

# **Town of Luray**

## **Planning Commission Agenda**

*March 11, 2026*  
*7:00 P.M.*

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Addition or Deletion of Agenda Items**
- 5. Review of Minutes** – February 11, 2026, Meeting Minutes
- 6. General Citizen Comments**
- 7. Public Hearings**
  - A) Code Amendments            M-1 Accessory Structures & Alternative Energy Elements
  - B) SUP26-001                      Two (2) Lodging Houses      R-3      102 S. Hawksbill Street
- 8. Updates & Discussion Items**
  - A) Accessory Dwelling Units
- 9. Action Items**
- 10. Commission Comments**
- 11. Chairman’s Comments**
- 12. Adjourn**

*The meeting will be live streamed on the Town’s website. Please submit any public comments concerning the agenda items through any of the following means: Attendance at meeting; Email – [bchrisman@townofluray.com](mailto:bchrisman@townofluray.com); Mail – Luray Town Council, Attention Bryan Chrisman, Post Office Box 629, Luray VA, 22835; Hand Delivery – Place in exterior DROP BOX in the alcove located at the front of the Town’s Town Hall facing Main Street; or Phone – (540) 743-5511. All comments must be submitted by 12 noon on the day of the meeting and will be read aloud at the meeting.*

Town of Luray  
PO Box 629  
45 East Main Street  
Luray, VA 22835  
[www.townofluray.com](http://www.townofluray.com)  
540.743.5511



## PLANNING COMMISSION

*Ronald Good, Chair*

[meado12@aol.com](mailto:meado12@aol.com)

Appointed By  
Councilman Ron Vickers  
Term Ends: 12-31-2026

*Frankie Seaward*

[frankieseaward@gmail.com](mailto:frankieseaward@gmail.com)

Appointed By  
Councilman Chuck Butler  
Term Ends: 12-31-2028

*Barbie Stombock*

[barbiestombock@gmail.com](mailto:barbiestombock@gmail.com)

Appointed By  
Councilman Jason Pettit  
Term Ends: 12-31-2028

*Brian Sours*

[Brian.sours@mybrb.bank](mailto:Brian.sours@mybrb.bank)

Appointed By  
Councilman Joey Sours  
Term Ends: 12-31-2028

*Bill Huffman*

[bill.huffman@luraycaverns.com](mailto:bill.huffman@luraycaverns.com)

Appointed By  
Former Council Member Lillard  
Term Ends: 12-31-2026

*Tracie Dickson*

[tdickson@truist.com](mailto:tdickson@truist.com)

Appointed By  
Mayor Stephanie Lillard  
Term Ends: 12-31-2028

*John Shaffer, Vice Chair*

[john.shaffer@luraycaverns.com](mailto:john.shaffer@luraycaverns.com)

Appointed By  
Councilman Alex White  
Term Ends: 12-31-2026

### *Town Officials*

Town Manager – Bryan Chrisman  
Assistant Town Manager – Michael Coffelt  
Planning & Zoning Technician – Brooke Newman  
Town Clerk/ Treasurer – Danielle Babb  
Deputy Town Clerk/ Treasurer - Danielle Alger  
Chief of Police - Bow Cook  
Superintendent of Public Works - Lynn Mathews  
Parks & Recreation Director - Jennifer Jenkins  
WTP Superintendent - Joey Haddock  
WWTP Superintendent – John Sonifrank



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

March 11, 2026

4. Addition or Deletion of  
Agenda Items



**Town of Luray, Virginia**  
**Planning Commission Agenda Statement**

Item No: IV

Meeting Date: March 11, 2026

Agenda Item:           **ADDITION TO, OR DELETION FROM, THE AGENDA**

Suggested Motion:  
(If Required)

I move that the Planning Commission add Agenda Item \_\_ to the agenda regarding \_\_\_\_\_.

**OR**

I move that the Planning Commission delete Agenda Item \_\_ from the agenda regarding \_\_\_\_\_ for the reason of \_\_\_\_\_.

**OR**

I move that the Planning Commission move Agenda Item \_\_\_\_\_ to a position on the agenda just following Agenda Item \_\_\_\_\_.



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

March 11, 2026

5. Review of Minutes  
February 11, 2026

**REGULAR MEETING OF  
LURAY PLANNING COMMISSION  
February 11, 2026**

The Luray Planning Commission met on Wednesday, February 11, 2026, at 7:00 p.m. in regular session. The meeting was held in the Luray Town Council Chambers at 45 East Main Street, Luray, Virginia at which time there were present the following:

**Commissioner's Present:**

Ronald Good, Chairman  
John Shaffer, Vice Chairman  
Bill Huffman  
Barbie Stombock  
Frankie Seaward  
Brian Sours  
Tracie Dickson 7:02

**Commissioners Absent:**

**Others Present:**

Bryan Chrisman, Town Manager  
Michael Coffelt, Assistant Town Manager  
Brooke Fox, Planning & Zoning Technician

The meeting was called to order by Chairman Good at 7:00 p.m. and everyone joined in the Pledge of Allegiance.

**ROLL CALL**

The roll was called with six (6) members present and one (1) member absent. Commissioner Dickson arrived slightly late.

**ADDITIONS OR DELETION OF AGENDA**

**Motion:** Commissioner Huffman approved the February 11, 2026, agenda as presented.

**Motion seconded** by Commissioner Seaward with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Huffman, Stombock, Seaward, Sours, Dickson **Approved 7-0**

**APPROVAL OF MINUTES**

Chairman Good led a review of the January 14, 2026, regular meeting minutes.

**Motion:** Commissioner Shaffer made the motion to approve the January 14, 2026, regular meeting minutes as presented. **Motion seconded** by Commissioner Seaward with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Huffman, Stombock, Seaward, Sours, Dickson **Approved 7-0**

## **GENERAL CITIZENS COMMENTS:**

There were no citizen comments.

## **PUBLIC HEARINGS**

There were no public hearings.

## **UPDATES & DISCUSSION ITEMS**

### **8A) Sign Ordinance Amendments**

The Planning Commission is requested to review and discuss proposed amendments to the sign ordinance. Included in the latest revision (v.6) that incorporates changes from the January meeting, as well as comments from the Council to this point.

Mr. Chrisman informed the commission that version 7 with the changes from the January meeting and comments from council were provided as a handout and at their places.

Chairman Good noted the revisions. The first is the wall sign definition which states this is a sign with or without a bracket attached to or painted upon a wall or other vertical surface or structure, such as a window, canopy, or awning. The second is Section 801.5(g) paragraph 2(1) regarding feather banners not more than twelve (12) feet in height and thirty-six (36) sq ft in area. This is in B1 and M1.

