

REGULAR PLANNING COMMISSION MEETING

Wednesday, February 18, 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

- January 21, 2026 – Regular Meeting

V. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

VI. PUBLIC HEARING

1. **2500610** – An application submitted by Veronica Tello to allow a Short-Term Rental, as defined in Town Code §175-3, identified by Tax Map 20A7-4-93 and located at 214 Lee Street. The property is zoned R-3, Residential District and is located within the Historic Overlay District.
2. **2600013** - An application submitted by Dana Cline requesting an amendment to the zoning map to reclassify two 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** – An application submitted by Monteverde Engineering & Design Studio on behalf of Squirrel Hill 1 LLC, requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.
4. **2500319** – A Zoning Text Amendment to Town Code sections §175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit”; §175-11, §175-12(A), §175-18.2(A), §175-20, §175-29(A), and §175-37.3(A) to add ADU’S as a by-right use; and to establish §175-115 “Auxiliary Dwelling Unit” performance standards within the Supplementary Provisions of Town Code.

VII. ELECTION OF OFFICERS

- Chairman
- Vice Chairman

VIII. NEW BUSINESS

1. Planning Commission By-Laws
2. 2025 Annual Report

IX. COMMISSION MEMBER REPORTS

X. PLANNING DIRECTOR REPORT

- January Monthly Report

XI. ADJOURNMENT



REGULAR MEETING MINUTES

JANUARY 21, 2026



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 January 21, 2026, at 7:00 PM at the Warren County Government Center.

CALL TO ORDER

Chairman Marshner called the January 21, 2026 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
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

- December 18, 2025 – Regular Meeting

Commissioner Marrazzo moved, seconded by Vice Chairman Neel to approve the regular meeting minutes of December 18, 2025 as written.

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

ROLL CALL



PUBLIC COMMENTS (NOT RELATED TO PUBLIC HEARINGS)

Chairman Marshner explained the process for speaking at the meeting.

Nancy Lee, 214 Grand Avenue, Front Royal, VA. Ms. Lee spoke about the proposed rezoning application on Grand Avenue expressing that she was opposed to approving the application. She agrees with the need for affordable housing in Front Royal but felt those should be built in zoning districts that currently allow the type of houses the applicant is proposing to build (*duplexes*). Ms. Lee provided a signed petition of those against the proposed rezoning and a letter from a neighbor who was unable to attend the meeting.

Trey Stanford, 314 Salem Avenue, Front Royal, VA. Mr. Stanford expressed that he was against the proposed rezoning on Grand Avenue. He said there were plenty of other places in Town to build duplexes where they are currently allowed without seeking a rezoning.

Collin Steward, 425 Grand Avenue, Front Royal, VA. Mr. Steward shared that he was opposed to the proposed rezoning application on Grand Avenue and he felt the rezoning would impact their property values should duplexes be built on the vacant lots if the rezoning is approved

Pattie McHugh, 334 Grand Avenue, Front Royal, VA. Ms. McHugh thanked the Planning Commission members as public servants for all they do for the community. She stated she was in agreement with her neighbors being against the proposed rezoning on Grand Avenue. Ms. McHugh said there is a lot of history on Grand Avenue with generational families living there. She felt there is a risk of devaluing the properties if the rezoning is approved and duplexes are constructed and believes that either a single-family dwelling or two single-family dwellings should be constructed on the vacant lots.

CONSENT TO ADVERTISE

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.



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

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

ROLL CALL

PUBLIC HEARING

Mr. Ware noted there were three (3) Special Use Permits for public hearing on the agenda. He reviewed portions of Town Code related to Special Use Permits.

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.

This Special Use Permit application is to allow an automobile garage/general repair shop at 3 West 13th Street. The property sits at the curve at W. 14th Street and N. Royal Avenue. The property currently operates as an automobile service station. Mr. Ware gave a virtual presentation showing the structures, as well as the entrances and exits on the property. In the future, the applicant does propose to expand the business. They would like to attach another building to the existing structure hence the need for a Special Use Permit (SUP) to expand the business from a service station to general auto repair. If the SUP is approved the size of the new structure would be dictated by the size of the lot, parking requirements and the required setbacks.

Staff placed conditions with an approval of the SUP application. Those conditions were listed in the staff report. Ms. Kopishke reiterated that the proposed conditions were recommended by staff especially the closure of the entrance off of 14th Street. From a public safety concern, Public Works recommended there be one entrance and exit off of N. Royal Avenue.

Commissioner Marrazzo referred to recommendation number 3 in the staff report that outdoor storage be screened to obstruct its visibility from any public street and asked if that would include signage. She wanted clarity that display and signage are not considered the same thing.

Mr. Ware explained that the area to be screened is part of the performance standards in the C-1 zoning district for that type of use.

The applicant, Mr. Bunch shared they would like to construct a facility in the rear of the existing building and turn it into a garage repair facility instead of a service facility. He noted that he agrees with closing the entrance onto W. 14th Street.



Chairman Marshner opened the public hearing.

There were no speakers present. Chairman Marshner closed the public hearing.

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.**

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

- 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.

Mr. Ware read the definition from Town Code for 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.”*

The request is for a Towing Operator as defined by Town Code in Chapter 158. This would allow them to secure a lot to have vehicles towed there. There are general requirements with the storage of vehicles. Those requirements are part of the conditions noted in the staff report. The Vehicle Storage Facility shall be fully enclosed by a commercial grade fence at least six feet (6”) tall. Also, the storage lot shall have a gravel or paved surface. If the application is approved, the applicant will obtain a business license from the Town. Depending on the storage facility the lot is required to be at least 1,500 square feet and for heavy towing the requirement is 3,000 square feet. This will determine the fenced in area of whether they are doing a regular towing service or a heavy duty towing service.



The property is located at the end of Kibler Street on a vacant lot. The plat submitted with the application showed a fence around the perimeter of the vacant lot. Mr. Ware reviewed the conditions recommended by staff.

Commissioner Marrazzo asked if there were any concerns with traffic going in and out or during times of night they would be operating as this is used as a residential area.

Mr. Ware stated that Town Code does address this under the vehicle and traffic section. There are operating hours and signage that needs to be posted if the applicant will be doing this as a vehicle storage facility.

Commissioner Fedoryka referred to condition number 4 in the staff report: “wrecked or damaged vehicles shall not remain onsite for a period longer than forty-eight (48) hours upon arrival on the lot” and questioned how this would be enforced.

Mr. Ware said this would be enforced by Code Enforcement.

Ms. Kopishke explained this would mostly be complaint driven. If staff received a complaint that a vehicle was sitting there for weeks on end, staff would investigate that complaint.

Chairman Marshner opened the public hearing.

There were no speakers present and Chairman Marshner closed the public hearing.

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.**

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL



-
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.

Mr. Ware explained this application is to bring the existing shopping center (Royal Plaza) into compliance with Town Code. This shopping center was constructed before Town Code was written for shopping centers. Any expansion of the existing shopping center would require a Special Use Permit be in place. This should have happened previously when the Martins was expanded.

Mr. Ware noted a parking plan was submitted with the SUP application. The number of parking spaces for the shopping center are dictated by Town Code. Some of the parking spaces in the rear area behind Royal King may need to be restriped. The number of existing parking spaces would be in compliance with Town Code. If the Special Use Permit is approved staff is recommending the potential for restriping some areas in the rear of the shopping center behind Rural King. In addition, staff is recommending that the applicant shall remove all off-premise signs from the property. There is currently a billboard on the property located on Remount Road that is advertising a business that is not there which is classified as an off-premise sign. Town Code §175-106.4 billboard sign definition: Billboard Sign – see “Off-premises sign”. In §175-106.4 the Off-Premises Sign definition states: “A sign which directs attention to a business, commodity, service or establishment conducted, sold or offered at a location other than the premises on which the sign is erected”. Town Code §175-106.5.a – Prohibited Signs: The following signs are expressly prohibited unless specifically stated otherwise: a. Billboards and Off-premise signs.

Answering questions from Chairman Marshner, Ms. Kopishke explained the difference between a ground mounted sign and a billboard.

Commissioner Marrazzo asked why billboards were prohibited across the board.

Mr. Sonnett explained that local Zoning Ordinances are enabled by state law to regulate signs. There are certain signs that are exempt from local regulations but those have to do with ones along the interstates and national roads in the state. These are regulated at the state or federal level. Mr. Sonnett noted that it goes back to Lady Bird Johnson who had a campaign to remove billboards nationwide for beautification. There is also the safety argument that billboard signs distract drivers.

Ms. Kopishke stated that billboards are considered “sign pollution” and are unnecessary. In addition, she noted that there is sufficient parking that is striped at the shopping center.

Joe Brogan, Brogan Land Surveying stated he was representing the applicant. Mr. Brogan explained their office had prepared the parking plan and he was there to answer questions.

Chairman Marshner opened the public hearing.



There were no speakers and Chairman Marshner closed the public.

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 §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.***

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

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

COMMISSION MEMBER REPORTS

There were no comments.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the December monthly report. She noted that staff was working on the 2025 Annual Report.

The goal for 2026 is to move both the draft Zoning Ordinance and Subdivision Ordinance to public hearing and ultimately move them forward to Town Council.

In February the Planning Commission will be electing a Chairman and Vice Chairman and conducting the annual review of the Planning Commission By-Laws.

ADJOURNMENT

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



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

VOICE VOTE

The meeting was adjourned at 7:52 p.m.

Approved by Planning Commission
Date: _____

DRAFT

PUBLIC HEARING ITEM 1

2500610 – AN APPLICATION SUBMITTED BY VERONICA TELLO TO ALLOW A SHORT-TERM RENTAL, AS DEFINED IN TOWN CODE §175-3, IDENTIFIED BY TAX MAP 20A7-4-93 AND LOCATED AT 214 LEE STREET. THE PROPERTY IS ZONED R-3, RESIDENTIAL DISTRICT AND IS LOCATED WITHIN THE HISTORIC OVERLAY DISTRICT.

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Short-Term Rental #2500610

Meeting Date: February 18, 2026

Summary: A Special Use Permit application has been submitted for a Short-Term Rental located at 214 Lee Street. The applicant intends to rent the house as a whole with four (4) bedrooms and no more than ten (10) occupants at a time.

Staff Recommendation: Staff completed an inspection on February 10, 2026 and found the interior to be in compliance with the Town Code. The driveway provides three (3) off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500610 with no conditions.

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 for Special Use Permit #2500610 submitted by Veronica Tello for a short-term rental at 214 Lee Street, identified by tax map 20A7-4-93.”

“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 for Special Use Permit #2500337 submitted by Veronica Tello for a short-term rental at 214 Lee Street, identified by tax map 20A7-4-93 for the following reasons: _____.”

NOTE: These are only draft motions. Alternative motions are also welcome.

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**Planning Commission Regular Meeting
February 18, 2026**

APPLICATION: Special Use Permit Application #2500610

APPLICANT: Veronica Tello

APPLICATION SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 214 Lee Street. The applicant intends to rent the house as a whole with four (4) bedrooms and no more than ten (10) occupants at a time. Staff completed an inspection on February 10, 2026 and found the interior to be in compliance with the Town Code. The driveway provides three (3) off-street parking spaces.

GENERAL INFORMATION:

Site Address(es): 214 Lee Street
Property Owner(s): Veronica Tello Sanchez and Javier Contreras
Zoning District: R-3, Residential District
Historic District: Yes
Tax Identification: Tax Map #20A7-4-93
Request: The Applicant is requesting to rent four (4) bedrooms and no more than ten (10) occupants at a time.

Front Elevation – 214 Lee Street



Aerial Map (Warren County GIS)



STAFF RECOMMENDATION:

Staff recommends approval with no conditions.

Attachments: Application and supporting documents.

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

PROPERTY OWNER:

NAME: Veronica tello PHONE: 703-7981772
ADDRESS 12300 Cannonball Rd Fairfax, VA 22030

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

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Veronica talk
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 Sheriff'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 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.

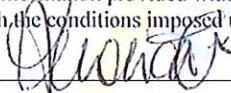
Property Owner's Signature: _____



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

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

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

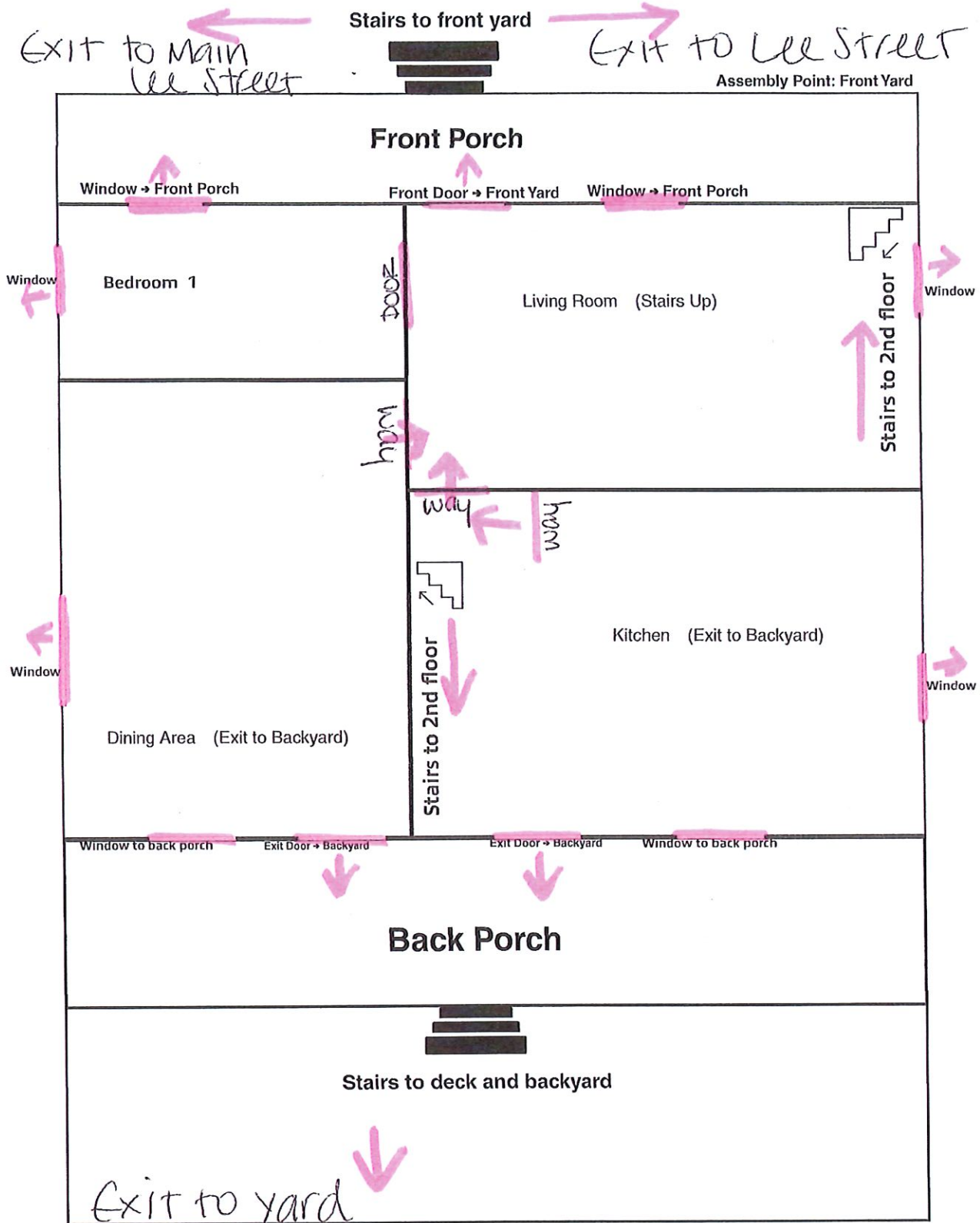
- Living area with two windows: front-facing and backyard-facing
- Staircase access from entertainment/laundry room
- Evacuate via stairs to 2nd floor then exit through nearest door

Neighborhood Evacuation

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

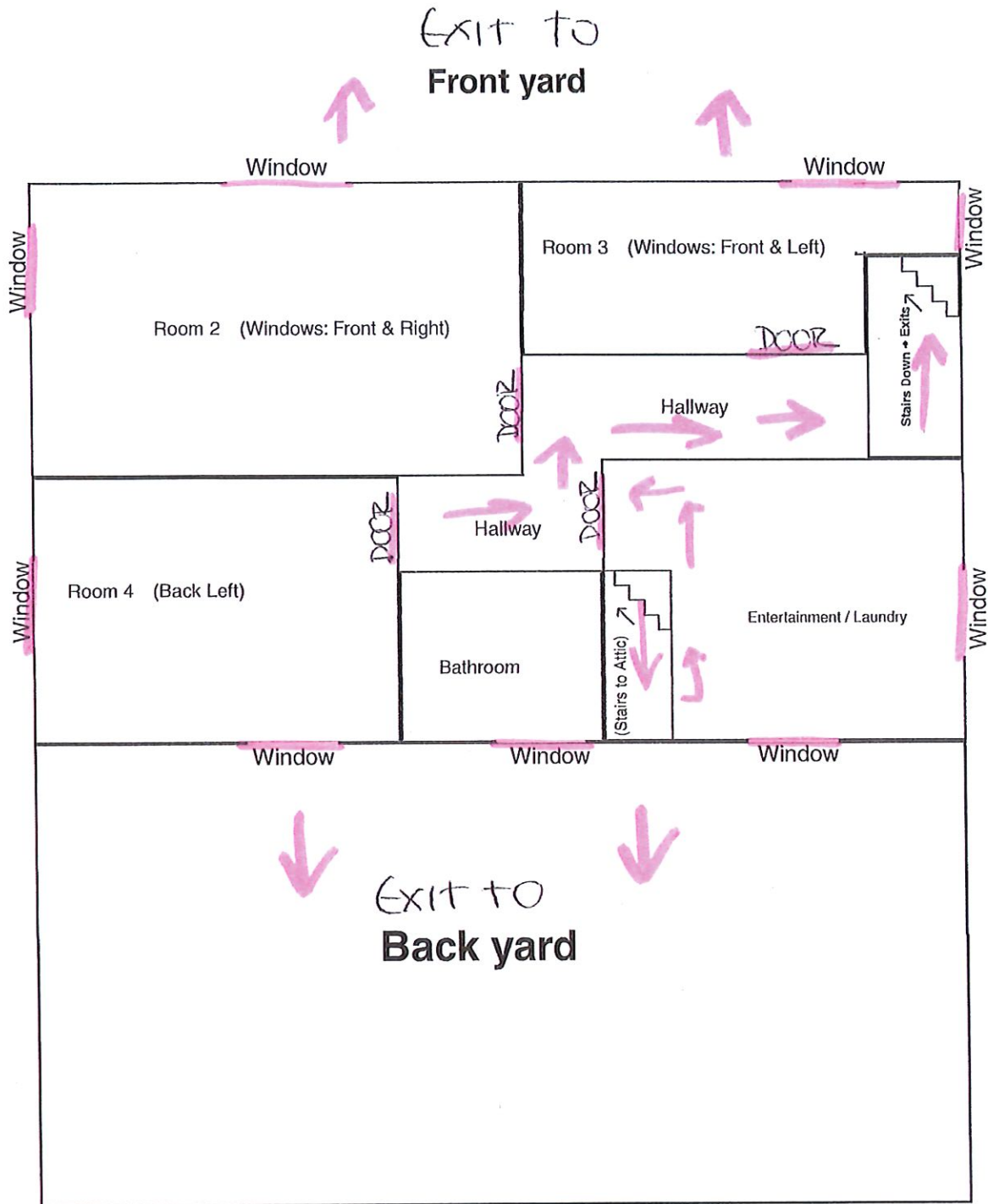
Note: Cellar/basement is not accessible to guests and is excluded from guest evacuation routes.

Emergency Evacuation Diagram – 1st Floor



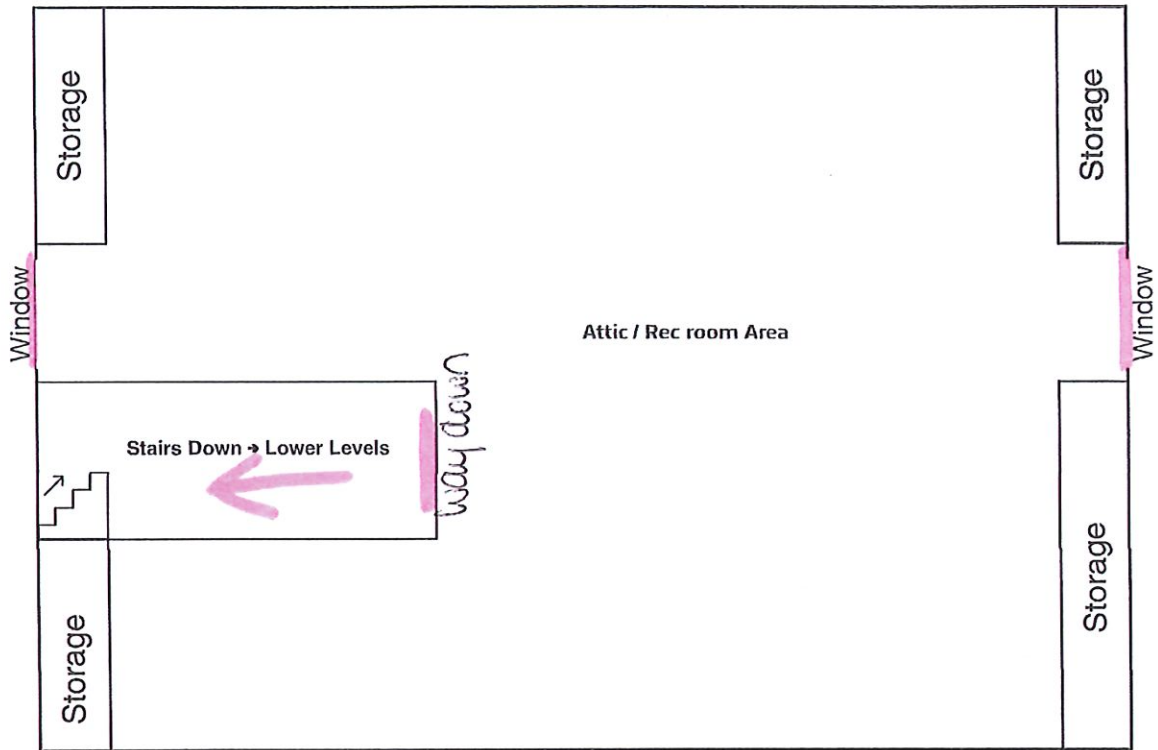
Emergency exit
using front door,
back doors and
windows

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.

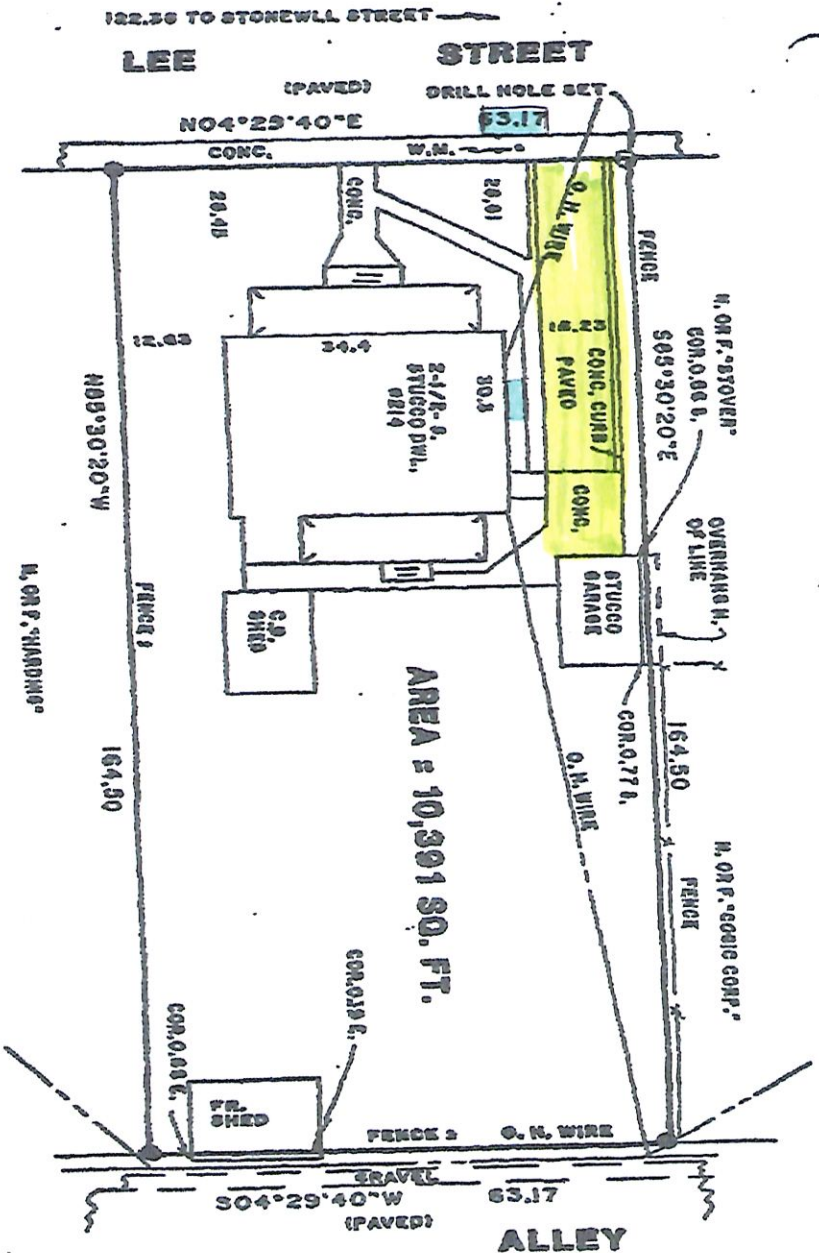
FORK MAGISTERIAL DISTRICT
WARREN COUNTY

TOWN OF FRONT ROYAL, VIRGINIA

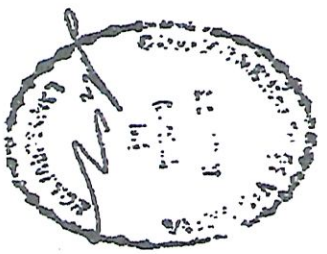
PREPARED BY

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

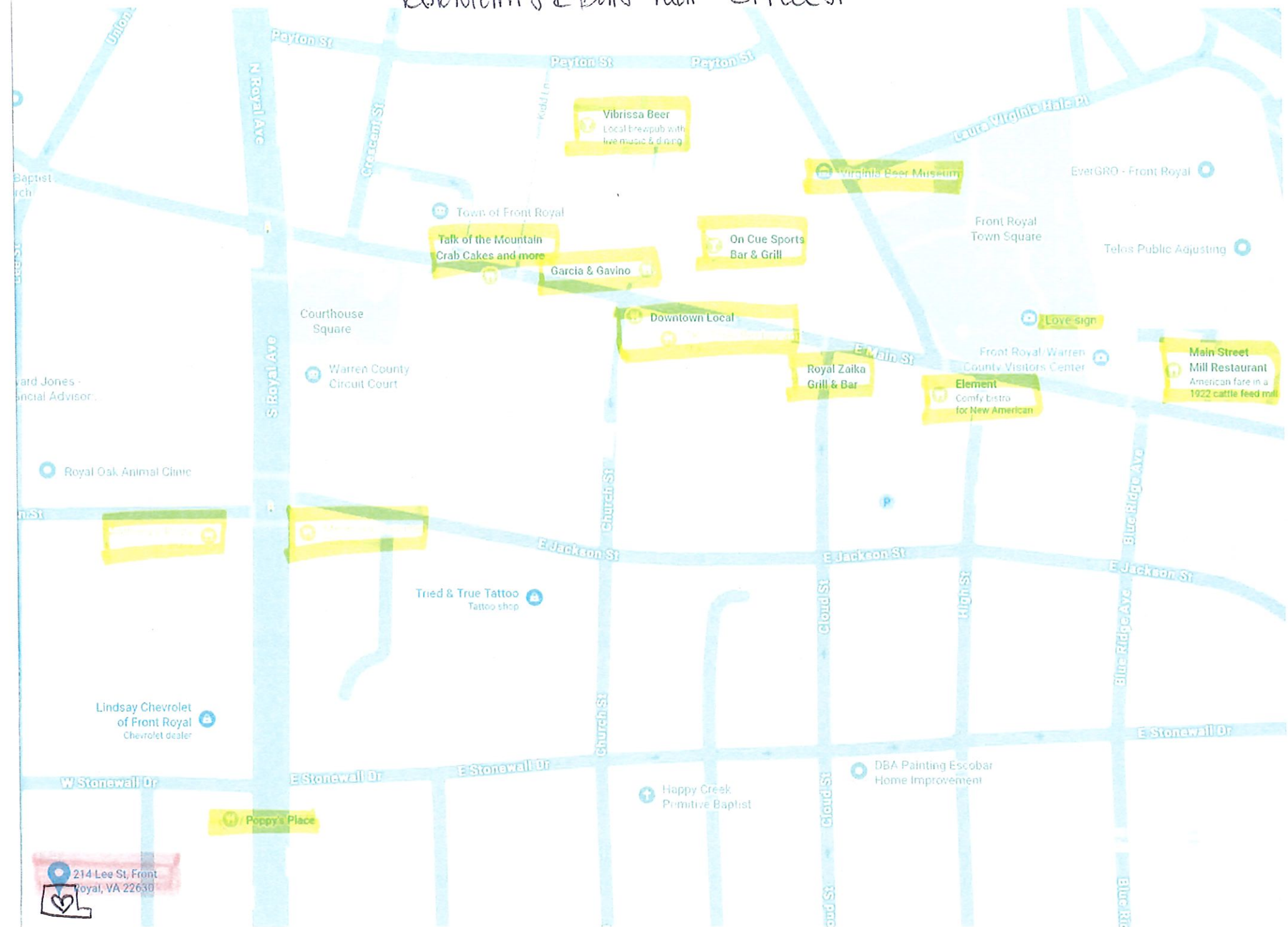
PRIVATE
DRIVEWAY for 3-4 cars
Refuse area - pickup &
bin storage



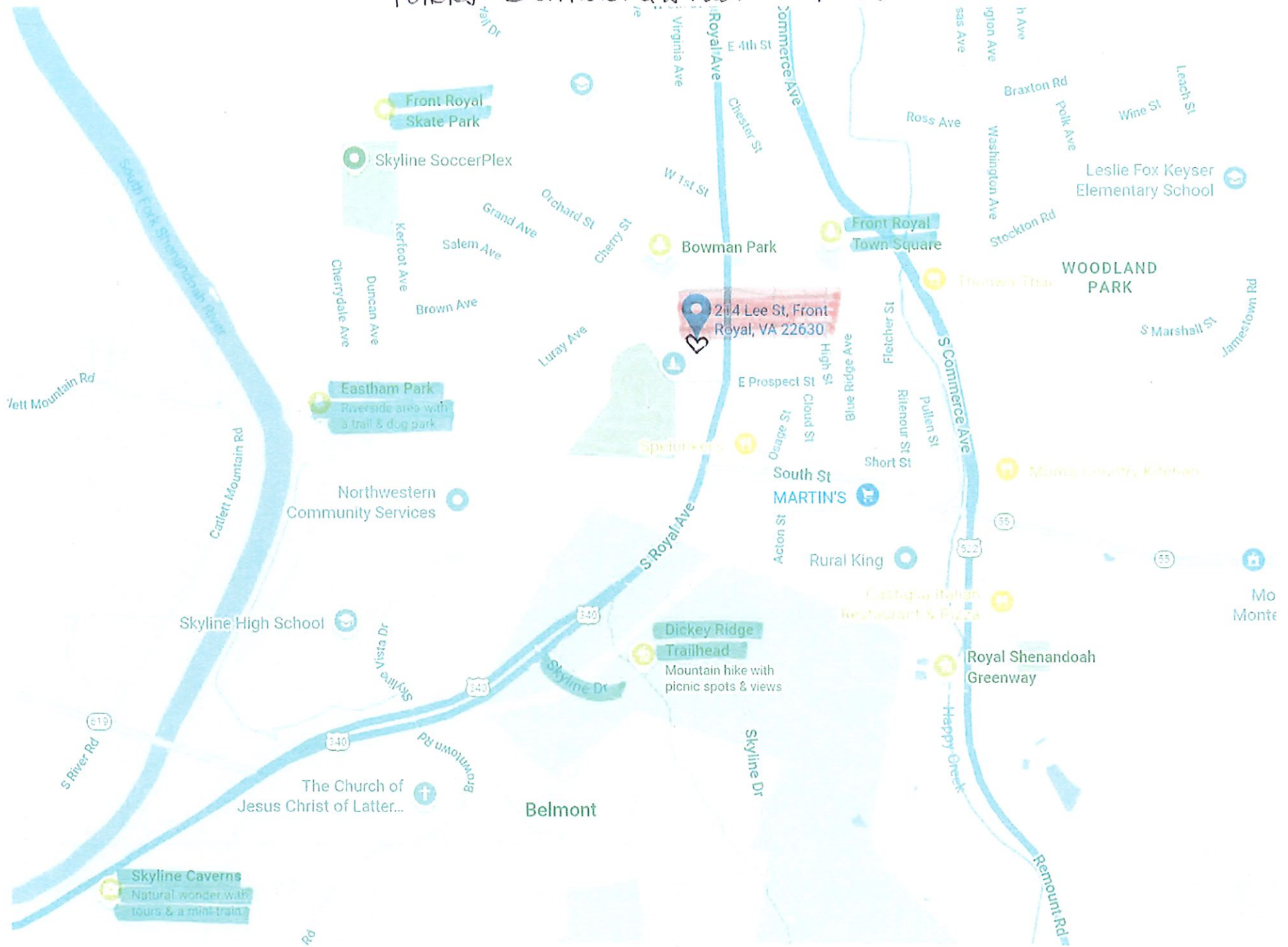
SCALE - 1" = 20'



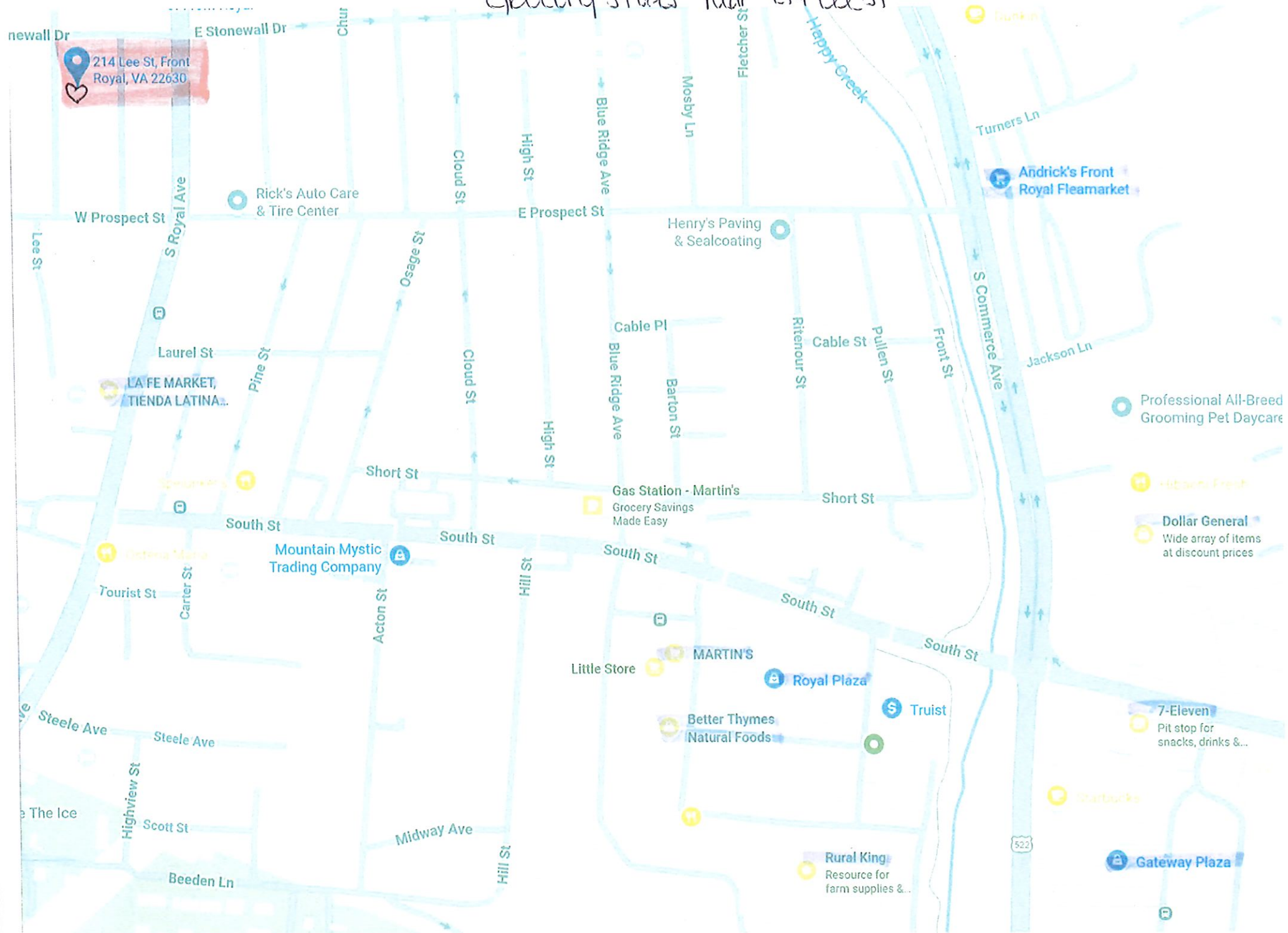
Restaurants & Bars near 214 Lee St



Parks & attractions near 214 Lee St



Grocery stores near 214 W 1st St



PUBLIC HEARING ITEM 2

2600013 - AN APPLICATION SUBMITTED BY DANA CLINE REQUESTING AN AMENDMENT TO THE ZONING MAP TO RECLASSIFY TWO 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, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application #2600013

Meeting Date: February 18, 2026

Summary: The application for review submitted by Dana Cline is requesting an amendment to the zoning map to reclassify two 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.

Staff Recommendation:

Staff recommends approval due to the overall conformance with the comprehensive plan.

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 for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two 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."

