

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on July 20, 2021 at 7:05 PM.

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

Absent: Tony F. Carter (Happy Creek District)

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

Adoption of Agenda – Additions or Deletions

Mrs. Oates made a motion to adopt the agenda with the addition of an item for a citizen appointment to the Lord Fairfax Community College Board, which was seconded by Mr. Mabe and approved by the following vote:

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

Public Comment Period (60 Minute Time Limit)

Gary Kushner, 1106 Fetchett Road, criticized the Board on a lack of transparency and effective communication for not having the videos of the Board meetings posted on the website in a timely manner.

There were no further presentations from the public.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Fox reported the following:

- Attended the ribbon cutting ceremony and open house event for the new Rivermont Volunteer Fire Station on June 26th

Mr. Mabe reported the following:

- Also attended the ribbon cutting ceremony and open house event for the new Rivermont Volunteer Fire Station on June 26th

Mrs. Oates reported the following:

- Attended the Joint Tourism meeting on June 30, 2021
- Participated in a podcast on July 1, 2021 with the Warren Coalition called “Six Dimensions of Wellness”
- Attended the Henselstone Property Owners Association meeting on July 6, 2021 with Lieutenant Robbie Seal
- Congratulated Melanie Salins on her appointment to the Warren County School Board to fill the vacancy created by the resignation of former member Arnold Williams

Mrs. Cullers reported the following:

- Attended the Fire Chiefs Advisory Committee meeting at the Shenandoah Shores Volunteer Fire Department and discussed training, staffing, operations, and equipment
- Met with the Virginia Department of Transportation and a constituent about road concerns
- Discussed erosion issues at a boat landing with Mike Berry, Public Works Director, and Michael Coffelt, Sanitary District Manager, and complimented both of them on their work to remedy her concerns
- Also attended the ribbon cutting ceremony and open house event for the new Rivermont Volunteer Fire Station on June 26th
- Stopped by the Warren County Emergency Communications’ (EmComm’s) Amateur Radio Field Day operation on June 26th
- Rode with Fire Chief James Bonzano in the annual Fireman’s Parade on July 14th
- Invited citizens seeking employment to attend the Job Fair hosted by the Warren County Department of Social Services on Thursday, August 5th from 10:00 AM – 3:00 PM at the Health and Human Services Complex
- Read a letter recognizing the work of GIS Coordinator Emma Rusnak on the Browntown Historic District map
- Recognized Captain Raymond Cross and Firefighter/EMT Ryan Baldwin for treating a laceration on a small child when his turtle tank fell and broke and then going above and beyond, purchasing a new tank for the young boy and his turtle named Squirtle
- Recognized Lieutenant Brandon Oliver and Firefighter/Medic Andrew ___ for treating an elderly woman after she had fallen while attempting to clean her front porch then going above and beyond, straightening up and sweeping off her front porch
- Recognized Fire and Rescue volunteer Wyatt Strickland for saving a fellow coworker who became unresponsive on the job

Dr. Daley reported the following:

- Recognized Jeff Hayes as Project Manager and provided an overview of the projects he has recently completed and is currently working on.
- Announced the hiring of two new employees, a Grants and Special Projects Coordinator and a Zoning Officer. He also anticipates appointing a Director of Technology with the approval of the job description and grade placement on the Consent Agenda this evening. He thanked Tim Grant with Warren County Public Schools and his Technology Department staff for their support of the County.
- Coronavirus Update – While the Coronavirus still remains a health concern, the County must maintain a commonsense approach to mitigating any future impacts the virus may bear upon the community. The last “large” vaccination clinics occurred last month at the 15th Street “Cafeteria”; citizens and employees who did not receive the vaccination can contact their Primary Care Manager, or most of the local pharmacies, to receive the COVID-19 vaccination.
- Revenue Updates – For the month of June, the County’s share of local sales tax revenue was \$471,610.77. This amount is up \$95,551.60 (25.4%) over the \$376,059.21 collected in June 2020.

The year-to-date (YTD) collections total for Meals Tax is \$466,878.23, the YTD collections total for Lodging Tax is \$110,455.76, and the YTD collections total for Business License Tax is \$1,035,736.34.

