



AGENDA

Board of Supervisors Meeting

October 5, 2021

9:00 AM

Moment of Silence

- A. Call to Order and Pledge of Allegiance of the United States of America
- B. Adoption of Agenda – Additions or Deletions
- C. Report – Virginia Department of Transportation – Ed Carter
- D. Public Comment Period (60 Minute Time Limit)
- E. Report – People, Inc. – Samantha Barber
- F. Report – Department of Social Services – Jon Martz
- G. Report – Warren County Public Schools – Dr. Chris Ballenger
- H. Reports – Board Members, County Administrator, Interim County Attorney
- I. Appropriations and Transfers
- J. Approval of Minutes
 - 1. Regular Meeting of September 7, 2021
 - 2. Regular Meeting of September 21, 2021

NEW BUSINESS

- K. Consent Agenda
 - 1. Proposed FY 2022-2023 Budget Schedule and Departmental Request Forms – Matt Robertson/Ed Daley
 - 2. Road Naming Request – Access Road off Fort Valley Road as “Passage Valley Lane” – Emma Rusnak
 - 3. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-08-01, Charles and Lou Ann Dotson for Private Use Camping – Matt Wendling
 - 4. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-08-02, Jacob Lott, Jr., and Sandra Kieper for a Short-Term Tourist Rental – Matt Wendling
 - 5. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-08-03, Nicole and Sean McGinn for a Short-Term Tourist Rental – Matt Wendling
 - 6. Coyote Bounty – Gary R. White (1) – \$50.00 Each – Animal Control

- L. Closed Session – Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for Consultation with Legal Counsel Pertaining to Actual or Probable Litigation and Consultation with Legal Counsel for the Provision of Legal Advice re: Economic Development Authority Matters
- M. Additional New Business (If needed)
- N. Adjournment

- - -
WORK SESSION

- A. Discussion – Overview of the Public Works Department – Mike Berry
- B. Adjournment

Maintenance:

- Completed 75% of the mowing on secondary routes and should complete 100% this month and all primary routes
- Performed grading and stone application operations on various non-hard surfaced roads in the County
- Conducted ditch cleaning and shoulder repair operations in the Rockland and Reliance area
- Placed shoulder stone on the newly paved portion of Route 619 (Rivermont Drive)
- Cleaned up downed trees/debris from storm damage and picked up trash bags collected by the Regional Correctional crews
- Will be skin patching on various routes and asphalt patching on Route 340 and Toray Drive
- Have begun brush cutting for the continuation of the Rural Rustic project on Route 628 (Rocky Hollow Road)

Board Issues:

VDOT has received some additional safety funds for Route 55 between Linden and Front Royal. They are currently looking at safety measures that they can use them for. Included for consideration are guardrail upgrades, centerline inlaid markers, rumble strips, intersection stop bars, and additional signage. VDOT will evaluate the options over the next 30 days and apprise the Board.



People Incorporated Internet Connectivity Program

How does it work?

If you're in need of internet, People Inc. may be able to help with up to **six months of paid internet service!**

People Inc. will work with clients to help **pay past due payments and set up new accounts.**

How do I qualify?

- Clients must show that they have been impacted by the pandemic and in need of internet service.
- Need for internet service includes searching the internet for a new job, helping kids complete homework online, working remotely, and more.
- Clients must meet income requirements.
- Clients must verify income, social security, unemployment benefits or show that they do not have income.
- Clients must fall within our service area.



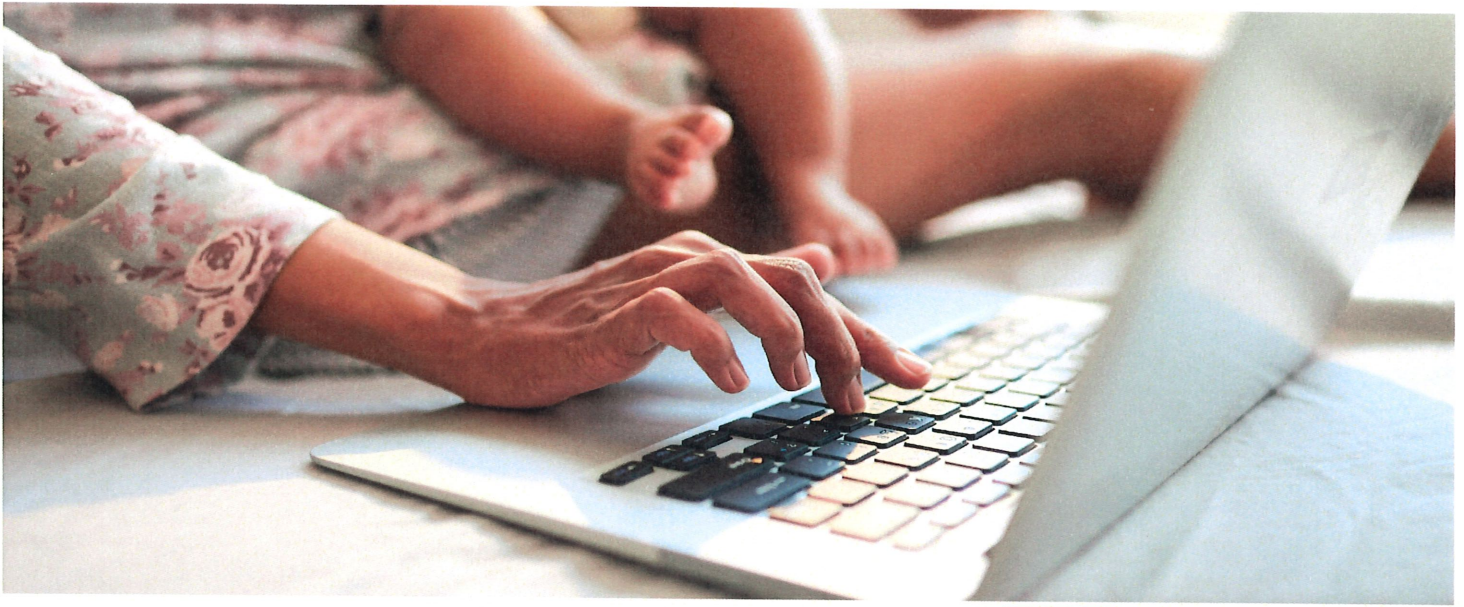
Call Now:

Call 833-962-2039

Available across People Inc.'s service area:

- City of Bristol
- Buchanan County
- Clarke County
- Culpeper County
- Dickenson County
- Fauquier County
- Frederick County
- City of Manassas
- City of Manassas Park
- Page County
- Prince William County
- Rappahannock County
- Russell County
- Shenandoah County
- Warren County
- Washington County





People Incorporated

Programa de Conectividad a Internet

¿Cómo funciona?

Si necesita Internet, People Inc. puede ayudarlo con hasta **seis meses de servicio de Internet pagado!**

People Inc. trabajará con los clientes para ayudarles a **pagar los pagos vencidos y establecer nuevas cuentas.**

¿Cómo califico?

- Los clientes deben demostrar que han sido afectados por la pandemia y que necesitan un servicio de Internet.
- La necesidad de un servicio de Internet incluye buscar en Internet un nuevo trabajo, ayudar a los niños a completar la tarea en línea, trabajar de forma remota y más.
- Los clientes deben cumplir con los requisitos de ingresos.
- Los clientes deben verificar ingresos, seguro social, beneficios por desempleo o demostrar que no tienen ingresos.
- Los clientes deben estar dentro de nuestra área de servicio.



Llame ahora:

833-962-2039

Disponible en el área de servicio de People Inc.:

- City of Bristol
- Buchanan County
- Clarke County
- Culpeper County
- Dickenson County
- Fauquier County
- Frederick County
- City of Manassas
- City of Manassas Park
- Page County
- Prince William County
- Rappahannock County
- Russell County
- Shenandoah County
- Warren County
- Washington County





People inc.

Building Futures, Realizing Dreams™

Advocacy Plan

People Incorporated is a non-profit Community Action Agency and Community Development Corporation committed to providing opportunities for economically disadvantaged people to reach their goals in order to enhance their lives, families, and communities. People Incorporated develops programs and strategies that are designed to move people and communities into the economic mainstream.

Every person needs support from others. People Incorporated promotes the dignity of individuals and families, moves people into the economic mainstream, and works to develop existing strengths and resources within communities.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Designated Community Action Service Areas

FREDERICK

CLARKE

Manassas Park

WARREN

FAUQUIER

SHENANDOAH

RAPPAHANNOCK

PAGE

Manassas

CULPEPER

PRINCE WILLIAM

Northern Shenandoah

Clarke County
Frederick County
Page County
Shenandoah County
Warren County

Greater Prince William

Manassas
Manassas Park
Prince William County

Northern Piedmont

Culpeper County
Fauquier County
Rappahannock County

DICKENSON

BUCHANAN

RUSSELL

Bristol

WASHINGTON

Southwest Virginia

Bristol
Buchanan County
Dickenson County
Russell County
Washington County

peopleinc.net

1173 West Main Street, Abingdon VA
276.623.9000 | info@peopleinc.net



People Incorporated Housing Group (PIHG)

Founded in 2003 as an affiliate organization to better meet housing needs throughout our community action service area. We are state certified as a Community Housing Development Organization (CHDO) to access and expand the availability of affordable housing throughout Virginia.

Homeownership and Housing Counseling

Housing counselors provide one-on-one homeownership and housing counseling to eligible individuals and families in four counties and one city in Virginia.

Single Family Housing Repair Home Loans and Grants

Also known as the Section 504 Home Repair program, this program provides loans to very-low-income homeowners in Buchanan, Dickenson, Russell, and Washington counties to repair, improve, or modernize their homes or grants to elderly very-low-income homeowners to remove health and safety hazards. Our staff assist with the application process for these loans and grants.

Down Payment Assistance and Home Loan Packaging

Home loan programs are designed to assist creditworthy first-time homebuyers or those who have not owned a home in the last three years. Borrowers must meet income and loan limits to qualify for loans.

Affordable Housing Development

Through its affiliate, People Incorporated Housing Group, People Inc. works to address the lack of affordable rental housing through the development of affordable and high-quality multi-family housing development via public and private financing sources. [See map at right for a reference to Multi-Family Housing Developments in our region.](#)

Homeowner Education and First-Time Homebuyer Loans

People Inc. connects clients with homebuyer education and can help first-time homebuyers access loans with a lower interest rate through Virginia Housing's Sponsoring Partnerships & Revitalizing Communities (SPARC) program.

Foreclosure Prevention Counseling

We help clients who are behind on their mortgage or in danger of defaulting on their home loan in 13 counties and one city in Virginia.

Matched Savings Accounts

Participants can earn money towards a down payment on their first home with a Matched Savings Account. Participants receive training, support and up to \$4,000 in match for their savings!

People Inc. also provides:

- Rental assistance in Washington county through the Housing Choice Voucher program.
- Domestic violence shelter in Buchanan and Russell counties.
- Homeless services through a coordinated intake system.
- Permanent supportive housing in Bristol and scattered throughout Culpeper, Fauquier, Floyd and Rappahannock counties.
- Weatherization services in Bristol, Buchanan and Washington counties.

Affordable Rental Housing

People Inc. owns and manages 31 affordable housing properties consisting of 1,031 units in Virginia and Tennessee, all of which are dedicated to low-, very-low- and extremely low-income families and individuals.

15 Family Properties

407 Family Units

16 Senior Properties

624 Senior Units



Programs and Services

Visit peopleinc.com/services to view services offered in Virginia by city and county.

Financial Services

Tourism Loan Fund
Business Loans
Consumer Loans
Tourism Loans
Free Tax Prep
Technical Assistance
Matched Savings Accounts

Family Services

CHIP
Court Appointed Special Advocates (CASA)
Dickenson County Childcare Center
Domestic Violence and Sexual Assault Outreach
Empowering Culpeper

Education

Head Start
Early Head Start
Improving Scholars
Project Discovery

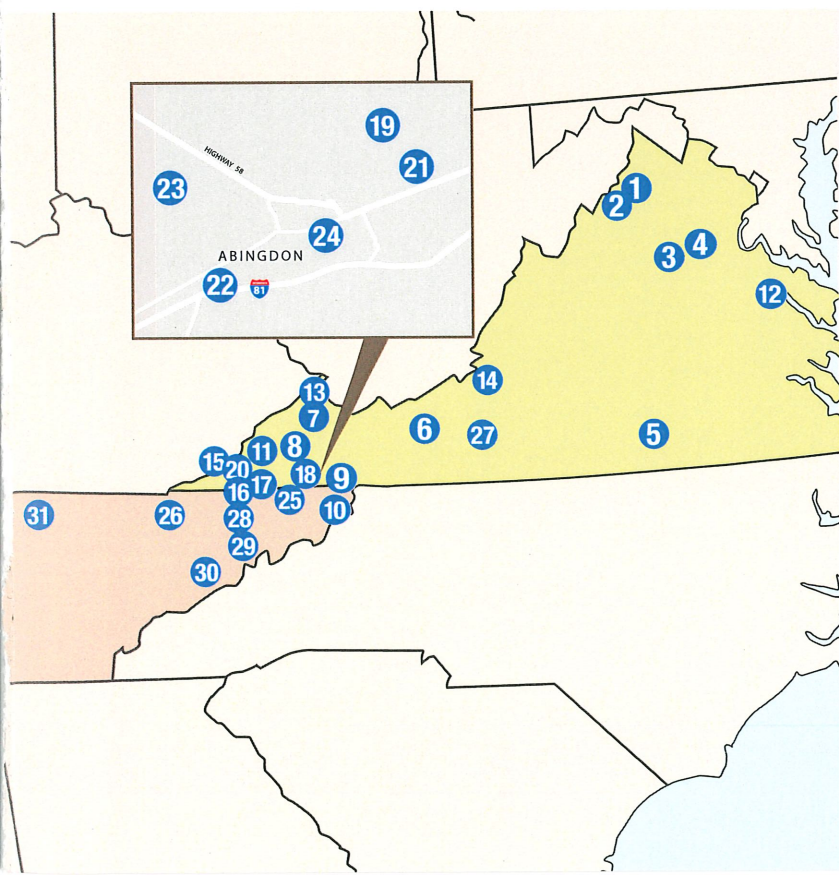


Housing

Homeownership and Housing Counseling
Affordable Rental Housing
Homeless Services
Permanent Supportive Housing
Weatherization
Domestic Violence Shelter

Employment Training

Adult
Youth
Dislocated Worker
Job Training & Placement Services
Ex-Offender Services



Multi-Family Housing Developments

Two new properties are currently in development. Luray Meadows Apartments will provide 52 affordable rental units to families in the Town of Luray and Page County. Sweetbriar II will provide 22 affordable rental units in townhouse and duplex-style housing.

- | | |
|---------------------------|--------------------------|
| 1 Toms Brook Apartments | 17 Clinch View Manor |
| 2 Valley Vista Apartments | 18 Gay Street Apartments |
| 3 Culpeper Crossing | 19 Whites Mill Point |
| 4 Millview Apartments | 20 Powell Valley Village |
| 5 Brunswick Manor | 21 Abingdon Green |
| 6 Pulaski Village | 22 Highland View |
| 7 Grundy Townhouses | 23 Sweetbriar |
| 8 Dante Crossing | 24 Abingdon Terrace |
| 9 Riverside Place | 25 Bristol Properties |
| 10 Mountain City Manor | 26 Tazewell Village |
| 11 Norton Green | 27 Pine Ridge |
| 12 Tappahannock Greens | 28 Baileyton Terrace |
| 13 Deskins Apartments | 29 Greenville Landing |
| 14 New Castle Manor | 30 Newport Village |
| 15 Lee Terrace | 31 Jamestown Village |
| 16 Jonesville Manor | |

Public Policy Priorities

Our public policy priorities support our mission. As a result of our commitment to enacting widespread change throughout the Commonwealth of Virginia, residents have greater access to the resources, programs, and assistance they need to transform their lives.

FY22 Legislative Priorities

- To increase funding, inventory, and access to affordable housing
- To increase funding, access, and quality of Early Childhood Programs for low-income children and families
- To create alternative programs to divert offenders with minor infractions from the criminal justice system

FY21 Agency-Wide Impact



9,762 individuals and
5,125 households served



63% of households served had incomes at or below **100% FPL** (Federal Poverty Level)

89% of households served had incomes at or below **200% FPL** (Federal Poverty Level)

124 loans closed
totaling over **\$1.8 million**

Created or retained **233 jobs**



24 children obtained childcare

373 children served through
Early Head Start and Head Start

37 homes weatherized



250 tax returns prepared

408 volunteers contributed
7,728 hours worth over **\$109,500**

FY22 Priorities

Early Care & Education



373 children served through Head Start and Early Head Start



243 children demonstrated skills for school readiness



24 children served through Dickenson County Childcare Center

Bridging the Wage & Wealth Gap



72 individuals earned credentials or a degree



220 adults obtained employment, with **124** at a living wage or higher



Made **46 loans** for transportation to help individuals get to work, school, and other services



Closed **17 debt consolidation loans**

Strengthening Human & Social Services



Supported state-level implementation of **Whole Family Approach pilot** with **11 families** participating at People Incorporated



Invested over **\$19 million** in community development projects



Worked with over 265 partners to better serve communities

Employment Development Services

Brooke McClung is our new Job Developer, she is working with the unemployed and underemployed in the community. Some employment services that we offer are resume building, assistance with job applications, job readiness courses and full job development. Brooke is also working to connect with local businesses to build relationships and find out what skills they need in perspective employees.

Check us out on Facebook at <https://www.facebook.com/Warren-County-DSS-Employment-Services-109867421454326> to find job openings and current events posted.

	Clients Served	Clients Employed
September 2021	7	4

Fiscal Year 2021-2022 Budget Appropriations and Transfers

Submitted for Board of Supervisor approval on October 5, 2021

	Dept/Fund	Tran/Appr	Description	Amount	Source
1	Economic Development	Transfer	Transfer operational budget from Economic Development Authority Fund to General Fund	\$ 163,836	Economic Development Authority Fund
2	Economic Development	De-Appropriation	De-appropriation of General Fund operating contribution to Economic Development Authority Fund	\$ 165,375	General Fund

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on September 7, 2021 at 9:00 AM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; David Beahm, Building Official; Todd Jones, Director of Technology; Jon Martz, Director of Social Services; Joe Petty, Planning Director; and Roger Bianchini, Royal Examiner

Absent: Tony F. Carter (Happy Creek District)

Adoption of Agenda

Mr. Mabe requested the relocation of item G (Adoption of Resolution for the Phase II Agreement for Regional Broadband Services) to immediately following item C (Report from the Virginia Department of Transportation), and Mrs. Oates requested the removal of item F (Approval of Minutes) from the agenda.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors adopted the agenda as amended:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye

Report – Virginia Department of Transportation – Ed Carter

Ed Carter, Residency Administrator with the Virginia Department of Transportation (VDOT), presented the following report to the Board:

Maintenance:

- Completed all primary mowing and 50% of secondary mowing; will continue secondary mowing this month hoping to complete
- Graded and made stone applications to various non-hard surfaced roads throughout the County and will continue this month
- Applied dust control on various non-hard surfaced roads throughout the County
- Contractor completed paving on Route 619 from the bridge to Route 615 (Stokes Airport Road)
- Cleaned up after several storms and are continuing after the remnants of Hurricane Ida; the area fortunately did not receive as much rain as was forecasted
- Will be performing ditching and shoulder work in the Rockland and Reliance area

- Will be doing dry runs on snow removal equipment in preparation for the upcoming winter season; they are in the process of signing with contractors

Board Issues:

- There has been a citizen inquiry about naming bridges in Warren County, and Mr. Carter will pull this information together and provide it to Dr. Daley
- Scaling Rock Slopes on Route 340 South – Awaiting estimates from contractors
- Speed Study Route 340 South – Traffic engineering performed this study and is recommending no change in the speed limit, but they are recommending a second speed limit of 45 MPH be set for trucks. As soon as the signs are made up, they will be posted.
- Pavement Remarking Route 340 and Route 619 – VDOT is recommending going back to the original design where the left lane becomes a through lane instead of a turning lane, which will hopefully eliminate some of the backup that occurs during peak hours.
- Entrance to KOA Campground Concerns – Traffic Engineering has reviewed and suggested that the elevations of the private entrance need to be addressed by the property owner. The southbound entrance grade is steep enough that it creates a severe dip where it joins our roadway. This causes towed vehicles to slowly enter and almost stop when turning left to keep from dragging. All appropriate warning signs are in place, and the 50 MPH speed limit is correct. There have been no recordable crashes since 2013.

Mr. Fox recalled at one point, there was a plan to install a turn lane at the intersection of Route 678 (Fort Valley Road) and Route 55 (Strasburg Road) and asked if it was still in the works. Mr. Carter stated he was unfamiliar with the project but would check on it.

Mrs. Cullers asked when a left turn yield traffic light would be installed at the intersection of Skyline Vista Drive and Browntown Road, and Mr. Carter replied it is on the schedule to be replaced. The light replacements are contingent on available funding.

Request – Adoption of Resolution for the Phase II Agreement for Regional Broadband Services – All Points Broadband

Jimmy Carr, representative from All Points Broadband, reported that Warren County has joined a regional initiative to develop and execute a strategy to achieve universal, fiber-to-the-home broadband for all unserved locations in the County through a regional grant application to the Virginia Telecommunications Initiative (VATI). This regional initiative includes All Points Broadband, Dominion Energy Virginia (“Dominion”), Shenandoah Valley Electric Cooperative, Rappahannock Electric Cooperative, and seven participating Counties. The partners have completed high level design for a universal, fiber-to-the-home broadband network to serve the approximately 2,100 locations in Warren County that are not currently

served by wired, gigabit-capable broadband. All Points Broadband's network and partnerships are specifically designed to secure VATI grant funding in the current application cycle and to be an eligible use of ARPA funds.

Mr. Carr stated All Points Broadband is seeking the Board of Supervisors' approval to include Warren County in the regional VATI project and the recommended local match component, contingent on grant award. The project includes approximately 275 miles of fiber infrastructure to extend to all remaining unserved areas. The overall project cost will require \$19.7 million in funding; All Points Broadband would secure \$6.9 million (35%) of the total project cost, the VATI application would provide \$5.9 million (30%), and the County's local contribution would be \$6.9 million (35%) and eligible for ARPA funding.

Warren County's local match would be contingent on the receipt of the VATI grant award and the execution of an agreement with All Points Broadband regarding the project. The grant application is slated to be submitted on September 14th as part of a regional application through the Northern Shenandoah Valley Regional Commission, which will be the fiscal agent for the project. After submission, All Points Broadband will manage the challenge processes and adjust the project scope consistent with program rules. VATI awards will be announced in December, and Warren County and All Points Broadband would have 90 days after the grant award to enter into an agreement reflecting the VATI grant application and to formally accept the grant award. The project would be substantially complete within 24 months of VATI grant award and the completion of electric utility routes.

Mr. Carr believes Warren County as well as the region as a whole are well-positioned for the VATI grant award. All Points Broadband has provided a high-quality network design, which is optimized for VATI scoring. There are also strong partnerships in place with three electric utility companies, seven localities, All Points Broadband, and the Regional Commission.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the proposed resolution affirming the County's participation in the Phase II agreement for regional broadband services:

Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY

WHEREAS, achieving universal broadband availability for Warren County (the "County") is a priority of the Warren County Board of Supervisors ("Board"); and

WHEREAS, the County is a party to that certain Phase One Memorandum of Understanding dated as of June 30, 2021 (the "Regional Broadband MOU") entered into by and between Dominion Energy Virginia, All Points Broadband Partners, LLC ("All Points"), Shenandoah Valley Electric Cooperative, Rappahannock Electric Cooperative, the County, and certain other Participating Localities; and

WHEREAS, the County desires to continue into Phase II of the Initiative as described in the Regional Broadband MOU; and

WHEREAS, the County desires to seek grant funding to support broadband deployment within the County through the 2022 Virginia Telecommunication Initiative ("VATI") as part of the regional initiative in collaboration with the Northern Shenandoah Valley Regional Commission ("NSVRC").

THEREFORE, BE IT RESOLVED by the Warren County Board of Supervisors that Warren County elects to continue into Phase II of the Initiative described in the Regional Broadband MOU;

BE IT FURTHER RESOLVED that Warren County elects to participate in the VATI application related to the Regional Broadband MOU to be submitted by NSVRC and All Points on behalf of the County and other Participating Localities (the "Regional Application");

BE IT FURTHER RESOLVED that Warren County's local match commitment to be reflected in the Regional Application shall be six million, nine hundred thousand dollars (\$6,900,000), which local match commitment shall be contingent on receipt of an award of VATI funds; and

IT IS FINALLY RESOLVED that the County Administrator or his/her designee is authorized to take such further acts in support of the Regional Application as may be appropriate and consistent with these resolutions.

Public Comment Period (60 Minute Time Limit)

Julie Chickery, 3797 Howellsville Road, introduced herself as a representative from the Northern Shenandoah Valley chapter of Coming to the Table, which has a request on the Consent Agenda. Coming to the Table is a national organization working to create a just and truthful society that acknowledges and seeks to heal from the racial wounds of the past from slavery and the many forms of racism it spawned. The organization takes a four-pronged approach by uncovering history, making connections, taking action, and working towards healing. Ms. Chickery said the organization is requesting to place an educational display on the Courthouse lawn similar to what The Laurel Center did in April for Sexual Assault Awareness Month. There will be small marker flags and real estate-style boxes with pamphlets explaining the display.

There were no further presentations from the public.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Fox had nothing to report.

Mr. Mabe reported the following:

- Attended a community meeting with the Shenandoah Shores Property Owners Association
- Attended the Drug Prevention Committee educational session on August 24th
- Attended a briefing about broadband expansion with All Points Broadband on August 31st
- Attended a Warren County School Board meeting on September 1st

Mrs. Oates reported the following:

- Was visiting her children and was unable to attend the Drug Prevention Committee educational session on August 24th; the Committee is working to eradicate drug abuse in Warren County, and education is key

Mrs. Cullers reported the following:

- Thanked staff who worked during the cleanup from the remnants of Hurricane Ida
- Attended a roundtable meeting on August 23rd with Senator Warner at the Virginia Inland Port
- Attended the Drug Prevention Committee educational session on August 24th
- Has been working with Niki Foster Cales with the Chamber of Commerce on bringing Valor Awards to Warren County

Dr. Daley reported the following:

- Asked Joe Petty, Planning Director, to speak, and Mr. Petty introduced the new Administrative Assistant for the Planning Department, Chloe Phillips
- Due to the recent increase in cases of COVID-19, the County has been working with Warren Memorial Hospital to set up a testing site at the Health and Human Services Complex, which he hopes will be set up later this week
- There will be a Town/County Liaison Committee meeting on Thursday, September 16th at the Government Center
- The Frederick County Board of Supervisors is having a work session on September 8th with Frederick Water to discuss an extension of water service and the potential to expand into Warren County
- Major rehabilitations are needed in the sleeping quarters at the Shenandoah Farms Fire Station off Howellsville Road; Public Works crews are working with Fire and Rescue staff to convert the Shenandoah Farms Sanitary District maintenance building into sleeping quarters for the staff and volunteers
- Matt Robertson, Deputy Finance Director, is working on preparations for the audit report; staff also issued a Request for Qualifications for accounting and financial services for preliminary audit preparation, and the responses are due this week
- Lisa Salomon, Grants and Special Projects Coordinator, has been working on putting together a chart of all grants in the County and the status of each of them

- Eight members of the Department of Fire and Rescue Services will be attending paramedic training over the next eight weeks at Warren Memorial Hospital
- Parks and Recreation Maintenance crews and Public Works staff will get started on the Splash Pad shelter soon, the one being donated by Avtex retirees

Consent Agenda

1. Use of Courthouse Lawn for Placement of Flags, Coming to the Table – Julie Chickery/Emily Ciarrocchi
2. Shenandoah Rail -Trail Exploratory Partnership Funding Request – Ed Daley
3. Award of Contract for Terminal Roof Replacement at the Front Royal-Warren County Airport – Mike Berry
4. Federal Aviation Administration (FAA) Grant Agreement – Ed Daley
5. Extension Request for Conditional Use Permit #87-12-02, Patricia Grove for Commercial Auto Repair Garage with a Single-Family Dwelling – Matt Wendling
6. Modification Request for Conditional Use Permit 2005-06-02 to Change the Name from “Front Royal RV Campground” to “RV Investments, LLC” – Matt Wendling
7. Authorization to Advertise for Public Hearing – Modification Request for Conditional Use Permit 2007-11-02, Amy Cavalier for a Kennel – Matt Wendling
8. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-07-02 Hilda Keister for a Short-Term Tourist Rental – Matt Wendling
9. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-07-03 2 Mexico, LLC and B. Allen Richards, LLC for a Short-Term Tourist Rental – Joe Petty
10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-07-04 Rachelle Hill and Don Beavers for a Short-Term Tourist Rental – Joe Petty
11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-07-05 George and Michele Kopcsak for a Short-Term Tourist Rental – Matt Wendling
12. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-07-06 Jesse McClain for a Short-Term Tourist Rental – Matt Wendling
13. Coyote Bounty – David T. Jenkins (1) – \$50.00 Each – Animal Control

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the Consent Agenda as presented:

Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

Adjournment

Mrs. Cullers adjourned the meeting at 10:17 AM.

