TOWN COUNCIL REGULAR WORK SESSION
TUESDAY, September 2, 2025 @ 7:00PM
Town Hall Conference Room

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

1. Roll Call

2. NEW BUSINESS – Lauren Kopishke
   A. Request from Warren Coalition to Refund Fee for a Special Use Permit for 437 S. Royal Avenue
   B. Special Use Permit submitted by Shelly Cook to Allow a Short-Term Rental at 1408 Old Winchester Pike
   C. Special Use Permit submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave LLC, to Allow a Short-Term Rental at 437 S Royal Avenue
   D. Special Use Permit submitted by Claude Van Sant to Allow a Short-Term Rental at 101 The Hill
   E. Zoning Text Amendment to Town Code 175-3-Definitions, to redefine the definition of "overhang" as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.
   F. 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."
   G. An ordinance to amend chapter 175 of the front royal town code to revise the placement of performance standards for short term rentals from 175-151 to 175-114, also updating code references within the text and parking requirements; and updating the location of performance standards for tobacco, smoke or vape shops from 175-152 to 175-116.

3. UNFINISHED BUSINESS
   A. A Zoning Text Amendment to Town Code §175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings – *Lauren Kopishke*

4. Proposed Resolution to Consider Cancelling the October 14, 2025 Regular Work Session due to VML Conference

5. CLOSED MEETING

6. Adjourn

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02A

Agenda Item: Request from Warren Coalition to Refund Fee for a Special Use Permit for 437 S. Royal Avenue

Summary: The applicant has requested refunds with each of their applications. The fee covers the cost to the Town, i.e. sitting the PC for a Work Session and Public Hearing as well as the required advertising costs

Budget/Funding: Refund application fee of $1000.00

Staff Recommendation: Council needs to determine if fee refund is appropriate.

Warren Coalition

Supporting a safe, healthy and drug-free Warren County

August 11, 2025

Dear Mayor Cockrell and Town Council Members:

The Warren County Community Health Coalition, DBA Warren Coalition, is requesting the fee ($1000) we paid for a special use permit for 437 S. Royal Ave to be used as a lodging house(homeless women and children's shelter) be refunded given our 501c3 nonprofit status. At the request of the partner who rents this building, we pulled the permit before it was heard by the planning commission. Another permit will most likely be sought for another location on Royal Avenue.

Thank you for considering this request.

My best,

Christa Shifflett, M.Ed.
Executive Director

PO Box 2058 Front Royal, VA 22630 (540) 636-6385
www.warrencoalition.org

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02B

Agenda Item: Special Use Permit submitted by Shelly Cook to Allow Short-Term Rental at 1408 Old Winchester Pike

Summary: A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole, with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

Staff completed an inspection on July 30, 2025. The driveway provides two off-street parking spaces meeting Town Code requirements.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Special Use Permit #2500297.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: August 20, 2025

Public Hearing Item 1: 2500297 – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Shelly Cook-Cook Realty, and located at 1408 Old Winchester Pike, identified by Tax Map 20A12, Section 8, Lot 5. The property is zoned R-2, Residential District.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

Commissioner Brooks moved, seconded by Commissioner Fedoryka in furtherance of the purposes and objectives contained in Town Code §175-1(B), that the Planning Commission forward a recommendation of approval for Special Use Permit #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC.

Moved Brooks *Seconded* Fedoryka

Marshner yes *Marrazzo* Absent *Neel* Absent *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 #2500297

MEETING DATE: August 20, 2025

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

STAFF RECOMMENDATION: Staff completed an inspection on July 30, 2025. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500297.

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 #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC."

"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 #2500297 for a short-term rental at 1408 Old Winchester Pike, identified by tax map 20A12-8-5 for Shelly Cook/Cook-Knighting Realty II LLC for the following reasons: _____"

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

PLANNING COMMISSION ACTION:

Moved _____ *Seconded* _____

Marshner _____ *Marrazzo* _____ *Neel* _____ *Fedoryka* _____ *Brooks* _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
August 20, 2025

APPLICATION #:
Special Use Permit #2500297

APPLICANT:
Shelly Cook/Cook-Knighting Realty II LLC

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 1408 Old Winchester Pike. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The driveway provides two off-street parking spaces.

GENERAL INFORMATION:

Site Addresses	1408 Old Winchester Pike
Owner(s)	Cook-Knighting Realty II LLC
Zoning District	R-2, Residential District
Historic District	No
Tax Identification	Tax Map #20A12-8-5
Request	The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time.

Front Elevation - 1408 Old Winchester Pike



Aerial Map – 1408 Old Winchester Pike (Warren County GIS)



STAFF RECOMMENDATION:

Staff reccomends approval with no conditions. Staff conducted a site visit and found the property in complaince with all applicable codes.

ATTACHMENTS: Application and supporting documents.

1408 #2500297

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
www.frontroyalva.com
planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Shelly Cook/Cook Realty Cook Knighting Realty II LLC PHONE: [redacted]

ADDRESS_____

E-MAIL_____

PROPERTY OWNER:

NAME: Shelly Cook - Cook Realty PHONE: [redacted]

ADDRESS_____

E-MAIL_____

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 1408 Old Winchester Pike

TAX MAP 20A12 SECTION 8 BLOCK_____ LOT 5

SUBDIVISION NAME_____

ZONING DISTRICT R-2 ACREAGE_____

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.

☐ Complete management plan.

☒ Written consent given to the Town to inspect for compliance.

☐ Emergency dwelling evacuation diagram (posted in each bedroom)

☒ Application fee of ~~$400.00~~ 1200.00 x 2 Receipt # CK# 1035 Date Paid 6-11-25

Pd $2,400.00

RECEIVED
JUN 11 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Revised 12/21/2022

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Shelly Cook

at (phone number) [redacted] 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 Volunteer Fire & Rescue: 540-635-2540 or 911, 221 N Commerce Ave, 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 2 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 2 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)

ON Concrete Pad beside 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

Revised 12/21/2022

CHECK-IN & CHECK-OUT

Provide details

Check IN IS at 3:00 PM
Check out is at 10:00AM

WIFI/PHONE/ETC

Provide details for special amenities if available

Wifi IS available on Property
Provider is Xfinity - INFormation on
box IN LivingRoom

SPECFIC PROPERTY DETAILS

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

River front Property
Whole House use

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

SPECFIC PROPERTY REGULATIONS

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

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

NO Shooting OF fireARMS
NO FireWORKS

As per 175-3

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 rental:
§ 175.151 Short-term rentals.

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 $400.00.

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 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); 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 6/5/25

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.

You have permission to Enter the Property

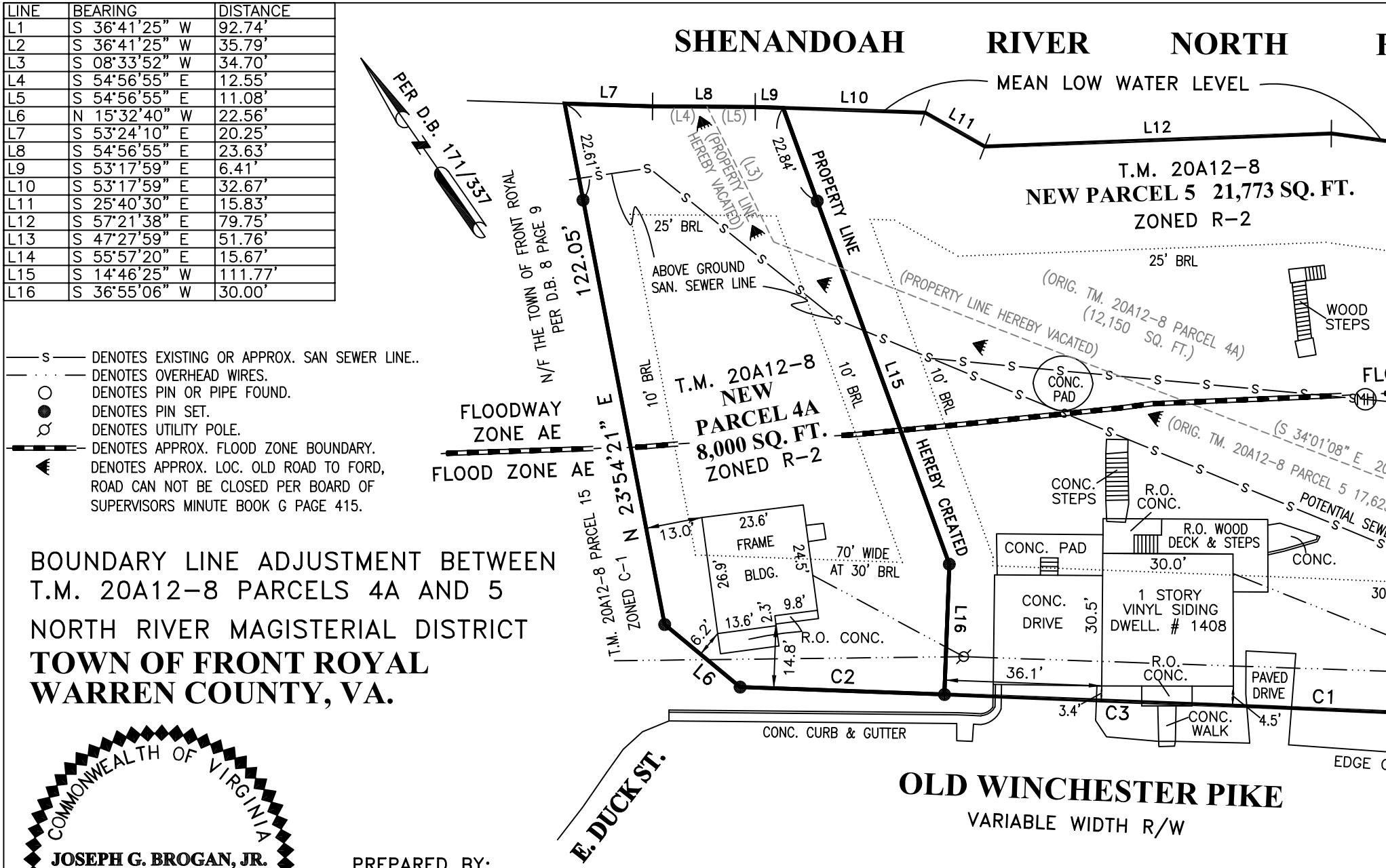
SK

My Property Manager IS Melissa at all Seasons Services for Property Maintence, and booking

[redacted]

Revised 12/21/2022

LINE	BEARING	DISTANCE
L1	S 36°41'25" W	92.74'
L2	S 36°41'25" W	35.79'
L3	S 08°33'52" W	34.70'
L4	S 54°56'55" E	12.55'
L5	S 54°56'55" E	11.08'
L6	N 15°32'40" W	22.56'
L7	S 53°24'10" E	20.25'
L8	S 54°56'55" E	23.63'
L9	S 53°17'59" E	6.41'
L10	S 53°17'59" E	32.67'
L11	S 25°40'30" E	15.83'
L12	S 57°21'38" E	79.75'
L13	S 47°27'59" E	51.76'
L14	S 55°57'20" E	15.67'
L15	S 14°46'25" W	111.77'
L16	S 36°55'06" W	30.00'



s —— DENOTES EXISTING OR APPROX. SAN SEWER LINE..
— · · — DENOTES OVERHEAD WIRES.
○ DENOTES PIN OR PIPE FOUND.
● DENOTES PIN SET.
DENOTES UTILITY POLE.
DENOTES APPROX. FLOOD ZONE BOUNDARY.
DENOTES APPROX. LOC. OLD ROAD TO FORD, ROAD CAN NOT BE CLOSED PER BOARD OF SUPERVISORS MINUTE BOOK G PAGE 415.

BOUNDARY LINE ADJUSTMENT BETWEEN T.M. 20A12-8 PARCELS 4A AND 5

NORTH RIVER MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

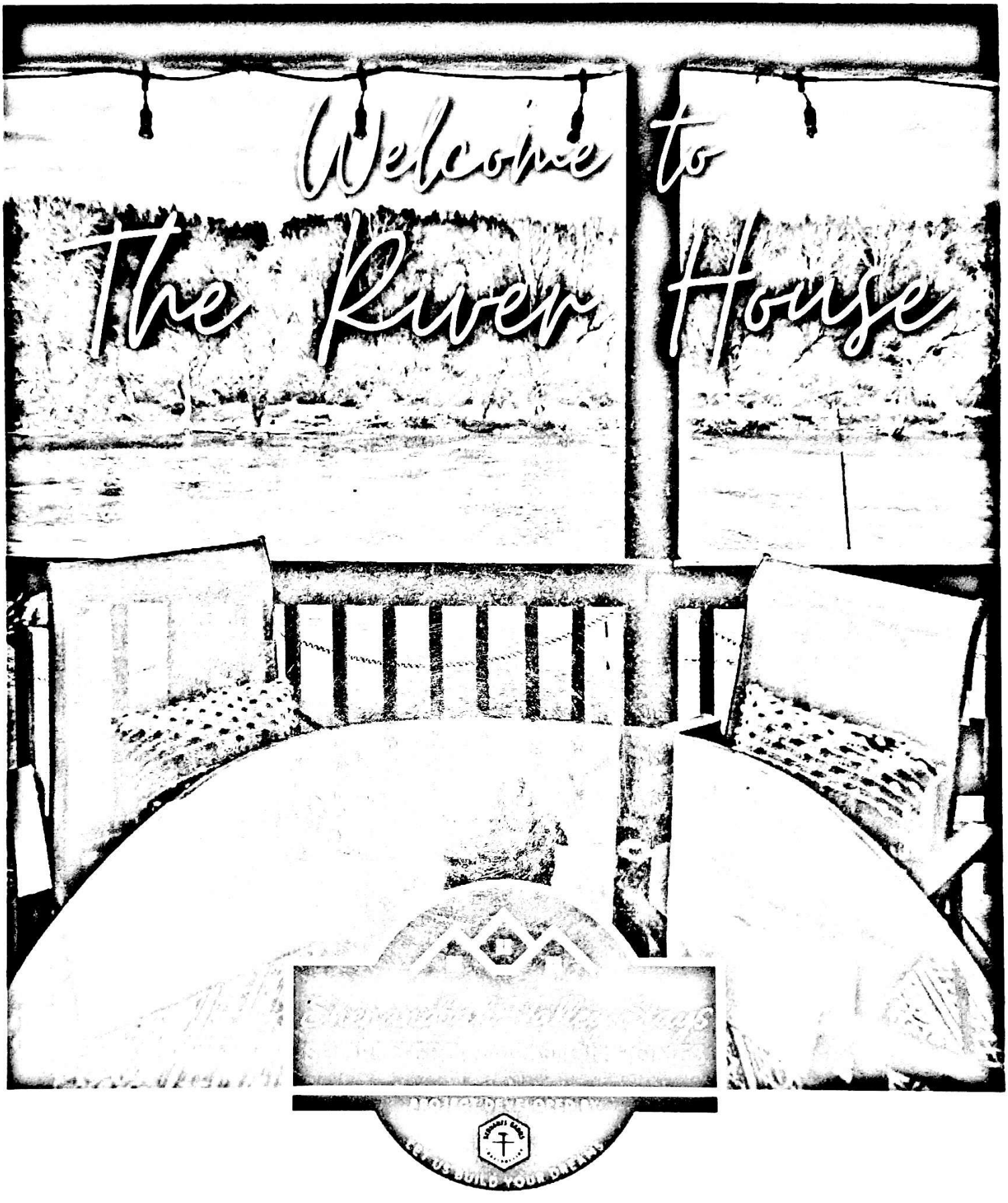
COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
LAND SURVEYOR

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

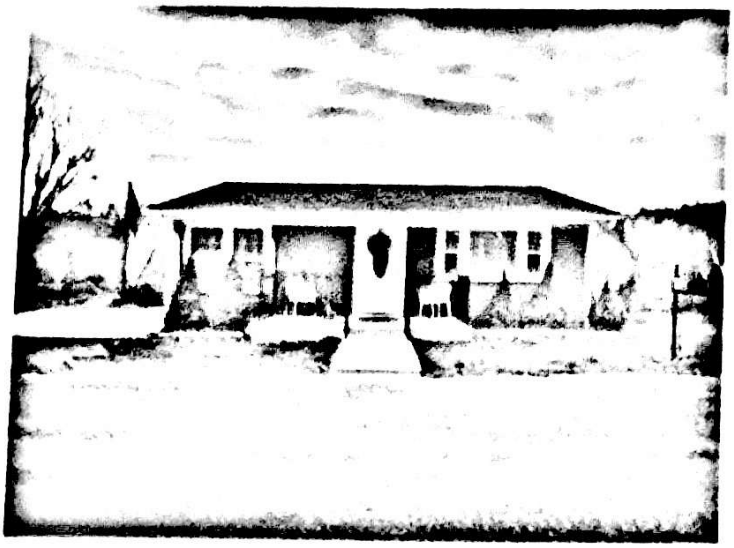
MAY 23, 2023

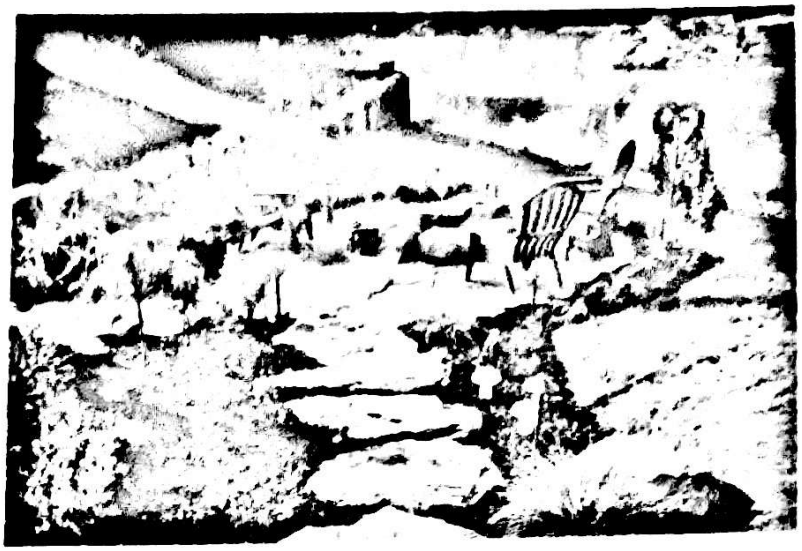
SHEET TWO OF TWO

CURVE	RADIUS	ARC LENGTH	CHORD LEN
C1	23119.61'	151.79'	151.79'
C2	23119.61'	47.05'	47.05'
C3	23119.61'	198.84'	198.84'



1408 Old Winchester Pike
Front Royal, VA 22630





About The River House

Welcome to The River House
We are so excited to have you stay with us in this very unique property located in the wonderful town of Front Royal, VA.

