



TOWN COUNCIL REGULAR WORK SESSION

Monday, March 2, 2026 @ 7:00PM

Town Hall Conference Room

View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Roll Call
2. ACTION ITEM - Appointment of Temporary Deputy Clerk of Council
3. Ordinance Amendments to Town Code Chapter 70 Pertaining to Electricity Rates — *Carey Saffell/Joe Petty*
4. Recommended Budget to Council and Review of FY27 Proposed Budget — *BJ Wilson/Joe Petty*
5. NEW BUSINESS
 - A. Request to Allow a Short Term Rental at 214 Lee Street for Veronica Tello — *Lauren Kopishke*
 - B. Request to Amend the Zoning Map to Reclassify Two Vacant Lots on Grand Avenue for Dana Cline - *L Kopishke*
 - C. Request for a Special Exception from Town Code Pertaining to Height of Retaining Wall by Monteverde Engineering & Design Studio on Behalf of Squirrel Hill Development on Orchard Street - *Lauren Kopishke*
6. UNFINISHED BUSINESS
 - A. Zoning Text Amendments to Chapter 175 to Define the Use of an Auxiliary Dwelling Unit (ADU) - *Lauren Kopishke*
 - B. Ordinance Amendment to Chapter 72 Special Events Held on Town Streets and Public Property — *Joe Petty*
7. CLOSED MEETING
8. ADJOURN



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 02

Agenda Item: Appointment of Temporary Deputy Clerk of Council

Summary: Council is requested to appoint a Temporary Deputy Clerk of Council, said position to be in addition to the position currently being held by Town Staff.

Budget/Funding:

Meetings: Closed Meeting held February 23, 2026

Proposed Motion: I move that Council appoint Hillary Wilfong as Temporary Deputy Clerk of Council, said position to be in addition to her job duties as Executive Administrative Assistant to the Town Manager and contingent upon the administration of an oath of office by the Clerk of the Circuit Court.

Moved _____ *Seconded* _____

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



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item: 03

Agenda Item: Ordinance Amendments to Chapter 70 Pertaining to Electricity Rates

Summary: The Town has not adjusted electric rates since April 2019. During that time, wholesale power costs, including transmission and congestion charges on the transmission network, have steadily increased, resulting in a revenue shortfall. Currently the shortfall is approximately \$1.6 million.

Staff engaged Rgrid Power LLC to perform a Cost-of-Service Study to evaluate the Town's current electric rate structure and provide recommendations to ensure full cost recovery and long-term rate stability. A work session was held on February 9, 2026, in which two (2) phases were proposed, in which to lessen the immediate impact to electric users it was determined to move forward with Phase I. It is intended to update and implement Phase II in Spring 2027. Additionally, the Town will implement Power Costs Adjustments (PCA) as stated in the proposed ordinance to manage the fluctuating costs to purchase power.

Representatives from Rgrid Power LLC and staff will be available to discuss and answer questions regarding the previous study and proposed ordinance

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any questions or concerns then move forward with holding a public hearing on Monday, March 23, 2026, for the applicable ordinance amendment.

ELECTRIC RATE CHARGES

70-23 ELECTRIC CHARGES

~~A. The base rate for electric service for residential customers shall be as follows, effective for the electric meters read on or after March 25, 2019, and continuing as stated herein:~~

- ~~1. Effective from March 25, 2019, facilities charge per billing cycle, as established by the Town: eight dollars and fifty cents (\$8.50).~~
- ~~2. Effective from March 25, 2019, charges for all kilowatt hours per billing cycle, as established by the Town: \$0.09850 per kilowatt hour.~~

~~B. The base rates for electric service for commercial customers shall be as follows, effective for the electric meters read on or after March 25, 2019, and continuing as stated herein:~~

- ~~1. Effective from March 25, 2019, facilities charge per billing cycle, as established by the Town: twenty dollars and zero cents (\$20.00).~~
- ~~2. Effective from March 25, 2019, charges for the first seven hundred (700) kilowatt hours per billing cycle, as established by the Town: \$0.12600 per kilowatt hour.~~
- ~~3. Effective from March 25, 2019, charges for all kilowatt hours over seven hundred (700) per billing cycle, as established by the Town: \$0.08800 per kilowatt hour.~~

~~When a commercial customer requires capacity over seven and one half (7½) kilowatts, the first energy block shall be increased by fifty-three (53) kilowatt hours for each one half kilowatt required in excess of seven and one half (7½) kilowatts. The second energy block shall then include all kilowatt hours in excess of the first energy block as adjusted for such additional energy.~~

~~C. Rates for electric service for Industrial Customers (defined as customers engaged in manufacturing, processing, or other large scale operations whose electrical demand significantly exceeds typical commercial usage and materially affects the Town's distribution system capacity, reliability, or wholesale power costs) shall be dependent upon a Utility Impact Analysis, as required by Section 70-50, 4., which evaluates the proposed customer's impact on the Town's electric system, with potential for a Power Purchase Agreement (a contractual arrangement specifying terms of energy supply and pricing).~~

~~D. Effective July 1, 2017, all customers billed on the rates described in subsections A, B, and C above, shall, in addition to the rates therein described, be subject to a Power Cost Adjustment (PCA) charge. The maximum Power Cost Adjustment amount charged for each kilowatt hour of energy sold by the Town may be adjusted according to the following formula:~~

$$\text{Max (PCA)} = C - (B \times S)$$

~~C = The estimated cost of delivered purchased power in dollars by the Town for the twelve-month period.~~

~~S = The estimated total kilowatt hours to be sold by the Town for the twelve-month period.~~

~~B = The average cost of delivered purchased power per kilowatt hour purchased by the Town which is recovered in the Town's retail rate schedules.~~

~~The maximum Power Cost Adjustment (PCA) will be computed according to the above formula for a twelve-month period beginning July 1st of each year, but the Town may choose to charge less than the maximum PCA calculated by this formula. Should it appear at any time during the twelve-month period that continued use of the PCA then in effect for the remainder of the twelve-month period will result in a substantial under/over recovery of the delivered cost of power purchased by the Town, then the Town may modify the PCA (up or down), above, to recover the applicable power cost more accurately.~~

~~E. Charges for Installation of Residential Security Light Poles~~

- ~~1. The monthly rate for residential security lights shall be eleven dollars and seventy-eight cents (\$11.78)~~
- ~~2. There shall be no installation charge for residential security lights in the event that a utility pole is located in the immediate vicinity to which the dusk-to-dawn light can be connected.~~
- ~~3. In the event that no utility pole is available in the immediate vicinity on which a residential security light can be installed, the installation will be at the customers' expense. The Town will perform the installation and bill the customer for the actual time and material costs of such installation.~~
- ~~4. The customer requesting the residential security light service must maintain the service for at least one full year or pay at least a total of twelve (12) installments of the rates as described above.~~

A. A residential customer shall be defined as a single private dwelling and its appurtenances, the major use of which is for lighting and household appliances for the personal comfort and convenience of those residing therein. Private dwellings in which space is occasionally used for the conduct of business by a person residing therein will be served under this rate. Where a portion of a dwelling is used regularly for the conduct of business, the electricity consumed in that portion so used shall be separately metered and billed under the commercial rate. The base rate for electric service for residential customers shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: twenty-five dollars and zero cents (\$25.00).
2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: \$0.10750 per kilowatt hour.

B. A commercial or Industrial customer is any customer that is not defined as a residential customer as described in 70-23.A. A commercial customer whose peak demand for the last 12 billing cycles is less than 25 kW shall be a non-demand metered commercial customer. The peak demand shall be measured as the highest average kilowatt measured in any 15-minute interval during the current billing cycle. The Town may at any time conduct a test or install a demand meter to determine the customer's maximum 15-minute demand. The base rates for electrical service for non-demand commercial customers shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: forty dollars and zero cents (\$40.00).
2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: \$0.11420 per kilowatt hour.
3. Rates for electric service for Industrial Customers (defined as customers engaged in manufacturing, processing, or other large-scale operations whose electrical

demand significantly exceeds customary commercial usage and materially affects the Town's distribution system capacity, reliability, or wholesale power costs) shall be determined through and dependent upon the application of a Utility Impact Analysis, as required by Section 70-50, 4., which evaluates the proposed customer's impact on the Town's electric system, and requiring a Power Purchase Agreement (a contractual arrangement specifying terms of energy supply, facilities and pricing).

C. A commercial or Industrial customer whose peak demand for the last 12 billing cycles is 25 kW or higher shall be a demand metered commercial customer. The peak demand shall be measured as the highest average kilowatt measured in any 15-minute interval during the current billing cycle. The Town may at any time conduct a test or install a demand meter to determine the customer's maximum 15-minute demand. The base rates for electric service for demand metered commercial customers shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: forty dollars and zero cents (\$40.00).
2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: \$0.11420 per kilowatt hour.
3. Effective from April 1, 2026, charges for the first 10 kilowatts of billing demand per billing cycle, as established by the Town in Code §134-71: \$0.00 per kilowatt.
4. Effective from April 1, 2026, charges for all kilowatts of billing demand over 10 kilowatts per billing cycle, as established by the Town in Code §134-71: \$1.50 per kilowatt.
5. Rates for electric service for Industrial Customers (defined as customers engaged in manufacturing, processing, or other large-scale operations whose electrical demand significantly exceeds customary commercial usage and materially affects the Town's distribution system capacity, reliability, or wholesale power costs) shall be determined through and dependent upon the application of a Utility Impact Analysis, as required by Section 70-50, 4., which evaluates the proposed customer's impact on the Town's electric system, and requiring a Power Purchase Agreement (a contractual arrangement specifying terms of energy supply, facilities and pricing).

D. Service to lighting equipment located at athletic fields, ballparks, and separately metered commercial parking lot lights shall be limited to lighting equipment (including parking area lighting), and uses incidental thereto, including concession stands, restrooms, etc., provided that such incidental load shall not exceed 25 kilowatts. If such incidental load exceeds 25 kilowatts, the load will be separately metered under the commercial demand rate. The base rates for electric service to athletic fields, ballparks, and separately metered commercial parking lot lights shall be as follows, effective for the electric meters billed on or after April 1, 2026, and continuing as stated herein:

1. Effective from April 1, 2026, facilities charge per billing cycle, as established by the Town in Code §134-71: twenty-five dollars and zero cents (\$25.00).
2. Effective from April 1, 2026, charges for all kilowatt hours per billing cycle, as established by the Town in Code §134-71: \$0.1050 per kilowatt hour.

E. Effective April 1, 2026, all customers billed on the rates described in subsections A, B, C, and D, above, shall, in addition to the base rates therein described, be subject to a Power Cost Adjustment (PCA) charge. The maximum Power Cost Adjustment amount charged for each kilowatt hour of energy sold by the Town shall be adjusted according to the following formula:

Max PCA = (C/AS) - B, where:

C = Total Purchased Power Costs for the preceding 12-month period

AS = Actual Retail kWh sold in the preceding 12-month period

B = Purchased Power Cost recovered in base rates (\$/kWh sold)

As of April 1, 2026, the value of Purchased Power Cost recovered in base rates (B) will be established as \$0.08980 per kWh sold.

Power Cost Adjustment (PCA) will be computed according to the above formula for a six-month period, and will be updated twice annually, on or about April 1st and October 1st of each year.

F. Rates and Charges for Residential Security Light Poles

1. The monthly rate for residential security lights shall be eleven dollars and seventy-eight cents (\$11.78)

2. There shall be no installation charge for residential security lights in the event that a utility pole is located in the immediate vicinity to which the dusk-to-dawn light can be connected.
3. In the event that no utility pole is available in the immediate vicinity on which a residential security light can be installed, the installation will be at the customers' expense. The Town will perform the installation and bill the customer for the actual time and material costs of such installation.
4. The customer requesting the residential security light service must maintain the service for at least one full year or pay the balance of twelve (12) installments of the rates as described above upon termination of such service.

(Ord. of 6-22-98; Ord. of 5-27-03; Ord. of 7-25-05; Ord. of 6-26-06; Ord. of 6-25-07; Ord. of 10-24-08; Ord. of 6-8-09; Ord. of 6-9-14; Ord. of 6-12-17; Ord. of 3-25-19; Ord. of 9-27-21)

DRAFT

Electric Cost-of-Service and Rate Study Results

for the Town of Front Royal, Virginia
February 9, 2026



Presented by:
Kiel Blanton
RGrid Power PLLC

Agenda

1. Cost of Service Methodology
2. Electric Utility's Financial History
3. Front Royal Load Projections
4. Expense and Revenue Forecasting
5. Rate Changes
6. Consumer Impacts
7. PCA Rate Update



Cost-of-Service Methodology

1. Electric Utility Financial Review examines:
 - Revenues from Electric Sales and other utility functions
 - Departmental Operating Budgets
 - Wholesale Power costs
2. Electric Utility Financial Model using 2 years of data:
 - Monthly Energy and Demand usage and Revenue Collections from each retail class
 - Wholesale Power costs and the Structure of Wholesale Contracts
 - Historical Margins
3. Financial Forecast
 - The Financial Model is used to forecast utility revenues and expenses for 5 years
 - This forecast establishes the Baseline Revenue Collections for future years and signals if these revenues are enough to cover Anticipated Expenses

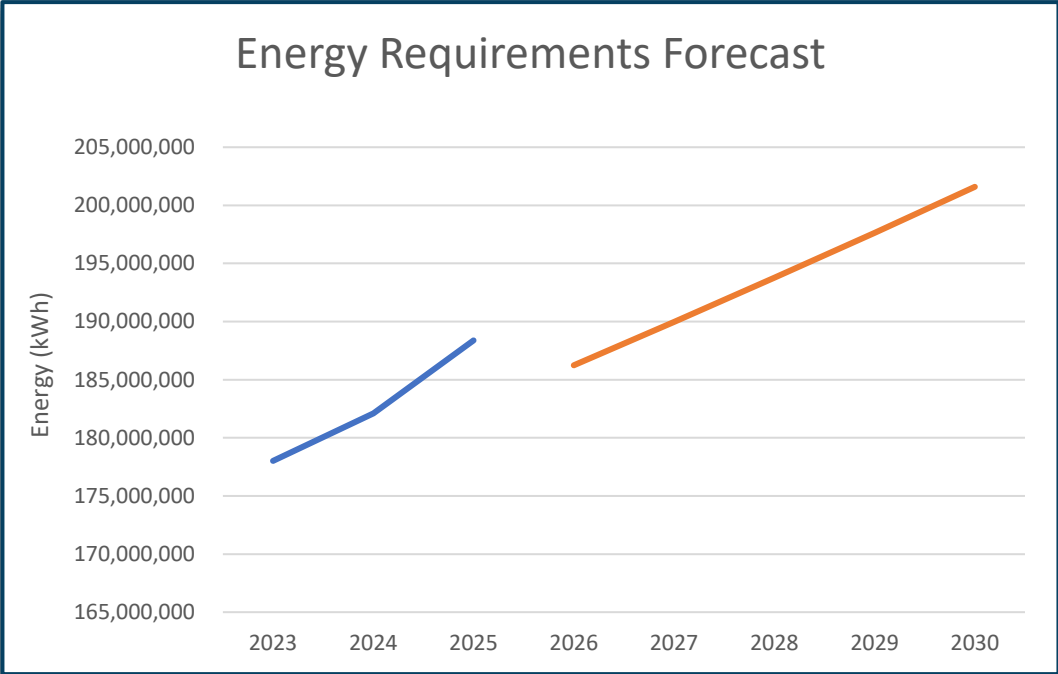
Cost-of-Service Methodology

- The Cost-of-Service Study works from this “Big Picture” financial view and bores down into individual rate classes and rate components. Each budget expense is proportioned between the utility’s retail classes based upon industry-accepted allocation methodologies, e.g.:
 - Energy purchases are assigned by the energy usage of each retail class
 - Meter expenses are assigned by the number of consumers in each retail class
 - Substation equipment costs are assigned by estimated NCP Demand of each class ...
- These allocations determine the Total Cost to Serve each retail class, and establish the revenue level needed to make each retail class revenue-neutral
- The COS study will also examine the components of each retail rate, and determine the appropriate levels of fixed charges (monthly facilities fees) and variable charges (energy, demand rates) to **match the ways in which consumers incur costs**

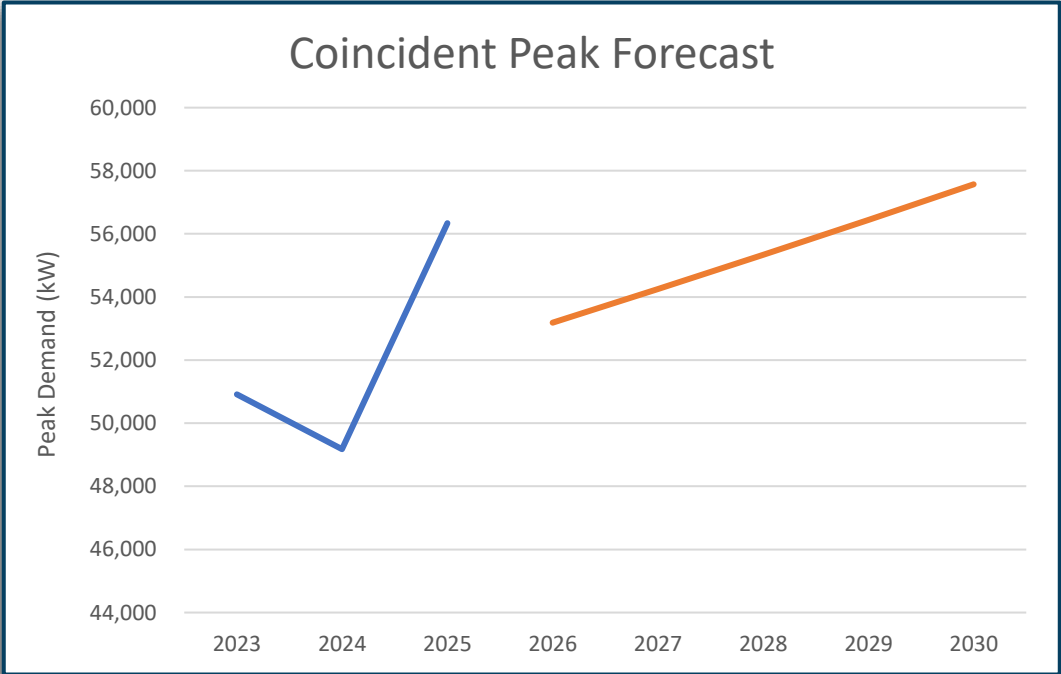
Electric Utility's Financial History

	FY 2023	FY 2024	FY 2025
Expenses			
Power Cost	\$ 14,208,309	\$ 14,416,289	\$ 15,774,967
Other Budget Expenses	\$ 5,252,847	\$ 5,825,414	\$ 7,615,617
Total Expenses	\$ 19,461,156	\$ 20,241,702	\$ 23,390,583
Budgeted Revenues			
Electric Sales	\$ 19,228,435	\$ 19,584,190	\$ 19,564,050
All Other Revenues	\$ 569,015	\$ 551,722	\$ 736,951
Total Revenues	\$ 19,797,450	\$ 20,135,912	\$ 20,301,002
System Margins			
	\$ 336,294	\$ (105,790)	\$ (3,089,582)

Front Royal Load Projections



	Energy (kWh)	Peak Demand (kW)
FY 2023	178,013,923	50,911
FY 2024	182,102,266	49,178
FY 2025	188,381,255	56,338
FY 2026	186,241,174	53,185
FY 2027	189,965,997	54,249
FY 2028	193,765,317	55,334
FY 2029	197,640,624	56,441
FY 2030	201,593,436	57,569

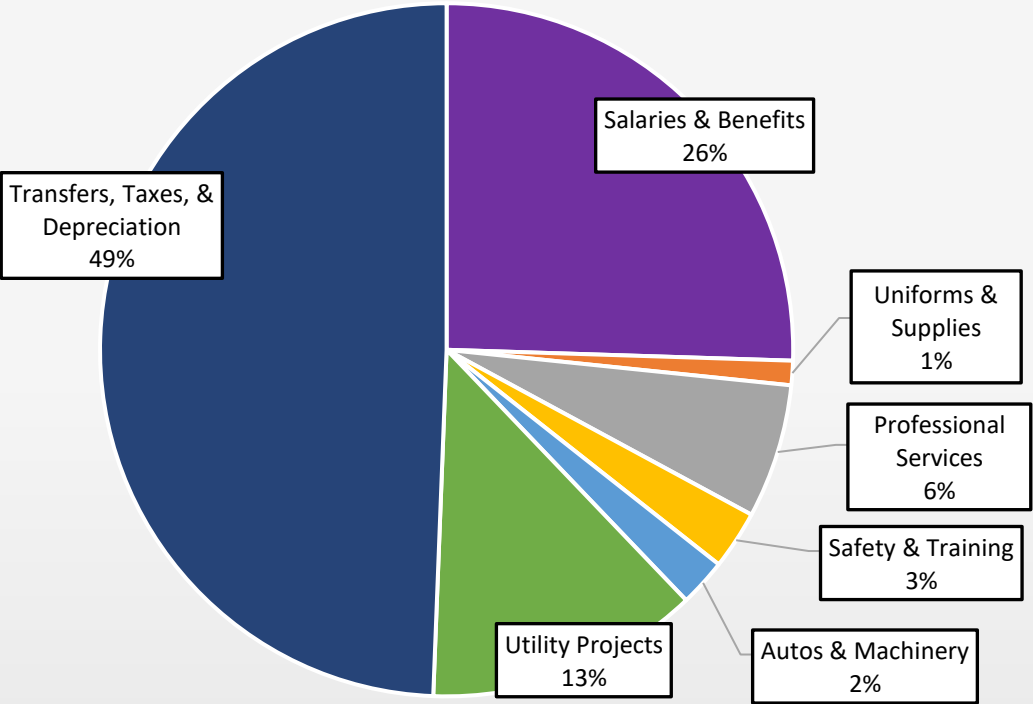


Utility Expenses Forecast

	FY 2023	FY 2024	FY 2025
Total Utility Expenses	\$ 19,461,156	\$ 20,241,702	\$ 23,390,583

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Total Utility Expenses	\$ 22,444,190	\$ 22,756,172	\$ 23,071,177	\$ 23,389,253	\$ 23,710,446

2023-2025 Non-Power Cost Expenses



“Base” Revenue Projections

Average Monthly Consumers	FY 2024	FY 2025
Residential	6,685	6,699
Commercial Demand	812	810
Commercial Non-Demand	203	204
Town Accounts	63	60
Temporary Service	4	4
Total Consumers	7,767	7,777

Annual Energy Usage (kWh)	FY 2024	FY 2025
Residential	87,970,297	92,934,021
Commercial Demand	69,061,580	72,333,764
Commercial Non-Demand	1,528,974	1,573,918
Town Accounts	9,072,969	9,072,983
Temporary Service	2,960	3,710
Total Energy Usage	167,636,780	175,918,396

Annual Metered Demand (kW)	FY 2024	FY 2025
Commercial Demand	260,111	263,974
Total Demand	260,111	263,974

	Annual Electric Revenues (\$)	FY 2024	FY 2025
54.2%	Residential	10,226,995	10,762,200
41.0%	Commercial Demand	7,781,714	8,108,604
1.2%	Commercial Non-Demand	229,911	234,539
3.6%	Town Accounts	707,238	707,239
0.0%	Temporary Service	732	814
	Total Electric Revenues	\$18,946,589	\$19,813,395

FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
10,586,209	10,687,386	10,789,552	10,892,717	10,996,891
8,022,507	8,100,463	8,179,201	8,258,731	8,339,058
233,863	235,864	237,884	239,922	241,979
715,667	722,504	729,413	736,393	743,446
770	770	770	770	770
\$19,559,015	\$19,746,987	\$19,936,820	\$20,128,533	\$20,322,144

“Base” Revenue Projections

2026-2030 (5-Year Study)	Projected Revenues	Projected Expenses	Projected Margins	
Residential	53,952,754	63,630,369	(9,677,614)	-17.9%
Commercial Demand	40,899,960	46,176,484	(5,276,524)	-12.9%
Commercial Non-Demand	1,189,513	1,868,850	(679,337)	-57.1%
Town Accounts	3,647,423	3,675,808	(28,385)	-0.8%
Temporary Service	3,848	19,727	(15,879)	-412.6%
Total System	\$99,693,499	\$115,371,238	(\$15,677,738)	-15.7%

Rate Changes – Phase 1

Current Rates

Phase 1 Rates

Residential (and Temp)

Facilities Charge	\$8.50	\$25.00
Energy Charge (\$/kWh)	\$0.09850	\$0.1075
PCA Charge (\$/kWh)	\$0.00782	reset

Commercial

Facilities Charge	\$20.00	\$40.00
Energy - 1st 700 kWh	\$0.12600	\$0.1142
Energy - All over 700 kWh	\$0.08800	
*Demand Charge (\$/kW)	***	\$1.50
PCA	\$0.00782	reset

*Demand Charge will only apply to monthly demand over 10 kW

Town

Facilities Charge	\$9.00	\$25.00
Energy - 1st 700 kWh	\$0.12600	\$0.1142
Energy - All over 700 kWh	\$0.08800	
Town Rate Adjustment	87%	87%

➤ Phase 1 Rates will be in place for approximately 1 year.

➤ This will generate an additional 11.8% revenue for the Town in Year 1.

➤ The remaining expenses (~\$600,000) will be paid for with miscellaneous revenues (connection charges, late fees, etc.)

Utility Rate Comparison

Residential Bill for 1,126 kWh Home	Facilities Rate (\$/month)	Energy Rate (\$/kWh)	PCA Rate (\$/kWh)	Delivery Rate (\$/kWh)	Average Monthly Bill
Rappahannock Electric Cooperative	\$16.50	\$0.06777 First 800 kWh \$0.09780 Over 800 kWh	\$0.02445	\$0.06450 First 300 kWh \$0.04472 Over 300 kWh	\$186.28
Town of Culpepper, VA	\$11.44	\$0.12511 First 800 kWh \$0.13924 Over 800 kWh	\$0.01528		\$174.13
Shenandoah Valley Electric Cooperative	\$30.00	\$0.06380 First 800 kWh \$0.09024 Over 800 kWh	\$0.02299	\$0.02672 All kWh	\$166.43
Northern Virginia Electric Cooperative	\$21.30	\$0.09731 All kWh	\$0.01320	\$0.01348 All kWh	\$160.91
Town of Front Royal, VA (proposed rates)	\$25.00	\$0.10750 All kWh			\$146.05
Town of Front Royal, VA (current rates)	\$8.50	\$0.09850 All kWh	\$0.00782		\$128.22

Rate Changes – Phase 2

Monthly Consumers	Phase 2/Long-Term Rates	Facilities Charge	Energy Charge (All kWh)	Demand Charge (All kW)
6,729	Residential (and Temporary)	\$25.00	\$0.1100	
796	Small General Service (<30 kW)	\$40.00	\$0.1395	
202	Medium General Service (30-250 kW)	\$85.00	\$0.0856	\$12.50
15	Large General Service (>250 kW)	\$350.00	\$0.0731	\$15.00
57	Town Service (these rates x 87%)	\$50.00	\$0.0755	

- Commercial consumers will be placed on the rate that matches their historical usage. Demand that exceeds the class threshold for 3 months out of the last 12 will qualify that consumer for the larger rate class.

Retail Class Impacts

Phase 2/Long-Term Rates	5-Year Base Revenues	5-Year Projected Revenues	Percent Change in Revenues
Residential (and Temporary)	53,956,603	61,423,242	13.8%
Small General Service (<30 kW)	8,402,607	10,764,699	28.1%
Medium General Service (30-250 kW)	19,312,264	24,001,471	24.3%
Large General Service (>250 kW)	14,374,602	15,507,835	7.9%
Town Service	3,647,423	3,682,738	1.0%
Total System Revenues	\$99,693,499	\$115,379,986	15.7%

Total Expenses

\$115,371,238

Power Cost Adjustment (PCA) Changes

- The Power Cost Adjustment (PCA) Rate Schedule will be a backward-looking adjustment of actual power cost expenditures.
- The PCA Rate will use historical data and compare power cost expenses to the revenues already recovered in base rates.

$$\text{Max PCA} = (C / AS) - B + R$$

C = Total Purchased Power Cost

AS = Actual kWh Sales

B = Purchased Power Cost Recovered in Base Rates

R = Balance of over- or under-collected power costs / prior 6 months kWh sales

- This formula will be updated every 6 months and can result in positive or negative values to adjust the energy rate on consumers' bills. If power costs are lower than expected, the base energy rate will be reduced to achieve a net-zero power cost/revenue collection.

Cost-of-Service Recap

- The Cost-of-Service Study examined the utility's financial history to project revenues and expenses for a 5-year period
- With current retail rates, 5-year expenses will exceed expected revenues by 15.7%
- This shortfall can be traced to rising power cost, economic inflation, and historical fund appropriations that kept Front Royal's rates low
- Working with Town staff, we identified a two-phased approach to balancing the utility's finances:
 - Phase 1 will increase residential and commercial rates each by 11.8%. Individual rate components will be adjusted to match the way in which these consumer classes use power, and the actual costs incurred by the utility for providing service,
 - Phase 2 will create 3 commercial rate classes based on demand sizing and further adjust rates for all retail classes. This final adjustment will increase total 5-year revenues by 15.7%
- The Town of Front Royal will still have the lowest residential rates among Northern Virginia public power utilities!

Questions and Comments

Electric Cost-of-Service
and Rate Study Results
for the Town of Front Royal, Virginia
February 9, 2026



Presented by:
Kiel Blanton
RGrid Power PLLC





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 04

Agenda Item: Fiscal Year 2026-2027 Proposed Budget Presentation

Summary: Staff will review highlights of the FY26-27 Proposed Budget with Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any items included in the FY27 Proposed Budget to be further reviewed, and to allow staff to gather information to provide during a future work session.

Proposed FY 2026-2027 Budget
Work Session
March 2, 2026



NEXT STEPS

- **March 9, 2026** – Additional Budget Work Session (as needed)
- **April 6, 2026**– Work Session to discuss advertisement of annual personal property & real estate tax rates to be advertised for public hearing. Also, discuss advertising public hearing for annual appropriation ordinance.
- **April 13, 2026** – Additional Work Session (as needed)
- **April 27, 2026** – Regular Meeting – approval of PP & RE Tax Rates for 2026
- **May 11, 2026**– **Work Session & Public Hearing** for appropriation ordinance
- **May 26, 2026** – Regular Meeting – Request Council approval of FY26-27 Appropriation Ordinance and Utility Rate Ordinances



FY27 Revenue Forecasting

- Forecasting is not a precise science
 - Commonwealth of Virginia revises revenues multiple times throughout year
 - Weather can significantly impact revenues
- Data used in forecasting is collected from many different internal and external sources deemed reliable and appropriate at the time
 - AMP/Consulting Firm
 - Virginia Department of Transportation
 - Historic trends/institutional knowledge
 - Town businesses/citizens
 - Staff feedback
- Even with most reliable data there continues to be a level of uncertainty in forecasting
- Warren County PILOT revenue has been forecasted to remain the same as FY25 due to Warren County not providing the Town with a certified statement from its auditor verifying the County's FY25 Meals and Lodging Tax revenues in the Corridor by December 31, 2025.

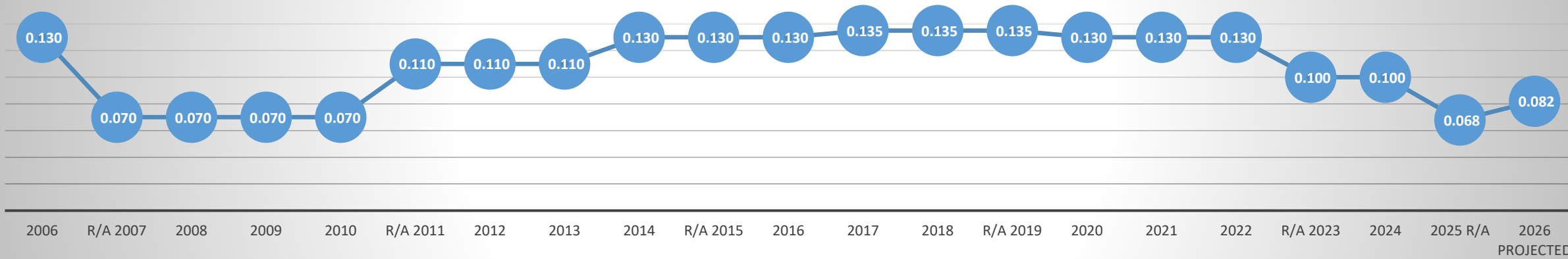


FY 26-27 SNAP SHOT OF FUNDS

		FY27		FY26	Difference	Increase %
General Fund	\$	15,482,030	\$	15,314,050	\$ 167,980	1.1%
Streets	\$	3,579,660	\$	3,549,855	\$ 29,805	0.8%
Special Projects	\$	470,370	\$	165,370	\$ 305,000	184.4%
Electric	\$	23,166,740	\$	22,752,735	\$ 414,005	1.8%
Water	\$	6,256,195	\$	5,981,680	\$ 274,515	4.6%
Sewer	\$	7,639,960	\$	7,074,630	\$ 565,330	8.0%
Solid Waste	\$	1,927,155	\$	1,920,965	\$ 6,190	0.3%
	\$	58,522,110	\$	56,759,285	\$ 1,762,825	3.1%



Real Estate Tax Rate per \$100 Assessed Value



- Town Council approved the 2025 Real Estate Tax Rate on April 28, 2025 based upon information provided from the Warren County Commissioner of Revenue’s Office showing that Town Real Estate Values had increased 48.3%. The Town anticipated receiving approximately \$1,842,006 in Real Estate Tax Revenues by approving the 2025 Town Real Estate Tax Rate of \$0.068 per \$100 in value.
- On May 12, 2025; the Town received the 2025 Real Estate Tax Books from the Warren County Commissioner of Revenue’s Office reflecting a 23% increase in Town Real Estate Values and \$1,520,982 in Real Estate Tax Revenue; approximately \$321,000 lower than anticipated.
- The Town would have needed to set the 2025 Real Estate Tax Rate at \$0.0824 per \$100 in order to generate approximately \$1,842,006 in Real Estate Tax Revenue for 2025.



