

PLANNING COMMISSION WORK SESSION
Wednesday, March 4, 2026 @ 6 PM
Town Hall – 2nd Floor, East Conference Room

AGENDA

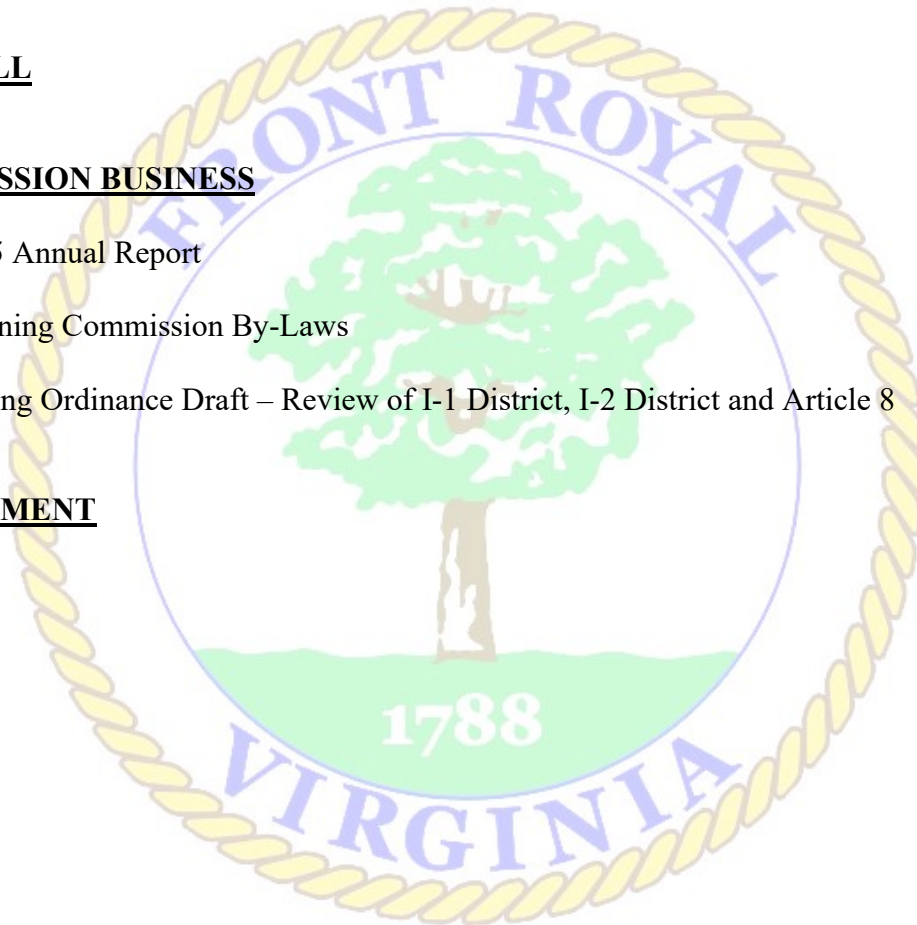
CALL TO ORDER

ROLL CALL

WORK SESSION BUSINESS

1. 2025 Annual Report
2. Planning Commission By-Laws
3. Zoning Ordinance Draft – Review of I-1 District, I-2 District and Article 8

ADJOURNMENT



2025 ANNUAL REPORT

TOWN OF FRONT ROYAL

DEPARTMENT OF PLANNING & ZONING



2025



ANNUAL REPORT

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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.

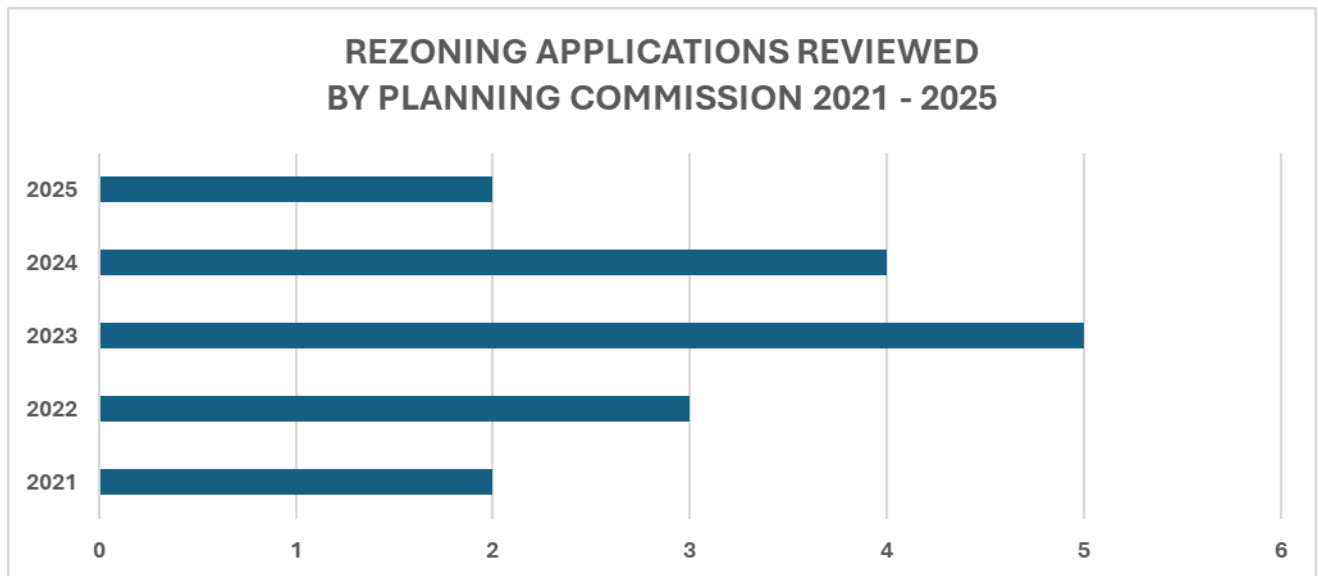
November 19, 2025	<i>SPECIAL USE PERMITS (CONTINUED)</i> 2500481 – A Special Use Permit Application submitted by Fussell Florist for an artistic mural, exceeding sixty (60) square feet in size, on the east side of the building located at 202 E. 2nd Street, identified by Tax Map 20A8-1-4-33. The property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



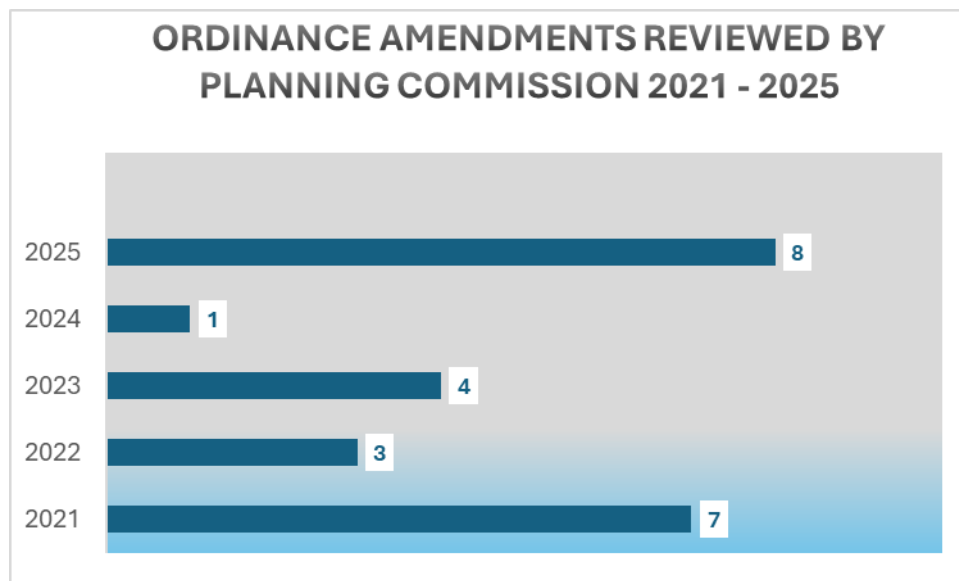
2025 REZONING APPLICATIONS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
January 15, 2025	2400687 – Rezoning application submitted by Skyline Realty Investments, LLC requesting an amendment to the zoning map to reclassify addresses 10, 30, 44, 52, 60 and a vacant lot on W. Strasburg 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.



