AGENDA
Board of Supervisors Meeting

August 17, 2021

6:00 PM – Work Session

A. Discussion – Pavilion Donation for Warren County Parks – Jeff Hayes

B. Closed Session – Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for Consultation with Legal Counsel Pertaining to Actual or Probable Litigation and for the Provision of Legal Advice re: Virginia Opioid Abatement Fund

7:00 PM

Moment of Silence

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

B. Adoption of Agenda – Additions or Deletions

C. Public Comment Period (60 Minute Time Limit)

D. Reports – Board Members, County Administrator, Interim County Attorney

E. Appropriations and Transfers

F. Approval of Accounts

G. Approval of Minutes

a. Regular Meeting of May 18, 2021
b. Special Meeting of May 25, 2021 at 5:00 PM
c. Special Meeting of May 25, 2021 at 7:00 PM
d. Regular Meeting of June 1, 2021
e. Regular Meeting of June 15, 2021
f. Regular Meeting of July 20, 2021
g. Regular Meeting of August 3, 2021

NEW BUSINESS

H. Consent Agenda

1. Adoption of Technology Systems Technician Job Description and Grade Placement – Taryn Logan
2. Adoption of Deputy Public Works Director Job Description and Grade Placement – Taryn Logan
3. Contract with Just Tech for New Xerox Copier – Dan Lenz

4. Resolution Regarding 426 Baugh Drive – Ed Daley/Jason Ham
5. Resolution, Authorization, and Approval for the Execution of the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding – Jason Ham

7:30 PM

I. Public Hearings

1. Ordinance to Amend and Re-Ordain Section 172-37.2 of the Warren County Code – Caitlin Jordan
2. Ordinance to Vacate an Unimproved Right-of-Way in the Sealock Subdivision – Joe Petty
3. Modification of Conditional Use Permit 2003-03-05, ELP Riverton, LLC to Add Uses to Pre-Approved Retail List – Joe Petty
4. Conditional Use Permit 2021-06-01, John Suh for a Short-Term Tourist Rental – Matt Wendling
5. Conditional Use Permit 2021-06-02, Neal Sutliff for a Short-Term Tourist Rental – Matt Wendling
6. Conditional Use Permit 2021-06-05, Mountaintop the Church at Skyline for a Private School – Joe Petty
7. Conditional Use Permit 2021-06-06, Melissa Halko for a Short-Term Tourist Rental – Matt Wendling
8. Conditional Use Permit 2021-06-07, Ken Colton/KLC & CO, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Joe Petty

J. Additional New Business (If needed)

K. Adjournment

Emily Ciarrocchi

From: Edwin Daley
Sent: Wednesday, August 11, 2021 3:41 PM
To: Emily Ciarrocchi
Subject: FW: $50,000 donation

For the work session - thank you

-----Original Message-----
From: Jeff Hayes <jhayes@warrencountyva.net>
Sent: Wednesday, August 11, 2021 1:41 PM
To: Edwin Daley <Edaley@warrencountyva.net>
Cc: Taryn Logan <Tlogan@warrencountyva.net>; Dan Lenz <dlenz@warrencountyva.net>
Subject: FW: $50,000 donation

-----Original Message-----
From: Mary Sayers <sayers444@icloud.com>
Sent: Wednesday, August 11, 2021 12:22 PM
To: Jeff Hayes <jhayes@warrencountyva.net>
Subject: $50,000 donation

Dear Mr. Hayes,

This letter of intent comes to you from the Avtex Retirees Club ACTUW Local 371T.

We have voted to donate $50,000 to the county to build a community shelter beside The Youth Center and along Happy Creek.

Please let us know when all the necessary permits are complete.

Sincerely,

Mary Stuart Sayers
Treasurer

Sent from my iPad



ENGINEER COORDINATION DRAWINGS

TAX MAP#: 20A4-1-3A

PROPOSED 32' x 50' RECREATIONAL PARK SHELTER

PREPARED FOR:
MR. JEFFERY HAYES USN RET, PROJECT MANAGER
THE COUNTY OF WARREN
220 N COMMERCE ST
FRONT ROYAL VA, 22630

PREPARED BY:
RACEY ENGINEERING, PLLC
312 W. MAIN STREET
LURAY, VA 22835

TOWN APPROVAL(S)

SIGNATURE DATE

PRINT NAME TITLE

SIGNATURE DATE

PRINT NAME TITLE

SIGNATURE DATE

PRINT NAME TITLE

GENERAL NOTES:

1. ANY DISCREPANCIES FOUND BETWEEN THE DRAWINGS AND SPECIFICATIONS, AND SITE CONDITIONS OR ANY INCONSISTENCIES OR AMBIGUITIES IN DRAWINGS OR SPECIFICATIONS SHALL BE IMMEDIATELY REPORTED TO THE ENGINEER IN WRITING WHO SHALL PROMPTLY CORRECT SUCH INCONSISTENCIES OR AMBIGUITIES IN WRITING. WORK DONE BY THE CONTRACTOR AFTER HIS DISCOVERY OF SUCH DISCREPANCIES, INCONSISTENCIES, OR AMBIGUITIES SHALL BE DONE AT THE CONTRACTOR'S RISK.
2. FORTY – EIGHT (48) HOURS PRIOR TO ANY EXCAVATION CALL MISS UTILITY IN ACCORDANCE WITH ALL LOCAL AND REGIONAL CODES.
3. ALL CONSTRUCTION IS TO BE IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL AUTHORITY STANDARDS AND SPECIFICATIONS.
4. WORK IN THIS PROJECT SHALL CONFORM TO THE LATEST EDITIONS OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUSBC), BUILDING CODES, AND THE STANDARDS MANUAL OF THE LOCALITY IN WHICH THE WORK WILL BE PERFORMED.
5. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, AND FOR SCHEDULING ALL REQUIRED INSPECTIONS.
6. ANY FIELD CHANGES OR MODIFICATIONS TO THESE PLANS MUST BE APPROVED BY THE EXPRESSED WRITTEN CONSENT OF THE ENGINEER.
7. THE PROJECT LICENSED GENERAL CONTRACTOR IS FULLY RESPONSIBLE FOR INTERPRETING THE DRAWINGS, SEEKING CLARIFICATION WHERE NECESSARY BEFORE CONSTRUCTION, AND FOR SCHEDULING AND COORDINATING ALL STRUCTURAL INSPECTIONS.

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SHEET 4 – NATIONAL FLOOD HAZARD LAYER FIRMette
SHEET 5 TO 8 – WARREN COUNTY GENERIC SHELTER PERMIT SET

PROJECT SUMMARY:
STANDARD DETAIL DRAWINGS FOR USE IN PERMIT ACQUISITION ON MULTIPLE PROJECTS IF AND WHEN THE STATED LIMITS AND CONDITIONS ARE SATISFIED ON A GIVEN PROJECT AND PERMIT APPLICATION.

COMMONWEALTH OF VIRGINIA
Patrick B. Racey
Lic. No. 024926
07/30/2021
PROFESSIONAL ENGINEER

****TERMS OF ENGINEER DESIGNS (INDUSTRY STANDARDS):**
THE ENGINEER RESERVES, STIPULATES, AND CONDITIONS THAT THIS PLAN PACKAGE MAY BE ALTERED OR REVISED (ONLY) BY AUTHORIZATION FROM AND BY THE ENGINEER OF RECORD.

THE STANDARDS OF CARE FOR ALL PROFESSIONAL ENGINEERING AND RELATED SERVICES PERFORMED OR FURNISHED BY ENGINEER ARE OF THE CARE AND SKILL ORDINARILY USED BY MEMBERS OF THE SUBJECT PROFESSION PRACTICING UNDER SIMILAR CIRCUMSTANCES AT THE SAME TIME AND IN THE SAME LOCALITY. ENGINEER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN CONNECTION WITH ENGINEER'S SERVICES. ENGINEER AND ITS CONSULTANTS MAY USE OR RELY UPON THE DESIGN SERVICES OF OTHERS, INCLUDING, BUT NOT LIMITED TO, CONTRACTOR'S, MANUFACTURERS, AND SUPPLIERS.

RACEY ENGINEERING PLLC
312 WEST MAIN ST.
LURAY VIRGINIA 22835
PH.540-743-9227-FAX: 540-743-6118

RACEY PROJECT #8451

DESCRIPTION	DATE	DRAWN	CHECK
CLIENT SUBMITTAL	07/30/21	VP	PBR

TOWN OF FRONT ROYAL
WARREN COUNTY, VA

PROPOSED 32' X 50'
RECREATIONAL PARK SHELTER

TITLE SHEET

P:\2021\8451 - WARREN COUNTY - PARK SHETLER - FLOODWAY CERT AND STUDY\7. SURVEY\4. DRAWINGS\8451-WARREN CO-PARK SHELTER.DWG

LEGEND

- CONTROL POINT(S)
- × EXISTING ELEVATIONS
- —— EXISTING TOPO (CONTOUR) LINE
- ----- (DASHED LINE) EXISTING SPLASH PAD (2019)
- Ⓐ APPROXIMATE LIMITS OF CONSTRUCTION
- ——— (SOLID LINES) PROPOSED RECREATIONAL PARK SHELTER (NEW CONSTRUCTION) Ⓑ

SUMMARY OF ENGINEERING ASSESSMENT(S): THE FOLLOWING ENGINEERING AND CONSTRUCTION CONCEPTS AND MEASURES ARE APPLICABLE TO THIS PROJECT:

1. EXISTING STRUCTURE IS A SPLASH PAD CONSTRUCTED IN 2019. THIS STRUCTURE DOES NOT IMPEDE WITH THE PROPOSED RECREATIONAL PARK SHELTER CONSTRUCTION LOCATION.

2. THE STATED FINISHED FLOOR ELEVATION IS THE TOP OF SLAB ELEVATION (505.25FT). THE SLAB MUST BE PLACED ON OR BELOW THIS ELEVATION.

3. THE SHELTER LOCATION MUST REMAIN AS SHOWN.

4. THE SHELTER CONSTRUCTION MAY NOT HAVE MORE THAN 14 (8x8) WOOD POSTS USED FOR SUPPORT.

5. THE BASE FLOOD ELEVATION FOR HAPPY CREEK (AT THE SITE), AS TAKEN FROM THE FEMA PANEL, IS ELEVATION 508.8, AND THE STRUCTURE IS LOCATED WITHIN THE REGULATORY FLOODWAY. THUS, THE OBJECTIVE IS TO NOT IMPEDE THE FLOODWAY HYDRAULICS WITH VERTICAL OBSTRUCTIONS OR STRUCTURES.

6. THE PART OF THE STRUCTURE WHICH WILL BE SUBMERGED IN THE 100–YEAR FLOOD ELEVATION WOULD BE 3.55 FT OF THE 14 PROPOSED (8" X 8") POSTS. THIS WOULD LEAD TO AN INCREASE OF 0.015%, FOR THE 50 FT SECTION OF STREAM IN THE WORST–CASE SCENARIO, WHICH AMOUNTS TO A NEGLIGIBLE, OR ALMOST NO CHANGE IN THE TOTAL FLOOD VOLUME, FLOW, OR WATER SURFACE. THIS SURFACE LEVEL INCREASE WILL QUICKLY DISSIPATE DOWNSTREAM AND ALSO ON THE OUTER FRINGES OF THE FLOOD PLAIN. THUS, RESULTING IN THE TOWN CODE, STATE BUILDING CODE AND FEDERAL (FLOODWAY) COMPLIANCE.

7. THE BUILDING CODE FURTHER DICTATES THAT A FEMA FLOOD ELEVATION CERTIFICATE BE FILED AT THE TIME OF PERMIT APPLICATION AND ALSO IN POST–CONSTRUCTION (WITH FORMER BEING FOR DESIGN AND LATTER FOR PERMIT RELEASE). RACEY ENGINEERING WILL PROVIDE THE COUNTY (AS CLIENT) WITH NECESSARY FIELD AND OFFICE ENGINEERING SUPPORT TO COMPLETE THE STATE FORMS AND SUBMITTALS FOR THE BUILDING CODE COMPLIANCE PORTION OF THE PROJECT.

8. THE PROPOSED RECREATIONAL PARK SHELTER IS AN OPEN STRUCTURE WITH CONCRETE SLAB ON GRADE (HELD AND ESTABLISHED AT 505.25) WITH 14 PROPOSED (8" x 8") WOOD POSTS. THE COUNTY PROVIDED RACEY WITH PERMIT DRAWINGS FOR THE PROPOSED PARK SHELTER. RACEY HAS PRESCRIBED A CHANGE IN THE FOOTING DIMENSION OF THE STRUCTURE (SEE SHEET 5 TO 8) TO INCREASE ITS FLOOD LOADING CAPACITY AND TO RESIST SCOUR DUE TO FLOODING.

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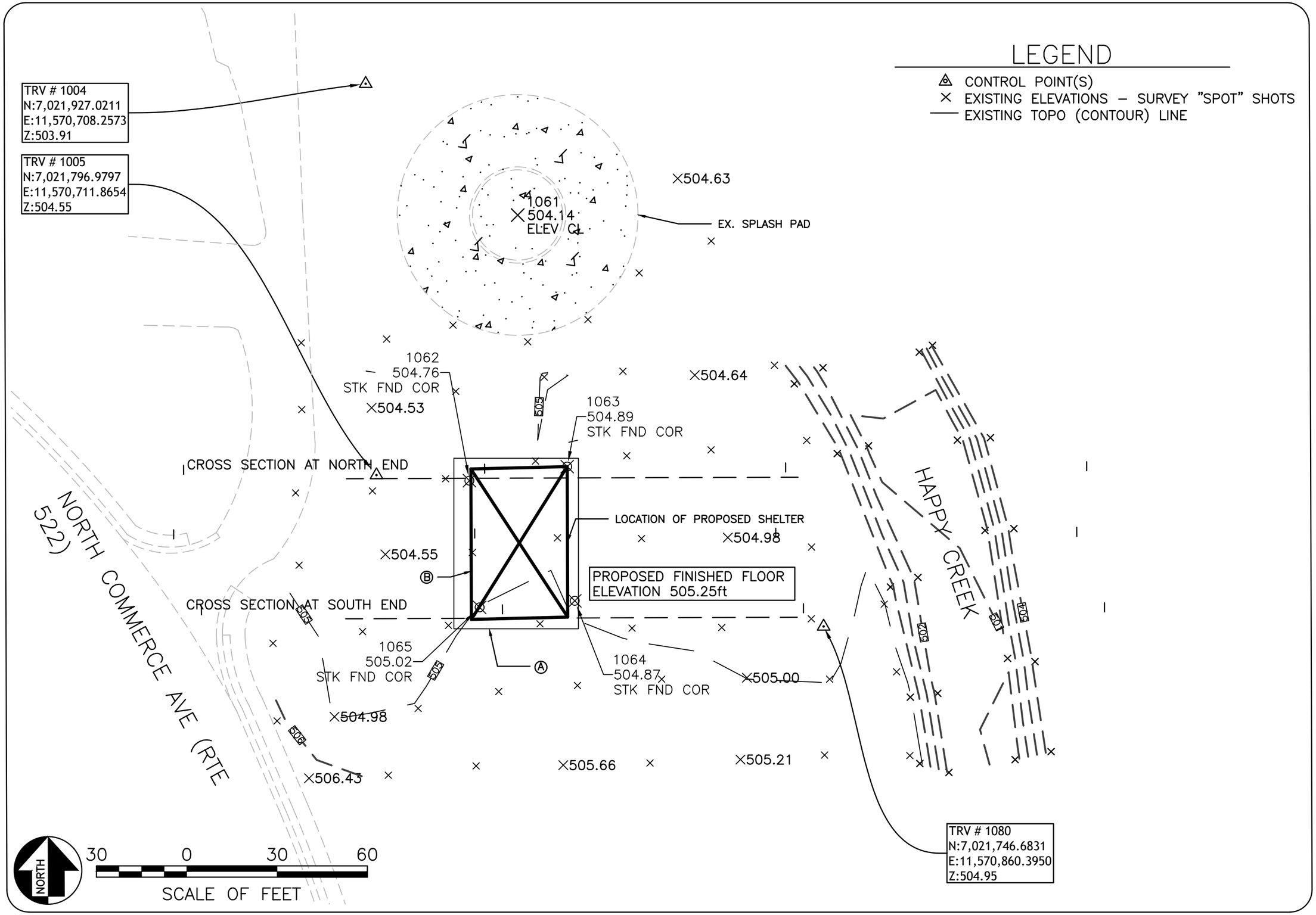
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TOWN OF FRONT ROYAL
WARREN COUNTY, VA

PROPOSED 32' X 50'
RECREATIONAL PARK SHELTER

NOTES



P:\2021\8451 – WARREN COUNTY – PARK SHELTER – FLOODWAY CERT AND STUDY\7. SURVEY\4. DRAWINGS\8451–WARREN CO–PARK SHELTER.DWG