Seaward asked since the sixty (60) days were struck out does this mean they can be permanent. Mr. Chrisman stated it is covered under the next change which is 801.8 (c), which talks about temporary signs. Feather Banners are temporary signs, so he clarified the use of those in that section. There was some conflict there, so he cleared that up.

Mr. Chrisman stated that on Monday night there was a question regarding sign banners and the time of day. If you put up a feather banner for one day and then take it down do I have to wait sixty (60) days to put it back up again. Clarifying that was part of that issue. Sign square footage and maximum height were brought up as being confusing. Exterior illumination has come up twice. This is in Section 801.8(3). The issue with exterior illumination is if there is a residential use adjacent to a B1 or M1 district, that sign is not supposed to be illuminated if the light would adversely impact the residential use on the neighboring lot. Even if the residential use is in a B1 or M1 district. Most people do interior illumination because it is much more efficient and effective. We will make sure Mr. Botkins is clear about this. Projection signs also came up. That is why the definition of a wall sign has been slightly altered to include projection signs. Most of our main street businesses use projection signs. And then there was a question about flashing signs in 801.4(c) and my answer was yes, if it is flashing or scrolling it is not supposed to be there.

Mr. Huffman asked if this would affect the fire department. Mr. Chrisman stated that for many years digital signs were not allowed. And then they were added to the ordinance to be allowed for nonprofit organizations with a special use permit. The requirement is that you can have a digital sign however it cannot flash, roll, or be distracting to motorists.

Mr. Huffman asked about signs being projected onto a building, as an illumination on to a building. Mr. Chrisman stated that to get it far enough away from your building so that it will show up you would have to be on someone else's property, which is not allowed. He will address it with the town attorney.

Commissioner Stombock asked what the rule is about obsolete signs. Mr. Chrisman stated that they eliminated that and signs that are falling down become a public nuisance and are handled under the nuisance ordinance. Council did discuss this and having a sign in a sign frame even if the business is not there anymore is better looking than empty sign frames up and down main street. The best option is for them to flip the sign panels around so that they are blank but there is still something in that frame. The real issue that came about with the Uncle Bucks restaurant was signs still being on the building. That confused people because they thought that the business was still open. It was discussed about asking owners to put up a sign that said the business is currently no longer active. However, if they have already left the building and left the signs up, they may not be coming back to do that. So, at one point the council said that was not something they would pursue. But if the sign were in disrepair and became a public safety issue then it would be handled under the nuisance ordinance.

Chairman Good stated that on the sandwich board signs he noticed that it stated two sandwich board signs not more than seven (7) sq ft. Is that standard? Mr. Chrisman stated that it says two sandwich boards not more than seven (7) sq ft per side. As long as it does not impede into the sidewalk. This is for menu boards or sales boards. They are meant for pedestrians and not motorists.

### **8B) Accessory Dwelling Units**

The Planning Commission is requested to review and discuss proposed amendments to the Accessory Dwelling Unit (ADU) section of the ordinance, including the definition. Included are several sheets indicating the current definition, the current Ordinance section, and a list of topics for discussion related to these uses and the possible expansion.

Topics for consideration included, but are not limited to:

- Location in zoning districts
- New construction or renovated existing structures (change of use)
- Operational requirements
- Utilities and setbacks
- Subdivision
- Minimum lot sizes
- Special Use Permits

Mrs. Fox has provided additional information at your desks. This included accessory dwelling units in the 2018 USBC from Virginia Department of Housing and Community Development,

and State of the Market and Local Policy: Accessory Dwelling Units in the Commonwealth of Virginia.

Mr. Chrisman stated that council was immutable to the concept of expansion of accessory dwelling units. They seemed to be a bit concerned about how far the expansion would go and in which areas. So, the question came up about affordability and whether affordability and housing stock and whether adding accessory dwelling units will lead to lower priced homes? Depending upon where these are located, they can impact neighborhood real estate values. Receiving that comment means we should consider where we are going to allow these units. Additional comments were that we should take our time and work through this one completely. Consider all potential impacts before making a recommendation.

Mr. Chrisman noted the material provided includes the current chapter 516 of the ordinance addressing accessory dwelling units and comments from other localities.

Chairman Good reviewed the topics of consideration.

Mrs. Stombock pointed out the main concern is not what they are, but where they are.

Mr. Chrisman stated density is important to consider. He also stated that new construction is listed in the topics of consideration. Prior to this it has always been an existing structure that is converted into an accessory dwelling unit. Now we are thinking about the option of allowing someone to construct a new building on their property detached from the principal structure for this use. Density is important and the other density issue is the setbacks. Considering setbacks to the accessory dwelling unit as opposed to setbacks for sheds, that store for example your mower, away from neighboring property lines. We are trying to keep neighbors as far apart as the real estate allows for privacy and quality of life. Typically, the accessory dwelling unit would connect to the principal structures water, sewer, and electricity. If in the future they would try to subdivide the accessory dwelling unit, they would have to have their own utility connections and electricity. And it would have to meet the minimum area size and setback requirements for that district. Administration will need to communicate that with the applicant but having that in the ordinance makes it easier for us.

Mr. Chrisman stated that council was not a fan of accessory dwelling units in R1 or R2 zoning districts. Commissioner Stombock stated to her that placing them there made more sense given the amount of area those two districts have. Mr. Chrisman stated that when those districts were written the intent was to protect them from anything but single-family residences. Commissioner Stombock pointed out that when those were written, it was a different environment, and we did not have a housing crisis. We have a serious problem. So, we are talking about putting them where? Mr. Chrisman stated R2, R4 and PND. Commissioner Stombock asked where is R4? Mr. Chrisman responded in the Boomfield. Commissioner Stombock stated this is one of the densest places we have. Mr. Chrisman stated that is why there is a 10,000 sq ft minimum and they would need to have multiple lots to do this. If you want to propose R1 we can run that by council. Commissioner Stombock stated if we are doing this by special use permit why would we not propose R1 and R2. There are a lot of people in R1 sitting on more than one acre.

Chairman Good stated that Mrs. Fox is going to find out what other communities are doing. Mrs. Fox stated she has sent out emails to Harrisonburg, Mt. Jackson, Woodstock, New Market, and Winchester. She has gotten responses back from them stating that they are also considering adding accessory dwelling units. As they go through the process they will update us and we will update them as well.

## **ACTION ITEMS**

### **9A) Sign Ordinance Amendments**

**Motion:** Commissioner Dickson made the motion that the proposed sign ordinance be recommended to council as presented. **Motion seconded** by Commissioner Stombock

**YEA:** Chairman Good, Commissioners Shaffer, Stombock, Huffman, Seaward, Sours, Dickson  
**Approved 7-0**

## **COMMISSION COMMENTS**

### **CHAIRMAN'S COMMENTS**

Chairman Good asked if there was any additional news or discussion. Mr. Chrisman informed the commission that next Friday will be the Assistant Town Manager, Michael Coffelt's last day.