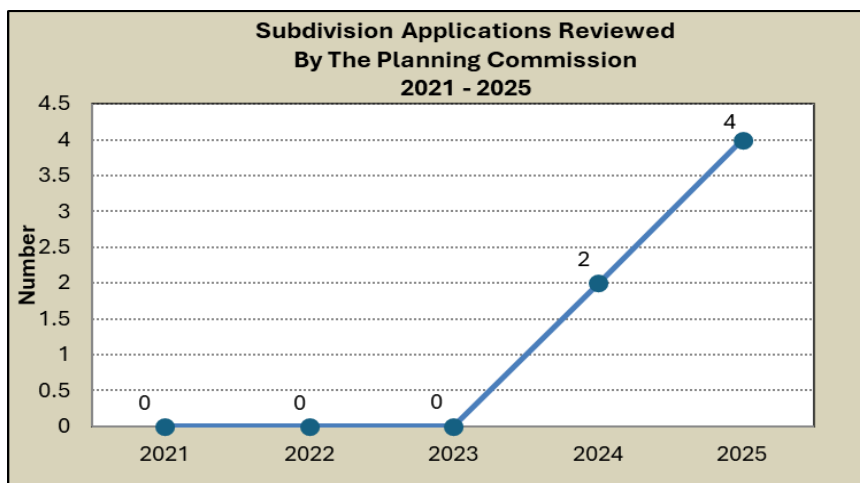
2025		
ORDINANCE/ZONING TEXT AMENDMENTS REVIEWED BY PLANNING COMMISSION		
DATE OF MEETING	APPLICANT	STATUS
March 19, 2025	2500051 – An Ordinance Amendment to amend Front Royal Town Code Chapter 175-137 pertaining to fees. 2500062 – A Zoning Text Amendment to Town Code Chapter 175-12.1 to allow lodging 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.

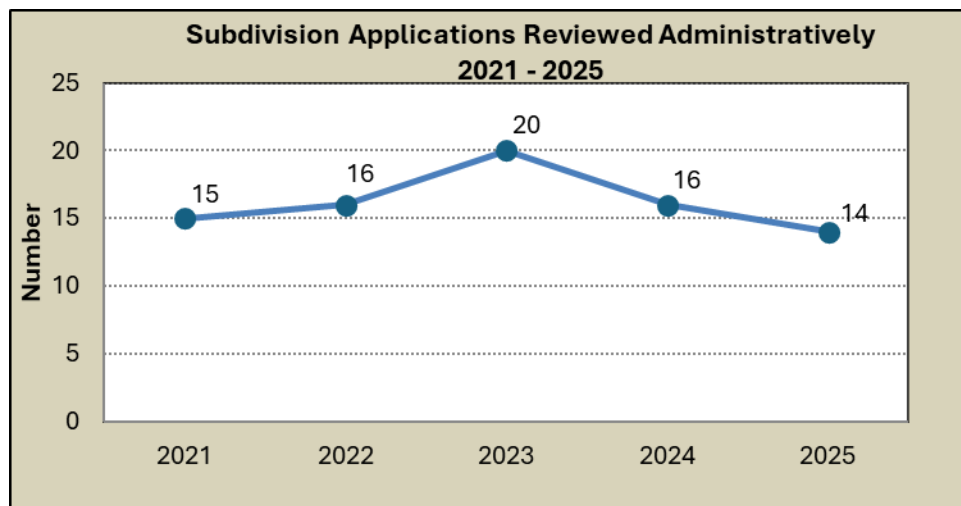
September 17, 2025 (continued)	ORDINANCE/ZONING TEXT AMENDMENTS REVIEWED BY PLANNING COMMISSION (CONTINUED) 2500345 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 – Definitions to define Data Centers and Town Code §175-64 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.

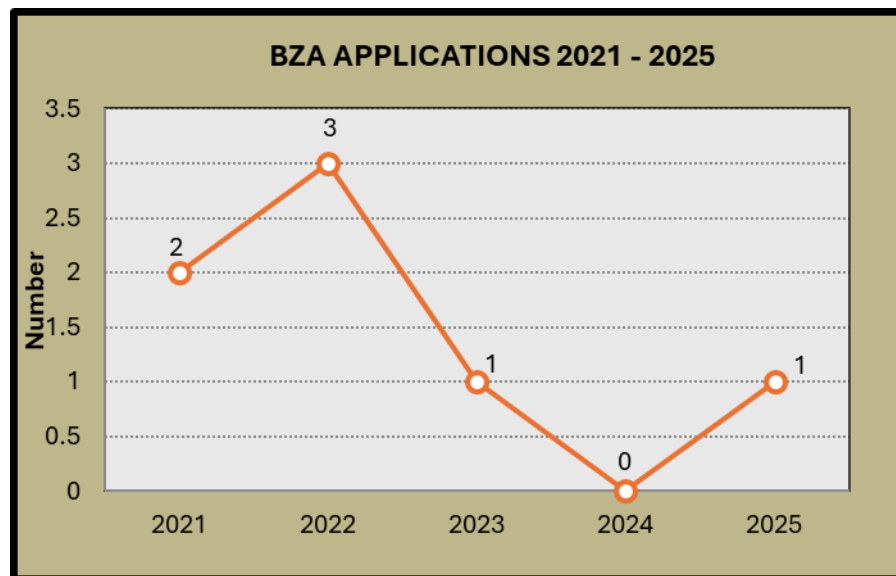
In 2025, the Board of Zoning Appeals held three (3) regular meetings. The chart below shows the actions taken by the Board of Zoning Appeals in 2025.

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
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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

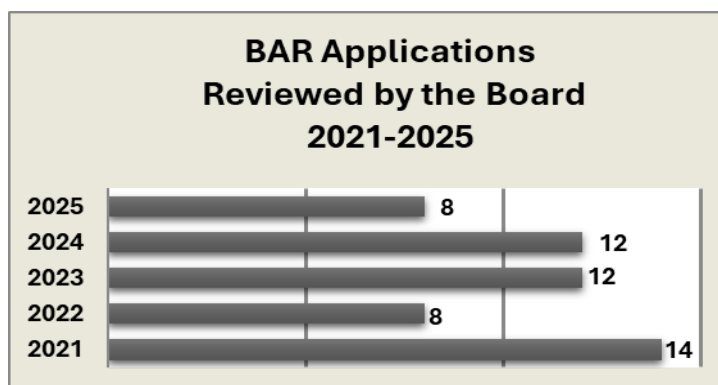
Gary Duane Vaughan	Term Expires November 13, 2025	Appointed December 21, 2009
Katherine Snyder	Term Expires November 13, 2025	Appointed October 28, 2021
Collin Waters	Term Expires November 13, 2025	Appointed February 22, 2021
Ellen Aders	Term Expires November 13, 2027	Appointed October 23, 2023
Dede 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

