



AGENDA

Board of Supervisors Meeting

Thursday, November 18, 2021

7:00 PM

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. Public Comment Period (60 Minute Time Limit)
- D. Reports – Board Members, County Administrator, Interim County Attorney
- E. Appropriations and Transfers
- F. Approval of Accounts
- G. Approval of Minutes
 - a. Regular Meeting of October 19, 2021
 - b. Special Meeting of October 26, 2021
 - c. Regular Meeting of November 3, 2021

NEW BUSINESS

- H. Consent Agenda
 - 1. Refund Request for Central Telephone Company of Virginia (dba CenturyLink) – Sherry Sours
 - 2. Written Confirmation for the Use of Sands Anderson for Samuels Public Library Amphitheater Project – Ed Daley/ Michelle Ross
 - 3. Citizen Nomination to the Cedar Creek and Belle Grove National Historical Park Federal Advisory Commission – Emily Ciarrocchi/Lee Meyer
 - 4. Use of Courthouse Lawn, Justice for Trey Rally – Emily Ciarrocchi/Heidi Teabo
 - 5. Local Grant Match through the Northern Shenandoah Valley Regional Commission for the FY 2022 Transit Recovery Marketing Initiative – Ed Daley
 - 6. Rescind the Declaration of Local Emergency by the Local Director of Emergency Management due to COVID-19 – Rick Farrall
 - 7. Adoption of the Warren County Emergency Operations Plan – Chief James Bonzano
 - 8. Proposed Naming of Unnamed Stream Parallel to Buck Mountain Road and in Front of Hidden Springs Senior Living as “Hidden Creek” – Ed Daley

9. Coyote Bounties – \$50.00 Each – Animal Control
 - Timothy Fristoe (1)
 - Charles Woodard (1)

7:30 PM

I. Public Hearings

1. Ordinance to Add and Ordain Section 30-7 of the Warren County Code to add a one-time Bonus for Compensation Board-Funded Sheriff and Sheriff's Deputies in FY 2021-2022 – Ed Daley
2. Ordinance to Add and Ordain Section 30-8 of the Warren County Code to add a one-time Bonus for Non-Compensation Board-Funded Sheriff's Deputies in FY 2021-2022 – Ed Daley
3. Ordinance to Amend and Re-Ordain Chapter 160, Article XIX of the Warren County Code, "Transient Occupancy Tax" – Caitlin Jordan
4. Additional Appropriation of CARES Act and State Grant Funding to Warren County Public Schools – Ed Daley/Dr. Chris Ballenger
5. Conditional Use Permit 2021-09-01, Terra Site Constructors, LLC for a Contractor's Storage Yard Located at 6986 Winchester Road and Identified on Tax Map 4, as Lot 43B – Joe Petty
6. Conditional Use Permit 2021-09-02, Gordon Lee Birkhimer for a Short-Term Tourist Rental Located at 52 Forest View Drive and Identified on Tax Map 18G, Section 2, as Lot 15 – Matt Wendling
7. Conditional Use Permit 2021-10-03, Michael and Leslie Hofbauer for a Short-Term Tourist Rental Located at 223 Chapel View Drive and Identified on Tax Map 21N, as Lot 4 – Matt Wendling
8. Z2021-10-01, Lorne Cooper – Ordinance to Amend and Re-Ordain Warren County Code Sections 180-8 (Definitions) and 180-22 (Residential – 1 (R-1) District) Regarding the Definition of and Allowance for Gunsmithing Services in the Residential One (R-1) Zoning District and to Add and Ordain Section 180-47.1 of the Warren County Code to Add Supplementary Regulations for Gunsmithing Services – Joe Petty
9. Conditional Use Permit 2021-10-05, Lorne Cooper for Gunsmithing Services in Conjunction with a Single-Family Residential Dwelling Unit Located at 49 Wild Cherry Way and Identified on Tax Map 24A, Section 2, Block 7, as Lot 306 – Joe Petty
10. Conditional Use Permit 2021-10-06, Michael Blevins for a Short-Term Tourist Rental Located at 267 Trillium Trail Road and Identified on Tax Map 24B, Section 3, Block 13, as Lot 481 – Matt Wendling

- J. Closed Session – Section 2.2-3711(A)(5) of the Virginia Freedom of Information Act
Unannounced Expansion of Existing Business or Industry Located in the North River
Magisterial District Outside the Limits of the Town of Front Royal
- K. Additional New Business (If needed)
- L. Adjournment

Fiscal Year 2021-2022 Budget Appropriations and Transfers

Submitted for Board of Supervisors Approval on November 18, 2021

	Dept/Fund	Tran/Appr	Description	Amount	Source
1	Parks & Recreation	Appr.	To Appropriate Avtex donation check for Avtec Retirees Shelter at Siede Park	\$ 46,400	Donation
2	Fire and Rescue	Transfer	To fund start-up cost for 8 paramedics to attend training which will be offset by scholarship reimbursement	\$ 90,000	Special Projects
3	Special Projects/Capitol Outlay	Transfer	To renovate bathrooms, install flooring, install HVAC system and a fire alarm system in phase one of the project for HHSC Senior Center	\$ 250,000	Special Projects
4	Cost Recovery	Appr.	To appropriate the 2021 EMPG VDEM Grant into the Cost Recovery account	\$ 7,500	Cost Recovery



Warren County Delinquent Tax Collections Monthly Report

Month: October 2021

<u>Pond Law Group:</u>	\$10,468.02
<u>TACS:</u>	\$10,704.06

TOTAL: \$21,172.08

Pond total for 2021:	\$86,303.12
TACS total for 2021:	\$98,421.66

Cumulative total for 2021: \$184,724.78

Sands Anderson		
Date	Invoice #	Amount
2/4/2019	337902	\$49,781.44
2/28/2019	338916	\$50,559.83
4/1/2019	340092	\$83,053.09
4/29/2019	343613	\$97,993.94
5/30/2019	349027	\$95,751.89
6/24/2019	353542	\$105,677.60
7/25/2019	358087	\$105,344.62
8/15/2019	363141	\$132,559.98
9/10/2019	367746	\$97,055.56
10/7/2019	214020	\$1,485.00
10/16/2019	381643	\$118,603.44
10/31/2019	977717TE1	\$117,023.95
10/31/2019	977717TE2	\$6,565.00
11/25/2019	383016	\$175,313.87
11/30/2019	977842TE1	\$11,124.92
11/30/2019	977842TE2	\$6,340.00
12/18/2019	312341	\$866.25
12/23/2019	387536	\$124,817.89
12/31/2019	977957TE1	\$9,086.18
12/31/2019	977957TE2	\$6,340.00
1/13/2020	392047	\$127,679.15
1/22/2020	315265	\$2,706.17
1/31/2020	978125TE1	\$9,281.19
1/31/2020	978125TE2	\$6,490.00
2/13/2020	318900	\$1,175.25
2/20/2020	369533	\$158,751.64
2/29/2020	978239TE1	\$9,357.94
2/29/2020	978239TE2	\$6,490.00
3/13/2020	401012	\$136,835.52
3/31/2020	978318T	\$452.79
3/31/2020	978318TE1	\$9,102.94
3/31/2020	978318TE2	\$6,490.00
4/14/2020	415506	\$119,235.96
4/15/2020	79425	\$2,400.00
4/30/2020	978401TE	\$10,778.38
5/14/2020	423245	\$135,843.50
5/31/2020	978486TE	\$11,319.00
6/17/2020	427726	\$127,987.84
6/30/2020	978571TE	\$11,067.78
7/16/2020	428985	\$130,183.76
7/20/2020	337536	\$566.18
7/31/2020	978676TE	\$10,298.52
8/7/2020	433530	\$133,312.50

Halasz Reporting & Video

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Scott Insurance

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

(Received on 10/13/20)

Sands Anderson				
Date	Invoice #	Amount		
8/15/2020	345192	\$1,120.75	Planet Depos	
8/31/2020	978747	\$9,984.77	Superior Document Services	(Received on 12/9/20)
9/18/2020	442067	\$138,075.97		
9/30/2020	978847	\$9,739.77	Superior Document Services	(Received on 10/27/20)
10/7/2020	356355	\$397.50	Planet Depos	
10/15/2020	443408	\$117,141.00		
10/31/2020	978915	\$9,801.20	Superior Document Services	(Received on 11/20/20)
11/17/2020	448352	\$120,209.55		
11/25/2020	N/A	\$10,000.00	Retainer for Experts for Mediation	
12/7/2020	CINV-011172	\$5,412.68	Mediation Consultant Invoice	(Received on 3/5/21)
12/12/2020	35371	\$706.00	Courier One	
12/14/2020	P0100158271	\$10,166.20	KLDiscovery (formerly Superior Document Services)	
12/17/2020	453266	\$113,966.75		
1/13/2021	457980	\$113,124.75		
1/19/2021	CINV-011784	\$15,481.96	Mediation Consultant Invoice	(Received on 3/5/21)
1/28/2021	DR40982	\$3,651.37	The McCammon Group	(Received on 3/29/21)
2/2/2021	CINV-012445	\$30,542.84	Mediation Consultant Invoice	(Received on 3/5/21)
2/9/2021	339456	\$1,227.05	Planet Depos	
2/9/2021	339457	\$641.50	Planet Depos	
2/17/2021	462742	\$133,253.39		
2/23/2021	387076	\$309.75	Planet Depos	(Received 3/31/21)
3/1/2021	P0100169085	\$9,189.30	KLDiscovery (formerly Superior Document Services)	
3/11/2021	P0100172805	\$9,114.30	KLDiscovery (formerly Superior Document Services)	
3/12/2021	467623	\$130,648.00		(Received 4/15/21)
4/9/2021	P0100176976	\$9,039.30	KLDiscovery (formerly Superior Document Services)	
4/15/2021	472461	\$134,955.15		
4/15/2021	398691	\$1,480.55	Planet Depos	(Received 5/24/21)
4/15/2021	398695	\$918.75	Planet Depos	(Received 5/24/21)
4/22/2021	398718	\$695.60	Planet Depos	
4/22/2021	398721	\$500.00	Planet Depos	
4/22/2021	402022	\$344.50	Planet Depos	
5/5/2021	401658	\$739.05	Planet Depos	
5/6/2021	405174	\$641.50	Planet Depos	
5/10/2021	16260	\$1,034.00	Rudiger, Green & Kerns	(Received 10/13/21)
5/12/2021	P0100183367	\$8,719.30	KLDiscovery (formerly Superior Document Services)	
5/13/2021	407073	\$394.00	Planet Depos	
5/13/2021	404491	\$437.50	Planet Depos	
5/13/2021	404493	\$595.85	Planet Depos	
5/13/2021	477247	\$127,060.37		
5/14/2021	404412	\$1,873.45	Planet Depos	
5/14/2021	404406	\$1,062.50	Planet Depos	
5/14/2021	405166	\$790.00	Planet Depos	
6/4/2021	409309	\$931.25	Planet Depos	

Sands Anderson		
Date	Invoice #	Amount
6/10/2021	P0100188099	\$8,754.30
6/15/2021	482033	\$133,365.05
6/16/2021	N/A	\$52,000.00
7/9/2021	420879	\$350.00
7/15/2021	P0100193199	\$8,679.30
7/22/2021	486778	\$128,239.06
8/6/2021	427284	\$1,561.25
8/6/2021	427280	\$839.50
8/12/2021	P0100197486	\$9,619.30
8/23/2021	P0100198232	\$9,659.30
9/3/2021	432329	\$786.00
9/10/2021	P0100202487	\$8,762.20
9/17/2021	496211	\$120,505.13
10/11/2021	P0100205568	\$9,379.50
10/25/2021	446049	\$1,200.60
10/25/2021	446050	\$641.50
10/26/2021	500972	\$126,954.16
11/1/2021	143233	\$878.00
Balance		\$4,471,443.58

KLDiscovery (formerly Superior Document Services)

Payment to MoveOn8, LLC Bankruptcy Trustee

Planet Depos

KLDiscovery (formerly Superior Document Services)

Planet Depos

Planet Depos

Planet Depos

KLDiscovery (formerly Superior Document Services)

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Planet Depos

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KLDiscovery (formerly Superior Document Services)

Planet Depos

Planet Depos

Planet Depos

Casamo Court Reporting

REVENUE REPORT								
DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
** GENERAL FUND **								
GENERAL PROPERTY TAXES								
11010 Real Estate Taxes	28,409,845	32,067,392	25,002,164	2,707,907	31,183,001	6,953,339	22.30%	4,245,432
11020 Public Service Tax	6,026,139	7,000,793	6,846,454	445,110	6,600,000	51,450	0.78%	(393,660)
11030 Personal Property Tax	16,855,760	16,475,911	20,407,166	2,823,485	18,408,000	2,076,730	11.28%	(746,756)
11040 Machinery & Tools Tax	1,734,980	1,575,439	2,201,349	357,940	1,809,000	22,079	1.22%	(335,861)
11050 Mineral Rights	3,087	3,281	1,783	-	3,000	-	0.00%	-
11060 Penalties and Interest	905,562	871,424	982,603	237,371	1,000,000	305,118	30.51%	67,748
* SUBTOTAL *	53,935,373	57,994,240	55,441,519	6,571,813	59,003,001	9,408,716	15.95%	2,836,904
OTHER LOCAL TAXES								
12010 Local Sales & Use	3,925,330	4,575,698	4,309,845	874,823	5,100,000	938,528	18.40%	63,705
12010 Communications Tax	755,473	738,247	553,454	115,518	780,000	108,525	13.91%	(6,993)
12020 Utility Tax	735,999	741,898	684,710	183,479	760,000	187,498	24.67%	4,018
12030 Business License	830,981	977,124	1,149,077	65,979	1,000,000	65,868	6.59%	(112)
12040 Recordation Taxes (Grantee)	481,619	650,593	859,490	221,565	740,000	177,540	23.99%	(44,025)
12050 Motor Vehicle License Tax	895,786	850,319	932,782	138,431	950,000	115,545	12.16%	(22,886)
12070 Recordation (Grantor) Will	135,524	154,419	199,419	53,134	100,000	47,960	47.96%	(5,174)
12080 Meals and Beverage Tax	1,015,726	898,042	979,542	250,246	1,000,000	328,164	32.82%	77,918
12090 Cigarette Tax	-	-	-	-	100,000	-	0.00%	-
312100 Lodging Tax	193,895	210,189	291,949	87,073	250,000	122,559	49.02%	35,486
* SUBTOTAL *	8,970,333	9,796,529	9,960,268	1,990,249	10,780,000	2,092,187	19.41%	101,938
PERMITS, FEES, AND LICENSES								
13010 Animal License Fees	41,877	32,557	37,586	3,833	45,000	3,776	8.39%	(57)
13030 Permits & Other Licenses	729,227	714,136	693,161	266,378	806,846	393,318	48.75%	126,940
130325 Waste Permit Decal Fee	2,061	2,405	2,800	620	-	595	0.00%	(25)
* SUBTOTAL *	773,165	749,098	733,547	270,831	851,846	397,689	46.69%	126,858
FINES AND FORFEITURES								
14010 Court Fines	98,148	65,027	109,310	20,456	90,000	36,335	40.37%	15,879
14020 Other Court Costs	-	-142	723	-	-	0	0.00%	0
* SUBTOTAL *	98,148	64,885	110,033	20,456	90,000	36,335	40.37%	15,879
USE OF MONEY AND PROPERTY								
15010 Revenue From Use of Money	497,943	432,648	124,732	142,382	250,000	(1,552)	-0.62%	(143,934)
15020 Revenue From Use of Property	375,835	330,399	310,371	97,039	492,000	114,693	23.31%	17,654
* SUBTOTAL *	873,778	763,047	435,103	239,421	742,000	113,141	15.25%	(126,280)

CHARGES FOR SERVICES									
16010	Charges for Services (Sheriff)	2,396	2,396	2,396	2,396	2,000	-	0.00%	(2,396)
16020	Charges for Commonwealth Att.	4,025	4,426	3,971	763	4,000	945	23.62%	182
16050	Charges for Corrections & Det.	73,220	45,530	68,634	12,283	70,000	22,675	32.39%	10,393
16080	Charges for Sanitation & Waste	1,061,121	1,228,912	982,174	250,527	1,300,000	458,970	35.31%	208,443
16160	Sales of Map Survey	12,239	17,649	9,359	2,609	17,000	3,055	0.00%	446
16170	Sale of Copies - Comm. Of Rev.	756	880	525	125	4,000	125	0.00%	-
16180	Sales of Copies - Treasurer	-	10	-	-	-	-	0.00%	-
16990	Other Charges for Services	7,500	15,780	50,757	13,990	57,500	25,136	43.71%	11,146
	* SUBTOTAL *	1,161,256	1,315,583	1,117,817	282,693	1,454,500	510,905	35.13%	228,212
MISCELLENAOUS AND RECOVERED COSTS									
18030	Refunds, Loans, and Fees	1,465,204	649,907	1,283,687	118,994	648,000	130,472	20.13%	11,478
18990	Miscellaneous and Recovered Costs	1,040,425	647,263	1,152,211	52,744	3,342,650	27,790	0.83%	(24,954)
19120	Sale of Recyclable Materials	84,095	56,705	118,284	30,386	90,000	34,819	38.69%	4,433
	* SUBTOTAL *	2,589,724	1,353,875	2,554,183	202,124	4,080,650	193,081	4.73%	(9,043)
STATE REVENUE									
22010	Non-Categorical Aid	213,493	190,468	30,808	20,767	211,000	15,196	7.20%	(5,571)
23010	Shared Expenses - Commonwealth's	420,119	488,698	439,640	112,371	517,756	122,176	23.60%	9,805
23020	Shared Expenses - Sheriff	1,703,155	1,751,230	1,532,260	391,382	1,838,572	594,890	32.36%	203,509
23030	Shared Expenses - Commissioner of I	157,015	161,757	148,541	39,657	195,008	47,873	24.55%	8,216
23040	Shared Expenses - Treasurer	117,880	111,920	148,541	26,166	128,601	30,291	23.55%	4,124
23060	Shared Expenses - Registrar	42,436	68,361	47,286	-	40,000	-	0.00%	-
23080	Shared Expenses - Clerk of Court	342,858	333,649	311,625	73,960	387,039	83,760	21.64%	9,800
24010	State VPA/Welfare Reimbursement	1,086,228	1,131,478	1,022,353	345,835	1,432,657	370,442	25.86%	24,607
24020	Categorical Aid	1,014,390	866,288	899,464	179,343	1,050,004	150,677	0.00%	(28,666)
24040	Other Categorical Aid	1,031,845	1,211,178	438,807	65,457	1,606,700	43,576	2.71%	(21,881)
	* SUBTOTAL *	6,129,420	6,315,027	5,019,325	1,254,937	7,407,337	1,458,881	19.70%	203,944
FEDERAL REVENUE									
31010	Revenue from the Federal Governme	1,980,125	2,068,016	4,732,976	2,192,118	2,503,051	629,026	25.13%	(1,563,092)
	* SUBTOTAL *	1,980,125	2,068,016	4,732,976	2,192,118	2,503,051	629,026	25.13%	(1,563,092)
INTERGOVERNMENTAL									
41050	Transfers from Other Funds	5,147,179	5,254,583	1,663,481	773,727	95,254	347,099	364.39%	(426,628)
41090	Use of Fund Balance	0	-	-	-	-	-	0.00%	-
	* SUBTOTAL *	5,147,179	5,254,583	1,663,481	773,727	95,254	347,099	364.39%	(426,628)
TOTAL GENERAL FUND REVENUE		81,658,502	85,674,883	81,768,252	13,798,368	87,007,639	15,187,060	17.45%	1,388,693

** FRONT ROYAL WARREN COUNTY AIRPORT **

15010	Interest on Bank Deposits	-	-	-	-	-	-	0.00%	-
15020	Hangar Rentals	190,863	192,183	178,607	64,390	220,000	68,915	31.33%	4,526
18990	Miscellaneous Income	1,001	2,000	-	-	-	-	0.00%	-
24040	State Grants	29,408	9,894	4,785	1,365	-	30,000	0.00%	28,635
31020	Federal Grants	156,938	50,615	4,250	4,250	-	21,368	0.00%	17,119
41050	Transfer from Other Funds	-	-	-	-	-	-	0.00%	-
TOTAL AIRPORT FUND		378,210	254,692	187,641	70,005	220,000	120,283	54.67%	50,279

**** COST RECOVERY ****

16090	Cost Recovery Fees	1,092,766	967,994	695,609	158,318	900,000	325,436	36.16%	167,118
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EXPENDITURES REPORT

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
GENERAL GOVERNMENT								
11010 Board of Supervisors	919,699	2,404,331	2,160,448	423,409	179,000	65,665	36.68%	(357,744)
12020 County Administration	700,293	627,554	596,392	249,171	500,000	162,198	32.44%	(86,973)
12030 Human Resources	-	-	1,924	-	169,900	32,585	19.18%	32,585
12040 County Attorney	214,382	168,366	154,390	36,831	344,000	92,620	26.92%	55,790
12060 Information Technology	-	-	-	-	70,000	45,552	65.07%	45,552
12090 Commissioner of the Revenue	635,865	683,315	696,470	233,669	777,000	239,373	30.81%	5,704
12110 Reassessment	286,286	1,881	1,296	437	50,000	32,800	65.60%	32,363
12130 Treasurer	527,612	498,997	535,950	182,043	566,000	187,293	33.09%	5,250
12150 Finance & Purchasing	325,425	296,187	372,293	125,676	448,000	115,198	25.71%	(10,478)
13000 Elections	202,918	262,463	279,730	78,821	391,000	105,766	27.05%	26,945
* SUBTOTAL *	3,812,480	4,943,094	4,798,893	1,330,057	3,494,900	1,079,052	30.88%	(251,005)
JUDICIAL ADMINISTRATION								
21010 Circuit Court	28,301	35,751	7,133	864	65,400	4,609	7.05%	3,745
21020 General District Court	18,888	17,872	24,706	3,901	24,300	4,288	17.65%	387
21030 Magistrates	4,104	4,584	4,536	1,240	5,800	2,044	35.23%	804
21050 Juvenile and Domestic Court	17,859	18,468	15,604	4,602	19,000	5,683	29.91%	1,081
21060 Clerk of Circuit Court	591,866	577,068	595,585	188,937	670,889	210,132	31.32%	21,195
21080 Law Library	47,729	54,092	57,570	18,643	54,300	19,201	35.36%	558
22010 Commonwealth's Attorney	785,036	952,916	1,057,942	340,014	1,105,200	370,037	33.48%	30,022
* SUBTOTAL *	1,493,783	1,660,751	1,763,076	558,201	1,944,889	615,993	31.67%	57,792
PUBLIC SAFETY								
31020 Sheriff's Department	4,062,799	4,077,795	4,725,508	1,515,352	4,953,000	1,617,479	32.66%	102,126
31040 E-911 System	542,115	622,601	709,678	218,928	753,000	545,543	72.45%	326,615
31050 School Resource	584,491	725,798	826,414	323,330	766,800	142,124	18.53%	(181,206)
32000 Volunteer Fire & Rescue	955,520	1,012,916	1,724,094	144,592	940,000	272,439	28.98%	127,847
33000 Court Services	971,896	960,997	929,591	323,987	998,300	323,216	32.38%	(771)
33030 Probation	63,230	43,332	10,316	950	41,000	923	2.25%	(28)
34010 Building Inspections	650,795	669,739	738,866	248,747	618,000	209,328	33.87%	(39,419)
35010 Animal Control	649,641	685,432	573,852	194,056	708,054	200,873	28.37%	6,818
35030 Medical Examiner	740	780	680	80	1,000	20	2.00%	(60)
35050 Fire & Rescue Department	3,086,725	3,338,898	4,012,144	1,292,140	4,376,000	1,365,035	31.19%	72,895
* SUBTOTAL *	11,567,952	12,138,288	14,251,143	4,262,163	14,155,154	4,676,979	33.04%	414,816
PUBLIC WORKS								
41010 Public Works/Sanitary Districts	389,345	372,848	487,575	135,460	428,200	140,382	32.78%	4,922
41020 Streets and Highways	17,018	17,818	9,499	1,915	20,000	22	0.11%	(1,893)
42030 Refuse Collection	710,782	753,168	796,471	202,129	786,000	227,968	29.00%	25,839

42035	Refuse Collection/Transfer Station	156,669	183,701	210,292	59,978	226,000	59,580	26.36%	(399)
42040	Refuse Disposal	2,414,597	2,695,474	2,546,563	650,790	2,880,000	697,546	24.22%	46,756
43000	Maintenance of Bldgs. & Grounds	1,223,179	1,484,045	1,769,655	539,710	1,396,000	552,431	39.57%	12,721
	* SUBTOTAL *	4,911,590	5,507,054	5,820,055	1,589,982	5,736,200	1,677,929	29.25%	87,946
HEALTH/WELFARE/PARTNERSHIPS									
51000	Health	355,798	350,963	392,676	199,963	382,537	101,041	26.41%	(98,923)
52000	Mental Health & Disability	32,500	32,500	32,500	17,500	32,500	15,000	46.15%	(2,500)
53000	Social Services	3,943,902	3,820,576	4,015,443	1,324,440	5,045,779	1,406,339	27.87%	81,899
53090	Other Social Services	115,178	115,489	118,289	65,289	110,000	63,800	58.00%	(1,489)
53500	Comprehensive Services Act	1,731,108	1,678,560	2,026,204	281,238	1,785,000	376,160	21.07%	94,923
64010	Regional Partnerships	3,607,210	3,653,113	4,390,466	996,606	4,193,850	1,832,471	43.69%	835,865
	* SUBTOTAL *	9,785,696	9,651,201	10,975,578	2,885,036	11,549,666	3,794,811	32.86%	909,775
PARK, REC & CULTURAL									
71010	Parks & Rec - Administration	772,963	792,983	637,928	235,270	892,000	269,778	0.00%	34,508
71020	Parks & Rec - Rec Programs	53,270	45,646	19,566	455	54,508	505	0.93%	50
71030	Parks & Rec - Maintenance	1,464,175	1,386,698	1,440,844	524,893	1,547,438	474,623	30.67%	(50,270)
73000	Library, Museums, Cult. Enrich.	994,134	1,006,758	1,018,087	512,044	1,018,100	504,050	49.51%	(7,994)
	* SUBTOTAL *	3,284,542	3,232,085	3,116,424	1,272,662	3,512,046	1,248,956	35.56%	(23,706)
COMMUNITY DEVELOPMENT									
81010	Planning & Zoning Administration	436,799	419,519	388,235	156,106	473,000	155,519	32.88%	(587)
81050	Economic Development	54,117	108,234	302,194	129,292	3,197,500	1,106,203	34.60%	976,911
82000	Environmental Management	26,045	18,530	20,500	12,500	18,500	7,510	40.59%	(4,990)
83000	VPI Extension Service	109,101	114,738	111,998	27,780	121,000	31,275	25.85%	3,494
	* SUBTOTAL *	626,062	661,021	822,927	325,678	3,810,000	1,300,507	34.13%	974,829
MISCELLANEOUS									
91000	Non-Departmental	982,803	782,300	2,682,925	136,659	1,884,000	109,992	5.84%	(26,667)
92000	Capital Outlay	18,547,831	6,774,261	3,410,276	8,205,724	2,779,408	977,907	35.18%	(7,227,818)
95000	Debt Service	-	11,351,634	11,686,376	3,317,981	11,846,251	3,394,823	28.66%	76,842
99010	Transfers to Other Funds	27,333,773	27,057,371	29,079,883	6,689,761	27,720,000	7,513,718	27.11%	823,957
	* SUBTOTAL *	46,864,407	45,965,566	46,859,459	18,350,125	44,229,659	11,996,439	27.12%	(6,353,686)
TOTAL GENERAL FUND		82,346,512	83,759,060	88,407,555	30,573,904	88,432,514	26,390,665	29.84%	(4,183,239)
AIRPORT FUND									
	Operating Expenditures	369,736	226,983	179,874	49,612	220,000	33,689	15.31%	(15,923)
	Transfer to General Fund	21,335	20,105	-	-	-	-	0.00%	-
	* SUBTOTAL *	391,071	247,088	179,874	49,612	220,000	33,689	15.31%	(15,923)
COST RECOVERY FUND									
	Operating Expenditures	597,225	295,811	797,009	370,354	900,000	71,208	7.91%	(299,145)

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MAJOR# ACCT# 016090	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	999999	COST RECOVERY FEES UNITED HEALTHCARE INSURANC	UNITED EMS		102.44
				ACCOUNT TOTAL	102.44 *
				MAJOR TOTAL	102.44 **
				FUND TOTAL	102.44

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
011010	**	BOARD OF SUPERVISORS **			
3002		PROFESSIONAL SERVICES			
	8798	STOWE ENGINEERING, PLC	1983		712.50
	8798	STOWE ENGINEERING, PLC	1990		1,012.50
	414645	DEWAYNE W. COATS & ASSOC.	2021 1245		79.20
				ACCOUNT TOTAL	1,804.20 *
3007		ADVERTISING			
	169	WARREN SENTINEL, THE	1666603 11/21		1,032.00
	200	NORTHERN VIRGINIA DAILY	S00218 11/21		4,213.00
	8667	POND LAW GROUP PC	4579		529.02
				ACCOUNT TOTAL	5,774.02 *
				MAJOR TOTAL	7,578.22 **
012020	**	COUNTY ADMINISTRATION **			
5203		TELEPHONE			
	3107	LOGAN, TARYN G.	0031202111		45.00
	9089	HAYES, SHELLEY	0090202111		45.00
				ACCOUNT TOTAL	90.00 *
5204		MOBILE RADIO			
	188	LINDEN SMR ASSOCIATES	0001202111		10.00
				ACCOUNT TOTAL	10.00 *
5401		OFFICE SUPPLIES			
	552	PICCADILLY PRINTING CO.	12133		104.00
	552	PICCADILLY PRINTING CO.	12188		104.00
	20055	QUILL	19740290		59.94
	20055	QUILL	19759557		43.99
	20055	QUILL	19897473		33.99
	20055	QUILL	19910305		21.99
	20055	QUILL	20074165		6.98
	20055	QUILL	20079709		32.99
	20055	QUILL	20082993		96.34
	20055	QUILL	20114926		20.58
	20055	QUILL	20180403		69.47
	20055	QUILL	20251476		69.99
				ACCOUNT TOTAL	664.26 *
5408		OPERATION OF MOTOR VEHICL			
	5739	MANSFIELD OIL COMPANY	711420		49.63
	5739	MANSFIELD OIL COMPANY	715672		93.52
				ACCOUNT TOTAL	143.15 *
8001		EQUIPMENT RENTAL			
	6203	U.S. BANK EQUIPMENT FINANC	455619551		779.66
	6304	CENTRIC BUSINESS SYSTEMS	983196		219.77
				ACCOUNT TOTAL	999.43 *
				MAJOR TOTAL	1,906.84 **
012030	**	HUMAN RESOURCES **			
6002		EMPLOYEE TESTING			
	757978	VALLEY HEALTH EMPLOYER HEA	111668		40.00
				ACCOUNT TOTAL	40.00 *
				MAJOR TOTAL	40.00 **

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
012040	**	COUNTY ATTORNEY **			
3002		PROFESSIONAL SERVICES			
	5890	LITTEN & SIPE L.L.P.	18715		5,887.15
	5890	LITTEN & SIPE L.L.P.	18716		17,802.74
	5890	LITTEN & SIPE L.L.P.	18717		25.88
	9226	APPRAISAL GROUP, INC.	31419		637.50
				ACCOUNT TOTAL	24,353.27 *
3150		FILING AND SERVICE FEES			
	6193	RAY WACHTER - LEGAL BEAGLE	18316		125.00
				ACCOUNT TOTAL	125.00 *
5203		TELEPHONE			
	5879	JORDAN, CAITLIN	0058202111		45.00
				ACCOUNT TOTAL	45.00 *
5401		OFFICE SUPPLIES			
	20055	QUILL	19838429		70.10
				ACCOUNT TOTAL	70.10 *
5411		BOOKS AND SUBSCRIPTIONS			
	2098	THOMSON REUTER - WEST	0020202111	ACCT# 1003461562	302.50
				ACCOUNT TOTAL	302.50 *
5504		TRAVEL AND TRAINING			
	2147	VIRGINIA CLE	0793317		67.50
	2147	VIRGINIA CLE	0798476		67.50
				ACCOUNT TOTAL	135.00 *
				MAJOR TOTAL	25,030.87 **
012060	**	INFORMATION TECHNOLOGY **			
3002		PROFESSIONAL SERVICES			
	2459	SYNTAX COMMUNICATIONS	210085 01		6,460.00
	2459	SYNTAX COMMUNICATIONS	210090 01		1,665.00
	2459	SYNTAX COMMUNICATIONS	210092 01		290.00
	2459	SYNTAX COMMUNICATIONS	210100 01		1,037.50
	6302	SWAGIT PRODUCTIONS, LLC	18945		12,105.00
				ACCOUNT TOTAL	21,557.50 *
5104		INTERNET/CABLE			
	8893	SHENTEL	493494 11/21		3,030.06
				ACCOUNT TOTAL	3,030.06 *
5203		TELEPHONE			
	20830	JONES, TODD	0208202111		45.00
				ACCOUNT TOTAL	45.00 *
5421		MISC. SOFTWARE			
	5921	SYCOM TECHNOLOGIES	65676		4,081.80
	5921	SYCOM TECHNOLOGIES	66372		4,081.80
	5921	SYCOM TECHNOLOGIES	67122		4,081.80
	5921	SYCOM TECHNOLOGIES	67896		4,081.80
				ACCOUNT TOTAL	16,327.20 *
7007		COMPUTER EQUIPMENT			
	3835	CDW GOVERNMENT, INC.	179400		4,417.80

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	3835	CDW GOVERNMENT, INC.	219938		17,385.83
	3835	CDW GOVERNMENT, INC.	403329		1,757.75
	3835	CDW GOVERNMENT, INC.	723479		965.28
	3835	CDW GOVERNMENT, INC.	821754		10,090.00
				ACCOUNT TOTAL	34,616.66 *
7008		COMPUTER SOFTWARE			
	5998	AMERICAN TECHNOLOGY SERVIC	64443		11,500.99
	5998	AMERICAN TECHNOLOGY SERVIC	64822		8,416.00
	5998	AMERICAN TECHNOLOGY SERVIC	65190		8,416.00
	5998	AMERICAN TECHNOLOGY SERVIC	65567		9,564.82
	5998	AMERICAN TECHNOLOGY SERVIC	65952		8,894.44
	20509	SHI INTERNATIONAL CORP.	14145881		13,365.00
				ACCOUNT TOTAL	60,157.25 *
				MAJOR TOTAL	135,733.67 **
012090		** COMMISSIONER OF REVENUE **			
5203		TELEPHONE			
	2195	LAKE, VIVIAN	0021202111		45.00
	3800	SOURS, SHERRY T.	0038202111		45.00
	3851	FULLER, LINDA	0038202111		45.00
				ACCOUNT TOTAL	135.00 *
5401		OFFICE SUPPLIES			
	20061	QUILL	1511633		713.98-
	20061	QUILL	19805295		740.97
	20061	QUILL	19909687		713.98
				ACCOUNT TOTAL	740.97 *
8001		LEASE EQUIPMENT			
	6203	U.S. BANK EQUIPMENT FINANC	453240384		34.39
	6203	U.S. BANK EQUIPMENT FINANC	455619189		24.18
				ACCOUNT TOTAL	58.57 *
				MAJOR TOTAL	934.54 **
012130		** TREASURER **			
3018		OUTSOURCE PRINTING			
	20904	BMS DIRECT, INC.	154058		3,773.20
	20904	BMS DIRECT, INC.	154059		4,507.69
	20904	BMS DIRECT, INC.	154301		1,321.24
	20904	BMS DIRECT, INC.	154307		326.73
	20904	BMS DIRECT, INC.	154325		1,042.04
				ACCOUNT TOTAL	10,970.90 *
5401		OFFICE SUPPLIES			
	20062	QUILL	19728173		66.18
	20062	QUILL	19740020		480.15
	20062	QUILL	19759841		196.19
	20062	QUILL	20115797		112.24
				ACCOUNT TOTAL	854.76 *
8001		RENTAL OF EQUIPMENT			
	6203	U.S. BANK EQUIPMENT FINANC	453240384		34.38

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	6203	U.S. BANK EQUIPMENT FINANC	455619189		24.18
				ACCOUNT TOTAL	58.56 *
				MAJOR TOTAL	11,884.22 **
012150	**	FINANCE AND PURCHASING **			
3002		PROFESSIONAL SERVICES			
	30901	VML/VACO FINANCE	1075		2,310.00
				ACCOUNT TOTAL	2,310.00 *
5401		OFFICE SUPPLIES			295.35
	552	PICCADILLY PRINTING CO.	12418		295.35 *
				ACCOUNT TOTAL	2,605.35 **
013000	**	ELECTIONS **			
1010		COMPENSATION ELECTION OFF			
	2013	FELDBAUSER, BONNIE S.	ELECTION 11/21		650.00
	2357	STARKS, TAMMY T.	ELECTION 11/21		80.00
	2716	MYERS, DWIGHT	ELECTION 11/21		475.00
	5635	HARSHMAN, JANET	ELECTION 11/21		575.00
	5637	EMERSON, KENNETH	ELECTION 11/21		1,837.50
	5643	MICHAELY, RICHARD	ELECTION 11/21		960.00
	5750	SIGURDSON, TERRI GAYLE	ELECTION 11/21		80.00
	5752	STANLEY, JEAN M.	ELECTION 11/21		145.00
	6241	BROWN, VIRGINIA	ELECTION 11/21		1,360.00
	6247	POPIK, DIANNE	ELECTION 11/21		85.00
	6354	BROWN, ANTHONY	ELECTION 11/21		1,020.00
	8210	TOLER DANE	ELECTION 11/21		382.50
	8930	FRETWELL, STEPHANIE	ELECTION 11/21		165.00
	9163	REISINGER, MATTHEW	ELECTION 11/21		55.00
	9563	TAFRAOUI, BARRY D.	ELECTION 11/21		700.00
	20477	SUMMERS, GISELE	ELECTION 11/21		1,105.00
				ACCOUNT TOTAL	9,675.00 *
5401		OFFICE SUPPLIES			
	3249	HANNA SIGNS CO. LLC	5506		1,040.00
	20064	QUILL	20329297		36.90
	20064	QUILL	20348239		200.66
				ACCOUNT TOTAL	1,277.56 *
5407		MAINTENANCE & REPAIRS			
	263	RAMSEY HARDWARE	412802		22.48
	263	RAMSEY HARDWARE	412805		17.99
	263	RAMSEY HARDWARE	412817		3.59
	263	RAMSEY HARDWARE	412842		3.59
	263	RAMSEY HARDWARE	412848		121.34
	263	RAMSEY HARDWARE	41810		151.02
				ACCOUNT TOTAL	320.01 *
5504		TRAVEL			
	2302	TOBIN, CAROL L.	REIMB 11/21		140.08

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	8549	MILLER'S SUPPLIES	1192867		25.68
				ACCOUNT TOTAL	165.76 *
5897		COVID-19 EXPENSES			39.98
	8549	MILLER'S SUPPLIES	1192867		39.98 *
				ACCOUNT TOTAL	11,478.31 **
021010		** CIRCUIT COURT **			
1011		COMPENSATION JURORS CIVIL			
	999999	STEPHEN D. ALOI	ALOI 11/21		60.00
	999999	MELISSA BURACKER	BURACKER 11/21		60.00
	999999	BRYAN T. CHRISMAN	CHRISMAN 11/21		90.00
	999999	ROBERT D. CLARK	CLARK 11/21		90.00
	999999	DEBORA A. ESKINS	ESKINS 11/21		90.00
	999999	KAREN A. FORTUNATO	FORTUNATO 11/21		90.00
	999999	JENNIFER HARDY	HARDY 11/21		30.00
	999999	CHARLES FRANKLIN JORDAN	JORDAN 11/21		30.00
	999999	KACEY LYNN STIVES	STIVES 11/21		30.00
				ACCOUNT TOTAL	570.00 *
1012		COMPENSATION JURORS CRIMI			
	999999	ALLMAN, REBECCA L.	ALLMAN 11/21		60.00
	999999	ANDERSON, WILLIAM V	ANDERSON 11/21		60.00
	999999	BANCROFT, GREGORY M.	BANCROFT 11/21		30.00
	999999	BANE, KAREN J.	BANE 11/21		30.00
	999999	BASHAM, HEATHER R.	BASHAM 11/21		60.00
	999999	BEATTY, KEITH M.	BEATTY 11/21		30.00
	999999	BEELE, JESSICA C	BEELE 11/21		30.00
	999999	BREEDING, SAVANNAH L.	BREEDING 11/21		30.00
	999999	CHAPPELL, DONNA L	CHAPPELL 11/21		30.00
	999999	CLIETT, JOURNEY A.	CLIETT 11/21		30.00
	999999	COOK, JUSTIN L	COOK 11/21		30.00
	999999	CRAMER, JANE L	CRAMER 11/21		30.00
	999999	CULLERS, STEVEN L.	CULLERS 11/21		30.00
	999999	DANIELS, JAMES D. JR.	DANIELS 11/21		30.00
	999999	DE ALBA II ABEL M	DE ALBA 11/21		30.00
	999999	DEAN, RICHARD A. II	DEAN 11/21		30.00
	999999	DICOSTANZO, GEORGE M	DICOSTANZO 11/21		60.00
	999999	EMBREY, DOUGLAS R. JR.	EMBREY 11/21		30.00
	999999	ERICKSON, LEE P	ERICKSON 11/21		30.00
	999999	FUNK, ANTOINETTE D.	FUNK 11/21		30.00
	999999	GERMAN, MICHAEL C	GERMAN 11/21		30.00
	999999	GIFFT, DARRIN R. JR.	GIFFT 11/21		60.00
	999999	GRADY, CHRISTINA I	GRADY 11/21		30.00
	999999	GREEN, DANIEL A JR.	GREEN 11/21		30.00
	999999	GREENE, JOSHUA M	GREENE 11/21		60.00
	999999	HARRIS, BRYAN D.	HARRIS 11/21		30.00
	999999	HENSLEY, JOHN K	HENSLEY 11/21		30.00
	999999	HUNTER-KILMER TIMOTHY S.	HUNTER 11/21		60.00

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	999999 JEFFRIES, SARA A	JEFFRIES 11/21		30.00
	999999 JENKINS, RYLEE M	JENKINS 11/21		30.00
	999999 JENKINS, TERESA R.	JENKINS, T 1121		30.00
	999999 KELLEY, LOGAN C.	KELLEY 11/21		30.00
	999999 KING, ERIC M	KING 11/21		30.00
	999999 LEGG, MARSHA S.	LEGG 11/21		60.00
	999999 LEISTER, JASON D.	LEISTER 11/21		60.00
	999999 LESKO, JENNIFER B	LESKO 11/21		30.00
	999999 LOCKHART, ANTHONY W.	LOCKHART 11/21		30.00
	999999 LOOSE, THOMAS A	LOOSE 11/21		30.00
	999999 MARTIN, PAMELA G	MARTIN 11/21		30.00
	999999 MCGUIRE, WILLIAM J	MCGUIRE 11/21		30.00
	999999 MILLS, AARON A.	MILLS 11/21		30.00
	999999 PACKARD, JOSHUA C.	PACKARD 11/21		60.00
	999999 PATTON, MARK D.	PATTON 11/21		60.00
	999999 RAMEY, JOHN A.	RAMEY 11/21		30.00
	999999 ROZANSKI, ANTHONY A	ROZANSKI 11/21		60.00
	999999 SAJESKI, AMY L	SAJESKI 11/21		60.00
	999999 SHANKS, ORIENNA D	SHANKS 11/21		60.00
	999999 SINGLETON, DANIEL A.	SINGLETON 11/21		60.00
	999999 SMITH, BARBARA J.	SMITH 11/21		30.00
	999999 SMITH, MELISSA D.	SMITH, M 11/21		60.00
	999999 SZYMANSKI, JAMES M	SZYMANSKI 11/21		30.00
	999999 TRUSNER, RYAN E.	TRUSNER 11/21		30.00
	999999 WAGONER, JOHN G. JR.	WAGONER 11/21		30.00
	999999 WENTZ, RODNEY D JR.	WENTZ 11/21		60.00
	999999 WIDMER, BENJAMAN L	WIDMER 11/21		30.00
	999999 WILLIAMS, CHRISTOPHER D.	WILLIAMS 11/21		30.00
	999999 WILLIAMS, MATTHEW F.	WILLIAMS, M		30.00
	999999 WILLIAMS, PAMELA R	WILLIAMS, P		60.00
	999999 WILLIAMS, STEPHANIE D.	WILLIAMS, S		30.00
	999999 WILLINGHAM, MARJORIE L	WILLINGHAM 1121		60.00
	999999 WOLFORD, STACEY M	WOLFORD 11/21		30.00
			ACCOUNT TOTAL	2,400.00 *
5411	BOOKS & SUBSCRIPTIONS			
	855 MATTHEW BENDER & CO., INC	27797317		231.10
			ACCOUNT TOTAL	231.10 *
			MAJOR TOTAL	3,201.10 **
021020	** GENERAL DISTRICT COURT **			
3002	COURT APPOINTED ATTORNEY			
	5765 WALLER DEFENSE PLLC	T21 3654		120.00
	6601 AMBLER LAW OFFICES	T21 4461		117.00
	6602 JOHN BRIGHAM	C20 2121		120.00
	8667 POND LAW GROUP PC	C20 6191		120.00
	8667 POND LAW GROUP PC	C21 1373		120.00
			ACCOUNT TOTAL	597.00 *
5401	OFFICE SUPPLIES			
	5376 GUERNSEY	2026552		18.94

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	6501	SECURE SHRED, LLC	26101		99.00
	8549	MILLER'S SUPPLIES	1188614		47.56
	8549	MILLER'S SUPPLIES	1194308		16.40
	8549	MILLER'S SUPPLIES	1195080		168.28
	9218	CRYSTAL SPRINGS	20078875 100221		61.11
				ACCOUNT TOTAL	411.29 *
5411		BOOKS AND SUBSCRIPTIONS			231.10
	855	MATTHEW BENDER & CO., INC	27653862		231.10 *
				ACCOUNT TOTAL	231.10 *
8001		RENTAL OF EQUIPMENT			68.85
	3787	XEROX CORPORATION	014586457		42.80
	3787	XEROX CORPORATION	014586458		111.65 *
				ACCOUNT TOTAL	111.65 *
				MAJOR TOTAL	1,351.04 **
021030	**	MAGISTRATES **			
3004		REPAIR AND MAINTENANCE EQ			128.78
	5058	RICOH USA INC.	0050202111		128.78 *
				ACCOUNT TOTAL	128.78 *
5203		TELEPHONE			11.45
	5058	RICOH USA INC.	5063023271		11.45 *
				ACCOUNT TOTAL	11.45 *
5401		OFFICE SUPPLIES			68.39
	1673	THE SUPPLY ROOM CO., INC.	4418906 0		68.39 *
				ACCOUNT TOTAL	68.39 *
5801		DUES & MEMBERSHIPS			25.00
	4821	VA. MAGISTRATES ASSOC.	BALDOCK 11/21		25.00
	4821	VA. MAGISTRATES ASSOC.	PLECNIK 11/21		50.00 *
				ACCOUNT TOTAL	50.00 *
				MAJOR TOTAL	258.62 **
021050	**	JUVENILE AND DOMESTIC COURT **			
3004		REPAIR AND MAINTENANCE EQ			15.29
	2310	ROPHO SALES, INC.	26406		15.29 *
				ACCOUNT TOTAL	15.29 *
5401		OFFICE SUPPLIES			243.18
	5376	GUERNSEY	216263		69.64
	9218	CRYSTAL SPRINGS	20082360 103021		312.82 *
				ACCOUNT TOTAL	312.82 *
8001		EQUIPMENT RENTAL			544.00
	2804	DE LAGE LANDEN	0028202111	25337125	544.00 *
				ACCOUNT TOTAL	544.00 *
				MAJOR TOTAL	872.11 **
021060	**	CLERK OF CIRCUIT COURT **			
5401		OFFICE SUPPLIES			123.10
	5772	MOORE, ANGELA	REIMB 11/21		

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	5772 MOORE, ANGELA	REIMB 11/21 B		88.68
	9218 CRYSTAL SPRINGS	20732804 101621		31.71
			ACCOUNT TOTAL	243.49 *
8001	RENTAL OF COPIER			
	110 KONICA MINOLTA PREMIER FIN	74229145		723.62
	3787 XEROX CORPORATION	014586456		67.96
			ACCOUNT TOTAL	791.58 *
			MAJOR TOTAL	1,035.07 **
021080	** LAW LIBRARY **			
5411	BOOKS AND SUBSCRIPTIONS			
	1054 RELX INC.- DBA LEXISNEXIS	0010202111	422L8P4L9	765.00
			ACCOUNT TOTAL	765.00 *
			MAJOR TOTAL	765.00 **
022010	** COMMONWEALTH'S ATTORNEY **			
5401	OFFICE SUPPLIES			
	3787 XEROX CORPORATION	014433555		157.27
	3787 XEROX CORPORATION	014682309		157.27
	20145 QUILL	19200053		49.36
	20145 QUILL	19214709		483.93
	20145 QUILL	19857857		29.99
	20145 QUILL	20251535		556.33
			ACCOUNT TOTAL	1,434.15 *
5411	BOOKS AND SUBSCRIPTIONS			
	855 MATTHEW BENDER & CO., INC	27796396		232.48
	9271 BLUE 360 MEDIA	2107081655		1,330.42
			ACCOUNT TOTAL	1,562.90 *
			MAJOR TOTAL	2,997.05 **
031020	** SHERIFF'S DEPARTMENT **			
5201	POSTAGE			
	2297 POSTAL BUSINESS CENTER	15483 11/21		140.34
			ACCOUNT TOTAL	140.34 *
5401	OFFICE SUPPLIES			
	50 QUILL	20069541		14.29
	50 QUILL	20080448		109.87
	50 QUILL	20217585		40.68
			ACCOUNT TOTAL	164.84 *
5408	OPERATION OF MOTOR VEHICL			
	4370 COMSONICS	952428		26.00
	5305 WARREN CO. PUBLIC SCHOOLS	30067		201.75
	5305 WARREN CO. PUBLIC SCHOOLS	30072		540.74
	5305 WARREN CO. PUBLIC SCHOOLS	30073		254.00
	5305 WARREN CO. PUBLIC SCHOOLS	30074		18.00
	5305 WARREN CO. PUBLIC SCHOOLS	30077		28.17