Mr. Chrisman also updated the commission on the Tiller property. The developer is still inquiring. He and Mr. Coffelt attended an engineering meeting for the projected water supply improvements on west main in order to serve that property. There are still issues with on and off-site sewer. This is going to be a significant improvement project that will have to take place all the way down to either N Bank or Hawksbill Street to upsize that sewer line or run a dedicated line of at least 8-inches. Traffic is still a concern. He will require them to submit an application or require a traffic impact analysis. There will be two entrances. One on Bixlers Ferry Road which is already a low volume narrow laned road and then west main street. West main street will take almost 100% of the vehicles. If the count gets too high, they will have to put in turn lanes and there is not enough room. That means property acquisitions and some other things. They can subdivide but we cannot issue zoning permits if we have issues with water and sewer capacity or we have a conflict with traffic. We would also like to see more single-family homes and duplexes as opposed to town homes. The community would benefit more from that. The construction estimate is going to be fairly large. The difference in the facilities fees that they are going to be required to pay and the actual cost of the offsite improvements that will have to be made to the water and sewer will be somewhere in the range of 2.5 to 4 million dollars. That is on top of the facility fees they will pay. Taxpayers should not foot the bill for that project. They will be coming in to talk with the commission once we get the details and a rough construction estimate. The housing types that they are proposing are not a viable solution to some of our housing issues. And when you look at the townhomes at Luray Landing, some of those have changed hands two or three times since they were built. There is a reason they have changed hands because people are not trying to live there. They are trying to use them as investment properties. The single-family home will be more popular. Just like the property off Reservoir and Fairview. If you are talking about building age restricted homes that are \$450,000, after this latest reassessment they

will be closer to \$600,00. How many local families are going to be able to buy that house? If it is not going to resolve even a portion of our housing issues locally, why would we support such a thing?

Mrs. Fox is working on the annual report. And now the council would like to see a report. But their version is much easier. They would like us to put the meeting minutes, the resolutions, and the ordinances into ChatGPT and see what it gives us in terms of accomplishments for the previous year.

In reference to the age restricted property formally known as Century Luray, the mayor and I met with the new board chairman and the county administrator. We had a chance to bring Bucky up to speed on that particular project before we did a response letter. That letter went out yesterday. It is a great proposal but people from here are just not going to be able to afford those units. The majority of the property is situated in the county, and ten lots are within town limits. In order to fix the water and sewer that is off site on that project would be somewhere in the 3.75 to 4.65 million on top of the 2.55 million that they would pay in facility fees. This does not account for the cost which was not in the proposal for a sewer pump station. The last time we built one that size, it was one million dollars. And it will need a water booster pump station which runs about 350 to 375 thousand dollars to have enough pressure for 135 homes. This would also require a traffic impact study because the two options for traffic are coming out on S Antioch and Fairview Road. Most people will come out on Fairview Road.

Chairman Good asked if there are any geologic concern with the west main project. Mr. Chrisman stated that for the town to do water improvement there, we would have to do Geotech drilling to make sure that by putting a 500,000-gallon ground mount tank on top of a steel footing, whatever is under there can support the weight. There is also a huge drainage way through the property and that is going to be a challenge to grade the roads and building pads.

Chairman Good informed members that the next meeting would be held on March 11, 2026.

**ADJOURNED**

The meeting was adjourned at 7:51 p.m.

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Bryan Chrisman  
Town Manager



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

March 11, 2026

Public Hearing  
7A. Code Amendments M-1  
Accessory Structures &  
Alternative Energy Elements



Town of Luray, Virginia  
Planning Commission Agenda Statement

Item No: VII-A

Meeting Date: March 11, 2026

Agenda Item:

**PLANNING COMMISSION PUBLIC HEARING, DISCUSSION & ACTION  
Item VII-A – Zoning Ordinance Code Amendments**

Summary:

The Planning Commission is requested to conduct a public hearing to receive comments from the public regarding proposed code amendments to the Zoning District regulations.

A copy of the proposed district amendments and the Ordinance are included for review and discussion.

The principal changes focus on:

Chapter 407 of Article IV would be amended to allow accessory buildings by right as an accessory to any use permitted by Special Use Permit and to any lawfully non-conforming use in the M-1 zoning district.

Chapter 517 of Article V would be amended to limit sustainable energy systems in Town to small scale systems.

The Council reviewed these draft changes at their February 24, 2026, meeting

Commission Review: N/A

Fiscal Impact: N/A

Suggested Motions: I move that the proposed Zoning Code Amendments be recommended to the Council for **approval**, as presented.

**OR**

I move that the proposed Zoning Code Amendments be recommended to the Council for **approval with the following changes** \_\_\_\_\_.

**OR**

I move that the proposed Zoning Code Amendments be recommended to the Council for **denial based on the following reasons** \_\_\_\_\_.

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## 517. Sustainable energy systems.

Recognizing the desire of some residents and businesses to pursue sustainable energy systems, these regulations are promoted to protect the public health, safety, and welfare of the community.

For the purposes of this section, sustainable energy systems shall be defined as mechanical devices that generate electricity from solar, wind, hydroelectric or other renewable sources for use on the property or transmission to other remote locations.

### *517.1 Small-scale—Residential and commercial:*

A "small-scale—roof mounted" system shall be defined as a system that occupies less than 75 percent of the existing roof system of a dwelling or primary structure and one accessory structure on a property that meets all height restriction requirements for the zoning district. A small-scale—roof mounted system shall be a by-right use in all zoning districts permitted through a zoning permit for an accessory structure.

A "small-scale—accessory installation" system shall be defined as a permanent, ground mounted system that is less than 50 percent in size of the existing dwelling or primary structure on a property that meets all set-back and height requirements for the zoning district. Small-scale—accessory installation systems shall meet 150 percent of the setback requirements for the zoning district and the setback for any side or rear yard shall be at least the height of the proposed structure. These installations shall be permitted by special use permit in all zoning districts.

Noise from a small-scale system shall conform to the town's noise requirements.

The design and installation of a small-scale system shall conform to applicable industry standards including those of the American National Standards Institute (ANSI), Underwriters Laboratory (UL), the American Society for Testing and Materials (ASTM) or similar certifying organizations, and shall comply with the Virginia Building Code and with all other applicable fire and life safety requirements. The manufacturer specifications shall be submitted as part of the zoning permit application.