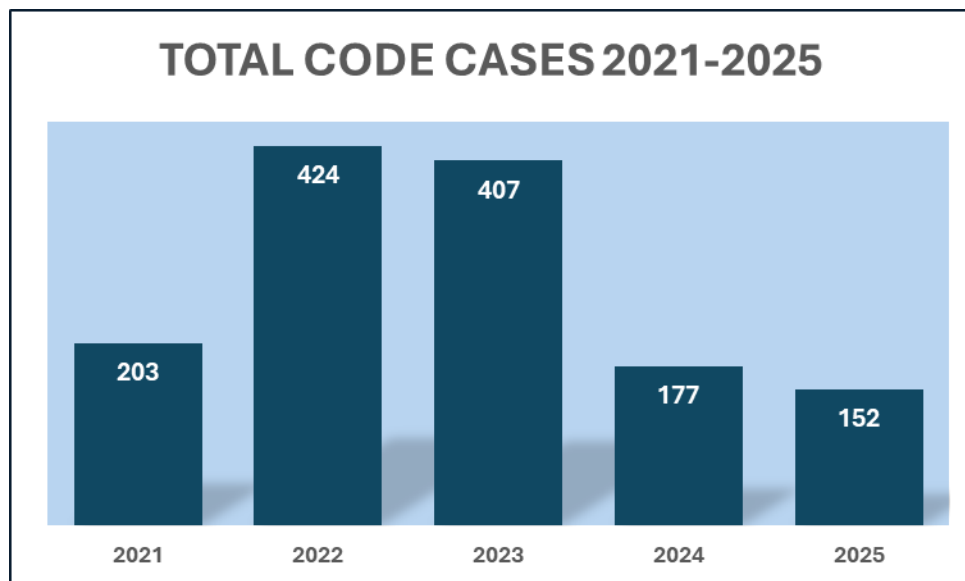
April 8, 2025 Joint Work Session with the Planning Commission	The BAR held a joint work session with the Planning Commission to draft a Zoning Text Amendment to Town Code §175-84.B – Board of Architectural Review, to add language restricting the redevelopment of historic residential sites to single-family 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



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.

DRAFT ZONING ORDINANCE
I-1, LIMITED INDUSTRIAL DISTRICT

1 **DIVISION 6.13 - LIMITED INDUSTRIAL DISTRICT (I-1)**

2 **Section 6.13.1 - STATEMENT OF INTENT (I-1) (175-54)**

3 The primary purpose of the I-1 District is to permit certain industries in town which do not in any
4 way detract from residential desirability of nearby areas and to permit industries to locate near a
5 labor supply. Mobile homes for residential purposes are prohibited but may be used for certain
6 other uses as stated below.

7 **Section 6.13.2 - USES PERMITTED BY RIGHT (I-1) (175-55)**

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

11 RESIDENTIAL:

12 Caretaker quarters.

13 COMMERCIAL:

14 Automobile and truck sales lots and leasing agencies, in accordance with **Section 6.9.8.E**

15 Automobile garage (auto repair)

16 Automobile service stations (gas stations)

17 Coal and wood yards, lumberyards and feed/seed stores.

18 Commuter parking facilities

19 Contractor's offices, display rooms and storage.

20 Furniture stores

21 Lumber and building supply.

22 Veterinary hospitals

23

24 INDUSTRIAL:

25 Distribution facilities

26 Light Manufacturing.

27 Woodworking and upholstery shop.

28 Wholesale

29 ORGANIZATIONAL:

30 Laboratory, pharmaceutical and/or medical.

31 MISCELLANEOUS:

32 Accessory uses, structures and buildings.

33 Home occupations.

34 Open Space

35 Public facilities.

36 Public parks and playgrounds.

37 Public utilities.

38 Signs, as set forth in **Article 10.**

39 Special childcare services.

40 Such other uses as determined similar to one or more enumerated uses by the Zoning
41 Administrator.

42 **Section 6.13.3 - USES PERMITTED BY SPECIAL USE PERMIT (I-1) (175-56)**

43 A. The following uses are permitted within the I-1 District only by approval of a special use permit,
44 except as prohibited or restricted by separate restrictions of record that may pertain to property
45 within the I-1 District:

46 RESIDENTIAL:

47 COMMERCIAL:

48 Assembly Halls.

49 Business Offices.

50 Clubs.

51 Barber and beauty shops.

52 Kennels.

53 Professional Offices.

54 Recreation facility, commercial.

55 Restaurant, including drive-in restaurants.

56 Retail Stores.

57 Technology Business

58 INDUSTRIAL:

59 Medium Industrial.

60 ORGANIZATIONAL:

61 MISCELLANEOUS:

62 Any use permitted under **Section 6.13.2**, or specifically listed above under this subsection, that
63 proposes to occupy a building or structure that exceeds the height requirements of **Section 6.13.7**,
64 subject to the requirements of **Division 5.1**. Additional heights approved by a special use permit
65 shall be required to increase the required setback and yard area requirements by an equivalent
66 distance from each property line.

67 Communications Towers and cable television facilities, with wireless telephone (cell phone)
68 communications tower subject to the supplemental provisions prescribed in **Division 9.9**.

69 Conservation Areas

70 Mini-warehouses

71 Parking Structures

72 **Section 6.13.4 - AREA REGULATIONS (I-1) (175-57)**

73 The minimum lot area shall be ten thousand (10,000) square feet.

74 **Section 6.13.5 - SETBACK (I-1) (175-58)**

75 Buildings shall be located twenty (20) feet or more from any street right-of-way which is fifty (50)
76 feet or greater in width or forty-five (45) feet or more from the center line of any street right-of-
77 way less than fifty (50) feet in width.

78 **Section 6.13.6 - FRONTAGE AND YARDS (I-1) (175-59)**

79 A. The minimum lot width shall be sixty (60) feet.

80 B. Each side and rear yard shall be a minimum of ten (10) feet. The side and rear yard adjoining
81 or adjacent to a residential district shall be forty (40) feet.

82 **Section 6.13.7 - HEIGHT (I-1) (175-60)**

83 Buildings may be erected up to a height of forty-five (45) feet. Chimneys, flues, cooling towers,
84 flagpoles, radio or communication towers or their accessory facilities not normally occupied by
85 workmen are excluded from this limitation. Parapet walls are permitted up to four (4) feet above
86 the height of the building on which the walls rest.

87 **Section 6.13.8 - LOT COVERAGE (I-1) (175-61)**

88 Buildings or groups of buildings with their accessory structures may cover up to seventy percent
89 (70%) of the area of the lot.

Section 6.13.9 - CORNER LOTS (I-1) (175-62)

A. Of the two (2) or more yards of a corner lot with frontage along multiple streets, the front yard shall be established by the following criteria:

1. For new subdivision applications, the front yard shall be identified by the applicant on the subdivision site plan and approved by the Town on the approved final plat.
2. For new construction on existing corner lots where no front yard is designated on the approved final plat, the property owner shall determine the front yard on the Zoning Permit application and shall be approved by the Town on the approved Zoning Permit.
3. For existing structures, the front yard shall be the yard with frontage that the front façade of the primary building faces.
4. The approved front yard established by this Code Section shall only be changed by review and approval of a revised final plat approved by the Planning Commission. Such future requests shall be approved if the Planning Commission determines that the proposed front yard is consistent with other properties along the same street frontages.

B. The side yard setback on the side facing a side street shall be twenty (20) feet or more for main buildings, and twenty (20) feet or more for accessory buildings.

