ ALLEY/PORTION OF ALLEY☒ OTHER (please specify) portion of Unimproved Lowe Lane, 6211 sqft

LOCATION: Off of Braxton Road

REASON FOR REQUEST: To get access to my property, it has no other access

☐ **CURRENT PLAT ATTACHED SHOWING PROPERTY TO BE VACATED**

APPLICANT'S SIGNATURE: Paul Rush DATE: 11-21-2025

Completed application shall be returned by mail or delivery to: Department of Planning and Zoning, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630.

For Additional Information: Planning and Zoning Office 540.635.4236, Monday – Friday, 8:00 am – 4:30 pm

Revised 10/15/2025

RECEIVED
NOV 21 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT



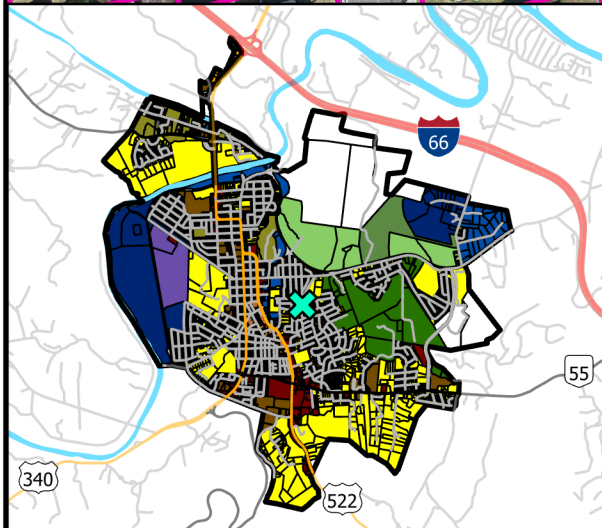
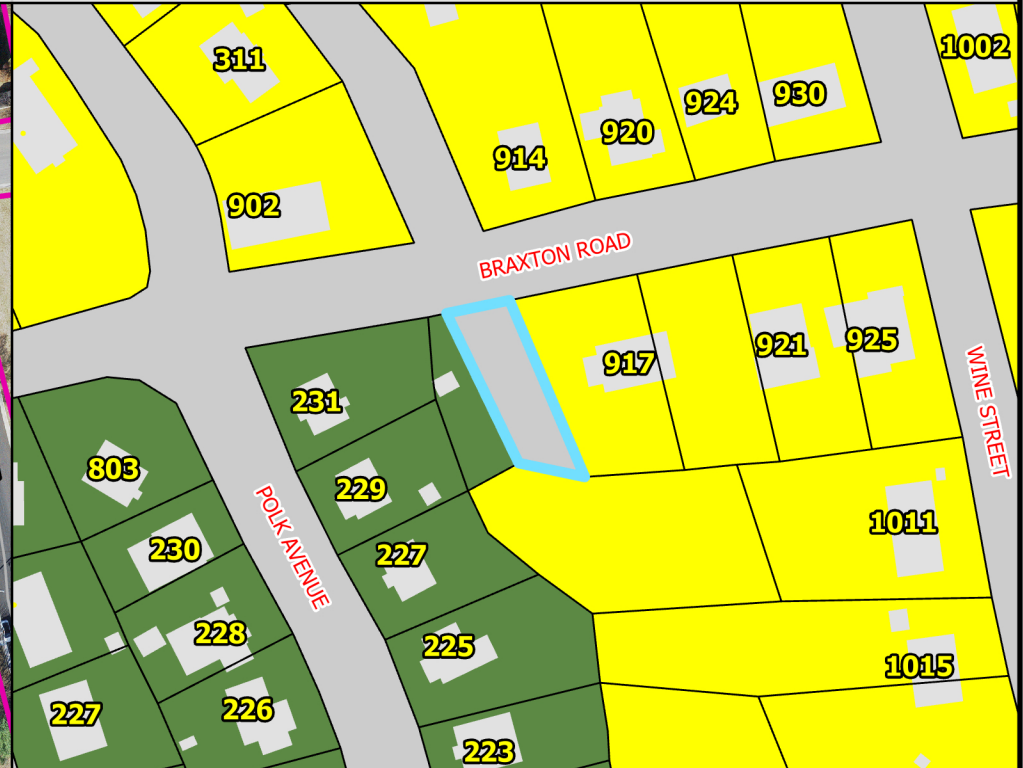
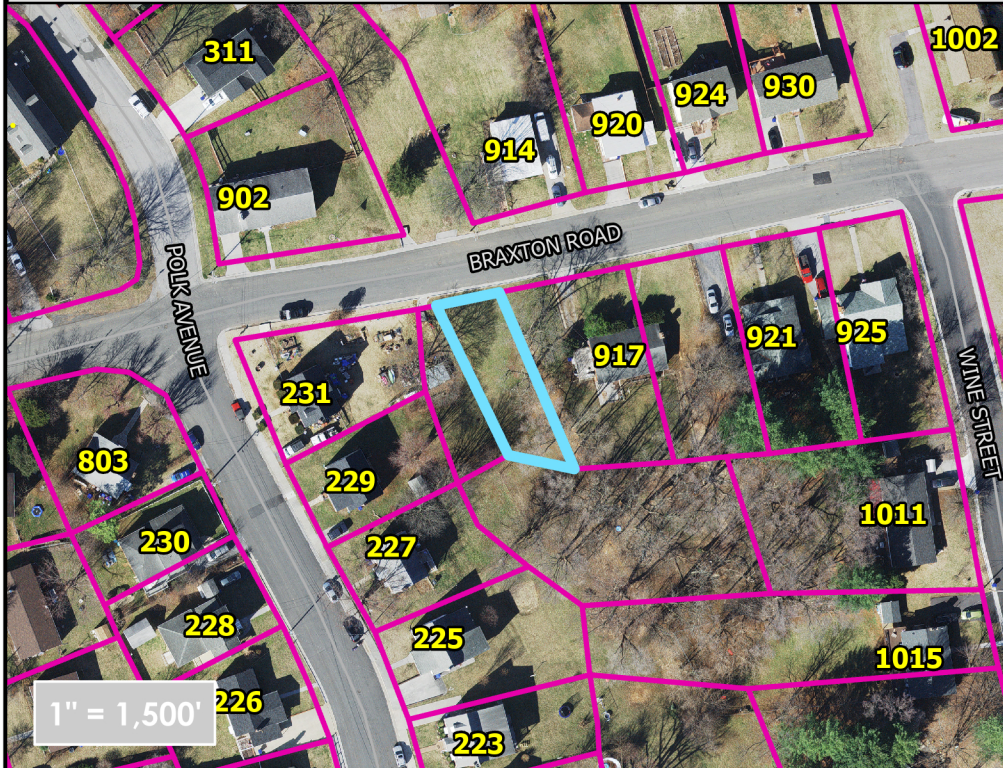
Town of Front Royal