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on September 21, 2021 at 6:30 PM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; David Beahm, Building Official; Mike Berry, Public Works Director; James Bonzano, Chief of Fire and Rescue Services; Sheriff Mark Butler; Michael Coffelt, Sanitary District Manager; Caitlin Jordan, Senior Assistant County Attorney; Gerry Maiatico, Fire Marshal; Joe Petty, Planning Director; Matt Robertson, Deputy Finance Director; Matt Wendling, Deputy Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Closed Session – Virginia Freedom of Information Act

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel and briefings by staff members, pertaining to actual or probable litigation where such consultations or briefings in open meetings would adversely affect the negotiating or litigating position of the public body as well as for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice; she further moved that discussion be limited to the Virginia Opioid Abatement Fund.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice; she further moved that discussion be limited to the Front Royal-Warren County Economic Development Authority:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

There were no motions to come out of this closed meeting.

Call to Order and Pledge of Allegiance of the United States of America

Adoption of Agenda – Additions or Deletions

Mrs. Cullers requested the addition of an item to the Consent Agenda to designate Debbie Donehey, Rappahannock County Supervisor, as Voting Proxy for Warren County for the 2021 Annual Meeting of the Virginia Association of Counties (VACo).

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the agenda as amended:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

Public Comment Period (60 Minute Time Limit)

Joe Lerch, Director of Local Government Policy for VACo, presented certificates to Mrs. Cullers and Mrs. Oates recognizing their completion of the Certified County Supervisors program, which took place over an 18-month period and required them to complete 65 hours of classroom instruction as well as 35 hours of home study requirements.

Reverend Larry Johnson thanked the Board for considering the adoption of the two resolutions for the naming of the bridges over the North and South Forks of the Shenandoah River and appreciates the Board's support over the years for raising awareness for the County's namesake, Joseph Warren.

There were no further presentations from the public.

Reports – Board Members

Mr. Carter had nothing to report.

Mr. Fox had nothing to report.

Mr. Mabe reported the following:

- Traveled the roads in Shenandoah Farms, Shenandoah Shores, and Blue Mountain
- Attended the first annual community yard sale in Shenandoah Farms on Saturday, September 18th

Mrs. Oates reported the following:

- Attended the Joint Tourism Committee meeting, and they are still working on formation of 501(c)(3) and the Destination Marketing Organization (DMO) called "Discover Front Royal"

- Attended the Frederick County Board of Supervisors meeting and work session on September 8th and listened to a presentation by Frederick Water
- Attended the Samuels Public Library Board of Trustees meeting on September 13th
- Attended the Town/County Liaison Committee meeting on September 16th
- Attended a Constitution Day event on September 17th
- In 2019, the County had \$155 million come into the community in tourism revenue, \$3 million of which came back to the locality; she encouraged citizens to be good ambassadors for the community because October is coming quickly, which means an influx of “leafers”

Mrs. Cullers reported the following:

- Encouraged residents to volunteer for their local fire department
- Attended the Town/County Liaison Committee meeting on September 16th

Dr. Daley reported the following:

- Pleased to announce the appointment of Jane Meadows as the new Human Resources Director; she has both undergraduate and graduate degrees in Human Resources and nineteen (19) years of experience. She will begin working on Monday, October 4th.
- Fire Chief James Bonzano and Fire Marshal Maiatico attended the National Honor Guard Academy graduation on Friday, September 17th to support Honor Guard Commander/Lieutenant Scott Richardson, Firefighter Brian Foley, Lieutenant Anthony Hitt, Jr., and Firefighter Matthew Hunt; Dr. Daley congratulated the graduates and voiced his appreciation for Chief Bonzano supporting this initiative.
- Invited anyone who wishes to attend to the Board of Supervisors work session on Tuesday, October 12th beginning at 7:00 PM when Frederick Water will be delivering a presentation
- Coronavirus Update – The Coronavirus still remains a significant health concern, given the resurgence of the “Delta” variant. Given the County’s 40.6% vaccination rate, and “high” level of community transmission, everyone must maintain a commonsense approach to mitigating any future impacts the virus may bear upon us. Citizens and employees who did not receive the vaccination can contact their Primary Care Manager, the Health Department, or most of the local pharmacies, to receive the COVID-19 vaccination.
- Revenue Updates for August

Sales Tax

2021	2020	Difference
\$489,224.95	\$440,935.76	\$48,289.20 (10.95%)

Year-to-Date

Meals Tax	\$690,088.28
Lodging Tax	\$186,218.68
Business License Tax	\$1,072,191.29

- Wayfinding Signage – The County and Town are working together on the trailblazing signage. Staff expects the County signs to be here in the next few weeks. Our signs were manufactured after the Town signs since the Town was on deadline for their grant. The County Public Works Department has staked the sign locations. We will be meeting with our local VDOT residency to review these.
- Tourism Committee – Jones Lang Lasalle Americas, Inc. (JLL) continues to perform joint tourism services for the Town and County. They host bi-weekly meetings with the Joint Tourism Committee. They are monitoring the metrics for the current marketing campaigns and updating the Committee. JLL is working on by-laws and incorporation documents for the 501(c)(3), and the County is drafting a new Memorandum of Agreement (MOA) between the Town and County for the Joint Tourism Board.
- Development Review Committee – The Development Review Committee will meet on September 22, 2021 to discuss the following projects:
 - Proposed Warehouse Facility – Corner of Baugh Drive and Fairground Road
 - Enclosed Storage Facilities – Winchester Road (2), Winners Court
 - Equus Warehouse Facility – Winchester Road
 - Interchange, Phase II – Toray Drive
 - McKay Springs – Corner of Winchester Road and Reliance Road
- Appalachian Trail Connector Update – Mr. Petty will be meeting with VDOT on October 7, 2021 to discuss various options for the AT Connector.
- Shenandoah Valley Rail Trail – On Tuesday, September 7, 2021, the Board approved the allocation of \$15,000 to the Northern Shenandoah Valley Regional Commission for the appraisal work for the Shenandoah Rail Trail Exploratory Project.
- Building Inspections for August

New Home Starts Year-to-Date

County	Town	Total	Total for 2020
20	10	30	15

Permits Issued Year-to-Date

2021	2020	Difference
273	201	72 (26.37%)

Inspections Completed Year-to-Date

2021	2020	Difference
1,186	1,029	157 (13.24%)

*Note – The increase from the normal totals for the Town is reflective of one builder constructing three (3) duplex units that accounts for six (6) of the ten (10).

Also, the Town indicated at the September 16, 2021 Liaison Committee meeting that they will be assuming responsibility for Town permits and related inspections effective January 1, 2022.

- Parks and Recreation

- Current/Upcoming Programs and Activities:

- Gymnastics Classes

The Warren County Parks and Recreation Department is accepting registrations for their Gymnastics classes, for those ages 3 years and older.

Location: Classes are held at the Warren County Health and Human Services Complex Gym, 465 W. 15th Street, Front Royal, Virginia, 22630 beginning this Saturday, September 25, 2021

Cost: The cost of the class is \$85.00 per child and includes the uniform

- Cribbage

Players will enjoy several hands of Cribbage against skilled opponents.

Dates: Mondays, September 13, 2021 - September 27, 2021

Time: 10:30 a.m. - 1:00 p.m.

Location: Warren County Health and Human Services Complex Band Room

- Karate Classes

This program will encompass the usual stances, kicking, punching techniques, stretching, weightlifting (2 to 4 lbs.), and overall history and review of martial arts.

Dates: Saturdays, September through December 2021

Times: 12:00 p.m. - 1:15 p.m.

Cost: \$120.00 per participant for ten (10) consecutive classes

Location: Front Royal Karate Club

Ages: 5 to 16 years of age

- Park Facility Projects

- Community Shelter in Seide Memorial Park: Park staff continues acquiring/ordering the project materials. The ordering process will take some time. All shelter items will be special ordered. Staff completed digging footers and framing up the footer holes for the project on September 7th and 8th.

- Story Walk Reading Project: The Front Royal Rotary Club awarded a grant to Samuels Public Library, the Front Royal Rotary Club for a Story Walk Reading Project idea at Eastham Park. All sponsor committee representatives met at Eastham Park trail #1 on September 10th to inspect the area for the reading project. The committee recommended placing the posts 100' apart totaling approximately 2000'. There will be 20 posts. Ms. Ross has ordered the aluminum Story Walk posts and other materials to be shipped to the Warren County Park Maintenance, 1100 Stadium Drive.

- Department of Social Services – In the month of July, DSS received:

- 118 SNAP Applications
- 121 Medicaid Applications
- 24 TANF Applications
- 9 Child Care Applications
- 1,301 Phone calls
- 1,520 Lobby clients

On the Services side, in the month of July, DSS received:

- 55 CPS referrals
- 23 APS referrals

Services rendered:

- Spent \$594.64 in August from the Ministerial Fund for housing, gas, and prescriptions
- One Stop Resource Center 1st and 3rd Wednesdays
- Food giveaway at First Baptist on Saturday, August 14th
- Met with the Director of the Continuum of Care in Harrisonburg to discuss our future with meeting the needs of the homeless in Warren County
- Department staff collected shelf-stable food for our homeless and those living in motels
- Supplied food and hygiene products for 21 people in August
- Virginia Hills Church donated 25 backpacks filled with school supplies for those in need. They are also collecting backpacks/lunch bags (filled with Elementary School supplies) to be brought to the Department for distribution

- Department of Fire and Rescue Services

- Staff continues to prepare for a Paramedic Advanced Life Support Training and Education Program slated to begin in October. This program will train 8 staff members to the paramedic level with the goal of staffing all stations to the ALS Level.
- WCFR will be hosting a Leadership Program on October 23rd focused on the Perspectives in Servant Leadership. To date, 65 attendees have registered.
- Four staff members have graduated the National Honor Guard Academy and will begin development and implementation of a WCFR Honor Guard. Congratulations to Lieutenant Scott Richardson, Lieutenant Anthony Hitt, Firefighter Brian Foley, and Firefighter Matthew Hunt on their success and contributions to the Department.
- Staff continues to evaluate COVID-19 and the Delta Variant and impacts to the response system.
- Station 6 Building Enhancements underway, staff continues to evaluate situation and make appropriate corrections as needed.
- Grants still pending:
 - FY-2020 SAFER Grant for 18 staff positions (first round announced, WCFR not included to date)

- FY-2020 AFG Countywide PPE (8 rounds announced, WCFR not included to date)
 - DHS Swiftwater PPE – 18 sets
- Training Center Fire Incident- awaiting insurance review of loss estimates.
- Part-time Firefighter/Medic Dale Orebaugh has been added to full-time status to fill a vacancy created by employee relocation out of state. He will be assigned to the Rivermont Station.
- Rivermont Fire Station – The project is pending final approval from the Department of Environmental Quality (DEQ) in order to obtain the final certificate of occupancy.
- Commercial/Industrial Projects – Work continues on the following projects:
 - The new Warren Memorial Hospital maintains a Temporary Certificate of Occupancy (TCO) for the entire building until both the Town of Front Royal and Department of Environmental Quality (DEQ) provide their approvals.
 - Equus Warehouse facility – The site work continues and building permits have been approved. Many other aspects of construction will require additional permits, but those will be submitted in time.

Appropriations and Transfers

On a motion by Mr. Carter, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the additional appropriations and transfers as presented and shown below for September 2021:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

APPROPRIATIONS

Parks & Rec	Donation for the Seide Park Shelter	\$50,000
Skyline Regional	July 2021 Peer Support Training Fees received against Peer	\$25,000
Crim. Just. Academy	Support Training expenses paid	
Health	LCI Services sponsorship at Health and Human Services Complex	\$125

TRANSFERS

Special Projects/ Reassessment	Carrying over prior year Reassessment budget and transferring from Special Projects fund to cover Reassessment contract cost	\$374,400
Information Technology	Transfer budget for the BAI & NGS agreements to Information Technology for payment	\$19,044
Special Projects/ Parks & Recreation	Transfer from Special Projects for renovations to the Senior Center	\$25,000
Fire & Rescue	Transfer already allocated budget to appropriate expenditure lines	\$25,000

Special Projects/ Elections	Transfer from Special Projects for Election's office renovations	\$50,000
Parks & Recreation	Transfer for Rockland Park Basketball Court design development plan payment to Land Planning and Design Associates, Inc. (FY 21-22)	\$6,718
EDA	Economic Development Transfer from Professional Services to Enterprise Zone Grants	\$400,000
Sheriff's Office	Transfer of additional E-911 funding to Special Projects for future Dispatch Consoles/Furniture replacement	\$83,020

Approval of Accounts

On a motion by Mr. Carter, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the list of September 2021 accounts as presented:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

Check Numbers 297972 to 298268

Total: \$2,765,153.36

Approval of Minutes

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of August 17, 2021 as presented:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

Consent Agenda

1. Acceptance of Grant from the Department of Criminal Justice Services (DCJS) for a School Resource Officer/School Security Officer – Sheriff Mark Butler
2. Resolutions of Support to Name the Bridges over the North and South Forks of the Shenandoah River – Ed Daley
3. Reclassification of Human Resources Director Position – Ed Daley
4. Authorization to Create a Countywide Firefighter Personal Protective Equipment (PPE) Program and Allocation of Aid to Localities (ATL) Funds – Chief James Bonzano
5. Request to Approve Agreement between the County and VML/VACo on an As-Needed Basis for Pre-Audit and Accounting Services – Ed Daley
6. Coyote Bounty – William A. Atwood (1) – \$50.00 Each – Animal Control
7. Designation of Debbie Donehey, Rappahannock County Supervisor, as Voting Proxy for the 2021 Annual Meeting of the Virginia Association of Counties – Cheryl Cullers

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the Consent Agenda as presented:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

Request to Create a Warren County Office of Economic Development – Ed Daley

Dr. Daley stated the Board had previously discussed the possibility of absorbing economic development services under the County umbrella and creating an Office of Economic Development. The opportunity to move forward with this plan is available due to the resignations of Doug Parsons, Executive Director, and Gretchen Henderson, Administrative Assistant.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the creation of the Warren County Office of Economic Development and authorized the County Administrator to recruit and employ a Director of Economic Development and an Administrative Assistant, prepare information so the Board can add these positions to the Warren County Compensation and Classification System, and prepare budget transfers to the new department for Board approval. The Board further directed staff to continue to investigate the feasibility of a joint Front Royal/Warren County Office of Economic Development:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

Public Hearing – Modification Request for Conditional Use Permit 2007-11-02, Amy Cavalier for a Kennel – Matt Wendling

Matt Wendling, Deputy Planning Director, reported the applicant has had this conditional use permit for a kennel since 2008 with no complaints. Recently, the kennel insurance company did a review of its policy and questioned why they could only have two dogs out at once in the yard per condition #13. The applicant would like to modify this condition to allow for families with multiple dogs per household to be outside at the same time. The kennel does not do playgroups, and dogs only go outside with dogs from the same family, but they need to utilize all three yards simultaneously. There are three large yards each surrounded by a six-foot solid fence with a mature treen line separating the fence from any surrounding neighbors, and they have never had a noise issue.

The applicant is also requesting to modify condition #2, which only allows grooming services for dogs while boarding with the kennel. They have many customers who would like to utilize their grooming services as needed when not boarding with them. The kennel would like to offer grooming to the general public during regular business hours by appointment only. The applicant would also like to modify condition #12 to change their business hours to daily from 9:00 AM to 7:00 PM to better accommodate their clients.

Mr. Mabe believes having twelve dogs in three pens seems like too many at one time, and Mr. Wendling said the pens and yards have more than adequate space. Mrs. Oates said she has boarded her four family dogs with Cavalier Kennels and has specifically asked the dogs to be kept together because she was going to be gone for ten days. There is lots of open space, and the area is not as enclosed as Mr. Mabe is imagining.

Mrs. Cullers opened the public hearing. There being no comments from the public, Mrs. Cullers closed the public hearing.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the request modify conditions 2, 12, and 13 of Conditional Use Permit 2007-11-02 as requested by the applicant and recommended by County staff:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

1. The applicant shall be limited to the 32 kennels.
2. The kennel shall be used for boarding and grooming services on a by-appointment basis only.
3. The applicant shall meet all Virginia Department of Transportation, Warren County Health Department, Warren County Animal Control and Warren County Humane Society requirements.
4. The applicant shall comply with Section 180-49 (B) (C) & (D) of the Warren County Zoning Ordinance.
5. Any structure or area occupied by animals shall be no closer than 47 feet to the rear property line, 50 feet to the west property line and no closer than 100 feet to the front and east property lines.
6. The applicant shall allow agents of Warren County and the Warren County Humane Society to inspect the property upon request and report the findings to the Planning Commission.
7. *Removed.*
8. All animal waste shall be disposed of properly.
9. The property shall be kept clean of debris at all times.
10. This permit shall be reviewed annually by the Warren County Planning Department.
11. The building used to house the dogs shall be soundproofed.
12. The hours of operation shall be daily from 9:00 AM to 7:00 PM.
13. The three outside pens shall be limited to a maximum total of twelve dogs at any one time and not limited to the number of dogs per each pen as long as the total is not exceeded.
14. The applicant shall plant a landscape buffer along the rear property line consisting of two (2) Leyland cypress trees per ten (10) feet and screen the existing dumpster area with a board-on-board fence as required by the County's landscaping ordinance.
15. All building permits issued to the property must receive final inspections.

Public Hearing – Conditional Use Permit 2021-07-02, Hilda Keister for a Short-Term Tourist Rental – Matt Wendling

Mr. Wendling reported the applicant, Hilda Keister, is requesting a conditional use permit for a Short-Term Tourist Rental for a structure historically referred to as Signal Knob Retreat Center Buttonwood Lodge. The property is located at 7610 Strasburg Road and identified on tax map 9, lot 52A; the property is zoned Agricultural (A) and located in the North River Magisterial District. This retreat center was established in the early 1980's on the Keister family farm for use by the Evangelical Lutheran Church in America and leased to the Caroline Furnace Lutheran Camp and Retreat Center until 2020. The property has ten (10) bedrooms and six and ½ baths, which allows for up to twenty (20) persons at any one time.

The applicant is requesting that she be allowed the maximum occupancy of ten (10) persons per the supplemental regulations and Health Department approval for that number of guests. The use as a retreat center was grandfathered, and the property would no longer be utilized for that use if the conditional use permit is approved. The applicant would like to establish this land use as a secondary use to the working farm in order to provide additional income in lieu of renting the property full-time. Dennis Baker, a relative of Mrs. Keister, lives across the road (Route 55 West) and would be the acting property manager since that is his permanent residence.

The Planning Commission forwarded this application to the Board recommending approval with the following conditions:

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed ten (10) as determined according to the supplemental regulations and Health Department operational permit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Mrs. Oates brought up a question that was raised during the Planning Commission's public hearing about where the line would be between a tourist rental and a hotel. Mr. Wendling responded that would be a question for the Health Department, and Mr. Petty stated while the Warren County Zoning Ordinance defines what a hotel is, it does not specify number of rooms.

Mr. Carter asked if this tourist rental would allow several different groups of people staying at one time or would be limited to family only. Mr. Wendling said the property can be rented to anyone as long as there are not over ten (10) people.

Mr. Fox asked if there were any considerations for this property being located in the Special Flood Hazard Area, and Mr. Wendling said while the property is located partially in Floodzone "A" (1% annual chance), the dwelling itself is not.

Mrs. Cullers opened the public hearing. There being no comments from the public, Mrs. Cullers closed the public hearing.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of Hilda Dorothea Keister for a Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed ten (10) as determined according to the supplemental regulations and Health Department operational permit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Public Hearing – Conditional Use Permit 2021-07-03, 2Mexico, LLC and B. Allen Richards, LLC for a Short-Term Tourist Rental – Joe Petty

Joe Petty, Planning Director, reported the applicants are requesting a conditional use permit for a short-term tourist rental. The property is located at 1115 Riverview Shores Drive and identified on tax map 13C, section 4, block 4, lot 612; the property is zoned Residential-One (R-1) and located in the Shenandoah Magisterial District. The rental will be available for short-term visitations for individuals who will be visiting the Warren County area. The owners currently live in Winchester, Virginia and will have the home professionally

cleaned and maintained in between reservations. They have years of experience owning/operating short-term rentals in the Shenandoah Valley area.

The Planning Commission forwarded this application to the Board recommending approval with the following conditions:

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department permit for a two-bedroom dwelling.
3. The applicants shall provide documentation to County Staff for the maintenance of the sewage treatment system as recommended by the Warren County Health Department.
4. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Richard Butcher and Gillian Greenfield, applicants, thanked the Board for its consideration of this conditional use permit application. They have provided the Board with a detailed property management plan and explained their hands-on management style for their properties. The conditional use permit was unanimously approved by the Planning Commission, and the understanding for a permit like this is that it can be revoked if the conditions are not met. They assured the Board they are responsible managers of short-term tourist rentals who have support of the surrounding owners.

Mr. Fox inquired about the management of the septic system, and Ms. Greenfield responded it would be inspected annually.

Mrs. Cullers opened the public hearing.

William Barnett, 1115 Buck Mountain Road, has had the pleasure of working with Ms. Greenfield in various business relationships for over twenty years. He thinks she manages a well-run real estate business and supports the approval of this application.

Amanda Slate, 3762 Browntown Road, said she built her first home in Shenandoah Shores when she was 19 and is familiar with the area. She noted Shenandoah Shores used to be a retreat community with a pool and clubhouse, and over time with the increase in full-time residences, there is a higher impact on the public water system. She is in support of this application and believes it represents bringing back the original intent of the community as well as tourism to the area.

Julio Pascual, 272 Mountain View Drive, stated he is not a rental property investor, nor does he own any interest in rental properties. He is close to retirement and plans to

travel the country, and he hopes to one day rent his Shenandoah Shores property part-time to help him fund his travels. Front Royal is an adventure mecca, and tourism is important to the area. He believes Ms. Greenfield and Mr. Butcher should have the right to rent their property to provide additional space for tourists to stay and spend locally. With the right rules and regulations in place and proper oversight, this rental will be a win-win situation.

Eric Sams, 1255 Riverview Shores Drive, said he lives two houses away from the proposed rental property and is all for it.

Katherine Fedoryka, 256 Pine Shores Drive, reported as part of receiving comments for the application when it was first submitted, the Planning Department reached out to Shenandoah Shores Property Owners Association (POA). The President of the POA said a rental like this was against the bylaws of the POA but could not specify where this was stated. Ms. Fedoryka said the bylaws state, "No...short term tourist rental...may at any time be carried on or permitted upon subject lot(s) except as approved by the Warren County Zoning Ordinance." As the conditional use permit process is per the Zoning Ordinance, this use is not actually forbidden by any covenants or bylaws of the neighborhood. She also voiced her appreciation for the beautification that the applicants have done to the property.

Diane Oleksia, 32 Jenkins Court, said she has been a resident of Shenandoah Shores for over thirty years, and she believes approving this permit will help other owners who may want to rent their homes. She has heard people voice concerns about how renters will behave while at rental properties, but the applicants have made it clear in discussions that they have very strict rules and regulations for vetting potential renters. There will be more control over the short-term renters than over any average neighbor.

Terry Hartson, 1538 Riverview Shores Drive, said he would prefer having a short-term as opposed to a long-term rental because those properties do not have trash piling up or potential inoperative vehicles and lawnmowers in the yard.

Aaron Mills, 1085 Riverview Shores Drive, has owned property in Shenandoah Shores for the past twenty years and thinks this rental will be a great addition. He appreciates how well the applicants have fixed up the property.

Emily Bangs, 120 Agape Way, Stephens City, introduced herself as a representative of Clean and Serene, the cleaning service for Ms. Greenfield's and Mr. Butcher's properties in Winchester and Frederick County. She has always found the applicants to be consistent and very responsive, and they are often at the properties on a weekly or daily basis. The guests leave the properties well cared for; they are responsible and held responsible.

Damian Fedoryka, 256 Pine Shores Drive, owns several properties in Shenandoah Shores and is in support of the applicants and short-term tourist rentals in general. Short-term tourist rentals directly contribute to tourism as opposed to long-term rentals. Owners of tourism rental business have a vested interest to keep the properties nice and the neighbors happy.

Matthew Akers, 1962 Milldale Road, introduced himself as legal counsel for the applicants. He wanted to reiterate that there are no restrictions in the covenants or bylaws of the neighborhood regarding using a property as a short-term tourist rental.

Gerry Nicholls, resident of Winchester, said he and his family are frequent users of AirBnB and VRBO rentals. Staying in rentals like these help them truly feel like they are becoming part of the community for a short time. In his experience, guests always strive to leave the rental in as good or better condition as when they arrived.

There being no further comments from the public, Mrs. Cullers closed the public hearing.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of 2Mexico, LLC and B. Allen Richards, LLC for a Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department permit for a two-bedroom dwelling.
3. The applicants shall provide documentation to County Staff for the maintenance of the sewage treatment system as recommended by the Warren County Health Department.
4. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Public Hearing – Conditional Use Permit 2021-07-04, Rachelle Hill and Don Beavers for a Short-Term Tourist Rental – Joe Petty

Mr. Petty reported the applicants, Rachelle Hill and Don Beavers, are requesting a conditional use permit for a short-term tourist rental. The property is located at 185 Rocky Spring Lane and identified on tax map 24B, section 1, block 22, lot 636; the property is zoned Residential-One (R-1) and located in the Shenandoah Magisterial District. The rental will be available for short-term visitations for individuals who will be visiting the Warren County area. The owners currently live in Reston, Virginia and plan to clean and maintain the property in between reservations. They also currently own the adjoining property to the west located 153 Rocky Spring Lane.

The Planning Commission forwarded this application to the Board recommending approval with the following conditions:

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department permit for a two-bedroom dwelling.
3. The applicants shall provide documentation to County Staff for the maintenance of the sewage treatment system as recommended by the Warren County Health Department.
4. The applicants shall have the well water tested annually for e- coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Don Beavers, applicant, said he is an experienced manager of short-term rentals with over 120 five-star reviews. As a licensed home inspector, he holds himself personally responsible for managing the properties. He has not yet been able to find a local property manager, but his parents, who live locally, are willing to address any emergency issues that arise.

Mrs. Cullers opened the public hearing. There being no comments from the public, Mrs. Cullers closed the public hearing.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of Rachelle Hill and Don Beavers for a Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department permit for a two-bedroom dwelling.
3. The applicants shall provide documentation to County Staff for the maintenance of the sewage treatment system as recommended by the Warren County Health Department.
4. The applicants shall have the well water tested annually for e- coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Public Hearing – Conditional Use Permit 2021-07-05, George and Michele Kopcsak for a Short-Term Tourist Rental – Matt Wendling

Mr. Wendling reported the applicants, George and Michele Kopcsak, are requesting a conditional use permit for a Short-Term Tourist Rental for rental of an accessory studio apartment for less than thirty (30) days. The property is located at 3609 Buck Mountain Road and identified on tax map 37, lot 66A; the property is zoned Agricultural (A) and located in the South River Magisterial District. The applicants renovated a barn on their property into a one-bedroom studio apartment after they experienced a devastating fire to the main dwelling on the property in February 2018. They lived in the dwelling during the restoration for sixteen (16) months, which was approved by Zoning and Building inspections through the permitting process.