C. Each corner lot shall have a minimum width at the setback line of one hundred (100) feet.

D. The rear yard setback if facing a street shall be fifty (50) feet or more for both main and accessory buildings.

Section 6.13.10 - PLANS REQUIRED; ADDITIONAL REQUIREMENTS (I-1) (175-63)

A. Before a building permit shall be issued or construction commenced on any permitted use in this district or a permit issued for a new use, the plans, in sufficient detail to show compliance with substantive provisions of this chapter and the operations and processes, shall be submitted to the Zoning Administrator for study. The Administrator shall refer these plans to the Planning Commission for its recommendation. Modification of the plans may be required. Such plans shall be drawn in accordance with Sections 175-116 and 175-117.

B. Except where otherwise specifically approved in the Town Code, permitted uses shall be conducted wholly within a completely enclosed building.

C. Outdoor storage, outdoor display or outdoor sale of goods shall only be permitted when each of the following standards are met.

1. Outdoor storage, outdoor display, or outdoor sale of goods shall be used in direct association with the primary use or uses of the property.
2. Outdoor storage, outdoor display and/or outdoor sales shall be screened to obstruct view from any adjacent public street. A screen may consist of a building, solid masonry wall, uniformly painted solid board fence or landscaping. The height of the screening shall be 6' feet unless an alternative height is approved by the Planning Commission during the review of a site plan.
3. The following types of outdoor display and/or outdoor sales shall be exempt from the requirements of Section 6.13.10.C.2.

Commented [CH1]: references?

Commented [AA2R1]: Lauren, please amend as you see fit. This does not exist in current ordinance.

130 a. Motor vehicles.

131 b. Power operated machines designed for outdoor labor, such as farming, construction or

132 lawn maintenance, as well as large equipment, products, and materials designed to

133 be kept outdoors. Plants and other landscaping products typically sold with plants.

134 c. Temporary or seasonal activities, such as but not limited to, peddlers and itinerant

135 merchants that have obtained approval from the Town.

136 d. Pre-manufactured buildings.

137 e. Vending machines.

138 f. General products, goods, merchandise, and/or materials, provided that (i) no more than

139 200 square feet of area is used, and (ii) outdoor display and/or sales are restricted

140 from the evening and night hours from 8PM to 5AM, except that general products,

141 goods, merchandise, and/or materials may be kept outdoors if located under a roofed

142 structure.

143 D. The Planning Commission may require landscaping within any established or required front

144 setback area. The plans and execution must take into consideration traffic circulation. Landscaping

145 may be permitted up to a height of three (3) feet and to within fifty (50) feet from the corner of

146 any intersecting streets.

147 E. Sufficient area shall be provided to adequately screen permitted uses from adjacent business

148 and residential districts and for off-street parking, which shall be in accordance with the

149 provisions set forth in [Section 9.10.2](#).

150 F. The Administrator shall act on any application received within thirty (30) days after receiving

151 the application. If formal notice in writing is given to the applicant, the time for action may be

152 extended for a thirty-day period. Failure on the part of the Administrator to act on the

153 application within the established time limit shall be deemed to constitute approval of the

154 application.

155

DRAFT ZONING ORDINANCE
I-2, INDUSTRIAL EMPLOYMENT DISTRICT

1 **DIVISION 6.14 - INDUSTRIAL EMPLOYMENT DISTRICT (I-2)**

2 **Section 6.14.1 - STATEMENT OF INTENT (I-2) (175-64)**

3 The I-2 Industrial Employment District is designed to:

4 A. Enable the establishment of industrial and employment uses and structures in appropriate
5 locations of the town.

6 B. Prevent land or structures from being used in a manner so as to create any dangerous, injurious,
7 noxious or otherwise objectionable risk of fire, explosion, radioactivity or other hazardous
8 condition; noise or vibration, smoke, dust, odor or other form of air pollution; electrical or other
9 disturbance, glare or heat; liquid or solid waste; or other condition that would detract from the
10 residential and commercial desirability of the adjoining areas.

11 C. Provide controls and standards for the establishment of industrial and employment uses and
12 structures in keeping with the purposes of this Article and the Front Royal Comprehensive Plan.

13 **Section 6.14.2 - USE REGULATIONS (I-2) (175-65)**

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

17 RESIDENTIAL:

18 Caretaker quarters

19 COMMERCIAL:

20 Automobile and truck sales lots and leasing agencies, in accordance with **Section 6.9.8.E**

21 Automobile garage (auto repair)

22 Automobile service stations (gas stations)

23 Business Offices

24 Coal and wood yards, lumberyards and feed/seed stores

25 Commuter parking facilities

26 Contractor's offices, display rooms and storage

27 Furniture stores

28 Lumber and building supply

29 Professional Offices

30 Technology Business

31 Veterinary hospitals

32 INDUSTRIAL:

33 Distribution facilities

34 Light Manufacturing

35 Woodworking and upholstery shop.

36 Wholesale

37 ORGANIZATIONAL:

38 Laboratory, pharmaceutical and/or medical

39 Schools

40 MISCELLANEOUS:

41 Accessory uses, structures and buildings

42 Home occupations

43 Open Space

44 Public facilities.

45 Public parks and playgrounds

46 Public utilities

47 Signs, as set forth in **Article 10**

48 Special childcare services

49 Such other uses as determined similar to one or more enumerated uses by the Zoning Administrator

50 **Section 6.14.3 - USE PERMITTED BY SPECIAL USE PERMIT (I-2)**

51 The following uses are permitted within the I-2 District only by approval of a special use permit,
52 except as prohibited or restricted by separate restrictions of record that may pertain to property
53 within the I-2 District:

54 RESIDENTIAL:

55 COMMERCIAL:

56 Airport (including heliports)

57 Assembly Halls.

58 Barber and beauty shops

59 Catering Services

60 Clubs

61 Daycare and daycare facilities

62 Kennels

63 Recreation facility, commercial

64 Restaurant, including drive-in restaurants

65 Retail Stores

66 INDUSTRIAL:

67 Automobile Graveyard

68 Hazardous Material Storage

69 Heavy Manufacturing

70 Medium Manufacturing

71 Scrap metal processing

72 ORGANIZATIONAL:

73 MISCELLANEOUS:

74 Any use permitted under **Section 6.14.2.A.**, or specifically listed above under this subsection, that
75 proposes to occupy a building or structure that exceeds the height requirements of **Section 6.14.3**,
76 subject to the requirements of **Division 5.1**. Additional heights approved by a special use permit
77 shall be required to increase the required setback and yard area requirements by an equivalent
78 distance from each property line.

79 Communications Towers and cable television facilities, with wireless telephone (cell phone)
80 communications tower subject to the supplemental provisions prescribed in **Division 9.9**.

81 Conservation Areas

82 Mini-warehouses

83 Parking Structures

84 Section 6.14.4 - AREA REGULATIONS (I-2) (175-66)

85 A. Minimum lot size: twenty thousand (20,000) square feet.

86 B. Minimum lot width: eighty (80) feet.

87 C. Minimum district size: ten (10) acres.

88 Section 6.14.5 - MAXIMUM HEIGHT OF BUILDINGS (I-2) (175-67)

89 A. All buildings/structures: seventy-five (75) feet, except as provided for in **Section 6.14.2.B**.

90 B. Exemptions to height requirements:

91 1. Chimneys and flues.

92 2. Cooling towers.

93 3. Flagpoles.

94 4. Radio and communications towers.

95 5. Parapet walls up to four (4) feet above the height of the building on which the wall rests.

96 6. Water towers.

97 7. Elevator towers.

98 **Section 6.14.6 - MINIMUM YARD DIMENSIONS (I-2) (175-68)**

99 A. All structures:

100 1. Front: twenty-five (25) feet.

