

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 April 19, 2023 at 7:00 PM.

CALL TO ORDER

Chairman Merchant called the meeting of the Planning Commission to order at 7:00 pm.

ROLL CALL

Present: Darryl Merchant, Chairman
 Daniel Wells, Vice Chairman
 Glenn Wood, Commissioner
 Michael Williams, Commissioner

Absent: Connie Marshner, Commissioner

Staff : Lauren Kopishke, Planning Director/Zoning Administrator
Present: George Sonnett, Assistant Town Attorney
 John Ware, Deputy Zoning Administrator
 Connie L. Potter, Executive Assistant, Clerk of the Planning Commission

ADDITION/DELETION OF ITEMS FROM THE AGENDA

There were no additions or deletions to the agenda.

MINUTES

- March 15, 2023 – Regular Meeting

Commissioner Williams moved, seconded by Vice Chairman Wells to approve the meeting minutes as written.

VOTE: Yes – Wells, Williams, Wood, Merchant
 No – N/A
 Abstain – N/A
 Absent – Marshner

ROLL CALL

- April 5, 2023 – Special Meeting

Commissioner Wood moved, seconded by Vice Chairman Wells to approve the meeting minutes as written.

VOTE: Yes – Williams, Wells, Wood
 No – N/A
 Abstain – Merchant
 Absent – Marshner

ROLL CALL

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

- **2200402 – Vesta Property Management** – A request for a Special Use Permit to allow a short-term rental located at 211 S. Royal Avenue and identified on tax map 20A7-4-105. The property is zoned C-1, Community Business District and is located in the Historic Overlay District.
- **2300184 – Peter Lemmon and Scott Lloyd** – A Special Exception application requesting and exception from the parking requirements of 175-151 pursuant to 148-870.18 & 148-211. A.1. for the property located at 15 Chester Street and identified by Tax Map 20A8-5-3. The property is zoned C-2, Downtown Business District and is located in the Historic Overlay District.
- **2300213 – Cook Realty** – A request for a Special Use Permit to allow a short-term rental located at 1125 John Marshall Highway and identified on tax map 20A103-8A. The property is zoned R-1, Residential District.
- **2300214 – Cook Realty** - A request for a Special Use Permit to allow a short-term rental located at 1121 John Marshall Highway and identified on tax map 20A103-8. The property is zoned R-1, Residential District.
- **2300215 – Cook Realty** - A request for a Special Use Permit to allow a short-term rental located at 1135 John Marshall Highway and identified on tax map 20A103-9. The property is zoned R-1, Residential District.
- **2300232 – Cook Realty** – A request for a Special Use Permit to allow a 12-14 room nursing Home in the C-1, Community Business District located at 416 S. Royal Avenue. The property is located in the Entrance Corridor.

Commissioner Williams moved, seconded by Commissioner Wood to approve the consent agenda.

VOTE: Yes – Merchant, Wells, Wood, Williams
No – N/A
Abstain – N/A
Absent – Marshner

ROLL CALL

These items will be advertised for a Planning Commission public hearing on May 17, 2023 and will be discussed at the May 3, 2023 work session.

PUBLIC HEARINGS

Chairman Merchant explained the process for speaking at the public hearing. He asked speakers to try and keep their comments to 3 minutes.

- **Comprehensive Plan** - Certification and recommendation of the new Comprehensive Plan document which shall update and supersede the Front Royal Comprehensive Plan, adopted March 23, 1998. Chapter 22, Article 3: §15.2-2223 through §15.2-2232 of the Code of Virginia outlines the legal authority and requirement that all localities prepare, recommend, and adopt a Comprehensive Plan.

Ms. Kopishke provided an update on the Comprehensive Plan noting that the updates have been submitted to Summit to incorporate into the final document. They will be updating the Future Land Use categories, updating maps, adding in cost estimates, and editing the transportation improvement table which will be added to the transportation chapter. The above-mentioned updates were included in the Planning Commission meeting packets.

Chairman Merchant opened the public hearing.

There were no speakers present. Chairman Merchant closed the public hearing.

Commissioner Williams thanked everyone who has worked on the Comprehensive Plan rewrite.

Commissioner Williams moved, seconded by Commissioner Wood to forward a recommendation of approval to Town Council and certify the Comprehensive Plan document dated November 30, 2022 in accordance with Chapter 22, Article 3: §15.2-2223 through §15.2-2232 of the Code of Virginia with all the amendments listed in the documents entitled Spreadsheet Comp Plan Map Amendments, Future Land Use, Categories, amendments and also with the understanding this will remain a living document.

Chairman Merchant expressed concern that they did not have a copy of the final document and therefore he was not prepared to send the document to Town Council.

Vice Chairman Wells moved, seconded by Commissioner Wood to postpone consideration of the pending motion until our next regularly scheduled meeting on May 17, 2023.

VOTE: Yes – Merchant, Williams, Wells, Wood
 No – N/A
 Abstain – N/A
 Absent – Marshner

ROLL CALL

- **#2300161** – An amendment to Chapter 175-137 Fees, Charges and Expenses of the Town of Front Royal Zoning Ordinance to add the application fee of \$400.00 for processing a Local Board of Building Code Appeals Application.

Ms. Kopishke explained the ordinance amendment.

Chairman Merchant opened the public hearing.

There were no speakers present. Chairman Merchant closed the public hearing.

Commissioner Wood moved, seconded by Vice Chairman Wells that the Planning Commission forward a recommendation of approval to Town Council to amend Chapter 175-137 Fees, Charges and Expenses of the Town of Front Royal Zoning Ordinance to add the application fee of \$400.00 for processing a Local Board of Building Code Appeals Application.

VOTE: Yes – Williams, Wood, Merchant, Wells
 No – N/A
 Abstain – N/A
 Absent – Marshner

ROLL CALL

OLD BUSINESS

There were no items for old business.

NEW BUSINESS

There were no items for new business.

COMMISSION MEMBER REPORTS

There were no additional comments.

PLANNING DIRECTOR REPORT

Ms. Kopishke reviewed the March monthly report.

Once the Comprehensive Plan is approved and adopted staff will diligently begin working on the Zoning Ordinance and Subdivision Ordinance amendments.

ADJOURNMENT

Commissioner Williams moved, seconded by Commissioner Wood to adjourn the meeting.

VOTE: Yes – Merchant, Wells, Wood, Williams

No – N/A

Abstain – N/A

Absent – Marshner

VOICE VOTE

Meeting adjourned at 7:18 p.m.

Approved by Planning Commission

Date: 5/17/2023