"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 for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two 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 for the following reasons: _____."

NOTE: These are only draft motions. Alternative motions are also welcome.

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____



**TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING**

**Planning Commission Regular Meeting
February 18, 2026**

APPLICATION: Rezoning Application #2600013

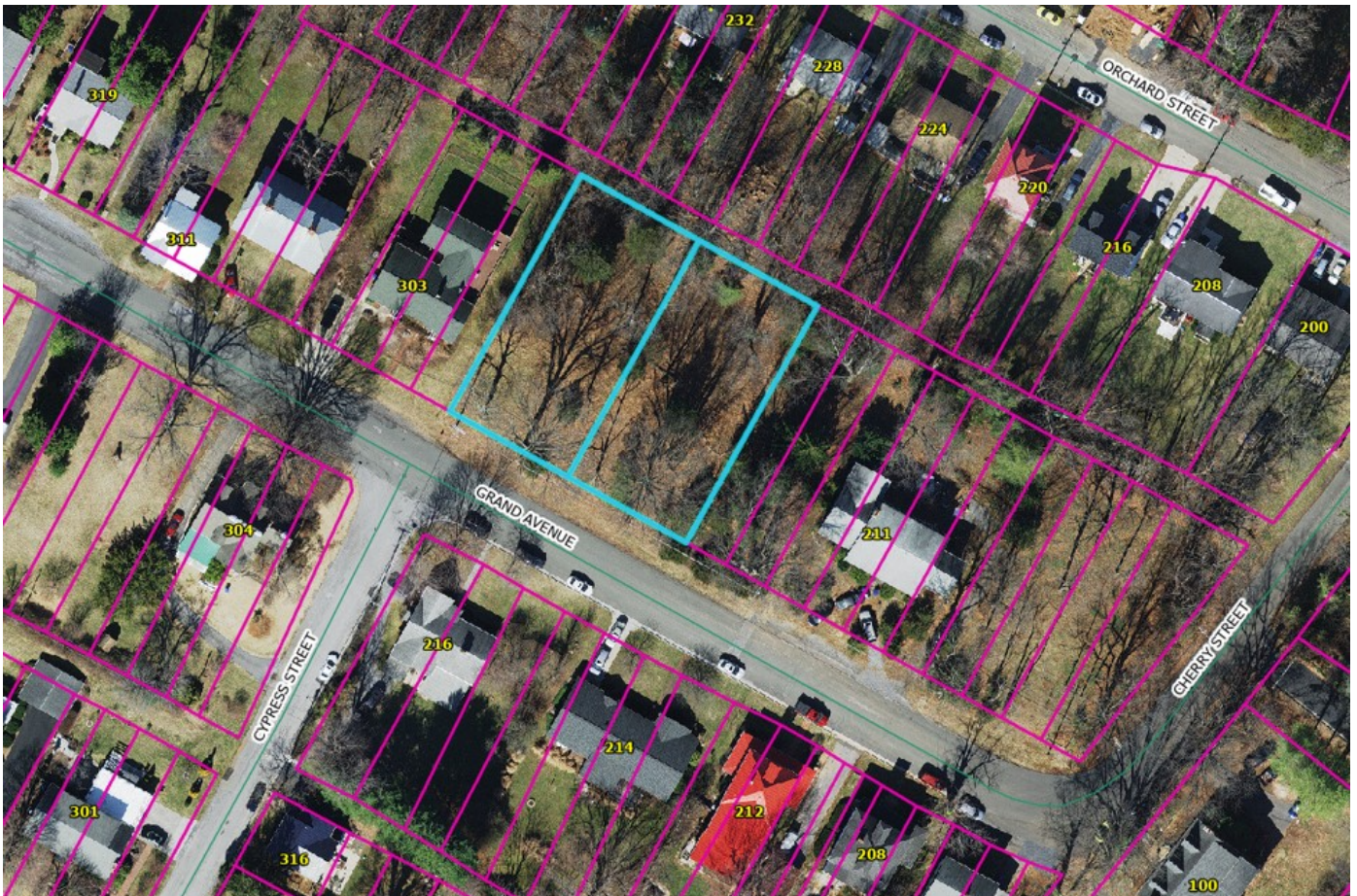
APPLICANT: Dana Cline

APPLICATION SUMMARY: The application for review is requesting an amendment to the zoning map to reclassify two 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.

GENERAL INFORMATION:

Site Address(es): Grand Avenue
Property Owner(s): Dana Matthew Cline
Existing Zoning: R-1, Residential District
Proposed Zoning: R-3, Residential District
Tax Identification: Tax Map #20A6-6-4-11A & 14A
Location: The vacant lots are located between Cherry Street and Cypress Street.

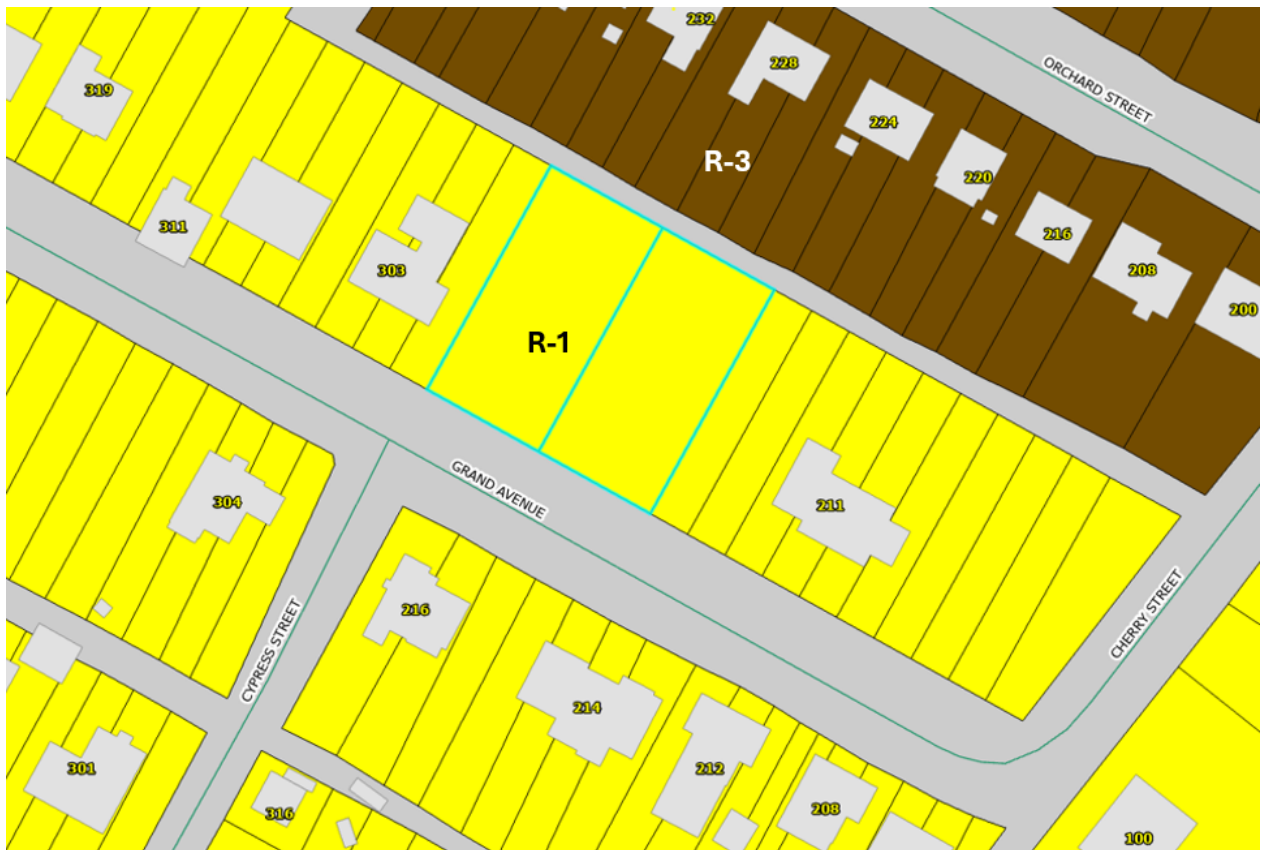
Aerial Map (Town of Front Royal GIS)



Vicinity Map – (Town of Front Royal GIS)



Zoning Map – (Town of Front Royal GIS)



APPLICATION DOCUMENTS:

Attachment A: Application.

- **Application Form.** This is the standard application form used to initiate rezoning applications in the Town of Front Royal.
- No proffers were made by the applicant.

Attachment B: Statement of Justiciation Letter.

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.

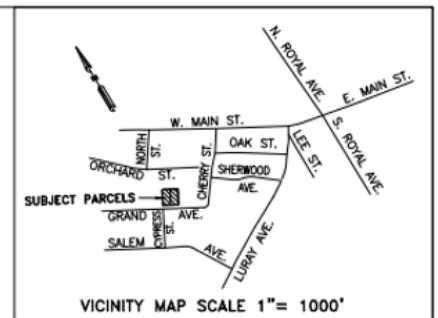
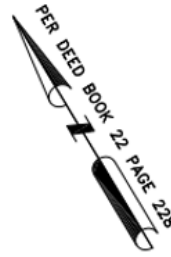
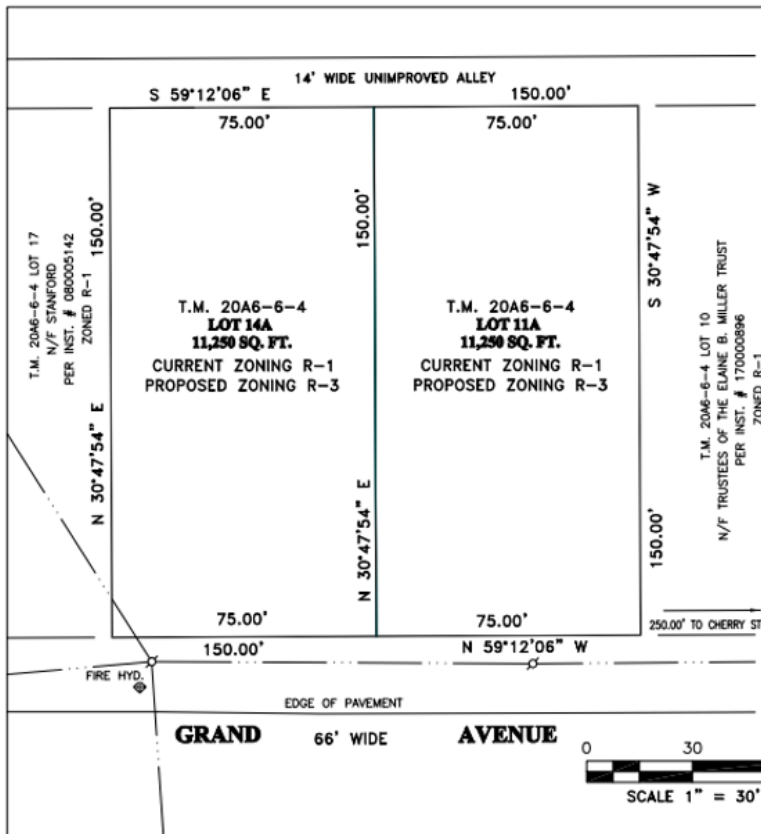
With all this extra space and the lots being almost level from the street, this will be perfect for sidewalks along Grand Ave., two concrete apron parking spaces per duplex and still have plenty of yard on the sides and in the rear. There will be plenty of yard space for children to play, while the adults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

Attachment C: Plat – A Survey Plat of the property showing properties.



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.

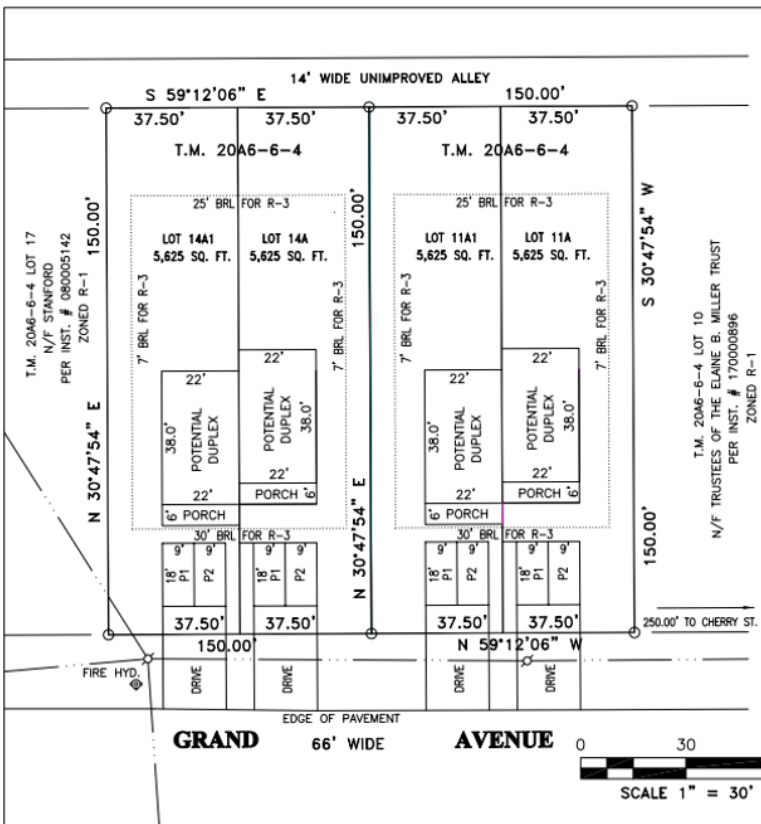
PROPOSED REZONING OF LOTS 11A AND 14A
BLOCK 4, MAP OF HOFFMAN HEIGHTS
FORK MAGISTERIAL DISTRICT

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



Attachment D: Conceptual Sketch.



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



ZONING ORDINANCE: The statements of intent of the two (2) identified zoning districts as set forth in the Front Royal Zoning Ordinance are as follows:

R-1 District, Zoning Ordinance Section 175-11

The R-1 District is composed of quiet, low-density residential areas, plus undeveloped areas where similar residential construction appears likely to occur. The standards set forth for this district are designed to stabilize and protect the essential character of the areas so delineated, to promote and encourage a suitable environment for family life where there are children, to provide areas for suitable expansion of the Town as facilities are provided and to prohibit all commercial activities. Development is, therefore, limited to relatively low concentration, and permitted uses are limited to single-unit dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities that serve the residents of the district. Mobile homes or rooming houses are prohibited.

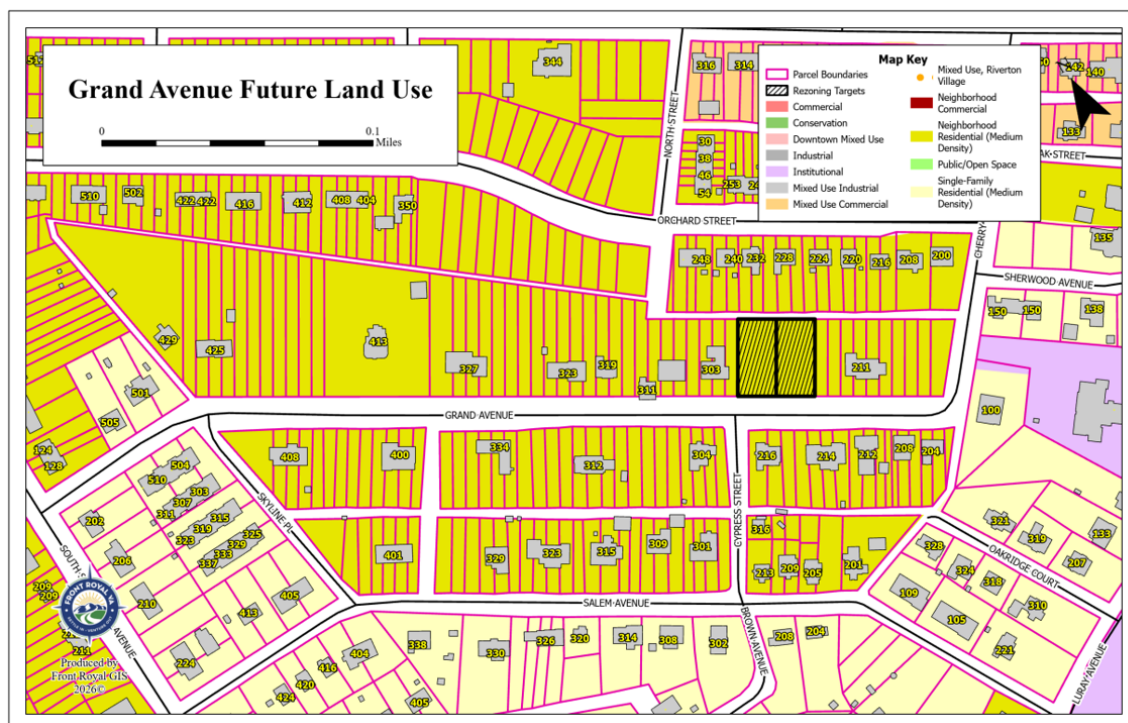
R-3 District, Zoning Ordinance Section 175-28

The R-3 Residential District is composed of medium-to-high density concentrations of residential uses. The standards for this district are designed to stabilize and protect the essential character of the area so designated and to promote and encourage, insofar as compatible with the intensity of land use, a suitable environment for families desiring the amenities of apartment living and the convenience of being closest to shopping, employment centers and other community facilities. Development is, therefore, limited to medium- to high-density concentration, and permitted uses are limited to single-family, two-family and multifamily dwellings, plus selected additional uses, such as schools, parks, churches and certain public facilities. Home occupations, as defined by this chapter, are permitted. Mobile homes are prohibited.

Differences between the R-1 and R-3 Zoning Districts:

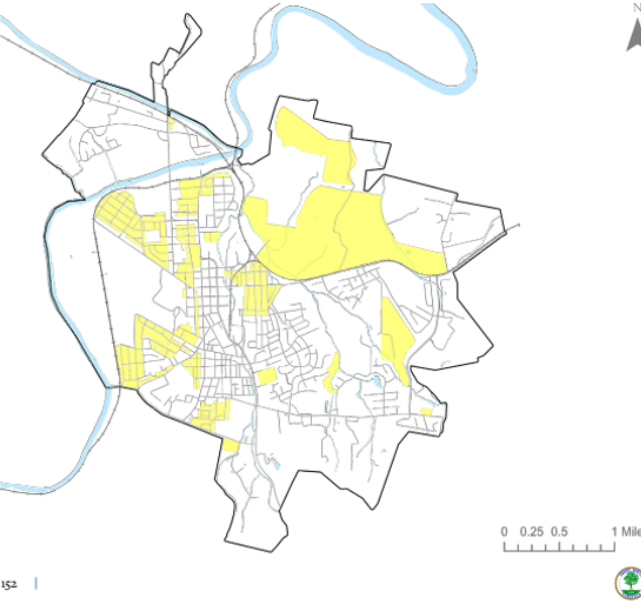
The major difference between these two zones is the proposed density of the uses. The R-1 zone is intended for low density, single family development. The R-3 on the other hand, is intended to provide for a variety of housing types at a higher density. This is more characteristic of older development. The Towns historic district is developed at approx 4 to 6 units per acre.

TOWN COMPREHENSIVE PLAN:



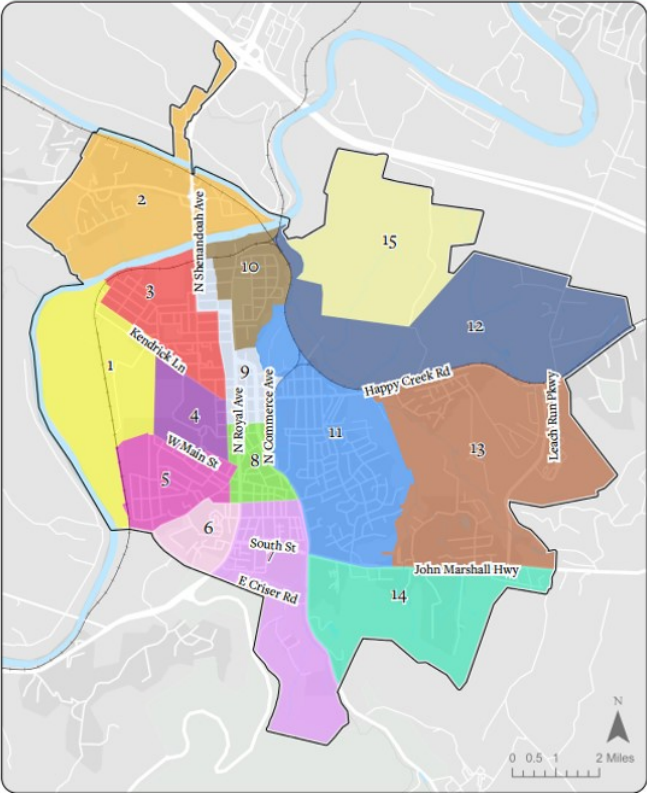
NEIGHBORHOOD RESIDENTIAL (MEDIUM DENSITY).

Single-family detached, single-family attached, and two-family attached homes. Infill development will match the character of existing neighborhoods. Accessory dwelling units (internal to the home and external to the home) are permitted by right.



Uses	Primary	Single-family attached and detached
	Secondary	-
Character	Design Principles	Traditional neighborhood design, infill to match existing historic lotting pattern
Other	Facilities & Utilities	Public water and sewer, sidewalks, bike lanes
	Special Considerations	

PLANNING AREAS



Planning Areas

1. Royal Phoenix
2. Riverton
3. Shenandoah
4. Randolph Macon
5. Viscose City
6. Prospect Hill
7. South
8. Old Town
9. Royal
10. Warren Park
11. Happy Creek
12. North East
13. Leach Run
14. South East
15. Marshall

5. VISCOSE CITY

Area Description

The Viscose City Planning Area consists of 234.7 acres bordered to the north by W. Main Street and W. 1st Street; to the east by Union Street and Lee Street; to the south by Luray Avenue; to the west by Norfolk Southern Railroad.

Opportunities

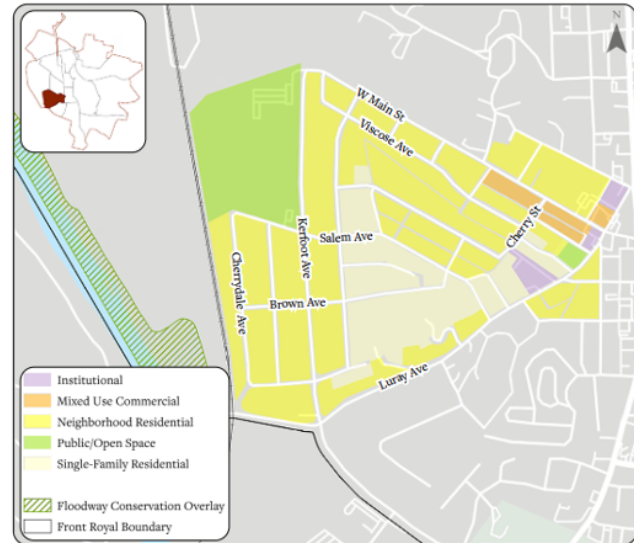
- The Viscose City Planning Area has adequate utility and transportation capacity, but many of the streets need improvements with curb and gutter and sidewalks.
- Recreational facilities and natural resources at the Skyline Soccerplex, Eastham Park and Bowman Park.
- Open space within and adjacent to the Warren County park facilities.
- Close proximity to Royal Phoenix and Downtown.
- Redevelopment potential.
- Curb & gutter exists along most streets.
- Several major churches along Luray Avenue and Union Street.

Challenges

- Existing streets have a patchwork of sidewalks and curb & gutter facilities.
- Many of the citizens comment on the poor cell phone reception in the western portion of the area.
- Extension of W. Main Street to Kendrick Lane could have negative impacts to the residential uses along Kerfoot Avenue without careful consideration of road design.
- No sidewalks exist on most streets.
- Steep terrain along portions of Luray Avenue.

Action Strategies

- Annually monitor needed utility infrastructure with existing uses and planned development and coordinate with the Capital Improvement Plan (CIP) to project needs over at least a 5-year time period.
- Sidewalks and curb & gutter facilities are recommended along existing streets. Sidewalks along W. Main Street are a priority to enhance connection with Royal Phoenix and Downtown.
- Bicycle, sidewalk and curb & gutter facilities are recommended along Kerfoot Avenue and Luray Avenue.
- Implement traffic calming measures in future road projects in the planning area and surrounding areas.
- Maintain the existing large oak trees within Bowman Park, and encourage preservation of other wooded areas through ordinances and supporting efforts by the Tree Stewards and UFAC.
- Promote the adaptive reuse of the former police station at the corner of W. Main Street and Luray Avenue.
- Encourage the development of a corner neighborhood commercial node to support walkability within the planning area.



The Town's Comprehensive Plan calls for this area to be used as single-family detached, single-family attached, and two-family attached homes. Infill development will match the character of existing neighborhoods. Accessory dwelling units (internal to the home and external to the home) are permitted by right.

STAFF FINDINGS AND ANALYSIS:

Overall, the Towns approved Comprehensive Plan supports the applicants request to rezone from R-1 to R-3. The neighborhood, while composed entirely of single-family homes, is bordered by higher density development. The future land use designation of neighborhood residential supports the type of dwelling being requested by the applicant. The neighborhood however, does not have direct access to commercial centers or major transportation routes within town which is generally where you would look to see multi-family units.

The applicant has not chosen to submit any proffers for consideration.

- Attachments:**
- A. Application and Supporting Documents
 - B. Statement of Justification Letter
 - C. Survey Plat
 - D. Conceptual Sketch

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)

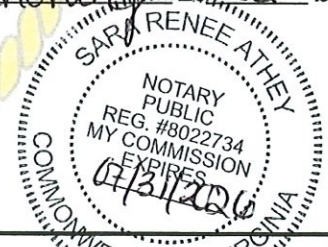
City/County of Warren, Commonwealth of Virginia

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

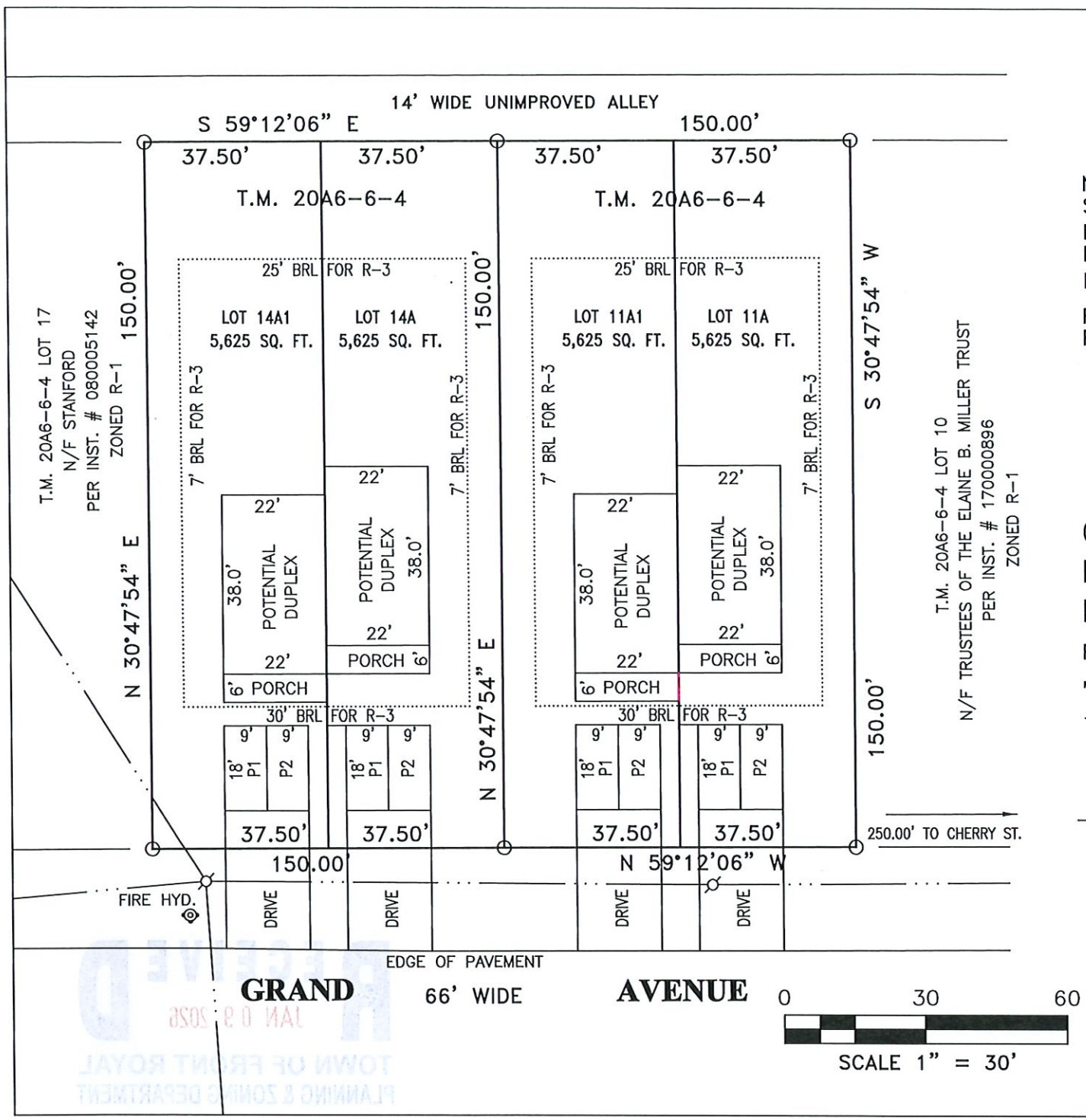
PER DEED BOOK 22 PAGE 228

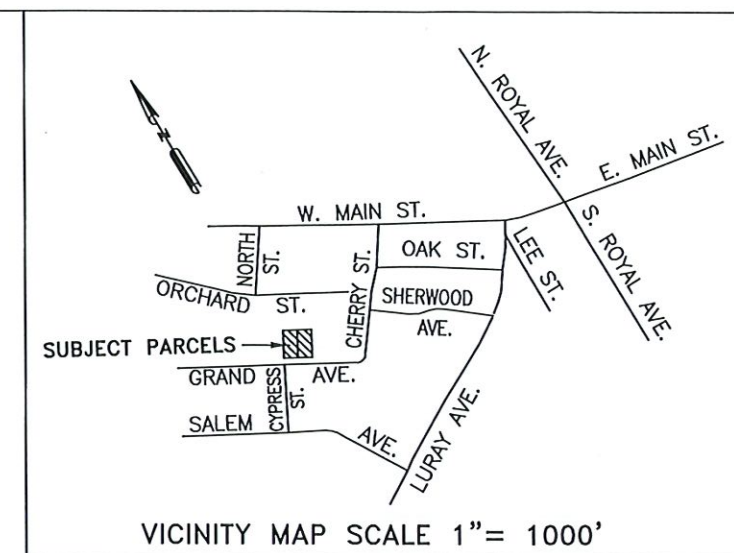
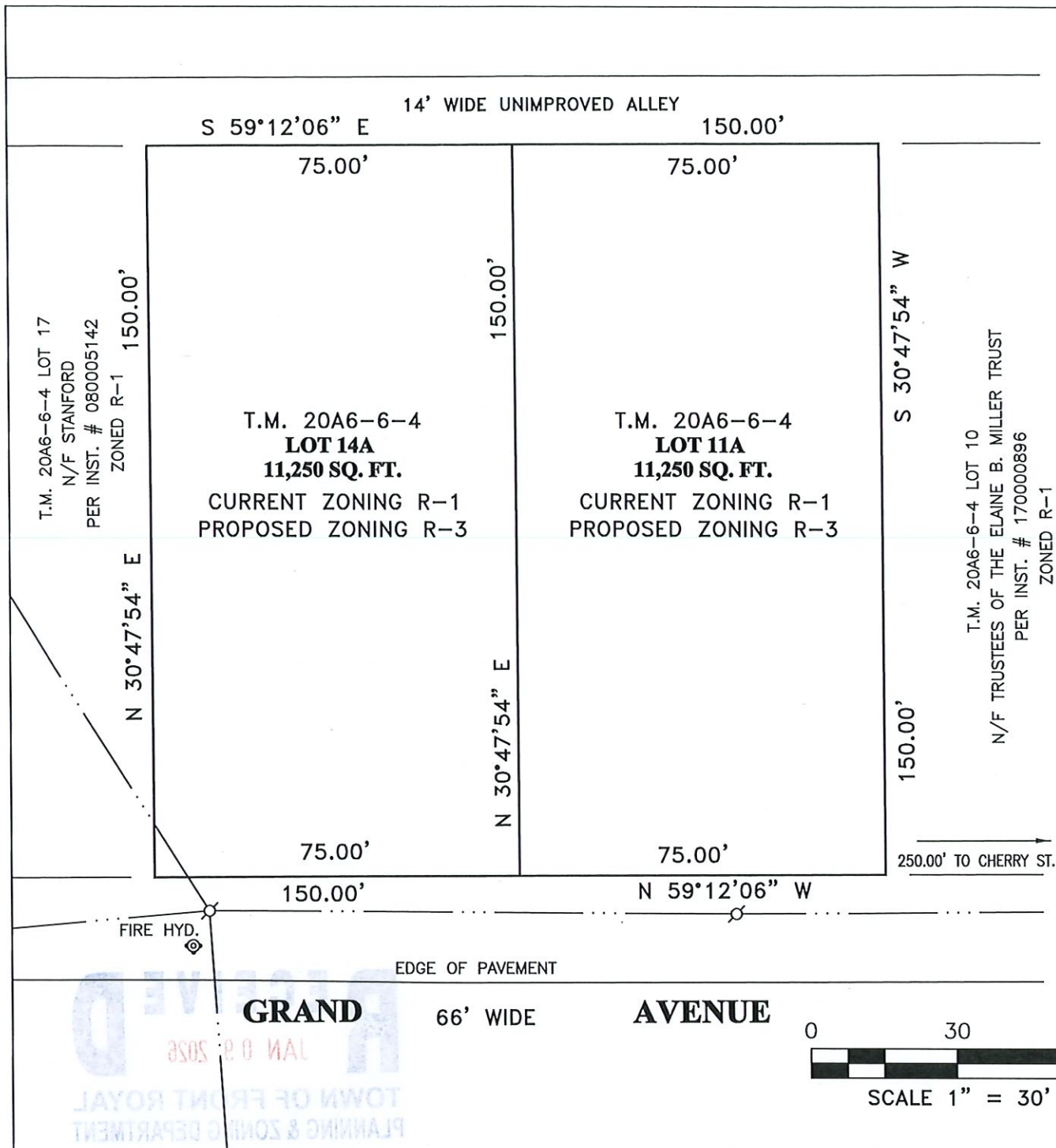
NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811
PLAT REF: INST. # 260000024.
PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

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





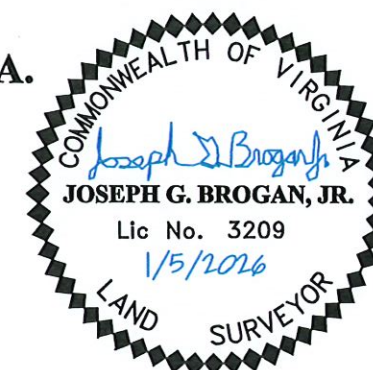
NO TITLE REPORT FURNISHED TO THIS OFFICE.
 SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
 DERIVATION OF TITLE TO: DANA MATTHEW CLINE
 PER INST. # 200006811.
 PLAT REF: INST. # 260000024.

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









PUBLIC HEARING ITEM 3

2600021 – AN APPLICATION SUBMITTED BY MONTEVERDE ENGINEERING & DESIGN STUDIO ON BEHALF OF SQUIRREL HILL 1 LLC, REQUESTING A SPECIAL EXCEPTION FROM TOWN CODE CHAPTER 148-860-A.6. E. WHICH LIMITS THE MAXIMUM HEIGHT OF A RETAINING WALL TO SIX (6) FEET. THE APPLICANT IS REQUESTING TO INCREASE THE MAXIMUM ALLOWABLE WALL HEIGHT TO TEN (10) FEET, FOR UNDEVELOPED PROPERTIES LOCATED ON ORCHARD STREET, IDENTIFIED BY TAX MAP 20A6, SECTION 5, PARCELS 8-1, 8-2, 8-3, 8-11, AND 8-12.

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Special Use Permit – Special Exception Application #2600021

Meeting Date: February 18, 2026

Summary: A Special Exception application requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

Staff Recommendation:

Staff recommends approval without conditions.

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 for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet and increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12 .”

“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 for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet for the following reasons: _____.”

NOTE: These are only draft motions. Alternative motions are also welcome.