101 2. Side: ten (10) feet.

102 3. Rear: zero (0).

103 4. Corner side: twenty-five (25) feet.

104 B. Transitional requirements, when adjoining a residential district

105 1. Side: forty (40) feet.

106 2. Rear: forty (40) feet.

107 3. All transitional yards shall be landscaped in accordance with [Section 148-44.](#)

Commented [AD1]: Same section ref. Doesn't exist.

108 **Section 6.14.7 - LOT COVERAGE (I-2) (175-69)**

109 A. Maximum building coverage: - fifty percent (50%).

110 B. Maximum impervious surface coverage: - seventy-five percent (75%).

111 **Section 6.14.8 - PERFORMANCE STANDARDS (I-2) (175-70)**

112 The following performance standards shall apply to all uses within the I-2 Industrial Employment
113 District:

114 A. Vibration:

115 1. No continuous, frequent or repetitive vibrations shall be produced which are discernible to
116 a person of normal sensitivities, without instruments, on land that is not zoned for industrial
117 uses.

2. Vibrations from temporary construction and vehicles leaving the property (such as trucks or trains) are excluded. Vibrations from on-site equipment or vehicles that remain primarily on-site are included.

3. Vibrations of no more than five (5) minutes in any one (1) day between the hours of 7:00 a.m. and 7:00 p.m. shall not be deemed continuous, frequent or repetitive.

B. Glare: Any operation or activity producing intense light or glare shall be performed in such a manner as not to create a glare effect across lot lines. Direct illumination from any source shall be screened from adjoining properties.

C. Heat:

1. Heat from an industrial use shall not at any time cause a temperature increase in the air on any adjacent property in excess of ten degrees Fahrenheit (10 F.).

2. Heat from an industrial use shall not at any time cause a temperature increase in a stream, wetland, lake or any other body of water, at or beyond the property line of the lot on which it is located, that would have an adverse effect on any aquatic life.

D. Liquid or Solid Wastes:

1. No industrial use shall result in the discharge of liquid or solid waste into any public sewer, private sewage system, public waters or into the ground except in compliance with applicable federal, state or local laws governing such discharge.

2. There shall be no accumulation outdoors of solid wastes conducive to the breeding of rodents or insects.

3. All discharges into any public sewer shall comply with the provisions of Section 134-2, et seq.

E. Smoke and Particulate Matter:

1. Open storage and open processing operations, including on-site transportation movements which are the source of windborne dust or other particulate matter or which involve dust or other particulate air contaminant generating equipment (such as used in paint spraying, grain handling, sand or gravel processing or sandblasting) shall be conducted so that dust and other particulate air contaminants are not transported in visible quantities across the boundary line of the tract on which the industrial use is located.

2. All industrial uses shall comply with state and federal air pollution control regulations.

F. Toxic and Hazardous Materials:

1. All toxic and hazardous materials used in industrial operations shall be registered with the Front Royal Fire Department for purposes of safety.

2. Activities involving the storage or use of materials or products which decompose by detonation shall be registered with the Front Royal Fire Department.

3. Explosives shall be stored, used and manufactured in accordance with applicable state and federal regulations.

G. Odor:

1. No continuous, frequent or repetitive emission of odors or odor-causing substances of such intensity and character as to be detrimental to the health and welfare of the public or neighboring landowners or to interfere with the comfort of the public or neighboring landowners at or beyond the property line shall be permitted. Any such odor or odor causing activity or substance shall be removed, stopped or so modified as to remove the odor.
2. An odor which is evident no more than once in any one (1) day for a period not exceeding five minutes shall not be deemed as continuous, frequent or repetitive within the meaning of these regulations.

H. Noise:

1. No industrial activity shall generate noise that tends to have an annoying or disruptive effect upon uses located beyond the property boundary.
2. Where technical evidence of violation is warranted, sound levels shall be measured at locations specified in **Section 6.14.9** with a sound level meter and associated octave band filter, manufactured in accordance with the American Standards Association. Measurements shall be made using the flat network of the sound level meter. No sound pressure level shall exceed the decibel levels in the octave bands shown herein.
3. Maximum permitted sound levels (in decibels):

Octave Band Cycles	Maximum Permitted
Per Second	Sound Level
	in Decibels
0 to 75	72
75 to 150	67
150 to 300	59
300 to 600	52
600 to 1200	46
1200 to 2400	41
2400 to 4800	38
Above 4800	35

4. Noise resulting from temporary construction activity between the hours of 7:00 a.m. and 7:00 p.m. shall be exempt from this section.

I. Screening:

1. Except where otherwise specifically approved in the Town Code, permitted uses shall be conducted wholly within a completely enclosed building.

2. Outdoor storage, outdoor display or outdoor sale of goods shall only be permitted when each of the following standards are met.

a. Outdoor storage, outdoor display, or outdoor sale of goods shall be used in direct association with the primary use or uses of the property.

b. Outdoor storage, outdoor display and/or outdoor sales shall be screened to obstruct view from any adjacent public street. A screen may consist of a building, solid masonry wall, uniformly painted solid board fence or landscaping. The height of the screening shall be 6' feet unless an alternative height is approved by the Planning Commission during the review of a site plan.

3. The following types of outdoor display and/or outdoor sales shall be exempt from the requirements of Section 6.14.8.1.2.b

a. Motor vehicles.

b. Power operated machines designed for outdoor labor, such as farming, construction or lawn maintenance, as well as large equipment, products, and materials designed to be kept outdoors.

c. Plants and other landscaping products typically sold with plants.

d. Temporary or seasonal activities, such as but not limited to, peddlers and itinerant merchants that have obtained approval from the Town.

e. Pre-manufactured buildings.

f. Vending machines.

g. General products, goods, merchandise, and/or materials, provided that (i) no more than 200 square feet of area is used, and (ii) outdoor display and/or sales are restricted from the evening and night hours from 8PM to 5AM, except that general products, goods, merchandise, and/or materials may be kept outdoors if located under a roofed structure.

4. All sites and parking areas shall be landscaped in accordance with the provisions of Sections 148-46, 148-47 and 148-48.

5. Automobile graveyards and junkyards, including those in existence at the time of the adoption of this chapter, shall completely screen, on any side open to view from a public

road, the operation or use by a solid masonry wall, a uniformly colored solid fence or dense evergreen plantings at least six (6) feet in height at the time of planting.

Section 6.14.9 - LOCATIONS FOR DETERMINATION OF PERFORMANCE STANDARDS (I-2) (175-71)

Measurements may be made at ground level or at habitable levels of buildings. Measurements shall be made at the property boundary of the parcel where the industrial use is located.

Section 6.14.10 - ADMINISTRATION AND ENFORCEMENT OF PERFORMANCE STANDARDS (I-2) (175-72)

A. Before a building permit or zoning permit shall be issued or construction commenced on any uses in this district or a permit issued for a new use, the development plans shall be submitted to the Zoning Administrator for review. Sufficient detail shall be provided on said plans to show compliance with the substantive provisions of this chapter and compliance of the operations and processes to the performance standards.

B. Determinations of a violation shall be made pursuant to a test using either the senses of the Zoning Administrator and a second municipal official/employee, or using equipment before notice of violation is issued. The operator of an industrial use shall be given written notice of the time and place of the test and given a reasonable opportunity to witness the test.

C. The Zoning Administrator will notify landowners and business operators/tenants in writing of violations and will then seek compliance. When notified of a violation, a landowner or tenant will have the opportunity to demonstrate that the operation predates the application of this Article and is therefore a valid nonconforming use. A finding of violation may be appealed to the Board of Zoning Appeals and then to the courts.

