

# Town of Strasburg

**SPECIAL MESSAGE TO THE PUBLIC**  
IN-PERSON ATTENDANCE IS PERMITTED FOR MEETINGS.  
PLEASE UTILIZE OUR LIVESTREAM BY ACCESSING THE LINK  
BELOW:

<https://www.strasburgva.com/bc/page/meetings>

To make public comment please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Tuesday, May 23, 2023

**Planning Commission**  
Tuesday, June 27, 2023  
7:00 PM

**Planning Commission Members:**

Vince Poling, Chairperson  
Hank Dean, Vice Chairperson  
Bill Foster  
Steve Nicholson  
John Rhodes  
Symantha Zeimet  
Emily Reynolds, Council Representative

**Staff Contacts:**

Brian Otis, Planning & Zoning Administrator



## Agenda

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### Call to Order: *Chairperson Poling*

### Approval of Agenda

#### Public Hearings (if needed):

- To receive public comment on a Special Use Permit application (SUP2023-0007) requested by FIDUM COMPANY, owner, for property identified as Tax Map 025A201B059 006 located at 395 Stonewall Street fifty feet north of the intersection of Stonewall Street and Thompson Street and containing 0.138 acres. The request is to permit short-term rental use within the existing detached single-family dwelling.
- To receive public comment on a Special Use Permit application (SUP2023-0006) requested by TRI-J DRD LLC, owner, for property identified as Tax Map Numbers (025A201B052 010; 025A201B052 012; 025A201B052 014; 025A201B052 016; 025A201B052 018; 025A201B052 020; 025A201B052 022; 025A201B052 024; 025A201B052 026; 025A201B052 028; 025A201B052 030; 025A201B052 032; 025A201B055 011; 025A201B055 013; 025A201B055 015; 025A201B055 017; 025A201B055 019; 025A201B055 021; 025A201B055 023; 025A201B055 026) located along the unimproved portion of Mineral Street from John Marshall Highway to Pendleton Lane, approximately 430 feet west of North Massanutten Street on John Marshall Highway. The property is within the Medium Density Residential District and contains 3.68 acres. The request is to increase the density from 8 dwelling units per acre to 16 dwelling units per acre and increase the number of units per building from 4 units per building to 8 units per building for a townhouse development.

#### Citizen Comments on non-agenda items:

#### Action Items:

##### 1.) Approval of Minutes

*Description: Approval of Minutes of the May 23, 2023 Planning Commission Meeting*

*Staff Contact: Amy Keller, Clerk of Council*

*Support Materials: Minutes of the May 23, 2023 Planning Commission Meeting*

##### 2.) Special Use Permit application (SUP2023-0007) requested by FIDUM COMPANY – Short-Term Rental

*Description: Special Use Permit application (SUP2023-0007) requested by FIDUM COMPANY, owner, for property identified as Tax Map 025A201B059 006 located at 395 Stonewall Street fifty feet north of the intersection of Stonewall Street and Thompson Street and containing 0.138 acres. The request is to permit short-term rental use within the existing detached single-family dwelling.*

*Staff Contact: Brian Otis, Planning & Zoning Administrator*

*Support Materials: Staff Report*

##### 3.) Special Use Permit application (SUP2023-0006) requested by TRI-J DRD LLC, owner, for property located along the unimproved portion of Mineral Street, from John Marshall Highway to Pendleton Lane.

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Amy Keller, Clerk of Council, at 1-(540)-465-9197, or [akeller@strasburgva.com](mailto:akeller@strasburgva.com). Three (3) days of notice is required.

*Description: Special Use Permit application (SUP2023-0006) requested by TRI-J DRD LLC, owner, for property identified as Tax Map Numbers (025A201B052 010; 025A201B052 012; 025A201B052 014; 025A201B052 016; 025A201B052 018; 025A201B052 020; 025A201B052 022; 025A201B052 024; 025A201B052 026; 025A201B052 028; 025A201B052 030; 025A201B052 032; 025A201B055 011; 025A201B055 013; 025A201B055 015; 025A201B055 017; 025A201B055 019; 025A201B055 021; 025A201B055 023; 025A201B055 026) located along the unimproved portion of Mineral Street from John Marshall Highway to Pendleton Lane, approximately 430 feet west of North Massanutten Street on John Marshall Highway. The property is within the Medium Density Residential District and contains 3.68 acres. The request is to increase the density from 8 dwelling units per acre to 16 dwelling units per acre and increase the number of units per building from 4 units per building to 8 units per building for a townhouse development.*

*Staff Contact: Brian Otis, Planning & Zoning Administrator*

*Support Materials: Staff Report*

**Staff Updates:**

**Old Business:**

**New Business:**

**Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Amy Keller, Clerk of Council, at 1-(540)-465-9197, or [akeller@strasburgva.com](mailto:akeller@strasburgva.com). Three (3) days of notice is required.



**Special Use Permit SUP2023-0007  
FIDUM COMPANY- Short-term Rental**

**STAFF REPORT**

PC Meeting Date: June 27, 2023  
Agenda Title: Special Use Permit #SUP2023-0007, FIDUM COMPANY- Short-Term Rental  
Requested Action: Recommend Approval of Special Use Permit #SUP2023-0007, FIDUM COMPANY - Short-Term Rental with any proposed conditions.

**Summary**

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In conformance with the Short-Term Rental Ordinance approved by Town Council on September 28, 2021, any request for a Short-Term Rental proposed within the Medium Density Residential (MDR) District shall apply for a Special Use Permit. On May 8, 2023 the town received a special use permit application for Short-term Rental use consisting of the entire dwelling. The applicant FIDUM COMPANY, is a short-term national company. The representative office for this property owner is located in Luray, Virginia, with a 45-minute travel time (Google Maps).

**Background**

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- A: Site Location: 395 Stonewall Street (tax map# 025A201B059 004), at 0.138 acres. The property is situated approximately 50 feet north of the intersection of Stonewall Street and Thompson Street.
  
- B: Surrounding Land Uses: This site is within an area of single-family homes in a Medium Density Residential (MDR) District.
  
- C: History of Uses and Current Use: The Structure was originally constructed in 2006 as a Single-Family Dwelling.





**Special Use Permit SUP2023-0007  
FIDUM COMPANY– Short-term Rental**

**Staff Recommendation**

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Staff recommends approval of Special Use Permit #SUP2023-0007, FIDUM COMPANY Residence – Short-Term Rental, for the following reasons.

