

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

**SPECIAL MEETING
September 4, 2019**

Present: **Douglas Jones, Chairman**
 Cee Ann Davis, Commissioner
 Connie Marshner, Commissioner
 Darryl Merchant, Commissioner
 William Gordon, Commissioner

Absent: **Joseph McFadden, Vice Chairman**

Staff: **Jeremy Camp, Director**
 Connie L. Potter, Sr. Administrative Assistant

The September 4, 2019 special meeting of the Planning Commission for the Town of Front Royal, Virginia was called to order by Chairman Jones at 6:13 PM. Meeting on site at 460 S. Commerce Avenue to look at the request for a daycare.

Mr. Camp said this was for the Embassy Deliverance Daycare and they were there to do a site tour. The applicant led the Planning Commission through the process.

The Pastor explained the outside parking, traffic flow, drop off and pick up sites, and expressed that the main concern was for everyone's safety. There will not be per say an external drop off area. They want to provide a safe haven for them to come in, park, go inside and retrieve the children.

The tour continued into the building where he explained what each area would provide to those attending the day care which included the drop off/admin station, administrative office, main sanctuary area which will be used to set up an area for children to occupy, learn and have activities. There will also be an indoor activity area. In addition, there will be a cafeteria area and an area where children who are sick can wait separately from other students to be picked up by their parents. Ages of the children will be from 2-4 years old.

Mr. Camp explained that the public hearing had been closed at the previous meeting and there were 2 options. 1) This can be continued to the next Planning Commission meeting in 2 weeks, or 2) They could take action at this meeting. This is required to go to Town Council for final approval as any special use application would. Original issues were mostly with the traffic flow. The pastor has discussed that a little bit, however there is a

little concern that it be clearer in the drawing so those that do not get to hear the articulate explanation can make sense of it from the document. Concerns expressed during the tour were related to the trees and the dumpsters which aren't related to the daycare but is related to the site. They are non-conforming in that the code requires dumpsters to be screened and he believes there is overgrowth vegetation in the island near the dumpsters.

Commission members agreed they would like to see better drawings of the parking, drop off and pick up areas and traffic flow.

Mr. Camp explained how to better demonstrate the traffic flow on the drawings.

Town Council meetings are full through September so it couldn't go to a work session with Town Council until October. Mr. Camp explained that if the Planning Commission chose to vote that night they should work on the language of the conditions as far as what their expectations are and include that in the motion.

Commission members agreed with Mr. Camp that the applicant provide information regarding landscaping and a better drawing of the proposed traffic flow, parking and pick up and drop off areas.

The applicant agreed to provide that information.

Commissioner Gordon moved, seconded by Commissioner Merchant to continue FRSPU-1263-2019 to the next regular Planning Commission meeting.

**VOTE: Yes – Jones, Merchant, Davis, Gordon
Absent – McFadden, Marshner**

*Commissioner Marshner left the meeting before the vote.

Commissioner Merchant moved, seconded by Commissioner Gordon to adjourn the meeting.

**VOTE: Yes – Jones, Merchant, Davis, Gordon
Absent – McFadden, Marshner**

The meeting adjourned at 6:51 PM

Connie L. Potter
Sr. Administrative Assistant