Location Map



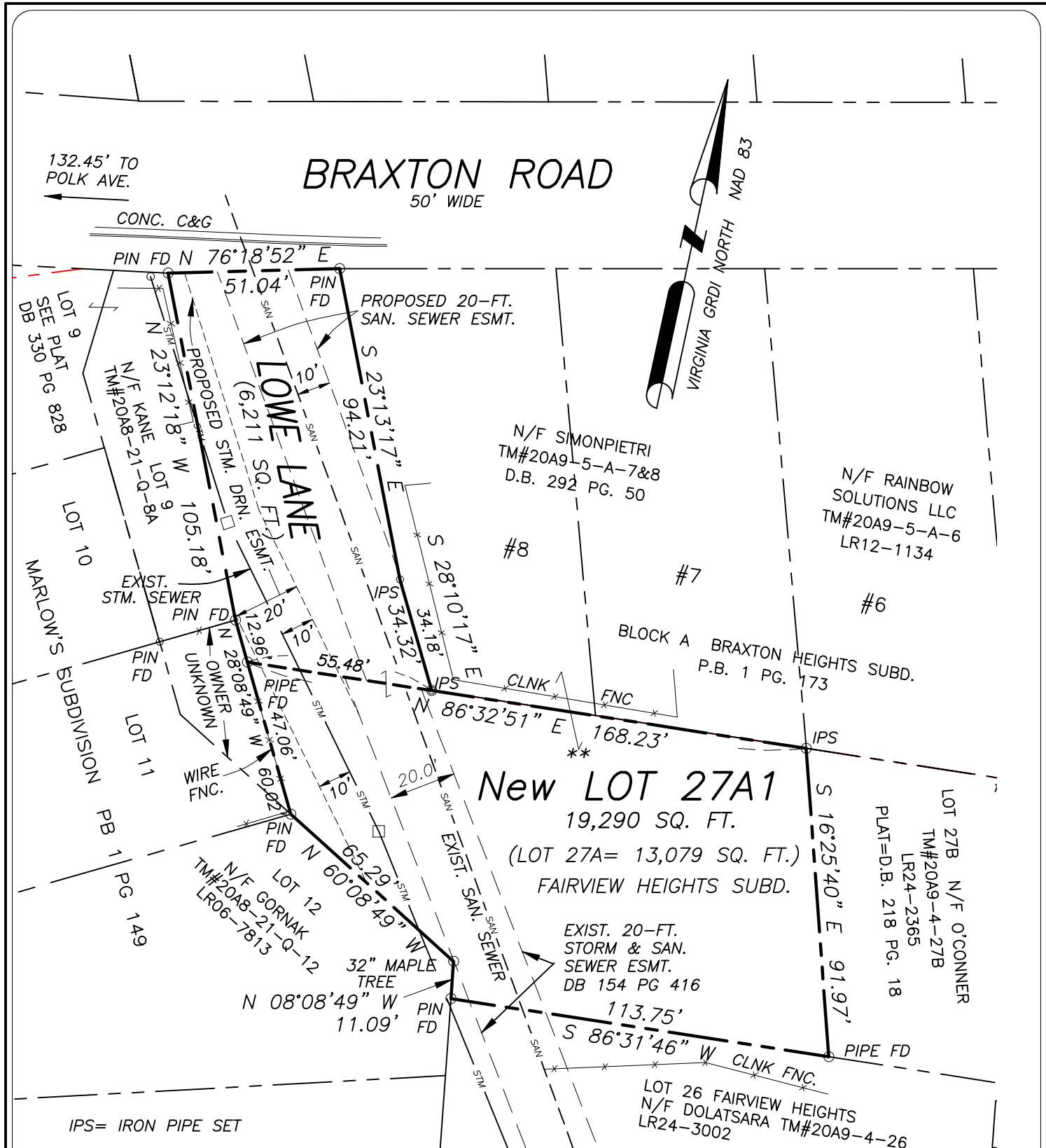
Purpose: Alley Vacation
Applicant: Paul & Sheila Rush

TM: Not Applicable
Braxton Road
File #2500559



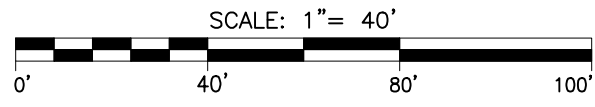
Zoning

Right-of-Way	MCD Mixed-Use
A-1 Agricultural and Open Space Preservation	Campus Development District
C-1 Community Business District	PND Planned Neighborhood Development District
C-2 Downtown Business District	R-1 Residential District
C-3 Highway Corridor Business District	R-1A Residential District
I-1 Limited Industrial District	R-2 Residential District
I-2 Industrial Employment District	R-3 Residential District
	R-E Estate Residential District
	R-S Suburban Residential District



NOTE:

** PLAT SHOWING RESUBDIVISION OF LOT 27, FAIRVIEW HEIGHTS PREPARED BY J.G. BROGAN, SR., DATED NOVEMBER 19, 1973, AND APPROVED ON DECEMBER 17, 1973 BY THE TOWN COUNCIL, WAS NOT RECORDED AMONG THE LAND RECORDS. SAID PLAT SHOWS LOT 27A TO BE ATTACHED TO LOTS 7 & 8, BLOCK A, BRAXTON HEIGHTS.



survey@measure-map.com
540-636-4949

Darryl G. Merchant
Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

PLAT SHOWING PROPOSED STREET VACATION
A PORTION OF LOWE LANE
BRAXTON HEIGHTS SUBDIVISION
TO BE ATTACHED TO
LOT 27B, OF THE RESUBDIVISION
OF LOT 27, FAIRVIEW HEIGHTS SUBD.
TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA
DATE: 15 DECEMBER 2025 SHEET 2 OF 2