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WARREN COUNTY, VA

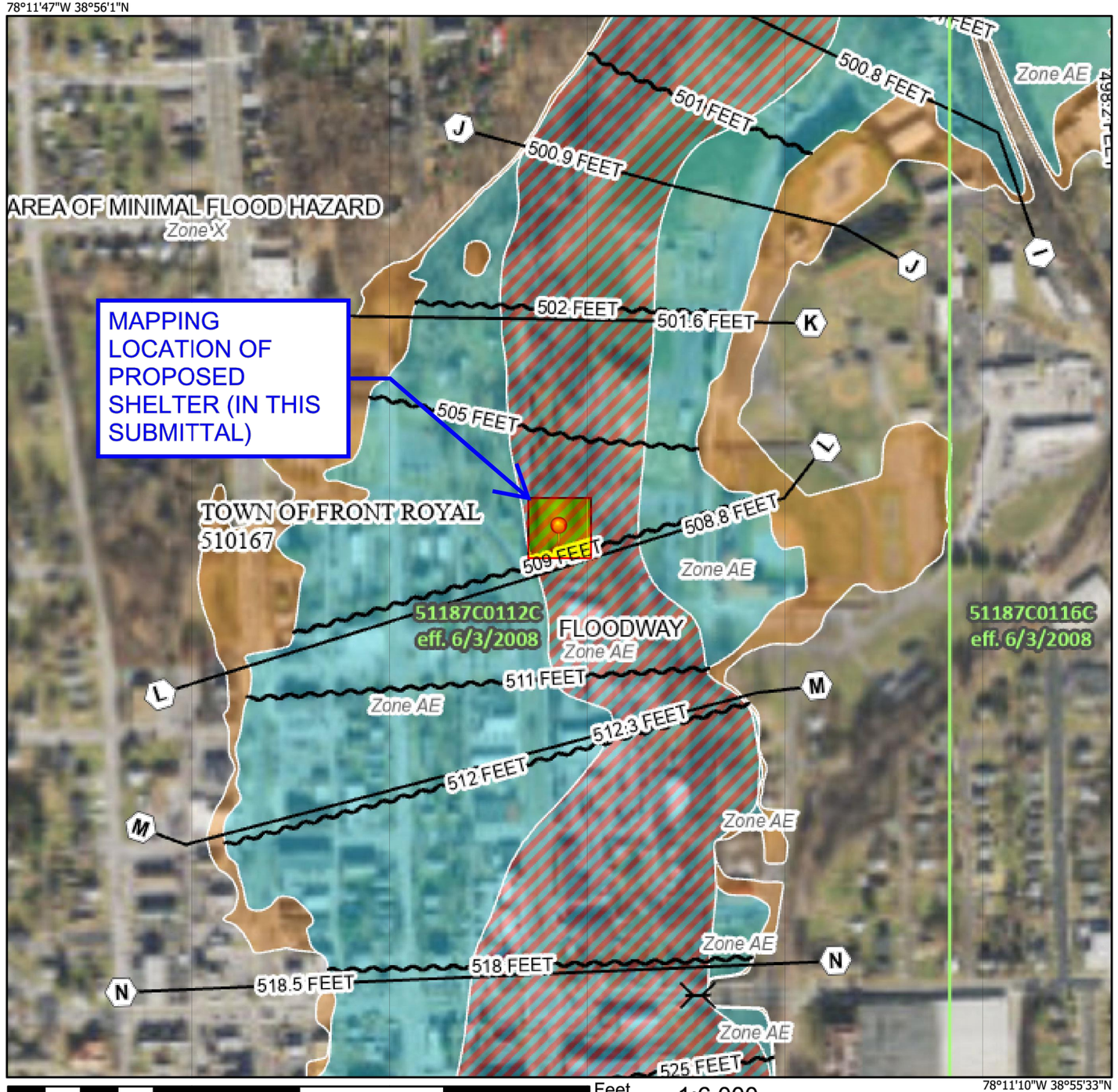
PROPOSED 32' X 50'
RECREATIONAL PARK SHELTER

SHELTER LOCATION DRAWING

1"=30'

National Flood Hazard Layer FIRMette

78°11'47"W 38°56'1"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

78°11'10"W 38°55'33"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS
- Without Base Flood Elevation (BFE) *Zone A, V, A99*
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS
- NO SCREEN — Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES
- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES
- B 20.2 / 17.5 — Cross Sections with 1% Annual Chance / Water Surface Elevation
- 8 — Coastal Transect
- 513 — Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS
- Digital Data Available
- No Digital Data Available
- Unmapped

N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

APPROXIMATE PROJECT LOCATION

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/15/2021 at 8:36 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

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PROPOSED 32' X 50'
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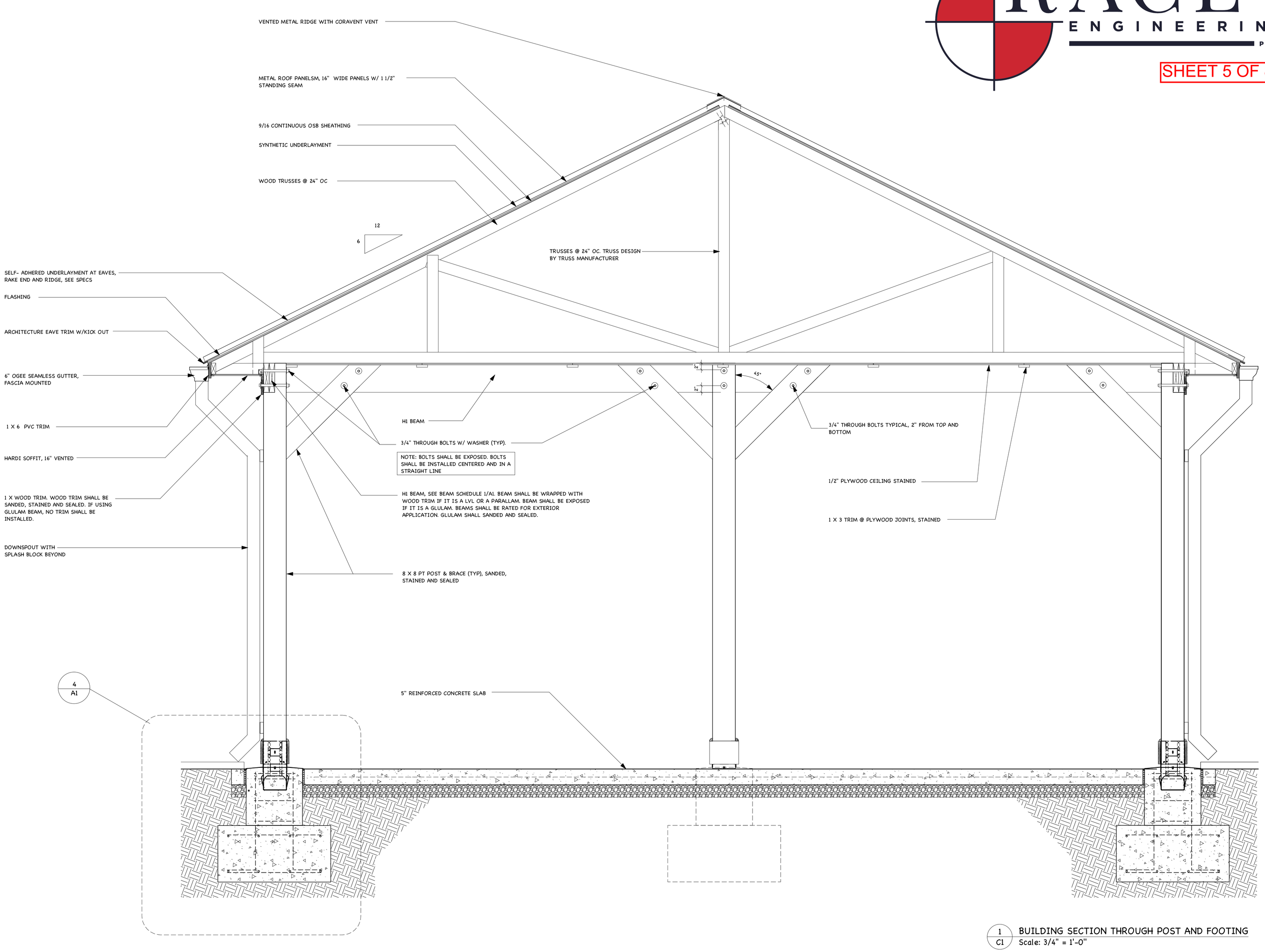
NATIONAL FLOOD HAZARD LAYER
FIRMette

P:\2021\8451 – WARREN COUNTY – PARK SHETLER – FLOODWAY CERT AND STUDY\7. SURVEY\4. DRAWINGS\8451–WARREN CO–PARK SHELTER.DWG

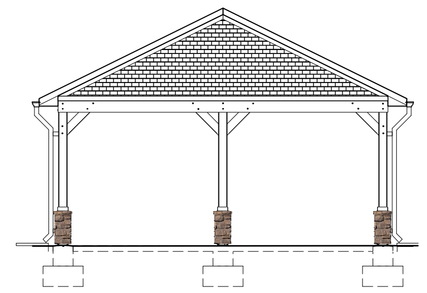
STREAM FLOODPLAIN ELEVATION ANALYSIS:
RACEY PROJECT NUMBER: 8451

RACEY ENGINEERING PLLC

SHEET 5 OF 8



1/C1 BUILDING SECTION THROUGH POST AND FOOTING
Scale: 3/4" = 1'-0"



WARREN COUNTY PARK SHELTER
WARREN COUNTY PARKS AND RECREATION
FRONT ROYAL, VA 22630

Owner:
The County of Warren
Brandy Rosser , Project Manager
Brosser@warrencountyva.net
Warren County Administrator'S Office
220 North Commerce Avenue
Front Royal, VA 22630
540-636-4600

Architect Contact:
Frederick Andreae Architects
Fred Andreae
fandreae@embarqmail.com
25 South Royal Ave.
Front Royal, VA 22630
540-635-5135

Structural Engineer Contact:
Ruckman Engineering, PLC
Richard Ruckman
richard.ruckman@ruckmanengineering.com
22 - B Ricketts Dr
Winchester, VA 22601
540-678-1216

ENGINEER'S NOTE:

WHERE SHOWN AS CORRECTIONS ON THIS SHEET, THE MODIFIED DIMENSIONS ARE PROVIDED BY PRESCRIPTION BY RACEY ENGINEERING

BUILDING CODE SUMMARY:

NAME OF PROJECT: WARREN COUNTY PARKS & RECREATION SHELTER FACILITY
ADDRESS: WILL VARY THROUGHOUT COUNTY
OWNER OR AUTHORIZED AGENT: BRANDY ROSSER, PROJECT MANAGER
CODE ENFORCEMENT JURISDICTION: WARREN COUNTY, VA
YEAR ADDITION OF CODE: 2015 VIRGINIA CONSTRUCTION CODE

BUILDING DATA & ALLOWABLE BUILDING AREA:

USE - AMUSEMENT/RECREATION A5- RECREATION SUPPORT STRUCTURE, OPEN AIR
CONSTRUCTION TYPE: 5B
ALLOWABLE BUILDING HEIGHT: NA
EXISTING BUILDING HEIGHT: NA
ALLOWABLE BUILDING AREA (SQ FT): NA
EXISTING TOTAL BUILDING AREA GROSS: NA
AREA MODIFICATION (SQ FT): NA
MIXED OCCUPANCY: NO

DESIGN LOADS		
2015 VIRGINIA CONSTRUCTION CODE		
LIVE LOADS		**SPECIAL CONSIDERATIONS**
FLOOR OR ROOF AREA	LOAD (PSF)	
ROOF	20	
SNOW LOADS		**SPECIAL CONSIDERATIONS**
LOAD TYPE	LOAD (PSF)	
SNOW DRIFT	35	
SNOW PARAMETER	VALUE	**SPECIAL CONSIDERATIONS**
GROUND SNOW LOAD (Pg)	35	
SNOW EXPOSURE FACTOR (Ce)	0.9	
SNOW LOAD IMPORTANCE FACTOR (I)	1	
TERRAIN EXPOSURE	C	
THERMAL FACTOR	1.2	UN-HEATED/OPEN
WIND DESIGN PARAMETERS		**SPECIAL CONSIDERATIONS**
PARAMETER	VALUE	
BASIC WIND SPEED	90 MPH	
ULTIMATE WIND SPEED	115 MPH	3 SECOND GUST
WIND EXPOSURE	C	

COMMONWEALTH OF VIRGINIA
FREDERICK S. ANDREAE
No. 3065
11-19-19
ARCHITECT

SHEET 5 OF 8

DATE: 11-19-19

REVISION:

FREDERICK ANDREAE ARCHITECTS
25 SOUTH ROYAL AVE., FRONT ROYAL VA 22630 TELE/FAX 540-635-5135

WARREN COUNTY PARK SHELTER
WARREN COUNTY, VA 22630

C1
OF
5

PROJECT NOTES

GENERAL NOTES

A. WORK SHALL COMPLY WITH ALL APPLICABLE LOCAL AND STATE CODES, ORDINANCES AND REGULATIONS, AND THE 2015 VIRGINIA CONSTRUCTION CODE.
B. GENERAL NOTES AND DETAILS APPLY THROUGHOUT THE JOB UNLESS OTHERWISE NOTED.
C. THE ARCHITECT WILL NOT BE RESPONSIBLE FOR AND WILL NOT HAVE CONTROL OVER CONSTRUCTION, MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK.

01. GENERAL REQUIREMENTS

A. PROJECT SUMMARY
1. THIS DESIGN IS GENERIC IN NATURE AND WILL BE USED ON DIFFERENT SITES THROUGHOUT WARREN COUNTY. THIS DESIGN ASSUMES A FLAT SITE.
2. ANY PLANNED DISRUPTION OF AND TIE-INS TO EXISTING UTILITIES SHALL BE COORDINATED WITH THE COUNTY REPRESENTATIVE, THERE SHALL BE A 24 HOUR NOTICE GIVEN BY THE CONTRACTOR TO OWNER AND OCCUPANTS AFFECTED BY UTILITY INTERRUPTIONS, WITH THE EXCEPTION OF EMERGENCIES
3. DESCRIPTION OF WORK
   a. CONSTRUCTION INCLUDES NEW CONCRETE SLAB, POSTS AND ROOF.
   b. SCOPE OF WORK SHALL INCLUDE LABOR, MATERIALS, TOOLS, EQUIPMENT AND SERVICES NECESSARY TO DO WORK DESCRIBED IN THESE DRAWINGS.
   c. SCOPE OF WORK INCLUDES COMPLETING CONSTRUCTION WITHOUT LEAVING HOLES OR GAPS THAT MAY COLLECT DIRT OR VERMIN AND COMPLETING CONSTRUCTION WITH SOFTENED, STRAIGHT EDGES THAT ARE NOT HAZARDOUS.

B. SUBMITTALS
1. CONTRACTOR SHALL FIELD VERIFY EXISTING SITE CONDITIONS.
2. SUBMIT SHOP DRAWINGS AND PRODUCT DATA FOR MATERIALS AND ACCESSORIES LISTED BOTH BELOW AND ON THE DRAWINGS. SHOP DRAWINGS AND SUBMITTALS SHALL INCLUDE BUT NOT BE LIMITED TO:
   a. CONCRETE SLAB AND CONTROL JOINT LAYOUTS.
   b. HEAVY TIMBER SAMPLES.
   c. METAL ROOF, WALL PANELS, SOFFIT, METAL ACCESSORIES, GUTTERS, AND DOWNSPOUTS SUBMITTALS AND LAY-OUT AND COLOR SAMPLES.
   d. ROOF UNDERLAYMENT SUBMITTAL.
   e. MASONRY VENEER SUBMITTAL, LAY-OUT AND COLOR SAMPLES.
   f. SUBMITTALS AS REQUIRED BY STRUCTURAL SPECIFICATIONS.
3. PRODUCT DATA SHALL BE IDENTIFIED AS DESCRIBED IN DRAWINGS, SHALL BE MARKED TO INDICATE SPECIFIC ITEM PROPOSED, AND SHALL BE ORGANIZED IN AN ORDERLY MANNER.
4. SUBMIT (1) PAPER COPY, ONE SET OF COLOR SAMPLES, AND (1) PDF COPY TO ARCHITECT FOR REVIEW AND DISTRIBUTION.

C. QUALITY ASSURANCE
1. PRIOR TO BEGINNING WORK ON AREAS LISTED BELOW, THIS PROJECT SHALL HAVE PRE-INSTALLATION MEETINGS TO REVIEW EXPECTED OUTCOME OF THE CONSTRUCTION. MEETINGS SHALL INCLUDE METAL ROOFING TO REVIEW THE ROOFING WARRANTY, FOUNDATION AND CONCRETE SLAB, ROUGH AND FINISH CARPENTRY, STONE VENEER WALLS. THE CONTRACTOR, THE OWNER AND THE ARCHITECT SHALL BE INCLUDED IN THE MEETINGS. IF REQUIRED BY THE WARRANTY, THE MANUFACTURER'S REPRESENTATIVE SHALL ATTEND MEETING.
2. COMPLY WITH MANUFACTURER'S REQUIREMENTS, NOTES, DETAILS AND QUALITY OF INSTALLATION.
3. IN AREAS WHERE DRAWING AND SPECIFICATIONS DO NOT ADDRESS METHODOLOGY, THE CONTRACTOR SHALL FOLLOW THE MANUFACTURER'S SPECIFICATIONS AND/OR RECOMMENDATIONS.
4. FIELD VERIFICATION OF DIMENSIONS AND EXISTING SITE CONDITIONS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND HIS SUBCONTRACTORS.
5. NOTED DIMENSIONS TAKE PRECEDENCE OVER SCALE. IF THERE ARE CONFLICTS BETWEEN DIMENSIONS AND SITE CONDITIONS, CONSULT ARCHITECT BEFORE PROCEEDING.
6. GENERAL NOTES AND TYPICAL DETAILS APPLY THROUGHOUT THE JOB UNLESS OTHERWISE NOTED.
7. THE CONTRACTOR SHALL COORDINATE AND COORDINATE ALL ASPECTS OF DRAWINGS TO EXISTING CONDITIONS. WHEN IN THE OPINION OF THE CONTRACTOR A DISCREPANCY EXISTS, THE CONTRACTOR SHALL PROMPTLY REPORT IT TO THE ARCHITECT FOR PROPER ADJUSTMENT BEFORE PROCEEDING WITH THE WORK.
8. IN THE EVENT CERTAIN FEATURES OF THE CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS, THE CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS IS SHOWN OR NOTED.
9. ANY ROAD OR UTILITIES, OR EXISTING BUILDING AND GROUNDS DAMAGED BY CONTRACTOR OR SUB-CONTRACTOR SHALL BE SOLE RESPONSIBILITY OF THE PRIMARY CONTRACTOR AND PROPERLY AND IMMEDIATELY REPAIRED BY CONTRACTOR IN EQUAL OR BETTER CONDITION THAN ORIGINAL.
10. CARE SHALL BE TAKEN TO AVOID DAMAGE TO PROPERTY. ANY DAMAGE SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE, TO EQUAL OR BETTER THAN THE ORIGINAL CONDITION.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING A CLEAN CONSTRUCTION SITE. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING COMPONENTS NOT KEPT CLEAN.

D. WARRANTY
1. PROVIDE MANUFACTURER'S WARRANTIES. INSTALL SO NO EXCEPTIONS ARE INCLUDED IN WARRANTIES. IF SITUATIONS COME UP DURING CONSTRUCTION THAT WILL VOID OR CREATE EXCEPTIONS, NOTIFY ARCHITECT AND OWNER SO DIFFERENT DETAILS CAN BE MADE.