REAL ESTATE TAX RATE COMPARISON

\$0.01 of R/E Rate = Approximately \$223,674 in Revenue

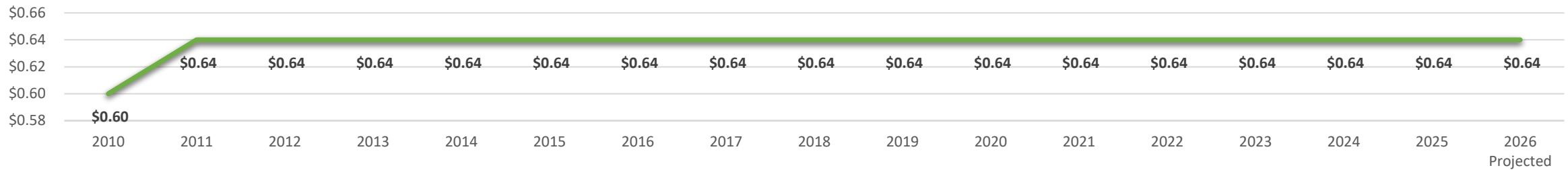
		2025 Rate Approved			2025 Equalized Rate					2024 Rate
R/E Tax Rate Per \$100 Assessed Value	\$ 0.065	\$ 0.068	\$ 0.070	\$ 0.075	\$ 0.082	\$ 0.083	\$ 0.085	\$ 0.090	\$ 0.095	\$ 0.100
Estimated Total Real Estate Tax Revenue	\$1,453,881	\$1,520,983	\$1,565,718	\$1,677,555	\$1,834,127	\$1,856,494	\$1,901,229	\$2,013,066	\$2,124,903	\$2,236,740
Revenue Difference From FY27 Proposed Budget (\$1,834,125)	(\$380,244)	(\$313,142)	(\$268,407)	(\$156,570)	\$2	\$22,369	\$67,104	\$178,941	\$290,778	\$402,615

COMPARISON OF REAL ESTATE TAX BILL BASED ON PROPERTY ASSESSED AT \$400,000

Total Annual Real Estate Tax Bill	\$260	\$272	\$280	\$300	\$328	\$332	\$340	\$360	\$380	\$400
June RE Tax Bill	\$130	\$136	\$140	\$150	\$164	\$166	\$170	\$180	\$190	\$200
December RE Tax Bill	\$130	\$136	\$140	\$150	\$164	\$166	\$170	\$180	\$190	\$200



Personal Property Rate Per \$100 of Value



- Based on 2025 Personal Property Figures the total assessed values of personal property for the Town was \$168,206,780
- Personal Property Tax rate proposed to remain at \$0.64 per \$100
 - Based on 2025 Personal Property Revenue \$0.01 of PP Tax Rate = \$14,622 in revenue
- Personal Property Tax Relief proposed to remain 43% for qualifying property
 - The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia
 - Commonwealth of Virginia has paid the Town \$287,000 for Personal Property Tax Relief annually since 2005 based on a cap set by the 2005 General Assembly
- Revenue associated with Personal Property included in the FY27 Budget:
 - Personal Property Tax- \$645,930
 - Vehicle License Fees (aka decals) - \$390,220
 - Virginia Personal Property Tax Relief - \$287,000 (Cap set by 2005 General Assembly)



General Fund Revenue Highlights

- **Automated Ticketing Revenue is proposed to be budgeted under the Special Projects Fund for FY27 and for Town Council to provide future direction on allocating funds.*

	FY27 Proposed	FY26 Adopted	Difference	% Increase
Automated Ticketing	\$ -	\$ 380,000	\$ (380,000)	-100.0%
Real Estate Tax	\$ 1,685,755	\$ 1,700,005	\$ (14,250)	-0.8%
BPOL	\$ 1,116,495	\$ 1,095,560	\$ 20,935	1.9%
Meals Tax	\$ 2,834,585	\$ 2,758,335	\$ 76,250	2.8%
Sales Tax - Warren	\$ 1,677,245	\$ 1,597,450	\$ 79,795	5.0%
Transient Occupancy Tax & Intermediary	\$ 334,920	\$ 317,540	\$ 17,380	5.5%
Personal Property	\$ 645,930	\$ 591,365	\$ 54,565	9.2%

Enterprise Fund Sales of Service

	<u>FY26 Proposed</u>	<u>FY26 Adopted</u>	<u>Difference</u>	<u>%</u>
Electric Current	22,406,915	21,901,605	\$ 505,310	2%
Water Sales	5,713,265	5,301,340	\$ 411,925	8%
Sewer Sales	6,806,785	6,152,160	\$ 654,625	11%
Solid Waste Sales	1,798,780	1,772,755	\$ 26,025	1%

Revenue Impacts for Enterprise Funds

- FY26 (Current Budget) Electric Purchase Power Expense is currently tracking approximately \$1.6 million (15%) above budget for the current year.
 - Electric rates and/or power cost adjustment will need to be increased to offset expense
- Increased water and sewer usage for out-of-town users
 - Some industrial accounts have a separate sewer meter, so charged are not based upon water usage
 - Large water meter testing program identified some water meters that were running slow
- Weather
 - Hot/Cold weather effects heat/air conditioning usage
 - Rain impacts watering of lawn/gardens
- Scheduled water/sewer rate increases incorporated into FY27 Proposed Budget
- No solid waste increase incorporated into FY27 Proposed Budget



Water/Sewer Recommended Rate Increases

- Water Rate Increase of 3% Water Rate Increase and 2.25% Sewer Rate increase for FY27 proposed based upon Stantec Consulting's 2025 recommendation
 - Increases are recommended to be effective July 1, 2026
- Annual Increases of amounts listed on next slide are recommended from FY2025 to FY2030 for water and sewer rates



Typical Residential Customer Monthly Bill Impacts

3/4" Meter, 5,500 gallons

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
WATER	\$31.82	\$32.77	\$33.76	\$34.78	\$35.81	\$36.87
\$ Change	N/A	\$0.95	\$0.99	\$1.02	\$1.03	\$1.07
% Change	N/A	3.00%	3.00%	3.00%	3.00%	3.00%
SEWER	\$58.36	\$59.68	\$61.03	\$62.40	\$63.80	\$66.23
\$ Change	N/A	\$1.32	\$1.36	\$1.37	\$1.40	\$1.44
% Change	N/A	2.25%	2.25%	2.25%	2.25%	2.25%
TOTAL	\$90.18	\$92.45	\$94.79	\$97.17	\$99.60	\$102.10
\$ Change	N/A	\$2.27	\$2.34	\$2.39	\$2.43	\$2.50
% Change	N/A	2.50%	2.50%	2.50%	2.50%	2.50%

Solid Waste Rates

- The FY27 Proposed Budget has been built based upon no increases for Solid Waste Rates
- Costs associated with potential increases of Warren County Tipping Fees are unknown at this time, staff will address accordingly upon notification



Snapshot - Total Budget

- \$58.5 million
- 3.1% increase of \$1.7 million
- \$18.5 million personnel
- Changes in full time positions from previous budget
 - Clerk of Council/Town Manager Executive Assistant split 50%/50% between Clerk of Council Department and Town Manager Department
 - High Impact Drug Task Force (HIDTA) Position removed due to transferring to Warren County
 - Budgeted full year for Deputy Director Public Works/Town Engineer - \$162,735
 - Budgeted full year for GIS Coordinator - \$91,920
 - No new positions incorporated in FY27 Proposed Budget



Employee Expense Highlights

- 2.5% C.O.L.A. (Equal to C.P.I.) to be implemented January 2027- \$176,320
- 1% Average Merit Increase - \$135,160 (to be implemented Oct 2026)
- VRS standard rate slight decrease, increase for VRS hybrid program and hybrid employee VRS expense varies based on employee elective— overall \$176,535 increase compared to FY26
- 16% Health insurance increase - \$302,945 Town Portion
- Leadership Training - \$5,000
- Quarterly Leadership Program- \$2,000
- Forensic Academy 2-3 month program - \$8,500
- Employee appreciation event - \$5,000
- Holiday Luncheon - \$5,000



General Fund Highlights

- Drug Court - \$50,000 (Year 5 of 10)
- Town Scholarships - \$3,000
- Condemnation Expense - \$25,000
- Civic Plus Agenda Management Software - \$6,000
- Replace Fleet Maintenance Vehicle Lift in pre-existing part of building - \$26,000
- Replace Camera System (Non-Enterprise Funds) - \$30,000
- Reallocated software previously budgeted under Department of I/T to associated department that is utilizing software
- Annual service agreement for both Central Square (\$78,585) & Univerus software (\$218,995) while the Town proceeds with implementation
- GIS Software - \$30,179



General Fund Highlights

- Potential upgrade of software for processing personal property and real estate taxes based upon future implementation of new software for Warren County - \$25,000
- Vesta 911 Call Handling Software Upgrades based upon upgrade anticipated for Warren County's system - \$73,000
- Special Events - \$24,450
 - July & Fireworks; Christmas Parade; Movie Nights; National Night Out; Festival of Leaves; Wine & Craft Festival, Spooky Saturday; New Teacher Welcome, Lone Pine Day
- Public Works Outside Building Repairs (Year 2 of 2) - \$50,000
- Town Hall Air Conditioner Replacement with Heat - \$50,000
- Public Works Backup Generator (Year 1 of 3) - \$55,000
- Small Tractor with Front End Loader (Year 1 of 2) - \$21,000



General Fund Highlights/ACES Projects

- Tree purchases - \$5,000
- Hazardous Tree Removal - \$10,000
- Yearly Tree Canopy (Year 3 of 5) - \$5,000



General Fund Capital/Debt Expenditures

- Fleet Maintenance Building Rehabilitation Debt Service - \$184,522 (Ends 2043)
- Police Department Construction Debt Service-\$369,675 (Note ends 2031)
 - Will need to be refinanced March 2031; estimated refinance \$6,164,333
- Police Radio System Debt Service - \$71,245 (Year 8 of 10)
- Warren County VRA Bond Construction of LRP \$148,370 (Ends 2035)
 - Leach Run Parkway debt service under Special Project Fund



Traffic Signal Maintenance (Part of Street Fund)

- Replace 5 UPS System for Traffic Signalization - \$25,000



Highway Maintenance Highlights

- Storm Sewer Mapping - \$100,000 (Year 3)
- Snow Plow Replacement - \$20,000
- Salt Spreader Replacement - \$40,000 (Year 3 of 5)
- Replace 1988 Track Loader - \$75,000 (Year 2 of 2)
 - Track loader expense is split between water/sewer/solid waste/streets
- Replace#760 2002 Caterpillar Backhoe - \$90,000 (Year 1 of 2)
- Replace#769 2005 GMC C7500 Dump Truck - \$90,000 (Year 1 of 2)
- Salt Shed Building \$60,000 – (Year 1 of 2)
- Street Sweeper Loan \$26,685 (Year 10 of 10; Ends April 2027)



Highway Maintenance Highlights

- Primary Paving N Royal Ave (E 6th St to Academy Dr) - \$98,575
- Paving plan is performed in conjunction with waterline upgrades

Secondary Paving, Sidewalks & Curbs

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Paving</u>		<u>Sidewalk</u>		<u>Curb</u>		<u>Total</u>
Oak St	Luray Ave	Cherry St	\$	85,000	\$	19,375	\$	38,655	\$ 143,030
W. 8th St	N. Shenandoah Ave	N. Royal Ave	\$	48,060	\$	39,440	\$	20,110	\$ 107,610
Virginia Ave	W. 11th St	W. 14th St	\$	101,760	\$	42,000	\$	71,250	\$ 215,010
Criser Road Sidewalk (Additional Funds)					\$	120,000			\$ 120,000
Total			\$	234,820	\$	220,815	\$	130,015	\$ 585,650

Electric Expenditure Highlights

- Purchase Power Cost – \$17,397,950
 - From FY24 to FY27 purchase power increase = 22%
- Revise/Update Cost of Service Analysis - \$40,000
- Happy Creek Substation- \$200,000 (Year 2 of 5)
- Asset Software (Year 4 of 5) - \$9,500
- School Flasher Software - \$2,500
- Vegetation Management - \$180,000 (Previously budgeted under Repairs & Maintenance)
- Line Extensions for upcoming subdivisions - \$200,000
- Happy Creek Substation Transformer (Year 1 of 5) - \$200,000
- Contingency to help replenish reserves - \$174,000



Water Expenditure Highlights

- Regulatory Compliance PFAS & Lead/Copper Requirements (Year 2 of 2) \$25,000
- Impingement & Entrainment Study Source Water Intake - \$100,000
 - New DEQ requirements anticipated to be implemented by August 2031
- Enrix Travel Screen Replacement - \$75,000 (Year 4 of 4)
- Raw Water River Pump Motor & Switch Gear - \$100,000 (Year 3 of 3)
- Repair of Old Raw Water Pre Settling Basin (Year 2 of 4) - \$75,000
- WTP Flow Venturi Upgrade (Year 1 of 2) - \$50,000
- Ventrac hillside mower/remote mower for dam upkeep - \$65,000



Water Expenditure Highlights

- Waterline Upgrades in conjunction with paving plan:
 - N Royal Ave (E 6th St to Academy Dr) - \$336,000
 - Oak St (Luray to Cherry St) - \$165,000
 - Steele Ave Interconnection - \$253,000
 - Oakridge Interconnection - \$95,000
- Replace 1988 Track Loader \$50,000 (Year 2 of 2)
 - Track loader expense is split between water/sewer/solid waste/streets
- 4" Diesel Self Priming Pumps \$17,500 (Split with sewer line maintenance)
- Company 1 Fire Department Water Meter Vault - \$45,000
- Leak detection - \$60,000
- Large meter testing - \$25,000



Sewer Expenditure Highlights

- Ques Camera Equipment Replacement (Year 2 of 2)- \$80,000
- I&I Abatement - \$250,000
- Debt service Vac Truck - \$77,800 (Year 3 of 7)
- Replace 1988 Track Loader \$50,000 (Year 2 of 2)
 - Track loader expense is split between water/sewer/solid waste/streets
- 4" Diesel Self Priming Pumps \$17,500 (Split with water line maintenance)
- Flush Truck Loan (Year 3 of 7) - \$77,800



Water/Sewer Debt Service

- WWTP Upgrade - \$1,968,880 (Ends September 2037)
- Water Plant Upgrade - \$757,863 (Ends October 2026)
- Water Plant Upgrade - \$205,144 (Ends October 2034)



Potentially New Water Fund Debt Service

- In May 2025 the Town applied for potential financing from the Virginia Department of Health's Drinking Water State Revolving Fund and anticipated receiving approval for financing in the fall of 2025.
- The Town notified that approval notification to applicants was delayed due to the government shut down a few months ago. Most recently the Town was notified that approval notifications are expected to be sent out in May 2026.
- Water Projects included in application:
 - Clearwater Well Repairs Estimate - \$1,500,000
 - 4-H Water Pump Station Upgrade Estimate - \$1,200,000
 - Jamestown Water Pump Station Upgrade - \$2,100,000
- Water projects are applied for separately from sewer projects.
- The Town previously budgeted for debt service on these projects and anticipates carrying forward those funds.



New Sewer Fund Debt Service

- Sewer Projects Authorized by State Water Control Board for Clean Water Revolving Loan Fund:
 - Riverton Sewer Pump Station - \$1,800,000 Maximum Financing
 - Centrifuge - \$7,960,000 Maximum Financing
- Anticipate 20-25 year term with .5%-3% financing.
- Loans must be closed by November 2026 in order to obtain financing
- FY27 Proposed Budget includes \$485,000 under sewer contingency for potential debt service payment during FY27



Solid Waste Highlights

- Brush grinding services - \$50,000
- Replace 1988 Track Loader \$75,000 (Year 2 of 2)
 - Track loader expense is split between water/sewer/solid waste/streets
- Replace #687 Refuse Truck 2008 International- \$130,000 (Year 2 of ?)
 - Type of replacement refuse truck to be determined after presentation on automated solid waste collection feasibility study, which is scheduled to be presented to Council during the March 9, 2026 work session.



NEXT STEPS

- **March 9, 2026** – Additional Budget Work Session (as needed)
- **April 6, 2026**– Work Session to discuss advertisement of annual personal property & real estate tax rates to be advertised for public hearing. Also, discuss advertising public hearing for annual appropriation ordinance.
- **April 13, 2026** – Additional Work Session (as needed)
- **April 27, 2026** – Regular Meeting – approval of PP & RE Tax Rates for 2026
- **May 11, 2026**– **Work Session & Public Hearing** for appropriation ordinance
- **May 26, 2026** – Regular Meeting – Request Council approval of FY26-27 Appropriation Ordinance and Utility Rate Ordinances



Questions Proposed FY 2026-2027

Budget Work Session





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 05A

Agenda Item: Special Use Permit application has been submitted for a Short-Term Rental located at 214 Lee Street.

Summary: The applicant intends to rent the house as a whole with four (4) bedrooms and no more than ten (10) occupants at a time. Staff completed an inspection on February 10, 2026 and found the interior to be in compliance with the Town Code. The driveway provides three (3) off-street parking spaces meeting Town Code requirements.

February 18, 2025 Planning Commission held a public hearing and voted to recommend approval to Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Special Use Permit #2500610 with no conditions.

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: February 18, 2026

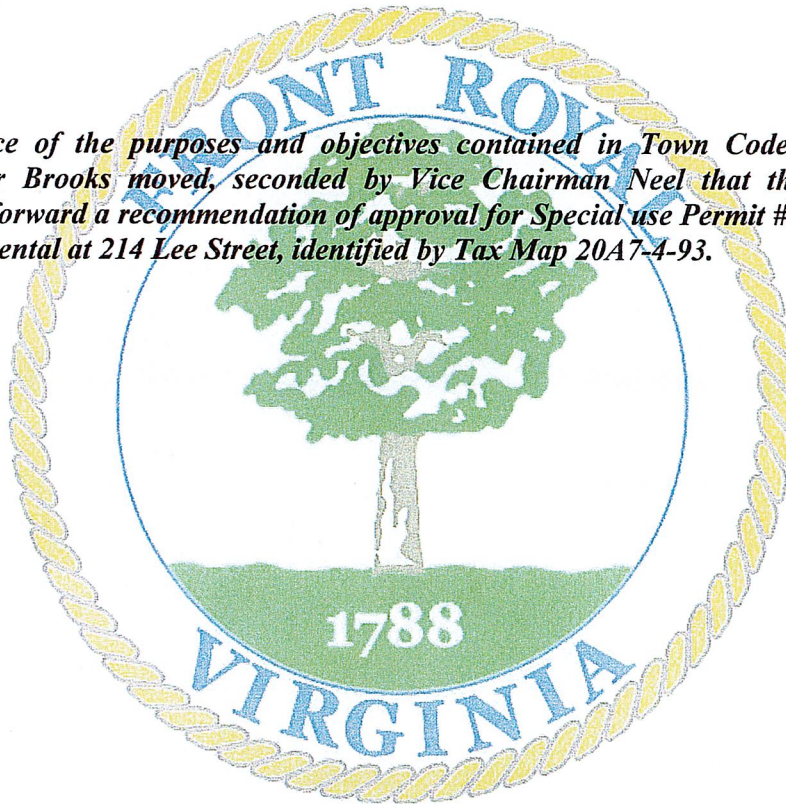
Public Hearing Item 1: 2500610 – An application submitted by Veronica Tello to allow a Short-Term Rental, as defined in Town Code §175-3, identified by Tax Map 20A7-4-93 and located at 214 Lee Street. The property is zoned R-3, Residential District and is located within the Historic Overlay District.

Recommendation of Approval ✓

Recommendation of Denial _____

Postponed _____

In furtherance of the purposes and objectives contained in Town Code §175-1(B), Commissioner Brooks moved, seconded by Vice Chairman Neel that the Planning Commission forward a recommendation of approval for Special use Permit #2500610 for a short-term rental at 214 Lee Street, identified by Tax Map 20A7-4-93.



Moved Brooks Seconded Neel

Marshner yes Marrazzo Absent Neel yes Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

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

Meeting Date: February 18, 2026

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

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

Draft Motion:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Use Permit #2500610 submitted by Veronica Tello for a short-term rental at 214 Lee Street, identified by tax map 20A7-4-93."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____."

"I move that the Planning Commission forward a recommendation of denial for Special Use Permit #2500337 submitted by Veronica Tello for a short-term rental at 214 Lee Street, identified by tax map 20A7-4-93 for the following reasons: _____."

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

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____



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

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

APPLICATION: Special Use Permit Application #2500610

APPLICANT: Veronica Tello

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

GENERAL INFORMATION:

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

Front Elevation – 214 Lee Street



Aerial Map (Warren County GIS)



STAFF RECOMMENDATION:

Staff recommends approval with no conditions.

Attachments: Application and supporting documents.

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540.635.4236
Fax: 540.631.2727
planning@frontroyalva.com

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

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

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

PROPERTY OWNER:

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

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 214 Lee St Front Royal, VA
TAX MAP 20A7 SECTION 4 BLOCK LOT 93
SUBDIVISION NAME
ZONING DISTRICT R3 ACREAGE 0.25a
SPECIFIC SPECIAL USE PERMIT REQUEST

- ☒ Whole house rental ☐ Partial rental, # of rooms rented
☐ Primary Residence ☐ Secondary Residence

ATTACHMENTS: The following must be submitted with the application. Additional information may be required depending on the nature of the request.

- ☒ Survey plat or sketch to scale of property showing all existing improvements, parking and refuse area and property boundaries.
☒ Provide a map of area attractions
☐ Provide proof that notification to operate was sent to the HOA, if applicable. (NO HOA)
☒ Complete management plan.
☒ Written consent given to the Town to inspect for compliance.
☒ Emergency dwelling evacuation diagram (posted in each bedroom)
☒ Application fee of \$1200.00

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Veronica talk
at (phone number) 703 798 1712 or (property manager) _____
at (phone number) _____.

If the emergency requires immediate assistance, please call the following or 911.

Front Royal Police Department: 540-635-2111 or 911, 900 Monroe Ave, Front Royal, VA 22630

Front Royal Fire Department: 540-635-2540 or 911, 221 N Commerce Ave, Front Royal, VA 22630

****If no answer please call the Warren County Sheriff's Department:** 540-635-4128 or 911

Front Royal Fire & Rescue: 540-635-3830 or 911, 200 Skyline Vista Drive, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: 540-635-3027, 1101 Manassas Avenue, Front Royal, VA 22630. Outages may be reported online at <https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46>.

Emergency/afterhours 540-635-2111

OCCUPANCY

The Special Use Permit limits the occupancy for this short-term rental at 4() People and 4 Bedrooms.

NOISE

It shall be a violation of Chapter 106 of the Front Royal Town Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration, or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him.

PARKING

Minimum available parking is 3 vehicle(s) in the driveway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner.

- Trash receptacles are located (Clarify location of trash bags and receptacles)

Trash receptacles are located next to the driveway / basement door on the left side of the house.

- Trash is collected (State the day of the week trash is picked up by the Town and where the container is to be placed on trash day)

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

CHECK-IN & CHECK-OUT

Provide details

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

WIFI/PHONE/ETC

Provide details for special amenities if available

We provide Wi-Fi for all our guests.

SPECIFIC PROPERTY DETAILS

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

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

AREA ATTRACTIONS

Provide a map of area attractions

- Attractions: i.e., Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: i.e., Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No shooting of firearms
- No outdoor fire burning
- No fireworks

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

Revised 7/3/2025

IN CASE OF AN EMERGENCY

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Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

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Emergency/afterhours 540-635-2111

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

As per Town Code Chapter 175-3 "Definitions"

Short-term rental- means the provision of a room or space that is suitable for, intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy. Any residential use that falls within the definition of short-term rental as defined in § 15.2-983, as amended, of Virginia State Code.

Short-term rental facility – A building or accessory structure, other than a hotel, motel, or bed-and-breakfast home, where lodging is provided for compensation on a short-term basis, and open to the public or transient guests. The maximum number of occupants shall not exceed ten (10) unless determined appropriate by Town Council.

Short-term rentals shall be permitted in all Zoning Districts by Special Use Permit and shall at a minimum meet the following requirements:

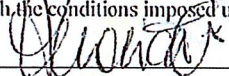
- A. The short-term rental owner of a dwelling unit to be used for a short-term rental shall apply for a Special Use Permit through the Department of Planning and Zoning and receive approval from Town Council prior to utilizing the dwelling unit as a short-term rental. Town Council may impose conditions necessary to mitigate adverse effects of the use on neighboring properties.
- B. The one-time application fee shall be \$1200.00.
- C. Staff will conduct an inspection prior to the issuance of the Special Use Permit approval. Additional inspections will be conducted on a complaint basis to ensure compliance with the performance standards listed in this section, along with any additional conditions imposed by Town Council, if applicable.
- D. The maximum number of occupants in the dwelling unit shall be determined by the number of bedrooms; there shall be no more than two (2) adults per bedroom. However, the maximum number of occupants shall not exceed 10 people unless approved by Council.
- E. Parking for the use shall be located in driveways or other designated and approved parking areas.
- F. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- G. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the current Uniform Statewide Building Code; and a carbon monoxide detector must be installed on each floor in every dwelling.
- H. The owner of the dwelling used for short-term rentals shall give the Town written consent to inspect any dwelling used for short-term rental to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.
- I. A property management plan demonstrating how the short-term rental will be managed and how the impact on neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants and utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to Town staff, public safety officials and, if applicable, the HOA of the subdivision. The plan must be provided as part of the rental contract.
- J. If the property is located within a subdivision governed by a homeowners' association, the Planning Department must receive proof that a notification to operate the short-term rental was sent to the HOA.

- K. The owners of the rental shall provide an emergency evacuation plan for the dwelling and the neighborhood.
- L. A copy of Chapter 106 of the Town of Front Royal Code relative to noise must be provided at the short-term dwelling.
- M. All outdoor burning shall be in compliance with Chapter 78 of the Town of Front Royal Code.
- N. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation by the Zoning Administrator at any time.

Property Owner's Signature: 

CERTIFICATION:

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

Signature  Date DEC 22/2025

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

SPECIAL USE PERMIT APPLICATION PACKAGE

Property: 214 Lee St, Front Royal, VA 22630

Applicant: Veronica Tello

Phone: 703-798-1772

1. REQUEST NARRATIVE

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

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

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

No street parking will be needed or allowed.

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

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

2. PROPERTY MANAGEMENT PLAN

A. Guest Booking & Screening

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

B. Maximum Occupancy

- Max 10 guests
- Entire home rental

C. Parking Plan

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

D. Trash Plan

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

E. Noise Control

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

F. Safety

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

- Evacuation map posted

G. Emergency Contact

Name: Veronica Tello

Phone: 703-798-1772

H. Cleaning Procedures

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

3. GUEST RULES

House Rules – 214 Lee St

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

4. EMERGENCY EVACUATION PLAN

Emergency Contacts:

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

Evacuation Routes:

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

Fire Safety:

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

Emergency Evacuation Plan

Property Address: 214 Lee St, Front Royal, VA

1st Floor

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

Second Floor

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

Attic Level

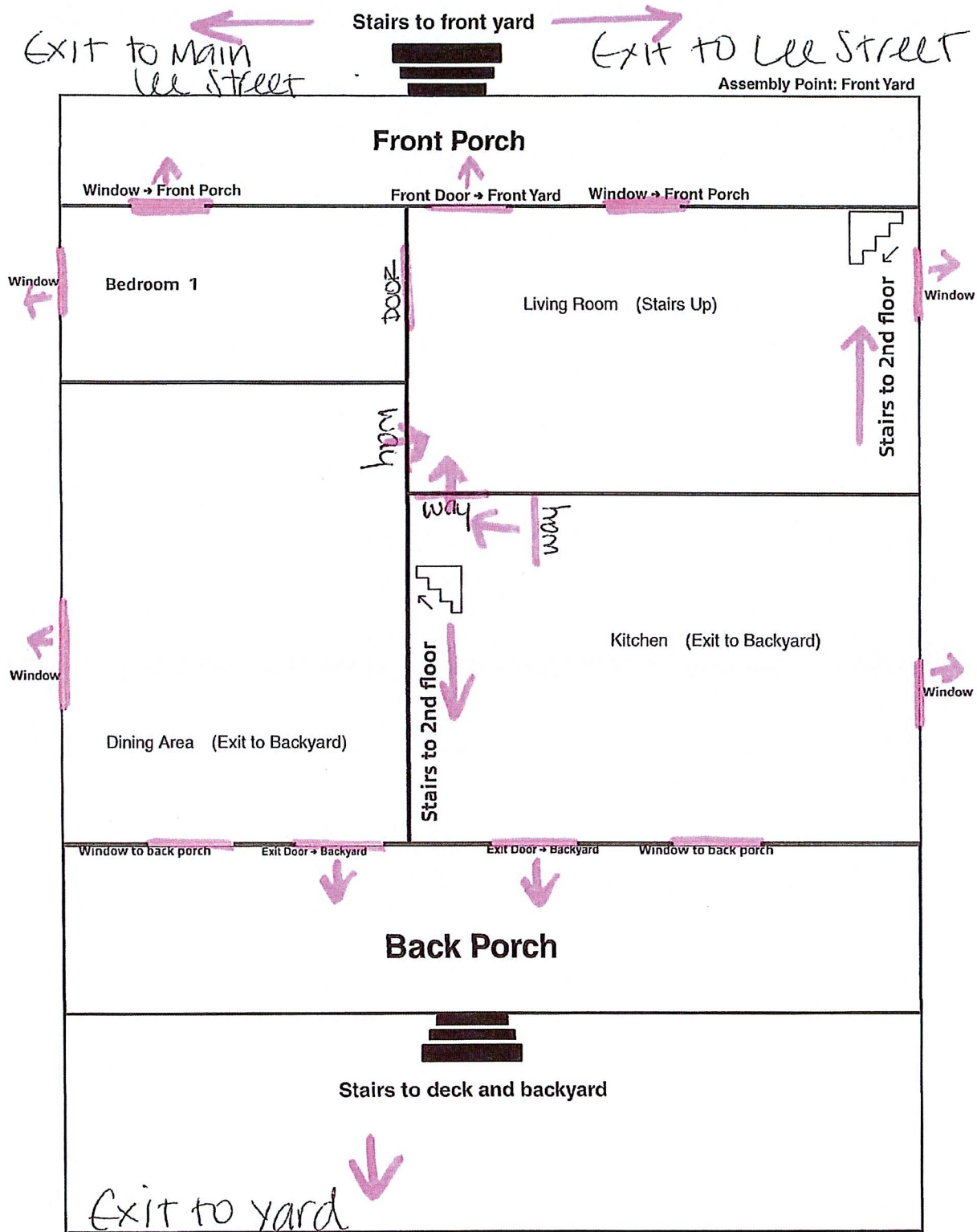
- Living area with two windows: front-facing and backyard-facing
- Staircase access from entertainment/laundry room
- Evacuate via stairs to 2nd floor then exit through nearest door

Neighborhood Evacuation

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

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

Emergency Evacuation Diagram – 1st Floor



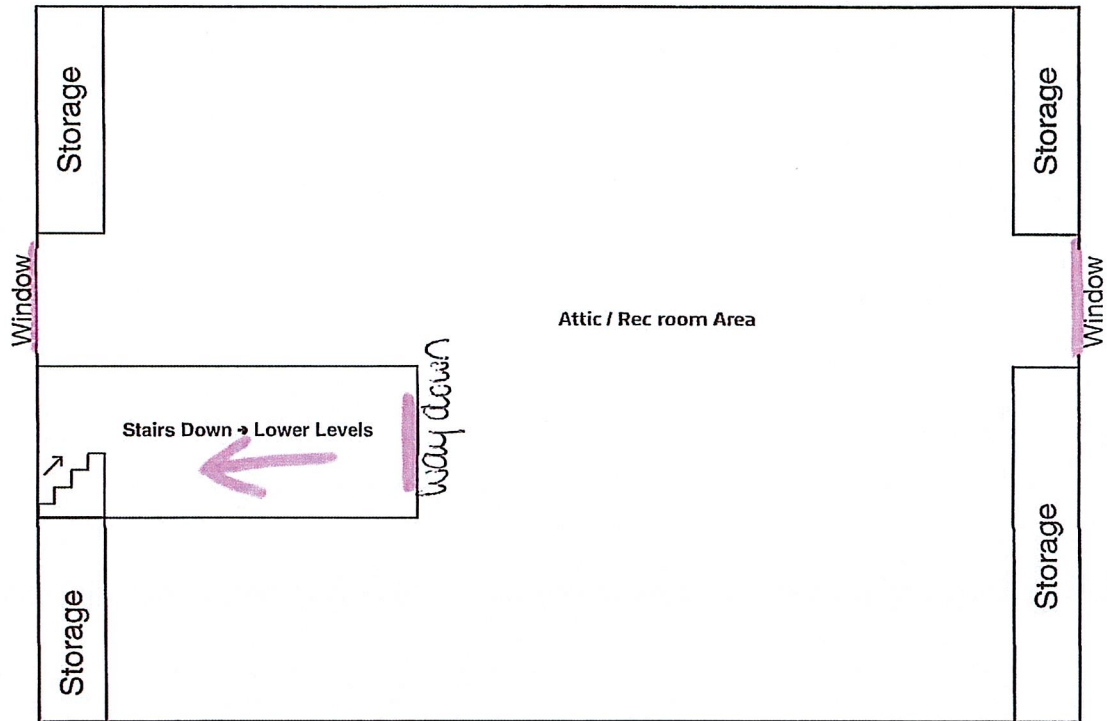
Emergency exit
using front door,
back doors and
windows