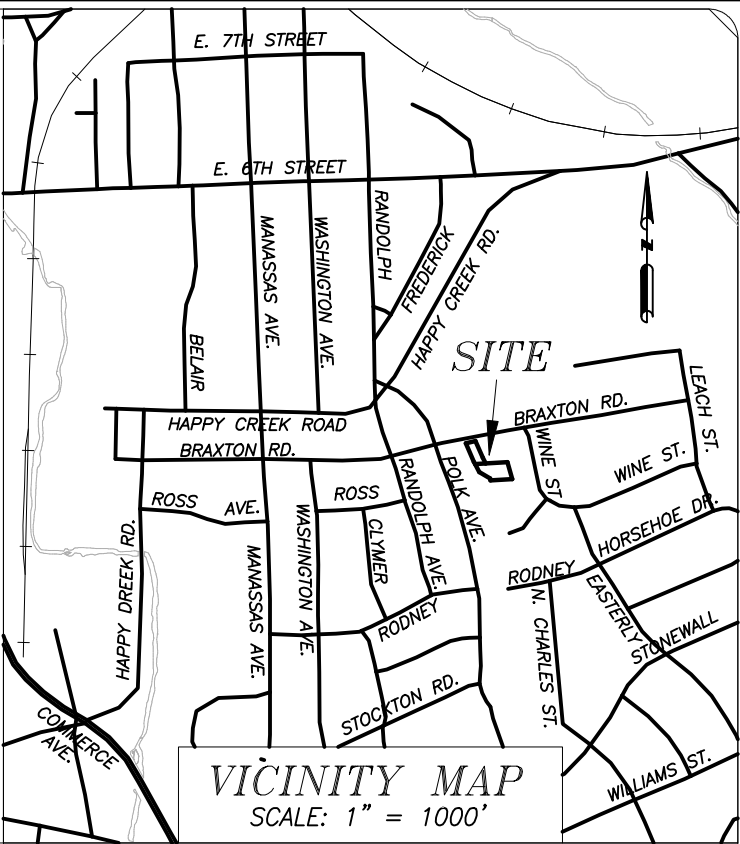
REVIEWED AND APPROVED BY
THE TOWN OF FRONT ROYAL

DATE TOWN MANAGER

DATE PLANNING DIRECTOR

ALL REAL ESTATE TAXES HAVE
BEEN PAID IN FULL.

DATE FINANCE DIRECTOR



NOTES:

1. NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO EASEMENTS
AND RESTRICTIONS OF RECORD.
2. PLAT REF.: P.B. 1 PG. 173
D.B. 154 PG. 416
3. TAX MAP #20A9-4-27A
New Tax Map #20A9-4-27A1
4. ZONED R-1
SETBACKS: FRONT= 35'
SIDE= 10', TOTAL 25'; REAR= 30'

THE PROPERTY SHOWN HEREON IS LOCATED
WITHIN ZONE X, AN AREA DETERMINED TO BE
OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN,
PER FEMA FIRM MAP #51017C0116C, 6/03/2008.

AREA TABULATION

VACATED LOWE LANE = 6,211 SQ. FT.
LOT 27A = 13,079 SQ. FT.
NEW LOT 27A1 = 19,290 SQ. FT.

OWNER'S DEDICATION:

THIS PLAT WAS PREPARED WITH THE FREE CONSENT
AND IN ACCORDANCE WITH THE DESIRE OF THE
UNDERSIGNED OWNER.

DATE PAUL RUSH

DATE SHEILA RUSH:

ACKNOWLEDGED BEFORE ME

THIS ____ DAY OF _____ 2025.

MY COMMISSION EXPIRES: _____

NOTARY REGISTRATION No.: _____

NOTARY: _____



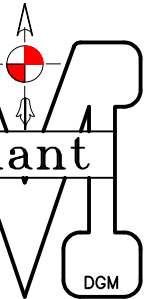
SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE SURVEYED THIS PROPERTY
ON THE GROUND: THAT THIS PLAT IS CORRECT TO THE
BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF: THAT
THIS IS ALL OF THE LAND ACQUIRED BY PAUL RUSH AND
SHELIA RUSH BY DEED DATED 28 AUGUST 2024 AND
RECORDED AS INSTRUMENT #240004077; AND THAT PROPERTY
CORNERS ARE MONUMENTED AS SHOWN.