E. PROJECT CLOSEOUT
1. SUBMIT MAINTENANCE MANUALS, WARRANTIES, AND APPROVED SUBMITTALS WITH ANY CHANGES CLEARLY MARKED. PROVIDE (2) HARD COPIES AND (1) PDF COPY ON A FLASH DRIVE.
2. UPON COMPLETION OF THE PROJECT AND PRIOR TO ACCEPTANCE BY THE OWNER, CONTRACTOR SHALL FURNISH AS-BUILTS:
   a. AS-BUILTS SHALL RECORD ALL CHANGES TO THE BIDDING DOCUMENTS AND SHALL BE NEATLY AND CLEARLY IDENTIFIED ON THE AS-BUILT DOCUMENTS.
   b. AS-BUILTS SHALL INCLUDE RELEVANT CONSTRUCTION INFORMATION UNCOVERED DURING THE PROCESS OF THE CONSTRUCTION.
   c. AS-BUILTS SHALL BE PROVIDED AS FOLLOWS: (2) HARD COPIES AND (1) COPY IN PDF FORMAT.
   d. AS-BUILTS CAN BE LEGIBLY HAND NOTED ON BID DOCUMENT COPY.
3. TOUCH-UP ALL FINISHES TO RESTORE DAMAGED OR SOILED AREAS. CLEAN ALL AREAS IN CONTRACT. WHERE TOUCH UP INCLUDES PAINTING, NEW PAINT MUST COVER TO CLOSEST CORNER.
4. INSTRUCT OWNER'S REPRESENTATIVE IN THE USE AND MAINTENANCE OF BUILDING.

F. STRUCTURAL NOTES
1. SEE DRAWINGS FOR ADDITIONAL INFORMATION.
2. CONCRETE SLAB
   a. MIN. COMP. STRENGTH AT 28 DAYS = 3500 PSI
   b. 5% TO 8% AIR ENTRAINED
   c. 4" +/- 1" SLUMP TYP.
   d. ASSUMED SOIL BEARING : 2000 PSF, FIELD VERIFY EACH SITE.
   e. COMPACTED SOIL/BASE:
      1) ALL EXPOSED SUB-GRADES SHALL BE FREE OF ORGANICS OR DELETERIOUS MATERIALS PRIOR TO PLACEMENT OF NEW FILL AND BASE STONE. ALL FILL SLOPES ADJACENT TO SLAB WHERE FILL WILL BE PLACED SHALL ALSO BE COMPLETELY FREE OF THESE MATERIALS. ALL EXPOSED AREAS SHALL BE COMPACTED PRIOR TO PLACEMENT OF NEW FILL AND BASE STONE.
      2) NEW FILL PLACED BENEATH SLAB AND ADJACENT SLOPES BEYOND THE SLAB EDGE SHALL BE COMPACTED TO AT LEAST 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR METHOD (ASTM D 698).
      3) ALL FINAL SUB-GRADES FOR SLAB SHALL BE TESTED TO VERIFY A MINIMUM BEARING PRESSURE OF 500 PSF PRIOR TO PLACEMENT OF BASE STONE.
   e. REINFORCING STEEL
      1) USE 60 GRADE
      2) ALL REBAR SHALL BE NEW, BILLETED, DEFORMED REBAR A615, 60 KSI, ALL BARS SHALL HAVE A LAP LENGTH OF 24" MIN. STIRRUPS SHALL BE BENT IN ACCORDANCE W/ACI STANDARDS.
3. LUMBER
   a. ALL LUMBER SHALL BE SPF #2 MATERIAL, UNLESS NOTED OTHERWISE. ALL LUMBER IN CONTACT WITH MASONRY OR CONCRETE SHALL BE P.T. SYP #2 OR WOLMANIZED PSL.
   b. BEAMS SHALL BE RATED FOR EXTERIOR USE.
   c. PT 8X8 EXPOSED TIMBERS SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
4. PLYWOOD
   a. WALL SHEATHING SHALL BE APA RATED SHEATHING.
   b. ROOF SHEATHING SHALL BE APA RATED FOR 30 PSF SNOW LOAD @ 24" SPAN.

03. CONCRETE

A. CONCRETE SLAB:
1. GENERAL
   a. FLOOR SLAB SHALL BE REINFORCED AS SHOWN ON THE DRAWINGS.
   b. FLOOR SLAB SHALL BE CONSTRUCTED IN ACCORDANCE WITH ACI 302, CLASS 2.
   c. CONCRETE FLOOR SHALL HAVE A UNIFORM FINISH AND SHALL BE SMOOTH & LEVEL.
   d. CONCRETE FLOOR SHALL BE SEALED WITH SILOX-TEK 8500BY BY GHOSTSHIELD OR OKON S-40 BY RUST-OLEUM. FINISH SHALL BE A PENETRATING SEALER THAT IS WATER REPELLANT. FINISH SHALL BE EVENLY APPLIED AND IN ACCORDANCE TO MANUFACTURER'S RECOMMENDATIONS.
   e. ALL STRUCTURAL INSERTS SHALL BE POSITIVELY SECURED IN PLACE BEFORE CONCRETE IS PLACED.
   f. EXPANSION AND CONTROL JOINTS:
      1) SEE DRAWINGS FOR CONTROL AND EXPANSION JOINTS. JOINTS SHALL HAVE RADIUS EDGES AND SHALL BE FINISHED W/ EDGING TOOL ON ALL SLAB CORNERS.
      2) EXPANSION JOINTS SHALL BE UNIFORM AND FLUSH WITH CONCRETE. INSTALL JOINT FILLERS AND WATERSTOPS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS. INSTALL 1/2-INCH THICK JOINT FILLER TO SEPARATE SLABS ON GRADE FROM VERTICAL SURFACES. EXTEND JOINT FILLER FROM BOTTOM OF SLAB TO WITHIN ½-INCH (6 MM) OF FINISHED SLAB SURFACE. MAINTAIN CORRECT POSITION TO ALLOW JOINT COVER FLUSH WITH FINISH FLOOR ELEVATION.
      3) CONTROL JOINTS
         i. SHALL BE STRAIGHT, UNIFORM AND TRUE TO LINE WITH FACES PERPENDICULAR TO SURFACE PLANE OF CONCRETE..
         ii. SAWED JOINTS SHALL BE FORMED WITH POWER SAWS EQUIPPED WITH SHATTERPROOF ABRASIVE OR DIAMOND-RIMMED BLADES. CUT 1/8" WIDE JOINTS INTO CONCRETE WHEN CUTTING ACTION WILL NOT TEAR, ABRADE, OR OTHERWISE DAMAGE SURFACE AND BEFORE CONCRETE DEVELOPS RANDOM CONTRACTION CRACKS. SLAB SHALL BE RE-POURED IF CONCRETE CRACKS DUE TO TIMING OF CONTROL JOINT INSTALLATION.
2. SUBMITTALS:
   a. PRODUCT DATA: PROVIDE DATA FORM PROPRIETARY MATERIALS, INCLUDING ADMIXTURES CURING MATERIALS, AND FINISH MATERIALS.
   b. SUBMIT PLACEMENT SHOP DRAWINGS, SHOWING LOCATION OF CONSTRUCTION JOINTS, CLEARLY INDICATE THE CONSTRUCTION JOINTS IN DIFFERENT LOCATIONS THAT THOSE SHOWN IN THE DRAWINGS.
   c. SAMPLES: AS REQUESTED BY TESTING LABORATORY.
   d. MIX DESIGN FOR EACH CONCRETE MIX SEALED BY AN ENGINEER REGISTERED IN VIRGINIA.
      1) INCLUDE COMPRESSION TEST DATA USED TO ESTABLISH MIX PROPORTIONS.
   e. SUBMIT CERTIFICATION THAT THE FACILITIES OF THE READY-MIX PLANT COMPLY WITH THE REQUIREMENTS OF ASTM C94.
   f. MATERIAL CERTIFICATES.
      1) CEMENTITIOUS MATERIALS, INCLUDING SUPPLEMENTAL CEMENTITIOUS MATERIAL.
      2) AGGREGATES, INCLUDING GRADATION AND COMBINED GRADATION.
      3) ADMIXTURES. WHERE MORE THAN ONE ADMIXTURE IS PROPOSED, INCLUDE STATEMENT FROM ADMIXTURE MANUFACTURER INDICATING THAT ADMIXTURES PROPOSED FOR USE ARE COMPATIBLE, SUCH THAT DESIRABLE EFFECTS OF EACH ADMIXTURE WILL BE REALIZED.
   g. SUBMIT TICKET TO TESTING LABORATORY FOR EACH BATCH OF CONCRETE DELIVERED, BEARING THE FOLLOWING INFORMATION. REFER TO "FIELD QUALITY CONTROL" ARTICLE OF THIS SECTION.
      1) MIX IDENTIFICATION.
      2) WEIGHTS OF CEMENTITIOUS MATERIALS, AGGREGATES, WATER AND ADMIXTURES, AND AGGREGATE SIZE.
3. QUALITY ASSURANCE
   a. CONCRETE MIX DESIGN: TESTING LABORATORY SHALL, UNDER DIRECTION OF ITS VIRGINIA REGISTERED CIVIL ENGINEER, DESIGN CONCRETE MIXES. EACH MIX SHALL BEAR THE SIGNATURE, SEAL AND REGISTRATION EXPIRATION DATE OF THE ENGINEER DIRECTING THE DESIGN WORK.
   b. CERTIFICATES OF COMPLIANCE: ACCEPTABILITY OF THE FOLLOWING MATERIALS WILL BE BASED UPON DOCUMENTATION FURNISHED BY THE MANUFACTURER IDENTIFYING EACH BATCH OF MATERIAL AND CERTIFYING COMPLIANCE WITH THE REQUIREMENTS SPECIFIED:
      1) PORTLAND CEMENT.
      2) FLY ASH.
      3) CHEMICAL ADMIXTURES.
   c. CERTIFIED LABORATORY TEST REPORTS: BEFORE DELIVERY OF MATERIALS SUBMIT CERTIFIED COPIES OF THE REPORTS OF THE TESTS REQUIRED IN REFERENCED STANDARDS OR OTHERWISE SPECIFIED HERE. THE TESTING SHALL HAVE BEEN PERFORMED BY AN INDEPENDENT LABORATORY APPROVED BY THE UNIVERSITY WITHIN ONE YEAR OF SUBMITTAL OF TEST REPORTS FOR APPROVAL. TEST REPORTS ON A PREVIOUSLY TESTED MATERIAL SHALL BE ACCOMPANIED BY NOTARIZED CERTIFICATES FROM THE MANUFACTURER CERTIFYING THAT THE PREVIOUSLY TESTED MATERIAL IS OF THE SAME TYPE, QUALITY, MANUFACTURE AND MAKE AS THAT PROPOSED FOR USE IN THE PROJECT. CERTIFIED TEST REPORTS ARE REQUIRED FOR THE FOLLOWING:
      1) PORTLAND CEMENT.
      2) AGGREGATES.
      3) ADD MIXTURES.
4. EXAMINATION
   a. VERIFY THAT ANCHOR BOLTS, EMBEDDED PLATES, REINFORCEMENT, SLEEVES AND OTHER ITEMS TO BE CAST INTO CONCRETE ARE ACCURATELY PLACED, POSITIONED SECURELY, AND WILL NOT CAUSE HARDSHIP IN PLACING CONCRETE.
      1) FORMWORK ERECTION
      2) VERIFY LINES, LEVELS, AND MEASUREMENT BEFORE PROCEEDING WITH FORMWORK.
      3) HAND TRIM SIDES AND BOTTOM OF EARTH FORMS; REMOVE LOOSE DIRT.
      4) ALIGN FORM JOINTS.
      5) DO NOT APPLY FORM RELEASE AGENT TO CONCRETE SURFACES WHICH RECEIVE [SPECIAL FINISHES] [OR] [APPLIED COATINGS] THAT MAY BE AFFECTED BY AGENT.
      6) COORDINATE WORK OF OTHER SECTIONS IN FORMING AND SETTING OPENINGS, SLOTS, RECESSES, CHASES, SLEEVES, BOLTS, ANCHORS, AND OTHER INSERTS.
   b. REINFORCEMENT AND EMBEDDED ITEMS
      1) PLACE, SUPPORT, AND SECURE REINFORCEMENT AND EMBEDDED ITEMS AGAINST DISPLACEMENT.
      2) INSTALLATION TOLERANCES FOR ANCHOR BOLTS FOR STRUCTURAL STEEL COLUMNS SHALL COMPLY WITH THE AISC CODE OF STANDARD PRACTICE FOR STEEL BUILDINGS AND BRIDGES REQUIREMENTS FOR TOLERANCES.
   c. ONLY ITEMS THAT ARE DIMENSIONALLY LOCATED ON THE DRAWINGS MAY BE EMBEDDED IN CONCRETE REGARDLESS OF THE TRADE RESPONSIBLE FOR PLACING THEM.PLACING CONCRETE
      1) NOTIFY THE UNIVERSITY AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF CONCRETING OPERATIONS. NO CONCRETE SHALL BE PLACED UNTIL ALL SUBGRADE, FORMWORK, REINFORCING STEEL, EMBEDDED ITEMS AND SURFACES AGAINST WHICH CONCRETE IS TO BE PLACED HAVE BEEN ACCEPTED BY THE UNIVERSITY. THE RATE OF DELIVERY, HAUL TIME, MISSING TIME AND HOPPER CAPACITY SHALL BE SUCH THAT ALL MIXED CONCRETE DELIVERED SHALL BE PLACED IN FORMS WITHIN 90 MINUTES FROM THE TIME OF THE INTRODUCTION OF CEMENT AND WATER INTO THE MIXER. NO WATER SHALL BE ADDED AFTER TRANSIT MIXER LEAVES THE BATCHING PLANT WITHOUT THE APPROVAL OF THE UNIVERSITY.
      2) PREPARE PREVIOUSLY PLACED CONCRETE BY CLEANING WITH [STEEL BRUSH] OR [SANDBLASTING] [WATERBLASTING] [WET SANDBLASTING] AND APPLYING BONDING AGENT IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTION.
      3) IN LOCATIONS WHERE NEW CONCRETE IS DOWELED TO EXISTING WORK, DRILL HOLES IN EXISTING CONCRETE, INSERT STEEL DOWELS AND PACK SOLID WITH [NON-SHRINK GROUT] OR [EPOXY GROUT].
      4) FOUNDATION SURFACES AGAINST WHICH CONCRETE IS TO BE PLACED MUST BE FREE FROM STANDING WATER, MUD AND DEBRIS. SURFACES SHALL BE CLEAN AND FREE FROM OIL, OBJECTIONABLE COATINGS, AND LOOSE OR UNSOUND MATERIAL.
      5) ALL SURFACES OF FORMS AND EMBEDDED ITEMS SHALL BE FREE OF GROUT BEFORE PLACING CONCRETE.
      6) INSTALL [JOINT FILLERS] AND [WATERSTOPS] IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS. INSTALL [1/2-INCH (13 MM)] THICK JOINT FILLER TO SEPARATE SLABS ON GRADE FROM VERTICAL SURFACES. EXTEND JOINT FILLER FROM BOTTOM OF SLAB TO WITHIN ½-INCH (6 MM) OF FINISHED SLAB SURFACE.
      7) LOCATE CONSTRUCTION JOINTS WHERE INDICATED ON THE STRUCTURAL DRAWINGS.
      8) WHEN AMBIENT TEMPERATURE IS EXPECTED TO EXCEED 80 DEGREES F DURING PLACING OR FINISHING OPERATIONS, STEPS SHALL BE TAKEN IN ACCORDANCE WITH ACI 305, "RECOMMENDED PRACTICES FOR HOT WEATHER CONCRETING", TO REDUCE CONCRETE TEMPERATURE AND WATER EVAPORATION BY PROPER ATTENTION TO THE INGREDIENTS, PRODUCTION METHODS, HANDLING, PLACING, PROTECTION AND CURING. THE SUBCONTRACTOR SHALL SUBMIT A DETAILED HOT WEATHER CONCRETING PROCEDURE TO THE A/E FOR APPROVAL AT LEAST TWO BUSINESS DAYS BEFORE CONCRETE PLACEMENT IS PLANNED. THE SUBCONTRACTOR'S TESTING AGENCY WILL PRODUCE TRIAL BATCHES IN ACCORDANCE WITH ACI 305. SLABS WILL BE FOG SPRAYED FROM THE COMPLETION OF SCREEDING UNTIL CURING IS BEGUN; THE FOG SPRAY MAY BE DISCONTINUED ON SECTIONS DURING TROWELING.
   d. SCHEDULE OF SLAB FINISHES
      1) BROOM OR BELT FINISH THROUGHOUT.
   e. CURING AND PROTECTION
      1) WHEELING, WORKING AND WALKING ON CONCRETE SHALL BE AVOIDED FOR AT LEAST 24 HOURS AFTER CASTING. PROTECT CONCRETE FROM SUN AND RAIN. DO NOT PERMIT CONCRETE TO BECOME DRY DURING CURING PERIOD. CONCRETE SHALL NOT BE SUBJECTED TO ANY LOADS UNTIL CONCRETE IS COMPLETELY CURED, AND UNTIL CONCRETE HAS ATTAINED ITS 28 DAY STRENGTH AND [14 DAYS MINIMUM] [28 DAYS MINIMUM].
      2) PROTECT CONCRETE DURING AND AFTER CURING FROM DAMAGE DURING SUBSEQUENT BUILDING CONSTRUCTION OPERATIONS.
      3) COVER TRAFFIC AREAS WITH PLYWOOD OR OTHER SUITABLE MEANS FOR AS LONG AS NECESSARY TO PROTECT CONCRETE FROM DAMAGE.
      4) SPECIFIC CURING REQUIREMENTS FOR SLABS SHALL INCLUDE THE FOLLOWING: IMMEDIATELY UPON COMPLETION OF FINISHING OPERATION, THE SURFACE OF SLABS SHALL BE SEALED AGAINST MOISTURE LOSS BY THE APPLICATION OF A CURING BLANKET MADE OF POLYETHEYLENE BONDED TO BURLAP IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. ALTERNATIVELY, WATERPROOF CURING PAPER MAY BE USED WITH EDGES LAPPED AND SEALED WITH TAPE. THE CURING MEMBRANE SHALL BE WEIGHTED DOWN. TEARS AND RIPS IN CURING MEMBRANE SHALL BE REPAIRED IMMEDIATELY DURING CURING PERIOD. CURING SHALL BE MAINTAINED FOR [7] [14] [21] DAYS.
   f. FIELD QUALITY CONTROL
      1) INSPECTION AND TESTING WILL BE PERFORMED BY TESTING LABORATORY:
         i. COLLECT AND REVIEW TICKETS FOR EACH BATCH OF CONCRETE DELIVERED. ANNOTATE WATER OR ADMIXTURES ADDED SUBSEQUENT TO BATCHING
         ii. SLUMP: ASTM C143; ONE TEST AT POINT OF PLACEMENT AT START OF EACH DAY'S POUR; ADDITIONAL TESTS WHEN CONCRETE CONSISTENCY APPEARS TO HAVE CHANGED.
         iii. COMPRESSIVE STRENGTH: TEST CONCRETE FOR COMPRESSIVE STRENGTH IN ACCORDANCE WITH CBC SECTION [[1905.6]]AND ASTM C39. CONFORM TO TESTING FREQUENCY OF CBC [1905.6.1]. TAKE 4 SPECIMENS PER SAMPLE, TEST ONE AT SEVEN DAYS, TWO AT 28 DAYS, AND RETAIN ONE SPECIMEN.
         iv. TEMPERATURE: ASTM C1064; ONE TEST HOURLY. TAKE ADDITIONAL TESTS WHERE WARRANTED BY WEATHER CONDITIONS OR DELAYS IN DELIVERY.
         v. AIR CONTENT: ASTM C173; FOR MIXES WITH MORE THAN 3 PERCENT AIR, TAKE ONE TEST HOURLY AT POINT OF PLACEMENT.