Emergency Evacuation Diagram – 2nd Floor



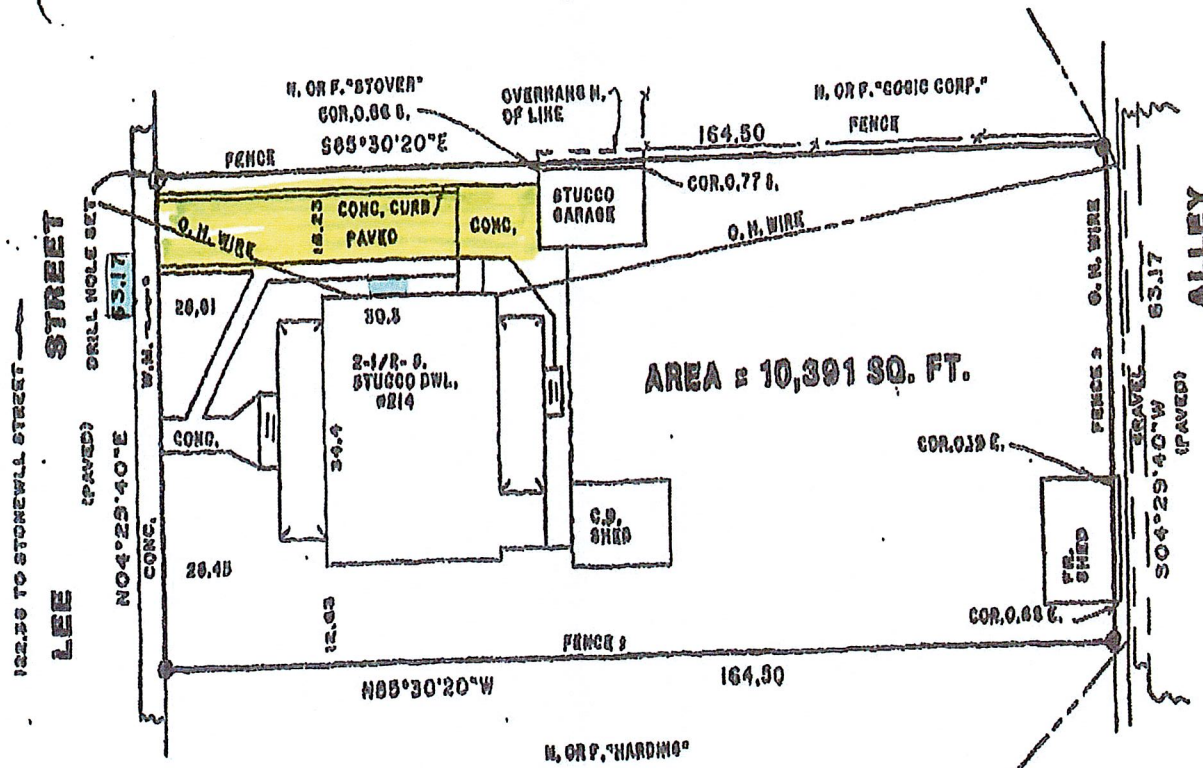
Emergency exit to
main level using
stairs or windows

Emergency Evacuation Diagram – Attic Level



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

BK 552 1/2 338



SCALE - 1" = 20'

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

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

MAY 1, 1995

FORK MAGISTERIAL DISTRICT
WARREN COUNTY
TOWN OF FRONT ROYAL, VIRGINIA

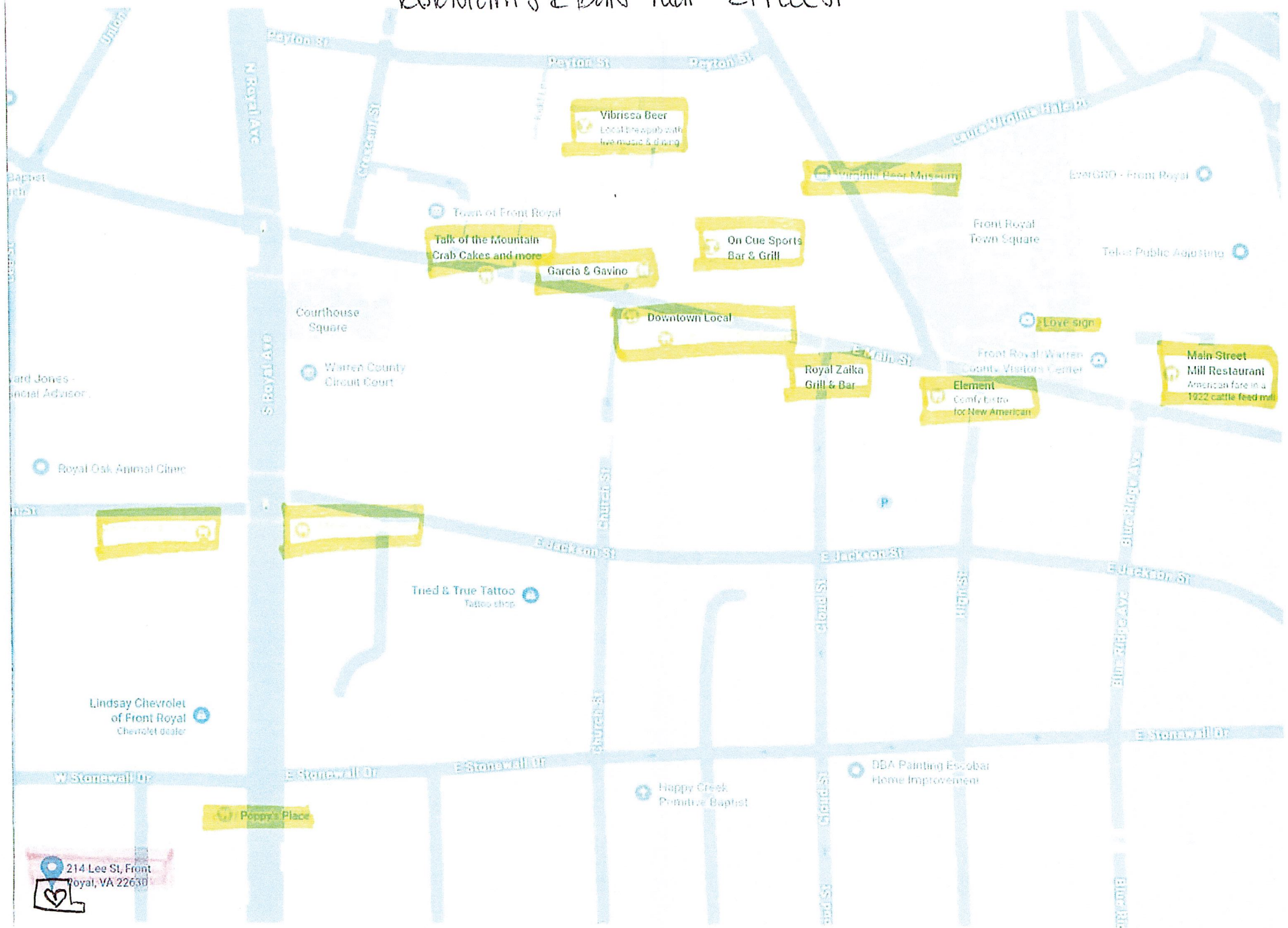
PREPARED BY

LARRY C. HIMELRIGHT P. C.
PROFESSIONAL LAND SURVEYOR
694 RED BUD ROAD, STRASBURG, VA.
PHONE 465-8767

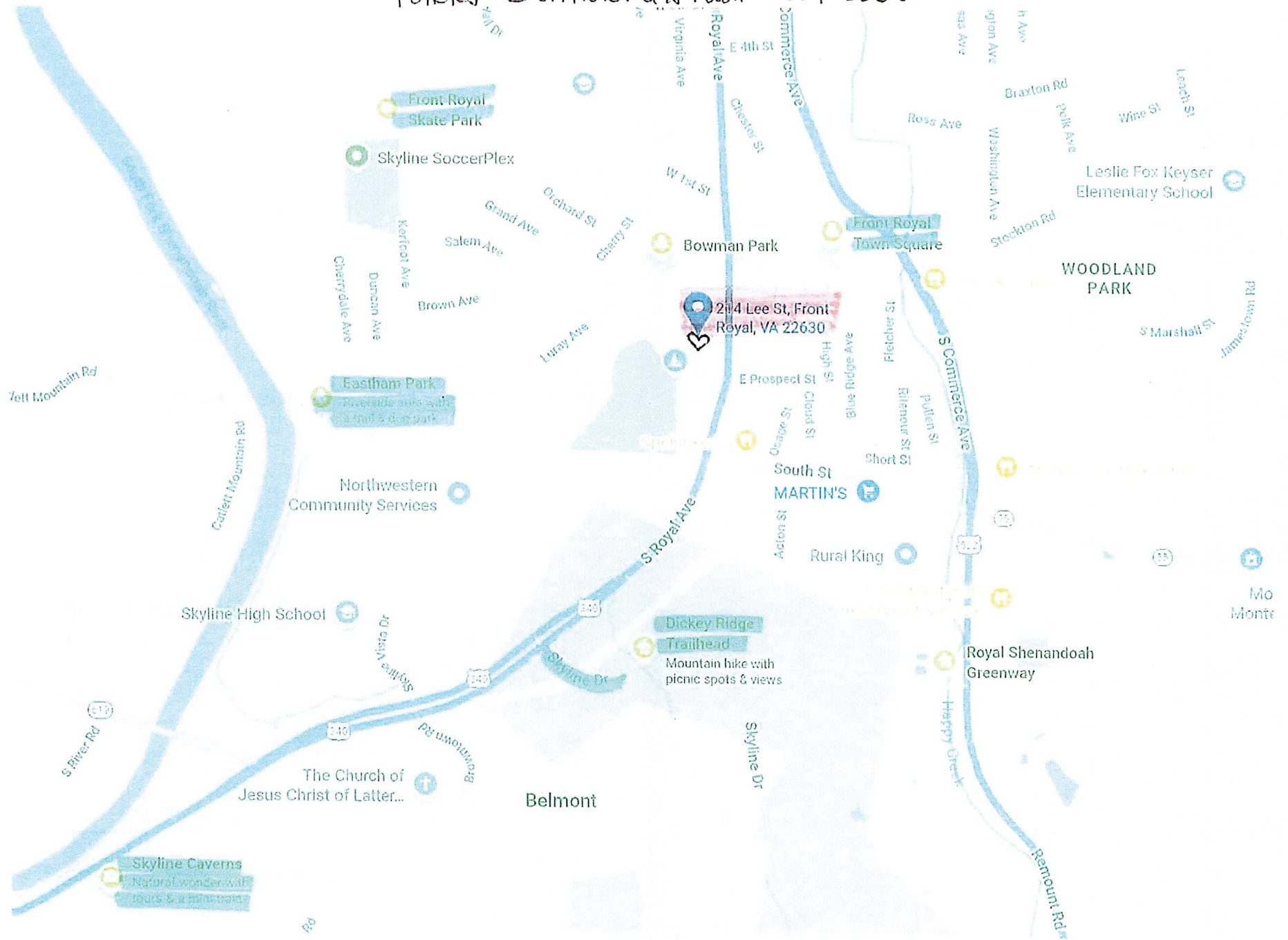


PRIVATE
 Driveway for 3-4 cars.
 Refuse area - pickup & bin storage.

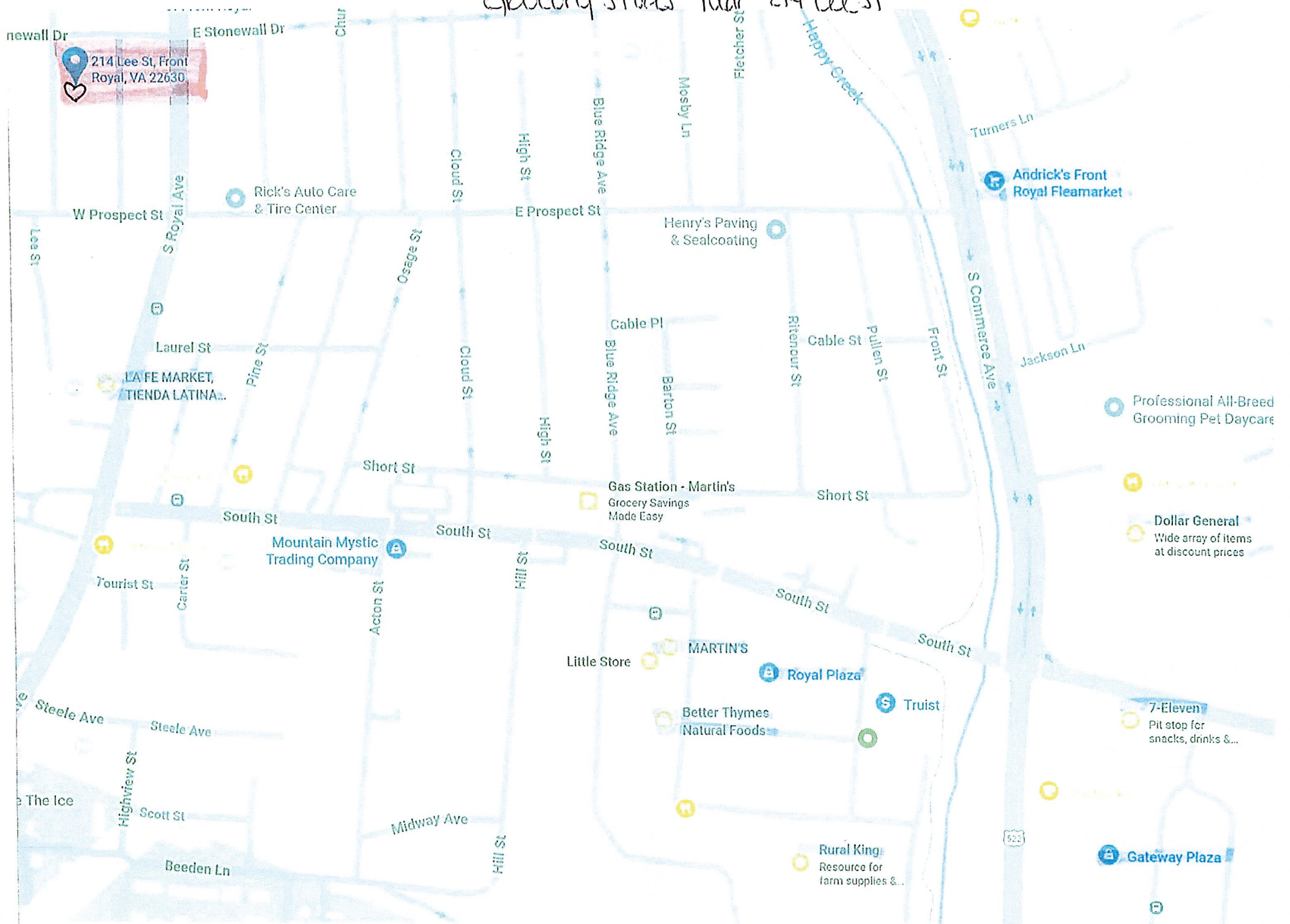
Restaurants & Bars near 214 Lee St



Parks & attractions near 214 Lee St



Grocery stores near 214 Lee St





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 05B

Agenda Item: Rezoning Grand Avenue

Summary: The application submitted by Dana Cline is requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

February 18, 2025 Planning Commission held a public hearing and voted to recommend denial to Town Council.

The citizen comments from the property owners on Grand Ave were in opposition to the rezoning. Staff recommended approval due to the fact that the Comprehensive Plan does encourage infill development. While this is not spot zoning since there are R-3 zoned neighborhoods surrounding Grand Ave, this would be the only R-3 on this stretch of the street. The principal caveat for denial of this rezoning stems from the Comp Plans encouragement that the nature of the development to match the existing character. The neighborhood character is one of mature homes and landscaping, any new development would be obvious, including new single family home construction. Staff does recognize that increasing the density on these two lots to permit duplexes would not match the existing character. Staff encourages Council to watch the video of the Public Hearing from February 18, 2026 to hear citizen comments as well as discussion from the PC.

Budget/Funding: N/A

Staff Recommendation: Council needs to determine the appropriateness of this rezoning on these two lots.

2600013 - AN APPLICATION SUBMITTED BY DANA CLINE REQUESTING AN AMENDMENT TO THE ZONING MAP TO RECLASSIFY TWO VACANT LOTS ON GRAND AVENUE, IDENTIFIED BY TAX MAP 20A6, SECTION 6, BLOCK 4, PARCELS 11A AND 14A, FROM R-1, RESIDENTIAL DISTRICT TO R-3, RESIDENTIAL DISTRICT.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: February 18, 2026

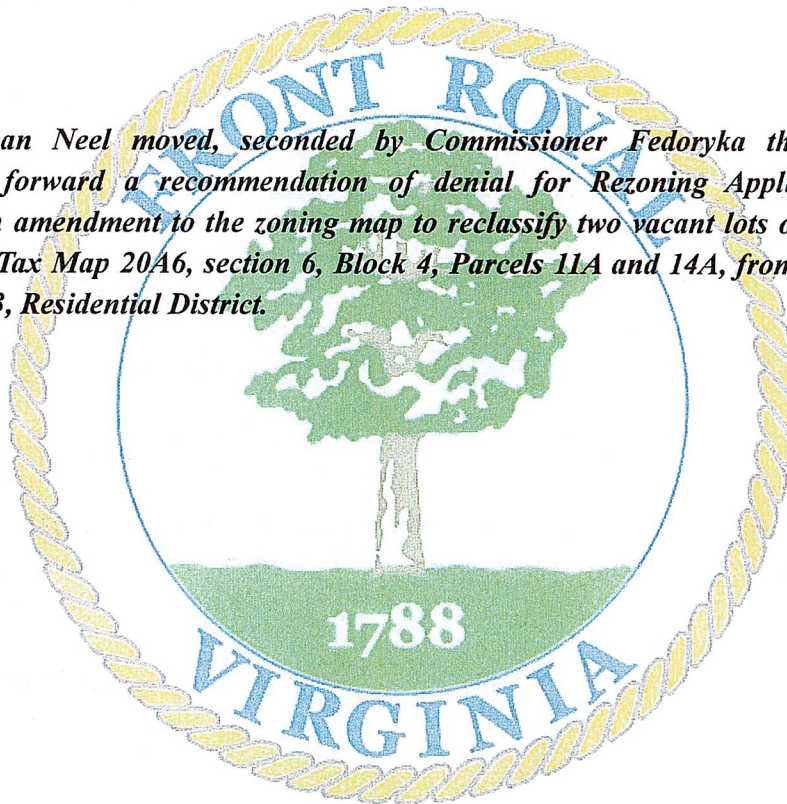
Public Hearing Item 2: 2600013 - An application submitted by Dana Cline requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

Recommendation of Approval _____

Recommendation of Denial ✓

Postponed _____

Vice Chairman Neel moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of denial for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.



Moved Neel Seconded Fedoryka

Marshner yes Marrazzo Absent Neel yes Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

Agenda Item: Rezoning Application #2600013

Meeting Date: February 18, 2026

Summary: The application for review submitted by Dana Cline is requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

Staff Recommendation:

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

Draft Motion:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____."

"I move that the Planning Commission forward a recommendation of denial for Rezoning Application #2600013 requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District for the following reasons: _____."

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

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____



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

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

APPLICATION: Rezoning Application #2600013

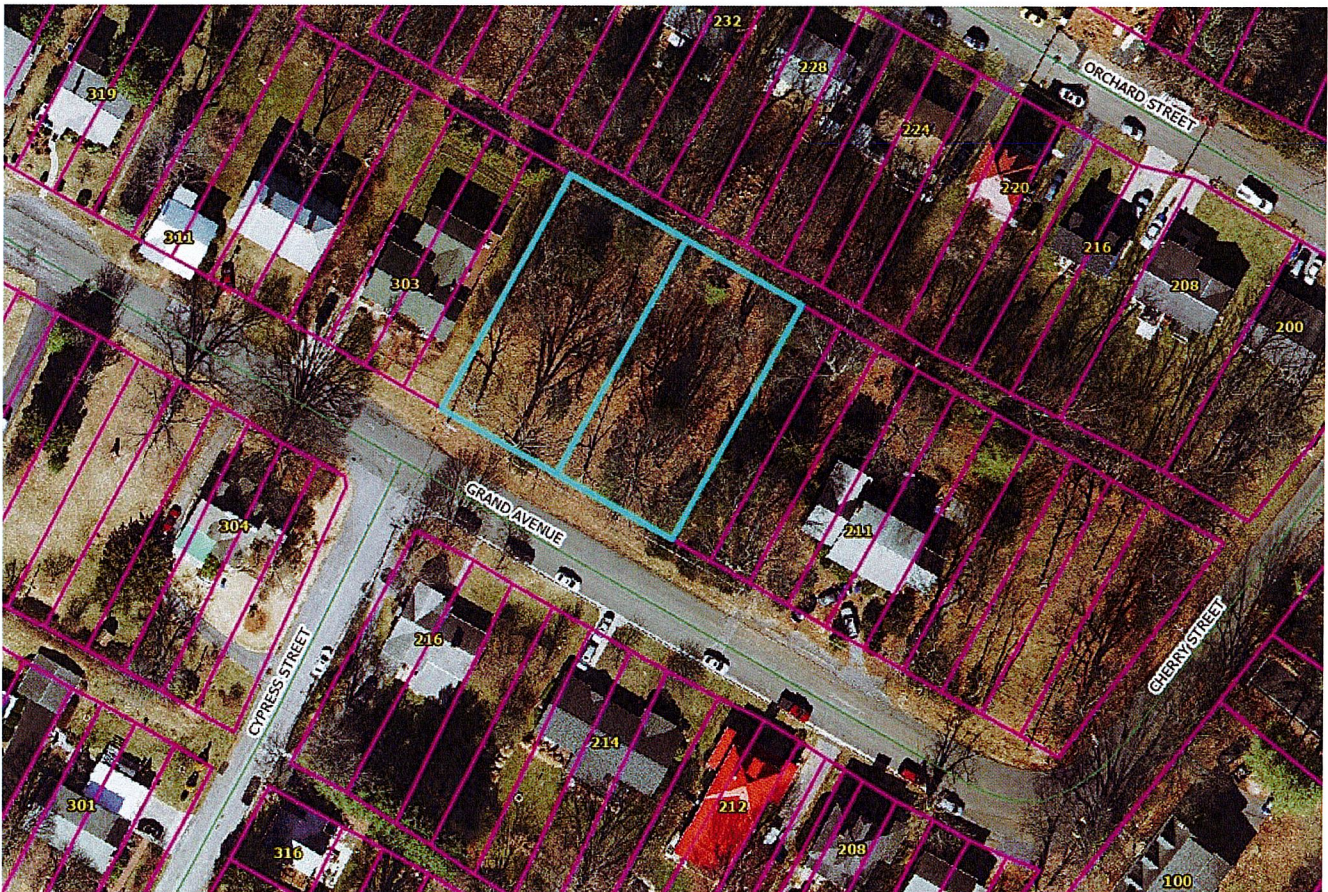
APPLICANT: Dana Cline

APPLICATION SUMMARY: The application for review is requesting an amendment to the zoning map to reclassify two vacant lots on Grand Avenue, identified by Tax Map 20A6, Section 6, Block 4, Parcels 11A and 14A, from R-1, Residential District to R-3, Residential District.

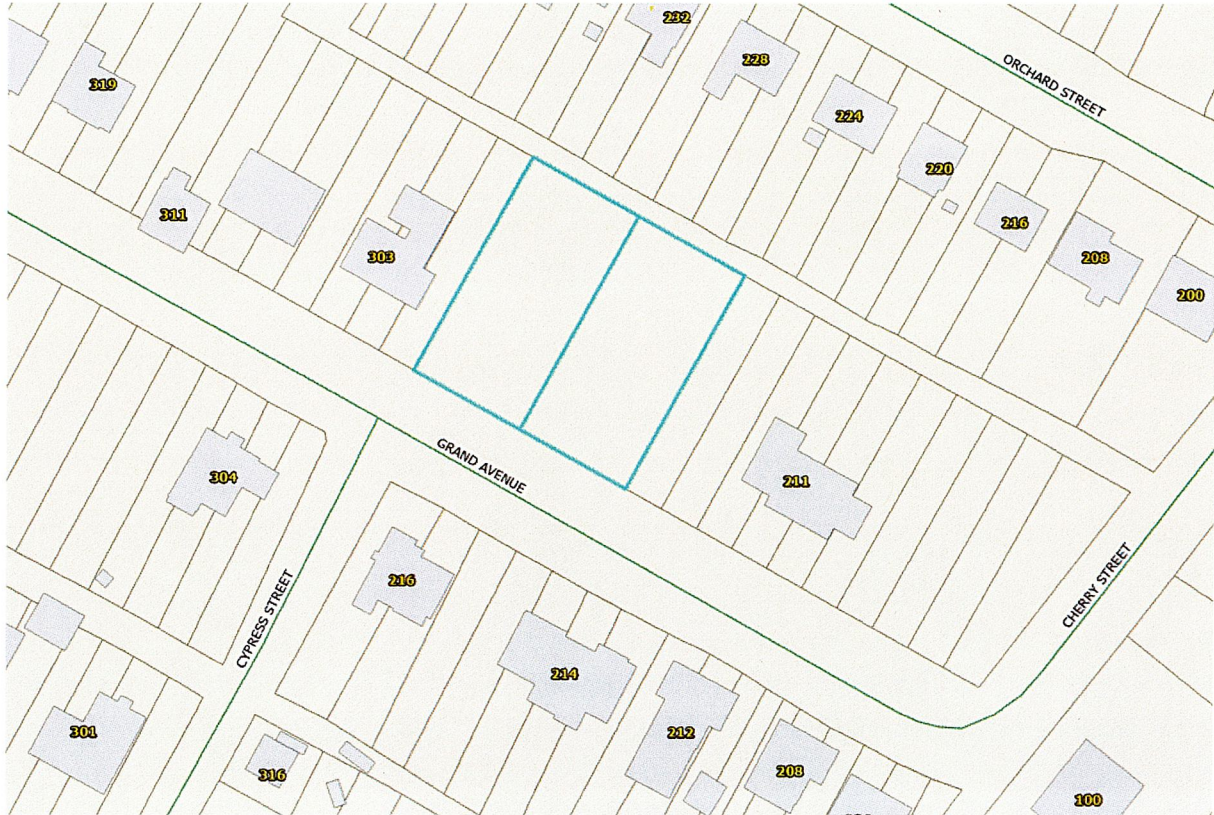
GENERAL INFORMATION:

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

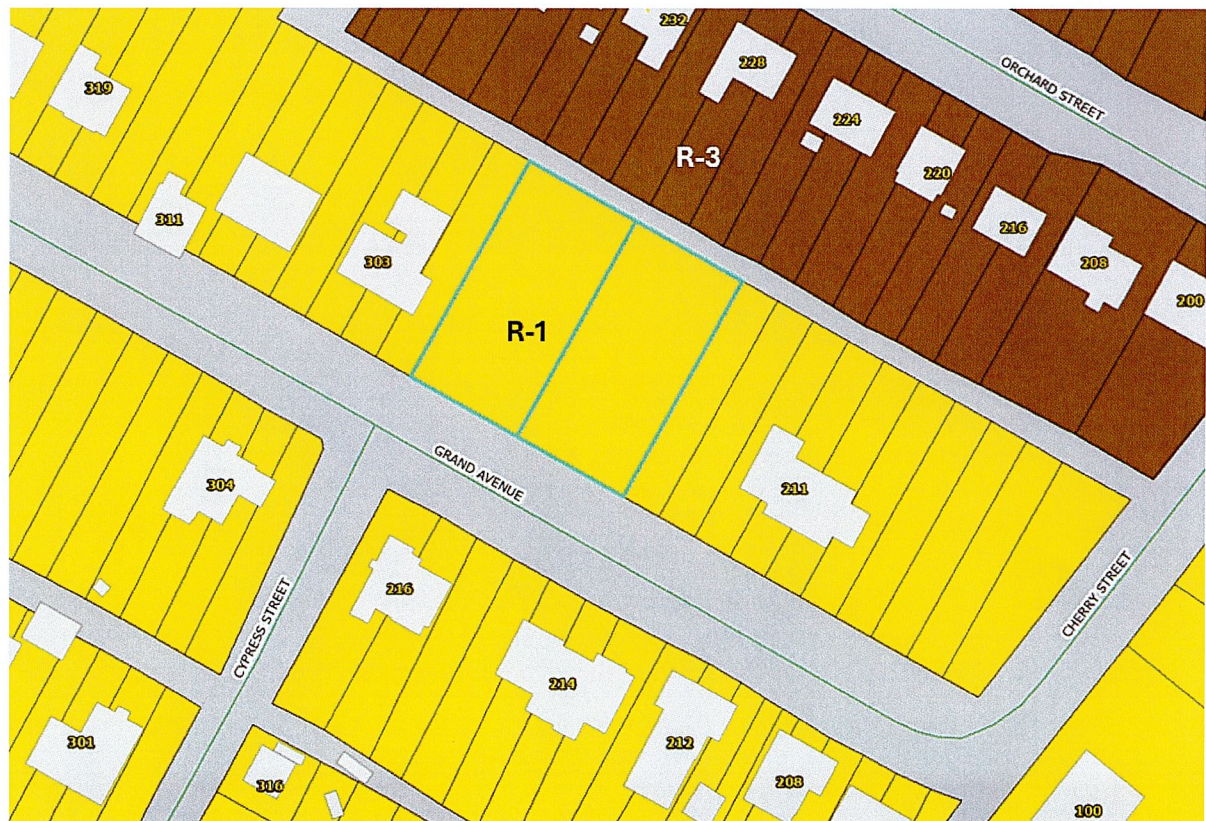
Aerial Map (Town of Front Royal GIS)



Vicinity Map – (Town of Front Royal GIS)



Zoning Map – (Town of Front Royal GIS)



APPLICATION DOCUMENTS:

Attachment A: Application.

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

Attachment B: Statement of Justiciation Letter.

Statement Of Justification

Dana Cline

Lot 11A Grand Ave.

Lot 14A Grand Ave.

Front Royal, Va. 22630

To The Town Council

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

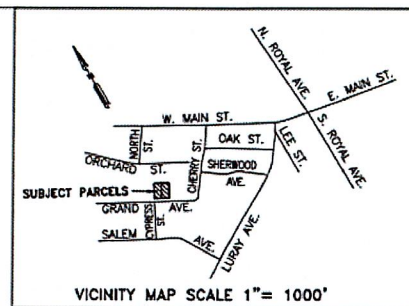
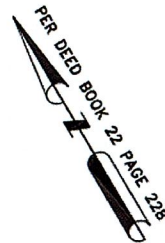
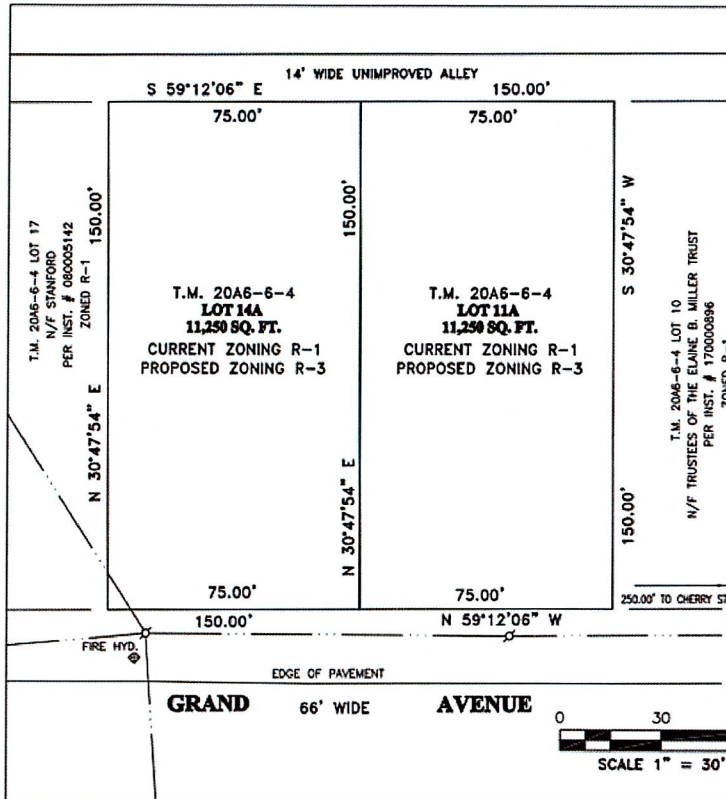
These lots on Grand Ave. would be perfect for families with young children or even the elderly looking to retire. The current two lots have plenty of extra space for duplexes to be built. Each duplex lot would need 3,750 SQ.FT. I will have 5,625 SQ.FT. For the width of the lots, I need at least 30 FT.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

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

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

Dana M. Cline 1-9-2026

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

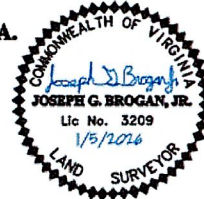


NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: DANA MATTHEW CLINE
PER INST. # 200006811.
PLAT REF: INST. # 260000024.
PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

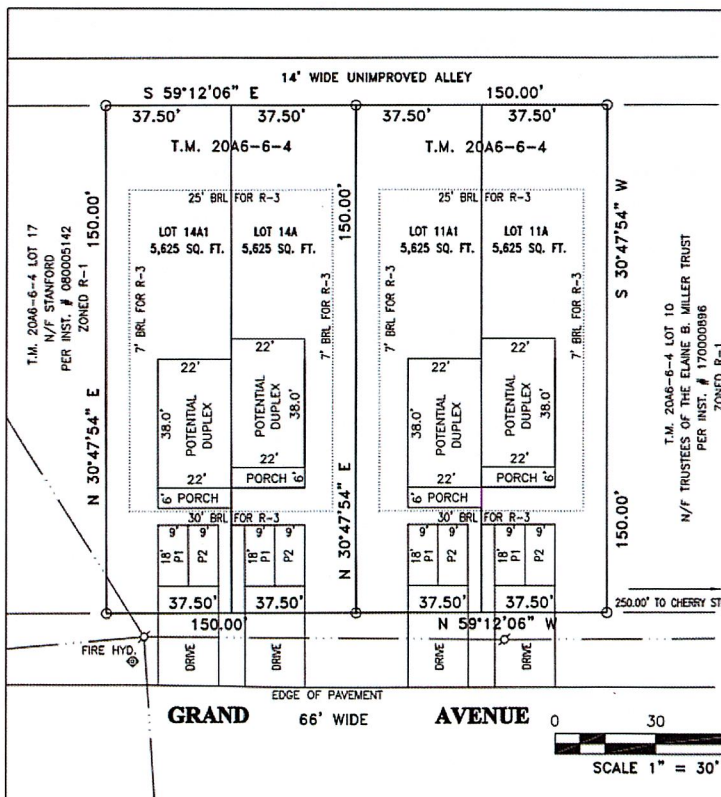
PROPOSED REZONING OF LOTS 11A AND 14A
BLOCK 4, MAP OF HOFFMAN HEIGHTS
FORK MAGISTERIAL DISTRICT

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

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



Attachment D: Conceptual Sketch.



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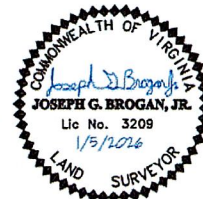
CONCEPTUAL LAYOUT OF POTENTIAL DUPLEX LOTS
BLOCK 4, MAP OF HOFFMAN HEIGHTS
IF REZONED TO R-3

FORK MAGISTERIAL DISTRICT

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

○ DENOTES UTILITY POLE.
— DENOTES OVERHEAD WIRES.