survey@measure-map.com
540-636-4949

Darryl G. Merchant

Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

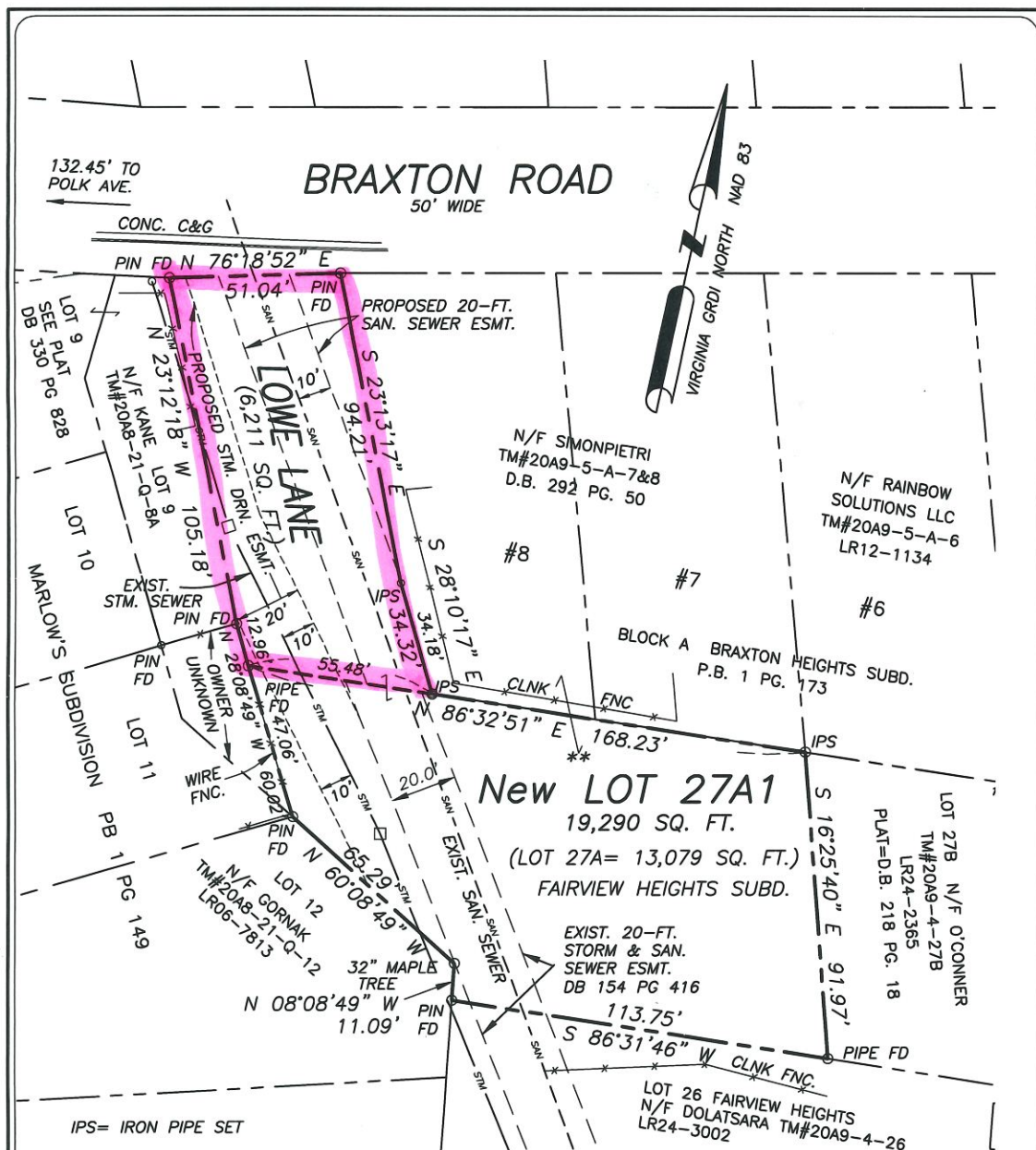


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25-F116

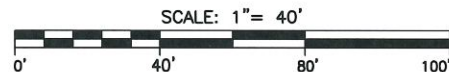
DWG. No. AM-1881

PLAT SHOWING PROPOSED STREET VACATION
A PORTION OF LOWE LANE
BRAXTON HEIGHTS SUBDIVISION
TO BE ATTACHED TO
LOT 27B, OF THE RESUBDIVISION
OF LOT 27, FAIRVIEW HEIGHTS SUBD.
TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA
DATE: 15 DECEMBER 2025 SHEET 1 OF 2