04. MASONRY

A. CULTURED STONE VENEER COLUMN CLADDING:
1. SUBMITTALS:
   a. PRODUCT DATA: SUBMIT DATA ON PRODUCT CHARACTERISTICS AND GENERAL INSTALLATION INFORMATION.
   b. SHOP DRAWINGS: SUBMIT SHOP DRAWINGS INDICATING LAYOUT AND ELEVATIONS INDICATING COURSING, TRIM, FLASHING AND TERMINATIONS WITH ADJACENT MATERIALS.
   c. VERIFICATION SAMPLES: SUBMIT FOR EACH FINISH PRODUCT SPECIFIED, TWO SAMPLES, MINIMUM SIZE 8 INCHES SQUARE, REPRESENTING ACTUAL PRODUCT.
   d. WARRANTY: SUBMIT COPY OF MANUFACTURER'S STANDARD WARRANTY.
2. QUALITY ASSURANCE
   a. TESTING AGENCY: PROVIDE CERTIFICATE/S SHOWING TESTING PERFORMED BY ALL TESTING AGENCIES THAT HAVE DEMONSTRATED COMPLIANCE WITH ANSI/ISO/IEC STANDARD 17025 AND IS ACCREDITED AS A TESTING LABORATORY (TL-144) BY INTERNATIONAL ACCREDITATION SERVICE, INC.
   b. MOCK-UP: PROVIDE A MOCK-UP FOR EVALUATION OF SUBSTRATE PREPARATION, DETAILING TRIM, AND APPLICATION WORKMANSHIP. LOCATE MOCK-UP IN AREA DESIGNATED BY ARCHITECT. DO NOT PROCEED WITH REMAINING WORK UNTIL MOCK-UP IS ACCEPTED BY ARCHITECT. MODIFY MOCK-UP IF REQUIRED UNTIL ACCEPTED BY ARCHITECT. EL DORADO REPRESENTATIVE SHALL BE PRESENT TO REVIEW REQUIREMENTS TO MAINTAIN WARRANTY.
3. DELIVERY, STORAGE, AND HANDLING
   a. SFOLLOW MANUFACTURER'S RECOMMENDATIONS.
4. PROJECT CONDITIONS
   a. MAINTAIN ENVIRONMENTAL CONDITIONS WITHIN LIMITS RECOMMENDED BY MANUFACTURER FOR OPTIMUM RESULTS. DO NOT INSTALL PRODUCTS UNDER ENVIRONMENTAL CONDITIONS OUTSIDE MANUFACTURER'S LIMITS.
5. WARRANTY
   a. PROVIDE MANUFACTURER'S STANDARD WARRANTY AGAINST DEFECTS IN MANUFACTURING.
6. MATERIALS:
   a. EL DORADO CULTURED STONE AS MANUFACTURED BY BORAL STONE PRODUCTS.
   b. PRECAST VENEER UNITS CONSISTING OF PORTLAND CEMENT, LIGHTWEIGHT AGGREGATES, AND MINERAL OXIDE PIGMENTS.
   c. FABRICATED TRIM SHAPES: CORNERS AND FLAT UNITS.
   d. WATER RESISTANT BARRIER: BORAL DRAIN AND DRY LATH WATER BARRIER.
   e. MORTAR MIXES
      1) STANDARD INSTALLATION (GROUTED JOINTS):
      2) MIX MORTAR IN ACCORDANCE WITH ASTM C 270,
      3) POLYMER MODIFIED MORTAR COMPLYING WITH ANSI A118.4
      4) ADD COLOR PIGMENT IN GROUT JOINT MORTAR IN ACCORDANCE WITH PIGMENT MANUFACTURER'S INSTRUCTIONS NOT TO EXCEED 10% BY WEIGHT OF CEMENT.
   f. FLASHING: NON-PAINTED, NON-CORROSIVE FLASHING.
   g. CONCEALING MATERIAL: COLORED SANDED CAULK AT NAIL/SCREW HEADS AND AS APPLICABLE.
7. EXECUTION
   a. DO NOT BEGIN INSTALLATION UNTIL SUBSTRATES HAVE BEEN PROPERLY PREPARED. IF SUBSTRATE PREPARATION IS THE RESPONSIBILITY OF ANOTHER INSTALLER, NOTIFY ARCHITECT OF UNSATISFACTORY CONDITIONS BEFORE PROCEEDING.
   b. VERIFY COMPLIANCE OF EXISTING CONDITIONS WITH MANUFACTURER'S REQUIREMENTS INCLUDING THE FOLLOWING:
   c. SUBSTRATE IS FLUSH WITHIN 1/4 INCH IN 10 LINEAL FEET. PROVIDE METAL FURRING STRIPS TO MAKE WALL SURFACE PLUMB AS REQUIRED BY MANUFACTURER.
8. PREPARATION
   a. CLEAN SURFACES THOROUGHLY PRIOR TO INSTALLATION.
   b. PREPARE SURFACES USING THE METHODS RECOMMENDED BY THE MANUFACTURER FOR ACHIEVING THE BEST RESULT FOR THE SUBSTRATE UNDER THE PROJECT CONDITIONS.
9. INSTALLATION
   a. WATER RESISTIVE BARRIER APPLICATION: COVER AS SHOWN ON DRAWINGS.
   b. APPLICATIONS-
      1) COMPLY WITH MANUFACTURER'S INSTALLATION INSTRUCTIONS INCLUDING THE FOLLOWING:
      2) CAPS/ROWLOCKS SHALL BE EL DORADO CULTURED STONE OR EQUAL. INSTALL CLEAN, TRUE AND NEAT. TOLERANCE SHALL BE LESS THAN 1/4". REPLACE ANY BROKEN OR MIS-ALIGNED CAPS.
10. PROTECTION
   a. PROTECT UNINSTALLED AND INSTALLED PRODUCTS UNTIL COMPLETION OF PROJECT.
   b. TOUCH-UP, REPAIR OR REPLACE DAMAGED PRODUCTS BEFORE SUBSTANTIAL COMPLETION.

05. METALS

A. METAL, WHICH COMES IN CONTACT WITH CONCRETE AND MOISTURE, SHALL HAVE PROTECTIVE SEPARATION MATERIAL AS RECOMMENDED BY MANUFACTURER, OR SHALL BE COMPATIBLE WITH CONCRETE.
B. STRUCTURAL TIES AND ANCHORS ARE LISTED IN DRAWINGS. MANUFACTURERS ARE SIMPSON STRONG TIE. INSTALL AS RECOMMENDED BY MANUFACTURERS.

06. WOOD, PLASTICS, AND COMPOSITES

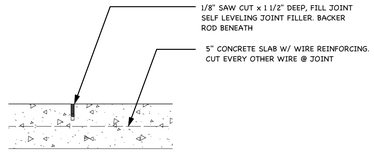
A. ROUGH CARPENTRY AND EXTERIOR EXPOSED HEAVY TIMBER FRAMING:
1. QUALITY ASSURANCE:
   a. INSPECTION: PRIOR TO WORK OF THIS SECTION, CAREFULLY INSPECT THE INSTALLED WORK OF OTHER TRADES AND VERIFY THAT SUCH WORK IS COMPLETED TO THE POINT WHERE THIS INSTALLATION MAY PROPERLY COMMENCE.
   b. DISCREPANCIES: IN THE EVENT OF DISCREPANCY, IMMEDIATELY NOTIFY THE ARCHITECT. DO NOT PROCEED WITH INSTALLATION IN AREAS OF DISCREPANCY UNTIL SUCH DISCREPANCIES HAVE BEEN FULLY RESOLVED.
   c. EXPOSED HEAVY TIMBER FRAMING SHALL BE FREE OF WARP, TWIST, BOW, CROOK, MILDEW, FUNGUS, OR MOLD, AND SHALL BE CUT AND FIT TIGHTLY. ARCHITECT RESERVES THE RIGHT TO HAVE EXPOSED TIMBERS REPLACED IF QUALITY OF INSTALLATION IS LACKING OF THE ABOVE.
   d. WHERE LUMBER OR PLYWOOD IS INDICATED AS PRESERVATIVE TREATED OR IS SPECIFIED TO BE TREATED, COMPLY WITH APPLICABLE REQUIREMENTS OF AWPA C2 (LUMBER) AND AWPA C9 (PLYWOOD). PRESSURE TREAT ABOVEGROUND ITEMS WITH WATERBORNE PRESERVATIVES TO A MINIMUM RETENTION OF 0.25 LB/CU. FT.(4.0 KG/CU. M) AFTER TREATMENT, KILN-DRY LUMBER AND PLYWOOD TO A MAXIMUM MOISTURE CONTENT OF 19 AND 15 PERCENT, RESPECTIVELY. TREAT INDICATED ITEMS AND THE FOLLOWING:
      1) WOOD CANTS, NAILERS, CURBS, EQUIPMENT SUPPORT BASES, BLOCKING, STRIPPING, AND SIMILAR MEMBERS IN CONNECTION WITH ROOFING, FLASHING, VAPOR BARRIERS, AND WATERPROOFING.
      2) WOOD SILLS, SLEEPERS, BLOCKING, FURRING, STRIPPING, AND SIMILAR CONCEALED MEMBERS IN CONTACT WITH MASONRY OR CONCRETE.
   e. HEAVY TIMBER AND SOLID WOOD
      1) EXPOSED TO VIEW SHALL HAVE A MILL FINISH AND BE FREE OF SPLINTERS, WARPS, SPLITS.
      2) HEAVY TIMBER MILLED LUMBER SHALL HAVE A MOISTURE CONTENT OF NOT GREATER THAN 12%.

B. SOFFIT AND TRIM
1. VENTED AND NON VENTED SOFFIT
   a. SOFFIT MATERIAL SHALL BE JAMES HARDIE SOFFIT OR EQUAL.
      2) INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
      3) SHALL BE FACTORY FINISHED; FASTENERS SHALL BE PAINTED WITH MATCHING FACTORY
      4) PROVIDE FLASHING AT ALL PENETRATIONS AND WHERE MEETING A VERTICAL OR HORIZONTAL PLANE.
      5) PAINT FASTENERS WITH FACTORY PAINT.
2. PVC TRIM
   a. TRIM SHALL BE BY VERANDA, VERSATEX, AZEK OR EQUAL.
      2) INSTALL PER MANUFACTURER'S RECOMMENDATIONS.
      3) SHALL BE PAINTED IN FIELD.
3. WOOD TRIM
   a. SHALL BE FREE OF WARP, TWIST, BOW, CROOK, MILDEW, FUNGUS, OR MOLD, AND SHALL BE CUT AND FIT TIGHTLY. WHERE COVERING CONNECTORS, CONNECTOR SHALL BE RECESSED.
   b. FABRICATE MISCELLANEOUS LUMBER FROM DIMENSION LUMBER OF SIZES INDICATED AND INTO SHAPES SHOWN.
   c. SAND, STAIN AND SEAL.

C. FASTENERS
1. GENERAL: PROVIDE FASTENERS OF SIZE AND TYPE INDICATED THAT COMPLY WITH REQUIREMENTS SPECIFIED IN THIS ARTICLE FOR MATERIAL AND MANUFACTURE.
2. PROVIDE FASTENERS WITH A H

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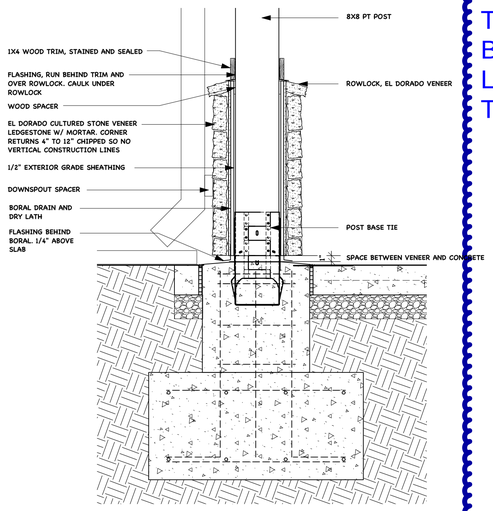
SHEET 7 OF 8



7 / A1 SLAB-ON-GRADE CONTROL JOINT (CJ)
Scale: 1 1/2" = 1'-0"

STREAM FLOODPLAIN ELEVATION ANALYSIS:
RACEY PROJECT NUMBER: 8451

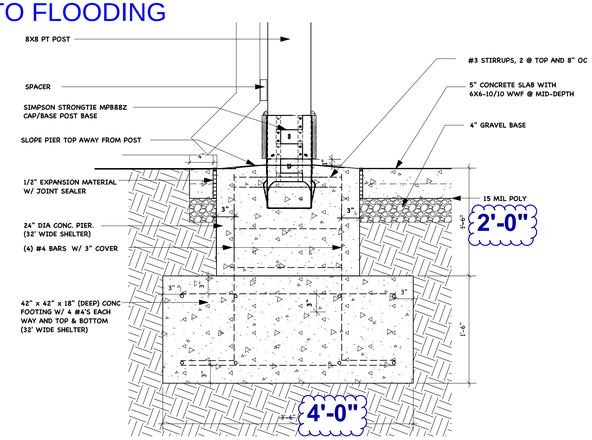
THIS IS THE FOUNDATION DESIGN PROPOSED FOR THE SHELTER IN THIS PROJECT SUBMITTAL, AND NONE OTHER IS TO BE USED



6 / A1 VENEER ON POST
Scale: 1" = 1'-0"

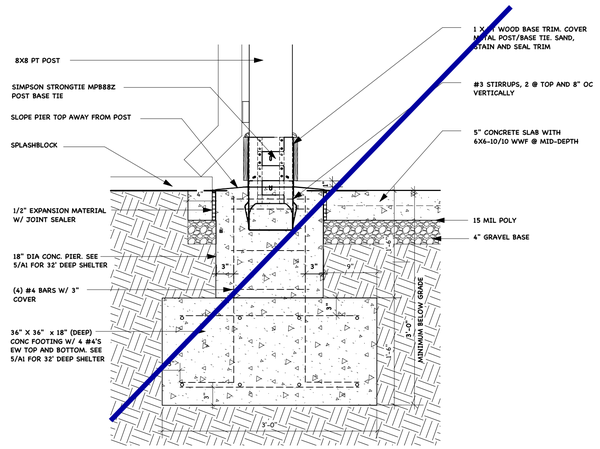
NOTE: FOR FOUNDATION DETAILS, SEE 4/A1 AND 5/A1

THE DIMENSIONS OF THE FOOTINGS HAVE BEEN CHANGED TO INCREASE FLOOD LOADING CAPACITY AND RESIST SCOUR DUE TO FLOODING



5 / A1 FOUNDATION FOR SHELTER 32' WIDE
Scale: 1" = 1'-0"

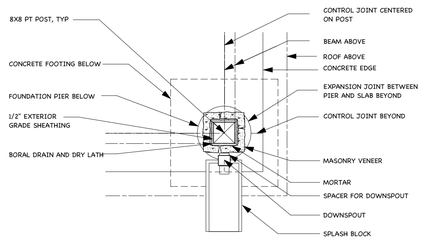
NOTE: FOR FOUNDATION DETAILS, SEE 4/A1



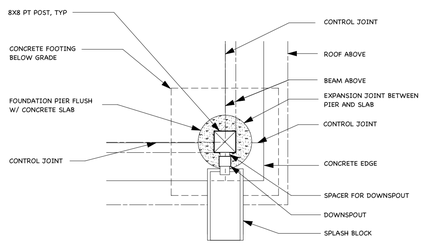
4 / A1 FOUNDATION FOR SHELTER 24' WIDE
Scale: 1" = 1'-0"

ENGINEER'S NOTE:

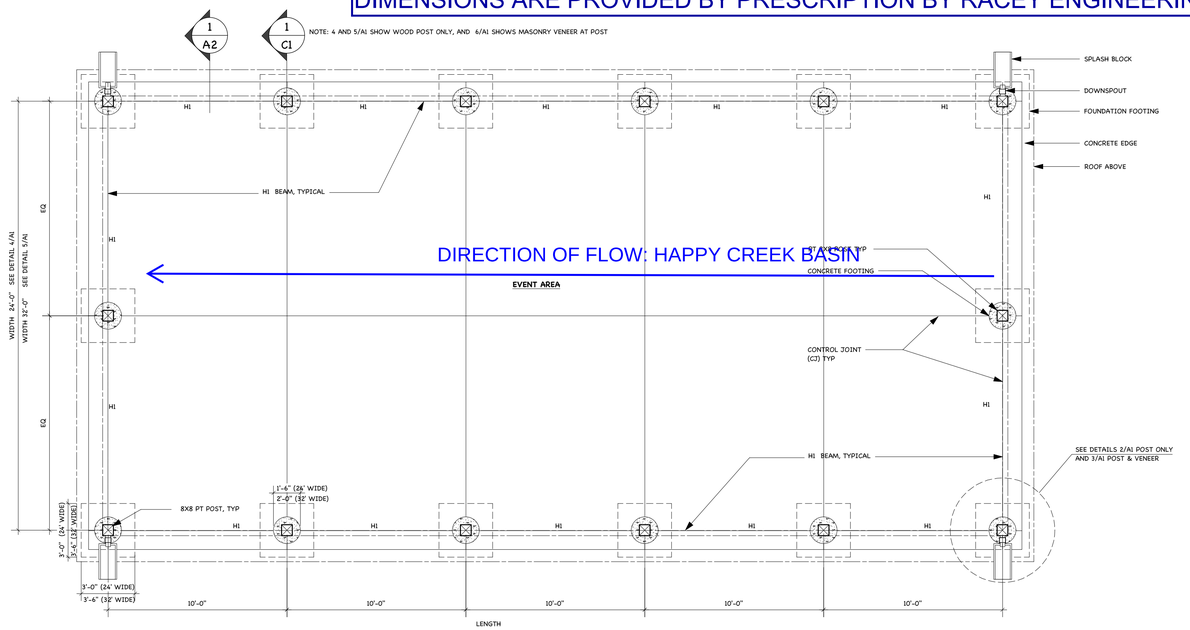
WHERE SHOWN AS CORRECTIONS ON THIS SHEET, THE MODIFIED DIMENSIONS ARE PROVIDED BY PRESCRIPTION BY RACEY ENGINEERING