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



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

R-1 District, Zoning Ordinance Section 175-11

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

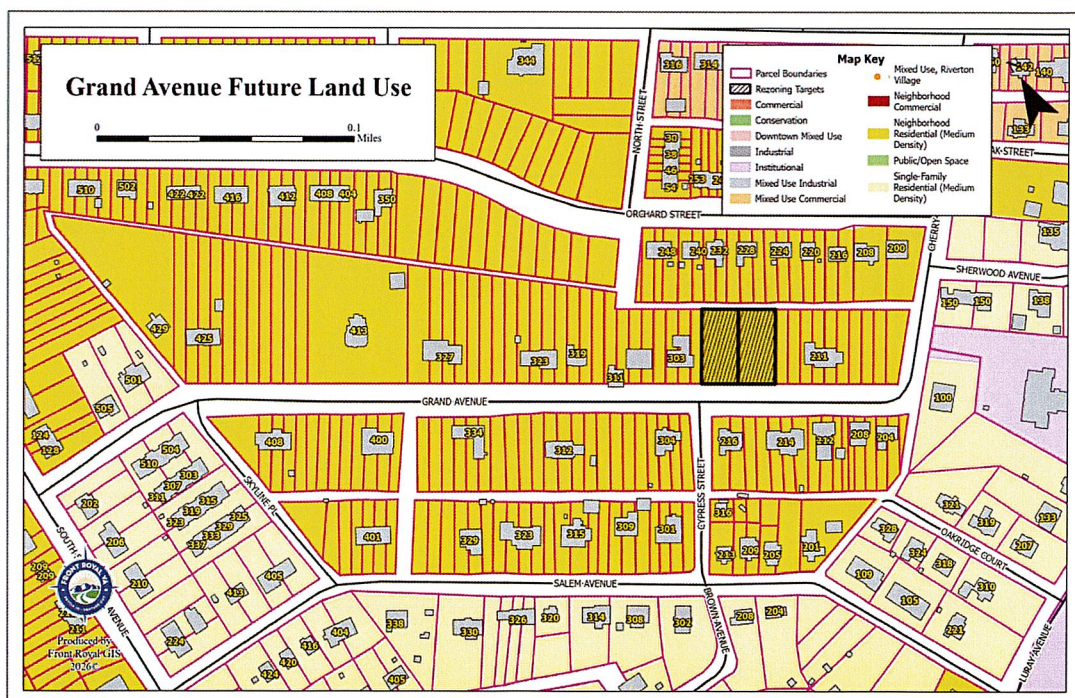
R-3 District, Zoning Ordinance Section 175-28

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

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

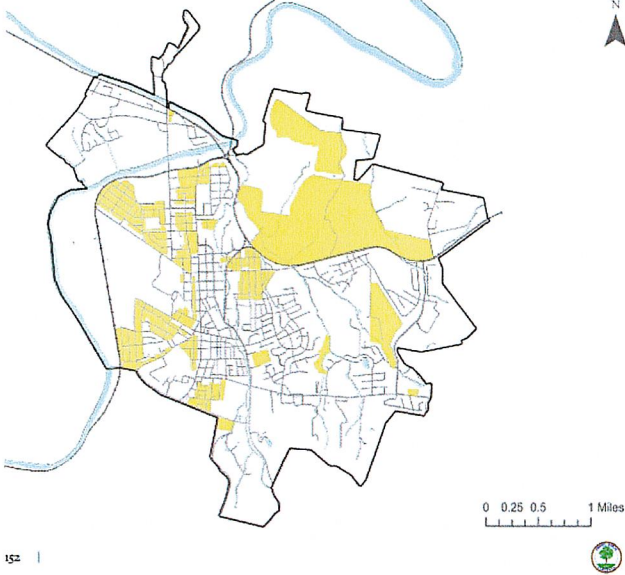
The major difference between these two zones is the proposed density of the uses. The R-1 zone is intended for low density, single family development. The R-3 on the other hand, is intended to provide for a variety of housing types at a higher density. This is more characteristic of older development.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

TOWN COMPREHENSIVE PLAN:



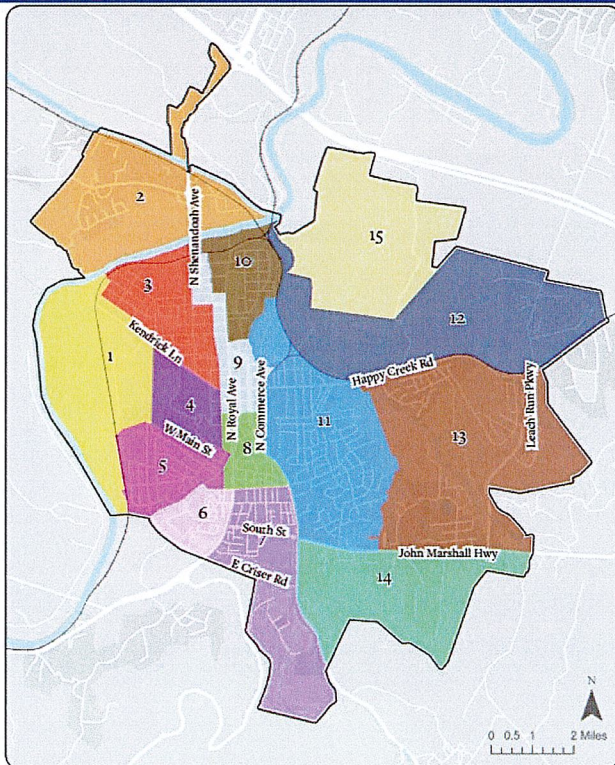
NEIGHBORHOOD RESIDENTIAL (MEDIUM DENSITY).

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



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

PLANNING AREAS



Planning Areas

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

5. VISCOSE CITY

Area Description

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

Opportunities

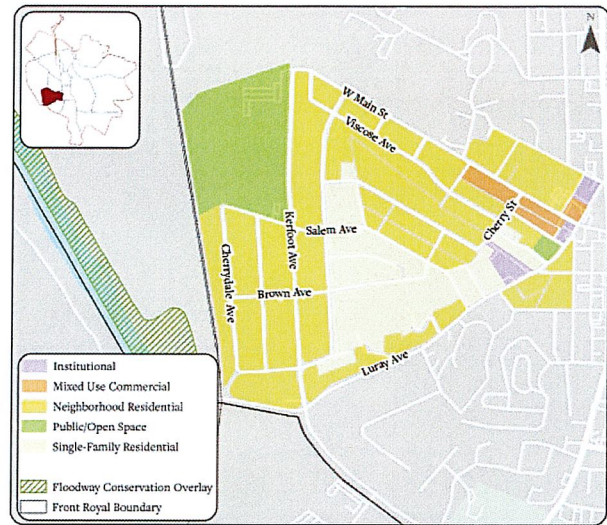
- The Viscose City Planning Area has adequate utility and transportation capacity, but many of the streets need improvements with curb and gutter and sidewalks.
- Recreational facilities and natural resources at the Skyline Soccerplex, Eastham Park and Bowman Park.
- Open space within and adjacent to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

Challenges

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

Action Strategies

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



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

STAFF FINDINGS AND ANALYSIS:

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

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

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

Town of Front Royal
Department of Planning and Zoning
102 East Main Street
PO Box 1560
Front Royal, VA 22630

Main: 540-635-4236
Fax: 540-631-2727
planning@frontroyalva.com

Permit: # 26000013
Fee Amt: \$650.00
Date Paid: 1-9-26
Date Received: 1-9-26
by CLC

REZONING APPLICATION

APPLICANT:

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

PROPERTY OWNER OF RECORD:

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

PROPERTY DESCRIPTION:

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

REQUEST:

Existing Zoning: R-1 Proposed Zoning: R-2 R-3 D.C.
Existing Use: Vacant land Proposed Use: Residential

Revised 6/6/2025

RECEIVED
JAN 09 2026
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

ATTACHMENTS:

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

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

CERTIFICATION:

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

Dana M. Cline
Signature of Property Owner

Signature of Applicant (if different)

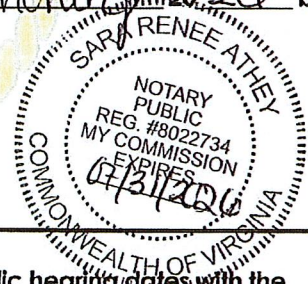
City/County of Warren, Commonwealth of Virginia

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

Dana M. Cline
(Name of person seeking acknowledgement)

Sara Renee Athey
Notary Public

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



NOTICES

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

Statement Of Justification

Dana Cline

Lot 11A Grand Ave.

Lot 14A Grand Ave.

Front Royal, Va. 22630

To The Town Council

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

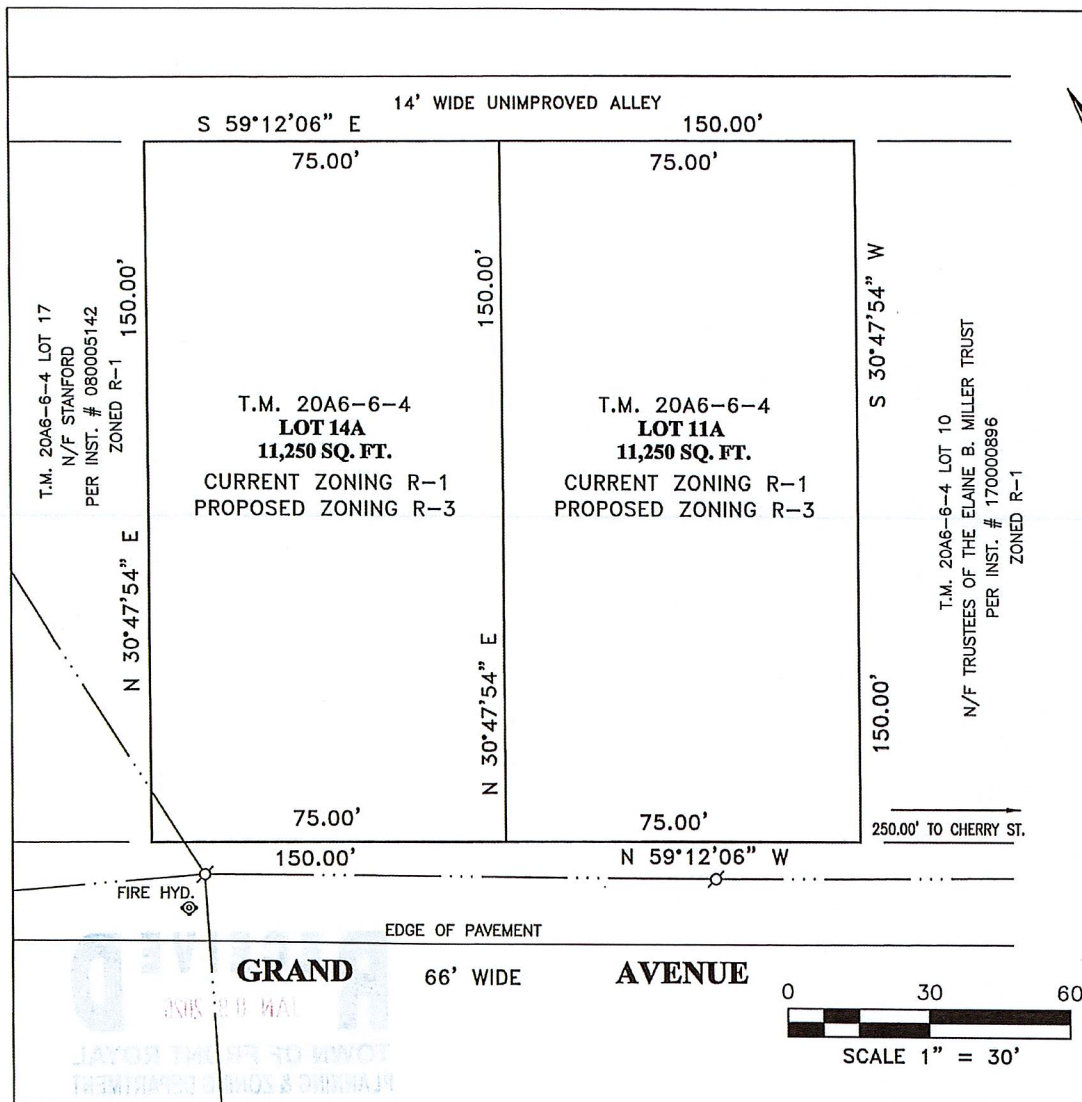
These lots on Grand Ave. would be perfect for families with young children or even the elderly looking to retire. The current two lots have plenty of extra space for duplexes to be built. Each duplex lot would need 3,750 SQ.FT. I will have 5,625 SQ.FT. For the width of the lots, I need at least 30 FT.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

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

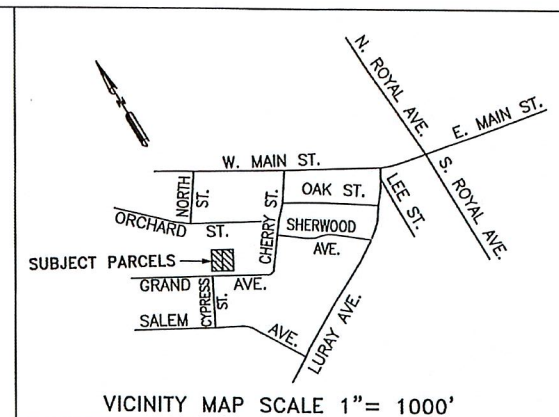
Finally, I would like to bring to your attention, that my lots back up to Orchard ST., which is zoned R-3.

Dana M. Cline

1-9-2026



PER DED BOOK 22 PAGE 228



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

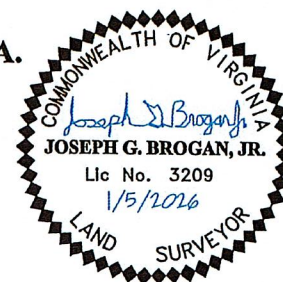
PLAT REF: INST. # 260000024.

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

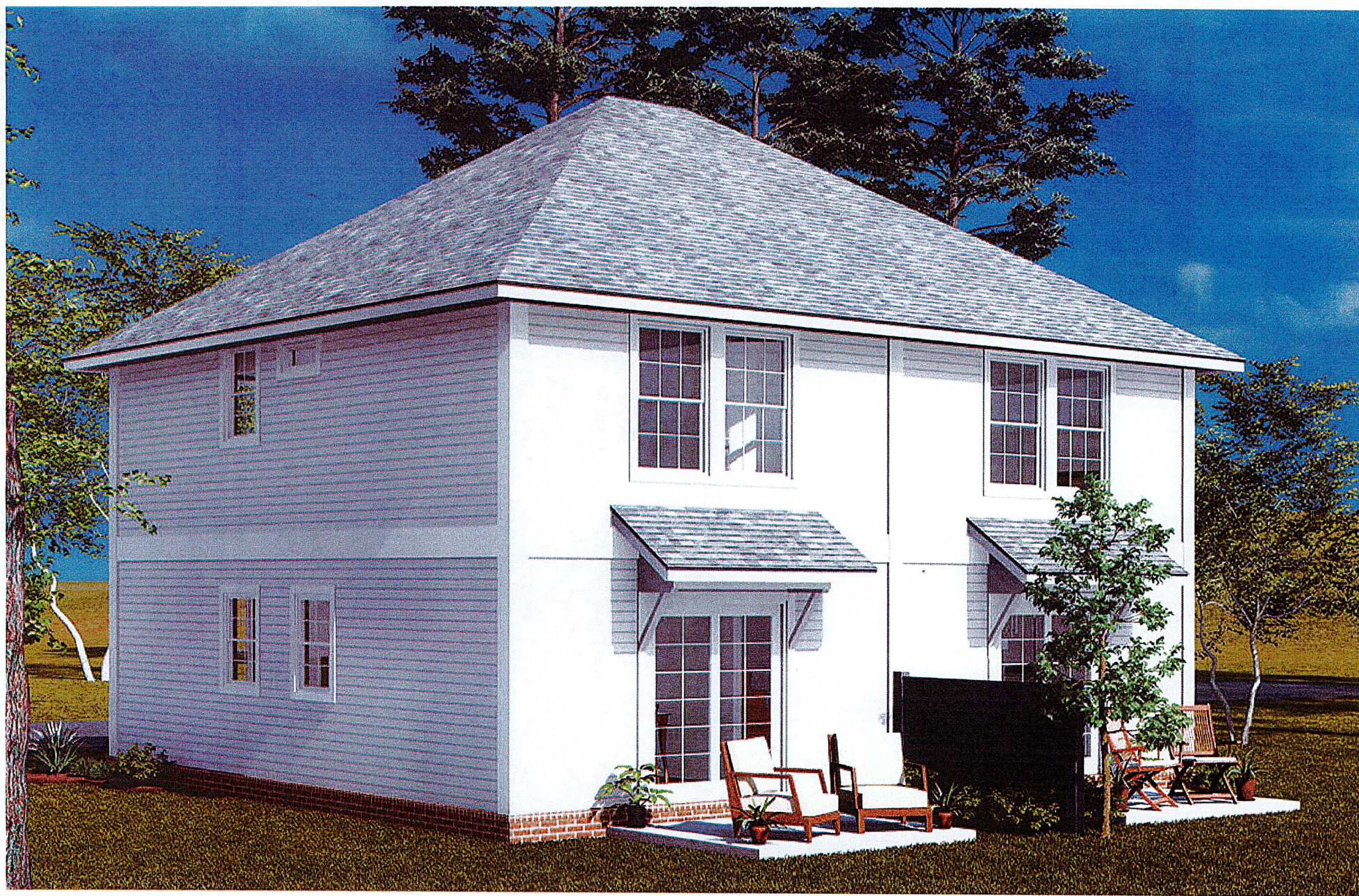
**PROPOSED REZONING OF LOTS 11A AND 14A
BLOCK 4, MAP OF HOFFMAN HEIGHTS
FORK MAGISTERIAL DISTRICT**

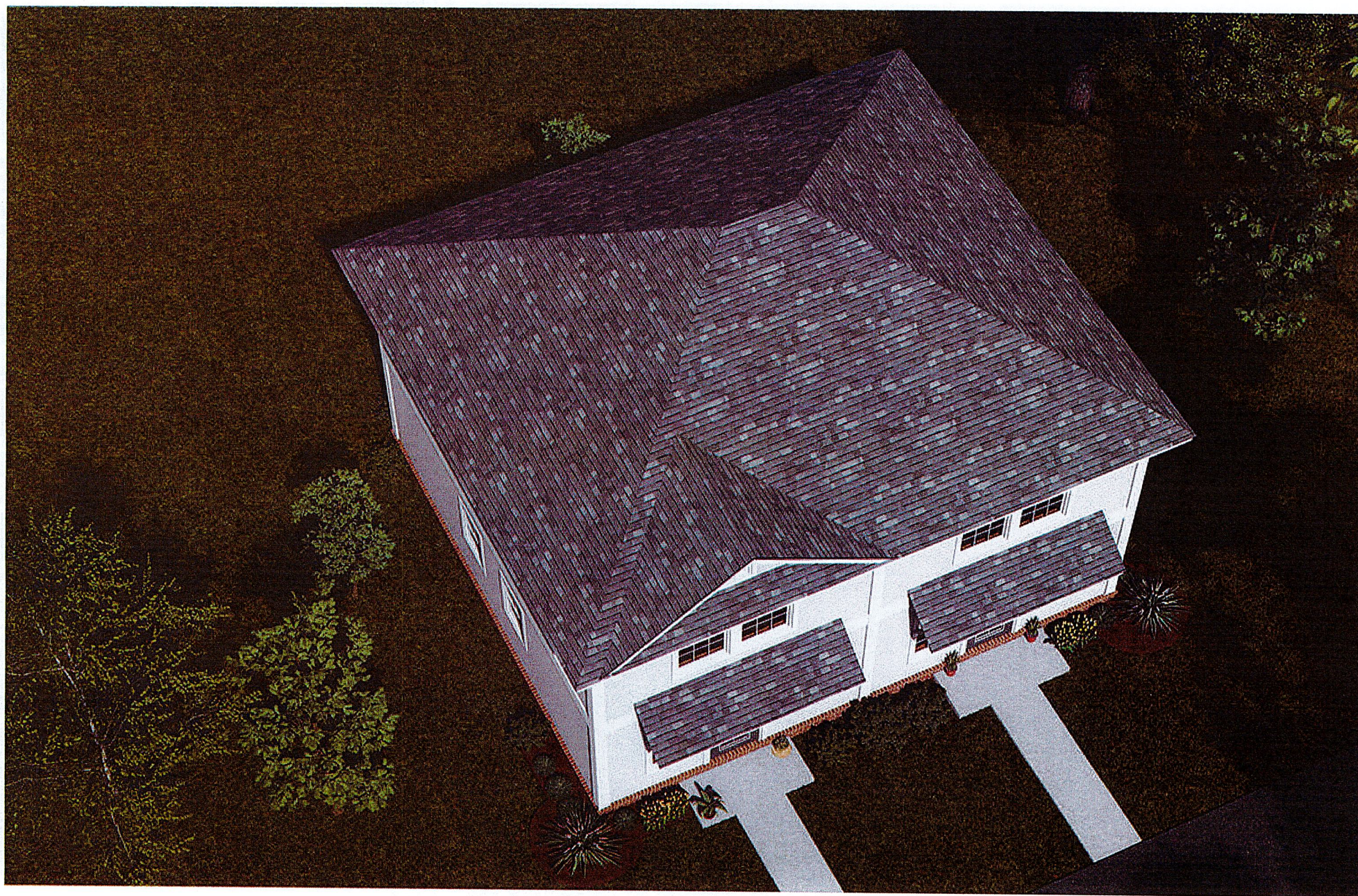
**TOWN OF FRONT ROYAL, VA.
WARREN COUNTY, VA.**

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











COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 05C

Agenda Item: A Special Exception application requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet.

Summary: The applicant is requesting to increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12.

February 18, 2025 Planning Commission held a public hearing and voted to recommend approval to Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval without conditions. The retaining walls can only be approved administratively up to 3 feet in height. Council must approve height limits beyond. The engineering plans will be reviewed and approved by the Building Department.

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: February 18, 2026

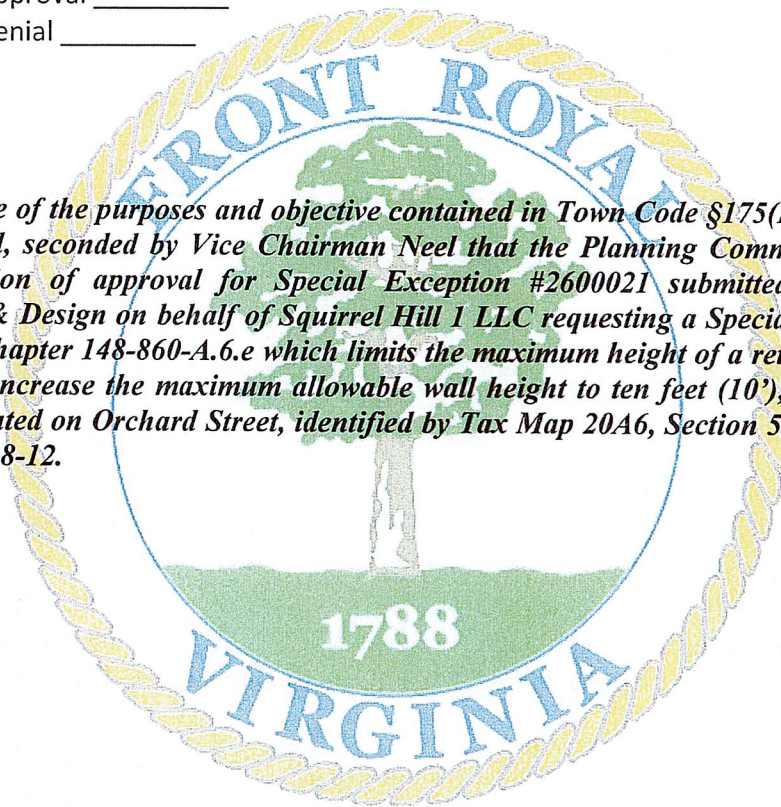
Public Hearing Item 3: 2600021 – An application submitted by Monteverde Engineering & Design Studio on behalf of Squirrel Hill 1 LLC, requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet. The applicant is requesting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

Recommendation of Approval ✓

Recommendation of Denial _____

Postponed _____

In furtherance of the purposes and objective contained in Town Code §175(B), Commissioner Brooks moved, seconded by Vice Chairman Neel that the Planning Commission forward a recommendation of approval for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6.e which limits the maximum height of a retaining wall to six feet (6') and increase the maximum allowable wall height to ten feet (10'), for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, parcels 8-1, 8-2, 8-3, 8-11, and 8-12.



Moved Brooks Seconded Neel

Marshner yes Marrazzo Absent Neel yes Brooks yes Fedoryka yes

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

Town of Front Royal, Virginia
Planning Commission Monthly Meeting Agenda

☐ Consent Action ☐ Administrative Action ☒ Public Hearing ☐ Discussion

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

Meeting Date: February 18, 2026

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

Staff Recommendation:

Staff recommends approval without conditions.

Draft Motion:

"In furtherance of the purposes and objectives contained in Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval for Special Exception #2600021 submitted by Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC requesting a Special Exception from Town Code Chapter 148-860-A.6. e. which limits the maximum height of a retaining wall to six (6) feet and increase the maximum allowable wall height to ten (10) feet, for undeveloped properties located on Orchard Street, identified by Tax Map 20A6, Section 5, Parcels 8-1, 8-2, 8-3, 8-11, and 8-12."

"I move that the Planning Commission keep the public hearing open to allow staff time to ascertain additional information regarding _____."

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

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

Planning Commission Action:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Fedoryka _____ Brooks _____

Approved _____ Approved w/ Conditions _____

Denied _____ Postponed _____



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

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

APPLICATION: Special Exception Application #2600021

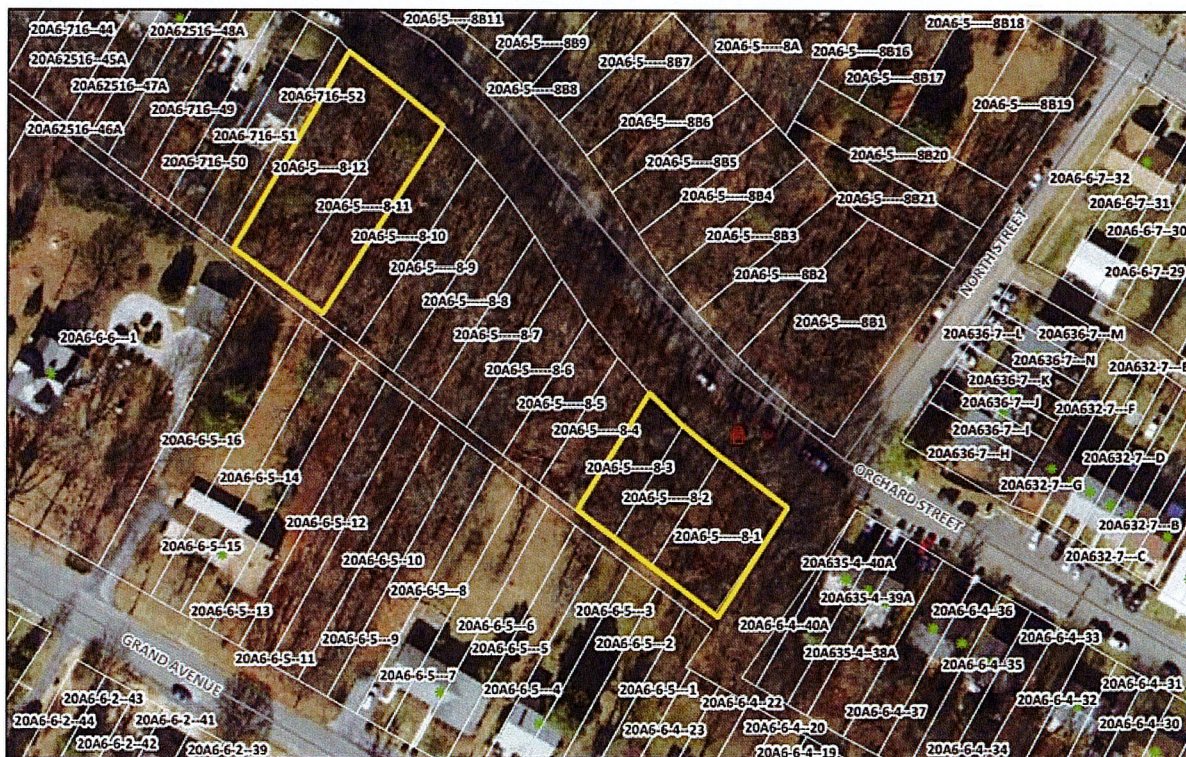
APPLICANT: Monteverde Engineering & Design on behalf of Squirrel Hill 1 LLC

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

GENERAL INFORMATION:

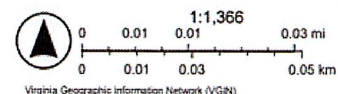
Site Address(es): Vacant Lots on Orchard Street
Property Owner(s): Donald J. McCarty, Dennis P. McCarty, Douglas Neil McCarty
Zoning District: R-2, Residential District
Historic District: No
Tax Identification: Tax Map #20A6-5-8-1, 8-2, 8-3, 8-11, and 8-12

Aerial Map (Warren County GIS)

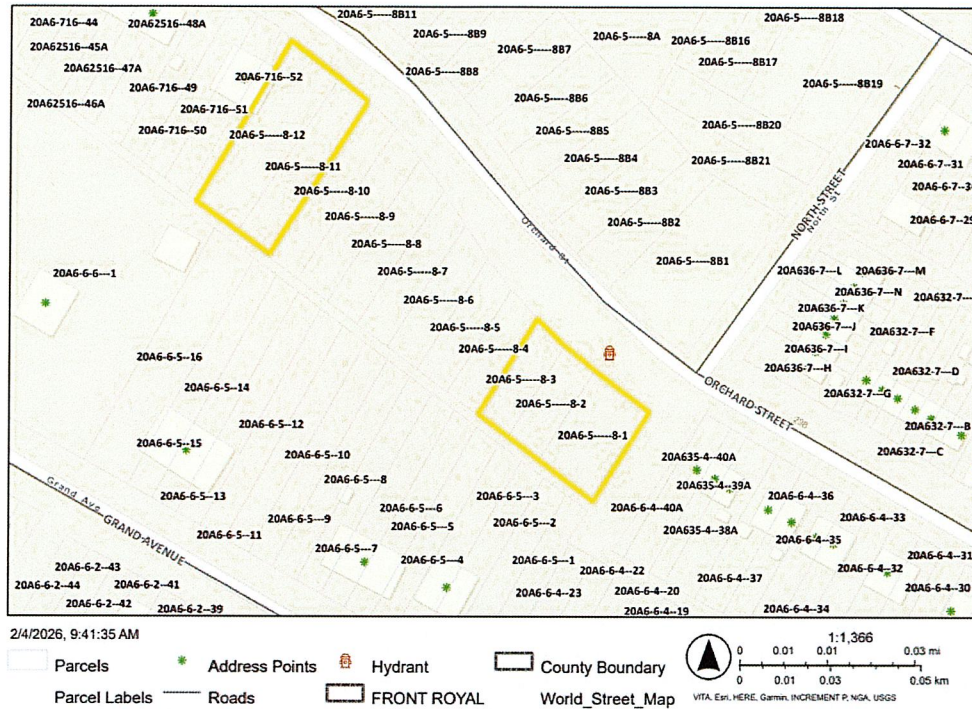


2/4/2026, 9:43:21 AM

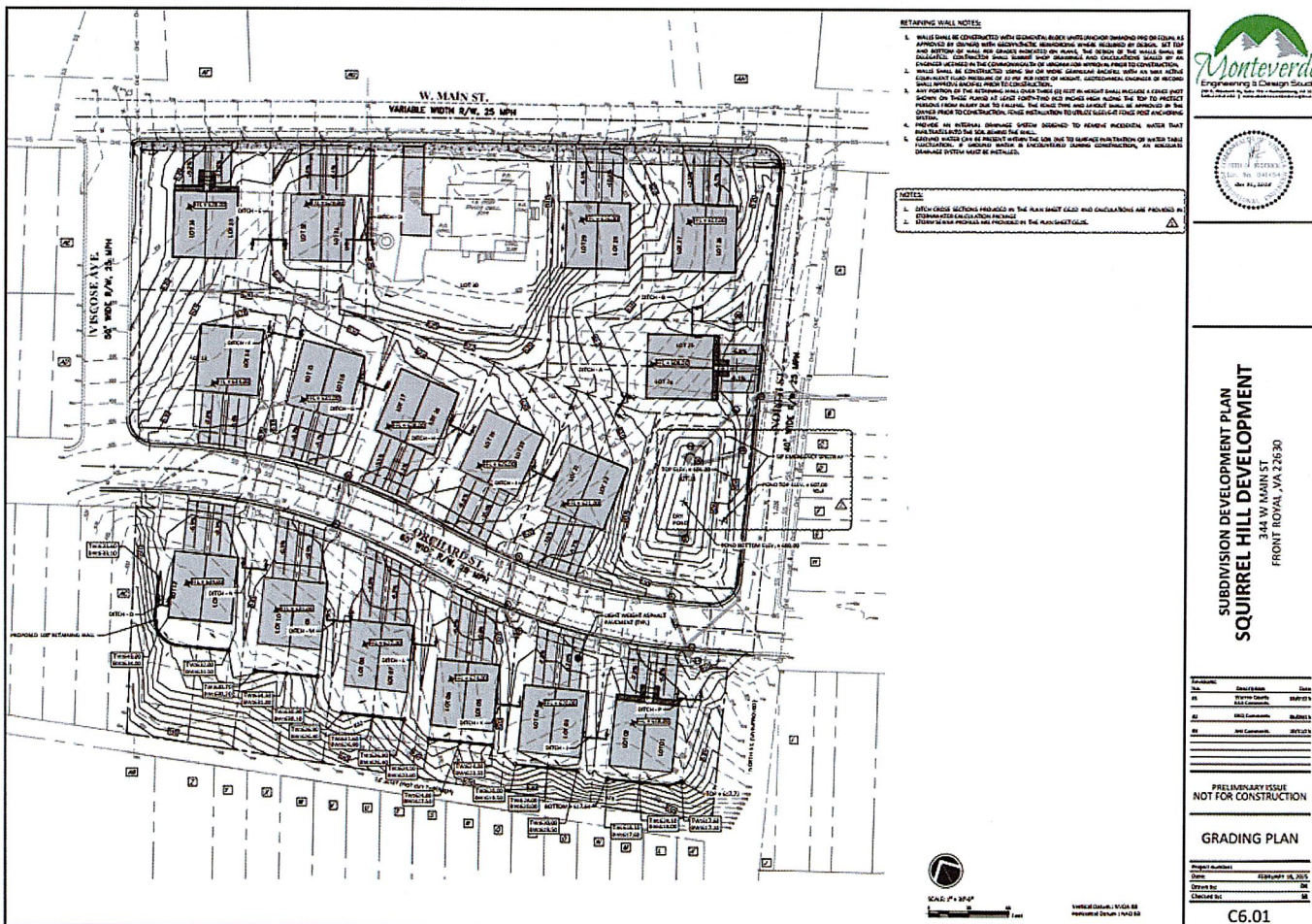
Parcels Roads County Boundary
 Parcel Labels Hydrant
 Address Points FRONT ROYAL