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	5305	WARREN CO. PUBLIC SCHOOLS	30078		433.49
	5305	WARREN CO. PUBLIC SCHOOLS	30079		27.08
	5305	WARREN CO. PUBLIC SCHOOLS	30080		31.67
	5305	WARREN CO. PUBLIC SCHOOLS	30081		227.44
	5305	WARREN CO. PUBLIC SCHOOLS	30082		130.00
	5305	WARREN CO. PUBLIC SCHOOLS	30083		786.22
	5305	WARREN CO. PUBLIC SCHOOLS	30084		576.23
	5305	WARREN CO. PUBLIC SCHOOLS	30087		761.35
	5305	WARREN CO. PUBLIC SCHOOLS	30088		851.24
	5305	WARREN CO. PUBLIC SCHOOLS	30090		216.38
	5305	WARREN CO. PUBLIC SCHOOLS	30094		543.38
	5305	WARREN CO. PUBLIC SCHOOLS	30097		323.62
	5305	WARREN CO. PUBLIC SCHOOLS	30100		21.67
	5305	WARREN CO. PUBLIC SCHOOLS	30101		189.78
	5305	WARREN CO. PUBLIC SCHOOLS	30102		137.75
	5305	WARREN CO. PUBLIC SCHOOLS	30103		149.05
	5305	WARREN CO. PUBLIC SCHOOLS	30105		308.00
	5305	WARREN CO. PUBLIC SCHOOLS	30106		43.33
	5305	WARREN CO. PUBLIC SCHOOLS	30107		785.21
	5305	WARREN CO. PUBLIC SCHOOLS	30111		126.64
	5305	WARREN CO. PUBLIC SCHOOLS	30115		414.06
	5305	WARREN CO. PUBLIC SCHOOLS	30117		75.15
	5305	WARREN CO. PUBLIC SCHOOLS	30118		1,035.73
	5305	WARREN CO. PUBLIC SCHOOLS	30120		64.88
	5305	WARREN CO. PUBLIC SCHOOLS	30121		203.98
	5305	WARREN CO. PUBLIC SCHOOLS	30123		104.86
	5305	WARREN CO. PUBLIC SCHOOLS	30124		810.81
	5305	WARREN CO. PUBLIC SCHOOLS	30128		322.51
	5305	WARREN CO. PUBLIC SCHOOLS	30131		1,205.56
	5305	WARREN CO. PUBLIC SCHOOLS	30132		270.83
	5305	WARREN CO. PUBLIC SCHOOLS	30133		1,457.25
	5305	WARREN CO. PUBLIC SCHOOLS	30135		176.63
	5305	WARREN CO. PUBLIC SCHOOLS	30136		510.65
	5305	WARREN CO. PUBLIC SCHOOLS	30137		27.08
	5305	WARREN CO. PUBLIC SCHOOLS	30138		750.44
	5305	WARREN CO. PUBLIC SCHOOLS	30139		190.12
	5305	WARREN CO. PUBLIC SCHOOLS	30140		1,000.50
	5869	MANSFILED OIL COMAPNY	715355		7,252.71
	5869	MANSFILED OIL COMAPNY	717525		7,529.43
				ACCOUNT TOTAL	31,141.37 *
5409		POLICE SUPPLIES AND AMMUN			
	263	RAMSEY HARDWARE	412771		15.29
	7605	GALLS, LLC	019421875		98.80
	7605	GALLS, LLC	019536326		170.91
	7605	GALLS, LLC	19452076		49.95
				ACCOUNT TOTAL	334.95 *
5410		WEARING APPAREL			
	7605	GALLS, LLC	019406114		63.99
	7605	GALLS, LLC	019421875		174.72

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	7605	GALLS, LLC	019422681		63.99
	7605	GALLS, LLC	019439493		191.97
	7605	GALLS, LLC	019461555		8.00
	7605	GALLS, LLC	019466229		127.98
	7605	GALLS, LLC	019480632		55.03
	7605	GALLS, LLC	019482055		18.20
	7605	GALLS, LLC	019482072		105.24
	7605	GALLS, LLC	019482074		311.93
	7605	GALLS, LLC	019536326		231.10
	7605	GALLS, LLC	019536381		163.80
				ACCOUNT TOTAL	1,515.95 *
5420		K-9 EXPENSE			
	243	W.C. VETERINARY CLINIC	697754		434.81
	5922	GREGORY, JOHN	REIMB 11/21		290.00
				ACCOUNT TOTAL	724.81 *
5504		TRAVEL AND TRAINING			
	6277	PROFESSIONAL CANINE SERVIC	10272021		3,500.00
				ACCOUNT TOTAL	3,500.00 *
5899		UNCLASSIFIED			
	5130	BERKELEY CLUB BEVERAGES	17 44304		42.00
	6278	TRANSUNION RISK & ALTERNAT	202110 1		75.00
				ACCOUNT TOTAL	117.00 *
7005		MOTOR VEHICLES			
	5305	WARREN CO. PUBLIC SCHOOLS	30122		31.55
				ACCOUNT TOTAL	31.55 *
7007		COMPUTER EQUIPMENT			
	3835	CDW GOVERNMENT, INC.	806203		592.50
	3835	CDW GOVERNMENT, INC.	916603		3,870.55
				ACCOUNT TOTAL	4,463.05 *
7009		POLICE EQUIPMENT			
	5208	APPLIED CONCEPTS INC.	391888		195.00
	5208	APPLIED CONCEPTS INC.	391978		290.10
	7605	GALLS, LLC	019406079		45.98
	7605	GALLS, LLC	019452055		68.97
	7605	GALLS, LLC	019516854		68.97
	7605	GALLS, LLC	019536326		179.94
				ACCOUNT TOTAL	848.96 *
8001		RENTAL OF EQUIPMENT			
	3787	XEROX CORPORATION	014682300		201.67
	3787	XEROX CORPORATION	014682302		222.51
	3787	XEROX CORPORATION	014682303		178.70
	3787	XEROX CORPORATION	014682304		202.21
				ACCOUNT TOTAL	805.09 *
				MAJOR TOTAL	43,787.91 **
031040	**	E-911 SYSTEM **			
3004		REPAIR OFFICE EQUIPMENT			
	9248	ACME TECHNICAL GROUP LLC	19613		715.00

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	9248	ACME TECHNICAL GROUP LLC	19614		330.00
				ACCOUNT TOTAL	1,045.00 *
5203		TELEPHONE			
	4424	VOIANCE LANGUAGE SERV.	1259381		99.16
	4424	VOIANCE LANGUAGE SERV.	1274581		10.72
	4424	VOIANCE LANGUAGE SERV.	1292352		174.20
	4424	VOIANCE LANGUAGE SERV.	1305694		30.82
	4424	VOIANCE LANGUAGE SERV.	1399890		150.08
	5250	WOODALL, ASHLEY	0052202111		45.00
				ACCOUNT TOTAL	509.98 *
5401		OFFICE SUPPLIES			
	50	QUILL	1538556		58.34-
	50	QUILL	20179902		179.93
	50	QUILL	20411948		58.34
				ACCOUNT TOTAL	179.93 *
5504		TRAVEL AND TRAINING			
	1861	POWERPHONE, INC.	73777		1,127.00
				ACCOUNT TOTAL	1,127.00 *
7008		COMMUNICATIONS SOFTWARE			
	1263	DELL MARKETING L.P.	10517603926		15,823.45
				ACCOUNT TOTAL	15,823.45 *
8001		EQUIPMENT RENTAL			
	3787	XEROX CORPORATION	014682301		183.15
				ACCOUNT TOTAL	183.15 *
				MAJOR TOTAL	18,868.51 **
032000	** VOLUNTEER FIRE AND RESCUE **				
5629		FIRE PROGRAMS FUND			
	105	TOWN OF FRONT ROYAL	166125 11/21		20.24
	5220	ALADTEC, INC	2021 3258		3,795.40
	5616	BEST EXTERMINATING SERVICE	63217		45.00
				ACCOUNT TOTAL	3,860.64 *
				MAJOR TOTAL	3,860.64 **
033000	** COURT SERVICES **				
3004		REPAIR AND MAINTENANCE EQ			
	9248	ACME TECHNICAL GROUP LLC	19729		550.00
				ACCOUNT TOTAL	550.00 *
				MAJOR TOTAL	550.00 **
033030	** PROBATION **				
5301		PROBATION EXPENDITURES			
	6373	E.A.S. WINCHESTER. PLLC	6373 11/21		150.00
				ACCOUNT TOTAL	150.00 *
				MAJOR TOTAL	150.00 **

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034010	**	BUILDING INSPECTIONS **			
5205		CELLULAR PHONE			
	5558	BEAHM, DAVID	0055202111		45.00
	9524	ROBINSON, MARK	0095202111		45.00
				ACCOUNT TOTAL	90.00 *
5408		OPERATION OF MOTOR VEHICL			
	2675	SIGNET MARKETING	57711		42.84
	5305	WARREN CO. PUBLIC SCHOOLS	30054		579.10
	5305	WARREN CO. PUBLIC SCHOOLS	30091		615.73
	5741	MANSFILED OIL COMPANY	715587		319.92
	5741	MANSFILED OIL COMPANY	717762		327.07
				ACCOUNT TOTAL	1,884.66 *
5801		DUES AND MEMBERSHIPS			
	7930	WICED OF VA	RENEWAL 11/21		175.00
				ACCOUNT TOTAL	175.00 *
				MAJOR TOTAL	2,149.66 **
035010	**	ANIMAL CONTROL **			
3001		VET SERVICES			
	243	W.C. VETERINARY CLINIC	695792		215.93
	243	W.C. VETERINARY CLINIC	696648		163.57
				ACCOUNT TOTAL	379.50 *
5408		OPERATION OF MOTOR VEHICL			
	5305	WARREN CO. PUBLIC SCHOOLS	30125		1,796.72
	5869	MANSFILED OIL COMAPNY	715355		231.04
	5869	MANSFILED OIL COMAPNY	717525		224.81
				ACCOUNT TOTAL	2,252.57 *
5604		BOARD OF DOGS			
	177	HUMANE SOCIETY OF W.C.	0001202111		27,189.89
				ACCOUNT TOTAL	27,189.89 *
5802		CLAIMS			
	5706	BOWERS, DONALD	COYOTE 11/21		100.00
				ACCOUNT TOTAL	100.00 *
7005		MOTOR VEHICLES			
	4333	EAST COAST EMERGENCY	28069		6,119.82
				ACCOUNT TOTAL	6,119.82 *
				MAJOR TOTAL	36,041.78 **
035030	**	MEDICAL EXAMINER **			
3009		EXAMINATION FEES			
	8745	TREASURER OF VIRGINIA	LASS BMS MMH		60.00
				ACCOUNT TOTAL	60.00 *
				MAJOR TOTAL	60.00 **
035050	**	FIRE AND RESCUE DEPARTMENT **			
5203		TELEPHONE			
	3827	CATLETT, KEVIN	0038202111		45.00

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	8587	SIRNA, MICKEY	0085202111		90.00
	9048	MAIATICO, GERRY R.	0090202111		45.00
				ACCOUNT TOTAL	180.00 *
5204		MOBILE RADIO/PAGER			
	707	MOTOROLA, INC.	603807		2,808.00
				ACCOUNT TOTAL	2,808.00 *
5401		OFFICE SUPPLIES			
	9122	TIAA COMMERCIAL FINANCE	0091202111	41387720	411.52
	20060	QUILL	20180769		110.61
	20060	QUILL	20282324		.06
	20060	QUILL	20293747		19.99
	20060	QUILL	20385637		11.59
				ACCOUNT TOTAL	553.77 *
5408		OPERATION OF MOTOR VEHICL			
	3822	AZ COMMERCIAL	2009556867		81.76
	5674	FRONT ROYAL FORD LLC	86815		71.95
	5674	FRONT ROYAL FORD LLC	86967		206.71
	10115	DONALD B. RICE TIRE CO.	6111580		1.00
	10115	DONALD B. RICE TIRE CO.	6111580 B		51.00
				ACCOUNT TOTAL	412.42 *
5410		PROTECTIVE CLOTHING/UNIFO			
	2675	SIGNET MARKETING	57184		1,114.45
	5952	SAF-GARD	2262315		554.74
	9233	THE HIDE OUT/ROYCESHIELDS	71421		612.00
	20060	QUILL	20385637		183.42
	610000	MARYLAND FIRE EQUIP. CORP	306881		399.95
	610000	MARYLAND FIRE EQUIP. CORP	306942		951.12
	610000	MARYLAND FIRE EQUIP. CORP	307254		600.65
	610000	MARYLAND FIRE EQUIP. CORP	307851		1,440.00
	610000	MARYLAND FIRE EQUIP. CORP	307926		559.87
	610000	MARYLAND FIRE EQUIP. CORP	307927		581.87
	610000	MARYLAND FIRE EQUIP. CORP	307928		576.87
	610000	MARYLAND FIRE EQUIP. CORP	307929		559.87
	610000	MARYLAND FIRE EQUIP. CORP	308290		1,872.46
	610000	MARYLAND FIRE EQUIP. CORP	308291		510.00
	610000	MARYLAND FIRE EQUIP. CORP	308293		2,483.48
	610000	MARYLAND FIRE EQUIP. CORP	308294		200.00
	610000	MARYLAND FIRE EQUIP. CORP	308295		1,268.16
	610000	MARYLAND FIRE EQUIP. CORP	308346		567.99
	610000	MARYLAND FIRE EQUIP. CORP	308347		34.96
				ACCOUNT TOTAL	15,071.86 *
5504		TRAVEL AND TRAINING			
	4020	SHENANDOAH VALLEY GOLF CLU	4020 11/21		1,275.00
	5966	FOLEY, BRIAN	REIMB 11/21		347.82
				ACCOUNT TOTAL	1,622.82 *
5626		EMS FUND			
	5858	BOUND TREE MEDICAL LLC	84230000		857.68
	20564	ROBERTS OXYGEN CO., INC.	053805		285.33
	20564	ROBERTS OXYGEN CO., INC.	079399		214.74

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	20564	ROBERTS OXYGEN CO., INC.	31658		111.10
				ACCOUNT TOTAL	1,468.85 *
5850		EMPLOYEE PHYSICALS			613.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 JL		638.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 KC		643.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 RF		
				ACCOUNT TOTAL	1,894.00 *
5897		COVID-19 EXPENSES			912.50
	2675	SIGNET MARKETING	56849		359.88
	20060	QUILL	19909808		
				ACCOUNT TOTAL	1,272.38 *
5899		UNCLASSIFIED			45.80
	5130	BERKELEY CLUB BEVERAGES	17 44292		33.53
	7513	AHOLD FINANCIAL SERVICES	491150		79.33 *
				ACCOUNT TOTAL	25,363.43 **
041010		**PUBLIC WORKS/SANITARY DISTRICTS**			
5203		TELEPHONE			45.00
	4919	BERRY, MIKE	0049202111		45.00
	9267	JONES, TRAVIS	0092202111		45.00
	9611	COFFELT, MICHAEL	0096202111		
				ACCOUNT TOTAL	135.00 *
5408		EQUIPMENT MAINTENANCE/OPE			100.00
	188	LINDEN SMR ASSOCIATES	0001202111		54.54
	788	SHENK'S RUSCO WINDOW CO	170046		4,102.03
	1238	ROYAL AUTOWORKS, INC	7665472		1,572.32
	3952	WINCHESTER EQUIPMENT CO.	29755		366.20
	3952	WINCHESTER EQUIPMENT CO.	30907		21.67
	5305	WARREN CO. PUBLIC SCHOOLS	30092		21.67
	5305	WARREN CO. PUBLIC SCHOOLS	30093		351.90
	5789	MANSFIELD OIL COMPANY	715540		311.82
	5789	MANSFIELD OIL COMPANY	717715		
				ACCOUNT TOTAL	6,902.15 *
5899		RESERVE FOR CONTINGENCIES			134.95
	3126	GEMPLER'S INC.	4480640		134.95 *
				ACCOUNT TOTAL	7,172.10 **
041020		** STREETS AND HIGHWAYS **			
3004		ROAD SIGN MAINTENANCE			22.08
	2110	LOWE'S	1982 11/21		22.08 *
				ACCOUNT TOTAL	22.08 **
042030		** REFUSE COLLECTION **			
3005		COMPACTOR OPERATION CONTR			250.00
	8556	SHREE MAHALAKSHMI LLC	0085202111		250.00 *
				ACCOUNT TOTAL	

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3011		REFUSE COMPACTOR SERVICE			18,612.62
	898	REPUBLIC SERVICES #976	4606257 11/21		859.58
	898	REPUBLIC SERVICES #976	4606257 11/21 B		19,472.20 *
				ACCOUNT TOTAL	
3012		RECYCLING EXPENSES			26,605.51
	898	REPUBLIC SERVICES #976	4606257 11/21		1,354.40
	7957	RIDGERUNNER CONTAINER SER	121384		860.80
	7957	RIDGERUNNER CONTAINER SER	122104		28,820.71 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			87.16
	5781	MANSFIELD OIL COMPANY	717578		87.16 *
				ACCOUNT TOTAL	
5410		UNIFORMS			59.63
	3243	CINTAS CORPORATION	1097732401		44.72
	3243	CINTAS CORPORATION	4098415217		44.72
	3243	CINTAS CORPORATION	4099805033		149.07 *
				ACCOUNT TOTAL	
5899		UNCLASSIFIED AND SITE IMP			11.61
	263	RAMSEY HARDWARE	412381		2,160.00
	677	GENERAL EXCAVATION, INC.	485 014		129.19
	2315	SOUTHERN STATES OF F.R.	1288132		112.02
	4812	LENTZ, JAMES	REIMB 11/21		89.00
	9237	JOHNNY BLUE, INC.- #4391	216214		89.00
	9237	JOHNNY BLUE, INC.- #4391	216215		89.00
	9237	JOHNNY BLUE, INC.- #4391	216216		89.00
	9237	JOHNNY BLUE, INC.- #4391	218666		89.00
	9237	JOHNNY BLUE, INC.- #4391	218667		89.00
	9237	JOHNNY BLUE, INC.- #4391	218668		55.67
	20055	QUILL	20385884		3,002.49 *
				ACCOUNT TOTAL	
8003		RENTAL OF SITES			250.00
	8556	SHREE MAHALAKSHMI LLC	0085202111		250.00 *
				ACCOUNT TOTAL	
				MAJOR TOTAL	52,031.63 **
042035	**	REFUSE COLLECTION/TRANS. STA. **			
3011		REFUSE COMPACTOR SERVICE			4,657.06
	898	REPUBLIC SERVICES #976	4606257 11/21		4,657.06 *
				ACCOUNT TOTAL	
3012		RECYCLING EXPENSES			2,659.71
	898	REPUBLIC SERVICES #976	4606257 11/21		402.64
	20238	BATTLE CREEK LANDFILL	556 11/21		3,062.35 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			430.09
	1666	NAPA AUTO PARTS	796097		79.52
	2125	H. N. FUNKHOUSER & CO.	254658 87438		54.06
	2125	H. N. FUNKHOUSER & CO.	263769 87438		69.31
	2125	H. N. FUNKHOUSER & CO.	268218 87438		

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	2125	H. N. FUNKHOUSER & CO.	275642 87438		62.56
	2125	H. N. FUNKHOUSER & CO.	288307 87438		51.63
	2125	H. N. FUNKHOUSER & CO.	294327 87438		3.04
	5797	MANSFIELD OIL COMPANY	715471		55.22
	5797	MANSFIELD OIL COMPANY	717646		73.34
				ACCOUNT TOTAL	878.77 *
				MAJOR TOTAL	8,598.18 **
042040		** REFUSE DISPOSAL **			
3002	400	ENGINEERING SERVICES LABELLA ASSOCIATES	149200		49,238.97
				ACCOUNT TOTAL	49,238.97 *
3013	898	HAULING AND DISPOSAL REPUBLIC SERVICES #976	4720991 11/21		55,922.15
	20238	BATTLE CREEK LANDFILL	570 11/21		104,967.06
				ACCOUNT TOTAL	160,889.21 *
3015	5269	BRUSH GRINDING EXPENSE A & L GRINDING AND	2448		7,200.00
				ACCOUNT TOTAL	7,200.00 *
3016	20100	TIRE DISPOSAL TREASURER, FREDERICK CO. -	2853 10		416.31
				ACCOUNT TOTAL	416.31 *
3017	5269	STUMP GRINDING A & L GRINDING AND	2448		8,000.00
				ACCOUNT TOTAL	8,000.00 *
5203	4812	TELEPHONE LENTZ, JAMES	0048202111		45.00
				ACCOUNT TOTAL	45.00 *
5401	20055	OFFICE SUPPLIES QUILL	20214582		171.34
	20055	QUILL	20232723		46.99
	20055	QUILL	20250230		6.49
	20055	QUILL	20250322		13.60
				ACCOUNT TOTAL	238.42 *
5410	743	UNIFORMS STOKES GENERAL STORE	JV 11/21		120.00
	743	STOKES GENERAL STORE	MF 11/21		89.08
	743	STOKES GENERAL STORE	MF 11/21 B		135.00
	2125	H. N. FUNKHOUSER & CO.	87437 11/21	SEPT.	1,971.98
				ACCOUNT TOTAL	2,316.06 *
5415	1482	OPERATION OF MACHINERY THARPE'S GARAGE & TOWING,	484		500.00
	2125	H. N. FUNKHOUSER & CO.	87437 11/21 B	OCT	2,650.93
	9269	JAMES RIVER EQUIPMENT	13625		1,131.86
	9269	JAMES RIVER EQUIPMENT	51129		107.88
				ACCOUNT TOTAL	4,390.67 *
5899	100	UNCLASSIFIED SERVICE TIRE & BATTERY	1110573		18.95

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	263	RAMSEY HARDWARE	412444		113.34
	263	RAMSEY HARDWARE	412476		1.16
	5140	CAPITAL ONE TRADE CREDIT	48725972		7.99
	5140	CAPITAL ONE TRADE CREDIT	48732952		199.98
	9120	APPLE VALLEY SCALE CO.	89932		2,399.52
	9218	CRYSTAL SPRINGS	16375631 100521		78.46
				ACCOUNT TOTAL	2,819.40 *
7001		MACHINERY AND EQUIPMENT			3,762.34
	5784	DEERE CREDIT, INC	0057202111		3,762.34 *
				ACCOUNT TOTAL	3,762.34 *
7026		TRANS. STATION MAINTENANC			350.00
	8831	FREDERICK ANDREAE	0015		350.00 *
				ACCOUNT TOTAL	350.00 *
				MAJOR TOTAL	239,666.38 **
043000	** MAINTENANCE OF BLDG. & GRNDS. **				
5101		ELECTRIC SERVICE			92.08
	105	TOWN OF FRONT ROYAL	334000 11/21		72.22
	105	TOWN OF FRONT ROYAL	548000 11/21		28.63
	105	TOWN OF FRONT ROYAL	550000 11/21		20.95
	105	TOWN OF FRONT ROYAL	560100 11/21		115.48
	105	TOWN OF FRONT ROYAL	561000 11/21		44.20
	105	TOWN OF FRONT ROYAL	562000 11/21		66.55
	105	TOWN OF FRONT ROYAL	563000 11/21		66.33
	105	TOWN OF FRONT ROYAL	565000 11/21		3,851.81
	105	TOWN OF FRONT ROYAL	581001 11/21		5,670.93
	105	TOWN OF FRONT ROYAL	708000 11/21		10,029.18 *
				ACCOUNT TOTAL	10,029.18 *
5102		FUEL			1,042.19
	4738	QUARLES ENERGY SERVICES	866705		526.27
	4739	QUARLES ENERGY SERVICES	64080		1,568.46 *
				ACCOUNT TOTAL	1,568.46 *
5103		WATER SEWER GARBAGE			27.45
	105	TOWN OF FRONT ROYAL	334000 11/21		76.51
	105	TOWN OF FRONT ROYAL	548000 11/21		48.67
	105	TOWN OF FRONT ROYAL	549000 11/21		14.10
	105	TOWN OF FRONT ROYAL	550000 11/21		27.45
	105	TOWN OF FRONT ROYAL	559000 11/21		88.76
	105	TOWN OF FRONT ROYAL	560000 11/21		14.10
	105	TOWN OF FRONT ROYAL	560100 11/21		41.55
	105	TOWN OF FRONT ROYAL	565000 11/21		580.72
	105	TOWN OF FRONT ROYAL	581001 11/21		84.04
	105	TOWN OF FRONT ROYAL	583000 11/21		336.18
	105	TOWN OF FRONT ROYAL	708000 11/21		365.70
	898	REPUBLIC SERVICES #976	532463 0020363		175.00
	898	REPUBLIC SERVICES #976	532710 0022098		1,880.23 *
				ACCOUNT TOTAL	1,880.23 *
5203		TELEPHONE			167.23
	2360	COMCAST	8797 11/21		

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	5379	KERNS, JAMES W.	0053202111		45.00
	5924	EARLEY, NEIL	0059202111		45.00
	8013	HAYES, JEFFREY	0080202111		30.00
	8803	SHACKELFORD, DONNA	0088202111		45.00
				ACCOUNT TOTAL	332.23 *
5405		SUPPLIES			
	743	STOKES GENERAL STORE	JM 11/21		65.70
	2110	LOWE'S	3870 11/21		195.88
	4013	STATE CHEMICAL MFG. CO.	902065261		2,202.48
	4013	STATE CHEMICAL MFG. CO.	902150185		2,283.33
	4746	VAC-SHACK	334722		59.95
	8549	MILLER'S SUPPLIES	1188274		248.24
	8549	MILLER'S SUPPLIES	1188283		727.16
	8549	MILLER'S SUPPLIES	1189983		357.96
	8549	MILLER'S SUPPLIES	1190493		522.00
	8549	MILLER'S SUPPLIES	1192636		380.00
				ACCOUNT TOTAL	7,042.70 *
5407		REPAIRS AND MAINTENANCE			
	263	RAMSEY HARDWARE	412321		1.44
	263	RAMSEY HARDWARE	412338		31.49
	263	RAMSEY HARDWARE	412352		40.49
	263	RAMSEY HARDWARE	412359		14.84
	263	RAMSEY HARDWARE	412361		3.40
	263	RAMSEY HARDWARE	412375		21.57
	263	RAMSEY HARDWARE	412395		6.28
	263	RAMSEY HARDWARE	412414		565.49
	263	RAMSEY HARDWARE	412436		19.78
	263	RAMSEY HARDWARE	412443		7.64
	263	RAMSEY HARDWARE	412449		6.74
	263	RAMSEY HARDWARE	412474		4.49
	263	RAMSEY HARDWARE	412479		75.37
	263	RAMSEY HARDWARE	412526		4.22
	263	RAMSEY HARDWARE	412541		5.66
	263	RAMSEY HARDWARE	412566		17.99
	263	RAMSEY HARDWARE	412584		23.36
	263	RAMSEY HARDWARE	412684		22.49
	263	RAMSEY HARDWARE	412724		8.09
	263	RAMSEY HARDWARE	412728		78.77
	263	RAMSEY HARDWARE	412729		16.19
	263	RAMSEY HARDWARE	412730		8.99
	263	RAMSEY HARDWARE	412757		15.29
	263	RAMSEY HARDWARE	412786		5.84
	263	RAMSEY HARDWARE	412827		13.64
	396	FERGUSON ENTERPRISES	8407570		269.95
	548	SHERWIN-WILLIAMS	6770 2		46.17
	548	SHERWIN-WILLIAMS	6940 1		336.76
	548	SHERWIN-WILLIAMS	7005 2		9.63
	548	SHERWIN-WILLIAMS	7297 3		27.95
	548	SHERWIN-WILLIAMS	7301 3		151.10

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	548	SHERWIN-WILLIAMS	7786 5		4.82
	548	SHERWIN-WILLIAMS	8012 5		22.89
	958	BEST EXTERMINATING SERV.	62990		35.00
	958	BEST EXTERMINATING SERV.	62991		35.00
	1410	LEWIN-YOUNT COMPANY	34724		712.18
	2110	LOWE'S	01697		14.22-
	2110	LOWE'S	01781		21.82-
	2110	LOWE'S	0813 11/21		359.10
	2110	LOWE'S	1003 11/21		134.83
	2110	LOWE'S	1007 11/21		113.99
	2110	LOWE'S	1019 11/21		18.92
	2110	LOWE'S	1064 11/21		28.49
	2110	LOWE'S	1101 11/21		197.42
	2110	LOWE'S	1143 11/21		332.42
	2110	LOWE'S	1179 11/21		133.88
	2110	LOWE'S	1311 11/21		137.33
	2110	LOWE'S	1408 11/21		104.84
	2110	LOWE'S	1458 11/21		269.26
	2110	LOWE'S	1503 11/21		153.82
	2110	LOWE'S	1567 11/21		264.81
	2110	LOWE'S	1621 11/21		24.64
	2110	LOWE'S	1666 11/21		287.72
	2110	LOWE'S	1699 11/21		22.00
	2110	LOWE'S	1771 11/21		785.81
	2110	LOWE'S	1835 11/21		205.26
	2110	LOWE'S	1872 11/21		113.99
	2110	LOWE'S	1876 11/21		389.43
	2110	LOWE'S	1882 11/21		59.26
	2110	LOWE'S	1924 11/21		331.15
	2110	LOWE'S	1935 11/21		136.74
	2110	LOWE'S	1943 11/21		274.55
	2110	LOWE'S	1945 11/21		141.18
	2110	LOWE'S	2397 11/21		285.84
	2110	LOWE'S	2477 11/21		181.12
	2110	LOWE'S	2526 11/21		21.83
	2110	LOWE'S	2539 11/21		54.45
	2110	LOWE'S	2559 11/21		183.48
	2110	LOWE'S	2657 11/21		5.21
	2110	LOWE'S	9544 11/21		853.30
	2568	UNIFIRST CORPORATION	1390282		174.74
	2568	UNIFIRST CORPORATION	1391469		170.12
	2568	UNIFIRST CORPORATION	1392655		184.17
	2568	UNIFIRST CORPORATION	1393852		170.12
	2673	MIDWAY SERVICE CENTER	030368		150.00
	2896	GREENWAY ENGINEERING	7264		300.00
	3278	DODSON PEST CONTROL	0032202111	923503	35.00
	3952	WINCHESTER EQUIPMENT CO.	WARRE039 11/21		718.45
	4200	NORTHEASTERN SUPPLY INC.	3224929		10.07
	4368	SOSMETAL PRODUCTS INC.	1453141		359.05

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	4979	NORVAC LOCK TECHNOLOGY	129667		862.00
	5156	UNIFIRST CORP.	1389148		379.33
	5156	UNIFIRST CORP.	1391522		311.08
	5470	KULLY SUPPLY, INC.	560951		465.50
	6136	SHALLOW CREEK ELECTRICAL S	5418		175.00
	6233	UNIFIRST CORP.	1391691		122.55
	7575	APV	4991		101.91
	8022	REXEL	131982942001		324.94
	8022	REXEL	131991857001		127.82
	8022	REXEL	132089252001		196.57
	8588	BERKELEY GLASS	84860		411.49
	8588	BERKELEY GLASS	85853		435.00
	9243	BEST EXTERMINATING SERV.	62440		50.00
	9244	BEST EXTERMINATING SERV.	62485		130.00
	9244	BEST EXTERMINATING SERV.	63164		70.00
	9244	BEST EXTERMINATING SERV.	63501		65.00
	9244	BEST EXTERMINATING SERV.	63523		29.00
	9244	BEST EXTERMINATING SERV.	63746		130.00
	9617	ORACLE ELEVATOR HOLDCO, IN	078869		145.00
	20445	UNIFIRST CORPORATION	1389094		219.26
	20445	UNIFIRST CORPORATION	1391470		222.22
	20445	UNIFIRST CORPORATION	1393853		219.26
				ACCOUNT TOTAL	16,705.68 *
5408		OPERATION OF MOTOR VEHICL			237.11
	5517	MANSFIELD OIL COMPANY	699811		191.06
	5517	MANSFIELD OIL COMPANY	715549		428.17 *
				ACCOUNT TOTAL	428.17 *
5897		COVID-19 EXPENSES			480.00
	8549	MILLER'S SUPPLIES	1188087		480.00 *
				ACCOUNT TOTAL	480.00 *
7014		FIRE PROTECTION			12,070.83
	3174	JOHNSON CONTROLS FIRE	41502617		820.00
	4757	H.M.S. FIRE EXTINGUISHERS	06083		2,733.40
	4757	H.M.S. FIRE EXTINGUISHERS	06084		8.50
	4757	H.M.S. FIRE EXTINGUISHERS	26378		17.00
	4757	H.M.S. FIRE EXTINGUISHERS	26379		8.50
	4757	H.M.S. FIRE EXTINGUISHERS	26380		196.00
	4757	H.M.S. FIRE EXTINGUISHERS	26381		15,854.23 *
				ACCOUNT TOTAL	15,854.23 *
				MAJOR TOTAL	54,320.88 **
051000	**	HEALTH **			
5601		WARREN COUNTY HEALTH DEPT			93,790.50
	6510	W.C. HEALTH DEPARTMENT	2ND 11/21		93,790.50 *
				ACCOUNT TOTAL	93,790.50 *
				MAJOR TOTAL	93,790.50 **
053500	**	CHILDREN'S SERVICES ACT **			
5301		CHILDREN'S SERVICES ACT			720.00
	2103	FAMILY PRESERVATION SERV.	0914202113760		

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	2379	CHILDREN'S SERVICES OF VA	1199		1,694.50
	2431	CHILD CARE & LEARNING CTR	7583		969.00
	2431	CHILD CARE & LEARNING CTR	7908		670.00
	2492	POPLAR SPRINGS HOSPITAL	2067085 11/21		2,484.00
	2601	INTERCEPT YOUTH SERVICES,	116125 102101		5,503.65
	2601	INTERCEPT YOUTH SERVICES,	118485 102101		5,503.65
	2601	INTERCEPT YOUTH SERVICES,	118885 102101		6,763.65
	2601	INTERCEPT YOUTH SERVICES,	118886 102101		6,763.65
	2702	UNITED METHODIST FAMILY	105278 1		460.20
	2702	UNITED METHODIST FAMILY	106127 1		4,973.43
	2702	UNITED METHODIST FAMILY	106127 10		4,973.43
	2702	UNITED METHODIST FAMILY	106127 11		6,931.05
	2702	UNITED METHODIST FAMILY	106127 12		2,628.45
	2702	UNITED METHODIST FAMILY	106127 13		4,973.43
	2702	UNITED METHODIST FAMILY	106127 2		4,779.00
	2702	UNITED METHODIST FAMILY	106127 4		6,931.05
	2702	UNITED METHODIST FAMILY	106127 5		4,832.10
	2702	UNITED METHODIST FAMILY	106127 6		6,931.05
	2702	UNITED METHODIST FAMILY	106127 7		3,823.20
	2702	UNITED METHODIST FAMILY	106278 2		477.90
	2702	UNITED METHODIST FAMILY	106278 3		460.20
	2702	UNITED METHODIST FAMILY	106278 4		460.20
	3194	VA. HOME FOR BOYS & GIRLS	7966		165.51
	3194	VA. HOME FOR BOYS & GIRLS	8074		5,983.00
	3194	VA. HOME FOR BOYS & GIRLS	8075		2,232.00
	3258	MATTHEWS CENTER FOR VISUAL	147162		7,692.84
	3258	MATTHEWS CENTER FOR VISUAL	147163		7,431.72
	3258	MATTHEWS CENTER FOR VISUAL	147216		6,971.70
	3258	MATTHEWS CENTER FOR VISUAL	147217		6,841.14
	3413	BLUE RIDGE EDUCATIONAL CN	426		19,364.00
	5957	FOSTERING ACADIA	80490 11/21		6,712.00
	5957	FOSTERING ACADIA	80490 11/21 B		6,560.00
	5957	FOSTERING ACADIA	80490 11/21 D		6,712.00
	5957	FOSTERING ACADIA	90490 11/21 C		6,712.00
	5995	SPERRY, MATTHEW AND BRITTA	2022 11		834.06
	5995	SPERRY, MATTHEW AND BRITTA	2022 12		1,616.00
	5995	SPERRY, MATTHEW AND BRITTA	2022 13		1,616.00
	5996	AMELON EARLY LEARNING CENT	1080		720.00
	5996	AMELON EARLY LEARNING CENT	1081	OCT. 2021	720.00
	5996	AMELON EARLY LEARNING CENT	1081 11/21	SEPT. 2021	720.00
	5996	AMELON EARLY LEARNING CENT	1082		720.00
	6299	SETTLE, DANIELLE	2022 10		710.00
	6310	APTS	2058737		6,501.20
	6325	PEOPLE PLACES, INC	50275		4,865.38
	6325	PEOPLE PLACES, INC	50276		374.26
	6373	E.A.S. WINCHESTER. PLLC	80515 11/21		600.00
	7592	BRALEY & THOMPSON-VIRGINIA	05402700007390		5,944.00
	7823	FIRST HOME CARE	11574 102101		3,596.00
	7823	FIRST HOME CARE	9239 072101		3,596.00

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	7823	FIRST HOME CARE	9239 102101		3,596.00
	8652	CCFS	8847093		535.00
	8652	CCFS	8847607		428.00
	9607	IMPACT LIVING SERVICES	11747 PNXZ		234.58
	9607	IMPACT LIVING SERVICES	11747 102101		5,854.00
				ACCOUNT TOTAL	211,865.18 *
5899		UNCLASSIFIED			45.00
	6615	AMANKRAH, JESSICA	0066202111		45.00 *
				ACCOUNT TOTAL	45.00 *
				MAJOR TOTAL	211,910.18 **
064010		** COMMUNITY COLLEGE **			
7037		JUVENILE DETENTION FACILI			
	2618	NORTHWESTERN COMMUNITY	1ST RJDC 11/21		58,581.00
				ACCOUNT TOTAL	58,581.00 *
				MAJOR TOTAL	58,581.00 **
071010		** PARKS & REC. ADMINISTRATION **			
3002		PROFESSIONAL SERVICES			
	624	BROGAN LAND SURVEYING, PLC	14121		1,500.00
	8181	LPDA	21083 1		242.50
	8181	LPDA	21083 2		291.00
				ACCOUNT TOTAL	2,033.50 *
3005		MAINTENANCE SERVICE CONTR			
	3787	XEROX CORPORATION	014682308		415.59
	5993	JUSTTECH LLC	74407		100.42
	6095	XEROX FINANCIAL SERVICES	28787195		202.69
				ACCOUNT TOTAL	718.70 *
5203		TELEPHONE			
	188	LINDEN SMR ASSOCIATES	0001202111		330.00
	2677	LENZ, DANIEL P	0026202111		45.00
	2712	RICHARDSON, ROBIN A	0027202111		45.00
	5041	WALKER, TIFFANY	0050202111		45.00
	9518	WALKER, RACHAEL E.	0095202111		45.00
	20908	MUNSON, ALAN	0209202111		30.00
				ACCOUNT TOTAL	540.00 *
5401		OFFICE SUPPLIES			
	20056	QUILL	20082470		48.15
	20056	QUILL	20236529		16.62
	20056	QUILL	20250094		90.24
	20056	QUILL	20250331		321.53
	20056	QUILL	20385184		14.29
	20056	QUILL	20387523		303.53
	20056	QUILL	20419323		14.29
	20056	QUILL	20621149		94.73
	20056	QUILL	20723539		367.50
				ACCOUNT TOTAL	1,270.88 *

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5402		FOOD			
	9198	BIMBO BAKERIES USA	03407430379		41.60
				ACCOUNT TOTAL	41.60 *
5403		BEVERAGES			
	2110	LOWE'S	1651 11/21		52.50
	9218	CRYSTAL SPRINGS	16379177 100521		16.00
	9218	CRYSTAL SPRINGS	16379177 110221		6.00
				ACCOUNT TOTAL	74.50 *
5801		DUES AND MEMBERSHIPS			
	3351	VRPS	7394240		200.00
				ACCOUNT TOTAL	200.00 *
				MAJOR TOTAL	4,879.18 **
071020	**	PARKS & REC. - REC. PROGRAM **			
5440		COACHES CERTIFICATION			
	30951	NCSI	15631		407.00
				ACCOUNT TOTAL	407.00 *
5443		SPECIAL INTEREST/FITNESS			
	7629	DEFENSIVE FIREARMS OF VA	7629 11/21		67.50
	7947	LEWIS, ELIZABETH	7947 11/21		1,390.50
				ACCOUNT TOTAL	1,458.00 *
5449		NEW PROGRAMS			
	5857	KROB, DORTHY	5857 11/21		72.00
				ACCOUNT TOTAL	72.00 *
				MAJOR TOTAL	1,937.00 **
071030	**	PARKS & REC. MAINTENANCE **			
3005		SERVICE CONTRACTS & CLEAN			
	898	REPUBLIC SERVICES #976	532968 4771580		1,438.48
	898	REPUBLIC SERVICES #976	533133 4814901		708.02
	5127	DLL FINANCE LLC.	0051202111	101-0447511-000	440.60
	6216	L & B PORTABLES LLC	2285		1,440.00
				ACCOUNT TOTAL	4,027.10 *
3023		SAFETY PROGRAM			
	263	RAMSEY HARDWARE	412660		20.69
	743	STOKES GENERAL STORE	JB 11/21 B		120.00
	743	STOKES GENERAL STORE	JS 11/21		81.00
	743	STOKES GENERAL STORE	TK 11/21		120.00
				ACCOUNT TOTAL	341.69 *
5101		ELECTRIC SERVICE			
	105	TOWN OF FRONT ROYAL	127101 11/21		39.86
	105	TOWN OF FRONT ROYAL	127102 11/21		94.53
	105	TOWN OF FRONT ROYAL	127104 11/21		248.48
	105	TOWN OF FRONT ROYAL	127105 11/21		27.45
	105	TOWN OF FRONT ROYAL	127106 11/21		114.61
	105	TOWN OF FRONT ROYAL	153000 11/21		1,164.69
	105	TOWN OF FRONT ROYAL	270101 11/21		230.04

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	105	TOWN OF FRONT ROYAL	595050 11/21		27.45
	105	TOWN OF FRONT ROYAL	595075 11/21		191.54
	105	TOWN OF FRONT ROYAL	595077 11/21		20.41
	105	TOWN OF FRONT ROYAL	595101 11/21		537.90
	105	TOWN OF FRONT ROYAL	612050 11/21		21.41
	105	TOWN OF FRONT ROYAL	613100 11/21		32.30
	105	TOWN OF FRONT ROYAL	613101 11/21		24.57
	105	TOWN OF FRONT ROYAL	687200 11/21		81.74
	105	TOWN OF FRONT ROYAL	687205 11/21		27.45
	105	TOWN OF FRONT ROYAL	687210 11/21		10.12
	105	TOWN OF FRONT ROYAL	707000 11/21		20.00
	105	TOWN OF FRONT ROYAL	707100 11/21		8.50
	105	TOWN OF FRONT ROYAL	709110 11/21		176.67
	105	TOWN OF FRONT ROYAL	711000 11/21		33.90
	105	TOWN OF FRONT ROYAL	733006 11/21		637.12
	105	TOWN OF FRONT ROYAL	758100 11/21		83.87
	105	TOWN OF FRONT ROYAL	773100 11/21		572.58
	105	TOWN OF FRONT ROYAL	773101 11/21		20.00
	105	TOWN OF FRONT ROYAL	773102 11/21		1,199.28
	105	TOWN OF FRONT ROYAL	773102A 11/21		2,764.92
	105	TOWN OF FRONT ROYAL	773103 11/21		2,785.17
	105	TOWN OF FRONT ROYAL	773104 11/21		1,364.76
	105	TOWN OF FRONT ROYAL	773106 11/21		8.83
	105	TOWN OF FRONT ROYAL	773109 11/21		20.41
	105	TOWN OF FRONT ROYAL	773110 11/21		20.00
	105	TOWN OF FRONT ROYAL	773111 11/21		20.82
	105	TOWN OF FRONT ROYAL	773112 11/21		20.68
	105	TOWN OF FRONT ROYAL	773114 11/21		22.86
	105	TOWN OF FRONT ROYAL	773115 11/21		255.46
	105	TOWN OF FRONT ROYAL	773116 11/21		27.45
	105	TOWN OF FRONT ROYAL	773117 11/21		379.04
	105	TOWN OF FRONT ROYAL	773118 11/21		447.04
	105	TOWN OF FRONT ROYAL	773119 11/21		277.95
	105	TOWN OF FRONT ROYAL	773120 11/21		91.92
	105	TOWN OF FRONT ROYAL	773121 11/21		20.82
	105	TOWN OF FRONT ROYAL	773122 11/21		379.80
	105	TOWN OF FRONT ROYAL	773123 11/21		487.84
	105	TOWN OF FRONT ROYAL	773124 11/21		83.87
	105	TOWN OF FRONT ROYAL	773125 11/21		79.84
	105	TOWN OF FRONT ROYAL	773129 11/21		638.00
	105	TOWN OF FRONT ROYAL	773130 11/21		177.76
	105	TOWN OF FRONT ROYAL	773131 11/21		22.17
				ACCOUNT TOTAL	16,043.88 *
5402		AUTO MAINTENANCE			
	263	RAMSEY HARDWARE	412457		71.98
	3952	WINCHESTER EQUIPMENT CO.	48767		2,537.66
	5305	WARREN CO. PUBLIC SCHOOLS	30085		1,293.74
	5305	WARREN CO. PUBLIC SCHOOLS	30089		157.27
	5305	WARREN CO. PUBLIC SCHOOLS	30099		21.61

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	5305	WARREN CO. PUBLIC SCHOOLS	30104		14.09
				ACCOUNT TOTAL	4,096.35 *
5406	8742	CHEMICALS CARTER, BRUCE H.	110902		485.00
				ACCOUNT TOTAL	485.00 *
5407		REPAIRS AND MAINTENANCE			
	100	SERVICE TIRE & BATTERY	1110088		17.50
	263	RAMSEY HARDWARE	412603		14.41
	263	RAMSEY HARDWARE	412679		12.91
	1410	LEWIN-YOUNT COMPANY	34753		160.00
	1666	NAPA AUTO PARTS	803437		35.50
	1666	NAPA AUTO PARTS	803574		.94
	1666	NAPA AUTO PARTS	803637		229.44
	2110	LOWE'S	1395 11/21		42.55
	2110	LOWE'S	2271 11/21		44.22
	2110	LOWE'S	2476 11/21		85.49
	3952	WINCHESTER EQUIPMENT CO.	31058		240.24
	8742	CARTER, BRUCE H.	110902		1,020.00
	9529	MUSCO SPORTS LIGHTING LLC	356042		7,040.00
				ACCOUNT TOTAL	8,943.20 *
5408		OPERATION OF MOTOR VEHICL			
	2125	H. N. FUNKHOUSER & CO.	87432 11/21	OCT.	323.65
	4737	QUARLES ENERGY SERVICES	29388		304.48
	4737	QUARLES ENERGY SERVICES	864245		401.03
	5853	MANSFIELD OIL COMPANY	715371		1,035.74
	5853	MANSFIELD OIL COMPANY	717542		795.88
	5866	MANSFIELD OIL COMPANY	715578		43.00
				ACCOUNT TOTAL	2,903.78 *
5410		UNIFORMS & WEARING APPARE			
	743	STOKES GENERAL STORE	AC 11/21		120.00
	743	STOKES GENERAL STORE	JB 11/21		119.67
	743	STOKES GENERAL STORE	JC 11/21		107.97
	743	STOKES GENERAL STORE	JL 11/21		120.00
				ACCOUNT TOTAL	467.64 *
5413		OPERATING SUPPLIES			
	7032	FUSSELL FLORIST	2515197103		100.00
	7032	FUSSELL FLORIST	2518 97397		65.00
	8529	DONAHOE'S WHIMSICAL FLOWER	064205 1		85.00
	8529	DONAHOE'S WHIMSICAL FLOWER	064205 2		85.00
				ACCOUNT TOTAL	335.00 *
5417		LIGHTING SYSTEM			
	263	RAMSEY HARDWARE	412719		3.59
	2110	LOWE'S	2531 11/21		284.94
	2110	LOWE'S	3131 11/21		42.74
				ACCOUNT TOTAL	331.27 *
7011		PARK DEVELOPMENT			
	3901	ALL RECREATION OF VA, INC	12570		1,323.00
	3901	ALL RECREATION OF VA, INC	12658		10,985.00
	5628	SITE CONCEPTS LLC	A10 20		2,524.00

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	9181	ARTISAN CONCRETE SERV.	908		27,274.05
				ACCOUNT TOTAL	42,106.05 *
				MAJOR TOTAL	80,080.96 **
081050	**	ECONOMIC DEVELOPMENT **			
3002		PROFESSIONAL SERVICES			
	5672	PLANET DEPOS, LLC	446049		1,200.60
	5672	PLANET DEPOS, LLC	446050		641.50
	6144	RUDIGER, GREEN & KERNS REP	16260		1,034.00
	9601	KLDISCOVERY ONTRACK, LLC	0100205568		9,379.50
	20211	SANDS ANDERSON PC	500972		126,954.16
				ACCOUNT TOTAL	139,209.76 *
				MAJOR TOTAL	139,209.76 **
083000	**	VPI EXTENSION SERVICE **			
1001		COMPENSATION EXTENSION AG			
	9041	BURSAR'S OFFICE	202201		8,164.64
				ACCOUNT TOTAL	8,164.64 *
5413		SUPPLIES			
	20074	QUILL	18976858		58.99
				ACCOUNT TOTAL	58.99 *
				MAJOR TOTAL	8,223.63 **
091000	**	NON-DEPARTMENTAL **			
3010		MAINTENANCE - CENTRAL COM			
	906	ROYAL OAK COMPUTERS	29722192		274.00
	4092	EMEDIA WEB SERVICES, INC.	2021 1038		118.75
	6203	U.S. BANK EQUIPMENT FINANC	455619551		779.66
				ACCOUNT TOTAL	1,172.41 *
3015		2021 TECH UPGRADE			
	5921	SYCOM TECHNOLOGIES	0053200		11,769.66
	5921	SYCOM TECHNOLOGIES	63948		3,280.00
	5921	SYCOM TECHNOLOGIES	65329		15,834.00
	5921	SYCOM TECHNOLOGIES	65432		2,257.50
	5921	SYCOM TECHNOLOGIES	65433		36,472.50
	5921	SYCOM TECHNOLOGIES	66038		39,151.25
	5921	SYCOM TECHNOLOGIES	66974		1,390.00
	5921	SYCOM TECHNOLOGIES	66975		512.50
				ACCOUNT TOTAL	110,667.41 *
5610		TOURISM			
	5907	JONES LANG LASALLE AMERICA	003885		14,130.69
	5907	JONES LANG LASALLE AMERICA	004051		7,790.00
	5907	JONES LANG LASALLE AMERICA	004098		17,988.31
				ACCOUNT TOTAL	39,909.00 *
5899		RESERVE FOR CONTINGENCIES			
	6510	W.C. HEALTH DEPARTMENT	FLU SHOTS		45.05

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	6510	W.C. HEALTH DEPARTMENT	FLU SHOTS B		30.00
	6510	W.C. HEALTH DEPARTMENT	FLU SHOTS C		90.00
				ACCOUNT TOTAL	165.05 *
				MAJOR TOTAL	151,913.87 **
092000	** CAPITAL OUTLAY **				
7011	6123	CENTRAL TELEPHONE SYSTEM ACOM, LLC	1086		34,331.49
				ACCOUNT TOTAL	34,331.49 *
7013	8831	COUNTY OFFICE SPACE FREDERICK ANDREAE	0019		183.75
				ACCOUNT TOTAL	183.75 *
7042	6136	RIVERMONT VFD SHALLOW CREEK ELECTRICAL S	5371		4,456.54
				ACCOUNT TOTAL	4,456.54 *
7043	6136	NORTH WARREN VFD BUILDING SHALLOW CREEK ELECTRICAL S	5426		8,512.00
				ACCOUNT TOTAL	8,512.00 *
7047	5097	BUILDING IMPROVEMENT FUND HON COMPANY	1513508		469.35
	6123	ACOM, LLC	1085		1,233.52
	8588	BERKELEY GLASS	64508		17,493.00
				ACCOUNT TOTAL	19,195.87 *
7058	6044	PURCHASE OF SECOND STREET LILLIAN SEALOCK FOX	0060202111	20A8	1,967.76
				ACCOUNT TOTAL	1,967.76 *
7061	8831	FISHNET PROPERTY FREDERICK ANDREAE	0014		120.00
	8831	FREDERICK ANDREAE	0020		236.25
				ACCOUNT TOTAL	356.25 *
7104	8181	BOAT LANDINGS LPDA	180703 16		1,665.00
	8181	LPDA	180703 17		1,044.00
				ACCOUNT TOTAL	2,709.00 *
7112	8831	HEALTH & HUMAN SERVICES C FREDERICK ANDREAE	0017		1,487.50
				ACCOUNT TOTAL	1,487.50 *
7123	8831	VOTER REGISTRAR RENOVATIO FREDERICK ANDREAE	0016		1,706.25
	8831	FREDERICK ANDREAE	0018		87.50
				ACCOUNT TOTAL	1,793.75 *
7130	263	SEIDE PARK SHELTER RAMSEY HARDWARE	412825		33.29
	2110	LOWE'S	1213 11/21		25.64
	2110	LOWE'S	1837 11/21		436.37
	2110	LOWE'S	2271 11/21		27.77
	2110	LOWE'S	2803 11/21		286.58
				ACCOUNT TOTAL	809.65 *
				MAJOR TOTAL	75,803.56 **
				FUND TOTAL	1,526,644.83