Experience the rest, restoration, fun, and adventure you need in this gorgeous, newly remodeled riverfront gem! We didn't spare one detail in this cottage renovation, designed with your comfort, ease, peace, and desire in mind. Enjoy coffee on our expansive porch — or by the firepit — with [illegible]matched view of the Shenandoah Ri[illegible]our personal landscape! Complete[illegible]with two generous guest rooms, a shared living area, exceptional bathrooms, a full kitchen and so much more...

CONTACT INFORMATION

Shelly Cook
Owner
Shellycook103@gmail.com
540-550-0334

Mary Ellen Smoot
Hospitality Manager
540-514-4398

Important Information

EMERGENCY INFORMATION

In Case of Emergency, immediately dial 911

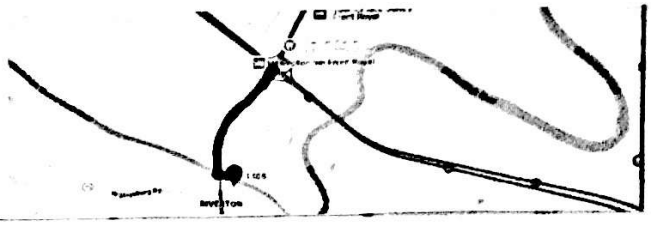
Warren Memorial Hospital 540-636-0300
351 Valley Health Way, Front Royal, VA 22630



You are in Front Royal, off of Route 522.
1408 Old Winchester Pike
Front Royal, VA 22630



Evacuation Map to the nearest Interstate
(Interstate 66 in Front Royal)



FRONT ROYAL POLICE DEPARTMENT
540-635-2111 (or 911)
900 Monroe Ave, Front Royal, VA 22630

FRONT ROYAL VOLUNTEER FIRE & RESCUE
540-635-2540 (or 911)
221 N Commerce Ave, Front Royal, VA 22630

ELECTRICAL OUTAGE
540-635-3027, 540-63[illegible] (After hours)
Outages may be rep[illegible]nline at:
http://www.frontro[illegible]n/FormCenter/Energy-Services-6/Report-E[illegible]-Problem-46

The fire extinguisher is located in the kitchen, underneath the sink.

IMPORTANT CONTACT INFORMATION

Shelly Cook
Owner
Shellycook103@gmail.com
540-550-0334

Mary Ellen Smoot
Hospitality Manager
540-514-4398

Meet your host Shelly



Shelly is a Front Royal native who has spent her entire life giving back to the community she loves so much!

When not building homes, Shelly is the "hostess with the mostess" welcoming guests into her AirBNBs with all of the grace, charm, and small town service befitting of a southern Belle! Shelly is passionate about cooking and would love to make a special occasion even more memorable by offering her dinner/dessert pairings! Welcome to Front Royal – you will love it here!

CONTACT INFORMATION

540-550-0334

Shellycook103@gmail.com

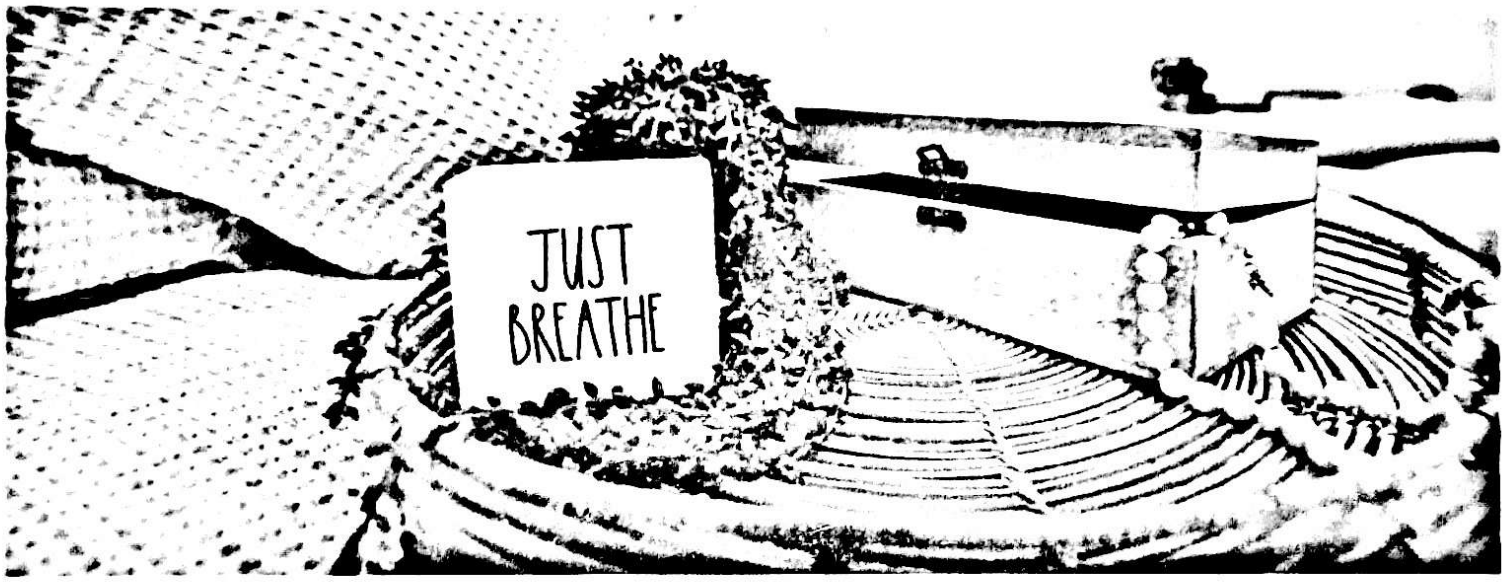


Wi-Fi

Network and Password
are displayed on the
refrigerator of the rental

Check-In

CHECK-IN TIME AT 3:00 PM



Check-Out

CHECK-OUT TIME IS 11:00 AM

We really hope you enjoyed your stay here at The River House!
As a reminder, check out is at 11:00 AM on the day your booking ends.

House Rules

1 NO SMOKING

No smoking inside (including
Tobacco, E-cigarettes & Cannabis)

2 NO PETS

Due to pet dander & respect of other guests' allergies
Exception: Service dogs with prior approval

3 REGISTERED GUESTS ONLY

Only approved/registered number of
guests, if in doubt ask host

4 HOT TUB

No perfumes or body oils allowed in hot tub, (if
wearing please shower prior to using hot tub)
No shaving or exfoliating in hot tub
(This protects the jets & filtration system)

5 TRASH

Please place trash in designated receptacles.

6 NOISE

Guests should respect the surrounding
community (ex. no loud music, no shouting, etc.)

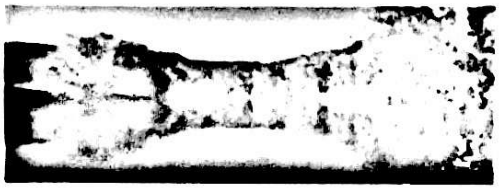
7 REPO DAMAGE

If damage is caused by guests beyond normal wear
& tear, guest must inform host as soon as possible
(Guests are expected to pay for repair/damage)

Area Attractions



SHENANDOAH NATIONAL PARK
21073 Skyline Drive
Front Royal
Hiking, Scenic Byways, Landmarks, Day Trip



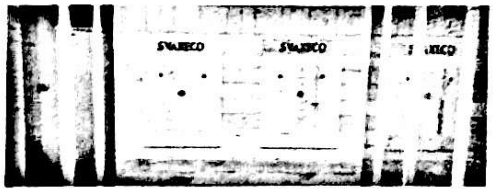
SHENANDOAH RIVER STATE PARK
350 Daughter of Stars Dr.
Bentonville
Riverside Picnic Areas, River Access, Boat Launch, Hiking



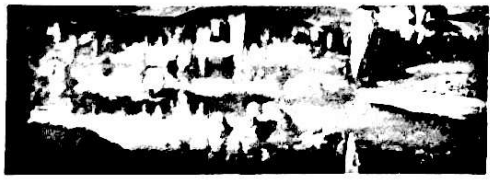
FRONT ROYAL OUTDOORS
8567 Stonewall Jackson Hwy
Front Royal
Rafting, Tubing, Kayaking,
Canoeing, River Trips



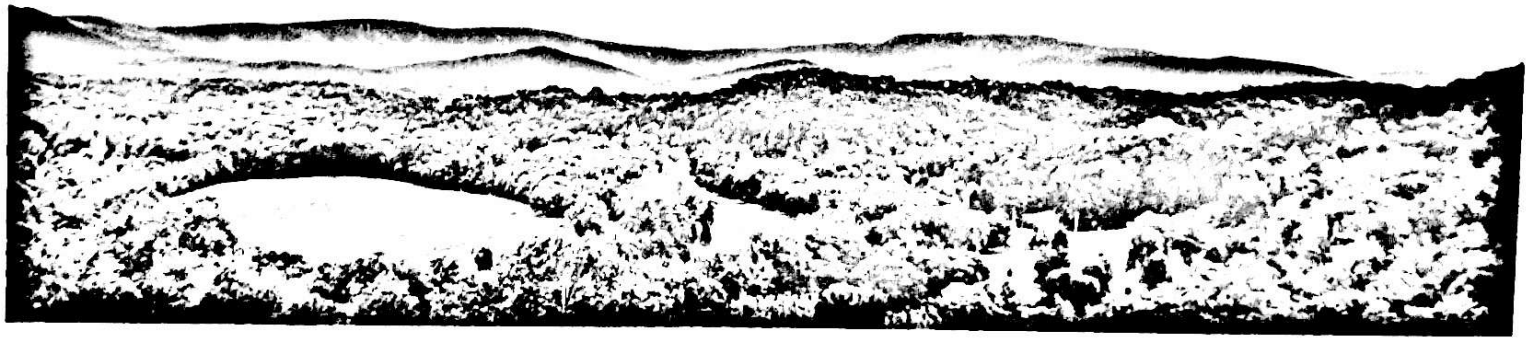
VIRGINIA BEER MUSEUM
16 Chester St.
Front Royal
Museum Focusing on Virginia Beer, Experience and History of Beer, Tours, Bar, Drinks Served



SHENANDOAH VALLEY AXE THROWING
20 South St.
Front Royal
Axe and Knife Throwing Venue,
Full Menu, Drinks Served



SKY[illegible] CAVERNS
103[illegible]wall Jackson Hwy
Fron[illegible]
Geolog[illegible]ves, Tourist Attraction



Chapter 106

NOISE

Sections:

106-1 THROUGH 106-4 (RESERVED)
106-5 DECLARATION OF FINDINGS AND POLICY
106-6 DEFINITIONS
106-7 ADMINISTRATION AND ENFORCEMENT
106-8 PROHIBITED NOISE
106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES
106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY
106-11 USE OF LOUDSPEAKERS FOR A DVERTISING PURPOSES
106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM
106-13 RESPONSIBILITY OF THE PROPERTY OWNER
106-14 EXCEPTIONS FROM CHAPTER
106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS
106-16 TESTING OF METERING DEVICES
106-17 PENALTIES
106-18 SEVARABILITY

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

106-1 THROUGH 106-4 (RESERVED)

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

106-5 DECLARATION OF FINDINGS AND POLICY

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exits by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-6 DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

Wineries & Breweries



CHESTER GAP CELLARS
4615 Remount Road
540-636-8086



VIBRISSA BEER
122 E. Main Street
540-631-0773



REITANO VINEYARDS
137 Lee Burke Road
(opening 2024)



GLEN MANOR VINEYARDS
2244 Browntown Road
540-635-6324



HONEY & HOPS BREW WORKS
212 E. Main Street
540-692-6032

Before you go

We really hope you enjoyed your stay here at The River House!
As a reminder, check out is at 11:00 AM on the day that your booking ends.

Before you leave, we kindly ask that you do the following:

- ☑ Double check and make sure you have not left behind any belongings.
- ☑ Please do not remake the bed. We will take care of all of that.
- ☑ Please place all used towels in the basket located in the bathroom.
- ☑ Lock the keyless entry door lock after removing all belongings and leaving the [illegible]ge.
- ☑ Don't be sad to leave us – come back and stay with us again!
- ☑ Please leave us a review to let us know how your stay was. We love to hear from our guests and strive to provide a wonderful experience!
- ☑ Travel safely and come visit us again soon!

Thank you!

Enjoy the area

Discover Front Royal and Shenandoah National Park are amazing places to discover what this special town has to offer. Front Royal is the Canoe Capital of Virginia and this small, yet quaint town has plenty to offer. In this newsletter, you will find a ton of useful information that we have compiled to help our guests make the most of their stay here at The River House. We have recommendations for nearby restaurants, shopping areas, area attractions, places of interest, and so much more.

We hope that you enjoy this unique property as much as we do. We strive to offer a 5-star experience for each and every one of our guests, each and every time they stay here. If you have any questions or issues during your stay, please let us know so we can help you. See contact information below. Have a wonderful stay and we hope to see you again!





Thank you!