D. If a violation exists and the operator fails to take satisfactory action within two (2) weeks, the Zoning Administrator shall take or cause to be taken such action as is appropriate to cause correction of such violation. Failure to obey lawful orders concerning correction of such violation shall be punishable as provided generally for violations in the Zoning Ordinance and in other laws or regulations affecting the case.

Section 6.14.11 - OFF-STREET PARKING AND LOADING (I-2) (175-73)

A. Parking space requirements:

1. Industrial uses/manufacturing/distribution areas: one (1) space per employee and one (1) space for every vehicle used on site, plus one (1) space per delivery/loading bay.
2. Automobile garages: two (2) spaces per service bay, or two (2) spaces for every three hundred sixty (360) square feet. Every such facility shall have a minimum of three (3) spaces.
3. Industrial uses/office component: one (1) space per three hundred (300) square feet of office area.

254 4. Other uses not specifically enumerated: see [Section 9.10.2](#)

255 B. Location: Minimum setback for loading areas, driveways and parking: five (5) feet from side
256 and rear property lines for parking areas with fewer than fifteen (15) spaces and five (5) feet from
257 front property line except where driveway entrance is located. All parking areas with fifteen (15)
258 or more spaces shall meet the requirements of Section 148-48.

259 C. Loading space requirements:

260 1. Number: one (1) space for first ten thousand (10,000) square feet of gross floor area, plus
261 one (1) space for each additional forty thousand (40,000) square feet or fraction thereof. For
262 purposes of this section, gross floor area shall include gross outdoor storage areas, covered
263 or uncovered.

264 2. Size of space: minimum twelve (12) feet wide and fifty-five (55) feet in length, with a
265 minimum clear height of fifteen (15) feet.

DRAFT ZONING ORDINANCE
ARTICLE 8 – USE REGULATIONS

ARTICLE 8 – USE REGULATIONS (175-107)

DIVISION 8.1 – USES FOR ELDERLY, DAY CARE, BED AND BREAKFAST AND CEMETARIES

Section 8.1.1 - NURSING AND CONVALESCENT HOMES, INCLUDING HOMES FOR THE ELDERLY (175-107)

In addition to the requirements of the district in which the nursing or convalescent home is located, such uses shall meet the following requirements:

A. All state rules and regulations for the licensing of such uses.

B. All requirements of the State Health Department and Fire Marshal's office regarding such uses.

C. Parking requirements as established in Chapter 148

D. Architectural barriers, such as stairs, for residents of such establishments shall be overcome to the greatest extent possible. Additional safety features, such as handrails, in various areas shall be installed.

Section 8.1.2 - DAY CARE AND DAY-CARE FACILITIES IN RESIDENTIAL ZONING DISTRICTS BY SPECIAL USE PERMIT (175-107.1)

The following provisions shall apply to day care and day-care facilities located in residential zoning districts:

A. All day-care operations in residential zoning districts shall be restricted to not more than one hundred (100) children per day-care facility.

B. All day-care operations and day-care facilities shall be licensed by the Commonwealth of Virginia in accordance with the provisions of Virginia Code Section 63.1-196, as amended, unless otherwise specifically exempted from such licensing requirements under provisions of the Virginia State Code.

C. Day-care operations in residential districts shall not be permitted in single-family or multi-family residential dwellings.

D. Day-care operations in residential districts shall be restricted to schools, churches, lodges, hospitals, rest, convalescent or nursing homes, offices or halls which are otherwise permitted by right in the respective residential district in question, or any of the aforementioned facilities which are currently in existence as a nonconforming use, or any of the aforementioned facilities which have previously been approved for non-day-care purposes by Special Use Permit. The day-care operation shall be an ancillary or additional use to the facility in question. Facilities shall not be constructed in residential districts solely for daycare use.

33 E. All day-care facilities in residential zoning districts shall be required to have a minimum lot size
34 of twenty thousand (20,000) square feet for day-care operations with fifty (50) children or fewer
35 and forty thousand (40,000) square feet for day-care operations with more than fifty (50) children.

36 F. In assessing the request for a special use permit to conduct day-care operations in residential
37 zoning districts, the Council shall consider and may require the availability of safe on-site drop-
38 off and pickup areas, outdoor play areas not located in the facility's front yard, fenced play areas
39 and screening or noise buffers for adjacent properties. The Council shall also consider the nature
40 and suitability of the proposed facility, the size, location and characteristics of the grounds or yard,
41 the safety of the children to be cared for at the facility, peak and non-peak traffic patterns, parking,
42 the effects on nearby property and residents, noise and such other factors which the Council deems
43 pertinent in assessing the suitability of any proposed day-care operation in a residential zoning
44 district.

45 Section 8.1.3 - BED AND BREAKFAST USES IN RESIDENTIAL ZONING 46 DISTRICTS BY SPECIAL USE PERMIT (175-107.2)

47 The following provisions shall apply to Bed and Breakfast Uses located in residential zoning
48 districts:

49 A. The minimum lot size for a Bed and Breakfast Home use shall be 1.5 acres if associated uses
50 referenced in Subsection H are proposed on the property. The minimum lot size for a Bed &
51 Breakfast with no associated uses in 0.5 acres.

52 B. The maximum number of guest rooms shall be ten (10) for Bed & Breakfasts with a lot size of
53 1.5 acres or greater. The maximum number of guest rooms shall be six (6) for Bed and Breakfasts
54 with a lot size of 0.5 acres to 1.49 acres.

55 C. No provisions shall be allowed for cooking in individual guest rooms.

56 D. Parking shall be provided as follows: Two (2) spaces for residents, one (1) space per guest
57 room and spaces for associated uses as determined by the Planning Commission. Tandem or
58 stacked parking arrangements may be approved. Parking for associated uses must be provided on
59 site.

60 E. The provision of the required parking and the traffic created due to this use shall not adversely
61 impact any adjacent residential uses.

62 F. The exterior appearance of the structure shall not be altered from its single-family character.

63 G. Adequate landscaping, distancing and/or restriction of hours of operation shall be provided to
64 buffer the adjacent residential uses from any noise or light generated by this use that is either
65 uncharacteristic of residential neighborhoods or takes place at times uncharacteristic to residential
66 neighborhoods.

67 H. Associated uses are allowable and may include but not be limited to catered events such as
68 receptions and dinner parties, provided that such associated uses do not adversely impact any
69 adjacent residential uses.

70 I. The owner must reside on premise.

71 J. Applicable provisions of the Uniform Statewide Building Code and all other laws, regulations,
72 inspections, and licenses must be met.

73 K. Each Bed and Breakfast shall be allowed one (1) on premise sign no larger than two feet by two
74 feet (2' x 2').

75 L. The owner must submit a plat of the property showing the existing conditions and location of
76 the proposed parking.

77 **Section 8.1.4 - BED AND BREAKFAST USES IN COMMERCIAL C-1 AND C-2**
78 **ZONING DISTRICTS BY SPECIAL USE PERMIT (175-107.3)**

79 A. The maximum number of guest rooms shall be six (6).

80 B. No provisions shall be allowed for cooking in individual guest rooms.

81 C. The owner must reside on premise.

82 D. The exterior appearance of the structure must not be altered from its single-family character.

83 E. Parking shall be provided as follows: two (2) spaces for residents and one (1) space per guest
84 room.

85 F. Applicable provisions of the Uniform Statewide Building Code and all other applicable laws,
86 regulations, inspections, and licenses shall be met.

87 G. The owner must submit a plat of the property showing the existing conditions and the location
88 of proposed parking.