If a small-scale system installation has been determined to be unsafe by the Page County Building Official, the system shall be required to be repaired by the property owner or other responsible party to meet federal, state, and local safety standards, or be removed by the property owner or other responsible party within the time period allowed by the Page County Building Official. If the property owner or other responsible party fails to remove or repair the unsafe system, the town may pursue a legal action to have the system removed at the responsible party's expense.

### ~~517.2 Other sustainable energy systems:~~

~~Any sustainable energy system that is not regulated by subsection 517.1 shall only be considered in the limited industrial (M-1) zoning district by special use permit.~~

~~Application for a special use permit shall conform to the general procedures for a special use permit as set forth in this zoning ordinance.~~

~~Application for a special use permit for a sustainable energy system project should include the following items but not be limited to:~~

- ~~A. —Project narrative to include identification of the applicant, owner, and operator of the system; description of the project; location and size of project; approximate rated capacity of the project; depiction of proposed facilities and equipment; description of ancillary facilities; benefits provided to the town residents; and other information necessary for consideration.~~
- ~~B. —Site plan to include all property lines of proposed site improvements and all adjacent properties; all setback lines; existing and proposed topographic information; existing and proposed building and~~

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structures including preliminary locations for all system facilities and equipment; existing and proposed access roads and parking; location of substations and cabling; signage locations to include any necessary warning signs; existing and proposed fencing and landscaping; and other information necessary for consideration.

- C. ~~Traffic impact study to assess the impact to the town's road network during construction, operation, and decommissioning of the project. Study shall include determination if parking on site is sufficient or if a transit delivery system will be necessary.~~
- D. ~~Historical resources impact assessment.~~
- E. ~~Utility mapping of all existing and proposed utilities.~~
- F. ~~Property ownership, lease agreements, or other documentation to confirm control of property for the project. Sensitive financial or confidential information may be redacted with concurrence of the town attorney.~~
- G. ~~Probable construction schedule and cost estimate.~~
- H. ~~Decommissioning plan to include schedule, disposal site requirements, plan, and probable cost.~~
- I. ~~Liability insurance and performance bond coverage adequate for construction and decommissioning costs.~~
- J. ~~Field placement of balloons at heights consistent with proposed facilities and equipment at the corners of all installation, as well as any locations where a change in height occurs.~~

~~Noise from a system requiring a special use permit shall conform to the town's noise requirements.~~

~~Setback requirements for a system requiring a special use permit should be a minimum of 200 percent of the maximum height of the systems facilities or equipment on all sides of the property.~~

~~A minimum of 50 feet of vegetative screening should be installed to achieve a minimum of 20 feet in height within five years. A constructed, stable berm of no more than ten feet can be used to achieve the height requirement.~~

~~The design and installation of a special use permit system shall conform to applicable industry standards including those of the American National Standards Institute (ANSI), Underwriters Laboratory (UL), the American Society for Testing and Materials (ASTM) or similar certifying organizations, and shall comply with the Virginia Building Code and with all other applicable fire and life safety requirements. The manufacturer specifications shall be submitted as part of the zoning permit application.~~

~~If a special use permit system installation has been determined to be unsafe by the Page County Building Official, the system shall be required to be repaired by the property owner or other responsible party to meet federal, state, and local safety standards, or be removed by the property owner or other responsible party within the time period allowed by the Page County Building Official. If the property owner or other responsible party fails to remove or repair the unsafe system or portion thereof, the town may pursue a legal action to have the system removed at the responsible party's expense.~~

(Am. of 6-14-2021(1))

**Ordinance No. 2026-\_\_**

**AN ORDINANCE AMENDING ARTICLES IV AND V OF APPENDIX A OF THE  
TOWN CODE OF THE TOWN OF LURAY, VIRGINIA**

**WHEREAS**, Appendix A of the Town Code currently sets forth the zoning ordinance that applies to property within the Town; and

**WHEREAS**, textual amendments to Articles IV and V of Appendix A have been proposed that would permit accessory structures in the M-1 zoning district and limit the scale of sustainable energy systems in Town; and

**WHEREAS**, the Town Planning Commission conducted a duly-advertised public hearing on the proposed amendments and has provided a recommendation to the Town Council; and

**WHEREAS**, the Town Council has conducted a duly-advertised public hearing and wishes to adopt the proposed amendments.

**NOW, THEREFORE**, be it ordained by the Council of the Town of Luray, Virginia, as follows:

1. Appendix A, Article IV, Chapter 407 is amended to include the following:

*407.9. Accessory structures.* Accessory structures are permitted by-right as an accessory to any use permitted by special use permit or any lawfully nonconforming use. All accessory structures must meet the minimum setback requirements set forth in section 407.4.

2. Appendix A, Article V, Chapter 517, Section 517.2 is hereby repealed.
3. This Ordinance shall take effect immediately.

Adopted: April 13, 2026

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Mayor

**CERTIFICATE**

I certify that I am the Clerk of the Town of Luray, Virginia, and that the foregoing is a true copy of an Ordinance adopted by the Council of the Town of Luray, Virginia, on April 13, 2026, upon the following vote:

NAME	AYE	NAY	ABSTAIN	ABSENT
Mayor Lillard <sup>1</sup>				
Ron Vickers				
Jerry Dofflemyer				
Ryan Dean				
Jason Pettit				
Joey Sours				
Charles Butler, Jr.				

Date: April 13, 2026

[SEAL]

ATTEST: \_\_\_\_\_  
Clerk, Town Council of  
Town of Luray, Virginia

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<sup>1</sup> Votes only in the event of a tie.



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

March 11, 2026

Public Hearing

7B. SUP26-001

Two (2) Lodging Houses - R3

102 S Hawksbill Street



Town of Luray, Virginia  
Planning Commission Agenda Statement

Item No: VII-B

Meeting Date: March 11, 2026

Agenda Item: **PLANNING COMMISSION PUBLIC HEARING, DISCUSSION & ACTION  
Item VII-B – SUP26-001 – 102 S. Hawksbill Street**

Summary: The Planning Commission is requested to conduct a Public Hearing to receive citizen input and to consider a request for a Special Use Permit to locate **two (2) Lodging Houses at 102 S. Hawksbill Street** (Tax Map No. **42A11-7-1**) in the High Density Residential (R-3) Zoning District. The existing dwelling contains an upper and lower apartment and is approximately **1,416** square feet with **a total of two (2) bedrooms (one on each level)** and is located on one parcel that is approximately **2.27** acres (**98,881** sq ft) in area. A Special Use Permit is required to locate a Lodging House in the R-3 Zoning District per Town Code Appendix A, Article IV, Section **403.2.(n)**.