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MAJOR# ACCT# 062050	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	20767	HEALTH CARE EXPENDITURES PROBENEFITS, INC	0207202111	1994A	348.00
ACCOUNT TOTAL					348.00 *
MAJOR TOTAL					348.00 **
FUND TOTAL					348.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
032050	***LINDEN HEIGHTS SANT. DISTRICT***				
1001	9566	W.C. PUBLIC WORKS DEPT.	LH36	COMPENSATION-MANAGER	396.43
				ACCOUNT TOTAL	396.43 *
5443	9566	W.C. PUBLIC WORKS DEPT.	LH36	MAINTENANCE-LABOR	905.52
				ACCOUNT TOTAL	905.52 *
5446	4211	B & B EXCAVATING	1808	MOWING-ROADSIDE	280.00
				ACCOUNT TOTAL	280.00 *
				MAJOR TOTAL	1,581.95 **
				FUND TOTAL	1,581.95

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043050	**	SHENANDOAH FARMS SAN. DIST. **			
1001		COMPENSATION - MANAGER			
	9566	W.C. PUBLIC WORKS DEPT.	SF38		3,672.57
	9566	W.C. PUBLIC WORKS DEPT.	S37		3,086.77
				ACCOUNT TOTAL	6,759.34 *
5203		TELEPHONE/INTERNET			
	188	LINDEN SMR ASSOCIATES	0001202111		50.00
	5444	LENTZ, TIMOTHY	0054202111		45.00
				ACCOUNT TOTAL	95.00 *
5408		EQUIPMENT MAINTENANCE/OPE			
	1666	NAPA AUTO PARTS	804331		19.89
	2110	LOWE'S	1529 11/21		290.17
	3952	WINCHESTER EQUIPMENT CO.	47747		4,435.48
	5305	WARREN CO. PUBLIC SCHOOLS	30086		2,182.88
	9269	JAMES RIVER EQUIPMENT	12134		380.00
	9269	JAMES RIVER EQUIPMENT	12392		1,773.16
	9269	JAMES RIVER EQUIPMENT	13524		977.97
	9269	JAMES RIVER EQUIPMENT	13860		815.75
	9269	JAMES RIVER EQUIPMENT	13884		600.00
				ACCOUNT TOTAL	11,475.30 *
5410		UNIFORMS/SAFETY SHOES			
	743	STOKES GENERAL STORE	AA 11/21		92.68
	743	STOKES GENERAL STORE	RH 11/21		97.17
				ACCOUNT TOTAL	189.85 *
5441		DRAINAGE MAINTENANCE/REPA			
	2315	SOUTHERN STATES OF F.R.	1290587		49.95
	9566	W.C. PUBLIC WORKS DEPT.	S37		2,387.00
				ACCOUNT TOTAL	2,436.95 *
5442		MAINTENANCE - STONE			
	9223	LEHIGH HANSON	4017618		1,404.14
	9223	LEHIGH HANSON	4018710		841.19
	9223	LEHIGH HANSON	4028021		2,304.00
				ACCOUNT TOTAL	4,549.33 *
5447		BRUSH CUTTING/TREE REMOVA			
	3952	WINCHESTER EQUIPMENT CO.	29975		303.99
				ACCOUNT TOTAL	303.99 *
5451		FUEL			
	4763	VALLEY ENERGY	8277		1,065.35
	5867	MANSFIELD OIL COMPANY	715677		48.12
	5867	MANSFIELD OIL COMPANY	717849		58.77
				ACCOUNT TOTAL	1,172.24 *
5452		ROAD IMPROVEMENT PROJECTS			
	677	GENERAL EXCAVATION, INC.	485 012		1,200.00
	677	GENERAL EXCAVATION, INC.	485 013		17,842.00
	2315	SOUTHERN STATES OF F.R.	1290832		49.95
	9223	LEHIGH HANSON	4021813		1,352.77
	9223	LEHIGH HANSON	4022827		1,166.41
	9223	LEHIGH HANSON	4023890		1,291.72

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	9223	LEHIGH HANSON	4024977		1,342.77
	9223	LEHIGH HANSON	4025974		462.96
				ACCOUNT TOTAL	24,708.58 *
7001		MACHINERY & EQUIPMENT			
	9269	JAMES RIVER EQUIPMENT	01378		750.00
				ACCOUNT TOTAL	750.00 *
7057		VML LOAN - INTEREST			
	30004	VML/VACO FINANCE PROGRAM	788742002 11/21		200.04
				ACCOUNT TOTAL	200.04 *
				MAJOR TOTAL	52,640.62 **
				FUND TOTAL	52,640.62

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054050	***LAKE	FRONT ROYAL SANT DIST***			
1001		COMPENSATION MANAGER			
	9566	W.C. PUBLIC WORKS DEPT.	LFR38		723.92
	9566	W.C. PUBLIC WORKS DEPT.	LFR39		924.52
				ACCOUNT TOTAL	1,648.44 *
5441		DRAINAGE MAINTENANCE/REPA			
	9566	W.C. PUBLIC WORKS DEPT.	LFR38		683.55
				ACCOUNT TOTAL	683.55 *
5443		MAINTENANCE-LABOR/RENTAL			
	7093	SOUTHERN STATES OF F.R.	1290002		10.99
	9566	W.C. PUBLIC WORKS DEPT.	LFR38		4,089.00
	9566	W.C. PUBLIC WORKS DEPT.	LFR39		4,446.50
				ACCOUNT TOTAL	8,546.49 *
5446		MOWING-ROADSIDE			
	4211	B & B EXCAVATING	1806		560.00
	9566	W.C. PUBLIC WORKS DEPT.	LFR39		751.60
				ACCOUNT TOTAL	1,311.60 *
5447		BRUSH CUTTING/TREE REMOVA			
	9566	W.C. PUBLIC WORKS DEPT.	LFR38		507.60
				ACCOUNT TOTAL	507.60 *
				MAJOR TOTAL	12,697.68 **
				FUND TOTAL	12,697.68

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
056050	***	WILDCAT DRIVE SANT DIST ***			
5446		MOWING-ROADSIDE			
	4211	B & B EXCAVATING	1807		
				ACCOUNT TOTAL	140.00
				MAJOR TOTAL	140.00 *
				FUND TOTAL	140.00 **

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
057050	***	OSPNEY LN SANT DIST ***			
1001	9566	W.C. PUBLIC WORKS DEPT.	OL21 11/21		40.47
				ACCOUNT TOTAL	40.47 *
5443	9566	W.C. PUBLIC WORKS DEPT.	OL21 11/21		547.56
				ACCOUNT TOTAL	547.56 *
				MAJOR TOTAL	588.03 **
				FUND TOTAL	588.03

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081060	**	WARREN COUNTY AIRPORT EXP. **			
1001	6273	COMPENSATION AIRPORT MANA CASS AVIATION	0062202111		1,750.00
				ACCOUNT TOTAL	1,750.00 *
5102	4789	FUEL QUARLES	64109		968.94
				ACCOUNT TOTAL	968.94 *
5407		REPAIRS AND MAINTENANCE			
	400	LABELLA ASSOCIATES	149201		519.75
	1717	CULLIGAN OF FRONT ROYAL	0017202111	569-0009332-2	35.00
	2896	GREENWAY ENGINEERING	39664		260.00
	6136	SHALLOW CREEK ELECTRICAL S	5195		494.85
	9566	W.C. PUBLIC WORKS DEPT.	6		5,604.62
				ACCOUNT TOTAL	6,914.22 *
5898		WASTE DISPOSAL			
	898	REPUBLIC SERVICES #976	532662 0021824		424.02
	9448	JOHNNY BLUE, INC. - 3407	216367		96.43
	9448	JOHNNY BLUE, INC. - 3407	218811		96.43
	9566	W.C. PUBLIC WORKS DEPT.	6		202.36
				ACCOUNT TOTAL	819.24 *
8833		GRANT-OBSTRUCTION/LIGHTS			
	8964	TALBERT & BRIGHT, INC.	1 11/21		11,614.50
	8964	TALBERT & BRIGHT, INC.	2 11/21		9,515.00
				ACCOUNT TOTAL	21,129.50 *
				MAJOR TOTAL	31,581.90 **
				FUND TOTAL	31,581.90

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035060	** COST	RECOVERY **			
3003		ADMINISTRATIVE FEES			
	8594	EMS MANAGEMENT &	044132		2,712.46
				ACCOUNT TOTAL	2,712.46 *
5404		RECRUITMENT & RETENTION -			
	20060	QUILL	17807601		74.97
	20060	QUILL	20385637		33.99
				ACCOUNT TOTAL	108.96 *
5408		OPERATION OF MOTOR VEHICL			
	100	SERVICE TIRE & BATTERY	1110646		30.00
	5674	FRONT ROYAL FORD LLC	86138		1,290.18
	5674	FRONT ROYAL FORD LLC	86218		20.00
	5674	FRONT ROYAL FORD LLC	86366		1,200.35
	5674	FRONT ROYAL FORD LLC	86559		1,011.90
	5868	MANSFIELD OIL COMPANY	715545		2,691.77
	5868	MANSFIELD OIL COMPANY	717720		3,480.22
	7644	FINLAY FIRE APPARATUS &	6692		426.30
	10115	DONALD B. RICE TIRE CO.	6110631		499.50
	10115	DONALD B. RICE TIRE CO.	6111128		1,036.00
				ACCOUNT TOTAL	11,686.22 *
7007		COMPUTER EQUIPMENT & SOFT			
	5997	WILBANKS, LISA	REIMB 11/21		18.94
	20060	QUILL	20294553		64.95
	20060	QUILL	20295325		34.99
				ACCOUNT TOTAL	118.88 *
				MAJOR TOTAL	14,626.52 **
				FUND TOTAL	14,626.52

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035070	**SHEN.	FARMS VFC6 EXPENDITURES**			
5401		OFFICE SUPPLIES			
	20060	QUILL	18798507		128.97
	20060	QUILL	20474335		139.80
	20060	QUILL	20484539		120.25
				ACCOUNT TOTAL	389.02 *
5407		BUILDING & GROUNDS MAINTENANCE			
	898	REPUBLIC SERVICES #976	532872 4725859		228.57
	9241	BEST EXTERMINATING SERV.	62714		45.00
	9241	BEST EXTERMINATING SERV.	63855		45.00
	20060	QUILL	18798507		60.98
	20060	QUILL	20484539		73.99
				ACCOUNT TOTAL	453.54 *
5899		UNCLASSIFIED			
	20060	QUILL	20484390		81.98
				ACCOUNT TOTAL	81.98 *
7011		BUILDING IMPROVEMENTS			
	2110	LOWE'S	1508 11/21		113.05
	2110	LOWE'S	1977 11/21		125.81
	5717	PATRIOT FIRE & SECURITY	16997		4,395.22
	8588	BERKELEY GLASS	64493		2,998.00
	9033	UNITED ROOFING CONTRACTOR	10262105		530.00
				ACCOUNT TOTAL	8,162.08 *
				MAJOR TOTAL	9,086.62 **
				FUND TOTAL	9,086.62

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035071	**N. WARRREN VFD #10 EXPENDITURES**				
5406	5553	PROPANE WASHINGTON GAS	3740 11/21		149.56
				ACCOUNT TOTAL	149.56 *
5407	898	REPAIRS & MAINTENANCE REPUBLIC SERVICES #976	533165 4820999		124.00
				ACCOUNT TOTAL	124.00 *
7057	5991	LOANS FIRST STATE BANK OF LIVING	300158078 11/21		35,833.90
				ACCOUNT TOTAL	35,833.90 *
				MAJOR TOTAL	36,107.46 **
				FUND TOTAL	36,107.46

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035072	**SOUTH	WARREN VFC #3 EXPENDITURES*			
5406		PROPANE GAS			
	6050	HOLTZMAN PROPANE	1308395		26.18
				ACCOUNT TOTAL	26.18 *
5408		VEHICLE REPAIRS			
	469	FIRE PROTECTION CO. LLC	68139		558.80
	4388	ATLANTIC EMERGENCY SOLUT.	107614		921.59
				ACCOUNT TOTAL	1,480.39 *
				MAJOR TOTAL	1,506.57 **
				FUND TOTAL	1,506.57

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035073	**SHENANDOAH	SHORES VFC#5 EXP**			
5407		BUILDING GROUNDS & MAINTENANCE			
	5994	FELDFIRE	50408		2,778.75
				ACCOUNT TOTAL	2,778.75 *
5408		VEHICLE REPAIRS			
	7644	FINLAY FIRE APPARATUS &	6693		873.29
	7644	FINLAY FIRE APPARATUS &	6705		5,404.61
	7644	FINLAY FIRE APPARATUS &	6707		806.02
	7644	FINLAY FIRE APPARATUS &	6708		2,981.07
	10115	DONALD B. RICE TIRE CO.	6111420		3,963.48
				ACCOUNT TOTAL	14,028.47 *
				MAJOR TOTAL	16,807.22 **
				FUND TOTAL	16,807.22

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035074	**LINDEN	VFC #4 EXPENSES**			
7057	10118	LOANS FIRST BANK	0101202111	# 50723	
					3,227.46
				ACCOUNT TOTAL	3,227.46 *
				MAJOR TOTAL	3,227.46 **
				FUND TOTAL	3,227.46

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035075	**FORTSMOUTH VFC #8	EXPENSES**			
5407	898	BUILDING GROUNDS & MAINTENANCE REPUBLIC SERVICES #976	532888 4731170		198.08
ACCOUNT TOTAL					198.08 *
MAJOR TOTAL					198.08 **
FUND TOTAL					198.08

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MAJOR# ACCT# 081050	VENDOR NUMBER ***ECONOMIC DEVELOPMENT AUTHORITY**	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5101		ELECTRIC			
	500022	TOWN OF FRONT ROYAL - EDA	265250 11/21		115.49
	500022	TOWN OF FRONT ROYAL - EDA	265300 11/21		113.43
	500022	TOWN OF FRONT ROYAL - EDA	265302 11/21		30.20
	500022	TOWN OF FRONT ROYAL - EDA	265303 11/21		93.44
	500022	TOWN OF FRONT ROYAL - EDA	265304 11/21		30.74
				ACCOUNT TOTAL	383.30 *
5103		WATER AND SEWER			
	500022	TOWN OF FRONT ROYAL - EDA	265300 11/21		83.87
				ACCOUNT TOTAL	83.87 *
5105		UTILITY EXPENSE - GAS			
	500080	WASHINGTON GAS	0026 11/21		28.21
				ACCOUNT TOTAL	28.21 *
5205		TECHNOLOGY CORE OPERATION			
	500016	QUEEN CONSULTING & TECHNOL	11250		638.67
	500016	QUEEN CONSULTING & TECHNOL	11251		50.00
				ACCOUNT TOTAL	688.67 *
5302		PROPERTY/LIABILITY INSURA			
	500037	ERIE INSURANCE	972203759		1,571.00
				ACCOUNT TOTAL	1,571.00 *
8001		COPIER LEASE			
	500021	XEROX CORP.	014586454		173.35
				ACCOUNT TOTAL	173.35 *
				MAJOR TOTAL	2,928.40 **
				FUND TOTAL	2,928.40

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035076	** RIVERMONT VFD #2 EXPENDITURES **				
5407	REPAIRS & MAINTENANCE				
	898 REPUBLIC SERVICES #976		532817 4201117		82.00
	9625 CULLIGAN		46957		224.00
	9625 CULLIGAN		48690		116.00
				ACCOUNT TOTAL	422.00 *
				MAJOR TOTAL	422.00 **
				FUND TOTAL	422.00
				TOTAL DUE	1,711,235.78

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____

_____ Title _____ Date _____

_____ Title _____ Date _____

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on October 19, 2021 at 7:00 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 Dr. Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; David Beahm; Mike Berry, Public Works Director; Mark Butler, Sheriff; Michael Coffelt, Sanitary District Manager; Caitlin Jordan, Senior Assistant County Attorney; Jon Martz, Director of Social Services; Jane Meadows, Human Resources Director; Joe Petty, Planning Director; Matt Robertson, Finance Director; Matt Wendling, Deputy Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

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

Adoption of Agenda – Additions or Deletions

Mr. Carter requested to change the closed session item to an open session item for a citizen appointment to the Parks and Recreation Commission.

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

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

Public Comment Period (60 Minute Time Limit)

Michael Williams, 1405 Jefferson Avenue, voiced his concern about a local church that hosted a political forum in the church and was moderated by an individual who contributed money to one of the candidates participating in the forum. He believes this political forum violates the non-profit and tax-exempt status of the church where it was held, especially since it was publicized as a non-partisan event.

Larry Cox, 557 Lake Drive, said he has been a resident of Shenandoah Farms for over thirty (30) years, and Lake Drive has been a high priority on the revenue sharing plan for nearly as long. The road conditions of Lake Drive are the same as when he moved there in 1984, and he has been told every year that the road will be paved. To-date only the top and bottom of the road have been paved while the middle section of the road continues to be gravel. He thinks paving in sections like this represents wasted man hours and fuel.

Christy McMillin-Goodwin, 6 Massie Street, introduced herself as the pastor at First Baptist Church and President of the Front Royal-Warren County Ministerial Association this year. She, her church members, and the Ministerial Association are committed to finding

ways to care for neighbors who find themselves in difficult situations, and as such created the Thermal Shelter for homeless individuals in the community three years ago, which was hosted on a rotating basis by several churches in the Ministerial Association. Due to the pandemic, the churches were unable to host the Shelter, and the County stepped up and temporarily relocated the Shelter to the Health and Human Services Complex. Recently, she and the Ministerial Association found out the County ripped out the bathrooms closest to where the Shelter is located in the Complex. She is requesting the County allow the homeless individuals at the shelter to use the restrooms down the hall near the Department of Social Services' offices since the offices are unoccupied and locked at night.

Aneita Bryant, 152 Gloucester Road, representative from the Thermal Shelter, is grateful to have had the cafeteria at the Complex for the last season, which worked very well. But she feels like they were blindsided in finding out the bathrooms were gutted and rendered unusable without so much as a phone call. The Shelter's season starts in nine weeks, and the lack of restrooms is causing unnecessary grief. She also asked the County to allow the patrons of the Shelter to use the next closest restroom facilities inside the building.

Craig Anderson, 110 Sunset Lane, believes totalitarians are controlling the population with fear, and even though the President says the greatest threat to America is white supremacy, Mr. Anderson says he is not racist because he treats people like they treat him. He thinks the "woke" people are falling into this trap of alleged racism and would like to see a "Warren Ain't Woke" movement begin in the County. He thinks the Black Lives Matter movement is anti-American and wants an "All Lives Matter" flag made and flown at the gazebo on Main Street in Town.

Jim Bunce, 108 Manassas Avenue, said the Thermal Shelter is a vital resource for the sizeable homeless population in the community, and accessible restroom facilities are vital for the needs and dignity of this vulnerable population.

There were no further presentations from the public.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter reported the following:

- Halloween is coming up on Sunday, October 31st, and he encouraged everyone to be careful while driving around and/or trick-or-treating
- Encouraged citizens to go out and vote on November 2nd

Mr. Fox had nothing to report.

Mr. Mabe had nothing to report.

Mrs. Oates had nothing to report.

Mrs. Cullers reported the following:

- Leaf watchers from out of town are here, and she reminded residents to be patient; she also encouraged drivers to be wary of leaves on wet roads and to watch out for deer
- Extended sympathy to Jamie and Timmy Lentz for the loss of their mother last week
- Attended the candlelight vigil for Logan Maiatico and noted the similarly untimely passing of Brody Michael almost exactly one year ago

Dr. Daley reported the following:

- Reminded the Board of the Building Committee and Drug Prevention Committee meetings on Thursday, October 21st at 2:00 PM
- Said he was responsible for the lack of bathrooms in the Health and Human Services Complex; when the Thermal Shelter was in the Complex last year, the toilets continuously backed up because the terra cotta piping (original to the construction of the building) were crushed. He knew the restrooms were being demolished, but he was not aware they would take so long to be replaced. He will ensure restrooms will be available for the residents of the Shelter this season and proceed with the Request for Proposals to find a contractor and hopefully get the restrooms replaced by the end of the season.
- Coronavirus Update – The Coronavirus remains a significant health concern, given the resurgence of the “Delta” variant. With the County’s 42.5% fully vaccinated rate, and a sustained “high” level of community transmission throughout most of the Commonwealth, everyone must maintain a commonsense approach to mitigating any future impacts the virus may bear upon the County. Citizens and employees that 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
\$475,675.55	\$434,440.75	\$41,234.80 (9.49%)

Year-to-Date	
Meals Tax	\$798,145.23
Lodging Tax	\$221,566.82
Business License Tax	\$1,079,572.94

- Wayfinding Signage – The County and Town are working together on the trailblazing signage. The signs have been delivered, and staff is in the process of moving them into the County’s storage area. County staff will be meeting with VDOT to review the locations staked by the Public Works Department. They will be completing the permitting process with VDOT now that the sign locations have been staked and the signs have been delivered.

- Tourism Committee – Jones Lang Lasalle Americas, Inc. (JLL) continues to perform joint tourism services for the Town and County. 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. The Town and County are meeting to continue discussions on tourism moving forward.
- Development Review Committee – The Development Review Committee met on September 22, 2021 and discussed the following projects:
 - Contractor's Storage Yard – 6986 Winchester Road
 - Outdoor Commercial Recreation Facility – 650 Water Plant Road
 - Cluster Housing Developments (47 lots) – Reliance Road
 - Short-Term Tourist Rentals
 - Comprehensive Plan Review Underway
 - Proposed Warehouse Facility – Corner of Baugh Drive and Fairground Road
 - Enclosed Storage Facilities – Winchester Road (2), Winners Court
 - Equus Warehouse Facility – Winchester Road
 - McKay Springs – Corner of Winchester Road and Reliance Road
 - Interchange Phase II – Toray Drive

The Committee will meet again on October 27, 2021, at 10:00 AM.

- Appalachian Trail Connector Update – Based off a meeting with VDOT on October 7, 2021, it is with unfortunate circumstances that the County respectfully withdrew the proposed project. The original vision for the trail was to provide an 8'-10' shared use path along Route 522 that would serve as a transportation connector from the Appalachian Trail and surrounding neighborhoods to the Town of Front Royal. However, due to certain challenges, the design has become less desirable, may not provide a logical termini, and most of all may pose safety concerns due to its close proximity to a high speed and traffic roadway.
- Shenandoah Valley Rail Trail – The final report is due to the Virginia General Assembly by November 1, 2021.
- Building Inspections for August

New Home Starts Year-to-Date

County	Town	Total	2020 #s
11	0	11	20

Permits Issued Year-to-Date

2021	2020	Difference
186	261	-75 (-40.32%)

Inspections Completed Year-to-Date

2021	2020	Difference
1,026	1,209	-183 (-17.84%)

*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:

- Youth Basketball League

- Games will begin Saturday, December 4, 2021, and will be held at the Warren County Health and Human Services Complex, located at 465 15th Street and Ressie Jeffries Elementary School, located at 320 E. Criser Road. Practices will be held twice a week including Saturdays, until games start and the once a week when games begin. Practices are held at various locations.

- Tiny Tykes Basketball

- The Tiny Tykes Basketball League practices will be held on Sundays beginning December 5, 2021, at Ressie Jeffries Elementary School, located at 320 E. Criser Road. Games are scheduled to begin on Sunday, January 16, 2022, and will also be held at Ressie Jeffries Elementary School.

- Park Facility Projects

- Community Shelter Project Update: The Avtex Retirees Club has given a Monetary Donation of \$50,000 for the construction of a 48' x 32' shelter in Dr. Saul Seide Memorial Gardens Park. Ms. Stewart from the Club provided the donation check on October 8th.

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

- 108 SNAP Applications
 - 137 Medicaid Applications
 - 30 TANF Applications
 - 12 Child Care Applications
 - 897 Phone calls
 - 1,421 Lobby clients

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

- 67 CPS referrals
 - 25 APS referrals

Services rendered:

- Working with placing clients in Motel using the Motel voucher grant. Since September 10th, the Department has have spent \$4475.35 on 11 clients.
 - The Department has used \$1694.56 from the Ministerial Fund helping 8 clients.
 - Provided food to 18 individuals

- Provided clothes for E. Wilson Morrison Elementary School and individual clients
- Provided one gas card

DSS helped with the following fundraisers/events:

- Concern Hotline's Fish Fry
- Habitat for Humanity – Table
- Thermal Shelter BBQ lunch fundraiser at the Moose Lodge

- Department of Fire and Rescue Services

- Staff continues to develop the Strategic Plan and Needs Assessment for the Department. A working copy of the document will be presented and discussed with the Fire Chiefs Advisory Staff and Board of Supervisors throughout the development phase.
- The Department participated in the 2021 National Fire Prevention Week with the team of “learn the sounds of fire safety”. Special thanks to all staff who participated in the development of these educational messaging efforts.
- Firefighters Brian Foley and Ryan Baldwin attended the ImageTrend Conference. This event allowed staff to determine how to better utilize the reporting system to create effective data collection points, ensure compliance with best practices, etc.
- Staff continues to prepare for a Paramedic Advanced Life Support Training and Education Program slated to begin later this month. This program will train eight staff members to the paramedic level with the goal of staffing all stations to the ALS Level.
- The Department will be hosting a Leadership Program on October 23rd focused on the Perspectives in Servant Leadership. To date, 85 attendees have registered.
- The Department has received official notification that it was not selected for the SAFER or AFG Grants. Staff continues to evaluate staffing arrangements and future grant opportunities to determine best course of action.
- Grants still pending:
 - DHS Swiftwater PPE – 18 sets
- Training Center Fire Incident - awaiting insurance review of loss estimates.
- Logan Maiatico, 19 years old; volunteer member of Linden Station 4 and son of Captain Tony Maiatico, nephew to Gerry Maiatico tragically lost his life in a car accident on Monday, October 4, 2021 in Stafford County, VA. Logan was a student of the 2021 Volunteer Fire Academy and aspired to follow his father's footsteps. The Department continues to keep Captain Maiatico and family in their thoughts and prayers.
- Staff will be attending the Virginia Fire Officer Academy and Virginia Chief Officer Academy this month. Lieutenant Austin Cucciardo has been selected to attend the Fire Officer Academy and Captain Gerry Maiatico the Chief Officer Academy. The Department wishes them the best of luck at the academy.

- 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) until Department of Environmental Quality (DEQ) provides their approval. MRI suite work continues.
 - Equus Warehouse facility – The site work continues and building permits have been approved. Tilt-Up walls continue to go up as well as underground plumbing within the building. Review for Erosion and Sediment Control (ESC) has begun and DEQ is reviewing concurrently. No Building plans have been submitted yet but are anticipated shortly.

Public Hearing – Conditional Use Permit 2021-08-01, Charles and Lou Ann Dotson for Private Use Camping off Burma Road and Identified on Tax Map 19H, Section 1, as Parcels 7 and 8 – Matt Wendling

Matt Wendling, Deputy Planning Director, reported the applicants are requesting a conditional use permit for Private Use Camping on two vacant lots 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 applicants' intent is to continue to use the property for outdoor recreation and family gatherings. The conditional use permit would also allow them to erect a single accessory structure up to 160 square feet 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.

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 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.

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 Charles and Lou Ann Dotson for Private Use Camping (Non-Commercial) 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 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.

Public Hearing – Conditional Use Permit 2021-08-02, Jacob Lott, Jr., and Sandra Kiepfer for a Short-Term Tourist Rental Located at 50 Little Indian Road and Identified on Tax Map 16A, Section 1, Block 2, as Parcel 43A – Matt Wendling

Mr. Wendling reported 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 they have 10 years of experience with managing short-term tourist rentals that are located in Warren County operating as Hot Tub Heaven.

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 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.

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 Jacob Lott, Jr., and Sandra Kiepfer 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 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.

Public Hearing – Conditional Use Permit 2021-08-03, Nicole and Sean McMinn for a Short-Term Tourist Rental Located at 277 Sagar Drive and Identified on Tax Map 26A, Section 1, Block 5A, as Parcel 3A – Matt Wendling

Mr. Wendling reported 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.

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 four as determined according to the Health Department 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.

Nikki and Sean McMinn introduced themselves as the applicants for this conditional use permit who currently live in Washington, D.C. but have talked about moving to Front Royal at some point after spending much of the past year here due to the pandemic. They purchased this second home and would like to rent it out when they are not using it. They believe the County and Town have shown commitment to tourism in the community, and a short-term rental like this will help promote tourism. They will put up signs and barriers around property to prevent trespassing and will also establish quiet hours from 10:00 PM – 7:00 AM. The property has no immediate neighbors as the adjacent lots are undeveloped, vacant land. Further, no property owners in their subdivision have expressed opposition to this application.

Mrs. Cullers opened the public hearing. Mrs. Ciarrocchi read comments submitted via email in support of this application from the following individuals:

- Kevin Poplaski of Saga Meadery
- Curtie Mullins of C&C Home Improvements, LLC
- John Gibson of Downriver Canoe Company
- Kelly and Jeff White of Glen Manor Vineyards
- Justin and Felicia Katzovitz
- Lisa Hagen
- Nick Caporossi
- Caitlin Love of Front Royal Wines

There being no further 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 Nicole and Sean McMinn 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 four as determined according to the Health Department 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.

Appropriations and Transfers

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the additional appropriations and transfers as presented and shown below for October 2021:

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

APPROPRIATIONS

Parks & Recreation	Transfer McInnis donation check to pay invoice for Don McInnis memorial bench	\$1,323
Parks & Recreation	To de-appropriate portion of Seide Park Shelter donation already utilized	\$3,600
Skyline Training Acad.	Appropriate Law Enforcement Officer Basic #9 and Jail Officer Basic #9 uniform reimbursements received toward uniform expenditures paid	\$3,987
Health	Appropriate LCI Services sponsorship at Health & Human Services Complex	\$125

TRANSFERS

Special Projects/ Children's Services Act	To cover supplemental request from State for necessary CSA expenditures	\$192,088
Special Projects/ Economic Development Authority	Transfer for Warren County share of wayfinding signage project as approved by Board of Supervisors	\$84,900
Special Projects/ Refuse Disposal	To transfer funds in support of payment to the Septage Facility debt per Memorandum of Understanding	\$126,500
Special Projects/ Parks and Recreation	To transfer funds for playground border project at Gertrude E. Miller and Linden Parks	\$7,157

Approval of Accounts

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the list of October 2021 accounts as presented:

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

Check Numbers 298348 to 298655

Total: \$1,520,710.96

Approval of Minutes

Mrs. Cullers noted one change was needed during the County Administrator's report in the minutes; the proposed date of the Town/County Advance should be February 5, 2022, not February 6, 2022.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of October 5, 2021 as amended:

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

Consent Agenda

1. Refund Request for Central Telephone Company of Virginia (dba CenturyLink) – Sherry Sours
2. Designation of Representatives to the Blue Ridge Committee for Shenandoah Park Relations – Ed Daley
3. Adoption of Deputy Finance Director Amended Job Description – Matt Robertson
4. Contract Renewal with B&B Excavating, LLC for Snow Removal Services – Caitlin Jordan/Mike Berry
5. Contract Renewal with H B Henry Construction, LLC for Snow Removal Services – Caitlin Jordan/Mike Berry
6. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-09-01, Terra Site Constructors, LLC for a Contractor's Storage Yard Located at 6986 Winchester Road and Identified on Tax Map 4, as Lot 43B – Joe Petty
7. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-09-02, Gordon Lee Birkhimer for a Short-Term Tourist Rental Located at 52 Forest View Drive and Identified on Tax Map 18G, Section 2, as Lot 15 – Matt Wendling
8. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-03, Michael and Leslie Hofbauer for a Short-Term Tourist Rental Located at 223 Chapel View Drive and Identified on Tax Map 21N, as Lot 4 – Matt Wendling

9. Authorization to Advertise for Public Hearing – Z2021-10-01, Lorne Cooper – Ordinance to Amend and Re-Ordain Warren County Code Sections 180-8 (Definitions) and 180-22 (Residential – 1 (R-1) District) Regarding the Definition of and Allowance for Gunsmithing Services in the Residential One (R-1) Zoning District and to Add and Ordain Section 180-47.1 of the Warren County Code to Add Supplementary Regulations for Gunsmithing Services – Joe Petty
10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-05, Lorne Cooper for Gunsmithing Services in Conjunction with a Single-Family Residential Dwelling Unit Located at 49 Wild Cherry Way and Identified on Tax Map 24A, Section 2, Block 7, as Lot 306 – Joe Petty
11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-06, Michael Blevins for a Short-Term Tourist Rental Located at 267 Trillium Trail Road and Identified on Tax Map 24B, Section 3, Block 13, as Lot 481 – Matt Wendling
12. Coyote Bounty – Donald Bowers (2) – \$50.00 Each – Animal Control

On a motion by Mr. Fox, 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 Adopt a Resolution Approving a Support Agreement with the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia Relating to a Loan Refinancing – Jason Ham/Ed Daley

Dr. Daley reported this proposal is from First Bank and Trust to take the Economic Development Authority's (EDA's) loan at First Bank – Strasburg and consolidate it with the line of credit at First Bank and Trust, for which the bank has no collateral, as well as the ITFederal loan. All three would be combined in order for First Bank and Trust to collateralize the line of credit. The EDA made a seven-year line of credit with First Bank and Trust for the forty-year loan made with Curt Tran regarding the ITFederal project. Similarly, First Bank and Trust needs an explanation for the bank examiners as to why it entered into a \$10 million loan without collateral.

Mrs. Oates recapped the proposal and current situation and further pointed out that the Front Royal Town Council approved this ITFederal loan, but now County residents have to pay the price for decisions in which they were not involved.

Dr. Daley recommended the Board go into closed session to discuss the benefits of adopting this resolution and entering into the Support Agreement, but Mr. Carter asked for the Parks and Recreation Commission appointment be considered prior to entering into the closed session.

Citizen Appointment to the Parks and Recreation Commission

On a motion by Mr. Carter, seconded by Mr. Fox, and by the following vote, the Board of Supervisors appointed Jim Wells to the Warren County Parks and Recreation Commission to fill an unexpired two-year term ending February 28, 2023:

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

Closed Session – Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors 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 for the provision of legal advice pertaining to matters involving the Economic Development Authority and that the agenda be amended to allow for such closed session:

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

On a motion by Mrs. Oates, seconded by Mr. Mabe, 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 Section 2.2-3711(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

(Continued) Request to Adopt a Resolution Approving a Support Agreement with the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia Relating to a Loan Refinancing – Jason Ham/Ed Daley

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the proposed resolution approving a Support Agreement with First Bank and Trust for the Front Royal-Warren County Economic Development Authority (EDA) as outlined:

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY, VIRGINIA
APPROVING A SUPPORT AGREEMENT WITH THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA
RELATING TO A LOAN REFINANCING

WHEREAS, the Board of Supervisors (the "Board") of the County of Warren, Virginia (the "County") continues its desire to assist the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "Authority") by entering into a Support Agreement to undertake a non-binding obligation to appropriate moneys to the Authority in connection with the loan refinancing described in that certain Term Sheet dated August 19, 2021 (the "Term Sheet") from First Bank and Trust Company (the "Lender"), as approved by the Authority at its August 27, 2021 meeting and reaffirmed at its meeting on September 24, 2021 (the "Loan Refinancing"), and relating to monthly debt service payments of the Authority due to the Lender and allocable to the former Strasburg Loans (as defined in the Term Sheet).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF WARREN, VIRGINIA:

1. It is determined to be in the best interests of the County and its citizens for the Board to enter into the Support Agreement.
2. In consideration of the Authority's undertakings with respect to the Loan Refinancing, the Chairman or Vice-Chairman of the Board, either of whom may act, is hereby authorized and directed to execute and deliver the Support Agreement. The Support Agreement shall be in substantially the form presented to this meeting, which is hereby approved, with such completions, omissions, insertions or changes not inconsistent with this resolution as may be approved by the Chairman or Vice-Chairman of the Board, in their sole discretion, the execution thereof by the Chairman or Vice-Chairman of the Board of Supervisors to constitute conclusive evidence of his or her approval of such completions, omissions, insertions or changes.
3. The County Administrator is hereby authorized and directed to carry out the obligations imposed by the Support Agreement on the County Administrator, and to take all proper steps on behalf of the County as additional security for the Lender pursuant to the Loan Refinancing.
4. This resolution shall take effect immediately.

Adjournment

Mrs. Cullers adjourned the meeting at 8:24 PM.

At a special meeting of the Warren County Board of Supervisors held in the Warren County Government Center on October 26, 2021 at 5:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); and Walter J. Mabe (Shenandoah District); also present Edwin C. Daley, County Administrator; Jason J. Ham, Interim County Attorney; and Emily Ciarrocchi, Deputy Clerk of the Board

Absent: Delores R. Oates (North River District)

Adoption of the Agenda

On a motion by Mr. Carter, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the agenda as amended with the addition of an item to consider the Adoption of a Resolution Changing a Regular Meeting of the Board of Supervisors of Warren County, Virginia:

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

Adoption of a Resolution Changing a Regular Meeting Date of the Board of Supervisors of Warren County, Virginia

On a motion by Mr. Carter, seconded by Mr. Fox, and by the following vote, the Board of Supervisors adopted the proposed resolution changing the regular meeting date of the Warren County Board of Supervisors from Tuesday, November 16, 2021 to Thursday, November 18, 2021 at 7:00 PM:

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

Due to being absent from the meeting, Mrs. Oates waived notice of this special meeting and consented to the Board of Supervisors taking action to change the November 16, 2021 regular meeting date even though such matter was not in the special meeting notice provided to the Supervisors.

RESOLUTION CHANGING THE REGULAR MEETING DATE OF THE BOARD OF SUPERVISORS OF WARREN COUNTY, VIRGINIA

Warren County, Virginia hereby changes the date of the November 16, 2021 regular Board of Supervisors meeting to Thursday, November 18, 2021, at 7:00 PM in the Board Meeting Room of the Warren County Government Center, 220 North Commerce Avenue, Front Royal, Virginia.

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Carter, 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 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.*, the *EDA vs. the Town of Front Royal*, other potential claims and litigation relating to other possible liabilities of the EDA, the recovery of EDA funds and assets, and the outstanding indebtedness of the EDA:

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

On a motion by Mr. Mabe, seconded by Mr. Carter, 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:

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

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

Adjournment

Mrs. Cullers adjourned the special meeting at 6:21 PM.

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on November 3, 2021 at 9:00 AM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); and Walter J. Mabe (Shenandoah 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; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Todd Jones, Director of Technology; Caitlin Jordan, Senior Assistant County Attorney; Gerry Maiatico, Fire Marshal; Jane Meadows, Human Resources Director; Joe Petty, Planning Director; Matt Robertson, Finance Director; Sherry Sours, Commissioner of the Revenue; and Emily M. Ciarrocchi, Deputy Clerk of the Board

Absent: Delores R. Oates (North River District)

Adoption of Agenda

Mr. Carter requested the removal of item H-1 on the Consent Agenda (Approval of 2022 Board Meeting Schedule) to allow time for the newly elected Board of Supervisors members to review the proposed schedule and suggest any changes.

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; Carter, 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:

- Graded and applied stone on various non-hard surfaced roads and will continue this month
- Completed secondary mowing and started primary mowing; will complete primary mowing this month weather permitting
- Performed skin patching on various routes and conducted winter dry runs (inspecting and prepping our snow equipment for the winter season)
- Will be performing shoulder repairs and cutting brush on various routes throughout the County this month

Board Concerns:

- Will be using contractor brush crew to address sight distance issues on Route 340 South
- Waiting on pipe flushing crew to finish up and address Thompson Hollow Road
- Have received funds to replace culverts that continually wash out on Ridings Chapel Road (Route 735) with box culvert; expect to do it next spring/summer
- VDOT is behind with some of the paint refresh. Their equipment is broken down, and they are having issues with getting parts. Their contractor is already full with previous commitments.
- Contractor starting today on paving for Browntown Road (Route 649); it should take about three days, and the construction will take place during the middle of the day when the temperatures are higher (1.1 miles from Route 340)

Supervisor Carter appreciated VDOT replacing the guard rails on Dismal Hollow Road and asked when the improvements to Happy Creek Road are expected to be completed. Mr. Carter responded the contractor is on schedule to complete by December. There was an issue on the Manassas Run Road side of the project, but he will double check with the contractor.

Mrs. Cullers reiterated the concerns she voiced in October about low-hanging trees and branches along Browntown Road damaging travel trailers. She also asked about the discussion they had previously about a flashing yellow left turn light for the left turn from Route 340 onto Browntown Road, and Mr. Carter said the traffic analysis team reported the intersection did not lend itself to a flashing yellow light because of the width of the road and traffic counts. She said some of her constituents had raised concerns about people driving recklessly on Browntown Road and asked if rumble strips could be placed on the double yellow line. Mr. Carter said VDOT does not typically install rumble strips on secondary roads, and there probably would not be funding for it.

Public Comment Period (60 Minute Time Limit)

Brian Wilkinson, 4838 Gooney Manor Loop, presented a petition regarding cell phone coverage and internet service in southern Warren County to the Board members. He is a 25-year resident of Warren County and wants to improve phone service and broadband access in the area. He acknowledged the expansive broadband initiative being undertaken by Board but wants this problem to receive sustained attention along with continued focus and commitment on achieving concrete goals.

J. Paul Balserak, 5305 Gooney Manor Loop, thanked Mr. Wilkinson for taking the lead on this initiative and reiterated his concerns about the lack of phone coverage in the southern areas of the County, especially considering he has asthma and has had violent reactions to yellow jacket stings in the past. There are even times when the CenturyLink landline service is unavailable, and he is not sure why it is taking so long to get decent service to the area.

There were no further presentations from the public.

Report – Virginia Cooperative Extension Office – Stacy Swain

Stacy Swain, 4-H Program Educator, presented the Virginia Cooperative Extension report to the Board, highlighting the following points:

- Organized and facilitated the 2021 Northern Virginia Regional Wool Pool with nineteen (19) producers shipping 92 bags of raw wool
- Conducted Agricultural Damage assessment for drought related damages in Clarke, Frederick, and Warren counties due to drought conditions combined with high temperatures
- Collaborated with Old Dominion Livestock Producers, Virginia Department of Agriculture and Consumer Services, and the Winchester Livestock Exchange to conduct State Graded Sheep and Goat Sales on July 12th with 38 area producers participating with 654 sheep and 245 goats
- Continued to host its Improving Farm Profitability through Grazing Management (Graze 300) program
- Continued invasive species education, outreach, and management for the spotted lanternfly (SLF)
- Hosted four sessions on Virtual Super Pantry Financial Lessons
- Conducted pressure canning testing due to the increased interest in individuals canning their own food
- Developed and distributed monthly state-wide newsletter *Buzz, Body & Bites*; its content includes current news and trends related to nutrition and wellness, a recipe, an exercise, and a puzzle
- Conducted Free Market Fridays providing residents fresh produce from community garden and nutrition educational materials
- Was able to hold the overnight 4-H summer camp again this year with COVID-19 pandemic restrictions in place; there were 156 participants, 46% of which were from Warren County
- Hosted the “Summer Fun in the Sun” day camp with 20 youth participants
- Organized the Youth Quality Care of Animals program that twenty-seven (27) youth attended from across Virginia
- Held the Warren County Fair 4-H Livestock Shows and Auction where twenty-two (22) 4-H members participated, and forty-three (43) animals were sold at the auction for a grand total of over \$74,600

Report – Warren County Public Schools – Dr. Chris Ballenger

Dr. Ballenger was not in attendance.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter congratulated all the candidates who ran for a position in the 2021 Elections and further congratulated those who were elected; Mr. Fox echoed Mr. Carter's sentiments, as did Mr. Mabe.

Mrs. Cullers reported the following:

- Requested prayers for Mrs. Oates and her family during a difficult time
- Also congratulated the individuals who ran for office and those who were elected during the 2021 Elections
- Being a resident of southern Warren County, she understands the ongoing broadband and service needs; the Board is actively pursuing a regional, multi-million-dollar expansion project with All Points Broadband and hopes for the Governor to make the project funding announcement in December
- Thanked the Front Royal-Warren County Chamber of Commerce for putting on the Candidate Forum on October 20th for those running for office
- Attended a Leadership Conference on October 23rd hosted by the Department of Fire and Rescue Services on Perspectives on Servant Leadership
- Handed out candy on Main Street for Halloween along with Town Vice Mayor Lori Cockrell and Town Manager Steven Hicks

Dr. Daley reported the following:

- Invited Michelle Ross, Director of Samuels Public Library, to deliver a presentation on the proposed amphitheater at the Library; Ms. Ross reported the Library has received permission from the Warren County School Board to use a portion of the Ressie Jeffries Elementary School property for this project, and they have adjusted the design of the amphitheater to include a wall behind the stage to block the view of the Library's dumpsters.
- Invited Matt Robertson, Finance Director, to speak about the hiring of the new Deputy Finance Director, and Mr. Robertson announced Alisa Scott had accepted this position and will start on Monday, November 15th.
- Invited Mike Berry, Public Works Director, to provide information on the United Way's Day of Caring, which is on Friday, November 5th; the County will have a team of volunteers assisting the United Way, and they will be focusing on local non-profit organizations that need assistance on small projects.
- Dr. Daley reminded the Board of the Front Royal-Warren County Airport Capital Improvement Plan (CIP) meeting on Thursday, November 4th at 7:00 PM in the Government Center.

- Invited Missy Henry and Gerry Maiatico from the Department of Fire and Rescue Services to provide a report; Fire Marshal Maiatico spoke about two initiatives currently underway within the Department: Camping for Hunger and the annual Boot Drive. The Department is challenging all the fire stations to a friendly competition to see which station can bring in the most canned and non-perishable goods for The River 95.3's Camping for Hunger campaign in support of C-CAP. Also, the Department will be holding its Boot Drive on Saturday, November 6th from 9:00 AM – 2:00 PM at two locations – the Riverton Commons Shopping Center and the entrance to Skyline Drive. The funds and unwrapped presents from this drive help ensure local families have a memorable Christmas. The Department works with Warren County Public Schools on an application process for children and families.
- Fire Marshal Maiatico also reported the Department has been conducting training exercises throughout this week at the house located at 8897 Winchester Road, which is slated to be torn down for the construction of an enclosed storage facility; the exercises will culminate in a controlled burn of the house on Saturday, November 6th
- Invited Todd Jones, Director of Technology, to introduce new Information Technology (IT) staff, and Mr. Jones introduced Sam Cheshire as the new Technology Systems Technician who started on Monday, November 1st. He comes from Frederick County and will focus mainly on desktop support.
- Dr. Daley said he has been advised by the Commonwealth of Virginia that the County will be receiving designated tourism funds through the American Rescue Plan Act (ARPA) totaling approximately \$170,000. Grants and Special Projects Coordinator Lisa Salomon is working with Deputy County Administrator Taryn Logan and Discover Front Royal on fund utilization.
- Would like to schedule an Advance for the Board with the new members recently elected; this Advance would be held on November 30th at 3:00 PM with just the Board members and December 1st also at 3:00 PM with the Board and senior staff.

Consent Agenda

- ~~1. Approval of 2022 Board Meeting Schedule – Ed Daley~~
2. Adjustment of County Sponsored Insurance Benefits Waiting Period – Jane Meadows
3. Request to Adopt a Resolution Approving the County's Participation in the Proposed Settlement of Opioid-Related Claims – Jason Ham
4. Vehicle Purchase for the Shenandoah Farms Sanitary District – Mike Berry/Michael Coffelt
5. Use of Courthouse Grounds for the Veterans Day Presentation, American Legion Post 53 – Adjutant David Kaplan/Emily Ciarrocchi
6. Use of Courthouse Grounds for a Nativity Scene, Little Chapel Baptist Church – Emily Ciarrocchi

7. Use of Courthouse Grounds for Holiday Panels, Shenandoah Area Secular Humanists – Waller Wilson/Emily Ciarrocchi
8. Adoption of Network Administrator Job Description and Grade Placement – Jane Meadows/Todd Jones
9. Approval of UKG (Ultimate Kronos Group) for Semi-Monthly Payroll Processing – Jane Meadows/Matt Robertson
10. Authorization to Advertise for Public Hearing – Ordinance to Amend and Re-Ordain Chapter 160, Article XIX of the Warren County Code, “Transient Occupancy Tax” – Caitlin Jordan
11. Authorization to Advertise for Public Hearing – Ordinance to Add and Ordain Section 30-7 of the Warren County Code to add a one-time Bonus for Compensation Board-Funded Sheriff and Sheriff’s Deputies in FY 2021-2022 – Ed Daley
12. Authorization to Advertise for Public Hearing – Ordinance to Add and Ordain Section 30-8 of the Warren County Code to add a one-time Bonus for Non-Compensation Board-Funded Sheriff’s Deputies in FY 2021-2022 – Ed Daley
13. Authorization to Advertise for Public Hearing – Additional Appropriation of CARES Act and State Grant Funding to Warren County Public Schools – Ed Daley/Dr. Chris Ballenger

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

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY APPROVING OF THE COUNTY’S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST MCKESSON, CARDINAL HEALTH, AMERISOURCEBERGEN, JANSSEN, AND THEIR RELATED CORPORATE ENTITIES, AND DIRECTING THE COUNTY ATTORNEY AND/OR THE COUNTY’S OUTSIDE COUNSEL TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY’S PARTICIPATION IN THE SETTLEMENTS

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts Warren County, Virginia (the “County”) by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by the County’s various departments and agencies; and

WHEREAS, the County has been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the County; and

WHEREAS, the County has filed suit against McKesson, Cardinal Health, AmerisourceBergen, and Janssen Pharmaceuticals, along with certain of their related corporate entities for their role in the distribution, manufacture, and sale of the pharmaceutical opioid products that have fueled the opioid epidemic that has harmed the County; and

WHEREAS, the County's suit seeks recovery of the public funds previously expended and to be expended in the future to abate the consequences and harms of the opioid epidemic; and

WHEREAS, settlement proposals have been negotiated that will cause McKesson, Cardinal Health, AmerisourceBergen, and Janssen to pay up to \$26 billion nationwide to resolve opioid-related claims against them; and

WHEREAS, the County's outside opioid litigation counsel has recommended that the County participate in the settlements in order to recover its share of the funds that the settlement would provide; and

WHEREAS, the County Attorney has reviewed the available information about the proposed settlements and concurs with the recommendation of outside counsel.

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Warren, Virginia, this 3rd day of November, 2021, approves of the County's participation in the proposed settlement of opioid-related claims against McKesson, Cardinal Health, AmerisourceBergen, Janssen, and their related corporate entities, and directs the County Attorney and/or the County's outside counsel to execute the documents necessary to effectuate the County's participation in the settlements, including the required release of claims against settling entities.

Property Owners of Shenandoah Farms Contractual Request – Mike Berry/Ralph Rinaldi

Mr. Berry reported Ralph Rinaldi, the Chairman of the Property Owners of Shenandoah Farms (POSF) Board, has submitted a letter to the Board of Supervisors requesting assistance in the 6% share that POSF must pay on behalf of Clarke County residents who reside within the Shenandoah Farms subdivision. Per the contract with Warren County, POSF must pay 6% of its budgeted income back to Warren County each quarter, and these payments total \$1,325.51 each quarter. Due to the budget increasing slightly, the payments will now have to be increased to \$1,648 each quarter to cover the costs of Clarke County residents. With diminished income and the increase in payments, POSF is not able to meet these terms. Per the agreement with Warren County, POSF can ask the Board of Supervisors for a supplemental appropriation to complete the 6% share, which was the purpose of Mr. Rinaldi's letter.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors authorized the provision of 6% share assistance to the Property Owners of Shenandoah Farms (POSF); in lieu of additional appropriation in Contract Service payment to the POSF, the Board of Supervisors will not require Property Owners of Shenandoah Farms to return the 6% Clarke County portion, currently estimated at \$1325.51 per quarter. In future years, the funding request and determination will be made as part of the official budget cycle:

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

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Fox, seconded by Mr. Mabe, 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 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.*, the *EDA vs. the Town of Front Royal*, other potential claims and litigation relating to other possible liabilities of the EDA, the recovery of EDA funds and assets, and the outstanding indebtedness of the EDA.

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 a specific legal matter requiring the provision of legal advice, such legal matter being redistricting:

Carter, 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; Carter, Aye

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

Dr. Daley reported the County has received information from the State for redistricting, which was delayed due to the Census figures being delayed. He should be able to provide preliminary information to the Board of Supervisors by the end of November, with an authorization to advertise for public hearing item to come before the Board in December. Each magisterial district must be within 5% population to one another, and since the last

census, there has been an approximate 10% increase in the overall population of Warren County.