89 **Section 8.1.5 - CEMETERIES IN RESIDENTIAL DISTRICT (R-3) BY SPECIAL USE**
90 **PERMIT (175-107.4)**

91 The following provisions shall apply to cemetery uses located in residential (R-3) zoning districts:

92 1. Cemetery uses shall be located within a churchyard and designated on a plat to be submitted
93 with the application.

94 2. Cemetery uses shall be marked with a fence or stone.

95 3. The location of cemeteries shall be registered with the Planning and Zoning Department.

96 4. Cemetery uses shall be set back 150 feet from lot lines.

97 5. Cemetery uses shall be set back a minimum of 250 yards from a residence if property owner
98 consent is not received to be located closer to the residence (§57-26 Code of Virginia).

6. Cemetery uses shall be set back a minimum of 300 yards from a city, town, or water company well (§57-26 Code of Virginia).

DIVISION 8.2 – TEMPORARY USES AND STRUCTURES

Section 8.2.1 - RECREATIONAL VEHICLES AND TRAVEL TRAILERS (175-100)

A. Recreational vehicles and travel trailers may be stored in a side, corner side, or rear yard of a lot, provided they are stored in a location that meets the minimum yard requirements as would be required for an accessory building of the same dimensions. Except as provided in subsection B below, no recreational vehicles shall be stored closer to a street than the minimum setback line or yard requirement in any district and occupancy shall be prohibited. Other restrictions, as found under Chapter 158, Section 19.1, apply to the parking of recreational vehicles within the public right of way.

B. Temporary parking of recreational vehicles and travel trailers that does not comply with Subsection A may be allowed in the front yard only for the following circumstances:

1. Temporary parking of up to three (3) consecutive days, located entirely on private property, and on a paved driveway, for the sole purposes of cleaning and preparing the unit for use or storage.
2. Temporary parking of up to fourteen (14) days within any calendar month, up to three times during the calendar year, for temporary accommodation of visitors. The vehicle shall not be permanently connected to public utility system. However, the vehicle may be connected to electricity temporarily for charging batteries or other purpose related to the preparation of the vehicle for use.
3. Temporary parking for the purpose of camping where campgrounds are permitted, or permitted by special use permit.
4. Extensions of time to the above restrictions of this subsection may only be granted under the same conditions as found under **Division 9.8.E**

Section 8.2.2 - TEMPORARY CONSTRUCTION TRAILERS (175-109)

A. Zoning permits for temporary trailers may be issued by the Zoning Administrator in any zoning district for construction purposes only. Temporary trailers may not be used for residential purposes or sales offices. All permits for temporary construction trailers shall be subject to the following conditions:

1. The Zoning Administrator shall review and approve or deny all requests for temporary construction trailer permits. In assessing a request for a temporary construction trailer permit, the Zoning Administrator shall consider the necessity for such temporary construction trailer, its location and its effects on the surrounding neighborhood and/or adjoining property owners and may require terms and conditions on the location and placement, type and number of trailers, screening and such other reasonable conditions as the Zoning Administrator shall deem necessary.

2. The location of temporary construction trailers on a specific site shall be necessary for the purpose of a construction office or storage.

3. The request for a temporary construction trailer permit shall be filed by the contractor, landowner or State Department of Highways and Transportation as being essential to the construction activity.

4. A minimum area of two thousand (2,000) square feet shall be provided for each temporary construction trailer space.

5. Each temporary construction trailer shall have a minimum of two (2) off-street parking spaces in addition to other parking spaces required by this chapter for other activities.

6. All sanitary facilities must conform to State Health Department trailer camp sanitation requirements.

B. The maximum period allowable for the placement of a temporary construction trailer shall be six (6) months or until completion of the project, whichever is shorter. Applications for renewal for a successive six-month periods may be submitted if additional time is required to complete the project. However, each renewal application must be filed at least thirty (30) days prior to the expiration of the original temporary construction trailer permit

C. The Zoning Administrator, in granting a temporary construction trailer permit, may require the posting of a bond to ensure that the temporary construction trailer will be removed and the site left in good order at the expiration of the permit.

D. The Zoning Administrator may establish such additional requirements and conditions as may be in the best interests of the Town.

Section 8.2.3 - TEMPORARY TRAILERS; NONRESIDENTIAL USES (175-109.1)

A. The Town Council in its discretion may grant a Special Use Permit for approval not to exceed one (1) year for the use of a temporary trailer or a temporary manufactured home for specified nonresidential purposes related to the following permitted uses:

1. Hospitals.

2. Schools.

3. Churches.

4. Institutions.

5. Rest, convalescent or nursing homes.

6. Public utilities.

7. Industrial facilities.

B. The Special Use Permit may be granted for any zoning district, provided that the underlying use is permitted in that zoning district. For good cause shown, Council may vote to grant a single extension for an additional period not to exceed one (1) year.

C. All temporary trailers approved under this section for a period of six (6) months or more shall be placed and anchored on a foundation appropriate for a two-year duration. All such foundations shall be skirted.

D. The Special Use Permit application shall specify the event or solution that will terminate the need for the temporary trailer. In assessing the application for a Special Use Permit, Council shall consider the following:

1. The effect on surrounding properties.

2. The effect on community appearance.

3. The stated need for a temporary facility, and the availability of alternative solutions.

4. Traffic and safety factors.

5. Such additional factors as may apply to the site, and the particulars of the application.

DIVISION 8.3 – AUTOMOBILE AND TRUCK USE REGULATIONS

Section 8.3.1 - AUTOMOBILE SERVICE STATIONS (175-110)

The Town Council, upon recommendation from the Planning Commission, may place certain restrictions on automobile service stations in the C-1, C-2, I-1 and I-2 Zones, in addition to the regulations of those zones, based on the following criteria:

A. The effect of such proposed buildings and use upon the character of the neighborhood, traffic conditions, public facilities and other matters pertaining to the public health, safety and general welfare.

B. All appliances for dispensing gasoline installed outside of enclosed buildings shall be located not less than fourteen (14) feet from any property line adjoining the public street and all such appliances shall be installed and maintained in such location as to prevent any part of vehicles being serviced from standing on the street, alley or sidewalk area.

Section 8.3.2 - INOPERATIVE MOTOR VEHICLES (175-110.1)

A. No more than one (1) inoperative motor vehicle, trailer or semitrailer, as defined by Virginia Code Section 46.2-100,, which is inoperative, shall be kept outside a completely enclosed building on any property zoned for residential or commercial purposes. Such inoperative vehicle must be fully screened year-round from public view by plantings, fencing or a professionally manufactured car cover. Any inoperative vehicle stored under a car cover shall not be maintained on the same lot for more than six months in a twelve-month period. In no case shall any inoperative vehicles be stored in the required parking spaces for the use or in any required yard adjoining a public street.

B. For the purpose of this section, the word "inoperative" shall mean:

203 1. A motor vehicle, pursuant to Virginia Code §15.2-904.A.(ii), which for a period of 60 days
204 or longer has been partially or totally disassembled by the removal of tires and wheels, the
205 engine, or other essential parts required for operation of the vehicle.

206 2. A motor vehicle, pursuant to Virginia Code §15.2-904.A.(iii), on which there are displayed
207 neither valid license plates nor a valid inspection decal.

208 C. The provisions of this section shall not apply to a person, firm or corporation which has been
209 regularly and continuously licensed and engaged in the business of an automobile dealer, salvage
210 dealer or scrap processor at the property in question since June 26, 1970.

