

TOWN OF GROTTOS
PLANNING COMMISSION MEETING
July 29, 2025
6:00 p.m.

MEETING CALLED TO ORDER BY CHAIRMAN

- Roll Call

PUBLIC EXPRESSION

APPROVAL OF MINUTES – from the meeting on May 27, 2025

REPORT FROM SECRETARY

REPORT FROM TOWN MANAGER

REPORT OF STANDING COMMITTEES

- **Comprehensive Plan Committee**- Chair Ehlenfeldt, Kohl
- **Capital Improvements Committee**- Chair Haas, Monnett
- **Land Use & Zoning Committee**- Chair Baker, Muttai

NEW BUSINESS

1. Request for Conditional Use Permit for Short-Term Rental at 706 Edgewood Street
2. Request for Conditional Use Permit for Short-Term Rental at 901 Riverside Avenue
3. Lot Line Revision for Boundary Survey Plat – 19th Street Townhouses

OLD BUSINESS

ADJOURNMENT

May 27, 2025

The Planning Commission meeting was held on Tuesday, May 27, 2025 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Chairman Nicely called the meeting of May 27, 2025 of the Grottoes Planning Commission to order at 6:01 p.m. Chairman Nicely requested a roll call.

ATTENDANCE: Commission Members present: Brandon Monnett, Brooke Haas, Dylan Nicely, and Michael Kohl. Absent Darrel Baker, Richard Muttai, and Rene Ehlenfeldt.

Other Town Officials present: Town Manager Kyle O'Brien, Assistant Town Manager Tara Morris, Police Chief Jason Sullivan, Accounting Technician Melissa Alger, Deputy Clerk Crystal Ortiz, Mayor Jo Plaster

MOTION – Chairman Nicely asked for a Motion to Approve adding Committee Assignments to the Agenda. On motion by Commission member Haas, seconded by Commission member Monnett, and carried by a vote of 4-0, voting recorded as follows: HAAS – AYE; NICELY – AYE; MONNETT – AYE; KOHL – AYE; the Commission approved the motion to add committee assignments to the agenda.

PUBLIC EXPRESSION –

Gleamer Sullivan handed out packets to the Committee Members, Staff, and members of the Central Shenandoah Planning District Commission (CSPDC). She shared concerns that there were still many changes that should be considered before final approval of the Comprehensive Plan.

APPROVAL OF MINUTES.

On motion by Commission member Monnett, seconded by Commission member Kohl, and carried by a vote of 4-0, voting recorded as follows: HAAS – AYE; NICELY – AYE; MONNETT – AYE; KOHL - AYE, the Commission approved the minutes from the meeting on March 25, 2025.

REPORT FROM SECRETARY – nothing to report.

Assistant Town Manager Morris introduced Melissa Alger as the new Accounting Technician and said that she should be appointed Clerk of Council at the next Town Council Meeting.

REPORT FROM THE TOWN MANAGER - nothing to report.

REPORTS OF STANDING COMMITTEES

- **Comprehensive Plan Committee**- none
- **Capital Improvements Committee**- none
- **Land Use & Zoning Committee**- none

NEW BUSINESS

Chairman Nicely assigned Commission Member Ehlenfeldt as Chair of the Comprehensive Plan Committee, and Commission Member Kohl as the Council Representative.

The Land Use & Zoning Committee will be Chaired by Commission Member Baker with Commission Member Muttai also serving.

The Capital Improvements Committee will be Chaired by Commission Member Haas and Commission Member Monnett will also serve.

On motion by Commission member Monnett, seconded by Commission member Kohl, and carried by a vote of 4-0, voting recorded as follows: HAAS – AYE; NICELY – AYE; MONNETT – AYE; KOHL - AYE, the Commission approved the appointments of the Standing Committees.

OLD BUSINESS

Review of Comprehensive Plan

On motion by Commission member Kohl, seconded by Commission member Haas, and carried by a vote of 4-0, voting recorded as follows: HAAS – AYE; NICELY – AYE; MONNETT – AYE; KOHL - AYE, the Commission agreed to bring the Comprehensive Plan off the Table from the joint public hearing on April 14, 2025.

Chairman Nicely asked Jeremy Crute of the CSPDC about making further edits to the draft. He spoke that even with the grammatical and technical edits that still need made, he would be comfortable sending the Plan to Council with a recommendation of approval.

6:07 PM – Commission Member Rene Ehlenfeldt arrived.