The applicants' initial intent was not to use it for a Short-Term Tourist Rental, but after moving back into the principal dwelling, they thought it would be something they could do to recoup their costs and generate supplemental income for the maintenance of their property. The owners live in the principal structure full-time and will be the property managers.

The Planning Commission forwarded this application to the Board recommending approval with the following conditions:

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed two as determined according to the Health Department operational permit for a one bedroom for the studio dwelling unit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

George Kopcsak, applicant, said he and his wife moved here in 1994, and it was a tragedy when they lost their home in February 2018. They made the decision to restore the 1831 home to its historic nature, and renting out this space would help them recoup the costs of the restoration and supplement his military retirement income.

Mrs. Cullers opened the public hearing. There being no comments from the public, Mrs. Cullers closed the public hearing.

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of George and Michele Kopcsak for a Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed two as determined according to the Health Department operational permit for a one bedroom for the studio dwelling unit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Public Hearing – Conditional Use Permit 2021-07-06, Jesse McClain for a Short-Term Tourist Rental – Matt Wendling

Mr. Wendling reported the applicant, Jesse McClain is requesting a conditional use permit for a Short-Term Tourist Rental to promote and market Warren County and the Northern Shenandoah Valley's natural resources to visitors to the area. The property is located at 894 Blue Mountain Road and identified on tax map 15, lot 35A1; the property is zoned Agricultural (A) and located in the Shenandoah Magisterial District. Ms. McClain would like to create an oasis for people to enjoy the outdoors and environmental assets of her property. She also hopes to offset costs for her principal dwelling and possibly purchase adjacent lots for conservation and open space preservation. She hopes to provide an alternative to the traditional hotel-motel lodging experience.

The Planning Commission forwarded this application to the Board recommending approval with the following conditions:

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six as determined according to the Health Department operational permit for a three-bedroom for the dwelling unit.

3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Jesse and Damian McClain, the applicant and her husband, said they intend to create an oasis that will resonate with people who enjoy nature. They assured the Board there would be absolutely no fireworks or firearms permitted on the property.

Mrs. Cullers opened the public hearing. There being no comments from the public, Mrs. Cullers closed the public hearing.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Jesse and Damian McClain for a Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six as determined according to the Health Department operational permit for a three-bedroom for the dwelling unit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Adjournment

Mrs. Cullers adjourned the meeting at 8:32 PM.



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE October 5, 2021	ITEM K-1	SUBJECT: Proposed FY 2022-2023 Budget Schedule and Departmental Request Forms	PAGE 1 OF
<u>EXPLANATION & SUMMARY:</u> Attached is the proposed FY 2022-2023 budget schedule. Also attached are Departmental and Partner Agency budget forms, which require each department/agency to present information regarding departmental/agency goals, workload, and services provided. In addition, internal departments will input new requests, update personnel and revenue records accordingly, and create a holistic expenditure budget request. Departments can request overall increases if need is shown and supporting documentation is provided. Partner agencies will identify prior and current year funding received from multiple revenue sources including other municipal contributions. Increases in requested contributions require additional justification. <u>COST & FINANCING:</u> N/A <u>PROPOSED OR SUGGESTED MOTION:</u> I move that the Board of Supervisors approve the FY 2022-2023 Budget Schedule and the Departmental Budget Forms as proposed.			
SUBMITTED BY: Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:

FY 2022-2023 BUDGET PREPARATION OUTSIDE AGENCY DOCUMENTATION FORM

RETURN TO: FINANCE DEPARTMENT

c/o mrobertson@warrencountyva.net

Budget Submission Deadline is November 29, 2021

Agency: _____ Contact Person: _____
Address: _____
Telephone: _____ Facsimile: _____
Date: _____ E-mail Address: _____
TOTAL FUNDING AMOUNT REQUESTED: \$ _____

Mission Statement:

Number of total clients/individuals served between July 1, 2020 and June 30, 2021:

Number of total clients/individuals served between July 1, 2020 and June 30, 2021 from Warren County (estimate if unknown):

Please describe specifically how you will use Warren County funds:

Please provide a brief description of the services provided in Warren County, including program activities and description:

Please explain the measurable, positive impacts your services will have on Warren County:

If requesting an increased allocation from previous approved amounts, please explain why and what other funding streams you are utilizing to support services:

Financial Information

	July 1, 2019 – June 30, 2020 Actual	July 1, 2020 – June 30, 2021 Actual	July 1, 2021 – June 30, 2022 Budget	July 1, 2022 – June 30, 2023 Planned
Funding Sources				
County of Warren	\$	\$	\$	\$
Other Local Governments (Specify each with amounts below)	\$	\$	\$	\$
Locality #1	\$	\$	\$	\$
Locality #2	\$	\$	\$	\$
Locality #3	\$	\$	\$	\$
Locality #4	\$	\$	\$	\$
Locality #5	\$	\$	\$	\$
State & Federal Government	\$	\$	\$	\$
Fundraising	\$	\$	\$	\$
Program Service Revenue	\$	\$	\$	\$
Grants	\$	\$	\$	\$
Other Funding	\$	\$	\$	\$
Total Funding	0	0	0	0
% Funded by Warren County				
Expenditures				
Personnel	\$	\$	\$	\$
Operations	\$	\$	\$	\$
Capital	\$	\$	\$	\$
Total:	\$0.00	\$0.00	\$0.00	\$0.00

All Budget Requests MUST include a copy of your agency's most recent audit and Form 990

Instructions for Completing the FY 2022-2023 Budget Submission

Instructions for completing the "Narrative" tab

1. The "Narrative" tab includes information that will be input into the final adopted budget book which the Board and public views to learn about your department's mission and past success. The information you submitted in the prior fiscal year is already pre-filled in relevant fields for ease.
2. Begin by reading over pre-filled information to ensure it is still accurate. You are able to edit, add, or change any information listed, but changes are not required. Note that only sections highlighted purple are available for your input.
3. You are required to update the Actual FY19/20, Projected FY20/21, and Projected FY21/22 service volume section with updated figures.
4. Once all information is updated, including the service volume table, you are complete with the "Narrative" tab.

Instructions for completing the "New Requests" tab

1. The "New Requests" tab is where you will request additional expenditures in your budget which have not been approved in previous budget cycles. You will find the first request is pre-filled as an example only.
2. Starting with your highest priority request, fill out all required information for each request. Every cell highlighted red requires information for the request to be complete. Incomplete requests will not be considered for approval. It is assumed that Request #1 is your highest priority need, Request #2 is second highest, etc.
3. Note that "Total Amount of Request" is the total amount of additional budget you are requesting for that purpose. For example, if you require \$50,000 for a new request but are transferring \$5,000 of already budgeted funds towards the cost - the Total Amount of Request will be \$45,000. Use additional rows provided to explain the offsetting funds used in support of the request.
3. The information you input will be utilized by the Finance Department, County Administration, and the Board of Supervisors to determine if you requests are able to be approved. So include any and all information you believe is pertinent to your request.
4. If you have any questions about how you should answer a question, information you should include, etc. please reach out directly to Deputy Finance Director, Matt Robertson, and he will assist in building your request. mrobertson@warrencountyva.net or 540-636-1604 ext. 305
5. The New Requests tab is complete when all department requests are listed and each cell highlighted red has information entered.

Instructions for completing the "Personnel" tab

1. The "Personnel" tab is pre-filled with current personnel information for your department as approved by the Board of Supervisors. Begin by reviewing the information as presented to ensure accuracy and completeness.
2. If you do not have personnel requests in the "New Requests" section, you are complete with the "Personnel" tab. If you have personnel requests (additional full-time, part-time, or temporary staffing) in your "New Requests" section, you should fill out that information in the additional rows provided at the bottom of the table located in the Personnel tab.
3. For new personnel requests, you must fill out all orange highlighted cells. Last and first name columns can be filled with "NEW POSITION". All other information should be input by the department. If you have questions or need additional info, contact the Human Resources Director.
4. Once all information is updated for each personnel request included in the "New Request" tab, the "Personnel" tab is complete.

Instructions for completing the "Revenue" tab

1. The "Revenue" tab is pre-filled with revenue codes that departments contribute to through services they provide. Note that some departments do not earn revenue, so this table is blank. If your Revenue table is blank, you can proceed to the "Expenditures" tab. If not, review pre-filled information to confirm it is correct and contact the Deputy Finance Director with questions as this is a new section for the FY22-23 budget submission process.
2. Departments should input their FY22 request into the yellow highlighted cells for each row which corresponds to a certain type of revenue. This should be based off the prior year actuals, projected increases/decreases, and other known information. The information you input will be reviewed by Finance staff to confirm it matches expectations and is a coordinated effort.

3. Each revenue line has a number to the left of the table. That number corresponds with a justification box below the table. Please fill out the justification box for each revenue.
4. Beside "source" you should put the entity that provides the funding to the County. This could be a state agency, the public, etc.
5. Beside "description" you should put a brief synopsis of what type of funding is input into that code.
6. "Reason for change" should only be filled out if you are requesting a different amount from the previous year adopted budget amount. If you are, you must list why you believe that revenue will be higher/lower than previously budgeted.
7. Once all revenues have amounts in the "2023 Budget Request" column in the main table, and necessary "Justification" boxes filled for each, the Revenue tab is complete.
Instructions for completing the "Expenditure" tab
1. The Expenditure tab is pre-filled with expenditure codes your department has utilized in the past 3 years, with prior year actual information as well as your adopted budget for the previous fiscal year. Begin by reviewing all pre-filled information to ensure accuracy and completeness.
2. Once information is verified, you can submit your FY22-23 requested budget in the 2023 Budget Request Column.
3. All personnel budget requests are pre-filled in the 2023 Budget Request Column based on what was input in the Personnel tab. Double check totals to ensure accuracy.
4. All other budget request information is determined by the department. As you enter information into each code, you will find a percentage is generated under the column "Percent Request Used". The figure represents the percent of the budget request amount that has actually been expended on average for the last 3 fiscal years. This is purely for informational purposes so you can see potential lines that should be increased or decreased according to prior spending.
5. Once all budget requests are input, you will find one cell highlighted yellow at the bottom of the table. This cell is the total increase in expenditures as compared to your adopted budget for the last fiscal year. The total for this number should be the sum of all requests in your New Requests tab plus any personnel/benefit changes due to rising benefit costs. Please double check this to ensure your Request and Expenditure tabs match.
6. After all cells are filled in the FY22-23 Budget Request column, you have verified that the Personnel Sub-total matches the "Personnel" tab, and that the orange highlighted cell matches the total requests from the "New Requests" tab, you have completed your budget submission.
Once all of the steps above are complete and you have verified validity, e-mail your workbook to mrobertson@warrencountyva.net and zhenderson@warrencountyva.net. In the subject line of the e-mail, put "Completed FY22-23 Budget Request Workbook". If you have any further questions or concerns about submitting your budget request please reach out to Matt Robertson, Deputy Finance Director at mrobertson@warrencountyva.net or 540-636-1604 ext. 305

Department Name

Contact Person

Date Submitted

E-mail Address

Department Description

Please provide an overview of the department's responsibilities. This description should include functions and responsibilities of the department. This description will be included in the final form of the adopted budget and will be how the public and Board of Supervisors perceive your department

Service Levels

Please provide workload items of a regular nature (daily, weekly, annual) that are the responsibility of the department. These items include activities that consume a major portion of the departments budget; are critical to the success of the department's and County's mission; have a significant focus on citizens / customers, etc.

Please include ea. chart showing specific indicators of service levels and the measurements over the past three fiscal years on your projection for Fiscal Year 2021-2022

Service Volume	Actual FY 2018/2019	Actual FY 2019/2020	Actual FY 2020/2021	Projected FY 2021/2022	Projected FY 2022/2023
Goals & Objectives					
Please provide workload items that are not of a day-to-day nature. Examples include certifications and / or awards the department plans to attain, educational training (including continuing education), and a significant projects the department plans to undertake					

FY 22-23 New Budget Requests	
DEPARTMENT NAME	
Example Request	
Total Amount of Request	\$10,000
Codes by Amount	\$5,000 - 5401 , \$5,000 - 7011
Description of Request (include unit cost if relevant)	This request is to fund a central printer for the office which has the capability to scan, fax, and copy. Currently, employees are using individual printers to print information and when scanning, faxing, or copying is required have to use other department resources in other locations. Having a central printer with all necessary functions in our office will enhance our ability to efficiently complete job tasks and allow other departments to have full use of their own equipment. Additionally, we are requesting \$5,000 of office supplies budget for increase needs in toner, paper, etc. We have received a quote from CDG for a multi-function printer which fits the above description for \$4,930 and will send the quote to Finance department for record-keeping. We are able to transfer \$5,000 of part-time help budget to offset this request as we can decrease their need if employees can scan, fax, and copy their own materials more readily.
Is this a new program or service?	Yes
Does this improve a program/service already provided? How?	No
Is this request designed to maintain the current service level?	Yes
Are there already budgeted funds available to offset this request?	Yes, \$5,000 of Part-Time Help budget (1003) will be transferred to offset this request.
Is there additional revenue available to offset this request?	No, the department is not generating additional revenue which can offset this request.
What is the return on investment? What will the positive outcomes as a result of this additional expense?	The positive outcomes of this will be less employee time spent using other department printers and increase productivity within the department. Other departments will benefit from our staff not backing up their printer use, and using their office supplies.
How will success be measured to verify that the additional funds made an impact?	Success will be measured by a more efficient use of staff time - as measured by increased workloads and less time spent waiting for scanned, copied, or faxed documents. The public will then receive information they require more quickly as well - which will be measured.
Request #1	
Total Amount of Request	
Codes by Amount	
Description of Request (include unit cost if relevant)	
Is this a new program or service?	
Does this improve a program/service already provided? How?	
Is this request designed to maintain the current service level?	
Are there already budgeted funds available to offset this request?	
Is there additional revenue available to offset this request?	
What is the return on investment? What will the positive outcomes as a result of this additional expense?	
How will success be measured to verify that the additional funds made an impact?	

Request #2	
Total Amount of Request	
Codes by Amount	
Description of Request (include unit cost if relevant)	
Is this a new program or service?	
Does this improve a program/service already provided? How?	
Is this request designed to maintain the current service level?	
Are there already budgeted funds available to offset this request?	
Is there additional revenue available to offset this request?	
What is the return on investment? What will the positive outcomes as a result of this additional expense?	
How will success be measured to verify that the additional funds made an impact?	
Request #3	
Total Amount of Request	
Codes by Amount	
Description of Request (include unit cost if relevant)	
Is this a new program or service?	
Does this improve a program/service already provided? How?	
Is this request designed to maintain the current service level?	
Are there already budgeted funds available to offset this request?	
Is there additional revenue available to offset this request?	
What is the return on investment? What will the positive outcomes as a result of this additional expense?	
How will success be measured to verify that the additional funds made an impact?	

Request #4	
Total Amount of Request	
Codes by Amount	
Description of Request (include unit cost if relevant)	
Is this a new program or service?	
Does this improve a program/service already provided? How?	
Is this request designed to maintain the current service level?	
Are there already budgeted funds available to offset this request?	
Is there additional revenue available to offset this request?	
What is the return on investment? What will the positive outcomes as a result of this additional expense?	
How will success be measured to verify that the additional funds made an impact?	
Request #5	
Total Amount of Request	
Codes by Amount	
Description of Request (include unit cost if relevant)	
Is this a new program or service?	
Does this improve a program/service already provided? How?	
Is this request designed to maintain the current service level?	
Are there already budgeted funds available to offset this request?	
Is there additional revenue available to offset this request?	
What is the return on investment? What will the positive outcomes as a result of this additional expense?	
How will success be measured to verify that the additional funds made an impact?	

[illegible][illegible]

FY 2022-2023 Budget Request - Revenue Summary
DEPARTMENT NAME

	Major	Account	Description	Actual 2019	Actual 2020	Actual 2021	Adopted 2022	2023 Budget Request	FY 22-23 Change	Percent Request Rec'd
1									0	#DIV/0!
2									0	#DIV/0!
			Revenue Total -	0	0	0	0	0	0	#DIV/0!

Justifications

1		Source: Description: Reason for Change:	
2		Source: Description: Reason for Change:	
3		Source: Description: Reason for Change:	
4		Source: Description: Reason for Change:	
5		Source: Description: Reason for Change:	

FY 2022-2023 Budget Request - Expenditure Summary									
DEPARTMENT NAME									
Major	Account	Description	Actual 2019	Actual 2020	Actual 2021	Adopted 2022	2023 Budget Request	FY 22-23 Change	Percent Request Used
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
							0	0	#DIV/0!
		Personnel Sub-Total -	0	0	0	0	0	0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
		Operating Sub-Total -	0	0	0	0	0	0	#DIV/0!
								0	#DIV/0!
								0	#DIV/0!
		Capital Sub-Total -	0	0	0	0	0	0	#DIV/0!
		Total Expenditures -	0	0	0	0	0	0	#DIV/0!
		Offsetting Revenue -	0	0	0	0	0	0	#DIV/0!
		Total Local Tax Funded -	0	0	0	0	0	0	#DIV/0!

[illegible]



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
10/05/2021	K-2	New road naming request for properties accessed off of <i>Fort Valley Rd</i>	1 of 1

EXPLANATION & SUMMARY:

While reviewing building permits, it was discovered that the unnamed variable width ROW off of *Fort Valley Rd* requires a name. There are three (3) vacant lots along this access with the potential to be developed in the future. This brings the possible number of dwellings served by this access to, or above, (3) three.

The Warren County Code requires (3) three or more dwellings to be numbered where the driveways meet on a final platted by-way within a subdivision. With the potential of three (3) or more dwellings in the future, this lane requires a new name.

The developer of the land within this subdivision as well as the owners of the properties along this access have been contacted and are agreeable upon the new road name. The proposed name is "Passage Valley Ln".

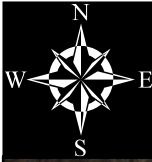
COST & FINANCING:

The cost of erecting the road sign pole is \$151.35. The road sign pole is required to have (2) crossed road signs identifying each of the intersecting roads (Fort Valley Rd & Passage Valley Ln) for a total cost of \$151.35 to be paid for and installed by the County.

PROPOSED OR SUGGESTED MOTION:

I move to name the access road off of Fort Valley Rd "*Passage Valley Lane*".

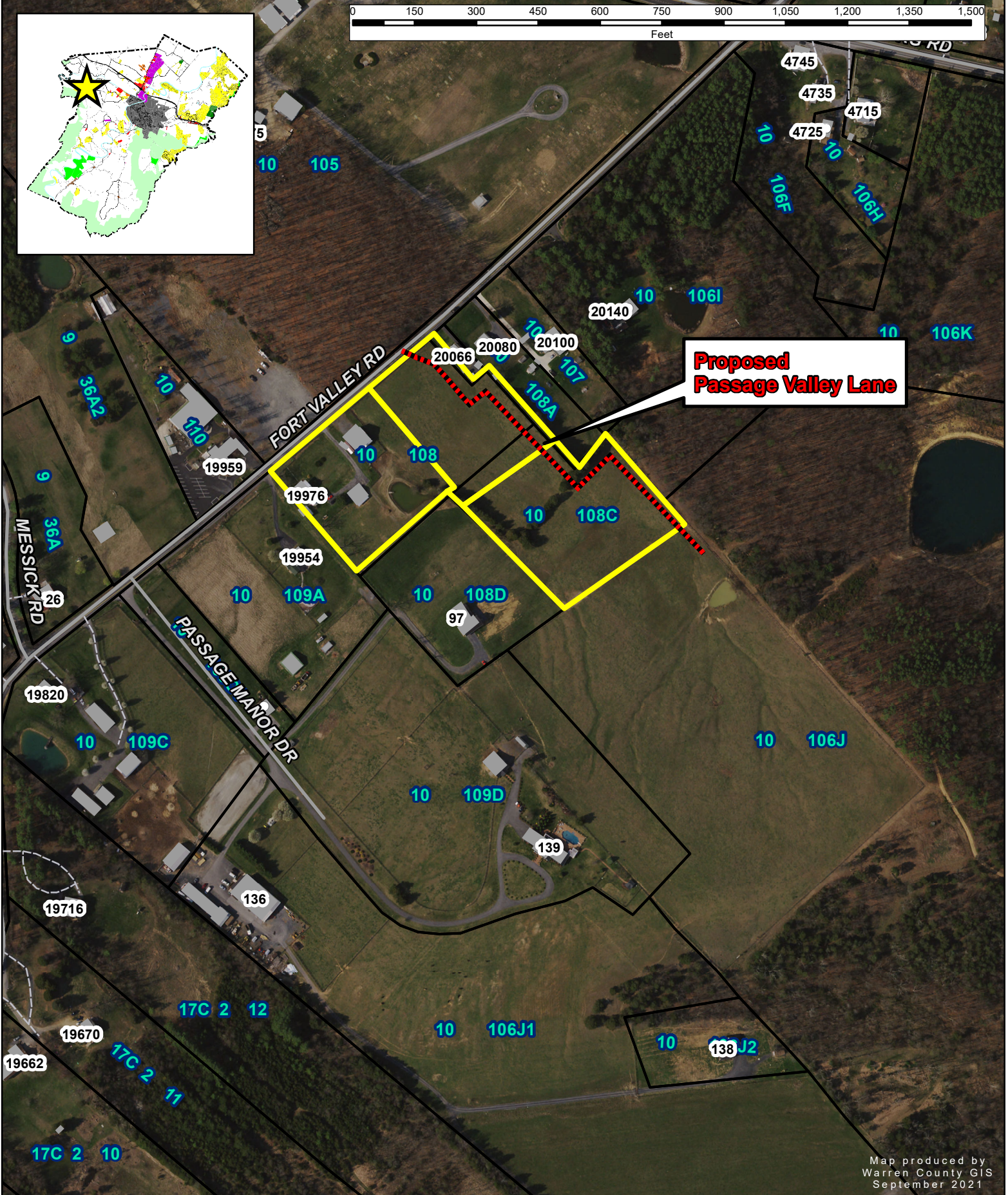
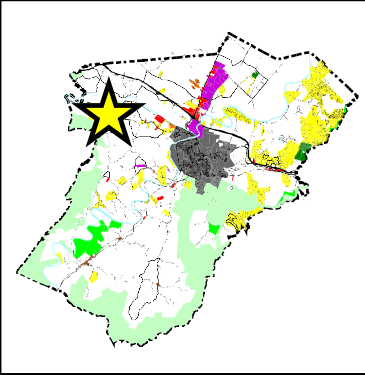
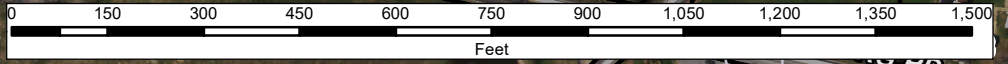
SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Emma Rusnak, GIS Coordinator	<input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (Describe)	



- Proposed Passage Valley Lane
- New Proposed Lots
- Roads
- County Address

Proposed Road Name: "Passage Valley Lane"

1 inch = 300 feet





COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:	PAGE
10/05/2021	K-3	Conditional Use Permit #2021-08-01 Charles & Lou Ann Dotson <i>Private Use Camping (Non-Commercial)</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards:

- (1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.
- (2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.
- (3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.
- (4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.
- (5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.
- (6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that:
 - (a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.
 - (b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion.
 - (c) Provide for adequate parking and ingress and egress to public streets or roads.
 - (d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.
 - (e) Prevent such use from changing the character and established pattern of development of the community.

Planning Commission Move to Approve:


Mr. Longo moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mrs. Richardson, the Planning Commission voted 4-0 to approve the request. Chairman Myers was absent.

1. The applicants shall comply with all Warren County Health Department regulations and requirements.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles and portable commode prior to a predicted flood event.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed conditional use permit request for private use camping for advertisement for a public hearing.

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

**PROCESSED
BY:**



Conditional Use Permit: 2021-08-01 / Private Use Camping (Non-Commercial)

Charles & Lou Ann Dotson, Current Owner/Applicant

Staff Report for the Planning Commission

Prepared: July 13, 2021

Staff Contact: Matt Wendling, Deputy Planning Director/County Floodplain Manager

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for Private Use Camping on vacant lot in the Man-Da-Lay subdivision which is located in the Special Flood Hazard Area (SFHA). The applicants purchased these lots 17 years ago and have used them for family picnics and river recreational activities during that time. The applicants recently purchased a 5th-wheel RV camper and would like to use it on their lots for camping during throughout the year. The applicant's intent is to continue to use the property for outdoor recreation and family gatherings. The CUP would also allow them to erect a single accessory structure up to 160 sq. ft. for storage of recreational and property maintenance equipment with the issuance of a building permit. The applicants plan to utilize a port-o-john for seasonal use while staying on the property.

PROPERTY INFORMATION

Property Location: Burma Rd.
Tax Map ID: #19H-1 Parcel 7 & 8
Magisterial District: North River
Subdivision: Man-Da-Lay

City: Front Royal
Zoning: Residential One (R-1)
Acres: 0.67 accumulative
Existing Land Use: Outdoor Recreational Use

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)
South: Residential One (R-1)
East: Residential One (R-1)
West: Agricultural (A)

Use: Shenandoah River & River Ridge Sub.
Use: Vacant Lot – Recreational Use
Use: Vacant Lot – Recreational Use
Use: RR Right-Of-Way, Trailer Park Open Space

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses. Private Use (Non-commercial) Camping is a use allowed by conditional use permit in the Residential One (R-1) zoning district, and is compatible with the current Warren County Zoning Ordinance Section §180-22.

PROPOSAL:

Private Use Camping (non-commercial) is defined by the Warren County Zoning Ordinance as, *"No more than two major recreational vehicles used for living, sleeping or other occupancy on any lot or combination of lots under one ownership, provided that such use is limited to the owner, family members or guests, and no fee is charged for camping."*

SUPPLEMENTARY REGULATIONS FOR MAJOR RECREATIONAL VEHICLES AND EQUIPMENT

§ 180-40.1 Major recreational vehicles and equipment.

[Added 1-16-1996; amended 10-18-2011; 8-18-2020]

A. Statement of intent. These provisions are intended to ensure that camping in major recreational vehicles and the parking, storage and use of major recreational equipment is conducted in a safe and healthful manner.

B. For the purposes of this section, the term "major recreational equipment" shall include "major recreational vehicles."

C. Parking, storage and use of major recreational equipment in residential districts. The following regulations shall apply to major recreational equipment in residential districts:

(1) No major recreational equipment shall be used for living, sleeping or other occupancy when parked or stored on a residential lot or in any other location not approved for such use.

(2) Major recreational equipment not parked or stored in a garage, carport or other building. All major recreational equipment shall be located at least three feet from all buildings and shall not be located in any front yard, except in a driveway, perpendicular to the street and a minimum of 10 feet from the right-of-way.

D. Limitation on parking and storage of inoperative major recreational equipment. No more than one inoperative major recreational equipment item shall be parked or stored outdoors on any lot or combination of contiguous lots under one ownership.

E. Use and location of major recreational vehicles where permitted.

(1) The placement of major recreational vehicles on vacant lots shall comply with the established setbacks of the respective zoning district.

(2) Major recreational vehicles shall not be used as a permanent dwelling but as temporary living quarters for recreational camping, travel or seasonal use.

(3) Major recreational vehicles shall not be used for storage facilities.

F. Parking, storage and use of major recreational equipment within the special flood hazard area (SFHA). The following regulations shall apply to major recreational equipment within the SFHA:

(1) Be on site for less than 180 consecutive calendar days in any one year; be fully licensed and ready for highway use.