Adjournment

Mrs. Cullers adjourned the meeting at 12:07 PM.

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN
SHERRY T SOURS
COMMISSIONER OF THE REVENUE
PO BOX 1775 FRONT ROYAL VA 22630-0038
PHONE: 540-635-2651 FAX: 540-636-8280
E-MAIL: ssours@warrencountyva.net

November 3, 2021

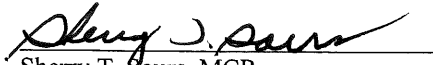
Warren County Board of Supervisors
Front Royal, VA 22630

Dear Chairman Cheryl Cullers:

An assessment for real estate taxes for the years 2019, 2020, and 2021 in the names of Shawn M. and Ellen Prather is erroneous. Mr. Prather is a 100% disabled veteran since April 24, 2017. He and his wife purchased their home in Warren County March 1, 2019. He qualified for relief on their home and five (5) acres. The property is identified as tax map 15R 8.


Under Section 58.1-3981(A) of the Code of Virginia and Section 160-62 of the Code of Warren County, it will be necessary to have the approval of the Board of Supervisors for a refund of \$3,123.04 for 2019, \$3,747.26 for 2020, and \$1,873.63 for the first half of 2021. The total refund amount is \$8,743.93 and is payable to Shawn M. & Ellen Prather, 648 Kendall Court, Front Royal, VA 22630.

In order that the Treasurer may have in her files evidence of authority to make this refund, I would appreciate your acknowledgement of this request on a copy of this letter and forwarding it to her..



Sherry T. Sours, MCR
Commissioner of the Revenue

STS:lf

I, Jamie L. Spiker, Treasurer of Warren County certify on this 3rd day of November, 2021 that the above taxes were paid.


Jamie L. Spiker, Treasurer

I, Caitlin Jordan, Assistant County Attorney for the County of Warren do consent on this 4th day of November, 2021 that the above assessment was paid in error..


Caitlin Jordan, Assistant County Attorney

Approved by the Warren County Board of Supervisors on this _____ day of _____, 2021..

Dr. Edwin Daley, County Administrator



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
November 18, 2021	H-2	Authorization for Samuels Public Library to use Sands Anderson	
<p><u>EXPLANATION & SUMMARY:</u></p> <p>The Board discussed the proposed amphitheater with Samuels Library Director Michelle Ross at the November 3, 2021 meeting, and the consensus was to allow the Library to proceed with the project.</p> <p><u>COST & FINANCING:</u></p> <p>Funding for the amphitheater is coming from non-County sources. Additional funding is not anticipated at this time. The County will provide in-kind services as needed.</p> <p><u>PROPOSED OR SUGGESTED MOTION:</u></p> <p>I move the Board of Supervisors authorize the County Administrator to provide written confirmation as to the use of Sands Anderson to prepare agreements between Warren County, the Warren County School Board, and the Samuels Public Library for the development and maintenance of an amphitheater adjacent to the Library. I further move that the County Administrator is directed to provide a written confirmation that the County agrees to move forward with the project, and that legal counsel draft an additional document that grants a three-party agreement for the project.</p>			
SUBMITTED BY: Dr. Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:



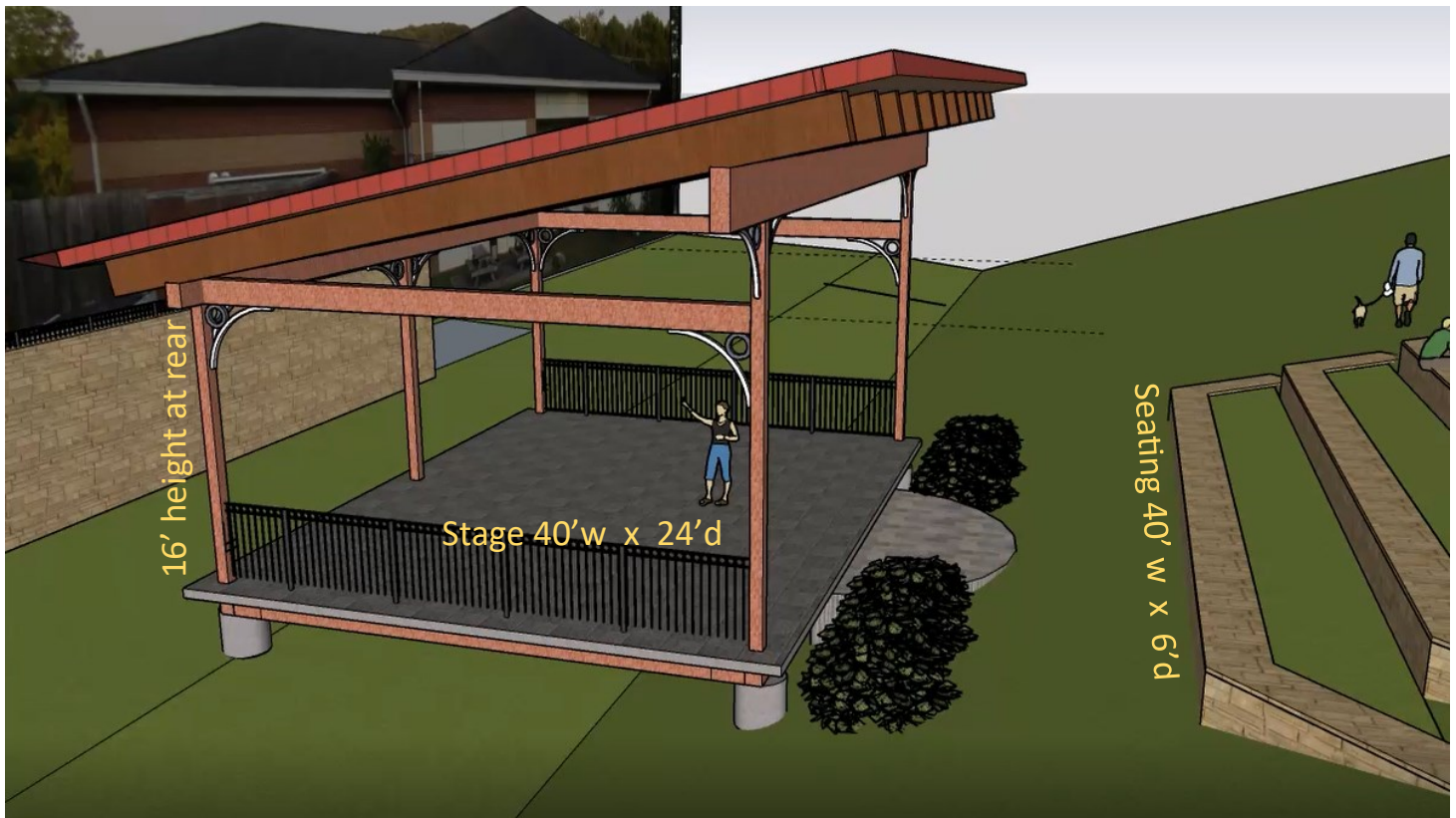
Amphitheater Project Description

Samuels Public Library proposes construction of an amphitheater on the 3.702 acre portion of property on Criser Road which is owned by the Warren County School Board and leased to the County of Warren and in turn is leased to Samuels Public Library by the County of Warren. The amphitheater would seat approximately 120 adults or 180 children, specs are provided on the attached images. It could be used for Library events, school events, County events, and approved community events.

The Library has multiple donors prepared to fund the amphitheater project. The County wouldn't need to contribute financially, but may be asked to assist with labor when the time comes.

The Library has presented the project to the Warren County School Board, who voted to move forward with the project. The School Board needs a letter from the County stating that they also agree to move forward. Once the School Board receives the letter - a three-party agreement will be drafted between the Library, the School Board, and the County. After the agreement is finalized, the project can truly begin.

Full presentation at School Board Work Session on Sept. 15, 2021 can be found on
You Tube at <https://www.youtube.com/watch?v=JqebIDyHI10>



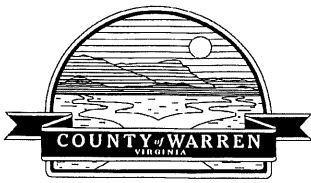
Back Wall to help mitigate noise and sight of trash
pick up area as well as provide a possible staging
area behind a backdrop

Seating: 5 rows

Knee walls 40'w and 6' between rows

Estimate 120 adults or 180 kids on walls with
room for more on the grass





COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF 1
November 18, 2021	H-3	Citizen Nomination to the Cedar Creek and Belle Grove National Historical Park Federal Advisory Commission	

EXPLANATION & SUMMARY:

In August 2021, the County received a letter from the National Park Service regarding the County's appointment to the Cedar Creek and Belle Grove National Historical Park Federal Advisory Commission, which will begin meeting one again after a bit of a hiatus. The current citizen interest group representative, Elizabeth "Lee" Meyer, who has been the County's representative since 2014, is interested in being re-nominated to this position.

COST & FINANCING: N/A

CONSENT AGENDA MOTION:

I move that the Board of Supervisors nominate Elizabeth "Lee" Meyer for appointment to the Cedar Creek and Belle Grove National Historical Park Federal Advisory Commission.

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
Emily Ciarrocchi, Deputy Clerk of the Board		



United States Department of the Interior

NATIONAL PARK SERVICE

Cedar Creek & Belle Grove
National Historical Park
P.O. Box 700
Middletown, VA 22645



IN REPLY REFER TO:

7.A.2 (4240)

August 25, 2021

Ms. Cheryl Cullers
Chair
Warren County Board of Supervisors
220 North Commerce Avenue
Front Royal, VA 22630

Dear Ms. Cullers:

After a bit of a hiatus, the Cedar Creek and Belle Grove National Historical Park Federal Advisory Commission has permission from the Secretary of the Interior to begin meeting again this September. We look forward to providing park updates to the commission, as well as hearing from our surrounding counties and neighbors. As you may know, the Cedar Creek and Belle Grove National Historical Park Advisory Commission was established with the park's enabling legislation on December 19, 2002 (Public Law 107-373). The commission ensures suitable local, regional, and national involvement in the implementation of the park's General Management Plan and identifying land preservation priorities around the park. The commission provides valuable input for this partnership park. As this is a national effort, it should reflect a wide range of expertise, diversity, and interests.

Pursuant to the enabling legislation, the Secretary of the Interior is to appoint fifteen members to the commission. These individuals are to be appointed from designated organizations and government agencies as well as two landowners and one citizen interest group representative. Mrs. Lee Meyer has served as the Warren County representative since 2014. Mrs. Meyer's first term of service has come to an end. Your office has the option of renominating her or submitting a new nomination for primary and submitting for an alternate as Warren County representatives to serve on the commission. The Secretary of the Interior will appoint or reappoint the nominees to the commission.

For each individual you recommend, please include a resume or biographical outline, with home and business addresses, e-mail contacts, and telephone numbers. We also request the full name and a date of birth for each nominee.

Your nomination should be addressed to:

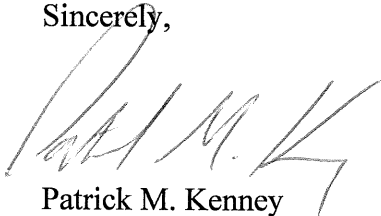
Karen Beck-Herzog
Site Manager

National Park Service
Cedar Creek and Belle Grove National Historical Park
P.O. Box 700
Middletown, VA 22645

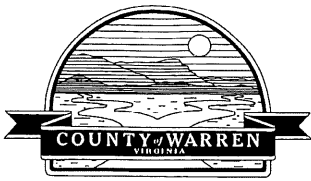
I appreciate everything that the Warren County has done to support the park. It truly takes all of us to promote and protect this special place, and your participation is invaluable as a park partner and a commission member. If you have any questions regarding the nomination process or other park matters, please contact Karen Beck-Herzog at (540) 220-7824.

I look forward to your input on this commission appointment.

Sincerely,

A handwritten signature in dark ink, appearing to read "Patrick M. Kenney", written over a light blue horizontal line.

Patrick M. Kenney
Superintendent



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
November 18, 2021	H-4	Use of Courthouse Grounds – Justice for Trey Rally – Heidi Teabo	

EXPLANATION & SUMMARY:

Please see the attached Special Event Permit Application from Heidi Teabo, which was submitted to the Town of Front Royal then forwarded to the County due to the proposed event taking place on the Courthouse lawn. Ms. Teabo is interested in holding a peaceful gathering of individuals in memory of murder victim Tristen Brinklow on November 29, 2021, which is the scheduled day for the sentencing of Richard Crouch, the man who pled guilty in July 2021 to the murder of Tristen Brinklow.

COST & FINANCING: N/A

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize Heidi Teabo to conduct a peaceful gathering of individuals in memory of murder victim Tristen Brinklow on the Courthouse lawn on November 29, 2021.

OR

I move that the Board of Supervisors not authorize Heidi Teabo to conduct a peaceful gathering of individuals in memory of murder victim Tristen Brinklow on the Courthouse lawn on November 29, 2021.

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
Emily M. Ciarrocchi, <i>El</i> Deputy Clerk of the Board		

SPECIAL EVENT PERMIT APPLICATION

A Special Events Permit is required to regulate the time, place and manner of special events and demonstrations within the Town and to accommodate competing demands for the public use of streets, sidewalks and public places. Regulation is necessary to preserve the public peace and safety, to permit free expression on issues of public concerns, to protect persons and property, to maintain acceptable conditions of traffic flow upon the streets and sidewalks and to prevent, control or eliminate any illegal, injurious or dangerous effects of this lawful activity. The Town does not seek to deny or abridge any person's rights of assembly and free speech or the opportunity for communication of thought and discussion of public questions in public places. Refer to Chapter 72 of the Front Royal Municipal Town Code for more information.

APPLICANT INFORMATION (PLEASE PRINT)

APPLICANT NAME: Heidi Teabo

MAILING ADDRESS: 2207 Marys Shady Lane, Front Royal,
Virginia 22630

PHONE#: 1-540-551-0961

E-MAIL: mommyteabo2020@gmail.com* (All lowercase)

GROUP/ORGANIZATION (if applicable) Justice for Trey rally

EVENT INFORMATION

EVENT NAME (if applicable) Justice for Trey rally

DATE: Nov 29 2021

LOCATION: 1 East Main Street Front royal VA 22630

☐ PRIVATE PROPERTY In front of Warren County Courthouse

☒ PUBLIC PROPERTY (please check all that apply)

☐ Historic Downtown Area (Gazebo, Village Commons)

☐ Various Town Streets (Check for Parades/Races)

☐ Bowman Park

☒ Other (please specify) Courthouse

TIME: Begin 9 am End _____

Public Property: If you need extra time for setup and cleanup, please indicate how much time is needed in hours:
Setup: _____ Clean Up: _____

CONTACT PERSON ON DAY OF EVENT IF DIFFERENT FROM APPLICANT

Name _____

Phone # _____

TYPE OF EVENT

- ☒ Stationary Organized Event/Gathering
- ☐ Stationary Organized Event/Gathering resulting in closing of a public street or parking lot
- ☐ Parade/Procession in conjunction with a Stationary Organized Event/Gathering
- ☐ Parade or Procession Only
- ☐ Run and/or Walk Event or Race in conjunction with a Stationary Organized Event/Gathering
- ☐ Run and/or Walk Event or Race Only
- ☐ Closure of a Town Right-of-Way for a Private Event
- ☐ Other (please specify) _____

BRIEF DESCRIPTION OF THE EVENT

The
Tristen Brinklow was missing & found deceased. ~~Two~~
murders were caught & were offered a plea deal to
where one got 5 years for his death. Tristen didn't
get a plea for his life. The other guy is getting 10
years. This is our opportunity to be his voice.
Gathering - Freedom of speech - gather peacefully
assemble.

HAVE THE FOLLOWING PROVISIONS BEEN MET FOR YOUR EVENT? (please check all that apply)

- ☐ Restroom Facilities (please arrange for porta-johns for large crowds or serving food/drinks)
- ☐ Security for crowd, noise, parking and traffic control
- ☐ Emergency Services/Fire Protection
- ☐ Food and Beverages Sold or Distributed (please check with the local Warren County Health Department for any regulations)
- ☐ Waste/Refuse Disposal
- ☐ ADA Compliance
- ☐ Proposed Equipment (vehicles, staging, shelters, lighting, loud speakers, inflatables, tents etc)
(please check with the County of Warren Building Inspector Office for any required permits for structures and inflatables)
- ☐ Revenue Anticipated ☐ Yes (see page 4) ☐ No
- ☐ Animals Included/Excluded during Event (circle one)
- ☐ Music
- ☐ Closure of Public Streets and/or Parking Lots (list closures on page 3)

CLOSURE OF TOWN RIGHTS-OF-WAYS (STREETS AND/OR PROPERTY) NEEDED FOR EVENT

Full and/or partial closure of Main Street shall be permitted two (2) times a month with a maximum of twelve (12) closures a calendar year. Full closure of the Gazebo Parking Lot shall be permitted only when the full or partial closure of Main Street has been requested/permitted. Partial closure of the Gazebo Parking Lot shall be permitted, but the East Main Street entrance to the Parking Lot will remain open to accommodate parking for the Visitor's Center and local businesses. Bollards will be placed in the parking lot, by the Town, to allow such parking.

List ALL requested closures:

no closures anticipated

☐ **Route/Map Attached.** Required for Parades, Procession, Walk, Runs, Races. It shall show/list the cross streets or landmarks for the starting/ending locations including staging areas. Race Marshalls must be provided by the organization and placed at the start/finish and at every intersection along the coned route. Race event organizers shall be responsible for providing traffic cones along affected routes to keep participants within coned boundaries. Routes are reviewed by local law enforcement to ensure safety for participants and accommodate competing demands for the public use of streets.

ANTICIPATED REVENUE

If revenue is anticipated to be generated by the event, the individuals or entity that will benefit therefrom is required. Vendors associated with special events permitted through this application shall not be subject to Town business license requirements; however, the approved permit does not eliminate any requirement for any business license/permit which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations or compliances with any other federal, state or local statutes, ordinances or rules or regulations.

Individual/Entity that will benefit from the event N/A

FEES/INSURANCE

The payment of reasonable fees for the use of Town utilities are as follows. Please indicate if the event will need electricity by checking below:

- ☐ Electric Service - \$25.00 non-refundable per day paid in advance. The key to the electric box must be picked up at the Visitor Center between the hours of 9:00am – 5:00pm before the event.
- ☐ Water Service – a meter will be placed and the event coordinator/applicant will be billed accordingly

All checks are made payable to the *Town of Front Royal*. The Town accepts cash and all major credit cards.

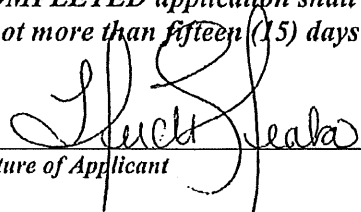
Proof of liability insurance (Certificate of Liability Insurance) underwritten by insurers acceptable to the Town, indemnifying the Town against any perils, suits, claims and losses which may arise in connection with the event. Such coverage shall be in amounts based upon risks associated with each type of event in consideration of anticipated attendance. The Certificate of Liability Insurance shall name the Town of Front Royal as an "Additional Insurer" and specifically state the name, date and location of the event. Please indicate if Certificate is attached.

☐ Certificate of Liability Insurance Attached N/A

Applications shall be submitted not less than thirty (30) days nor more than six (6) months prior to the date of the proposed activity.

All applications shall be COMPLETED at least thirty (30) days before the date of the proposed activity or the application shall be null and void.

A COMPLETED application shall be processed and either granted or denied within a reasonable time of receipt, but not more than fifteen (15) days from the receipt of any application.


Signature of Applicant

9/20/2021
Date

Once completed send to Tina Presley at tpresley@frontroyalva.com, Town Hall 102 E Main Street, (540) 635-8007

Charlie Paullin/Daily

FRONT ROYAL — Tristen Brinklow had been 20 years old for four days before his murder in September 2019.

He had a big smile, loved cars and was always willing to help others, according to his mother Jennifer Brinklow.

She said she will never be able to see that smile, and a person involved isn't going to jail long enough for his role.

George Good, 29, of Front Royal, was sentenced to a total of 35 years in prison on Friday, with all but 10 years suspended, and 10 years of probation for three separate crimes, one of them stemming from the death of Brinklow.

"I'm never going to hear him say, 'Mom, I love you' again," Jennifer Brinklow said during the plea acceptance and sentencing at Warren County Circuit Court on Friday. "It makes no sense to me at all," she said of the sentencing.

The sentence came by way of a plea deal that Good accepted. It was offered earlier this year in exchange for his testimony at the trial against Richard Crouch, 37, of Front Royal. Crouch pleaded guilty last month to a murder charge in Brinklow's death.

Good was also charged with murder in the death of Brinklow initially, but he gave statements that Crouch had committed the murder and that he helped conceal the body afterward, Warren County Commonwealth's Attorney John Bell said during the hearing as part of the evidence in the case.

Tristen Brinklow was beaten and placed inside a motel refrigerator that was found near the Thunderbird Farms boat landing.

Crouch gave statements that Good committed the murder, Bell told the court. But Good led the prosecution to evidence that helped ultimately put the onus of the crime on Crouch, Bell explained to the court.

Because Crouch ended up pleading guilty to the charge, and Good put his statements about what had happened on the record in the case against Crouch, Bell told the court his office felt that he held up his end of the deal.

As a result, the murder charge was dropped. A single count of defiling a body and one count of concealing a body remained against him in the case. Good was sentenced to five years on the former, with it all suspended, and five years on the later, the maximum, with none suspended.

The other two crimes involved a drug deal with a confidential informant, and shouldn't Good firing a gun during a separate assault incident that resulted in a bullet grazing the leg of a man. April Marie Wright, 43, of Stephen's City previously pleaded guilty to her role in that assault.

Good was sentenced to five years in prison, with four years suspended in each of the five charges he faced relating to those incidents, adding to the remaining five years in prison that he will have to serve. His sentence in the assault case was consistent with the sentence of Wright, Bell told the court.

"There are things you can go to hell for, but not jail," Bell said after the hearing, acknowledging there is no crime for not intervening in a crime, even in the case of murder. If there were, it would be tough to determine when a person should get involved, as well as tough to prove in court when that happened, he said.

"My deepest condolences to you and your family," Judge William Sharp said to Jennifer Brinklow after the hearing, in which he accepted the deal. The decision to accept the deal was among the thoughts he's had to make, he said, acknowledging that some people may not see the sentence as enough in the instance of a murder.

Sharp didn't have to accept the deal, but the penalties went above the sentencing guidelines for the case, he explained. Those guidelines compare sentences of similar crimes to each other to determine whether people are punished consistently across the state, while taking into account certain factors in each case.

Accepting the deal, along with the deal Crouch was given, meant there was a conviction in the murder, Sharp also explained. If both cases had gone to trial, there would've been a possibility that both could have fended off conviction, he said.

Defense attorney Aaron Burgin, who represented Good, stated his client was persistent in finding the evidence in the case, that involved a search by the Commonwealth's Attorney's Office and law enforcement officers up and down a quarry.

"Nothing will ever bring her son back," Burgin acknowledged during the hearing, adding he sympathized with Jennifer Brinklow but prayed that he never would have to empathize with her.

Toward the end of the hearing, Good turned to Jennifer Brinklow, saying, "I'm sorry that I didn't do more," while sniffing. He added "everything happened so fast" and that he, "didn't think this would be the end result."

"In my gut, it doesn't sit with me," Jennifer Brinklow said of the apology.

Several family members and friends of the Brinklow family protested outside the courthouse Friday, saying the deal was not enough. They shouted "Justice for Trey" and held signs with those words on them. Because of COVID-19 precautions in place, only members of the principals' immediate family and news media are allowed in the courtrooms during hearings.

A brother of Good's attended the hearing but declined to comment. Sabrina Kuser, 30, of Warren County, who is Good's fiancée, said she is happy that Good took the deal and that he was remorseful about what happened.

Crouch is scheduled to be sentenced in November for his role in the murder, as well as a domestic assault and drug distribution charges. He could be sentenced to around 30 years in prison for all three offenses.

Contact Charles Paullin at cpaullin@nvdaily.com

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Warren County Circuit - Criminal Division

Case Details

Case Number: CR19000746-00	Filed: 10/24/2019	Commenced by: Indictment	Locality: COMMONWEALTH OF VA
Defendant: CROUCH, RICHARD MATTHEW	Sex: Male	Race: White	DOB: 05/16/****
Address: FRONT ROYAL, VA 22630			
Charge: MALICIOUS BODILY INJURY	Code Section: 18.2-51	Charge Type: Felony	Class: 3
Offense Date: 09/24/2019	Arrest Date: 09/29/2019		

Hearings

#	Date	Time	Type	Room	Plea	Duration	Jury	Result
1	11/18/2019	1:30PM	Grand Jury	B				True Bill
2	01/06/2020	9:00AM	To Be Set	B				Continued Motion Of Defense
3	02/03/2020	9:00AM	To Be Set	B				Set For Trial
4	06/05/2020	9:00AM	Trial	B				Continued Motion Of Judge
5	07/14/2020	9:00AM	Trial	B				Continued Motion Of Defense
6	07/14/2020	9:00AM	Jury Trial	B			No	Withdrawn
7	08/14/2020	9:00AM	Motion - Other Pre-Trial	B				Continued Motion Of Defense
8	09/15/2020	9:00AM	Motion - Other Pre-Trial	B				Denied
9	10/19/2020	9:00AM	Review	B				Withdrawn
10	10/29/2020	9:00AM	Jury Trial	B		2 Day(s)	No	Withdrawn
11	10/30/2020	10:00AM	To Be Set	B				Continued
12	12/14/2020	9:00AM	To Be Set	B				Continued
13	01/07/2021	9:00AM	To Be Set	B				Continued Motion Of Judge
14	02/04/2021	9:00AM	To Be Set	B				Continued Motion Of Judge
15	02/26/2021	9:00AM	To Be Set	B				Joint Motion
16	03/02/2021	9:00AM	Plea	B				Continued Motion Of Judge
17	03/05/2021	9:00AM	To Be Set	B				Set For Trial
18	07/23/2021	11:00AM	Plea	B	Guilty			Presentence Ordered
19	11/19/2021	9:00AM	Pre-Trial	B				Withdrawn
20	11/29/2021	8:30AM	Jury Trial	B		4 Day(s)	No	Withdrawn
21	11/29/2021	9:00AM	Pre-Sentence Report					

22	11/30/2021	9:00AM	Jury Trial	B		3 Day(s)	No	Withdrawn
23	12/01/2021	9:00AM	Jury Trial	B		2 Day(s)	No	Withdrawn
24	12/02/2021	9:00AM	Jury Trial	B		1 Day(s)	No	Withdrawn

Final Disposition

Disposition Code:	Disposition Date:	Concluded By:
Amended Charge: UNLAWFUL WOUNDING	Amended Code Section: 18.2-51	Amended Charge Type: Felony

Jail/Penitentiary:	Concurrent/Consecutive:	Life/Death:
Sentence Time:	Sentence Suspended:	Operator License Suspension Time:
Fine Amount:	Costs:	Fines/Cost Paid:
Program Type:	Probation Type:	Probation Time:
Probation Starts:	Court/DMV Surrender:	Driver Improvement Clinic:
Driving Restrictions:	Restriction Effective Date:	
VA Alcohol Safety Action:	Restitution Paid:	Restitution Amount:
Military:	Traffic Fatality: No	

Appealed Date:

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Warren County Circuit - Criminal Division

Case Details

Case Number: CR19000748-00	Filed: 10/24/2019	Commenced by: Indictment	Locality: COMMONWEALTH OF VA
Defendant: CROUCH, RICHARD MATTHEW	Sex: Male	Race: White	DOB: 05/16/****
Address: FRONT ROYAL, VA 22630			
Charge: STRANGLE:WOUND/INJURY RESULTS	Code Section: 18.2-51.6	Charge Type: Felony	Class: 6
Offense Date: 09/24/2019	Arrest Date: 09/29/2019		

Hearings

#	Date	Time	Type	Room	Plea	Duration	Jury	Result
1	11/18/2019	1:30PM	Grand Jury	B				True Bill
2	01/06/2020	9:00AM	To Be Set	B				Continued Motion Of Defense
3	02/03/2020	9:00AM	To Be Set	B				Set For Trial
4	06/05/2020	9:00AM	Trial	B				Continued Motion Of Judge
5	07/14/2020	9:00AM	Trial	B				Continued Motion Of Defense
6	07/14/2020	9:00AM	Jury Trial	B			No	Withdrawn
7	08/14/2020	9:00AM	Motion - Other Pre-Trial	B				Continued Motion Of Defense
8	09/15/2020	9:00AM	Motion - Other Pre-Trial	B				Denied
9	10/19/2020	9:00AM	Review	B				Withdrawn
10	10/29/2020	9:00AM	Jury Trial	B		2 Day(s)	No	Withdrawn
11	10/30/2020	10:00AM	To Be Set	B				Continued
12	12/14/2020	9:00AM	To Be Set	B				Continued
13	01/07/2021	9:00AM	To Be Set	B				Continued Motion Of Judge
14	02/04/2021	9:00AM	To Be Set	B				Continued Motion Of Judge
15	02/26/2021	9:00AM	To Be Set	B				Joint Motion
16	03/02/2021	9:00AM	Plea	B				Continued Motion Of Judge
17	03/05/2021	9:00AM	To Be Set	B				Set For Trial
18	07/23/2021	11:00AM	Plea	B	Guilty			Presentence Ordered
19	11/19/2021	9:00AM	Pre-Trial	B				Withdrawn
20	11/29/2021	8:30AM	Jury Trial	B		4 Day(s)	No	Withdrawn
21	11/29/2021	9:00AM	Pre-Sentence Report					

22	11/30/2021	9:00AM	Jury Trial	B		3 Day(s)	No	Withdrawn
23	12/01/2021	9:00AM	Jury Trial	B		2 Day(s)	No	Withdrawn
24	12/02/2021	9:00AM	Jury Trial	B		1 Day(s)	No	Withdrawn

Final Disposition

Disposition Code:	Disposition Date:	Concluded By:
Amended Charge:	Amended Code Section:	Amended Charge Type:

Jail/Penitentiary:	Concurrent/Consecutive:	Life/Death:
Sentence Time:	Sentence Suspended:	Operator License Suspension Time:
Fine Amount:	Costs:	Fines/Cost Paid:
Program Type:	Probation Type:	Probation Time:
Probation Starts:	Court/DMV Surrender:	Driver Improvement Clinic:
Driving Restrictions:	Restriction Effective Date:	
VA Alcohol Safety Action:	Restitution Paid:	Restitution Amount:
Military:	Traffic Fatality: No	

Appealed Date:

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Warren County Circuit - Criminal Division

Case Details

Case Number: CR19000749-00	Filed: 10/24/2019	Commenced by: Indictment	Locality: COMMONWEALTH OF VA
Defendant: CROUCH, RICHARD MATTHEW	Sex: Male	Race: White	DOB: 05/16/****
Address: FRONT ROYAL, VA 22630			
Charge: STRANGLE:WOUND/INJURY RESULTS	Code Section: 18.2-51.6	Charge Type: Felony	Class: 6
Offense Date: 09/24/2019	Arrest Date: 09/29/2019		

Hearings

#	Date	Time	Type	Room	Plea	Duration	Jury	Result
1	11/18/2019	1:30PM	Grand Jury	B				True Bill
2	01/06/2020	9:00AM	To Be Set	B				Continued Motion Of Defense
3	02/03/2020	9:00AM	To Be Set	B				Set For Trial
4	06/05/2020	9:00AM	Trial	B				Continued Motion Of Judge
5	07/14/2020	9:00AM	Trial	B				Continued Motion Of Defense
6	07/14/2020	9:00AM	Jury Trial	B			No	Withdrawn
7	08/14/2020	9:00AM	Motion - Other Pre-Trial	B				Continued Motion Of Defense
8	09/15/2020	9:00AM	Motion - Other Pre-Trial	B				Denied
9	10/19/2020	9:00AM	Review	B				Withdrawn
10	10/29/2020	9:00AM	Jury Trial	B		2 Day(s)	No	Withdrawn
11	10/30/2020	10:00AM	To Be Set	B				Continued
12	12/14/2020	9:00AM	To Be Set	B				Continued
13	01/07/2021	9:00AM	To Be Set	B				Continued Motion Of Judge
14	02/04/2021	9:00AM	To Be Set	B				Continued Motion Of Judge
15	02/26/2021	9:00AM	To Be Set	B				Joint Motion
16	03/02/2021	9:00AM	Plea	B				Continued Motion Of Judge
17	03/05/2021	9:00AM	To Be Set	B				Set For Trial
18	07/23/2021	11:00AM	Plea	B	Guilty			Presentence Ordered
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20	11/29/2021	8:30AM	Jury Trial	B		4 Day(s)	No	Withdrawn
21	11/29/2021	9:00AM	Pre-Sentence Report					

22	11/30/2021	9:00AM	Jury Trial	B		3 Day(s)	No	Withdrawn
23	12/01/2021	9:00AM	Jury Trial	B		2 Day(s)	No	Withdrawn
24	12/02/2021	9:00AM	Jury Trial	B		1 Day(s)	No	Withdrawn

Final Disposition

Disposition Code:	Disposition Date:	Concluded By:
Amended Charge:	Amended Code Section:	Amended Charge Type:

Jail/Penitentiary:	Concurrent/Consecutive:	Life/Death:
Sentence Time:	Sentence Suspended:	Operator License Suspension Time:
Fine Amount:	Costs:	Fines/Cost Paid:
Program Type:	Probation Type:	Probation Time:
Probation Starts:	Court/DMV Surrender:	Driver Improvement Clinic:
Driving Restrictions:	Restriction Effective Date:	
VA Alcohol Safety Action:	Restitution Paid:	Restitution Amount:
Military:	Traffic Fatality:	

Appealed Date:

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COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE November 18, 2021	ITEM H-5	SUBJECT Assistance to the Northern Shenandoah Valley Regional Commission (NSVRC) for a Transit Recovery Marketing Initiative	PAGE 1 OF 1
<u>EXPLANATION & SUMMARY:</u> The Northern Shenandoah Valley Regional Commission is applying for a Local Match Grant which requires an appropriation of \$2,000 from Warren County. <u>COST AND FINANCING:</u> <u>CONSENT AGENDA MOTION:</u> (1) I move that the Board of Supervisors approve the appropriation of \$2,000 to the NSVRC for a \$ 2,000 local match to a Transit Recovery Marketing Initiative.			
SUBMITTED BY: Dr. Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:



NORTHERN SHENANDOAH VALLEY
REGIONAL COMMISSION

400E Kendrick Lane
Front Royal VA 22630
Phone: 540-636-8800
Fax: 540-635-4147
www.NSVregion.org

OFFICERS

Dennis M. Morris
Chairman

Eric Lawrence
Vice Chairman

Nora Belle Comer
Secretary/Treasurer

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Brandon Stidham*

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WARREN COUNTY
Walt Mabe
Delores Oates
John E. Vance*

BERRYVILLE
Mayor Harry L. Arnold, Jr

FRONT ROYAL
Letasha Thompson

LURAY
Ron Vickers

MIDDLETOWN
Carolyn Aliff

STRASBURG
Paul Weaver

STEPHENS CITY
Linden Favel

WINCHESTER
Evan H. Clark
Kim Herbstritt
Timothy A. Youmans*

WOODSTOCK
Jacqueline Lambert*

*denotes Executive
Committee Member

October 29, 2021

Mr. Edwin Daley
Warren County Administrator
220 N. Commerce Ave., Suite 100
Front Royal, VA 22630

Dear Mr. Daley,

The Northern Shenandoah Valley Regional Commission is requesting a local grant match of \$2,000 for the FY 2022: Mid-Cycle Grant Application: Transit Recovery Marketing Initiative funded by the Virginia Department of Rail and Public Transportation (DRPT). A scope of work is attached to this request, outlining the marketing activities. This initiative provides funding for marketing the availability and safety of transit services to bring back riders that stopped using transit or are hesitant to use transit because of COVID-19 or its variants.

Thank you for your time, consideration and support.

Sincerely,

Brandon Davis, Executive Director
NSVRC



**Department of Rail & Public Transportation in Coordination with the Northern
Shenandoah Valley Regional Commission's RideSmart Program**

FY 2022: Mid-Cycle Grant Application: Transit Recovery Marketing Initiative

**Scope of Work
January 1 – June 30, 2022**

Goal

- Utilizing DRPT's marketing tool kit to send out a unified message to attract riders back to Virginia transit systems
- DRPT made funding ineligible for "Marketing and promotion of anything other than transit bus services:
 - Personalize DRPT's marketing toolkit with RideSmart and local transit services information
 - Promote transit services in the NSVRC service area: ShenGo, Warren County Corridor Connector, Front Royal Trolley and WinTran
- DRPT's Marketing Toolkit will include
 - print and radio, direct mail, email, social media, and online advertising
- **Local Radio via IHeart Media (\$20,000)**
 - Radio ads will promote local transit services in the NSVRC region
 - Brought to you by RideSmart. For your public transit needs, visit RideSmartVA.org
- **Paid Social Media Ads (\$4500)**
 - Run DRPT Paid campaign on FB/IG – 1x week (\$3000) for 10 weeks = \$3000
 - Resize and customize to RideSmart, local transit services, media buy and create reports = \$1500
- **Paid Local Website Ads (\$5500)**
 - 5 newspaper websites: \$4000 ad budget (\$800~ per paper)
 - valleynewstoday.com
 - royalexaminer.com
 - winchesterstar.com

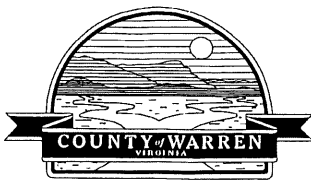
- pagevalleynews.com
- nvdaily.com
- Resize and customize to RideSmart, local transit services, media buy and create reports = \$1500
- **YouTube Ads & Hulu: (\$5000)**
 - Ad Budget: \$3500
 - \$300/week budget x 11.5 weeks (to be divide with YouTube/Hulu)
 - To be determined after 1 month of metrics
 - YouTube \$5-10/1000 impressions
 - Hulu \$30/1000 impressions
 - Customize animation to RideSmart, media buy and create reports = \$1500

Partnership Bus Ads (vinyl physical ads) \$5000

Bus: Vinyl Ads directly on the local transit buses

- Ad Budget: \$3500
- Design & Materials Budget: \$1500
- ShenGo (side decal ad)
- Corridor Connector (side decal ad)
- Front Royal Trolley (interior)
- WinTran (side decal ad)

**Northern Shenandoah Valley Regional Commission
400 Kendrick Lane, Suite E, Front Royal, VA 22630**



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
November 18, 2021	A-6	Rescind the Declaration of Local Emergency by the Local Director of Emergency Management due to COVID-19	

EXPLANATION & SUMMARY:

On March 17, 2020, a Declaration of Local Emergency by the Local Director of Emergency Management due to the Coronavirus (COVID-19) and Consent of the Board of Supervisors of Warren County was adopted. Since then, the local impacts of the Coronavirus (COVID-19) have been appropriately managed or mitigated.

As of June 30, 2021, all Coronavirus Relief Funds (CRF) transfers received were properly expended and accounted for in the federal system with the Commonwealth's Department of Accounts (Compliance Oversight). Robinson, Farmer, Cox & Associates completed the initial audit of County CRF expenditures spent in fiscal year 2019 – 2020 and have begun preliminary fieldwork for the expenditures in fiscal year 2020 – 2021. It is currently estimated the final single audit for all CRF expenditures will be completed in early 2022.

As of July 1, 2021, the (Commonwealth of Virginia) State of Emergency declared in response to COVID-19 expired and all Executive Orders imposing COVID-19 restrictions are either expired or terminated.

As of December 31, 2021, the period of eligibility for FEMA COVID-19 Public Assistance (Category B) related expenditures will close. The County is in the process of a documentation review with FEMA for federal reimbursement of related local expenses (emergency protective measures not duplicated by other federal assistance).

The Coordinator of Emergency Services (Fire Chief) and County Administrator recommend this action.

COST & FINANCING:

There is no cost or financing requirements for the County.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors rescind the Declaration of Local Emergency by the Local Director of Emergency Management due to the Coronavirus (COVID-19) and Consent of the Board of Supervisors of Warren County, effective December 31, 2021.

OR

I move that this item be postponed for further discussion on _____ (date).

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
Rick Farrall, Lieutenant – Deputy Emergency Coordinator		

DECLARATION



***of Local Emergency by the Local Director of Emergency
Management due to Coronavirus (COVID-19) and Consent of the
Board of Supervisors of Warren County***

WHEREAS, the Commonwealth of Virginia is monitoring an outbreak of a respiratory illness referred to as the coronavirus (COVID-19), which has spread from Wuhan, Hubei Province, China to more than 80 other locations internationally, including the Commonwealth. The Virginia Department of Health (VDH) has been working with local, state, and federal officials, healthcare and emergency management experts, and various state agencies to form a COVID-19 Taskforce to prepare for and respond to this threat. Given recent confirmed occurrences of COVID-19 within the Commonwealth and in neighboring states/localities, as well as information from the Centers for Disease Control and Prevention, it is anticipated that the disease will continue to spread; and

WHEREAS, on March 12, 2020, the Governor of the Commonwealth of Virginia declared a state of emergency in the Commonwealth; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency in the United States of America.

THEREFORE, the Chairman of the Board of Supervisors, Walter J. Mabe, is the Local Director of Emergency Management, (the "Local Director") and declares that a local emergency exists in Warren County pursuant to Code of Virginia § 44-146.21.

THEREFORE, the Warren County Board of Supervisors consents to the Local Director's declaration of local emergency in Warren County pursuant to Code of Virginia § 44-146.21. Warren County must continue to prepare and coordinate our response to the potential spread of COVID-19, a communicable disease of public health threat. The anticipated effects of COVID-19 constitute a disaster as described in § 44-146.16 of the *Code of Virginia* (Code). Accordingly, the Local Director and the Board of Supervisors directs Warren County to render appropriate assistance to prepare for this event, to alleviate any conditions resulting from the situation, and to implement recovery and mitigation operations and activities so as to return impacted areas to pre-event conditions as much as possible. Emergency services shall be conducted in accordance with § 44-146.13 *et seq.* of the Code of Virginia.

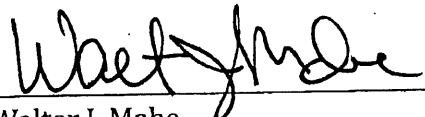
In order to marshal all public resources and appropriate preparedness, response, and recovery measures, the Local Director and Board of Supervisors orders, concurs and consents to the following actions:

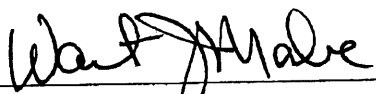
- A. Implementation by County and local agencies of the Warren County, Virginia Emergency Operations Plan, as amended, along with other appropriate County and local plans.
- B. Activation (as required) of the Warren County Emergency Operations Center, as directed by the Director of Emergency Services/Coordinator of Emergency Services, to coordinate the provision of assistance to County, and local governments and to facilitate emergency services assignments to other agencies.
- C. Authorization for the heads of Departments, on behalf of the County and local governments as appropriate, and with the concurrence of the County Administrator/Town Manager, to waive any County/local requirement or regulation, and enter into contracts without regard to normal procedures or formalities, and without regard to application or permit fees or royalties. All waivers issued by the County/local agencies shall be posted on their websites.
- D. Authorization of a maximum of \$1,000,000.00 in County sum sufficient funds for County and local government mission assignments and County/local response and recovery operations authorized and coordinated through the County Administrator, and direction to seek to recover such funds pursuant to the Stafford Act, 42 U.S.C. § 5121 *et seq.*

This Declaration and consent shall be effective until amended or rescinded by further Declaration. The Declaration will continue until such time as the Board of Supervisors feels that the local situation does not warrant continuance of the State of Emergency due to the Novel Coronavirus (COVID-19).

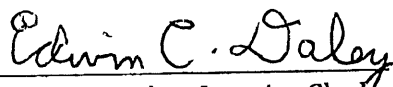
BE IT FURTHER DECLARED and ordered that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Services and the Coordinator of Emergency Services of Warren County shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of Warren County in order to mitigate the effects of said emergency.

Adopted: November 4, 2020


Walter J. Mabe
Local Director of Emergency Management


Walter J. Mabe, Chairman
Warren County Board of Supervisors

ATTEST:


Edwin C. Daley, Interim Clerk
Warren County Board of Supervisors



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
November 18, 2021	H-7	Adoption of the County's Emergency Operations Plan	

EXPLANATION & SUMMARY:

The Virginia Emergency Services and Disaster Law of 2000 requires that the state, and each county and city within the state, develop and maintain a current Emergency Operations Plan. The plan is required to be readopted every four years; the last Board of Supervisors approval was in November 2017. There are several notable content changes from the November 2017 version of this document:

- (1) Organization and Assignment of Responsibilities. (a) This update transfers the task of Debris Removal from the Building Inspector to Public Works. (b) Due to all County volunteer rescue squads being merged into the Warren County EMS program (Agency 943), accordingly, the Warren County Rescue Squad section is merged into the Warren County Fire and Rescue section.
- (2) Concept of Operations. The succession to the Chairman, Board of Supervisors / Director of Emergency Services is clarified. "Succession to the Chairman, Board of Supervisors / Director of Emergency Services will be the Vice Chairman, then members of the local governing body by seniority."
- (3) Concept of Operations. The direction and control of the Emergency Operations Center (EOC) is clarified. The County Administrator (alternate is the Deputy County Administrator) or, in his/her absence, the Coordinator of Emergency Services, with support from the Director of Emergency Services and designated local officials, will exercise direction and control from the EOC during disaster operations.
- (4) Exercises and Training. This update reflects current Emergency Management Performance Grant training and exercise requirements, and, added County/Town Emergency Operations Center online staff training requirements.
- (5) Annex G – Medical and Health. Local morgue capacity information was updated regarding the new Warren Memorial Hospital in Front Royal, Virginia.
- (6) Appendix 8 – Consolidated Emergency Contact Information. Due to County building and facility requirements, the Warren County Fire Station 6 is no longer a Red Cross designated (emergency) shelter. Remaining County shelters include Warren County Middle School (primary) and Skyline High School (alternate); the South Warren Fire Station 3 is a designated contingency shelter.
- (7) Appendix 10 – Designation of Critical and Essential Employees. On May 7, 2020 (updated August 11, 2021) a memorandum was approved by County and Town officials designating critical and essential County and Town of Front Royal general duty employee categories during declared emergencies to ensure uninterrupted critical infrastructure operations and continuity of government. This was an incorporated lesson learned from the COVID-19 Federal, State, and Locally declared emergency.

This plan was reviewed by the Fire Chief, County Administrator, Director of Emergency Services, and the Virginia Department of Emergency Management. Recommended changes were made as appropriate.

CONTINUED NEXT PAGE

COST & FINANCING: There is no cost or financing requirements for the County.


CONSENT AGENDA SUGGESTED MOTION:

I move that the Board of Supervisors adopt the Emergency Operations Plan, as proposed, effective November 18, 2021.

Or,

I move that this item be postponed for further discussion, until (insert date) _____.

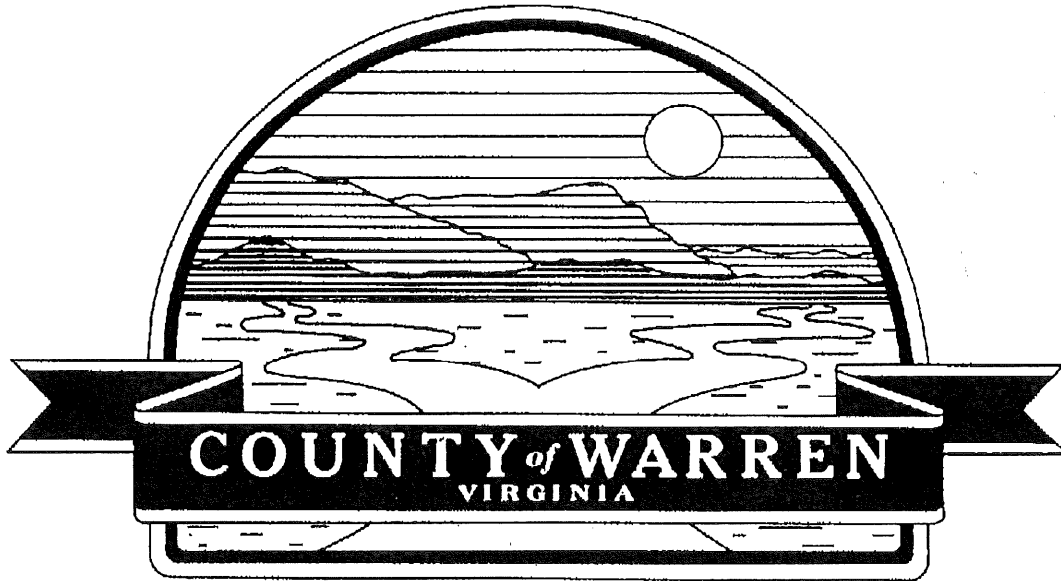
SUBMITTED BY:

 11-1-2021
Rick Farrall,
Lieutenant – Deputy
Emergency Coordinator

DISPOSITION OF BOARD: ☐ **APPROVED** ☐ **OTHER (DESCRIBE)**

**PROCESSED
BY:**

Warren County, Virginia



EMERGENCY OPERATIONS PLAN

Board of Supervisors Resolution

November 18, 2021

WARREN COUNTY, VA

All Hazards – All Disciplines Plan

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RECORD OF CHANGES

Warren County (Virginia) Emergency Operations Plan

The Warren County Emergency Operations Plan was updated as required by the Code of the Commonwealth of Virginia. The process involved a detailed review of the existing document. This review found the plan to be an accurate and appropriate reflection of how the County would address natural and man-made disasters and events as they develop. The revised plan is based on current resources. There are several notable content changes from the November 2017 version of this document:

- (1) Organization and Assignment of Responsibilities. (a) This update transfers the task of Debris Removal from the Building Inspector to Public Works. (b) Due to all County volunteer rescue squads being merged into the Warren County EMS program (Agency 943), accordingly, the Warren County Rescue Squad section is merged into the Warren County Fire and Rescue section.
- (2) Concept of Operations. The succession to the Chairman, Board of Supervisors / Director of Emergency Services is clarified. "Succession to the Chairman, Board of Supervisors / Director of Emergency Services will be the Vice Chairman, then members of the local governing body by seniority."
- (3) Concept of Operations. The direction and control of the Emergency Operations Center (EOC) is clarified. The County Administrator (alternate is the Deputy County Administrator) or, in his/her absence, the Coordinator of Emergency Services, with support from the Director of Emergency Services and designated local officials, will exercise direction and control from the EOC during disaster operations.
- (4) Exercises and Training. This update reflects current Emergency Management Performance Grant training and exercise requirements, and added County/Town Emergency Operations Center online staff training requirements.
- (5) Annex G – Medical and Health. Local morgue capacity information was updated regarding the new Warren Memorial Hospital in Front Royal, Virginia.
- (6) Appendix 8 – Consolidated Emergency Contact Information. Due to County building and facility requirements, the Warren County Fire Station 6 is no longer a Red Cross designated (emergency) shelter. Remaining County shelters include Warren County Middle School (primary) and Skyline High School (alternate); the South Warren Fire Station 3 is a designated contingency shelter.
- (7) Appendix 10 – Designation of Critical and Essential Employees. On May 7, 2020 (updated August 11, 2021) a memorandum was approved by County and Town officials designating critical and essential County and Town of Front Royal general duty employee categories during declared emergencies to ensure uninterrupted critical infrastructure operations and continuity of government. This was an incorporated lesson learned from the COVID-19 Federal, State, and Locally declared emergency.

FORWARD

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive-5, the purpose of which is to enhance the ability of the United States of America to manage domestic incidents by establishing a single, comprehensive national incident management system.