PLEASE ENJOY YOUR STAY

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 6/5/25

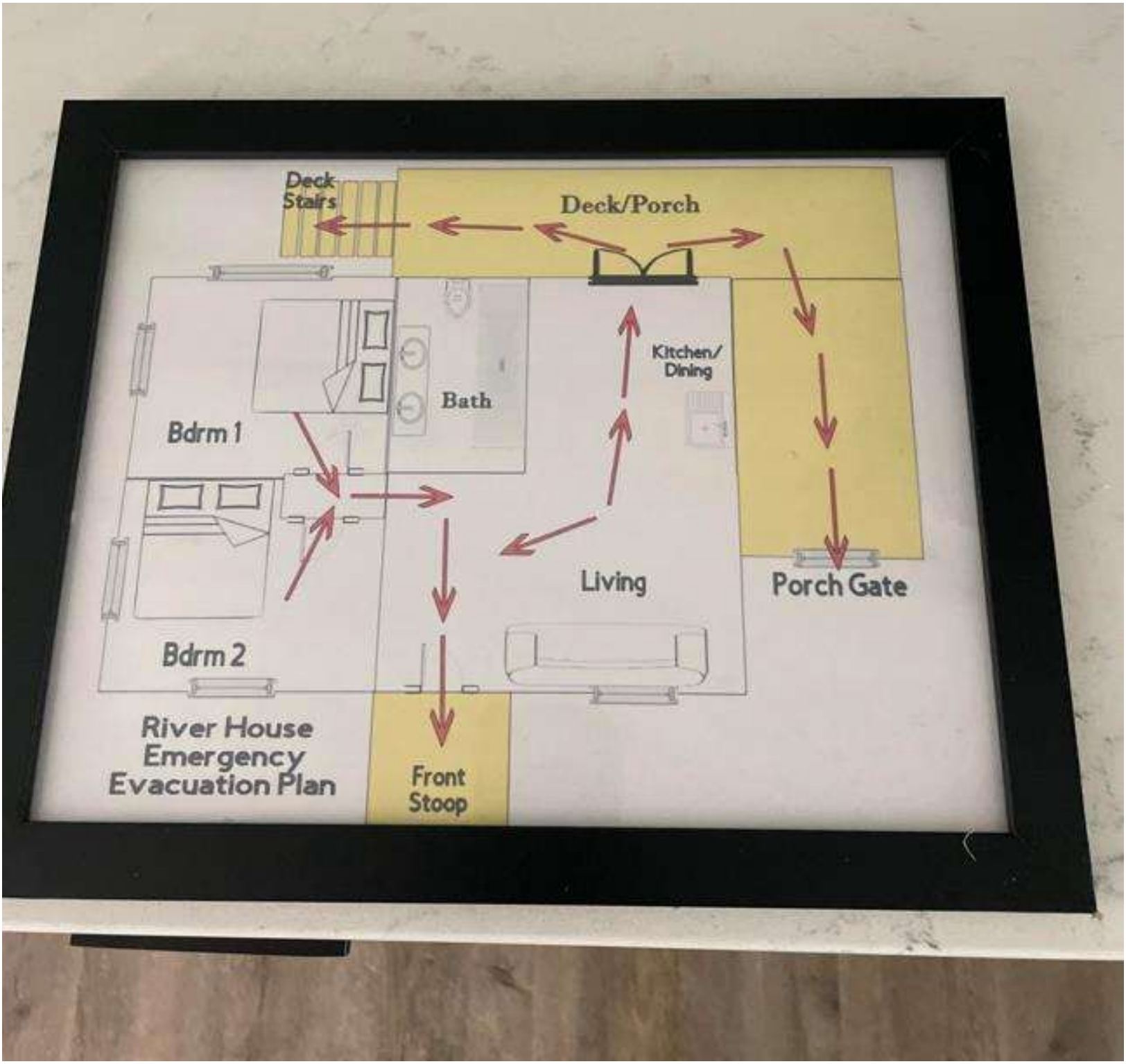
By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

You have permisson to Enter the Property

SK

My Property Manager IS Melissa at all Seasons Services for Property Maintence, and booking [redacted]

Revised 12/21/2022


Deck Stairs
Deck/Porch
Kitchen/ Dining
Bath
Bdrm 1
Living
Porch Gate
Bdrm 2
River House Emergency Evacuation Plan
Front Stoop

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02C

Agenda Item: Special Use Permit submitted by Life Repair Center of Front Royal on behalf of WP Royal Ave LLC, to Allow a Short-Term Rental at 437 S Royal Avenue.

Summary:
A Special Use Permit application has been submitted to allow a Lodging House (A residential building, other than a hotel, motel or bed and breakfast home which is not open to the public or transient guests) located at 437 S. Royal Avenue.

The property is zoned C-1, Community Business District and is in the Entrance Corridor.

Sufficient parking is available on site.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Special Use Permit #2500297336 with no conditions.

SPECIAL USE PERMIT # 2500336

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
www.frontroyalva.com

SPECIAL USE PERMIT REQUEST

APPLICANT:
Name: Life Repair Center of Front Royal PHONE: 540-646-0882
Address: 437 South Royal Ave Suite A Front Royal, VA 22630
Email: info@liferepaircenter.org

PROPERTY OWNER: WP Royal Ave, LLC
Name: Weber Properties / Dawn Weber PHONE: [redacted]
Address: 4641 Sudley Rd, Catharpin, VA 20143
Email: [redacted]

PROPERTY DESCRIPTION:
Property Address: 437 South Royal Avenue Front Royal VA 22630
Tax Map 20A7 Section 3 Block — Lot 10
Subdivision Name: _____ Acreage: _____ Zoning District: C-1

REQUEST:
Proposed Use of Property: transitional shelter for women and children
Specific Special Use Permit Request: Requesting permit for lodging house for 10 person capacity (women/children at address provided) Previous permit request withdrawn to allow grant to be used at another to allow for two shelter locations.

Attachments – The following ***must*** be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey Plat of property showing all **existing** improvements. (**3 Originals and a Digital Copy**)
2. Preliminary Site Development Plan required for new development or a Conceptual Drawing for existing structures.
3. Application Fee of $1000.00 Form of Payment: Check #25370 Date Paid: 6/2/2025
4. Additional information as required by the Department of Planning and Zoning. 7

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.

Applicant Signature: Stacey Philpott Date: 6/3/25
Property Owner Signature: Dawn Weber Date: 6/3/25

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.

Revised 6-5-2025

RECEIVED
JUL 7 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02D

Agenda Item: Special Use Permit submitted by Claude Van Sant to allow a Short-Term Rental at 101 The Hill.

Summary: A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicant's secondary residence.

Staff reached out to the Front Royal Police Department (PD) regarding addressing and concerns of being able to get emergency response to the residence and the PD stated the address was clear and accessible in their system.

Staff completed an inspection on July 25, 2025, and found the interior in compliance with the code. The driveway provides two off-street parking spaces meeting Town Code requirements.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of Special Use Permit #2500297337 with no conditions.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: August 20, 2025

Public Hearing Item 5: 2500337 – A Special Use Permit Application to allow a Short-Term Rental, as defined in Town Code §175-3, submitted by Claude Van Sant, and located at 101 The Hill, identified by Tax Map 20A8, Section 22, Lot 9A. The property is zoned R-1, Residential 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 Commissioner Fedoryka to forward a recommendation of approval for Special Use Permit #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant.

Moved Brooks *Seconded* Fedoryka

Marshner yes *Marrazzo* Absent *Neel* Absent *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 #2500337

MEETING DATE: August 20, 2025

SUMMARY: A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicant's secondary residence.

Staff reached out to the Front Royal Police Department (PD) regarding addressing and concerns of being able to get emergency response to the resience and the PD stated the address was clear and accessible in their system.

STAFF RECOMMENDATION: Staff completed an inspection on July 25, 2025 and found the interior in compliance with the code. The driveway provides two off-street parking spaces meeting Town Code requirements. Staff recommends approval of Special Use Permit #2500337.

Staff recommends approval with no additional 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 #2500337 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant."

"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 for a short-term rental at 101 The Hill, identified by tax map 20A8-22-9A for Claude Van Sant for the following reasons: _____"

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

PLANNING COMMISSION ACTION:

Moved _____ *Seconded* _____

Marshner _____ *Marrazzo* _____ *Neel* _____ *Fedoryka* _____ *Brooks* _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
August 20, 2025

APPLICATION #:	**APPLICANT:**
Special Use Permit Application #2500337	Claude Van Sant

APPLICATION SUMMARY:

A Special Use Permit application has been submitted for a Short-Term Rental located at 101 The Hill. The applicant intends to rent the house as a whole with two (2) bedrooms and no more than four (4) occupants at a time. The home is the applicants secondary residence. Staff completed an inspection on July 25, 2025 and found the interior in compliance with the code. The driveway provides two off-street parking spaces.

GENERAL INFORMATION:

Site Addresses	101 The Hill
Owner(s)	Claude Victor Van Sant IV
Zoning District	R-1, Residential District
Historic District	No
Tax Identification	Tax Map #20A8-22-9A
Request	The Applicant is requesting to rent two (2) bedrooms and no more than four (4) occupants at a time.

View of Rear Elevation from the Driveway off of E. Stonewall Drive – 101 The Hill



View of Rear Elevation from the Driveway off of E. Stonewall Drive – 101 The Hill



View of Rear Elevation Facing E. Stonewall Drive – 101 The Hill



View of Rear Elevation Facing E. Stonewall Drive – 101 The Hill



Aerial Map (Warren County GIS)



STAFF RECOMMENDATION:

Staff reached out to the Front Royal Police Department regarding addressing and concerns of being able to get emergency response to the resience and the Front Royal Police Department stated the address was clear and accessible in their system.

Staff recommends approval with no additional conditions.

ATTACHMENTS: Application and supporting documents.

2500337

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
www.frontroyalva.com
Email: planning@frontroyalva.com

SPECIAL USE PERMIT REQUEST FOR SHORT TERM RENTAL

APPLICANT:

NAME: Claude Van Sant PHONE: _____

ADDRES _____

E-MAIL _____

PROPERTY OWNER:

NAME: Same as above PHONE: _____

ADDRESS _____

E-MAIL _____

PROPERTY DESCRIPTION:

PROPERTY ADDRESS 101 The Hill Front Royal VA 22630

TAX MAP 20A8 SECTION 22 BLOCK _____ LOT 9A

SUBDIVISION NAME Francis Forbes

ZONING DISTRICT R1 ACREAGE 0.3

SPECIFIC SPECIAL USE PERMIT REQUEST short term rental

☑ 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

N/A Provide proof that notification to operate was sent to the HOA, if applicable.

☑ 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 Form of Payment: Card Date Paid: 7/7/25

Revised 6/5/2025

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regard to the property, please contact (owner) Claude Van Sant at (phone number) [redacted] or (property manager) Patrick Kerwin at (phone number) [redacted].

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 Sherrif'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 2 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 2 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 bags are stored under the kitchen sink and the receptacle is located adjacent to the driveway parking

- 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 and recycling are picked up early Thursday morning, so should be placed at the curb near mailbox on Wednesday evening.

Revised 6/5/2025

CHECK-IN & CHECK-OUT

Provide details

Check-In Process	Check-Out Process
• Virtual or in-person orientation • Verify guest count against reservation • Confirm understanding of property rules • Provide emergency evacuation plan • Distribute area attraction map	• Property inspection within 6 hours of departure • Immediate cleanup and maintenance as needed • Documentation of any damage or issues • Preparation for next guest arrival

WIFI/PHONE/ETC

Provide details for special amenities if available

Wifi network: Geo
Password: Zeppelin1

SPECFIC PROPERTY DETAILS

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

Property is 0.3 acres of flat and gently sloping land atop a low ridge near downtown. It has clearly marked boundaries, including a privacy fence. Amenities include two small porches, native plant gardens, new stainless steel kitchen appliances and ductless mini-split AC units.

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

SPECFIC PROPERTY REGULATIONS

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

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

Prohibited Activities	Property Use Guidelines
• No discharge of firearms on property • No outdoor fires or fire pits • No fireworks or explosive devices • No smoking inside dwelling • No pets unless specifically authorized	• Maximum occupancy: 5 persons • Quiet hours: 10:00 PM - 7:00 AM • No commercial activities on property • No long-term parking of recreational vehicles • Respect for property boundaries and neighboring properties

Revised 6/5/2025

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 rental:
§ 175.151 Short-term rentals.

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 $400.00.

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 2015 or 2018 Uniform Statewide Building Code (2018 Version required usage beginning July 1, 2022); 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.

Revised 6/5/2025

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: _____

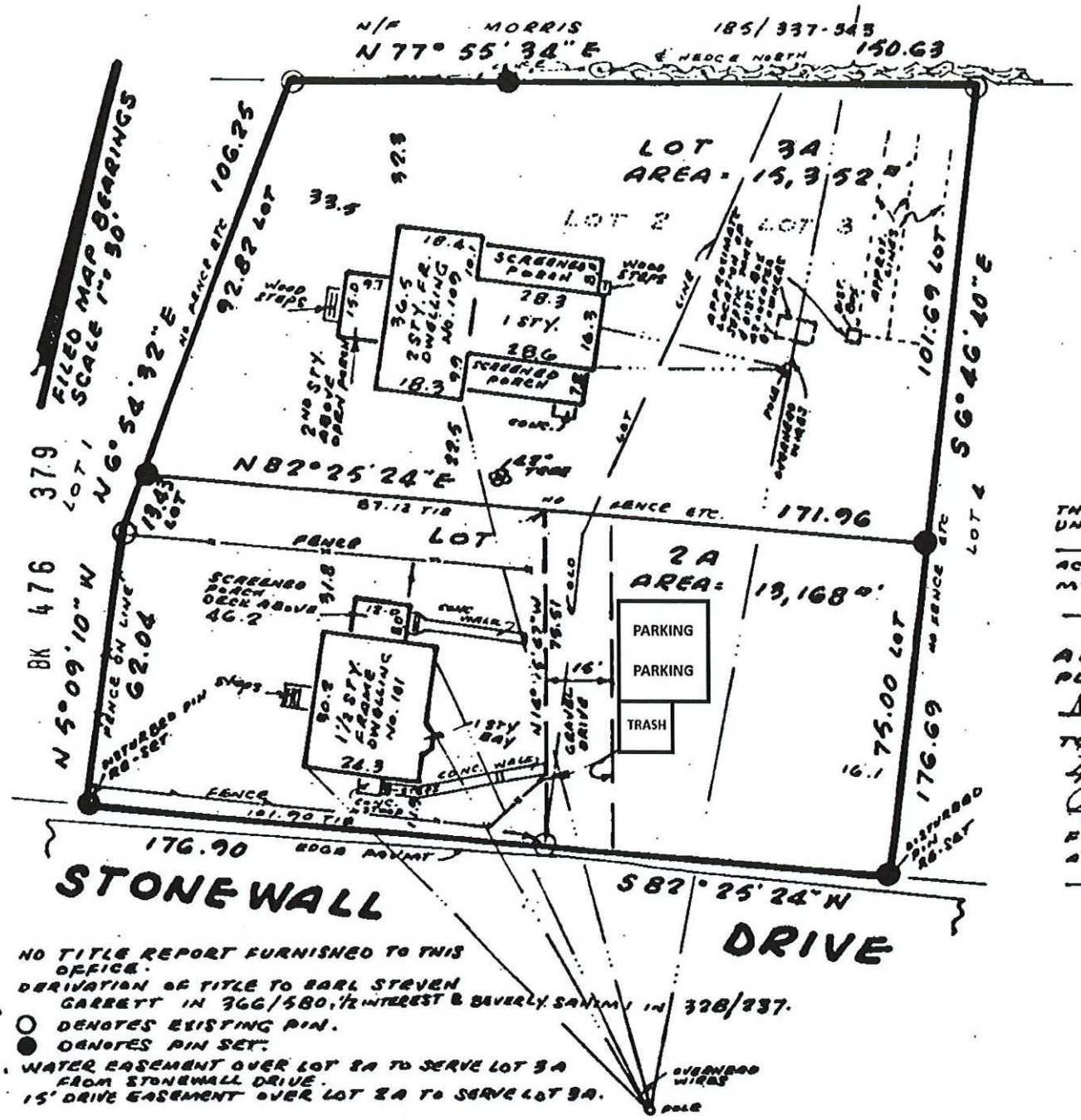
CERTIFICATION:

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 7/3/2025

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.

Revised 6/5/2025



NO TITLE REPORT FURNISHED TO THIS OFFICE.

DERIVATION OF TITLE TO EARL STEVEN GARRETT IN 366/580, ½ INTEREST & BEVERLY SANDY IN 328/237.

○ DENOTES EXISTING PIN.

● DENOTES PIN SET.

WATER EASEMENT OVER LOT 2A TO SERVE LOT 3A FROM STONEWALL DRIVE.

15' DRIVE EASEMENT OVER LOT 2A TO SERVE LOT 3A.