Commission Member Haas mentioned that the committee would be interested in meeting for another work session and discussing the edits, as there are quite a few that still need to be incorporated. Chairman Nicely stated that he was not comfortable waiting two more months to

send to Council, and doing so with notice that more edits are requested would be good.
Commission Member Kohl stated that he is comfortable sending to Council for final edits.

Commission Member Ehlenfeldt shared a handout with proposed changes under utilities to include broadband infrastructure.

On motion by Commission member Kohl, seconded by Commission member Ehlenfeldt, and carried by a vote of 4-1, voting recorded as follows: HAAS – NAY; EHLENFELDT – AYE; NICELY – AYE; MONNETT – AYE; KOHL - AYE, the Commission approved sending the comprehensive plan to Town Council for review, noting final edits will need to be made before approval.

ADJOURN

Chairman Nicely adjourned the meeting at 6:13 pm

Chairman

Secretary

TOWN OF GROTTOS CONDITIONAL (SPECIAL) USE PERMIT

APPLICATION CHECKLIST: Before this application can be accepted for processing, the applicant must submit the following:

- A. Complete the application in full and sign. (If not landowner, the landowner must also sign).
- B. Enclose sketch as required in application. The sketch must be to scale and no larger than 8-1/2" x 11"
- C. Please contact the Assistant to the Town Manager (249-5896) for appointment to review the completed application.

If application is not complete, it will not be accepted.

APPLICANT: Rebecca Holloway, (Edgewood Rentals)
Circle if: owner purchaser other

MAILING ADDRESS: 800 Edgewood St Daytime Phone: 540-383-1193
Grothoes VA 24441 Rebecca Holloway
City/Town State Zip Contact Person

EMAIL ADDRESS: rebecca@rockofair.com

PROPERTY ADDRESS: 706 Edgewood St Grothoes, VA 24441

USE APPLIED FOR: Short term rentals

PARCEL INFORMATION: _____

ACREAGE IN PARCEL: 2.969 ZONING: Residential

TAX MAP NO: 16DD4-A-18 ACREAGE IN REQUEST, IF NOT WHOLE PARCEL: .5 acreage

SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING: 2-Bedroom, 2-Bath,
1-living room, 1-Dining room - 1,200 Sq. footage

REQUIRED INFORMATION

Section 15.2-2284 of the Code of Virginia states that, "Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth and change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality."

Please answer the following questions and where required, attach additional information to this application. The information provided will be reviewed by Town staff in their analysis of your request.

An application for a conditional use permit shall be considered incomplete when an applicant fails to provide the following required information.

A. Are there any historical features, listed on a national or state registry, located on the property? If so, please provide documentation. NO

B. Are there any wetlands or sinkholes, as delineated by a professional engineer, located on the property? If so, please provide documentation. NO

C. Are there any known cemeteries located on the property? NO

D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.

Purpose of this special use permit is to provide short-term rentals at 706 Edgewood St Grothues, VA 24441. This property would be managed by Rebecca Hollaway, Tammy Coftman, Lisa Ruhlman, Barbara Begson and families. The goal is to keep house lived into til we potentially find a renter for long term purposes. If the applicant wishes to offer any conditions for this special use request, please provide a copy of the of those conditions signed by those property owners listed on the deed of ownership.

FURNISH ON 8 1/2" X 11 PAPER, ONE (1) COPY OF A DRAWING SHOWING:

- (1) Size and shape of parcel of land where use or building is to be located.
- (2) Location of use of proposed and/or existing buildings---distance from streets and from adjoining property.
- (3) Size and shape of proposed and/or existing buildings.
- (4) Access to and from property.
- (5) Any planned screening or landscaping.
- (7) Number and location of off-street parking spaces.
- (8) Specify proposed use of area (if not contained in building).