**Staff recommend the following conditions be considered:**

- 1) Compliance with Town Code Section 519 – Lodging House regulations
- 2) Chapter 519, Item (g) is to be specifically noted for Special Approval, in this case, provided that the Town Attorney confirms that such a use is allowable.
- 3) Change of Use to allow two (2) Lodging House units in one structure from the Page County Building Official, with a revised Certificate of Occupancy required
- 4) Creation and maintenance of a minimum of two (2) off-street parking spaces, one per bedroom per lodging house unit is required.
- 5) The two (2) lodging house units must be physically separate and have their own private entrance with no internal access connections available between the units.
- 6) Special Use Permit shall not transfer upon sale of the property or membership interest composition of the holding company.

Commission Review: N/A

Fiscal Impact: N/A

Suggested Motions: I move that the Special Use Permit 26-001 be recommended to Council for **approval**, with the conditions **as presented**.

**OR**

I move that the Special Use Permit 26-001 be recommended to Council for **approval**, with the **additional conditions noted** \_\_\_\_\_.

**OR**

I move that the Special Use Permit 26-001 be recommended to Council for **denial**, for the **reasons noted** \_\_\_\_\_.



Town of Luray  
Special Use Permit Application  
Application No.: 2026-001

**Existing Property Information:**

Site Address 102 S Hawksbill St Luray Va  
Page County Tax Map Number 42A11-7-1 Town Zoning District R3  
Total Acreage N/A

**Request Information:**

Nature of Request (Describe property use, structure(s) construction, and affected Zoning Ordinance Sections)  
Conditional Use Permit to use as a short term rental. Property has  
two parking spots, separate entrances, separate utilities, and is  
ready for use.

Please include location map, plat, property deed, and impact analysis statement with your Application

I (we), the undersigned, do hereby respectfully make application and petition to the Town of Luray in order to utilize the subject property for a use which requires the issuance of a Special Use Permit. I (we) agree to comply with any conditions for the Special Use Permit required by the Town.

I (we) authorize Town of Luray officials to enter the property for site inspection purposes.

I (we) authorize the Town of Luray to place standard signage on the property necessary for notifying the public of this rezoning request during the application consideration process.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Christine Potts  
Signature of Applicant

2/10/2026  
Date

Signature of Applicant

Date

Christine Potts  
Signature of Owner

2/10/2026  
Date

Signature of Owner

Date



**Town of Luray**  
**Zoning Permit Application**  
 Application No: 2026-001

I, as owner or authorized agent for the property described below, do hereby certify that I have the authority to make this application for a Zoning Permit for the activity described below and as show on any attached plans or specifications, that the information provided is correct and that any construction/use will conform to the regulations of the Town's *Zoning Ordinance* and other codes of the Town of Luray, County of Page, and Commonwealth of Virginia, as applicable. This permit application authorizes the Zoning Administrator or designee to perform reasonable site inspections as required to confirm information provided and compliance with the conditions applicable to this permit. Further I understand that any deviation from the application as requested shall require the express written approval of the Zoning Administrator.

- Application:**  Site Development  Property Subdivision  Boundary Line Adjustment  
 Rezoning  Special Use Permit  Zoning Variance

**Applicant Information:**

Applicant Name Christopher Potts  
 Company Name N/A  
 Address 102 S Hawksbill St Luray, VA  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Information:**

Owner Name Christopher Potts  
 Address \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information:**

Site Address 102 S Hawksbill St Luray, VA  
 Page County Tax Map Number 42A11-7-1 Town Zoning District R3

**Request Information:**

Nature of Request (Describe Fully) Requesting special usage permit for Airbnb/  
short-term rental of two apartments. Property will be listed on evolve.com  
amongst other online booking sites. We plan to use Republic trash  
services. My emergency contact is Matthew Bement 202-805-1458,  
Cleaning services will be provided by evolve.com trusted cleaning services,  
likely either "AirFresh Cleaning Services" or "Gilmas".

Signature of Applicant 2/10/2026  
Date

**Please Complete Additional Application Form for Your Specific Request**

# Page County Property Map

1" = 100'



## Page County, Virginia

THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional.

- Addresses
- ▭ Parcels
- ▭ Hidden Other Counties
- ▭ Roads
- ▭ Railroads
- ▭ Streams

## Brooke Fox

---

**From:**  
**Sent:** Monday, February 9, 2026 10:33 PM  
**To:** Brooke Fox; C P  
**Cc:** James Campbell; Marika Valles; Bryan Chrisman; Ashley Marshall; Kimberly Harlow  
**Subject:** Permit request for SUP 102 S Hawksbill St - Potts  
**Attachments:** Scan02-10-2026-102032.pdf

[NOTICE: DO NOT CLICK on links or open attachments unless you are sure the content is safe. No email should ever ask you for your username or password.]

Brooke,

Thank you for everything. Please find attached as discussed. A check for \$250 has been placed in the mail. Once you have the remaining balance after running adds together with others etc., please let me know my balance and I'll mail the remaining needed funds for this request.

Thank you to everyone for your support and assistance. Below is our plan of operation - we have experience with <https://evolve.com/> and they cover everything for homeowners.

### Plan of Operation

#### Guest Notices

- Trash & waste pickup schedule and disposal instructions will be posted prominently.
- Emergency contact numbers and after-hours contact information (maintenance and cleaning) will be clearly displayed.
- Additional house rules will be posted in a visible location inside each unit.

#### Trash & Waste Services

- Trash and waste services are provided by **Republic Trash Services**.

#### Cleaning Services

- Cleaning services are provided through **Evlove.com trusted cleaning services**.

#### Parking & Access

- Parking is available for both units.
- Each unit has its own **separate entrance**.