(2) The major recreational equipment is ready for highway use if it is on its wheels or jacking system, attached to the site by only quick disconnect-type utilities and securities and has no permanently attached additions.

(3) The parking and storage of inoperative major recreational equipment shall be prohibited.

RECOMMENDED CONDITIONS

Planning Staff is recommending the following conditions be added to this conditional use permit if the Planning Commission chooses to recommend approval of this permit to the Board of Supervisors. Please note that additional conditions may be added after all agency comments have been received, prior to the Planning Commission public hearing.

1. The applicants shall comply with all Warren County Health Department regulations and requirements.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles and portable commode prior to a predicted flood event.

Cc: Charles and Lou Ann Dotson – Owners/Applicants



Figure 1 Subject Mandalay Property

To: Warren County Planning Commission,

We purchased these 2 lots 17
years ago & have been using them
for family get togethers. We recently
purchased a 5th wheel camper & would

like to place it on the lot to
be able to stay overnight on weekends.

Our plan is to get a portapotty
for our bathroom use. Thank you for
helping us getting this permit.

For Ann Lotson

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-08-01
 Date Received: 7-12-2021
 Fee Amount: \$ 200.00
 Date Paid: 7-12-2021 CK#1003

Applicant Information:

Charles & Ann Lotson
 Applicant Name

123 Bayhill Terrace Lake Judith Va 22630
 Address City State Zip

Lots 7 & 8 Mandala (Bride North Fork Reservoir)
 Property Location for conditional use permit if Different than Applicant's Address

540 974 9266 4dotsons@comcast.net
 Primary Contact Number Email

Property Owner (if same as applicant, leave blank)

Address City State Zip

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

- (1) Address/Location: Lots 7 & 8 Mandala
- (2) Election District: North River
- (3) Tax Map Number: 19 H1 -- 7 - 19 H1 -- 8
- (4) Subdivision Name: Mandala
- (5) Total Area of Property (acres): W - 9/12 Lot 7: .36 Lot 8: .31
- (6) Total Area to be Used (acres): Lot 7: .36 Lot 8: .31
- (7) Total Road Frontage (feet): Lot 7: 55 ft Lot 8: 55 ft
- (8) Depth of Property (feet): Lot 7: 226 ft Lot 8: 226 ft
- (9) Present Zoning: R/C

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Campers - camping
- (2) Current land use and condition of site: Recreational
- (3) Zoning of surrounding land/property: R.1
- (4) Will development be staged? ☐ Yes ☐ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: _____
- (7) Will there be a sign? ☐ Yes ☐ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) _____

- (9) Number of full time employees: _____
- (10) What type of sewage disposal system will be used? ☐ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: _____
- (12) Number of parking spaces to be provided: Regular _____ Handicap _____
- (13) What is the proposed landscaping and buffering for this property? _____

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

- (1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) NO
- _____

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) NO

(3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) NO

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. N/A

(5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) NO

(6) What will be the impact on traffic? NO

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. we currently have

electricity on the lot - through Rappahannock
electricity

**The following documents and/or information are required
to be submitted with the application:**

☐ **An application fee of \$500.00.**

Make payable to the Treasurer of Warren County. A non-refundable fee of \$500.00 will be required at the time of submittal.

☐ **A Statement of Justification**

This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☐ **A Site Plan/Survey.**

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.

☐ **Sewage Disposal and Well Site.**

Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.

☐ **A copy of the deed to the property verifying the current ownership.**

A copy may be obtained at the Warren County Courthouse, Circuit Clerk's Office.

☐ **A statement verifying that real estate taxes have been paid.**

This may be obtained from the Treasurer's Office in Suite 800 of the Warren County Government Center.

☐ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

☐ **List of chemicals stored on the site**

A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.

☐ **Location Map**

A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

☐ **Directions to your property from the Warren County Government Center.**

Take a left on Strasburg Rd.
turn it on Homestead go through
guard gate turn at 1st St and
turn left go over R.R. track turn at
" lots are on the left."

I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Board of Supervisors of the County of Warren, Virginia, and authorize the County personnel to go upon the property for the purpose of making site inspections. Expenses incurred in securing professional assistance in connection with the review of this application for a Conditional Use Permit, shall be charged to the applicant.

Charles A. [Signature] James L. [Signature] 7/5/21
Applicant Signature Date

Charles A. [Signature] James L. [Signature] 7/5/21
Property Owner Signature Date

Accepted by: _____

Date: _____

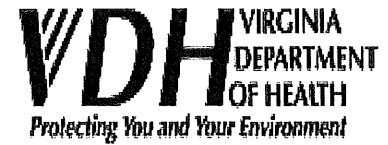
PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be placed on the Planning Commission Agenda.

NOTES

Lord Fairfax Health District



Warren County Health Department
465 West 15th Street, Suite 200
Front Royal, Virginia 22630
Tel. (540) 635-3159 ~ Fax (540) 635-9698
www.vdh.virginia.gov



July 27, 2021

Mr. Matt Wendling, Deputy Planning Director / County Floodplain Manager
County of Warren, Department of Planning and Zoning
220 N Commerce Ave, Suite 400
Front Royal, VA 22630

RE: Request for Comments; # 2021-08-01

Dear Matt,

I have reviewed the request for comments regarding the property on Burma Rd, Front Royal, VA in Warren County, (property identified on tax map # 19H-1-7 & 19H-1-8), and I offer the following comments:

1. If a camper is placed on the lot, it must have a sealed leak proof self-contained wastewater disposal system to prevent odors or leakage onto the ground. This tank is to be emptied at an approved dump station.
2. The camper must have a potable water tank or bottled water can be used.
3. There is to be no connection of pipes or drainlines to the camper, and there is to be no discharge of any type of wastewater onto the ground or into the waters of the Commonwealth.
4. No drainfield or water supply can be installed at this lot without proper application, evaluation, permitting, and inspection of the installation by this department.
5. There is to be no trash or junk disposed of on the lot.

Sincerely,

A handwritten signature in cursive script that reads "G. Smith".

Greg Smith,
Environmental Health Specialist



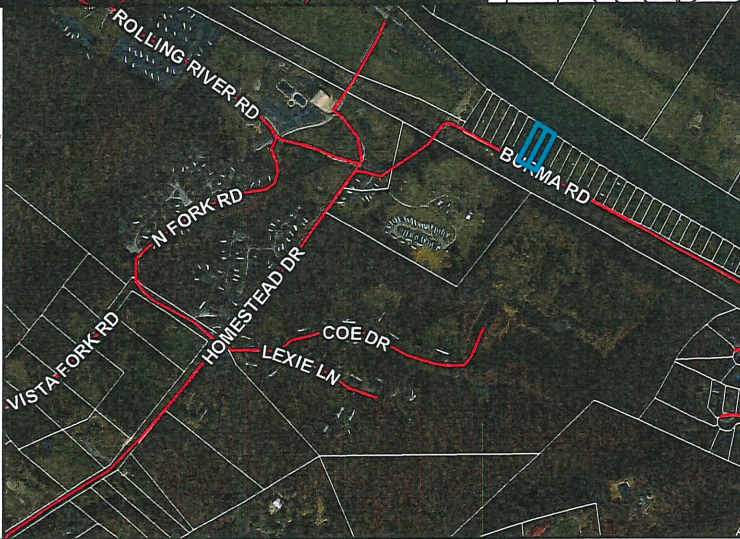
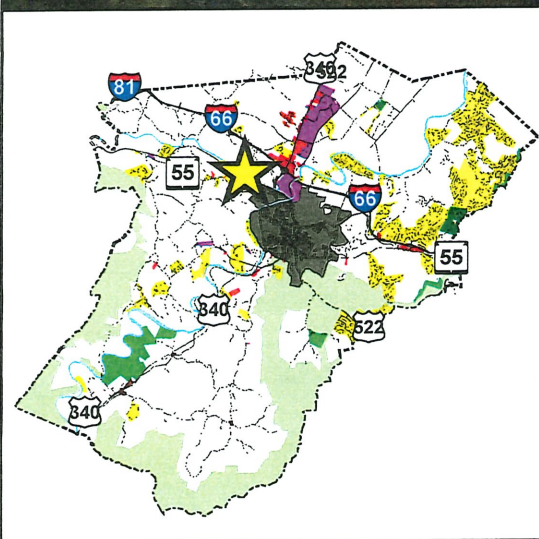
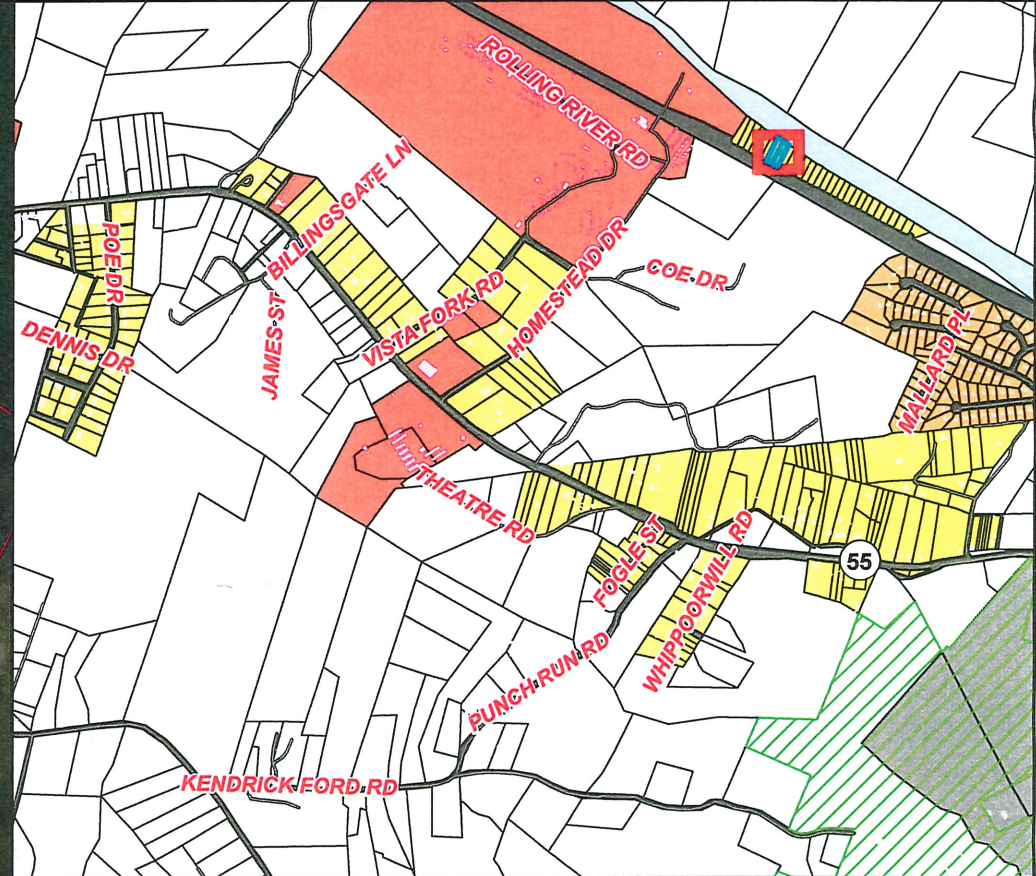
Warren County VA

CUP Location Map



CUP: Private Use Camping
Applicant: Charles and Louann Dotson

TM 19 1 Lots 7 & 8
Mandalay Subdivision



Zoning

Agricultural	Rural Residential
Commercial	Right of Way
Industrial	Front Royal
Residential One	Federal Land
Residential Two	State Land
Suburban Residential	Water
Village Residential	VOF Conservation Easements
	WC Conservation Easements

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
10/05/2021	K-4	Conditional Use Permit #2021-08-02 Jacob W. Lott Jr. & Sandra J. Kiepfer <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards:

- (1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.
- (2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.
- (3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.
- (4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.
- (5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.
- (6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that:
 - (a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.
 - (b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion.
 - (c) Provide for adequate parking and ingress and egress to public streets or roads.
 - (d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.
 - (e) Prevent such use from changing the character and established pattern of development of the community.

Planning Commission Move to Approve:


Mrs. Richardson moved to forward this application to the Board of Supervisors, recommending approval with the suggested conditions listed below. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 4 - 0. Chairman Myers was absent.

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department operational permit for a two bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed conditional use permit request for a Short-term Tourist Rental for advertisement of a public hearing.

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:




Conditional Use Permit: 2021-08-02/ Short Term Tourist Rental

Jacob W. Lott Jr. & Sandra J. Kiepfer, Applicants/ Owners

Staff Report for the Planning Commission

Prepared: August 3, 2021 Revised: September 9, 2021

Staff: Matt Wendling, Deputy Planning Director/County Floodplain Manager 

SUMMARY OF REQUEST

The applicants are requesting a conditional use permit for a Short-term Tourist Rental to rent the single-family dwelling for less than thirty days in order to generate investment income for their retirement. They live across the street from the property and will be the acting property managers for the Short-Term Tourist Rental. They stated that they have 10 years' experience with managing short-term tourist rentals that are located in Warren County operating as Hot Tub Heaven.

PROPERTY INFORMATION

Property Location: 50 Little Indian Rd.

Tax Map ID: # 16A-1-2-43A

Magisterial District: Shenandoah

Subdivision: Blue Mountain

Special Flood Hazard Area: The property and dwelling are in a Non-Floodzone "X" area.

Town/Village: Linden

Zoning: Residential One (R-1)

Acres: 1.6

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Residential One (R-1)

South: Residential One (R-1)

East: Residential One (R-1)

West: Residential One (R-1)

Use: SFD with Woodlands

Use: SFD with Woodlands/Vacant Lots

Use: SFD with Woodlands

Use: SFD with Woodlands/Vacant Lots

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district and has no previous zoning violations. In 2005 this property was consolidated from three lots to one after having been approved by County Planning and recorded at the Circuit Court Clerk's office.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-22. This property is located in a mountain subdivision with Residential One zoning but is sufficiently located away from other dwellings. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, *"A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."*

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however the maximum number of occupants shall not exceed 10. **The dwelling was constructed in 1967 and tax records show that the property has been taxed as a one-bedroom single family dwelling. A request for comments has been sent to the Health Department for research and review of any records they may have on file. The maximum occupancy would be 2 guests for a single bedroom dwelling.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There will be sufficient parking for two vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled after Board of Supervisor approval and in conjunction with the final for the certificate of occupancy.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24 hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points

of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. The owners will be the acting property managers.**

- I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Blue Mountain subdivision, and they have been notified of the application.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 191' to the closest dwelling located to the northeast.**

RECOMMENDED CONDITIONS:

Planning Staff is recommending the following conditions be added to this conditional use permit if the Planning Commission chooses to recommend approval of this permit to the Board of Supervisors. Please note that additional conditions may be added after all agency comments have been received, prior to the Planning Commission public hearing.

Staff recommends that, if the Planning Commission recommends approval of this application, the following conditions should be applied:

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed **four** as determined according to the Health Department operational permit for a **two**-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Jacob Lott & Sandra Kieper, Applicants



20 July 2021

Warren County Planning Commission
and the Warren County Supervisors,

We are requesting to use the
cabin as a short term tourist
rental.

We plan to use it as an
investment, we plan to be
the property managers as we
live across the street.

We have 10 years of experience
of managing tourist rentals in
Warren County.

Sincerely,

James J. Kieffer (FLYNN)

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-08-02
 Date Received: 7-20-21
 Fee Amount: \$ 500.00 CK#128
 Date Paid: 7-20-21

Applicant Information:

Jacob Lott and Sandra Kieffer
 Applicant Name

71 Little Indian Road Front Royal VA 22630
 Address City State Zip

50 Little Indian Road
 Property Location for conditional use permit if Different than Applicant's Address

(540) 636-1222 teamclean@live.com
 Primary Contact Number Email

Property Owner (if same as applicant, leave blank)

Address City State Zip

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

- (1) Address/Location: 50 Little Indian Road (Blue Mtn. Sanitary District)
- (2) Election District: Shenandoah District
- (3) Tax Map Number: L 43A Blue MT SEC 2 16A 1 2 43A
- (4) Subdivision Name: Blue Mountain
- (5) Total Area of Property (acres): 1.6 acres
- (6) Total Area to be Used (acres): < 1.6 acres (some areas left undisturbed)
- (7) Total Road Frontage (feet): _____
- (8) Depth of Property (feet): _____
- (9) Present Zoning: _____

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short Term Rental
- (2) Current land use and condition of site: Former longterm rental - Vacant 4 yrs.
- (3) Zoning of surrounding land/property: residential
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: _____
- (6) Season, days, and hours of operation: _____
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) - NO -
- (9) Number of full time employees: 2
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 2
- (12) Number of parking spaces to be provided: Regular 2 Handicap _____
- (13) What is the proposed landscaping and buffering for this property? trees, dense underbrush, undisturbed forest,
cabin not visible from road

C. Plans Prepared By

Name: Sandra Kiepfer (Flynn)

Address: 71 Little Indian Road, FR XA 22630

Telephone Number: (540) 636-1222

D. Environmental Information

- (1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) _____
- NO -

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) yes, a small amount, to be placed in nearby
trash receptacle with locking lid and disposed of by us at dump.

(3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) _____

- NO -

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. _____

NONE

(there is an existing septic system)

(5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) _____

- NO -

(6) What will be the impact on traffic? none except one, maybe
two personal vehicles during visit to cabin

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level.)

2 LED entry Flood lights, and one
60 watt yellow bug light
at Front door

**The following documents and/or information are required
to be submitted with the application:**

☐ **An application fee of \$500.00.**

Make payable to the Treasurer of Warren County. A non-refundable fee of \$500.00 will be required at the time of submittal.

☒ **A Statement of Justification**

This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 1/2 x 11 size paper.

☐ **A Site Plan/Survey.**

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.

☐ **Sewage Disposal and Well Site.** NOT AVAILABLE

Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.

☒ **A copy of the deed to the property verifying the current ownership.**

A copy may be obtained at the Warren County Courthouse, Circuit Clerk's Office.

☒ **A statement verifying that real estate taxes have been paid.**

This may be obtained from the Treasurer's Office in Suite 800 of the Warren County Government Center.

☐ **Environmental and Community Impact Statements**

N/A The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

☐ **List of chemicals stored on the site**

N/A A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.

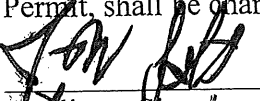
☐ **Location Map**

N/A A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

☐ **Directions to your property from the Warren County Government Center.**

Take Rte 638 (Blue Mtn Road or Freezeland Road)
From Blue Mtn Rd, turn onto Little Indian Road
and turn right into second driveway on right.

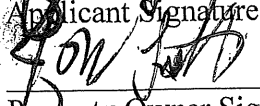
I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Board of Supervisors of the County of Warren, Virginia, and authorize the County personnel to go upon the property for the purpose of making site inspections. Expenses incurred in securing professional assistance in connection with the review of this application for a Conditional Use Permit, shall be charged to the applicant.

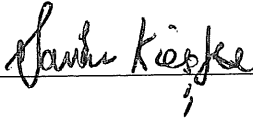

Applicant Signature



19 July 2021

Date


Property Owner Signature



19 July 2021

Date

Accepted by: _____

Date: _____

PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be placed on the Planning Commission Agenda.

NOTES

Signs will be clearly posted for guest

with emergency info. Non-electric using land line with phone number posted and emergency contact info will be on the wall beside phone. Our phone number will be posted as well. We live across the street and

we'll be available. We have received verbal permission to operate the one-bedroom cabin, on 1.6 acres and not visible from the road. We are limiting occupancy to 2 individuals and do not allow pets or smoking in the cabin.

We have posted street address only as our signage. We will not allow gatherings or events to take place at the rental.

We have left most of the 1.6 acres undisturbed as natural habitat for the deer, fox and bear that live in our neighborhood (as well as the raccoon, possum, etc.) Thank-you.

Matt Wendling

From: David Beahm
Sent: Tuesday, August 3, 2021 2:55 PM
To: Matt Wendling
Cc: Paula Fristoe
Subject: Request for Comments 2021-08-02 – Jacob Lott and Sandra Kiepfer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000125-2021
Attachments: 2021-08-02_Application.pdf; Statement of Justification_2021-08-02.pdf; Lott-Kiepfer Staff Report_2021-08-02_STTR.pdf; Lott-Kiepfer Location Map 50 Little Indian Rd.pdf; Lott-Kiepfer Request for Comments_2021-08-02 STTR.pdf

Comments 2021-08-02 – Jacob Lott and Sandra Kiepfer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000125-2021:

- Erosion and Sediment Control Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Building Inspections Items:
 - This location has an existing permit that was issued for a detached carport. This permit also contained the requirement of the lot consolidation that is addressed in the Planning Department's Staff Report. The structure received an approved footer inspection and nothing else. This permit would need to be completed during this process, but can be done at the same time the permit and inspections below are taken care. This would be the case since the structure is supposed to be "detached" and may not exist at all.
 - The use of the existing dwelling for a "short-term rental" would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
 - Given the timeframe that the structure was originally built it more than likely will require an Electrical permit to meet the building code requirements for this change.
 - This change requires that smoke detectors are installed as required by the Virginia Residential Building Code.

If anything should change in the scope additional requirements may be required.

Respectfully,

David C. Beahm, CBO
Building Official
County of Warren
540-636-9973
Fax 540-636-4698
dbeahm@warrencountyva.net
www.warrencountyva.net

THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS MESSAGE TO OTHERS; PLEASE NOTIFY THE SENDER BY REPLYING TO THIS MESSAGE; AND THEN PLEASE DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU.

**PERMIT TO INSTALL OR REPAIR
WATER SUPPLY and/or SEWAGE DISPOSAL SYSTEMS
(VOID AFTER TWELVE (12) MONTHS)**

Owner Mrs. Lottelle B. Meyers Address Blue Mt. Phone _____
 Occupant VACANT Address _____ Phone _____
 Exact Location of Premises Blue Mt. Lots 43 & 44 - Little Indian Trail
 (Subdivision, Street or Road Name, Section or Lot No.)

OWNER DESIRES TO

- ☒ **INSTALL**
☐ Water Supply System
☒ Sewage Disposal System
☒ Septic Tank

- ☐ **REPAIR**
☐ Water Supply System
☐ Sewage Disposal System
☐ Septic Tank

FOR

☒ Dwelling ☐ Other _____
 Actual or potential Bedrooms 2 Actual or estimated Water Consumption 20 gal. per day Automatic Washing Machine ☐ Yes ☒ No
 Garbage Disposal unit ☐ Yes ☒ No
 Additional wastes NONE

Health Department recommends _____

DETAILS OF RECOMMENDED SYSTEMS

- (1) CISTERN WATER SUPPLY Location to be approved by Sanitarian. Type
☐ Drilled Well ☐ Driven Well ☐ Bored Well ☐ Dug Well
☐ Other _____ Cased _____ feet.

Casing to be properly sealed and vented if necessary. Casing to extend at least 6 inches above pump room floor. Grouted _____ feet. All surface drainage to flow away from water supply. Well to have a platform of concrete or other impervious material, at least 4 inches thick at casing, extending at least 24 inches in all directions from casing, gently sloped for drainage.

- (2) SOIL STUDY Naturally drained, suitable by sight ☒ Yes ☐ No
 Technical Classification _____
 Rough Classification ☐ Sandy ☒ Medium ☐ Clay ☐ Pipe Clay. Percolation Test required ☐ Yes ☒ No. Rate _____ Minutes per inch. Depth of Water Table _____ feet (Estimated)

Surface drainage required ☐ Yes ☒ No Area Drainage by Lowering Ground Water Table required ☐ Yes ☒ No

- (3) DETAILS OF CONSTRUCTION Watertight Septic Tank of
CONCRETE Inside Dimensions Length 8 feet.
 (Kind of Material)

Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 1 feet. Liquid Capacity 70 gallons.

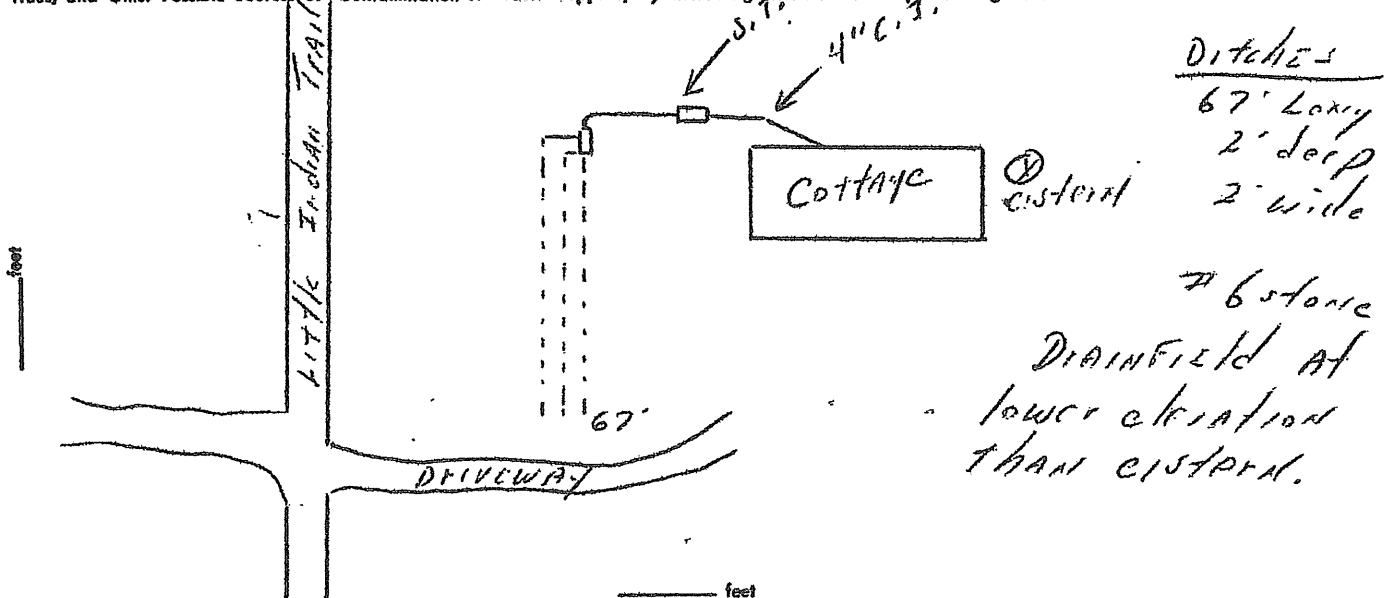
- (4) HOUSE SEWER LINE Size 4 inches. Type of material required C.I.. Distance from Water Supply 60 feet.

- (5) SUBSURFACE ABSORPTION FIELD Distribution Box required. Ditches of equal length required. 400 Type aggregate required ☐ Broken Stone ☐ Gravel ☐ Slag. Size range from $\frac{1}{2}$ inches to $2\frac{1}{2}$ inches. Depth of aggregate from base of tile to bottom of ditches 8 inches.

Total aggregate must equal minimum depth of 12 inches or more.

Soil Cover over tile not to exceed 18 inches. Distance from well to septic tank 60 feet; distance from well to drainfield 75 feet.

Rough Sketch of Premises (including adjacent properties if pertinent, Showing Location of Lot Line, Buildings, Water Supplies, Sewage Disposal Systems, Trees, and Other Possible Sources of Contamination of Water Supplies, by Indicating Distances and Slope with regard to one another.



Notes: Owner or his agent must notify Health Department, Phone 5-2775 when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

Based on the above information, the undersigned recommends that this permit be issued. 4/4/68 E.D. Miller
 Date _____ Approved _____ Date _____ Signed _____
 14C - 131 Rev. 1-65 (Continuation on Health Director)

RECORD OF INSPECTION-SEWAGE DISPOSAL SYSTEM

16A 043,44-39

Date 9/4/68 Case No. 98020638

Owner Mrs. Estelle H. Meyer Blue Mt. Address (Mailing Address) Phone

Occupant VACANT Address (Mailing Address) Phone

Exact Location of Premises Little Indian Trail Lots # 43 & 44 (Subdivision, Street or Road Name, Section or Lot No.)