- The Short-Term Rental of the entire dwelling is not more intensive than a standard Single-Family Dwelling Use.
- Owner will maintain the Short-term Rental Ordinance performance standards, specifically obtaining a Local Property Representative.
- The residence maintains the mid-nineteenth century design which promotes the historical character of the town and creates a tourist destination. Both of which are major components of the Comprehensive Plan.

**Zoning Ordinance Analysis**

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Uses: Existing uses are legal and conforming without violations. Proposed use requires approval of both a Special Use Permit and an Occupancy Permit.

Local Property Representative: Owner will need to provide a Local Property Representative for this Short-term Rental to comply with the Section 6.2.2.A.b of the ordinance.

- Section 6.2.2 A.b Short-term Rental Performance Standards *“If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.”*



## Special Use Permit SUP2023-0007 FIDUM COMPANY– Short-term Rental

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

### Community Input

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- Notice to the Special Use Permit was sent via registered mail to the abutting properties on June 5, 2023
- Signs were posted at the location starting on June 5, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated June 13, 2023, and June 20, 2023
- Citizen comments to staff via phone/email.

### Timing

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The Planning Commission has until September 25, 2023, which is 90 days from the first public hearing date, to act on the rezoning proposal. A recommendation to approve, approve with condition, or deny the request would meet the 90-day requirement.

### Current Action

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Actions the Planning Commission can make are.

- Recommendation to the Town Council for approval
- Recommendation to the Town Council for approval with conditions
- Recommendation to the Town Council for denial
- Request deferral for further conversation by the Planning Commission

of the Special Use Permit to permit the Short-term Rental use at 395 Stonewall Street.

### Further Actions

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If the Planning Commission recommends approval of the Special Use Permit the following actions moving forward must be completed for the Short-term Rental to be a legal use.

- Obtain approval by the Town Council
- Obtain a letter from the Shenandoah County Building Official identifying an approved life safety inspection
- Obtain a Zoning Occupancy Approval for the Short-term Rental use
- Annual renewal of the Occupancy Approval is required

### Attachments

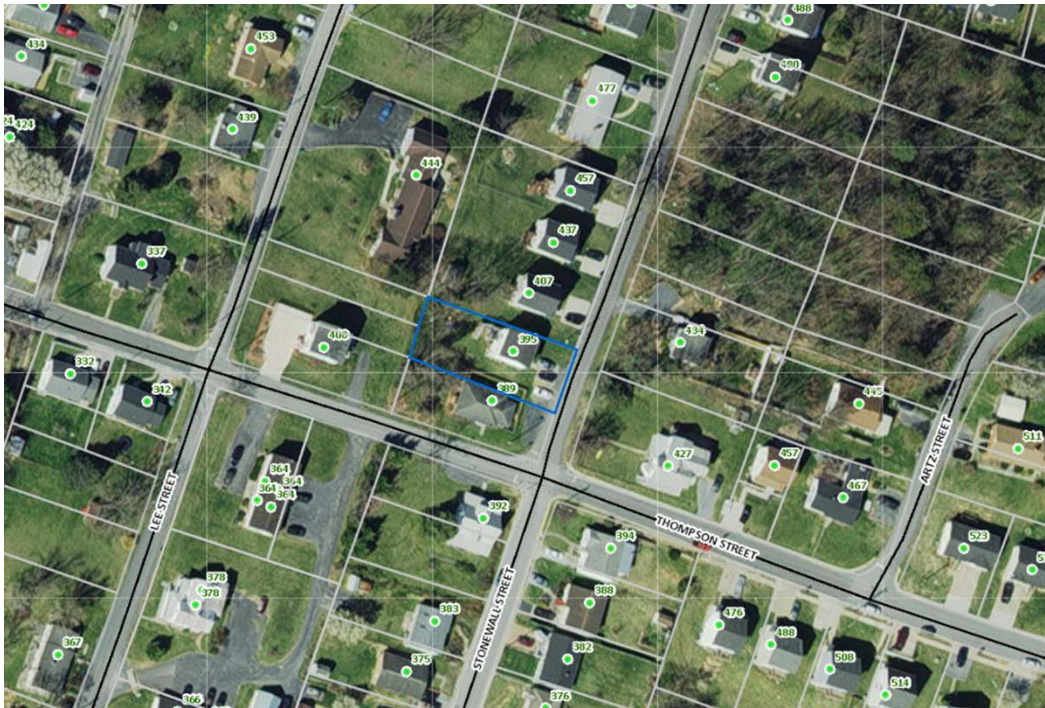
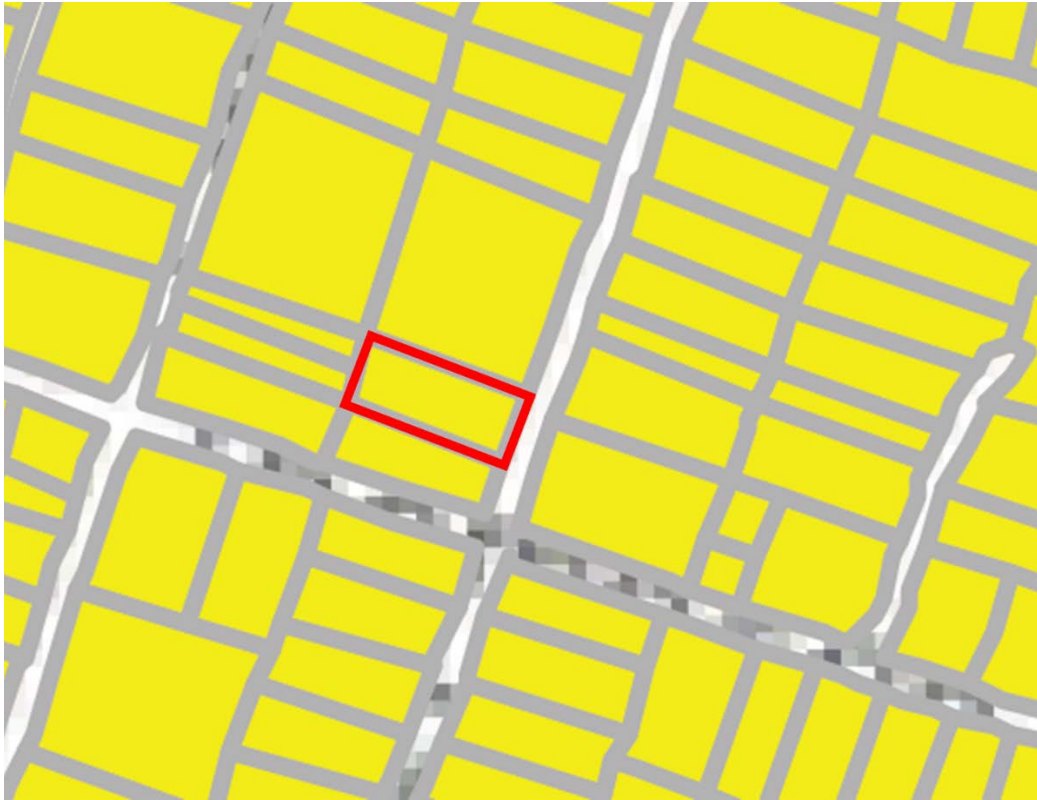
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Attachment A – Zoning Map