Rebecca Hollaway
Applicant Signature

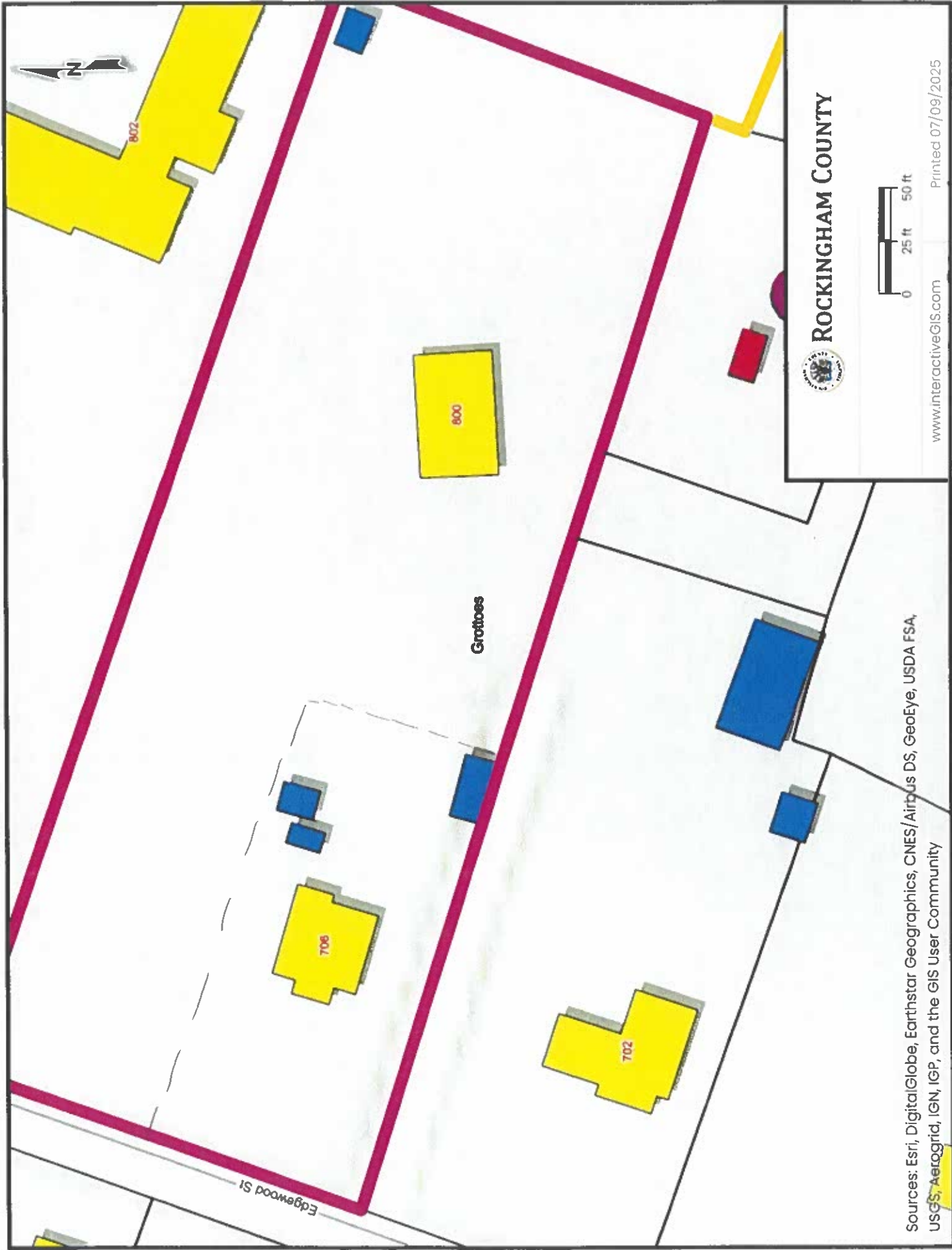
Barbara Begson
Landowner's Signature
(if different from applicant)

NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION

*****FOR OFFICE USE ONLY*****

FEE: \$200.00 DATE REC: _____ TAXES PAID _____

HEARING DATE: _____ APPROVED / DENIED



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- B. Enclose sketch as required in application. The sketch must be to scale and no larger than 8-1/2" x 11"
- C. Please contact the Assistant Town Manager (249-5896) for appointment to review the completed application.

If application is not complete, it will not be accepted.

APPLICANT: Prather Family Revocable Trust, M. Joel Prather and Heather M. Prather, Trustees

Circle if: owner purchaser other

MAILING ADDRESS: 12316 Morning Creek Road, Glen Allen, VA 23059 Daytime Phone: (804) 399-0344

City/Town

State Zip

M. Joel Prather
Contact Person

EMAIL ADDRESS: mjoelprather@gmail.com

PROPERTY ADDRESS: 901 Riverside Ave, Grottoes, VA 24441

USE APPLIED FOR: Short Term Rental

PARCEL INFORMATION: R52046

ACREAGE IN PARCEL: 1.509 acres

ZONING: R1

TAX MAP NO: 159-(4)-L3

ACREAGE IN REQUEST, IF NOT WHOLE PARCEL: 1.509 acres

SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING: No change to existing structure; 5 bedrooms, 3 baths; 3,336 square feet.