EXISTING CISTERN WATER SUPPLY INSPECTION

Installed according to Permit Design ☐ Yes ☐ No. Distance to nearest House Sewer 60 feet. Distance to nearest Sewage Disposal System 15 feet. (Use Form LHS-143 for Detailed inspection of Water Supply Reference Materials.)

SEWAGE DISPOSAL SYSTEM INSPECTION

- (1) LOCATION
Allotted Area adequate ☒ Yes ☐ No. Distance from nearest lot line 20 feet. Trees 10 feet. Water Supplies 15 feet. Buildings 25 feet.
- (2) INSTALLATION AND DESIGN
Installed according to Permit Design ☒ Yes ☐ No. Have additional Household Appliances been added NOT on Permit: ☐ Automatic Washer ☐ Garbage Disposal ☐ Other NONE (Describe)
- (3) SOIL CONDITION
Are there soil conditions now evident which indicate system may be unsatisfactory as designed: ☐ Yes ☒ No. If Yes, show adjustments required under "Remarks" below.
- (4) HOUSE SEWER LINE
Installed ☐ Yes ☒ No. Type of material Not yet. CONNECTED TO HOUSE Size 4 inches.
- (5) SEPTIC TANK
Constructed of CONCRETE (Kind of Material)
Inside Dimensions Length 8 feet. Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 12 inches. Inside Fittings comply with requirements ☒ Yes ☐ No.
- (6) DISTRIBUTION BOX
Watertight and equal surcharge to each line by Water Test ☒ Yes ☐ No. Distribution Box provided with 2 (Number) extra outlets for future use.
- (7) SUBSURFACE ABSORPTION FIELD
Total Area in bottom of ditches 400 square feet. Number of ditches 3 Length of ditches 67 feet. Grade of ditches Minimum 1 inch per 100 feet. Maximum 4 inches per 100 feet. Has system been checked by instruments (Level) ☒ Yes ☐ No. Type aggregate used # 60 TONS. Depth of aggregate under Tile 6 inches. Total depth of aggregate 13 inches. Depth of backfill over aggregate 12-18 inches.
- (8) SURFACE DRAINAGE
Storm Drains from House and Basement flowing away from Subsurface Drainage Field: ☒ Yes ☐ No. Was Surface Drainage required ☐ Yes ☒ No. If Yes, has this been provided ☐ Yes ☐ No. Has area been drained by lowering Ground Water Table: ☐ Yes ☐ No. ☒ Not required.
- (9) Are follow-up inspections necessary ☐ Yes ☒ No.

Septic Tank Contractor: ALBERT WINES Address CHESTER LAMP, VA. Phone

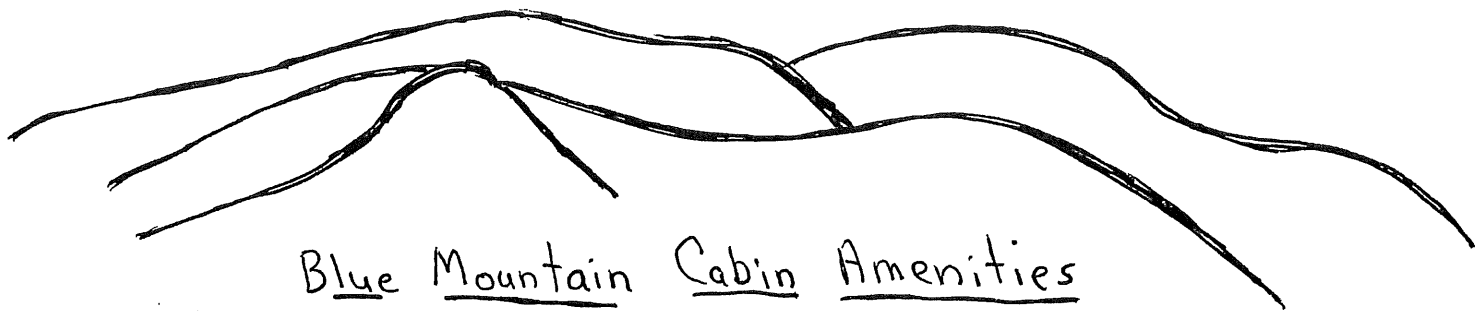
This Sewage Disposal System (Is) (Is Not) Approved by WABAE N Co. Health Department.

Date 9/4/68 Signed E. D. Miller (Sanitarian) Date Approved (Health Director)

Date Approved (Advisory Sanitarian) Date Approved (Reviewing Authority - Other Agency)

With proper maintenance, approved Sewage Disposal systems may be expected to function satisfactorily, provided no overloading or physical damage occurs to the system. Remarks:

This system is installed according to Health Dept. Standards, but is not a guarantee.



Blue Mountain Cabin Amenities

#50 Little Indian Road
Front Royal, VA 22630

Our 1 bedroom cabin features a queen sized bed, we have a fully equiped, with microwave, coffee makers, paper products, soaps, etc. We have a 50" television screen with HBO max and the Sunday Sports ticket. We have wif, and a landline telephone. A waster and dryer with detergent are in the cobin. The bathroom features a full sized bathtub. Towels and soaps are provided. The cobin has a large covered porch and a deck with a grill. There is enough parking for 2 cars. A hair dryer, iron and ironing board, books, magazines and games provided.

We are near the town of Front Royal in Warren County, Virginia. The Skyline Drive begins in Front Royal, VA. we have Skyline Caverns here and many fine eating establishments. There is nearby river canoeing, horseback riding, and GR Thompson Wildlife Management Area, with fishing and hunting. Please come visit! You will love it here! Please call your hosts, Jay and Sandy, at (540) 636-1222, we are nearby and here to help you!



Emergency - 911

Warren County Sheriff's Office
(540) 635-4128

Warren County Fire and Rescue Services
(540) 636-3830

Blue Mountain Cabin's address:

50 Little Indian Road
Front Royal VA 22630

Landline - (540) 631-1190

Wifi - Name and password posted
on modem

Emergency Evacuation Route

Turn left or right onto Blue Mountain Road

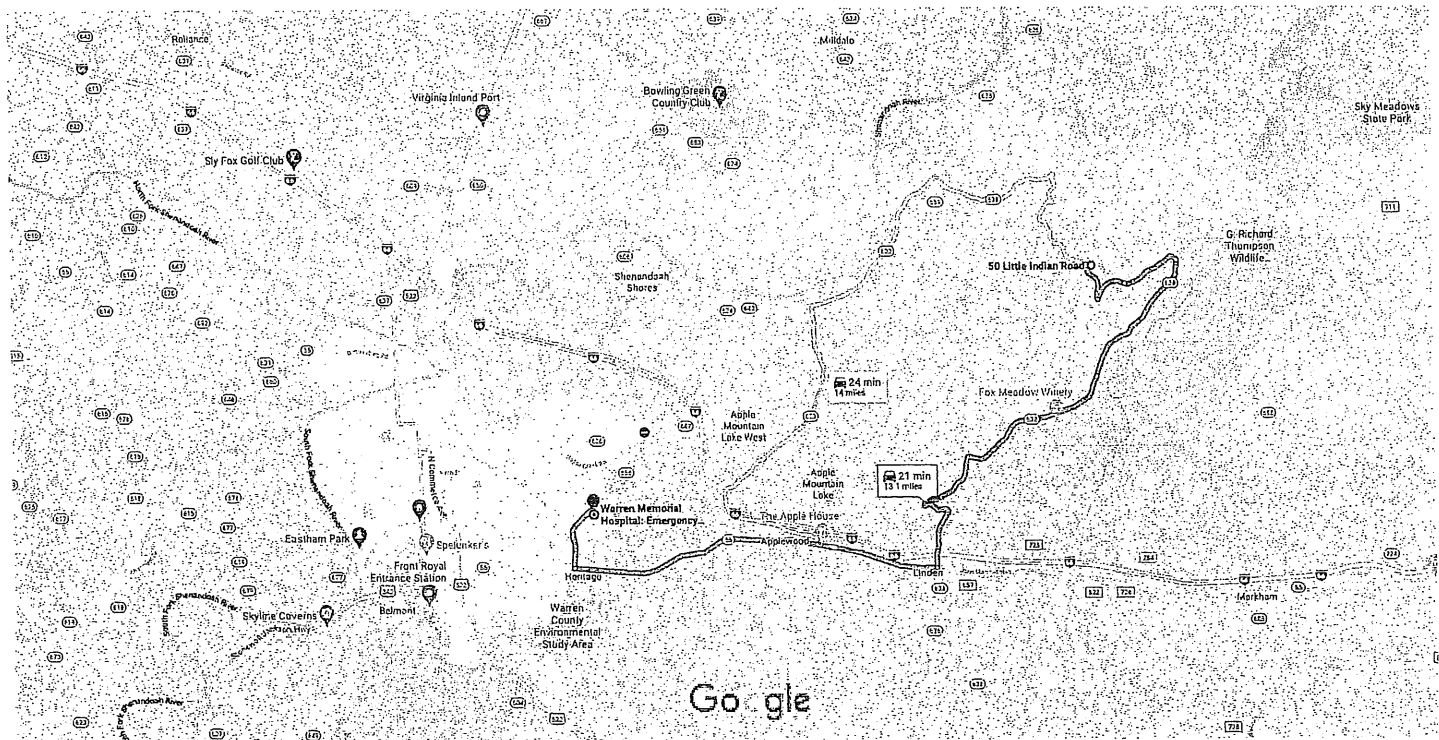
You are on Route 638. Follow the main (Rte 638)
road from either direction from Little Indian Rd
Rte 638 will take you off Blue Mountain.

* (Turning right onto Blue Mt Rd - fastest to off mountain)

Google Maps

50 Little Indian Road, Front Royal, VA to warren memorial hospital emergency room

Drive 13.1 miles, 21 min



Map data ©2021

1 mi

50 Little Indian Rd

Front Royal, VA 22630

- ↑ 1. Head west on Little Indian Rd toward Dogwood Blossom Ln 331 ft
- ↙ 2. Turn left onto State Rte 638 0.5 mi
- ↙ 3. Turn left to stay on State Rte 638 0.5 mi
- ↙ 4. Keep left to stay on State Rte 638 0.8 mi
- ↗ 5. Turn right to stay on State Rte 638 5.8 mi
- ↗ 6. Turn right onto VA-55 W 4.6 mi
- ↗ 7. Turn right onto Leach Run Pkwy 0.8 mi

Warren Memorial Hospital (540) 636-0300
 351 Valley Health Way
 Front Royal, VA 22630

Call 911 for Emergency

Directions to
 Warren Memorial
 Hospital

Valley Health
 Urgent Care
 (for Non-Emergencies)

65 Riverton Commons Dr
 Front Royal VA 22630
 (540) 635-0700

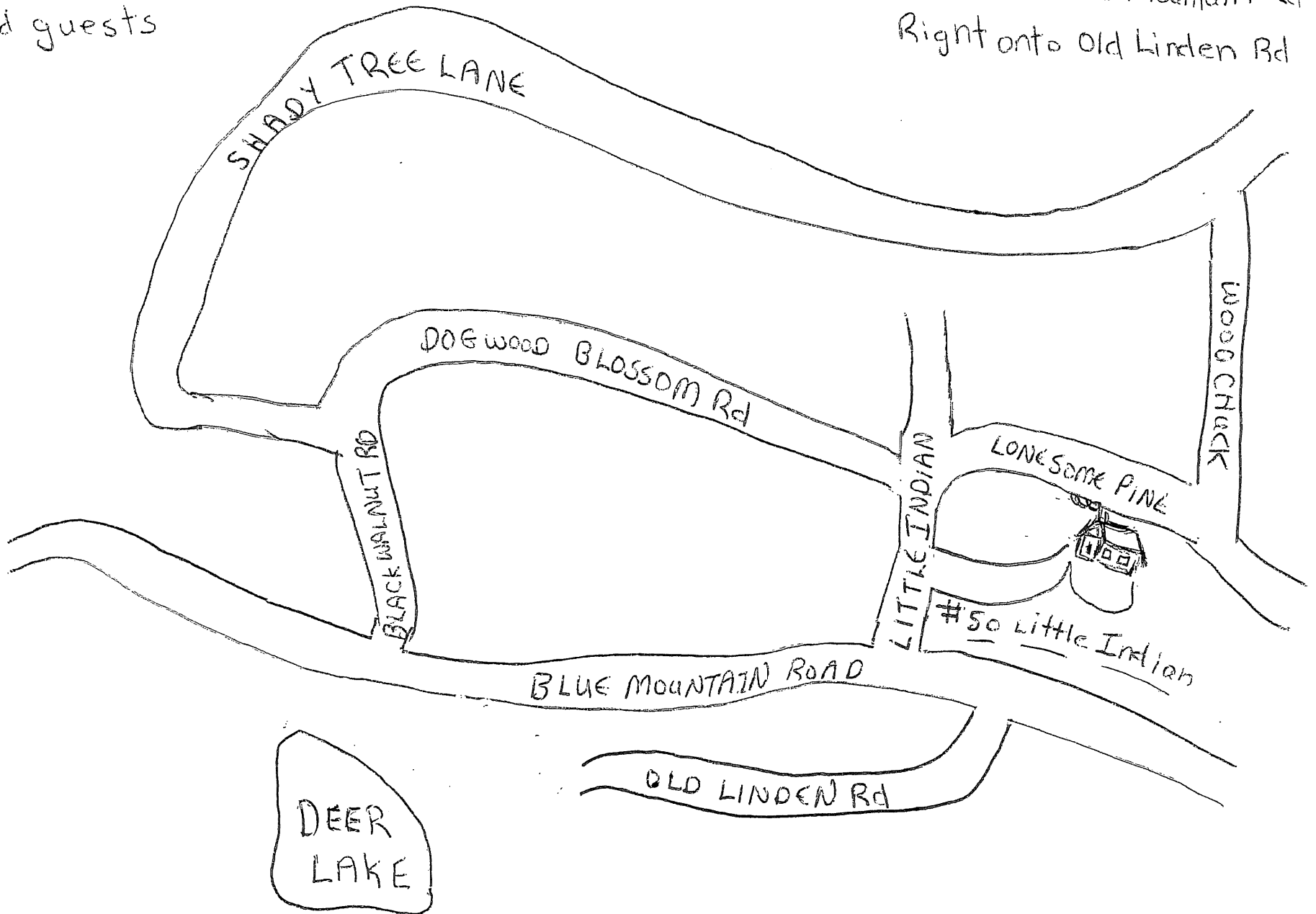
Our private Deer Lake
has swimming and
fishing for residents
and guests

DIRECTIONS TO DEER LAKE

From Little Indian Rd

Left onto Blue Mountain Rd

Right onto Old Linden Rd



Blue Mountain Cabin

Rules and Regulations

- Outdoor open air burning is prohibited in our subdivision due to the danger of forest fires.
- Please take the lake pass located on the Frig with you during summer months. Please show your pass to the Deer Lake guard.
- Quiet hours are from 10pm until 7am. We have several very early rising commuters in our community. Thank-you.
- Guests of the cabin are responsible for their own accidents, injuries or damages.
- Please enjoy our beautiful mountain and your visit here! Thank you.

#50 Little Indian Rd
Front Royal VA 22630

Blue Mountain Cabin

Rules and Regulations

- Please keep trash contained. Wildlife can find it.
- Outdoor open air burning is prohibited in our subdivision due to the danger of forest fires.
- Please take the lake pass located on the Frig with you during summer months. Please Show your pass to the Deer Lake guard.
- Quiet hours are from 10pm until 7am. We have several very early rising commuters in our community. Thank-you.
- Guests of the cabin are responsible for their own accidents, injuries or damages.
- Dogs must be on a leash - leash laws here
- Please enjoy our beautiful mountain and your visit here! Thank you.



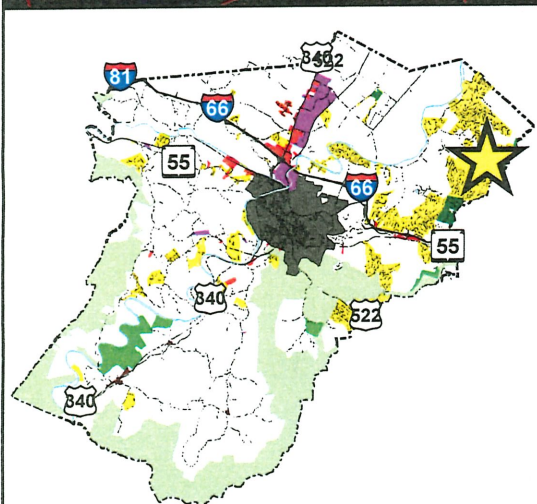
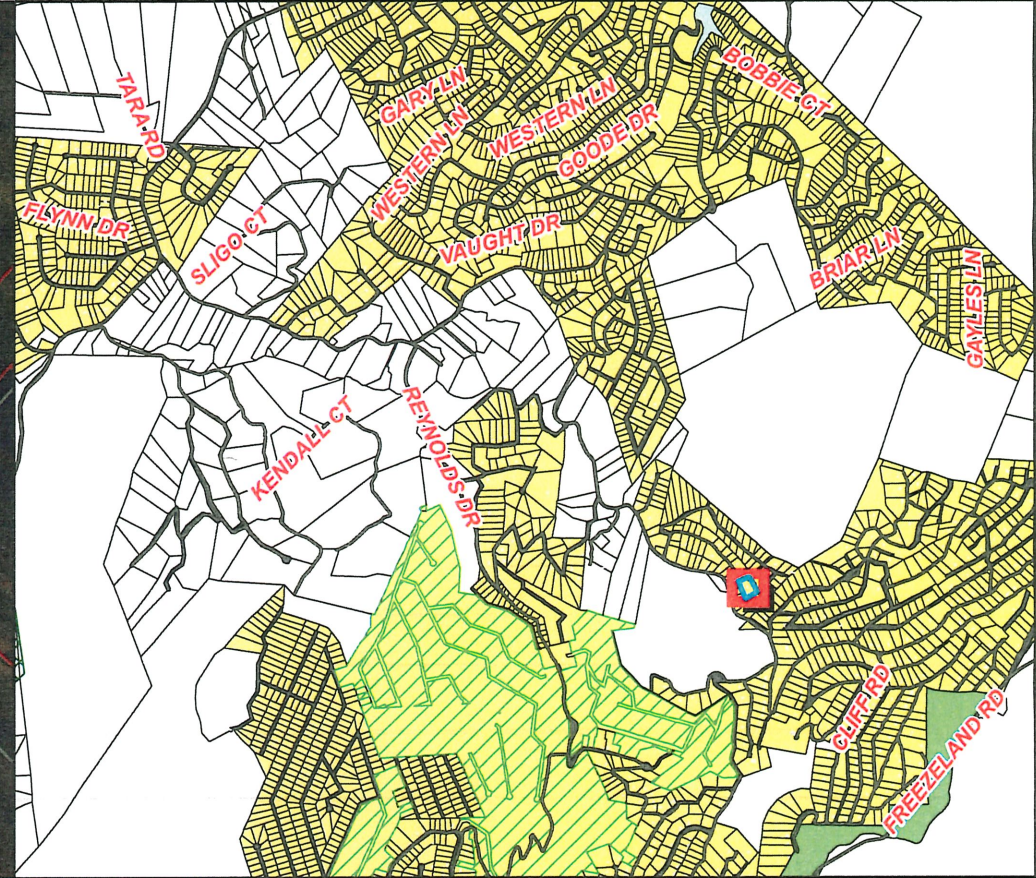
Narren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Jacob Lott

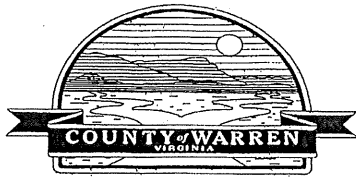
16A-1-2-43A
50 Little Indian Road
Blue Mountain Subdivision



Zoning

Agricultural	Rural Residential
Commercial	Right of Way
Industrial	Front Royal
Residential One	Federal Land
Residential Two	State Land
Suburban Residential	Water
Village Residential	VOF Conservation Easements
	WC Conservation Easements

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
10/05/2021	K-5	Conditional Use Permit #2021-08-03 Nicole & Sean McGinn <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards:

- (1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.
- (2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.
- (3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.
- (4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.
- (5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.
- (6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that:
 - (a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.
 - (b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion.
 - (c) Provide for adequate parking and ingress and egress to public streets or roads.
 - (d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.
 - (e) Prevent such use from changing the character and established pattern of development of the community.

Planning Commission Move to Approve:


Mr. Longo moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 4-0. Chairman Myers was absent.

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department conditional operational permit for a three-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed conditional use permit request for a Short-term Tourist Rental for advertisement of a public hearing.

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-08-03 / Short Term Tourist Rental

Nicole & Sean McGinn, *Applicants/ Owners*

Staff Report for the Planning Commission

Prepared: August 3, 2021

Staff: Matt Wendling, Deputy Planning Director/County Floodplain Manager

SUMMARY OF REQUEST

The applicants are requesting a conditional use permit for a Short-term Tourist Rental to rent the single-family dwelling for less than thirty days in order to offset the costs of the second home. They plan to use the home for part-time use and would like to rent it out short term in order to give them flexibility to schedule their time at the property. They intend to have a local contractor manage the property and will be available for any additional issues or questions relating to the rental of the property.

PROPERTY INFORMATION

Property Location: 277 Sagar Dr.

Tax Map ID: # 26A-1-5A-3A

Magisterial District: Fork

Subdivision: Highland Estates

Special Flood Hazard Area: The property and dwelling are in a Non-Floodzone "X" area.

Town/Village: Front Royal

Zoning: Residential One (R-1)

Acres: 2.42

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Residential One (R-1)

South: Residential One (R-1)

East: Residential One (R-1)

West: Residential One (R-1)

Use: Woodlands/Vacant Lots

Use: Woodlands/Pasture/Vacant lots

Use: Woodlands/Vacant Lots

Use: Woodlands/Vacant Lots

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district and has no previous zoning violations. In 1999 this property was consolidated from six lots to one after having been approved by County Planning and recorded at the Circuit Court Clerk's office.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-22. This property is located in a mountain subdivision with Residential One zoning but is sufficiently located away from other dwellings. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, "A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however the maximum number of occupants shall not exceed 10. **The house was constructed in 1992 as a three-bedroom dwelling with a conditional permit from the Health Department for a four-person occupancy. A request for comments has been sent to the Health Department for research and review of any records they may have on file.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There will be sufficient parking for two vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled after Board of Supervisor approval and in conjunction with the final for the certificate of occupancy.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24 hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants,

utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. The owners will be the acting property managers.**

- I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Highland Estates subdivision, and they have been notified of the application.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 348' to the closest dwelling located to the northeast.**

RECOMMENDED CONDITIONS:

Planning Staff is recommending the following conditions be added to this conditional use permit if the Planning Commission chooses to recommend approval of this permit to the Board of Supervisors. Please note that additional conditions may be added after all agency comments have been received, prior to the Planning Commission public hearing.

Staff recommends that, if the Planning Commission recommends approval of this application, the following conditions should be applied:

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four as determined according to the Health Department conditional operational permit for a three-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Nicole and Sean McMinn, Applicants



Warren County Planning Commission
220 N. Commerce Avenue
Front Royal, VA 22630

20 July, 2021

To Whom It May Concern:

We recently acquired **277 Sagar Drive** as a vacation home for our personal use and enjoyment, and request to use it as a short-term tourist rental when we are not using it. We will be available at all times for any emergencies and/or questions that arise and will handle them in a timely fashion to ensure the comfort of our guests as well as the peace of our neighbors. We will also work with local contractors to ensure any maintenance needed is handled quickly and competently. We intend to install markers within the property lines to indicate where guests can be on the property. We will provide a welcome packet to all guests informing them of quiet hours and maximum noise levels that are permitted by the county.

Please note that we are aware sanitary district taxes are past due by the previous owners, as we acquired the property on July 20, 2021. The attached ALTA document indicates the Escrow company RGS Title is withholding those taxes from seller proceeds and paying them to the Warren County Treasurer.

Sincerely,

Nicole and Sean McMinn
P: (858) 414-8103
E: nllmcminn@gmail.com

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-08-03
 Date Received: 7-21-21
 Fee Amount: \$ 500.00
 Date Paid: 7-21-21

Applicant Information:

Nicole and Sean McMinn

Applicant Name

1729 Hobart St, NW Apt. B Washington DC 20009

Address

City

State

Zip

277 Sagar Drive Front Royal VA 22630-6639

Property Location for conditional use permit if Different than Applicant's Address

858-414-8103

nllmcminn@gmail.com

Primary Contact Number

Email

Property Owner (if same as applicant, leave blank)

Address

City

State

Zip

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

- (1) Address/Location: 277 Sagar Drive Front Royal, VA 22630-6639
- (2) Election District: Fork
- (3) Tax Map Number: 26A 15A 3A
- (4) Subdivision Name: Highland Estates
- (5) Total Area of Property (acres): 2.42
- (6) Total Area to be Used (acres): 1.2
- (7) Total Road Frontage (feet): 303
- (8) Depth of Property (feet): 385
- (9) Present Zoning: Residential One

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short-term tourist rental
- (2) Current land use and condition of site: Single-Family Residential Suburban (County)
- (3) Zoning of surrounding land/property: Residential One
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: NA
- (6) Season, days, and hours of operation: Available all seasons, 7 days a week, 24 hours a day
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: NA
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 4
- (12) Number of parking spaces to be provided: Regular 4 Handicap 0
- (13) What is the proposed landscaping and buffering for this property? Use of current trees around the property and substantial distance to other buildings to buffer noise and presence of guests

C. Plans Prepared By

Name: NA

Address: _____

Telephone Number: _____

D. Environmental Information

- (1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) NA

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) NA

(3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) NA

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. NA

(5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) NA

(6) What will be the impact on traffic? NA

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. NA

**The following documents and/or information are required
to be submitted with the application:**

☐ **An application fee of \$500.00.**

Make payable to the Treasurer of Warren County. A non-refundable fee of \$500.00 will be required at the time of submittal.

☐ **A Statement of Justification**

This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☐ **A Site Plan/Survey.**

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.

☐ **Sewage Disposal and Well Site.**

Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.

☐ **A copy of the deed to the property verifying the current ownership.**

A copy may be obtained at the Warren County Courthouse, Circuit Clerk's Office.

☐ **A statement verifying that real estate taxes have been paid.**

This may be obtained from the Treasurer's Office in Suite 800 of the Warren County Government Center.

☐ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

☐ **List of chemicals stored on the site**

A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.

☐ **Location Map**

A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

☐ **Directions to your property from the Warren County Government Center.**

Head southwest on E 2nd St; turn left onto Union St; turn left onto US 340 S/N Royal Ave;
turn right onto State Rte 619 ; turn right to stay on State Rte 619; turn left onto State Rte 608;
turn left onto State Rte 613; turn left onto Sagar Dr (home is on the left)

I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Board of Supervisors of the County of Warren, Virginia, and authorize the County personnel to go upon the property for the purpose of making site inspections. Expenses incurred in securing professional assistance in connection with the review of this application for a Conditional Use Permit, shall be charged to the applicant.

nicolellmuminn 07/21/2021
Applicant Signature Date

Same as above
Property Owner Signature Date

Accepted by: _____ Date: _____

PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be placed on the Planning Commission Agenda.

NOTES

INST #990005262

LINE	DISTANCE	BEARING
L1	23.00ft	N80°29'40"E
L2	46.46ft	N50°21'10"E
L3	7.00ft	N80°29'40"E

LOT #6

LOT #27

PLAT SHOWING
HOUSE LOCATION SURVEY
OF THE LAND OF
RONALD WILLIAMS AND MANUELLA WILLIAMS

LOT #3A, SECTION 5A, BLOCK A,
HIGHLAND ESTATES, THUNDERBIRD RANCH
FORK MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA

SURVEYOR'S CERTIFICATE

I GARY D. CAIRNS, DO HEREBY CERTIFY THAT
THE LAND SHOWN HEREON IS NOW IN THE NAME OF
RONALD WILLIAMS AND MANUELLA WILLIAMS
IN INSTRUMENT #160000424 AMONG THE LAND
RECORDS OF WARREN COUNTY, VIRGINIA.