- Wayfinding Signage – The County and Town are working together on the trailblazing signage. Staff expects the County signs to be here in the next few weeks. The County Public Works Department has staked the sign locations, and staff will be meeting with the local VDOT residency to review these locations.
- Tourism Committee – Jones Lang Lasalle Americas, Inc. (JLL) continues to perform joint tourism services for the Town and County. They host bi-weekly meetings with the Joint Tourism Committee. They are monitoring the metrics for the current marketing campaigns and updating the Committee.
- Development Review Committee – The Development Review Committee met on June 23, 2021 and discussed the following projects:
 - Country General Store CUP – Strasburg Road
 - Proposed Enclosed Storage Facility – Winner’s Court
 - Private School CUP – Skyline Church
 - Short-term tourist rental CUPs
 - Proposed Warehouse Facility – Corner of Baugh Drive and Fairground Road
 - Proposed Enclosed Storage Facility/RV Storage – Winchester Road
 - Equus Warehouse Facility – Winchester Road

The Committee will meet again on July 28, 2021.

- Appalachian Trail Connector Update – Since the County was originally awarded the Transportation Enhancement grant, staff has been working through the lengthy

process with various adjoining property owners, design changes, unexpected natural challenges, and unfeasible financial obligations. The project has been reduced in size and located completely within the VDOT right of way. The design has become less desirable, may not provide a logical terminus, and most of all may pose safety concerns due to its close proximity to a high speed and traffic roadway.

Given the above details, staff is reassessing the feasibility of this project and alternative options for design, implementation, or reallocation of funds to a separate trail project. The Planning Department would like to present options to the Board during its regular meeting on August 3, 2021.

- Shenandoah Valley Rail Trail – There are no additional updates since last month. The link has been provided for the upcoming webinar. Join the Department of Conservation and Recreation (DCR) on July 21st at 7:00 PM to learn about a rail trail feasibility study in Rockingham, Shenandoah, and Warren Counties. DCR is evaluating the conversion of an inactive Norfolk-Southern railroad segment into a 48.5-mile multiuse recreational rail trail in the Shenandoah Valley. The link to the webinar is as follows: <https://register.gotowebinar.com/register/2945134669547438603>.
- Building Inspections – In review of the new construction for June 2021, there were a total of 14 new home starts through June 30th. Of that number, one was located within Town limits and the remaining 13 were outside of Town limits. As a comparison, in June 2020 there were a total of 15 new home starts.

In June, the permits trended lower with 209 permits issued as compared to June 2020 with 220 (-5.0%) and the total number of inspections were higher from 1,041 to 1,107 (5.97%).

- Parks and Recreation
 - Current/Upcoming Programs and Activities:
 - School's Out For The Summer! Program: Mondays, Wednesdays, and Fridays until August 6, 2021, 9:00 AM – 6:00 PM at the Health and Human Services Complex Gym; costs vary
 - Lil' Explorers Program: Until August 4, 2021, 1:00 PM – 3:00 PM at Shelter #2; free to participants ages 4-10 years old
 - Lap Swim: Monday through Thursday until August 5, 2021, 7:00 AM – 9:00 AM, 11:00 AM – 1:00 PM, 6:30 PM – 8:30 PM at Claude A. Stokes Community Pool; \$2 per admission and punch cards are available for discounted rate
 - Warren County's Co-Ed NFL Flag Football League offers a fun and positive football experience. Practices will be held twice per week until games start, then once per week. Games will be played on Saturdays. The cost is \$60 per child, and players must be 5 years old before August 1, 2021 and not attain the age of 12 before August 1, 2021; Birth Certificate required.
 - Administration
 - Scheduling meeting with County staff to discuss water issues in the Front Royal Golf Club clubhouse.

