AGENDA
Board of Supervisors Meeting

August 3, 2021

9:00 AM

Moment of Silence

A. Call to Order and Pledge of Allegiance of the United States of America
B. Adoption of Agenda – Additions or Deletions
C. Report – Virginia Department of Transportation – Ed Carter
D. Public Comment Period (60 Minute Time Limit)
E. Report – Economic Development Authority (*written report only*) – Doug Parsons
F. Report – Warren County Department of Social Services – Jon Martz
G. Report – Virginia Cooperative Extension Office – Karen Poff
H. Reports – Board Members, County Administrator, Interim County Attorney

NEW BUSINESS

I. Consent Agenda
    1. Road Naming Request – Cedar Hill Lane off Stonewall Jackson Highway – Emma Rusnak
    2. Designation of Deputy Zoning Administrator – Joe Petty
    3. Execution of the Billing Services Agreement between Warren County and EMS Management & Consultants, Inc. – Rick Farrall/Caitlin Jordan
    4. Adoption of Deputy Public Works Director Job Description and Grade Placement – Taryn Logan
    5. Adoption of Deputy Registrar Job Description and Grade Placement – Taryn Logan
    6. Authorization to Advertise for Public Hearing – Ordinance to Amend and Re-Ordain Section 172-37.2 of the Warren County Code – Caitlin Jordan
    7. Authorization to Advertise for Public Hearing – Ordinance to Vacate an Unimproved Right-of-Way in the Sealock Subdivision – Joe Petty
    8. Authorization to Advertise for Public Hearing – Modification of Conditional Use Permit 2003-03-05, ELP Riverton, LLC to Add Uses to Pre-Approved Retail List – Joe Petty

9. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-01, John Suh for a Short-Term Tourist Rental – Matt Wendling
10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-02, Neal Sutliff for a Short-Term Tourist Rental – Matt Wendling
11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-05, Mountaintop the Church at Skyline for a Private School – Joe Petty
12. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-06, Melissa Halko for a Short-Term Tourist Rental – Matt Wendling
13. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-07, Ken Colton/KLC & CO, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Joe Petty
14. Coyote Bounty – Katrina Burkhart (1) – $50.00 Each – Animal Control

J. Closed Session – Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act Acquisition of Real Property for a Public Purpose re: Property Located in the South River Magisterial District Outside of Town Limits

K. Additional New Business (If needed)

L. Adjournment

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WORK SESSION

A. Appalachian Trail Update – Joe Petty

B. County Project Updates – Jeff Hayes

C. Adjournment

Maintenance:

- Performed asphalt patching on Morgan Ford Road from Fairground Road to Morgan Ford Bridge
- Repaired shoulders along Fairground Road to Route 522
- Conducted grading operations and stone application on various non-hard surfaced roads and will continue this month
- Skin patched Panhandle Road and Bentonville Road
- Completed 1st round of mowing and will begin the 2nd round this month on two lane primary and secondary routes
- Performed brush cutting operations on Route 340 with contractors
- Picked up 73 bags of litter collected by RSW jail inmates
- Will be cleaning pipes on various routes this month and applying dust control measures on various non-hard surfaced roads

Rural Rustics: Will begin drainage work and pipe replacements on Rocky Hollow Road this month and begin the scoping and permit process for drainage work on Kendrick Ford Road this winter.

Happy Creek Road: The utilities completed their work last week and VDOT is moving forward with working to get the road back open. VDOT is coordinating with Warren County Public Schools to allow buses to use the road when school starts back even if they are not able to open for all traffic.

Front Royal/Warren County Economic Development Authority
Board of Supervisors Report August 3, 2021

To: The Honorable Cheryl Cullers and Members of the Warren County Board of Supervisors
From: Doug Parsons, Executive Director
Subject: Front Royal/Warren County Economic Development Authority Executive Director's Report
Date: August 3, 2021

1. **Audits:**
   The DRAFT audits for FY18 and FY19 were presented to the Finance Committee on June 21, 2021. There were many questions about the numbers and the auditors will work with the Board of Directors and the EDA's attorneys to ensure everyone understands what the numbers represent.

2. **WCEDA Owned Properties:**
   All HVAC work at 426 Baugh Drive is done. We will also reimburse Visionary Optics for the HVAC replacement at 1325 Progress Drive per our lease with them.

   The due diligence work for the Stephens site is progressing. The Shenandoah Valley Partnership has signed off on the contract and the work is set to begin. Once completed, this will save prospects time and money and let them move to the site plan phase immediately upon signing a purchase and sales agreement.

3. **Silent Falcon:**
   Silent Falcon continues renovating the hangar at the airport. They are still planning an open house and will move in inventory and equipment once the concrete work is done. They are scheduled to present the latest progress to the Airport Commission meeting on August 4, 2021.

4. **Prospects:**
   We've made progress on several of our prospects that we could discuss in closed session if the BOS wishes. Activity in the logistics and supply chain sectors is red hot and we're getting great interest in our properties in those sectors.

5. **Marketing:**
   Our marketing materials will be completed by the end of August in time for our first marketing trip. We've secured several marketing options and will begin actively marketing with our partners in the very near future. We're confident that we've identified the most cost-effective options based on our target industries.

Warren Job Fair

The Warren County Department of Social Services will be hosting a job fair for all residents. Many local employers will be on hand accepting applications. Additionally, local education programs will share course and training opportunities.

*

Thursday, August 5, 2021
10:00 AM to 3:00 PM

Health and Human Services Complex Gymnasium
465 W. 15th Street, Front Royal, VA 22630

If you are in need of transportation, contact the Royal Trolley Service at 540-825-2456 for route information. For any other questions please call the Warren County Department of Social Services at **540-635-3430 x 3352**

Toray Plastics
ESS- Source for Substitute Teachers
University of Grand Canyon
Warren Public Schools
NW Works
Able Forces
Andersen Windows
VEC
Sysco
Lowes (On Site Interviews)
Warren County Vet Clinic
Dominion Power
George's Inc.
Pittman's Landscaping
Warren County
International Brotherhood of Electrical Workers Local 26
Child Care Network
Fergusons
Jackson Furniture
Valley Health
LynnCare
Turner Foods-Flint Hill
Thermal Shelter
Health Department
Hampton by Hilton
Virginia Career Works

Virginia Cooperative Extension
Virginia Tech • Virginia State University
www.ext.vt.edu

Warren County Quarterly Reports

to the

Warren County Board of Supervisors

April to June 2021

Program Areas Serving the Citizens of Warren County:

Agriculture and Natural Resources:

- **Livestock:** *Corey Childs*, cchilds@vt.edu, 540/635-4549
- **Horticulture:** *Mark Sutphin*, mark.sutphin@vt.edu, 540/665-5699
- **Crop and Soil Science:** *Robert Clark*, raclark@vt.edu, 540/459-6140

Family and Consumer Sciences:

- **Family Financial Management:** *Karen Poff*, kpoff@vt.edu, 540/635-4549
- **Food, Nutrition, and Health**: *Vanessa Santiago*, vsantiago@vt.eud, *540/665-5699*
- **SNAP-Ed Extension Agent:** Molly Beardslee, mollykb@vt.edu, 540/778-5794

4-H Youth Development:

- **4-H:** Stacy Swain, hstacy@vt.edu, 540/ 635-4549

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.

Agriculture & Natural Resources: Livestock
Corey Childs, Extension Agent
540/635-4549; cchilds@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties

Programs: April 1 to June 30, 2021

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah, and Warren):

- Improving Farm Profitability through Grazing Management (Graze 300)
  Wrote extension articles titled:
  - Before you know it will be several will ask about "Buttercup" and the "Broomsedge"
  - Help livestock beat the heat
  - Cool Cows Produce More Milk and Pounds of Beef
  - Extend your forage resources with summer annuals
  - Continue the process of updating a Graze 300 Social Media site.

- Farm Enterprise Management Activities

  Wrote extension articles titled:
  - Want to improve your landlord relationships? Consider a farmland lease annual report
  - Cool Cows Produce More Milk and Pounds of Beef
  - Add Value through Proper Pinkeye Control
  - Tips for Shearing, Handling and Managing Wool
  - Bale Storage and Water
  - Top Ten Things to Think About When Buying Hay (revised)
  - Livestock Update

- Facilitate and serve as planning district coordinator for the online Private Pesticide applicator certification and training.

- 4-H Youth for the Quality Care of Animals Certification Trainings
  - State Team meeting and facilitated Loudoun, Frederick
  - Assisted agents in Clarke, Warren and Page
  -

- General Livestock Series Educational programs
  - Update on Livestock Transportation
  - Effectively Wean Sheep
  - Tick Born diseases

- General Education Webinars
  - Understanding Tick Bourne Diseases in the Northern Shenandoah Valley
  - Teamed with Frederick agent to update Warren board on Spotted Lantern Fly

- Member of the Page County ANR Extension Selection committee and the Frederick County Invasive Pest Technician selection committee.

- Collaborated with team to assist Wholesome Foods to determine feasibility of a local slaughter expansion project.
    - Continued to work as part of local response to identify resources, obstacles and options in sourcing local foods, meats and processing in the Shenandoah Valley.

- Continued to provide support for 4-H Programmatic activities and Events because 4-H professional is medical teleworking.

- District Program Leadership Team Work

    - Provided Leadership to Northern District Agricultural Extension agents.
    - Provided leadership to District wide agent program Evaluation and planning of District Program management institute.
    - Provide Mentoring to New Agents

- Collaborated with Old Dominion Livestock Producers, VA Dept. of Ag and Consumer Services and Winchester Livestock Exchange to conduct a State Graded Sheep and Goat Sale. Which allow producers to strategically market for various ethnic holidays and increased market demand.

- Attended 8 virtual meetings of the Lord Fairfax Soil and Water Conservation Board or the sub-committees consisting of the Conservation Technical Committee, Education and Outreach or Personnel.

- As Unit Coordinator, work with UAA to manage the office finances and ensure accurate accounting and timely reporting to both local and state funding partners.

- Collaborate with all unit staff to ensure that all activities comply with all federal civil rights requirements.

- Developed the NSV Livestock E-Update Newsletter and maintained the Northern Shenandoah Valley Agriculture and Natural Resources Blog and social networking presence.

- Developed enterprise budgets, ration formulations or provided business analysis for 4 livestock producers.

- Collaborated with Warren Master Gardener volunteer staff to responded to requests from local home and property owners requesting diagnostic and technical recommendations relating to:
    - Insect identification and control
    - Plant identification
    - Ornamental Disease control

- Responded to producer informational or other educational needs on animal health, livestock, production, forages and marketing issues as requested.
- Attending planning meetings and serve as an educational advisor to the Clarke County Fair Sheep, Swine, Beef and Goat committees, the Frederick county Fair Swine Committee and the Warren County Fair Youth

Livestock show. Serve as educational resource to Youth Livestock educational programs in all PD7 counties.

- Serve as member of the Clarke County Career and Technical Education Advisory Committee.

Media

- Managed Informational on line Blog- Virginia Cooperative Extension http://vacoopext.blogspot.com/
    - Your stop for Clarke, Frederick, Page, Shenandoah, and Warren agriculture and natural resource education.
- Managed https://www.facebook.com/pages/VCE-Northern-Shenandoah-Valley-Agricuture-and-Natural-Resources a resource for residents and landowners to keep up with upcoming Extension events and activities.
- Media participation numbers will the totaled at end of year.

Professional Development

- Completed many various Core Agent In-Service Trainings via webinar

Client Contacts/Farm Visits

- 23 Pest Management Contacts
- 126 Livestock/Health/Marketing/Forage Management Contacts or calls
- Site Visits: 29

Family & Consumer Sciences: Family Financial Management
Karen Poff, Senior Extension Agent
540/635-4549; kpoff@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties

Programs: April 1 to June 30, 2021

Educational Presentations/Programs (Up to 2 ½ Hours)

Coping with a Money Crunch Webinar – All Counties

Extended Learning Programs (In-Depth or Multiple Sessions)

Real Money, Real World 8th Grade Financial Simulation (2 Simulations) – Frederick and Shenandoah Counties

Exhibits/Displays/Brief Community Presentations

Financial Education Exhibits (5 Exhibits at Community Events) – Frederick, Page, and Warren Counties

Facebook Live Interview (Lord Fairfax Community College), "Paying for College" – All Counties

Guest Podcast (Positive Vibes in the Valley), "Financial Wellness" – All Counties

Town Talks Video Interview (Royal Examiner), "Quick Money Chats" – All Counties

The Valley Today Radio Interview (WFTR Interview), "Quick Money Chats Questions and Answers" – All Counties

Additional Accomplishments

Individual Consultations by Phone or E-mail (Indirect Contacts –10) – All Counties

Individual Consultations In-person or Virtual (Direct Contacts – 3) – All Counties

Pressure Canner Testing – Warren County

COVID-19 Specific Meetings and Webinars (11 Meetings)

Networking Meetings (10 Meetings) – All Counties

Planning Meetings (22 Meetings) – All Counties and State Teams

Professional Development

Professional Development Webinars on Various Topics (15 Webinars)

VCE Online Extension Educator Professional Development Course (3 Sessions)

2021 Virginia Extension Service Association Annual Conference

Serve on Committee to Update Financial Empowerment Center Curriculum

Submitted by: ***Karen Lynn Poff, MPA, AFC®***
Senior Extension Agent, Family and Consumer Sciences
kpoff@vt.edu

Sign Up for Our Upcoming Programs E-mail List: *http://tinyurl.com/nsvfepemails*
Financial Education Website – http://warren.ext.vt.edu/programs/nsvfep.html
Facebook Page – https://www.facebook.com/nsvfinancialeducation
LinkedIn – www.linkedin.com/in/karenlynnpoff

4-H Youth Development
Stacy Swain, 4-H Program Educator
540/635-4549; hstacy@vt.edu
Warren County

Programs: April 1 to June 30, 2021

Programs, Trainings & Meetings

Agriculture & Natural Resources: Horticulture
Mark Sutphin, Extension Agent
540/665-5699; mark.sutphin@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties

Programs: April 1 to June 30, 2021

Activities related to all five counties in the Northern Shenandoah Valley/PD7 (Clarke, Frederick, Page, Shenandoah, and Warren):

- Assisted with coordination of commercial fruit and vegetable production programs to help ensure the regional food supply as well as maintain viable farm enterprises
    - 231 participants from the Northern Shenandoah Valley and West Virginia received tree fruit production and pest management training by attending the weekly early season Virginia Commercial Fruit Meetings via Zoom or in-person (eight programs offered)
    - 30 participants received vegetable production and pest management training by attending a twilight vegetable production meeting in Woodstock, Virginia

- Supervised and advised Northern Shenandoah Valley Master Gardener volunteers to provide community with best management practices for residential horticulture activities along with appropriate pest identification to reduce misuse and overuse of pesticides and fertilizers
    - 153 Virginia Cooperative Extension volunteers serve as Master Gardeners and interns in the Northern Shenandoah Valley and offer outreach to our communities by offering educational programs teaching horticultural and environmentally sound practices
    - Over 1200 participants attended GardenFest, a one-day horticulture festival at Belle Grove Plantation in Middletown, VA
    - Over 300 participants attended the inaugural Garden in the Valley Tour featuring five educational garden visits throughout Shenandoah County
    - Master Gardener volunteers responded to phone and email requests from local home and property owners requesting diagnostic and technical recommendations relating to:
        Insect identification and control
        Plant identification
        Ornamental Disease control

- Invasive species education, outreach, and management for spotted lanternfly (SLF)
    - Spoke at twelve different programs on Spotted Lanternfly -276 attendees
    - Assisting with volunteer banding and early detection project state-wide efforts
    - Scouting in 12 commercial vineyards resulting in first SLF detection in two
    - Responded to 155 reports of spotted lanternfly via online portal, in-person, email, phone, postage mail, and Facebook. These location reports were entered into Survey 123 for mapping purposes and coordination with Virginia Department of Agriculture and Consumer Services and the United States Department of Agriculture SLF field teams conducting management activities in Winchester and Lynchburg, and the counties of Augusta, Clarke, Frederick, Page, Prince William, Shenandoah, and Warren
    - Efficacy Trial – preliminary planning with Insect ID Lab and Dr. Alejandro Del-Pozo for SLF insecticide efficacy trial
    - USDA SCRI Grant participation for Virginia SLF outreach

Client Contacts/Farm Visits (additional to programs previously mentioned)

- 279 Plant & Plant Products Contacts (excluding social media)

Media

- Co-maintain five Facebook pages: Virginia Tech Tree Fruit Extension and Outreach (https://www.facebook.com/VtechPomology/); VCE Northern Shenandoah Valley Agriculture and Natural Resources (https://www.facebook.com/VCE-Northern-Shenandoah-Valley-Agriculture-and-Natural-Resources-183932085102951/); VCE-Clarke County (https://www.facebook.com/VCEClarke/); Strasburg Community Garden (https://www.facebook.com/strasburgcommunitygarden/); and Young Grower Alliance of Virginia (https://www.facebook.com/virginiayga/)
- Interviewed by Devon Johnson for Virginia Tech News, April 2, 2021: "Callery pear trees' blossoms represent biodiversity loss in Virginia ecosystems", also published in The Roanoke Star News April 5, 2021
- EMGs interviewed by The Northern Virginia Daily, April 9, 2021: "June garden tour to inspire outdoor community", also published in The Winchester Star, April 13, 2021
- Interviewed by The Northern Virginia Daily, April 9, 2021: "Experts warn against brittle, invasive Bradford pear trees"
- "Extension Office Friday: GreenHelpline from NSV Master Gardeners", April 16, 2021, 95.3 The River The Valley Today: https://theriver953.com/podcast/extension-office-friday-greenhelpline-from-nsv-master-gardeners/
- Interviewed by The Winchester Star, May 5, 2021: "Young trees might need protection against cicadas"
- EMG Joan Newman published in Rappahannock Electric Cooperative Living, May 2021: "Cicadas: How to Prepare for Brood X"
- Interviewed by Mountain Courier, May 2021: "The Cicadas Are Coming!"
- EMG Joan Newman published in North Carolina Society of Engineers, May 18, 2021: "Cicadas- Brood X is arriving!"
- "GardenFest 2021", May 28, 2021, 95.3 The River The Valley Today: https://theriver953.com/podcast/gardenfest-2021/
- "Gardening in the Valley Tour", June 1, 2021, 95.3 The River The Valley Today: https://theriver953.com/podcast/gardening-in-the-valley-tour/
- EMGs interviewed by The Winchester Star, June 4, 2021: "GaredenFest is Saturday at Belle Grove"
- EMGs interviewed by The Winchester Star, June 24, 2021: "Gardening in the Valley Tour features 5 local gardens"
- Interview with Real Virginia - Virginia Farm Bureau "Cicada Invasion", July 2, 2021: https://www.youtube.com/watch?app=desktop&v=lvIIWQl636Y&feature=youtu.be
- Virginia Cooperative Extension Master Gardener Volunteer produced the Northern Shenandoah Valley Master Gardener Association Quarterly Newsletter: http://nsvmga.org/newsletter/

Other Activities

- Serve as VCE-Frederick County Unit Coordinator
- Coordinate the VCE-Frederick Extension Leadership Council
- Serve on the state VCE Master Gardener College Planning Team
- Serve on the VT Foundation – J. Fred Thwaite Frederick 4-H Account Committee
- Serve as Educational Advisor to the Shenandoah Valley Nursery & Greenhouse Association

- Serve as Extension Representative to the Frederick County Fruit Growers Association
- Serve as Educational Advisor to the Virginia Young Grower Alliance
- Serve on the Alson H. Smith, Jr., AREC Strategic Planning Working Group & ELC
- Serve on the Frederick County Public Schools Ag Advisory Committee
- Serve on the VCE-Page Agriculture and Natural Resources Agent Position Interview Committee
- Serve on the VCE-Nelson Agriculture and Natural Resources Agent Position Interview Committee
- Serve on the VCE-Frederick Home Horticulture & Invasive Species Program Associate Position Interview Committee
- Serve on the USDA Appalachian Fruit Research Station Focus Group
- Participate in County of Frederick Planning and Zoning Agricultural District Advisory Committee meetings
- Member of Beekeepers of Northern Shenandoah
- Member of Virginia State Horticultural Society
- Member of VCE Emerging Pests and Pest Management Program Team
- Member of Epsilon Sigma Phi
- Member of Virginia Extension Service Association
- Northern District Junior Director of Virginia Association of Agriculture Extension Agents
- Member of National Association of County Agriculture Agents
- Supervise VCE-Frederick Summer Intern

Agriculture & Natural Resources: Crop & Soil Science
Robert Clark, Senior Extension Agent
540/459-6140; raclark@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties

Programs: April 1 to June 30, 2021

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah and Warren):

Family & Consumer Sciences: Food, Nutrition, and Health
Vanessa Santiago, Associate Extension Agent
540/665-5699; vsantiago@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties

Programs: April 1 to June 30, 2021

Nutrition, Health, and Food Safety Related Programs

- Developed and distributed monthly state-wide newsletter *Buzz, Body & Bites* targeting older adults with
- Developed and distributed monthly state-wide newsletter *Buzz, Body & Bites* targeting older adults with two other colleagues; content includes current news and trends related to nutrition and wellness, a recipe, an exercise, and a puzzle. It is distributed by e-mail and mail.
- Leading and facilitating Northern Shenandoah Valley Diabetes Prevention Program group of 12 participants. Educating participants using CDC curriculum on preventing Type 2 Diabetes through physical activity and healthy eating. Seven classes held this quarter. This year-long program will conclude in November 2021.
- Recruitment for a second cohort of the Northern Shenandoah Valley Diabetes Prevention Program.
- Delivered monthly Read for Health program with 4-H Program Assistant Tammy Epperson; virtually presented interactive nutrition and fitness curriculum to four first grade classrooms at a Frederick County elementary school.
- Judged monthly 4-H food art contests across three levels.
- Planning stage of October's Drinking Water Clinics primarily for residents who have a well water system in their home.
- Presented in-person to the National Association of Retired Federal Employees on "Using Your Why for Healthy Living."
- Provided nutritional educational information to Clarke County Senior Center to include in "goodie bags" delivered to seniors.
- Responded to multiple inquiries from the public in regard to food safety and food preservation.
- Provided regular nutrition education content on Virginia Cooperative Extension N. Shenandoah Valley Nutrition Programs Facebook page.

Professional Development

- Awarded NEAFCS national and state award for second place for the state-wide newsletter *Buzz, Body & Bites* which focuses on healthy living for older adults.
- Served on interview panel for Consumer Horticulture and Invasive Species Program Associate position
- Interviewed 4-H adult club leaders to volunteer in leadership positions this year
- Serving in leadership role as Secretary for the VCE Food, Nutrition, and Health Program Team
- Serving as mentor for two Extension Agents implementing Diabetes Prevention Program in their county
- Monthly Page Alliance for Community Action meeting to meet with community members serving Page county
- Attended the following webinars and conferences:
  - 2021 VESA Annual Conference
  - Weekly Community COVID Update meeting
  - HIPAA Annual Training & Exam
  - Social Determinants of Health and the Lifestyle Change Program
  - Solving Water Problems with Mike Heatwole
  - Elements of Healthy Aging
  - Exploring and Addressing Barriers to Health in Rural Virginia
  - Adverse Childhood Experiences
  - Food Safety as a Part of Food Security
  - Marketing the National DPP

- Trauma-Informed Care to Support Food Security and Self-Sufficiency
- Theater Delta Presents "That's Not What We Need Right Now"
- Virginia Tech Foundation & Fundraising
- American Heart Association Healthy for Life Grant Webinar
- Virginia Tech Human Resources Training
    - Virginia Tech Diversity Inclusion Training
    - Retirement Planning
    - Saving for Education with Virginia529
- VCE Balancing Life Series
    - Managing Finances in Spring 2021 as COVID-19 Continues
    - Staying Resilient in Challenging Times
    - On-going Stress

Family & Consumer Sciences: SNAP-ED
Molly Beardslee, Extension Agent
540/778-5794; mollykb@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties

Programs: April 1 to June 30, 2021

Quarterly Newsletter
April-June 2021

Nutrition Education & Training

In this issue:

- VCE's FNP
- Programming
- Contact Information
- Available Curricula

Programming

Frederick/Winchester: Attended Our Health Farmers Market on June 15th and the Project Connect event on June 25th distributing healthy recipes and tip sheets on how to eat better on a budget.

Page: A community garden was started at the Rural Health Clinic in Stanley by PACA and Valley Health. In March, a second location was built in Luray at the Page Memorial Hospital. As part of a mini-grant produce stands have been placed at the two Page One pantries to distribute free produce from the garden. Free Market Fridays have been hosted at both the Stanley and Luray gardens to provide education and distribute free produce.

A mini-grant was awarded for garden to go kits at Luray Elementary School's 21st Century Community Learning Center. 60 elementary students planted their own cucumber container gardens.

At the Page Middle 21st Century Community Learning Center four lessons of Growing Healthy Habits were taught to 6th-8th graders participating in the after school program, they learned about the importance of space for plants, variety both in a diet and in the garden, and the different parts of plants.

At Shenandoah Elementary, 1 volunteer taught 2 hours of OrganWise Guys to 123 Pre-K through second graders. I worked with the Page County Public Schools Wellness Committee on the triennial review of the district wellness policy.

Shenandoah: At Jon Henry General Store, as part of our Shop Smart, Eat Smart program point of sale prompts on healthy items and posters in the store has the potential to reach 2,146 people. A build your own salad social media competition was held on June 17th.

Warren: Attended Warren Coalition meeting on June 24th via Zoom.

Professional Development: Presented at the Family Nutrition Program All-State Conference on Conducting Effective Remote Food Demos and Diet and Immunity During COVID-19. Recorded a presentation on Mindful Active Classrooms for the Health and Physical Activity Institute at JMU. Received and planning to use a blender bike awarded by The Dairy Alliance for food demos and working with SNAP eligible children.

Virginia Cooperative Extension's Family Nutrition Program

SNAP-Ed Extension Agents recruit and train volunteers to deliver nutrition and physical activity program to low-income populations. We also assist with community/school Policy, System, and Environmental (PSE) Changes. Program Assistants provide direct education to youth and adults. We work in schools, community centers, afterschool programs, and other settings as needed.
For more information about our programs and how to become a partner, please contact:

Molly Beardslee

SNAP-Ed Extension Agent

540-778-5794

mollykb@vt.edu

Kimberly Costa

Adult Program Assistant

kimcosta@vt.edu

540-665-5699

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
08/03/2021	I-1	New road naming request for properties accessed off of *Stonewall Jackson Hwy*	1 of 1

EXPLANATION & SUMMARY:

While reviewing building permits, it was discovered that the unnamed platted road off of *Stonewall Jackson Hwy* requires a name. Currently, there are two homes on this access road, with one new dwelling in the process of being built. There are two (2) vacant lots along this access with the potential to be developed in the future. This brings the possible number of dwellings served by this access to, or above, (3) three.

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

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

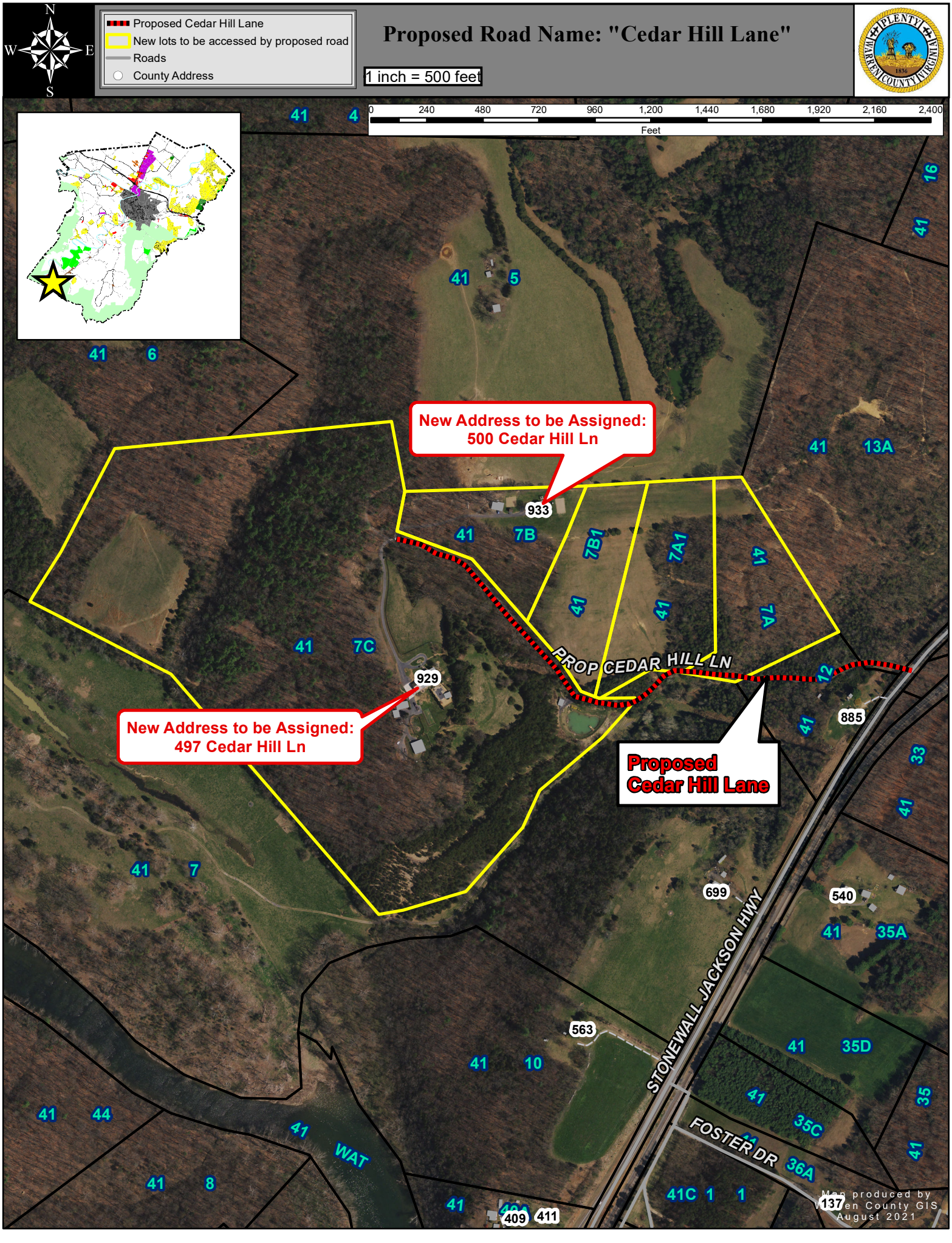
COST & FINANCING:

The cost of erecting the road sign pole is $151.35. The road sign pole is required to have (2) crossed road signs identifying each of the intersecting roads (Stonewall Jackson Hwy & Cedar Hill Ln) for a total cost of $151.35 to be paid for and installed by the County.

PROPOSED OR SUGGESTED MOTION:

I move to name the access road off of Stonewall Jackson Hwy *"Cedar Hill Ln"*.

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Emma Rusnak, GIS Coordinator	☐ APPROVED ☐ OTHER (Describe)	


Proposed Cedar Hill Lane
New lots to be accessed by proposed road
Roads
County Address
Proposed Road Name: "Cedar Hill Lane"
1 inch = 500 feet
0 240 480 720 960 1,200 1,440 1,680 1,920 2,160 2,400
Feet
New Address to be Assigned:
500 Cedar Hill Ln
New Address to be Assigned:
497 Cedar Hill Ln
PROP CEDAR HILL LN
Proposed
Cedar Hill Lane
STONEWALL JACKSON HWY
FOSTER DR
WAT
933
929
699
540
563
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41 44
41 7B
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41 7A1
41 7A
41 7C
41 13A
41 16
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41 35D
41 35C
41 36A
41C 1 1
Map produced by
Warren County GIS
August 2021

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:
08/03/2021	I-2	Designation of Deputy Zoning Administrator *Chase Lenz*

EXPLANATION & SUMMARY:

Warren County Code §180-60 (Zoning Ordinance) states that the zoning ordinance shall be administered and enforced by an officer to be known as the "Zoning Administrator" who shall be appointed by the Board of Supervisors of Warren County, Virginia. The Zoning Administrator shall have all necessary authority on behalf of the governing body to administer and enforce this chapter, including the ordering in writing of the remedying of any condition found in violation of this chapter and the bringing of legal action to ensure compliance with this chapter.

At this time, I would ask that the Board designate Chase Lenz as the Deputy Zoning Administrator, effective August 3, 2021. Chase began with the County in July as a Zoning Officer, and the new designation will give him the authority to effectively enforce the Warren County Zoning Ordinance.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors officially designate Chase Lenz as Deputy Zoning Administrator as prescribed by §180-60 of the Warren County Code to be effective as of August 3, 2021.

SUBMITTED BY:	PROCESSED BY:	DISPOSITION OF COMMISSION:
Joseph Petty, Planning Director		□ APPROVED □ OTHER (Describe)

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
August 3, 2021	I-3	Execution of the Billing Services Agreement Between Warren County and EMS Management & Consultants, Inc.	

EXPLANATION & SUMMARY:

Warren County entered into a Billing Service Agreement (i.e., the Agreement) with EMS Management & Consultants, Inc. (EMS-MC) in May 2016; the Agreement is due for renewal this month. Our working relationship with the company is exceptional, and there is no operational reason to change billing service providers. As such, we've identified a cooperative agreement issued by the County of James City, and intend to enter into a contract with EMS-MC through cooperative procurement.