3 / A1 POST PLAN W/ VENEER
Scale: 1/2" = 1'-0"



2 / A1 POST PLAN NO VENEER
Scale: 1/2" = 1'-0"



1 / A1 PLAN
Scale: 1/4" = 1'-0"

DRAWING KEY

⊠	PRESSURE TREATED POST AS MARKED
▭▭▭▭	CONSTRUCTION BEYOND OR ABOVE
▭▭▭▭	NEW CONCRETE
TYP	TYPICAL
CJ	CONTROL JOINT

WOOD POST, CONCRETE PIER AND FOOTING

	WIDTH 24'	WIDTH 32'
POST	8X8	8X8
PIER	1'-6" DIA	2'-0" DIA
FOOTING	3'0" SQ X 1'-6" DEEP	3'-6" SQ X 1'-6" DEEP

BEAM SCHEDULE BOTH LENGTH AND WIDTH

	*LVL OR PARALLAM, WRAPPED WITH WOOD TRIM	**GLULAM- NOT WRAPPED WITH TRIM BOARDS
H1	(2) 1 3/4" X 9 1/4" LVL OR (1) 3 1/2" X 9 1/4" PARALLAM *	(1) 3 1/2" X 9 1/4" GLULAM**

NOTES:

1. ALL NEW CONCRETE SLABS SHALL BE 5" CONCRETE W/ 6"X6" 10/10 WWF ON 15 MIL POLY VAPOR BARRIER ON 4" GRAVEL BASE ON UNDISTURBED OR COMPACTED SOIL. CONC 3500 PSI W/ 5-8% AIR ENTRAINED.
2. INSTALL EXPANSION JOINTS BETWEEN CONCRETE SLAB AND CONCRETE FOUNDATION PIERCS.
3. INSTALL CONTOL JOINTS (CJ) AS SHOWN.

COMMONWEALTH OF VIRGINIA
FREDERICK S. ANDREAE
No. 3058
11-19-19
ARCHITECT

SHEET 7 OF 8

DATE: 11-19-19

REVISION:

FREDERICK ANDREAE ARCHITECTS
23 SOUTH ROYAL AVE., FRONT ROYAL VA 22630 TELE/FAX 540-635-3115

WARREN COUNTY PARK SHELTER
WARREN COUNTY, VA 22630

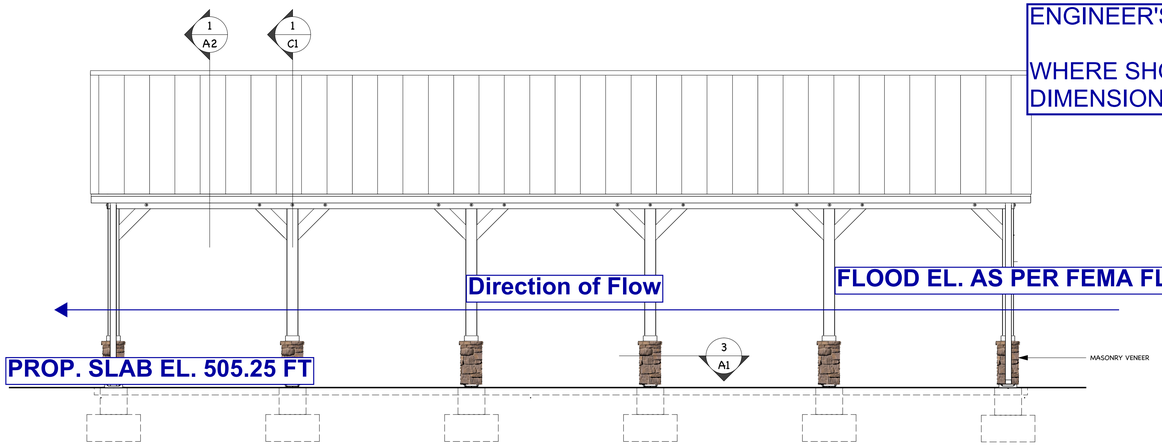
A1 OF 5

ENGINEER'S NOTE:

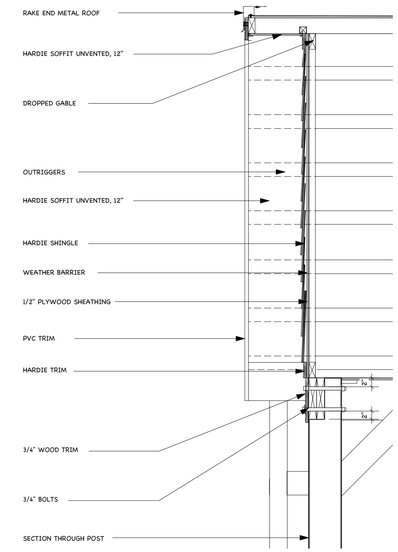
WHERE SHOWN AS CORRECTIONS ON THIS SHEET, THE MODIFIED DIMENSIONS ARE PROVIDED BY PRESCRIPTION BY RACEY ENGINEERING

RACEY ENGINEERING PLLC

SHEET 8 OF 8

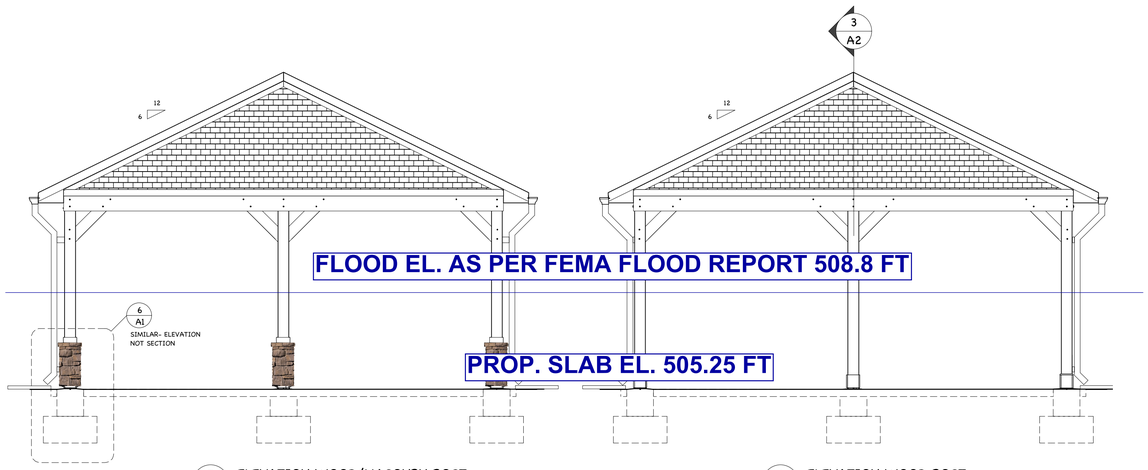


6 A2 ELEVATION WOOD/MASONRY POSTS
Scale: 1/4" = 1'-0"



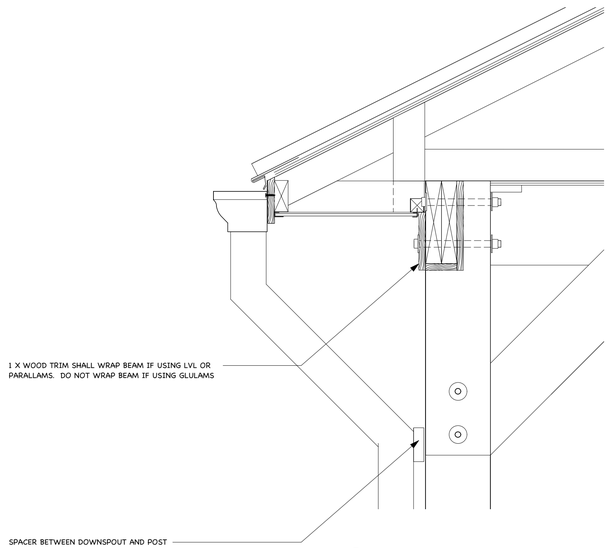
3 A2 GABLE END SECTION THROUGH BEAM AT POST
Scale: 3/4" = 1'-0"

STREAM FLOODPLAIN ELEVATION ANALYSIS:
RACEY PROJECT NUMBER: 8451

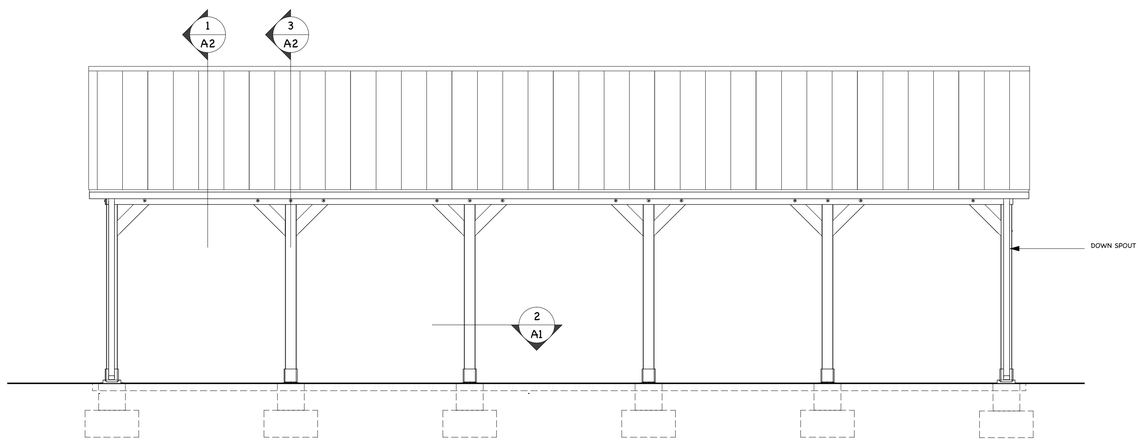


5 A2 ELEVATION WOOD/MASONRY POST
Scale: 1/4" = 1'-0"

4 A2 ELEVATION WOOD POST
Scale: 1/4" = 1'-0"



1 A2 SECTION THROUGH BEAM ONLY
Scale: 1 1/2" = 1'-0"



2 A2 ELEVATION WOOD POSTS
Scale: 1/4" = 1'-0"

COMMONWEALTH OF VIRGINIA
FREDERICK S. ANDREAE
No. 3058
11-19-19
ARCHITECT

SHEET 8 OF 8

DATE: 11-19-19

REVISION:

FREDERICK S. ANDREAE ARCHITECTS
23 SOUTH FRONT ROYAL, VA 22630 TELE/FAX 540-635-3115

WARREN COUNTY PARK SHELTER
WARREN COUNTY, VA 22630

A2
OF
5

12-12-16

Motion to be Made Going into Closed Meeting

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

- - -

Motion to be Made Coming out of Closed Meeting

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

8/12/2021
Fiscal Year 2020-2021 (21-22)

Appropriations

	92000-7112	LCI Services	$125.00	To appropriate LCI Services sponsorship at HHS Complex
	71030-7011	Park Development	$5,838.00	To appropriate Warren Coalition donation for Rockland Park basketball hoops
	71020-5450	FR Golf Course Cart Lease	$2,007.50	To appropriate DLL refund for overpayment of FRGC cart lease

Transfers

FROM:	Special Projects	S.O. Animal Control Vehicle	($2,253.89)	To Cover the cost od animal control vehicle purchase
TO:	35010-7005	S.O. Animal Control Vehicle	$2,253.89	
FROM:	23080-0003	Clerk of Court	($32,289.00)	Transfer reimbursement to TTF to line item transfer to appropriate expenditures; contracts, computer equipment
TO:	23080-3001	Clerk of Court	$32,289.00	
FROM:	23080-3001	Clerk of Court	($23,084.00)	To apply TTF Reimbursement to expenses therefore balancing budget
	23080-3001	Clerk of Court	($9,205.00)	
TO:	21060-3005	Clerk of Court	$23,084.00	
	21060-7007	Clerk of Court	$9,205.00	
FROM:	21060-3005	Clerk of Court	($3,365.26)	Balance Budget
TO:	21060-5201	Clerk of Court	$1,112.84	
	21060-7007	Clerk of Court	$1,497.07	
	21060-8001	Clerk of Court	$755.35	
FROM:	21060-3005	Clerk of Court	($1,944.00)	To Correct coding errors
	21060-3005	Clerk of Court	($8,401.00)	
	21060-7001	Clerk of Court	($200.00)	
	21060-7001	Clerk of Court	($2,537.07)	
TO:	21060-7007	Clerk of Court	$1,944.00	
	21060-7007	Clerk of Court	$8,401.00	
	21060-7007	Clerk of Court	$200.00	
	21060-7007	Clerk of Court	$2,537.07	

FROM:	General Fund	Skyline Training Academy	($25,099.47)	For Fiscal Year 2020-2021
	31900 - 3005	Contractual Services	($1,500.00)	
	31900 - 5101	Electrical Services	($985.69)	
	31900 - 5102	Heating Services	($1,549.85)	
	31900 - 5406	Motor Fuel and Lube	($690.02)	
TO:	31900 - 7005	Motor Vehicle Purchases	$25,099.47	
	31900 - 3002	Professional Services - Other	$500.00	
	31900 - 3004	Repairs and Maintenance	$1,463.40	
	31900 - 3010	Maintenance/ Service Contracts	$626.61	
	31900 - 5203	Telecommunications	$1,107.85	
	31900 - 7001	Capital Improvement	$732.00	
	31900 - 7010	Improvements and Betterments	$295.70	

Warren County Delinquent Tax Collections Monthly Report

Month: July 2021

Pond Law Group:	$17,849.98
TACS:	$6,491.37
TOTAL:	**$24,341.35**

Pond total for 2021:	$64,217.84
TACS total for 2021:	$69,903.01

Cumulative total for 2021:	**$134,120.85**

Sands Anderson				
Date	**Invoice #**	**Amount**		
2/4/2019	337902	$49,781.44		
2/28/2019	338916	$50,559.83		
4/1/2019	340092	$83,053.09		
4/29/2019	343613	$97,993.94		
5/30/2019	349027	$95,751.89		
6/24/2019	353542	$105,677.60		
7/25/2019	358087	$105,344.62		
8/15/2019	363141	$132,559.98		
9/10/2019	367746	$97,055.56		
10/7/2019	214020	$1,485.00	Halasz Reporting & Video	
10/16/2019	381643	$118,603.44		
10/31/2019	977717TE1	$117,023.95	Superior Document Services	
10/31/2019	977717TE2	$6,565.00	Superior Document Services	
11/25/2019	383016	$175,313.87		
11/30/2019	977842TE1	$11,124.92	Superior Document Services	
11/30/2019	977842TE2	$6,340.00	Superior Document Services	
12/18/2019	312341	$866.25	Planet Depos	
12/23/2019	387536	$124,817.89		
12/31/2019	977957TE1	$9,086.18	Superior Document Services	
12/31/2019	977957TE2	$6,340.00	Superior Document Services	
1/13/2020	392047	$127,679.15		
1/22/2020	315265	$2,706.17	Planet Depos	
1/31/2020	978125TE1	$9,281.19	Superior Document Services	
1/31/2020	978125TE2	$6,490.00	Superior Document Services	
2/13/2020	318900	$1,175.25	Planet Depos	
2/20/2020	369533	$158,751.64		
2/29/2020	978239TE1	$9,357.94	Superior Document Services	
2/29/2020	978239TE2	$6,490.00	Superior Document Services	
3/13/2020	401012	$136,835.52		
3/31/2020	978318T	$452.79	Superior Document Services	
3/31/2020	978318TE1	$9,102.94	Superior Document Services	
3/31/2020	978318TE2	$6,490.00	Superior Document Services	
4/14/2020	415506	$119,235.96		
4/15/2020	79425	$2,400.00	Scott Insurance	
4/30/2020	978401TE	$10,778.38	Superior Document Services	
5/14/2020	423245	$135,843.50		
5/31/2020	978486TE	$11,319.00	Superior Document Services	
6/17/2020	427726	$127,987.84		
6/30/2020	978571TE	$11,067.78	Superior Document Services	
7/16/2020	428985	$130,183.76		
7/20/2020	337536	$566.18	Planet Depos	(Received on 10/13/20)
7/31/2020	978676TE	$10,298.52	Superior Document Services	
8/7/2020	433530	$133,312.50		
8/15/2020	345192	$1,120.75	Planet Depos	
8/31/2020	978747	$9,984.77	Superior Document Services	(Received on 12/9/20)
9/18/2020	442067	$138,075.97		
9/30/2020	978847	$9,739.77	Superior Document Services	(Received on 10/27/20)
10/7/2020	356355	$397.50	Planet Depos	
10/15/2020	443408	$117,141.00		