Attachment B - Short-term Rental Ordinance adopted September 8, 2021

Attachment C – Building Images

Attachment A Zoning Map





Special Use Permit SUP2023-0007  
FIDUM COMPANY– Short-term Rental

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
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Attachment B – Short Term Rental Ordinance

Short-Term Rental – Zoning District Chart

Zoning District	Name	Process
AG/RR	Agriculture/Rural Residential	SUP
ER	Estate Residential	SUP
LDR	Low Density Residential	SUP
<b>MDR</b>	<b>Medium Density Residential</b>	<b>SUP</b>
MFR	Multi-Family Residential	SUP
CC	Community Commercial	By-right
HC	Highway Commercial	By-right
BP/LI	Business Park/Light Industrial	Not Allowed
PD	Planned Development	SUP
MIC	Medical and Institutional Care	Not Allowed

**CHAPTER 7. DEFINITIONS**

**7.2 Definitions**

**7.2.2 Specific Terms**

Home occupation: An accessory use which is carried on entirely within a dwelling unit by the occupant and is incidental and subordinate to the dwelling use. Home occupations include, but are not limited to, preparation of food products for sale off premises, professional offices such as medical, dental, legal, engineering and architectural, teaching of music, and fine arts and similar uses.

*Short-term rental owner: Any person or entity that meets the definition of “operator” as defined in §15.2-983, as amended, of Virginia State Code.*





## Special Use Permit SUP2023-0007 FIDUM COMPANY– Short-term Rental

*Short-term rental: 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, not occupied by owner: Any short-term rental where owner does not reside on the property when guests are in residence.*

*Short-term, owner-occupied: Any short-term rental where the owner of the property also resides on the same property during such period when guests are in residence.*

### CHAPTER 6. REGULATION OF SPECIFIC USES

#### 6.2 Short-Term Rental and Bed and Breakfast Establishments

##### 6.2.1 Purpose

*The purpose of this chapter is to establish regulations for the short-term rental of privately-owned residences, in whole or in-part, including Bed & Breakfast Establishments. The performance requirements in this chapter are intended to allow and facilitate the operation of short-term rental and bed and breakfast establishments while maintaining the health, safety, and welfare of existing and future neighborhoods.*

*The performance requirements in this section are in addition to any other county, state, or rental platform requirements.*

##### 6.2.2 Performance Standards

- A. *Short-term rental owners shall be subject to the following requirements.*
  - a. *The owner shall obtain a zoning permit to be reviewed on an annual basis by staff. The owner shall obtain an annual business license and pay appropriate Transient Occupancy Tax as outlined in Article VII of the Town Code.*
  - b. *If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.*
  - c. *Prior to issuance of a zoning permit, the Shenandoah County Building official or their technical assistant must do a life safety inspection of the short-term rental to ensure that all applicable Virginia Uniform Statewide Building Code requirements are met; including, but not limited to, regulations regarding fire extinguishers, carbon monoxide detectors, and emergency exits.*
  - d. *The owner of a short-term rental shall give the Town and Shenandoah County Building Department written consent to inspect the rental property to ascertain compliance with all applicable performance standards upon a twenty-four-hour notice.*
  - e. *Emergency information must be conspicuously posted inside the property, including contact information for the owner and/or local property representative.*
  - f. *All short-term rentals shall meet parking requirements of the applicable zoning district,*
  - g. *The owner shall provide an informational packet to each new guest. Review of this information packet is required upon issuance of Zoning Permit. The information must include, but is not limited to:*
    - i. *Maximum occupancy as outlined in Section 6.12 of the UDO*
    - ii. *Location of off-street parking*



## Special Use Permit SUP2023-0007 FIDUM COMPANY– Short-term Rental

- iii. *Code references applicable to noise as outlined in Section 6.12 of the UDO*
- iv. Use restrictions as outlined in applicable Zoning District
- v. *Guidelines for trash storage and removals*
- vi. *Evacuation routes in case of fire or emergency*
- vii. *Owner or Local property representative information*
- h. *If the operator of the short-term rental is not the property owner, written consent from the property owner must be submitted with the application for a zoning permit.*
- B. *In addition to section 6.2.2 A, Bed and breakfast establishments shall be subject to the following requirements:*
  - a. Permitted only in single-family dwellings.
  - b. A maximum of five guestrooms, with a maximum occupancy of 15 persons.
  - c. Food service shall be limited to the breakfast meal and shall be available only to guests and not to the general public in any residential district.
  - d. No receptions, private parties, *or other events*, for fee shall be permitted.
  - e. Any amenities such as tennis court, swimming pool, etc., shall be solely for the use of the resident owner and guests of the facility.
  - f. Provisions applicable to Bed and Breakfast Establishments as required by the Uniform Statewide Building Code shall be met.
  - g. Issuance of owner permit from the Shenandoah County Health Department is required.
  - h. The maximum length of stay for each guest shall be *30 days or less*.
  - i. *The owner(s) or property representative shall be available to respond in person within one hour to complaints regarding the condition, operation, or conduct of occupants of the Bed and Breakfast Establishment.*
  - j. A Bed and Breakfast shall have *frontage on an improved public street*.
  - k. One off street parking space shall be provided for each guest room.

### 6.2.3 Penalties A.

- A *Zoning Permit may be revoked or suspended for the following reasons:*
  - a. *Three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, exceeding occupancy limits.*
  - b. *The repeated of failure of any short-term rental or bed and breakfast owner to respond physically to in a timely manner to complaints regarding the condition, operation, or conduct of occupants.*
- B. *A fine of \$200.00 will be issued to any owner that:*
  - a. *Fails to obtain a zoning permit.*
  - b. *Receives three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, and exceeding occupancy limits.*

Attachment C – Building Image





**Special Use Permit SUP2023-0006  
Skyline Ridge Townhomes**

**STAFF REPORT**

PC Meeting Date: June 27, 2023  
Agenda Title: Special Use Permit #SUP2023-0006, Skyline Ridge Townhomes  
Requested Action: Recommend Approval of Special Use Permit #SUP2023-0006, Skyline Ridge Townhomes building unit increase.