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____



TOWN OF FRONT ROYAL DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
February 18, 2026

APPLICATION: Special Exception Application #2600021

APPLICANT: Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC

APPLICATION SUMMARY: A Special Exception application requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

GENERAL INFORMATION:

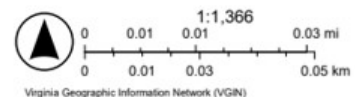
Site Address(es): Vacant Lots on Orchard Street
Property Owner(s): Donald J. McCarty, Dennis P. McCarty, Douglas Neil McCarty
Zoning District: R-2, Residential District
Historic District: No
Tax Identification: Tax Map #20A6-5-8-1, 8-2, 8-3, 8-11, and 8-12

Aerial Map (Warren County GIS)



2/4/2026, 9:43:21 AM

Parcels Roads County Boundary
Parcel Labels Hydrant
* Address Points FRONT ROYAL



Virginia Geographic Information Network (VGIN)

2/4/2026, 9:41:35 AM

Parcels
 Address Points
 Hydrant
 County Boundary
 Parcel Labels
 Roads
 FRONT ROYAL
 World Street Map

VITA, ESRI, HERE, Garmin, INCREMENT P, NGA, USGS

W. MAIN ST.
VARIABLE WIDTH R/W, 25 MPH

VISCOSE AVE.
60' WIDE R/W, 25 MPH

ORCHARD ST.
60' WIDE R/W, 25 MPH

NOTES:

- RETAINING WALLS SHALL BE CONSTRUCTED WITH SEGMENTAL BLOCK UNITS (ANCHOR DRIVEN PRE OR EQUAL) AS APPROVED BY DIVISION WITH GEOSTRUCTURAL ENGINEERING ANALYSIS REQUIRED BY DIVISION. SET TOP AND BOTTOM OF WALLS PER GRADING SHOWN ON PLANS. THE DESIGN OF THE WALLS SHALL BE CALCULATED. CONSTRUCTION SHALL INCLUDE SLOPE STABILIZATION AND CALCULATIONS BASED ON AN ANALYSIS APPROVED BY THE COMMISSIONER OF PUBLIC WORKS PRIOR TO CONSTRUCTION. WALLS SHALL BE CONSTRUCTED USING SIX OR MORE GRAVIMETRIC SAMPLES WITH AN AVERAGE SLOPE APPROXIMATELY EQUAL TO OR GREATER THAN THAT SHOWN ON PLANS. CONSTRUCTION SHALL INCLUDE SLOPE STABILIZATION AND CALCULATIONS BASED ON AN ANALYSIS APPROVED BY THE COMMISSIONER OF PUBLIC WORKS PRIOR TO CONSTRUCTION. FENCE POSTS SHALL BE INSTALLED AT THE TOP OF THE WALLS AND SHALL BE APPROVED BY THE DIVISION PRIOR TO CONSTRUCTION. FENCE INSTALLATION TO BE DONE SUBSEQUENT TO FENCE POST ANCHORING.
- PROVIDE AN INTERIOR DRAINAGE SYSTEM DESIGNED TO REMOVE EXCESSIVE WATER THAT ACCUMULATES INTO THE SOIL BEHIND THE WALL.
- ANY PORTION OF THE RETAINING WALL (OVER FENCE) SET IN HEIGHT SHALL INCLUDE A FENCE POST SHOWN ON THESE PLANS AT LEAST FOUR-FOOT (4') MINIMUM HIGH ALONG THE TOP TO PREVENT PERSONS FROM CLIMBING AND TO PREVENT THE FENCE FROM BEING REMOVED BY THE DIVISION PRIOR TO CONSTRUCTION. FENCE INSTALLATION TO BE DONE SUBSEQUENT TO FENCE POST ANCHORING.

NOTES:

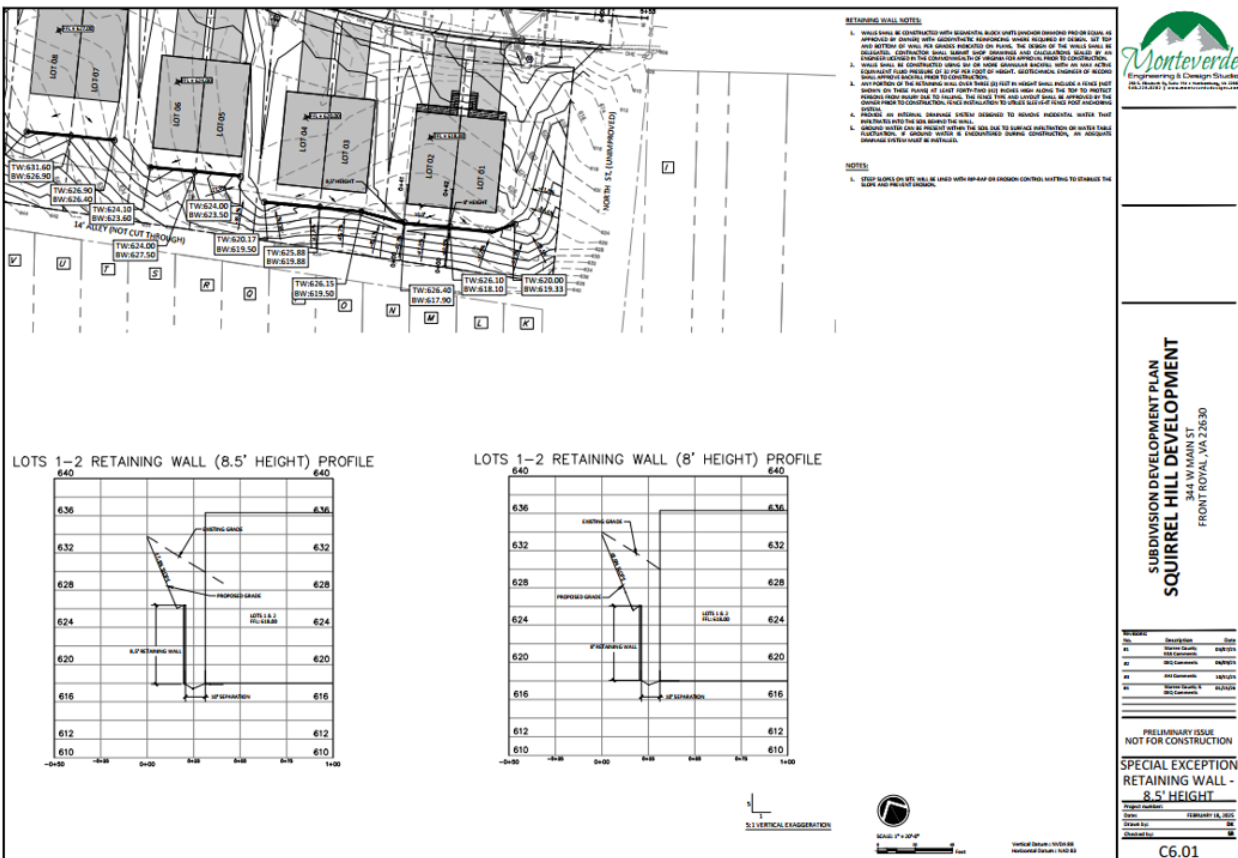
- LOTCH SECTION DETAILS PROVIDED BY THE PLANS SHEET CLOSURE AND CALCULATIONS ARE PROVIDED BY THE ENGINEER. CALCULATIONS PROVIDED BY THE ENGINEER ARE PROVIDED BY THE PLANS SHEET CLOSURE.

Monteverde
Engineering & Design Solutions
1000 N. 10th St., Suite 100
Tampa, FL 33604
Tel: 813.441.1500
Fax: 813.441.1501
www.monteverdeeng.com

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

Rev.	Description	Date
1	Initial Design	01/15/2011
2	Final Design	01/15/2011
3	Final Design	01/15/2011
4	Final Design	01/15/2011
5	Final Design	01/15/2011
6	Final Design	01/15/2011
7	Final Design	01/15/2011
8	Final Design	01/15/2011
9	Final Design	01/15/2011
10	Final Design	01/15/2011
11	Final Design	01/15/2011
12	Final Design	01/15/2011
13	Final Design	01/15/2011
14	Final Design	01/15/2011
15	Final Design	01/15/2011
16	Final Design	01/15/2011
17	Final Design	01/15/2011
18	Final Design	01/15/2011
19	Final Design	01/15/2011
20	Final Design	01/15/2011
21	Final Design	01/15/2011
22	Final Design	01/15/2011
23	Final Design	01/15/2011
24	Final Design	01/15/2011
25	Final Design	01/15/2011
26	Final Design	01/15/2011
27	Final Design	01/15/2011
28	Final Design	01/15/2011
29	Final Design	01/15/2011
30	Final Design	01/15/2011
31	Final Design	01/15/2011
32	Final Design	01/15/2011
33	Final Design	01/15/2011
34	Final Design	01/15/2011
35	Final Design	01/15/2011
36	Final Design	01/15/2011
37	Final Design	01/15/2011
38	Final Design	01/15/2011
39	Final Design	01/15/2011
40	Final Design	01/15/2011
41	Final Design	01/15/2011
42	Final Design	01/15/2011
43	Final Design	01/15/2011
44	Final Design	01/15/2011
45	Final Design	01/15/2011
46	Final Design	01/15/2011
47	Final Design	01/15/2011
48	Final Design	01/15/2011
49	Final Design	01/15/2011
50	Final Design	01/15/2011
51	Final Design	01/15/2011
52	Final Design	01/15/2011
53	Final Design	01/15/2011
54	Final Design	01/15/2011
55	Final Design	01/15/2011
56	Final Design	01/15/2011
57	Final Design	01/15/2011
58	Final Design	01/15/2011
59	Final Design	01/15/2011
60	Final Design	01/15/2011
61	Final Design	01/15/2011
62	Final Design	01/15/2011
63	Final Design	01/15/2011
64	Final Design	01/15/2011
65	Final Design	01/15/2011
66	Final Design	01/15/2011
67	Final Design	01/15/2011
68	Final Design	01/15/2011
69	Final Design	01/15/2011
70	Final Design	01/15/2011
71	Final Design	01/15/2011
72	Final Design	01/15/2011
73	Final Design	01/15/2011
74	Final Design	01/15/2011
75	Final Design	01/15/2011
76	Final Design	01/15/2011
77	Final Design	01/15/2011
78	Final Design	01/15/2011
79	Final Design	01/15/2011
80	Final Design	01/15/2011
81	Final Design	01/15/2011
82	Final Design	

Retaining Wall – 8' and 8.5' Height



BACKGROUND INFORMATION & RELEVANT CODES:

148-211 SPECIAL EXCEPTIONS

- A. A special exception to the general regulations of this Chapter may be granted by Town Council, for either of the following circumstances:
1. When strict adherence to the general regulations would result in substantial injustice or hardship; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.
 2. When it is demonstrated that use of alternative regulations for a particular development would better achieve at least one of the goals listed below; provided that, the special exception would not diminish public health, safety or general welfare, including, but not limited to, consideration that adequate provisions are provided to ensure long-term maintenance of public and shared private facilities, and conformance with the goals and objectives of the Comprehensive Plan.
 - a. Creation of affordable housing.
 - b. Design emphasis on the principles of traditional neighborhood design, including pedestrian-friendly roads, interconnection of new local streets with existing local streets, connectivity of pedestrian networks, and mixed-use neighborhoods.
 - c. Conservation or use of on-site natural features to protect water quality or open spaces.
- B. Any request for an exception, shall be submitted to the Director, and shall include a signed and completed application form, any application fees, and any supporting documentation submitted by the applicant.
- C. Prior to approval or denial of any request for an exception, the Planning Commission shall hold a public hearing, in accordance with Virginia Code § 15.2-2204, to review and provide recommendations to Town Council.
- D. Prior to approval or denial of any exception to the design standards of this Chapter, Town Council shall hold a public hearing, in accordance with Virginia Code § 15.2-2204.
- E. Town Council may impose such conditions or restrictions upon the premises benefited by an exception as may be necessary to comply with intent of this Chapter and to protect the public interest, safety and/or general welfare.

148-860 ENVIRONMENTAL IMPROVEMENTS

A. *Steep Slopes.*

1. *Purpose:* Steep slopes, when developed, require more grading and land disturbance than development of flat to gently sloping topographical areas. Therefore, the purpose of this section is to establish protective regulations to:
 - a. Minimize soil disturbance on steep or critical slopes due to the potential for erosion problems;
 - b. Assist in the prevention of soil erosion from stormwater runoff, protect downstream buildings and yards from water and soil intrusion, and protect the Town's surface and groundwater resources from siltation and contamination;

- c. Promote stable building sites that prevent soil erosion and are structurally sound so as to maintain slope stability;
 - d. Promote accessibility for fire and rescue apparatus;
 - e. Maintain the visual and environmental resources that are part of the character of Front Royal; and
 - f. Encourage innovative development in Front Royal by providing the flexibility necessary to produce environmentally sensitive subdivisions which direct building, parking and street locations to terrain more suitable to development while maximizing conservation of the original slopes, native cover, prominent land forms, rocky outcrops, natural open space, wildlife habitat and scenic resources.
2. *Applicability:* All proposed subdivisions which result in the creation of an additional building lot or lots with the exception of boundary line adjustments, must submit a plan, in addition to any required subdivision development, street construction or erosion & sediment control plan, identifying predevelopment areas of steep slope. Clear cutting or grading for the purpose of altering predevelopment slopes shall not be permitted.
3. *Establishment of Steep Slope Areas:* The predevelopment slopes shall be computed by rise over run from naturally occurring contour lines based on topographic information showing two-foot contour intervals and based on NAVD 88 vertical datum. The topographic data may be field run or from aerial photography, provided the information is current and the contouring method provides the precision expected for the contour interval used.
- a. *Identification of Steep Slope Areas:* Steep slopes areas are classified into one (1) of the following two (2) categories:
 - [1] All areas of slope between fifteen percent (15%) and twenty-five percent (25%) which contain highly erodible, highly permeable or shrink-swell soils. Determination of soils which are highly erodible, highly permeable or shrink-swell shall be based on the USDA Soil Conservation Service Soil Survey of Warren County, Virginia, or based on soils analysis prepared by a geotechnical engineer or other appropriate licensed professional.
 - [2] All areas of slope greater than twenty-five percent (25%).
 - b. *Minimum Size of Steep Slope Area:* Steep slope standards do not apply to isolated steep slope areas that are less than five thousand (5,000) square feet in land area. For the purposes of this provision, the entire contiguous area of the steep slopes shall be included in the minimum size calculations, regardless of the number of individual lots or different land ownerships involved.
4. *Creation of Slope Overlays:* The plan identifying steep slopes and critical slopes must include overlays over the entire tract involved identifying by color coding the following:
- a. All areas of slope between fifteen percent (15%) to twenty-five percent (25%) which contain highly erodible, highly permeable or shrink-swell soils.
 - b. All areas of slope greater than twenty-five percent (25%).
5. *Plan Requirements:* An overlaid grading plan, prepared by a professional licensed by the State of Virginia to prepare such a plan, for the development, management, stabilization and preservation of steep slope areas shall be prepared in accordance with the detail requirements of Town Code Section 148 and upon submission of a report by a certified soil or geotechnical engineer, and/or other appropriate licensed professional, indicating if and how the steep slope may be safely developed.

The final subdivision plat showing any lot or portion of any lot located within a steep slope overlay area must contain a note stating that the property shown hereon is subject to the provisions of Section 148-

42, Steep Slopes, of the Town of Front Royal Subdivision Ordinance, in accordance with the conditions shown on the approved overlot grading plan and/or geotechnical report filed with the applicable and appropriate subdivision application.

6. *Building Site Requirements:* In addition to the requirements of the grading plan described herein, the plan shall include the following standards:
- a. Site development shall be designed in a manner that requires a minimum amount of alteration to the steep slope.
 - b. Existing vegetation shall be preserved to the maximum extent possible.
 - c. No finished slopes are to be created with a final grade greater than fifteen percent (15%) unless deemed feasible by a geotechnical report.
 - d. Residential driveway grades exceeding ten percent (10%) are not recommended. Residential driveway grades greater than ten percent (10%) shall be constructed in conformance with Virginia Department of Transportation's (VDOT) standard CG-9 or other applicable entrance detail requirements. Commercial or industrial driveway grades shall be constructed in conformance with VDOT standard CG-11 or other applicable entrance detail requirements. All driveways shall have a nonerodable surface treatment, such as asphalt or concrete pavement. Side slopes for driveway cuts shall not exceed twenty-five percent (25%), (4:1) unless deemed feasible by a geotechnical report.
 - e. Use of retaining wall is encouraged to reduce the steepness of man-made slopes and to provide planting pockets conducive to vegetation and landscaping. All retaining walls shall require an engineered design with the exception of non-tiered retaining walls with level backfill and no surcharge loading with a height of twenty-four (24) inches, (2.0 feet) or less from the finished grade. Retaining walls shall not exceed seventy-two (72) inches, (6.0 feet) in height from the finished grade, however, the Town Council, at its discretion, may waive the maximum height requirement for retaining walls located within non-residentially zoned areas. This provision is not intended to preclude a structure's foundation or basement wall or the creation of a walkout basement.
 - f. Landscaping and plantings shall be in accordance with Town Standards.

STAFF RECOMMENDATION:

Staff recommends approval without conditions.

Planning Commission discussed two potential conditions at their February 4, 2026 work session however the wording was such that they just reiterated the already required code sections.

Attachments: Application and Supporting Documents from the Applicant

Revised Application

#2600021

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

SECTION A - Property Information

Tax Map No. <u>20A6-5—8-1, 8-2, 8-3, 8-11 and 8-12</u>	Zoning District: <u>R-2</u>
Site Address: <u>Orchard Street</u>	
☐ Entrance Corridor ☐ Historic District ☐ Floodplain	

SECTION B - Details of Request

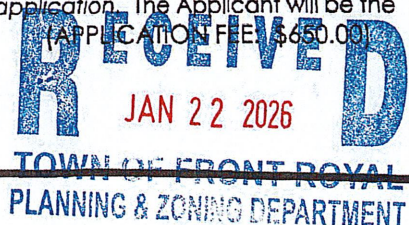
Project Name: <u>Squirrel Hill Development</u>
Special Exception Code Sections(s): <u>Section 148-860-A – item 6 (e)</u>
General Description of the request (please attach supporting information, such as plats, plans, details, etc.): For the Town of Front Royal to consider a Special Exception for Retaining Wall height requirements set forth in Section 148-860-A Item 6 (e) of the Town Code, which limits the maximum height of a Retaining Wall to not exceed six feet (6') in height. 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 the residential units. We are requesting approval to increase the maximum allowable wall height to ten feet (10') maximum for areas in the rear of lots 20A6, section 5, Parcels 8-1, 8-2, 8-3, 8-11 and 8-12 to accommodate existing topographic constraints and maintain proper drainage away from the structures.

SIGNATURE OF APPLICANT: *Jack Navarrete* **Date:** 1/22/2026
PRINT NAME OF APPLICANT: Jack Navarrete

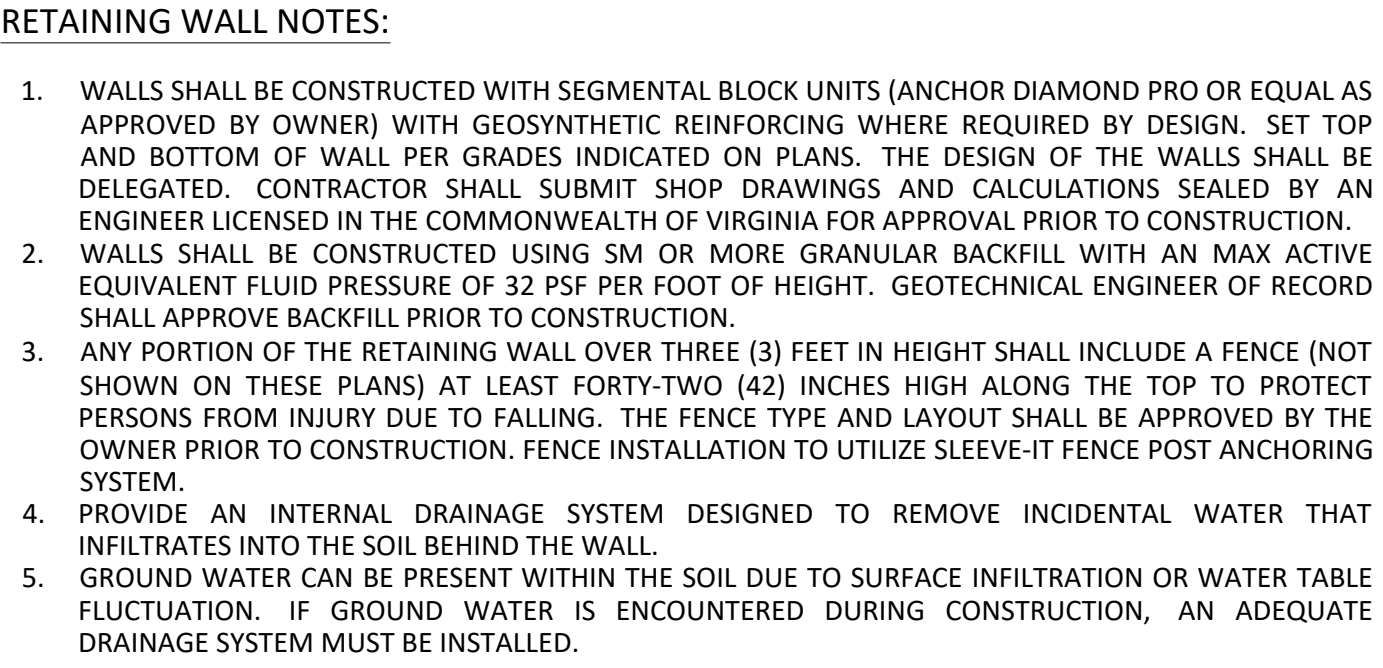
SIGNATURE OF PROPERTY OWNER: *Donald Jay McEarty* **Date:** 1/22/2026
PRINT NAME OF PROPERTY OWNER: Donald Jay McEarty

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.

June 5, 2025

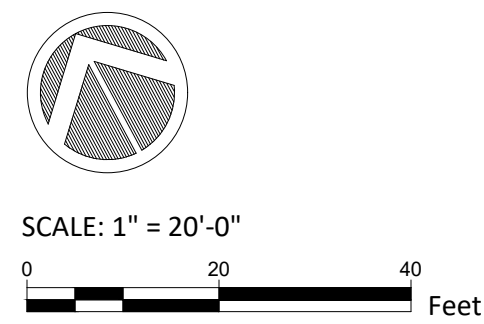


Vertical Datum : NVDA 88
Horizontal Datum : NAD 83



NOTES:

1. STEEP SLOPES ON SITE WILL BE LINED WITH RIP-RAP OR EROSION CONTROL MATTING TO STABILIZE THE SLOPE AND PREVENT EROSION.



Vertical Datum : NVDA 88
Horizontal Datum : NAD 83



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
#4	Warren County & DEQ Comments	01/23/26

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

SPECIAL EXCEPTION
RETAINING WALL -
6' HEIGHT

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

C6.01

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 INIURY 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. STEEP SLOPES ON SITE WILL BE LINED WITH RIP-RAP OR EROSION CONTROL MATTING TO STABILIZE THE SLOPE AND PREVENT EROSION.



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
#4	Warren County & DEQ Comments	01/23/26

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

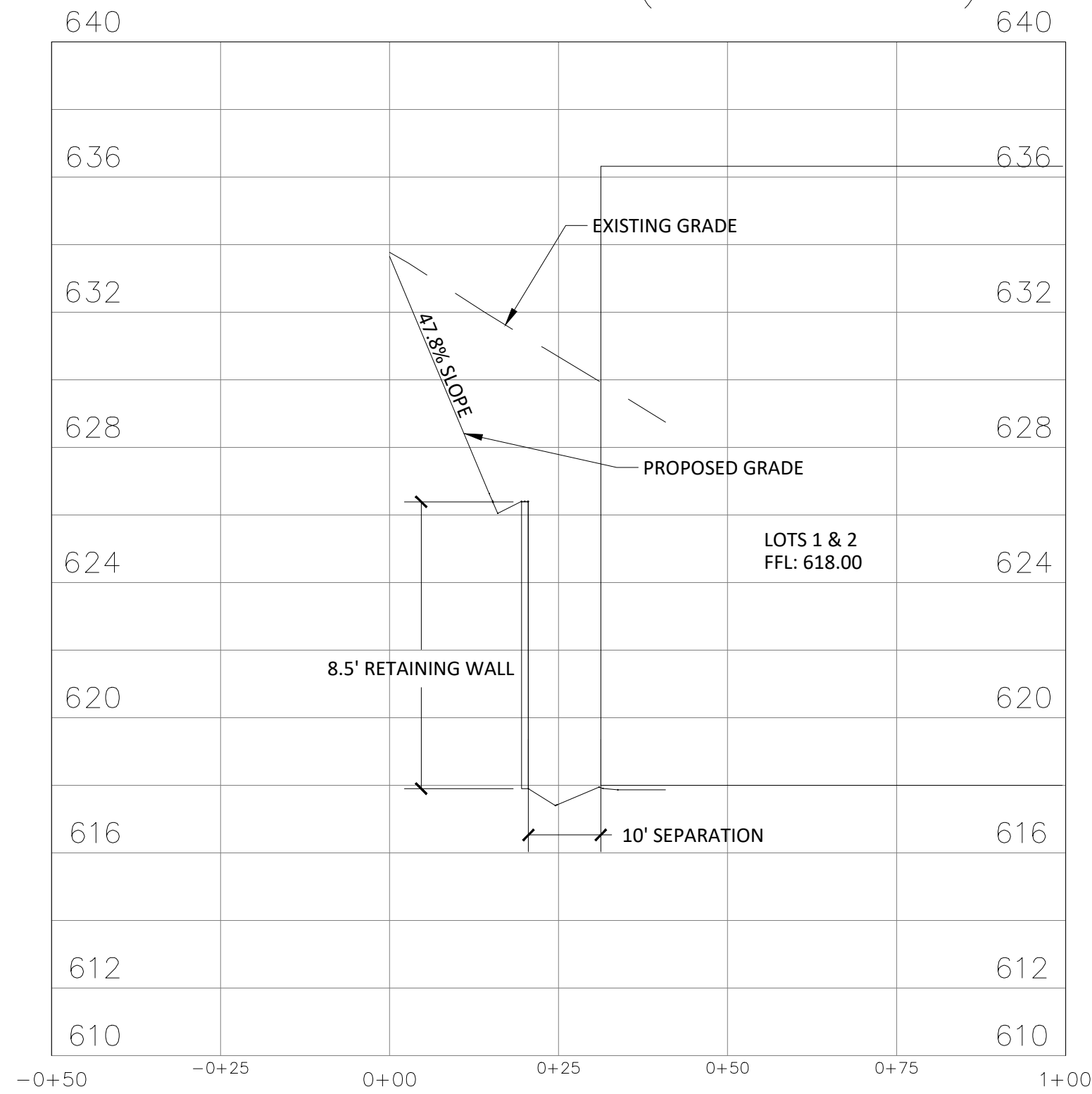
SPECIAL EXCEPTION
RETAINING WALL -
8.5' HEIGHT

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

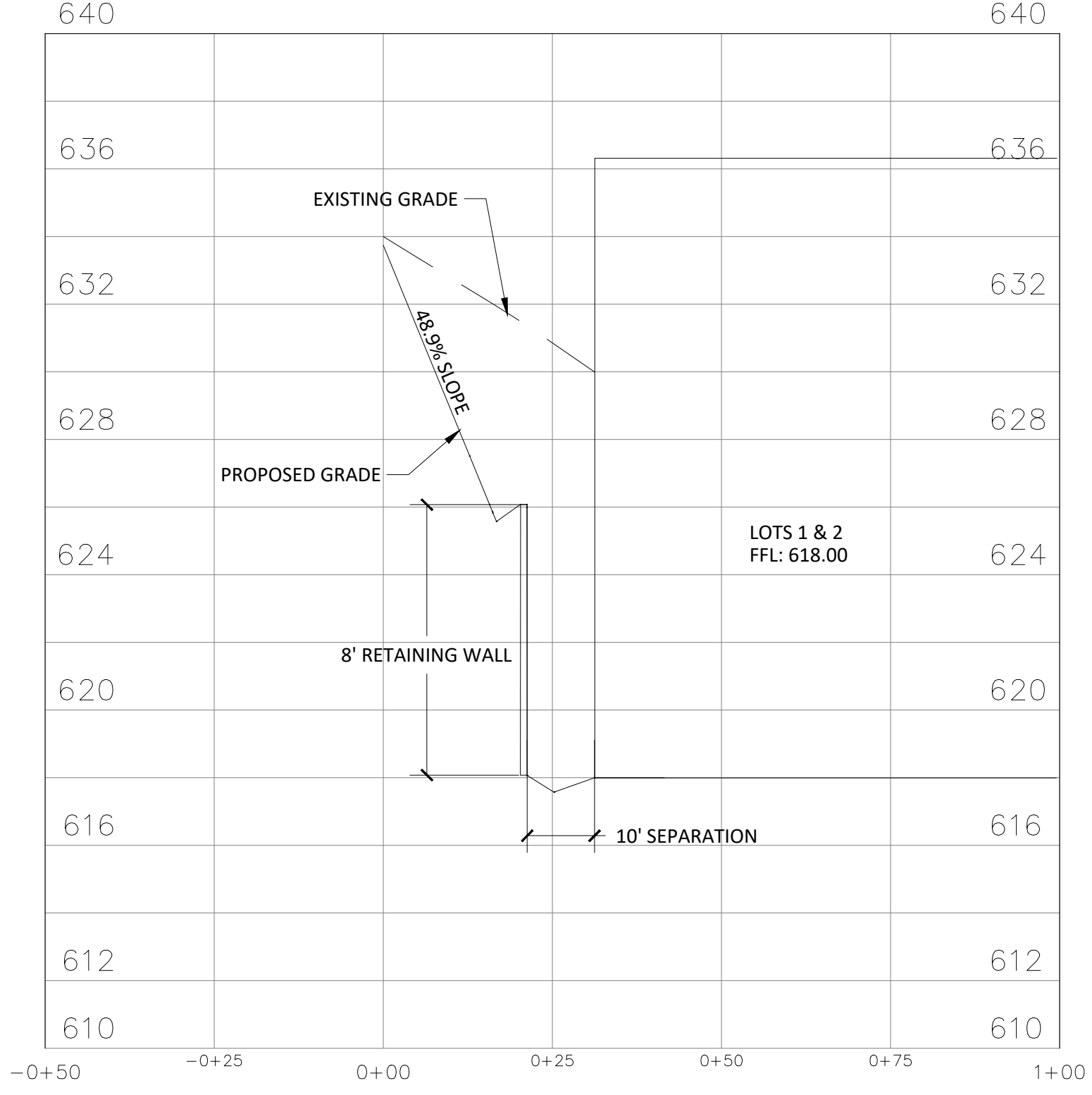
C6.01



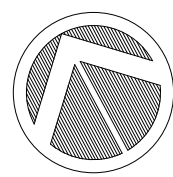
LOTS 1-2 RETAINING WALL (8.5' HEIGHT) PROFILE



LOTS 1-2 RETAINING WALL (8' HEIGHT) PROFILE



5
1
5:1 VERTICAL EXAGGERATION



SCALE: 1" = 20'-0"
0 20 40 Feet

Vertical Datum : NVDA 88
Horizontal Datum : NAD 83

Harrisonburg Office
1356 N. Main Street
Harrisonburg, VA 22802
Phone: 540-434-0400
Fax: 540-434-0447



Winchester Office
220 Imboden Drive, Suite A
Winchester, VA 22603
Phone: 540-313-4270
Fax: 540-434-0447

June 5, 2025

Jay McCarty
The McCarty Brothers
P.O. Box 253
Clifton, VA 20124

RE: **Revision 1** – Geotechnical Investigation Report
Squirrel Hill Development Duplexes
Orchard Street, Front Royal, VA
VEPC Proposal No.: P24-1030

Mr. McCarty:

We submit this revision to the original Report of Geotechnical Investigation, dated September 19, 2024, in response to recent design changes. We understand it is desirable to install an extended detention pond designed according to current stormwater standards. We provide additional guidance with report changes denoted in grey. This report contains the results of our geotechnical investigation and engineering recommendations for the proposed construction of the Squirrel Hill Duplexes located on Orchard Street in Front Royal, Virginia. Our office stipulated test boring locations upon agreement with your engineering consultant team. We conducted six (6) test borings as indicated on the attached Test Boring Location Plan. Borings were drilled utilizing hollow-stem augers to termination depths between 11.5 and 21.5 feet.

SITE AND PROJECT DESCRIPTION

The parcel of land consists of about five (5) acres, primarily covered by an isolated pocket of forest with a single residential house located at the north half of the area close to West Main Street. Orchard Street bifurcates the property with terrain on either side sloping to the roadway. An elevation difference of about 45 feet (650 to 605 feet NAVD88) was observed according to data obtained through USGS 3DEP LiDAR mapping program (2020).

The proposed construction will include the construction of multi-story residential houses, roadways, walking paths, parking lots, and a stormwater management (SWM) pond. Preliminary site grading plans indicate that maximum cut and fill depths of 15 and 10 feet will be required to achieve desired grades. The SWM facility will consist of a dry pond requiring a nominal cut depth of roughly four (4) feet. See the attached Test Boring Location Plan in the appendix for further information.

SITE EXPLORATION

Viola Engineering, PC drilled a total of six (6) test borings to the prescribed termination depths. Three (3) of these borings were located within the storm management pond, each 11.5 feet deep. The remaining three (3) boreholes were placed within the area of deepest cut across the site with termination depths ranging

between 16.5 to 21.5 feet. The soil test borings were performed following generally accepted geotechnical engineering practice using an ATV-mounted CME 55 rotary drill rig equipped with an automatic hammer.

In brief, hollow-stem augers were advanced to sample intervals, and representative soil samples were recovered with a standard split-spoon sampler (1½-inch ID x 2-inch OD) following ASTM D1586, the Standard Penetration Test. The standard dictates that a 140-pound weight freely drops from a height of 30 inches to drive the split-spoon sampler into the soil. The number of blows required to drive the split-spoon sampler through three (3) consecutive 6-inch increments was recorded, and the blows of the last two (2) increments were summed to obtain the Standard Penetration Resistance (N-value). No subsurface water levels were encountered in any of the bores during the drilling process.

The N-value provides a general indication of in-situ soil conditions and has been correlated with certain engineering properties of soils. An automatic hammer was utilized to perform the Standard Penetration Test (SPT) on this project. Research indicates that the Standard Penetration Resistance (N-value) determined by an automatic hammer is different from the N-value determined by the safety hammer method, termed the N_{60} value or corrected value that counteracts the energy loss in the safety hammer method. The correction is made using the following equation:

$$N_{60} = N_{field} \times CE$$

The N_{field} value is recorded in the field, and CE is the drill rod energy ratio of the hammer utilized in the field. The recommended correction factor (**CE**) of 1.4 is generally utilized to convert N_{field} values to N_{60} values following typical published guidelines. The N-values reported on the Boring Logs and included in this report are the corrected values (N_{60}). It is recommended that corrected N_{60} values be used for engineering analysis.

PUBLISHED SITE INFORMATION AND SUBSURFACE CONDITIONS

The site is located in the Valley and Ridge Province of the Appalachian Highlands physiographic region. According to **The USGS State Geologic Map Compilation (SGMC, 2017)**, the site is underlain by the Beekmantown Group (Ob) geologic unit. This formation dates from the Ordovician period and is primarily comprised of sedimentary dolostone (dolomite) with minor inclusion of limestone. The **USDA Soil Survey of Warren County, Virginia** indicates that the site soils are mapped primarily within the Drayke loam, 7 to 15 percent slopes (Unit17C) and Lodi silt loam, 15 to 25 percent slopes (Unit:24D). The profile of the two soil map units are generally characterized by clayey soil with minor inclusion of sand for soil. The average liquid limit and plasticity index of these soils rarely surpass 54 and 23, respectively. According to published data, the exposed near-surface site soils are classified as hydrologic group B of moderate permeability. The soil types do not show significant changes in composition either vertically with depth or horizontally with distance.

Nominal topsoil depths were observed to be three (3) inches across the site. The overburden soils are generally described as orange high-plasticity clay (CH). The soil was observed to exhibit a standard penetration test consistency, typically ranging from stiff to hard. Moisture contents of field samples ranged from 10 to 39 percent, with an average of 25 percent. Soil moisture generally increases with depth in this

geologic setting. Soil samples recovered in test borings indicate the presence of fine-grained soil, with more than 50 percent passing on the No. 200 sieve. Further, these fine-grained soils are more sensitive to fluctuating moisture contents. Groundwater was not encountered during our exploration at any of the boreholes. Field observations of the soil samples indicated that no soil strata were excessively saturated due to their proximity to a perched water table.

BEDROCK

The site is underlain by the Beekmantown Group (Ob) geologic unit, which is primarily comprised of sedimentary dolostone (dolomite) with minor inclusion of limestone. Hard bedrock conditions were not encountered within any of the test boring locations. We conclude that extensive rock removal will not be required for planned earthwork and can be performed using conventional excavation equipment.

SUBGRADE PREPARATION AND EARTHWORK OPERATIONS

Subgrade preparation should consist of stripping all vegetation, rootmat, topsoil, pavement and any other soft or unsuitable material within the work area. Demolition of any existing structures and pavement section should include complete removal of foundation systems and buried appurtenances unless it is found to not impact the planned construction. After stripping to the desired grade and before fill placement, the stripped surface should be observed by the Geotechnical Engineer of Record or his authorized representative. Any soft or unsuitable materials encountered during the removal of the existing surface should be removed and replaced with an approved backfill compacted to the criteria provided below.

Soils placed as engineered fill shall be an approved material, free of excessive organic matter or debris, non-frost susceptible, have a maximum liquid limit of 65 percent, and be placed in lifts not exceeding eight (8) inches in loose thickness. Site soils are generally suitable for fill operations and shall have a maximum particle size of three (3) inches and sufficient fines to minimize void spaces. Further, fill placed in trenches shall have a maximum particle size of two (2) inches. The fill shall be moisture conditioned to within ± 3 percent of the optimum moisture content. We recommend that each lift be compacted to a minimum of 95% of the maximum dry density obtained per ASTM D-698 (or VTM-1), Standard Proctor Method. Fill with excessive $+3/4$ inch material or wet site soils will require methodical placement and observation of compaction effort to determine adequacy for structural support. All areas receiving fill should be graded to facilitate positive drainage to prevent the ponding of water. The upper six (6) inches of pavement subgrade shall be compacted to 100% of the maximum dry density following the latest Virginia DOT Specifications.

Unacceptable fill materials include topsoil, organic materials (OH, OL), construction debris, large rock and high plasticity silts (MH). High-plasticity material may be employed if approved by the Geotechnical Engineer of Record. All such materials removed during grading operations should be either stockpiled for later use in landscaped areas or placed in approved disposal areas either on-site or off-site. Fill materials shall not be placed on frozen subsoil. All frozen soils should be removed prior to the continuation of fill operations. Further, borrow fill shall not contain frozen materials at the time of placement. All frost-heaved soils should be removed before placement of fill, stone, concrete or asphalt.

All fill operations and subgrade preparation should be observed on a full-time basis, in accordance with Chapter 17 of the Virginia Construction Code by an authorized representative of the Geotechnical Engineer to determine that compaction requirements are being met. A statement of compliance shall be prepared by a professional engineer licensed in the state of Virginia, indicating that all fill placed meets the requirements of applicable standards, the Virginia Construction Code, and this geotechnical report.