GARY D. CAIRNS
GARY D. CAIRNS L.S. #00227

THIS SURVEY IS BASED ON A CURRENT FIELD SURVEY
MONUMENTS ARE AS SHOWN.

THE PROPERTY SHOWN IS LOCATED ON ASSESSMENT
TAX MAP #26A-15A-3A.

THE SUBJECT PROPERTY IS NOT LOCATED IN ANY FLOOD HAZARD AREA AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP.

THIS SURVEY HAS BEEN PREPARED WITHOUT THE
BENEFIT OF A TITLE REPORT AND DOES NOT
NECESSARILY INDICATE ALL ENCUMBRANCES
ON THE PROPERTY.

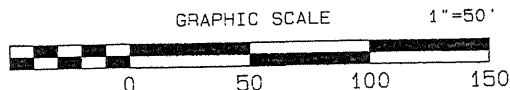
PROJECT : SAGER
DATE : 06-30-2021

CAIRNS SURVEYING

1583 NETHERS ROAD
SPERRYVILLE VA. 22740

540-987-3101

SHEET 1 OF 1



LEGEND

IPS=IRON PIPE SET
IPF=IRON PIPE FOUND
IRF=IRON ROD FOUND

DEPT. OF THE ARMY
 OFFICE OF THE CHIEF OF ENGINEERS
 WASHINGTON, D. C.
 1917

Matt Wendling

From: David Beahm
Sent: Thursday, August 5, 2021 2:10 PM
To: Matt Wendling
Cc: Paula Fristoe
Subject: Request for Comments – Nicole and Sean McMinn – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000126-2021

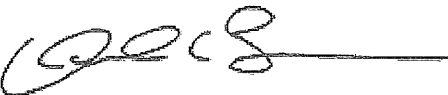
Comments – Nicole and Sean McMinn – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000126-2021:

NOTE: Prior to giving approval for this request an outstanding permit that was applied for by the previous owner for an addition has never been completed and will need to be resolved. Some inspections were performed, but not all and the permit was never finalized/completed. Current owner will need to address at this time.

- Erosion and Sediment Control Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Building Inspections Items:
 - The use of the existing dwelling for a “short-term rental” would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
 - Given the timeframe that the structure was originally built it more than likely will require an Electrical permit to meet the building code requirements for this change.
 - This change requires that smoke detectors are installed as required by the Virginia Residential Building Code.

If anything should change in the scope additional requirements may be required.

Respectfully,



David C. Beahm, CBO
Building Official

dbeahm@warrencountyva.net

Warren County Building Inspections

220 North Commerce /
Sui
Front Royal, VA

540/636

FAX 540/636

www.warrencountyva.net

THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS MESSAGE TO OTHERS; PLEASE NOTIFY THE SENDER BY REPLYING TO THIS MESSAGE; AND THEN PLEASE DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU.

Lord Fairfax Health District



Warren County Health Department
465 West 15th Street, Suite 200
Front Royal, Virginia 22630
Tel. (540) 635-3159 ~ Fax (540) 635-9698
www.vdh.virginia.gov



August 11, 2021

Mr. Matt Wendling, Deputy Planning Director / County Floodplain Manager
Warren County Planning and Zoning
220 N Commerce Avenue, Suite 400
Front Royal, Virginia 22630

RE: Request for comments; 2021-08-03
Owner: Nicole and Sean McMinn

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 277 Sager Dr, Front Royal, Virginia, in Warren County, (property identified on tax map # 26A-1-5A-3A), and I offer the following comments:

1. The permit for a sewage disposal system was issued on 8/17/1989 with an Operation Permit issued 4/24/992. A Conditional Permit was issued 2/20/1998. The system is designed to serve a 3 bedroom house limited to 4 occupants maximum.
2. The property is served by a private well. The well water should be tested for bacteria. If the sample result is positive, steps must be taken to correct the problem and the water should be re-tested.
3. All trash and garbage shall be placed in containers with tight-fitting lids.
4. There shall be no food service provided unless the Virginia Department of Health Food Regulations are met.
5. All Virginia Department of Health Tourist Establishment Regulations shall be met as necessary. The owners can contact our office for further information.
6. The sewage disposal system should be pumped if this has not been done in the last three to five years.
7. Do not connect any hot tub discharge to the sewage disposal system.

Please call me at (540) 635-3159 if you have any questions.

Sincerely,

Greg Smith
Environmental Health Specialist



Property Management Plan
As of Sept. 6, 2021

Management

- Sean and Nicole McMinn manage the property at 277 Sagar Dr, Front Royal, VA. We are available 24/7 for emergencies, and additionally employ the services of a team of local professionals who have experience working on short-term rentals and can address in-person emergencies. **Please contact Sean and Nicole directly before contacting these individuals.**
 - **Sean and Nicole McMinn** (for routine matters, please message us on the app used to book your stay, or call during business hours at (540) 252-0892)
 - Bill Rankin (540) 758-1944
 - Curt Mullins (540) 422-3363
 - Julie Shenk (540) 671-0983
- A landline is available for local calls and emergencies. The phone number for the house is (540) 551-9953.
- The Wi-Fi username and password will be posted on both the interior and exterior of the house next to the front door, in case you have any problems gaining access. Note that some cell phone providers do not cover service in our neighborhood, so you may need to connect to Wi-Fi and enable Wi-Fi calling in your phone's settings in order to place a call from the property on your cell phone.
- In case of emergency:
 - **If this is a life-threatening emergency, call 911 first.**
 - Contact **Sean and Nicole** via the app used to book your stay, or at (540) 252-0892
 - If there is a leak, please turn off house water via emergency shutoff valve (instructions provided).
 - If Sean and Nicole are unreachable for house maintenance issues, contact **Bill Rankin** (540) 758-1944 or **Curt Mullins** (540) 422-3363.
 - Other contacts
 - **Front Royal Police Department.** Phone: 911, Address: 25 E Jackson Street 540-635-2111
 - **Warren County Sheriff's Office.** Phone: 911, Address: 200 Skyline Vista Drive 540-635-4128
 - **Rivermont Volunteer Fire and Rescue.** Phone: 911, Address: 714 Rivermont Drive 540-636-9704
 - **Valley Health Urgent Care.** Phone: 540-635-0700, Address: 65 Riverton Commons Plaza
 - **Warren Memorial Hospital.** Phone: 540-636-0300, Address: 351 Valley Health Way, Front Royal. Directions:
 - From the end of the driveway turn right onto Sagar Drive

- Turn right onto Panhandle Rd for 2 mi
- Turn right onto Wilson Burke Rd for 0.4 mi
- Turn right onto Mountain Rd/turns into Rivermont Dr for 5.2 mi
- Turn left onto Stonewall Jackson Hwy (Rt. 340) for 2.1 mi
- Turn right onto VA-55/South Street for 1.9 mi
- Turn left onto Leach Run Pkwy for .8 mi
- Turn right onto Valley Health Way

Minimizing impact to neighboring properties

- 277 Sagar Dr is located in a remote area and does not have neighbors in the properties adjacent to us. However, there are neighbors who live on the same street and in the hills behind the property.
- Please keep outdoor noise to a minimum after 10 p.m.
- Please obey the 5 mph speed limit on Sagar Drive.
- Please respect property lines. Our property boundaries are marked with ___COLOR___ ribbons, which we require you stay within the boundaries of for your own safety.
- All riverfront property on Sagar Drive is private and therefore NOT usable for guests of 277 Sagar Dr. There are two nearby river access points you can use, both about a 10 minute drive from the house:
 - Simpsons Landing And Boat Ramp, north off of Rivermont Drive
 - Bentonville Boat Ramp, south on Panhandle Road
- Kindly refrain from the following when at the property or elsewhere on Sagar Drive:
 - Discharging firearms or other weapons
 - Riding ATVs, dirtbikes or other off-road vehicles
 - Burning fires except for in outdoor fire pit. Please make sure all fires are completely extinguished before you leave the area.
 - Littering (we have several trash bins on the property for you to dispose of your bagged trash and recycles inside of)
 - Smoking, except outside at least 20 feet away from the building
- Please note that Sagar Drive is a private road for property owners only. As such, please use the road only to enter and exit the property. Do not drive or walk east of the property. (left if you are pulling out of the driveway).
- Out here in the country, it is not unusual to hear gunfire on nearby properties. There is no need to be alarmed, and please do not call 911 if you hear this.

- In some limited situations (floods, fires, etc), neighbors may decide to close the gate at the entrance to Sagar Drive. If this is the case, you can open it without a key, but please close it behind you.
- Septic System: The house is on a septic system, which unfortunately means we do not have a garbage disposal or connection to the city's sewer lines. We request that you place food products in the trash, and no food should go down the kitchen sink drain. To avoid the septic system clogging, please do not flush any foreign items down the toilet.
- Trash Disposal: Please make sure you bag all trash in the provided trash bags before putting it in the trash receptacles. Please do not put loose trash in the bins, and make sure the bins are securely closed. If you have more trash than what fits in the bins, you may dispose of it at the Rt. 340 Park and Ride (10037 Winchester Rd.), south of Target and Rt. 66. Closed on wed.
- Please do not leave trash outside the receptacles, as we do have bears and other wildlife in the area.

Evacuation

If there is any emergency (fire, flooding, etc.), please do the following:

- **Inside the house:** Proceed to the nearest exit, through the front door if you are on the first level, or through the side door by the dining room if you are on the second or third levels.
- **Outside the house:** Follow the driveway down to Sagar Drive if it is safe to do so. In the event of a flood, staying at the house level may be safer if the Shenandoah River is flooding. Note that there is a road up the hill behind the house that you can walk to, but it is not our property and should only be accessed if you cannot evacuate via Sagar Drive.
- **To evacuate the area:**
 1. Turn RIGHT out of the driveway to proceed down Sagar Drive.
 2. Make a RIGHT on Panhandle Road (Highway 613).
 3. Make a RIGHT on Wilson Burke Road (Highway 608).
 4. Make a RIGHT on Mountain Road and then a LEFT to Rivermont Drive (Highway 619).
 5. Make a LEFT on Highway 340 (Stonewall Jackson Highway) when the road deadends to go to Front Royal.
 6. Make a RIGHT on South Street which turns into Highway 55 (John Marshall Highway). This will take you to Highway 66.

- In the event that Wilson Burke Road (Highway 608) or any further roads are inaccessible, please do the following:
 1. From Sagar Drive, turn RIGHT on Panhandle Road (Highway 613) and continue straight to stay on Panhandle Road (Highway 613).
 2. Make a LEFT on Mountain Road (Highway 619 at this point). Please note that Panhandle Road (Highway 613) north of Wilson Burke Road (Highway 608) is a gravel road, and proceed with caution.
 3. Make a RIGHT on Fort Valley Road (Highway 678) when Mountain Road (Highway 619) deadends.
 4. From Fort Valley Road (Highway 678), you can either:
 - a. Make a LEFT on Strasburg Road (Highway 55) to go to Strasburg
 - b. Make a RIGHT on Strasburg Road (Highway 55), to go to Front Royal and Highway 66.



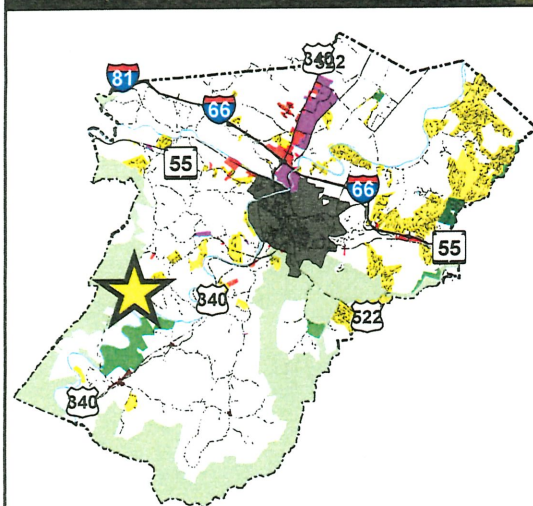
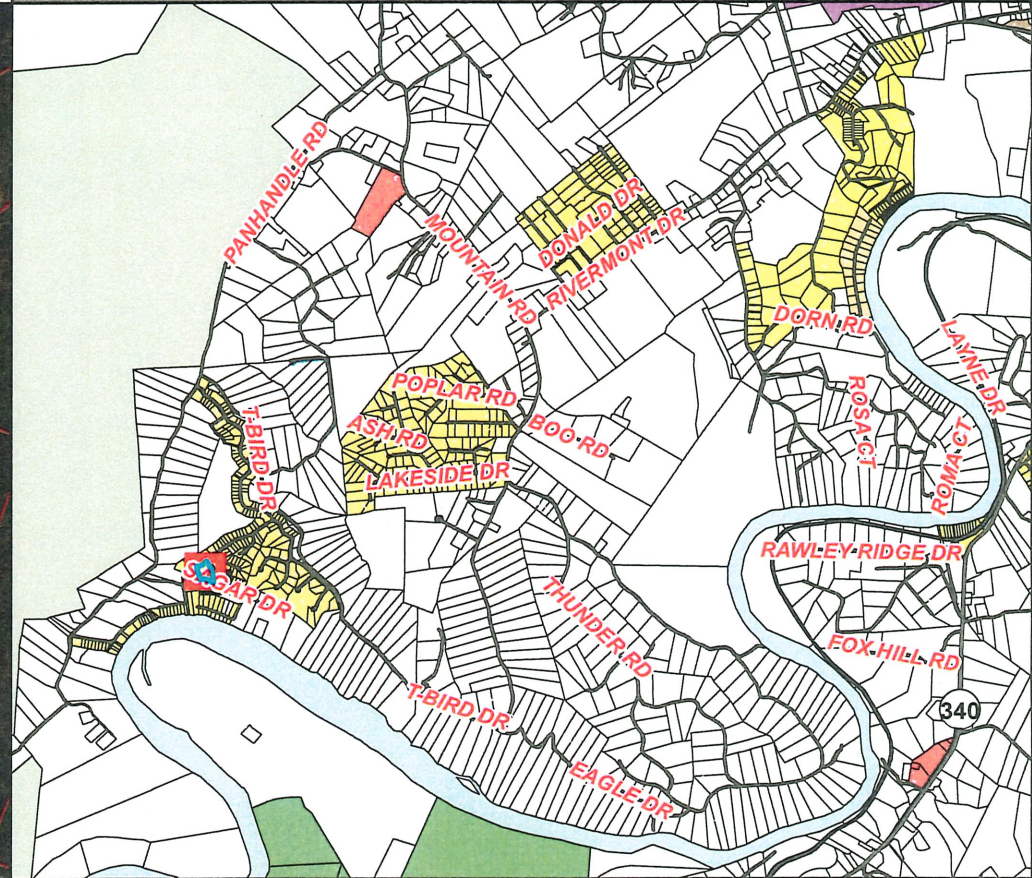
Warren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Nicole and Sean McMinn

26A-15A-3A
277 Sagar Drive
Highland Estates Subdivision



Zoning

Agricultural	Rural Residential
Commercial	Right of Way
Industrial	Front Royal
Residential One	Federal Land
Residential Two	State Land
Suburban Residential	Water
Village Residential	VOF Conservation Easements
	WC Conservation Easements

Map produced by
Warren County GIS 2021
Department of Planning

By: _____

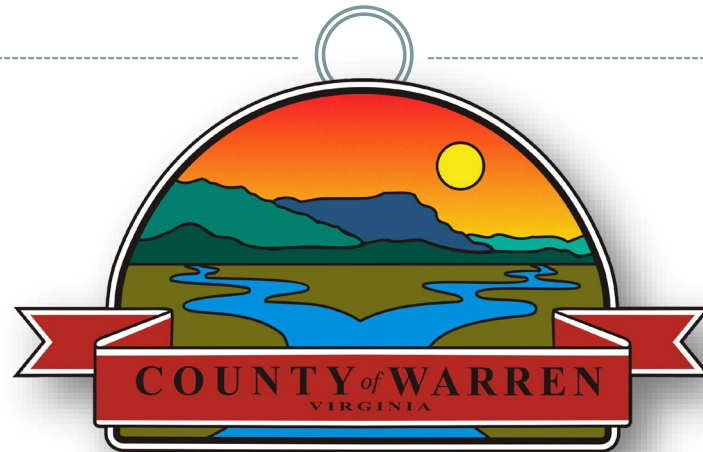
Motion to be Made Going into Closed Meeting

I move the Board enter into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel pertaining to actual or probable litigation and the provision of legal advice regarding the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the “EDA”), the Town of Front Royal, the *EDA vs. Jennifer McDonald, et al.*, the *Town of Front Royal vs. the EDA, et al.*, and other potential claims and litigation relating to other possible liabilities of the EDA and the recovery of EDA funds and assets.

- - -

Motion to be Made Coming out of Closed Meeting

I move that the Board certifies to the best of each member’s knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.



WARREN COUNTY PUBLIC WORKS DEPARTMENT

PRESENTER:
Michael R. Berry
Public Works Director

October 5, 2021

Public Works Department changes at a glance



- For FY 2017-18 the Public Works Sanitary District budget was created due to the recent addition of Lake Front Royal Sanitary District and the need to manage and perform road maintenance for such. The Public Works Director position and Public Works Foreman positions were added to the Public Works Functions of Solid Waste (Refuse Collection & Refuse Disposal). In late 2017, Linden Heights Sanitary District was added as a maintained SD. Since then, we have added maintenance activity in Wildcat Drive Sanitary District (2018), Osprey Lane Sanitary District (2019) and Shannon Woods Sanitary District (2020). We have met with a couple other groups interested in discussing becoming a managed Sanitary District but there are no plans to expand services in 2021. The Public Works SD crew now has two equipment operators.
- In September of 2020, the Public Works Department expanded duties and began an active Management role in the Shenandoah Farms Sanitary District, Front Royal-Warren County Airport and VDOT Revenue Sharing Program (at the retirement of the former Deputy Administrator).
- December 2021, the Sanitary District Manager position was filled.
- Also formally established in FY 2017-18, was the General Services Department. In early 2021, the General Services Director position was eliminated and Departmental functions and personnel of General Services (Building Maintenance and Custodial Services) have transferred to the Public Works Department.

Public Works Team



- Departmental GOAL – One Team
- Areas include Solid Waste Management, Sanitary District Management, e911 Sign Management, FR/WC Airport and General Services Management. We provide a full range of services including road maintenance, maintenance, repair, renovations, custodial and moving services.
- We have already begun cross training Sanitary District Staff and Maintenance Staff to perform COVID treatment and we are beginning to cross train on Fire Suppression response/inspection.

Warren County
Public Works Department – Budgets Managed
13 Budgets to include - Solid Waste, Streets & Highways, PW-Sanitary Districts, General Services,
FR/WC Airport & 6 Managed Sanitary District Budgets

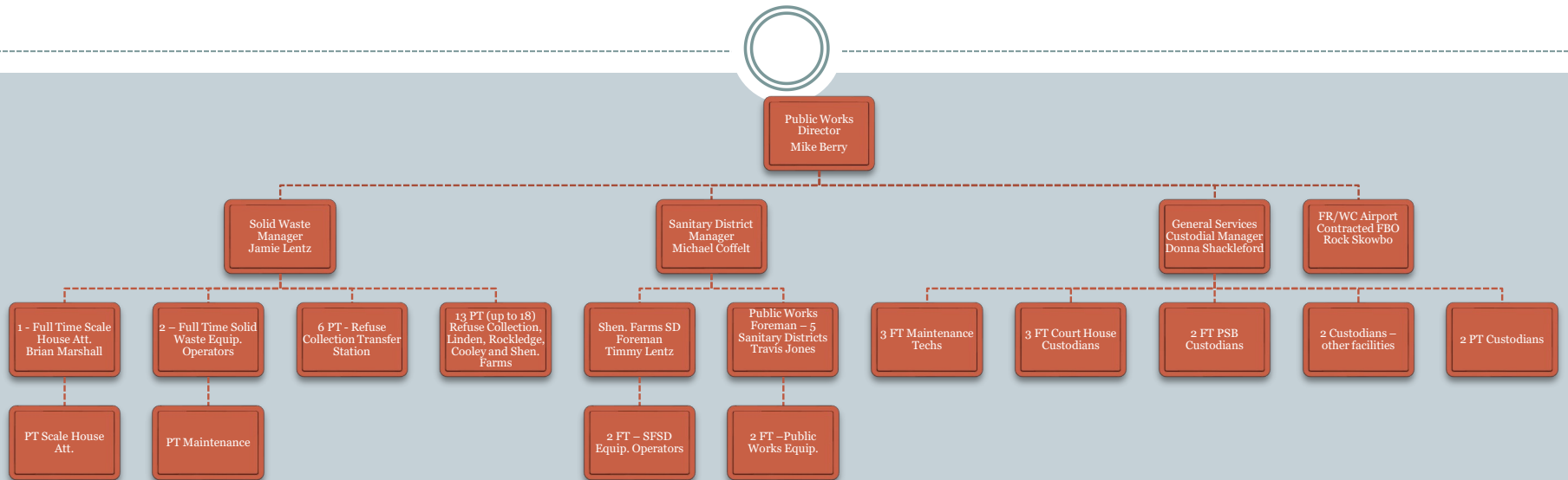


• 41010 Public Works - Sanitation District	\$428,200
• 41020 Public Works - Streets and Highways	\$20,000
• 42030 Public Works - Refuse Collection	\$786,000
• 42035 Public Works - Refuse Collection Transfer Station	\$226,000
• 42040 Public Works - Refuse Disposal	\$2,880,000
• 43000 Public Works - General Services	\$1,396,000
• 81060 Front Royal/Warren County Airport	\$220,000
• 43050 Shenandoah Farms Sanitary District	\$811,834
• 54050 Lake Front Royal Sanitary District	\$137,053
• 32050 Linden Heights Sanitary District	\$29,963
• 56050 Wildcat Drive Sanitary District	\$14,940
• 57050 Osprey Lane Sanitary District	\$9,180
• 58050 Shannon Woods Sanitary District	\$3,906
• TOTAL APPROVED BUDGET FY 21-22	\$6,737,076

Public Works Department

Current Staff of 46

(PT # may increase at Refuse Sites)



Public Works Department
Current Staff of 46
(PT # may increase at Refuse Sites)



Public
Works
Director
Mike
Berry

Solid Waste Manager
Jamie Lentz

1 - Full Time Scale House Att.

PT Scale House Att.

2 - Full Time Solid Waste Equip. Operators

PT Maintenance

6 PT - Refuse Collection Transfer Station

13 PT (up to 18) Refuse Collection, Linden,
Rockledge, Cooley and Shen. Farms

Sanitary District
Manager
Michael Coffelt

Shen. Farms SD Foreman

Timmy Lentz

2 FT – SFSD Equip.
Operators

Public Works Foreman – 5 Sanitary Districts
Travis Jones

2 FT –Public Works Equip.

General Services
Custodial Manager
Donna Shackelford

3 FT Maintenance Techs

3 FT Court House Custodians

2 FT PSB Custodians

2 FT Custodians – other facilities

2 PT Custodians

FR/WC Airport
Contracted FBO
Rock Skowbo

PUBLIC WORKS SOLID WASTE

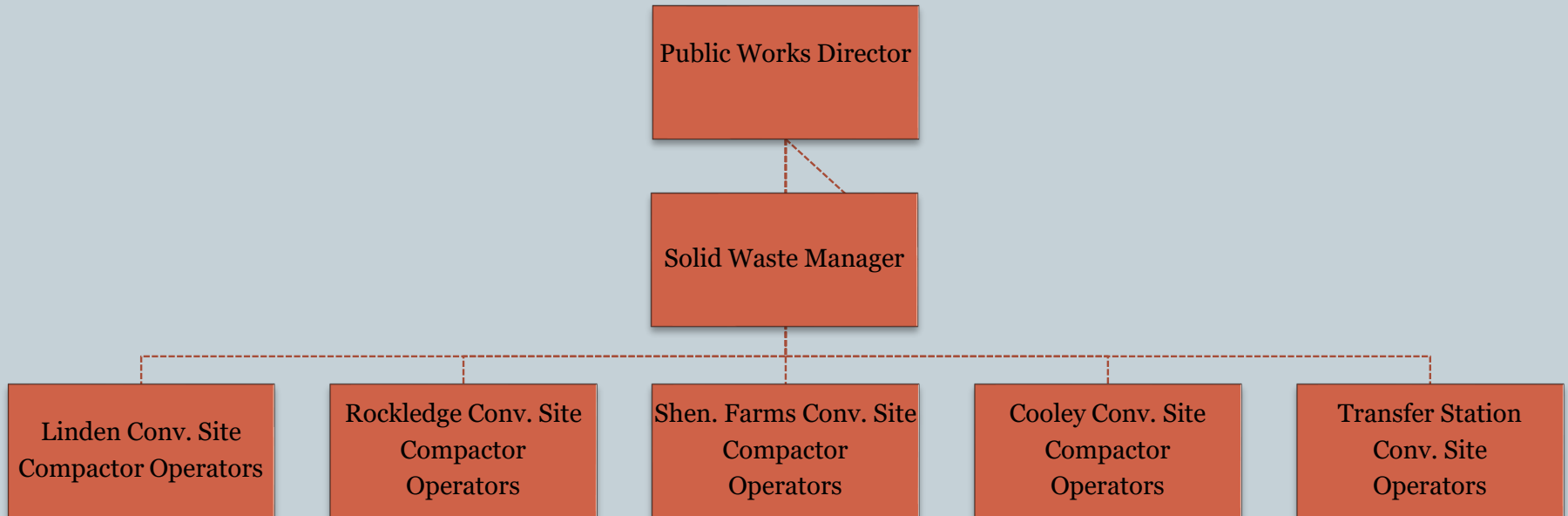


**REFUSE COLLECTION
REFUSE DISPOSAL
CLOSED LANDFILL
RECYCLING**

Solid Waste - Refuse Collection

Citizen Convenience Centers

*Currently 13 PT Staff, typically 15+
5 Locations, Open 67 hours per week at each location*