COST & FINANCING:

There is no "up front" cost for the County to enter into the Agreement. The County shall pay a fee for the services of EMS-MC hereunder, on a monthly basis, in the amount equal to (TBD) percent of "Net Collections" as defined in the Agreement, or a minimum of $100.00, whichever is greater. Similar to other monthly vendor invoices, this fee will be paid out of the Cost Recovery account, after the "Net Collections" are deposited into the account each month.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors of Warren County authorize the County Administrator to execute the Agreement for Billing Services between the County of Warren, Virginia, and EMS Management & Consultants, Inc.. in the substantial form as presented, with such additions and corrections as may be approved by the Chair.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Rick Farrall, Lieutenant Emergency Coordinator and Caitlin Jordon, Senior Assistant County Attorney		

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
August 3, 2021	I-4	Adoption of Deputy Public Works Director Job Description and Grade Placement	

EXPLANATION & SUMMARY:

Please see the attached job description for a Deputy Public Works Director. The salary for this position will be covered in the approved public works budget for FY2021-2022. We are recommending this position be placed on the County's salary scale at Grade 20 (range from $66,607.31 - $101,350.87).

PROPOSED OR SUGGESTED MOTION:

(1) I move that the Board of Supervisors adopt the Deputy Public Works Director (Grade 20) job description with grade in the County's compensation plan.

-OR-

(2) I move that the Board of Supervisors not adopt the Deputy Public Works Director job description and grade placement.

-OR-

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

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Taryn Logan, TGL Deputy County Administrator		

DEPUTY PUBLIC WORKS DIRECTOR

GENERAL DEFINITION OF WORK: *FLSA Status: Exempt*

Performs complex professional and difficult administrative work overseeing and assisting public works operations to include sanitary districts, solid waste and recycling, closed landfill, general services, street signs, safety programs, and related public works functions. Work is performed under the general supervision of the Public Works Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the operations of the County's various sanitary districts; assisting with management of solid waste, refuse collection, disposal, and recycling activities; coordinating and directing street sign program; assisting with the planning of public works capital improvement projects; performing field inspections to ensure compliance by various staff, agencies, and contractors. Implement and manage a fleet management program for county owned and maintained fleet vehicles assigned to said sections. Implement and manage a workplace safety program for employees to include personal safety, equipment safety and operations, loss prevention, and accident investigation/ reporting. Participates in managing and directing all emergency operations for inclement weather and natural disasters in coordination with local, State, and Federal Emergency Management. Developing specifications for future equipment purchases needed for Public Works, Sanitary Districts, General Services, and Solid Waste Operations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing and equipment needs of the department, either directly or through subordinates.
- Coordinates, oversees, and maintains operations of various contractors hired to perform road maintenance for sanitary districts
- Supervises and directs subordinate employees in the operation of equipment and management of office to include scheduling, work logs, project management, and budget management.
- Coordinates and enforces recommendations of Advisory Committees with appropriate parties; attends various Advisory Committee meetings.
- Operates and maintains office to provide information and assistance to sanitary district(s) property owners and the general public; performs research as required to resolve problems and complaints.
- Assists with solid waste and sanitary district(s) budgets; monitors budgets monthly to ensure conformance with budgetary requirements and budgetary management directives.
- Oversees the development of safety programs, employee training and fleet management.
- Prepares Requests for Proposals (RFP's) and Requests for Bids; oversees project procurement process; schedules and participates in vendor interviews; manages approved public works contracts.
- Coordinates and directs the installation, repair and inventory of street signs.
- Enforces work procedures and standards; evaluates employee performance.
- Prepares periodic or special reports and makes presentations as required; oversees the maintenance of records.
- Prepares press releases, notices, resolutions, agenda items, etc. as necessary.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of principles, practices, and techniques of management administration and planning and of the organization, function, and methods of operation of county government; comprehensive knowledge of municipal public works administration, planning and design; emergency operations, accident investigations, fleet management, and thorough knowledge of construction and maintenance of roadways; thorough knowledge of solid waste collection and disposal and recycling requirements and procedures; ability to gather and analyze facts on a variety of subject matter and to assemble reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state and federal officials, community and business leaders, contractors, media, associates and the general public. Ability to respond to and manage after hour weather, and natural disaster events in a unified command setting.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration, public works, environmental science or civil engineering or related field and considerable experience in public works and solid waste management, including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
August 3, 2021	I-5	Adoption of Deputy Registrar Job Description and Grade Placement	

EXPLANATION & SUMMARY:

Please see the attached job description for a Deputy Registrar. This position was discussed during the recent budget process for FY 2021-2022 and included in the Elections budget. We are recommending it be placed on the County's salary scale at Grade 6 (range from $33,649.89 - $51,202.30).

PROPOSED OR SUGGESTED MOTION:

(1) I move that the Board of Supervisors adopt the Deputy Registrar (Grade 6) job description with grade in the County's compensation plan.

-OR-

(2) I move that the Board of Supervisors not adopt the Deputy Registrar job description and grade placement.

-OR-

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

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Taryn Logan, TGL Deputy County Administrator		

Deputy Registrar

GENERAL DEFINITION OF WORK: *FLSA Status: Non-Exempt*

Performs specialized skilled clerical and administrative work assisting with voter registration duties in the office of the General Registrar and Electoral Board; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the registration of voters; preparing, updating and maintaining voter records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform general administrative duties such as answer the telephone, transfer calls, take messages, direct visitors, assist voters, requests of information or inquiries.
- Registers and processes voter registration applications and changes; process letters and voter cards to be mailed.
- Maintains a computer managed voter registration record system, to include entering registrations, making voter record and street file changes, and deleting registrations.
- Makes requests from other jurisdictions for corrected and completed alpha cards.
- Assist in processing absentee ballot applications for mail-out ballots and all paperwork and records associated with issuing and tracking mail-out and receipt of absentee ballots.
- Assist with recruiting Officer of Elections, providing necessary paperwork, administering Oaths, and tracking assignments by precincts.
- Assist with preparations and setup of the Early Voting Precinct, includes tracking and scheduling Officers to work.
- Assist with preparation of election supplies materials and equipment needed for use at the precincts on Election Day.
- Help train election officers for election day; works election day and answers phone calls; assists registrar and electoral board as required; helps electoral board and registrar with the canvass of election following election day.
- Perform any other duties as assigned and required by the Director of Elections and General Registrar, changes or addition to duties as created by new laws that are issued, or by Department of Elections regulatory requirements.
- Attend training as required by the Director of Elections, the Department of Elections, or the locality.
- Assist Director of Elections and General Registrar in ensuring that all required levels of security are maintained.
- Acts as General Registrar in his/her absence.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of federal, state and county election laws; general knowledge of voting policies and procedures, maintenance and protection of voter registration lists and records; general knowledge of standard office procedures, practices and equipment; knowledge of various software applications, ability to type accurately; ability to operate a personal computer; ability to communicate ideas effectively in both oral and written forms; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with the Electoral Board, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school with five (5) years of clerical, administrative or office management experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE
August 3, 2021	**I-6**	Approval for Advertising of Public Hearing - Proposed Amendment to Warren County Code Section 172-37.2 to Comply with the Code of Virginia	1 OF 1

EXPLANATION & SUMMARY:

Virginia Code Section 46.2-755 authorizes localities to "levy and assess taxes and charge license fees on motor vehicles, trailers, and semitrailers." However, the Virginia Code prohibits localities from imposing a vehicle license tax or fee that is greater than the annual or one-year fee imposed by the Commonwealth for specific license plates. Specifically, the Virginia Code waives fees for the following specific license plates:

1. Persons awarded the Purple Heart and their unmarried surviving spouses (see Virginia Code § 46.2-742).
2. Persons awarded the Medal of Honor and their unmarried surviving spouses (see Virginia Code § 46.2-745).
3. Persons awarded the Navy and Marine Corps Medal and their unmarried surviving spouses (see Virginia Code § 46.2-745.1).
4. Former prisoners of war and their unmarried surviving spouses (see Virginia Code § 46.2-746).
5. Members of the National Guard units shall only be charged one-half of the fee (see Virginia Code § 46.2-744)

Additionally, the Virginia Code § 46.2-752 lists several various vehicles that the localities may elect to exempt from the tax, which includes vehicles owned by disabled veterans and their unmarried surviving spouse.

On September 18, 2018, the Board of Supervisors approved the addition of Section 172-37.2 to the Warren County Code, which enumerates several exemptions from the County's vehicle license tax. However, Section 172-37.2 does not currently include the exemption for persons awarded the Navy and Marine Corps medal with a special license plate issued by Virginia Code § 46.2-745.1. Additionally, the current language of Section 172-37.2 needs to be modified regarding the exemption for antique motor vehicles pursuant to Virginia Code § 46.2-730 as well as the current language regarding "un-married surviving spouses."

The County Attorney's office has drafted the proposed Amendment to Warren County Code Section 172-37.2 to address the issues set forth more fully herein. A copy of the proposed Amendment is attached for your review.

The Board of Supervisors must first hold a public hearing before amending said ordinance.

COST AND FINANCING:

N/A

CONSENT AGENDA MOTION:

I move the Board of Supervisors authorize the advertisement of a public hearing to amend Section 172-37.2 of the Warren County Code to comply with the Virginia Code.

ALTNERATIVE MOTIONS:

I move the Board of Supervisors not authorize the advertisement of a public hearing to amend Section 172-37.2 of the Warren County Code to comply with the Virginia Code.

-OR-

I move the Board of Supervisors postpone this item for further discussion until _____.

SUBMITTED BY: Caitlin W. Jordan, Senior Assistant County Attorney	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:

AN ORDINANCE TO AMEND SECTION 172-37.2 OF THE WARREN COUNTY CODE

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that section 172-37.2 of the Warren County Code (Other exemptions) be amended as follows:

CHAPTER 172. VEHICLES AND TRAFFIC

ARTICLE II Vehicle License Tax

§ 172-37.2 Other exemptions.
[Added 9-18-2018]

A. The County Treasurer shall issue a license decal or sticker without charging a license tax for one motor vehicle, upon being provided with proof, satisfactory to the Treasurer, that the motor vehicle is regularly used by:

(1) A disabled veteran, or their un-remarried surviving spouse, and such vehicle bears a special license plate issued in accordance with § 46.2-739, Code of Virginia 1950, as amended;

(2) A person~~, or their un-remarried surviving spouse,~~ who has been awarded the Purple Heart, or their un-remarried surviving spouse, and such vehicle bears a special license plate issued in accordance with § 46.2-742, Code of Virginia 1950, as amended;

(3) A person~~, or their un-remarried surviving spouse,~~ who has been awarded the Medal of Honor, or their un-remarried surviving spouse, and such vehicle bears a special license plate issued in accordance with § 46.2-745, Code of Virginia 1950, as amended;

(4) A person~~, or their un-remarried surviving spouse,~~ who has been a prisoner of war, or their un-remarried surviving spouse, and such vehicle bears a special license plate issued in accordance with § 46.2-746, Code of Virginia 1950, as amended;

(5) A person who has been awarded the Navy Marine Corps Medal, or their un-remarried surviving spouse, and such vehicle bears a special license plate issued in accordance with § 46.2-745.1, Code of Virginia 1950, as amended;

(6) An active National Guard member whose vehicle bears a National Guard license plate issued pursuant to § 46.2-744, Code of Virginia 1950, as amended, or a retired member of the National Guard whose vehicle bears a license plate issued pursuant to § 46.2-746.5, Code of Virginia 1950, as amended; or

(7) A person who is otherwise exempt from annual registration fees imposed by the Commonwealth of Virginia.

B. ~~The County Treasurer shall issue a license decal or sticker without charging a license tax for antique motor vehicles and antique trailers in accordance with § 46.2-730, Code of Virginia 1950, as amended.~~ A license decal or sticker shall be issued for antique motor vehicles and antique trailers as follows:

(1) If the antique motor vehicle or antique trailer is not being used for general transportation purposes as set forth in § 46.2-730(D), Code of Virginia 1950, as amended, one license decal or sticker shall be issued by charging the owner the

annual license tax. All subsequent license decals issued to the same owner of the antique motor vehicles and antique trailers shall be issued without charging a license tax.

(2) If the antique motor vehicle or antique trailer is being used for general transportation purposes as set forth in § 46.2-730(F), Code of Virginia 1950, a license decal or sticker shall be issued by charging the owner the annual license tax.

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is ~~lined through~~.
Language proposed to be added it underlined.

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:
08/03/2021	I-7	An ordinance to vacate the existing fifty-foot wide unimproved right-of-way between tax map number 39A, lots 1A1, 3 ,4 and 5 within the Sealock Subdivision.

EXPLANATION & SUMMARY:

The Planning Department has received a request to vacate a fifty-foot wide platted right-of-way (ROW) and cul-de-sac within the Sealock Subdivision in Front Royal, VA. The unimproved ROW is located between tax map number 39A, lots 1A1, 3, 4 and 5, and is shown on the original plat of the lots recorded in deed book "169", page "375".

The applicant, Allen Walters, currently owns both lots 3 & 4 and is requesting the ROW vacation to make the property become more conforming with the Warren County Zoning Ordinance. Prior to Mr. Walters owning the property the drainfield serving lot 5 was installed within the ROW, then an accessory structure was constructed in the platted cul-de-sac. The proposed vacation would dedicate a drainfield easement for lot 5 and locate the accessory structure within the property boundaries. The right-of-way vacation would not hinder current or future access to any lots, though it would require an address change for lot 5 (currently 14 Sloan Court).

Virginia Code Section 15.2-2272(2) gives the authority to the Board of Supervisors to vacate existing right-of-way dedicated for public use after proper notice and after a public hearing. Any person aggrieved by such decision has thirty days to appeal such decision. Virginia Code Section 15.2-2274 states that fee simple title to the centerline of the right-of-way hereby vacated shall transfer and vest with the owners of the abutting properties. We are working with the County Attorney's office on the proposed ordinance that vacates the right-of-way, and this will be submitted to the Board prior to the public hearing.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed right-of-way vacation for advertisement for a public hearing.

OR

I move that the Board of Supervisors table the proposed right-of-way vacation for discussion at a work session.

SUBMITTED BY:	PROCESSED BY:	DISPOSITION OF COMMISSION:
Joseph Petty, Planning Director		□ APPROVED □ OTHER (Describe)

Statement of Justification to Vacate Sloan Ct. Cul-de-sac and Entrance Right-Of-Way

Date: July 6, 2021

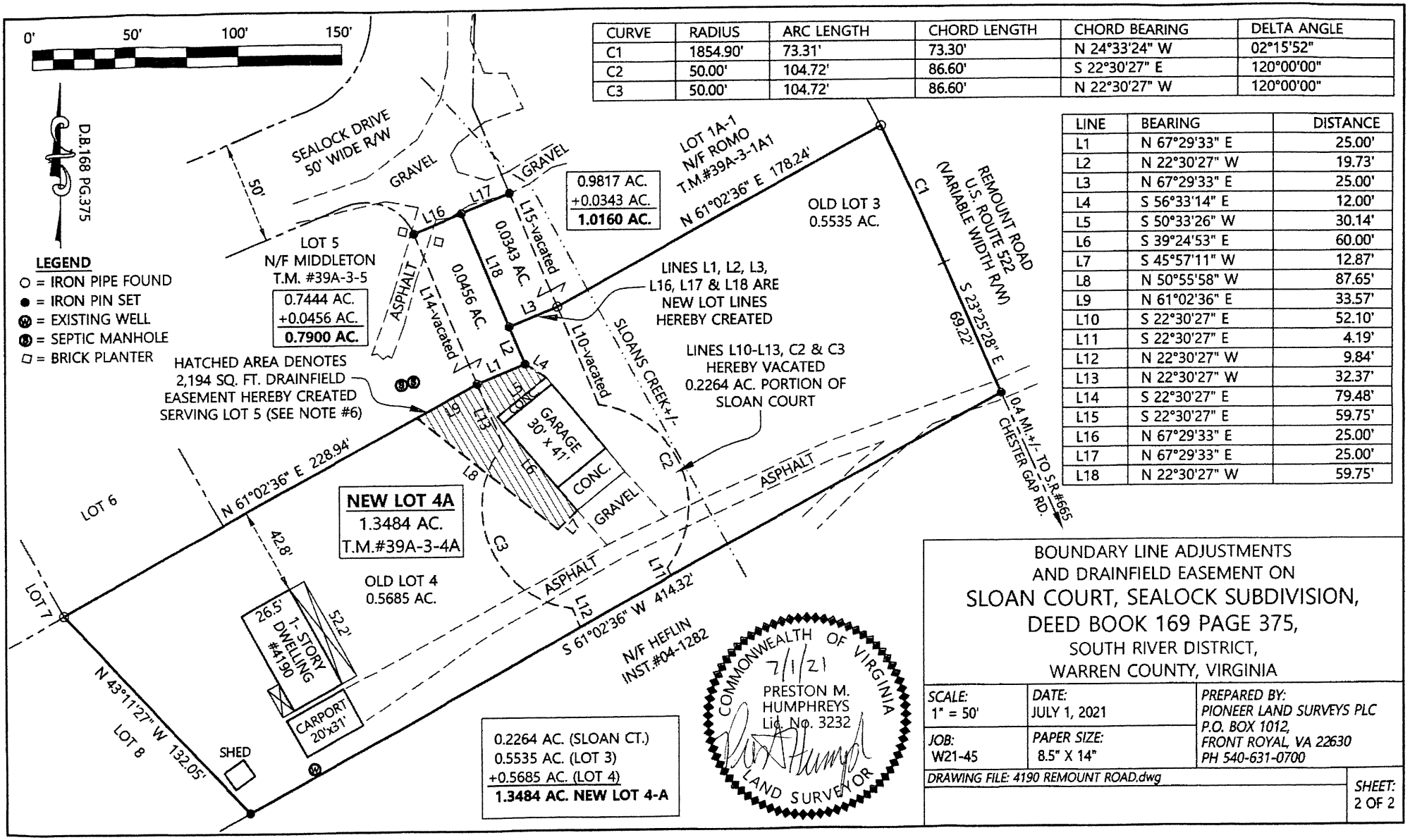
Dear Members of the Warren County Board of Supervisors
Attn: Dr. Edwin Daley, Mr. Joe Petty, Mr. Matt Wendling

Respectfully, we are asking for a vacation of the righ t-of-w ay between TM39A-3- 1Al ,3, 4, and 5 to make them more conforming to County Code. We are requesting a vacation of the right of way of Sloan Court which includes both the entrance and the cul-de-sac. We will apply to have the common boundary between Lots 3 and 4 (which we own) vacated which will make them one single parcel once we receive approval by the Board to vacate the right-of-way. We do not plan on building any additional structures or future structures on our property and our goal is to have one single parcel for our property and by plat, clean-up the abandoned section that has never been in use. Currently a garage sits directly in the middle of the platted cul-de-sac.

At the same time, we spoke to our neighbors, and they agree with vacating the stem of Sloan Court which would extend their lots and increase their acreage slightly. We have met and are working with the Warren County Planning and Zoning Department staff and have provided them this final plat for your review as part of our request. Please let me know if yo u have any questions and thank you for your time.

Very Respectfully,

Allen Walters



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1854.90'	73.31'	73.30'	N 24°33'24" W	02°15'52"
C2	50.00'	104.72'	86.60'	S 22°30'27" E	120°00'00"
C3	50.00'	104.72'	86.60'	N 22°30'27" W	120°00'00"

LINE	BEARING	DISTANCE
L1	N 67°29'33" E	25.00'
L2	N 22°30'27" W	19.73'
L3	N 67°29'33" E	25.00'
L4	S 56°33'14" E	12.00'
L5	S 50°33'26" W	30.14'
L6	S 39°24'53" E	60.00'
L7	S 45°57'11" W	12.87'
L8	N 50°55'58" W	87.65'
L9	N 61°02'36" E	33.57'
L10	S 22°30'27" E	52.10'
L11	S 22°30'27" E	4.19'
L12	N 22°30'27" W	9.84'
L13	N 22°30'27" W	32.37'
L14	S 22°30'27" E	79.48'
L15	S 22°30'27" E	59.75'
L16	N 67°29'33" E	25.00'
L17	N 67°29'33" E	25.00'
L18	N 22°30'27" W	59.75'

BOUNDARY LINE ADJUSTMENTS AND DRAINFIELD EASEMENT ON SLOAN COURT, SEALOCK SUBDIVISION, DEED BOOK 169 PAGE 375,

SOUTH RIVER DISTRICT,
WARREN COUNTY, VIRGINIA

SCALE: 1" = 50'	DATE: JULY 1, 2021	PREPARED BY: PIONEER LAND SURVEYS PLC P.O. BOX 1012, FRONT ROYAL, VA 22630 PH 540-631-0700
JOB: W21-45	PAPER SIZE: 8.5" X 14"	
DRAWING FILE: 4190 REMOUNT ROAD.dwg		SHEET: 2 OF 2

NOTES:

1. OWNERS OF LOTS 3 & 4 ARE ALLEN JAMES WALTERS AND CHRISTINA JEAN WALTERS AS SHOWN AT INSTRUMENT #210001165.
2. OWNER OF LOT 5 IS PAMELA SUE MIDDLETON AS SHOWN AT INSTRUMENT #170002093. OWNER OF LOT 1A-1 IS LEOPOLDO S. ROMO AS SHOWN AT INSTRUMENT #150002684.
3. NO TITLE REPORT WAS FURNISHED. THIS PROPERTY IS SUBJECT TO ANY ADDITIONAL EASEMENTS THAT MAY NOT BE SHOWN HEREON.
4. ZONED: RESIDENTIAL-1
5. THE LAND BOUNDARY SHOWN HEREON IS BASED ON A CURRENT FIELD SURVEY.
6. THE LOCATION OF THE EXISTING SEPTIC FIELD SERVING LOT 5 WAS WAS DETERMINED BY MATTHEW FERRELL OF ONSITE WASTEWATER SERVICE, CO. AND AGREED TO BY THE OWNERS OF LOTS 3, 4 & 5. THE OWNER OF LOT 5 HAS AGREED TO THE SEPTIC EASEMENT AS SHOWN HEREON. THE LAND SURVEYOR MAKES NO GUARANTEE AS TO THE ACTUAL LOCATION OF SAID SEPTIC FIELD SINCE IT WAS NOT DUG UP AT THE TIME OF THIS SURVEY.

OWNERS CONSENT:

THIS PLAT AS SHOWN HEREON IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETOR(S), AND/OR TRUSTEE(S).

_____DATE_____
ALLEN JAMES WALTERS

_____DATE_____
CHRISTINA JEAN WALTERS

_____DATE_____
PAMELA SUE MIDDLETON

_____DATE_____
LEOPOLDO S. ROMO

COMMONWEALTH OF VIRGINIA, COUNTY OF WARREN, THIS OWNERS CONSENT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____, 2021.

_____
NOTARY PUBLIC
MY COMMISSION EXPIRES:_____
NOTARY ID#_____

COMMONWEALTH OF VIRGINIA
7/1/21
PRESTON M. HUMPHREYS
Lic. No. 3232
LAND SURVEYOR

WARREN COUNTY APPROVAL OF LOT CONSOLIDATION AND VACATION OF A PORTION OF SLOAN COURT

_____DATE_____
COUNTY ADMINISTRATOR

REVIEWED AND CERTIFIED AS EXEMPT FROM THE WARREN COUNTY SUBDIVISION ORDINANCE UNDER SECTION 155-3 (B) (1) (a), ALLOWING BOUNDARY ADJUSTMENTS AND MAY BE COMMITTED TO RECORD.

_____DATE_____
PLANNING DIRECTOR

BOUNDARY LINE ADJUSTMENTS
AND DRAINFIELD EASEMENT ON
SLOAN COURT, SEALOCK SUBDIVISION,
DEED BOOK 169 PAGE 375,
SOUTH RIVER DISTRICT,
WARREN COUNTY, VIRGINIA

SCALE: 1" = 50'	*DATE:* JULY 1, 2021	*PREPARED BY:* PIONEER LAND SURVEYS PLC P.O. BOX 1012, FRONT ROYAL, VA 22630 PH 540-631-0700
JOB: W21-45	*PAPER SIZE:* 8.5" X 14"	
DRAWING FILE: 4190 REMOUNT ROAD.dwg		*SHEET:* 1 OF 2

MAP OF

SEALOCK SUBDIVISION

PART OF LOTS 1, 2, & 3 AS SHOWN ON THE MAP OF THE JOUDON BROWNE SUBD., PLAT BOOK 1 PAGE 36

SITUATED IN

WARREN COUNTY, VA.

PREPARED BY

JOSEPH G. BROGAN, SR.
CERTIFIED LAND SURVEYOR
P.O. BOX 1578, FRONT ROYAL, VA.
APRIL 16, 1969

I HEREBY CERTIFY THAT THIS MAP WAS MADE FROM AN ACTUAL FIELD SURVEY, AND CORNER POINTS ARE GREEN SET AS SHOWN.

VA. LIC. 1011

NOW OR FORMERLY JACK M. SHEPLEY

N G1° 02' 36" E 670.00

N 28° 42' 24" W 1194.27

N 23° 57' 24" W 105.00

N G1° 02' 36" E 522.01

S 23° 25' 28" E 69.22

S 61° 02' 36" W

L = 341.20

R = 1854.90

Δ = 10° 32' 22"

SEALOCK

SLOAN CT.

DRIVE

ROUTE 522

NOW OR FORM. HARVEY M. KUSER

NOW OR FORM. ROBT. L. SESSON

"BILLY SEALOCK"

DETAIL OF P/O JOUDON BROWNE SUBD.

DETAIL OF EASEMENT TO LOTS FOR SEPTIC LINES

SCALE 1"=60'

Note: IT IS INTENDED THAT LOTS 1 (1.90 ± ACS) & 2 (1.74 ± AC) TOGETHER, AND ARE TO BE TREATED AS ONE LOT. LOTS 1, 2, 5, 6, & 7 ARE IMPROVED LOTS.

APPROVED BY BOARD OF SUPERVISORS

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT
08/03/2021	I-8	Conditional Use Permit - 2003-05-03 ELP Riverton, LLC *Modification Request: Add Uses to Pre-Approved Retail List*

EXPLANATION & SUMMARY:

The applicant, ELP Riverton, LLC, is requesting that the pre-approved list of retail uses that is part of CUP2003-05-03 be modified to include the uses below. The original CUP was approved in 2003 and later modified in 2007, 2008, and in 2014 to include additional uses. The applicant's property is located at 145 Riverton Commons Plaza within the Riverton Commons Shopping Center, in the North River Magisterial District, zoned Commercial (C), and identified on Tax Map 12L, lot 5. The modification would cover all parcels under the CUP identified on tax map 12, lots 51 & 53 and tax map 12L, lots 1 through 13.

Below are requested uses to be added to the pre-approved list.

1. Alternative nicotine and related products / accessories
2. Nicotine vapor and related products / accessories
3. Cannabidiol (CBD) and related products / accessories
4. Kratom and related products / accessories
5. Tobacco and related products / accessories
6. Hemp and related products / accessories
7. Non-nicotine vapor and related products / accessories
8. Smoking pipes and related products / accessories
9. Electronic cigarettes and related products / accessories

The Warren County Zoning Ordinance §180-63 states that the Board of Supervisors may modify previously imposed conditions or permitted uses on conditional use permits. No material changes in permit conditions or uses shall be approved until a public hearing is held on the proposal. Such hearing shall be advertised and adjacent property owners notified. A material change is defined as any change which could reasonably be expected to result in a substantial change in the appearance, operation or general character of the permitted use or its effects upon other persons or properties.

If the Board of Supervisors determines that the proposed change in permitted use is of such a nature that it should appropriately be treated as a new application, the request will be returned to the applicant for submission to the County as a new application.

It is my opinion the request is not of such a nature that it should be treated as a new application since it is a general retail use. I recommend a public hearing be held by the Board of Supervisors, so the public and adjoining property owners are notified of the request.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize for advertisement for a public hearing the request by ELP Riverton, LLC to modify conditional use permit (CUP#2003-05-03) to add Alternative nicotine, Nicotine vapor, Cannabidiol (CBD), Kratom, Tobacco, Hemp, Non-nicotine vapor, Smoking pipes, Electronic cigarettes, including products and accessories for each item as permitted uses for the Riverton Commons Shopping Center.

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Joe Petty, Planning Director	☐ APPROVED ☐ OTHER (Describe)	

HARRISON & JOHNSTON, PLC

21 South Loudoun Street Winchester, Virginia 22601
P.O. Box 809 Winchester, Virginia 22604
Telephone 540.667.1266

Stephen L. Pettler, Jr.
Facsimile 540.667.1312
pettler@harrison-johnston.com
Mobile 540.664.5134

July 27, 2021

VIA E-MAIL
Joe Petty, Planning Director
County of Warren, Virginia
220 North Commerce Street, Suite 400
Front Royal, Virginia 22630
jpetty@warrencountyva.net

In re: ELP Riverton, LLC
CUP#2003-05-03; Property located at 145 Riverton Commons Plaza; TM#12L----5

Mr. Petty:

As you know from our prior discussions, I am the attorney for ELP Riverton, LLC, the owner of the above-referenced property subject to the above-referenced conditional use permit. Per our prior discussions, ELP Riverton, LLC hereby requests a modification to CUP#2003-05-03 to add the following as pre-approved uses at the property:

- Alternative nicotine and related products / accessories
- Nicotine vapor and related products / accessories
- Cannabidiol (CBD) and related products / accessories
- Kratom and related products / accessories
- Tobacco and related products / accessories
- Hemp and related products / accessories
- Non-nicotine vapor and related products / accessories
- Smoking pipes and related products / accessories
- Electronic cigarettes and related products / accessories

The $75.00 fee required by the County of Warren for this request will be paid by credit card over the phone directly by my client on July 28, 2021, as discussed with you in our e-mail exchanges of this date.

If anything further is required to process this request, please advise immediately. Thank you for your courtesy and cooperation throughout this process. With kind regards, I am

Very truly yours,

Stephen L. Pettler, Jr.

Stephen L. Pettler, Jr.

SLP/sp

cc: ELP Riverton, LLC (via e-mail)

COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630

Phone: (540) 636-4600
FAX: (540) 636-6066
Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

BOARD OF SUPERVISORS

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Shenandoah District

CONDITIONAL USE PERMIT
2003-05-03

NAME: Riverton Properties, LLC

ADDRESS: c/o Steven F. Teets, L.S., Sr. Project Manager, Edens, 7200 Wisconsin Avenue, Suite 400, Bethesda, MD 20814

PROPERTY DESCRIPTION: Route 340-522 (Winchester Road)/Route 655 (Country Club Road) and identified on Tax Map 12 as Parcels 51, 52 and 53 and adjacent VDOT quit claim parcel.

AUTHORIZED USE: Shopping center and building in excess of 50,000 square feet. (See attached list of pre-approved uses for shopping center.) Modified 11/20/07 to include Veterinary Services, Animal Hospital and Kennel. Modified 6/17/08 to include Car Wash. Modified 7/15/14 to include Urgent Care.

CONDITIONS:

SEE ATTACHED REVISED LIST

DATE PERMIT EXPIRES: N/A

DATE APPROVED BY BOARD OF SUPERVISORS: June 17, 2003
DATE MODIFIED BY BOARD OF SUPERVISORS: November 20, 2007
DATE MODIFIED BY BOARD OF SUPERVISORS: June 17, 2008
DATE MODIFIED BY BOARD OF SUPERVISORS: July 15, 2014

DOUGLAS P. STANLEY
COUNTY ADMINISTRATOR

cc: Commissioner of Revenue

RIVERTON COMMONS DEVELOPMENT CONDITIONS

PROPERTY ID NUMBER TAX MAP 12, AS PARCELS 51, 52 AND 53 AND UNIDENTIFIED VDOT QUIT CLAIM PARCEL

Pursuant to Section 180-63 of the Warren County Code (Zoning Ordinance), 1992 as amended, with respect to conditional use permits, the following development conditions of application #2003-05-03 for shopping center and a building over 50,000 square feet in the Route 340/522 Overlay District. Development of the subject property shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the applicant and shall be approved by the Warren County Board of Supervisors in accordance with said code and zoning ordinance. These development conditions shall be binding upon the applicant and their legal successors, heirs, or assigns.

"Developer" shall be defined as the developer (Riverton Properties, LLC), its legal successors, heirs and assigns.

SECTION A: GENERAL

1. The shopping center shall be developed in conformance with the attached proffers submitted by the applicant, approved by the County as part of the rezoning application on February 18, 2003 and recorded in the Warren County Circuit Court land records at instrument #2003000266 .
2. Final site plan approval for the shopping center shall be submitted to the Warren County Planning Department for final review and approval.
3. The developer shall comply with all applicable local, state and federal laws, regulations and policies in the development and operation of the site.
4. The developer shall prohibit overnight parking of trucks carrying goods for delivery and shall take reasonable actions to discourage the overnight parking of any type of recreational vehicle. The developer shall place such signs as may be approved by the County sufficient to give notice of such prohibition.
5. Outdoor storage of box containers and pallets shall be situated at the rear of buildings and shall be appropriately screened.
6. The developer shall prohibit the sale of passenger vehicles, motor homes, pick-up trucks, tractor trailers and semi-trailers.
7. Failure by the developer to comply with all conditions and proffers shall void this conditional use permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

8. The concepts reflected in the filed conceptual master plan dated are hereby made part of these development conditions.

9. All facilities associated with the kennel operation (Petsmart) shall be conducted entirely inside the approved buildings.

10. The applicant shall install and maintain a water recycling/reclamation system to recycle/reclaim water used in the car wash operation. Such system shall be rated to recycle a minimum of 75% of the water used in the process.