All trench excavations shall be benched according to OSHA regulations to permit safe entry. Trench shoring for utility installation shall be designed by the Site Contractor's engineer utilizing OSHA Type C soil requirements for short-term durations. Where portable compaction equipment is used, such as utility trenches, the loose lift thickness should not exceed six (6) inches to achieve the required degree of compaction without delay. The site contractor should be mindful of the moisture sensitivity and surface shearing characteristics of the site soils and expect that earthwork and open at-grade subgrade preparation could be more problematic than typical. Where construction traffic or weather has disturbed the subgrade, the upper eight (8) inches of soil intended for structural support should be scarified and re-compacted. All trench work shall be performed in accordance with current OSHA Safety Regulations. Stormwater conveyance pipes shall be installed in accordance with VDOT standard drawing PB-1, which is included in the appendix. Bedding material for culvert foundations shall be VDOT 21A, conforming to the requirements of Section 205 of the 2016 VDOT Road and Bridge Specifications. Class I backfill material shall be aggregate base material size VDOT 21A or flowable fill. Regular backfill material outside the neat lines of the Class I areas shown on the Standard PB-1 drawings shall be regular excavation. Rock more than two (2) inches in its greatest dimension shall not be placed within 12 inches of the pipe.

FOUNDATIONS AND SEISMIC CLASS

Based on the planned site development, we conclude that the proposed structures can be supported on shallow foundations. Foundations will generally bear on residual site soils or approved structural fill. We recommend that all exterior footings bear a minimum of 24 inches below the finish exterior grade to provide adequate frost protection.

A net allowable soil-bearing pressure of 2,000 psf should be utilized for the foundation design. The net allowable soil-bearing pressure refers to the pressure that may be transmitted to the foundation-bearing soils in excess of the final minimum surrounding overburden pressure. To prevent punching shear failure, foundations shall be proportioned with minimum widths of 2 and 3 feet for continuous and isolated foundations. The bearing capacity at the foundation elevation should be verified and documented by the building official during construction. It is believed settlement is expected to be small and within tolerable limits for the proposed structures.

We have estimated the soil profile type for seismic design based on the soil types encountered at this site. It is our opinion that the site is classified as **Site Class D** based on the site class determination in the 2021 Virginia Statewide Building Code, Section 1613.3.2 and according to the generalized soil profile on the site.

RETAINING WALLS

The provided site plans indicate the construction of a retaining wall at multiple locations across the site. We submit the tabulated coefficients and unit weight of site soils herein for design consideration. We will update these parameters based on the type of fill utilized onsite, as may be required for pertinent structural support for this project. In general, we recommend that the interior below-grade walls be backfilled with an open-graded stone comparable to VDOT No. 57 or equivalent to negate possible settlement at the edges of slabs. Clean open-graded gravel used for backfilling walls, trenches, and excavations shall be placed in lifts not to exceed 18 inches and consolidated with a vibratory plate tamper. Foundation drains shall be

installed according to the current Virginia Building Code. The excavation shall be backfilled with clean material placed in uniform loose lifts not to exceed eight (8) inches and compacted to grade in accordance with current Code requirements. **A nonwoven geotextile shall be placed between the interface of all open-graded stone and fine-grained soils that may be exposed to water.**

Heavy compaction equipment (large wedge foot rollers) should not be used within 1H:2V distance from the toe of the wall to prevent damage to the wall system. Typical design values for site soils consisting of clay have been tabulated. The coefficient of friction between concrete and soil was obtained from the AASHTO LRFD Bridge Specification Table 3.11.5.3-1. Please see the tabulated values as follows:

Table 1. Design Soil Coefficients and Unit Weight

Design Parameter	Equivalent Fluid Pressures	Rankine Earth Pressure Coefficients
Site Soils (Effective Friction Angle= 28°)		
At-Rest	66 pcf	0.531
Active Fluid Pressure	45 pcf	0.361
Passive Fluid Pressure	346 pcf	2.770
Total Unit Weight of Soil	125 pcf	
Friction Coefficient	0.25	
Open Graded Stone VDOT #57 (Effective Friction Angle= 35°)		
At-Rest	49 pcf	0.426
Active Fluid Pressure	32 pcf	0.271
Passive Fluid Pressure	424 pcf	3.690
Total Unit Weight of Soil	115 pcf	
Friction Coefficient	0.34	

ROADWAYS AND PARKING PAVEMENT RECOMMENDATIONS

Where standing water develops, softening of the subgrade and other problems related to pumping and loss of subgrade support can be expected. Therefore, good drainage should be maintained to minimize water softening of the subgrade. To shed water, road surfaces should be properly crowned with a minimum 3% slope. As necessary, culverts should also be placed across any natural drainage features intersected by the road alignment. At a minimum, we recommend that all heavily traveled roads and other surfaces be finished with a minimum of 8 inches of No. 21-A stone, placed and compacted to 95 percent of the corrected dry density as determined by ASTM D-698. ***We recommend that pavement sections be developed based on an estimated design California bearing ratio (CBR) of 6.0, which is 2/3 the laboratory-soaked CBR value (9.0).***

STORMWATER MANAGEMENT FACILITIES

Stormwater management plans have not been finalized at the time of this writing; however, we understand it is desirable to construct an extended detention pond to accommodate planned stormwater flows. Stormwater pond embankments and liners shall be designed and built according to the latest revisions of the Virginia Stormwater Management Handbook. Published soil survey data indicate site soils are classified as USDA Hydrologic Soil Group B. We understand design guidance for extended detention discourages the use of clay liners according to [Table P-BAS-03-9](#); however, the quality and consistency of onsite soils observed indicate an extremely low karst risk. As such, we recommend that a clay liner be installed in accordance with [Table P-BAS-02-3 Wet Pond Feasibility Criteria. Required Groundwater Protection Liners for Ponds in Karst Terrain](#). Further, the liner should be installed to a height equal to the 10-year design elevation.

While permeability testing of site soils was outside the scope of this report, it is believed that site soils below two (2) feet exhibit favorable permeability characteristics for liner construction. Fortification with bentonite is unlikely to be necessary to achieve the required hydraulic conductivity. Soil permeability testing should be conducted during construction to verify that the minimum hydraulic conductivity is achieved. Rock should be assumed to be greater than three (3) feet from planned protection liners. Please see the table below for liner requirements.

Table P-BAS-02-3

Wet Pond Feasibility Criteria. Required Groundwater Protection Liners for Ponds in Karst Terrain

Pond <i>not</i> excavated to within 3 feet of bedrock.	24 inches of soil with a maximum hydraulic conductivity of 1×10^{-5} cm/sec.
Pond excavated to within 3 feet of bedrock.	24 inches of clay ¹ with a maximum hydraulic conductivity of 1×10^{-6} cm/sec.
Pond excavated to bedrock within a wellhead protection area, in a recharge area for a domestic well or spring, or a known faulted or folded area.	Synthetic liner with a minimum thickness of 60 mil.

1. Clay properties are as follows:
 Plasticity Index of Clay = Not less than 15% (ASTM D-423/424) Liquid Limit of Clay = Not less than 30% (ASTM D-2216)
 Clay Particles Passing = Not less than 30% (ASTM D-422)
 Clay Compaction = 95% of standard proctor density (ASTM D-2216)
 Source: WVDEP 2006 and DCR 1999

LIMITATIONS

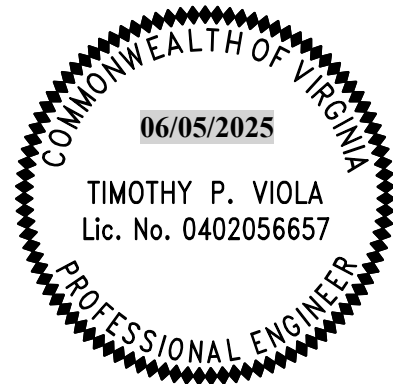
This report has been prepared to aid in the evaluation of this site's suitability for the planned construction. Our scope is limited to the specific project and location described, and the project description represents our understanding of the significant aspects relevant to soil and foundation characteristics. Subsurface conditions may vary from those encountered at the test boring locations. The boring logs are intended to represent only the conditions at the test boring locations where the sampling occurred. Classifications of the recovered soil samples are based on recognized standards.

The interpretations and recommendations in this report are based solely on the information available at the time this report was prepared. If the location or design of the structure is altered, the conclusions and recommendations presented herein should not be considered valid unless we have been given the opportunity to review the changes. **We highly recommend that Viola Engineering, PC be contracted as GER to provide construction monitoring services for site grading to adequately enforce and/or confirm geotechnical requirements are achieved. The recommendations contained herein provide no warranty if our firm is not contracted to provide site monitoring and testing during site development. As such, we suggest that construction monitoring and testing to establish finish grades should not be included in competitive bidding for Special Inspection Services required by Chapter 17 of the Virginia Construction Code.**

If you have any questions regarding the information and recommendations presented herein, or if we can be of further assistance, please do not hesitate to contact us.

Respectfully,


Timothy P. Viola, P.E.
Project Engineer



APPENDIX

Site Maps

Test Boring Logs

Laboratory Test Results

Virginia DOT Standard Drawings

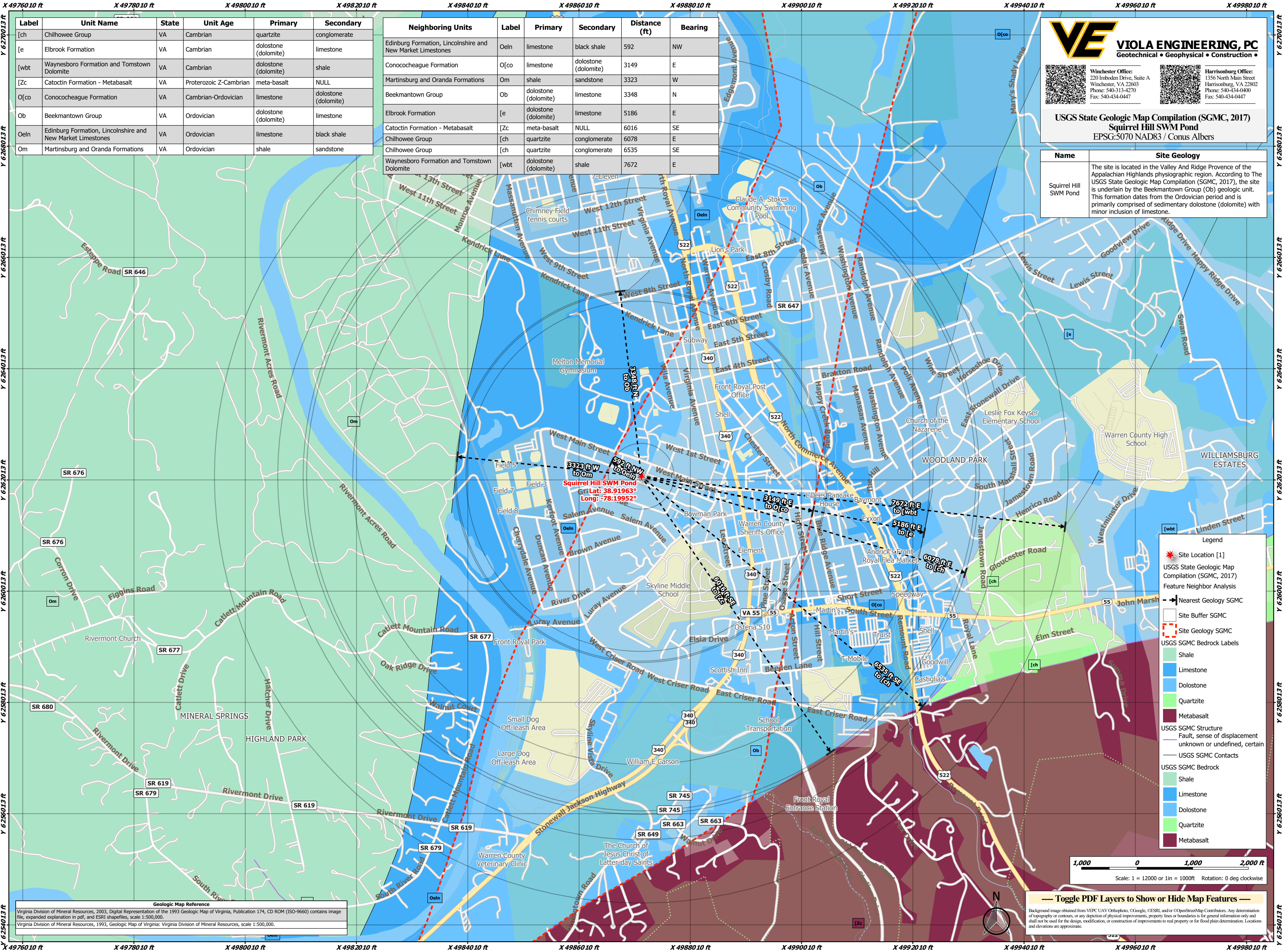
Field Sample Photographs

VIO LA ENGINEERING, PC



Site Maps

VIOLA ENGINEERING, PC



Label	Unit Name	State	Unit Age	Primary	Secondary
[ch]	Chilhowee Group	VA	Cambrian	quartzite	conglomerate
[e]	Elbrook Formation	VA	Cambrian	dolostone (dolomite)	limestone
[wbt]	Waynesboro Formation and Tomstown Dolomite	VA	Cambrian	dolostone (dolomite)	shale
[Zc]	Catoctin Formation - Metabasalt	VA	Proterozoic Z-Cambrian	meta-basalt	NULL
O[co]	Conococheague Formation	VA	Cambrian-Ordovician	limestone	dolostone (dolomite)
Ob	Beekmantown Group	VA	Ordovician	dolostone (dolomite)	limestone
Oeln	Edinburg Formation, Lincolnshire and New Market Limestones	VA	Ordovician	limestone	black shale
Om	Martinsburg and Oranda Formations	VA	Ordovician	shale	sandstone

Neighboring Units	Label	Primary	Secondary	Distance (ft)	Bearing
Edinburg Formation, Lincolnshire and New Market Limestones	Oeln	limestone	black shale	592	NW
Conococheague Formation	O[co]	limestone	dolostone (dolomite)	3149	E
Martinsburg and Oranda Formations	Om	shale	sandstone	3323	W
Beekmantown Group	Ob	dolostone (dolomite)	limestone	3348	N
Elbrook Formation	[e]	dolostone (dolomite)	limestone	5186	E
Catoctin Formation - Metabasalt	[Zc]	meta-basalt	NULL	6016	SE
Chilhowee Group	[ch]	quartzite	conglomerate	6078	E
Chilhowee Group	[ch]	quartzite	conglomerate	6535	SE
Waynesboro Formation and Tomstown Dolomite	[wbt]	dolostone (dolomite)	shale	7672	E



VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction •



Winchester Office:
220 Imboden Drive, Suite A
Winchester, VA 22603
Phone: 540-313-4270
Fax: 540-434-0447



Harrisonburg Office:
1356 North Main Street
Harrisonburg, VA 22802
Phone: 540-434-0400
Fax: 540-434-0447

USGS State Geologic Map Compilation (SGMC, 2017)
Squirrel Hill SWM Pond
EPSG:5070 NAD83 / Conus Albers

Name	Site Geology
Squirrel Hill SWM Pond	The site is located in the Valley And Ridge Province of the Appalachian Highlands physiographic region. According to The USGS State Geologic Map Compilation (SGMC, 2017), the site is underlain by the Beekmantown Group (Ob) geologic unit. This formation dates from the Ordovician period and is primarily comprised of sedimentary dolostone (dolomite) with minor inclusion of limestone.

 Site Location [1]

 Nearest Geology SGMC

 Site Geology SGMC

 Site Buffer SGMC

USGS SGMC Bedrock Labels

 Shale

 Limestone

 Dolostone

 Quartzite

 Metabasalt

USGS SGMC Structure

 Fault, sense of displacement unknown or undefined, certain

 USGS SGMC Contacts

USGS SGMC Bedrock

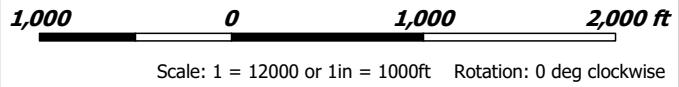
 Shale

 Limestone

 Dolostone

 Quartzite

 Metabasalt



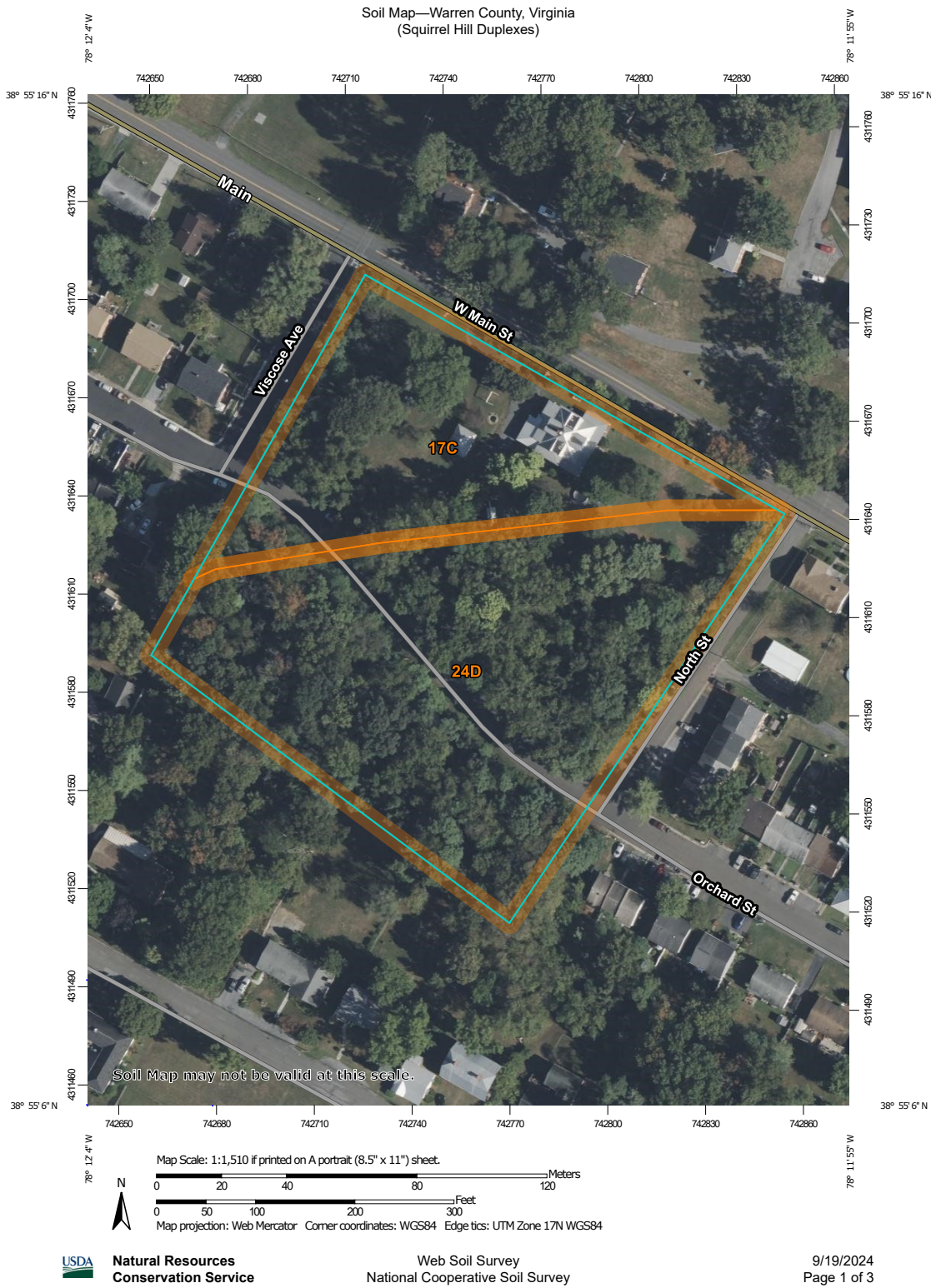
Toggle PDF Layers to Show or Hide Map Features

Background image obtained from VEPIC UAV Orthophoto, ©Google, ©ESRI, and/or ©OpenStreetMap Contributors. Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination. Locations and elevations are approximate.

Geologic Map Reference
Virginia Division of Mineral Resources, 2003, Digital Representation of the 1993 Geologic Map of Virginia, Publication 174, CD ROM (ISO-9660) contains image file, expanded explanation in pdf, and ESRI shapefiles, scale 1:500,000.
Virginia Division of Mineral Resources, 1993, Geologic Map of Virginia: Virginia Division of Mineral Resources, scale 1:500,000.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
17C	Drayke loam, 7 to 15 percent slopes	1.8	35.5%
24D	Lodi silt loam, 15 to 25 percent slopes, rocky	3.2	64.5%
Totals for Area of Interest		5.0	100.0%



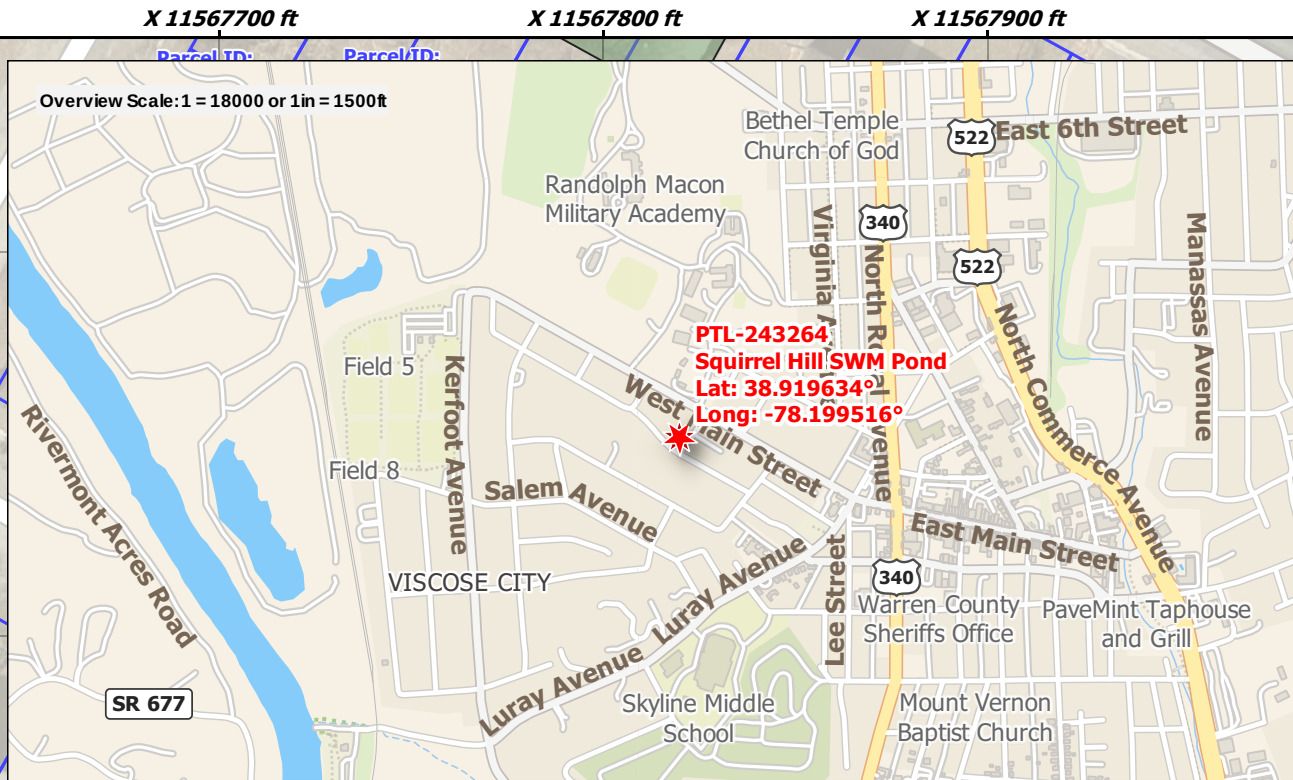
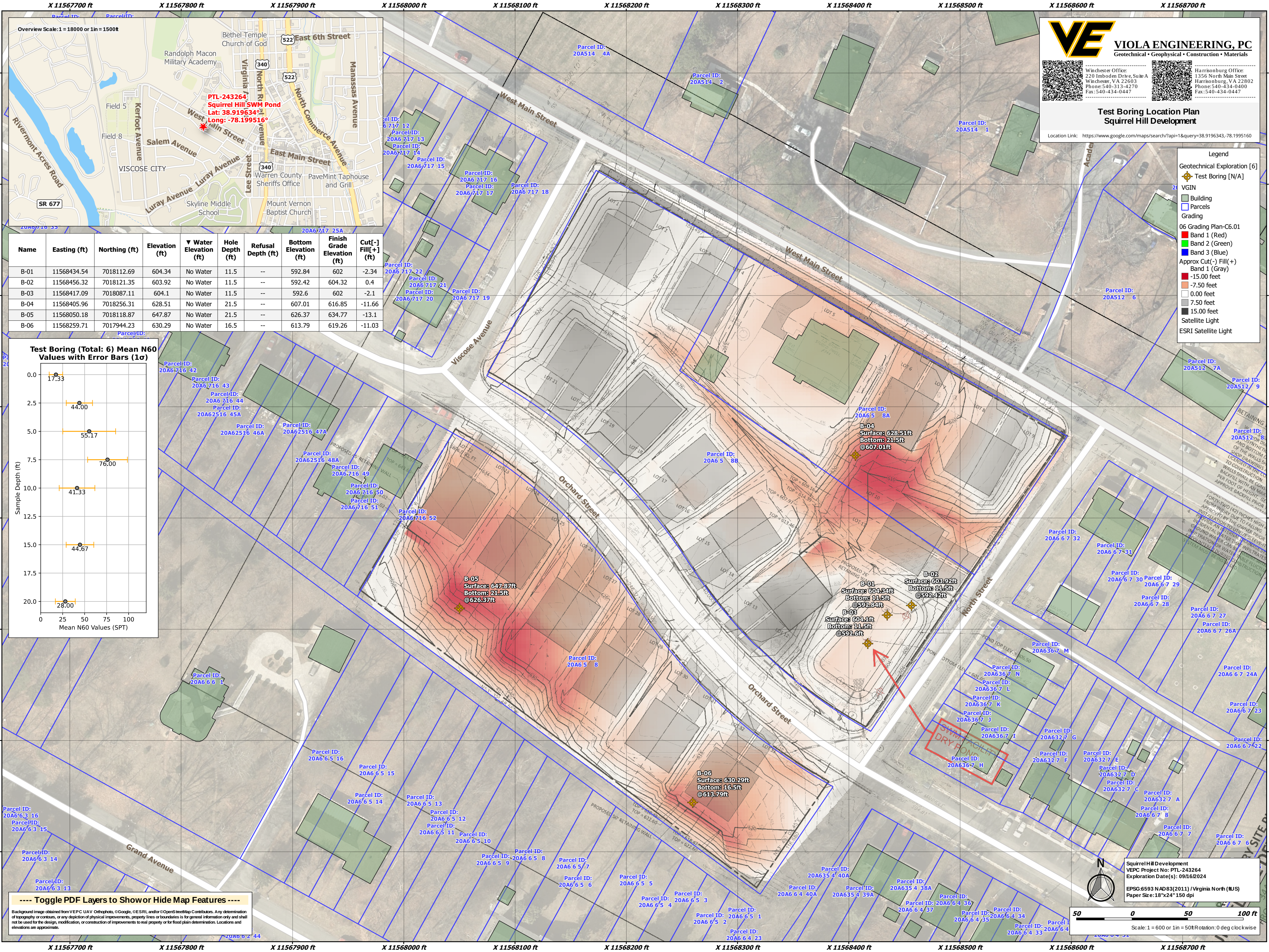
Report—Engineering Properties

Absence of an entry indicates that the data were not estimated. The asterisk ** denotes the representative texture; other possible textures follow the dash. The criteria for determining the hydrologic soil group for individual soil components is found in the National Engineering Handbook, Chapter 7 issued May 2007(<http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17757.wba>). Three values are provided to identify the expected Low (L), Representative Value (R), and High (H).

Engineering Properties--Warren County, Virginia														
Map unit symbol and soil name	Pct. of map unit	Hydrologic group	Depth	USDA texture	Classification		Pct Fragments		Percentage passing sieve number—				Liquid limit	Plasticity index
					Unified	AASHTO	>10 inches	3-10 inches	4	10	40	200		
			In				L-R-H	L-R-H	L-R-H	L-R-H	L-R-H	L-R-H	L-R-H	L-R-H
17C—Drayke loam, 7 to 15 percent slopes														
Drayke	85	B	0-9	Loam	CL, CL-ML	A-4	0- 0- 0	0- 3- 5	90-95-100	75-88-100	70-85-100	60-75-90	16-24-31	2-6 -10
			9-44	Silty clay, silty clay loam, clay	MH, CH, ML, CL	A-6, A-7	0- 0- 0	0- 8- 15	85-93-100	75-88-100	65-78-90	55-68-80	38-54-70	14-23-32
			44-66	Very cobbly clay loam, cobbly clay loam	CL, GC	A-7	0- 0- 0	35-53-70	65-75-85	55-65-75	45-58-70	40-50-60	31-37-43	10-14-17
24D—Lodi silt loam, 15 to 25 percent slopes, rocky														
Lodi	90	B	0-6	Silt loam	SM, SC, ML, CL, CL-ML	A-2, A-4	0- 0- 0	0- 3- 5	80-90-100	75-85-95	50-70-90	25-55-85	18-24-30	3-6 -10
			6-12	Loam, silt loam, clay loam	CL	A-6	0- 0- 0	0- 5- 10	85-93-100	75-85-95	65-78-90	55-70-85	16-34-52	2-12-22
			12-41	Clay, silty clay loam, sandy clay loam	MH, CH, CL, SC	A-7	0- 0- 0	0- 3- 5	85-93-100	75-85-95	60-78-95	40-60-80	38-50-61	14-21-27
			41-62	Loam, sandy clay loam, silty clay, clay	CL, ML, SC, SM	A-4, A-6	0- 0- 0	0- 3- 5	85-93-100	75-85-95	60-73-85	40-60-80	16-43-52	2-17-22

Data Source Information

Soil Survey Area: Warren County, Virginia
Survey Area Data: Version 19, Sep 5, 2023



VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials

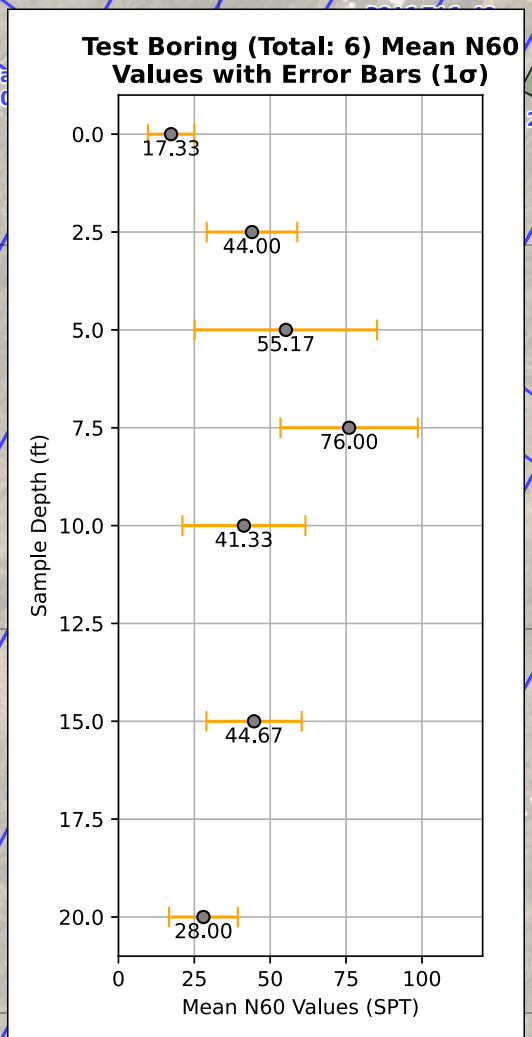
Winchester Office:
220 Imboden Drive, Suite A
Winchester, VA 22603
Phone: 540-313-4270
Fax: 540-434-0447

Harrisonburg Office:
1356 North Main Street
Harrisonburg, VA 22802
Phone: 540-434-0400
Fax: 540-434-0447

Test Boring Location Plan
Squirrel Hill Development

Location Link: <https://www.google.com/maps/search/?api=1&query=38.9196343,-78.1995160>

Name	Easting (ft)	Northing (ft)	Elevation (ft)	▼ Water Elevation (ft)	Hole Depth (ft)	Refusal Depth (ft)	Bottom Elevation (ft)	Finish Grade Elevation (ft)	Cut[+] Fill[-] (ft)
B-01	11568434.54	7018112.69	604.34	No Water	11.5	--	592.84	602	-2.34
B-02	11568456.32	7018121.35	603.92	No Water	11.5	--	592.42	604.32	0.4
B-03	11568417.09	7018087.11	604.1	No Water	11.5	--	592.6	602	-2.1
B-04	11568405.96	7018256.31	628.51	No Water	21.5	--	607.01	616.85	-11.66
B-05	11568050.18	7018118.87	647.87	No Water	21.5	--	626.37	634.77	-13.1
B-06	11568259.71	7017944.23	630.29	No Water	16.5	--	613.79	619.26	-11.03



----- Toggle PDF Layers to Show/Hide Map Features -----

Background image obtained from VEPC UAV Orthophoto, ©Google, ©ESRI, and/or ©OpenStreetMap Contributors. Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination. Locations and elevations are approximate.

Legend

Geotechnical Exploration [6]

Test Boring [N/A]

VGIN

Building

Parcels

Grading

06 Grading Plan-C6.01

Band 1 (Red)

Band 2 (Green)

Band 3 (Blue)

Approx Cut(-) Fill(+)

Band 1 (Gray)

-15.00 feet

-7.50 feet

0.00 feet

7.50 feet

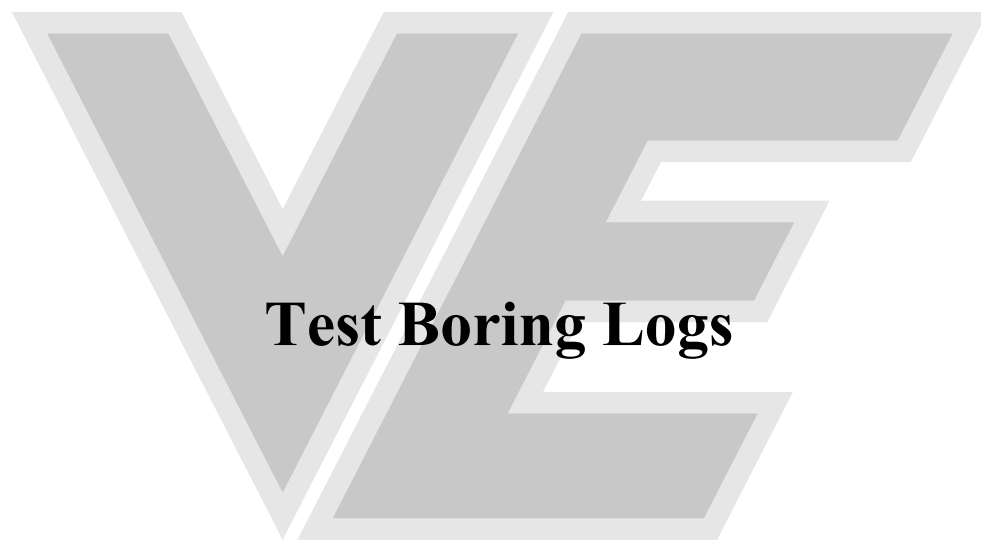
15.00 feet

Satellite Light

ESRI Satellite Light

Squirrel Hill Development
VEPC Project No: PTL-243264
Exploration Date(s): 09/16/2024
EPSG:6593 NAD83(2011) / Virginia North (NUS)
Paper Size: 18"x24" 150 dpi

Scale: 1 = 600 or 1in = 50ft Rotation: 0 deg clockwise



Test Boring Logs

VIOLA ENGINEERING, PC



VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials

REFERENCE NOTES FOR BORING LOGS

Correlation of SPT Values to Soil Properties

<u>Coarse Grained Soils</u>		<u>Fine Grained Soils</u>		<u>Unconfined Compressive Strength (tsf)</u>
<u>N₆₀ (bpf)</u>	<u>Relative Density</u>	<u>N₆₀ (bpf)</u>	<u>Consistency</u>	
0 to 3	Very Loose	0 to 1	Very Soft	<0.25
4 to 9	Loose	2 to 4	Soft	0.25 to 0.5
10 to 29	Medium Dense	5 to 8	Firm	0.5 to 1.0
30 to 50	Dense	9 to 15	Stiff	1.0 to 2.0
Over 50	Very Dense	16 to 30	Very Stiff	2.0 to 4.0
		31 to 60	Hard	>4.0
		Over 60	Very Hard	

Note: When SPT values of more than 60 are obtained for material which has retained the mineralogy and the structure of parent rock, the stratum is termed "weathered rock".

<u>Particle Size Identification</u>		<u>Proportion Identification</u>	
Boulders	12 inches or greater	Trace	1 to 5%
Cobbles	3 inches to 12 inches	Few	5 to 15%
Gravel:		Little	15 to 29%
Coarse	3/4 inch to 3 inches	Some	30 to 49%
Fine	#4 sieve to 3/4 inch	Mostly	50 to 100%
Sand:			
Coarse	#10 sieve to #4 sieve	<u>Rock Quality Designation</u>	
Medium	#40 sieve to #10 sieve	<u>RQD</u>	<u>Quality Classification</u>
Fine	#200 sieve to #40 sieve	<25%	Very Poor
Fines	Passing #200 sieve	25-50%	Poor
		50-75%	Fair
		75-90%	Good
		>90%	Excellent

Other Terminology Used on Boring Logs

MC	Moisture content (%)
LL	Liquid limit (%)
PI	Plasticity index (%)
P.P.	Pocket penetrometer
DCP	Dynamic cone penetrometer (15 lb. weight, 20" free fall)

Note : Unified Soil Classification Symbols (USCS) in parentheses indicate field classification based on ASTM D 2488.



