Front Royal Economic Development Authority Meeting
"Business Development Board"
Monday, February 3, 2025 @ 12:00pm
Town Hall – East Conference Room

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

New Business • Existing Business • Workforce • Infrastructure • Asset Development

1. Roll Call – *Hillary Wilfong*

2. *Approval of Minutes - *I move that FREDA approve the Regular Meeting minutes of December 2, 2024.*

3. *Election of Officers
    a. Chairman
    b. Vice Chairman
    c. Treasurer
    d. Secretary

4. Old Business
    a. Existing Business Survey Update- *Lizi Lewis Director of Community Development and Tourism*
    b. Retail Recruitment Update- *Lizi Lewis Director of Community Development and Tourism*

5. New Business
    a. Front Royal Zoning Matrix- *Lauren Kopishke, Director of Planning and Zoning*

6. Open Discussion – *Rick Novak, Chairman*

7. Next Meeting – Monday, March 3, 2025 @ 12:00pm

8. Adjourn

**Action Item – requires board vote*

FRONT ROYAL ECONOMIC DEVELOPMENT AUTHORITY (FREDA) MEETING MINUTES
Monday, December 2nd at 12:00pm
Town Hall Upstairs Conference Room

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.

ROLL CALL PRESENT: Chairman Richard M. Novak
Vice Chairman Nicolas Bass
Director Robert Elliott
Director Aiden Miller
Director David Gedney

ABSENT: Treasurer Thomas Eshleman
Director Frank Stankiewicz

SUPPORT STAFF PRESENT: Director of Community Development and Tourism Elizabeth Lewis
Town Manager, Joeseph Waltz
Executive Administrative Assistant Hillary Wilfong, Secretary

Approval of Minutes

Director Miller motioned to approve the minutes from the regular meeting on November 5, 2024, with the correction that the approval of the minutes was made by Director Bass, not Director Gedney. Director Bass seconded the motion.

Roll Call Vote:

- **Yes:** Novak, Bass, Elliott, Miller
- **No:** None
- **Absent:** Eshleman, Stankiewicz
- **Abstain:** Gedney

Old Business

Existing Business Survey Update
Ms. Lewis reported that the number of mailers were now sent to 954 businesses in town resulting in 32 additional surveys returned with 46 of them utilizing the QR code. She will present the received data at the next meeting.

Retail Recruitment Update
Ms. Lewis provided an update on the contract with Retail Strategies, stating that it is in the final review stages. The account manager will review the contract before sending it back to staff for further review. A kickoff meeting will be scheduled, attended by Ms. Lewis, Mr. Waltz, and select Board members.

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Chairman Novak asked if a presentation on the next steps could be provided to the Board after the contract is signed, to ensure alignment with the Board's vision. Ms. Lewis agreed to try to arrange this. Director Elliott inquired about retaining access to the data collected by Retail Strategies. Mr. Waltz confirmed that, since the Town drafted the contract, it is likely the Town will retain access to the data, however will follow up to confirm.

Open Discussion
Chairman Novak asked Mr. Waltz to discuss the ongoing trash issues on Main Street. Mr. Waltz preferred to address this after the Town Council meeting, where the matter would be discussed further. Chairman Novak mentioned that past issues with apartment residents improperly disposing of trash had created problems with rodents and blocked mobility downtown. To address this, the Town placed dumpsters in several areas.

This year, the Town mailed letters to business owners inviting them to participate in a forum on a solid waste study, but attendance was low. Director Gedney expressed confusion about the budget deficit. Mr. Waltz explained that some of the deficit resulted from the County's tipping fee, which began on July 1 and led to an increase in costs. He also clarified that the Town had four refuse collection tiers, and while not perfect, the Town has been working to address the issue. Chairman Novak suggested a potential solution could involve business dumpsters being placed on Town property, though space constraints would need to be considered. Mr. Waltz agreed and encouraged everyone to attend the Town Council Work Session that evening to hear further discussion.

Ms. Lewis asked the Board if they would be interested in participating in a "Lunch and Learn" event with the Chamber of Commerce or other organizations to share ideas and thoughts about the Town.

New Business
FOIA Training
The Board invited Joseph Underwood from the Virginia Freedom of Information Act (FOIA) Council to provide the mandatory training for local officials, as required every two years.

Next Meeting
The next scheduled meeting will be Monday, January 6, 2025, at Noon.

Adjournment
Chairman Novak called for a motion to adjourn at 1:38:36 PM. Director Bass moved to adjourn, and Director Gedney seconded the motion. The meeting was adjourned.