- Park Facility Projects
 - Shelter in Seide Memorial Park – funds donated by Avtex Retired Workers.
 - Will complete repairs to the Skyline Soccerplex skatepark bowl and the Free-Wheeling Way Playground rubber surface replacement of worn sections using transfers from the current FY 2020-2021 budget to Special Projects Account.
- Park Maintenance Daily
 - Lions Park – The flush valves for the toilets and the faucets for automatic flush were ordered. The restroom facility is cleaned daily to reduce complaints. Staff will monitor closely.
- Department of Social Services – In the month of June, DSS received:
 - 78 SNAP Applications
 - 89 Medicaid Applications
 - 19 TANF Applications
 - 10 Child Care Applications
 - 1 AG Application
 - 1,524 Phone calls
 - 689 Lobby clients

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

- 53 CPS referrals
- 21 APS referrals

The Warren County Department of Social Services will be hosting a job fair for all residents on Thursday, August 5, 2021 from 10:00 AM to 3:00 PM in the gymnasium on 15th Street. Our Community Liaison department has the following agencies represented at our weekly (Wednesday) One Stop Center located in the cafeteria on 15th Street:

- Northwestern Community Services Board
- Habitat for Humanity
- United Way
- NW Works
- Virginia Preschool Initiative
- Phoenix Project
- Lord Fairfax Community College
- Money Management Class
- SNAP EDU
- Women's Resource Center
- Salvation Army
- Division of Child Support Enforcement
- St. Luke Community Clinic
- Department of Fire and Rescue Services
 - Radio System Upgrade Project is completed with installations completed.

- Rivermont Ribbon Cutting and Open House – Completed on Saturday, June 26th with good turnout. Special thanks to the Board members who attended.
- Rivermont Fire Station – Staff is optimistically nearing formal project completion in the next few weeks. Final “punch list” items were addressed last month, and the contractor completed all remaining contractual work; warranty items will continue to be addressed, as appropriate.
- Commercial/Industrial Projects – Work continues on the following projects:
 - The new Warren Memorial Hospital maintains a Temporary Certificate of Occupancy (TCO) for the entire building until both the Town of Front Royal and Department of Environmental Quality (DEQ) provide their approvals.
 - Equus Warehouse facility – The site work continues, and the building applications have started to be submitted. The site contractor has asked to begin Phase II of their approved plan.

Appropriations and Transfers

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

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

APPROPRIATIONS

92000-7112	LCI Services Inc.	\$125.00
24040-0007	Parks and Rec - Repairs and Maintenance	\$5,000.00

TRANSFERS

<u>FROM:</u>	92000-7042	Fire and Rescue - Rivermont Building Fund	(\$1,100.00)
<u>TO:</u>	35050-5410	Fire and Rescue - Clothing Account	\$1,100.00
<u>FROM:</u>	Special Projects	Parks and Rec - Special Projects	(\$14,816.00)
<u>TO:</u>	21010-1013	Parks and Rec - Rockland Park	\$14,816.00
<u>FROM:</u>	21060-7003	Clerk of Court - Balance Budget	(\$775.00)
<u>TO:</u>	21060-5801	Clerk of Court - Balance Budget	\$345.00
	21060-8001	Clerk of Court - Balance Budget	\$330.00
<u>FROM:</u>	71010-2001	Parks and Rec - FICA	(\$12,000.00)
	71010-2011	Parks and Rec - Worker's Compensation	(\$205.00)
	71010-1003	Parks and Rec - Compensation PT	(\$27,500.00)