RESUBDIVISION OF LOTS 2 & 3
FRANCIS Y. FORBES PROPERTY

TOWN OF FRONT R
WARREN COUNTY,

prepared by
JOSEPH G. BROGAN, SR
PROFESSIONAL LAND SURVEYOR
P.O. BOX 1578, FRONT ROYAL, VA.
DECEMBER 30, 1991 ADDENDUM 1/10/92
SEPTIC SYSTEM LOCATION 9/24/92

THIS PLAT WAS MADE WITH THE FREE CONSENT AND
UNDERSIGNED OWNER(S)

ACKNOWLEDGED BEFORE ME THIS ___ DAY OF ___
MY COMMISSION EXPIRES ___
NOTARY

APPROVED BY TOWN OF FRONT RO
PLANNING COMMISSION
SEC. 2-

TOWN COUNCIL
MAYOR
CLERK 2/2

FINANCE DIRECTOR
ALL TOWN TAXES HAVE BEEN PAID AND RELEASED



Front Royal Mural Tour

River and Mountain
Kidd Lane

Vibrissa
Kidd Lane

Mountain Trails
120 E Main St

Front Royal Text
131 E Main St

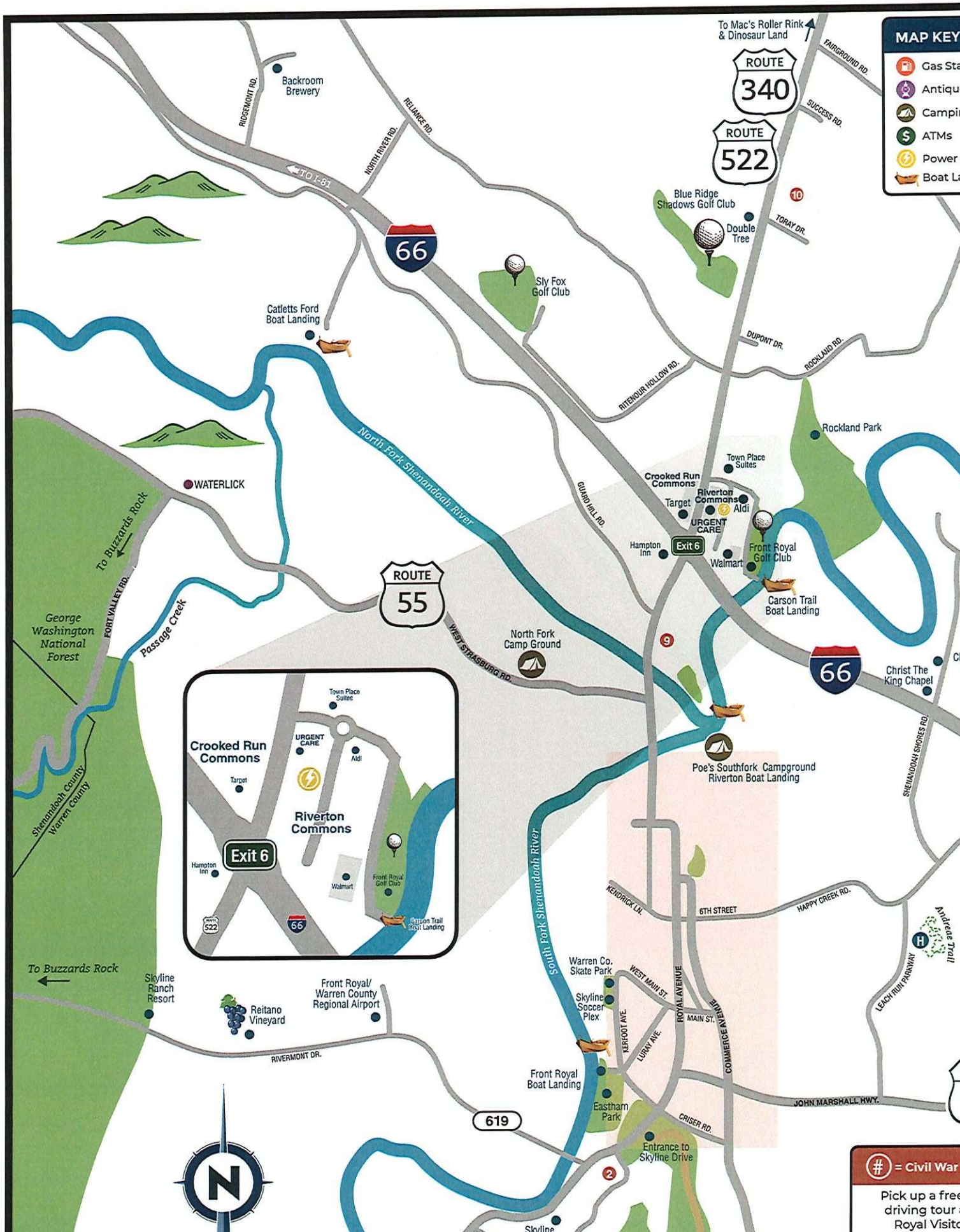
Life in the Blue Ridge
200 E Main St

Clouds on Cloud
Cloud St

Wings Project
High St

C&C Frozen Treats
409 E Main St

Woodpeckers of the Valley
501 E Main St


MAP KEY
Gas Sta
Antiqu
Campi
ATMs
Power
Boat La
To Mac's Roller Rink & Dinosaur Land
FAIRGROUND RD.
ROUTE 340
SUCCESS RD.
ROUTE 522
Backroom Brewery
RIDGEMONT RD.
RELIANCE RD.
NORTH RIVER RD.
TO I-81
66
Blue Ridge Shadows Golf Club
Double Tree
TORAY DR.
Sly Fox Golf Club
Catletts Ford Boat Landing
DUPONT DR.
ROCKLAND RD.
RITENOUR HOLLOW RD.
Rockland Park
North Fork Shenandoah River
WATERLICK
To Buzzards Rock
FORT VALLEY RD.
Town Place Suites
Crooked Run Commons
Riverton Commons
Target
Aldi
URGENT CARE
GUARD HILL RD.
Hampton Inn
Exit 6
Walmart
Front Royal Golf Club
ROUTE 55
Carson Trail Boat Landing
George Washington National Forest
Passage Creek
WEST STRASBURG RD.
North Fork Camp Ground
66
Christ The King Chapel
Poe's Southfork Campground
Riverton Boat Landing
SHENANDOAH SHORES RD.
Shenandoah County
Warren County
South Fork Shenandoah River
KENDRICK LN.
6TH STREET
HAPPY CREEK RD.
Andreae Trail
To Buzzards Rock
Skyline Ranch Resort
Reitano Vineyard
Front Royal/ Warren County Regional Airport
Warren Co. Skate Park
WEST MAIN ST.
ROYAL AVENUE
Skyline Soccer Plex
KERFOOT AVE.
LURAY AVE.
MAIN ST.
COMMERCE AVENUE
LEACH RUN PARKWAY
RIVERMONT DR.
Front Royal Boat Landing
Eastham Park
JOHN MARSHALL HWY.
619
CRISER RD.
Entrance to Skyline Drive
N
= Civil War
Pick up a free
driving tour
Royal Visito
Crooked Run Commons
URGENT CARE
Aldi
Target
Riverton Commons
Exit 6
Hampton Inn
Walmart
Front Royal Golf Club
Carson Trail Boat Landing
ROUTE 522
66

SHORT-TERM RENTAL MANAGEMENT PLAN

Town of Front Royal, Virginia

PROPERTY INFORMATION

Property Address: 101 The Hill, Front Royal, VA 22630
Property Owner: Claude Van Sant
Property Manager: Evolve Property Management
Contact Phone: [redacted]
Email:

MANAGEMENT OVERVIEW

This management plan establishes operational procedures for the short-term rental property to ensure compliance with Town of Front Royal regulations, minimize impact on neighboring properties, and provide a safe, enjoyable experience for guests.

LOCAL POINTS OF CONTACT

Primary Contact (Property Owner/Manager)

- **Name:** Patrick Kerwin, Evolve Property Management
- **Phone:**
- **Email:**
- **Response Time:** Available 24/7 for immediate response to complaints and emergencies

Secondary Contact (If Applicable)

- **Name:** Levi Van Sant
- **Phone:**
- **Email:**

Local Service Providers

- **Maintenance:** Evolve Property Management
- **Cleaning Service:** Evolve Property Management

- **Landscaping:** Evolve Property Management

COMPLAINT RESPONSE PROCEDURES

Immediate Response Protocol (Within 1 Hour)

1. **Noise Complaints:** Contact guests immediately via phone/text to address issue
2. **Property Damage:** Assess damage and initiate repairs/cleanup
3. **Parking Violations:** Contact guests to relocate vehicles to designated areas
4. **Trash/Recycling Issues:** Arrange immediate cleanup and proper disposal

24-Hour Response Protocol

1. **Non-emergency maintenance issues**
2. **Landscaping concerns**
3. **Minor property violations**

Contact Distribution

- Town of Front Royal Planning Department: 540-635-4236
- HOA (if applicable): N/A

PROPERTY MAINTENANCE PLAN

Weekly Inspections

- Exterior property condition
- Landscaping and lawn maintenance
- Trash and recycling area cleanliness
- Parking area condition
- Property boundary maintenance

Between-Guest Maintenance

- Deep cleaning of all areas
- HVAC system check and filter replacement
- Safety equipment inspection (smoke detectors, carbon monoxide detectors, fire extinguishers)
- Plumbing and electrical systems check
- Landscaping touch-ups as needed

Seasonal Maintenance

- HVAC system professional servicing
- Exterior property inspection and repairs
- Gutter cleaning and roof inspection
- Driveway and walkway maintenance
- Tree and shrub trimming

GUEST MANAGEMENT PROCEDURES

Pre-Arrival Communication

- Provide house rules and community guidelines
- Share parking instructions and property boundaries
- Distribute emergency contact information
- Explain trash/recycling procedures
- Review noise ordinance requirements (Chapter 106 – appended at the end of mgmt plan)

Check-In Process

- Virtual or in-person orientation
- Verify guest count against reservation
- Confirm understanding of property rules
- Provide emergency evacuation plan
- Distribute area attraction map

During Stay Monitoring

- Periodic check-ins via text/email
- Neighborhood monitoring for compliance
- Immediate response to any reported issues
- Coordination with neighbors for any concerns

Check-Out Process

- Property inspection within 6 hours of departure
- Immediate cleanup and maintenance as needed
- Documentation of any damage or issues
- Preparation for next guest arrival

NOISE CONTROL MEASURES

Preventive Measures

- Clear noise policy communicated at booking and check-in
- Quiet hours: 10:00 PM - 7:00 AM (strictly enforced)
- Neighbor contact information provided to guests

Response to Noise Complaints

1. Immediate contact with guests (within 15 minutes)
2. On-site response if necessary (within 60 minutes)
3. Documentation of incident and resolution
4. Follow-up with complainant within 24 hours
5. Potential termination of rental for repeated violations

Compliance with Chapter 106

- Guests provided with copy of noise ordinance
- Clear consequences outlined for violations
- Coordination with Town officials for enforcement

PARKING MANAGEMENT

Designated Parking Areas

- Driveway spaces: 2
- Additional approved parking: Stonewall Dr. adjacent to property

Parking Enforcement

- Clear parking instructions provided to guests
- Immediate response to parking violations
- Coordination with Town enforcement if necessary
- Towing arrangements for unauthorized vehicles

TRASH AND RECYCLING MANAGEMENT

Collection Schedule

- Trash collection day: Thursday
- Recycling collection day: Thursday

- Container placement: On the curb of Stonewall Dr.

Guest Instructions

- Trash containers located: adjacent to driveway parking
- Recycling guidelines provided
- Proper bag disposal procedures
- Pickup day container placement

Maintenance Procedures

- Regular container cleaning and maintenance
- Overflow trash removal between guests
- Pest control measures around waste areas
- Coordination with Town waste management

EMERGENCY PROCEDURES

Immediate Emergency Response

1. Guests instructed to call 911 for life-threatening emergencies
2. Property manager contacted immediately after emergency services
3. Property assessment and documentation
4. Coordination with emergency services and Town officials
5. Guest relocation if necessary

Utility Emergencies

- Electrical issues: Front Royal Electric, 540-635-3027
- Water/sewer issues: Front Royal Public Works, 540-635-7819
- Gas emergencies: Holtzman Propane, 540-477-4450
- HVAC emergencies: Cool Techs Heating and Air, 540-631-1242

Property Emergencies

- Severe weather preparations and response
- Security system monitoring and response
- Fire safety equipment maintenance and inspection
- Medical emergency coordination

NEIGHBOR RELATIONS

Proactive Communication

- Introduction to immediate neighbors
- Provision of contact information
- Regular check-ins for feedback
- Immediate response to concerns

Conflict Resolution

- Direct communication with affected neighbors
- Mediation when necessary
- Documentation of issues and resolutions
- Coordination with Town officials if required

Community Integration

- Respect for neighborhood character
- Participation in community activities where appropriate
- Adherence to HOA guidelines (if applicable)
- Contribution to neighborhood maintenance

COMPLIANCE MONITORING

Regular Inspections

- Monthly property condition assessments
- Quarterly safety equipment testing
- Annual comprehensive property review
- Immediate response to Town inspection requests

Record Keeping

- Guest registration and contact information
- Maintenance and repair documentation
- Complaint logs and resolution records
- Financial records for tax compliance

Regulatory Compliance

- Special Use Permit condition adherence
- Building code compliance maintenance
- Zoning regulation compliance

- Tax registration and payment

SAFETY AND SECURITY MEASURES

Fire Safety

- Smoke detectors in all required locations per 2018 Uniform Statewide Building Code
- Carbon monoxide detectors on each floor
- Fire extinguishers in kitchen and cooking areas
- Emergency evacuation plan posted in each bedroom
- Regular testing and maintenance of all safety equipment

Security Measures

- Exterior lighting maintenance
- Secure entry systems
- Property boundary marking and maintenance
- Emergency contact system for guests

Guest Safety

- Property hazard identification and mitigation
- Safety equipment accessibility
- Emergency procedure communication
- First aid supplies availability

AREA ATTRACTIONS AND AMENITIES

Nearby Attractions

- Shenandoah National Park: 2 miles
- Shenandoah River State Park: 9.4 miles
- Skyline Caverns: 2.8 miles

Essential Services

- Grocery stores: Martin's, 0.7 miles
- Pharmacy: CVS, 0.5 miles
- Medical facilities: Warren Memorial Hospital, 3 miles
- Gas stations: Exxon, 400 ft.

Dining and Entertainment

- Local restaurants: Talk of the Mountain Seafood, Element, Catamount Lounge
- Wineries and breweries: Vibrissa Brewery, Chester Gap Cellars, Capstone Vineyards, etc
- Shopping areas: Royal Plaza, Riverton Commons
- Entertainment venues: Main Street

SPECIAL PROPERTY REGULATIONS

Prohibited Activities

- No discharge of firearms on property
- No outdoor fires or fire pits
- No fireworks or explosive devices
- No smoking inside dwelling
- No pets unless specifically authorized

Property Use Guidelines

- Maximum occupancy: 5 persons
- Quiet hours: 10:00 PM - 7:00 AM
- No commercial activities on property
- No long-term parking of recreational vehicles
- Respect for property boundaries and neighboring properties

CONTACT INFORMATION FOR GUESTS

Property Management

- **Primary Contact:** Patrick Kerwin 720-227-9812
- **Email:**
- **Response Time:** Immediate for emergencies, within 2 hours for non-emergencies

Emergency Services

- **Emergency (Police/Fire/Medical):** 911
- **Front Royal Police Department:** 540-635-2111
- **Front Royal Fire Department:** 540-635-2540
- **Warren County Sheriff's Department:** 540-635-4128
- **Front Royal Fire & Rescue:** 540-635-3830
- **Warren Memorial Hospital:** 540-636-0300

Utilities

- **Electrical Outages:** 540-635-3027
- **Online Outage Reporting:** https://www.frontroyalva.com/FormCenter/Energy-Services-6/Report-Electric-Problem-46
- **After-hours Emergencies:** 540-635-2111

MANAGEMENT PLAN UPDATES

This management plan will be reviewed and updated annually or as needed to ensure continued compliance with Town regulations and effectiveness in property management. Any significant changes will be communicated to the Town Planning Department and affected parties.

Plan Effective Date: 7/3/2025
Next Review Date: 9/1/2025

Property Owner Signature: _____ **Date:** 7/3/2025

This management plan is submitted in compliance with Town of Front Royal Code § 175.151(I) and will be posted in a visible location within the short-term rental property and provided as part of the rental contract to all guests.

Chapter 106

NOISE

Sections:

106-1 THROUGH 106-4 (RESERVED)
106-5 DECLARATION OF FINDINGS AND POLICY
106-6 DEFINITIONS
106-7 ADMINISTRATION AND ENFORCEMENT
106-8 PROHIBITED NOISE
106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES
106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACE OF PUBLIC ENTERTAINMENT OR ASSEMBLY
106-11 USE OF LOUDSPEAKERS FOR A DVERTISING PURPOSES
106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM
106-13 RESPONSIBILITY OF THE PROPERTY OWNER
106-14 EXCEPTIONS FROM CHAPTER
106-15 BUILDING, UTILITY, ROAD CONSTRUCTION AND EXCAVATION OPERATIONS
106-16 TESTING OF METERING DEVICES
106-17 PENALTIES
106-18 SEVARABILITY

Adopted by the Town Council of the Town of Front Royal 3-11-85. 106-1 through 106-4 were repealed by Ordinance No. 12-04 on 10-11-04. Amendments noted where applicable.