NOTE:

** PLAT SHOWING RESUBDIVISION OF LOT 27, FAIRVIEW HEIGHTS PREPARED BY J.G. BROGAN, SR., DATED NOVEMBER 19, 1973, AND APPROVED ON DECEMBER 17, 1973 BY THE TOWN COUNCIL, WAS NOT RECORDED AMONG THE LAND RECORDS. SAID PLAT SHOWS LOT 27A TO BE ATTACHED TO LOTS 7 & 8, BLOCK A, BRAXTON HEIGHTS.



survey@measure-map.com
540-636-4949

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Consulting Land Surveyor
P.O. BOX 1508
FRONT ROYAL, VA 22630

DGM

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25-F116 DWG. No. AM-1881

PLAT SHOWING PROPOSED STREET VACATION
A PORTION OF LOWE LANE
BRAXTON HEIGHTS SUBDIVISION
TO BE ATTACHED TO
LOT 27B, OF THE RESBUDIVISION
OF LOT 27, FAIRVIEW HEIGHTS SUBD.
TOWN OF FRONT ROYAL - WARREN COUNTY, VIRGINIA

DATE: 15 OCTOBER 2025

SHEET 2 OF 2



Date: 12/18/2025

Permit #: 2500559

Permit Date: 11/21/2025

Review Date: 11/21/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Energy Services Review

Target Date: 12/05/2025

Scheduled Time: 00:00

Completed Date:

Description: Portion of Street Vacation -Unimproved portion of Lowe Ln, 6211 sq ft

Review Status: Complete

Assigned To: Mary Lynn

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

11/25/2025 No concerns from the Department of Energy Services.

Property Information

Parcel#: 20A9 4 ----27A

RUSH PAUL & SHEILA

0 UNASSIGNED

Zoning: R-1Lot: 27ABlock:

RUSH PAUL & SHEILA

3746 GUARD HILL RD

FRONT ROYAL , VA 22630



Date: 12/18/2025

Permit #: 2500559

Permit Date: 11/21/2025

Review Date: 11/21/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Public Works Review

Target Date: 12/05/2025

Scheduled Time: 00:00

Completed Date:

Description: Portion of Street Vacation -Unimproved portion of Lowe Ln, 6211 sq ft

Review Status: Complete

Assigned To: Robert B. Boyer

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

12/12/2025 Public Works has no comments or concerns at this time regarding this request.

Property Information

Parcel#: 20A9 4 ----27A

RUSH PAUL & SHEILA

0 UNASSIGNED

Zoning: R-1Lot: 27ABlock:

RUSH PAUL & SHEILA

3746 GUARD HILL RD

FRONT ROYAL , VA 22630



Date: 12/18/2025

Permit #: 2500559

Permit Date: 11/21/2025

Review Date: 11/21/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Planning and Zoning Review

Target Date: 12/05/2025

Scheduled Time: 00:00

Completed Date:

Description: Portion of Street Vacation -Unimproved portion of Lowe Ln, 6211 sq ft

Review Status: Complete

Assigned To: John Ware

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

12/18/2025 Recommend a 20' wide Sanitary Sewer Easement to be centered on the existing sewer line and a 20' wide Storm Sewer Easement to be centered on the existing Storm line. Also, highly recommend that the Town acquire a Storm Sewer Easement for the existing line that is on Lot 8A (adjacent property) that currently has NO easement.

Property Information

Parcel#: 20A9 4 ----27A

RUSH PAUL & SHEILA

0 UNASSIGNED

Zoning: R-1Lot: 27ABlock:

RUSH PAUL & SHEILA

3746 GUARD HILL RD

FRONT ROYAL , VA 22630

Uploaded Files

Date	File Name
12/18/2025	29970323-Alley & Street Vacation #2500559.pdf

Uploaded By
John Ware



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: February 2, 2026

Item# 03A

Agenda Item: Request to Reinstate Two Readings for Public Hearings

Summary: Council is requested to consider reinstating two readings for public hearings. Before February 22, 2021, Town Council held four meetings a month (2 regular meetings and 2 work sessions). At this time public hearings were scheduled for the first meeting of the month where a first reading was acted upon. The second reading was held two weeks later at the second regular meeting of the month as a business item and final action was taken. On February 22, 2021, Council voted to amend the Town Code to reduce the council meetings from four a month to two (one regular meeting and one work session). Due to there only being one regular meeting a month, the Town Code was also amended at that time to reduce the number of readings for public hearings from two to one. Excerpts from the work session and regular meeting minutes regarding this topic are attached.