Linden Convenience Site



Residential Drop Off Waste & Recycle



WC Public Works

Solid Waste – Refuse Disposal

Warren County Transfer Station

2 FT Operators (currently 1 vacancy), 1 FT Scale House

2 PT Staff



Public Works
Director

Solid Waste Manager

Transfer Station-
Refuse Disposal
Equipment Operators

Transfer Station
Scale House
Attendants

Maintenance Staff
Closed
Landfill/Grounds
Maintenance

Warren County Transfer Station

Permit By Rule (PBR) #033



DPOR -Waste Management Facility Operators



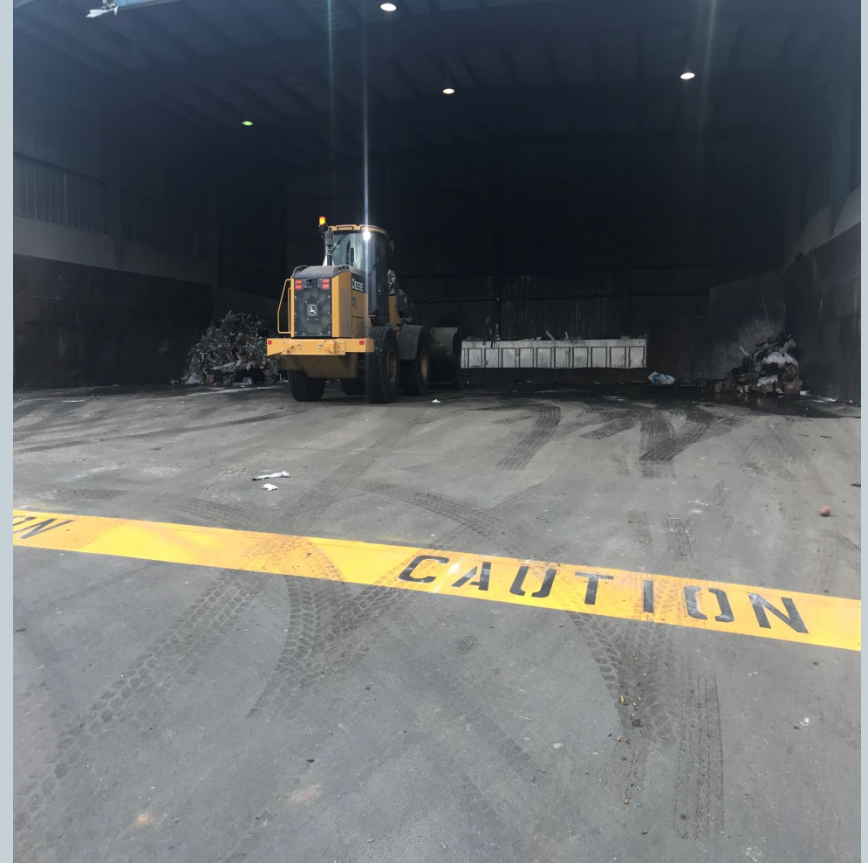
COMMONWEALTH OF VIRGINIA

WASTE MANAGEMENT FACILITY OPERATORS

CLASS I – JAMIE LENTZ

CLASS II – MIKE BERRY

Warren County Transfer Station Scale House & Tipping Floor



VDACS – PUBLIC WEIGHMASTER

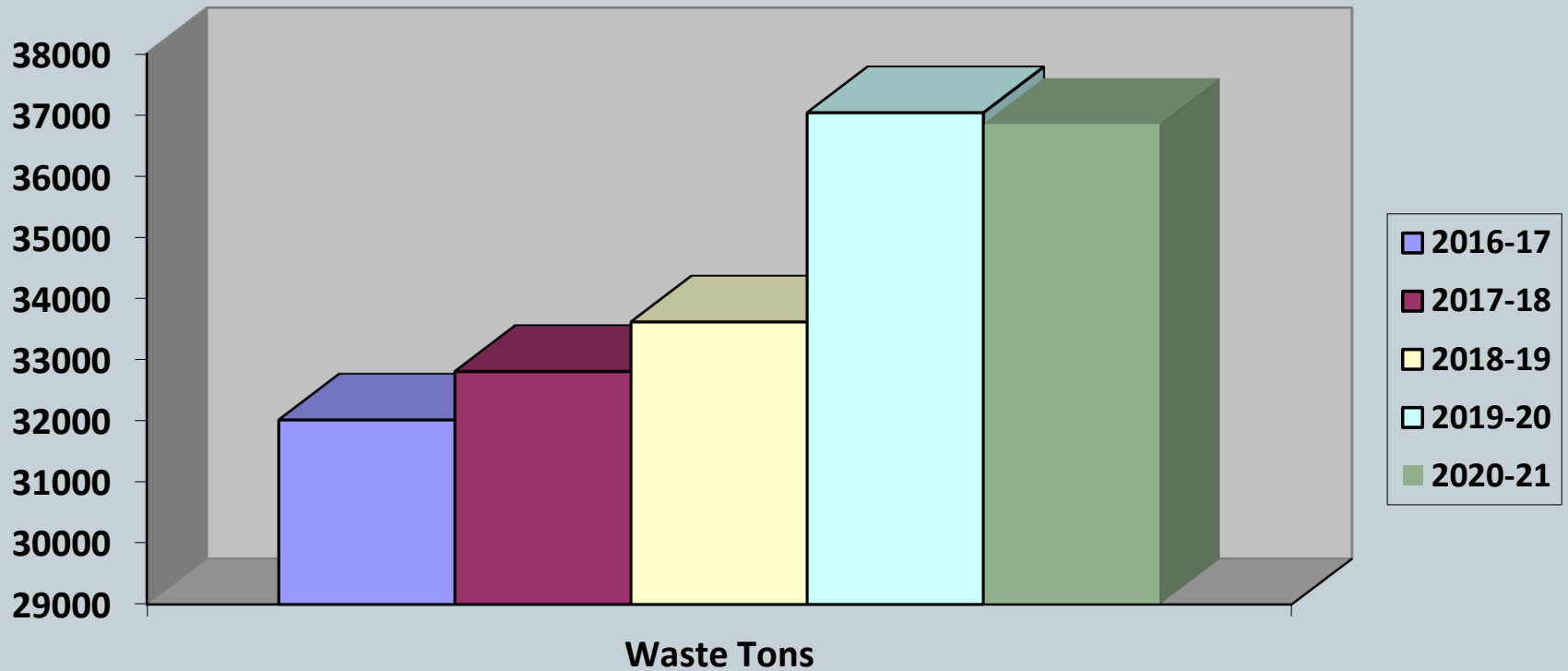


PUBLIC WEIGHMASTER

**MIKE BERRY
JAMIE LENTZ
BRIAN MARSHALL
ANTHONY KERNS**

Landfilled Tons

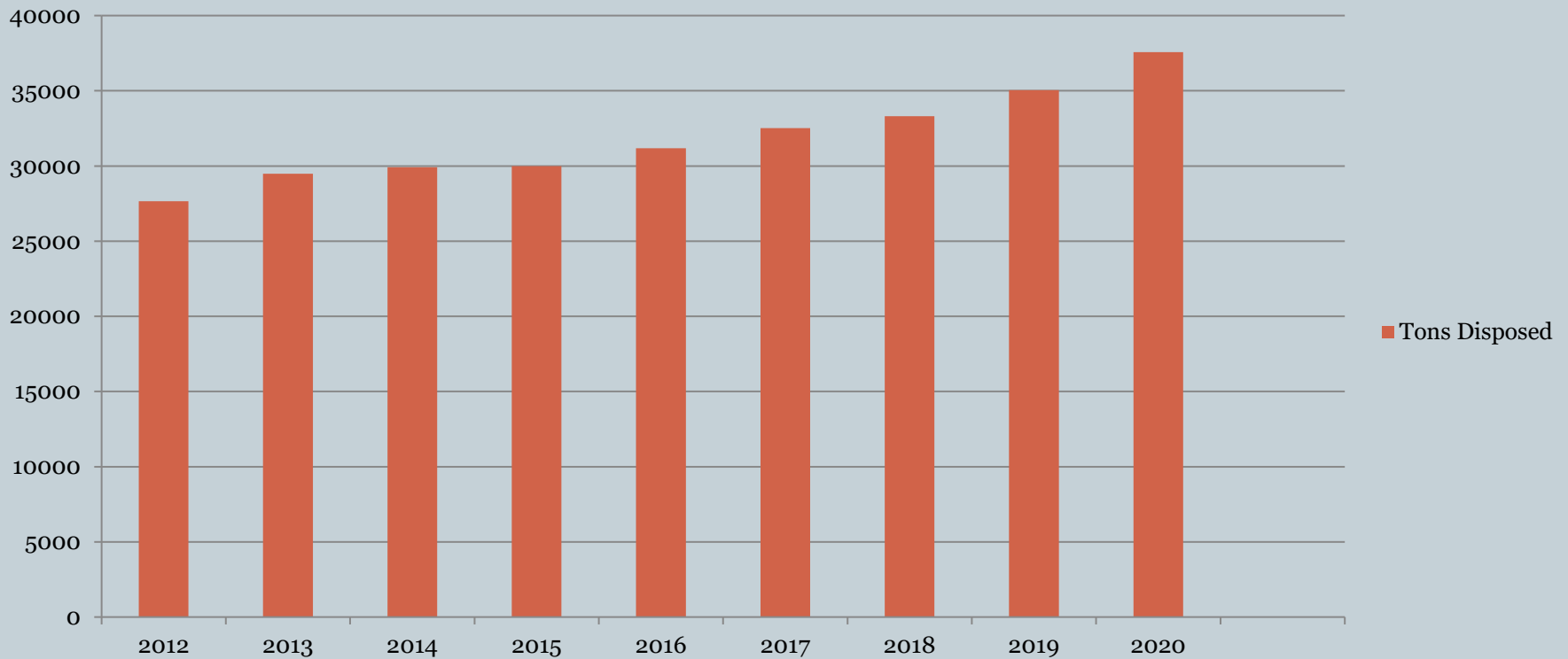
Tons Landfilled by Fiscal Year



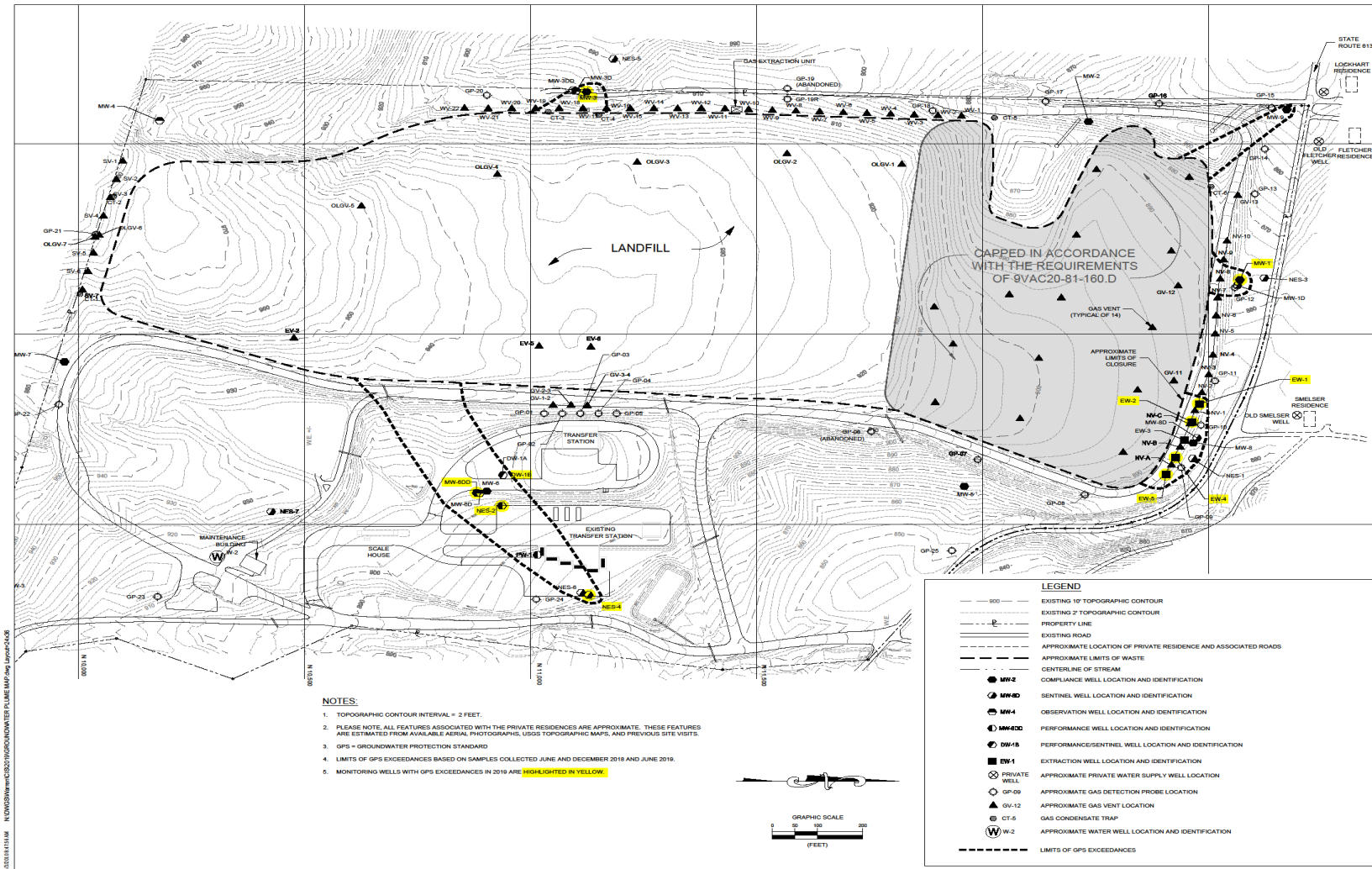
Landfilled Tons Tons Landfilled Physical Year



W.C. Transfer Station Tonnage Disposed 2012 to 2020



The Warren County Sanitary Landfill is an unlined, closed solid waste landfill currently maintained under Virginia Department of Environmental Quality (DEQ) Permit Number 184. The current facility footprint encompasses 85.3758 acres. The landfill was closed in the early 1990s and is currently under a 30-year post-closure care period as required by Virginia Solid Waste Management Regulations (VSWMR). Groundwater and landfill gas remediation is currently ongoing



1604 Owbry Lane
Richmond, VA 23220
804-395-4520
labellapc.com

NOT FOR CONSTRUCTION

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WARREN COUNTY
WARREN COUNTY, VIRGINIA

WARREN COUNTY SANITARY LANDFILL
WARREN COUNTY, VIRGINIA

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 2192109

DRAWN BY: JCW

ISSUED FOR: JCW

DATE: 12/11/19

DRAWING NAME:

GROUNDWATER PLUME MAP
2019
PERMIT NO. 184

DRAWING NUMBER:

CLOSED Landfill – Permit #184



- **CLOSED LANDFILL CURRENT ACTIVITY**

- **Landfill Gas**

- Gas units have been running well. No landfill gas exceedances.

- **Groundwater – Corrective Action Monitoring**

- During the June event we had one new exceedance in MW-5 for tetrachloroethene. It came back lower in a resample, but not far enough to be below the limit so we are doing statistical sampling to show that it is not a true exceedance.

- We recently drilled 3 new extraction wells to treat water in the northwest corner near the Lockhart property. These wells will be connected to the current GETS system.

- Also working to schedule cleaning of the current extraction wells to remove iron forming bacteria buildup. This buildup is reducing water flow through the wells/pumps and reducing effectiveness of treatment in the northeast portion of the property across from the Smelser property.

- Finalizing a well permit application to Virginia Department of Health to approve replacement location for the Lockhart residential well. Current well is showing slight contamination; however, the whole home filtration system (provided and maintained by Warren Co) is effectively providing treatment.

- GETS (Groundwater Extraction Treatment System) is running and successfully removing VOCs, but producing less volume due to Extraction Wells needing to be cleaned. The mixer has recently been having some issues with overheating or shutting off. With some adjustments made by landfill staff and LaBella it has been working better for the past month or more. LaBella has a quote and information at the ready to replace this with a variable speed motor if necessary.

Reporting Requirements – Solid Waste



CLOSED LANDFILL / TRANSFER STATION REPORTING

Landfill Groundwater sampling – semi sampling with 1 annual report

Landfill Residential well sampling (3 typical)– semi annual, unless concerns then quarterly. Semi for Fletcher and Smelser, quarterly for Lockhart. The quarterly samples from Lockhart include both unfiltered and filtered.

Additional Residential sampling – every 2 years

Landfill gas probe monitoring – quarterly

SWIA (Solid Waste Information and Assessment) – Due March 31

Financial Assurance/CAFR – Due Dec. 31

GETS (Groundwater Extraction Treatment System) DMR (Discharge Monitoring Report -10th of each month

Locality Recycling Rate Report – 25% required - typically March/April

Annual Fees Closed Landfill – Due Oct. 1

Annual Fees Transfer Station – Due Oct. 1

Operations Manual – Due Dec 31

CASE Study (Corrective Action Site Evaluation) – Annually for GETS. Every 5 years for GW metals and Monitored Natural Attenuation (MNA). Next is in 2026.

CIS (Community Information Sheet) – Due Dec. 31

No Exposure Certification (for stormwater) – Due 2022

PUBLIC WORKS SANITARY DISTRICTS



ROAD SIGN MAINTENANCE/INSTALLATION

SANITARY DISTRICT MAINTENANCE – SNOW REMOVAL, BRUSH CUTTING, STONE APPLICATION, GRADING, PIPE INSTALLATION, EMERGENCY REPAIRS (50+ MILES OF ROAD)

DAM MAINTENANCE/INSPECTION

REVENUE SHARING PROJECTS

SANITARY DISTRICT – CIP'S

GROUNDS MAINTENANCE – AIRPORT, COUNTY & SD FACILITIES

INTERNAL COUNTY PROJECTS/MAINTENANCE – SIDEWALK REPAIR, TREE WORK, MOWING, MINOR REPAIRS

ROAD/DRAINAGE COMPLAINT INVESTIGATIONS

WC Public Works
Streets and Highways
E911 Road Signs

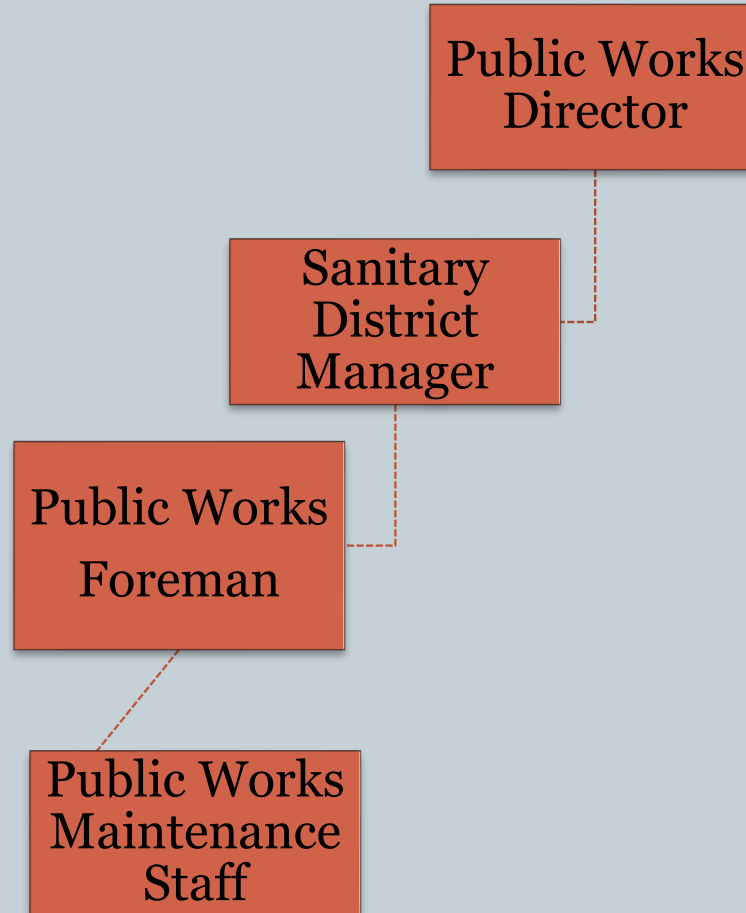


**Public Works
Director**

**Sanitary
District
Manager**

**Public Works
Foreman**

**Public Works
Maintenance
Staff**



E911 - Sign Install/Repair

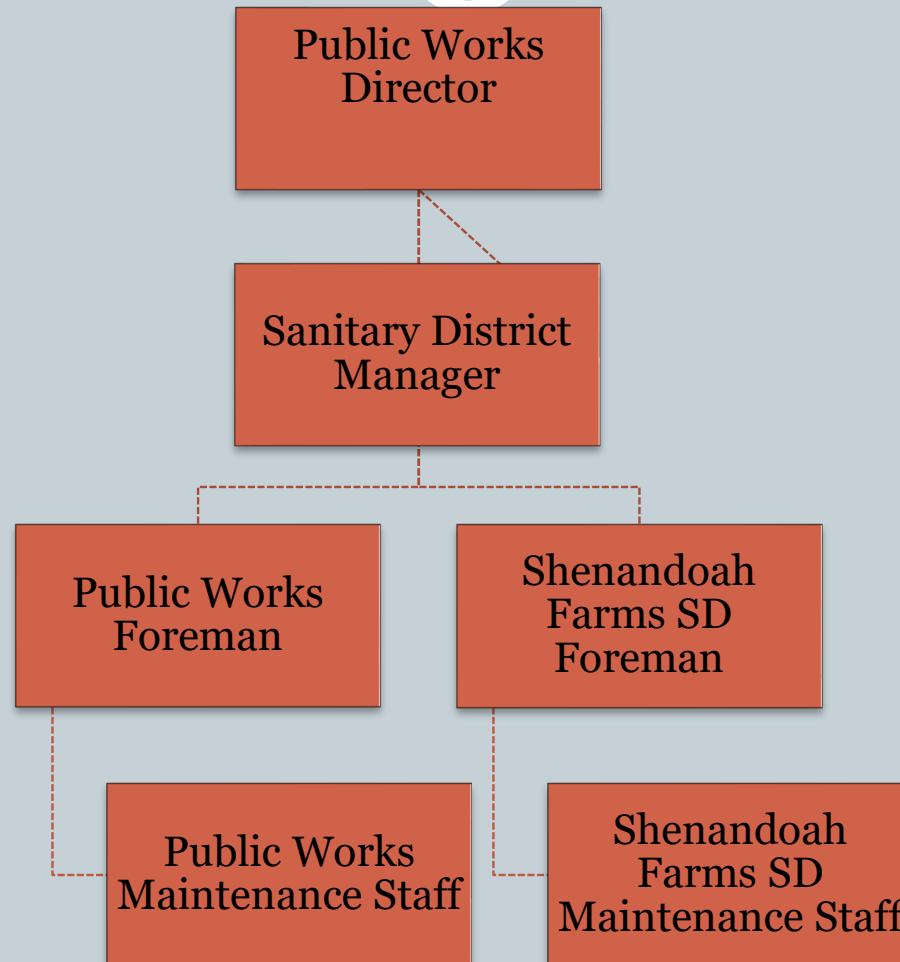


E911 signs continued

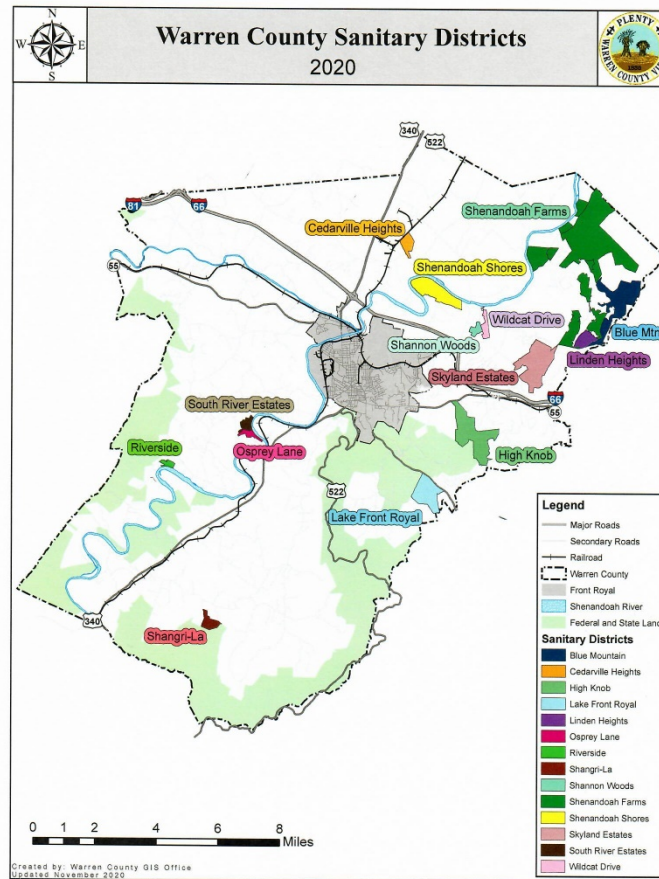


- Sign installation, replacement or repair is scheduled as soon as possible.
- Inventory of signs
- For New Roads/names, signs are ordered after BOS approval, then installation is scheduled upon receipt of signage.
- If signs are not available in Inventory, it typically takes three weeks to receive them.

WC Public Works
County Maintained/Managed Sanitary Districts
*Lake Front Royal, Linden Heights, Osprey Lane, Shannon Woods,
Shenandoah Farms & Wildcat Drive*



Warren County Sanitary Districts



Public Works & Shen. Farms Staff



NON-Departmental
Sanitary District Budgets (County Maintained)
Collection and Road Maintenance



County Maintained Sanitary Districts		
	Budget #	FY 21-22
Lake Front Royal SD	54050	\$137,053
Linden Heights SD	32050	\$29,963
Osprey Lane SD	57050	\$9,180
Shannon Woods SD	58050	\$3,906
Shenandoah Farms SD	43050	\$811,834
Wildcat Drive SD	56050	\$14,940

Non-Departmental
Sanitary Districts (NON-County Maintained)
Collection ONLY



NON-County Maintained Sanitary Districts	
Blue Mountain SD	
Cedarville Heights SD	
High Knob SD	
Riverside SD	
Shangri-La SD	
Shenandoah Shores SD	
Skyland Estates SD	
South River Estates SD	

Certifications/Training
Public Works SD & SFSD Staff



VDOT – WORKZONE TRAFFIC CONTROL

VDOT – FLAGGER CERTIFICATION

PIPELINE SAFETY TRAINING

CPR/FIRST AID

DAM Safety

Other



- VDOT – Project Updates/meetings for road projects
- Consultants – Design, specifications, Road & Drainage Studies, Dams, Environmental Impacts
- Revenue Sharing Projects
- Internal Road Projects
- *New - Warren County Maintenance Projects – sidewalks, PSB repairs, shelters. Lighting repairs.

VDOT



ID	Program	Name	District	Jurisdiction	Organization	Fiscal Year	Funded
5814	Revenue Sharing	Lake Drive, Phase I Rural Addition	Staunton	Warren County	Warren County	2021	TBD
5815	Revenue Sharing	Tulip Poplar Drive, Phase I, Rural Addition	Staunton	Warren County	Warren County	2021	TBD
5816	Revenue Sharing	Western Lane, Phase II, Rural Addition	Staunton	Warren County	Warren County	2021	TBD
5898	Revenue Sharing	Grove Farm Road Rural Addition	Staunton	Warren County	Warren County	2021	TBD
5899	Revenue Sharing	Blue Valley Road, Phase I Rural Addition	Staunton	Warren County	Warren County	2021	TBD

SFSD & LFRSD— Recent Internal Road Projects

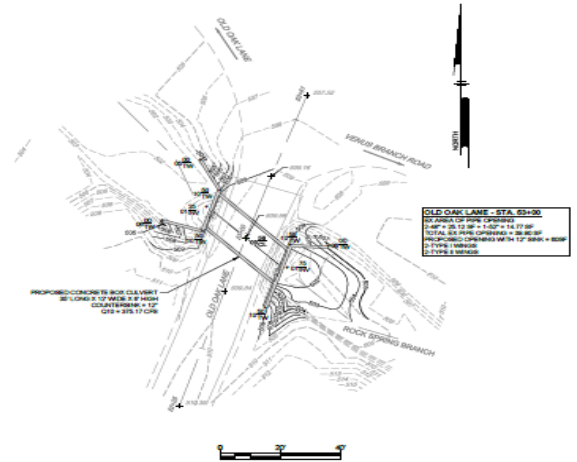
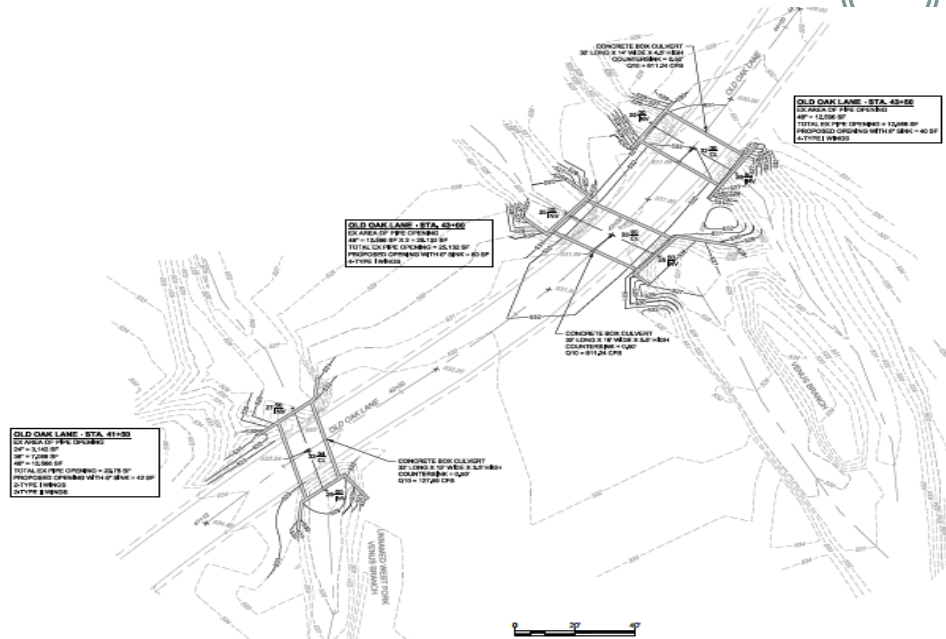


1. Lake Dr. from Marino to Donnas Ct. was reshaped, ditches installed and lined with erosion control aggregate, culvert installs, and asphalt placed. This project will greatly improve the rideability of Lake Dr. and eliminate constant grading and aggregate placement. -SFSD
2. Heavens Tree from Howellville to the top of the hill was reshaped, ditches added, culverts installed, and asphalt placed. This project corrected drainage issues and controlled the water coming down Heavens Tree and eliminated the aggregate from washing out Howellville Rd. -SFSD
3. Huck Finn received asphalt, new cross culvert installs, and new ditching to improve drainage and rideability. This project also eliminated the washing out of aggregate into Blue Mountain Road. -SFSD
4. A safety improvement was made to Gary Lane by installing a cul-de-sac at the dead end to allow for emergency equipment to turn around. -SFSD
5. High Ridge Rd was reshaped, ditches installed and asphalt placed. - LFRSD
6. Mountain Heights Rd was Chip Sealed from Creek Rd. to High Ridge Rd. - LFRSD

Revenue Sharing Projects

Old Oak IV

\$1,077,940



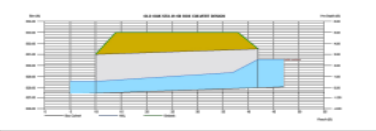
Culvert Report

Reference: Project Extension for Automated AutoCAD Dwg (S&P) by Autodesk, Inc.