To implement this directive, the Secretary of Homeland Security was charged to develop and publish an initial version of the National Response Framework. The initial version of that document was published and released to all federal agencies with instructions to make initial revisions to existing plans by July 1, 2003. Further, they were to submit a plan for implementation and adoption of the National Incident Management System to the Secretary and the Assistant to the President for Homeland Security by September 1, 2003. In 2008 the National Response Framework replaced the National Response Plan.

The ability to interact effectively and efficiently with officials of the Commonwealth of Virginia and the various federal agencies involved during major disasters is paramount. It is for that reason the Government of **Warren County** has elected to model its **All Hazard-All Disciplines Plan** after the Federal Response Plan as amended in January 2003, the National Response Plan published May 14, 2003, and the existing Commonwealth of Virginia Plans.

This approach allows for maximum interaction at all levels of government, it ensures the development of public-private partnerships which are critical in times of disaster, and it facilitates change as necessary in changing times and situations.

All staff members are directed to review this document and become familiar with their specific roles and responsibilities.

This plan was reviewed by the Virginia Department of Emergency Management (VDEM) in October 2021 for required Federal and State content updates. All VDEM recommended changes were accepted and incorporated into this document.

Thank you.

Signature of senior elected official or manager

BOARD OF SUPERVISORS RESOLUTION

WHEREAS the Board of Supervisors of Warren County, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS the County of Warren has a responsibility to provide for the safety and well-being of its citizens and visitors and

WHEREAS the County of Warren has established and appointed a Director and Coordinator of Emergency Services

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of the County of Warren, Virginia that this Emergency Operations Plan as revised November 2021 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.

Dated: _____

Board of Supervisors, Warren County, VA

Tony F. Carter

Cheryl L. Cullers

Archie A. Fox

Delores R. Oates

Walter J. Mabe

Attest: _____

Clerk, Board of Supervisors
County of Warren,
Commonwealth of Virginia

INTRODUCTION

The all hazards-all disciplines plan concept

The “ALL HAZARDS-ALL DISCIPLINES” Plan is designed to direct the employees, volunteers, citizens, and visitors of Warren County through any type situation which may arise. It recognizes some events occur with no advanced warning at all, while others provide a great deal of early warning. It takes into account the available resources locally and those available through a variety of alternative sources.

This approach to management of a single significant incident or numerous events concurrently demands each player have a thorough knowledge of their roles, responsibilities, capabilities, and limitations. It provides a basic operating structure while allowing for flexibility necessary when situations dictate change.

The Warren County “ALL HAZARDS-ALL DISCIPLINES” Plan enhances the ability of the County to prepare for and manage domestic incidents by establishing a single and comprehensive approach to incident management. It accomplishes this by integrating all aspects from pre-incident awareness, prevention, and preparedness to incident response and post-incident recovery.

This plan sets forth the structure, roles, responsibilities, and main principles for the management of domestic events occurring within or involving Warren County. Nothing in this plan is intended to limit the scope, authority, or responsibility of the County or its agents. In addition, it will:

1. Describe the structure and mechanics for providing policy guidance and operational direction;
2. Include protocols for operating under various threats or threat levels;
3. Incorporate existing County policy where appropriate;
4. Incorporate additional plans and directives;
5. Reference state and federal guidance when necessary;
6. Acknowledge the uniqueness of each type of event which may present itself;
7. Include guidelines for notification, coordination, and leadership and support of activities for awareness, prevention, preparedness, response, and recovery related to domestic incidents and;
8. Provides guidance for the dissemination of emergency public information.

PREFACE

Virginia is continuously threatened by emergency and disaster situations such as flash flooding, hurricanes, hazardous materials incidents, severe winter weather and resource shortages. The Virginia Emergency Services and Disaster Law of 2000 requires that the state, and each county and city within the state develop and maintain a current Emergency Operations Plan (EOP) which addresses their planned response to such extraordinary emergency situations. This plan for Warren County is designed to meet this responsibility and to include the County in the mutually supportive statewide emergency management system.

The Warren County **Emergency Operations Plan** actually consists of three plans. The development and maintenance of these plans is the basis of the local emergency management program.

- A. The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations that are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. ESFs and hazard-specific appendices to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- B. The federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published **SARA Title III Plan** has been developed which supplements the EOP by providing additional procedures for a hazardous materials incident response.
- C. **The Radiological Emergency Response Plan (RERP)** provides guidance for effective emergency response operations in the event of a radiological emergency precipitated by events at fixed nuclear facilities or by transportation accidents.

This plan was developed by the Warren County Emergency Services Coordinator with assistance from the Commonwealth of Virginia Department of Emergency Management. Input was requested and received from other local officials. Funding for local emergency operations plans development assistance in Virginia is provided by the Federal Emergency Management Agency, and all plans are developed in accordance with guidance provided by that agency.

Note that specific point of contact information is found in Appendix 8, Consolidated Emergency Contact Information and Appendix 9, Resource Distribution Center Contact Information for ease of reference and updating as required.

PURPOSE

The purpose of this entire EOP is to establish the legal and organizational basis for operations in Warren County in response to any type of disaster or large-scale emergency situation. It assigns responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same human, physical and financial resources. Supporting plans set forth the concepts and procedures whereby the County can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

SITUATION AND ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in Warren County are hazardous material incidents (fixed site and transportation), flooding of area streams and rivers, severe winter weather, and essential resource shortages.
- C. The government of Warren County is responsible for maintaining an emergency plan and response capability to help protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Service and Disaster Law of 2000, as amended, requires that each county and city prepare and keep current an emergency operations plan. This plan should be officially adopted by the local governing body and promulgated by the chief administrative official.
- E. The Coordinator of Emergency Services will maintain the Emergency Operations Plan. He/She will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The coordinator should have the plan readopted every four years.
- F. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, and either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State EOC. **A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.**

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. In Warren County, the following organizations respond to normal day-to-day emergencies:
1. Coordinator of Emergency Services
 2. Local Law Enforcement
 3. Fire and Rescue Services
 4. Virginia Department of Transportation
 5. State Police
 6. VDEM – HAZMAT Officers / Teams
- B. In the event of an actual or threatened large-scale emergency, the above organizations will be augmented by the following departments or agencies that have been assigned emergency duties in addition to their primary day-to-day functions.
1. County Administrator
 2. Warren County Administration
 3. Warren County Public Works Department
 4. Warren County Planning Department
 5. Warren County Finance Department
 6. Warren County Social Services
 7. Warren County Parks and Recreation Department
 8. Warren County Health Department
 9. Warren County Public Schools
 10. Warren County Emergency Communications (EmComm)
 11. Warren County Information Technology Department
 12. Quasi-Public Relief Organizations
 13. American Red Cross
 14. Salvation Army
 15. Virginia Cooperative Extension Agent
- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. The following is a list of duties and assigned responsibilities for emergency operations in Warren County.
1. Director of Emergency Services
Coordinator of Emergency Services
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Coordinate damage assessment
 - f. Coordination of disaster assistance and recovery

2. Sheriff's Office
 - a. Law Enforcement
 - b. Communications
 - c. Warning
 - d. Security of the emergency site
 - e. Security of vital facilities and supplies
 - f. Traffic control
 - g. Search and rescue
 - h. Evacuation and access control of threatened or damaged areas
 - i. Assist Health Department with identification of the dead
 - j. Evacuation and control of prisoners
3. Warren County Department of Fire and Rescue Services
 - a. Fire prevention and suppression
 - b. Communications
 - c. Assist with emergency medical treatment
 - d. Hazardous materials incident response and training
 - e. Radiological monitoring and decontamination
 - f. Assist with evacuation
 - g. Assist with search and rescue
 - h. Temporary shelter for evacuees at each fire station
 - i. Assist with warning
 - j. Provide emergency medical transportation
 - k. Provide basic and advanced life support
4. Warren County School System / Superintendent of Schools
 - a. Provide facilities for the reception and care of displaced persons
 - b. Provide facilities and resources for mass feeding
 - c. Evacuation transportation
 - d. Economic stabilization
 - e. Provide facilities for the reception of citizens during a mass prophylaxis / vaccination event.
5. Warren County Department of Social Services
American National Red Cross
Salvation Army
 - a. Reception and care of displaced persons
 - b. Mass feeding
 - c. Provide emergency welfare services for displaced persons
 - d. Coordinate for crisis counseling, as required
 - e. Coordinate the services of quasi-public and volunteer relief organizations
 - f. Provide special assistance for the handicapped and elderly as required

6. Warren County Health Department
 - a. Epidemic control measures
 - b. Medical support to persons in shelters
 - c. Issue health advisories
 - d. Health Department, local hospital and rescue squads coordinate to establish a medical care center.
 - e. Emergency mortuary and interment coordination
 - f. Insect and rodent control
 - g. Inspection of food, milk, and water supply
 - h. Coordination and control of biological materials.
 - i. Identification of the dead, assisted by the local and State Police
7. Warren County Parks and Recreation Department
 - a. Provide facilities for the reception of citizens during a mass prophylaxis/vaccination event
 - b. Provide facilities for a Disaster Recovery Center
 - c. Assist with the management of a Disaster Recovery Center
8. Warren County Building Official
 - a. Conduct damage assessment
9. Warren County Public Works
 - a. Conduct debris removal
10. Local Hospital
 - a. Emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities
11. County Attorney
 - a. Advise the County concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance
 - b. Assist the County Administrator and the Board of Supervisors with maintaining continuity of government
12. Virginia Cooperative Extension Service
 - a. Conduct damage assessment of agricultural related property
 - b. Assist with the preparation of required reports and records
 - c. Assist with food distribution

CONCEPT OF OPERATIONS

A. General

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Warren County organization for emergency operations consists of existing government departments and private emergency response organizations.
2. The Chairman, Board of Supervisors is the Director of Emergency Services. The day-to-day activities of the emergency preparedness program are delegated to the Coordinator of Emergency Services who is also the County Fire Chief. The Director, in conjunction with the Coordinator of Emergency Services (and in coordination with the County Administrator), will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
3. The Coordinator of Emergency Services, assisted by the Deputy Coordinators, County Administrator, and department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located in the Public Safety Building. The alternate location is the Warren County Government Center.
4. The Coordinator of Emergency Services is responsible for the day-to-day activities of the emergency management program. This includes developing and maintaining an Emergency Operations Plan (EOP), maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.
5. The Chairman, Board of Supervisors / Director of Emergency Services is the constituted legal authority for approving the EOP and declaring a local state of emergency.
6. A local emergency may be declared by the Director or the Coordinator of Emergency Services. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
7. The Director of Emergency Services or, in his/her absence, the Coordinator of Emergency Services will determine the need to

recommend evacuation of large areas and will issue recommendations for evacuation or other protective action, as needed. The Sheriff's Office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

8. Succession to the Chairman, Board of Supervisors/Director of Emergency Services will be the Vice Chairman, then members of the local governing body by seniority.
9. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
10. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
11. The Coordinator of Emergency Services will ensure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the County as appropriate.
12. The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.
13. The County Administrator (alternate is the Deputy County Administrator) or, in his/her absence, the Coordinator of Emergency Services, with support from the Director of Emergency Services and designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will ensure maximum protection of the population, property, and the supplies from the effects of threatened disasters.

14. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of County offices, Departments and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
15. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
16. Declaration of a Local Emergency
 - a. The Board of Supervisors, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.
 - b. A declaration of a local emergency activates the response and recovery programs of all applicable local and interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board cannot convene due to the disaster, the Director of Emergency Services or the Coordinator of Emergency Services may declare a local emergency to exist subject to confirmation of the entire Board, within forty-five days. The Director of Emergency Services or, in his absence, the Coordinator will advise the State EOC immediately following the declaration of a local emergency.
 - c. When local resources are insufficient to cope with the effects of a disaster and the County requests state assistance, the following procedures will apply. The Director of Emergency Services, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, state assistance is being requested and, if appropriate, it is recommended that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency to exist should accompany this letter (**see Attachment 4**).

17. The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency.
 - a. Daily Situation Report
 - b. Damage Assessment Report
 - c. After-Action Report
18. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Services or his designated representative, mission-type requests to include objectives, priorities, and other information necessary to accomplish missions.
19. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from Warren County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Services or, in his absence, the Coordinator of Emergency Services when he/she determines that such assistance is necessary and feasible.
20. The Director of Emergency Services, the Coordinator of Emergency Services, and the Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
21. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens or occurs in the County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
 - b. A state of emergency is declared by the Governor.
22. The Director of Emergency Services, assisted by the Coordinator of Emergency Services, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four years. Guidance and assistance is provided by the Virginia Department of Emergency Management. A plan distribution list must be maintained (**See Attachment 5**). Responsible individuals and officials should recommend to the Director of Emergency Services or the Coordinator of Emergency Services appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

B. Operations Periods

1. Normal Operations

Emergency operations plans and procedures will be developed and maintained. Training and exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a disaster threatens, all agencies having responsibilities will take action as called for in their respective ESF. (Example: flash flood watch.)

3. Response

Full-scale operations and a total commitment of staff and resources are required to mobilize and respond in time of emergency. The local EOC must direct and control all emergency operations. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

a. Conditions worsen requiring full-scale mitigation and preparedness activities. (Example: flash flood warning.)

b. Disaster strikes. An emergency response is required to protect lives and property.

4. Recovery

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of recovery actions are the provision of temporary housing and food, the restoration of non-vital government services, and the reconstruction of damaged areas.

EXERCISES AND TRAINING

1. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Warren County Emergency Operations Plan and sub-plans. Warren County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Warren County Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.
2. The Emergency Services Director/Coordinator, in coordination with the County Administrator, is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of Warren County. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Warren County.
3. Training will be based on federal and state guidance. Instructors will be selected from Warren County's government officials and staff, federal and state governments, private industry, the military, as well as quasi-public and volunteer groups trained in emergency services and response. All training and exercises conducted in Warren County will be documented. Training needs will be identified, and records maintained for all personnel assigned emergency duties in a disaster.
4. The Coordinator of Emergency Services will develop, plan, and conduct functional and/or full-scale exercises annually. These exercises will be designed to not only test the Warren County Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, County employees, and improve the overall emergency response organization and capability of Warren County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

AUTHORITIES

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

1. Federal
 - a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288. as amended.
 - b. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
2. State
 - a. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Title 44-146.28, Code of Virginia, as amended.
 - b. Commonwealth of Virginia Emergency Operations Plan (COVEOP), 2019 Basic Plan and Appendices.

REFERENCES

Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide, (CPG) 101 V3.0, Federal Emergency Management Agency, September 2021.

National Response Framework, 4th edition, October 2019.



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
November 18, 2021	H-8	Proposed Naming of Unnamed Stream Parallel to Buck Mountain Road and in Front of Hidden Springs Senior Living as "Hidden Creek"	
<u>EXPLANATION & SUMMARY:</u> <p>The Virginia Board on Geographic Names recently received a proposal forwarded to us by the U.S. Board on Geographic Names to name an unnamed stream in Warren County, "Hidden Creek". The stream runs parallel to Buck Mountain Road and in front of Hidden Springs Senior Living. Its coordinates are 38°50'32"N, 78°15'39"W and flows east - northeast into the Flint River. It can be found on the topographic map for the Bentonville quadrangle.</p> <p>The proponent, Daryl Davison of Bentonville, Virginia, has proposed to name it because it has never been named. The name is associated with Hidden Creek Farm, alongside which the stream flows, and which has been in the proponent's wife's family since 1866. When asked to address the BGN's Commercial Names Policy, the proponent responded that no products are sold under the name of "Hidden Creek." He is also the Administrator of Hidden Springs Senior Living, LLC, located just to the north of the stream.</p> <p>The Virginia Board on Geographic Names is requesting the Warren County Board of Supervisors to confirm their support, opposition, or no opinion regarding this proposed name change.</p> <u>COST OR FINANCING:</u> N/A <u>PROPOSED OR SUGGESTED MOTION:</u> <p>(1) I move that the Board of Supervisors support the proposed naming of "Hidden Creek".</p> <p style="text-align: center;">OR</p> <p>(2) I move that the Board of Supervisors oppose the proposed naming of "Hidden Creek".</p> <p style="text-align: center;">OR</p> <p>(3) I move that the Board of Supervisors have no opinion the proposed naming of "Hidden Creek".</p>			
SUBMITTED BY: Dr. Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:

Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 states and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the [BGN policies](#). Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

Submit Proposal:

1. Email this form and supporting documentation to: BGNESEC@usgs.gov
 - i. Save PDF as 'ST_GeographicName' for example 'CO_BearCreek'
 - ii. Email Subject: ST_GeographicName

2. Send by mail to:

U.S. BGN Executive Secretary, Domestic Names
12201 Sunrise Valley Drive, MS-523
Reston, VA 20192

Contact Us:

BGNESEC@usgs.gov

Please note that anything submitted by mail may be delayed.

Naming Basics

Proposed Name:

Hidden Creek

Is this to change an existing name?

☐ Y ☒ N

What is the [Feature Type](#)?

Creek
Please Select One

Is this name in current local use?

☐ Y ☒ N

If yes, please state the official name and ID number below as it appears in the [Geographic Names Information System \(GNIS\)](#).

GNIS Name:

GNIS ID:

Location Basics



Where is the feature?

Latitude: 38.849309 (38.948)

Longitude: -78.267950 (-77.368)



Need Help? Search [The National Map](#)

General Location:

State: VIRGINIA

County/City: NARRAN

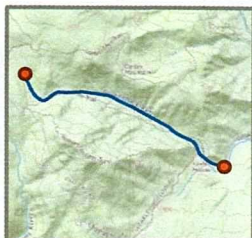
Zip code: 22610

Start and end of linear feature (e.g. stream or valley):

Mouth/ Confluence

Latitude: 38.851114 (38.948)

Longitude: -78.270846 (-77.368)



Source/Headwater

Latitude: 38.847888 (38.948)

Longitude: -78.212392 (-77.368)

Public Land Survey System:

Section(s):

Township:

Range:

Meridian:

Feature Description

Physical shape, length, width, etc.

STREAM, length is 500 yards, width is 3 feet.

Name Details

Name information:

Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate.

Currently stream is UNNAMED and has never been named. STREAM runs parallel to Buck Mountain Rd and is directly in front of Hidden Springs Senior Living and our farm named Hidden Creek farm.

Please provide a list of supporting documentation with details below:

Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.)

Document Title:

Document Type:

Reason for Inclusion:

Document Title:

Document Type:

Reason for Inclusion:

Document Title:

Document Type:

Reason for Inclusion:

Is the name commemorative? ☐ Y ☒ N

If yes, please provide the following:

Honoree's Date of Birth:

Honoree's Date of Death:

Short Biography:

Significance or Association with the Geographic Feature:

Is the feature in a Wilderness Area or Wilderness Study Area? ☐ Y ☒ N

If yes, please provide your justification for making an exception to the Wilderness Policy:

Additional Information +

Is there any local opposition or conflict with the proposed name?

☐ Y ☒ N

If yes, please explain and describe any opposition:

For a proposed new name, please provide evidence that the feature is unnamed, such as a map that shows the feature but no name for it:

Document Title:

Hidden Creek Map

Proponent Information



Proponent's Full Name: *DARYL DAVISON*

Agency or Organization, if relevant:



Email: *ddavison@hidden-springs-seniorliving.com*



Mailing Address: *517 Back Mountain Rd
Buntonville, Va 22610*



Phone: *540 622-3497*



Are you filling this form out for someone else? ☐ Y ☒ N

If yes, please fill out the following:

Submitted by:

Full Name:

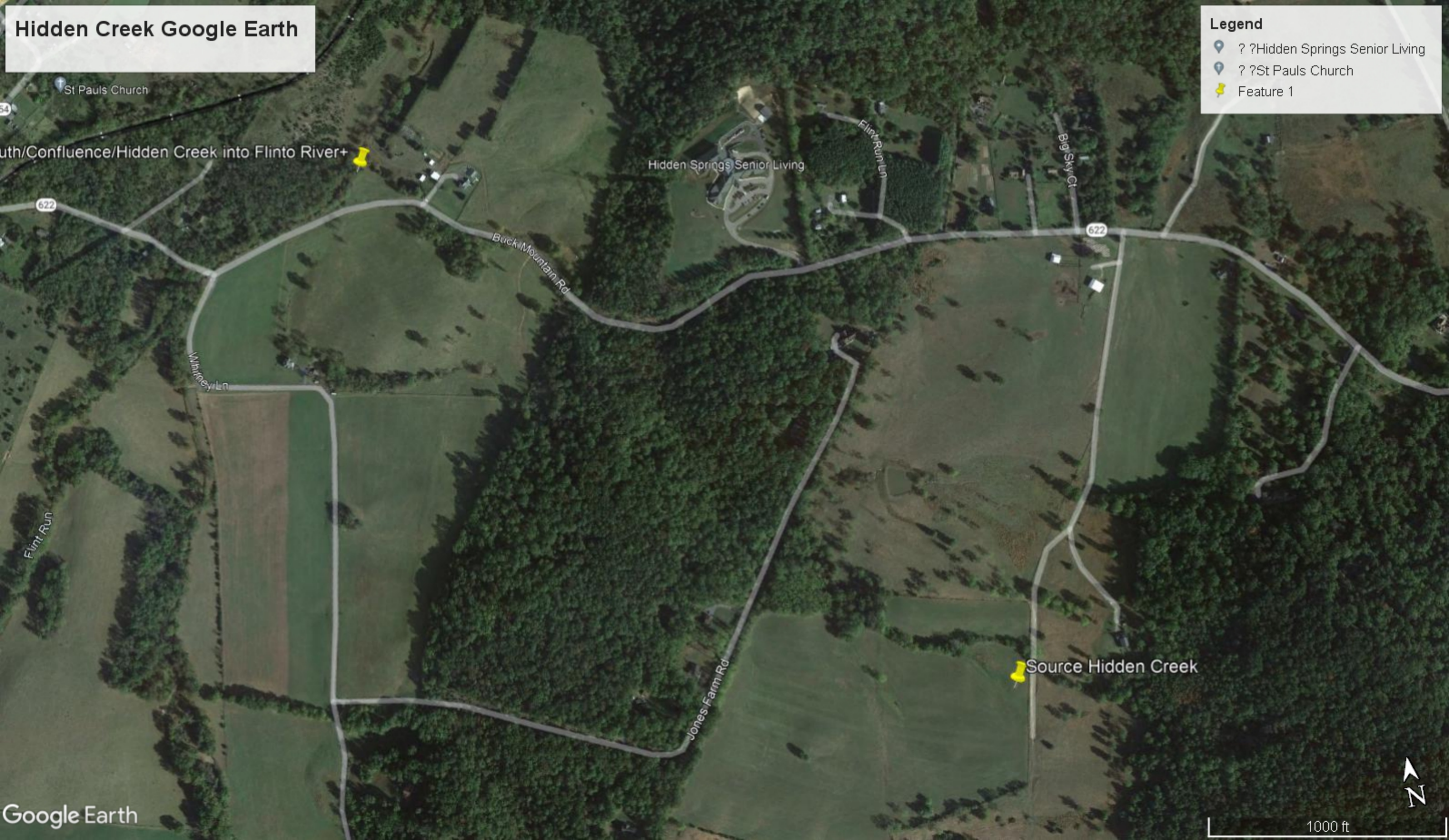
Mailing Address:

Email:

Phone:

Legend

- ??Hidden Springs Senior Living
- ??St Pauls Church
- Feature 1





Google Maps

Limestone United
Methodist Church

654

622

622

Buck Mountain Rd
Whiting Ln

Flint Run

Camp Ground

622

Jones Farm Rd
Whiting Ln

Jones Farm Rd

Jones Farm Rd

Fox Hollow

Whiting Ln
Timberland Manor Dr

Timberland

Hidden Springs
Senior Living

Buck Mountain Rd

622

Flint Run Ln

Buck Mountain Rd

Big Sky Ct

622

Buck Mountain Rd

622

Curtis Rd

Curtis Rd

622

622

Forest Ct

Little Long Rd

Forest Ct

Forest Ct

Google

Map data ©2021

500 ft

Dumps INTO FLINT RUN
38.851114, -78.210846

38.849309,
-78.267950
Goes under RT622

ORIGIN
38.847888, -78.212392

Hidden Creek

COUNTY OF WARREN
REPORT OF ANIMAL CONTROL OFFICER
AS TO KILLING OF COYOTES AND BOUNTIES FOR COYOTES

Name of Claimant: Timothy L Frisbie Phone: 540-671-9411

Address: 252 Rocky Hollow Rd, Bentonville, VA, 22610

Date Reported to Animal Control Officer: 10/30/21 Signed: [Signature]

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
<u>10/30/21</u>	<u>1</u>	<u>Coyote</u>	<u>50.00</u>	<u>50.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total amount requested by claimant:

50.00

Amount recommended to be paid by Animal Control Officer:

50.00

Remarks:
COUNTY OF WARREN on own property

APPROVAL FOR PAYMENT

I certify that this expenditure is necessary for the operation of this department, that appropriated funds are available for payment and the goods/services have been received in good order.

Signature [Signature]

Claimant

[Signature]

10/30/21

Date

Department _____

Recm'd Budget Code 35010-5802

Animal Control Officer

60.4

10/30/21

Date

Comments: NOV 11 9 2021

The Board, after an examination of the above claim, approves same and allows \$ _____.
Please charge to Animal Control 35010-5802

Board of Supervisors of Warren County

Date of action: _____

By: _____

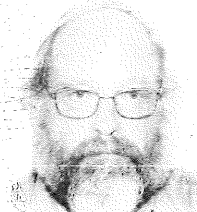
Virginia

DRIVER'S LICENSE

Customer Identifier
T66725812

Name
FRISTOE
TIMOTHY, LEE

Address
252 ROCKY HOLLOW RD
BENTONVILLE, VA 22610-2135



Sex	Class	Date of birth
M	D, M	07/11/1960
Eyes	Endorsements	Iss REN
HAZ	NONE	07/03/2018
Height	Restrictions	Exp
5 FT 11 IN	C	07/11/2026

DD 081298507

TIMOTHY FRISTOE

COUNTY OF WARREN
REPORT OF ANIMAL CONTROL OFFICER
AS TO KILLING OF COYOTES AND BOUNTIES FOR COYOTES

Name of Claimant: Charles L. Woodard Phone: ~~800~~ 571-221-2906
Address: 437 Rocky Ln, French Royal, VA 22630
Date Reported to Animal Control Officer: 11/5/21 Signed: [Signature]

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
<u>11/4/21</u>	<u>1</u>	<u>Coyote</u>	<u>50.00</u>	<u>50.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total amount requested by claimant:

50.00

Amount recommended to be paid by Animal Control Officer:

50.00

Remarks:

COUNTY OF WARREN Killed on own property

APPROVAL FOR PAYMENT

I certify that this expenditure is necessary
for the operation of this department, that
appropriated funds are available for payment
and the goods/services have been received
in good order.

Signature [Signature]

Department _____

Recm'd Budget Code 35010-5802

Comments: NOV 09 2021

Charles L. Woodard
Claimant

C. M. Anderson
Animal Control Officer

11/5/21

Date

11/5/21

Date

The Board, after an examination of the above claim, approves same and allows \$ _____.
Please charge to Animal Control 35010-5802

Board of Supervisors of Warren County

Date of action: _____

By: _____

VA USA
Virginia DRIVER'S LICENSE ★

Customer Identifier
T66728868

Name
WOODARD JR
CHARLES, LEWIS

Address
437 ROCKY LN
FRONT ROYAL, VA 22630-4914

Sex
M

Class
D

Date of birth
01/31/1966

Eyes
BRO

Endorsements
NONE

IRs
REN

Restrictions
NONE

Height
6 FT 0 IN

Exp
01/31/2027

DD 082330187

Charles Woodard Jr

CHARLES WOODARD JR

www.flm.com



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
November 18, 2021	I-1	Public Hearing – Ordinance to Add and Ordain Section 30-7, Payment of One-Time Bonus for Compensation Board-Funded Sheriff and Sheriff's Deputies in FY 2021-2022	
<u>EXPLANATION & SUMMARY:</u> <p>The 2021 Special Session of the Virginia Legislature included an appropriation of funding for a one-time \$3,000 bonus payment prior to November 30, 2021 for Compensation Board-funded sworn positions in Sheriff's offices, including the Sheriff and Sheriff's deputies. If approved, this one-time \$3,000 bonus payment shall be paid in November 2021 to eligible Warren County Sheriff's Office employees based on the following criteria:</p> <ol style="list-style-type: none">(1) Compensation Board-Funded Employees Only. Eligible employees include the Sheriff of Warren County and sworn deputies of the Sheriff as identified in the "Permanent Personnel Detail" Compensation Board record for the Warren County Sheriff's Office at the time of enactment of this amendment; and(2) Active Employment. Employees in an active pay status at the time the payment is made. <p>Virginia Code Section 15.2-1508 requires that bonuses for employees of local governments can only be authorized by ordinance which requires a public hearing. A draft ordinance is attached to accomplish this.</p> <u>COSTS & FINANCING:</u> <p>Funded through Virginia Compensation Board</p> <u>CONSENT AGENDA MOTION:</u> <p>I move that the Board of Supervisors adopt the proposed ordinance amending Warren County Code Section 30, Officers and Employees, to add Section 30-7, Payment of One-Time Bonus for Compensation Board-Funded Sheriff and Sheriff's Deputies in FY 2021-2022.</p>			
SUBMITTED BY: Dr. Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:

AN ORDINANCE TO AMEND CHAPTER 30 OF THE WARREN COUNTY CODE (OFFICERS AND EMPLOYEES) AND TO ADD AND ORDAIN SECTION 30-7 (PAYMENT OF ONE-TIME BONUS FOR COMPENSATION BOARD-FUNDED SHERIFF AND SHERIFF'S DEPUTIES IN FY 2021-2022)

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Warren County Code Section 30-7 be added and ordained as follows:

§ 30-7 Payment of one-time bonus for Compensation Board-funded Sheriff and Sheriff's Deputies in FY 2021-2022.

The 2021 Special Session of the Virginia Legislature included an appropriation of funding for a one-time \$3,000 bonus payment prior to November 30, 2021 for Compensation Board-funded sworn positions in Sheriff's offices, including the Sheriff and Sheriff's deputies. This one-time \$3,000 bonus payment shall be paid in November 2021 to eligible Warren County Sheriff's Office employees based on the following criteria:

- A. **Compensation Board-Funded Employees Only. Eligible employees include the Sheriff of Warren County and sworn deputies of the Sheriff as identified in the "Permanent Personnel Detail" Compensation Board record for the Warren County Sheriff's Office at the time of enactment of this amendment; and**
- B. **Active Employment. Employees must be in an active pay status at the time the payment is made.**

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is ~~lined through~~.

Language proposed to be added is **underlined**.

Adopted: November 18, 2021

Deputy Clerk, Board of Supervisors
County of Warren, Virginia



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
November 18, 2021	I-2	Public Hearing – Ordinance to Add and Ordain Section 30-8, Payment of One-Time Bonus for Non-Compensation Board-Funded Sheriff's Deputies in FY 2021-2022	

EXPLANATION & SUMMARY:

The 2021 Special Session of the Virginia Legislature included an appropriation of funding for a one-time \$3,000 bonus payment prior to November 30, 2021 for Compensation Board-funded sworn positions in Sheriff's offices, including the Sheriff and Sheriff's deputies. At this time, the Board of Supervisors would like to ensure this bonus is given to the non-Compensation Board funded Sheriff's deputies as well, based on the following criteria:

1. Hazardous Duty Employment. Employees must be Warren County Sheriff's Office (WCSO) performing hazardous duties and in a Virginia Retirement System (VRS) designated "Enhanced Benefits – Sheriff's Deputy" position. The designation of hazardous duty also applies to part-time employees who are performing the same hazardous duties as full-time employees but are not included in the Virginia Retirement System.
2. Active Employment. Employees must be in an active pay status at the time the payment is made.
3. Amount of Payment for Full-Time Employees. \$3,000 for each active full-time employee, except for Compensation Board-funded Sheriff and Sheriff's Deputies who are eligible to receive the one-time bonus (Payment of \$3,000 as authorized by separate ordinance).
4. Amount of Payment for Part-Time Employees. \$1,500 for each active part-time employee who has worked 400 hours or more for the period of January 1, 2021 through November 30, 2021.

Please note that a payment of a one-time bonus approved by the Virginia Assembly for Compensation Board-funded Sheriff and Sheriff's Deputies is proposed by separate Ordinance for Board of Supervisors consideration.

COSTS & FINANCING:

Estimated at \$92,055 with funds to come from the County's allocation of the American Recovery Plan Act of 2021

CONSENT AGENDA MOTION:

I move that the Board of Supervisors adopt the proposed ordinance amending Warren County Code Section 30, Officers and Employees, to add Section 30-8, Payment of One-Time Bonus for Non-Compensation Board-Funded Sheriff's Deputies in FY 2021-2022.

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
Dr. Edwin C. Daley, County Administrator		

AN ORDINANCE TO AMEND CHAPTER 30 OF THE WARREN COUNTY CODE (OFFICERS AND EMPLOYEES) AND TO ADD AND ORDAIN SECTION 30-8 (PAYMENT OF ONE-TIME BONUS FOR NON-COMPENSATION BOARD-FUNDED SHERIFF'S DEPUTIES IN FY 2021-2022)

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Warren County Code Section 30-8 be added and ordained as follows:

§ 30-8 Payment of one-time bonus for Non-Compensation Board-funded Sheriff's Deputies in FY 2021-2022.

The 2021 Special Session of the Virginia Legislature included an appropriation of funding for a one-time \$3,000 bonus payment prior to November 30, 2021 for Compensation Board-funded sworn positions in Sheriff's offices, including the Sheriff and Sheriff's deputies. The Warren County Board of Supervisors has deemed it appropriate to authorize the payment of \$3,000 to non-Compensation Board funded Sheriff's deputies based on the following criteria:

- A. **Hazardous Duty Employment. Employees must be Warren County Sheriff's Office (WCSO) performing hazardous duties and in a Virginia Retirement System (VRS) designated "Enhanced Benefits - Sheriff's Deputy" position. The designation of hazardous duty also applies to part-time employees who are performing the same hazardous duties as full-time employees but are not included in the Virginia Retirement System.**
- B. **Active Employment. Employees must be in an active pay status at the time the payment is made.**
- C. **Amount of Payment for Full-Time Employees. \$3,000 for each active full-time employee, except for Compensation Board-funded Sheriff and Sheriff's Deputies who are eligible to receive the one-time bonus (Payment of \$3,000 as authorized by separate ordinance).**
- D. **Amount of Payment for Part-Time Employees. \$1,500 for each active part-time employee who has worked 400 hours or more for the period of January 1, 2021 through November 30, 2021.**

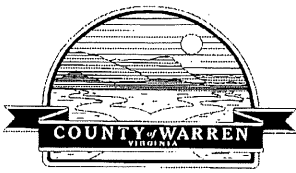
THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is ~~lined through~~.

Language proposed to be added is **underlined**.

Adopted: November 18, 2021

Deputy Clerk, Board of Supervisors
County of Warren, Virginia



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 2
November 18, 2021	I-3	Public Hearing – Amendments to Warren County Code Sections 160-80, 160-81, 160-83, 160-84, 160-85, 160-86, 160-88, 160-89, 160-90, 160-91, and 160-92 to conform to the changes in the Virginia Code regarding transient occupancy tax; and to either amend or repeal Warren County Code Sections 160-93	

EXPLANATION & SUMMARY:

Virginia Code § 58.1-3819 to § 58.1-3926 authorizes counties to collect transient occupancy tax on the gross proceeds of room rentals of hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days.

The 2021 General Assembly passed Senate Bill 1398 amending the Virginia Code to revise transient occupancy taxes to provide for tax reporting when a room is booked through an accommodation's intermediary (e.g. AirBnB, VRBO, Expedia, etc.). The transient occupancy tax shall now be computed upon the basis of the total charges, or the total price paid for use or possession of the room, which includes fees imposed by the accommodation intermediary. Additionally, the Virginia Code was amended to provide that for any room rental where an accommodations provider contracts with an intermediary to facilitate the sale of accommodations and the intermediary charges the customer for the room and also an accommodations fee, the intermediary would be deemed the dealer for the transaction and would be required to separately state the taxes on the invoice and to collect the taxes on the entire amount paid for the use or possession of the room.

In light of these changes, Warren County Code Chapter 160, Article XIX "Transient Occupancy Tax" should be amended to conform with the Virginia Code. Namely, Warren County Code Sections 160-80, 160-81, 160-83, 160-84, 160-85, 160-86, 160-88, 160-89, 160-90, 160-91, 160-92, and 160-93 need to be amended to reflect these changes to the Virginia Code. A draft of the proposed amended ordinances is attached hereto for review.

Additionally, Warren County Code Section 160-93, "Commission for the collection of taxes" provides that when a motel or short-term rental collects the transient occupancy tax the payor will receive a commission in the form of a 5% deduction from the tax due and remitted to the County. Virginia Code 58.1-3819(D) permits localities to determine whether to award the commission or not. The Commissioner of Revenue requests the Board of Supervisors to determine whether they wish to continue to award the commission in light of the participation of accommodation intermediaries (e.g. AirBnB, VRBO, Expedia, etc.) or to repeal Warren County Code 160-93. A draft of the proposed amended ordinances with the repeal of Warren County Code Section 160-93 has also been attached hereto for review.

This public hearing has been properly advertised.

COST & FINANCING:

If the Board of Supervisors elects to repeal Warren County Code Section 160-93, "Commission for the collection of taxes," the County will receive approximately \$18,000.00 in additional revenue.

PROPOSED OR SUGGESTED MOTIONS:

I move the Board of Supervisors adopt the ordinance to amend Warren County Code Sections 160-80, 160-81, 160-83, 160-84, 160-85, 160-86, 160-88, 160-89, 160-90, 160-91, 160-92, and 160-93 to conform with the Virginia Code regarding transient occupancy tax.

OR

I move the Board of Supervisors adopt the ordinance to amend Warren County Code Sections 160-80, 160-81, 160-83, 160-84, 160-85, 160-86, 160-88, 160-89, 160-90, 160-91, and 160-92 to conform to the Virginia Code regarding transient occupancy tax and to adopt the ordinance to repeal Warren County Code Section 160-93 “Collection for the collection of taxes.”

OR

I move that this matter be postponed until _____ for further discussion.

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
Caitlin Jordan, Senior Assistant County Attorney AND Sherry Sours, Commissioner of Revenue		

**AN ORDINANCE TO AMEND CHAPTER 160, ARTICLE XIX (TRANSIENT
OCCUPANCY TAX) OF THE WARREN COUNTY CODE**

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF WARREN COUNTY, VIRGINIA that Section 160-80 (Definitions) be amended and re-ordained; that Section 160-81 (Tax imposed) be amended and readopted as follows; that Section 160-83 (Collection) be amended and readopted as follows; that Section 160-84 (Collections in trust for County) be amended and readopted as follows; that Section 160-85 (Required reports; remittances) be amended and readopted as follows; that Section 160-86 (Powers and duties of Commissioner of Revenue) be amended and readopted as follows; that Section 160-88 (Failure to collect or remit) be amended and readopted as follows; that Section 160-89 (Preservation of records; examination) be amended and readopted as follows; that Section 160-91 (Enforcement) be amended and readopted as follows; that Section 160-92 (Willful failure to collect and account for tax; penalty) be amended and readopted as follows; and that Section 160-93 (Commission for collection of tax) be amended and re-ordained as follows:

CHAPTER 160. Taxation

ARTICLE XIX. Transient Occupancy Tax

§ 160-80. Definitions

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

COMMISSIONER OF THE REVENUE OR COMMISSIONER

The Commissioner of the Revenue of the County of Warren, Virginia, or any of his duly authorized deputies or agents or successors.

MOTEL ACCOMMODATIONS

Any public or private hotel, motel, boardinghouse, travel campground, **short-term tourist rentals**, and other facilities offering guest rooms rented out for continuous occupancy for fewer than thirty consecutive days.

ACCOMODATIONS PROVIDER

Any person who furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession, or the sale of the right to use or possess.

ACCOMMODATIONS INTERMEDIARY

Any person other than an accommodations provider who facilitates the sale of an accommodation, charges a room charge to the customer, and charges an accommodations fee, which fee it retains as compensation for facilitating the sale. For the purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the

right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

“Accommodations intermediary” does not include a person:

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

ACCOMMODATIONS FEE

The amount paid to or retained by the accommodations intermediary for facilitating the sale. The accommodations fee shall be distinctly set out as a separate item.

PERSON

~~Includes individuals, firms, partnerships, associations, corporations, persons acting in representative capacity and combinations of individuals of whatever form and character.~~

ROOM CHARGE

The total price paid by the customer for the use or possession of the room or space occupied for lodging by a transient ~~charge made by any such motel or short-term tourist rental for lodging and/or space furnished any such transient. If the price paid by the customer charge made to such transient includes any charge for services or accommodations in addition to the use or possession of the room or that of lodging and/or use of space occupied for lodging rental or use shall be distinctly set out and billed to such transient by such motel accommodations or short-term tourist rental as a separate item.~~

[Amended 6-19-2012]

SHORT-TERM TOURIST RENTAL

A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented out for continuous occupancy for fewer than 30 consecutive days.

TRANSIENT

Any person who, for any period of fewer ~~not more than~~ 30 consecutive days, either at his or her own expense or at the expense of another, obtains ~~lodging or the use~~ or possession of any space or room occupied for lodging in any

~~motel~~**accommodations** or short-term tourist rental, as hereinabove defined, for which lodging or use of space a **price is** charged ~~is made~~.
[Amended 6-19-2012]

§160-81. Tax imposed.

[Amended 6-19-2012; 4-18-2017^[1]]

In addition to all other taxes of every kind now or hereafter imposed by law, there is hereby imposed and levied on each and every transient a tax equivalent to 5% of the total **price paid by the customer** ~~amount charged for the~~ **use or possession** ~~occupancy~~ of any short-term tourist rental, room or space occupied **for lodging** by any such transient. The excess over 2% shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives that attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality.

^[1] *Editor's Note: This ordinance provided an effective date of 7-1-2017.*

§ 160-83. Collection.

[Amended 6-19-2012]

- A.** ~~Every person receiving any payment for room charge with respect to which a tax is levied under this article~~ **For sales of accommodations not facilitated by an accommodations intermediary, the accommodations provider** shall collect the amount of **transient occupancy** tax hereby imposed from the ~~transient on whom the same is levied or from the person paying for~~ **the accommodations when the accommodations are paid** such rental or room charge at the time payment for such short-term tourist room rental is made, whether payment is made in case or on credit by means of a credit card or otherwise.
- B.** **For sales of accommodations facilitated by an accommodations intermediary, the accommodations intermediary shall collect the transient occupancy tax computed on the total price paid.**

§ 160-84. Collections in trust for County.

All amounts collected as taxes under this article shall be deemed to be held in trust **for the County** by the **accommodations provider or accommodations intermediary required to** ~~seller~~ **collecting collect** them until remitted to the County as provided by this article.

§ 160-85. Required reports; remittances.

- A. Every ~~person~~ **accommodations provider and accommodations intermediary** receiving payment for a room charge for which a tax is levied under this article shall make a report for each calendar month, showing the amount of charges collected for room charge and the amount of tax required to be collected.
- B. The monthly reports shall be made on forms prescribed by the Commissioner. **Each monthly report shall include all information requested on the Commissioner's prescribed form** and shall be signed by the ~~person~~ **accommodations provider or accommodations intermediary** receiving any payment for a room charge. They shall be delivered to the Commissioner on or before the 20th day of the calendar month following the month being reported. Each report shall be accompanied by a remittance of the amount of tax due, made payable to the County Treasurer. The Commissioner shall promptly transmit all taxes received to the County Treasurer.

§ 160-86. Powers and duties of Commissioner of Revenue.

- A. It shall be the duty of the Commissioner of the Revenue to ascertain the name of every person operating a ~~motel~~ **an accommodation** or short-term tourist rental in the County liable for the collection of the tax levied in this article.
- B. The Commissioner shall have the power to adopt rules and regulations not inconsistent with the provisions of this article for the purpose of carrying out and enforcing the payment, collection and remittance of the tax herein levied, and a copy of such rules and regulations shall be on file and available for public examination in the County Administrator's office. Failure or refusal to comply with any rules and regulations promulgated under this section by any ~~person~~ **accommodations provider or accommodations intermediary** receiving payment for a room charge shall be deemed a violation of this article.

§ 160-88. Failure to collect or remit.

- A. If any ~~person~~ **accommodations provider or accommodations intermediary** whose duty it is to do so shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof or if the Commissioner of the Revenue has reasonable cause to believe that an erroneous statement has been filed, the Commissioner shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due the County and, in connection therewith, shall make such investigations and take such testimony and other evidence as may be necessary; provided, however, that notice and opportunity to be heard shall be given any ~~person~~ **accommodations provider or accommodations intermediary** who may become liable for the amount owing prior to any determination by the Commissioner of Revenue.

- B. As soon as the Commissioner has procured whatever facts and information may be obtainable upon which to base the assessment on any tax payable by any person accommodations provider or accommodations intermediary who has failed to collect, report or remit such tax, the Commissioner shall proceed to determine and assess against such person accommodations provider or accommodations intermediary the tax, penalty and interest provided in this article and shall notify the person accommodations provider or accommodations intermediary by certified or registered mail, sent to his or her ~~the~~ last known address, of the amount of such tax, penalty and interest. The total amount thereof shall be payable 10 days after the date such notice is sent.

§ 160-89. Preservation of records; examination

- A. It shall be the duty of every person accommodations provider and accommodations intermediary liable for collection and remittance of the taxes imposed by this article to keep and preserve for a period of ~~two~~ three years records showing all short-term tourist rentals or room rentals taxable under this article, the amount charged for each short-term tourist rental or room charged, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article.
[Amended 6-19-2012]
- B. The Commissioner shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person accommodations provider and accommodations intermediary, for the purpose of administering and enforcing the provisions of this article and to make transcripts of all or any parts thereof.

§ 160-91. Enforcement.

- A. It shall be the duty of the Commissioner of the Revenue to ascertain the name of every person accommodations provider and accommodations intermediary operating a ~~motel~~ an accommodation or short-term tourist rental in the County liable for the collection of the tax imposed by this article who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The Commissioner may have issued a summons for such person accommodations provider and accommodations intermediary, and the summons may be served upon such person by ~~the Sheriff of Warren County~~ in the manner provided by law. One return of the original summons shall be made returnable to the General District Court for the County.
- B. In the event that any person who has rented or been charged for a ~~room~~ an accommodation or short-term tourist rental refuses to pay the tax imposed by this article, the ~~motel~~ accommodation or short-term tourist rental employee on duty may call upon the Sheriff's office for assistance, and the investigating officer may, when probable cause exists, issue the person who has rented the room or short-term tourist rental a summons or warrant returnable to the General District Court as provided by law.

§ 160-92. Willful failure to collect and account for tax; penalty.

Any corporate or partnership officer as defined in § 58.1-3906 of the Code of Virginia, 1950, as amended, or any other ~~person~~**accommodations provider and accommodations intermediary** required to collect, account for and pay over any transient occupancy tax, who willfully fails to collect or truthfully account for and pay over such tax, and any such officer or person who willfully evades or attempts to evade any such tax or the payment thereof, shall, in addition to any other penalties provided by law, be guilty of a Class 1 misdemeanor. Conviction shall not relieve any ~~person~~**accommodations provider and accommodations intermediary** from the payment, collection or remittance of the tax, penalties or interest as provided in this article. Each violation or willful failure to comply shall be a separate offense.

§ 160-93. Commission for collection of tax.

[Amended 6-19-2012]

Each ~~motel~~**accommodations** or short-term rental which collects, accounts for and remits to Warren County a transient occupancy tax shall be allowed a commission for such service in the form of a deduction from the tax remitted in the amount of five percent of the amount of the tax due and accounted for.

In all other respects, the provisions of Chapter 160, Article XIX (Transient Occupancy Tax), of the Warren County Code remain the same and are hereby restated, confirmed, and readopted.

This ordinance shall be effective January 1, 2022.

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is ~~lined through~~.

Language proposed to be added is **underlined**.

**AN ORDINANCE TO AMEND CHAPTER 160, ARTICLE XIX (TRANSIENT
OCCUPANCY TAX), OF THE WARREN COUNTY CODE**

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF WARREN COUNTY, VIRGINIA that Section 160-80 (Definitions) be amended and re-ordained; that Section 160-81 (Tax imposed) be amended and readopted as follows; that Section 160-83 (Collection) be amended and readopted as follows; that Section 160-84 (Collections in trust for County) be amended and readopted as follows; that Section 160-85 (Required reports; remittances) be amended and readopted as follows; that Section 160-86 (Powers and duties of Commissioner of Revenue) be amended and readopted as follows; that Section 160-88 (Failure to collect or remit) be amended and readopted as follows; that Section 160-89 (Preservation of records; examination) be amended and readopted as follows; that Section 160-91 (Enforcement) be amended and readopted as follows; that Section 160-92 (Willful failure to collect and account for tax; penalty) be amended and readopted as follows; and that Section 160-93 (Commission for collection of tax) be repealed as follows:

CHAPTER 160. Taxation

ARTICLE XIX. Transient Occupancy Tax

§ 160-80. Definitions

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

COMMISSIONER OF THE REVENUE OR COMMISSIONER

The Commissioner of the Revenue of the County of Warren, Virginia, or any of his duly authorized deputies or agents or successors.

MOTEL ACCOMMODATIONS

Any public or private hotel, motel, boardinghouse, travel campground, **short-term tourist rentals**, and other facilities offering guest rooms rented out for continuous occupancy for fewer than thirty consecutive days.

ACCOMODATIONS PROVIDER

Any person who furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession, or the sale of the right to use or possess.

ACCOMMODATIONS INTERMEDIARY

Any person other than an accommodations provider who facilitates the sale of an accommodation, charges a room charge to the customer, and charges an accommodations fee, which fee it retains as compensation for facilitating the sale. For the purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the

right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

“Accommodations intermediary” does not include a person:

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

ACCOMMODATIONS FEE

The amount paid to or retained by the accommodations intermediary for facilitating the sale. The accommodations fee shall be distinctly set out as a separate item.

PERSON

Includes individuals, firms, partnerships, associations, corporations, persons acting in representative capacity and combinations of individuals of whatever form and character.

ROOM CHARGE

The total price paid by the customer for the use or possession of the room or space occupied for lodging by a transient ~~charge made by any such motel or short-term tourist rental for lodging and/or space furnished any such transient. If the price paid by the customer charge made to such transient includes any charge for services or accommodations in addition to~~ the use or possession of the room or that of lodging and/or use of space occupied for lodging rental or use shall be distinctly set out and billed to such transient by such motel accommodations or short-term tourist rental as a separate item.

[Amended 6-19-2012]

SHORT-TERM TOURIST RENTAL

A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented out for continuous occupancy for fewer than 30 consecutive days.

TRANSIENT

Any person who, for any period of fewer ~~not more than~~ 30 consecutive days, either at his or her own expense or at the expense of another, obtains lodging or the use or possession of any space or room occupied for lodging in any

~~motels~~**accommodations** or short-term tourist rental, as hereinabove defined, for which ~~lodging or use of space~~ a **price is charged** is made.
[Amended 6-19-2012]

§160-81. Tax imposed.

[Amended 6-19-2012; 4-18-2017^[1]]

In addition to all other taxes of every kind now or hereafter imposed by law, there is hereby imposed and levied on each and every transient a tax equivalent to 5% of the total **price paid by the customer** ~~amount charged for the~~ **use or possession** ~~occupancy~~ of any short-term tourist rental, room or space occupied **for lodging** by any such transient. The excess over 2% shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives that attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality.

[1] *Editor's Note: This ordinance provided an effective date of 7-1-2017.*

§ 160-83. Collection.

[Amended 6-19-2012]

- A.** ~~Every person receiving any payment for room charge with respect to which a tax is levied under this article.~~ **For sales of accommodations not facilitated by an accommodations intermediary, the accommodations provider** shall collect the amount of **transient occupancy** tax hereby imposed from the ~~transient on whom the same is levied or from the person paying for~~ **the accommodations when the accommodations are paid** such rental or room charge at the time payment for such short-term tourist room rental is made, whether payment is made in case or on credit by means of a credit card or otherwise.
- B.** **For sales of accommodations facilitated by an accommodations intermediary, the accommodations intermediary shall collect the transient occupancy tax computed on the total price paid.**

§ 160-84. Collections in trust for County.