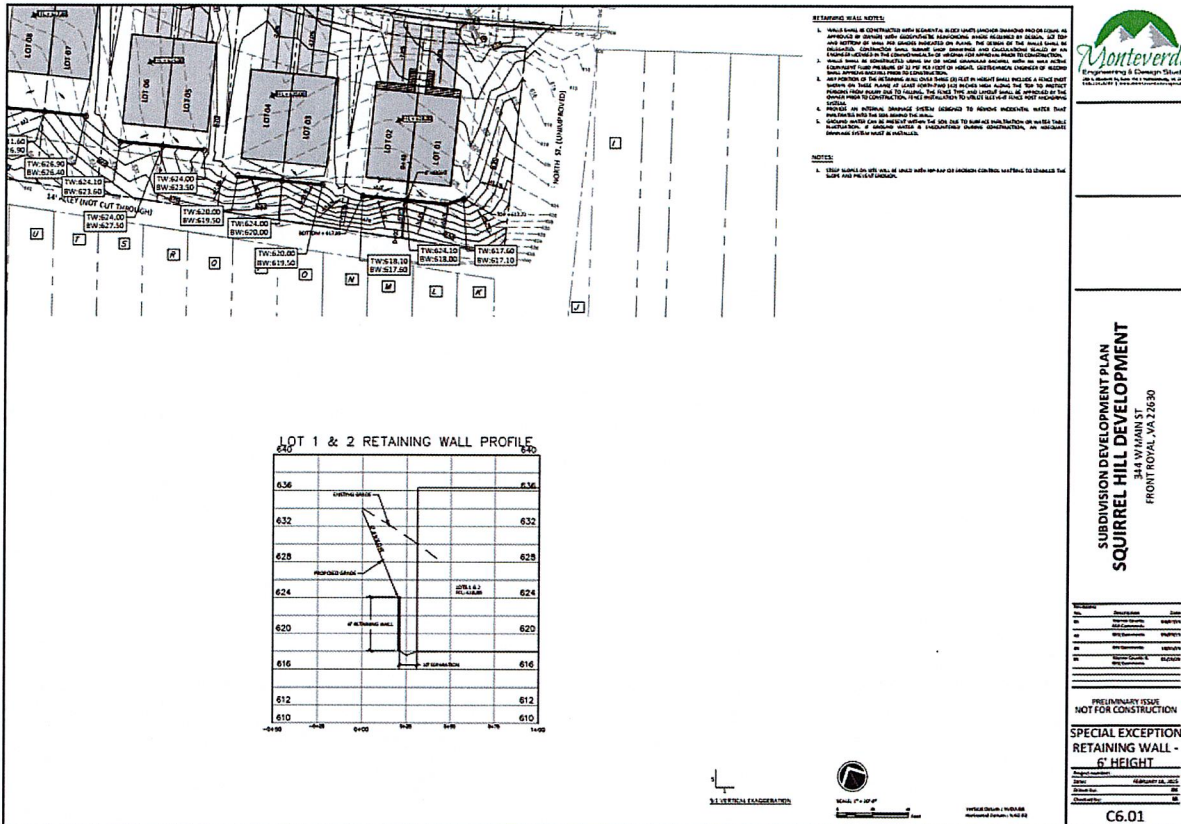
Vicinity Map (Warren County GIS)



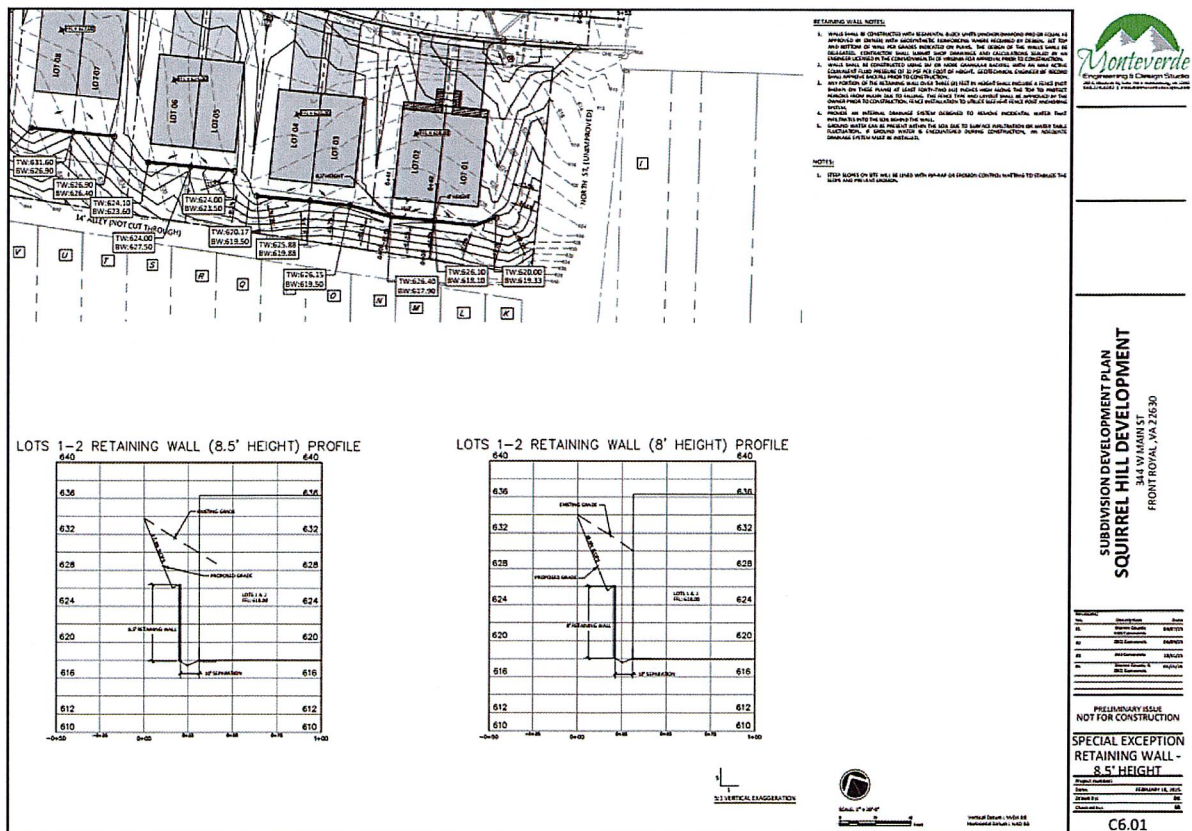
Grading Plan – Squirrel Hill Subdivision Development Plan



Retaining Wall – 6' Height



Retaining Wall – 8' and 8.5' Height



BACKGROUND INFORMATION & RELEVANT CODES:

148-211 SPECIAL EXCEPTIONS

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

148-860 ENVIRONMENTAL IMPROVEMENTS

A. *Steep Slopes.*

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

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

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

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

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

STAFF RECOMMENDATION:

Staff recommends approval without conditions.

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

Attachments: Application and Supporting Documents from the Applicant

Revised Application

#2600021

SPECIAL EXCEPTION APPLICATION

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

APPLICANT**PROPERTY OWNER (if different)**

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

SECTION A - Property Information

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

SECTION B - Details of Request

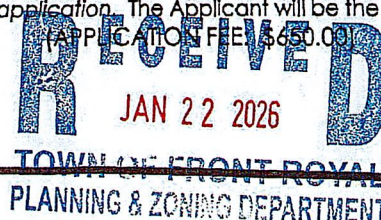
Project Name: <u>Squirrel Hill Development</u>
Special Exception Code Sections(s): <u>Section 148-860-A - item 6 (e)</u>
General Description of the request (please attach supporting information, such as plats, plans, details, etc.): For the Town of Front Royal to consider a Special Exception for Retaining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

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

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

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

June 5, 2025





RETAINING WALL NOTES:

1. WALLS SHALL BE CONSTRUCTED WITH SEGMENTAL BLOCK UNITS (ANCHOR DIAMOND PRO OR EQUAL AS APPROVED BY OWNER) WITH GEOSYNTHETIC REINFORCING WHERE REQUIRED BY DESIGN. SET TOP AND BOTTOM OF WALL PER GRADES INDICATED ON PLANS. THE DESIGN OF THE WALLS SHALL BE DELEGATED. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND CALCULATIONS SEALED BY AN ENGINEER LICENSED IN THE COMMONWEALTH OF VIRGINIA FOR APPROVAL PRIOR TO CONSTRUCTION.
2. WALLS SHALL BE CONSTRUCTED USING 50# OR NOBLE GRANITE-BACKED WITH AN 80# ACTIVE EQUIVALENT FLUID PRESSURE OF 32 PSF PER FOOT OF HEIGHT. GEOTECHNICAL ENGINEER OF RECORD SHALL APPROVE BACKFILL PRIOR TO CONSTRUCTION.
3. ANY PORTION OF THE RETAINING WALL OVER THREE (3) FEET IN HEIGHT SHALL INCLUDE A FENCE (NOT SHOWN ON THESE PLANS) AT LEAST FORTY-TWO (42) INCHES HIGH ALONG THE TOP TO PROTECT PERSONS FROM RUIN DUE TO FALLING. THE FENCE TYPE AND LAYOUT SHALL BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION. FENCE INSTALLATION TO UTILIZE SLEEVE-IT FENCE POST ANCHORING SYSTEM.
4. PROVIDE AN INTERNAL DRAINAGE SYSTEM DESIGNED TO REMOVE INCIDENTAL WATER THAT INFILTRATES INTO THE SOIL BEHIND THE WALL.
5. GROUND WATER CAN BE PRESENT WITHIN THE SOIL DUE TO SURFACE INFILTRATION OR WATER TABLE FLUCTUATION. IF GROUND WATER IS ENCOUNTERED DURING CONSTRUCTION, AN ADEQUATE DRAINAGE SYSTEM MUST BE INSTALLED.

NOTES:

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



SUBDIVISION DEVELOPMENT PLAN SQUIRREL HILL DEVELOPMENT

344 W MAIN ST
FRONT ROYAL, VA 22630

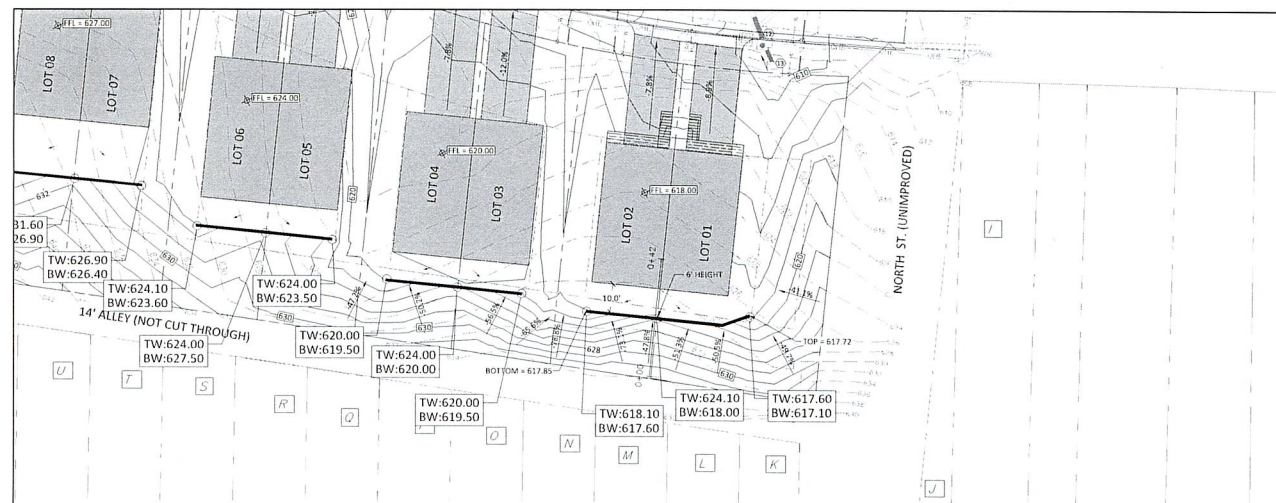
Revisions	Description	Date
#1	Warren County ISS Comments	08/09/25
#2	DIG Comments	08/09/25
#3	AHJ Comments	10/03/25

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

GRADING PLAN

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

C6.01



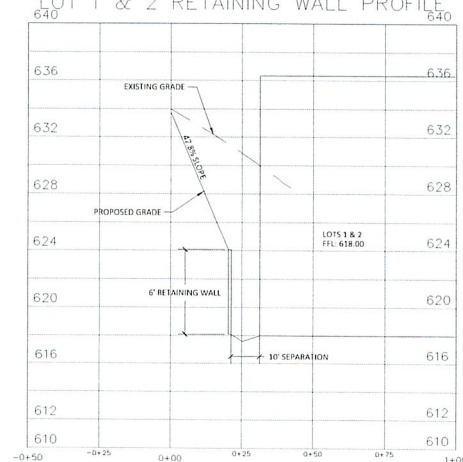
RETAINING WALL NOTES:

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

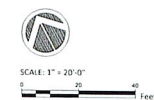
NOTES:

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

LOT 1 & 2 RETAINING WALL PROFILE



5
1
SCALE: 1" = 20'-0"
5:1 VERTICAL EXAGGERATION



Vertical Datum: NVD88
Horizontal Datum: NAD83



SUBDIVISION DEVELOPMENT PLAN SQUIRREL HILL DEVELOPMENT

344 W MAIN ST
FRONT ROYAL, VA 22630

Revisions:		
No.	Description	Date
#1	Warren County EIS Comments	03/07/25
#2	DEQ Comments	06/09/25
#3	ATU Comments	10/01/25
#4	Warren County & DEQ Comments	01/23/26

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

SPECIAL EXCEPTION RETAINING WALL - 6' HEIGHT

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

C6.01



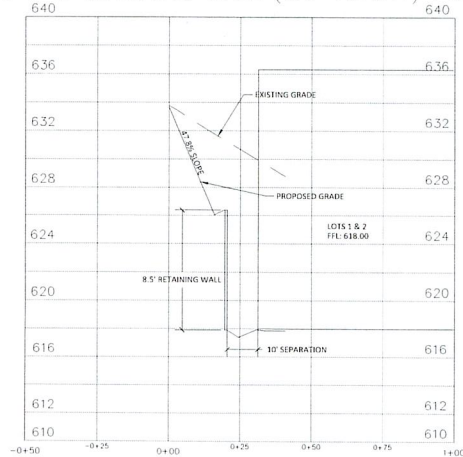
RETAINING WALL NOTES:

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

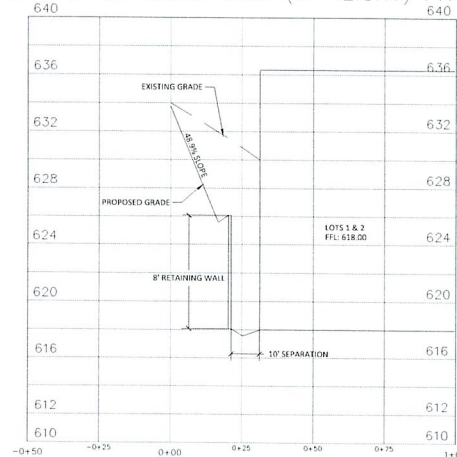
NOTES:

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

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



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



5
1
SCALE: 1" = 20'-0"
5:1 VERTICAL EXAGGERATION



Vertical Datum: NVD88
Horizontal Datum: NAD83



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

No.	Description	Date
#1	Warren County E&S Comments	03/03/25
#2	DIG Comments	06/09/25
#3	AM Comments	10/03/25
#4	Warren County & DIG Comments	01/23/26

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

SPECIAL EXCEPTION
RETAINING WALL -
8.5' HEIGHT

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

C6.01

Harrisonburg Office
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Viola Engineering, PC

Winchester Office
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June 5, 2025

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

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

Mr. McCarty:

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

SITE AND PROJECT DESCRIPTION

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

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

SITE EXPLORATION

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

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

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

The N-value provides a general indication of in-situ soil conditions and has been correlated with certain engineering properties of soils. An automatic hammer was utilized to perform the Standard Penetration Test (SPT) on this project. Research indicates that the Standard Penetration Resistance (N-value) determined by an automatic hammer is different from the N-value determined by the safety hammer method, termed the N₆₀ value or corrected value that counteracts the energy loss in the safety hammer method. The correction is made using the following equation:

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

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

PUBLISHED SITE INFORMATION AND SUBSURFACE CONDITIONS

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

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

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

BEDROCK

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

SUBGRADE PREPARATION AND EARTHWORK OPERATIONS

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

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

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

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

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

FOUNDATIONS AND SEISMIC CLASS

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

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

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

RETAINING WALLS

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

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

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

Table 1. Design Soil Coefficients and Unit Weight		
Design Parameter	Equivalent Fluid Pressures	Rankine Earth Pressure Coefficients
Site Soils (Effective Friction Angle= 28°)		
At-Rest	66 pcf	0.531
Active Fluid Pressure	45 pcf	0.361
Passive Fluid Pressure	346 pcf	2.770
Total Unit Weight of Soil	125 pcf	
Friction Coefficient	0.25	
Open Graded Stone VDOT #57 (Effective Friction Angle= 35°)		
At-Rest	49 pcf	0.426
Active Fluid Pressure	32 pcf	0.271
Passive Fluid Pressure	424 pcf	3.690
Total Unit Weight of Soil	115 pcf	
Friction Coefficient	0.34	

ROADWAYS AND PARKING PAVEMENT RECOMMENDATIONS

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

STORMWATER MANAGEMENT FACILITIES

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

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

Table P-BAS-02-3

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

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

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

LIMITATIONS

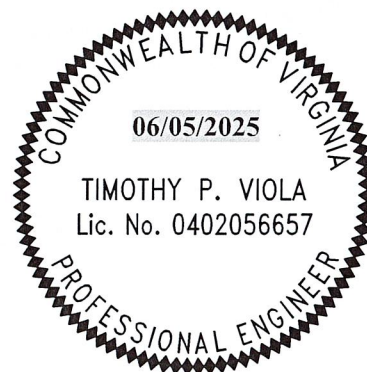
This report has been prepared to aid in the evaluation of this site's suitability for the planned construction. Our scope is limited to the specific project and location described, and the project description represents our understanding of the significant aspects relevant to soil and foundation characteristics.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

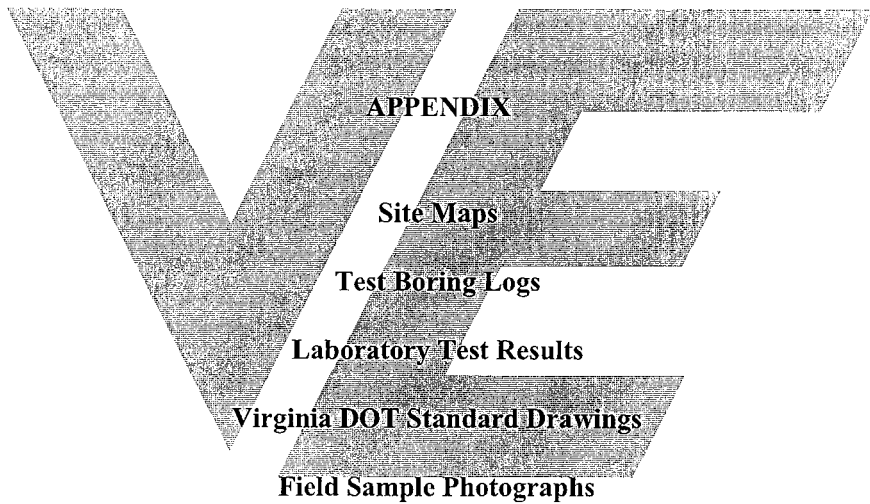
The interpretations and recommendations in this report are based solely on the information available at the time this report was prepared. If the location or design of the structure is altered, the conclusions and recommendations presented herein should not be considered valid unless we have been given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

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

Respectfully,


Timothy P. Viola, P.E.
Project Engineer





APPENDIX

Site Maps

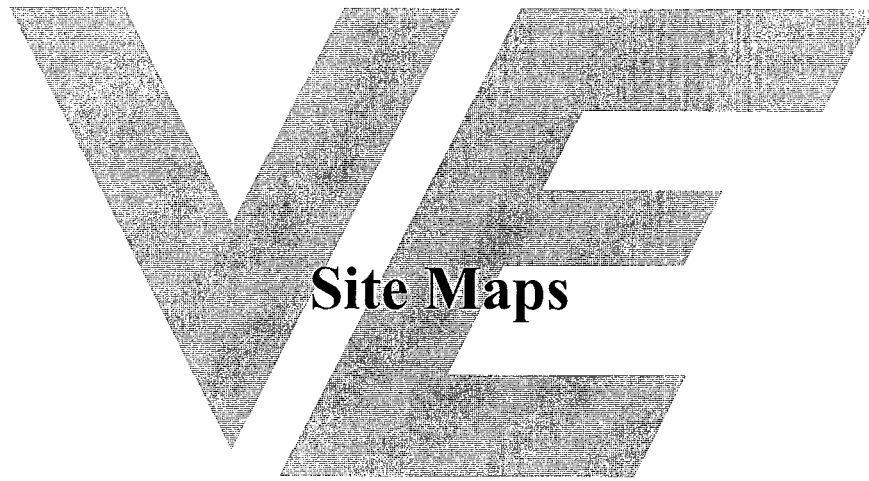
Test Boring Logs

Laboratory Test Results

Virginia DOT Standard Drawings

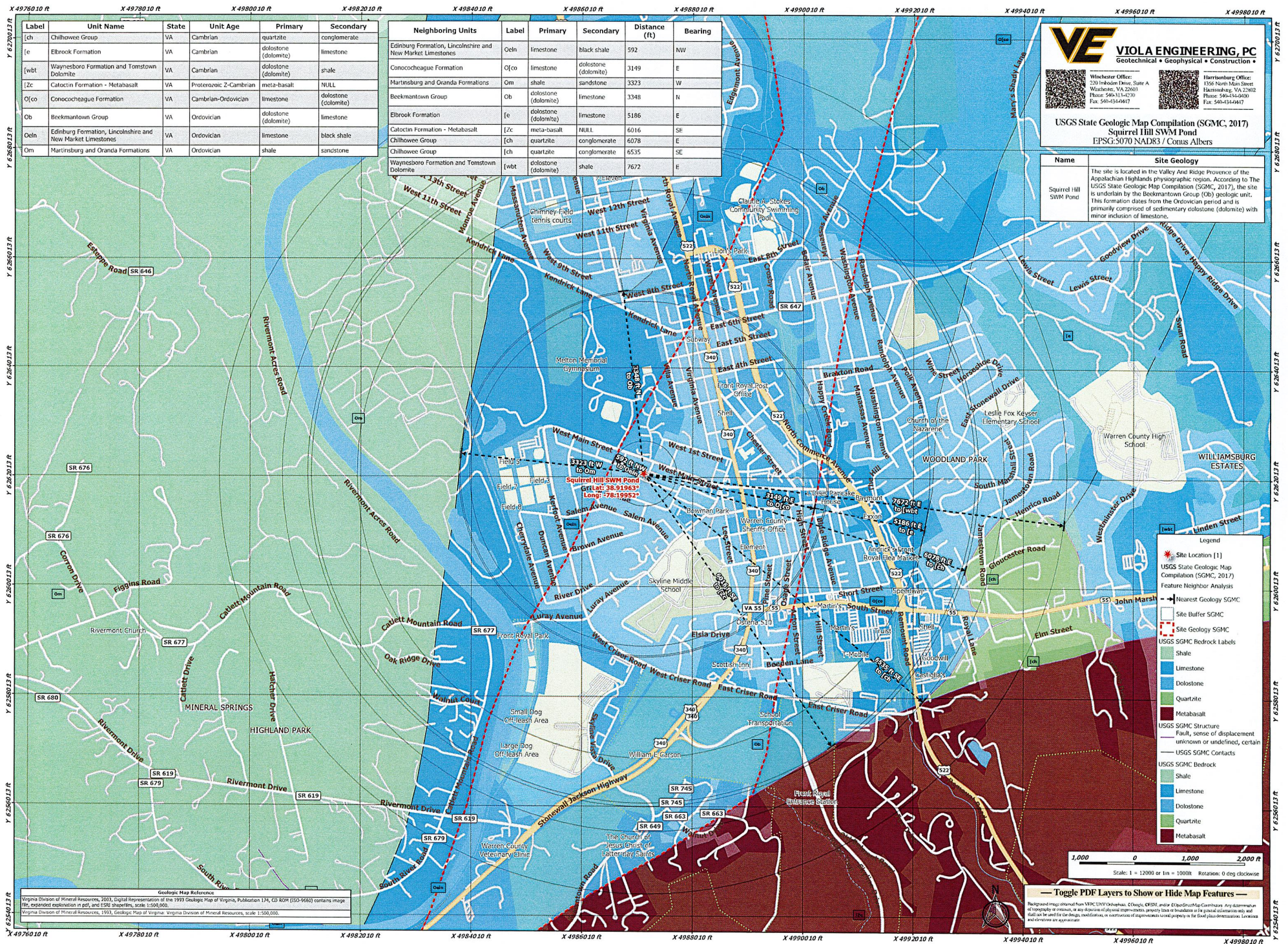
Field Sample Photographs

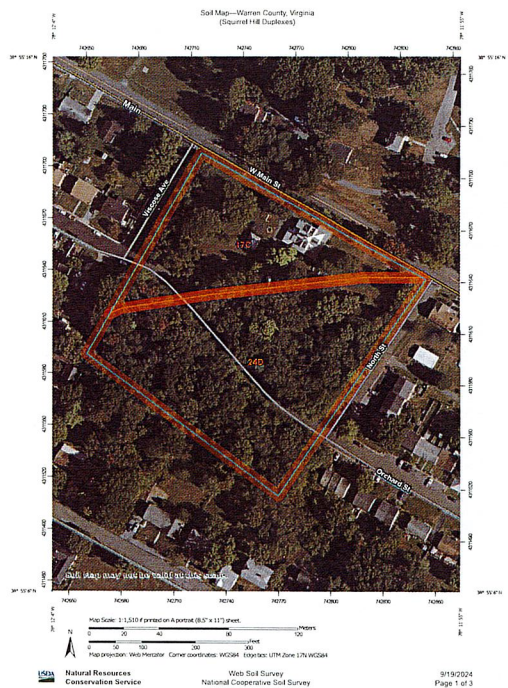
VIOLA ENGINEERING, PC



Site Maps

VIO LA ENGINEERING, PC





Map Unit Legend

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

Engineering Properties—Warren County, Virginia

Squirrel Hill Duplexes

Report—Engineering Properties

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

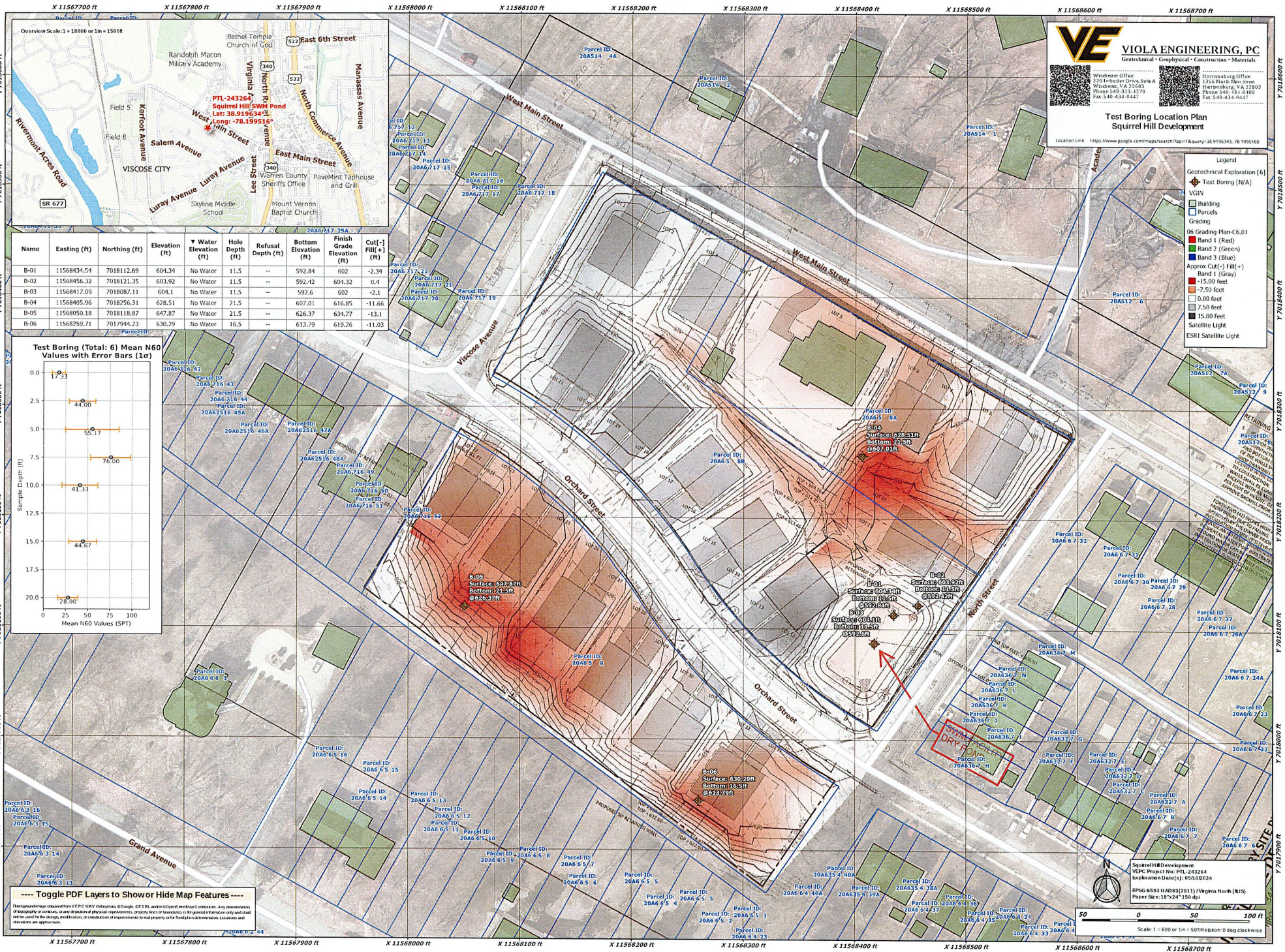
Engineering Properties—Warren County, Virginia														
Map unit symbol and soil name	Pct. of map unit	Hydrologic group	Depth	USDA texture	Classification		Pct Fragments		Percentage passing sieve number—				Liquid limit	Plasticity index
					Unified	AASHTO	>10 inches	3-10 inches	4	10	40	200		
17C—Drayke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

Soil Map—Warren County, Virginia

Squirrel Hill Duplexes

Data Source Information

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



VE VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials

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Test Boring Location Plan
Squirrel Hill Development

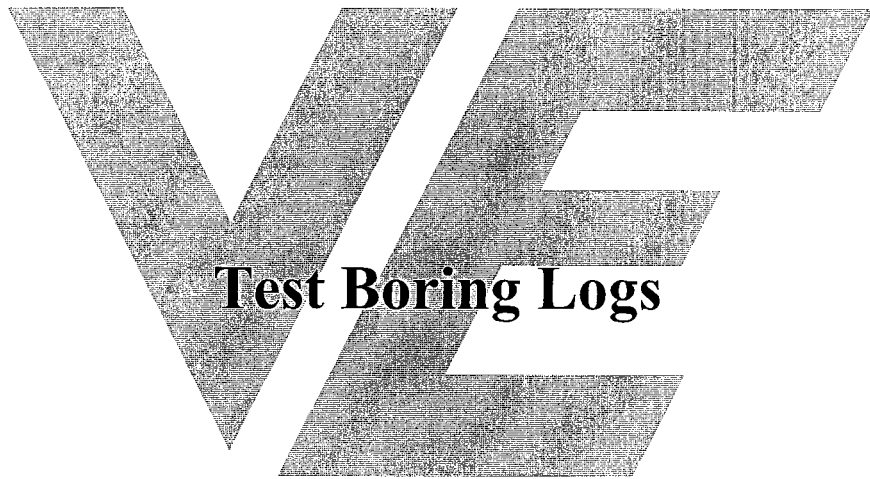
Location Link: <https://www.google.com/maps/search/?q=38.9196343,-78.1995160>



Scale: 1" = 600' or 1m = 500' Rotation: 0 deg clockwise

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

Background images obtained from VEPC UAV Drones, Google, ESRI, and/or other sources. Any reproduction of background images, or any depiction of physical improvements, property lines or boundaries in the general information only and shall not be used for the design, construction, or installation of improvements to real property or for liability purposes. Locations and elevations are approximate.