**Summary**

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In conformance with the revised townhouse standards that were approved by Town Council on March 6, 2023. Within these standards, to increase the units per building above 4 units per building within the Medium Density Residential (MDR) District a Special Use Permit is required. On May 16, 2023 the town received a special use permit application for an increase in units per building from 4 to 8. This is the maximum allowed per the townhouse design standards.

**Background**

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- A: Site Location: This proposed development is located at the Mineral Street right-of-way between John Marshal Highway and Pendleton Lane. Tax Map Numbers (025A201B052 010; 025A201B052 012; 025A201B052 014; 025A201B052 016; 025A201B052 018; 025A201B052 020; 025A201B052 022; 025A201B052 024; 025A201B052 026; 025A201B052 028; 025A201B052 030; 025A201B052 032; 025A201B055 011; 025A201B055 013; 025A201B055 015; 025A201B055 017; 025A201B055 019; 025A201B055 021; 025A201B055 023; 025A201B055 026), at 5.13 acres.
- B: Surrounding Land Uses: This site is bordered by;
- To the east and west by vacant lots and single-family dwellings in a Medium Density Residential (MDR) District.
  - To the north by townhouses within a Multi-Family Residential (MFR) District.
  - To the south by John Marshal Highway.
- C: History of Uses and Current Use: This location is undeveloped. The proposed use will include the completion of Mineral Street, the completion of the water service loop for the Hupps Ridge subdivision and a 5-foot wide walking trail on the east side of the Mineral Street improvements to extend intended trails in Summit Crossing.





## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

### Staff Recommendation

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Staff recommends approval of Special Use Permit #SUP2023-0006, Skyline Ridge Townhomes build unit increases, for the following reasons.

- The increase in units per building does not impact the maximum density of 8 units per acre. 5.13 acres will accommodate 41 units at 8 units per acre.
- The proposed building design is consistent with the existing Hupps Ridge development in which this development will be connected to by Mineral Street as a through road.
- The roadway connections of the proposed development do not increase the impact on existing residential roadways;
  - Direct access to John Marshal Highway, an arterial roadway to the south.
  - Pendleton Land with a higher density townhouse development to the north.
  - Pendleton Lane accesses John Marshal Highway via Frontier Fort Lane as the only route out of the Hupps Ridge Development.
  - Future development is proposed in the Summit Crossing development that is intended to connect to the north side of Frontier Fort Lane.

### Zoning Ordinance Analysis

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Proposed design: With the exception of the number of units per building, the proposed development is in conformance with the applicable design standards.

#### 6.6.5 **Townhouse Standards**

A. *The following table specifies the minimum standards for townhouses and townhouse developments.*

1. *Density, dwellings per acre:*
  - a. *MDR District*
    - i. **8-units**
    - ii. *Special Use Permit required for up to 16 units*
2. *Maximum number of units per building:*
  - a. *MDR District*
    - i. *4-unit buildings*
    - ii. **Special Use Permit required for up to 8-unit buildings.**



## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

### Community Input

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- Notice to the Special Use Permit was sent via registered mail to the abutting properties on June 5, 2023
- Signs were posted at the location starting on June 5, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated June 13, 2023, and June 20, 2023
- Citizen comments to staff via phone/email.

### Timing

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The Planning Commission has until September 25, 2023, which is 90 days from the first public hearing date, to act on the rezoning proposal. A recommendation to approve, approve with condition, or deny the request would meet the 90-day requirement.

### Current Action

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Actions the Planning Commission can make are.

- Recommendation to the Town Council for approval
- Recommendation to the Town Council for approval with conditions
- Recommendation to the Town Council for denial
- Request deferral for further conversation by the Planning Commission

of the building unit increase from 4 units to 8 units for the Skyline Ridge Townhouse Development as shown on the General Design Plan dated 5/8/2023.

### Further Actions

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If the Planning Commission recommends approval of the building unit increase, the following actions moving forward must be completed prior to the commencement of work.

- Submission of a site plan in conformance with the General Design Plan.
- Site Plan approval with Planning Commission review.
- Post Performance Bond, Landscape Escrow
- Record the subdivision plat
- Obtain Land Disturbance Permit with the county
- Obtain a Land Development Permit

### Attachments

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Attachment A – UDO 6.6.5 Townhouse Development Standards  
Attachment B – Zoning map  
Attachment C – GIS aerial image  
Attachment D – General Design Plan dated 5/8/2023  
Attachment E – Townhouse elevations

Town of Strasburg  
174 East King Street | P.O. Box 351 | Strasburg, VA 22657  
Ph 540.465.9197 | Fax 540.465.3252



## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

### Attachment A – 6.6.5 Townhouse Development Standards

#### 6.6.5 Townhouse Standards

- A. The following table specifies the minimum standards for townhouses and townhouse developments.
1. Density, dwellings per acre:
    - a. MDR District
      - i. 8-units
      - ii. Special Use Permit required for up to 16 units
    - b. MFR District 16 units per acre
  2. Maximum number of units per building:
    - a. MDR District
      - i. 4-unit buildings
      - ii. Special Use Permit required for up to 8-unit buildings.
    - b. MFR District – 8-unit buildings
  3. Minimum lot size (end units) ..... 2700 sf
  4. Minimum lot size (interior units) ..... 1800 sf
  5. Minimum lot width..... 20 ft.
  6. Maximum building height ..... 35 ft.
  7. Minimum setbacks:
    - a. Front/ROW (with off-street parking) ..... 25 ft.
    - b. Front/ROW (with on-street parking spaces) ..... 15 ft.
    - c. Side..... 10 ft.
    - d. Side (from right-of-way).....20 ft.
    - e. Rear ..... 25 ft.
  8. Minimum living area ..... 950 sq. ft.
  9. Open Space .....30%
- B. Building Design:
1. Architectural Variation:
    - a. Architectural treatments shall vary so that no more than two abutting units are substantially the same, and so that no more than 50% of the units in any group are substantially the same,
    - b. Front setbacks shall be varied at least two feet for all townhouse units within a group,
    - c. Include variations in heights, color, setback, rooflines, trim, architectural features, and building sizes to create visual diversity between structures.
  2. Architectural features
    - a. Bay windows, box bays or similar bump-out features can project into the building setback provided the feature;
      - i. Projects no more than 2 feet,
      - ii. Consists of a single floor,
      - iii. Does not consist of more than 40% of the wall face for the floor in



## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

which it is located,

- iv. Is setback 2 feet from property line for interior lot lines and side walls on end units,
  - v. Is the only projection on the building face.
- b. Porches, stoops, or roofed entry features can project into the building setback provided the feature;
    - i. Projects no more than 5 feet,
    - ii. Is located on the at-grade level of the dwelling providing the primary access.
  - c. Areaways and window wells that protrude no more the 6 inches above grade may encroach into the rear setback.
- C. Parking requirements:
1. Parking spaces, per dwelling ..... 2.25
    - a. 2 spaces must be off-street on the dwelling lot,
    - b. The additional 0.25 can be in a common parking area or on-street. These spaces shall be clearly marked, conform with Section 4.21 of this UDO and Section 3.7 of the Technical Design Manual.
    - c. All on-street parking shall be on internal streets within the townhouse development, not on common roadways or roadways serving other uses.
  2. No parking shall be permitted within cul-de-sacs, signage shall be provided.
- D. Required common areas:
1. Rear common area:
    - a. The purpose of the required common rear buffer is to provide access to the rear of all townhouse lots.
    - b. The minimum width of the rear common area shall be:
      - i. 20 ft in MDR districts, may be reduced to 10 ft as a part of a Special Use Permit
      - ii. 10 ft in MFR districts
    - c. If townhouse properties are back-to -back, the common area does not need to be increased.
    - d. The rear common area shall be accessible by right-of-way or side common area. This access shall be provided on each side of no more than two contiguous townhouse buildings. *(See exhibit 6.6.5 A)*
    - e. The common area can include utility easements and landscaping provided access is not impeded.
  2. Side common area:
    - a. The purpose of the required common side buffer is to provide access to the rear common area and to provide separation from any other use. *(See exhibit 6.6.5 A)*
    - b. Side common areas shall not be required for ends of building adjacent to a right-of-way. *(See exhibit 6.6.5 B)*
    - c. The minimum width of the side common area shall be:
      - i. 20 ft in MDR districts, may be reduced to 10 ft as a part of a Special Use Permit
      - ii. 10 ft in MFR districts

Town of Strasburg

**Special Use Permit SUP2023-0006**  
**Skyline Ridge Townhomes**

3. Exception to side and rear common areas for infill lots only:
  - a. The common areas may be incorporated within individual unit lots with the recordation of an access easement.
  - b. The widths identified as required common area shall be in addition to the setback requirements identified in subsection A above.
4. Front common area:
  - a. Front common area shall consist of a 4 ft grass strip from the back of the curb to the sidewalk, and a 4 ft wide sidewalk,
  - b. The front common area maybe within the right-of-way.
- E. Trash receptacles: One of the following shall be provided within a townhouse development.
  1. Designated locations for trash receptacles for each unit to be placed at the street during trash pick-up.
  2. Dumpsters with approved enclosures that serve all dwellings within the townhouse development.

Exhibit 6.6.5 A. – Common area shall be 10 feet wide around no more than two contiguous buildings.