All amounts collected as taxes under this article shall be deemed to be held in trust **for the County** by the **accommodations provider or accommodations intermediary required to** ~~seller~~ **collecting collect** them until remitted to the County as provided by this article.

§ 160-85. Required reports; remittances.

- A. Every ~~person~~**accommodations provider or accommodations intermediary** receiving payment for a room charge for which a tax is levied under this article shall make a report for each calendar month, showing the amount of charges collected for room charge and the amount of tax required to be collected.
- B. The monthly reports shall be made on forms prescribed by the Commissioner. **Each monthly report shall include all information requested on the Commissioner's prescribed form** and shall be signed by the ~~person~~**accommodations provider or accommodations intermediary** receiving any payment for a room charge. They shall be delivered to the Commissioner on or before the 20th day of the calendar month following the month being reported. Each report shall be accompanied by a remittance of the amount of tax due, made payable to the County Treasurer. The Commissioner shall promptly transmit all taxes received to the County Treasurer.

§ 160-86. Powers and duties of Commissioner of Revenue.

- A. It shall be the duty of the Commissioner of the Revenue to ascertain the name of every person operating a ~~motel~~**an accommodation** or short-term tourist rental in the County liable for the collection of the tax levied in this article.
- B. The Commissioner shall have the power to adopt rules and regulations not inconsistent with the provisions of this article for the purpose of carrying out and enforcing the payment, collection and remittance of the tax herein levied, and a copy of such rules and regulations shall be on file and available for public examination in the County Administrator's office. Failure or refusal to comply with any rules and regulations promulgated under this section by any ~~person~~**accommodations provider or accommodations intermediary** receiving payment for a room charge shall be deemed a violation of this article.

§ 160-88. Failure to collect or remit.

- A. If any ~~person~~**accommodations provider or accommodations intermediary** whose duty it is to do so shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof or if the Commissioner of the Revenue has reasonable cause to believe that an erroneous statement has been filed, the Commissioner shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due the County and, in connection therewith, shall make such investigations and take such testimony and other evidence as may be necessary; provided, however, that notice and opportunity to be heard shall be given any ~~person~~**accommodations provider or accommodations intermediary** who may become liable for the amount owing prior to any determination by the Commissioner of Revenue.

- B. As soon as the Commissioner has procured whatever facts and information may be obtainable upon which to base the assessment on any tax payable by any person accommodations provider or accommodations intermediary who has failed to collect, report or remit such tax, the Commissioner shall proceed to determine and assess against such person accommodations provider or accommodations intermediary the tax, penalty and interest provided in this article and shall notify the person accommodations provider or accommodations intermediary by certified or registered mail, sent to his or her ~~the~~ last known address, of the amount of such tax, penalty and interest. The total amount thereof shall be payable 10 days after the date such notice is sent.

§ 160-89. Preservation of records; examination

- A. It shall be the duty of every person accommodations provider and accommodations intermediary liable for collection and remittance of the taxes imposed by this article to keep and preserve for a period of ~~two~~three years records showing all short-term tourist rentals or room rentals taxable under this article, the amount charged for each short-term tourist rental or room charged, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article.
[Amended 6-19-2012]
- B. The Commissioner shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person accommodations provider and accommodations intermediary, for the purpose of administering and enforcing the provisions of this article and to make transcripts of all or any parts thereof.

§ 160-91. Enforcement.

- A. It shall be the duty of the Commissioner of the Revenue to ascertain the name of every person accommodations provider and accommodations intermediary operating a ~~motel~~an accommodation or short-term tourist rental in the County liable for the collection of the tax imposed by this article who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The Commissioner may have issued a summons for such person accommodations provider and accommodations intermediary, and the summons may be served upon such person by ~~the Sheriff of Warren County~~ in the manner provided by law. One return of the original summons shall be made returnable to the General District Court for the County.
- B. In the event that any person who has rented or been charged for a ~~room~~an accommodation or short-term tourist rental refuses to pay the tax imposed by this article, the ~~motel~~accommodation or short-term tourist rental employee on duty may call upon the Sheriff's office for assistance, and the investigating officer may, when probable cause exists, issue the person who has rented the room or short-term tourist rental a summons or warrant returnable to the General District Court as provided by law.

§ 160-92. Willful failure to collect and account for tax; penalty.

Any corporate or partnership officer as defined in § 58.1-3906 of the Code of Virginia, 1950, as amended, or any other ~~person~~**accommodations provider and accommodations intermediary** required to collect, account for and pay over any transient occupancy tax, who willfully fails to collect or truthfully account for and pay over such tax, and any such officer or person who willfully evades or attempts to evade any such tax or the payment thereof, shall, in addition to any other penalties provided by law, be guilty of a Class 1 misdemeanor. Conviction shall not relieve any ~~person~~**accommodations provider and accommodations intermediary** from the payment, collection or remittance of the tax, penalties or interest as provided in this article. Each violation or willful failure to comply shall be a separate offense.

~~§ 160-93. Commission for collection of tax.~~

~~[Amended 6-19-2012]~~

~~Each motel or short-term rental which collects, accounts for and remits to Warren County a transient occupancy tax shall be allowed a commission for such service in the form of a deduction from the tax remitted in the amount of five percent of the amount of the tax due and accounted for.~~

In all other respects, the provisions of Chapter 160, Article XIX (Transient Occupancy Tax), of the Warren County Code remain the same and are hereby restated, confirmed, and readopted.

This ordinance shall be effective January 1, 2022.

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is ~~lined through~~.

Language proposed to be added is **underlined**.

Code of Virginia
Title 58.1. Taxation
Chapter 38. Miscellaneous Taxes

§ 58.1-3818.8. (Effective September 1, 2021) Definitions.

As used in this article, unless the context requires a different meaning:

"Accommodations" means any room or space for which tax is imposed on the retail sale of the same pursuant to this article.

"Accommodations fee" means the same as such term is defined in § 58.1-602.

"Accommodations intermediary" means the same as such term is defined in § 58.1-602.

"Accommodations provider" means the same as such term is defined in § 58.1-602.

"Affiliate" means the same as such term is defined in § 58.1-439.18.

"Discount room charge" means the same as such term is defined in § 58.1-602.

"Retail sale" means a sale to any person for any purpose other than for resale.

"Room charge" means the same as such term is defined in § 58.1-602.

2021, Sp. Sess. I, c. 383.

Code of Virginia
Title 58.1. Taxation
Chapter 38. Miscellaneous Taxes

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 58.1-3819. (Effective until September 1, 2021) Transient occupancy tax.

A. 1. Any county, by duly adopted ordinance, may levy a transient occupancy tax on hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days. Such tax shall be in such amount and on such terms as the governing body may, by ordinance, prescribe.

2. Unless otherwise provided in this article, any county that imposes a transient occupancy tax at a rate greater than two percent shall, by ordinance, provide that (i) any excess from a rate over two percent shall be designated and spent solely for such purpose as was authorized under this article prior to January 1, 2020, or (ii) if clause (i) is inapplicable, any excess from a rate over two percent but not exceeding five percent shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives that, as determined after consultation with the local tourism industry organizations, including representatives of lodging properties located in the county, attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality. Unless otherwise provided in this article, for any county that imposes a transient occupancy tax pursuant to this section or an additional transient occupancy tax pursuant to another provision of this article, any excess over five percent, combining the rates of all taxes imposed pursuant to this article, shall not be restricted in its use and may be spent in the same manner as general revenues. If any locality has enacted an additional transient occupancy tax pursuant to subsection C of § 58.1-3823, then the governing body of the locality shall be deemed to have complied with the requirement that it consult with local tourism industry organizations, including lodging properties. If there are no local tourism industry organizations in the locality, the governing body shall hold a public hearing prior to making any determination relating to how to attract travelers to the locality and generate tourism revenues in the locality.

B. The tax imposed hereunder shall not apply to rooms or spaces rented and continuously occupied by the same individual or same group of individuals for 30 or more days in hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms. In addition, that portion of any tax imposed hereunder in excess of two percent shall not apply to travel campgrounds in Stafford County.

C. Nothing herein contained shall affect any authority heretofore granted to any county, city or town to levy such a transient occupancy tax. The county tax limitations imposed pursuant to § 58.1-3711 shall apply to any tax levied under this section, mutatis mutandis.

D. Any county, city or town that requires local hotel and motel businesses, or any class thereof, to collect, account for and remit to such locality a local tax imposed on the consumer may allow such businesses a commission for such service in the form of a deduction from the tax remitted. Such commission shall be provided for by ordinance, which shall set the rate thereof at no less than three percent and not to exceed five percent of the amount of tax due and accounted for. No commission shall be allowed if the amount due was delinquent.

E. All transient occupancy tax collections shall be deemed to be held in trust for the county, city or town imposing the tax.

Code 1950, § 76.1; 1970, c. 443; 1971, Ex. Sess., c. 214; 1973, c. 433; 1974, c. 614; 1983, c. 313; 1984, c. 675; 1985, c. 556; 1992, cc. 263, 834; 1996, c. 833; 1997, cc. 757, 764; 1998, cc. 729, 733; 1999, cc. 233, 234, 241, 253, 260; 2000, c. 470; 2001, cc. 571, 585; 2003, c. 939; 2004, cc. 7, 610; 2005, cc. 76, 915; 2006, cc. 67, 376; 2007, cc. 86, 596, 767; 2008, c. 230; 2009, cc. 13, 31, 116, 497, 513, 524; 2010, c. 505; 2011, cc. 385, 606; 2012, c. 290; 2013, cc. 19, 200, 319, 378; 2014, c. 188; 2015, cc. 57, 78, 98; 2016, c. 51; 2017, c. 23; 2018, c. 293; 2020, cc. 330, 1214, 1263.

§ 58.1-3819. (Effective September 1, 2021) Transient occupancy tax.

A. 1. Any county, by duly adopted ordinance, may levy a transient occupancy tax on hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days. The tax shall be imposed on the total price paid by the customer for the use or possession of the room or space occupied in a retail sale. Such tax shall be in such amount and on such terms as the governing body may, by ordinance, prescribe.

2. Unless otherwise provided in this article, any county that imposes a transient occupancy tax at a rate greater than two percent shall, by ordinance, provide that (i) any excess from a rate over two percent shall be designated and spent solely for such purpose as was authorized under this article prior to January 1, 2020, or (ii) if clause (i) is inapplicable, any excess from a rate over two percent but not exceeding five percent shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives that, as determined after consultation with the local tourism industry organizations, including representatives of lodging properties located in the county, attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality. Unless otherwise provided in this article, for any county that imposes a transient occupancy tax pursuant to this section or an additional transient occupancy tax pursuant to another provision of this article, any excess over five percent, combining the rates of all taxes imposed pursuant to this article, shall not be restricted in its use and may be spent in the same manner as general revenues. If any locality has enacted an additional transient occupancy tax pursuant to subsection C of § 58.1-3823, then the governing body of the locality shall be deemed to have complied with the requirement that it consult with local tourism industry organizations, including lodging properties. If there are no local tourism industry organizations in the locality, the governing body shall hold a public hearing prior to making any determination relating to how to attract travelers to the locality and generate tourism revenues in the locality.

B. The tax imposed hereunder shall not apply to rooms or spaces rented and continuously occupied by the same individual or same group of individuals for 30 or more days in hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms. In addition, that portion of any tax imposed hereunder in excess of two percent shall not apply to travel campgrounds in Stafford County.

C. Nothing herein contained shall affect any authority heretofore granted to any county, city or town to levy such a transient occupancy tax. The county tax limitations imposed pursuant to § 58.1-3711 shall apply to any tax levied under this section, mutatis mutandis.

D. Any county, city or town that requires local hotel and motel businesses, or any class thereof, to collect, account for and remit to such locality a local tax imposed on the consumer may allow such businesses a commission for such service in the form of a deduction from the tax remitted. Such commission shall be provided for by ordinance, which shall set the rate thereof at no less than three percent and not to exceed five percent of the amount of tax due and accounted for. No commission shall be allowed if the amount due was delinquent.

E. All transient occupancy tax collections shall be deemed to be held in trust for the county, city or town imposing the tax.

Code 1950, § 76.1; 1970, c. 443; 1971, Ex. Sess., c. 214; 1973, c. 433; 1974, c. 614; 1983, c. 313; 1984, c. 675; 1985, c. 556; 1992, cc. 263, 834; 1996, c. 833; 1997, cc. 757, 764; 1998, cc. 729, 733; 1999, cc. 233, 234, 241, 253, 260; 2000, c. 470; 2001, cc. 571, 585; 2003, c. 939; 2004, cc. 7, 610; 2005, cc. 76, 915; 2006, cc. 67, 376; 2007, cc. 86, 596, 767; 2008, c. 230; 2009, cc. 13, 31, 116, 497, 513, 524; 2010, c. 505; 2011, cc. 385, 606; 2012, c. 290; 2013, cc. 19, 200, 319, 378; 2014, c. 188; 2015, cc. 57, 78, 98; 2016, c. 51; 2017, c. 23; 2018, c. 293; 2020, cc. 330, 1214, 1263; 2021, Sp. Sess. I, c. 383.

Code of Virginia
Title 58.1. Taxation
Chapter 38. Miscellaneous Taxes

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 58.1-3826. (Effective until September 1, 2021) Scope of transient occupancy tax.

The transient occupancy tax imposed pursuant to the authority of this article shall be imposed only for the occupancy of any room or space that is suitable or intended for occupancy by transients for dwelling, lodging, or sleeping purposes.

2005, c. 20.

§ 58.1-3826. (Effective September 1, 2021) Scope of transient occupancy tax.

A. The transient occupancy tax imposed pursuant to the authority of this article shall be imposed only for the use or possession of any room or space that is suitable or intended for occupancy by transients for dwelling, lodging, or sleeping purposes.

B. For any retail sale of accommodations not facilitated by an accommodations intermediary, the accommodations provider shall collect the tax imposed pursuant to this article, computed on the total price paid for the use or possession of the accommodations, and shall remit the same to the locality and shall be liable for the same.

C. For any retail sale of accommodations facilitated by an accommodations intermediary, the accommodations intermediary shall be deemed under this article as a facility making a retail sale of an accommodation. The accommodations intermediary shall collect the tax imposed pursuant to this article, computed on the room charge. When the accommodations are at a hotel, the accommodations intermediary shall remit the taxes on the accommodations fee to the locality and shall remit any remaining taxes to the hotel, which shall remit such taxes to the locality. When the accommodations are at a short-term rental, as defined in § 15.2-983, or at any other accommodations, the accommodations intermediary shall remit the taxes on the room charge to the locality.

D. An accommodations intermediary shall not be liable for taxes under this article remitted to an accommodations provider but that are then not remitted to the locality by the accommodations provider. For any retail sale of accommodations facilitated by an accommodations intermediary, an accommodations provider shall be liable for that portion of the taxes under this article that relate to the discount room charge only to the extent that the accommodations intermediary has remitted such taxes to the accommodations provider.

E. In any retail sale of any accommodations in which an accommodations intermediary does not facilitate the sale of the accommodations, the accommodations provider shall separately state the amount of the tax in the bill, invoice, or similar documentation and shall add the tax to the total price paid for the use or possession of the accommodations. In any retail sale of any accommodations in which an accommodations intermediary facilitates the sale of the accommodation, the accommodations intermediary shall separately state the amount of the tax on the bill, invoice, or similar documentation and shall add the tax to the room charge; thereafter, such tax shall be a debt from the customer to the accommodations intermediary, recoverable at law in the same manner as other debts.

2005, c. 20; 2021, Sp. Sess. I, c. 383.



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE: November 18, 2021	ITEM I-4	SUBJECT: Public Hearing – Additional Appropriation of CARES Act and Grant Funding to Warren County Public Schools	PAGE 1 OF 1
<u>EXPLANATION & SUMMARY:</u> <p>On November 3, 2021, the Board of Supervisors authorized the advertisement of a Public Hearing to take place to discuss the appropriation of an additional \$4,012,255 of Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 funding and \$49,985 from State grants to Warren County Public Schools.</p> <p>The total additional funding of \$4,062,240 will be appropriated as follows:</p> <ul style="list-style-type: none">– \$2,907,875 to 61000 (Instruction)– \$9,721 to 64000 (Operations and Maintenance)– \$1,042,644 to 66000 (Facilities)– \$102,000 to 68000 (Technology) <p>The attachments details further the use of these funds.</p> <p>Section 15.2-2507 of the Code of Virginia requires that budget amendments that exceed 1% of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in the County at least seven days prior to the meeting date on which the amendment is scheduled to be considered. The Public Hearing will be opened during the November 16th Board of Supervisors Meeting to receive public input; after the Public Hearing is closed, the Board of Supervisors may entertain a motion, as suggested below.</p> <u>COST & FINANCING:</u> <p>No additional local funding is required to receive and spend this additional State and Federal revenue.</p> <u>PROPOSED OR SUGGESTED MOTION:</u> <p>I move that the Board of Supervisors amend the FY 2021-2022 budget and appropriate an additional \$4,062,240 (\$4,012,255 from the CARES Act and \$49,985 from State grants) to Warren County Public Schools pursuant to Section 15.2-2507 of the Code of Virginia.</p>			
SUBMITTED BY: Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		PROCESSED BY:



Warren County Public Schools

210 North Commerce Avenue
Front Royal, Virginia 22630-4419
Phone (540) 635-2171
Fax (540) 636-4195
www.wcps.k12.va.us

OFFICE OF THE
SUPERINTENDENT

October 21, 2021

Dr. Edwin C. Daley, County Administrator
County of Warren
220 North Commerce Avenue, Suite 100
Front Royal, VA 22630

Dear Dr. Daley:

At the October 20, 2021, regular meeting of the Warren County School Board, approval was given to request from the Warren County Board of Supervisors an additional appropriation to the FY2022 School Operating Budget in the amount of \$4,062,240. Most of this additional funding, \$4,012,255, is from various CARES Act grants. The remainder, \$49,985, is from two state grants. ***No additional local funding is required to receive and spend this additional state and federal revenue.*** Additional information on the sources and proposed uses of this additional revenue is provided in the attached School Board Agenda Item.

The additional appropriation will be spent in the following categories:

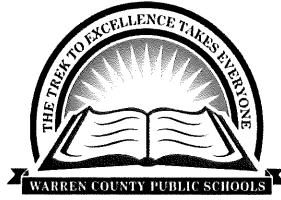
61000 Instruction:	\$2,907,875
64000 Operations and Maintenance:	\$ 9,721
66000 Facilities:	\$1,042,644
68000 Technology:	<u>\$ 102,000</u>
Total Additional Request:	\$4,062,240

I would appreciate your placing this item on the next Board of Supervisors meeting agenda and will be happy to discuss this request with you and your Board then. In the meantime, if you have any questions, please let me know.

Sincerely,

Christopher L. Ballenger, Ed.D.
Division Superintendent

Attachments



Agenda Item Details

Meeting	Oct 20, 2021 - Work Session
Category	3. Action Agenda
Subject	B. Approval to Request an Additional Appropriation - Dr. Ballenger
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	4,062,240.00
Budgeted	No
Recommended Action	That the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Board's FY 2021-2022 Operating Fund Budget by \$4,062,240 to be distributed over the following classifications as indicated: 61000 Instruction - \$2,907,875; 64000 Operations and Maintenance - \$9,721; 66000 Facilities - \$1,042,644; 98000 Technology - \$102,000 .

Public Content

Explanation and Summary: Since the original FY2022 Operating Budget was adopted on May 5, 2021, \$4,062,240 in Federal and State grants has been awarded to Warren County Public Schools. In order to receive and spend this unbudgeted revenue, an additional appropriation must be received from the Warren County Board of Supervisors. The unbudgeted revenue results from the receipt of Federal CARES grants and several state grants. A listing of the grants and their intended uses is detailed in the attached worksheet.

Attachments:

- Additional Appropriation Request Accounting Detail
- Federal Grants Appropriation Request Letter
- CTE Grant Award Letters

Cost and Financing:

\$4,062,240 in additional revenue from the attached list of federal and state grants.

Proposed or Suggested Motion:

" I move that the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Board's FY 2021-2022 Operating Fund Budget by \$4,062,240 to be distributed over the following classifications as indicated: 61000 Instruction - \$2,907,875; 64000 Operations and Maintenance - \$9,721; 66000 Facilities - \$1,042,644; 98000 Technology - \$102,000."

[Additional Appropriation Request Accounting Detail - October 20, 2021.pdf \(28 KB\)](#)

[Federal Grants Appropriation Request Letter.pdf \(207 KB\)](#)

[CTE Equipment Allocation Grant.pdf \(221 KB\)](#)

[CTE High Demand Industry Grant.pdf \(257 KB\)](#)

[CTE Industry Certification Grant.pdf \(161 KB\)](#)

[CTE Industry Credentials Grant.pdf \(216 KB\)](#)

[Workplace Readiness Grant.pdf \(157 KB\)](#)

Administrative Content

Executive Content

Motion & Voting

That the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Board's FY 2021-2022 Operating Fund Budget by \$4,062,240 to be distributed over the following classifications as indicated: 61000 Instruction - \$2,907,875; 64000 Operations and Maintenance - \$9,721; 66000 Facilities - \$1,042,644; 98000 Technology - \$102,000 .

Motion by Melanie C Salins, second by Ralph A Rinaldi.

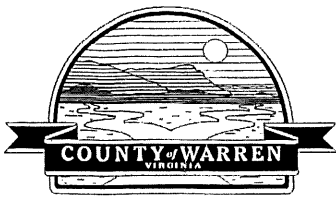
Final Resolution: Motion Carried

Yea: Ralph A Rinaldi, Kristen J Pence, Melanie C Salins

Warren County Public Schools
October 20, 2021
Additional Appropriation Request Detail

		Description	Account Code	Current Appropriation	Increase Requested	Proposed Appropriation
	Revenue					
	1	Federal CARES - ESSER	1 -171844250	\$0	\$274,651	\$274,651
	2	Federal CARES - GEER	1 -171844260	\$0	\$125,500	\$125,500
	3	Federal CARES - CRRSA	1 -171844280	\$0	\$1,042,644	\$1,042,644
	4	Federal CARES - ARP	1 -171844290	\$0	\$1,335,710	\$1,335,710
	5	Federal CARES - Unfinished Learning	1 -171844300	\$0	\$1,233,750	\$1,233,750
	6	State Homeless Grant	1 -171-240200	\$0	\$29,709	\$29,709
	7	State Career Technical Education (CTE) Grants		\$0	\$20,276	\$20,276
		Total Additional Revenue:			\$4,062,240	

		Description	Category	Increase Requested		
	Expenditure					
	1	Elementary Teacher and Supplements	61000	\$163,600		
	1	Virtual Virginia	61000	\$10,050		
	1	Edgenuity	61000	\$66,806		
	1	Happy Numbert (1 year)	61000	\$5,005		
	1	Teacher Uppport of Quarantined Students	61000	\$29,190		
	2	Social Emotional Materials	61000	\$13,779		
	2	Technology Hot Spots	68000	\$102,000		
	2	Facilities Cleaning and PPE	64000	\$9,721		
	3	LFK and BRTC Architect Fees	66000	\$1,042,644		
	4	Student Support Assistants	61000	\$566,216		
	4	Additional Assistants	61000	\$515,994		
	4	Reflex, Educational Galaxy, LLI	61000	\$253,500		
	5	Student Support Coaches	61000	\$1,220,294		
	5	SEL Stipend	61000	\$13,456		
	6	Support of Homeless Students	61000	\$29,709		
	7	CTE	61000	\$20,276		
		Total Additional Expenditures:			\$4,062,240	



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
11/18/2021	I-5	Conditional Use Permit #2021-09-01 Terra Site Constructors, LLC <i>Contractor's Storage Yard</i>
<u>EXPLANATION & SUMMARY:</u> 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: <ol style="list-style-type: none">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:<ol style="list-style-type: none">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 STATUS:

On Wednesday, October 13, 2021, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Longo and approved by the Planning Commission by a vote of 5-0.

RECOMMENDED CONDITIONS:

The Planning Commission and staff is recommending the following conditions be added to this conditional use permit.

1. The applicant shall comply with all Virginia Department of Transportation (VDOT), Warren County Building Inspections, Warren County Health Department, Town of Front Royal and applicable environmental regulations and requirements.
2. A site plan shall be prepared and approved by the Warren County Planning Department prior to the issuance of a building permit, showing the building, parking, outdoor lighting, trash receptacle, signage, and other applicable zoning requirements.
3. The exterior façade of the building shall meet the County's Highway Corridor Overlay District requirements.
4. The permanent color of building materials shall be earthen tones in compliance with the County's Highway Corridor Overlay District ordinance, and all building facades visible from Route 340/522 shall be constructed of a combination of stone and DriVit/EFIS or similar material as approved by the Warren County Planning Department.
5. All mechanical equipment shall be shielded and screened from the public view and designed to be perceived as an integral part of the building.
6. All light fixtures shall be full cut-off fixtures and comply with the Zoning Ordinance requirements.
7. The outdoor storage yard shall be totally screened from view with a full screen, pursuant to Warren County Code § 180-18.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Terra Site Constructors, LLC for a Contractor's Storage Yard with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Terra Site Constructors, LLC for a Contractor's Storage Yard. (LIST REASONS)

SUBMITTED BY:

Joseph Petty, 
Planning Director

DISPOSITION OF BOARD:

☐ APPROVED ☐ OTHER (Describe)

PROCESSED BY:



Conditional Use Permit 2021-09-01: Contractor's Storage Yard
Current Owners/Applicants: Terra Site Constructors, LLC
Prepared: September 1, 2021 – **Revised:** November 8, 2021
Staff Contact: Joseph Petty, Planning Director

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a Contractor's Storage Yard. The applicants currently have a location at 900 Shenandoah Shores Road within the Town of Front Royal, though the business has grown considerably since 2014 and more space is needed. The business operates year-round and will be open Monday through Friday, 8:00 AM to 5:00 PM. The existing single-family dwelling will be used as an office and/or housing for the full-time staff. A warehouse storage building is planned to be constructed on the north side of the property.

PROPERTY INFORMATION

Property Location: 6986 Winchester Road
Tax Map ID: 4-----43B
Magisterial District: North River
Subdivision: N/A

City: Front Royal
Zoning: Industrial (I)
Acres: 10 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A) & Commercial (C)
South: Agricultural (A)
East: Commercial (C)
West: Agricultural (A)

Use: Gas Pipeline & Auto Repair Business
Use: Barn & Farmland
Use: Enclosed Storage Facility
Use: Farmland

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Industrial zoning district. The house was constructed in 1994 and does not have a record of any previous zoning violations. A rezoning request converting the property from Agricultural to Industrial was approved by the Board of Supervisors in 2017.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for industrial land uses. A contractor's storage yard is a use allowed by conditional use permit in the Industrial zoning district and is compatible with the current Warren County Zoning Ordinance. The Comp Plan lists the goal to encourage orderly growth of commercial and industrial development relative to environmental and economic impacts along the Rt. 340/522 Corridor

ATTACHMENTS

☒ Agency Comments
☒ Location Map

☒ Application
☐ Public Comments

☐ Health Permit
☒ Submitted Plans

☒ Letter from Applicant
☐ Other: _____

SUPPLEMENTARY REGULATIONS

Warren County Zoning Ordinance: § 180-28D(10):

Yard for storage of coal, lumber, building materials or contractors' equipment.

There are no supplemental regulations for Contractor's Storage Yards.

Warren County Zoning Ordinance: § 180-29.1: Highway Corridor Overlay (HC) District.

The property lies within the 1000' HCOD, which should address architectural details, landscaping, screening, and overall appearance. Staff will be working with the applicant to ensure that buildings are earth tone in appearance and meet the material requirements as stated in the ordinance and proffers.

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 applicant shall comply with all Virginia Department of Transportation (VDOT), Warren County Building Inspections, Warren County Health Department, Town of Front Royal and applicable environmental regulations and requirements.
2. A site plan shall be prepared and approved by the Warren County Planning Department prior to the issuance of a building permit, showing the building, parking, outdoor lighting, trash receptacle, signage, and other applicable zoning requirements.
3. The exterior façade of the building shall meet the County's Highway Corridor Overlay District requirements.
4. The permanent color of building materials shall be earthen tones in compliance with the County's Highway Corridor Overlay District ordinance, and all building facades visible from Route 340/522 shall be constructed of a combination of stone and DriVit/EFIS or similar material as approved by the Warren County Planning Department.
5. All mechanical equipment shall be shielded and screened from the public view and designed to be perceived as an integral part of the building.
6. All light fixtures shall be full cut-off fixtures and comply with the Zoning Ordinance requirements.
7. The outdoor storage yard shall be totally screened from view with a full screen, pursuant to Warren County Code § 180-18.
8. ~~No inoperable vehicles/equipment shall be located on the site.~~

Removed by staff and Planning Commission

Cc: Terra Site Constructors, LLC – Owner/Applicant

August 18, 2021

Warren County Planning Commission
220 N. Commerce Ave. #400
Front Royal, Virginia 22630

**Subject: 6986 Winchester Road, Conditional Use Permit
Statement of Justification**

Gentlemen:

The following paragraphs are submitted as A Statement of Justification as required on Page 4 of our Conditional Use Permit Application for the above referenced property:

Terra Site Constructors, llc is a Virginia based Class A Contractor licensed to do Heavy Highway Construction work in the mid-Atlantic region of the U.S. Additionally, Terra Site Constructors, llc is listed as a SBA 8(a) Certified DBE Minority Business Enterprise.

It is the intent of the owner of 6986 Winchester Road, TSC Realty llc, to lease to Terra Site Constructors, llc the property for use as a Contractor's Storage Facility where heavy contractor's equipment will be stored outside, and miscellaneous tools, small equipment, and contractor supplies will be stored inside a new warehouse to be staffed by up to four full time employees. Terra Site Constructors, llc and TSC Realty, llc share common ownership.

Terra Site currently has its home office and storage yard in Front Royal, at 900 Shenandoah Shores Rd. This facility has been in use since 2014. Terra Site Constructors has grown considerably since that time and has out grown that facility.

Terra Site Constructors will need a more up to date and larger facility to warehouse its supplies and equipment to be able to more effectively serve its Mid-Atlantic market area. 6986 Winchester Road has been identified as a potential and favorable location for its operations; however, in order to utilize this location, a Conditional Use Permit as a Contractor's Storage Yard must be obtained.

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

BE# 2903

Application Number: 0 2021-09-01 (129-2021)
Date Received: 8-18-2021
Fee Amount: \$ 500.00
Date Paid: 8-18-2021 #1640

Applicant Information:

Allan Josselyn, Senior Advisor, Terra Site Constructors, LLC

Applicant Name

PO Box 221890 Chantilly VA 20153-1890
Address City State Zip

6986 Winchester Road, Front Royal, VA 22630

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

Mobile: 703-431-2872 jjosselyn@terrasiteco.com
Primary Contact Number Email

TSC Realty, LLC Manager: Babur R. Mian
Property Owner (if same as applicant, leave blank)

900 Shenandoah Shores Road, Ste. 100 Front Royal VA 22630
Address City State Zip

703-436-1826

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: 6986 Winchester Road, Front Royal VA 22630
- (2) Election District: North River
- (3) Tax Map Number: 4 43B
- (4) Subdivision Name: N/A
- (5) Total Area of Property (acres): 10.00
- (6) Total Area to be Used (acres): 1 acre is the subject of the Conditional Use Permit
- (7) Total Road Frontage (feet): 600
- (8) Depth of Property (feet): 790
- (9) Present Zoning: Industrial (I)

B. Proposed Use of Property

§180-28 D (10) Contractor's
Equipment Storage Yard

- (1) State the proposed use(s) for the Conditional Use Permit: Equipment Storage Yard
- (2) Current land use and condition of site: Residential
- (3) Zoning of surrounding land/property: Agricultural (A)
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: 1 year
- (6) Season, days, and hours of operation: All seasons, 24-7-365, Normal: M-F 8am-5pm
- (7) Will there be a sign? ☐ Yes ☒ No Sign will be proposed with site plan
(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: 4 full time onsite
- (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 - 8
- (12) Number of parking spaces to be provided: Regular 24 Handicap 1
- (13) What is the proposed landscaping and buffering for this property? One row of Giant Green Thuja and existing trees between Route 340/522 and the parking lot around the Office/Warehouse building

C. Plans Prepared By

Name: Blackwell Engineering, PLC

Address: 566 East Market Street, Harrisonburg, VA 22801

Telephone Number: 540-432-9555

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?) _____
Trash generated by the office and warehouse will be placed in an onsite dumpster

- (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.) _____
Above ground diesel fuel and gasoline

- (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. _____
Exhaust from motorized heavy equipment, e.g., dozer, backhoe, crane, drill rig, etc.

- (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? _____
10 passenger cars per day, occasional tractor/trailer for loading and off loading of contractor's heavy equipment

- (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. _____
No lighting is proposed for the equipment storage areas. Lighting will be shown on the office/warehouse site plan

**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.** (See "Preliminary Site Plan for Conditional Use Permit" by Blackwell Engineering, PLC)
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.** (Proposed well and septic drainfield sites shown on
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. (See attached email from Deputy Treasurer, Keri Kelly)
- ☒ **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. (See attached statements)
- ☒ **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. (See Preliminary Site Plan)
- ☒ **Directions to your property from the Warren County Government Center.**
6.3 miles north of Warren County Government Center on Route 522
(3 miles north of I-66 interchange)

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

Allan Josselyn for Terra Site Constructors, LLC

8/18/2021
Date


Property Owner Signature

Babur R. Mian for TSC Realty, LLC

8/16/2021
Date

Accepted by: 

Date: 8-18-2021

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



Blackwell Engineering, PLC

606 East Market St. - Harrisonburg, Virginia 22801 - (540) 432-0555 - www.BlackwellEngineering.com

August 10, 2021

BE# 2903

Joe Petty, Planning Director
Warren County
220 North Commerce Avenue, Suite 400
Front Royal, VA 22630

Subject: Conditional Use Permit for 6986 Winchester Road, Front Royal, VA 22630
Tax Map Number: 4 43B
Environmental and Community Impact Statements

Overview

The purpose of the proposed conditional use permit is for the construction of a Contractor's Equipment Storage Yards per §180-25 D (10). The parcel to be developed is TM# 4 43B and is currently zoned industrial and the storage yard will be used to store equipment used in the day-to-day operation of Terra Site Constructors, constructors of federal, state, and local infrastructure projects. The site is currently undeveloped with one residential dwelling and is proposed to house a combined office and warehouse which will use the outside storage yard.

Environmental Impact

The property holds no special environmental or historic significance, and no major adverse environmental impact is expected from the proposed conditional use. As a storage space, no production of hazardous substances will occur in conjunction with the conditional use of the site. Petroleum products, such as diesel fuel, gasoline and motor oil will be used for the normal operation of the construction equipment to be stored onsite, but no creation or dumping of these products will occur on site. It will be the responsibility of Terra Site Constructors to use and maintain equipment in an environmentally responsible manner and to properly dispose of any old motor oil as needed. It will be the responsibility of Terra Site Constructors to contact the applicable local and statewide environmental agencies if an accidental release of petroleum products occurs. Furthermore, Terra Site Constructors will maintain on site all environmental permits; material safety data sheets; community right-to-know plans; safety, preparedness and prevention plans; and/or any other documents required by federal, state, and local regulations in conjunction with construction activities and the use of heavy industrial equipment.

Community Impact

The surrounding area holds no special environmental or historic significance and is comprised mostly of rural and industrial areas. The site is bordered by an agricultural property to the north, west and south, and by Penske Truck Rental to the west, across Winchester of Route 522/340. As such, the storage of industrial equipment will not negatively affect the quality of life for neighboring parcels. While there is a residential dwelling on site, it is owned and maintained by Terra Site Constructors, LLC.

Conclusion

It is the belief of Blackwell Engineering that the proposed conditional use for the site of a Contractor's Equipment Storage Yard is within the character of the parcel and its adjacent neighbors. All parcels within the area are used for industrial or agricultural purposes and therefore also utilize various types of heavy industrial machinery. As merely a storage site for the equipment, no production or disposal of hazardous substances or petroleum products will occur on site. Furthermore, Terra Site Constructors, as an established construction company that serves clients from Pennsylvania to South Carolina, will be well versed in industry standards and protocols for environmental safety, preparedness, and mitigation response. Therefore, it is the opinion of Blackwell Engineering that there is no will be no adverse environmental impacts to the parcel or its neighbors by the conditional use proposed.

If you have any questions or require additional information please contact Jay Josselyn, Senior Advisor for Terra Site Constructors at 703-431-2872 or me at 540-432-9555.

Respectfully,


Ed Blackwell, P.E.

August 18, 2021

Warren County Planning Commission
220 N. Commerce Ave. #400
Front Royal, Virginia 22630

**Subject: 6986 Winchester Road, Conditional Use Permit
List of Chemicals to be stored on site**

Gentlemen:

As required on Page 4 of the Conditional Use Permit Application, we hereby provide the following list of chemicals that are likely to be stored on the property, either outside as in the case of diesel fuel, or inside as in the case of miscellaneous contractor materials:

- Diesel Fuel (outside storage \pm 300 Gal.)
- Gasoline (5 gal. safety cans) \pm 4 ea.
- Marking paint (spray cans)
- DEF Diesel fuel treatment
- Motor Oil
- Grease
- Concrete curing compound
- Paint thinner/MEK
- Glycol Anti Freeze

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



September 15, 2021

Mr. Joe Petty, Planning Director
Warren County Planning and Zoning
220 N Commerce Avenue, Suite 400
Front Royal, Virginia 22630

RE: Request for comments; 2021-09-01
Owner: TSC Realty, LLC

Dear Mr. Petty,

I have reviewed the request for comments regarding the property at 6986 Winchester Rd, Front Royal, Virginia, in Warren County, (property identified on tax map # 4-43B), and I offer the following comments:

1. There is a dwelling on the property served by a private sewage disposal system and private well. The owners confirmed that the current system will continue to only serve this dwelling.
2. There will be a new warehouse constructed on the property. This new warehouse should be connected to public water and sewer if available. Otherwise the owners will need to apply to this office for a private sewage system and well.
3. All trash and garbage shall be placed in containers with tight-fitting lids.

This office shall have no objections to a Contractor's Storage Yard on this property provided all applicable rules and regulations are complied with. Please call me at (540) 635-3159 if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. Smith", written in black ink.

Greg Smith
Environmental Health Specialist

Joe Petty

From: David Beahm
Sent: Wednesday, September 8, 2021 9:18 AM
To: Joe Petty
Cc: Paula Fristoe
Subject: FW: Warren County Conditional Use Permit - Request for Comments - Terra Site – Comments CUP 2021-09-01 – Terra Site Constructors, LLC – Contractor's Storage Yard – WCCUP-000129-2021
Attachments: 2021-09-01_Terra Site_Request for Comments Packet.pdf

Comments CUP 2021-09-01 – Terra Site Constructors, LLC – Contractor's Storage Yard – WCCUP-000129-2021:

- Erosion and Sediment Control (ESC) Items:
 - Application and permits are required for ESC permit, which would be a normal submission including a full plan review application.
 - The area of disturbance appears to exceed one (1) acre and will require a Stormwater permit through the Department of Environmental Quality (DEQ). Approval by DEQ (Construction General Permit) would be required prior to any ESC Permit and/or any type of Building Permit being issued by Warren County.
- Building Inspections Items:
 - If and when any building construction related activity (structure, electrical, plumbing, mechanical, fire protection systems, etc.) were to start, it would be subject to the normal requirements of application, review and approval prior to work beginning.
 - As indicated on this application for a CUP there will be an above ground storage fuel tank which will require the same permitting process as indicated above.
 - As indicated on this application for a CUP there will be proposed lighting that appears to be for the site, this will also require the same permitting process as indicated above.

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

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From: Joe Petty <jpetty@warrencountyva.net>
Sent: Friday, August 27, 2021 10:25 AM
To: David Beahm <dbeahm@warrencountyva.net>; Robbie Boyer <rboyer@frontroyalva.com>; Karen Williams <kwilliams@frontroyalva.com>; dkeller@myrec.coop; Bobby Boyce <Bobby.Boyce@VDOT.Virginia.gov>; Rhonda Funkhouser <rhonda.funkhouser@vdot.virginia.gov>; Jim Davis <Jim.Davis@VDH.Virginia.gov>; Greg Smith <gregory.smith@vdh.virginia.gov>

Cc: Matt Wendling <Mwendling@warrencountyva.net>

Subject: Warren County Conditional Use Permit - Request for Comments - Terra Site

Good morning:

Please find the attached packet for a recent application to obtain a conditional use permit for a Contractor's Storage Yard. The property is located at 6986 Winchester Road and Identified on tax map # 4-----43B.

Please review the request and the site, if necessary, and make any appropriate comments as to the effects on the public health and safety. This would also be the appropriate time to suggest any conditions that should be attached by the Board of Supervisors. If you feel that there will be no adverse effects or that no additional conditions should be met, please state this. I have enclosed copies of the applicant's application, and statement of justification. Your response within thirty (30) days will be greatly appreciated.

If you need or require hard copies, please let us know and we can have them sent to your office.

Best,

Joseph "Joe" Petty

Planning Director/Zoning Administrator

Warren County Planning Department

220 North Commerce Ave., Suite 400

Front Royal, VA 22630

Phone: (540) 636-3354

Fax: (540) 636-4698

warrencountyva.net

Warren County Code

Zoning Setbacks

Warren GIS

Joe Petty

From: Arthur Boyce <bobby.boyce@vdot.virginia.gov>
Sent: Tuesday, September 21, 2021 11:54 AM
To: Joe Petty
Cc: Funkhouser, Rhonda (VDOT)
Subject: Warren-Rte 340/522-Terra Site Contractors-CUP 2021-09-01

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824

Dear Mr. Petty:

We have reviewed the above subject Conditional Use Permit Application dated August 18, 2021 for impacts to the transportation system. This application is for the construction of an 10,123 square foot contractors office and according to the ITE Trip Generation Manual will generate approximately 103 trips per day. Our comments are as follows:

- All frontage improvements on US Route 340/522 should be consistent with Warren County's Route 340/522 Corridor Transportation Plan. This will include 3-12' through lanes, 5' bike lane, 12' wide 200' right turn lane with 200' taper, curb & gutter, 6' utility strip, and 5' sidewalk. The typical section can be found on the corridor plan and some existing examples are as follows: Gas Mart, Nicholl's Construction, Cedarville Corners, North River Square, Royal Farms, Crooked Run, and Riverton Commons. It appears that a 8' right-of-way dedication and 20' slope and drainage easement will be needed to accommodate the improvements.
- In accordance with Virginia Access Management Regulation the north entrance will need to share access with the adjoining Jett property. To reduce the number of entrances to state highways, a condition of entrance permit issuance shall be that entrances serve two or more parcels. A shared commercial entrance shall be created and designed to serve adjoining properties. We recommend that the entrance be constructed on the north property line adjacent to the Jett property. This will also address the interparcel access requirement for both Warren County ordinance and VDOT regulations.
- The design for Cabell Road entrance upgrades must also be included with the site plan and will need to be submitted to this office for review and approval prior to any construction as well. This entrance will need to line-up with the crossover on US Route 340/522 and also include the Warren County Route 340/522 Corridor Transportation Plan improvements. A 200' right turn & 200' taper /deceleration lane will be required for this intersection as well.
- A Land Use Permit shall be obtained before any work is performed on the State's right-of-way. The permit is issued by this office and will require an application fee and surety coverage. Once satisfactory application has been made, a permit will normally take 7-10 days to process and issue.

We appreciate the County's efforts to include VDOT in the early planning stages for development and the opportunity to provide comments on this Conditional Use Permit. We ask that you include a copy of this transmittal for official public record. If you have any questions or need further information, please do not hesitate to give me a call.

Sincerely,

Bobby Boyce

Bobby Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631

Sincerely,

Bobby Boyce

VDOT- Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540) 534-3211



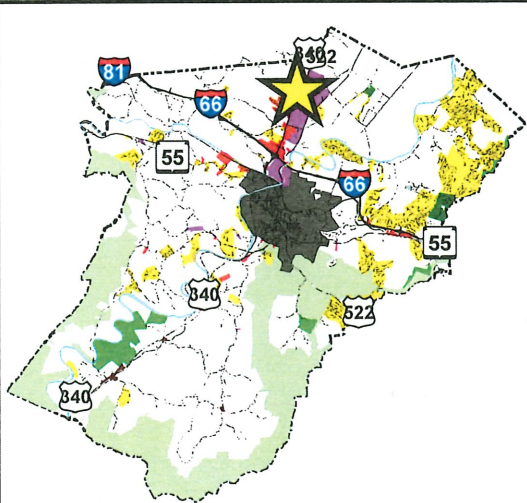
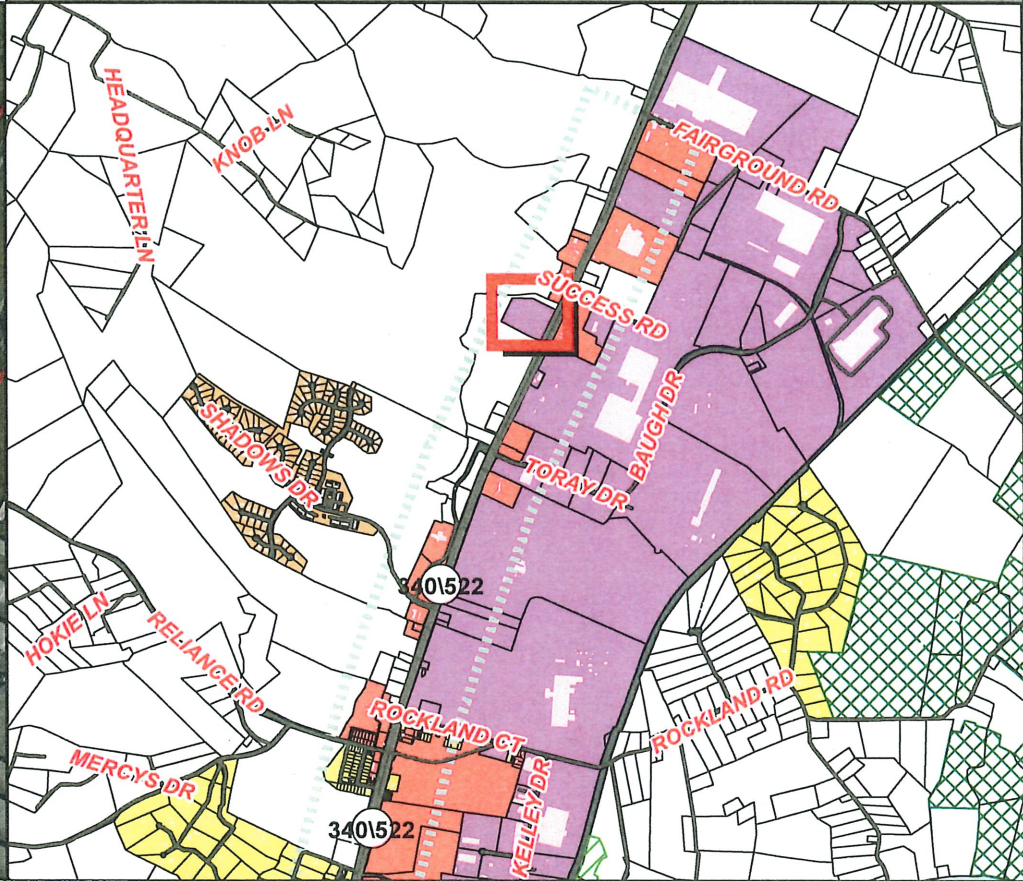
Warren County VA

CUP Location Map



Contractor's Storage Yard
Applicants: Terra Site Constructors, LLC

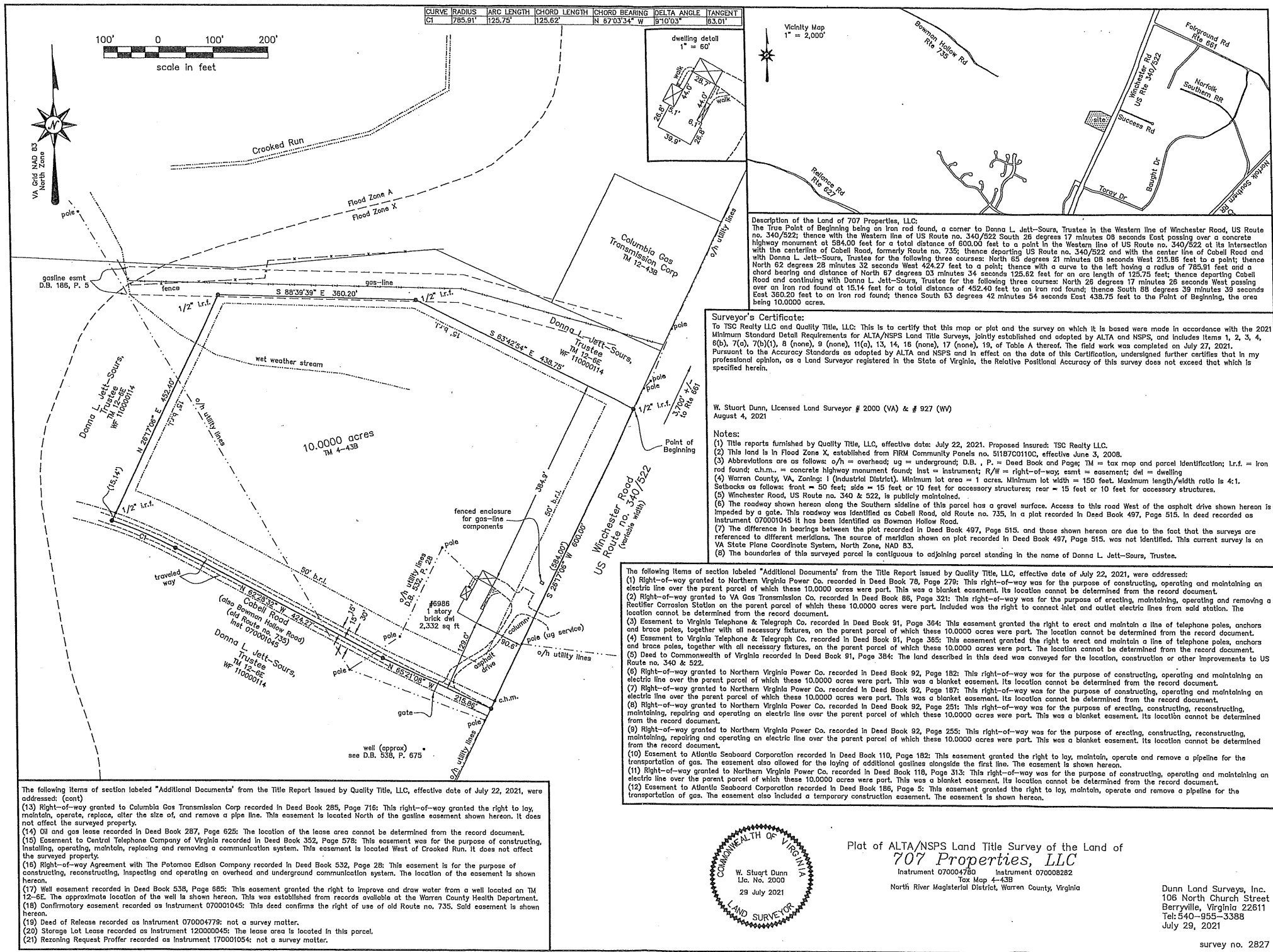
TM 4-----43B
6986 Winchester Road



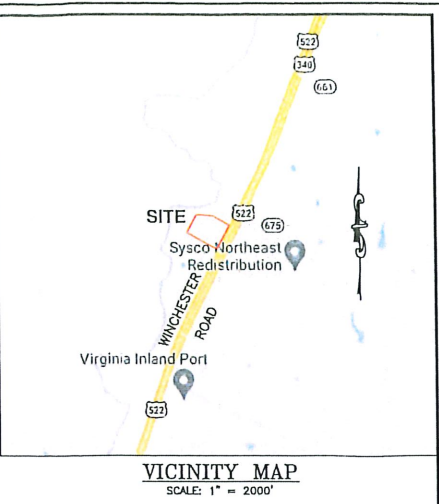
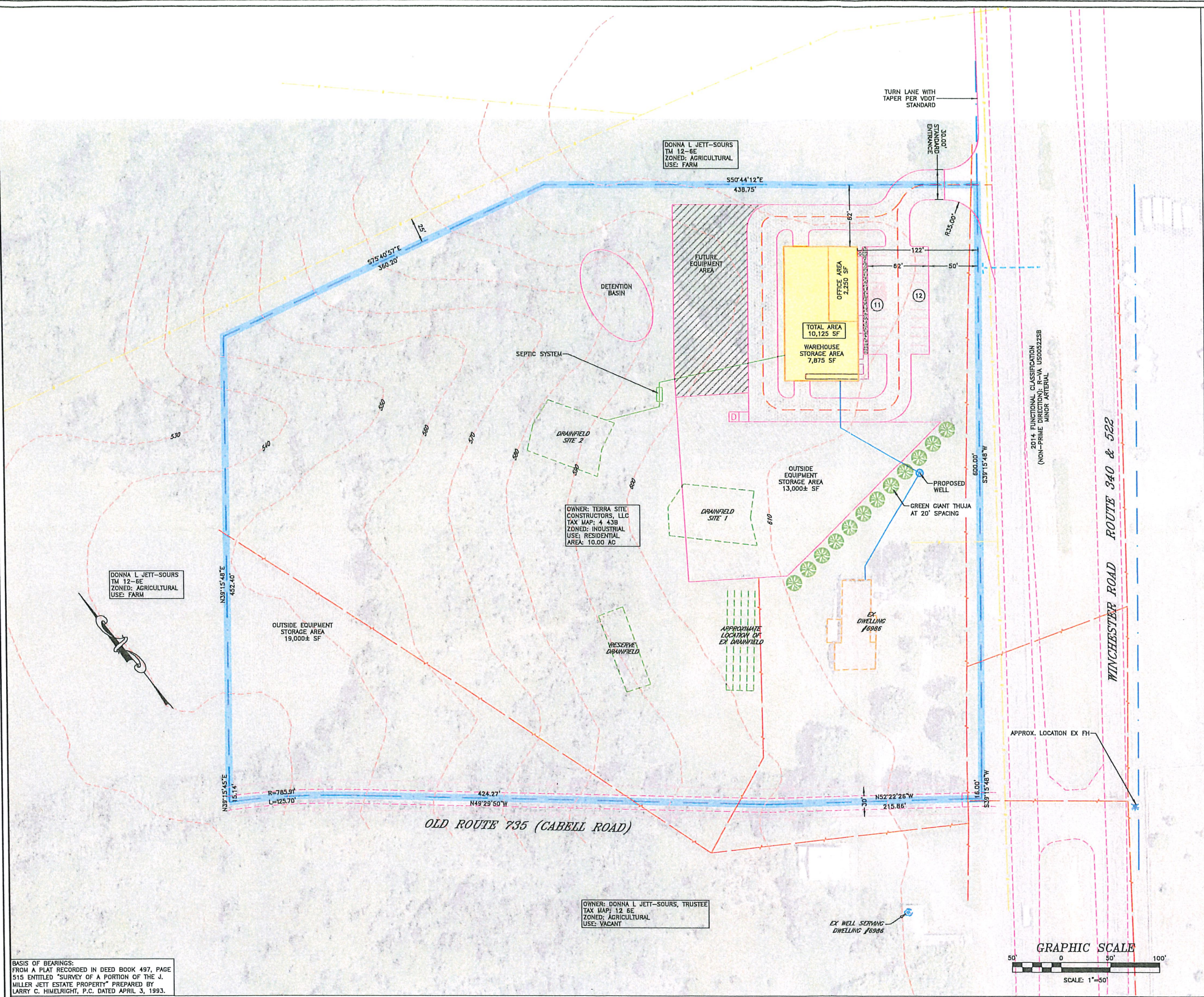
Zoning

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



survey no. 2827



SITE DESIGN
BLACKWELL ENGINEERING, PLLC
ATTN: ED BLACKWELL
500 EAST MARKET STREET
HARRISBURG, PA 17101
PHONE: 610-412-9555

OWNER/DEVELOPER
TERRA SITE CONSTRUCTORS, LLC
ATTN: JAY JOSELYN
PO BOX 21890
CHANTILLY, VA 20153-1890
MOBILE: 703-431-2372

PROPERTY INFO
TAX: 4.43B
TOTAL AREA: 10.00 ACRES
ZONED: INDUSTRIAL (I-1)
PROPOSED USE: OFFICE/WAREHOUSE
CONDITIONAL USE PERMIT FOR
OUTSIDE EQUIPMENT STORAGE YARD
FEMA FLOOD ZONE: X

Date: OCT 2021
Scale: AS NOTED
Designed by: EHB
Drawn by: EHB
Checked by: EHB

Blackwell
Engineering, PLLC
566 East Market Street
Harrisburg, Virginia 22801
Phone: (540) 332-9555
Email: E@blackwellengineering.com



Revision Dates

PRELIMINARY SITE PLAN FOR CONDITIONAL USE PERMIT

6986 WINCHESTER ROAD, FRONT ROYAL, VA
TERRA SITE CONSTRUCTORS, LLC
PO BOX 221890
CHANTILLY, VA 20153-1890

Drawing No.
1
of 1 Sheets

Job No. 2903



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
11/18/2021	I-6	Conditional Use Permit #2021-09-02 Gordon Lee Birkhimer <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.