Test Boring Logs

VIOLA ENGINEERING, PC



VIOLA ENGINEERING, PC
Geotechnical • Geophysical • Construction • Materials

REFERENCE NOTES FOR BORING LOGS

Correlation of SPT Values to Soil Properties

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

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

<u>Particle Size Identification</u>	
Boulders	12 inches or greater
Cobbles	3 inches to 12 inches
Gravel:	
Coarse	3/4 inch to 3 inches
Fine	#4 sieve to 3/4 inch
Sand:	
Coarse	#10 sieve to #4 sieve
Medium	#40 sieve to #10 sieve
Fine	#200 sieve to #40 sieve
Fines	Passing #200 sieve

<u>Proportion Identification</u>	
Trace	1 to 5%
Few	5 to 15%
Little	15 to 29%
Some	30 to 49%
Mostly	50 to 100%

Other Terminology Used on Boring Logs

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

<u>RQD</u>	<u>Rock Quality Designation Quality Classification</u>
<25%	Very Poor
25-50%	Poor
50-75%	Fair
75-90%	Good
>90%	Excellent

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



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KEY TO SYMBOLS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

LITHOLOGIC SYMBOLS

(Unified Soil Classification System)



CH: USCS High Plasticity Clay



TOPSOIL: Topsoil

SAMPLER SYMBOLS



Split Spoon

WELL CONSTRUCTION SYMBOLS

ABBREVIATIONS

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

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

▽ Water Level at Time
Drilling, or as Shown
▼ Water Level After 24
Hours, or as Shown



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BORING NUMBER B-01

PAGE 1 OF 1

CLIENT	The McCarty Brothers	PROJECT NAME	Squirrel Hill Duplexes
PROJECT NUMBER	PTL-243264 GEO	PROJECT LOCATION	Orchard Street, Front Royal, Virginia
DATE STARTED	09/16/24	COMPLETED	09/16/24
GROUND ELEVATION	613.023 ft NAVD88	HOLE SIZE	6.00 in
DRILLING CONTRACTOR	Viola Engineering, PC	NORTHING	7018112.7
		EASTING	11568434.5
DRILLING METHOD	2 1/4 HSA	GROUND WATER LEVELS:	
LOGGED BY	Alan Ghafoor	CHECKED BY	Timothy Viola
AT TIME OF DRILLING	--- not encountered		
NOTES	Location obtained with RTK GPS. Borehole depths are approximate.		
AT END OF DRILLING	---		
AFTER DRILLING	---		

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

ELEVATION (ft)	GRAPHIC LOG	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)	▲ SPT N60 VALUE ▲ 15 30 45 60 PL MC LL 20 40 60 80 □ FINES CONTENT (%) □ 20 40 60 80
610		0	TOPSOIL layer: 3" RESIDUUM: orange, FAT CLAY , homogeneous, stiff, dry to moist, (CH) layer: 4.8'	SS 01	72	3-5-4 (9)		13	
605		5	RESIDUUM: orange mottled with black, FAT CLAY , homogeneous, very stiff, moist, (CH) layer: 6.5'	SS 02	72	5-9-11 (20)	3.5	28	
		10		SS 03	94	5-8-12 (20)	3.5	28	
			Bottom of borehole at 11.5' bgs Backfilled with auger cuttings.						

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

DATE STARTED 09/16/24 COMPLETED 09/16/24

GROUND ELEVATION 609.073 ft NAVD88 HOLE SIZE 6.00 in

DRILLING CONTRACTOR Viola Engineering, PC

NORTHING 7018121.4 **EASTING** 11568456.3

DRILLING METHOD 2 1/4 HSA

GROUND WATER LEVELS:

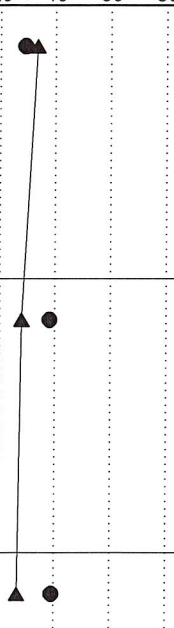
LOGGED BY Alan Ghafoor CHECKED BY Timothy Viola

AT TIME OF DRILLING --- not encountered

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

AT END OF DRILLING ----

AFTER DRILLING ---

ELEVATION (ft)	GRAPHIC LOG	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)	▲ SPT N60 VALUE ▲			
									15	30	45	60
									PL	MC	LL	
									20	40	60	80
									□ FINES CONTENT (%) □			
									20	40	60	80
		0	TOPSOIL layer: 3" <i>RESIDUUM</i> : orange, FAT CLAY , homogeneous, very stiff, moist, (CH) layer: 4.8'	SS 01	33	4-9-9 (18)		25				
605		5	<i>RESIDUUM</i> : orange mottled with black, FAT CLAY , homogeneous, very stiff, moist, (CH) layer: 6.5'	SS 03	83	4-7-8 (15)	2.5	21				
600		10			SS 04	100	2-6-8 (14)	2.5	20			
				Bottom of borehole at 11.5' bgs Backfilled with auger cuttings.								

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

DATE STARTED 09/16/24 COMPLETED 09/16/24

GROUND ELEVATION 607.822 ft NAVD88 HOLE SIZE 6.00 in

DRILLING CONTRACTOR Viola Engineering, PC

NORTHING 7018087.1 **EASTING** 11568417.1

DRILLING METHOD 2 1/4 HSA

GROUND WATER LEVELS:

LOGGED BY Alan Ghafoor CHECKED BY Timothy Viola

AT TIME OF DRILLING --- not encountered

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

AT END OF DRILLING ----

AFTER DRILLING ----

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

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

DATE STARTED 09/16/24 COMPLETED 09/16/24

GROUND ELEVATION 630.264 ft NAVD88 HOLE SIZE 6.00 in

DRILLING CONTRACTOR Viola Engineering, PC

NORTHING 7018256.3 **EASTING** 11568406.0

DRILLING METHOD 2 1/4 HSA

GROUND WATER LEVELS:

LOGGED BY Alan Ghafoor CHECKED BY Timothy Viola

AT TIME OF DRILLING --- not encountered

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

AT END OF DRILLING ----

AFTER DRILLING ---

ELEVATION (ft)	GRAPHIC LOG	DEPTH (ft)	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	N60 (60% Efficiency)	SPT N60 VALUE ▲			
									PL MC LL 20 40 60 80			
									□ FINES CONTENT (%) □			
630		0	TOPSOIL layer: 3" <i>RESIDUUM</i> : orange, FAT CLAY WITH SAND , homogeneous, stiff to hard, moist, (CH) layer: 9.8'	SS 01	61	3-5-6 (11)	>4.5	15	▲			
625		5		SS 02	100	7-16-21 (37)		52	● ▲			
620		10	<i>RESIDUUM</i> : orange mottled with black, FAT CLAY WITH SAND , homogeneous, hard to very stiff, moist to wet, (CH) layer: 11.5'	SS 03	100	4-10-13 (23)	4	32	● ▲			
615		15		SS 04	100	3-6-10 (16)	2.75	22	● ▲			
610		20		SS 05	100	2-5-7 (12)	2	17	▲ ●			
			Bottom of borehole at 21.5' bgs Backfilled with auger cuttings.									



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BORING NUMBER B-05

PAGE 1 OF 1

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

DATE STARTED 09/16/24 COMPLETED 09/16/24

GROUND ELEVATION 647.965 ft NAVD88 HOLE SIZE 6.00 in

DRILLING CONTRACTOR Viola Engineering, PC

NORTHING 7018118.9 EASTING 11568050.2

DRILLING METHOD 2 1/4 HSA

GROUND WATER LEVELS:

LOGGED BY Alan Ghafoor CHECKED BY Timothy Viola

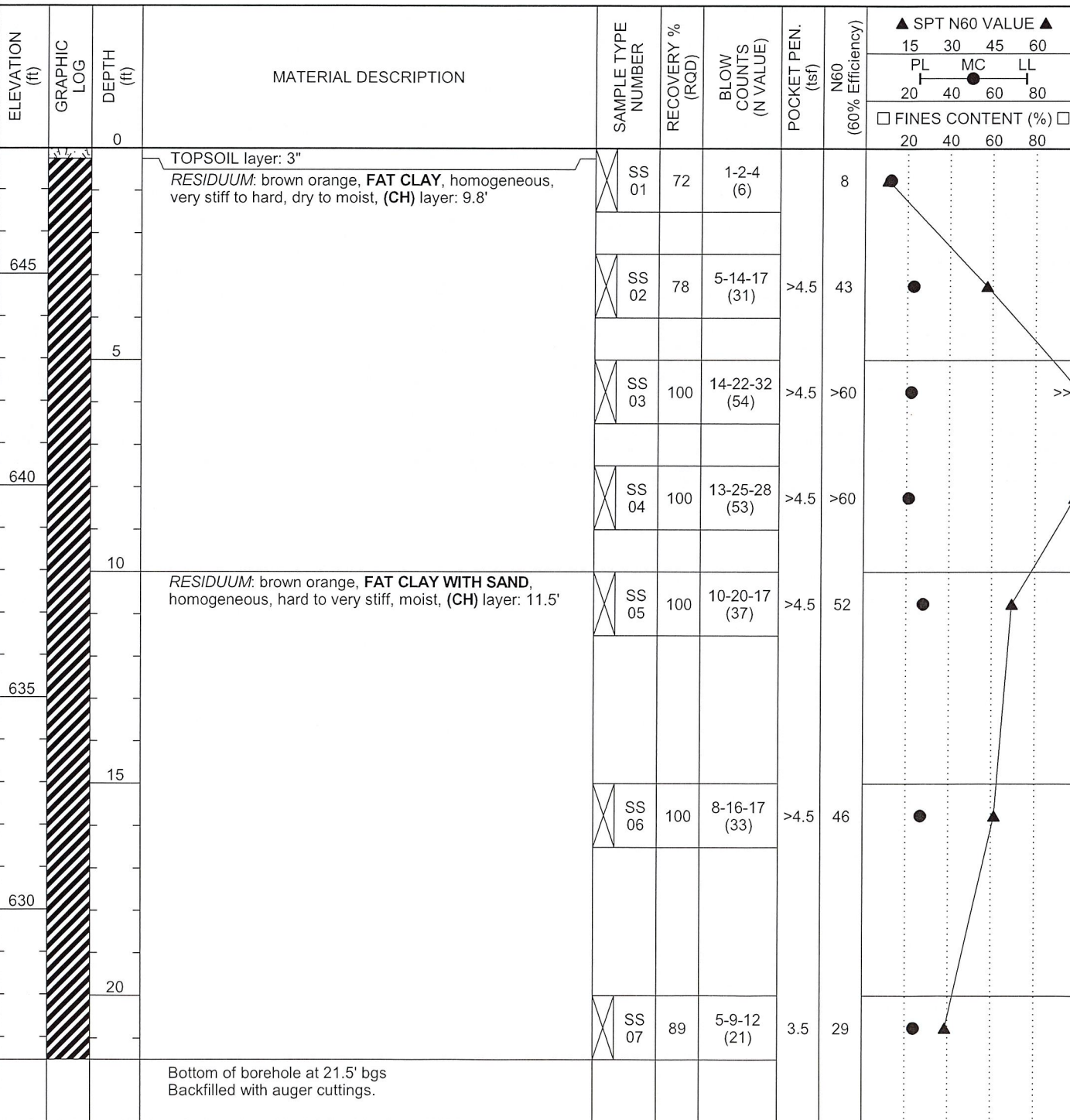
AT TIME OF DRILLING --- not encountered

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

AT END OF DRILLING ---

AFTER DRILLING ---

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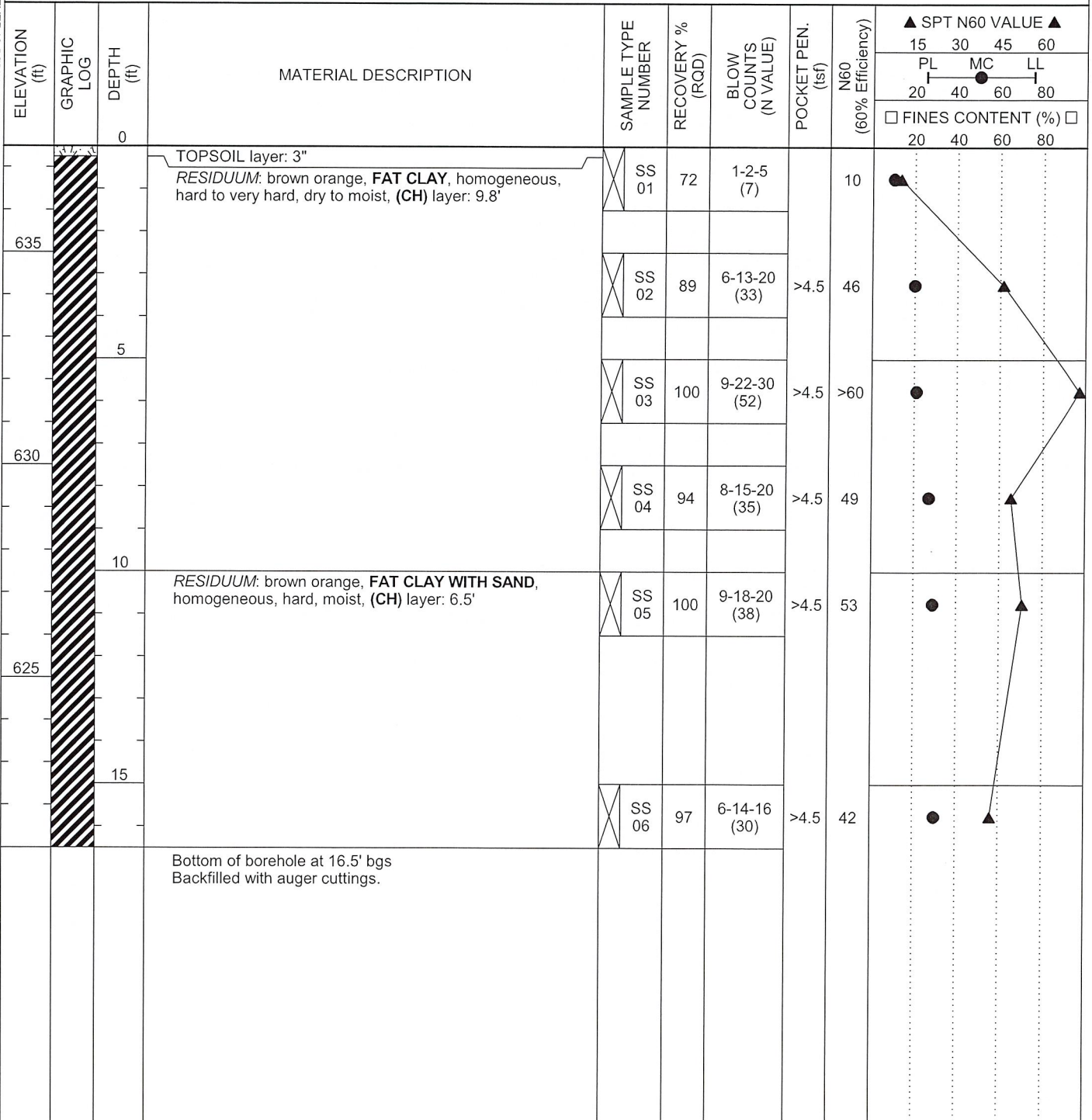
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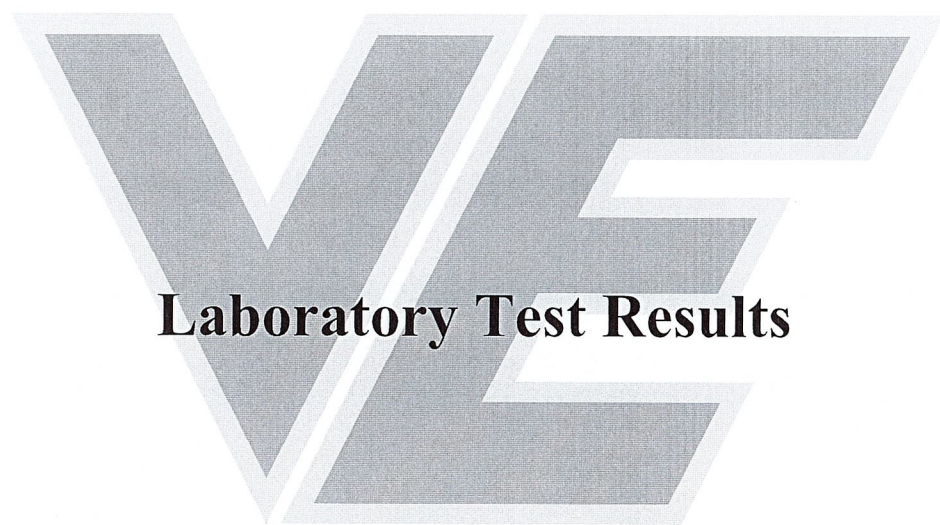
BORING NUMBER B-06

PAGE 1 OF 1

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

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Laboratory Test Results

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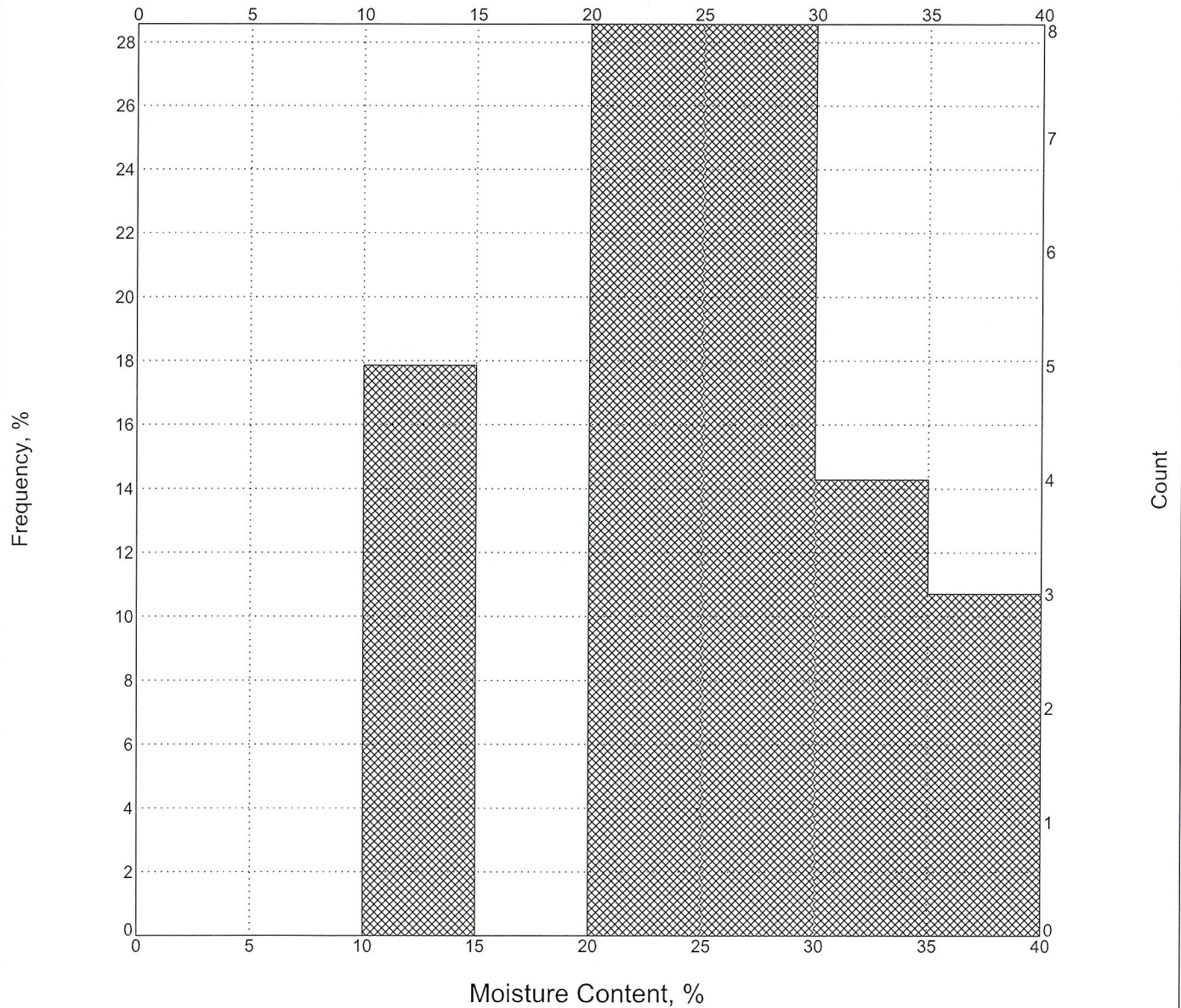
MOISTURE CONTENT FREQUENCY

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia



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



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SUMMARY OF LABORATORY RESULTS

PAGE 1 OF 1

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

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



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Soil Classification

Project: Squirrel Hill Duplexes

Project Number: PTL-243264

Date Performed: 9/24/2024

Sample Description:

24CLA-001

:

Dark Orange Fat Clay with Sand

Sample Location:

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

Date Received:

9/17/2024

As Received Moisture Content (%):

21.4%

USCS Classification:

CH

AASHTO Classification:

A-7-6

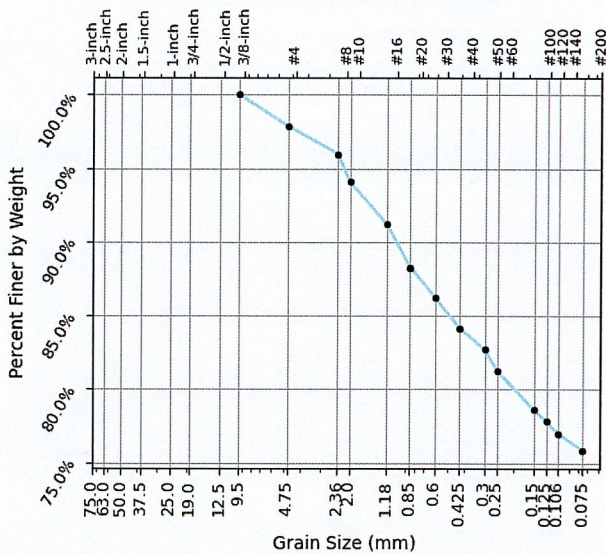
Group Index:

24.41

Gradation Info

% passing	%Gravel	2.1
#4 97.9	% Sand	22.0
#10 94.1	% Silt/Clay	75.8
#40 84.1	C _c	
#200 75.8	C _u	

Grain Size Distribution Curve

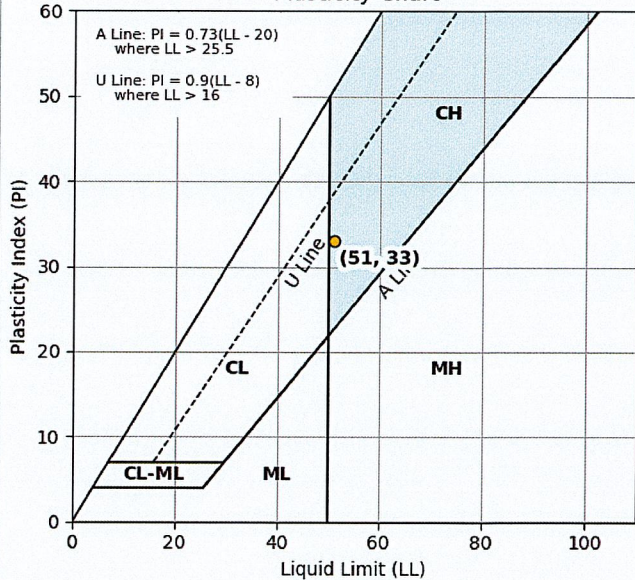


performance of wash dependent on apparent plasticity and gradation of material;
sieve selection based on specification or engineer judgement; for well graded
samples, #4 material is often split for use on smaller sieves

Plasticity of -#40 Material

Liquid Limit	51
Plastic Limit	18
Plasticity Index	33

Plasticity Chart



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

Test Methods Performed:

Moisture Content

- ☒ ASTM D2216
☐ AASHTO T265

Atterberg Limits

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

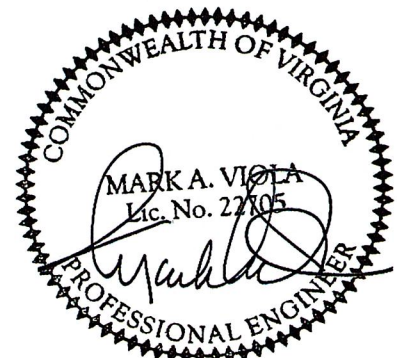
Sieve Analysis

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

Proctor

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

Tested by: DLF



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Fax: (540) 434 0447



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

Wash ☒ wash performed ☐ no wash performed

Information: ☒ deflocculant/wetting agent used soak time (hrs): 2

	% passing
	% retained
	not applicable

[illegible]

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

☐ meets specification

Remarks:

COMMONWEALTH OF VIRGINIA

MARK A. VIOLA
Lic. No. 22105

PROFESSIONAL ENGINEER



Phone: (540) 434 0400
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Sample Photos

Project: Squirrel Hill Duplexes

Project Number: PTL-243264

Date Performed: 9/24/2024

Sample Description:

24CLA-001

:

Dark Orange Fat Clay with Sand

Sample Location:

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

Date Received:

9/17/2024

As Received Moisture Content (%):

21.4%





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

Sample Information:

Project Name:	Squirrel Hill Duplexes	Oven ID:	11-H3039
Project Number:	PTL-243264	Thermometer ID:	200294596
Sample ID:	24CLA-001	Wash Sieve ID:	200BSIW83727950
Sample Description:	Dark Orange Fat Clay with Sand	Balance ID:	044243
USCS Classification:	CH	Separation Sieve:	No. 10
Sample Location:	Combined Borings 1-6 at 5-10ft Depth	Additional Sieve Analysis:	ASTM D6913
Lab Technician:	DLF	Prep Method:	air dried
Date Complete:	9/25/2024	Hydrometer Type:	151H
		Prior Testing:	no

Mass of Moist Soil M_m _____ g
 Specimen-Mixing Container ID _____

Hex Mass: _____ 5 _____ g

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

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

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

Hydrometer ID:	151H1	Dispersant Method:	direct addition
Sedimentation Cylinder ID:	286	Dispersion Device:	cup and mixer
Start Date:	9/24/2024	Air Jet Pressure:	NA
Start Time:	11:00	Mixing Method:	agitator
Meniscus Correction:	0.0005	Tipping Time:	NA
A Constant:	Companion Used	Foam Inhibitor Used:	no
Soil Specific Gravity:	2.7	Flocculation Observed:	no
SG Assumed or Measured:	assumed	Temperature Control:	room control

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

Remarks: *describe material excluded or problems encountered

Created: 9/24/2019

Revised: 2/5/2020

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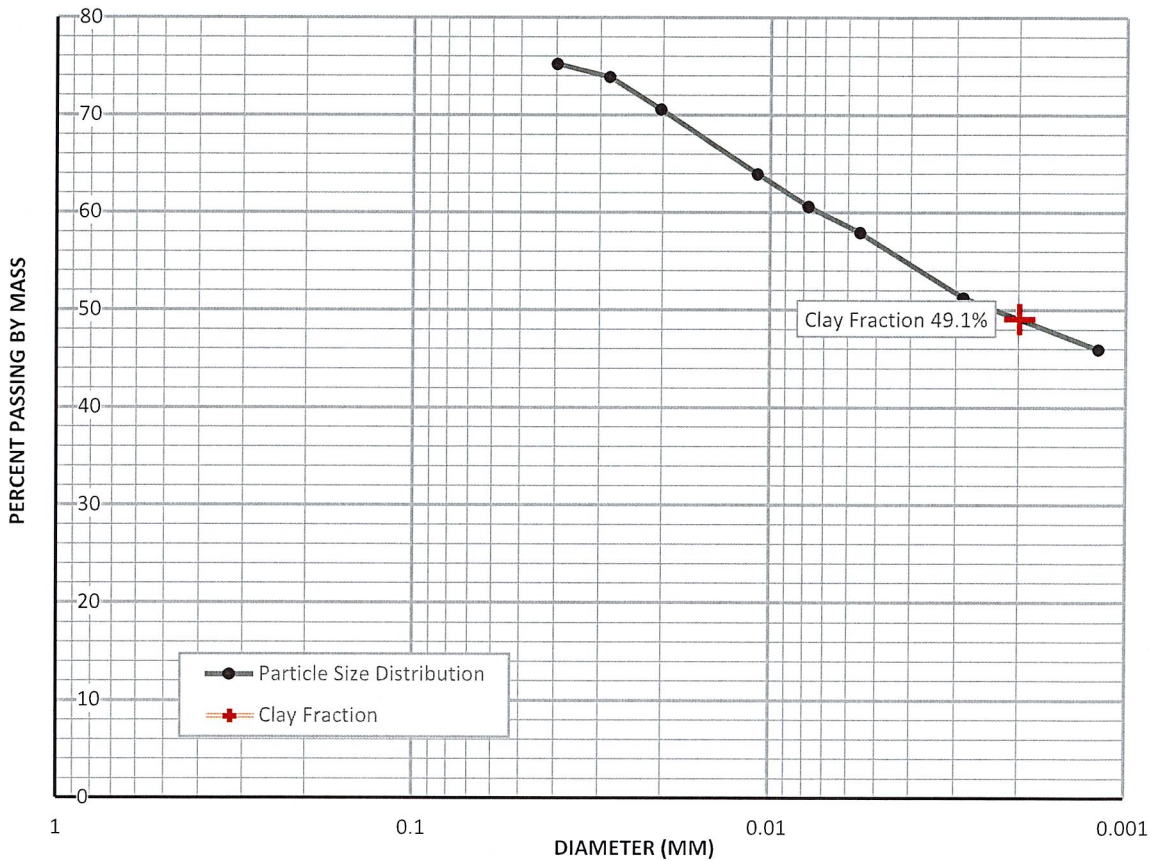
(540) 434-0400 fax: (540) 434-0447

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

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

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

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



Sand (%)	Fines (%)			Additional Sieve Analysis	
7.9	92.1			Conducted	Yes
	Silt Fraction	43.0	0.075 mm	Passing No. 10 Sieve (%)	100
	Clay Fraction	49.1	0.002 mm	Gradation Adjusted	Yes

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

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

Remarks: *describe material excluded or problems encountered

Created: 9/24/2019

Revised: 2/5/2020

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Fax: (540) 434 0447



Virginia DOT Standard Drawings

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GENERAL

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

CIRCULAR PIPE

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

ELLIPTICAL PIPE

1. S₁ = OUTSIDE SPAN DIMENSION OF PIPE.
2. S₂ = INSIDE SPAN DIMENSION OF PIPE.
3. R = OUTSIDE RISE DIMENSION OF PIPE.
4. X = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
X = 12" WHERE S₂ IS LESS THAN 36".
X = 18" WHERE S₂ IS 36" AND GREATER.
5. WHERE DIRECTED BY THE ENGINEER, BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE WHERE S₂ IS 38" OR LESS AND HEIGHT OF COVER 15' OR LESS.
6. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE WHERE S₂ IS 38" OR LESS AND HEIGHT OF COVER 15' OR LESS.

PIPE ARCH

1. S = SPAN DIMENSION OF PIPE.
2. R = RISE DIMENSION OF PIPE.
3. B = SEE PC-1 TABLE FOR APPLICABLE PIPE MATERIAL
4. x = WIDTH OF CLASS I BACKFILL MATERIAL BEYOND THE EXTREMITY OF THE PIPE.
x = 12" WHERE S₂ IS LESS THAN 36".
x = 18" WHERE S₂ IS 36" AND GREATER
5. WHERE DIRECTED BY THE ENGINEER, BEDDING MATERIAL MAY BE ELIMINATED FOR NORMAL EARTH FOUNDATIONS UNDER ROUTINE ENTRANCE PIPE WHERE S₂ IS 35" OR LESS AND HEIGHT OF COVER 15' OR LESS.
6. REGULAR BACKFILL MATERIAL MAY BE USED IN LIEU OF CLASS I BACKFILL MATERIAL FOR ALL FOUNDATION TYPES FOR ROUTINE ENTRANCE PIPE WHERE S IS 35" OR LESS AND HEIGHT OF COVER 15' OR LESS.

SPECIFICATION
REFERENCE302
308

INSTALLATION OF PIPE CULVERTS & STORM SEWERS **GENERAL NOTES**

VIRGINIA DEPARTMENT OF TRANSPORTATION

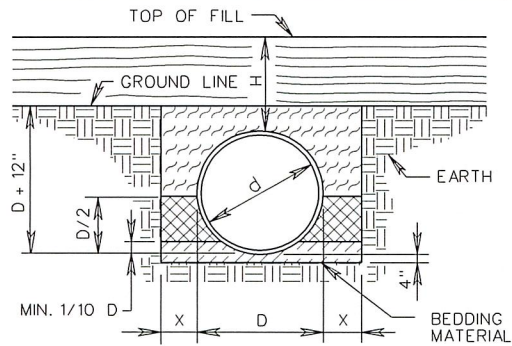
VDOT

ROAD AND BRIDGE STANDARDS

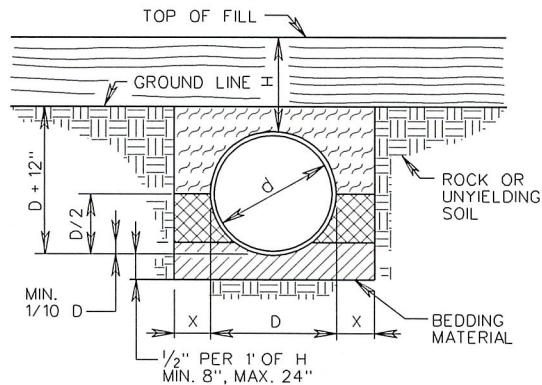
REVISION DATE

SHEET 1 OF 1

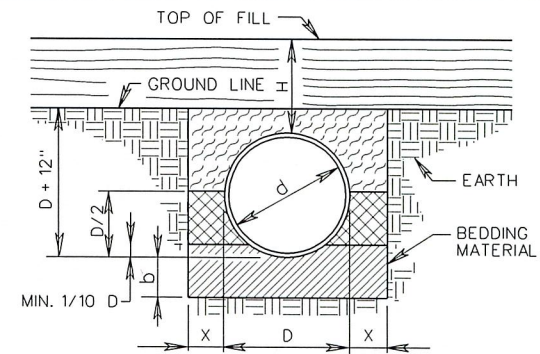
107.00



NORMAL EARTH FOUNDATION

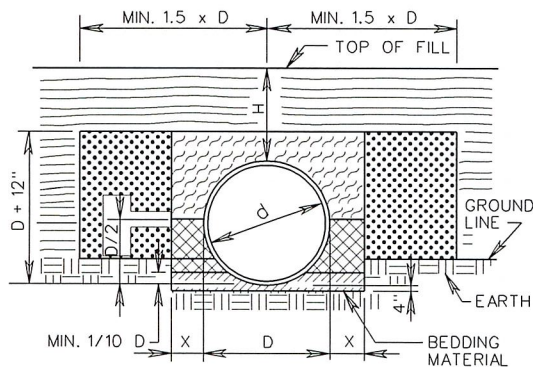


ROCK FOUNDATION

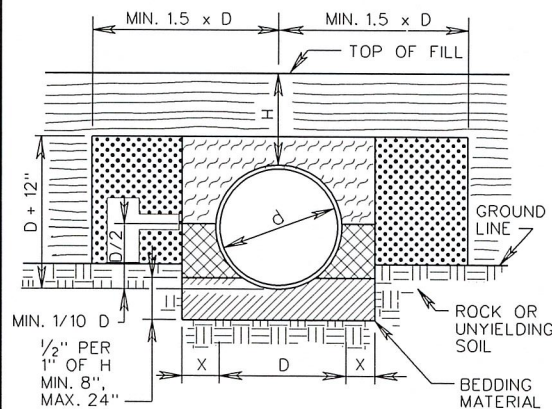


FOUNDATION SOFT, YIELDING, OR
OTHERWISE UNSUITABLE MATERIAL

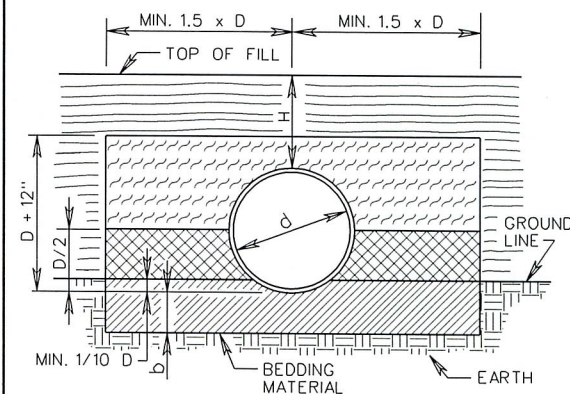
PIPE PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR
OTHERWISE UNSUITABLE MATERIAL



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



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



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



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



EMBANKMENT

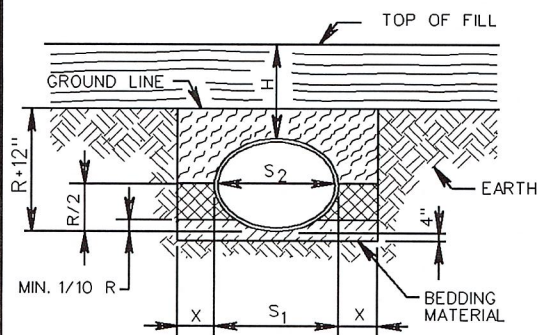


REGULAR BACKFILL MATERIAL IN ACCORDANCE
WITH SECTION 302 OF THE ROAD AND BRIDGE
SPECIFICATIONS.