REQUIRED INFORMATION

Section 15.2-2284 of the Code of Virginia states that, "Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth and change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality."

Please answer the following questions and where required, attach additional information to this application. The information provided will be reviewed by Town staff in their analysis of your request.

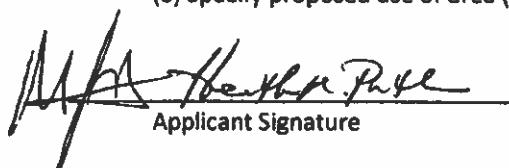
An application for a conditional use permit shall be considered incomplete when an applicant fails to provide the following required information.

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- B. Are there any wetlands or sinkholes, as delineated by a professional engineer, located on the property? If so, please provide documentation. No
- C. Are there any known cemeteries located on the property? No
- D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc. Please see attached.

If the applicant wishes to offer any conditions for this special use request, please provide a copy of the of those conditions signed by those property owners listed on the deed of ownership.

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- (7) Number and location of off-street parking spaces.
- (8) Specify proposed use of area (if not contained in building).


Applicant Signature

Landowner's Signature
(if different from applicant)

NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION

*****FOR OFFICE USE ONLY*****

FEE: \$200.00 _____ DATE REC: _____ TAXES PAID _____
HEARING DATE: _____ APPROVED / DENIED

TOWN OF GROTTOS CONDITIONAL (SPECIAL) USE PERMIT

An application for a conditional use permit shall be considered incomplete when an applicant fails to provide the following required information.

- D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.

Overview:

As owners of the existing 5-bedroom, 3-bathroom home located at 901 Riverside Ave, Grottoes, VA 24441, we propose to operate it as a short-term rental property. Having fallen in love with this beautiful area ourselves, we are passionate about sharing the unique charm and attractions that Grottoes and the surrounding region offer with visitors, thereby bringing additional tourism revenue to our wonderful town.

Property Details:

- **Accommodations:** 5-bedroom, 3-bathroom furnished home capable of sleeping larger families and groups
- **Target Market:** Monthly rentals for professionals seeking furnished accommodations while working in the area, as well as vacationing families and groups
- **Hours of Operation:** 24/7 availability for registered guests during their stay periods

Operations:

- **Employees:** We do not anticipate hiring permanent employees; instead, we will contract with local cleaning and handyman services to maintain the property, directly supporting local businesses
- **Guest Management:** We will personally manage bookings and guest relations
- **Expected Usage:** Primarily monthly stays for traveling professionals, medical personnel, and extended vacation rentals for families

Community Benefits: We believe our property will serve as an ideal base for visitors to explore and support local businesses while enjoying everything our area offers, including

- Grand Caverns, one of America's oldest show caves
- Skyline Drive and Shenandoah National Park access
- Local restaurants and vineyards that showcase our region's exceptional cuisine and hospitality
- The pristine South River, offering world-class fly fishing, kayaking, and other recreational activities
- The many other attractions that make this area a premier destination

Our goal is to provide comfortable, extended-stay accommodations that encourage visitors to truly experience Grottoes as a home base, leading to increased local spending and repeat visitors who will continue to support our community's economy.