Sands Anderson				
Date	**Invoice #**	**Amount**		
10/31/2020	978915	$9,801.20	Superior Document Services	(Received on 11/20/20)
11/17/2020	448352	$120,209.55		
11/25/2020	N/A	$10,000.00	Retainer for Experts for Mediation	
12/7/2020	CINV-011172	$5,412.68	Mediation Consultant Invoice	(Received on 3/5/21)
12/12/2020	35371	$706.00	Courier One	
12/14/2020	P0100158271	$10,166.20	KLDiscovery (formerly Superior Document Services)	
12/17/2020	453266	$113,966.75		
1/13/2021	457980	$113,124.75		
1/19/2021	CINV-011784	$15,481.96	Mediation Consultant Invoice	(Received on 3/5/21)
1/28/2021	DR40982	$3,651.37	The McCammon Group	(Received on 3/29/21)
2/2/2021	CINV-012445	$30,542.84	Mediation Consultant Invoice	(Received on 3/5/21)
2/9/2021	339456	$1,227.05	Planet Depos	
2/9/2021	339457	$641.50	Planet Depos	
2/17/2021	462742	$133,253.39		
2/23/2021	387076	$309.75	Planet Depos	(Received 3/31/21)
3/1/2021	P0100169085	$9,189.30	KLDiscovery (formerly Superior Document Services)	
3/11/2021	P0100172805	$9,114.30	KLDiscovery (formerly Superior Document Services)	
3/12/2021	467623	$130,648.00		(Received 4/15/21)
4/9/2021	P0100176976	$9,039.30	KLDiscovery (formerly Superior Document Services)	
4/15/2021	472461	$134,955.15		
4/15/2021	398691	$1,480.55	Planet Depos	(Received 5/24/21)
4/15/2021	398695	$918.75	Planet Depos	(Received 5/24/21)
4/22/2021	398718	$695.60	Planet Depos	
4/22/2021	398721	$500.00	Planet Depos	
4/22/2021	402022	$344.50	Planet Depos	
5/5/2021	401658	$739.05	Planet Depos	
5/6/2021	405174	$641.50	Planet Depos	
5/12/2021	P0100183367	$8,719.30	KLDiscovery (formerly Superior Document Services)	
5/13/2021	407073	$394.00	Planet Depos	
5/13/2021	404491	$437.50	Planet Depos	
5/13/2021	404493	$595.85	Planet Depos	
5/13/2021	477247	$127,060.37		
5/14/2021	404412	$1,873.45	Planet Depos	
5/14/2021	404406	$1,062.50	Planet Depos	
5/14/2021	405166	$790.00	Planet Depos	
6/4/2021	409309	$931.25	Planet Depos	
6/10/2021	P0100188099	$8,754.30	KLDiscovery (formerly Superior Document Services)	
6/15/2021	482033	$133,365.05		
6/16/2021	N/A	$52,000.00	Payment to MoveOn8, LLC Bankruptcy Trustee	
7/9/2021	420879	$350.00	Planet Depos	
7/15/2021	P0100193199	$8,679.30	KLDiscovery (formerly Superior Document Services)	
7/22/2021	486778	$128,239.06		
8/6/2021	427284	$1,561.25	Planet Depos	
8/6/2021	427280	$839.50	Planet Depos	
Balance		**$4,182,023.89**		

FUND # - 094 **ECONOMIC DEVELOPMENT AUTHORITY**

MAJOR# ACCT# 000020	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
2335		N/P - FIRST BANK-#48682-C				
	500011	FIRST BANK	103 48682			7,947.81
					ACCOUNT TOTAL	7,947.81 *
2345		N/P - 1ST BK & TRUST-#215				
	500008	THE FIRST BANK & TRUST COM	68 2151580			15,290.10
					ACCOUNT TOTAL	15,290.10 *
2350		N/P - USDA-IRP				
	500065	USDA, RURAL DEVELOPMENT	02 IRP			21,225.00
					ACCOUNT TOTAL	21,225.00 *
					MAJOR TOTAL	44,462.91 **
					FUND TOTAL	44,462.91

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
016090						
0001		COST RECOVERY FEES				
	999999	MOYER, PATRICIA	MOYER EMS			83.04
					ACCOUNT TOTAL	83.04 *
					MAJOR TOTAL	83.04 **
					FUND TOTAL	83.04

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
011010	** BOARD OF SUPERVISORS **					
3007		ADVERTISING				
	200	NORTHERN VIRGINIA DAILY	S00218 8/21			1,074.57
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 B			748.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 D			605.92
					ACCOUNT TOTAL	2,428.49 *
3010		DELINQUENT TAXES				
	5238	TACS	7342			2,801.31
					ACCOUNT TOTAL	2,801.31 *
5850		EMPLOYEE SERVICE AWARDS				
	20043	FRONT ROYAL CARDINALS	001 8/21			500.00
					ACCOUNT TOTAL	500.00 *
6002		EMPLOYEE TESTING				
	757978	VALLEY HEALTH EMPLOYER HEA	107876			40.00
					ACCOUNT TOTAL	40.00 *
					MAJOR TOTAL	5,769.80 **
012020	** COUNTY ADMINISTRATION **					
3007		ADVERTISING				
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 B			2,520.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 B			630.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 D			288.00
					ACCOUNT TOTAL	3,438.00 *
5203		TELEPHONE				
	9089	HAYES, SHELLEY	0090202108 002			45.00
					ACCOUNT TOTAL	45.00 *
5204		MOBILE RADIO				
	188	LINDEN SMR ASSOCIATES	0001202108			10.00
					ACCOUNT TOTAL	10.00 *
5401		OFFICE SUPPLIES				
	552	PICCADILLY PRINTING CO.	11525			104.00
	1937	B. W. WILSON PAPER CO.	#1586060 8/21			.01
	20055	QUILL	17836389			9.29
	20055	QUILL	17878069			81.94
	20055	QUILL	17941924			87.99
					ACCOUNT TOTAL	283.23 *
8001		EQUIPMENT RENTAL				
	6203	U. S. BANK EQUIPMENT FINANC	448422550			596.37
					ACCOUNT TOTAL	596.37 *
					MAJOR TOTAL	4,372.60 **
012030	** HUMAN RESOURCES **					
6002		EMPLOYEE TESTING				
	757978	VALLEY HEALTH EMPLOYER HEA	104897			834.00
	757978	VALLEY HEALTH EMPLOYER HEA	105916			278.00
	757978	VALLEY HEALTH EMPLOYER HEA	107031			20.00

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	757978	VALLEY HEALTH EMPLOYER HEA	64004			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	66719			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	76407			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	76871			47.00
	757978	VALLEY HEALTH EMPLOYER HEA	80749			180.00
	757978	VALLEY HEALTH EMPLOYER HEA	84151			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	84488			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	88353			40.00
	757978	VALLEY HEALTH EMPLOYER HEA	88644			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	95739			20.00
	757978	VALLEY HEALTH EMPLOYER HEA	97070			360.00
	757978	VALLEY HEALTH EMPLOYER HEA	98860			45.00
					ACCOUNT TOTAL	1,944.00 *
					MAJOR TOTAL	1,944.00 **
012040	** COUNTY ATTORNEY **					
5203		TELEPHONE				
	5879	JORDAN, CAITLIN	0058202108 002			45.00
					ACCOUNT TOTAL	45.00 *
5401		OFFICE SUPPLIES				
	20055	QUILL	17941778			109.53
					ACCOUNT TOTAL	109.53 *
5411		BOOKS AND SUBSCRIPTIONS				
	855	MATTHEW BENDER & CO., INC	3399231001			64.83
	2098	THOMSON REUTER - WEST	0020202108	ACCT# 1003461562		310.00
					ACCOUNT TOTAL	374.83 *
					MAJOR TOTAL	529.36 **
012090	** COMMISSIONER OF REVENUE **					
5203		TELEPHONE				
	2195	LAKE, VIVIAN	0021202108			45.00
	3800	SOURS, SHERRY T.	0038202108			90.00
	3851	FULLER, LINDA	0038202108			45.00
					ACCOUNT TOTAL	180.00 *
5401		OFFICE SUPPLIES				
	1937	B. W WILSON PAPER CO.	#1586060 8/21			340.34
					ACCOUNT TOTAL	340.34 *
5504		TRAVEL AND TRAINING				
	1914	WEST CENTRAL COMM. OF THE	FULLER 8/21			20.00
	1914	WEST CENTRAL COMM. OF THE	MAY 8/21			20.00
	1914	WEST CENTRAL COMM. OF THE	MCGINNIS 8/21			20.00
	1914	WEST CENTRAL COMM. OF THE	SHELTON 8/21			20.00
					ACCOUNT TOTAL	80.00 *
5801		DUES AND MEMBERSHIPS				
	20777	BAI COR USER'S GROUP	SOURS 8/21			400.00
					ACCOUNT TOTAL	400.00 *
8001		LEASE EQUIPMENT				
	6203	U.S. BANK EQUIPMENT FINANC	448422147			303.03
					ACCOUNT TOTAL	303.03 *
					MAJOR TOTAL	1,303.37 **

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
012130	** TREASURER **					
3007		ADVERTISING				
	200	NORTHERN VIRGINIA DAILY	S00218 8/21			150.00
					ACCOUNT TOTAL	150.00 *
5401		OFFICE SUPPLIES				
	855	MATTHEW BENDER & CO., INC	26065711			73.94
					ACCOUNT TOTAL	73.94 *
8001		RENTAL OF EQUIPMENT				
	6203	U.S. BANK EQUIPMENT FINANC	448422147			303.02
					ACCOUNT TOTAL	303.02 *
					MAJOR TOTAL	526.96 **
012150	** FINANCE AND PURCHASING **					
3007		ADVERTISING				
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 B			576.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 D			324.00
					ACCOUNT TOTAL	900.00 *
5401		OFFICE SUPPLIES				
	1937	B. W WILSON PAPER CO.	#1586060 8/21			10.33-
					ACCOUNT TOTAL	10.33- *
					MAJOR TOTAL	889.67 **
013000	** ELECTIONS **					
3007		ADVERTISING				
	200	NORTHERN VIRGINIA DAILY	S03026 8/21			210.00
	200	NORTHERN VIRGINIA DAILY	S03026 8/21 B			71.40
					ACCOUNT TOTAL	281.40 *
5201		POSTAGE				
	6309	PURCHASE POWER	2321 8/21			2,000.00
					ACCOUNT TOTAL	2,000.00 *
5401		OFFICE SUPPLIES				
	1937	B. W WILSON PAPER CO.	#1586060 8/21			35.35-
	20064	QUILL	18235673			469.95
	20064	QUILL	18236086			518.48
					ACCOUNT TOTAL	953.08 *
					MAJOR TOTAL	3,234.48 **
021010	** CIRCUIT COURT **					
1011		COMPENSATION JURORS CIVIL				
	999999	WESLEY C. BEALL	BEAL 8/21			90.00
	999999	LISA H. COE	COE 8/21			90.00
	999999	DEBORAH J. FLEMING	FLEMING 8/21			60.00
	999999	JEFFREY D. FLEMING	FLEMING 8/21 B			30.00
	999999	PAUL K. FLICKLINGER	FLICKINGER 8/21			90.00
	999999	ROBERT L. HARMAN	HARMAN 8/21			90.00

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	999999	JOSEPH R. JOHNSON, III	JOHNSON 8/21			90.00
	999999	LINDA B. MCILWEE	MCILWEE 8/21			90.00
					ACCOUNT TOTAL	630.00 *
1012		COMPENSATION JURORS CRIMI				
	999999	BARRETT, ROBERT A	BARRETT			30.00
	999999	CLATTERBUCK, CHASE H	CLATTERBUCK 8/2			30.00
	999999	CLATTERBUCK, GILBERT R. JR	CLATTERBUCK, G			30.00
	999999	DEAVERS, KELSEY E.	DEAVERS 8/21			30.00
	999999	DEMCHUK, JOHN C.	DEMCHUK			30.00
	999999	GRIFFIN, REBECCA L	GRIFFIN			30.00
	999999	LETCHWORTH, BRIAN K. JR.	LETCHWORTH			30.00
	999999	MARTINEZ, KIMBERLY J.	MARTINEZ			30.00
	999999	MURPHY, BRUCE A SR.	MURPHY 8/21			30.00
	999999	OAKES, JESSICA L	OAKES			30.00
	999999	OATES, AMBER L.	OATES			30.00
	999999	PURAY, MAXIMILLIAN X	PURAY			30.00
	999999	ROBINSON, MARCUS W III	ROBINSON			30.00
	999999	ROQUET, SKYLER M.	ROQUET			30.00
	999999	SARVER, BRONSON M.	SARVER 8/21			30.00
	999999	WALRAVEN, JONATHAN E. II	WALRAVEN 8/21			30.00
	999999	WHITE, ANDREA D.	WHITE			30.00
	999999	WOODRELL, LAUREN N.	WOODRELL			30.00
					ACCOUNT TOTAL	540.00 *
					MAJOR TOTAL	1,170.00 **
021020	** GENERAL DISTRICT COURT **					
3002		COURT APPOINTED ATTORNEY				
	4960	GUNTER HENSLEY, P.C.	C20 2723			285.15
	5903	ALASEN SCHELL	GC2100188900			120.00
	6601	AMBLER LAW OFFICES	GC20 2074			240.51
	8667	POND LAW GROUP PC	GC2000398300			120.00
					ACCOUNT TOTAL	765.66 *
5401		OFFICE SUPPLIES				
	8549	MILLER'S SUPPLIES	1165766			97.38
	8549	MILLER'S SUPPLIES	1167505			33.18
	9218	CRYSTAL SPRINGS	20078875 071021			38.74
					ACCOUNT TOTAL	169.30 *
8001		RENTAL OF EQUIPMENT				
	3787	XEROX CORPORATION	013865145			69.80
	3787	XEROX CORPORATION	013865146			43.10
					ACCOUNT TOTAL	112.90 *
					MAJOR TOTAL	1,047.86 **
021030	** MAGISTRATES **					
3004		REPAIR AND MAINTENANCE EQ				
	5058	RICOH USA INC.	0050202108			128.78
					ACCOUNT TOTAL	128.78 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
		TELEPHONE				
5203	5058	RICOH USA INC.	5062398623			12.35
					ACCOUNT TOTAL	12.35 *
					MAJOR TOTAL	141.13 **
021050	** JUVENILE AND DOMESTIC COURT **					
		OFFICE SUPPLIES				
5401	9218	CRYSTAL SPRINGS	20082360 071021			64.54
					ACCOUNT TOTAL	64.54 *
		DUES AND MEMBERSHIPS				
5801	855	MATTHEW BENDER & CO., INC	25923390			137.43
					ACCOUNT TOTAL	137.43 *
		EQUIPMENT RENTAL				
8001	2804	DE LAGE LANDEN	0028202108	25337125		544.00
					ACCOUNT TOTAL	544.00 *
					MAJOR TOTAL	745.97 **
021060	** CLERK OF CIRCUIT COURT **					
		SERVICE CONTRACTS				
3005	5954	NOW APPLICATIONS LLC	2021 024			6,310.00
					ACCOUNT TOTAL	6,310.00 *
		OFFICE SUPPLIES				
5401	1937	B. W. WILSON PAPER CO.	#1586060 8/21			135.87-
	9218	CRYSTAL SPRINGS	20732804 072421			41.83
	9275	QUILL	17878061			407.10
	9275	QUILL	17897622			25.35
					ACCOUNT TOTAL	338.41 *
		RENTAL OF COPIER				
8001	110	KONICA MINOLTA PREMIER FIN	73251963			353.25
	3787	XEROX CORPORATION	013865144			69.14
					ACCOUNT TOTAL	422.39 *
					MAJOR TOTAL	7,070.80 **
021080	** LAW LIBRARY **					
		BOOKS AND SUBSCRIPTIONS				
5411	1054	RELX INC.- DBA LEXISNEXIS	0010202108	422L8P4L9		765.00
					ACCOUNT TOTAL	765.00 *
					MAJOR TOTAL	765.00 **
022010	** COMMONWEALTH'S ATTORNEY **					
		OFFICE SUPPLIES				
5401	1937	B. W. WILSON PAPER CO.	#1586060 8/21			610.00
					ACCOUNT TOTAL	610.00 *
		VICTIM WITNESS EXPENSES				
5804	8549	MILLER'S SUPPLIES	1159847			519.04

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	8549	MILLER'S SUPPLIES	1161759			76.99
					ACCOUNT TOTAL	596.03 *
					MAJOR TOTAL	1,206.03 **
031020	** SHERIFF'S DEPARTMENT **					
3008		LAUNDRY AND CLOTHING ALLO				
	2732	NU LOOK 1HR CLEANERS	23793			93.25
					ACCOUNT TOTAL	93.25 *
5401		OFFICE SUPPLIES				
	50	QUILL	1415976			39.00-
	50	QUILL	18005029			14.28
	50	QUILL	18170795			133.70
	1937	B. W. WILSON PAPER CO.	#1586060 8/21			427.00-
					ACCOUNT TOTAL	318.02- *
5408		OPERATION OF MOTOR VEHICL				
	2673	MIDWAY SERVICE CENTER	028399			80.00
	2673	MIDWAY SERVICE CENTER	029222			100.00
	2673	MIDWAY SERVICE CENTER	029244			80.00
	2673	MIDWAY SERVICE CENTER	030116			75.00
	5869	MANSFILED OIL COMAPNY	696120			7,515.41
	5869	MANSFILED OIL COMAPNY	699626			6,990.63
	9614	SNYDER, ROBERT	REIMB 8/21			98.88
					ACCOUNT TOTAL	14,939.92 *
5409		POLICE SUPPLIES AND AMMUN				
	5958	ENNIS INC.	49969403			908.05
	7605	GALLS, LLC	018828661			78.00
	7605	GALLS, LLC	018839670			1,590.00
	7605	GALLS, LLC	018847032			95.85
					ACCOUNT TOTAL	2,671.90 *
5410		WEARING APPAREL				
	7605	GALLS, LLC	018739294			89.25
	7605	GALLS, LLC	018740269			66.29
	7605	GALLS, LLC	018747824			229.50
	7605	GALLS, LLC	018795094			397.91
	7605	GALLS, LLC	018807563			132.92
	7605	GALLS, LLC	018818079			38.80
	7605	GALLS, LLC	018828661			59.88
	7605	GALLS, LLC	018828996			12.11
	7605	GALLS, LLC	018839996			19.86
	7605	GALLS, LLC	018863577			202.17
					ACCOUNT TOTAL	1,248.69 *
5420		K-9 EXPENSE				
	9143	JOHN DEERE FINANCIAL	1308			21.77
					ACCOUNT TOTAL	21.77 *
5504		TRAVEL AND TRAINING				
	3803	BROGAN, CHARLES	REIMB 8/21			52.30
	9264	SKYLINE REGIONAL CRIMINAL	2020137			356.71
					ACCOUNT TOTAL	409.01 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
5899		UNCLASSIFIED				
	2673	MIDWAY SERVICE CENTER	029766			650.00
	5130	BERKELEY CLUB BEVERAGES	17 44098			200.00
	6278	TRANSUNION RISK & ALTERNAT	245973 202107 1			149.20
					ACCOUNT TOTAL	999.20 *
7005		MOTOR VEHICLES				2,426.65
	707	MOTOROLA, INC.	605041			2,426.65 *
					ACCOUNT TOTAL	
					MAJOR TOTAL	22,492.37 **
031040	** E-911 SYSTEM **					
3010		EQUIPMENT SERVICE CONTRAC				13,614.00
	6597	SOUTHERN SOFTWARE, INC.	248496			5,636.00
	6597	SOUTHERN SOFTWARE, INC.	248497			7,650.00
	6597	SOUTHERN SOFTWARE, INC.	248498			
					ACCOUNT TOTAL	26,900.00 *
5203		TELEPHONE				46.90
	4424	VOIANCE LANGUAGE SERV.	1360156			45.00
	5250	WOODALL, ASHLEY	0052202108 002			91.90 *
					ACCOUNT TOTAL	
					MAJOR TOTAL	26,991.90 **
032000	** VOLUNTEER FIRE AND RESCUE **					
5609		FRONT ROYAL VFD				325.00
	7372	STONEBURNER-CARTER	018 76 47 8/21			325.00 *
					ACCOUNT TOTAL	
5611		MIDDLETOWN VFD				6,500.00
	447	MIDDLETOWN VFC #12	447 8/21			6,500.00 *
					ACCOUNT TOTAL	
5612		RIVERMONT VFD				55,908.09
	365	RIVERMONT VFC # 2	365 8/21			55,908.09 *
					ACCOUNT TOTAL	
5619		LORD FAIRFAX EMS COUNCIL				16,138.00
	452	LORD FAIRFAX EMS COUNCIL	15070			16,138.00 *
					ACCOUNT TOTAL	
5629		FIRE PROGRAMS FUND				45.00
	5616	BEST EXTERMINATING SERVICE	59227			45.00 *
					ACCOUNT TOTAL	
					MAJOR TOTAL	78,916.09 **
034010	** BUILDING INSPECTIONS **					
3002		COMPUTER PROGRAM MODIFICA				1,658.40-
	3271	SOUTHERN COMPUTER WAREHOUS	028839			1,648.34
	3271	SOUTHERN COMPUTER WAREHOUS	695760			874.50
	7504	TYLER TECHNOLOGIES, INC	025 341146			864.44 *
					ACCOUNT TOTAL	