<u>TO:</u>	71010-2002	Parks and Rec - VRS	\$1,000.00
	71010-2005	Parks and Rec - Hospital Medical	\$11,000.00
	71010-2006	Parks and Rec - Group Insurance	\$205.00
	71030-7011	Parks and Rec - Special Projects - Park Development	\$27,500.00
<u>FROM:</u>	71010-1002	Parks and Rec - Compensation Overtime	(\$2,000.00)
	71010-3007	Parks and Rec - Advertising	(\$11,000.00)
	71010-5402	Parks and Rec - Food	(\$5,500.00)
	71010-5403	Parks and Rec - Beverage	(\$5,000.00)
	71010-5504	Parks and Rec - Travel and Training	(\$2,055.00)
<u>TO:</u>	71010-1001	Parks and Rec - Compensation	\$2,000.00
	71030-7011	Parks and Rec - Special Projects - Park Development	\$11,000.00
	71010-5203	Parks and Rec - Telephone	\$1,355.00
	71010-5308	Parks and Rec - Accidental Injury Insurance	\$1,355.00
	71010-5411	Parks and Rec - Books and Subscriptions	\$700.00
<u>FROM:</u>	Special Projects	SO - Police Equipment	(\$10,250.00)
	Special Projects	SO - Email Server	(\$8,347.00)
<u>TO:</u>	31020-7005	SO - In Car and Body Cams	\$18,597.00
<u>FROM:</u>	12150-1004	Finance and Purchasing	(\$56,996.56)
	12150-1005	Finance and Purchasing	(\$10,318.41)
	12150-2006	Finance and Purchasing	(\$253.81)
	12150-3004	Finance and Purchasing	(\$240.88)
	12150-5504	Finance and Purchasing	(\$1,500.00)
	12150-5201	Finance and Purchasing	(\$1,103.55)
	12150-2005	Finance and Purchasing	(\$4,487.98)
<u>TO:</u>	12150-1001	Finance and Purchasing	\$5,844.82
	12150-1003	Finance and Purchasing	\$50,147.25
	12150-1007	Finance and Purchasing	\$10,760.69
	12150-1008	Finance and Purchasing	\$562.21
	12150-2008	Finance and Purchasing	\$253.81
	12150-3007	Finance and Purchasing	\$216.00
	12150-5801	Finance and Purchasing	\$24.88
	12150-5401	Finance and Purchasing	\$2,603.55
	12150-7007	Finance and Purchasing	\$1,225.74
	12150-8001	Finance and Purchasing	\$3,262.24
<u>FROM:</u>	11010-3007	Board of Supervisors	(\$977.32)
	11010-3010	Board of Supervisors	(\$1,685.11)
	11010-5307	Board of Supervisors	(\$4,162.00)
	11010-5501	Board of Supervisors	(\$950.00)
	11010-5504	Board of Supervisors	(\$3,660.93)
	11010-5801	Board of Supervisors	(\$1,113.00)
	11010-5802	Board of Supervisors	(\$5,000.00)
	11010-5850	Board of Supervisors	(\$3,511.50)
	11010-6002	Board of Supervisors	(\$1,011.42)
	Special Projects	Motor Vehicles	(\$5,000.00)

	Special Projects	Reimbursement Lake Front Royal	(\$6,302.14)
	Special Projects	Reimbursement Shenandoah Farms	(\$47,652.06)
<u>TO:</u>	11010-3005	Board of Supervisors	\$556.18
	11010-5401	Board of Supervisors	\$421.17
	11010-5899	Board of Supervisors	\$12,017.90
	11010-3002	Board of Supervisors	\$68,030.26
<u>FROM:</u>	12020-1006	County Administration	(\$31,327.44)
	12020-5203	County Administration	(\$3,064.04)
	12020-5408	County Administration	(\$5,955.02)
	12020-5501	County Administration	(\$823.38)
	12020-7005	County Administration	(\$3,577.99)
<u>TO:</u>	12020-1001	County Administration	\$20,115.73
	12020-1008	County Administration	\$2,953.45
	12020-1009	County Administration	\$7,777.84
	12020-1111	County Administration	\$472.26
	12020-2008	County Administration	\$7.66
	12020-3002	County Administration	\$3,064.04
	12020-5401	County Administration	\$3,224.14
	12020-5897	County Administration	\$2,730.88
	12020-5411	County Administration	\$286.04
	12020-5899	County Administration	\$537.34
	12020-7007	County Administration	\$2,734.28
	12020-8001	County Administration	\$843.71
<u>FROM:</u>	12040-2001	County Attorney	(\$106,592.00)
	12040-2005	County Attorney	(\$16,289.00)
<u>TO:</u>	11010-3002	Board of Supervisors	\$122,890.00
<u>FROM:</u>	Special Projects	EDA Study	(\$900.00)
	Special Projects	Enterprise Zone	(\$239,630.90)
<u>TO:</u>	11010-3002	Board of Supervisors	\$71,168.73
	11010-3015	Board of Supervisors	\$169,362.17
<u>FROM:</u>	General Fund	Fund Balance	(\$380,365.00)
<u>TO:</u>	Textbook Fund	School Textbook Fund	\$380,365.00
<u>FROM:</u>	Special Projects	Conservations Funds	(\$2,010.02)
	Special Projects	175th Anniversary	(\$3,434.96)
	Special Projects	Jail Budget	(\$746.71)
	Special Projects	Building Inspection Salary	(\$543.69)
	Special Projects	F&R Computer Equipment	(\$155.84)
	Special Projects	F&R Reg. Hazard	(\$38.00)
	Special Projects	Elections Travel	(\$202.00)
	Special Projects	Magistrate R&M	(\$130.02)
	Special Projects	Magistrate Computer	(\$247.76)
<u>TO:</u>	82000-5604	Soil & Water	\$7,500.00