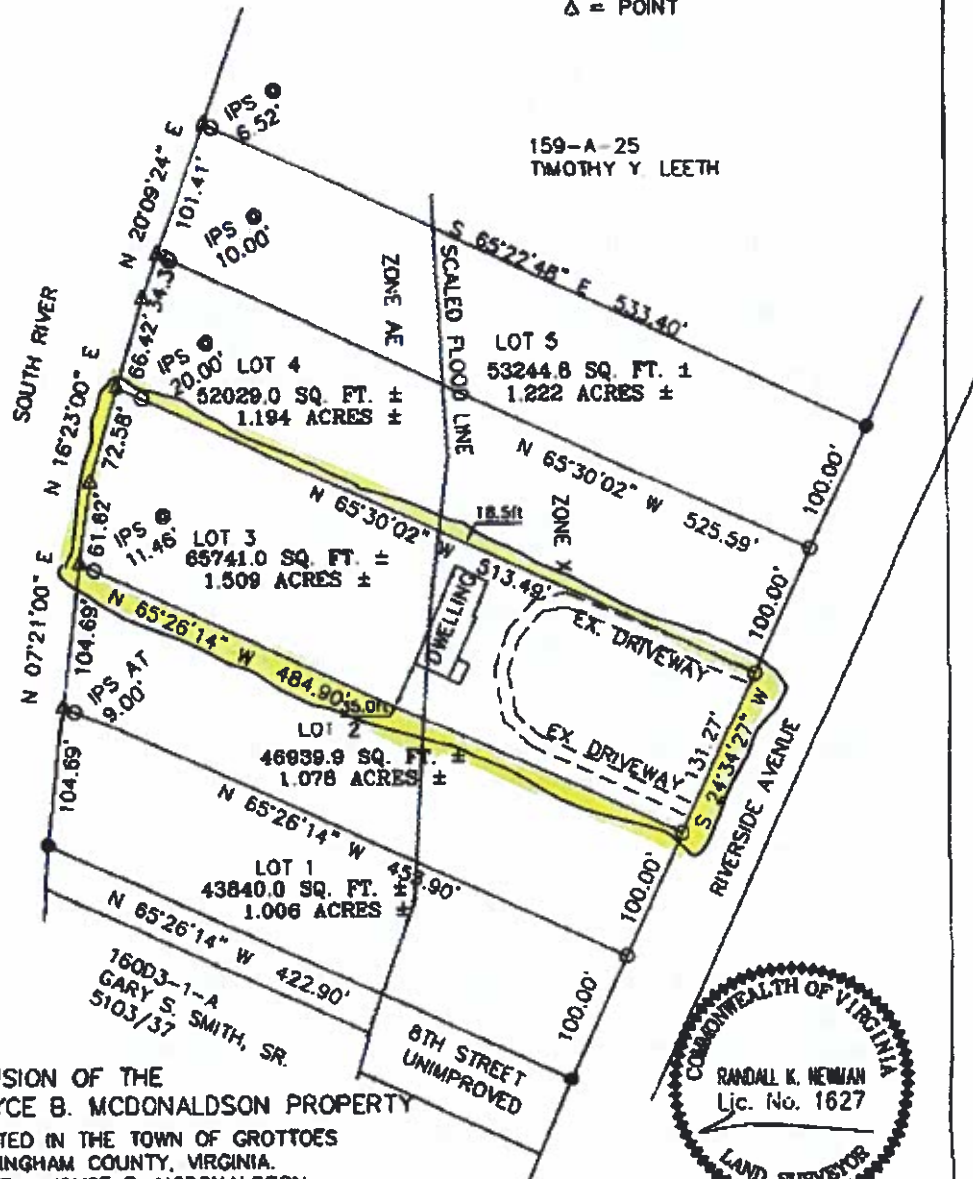


- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 100'
- 3 = TAX MAP = 159-A-26
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

2021-08-27 B: 5354 P: 136
8/11/2021 01:54 PM Pages: 3
Chief of Survey
Rockingham County, VA