11. No Site Plan Amendment for an Urgent Care Facility shall be approved by Warren County until an overhead bar system set at a height to deter/prevent tractor trailer vehicles is installed by the applicant at both the western entrance to the property (Country Club Road and Riverton Commons Plaza entrance) and the entrance adjacent to the round-about (Country Club Road and Riverton Commons Drive entrance). The overhead bar system will be approved by the Director of Planning prior to installation. (Added July 15, 2014)

SECTION B: ROADS

12. Road improvements shall be made pursuant to the approved and recorded proffers.

13. The applicant shall provide street lighting along Route 655 (Country Club Road) from its intersection with Route 340/522 to the east entrance of the shopping center. Such lighting shall meet VDOT's minimum requirements and conform to the County lighting requirements of Section 180-49.2 of the Warren County Code (Zoning Ordinance).

SECTION C: ARCHITECTURAL FEATURES

14. All buildings within the development on the property shall be constructed using compatible architectural style and materials, and signage for such buildings shall be of a similar style and materials.

15. All buildings within the development shall include as design elements stone or faux stone façade accents and standing seam metal roofs.

16. All buildings within the property shall be developed as a cohesive entity, ensuring that building placement, architectural treatment, parking lot lighting, landscaping, trash disposal, vehicular and pedestrian circulation and other development elements work together functionally and aesthetically.

SECTION D: LANDSCAPING

17. A landscaping plan, complying with Section 180-49.1 of the Warren County Code (Zoning Ordinance), for the entire site shall be submitted with the final site.

18. All landscaping shall be mulched and maintained to the reasonable satisfaction of the Warren County Planning Director. Any vegetation found to be of poor condition shall be replaced

and/or improved at the reasonable direction of the Planning Director and/or Zoning Administrator.

19. Existing vegetation on the site shall be kept where possible to assist in screening efforts.

SECTION E: WATER RESOURCES

1. The applicant shall provide storm water management per the regulations of the Commonwealth of Virginia and Warren County.

2. The storm water management areas shall be as generally depicted on the "Generalized Development Plan" subject to final engineering.

3. The developer shall prepare and submit an erosion and sediment control plan, prepared by qualified engineers in conformance with Chapter 150 of the Warren County Code (for erosion and settlement control). No construction activity shall be undertaken on the site until a land disturbance permit has been obtained from the Warren County Building Inspections Department and the approved erosion devices have been installed.

4. The property shall be developed using the Virginia Department of Conservation and Recreation's Technical Bulletin No.2 – Hydrologic Modeling in Karst.

The property shall be developed incorporating the recommendations outlined in the letter dated June 3, 2003 from Wil Orndorff, Karst Protection Coordinator, of the Virginia Department of Conservation and Recreation including:

a. A geophysical/test boring study of the proposed detention area be performed to identify subsurface voids.
b. The basin shall be lined with an impermeable (preferably synthetic) liner.
c. The basin shall be designed for one year extended detention.
d. Water quality best management practices be included in the basin design
e. A water quality pond forebay be incorporated into the design to facilitate ease of inspection and cleanout.
f. The old quarry be closed with an inverted filter with an impermeable or low permeability clay cap.
g. The fill of the quarry be structurally sound as well as that it maintain the hydraulic properties of an inverted filter.

As approved by the Board of Supervisors on 17th Day of May, 2003, amended on the 20th Day of November, 2007, again on the 17th Day of June 2008, and again on the 15th day of July, 2014.

Douglas P. Stanley, Clerk of the Board
County of Warren, Virginia

Proposed Retail Uses Riverton Commons

USE	PERMITTED	USE	PERMITTED
Apparel	YES	Hair/Nails	YES
Appliances	YES	Hardware/Home Improvement	YES
Art Galleries	YES-Sale of Art	Health Clubs	NO
Automobile Sales & Service	NO/YES-Repairs within a Building	Home Goods	YES
		Hotel	NO
Automobile Rental	NO	Ice Cream/Yogurt/Drinks	YES
Automobile Parts Sales	YES	Insurance Agencies	YES
Automotive Service/Repair	YES-Repairs within a Building	Jewelers	YES
		Karate Schools	NO (Health/Fitness Club)
Bakery-Bread/Bagels/Donuts	YES		
Banks with Drive Thru	YES	Light Fixtures	YES
Beauty/Body/Bath	YES	Loan Centers	YES
Bikes	YES	Mailing/Shipping	YES
Books	YES	Mattress	YES
Bridal/Formal Wear	YES	Music-DCs/Tapes/Records	YES
Cameras/One Hour Photo	YES	Music-Instruments	YES
Candles and/or Accessories	YES	Office Supply	YES
Candy	YES	Paint Stores	YES
Car Wash	YES - Mod. 6/17/08	Party Goods	YES
Cards/Gifts	YES	Pet Stores	YES
Carpeting/Flooring	YES	Pizza	YES
Cellular/Pagers	YES	Pools/Hot Tubs/Equipment	YES
Chiropractors	YES	Real Estate Settlement Companies	YES
Cigarette/Cigars	YES		YES
Coffee/Tea with Drive-Thru	YES	Restaurants	YES
Computers	YES	Restaurants/Fast Food with Drive Thru	YES
Copying/Printing	YES		
Crafts/Hobbies	YES	Scrapbooking	YES
Daycare/Child Care	YES	Scuba	YES
Delis	YES	Second Hand/Consignment	YES
Dentists	YES	Shoe Repair	YES
Department Stores	YES	Ski	YES
Junior Department Stores	YES	Sign Store	YES
Doctor's Office	YES	Spirits/Wine	YES
Dollar Stores	YES	Staionary/Pens	YES
Drug Stores	YES	Tanning	YES
Dry Cleaners	YES	Tax Preparation	YES
Educational Products	YES	Theatres/Cinemas	YES-No Drive-in
Educational Services	YES	Toys	YES
Electronics Stores	YES	Travel Agencies	YES
Employment Agencies	YES	Urgent Care	YES - Mod. 7/15/14
Engraving	YES	Vacuum Sales/Repair	YES
Eyewear/Eyecare/Opticians	YES	Veterinarians, Veterinary Services, Animal Hospital and Kennel	YES - Mod. 11/20/07
Fabrics	YES		
Financial Consultants	YES		
Fireplace/Barbeque Equipment	YES	Video Rentals/DVD Rentals	YES

Proposed Retail Uses Riverton Commons

USE	PERMITTED	USE	PERMITTED
Florists	YES	Vitamins/Natural Foods	YES
Fitness Equipment	YES	Weight Control	YES
Footwear/Shoes	YES	Wholesale Club/Big Box	YES
Framing Stores	YES	Window Coverings	YES
Furniture Rental	YES	Yoga	NO (Health/Fitness Club)
Furniture Stores	YES		
Games	YES		
Gas Stations/Convenience Stores	YES		
General Merchandise	YES		
Golf Equipment	YES		
Groceries/Super Markets	YES		
Gymnastics/Dance Studios	YES		

REV. 07/25/2014

COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
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Douglas P. Stanley
County Administrator

REZONING

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South River
District
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Fork
District

NAME: Riverton Properties, LLC

ADDRESS: c/o Clifford L. Athey, Jr., Esq., Napier, Pond, Athey & Athey, PC, 35 North Royal Avenue, Front Royal, Virginia 22630

PROPERTY DESCRIPTION: Lots 51, 52 and 53 as identified on Tax Map 12

CHANGE FROM: Agricultural (A) TO: Commercial (C)

DATE APPROVED BY BOARD OF SUPERVISORS: March 4, 2003
APPROVAL SUBJECT TO REVISED PROFFERS DATED March 3, 2003 (ATTACHED).

Douglas P. Stanley
County Administrator

cc: Commissioner of Revenue
Planning Director
Zoning Administrator

AN ORDINANCE OF THE
WARREN COUNTY BOARD OF SUPERVISORS
TO AMEND THE WARREN COUNTY ZONING MAP AND REZONE
TAX MAP 12 AS PARCELS 51, 52 AND 53 AND ADJACENT VDOT QUIT CLAIM
PARCEL, FROM AGRICULTURAL (A) TO COMMERCIAL (C)

Whereas, the applicant has asked the Board of Supervisors to rezone and change the zoning map classification of the property, identified on tax map 12, as parcels 51, 52 and 53 and adjacent VDOT quit claim parcel, from Agricultural (A) to Commercial (C), and

Whereas, the Future Land Use Map of the Warren County Comprehensive Plan identifies this area to be used for commercial purposes, and

Whereas, the applicant has submitted proffers addressing access, landscaping and assisting in the improvement of the local road network, and

Whereas, the Warren County Planning Commission has found that the requested rezoning is required and appropriate for the public necessity, convenience, and general welfare and is good zoning practice.

BE IT FINALLY RESOLVED AND ORDAINED that the Warren County Board of Supervisors amends the zoning map and changes the zoning classification of the subject property, identified on tax map 12, as parcels 51, 52 and 53 and adjacent VDOT quit claim parcel from Agricultural (A) to Commercial (C) with the conditions proffered by the applicant.

Adopted: March 4, 2003

Clerk, Board of Supervisors
County of Warren, Virginia

000266 BR-78

REZONING REQUEST PROFFER

Property Identification Number 12-51, 12-52, 12-53 & VDOT Quit Claim Parcel
Shenandoah Magisterial District

RIVERTON COMMONS

Preliminary Matters

Pursuant to Section 15.2-2296 et. Seq., of the code of Virginia, 1950, as amended, and the provisions of the Warren County Zoning Ordinance with respect to conditional rezoning, the undersigned applicant herby proffers that in the event the Board of Supervisors of Warren County, Virginia, shall approve Rezoning Application #____ for the rezoning of 70.4867 acres from the Agricultural (A) to Commercial (C). Development of the subject property shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the applicant and such be approved by the Warren County Board of Supervisors in accordance with Virginia law. In the event that such rezoning is not granted, then these proffers shall be deemed withdrawn and of no effect whatsoever. These proffers shall be binding upon the applicant and their legal successors or assigns.

Monetary Contribution

At the time of issuance of each building permit, the applicant/assigns shall contribute ten cents ($0.10) per gross square foot of floor area for the North River Volunteer Fire Company to assist in its capital improvement program.

Proffered Development Plan

1. **Proffered Development Plan.** The Property shall be developed in substantial conformance with the "Generalized Development Plan – Riverton Commons" prepared by Dewberry & Davis, LLC, dated October 15, 2002, Revised December 2, 2002 (the "Plan" sheet 6 of 6 of this proffer); provided the applicant may adjust road, entrance and lot lines, and other engineering details, subject to the approval of the County Planning Director, based on final engineering.

On-Site

2. **Architectural/Building Materials.** All structures shall be designed to meet the following standards:
   a. Materials utilized for the facades of the buildings shall include but not be limited to concrete masonry units (CMU) brick, architectural block, wood siding, metal, fluted block, tile, concrete tile, dryvit, or other simulated stucco (EFIS), real or simulated wood and/or glass.

3. **Project Screening**
   a. Rooftops mechanical units shall be screened by architectural features which are compatible with building facade architecture.
   b. Service and delivery loading docks shall be screened from direct view from Route 522, I-66 and Country Club Road.
   c. A berm buffer wall face consisting of earth materials shall be constructed from "A" to "B" as shown on the attached Generalized Development Plan. This berm wall shall begin adjacent to the western right of way line of Country Club Road and within the applicant's property and shall rise at a 2:1 or flatter slope to an elevation which is a minimum of 10' vertical above the existing west edge of pavement of Country Club Road before leveling. Evergreen screening consisting of three trees per 10' linear distance in offset fashion shall be planted near the point of leveling of the berm wall, in accord with County Buffer requirements. The berm wall face shall be planted with permanent grass cover and stabilized pursuant to good E&S practice. A 50' buffer zone shall be established along Riverton Commons frontage with Country Club Road. No structures or parking shall be allowed within this buffer.
   d. Parking lot landscaping shall be provided in accordance with the Warren County Zoning Ordinance standards as set forth in the Warren County Code.
   e. All utility service lines, such as electric, telephone, cable, television, or other similar lines serving individual pad sites, shall be placed underground. Existing transmission lines may remain or be relocated as aerial facilities.

4. **Outside Storage**
   a. Outside storage and display shall be limited to garden/building center type areas for the outside display of plant and building materials.
   b. Outdoor trash receptacles shall be screened from view in a manner architecturally compatible with buildings on site.

5. **Landscaping**
   a. The applicant shall comply with the landscape requirements of the Warren County Code.

6. **Transportation** cl/
   a. Route 340/522. The applicant shall provide an adequate left turn lane from south bound Route 340/522 at its intersection with Country Club Road and fund one half (1/2) of the cost to design/construct a signal for said intersection. These improvements and funding will be provided when the warrants are met for said signal and requested by the Virginia Department of Transportation. (See "F")
   b. The applicant hereby agrees that an access-egress plan to serve neighbor properties to the north of Country Club Road shall be prepared and approved by Warren County and VDOT during the site plan approval process which will follow this rezoning. It is hereby agreed that approval of the site plan allowing development to happen at Riverton Commons is

contingent on approval of the access-egress plan. All work on existing VDOT rights of way and on Riverton property shall be at Riverton's' expense.

c. The applicant, with the issuance of the initial building permits, will improve Country Club Road to provide a five lane roadway with additional lanes as necessary to support turning movements from Route 340/522 to the easternmost commercial connection to Riverton Commons shown on the approved site plan (See "E" to "F"). Occupancy permit issuance for these initial uses shall not be made until this roadway is complete for use in accord with VDOT permit policies.
d. The applicant will provide a minimum 60' public right-of-way cul de sac street to provide internal circulation to the individual pad sites and primary users generally as depicted on the "Generalized Development Plan". This road shall be constructed to VDOT standards. (See "D" to "G")
e. The applicant will limit points of access to Country Club Road to a maximum of two commercial entrance locations, one of which shall be the roadway described in d. above. (See Points "D" and "E"). Another entrance may be allowed pending site plan approval for service/delivery use and/or for emergency access at Point "B". There shall be no point of access along Country Club Road south of Point B.
f. The applicant will provide a stoplight, if required by VDOT, at the intersection of Country Club Road and the roadway described in d. above. The applicant shall fund 100% of the cost required for this item. This work shall also include a control wire interconnect with the Route 340/522 stoplight facility. (See "D" on GDP)
g. The applicant shall, after rezoning and at the time directed by the County and/or VDOT, prepare an updated Corridor Study with limits established as the Route 340/522/658 intersection and the Route 340/522/55 intersection. In lieu of this, on direction of the County and VDOT, the applicant will cost participate at a prorata basis with a study directed by the County and/or VDOT. Under the latter, the applicant shall fund up to $20,000 for this purpose.
h. The applicant shall prepare a traffic generation estimate for uses established by the Site Development Plan to be submitted for initial construction approval to the County. The combined trip generation (ADT) shall not exceed 24,000 TPD (average weekday volume) without further approval by the County. The actual trip generation from the project shall be determined by the Riverton Commons Management annually, from data collected in May and with the results due on July 1 of each year, and be available for review as individual site plans and subdivisions for future uses are submitted for review. The combined traffic impact from Riverton Commons is not to exceed 24,000 TPD (average weekday volume) when current actual counts and proposed counts are added for cumulative total. If the cumulative total for any site plan at Riverton causes the total to exceed 24,000 TPD than it is agreed that the County may withhold building permit

approval until satisfied that adequate and manageable levels of service will exist on State or internal site roadways. The SIC code system and the ITE shall be utilized for the subject projections. The County may revise this 24,000 TPD cap upward, without modification of this proffer agreement, should results of regional studies show that additional loading is appropriate.

7. **Utilities**
   a. The applicant shall provide public sewer and water service to the property at its own cost. Utility easements for future extension of utilities shall be granted in mutually agreeable locations to Warren County prior to any land transfer on Riverton property.

8. ***Storm water Management***
   a. The applicant shall provide stormwater management per the regulations of the Commonwealth of Virginia and Warren County.
   b. The stormwater management areas shall be as generally depicted on the "Generalized Development Plan" subject to final engineering.
   c. "Best Management Practices" shall be used as applicable to this project in order to protect the environment.
   d. The property shall be developed using the Virginia Department of Conservation and Recreation's Technical Bulletin No. 2- "Hydrologic Modeling in Karst".

9. **Other**
   a. The applicant shall offer a ½ acre site in fee simple with adequate access from within the Riverton Commons site, including the existing stone building located in the southwest corner of the site, to the County in fee simple to be used for County offices for Sheriff, Treasurer, Fire and Safety or other like uses. This offer shall remain in effect for a period of 5 years from the date of final Rezoning approval by the Board of Supervisors. (See "C" on GDP)
   b. The applicant shall offer an approximate 3.5 acre parcel to the Front Royal Country Club, which is not a part of this rezoning, but is a part of the Riverton site that exists in the southeast corner of the property. This offer shall remain in effect for a period of 5 years from the date of final Rezoning approval by the Board of Supervisors. Also, the applicant shall provide a point of connection to the sewer and water system for the Front Royal Country Club south of Point "A", adjacent to the existing clubhouse.
   c. The .5 acre and 3.5 acre sites are not to be utilized for any competing commercial uses available in Riverton Commons or for uses considered objectionable by Riverton Commons.
   d. The applicant specifies that no use shall be established at Riverton Commons which provides for diesel fuel sales to commercial tractor trailer type trucks.

000270 MAR-7 8

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns and successors in interest of the Applicant and Owner. In the event the Warren County Board of Supervisors grant said rezoning and accepts these conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Warren County Code.

Respectfully submitted,
PROPERTY OWNER

By: Director Property Management / Manager Quarter Properties LLC By: _____

Date: 3/4/03 Date: _____

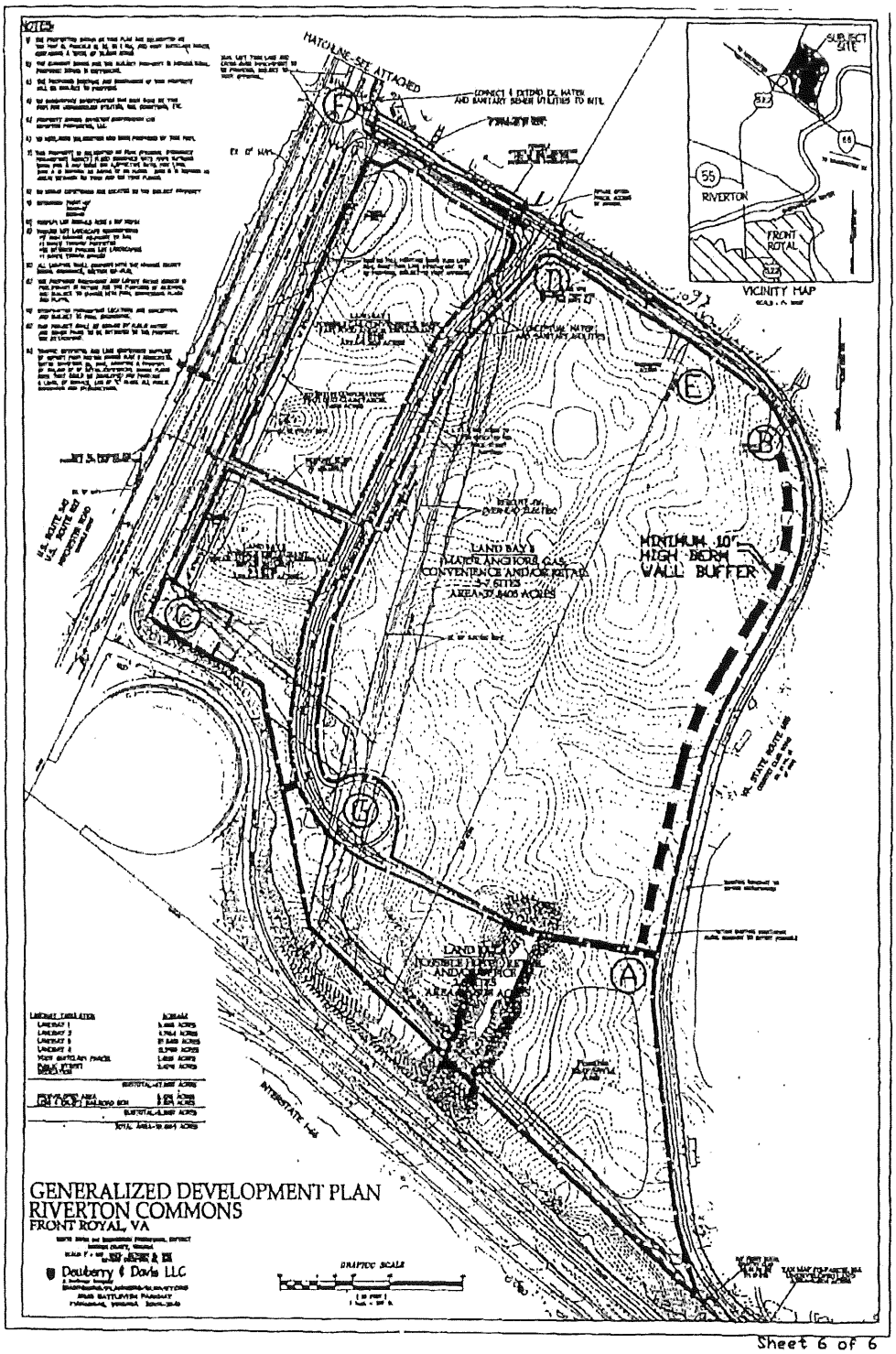
STATE OF VIRGINIA, AT LARGE
WARREN COUNTY, To-wit:

The foregoing instrument was acknowledged before me this 4th day of March, 2003, by Tom Mercuro.

My commission expires 11-30-05
Notary Public Wanda I Bryant

INSTRUMENT #030002496
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY ON
MARCH 7, 2003 AT 12:45PM
JENNIFER R. SIMS, CLERK
BY: Jennifer R. Sims Clerk (DC)

ABSTRACT
000271 IIR-78



Sheet 6 of 6

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
8/03/2021	I-9	Conditional Use Permit #2021-06-01 John Suh *Short-Term Tourist Rental*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

(1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.

(2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.

(3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.

(4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.

(5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.

(6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that:

(a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.

(b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion.

(c) Provide for adequate parking and ingress and egress to public streets or roads.

(d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.

(e) Prevent such use from changing the character and established pattern of development of the community.

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval with the suggested and amended conditions (5 & 6) listed below. 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 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.

5. The shooting of firearms and hunting shall be prohibited.

6. The use of All-Terrain Vehicles (ATVs) shall be prohibited.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	**DISPOSITION OF BOARD:**	**PROCESSED BY:**
Matt Wendling, CFM Deputy Planning Director County Floodplain Manager	☐ **APPROVED** ☐ **OTHER (Describe)**	

Conditional Use Permit: 2021-06-01/ Short Term Tourist Rental
John Suh, *Applicant/ Owner*
Staff Report for the Planning Commission
Prepared: May 3, 2021 Revised: July 23, 2021
Staff: Matt Wendling, Deputy Planning Director/County Floodplain Manager MEPW

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 requests to operate a Short-Term Tourist Rental to offset his expenses for his single family dwelling. He plans to live in the dwelling full-time but will rent it when he is out of town. He states there is sufficient parking for three vehicles. The property is located off a private road and this subdivision doesn't have a POA/HOA.

PROPERTY INFORMATION

Property Location: 515 Corron Dr.
Tax Map ID: # 19---83F
Magisterial District: Fork
Subdivision: Dodson
Town/Village: Front Royal
Zoning: Agricultural (A)
Acres: 2.0
Existing Land Use: Single Family Dwelling
Special Flood Hazard Area: The property and dwelling are in a Non-Floodzone "X" area.

SURROUNDING ZONING DISTRICTS & USES

North:	Agricultural (A)	Use: SFD with Woodlands
South:	Agricultural (A)	Use: SFD with Woodlands
East:	Agricultural (A)	Use: SFD with Woodlands
West:	Agricultural (A)	Use: Vacant Lot 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 a two bedroom dwelling which allows with an occupancy of four persons. Staff will provide additional comments if necessary once his septic permit has 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 three (3) 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. Jung Suh, a family member will be the acting property manager.**

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 not 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 126' to the closest dwelling located to the south.**

RECOMMENDED CONDITIONS:

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

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

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.

2. The maximum number of occupants shall not exceed four as determined according to the Health Department operational permit for a two bedroom dwelling.

3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.

4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

5. The shooting of firearms and hunting shall be prohibited.

6. The use of All-Terrain Vehicles (ATVs) shall be prohibited.

Cc: John Suh, Applicant

Dear Sir or Madam,

I am submitting an application to the Warren County Planning Commission for the short-term tourist rental permit for my property to help enable offset my monthly mortgage payments. With more discretionary income, it will allow me to do more maintenance and upkeep of the property, such as landscaping, gardening, and doing more home improvement activities. I am seeking to open and welcome my home to responsible guests who are finding a place to stay when visiting in the nearby area. Visitors of the home will be able to stay in a spacious environment with ample parking when I am not at the home.

Sincerely,

John Suh

WCCO2-000104-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-06-01
Date Received: 4/30/2021
Fee Amount: $ 500.00 CK# 1092
Date Paid: 4/30/2021

Applicant Information:

John Suh
Applicant Name

515 Corron Drive Front Royal, VA 22630
Address *City* *State* *Zip*

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

240-498-6843 johnsuh01@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: 515 Corron Drive Front Royal, VA 22630
(2) Election District: Fork Election District
(3) Tax Map Number: 19-83F
(4) Subdivision Name:
(5) Total Area of Property (acres): 2 acres
(6) Total Area to be Used (acres): 2 acres
(7) Total Road Frontage (feet): 344 ft.
(8) Depth of Property (feet): 261 ft.
(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: Residential

(3) Zoning of surrounding land/property: Agricultural

(4) Will development be staged? ☐ Yes ☐ No

(5) Construction Time: _____

(6) Season, days, and hours of operation: On days I am not at the home throughout the year.

(7) Will there be a sign? ☐ Yes ☐ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)

(8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) _____

(9) Number of full time employees: _____

(10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public

(11) Number of persons to be served by the sewage disposal system: 6 persons

(12) Number of parking spaces to be provided: Regular 3 vehicles Handicap _____

(13) What is the proposed landscaping and buffering for this property? _____

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

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

(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?) _____

(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.) _____

(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. _____

(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.) _____

(6) What will be the impact on traffic? On private road.

(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. General residential lighting.

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.**

Turn right onto E 2nd St., Turn left onto Union St., Turn left onto US-340 S/N Royal Ave.,
Turn right onto State Rte. 619, Turn right onto State Rte. 677,
Turn left onto State Rte. 676

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 4/27/2021
Date

Property Owner Signature 4/27/2021
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

PROPERTY MANAGEMENT PLAN

John Suh
515 Corron Drive, Front Royal, VA 22630
(240) 498-6843
johnsuh01@gmail.com

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regards to the property, please contact John Suh at (240) 498-6843 or Jung Suh at (301) 520-2870. If the emergency requires immediate assistance place call the following or 911.

Warren County Sheriff's Department: 540-636-7100 or 911, 200 Skyline Vista Drive, Front Royal, VA 22630

Warren County Fire & Rescue: 540-636-3830 or 911, 200 Skyline Vista Drive, Front Royal, VA 22630

Neighboring Fire Department: (540) 636-3830, 200 Skyline Vista Drive, Suite 200, Front Royal, VA 22630

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA 22630

Electrical Outage: Rappahannock Electric at 1-800-552-3904

Emergency Evacuation: Head southwest on State Rte 676 toward Hugh Henry Ln, Turn right onto State Rte 677, Turn left onto State Rte 619, Turn left onto US-340 N, Turn right onto US-340 N/US-522 N/N Shenandoah Ave

OCCUPANCY

The Conditional Use Permit and Health Department records limit the occupancy for this short-term rental at four adults and two bedrooms.

NOISE

It shall be a violation of the Warren County Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by them.

PARKING

Parking is limited to four cars in the driveway. Under no circumstances should cars park along the roadway.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner. Trash bags will be in the cabinet drawer under kitchen sink and receptacles will located in the rear of the house.

CHECK-IN & CHECK-OUT

Standard check-in time is 3PM, and check-out time is 11AM, unless you have made specific other arrangements confirmed via email. Once you arrive at the property, you can find the lockbox at the front door. The keys to the house can be found inside the lockbox on the front door. The code to the lockbox will be the following code(s):

XXXX

Please replace the keys in the lockbox when you're not using them. If for any reason they are missing, let me know immediately.

Please remember to lock up anything that was locked when you arrived.

WIFI/PHONE/ETC

There is a high- speed internet connection on site

Use the following information to gain access:

Network: XXXXXX
Password: XXXXX

SPECFIC PROPERTY DETAILS

This beautiful home sits on 2 acres. This is a 2-bedroom house with 2 beds and a sofa. One room has a king bed and one room has a queen bed. It has 1 bath, full kitchen with an electric stove and microwave, screened-in porch, deck, wood stove, and three entrances. Whole house has heating and air conditioning. There is a maximum occupancy of 6 people. This house is part of a family-focused community. It has a beautiful yard and river close by that guests can enjoy. All property within the community, including the trails and road are private and trespassing is forbidden. Property boundaries have been marked and there shall be no trespassing on adjacent lots. Quiet time is from 10pm to 6am. Code section for in regards to noise is 123. Corron Drive is a private road and to requires to exercise caution in regard to speed and prohibit the use of ATV's on the road.

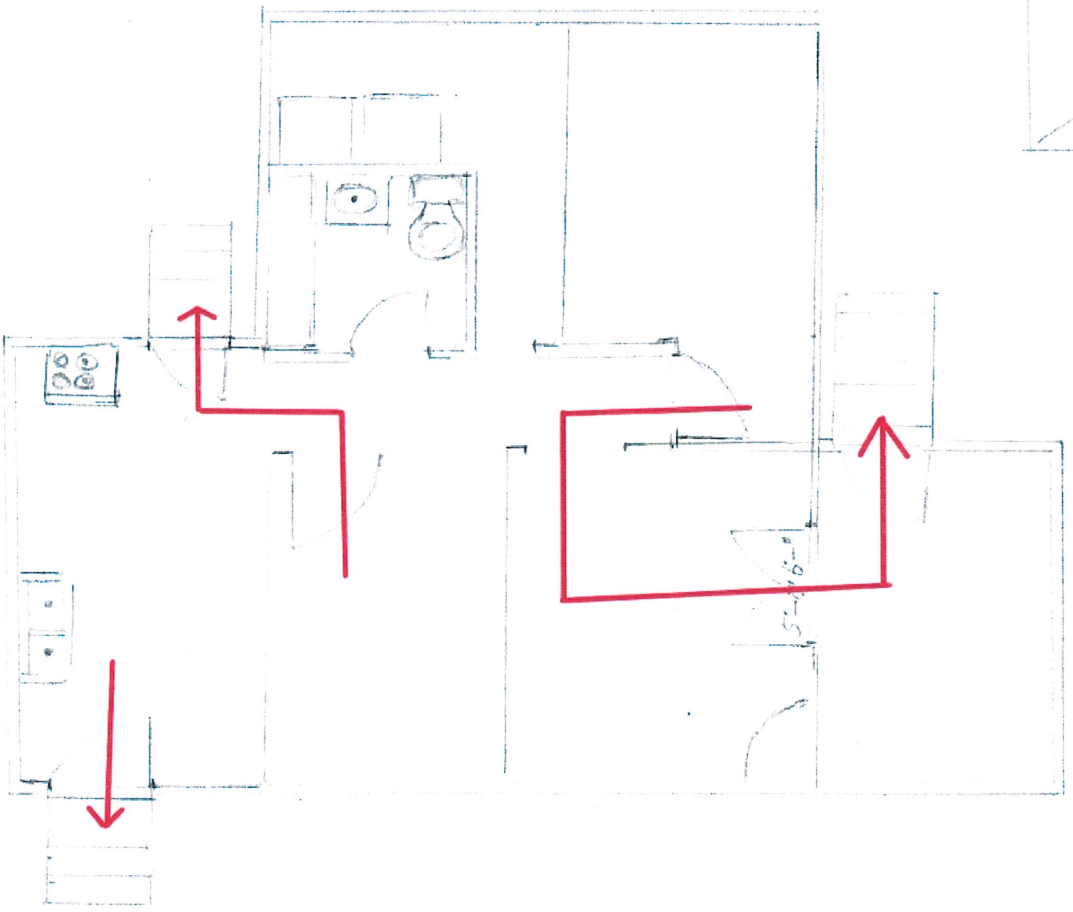
AREA ATTRACTIONS

- Attractions: Shenandoah National Park, Shenandoah River State Park, Skyline Caverns, Golf Courses, Canoe Companies
- Groceries & Convenience: Walmart, Target, Martins, CVS
- Restaurants
- Wineries & Breweries

SPECFIC PROPERTY REGULATIONS

- No shooting of firearms
- No fireworks

ATTACHMENTS



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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 15, 2021

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

RE: Request for comments;2021-06-01
Owner: John Suh

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 515 Corron Drive, Front Royal, Virginia, in Warren County, (property identified on tax map # 19-83F.), and I offer the following comments:

1. The permit for a sewage disposal system was issued on June 2, 1983 with a record of inspection dated August 13, 1983. The system is designed to serve a 3 bedroom home with 6 occupants maximum and a 450 gallons per day design flow.

2. The property is served by an existing well. The well water should be tested for bacteria. If the sample result is positive, steps must be taken to correct the problem and the water should be re-tested.

3. All trash and garbage shall be placed in containers with tight-fitting lids.

4. There shall be no food service provided unless the Virginia Department of Health Food Regulations are met.

5. All Virginia Department of Health Tourist Establishment Regulations shall be met as necessary. The owners can contact our office for further information.