FROM:	Special Projects	Enterprise Zone	(\$298,650.51)
	12110-30002	Reassessment	(\$138,600.00)
TO:	Special Projects	Reassessment	\$298,650.51
	Special Projects	Reassessment	\$138,600.00

Approval of Accounts

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

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

Check Numbers 269962 to 297258

Total: \$990,528.76

Consent Agenda

1. Representative Appointment to the Community Policy and Management Team (CPMT) – Jessica Amankrah
2. Festival Permit Request for the Appaloosa Festival – Joe Petty
3. Northwestern Community Services Board Performance Contract – Ed Daley
4. Approval of Job Description and Classification for Director of Technology Position – Taryn Logan
5. Request to Reclassify/Regrade the Position of Deputy Finance Director – Taryn Logan
6. Request to Purchase Three (3) Ambulance Transport Units – Chief James Bonzano
7. Skatepark Pool Coping and Bowl Tie Replacement – Dan Lenz
8. Certified Crime Prevention Community (CCPC) Program Resolution and Statement of Intent – Sheriff Mark Butler
9. Extension Request for Conditional Use Permit 2006-10-01, Bill and Sandra Long for Commercial Repair Garage – Matt Wendling
10. Warren County School Board Use of the Raymond E. Santmyers Youth Center for the Elements Program for the 2021-2022 School Year – Caitlin Jordan
11. Extension of Contract with Pond Law Group for Collection of Delinquent Real Estate Tax Accounts – Caitlin Jordan
12. Extension of Contract with TACS for Collection of Delinquent Real Estate Tax Accounts – Caitlin Jordan
13. Amendment #1 to the Contract Between the County of Warren, Virginia and B & B Excavation – Caitlin Jordan
14. Amendment #1 to the Contract Between the County of Warren, Virginia and Carroll Construction Company – Caitlin Jordan

15. Amendment #1 to the Contract Between the County of Warren, Virginia and H & W Construction Company – Caitlin Jordan
16. Annual Term Contract with LaBella Associates, D.C.P., P.C. for Warren County Solid Waste Management – Caitlin Jordan
17. Clarification of the Employee Compensation Plan for FY 2021-2022 – Ed Daley
18. Adoption of Agreement for Regional Broadband Services – Ed Daley
19. Agreement for Utility Consulting Services – Ed Daley

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

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

CERTIFIED CRIME PREVENTION COMMUNITY PROGRAM
RESOLUTION OF PARTICIPATION

WHEREAS, the governing body of County of Warren is interested in the safety and security of its citizenry and the community at large; and

WHEREAS, the governing body is prepared to support appropriate efforts within the community to become totally prepared to promote crime prevention and community safety; and

WHEREAS, the Department of Criminal Justice Services (DCJS) offers a program which is specifically designed to recognize Virginia communities committed to crime prevention and community safety while providing a framework for those communities to institutionalize crime prevention at the local level; and

WHEREAS, this program is entitled the Certified Crime Prevention Community Program.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors that our community, County of Warren wishes to participate in the Certified Crime Prevention Community Program, and that the leadership of this community fully supports all reasonable efforts to meet the DCJS requirements to become designated as a Certified Crime Prevention Community; and

BE IT FURTHER RESOLVED, that the program requires the existence or formation of a local community crime prevention/community safety council or coalition, and this governing body designates the Sheriff's Community Advisory Council (CAC) as representing our community for the purpose or participating in this program.

Request to the State Board of Elections for a Waiver to Administer a Split Precinct for the November 2, 2021 General and Special Elections – Carol Tobin/Caitlin Jordan

Caitlin Jordan, Senior Assistant County Attorney, reported Virginia Code Section 24.2-307 requires that each voting precinct within a county have no fewer than 100 registered voters. If the governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two or more congressional districts, Senate districts, House of Delegates districts, or local election districts, it must apply to the State Board of Elections for a waiver to administer a split precinct. A governing body granted a waiver to administer a split precinct or directed to establish a precinct with fewer than the minimum number of registered voters may use such precinct for any election held that year. All redistricting activities have been delayed across the Commonwealth due to delayed Census data. In light of this delay, the State Board will be granting waivers for the curing of the split precincts, as detailed above.