LEGEND

- = IRON PIN FOUND
- = IRON PIN SET
- △ = POINT



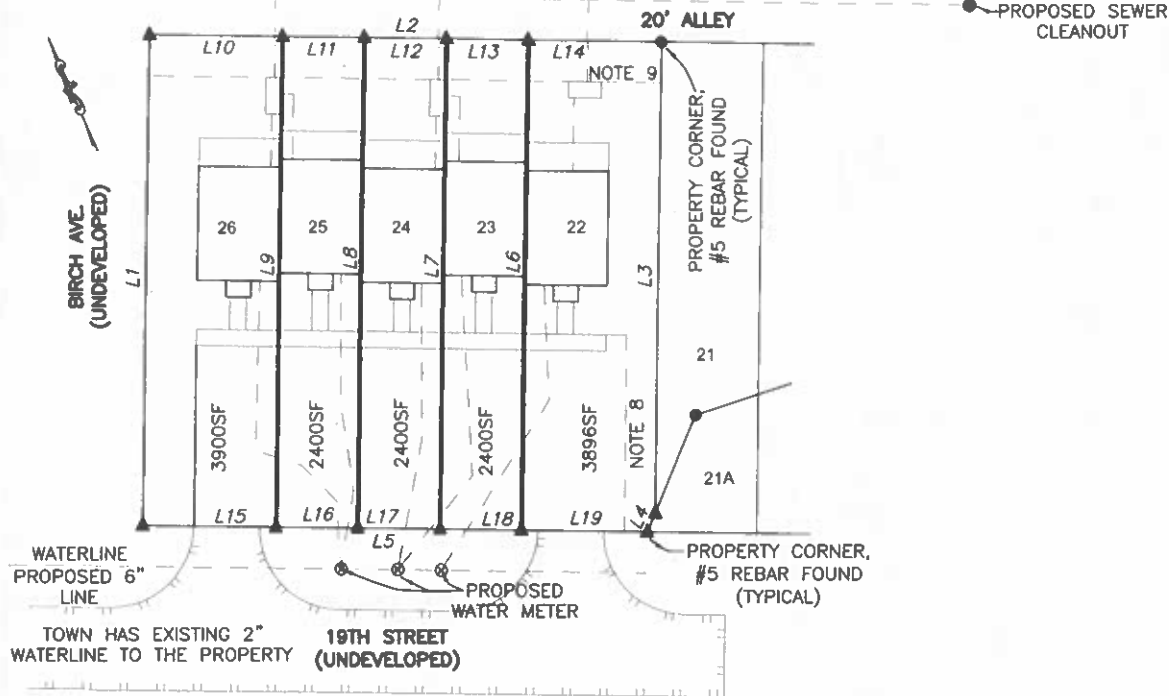
DIVISION OF THE
JOYCE B. McDONALDSON PROPERTY
LOCATED IN THE TOWN OF GROTTOS
ROCKINGHAM COUNTY, VIRGINIA.
OWNER: JOYCE B. McDONALDSON
REFERENCE: DEED BOOK 811. PAGE 635



NEWMAN SURVEYING
Licensed Land Surveyor
GROTTOS, VIRGINIA 24441
(540) 421-6232

JOB NO. R159-A-26 DATE: OCTOBER 2, 2020

42



TM 160D2-1-B18-PCL 21
ASHBY HOLDINGS, LLC.
DB 5634 P 516
ZONE: TOWN

TM 160D2-1-B18-PCL 21A
SHERIDAN, MARGARET W.
DB 5305 P 797
ZONE: TOWN

LINE	BEARING	DISTANCE
L1	N 24°19'00" E	120.00'
L2	S 65°41'00" E	125.00'
L3	S 24°19'00" W	115.39'
L4	S 46°00'54" W	4.96'
L5	N 65°41'00" W	123.17'
L6	N 24°19'00" E	120.00'
L7	N 24°19'00" E	120.00'
L8	N 24°19'00" E	120.00'
L9	N 24°19'00" E	120.00'
L10	S 65°41'00" E	32.50'
L11	S 65°41'00" E	20.00'
L12	S 65°41'00" E	20.00'
L13	S 65°41'00" E	20.00'
L14	S 65°41'00" E	32.50'
L15	S 65°41'00" E	32.50'
L16	S 65°41'00" E	20.00'
L17	S 65°41'00" E	20.00'
L18	S 65°41'00" E	20.00'
L19	S 65°41'00" E	30.67'

TOWNHOUSES TO BE SERVED BY 1500
GALLON SEPTIC TANKS EXCEPT FOR UNIT
22 WHICH WILL BE A 1000 GALLON TANK

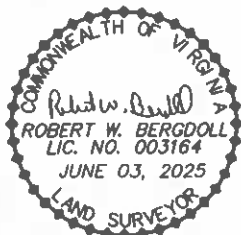
SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL
OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND ORDINANCES OF
THE CITY OF HARRISONBURG, VIRGINIA, REGARDING THE PLATTING OF
SUBDIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH.

GIVEN UNDER MY HAND THIS 19th DAY OF July, 2025.

Robert W. Bergdoll, L.S.