6. The sewage disposal system should be pumped if this has not been done in the last three to five years.

7. Do not connect any hot tub discharge to the sewage disposal system.

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

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

Sincerely,

Dave Richardson
Environmental Health Specialist

Request for Comments R2021-06-01 – John Suh – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000104-2021

David Beahm <Dbeahm@warrencountyva.net>

Thu 5/6/2021 3:59 PM

To: Natalie Lentz <NLentz@warrencountyva.net>
Cc: Matt Wendling <Mwendling@warrencountyva.net>

Comments R2021-06-01 – John Suh – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000104-2021:

- 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:
  - In reviewing this application/request the document that was attached "Suh_19--------83F_CUP.pdf" shows that a new prefabricated chimney is present. This appears to be very new in the photo that is dated 12/19/2017, but our records do not show any permit being applied for this or anything at this location within our records. Given that this would have required a permit and could potentially be dangerous condition the owner would need to address this with our office before we would approve of this request.
  - The use of the existing dwelling(s) 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 as a short-term rental.
  - Given the timeframe that the structure was originally built it more than likely will require an Electrical permit to meet the building code requirements for this change.
    - This change requires that smoke detectors are installed as required by the Virginia Residential Building Code.

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

Respectfully,

Warren County Building Inspections Office

David C. Beahm, CBO
Building Official

220 North Commerce Avenue
Suite 400
Front Royal, VA 22630

dbeahm@warrencountyva.net www.warrencountyva.net 540/636-9973
FAX 540/636-4698

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.

Warren County Planning Commission Meeting Minutes of July 14th, 2021

At a regular meeting of the Planning Commission of Warren County held in the Warren County Government Center on July 14th, 2021, at 7:00 PM.

Present: Robert Myers, Chairman (Happy Creek District); Hugh Henry, Vice Chairman (Fork District); Scott Kersjes (North River District); Joseph Longo (Shenandoah District); Kaylee Richardson (South River District); Caitlin Jordan, Assistant County Attorney also, present Joe Petty, Planning Director; Matt Wendling, Deputy Planning Director; and Natalie Lentz, Administrative Assistant

Adoption of Agenda:

On a motion by Mr. Henry, seconded by, Mr. Kersjes and by the following vote, the Planning Commission adopted the agenda as presented:

Ayes: Myers, Henry Longo, Kersjes, Richardson

Approval of Minutes:

On a motion by Mr. Kersjes, seconded by Mr. Henry and by the following vote, the Planning Commission approved the minutes as presented:

Ayes: Myers, Henry, Longo, Kersjes, Richardson

Public Presentations:

Public presentations are limited to issues that are not included on the meeting agenda. It is intended as an opportunity for the pubic to give input on relevant planning issues, and not intended as a question-and-answer period. Chairman Myers asked if anyone would like to speak on items not on the agenda; no one came forward, so the public presentation was closed.

Public Hearings:

CUP2021-06-01 – John Suh-

A request for a conditional use permit for a short-term tourist rental. The property is located at 515 Corron Drive and identified on tax map 19, lot 83F. The property is zoned Agricultural (A) and located in the Fork Magisterial District.

Mr. Wendling shared that 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.

DRAFT

In the statement of justification, the applicant states request to operate a short-term tourist rental to offset his expenses for his single-family dwelling. He plans to live in the dwelling full time but will rent it when he is out of town. He states there is sufficient parking for three vehicles. The property is located off a private road and this subdivision does not have a POA/HOA. This property does meet the required setbacks to adjoining property owners. In review of early Health Department requirements, the structure is a two-bedroom dwelling which allows an occupancy of four persons. 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.

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.

Mr. Henry added that he has spoke with some of the adjacent property owners and they feel that a condition should be added to prohibit the use of ATV's and firearms to guest during their stay.

Mr. Wendling shared that staff can add conditions to prohibit the use of ATV'S and firearms.

Chairman Myers addressed Mr. Suh to ensure that he is okay with adding these conditions. Mr. Suh shared that he is okay with the additional conditions.

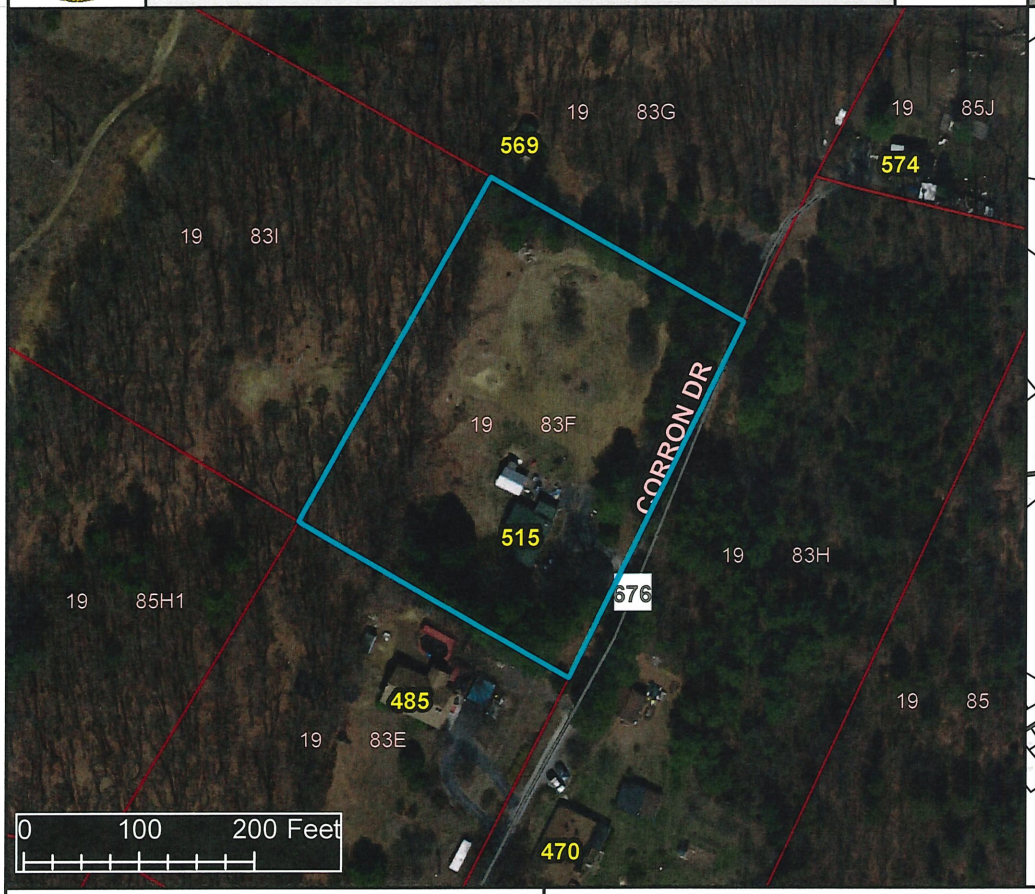
Chairman Myers opened the public hearing and asked anyone wishing to speak for or against this matter to come forward; no one came forward. Chairman Myers closed the public hearing.

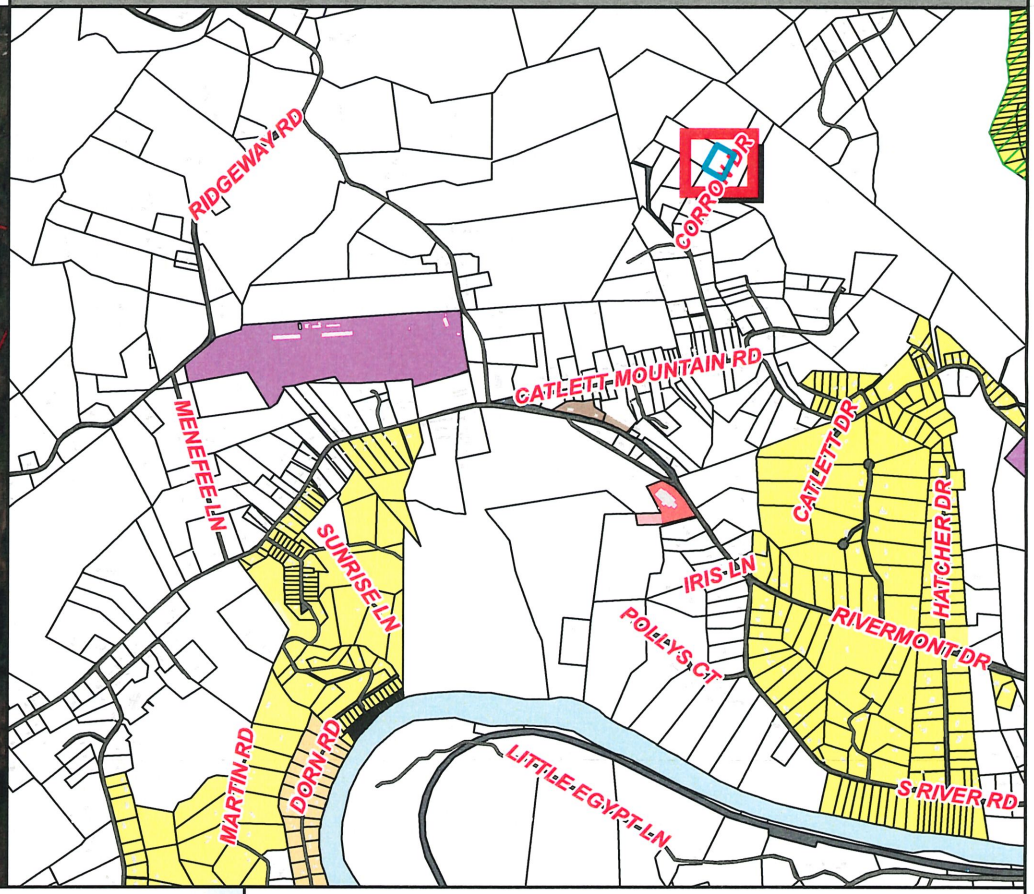
DRAFT

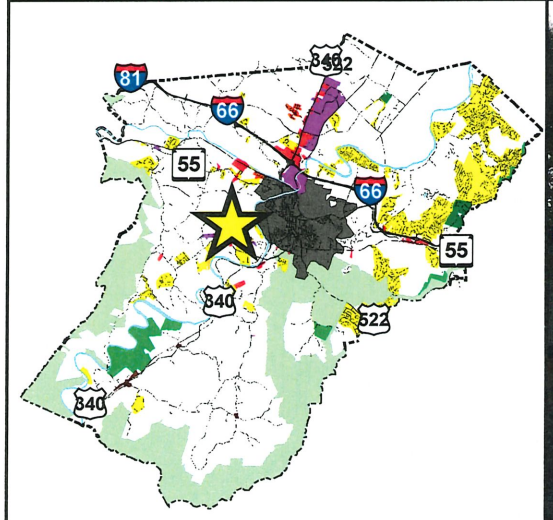
Warren County VA
CUP Location Map

CUP: Short Term Tourist Rental
Applicant: John Suh

TM 19--------83F
515 Corron Drive







Zoning

- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential
- Right of Way
- Front Royal
- Federal Land
- State Land
- Water
- 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
8/03/2021	I-10	Conditional Use Permit #2021-06-02 Neal Sutliff *Short-Term Tourist Rental*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

(1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.

(2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.

(3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.

(4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.

(5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.

(6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that:

(a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.

(b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion.

(c) Provide for adequate parking and ingress and egress to public streets or roads.

(d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.

(e) Prevent such use from changing the character and established pattern of development of the community.

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval with the suggested conditions listed below. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 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 six 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.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	**DISPOSITION OF BOARD:**	**PROCESSED BY:**
Matt Wendling, CFM Deputy Planning Director County Floodplain Manager	☐ **APPROVED** ☐ **OTHER (Describe)**	

Conditional Use Permit: 2021-06-02/ Short Term Tourist Rental
Neal Sutliff – NJS Land LLC, *Applicant/ Owner*
Staff Report for the Planning Commission
Prepared: May 20, 2021
Staff: Matt Wendling, Deputy Planning Director/County Floodplain Manager

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SUMMARY OF REQUEST

The applicant is 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 his expenses for construction of a new structure. The demolished "cabin" was derelict and Mr. Sutliff decided to replace it with a new structure to improve the property. His intent is to use it for both a weekend retreat for his family and as a short-term tourist rental due to its proximity to local tourist destinations and family friendly activities. The property is listed as being owned by NJS Land LLC of which the applicant is a member and manager as stated in his application. He plans to complete construction by August 2021 as it is currently under construction. He is currently researching local companies or individuals that can be retained as a property manager to oversee the use.

PROPERTY INFORMATION

Property Location: 1720 Khyber Pass Rd.
Tax Map ID: # 23A-9-35-47A
Magisterial District: Happy Creek
Subdivision: Skyland Estates
Town/Village: Linden
Zoning: Residential One (R-1)
Acres: 2.137
Existing Land Use: Single Family Dwelling
Special Flood Hazard Area: The property and dwelling are in a Non-Floodzone "X" area.

SURROUNDING ZONING DISTRICTS & USES

North:	Residential One (R-1)	Use: SFD with Woodlands/Vacant Lots
South:	Residential One (R-1)	Use: SFD with Woodlands/Vacant Lots
East:	Residential One (R-1)	Use: SFD with Woodlands/Vacant Lots
West:	Residential One (R-1)	Use: SFD with Woodlands/Vacant Lots

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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. This property was recently consolidated from nine lots to one and has been recorded at the Circuit Court Clerk's office.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for 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. **On December 3, 2020 the applicant was issued an OSE Construction Permit for a residential septic system and drainfield for a three bedroom dwelling at 450 GPD and 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 two vehicles in the driveway in front of the dwelling.**

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**

E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.

F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled after Board of Supervisor approval and in conjunction with the final for the certificate of occupancy.**

G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24 hour notice.

H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. The owner is currently researching and will be conducting interviews for a property manager.**

I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Skyland Estates subdivision and they have been notified of the application.**

J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.

K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**

L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**

M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.

N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.

O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single family dwellings which is 243' to the closest dwelling located to the southwest.**

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 six 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: Neal Sutliff, Applicant

Neal Sutliff
6920B Braddock Road
Suite 132
Annandale, VA 22003

May 4, 2021

Re: Conditional Use Permit for 1720 Khyber Pass Road, Linden, VA 22642

Warren County Board of Supervisors
220 N. Commerce Avenue
Front Royal, VA 22630

Dear Board of Supervisors:

In the fall of 2020, we were presented with the opportunity to purchase a derelict cabin and associated lots located at 1720 Khyber Pass Road. Our initial intent for this property was to remove the old cabin and resell the property. However, after seeing the views of the surrounding area and becoming more acquainted with local attractions we realized we could not part with it. Instead, we decided to build a weekend vacation house for our family to escape the hustle and bustle of the D.C Beltway. The location of this property provides easy access to family friendly activities including orchards, hiking, site seeing, and many others. To help offset the cost of construction we intend to offer this property as a short-term rental. This will provide numerous people to enjoy the same activities which attracted our family.

In closing, I would like to thank the Board of Supervisors for considering our request for the Conditional Use Permit.

Sincerely,

Neal Sutliff

4 May 2021

571-422-1504 **neal@njsland.com**

WCCUP-000106-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-06-02
Date Received: 4/7/21
Fee Amount: $500.00
Date Paid: 4/7/21 CK# 1037

Applicant Information:

NEAL SUTLIFF
Applicant Name

6920 B BRADDOCK RD, SUITE 132, ANNANDALE, VA 22003
Address *City* *State* *Zip*

1720 KHYBER PASS ROAD, LINDEN, VA 22642
Property Location for conditional use permit if Different than Applicant's Address

571-422-1504
Primary Contact Number *Email*

NSSLAND LLC - NEAL SUTLIFF (MEMBER/MANAGER)
Property Owner (if same as applicant, leave blank)

SAME AS ABOVE
Address *City* *State* *Zip*

571-422-1504
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: 1720 KHYBER PASS RD, LINDEN, VA 22642
(2) Election District: 202 / Happy Creek
(3) Tax Map Number: 23A-9-35-47A
(4) Subdivision Name: SKYLAND ESTATES
(5) Total Area of Property (acres): 2.137
(6) Total Area to be Used (acres): 2.137
(7) Total Road Frontage (feet): 538
(8) Depth of Property (feet): 340 x 450 (APPROX)
(9) Present Zoning: RESIDENTIAL ONE

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: SINGLE-FAM RES SUBURBAN (COUNTY) UNDER CONSTRUCTION

(3) Zoning of surrounding land/property: RESIDENTIAL ONE

(4) Will development be staged? ☐ Yes ☒ No

(5) Construction Time: ONGOING, COMPLETE BY AUGUST 2021

(6) Season, days, and hours of operation: ALL YEAR

(7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)

(8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) NO

(9) Number of full time employees: NA

(10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public

(11) Number of persons to be served by the sewage disposal system: 6 - 3BR CONVENTIONAL

(12) Number of parking spaces to be provided: Regular 2 Handicap _____

(13) What is the proposed landscaping and buffering for this property? EXISTING TREES WITH FUTURE ARCHITECTURAL/RESIDENTIAL FENCE AT PROPERTY LINE W/ 1754 KHYBER PASS ROAD.

C. Plans Prepared By

Name: OAKES CONSTRUCTION INC

Address: PO BOX 1622, FRONT ROYAL, VA 22630

Telephone Number: 540-671-3128

D. Environmental Information

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

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) YES, RESIDENTIAL WASTE. WASTE WILL BE STORED IN CLOSED TRASH CANS AND REMOVED AFTER EACH GUEST.

(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. NA

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

(6) What will be the impact on traffic? MINIMAL - 1 TO 3 CARS PER BOOKING PERIOD WITH MINIMUM 2 DAY BOOKING.

(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.

N/A ☐ **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.

N/A ☐ **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.**

PRINT OFF INCLUDED WITH LOCATION MAP

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.

neal asmith — 5/4/2021

Applicant Signature — Date

neal asmith — 5/4/2021

Property Owner Signature — Date

Accepted by: _____ Date: _____

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

NOTES

Lord Fairfax Health District

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

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 15, 2021

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

RE: Request for comments;2021-06-02
Owner: Neal Sutliff

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 1720 Khyber Pass Road, Linden, Virginia, in Warren County, (property identified on tax map # 23A-935-47A.), and I offer the following comments:

1. The permit for a sewage disposal system was issued on December 3, 2020. The system is designed to serve a 3 bedroom home with 6 occupants maximum and a 450 gallons per day design flow. House is currently under construction.

2. The property is served by an existing well. The well water should be tested for bacteria. If the sample result is positive, steps must be taken to correct the problem and the water should be re-tested.

3. All trash and garbage shall be placed in containers with tight-fitting lids.

4. There shall be no food service provided unless the Virginia Department of Health Food Regulations are met.

5. All Virginia Department of Health Tourist Establishment Regulations shall be met as necessary. The owners can contact our office for further information.

6. The sewage disposal system should be pumped if this has not been done in the last three to five years.

7. Do not connect any hot tub discharge to the sewage disposal system.

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

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

Sincerely,

Dave Richardson
Environmental Health Specialist

RECEIVED
JUL 12 2021
WARREN COUNTY
PLANNING DEPARTMENT

JULY 8, 2021

WARREN COUNTY PLANNING COMMISSION
220 NORTH COMMERCE AVE., SUITE 400
FRONT ROYAL, VA 22630

SIRS:

IN REGARD TO YOUR NOTICE CONCERNING THE PROPERTY (1720 KHYBAR PASS) BEING USED AS A TOURIST RENTAL AND AS A PROPERTY OWNER NEARBY I BELIEVE THE PROPERTY SHOULD REMAIN ZONED AS RESIDENTIAL AND NOT CHANGED TO COMMERCIAL PROPERTY. MOST PEOPLE MOVE TO THE MOUNTAINS TO ENJOY PEACE AND QUIET. THEREFORE IF THERE IS A VOTE ON THIS MATTER - MY VOTE IS NO TO A TOURIST RENTAL.

SINCERELY,

Daffajean Wiehl

RECEIVED
JUL 12 2021
WARREN COUNTY
PLANNING DEPARTMENT

UNABLE TO ATTEND
MEETING JULY 14TH
DUE TO HEALTH REASONS.

Matt Wendling

From: gary gallier <ggallier12@gmail.com>
Sent: Tuesday, July 6, 2021 8:03 AM
To: Matt Wendling
Subject: AIR BNB concerns

Hi! This is Gary and Shannon at 1754 Khyber Pass Road. We've thought about it a good bit and we really dont feel comfortable living right next to an AIR BNB with kids in the near future. Also when they were tearing down the old house they burnt everything at once. Which resulted in a
15 foot fire 8 feet from my property line that left ash and debris all over my yard and house. Lastly, the guy stated it was majority going to be used as a weekend house, I looked through his website and he seems to just be a developer. He owns multiple other properties that he just rents to vacationers. It's just not suitable for a young married couple preparing for children. Any concerns or questions for us please let me know! Thank you guys again.

SKYLAND COMMUNITY CORPORATION

P.O. Box 154, Linden, VA 22642

Matt Wendling
Deputy Planning Director/County Floodplain Manager
220 North Commerce Avenue, Suite 400
Front Royal, VA 22630

Re: Request for Comments for Conditional Use Permit 1720 Khyber Pass Rd

June 7, 2021

Dear Mr. Wendling:

Thank you for sending Mr. Sutliff's Conditional Use Permit application for the property at 1720 Khyber Pass Road to Skyland Community Corporation (SCC) for review. Unfortunately, our board does not currently support the approval of this application.

The SCC Board of Directors has expressed general concerns about short-term rentals, which fall under the SCC's charter with the county (specifically the security area) and include:

- Proximity of owner to rental property to deal with any issues
- Noise concerns
- Too many people at a rental property (in excess of the number specified in the rental application and/or in excess of the allowance for the property's septic system approval)
- Reckless driving on community roads by those unfamiliar with them
- Securing trash (ensuring it's collected and also protected from being accessed by animals)
- Outdoor burning
- Discharge of fireworks
- Discharge of firearms
- Threatening behavior on part of tenants or owners directed to neighbors/other residents who may voice issues to tenants, owners, or county (e.g., be less noisy, etc)

Additionally, the applicant, in his letter of May 4 to the Board of Supervisors, represents himself as an individual seeking a getaway spot for his family away from the "hustle and bustle of the DC Beltway" and not as a land speculator constructing this Airbnb venture under the name of his company.

If he is willing to reside in this home with his family, we would welcome them as neighbors and reconsider his request, as we did in a similar situation that we approved last year.

If he contracts with a local property manager, we would need to review their proposed response time to emergency situations.

Sincerely,

Board of Directors
Skyland Community Corporation

Skyland Community Corporation

Corporate Working Session-Short Term Rentals
August 19, 2020 @7:00 pm;
Reviewed and updated June 2, 2021

Attended by: Sherry Cekala, Gary Smullen, J.P. Jones, Andrew Due, Don Broadway, Sandy Broadway (aka Short Term Rental Committee)

This was an informal discussion attended by 6 SCC board members to discuss providing guidelines to Warren County regarding applications for conditional use permits for properties to be used as short-term rentals. There were no votes taken; only discussion and recommendations to the full board to be discussed at the September meeting.

The County has recommended that Skyland Community Corporation establish guidelines for approval of applications for short-term rental CUPs (Conditional Use Permits). SCC does not have authority to deny or approve permits; that is handled by the Warren County Board of Supervisors; however, the recommendation of the HOA, POA, or other governing body of a community is a factor in their decision. This meeting is to discuss what those recommendations should be. This will avoid potential accusations of bias on a case-by-case basis and establish a precedent going forward for such circumstances.

General concerns about short-term rentals, which fall under the SCC's charter with the county (specifically the security area) include:

- Proximity of owner to rental property to deal with any issues
- Noise concerns
- Too many people at a rental property (in excess of the number specified in the rental application and/or in excess of the allowance for the property's septic system approval)
- Reckless driving on community roads by those unfamiliar with them
- Securing trash (ensuring it's collected and also protected from being accessed by animals)
- Outdoor burning
- Discharge of fireworks
- Discharge of firearms
- Threatening behavior on part of tenants or owners directed to neighbors/other residents who may voice issues to tenants, owners, or county (e.g., be less noisy, etc)

Recommendations of the Committee:

1) Confirmed compliance with all terms and conditions as specified in the Air BnB (or comparable listing service)
2) Listing shall specify that all renters are at least 21 years of age
3) There is verified compliance with all existing requirements for the CUP for Short Term rental by Warren County as currently stated in SubSection 180-56.4 Short-term tourist rentals of the Warren County code prior to permit being approved by the Board of Supervisors.
4) Applicant shall provide proof that they hold a policy or rider on the homeowner's insurance policy that includes additional liability insurance related to damages to neighboring properties.
5) If the Property Owner is <u>not</u> residing[1] on site at the rental property, s/he shall
    a. identify and contract with a local property manager for a term of at least 1 year from the date of the permit issuance.
    b. The contract should specify that the individual(s) will respond within an hour of any complaint regarding violations of the terms and conditions and/or any nuisance complaints from nearby residents.
    c. The applicant shall:
        i. provide proof of a contingent management agreement prior to permit approval;
        ii. finalize the contract with the management company within 45 days of the approval;

[1] Residence in this context is defined as living full time at the address for over six months in a year

iii. provide the name and 24-hour contact information for the property manager to Skyland Community Corporation immediately upon contract finalization

d. The property manager should keep a log of any/all calls regarding subject property (date, time, issue, and response taken) and provide a summary of same 45 days prior to the renewal date for the applicant's conditional use permit.

6) If the property owner is residing on site at the rental property, s/he is responsible for responding as stated.
7) We request that owners explicitly prohibit in their listing gatherings in excess of the number of people specified in the application and no loud and boisterous parties, as such gatherings are frequently catalysts for violations of items noted above.

Mr. Henry moved that the Planning Commission forward this request to the Board of Supervisors with the recommendation to approve the conditional use permit request of John Suh for a Short-Term Tourist Rental with the conditions as recommended by staff.

Mr. Longo seconded the motion which passed by the following vote:

Ayes: Myers, Henry, Kersjes, Longo, Richardson

CUP2021-06-02 – Neal Sutliff-

A request for a conditional use permit for a short-term tourist rental. The property is located at 1720 Khyber Pass Road and identified on tax map 23A, section 9, block 35, lot 47A. The property is zoned Residential-One (R-1) and located in the Happy Creek Magisterial District.

Mr. Wendling shared that the applicant is requesting a conditional use permit for a short-term tourist rental to rent the single-family dwelling for less than thirty days to offset his expenses for construction of a new structure. The demolished "cabin" was derelict, and Mr. Sutliff decided to replace it with a new structure to improve the property. His intent is to use it for both a weekend retreat for his family and as a short-term tourist rental due to its proximity to local tourist destinations and family friendly activities. The property is listed as being owned by NJS Land, LLC of which the applicant is a member and manager as stated in in his application. He plans to complete construction by August 2021 as it is currently under construction. He is currently researching local companies or individuals that can be retained as a property manager to oversee the use. The property is located within the Skyland Estates Subdivision and the applicant has notified them of his intended use for the property, The Planning Department has also notified the POA as well. The applicant was issued an OSE Construction permit for a residential septic system and drainfield for a three-bedroom dwelling. The property does meet the required setbacks and the applicant currently has all the permits required by the Building Department. Mr. Wendling shared that staff is recommending the following conditions if the Planning Commission chooses to approve of this request.

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.

DRAFT

2. The maximum number of occupants shall not exceed six 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.

Mr. Wendling stated that this property has been properly advertised, adjacent property owners have been notified, and he would be happy to answer any questions and the applicant is present to answer any questions as well.

Chairman Myers asked if there were any questions.

Mr. Wendling stated that Planning staff did receive a letter from Daffojean Diehl (1693 Khyber Pass Road) who spoke in opposition to this conditional use permit.

Mr. Wendling also read an email Planning staff received from Gary and Shannon Gallier (1754 Khyber Pass Road) which stated while the applicant was clearing his property there were some issues with debris from a burn pile blowing onto the Gallier's property therefore they were opposed to this use.

Chairman Myers thanked Mr. Wendling and asked Mr. Sutliff if he had anything he would like to add at this time.

Neal Sutliff (1720 Khyber Pass Road) the applicant came forward to address the concerns that were expressed in the adjoining property owners' letter. Mr. Sutliff shared that he has spoken with the contractor about this issue and there is now a dumpster on the property to store debry.

Chairman Myers thanked Mr. Sutliff and opened the public hearing, he asked anyone wishing to speak for or against this matter to come forward; no one came forward. Chairman Myers closed the public hearing.

Mr. Henry moved that the Planning Commission forward this request to the Board of Supervisors with the recommendation to approve the conditional use permit request of John Suh for a Short-Term Tourist Rental with the conditions as recommended by staff.

Mr. Kersjes seconded the motion which passed by the following vote:

Ayes: Myers, Henry, Kersjes, Long, Richardson

CUP2021-06-03 – Chad & Charleen Backstrom-

A request for a conditional use permit for private use camping. The property is located on Burma Road and identified on tax map 19H, section 1, lots 12 and 13. The property is zoned Residential-One (R-1) and located in the North River Magisterial District.

Mr. Wendling shared that the applicant is requesting a conditional use permit for Private Use Camping on vacant lots in the Man-Da-Lay subdivision which is in the Special Flood Zone Hazard Area (SFHA). The applicants purchased these lots November 2020 and were unaware that a conditional use permit was required for Private Use Camping at the time they tried to apply for an electrical permit. The intent is to use the property for outdoor recreation and overnight camping for friends and family on a non-commercial basis. Mr. Wendling also read the following conditions that have been recommended by staff if approved:

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. Wendling shared that this property has been properly advertised, adjacent property owners have been notified, and he would be happy to answer any questions.

Chairman Myers thanked Mr. Wendling and opened the public hearing; no one came forward to speak, so the public hearing was closed.

Chairman Myers if there were any questions; there were none.

Mr. Henry moved that the Planning Commission forward this application to the Board of Supervisors with the recommendation to approve the conditional use permit request

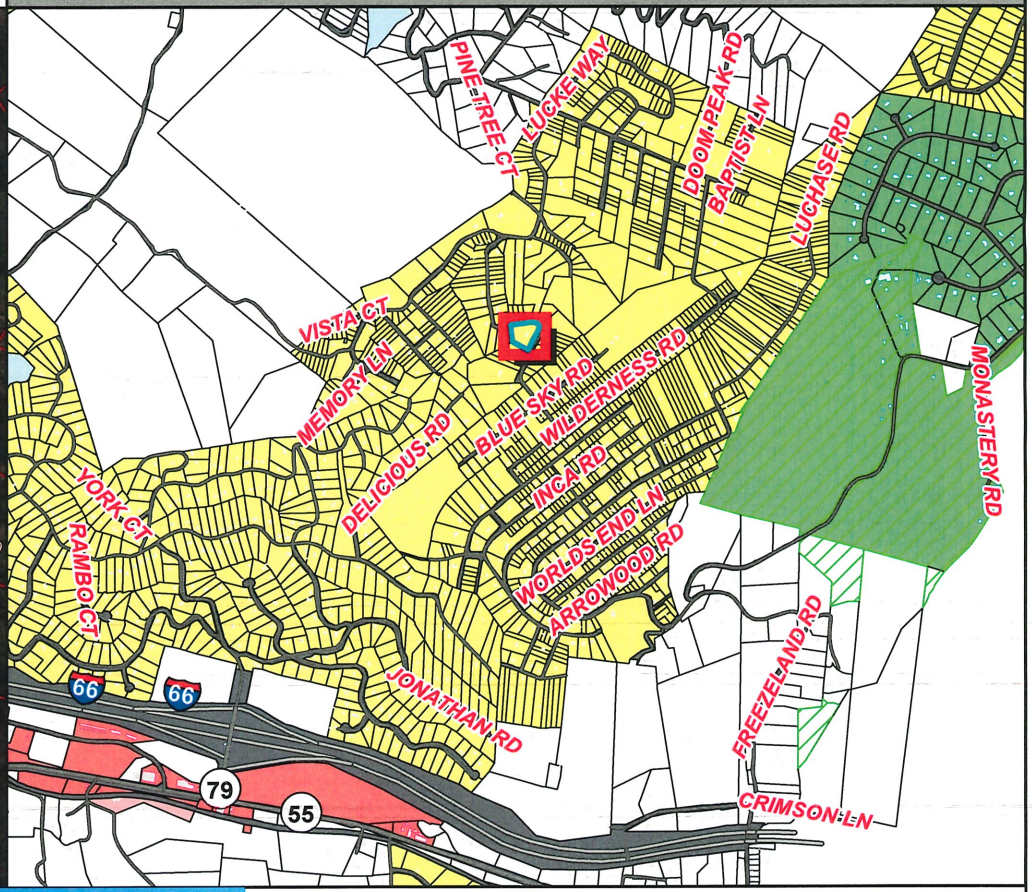
DRAFT

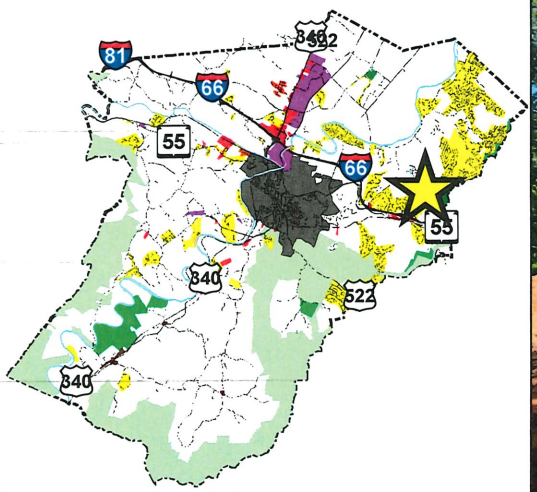
Warren County VA

CUP Location Map

CUP: Short-Term Tourist Rental
Applicant: Neil Sutliff

TM 23A--935--47A
1720 Khyber Pass Road
Skyland Estates Subdivison





Zoning

- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential
- Right of Way
- Front Royal
- Federal Land
- State Land
- Water
- 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:
08/03/2021	I-11	Conditional Use Permit #2021-06-05 Mountaintop the Church at Skyline *Private School*

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, July 14, 2021, Mr. Henry 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 5-0.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed Conditional Use Permit request for Mountaintop the Church at Skyline for a Private School for advertisement of a public hearing.