After proper advertisement and a public hearing by the Planning Commission, the application has been forwarded to the Board of Supervisors recommending approval with the following conditions:

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Longo and approved by the Planning Commission by a vote of 5 - 0.

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 three 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.
5. The discharge of firearms and hunting on the property by guests shall be prohibited.
6. The use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.


PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Gordon Lee Birkhimer for a Short-term Tourist Rental with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Gordon Lee Birkhimer for a Short-term Tourist Rental (List reasons).

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-09-02/ Short Term Tourist Rental

Gordon Lee Birkhimer, Applicant/ Owner

Staff Report for the Planning Commission

Prepared: August 23, 2021

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

MFW

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a Short-term Tourist Rental for rental of the single-family dwelling for less than thirty days. In the statement of justification, the applicant states he will be circumnavigating the world in a sailboat which will take at least two years. The applicant would like to rent it on a short-term basis for the two-year period and will have a professional property management and vacation rental company manage the property. A local resident will be maintaining the grounds and security of the property. The property is located off a private road and in a subdivision, Massanutten Farms, which does have a POA/HOA which maintains the roads. The applicant has contacted the current POA manager and provided the County with his contact information to who we have requested comments. The applicant may continue the use after his oceanic global expedition if he doesn't get swallowed by a whale or gets stranded in Tahiti.

PROPERTY INFORMATION

Property Location: 52 Forest View Dr.

Tax Map ID: # 18G-2--15

Magisterial District: Fork

Subdivision: Massanutten Farms

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

Town/Village: Front Royal

Zoning: Agricultural (A)

Acres: 5.0

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

South: Agricultural (A)

East: Agricultural (A)

West: Agricultural (A)

Use: SFD with Woodlands

Use: GW National Forest Access

Use: SFD with Pasture and Woodlands

Use: SFD with Woodlands

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Agricultural (A) zoning district and has no previous zoning violations.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated Agricultural area composed of pasture and woodland areas, is off a private road and has views of the river. 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. **Staff has submitted a request for septic system information for the property for the septic system operational permit to WCHD. The applicant states the structure is four-bedroom dwelling which allows with an occupancy of eight persons. Staff will provide additional comments, if necessary, comments have been received from the Health Department.**
- 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 is sufficient parking for four (4) 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 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.**
- 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. Teanna Harrigan and Matt Yonkers will be the acting property and grounds 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 a subdivision that is served by Massanutten Farms POA and the current manager is Jeremy Clark.**
- 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 comply 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 270' to the closest dwelling located to the north.**

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 eight (8) as determined according to the Health Department operational permit for a four-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: Gordon Birkhimer, Applicant



STATEMENT OF JUSTIFICATION

As the sole property owner at this time I request approval of my Application for Conditional Use Permit. I am requesting this for the purpose of using my real estate as a short-term property rental. I arrived at the decision to pursue this endeavor because I purchased part ownership in a sailboat and intend on completing a circumnavigation of the world, which will take a least 2 years to complete. The name of the sailing vessel is "Epiphany," and I operate a Facebook Page titled, "Epiphany Sailing". Please feel free to take a look and even follow us daily. Rather than leave the Massanutten Farms property idle during my absence, I have done the research to develop a business case analysis and I have created this Site Plan / Survey as part of the Conditional Use Permit process.

Accomplished Tasks

- I have chosen EVOLVE Vacation Rental Management as the company I will use to operate the endeavor. EVOLVE specializes in Property Management with absent property owners. They have been very professional have outstanding Marketing, Professional Photographers, Revenue Management, Travel Advisors, Local Service Partners, Homeowner Support, and Customer Experience Specialists. (See Attachments)

<https://help.evolvevacationrental.com/>

- I have hired Avalara MyLodgeTax because they are the vacation rental tax experts. They will determine the accurate lodging tax rate for my property, complete any registration and license application forms, file and pay all taxes when due, and make sure I am always fully compliant. (See Attachments)

<https://www.avalara.com/mylodgetax/>

- I have hired Teanna Harrigan to act as my Property Manager because she has many years of experience and very professional. She will act as my Partner and will handle all elements of Service Provider Fees, Cleaning, Linens, Guest Contact, Property Access. Reporting Damages, Restocking Essential Supplies, and Maintenance Needs. Teanna's contact information is 25333 Bryson Drive, Chantilly, VA 20152. Her Telephone number is: 202 306-6688 and email Address is teannaharrigan@gmail.com
- I have met with the Deputy Planning Director Matt Wendling, who reviewed my initial draft request and provided recommendations and insight into this process.
- I have met an Environmental Health Specialist Greg Smith at the Warren County Health Department official and he was able to verify the official approval of the Sewage Dispersal Design for this property. He also walked me through the process once he receives the Approved Conditional Use Permit.

- I have arranged for grass cutting to be done by my next-door neighbor Matt Yonkers at 2 Forest View Drive, Front Royal, VA 22630 and Telephone Number 540 636-4572.
- I have informally spoken with all my adjoining neighbors about my proposed plans for short-term property rental, and there is no objection. Our current Manager of the Massanutten Farms Property Owners Association is Jeremy Clark, 249 Forest View Drive, Front Royal, VA 22630 and Telephone Number 202 277-5997

Potential Concerns

- It is not anticipated there will be any occurrence of Noise, Smoke or Dust that could affect the surrounding property.
- There should not be any parking problems or issues with parking, and it will all be done in the adequate graveled areas available on my property. Parking on the street will not be permitted.
- Because all the properties are a minimum of 5 Acres there is more than adequate space between dwellings on adjoining properties. Additionally, there already exists a border barrier of woods around the entire property that provides some excellent privacy.
- The use of this property for short term rental shall in no way change the character and established development of the community.

Thank you for your consideration,

Gordon Birkhimer

Gordon Birkhimer

8/20/2021

August 20, 2021

WCCUP - 000128-2021
Application Number: 2021-09-02
Date Received: 8/20/2021
Fee Amount: \$ 500.00 Check # 2070
Date Paid: 8/20/2021

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short Term Property Rental
- (2) Current land use and condition of site: Primary Residence
- (3) Zoning of surrounding land/property: Agricultural
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: 4 Seasons, 24 hours per day, 7 days a week
- (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: None
- (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: Up to 8 people
- (12) Number of parking spaces to be provided: Regular 8 Handicap N/A
- (13) What is the proposed landscaping and buffering for this property? N/A

C. Plans Prepared By

Name: Gordon Lee Birkhimer

Address: 52 Forest View Drive, Front Royal, VA 22630

Telephone Number: 703 635-9041

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?) Debris is stored in the Garage and is taken weekly to Front Royal Waste Disposal & Recycling Center at Riverton Road, Front Royal, VA, 22630
- (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? None
- (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. No

**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**

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.**

Come out of town and turn left on Route 55 Strasburg Road. Go 5 miles and turn left on Totten Road, which becomes Wakeman Ford Road. Go until you get to Route 619 Mountain Road and turn left. In about a mile turn right into Massanutten Farms Road and go until you come to an intersection. Turn left onto Forest View Drive. Go to the culdesac and 52 Forest View Drive is the log home 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.

Jordan Binklin

Applicant Signature

8/20/2021

Date

Jordan Binklin

Property Owner Signature

8/20/2021

Date

Accepted by: _____

Date: 8/20/2021

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

Type text here

From: David Beahm
To: Matt Wendling
Cc: Paula Fristoe
Subject: Request for Comments 2021-09-02 – Gordon Lee Birkhimer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000128-2021
Date: Wednesday, September 8, 2021 1:54:00 PM
Attachments: [image001.png](#)
[image002.png](#)


Comments 2021-09-02 – Gordon Lee Birkhimer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000128-2021:

NOTE: Prior to giving approval for this request an outstanding permit(s) for gas tank and appliances will need to be resolved. Permits issued multiple years ago have never been inspected for final and completion.

- 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 may already meet the following requirements:
 - Smoke detectors must be verified to be installed as required by the Virginia Residential Building Code.

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

Respectfully,

		Warren County Building Inspections Office
David C. Beahm, CBO Building Official	220 North Commerce Avenue Suite 400 Front Royal, VA 22630 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.

Matt Wendling

From: Phyllis Wright <phylliswright74@yahoo.com>
Sent: Sunday, October 3, 2021 2:49 PM
To: Matt Wendling
Subject: Gordon Lee Birkhimer Cond Use Permit hearing

I live at 53 Forest View Drive across the street from Gordon Birkhimer. I am totally AGAINST allowing him to rent out his house for short-term tourists. I spoke to him after the sign was posted for the hearing and he indicated that he was looking for long term renters. I told him that I was surprised that a public hearing was necessary to rent out a house. I told him that I wouldn't like rentals like Air B&B, etc. He said that that wouldn't happen. He said that the age limit was above 30 years old and that there wouldn't be large frat parties, etc just families. After receiving your letter, I feel that he wasn't telling me the truth.

I object to tourist rentals for various reasons including noise, water usage, considering the present drought, sewage treatment unit maintenance as a creek is adjacent to his property, littering, traffic on a gravel road that the residents here maintain on their own voluntary time, and my own personal safety. I wouldn't know who was 100 yards from my home. Would they come back later to break in? My house was broken into years ago when it was one of just a few homes in the subdivision. Who would pick up the trash for his renters? We take our trash to the dumpsters which are not in a convenient location. There are bears, raccoons, and other wildlife that would be spreading trash that was left out. Perhaps my biggest worry is FIRE. The subdivision is at the border of the George Washington National Forest. He has a fire ring on his property that is maybe 200 yards from the GW Forest. We, residents, burn responsibly but would outsiders?

With all of the local, online, postings that I have recently read I cannot think that he would have difficulty in renting his home to a responsible family for the two years that he plans to be away on his boat sailing around the world. I would have no objection to a lease-rental for a vetted family.

Sincerely,

Phyllis Wright
Massanutten Farms Resident since 1986

Matt Wendling

From: pcmrhodes@earthlink.net
Sent: Tuesday, October 5, 2021 1:24 PM
To: Matt Wendling
Subject: Tourist Rental by Gordon Lee Birkhimer

To: County of Warren, Dept. of Planning

My husband Scott Rhodes and I (Pamela) were extremely upset to receive your letter about Massanutten Farms property owner Gordon Lee Birkhimer of Falls Church, VA requesting a conditional use permit to use his home for a tourist rental. As Massanutten Farms property owners of over thirty (30) years, we are adamantly opposed to this request.

We have raised our family here, enjoyed having large and small animals, enjoyed the quiet and safety of living in an area where property owners are respectful of others' homes, and basically we all mind our own business. Opening up a rental property, whether for a weekend, weeks, or months at a time to strangers would destroy that safety factor.

Mr. Birkhimer would have no control what his renters would or could do doing the time they rent the home. They could have nonstop loud parties, run four-wheelers up and down, have loose pets, or even be unsavory renters who have no problem stealing items from other homes in the area. Mr. Birkhimer would simply rent it out to strangers--it's not like he's giving FBI background checks to the people renting his property. Those are just a few examples that come to mind when strangers are renting the property right behind ours--we are left helpless and vulnerable. As homeowners in a community, if there are issues with other homeowners, we have the ability to address them. For example, when one person's loose dogs were trying to chase my horses years ago, we addressed that with the homeowner. The horse chasing stopped. Neighbors do that--work together. Strangers renting a property do not care--they are on vacation and are paying for having a "good time". And the owner of the property is nowhere to be found because he's gotten his money from the renters.

We DO NOT want a tourist/rental property in our development or anywhere near our home. Please vote to turn down Mr. Birkhimer's request to use his home for a tourist rental property.

Sincerely

Scott and Pamela Rhodes
3141 Mountain Road
Front Royal, VA 22630

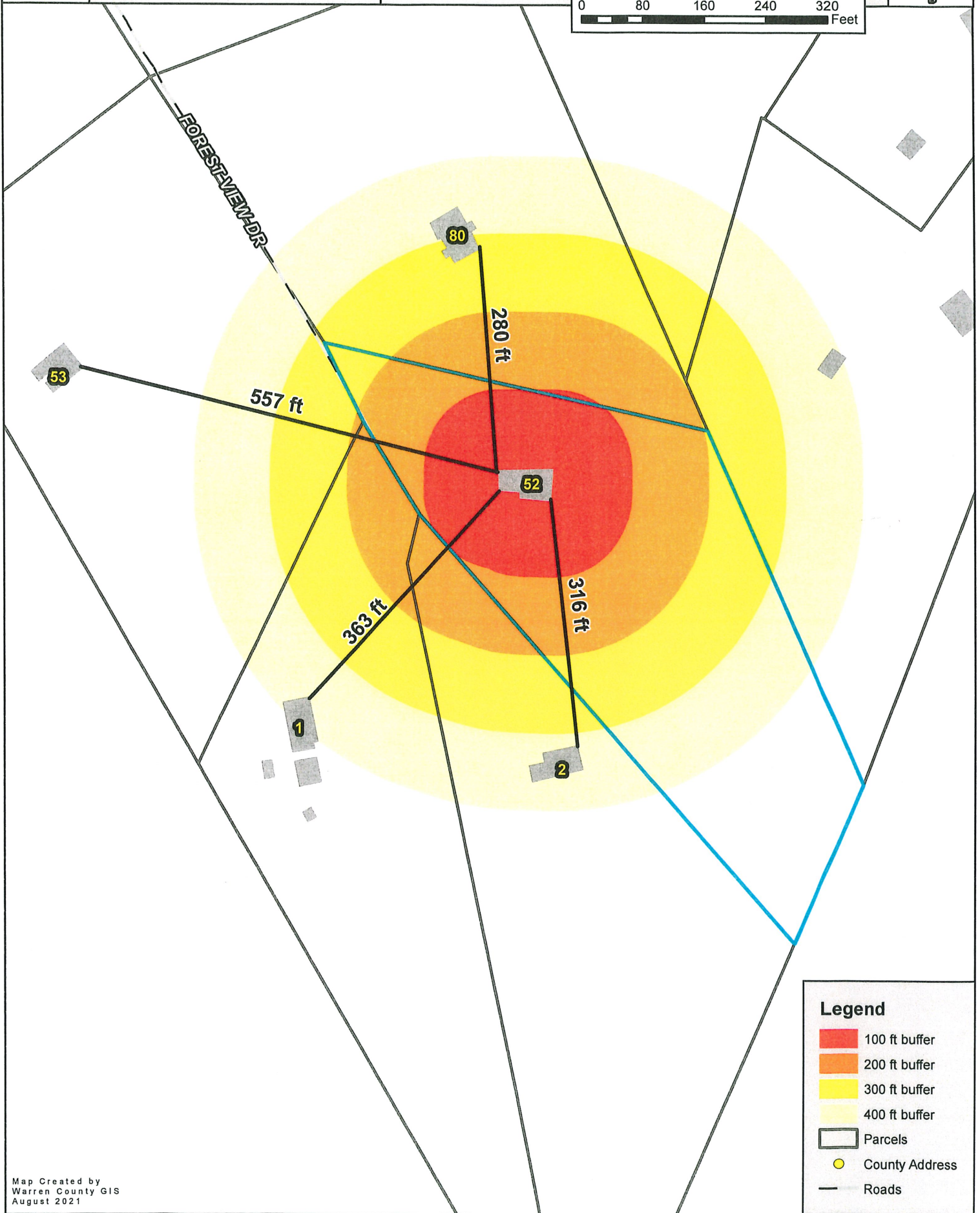
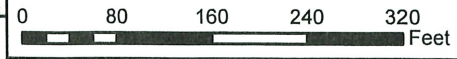


Warren County, VA 2021

52 Forest View Drive
TM 18G--2----15

Distance to Surrounding Homes

1 inch = 160 feet





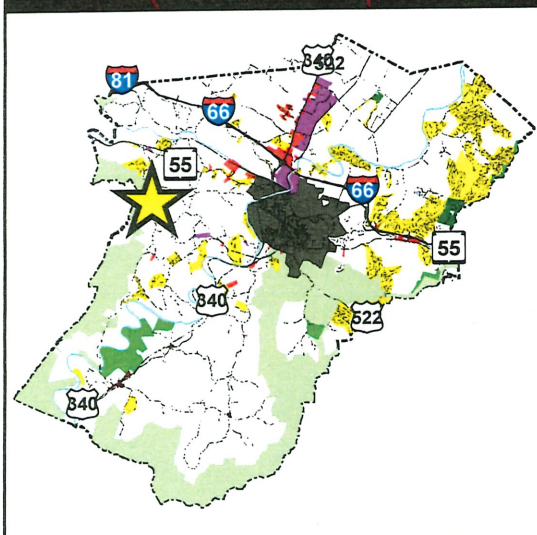
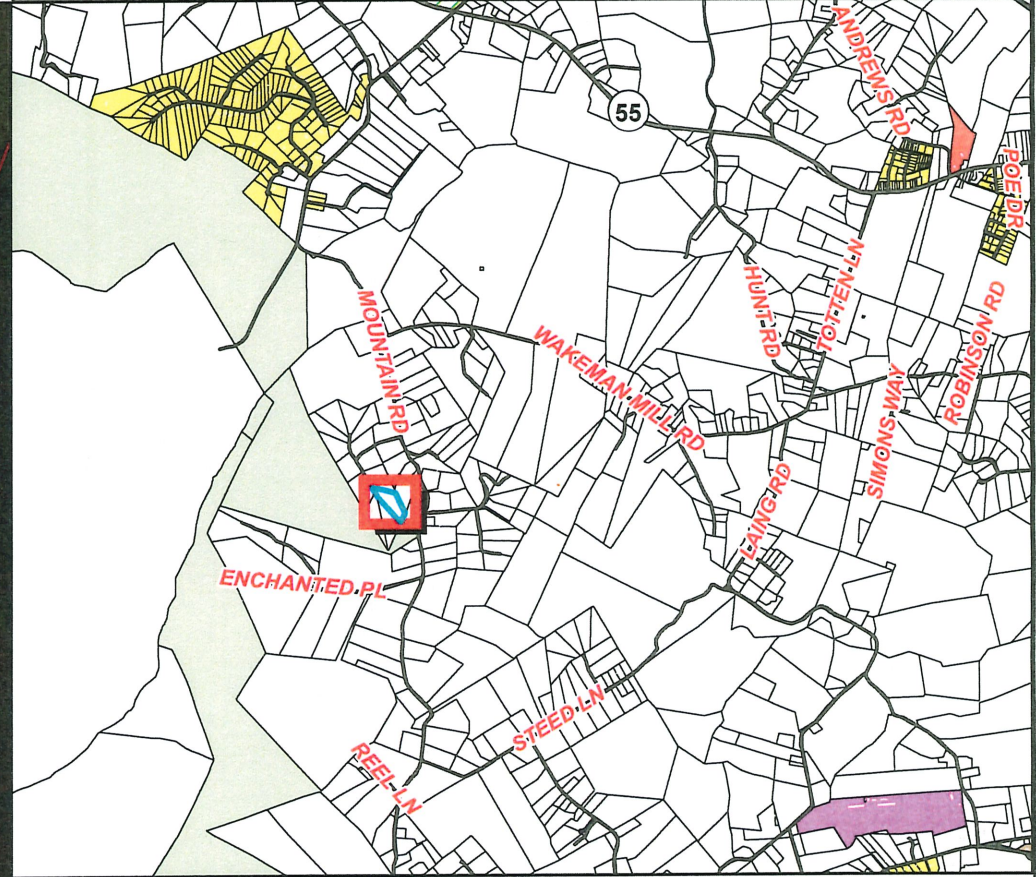
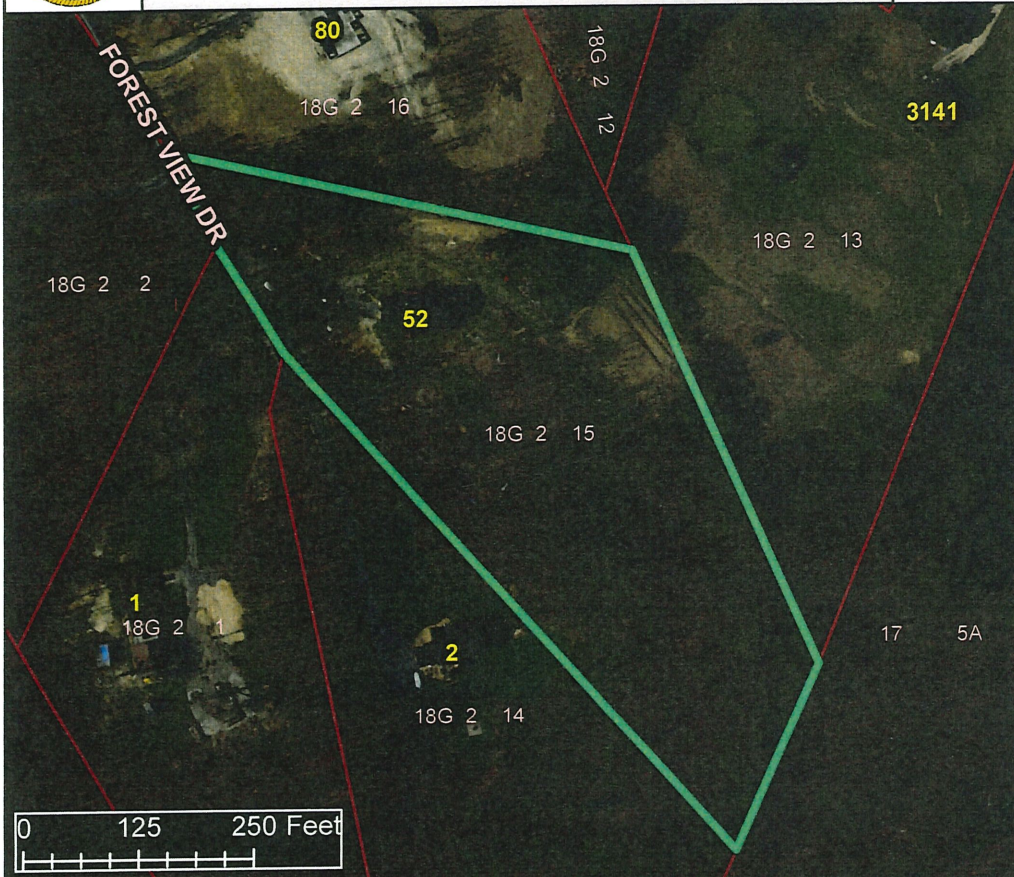
Warren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Gordon Birkhimer

TM 18G--2---15
52 Forest View Drive
Massanutten Farms West



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
11/18/2021	I-7	Conditional Use Permit #2021-10-03 Michael & Leslie Hofbauer <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.

After proper advertisement and a public hearing by the Planning Commission, the application has been forwarded to the Board of Supervisors recommending approval with the following conditions:

Planning Commission Move to Approve:

The Planning Commission had not held their public hearing at the time this cover sheet was drafted, the decision of the Planning Commission will be provided to the Board at the time of their public hearing.

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 eight (8) as determined according to the Health Department operational permit for a four-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.
5. The discharge of firearms and hunting on the property by guests shall be prohibited.
6. The use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Michael and Leslie Hofbauer for a Short-term Tourist Rental with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Michael and Leslie Hofbauer for a Short-term Tourist Rental (List reasons).

SUBMITTED BY:

Matt Wendling, CEM
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-10-03 / Short Term Tourist Rental

Michael & Leslie Hofbauer, *Applicants/ Owners*

Staff Report for the Planning Commission

Prepared: Sept. 20, 2021

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

SUMMARY OF REQUEST

The applicants are requesting this conditional use permit for a Short-Term Tourist Rental in order to rent their home and property during certain times of the year while they are traveling and away from their home. They stated the property is conducive to this use due to its location off a private road and the views of their pond and the mountains from their home. This property is located a short distance away from Christendom College and could be a resource for family and friends visiting the students at the college. The property's principal use is a single-family dwelling, but it has woodland, a creek and pond and some pastureland. The west side of the property does abut land that is under a conservation easement held by the County. The applicant plans to manage the property himself since he has experience with rental properties, but he does intend to have a handyman to contact in case of emergencies when he is out of town.

PROPERTY INFORMATION

Property Location: 223 Chapel View Dr.

Tax Map ID: # 21N---4

Magisterial District: Shenandoah

Subdivision: Chapel View

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

Town/Village: Front Royal

Zoning: Agricultural (A)

Acres: 20.0

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

South: Agricultural (A)

East: Agricultural (A)

West: Agricultural (A)

Use: SFD with Woodlands/Pasture

Use: SFD with Woodlands/Pasture

Use: SFD with Woodlands/Pasture

Use: SFD with Woodlands/Pasture

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Agricultural (A) zoning district and has no previous zoning violations.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated Agricultural area composed of pasture and woodland areas, is off a private road and has views of the mountains. 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 property was issued a Construction Permit for a residential septic system and drainfield for a four-bedroom dwelling with an occupancy limit of 8 persons maximum.**
- 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 four 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 only after Board of Supervisor approval.**
- 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 applicant/owner will be the acting property manager.**

- I. If the property is located within a subdivision governed by a Homeowners 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 not located within a subdivision served by a POA/HOA.**
- 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 590' to the closest dwelling located to the southeast.**

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 8 as determined according to the Health Department operational permit for a four-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: Michael and Leslie Hofbauer, Applicants



MEMORANDUM

TO: Members of the Planning Commission, Warren County, VA

FROM: Michael and Leslie Hofbauer

RE: Short Term Tourist Rental Application-223 Chapel View Drive

DATE: June 23, 2021

Please accept the attached application for a conditional use permit for a short-term tourist rental to be located at 223 Chapel View Drive Front Royal, VA. The subject property is 20 acres, zoned agricultural, and is surrounded by other properties also zoned agricultural. The two neighboring homes in this subdivision of 20 acre lots are a minimum of 600 feet away from our house, so privacy is ensured for our neighbors and potential renters of the property.

We wish to advertise our home for short term tourist rentals during times of the year when we plan on being away from home. We believe the property is well suited for a vacation rental due to the rolling hills of the property, and beautiful views of the pond and mountains from the rear living areas of the house. The house was built in 2011, and it is well kept.

Thank you for your consideration of our application.

Best regards,

A handwritten signature in black ink, appearing to read 'Michael & Leslie Hofbauer', with a long, sweeping horizontal line extending to the right.

Michael & Leslie Hofbauer

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-10-03
 Date Received: 9/15/2021
 Fee Amount: \$ 500.00 *ck #4312*
 Date Paid: 9/15/2021

Applicant Information:

Michael and Leslie Hofbauer
 Applicant Name

223 Chapel View Dr. Front Royal VA 22630
 Address City State Zip

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

540-671-9093 Michael.hofbauer@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: 223 Chapel View Dr.
- (2) Election District: Shenandoah
- (3) Tax Map Number: 21N4
- (4) Subdivision Name: Chapel View
- (5) Total Area of Property (acres): 20
- (6) Total Area to be Used (acres): 20
- (7) Total Road Frontage (feet): 350' approx
- (8) Depth of Property (feet): 1100' approx
- (9) Present Zoning: Agricultural

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: _____
- (3) Zoning of surrounding land/property: A
- (4) Will development be staged? ☐ Yes ☐ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: N/A
- (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: 0
- (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: 8
- (12) Number of parking spaces to be provided: Regular 6 Handicap _____
- (13) What is the proposed landscaping and buffering for this property? Existing

C. Plans Prepared By

Name: N/A

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
- N/A

- (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. None
- (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
- (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. Normal residential exterior lights

**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.

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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.

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

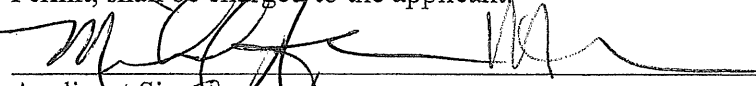
A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.


☐ **Location Map**

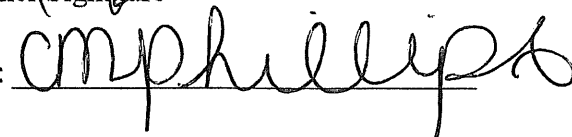
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

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

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 6-23-21
Date


Property Owner Signature 6-23-21
Date

Accepted by:  Date: 9-15-2021

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

Matt Wendling

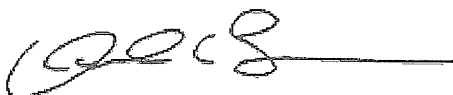
From: David Beahm
Sent: Tuesday, September 21, 2021 12:24 PM
To: Chloe Phillips
Cc: Matt Wendling; Paula Fristoe
Subject: Request for Comments 2021-10-03 – Michael and Leslie Hofbauer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000131-2021

Comments 2021-10-03 – Michael and Leslie Hofbauer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000131-2021:

- 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:
 - 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 constructed, it should meet the building code requirements for this change.

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

Respectfully,



Warren County Building Inspections

David C. Beahm, CBO
Building Official

220 North Commerce /
Sui
Front Royal, VA

dbeahm@warrencountyva.net

www.warrencountyva.net

540/636
FAX 540/636

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.

MEMORANDUM

TO: Members of the Planning Commission, Warren County, VA

FROM: Michael and Leslie Hofbauer

RE: Directions to 223 Chapel View Drive

DATE: June 23, 2021

From Warren County Government Center parking lot turn left on Commerce Ave. Follow to 6th St., and turn right on 6th St. Follow to Happy Creek Rd. and continue on Happy Creek Rd to Shenandoah Shores Rd. Turn left on Shenandoah Shores Rd, and follow approx. 1.7 miles to Morrison Lane (directly across from main entrance to Christendom College). Turn right on Morrison Lane, and follow the road down and stay straight on Chapel View Drive to go over the left hand bridge over a small creek. Follow Chapel View Dr. up past the pond to the first driveway on the left (#223) overlooking the pond.

CURVE DATA:

CURVE	RADIUS	ARC LEN.	CHORD LEN.	CHORD BRG.	DELTA ANGLE
C1	570.00'	226.55'	225.06'	S87°13'59"W	22°46'20"
C2	292.00'	173.45'	170.91'	N87°08'08"W	34°02'05"

LINE DATA:

LINE	BEARING	DISTANCE
L1	N81°22'51"W	250.00'
L2	N50°00'00"E	66.00'
L3	N60°30'40"W	176.90'
L4	S74°12'30"E	189.04'
L5	S16°06'05"E	137.46'
L6	S04°59'30"E	142.13'
L7	S48°11'40"E	61.6'
L8	S55°02'51"E	50.2'
L9	N48°03'45"W	50.5'
L10	S64°07'46"W	63.6'

LEGEND:

—○— DENOTES IRON PIN.

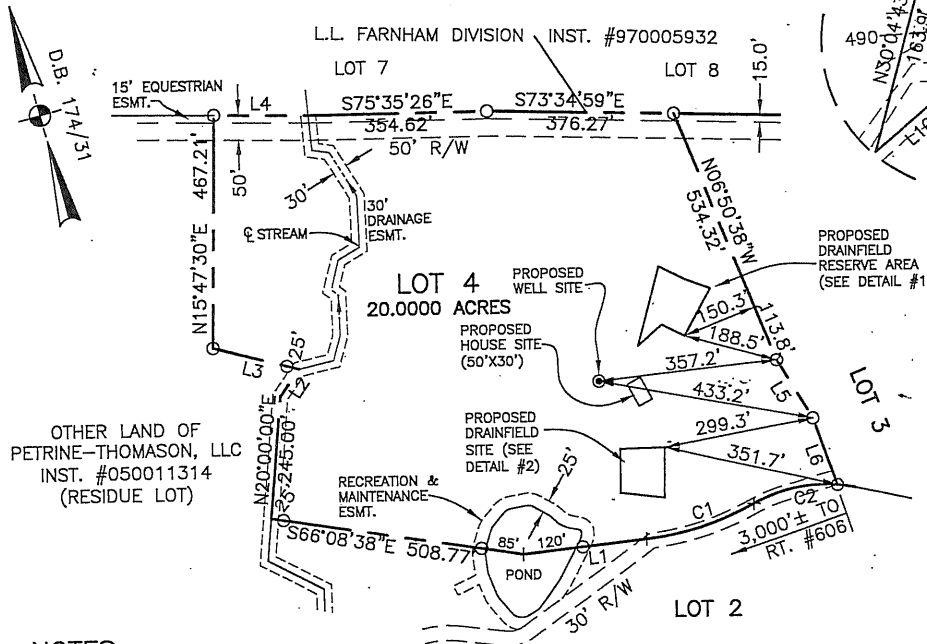
PLAT

SHOWING PROPOSED
DRAINFIELD AND WELL SITES

LOT 4

CHAPEL VIEW

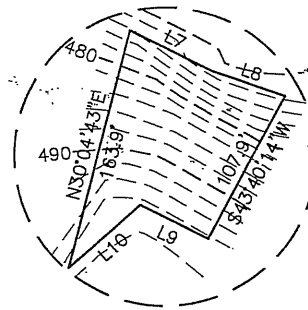
SHENANDOAH DISTRICT
WARREN COUNTY, VIRGINIA



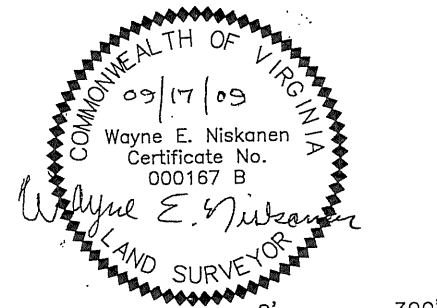
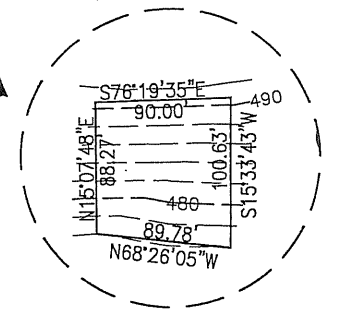
NOTES:

1. OWNER: PETRINE-THOMASON, LLC BY DEED RECORDED AS INSTRUMENT #050011314.
2. LOTS 2, 3, & 4, CHAPEL VIEW SHOWN ON PLAT RECORDED AS INSTRUMENT #060013244.
3. SEE TAX MAP 21-102B.
4. ZONED: AGRICULTURAL (A).
5. MERIDIAN DERIVED FROM PLAT SHOWING THE L.D. MORRISON (THOMASON) TRACT DATED DECEMBER 8, 1969 AND RECORDED IN DEED BOOK 174 AT PAGE 31.
6. ELEVATIONS SHOWN BASED ON ASSUMED DATUM.

DRAINFIELD RESERVE DETAIL #1 (SCALE: 1"=100')



DRAINFIELD DETAIL #2 (SCALE: 1"=100')



PREPARED BY:
LAND SURVEYS, PLLC
FRONT ROYAL, VA

SCALE: 1" = 300'	DATE: 09/17/2009	DRAWN BY: KDS
JOB: W05-16	FB: 189/17	SHEET: 1 OF 1
REVISIONS:		
FILE: w05-16lot4df rev091709.dwg		



Warren County, VA 2021

223 Chapel View Drive
TM 21N-----4

Distance to Surrounding Homes

1 inch = 200 feet



0 100 200 300 400 Feet

75

23

STONEGATE LN

STONEGATE CT

675 ft

223

590 ft

CHAPEL VIEW DR

254

Legend

- 200 ft buffer
- 400 ft buffer
- 600 ft buffer
- Parcels
- County Address
- Roads



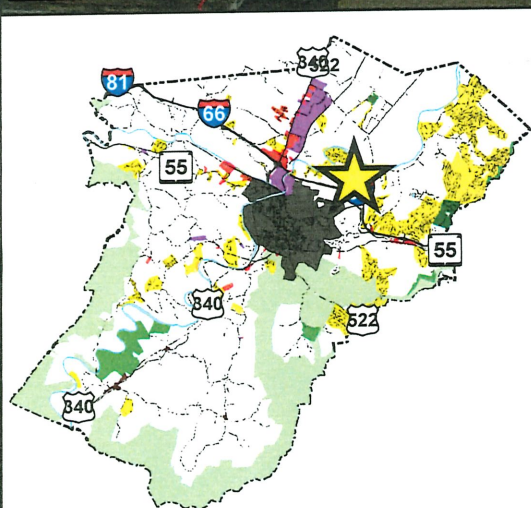
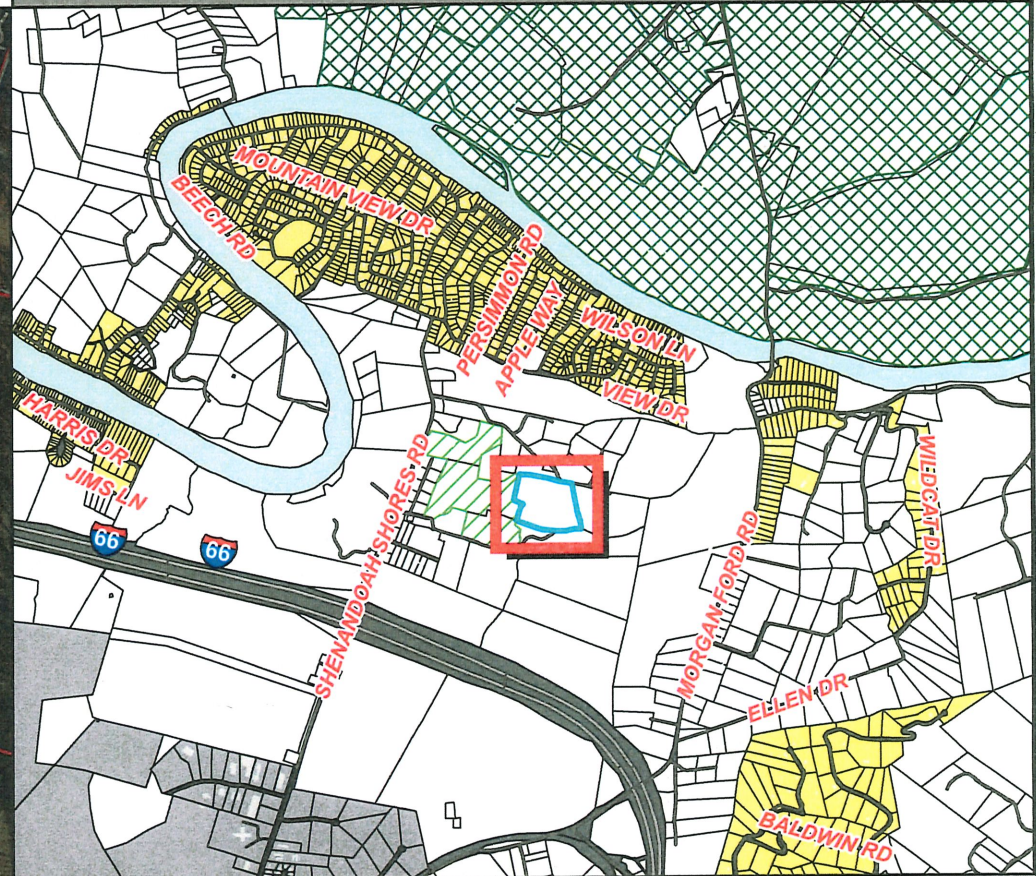
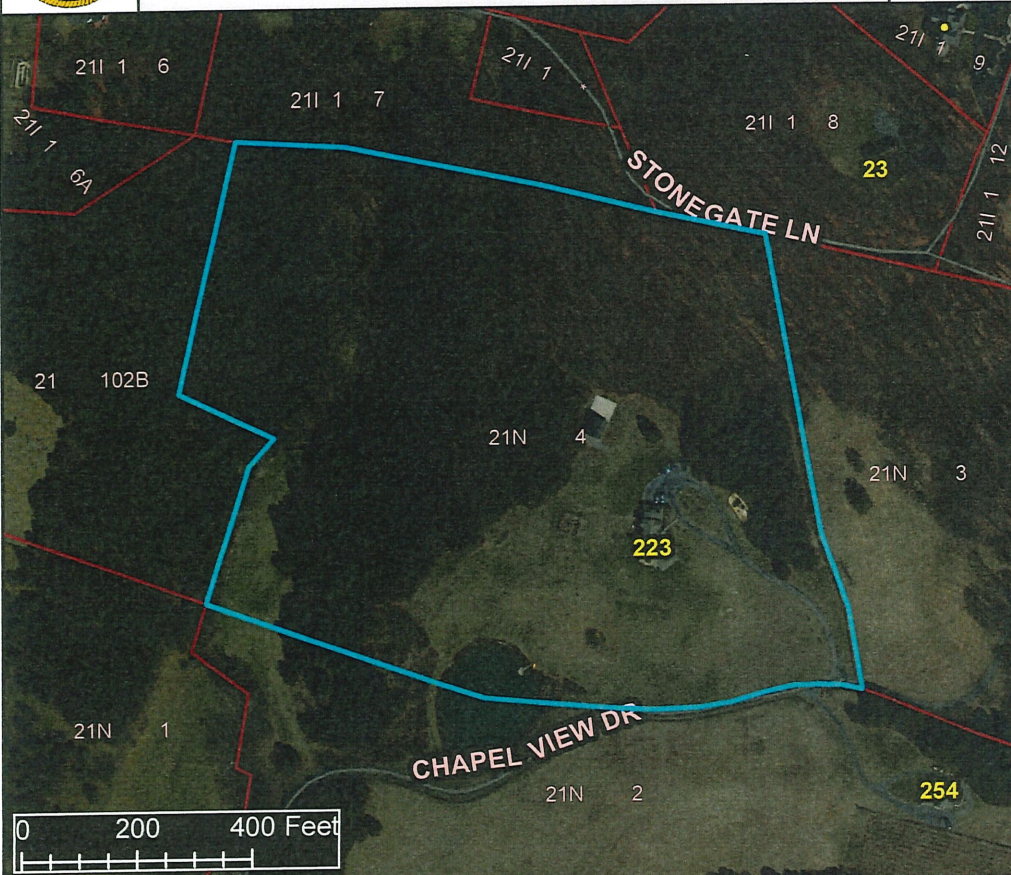
Warren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Michael and Leslie Hofbauer

TM 21N-----4
223 Chapel View Rd
Chapel View Subdivision



03/12/2014

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 11/18/2021	ITEM I-8	SUBJECT: Zoning Text Amendment Z2021-10-01 Lorne Cooper <i>An ordinance to amend sections 180-22 of the Warren County Code to permit the use of gunsmithing service by conditional use permit within the Residential - 1 (R-1) zoning district. In addition, add the definition of gunsmithing services to section 180-8, and add supplemental regulations pertaining to gunsmithing services.</i>
<u>EXPLANATION & SUMMARY:</u> <p>Attached, please find a proposed amendments and additions to Chapter 180: Zoning Ordinance of the Warren County code. The applicant is requesting a text amendment to allow for gunsmithing services as use allowed by conditional use permit in the Residential - 1 zoning district. This is an existing use in the Agricultural zoning district, however currently there is no definition or supplemental regulations for the use.</p>		
<u>PLANNING COMMISSION STATUS:</u> <p>On Wednesday, November 10, 2021, 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.</p>		
<u>PROPOSED OR SUGGESTED MOTION:</u> <p>Finding that the proposed zoning ordinance amendment is appropriate for the public necessity, convenience, and general welfare and good zoning practice, I move that the Board of Supervisors approve the proposed amendment.</p> <p>OR</p> <p>Finding that the proposed zoning ordinance amendment is not needed or appropriate for the public necessity, convenience, and general welfare and is not good zoning practice, I move that the Board of Supervisors deny the proposed amendment. (LIST REASONS)</p>		
SUBMITTED BY: Joseph Petty,  Planning Director	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (Describe)	PROCESSED BY:

AN ORDINANCE TO AMEND SECTION 180-22 OF THE WARREN COUNTY CODE TO PERMIT THE USE OF GUNSMITHING SERVICES BY CONDITIONAL USE PERMIT WITHIN THE RESIDENTIAL-1 (R-1) ZONING DISTRICT. IN ADDITION, ADD THE DEFINITION OF GUNSMITHING SERVICES TO SECTION 180-8, AND ADD SUPPLEMENTAL REGULATIONS PERTAINING TO GUNSMITHING SERVICES.

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Sections 180-8, 180-22, 180-47.1 & 180-47.2 of the Warren County Code (Zoning) be amended, added, and re-ordained as follows:

Chapter 180. Zoning

§ 180-22. Residential - 1 (R-1) District.

[Amended 12-20-1994; 1-16-1996; 12-17-1996; 5-20-1997; 8-17-1999; 3-21-2006]

- A) Statement of intent. This district is intended for family living in safe and suitable surroundings in areas where low-density residential development may be situated without degrading the environment. Such areas shall be developed in a manner that will protect and preserve natural resources, watersheds and topographic features and protect and enhance the natural beauty of the land.

...

- D) Uses allowed by conditional use permit. The following named uses may be permitted upon issuance of a conditional use permit by the Board of Supervisors:

...

15) Gunsmithing services

Chapter 180. Zoning

Article II. Application

§ 180-8. Definitions.

GUNSMITHING SERVICES:

A commercial enterprise, activity, or profession where a gunsmith performs repairs, renovations, safety inspections, modifications, alterations for special uses, and appraisals of firearms. The sale of firearms is permitted with proper local, state, and federal licensing and regulations. Gunsmithing Services shall not be deemed as a home occupation or home enterprise.

Chapter 180. Zoning

Article V. Supplementary Regulations

§ 180-47.1. GUNSMITHING SERVICES

Statement of intent. The regulations for gunsmithing services are intended to protect the residential integrity of the surrounding community and the health and safety of the residents.

A. Where allowed, Gunsmithing Services shall meet the following requirements:

- 1. Areas used for the shooting and/or discharge of firearms shall be reviewed and approved by the Warren County Sheriff's Department to ensure safety**

precautions are met. However, properties located in locations defined in Warren County Code § 177-3 shall be prohibited from shooting of firearms.

2. Storage of hazardous, toxic, explosive, flammable materials shall meet Local, State, and Federal requirements.
3. Business owner shall obtain all Local, State, and Federal licensing and permits to operate commercial gunsmithing services.
4. Property shall meet the screening and buffering requirements of §180-18; lighting requirements of §180-49.2; and sign requirements of §180-14.
5. On-site parking shall be provided for customers.
6. The hours of operation shall be specified in the conditional use permit.
7. When combined with a residential dwelling the following additional regulations shall apply:
 - a. No person other than members of the family residing on the premises shall be engaged in such activity.
 - b. All customer service and sales shall be on an appointment-only basis.
 - c. Activity may be conducted in dwelling or in accessory structure; however, the business shall only occupy an area equal to, or less than, 25% of the floor area of the principal dwelling, regardless of structure containing the business.
 - d. There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such activity other than one nonilluminated sign. Maximum sign area: two square feet.
 - e. If the property is located within a subdivision governed by a HOA/POA, the Owner and the Planning Department shall notify the HOA/POA of the request to operate the commercial gunsmithing services. If the Planning Department receives no written response from the HOA/POA within 30 days of the date of sending the letter, the request for HOA/POA comments shall be considered complete.