ROBERT W. BERGDOLL L.S.
VA. NO. 003164



THIS DOCUMENT IS NOT
FINAL UNLESS THE SEAL
IS SIGNED & DATED

BOUNDARY SURVEY PLAT 19TH STREET TOWNHOUSES TOWN OF GROTTOS ROCKINGHAM COUNTY, VA

BERGDOLL SURVEYING, LLC.
P. O. BOX 36
MOUNT SIDNEY, VIRGINIA 24467
540 416-4081

DSN: RWB

DWG: RWB

FILE: 25034

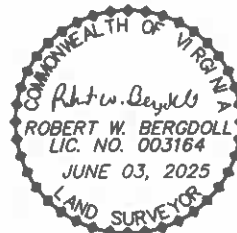
PROJ: 25034

DATE: JUNE 03, 2025
PLOTTED: JUNE 03, 2025

SCALE: 0 30 60

SHEET
1 OF 2

1. THIS PLAT IS BASED UPON A FIELD SURVEY ON APRIL 15, 2025 & MAY 5, 2025.
2. A TITLE REPORT WAS NOT PROVIDED, THEREFORE, ALL ENCUMBRANCES MAY NOT BE SHOWN ON THIS PLAT.
3. THIS PROPERTY IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD ZONE.
4. NO GRAVES OR PLACES OF BURIAL WERE OBSERVED DURING THE SURVEY.
5. THIS PROPERTY IS ZONED R7.
6. THIS LOTS CONSISTS OF: TM 160D2 1 B18 LOTS 22-26. SOME INTERNAL PROPERTY LINES HAVE BEEN ADJUSTED. NO NEW LOTS HAVE BEEN CREATED.
7. OWNER & DEVELOPER: DAVID W. MILSTEAD
73131 LUMBER MILL RD.
DAYTON, VA. 22821
8. A 48' PRIVATE ACCESS EASEMENT IS HEREBY DEDICATED TO PUBLIC USE.
9. A 10' WIDE PUBLIC UTILITY AND DRAINAGE EASEMENT IS HEREBY DEDICATED TO PUBLIC USE. THIS EASEMENT IS ADJACENT TO TO 20' WIDE ALLEY.
10. EACH LOT WILL HAVE 2 DESIGNATED PARKING SPACES 10'X18'.
11. LAND USE: RESIDENTIAL.
12. DRAINAGE SHEET RUN OFF TO THE SOUTHWEST TO DITCHLINE FOR PARCELS 20-22.



THIS DOCUMENT IS NOT
FINAL UNLESS THE SEAL
IS SIGNED & DATED

OWNER'S CONSENT AND DEDICATION
OF 19TH STREET TOWNHOUSES

THE PLATTING OR DEDICATION OF THE FOLLOWING LAND, 19 STREET TOWNHOUSES,
IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF
THE UNDERSIGNED OWNER(S), PROPRIETOR(S), AND TRUSTEE(S), IF ANY.

BY: David W. Milstead DATE 7/15/25

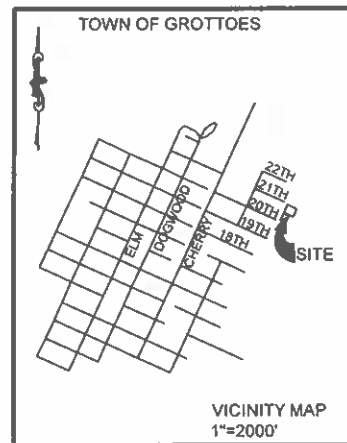
DAVID W. MILSTEAD
MILSTEAD CONSTRUCTION

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF Rockingham, TO WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 15th

DAY OF July, 2025, BY DAVID W. MILSTEAD

04/30/2027 7653038 Melinda Sue McDonald
COMMISSION EXPIRES REGISTRATION NO. NOTARY PUBLIC



VICINITY MAP
1"=2000'



CERTIFICATE OF APPROVAL

THIS SUBDIVISION KNOWN AS 19TH STREET TOWNHOUSES, IS APPROVED BY THE
UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE
ADMITTED TO RECORD.

BOUNDARY SURVEY PLAT

**19TH
STREET TOWNHOUSES**

TOWN OF GROTTUES
ROCKINGHAM COUNTY, VA

TOWN OF GROTTUES
ZONING ADMINISTRATOR

DATE

APPROVAL OF THIS PLAT BY THE AGENT OF THE TOWN OF GROTTUES SHALL BE
VOID UNLESS THIS PLAT IS RECORDED WITHIN SIX MONTHS AFTER APPROVAL.

BERGDOLL SURVEYING, LLC.
P. O. BOX 36
MOUNT SIDNEY, VIRGINIA 24467
540 416-4081

DSN: RWB

DWG: RWB

FILE: 25034

PROJ: 25034

DATE: JUNE 03, 2025
PLOTTED: JUNE 03, 2025

SCALE: 0 2000 4000

SHEET
2 OF 2