Budget/Funding: None

Staff Recommendation: Council takes desired action

ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 4 PERTAINING TO CHAPTER 4-1 TIME OF MEETINGS, CHAPTER 4-4 READING AND PUBLICATION OF ORDINANCES AND CHAPTER 4-19 ORDER OF BUSINESS

WHEREAS, the Front Royal Town Council is requesting to amend Sections of Town Code Chapter 4 Administration of Government that pertains to the time of Council meetings, reading of ordinances and order of business; and,

WHEREAS, if approved Town Council will continue to have one Regular Meeting per month and two Work Sessions per month; Ordinances will require two readings and the order of business will allow a quorum of Council to decide the order of business during their first regular meeting in January for the upcoming year:

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that Chapter 4 of the Front Royal Town Code hereby be amended as follows:

4-1 TIME OF MEETINGS

- A. The Council shall hold one (1) regular meeting ~~in the Warren County Government Center~~ on the fourth Monday of each month at 7:00 p.m.; provided however, the regular meeting in the month of December of each year, shall be on the second Monday of that month, held at the same time ~~and in the same place.~~
- B. In the event that a regular Town Council meeting shall fall on a date designated as a Town holiday, then the regular Council meeting shall be held on the following day (Tuesday) at 7:00 p.m. ~~with location being in the Warren County Government Center or Town Hall whichever is available.~~
- C. In the event that a regular Town Council meeting cannot be conducted at the regular time or location due to circumstances beyond the Town's control, the alternative meeting date shall be the following Monday at 7:00 p.m. ~~in the Warren County Government Center or Town Hall whichever is available.~~
- D. The Council shall hold two (2) regular work sessions in the Town Hall on the first and second Monday of each month at a time 7:00 p.m. unless otherwise specified on the agenda except for the regular work session in December which shall be held on the first Monday of that month. In the event that a regular work session cannot be held due to circumstances beyond the Town's control the Council may either cancel the regular work session or reschedule the regular work session to another date, time and location.
- E. Special Meetings shall be called by the Clerk of Council upon the written request of the Mayor, or any three (3) members of the Council. No business shall be transacted at a special meeting but that for which it shall be called unless the Council be unanimous [Charter § 11].

(Ord. of 11-22-99; Ord. of 8-27-04; Ord. of 3-22-10; Ord. of 7-23-12; Ord. of 11-9-20; Ord. of 2-22-21; Ord. of 9-26-22; Ord. of 3-27-23)

4-4 READING AND PUBLICATION OF ORDINANCES; AND EMERGENCY ORDINANCES

- A. The Clerk of Council shall, upon receipt of ordinances requiring a public hearing, cause such publication as legally prescribed. The public hearing shall be scheduled for the first available meeting after the completion of the publication requirements.
- B. Ordinances, **except emergency ordinances,** shall be **read at two (2) separate meetings of the Council and may be enacted at the second reading** ~~adopted at the first reading.~~ Ordinances may be read by title only and not verbatim.
- C. **Ordinances which receive an affirmation vote following the first reading shall be read at a separate meeting of Council. The affirmation vote following the first reading shall be a non-binding vote.**
- D. Ordinances which fail to pass during the first reading of Council, shall fail at that time and shall not be placed on a subsequent meeting agenda for twelve (12) months unless one (1) of the following occurs: (1) there is a change in the membership of Council; (2) one (1) councilmember who initially voted against the ordinance concurs with its placement on the agenda; (3) an ordinance that was defeated for the lack of a second is again placed on the agenda with the concurrence of any councilmember who did not make the initial motion for approval.
- E. **Ordinances which Council has deemed an emergency or acceptable, may be adopted at the first reading provided upon the concurrence of four (4) members of the Town Council, who vote to waive the second reading requirement and pass the item on its first and final reading.**
- F. Emergency ordinances shall take effect immediately upon their passage. An emergency ordinance is an ordinance passed by the Council for the immediate preservation of the public peace, property, health, welfare, safety or morals. No ordinance granting, enlarging or affecting any franchise or amending or repealing any ordinance fixing any property tax rate or assessment shall be an emergency ordinance. Ordinances pertaining to the appropriating of money or levying taxes or licenses, or reconsideration of matters at special meetings shall be considered as provided in Town Charter Section 13.