SUBMITTED BY:	**DISPOSITION OF COMMISSION:**	**PROCESSED BY:**
Joseph Petty, Planning Director	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit 2021-06-05 / Private School
Mountaintop the Church at Skyline, *Applicant*
Date Prepared: May 28, 2021 – *Revised: July 7, 2021*
Staff Contact: Joseph Petty, Planning Director

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit (CUP) for a Private School. The property is identified as tax map 28, Lot 45B1, located at 7655 Stonewall Jackson Highway in the South River Magisterial District, and is zoned Agricultural (A).

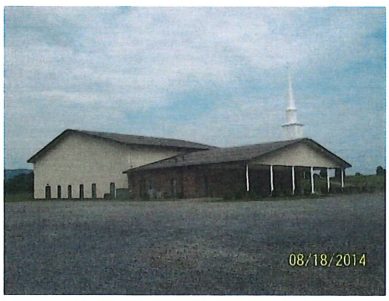
The church was constructed in 1992 and does not have a CUP as the use was permitted by-right in the Agricultural District prior to the adoption of the current ordinance on August 19, 1992. The current code does list a Private School as a use that may be permitted upon issuance of a CUP by the Board of Supervisors. As a response to the many challenges parents and students faced during the COVID-19 Pandemic in 2020, the church began a private school and were unaware of the CUP requirements. The school would operate from August to May, Monday through Friday, 8:00 AM to 3:30 PM, and would accommodate 30 or less students. This application does not expand/change the existing use of the church; therefore, we are requesting any conditions specific to the church use.

PROPERTY INFORMATION

Property Location: 7655 Stonewall Jackson Highway
City: Front Royal
Tax Map ID: 28--------45B1
Zoning: Agricultural (A)
Magisterial District: South River
Acres: 10
Subdivision: River Bend Farm
Existing Land Use: Church

SURROUNDING ZONING DISTRICTS & USES

North: Zoned Agricultural (A) — Use: Single Family Dwelling
South: Zoned Agricultural (A) — Use: Single Family Dwelling
East: Zoned Agricultural (A) — Use: Single Family Dwelling, Pastureland
West: Zoned Agricultural (A) — Use: Single Family Dwelling, Pastureland



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agriculture/residential land uses. A Private School is a use allowed by conditional use permit in the Agricultural (A) zoning district and is compatible with the current Warren County Zoning Ordinance.

ATTACHMENTS

- [x] Agency Comments
- [x] Application
- [ ] Health Permit
- [x] Letter from Applicant
- [x] Location Map
- [ ] Public Comments
- [x] Submitted Plans
- [ ] Other: _____

SUPPLEMENTAL REGULATIONS

SCHOOL: An institution giving regular instruction in general or special education at least five days a week for a normal school year of at least seven months; or instruction in special subjects and/or skills on a schedule which may be short-term, irregular or variable. The term "school" does not include day-care, child-care or nursery facilities.

SCHOOL, PRIVATE: A school owned and operated by an individual, partnership, corporation or religious institution.

§ 180-53 Private school.

No such activity shall be permitted on a parcel of land less than three acres in size. Proposed schools and related facilities shall be designed and located so as to minimize impact of vehicular traffic on nearby residential areas.

§ 180-15 Off-street parking.

Within all districts, off-street parking shall be provided in accordance with the Table of Off-Street Parking Spaces Required (§ 180-15G). A standard off-street parking space shall measure at least nine feet in width by 18 feet in length except as provided for below. Parking spaces shall be properly related to a street for access purposes and shall be equipped with sufficient maneuvering space to preclude maneuvering of vehicles on any street or sidewalk. Spaces shall be arranged so that any vehicle may be removed without moving another. An area designated for required off-street parking shall not be discontinued or diminished until equal facilities are provided elsewhere in conformity with the regulations of this chapter.

~~A. Reduction of size of parking spaces. Where more than 20 spaces are required by this chapter, a maximum of 20% of the required spaces may be reduced to a minimum width of eight feet and a minimum length of 16 feet, provided that such spaces are clearly marked for compact cars only.~~

B. Paving of parking areas. Where four or more parking spaces are required, the entire parking area shall have a hard surface. Hard surfacing shall not be required for agricultural pursuits as defined in § 180-8. [Amended 8-18-2009]
   - **11 parking spaces are required.**
   - **The applicant is seeking a waiver from the paved parking space requirement. The existing parking lot has been in place for 25+ years and is well established. The applicant is aware that if the parking lot becomes a concern during the school operation the paved parking may be revisited.**

~~C. Lighting of parking areas. Where 20 or more parking spaces are required, the area shall be illuminated to an appropriate and reasonable level. Light sources shall be shielded and directed in such a manner as to protect the privacy of adjoining properties.~~

~~D. Buffering requirements. Where four or more parking spaces are required and if located closer than 50 feet to a lot line in any residential district, buffer screening shall be provided by the owner of the parking space property. Screening details, including provisions of continuous maintenance, shall be a part of the zoning permit application.~~

E. Limitation on use of off-street parking areas. Off-street parking areas shall be used exclusively for parking. Storage, sale, repair, display, dismantling, servicing or similar activities are prohibited.

F. Location of off-street parking. Required off-street parking facilities shall be provided on the same lot with the principal use or structure. Adjacent property may be used to satisfy the off-street parking requirements of this chapter where an applicant can demonstrate that adequate conditions and contractual safeguards exist to assure the future availability on such property.

G. The Table of Off-Street Parking Spaces Required is as follows:
   - Private schools: 1.0 per 5 pupils plus 1.0 per employee
   - **30 students, 5 employees require eleven parking spaces.**

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, Warren County Health Department, Warren County Building Inspections, Warren County Zoning, and Virginia Statewide Fire Prevention Code, and any other local, state and federal regulations and requirements.

2. The maximum number of occupants shall not exceed thirty students, or as determined by the Warren County Health Department.

3. The applicant shall have the well water tested annually and a copy of the results shall be submitted to the Planning Department.

4. ~~The parking lot shall be hard surfaced and striped within one year of permit approval in accordance with the Warren County Zoning Ordinance~~. **A waiver to the required paved parking spaces shall be granted given the existing parking lot. At least one handicap parking space shall be hard surfaced and striped within one year of permit approval in accordance with the Warren County Zoning Ordinance.**

Cc: Mountaintop the Church at Skyline, *Applicant*

church at Skyline
7655 Stonewall Jackson Hwy
Post Office Box 1582
Front Royal, VA 22630
540-635-9003

May 17, 2021

Warren County Planning Commission
Front Royal, Virginia 22630

To Whom It May Concern:

We are submitting for a Conditional Use Permit for a Christian Private School. We started a Christian school in August, 2020 because of COVID. We had working parents in our community who needed a place where their children could receive an education.

We are currently working on enrollment for the coming school year. To help with enrollment we wanted to put a vinyl banner sign for advertisement closer to the road. We called the planning and zoning office to see what we were allowed to do.

Unaware we needed permission to have a Christian Private school in our church we are completing this Conditional Use Permit.

Sincerely,

Pastor Butch Hammond

WCCUP-000110-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-06-05
Date Received: 5-17-2021
Fee Amount: $200.00 CK# 1782
Date Paid: 5-17-2021

Applicant Information:

Mountaintop the Church at Skyline
Applicant Name

PO Box 1582 | Front Royal | VA | 22630
Address | *City* | *State* | *Zip*

7655 Stonewall Jackson Hwy Front Royal VA 22630
Property Location for conditional use permit if Different than Applicant's Address

1-540-692-4529 | pastorbutch1@yahoo.com
Primary Contact Number | *Email*

Potomac Ministry Center
Property Owner (if same as applicant, leave blank)

PO Box 690 | Gainsville | VA | 20156
Address | *City* | *State* | *Zip*

703-753-0300
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: 7655 Stonewall Jackson Hwy Front Royal VA
(2) Election District: Southriver District
(3) Tax Map Number: 28 Parcel 45B-1
(4) Subdivision Name: —
(5) Total Area of Property (acres): 10
(6) Total Area to be Used (acres): 3
(7) Total Road Frontage (feet): 756
(8) Depth of Property (feet): 305 +/- centerline of 340
(9) Present Zoning: Argicultural District A

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Church and Christian/Private School

(2) Current land use and condition of site: Church Building - Good

(3) Zoning of surrounding land/property: Argicultural

(4) Will development be staged? ☐ Yes ☒ No

(5) Construction Time: None

(6) Season, days, and hours of operation: Aug-May Mon-Fri 8-3:30 - school
Church - Yearly - Sunday 8:00-1:00 varies evening ministries throughout the 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.)
existing sign

(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: 3

(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: 300 - Church
30 or less - school

(12) Number of parking spaces to be provided: Regular 75 Handicap 3 - church
10 school
reference: Community Tabernacle Assembly of God Drawing 92061

(13) What is the proposed landscaping and buffering for this property?
not making any changes

C. Plans Prepared By

Name: NA - No new expansion

Address:

Telephone Number:

D. Environmental Information

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

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

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

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. NO

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

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

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. NO

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

☐ **An application fee of ~~$500.00.~~** $200.00

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.**

NON-PROFIT 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.**

From town to Rt. 340 toward Luray
Rt turn at The Church at Skyline
7655 John Marshall Hwy, Front Royal

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.

Pastor Roger Hammond — 5/17/21
Applicant Signature — Date

Pastor Roger Hammond — 5/17/21
Property Owner Signature — Date

Accepted by: _____ Date: _____

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

NOTES

THE GENERAL COUNCIL OF THE ASSEMBLIES OF GOD
1445 NORTH BOONVILLE AVENUE • SPRINGFIELD, MISSOURI 65802-1894

JAMES T. BRADFORD
GENERAL SECRETARY

February 6, 2017

417-862-2781
417-862-0133 FAX
GENERALSECRETARY@AG.ORG

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY The General Council of the Assemblies of God, 1445 N. Boonville Avenue, Springfield, Missouri, Federal Identification Number: 44-0577787, is recognized by the Internal Revenue Service as a 501(c)(3) tax exempt nonprofit corporation, with Group Exemption Number: 1678; and Mountaintop the Church at Skyline, Front Royal, Virginia, Federal Identification Number 47-5630331, an official church recognized by the General Council of the Assemblies of God and was officially listed as part of the General Council of the Assemblies of God on December 15, 2014, and that it is therefore one of the exempt subordinate units covered by the group exemption issued to us by the Internal Revenue Service under the 501(c)(3) ruling of the federal tax code.

Any favor that can be shown to this church will be sincerely appreciated.

In Christ,

James Bradford

James T. Bradford
General Secretary

JTB:sc

Joe Petty

From: David Beahm
Sent: Tuesday, June 8, 2021 2:13 PM
To: Natalie Lentz
Cc: Paula Fristoe; Joe Petty
Subject: FW: Conditional Use Permit Mountaintop the Church at Skyline – Request for Comments 2021-06-05 – WCCUP-000110-2021
Attachments: 2021-06-05-Mountaintop the Church at Skyline_Req for comments.pdf; Mountaintop the Church at Skyline_CUP2021-06-05_Application_.pdf; Mountaintop the Church at Skyline_CUP2021-06-05_Site Plan.pdf; Mountaintop the Church at Skyline_CUP2021-06-05_Statement of Justification (2).pdf; Mountaintop the Church at Skyline_CUP2021-06-05_Well and Septic.pdf

Comments 2021-06-05 – Mountaintop the Church at Skyline – Conditional Use Permit for Church/Private School – WCCUP-000110-2021:

- Erosion and Sediment Control Items:
  - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.

- Building Inspections Items:
  - This request would require a Change of Use and Occupancy be applied for prior to this activity being approved. The applicant would need to supply detailed information as to the area being used, who will be using, anticipated numbers of individuals using each space and complete details of the entire building to address all code related requirements. The portion of building being used for educational purposes would need to designed, stamped, sealed and signed by a Virginia Registered Design Professional (RDP).
  - This request would require a building permit for the Change of Use and any work that is required to achieve that. This would possibly include permits for electrical, mechanical, plumbing, etc.

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

Respectfully,

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

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

From: Natalie Lentz <NLentz@warrencountyva.net>
Sent: Tuesday, May 25, 2021 12:09 PM
To: Natalie Lentz <NLentz@warrencountyva.net>
Cc: Joe Petty <jpetty@warrencountyva.net>
Subject: Conditional Use Permit Mountaintop the Church at Skyline

Good Morning,

Please review the attached application and provide any appropriate comments regarding the effects on the public health and safety. It would also be helpful if you could note any concerns. 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 conditional use permit application. Your response as soon as possible would be greatly appreciated.

Thank you,

Natalie Lentz

Administrative Assistant
Warren County Planning Department
220 North Commerce Ave., Suite 400
Front Royal, Va 22630
Phone: (540) 636-3354
Fax: (540) 636-4698

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 PROPERLY DISPOSE OF THIS MESSAGE. THANK YOU.

Lord Fairfax Health District

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

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 23, 2021

RECEIVED
JUN 28 2021
WARREN COUNTY
PLANNING DEPARTMENT

Joe Petty, Planning Director
County of Warren - Department of Planning
220 North Commerce Avenue, Suite 400
Front Royal, Virginia 22630

RE: Request for Comments for Conditional Use Permit – 2021-06-05
Mountaintop the Church at Skyline
7655 Stonewall Jackson Highway Front Royal, VA 22630
Tax Map# 28-45B1 HDID# 187210195

Dear Mr. Petty,

I have reviewed your request for comments for a CUP for the proposed Church/Private School at the referenced property and offer the following comments;

There is an existing alternative onsite sewage system (AOSS) serving the building designated as 7655 Stonewall Jackson Hwy. The system is designed and permitted as suitable to accommodate a 5,000 gallons per week discharge. It is a low pressure distribution system designed to disperse 729 gallons per day. The applicant has indicated on the CUP application that there is a weekly Sunday service with 300 attendees, the private school will have approximately 30 students and operate from August through May, M-F and there are various evening ministries throughout the week. The design is expected to be adequate for the proposed use. On December 7, 2011, Regulations for Alternative Onsite Sewage Systems (AOSS Regulations 12VAC 5-613) became effective. Under the AOSS Regulations low pressure distribution systems are classified as alternative onsite sewage systems and as such the must be operated and maintained by a DPOR licensed alternative onsite sewage system operator. The applicant should engage with an operator to assess the condition of the existing AOSS and perform any required maintenance prior to opening the school. This office has no record of operation and maintenance (O&M) performed on this system.

This property is served by a well. Based on the proposed operation period for the private school, the well will serve at least 25 of the same persons at least 60 days out of the year. The applicant must contact the VDH Office of Drinking Water Culpeper Field Office at (540) 829-7340 to start the process of being permitted and regulated as a public waterworks. Reference PWSID# 2187280 when inquiring.

If there is to be a cafeteria and food is prepared onsite that will be made available to students, a food service permit will be required. The applicant can contact this office to discuss the requirements and to file an application.

Respectfully,

Jim Davis, REHS
Environmental Health Supervisor

Joe Petty

From: Arthur Boyce <bobby.boyce@vdot.virginia.gov>
Sent: Friday, June 11, 2021 1:08 PM
To: Joe Petty
Cc: Rhonda Funkhouser; Riggleman, Bradley; Duncan, Travis
Subject: Warren-Rte 340-Private School Mountaintop the Church at Skyline-CUP 2021-06-05

<<...>>

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 May 17, 2021 for impacts to the local roadway system. Route 340 is a rural minor arterial road carrying an average 6400 weekday trips. Based on the maximum 30 students, no additional improvements are needed for the existing entrance at this time. However, we reserve the right to review and require the installation of entrance improvements (curb & gutter, tapers, turn lanes, etc.) for any future expansions to the use.

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

VDOT- Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540) 280-5045

COMMUNITY TABERNACLE ASSEMBLY OF GOD
DEVELOPMENT DATA:

PROJECT: COMMUNITY TABERNACLE ASSEMBLY OF GOD
ROUTE 340
WARREN COUNTY, VIRGINIA

OWNER/DEVELOPER: COMMUNITY TABERNACLE ASSEMBLY OF GOD
c/o REVEREND CECIL R. CONES
ROUTE 1 BOX 198
SEMTCHVILLE, VIRGINIA 22610
(703) 635-5797

DESIGNER: TIMOTHY G. PAINTER, P. E.
1316 HANDLEY AVENUE
WINCHESTER, VIRGINIA 22601
(703) 667-3339

PARCEL INFORMATION:

TAX MAP NO. MAP 28 PARCEL 45

SITE AREA: 10.90 ACRES

ZONING: AGRICULTURAL DISTRICT A

PROPOSED USE: CHURCH AND ASSEMBLY HALL

CURRENT USE: VACANT

ZONING REQUIREMENTS:

SETBACKS: FRONT: 75 FT. (CENTERLINE OF STATE HIGHWAY)
REAR: N/A
SIDE: N/A

PARKING: 1 SPACE PER 500 SQ. FT. OF GROSS FLOOR SPACE

BUILDING HEIGHT: 40 FT. (EXCLUDING STEEPLES, PARAPETS, ETC.)

PROPOSED DEVELOPMENT:

CHURCH AND ASSEMBLY HALL: PHASE 1: 10,500 SQ. FT.
PHASE 2: 23,050 SQ. FT.
TOTAL: 33,550 SQ. FT.

FRONTAGE: 756.44 FT.

SETBACK: 385 FT. +/- FROM CENTERLINE OF ROUTE 340

PARKING PROVIDED: ONE SPACE PER FOUR (4) PERSONS
1000 PERSON CONGREGATION-250 SPACES
PARKING SPACES: 9'x20' TYP.- 244 ea.
HDCP SPACES: 12'x20' TYP.- 6 ea.
TOTAL: 250 ea.

LOT COVERAGE:

THIS PHASE:	BUILDINGS/STRUCTURES:	10,500	SQ. FT.
		0.2410	ACRES
	PARKING/DRIVE:	71,730	SQ. FT.
		1.6467	ACRES
FUTURE PHASES:	BUILDINGS/STRUCTURES:	23,050	SQ. FT.
		0.5292	ACRES
	PARKING/DRIVE:	43,608	SQ. FT.
		1.0009	ACRES

GENERAL NOTES:

1. ALL WORK SHALL CONFORM TO THE CURRENT STANDARDS OF THE COUNTY OF WARREN, THE VIRGINIA DEPARTMENT OF TRANSPORTATION AND THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE, WHERE APPLICABLE.

2. EROSION AND SEDIMENT CONTROL AND STORM WATER MANAGEMENT SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE COMMONWEALTH OF VIRGINIA AND THE COUNTY OF WARREN, VIRGINIA, WHERE APPLICABLE.

3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY "MISS UTILITY" AT 1-800-259-777 AT LEAST TWO (2) WORKING DAYS PRIOR TO COMMENCEMENT OF ANY LAND DISTURBING ACTIVITY.

4. ALL EXISTING UTILITIES HAVE BEEN SHOWN BASED UPON THE BEST AVAILABLE INFORMATION. HOWEVER, THERE MAY BE EXISTING UTILITIES WHICH ARE NOT SHOWN AND SHOULD BE LOCATED. THEREFORE IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. ANY DISCREPANCIES BETWEEN THESE PLANS AND THE ACTUAL FIELD CONDITIONS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER, THE OWNER, AND/OR THE COUNTY OF WARREN, VIRGINIA.

ALL PROPOSED UTILITIES SHALL BE INSTALLED UNDERGROUND.

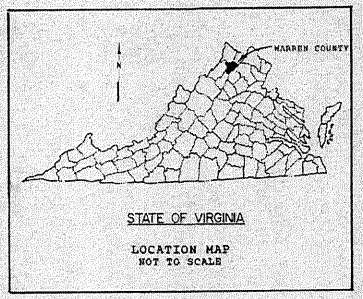
IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS NECESSARY FOR CONSTRUCTION PRIOR TO COMMENCEMENT OF WORK.

OPOGRAPHIC INFORMATION WAS DERIVED BASED UPON U.S.G.S DATUM BY A IELD SURVEY PERFORMED BY RITCHIE SURVEYS AT A TWO (2) FOOT CONTOUR TERVAL.

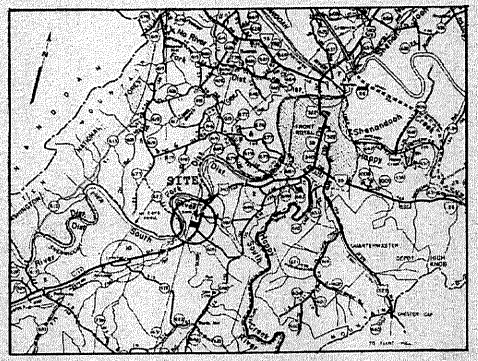
SOIL EVALUATION REPORT FOR THE SEPTIC SYSTEM WAS PERFORMED BY GE R. SWECKER, CPSS, DATED NOVEMBER 21, 1991.
THESE SOILS REPORT WAS FURNISHED FOR THIS PROJECT.

COMMUNITY TABERNACLE ASSEMBLY OF GOD

SOUTH RIVER DISTRICT
WARREN COUNTY, VIRGINIA



LOCATION MAP
NOT TO SCALE



VICINITY MAP
NOT TO SCALE

CONSTRUCTION NOTES:

EROSION AND SEDIMENT CONTROL.

1. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITY. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT EDITION OF THE COMMONWEALTH OF VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.

2. ALL WORK IS TO BE CONFINED TO THE DESIGNATED LIMITS OF CONSTRUCTION.

3. NO DISTURBED AREAS SHALL BE DENUDED FOR MORE THAN THIRTY (30) DAYS.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES. ALL MEASURES SHALL BE INSPECTED DAILY AND AFTER EACH SIGNIFICANT RAINFALL BY THE SITE SUPERINTENDENT OR HIS REPRESENTATIVE. ANY DAMAGED STRUCTURES SHALL BE REPAIRED OR REPLACED BY THE END OF WORK THAT DAY.

5. SEDIMENT TRAPS SHALL BE CLEANED OF SILT AT 50% TRAP EFFICIENCY AND THE MATERIAL IS TO BE DISPOSED OF PROPERLY OFFSITE. IF PONDING OCCURS AT ANY FILTERING DEVICE, THE DEVICE SHALL BE DRAINED IN SUCH A MANNER AS TO PREVENT ACCIDENTAL DISCHARGE OF TRAPPED SEDIMENTS.

6. UPON COMPLETION OF CONSTRUCTION, ALL PERMANENT EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED. AFTER STABILIZATION, THE TEMPORARY EROSION CONTROL DEVICES SHALL BE REMOVED AS APPROVED BY THE LOCAL INSPECTION AUTHORITY. ALL VEGETATIVE COVER SHALL BE CHECKED REGULARLY AND ANY DAMAGED AREAS SHALL BE REPAIRED, FERTILIZED, REPLANTED AND MULCHED AS NECESSARY.

EXCAVATION AND GRADING:

1. ALL TOPSOIL IS TO EXCAVATED TO ITS FULL DEPTH AND STOCKPILED ONSITE FOR FUTURE USE.

2. ALL FILL MATERIAL SHALL BE OBTAINED ON SITE AND SHALL BE APPROVED BY A CERTIFIED GEOTECHNICAL ENGINEER. ALL FILL MATERIAL SHALL PLACED IN LIFTS OF 8" OR LESS AND SHALL BE COMPACTED TO 95% OF ASTM D-698 MAXIMUM DRY DENSITY, OR AS DIRECTED BY THE GEOTECHNICAL ENGINEER.

3. PLACEMENT OF FILL ADJACENT TO EXISTING EMBANKMENTS SHALL BE PROPERLY BENCHED INTO THE EMBANKMENT TO ENSURE PROPER PLACEMENT.

4. ALL AREAS ARE TO BE EXCAVATED AND GRADED TO THE APPROPRIATE LINES AND GRADES AS SPECIFIED ON THE PLANS. AREAS TO BE COMPLETED IN FUTURE PHASES ARE TO BE EXCAVATED TO THE PROPER SUBGRADE ELEVATIONS AND SECURED WITH VEGETATIVE COVER UNTIL DEVELOPMENT OF THAT PHASE. PLEASE NOTE THAT ALL ELEVATIONS SHOWN ON THE PLANS ARE TO FINISH GRADES AND THEREFORE ALLOWANCES SHALL BE MADE FOR PROPER SUBGRADES.

5. ALL EXCESS MATERIAL, IF ANY, SHALL BE USED ON SITE OR THE ADJACENT PROPERTY.

6. ALL LAWN AREAS ARE TO RECEIVE A MINIMUM OF 4" TOPSOIL, GRADED AND RAKED, PRIOR TO APPLICATION OF PERMANENT VEGETATIVE COVER.

STORM SEWER AND STORM WATER MANAGEMENT PONDS:

1. ALL STORM SEWER PIPING TO CORRUGATED METAL PIPE IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT).

2. THE MODIFIED END WALL STRUCTURES FOR EACH STORM POND SHALL BE EW-1 OR EW-1W FOR 15" CMP IN ACCORDANCE VDOT ROAD AND BRIDGE STANDARDS. EACH END WALL SHALL BE CONSTRUCTED WITH A 1/4" STEEL PLATE COVER WITH A CIRCULAR ORIFICE CUT IN THE PLATE TO FACILITATE PROPER FLOW DISTRIBUTION. SEE DETAIL FOR SIZES. THE PLATE IS TO FULLY COVER THE CMP OPENING AND IS TO BE SECURED WITH 1/2" DIAMETER LAG BOLTS.

3. THE ROADSIDE DITCHES ARE TO BE STABILIZED WITH EC 1 RIP RAP S TYPE A OR APPROVED EQUAL ALTERNATE TREATMENT.

4. ALL ROOF LEADERS, FOUNDATION DRAINS, ETC. SHALL BE PIPED SO AS TO ROUTE THE WATER THROUGH STORM WATER MANAGEMENT POND #2.

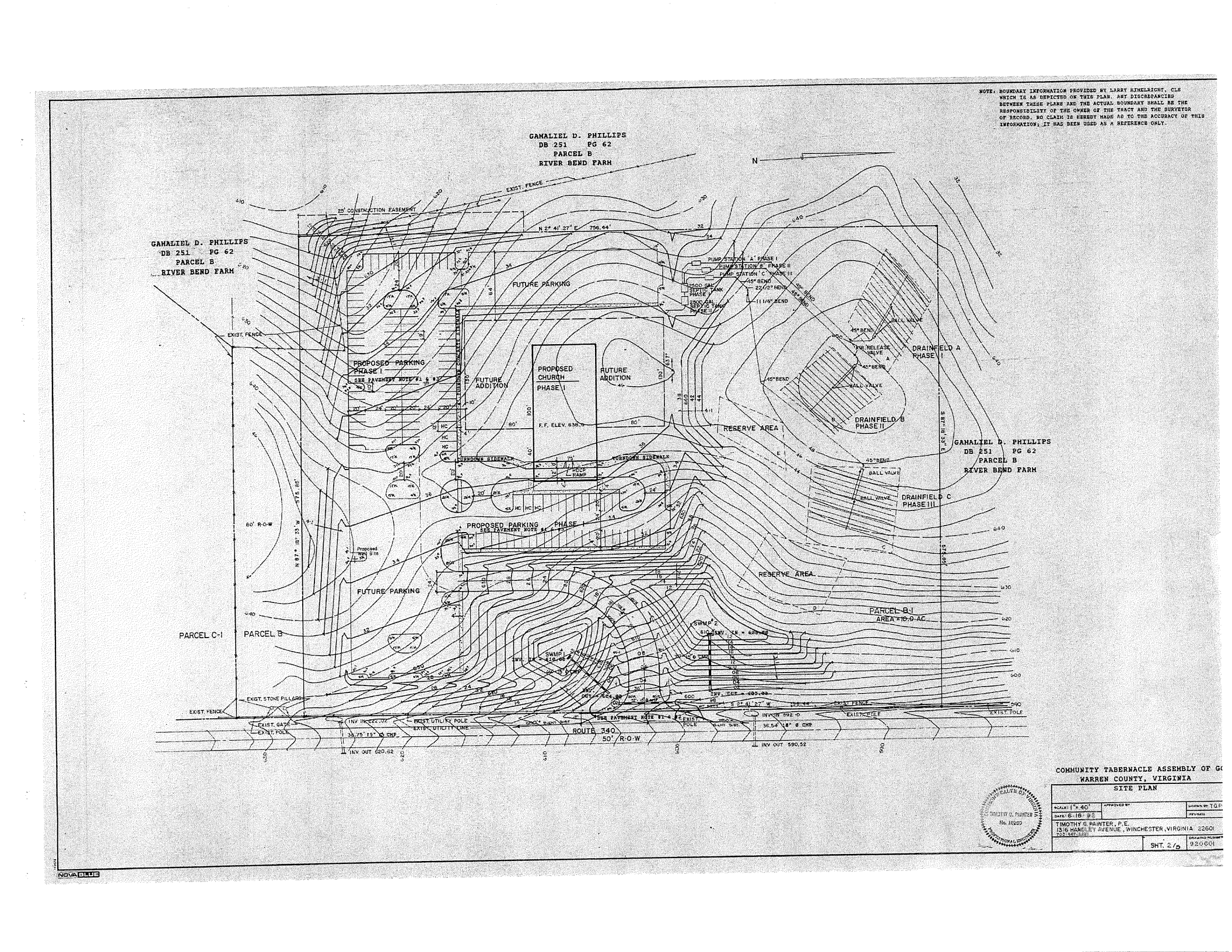
PAVEMENT:

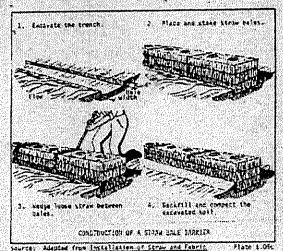
1. ALL DRIVEWAY AND PARKING AREAS SHALL BE PAVED WITH A MINIMUM OF 8" VDOT 21-A STONE, IN PLACE, FINISHED AND COMPACTED.

2. THE ENTRANCE DRIVE IS TO RECEIVE 3" BM-3 BITUMINOUS CONCRETE BASE COURSE, IN PLACE, FINISHED AND COMPACTED IN THE VDOT RIGHT-OF-WAY TO THE ENTRANCE RADIAL CATCH POINTS. A SURFACE COURSE OF 2" S-5 BITUMINOUS CONCRETE, IN PLACE, FINISHED AND COMPACTED IS TO BE INSTALLED OVER THE DRIVEWAY SURFACE TO THE PARKING AREA.

3. ALL OTHER PAVED AREAS ARE TO RECEIVE A PRIME AND SEAL PENETRATION TREATMENT OR 2" S-5 BITUMINOUS CONCRETE, IN PLACE, FINISHED AND COMPACTED. IF SURFACE COURSE IS NOT APPLIED DURING THE PHASE I CONSTRUCTION, EFFORTS ARE TO MADE TO PREVENT WASHING OF THE STONE BASE AND EROSION OF THE SURFACE.

