

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](http://www.frontroyalva.com).

The Planning Commission meeting of the Town of Front Royal, Virginia was held on July 21, 2021, at 7 PM.

**ROLL CALL – Determination of Quorum**

**Present:** Douglas Jones, Chairman  
Connie Marshner, Vice Chairman  
William Gordon, Commissioner  
Darryl Merchant, Commissioner  
Joshua Ingram, Commissioner

**Staff:** Christopher G. Brock, Interim Director  
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.

**APPROVAL OF MINUTES**

- June 16, 2021, Planning Commission regular meeting minutes.

*Commissioner Merchant moved, seconded by Commission Gordon to approve the meeting minutes as presented.*

**VOTE: Yes – Marshner, Jones, Ingram, Gordon, Merchant**

No – N/A

Abstain – N/A

Absent – N/A

**CITIZEN COMMENTS**

There were no speakers.

**PUBLIC HEARINGS**

- **Special Use Permit Application FRSPU 2655-2021**, submitted by Philip Vaught, requesting a special permit to operate a five (5) bedroom bed and breakfast at 124 Luray Avenue located in the Residential District R-3.

The application for review proposes to use a single-family dwelling residence located at 124 Luray Avenue in the R-3 Residential District as a five (5) bedroom bed and breakfast. The property is located on the southeast side of Luray Avenue between W. Jackson Street to the northeast and Kilby Drive to the southwest. The property has double frontage on Luray Avenue and Kilby Drive. Mr. Brock reviewed the R-3 District as described in Town Code section 175-19. The R-3 zoning district permits medium-to-high density residential uses (two-family dwellings, duplexes, townhouses, apartments). Bed and Breakfasts are permitted by a special use permit in accordance with Town Code Chapter 175-107.2.

The number of guestrooms permitted on this property is three (3) because the lot size is 0.51 acres. Six off-street spaces are shown on the site plan in accordance with the design standards in Town Code Chapter 148-8. The applicant stated in the letter of intent that he intends to reside on premise.

Chairman Jones opened the public hearing.

The applicant Philip Vaught thanked the Planning Commission for considering the application.

Commission members and Mr. Vaught discussed the proposed parking spaces and parking requirements.

There were no additional speakers. Chairman Jones closed the public hearing.

Commissioners talked briefly about the differences between a bed and breakfast vs. an "Air B&B". It was noted that according to Town Code a bed and breakfast on property that is 0.51 acres would only permit three (3) bedrooms. Mr. Brock confirmed the applicant was made aware of the Town Code requirements.

A brief discussion was held regarding the approval process for the application and whether or not Town Council could approve more than three (3) bedrooms. Town Council would not be able to approve something less restrictive than what the Code states.

Commission members agreed they were in favor of approving a three (3) bedroom bed and breakfast.

*Commissioner Gordon moved, seconded by Commissioner Merchant that the Planning Commission forward a recommendation of approval to Town Council to conditionally permit the use of a three (3) bedroom bed and breakfast at 124 Luray Avenue, as identified in the application FRSPU2655-2021.*

**VOTE: Yes – Gordon, Marshner, Ingram, Merchant, Jones**

No – N/A

Abstain – N/A

Absent – N/A

### **CONSENT AGENDA**

There were no items for consent.

### **OLD BUSINESS**

- **Zoning Ordinance Text Amendment #FRZORDAM 2519-2021**, initiated by resolution of the Front Royal Town Council. The purposes of the proposed amendments are to change the use regulations of the C-2 Downtown Business District pertaining to the administrative permitting of residential units and the special use permitting of apartments by Town Council.

Commissioner Merchant thanked staff for preparing the proposed documents for amendment and noted the following items:

- Believes the document addresses most, if not all the requests from Town Council.
- The Planning Commissions duty is to determine if the use is appropriate in the zoning district and make their recommendation to Town Council.
- He expressed there are parking concerns for apartments on Main Street and questioned if the Planning Commission can require in a Special Use Permit application parking that is in addition or greater than what the ordinance calls for and noted that he would like to discuss this at a work session.

Commission members agreed to hold a work session with the new Planning Director on August 11, 2021, and further discuss the proposed zoning text amendment.

*Commissioner Gordon moved, seconded by Commissioner Ingram that the Planning Commission move zoning ordinance text amendment FRZORDAM 2519-2021 to public hearing on August 18, 2021.*

**VOTE: Yes – Ingram, Jones, Gordon, Merchant, Marshner**

No – N/A

Abstain – N/A

Absent – N/A

**NEW BUSINESS**

There were no items for new business.

**COMMISSION MEMBER REPORTS**

There were no additional comments.

**ADJOURNMENT**

*Commissioner Merchant moved to adjourn the meeting.*

**VOTE: Yes – Jones, Marshner, Merchant, Ingram, Gordon**

The meeting adjourned at 7:40 pm.

*Connie L. Potter*

Connie L. Potter  
**Executive Assistant**