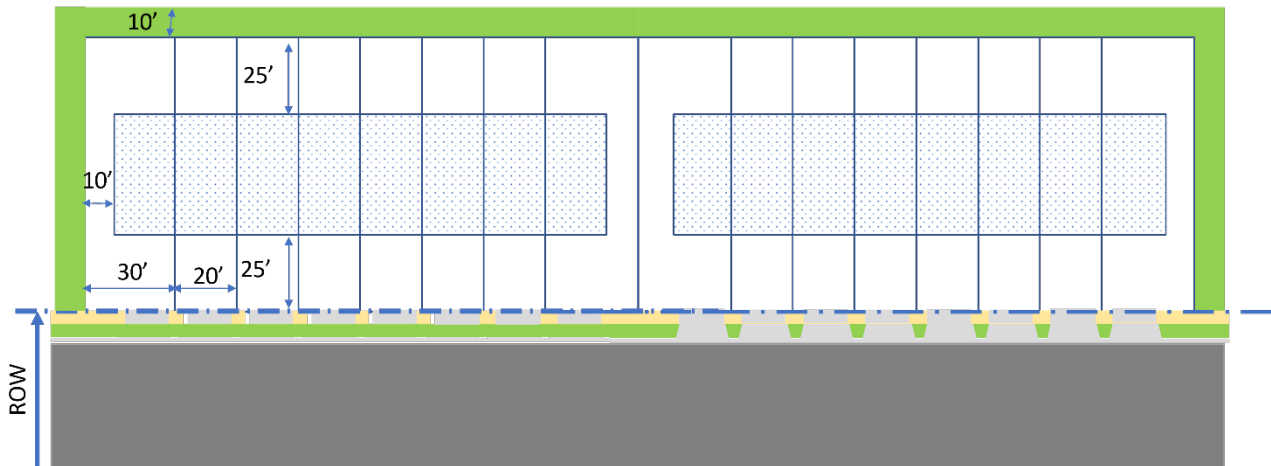
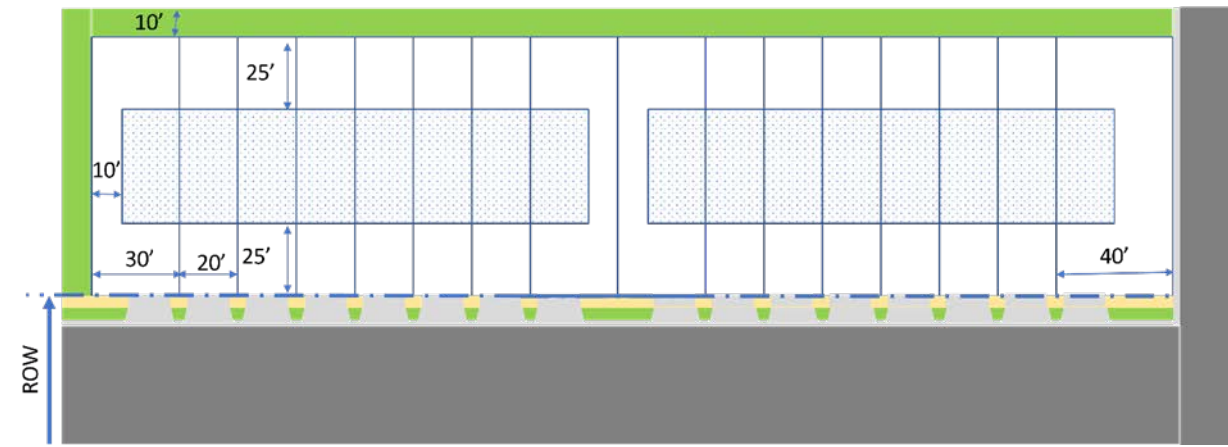
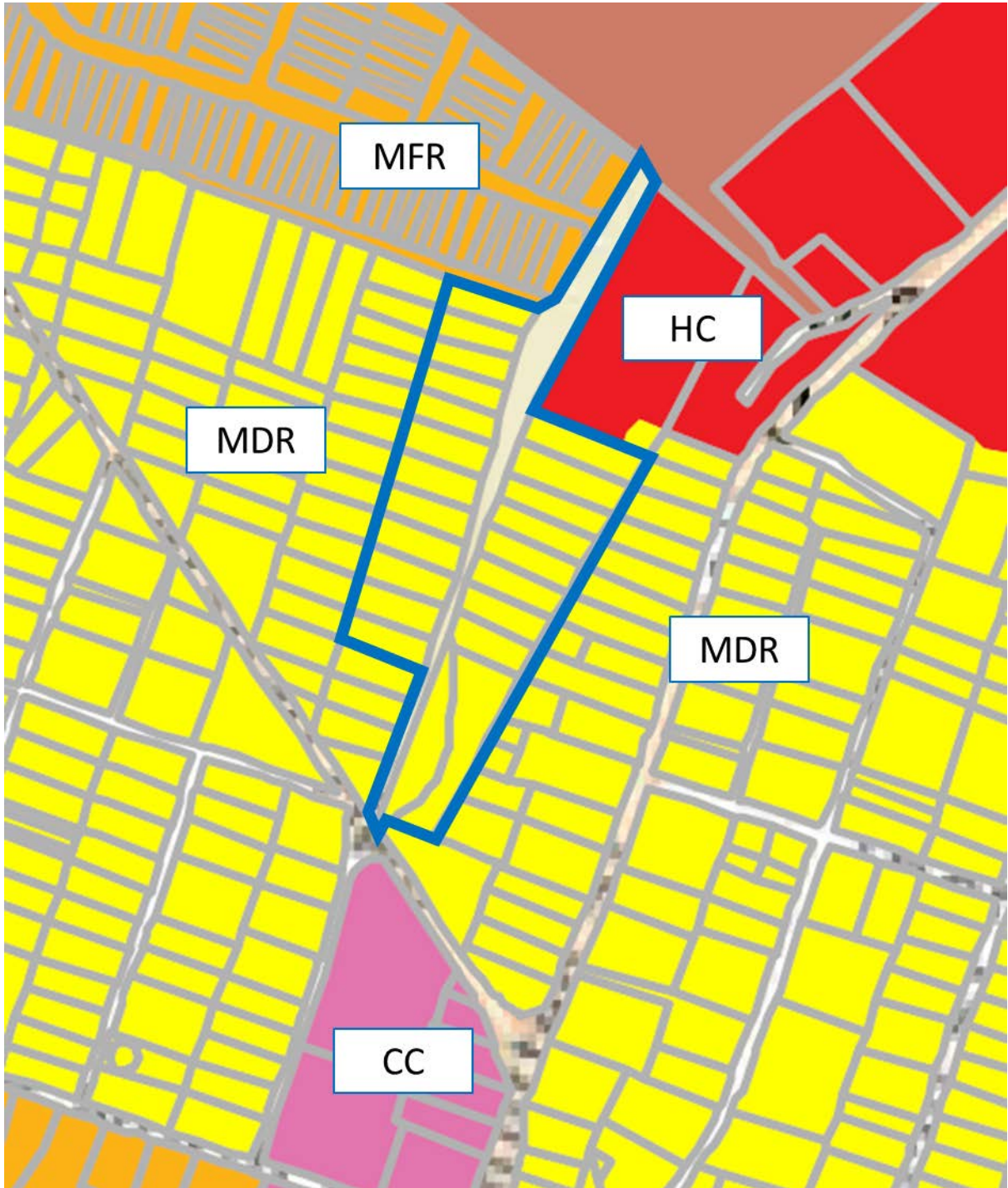


Exhibit 6.6.5 B – Side common area not required on lots adjacent to a right-of-way.



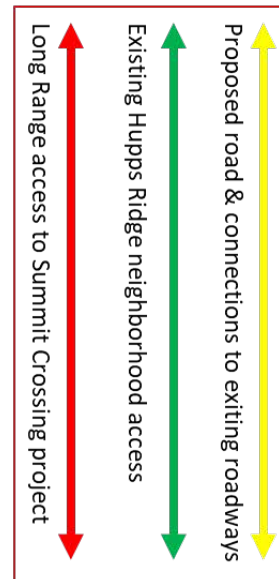
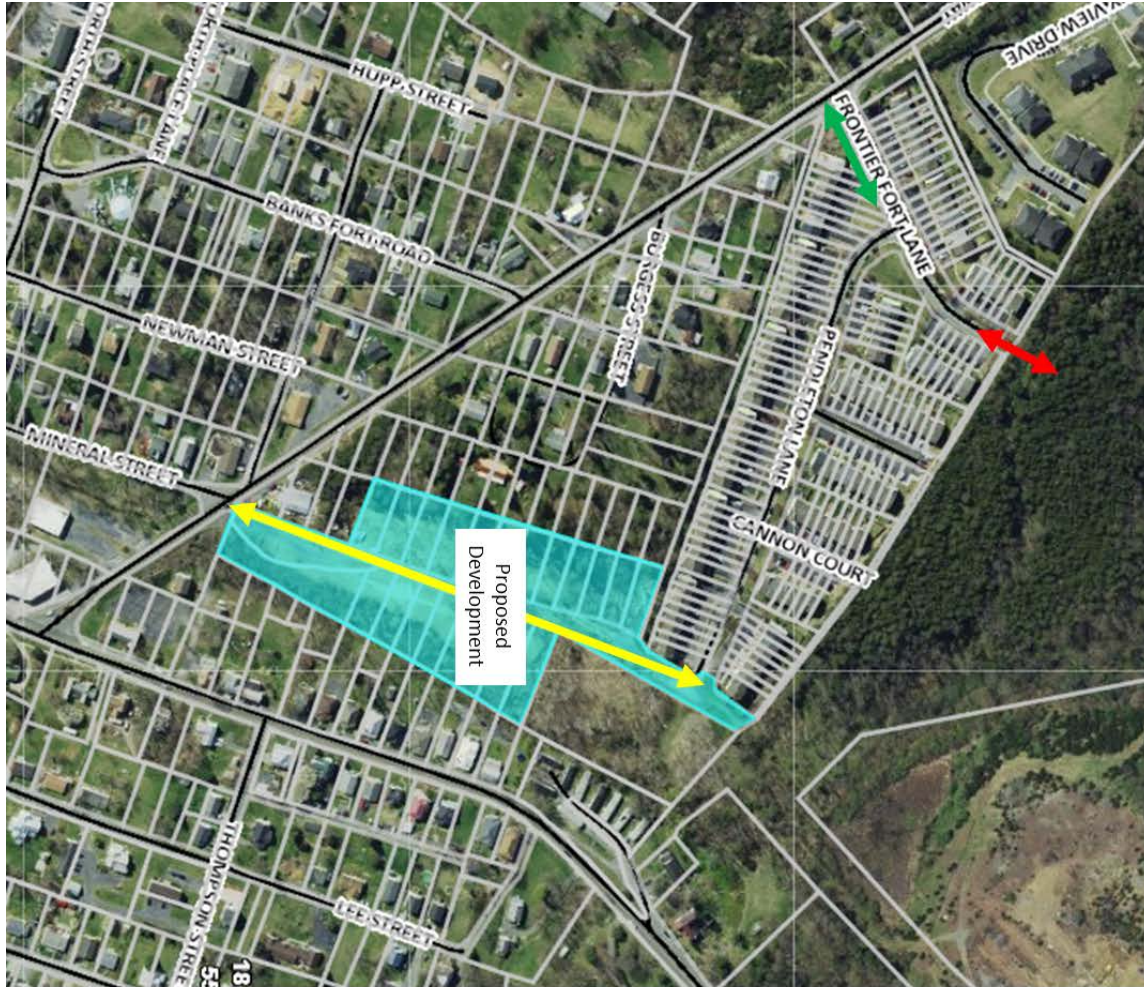