TIMOTHY G. PAINTER, P. E.
1316 Handley Avenue
Winchester, Virginia 22601
(703) 667-3339

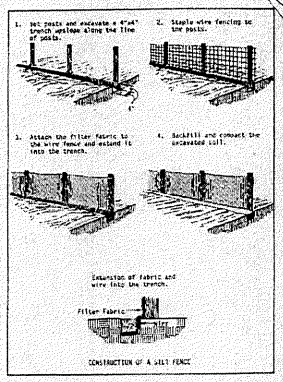

NOTE: BOUNDARY INFORMATION PROVIDED BY LARRY KIMELRIGHT, CLS WHICH IS AS DEPICTED ON THIS PLAN. ANY DISCREPANCIES BETWEEN THESE PLANS AND THE ACTUAL BOUNDARY SHALL BE THE RESPONSIBILITY OF THE OWNER OF THE TRACT AND THE SURVEYOR OF RECORD. NO CLAIM IS HEREBY MADE AS TO THE ACCURACY OF THIS INFORMATION; IT HAS BEEN USED AS A REFERENCE ONLY.
GAMALIEL D. PHILLIPS
DB 251 PG 62
PARCEL B
RIVER BEND FARM
N
EXIST. FENCE
25' CONSTRUCTION EASEMENT
N 2° 41' 27" E 756.44'
FUTURE PARKING
PUMP STATION 'A' PHASE I
PUMP STATION 'B' PHASE II
PUMP STATION 'C' PHASE III
2500 GAL. SEPTIC TANK PHASE I
2500 GAL. SEPTIC TANK PHASE II
45° BEND
22 1/2° BEND
11 1/4° BEND
BALL VALVE
AIR RELEASE VALVE
DRAINFIELD A PHASE I
DRAINFIELD B PHASE II
DRAINFIELD C PHASE III
PROPOSED PARKING PHASE I
SEE PAVEMENT NOTE #1 & #2
PROPOSED CHURCH PHASE I
FUTURE ADDITION
F.F. ELEV. 638.9
RESERVE AREA
TURNDOWN SIDEWALK
HC
HOOK RAMP
PROPOSED PARKING PHASE I
Proposed Well Site
PARCEL B-1
AREA = 10.9 AC
PARCEL C-1
PARCEL B
SWMP 2
SWMP 1
EXIST. STONE PILLARS
EXIST. GATE
EXIST. POLE
EXIST. UTILITY POLE
EXIST. UTILITY LINE
INV. OUT 620.62
INV. IN 622.02
INV OUT 590.52
INV IN 592.10
ROUTE 340
50' R-O-W
EXIST. FENCE
EXIST. POLE
COMMUNITY TABERNACLE ASSEMBLY OF GO
WARREN COUNTY, VIRGINIA
SITE PLAN
SCALE: 1"= 40'
APPROVED BY
DRAWN BY: TGP
DATE: 6-16-92
REVISED
TIMOTHY G PAINTER, P.E.
1316 HANDLEY AVENUE, WINCHESTER, VIRGINIA 22601
703-667-1822
SHT. 2/5
DRAWING NUMBER
920601
COMMONWEALTH OF VIRGINIA
TIMOTHY G. PAINTER
No. 10203
PROFESSIONAL ENGINEER
NOVA CELS



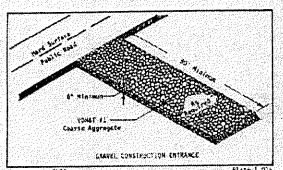
CONSTRUCTION OF A STRAW BALE BARRIER

Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant — Plate 1.06c

PROPER PLACEMENT OF STRAW BALE BARRIER IN DRAINAGE WAY

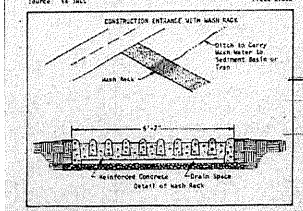


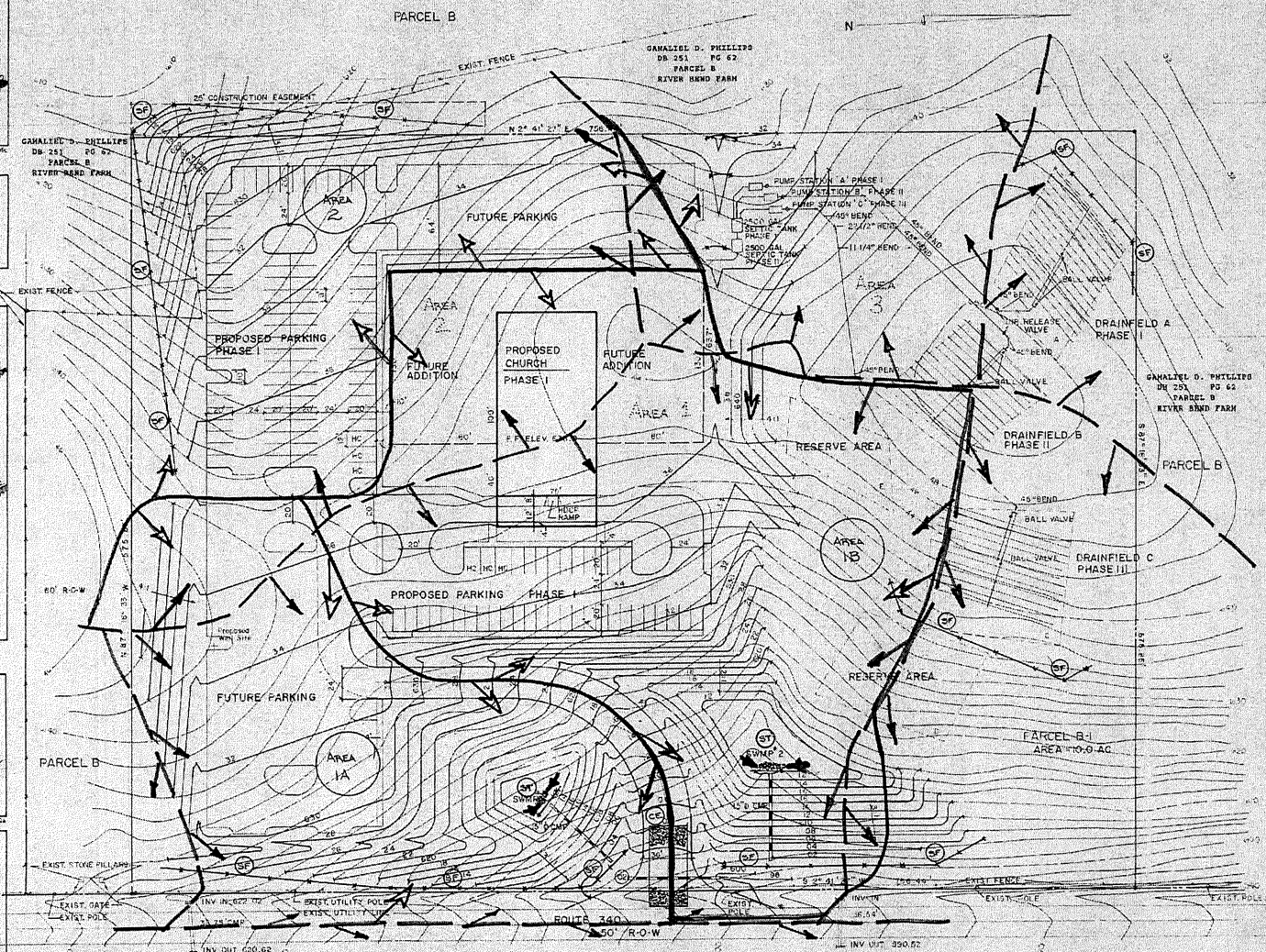
CONSTRUCTION OF A SILT FENCE

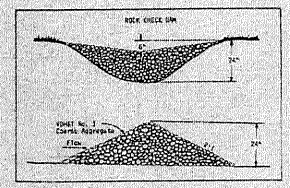


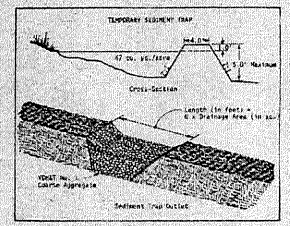
GRAVEL CONSTRUCTION ENTRANCE

Source: Va SWCC — Plate 1.01a









VIRGINIA UNIFORM CODING SYSTEM
FOR EROSION AND SEDIMENT CONTROL PRACTICES

NO.	TITLE	KEY	SYMBOL
1.01	TEMPORARY GRAVEL CONSTRUCTION ENTRANCE	CE	
1.02	STRUCTURES FOR STABILIZATION	CRS	
1.05	STRAW BALE BARRIER	STB	
1.06	SILT FENCE	SF	
1.25	TEMPORARY SEDIMENT TRAP	ST	
1.37	RIPRAP	RR	
1.38	LINED DITCH	CD	
1.60	SURFACE ROUGHENING	SR	
1.61	TOPSOILING	TO	
1.65	TEMPORARY SEEDING	TS	
1.66	PERMANENT SEEDING	PS	
1.75	MULCHING	MU	

THIS SHEET TO BE USED FOR EROSION-SILTATION CONTROLS AND DRAINAGE DIVIDES ONLY !!!

COMMONWEALTH OF VIRGINIA — TIMOTHY O. PAINTER — No. 16963 — PROFESSIONAL ENGINEER

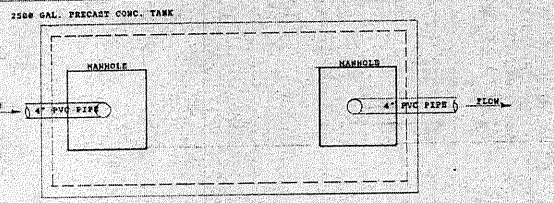
COMMUNITY TABERNACLE ASSEMBLY OF GOD
WARREN COUNTY, VIRGINIA
EROSION AND SEDIMENT CONTROL AND DRAINAGE DIVIDES PLAN

SCALE: 1"=40' | APPROVED: | DRAWN BY: TOP
DATE: 6-15-83 | REVISED:

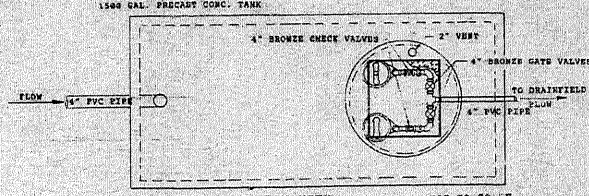
TIMOTHY O. PAINTER, P.E.
245 McNULTY CIRCLE WINCHESTER, VIRGINIA 22601

SHT. 3 of 6

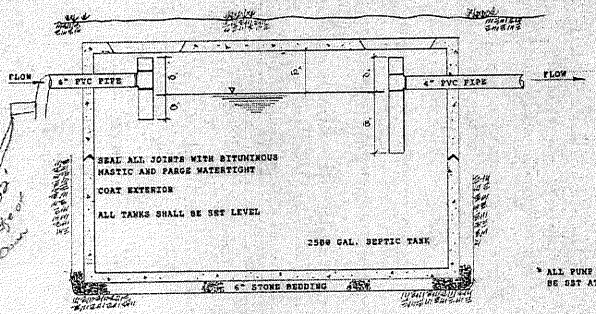
NOVA BLUE



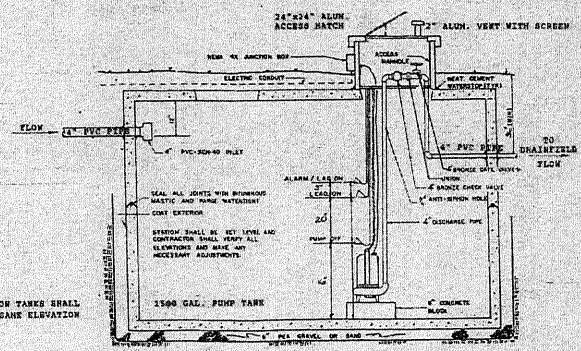
SEPTIC TANK PLAN VIEW NOT TO SCALE



PUMP STATION A PLAN VIEW NOT TO SCALE



SEPTIC TANK ELEVATION
NOT TO SCALE



* ALL PUMP STATION TANKS SHALL BE SET AT THE SAME ELEVATION

PUMP STATION A ELEVATION
NOT TO SCALE

SEWAGE DISPOSAL SYSTEM NOTES AND SPECIFICATIONS:

A. GENERAL:

1. ALL WORK AND MATERIALS SHALL CONFORM TO THE CRITERIA AS SPECIFIED IN THE COMMONWEALTH OF VIRGINIA STATE BOARD OF HEALTH, SEWAGE HANDLING AND DISPOSAL REGULATIONS (1988).

2. THE CONTRACTOR SHALL NOTIFY THE LOCAL HEALTH DEPARTMENT PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, INSTALLATION AND CALIBRATION AND BALANCING OF THE SYSTEM. ALL WORK IS TO OBSERVED AND INSPECTED BY THE HEALTH DEPARTMENT.

3. ALL ROOF DRAINS, FOUNDATION DRAINS AND SUMPS ARE PROHIBITED FROM DISCHARGING INTO THE SYSTEM. TYPICAL WATERS ARE TO DIVERTED AWAY FROM THE DISPOSAL SYSTEM AND DISCHARGED INTO STORM POND #2.

4. NO STRUCTURES SHALL BE PLACED OVER THE FILTER STRIPS OR CONE WITHIN 10 FT. OF ANY PART OF THE SYSTEM. NO UTILITY LINES SHALL TRAVERSE THE THE SYSTEM OR CONE WITHIN 10 FT. OF ANY PART OF THE SYSTEM.

B. BUILDING SEWER AND STRUCTURES:

1. BUILDING SEWER PIPING SHALL CONSIST OF 4" PVC SCHEDULE 40 SEWER PIPE AT A SLOPE OF 0.0246 FT./FT. OR 4" PVC AT A MINIMUM SLOPE OF 0.0164 FT./FT. THE TRENCH BOTTOM SHALL CONSIST OF UNDISTURBED SOIL WITH ALLOWANCE BEING MADE FOR BELLS AT JOINTS AND FITTINGS. THE PIPE SHALL BE BEDDED WITH CRUSHED STONE AND BACKFILLED WITH CLEAN, ROCK-FREE MATERIAL.

2. PRE-CAST CONCRETE TANKS SHALL BE USED FOR SEPTIC AND PUMP TANKS AND INSTALLED IN ACCORDANCE WITH MNDR SPECIFICATIONS. ALL TANKS SHALL BE A MINIMUM OF 10 FT. FROM ANY BUILDING. SANITARY TEES FOR SEPTIC TANKS SHALL BE 4" PVC SCHEDULE 40. ALL JOINTS AND CONNECTIONS SHALL BE SEALED WITH BITUMINOUS MASTIC AND TANNED ASBESTOS WITH CEMENT. THE OUTSIDE OF THE TANKS SHALL BE COATED WITH A BITUMINOUS MASTIC WATERPROOFING.

C. PUMP STATIONS:

1. WET WELLS SHALL BE PRE-CAST CONCRETE TANKS AS STATED ABOVE. ALL CONDUITS SHALL BE PROVIDED WITH A WATER STOP.

2. PUMPS FOR THE DRAINFIELD PUMP STATIONS SHALL BE TWO (2) SUBMERSIBLE PUMPS CAPABLE OF PUMPING 143 GPM AT 32 FT OF HEAD. PUMPS SHALL BE WIRED DIRECTLY THROUGH THE JUNCTION BOX. ALL WIRING SHALL BE SEALED WITH SILICONE GREASE OR EQUAL. THE SEWAGE PUMPS SHALL BE MYERS VIMV 1 Hp, 230 VOLTS, SINGLE PHASE WITH A 4-3/4" IMPELLER BY HYDRAMATIC PUMPS, ASHLAND OHIO. THE PUMPS SHALL HAVE A STANDARD LENGTH CHORD AND A 4" DISCHARGE. ALTERNATE TYPES OF PUMPS MAY BE USED PROVIDED ALL DESIGN CRITERIA HAVE BEEN MET. THE JUNCTION BOX SHALL BE NEMA 4X AND SHALL BE INSTALLED ON THE OUTSIDE OF THE PUMP STATION.

3. DUPLEX PUMP SYSTEM CONTROLS SHALL PROVIDE FOR AUTOMATIC START AND STOP OF PUMPS BY MERCURY FLOAT SWITCHES SENSING THE WATER LEVEL IN THE PUMP STATION. THE CONTROL PANEL SHALL BE LOCATED IN THE VICINITY OF THE PUMP STATION. PUMP RUN LIGHTS, H-O-A SWITCHES, AND CIRCUIT BREAKERS SHALL BE PROVIDED FOR EACH PUMP. THE ENCLOSURE SHALL BE A NEMA 4X TAMPER-PROOF ENCLOSURE. AN AUDIO-VISUAL HIGH WATER ALARM SIGNAL SHALL BE PROVIDED AT THE PANEL ON A SEPARATE CIRCUIT FROM THE PUMP CIRCUITS. THE CONTROL PANEL SHALL BE MYERS DUPLEX SERIES, 230 VOLT, SINGLE PHASE, 1 Hp, OR EQUAL.

D. FORCE MAINS:

1. PIPING SHALL BE PVC SCHEDULE 40 PRESSURE RATED PIPE, OR EQUAL. PACKED EARTH THRUST BLOCKING SHALL BE PROVIDED AT ALL BENDS, TEES, REDUCERS AND FITTINGS WHERE CHANGES OCCUR IN DIRECTION OR DIAMETER. TRENCH WIDTH SHALL BE 24" MINIMUM FOR SINGLE LINES AND A MINIMUM DEPTH OF 36". BEDDING AND BACKFILLING SHALL BE AS STATED PREVIOUSLY.

E. INSPECTIONS:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE MNDR AND UNDER THE SUPERVISION OF THE LOCAL HEALTH DEPARTMENT. THE LINES SHALL BE TESTED AND BALANCED UNDER THE SUPERVISION OF THE HEALTH DEPARTMENT. THE DISPOSAL SYSTEM FIELD SHALL BE INSPECTED AS DEEMED NECESSARY BY THE LOCAL HEALTH DEPARTMENT.

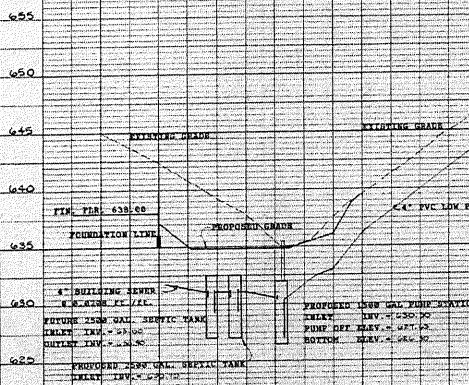
COMMUNITY TABERNACLE ASSEMBLY OF GOD
WARREN COUNTY, VIRGINIA
WASTEWATER DISPOSAL SYSTEM
DETAILS AND ELEVATIONS

SCALE: NO NOTED | APPROVED BY: | DRAWN BY TGP
DATE: 6-16-92 | REVISED

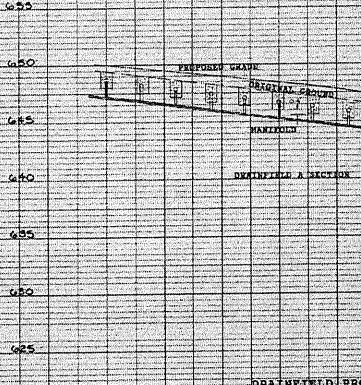
TIMOTHY G. PAINTER, P.E.
1316 HANDLEY AVENUE, WINCHESTER, VIRGINIA 22601
703.667.3339

SHT. 4/10 | DRAWING NUMBER 92060I

PROFILE
SURVEYED
NOTED
NOTE BOOK
No.
DRAWN
CHECKED



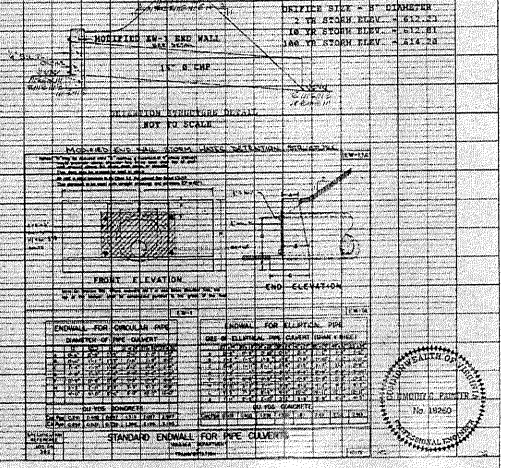
PROFILE ELEVATIONS
SCALE: (H) 1"=50'
(V) 1"=5'



DRAINFIELD PROFILE
SCALE: (H) 1"=10'
(V) 1"=5'

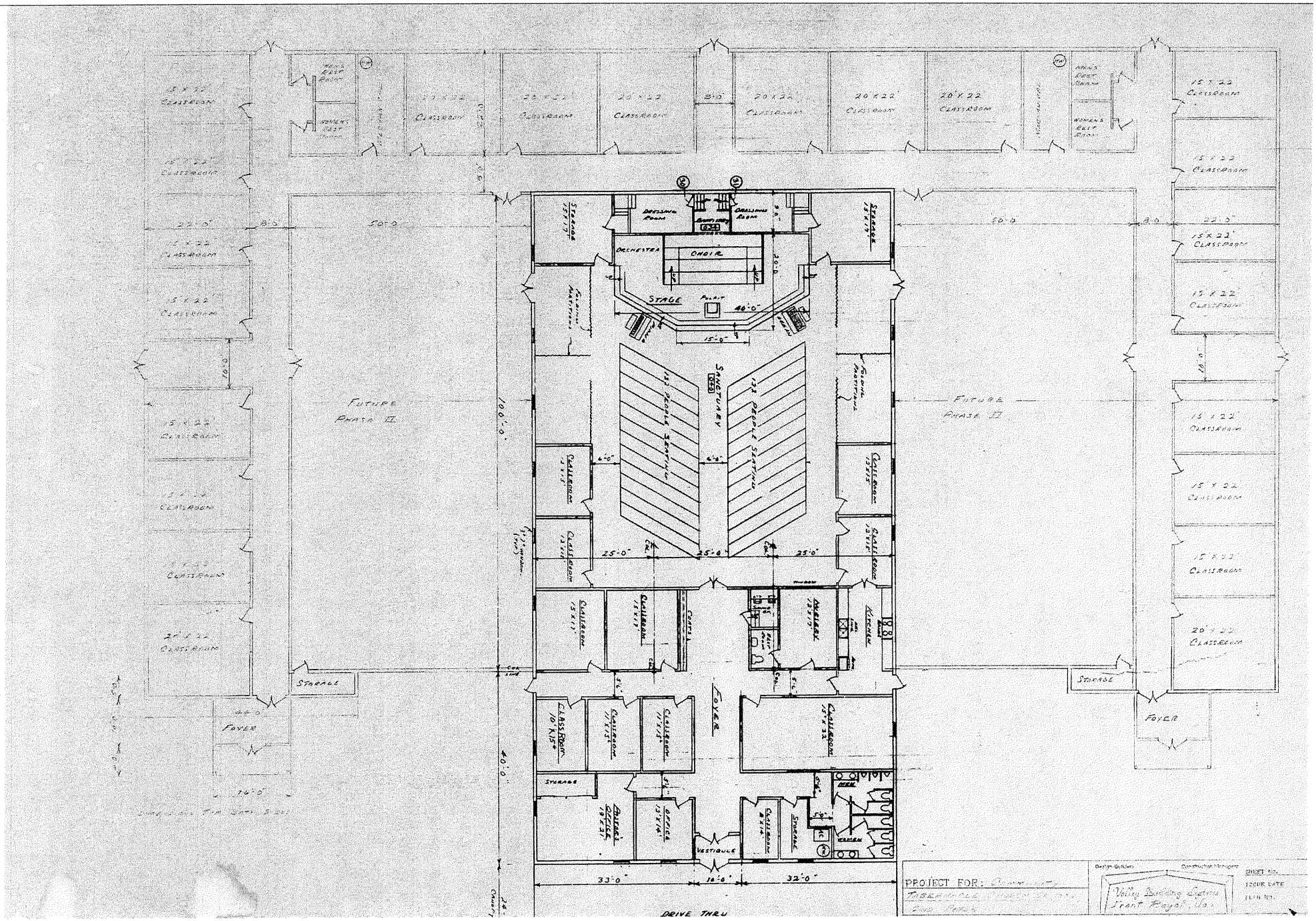
STORM WATER DETENTION POND #1
ORIFICE SIZE = 5" DIAMETER
2 YR STORM ELEV. = 612.37
10 YR STORM ELEV. = 613.91
100 YR STORM ELEV. = 614.38

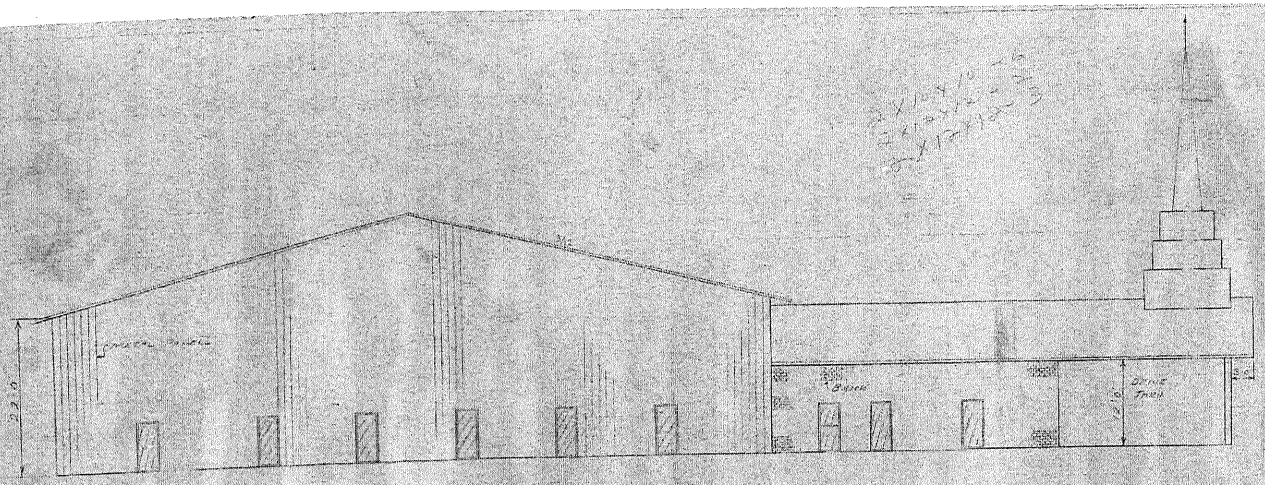
STORM WATER DETENTION POND #2
ORIFICE SIZE = 5" DIAMETER
2 YR STORM ELEV. = 612.23
10 YR STORM ELEV. = 613.81
100 YR STORM ELEV. = 614.28



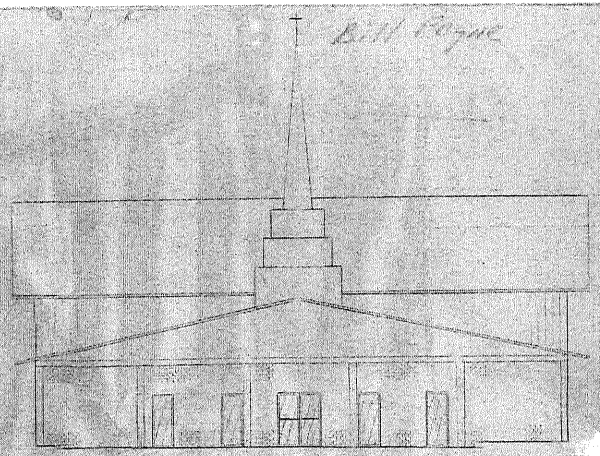
COMMONWEALTH OF VIRGINIA
TIMOTHY G. PAINTER
No 19260
PROFESSIONAL ENGINEER

PLATE 4-SINGLE PLAN AND PROFILE-FULL LINE
PRINTED IN U.S.A.

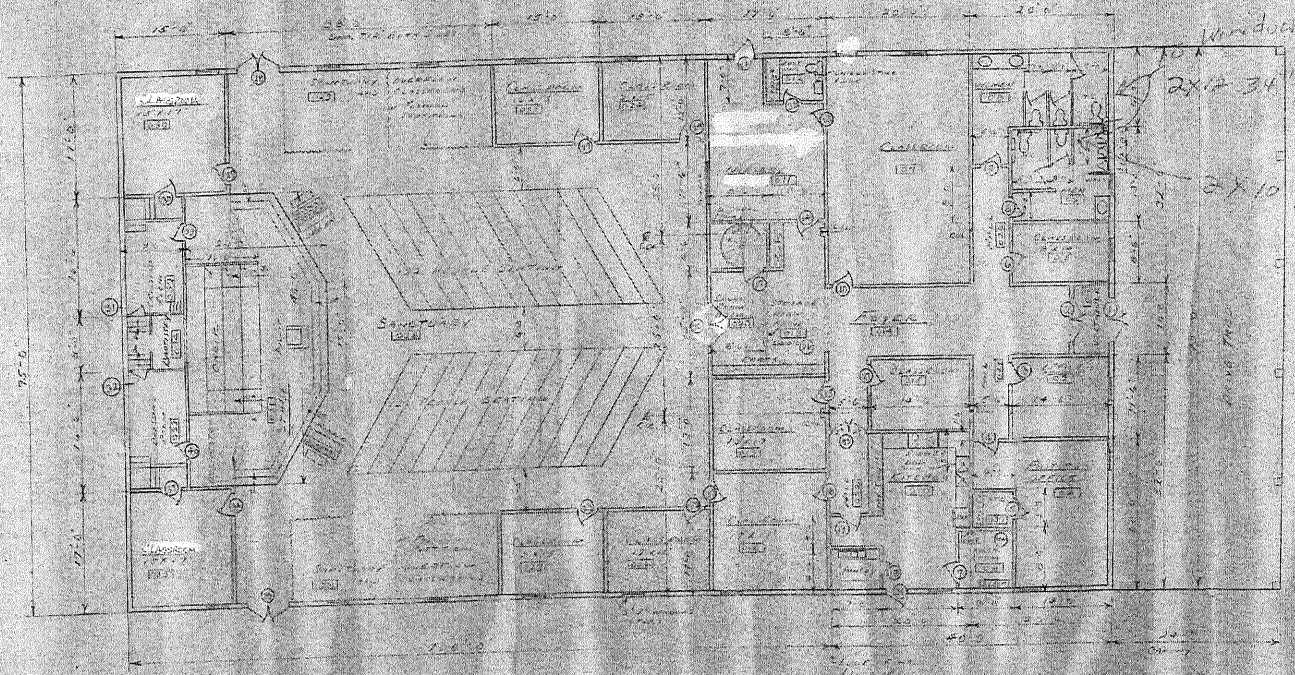

FUTURE PHASE II
FUTURE PHASE III
STAGE
ORCHESTRA
CHOIR
SANCTUARY
FOYER
STORAGE
KITCHEN
OFFICE
VESTIBULE
DRIVE THRU
PROJECT FOR:
Valley Building Systems
Grant Floyd, Inc.



LEFT SIDE ELEVATION



FRONT ELEVATION



FLOOR PLAN

COMMUNITY TABERNACLE
ASSEMBLY OF GOD

The following Code items will apply unless they are waived by local Officials:

1. Building construction is Type 2U (noncombustible) per BOCA Section 401.
2. Maximum occupant load of entire building to be less than 300, per NFPA 101.
3. Fire Alarm System, Emergency Lights, and Exit Lights will be provided.
4. Building to meet accessibility requirements of Americans With Disabilities Act.
5. Foyer hallway from Sanctuary to egress doors to have one hour rated walls and ceiling.
6. Rooms 030 and 035 to be classrooms (not storage).
7. All Exit Doors from Sanctuary shall be equipped with Panic Hardware.
8. Storage area served by spiral stairway to be 250 Sq. Ft. maximum with one hour wrap and sprinklers.
9. Mechanical room 05 to be equipped with sprinkler head, per BOCA Table 513.1.4.1.
10. Folding partitions to be non-flammable.
11. Number of Children in Nursery under age 24 yrs. to be limited to eight. No Permanent wall to be between Room 011 and Room 016.
12. All rooms designated Classrooms to have egress door or window directly to the outside unless building is equipped with Sprinkler System.

