

**Planning Commission
Town of Front Royal, Virginia**

August 17, 2016

Present: **Deborah Langfitt, Chairman**
 Douglas Jones, Vice Chairman
 Christopher Morrison, Commissioner
 David Gushee, Commissioner
 Joseph McFadden, Commissioner
 Connie Marshner, Commissioner

Staff: **Jeremy Camp, Director**
 Darryl Merchant, GIS Analyst/Planner/Surveyor
 Connie L. Potter, Sr. Administrative Assistant

The August 17, 2016 meeting of the Planning Commission for the Town of Front Royal, Virginia was called to order by Chairman Langfitt at 7:00 p.m.

CITIZEN COMMENTS

There were no speakers present.

MINUTES

Commissioner Gushee moved, seconded by Commissioner Marshner to approve the minutes.

VOTE: Yes – Gushee, Morrison, Marshner, Langfitt, McFadden, Jones

PUBLIC HEARING

There were no items for public hearing.

CONSENT AGENDA

There were no items on the consent agenda.

NEW BUSINESS

There were no items for new business.

OLD BUSINESS

- SUP16-04-264, Royal Lane Apartments, special use permit application for 36 apartments in the C-1 District, located at the end of Royal Lane. Continued from June Planning Commission Regular Meeting.

Mr. Camp said this application was heard by the Planning Commission in June, at which time the application was tabled to allow the applicant more time to communicate the project with the neighbors on Royal Lane. The application is for three apartment buildings consisting of 36 units on 3-1/2 acres. This application was submitted by the Economic Development Authority (EDA) with the intent to develop workforce housing for the community.

The request includes the extension of Royal Lane, via a private access road that is reserved for a future right-of-way on the preliminary site plan. A special exception request is also included in the submission to allow for the dead end street at its current length, which is in excess of the Town code. According to Town code 148-211, a special exception can be granted for a unique situation such as through the promotion of affordable housing which this project qualifies. The road is also being designed in a way so it can be dedicated to the Town in the future if we are able to extend Royal Lane to Remount Road.

Staff has recommended seven conditions with the special use permit application that are explained in the staff report. Mr. Camp reviewed the conditions. An 8th condition was added after the last public hearing. If accepted by the Planning Commission, condition number 8 would be that the proposed apartment units shall be marketed for workforce housing and shall not be used as subsidized housing for very low or extremely low incomes as classified by HUD.

The applicant has submitted an illustrated drawing of the building elevation and this was distributed to Planning Commission members. Mr. Camp said a condition number 9 could be added for a requirement that the final buildings be consistent with the proposed elevation that was submitted.

Commissioner Gushee asked how the neighbors responded to the EDAs proposal.

Jennifer McDonald from the EDA stated that she had sent out letters by mail and hand delivery. She was able to speak with one neighbor in person, one by phone and had not

received any other responses. The individual she spoke to in person said he did not realize the property was zoned commercial and if he had known that he probably would not have shown up to the first public hearing because he would rather have apartments than a Sheetz or McDonalds. Ms. McDonald spoke to Mr. Jackson over the phone and he was going to try and set up a meeting for all the neighbors, however his wife was going to have surgery in July and she tried to follow up with him by phone and she did not hear anymore from him.

No Planning Commissioners received any phone calls regarding the project. Mr. Camp received one call.

Commissioner Marshner moved, seconded by Commissioner Gushee to approve SUP16-04-264 with the seven (7) conditions recommended by Town Staff in the Staff Report and option #8 condition that the proposed apartment units shall be marketed as workforce housing, and shall not be used as subsidized housing for very-low or extremely low incomes as classified by HUD, and condition #9 that the final design will substantially resemble and not be drastically different from the elevation that we have seen tonight and all of the buildings will be like this.

Vice Chairman Jones asked if there was the possibility of extending the road to 522 so that it will no longer be a cul-de-sac.

Mr. Camp explained that this was something that was contemplated when we worked on the draft transportation plan which would be incorporated into the comprehensive plan when that is brought forward at the end of the year. Royal Lane had been identified as needing more interconnectivity with the Town before this project was submitted for review. In planning you don't always have the funding to do everything up front, so many times the best thing to do is keep it as a viable option for the future. This could be added to next year's Capital Improvement Program.

VOTE: Yes – McFadden, Langfitt, Marshner, Jones, Gushee, Morrison

PLANNING DIRECTOR'S REPORT

Mr. Camp reviewed the July monthly report.

Leach Run Parkway is under construction. Branch Highways is in the process of installing a 12" water line and finishing the grading work. Landscaping and the full street widths, which were originally cut back due to funding shortfalls, have been added back to the initial project design and will be constructed.

The waste water treatment plant is also under construction and is expected to be completed November 2017.

Police headquarters on Kendrick Lane is approaching the stage of doing site planning work and the Planning Commission should be seeing this in the next few months.

Criser Road bridge design work is underway. A public information meeting will likely be held in September. Construction is expected to begin this winter.

The County and Town are continuing to work with Tyler Technology regarding the permitting software. At this point we are expecting a fall roll out date.

Front Royal Limited Partnership special exception request is going to Town Council on August 22nd. They have also submitted a preliminary draft of a Phase 1 Environmental Analysis for their future rezoning application.

There will be a public information meeting on August 24th regarding the downtown revitalization project to provide information to the public about the draft façade improvement plan. The project management team has selected Kathleen Frazier as the architect who will be a guest speaker at the meeting. Interviews with branding consultants are scheduled for late August. As part of that component of the project, the branding consultant will work with the team to develop a brand for the downtown to help market it and also will include way-finding signage and a potential entrance feature to the downtown and banner sign designs.

The Board of Architectural Review and the Board of Zoning Appeals did not meet in July.

A site plan application has been submitted by the Brotherhood of Railroad Signalmen for expansion of their facility on Shenandoah Shores Road. Comments were provided and there are some various issues that need to be worked out with regards to the proposed shared parking agreement.

COMMISSON MEMBER REPORTS

Commissioner Marshner asked about GIS aerial maps that were being provided for particular locations and why they were being done.

Mr. Camp stated that staff is closely monitoring this now and noted there are many maps created by the department. The requests come from various different sources with the majority of the them being from in-house requests, such as the police department, energy

services or environmental services. Requests can also include specific requests by citizens as well as internal planning maps.

ADJOURNMENT

Vice Chairman Jones moved, seconded by Commissioner Morrison to adjourn the meeting.

VOTE: Yes – Morrison, Jones, Langfitt, Gushee, McFadden, Marshner

The meeting adjourned at 7:22 p.m.

Connie L. Potter
Sr. Administrative Assistant