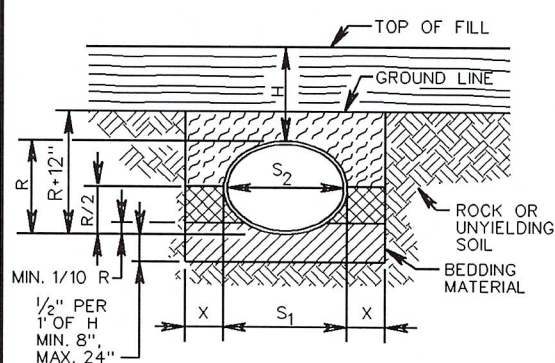
NOTES:

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

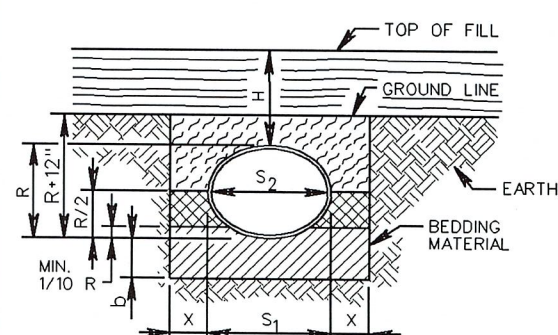
CRUSHED GLASS CONFORMING TO THE
SIZE REQUIREMENTS FOR CRUSHER RUN
AGGREGATE SIZE 25 AND 26 MAY BE
USED IN PLACE OF CLASS I BACKFILL.



NORMAL EARTH FOUNDATION

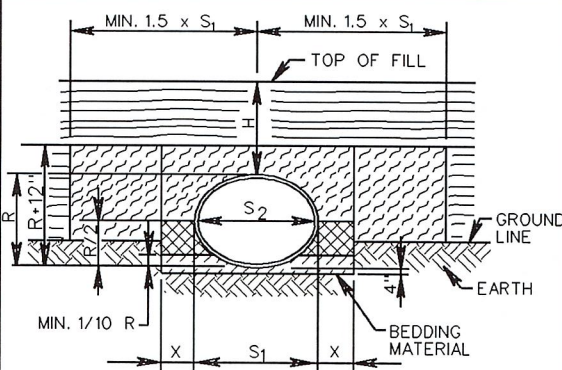


ROCK FOUNDATION

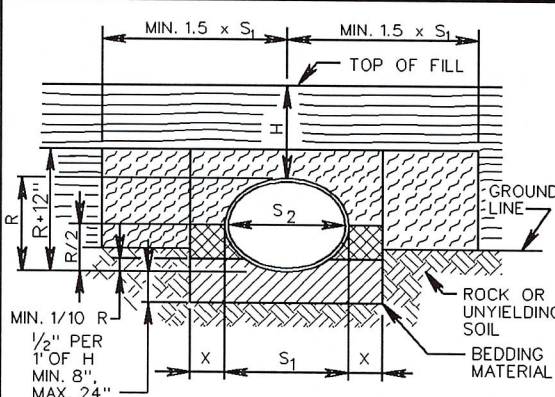


FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

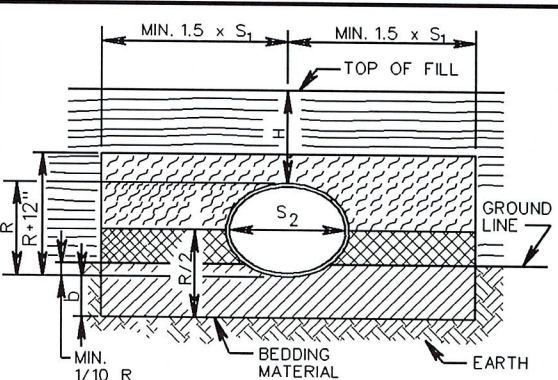
PIPE PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

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

NOTES:

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

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

SPECIFICATION
REFERENCE

302
303

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

VIRGINIA DEPARTMENT OF TRANSPORTATION

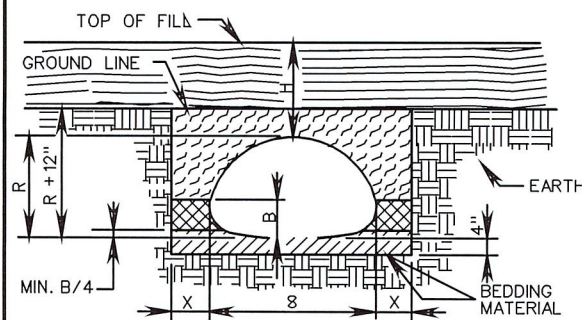
VDOT

ROAD AND BRIDGE STANDARDS

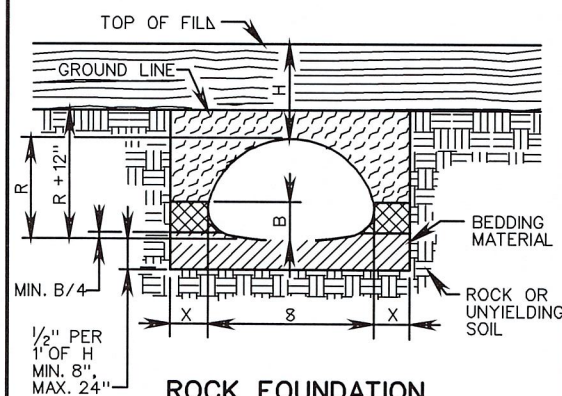
REVISION DATE
10/09

SHEET 2 OF 4
107.02

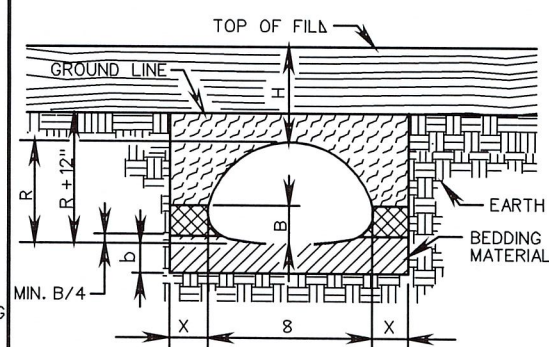
NO PROJECTION OF PIPE ARCH ABOVE GROUND LINE



NORMAL EARTH FOUNDATION

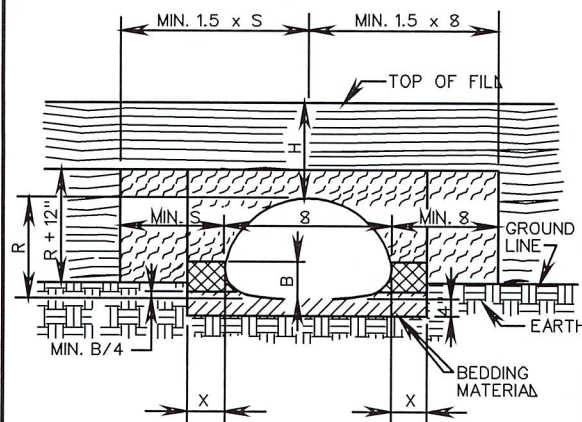


ROCK FOUNDATION

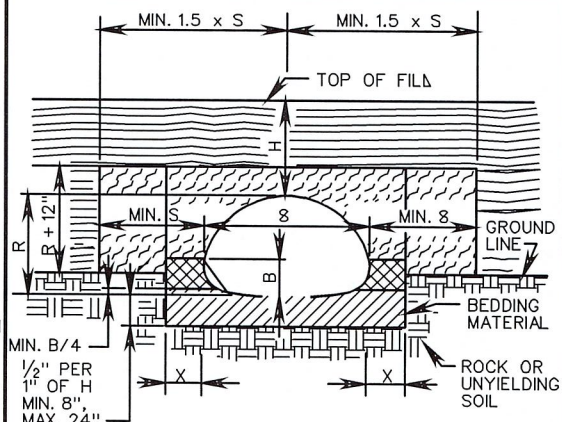


FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

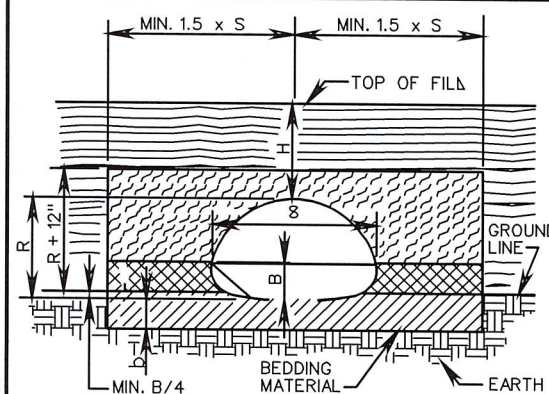
PIPE ARCH PROJECTION ABOVE GROUND LINE



NORMAL EARTH FOUNDATION



ROCK FOUNDATION



FOUNDATION SOFT, YIELDING, OR OTHERWISE UNSUITABLE MATERIAL

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

NOTE:

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

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



ROAD AND BRIDGE STANDARDS

SHEET 3 OF 4

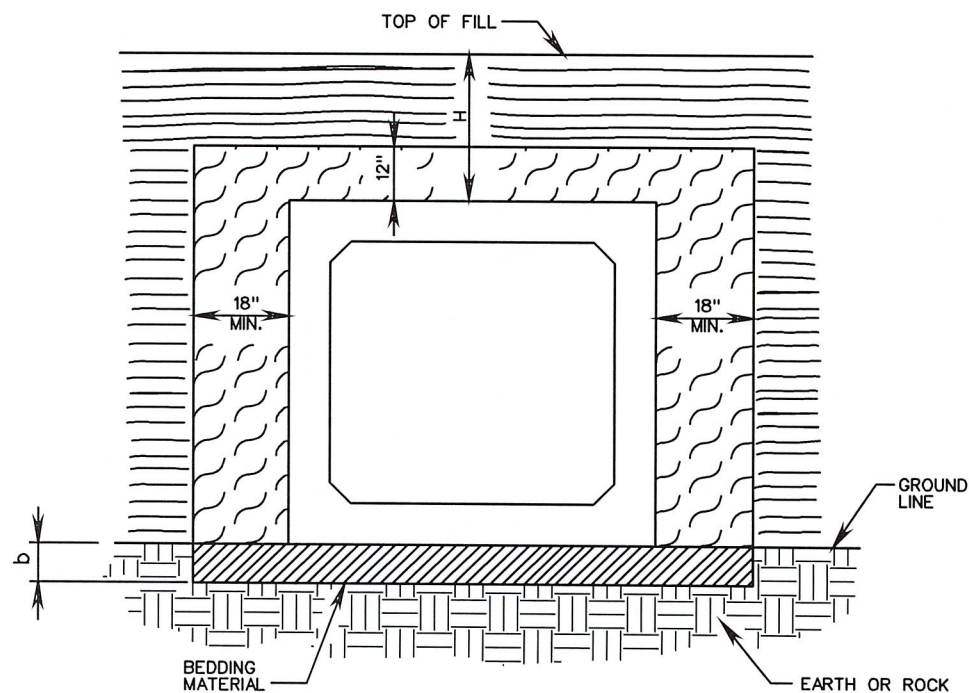
REVISION DATE

107.05

INSTALLATION OF PIPE CULVERTS AND STORM SEWERS PIPE ARCH BEDDING AND BACKFILL

VIRGINIA DEPARTMENT OF TRANSPORTATION

SPECIFICATION
REFERENCE302
305



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

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

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

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

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

 EMBANKMENT

SPECIFICATION
REFERENCE

302
308

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

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT

ROAD AND BRIDGE STANDARDS

REVISION DATE

SHEET 4 OF 4

107.04

Field Sample Photographs

VIOLA ENGINEERING, PC



Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

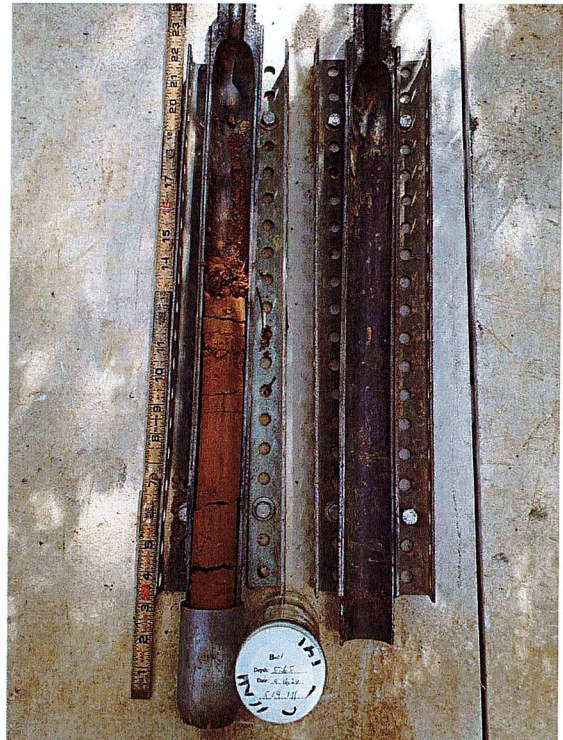
PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

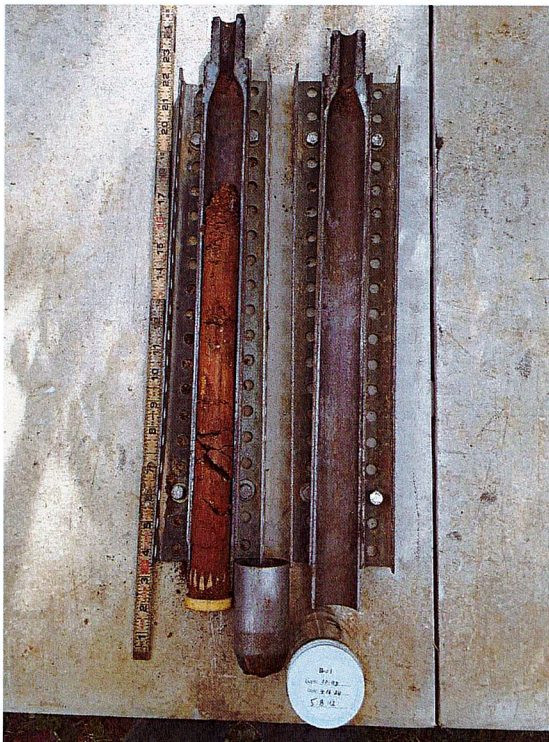
B-01 @ 0ft, N60:13, Recovery: 72%



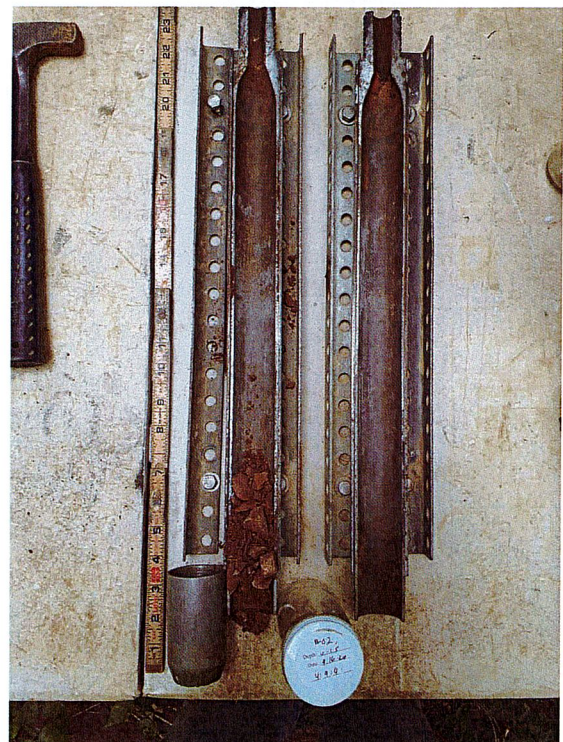
B-01 @ 5ft, N60:28, Recovery: 72%



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



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





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Broadway, VA 22815

SAMPLE PHOTOGRAPHS

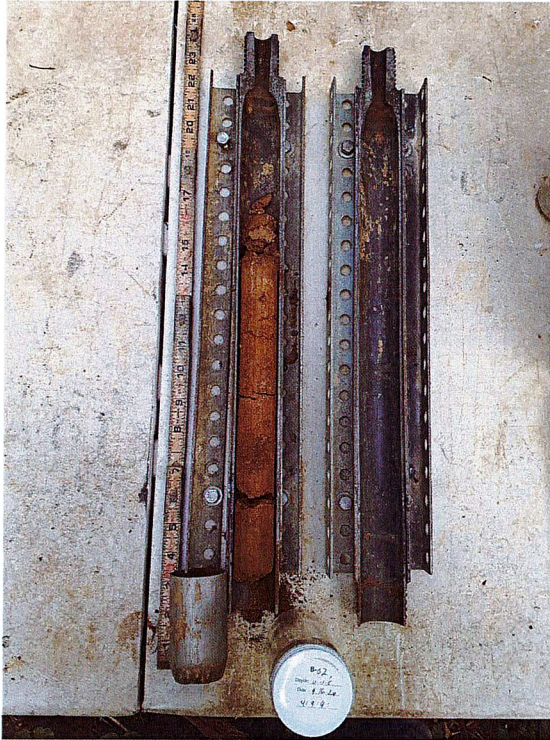
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PROJECT NAME Squirrel Hill Duplexes

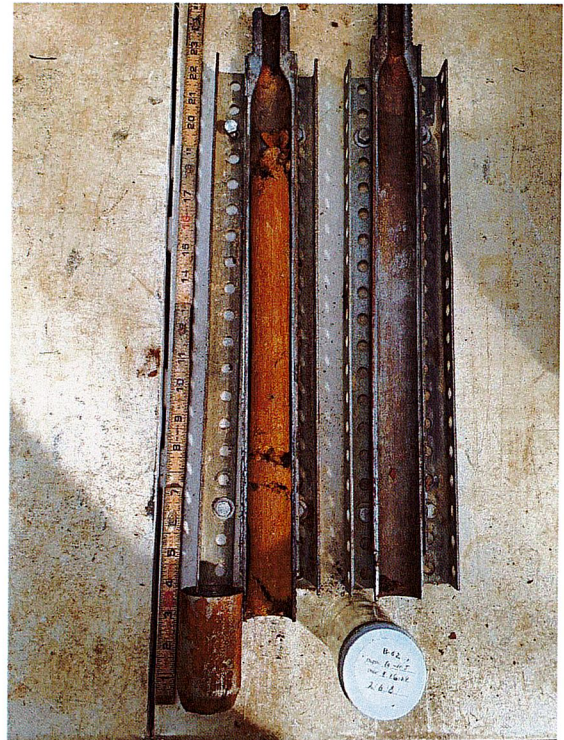
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PROJECT LOCATION Orchard Street, Front Royal, Virginia

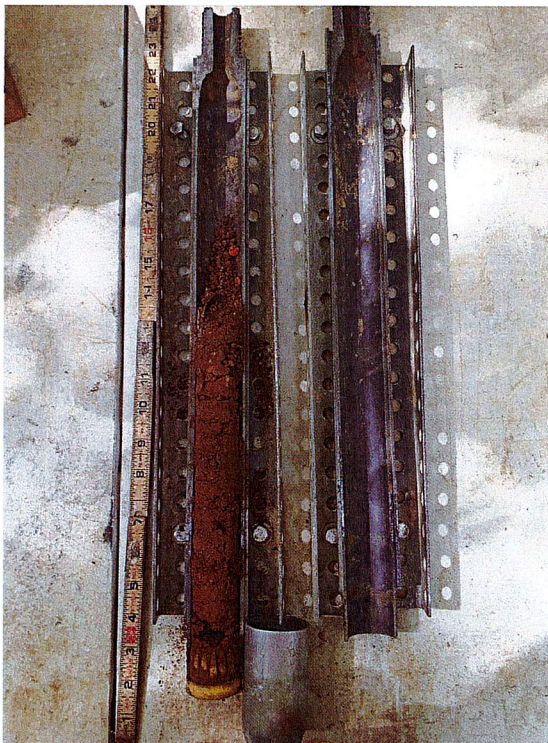
B-02 @ 5ft, N60:21, Recovery: 83%



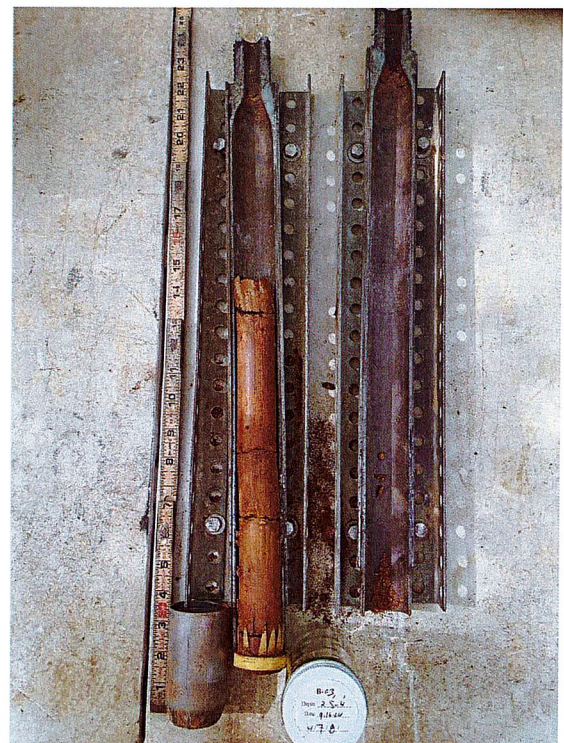
B-02 @ 10ft, N60:20, Recovery: 100%



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



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





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Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

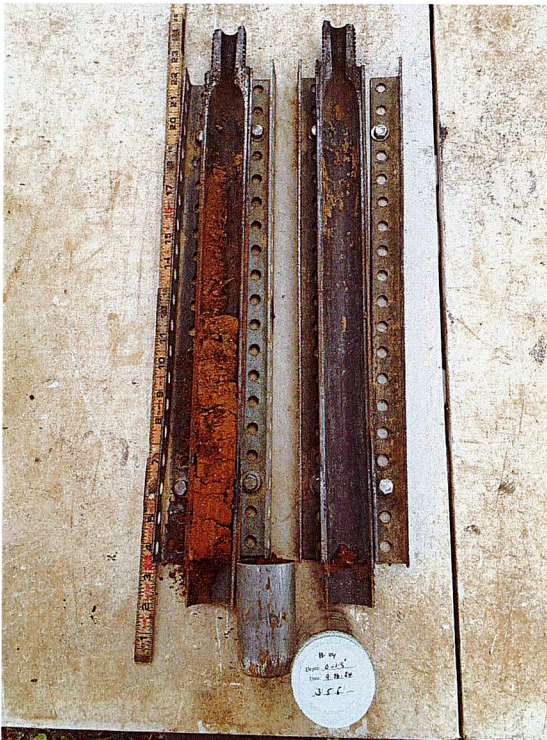
B-03 @ 5ft, N60:21, Recovery: 44%



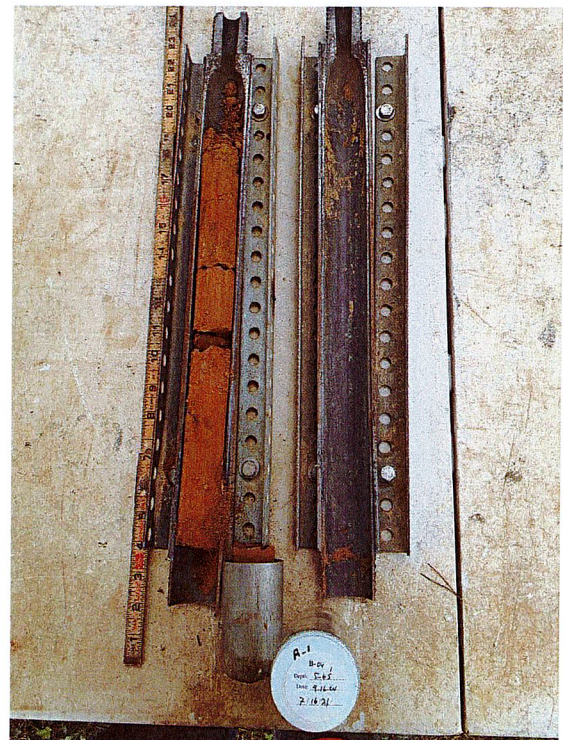
B-03 @ 10ft, N60:17, Recovery: 100%



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



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





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Broadway, VA 22815

SAMPLE PHOTOGRAPHS

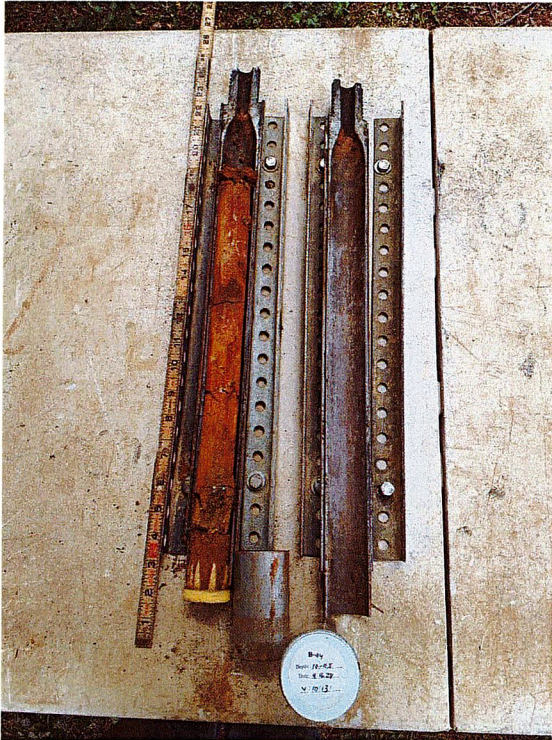
CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

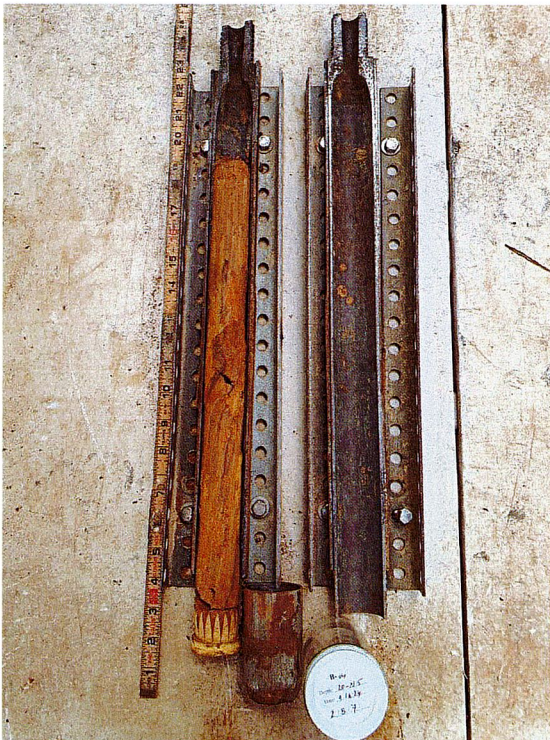
B-04 @ 10ft, N60:32, Recovery: 100%



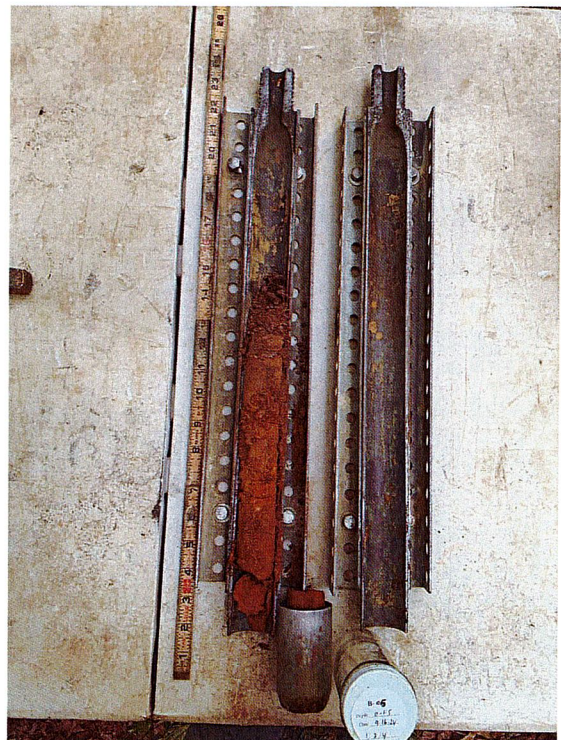
B-04 @ 15ft, N60:22, Recovery: 100%



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



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





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SAMPLE PHOTOGRAPHS

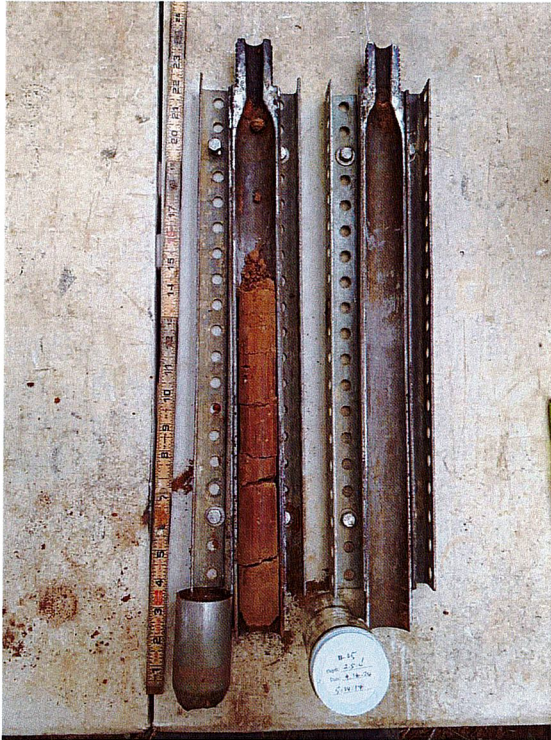
CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

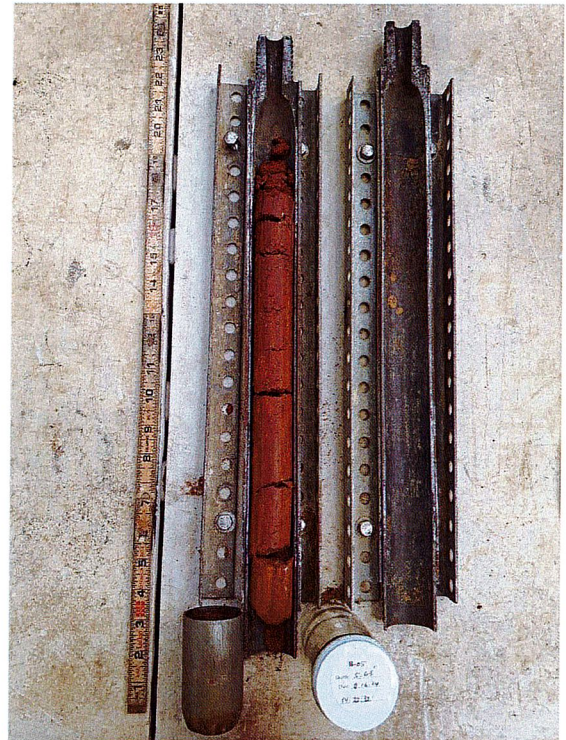
PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