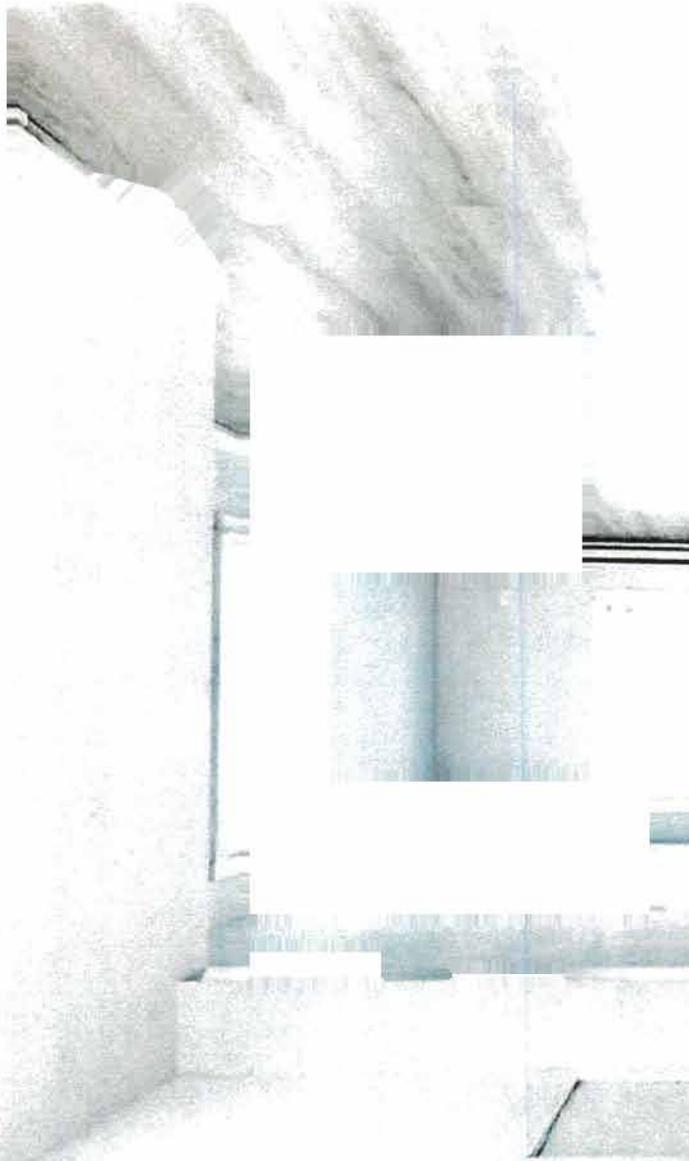
#### Unit Layout

- Each unit includes a **private kitchen, bathroom(s), and living space**, fully independent from the other unit with separate utilities.

+ two entrances

and



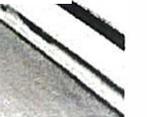


Living room

UP



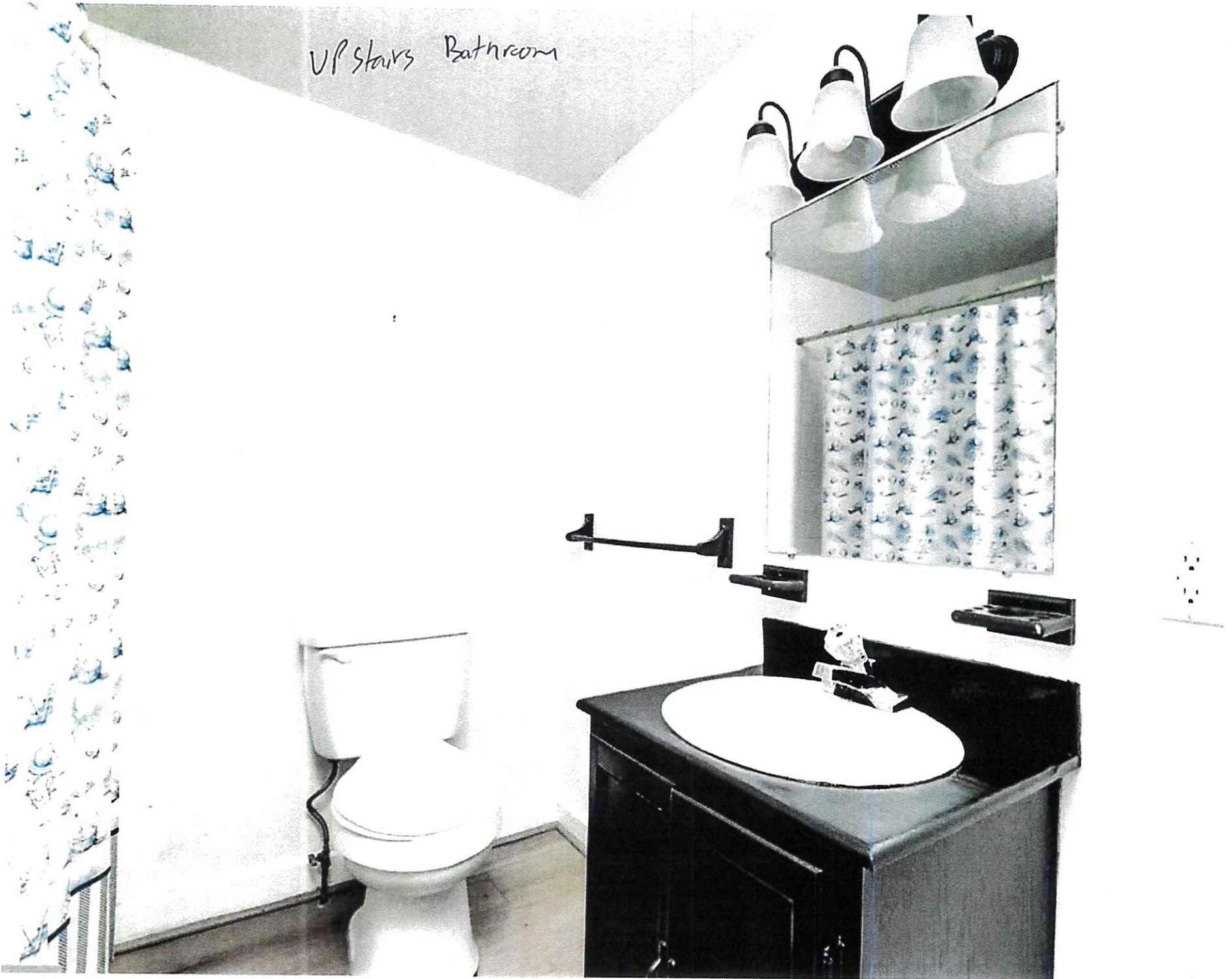
UP Stairs it  
kitchen & living



VP Stairs Bedroom



UP Stairs Bathroom



Down Stairs  
Library room + kitchen,



downstairs bedroom.



Down Stairs  
Bath room



Consideration Paid on Deed: \$208,000.00.

Tax Map Number: 42A11-(7)-1.

This instrument has been prepared by David M. Reed, Attorney at Law (VSB #86890).  
Virginia Code §17.1-223: First American Title Insurance Company is the underwriter of this instrument.  
The scrivener of this deed has not given any tax advice regarding this transfer and the parties have been advised to seek the counsel of their tax advisor prior to the execution of this deed.

