

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

The Planning Commission meeting of the Town of Front Royal, Virginia was held on February 17, 2021 at 7 PM.

ROLL CALL – Determination of Quorum

Present: Douglas Jones, Chairman
Connie Marshner, Commissioner
William Gordon, Commissioner
Darryl Merchant, Commissioner

Staff: Timothy L. Wilson, Director of Planning and Community Development
Alfredo Gutierrez Velasquez, GIS Coordinator / Planner I
Connie L. Potter, Executive Assistant

CALL TO ORDER

Chairman Jones called the meeting of the Planning Commission to order at 7 PM.

ELECTION OF OFFICERS

Commissioner Merchant moved, seconded by Commissioner Marshner to nominate Doug Jones as Chairman of the Front Royal Planning Commission.

VOTE: Yes – Jones, Gordon, Marshner, Merchant

Commissioner Gordon moved, seconded by Commissioner Merchant to nominate Connie Marshner as Vice Chairman.

VOTE: Yes – Merchant, Marshner, Jones, Gordon

APPROVAL OF MINUTES

- November 4, 2020 Work Session Minutes

Chairman Jones noted that there was one word to add to page four and this was mentioned to Ms. Potter.

Commissioner Marshner moved, seconded by Commissioner Merchant for the acceptance of the minutes of November 4th as amended.

VOTE: Yes – Jones, Gordon, Marshner, Merchant

- **January 20, 2021 Regular Meeting Minutes**

Commissioners held a brief discussion regarding minutes being taken at work sessions. Mr. Wilson explained that any time the Planning Commission meets for a meeting a record of that meeting is required.

Commissioner Merchant moved, seconded by Commissioner Gordon to approve the meeting minutes of their regular meeting held on January 20, 2021 as submitted.

VOTE: Yes – Marshner, Gordon, Jones, Merchant

CITIZEN COMMENTS

There were no speakers.

PUBLIC HEARINGS

None.

OTHER APPLICATIONS

- Major Site Plan Application FRSITE 2339-2020, Automobile Service Station, “Wi-Not-Stop”, submitted by E.E. Wine, Inc.

Mr. Wilson stated this was a site plan that was previously submitted to the Planning Commission and there were a number of corrections and some engineering revisions. The application was previously reviewed by the Planning Commission. Mr. Velasquez has done an excellent job working with the applicant and agents of the applicant to make sure that the site plan that is before the Planning Commission is correct, taking into account concerns expressed by the Planning Commission. There are two (2) minor issues with the stormwater management still to be addressed. If there are any changes to be made, they are all subsurface and nothing will change the site plan layout and

development of the site plan that is before the Planning Commission. Staff recommends approval of the site plan. Mr. Wilson said that as Zoning Administrator a zoning permit will not be issued under the site plan approval until the last two minor items of stormwater are corrected and confirmed by the Town Engineer.

Chairman Jones noted that this is the most significant property on the south end of Town and it should be attractive to represent the vision of what Front Royal represents. He said the plan that was submitted looks attractive and should move forward. Chairman Jones expressed that it will be an asset to the Town.

Commissioner Marshner moved, seconded by Chairman Jones to approve FRSITE 2339-2020 the revised site plan for the change of use and redevelopment from a vacant structure to an automobile service station at 708 and 712 S. Royal Avenue.

VOTE: Yes – Gordon, Jones, Marshner, Merchant

OLD BUSINESS

None.

NEW BUSINESS

None.

Commission member reports

Commissioner Merchant thanked Town Council for increasing their salary that went from \$75 a meeting to \$100 per month. However, Commission members will no longer get that amount per meeting. He noted they were already having trouble getting a new member for the Planning Commission. Commissioner Merchant said he liked meeting with citizens/applicants in a work session format which allows them to make presentations in an information setting where they can work out a lot of details on projects and plans. He believes that to be a great way to work with citizens and developers.

Mr. Wilson mentioned that it is on the next Town Council agenda for February 22nd, and they may be announcing a new appointment to the Planning Commission as well as a new appointment to fill a vacancy on the Board of Architectural Review.

ADJOURNMENT

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

VOTE: Yes – Jones, Marshner, Gordon, Merchant

The meeting adjourned at 7:24 PM.

Connie L. Potter

Connie L. Potter
Executive Assistant