Attachment B – Zoning map





Attachment C – GIS aerial image





**Special Use Permit SUP2023-0006  
Skyline Ridge Townhomes**

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

**Attachment D - General Design Plan dated 5/8/2023**





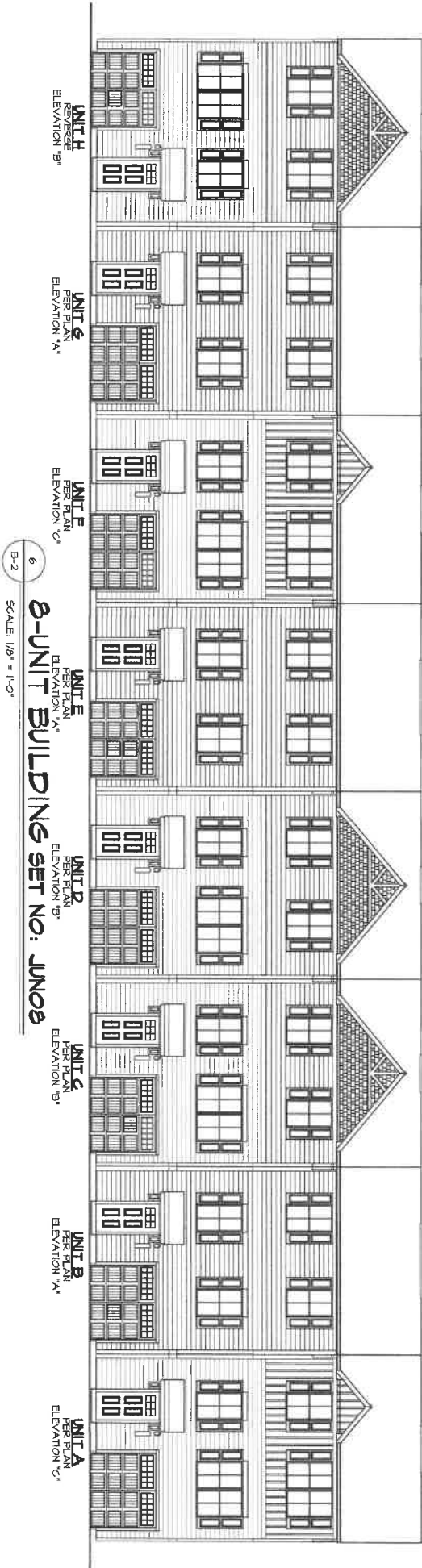




**Special Use Permit SUP2023-0006**  
**Skyline Ridge Townhomes**

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

Attachment E – Townhouse elevations



UNIT H  
REVERSE  
ELEVATION "B"

UNIT G  
PER PLAN  
ELEVATION "A"

UNIT F  
PER PLAN  
ELEVATION "C"

UNIT E  
PER PLAN  
ELEVATION "A"

UNIT D  
PER PLAN  
ELEVATION "B"

UNIT C  
PER PLAN  
ELEVATION "B"

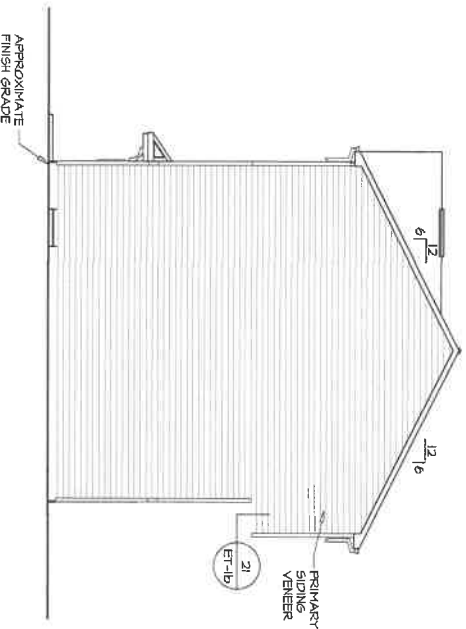
UNIT B  
PER PLAN  
ELEVATION "A"

UNIT A  
PER PLAN  
ELEVATION "C"

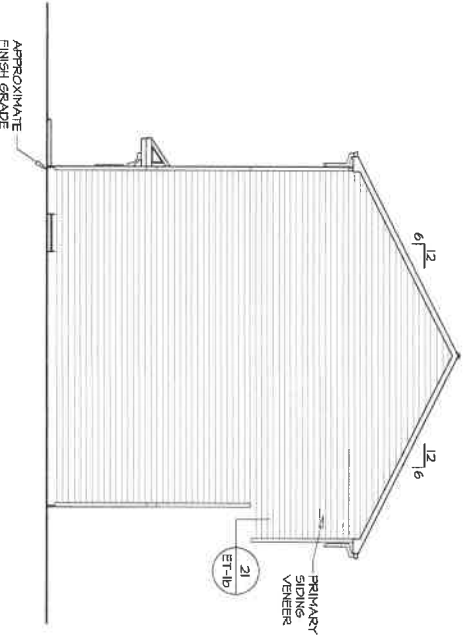
6

8-UNIT BUILDING SET NO: JUNOS

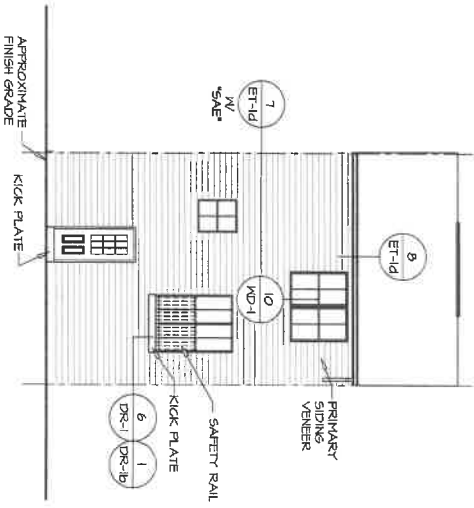
SCALE: 1/8" = 1'-0"