## **DEED**

THIS DEED, made and entered into this 23rd day of February, 2026, by and between **OLIVIA NOVEL KIBLER**, individually, and **RAMONA NOVEL**, acting by and through her duly appointed attorney-in-fact **OLIVIA NOVEL KIBLER**, and **ALICE V. MCKENNA**, as **CO-TRUSTEES** of the **RAMONA NOVEL LIVING TRUST, U/T/A DATED MARCH 17, 2003**, GRANTORS/PARTY OF THE FIRST PART; and **CHRISTOPHER R. POTTS** and **DIKLA OVADIA-POTTS**, as **CO-TRUSTEES** of the **CHRISTOPHER R. POTTS AND DIKLA OVADIA-POTTS INTERVIVOS TRUST U/T/A DATED THE 23RD DAY OF FEBRUARY 2026**, GRANTEE/PARTY OF THE SECOND PART, whose address is 8534 Kentford Drive, Springfield, VA 22152

WITNESSETH:

That for and in consideration of the sum of TEN (\$10.00) DOLLARS, cash in hand paid to the Party of the First Part by the Party of the Second Part, and other good and valuable consideration, the receipt of which is hereby acknowledged, at and upon the signing, sealing and delivery of this instrument, the Party of the First Part does hereby bargain, grant, sell, and convey with General Warranty and English Covenants of title unto **CHRISTOPHER R. POTTS** and **DIKLA OVADIA-POTTS**, as **CO-TRUSTEES** of the **CHRISTOPHER R. POTTS AND DIKLA OVADIA-POTTS INTERVIVOS TRUST U/T/A DATED THE 23RD DAY OF FEBRUARY 2026**, all those two (2) certain tracts or parcels of real estate with all improvements

*Page 3 of 6 of Deed dated February 23, 2026*

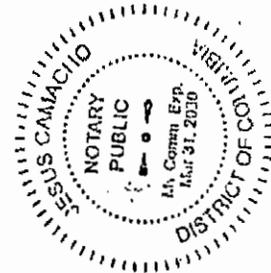
The Party of the First Part covenants and agrees that they have a right to convey the real estate hereinabove described to the Grantees and that they will warrant generally the title thereto.

WITNESS the following signature and seal.

*-SIGNATURE PAGES TO FOLLOW-*

THE RAMONA NOVEL LIVING TRUST, U/T/A DATED MARCH 17, 2003

BY: [Signature] (SEAL)  
RAMONA NOVEL, CO-TRUSTEE,  
by OLIVIA N. KIBLER, her Attorney-in-Fact



STATE OF DC  
COUNTY/CITY OF Washington, TO-WIT:

The foregoing deed was sworn and subscribed before me this 24 day of February 2026, by OLIVIA N. KIBLER as Attorney-in-Fact for RAMONA NOVEL, as CO-TRUSTEE of the RAMONA NOVEL LIVING TRUST UNDER TRUST AGREEMENT DATED MARCH 17, 2003.

My commission expires 8-30-2030.

My registration number is \_\_\_\_\_.

[Signature]  
Notary Public

**THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO EXECUTION OF THIS DEED. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY ADVICE CONCERNING GOVERNMENT BENEFIT PROGRAMS INCLUDING BUT NOT LIMITED TO MEDICAID REGARDING THIS TRANSFER. THE SCRIVENER OF THIS DEED HAS NOT GIVEN ANY TAX ADVICE REGARDING THIS TRANSFER AND THE PARTIES HAVE BEEN ADVISED TO SEEK THE COUNSEL OF THEIR TAX ADVISOR PRIOR TO THE EXECUTION OF THIS DEED.**

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**Lodging house:** Any structure or portion thereof other than a hotel, motel, or bed and breakfast home, that is routinely rented or otherwise made available for residential, leisure or vacation use for a period of less than 30 consecutive days in exchange for compensation.

### 519. Lodging house regulations.

#### 519.1. *General regulations.*

- (a) All lodging houses must comply with the following:
- (1) Obtaining and maintaining a business license pursuant to chapter 30, article II of this Code unless exempt under state law.
  - (2) Collecting, reporting and remitting transient occupancy tax in accordance with chapter 78, article VI of this Code.
- (b) Lodging houses with one bedroom shall have one off-street parking space located onsite. All other lodging houses shall have two off-street parking spaces located onsite.
- (c) Insurance coverage is required under a commercial general liability insurance policy, specifically endorsed for use as a lodging house, for a minimum limit of \$1,000,000.00, from a firm licensed to provide insurance in Virginia. A copy of the certificate of insurance shall be provided with the special use permit application.
- (d) A registry showing names and addresses of occupants and dates rented shall be maintained and made available to the town upon request.
- (e) A summary of applicable town ordinances (to be provided by the town), a copy of the parking plan, trash and waste pickup schedules, if any, emergency telephone numbers, and any additional rules for guests shall be posted in a prominent place.
- (f) Any signage must comply with the provisions of appendix A, article VIII of this Code.
- (g) Lodging houses in residential zoning districts must:
- (1) Be a single-family dwelling, manufactured home, or mobile home;
  - (2) May be subject to only one rental transaction for the same time period or any portion thereof; and
  - (3) Each rental must encompass the entire structure.
- (h) When a special use permit is required, the application must include:
- (1) A site plan showing the structures and off-street parking with dimensions;
  - (2) A floor plan for the structure;
  - (3) Contact names and phone numbers for after-hours response, maintenance, and cleaning;
  - (4) A business operations plan;
  - (5) A copy of the certificate of insurance required under this section; and
  - (6) A copy of the posting placard to be used by the property.

(Ord. of 9-9-2024, § 3)

#### 519.2. *Occupancy limitations.*

- 
- (a) Each lodging house shall rent no more than three bedrooms and be subject to a maximum of six overnight guests.

(Ord. of 9-9-2024, § 4)

- (b) The number of overnight guests and invited visitors on the property shall not exceed ten persons at any time.
- (c) At least one overnight guest must be 18 years of age or older.

*519.3. Safety regulations:*

- (a) One working smoke detector shall be installed and maintained for each bedroom in compliance with the provisions of the Uniform Statewide Building Code.
- (b) For properties utilizing propane, a working carbon monoxide detector shall be installed on each floor or level on which guests sleep overnight.
- (c) One working fire extinguisher shall be provided in or near the kitchen, any other area equipped for heating food, and any area which has a flame.
- (d) An updated certificate of occupancy must be obtained and furnished with each special use permit application.
- (e) The equipment required in subsections (a)—(c) shall be maintained in accordance with the manufacturer's recommendations and inspected on a quarterly basis.

*519.4. Prohibited activities.*

- (a) Lodging houses may not be utilized for any use not expressly permitted by the zoning regulations for the zoning district in which the lodging house is located.
- (b) All overnight guests and visitors are forbidden to trespass on the lands or property of another.
- (c) All overnight guests and visitors must comply with the noise ordinance provisions set forth in chapter 58, article I, section 58-5 of this Code, as amended.

*519.5. Enforcement.*

These regulations shall be enforced in accordance with article VII of appendix A of this Code. Repeated violations may result in revocation of the special use permit by the town council.