211 D. The owners of property zoned for residential or commercial purposes shall at the demand of
212 the Town Council or its designated agent remove from their property any such inoperative motor
213 vehicles, trailers or semitrailers that are not kept within a fully enclosed building or
214 structure. Notice of the demand shall be sent to the property owner by first class mail to the owner's
215 address as it appears in the Town tax records. In the event that the inoperative vehicle has not been
216 placed in a fully enclosed building or structure, fully screened year- round from public view by
217 plantings, fences or a professionally manufactured car cover, or removed from the property within
218 ten (10) days from the date the notice was sent, then the Town or its designated agent may remove
219 the inoperative vehicle, and thereafter dispose of the same upon furnishing the vehicle owner with
220 ten (10) days' written notice. If the vehicle owner cannot be determined, the property shall be
221 disposed of in accordance with Town Code Section 124-1 et seq.

222 E. The cost of inoperative vehicle removal, storage and/or disposal shall be chargeable to the
223 owners of the vehicle or the owners of the premises, and may be collected by the Town as taxes
224 and levies are collected. Every cost authorized by this section which is assessed against the owners
225 of the premises shall constitute a lien against the property from which the vehicle was removed,
226 and shall continue to constitute a lien until actual payment in full has been made to the Town.

227 Section 8.3.3 TRUCKS AND SEMITRAILERS (175-110.2)

228 A. In the zoning districts listed below in this subsection, it shall be unlawful for any person, firm
229 or corporation to keep, park or store upon any lot in R-1, R-1A, R-2, R-3 Residential Zoning
230 Districts or any residential portion of a PND or MCD District, any tractor truck or semitrailer
231 designed to be used with a tractor truck, as defined in Virginia Code Section 46.2-100, or any truck
232 with a registered gross weight in excess of twelve thousand (12,000) pounds. These provisions
233 shall apply regardless of whether such a vehicle is kept, parked or stored in the open or within an
234 enclosed structure.

235 1. R-1 District

236 2. R-1A District

237 3. R-2 District

238 4. R-3 District

239 5. PND District (only within areas approved solely for residential use)

B. The provisions of subsection 8.3.3.A shall not apply to any of the following vehicles:

1. School buses, church buses and other buses engaged in public transportation.
2. Pickup trucks with a registered gross weight of twelve thousand (12,000) pounds or less.
3. Panel truck with a registered gross weight of twelve thousand (12,000) pounds or less.
4. Motor homes, camping trailers and recreational vehicles as defined in Virginia Code Section 46.2-100. See Section 8.2.1 for recreational vehicle regulations.
5. Trailers of every type, except semitrailers designed to be used with a tractor truck.
6. Hospital mobile units and fire and rescue vehicles.
7. Vehicles owned and operated by public utilities.
8. Farm vehicles used in agricultural pursuits on parcels of land one (1) acre or larger.

C. The provisions of subsection 8.3.3.A shall not apply to any vehicle which comes upon property for pickups, deliveries and service to property made in the regular course of business or which comes upon the property in the course of construction, maintenance or improvement to the property or adjoining streets and facilities.

D. Other than areas where semitrailers are restricted, as listed above under subsection A, trailers may be used for temporary storage; provided that, (i) the location of the semitrailer(s) is not located in the required yard area adjacent to any public street, (ii) the location of the semitrailer(s) does not interfere with required parking, vehicular mobility and vehicular maneuvering, (iii) the location is on an all-weather surface material, (iv) all fire and building code requirements are complied with, (v) a zoning permit is obtained from the Town, and (vi) no more than one trailer for temporary storage shall be permitted on property in any commercial zoning district. A 6' high opaque fence, hedge, landscape screen, wall, building wall, or berm may be used for screening to prevent view of a trailer used for temporary storage.

Section 8.3.4 - MOTOR VEHICLE PAINTING AND BODY WORK (175-110.3)

Motor vehicle body work and painting establishments shall comply with the following requirements:

A. All work shall be conducted in a completely enclosed building.

B. Used or damaged equipment removed from vehicles during the process shall be stored indoors, in a completely screened enclosure or shall be deposited in an approved covered outdoor collection receptacle for appropriate off-site disposal.

C. Temporary overnight outdoor storage and parking of vehicles waiting for repair or pickup shall be permitted. All damaged vehicles shall be stored indoors or in a completely screened enclosure. No long-term storage (sixty (60) days or more) shall be permitted.

D. A certificate of compliance with the Virginia Uniform Statewide Building Code shall be obtained for the use prior to commencement of the activity.

E. All hazardous waste material, including paint, oil, antifreeze, etc., shall be disposed of only with a licensed hazardous waste removal firm.

F. The facility shall be equipped with adequate filtering to ensure that no overspray or particulate matter from the operation shall be discernible beyond the property line.

G. Notwithstanding the provisions of Article 13 pertaining to the definition of junkyard, authorization for the outdoor storage of up to eight (8) vehicles intended to be salvaged for parts may be made as part of the Special Use Permit approval. Such vehicles shall be confined to a defined storage area that is effectively screened from public view.

DIVISION 8.4 - SHORT-TERM RENTALS (175-151)

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 \$400.

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 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); and a carbon monoxide detector must be installed on each floor in every dwelling.

H. The owner of a 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.

DIVISION 8.5 – HOME OCCUPATIONS (175-108.1)

All home occupations shall meet the following standards:

A. The use shall be clearly incidental to the principal use of the property for residential purposes and shall not change the exterior appearance of the dwelling unit, or change the character of the neighborhood.

B. Operators of home occupations must be residents on the same parcel, or parcels, where the home occupation is located. Notwithstanding subsection B, nonresident employees may also work for the home occupation, but no more than one (1) nonresident employee may work from the parcel, or parcels, at the same time.

C. No outdoor display, sales or storage of goods, materials or equipment shall be permitted. except that, the Zoning Administrator may authorize up to two (2) business vehicles, including any vehicle used by a nonresident employee. Indoor storage is permitted, provided that it does not violate the other restrictions of this section, including, but not limited to, changing the appearance of the dwelling unit, changing the character of the neighborhood, or increasing traffic.

D. No wholesale or retail business shall be permitted unless it is conducted entirely by mail and/or telephone and does not involve the bulk shipment/delivery of merchandise to and from the premises; provided, however, that articles produced by the home occupation operators may be sold on the premises.

E. Provided that the other requirements of this section are complied with, home occupations shall include, but shall not be limited to, the following uses: home offices, computer repair services, ~~telecommunication services~~, artist studios, instructional services/tutoring, dressmaking, babysitting/babysitting services, or small item repair services. Uses that are restricted from being classified as home occupations shall include, but shall not be limited to, the following uses: motor vehicle repair, beauty/barber shops (with more than one (1) customer at a time), restaurants, animal hospitals/kennels, retail sales, and dance studios.

F. In the instance of a home occupation involving a nonresident employee, at least one (1) additional off-street parking place shall be provided.

357 G. No home occupation shall create greater vehicular or pedestrian traffic than is otherwise normal
358 for the district in which it is located.

359 H. No home occupation shall create noise, dust, vibrations, smells, smoke, glare, electrical
360 interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent
361 than that usually experienced in the district on residentially used zoning lots where no home
362 occupation exists.

363 I. Notwithstanding other regulations within this Chapter, signs are not permitted for home
364 occupations, except that the Zoning Administrator may authorize a sign for the following
365 circumstances.

- 366 1. When the sign is located on an authorized business vehicle and does not exceed ten (10)
367 square feet in size.
- 368 2. When the sign is located within the C-1, C-2, C-3, I-1, I-2, or MCD Zoning District, subject
369 to the following conditions.
 - 370 a. Shall not exceed four (4) square feet in size.
 - 371 b. Shall not exceed six (6) feet in height, if freestanding.