Pursuant to Virginia Code Section 24.2-307, Warren County will need a waiver for the following split precincts:

Precinct Name	Split Type
0101 Fork Town	House District 15 th and 29 th
0201 Happy Creek	Town - County Split
0402 Town-West Shenandoah	Town - County Split
0501 South River	House District 15 th and 18 th

In order for the Director of Elections and General Registrar, Carol Tobin, to request the necessary waiver, she will need to provide the Department of Elections a copy of the minutes from a Board of Supervisors meeting, in which the Board formally requests a waiver until such a time as redistricting can be completed.

Jason Ham, Interim County Attorney, noted the Board had been presented with an updated motion and a draft resolution for its consideration to send to the Department of Elections immediately in lieu of waiting until the minutes of this meeting are approved.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors formally approved the proposed resolution requesting a waiver from the Department of Elections for the November 2, 2021 General and Special Elections for the following split precincts: 0101 Fork Town; 0201 Happy Creek; 0402 Town-West Shenandoah; and 0501 South River; and further authorized the Director of Elections and General Registrar to submit the resolution to the Department of Elections:

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

**RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY APPLYING TO THE
VIRGINIA STATE BOARD OF ELECTIONS FOR A WAIVER TO ADMINISTER SPLIT
PRECINCTS FOR THE NOVEMBER 2, 2021 GENERAL AND SPECIAL ELECTIONS**

WHEREAS, Virginia Code Section 24.2-307 requires that each voting precinct within a County have no fewer than 100 registered voters; and

WHEREAS, if the County is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two of more congressional districts, Senate Districts, House of Delegates districts, or local election districts, it must apply to the State Board of Elections for a waiver to administer a split precinct; and

WHEREAS, all redistricting activities have been delayed across the Commonwealth due to delayed Census date; and

WHEREAS, pursuant to Virginia Code Section 24.2-307, Warren County will need a waiver for the following split precincts:

Precinct Name	Split Type
0101 Fork Town	House District 15 th & 29 th
0201 Happy Creek	Town – County Split
0402 Town-West Shenandoah	Town – County Split
0501 South River	House District 15 th & 18 th Plus, Town – County Split

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Warren, Virginia hereby applies to the Virginia State Board of Elections for a waiver from the Department of Elections for the November 2, 2021 General and Special Elections for the following split precincts: 0101 Fork Town; 0201 Happy Creek; 0402 Town-West Shenandoah, and 0501 South River. The County Administrator and his designees are authorized to take further actions reasonably necessary to carry out the terms and intent of this Resolution, including signing and submitting additional documents in support of this application.

Public Hearing – Conditional Use Permit 2021-05-01, 9700 Court, LLC for an Enclosed Storage Facility – Joe Petty

Joe Petty, Planning Director, reported the property is located on Winchester Road in the North River Magisterial District. The proposed facility will consist of two phases. The first phase includes a building footprint of 21,000 square feet, the three levels totaling 63,000 square feet, which provides 48,058 square feet of rentable space. The second phase includes a building footprint of 21,000 square feet, the two levels totaling 42,000 square feet, which provides 32,000 square feet of rentable space will be constructed in the future dependent on market demand.

The property lies within the County's highway overlay district, which has architectural requirements on all building facades visible from the corridor highway (Route 340/522).

Mr. Mabe asked if the architect's rendering in the presentation is how the building will ultimately look, and the representative from 9700 Court in the audience responded the final building may look slightly different, but the building will be three stories tall.

Mr. Fox asked if the designs would need to go back to Planning Commission if they are significantly changed, and Mr. Petty replied no. The site plans are reviewed with the Planning Department and the applicant.

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections Department, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.
3. The permanent color of building materials shall be earthen tones in compliance with the County's Highway Corridor Overlay (HC) District ordinance, and all building façades visible from Route 340/522 shall be constructed of a combination of stone and Dryvit/EFIS or similar material as approved by the Warren County Planning Department.
4. All outdoor lighting fixtures shall be full cut-off fixtures as required by the Warren County Zoning Ordinance.
5. The property shall be in compliance with Warren County Code Section 180-45.5 regarding the supplemental regulations for self-storage facilities.