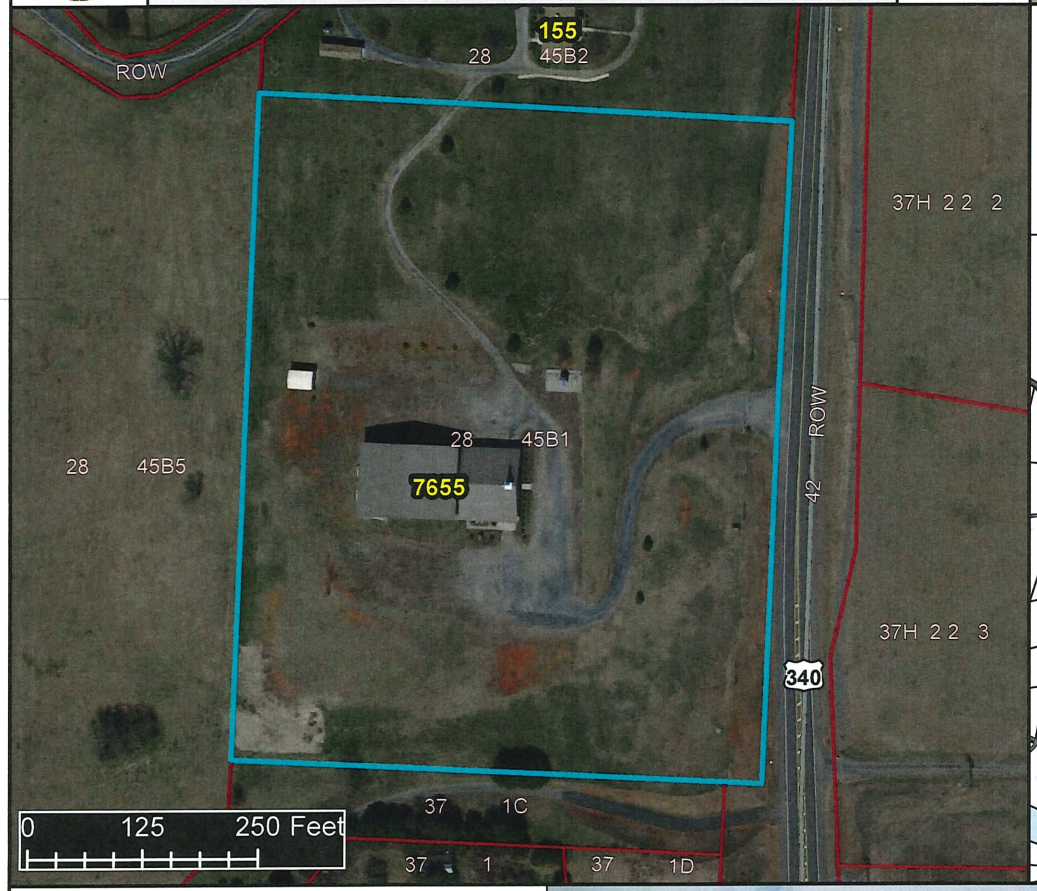
COMMONWEALTH OF VIRGINIA
RICHARD T. WEEKS
LICENSED No.
012818
PROFESSIONAL ENGINEER

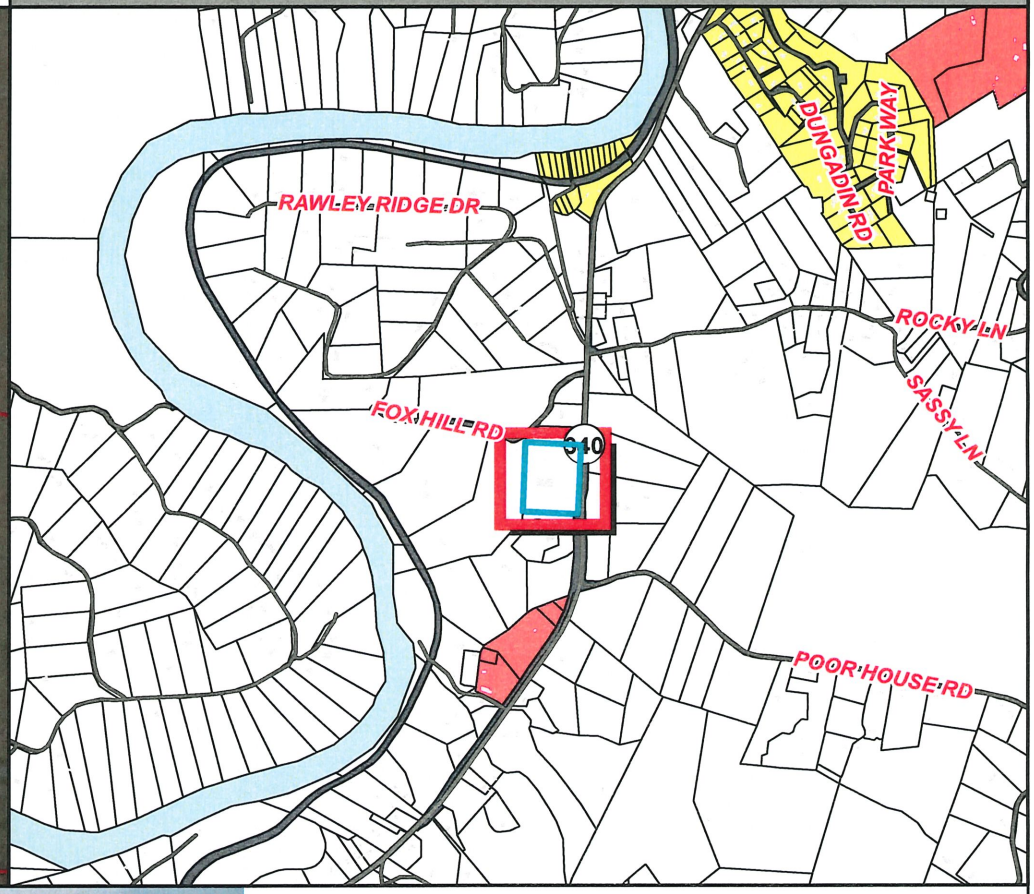
PROJECT FOR: Community Tabernacle
Assembly of God

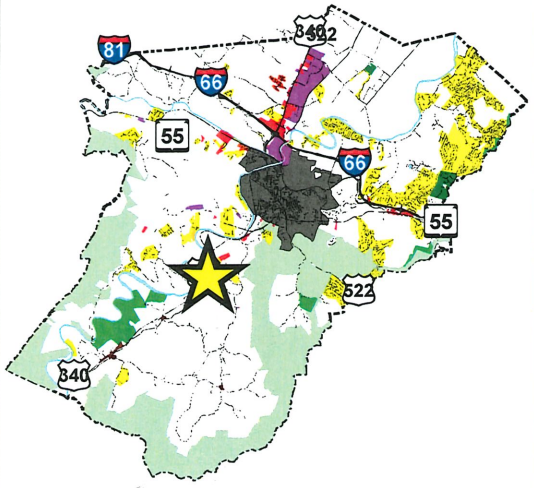
Warren County VA
CUP Location Map

CUP: Church and Christian/Private School
Applicant: Mountaintop the Church Skyline

TM 28--------45B1
Stonewall Jackson Hwy
River Bend Farm Subdivison







Zoning

- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential
- Right of Way
- Front Royal
- Federal Land
- State Land
- Water
- 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
8/03/2021	I-12	Conditional Use Permit #2021-06-06 Melissa Halko *Short-Term Tourist Rental*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

(1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan.

(2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.

(3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.

(4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area.

(5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.

(6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that:

(a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties.

(b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion.

(c) Provide for adequate parking and ingress and egress to public streets or roads.

(d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property.

(e) Prevent such use from changing the character and established pattern of development of the community.

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval with the suggested conditions listed below. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 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 six 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.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	**DISPOSITION OF BOARD:**	**PROCESSED BY:**
Matt Wendling, CFM Deputy Planning Director County Floodplain Manager	☐ **APPROVED** ☐ **OTHER (Describe)**	

Conditional Use Permit: 2021-06-06/ Short Term Tourist Rental
Melissa Halko, *Applicant/ Owner*
Staff Report for the Planning Commission
Prepared: May 20, 2021
Staff: Matt Wendling, Deputy Planning Director/County Floodplain Manager MPW

SUMMARY OF REQUEST

The applicant is 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 her expenses for second home. Ms. Halko is an experienced manager of Short-term Tourist Rentals and owns one in Luray. She has home improvement and maintenance service contacts that will be assisting her to manage the property. She expects to rent the property from 6 to 9 months out of the year depending on the season and plans to market it to people who want to visit and enjoy the natural resources and attractions the County has to offer.

PROPERTY INFORMATION

Property Location: 261 Sunset Village Rd.
Tax Map ID: # 27B-2—78A1
Magisterial District: Fork
Subdivision: Junewood Estates
Town/Village: Front Royal
Zoning: Residential One (R-1)
Acres: 1.0
Existing Land Use: Single Family Dwelling
Special Flood Hazard Area: The property and dwelling are in a Non-Floodzone "X" area.

SURROUNDING ZONING DISTRICTS & USES

North:	Residential One (R-1)	Use: Woodlands/Vacant Lots
South:	Residential One (R-1)	Use: Woodlands/Vacant Lots
East:	Residential One (R-1)	Use: Woodlands/Vacant Lots
West:	Residential One (R-1)	Use: SFD with Woodlands/Vacant Lots

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district and has no previous zoning violations. A letter from Ms. Shelly Cook the developer of Junewood Estates has been provided and states that there are no restrictions on Short Term Tourist Rentals in Junewood Estates and Cooks Riverside subdivisions.

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. **On July 16, 2020 the applicant S.L. Cook Development LLC was issued a Construction Permit for a residential septic system and drainfield for a three bedroom dwelling at 450 GPD and 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 two vehicles in the driveway in front of the dwelling.**

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**

E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.

F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled 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 Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Junewood Estates subdivision and they have provided us a letter regarding the application.**

J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.

K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**

L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**

M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.

N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.

O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single family dwellings which is 325' to the closest dwelling located to the west.**

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:

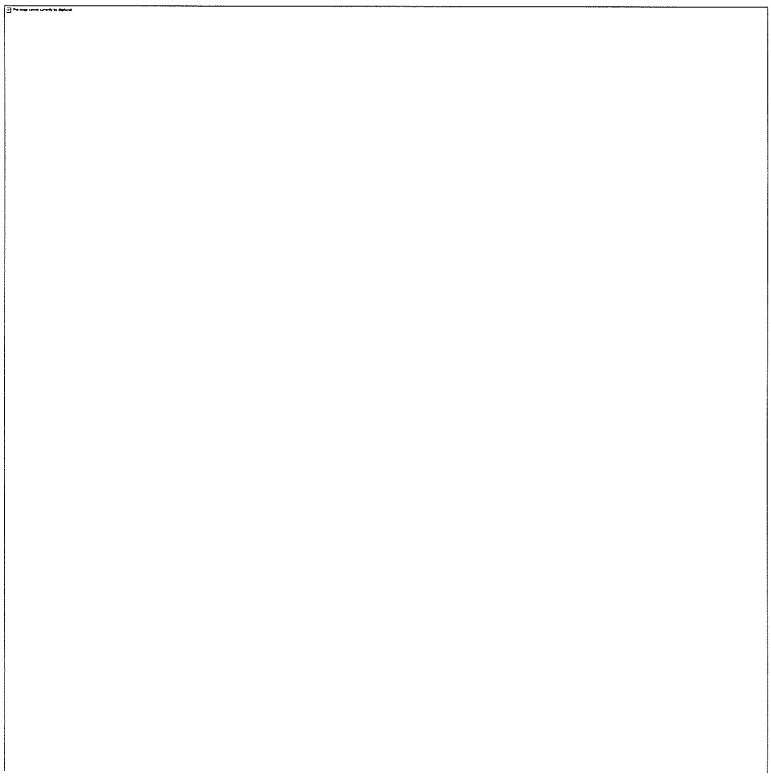
1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.

2. The maximum number of occupants shall not exceed six 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: Melissa Halko, Applicant



05/10/2021

To the Warren County Planning Commission,

I plan to use my home at 261 Sunset Village Road as a short-term rental property when I am not using the property myself. It's a wonderful getaway for folks to come enjoy the beauty of Shenandoah National Park and the Shenandoah River. The property will be managed directly by myself, rented out 50-70% of the month depending on the season, and serviced after each stay by a cleaning crew. I have local contacts in the area that I already use for another property I manage in Luray, VA that will provide the cleaning service, help with the handyman work, yardwork, garbage pickup, etc.

If any of y'all are interested, my other rental property can be viewed via the below QR code.

I'm a proud AirBnB superhost with all 5 star reviews from my guests. I've really enjoyed putting together a beautiful property for folks to come enjoy down in Luray and look forward to doing it again here in Front Royal, VA!

Thanks!
Missy

WCCUP-000111-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-06-06
Date Received: 5-18-2021
Fee Amount: $ 500.00
Date Paid: 5-18-2021 #160

Applicant Information:

Melissa Halko
Applicant Name

261 Sunset Village Road Front Royal VA 22630
Address *City* *State* *Zip*

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

847-890-3107 melissa.halko@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: 261 Sunset Village Rd. Front Royal, VA 22630
(2) Election District: Fork Election District
(3) Tax Map Number: 27B 2 78A1
(4) Subdivision Name: Tunewood Estates
(5) Total Area of Property (acres): 1.00
(6) Total Area to be Used (acres): 1.00
(7) Total Road Frontage (feet): 240 ft.
(8) Depth of Property (feet): 159 ft.
(9) Present Zoning: Residential One

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Short-Term Rentals

(2) Current land use and condition of site: Residential, new construction

(3) Zoning of surrounding land/property: Residential One

(4) Will development be staged? ☐ Yes ☑ No not applicable

(5) Construction Time: N/A, construction is complete

(6) Season, days, and hours of operation: 365, 24/7

(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 previous application

(9) Number of full time employees: 1

(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: 6

(12) Number of parking spaces to be provided: Regular 2 Handicap _____

(13) What is the proposed landscaping and buffering for this property?
grass + natural property lines w/trees

C. Plans Prepared By

Name: Melissa Halko

Address: 261 Sunset Village Rd. Front Royal, VA 22630

Telephone Number: 847-890-3107

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, will not adversely impact the community

(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?)
standard garbage, w/ garbage pickup scheduled weekly.

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

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

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

(6) What will be the impact on traffic?
no impact on traffic.

(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.
standard, residential exterior lighting.

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.

N/A **List of chemicals stored on the site**

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

☒ **Location Map**

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

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

- Take E 2nd St + Union St to US-340/S Royal Ave
- Turn left on US-340, continue 1.7 miles
- Turn Right on State Rte 619, continue 2.8 miles
- Turn Left onto Sunset Village Rd. Stay right at the fork. First white house on your 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.

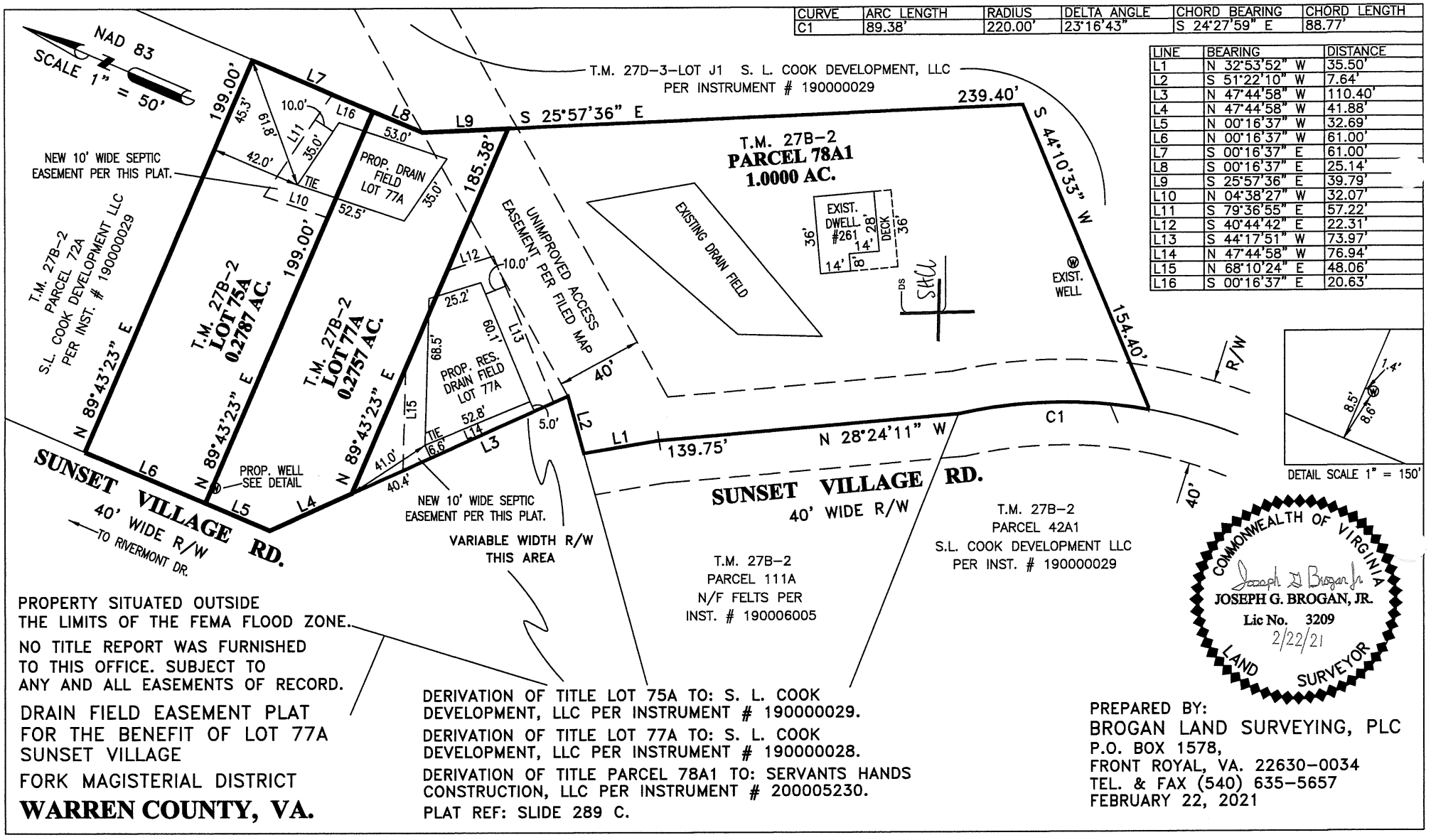
Applicant Signature — Date: 5/11/21

Property Owner Signature — Date: 5/11/21

Accepted by: _____ Date: 5-18-2021

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



CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	89.38'	220.00'	23°16'43"	S 24°27'59" E	88.77'

LINE	BEARING	DISTANCE
L1	N 32°53'52" W	35.50'
L2	S 51°22'10" W	7.64'
L3	N 47°44'58" W	110.40'
L4	N 47°44'58" W	41.88'
L5	N 00°16'37" W	32.69'
L6	N 00°16'37" W	61.00'
L7	S 00°16'37" E	61.00'
L8	S 00°16'37" E	25.14'
L9	S 25°57'36" E	39.79'
L10	N 04°38'27" W	32.07'
L11	S 79°36'55" E	57.22'
L12	S 40°44'42" E	22.31'
L13	S 44°17'51" W	73.97'
L14	N 47°44'58" W	76.94'
L15	N 68°10'24" E	48.06'
L16	S 00°16'37" E	20.63'

COMMONWEALTH OF VIRGINIA
Joseph G Brogan Jr
JOSEPH G. BROGAN, JR.
Lic No. 3209
2/22/21
LAND SURVEYOR

PROPERTY SITUATED OUTSIDE THE LIMITS OF THE FEMA FLOOD ZONE.

NO TITLE REPORT WAS FURNISHED TO THIS OFFICE. SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DRAIN FIELD EASEMENT PLAT
FOR THE BENEFIT OF LOT 77A
SUNSET VILLAGE

FORK MAGISTERIAL DISTRICT

WARREN COUNTY, VA.

DERIVATION OF TITLE LOT 75A TO: S. L. COOK DEVELOPMENT, LLC PER INSTRUMENT # 190000029.

DERIVATION OF TITLE LOT 77A TO: S. L. COOK DEVELOPMENT, LLC PER INSTRUMENT # 190000028.

DERIVATION OF TITLE PARCEL 78A1 TO: SERVANTS HANDS CONSTRUCTION, LLC PER INSTRUMENT # 200005230.

PLAT REF: SLIDE 289 C.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578,
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
FEBRUARY 22, 2021

DocuSign Envelope ID: A046A7B3-E80F-4817-9570-7DDA76B6938E

May 4, 2021
Junewood Estates
Desk of Shelly Cook: Builder

To Whom It May Concern:

Please note that, to the best of my knowledge and understanding, there are no rental or Air BNB restrictions, against any homeowners at Junewood Estates and/or Cooks Riverside.

Should you need anymore clarification or assistance on this matter, please feel free to call and/or email.

Best,

Shelly Cook
shelly@SLCookDevelopments.com
Cell: 540-550-0334

Emily Ciarrocchi

From: l h <ljh.italia@gmail.com>
Sent: Monday, July 26, 2021 1:54 PM
To: Cheryl Cullers; Emily Ciarrocchi
Subject: Strong opposition to short term rental request by 261 Sunset Village Rd, Front Royal
Attachments: Screenshot_20210726-132013_Gallery.jpg

Good afternoon,

Thank you for speaking with me today regarding the upcoming hearing for 261 Sunset Village Rd and the request for a short term tourist rental permit.

As we discussed on the phone and as I will reiterate at the Board of Supervisors meeting, I am very distressed about a possibility of a short term vacation rental at our neighboring property. We are constructing a home on the adjoining property, currently lot J, and only learned this past weekend about the upcoming hearing. My family and I are very much against allowing this to happen for safety, security, health, and investment reasons.

First, it is important to stress that the house requesting the permit is above our property with views into our home and most importantly direct line of sight into my daughter's room. As parents of a 14 year old girl, it is of utmost concern that we know who our neighbors are and we can have peace of mind if she is walking on our wooded property unaccompanied or at home by herself or with friends. We worked hard to make the financial sacrifices necessary to build this home so we could have peace of mind, and to enjoy the safety and tranquility the beautiful area.

Second, we worked hard to make the sacrifices necessary to build this home for my personal health reasons. I was diagnosed with cancer this spring and had surgery performed on my thyroid to remove the cancerous mass. I will require continuous monitoring to see if cancer returns. We need this home for a place of rest, rejuvenation and peace, not a place of concern with unknown short term renters on a regular basis. That will bring me and my family constant stress and worry which is bad for our mental, emotional, and physical health.

Third, we strongly oppose the granting of the permit for financial and investment reasons. We expressly desired to build a property that will hold its investment value and not be subject to the negative impact of having a short term rental property immediately next to our house with no no buffer zone.

As you can see in the attached picture, the property requesting the permit is immediately behind our home with direct access and line of sight into our living space. Please do not approve this permit. We will do everything we can to stop it. As you can see above, we have very legitimate concerns.

Thank you,
Laura Hamilton

1:20
17%
00:00 / 00:02

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 16, 2021

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

RE: Request for comments;2021-06-06
Owner: Melissa Halko

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 261 Sunset Village Rd, Front Royal, Virginia, in Warren County, (property identified on tax map # 27B-2-78A1), and I offer the following comments:

1. The permit for a sewage disposal system was issued on July16, 2020 and the Operations Permit issued February 22, 2021. The system is designed to serve a 3 bedroom home with 6 occupants maximum and a 450 gallons per day design flow.

2. The property is served by an existing well. The well water should be tested for bacteria. If the sample result is positive, steps must be taken to correct the problem and the water should be re-tested.

3. All trash and garbage shall be placed in containers with tight-fitting lids.

4. There shall be no food service provided unless the Virginia Department of Health Food Regulations are met.

5. All Virginia Department of Health Tourist Establishment Regulations shall be met as necessary. The owners can contact our office for further information.

6. The sewage disposal system should be pumped if this has not been done in the last three to five years.

7. Do not connect any hot tub discharge to the sewage disposal system.

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www.vdh.virginia.gov

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

Sincerely,

Dave Richardson
Environmental Health Specialist

From:	David Beahm
To:	Natalie Lentz
Cc:	Matt Wendling; Paula Fristoe
Subject:	FW: Melissa Halko Short-Term Tourist Rental – Comments 2021-06-06 – Conditional Use Permit – WCCUP-000111-2021
Date:	Thursday, May 20, 2021 5:30:00 PM
Attachments:	Halko_STTR_2021-06-06_Request for Comments.pdf Halko, STTR_2021-06-06_Application.pdf Halko, STTR_2021-06-06_Location Map.pdf Halko, STTR_2021-06-06_Statement of Justification.pdf Halko, STTR_2021-06-06_Survey.pdf

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Comments 2021-06-06 – Melissa Halko – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000111-2021:

- 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(s) 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 as a short-term rental.
  - Given the timeframe that the structure was originally built, it will meet the building code requirements for this change.

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

Respectfully,

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

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

From: Natalie Lentz <NLentz@warrencountyva.net>
Sent: Thursday, May 20, 2021 3:39 PM
To: David Beahm <Dbeahm@warrencountyva.net>
Cc: Matt Wendling <Mwendling@warrencountyva.net>
Subject: Melissa Halko Short-Term Tourist Rental

Good Afternoon,

Please review the attached application and provide any appropriate comments regarding the effects on the public health and safety. It would also be helpful if you could note any concerns, if any, you might recall as a result from the previous festivals held there. If you feel that there will be no

3. The applicant shall have the well water tested annually and a copy of the results shall be submitted to the Planning Department.

Mr. Petty shared that the applicant is requesting a waiver to the required paved parking space requirement. The existing parking lot has been in place for twenty-five years and is well established. The applicant is aware if the parking lot becomes a concern during the school operation the paved parking may be revisited. At least one handicap space shall be hard surfaced and striped within one year of permit approval in accordance with the Warren County Zoning Ordinance. Mr. Petty stated he would be happy to answer any questions and the applicant is present as well to answer any questions.

Chairman Myers thanked Mr. Petty and asked the applicant if he would like to come forward to speak.

Butch Hammond (1511 Mallard PL) the pastor of the church came forward to thank the Planning Commission and staff for their time. He shared that this is an exciting time for them, and they look forward to being able to provide a place for children to attend school.

Chairman Myers thanked Mr. Hammond and opened the public hearing; no one came forward therefore the public hearing was closed.

Mr. Henry moved to forward this application to the Board of Supervisors with the recommendation to approve the conditional use permit request of Mountaintop the Church at Skyline for a Private School with the conditions as recommended by staff.

Mr. Longo seconded the motion which passed by the following vote:

Ayes: Myers, Henry, Longo, Kersjes, Richardson

CUP2021-06-06 – Melissa Halko-

A request for a conditional use permit for a short-term tourist rental. The property is located at 261 Sunset Village Road and identified on tax map 27B, Section 2, lot 78A1. The property is zoned Residential-One (R-1) and located in the Fork Magisterial District.

Mr. Wendling shared that the applicant is 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 her expenses for a second home. Ms. Halko is an experienced manager of short-term tourist rentals and owns one in Luray. She has home improvement and maintenance service contacts that will be assisting her to manage the property. She

expects to rent the property from six (6) to nine (9) months out of the year depending on the season and plans to market it to people who want to visit and enjoy the natural resources and attraction the County has to offer. The applicant has provided the Planning Department with a letter from Ms. Cook acknowledging this request, and she stated that there are no restrictions against homeowners at Junewood estates. Mr. Wendling shared that the property does meet all the required setbacks and he will forgo reading the conditions but did share that there is an occupancy limit of six persons as this is a three-bedroom dwelling. Planning Staff is recommending the following conditions if approved.

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six as determined according to the Health Department operational permit for a three-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coil 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 services invoice shall be provided to the Planning Department.

Mr. Wendling also shared that he would be happy to answer any questions and the applicant is present as well to answer any questions.

Chairman Myers thanked Mr. Wendling and opened the public hearing, no one came forward therefore the public hearing was closed.

Chairman Myers asked If there were any questions; there were none.

Mr. Henry moved that the Planning Commission forward this application to the Board of Supervisors with the recommendation to approve the conditional use permit request for Melissa Halko for a Short-Term Tourist Rental with the conditions as recommended by staff.

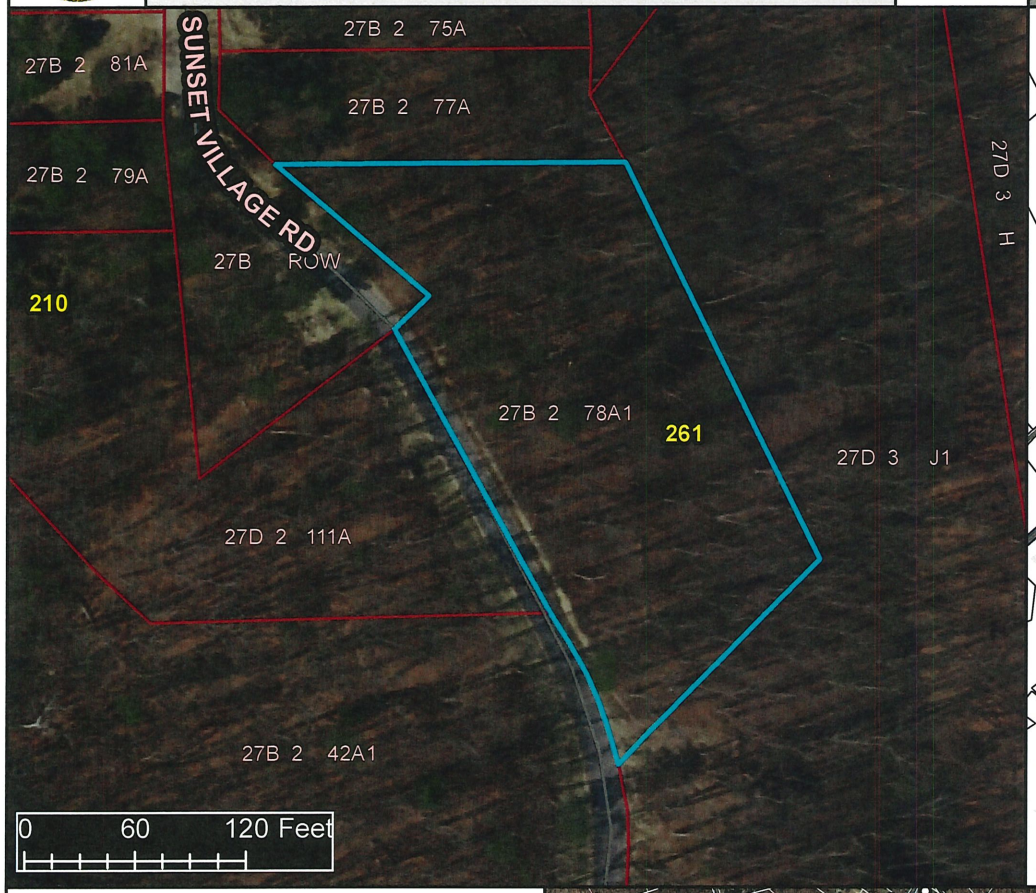
Mr. Kersjes seconded the motion which passed by the following vote:

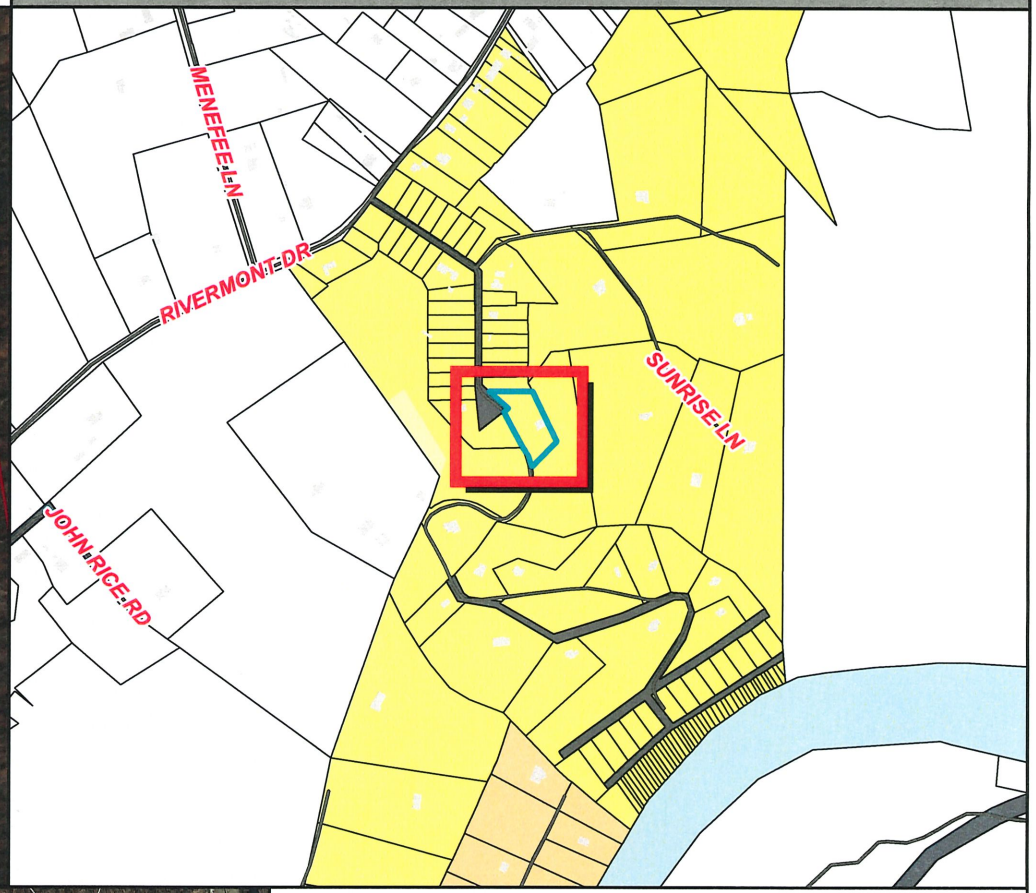
Ayes: Myers, Henry, Kersjes, Longo, Richardson

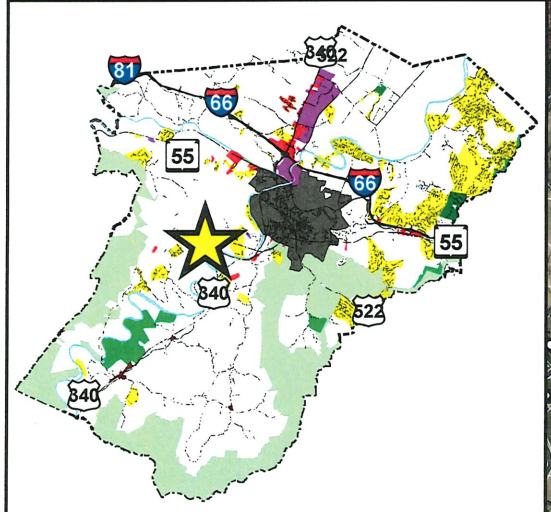
Warren County VA
CUP Location Map

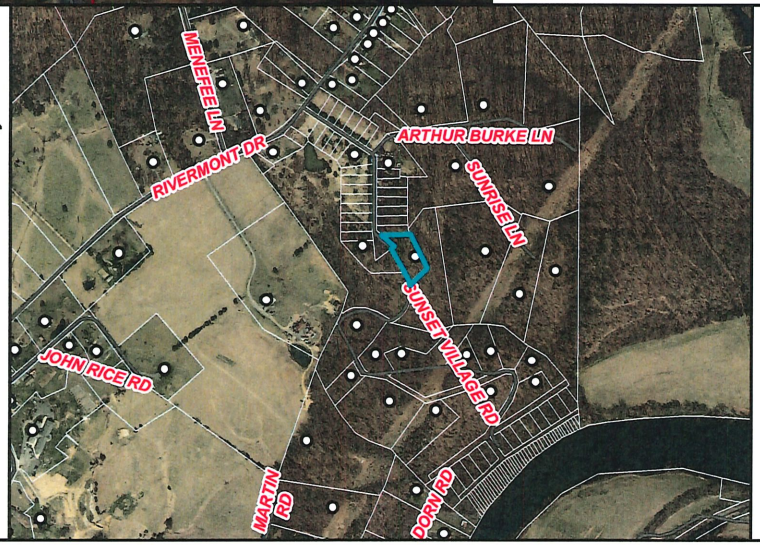
CUP: Short-Term Tourist Rental
Applicant: Melissa Halko

TM 27B--2----78A1
261 Sunset Village Road
Junewood Estates Subdivison









Zoning

- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential
- Right of Way
- Front Royal
- Federal Land
- State Land
- Water
- 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:
08/03/2021	I-13	Conditional Use Permit #2021-06-07 Ken Colton *Storage of cars, boats and recreational vehicles*

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, July 14, 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.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed Conditional Use Permit request for Storage of cars, boats and recreational vehicles for advertisement of a public hearing.