Thursday, Jan 30, 2025

OLD OAK STA 41+00 BOX CULVERT DESIGN

Invert Elev On (ft)	= 527.50	Calculations	= 127.43
Flow Length (ft)	= 30.00	Qmax (cfs)	= 127.43
Slope (%)	= 1.50	Tailwater Elev (ft)	= Normal
Invert Elev Up (ft)	= 528.00		
Rise (ft)	= 0.50		
Span (ft)	= 144.0		
No. Barrels	= 1		
n-Value	= 0.012		
Current Type	= Flared Wingwalls		
Current Entrance	= 900 and 120 wingwall flares		
Coef. K ₁ M ₁ V ₁ A	= 0.091, 0.75, 0.54, 0.5, 0.5		
Embankment	= 530.55		
Top Elevation (ft)	= 530.00		
Crest Width (ft)	= 24.00		



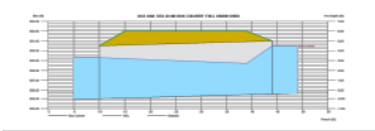
Culvert Report

Reference: Project Extension for Automated AutoCAD Dwg (S&P) by Autodesk, Inc.

Thursday, Jan 30, 2025

OLD OAK STA 43+00 BOX CULVERT FULL FLOW SHED

Invert Elev On (ft)	= 525.00	Calculations	= 300.90
Flow Length (ft)	= 34.00	Qmax (cfs)	= 300.90
Slope (%)	= 1.47	Tailwater Elev (ft)	= 310.00
Invert Elev Up (ft)	= 526.40		
Rise (ft)	= 0.40		
Span (ft)	= 168.0		
No. Barrels	= 1		
n-Value	= 0.012		
Current Type	= Flared Wingwalls		
Current Entrance	= 900 and 120 wingwall flares		
Coef. K ₁ M ₁ V ₁ A	= 0.091, 0.75, 0.54, 0.5, 0.5		
Embankment	= 530.00		
Top Elevation (ft)	= 530.00		
Crest Width (ft)	= 40.00		



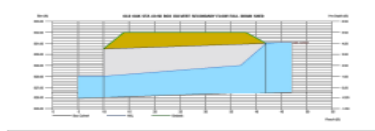
Culvert Report

Reference: Project Extension for Automated AutoCAD Dwg (S&P) by Autodesk, Inc.

Thursday, Jan 30, 2025

OLD OAK STA 43+00 BOX CULVERT SECONDARY FLOW FULL DRAIN SHED

Invert Elev On (ft)	= 526.00	Calculations	= 352.80
Flow Length (ft)	= 30.00	Qmax (cfs)	= 352.80
Slope (%)	= 1.50	Tailwater Elev (ft)	= Normal
Invert Elev Up (ft)	= 527.50		
Rise (ft)	= 0.50		
Span (ft)	= 168.0		
No. Barrels	= 1		
n-Value	= 0.012		
Current Type	= Flared Wingwalls		
Current Entrance	= 900 and 120 wingwall flares		
Coef. K ₁ M ₁ V ₁ A	= 0.091, 0.75, 0.54, 0.5, 0.5		
Embankment	= 531.00		
Top Elevation (ft)	= 530.00		
Crest Width (ft)	= 40.00		



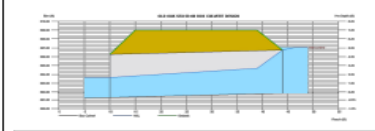
Culvert Report

Reference: Project Extension for Automated AutoCAD Dwg (S&P) by Autodesk, Inc.

Thursday, Jan 30, 2025

OLD OAK STA 53+00 BOX CULVERT DESIGN

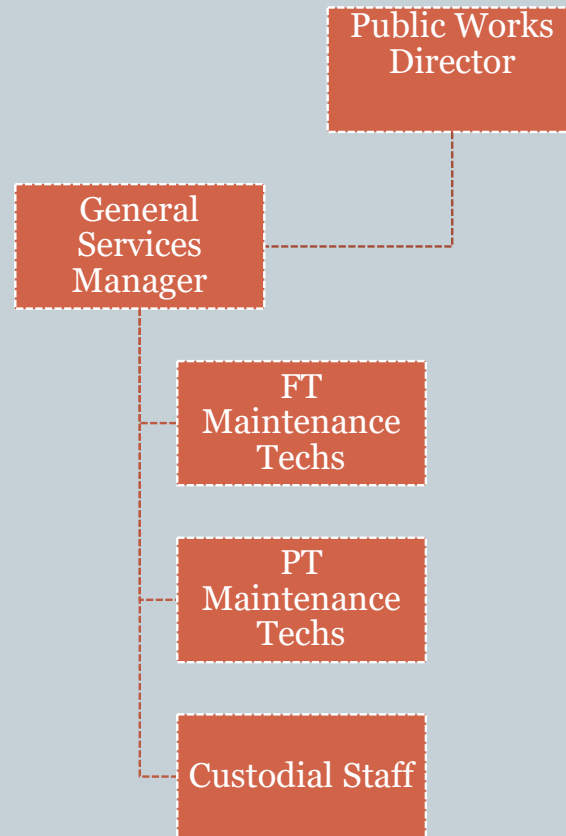
Invert Elev On (ft)	= 501.25	Calculations	= 375.90
Flow Length (ft)	= 34.00	Qmax (cfs)	= 375.90
Slope (%)	= 1.47	Tailwater Elev (ft)	= Normal
Invert Elev Up (ft)	= 502.75		
Rise (ft)	= 0.50		
Span (ft)	= 144.0		
No. Barrels	= 1		
n-Value	= 0.012		
Current Type	= Flared Wingwalls		
Current Entrance	= 900 and 120 wingwall flares		
Coef. K ₁ M ₁ V ₁ A	= 0.091, 0.75, 0.54, 0.5, 0.5		
Embankment	= 505.00		
Top Elevation (ft)	= 505.00		
Crest Width (ft)	= 24.00		



Public Works – General Services



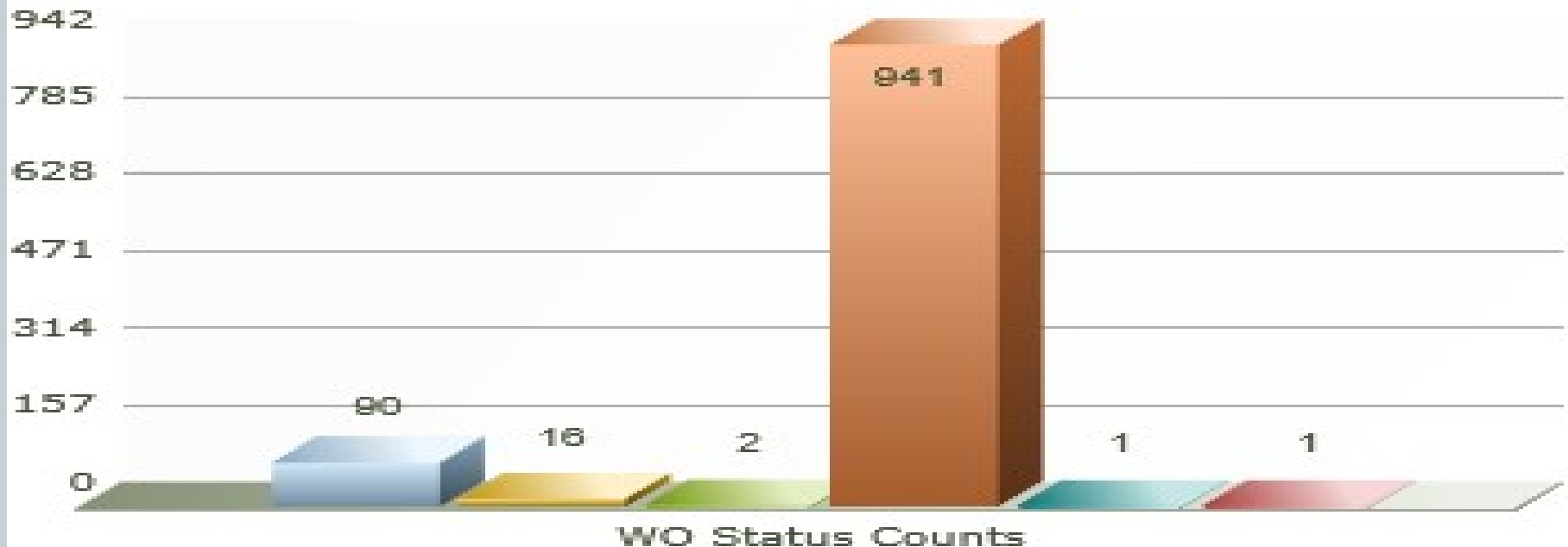
- Maintenance
- Custodial Services



Facility Dude – Work Order System



Include All Locations



- Calendar Year [New Request]
- Calendar Year [Work In Progress]
- Calendar Year [Complete]
- Calendar Year [Closed Work Orders]
- Calendar Year [Parts on Order]
- Calendar Year [Waiting Funding]

Work Order – Example (online/email system)



- County of Warren - 13364 - New Request - at Public Safety Bldg.
- Assigned to: Requester: Charles Brogan
- Issue: Alarm in Mechanical Room by the HVAC units. Really warm in the entire building. Time Available: 24/7/365
- Requested Completion Date:
-
- Click

<https://app10.facilitydude.com/toolbox/mydtwo/mydtwo s/mydtwo woinfo.asp?acctNum=1506743296&productID=MEWO&WOID=13364>

Public Works

General Services - Maintenance



- **Maintenance**

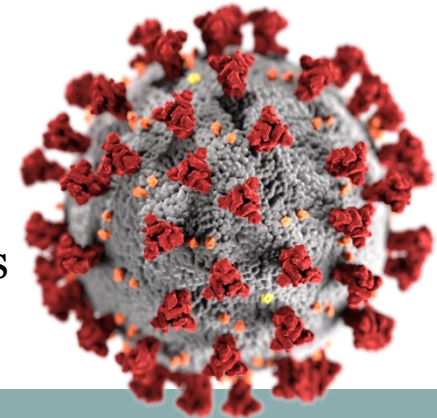
- Lighting repairs/replacement (interior and exterior)
- Plumbing repairs/replacement (interior and exterior)
- HVAC maintenance/repairs/replacement
- Renovations (both large and small)
- Locking and security system maintenance
- Inspection of fire suppression systems, backflow systems, sprinkler systems, fire extinguishers, and fire alarm panels
- Emergency lighting
- Inspection and maintenance of generators
- Inspection and cleaning of commercial kitchen hoods/fire suppression
- Inspection of elevators
- Pest control
- Utilities (water, sewer, electric, and trash removal)
- Prioritization of County's work order software system

Public Works

General Services – Custodial Services

- **Custodial services:**

- General daily cleaning
- Annual deep cleaning
- COVID-19
 - Additional cleaning of hard surfaces and high traffic areas
 - Ordering, storing, inventorying, and distribution of personal protective equipment and appropriate cleaning supplies for all facilities
 - Maintaining a Global harmonization system (SDS sheets)
 - Weekly electrostatic deep cleanings
 - Installation of barriers
 - Treatment of courtrooms and common spaces
 - Emergency cleanings after potential exposures



FR/WC Airport

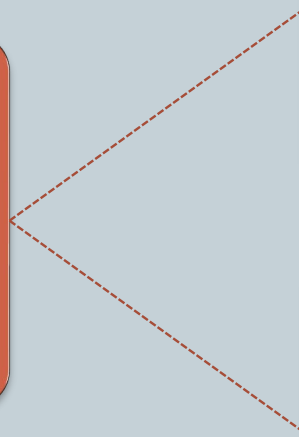
Maintenance/County Admin.



**Public Works
Director**

**Airport
Manager**

**Public Works
Staff**





Front Royal-Warren County Airport



- DOAV Maintenance Grants
- DOAV BAS – Base Aircraft Survey
- DOAV/FAA Inspections
- AWOS – Automated Weather Observing System
- Facility Repairs
- FAA Capital Funding/Grants
- ACIP – Airport Capital Improvement Plan
- Airport Master Plan
- Airport Layout Plan
- DEQ – Storm Water Discharge Monitoring
- Annual Training – Storm Water DEQ

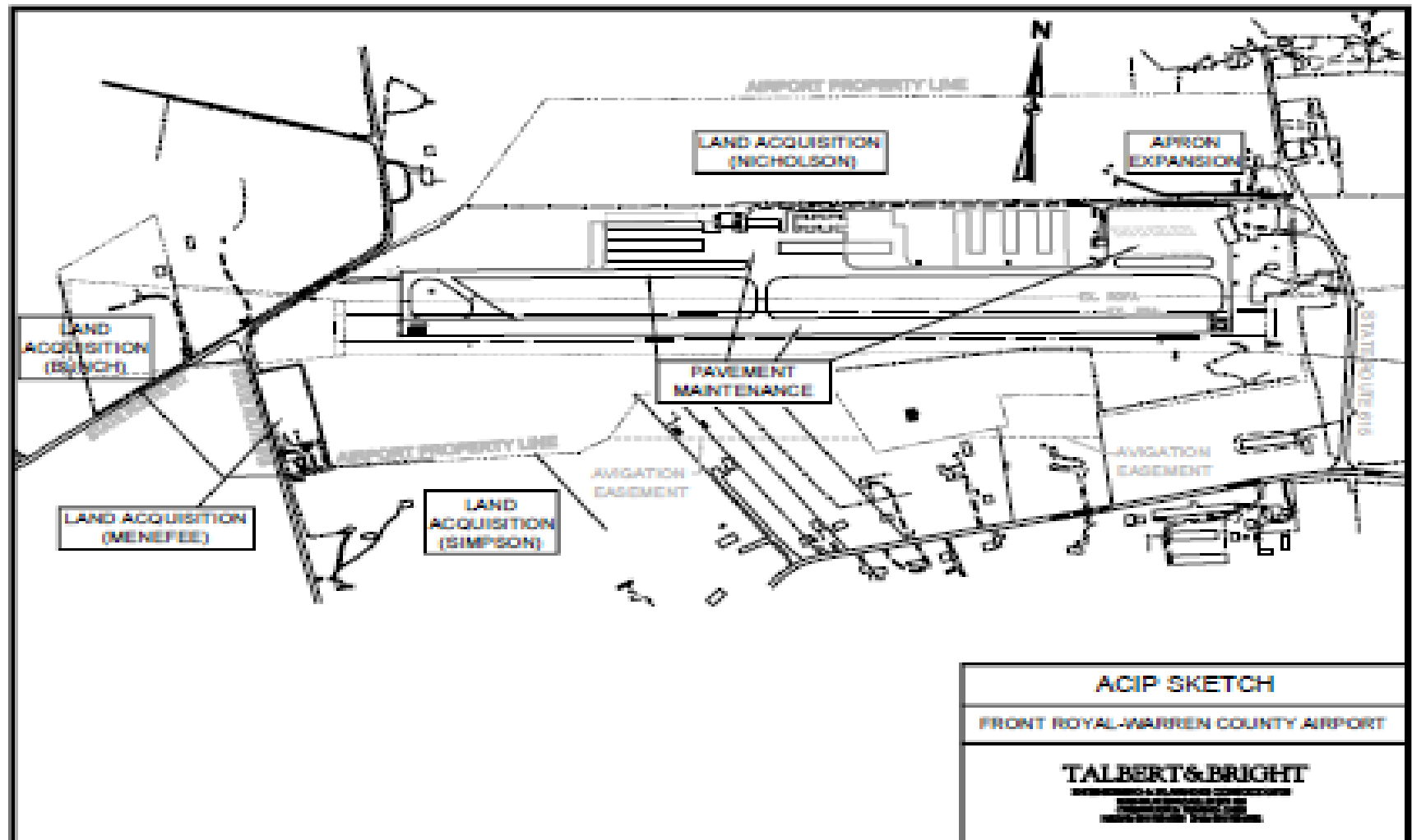
Airport Capital Improvement Plan



	<u>Estimated Cost</u>	
<u>FY 2021</u>		
Airfield Pavement Maintenance	Total:	\$200,000
	FAA (90%):	\$180,000
<u>FY 2022</u>		
Environmental Assessment – 5 Year Development	Total:	\$250,000
	FAA (90%):	\$225,000
<u>FY 2023</u>		
Land Acquisition Reimbursement	Total:	\$612,000
(Nicholson, Menefee & Simpson Properties)	FAA (90%):	\$550,800
Land Acquisition Reimbursement	Total:	\$100,000
(Bunch Property)	FAA (90%):	\$90,000
<u>FY 2024</u>		
Airfield Pavement Rehabilitation - Design	Total:	\$500,000
	FAA (90%):	\$450,000
<u>FY 2025</u>		
Airfield Pavement Rehabilitation - Construction	Total:	\$4,000,000
	FAA (90%):	\$3,600,000

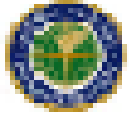




ACIP

—



Airport Layout Plan

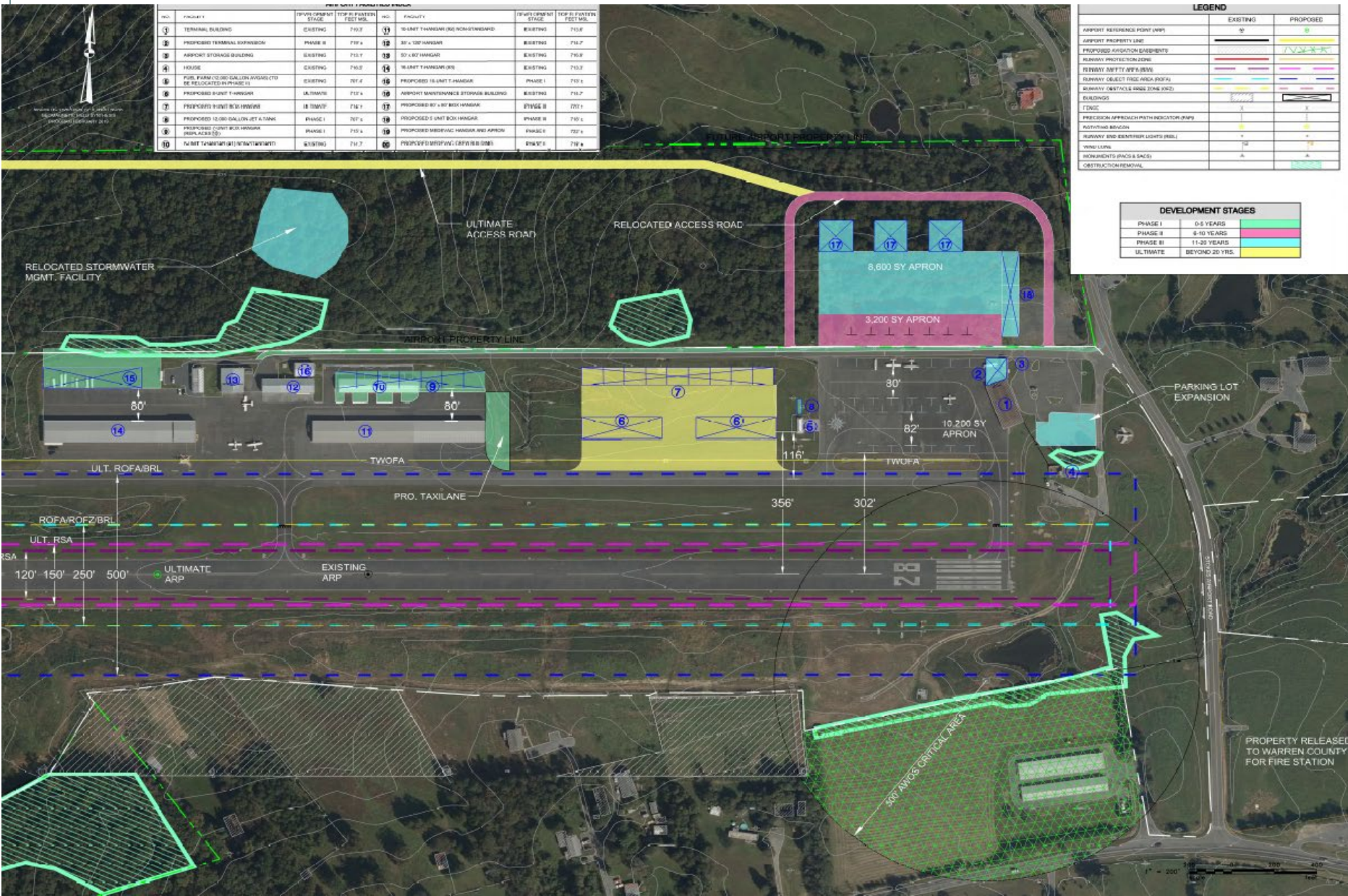


SCALE: 1" = 1 MILE		SCALE: 1" = 1 MILE
	<p>AIRPORT LAYOUT PLAN</p> <p>FRONT ROYAL-WARREN COUNTY AIRPORT</p> <p>FRONT ROYAL, VIRGINIA</p> <p><i>prepared for</i></p> <p>COUNTY OF WARREN</p> <p>FAA AIP PROJECT NO. 3-51-0019-018-2018</p> <p>DOAF PROJECT NO. CF0019-18</p> <p>YEA PROJECT NO. 4013-1701</p> <p>AUGUST 2021</p> <div></div>	
<p>VARIETY MAP</p>  <p>SCALE: 1" = 1 MILE</p>	<p>LOCATION MAP</p>  <p>SCALE: 1" = 100 MILES</p>	<p>NOTES</p> <ol style="list-style-type: none">1. THIS MAP2. CONTAINS THE3. FRONT ROYAL-WARREN COUNTY AIRPORT4. PROJECT AREA5. AS SHOWN ON THE6. STATE OF VIRGINIA <p>NOTES</p> <p>NOTES</p>

PHASE 1 & 2 PROPOSED IMPROVEMENTS							
NO.	PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5		
1	TERMINAL BUILDING	EXISTING	710.7	11	16,000 T-HANGAR (NO ROW/STRENGTH)	EXISTING	710.7
2	PROPOSED TERMINAL ROOF/STRENGTH	PHASE II	710.7	12	30' x 100' HANGAR	EXISTING	710.7
3	AIRPORT STORAGE BUILDING	EXISTING	711.7	13	50' x 100' HANGAR	EXISTING	710.9
4	HOUSE	EXISTING	710.2	14	16,000 T-HANGAR (RS)	EXISTING	710.2
5	FUEL FARM (2,000 GALLON AUGER) CTD BE RELOCATED IN PHASE II	EXISTING	707.2	15	PROPOSED 16,000 T-HANGAR	PHASE I	710.7
6	PROPOSED 8,000 T-HANGAR	ULTIMATE	710.7	16	AIRPORT MAINTENANCE STORAGE BUILDING	EXISTING	710.7
7	PROPOSED 10,000 T-HANGAR	PHASE I	710.7	17	PROPOSED 80' X 100' HANGAR	PHASE II	710.7
8	PROPOSED 12,000 GALLON JET 6 TANK	PHASE I	707.2	18	PROPOSED 50' X 100' HANGAR	PHASE II	710.7
9	PROPOSED 12,000 GALLON JET 6 TANK	PHASE I	710.7	19	PROPOSED MEDICAL HANGAR AND APRON	PHASE I	710.7
10	16,000 T-HANGAR (RS) (NO ROW/STRENGTH)	EXISTING	710.7	20	PROPOSED 80' X 100' HANGAR	PHASE I	710.7

LEGEND		
	EXISTING	PROPOSED
AIRPORT REFERENCE POINT (NPS)	●	●
AIRPORT PROPERTY LINE	—	—
PROPOSED AVIATION EXEMPTION	—	—
RUNWAY PROTECTION ZONE	—	—
RUNWAY 08/26 W/ & B/W	—	—
RUNWAY OBJECT FREE AREA (OFA)	—	—
RUNWAY OBSTACLE FREE ZONE (OFZ)	—	—
EXISTING	—	—
PROPOSED	—	—
PRECISION APPROACH PATH INDICATOR (PAPI)	—	—
ACTIVATION INDICATOR	—	—
RUNWAY END IDENTIFIER LIGHTS (EIL)	—	—
WIND CONE	—	—
BOUNDARY (PHASE I & II)	—	—
CONSTRUCTION REMOVAL	—	—

DEVELOPMENT STAGES		
PHASE I	0-5 YEARS	—
PHASE II	6-10 YEARS	—
PHASE III	11-20 YEARS	—
ULTIMATE	BEYOND 20 YRS.	—



Airport Projects/Current



- FAA Capital - Crack Sealing and marking
- DOAV Maintenance - Terminal Roof Replacement
- Consultant Service RFQP
- Septic System Repair
- Equipment Maintenance/Repair
- Security Camera Upgrade
- Security Gate Install

Public Works Dept. - Continued



Public Works – Other Duties



- Procurement – Bids, RFP's, interviews
- Contract Oversight
- Project Oversight
- Permitting
- Equipment Maintenance
- VDOT - Road Related Questions/concerns
- VDOT – Snow Removal Contract/Program
- Consultants – Airport, Solid Waste, Road Systems, DAMS
- VDOT – Project updates for road projects
- County Road Ratings

Public Works – Boards and Committees



- NSVRC – Solid Waste Committee
- WC Solid Waste Committee
- WC Building Committee
- Front Royal/Warren Co. Airport Committee
- Lake Front Royal Sanitary District – POA
- Linden Heights Sanitary District – POA
- Osprey Lane Sanitary District – Advisory Board
- Shannon Woods Sanitary District – Advisory Board
- Wildcat Drive Sanitary District – Advisory Board
- Shenandoah Farms Sanitary District - POSF

Needs / Budgetary Concerns

Public Works Dept.

- Recycling
 - Facilities/acceptance
- Recycling cost increases
- Increased tonnage
- Future growth – Shen. Farms Site & Cooley site
- Hiring & Retaining Equipment Operators & laborers
- Revenue Sharing project funds delayed due to Covid
- DOAV Maintenance funds limited due to Covid
- HVAC – Aging
- COVID
- Equipment replacement

End of Presentation Questions?



WARREN COUNTY PUBLIC WORKS DEPARTMENT