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
5205		CELLULAR PHONE				
	5558	BEAHM, DAVID	0055202108 002			45.00
	9524	ROBINSON, MARK	0095202108 002			45.00
					ACCOUNT TOTAL	90.00 *
5401		OFFICE SUPPLIES				
	1937	B. W WILSON PAPER CO.	#1586060 8/21			152.50
	20065	QUILL	18169584			561.34
					ACCOUNT TOTAL	713.84 *
5408		OPERATION OF MOTOR VEHICL				
	5305	WARREN CO. PUBLIC SCHOOLS	29805			33.16
	5305	WARREN CO. PUBLIC SCHOOLS	29809			28.83
	5305	WARREN CO. PUBLIC SCHOOLS	29890			586.87
	5741	MANSFILED OIL COMPANY	696341			364.16
	5741	MANSFILED OIL COMPANY	699844			373.20
					ACCOUNT TOTAL	1,386.22 *
5411		BOOKS AND SUBSCRIPTIONS				
	3263	INTERNAT. CODE COUNCIL	1001362138			2,360.00
					ACCOUNT TOTAL	2,360.00 *
5805		MIDDLE DEPARTMENT INSPECT				
	5135	MIDDLE DEPT. INSPECTION	PERMITS 8/21			9,593.00
					ACCOUNT TOTAL	9,593.00 *
					MAJOR TOTAL	15,007.50 **
035010	** ANIMAL CONTROL **					
3001		VET SERVICES				
	243	W.C. VETERINARY CLINIC	687601			115.00
	243	W.C. VETERINARY CLINIC	688624			502.47
	243	W.C. VETERINARY CLINIC	688717			103.81
					ACCOUNT TOTAL	721.28 *
5408		OPERATION OF MOTOR VEHICL				
	5869	MANSFILED OIL COMAPNY	699626			430.88
					ACCOUNT TOTAL	430.88 *
5413		OPERATING SUPPLIES				
	5651	PETHUB, INC.	1406			1,650.00
					ACCOUNT TOTAL	1,650.00 *
5604		BOARD OF DOGS				
	177	HUMANE SOCIETY OF W.C.	0001202108			26,656.75
					ACCOUNT TOTAL	26,656.75 *
5802		CLAIMS				
	5953	BURKHART, KATRINA	COYOTE 8/21			50.00
					ACCOUNT TOTAL	50.00 *
					MAJOR TOTAL	29,508.91 **
035030	** MEDICAL EXAMINER **					
3009		EXAMINATION FEES				
	8745	TREASURER OF VIRGINIA	VMP SLMC TM SDP			80.00
					ACCOUNT TOTAL	80.00 *
					MAJOR TOTAL	80.00 **

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
035050	** FIRE AND RESCUE DEPARTMENT **					
5203		TELEPHONE				45.00
	3827	CATLETT, KEVIN	0038202108			45.00
	9048	MAIATICO, GERRY R.	0090202108 002			
					ACCOUNT TOTAL	90.00 *
5401		OFFICE SUPPLIES				122.00
	1937	B. W WILSON PAPER CO.	#1586060 8/21			450.42
	9122	TIAA COMMERCIAL FINANCE	0091202108 002	41387720		2.36
	20060	QUILL	17931101			68.20
	20060	QUILL	17935978			96.70
	20060	QUILL	17941165			2.70
	20060	QUILL	17941784			1.45
	20060	QUILL	18060564			
					ACCOUNT TOTAL	743.83 *
5408		OPERATION OF MOTOR VEHICL				17.50
	100	SERVICE TIRE & BATTERY	1107560			1,354.48
	5674	FRONT ROYAL FORD LLC	78849			69.56
	5674	FRONT ROYAL FORD LLC	78942			
					ACCOUNT TOTAL	1,441.54 *
5410		PROTECTIVE CLOTHING/ UNIFO				1,656.85
	2675	SIGNET MARKETING	55688			126.00
	5952	SAF-GARD	2177600			
					ACCOUNT TOTAL	1,782.85 *
5504		TRAVEL AND TRAINING				13.48
	263	RAMSEY HARDWARE	410937			1,115.38
	5946	EMBREY, ADAM	REIMB 8/21			
					ACCOUNT TOTAL	1,128.86 *
5626		EMS FUND				34.58
	5858	BOUND TREE MEDICAL LLC	84127052			165.80
	5858	BOUND TREE MEDICAL LLC	84140633			111.10
	20564	ROBERTS OXYGEN CO., INC.	34505			172.41
	20564	ROBERTS OXYGEN CO., INC.	902520			
					ACCOUNT TOTAL	483.89 *
5899		UNCLASSIFIED				31.90
	5130	BERKELEY CLUB BEVERAGES	17 44099			20.99
	7513	AHOLD FINANCIAL SERVICES	225800			
					ACCOUNT TOTAL	52.89 *
					MAJOR TOTAL	5,723.86 **
041010	**PUBLIC WORKS/ SANITARY DISTRICTS**					
5203		TELEPHONE				45.00
	4919	BERRY, MIKE	0049202108			45.00
	9267	JONES, TRAVIS	0092202108 002			45.00
	9611	COFFELT, MICHAEL	0096202108 002			
					ACCOUNT TOTAL	135.00 *
5408		EQUIPMENT MAINTENANCE/ OPE				100.00
	188	LINDEN SMR ASSOCIATES	0001202108			

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	3952	WINCHESTER EQUIPMENT CO.	13905			367.50
					ACCOUNT TOTAL	467.50 *
5451		FUEL				
	5789	MANSFIELD OIL COMPANY	696297			83.14
					ACCOUNT TOTAL	83.14 *
5899		RESERVE FOR CONTINGENCIES				
	200	NORTHERN VIRGINIA DAILY	S00218 8/21			220.00
	263	RAMSEY HARDWARE	410656			18.89
	2110	LOWE'S	1345 8/21			143.74
	2110	LOWE'S	1531 8/21			69.18
	3952	WINCHESTER EQUIPMENT CO.	18427			199.20
	9196	JOHN DEERE FINANCIAL	8920			5.97
	9223	LEHIGH HANSON	3958870			1,389.32
					ACCOUNT TOTAL	2,046.30 *
7001		MACHINERY AND EQUIPMENT				
	2110	LOWE'S	1100 8/21			459.48
					ACCOUNT TOTAL	459.48 *
					MAJOR TOTAL	3,191.42 **
041020	**	STREETS AND HIGHWAYS **				
3004		ROAD SIGN MAINTENANCE				
	528	SHANNON-BAUM, INC.	0228798			297.50
					ACCOUNT TOTAL	297.50 *
					MAJOR TOTAL	297.50 **
042030	**	REFUSE COLLECTION **				
3005		COMPACTOR OPERATION CONTR				
	8556	SHREE MAHALAKSHMI LLC	0085202108 002			250.00
					ACCOUNT TOTAL	250.00 *
3011		REFUSE COMPACTOR SERVICE				
	898	REPUBLIC SERVICES #976	4606257 8/21			19,934.70
					ACCOUNT TOTAL	19,934.70 *
3012		RECYCLING EXPENSES				
	898	REPUBLIC SERVICES #976	4606257 8/21			28,441.36
					ACCOUNT TOTAL	28,441.36 *
5408		OPERATION OF MOTOR VEHICL				
	5781	MANSFIELD OIL COMPANY	699670			81.75
					ACCOUNT TOTAL	81.75 *
5410		UNIFORMS				
	3243	CINTAS CORPORATION	1091106431			55.39
	3243	CINTAS CORPORATION	4085816113			55.39
	3243	CINTAS CORPORATION	4086491147			55.39
	3243	CINTAS CORPORATION	4087230339			55.39
	3243	CINTAS CORPORATION	4087865180			55.39
	3243	CINTAS CORPORATION	4088576614			55.39
	3243	CINTAS CORPORATION	4089074595			55.39
	3243	CINTAS CORPORATION	4089767824			55.39

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	3243	CINTAS CORPORATION	4090522773			55.39
	3243	CINTAS CORPORATION	4091791749			55.39
					ACCOUNT TOTAL	553.90 *
5899		UNCLASSIFIED AND SITE IMP				
	263	RAMSEY HARDWARE	410966			27.58
	263	RAMSEY HARDWARE	410978			18.00
	263	RAMSEY HARDWARE	411047			38.58
	9237	JOHNNY BLUE, INC. - #4391	212319			89.00
	9237	JOHNNY BLUE, INC. - #4391	212320			89.00
	9237	JOHNNY BLUE, INC. - #4391	212321			89.00
					ACCOUNT TOTAL	351.16 *
8003		RENTAL OF SITES				
	8556	SHREE MAHALAKSHMI LLC	0085202108 002			250.00
					ACCOUNT TOTAL	250.00 *
					MAJOR TOTAL	49,862.87 **
042035	**	REFUSE COLLECTION/TRANS. STA. **				
3011		REFUSE COMPACTOR SERVICE				
	898	REPUBLIC SERVICES #976	4606257 8/21			4,873.96
					ACCOUNT TOTAL	4,873.96 *
3012		RECYCLING EXPENSES				
	898	REPUBLIC SERVICES #976	4606257 8/21			2,247.69
	6152	VALICOR ENVIRONMENTAL SERV	706862			658.53
					ACCOUNT TOTAL	2,906.22 *
5408		OPERATION OF MOTOR VEHICL				
	5674	FRONT ROYAL FORD LLC	22464			88.35
	5797	MANSFIELD OIL COMPANY	696228			58.30
	5797	MANSFIELD OIL COMPANY	699739			35.31
					ACCOUNT TOTAL	181.96 *
					MAJOR TOTAL	7,962.14 **
042040	**	REFUSE DISPOSAL **				
3002		ENGINEERING SERVICES				
	400	LABELLA ASSOCIATES	143976			14,545.01
					ACCOUNT TOTAL	14,545.01 *
3013		HAULING AND DISPOSAL				
	898	REPUBLIC SERVICES #976	4720991 8/21			60,384.44
					ACCOUNT TOTAL	60,384.44 *
5203		TELEPHONE				
	4812	LENTZ, JAMES	0048202108			45.00
					ACCOUNT TOTAL	45.00 *
5401		OFFICE SUPPLIES				
	20055	QUILL	17788397			240.95
	20055	QUILL	17805757			39.18
					ACCOUNT TOTAL	280.13 *
5410		UNIFORMS				
	2961	NORTHERN SAFETY CO., INC	904483408			49.72
					ACCOUNT TOTAL	49.72 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
5415		OPERATION OF MACHINERY				
	1666	NAPA AUTO PARTS	797414			97.25
	1724	SHARE CORP.	173955			210.63
	2315	SOUTHERN STATES OF F. R.	1273734			33.55
	2315	SOUTHERN STATES OF F. R.	1275949			32.87
	3952	WINCHESTER EQUIPMENT CO.	14099			725.66-
	3952	WINCHESTER EQUIPMENT CO.	15103			35.29
	3952	WINCHESTER EQUIPMENT CO.	41734			6,584.45
	3952	WINCHESTER EQUIPMENT CO.	41864			2,937.95
	5140	CAPITAL ONE TRADE CREDIT	48208666			420.98
	9269	JAMES RIVER EQUIPMENT	46828			28.37
	9269	JAMES RIVER EQUIPMENT	47499			3.57
					ACCOUNT TOTAL	9,659.25 *
5899		UNCLASSIFIED				
	263	RAMSEY HARDWARE	411038			4.37
	788	SHENK'S RUSCO WINDOW CO	169741			34.35
	9120	APPLE VALLEY SCALE CO.	88529			811.00
	9218	CRYSTAL SPRINGS	16375631 071321			92.37
					ACCOUNT TOTAL	942.09 *
7001		MACHINERY AND EQUIPMENT				
	5784	DEERE CREDIT, INC	0057202108 002			3,762.34
					ACCOUNT TOTAL	3,762.34 *
					MAJOR TOTAL	89,667.98 **
043000	** MAINTENANCE OF BLDG. & GRNDS. **					
5101		ELECTRIC SERVICE				
	105	TOWN OF FRONT ROYAL	179112 8/21			7,951.17
	105	TOWN OF FRONT ROYAL	334000 8/21			119.31
	105	TOWN OF FRONT ROYAL	560100 8/21			28.43
	105	TOWN OF FRONT ROYAL	561000 8/21			121.47
	105	TOWN OF FRONT ROYAL	562000 8/21			65.14
	105	TOWN OF FRONT ROYAL	563000 8/21			94.32
	105	TOWN OF FRONT ROYAL	565000 8/21			61.34
	105	TOWN OF FRONT ROYAL	581001 8/21			4,248.33
	105	TOWN OF FRONT ROYAL	724000 8/21			25.71
	105	TOWN OF FRONT ROYAL	725000 8/21			8.50
	105	TOWN OF FRONT ROYAL	726000 8/21			8.50
	105	TOWN OF FRONT ROYAL	727000 8/21			9.37
	105	TOWN OF FRONT ROYAL	735000 8/21			1,211.61
	105	TOWN OF FRONT ROYAL	736000 8/21			4,377.76
	105	TOWN OF FRONT ROYAL	740000 8/21			1,112.40
					ACCOUNT TOTAL	19,443.36 *
5103		WATER SEWER GARBAGE				
	105	TOWN OF FRONT ROYAL	179111 8/21			1,284.28
	105	TOWN OF FRONT ROYAL	334000 8/21			95.83
	105	TOWN OF FRONT ROYAL	549000 8/21			32.66
	105	TOWN OF FRONT ROYAL	559000 8/21			27.45
	105	TOWN OF FRONT ROYAL	560000 8/21			93.47

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	105	TOWN OF FRONT ROYAL	560100 8/21			14.10
	105	TOWN OF FRONT ROYAL	565000 8/21			41.55
	105	TOWN OF FRONT ROYAL	581001 8/21			580.72
	105	TOWN OF FRONT ROYAL	583000 8/21			95.83
	105	TOWN OF FRONT ROYAL	724000 8/21			27.45
	105	TOWN OF FRONT ROYAL	735000 8/21			464.78
	105	TOWN OF FRONT ROYAL	735100 8/21			83.87
	105	TOWN OF FRONT ROYAL	735111 8/21			10.12
	105	TOWN OF FRONT ROYAL	736000 8/21			322.77
	105	TOWN OF FRONT ROYAL	740000 8/21			172.59
	898	REPUBLIC SERVICES #976	525789 0020363			171.57
	898	REPUBLIC SERVICES #976	526040 0022098			175.00
					ACCOUNT TOTAL	3,694.04 *
5203		TELEPHONE				
	5379	KERNS, JAMES W	0053202108 002			45.00
	5924	EARLEY, NEIL	0059202108 002			45.00
	8013	HAYES, JEFFREY	0080202108 002			30.00
	8803	SHACKELFORD, DONNA	0088202108 002			45.00
					ACCOUNT TOTAL	165.00 *
5401		OFFICE SUPPLIES				
	1937	B. W. WILSON PAPER CO.	#1586060 8/21			228.29
	8549	MILLER'S SUPPLIES	1168826			196.57
	8549	MILLER'S SUPPLIES	1171653			216.72
					ACCOUNT TOTAL	641.58 *
5405		SUPPLIES				
	2110	LOWE'S	4595 8/21			626.98
	7977	GENERAL SALES OF VA, INC.	202107 00926			294.43
	8549	MILLER'S SUPPLIES	1168787			367.00
	8549	MILLER'S SUPPLIES	1170296			100.00
	8549	MILLER'S SUPPLIES	1170532			451.20
	8549	MILLER'S SUPPLIES	1170943			620.00
	8549	MILLER'S SUPPLIES	1172479			2,169.55
					ACCOUNT TOTAL	4,629.16 *
5407		REPAIRS AND MAINTENANCE				
	263	RAMSEY HARDWARE	410188			2.88
	263	RAMSEY HARDWARE	410561			16.62
	263	RAMSEY HARDWARE	410589			12.00
	263	RAMSEY HARDWARE	410606			18.69
	263	RAMSEY HARDWARE	410609			8.99
	263	RAMSEY HARDWARE	410630			5.39
	263	RAMSEY HARDWARE	410769			5.84
	263	RAMSEY HARDWARE	410775			9.89
	263	RAMSEY HARDWARE	410779			42.89
	263	RAMSEY HARDWARE	410800			1.55
	263	RAMSEY HARDWARE	410805			29.65
	263	RAMSEY HARDWARE	410816			8.09
	263	RAMSEY HARDWARE	410900			4.94
	263	RAMSEY HARDWARE	410919			21.57
	263	RAMSEY HARDWARE	410950			11.22