Viola Engineering, PC
PO Box 575
Broadway, VA 22815

KEY TO SYMBOLS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

LITHOLOGIC SYMBOLS (Unified Soil Classification System)



CH: USCS High Plasticity Clay



TOPSOIL: Topsoil

SAMPLER SYMBOLS



Split Spoon

WELL CONSTRUCTION SYMBOLS

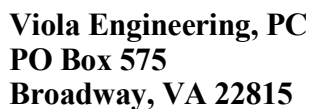
ABBREVIATIONS

LL - LIQUID LIMIT (%)
PI - PLASTIC INDEX (%)
W - MOISTURE CONTENT (%)
DD - DRY DENSITY (PCF)
NP - NON PLASTIC
-200 - PERCENT PASSING NO. 200 SIEVE
PP - POCKET PENETROMETER (TSF)
bgs BELOW GROUND SURFACE

TV - TORVANE
PID - PHOTOIONIZATION DETECTOR
UC - UNCONFINED COMPRESSION
ppm - PARTS PER MILLION

▽ Water Level at Time
Drilling, or as Shown

▼ Water Level After 24
Hours, or as Shown



PROJECT NAME Squirrel Hill Duplexes

PROJECT LOCATION Orchard Street, Front Royal, Virginia

GROUND ELEVATION 613.023 ft NAVD88 **HOLE SIZE** 6.00 in

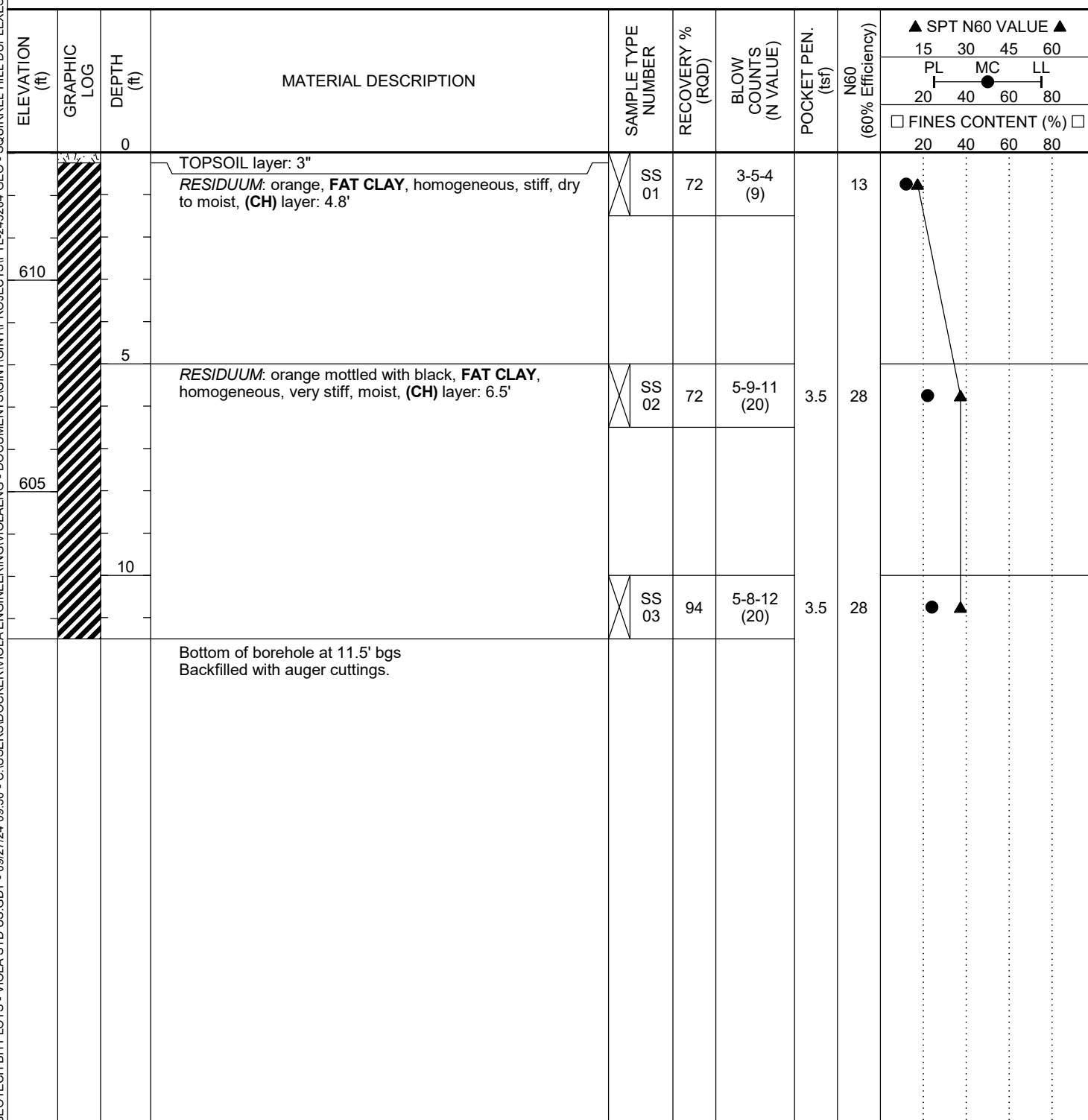
NORTHING 7018112.7 **EASTING** 11568434.5

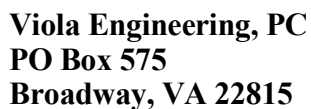
GROUND WATER LEVELS:

AT TIME OF DRILLING --- not encountered

AT END OF DRILLING ---

AFTER DRILLING ---





PROJECT NAME Squirrel Hill Duplexes

PROJECT LOCATION Orchard Street, Front Royal, Virginia

GROUND ELEVATION 609.073 ft NAVD88 **HOLE SIZE** 6.00 in

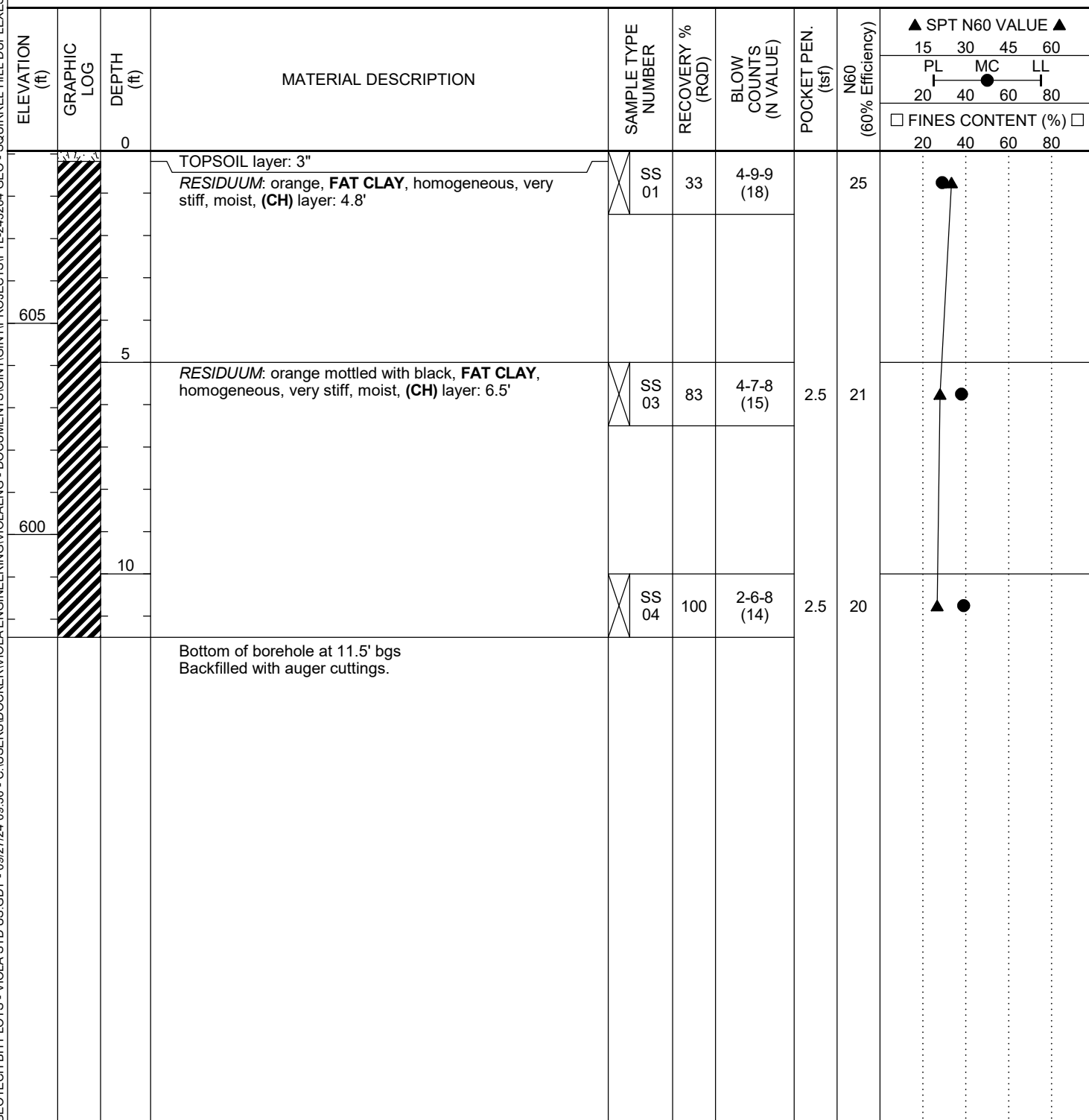
NORTHING 7018121.4 **EASTING** 11568456.3

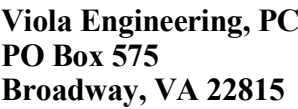
GROUND WATER LEVELS:

AT TIME OF DRILLING --- not encountered

AT END OF DRILLING ---

AFTER DRILLING ---





PAGE 1 OF 1

CLIENT <u>The McCarty Brothers</u>	PROJECT NAME <u>Squirrel Hill Duplexes</u>
PROJECT NUMBER <u>PTL-243264 GEO</u>	PROJECT LOCATION <u>Orchard Street, Front Royal, Virginia</u>
DATE STARTED <u>09/16/24</u> COMPLETED <u>09/16/24</u>	GROUND ELEVATION <u>607.822 ft NAVD88</u> HOLE SIZE <u>6.00 in</u>
DRILLING CONTRACTOR <u>Viola Engineering, PC</u>	NORTHING <u>7018087.1</u> EASTING <u>11568417.1</u>
DRILLING METHOD <u>2 1/4 HSA</u>	GROUND WATER LEVELS:
LOGGED BY <u>Alan Ghafoor</u> CHECKED BY <u>Timothy Viola</u>	AT TIME OF DRILLING <u>--- not encountered</u>
NOTES <u>Location obtained with RTK GPS. Borehole depths are approximate.</u>	AT END OF DRILLING <u>---</u>
	AFTER DRILLING <u>---</u>

ELEVATION (ft)	GRAPHIC LOG	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)	▲ SPT N60 VALUE ▲			
									15	30	45	60
									PL	MC	LL	
									20	40	60	80
☐ FINES CONTENT (%) ☐												
20 40 60 80												
		0										
605			TOPSOIL layer: 3" <i>RESIDUUM</i> : brown orange, FAT CLAY , homogeneous, stiff to very stiff, moist, (CH) layer: 4.8'	SS 01	78	2-5-4 (9)	2.5	13	●			
				SS 02	78	4-7-8 (15)		21	●			
600		5	<i>RESIDUUM</i> : brown orange mottled with black, FAT CLAY , homogeneous, very stiff, moist, (CH) layer: 6.5'	SS 03	44	4-7-8 (15)	2.5	21	●			
			Auger grinding! @ 7.5'									
		10		SS 04	100	3-5-7 (12)	2	17	▲ ●			
			Bottom of borehole at 11.5' bgs Backfilled with auger cuttings.									



Viola Engineering, PC
PO Box 575
Broadway, VA 22815

BORING NUMBER B-04

PAGE 1 OF 1

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

DATE STARTED 09/16/24

COMPLETED 09/16/24

GROUND ELEVATION 630.264 ft NAVD88

HOLE SIZE 6.00 in

DRILLING CONTRACTOR Viola Engineering, PC

NORTHING 7018256.3

EASTING 11568406.0

DRILLING METHOD 2 1/4 HSA

GROUND WATER LEVELS:

LOGGED BY Alan Ghafoor

CHECKED BY Timothy Viola

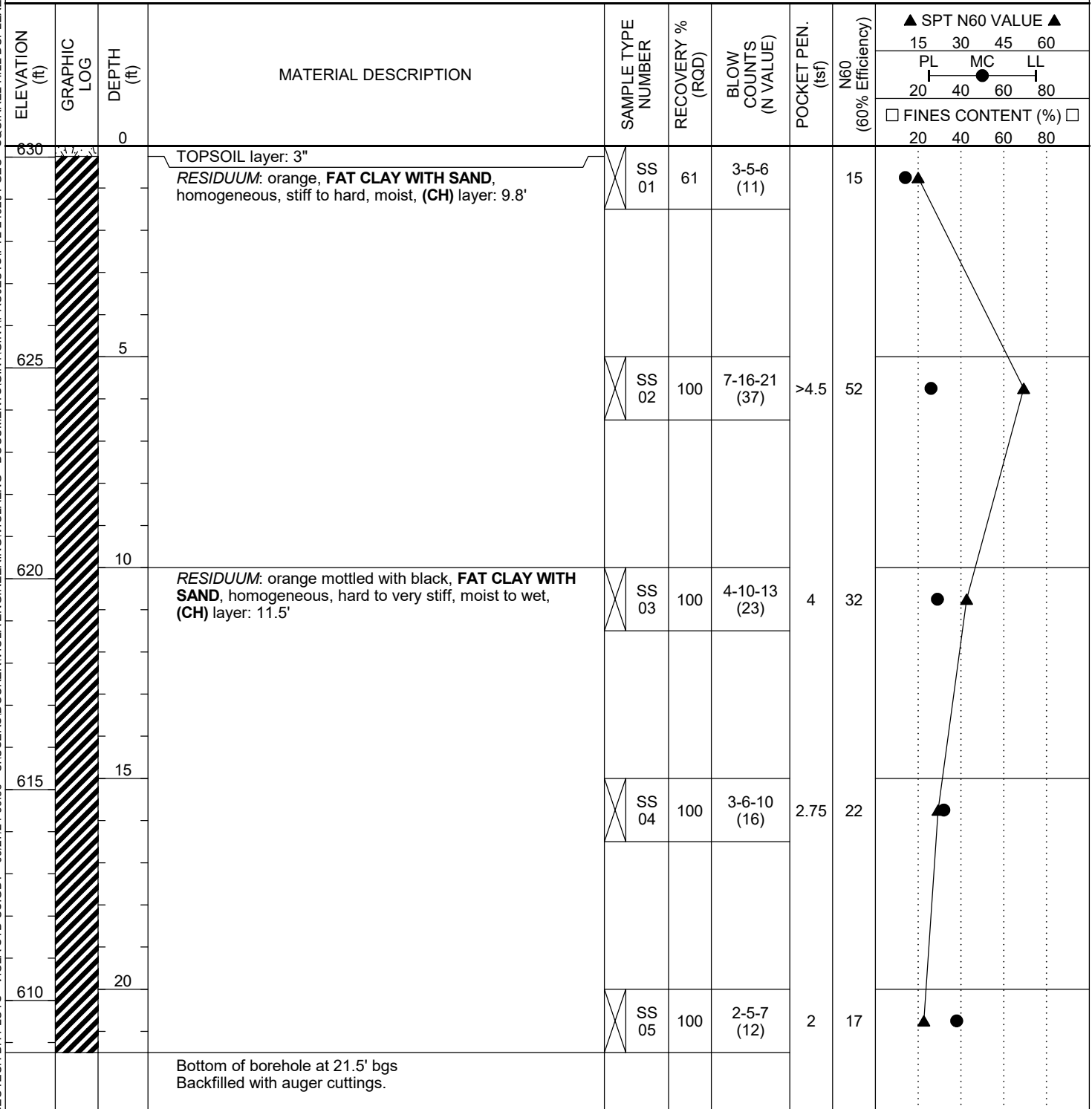
AT TIME OF DRILLING --- not encountered

NOTES Location obtained with RTK GPS. Borehole depths are approximate.

AT END OF DRILLING ---

AFTER DRILLING ---

GEOTECH BH PLOTS - VIOLA STD US.GDT - 09/27/24 09:36 - C:\USERS\DOCK\VIOLA\ENGINEERING\VIOLAENG - DOCUMENTS\GINT\GINT\PROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ





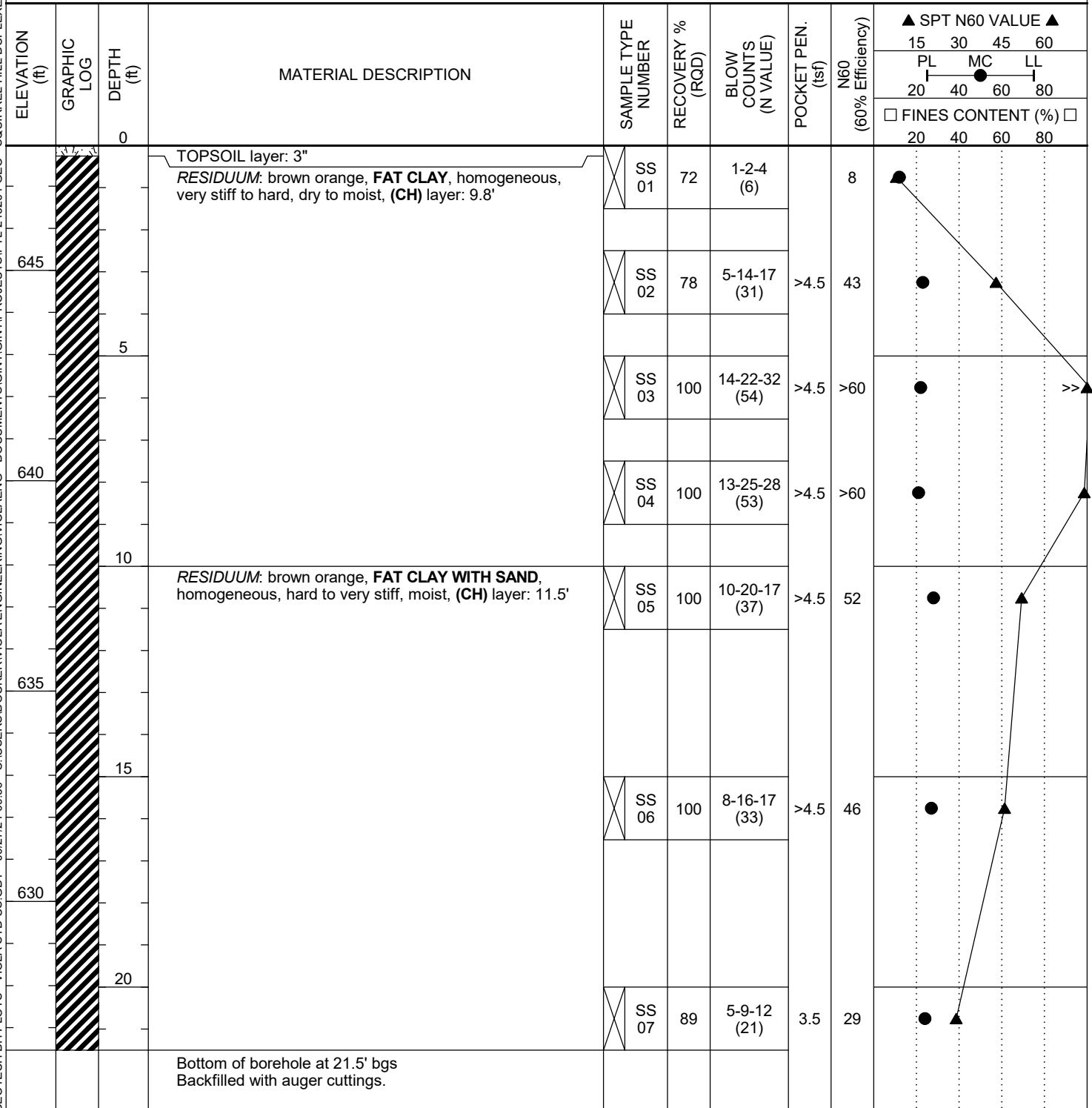
Viola Engineering, PC
PO Box 575
Broadway, VA 22815

BORING NUMBER B-05

PAGE 1 OF 1

CLIENT	The McCarty Brothers	PROJECT NAME	Squirrel Hill Duplexes
PROJECT NUMBER	PTL-243264 GEO	PROJECT LOCATION	Orchard Street, Front Royal, Virginia
DATE STARTED	09/16/24	COMPLETED	09/16/24
GROUND ELEVATION	647.965 ft NAVD88	HOLE SIZE	6.00 in
DRILLING CONTRACTOR	Viola Engineering, PC	NORTHING	7018118.9
DRILLING METHOD	2 1/4 HSA	EASTING	11568050.2
LOGGED BY	Alan Ghafoor	CHECKED BY	Timothy Viola
GROUND WATER LEVELS:	AT TIME OF DRILLING --- not encountered		
NOTES	Location obtained with RTK GPS. Borehole depths are approximate.		
	AT END OF DRILLING ---		
	AFTER DRILLING ---		

GEOTECH BH PLOTS - VIOLA STD US.GDT - 09/27/24 09:36 - C:\USERS\DOCKERV\VIOLA ENGINEERING\VIOLAENG - DOCUMENTS\GINT\GINT\PROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

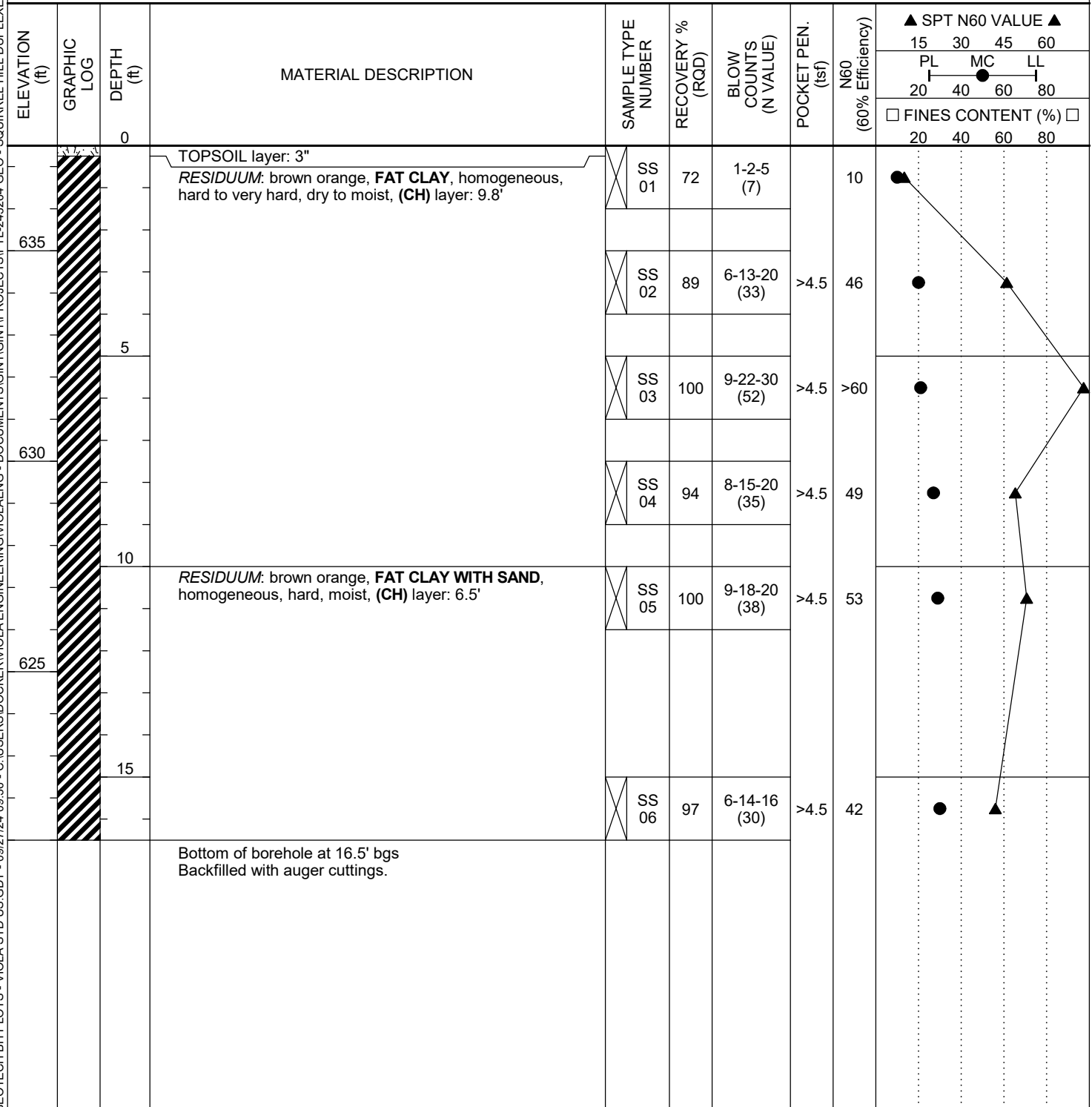
BORING NUMBER B-06

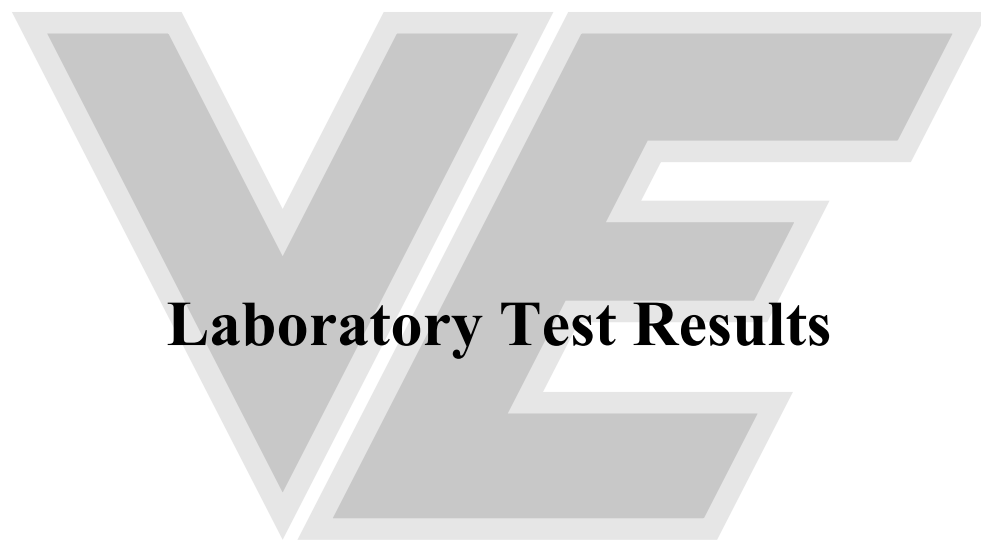
PAGE 1 OF 1

CLIENT	The McCarty Brothers	PROJECT NAME	Squirrel Hill Duplexes
PROJECT NUMBER	PTL-243264 GEO	PROJECT LOCATION	Orchard Street, Front Royal, Virginia
DATE STARTED	09/16/24	COMPLETED	09/16/24
DRILLING CONTRACTOR	Viola Engineering, PC	GROUND ELEVATION	637.498 ft NAVD88
DRILLING METHOD	2 1/4 HSA	HOLE SIZE	6.00 in
LOGGED BY	Alan Ghafoor	NORTHING	7017944.2
CHECKED BY	Timothy Viola	EASTING	11568259.7
NOTES	Location obtained with RTK GPS. Borehole depths are approximate.		
GROUND WATER LEVELS:		AT TIME OF DRILLING	
		--- not encountered	
		AT END OF DRILLING	

		AFTER DRILLING	

GEOTECH BH PLOTS - VIOLA STD US.GDT - 09/27/24 09:36 - C:\USERS\DOCKR\VIOLA\ENGINEERING\VIOLAENG - DOCUMENTS\GINT\GINT\PROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ





Laboratory Test Results

VIOLA ENGINEERING, PC



Viola Engineering, PC
PO Box 575
Broadway, VA 22815

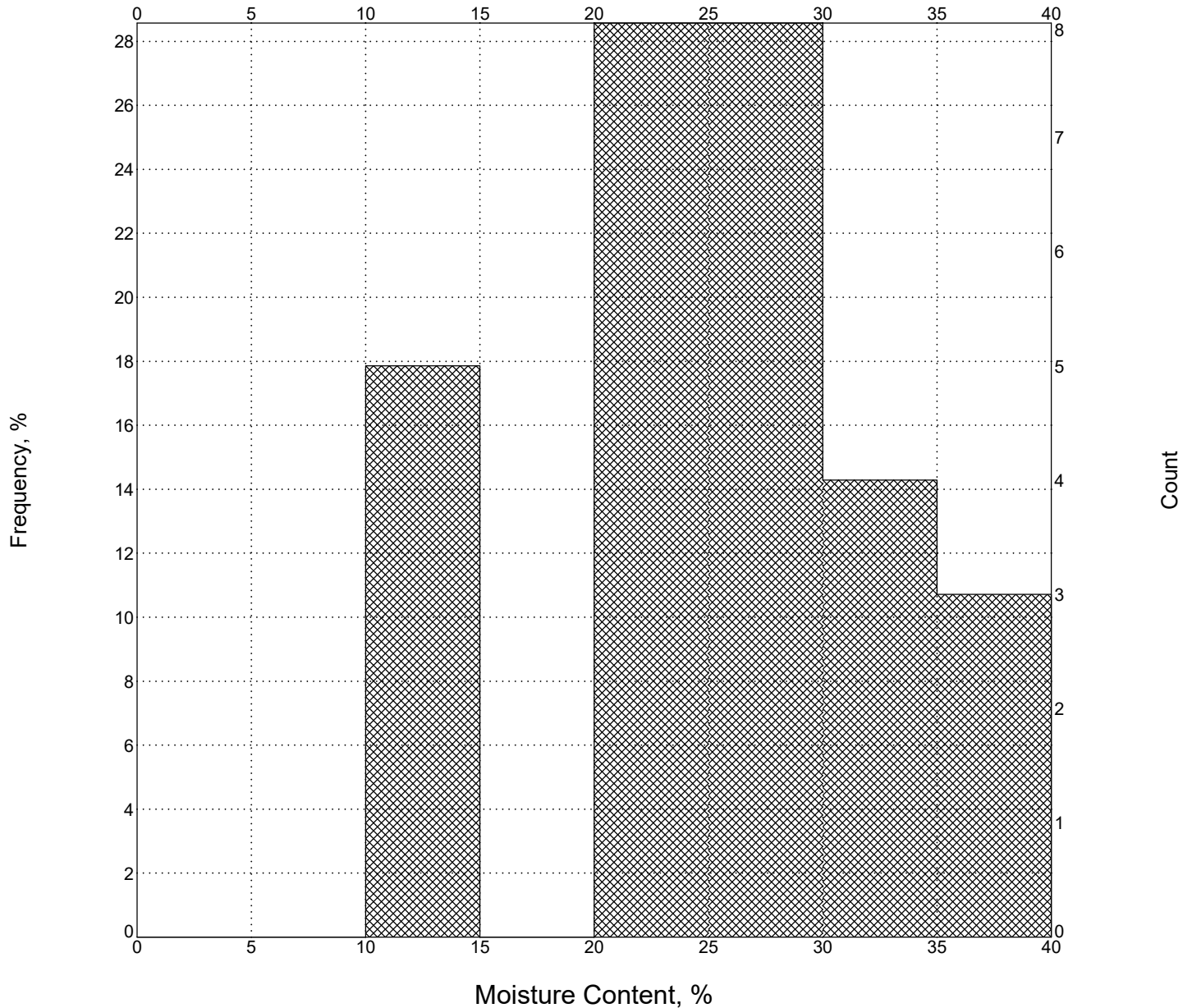
MOISTURE CONTENT FREQUENCY

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia



Number of Tests: 28
Average: 25
Minimum: 10
Maximum: 39
Standard Dev: 8



Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SUMMARY OF LABORATORY RESULTS

PAGE 1 OF 1

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

Borehole	Depth (ft)	Liquid Limit	Plastic Limit	Plasticity Index	Fines (%)	Water Content (%)	Dry Density (pcf)	Wet Density (pcf)	Pocket Pen. (tsf)	Other Tests / Comments
B-01	0.0					12				
B-01	5.0					22			3.5	
B-01	10.0					24			3.5	
B-02	0.0					29				
B-02	5.0					38			2.5	
B-02	10.0					39			2.5	
B-03	0.0					14				
B-03	2.5					29			2.5	
B-03	5.0					30			2.5	
B-03	10.0					33			2	
B-04	0.0					14				
B-04	5.0					26			>4.5	
B-04	10.0					29			4	
B-04	15.0					32			2.75	
B-04	20.0					38			2	
B-05	0.0					12				
B-05	2.5					23			>4.5	
B-05	5.0					22			>4.5	
B-05	7.5					21			>4.5	
B-05	10.0					28			>4.5	
B-05	15.0					27			>4.5	
B-05	20.0					24			3.5	
B-06	0.0					10				
B-06	2.5					20			>4.5	
B-06	5.0					21			>4.5	
B-06	7.5					27			>4.5	
B-06	10.0					29			>4.5	
B-06	15.0					30			>4.5	

TEST SUMMARY - VIOLA STD US.GDT - 09/19/24 10:59 - C:\USERS\DOCKE\VIOLA ENGINEERING\VIOLA ENG - DOCUMENTS\GINT\GINT\PROJECTS\PTL-243264 GEO - SQUIRREL HILL DUPLEXES.GPJ



VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials
P.O. Box 575 Broadway, Virginia 22815
(540) 434-0400 fax: (540) 434-0447

Soil Classification

Project: Squirrel Hill Duplexes

Project Number: PTL-243264

Date Performed: 9/24/2024

Sample Description:

24CLA-001

:

Dark Orange Fat Clay with Sand

Sample Location:

Sample Combined from Borings 1-6 at 5-10ft Depths

Date Received:

9/17/2024

As Received Moisture Content (%):

21.4%

USCS Classification:

CH

AASHTO Classification:

A-7-6

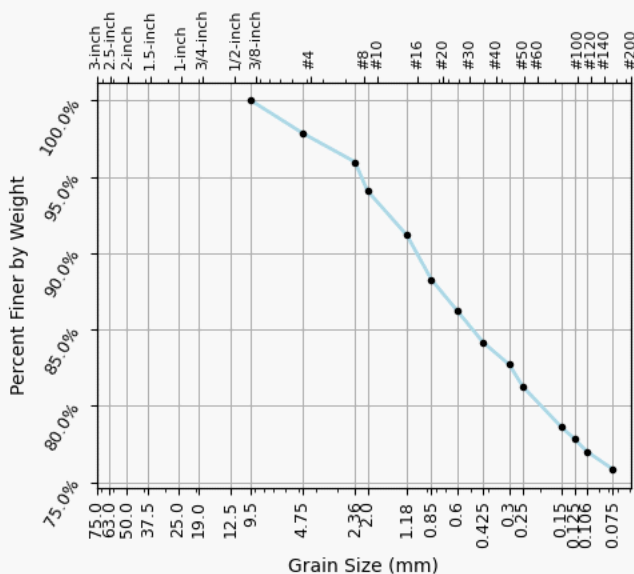
Group Index:

24.41

Gradation Info

% passing	%Gravel	2.1
#4 97.9	% Sand	22.0
#10 94.1	% Silt/Clay	75.8
#40 84.1	C_c	
#200 75.8	C_u	

Grain Size Distribution Curve

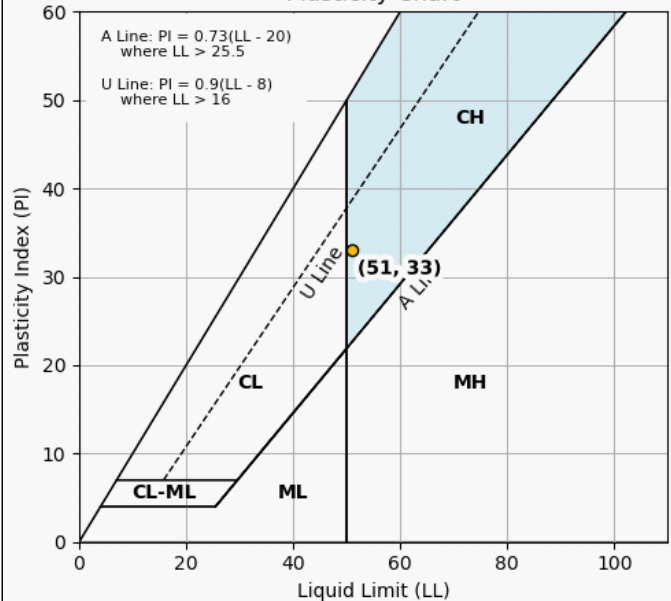


performance of wash dependent on apparent plasticity and gradation of material;
sieve selection based on specification or engineer judgement; for well graded
samples, #4 material is often split for use on smaller sieves

Plasticity of -#40 Material

Liquid Limit	51
Plastic Limit	18
Plasticity Index	33

Plasticity Chart



performed using manual LL device, PL plastic roller device, straight metal
grooving tool, one-point LL method; sample air dried, pulverized, processed
through #40 sieve, and hydrated with distilled water overnight

Test Methods Performed:

Moisture Content

- ☒ ASTM D2216
☐ AASHTO T265

Atterberg Limits

- ☒ ASTM D4318
☐ AASHTO T89, T90
☐ VTM 7

Sieve Analysis

- ☒ ASTM D1140
☒ ASTM D6913
☐ ASTM C136
☐ ASTM C117

Proctor

- ☐ ASTM D698
☐ AASHTO T99
☐ VTM 1
☐ ASTM D1557
☐ AASHTO T180

Tested by: DLF



1356 North Main Street
Harrisonburg, Virginia 22802



Phone: (540) 434 0400

Fax: (540) 434 0447



Project: Squirrel Hill Duplexes
Project Number: PTL-243264
Date Performed: 9/24/2024

Wash	☒	wash performed	☐	no wash performed	
Information:	☒	deflocculant/wetting agent used		soak time (hrs):	2

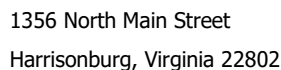
	% passing
	% retained
	not applicable

[illegible]☐ entire sample sieved ☒ portions split and sieved to obtain full gradation

☐ meets specification

Ultrasonic bath and shaking apparatus not used in dispersion process

weight retained for portions where sample was split represents the full predicted weight retained; actual weight retained is lower