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	A-1 Agriculture and Open	R-E Estate Residential	R-S Suburban Residential	R-1 Residential Low Density	R1-A (7) Residential Low to	R-2 Residential Medium	R-3 Residential Medium to	PND Planned Neighborhood Development	C-1 Community Business	C-2 Downtown Businesss	C-3 Highway Corridor Business	MCD Mixed-Use	I-1 Limited Industria	I-2 Industrial Employmen
Residential Uses														
Apartment (175-113)							S	P	S	S (12)				
Caretaker quarters									P		P	P	P	P
Conversion of existing residential and/or commercial structures into buildings with a greater number of dwelling units.										P				
Manufactured Home	P													
Multi-family dwellings							P	P		P		S		
Retirement living facilities (handicapped accessible)								P						
Single family dwelling, detached	P	P	P	P	P	P	P	P		P		S		
Tenant housing for an agricultural use	S													
Townhouses						P	P (8)	P (with max 8 units.structure	S	P				
Duplex: Two-Family Dwellings (attached)					P	P	P	P		P				
Up to three (3) dwelling units of any type, but not on the ground floor									P					
					P									
Commercial Uses														
Airport (including heliports)														S
Appliance stores and repair services									P		P	P		
Assembly Halls									P	P	P	P	S	S
Assisted Living Facility								S	P					
Automobile and truck sales lots and leasing agencies, in accordance with 175-44.E.									P	S	P	P	P	P
Automobile garages, excluding where repairs work is only an accessory use, subject to the requirements of Section 175-110.3 where motor vehicle painting or body work services are provided.									S	S		S	P	P
Automobile Parking Lots, commercial									S		S			
Automobile service stations, in accordance with 175-110.									P	S	P	S		P

Automotive fuel and neighborhood retail								S		S				
Bakeries, when products are sold as retail on the premises.									P	P	P	P		
Banks, branch banks and financial institutions.								P (if >50 ac)	P	P	P			
Barber and beauty shops									P	P	P		S	S
Bed and Breakfasts			S	S		S	S	S	S	S				
Billiard parlors and poolrooms											P			
Bowling Alleys											P			
Business or professional offices								P (if >50 ac)					S	P
Car washing									P			P		
Catering Services									P	P		P		S
Clubs													S	S
Coal and wood yards, lumberyards and feed/seed stores.													P	P
Commercial outdoor recreation, including athletic and park facilities, amphitheaters, stadiums, botanical gardens, campgrounds and seasonal recreational facilities, subject to the standards of Section 175-10.10.D	S													
Commuter parking facilities									P		P	P	P	P
Contractor's offices, display rooms and storage									P			P	P	P
Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.							S							
Day Care Facilities and schools, subject to the provisions of Section 175 -107.1F	-	S	S	S	S	S	S	P (gets den bonus)	S	S		S		S
Department Stores									P	P (11)	P	P		
Drugstores									P	P	P	P		
Flea Markets and Farmer's Market, subject to the standards of Section 175-10.10.B	S									S				
Florist shops/floral designers									P	P	P	P		
Funeral homes									P	P	P	P		
Furniture stores									P	P	P	P	P	P
Grocery stores									P	P	P	P		
Hardware stores									P	P	P	P		

Hospitals	S											P		
Hospitals and other semipublic facilities of an institutional nature.							P							
Kennels									S				S	S
Laundries, Laundromats and dry cleaners									P	P		P		
Lumber and building supply, with storage under cover									P		P	P	P	P
Machinery sales and service									P		P	P		
Model Homes	-	Zoning permit?	Zoning Permit?	Zoning Permit?	Zoning Permit?	Zoning Permit?	Zoning Permit?							
Motels, hotels, and tourist homes.									P	P	P	S		
Neighborhood restaurants;								P (if >50 ac)						
Neighborhood–oriented commercial businesses;								P (if >50 ac)						
Newspaper and other printing establishments									P	P		P		
Nursing Homes 175-107						S	P		S			P		
Personal services								P (if >50 ac)	P	P	P	P		
Pet Shops, without boarding kennel										P				
Pharmaceutical centers as set forth in Section 175-108.							P		P		P	P		
Professional and Business Offices										P	P	P	S	P
Professional offices as set forth in Section 175-108.							P							
Radio and television broadcasting stations, studios or offices.									P	P	P	P		
Recreational Facility, Commercial									P	P	P	P	S	S
Recreational Facility, Public												P		
Restaurant, except drive-in												P		
Restaurants, including drive-in restaurants									P	P	P	S	S	S
Retail Stores, as defined in Section 175-39.C.									P (13)	P	P (13)	P	S	S
Shopping centers as set forth in Section 175-111.									S		S	P		
Special childcare services									P					