SUBMITTED BY:	**DISPOSITION OF COMMISSION:**	**PROCESSED BY:**
Joseph Petty, Planning Director	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit: 2021-06-07 / Storage of Cars, Boats, and Recreational Vehicles
Ken Colton, *Applicant*
Prepared: June 2, 2021, Revised: July 27, 2021
Staff Contact: Joseph Petty, Planning Director

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for Storage of Cars, Boats, and Recreational Vehicles. The property is located at on Winners Court in the North River Magisterial District. The proposed facility will have enclosed storage buildings which is a by right use and have an area for outdoor storage of vehicles. The project is not within the overlay district though it must meet the supplemental regulations for enclosed storage and landscaping.

PROPERTY INFORMATION

Property Location: Winners Court
Tax Map ID: 5--------11B
Magisterial District: North River
Subdivision: N/A

City: Front Royal
Zoning: Industrial (I)
Acres: 6.5068
Existing Land Use: Vacant

SURROUNDING ZONING DISTRICTS & USES

North:	Zoned Industrial (I)	Use: Vacant
South:	Zoned Industrial (I)	Use: Vacant
East:	Zoned Commercial (C)	Use: Ferguson
West:	Zoned Industrial (I) & Commercial (C)	Use: Vacant and Fairgrounds

PROPERTY HISTORY

This property was issued a Conditional Use Permit for a contractor's storage yard. That CUP use has not been established and our office 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 industrial land uses. While the use of an Enclosed Storage facility is allowed by, the storage of cars, boats, and recreational vehicles is a use allowed by conditional use permit in the Industrial zoning district and is compatible with the current Warren County Zoning Ordinance. The Industrial (I) district is intended, *"is for a variety of industrial uses which, with appropriate screening and without the emission of noise, dust, smoke, odor, toxic gases or hazardous substances, can be conducted in such a manner as to not adversely affect nearby properties."*

RECOMMENDED CONDITIONS

ATTACHMENTS

☒ Agency Comments	☒ Application	☐ Health Permit	☒ Letter from Applicant
☒ Location Map	☐ Public Comments	☒ Submitted Plans	☐ Other: _____

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, Town of Front Royal Public Works Department, Warren County Building Inspections, 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 RV's, boats and cars shall be adequately landscaped and screened as required in Warren County Code §180-49.1.
4. All vehicles shall have valid tags and inspection while stored on the site.

Cc: Ken Colton – Owner/Applicant

"Statement of Justification"

To whom this may concern;

Not only is more storage needed in this county, (In the Proper Place, and right piece of land of course!), but climate control storage, along with R.V. and boat storage is in great demand here in our county! People have to go all the way to Winchester to find it!

I see R.V.'s parked in every nook and cranny of a parking space, all over the county, and town for that matter, including places like the fire house, and sub-divisions, etc.

With the pandemic that we have been in for over a year, the wants and need, for R.V.'s has grown out of proportion compared to previous years. Hence the need for more space to store these units. Plus, I might add, to store them in a more suitable place that is not directly in the line of site of the majority of the public!

Thank you for your time.

Respectfully,

Ken Colton

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-06-07
Date Received: 5-18-21
Fee Amount: $ 500.00 ck. 1018
Date Paid: 5-18-21

Applicant Information:

KEN COLTON / KLC+Co. LLC
Applicant Name

1131 EWELL ST. FRONT ROYAL VA. 22630
Address *City* *State* *Zip*

LOT T, M. 5-11B WINNERS COURT, WARREN COUNTY, VA.
Property Location for conditional use permit if Different than Applicant's Address

(540) 683-4226 INFO@EXPRESSWASHANDDETAIL.COM
Primary Contact Number *Email*

WALKER/BRUCH, LLC.
Property Owner (if same as applicant, leave blank)

P.O. Box 41 Front Royal VA. 22630
Address *City* *State* *Zip*

540-635-7729
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: WINNERS COURT & FAIR GROUND RD.
(2) Election District: NORTH RIVER
(3) Tax Map Number: "5" 5-- 11B
(4) Subdivision Name: WALKER/BRUCH
(5) Total Area of Property (acres): 6.5068
(6) Total Area to be Used (acres): 5
(7) Total Road Frontage (feet): 1200
(8) Depth of Property (feet): 400
(9) Present Zoning: INDUSTRIAL

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: R.V. + Boat, STORAGE

(2) Current land use and condition of site: VACANT LOT UNIMPROVED

(3) Zoning of surrounding land/property: INDUSTRIAL

(4) Will development be staged? ☑ Yes ☐ No

(5) Construction Time: 1 YEAR

(6) Season, days, and hours of operation: M-F: 9-5, SAT: 8-12 SUN: CLOSED

(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.) YES # 2017-07-03 NOT EST.

(9) Number of full time employees: 2-3

(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

(12) Number of parking spaces to be provided: Regular 6 Handicap 2

(13) What is the proposed landscaping and buffering for this property? TO BE DETERMINED
SEE ENG. SITE PLAN

C. Plans Prepared By

Name: KEN COUCH | JAY KNEELAND (540) 450-0180 POTOMAC

Address: 308 WINCHESTER PARK WINCHESTER, VA. WILL PROVIDE

Telephone Number:

D. Environmental Information

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

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

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

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

(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? VERY LITTLE

(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. YES WILL INCLUDE WITH FUTURE FINAL SITE PLAN ALONG WITH ELECTRICIAN

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.**

ATTACHED

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.

Ken Colton (Mgr) KLC+Co. LLC 5/18/21

Applicant Signature Date

Peter V. Wall, LLC Member/Mgr. 5/18/21

Property Owner Signature Date

Accepted by: _____ Date: _____

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

NOTES

RECEIVED
JUN 09 2021
WARREN COUNTY
PLANNING DEPARTMENT

"Fairgrounds Storage"

KLC &Co. LLC

Environmental Impact Statement:

The site is a vacant lot, as it has been for some time now. Development of the site is not anticipated to produce any negative environmental impacts beyond what is normally part of construction and development, and will be performed in accordance with all applicable regulation and permit requirements, including a Phase 1, along with a Stormwater Management design!

Community Impact Statement:

This site will not have less of an impact on the Community than the rest of the industry that boarders it.

Self-Storage is a "by right" use in this part of town, on this site, due to the Industrial zoning. The fact that we are asking for a conditional use permit for boat and RV storage (which is in high demand according to the studies that I have had done over the years) will allow people to store their property "properly" and in a PROPER place!

This site will be a good looking, and clean, (unlike other sites out there!), and will be home to a safe "Environmental" storage facility as it will be fenced, along with a secure gate access!

Inst 190001103
Slide 289-G

BOUNDARY LINE ADJUSTMENT BETWEEN T.M. 5-11B AND T.M. 5-11C, WALKER/BRUGH, LLC, INSTRUMENT #040006720 NORTH RIVER DISTRICT, WARREN COUNTY, VIRGINIA

SCALE:	DATE:	DRAWN BY:
1" = 100'	OCT. 8, 2018	PMH
JOB: W16-50	PAPER SIZE: 18" x 24"	SHEET: 1 OF 1
REVISIONS:		
DRAWING FILE: WINNERS COURT BLA.dwg		

PREPARED BY:
PIONEER LAND SURVEYS PLC
P.O. BOX 1012
FRONT ROYAL, VA 22630
540-631-0700

VA STATE PLANE (NAD 83)

0' 100' 200' 300'

LEGEND
- ○ = 5/8" DIA. IRON REBAR
- ◆ = IRON BAR FOUND
- Ⓜ = SEWER MANHOLE
- ✦ = FIRE HYDRANT
- ⊗ = WELL

REVIEWED AND CERTIFIED AS EXEMPT FROM THE WARREN COUNTY SUBDIVISION ORDINANCE UNDER SECTION 155-3 (B) (1) (a), ALLOWING BOUNDARY ADJUSTMENTS AND MAY BE COMMITTED TO RECORD.

Tonya G. Logan DATE 10/12/18
PLANNING DIRECTOR E-46-2018

SLOPE & DRAINAGE EASEMENT INST.#120007360
EXISTING DWELLING #274
FAIRGROUND ROAD - VA. ROUTE 661 VARIABLE WIDTH R/W INST.# 120007361
S 63°39'23" E 381.45'
GRAVEL
FENCE
EDGE OF PAVEMENT
OVERHEAD UTILITY LINES
UTILITIES, SLOPE & DRAINAGE EASEMENT INST.#170000624
WARREN COUNTY FAIR ASSOCIATION, INC. INST.# 980001494 T.M. 4-5C ZONED: COMMERCIAL USE: COMMERCIAL
N 24°19'49" E 558.09'
THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA INST.# 000000325 T.M. 5-12B ZONED: INDUSTRIAL USE: OFFICE
ASPHALT 24' WIDE
T.M. 5-11
4.1624 ACRES
(NO CHANGES)
S 44°34'29" W 384.08'
S 65°40'11" E 232.08'
T.M. 5-11A
1.6808 ACRES
(NO CHANGES)
DATTA DB. 387 PG. 135 T.M. 4-45F ZONED: COMMERCIAL USE: RESIDENTIAL
N 24°19'49" E 697.28'
WINNERS COURT - VA. ROUTE 800 - 50' WIDE R/W - INST.#120007360
N 33°34'29" E 1122.72'
S 44°34'29" W 512.57'
UTILITIES, SLOPE & DRAINAGE EASEMENT INST.#170000624
T.M. 5-11B
5.0516 ACRES
+1.4552 ACRES
6.5068 ACRES
(AFTER ADJUSTMENT)
30' WATER, SANITARY SEWER & UTILITIES EASEMENT INST.#120007360 INST.#150001001
WATER, SANITARY SEWER & UTILITIES EASEMENT INST.#120007360 INST.#150001001
20' WIDE GAS PIPELINE EASEMENT INST.#130006295
BLANCHARD W.B.30 PG.681 PLAT DB.94 PG.394 T.M. 4-45 ZONED: AGRICULTURAL USE: RESIDENTIAL
DRAINAGE EASEMENT INST.#140005662
LOT LINE HEREBY VACATED
S 45°25'31" E 402.58'
N 24°19'49" E 105.99'
1.4552 ACRES
ADJUSTMENT AREA
S 65°40'11" E 405.34'
LOT LINE HEREBY CREATED
CHAINLINK FENCE
COLE FG FRONT ROYAL VA. LLC INST.# 080005542 T.M. 5C-1 ZONED: INDUSTRIAL USE: INDUSTRIAL/COMMERCIAL
EDGE OF PAVEMENT
N 24°19'49" E 542.25'
T.M. 5-11C
6.4552 ACRES
-1.4552 ACRES
5.0000 ACRES
(AFTER ADJUSTMENT)
DRAINAGE EASEMENT INST.#140005662
20' WIDE GAS PIPELINE EASEMENT INST.#130006295
WATER, SANITARY SEWER & UTILITIES EASEMENT INST.#120007360 INST.#150001001
RSW REGIONAL JAIL AUTHORITY INST.# 120004418 T.M. 4-45D ZONED: INDUSTRIAL/COMMERCIAL USE: JAIL
S 24°19'49" W 531.22'
CHAINLINK FENCE
N 66°59'30" W 287.62'
N67°48'20"W 117.88'
SYSCO MERCHANDISING AND SUPPLY CHAIN SERVICES, INC. INST.# 120004975 INST.#030004672 T.M. 12-85 ZONED: INDUSTRIAL USE: INDUSTRIAL

OWNERS CONSENT:
THIS BOUNDARY LINE ADJUSTMENT OF WALKER/BRUGH, LLC AS SHOWN HEREON IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETOR(S), AND/OR TRUSTEE(S).

PETER V. WALKER DATE 2/1/19
J. FRANKLIN BRUGH, JR DATE 2/1/19

COMMONWEALTH OF VIRGINIA, COUNTY OF WARREN,
THIS OWNERS CONSENT WAS ACKNOWLEDGED BEFORE ME THIS 1 DAY OF FEBRUARY 2019.
NOTARY PUBLIC
MY COMMISSION EXPIRES 1/31/2021
NOTARY ID# 163167
WILLIAM TRIBUS, III NOTARY PUBLIC REG.# 263167 MY COMMISSION EXPIRES 1/31/2021 COMMONWEALTH OF VIRGINIA

NOTES:
1. THE 1.4552 ACRE BOUNDARY LINE ADJUSTMENT AREA SHOWN HEREON IS BASED ON A CURRENT FIELD SURVEY. THE BOUNDARY AND MERIDIAN INFORMATION SHOWN HEREON WAS TAKEN FROM DIVISION SURVEY PREPARED BY THIS OFFICE RECORDED AT INSTRUMENT #170000624.
2. NO TITLE REPORT FURNISHED. THIS PROPERTY IS SUBJECT TO ANY ADDITIONAL EASEMENTS AND/OR ENCUMBRANCES THAT MAY NOT BE SHOWN HEREON.
3. ZONED: INDUSTRIAL; CURRENT USE: VACANT
4. THESE LOTS ARE SERVED BY TOWN WATER AND SEWER.

COMMONWEALTH OF VIRGINIA 10/9/18 PRESTON M. HUMPHREYS Lic. No. 3232 LAND SURVEYOR

OWNER CONTACT INFORMATION
WALKER/BRUGH, LLC
P.O. BOX 41,
FRONT ROYAL, VA 22630
PETE WALKER PH 540-635-7729
FRANK BRUGH PH 540-636-2377

SHORT LINE TABLE

LINE	BEARING	DISTANCE
L1	S 19°02'22" E	21.35'
L2	S 25°34'39"W	16.76'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	440.00'	145.89'	145.22'	S 35°04'34" W	18°59'50"
C2	325.00'	114.83'	114.24'	S 34°27'09" W	20°14'40"
C3	275.00'	97.17'	96.66'	N 34°27'09" E	20°14'40"

VICINITY MAP
SCALE: 1" = 2,000'

Natalie Lentz

From: David Beahm
Sent: Tuesday, June 8, 2021 10:53 AM
To: Natalie Lentz
Cc: Paula Fristoe; Joe Petty
Subject: FW: Conditional Use Permit Ken Colton/KLC & CO, LLC – Request for Comments 2021-06-07 – WCCUP-000112-2021
Attachments: 2021-06-07_Ken Colton_Storage of Recreational Vehicles and Boats_Req for Comments.pdf; Colton_KLC + CO, LLC_2021-06-07_Application.pdf; Colton_KLC + CO, LLC_2021-06-07_Location Map and Directions.pdf; Colton_KLC + CO, LLC_2021-06-07 _Site Plan.pdf; Colton_KLC + CO, LLC_2021-06-07_Statement of Justification.pdf; Colton_KLC + CO, LLC_2021-06-07_Survey.pdf

Comments CUP 2021-06-07 – Ken Colten/KLC & CO, LLC – Storage of Recreational Vehicles and Boats – WCCUP-000112-2021:

- 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 potentially exceeds one (1) acre and part of a Common Plan of Development (CPD) which will additionally 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 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, etc.) were to start, it would be subject to the normal requirements of application, review and approval prior to work beginning.
  - Storage buildings over 2,500 square feet require fire suppression. This has been discussed with the applicant.

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

Respectfully,

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

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

From: Natalie Lentz <NLentz@warrencountyva.net>
Sent: Tuesday, May 25, 2021 11:50 AM
To: Natalie Lentz <NLentz@warrencountyva.net>

Joe Petty

From: Arthur Boyce <bobby.boyce@vdot.virginia.gov>
Sent: Monday, June 14, 2021 2:15 PM
To: Joe Petty
Cc: Rhonda Funkhouser; Riggleman, Bradley; Duncan, Travis
Subject: Warren - Rte 800 - RV, Boat, & Mini-Storage - CUP 2021-06-07

<<...>>

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 May 17, 2021 for impacts to the local roadway system. Route 800 is a rural local road designed to carry 1500 trips per day. Based on the maximum 30 units, no additional improvements are needed for the existing entrance at this time. However, we will need to review the site plan to ensure that proposed improvements do not impact ingress and egress to the entrance or traffic on Route 800. Any electronic gates, fence, or parking will need to be offset an adequate distance to accommodate stacking off the right-of-way and not interfere with vehicles entering the site.

We reserve the right to review and require the installation of entrance improvements for any future expansions. 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

VDOT- Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540) 280-5045

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 23, 2021

RECEIVED
JUN 28 2021
WARREN COUNTY
PLANNING DEPARTMENT

Joe Petty, Planning Director
County of Warren - Department of Planning
220 North Commerce Avenue, Suite 400
Front Royal, Virginia 22630

RE: Request for Comments for Conditional Use Permit – 2016-06-07
Winners. Front Royal, VA 22630
Tax Map# 5-11B HDID# 187210196

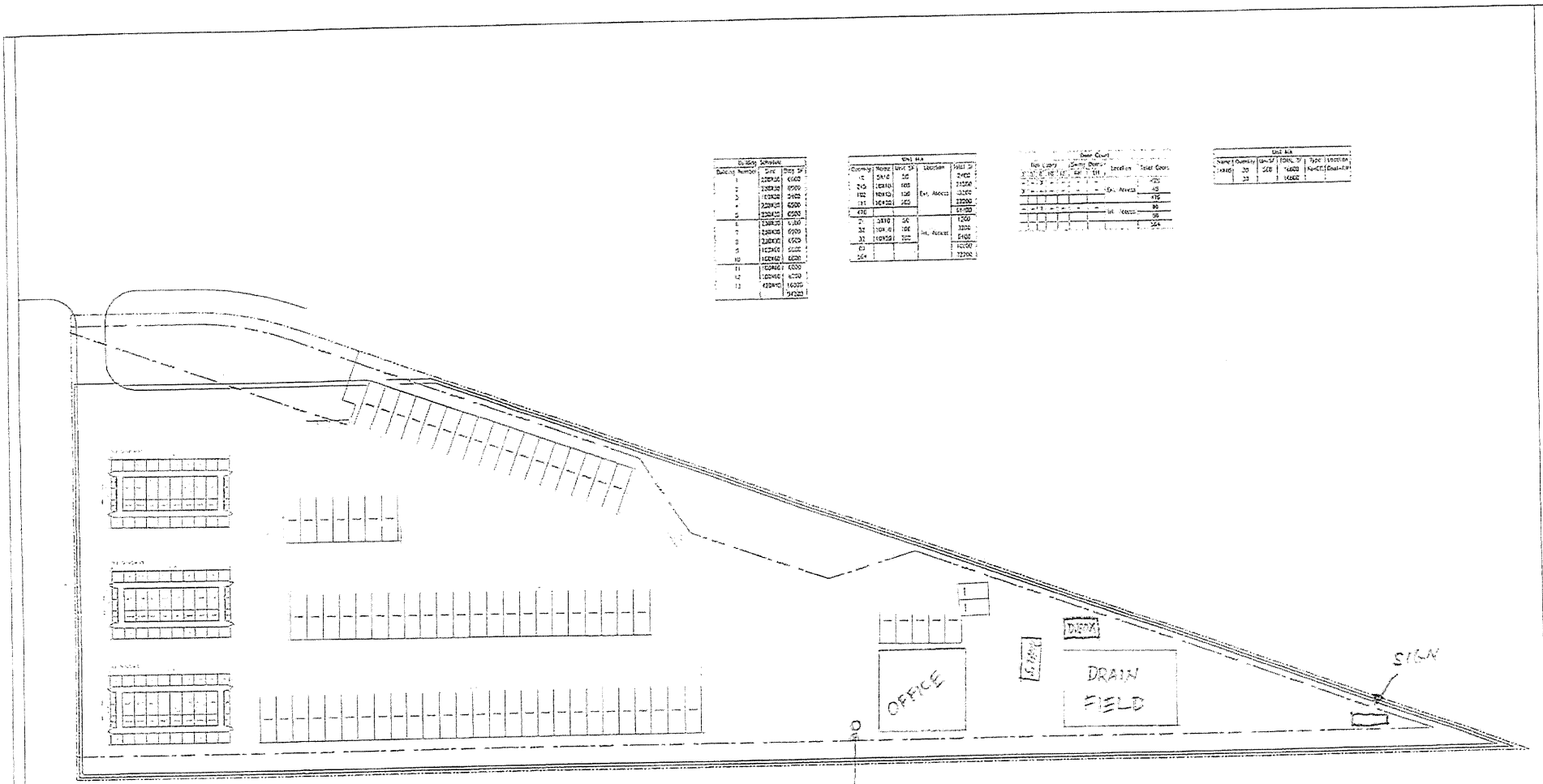
Dear Mr. Petty,

I have reviewed your request for comments for the CUP for the proposed storage facility for RV's and boats at the referenced property and offer the following comments;

The proposed facility will not be required to be connected to an approved onsite sewage system or water supply. This office has no objections to the CUP.

Respectfully,

Jim Davis, REHS
Environmental Health Supervisor



PHASE I

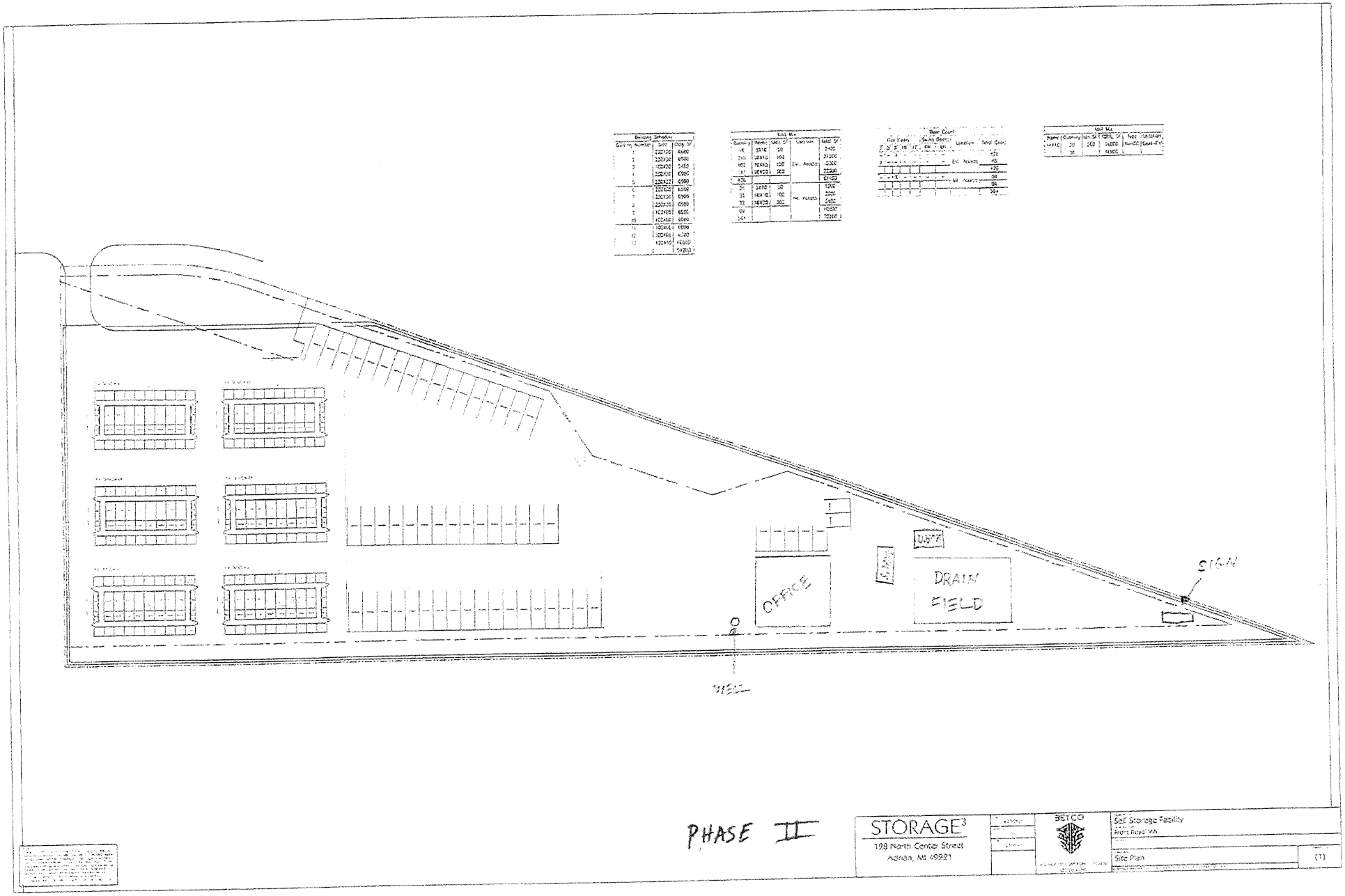
STORAGE³
128 North Center Street
Adrian, MI 49221

BETCO

Self Storage Facility
Front Royal, VA

Site Plan

(1)



PHASE II

STORAGE³
128 North Center Street
Adrian, MI 49901

BETCO

Self Storage Facility
Front Road VA

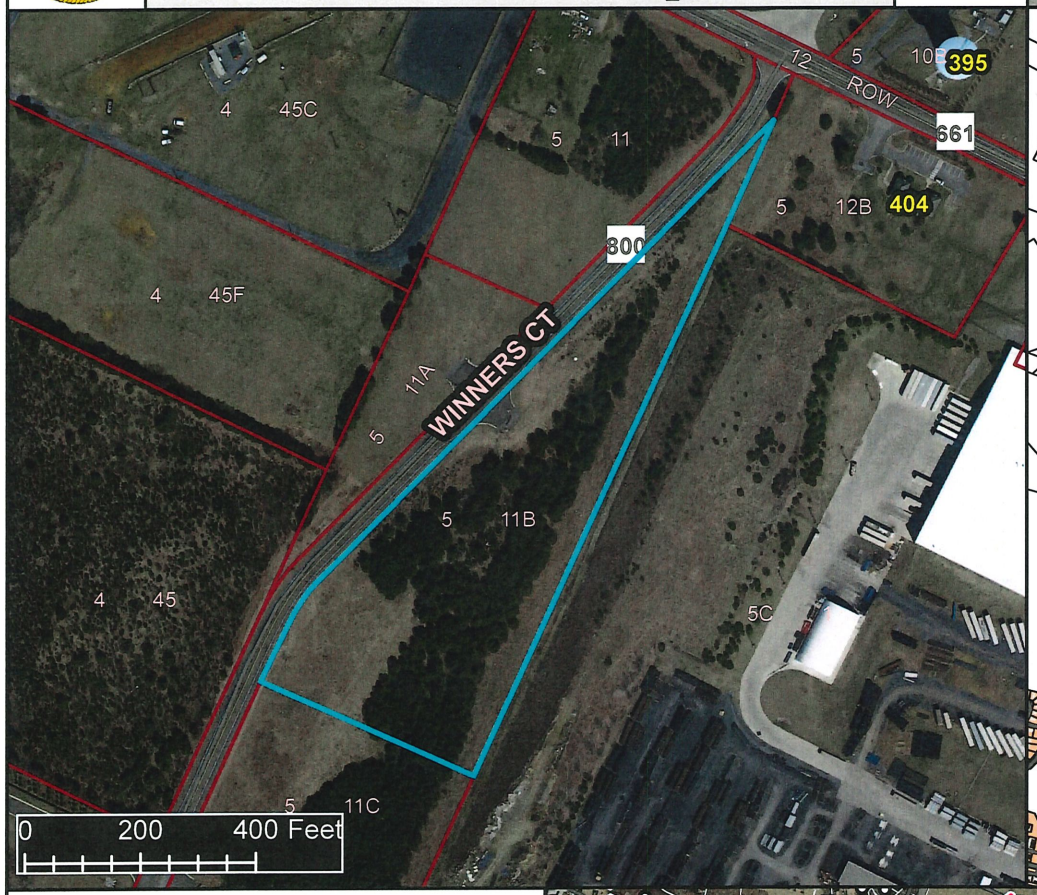
Site Plan

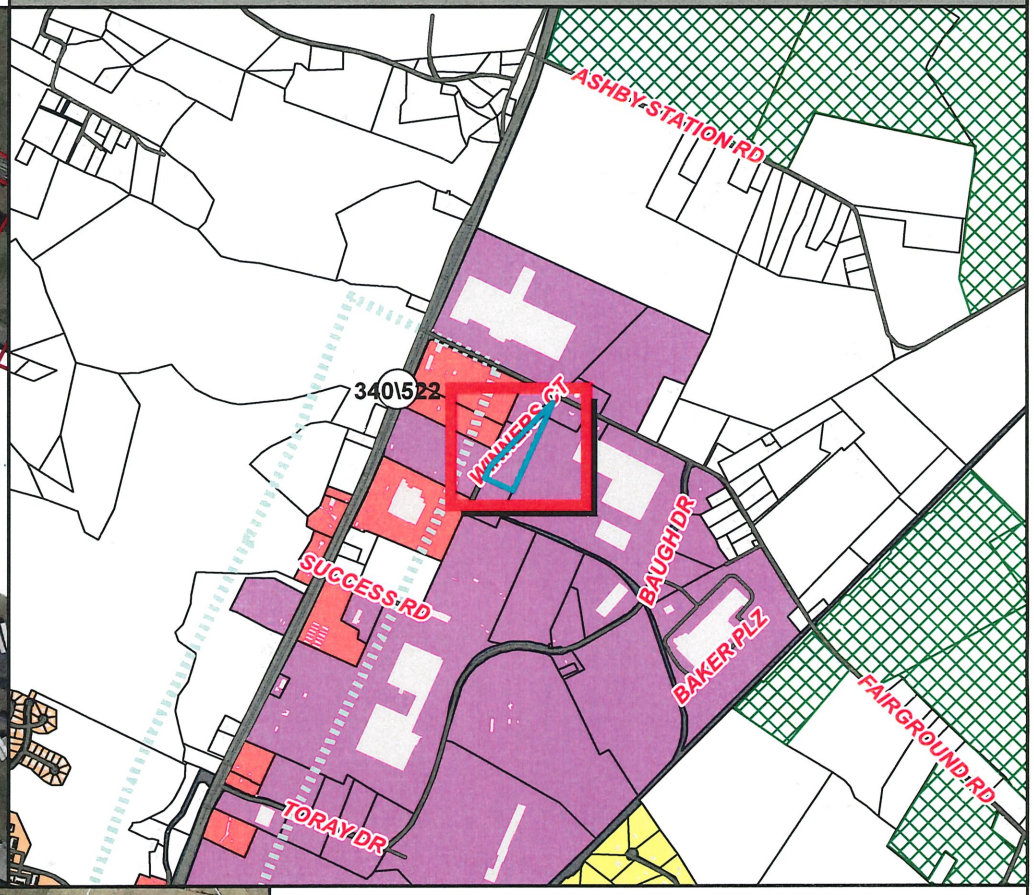
(1)

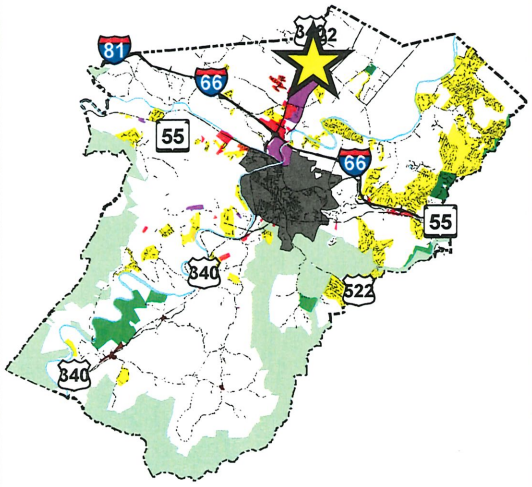
Warren County VA
CUP Location Map

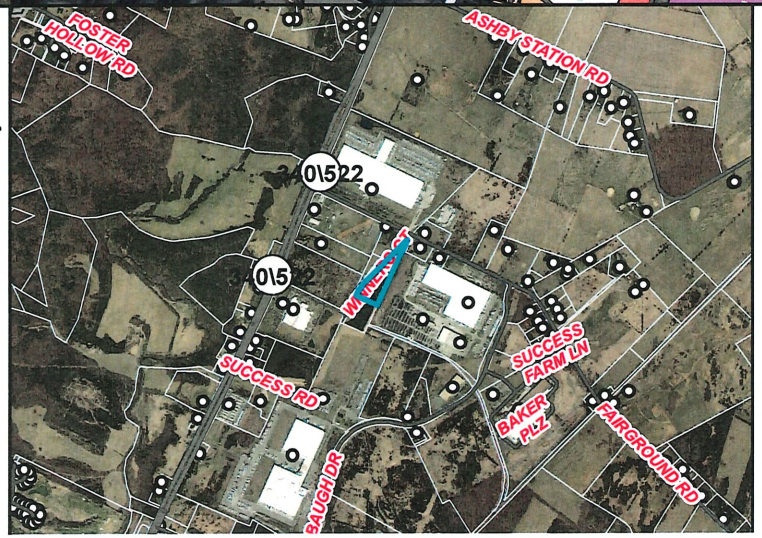
CUP: Recreational Vehicle and Boat Storage
Applicant: Ken Colton

TM 5--------11B
0 Winners Ct









Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning

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

Name of Claimant: Katrina Burkhart Phone: 540-683-1375

Address: 427 Golden Russet, Linden VA 22642

Date Reported to Animal Control Officer: 7/21/21 Signed: [signature]

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
7/21/21	1	Coyote	$50.00	$50.00

Total amount requested by claimant:

Amount recommended to be paid by Animal Control Officer: $50.00

Remarks:

COUNTY OF WARREN
APPROVAL FOR PAYMENT

Killed on own property

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: JUL 27 2021

Katrina Burkhart — Claimant — 7/21/21 Date

[signature] — Animal Control Officer — 7/21/21 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: _____

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)(3) of the Virginia Freedom of Information Act for discussion concerning the acquisition of property for a public purpose; I further move that discussion be limited to property located in the South River Magisterial District outside of 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)(3) 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.