Phone: (540) 434 0400
Fax: (540) 434 0447



VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials
P.O. Box 575 Broadway, Virginia 22815
(540) 434-0400 fax: (540) 434-0447

Sample Photos

Project: Squirrel Hill Duplexes

Project Number: PTL-243264

Date Performed: 9/24/2024

Sample Description:

24CLA-001 : Dark Orange Fat Clay with Sand

Sample Location:

Sample Combined from Borings 1-6 at 5-10ft Depths

Date Received:

9/17/2024

As Received Moisture Content (%):

21.4%





VIOLA ENGINEERING, PC

Geotechnical • Geophysical • Construction • Materials

P.O. Box 575 Broadway, Virginia 22815
(540) 434-0400 fax: (540) 434-0447

Particle-Size Distribution of Fine-Grained Soils Using the Sedimentation Analysis (ASTM D7928)

Sample Information:

Project Name:	Squirrel Hill Duplexes
Project Number:	PTL-243264
Sample ID:	24CLA-001
Sample Description:	Dark Orange Fat Clay with Sand
USCS Classification:	CH
Sample Location:	Combined Borings 1-6 at 5-10ft Depth
Lab Technician:	DLF
Date Complete:	9/25/2024

Oven ID:	11-H3039
Thermometer ID:	200294596
Wash Sieve ID:	200BSIW83727950
Balance ID:	044243
Separation Sieve:	No. 10
Additional Sieve Analysis:	ASTM D6913
Prep Method:	air dried
Hydrometer Type:	151H
Prior Testing:	no

Mass of Moist Soil M_m g
 Specimen-Mixing Container ID

Hex Mass: 5 g

Estimated Data for Moist Mass Needed	
Moisture %	
% Pass 200	
Mass Need	 g

Dry Mass of Soil from Water Content	
Tare ID	
Tare wt	 g
Wet + Tare	 g
Dry + Tare	 g
% Moisture	
Dry Mass	58.91 g

Dry Mass of Soil by Direct Measurement	
Tare ID	
Tare wt	0.00 g
Mdd + Tare	63.91 g
Dry Mass	58.91 g
(**Mdd = dry soil + hex)	

Hydrometer ID:	151H1
Sedimentation Cylinder ID:	286
Start Date:	9/24/2024
Start Time:	11:00
Meniscus Correction:	0.0005
A Constant:	Companion Used
Soil Specific Gravity:	2.7
SG Assumed or Measured:	assumed

Dispersant Method:	direct addition
Dispersion Device:	cup and mixer
Air Jet Pressure:	NA
Mixing Method:	agitator
Tipping Time:	NA
Foam Inhibitor Used:	no
Flocculation Observed:	no
Temperature Control:	room control

Elapsed Time (min)	Meter Reading (r_m)	Temp (°C)	Offset ($r_{d,m}$)	Effective Depth, H_m (cm)	Diameter D (mm)	Percent Finer N_m (%)	# 200 Wash Data	
0	--	--	--	--	--	--	Tare ID	
1	1.03200	21.5	1.00375	9	0.0397	75	Tare wt (g)	
2	1.03150	21.5	1.00375	9	0.0283	74	Dry+Tare (g)	4.7
4	1.03025	21.5	1.00375	9	0.0203	71	Dry Mass (g)	4.68
15	1.02775	21.5	1.00375	10	0.0108	64	% Passing	
30	1.02650	21.5	1.00375	10	0.0078	61	Diameter (mm)	0.075
60	1.02550	21.5	1.00375	10	0.0056	58	Percent Finer	92.1
240	1.02325	21.5	1.00400	11	0.0029	51	Sieve Analysis No. 10 Fraction	
1440	1.02125	21.5	1.00400	11	0.0012	46		
							Passing No. 10 Sieve (%)	100

Remarks: *describe material excluded or problems encountered

Created: 9/24/2019

Revised: 2/5/2020

1356 North Main Street
Harrisonburg, VA 22802



Phone: (540) 434 0400
Fax: (540) 434 0447



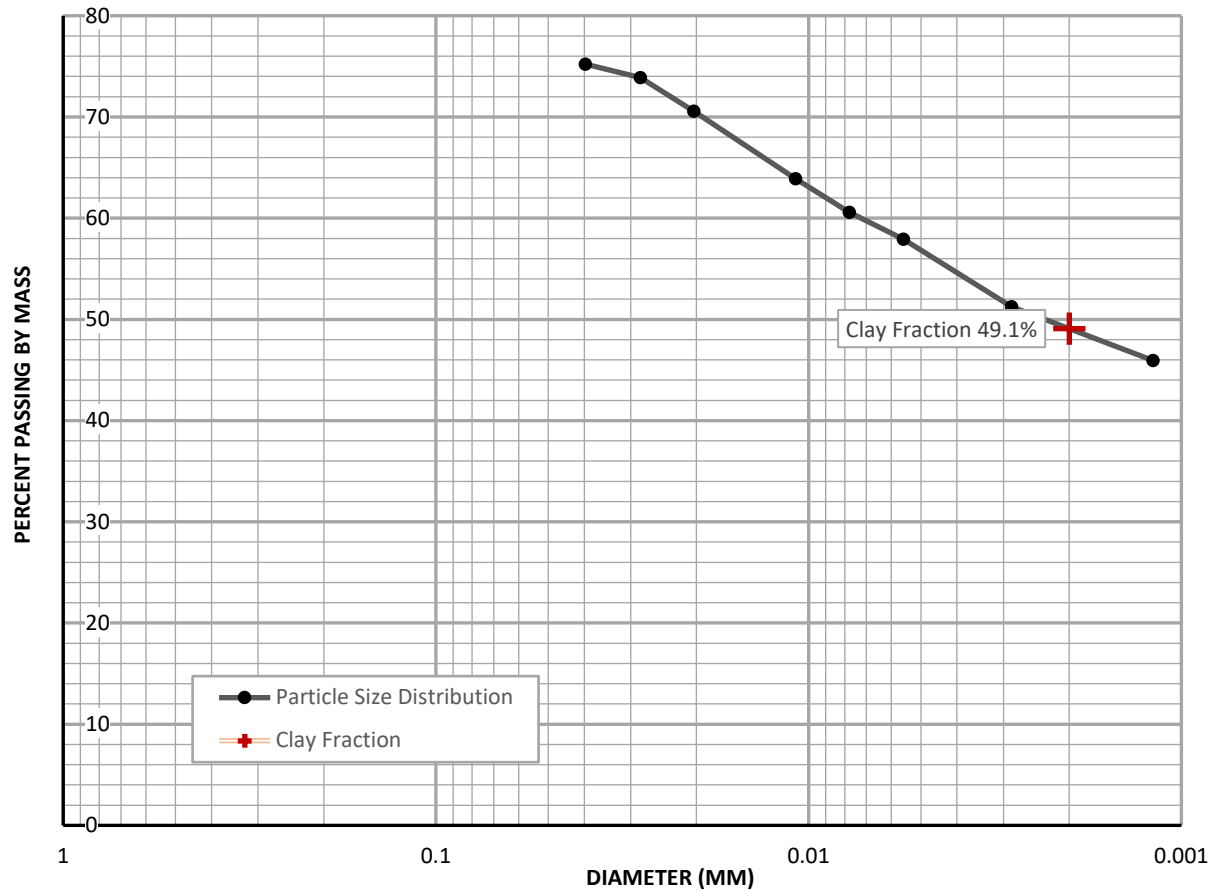
VIOLA ENGINEERING, PC
 Geotechnical • Geophysical • Construction • Materials
 P.O. Box 575 Broadway, Virginia 22815
 (540) 434-0400 fax: (540) 434-0447

**Particle-Size Distribution of
 Fine-Grained Soils Using
 the Sedimentation Analysis
 (ASTM D7928)**

Project Name: Squirrel Hill Duplexes
Project Number: PTL-243264
Sample ID: 24CLA-001
Date Complete: 9/25/2024

Sample Description: Dark Orange Fat Clay with Sand
USCS Classification: CH
Sample Location: Combined Borings 1-6 at 5-10ft Depth
Lab Technician: DLF

Particle Size Distribution Adjusted For Sieve Analysis (Sieve & Hydrometer)



Sand (%)	Fines (%)		Additional Sieve Analysis	
7.9	92.1		Conducted	Yes
	Silt Fraction	43.0	Passing No. 10 Sieve (%)	100
	Clay Fraction	49.1	Gradation Adjusted	Yes

Atterberg Limits (ASTM D4318)	
Liquid Limit	51
Plastic Limit	18
Plasticity Index	33

Clay Mineral Activity	Pasticity Index (%) Clay Fraction (%)
0.67	Inactive

Remarks: *describe material excluded or problems encountered

Created: 9/24/2019

Revised: 2/5/2020

1356 North Main Street
 Harrisonburg, VA 22802



Phone: (540) 434 0400
 Fax: (540) 434 0447



Virginia DOT Standard Drawings

VIOLA ENGINEERING, PC

GENERAL

1. METHOD "A" PIPE BEDDING SHALL BE USED FOR ALL TYPES OF PIPE CULVERTS WITHIN THE APPLICABLE HEIGHT OF COVER RANGE NOTED IN THE STANDARD PC-1 TABLES UNLESS OTHERWISE NOTED ON THE PLANS.
2. H = HEIGHT OF COVER MEASURED FROM TOP OF CULVERT TO FINISHED GRADE.
3. b = EXCAVATION DEPTH AS SHOWN ON PLANS OR TO FIRM BEARING SOIL.

CIRCULAR PIPE

1. D = OUTSIDE DIAMETER OF PIPE.
2. d = INSIDE DIAMETER OF PIPE.
3. X = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
 $X = 12"$ WHERE d IS LESS THAN $36"$.
 $X = 18"$ WHERE d IS $36"$ AND GREATER.
4. WHERE DIRECTED BY THE ENGINEER, BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE (EXCEPT PLASTIC PIPE) $30"$ AND LESS IN DIAMETER WITH HEIGHT OF COVER $15'$ OR LESS.
5. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE (EXCEPT PLASTIC PIPE) $30"$ AND LESS IN DIAMETER WITH HEIGHT OF COVER $15'$ OR LESS.
6. BEDDING MATERIAL AND CLASS I BACKFILL MATERIAL MAY BE ELIMINATED FOR SHOULDER SLOT INLET (DI-13) OUTLET PIPES INSTALLATIONS.

ELLIPTICAL PIPE

1. S_1 = OUTSIDE SPAN DIMENSION OF PIPE.
2. S_2 = INSIDE SPAN DIMENSION OF PIPE.
3. R = OUTSIDE RISE DIMENSION OF PIPE.
4. X = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
 $X = 12"$ WHERE S_2 IS LESS THAN $36"$.
 $X = 18"$ WHERE S_2 IS $36"$ AND GREATER.
5. WHERE DIRECTED BY THE ENGINEER, BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE WHERE S_2 IS $38"$ OR LESS AND HEIGHT OF COVER $15'$ OR LESS.
6. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE WHERE S_2 IS $38"$ OR LESS AND HEIGHT OF COVER $15'$ OR LESS.

PIPE ARCH

1. S = SPAN DIMENSION OF PIPE.
2. R = RISE DIMENSION OF PIPE.
3. B = SEE PC-1 TABLE FOR APPLICABLE PIPE MATERIAL
4. x = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
 $x = 12"$ WHERE S_2 IS LESS THAN $36"$.
 $x = 18"$ WHERE S_2 IS $36"$ AND GREATER.
5. WHERE DIRECTED BY THE ENGINEER, BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE WHERE S_2 IS $35"$ OR LESS AND HEIGHT OF COVER $15'$ OR LESS.
6. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE WHERE S IS $35"$ OR LESS AND HEIGHT OF COVER $15'$ OR LESS.

SPECIFICATION
REFERENCE302
303**INSTALLATION OF PIPE CULVERTS & STORM SEWERS
GENERAL NOTES**

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT

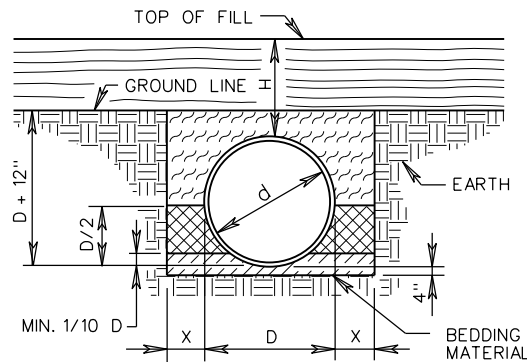
ROAD AND BRIDGE STANDARDS

REVISION DATE

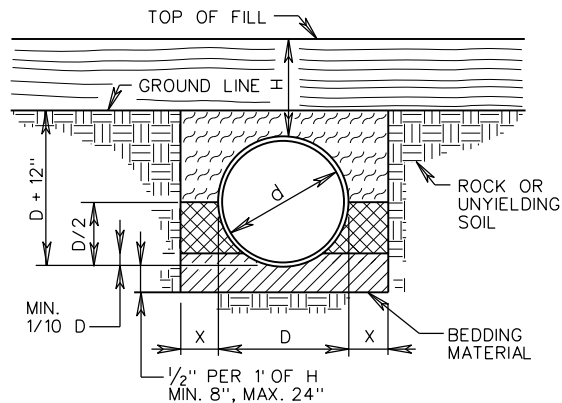
SHEET 1 OF 1

107.00

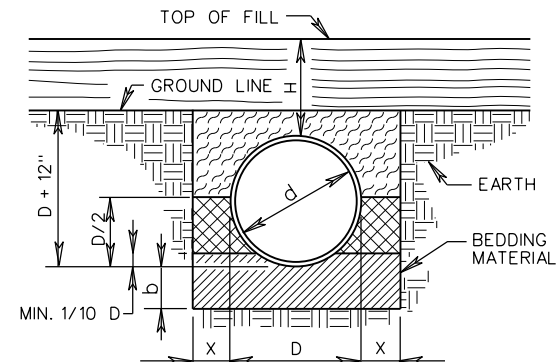
NO PROJECTION OF PIPE ABOVE GROUND LINE



NORMAL EARTH FOUNDATION

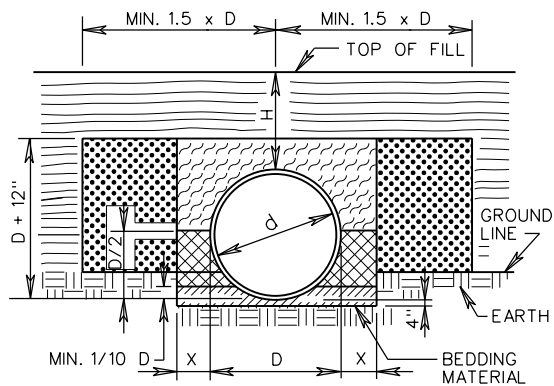


ROCK FOUNDATION

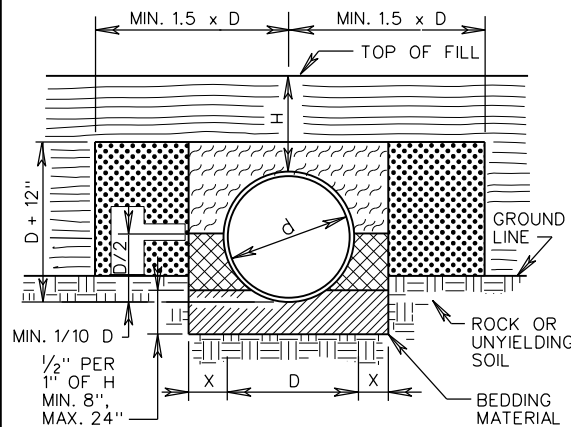


FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

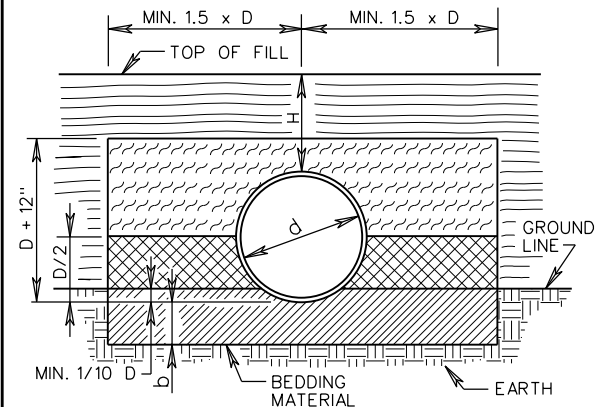
PIPE PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

 BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

 CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

 FOR PLASTIC PIPE CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

 FOR ALL OTHER PIPE REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

 EMBANKMENT

 REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.

NOTES:

FOR GENERAL NOTES ON PIPE BEDDING, SEE INSTALLATION OF PIPE CULVERTS AND STORM SEWERS GENERAL NOTES ON SHEET 107.00.

CRUSHED GLASS CONFORMING TO THE SIZE REQUIREMENTS FOR CRUSHER RUN AGGREGATE SIZE 25 AND 26 MAY BE USED IN PLACE OF CLASS I BACKFILL.

VDOT

ROAD AND BRIDGE STANDARDS

SHEET 1 OF 4

REVISION DATE

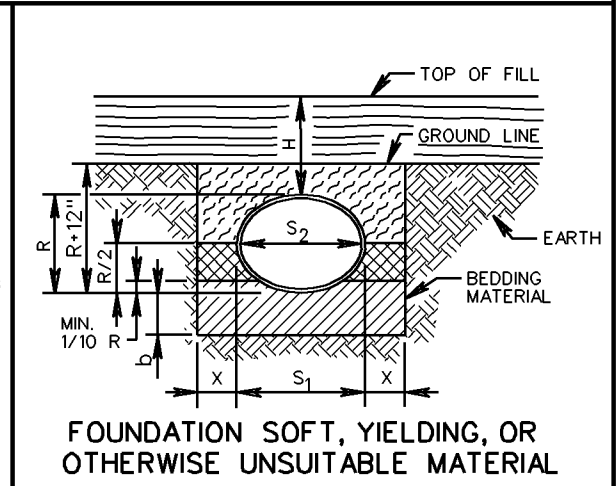
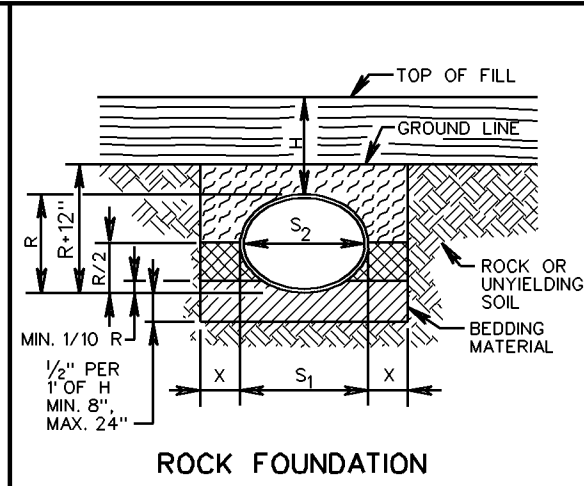
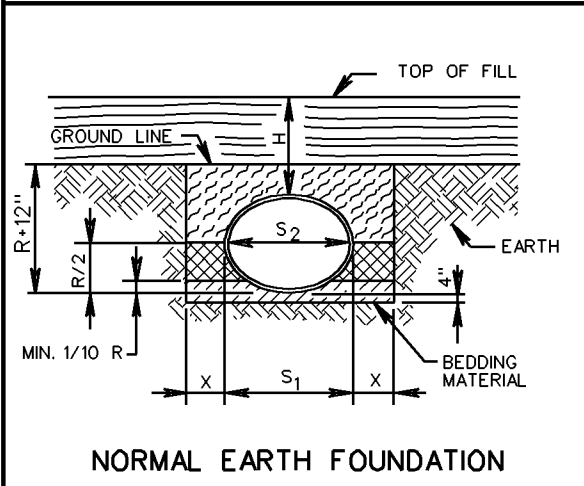
107.01

07/12

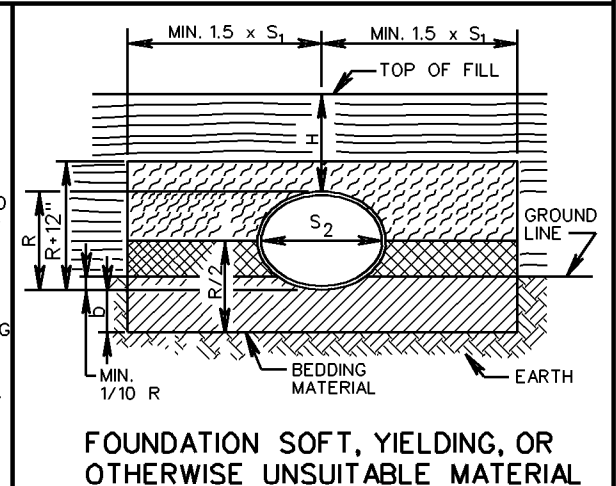
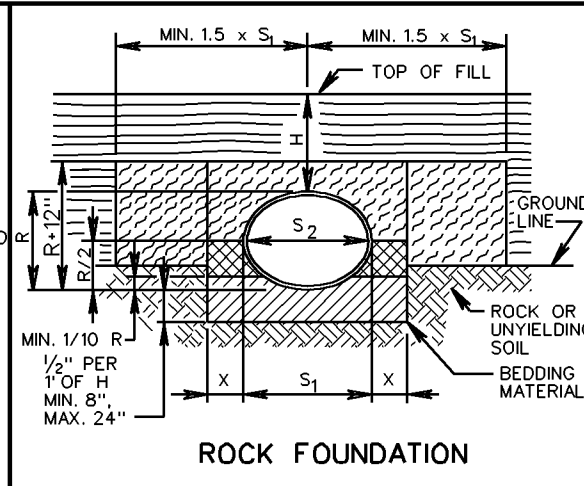
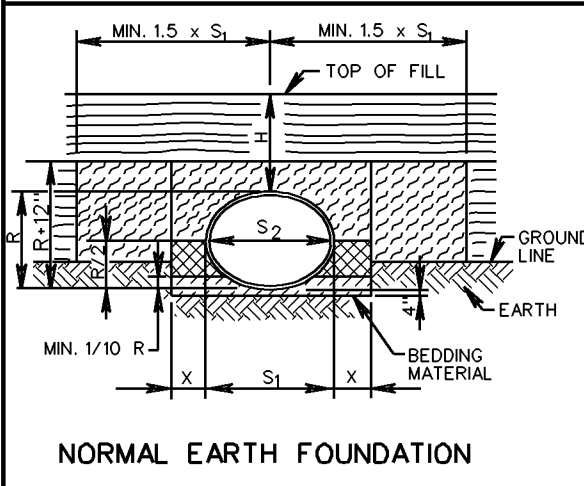
INSTALL. OF PIPE CULVERTS AND STORM SEWERS
CIRC. PIPE BEDDING AND BACKFILL - METHOD "A"

VIRGINIA DEPARTMENT OF TRANSPORTATION

SPECIFICATION
REFERENCE302
303



PIPE PROJECTION ABOVE GROUND LINE



-  BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.
-  CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.
-  REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS.
-  EMBANKMENT

NOTES:

FOR GENERAL NOTES ON PIPE BEDDING, SEE INSTALLATION OF PIPE CULVERTS AND STORM SEWERS GENERAL NOTES ON SHEET 107.00.

CRUSHED GLASS CONFORMING TO THE SIZE REQUIREMENTS FOR CRUSHER RUN AGGREGATE SIZE 25 AND 26 MAY BE USED IN PLACE OF CLASS I BACKFILL.

SPECIFICATION
REFERENCE

302
303

**INSTAL. OF PIPE CULVERTS AND STORM SEWERS
ELLIP. PIPE BEDDING AND BACKFILL - METHOD "A"**

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT

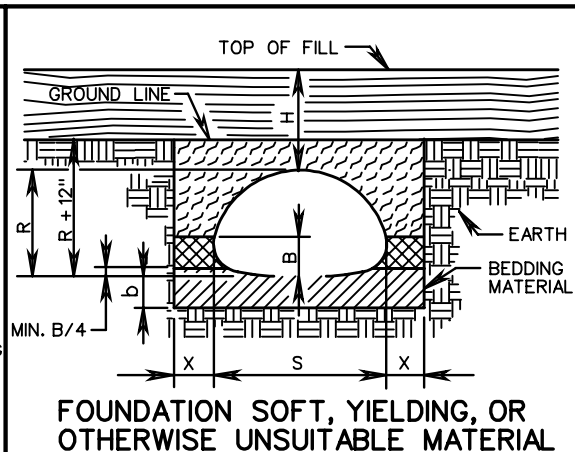
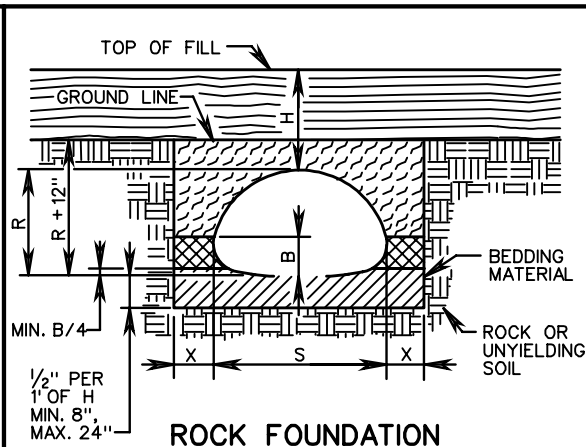
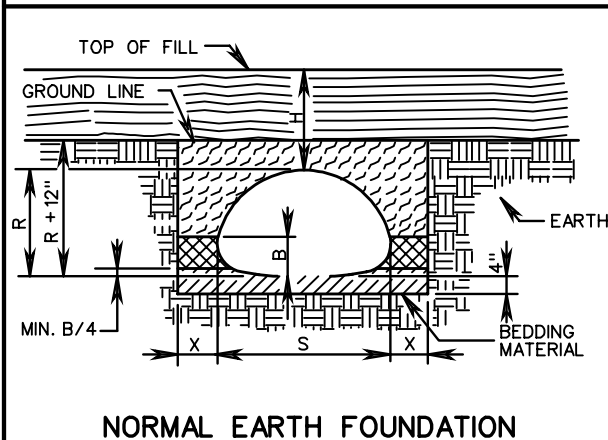
ROAD AND BRIDGE STANDARDS

REVISION DATE

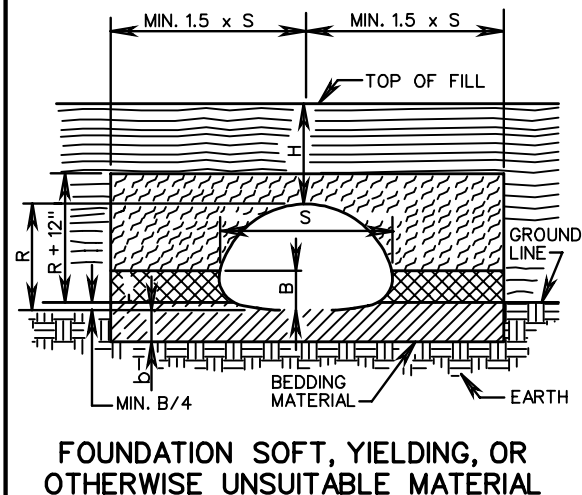
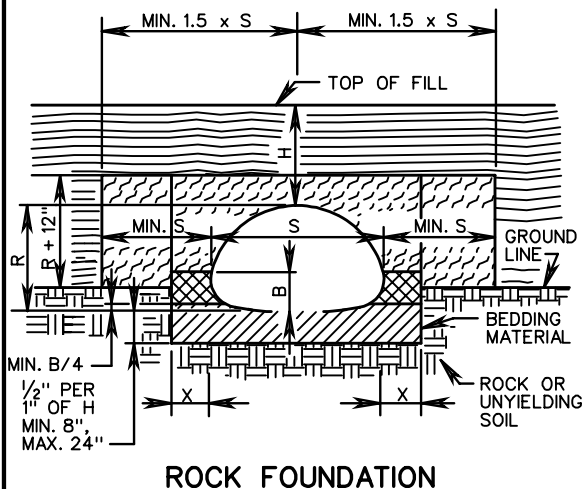
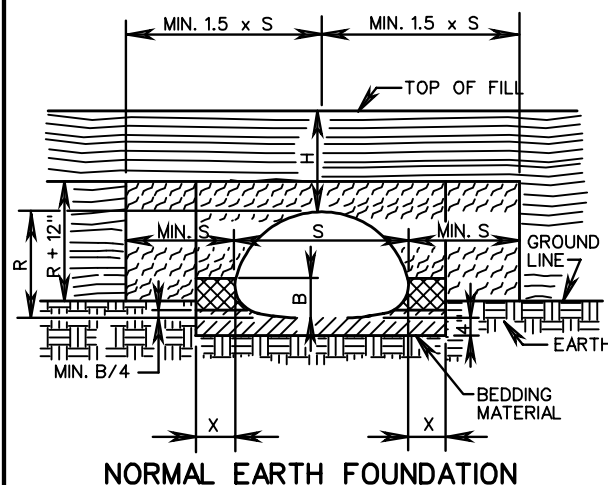
10/09

SHEET 2 OF 4

107.02



PIPE ARCH PROJECTION ABOVE GROUND LINE

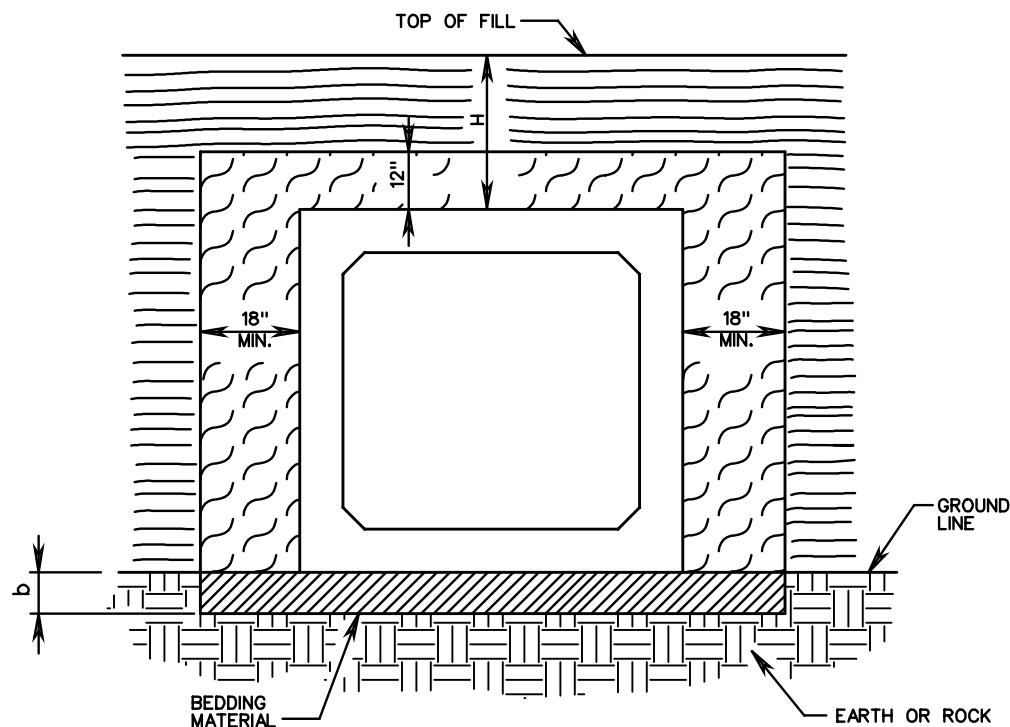


- | | |
|---|---|
|  | BEDDING MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS. |
|  | CLASS I BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS. |
|  | REGULAR BACKFILL MATERIAL IN ACCORDANCE WITH SECTION 302 OF THE ROAD AND BRIDGE SPECIFICATIONS. |
|  | EMBANKMENT |

NOTE:

FOR GENERAL NOTES ON PIPE BEDDING, SEE INSTALLATION OF PIPE CULVERTS
AND STORM SEWERS GENERAL NOTES ON SHEET 107.00.

CRUSHED GLASS CONFORMING TO THE SIZE REQUIREMENTS FOR CRUSHER RUN
AGGREGATE SIZE 25 AND 26 MAY BE USED IN PLACE OF CLASS I BACKFILL.



H - HEIGHT OF COVER MEASURED FROM TOP OF CULVERT TO FINISHED GRADE.

FOR NORMAL EARTH FOUNDATION:
FOR PRECAST AND CAST IN PLACE BOX CULVERT $b = 6"$

FOR ROCK FOUNDATION:
FOR PRECAST BOX CULVERT $b = \frac{1}{4}"$ PER 12" OF
H - 8" MIN., 24" MAX.
FOR CAST IN PLACE BOX CULVERT b - DEPTH AS SHOWN
ON PLANS OR WHERE NO BEDDING IS SPECIFIED BOTTOM
SLAB TO BE KEYED INTO EXISTING ROCK FOUNDATION.
FOR SOFT, YIELDING OR OTHERWISE UNSUITABLE FOUNDATION:
FOR PRECAST AND CAST IN PLACE BOX CULVERT
 b - DEPTH AS SHOWN ON PLANS OR TO FIRM BEARING SOIL.

 BEDDING MATERIAL IN ACCORDANCE WITH
SECTION 302 OF THE ROAD AND BRIDGE
SPECIFICATIONS.

 REGULAR BACKFILL MATERIAL IN ACCORDANCE
WITH SECTION 302 OF THE ROAD AND BRIDGE
SPECIFICATIONS.

 EMBANKMENT

SPECIFICATION
REFERENCE

302
303

INSTALLATION OF BOX CULVERT BEDDING AND BACKFILL - METHOD "A"

VIRGINIA DEPARTMENT OF TRANSPORTATION

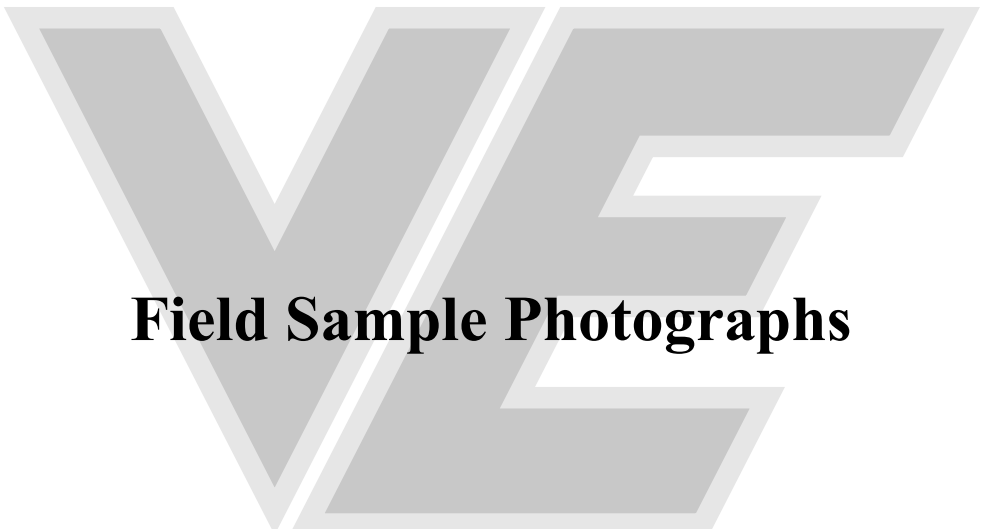
VDOT

ROAD AND BRIDGE STANDARDS

REVISION DATE

SHEET 4 OF 4

107.04

A large, stylized logo consisting of the letters 'V' and 'E' in a bold, italicized font. The letters are filled with a dark gray color and have a lighter gray outline. The 'V' and 'E' are connected, with the 'E' having a unique, angular design.

Field Sample Photographs

VIOLA ENGINEERING, PC



Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-01 @ 0ft, N60:13, Recovery: 72%



B-01 @ 5ft, N60:28, Recovery: 72%



B-01 @ 10ft, N60:28, Recovery: 94%



B-02 @ 0ft, N60:25, Recovery: 33%





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-02 @ 5ft, N60:21, Recovery: 83%



B-02 @ 10ft, N60:20, Recovery: 100%



B-03 @ 0ft, N60:13, Recovery: 78%



B-03 @ 2.5ft, N60:21, Recovery: 78%





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-03 @ 5ft, N60:21, Recovery: 44%



B-03 @ 10ft, N60:17, Recovery: 100%



B-04 @ 0ft, N60:15, Recovery: 61%



B-04 @ 5ft, N60:52, Recovery: 100%





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-04 @ 10ft, N60:32, Recovery: 100%



B-04 @ 15ft, N60:22, Recovery: 100%



B-04 @ 20ft, N60:17, Recovery: 100%



B-05 @ 0ft, N60:8, Recovery: 72%





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-05 @ 2.5ft, N60:43, Recovery: 78%



B-05 @ 5ft, N60: >60, Recovery: 100%



B-05 @ 7.5ft, N60: >60, Recovery: 100%



B-05 @ 10ft, N60:52, Recovery: 100%





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-05 @ 15ft, N60:46, Recovery: 100%



B-05 @ 20ft, N60:29, Recovery: 89%



B-06 @ 0ft, N60:10, Recovery: 72%



B-06 @ 2.5ft, N60:46, Recovery: 89%





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

B-06 @ 5ft, N60: >60, Recovery: 100%



B-06 @ 7.5ft, N60:49, Recovery: 94%



B-06 @ 10ft, N60:53, Recovery: 100%



B-06 @ 15ft, N60:42, Recovery: 97%



PUBLIC HEARING ITEM 4

2500319 – A ZONING TEXT AMENDMENT TO TOWN CODE SECTIONS §175-3 - DEFINITIONS, TO DEFINE THE USE OF AN “AUXILIARY DWELLING UNIT”; §175-11, §175-12(A), §175-18.2(A), §175-20, §175-29(A), AND §175-37.3(A) TO ADD ADU’S AS A BY-RIGHT USE; AND TO ESTABLISH §175-115 “AUXILIARY DWELLING UNIT” PERFORMANCE STANDARDS WITHIN THE SUPPLEMENTARY PROVISIONS OF TOWN CODE.

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment – Accessory Dwelling Unit (ADU)

Meeting Date: February 18, 2026

Summary: A Zoning Text Amendment to Town Code sections §175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit”; §175-11, §175-12(A), §175-18.2(A), §175-20, §175-29(A), and §175-37.3(A) to add ADU’S as a by-right use; and to establish §175-115 “Auxiliary Dwelling Unit” performance standards within the Supplementary Provisions of Town Code.