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

Mrs. Oates asked Mr. Petty to explain the highway overlay district, and Mr. Petty stated the overlay district provides an extra set of regulations for setbacks, landscape, and architectural requirements to give the corridor a consistent look. The requirements influence the design of the buildings and have screening requirements, which creates a more cohesive and attractive view from Route 340/522.

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 9700 Court, LLC for an Enclosed Storage Facility with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections Department, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.
3. The permanent color of building materials shall be earthen tones in compliance with the County's Highway Corridor Overlay (HC) District ordinance, and all building façades visible from Route 340/522 shall be constructed of a combination of stone and Dryvit/EFIS or similar material as approved by the Warren County Planning Department.
4. All outdoor lighting fixtures shall be full cut-off fixtures as required by the Warren County Zoning Ordinance.
5. The property shall be in compliance with Warren County Code Section 180-45.5 regarding the supplemental regulations for self-storage facilities.

Public Hearing – Conditional Use Permit 2021-05-02, 9700 Court, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Joe Petty

Mr. Petty reported the property is located on Winchester Road in the North River Magisterial District. The proposed facility will consist of two phases. The first phase includes a building footprint of 21,000 square feet, the three levels totaling 63,000 square feet, which provides 48,058 square feet of rentable space. The second phase includes a building footprint of 21,000 square feet, the two levels totaling 42,000 square feet, which provides 32,000 square feet of rentable space will be constructed in the future dependent on market demand.

The property lies within the County's highway overlay district, which does not allow outdoor storage, which would include recreational vehicles, boats and cars that are being stored on the property. They will need to be fully screened from view of the corridor highway (Route 340/522).

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections Department, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.
3. The area on the property for the storage of recreational vehicles, boats, and cars shall be adequately screened from view of Route 340/522 North in accordance with the County's Highway Corridor Overlay District.

4. All vehicles shall have valid tags and inspections while stored on the site.
5. The storage of recreational vehicles, boats, and cars on the property shall be in conjunction with the enclosed storage facility (CUP #2021-05-01).

Scott Stickley, Engineer with Greenway Engineering, stated the outdoor storage space is to the rear of the property, almost the farthest part away from Route 340/522. This combined with adequate screening and the storage facility itself will ensure the stored vehicles are not seen from the corridor.

Mrs. Cullers asked if the storage spaces will be covered or open, and Mr. Stickley stated the spaces would be more than likely open.

Mrs. Oates wanted confirmation that there was no road to the rear of the property, and Mr. Stickley confirmed there is no constructed road.

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

Mrs. Oates asked about the status of the proposed road at the rear of this and other properties along Route 340/522, and Mr. Petty replied there is no timeline for the western collector road. There are a few houses in the way and some right-of-way acquisition still needed. As development continues to occur along the corridor, the proffers are in place for the construction of the road.

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 9700 Court, LLC for the storage of cars, boats, and recreational vehicles with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections Department, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.
3. The area on the property for the storage of recreational vehicles, boats, and cars shall be adequately screened from view of Route 340/522 North in accordance with the County's Highway Corridor Overlay District.
4. All vehicles shall have valid tags and inspections while stored on the site.
5. The storage of recreational vehicles, boats, and cars on the property shall be in conjunction with the enclosed storage facility (CUP #2021-05-01).

Public Hearing – Conditional Use Permit 2021-05-03, 9700 Court, LLC for a Building in Excess of 50,000 Square Feet Located in the Route 340/522 Highway Corridor Overlay District – Joe Petty

Mr. Petty reported the property is located on Winchester Road in the North River Magisterial District. The proposed facility will consist of two phases. The first phase includes a building footprint of 21,000 square feet, the three levels totaling 63,000 square feet, which provides 48,058 square feet of rentable space. The second phase includes a building footprint of 21,000 square feet, the two levels totaling 42,000 square feet, which provides 32,000 square feet of rentable space will be constructed in the future dependent on market demand.

The property lies within the County's highway overlay district, which permits buildings in excess of 50,000 square feet by conditional use permit.