~~180-47.1~~ 180-47.2 Home enterprises. [Added 10-17-1995]

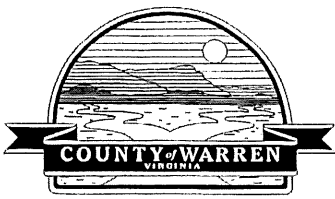
THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is ~~lined through~~.

Language proposed to be added is underlined.

Adopted: November 16, 2021

Emily M. Ciarrocchi, Deputy Clerk
Warren County Board of Supervisors



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
11/18/2021	I-9	Conditional Use Permit #2021-10-05 Lorne Cooper <i>Gunsmithing Services</i>

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 STATUS:

On Wednesday, November 10, 2021, Mr. Longo moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Ms. Richardson and approved by the Planning Commission by a vote of 4-0.

RECOMMENDED CONDITIONS:

The Planning Commission and staff is recommending the following conditions be added to this conditional use permit.


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 applicant shall all Local, State, and Federal licensing and permits to operate commercial gunsmithing services.
3. There shall be no discharge/shooting of firearms on the property associated with the gunsmithing services.
4. Appointments for customers shall be permitted the during the hours of 10:00 AM to 6:00 PM, Monday through Saturday. One only customer at any given time, and off-street parking shall be provided.
5. Natural vegetation buffer between neighboring parcels shall remain intact and replaced when necessary.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Lorne Cooper for Gunsmithing Services with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Lorne Cooper for Gunsmithing Services. (LIST REASONS)

SUBMITTED BY: Joseph Petty  Planning Director	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (Describe)	PROCESSED BY:
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SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for gunsmithing services in the Residential - 1 zoning district. The property is located at 49 Wild Cherry Way in the Blue Mountain subdivision within the North River Magisterial District. If Z2021-10-01 is approved gunsmithing services is defined as, "A commercial enterprise, activity or profession where a gunsmith performs repairs, renovations, safety inspections, modifications, alterations for special uses, and appraisals of firearms. The sale of firearms is permitted with proper local, state, and federal licensing and regulations. Gunsmithing Services shall not be deemed as a home occupation or home enterprise" and is subject to specific supplemental regulations. Given the state and federal regulations related to firearms and services, this is not considered a Home Occupation; and the proposed operation would be conducted in an accessory structure. The supplemental regulations and conditions are consistent with those of a Home Occupation to preserve the character of a residential neighborhood by no change in the outside appearance of the building or premises or other visible evidence of the conduct of such activity. Due to the nature of the operation the accessory structure provides a safe space to work outside of the residential dwelling. Per the application, supplemental regulations, and Warren County Code § 177-3 there will be no discharge of firearms at the property.

PROPERTY INFORMATION

Property Location: 49 Wild Cherry Way	City: Linden
Tax Map ID: 24A--2-7-306	Zoning: Residential - 1 (R-1)
Magisterial District: Shenandoah	Acres: 0.753561
Subdivision: Blue Mountain	Existing Land Use: Single-Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Zoned Residential - 1 (R-1)	Use: Single-Family Dwelling
South: Zoned Residential - 1 (R-1)	Use: Single-Family Dwelling
East: Zoned Residential - 1 (R-1)	Use: Single-Family Dwelling
West: Zoned Residential - 1 (R-1)	Use: Vacant Woodlands

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential - 1 zoning district. The house was constructed in 1970 and the detached garage was constructed in 2014 and does not have a record of any previous zoning violations.

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 home occupations. Gunsmithing services would be a use allowed by conditional use permit in the Residential - 1 zoning district if Z2021-10-01 is approved.

ATTACHMENTS

<input type="checkbox"/> Agency Comments	<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Health Permit	<input checked="" type="checkbox"/> Letter from Applicant
<input checked="" type="checkbox"/> Location Map	<input type="checkbox"/> Public Comments	<input checked="" type="checkbox"/> Submitted Plans	<input type="checkbox"/> Other: _____

SUPPLEMENTARY REGULATIONS

If Z2021-10-01 is approved the conditional use permit shall be subject to the following supplemental regulations.

§ 180-47.1. GUNSMITHING SERVICES

Statement of intent. The regulations for gunsmithing services are intended to protect the residential integrity of the surrounding community and the health and safety of the residents.

A. Where allowed, Gunsmithing Services shall meet the following requirements:

1. Areas used for the shooting and/or discharge of firearms shall be reviewed and approved by the Warren County Sheriff's Department to ensure safety precautions are met. However, properties located in locations defined in Warren County Code § 177-3 shall be prohibited from shooting of firearms.
2. Storage of hazardous, toxic, explosive, flammable materials shall meet Local, State, and Federal requirements.
3. Business owner shall obtain all Local, State, and Federal licensing and permits to operate commercial gunsmithing services.
4. Property shall meet the screening and buffering requirements of §180-18; lighting requirements of §180-49.2; and sign requirements of §180-14.
5. On-site parking shall be provided for customers.
6. The hours of operation shall be specified in the conditional use permit.
7. When combined with a residential dwelling the following additional regulations shall apply:
 - a. No person other than members of the family residing on the premises shall be engaged in such activity.
 - b. All customer service and sales shall be on an appointment-only basis.
 - c. Activity may be conducted in dwelling or in accessory structure; however, the business shall only occupy an area equal to, or less than, 25% of the floor area of the principal dwelling, regardless of structure containing the business.
 - d. There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such activity other than one nonilluminated sign. Maximum sign area: two square feet.
 - e. If the property is located within a subdivision governed by a HOA/POA, the Owner and the Planning Department shall notify the HOA/POA of the request to operate the commercial gunsmithing services. If the Planning Department receives no written response from the HOA/POA within 30 days of the date of sending the letter, the request for HOA/POA comments shall be considered complete.

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 applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The applicant shall all Local, State, and Federal licensing and permits to operate commercial gunsmithing services.
3. There shall be no discharge/shooting of firearms on the property associated with the gunsmithing services.
4. Appointments for customers shall be permitted the during the hours of 10:00 AM to 6:00 PM, Monday through Saturday. One only customer at any given time, and off-street parking shall be provided.
5. Natural vegetation buffer between neighboring parcels shall remain intact and replaced when necessary.

Cc: Lorne Cooper – Owner/ Applicant

Mr. Lorne W. Cooper
DBA: Brushy Hills Gun Works, LLC
49 Wild Cherry Way
Linden, Virginia 22642

August 25th, 2021

Mr. Joseph Petty
Planning Director/Zoning Administrator
Warren County Planning Department
220 North Commerce Ave., Suite 400
Front Royal, Virginia 22630

Re: Letter of Justification for a Text Amendment and Conditional Use Permit

Dear Mr. Petty;

This Letter of Justification is in support of my request for a Text Amendment and Conditional Use Permit to allow me to operate a Gunsmithing business on my property located at 49 Wild Cherry Way, Linden, Virginia within the Blue Mountain Property Owners Association (BMPOA) subdivision. This property is currently zoned R1. There is a detached garage on the property where the proposed Gunsmith Shop will be located.

The nature of this Gunsmithing business is the General Repair and Maintenance of firearms, to include, but not limited to: Professional Cleaning and Lubrication, Safety Inspection, Function Testing, General Repairs, Mounting of Recoil Pads and Optics and the Appraisal of Value for Resale, Estate and Insurance purposes. The Core Principles of the business are Safety, Reliability and Accuracy. All firearms that leave the shop will be Safe to operate, function Reliably and will be as Accurate as possible.

All Local, State and Federal laws involving firearms will be strictly observed and complied with. In order to operate the Gunsmithing Business, a Class 01 Federal Firearms License (FFL) must be obtained. I will be applying for a Class 01 FFL once I am able to obtain a Business License from Warren County.

To ensure that no other BMPOA Property Owners are inconvenienced in any way, all business transacted on the property will strictly be by appointment only. This is to ensure that traffic is kept at a minimum and that full attention can be given to each customer. Absolutely no firearms will be discharged on the property or within the boundaries of the Blue Mountain Subdivision. All test firing of firearms will be conducted offsite at one of several shooting ranges in the area. No hazardous materials will be used or stored on the property. The BMPOA Board and Covenants Committee have no objection to the operation of the Gunsmithing business on my property (see letter attached).

Thank you for your consideration.

Respectfully submitted,



Lorne W. Cooper

WCCY 000135 2021

**WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION**

Application Number: 2021-10-05
Date Received: 8/30/21
Fee Amount: \$ 500.00 CK# 3190
Date Paid: 8/30/21

Applicant Information:

Lorne W. Cooper

Applicant Name

49 Wild Cherry Way Linden, Virginia 22642

Address

City

State

Zip

Same as Above

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

(540) 823-0044 libertytree@hotmail.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: 49 Wild Cherry Way Linden, Virginia 22642

(2) Election District: Shenandoah

(3) Tax Map Number: 24A 2 7 306

(4) Subdivision Name: Blue Mountain

(5) Total Area of Property (acres): .746

(6) Total Area to be Used (acres): .01

(7) Total Road Frontage (feet): 130'

(8) Depth of Property (feet): 250'

(9) Present Zoning: R1

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Gunsmithing (General Repair)
- (2) Current land use and condition of site: Residential - Developed
- (3) Zoning of surrounding land/property: R1
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: NA
- (6) Season, days, and hours of operation: By Appointment Only
- (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: 0
- (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: No Public Use
- (12) Number of parking spaces to be provided: Regular 1 Handicap
- (13) What is the proposed landscaping and buffering for this property? Naturally wooded.

C. Plans Prepared By

Name: Lorne Cooper

Address: 49 Wild Cherry Way, Linden VA 22642

Telephone Number: 540-823-0044

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. None

(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. Only one customer at a time will be present. Appointments will be staggered.

(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. Two existing lights will be on at any given time.
one 60 watt fixture at the door and one 100 watt
fixture centered at the roof line.

**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.**

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**

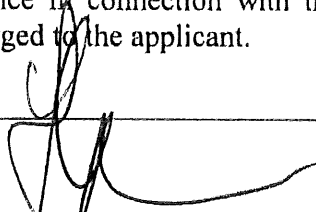
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

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

From the Government Center, Turn Right on E. 3rd St. Turn Right onto US-522. Turn Left onto VA-55. Turn Left onto VA-638/Freezeland Road. Remain on VA-638/Blue Mountain Road. Turn Left at Cliff Road. Take second Right at Chipmunk Trail/Henry Way. Turn Left at Wild Cherry Way. 49 Wild Cherry Way is The 3rd house on the 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



08/23/21

Date

Property Owner Signature

08/23/21

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

August 4, 2021

Mr. Lorne Cooper
49 Wild Cherry Way
Linden, VA 22642

Mr. Cooper,

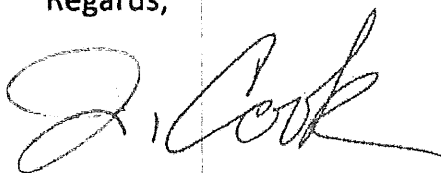
Thank you for clarification / request concerning operating a gunsmith shop from your property located at 49 Wild Cherry Way in the Blue Mountain Property Owners sanitary district.

After review of our bylaws and covenants, your request is approved with a few stipulations.

- Absolutely no discharge of firearms is permitted to take place on the property.
- Customers shall be by appointment only to limit the volume of traffic.
- No exterior signage is permitted on the property or structures on the property.

Please contact me at your convenience should you have any questions or require anything additional.

Regards,

A handwritten signature in black ink, appearing to read "Jim Cook". The signature is stylized with a large, looping "J" and a cursive "Cook".

Jim Cook
Vice President
Covenants Committee Chair
Blue Mountain Property Owners Association

Brushy Hills Gun Works, LLC BUSINESS PLAN

Prepared by:

Lorne W. Cooper

49 Wild Cherry Way
Linden, Virginia 22642
540-823-0044
brushyhillsgunworks@outlook.com

I. EXECUTIVE SUMMARY

Brushy Hills Gun Works, LLC (referred to from hereon in as the "Company") is intended to be established as a Limited Liability Company at 49 Wild Cherry Way, Linden, Virginia 22642 with the expectation of rapid expansion in the gunsmithing industry.

Business Description

The Company shall be formed as Limited Liability Company under Virginia state laws and headed by Lorne W. Cooper.

Mr. Cooper has many years of gunsmithing experience maintaining and customising his personal firearms. He has taken gunsmithing courses with Modern Gun School and is currently enrolled in the American Gunsmithing Institute's Enhanced Master Gunsmithing course.

Business Mission

Our mission is to ensure that every firearm that leaves the shop will operate safely, function reliably and be as accurately as possible.

New Service

The Company is prepared to introduce the following service to the market:

Gunsmith: To provide all manner of firearms maintenance, repair and customization. We also provide Appraisal Service for insurance, estate and resale valuation.

Services include, but are not limited to the following:

- Safety Inspection
- Function Check
- Professional Cleaning and Lubrication
- General Repair
- Optics Installation
- Recoil Pad Installation

II. BUSINESS SUMMARY

Industry Overview

Firearms sales have been breaking records every year. Over 16 Million firearms were sold in the United States in the first 4 months of 2021 alone. The need for competent gunsmiths grows every year.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions: 42% of American households own at least one firearm. Many own more than one. In the Company's area of operation, there are very few Gunsmiths available. Most firearms owners cannot perform the repairs and maintenance required to ensure the safe operation and function of their firearms and look to experienced gunsmiths for those needs.

Business Goals and Objectives

Short Term:

Initially, the Company shall be operated on a part time basis and by appointment only. Building a customer base will be the focus.

Long Term:

The Company's long term goals are to become a full time operation within 4 years.

Legal Issues

The Company affirms that its promoters will acquired all legally required Local, State and Federal licenses and permits and will operate within all Local, State and Federal laws.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

Hunters, Recreational Shooters, Firearms Collectors and Home Defence firearms Owners.

The estimated number of potential clients within the Company's geographic scope is 10,000.

Pricing Strategy

The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

Cost of Services will be based upon an hourly labor charge along with a slight mark-up of any parts, material and consumables used.

The American Gunsmithing Institutes Flat Rate Book will be used as a basis for determining labor cost per job.

Promotional Strategy

The Company will promote sales using the following methods:

The Company plans to market itself mainly by word of mouth. Brochures will also be used and placed in local gun stores.

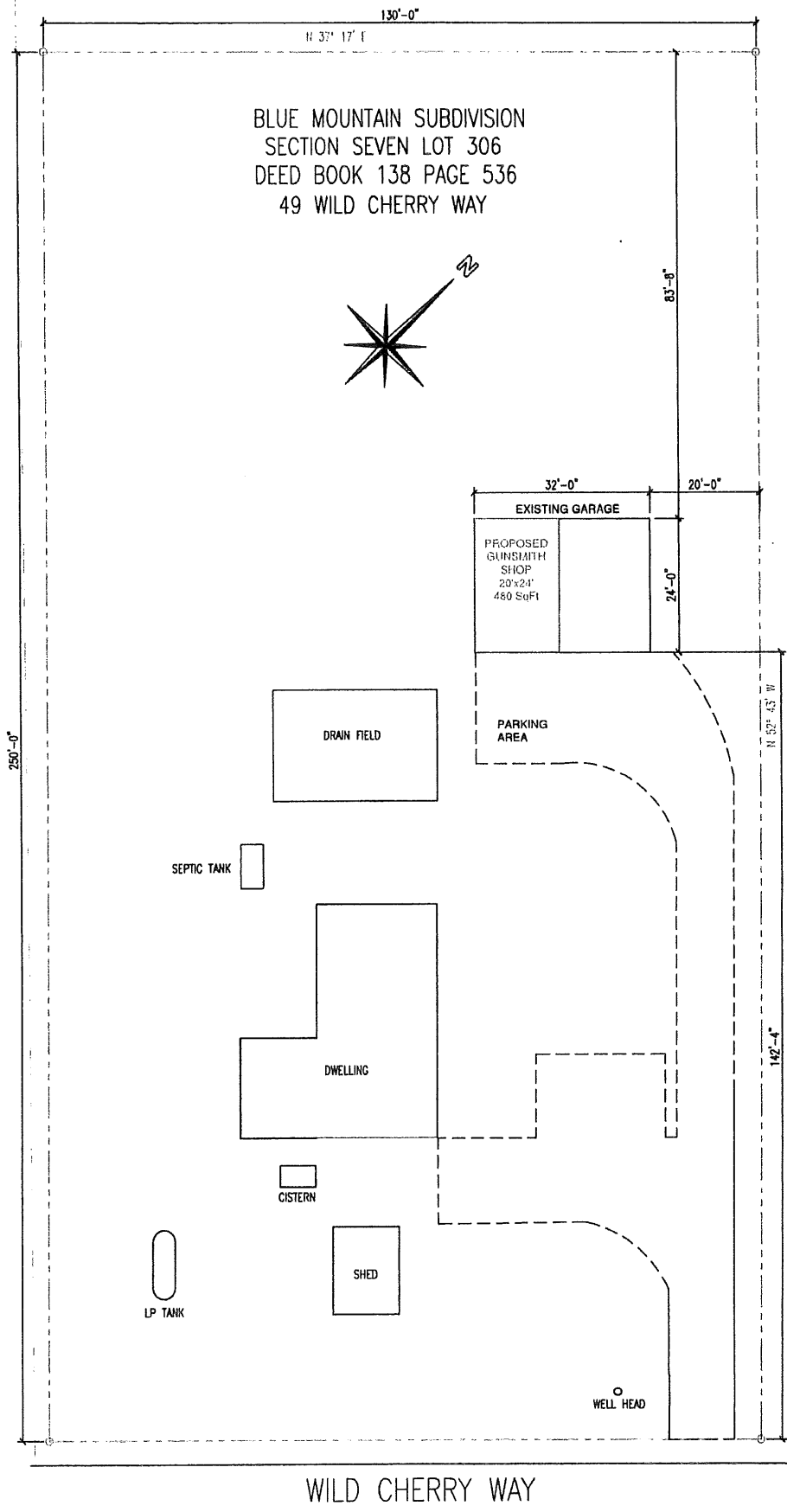
Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

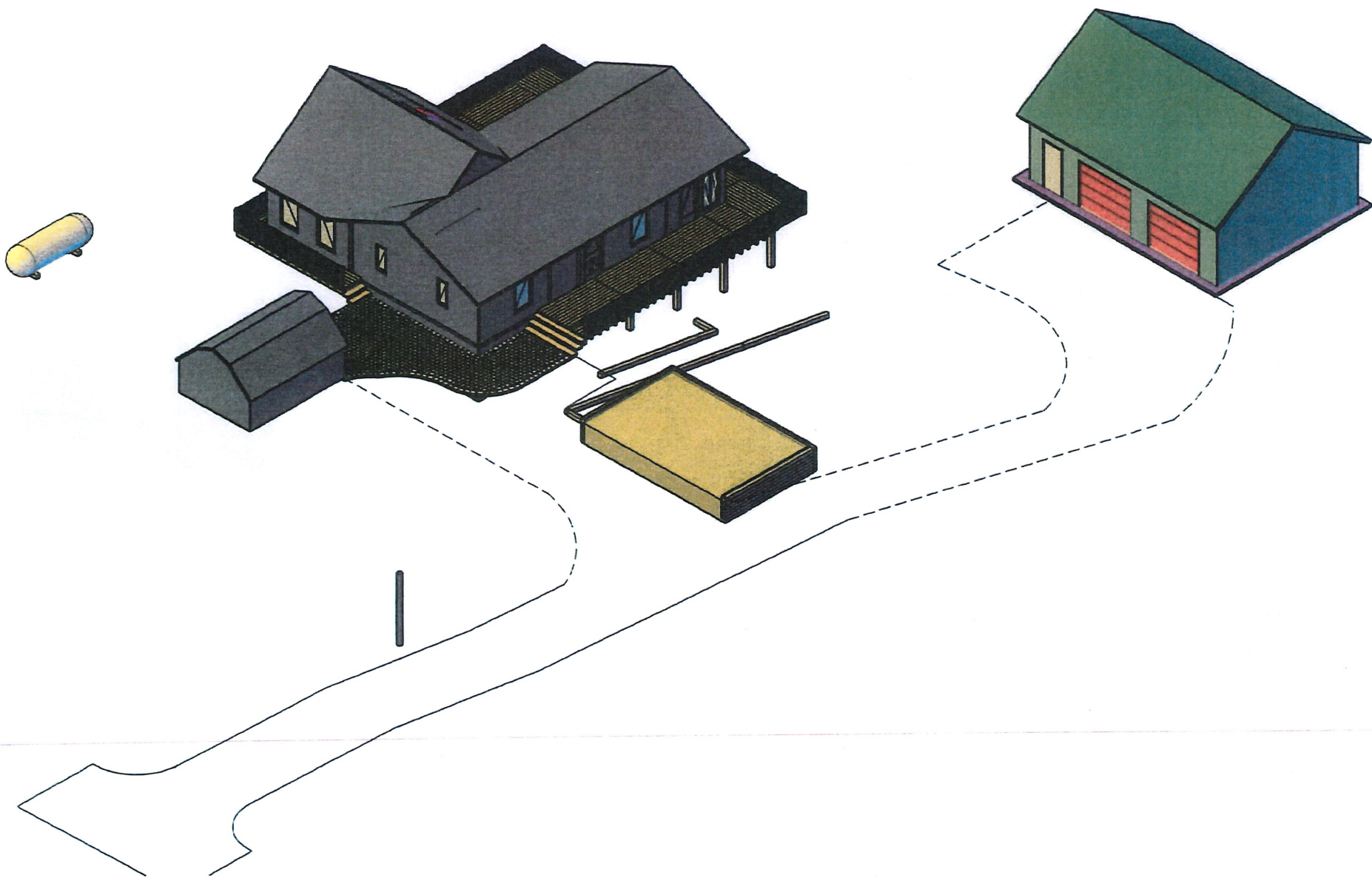
IV. FINANCIAL PLAN

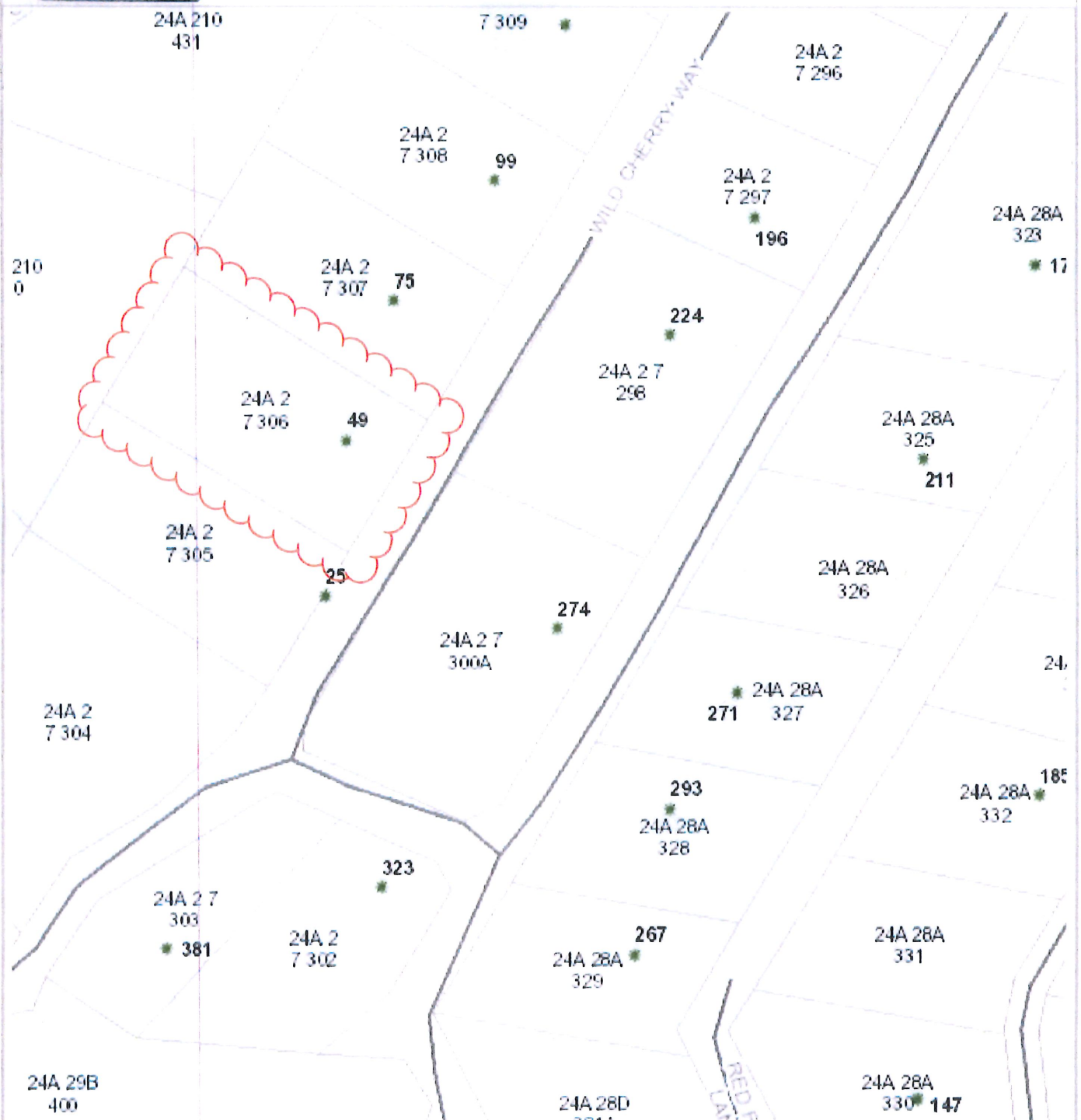
12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$600.00
Revenue and sales for first year of business (projected):	\$14,400.00
Gross profit for first year of business (projected):	\$7,200.00



LORNE W. COOPER
08/23/2021





Scale: 1:2256.994353

Date: 01/10/2014

Printed By:

Under Virginia State Law, these real estate assessment records are public information. Display of this property information on the internet is specifically authorized by the Code of Virginia §58.1-3122.2(as amended).



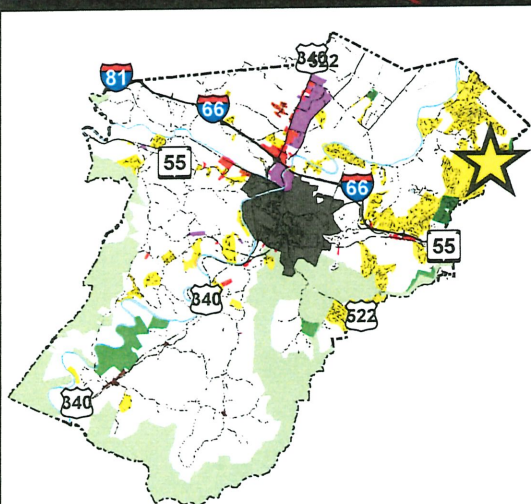
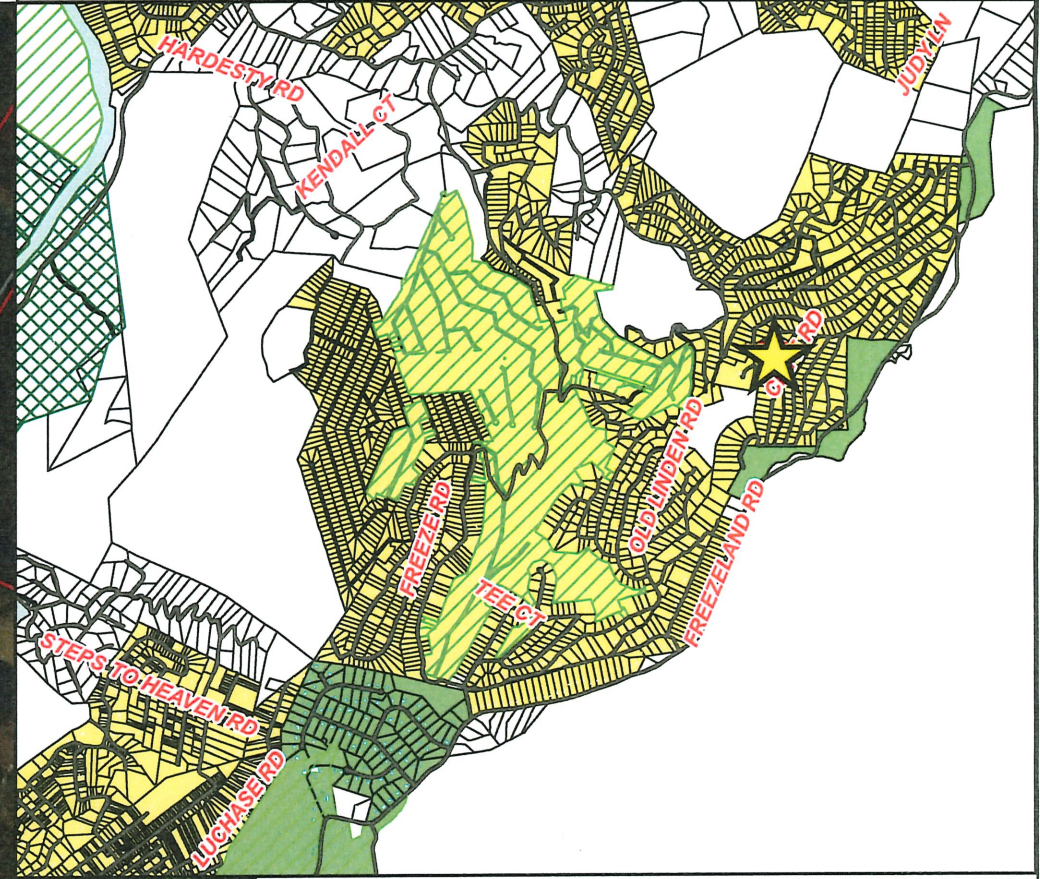
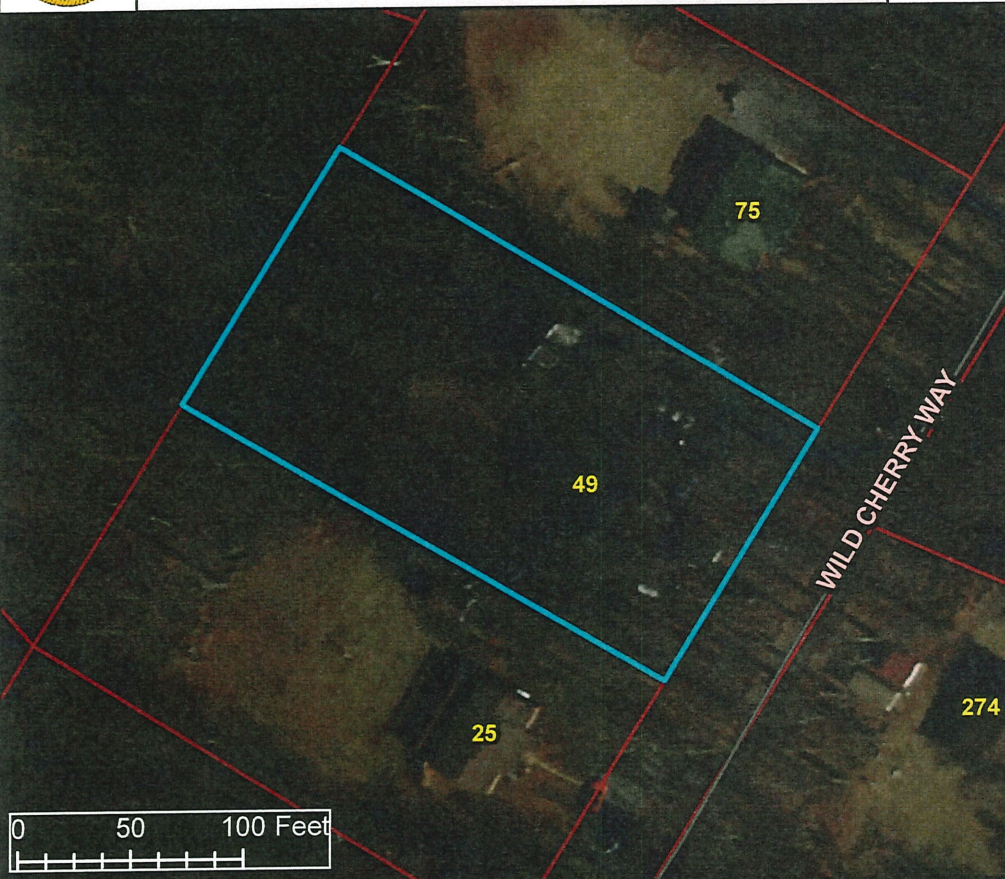
Warren County VA

CUP Location Map



Gunsmithing - General Repair
Applicants: Lorne Cooper

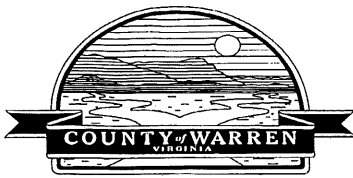
TM 24A--2-7-306
49 Wild Cherry Way
Blue Mountain



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
11/18/2021	I-10	Conditional Use Permit #2021-10-06 Michael Blevins <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.

After proper advertisement and a public hearing by the Planning Commission, the application has been forwarded to the Board of Supervisors recommending approval with the following conditions:

Planning Commission Move to Approve:

The Planning Commission had not held their public hearing at the time this cover sheet was drafted, the decision of the Planning Commission will be provided to the Board at the time of their public hearing..

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 (6) as determined according to the Health Department 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.
5. The discharge of firearms and hunting on the property by guests shall be prohibited.
6. The use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.


PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Michael Blevins for a Short-term Tourist Rental with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Michael Blevins for a Short-term Tourist Rental (List reasons).

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-10-06 / Short Term Tourist Rental

Michael Blevins, *Applicant/ Owner*

Staff Report for the Planning Commission

Prepared: Sept. 21, 2021

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

A handwritten signature in dark ink, likely of Matt Wendling, is written over the printed name.

SUMMARY OF REQUEST

The applicant is requesting this conditional use permit for a Short-Term Tourist Rental for the property they recently purchased with the intent to use as in-part as a second home but primarily to lease on a short-term basis. He states that he has retained a property management company, "Be Still Getaways" to manage the property which he states has a good reputation. He also mentions that though the dwelling is on 4 acres of wooded areas in a secluded location of the property he plans to carefully review the guests so that no large and loud parties take place and for the sake of the neighbors.

PROPERTY INFORMATION

Property Location: 267 Trillium Trail Rd

Tax Map ID: # 24B—313-481

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: 4.0

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

Use: SFD with Woodlands

Use: SFD with Woodlands

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.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated residential area composed of woodland areas, is off a private road and has views of the mountains. 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 property was issued a Construction Permit for a residential septic system and drainfield for a three-bedroom dwelling with an occupancy limit of six persons maximum.**
- 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 three 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 only after Board of Supervisor approval.**
- 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 applicant/owner will be the acting property manager.**

- I. If the property is located within a subdivision governed by a Homeowners 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 in the Blue Mountain Subdivision and a request for comments has been sent to that POA/HOA.**
- 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 230' to the closest dwelling located to the north.**

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 6 as determined according to the Health Department 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: Michael Blevins, Applicant,



Statement of Justification

To the Warren County Planning Commission:

Dear Sir or Madam,

I plan to use 267 Trillium Trail Road Liden VA 22642 for short term rentals primarily using Air-BnB for at least half of the year. There will be no evidence of a commercial property from the road as there will be no signs or advertisements, and there is more than enough parking on the property.

I will be using a property management company Be Still Getaways, which already manages other similar properties in the area. The management company ensures the property is kept clean and in good repair, as well as in line with any local ordinances. So far, there have been no issues at any of the other properties managed by Be Still Getaways in Warren County.

The benefit of using this property for short term rentals is that it will increase tourism in Warren County. Because having short-term renters rotating in and out of the property is offset by not having full-time residents at the property, the impact to traffic and other infrastructure will be non-existent while still bringing the benefits vacationers have on the local economy.

Further, the short-term rental will have no noticeable impact to the neighborhood in which it resides. The property is nearly 4 acres, the home is offset from the road by several hundred feet, is and shrouded in a wooded area. Most of the property is wooded and will remain that way, leaving the home in a secluded place that should not produce any nuisance of noise or light to neighbors. The draw for this rental is a quiet place of seclusion with hot tub in the back of the home and the arcade machine in the basement. No parties or large gatherings will be permitted.

If you have any questions or concerns, please contact me at (352) 678-9196 or Bleavage86@gmail.com.

Thank you,



Michael Blevins 9-21-21

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-10-06
 Date Received: 9-21-2021
 Fee Amount: \$ 500
 Date Paid: 9-21-2021 #102

Applicant Information:

Michael Blewins
 Applicant Name

5231 Mitchell St. Alexandria VA 22312
 Address City State Zip

267 Teillum Trail Road Lindey VA 22642
 Property Location for conditional use permit if Different than Applicant's Address

352 678 9196 BLEAVAGE86@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: 267 Teillum Trail Road
- (2) Election District: 501
- (3) Tax Map Number: 24B--313-481
- (4) Subdivision Name: Blue Mountain Property Owners
- (5) Total Area of Property (acres): 3.72
- (6) Total Area to be Used (acres): 1
- (7) Total Road Frontage (feet): _____
- (8) Depth of Property (feet): _____
- (9) Present Zoning: Residential One (R-1)

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: Dwelling / Good
- (3) Zoning of surrounding land/property: _____
- (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: 0
- (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: 3 Bedroom
- (12) Number of parking spaces to be provided: Regular 3 Handicap _____
- (13) What is the proposed landscaping and buffering for this property? Property is wooded.

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?) _____
- _____
- _____
- _____

- (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. NONE
- (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. Renters instead of home owners.
- (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. NO

**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**

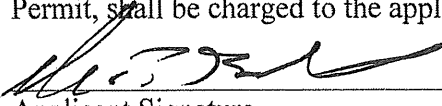
A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.

☐ **Location Map**

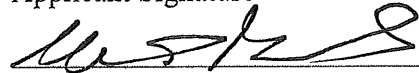
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

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

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

21 Sep 2021
Date


Property Owner Signature

21 Sep 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

House PHOTO 18922

Matt Wendling

From: David Beahm
Sent: Tuesday, September 21, 2021 5:25 PM
To: Chloe Phillips
Cc: Matt Wendling; Paula Fristoe
Subject: Request for Comments 2021-10-06 – Michael Blevins – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000136-2021

Comments 2021-10-06 – Michael Blevins – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000136-2021:

NOTE: Prior to giving approval for this request an outstanding permit(s) for gas tank and lines will need to be resolved. Permits issued multiple years ago have never been inspected for final and completion.

- 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 may already meet the following requirements:
 - Smoke detectors must be verified to be installed as required by the Virginia Residential Building Code.

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

Respectfully,



Warren County Building Inspections

David C. Beahm, CBO
Building Official

220 North Commerce
Sui
Front Royal, VA

dbeahm@warrencountyva.net

www.warrencountyva.net

540/636
FAX 540/636

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BBS Septic & Environmental Service

815 E. Stonewall Drive

Front Royal, VA 22630

540.692.8210 // 540.660.2402—Office

540.272.6565—24 Hour/Emergency

SH-LFHD-073 DPOR #: 1942001006

September 13, 2021

Mr. Michael Blevins

267 Trillium Trail Road

Linden, VA 22642

Phone: 352-678-9196

E-Mail: bleavage86@gmail.com

On this day, Monday, September 13, 2021, our technicians were on site of the property located at 267 Trillium Trail Road Linden, VA 22642 as requested for a septic inspection for the sale/purchase of the home. While on-site our technicians performed the following tasks to ensure the septic system is working properly as of this date. The septic tank was inspected with no issues found with the tank or signs of deterioration within the septic tank. The Incoming & Outgoing T's were inspected with no issues found. The outgoing lid of the septic tank was replaced with a brand-new lid due to a deteriorated lid being on the septic tank upon inspection. The incoming line was inspected by the water being ran from the house to watch and ensure the water is making tank entry with no issues. The outgoing line was inspected via the 1080p sewage camera, with no issues found. The camera was then sent down the line to the distribution box, which was inspected via the 1080p sewage camera as well to ensure the integrity of the concrete with no issues found, the water level was at proper level with no signs of back up from the field lines. A walk over inspection was performed of the field lines with no signs of standing water or saturation at this time. As of this date—September 13, 2021, the septic system for the home located at 267 Trillium Trail Road is proper working order and has PASSED the standards set forth for the septic inspection.

The only recommendations we have for the septic system is to have the septic system pumped every 3-5 years per VA Department of Health Regulations.

Thank you,

James R. Coleman

Lead Service Technician & Owner

THIS IMPLIES NO WARRANTIES OR GUARANTEES FOR THE SEPTIC SYSTEM OR ANY AND ALL COMPONENTS OR THE FUTURE OF THE SEPTIC SYSTEM OR ANY AND ALL COMPONENTS.

BBS SEPTIC & ENVIRONMENTAL SERVICE IS NOT LIABLE FOR ANY ISSUES THAT MAY OCCUR WITH THE SEPTIC SYSTEM AFTER THE DATE OF THIS INSPECTION.

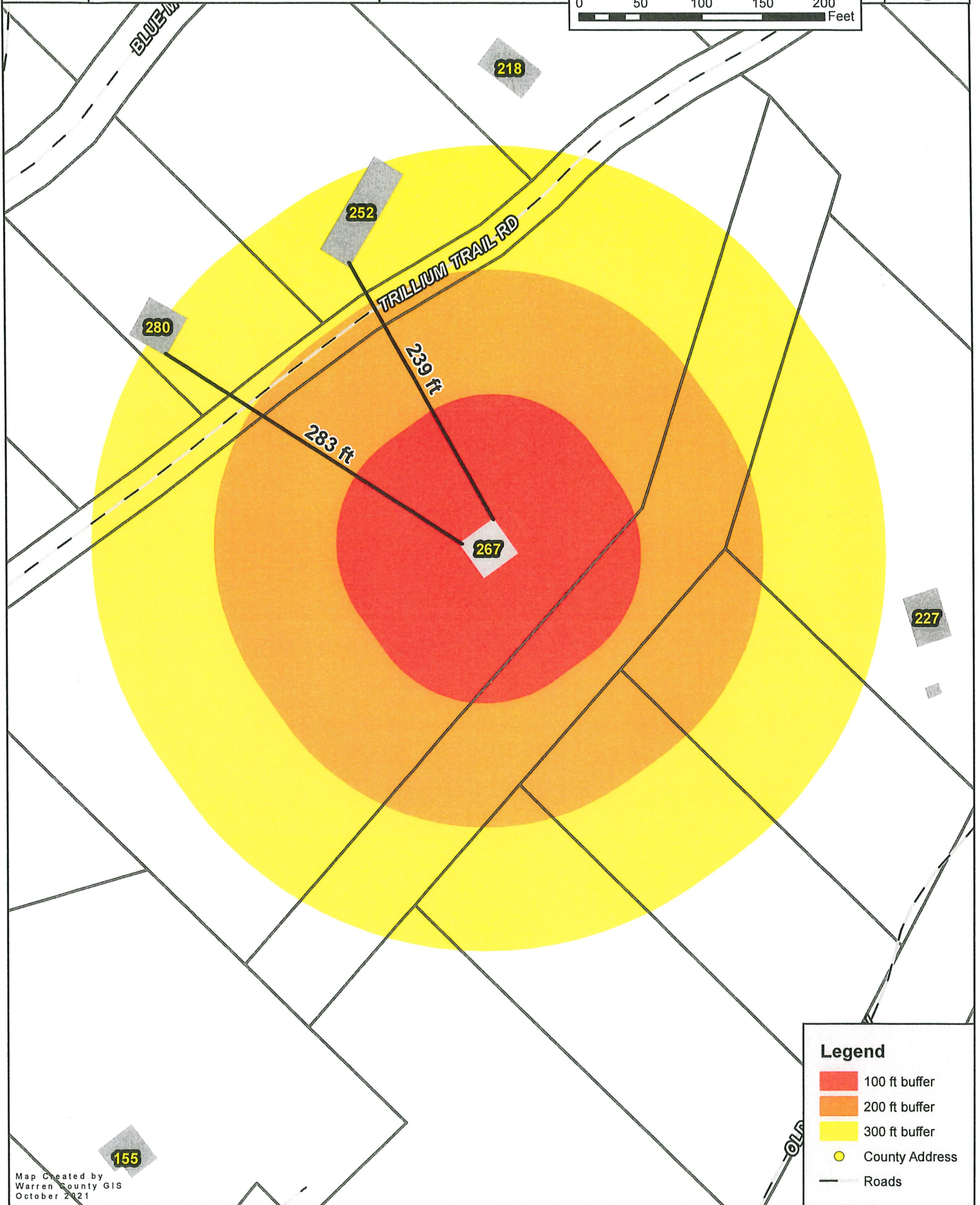
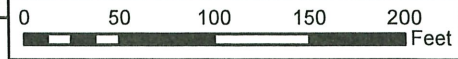


Warren County, VA 2021

267 Trillium Trail
TM 24B--313-481

Distance to Surrounding Homes

1 inch = 100 feet



Legend

- 100 ft buffer
- 200 ft buffer
- 300 ft buffer
- County Address
- Roads



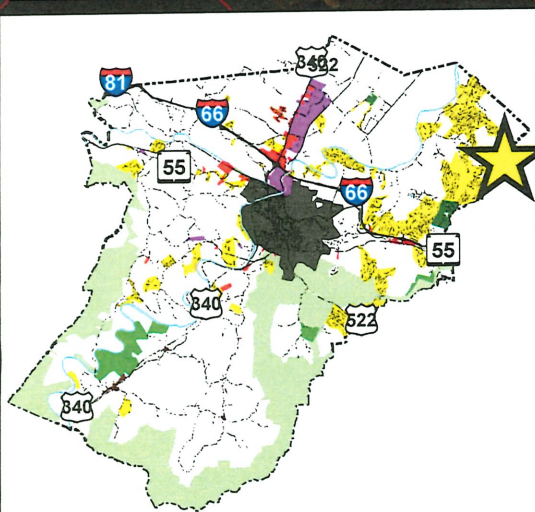
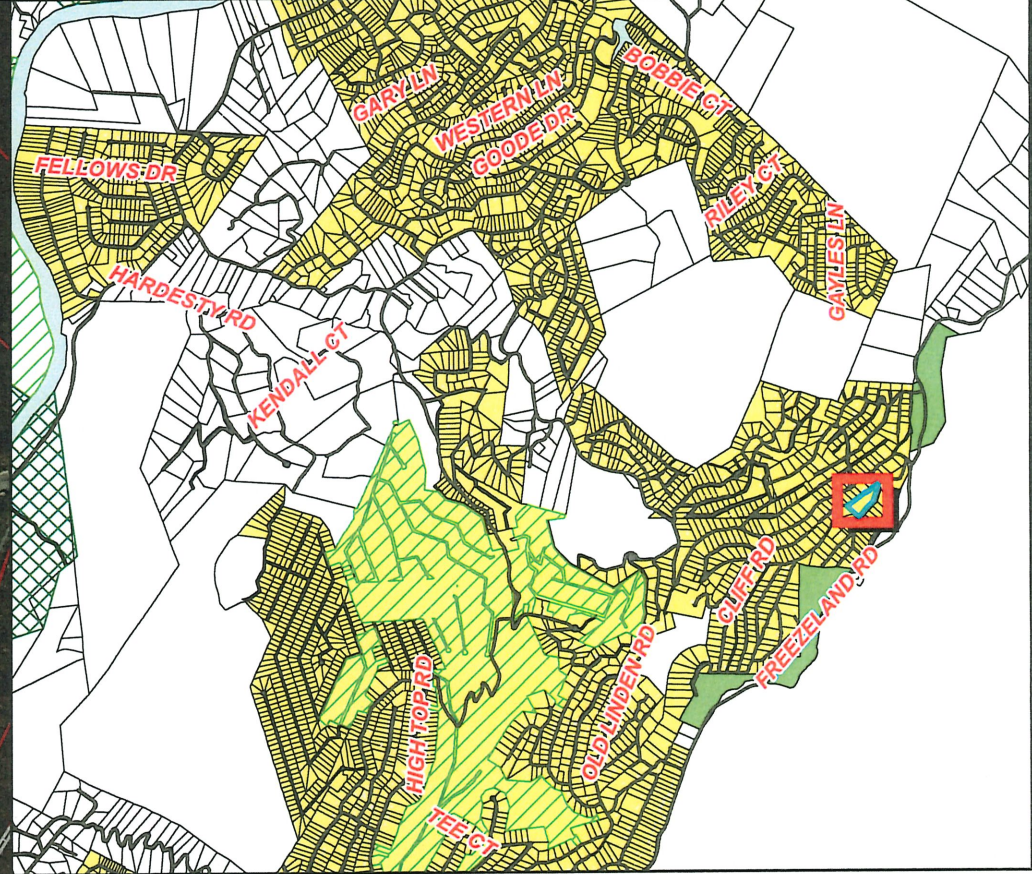
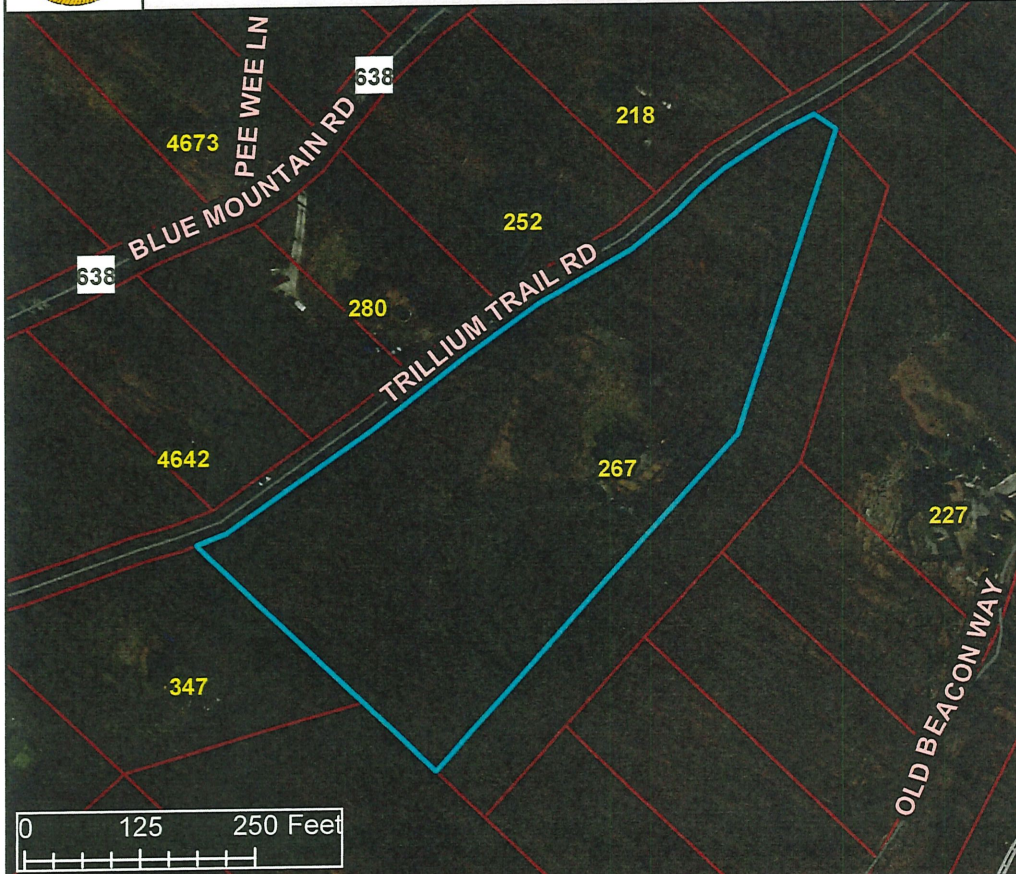
Warren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Michael Blevins

TM 24B--313-481
Blue Mountain



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

Motion to be Made Going into Closed Meeting

I move the Board enter into a closed meeting under the provisions of Section 2.2-3711(A)(5) of the Virginia Freedom of Information Act for discussion concerning the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in expanding its facilities in the community, such business or industry to be located in the North River Magisterial District outside the limits of the Town of Front Royal.

- - -

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 Section 2.2-3711(A)(5) 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.