



The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com for a limited time.

The Planning Commission special meeting of the Town of Front Royal, Virginia, was held on April 29, 2026, at 6:00 PM, in the Town Hall East Conference Room..

CALL TO ORDER

Chairman Neel called the April 29, 2026, special meeting of the Planning Commission to order at 6:00 p.m.

ROLL CALL

Present: Allen Neel, Chairman
Megan Marrazzo, Vice Chairman
Teresa Fedoryka, Commissioner

Remote: Connie Marshner, Commissioner

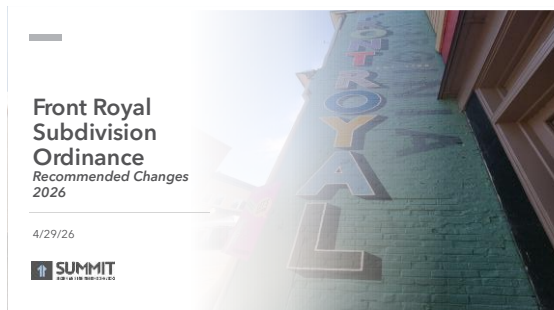
Absent: Andrew Brooks, Commissioner

Staff Present: Lauren Kopishke, Planning Director / Zoning Administrator
John Ware, Deputy Zoning Administrator
George Sonnett, Town Attorney
Connie L. Potter, Executive Assistant / Planning Commission Clerk

NEW BUSINESS

- **Presentation of the Draft Subdivision and Land Development Ordinance Chapter 148**

Representatives from Summit Design and Engineering Services, Michael Stapor and Will Teeples gave the following presentation.





Agenda

- Introduction
- Front Royal Subdivision Ordinance – State Code Compliance Review
- Summit’s recommended changes to the Town’s Subdivision Ordinance
- Next steps – Overlay district



State Code Compliance

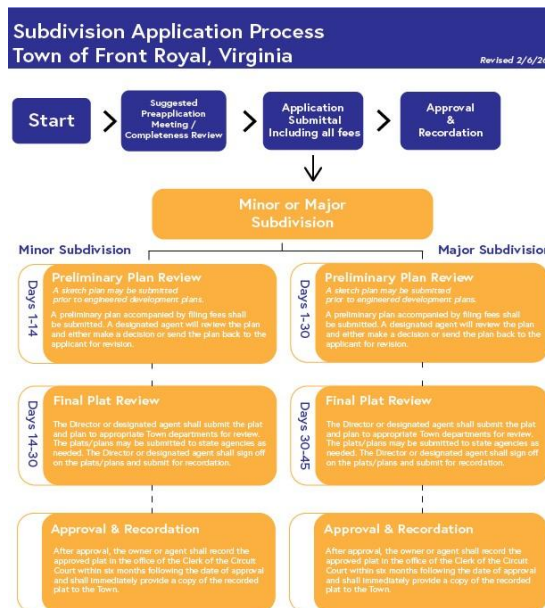
- With recent changes to the Code of Virginia, the Front Royal Subdivision Ordinance we were requested to conduct a compliance review.
- **Our approach:** Side-by-side comparison of each applicable State Code section to each Front Royal Subdivision Ordinance section.
- **General Findings:** Ordinance mostly in compliance, with some discrepancies related to the most recent updates to the Code of Virginia.





Review Time Period & Designated Agent

- **The Code of Virginia 15.2-2259. Designated agent to act on proposed final plat.**
 - Provides authority and guidance for localities to make decisions on plats.
 - 2025 Updates
 - Places the responsibility of action upon a “designated agent” rather than the Planning Commission.
 - The designated agent must act on a plat within 45 days, a reduction in the timeline from previous years.
- **Applicable Sections:** Article 3, Article 4, Article 5, Article 6, Article 7, Article 8, Article 9



This simplified timeline outlines the general subdivision process. The length of time for approval and recordation of a subdivision is dependent upon the progress and completeness of applicant submissions.





Administrative Waiver

- **Applicable Section:** Article 2, Section 148-210
- **Identified issue:** Vague waiver language not found in other ordinances, leads to additional staff time to implement. Sweeping language could be interpreted to waive subdivision requirements for large-scale subdivisions.
- **Recommended Changes:** Places waiver submission responsibility on applicant, reducing staff time. Reduced applicable subdivisions from 8 to 2. Removed ambiguous and inapplicable language.



Streets & Roadways

- **Applicable Section:** Article 8, Section 148-820
- **Recommended Changes:** Adjusted language to match VDOT standards. Added guidance for alleyways – minimum of 20' in right-of-way width.





Stormwater Management

- **Applicable Section:** Article 8, Section 148-840 (D).
- **Recommended Changes:** Replace Department of Conservation and recreation with Department of Environmental Quality to reflect state regulatory body.



Stormwater Drainage Fees

- **Applicable Sections:** Article 2, Section 148-270.
- Currently a reserved section
- Case study research revealed the following:
 - Winchester – Zoning Administrator can require subdivision applicant to provide information and improvements in accordance with recommendations of the applicable storm drainage report.
 - Harrisonburg – Imposed as a stormwater utility fee, calculated based on the impervious area of each parcel in square feet. The utility fee funds the stormwater enterprise fund, managed by the city council.





Environmental Improvements

- **Applicable Section:** Article 8, Section 148-860, Subsection A1. (f)
- **Recommended Changes:** Replace (f) "Encourage innovative development in Front Royal..." with code taken from Lexington, VA:
 - "Land deemed by the Director to be generally unsuitable and land subject to flooding, slope instability, collapse, or other natural hazard shall not be subdivided either for residential occupancy, unless sufficient land is provided in each lot to provide a building site free from flood or other danger, or for such other uses as may increase danger to health, life, or property, or aggravate erosion or flood hazard. In this connection the Director may require the subdivider to furnish topographical maps, elevations, flood profiles, or other relevant data."
- This provides direct guidance and replaces ambiguity.



Preservation of Natural Features

- **Applicable Section:** Article 8, Section 148-860, Subsection (C)
- **Code of Virginia Reference:** 15.2-2245.1 *Stormwater Management Ponds; Removal of Trees*
 - "A locality may not require, but may permit, the removal of trees to create stormwater management ponds or facilities if the minimum adequate outfall requirements and the requirements of the Chesapeake Bay Preservation Act can otherwise be met."
- **Recommended Change:** Addition of, "In accordance with the Code of Virginia, the removal of trees to create stormwater management ponds or facilities may be permitted."





- **Entrance Corridor Study**

Representatives from Summit Design and Engineering Services, Michael Stapor and Will Teeples gave the following presentation.

Next Steps – Overlay District

- Asked to use remaining funds to address Entrance Corridor Overlay District.
- Stated goals: recommend changes to help the developability of properties with new buildings that enhance its character.
- Envisioned deliverable: Memo that "audits" relevant code sections and recommends changes.



Next Steps – Overlay District

- Zoning Ordinance (C-1 and C-2) changes, once adopted, will allow for a lot of change.
- Entrance Corridor Overlay District requested to be expanded.
- Parking requirements were not altered during the Zoning or Subdivision reviews, but may be necessary to change to achieve desired character and redevelopment.





ADJOURNMENT

Commissioner Fedoryka moved, seconded by Vice Mayor Marrazzo to adjourn the meeting.

VOTE: Yes – Fedoryka, Marrazzo, Neel, Marshner

No – N/A

Abstain – N/A

Absent – Brooks

VOICE VOTE

The meeting was adjourned at 6:54 p.m.

Approved by Planning Commission

Date: 5/20/2026