(Ord. of 11-22-99; Ord. of 2-22-21)

EXCERPT FROM JANUARY 4, 2021 WORK SESSION MINUTES

Ordinance Amendment to Chapter 4-19 of the Town Code

Mayor Holloway explained that his vision for the amendment to Chapter 4-19 is to allow Council to set the agenda at the beginning of each year to allow for more flexibility on how items are listed on the regular agenda; and to remove the order of the agenda that is currently in the Code. Town Manager Hicks also asked that Council consider when meetings are held with the intent of possibly reducing the amount of meetings a month. Council agreed to discuss this item further in the next work session.

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EXCERPT FROM JANUARY 19, 2021 WORK SESSION MINUTES

Continued Discussion for Ordinance Amendment to Chapter 4-19 – Order of Business for Regular Council Meetings – Mayor Holloway suggested Council adjust their meeting schedule to allow one work session and one regular meeting per month. He added his wish to allot 30 minutes prior to each regular meeting for correspondence from the public. Councilman Gillispie also proposed Council conduct the Moment of Silence prior to the Pledge of Allegiance.

Vice Mayor Cockrell noted several conversations she had with citizens regarding their discomfort with being required to publicly state their address during Council Meetings. Town Attorney, Doug Napier, recommended citizens be asked to state only the town or county within which they reside. Councilman Thompson added that, due to fewer meetings per month, the Town Code should be adjusted to eliminate the need for two official readings.

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EXCERPT FROM FEBRUARY 8, 2021 REGULAR MEETING (PUBLIC HEARING – 1ST READING)

PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 4-1, 4-4, and 4-19 (*1st Reading*)
No one spoke and the public hearing was closed.

Councilman Thompson moved seconded by Councilman Meza that Council affirm on its first reading an ordinance to amend Chapter 4-1, 4-4 and 4-19 as presented. (original motion)

Councilman Lloyd advised that he still favored two readings of ordinances, noting that it gives the public time to understand the process of drafting an ordinance. Mayor Holloway and Councilman Meza both clarified that ordinances are always discussed at a work session, but the second reading that requires a vote will be eliminated. Councilman Lloyd favored the reality of the second reading as it gives the public extra time to hear the exact language.

Councilmen Lloyd moved seconded by Councilman McFadden to amend the motion to remove 4-4 but keep all the other amendments. (motion to amend original motion)

Councilman Thompson explained that if the second reading is removed the ordinance would not be approved for approximately two months due to the meetings only being held once a month. She reminded Council that the ordinances are sent out to the public with edits ahead of time giving them time to read it and make their public comments. She stated that reading through it twice is redundant and slows down things considerably.

Councilman McFadden questioned whether anything would be changed to ensure that citizens would have an opportunity to read the ordinance in advance, since we are shortening the process. Town Manager Hicks explained that nothing will change advertising it only removes redundancy, and Staff supported the amendment for the sake of efficiency and helping items to move forward. He suggested deferring items back to a work session if there are concerns before a vote.

Vote on Motion to Amend Original Motion:

Yes – Councilmen Lloyd and McFadden

No – Vice Mayor Cockrell, Councilmen Gillispie, Meza and Thompson

Absent – N/A

Abstain – N/A

ROLL CALL

Vote on Original Motion:

Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, Meza and Thompson

No – McFadden

Absent – N/A

Abstain – N/A

ROLL CALL

.....
EXCERPT FROM FEBRUARY 22, 2021 REGULAR MEETING (2ND READING)

APPROVAL – Ordinance Amendment to Town Code Chapter 4-1, 4-4 and 4-19 (2nd Reading)

Councilman Thompson moved seconded by Vice Mayor Cockrell that Council adopt on its second and final reading an ordinance to amend Town Code Chapter 4-1, 4-4 and 4-19 as presented.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, Meza and Thompson

No – Councilman McFadden

Absent – N/A

Abstain – N/A

ROLL CALL



CLOSED MEETING AGENDA STATEMENT

Meeting Date: February 2, 2026

Item# 4

MOTION ON TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following closed meeting].

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose:

- 1) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, a) the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, and b) the Amendment to Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

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

Moved _____ Seconded _____

Wood _____ Veitenthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____