106-1 THROUGH 106-4 (RESERVED)

(Ord. No. 12-04 Repealed 10-11-04-Effective Upon Passage)

106-5 DECLARATION OF FINDINGS AND POLICY

The Town Council hereby finds and declares that excessive sound is a serious hazard to the public health, welfare, peace, safety, and the quality of life; that a substantial body of science and technology exits by which excessive sound may be substantially abated; that the people have a right to and should be ensured an environment free from excessive sound that may jeopardize the public health, welfare, peace, and safety or degrade the quality of life; and that it is the policy of the Town of Front Royal to prevent such excessive sound.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-6 DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this subsection.

A. **A-WEIGHTED SOUND LEVEL.** The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(a) or dBA.

B. **DAYTIME** The local time of day between the hours of 7:00 A.M. and 10:00 P.M.

C. **DECIBEL (dB).** A unit for measuring the volume of a sound equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty micronewtons per square meter).

D. **dBA** shall mean the sound pressure level as measured on a sound meter set to slow response to the A-weighted scale to approximate the frequency response of the human auditory system.

E. **EMERGENCY WORK** shall mean work made necessary to restore property to a safe condition following a public calamity, or work required to protect persons or property from immediate exposure to danger, including work performed by public service companies when emergency inspection, repair of facilities or restoration of services is required for the immediate health, safety or welfare of the community.

F. **NIGHTTIME.** The local time between the hours of 10:00 P.M. and 7:00 A.M.

G. **NOISE** shall mean any sound which may cause or tend to cause an adverse psychological or physiological effect on human beings.

H. **NOISE SOURCE** shall mean any equipment, motor vehicle, motorcycle or facility, fixed or movable, capable of emitting sound beyond the property boundary of the property on which the equipment is used, but not including motor vehicles or motorcycles operated on public rights-of-way.

I. **SOUND.** An oscillation in pressure, particle displacement, particle velocity or other physical parameter in a medium with internal forces that causes compression and rarefaction of that medium. The description of sound may include any characteristic of such sound including duration, intensity, and frequency.

J. **SOUND LEVEL.** The weighted sound pressure level obtained by the use of an approved sound level meter and the A-frequency weighting network, as specified in American National Standards Institute specifications for sound level meters.

K. **SOUND LEVEL METER** shall mean an instrument to measure sound pressure levels which shall meet or exceed performance standards for a "type two" meter as specified by the American National Standards Institute.

L. **SOUND PRESSURE** shall mean the instantaneous difference between the actual pressure and the average or barometric pressure at a given point in space.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-7 ADMINISTRATION AND ENFORCEMENT

The noise control program established by this section shall be enforced and administered by the Chief of Police with the assistance of other Town departments as required.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-8 PROHIBITED NOISE

A. Generally. It shall be unlawful for any person to create any unreasonably loud, disturbing and unnecessary noise. Noise of such character, intensity and duration as to be detrimental to the life or health of any person or unreasonably to disturb or annoy the quiet, comfort or repose of any person is hereby prohibited.

B. Specific Acts as Noise Disturbances.

The following acts are declared to be noise disturbances in violation of this Chapter, provided that the acts so specified shall not be deemed to be an exclusive enumeration of those acts which may constitute a noise disturbance under Section 106-8(A):

1. Operating or causing to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys, drainage or public utility systems or parts thereof, and appurtenances thereto in the outdoors between the hours of 9:00 p.m. and 7:00 a.m. the following day, except as provided in Section 106-15.

2. Repairing, rebuilding or modifying any motor vehicle or other mechanical device in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.

3. The collection of trash or refuse in residential use districts between the hours of 9:00 p.m. and 7:00 a.m. the following day.

4. Loading or unloading trucks in the outdoors within one hundred (100) yards of a residence between the hours of 9:00 p.m. and 7:00 a.m. the following day; provided that this subsection shall not apply to any business that has been in operation at its current location since prior to January 1, 1980.

(Ord. No. 01-06 amended 1-23-06-Effective Upon Passage)

5. Sounding the horn or warning device of a vehicle, except when necessary as a warning during the operation of the vehicle. Sounding of such horn or other device more than once every two (2) minutes in any one town block and with a duration of more than five (5) seconds for any single emission shall be *prima face* evidence of violation of this section.

6. Operating or permitting the use or operation of any radio receiving set, musical instrument, television, phonograph or any other device for the production of sound, between the hours of

10:00 p.m. and 8:00 a.m. the following day, in such a manner as to be plainly audible across property boundaries or through partitions common to two (2) residences within a building

7. Operating or permitting the operation of any radio, tape player, compact disc player or other device for the production of sound on a public right-of-way or in a public place in such a way that the sound is plainly audible at a distance of fifty (50) feet from such device, whether or not the device is situated within a motor vehicle.

8. Owning, keeping, possessing or harboring any animal which frequently or habitually howls, barks, meows, squawks or makes such other noise as is plainly audible across property boundaries or through partitions common to two (2) residences within a building.

9. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or operated in such a manner as to create loud and unnecessary grating, grinding, rattling or other noises.

10. The discharge of the exhaust of any internal combustion engine into the open air except through a device which will effectively prohibit loud and explosive noises.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-9 MAXIMUM PERMISSIBLE SOUND LEVELS FROM NOISE SOURCES

It shall be unlawful for any person to operate, or permit to be operated, any noise source in such a manner that the noise source emits a sound pressure level which exceeds the limits set forth below when measured on property other than that on which the noise source is located. The category of applicable sound pressure limits shall be determined by the zoning district classification of the property on which the noise is produced. Property which has been specifically determined by the Planning Commission to be within an area designated on the Comprehensive Plan for industrial use shall be deemed to fall into the industrial classification for the purposes of this ordinance, even if the property has not yet been re-zoned.

(Ord. 01-06 Amended 1-23-06-Effective Upon Passage)

Land Use Designation Where Noise is Measured.	Maximum Allowed Noise in Daytime (in dBA)	Maximum Allowed Noise in Nighttime (in dBA)
Agricultural & Residential Zones, A-1,R-1,R1-A,R-2,R-3	60	50
Commercial Zones C-l, C-2, C-3	70	65
Industrial Zones 1-1,1-2	80	80

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-10 OPERATOR OF SOUND-PRODUCING DEVICES IN PLACES OF PUBLIC ENTERTAINMENT OR ASSEMBLY.

It shall be unlawful for any person to operate, or permit to be operated, any loudspeaker or other device for the production of sound in any place of public entertainment or other place of public assembly which produces sound measure levels of ninety (90) dBA of greater at any point that is normally occupied by a person, unless conspicuous and legible signs are located outside such place, near the entrance, stating "WARNING, EXPOSURE TO SOUND ENVIRONMENT WITHIN MAY CAUSE HEARING IMPAIRMENT."

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-11 USE OF LOUDSPEAKERS FOR ADVERTISING PURPOSES

It shall be unlawful for any person to operate for commercial advertising purposes any loudspeaker or other like device or mechanism used to emit sound of any kind, which loudspeaker or other like device or mechanism is attached to or installed in any vehicle, when the vehicle is being driven, drawn, or parked along or upon the streets of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-12 PROHIBITED NOISE FROM MOTOR VEHICLE SOUND SYSTEM

No person within the Town limits shall operate or permit the use or operation of any radio, tape player, compact disc player, or any other device which produces, reproduces, or amplifies sound in a motor vehicle, in such a manner that the sound can be heard more than fifty (50) feet from the motor vehicle.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-13 RESPONSIBILITY OF THE PROPERTY OWNER

It shall be unlawful for a property owner knowingly to allow the creation of noise prohibited by this Chapter, within the boundaries of his or her property.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-14 EXCEPTIONS FROM CHAPTER

The provisions of this Chapter shall not apply to the following activities:

1. The emission of sound for the purpose of alerting persons to the existence of an emergency or to the emission of sound in the performance of emergency work;

2. Noise caused by or arising out of activities related to repair, maintenance, replacement or alteration of public utility systems or parts thereof, public drainage systems or parts thereof, or streets and highways or parts thereof, and appurtenances thereto, where such activity is

reasonably necessary to further a public safety interest and/or to minimize disruption in the provision of public services, e.g., water, sewer and electric service; or

3. Parades, fireworks displays, and other organized public activities authorized by permit issued by an official of the Town.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-15 BUILDING, UTILITY, ROADCONSTRUCTION AND EXCAVATION OPERATIONS.

A. The erection, including excavation, demolition, alteration or repair of any building in a residential or business district, the performance of any work on a public utility, the performance of any work relating to road construction, and any excavation work on January 1 st (New Year's Day), the last Monday in May (Memorial Day), July 4th (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), and December 25th (Christmas Day), or other than between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, is prohibited, except in cases of necessity in the interest, public health, safety and welfare, and then only with a permit from the Town Manager or his designee. This prohibition does not apply to Town employees or to contractors performing work in compliance with the terms and requirements of a Town contract.

B. When one of the regular holidays mentioned in Subsection (a) of this section falls on a Saturday, the preceding Friday shall be declared the holiday. When one of the regular holidays falls on a Sunday, the following Monday shall be declared the holiday.

C. Construction. Notwithstanding any other provision in this Chapter, between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday, construction, alteration or repair activities that are authorized by a valid Town permit shall be allowed if they meet at least one of the following noise limitations:

1. No individual piece of equipment shall produce a noise level exceeding 85 dB(A) at a distance of twenty-five (25) feet. If the device is housed within a structure on property, the measurement shall be made outside the structure at a distance as close to twenty-five (25) feet from the equipment as possible.

2. The noise level at any point outside of the property planes of the project shall not exceed 90 dBA.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

16-16 TESTING OF METERING DEVICES

In order to implement and enforce this section effectively, the Chief of Police shall, within a reasonable time after the effective date of same, develop and promulgate standards and procedures for testing and validating sound level meters used in enforcement of this section.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-17 PENALTIES

A. Any person who violates any provision of this Chapter shall be deemed to be guilty of a Class III misdemeanor.

B. Each violation and/or day of violation of any provision of this section shall constitute a separate offense.

C. The imposition of one (1) penalty for any violation shall not excuse the violation or permit it to continue.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

106-18 SEVERABILITY

If any provision of this Chapter should be determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions of this Chapter.

(Ord. No. 12-04 Added 10-11-04-Effective Upon Passage)

7/3/2025

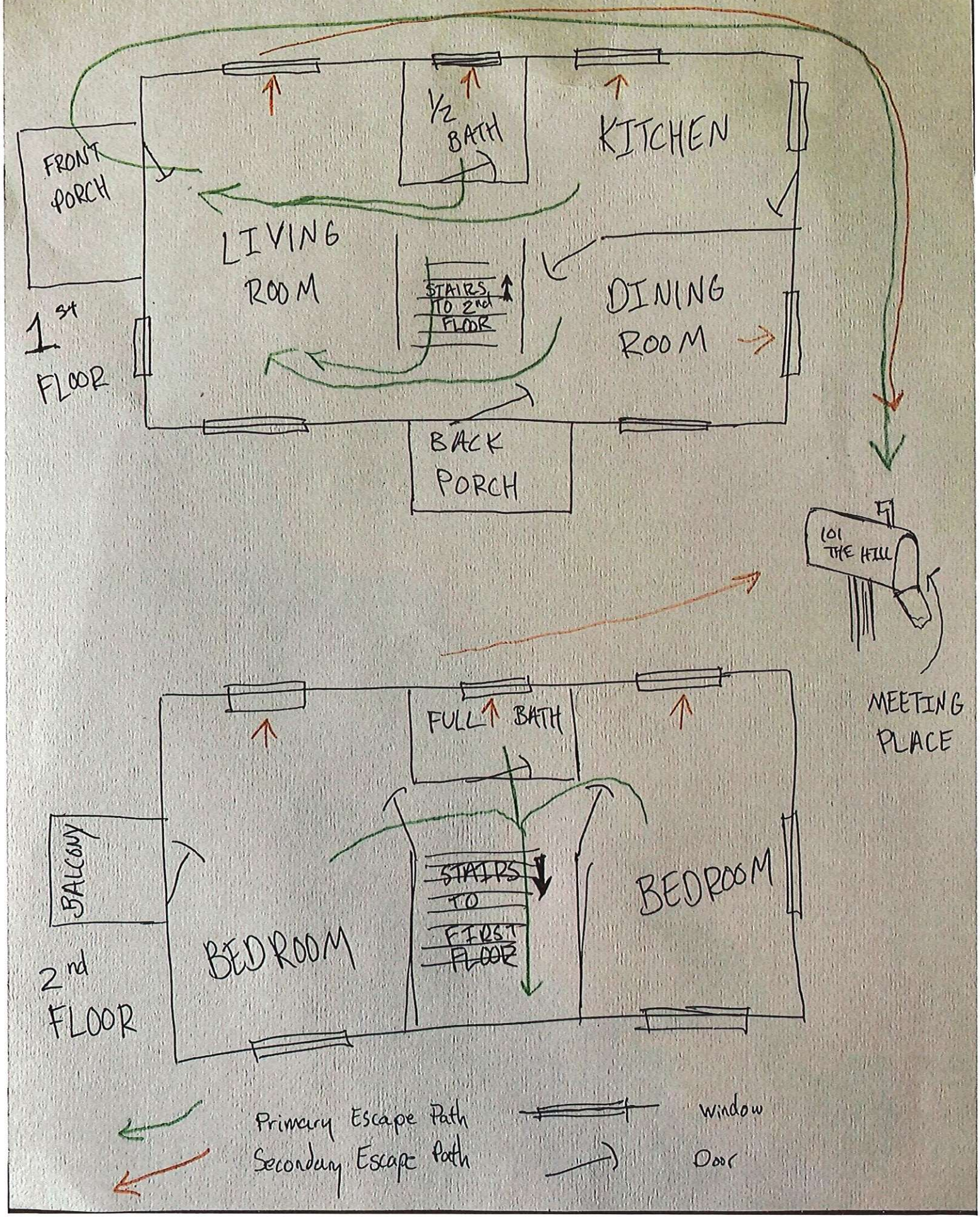
To whom it may concern,

This note serves as consent for Town of Front Royal officials to inspect my property at 101 The Hill for compliance with all rules and regulations related to special use as a short term rental.

Claude "Levi" Van Sant

Owner

EMERGENCY EVACUATION PLAN



COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02E

Agenda Item: Zoning Text Amendment to Town Code 175-3-Definitions, to redefine the definition of "overhang" as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.

Summary: This proposed text amendment came about as a request to simplify the definition of overhang due to the complexity of the current definition. After Planning Commission work session discussions, the following definition was determined:

OVERHANG - ~~Any projection, either roof, bay window or similar cantilevered construction, which extends beyond the foundation of a structure. No such construction shall project into any required yard more than three (3) feet, and no such projection shall have a vertical surface whose area is more than twenty-five percent (25%) of the area obtained by multiplying the mean height of the structure by the length of the structure along the yard which is violated. An "overhang" shall be included in the calculation of lot coverage.~~ The part of a roof or wall that extends beyond the façade of a lower wall. No such construction shall project into any required yard more than three (3) feet and shall be included in the calculation of lot coverage.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: August 20, 2025

Public Hearing Item 2: 2500317 – A Zoning Text Amendment to Town Code §175-3 – Definitions, to redefine the definition of "Overhang" as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

Commissioner Brooks, seconded by Commission Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500317 to revise the definition of overhang contained in §175-3 of Town Code.

Moved Brooks *Seconded* Fedoryka

Marshner yes *Marrazzo* Absent *Neel* Absent *Brooks* yes *Fedoryka* yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500317
MEETING DATE: August 20, 2025
SUMMARY: A Zoning Text Amendment to Town Code §175-3 – Definitions, to redefine the definition of "Overhang" as it pertains to any projection, either roof, bay window or similar cantilevered construction which extends beyond the foundation of a structure.
STAFF RECOMMENDATION: Staff recommends approval.
DRAFT MOTION: "I move that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500317 to revise the definition of overhang contained in section §175-3 of Town Code." "I move that the Planning Commission keep the public hearing open to _____. " "I move that the Planning Commission forward a recommendation of denial to the Town Council for text amendment #2500317 to revise the definition of overhang contained in section §175-3 of Town Code." NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200317	
Background Information	This proposed text amendment came about as a request to simplify the definition of overhang due to the complexity of the current definition. After Planning Commission work session discussions, an overhang shall not be permitted to extend beyond 3 feet into a yard requirement and will be included in the lot coverage calculation. Staff recommends approval to Town Council
Code Sections Amended	175-3, Definitions

JUNE 25, 2025

ZONING TEXT AMENDMENT REQUEST

We are requesting the rewrite of the definition of OVERHANG in the Town of Front Royal Code of Ordinances 175 - 3 - Definition as follows:

OVERHANG - The part of a roof or wall that extends beyond the facade of a lower wall.