10 **RIGHT ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 BASEMENT LEVEL ENTRY "TTP"  
 AND ELEVATION B "ELB"



11 **RIGHT ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 BASEMENT LEVEL ENTRY "TTP"  
 AND ELEVATION A "ELA"



12 **REAR ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 MAIN LEVEL ENTRY "TTPA"  
 BASEMENT LEVEL ENTRY "TTPB"  
 W/ SERVICE DOOR WALKOUT  
 BASEMENT TOWER  
 NO WINDOWS/ DRINK ROOM  
 REAR ZONE

**MINUTES OF THE STRASBURG PLANNING COMMISSION MEETING HELD ON TUESDAY, MAY 23, 2023 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**PLANNING COMMISSIONERS PRESENT:** Chairperson Poling, Vice Chairperson Dean and Commissioners Foster, Nicholson, Rhodes, and Zeimet. Absent: Vice Chairperson Dean and Council Member Reynolds.

**STAFF PRESENT:** Planning & Zoning Administrator Otis and Clerk of Council Keller.

**Chairperson Poling** called the meeting to order and reviewed the agenda.

***Approval of Agenda:***

**The agenda was approved unanimously on a motion by Commissioner Nicholson with the second being offered by Council Member Foster.**

**Public Hearings (if needed):**

- To receive public comment on a Special Use Permit application (SUP2023-0004) requested by FFC PROPERTIES LLC, owner, for property identified as Tax Map025A301B087 002A located at 316 South Massanutten Street at its intersection with Brown Street and containing 0.259 acres. The request is to permit a short-term rental use within the existing building.

**Planning and Zoning Administrator Otis** said when the signs were posted about the Public Hearing, he received three comments from neighbors who all spoke in favor of the proposed Short-term Rental.

**Chairperson Poling** opened the public hearing at 7:03 p.m. and with no speakers, the public hearing closed immediately.

**Citizen Comments on non-agenda items:**

**Action Items:**

**1.) Approval of Minutes**

*Description: Approval of Minutes of the February 28, 2023 Planning Commission Meeting*

**The minutes of the February 28, 2023 Planning Commission meeting were approved unanimously on a motion by Commissioner Rhodes and the second being offered by Commissioner Foster.**

**2.) Special Use Permit #SUP2023-0004, FFC Properties LLC – Short-Term Rental**

*Description: Special Use Permit application (SUP2023-0004) requested by FFC PROPERTIES LLC, owner, for property identified as Tax Map 025A301B087 002A located at 316 South Massanutten Street at its intersection with Brown Street and containing 0.259 acres. The request is to permit a short-term rental use within the existing building.*

**Planning and Zoning Administrator Otis** gave a summary of the application. The applicant initially purchased the home, renovated, and began running the STR before applying for any permits. They were issued a violation and the applicant immediately came in and applied for the SUP; they were unaware of the requirements. The neighbors have no complaints about the use of the property for a STR. The property owners do not live in town, but they live within the one-hour

drive limit from the dwelling.

**Chairperson Poling** asked about the parking requirements as he knew there had been some discussion regarding parking on High Street. **Planning and Zoning Administrator Otis** was not sure of the required number of off-street parking spaces required and **Mr. Tom Grant**, an owner of a STR in town, said it was one per bedroom.

**Planning and Zoning Administrator Otis** said they are surrounded by medium density and all homes around are single family dwellings. There are two off street parking spaces, and the front of the house also provides parking area.

**Commissioner Foster** asked if the applicant has appointed a local person who will come to the house in case of emergencies and **Planning and Zoning Administrator Otis** said they do not have to because they are within the one-hour limit.

**Commissioner Nicholson** asked if the fenced area shown in the picture was part of the property and it is.

**Commissioner Zeimet** asked about the trash and having only one trash can per house; she asked if there had been any problem. **Planning and Zoning Administrator Otis** said there have not been any complaints to this point.

**Mr. Grant** said he was under the impression that an STR had to provide off-street parking. **Planning and Zoning Administrator Otis** said they have to provide adequate parking. We have a parking overlay because when the older houses were built, they did not have parking for the number of vehicles people now have.

**Commissioner Rhodes moved to recommend approval to the Town Council for a Special Use Permit to have a Short-term Rental at 316 South Massanutten Street; Commissioner Foster offered the second to the motion. With no further discussion, the motion passed unanimously**

#### **Staff Updates:**

**Planning and Zoning Administrator Otis** reported the following items:

- Application for a SUP for Skyline Ridge Townhomes will be on the agenda for June. This project was originally approved in 2008 or 2009 for single family homes. They have come back with a resubmission of townhomes because of the requirements of DEQ and the retention pond. They can request to have eight per building or 16 per acre which matches Hupp's Ridge.
- SUP for STR at 395 Stonewall Street
- Rezoning of Fort Bowman Road property from Highway Commercial to Multi-family Residential townhomes.
- Rezoning of Derby Ridge from LDR to PD.
- Continuing UDO re-write. A community meeting will be held on June 12, 5 – 6:30 p.m., at the Strasburg High School Cafeteria.
- The next joint meeting of the Town Council and Planning Commission will be on July 13 at 7 p.m.

**Commissioner Foster** said he owned the house on Burgess Street when the project on Mineral Street was first approved and they were concerned about the cliff where they want to build the Skyline Ridge Townhomes. There is a lot of runoff coming down the bank and it was questioned how it would affect Town Run. **Planning and Zoning Administrator Otis** said they are proposing

a retention wall.

**Old Business:**

**New Business:**

**Adjournment**

***Adjournment:***

**Commissioner Nicholson moved for adjournment; second by Commissioner Foster. With no discussion, the motion passed unanimously, and the meeting adjourned at 7:19 p.m.**