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections Department, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.
3. The exterior façade of the building shall meet the requirements of the County's Highway Corridor Overlay District.
4. All mechanical equipment shall be shielded and screened from the public view and designed to be perceived as an integral part of the building.

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. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of 9700 Court, LLC for a building in excess of 50,000 square feet located in the Route 340/522 Highway Corridor Overlay District with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections Department, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.

3. The exterior façade of the building shall meet the requirements of the County's Highway Corridor Overlay District.
4. All mechanical equipment shall be shielded and screened from the public view and designed to be perceived as an integral part of the building.

Public Hearing – Conditional Use Permit 2021-06-03, Chad and Charleen Backstrom for Private Use Camping (Non-Commercial) – Matt Wendling

Matt Wendling, Deputy Planning Director, reported the applicants are requesting a conditional use permit for Private Use Camping on vacant lots in the Man-Da-Lay subdivision, which are located in the Special Flood Hazard Area (SFHA). The applicants purchased these lots in November 2020 and were unaware that a conditional use permit was required for Private Use Camping at the time they try to apply for an electrical permit. Their intent is to use the property for outdoor recreation and overnight camping for friends and family on a non-commercial basis.

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.

Mr. Mabe wanted to know if this permit would make sure no one else would be allowed to camp on these properties but the applicants. Mr. Wendling elaborated that the permit does not designate who is allowed to camp, only the number of campers allowed on the property.

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

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Chad and Charleen Backstrom for Private Use Camping (Non-Commercial) with the conditions as recommended by the Planning Commission and staff and listed below:

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 2021-06-04, Shawn M. Tsanganelias for Private Use Camping (Non-Commercial) – Matt Wendling

Mr. Wendling reported the applicant is requesting a conditional use permit for Private Use Camping on a vacant lot in the Man-Da-Lay subdivision, which is located in the Special Flood Hazard Area (SFHA). The applicant purchased this lot February 2019 and was notified in October 2019 and May 2021 by County staff that he would need a conditional use permit in order to keep the accessory structure he built on the property according to Warren County Code Section 180-16. This was done after an inspection was made by the Planning Department during its annual review. The applicant's intent is to use the property for personal outdoor recreation, overnight camping, barbecuing, and picnicking with family and friends on a non-commercial basis.

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 Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Shawn M. Tsanganelias for Private Use Camping (Non-Commercial) with the conditions as recommended by the Planning Commission and staff and listed below:

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 2021-06-08, James Humphrey for Private Use Camping (Non-Commercial) – Matt Wendling

Mr. Wendling reported the applicant is requesting a conditional use permit for Private Use Camping on vacant lot in the Man-Da-Lay subdivision which is located in the Special Flood Hazard Area (SFHA). The applicant was gifted this lot in August 2018, and the property was subject to some flooding during the 2018 moderate flood events. County staff observed an abandoned boat and trailer with other items such as a picnic table on this lot after the flooding. These have since been removed as of the date of this application. The applicant's intent is to use the property for personal outdoor recreation and overnight camping.

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 Mr. Fox, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the conditional use permit request of James Humphrey for Private Use Camping (Non-Commercial) with the conditions as recommended by the Planning Commission and staff and listed below:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, 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 2021-06-10, Randall Lewis and Monica Stover for Private Use Camping (Non-Commercial) – Matt Wendling

Mr. Wendling reported the applicants are requesting a conditional use permit for Private Use Camping on vacant lot in the Shenandoah Farms subdivision Riverview section which is located in the Special Flood Hazard Area (SFHA). The applicant recently purchased this property in November 2020 and was informed by County staff that he required a conditional use permit for private use camping. The applicant's son and daughter-in-law own a recreational lot on Farms Riverview Road, and he would like to spend time with his grandchildren camping, fishing, and having fun. The applicant may build a house on the lot at a later date since a portion of the lot is out of the floodplain in a non-flood zone.

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 Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Randall Lewis and Monica Stover for Private Use Camping (Non-Commercial) with the conditions as recommended by the Planning Commission and staff and listed below:

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.

Citizen Appointment to the Lord Fairfax Community College Board

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors reappointed Dr. Edwin C. Daley to the Lord Fairfax Community College Board for a four-year term beginning July 1, 2021 and ending June 30, 2025.

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

Adjournment

Mrs. Cullers adjourned the meeting at 7:56 PM.