Staff has provided the application form applicants will need to submit for the ADU process.

Staff Recommendation: Staff recommends approval.

Draft Motion:

“For the public necessity, convenience, general welfare, or good zoning practice, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to Town Code sections §175-3 - Definitions, to define the use of an “Auxiliary Dwelling Unit”; §175-11, §175-12(A), §175-18.2(A), §175-20, §175-29(A), and §175-37.3(A) to add ADU’S as a by-right use; and to establish §175-115 “Auxiliary Dwelling Unit” performance standards within the Supplementary Provisions of Town Code.”

“I move that the Planning Commission keep the public hearing open to _____.”

“I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500319 for the following reasons _____.”

NOTE: These are only draft motions. Alternative motions are also welcome.

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____

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

175-3 - DEFINITIONS

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

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

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

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

GARAGE, PUBLIC - ~~An accessory building~~ A vehicle storage structure, portion of a principal building or principal buildings used only for the storage of four (4) or more vehicles by others than only those occupants of a lot on which such building is located.

LOT - A parcel of land occupied or to be occupied by a building and its auxiliary or accessory buildings or by a use and accessory uses, together with such open spaces as are required under

the provisions of this chapter, having at least the minimum area required by this chapter for a lot in the zone in which such lot is situated and having its principal frontage on a public or private street approved by the Town.

LOT COVERAGE - The maximum percent of the lot which may be occupied by buildings or structures, including **auxiliary or** accessory buildings or structures.

PRINCIPAL PERMITTED USE – A specific use, or uses, of a lot that are permitted on a particular lot, based on the regulations of the underlying zoning district, and the main use, or uses, of the property, as distinguished from an **auxiliary or** accessory use.

STATEMENT OF INTENT (R-1) (175-11)

The R-1 District is composed of quiet, low-density residential areas, plus undeveloped areas where similar residential construction appears likely to occur. The standards set forth for this district are designed to stabilize and protect the essential character of the areas so delineated, to promote and encourage a suitable environment for family life **where children may or may not be present**, to provide areas for suitable expansion of the Town as facilities are provided and to prohibit all commercial activities. Development is, therefore, limited to relatively low concentration, and permitted uses are limited to single-unit dwellings, plus selected additional uses, such as schools, parks, churches, **Auxiliary Dwelling Units (ADUs)** and certain public facilities that serve the residents of the district. Mobile homes or rooming houses are prohibited.

USES PERMITTED BY RIGHT(R-1) (175-12)

- A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1 District, the following uses of land and buildings are permitted by-right in the R-1 District:

RESIDENTIAL:

Single-family dwellings, detached.

Auxiliary Dwelling Units (ADUs).

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches.

Public libraries.

Schools.

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

- A. Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-1A District, the following uses of land and buildings are permitted by-right in the R-1A District:

RESIDENTIAL:

Single-family dwellings, detached.

Auxiliary Dwelling Units (ADUs).

USES PERMITTED BY RIGHT (R-2) (175-20)

Subject to the standards and requirements set forth in this Chapter, except as prohibited or restricted by separate restrictions of record that may pertain to property within the R-2 District, the following uses of land and buildings are permitted by-right in the R-2 District:

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

Two-family dwellings.

Auxiliary Dwelling Units (ADUs).

USES PERMITTED BY RIGHT (R-3) (175-29)

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

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

Townhouses developed on sites of twenty thousand (20,000) square feet up to one (1) acre as set forth in section 175-112.

Two-family dwellings.

Auxiliary Dwelling Units (ADUs).

PERMITTED USES (PND) (175-37.3)

- A. All planned neighborhood developments shall permit the following residential and Auxiliary uses:

1. Detached single-family dwellings;

2. Two-family dwellings;
3. Multi-family dwellings;
4. Townhouses with a maximum of eight units per structure;
5. **Auxiliary Dwelling Units (ADUs)**
6. Accessory buildings or uses as defined in Town Code section 175-3;
7. Recreation or park facilities;
8. Retirement living facilities (handicapped accessible)
9. Municipal buildings or uses;
10. Public utilities: poles, lines, booster and relay stations, distribution transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewerage systems. Such utilities shall be buried or otherwise screened in accordance with design standards of the development;
11. Home Occupations as set forth in section 175-108;
12. Public libraries;
13. Schools;
14. Churches;
15. Special childcare services;
16. Open space and conservation areas; and
17. Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator.

175-115 – Auxiliary Dwelling Unit (ADU)

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

- A. The Auxiliary dwelling unit must be located on the same lot as a single-family detached dwelling (existing or proposed) and only one (1) ADU is permitted per residential lot.
- B. The property must be owner occupied. The applicant shall submit a notarized statement attesting that they are residing on the property, in either the primary or auxiliary unit.
- C. **Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.**
- D. Detached ADUs shall be a minimum of 600 square feet.
- E. The Auxiliary dwelling unit must follow the underlying zoning district requirements (setbacks, lot coverage, appearance, height, etc.). Detached ADUs shall not exceed the maximum lot square foot coverage allowed in the zoning district where the ADU is located.
- F. As part of the application process, Town staff will conduct an inspection prior to final approval.
 1. Staff will reach out to the property owner to schedule an annual inspection to recertify the ADU is compliant with code.

2. The Zoning Administrator or designee may inspect a property if there is a complaint registered with the Town or if the official has other reason to believe that the owner or occupants are in violation of the ADU approval.
 3. The owner shall make provisions to allow inspections of the property by town personnel during reasonable hours with prior notice.
- G. The ADU shall meet the applicable regulations for safety, health and sanitation through the appropriate County agencies.
- H. Upon transfer of ownership of the subject property, the new owner shall be required to certify in writing to the Zoning Administrator that either:
1. Continued use of the ADU will comply with the conditions of the previous approval for the ADU use or;
 2. The ADU will no longer be used as a separate dwelling unit.

175-~~114~~118—175-122 - (RESERVED)

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: 540.635.2727
Email: planning@frontroyalva.com

ADU Permit #: _____
Date Received: _____

ZONING APPLICATION FORM
AUXILLIARY DWELLING UNIT (ADU)

APPLICANT INFORMATION

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

PROPERTY INFORMATION

Property Address: _____

Tax Map Id: _____

Zoning District: _____

Lot Size (sq ft): _____

PROJECT DESCRIPTION

Type of ADU:

☐ Detached

☐ New (requires major Zoning Permit)

☐ Conversion (requires minor Zoning Permit)

☐ Internal

☐ Cessation of ADU

Proposed ADU Size (sq ft): _____

SETBACKS & LOT COVERAGE

Yard Required Existing Proposed

Front _____ ft _____ ft _____ ft

Side _____ ft _____ ft _____ ft

Rear _____ ft _____ ft _____ ft

- Lot Coverage (%): _____

UTILITIES

- Water: ☐ Existing ☐ New Connection
- Sewer: ☐ Existing ☐ New Connection
- Electric: ☐ Existing ☐ Upgrade Required

ADDITIONAL INFORMATION

- Is the ADU or The Primary Dwelling to be owner occupied? ☐ Yes ☐ No
- Is the ADU intended to be used for Short-Term Rental? ☐ Yes ☐ No

REQUIRED ATTACHMENTS (CHECK ALL THAT APPLY)

- ☐ House Location Survey/ Plat
- ☐ Floor Plans
- ☐ Utility Plan

OWNER OCCUPANCY CERTIFICATION (ADU)

I, the undersigned property owner, hereby certify that I will maintain owner occupancy on the subject property in compliance with applicable zoning and ADU regulations.

I understand and agree that:

- The property shall be owner-occupied, meaning the owner will reside in either the primary dwelling unit or the auxiliary dwelling unit (ADU).
- Owner occupancy shall be maintained for the duration that an ADU is used on the property.

- The ADU shall not be used in a manner inconsistent with zoning regulations, including both primary and ADU being simultaneously being used as rentals.
- That an inspection of the property by Town personnel during reasonable hours upon prior notice, shall be conducted beginning with an initial inspection of the new ADU, and prior to change of ownership, and on a complaint basis.

Owner Name (Printed): _____

Owner Signature: _____

Date: _____

Property Address: _____

Tax Map Number: _____

CITY/COUNTY OF _____ COMMONWEALTH OF VIRGINIA

The foregoing instrument was acknowledged before me this _____ day of _____, 202____ by _____ (name and title of position).

Notary Public's Signature

My Commission Expires: _____

Notary Registration Number: _____



Argument Against Making ADU by SUP Only

Summary:

Recent actions by the Virginia General Assembly signal a strong policy preference for simplifying and accelerating residential development approvals. Legislation such as SB 974 and HB 2293 reduces discretionary review, limits the role of public hearings, and shifts routine development decisions to administrative staff acting as designated agents. The intent is to remove unnecessary process, lower costs, and make housing production more predictable and affordable. Requiring Accessory Dwelling Units (ADUs) to obtain a Special Use Permit (SUP) runs counter to this policy direction, particularly when even larger and more complex residential projects may now be approved administratively.

ADUs are modest, residential in nature, and subordinate to a primary dwelling. They have predictable impacts that can be addressed through clear, objective zoning standards rather than case-by-case approvals. Treating ADUs as “special” uses introduces added cost, delay, and uncertainty, and reintroduces discretionary review by planning commissions and governing bodies that recent state reforms are intended to minimize. This approach undermines the goal of normalizing small-scale housing and discourages a form of development that many Virginia localities now view as a practical tool for affordability and gentle neighborhood infill.

A by-right, administrative approval framework is a more effective and policy-consistent approach. Objective standards—such as size limits, setbacks, height, parking, and owner-occupancy requirements—can be enforced through existing zoning permits, inspections, and compliance mechanisms with the addition of a sworn affidavit at the time of construction or conversion. This method preserves local control over form and impacts while avoiding unnecessary procedural hurdles. Allowing ADUs by right aligns with current best practices in Virginia and supports the broader state goal of increasing housing options through efficient, predictable approval processes.

Background and Details;

Making ADUs by special use permit is contrary to existing Virginia legislature stated intent to reduce administrative review of housing projects. The two relevant changes from the legislature are provided below;

SB974

Subdivision ordinance; plan review by designated agent, definition of "designated agent."

Subdivision ordinance; plan review by designated agent. Removes planning commission and governing body approval authority for the administrative review process for plats and plans and assigns such authority solely to a designated agent, defined in the bill. However, the bill provides that the local planning commission may serve as the designated agent of any locality with a population of 5,000 or less. The bill also expedites the review process by shortening the timeframe for forwarding plats and plans to state agencies for review.

VAHB2293

Bill Summary

Subdivision ordinance; plan review by designated agent. Removes planning commission and governing body approval authority for the administrative review process for plats and plans and assigns such authority solely to a designated agent, defined in the bill. The bill also expedites the review process by shortening the timeframe for forwarding plats and plans to state agencies for review.

Summary of Bills

This bill modifies Virginia's subdivision ordinance regulations by introducing a new concept of a "designated agent" who will exclusively handle the administrative review process for plats and plans, effectively removing the planning commission and governing body's approval authority. The bill defines a "designated agent" as an individual employed or authorized by a locality and specifically designated by the governing body to review and act on subdivision plats, site plans, and development plans. The designated agent is explicitly prohibited from being a member of the local planning commission. Key changes include expediting the review process by shortening the timeframe for forwarding plats and plans to state agencies (from 10 to 5 business days), establishing more streamlined review procedures, and setting specific timelines for plan approvals and resubmissions. The bill aims to simplify and accelerate the subdivision and site plan review process by centralizing review authority with a single designated agent, reducing bureaucratic steps, and creating more predictable review timelines for developers and property owners.

Making an ADU (Accessory Dwelling Unit) require a “Special Use Permit (SUP)” cuts against both the intent and structure of the recent Virginia subdivision/plan-review reforms unless there is a very strong, clearly articulated local justification.

1. What the new law signals (even beyond subdivisions)

While the statute refers to administrative review of plats and plans, its policy direction is broader:

The General Assembly is:

- Reducing discretionary review
- Eliminating unnecessary public hearings
- Moving routine residential development to by-right / administrative approval
- Constraining local bottlenecks that increase housing cost and delay

This aligns with:

- ADU reforms (SB 932, HB 2533, related housing bills) that are currently under review and expected to be readdressed in 2026.
- By-right housing approvals
- Curtailing subjective denial authority

Requiring a SUP for ADUs moves in the opposite direction. **If no review is needed beyond the Planning and Zoning department designated agent review for a major subdivision, then how is an SUP with full review appropriate for an ADU?**

2. ADUs are not “exceptional uses” under modern Virginia law

A Special Use Permit is legally justified only when:

- A use is unusual, potentially incompatible, or location-dependent
- Case-by-case conditions are necessary to mitigate impacts

3. Making ADUs “allowed only by SUP” could be viewed as:

- A conditional prohibition, a way to retain discretionary control over a use the locality is not prepared to truly allow

ADUs:

- Are residential
- Are subordinate to a primary dwelling
- Are now affirmatively encouraged by many localities in Virginia and throughout the nation.
- Treating ADUs as “special” is hard to defend.

4. A mandatory SUP:

- Adds cost
- Adds delay
- Adds discretionary denial risk
- Reintroduces Planning Commission and Council hearings the legislature is trying to limit

This creates exposure to claims that the ordinance:

- Is arbitrary or exclusionary
- Conflicts with state housing policy
- Is inconsistent with the comprehensive plan for affordable housing

5. Practical vulnerability of an ADU SUP requirement;

A. Local authority must be:

- Expressly granted, or necessarily implied
- Using SUPs as a default approval mechanism for a favored affordable housing type is shaky.

B. Substantive due process

- Denial criteria become subjective and not standards driven

C. Fair housing & exclusionary zoning arguments

SUPs can be shown to:

- Disproportionately suppress smaller, more affordable units
- Function as a de facto prohibition

6. What *does* make sense instead, aligns with the current best-practice approach in Virginia now:

- ADUs by right
- Administrative approval
- Objective standards only

7. Common, defensible standards include:

- Max size (e.g., % of principal dwelling)
- Height limits
- Setbacks
- One ADU per lot
- Owner-occupancy (with care)
- Parking (if justified)
- Utility connections
- Building code compliance

8. Enforcement of ADU standards when not using an SUP

A. Owner-occupancy affidavit (at permit issuance)

Require, as part of the zoning permit:

- A sworn affidavit signed by the property owner
- Statement that:
 - The owner occupies either the principal dwelling or the ADU as their primary residence
 - The requirement is continuous
 - Violation constitutes a zoning violation

This affidavit can be:

- Notarized
- Recorded with the land records (optional but strong)
- Kept on file with the zoning permit

Why this works legally

- Sworn statements are enforceable
- False statements can carry civil or criminal consequences
- Courts accept affidavits as prima facie proof of compliance

Virginia towns can enforce ADU standards the same way it enforces every by-right zoning requirement through administrative permits, inspections, certificates of occupancy, and enforcement authority, with appeals to the Board of Zoning Appeals (BZA).

SUPs are not an enforcement tool; they are a discretionary approval tool.

For post occupancy enforcement (if needed)

1. Complaint received
2. Investigation initiated
3. Inspection by consent or warrant
4. Enforcement action if violation exists

9. Summary

Accessory dwelling units are small-scale residential uses with predictable impacts that can be fully addressed through objective development standards. Requiring discretionary approvals would add cost, delay, and inconsistency without advancing public health, safety, or welfare. Accordingly, ADUs should be permitted by right subject to clear and enforceable standards.”

Given the General Assembly’s clear direction to streamline residential approvals and remove discretionary review, especially for routine housing, requiring a special use permit for an ADU would be inconsistent with both the spirit and trajectory of Virginia land-use law.

ADU Background Summary



Background Authority

- Virginia House Bill HB 2533
 - As Passed Origin - Counties, cities, and towns; comprehensive plan; accessory dwelling unit
 - Clarifies that the comprehensive plan prepared by a local planning commission and adopted by a local governing body may include the use of accessory dwelling units, defined in the bill, as part of any residential development and use designated within such plan.
- Front Royal Comprehensive Plan
 - Objectives and Strategies
 - Allow for the development of Accessory Dwelling Units, additional dwelling units on any given parcel that are “accessory” to the principal use of another residency. An example of this would be a carriage house or in-law suite.

Current Status of Zoning Code for ADU Like Structures

- External ADU “like” structure in R-1 area currently allowed in zoning ordinance
 - ACCESSORY USE - A use of a building, lot or portion thereof which is customarily incidental and subordinate to the principal permitted use of the main building or lot. Accessory uses shall include the use of accessory buildings as a separate accessory dwelling unit, provided that the lot is at least 12,000 square feet in size, the accessory building complies with the minimum setback and yard area requirements that are required for main buildings within the applicable zoning district, no more than one accessory dwelling is located on the property, and the accessory dwelling unit does not utilize more than 500 square feet. Urban agriculture is considered an accessory use when the requirements of Section 175-110.5 are complied with.
 - 1,268 of 3,402 R-1 zoned parcels are currently over 12,000 sq/ft in area. This is 37.27% of R-1 Parcels
- No protections for livable dwelling currently provided for structure beyond building code
 - New ADU text modifies this section and removes separate dwelling unit from code in favor of new regulations and protections

R-1 Statistics

- R-1 Zoned Parcels
 - 40.2% of all parcels are zoned R-1
 - 49.3% of residentially zoned parcels are R-1
- R-1 Size Ranges
 - Smallest R-1 Parcel Size: 500 sq/ft, 0.011 acres, 20A821-C—44B, 519 Stockton Road
 - Largest R-1 Parcel Size: 4,526,105 sq/ft, 103.91 acres, 20A114—---1A, West Strasburg Road & Quadrant Road area
 - Average R-1 Parcel Size: 27,436 sq/ft, 0.63 acres
- Parcels Larger than 12,000 sq/ft
 - 1,268 of 3,402 R-1 zoned parcels are currently over 12,000 sq/ft in area. This is 37.27% of R-1 Parcels
- Parcels with single family dwellings (approx. numbers using addressed structures)
 - Town Parcels
 - 5,623 of 8,453 (66.5%) zoned town parcels have an addressed structure
 - R-1 Parcels
 - 2,412 of 3,402 (70.9%) R-1 zoned parcels have an addressed structure

Proposed ADU Regulation

- ADU text will expand affordable housing options
 - ADUs are maintained by homeowners and not taxpayers
 - ADUs help meet demand for smaller, more affordable homes ideal for seniors, young workers, and small families
 - Provides lower-costs without the need for taxpayer-funded housing projects
 - Can provide additional income to allow affordability for home ownership via supporting income to both young and old homeowners
- Support Local Families & Aging in Place
 - Allows individuals to remain in their own homes or with family instead of moving into full-time institutional care
 - Often less expensive than nursing homes or assisted living facilities
 - Reduces the financial burden on families and public health systems (e.g., Medicaid)
- Encourages autonomy and dignity for participants
 - Offers flexible space for multigenerational living, caregivers, or returning college kids

What Proposed ADU Ordinance Provides

- The ADU ordinance permits one Auxiliary dwelling unit per lot in all zoning districts with residential housing, subject to the following:
 - The Auxiliary dwelling unit must be located on the same lot as a single-family dwelling (existing or proposed)
 - The property must be owner occupied
 - Internal and External ADUs must meet minimum size and livable amenities
 - Includes; Kitchen, Bathroom, living areas, private entrance and fire protections.
 - The Auxiliary dwelling unit must follow the underlying zoning district requirements (setbacks, lot coverage, appearance, height, etc.).
 - Detached ADUs shall not exceed the maximum lot square foot coverage allowed in the zoning district the ADU is located
 - Protects setbacks to neighbors to maintain look and feel of neighborhood

How are ADUs Being Utilized Nationally

- According to a nationwide analysis by Freddie Mac, there are roughly 1.4 million single-family properties with ADUs in the U.S. and growing
- Although national ADU data is not consistently collected, the data in Seattle Washington show the following;
 - Used as long-term rental (to tenants) ~ 24%
 - Some of the long-term rentals are to related individuals at a less than market rate
 - Used as short-term rental (STR) ~ 15%
 - Would require a special use permit in Front Royal
 - Used for occasional house guests / visitors or family/friends ~ 57%
 - Unused / Not used in past ~ 15%
- A non-trivial share continues to be used for family, friends, visiting guests, or free housing for relatives which represents the “in-law / in-family housing” use case.

ADU Residential Parking Impact Studies

- A 2022 study from University of California, Davis (UC Davis) surveyed nearly 400 single-family homeowners in Sacramento, CA and assessed “effective parking supply” (garage/driveway space + on-street supply). They found that on average, these homes had about 1.6 more parking spaces available than they had vehicles.
 - Under those conditions, the extra vehicle(s) from an ADU tenant could — in theory — be accommodated without overwhelming existing parking. The policy brief concludes that in many single-family neighborhoods, there is sufficient “parking surplus” to absorb new ADU-related parking demand
- In a 2018 environmental-impact assessment for ADU policy changes, Seattle estimated the effect on on-street parking in four different neighborhood types (with various lot sizes, alleys, driveways, sidewalk conditions roughly representing typical single-family zones). The analysis projected that even after a “significant increase” in ADU development, on-street parking utilization would rise by only 3–10% under most scenarios
 - Their worst-case scenario (most ADUs built) predicted some increase, but still found that overall parking supply remained sufficient. Even under conservative assumptions (e.g., assuming every ADU household parks all vehicles on-street), new ADUs at scale would not “overwhelm” the neighborhood supply
- In most smaller towns including Front Royal for suburban contexts (with driveways, garages, lower densities), the risk of “parking overburden” from ADUs appears low, making ADUs a relatively low-impact way to increase housing supply

Enforcement

- Mandatory permitting for all ADUs
 - Requires full building and zoning review.
 - Prevents unpermitted conversions or unsafe units.
- Required final inspections before occupancy
- Ensures the ADU is built exactly as permitted (not secretly split into multiple units or used commercially).
- Certificate of Occupancy (COO) requirement
 - No occupancy allowed without a COO.
 - Easy to enforce because utilities and rental platforms can require proof.
- Process to prevent abuse after initial construction
 - If the rental violates the owner-occupancy requirement (because the code expects the owner to live in either the main house or the ADU) renting both would make the owner a non-resident landlord and be subject to town action
 - Once a complaint is filed or perhaps if noticed in inspection the local Front Royal Zoning Officer (or Planning & Zoning Department) could initiate enforcement under their zoning enforcement authority (construction/use without proper occupancy, violating permitted use)
 - The town could issue a violation notice and demand the rental(s) cease, or require that the owner move into one of the units to restore compliance. The code gives the Town power to enforce zoning use restrictions.
 - If unresolved, the town could require a Certificate of Occupancy or other permit be revoked/refused, or potentially take legal action (this is common in zoning enforcement)
- ADU compliance enforcement is ensured by sworn statements at commencement of ADU use and inspected annually

Options and Recommendations

- Require Special Use Permit
 - The process adds additional cost before a single hammer swing
 - ADUs are small, low-impact, and blend into existing residential patterns.
 - They do not meaningfully change neighborhood character, they are internal or backyard cottages.
 - Many already exist informally without issues; formalizing them does not create new impacts.
 - The addition of a Special Use Permit provides little additional protections for homeowner or town against abuse but does add cost to both
 - ***See provided analysis on SUP vice By-Right for ADUs***
- Planning Commission does not recommend this path

Options and Recommendations

- Only allow ADUs as an internal structure in one or all residential zones
 - Severely limits how many ADUs can actually be created
 - Many homes cannot create an internal ADU because they lack:
 - Adequate basement ceiling height
 - Separate exterior access or practicality of adding one
 - Code-compliant egress windows or the ability to add one
 - Structural layout suitable for creating a second unit
 - Leaves no options for homeowners without basements or attics
 - Produces relatively few units
 - Disproportionately disadvantages small or older homes
 - In most towns, only 10–25% of homes are physically feasible for internal conversions
 - Blocks or limits the primary use-case: housing for aging parents / family
 - Planning Commission does not recommend this path

Options and Recommendations

- Prevent ADUs in R-1 residential districts
 - ADU are limited to single family homes
 - Limited lot sizes in denser zones
 - Unequal treatment for similar properties undermines zoning integrity and public trust
 - Only a small minority of homeowners can use the option
 - Families needing ADUs for parents or caregivers are left out
 - ADU construction ends up negligible
 - ADU policy would have very little impact
 - If this option were selected the Planning Commission would not recommend implementing any ADU regulation since impact would be negligible.

Recent actions by the Virginia General Assembly signal a strong policy preference for simplifying and accelerating residential development approvals. Legislation such as SB 974 and HB 2293 reduces discretionary review, limits the role of public hearings, and shifts routine development decisions to administrative staff acting as designated agents. The intent is to remove unnecessary process, lower costs, and make housing production more predictable and affordable. Requiring Accessory Dwelling Units (ADUs) to obtain a Special Use Permit (SUP) runs counter to this policy direction, particularly when even larger and more complex residential projects may now be approved administratively.

ADUs are modest, residential in nature, and subordinate to a primary dwelling. They have predictable impacts that can be addressed through clear, objective zoning standards rather than case-by-case approvals. Treating ADUs as “special” uses introduces added cost, delay, and uncertainty, and reintroduces discretionary review by planning commissions and governing bodies that recent state reforms are intended to minimize. This approach undermines the goal of normalizing small-scale housing and discourages a form of development that many Virginia localities now view as a practical tool for affordability and gentle neighborhood infill.

A by-right, administrative approval framework is a more effective and policy-consistent approach. Objective standards—such as size limits, setbacks, height, parking, and owner-occupancy requirements—can be enforced through existing zoning permits, inspections, and compliance mechanisms with the addition of a sworn affidavit at the time of construction or conversion. This method preserves local control over form and impacts while avoiding unnecessary procedural hurdles. Allowing ADUs by right aligns with current best practices in Virginia and supports the broader state goal of increasing housing options through efficient, predictable approval processes.

ELECTION OF OFFICERS

CHAIRMAN

VICE CHAIRMAN

NEW BUSINESS ITEM 1

PLANNING COMMISSION BY-LAWS

BYLAWS
PLANNING COMMISSION
TOWN OF FRONT ROYAL, VIRGINIA
ARTICLE I
AUTHORIZATION

1. The Planning Commission is established in accordance with an ordinance adopted by the Front Royal, Virginia Town Council on October 8, 1934, and in accordance with Title 15.2, Chapter 22, Article 2, Code of Virginia (1950), as amended. The bylaws were adopted by the Planning Commission on November 8, 1978. (Amended November 1984, March 1992, April 2001, January 2008 and April 20, 2022)
2. The official title of this Planning Commission shall be “Town of Front Royal Planning Commission,” hereinafter referred to as the “Commission.”

ARTICLE II
PURPOSE AND OBJECTIVES

1. The purpose of the commission is to serve in an advisory capacity to the Front Royal Town Council on all matters relative to the growth and development of the Town of Front Royal.
2. The Commission, with the advice and assistance of the Planning Office and the Town Attorney, shall:
 - a. Prepare and recommend :
 - i. a comprehensive plan for the physical development of the Town and review the plan every two years as a goal, but at least once every five (5) years as required by Section 15.2-2230, Code of Virginia (1950), as amended.
 - ii. elements and amendments to the Comprehensive Plan;
 - iii. amendments to the Zoning Ordinance;
 - iv. proffer guidelines and level of service standards to be used in evaluating re-zoning proposals;
 - v. amendments to the Subdivision Ordinance; and
 - vi. amendments to the Capital Improvement Program.
 - b. Review and make recommendations on:
 - i. all amendments to the Zoning Map;
 - ii. proffer proposals that accompany rezoning requests;
 - iii. all special use permit applications to the Town Council; and
 - iv. subdivisions as prescribed by the Subdivision Ordinance.
 - c. Approve the general or approximate location, character, and extent of streets, parks or other public buildings, public structures, public utility facilities, or public service corporation facilities other than railroad facilities, whether publicly or privately owned, as required by Section 15.2-2232, Code of Virginia (1950), as amended and communicate its findings to the Town Council. Review and recommend proposals to incorporate new areas into the town as adjacent development occurs.

- d. Carry out all other such matters as may be appropriate pursuant to the Town of Front Royal Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Design and Construction Standards Manual, and other ordinances of the Town of Front Royal and/or the Commonwealth of Virginia or as directed by the Town Council.
- e. Establish and maintain standing and special committees as required.

ARTICLE III MEMBERSHIP

1. The Commission shall consist of at least five (5) members, appointed by the Town Council, all of whom shall be residents of the Town of Front Royal and qualified by knowledge and experience to make decisions on questions of growth and development. At least one-half of the members so appointed shall be owners of real property.
2. The members of the Commission first appointed shall serve two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The terms of office for the member of the Town Council and the administrative appointee, if any, shall be coexistent with their terms of office, unless the Town Council appoints others in their stead.
3. Vacancies shall be filled by the Town Council.
4. Members of the Commission appointed for active membership after August 1989 shall serve for an uninterrupted period of no more than three (3) full terms. Partial terms shall not be counted as a part of this limitation. This limitation does not prevent a commissioner from being reappointed to the Commission after expiration of three (3) terms, provided that any reappointment is preceded by an interval of at least one (1) term during which the person does not serve on the Commission.
5. Any member of the Commission may be removed by the Town Council upon recommendation of the Commission Chair for neglect of duty, or malfeasance of office.
6. Every member of the Planning Commission shall become a certified planning commissioner within one (1) year of appointment; provided, however, that Town Council may grant a six (6) month extension of the certification requirement at its discretion.
7. Members of the Planning Commission shall be compensated in an amount determined by the Town Council.

ARTICLE IV OFFICERS AND DUTIES

1. Officers of the Commission shall consist of a Chairperson, and Vice-Chairperson.
2. The Commission shall be provided a recording secretary by the Planning Office Staff who shall have no vote in Commission matters.

3. The term of office of an officer shall be one (1) year.
4. Each officer shall be elected by the membership. A candidate receiving a majority vote of the entire membership shall be declared elected. The Officers may succeed themselves. Election of officers shall take place at an organizational meeting to be held at the regular February session of each year.
5. Vacancies shall be filled for the unexpired term in the same manner as the officers are originally chosen.
6. The Chairperson shall:
 - a. preside at all meetings and public hearings;
 - b. appoint committees, and be an ex-officio member thereof;
 - c. rule on procedural questions, subject to a reversal by a two-thirds (2/3) majority vote of the members present;
 - d. report any official communications to the Commission;
 - e. certify all official documents involving the authority of the Commission, and certify all minutes as true and correct copies;
 - f. generally act as spokesman for the Commission;
 - g. ensure new members are properly oriented to the Commission bylaws and rules of order;
 - h. in coordination with the Director of Planning, establish the agenda for all Planning Commission meetings;
 - i. facilitate discussion among Commission members, ensuring each member has the opportunity to participate in discussions and that the discussion remains on topic.
7. The Vice-Chairperson shall:
 - a. act in the absence or inability of the Chairperson to act.
 - b. Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's absence or inability to act.
8. The secretary shall:
 - a. record and prepare the minutes of all Commission meetings,
 - b. notify members of all regular and special meetings,
 - c. maintain a file of all official Commission records and reports,
 - d. prepare and be responsible for the preparation of all official Planning Commission communications, and
 - e. ensure that an annual written report and monthly minutes be submitted by the Commission to Town Council.

ARTICLE V COMMITTEES

1. For the purpose and terms approved by the Commission, the Chairperson may appoint standing and special committees from its membership.
2. Each committee shall elect a Chairperson for said committee from the committee members. The Committee Chairperson shall:
 - a. set the time and place for Committee meetings;
 - b. facilitate committee meetings;

- c. ensure the planning office provides appropriate public notice of committee meetings;
 - d. appoint a secretary to take meeting minutes that shall be held by the Planning Office; and
 - e. report committee meeting minutes and results back to the full Commission.
3. A majority of committee members shall constitute a quorum. A quorum shall be required to conduct committee business.

ARTICLE VI VOTING

1. A majority of the voting membership shall constitute a quorum.
2. Action of the Chairperson shall be valid when authorized by a majority vote of those present and voting.
3. Each of the voting Commission members shall be entitled to one vote on all matters before the Commission, but may exercise such rights only in person and during a regular meeting or duly advertised meeting or hearing of the Commission.

ARTICLE VII MEETINGS

1. Regular meetings of the Commission shall be held on the third Wednesday of each month in the Warren County Government Center at 7:00 PM, or at a time and place designated by the Commission as a regular meeting or as advertised. Regular meetings will be held at least once every two months. In the event a quorum cannot be present at a regular meeting, the Chairperson will reschedule it to the first day in the next week that a quorum and appropriate venue can be available or cancel the meeting with the consent of a majority of the Commissioners.
2. Special meetings and/or working sessions may be called by the Chairperson or by two members upon written request to the Secretary. Work sessions and special meetings require a quorum.
3. The Chairperson shall make every reasonable effort to accommodate the Commission Members' personal schedules, however, in the event a Commission member misses more than three (3) work sessions or regular meetings in a six (6) month period the Commission may recommend dismissal of that member to the Town Council.
4. Individual Commissioner members may participate in meetings remotely by electronic means only in accordance with the rules and procedures for Town Public Bodies as a Public Body Member, all pursuant to Town Code §4-1.1.
5. Any time three (3) or more Commission members are required to meet to conduct Commission business, that meeting shall be properly advertised to the Public by the Planning Office prior to the meeting. No meetings of three (3) or more Commission Members shall be held that have not been properly advertised.

6. The term “meeting” or “meetings” as used in these bylaws shall exactly follow the definition of those words contained in Section 2.2-3701 of the Code of Virginia (1950), as amended.
7. All meetings of the Commission shall be open to the public. However, the Commission may meet in closed sessions on issues specifically referenced in the Virginia Freedom of Information Act. Such proceedings shall be in accordance with §2.2-3707, Code of Virginia (1950), as amended.

ARTICLE VIII ORDER OF BUSINESS

1. The order of business for a regular meeting of the Commission shall be:
 - a. Call to order by Chairperson.
 - b. Determination of a quorum.
 - c. Approval of minutes.
 - d. Citizens’ Comments or Concerns
 - e. Public hearings.
 - f. Other applications.
 - g. Report of committees, if any.
 - h. Old business.
 - i. New business.
 - j. Commission concerns.
 - k. Adjournment.

When deemed appropriate by a majority of the Commissioners present and voting at a regular meeting, this order of business may be altered by the Chairperson to improve the efficiency of the meeting.

Members of the public wishing to speak during the Citizens’ Comments or Concerns period shall sign in with the Clerk of the Commission prior to the start of the meeting and speakers shall be subject to the following reasonable time, place, manner restrictions: (1) a three (3) minute time limit, (2) the speaker’s comments shall be relevant to the business of the Commission and directed to the Commission, (3) the speaker’s comments shall not address the subject matter of a public hearing being held during the same meeting, (4) no personal attacks, indecorous language, or display of signs, placards, posters or other disruptive displays.

2. Parliamentary procedure in Commission meetings shall be governed by the latest edition of Roberts’ Rules of Order then available at the time of the meeting.
3. The Commission shall keep a set of minutes of all meetings and these minutes shall become a public record.

ARTICLE IX PUBLIC HEARINGS

1. The Commission shall conduct public hearings on matters as prescribed by the Code of Virginia (1950), as amended, and on any other matter when it deems that such a hearing would be in the public interest.
2. The Commission shall publish a notice of public hearings at least once a week for two successive weeks in a newspaper of general circulation prior to the date of the hearing, as prescribed by Section 15.2-2204, Code of Virginia (1950), as amended.
3. The Chairperson shall summarize or request staff to summarize the matter before the Commission, allowing interested parties to address the Commission and accept written statements and other documentation pertinent to the matter before the Commission. A record shall be kept of those speaking before the hearing.
4. The Chairperson may set time limits and the order in which interested parties address the Commission.

ARTICLE X

1. These bylaws may be amended by majority vote of the entire Commission membership.
2. In the event any provision herein is in conflict with Town Ordinance or Code of Virginia (1950), precedence shall be given in the following order:
 - a. Code of Virginia (1950)
 - b. Town Ordinance
3. In the event any provision of these bylaws is determined to be illegal, that provision alone will be stricken as null and void and all other provisions will remain in full effect.

NEW BUSINESS ITEM 2

2025 ANNUAL REPORT

TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING



2025



ANNUAL REPORT

TABLE OF CONTENTS

2025 Annual Report

Planning and Zoning Staff	3
Planning Commission.....	4
Land Use Applications	
Special Use Permits	5
Special Exception Applications.....	8
Rezoning Applications.....	9
Ordinance Amendments.....	10
Subdivision Applications.....	13
Subdivision Applications Reviewed Administratively by Staff	14
Additional Items Reviewed by the Planning Commission	15
Boards and Commissions Meeting Attendance	16
Board of Zoning Appeals.....	17
Board of Architectural Review.....	19
Code Enforcement	24
Planning & Zoning Department Activity	25



PLANNING AND ZONING STAFF - 2025

Lauren Kopishke

Director of Planning and Zoning

August 2, 2021 – Current

John Ware

Deputy Zoning Administrator/Planner I

November 15, 2021 - Current

Daniel Wells

Property Maintenance Official/Code Enforcement

April 15, 2024 - Current

Sean Mennard

GIS Coordinator

October 22, 2025 - Current

Carol Buffa

Planning Technician

October 3, 2022 - Current

Connie L. Potter

Executive Assistant/Boards and Commissions Clerk

January 17, 2006 - Current

TOWN OF FRONT ROYAL PLANNING COMMISSION

The Planning Commission is established in accordance with an ordinance adopted by the Front Royal, Virginia Town Council on October 8, 1934, and in accordance with Title 15.2, Chapter 22, Article 2, Code of Virginia (1950), as amended.

The purpose of the commission is to serve in an advisory capacity to the Front Royal Town Council on all matters related to the growth and development of the Town of Front Royal.

In 2025, the Planning Commission held twelve (12) regular meetings, seventeen (17) work sessions, and one (1) joint work session with the Board of Architectural Review. The following pages list applications reviewed by the Planning Commission in 2025.