(Ord. of 2-13-2022)

Editor's note(s)—An Ord. adopted February 13, 2022 set out provisions intended for use as § 518. To avoid duplication these provisions have been included above as § 519.

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## Sec. 78-141. Definitions.

The following definitions apply throughout this article.

*Accommodations* means any room or space within the town available in exchange for compensation as lodging for continuous occupancy for fewer than 30 consecutive days, including hotels, motels, lodging houses, bed and breakfast homes, apartment houses, and townhouses.

*Accommodations fee* means the room charge less the discount room charge, if any, provided that the accommodations fee shall not be less than \$0.00.

*Accommodations intermediary* means any person other than an accommodations provider that facilitates the sale of an accommodation, charges a room charge to the customer, and charges an accommodations fee to the customer, which fee it retains as compensation for facilitating the sale. For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

Accommodations intermediary does not include a person:

- (1) If the accommodations are provided by an accommodations provider operating under a trademark, trade name, or service mark belonging to such person; or
- (2) Who facilitates the sale of an accommodation if the price paid by the customer to such person is equal to the price paid by such person to the accommodations provider for the use of the accommodations; and the only compensation received by such person for facilitating the sale of the accommodation is a commission paid from the accommodations provider to such person.

*Accommodations provider* means any person that furnishes accommodations to the general public for compensation.

*Retail sale* means the sale or charge for accommodations.

*Room charge* means the full retail price charged to the customer for accommodations, including any accommodations fee, before taxes.

(Ord. of 2-13-2023)

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- 
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  - (f) Any signage must comply with the provisions of appendix A, article VIII of this Code.
  - (g) Lodging houses in residential zoning districts must:
    - (1) Be a single-family dwelling, manufactured home, or mobile home;
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  - (b) All overnight guests and visitors are forbidden to trespass on the lands or property of another.
  - (c) All overnight guests and visitors must comply with the noise ordinance provisions set forth in chapter 58, article I, section 58-5 of this Code, as amended.

519.5. *Enforcement.*

These regulations shall be enforced in accordance with article VII of appendix A of this Code. Repeated violations may result in revocation of the special use permit by the town council.

(Ord. of 2-13-2022)

Editor's note(s)—An Ord. adopted February 13, 2022 set out provisions intended for use as § 518. To avoid duplication these provisions have been included above as § 519.



**TOWN OF LURAY**  
***Planning Commission***  
***Regular Meeting***

March 11, 2026

Updates & Discussion Items

8A. Accessory Dwelling  
Units



**Town of Luray, Virginia**  
**Planning Commission Agenda Statement**

Item No: VIII-A

Meeting Date: March 11, 2026

Agenda Item:

**PLANNING COMMISSION REVIEW & DISCUSSION**  
**Item VIII-A – Accessory Dwelling Units**

Summary:

The Planning Commission is requested to review and discuss proposed amendments to the Accessory Dwelling Unit (ADU) section of the ordinance, including the definition.

Included are several sheets indicating the current definition, the current Ordinance section, and a list of topics for discussion related to these uses and the possible expansion.

Topics for consideration include, but are not limited to:

- Location in zoning districts (currently only in R-3 by SUP)
- New construction or renovated existing structures (change of use)
- Operational requirements
- Utilities and minimum setbacks
- Subdivision of the parcels in the future
- Minimum lot sizes required
- Special Use Permits – required for every use
- Potential Impacts of Economical Housing on Property Values

Commission Review: January 14, 2026, meeting  
February 11, 2026, meeting

Fiscal Impact: N/A

Suggested Motion: N/A

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## 516. Accessory dwelling structures.

- (a) Accessory dwelling structures are allowable only by special use permit.
- (b) Only one accessory dwelling structure allowable per lot.
- (c) The accessory dwelling structure must be a detached structure located on the same lot of the primary dwelling and meet all setback requirements for accessory structures.
- (d) Reserved.
- (e) The accessory dwelling structure is required to meet all relevant building codes and contain provisions for sleeping, cooking, and sanitation. ADS's shall meet Virginia's Uniform Statewide Building Code's definition of a dwelling.
- (f) The accessory dwelling structure must have a dedicated single off-street parking space measuring a minimum of ten feet by 20 feet size.
- (g) The property owner must reside in either the primary residence or accessory dwelling structure.
- (h) No more than two individuals shall reside in an accessory dwelling structure at any given time.
- (i) Unless the ADS is proposed for an existing garage or existing accessory structure constructed before the date of adoption, the interior floor areas of an accessory dwelling structure shall not exceed 50 percent of the interior floor area of the lot's primary dwelling, or exceed 900 square feet of interior floor area, whichever number is less. Interior floor area calculations shall exclude attached carports, decks, etc. The accessory dwelling structure height shall not exceed that of the main structure. The applicant shall provide both sets of dimensions with their application.
- (j) An accessory dwelling structure shall not be utilized as a short-term rental unit.
- (k) Each accessory dwelling structure must have an independent address posted on the structure.
- (l) The accessory dwelling structure is required to conform to additional regulations as recommended by the town's planning commission, and required by the town council.

(Ord. of 5-11-2009(1), § 1; Ord. of 2-14-2011; Ord. of 10-10-2023)

Editor's note(s)—An Ord. adopted October 10, 2023, amended the title of § 516 by changing "units" to "structures."

Accessory dwelling unit: A detached secondary residence containing provisions for sleeping, cooking and sanitation which is located on the same lot as a primary residence. Accessory dwelling units are subject to the provisions enumerated in appendix A (zoning), article V (supplemental regulations), section 516 (accessory dwelling units) of the Town Code.

## **ACCESSORY DWELLING UNITS**

- CONVERT EXISTING STRUCTURE VS NEW CONSTRUCTION
- ADD TO ADDITIONAL ZONING DISTRICTS (R2, R4)
- SUP REQUIRED
- PROPERTY OWNER LIVES IN PRIMARY STRUCTURE OR ADU
- 10,000 SQ FT LOT MINIMUM (MULTIPLE LOTS)
- CAN NOT SUBDIVIDE
- IF LOT SUBDIVISION IS AN OPTION & PROPERTY OWNER WANTS TO SELL THE ADU IN FUTURE, MUST VACATE SUP AND PROVIDE SEPARATE UTILITIES
- STREET ACCESS OR OFF-STREET PARKING
- UTILITIES ONE ACCOUNT PROPERTY OWNER RESPONSIBLE
- ADU 600 SQ FT MINIMUM
- MUST OBTAIN COUNTY PERMITS
- NEW CONSTRUCTION SETBACKS
- SIDE YARD KEEP SIDE SETBACKS
- REAR YARD DOUBLE SETBACKS
- 35' HEIGHT MAXIMUM
- NO LODGING HOUSE IN ADU