This definition as written is found in the book "The Latest Illustrated Book of DEVELOPMENT DEFINITIONS" by Harvey Moskoowitz and Carl Lindbloom and this definition is also supported by the Town of Front Royal Zoning Office.

It is our opinion the current definition as written is onerous, encourages simple box construction with no overhangs or architectural character and adds unnecessary cost to residential construction. In some circumstances the existing definition contradicts the County requirements.

Thank you for your review and consideration of our request.

Best Regards,
Jay McCarty & Neal McCarty
12425 Chapel Road,
Clifton, VA 20124
703-407-7559

(Application fee paid this date $650 Invoice No. 194393)

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT TOWN CODE BY REVISING THE DEFINITION OF OVERHANG CONTAINED IN 175-3.

175-3 DEFINITIONS

OVERHANG - ~~Any projection, either roof, bay window or similar cantilevered construction, which extends beyond the foundation of a structure. No such construction shall project into any required yard more than three (3) feet, and no such projection shall have a vertical surface whose area is more than twenty-five percent (25%) of the area obtained by multiplying the mean height of the structure by the length of the structure along the yard which is violated. An "overhang" shall be included in the calculation of lot coverage.~~ The part of a roof or wall that extends beyond the façade of a lower wall. No such construction shall project into any required yard more than three (3) feet and shall be included in the calculation of lot coverage.

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02F

Agenda Item: 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."

Summary: 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
- The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater
- Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.
- The Auxiliary dwelling unit must follow the underlying zoning district requirements for 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

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: August 20, 2025

Public Hearing Item 3: 2500319 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit", to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

For the public necessity, convenience, general welfare, or good zoning practice, Commissioner Brooks moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to add the definition of auxiliary dwelling unit (ADU) and revise 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, §175-18.2, §175-20, §175-29, and §175-37.3 to add ADU'S as a by-right use; and add section §175-115 as performance standards for ADU'S.

Moved Brooks *Seconded* Fedoryka

Marshner yes *Marrazzo* Absent *Neel* Absent *Brooks* yes *Fedoryka* yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500319

MEETING DATE: August 20, 2025

SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-3 - Definitions, to define the use of an "Auxiliary Dwelling Unit", to amend the Residential Districts in which it would be permitted by-right, and to establish §175-115 "Auxiliary Dwelling Unit" performance standards within the Supplementary Provisions of Town Code.

STAFF RECOMMENDATION: Staff recommends approval.

DRAFT MOTION: "For the public necessity, convenience, general welfare, or good zoning practice, I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a text amendment to add the definition of auxiliary dwelling unit (ADU) and revise 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."

"I move that the Planning Commission keep the public hearing open to _____. "

"I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500319."

NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200319	
Background Information	Staff recommends approval to the Town Council
Code Sections Amended	An ordinance to add the definition of auxiliary dwelling unit (ADU) and revise 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."

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE BY ADDING THE DEFINTIONS 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 there of 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:

<u>RESIDENTIAL:</u>
Single-family dwellings, detached.
Auxiliary Dwelling Units (ADUs).

<u>COMMERCIAL:</u>

<u>INDUSTRIAL:</u>

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 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.

C. The internal ADU cannot exceed 33% of the floor area of the main single-family dwelling or 500 square feet, whichever is greater. Please see the definition below in order to calculate floor area:

1. *Floor area* means the sum of the horizontal areas of enclosed building space on all floors of all buildings on a lot measured from the exterior face of exterior walls and including intervening partitions, halls, lobbies, stairways and elevator shafts. The following shall be excluded from calculation of floor area:

    a. Open exterior balconies and other unenclosed spaces.

    b. Uncovered terraces, patios, porches, or steps.

    c. Garages, carports or other areas, enclosed or unenclosed, used for the parking or circulation of motor vehicles.

    d. Areas for housing major mechanical equipment which serves the building as a whole or major portion thereof, but not including utility areas within individual dwelling units.

    e. Areas for common special purpose use by occupants of the premises, including laundries, recreation areas, sitting areas and libraries in buildings devoted to dwelling use, and storage areas, and areas devoted exclusively to management and/or maintenance of the premises in buildings devoted to any use, but not including incidental commercial activities in any case.

D. Detached ADUs cannot exceed 1000 square feet or 80% of the gross floor area of the principal dwelling, whichever is less.

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 the ADU is located.

F. Access to an ADU shall be provided in accordance with requirements of the Department of Fire and Emergency Services.

175-~~114~~117—175-122 - (RESERVED)

Auxiliary Dwelling Units (ADU

What is an ADU

- Accessory Dwelling Units (ADUs) – also known as in-law units, backyard cottages, among other names
  - ADUs are small independent structures built on the same lot as a single-residence or a prescribed percentage of square footage within the prima residential structure (single family residence)
  - ADUs occupy a different category than "Accessory Use" which is intende utility purposes (storage, sheds, etc.)
- ADUs are permitted by state law with localities setting guideline
    - There has been some state legislation intended to mandate ADUs in R1 but to none of this legislation has been implemented
      - The main objections in the legislature seems to concern having the state vice local where ADUs can be located and not if they are desirable
- ADUs are common in other Virginia towns and counties
  - ADUs allowed in Richmond, Virginia Beach, Falls Church, Rockingham Co and more

Why Front Royal Should Support ADU

- ADUs expand affordable housing options
  - ADUs are maintained by homeowners and not taxpayers
  - ADUs help meet demand for smaller, more affordable homes ideal for se young workers, and small families
  - Provides lower-costs without the need for taxpayer-funded housing proj
- Support Local Families & Aging in Place
  - Allows individuals to remain in their own homes or with family instead o 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

Why Front Royal Should Support ADUs (co

- Smart Growth, Not Sprawl
  - Adds gentle density without changing neighborhood character
- Encourages infill housing and uses existing infrastructure efficien
  - Boost Local Economy & Tax Base
  - Potential generation of new property tax revenue from increased prope value
  - Brings more people into the local economy supporting shops, schools, a services
- Enhances Property Rights
  - Gives homeowners more choice in how they use their property
  - Helps residents stay in their homes by generating rental income

What Proposed ADU Ordnance Provid

- The ADU ordinance permits one Auxiliary dwelling unit per l all zoning districts with residential housing, subject to the following:
  - The Auxiliary dwelling unit must be located on the same lot as a si family dwelling (existing or proposed)
  - The property must be owner occupied
  - The internal ADU cannot exceed 33% of the floor area of the main family dwelling or 500 square feet, whichever is greater
  - Detached ADUs cannot exceed 1000 square feet or 80% of the gro floor area of the principal dwelling, whichever is less
  - The Auxiliary dwelling unit must follow the underlying zoning distr requirements (setbacks, lot coverage, appearance, height, etc.).
    - Detached ADUs shall not exceed the maximum lot square foot coverage all the zoning district the ADU is located

Example ADU in R1

- External ADU in an R-1 district consisting of a 2000 sq ft primary on a ¼ acre lot consisting of 10890 sq ft
  - Code dictates 30% max structure coverage or 3267 sq ft
  - Proposal will allow an ADU size of 80% of exiting structure maximum foo or 1000 sq ft, whichever is less
  - 80% of 2000 sq ft equates to a 1600 sq ft size of potential external ADU a therefore limited to the max size of ADUs of 1000 sq ft by regulation
  - This allow1267 sq feet on the lot for ADU construction, egress and set-ba
    - Set backs and easements can further restrict ADU size, placement or project via
- The internal ADU cannot exceed 33% of the floor area of the mai single-family dwelling or 500 square feet, whichever is greater
  - In this 2000 sq ft home example, 660 sq ft is the limit (2000 x .33 = 660)

R2 and R3 Coverage areas

- R2 and R3 allow for greater lot coverage but with same protections of max lot coverage and constrained by setbacks easements
  - R-2 – Max 45% building Coverage.
  - R-3 – Max 40% building Coverage with exceptions

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 02G

Agenda Item: An ordinance to amend chapter 175 of the front royal town code to revise the placement of performance standards for short term rentals from 175-151 to 175-114, also updating code references within the text and parking requirements; and updating the location of performance standards for tobacco, smoke or vape shops from 175-152 to 175-116.

Summary: Town Council held a work session on July 8, 2025 and requested that the Planning Commission (PC) take up an ordinance amendment to update parking requirements contained in the Short-Term Rental Ordinance. The PC elected to also revise the cited code section and place the ordinance into the supplemental provisions section of the Zoning Ordinance. The standards for Tobacco, Smoke, or Vape Shops were also revised to their proper place within Town Code.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval.

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: August 20, 2025

Public Hearing Item 6: 2500347 – For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 - Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

Recommendation of Approval ✓
Recommendation of Denial _____
Postponed _____

For the purposes of good zoning practice and in accordance with Town Code §175-1(B), Commissioner Brooks moved, seconded by Commissioner Fedoryka that the Planning Commission forward a recommendation of approval to the Town Council to approve a revision to the placement of performance standards for short-term rentals from §175-151 to §175-114; also update code references within the text of off-street parking; also update the location of performance standards for tobacco, smoke or vape shops from §175-152 to §175-116 with the following amendments:

- ***Under letter A. strike "short-term rental" within the first sentence;***
- ***Section B. strike the word "four" and replace with "twelve";***
- ***Section E. strike "with an existing residential use" and amend to "an existing residential use".***

Moved Brooks *Seconded* Fedoryka

Marshner yes *Marrazzo* Absent *Neel* Absent *Brooks* yes *Fedoryka* yes

CERTIFIED by the Planning Commission

Connie Marshner
Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500347
MEETING DATE: August 20, 2025
SUMMARY: For the public necessity, convenience, general welfare, or good zoning practice, Zoning Text Amendments to Town Code §175-151 - Short-Term Rental performance standards, to address modifications pertaining to fees, parking and applicable Uniform Statewide Building Code regulations and to retitle and recodify Town Code §175-151 to §175-114; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.
STAFF RECOMMENDATION: Staff recommends approval.
DRAFT MOTION: "For the purposes of good zoning practice and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council to approve a revision to the placement of performance standards for short term rentals from §175-151 to §175-114, also update code references within the text and off-street parking requirements; also update the location of performance standards for tobacco, smoke or vape shops from §175-152 to §175-116.." "I move that the Planning Commission keep the public hearing open to _____. " "I move that the Planning Commission forward a recommendation of denial to the Town Council for Zoning Text Amendment #2500347." NOTE: This is only a draft motion. Alternative motions are also welcome.

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200347	
Background Information	Town Council held a work session on July 8, 2025 and requested that the Planning Commission (PC) take up an ordinance amendment to update parking requirements contained in the Short-Term Rental Ordinance. The PC elected to also revise the cited code section and place the ordinance into the supplemental provisions section of the Zoning Ordinance. The standards for Tobacco, Smoke, or Vape Shops were also revised to their proper place within Town Code. Staff recommends approval to the Town Council
Code Sections Amended	An ordinance to amend Town Code Chapter 175 of the Front Royal Town Code to revise the placement of performance standards for short term rentals from §175-151 to §175-114, also updating code references within the text and parking requirements; and update the location of performance standards for Tobacco, Smoke, or Vape Shops from §175-152 to §175-116.

AN ORDINANCE TO AMEND CHAPTER 175 OF THE FRONT ROYAL TOWN CODE TO REVISE THE PLACEMENT OF PEFORMANCE STANDARDS FOR SHORT TERM RENTALS FROM 175-151 TO 175-114, ALSO UPDATING CODE REFERENCES WITHIN THE TEXT AND PARKING REQUIREMENTS; AND UPDATING THE LOCATION OF PERFORMANCE STANDARDS FOR TOBACCO, SMOKE OR VAPE SHOPS FROM 175-152 TO 175-116.

175-~~151~~ 114 SHORT-TERM RENTALS

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 ~~four~~ twelve hundred dollars ($~~400.00~~ 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 ten (10) people unless approved by Council.

E. ~~Parking for the use shall be located in driveways or other designated and approved parking areas.~~ An existing residential use property shall be exempt from off-street parking requirements of Town Code Chapter 148-870.

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 2015 or 2018~~ the current Uniform Statewide Building Code ~~(2018 Version required usage beginning July 1, 2022)~~; and a carbon monoxide detector must be installed on each floor in every dwelling.

H. The owner of a 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.

(Ord. of 2-28-22)

175-~~152~~ 116 TOBACCO, SMOKE, OR VAPE SHOP PERFORMANCE STANDARDS

A. *Definitions.* For purposes of this section only:

TOBACCO, SMOKE, OR VAPE SHOP shall be defined as a business involving the sale of tobacco products, nicotine vapor products, or alternative nicotine products, as those terms are defined in the Code of Virginia § 18.2-371.2; or hemp products intended for smoking, as such term defined in Code of Virginia § 3.2-4112; or any kratom products as regulated by the Code of Virginia § 59.1-200.

B. *Performance Standards.*

1. Shall not be located within one thousand (1,000) feet of any child or day care center, as defined in Code of Virginia § 22.1-289.02, or a public, private, or parochial school.

a. Measurements made to verify compliance shall be made in a straight line, without regard for structures or objects, for one thousand (1,000) feet from the boundaries of the property on which a public or private school or day care center.

(Ord. of 2-24-25(2))

REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 03A

Agenda Item: A Zoning Text Amendment to Town Code §175-84.B to Add Language Restricting the Redevelopment of Historic Residential Sites to Single-family Dwelling Units in the Residential Area of the Town's Historic District, and Chapter 175-29 to Add Language Preventing the Conversion of Single-Family Residential Structures into Multifamily or Two-Family Dwellings

Summary: On April 8, 2025, The Planning Commission and the Board of Architectural Review conducted a joint meeting to discuss the best method to preserve the intrinsic nature of the residential areas within the Historic District. The proliferation of single-family dwellings being renovated and converted into multifamily dwellings is concerning. The conversions have the capacity to contribute to loss of character, lack of maintenance, and overparking of these properties. Also, due to the underlying zoning district in the residential portion of the Historic District, multifamily dwelling units are permitted by right therefore new construction tends to encourage higher density uses. After consideration and discussion, the Planning Commission has determined that a zoning text amendment to limit new construction to single family units was the best course of action.

On July 16, 2025, The PC held a public hearing and recommended approval to Town Council.

On August 4, 2025, Council held a work session and agreed to continue discussion at the first work session in September.

Budget/Funding: N/A

Staff Recommendation: .

Moved _____ *Seconded* _____

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

PLANNING COMMISSION REGULAR MEETING
AGENDA STATEMENT

Meeting Date: July 16, 2025

Public Hearing Item 1: 2500218 - A Zoning Text Amendment to Town Code Chapter 175-84.B to add language restricting the redevelopment of historic residential sites to single-family dwelling units in the Residential Area of the Towns' Historic District, and Chapter 175-29 to add language preventing the conversion of single-family residential structures into multifamily or two-family dwellings.

Motion:

Vice Chairman Neel stated that in furtherance of good zoning practice and for the general welfare of the public, and accordance with Town Code §175-1(B), he moved, seconded by Commissioner Marrazzo that the Planning Commission forward a recommendation of approval to the Town Council for text amendment #2500218 which limits new residential development in the Historic District to single-family dwellings with one (1) text error correction. Whereas 175-84.B "protecting single family structure, limiting development of undeveloped lots to single family use", needs to be moved to the end of the sentence. It will now read: The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area, and protecting single family structure, limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties.

Moved Vice Chairman Neel *Seconded* Commissioner Marrazzo

Marshner Yes *Marrazzo* Yes *Neel* Yes *Brooks* Yes *Fedoryka* Yes

CERTIFIED by the Planning Commission

Connie Marshner

Chairman Marshner

Town of Front Royal, Virginia

Planning Commission Regular Meeting Agenda

☐ Consent Action ☐ Administrative Action ☑ Public Hearing ☐ Discussion

Agenda Item: Zoning Text Amendment # 2500218

MEETING DATE: July 16, 2025

SUMMARY: A Zoning Text Amendment requested by the Board of Architectural Review and taken up by the Planning Commission to limit all new construction in the residential portion of the district to only single-family homes and preserve all existing single-family homes as single-family homes is the best course of action to preserve the original character of the district.