Connie MarshnerTerm Expires August 31, 2027

Appointed March 28, 2016, Reappointed July 18, 2019 and July 24, 2023

Vice Chairman September 6, 2023 – April 17, 2024

Chairman May 1, 2024 - Current

Megan Marrazzo.....Term Expires August 31, 2028

Appointed May 28, 2024 to fill Unexpired Term of Glenn Wood

Reappointed September 3, 2024

Louis A. R. Neel (Allen)Term Expires August 31, 2027

Appointed July 22, 2024 to fill Unexpired Term of Brian Matthiae

Vice Chairman January 15, 2025 - Current

Andrew Brooks.....Term Expires August 31, 2029

Reappointed July 28, 2025

Teresa FedorykaTerm Expires August 31, 2026

Appointed February 24, 2025 to fill Unexpired Term of Gary Gillispie

2025 SPECIAL USE PERMITS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
January 15, 2025	2400673 – A Special Use Permit Application submitted by Pennoni Associates Inc. c/o Mike Artz for Multi-Family Apartments containing thirty-six (36) units in three (3) separate apartment houses containing twelve (12) units each and an office building on a vacant parcel off of Royal Lane, identified by Tax Map 20A17-1-14B1. The property is zoned C-1, Community Business District.	Recommendation of Approval w/ Conditions.
March 19, 2025	2500054 – A request for a Special Use Permit submitted by Heritage Hall XIII, LLC for the expansion of the existing skilled nursing facility building with a new building addition for twenty (20) beds and associated facilities located at 400 W. Strasburg Road, identified by Tax Map 20A11-4-23. The property is zoned R-2, Residential District.	Recommendation of Approval.
April 16, 2025	2500072 – A request for a Special Use Permit submitted by the Warren County Community Health Coalition for a lodging house at 506 N. Royal Avenue, identified by Tax Map 20A5-7-18-3,4. The property is zoned C-1, Community Business District and is located within the Entrance Corridor. 2500100 – A request for a Special Use Permit submitted by Divinum Auxilium Academy for a private school located at 16 N. Royal Avenue, identified by Tax Map 20A5-11-15. The property is zoned C-2, Downtown Business District and is located within the Entrance Corridor.	Recommendation of Approval w/ Conditions. Recommendation of Approval w/ Conditions.

May 21, 2025	<i>SPECIAL USE PERMITS (CONTINUED)</i> 2500104 – A Special Use Permit Application for a Farmers Market submitted by Julie Vaught, on behalf of Happy Creek Antiques, located at 515-B N. Commerce Avenue, identified by Tax Map 20A4-10-8. The property is zoned C-1, Community Business District. 2500108 – A Special Use Permit Application to allow a short-term rental, submitted by Home Base Holdings LLC, located at 66 W. Strasburg Road, identified by Tax Map 2012-3-31B. The property is zoned R-1, Residential District.	Recommendation of Approval w/ Conditions. Recommendation of Approval w/ Conditions.
August 20, 2025	2500297 – A Special Use Permit Application to allow a short-term rental (residential occupancy purposes for a period of fewer than thirty (30) consecutive days) submitted by Shelly Cook and located at 1408 Old Winchester Pike, identified by Tax Map 20A12-8-5. The property is zoned R-2, Residential District. 2500336 – A Special Use Permit Application to allow a Lodging House (a residential building, other than a hotel, motel or bed and breakfast home which is not open to the public or transient guests), submitted by Life Repair Center of Front Royal, and located at 437 S. Royal Avenue, identified by Tax Map 20A7-3-10. The property is zoned C-1, Community Business District and is located in the Entrance Corridor. 2500337 – A Special Use Permit Application to allow a short-term rental (residential occupancy purposes for a period of fewer than thirty (30) consecutive days), submitted by Claude Van Sant, and located at 101 The Hill, identified by Tax Map 20A8-22-9A. The property is zoned R-1, Residential District.	Recommendation of Approval. Recommendation of Approval. Recommendation of Approval.

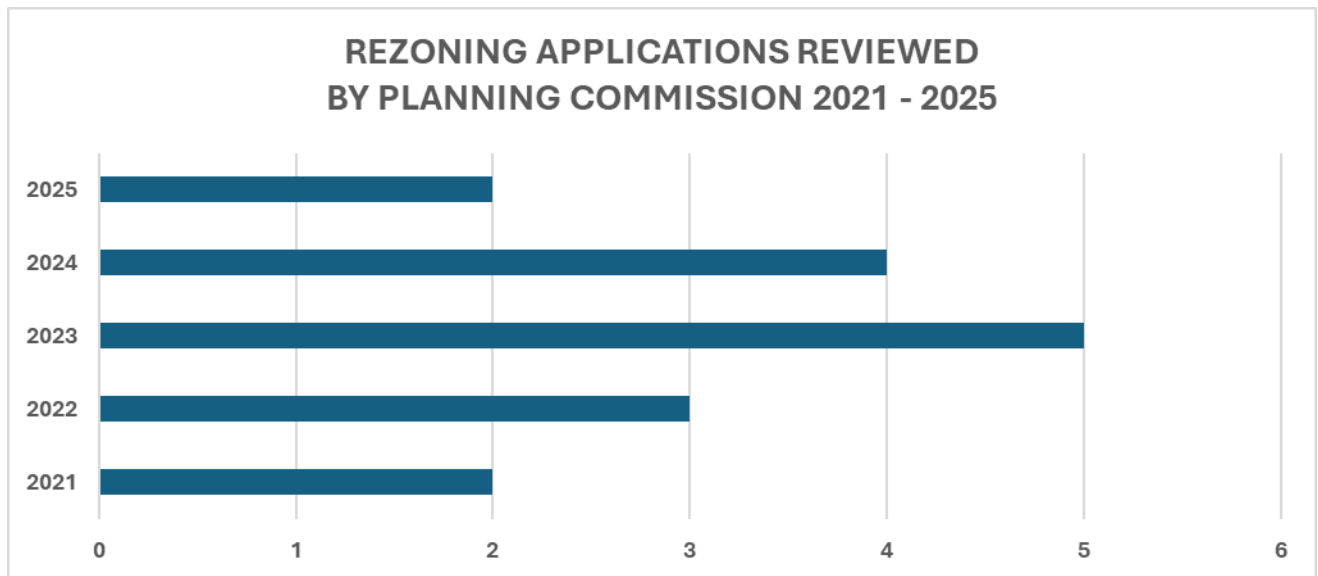
SPECIAL USE PERMITS (CONTINUED)		
November 19, 2025	2500481 – A Special Use Permit Application submitted by Fussell Florist for an artistic mural, exceeding sixty (60) square feet in size, on the east side of the building located at 202 E. 2 nd Street, identified by Tax Map 20A8-1-4-33. The property is zoned C-2, Downtown Business District.	Recommendation of Approval.



2025 SPECIAL EXCEPTION REQUESTS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
March 19, 2025	2500049 – A request for a Special Exception from Town Code Chapter 148-820.D.6 submitted by Rappahannock HC LLC for property located at 1321 Happy Creek Road, identified by Tax Map 20A21-2-4 to reduce the required minimum street pavement width from thirty-six feet (36') to twenty-nine feet (29').	Recommendation of Approval.



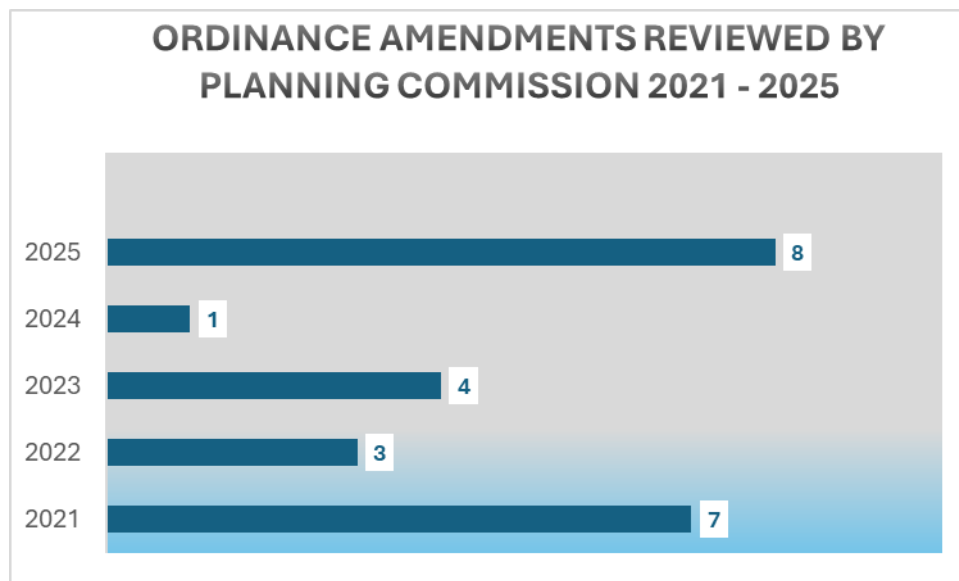
2025 REZONING APPLICATIONS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
January 15, 2025	2400687 – Rezoning application submitted by Skyline Realty Investments, LLC requesting an amendment to the zoning map to reclassify addresses 10, 30, 44, 52, 60 and a vacant lot on W. Strasburg Road identified by Tax Map 20A12, Section 3, Parcels 22, 26, 27A, 31C, 31 and 23 from C-1, Community Business District to R-3, Residential District.	Recommendation of Approval.
June 18, 2025	2500238 – A Rezoning Application submitted by Stephen C. Williams, Esq./Trustee requesting an amendment to the zoning map to reclassify vacant lots on Elsia Drive, identified by Tax Map 20A6-1-5c and 6 from C-1, Community Business District to R-3, Residential District.	Recommendation of Approval.



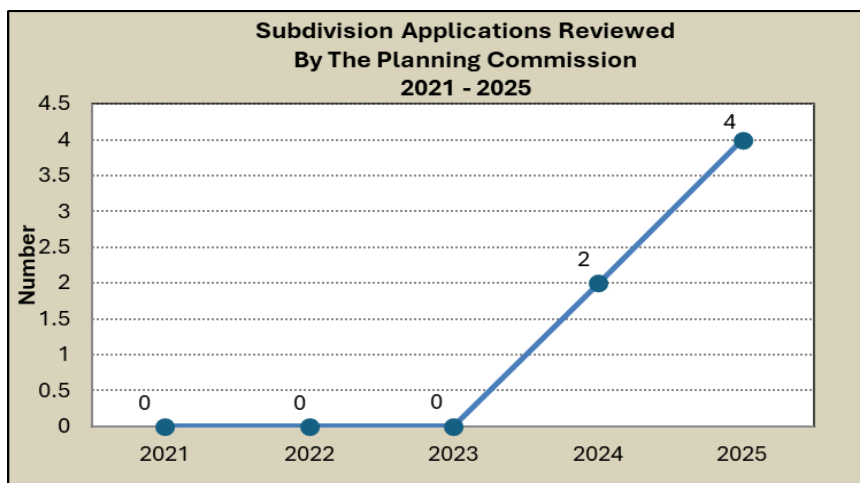
2025		
ORDINANCE/ZONING TEXT AMENDMENTS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
March 19, 2025	2500051 – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to fees. 2500062 – A Zoning Text Amendment to Town Code Chapter 175-12.1 to allow lodging houses by Special Use Permit in the R-1 zoning district.	Postponed to the April 16, 2025 regular meeting. Remitted to the April 2, 2025 work session.
April 16, 2025	2500051 – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to Fees, Charges and Expenses and Chapter 148-1100 Fees. 2500062 – A Zoning Text Amendment to Town Code Chapter 175-12.1 to allow lodging houses by Special Use Permit in the R-1 zoning district.	Recommendation of Approval. Recommendation of Denial.
July 16, 2025	2500218 – A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the residential area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings. 2500320 – A Zoning Text Amendment to Chapter 175-3 to define Designated Special Circumstance Housing, and §175-12.1, §175-18.2.B, §175-20.1, §175-30, and §175-37.3 to add Designated Special Circumstance Housing performance standards by Special Use Permit and create Chapter 175-153 (<i>later assigned to be Chapter 175-117 instead of 175-153</i>) to add Designated Special Circumstance Housing performance standards.	Recommendation of Approval. Recommendation of Approval.

August 20, 2025	<i>ORDINANCE/ZONING TEXT AMENDMENTS REVIEWED BY PLANNING COMMISSION (CONTINUED)</i> 2500317 – A Zoning Text Amendment to Town Code Chapter 175-3 – Definitions, to redefine the definition of “Overhang” as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure. 2500319 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments 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. 2500347 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 – Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to 175-116.	Recommendation of Approval. Recommendation of Approval. Recommendation of Approval with three (3) Amendments.
September 17, 2025	2500320 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendment to Town Code §175-3 to define Designated Special Circumstance Housing. Text Amendments to Town Code §175-12.1.A, §175-18.2.B, §175-20.1, §175-30, and §175-37.3.A to add Designated Special Circumstance Housing performance standards by Special Use Permit and establish Town Code §175-117 to add Designated Special Circumstance Housing standards. (This item was referred back to the Planning Commission by Town Council for some minor changes.)	Recommendation of Approval.

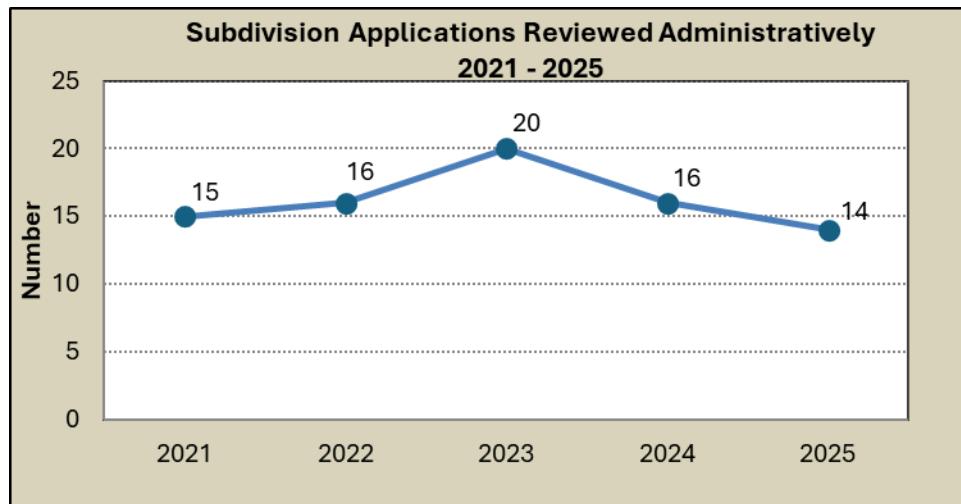
September 17, 2025 (continued)	ORDINANCE/ZONING TEXT AMENDMENTS REVIEWED BY PLANNING COMMISSION (CONTINUED) 2500345 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 – Definitions to define Data Centers and Town Code §175-64 Industrial Employment District (I-2) to add Data Centers with performance standards by Special Use Permit.	Recommendation of Approval.
October 15, 2025	2500319 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 – Definitions, to define the use of an “Auxiliary Dwelling Units”, to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 “Auxiliary Dwelling Unit” performance standards with the Supplementary Provisions of Town Code. (This item was referred back to the Planning Commission by Town Council for a suggested text change.)	Recommendation of Approval.



SUBDIVISION APPLICATIONS REVIEWED BY THE PLANNING COMMISSION - 2025		
DATE OF MEETING	APPLICANT	STATUS
January 15, 2025	2400421 - A request for Preliminary Plan approval for a major subdivision submitted by Ali Billoo for a subdivision containing nine (9) lots and sixteen (16) dwelling units located at 336 W. Strasburg Road, identified on tax map 20A11, section 4, parcel 23B. The property is zoned R-2, Residential District.	Recommendation of Approval.
February 19, 2025	2500022 – A request for revisions to Subdivision plan FRSUB1521-2019 for Happy Creek Knolls, Section 4 regarding lots 4, 5, 6, 29, and 30, submitted by Maronda Homes, Inc.	Recommendation of Denial.
	2500023 – A request for Final Subdivision Plat approval for a major subdivision submitted by Ali Billoo from a one (1) 3.52-acre parcel into eight (8) residential lots, one (1) stormwater management lot, and a residue lot located at 336 W. Strasburg Road, identified on tax map 20A11, section 4, parcel 23B. The property is zoned R-2, Residential District.	Recommendation of Approval.
May 21, 2025	2500050 – An Application for Preliminary Plat Approval for a major subdivision submitted by Chris Hornung, Rappahannock HC, LLC for a subdivisions containing ninety-seven (97) dwelling units located at 1321 Happy Creek Road, identified on Tax Map 20A21-2-4. The property is zoned R-1, Residential District.	Approved.



SUBDIVISION APPLICATIONS REVIEWED ADMINISTRATIVELY BY STAFF – 2025		
SUBMITTAL DATE	APPLICANT	STATUS
February 6, 2025	2500053, 2 Lots into 1, New Avenue, 20A4 7 5 33A	Approved
February 7, 2025	2500058, Boundary Line Adjustment, S. Shenandoah Avenue, 20A6 715 11.	Approved
March 21, 2025	2500131, Boundary Line Adjustment, 1015 Virginia Avenue, 20A5 4 4	Approved
April 30, 2025	2500210, 7 Lots into 3, W. Strasburg Road, 20A12 3 22A, 26A & 27A1	Approved
May 16, 2025	2500248, 1 Lot into 8, W. Strasburg Road, 20A12 3 21A, 22A2, 22A3, 22A4, 22A5, 22A6, 22A7 & 22A8	Approved
May 22, 2025	2500263, 1 Lot into 2, W. 11 th Street, 20A5 1 C 11 & 11A	Approved
May 27, 2025	2500270, Boundary Line Adjustment, 15 & 17 W. 11 th Street, 20A2 443 23A1 & 24A	On Hold
June 24, 2025	2500310, 2 Lots into 1, W. 11 th Street, 20A1 2 4 19A	Approved
July 8, 2025	2500344, 4 Lots into 2, Stockton Road, 20A821 K 10, 11, 12, & 13	Approved
July 11, 2025	2500355, 1 Lot into 2, 920 N. Shenandoah Avenue, 20A5 2 39 4A1, 4A	Approved
August 6, 2025	2500396, Boundary Line Adjustment, 450 & 454 Hill Stret, 20A712 36 & 36A	Preliminary Approval
October 8, 2025	2500501, Boundary Line Adjustment, Northview Avenue, 20A9 1 3C & 3D	In Review
October 21, 2025	2500515, Boundary Line Adjustment, 227 & 231 Mosby Lane, 20A7-4-179 & 179A	Approved
November 6, 2025	2500540, Lot Consolidation, 218 E. 4 th Street, 20A4-10-17A	In Review
December 12, 2025	2500599, 6 Lots into 2, Grand Avenue, 20A6-6-4-11 thru 16	Approved



ADDITIONAL ITEMS REVIEWED BY THE PLANNING COMMISSION – 2025		
DATE OF MEETING	APPLICANT	STATUS
February 19, 2025	2500002 – Exterior Renovations to the structure located in the entrance corridor located at 1355 N Shenandoah Avenue, identified by tax map 20A2, section 4, block 57, parcels 23-34. The property is zoned C-1, Community Business District.	Approved w/ Conditions.
April 8, 2025 Joint Work Session with the Board of Architectural Review	The Planning Commission held a joint work session with the Board of Architectural Review to draft a Zoning Text Amendment to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District; and Town Code Chapter 175-29 – Uses Permitted by Right, to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.	Town Council Approved 9/22/2025.

BOARDS AND COMMISSIONS MEMBER MEETING ATTENDANCE 2025

Board of Zoning Appeals

NAME	MEETINGS PRESENT	# OF MEETINGS
Clare Schmitt	3	3 (100%)
Cody Taylor	3	3 (100%)
Maria Dutton	3	3 (100%)
Lorie Noakes (Resigned 9/30/2025)	2	2 (100%)
James Jackson	2	3 (67%)
Tim Brogan	1	1 (100%)

Board of Architectural Review Regular Meetings and Work Sessions

NAME	MEETINGS PRESENT	# OF MEETINGS / WORK SESSIONS
Gary Vaughan	5	7 (71%)
Katherine Snyder	3	7 (43%)
Collin Waters	8	8 (100%)
Ellen Aders	8	8 (100%)
Dede Nash	5	8 (63%)
Teresa Henry	1	1 (100%)
Kevin Cuddeback	1	1 (100%)

Planning Commission - Work Sessions

NAME	MEETINGS PRESENT	# OF WORK SESSIONS
Connie Marshner	17	18 (94%)
Megan Marrazzo	15	18 (83%)
Louis A. R. Neel	18	18 (100%)
Andrew Brooks	11	18 (61%)
Teresa Fedoryka	13	16 (81%)

Planning Commission - Regular Meetings

NAME	MEETINGS PRESENT	# OF MEETINGS
Connie Marshner	12	12 (100%)
Megan Marrazzo	10	12 (83%)
Louis A. R. Neel	11	12 (92%)
Andrew Brooks	10	12 (83%)
Teresa Fedoryka	9	10 (90%)

BOARD OF ZONING APPEALS 2025

The Code of Virginia requires all jurisdictions with a Zoning Ordinance to have a Board of Zoning Appeals. The Board of Zoning Appeals is a five-member board of citizens appointed by the Circuit Court. The Board hears variance requests from the requirements of the Zoning Ordinance and appeals of decisions made by the Zoning Administrator. All variance requests and appeals require a public hearing. Appeal and variance requests are discretionary decisions; although case law does provide guidance as to what the courts consider a hardship which is required for a variance approval.

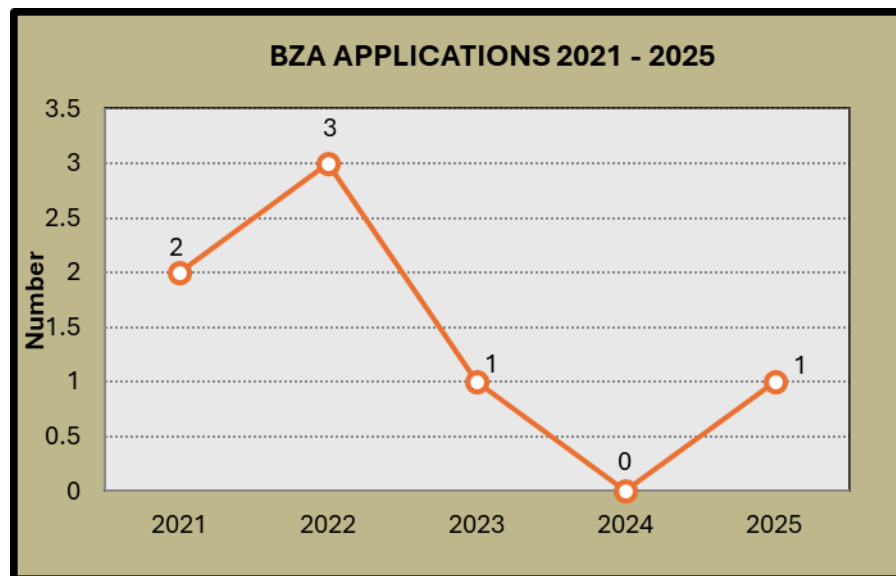
In 2025, the Board of Zoning Appeals held three (3) regular meetings. The chart below shows the actions taken by the Board of Zoning Appeals in 2025.

2025 BZA MEMBERS

Clare Schmitt.....Term Expires May 1, 2027..... Appointed 3/27/2023
 Cody TaylorTerm Expires May 1, 2029..... Reappointed 4/22/2024
 Maria DuttonTerm Expires May 1, 2030..... Reappointed 5/28/2025
 James JacksonTerm Expires May 1, 2028..... Appointed 11/25/2024
 Lorie NoakesTerm Expires May 1, 2026..... Appointed 8/26/2024 Resigned 9/30/2025
 Tim Brogan.....Term Expires May 1, 2026..... Appointed 10/27/2025 to Fill Unexpired Term

BZA ANNUAL REPORT 2025		
DATE OF MEETING	APPLICANT	ATTENDANCE
February 18, 2025	The BZA met to consider meeting minutes, elect officers, and review the 2024 Board of Zoning Appeals Annual Report.	Present: Clare Schmitt Cody Taylor Maria Dutton Lorie Noakes James Jackson
August 19, 2025	The BZA met to consider meeting minutes and review one (1) Variance Application. 2500335 – A Variance Application submitted by Orange Creek LLC for a variance from Town Code §175-24.A. pertaining to the construction of a building and the side yard setback located on property at 15 and 17 W. 11th Street, identified by Tax Map 20A2-4-43-24. The property is located in the R-2, Residential District. The variance would effectively allow the applicant a side yard setback of 8.7 feet. The required side yard setback should be a minimum of ten feet (10'). The variance requested by the applicant is to allow a setback of less than ten feet (10') for a recently constructed two-family attached dwelling. <i>Status: Chairman Taylor moved, seconded by Ms. Dutton to deny the variance application. (Chairman Taylor stated the BZA cannot legally grant a variance in the clear with it being a self-created hardship.)</i>	Present: Clare Schmitt Cody Taylor Maria Dutton Lorie Noakes James Jackson Denied: 5-0

December 16, 2025	The BZA met to review meeting minutes received training from staff. The BZA discussed two (2) “mock” cases. One Zoning Determination Appeal and one (1) Variance Request.	Present: Clare Schmitt Cody Taylor Maria Dutton Tim Brogan Absent: James Jackson
-------------------	---	--



BOARD OF ARCHITECTURAL REVIEW 2025

The Board of Architectural Review (BAR) consists of five (5) voting members who are appointed by the Town Council. The intent of the BAR is to promote and protect the health, safety, comfort, recreation, prosperity, and general welfare of the community through the identification, preservation and enhancement of buildings, structures, neighborhoods, landscapes, places, and areas which have special historical, cultural, artistic, architectural, or archaeological significance as provided by Section 15.1-503.2 of the Code of Virginia, as amended.

In 2025, the Board of Architectural Review held five (5) regular meetings, two (2) work sessions and one (1) joint work session with the Planning Commission. The BAR heard eight (8) application requests. The chart below shows the actions taken by the BAR in 2025.

2025 BAR MEMBERS

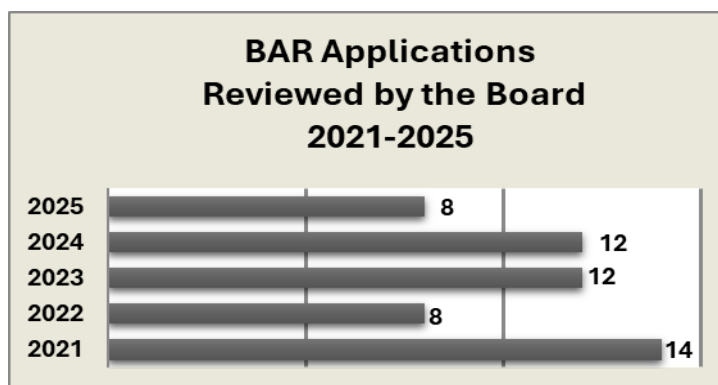
Gary Duane Vaughan	Term Expires November 13, 2025	Appointed December 21, 2009
Katherine Snyder	Term Expires November 13, 2025	Appointed October 28, 2021
Collin Waters	Term Expires November 13, 2025	Appointed February 22, 2021
Ellen Aders	Term Expires November 13, 2027	Appointed October 23, 2023
Dede B. Nash	Term Expires November 13, 2028	Appointed November 25, 2024
Kevin Cuddeback	Term Expires November 13, 2029	Appointed October 27, 2025
Teresa Henry	Term Expires November 13, 2029	Appointed October 27, 2025

BAR ANNUAL REPORT 2025		
DATE OF MEETING	APPLICANT	STATUS
January 14, 2025 Regular Meeting	Application #2400693 – A Certificate of Appropriateness Application submitted by Shelly Cook for the installation of stairs, installation of 2nd level deck and railings, removal of windows and replace with a door on the second story accessing the deck, and removal and replacement of the 2nd story front and side windows at 207 S. Royal Avenue, identified by Tax Map 20A7-4-106. The property is zoned C-1, Community Business District and is located in the Historic Overlay District. Work is complete. Status: Ms. Aders moved, seconded by Ms. Nash to approve application #2400693, approving the rear deck, the door, and vinyl windows throughout the structure except the front façade. Approval is conditional on the front two (2) windows being replaced with divided light, two over two, double-hung wooden windows complete with wooden sash, jam and sill.	Present: Collin Waters Dewey Vaughan Ellen Aders Dede Nash Absent: Katie Snyder Approved: 4-0 Absent: 1

January 14, 2025 Regular Meeting (Continued)	<i>the existing window, height adjusted as needed.</i> 6. <i>Add Dutch Lap cedar siding, 5" to 7" to the front façade, not to exceed the height of the rollup door and paint black above the cedar siding.</i> 7. <i>The addition of up to two (2) black lantern style lights above the entrance for people.</i>	
March 11, 2025 Regular Meeting	Application #2400691 – A Certificate of Appropriateness Application submitted by Cloverdale LLC to re chink the log and possible replacement of any damaged logs depending on their condition at 123 Chester Street, identified by Tax Map 20A8-2-4B. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Status: <i>Ms. Aders moved, seconded by Ms. Nash to approve COA Application #2400691 as submitted with the scope of services outlined.</i> Application #2500047 – A Certificate of Appropriateness Application submitted by Hyo K. Bang to replace eighteen (18) existing wood windows with vinyl windows at 507 E. Main Street, identified by Tax Map 20A8-7-4. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Work has started. Status: <i>Ms. Aders moved, seconded by Ms. Snyder to approve the three (3) vinyl windows on the west facing façade which faces the laundromat on the upstairs portion of the home and to deny all other windows in the house.</i>	Present: Collin Waters Dede Nash Katherine Snyder Ellen Aders Absent: Dewey Vaughan Approved: 4-0 Absent: 1 Approved: 4-0 Absent: 1
March 11, 2025 Work Session	At their work session the BAR discussed previous COA applications, enforcement procedures, and revising the Historic District Guidelines.	Present: Collin Waters Dede Nash Katherine Snyder Ellen Aders Absent: Dewey Vaughan

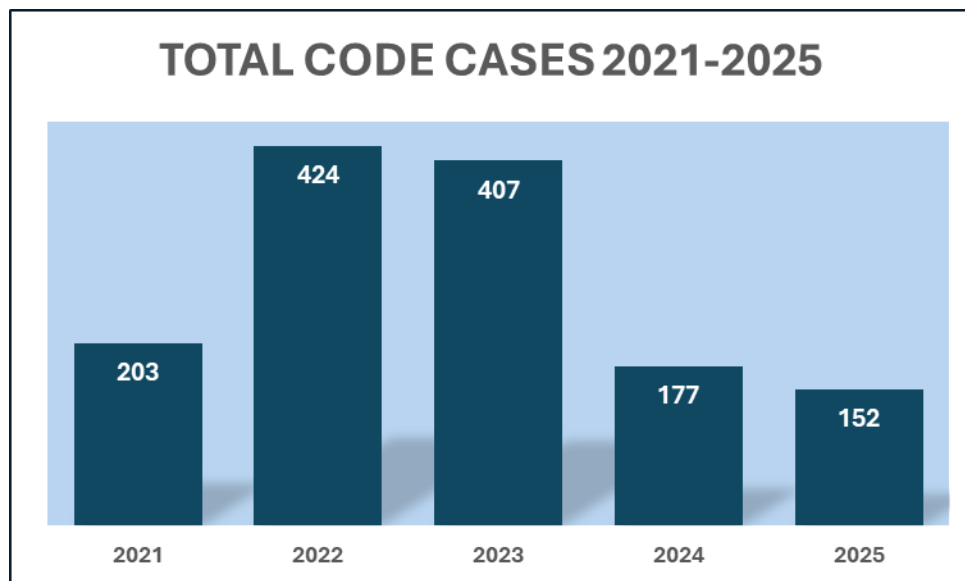
April 8, 2025 Joint Work Session with the Planning Commission	The BAR held a joint work session with the Planning Commission to draft a Zoning Text Amendment to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District; and Town Code Chapter 175-29 – Uses Permitted by Right, to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.	Present: Collin Waters Dewey Vaughan Katherine Snyder Ellen Aders Absent: Dede Nash
August 12, 2025 Regular Meeting	Application #2500359 – A Certificate of Appropriateness Application submitted by Elizabeth Lewis on behalf of the Town of Front Royal to install a 24" x 36" ground mounted sign located near the Town of Front Royal Gazebo on property identified by Tax Map no. 20A8-5-2 to commemorate the dedication of the Gazebo and Front Royal Commons as "John Marlow Plaza". The property is zoned C-2, Downtown Business District and is within the Historic Overlay District. <i>Status: Vice Chairman Vaughan moved, seconded by Ms. Aders to approve the application as presented.</i>	Present: Collin Waters Dewey Vaughan Ellen Aders Dede Nash Absent: Katherine Snyder Approved: 4-0 Absent: 1
September 9, 2025 Work Session	The BAR met in a work session to continue a discussion related to the Zoning Text Amendment to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District; and Town Code Chapter 175-29 – Uses Permitted by Right, to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings. In addition, the Board discussed training for BAR members, obtaining a new Virginia Department of Historic Resources Survey, BAR by-laws, revisions to the Historic District Guidelines, and updates on previous violations.	Present: Collin Waters Dewey Vaughan Ellen Aders Katherine Snyder Absent: Dede Nash

October 14, 2025	Application #2500476 – A Certificate of Appropriateness Application submitted by Dollar House, LLC, c/o Matthew Tederick, Managing Member to replace the existing wood decking on the front porch with Trex decking, replace the existing wood steps with a composite material, and to replace the existing handrails from wood to black pipe at 100 Peyton Street. Work is complete. <i>Status: Ms. Aders moved, seconded by Vice Chairman Vaughan to approve the application with the contingencies of covering up the Trex edging along the steps on the right side of the building, replacing the tops of the handrails from Trex to wood, and painting all of the wood that is exposed now by the spring time.</i>	Present: Collin Waters Dewey Vaughan Ellen Aders Absent: Dede Nash Katherine Snyder Approved: 3-0 Absent: 2
December 16, 2025 Regular Meeting	Application #2500531 – A Certificate of Appropriateness Application submitted by Stella Maris, LLC to replace the existing 288 square foot wood deck with Trex and obtain approval for the existing handicap ramp at 25 S. Royal Avenue, identified by Tax Map 20A7-4-23. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District. Work has started. <i>Status: Ms. Aders moved, seconded by Ms. Nash to approve Application #2500531 as presented to the Board of Architectural Review.</i> The BAR continued discussing proposed revisions to the Historic District Guidelines.	Present: Collin Waters Ellen Aders Dede Nash Teresa Henry Kevin Cuddeback Approved: 5-0



CODE ENFORCEMENT ACTIVITY 2021 – 2025

CODE ENFORCEMENT	2021	2022	2023	2024	2025
New Code Enforcement Cases Opened	203	424	407	177	152
Code Enforcement Cases in Compliance/Closed	--	361	378	112	59
Code Enforcement Inspections & Re-Inspections	--	340	423	209	191



PLANNING & ZONING DEPARTMENT ACTIVITY 2021 – 2025

APPLICATIONS	2021	2022	2023	2024	2025
Zoning Permits	293	280	393	320	291
New Dwelling Units	27	37	32	60	21
Land Use Applications	29	56	36	46	44
Code Amendments	7	2	4	1	9
Sign Permits	47	41	62	44	36
Business Licenses	172	155	148	129	127
Short-Term Rentals	1	13	5	5	2
Administrative Variance	--	--	4	1	1
Certificate Of Appropriateness Administrative Review	--	--	39	18	33
Certificate Of Appropriateness Board Review	--	--	11	15	5
Solicitor/Itinerant Merchant	--	--	10	27	19
Urban Agriculture	--	--	18	11	4
Alley Vacation	--	--	5	2	9
Right of Way Utilization Permits	--	--	46	105	32
Walk-Ins to Planning & Zoning	--	--	--	2606	2255



JANUARY MONTHLY REPORT

PLANNING AND ZONING DEPARTMENT – JANUARY 2026						
	2022	2023	2024	2025	2026 YTD	JANUARY
Zoning Permits	280	393	319	291	15	15
New Dwelling Units	37	32	60	21	0	0
New Code Enforcement Cases Open	424	407	177	152	4	4
Code Enforcement Cases in Compliance/Closed	361	378	112	59	1	1
Code Enforcement Inspections/Reinspections	340	423	388	191	4	4
Land Use Applications	56	36	45	44	4	4
Ordinance Amendments	2	4	1	9	1	1
Sign Permits	41	62	42	36	1	1
Business Licenses	155	148	129	127	8	8
Short-Term Rentals	13	5	5	2	0	0
Administrative Variance	--	4	1	1	0	0
COA Administrative Review	--	39	18	33	0	0
COA Board Review	--	11	15	5	1	1
Solicitor/Itinerant Merchant	--	10	27	19	3	3
Urban Agriculture	--	18	11	4	0	0
Vacation of Alleys, Streets, Right-of-Ways & Easements	--	5	2	9	0	0
Right of Way Utilization Permits	--	46	105	32	3	3
BZA Variance	3	2	0	1	0	0
BZA Appeal	0	0	0	0	2	2
Walk-Ins to Planning & Zoning	--	--	2606	2255	176	176

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. The draft Subdivision rewrite should be presented to the Planning Commission by April.
- **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. This is tentatively scheduled for the PC Public Hearing on February 18, 2026.
- Staff has provided application forms to the iWorq support staff 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 January the Planning Commission (PC) held one (1) regular meeting and one (1) work session. At their regular meeting the PC made the following recommendations:

- The PC approved advertising for a public hearing in February, a Special Use Permit Application for a short-term rental at 214 Lee Street, a Rezoning Application to rezone two (2) vacant lots on Grand Avenue from R-1 to R-3, and a Special Exception Application requesting an exeption from Town Code Chapter 148-860.6.e. retaining wall heigh requirements of six feet (6’) and requesting to increase the maximum allowable height to ten feet (10’) for properties located on Orchard Street.

PUBLIC HEARINGS:

- Special Use Permit Application #2500571 submitted by Gary Bunch to allow an Automobile Garage/General Repair shop located at 3 West 14th Street: *Recommendation of Approval.*
- 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: *Recommendation of Approval.*
- 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: *Recommendation of Approval.*

At their work sessions the PC reviewed the above mentioned applications and the Auxiliary Dwelling Unit (ADU) text amendment.

BAR – In January the Board of Architectural Review held one (1) regular meeting and one (1) work session. At their regular meeting the BAR approved meeting minutes and issued a Recognition of Service to Gary (Dewey) Duane Vaughan for his sixteen (16) years of service on the BAR. At their work session the BAR continued reviewing the Historic District Guidelines.

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