Technology business, as defined in Section 175-3, provided that such use does not involve broadcast or communications towers or manufacturing operations.									P	P	P	P	S	P
Theatres, Indoor									P	P	P	P		
Veterinary hospitals									P		P	P	P	P
Wearing-apparel stores									P	P	P	P		
Wireless Telecommunication Facility												P		
Industrial Uses														
Automobile Graveyard														S
Distribution facilities, subject to the standards and criteria for industrial uses provided in Section 175-70.									S		S	S	P	P
Hazardous Material Storage														S
Heavy Manufacturing														S
Light Manufacturing												P	P	P
Medium Industrial / Manufacturing												S	S	S
Mini-Storage Facility												S		
Scrap metal processing														S
Wholesale establishments with storage and processing, subject to the standards and criteria for industrial uses provided in Section 175-70.									S		S	S	P	P
Woodworking and upholstery shop													P	P
Organizational/Institutional														
Art Galleries and Museums							S	S	P	P	P	P		
Boarding Houses, Clubs & Lodging Houses									S	S	P			
Churches	S		S	P	P	P	P	P	P	P	P	P		
College or university, with living quarters												S		
College or university, without living quarters												P		
Community Center/Hall				S	S	S	S	P (gets den bonus)				P		

Fire and Rescue Squads and Police Stations.				S	S	S	S					P		
Laboratory, pharmaceutical and/or medical.													P	P
Municipal buildings								P				P		
Public Libraries			S	P	S	S	S	P	P	P	P	P		
Schools	S		S	P	P	P	P	P	S	S		P		P
Schools, adult instructional facilities only												P		
Schools, other than adult instructional facilities												S		
Miscellaneous														
Accessory uses, structures and buildings.	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Agriculture, excluding tenant housing and all slaughtering activities subject to the standards of Section 175-10.10.A	P	-												
Boarding Houses, Clubs & Lodging Houses									S					
Cemeteries	P	-					S							
Clubs										P				
Communal Garage												P		
Communication towers, in accordance with Section 175-110.4									S		S			S
Communications Towers and cable television facilities, with wireless telephone (cell phone) communications tower subject to the supplemental provisions prescribed in Section 175-110.4.	P								S		S		S	
Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.									S					
Conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling.									S					
Home Occupations	P	P	P	P	P	P	P		P	P	P		P	P
Lodging houses, rooming houses and boarding houses.							S		S	S				
Mini-warehouses, subject to the standards of Section 107-44.G.									S				S	S
Open space and Conservation Areas	P	P	P	P	P	P	P	P	S	S			S&P	P
Parking Structures									S		S		S	S

Private Garage												P			
Public Event												P			
Public Facilities (see Ch 72 for festivals)	P	P	P	P	P	P	P		P	P	P	P	P	P	
Public Garage												P			
Public Parks and Playgrounds	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Public transportation terminals												P			
Public Utilities	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Signs, as set forth in Section 175-106	P	P	P	P	P	P	P		P	P	P	P	P	P	
Special Childcare Services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Structures with a gross floor area of 50,000 square feet or more.									S		S				
Structures with a height between 45 feet and 70 feet, and any residential structure not in conformance with the height limitation of Section 175-41.									S		S				
Townhouse-style commercial development, where the intent is to divide the property into individual lots.									S						
Prohibited Uses PND															
Junkyards, off-site signage, used automobiles and truck/trailer sales, manufactured and mobile homes, outdoor storage yards, and industrial uses are prohibited in a Planned Neighborhood Development.								X							