STAFF RECOMMENDATION:
Staff recommends approval. The underlying zoning is not changed; however, this will restrict new multi-family development which can significantly alter and impact the intrinsic charm of the district.

DRAFT MOTION: "In the furtherance of good zoning practice and for the general welfare of the public, and in accordance with Town Code §175-1(B), I move that the Planning Commission forward a recommendation of approval to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

"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 to the Town Council, the Text Amendment #2500218 which limits new residential development in the Historic District to single family dwellings."

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

PLANNING COMMISSION ACTION:

Moved _____ Seconded _____

Marshner _____ Marrazzo _____ Neel _____ Brooks _____ Fedoryka _____

☐ Approved ☐ Approved w/ Conditions ☐ Denied ☐ Other

Staff Report : Zoning Text Amendment 200218	
Background Information	On April 8, 2025, The Planning Commission and the Board of Architectural Review conducted a joint meeting to discuss the best method to preserve the intrinsic nature of the residential areas within the Historic District. The proliferation of single-family dwellings being renovated and converted into multifamily dwellings is concerning. The conversions have the capacity to contribute to loss of character, lack of maintenance, and overparking of these properties. Also, due to the underlying zoning district in the residential portion of the Historic District, multifamily dwelling units are permitted by right therefore new construction tends to encourage higher density uses. After consideration and discussion, the Planning Commission has determined that a zoning text amendment to limit new construction to single family units was the best course of action.
Code Sections Amended	175-84 & 175-29

HISTORIC DISTRICT OVERLAY AREAS

175-82 STATEMENT OF INTENT (Historic District)

A. The intent of this Article is to promote and protect the health, safety, comfort, recreation, prosperity and general welfare of the community through the identification, preservation and enhancement of buildings, structures, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Code of Virginia § 15.2-2306, as amended.

B. It is hereby recognized that the deterioration, destruction or alteration of said buildings, structures, places and areas may cause the permanent loss of unique resources which are of great value to the people of Front Royal, Warren County, the State of Virginia and the nation and that the special controls and incentives are warranted to ensure that such losses are avoided when possible.

C. The purposes of establishing historic resource overlay areas are:

1. To preserve and improve the quality of life for residents of the Town of Front Royal by protecting familiar and treasured visual elements in the area.
2. To promote tourism by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
3. To stabilize and improve property values by providing incentive for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.
4. To educate residents on the local cultural and historic heritage as embodied in the Historic District Overlay Areas and to foster a sense of pride in this heritage.
5. To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties to the National Register of Historic Places and the Virginia Landmarks Register.
6. To prevent the encroachment of additions or new buildings and structures that are architecturally incongruous with their environs within areas of architectural harmony and historic character.

(Ord. of 9-25-00)

175-83 DEFINITIONS (Historic District)

As used in this Article, the following terms shall have the meanings indicated:

ALTERATION - Any change, modification or addition to a part of or all of the exterior of any building or structure.

BUILDING - Any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.

CERTIFICATE OF APPROPRIATENESS (C of A) - The approval statement signed by the Secretary of the Board of Architectural Review (BAR) and the Zoning Administrator that certifies approval by the BAR of the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building within an historic district overlay area, subject to the issuance of all other permits needed for the matter sought to be accomplished.

CONTRIBUTING PROPERTIES - Properties so designated on the inventory map of landmarks and contributing properties, which is adopted as a part of this Article, being generally those properties which, by reason of form, materials, architectural details and relation to surrounding properties, contribute favorably to the general character of the part of the historic district in which they are located but, by reason of recent age, lack of historic significance or other factors, are not designated as local historic landmarks under the criteria of this Article.

DEMOLITION - The dismantling or tearing down of all or part of any building and all operations incidental thereto.

EXTERIOR FEATURES (ARCHITECTURAL APPEARANCE) - The architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs, other appurtenant fixtures and other natural features, such as trees and shrubbery, that are subject to the public view from a public street, public way or other public places.

HISTORIC DISTRICT OVERLAY AREA or **HISTORIC DISTRICT** - Any area delineated by the Town Council and consisting of public or private property within the Town, containing one (1) or more historic landmarks as established by the Virginia Department of Historic Resources, or one (1) or more areas, neighborhoods, sites, places, structures, objects, artifacts or buildings in which historic events occurred or reflecting significantly the lives of historic personages or great ideas or ideals of the people, having special public value because of notable architectural, economic, ethnic, military, natural, political, religious or social factors, such landmarks, buildings, structures or areas having been designated by the Council as being of such historic, architectural or cultural interest and significance as to warrant conservation and preservation. Such designated district or districts shall not extend farther than the property line of the land pertaining to such historical landmarks, sites, buildings, signs, appurtenances, structures or objects.

LOCAL HISTORIC LANDMARK - Any site (including significant trees or other plant life located thereon), building or structure of particular historic significance. "Landmarks" include sites, buildings or structures where the cultural, political, archaeological, spiritual, economic, social or artistic history of the community, state or nation is reflected or exemplified or which are identified with historic personages or with important events in local, state or national history or which embody the distinguishing characteristics of an architectural specimen, inherently valuable for a representation of a period, style or method of construction or a notable work of construction or a notable work of a master designer or architect whose individual genius influenced his age. Listing on the Virginia Landmarks Register and the National Register of Historic Places is encouraged for all "local historic landmarks."

NEW CONSTRUCTION - Any construction within an historic district overlay area that is independent and exclusive of an existing building or structure or part thereof.

NONCONTRIBUTING PROPERTIES - Properties with little historic or architectural value and with little or no contribution to the historic character of the district because of their recent age or alteration in such a way as to destroy their architectural integrity.

RECONSTRUCTION - Any or all work needed to remake or rebuild all or a part of any building to a sound condition but not necessarily of original materials.

REPAIRS - Any work or all work involving the replacement of existing work with equivalent material for the purpose of maintenance but not including any addition, change or modification in construction.

RESTORATION - Any or all work connected with the returning to or restoring of a building or a part of any building to its original condition through the use of original or nearly original materials.

REVIEWING BODIES - All individuals, boards or elected/appointed bodies, given review authority under this Article, including the Zoning Administrator, Board of Architectural Review and Town Council, upon appeal.

SIGNIFICANT CHANGE - A permanent change that alters the general appearance (architectural character) of a building.

STRUCTURE - Anything man-made, including, but not limited to, main buildings, outbuildings, fences, walls, lampposts, light fixtures, signs, signposts, billboards and paving.

SUBSTANTIAL EXTERIOR ALTERATION - Any change, other than incidental repairs, to the supporting members of a building or portion thereof, such as the addition, removal or alteration of bearing walls, columns, beams, girders, roofs or foundations, that are visible on the exterior of the structure.

175-84 BOARD OF ARCHITECTURAL REVIEW (Historic District)

A. *Establishment and Terms of Office:*

1. A Board to be known as the "Board of Architectural Review (BAR)" is hereby established and shall consist of five (5) voting members who shall be appointed by the Town Council. All members shall have a demonstrated interest competence or knowledge in historic preservation. One (1) member shall be a property owner/resident of an historic district overlay area and one (1) shall have professional training or equivalent experience in architecture, history, American studies, architectural history, archaeology or planning. All members shall be residents of Warren County, with knowledge of and demonstrated interest in the historic character of the Town. These members shall serve terms of four (4) years each.
2. BAR members may be reappointed for consecutive terms.
3. The BAR shall elect from its own membership a Chairman and Vice Chairman, who shall serve annual terms as such and who may succeed themselves. The Board shall appoint a Secretary who shall serve at its pleasure.
4. When a vacancy occurs, a new appointment shall be made by the Town Council for the unexpired terms within sixty (60) days after the vacancy occurs. The Town Council shall publicly announce and solicit qualified candidates for Board of Architectural Review vacancies.
5. Any appointed member of the BAR may be removed from office by the Town Council for inefficiency, neglect of duties or malfeasance. An appointment to fill a vacancy shall be only for the unexpired term on the vacancy.
6. Members shall make every effort to attend at least one (1) training session annually sponsored by the Department of Historic Resources, the Preservation Alliance of Virginia, or other organizations that are involved with historic preservation issues, design and review standards or other work of the BAR.

B. *Duties, powers and responsibilities:* The Board of Architectural Review shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing or relocation within the historic district overlay area and protecting single family structure, limiting development of undeveloped lots to single family use. In addition, the Board shall have the following duties:

1. To assist and advise the Town Council, the Planning Commission and other Town departments, agencies and property owners in matters involving historically significant sites and buildings or other properties in historic districts, such as, but not limited to, appropriate land usage, parking facilities and signs.
2. To continuously evaluate conditions and to advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
3. To conduct studies deemed necessary by the Town Council or the Planning Commission concerning location of historic districts and means of preservation, utilization, improvement and maintenance of historic assets in the Town.
4. To propose additional historic districts or additions or deletions to districts.

5. To adopt standards for review to supplement the standards set forth in this Article.

6. To establish an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers, and to invite each owner of a building of historical significance to display the marker thereon.

7. To cooperate with and enlist assistance from the Virginia Department of Historic Resources, the National Trust for Historic Preservation and other interested parties, both public and private, in its efforts to preserve, restore and conserve local historic landmarks, buildings, sites or areas within the Town.

8. To prepare and adopt specific guidelines, illustrated as necessary, for those historic districts which have special characteristics and architectural features that are peculiar to the district and which should be preserved and to make these guidelines available to property owners within each historic district and to the general public. After these historic districts are approved, specific guidelines shall be adopted for such historic districts as may require specific guidelines.

9. To preserve existing single-family home within the Historic District.

10. To prevent the conversion of any existing single-family dwelling into a multi-family dwelling, commercial property, or any other non-residential use.

11. To ensure all new residential construction within the boundaries of the Historic District is limited to single-family structures.

12. To prevent new development of multi-family dwellings in the residential zoned areas of the Historic District.

13. To sponsor public information activities, when deemed appropriate, publicizing historic preservation efforts, which activities may include, but not be limited to, speaking engagements, handouts, press releases and films.

14. To hold public meetings as often as necessary to fulfill the responsibilities assigned by this Article.

C. *Organization and Meetings:*

1. The Chairman shall conduct the meetings of the BAR.

2. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions and determinations.

3. All members of the BAR, except for advisory members, shall be entitled to vote; and the decisions of the BAR shall be determined by a majority vote.

4. A quorum of three (3) voting members present is required before the BAR may take any official action.

5. The BAR shall meet within twenty (20) days after notification by the Zoning Administrator of an application for a certificate of appropriateness or a permit requiring action by the BAR.

6. The Board of Architectural Review shall have regularly scheduled meetings at least four (4) times a year. The meetings of the BAR shall be open to the public, and a full and impartial hearing shall be granted. All regularly scheduled meetings shall be conducted in the evening hours for the convenience of the public.

7. The BAR shall vote and announce its decision on any matter properly before it not later than forty-five (45) days after the conclusion of the hearing on the matter, unless the time is extended with the written consent of the applicant.

8. In matters covering the procedures for meetings not covered by this document, the BAR may establish its own rules, provided that they are not contrary to Town policy or the intent of this Article.

D. *Authority to Receive Funding and Advisory Services:*

1. All persons interested in the preservation of historic buildings or historic sites in the Town are invited to make gifts, devises and bequests to the Town to be used for that purpose. All such donations, other than money, shall be subject to acceptance by the Town Council. All donations of money shall be made through the Department of Finance, and it is hereby authorized and directed to receive such donations and to deposit them in a special fund to be known as the "Historic Buildings and Sites Trust Fund," and shall be used only for the purpose of preserving and promoting the preservation of historic buildings and sites in the Town. Expenditures from such fund shall be made by the Town Manager as authorized, from time to time, by the Town Council.

2. The BAR may seek federal, state or private grants or funding to assist in the performance of its duties as herein defined.

3. Within the limits of funds that may be made available to the BAR for the performance of its work, the BAR may obtain services of qualified persons to advise and assist the BAR as required.

4. Upon request of the BAR, with approval by the Town Manager, the departments, boards, commissions, offices and agencies of the Town government shall furnish to the Board such available information and render such service as may be required for the exercise of the powers and performance of the duties of the BAR.

(Ord. of 1-8-01; Ord. of 1-12-04)

175-85 CREATION OF HISTORIC DISTRICTS AND LANDMARKS

A. The Board of Architectural Review shall prepare and recommend for adoption as part of this Article a district boundary map and an inventory map covering the area or areas to be considered for inclusion in an historic district overlay area. These maps, when adopted in accordance with the provisions of the Code of Virginia § 15.2-2285, shall be as much a part of this Article as if fully described herein and shall be filed as a part of this Article by the Clerk of the Town of Front Royal. The inventory map shall delineate local historic landmarks, contributing properties and noncontributing properties. The inventory and district boundary maps may be amended, from time to time, in the same manner as the Zoning District Map.

B. The Board of Architectural Review may propose to the Planning Commission and the Town Council such amendments as deemed appropriate, including the establishment of historic districts or revision to existing historic districts. Upon receipt of said proposal, the Council may initiate such amendment pursuant to Section 175-146. The Board of Architectural Review shall prepare and submit simultaneously with said proposal a report to substantiate establishment of a historic district or a proposed amendment. Such report shall establish and define the historic district boundaries, as delineated upon an appropriate map, as well as describe the historic and/or architectural significance of the buildings, structures or sites to be protected, and the special characteristic, qualities and/or fabric to be preserved, and shall describe present trends and conditions, current and long-range planning and desirable public objectives for preservation. The report may also include plans for public action in or adjoining a district that is likely to affect its character or development.

C. Applications for the creation or expansion of an historic district or for the designation of landmarks or landmark sites may also be filed by the Planning Commission, the Town Council, the owner, the contract purchaser with the owner's written consent or the owner's agent or sixty percent (60%) of the owners of all buildings within a proposed historic district. All requests shall be made in the same manner as other zoning amendments, as provided for in Section 175-146.

D. Any historic district and any historic district map which have been created and adopted by the Front Royal Town Council prior to the amendment of this Article shall not be repealed but shall remain intact and in effect, subject now to the provisions of this amended Article.

E. Any historic district created and adopted by the Front Royal Town Council after February 1, 1993, shall remain in effect, except as amended or modified pursuant to the regulations herein, for an initial maximum period of ten (10) years from the date of its adoption. Subsequent action by the Front Royal Town Council shall be made to continue the district beyond the initial ten-year period.

F. Upon the presentation of a request to withdraw from an adopted subarea within the historic district overlay area, with such request having been duly executed by at least sixty-seven percent (67%) of the owners of taxable parcels (with a vote for each separate tax parcel) within the designated historic subarea, the Town Council, at its next meeting, shall take appropriate action to remove the historic district designation. This provision shall be applicable only where the historic resource overlay area shall have been in place for a period of not less than two (2) years.

(Ord. of 9-25-00)

175-86 CRITERIA FOR SELECTION OF HISTORIC DISTRICTS OR LANDMARKS

Criteria for evaluating the merits of a given structure or space shall be based on architectural features as well as historic factors. Certain buildings or areas, although not associated with an historic personage or event, may be valuable examples of the Town's physical and cultural heritage. Structures of local significance shall be evaluated, as well as those of state and national significance, and any structures individually listed upon the National Register of Historic Places or the Virginia Landmarks Register shall be designated upon the Town Register. In addition, such evaluation shall be based on the following specific matters:

A. *Architectural and landscape style:* The evaluation shall respect the qualities of each architectural and landscape style and shall judge a structure's merit on how well it exemplifies the distinguishing characteristics of said style. Consideration will be given to:

1. The significance of the architectural design.
2. The scale and/or interrelationships of the structures and/or environmental features.
3. The significant patterns of development.
4. The quality of workmanship.
5. The amount of surviving original fabric.
6. The original location and use.
7. The remaining outbuildings or dependencies.
8. The surrounding environment; gardens, landscaping and walks.
9. The aesthetic quality.
10. The original integrity of the structure and its details.

B. *Historical and/or cultural significance:* Structures or spaces relating to one (1) or more of the following criteria will be considered historically or culturally valuable:

1. Association with an historic personage.
2. Association with an historic event.
3. Work of the leading architect or master craftsman.

4. Site or structure of cultural significance.

C. In addition, sole or infrequent surviving building types and structures not historic in themselves but adding to the character of an historic district need to be looked at as potentially deserving preservation.