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



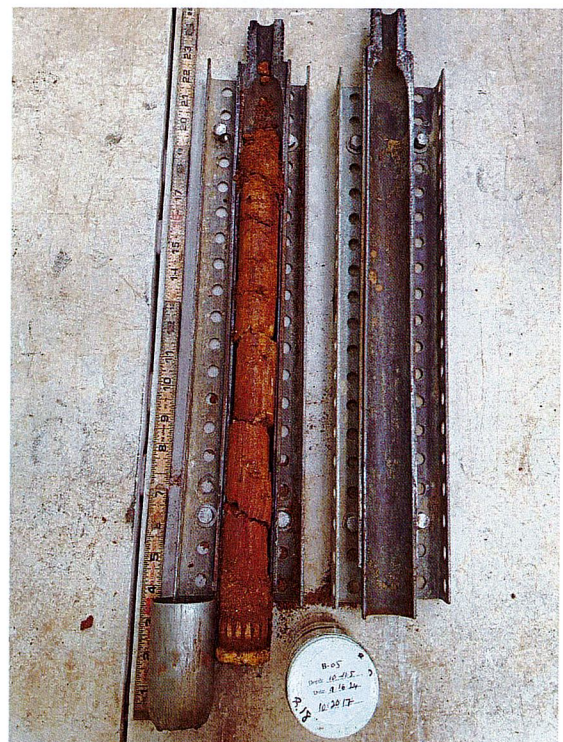
B-05 @ 5ft, N60: >60, Recovery: 100%



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



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





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Broadway, VA 22815

SAMPLE PHOTOGRAPHS

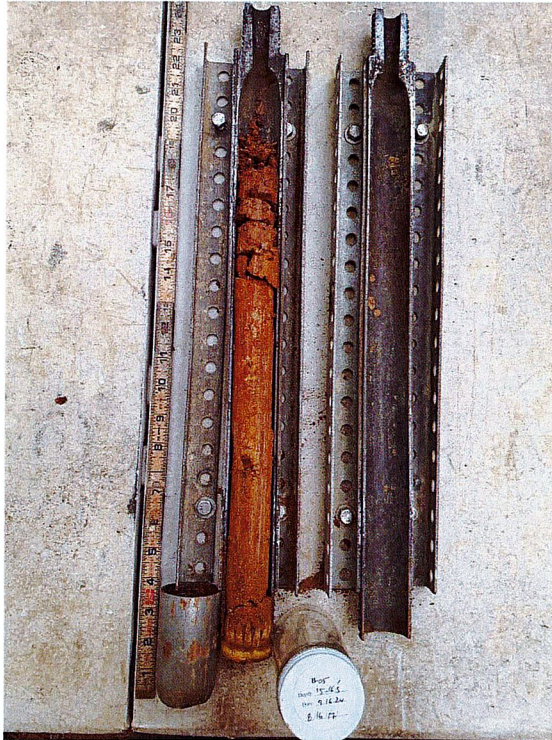
CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

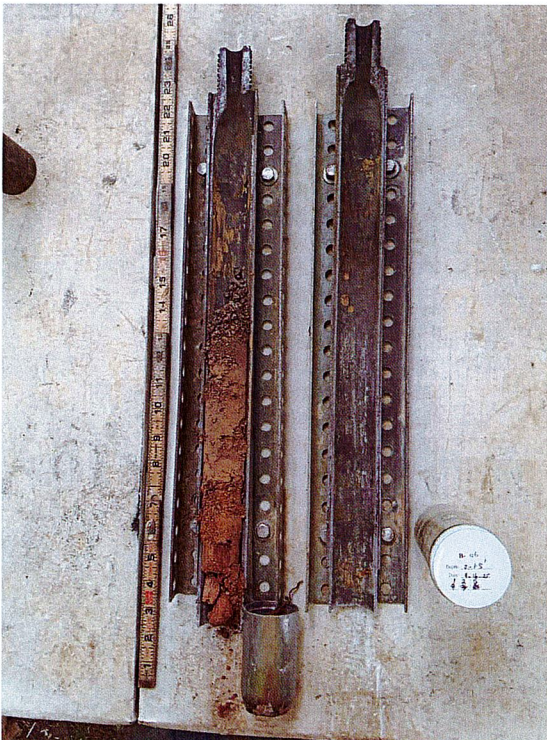
B-05 @ 15ft, N60:46, Recovery: 100%



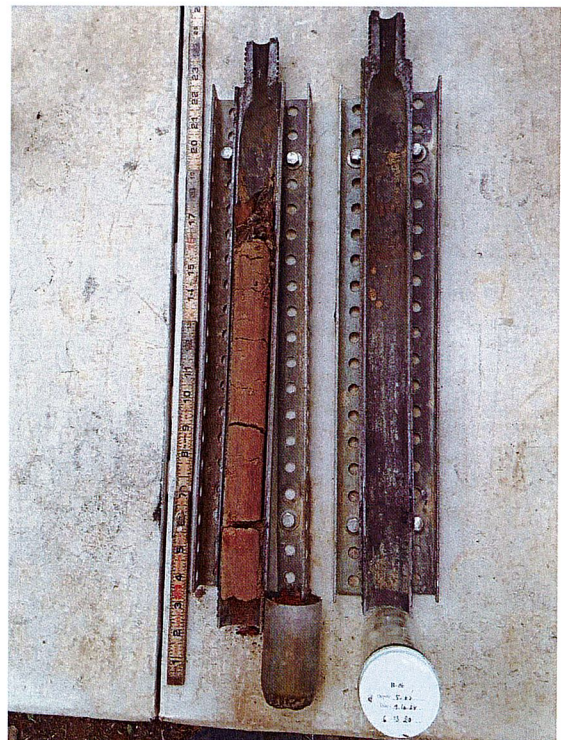
B-05 @ 20ft, N60:29, Recovery: 89%



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



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





Viola Engineering, PC
PO Box 575
Broadway, VA 22815

SAMPLE PHOTOGRAPHS

CLIENT The McCarty Brothers

PROJECT NAME Squirrel Hill Duplexes

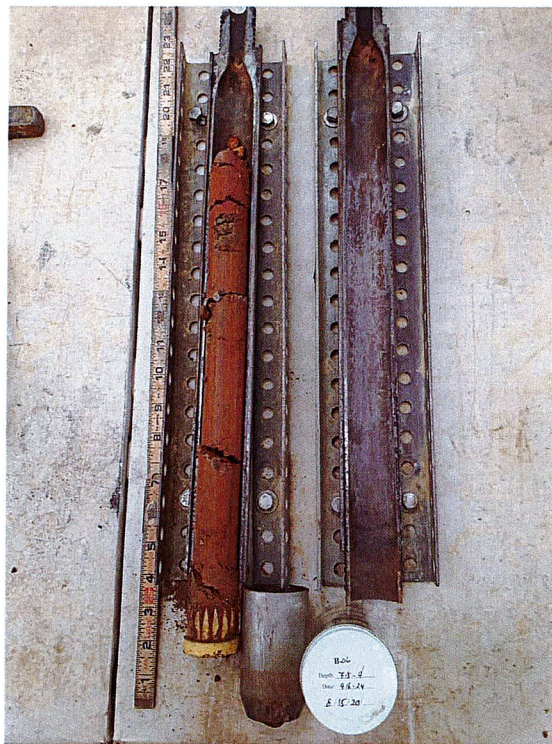
PROJECT NUMBER PTL-243264 GEO

PROJECT LOCATION Orchard Street, Front Royal, Virginia

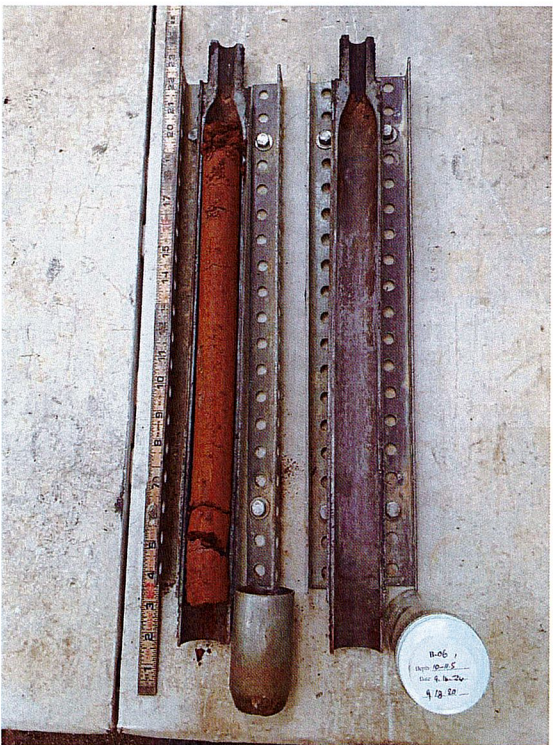
B-06 @ 5ft, N60: >60, Recovery: 100%



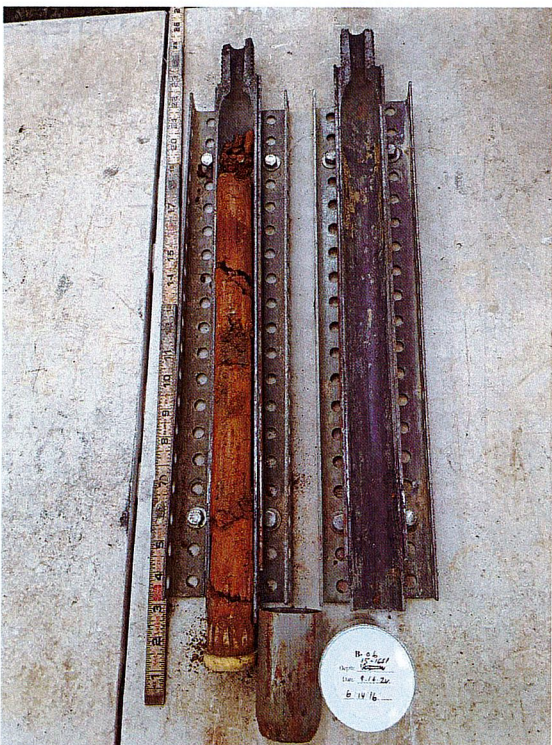
B-06 @ 7.5ft, N60:49, Recovery: 94%



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



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





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 06A

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

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

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

February 18, 2025 Planning Commission held a public hearing and voted to recommend approval to Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval, this item has been sent back to PC to strengthen and clarify the enforcement end of the ordinance. PC has discussed at length the changes to this version from the previous iteration. The proposed application and justification for the changes is included in Councils packets. ADU’s are already permitted by right as an accessory use on lots larger than 12,000 SF, this ordinance seeks to make ADU’s available to property owners with smaller lots.

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

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

175-3 - DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

RESIDENTIAL:

Single-family dwellings, detached.

Auxiliary Dwelling Units (ADUs).

COMMERCIAL:

INDUSTRIAL:

ORGANIZATIONAL:

Churches.

Public libraries.

Schools.

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

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

RESIDENTIAL:

Single-family dwellings, detached.

Auxiliary Dwelling Units (ADUs).

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

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

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

Two-family dwellings.

Auxiliary Dwelling Units (ADUs).

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

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

RESIDENTIAL:

Duplexes.

Single-family dwellings, detached.

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

Two-family dwellings.

Auxiliary Dwelling Units (ADUs).

PERMITTED USES (PND) (175-37.3)

- A. All planned neighborhood developments shall permit the following residential and Auxiliary uses:
1. Detached single-family dwellings;

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

175-115 – Auxiliary Dwelling Unit (ADU)

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

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

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

175-~~114~~118—175-122 - (RESERVED)

TOWN OF FRONT ROYAL
Department of Planning and Zoning
102 East Main Street, PO Box 1560
Front Royal, VA 22630

Main: 540.635.4236
Fax: 540.635.2727
Email: planning@frontroyalva.com

ADU Permit #: _____
Date Received: _____

ZONING APPLICATION FORM
AUXILLIARY DWELLING UNIT (ADU)

APPLICANT INFORMATION

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

PROPERTY INFORMATION

Property Address: _____

Tax Map Id: _____

Zoning District: _____

Lot Size (sq ft): _____

PROJECT DESCRIPTION

Type of ADU:

☐ Detached

☐ New (requires major Zoning Permit)

☐ Conversion (requires minor Zoning Permit)

☐ Internal

☐ Cessation of ADU

Proposed ADU Size (sq ft): _____

SETBACKS & LOT COVERAGE

Yard Required Existing Proposed

Front ____ ft ____ ft ____ ft

Side ____ ft ____ ft ____ ft

Rear ____ ft ____ ft ____ ft

- Lot Coverage (%): _____

UTILITIES

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

ADDITIONAL INFORMATION

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

REQUIRED ATTACHMENTS (CHECK ALL THAT APPLY)

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

OWNER OCCUPANCY CERTIFICATION (ADU)

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

I understand and agree that:

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

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

Owner Name (Printed): _____

Owner Signature: _____

Date: _____

Property Address: _____

Tax Map Number: _____

CITY/COUNTY OF _____ COMMONWEALTH OF VIRGINIA

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

Notary Public's Signature

My Commission Expires: _____

Notary Registration Number: _____



Argument Against Making ADU by SUP Only

Summary:

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

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

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

Background and Details;

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

SB974

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

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

VAHB2293

Bill Summary

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

Summary of Bills

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

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

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

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

The General Assembly is:

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

This aligns with:

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

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

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

A Special Use Permit is legally justified only when:

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

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

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

ADUs:

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

4. A mandatory SUP:

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

This creates exposure to claims that the ordinance:

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

5. Practical vulnerability of an ADU SUP requirement;

A. Local authority must be:

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

B. Substantive due process

- Denial criteria become subjective and not standards driven

C. Fair housing & exclusionary zoning arguments

SUPs can be shown to:

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

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

- ADUs by right
- Administrative approval
- Objective standards only

7. Common, defensible standards include:

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

8. Enforcement of ADU standards when not using an SUP

A. Owner-occupancy affidavit (at permit issuance)

Require, as part of the zoning permit:

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

This affidavit can be:

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

Why this works legally

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

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

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

For post occupancy enforcement (if needed)

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

9. Summary

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

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

ADU Background Summary



Background Authority

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

Current Status of Zoning Code for ADU Like Structures

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

R-1 Statistics

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

Proposed ADU Regulation

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

What Proposed ADU Ordinance Provides

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

How are ADUs Being Utilized Nationally

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

ADU Residential Parking Impact Studies

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

Enforcement

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

Options and Recommendations

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

Options and Recommendations

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

Options and Recommendations

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

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

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

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

Disclaimer:

This document was used as supplemental information. Staff and PC members researched legislation regarding ADU's to make sure we stayed compliant with State Code. This document was not created to mislead the Commission members or the Public that this legislation had passed. It only helped guide the decision making process.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 2, 2026

Item: 06B

Agenda Item: Amendment to Town Code Chapter 72 – Special Events held on Town Streets and Public Property

Summary: The Town of Front Royal adopted an updated Special Events policy in 2021 that set guidelines for events held on Town property or streets. In the following years, many successful events have been held in Front Royal, creating new economic and community development. During this time Town staff has also been reviewing and strategizing on the process, operations, and fiscal impact of special events.

The provided draft amendment transforms a Town policy into Town Code. In an effort to provide better accountability for the Town and Event Organizers, the code identifies new procedures that may ensure events are successful and safe for our residents, businesses, and visitors.

Some of the notable changes are provided below:

- Special Event Committee
- Extended Application Schedule
- Public Safety Plan
- Fee Schedule
- Reoccurring Events
- Neighborhood Block Parties
- Event Notification Requirements
- After Action Reporting

Work session discussions were held on January 12 and February 9, 2026.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for Council to discuss any questions or concerns then move forward with holding a public hearing on Monday, March 23, 2026, for the applicable ordinance amendment.

Chapter 72

SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY

72-1 PURPOSE OF CHAPTER

The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.

72-2 DEFINITIONS

AFTER ACTION REPORT - analyzing what happened, why it happened, and how it can be done better by the participants and those responsible for the project or event in subsequent years.

AMPLIFY - increase the volume of the noise coming through a microphone and/or speakers so that everyone in the vicinity of you can hear.

CERTIFICATE OF LIABILITY INSURANCE (COI) - a document that verifies the existence of general liability insurance coverage and summarizes the key aspects and conditions of the policy. The Virginia Risk Sharing Association (VRSA) Tenant Use Liability Insurance Program is available.

CODE OF CONDUCT - posted in Town of Front Royal public space/property for all the public to adhere to at all times.

DECORATIONS/STRUCTURES - props, displays, tents, inflatables, amusement rides, booths, wagons, carts, and all similar types of property which might tend to harm town land or street areas, including aesthetic interests.

DOWNTOWN AREA - includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale Place, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. The Town Commons Area also includes the John Marlow Plaza, Gazebo, Pavilion, and Parking Lot.

EVENT ORGANIZER – the individual(s) who signs, or whose authorized representative(s), an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Also referred to as the “applicant”.

GATHERING – an assembly or meeting of less than twenty-five (25) individuals, held for a specific purpose.

NEIGHBORHOOD BLOCK PARTY – a single-day, small scale neighborhood event that involves the closure of a limited portion of a single local public street, usually residential, that has attendance of not more than fifty (50) people, and does not include an admission charge, the sale or distribution of alcohol, or the consumption of alcohol within the public right-of-way.

PARADE – procession, with or without vehicles, requiring closure of town streets to normal traffic; any march, demonstration, procession, or motorcade upon public space that interferes with or presents a significant probability of interfering with the normal flow or regulation of pedestrian or vehicular traffic upon public space.

PUBLIC SAFETY PLAN – a comprehensive document that outlines the strategies and protocols for ensuring the safety and security of everyone involved in an event, including attendees, staff, and volunteers.

PUBLIC SPACE/PROPERTY/RIGHT-OF-WAY – any street, sidewalk, alley, or any other property of the Town which is open to the public.

RACES/WALKS – a race or walk with a defined distance organized as a fundraising event.

RECURRING EVENT – an event with the same programming occurring periodically or repeatedly within the same month or calendar year.

SPECIAL EVENT – an outdoor event where a public forum of expressive activity occurs on any public space, property, or right-of-way during a particular interval of time hosted outside of the event organizers’ normal business or organization programs or activities, where the public is invited.

SPECIAL EVENT COMMITTEE – a group that meets regularly to review applications for special events in the Town of Front Royal. The committee comprises of members, including but not limited to Town

Manager, Public Works, Police, Energy Services, Community Development, Health Department, Fire & Rescue, and Virginia Department of Alcoholic Beverage Control.

SPONTANEOUS GATHERING – an unplanned or unannounced coming together of persons which may occur in response to unforeseen circumstances.

SPONSOR – an individual or organization that pays some or all of the costs involved in staging a special event in return for advertising or similar recognition.

TOWN SPONSORED OR CO-SPONSORED EVENTS – all events the Town of Front Royal sponsors entirely or in conjunction with another organization.

72-3 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE

Town streets and public property may be requested for public use in the following areas:

- A. Downtown Area that includes East Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale Place, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. The Town Commons Area also includes the John Marlow Plaza, Gazebo, Pavilion, and Parking Lot.
- B. All other areas that are not included in the Downtown Area mentioned in Section 72-3.A but are Town streets or Town public property.

72-4 APPLICATION, POLICY AND PROCEDURES AND PERMIT

Unless otherwise specifically provided by this section or other law, no organized public gathering, shall be conducted, allowed or maintained on or within public areas or facilities without first obtaining a permit therefor from the Town.

- A. Application. Except as provided in 72-8, an application for a permit and application fee shall be filed with the Town as follows; at least forty-five (45) days prior to the event, parade/race/walk requests are due sixty (60) days prior, and events including alcohol are due ninety (90) days prior to the Special Event.

B. The application for a special event permit shall include a public safety plan if required by 72-5. The applicant must pay all applicable fees to the Town prior to the event. The application will set forth:

1. The name of the applicant and the names of the persons who will be in charge of the event, at least one (1) of whom will be present at all times during the event and one (1) alternate person.
2. The date, time, duration, nature and place or route of the proposed event.
3. No Special Event shall operate between the hours of 11:00 PM and 6:00 AM, except for authorized set up and breakdown.
4. An estimate of the number of persons expected to attend over the course of the event and the maximum expected at any one time.
5. A statement or description of equipment and facilities to be used.

C. Recurring Events. Events that consist of the same type of programming and occur multiple times a month or year may submit a single application. In addition to the Chapter requirements, recurring events shall also meet the following:

1. Special event fees will be assessed per occurrence.
2. Any change in schedule or cancellation of approved dates shall be reported to the Town Manager.
3. Farmers Markets shall meet requirements in Chapter 73.
4. Any violation of this Chapter, or other local and state codes may be subject to termination of remaining events or referred to the Special Events Committee for review.

D. Special Event Committee. The Committee shall review and meet with the applicant to review the completed package of information on the proposed special event, including a site plan, activities, schedule and public safety plan involved with the event.

1. The Committee shall make a recommendation on the application and provide any conditions and fees, in accordance with Town Code with the understanding that all specific permit requirements shall be met by the applicant fifteen (15) days prior to the event date.

2. Any changes to the approved plans, must be approved by Town Manager. If the requested changes are determined to be substantial in nature they shall be submitted to the Committee for review and comments no less than thirty (30) days prior to the event.
- E. Issuance or denial. The Town shall issue a permit within five (5) business days after the Special Event Committee meeting; unless grounds exist under this subsection to request additional details or deny the permit. If the permit is denied, the Town will inform the applicant of the reason for denial and of the applicant's appeal rights granted by subsection 72-16. A permit may be denied only if one or more of the following grounds exist:
1. An approved Special Event or Town-Sponsored Event for the same time, place, or overlapping schedule occurs
 2. A repair or construction project is underway or scheduled for that time and place.
 3. It has been determined the nature of the events or projects does not reasonably allow the occupancy of that area. In such cases, the Town may suggest an alternative space or time.
 4. It reasonably appears that the event will present an unreasonable danger to the public health or safety.
 5. The application is for an area in excess of the reasonable needs of the applicant given the number of people expected at the event.
 6. The applicant has failed to pay any costs owed to the Town.
 7. A public safety plan has not been submitted, or the public safety plan has been rejected.
 8. The application is for a parade or street closure and would unreasonably interfere with pedestrian or motor vehicle traffic, in which case the Town may suggest an alternative time, route or location for the event.
 9. The applicant or sponsor violated any provision of this Chapter in relation to an event within the previous twelve (12) months.
 10. The application is for a gathering focused on and taking place in front of a residence or dwelling place and would impair the peace and tranquility of the residence or dwelling place.
 11. The application is for a parade or street closure requiring the use of Town police or public works staff where the proposed dates of the event impact the Town's ability to adequately meet its operational needs.

72-5 SPECIAL EVENT PUBLIC SAFETY PLAN

When required by this subsection, the applicant shall submit a public safety plan to the Town to address traffic disruption, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. The Town shall, upon request, assist the applicant in preparing the public safety plan. A public safety plan may be rejected if it is determined the event would create an unreasonable risk of injury to pedestrians or interference with lawful businesses, commerce, professions, non-profit organizations, or civic events.

A. Public safety plans are required with the special event application under the following circumstances:

1. Street closures and parades require a public safety plan.
 - a. Pursuant to Virginia Code §15.2-2013(2), the public safety plan shall be accompanied by proof of insurance with an insurance company licensed to do business in the commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least one million dollars (\$1,000,000.00), naming the Town of Front Royal as an additional insured. However, under Virginia Code § 15.2-2014, the Town Manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires, and shall do so if an applicant is unable to obtain insurance.
 - b. The public safety plan shall provide for law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required shall be based solely on the reasonably anticipated number of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.
2. If a sidewalk gathering involves a procession of more than fifty (50) persons crossing streets as part of the event, a public safety plan is required. The plan shall provide for law

enforcement personnel for traffic control at any major intersections along the route of the procession.

- B. Any person hired to provide security under a public safety plan shall be either law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justice Services. Any persons or company hired to provide emergency medical services shall be licensed by or registered with the Virginia Department of Health Office of Emergency Medical Services.
- C. The Special Event Committee will review all public safety plans. No changes may be made to an approved public safety plan without the express, written consent of the town as stated in 72-4.D.2.
- D. No person may violate any of the terms of a public safety plan while participating in an organized public gathering.

72-6 PERMITTED AND PROHIBITED ACTIVITIES

Unless otherwise expressly provided by a public safety plan or special event permit, the following general rules apply to all activities governed by this section, whether a permit is required or not:

A. Prohibited Activities

1. Obstruct the entrance to any building, property, or vehicle, except to the extent expressly permitted by a public safety plan.
2. Cross restricted police lines, perimeters or barricades set up.
3. Trespass on private property.
4. Obstruct the free passage of others, except to the extent expressly permitted by a public safety plan.
5. Create an unlawful assembly or riot.
6. Engage in disorderly conduct.
7. Noise exceeding the standards set out in Chapter 106 of Town Code.
8. Encroach or extend the event area beyond the approved permit defined boundaries.
9. Overnight sleeping is not permitted as part of any Special Event.

10. No structures or signs may be built or placed on public property except as permitted by a public safety plan or specified in the application.
11. No person in an organized public gathering may coerce, intimidate, or harass any other person with physical contact, lights, or noise.

B. Permitted activities

1. The minimum area required for a sidewalk gathering is calculated at the rate of five (5) linear feet of sidewalk per person.
2. Any animals must be under constant control as provided for in the public safety plan.
3. The police may mark off areas needed for sight distance by drivers, and persons participating in the event shall stand clear of such areas.
4. Accepting payment for goods or services is permitted only if the applicant has all necessary licenses.
5. Food and drink preparation, services, and sales are permitted only if the applicant has all necessary licenses. This includes alcoholic beverages.

72-7 NEIGHBORHOOD BLOCK PARTY

Town streets may be requested for neighborhood block parties as permitted below:

- A. Provide an application and public safety plan.
- B. All the addresses affected by the neighborhood block party shall be informed about the block party and sign an event notification sheet.
- C. Neighborhood block parties shall only be approved on local residential streets. Arterials, collectors, emergency snow routes, or other streets necessary for traffic safety cannot be blocked.
- D. Emergency vehicle access must be maintained at all times. Participants in the neighborhood block party shall not park cars or place other obstructions, which prevent emergency vehicle access.
- E. No open fires or fireworks shall be allowed. Fires may be used for cooking only and must be screened.
- F. Amplified music shall meet Chapter 106 of Town Code.

- G. Alcoholic beverages may be consumed on private property only. Alcoholic beverages cannot be sold at the neighborhood block party.
- H. Block parties are permitted from 10:00 AM to 9:00 PM on weekdays, and 9:00 AM to 10:00 PM on weekends and holidays.
- I. Traffic barricades shall be removed and party materials and garbage shall be cleaned from the streets, sidewalks, and public right-of way within one hour of the end of the party.
- J. Applicants agree that the Town of Front Royal and its official representatives shall not be held responsible for any and all claims or losses, which may occur as a result of the neighborhood block party.
- K. The issued neighborhood block party permit shall be available on-site upon demand from any Town official, police officer, or firefighter. Failure to do so shall terminate and revoke any permit for a neighborhood block party immediately.

72-8 PERMIT EXCEPTIONS

This Chapter shall not apply to:

- A. Gatherings or events on private property.
- B. Gatherings or events on Warren County owned property located within the Town's corporate limits.
- C. Gatherings or events on public or privately owned school property.
- D. Spontaneous gatherings.
- E. Funeral processions where law enforcement either provides traffic control or determines that no traffic control is needed.

72-9 FINANCIAL RESPONSIBILITY

The applicant is responsible for any and all damage to public facilities caused by the applicant or by any agent or partner of the applicant. If a person receives a permit for an event and does not hold the event, then he or she shall pay the town for the reasonable cost of assisting the applicant in developing

any public safety plan for that event as well as any reasonable overtime or third-party costs incurred by the town in relation to the event.

- A. The Town Manager shall recommend to the Town Council, as part of the annual budget process, charges and fees related to the provision of Town personnel and services to support Special Events. These charges and fees also will account for the cost of protecting the safety of each event's participants, as well as Town of Front Royal residents, visitors, and businesses.
- B. All fees and charges assessed to applicants and organizers for Town personnel and services shall be based on the Town's incurred costs, with the exception of administrative fees, such as application fees, which may be billed at a flat rate.
- C. Assessed fees may include charges for application review and any subsequent reviews or other action by Town staff to support the applicant's request prior to, during, or following the respective Special Event.
- D. Assessed fees may include charges for the following services and support: police, signage, street cleaning, street closures, solid waste collection/disposal, electrical, facility and equipment fees.
- E. Vehicles may be towed if the parking area is clearly posted "No Parking" and only pre-determined Special Event organizers or representatives may request that the police have a car towed during a Special Event. It shall be the responsibility of the vehicle owner to pay any fees associated to the towing.
- F. The fees and charges outlined in this section shall be in addition to, and not in lieu of, other state and local fees and licenses, as applicable, including, but not limited to, business license fees, food establishment license fees, and Virginia Department of Alcoholic Beverage Control license fees.

72-10 FEES, CHARGES AND EXPENSES

- A. The Town Council hereby establishes the following schedule of fees, charges, and expenses for special events and other matters pertaining to this chapter.

Application	\$50
STREET OR FACILITY USE	

Main & Chester Full Street Closure	\$50/hr
Other Full Street Closures*	\$25/hr
Public Parking Lot Closure	\$25/hr
John Marlow Plaza (no street/lot closures)	\$10/hr
Bowman Park (no street/lot closures)	\$10/hr
Luray Avenue River Park (no street/lot closures)	\$10/hr
ON-SITE STAFF ASSISTANCE	
Community Development	\$35/hr
Police	\$40/hr
Public Works/Electric/Sanitation	\$30/hr
SERVICES	
Trash Cans: Up to 20	\$50 flat rate
Trash Cans: Over 20	\$5/can
Cones/Barricades	\$50 flat rate
Hard Barricade	\$20/vehicle
No Parking Signs	Incl. in closure fee
Message Board	\$50/day
Lighting Tower	\$50/day
Street Sweeper	\$50/event
<i>*Does not include abutting side streets when Main or Chester is closed</i>	

72-11 EVENT NOTIFICATION

The Applicant shall be responsible for notifying within ten (10) days after approval all businesses and residences which abut any street or property where the event will be held.

A. Each notification must include the following:

1. Name of event
2. Sponsoring organization
3. Date and timeframe of event

4. Description of street closures (locations and times)
5. Information and timeframe for potential noise impacts
6. Organizer's name and contact information

B. Notification must be provided in at least one form of communication as follows. Records shall be kept by the Event Organizer detailing when and how notification was provided.

1. Mailed Postcards or Letters: Event organizers may mail postcards postmarked at least ten (10) days after permit approval. The Town may provide assistance in providing mailing addresses.
2. Individualized Notification: Event organizers may individually contact affected businesses and residences in person, over the phone, or via email. For businesses, the owner or general manager must be notified.
3. Apartment or Business Complex Notification: Event organizers may coordinate with property managers to alert all tenants of a large complex.

C. Event organizers are encouraged to use additional notification means such as social media, local calendars and newspapers. These forms of notification do not replace the required communication listed in subsection 72-11.A.

D. Event organizers for parades or racecourses may propose other means of notification to be approved the Special Event Committee. Examples may include public signage or advertisements.

72-12 POST EVENT PROCEDURE

The Special Events Committee will complete an After Action Report following the event to measure the success of event organizers in conforming to all policies and permitted activities. This evaluation will help event organizers improve events from year to year, identify issues which adversely impact public agencies, and provide the approving agencies with a means to prioritize the reservation of dates in the approval process. Events with an unsatisfactory evaluation risk losing the preferred date, having additional fees imposed, or the denial of permits for future events. Event organizers will receive their evaluation shortly after their event.

- A. All trash, signs, markings or other event supplies shall be removed promptly following the event. If the items remain 24 hours after the event, the Town may remove them at the expense of the applicant.
- B. All event related vehicles, parade floats, stages, portable restrooms or structures located within public parking spaces shall be removed promptly following the event. If the items remain 12 hours after the event, the Town may remove them at the expense of the applicant.

72-13 PERMIT REVOCATIONS/SUSPENSION

The Town Manager or his designee shall be authorized to revoke or suspend any permit previously granted:

- A. For violation of any provisions of this Chapter.
- B. For any material misrepresentation, intentional or otherwise, made in connection with the application or the permit.
- C. When weather conditions render the subject activity unsafe.
- D. When otherwise required in the interest of public health, safety and welfare or environmental considerations.

72-14 PROVISIONS OF THIS CHAPTER

The Town Manager may designate one (1) or more officers and/or employees of the Town to administer the provisions of this Chapter and be the final authority for all events held on Town streets and public property.

72-15 VIOLATIONS OF THIS CHAPTER

Any person who shall violate any provision of this Chapter shall be suspended from having any future events for one (1) year from time of event or as the Town Manager or designee deems appropriate based on the violation.

72-16 APPEALS OF ANY DECISIONS

Appeals of any decisions made by the Town Manager or his designee must be made to the Town Council within fifteen (15) days of decision. Town Council may take any action regarding the appeal if they determine to discuss the item at a future public meeting.

DRAFT

~~Chapter 72-~~

~~SPECIAL EVENTS HELD ON TOWN STREETS AND PUBLIC PROPERTY¹~~

~~72-1 PURPOSE OF CHAPTER~~

~~The purpose of this chapter is to accommodate competing demands for the public use of Town streets, and public property that are requested to be used for a special event. Policy and Procedures regulating these areas of demand is necessary to maintain public peace, safety, acceptable conditions of traffic flow and prevention of any illegal or unlawful activity.~~

~~72-2 TOWN STREETS AND PUBLIC PROPERTY REQUESTED FOR USE~~

~~Town streets and public property may be requested for public use in the following areas:~~

- ~~1. Downtown Area that includes Main Street, Chester Street, Crescent Street, Peyton Street, Laura Virginia Hale, High Street, Kidd Lane, Water Street, Jackson Street and portions of Church Street and Blue Ridge Avenue. This Area also includes the Town Commons Area that includes the Gazebo, Pavilion, Parking Lot and Visitor Center.~~
- ~~2. All Other Areas that are not included in the Downtown Area mentioned in Section 72.2.1 but are Town Streets or a public place.~~

~~72-3 APPLICATION, POLICY AND PROCEDURES AND PERMIT~~

~~No special events shall be held on Town streets and public property without an authorized permit from the Town Manager or his designee. Policy and Procedures including the application shall be found in the Town Manager's Office or on the Town's website.~~

~~72-4 PERMIT EXCEPTIONS~~

~~This Chapter shall not apply to:~~

- ~~1. Gatherings or events on private property;~~
- ~~2. Gatherings or events on Warren County owned property located within the Town's corporate limits;~~
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- ~~4. Activities the Town Manager or his designee deem acceptable as an exception.~~

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- ~~4. When otherwise required in the interest of public health, safety and welfare or environmental considerations.~~

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CLOSED MEETING AGENDA STATEMENT

Meeting Date: March 2, 2026

Item# 07

MOTION ON TO GO INTO CLOSED MEETING

To be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may TAKE ACTION in open session following closed meeting.

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

- 1) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia; and,
- 2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, decisions of BZA in case numbers 2600001 and 2600002.

Motion to Certify Closed Meeting at its Conclusion

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

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

Moved _____ Seconded _____

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