		A-1 Agriculture and Open Space	R-E Estate Residential	R-S Suburban Residential	R-1 Residential Low Density	R1-A(T) Residential Low to Medium Density	R-2 Residential Medium Density	R-3 Residential Medium to High Density	PND Planned Neighborhood Development	C-1 Community Business	C-2 Downtown Business (change to Downtown Mixed Use)	C-3 Highway Corridor Business	MCD Mixed-Use Campus Development	I-1 Limited Industrial	I-2 Industrial Employment
NOTE: There was pretty significant variation on the text below between the districts. I suggest it would be hard to make a comprehensive, simple chart. Recommend keeping detail at district level.															
Lot Standards															
	Area and Frontage														
	Min Lot size (public water & sewer)	10 ac	1 ac	21780 sq ft (1/2 acre)	10,000 sq ft	35' (4)	8K duplex or 4k if divided; all else is 8k	Duplex 7.5k; townhouses 175-112; apts 175-113; all other uses 6k with 1.5k for du>1	>20 ac, contiguous. See 175-37.4 for standards	Res with 4 units = 6k SF first unit, 1500 sf each additional. All other uses 7.5K sq ft Min District size 5 acres	See 175-49 no area requirements except in the case of new apartment structures, whereby the lot must be three thousand (3,000) square feet, plus an additional one thousand (1,000) square feet for each individual dwelling unit above one (1) etc...	1 acre	No min lot size, except for corner lots, which will have a min lot width at the setback line of 100'	10,000 sq ft	20,000 sq ft
	Min District size											5 acres			10 acres
	Min width	150'	175'	150'	75'	(5)				Interior Lot, 75', corner lot 90'	See 175-49 for more detail	100'		60'	80'
	Min unit size									< 4 units = 300 sqft; no DU <250 sq ft (See 175-40)					
	On lot water OR sewer Min lot				30,000 sq ft										
	On lot water OR sewer Min setback line				80'										
	On lot water AND sewer Min lot size				40,000 sq ft										
	On lot water AND sewer Min setback				100'										
	Setbacks													20' from ROW	
	Public street	100'	100'	100' (1)	35'	na	30'	60'	15' between bldgs	See 175-42; Front -5-15 depending no parking; 5' where parkingprovided; Side 10'; Rear 15' corner side 15'					
	Parking									Where parking is provided in a perpendicular manner between the principal structure and the street a minimum parking setback of ten (10) feet and a minimum building setback of fifty (50) feet shall be provided. The parking setback shall be landscaped in accordance with Section 148-48(E)(2).					
	Yards														
	Min front yard / setback	See setback above	See setback above	See setback above	See above (175-14)	SF 25'	30'	Section 175-32			No frontage requirements except (see 175-51)	50' (see 175-53.5)		20'	25'
	Min side yard width/Setback	50'	50'	20'	Min 25' for both sides,	SF 7'	10'	7'				15'		10' (14)	10'
	Min rear yard width/Setback	50'	75'	50'	30'	25'	25'	25'				15'		10' (14)	0'
	Corner					25'						35'		10' (14)	25'
	Accessory units		Accessory buildings shall be setback from side and rear property lines by no less than twenty- five (25) feet.	15' or rear or side	not less than 5' from rear or side	see text	5' from side or rear	5 from rear or side		Front 25'; side5'; Rear 5', Corner 20'		See 175-53.5			
	Frontage						70' wide								
	Transitional Yards									Where adjoining res districts: side 15'; rear 20'; no structure or parking in transitional; must be landscaped per 148-44					side 40'; rear 40'
	Lot Coverages														Max building coverage 50%; max imprevious surface coverage 75%
	Primary Budlings		12% max coverage	25%	30%	35%					75% max new res; 90% all other				
	Accessory Buildings					30% of any yard									
	Height														75'
	Max	35'	4 stories/55'	3.5 stories/45' but see 175-10.29 for addional details	2.5 stories/35'	2.5 stories/35'	2.5 stories/35'	35' (9)	Same as R-3	Res 35-45' ; see 175-41 and exemtions from height requirements	45' by right; 50' SUP	45' (or with approval 70' (6 stories)	70' (5 stories)		
	Exceptions (3)	60'	60' (2)	60'	60'	(6)	(6)					Yes, 175-53.4			yes
	Accessory buildings		2 stories max, and not taller than primary building	1 story		Lots <.5 ac 2/3 height or principal. On logs >.5 ac not to exceed principal bldg height		>1 story must be 10' from any lot line		35 feet; however, in no case, shall the height of an accessory structure exceed the height of the principal structure.		35'			
	Corner Lots														
	Front		See provisions in 175-10.20	See provisions in 175-1	See details 175-18		see 175-27	see 175-37							
	Side		100' +	50'	30'		25' main/30' accessory	20'							
	Min width		225'	50'	100'		100'	100'							

	Rear			50'	50'		50'	50'							
	Off Street Parking														
	Single Fam Unit					2 per unit									
	Churches					1 per four seats or 1 per 100 net sq ft									
	Schools					1 per employee									
	Libraries					1 per 1000 gross sq ft									
	Open Space Regulations									175-43 - Max bldg coverage for apts > 4 units > 50%; Max coverange all others 75%; Max impreviopus surface coverage 90% (including off st parking)					
	Performance Standards	Yes. See 175-110.5							Yes, Commercial shall follow 175-52	Yes, see 175-44	Yes, 175-52	Yes, 175-53.7	Yes, 175-53.16	Yes, 175-70	Yes, 175-70