175-87 BOUNDARIES OF HISTORIC DISTRICTS OR LANDMARKS

A. The boundaries of an historic district or overlay area shall, in general, be drawn to include areas containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance as to warrant conservation and preservation. The district may include either individual buildings or places of such character and a reasonable distance beyond, or it may include areas or groupings of structures which have significance relative to their patterns of development or social and economic or architectural interrelationships even though some structures in the area might not possess significant merit when considered alone. In any case, the location of the district shall be based upon careful studies that describe the characteristics of the area and support the purposes of conservation and preservation.

B. The boundaries of an historic district shall conform to the boundaries of individual lots of record. Where a street is proposed as an historic district boundary, the edge right-of-way adjoining the district shall be deemed the district boundary.

C. Historic districts are created as special overlay districts to be superimposed on other zoning districts contained in these regulations, and are to be so designated on the Official Zoning Map. The uses, housing types, minimum lot requirements, minimum yard requirements, maximum height and accessory uses and accessory signs shall be determined by the regulations applicable to the other districts over which the historic districts superimposed, except as these other districts may be modified by application of the regulations in the historic district.

D. A map delineating the adopted boundaries of each historic district shall be maintained in the office of the Zoning Administrator.

175-88 CERTIFICATE OF APPROPRIATENESS REQUIRED (Historic District)

A. No building or structure within the Chester Street and downtown business areas of the Historic Front Royal District shall be erected, reconstructed, altered or restored unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this Article.

B. No building or structure within the downtown residential area of the Historic Front Royal District or property designated as a local historic landmark shall be erected, reconstructed or undergo substantial exterior alteration unless and until an application for a certificate of appropriateness shall have been approved under the provisions of this ordinance.

C. No building existing in any designated historic district shall be demolished or removed, in whole or in part, unless and until an application or a certificate of appropriateness shall have been approved by the Board of Architectural Review.

D. No application for a certificate of appropriateness to demolish a building in any historic district shall be considered by the BAR until a public hearing has been held thereon, pursuant to the notice of public hearing as required in Code of Virginia § 15.2-2204, as amended.

(Ord. of 9-25-00)

175-89 BOARD REVIEW OF MAJOR ACTIONS (Historic District)

A. The following major actions and any other actions not specifically exempted by the terms of this ordinance or which, in the opinion of the Administrator, may constitute a major permanent and detrimental change to the character of an historic district shall be approved only after a public meeting and favorable action by a majority vote of the Board of Architectural Review:

1. The razing, demolishing or moving of a designated landmark or contributing structure.
2. Construction of any new main building, or an accessory building which exceeds five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site.
3. Any addition to or substantial alteration of a designated landmark or structure on a contributing property, which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline.
4. Any significant change or alteration of the exterior architectural style of a designated landmark or contributing property.
5. Any addition to a non-contributing structure, which alters substantially the size height, contour or outline by increasing the square footage and/or volume of the structure by one hundred percent (100%) or more of the original structure.
6. Any fence or sign that is not in conformance with the design guidelines adopted in accordance with this Article.
7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the Historic District.

B. The Board of Architectural Review shall be guided in its review by the guidelines and criteria established in Section 175-91. The BAR shall have authority to request modifications in order to comply with the guidelines and criteria.

C. The Board of Architectural Review shall not disapprove an application except with respect to the criteria and guidelines set forth in Section 175-91. The BAR shall give reasons for its decisions, shall act promptly on applications before it and shall coordinate its procedures with those of other agencies and individuals charged with the administration of this Article. The BAR shall be strict in its judgment of plans for those structures designated as landmarks and contributing properties but shall be lenient in its judgment of plans for non-contributing properties. For plans involving new construction the Board's concern shall focus on whether such plans are compatible with and enhance the historic or architectural value of surrounding structures or the surrounding area.

D. In all final decisions rendered pursuant to this Article, the BAR shall briefly state its findings in writing, and in the case of disapproval, it may make recommendations to the applicant with respect to the design, texture, material, color, line, mass, dimension or lighting of the alteration or the improvement involved. The requirements of this section shall be deemed to have been satisfied if such findings and recommendations, if any, are set forth in the regularly maintained minutes of the BAR.

175-89.1 ACTIONS REQUIRING ADMINISTRATIVE REVIEW (Historic District)

A. The following actions will require administrative review by the Zoning Administrator:

1. The razing, demolishing, or moving of a non-contributing structure or a structure which is substantially damaged to the point of being completely uninhabitable.

2. Construction of a new accessory structure less than five hundred (500) square feet in size within a designated historic district or on a site adjacent to a designated landmark site that is generally in keeping with the character of the historic district and its surroundings.

3. Substantial alteration of a non-contributing structure.

4. Any addition to a non-contributing structure, which increases the size (square footage and/or volume) of the structure by less than one hundred percent (100%) of the original structure.

5. Landscaping, fences and signs in conformance with the design guidelines adopted in accordance with this Article.

B. The Zoning Administrator shall be guided in his decisions by the standards and guidelines adopted by the Board of Architectural Review and shall have authority to request modifications of specific proposal in order that the proposal may comply with said standards and guidelines. In any case where the Administrator is uncertain of his authority to act on a particular application under this section or in any case where the Administrator and the applicant cannot agree on changes in the proposal, the application shall be referred to the Board of Architectural Review for action by said Board. In case of disapproval by the Administrator, the applicant may appeal the Administrator's decision within thirty (30) days thereof to the Board of Architectural Review. The Administrator shall keep a record of his decisions under this section and shall report such decisions to the Board of Architectural Review at its next regular meeting.

175-90 EXEMPTIONS FROM REVIEW (Historic District)

Certain minor actions which are deemed not to permanently affect the character of the historic district are exempted from review for architectural compatibility. Such actions shall include:

1. Repainting resulting in the same or a similar color. (Original painting of masonry surfaces is not exempted from review.)

2. Repair or construction in kind, resulting in no significant changes in appearance or form.

3. Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies or similar appurtenances and window air conditioners.

4. Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public place.

5. Installation of plant materials but not including landscape treatment which substantially alters the contour of a contributing property or involves landscaping or construction of fences, pools and the like that affect the appearance of a contributing property.

6. Permitted outside storage in a residential or commercial district that does not require structural changes.

7. Improvements, alterations and renovations that can be accomplished without obtaining a building permit, except fences, signs, and window replacement.

8. Any changes to a structure that are not visible from a public street, alley or public place.

9. Temporary window signs.

(Ord. of 6-22-15)

175-90.1 AUTHORITY TO STOP WORK (Historic District)

The Zoning Administrator shall have authority to order that work be stopped and that an appropriate application be filed or reviewed in any case where, in his opinion, the action may produce arresting and spectacular effects, violent contrasts or materials or colors and intense and lurid colors or patterns or a multiplicity of incongruous details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district or when it appears that the work does not conform to the list of administrative review or exempted actions stated herein and, in fact, is more extensive than originally represented.

175-91 GUIDELINES AND CRITERIA FOR REVIEW (Historic District)

A. All reviewing bodies shall be guided by the following guidelines and criteria:

1. The historic archaeological or architectural value and significance of a structure and its relationship to the historic value of the surrounding area.
2. The age and character of the historic structure, its condition, and its probable life expectancy and the appropriateness of the proposed changes to the period or periods during which the structure was built.
3. The general compatibility of the site plan and the exterior design arrangement, texture and materials proposed to be used.
4. The view of the structure or area from a public street or road, present or future.
5. The present character of the setting of the structure or area and its surroundings.
6. The probable effect of proposed construction on trees, wooded areas or historic sites.
7. Any other factors, including aesthetic factors, which the reviewing bodies deem to be pertinent.
8. The appropriateness of the exterior architectural features of such building or structure to the compatibility with the exterior architectural features of landmarks, buildings or structures in the district, taking into consideration the following:
    a. General design.
    b. Character and appropriateness of design.
    c. Form.
    d. Proportion and scale.
    e. Mass.
    f. Configuration.
    g. Arrangement.
    h. Texture.
    i. Material.
    j. The permanent color of exterior materials (excluding paint).
    k. The relationship of such elements to similar features of structures in the immediate surroundings.
    l. Congruity with the character of the Historic District.

B. The reviewing bodies shall not adopt or impose any specific architectural style in the administration of this Article.

C. The reviewing bodies shall also be guided by the purposes for which landmarks, landmark sites and historic districts are designated and by the particular standards and considerations contained in the Secretary of the Interior's Standards for Rehabilitation.

75-92 ISSUANCE OF CERTIFICATE OF APPROPRIATENESS (Historic District)

A. Within fifteen (15) days of approval for construction or alteration pursuant to Section 175-88, a certificate of appropriateness signed by the Zoning Administrator and bearing the date of issuance but subject to the provisions of Section 175-92.B, shall be made available to the applicant.

B. Any certificate of appropriateness issued pursuant to Section 175-88 shall expire of its own limitations twelve (12) months from the date of issuance if the work authorized by said certificate has not commenced and, further, if any such work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article shall be excluded from the computation of the twelve-month period.

175-93 BUILDING DEMOLITION AND RELOCATION (Historic District)

A. No historic landmark, building or structure within any historic district shall be razed, demolished or moved until the razing, demolition or movement thereof is approved by the Board of Architectural Review or approved on appeal as provided herein.

B. Notwithstanding the provisions of Subsection A, the owner of a historic landmark, building or structure shall, as a matter of right, be entitled to raze or demolish such a building or structure, provided that:

1. He has applied to the Town Council for such right;

2. The owner has, for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such building or structure and the land pertaining thereto to any person, firm, corporation, government or agency thereof or political subdivision or agency thereof which gives reasonable assurance that it is willing to preserve and restore the building or structure and the land pertaining thereto. In order to demonstrate the making of a bona fide offer to sell, the owner shall file a notice with the Zoning Administrator identifying the property and stating the offering price and the name of the real estate agent, if any. No time period set forth herein shall begin to run until said notice has been filed. Within five (5) days of receipt, copies of the notice shall be delivered by the Zoning Administrator to the members of the Town Council, the members of the Planning Commission and the Town Manager; and

3. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such building or structure and the land pertaining thereto prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal from the decision of the BAR, whether instituted by the owner or by any other proper party, notwithstanding the provisions herein pertaining to a stay on appeal, shall not affect the right of the owner to make the bona fide offer to sell. No offer to sell shall be made more than one (1) year after the final decision of the BAR, but thereafter the owner may renew his request to the BAR to approve the razing or demolition of the historic landmark, building or structure. The time schedule for offers to sell shall be as follows:

OFFERING PRICE	MINIMUM OFFER-TO-SELL Period (Months)

Less than $25,000.00	3
$25,000.00 to $39,999.99	4
$40,000.00 to $54,999.99	5
$55,000.00 to $74,999.99	6
$75,000.00 to $89,999.99	7
$90,000.00 or more	12

4. For the purpose of this Article, a bona fide offer to sell shall be defined as a selling price not greater than ten percent (10%) more than the fair market value appraisal of a certified land appraiser employing appropriate, recognized appraisal criteria for the area in question. The Town shall retain the right to contest the bona fide nature of the offer as follows: the reasonable relationship of the offering price to the fair market value of the historic landmark, building or structure, by filing injunctive proceedings in the Warren County Circuit Court, whenever the Town obtains an appraisal of the property in question by a certified land appraiser at a value at least ten percent (10%) below the offering price asked by the owner, regardless of any conflicting appraisal obtained by the property owner.

175-94 APPEALS (Historic District)

A. Any applicant aggrieved by a final decision of the Board of Architectural Review may appeal said decision to the Front Royal Town Council, provided that such appeal is filed, in writing, with the Town Clerk within ten (10) days after the final decision is rendered by the BAR. The Town Council will hear the matter at its next regularly scheduled meeting and will render its decision on the appeal at the following regularly scheduled meeting. The Council, in its discretion, may consider additional evidence and submissions during the period between meetings and at the second regularly scheduled meeting prior to rendering its decision.

B. Any applicant aggrieved by a final decision of the Board of Architectural Review following the decision rendered on appeal to the Front Royal Town Council, may appeal said decision to the Circuit Court of Warren County, Virginia, by filing a petition at law setting forth the alleged illegality of the BAR's action, provided that such petition is filed with the Circuit Court within thirty (30) days after the appealed decision of the Front Royal Town Council. The filing of said petition with the Circuit Court shall stay the decision of the BAR pending the outcome of the appeal, except that the filing of such petition shall not stay the decision of the BAR if such decision denies the right to raze or demolish an historic landmark, building or structure. The Circuit Court may reverse or modify the decision of the BAR, in whole or in part, if the Court finds, upon review, that the decision is arbitrary and constitutes an abuse of discretion. The Circuit Court may also affirm the decision of the BAR.

175-95 MAINTENANCE, PUBLIC SAFETY AND PERMITTED USES (Historic District)

A. Nothing in this Article shall allow the BAR to prevent the routine maintenance or repair of any exterior elements of any building or structure so long as there is no change in form or materials; nor shall anything in this Article be construed to prevent the construction, reconstruction, alteration or demolition of any exterior elements that the authorized municipal officers shall certify as required by public safety.

B. Nothing in this Article shall be construed to prevent any use of any land, building or structure permitted by the regulations prescribed in this Chapter for the district in which such land, building or structure is otherwise located. Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a

neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-96 YARD VARIANCES (Historic District)

Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by granting variances to normal yard requirements, where appropriate and where it is deemed that such a variance will not adversely affect neighboring properties. The BAR may recommend to the Board of Zoning Appeals that such variance to standard yard requirements be made.

175-97 (RESERVED)

(Ord. of 3-23-15)

175-98 EXEMPTION FOR PUBLIC WORKS (Historic District)

The Front Royal Town Council may exempt public structures, works, utilities and buildings from compliance with this Article where public safety is endangered or an emergency situation arises. Retroactive approval for emergency work undertaken shall be sought within thirty (30) days following completion of the work. All work shall strive to maintain architectural compatibility within the historic district for its public works and structures.

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

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.

**Duplexes, two-family dwellings, and townhouses are not permitted to be constructed within the residential areas of the Historic District. Single-family dwellings are not permitted to be converted into a two-family dwelling or duplex.*

COMMERCIAL:

Hospitals and other semipublic facilities of an institutional nature.

Pharmaceutical centers as set forth in Section 175-108.

Professional offices as set forth in Section 175-108.

Nursing homes, as set forth in Section 175-107.

INDUSTRIAL:

ORGANIZATIONS:

Churches.

Schools.

MISCELLANEOUS:

Accessory uses, structures and buildings.

Home occupations.

Open space and conservation areas.

Public facilities.

Public parks and playgrounds.

Public utilities.

Signs, as set forth in Section 175-106.

Special childcare services.

Such other uses as determined similar to one (1) or more enumerated uses by the Zoning Administrator.

(Ord. of 7-25-05; Ord. of 6-22-15)

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 04

Agenda Item: Proposed Resolution to Cancel October 14th Regular Work Session

Summary: The Virginia Municipal League (VML) Conference will be held October 12 – 14, 2025. Several members of Town Council will be attending therefore leaving the possibility of not having a quorum at the Tuesday, October 14th regular work session [Monday, October 13th is Columbus Day Holiday]. Council is requested to consider cancelling the regular work session for October 14th through a resolution to be approved at the September 22nd regular meeting.

Budget/Funding: N/A

Staff Recommendation: Approve the resolution at the September 22nd regular meeting

RESOLUTION
TO CANCEL REGULAR WORK SESSION
FOR OCTOBER 14, 2025

WHEREAS, a Regular Work Session is scheduled for Tuesday, October 14, 2025, due to the Columbus Day Holiday recognized on October 13, 2025; and,

WHEREAS, October 12 – 14, 2025 is the Annual Virginia Municipal League Conference constituting an unforeseen probable issue of low attendance at the October 14th Regular Work Session; and,

WHEREAS, to avoid the possibility of not having a quorum it is in the best interest of the community to cancel the regular work session of October 14th; and,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the Town Council of the Town of Front Royal approve the cancellation of the regularly scheduled work session of October 14, 2025.

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2025 upon the following recorded vote:

R. Wayne Sealock	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Melissa DeDomenico-Payne	__Yes __No
Amber F. Veitenthal	__Yes __No	Glenn A. Wood	__Yes __No

****

Approved as to Form and Legality:

_____
George M. Sonnett, Jr., Town Attorney Dated: _____

DRAFT

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: September 2, 2025 Item# 05

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 §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Local Board of Building Code Appeals (LBBCA) and Board of Architectural Review (BAR)

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, a) Town owned property located at Tax Map # 20A128 15 (4.382 acres) on Winchester Pike, and b) Town owned property known as the Peyton Street Parking Lot located at Tax Map #20A8-4----46 (0.8273 acres) on Chester Street.

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*** _____

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