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	263	RAMSEY HARDWARE	410954		2.68
	263	RAMSEY HARDWARE	411013		28.51
	263	RAMSEY HARDWARE	411016		8.00
	263	RAMSEY HARDWARE	411042		38.97
	263	RAMSEY HARDWARE	411046		6.29
	263	RAMSEY HARDWARE	411051		77.94
	263	RAMSEY HARDWARE	411124		7.90
	958	BEST EXTERMINATING SERV.	59474		15.00
	958	BEST EXTERMINATING SERV.	59481		15.00
	958	BEST EXTERMINATING SERV.	59482		15.00
	958	BEST EXTERMINATING SERV.	59483		10.00
	958	BEST EXTERMINATING SERV.	59484		32.00
	958	BEST EXTERMINATING SERV.	59485		10.00
	958	BEST EXTERMINATING SERV.	59486		10.00
	958	BEST EXTERMINATING SERV.	59510		25.00
	958	BEST EXTERMINATING SERV.	59527		25.00
	958	BEST EXTERMINATING SERV.	59714		15.00
	958	BEST EXTERMINATING SERV.	59718		10.00
	1332	JNO S SOLENBERGER & CO	274248		382.68
	2110	LOWE'S	0542 8/21		78.67
	2110	LOWE'S	1028 8/21		127.29
	2110	LOWE'S	1189 8/21		22.77
	2110	LOWE'S	1381 8/21		52.24
	2110	LOWE'S	1408 8/21		103.67
	2110	LOWE'S	1438 8/21		76.40
	2110	LOWE'S	1512 8/21		49.84
	2110	LOWE'S	1706 8/21		106.28
	2110	LOWE'S	1717 8/21		76.96
	2110	LOWE'S	1740 8/21		94.99
	2110	LOWE'S	1809 8/21		211.79
	2110	LOWE'S	1844 8/21		18.92
	2110	LOWE'S	1900 8/21		20.88
	2110	LOWE'S	1933 8/21		341.00
	2110	LOWE'S	2012 8/21		293.55
	2110	LOWE'S	2076 8/21		52.24
	2110	LOWE'S	2190 8/21		56.97
	2110	LOWE'S	2263 8/21		19.68
	2110	LOWE'S	2575 8/21		43.30
	2110	LOWE'S	2589 8/21		35.80
	2110	LOWE'S	2944 8/21		18.27
	2110	LOWE'S	3364 8/21		97.45
	2568	UNIFIRST CORPORATION	1376013		153.72
	2568	UNIFIRST CORPORATION	1377190		153.72
	2568	UNIFIRST CORPORATION	1378381		166.29
	3278	DODSON PEST CONTROL	0032202108	923503	35.00
	3920	J & P EXHAUST CLEANING	20210600		375.00
	5010	KONE BROOKLYN	959935733		263.17
	5156	UNIFIRST CORP.	1374880		276.06
	5156	UNIFIRST CORP.	1377245		276.06

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	6233	UNIFIRST CORP.	1375060			64.37
	6233	UNIFIRST CORP.	1377423			64.37
	7575	APV	3376			21.52
	9244	BEST EXTERMINATING SERV.	59418			70.00
	9244	BEST EXTERMINATING SERV.	59472			65.00
	9244	BEST EXTERMINATING SERV.	59526			29.00
	9244	BEST EXTERMINATING SERV.	59720			130.00
	9574	INNOVATIVE ACCESS TECHNOLO	717			625.00
	9617	ORACLE ELEVATOR HOLDCO, IN	057415			145.00
	20445	UNIFIRST CORPORATION	1374825			291.03
	20445	UNIFIRST CORPORATION	1377191			197.59
					ACCOUNT TOTAL	6,336.04 *
5408		OPERATION OF MOTOR VEHICL				
	5517	MANSFIELD OIL COMPANY	676306			223.43
	5517	MANSFIELD OIL COMPANY	696306			314.92
	5739	MANSFIELD OIL COMPANY	668697			50.00
	5739	MANSFIELD OIL COMPANY	676093			78.11
	5739	MANSFIELD OIL COMPANY	676417			84.75
	5739	MANSFIELD OIL COMPANY	681608			40.70
	5739	MANSFIELD OIL COMPANY	682738			73.62
	5739	MANSFIELD OIL COMPANY	686665			76.58
	5739	MANSFIELD OIL COMPANY	690833			132.26
	5739	MANSFIELD OIL COMPANY	693230			135.42
	5739	MANSFIELD OIL COMPANY	696416			162.81
	5739	MANSFIELD OIL COMPANY	699926			53.92
	5867	MANSFIELD OIL COMPANY	696420			39.94
					ACCOUNT TOTAL	1,466.46 *
5897		COVID-19 EXPENSES				
	8549	MILLER'S SUPPLIES	1168804			1,706.64
	8588	BERKELEY GLASS	3066			131.33
					ACCOUNT TOTAL	1,837.97 *
5899		UNCLASSIFIED				
	1238	ROYAL AUTOWORKS, INC	1831070			75.00
	2673	MIDWAY SERVICE CENTER	029773			70.00
					ACCOUNT TOTAL	145.00 *
7014		FIRE PROTECTION				
	3174	JOHNSON CONTROLS FIRE	22222662			1,178.67
	3174	JOHNSON CONTROLS FIRE	22326404			785.25
	3174	JOHNSON CONTROLS FIRE	22385873			718.99
	5717	PATRIOT FIRE & SECURITY	16635			480.00
					ACCOUNT TOTAL	3,162.91 *
					MAJOR TOTAL	41,521.52 **
051000	** HEALTH **					
5605		WARREN COALITION				
	7567	WARREN COALITION	7567 8/21			7,250.00
					ACCOUNT TOTAL	7,250.00 *
					MAJOR TOTAL	7,250.00 **

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
052000	** MENTAL HEALTH AND DISABILITY **					
5602		NORTHWESTERN COMMUNITY SE				85,636.50
	2618	NORTHWESTERN COMMUNITY	1ST 8/21		ACCOUNT TOTAL	85,636.50 *
5604		BLUE RIDGE OPPORTUNITIES				15,000.00
	766	BLUE RIDGE OPPORTUNITIES	1ST 8/21		ACCOUNT TOTAL	15,000.00 *
					MAJOR TOTAL	100,636.50 **
053090	** OTHER SOCIAL SERVICES **					
5626		ST LUKE COMMUNITY CLINIC				8,500.00
	2881	ST. LUKE COMMUNITY CLINIC	2881 8/21		ACCOUNT TOTAL	8,500.00 *
					MAJOR TOTAL	8,500.00 **
053500	** CHILDREN'S SERVICES ACT **					
5301		CHILDREN'S SERVICES ACT				
	2368	GRAFTON SCHOOL, INC.	11175 8/21			4,290.00
	2368	GRAFTON SCHOOL, INC.	4567925 8/21			4,290.00
	2368	GRAFTON SCHOOL, INC.	6737 8/21			6,416.25
	2446	YOUTH FOR TOMORROW	043021			3,148.00
	2446	YOUTH FOR TOMORROW	29594			4,095.00
	2492	POPLAR SPRINGS HOSPITAL	CLOTHING 8/21			429.07
	2601	INTERCEPT YOUTH SERVICES,	116125 072101			4,251.65
	2601	INTERCEPT YOUTH SERVICES,	116502			110.54
	2601	INTERCEPT YOUTH SERVICES,	116502 072101			6,175.65
	2601	INTERCEPT YOUTH SERVICES,	118485 072101			4,767.49
	2618	NORTHWESTERN COMMUNITY	114			7,200.00
	5927	FAMILY TEAMWORK, INC.	62021023			214.20
	5957	FOSTERING ACADIA	80430 8/21			6,560.00
	5957	FOSTERING ACADIA	80430 8/21 B			6,712.00
	5957	FOSTERING ACADIA	80490 8/21			6,712.00
	5957	FOSTERING ACADIA	80490 8/21 B			6,560.00
	5957	FOSTERING ACADIA	80490 8/21 C			2,904.59
	6257	CHILDREN'S HOME SOCIETY	14			4,163.00
	6373	E.A.S. WINCHESTER. PLLC	80515 8/21			600.00
	7592	BRALEY & THOMPSON-VIRGINIA	05402700007031			5,315.70
	7823	FIRST HOME CARE	11574 072101			3,596.00
	8652	CCFS	884546			214.00
	9607	IMPACT LIVING SERVICES	11747 072101			5,854.00
	20439	NATIONAL COUNSELING GRP.	3932890			1,272.00
					ACCOUNT TOTAL	95,851.14 *
5899		UNCLASSIFIED				45.00
	6615	AMANKRAH, JESSICA	0066202108 002		ACCOUNT TOTAL	45.00 *
					MAJOR TOTAL	95,896.14 **

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
071010	** PARKS & REC. ADMINISTRATION **					
3002		PROFESSIONAL SERVICES				
	5951	DYER, CATHERINE	REIMB 8/21			280.00
					ACCOUNT TOTAL	280.00 *
3007		ADVERTISING				
	20380	WARREN CO. REPORT	15517			270.00
					ACCOUNT TOTAL	270.00 *
5203		TELEPHONE				
	188	LINDEN SMR ASSOCIATES	0001202108			330.00
	2677	LENZ, DANIEL P	0026202108			45.00
	2712	RICHARDSON, ROBIN A	0027202108			45.00
	5041	WALKER, TIFFANY	0050202108			45.00
	9518	WALKER, RACHAEL E.	0095202108 002			45.00
	20908	MUNSON, ALAN	0209202108 002			30.00
					ACCOUNT TOTAL	540.00 *
5401		OFFICE SUPPLIES				
	552	PICCADILLY PRINTING CO.	11480			254.53
	20056	QUILL	17960522			41.99
	20056	QUILL	17972433			122.77
					ACCOUNT TOTAL	419.29 *
5402		FOOD				
	9198	BIMBO BAKERIES USA	03407430564			41.60
	9198	BIMBO BAKERIES USA	03407430655			41.60
	9198	BIMBO BAKERIES USA	0340743717			49.92
	20003	ZAFAR ENTERPRISES	11055			1,748.20
	20003	ZAFAR ENTERPRISES	11056			1,440.50
	20037	SCHENCK FOODS CO., INC.	6797190			193.85
	20037	SCHENCK FOODS CO., INC.	6798829			195.10
	20527	SUREBET SERVICES INC.	30369			260.28
	20527	SUREBET SERVICES INC.	30390			281.88
					ACCOUNT TOTAL	4,252.93 *
5403		BEVERAGES				
	2110	LOWE'S	1280 8/21			51.00
	2110	LOWE'S	2381 8/21			59.50
	20037	SCHENCK FOODS CO., INC.	6797190			24.92
	20527	SUREBET SERVICES INC.	30369			593.79
	20527	SUREBET SERVICES INC.	30390			475.32
					ACCOUNT TOTAL	1,204.53 *
					MAJOR TOTAL	6,966.75 **
071020	** PARKS & REC. - REC. PROGRAM **					
5440		COACHES CERTIFICATION				
	30951	NCSI	12612			240.50
					ACCOUNT TOTAL	240.50 *
					MAJOR TOTAL	240.50 **
071030	** PARKS & REC. MAINTENANCE **					
3005		SERVICE CONTRACTS & CLEAN				
	898	REPUBLIC SERVICES #976	523318 4771580			1,438.48

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	898	REPUBLIC SERVICES #976	525325 4771580		1,438.48
	898	REPUBLIC SERVICES #976	526469 4814901		615.11
	898	REPUBLIC SERVICES #976	526750 4771580		511.68
				ACCOUNT TOTAL	4,003.75 *
3023		SAFETY PROGRAM			
	3262	KIEFER AQUATICS	001101242		292.50
	8549	MILLER'S SUPPLIES	1169649		105.50
	9247	MEDCO SUPPLY CO.	94013304		148.21
	9247	MEDCO SUPPLY CO.	94076483		8.85
	20037	SCHENCK FOODS CO., INC.	6797190		139.76
	20037	SCHENCK FOODS CO., INC.	6798829		55.34
				ACCOUNT TOTAL	750.16 *
5101		ELECTRIC SERVICE			
	105	TOWN OF FRONT ROYAL	153000 8/21		1,143.30
	105	TOWN OF FRONT ROYAL	270101 8/21		178.13
	105	TOWN OF FRONT ROYAL	595050 8/21		27.45
	105	TOWN OF FRONT ROYAL	595075 8/21		199.59
	105	TOWN OF FRONT ROYAL	595077 8/21		20.14
	105	TOWN OF FRONT ROYAL	595101 8/21		2,934.99
	105	TOWN OF FRONT ROYAL	612050 8/21		22.82
	105	TOWN OF FRONT ROYAL	613100 8/21		30.53
	105	TOWN OF FRONT ROYAL	613101 8/21		145.18
	105	TOWN OF FRONT ROYAL	687200 8/21		57.76
	105	TOWN OF FRONT ROYAL	687205 8/21		27.45
	105	TOWN OF FRONT ROYAL	687210 8/21		10.12
	105	TOWN OF FRONT ROYAL	733006 8/21		755.56
	105	TOWN OF FRONT ROYAL	773101 8/21		20.00
	105	TOWN OF FRONT ROYAL	773102 8/21		1,640.22
	105	TOWN OF FRONT ROYAL	773102A 8/21		10,145.46
	105	TOWN OF FRONT ROYAL	773103 8/21		752.58
	105	TOWN OF FRONT ROYAL	773104 8/21		3,200.92
	105	TOWN OF FRONT ROYAL	773106 8/21		8.50
	105	TOWN OF FRONT ROYAL	773109 8/21		21.09
	105	TOWN OF FRONT ROYAL	773110 8/21		20.27
	105	TOWN OF FRONT ROYAL	773111 8/21		21.09
	105	TOWN OF FRONT ROYAL	773112 8/21		20.82
	105	TOWN OF FRONT ROYAL	773114 8/21		21.36
	105	TOWN OF FRONT ROYAL	773115 8/21		272.88
	105	TOWN OF FRONT ROYAL	773116 8/21		27.45
	105	TOWN OF FRONT ROYAL	773117 8/21		52.64
	105	TOWN OF FRONT ROYAL	773118 8/21		68.96
	105	TOWN OF FRONT ROYAL	773119 8/21		2,283.10
	105	TOWN OF FRONT ROYAL	773120 8/21		96.00
	105	TOWN OF FRONT ROYAL	773121 8/21		23.13
	105	TOWN OF FRONT ROYAL	773122 8/21		407.24
	105	TOWN OF FRONT ROYAL	773123 8/21		215.84
	105	TOWN OF FRONT ROYAL	773124 8/21		3,085.60
	105	TOWN OF FRONT ROYAL	773125 8/21		63.52
	105	TOWN OF FRONT ROYAL	773126 8/21		41.16

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	105	TOWN OF FRONT ROYAL	773129 8/21			204.13
	105	TOWN OF FRONT ROYAL	773130 8/21			41.76
	105	TOWN OF FRONT ROYAL	773131 8/21			16.20
					ACCOUNT TOTAL	28,324.94 *
5402		AUTO MAINTENANCE				
	5305	WARREN CO. PUBLIC SCHOOLS	29855			1,466.90
	5305	WARREN CO. PUBLIC SCHOOLS	29857			24.92
	5305	WARREN CO. PUBLIC SCHOOLS	29925			203.33
					ACCOUNT TOTAL	1,695.15 *
5406		CHEMICALS				
	2110	LOWE'S	1277 8/21			96.96
	3189	R.A.C. POOLS CENTER, INC	11906			1,011.00
	8091	GILMER INDUSTRIES, INC	681997			1,133.30
	9196	JOHN DEERE FINANCIAL	3228			259.96
					ACCOUNT TOTAL	2,501.22 *
5407		REPAIRS AND MAINTENANCE				
	263	RAMSEY HARDWARE	410556			25.18
	263	RAMSEY HARDWARE	410756			12.58
	263	RAMSEY HARDWARE	410785			22.72
	263	RAMSEY HARDWARE	410847			10.30
	263	RAMSEY HARDWARE	410889			7.19
	263	RAMSEY HARDWARE	410892			5.39
	1666	NAPA AUTO PARTS	796831			35.50
	1666	NAPA AUTO PARTS	797922			299.49
	1666	NAPA AUTO PARTS	798452			44.49
	1666	NAPA AUTO PARTS	798511			13.70
	1666	NAPA AUTO PARTS	798755			24.08
	2110	LOWE'S	1075 8/21			9.40
	2110	LOWE'S	1230 8/21			79.75
	2110	LOWE'S	1247 8/21			181.07
	2110	LOWE'S	1379 8/21			71.19
	2110	LOWE'S	1402 8/21			9.47
	2110	LOWE'S	1445 8/21			9.46
	2110	LOWE'S	1656 8/21			69.92
	2110	LOWE'S	1754 8/21			14.02
	2110	LOWE'S	1777 8/21			90.35
	2110	LOWE'S	1829 8/21			10.02
	2110	LOWE'S	1938 8/21			53.16
	2775	HIGH PERFORMANCE	2775 8/21			220.00
	3952	WINCHESTER EQUIPMENT CO.	22533			48.26
	3952	WINCHESTER EQUIPMENT CO.	45118			158.29
	6136	SHALLOW CREEK ELECTRICAL S	5183			925.60
	7093	SOUTHERN STATES OF F.R.	1273003			881.51
	7093	SOUTHERN STATES OF F.R.	1274152			22.99
	8742	CARTER, BRUCE H.	110702			470.00
	9196	JOHN DEERE FINANCIAL	4925			29.94
					ACCOUNT TOTAL	3,855.02 *
5408		OPERATION OF MOTOR VEHICL				
	2125	H. N. FUNKHOUSER & CO.	87432 8/21			482.69

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
	4737	QUARLES ENERGY SERVICES	774337			316.58
	4737	QUARLES ENERGY SERVICES	780250			1,011.61
	5853	MANSFIELD OIL COMPANY	696135			989.59
	5853	MANSFIELD OIL COMPANY	699640			835.88
	5866	MANSFIELD OIL COMPANY	696333			49.57
					ACCOUNT TOTAL	3,685.92 *
5409		MULCH				85.00
	2110	LOWE'S	1807 8/21			127.50
	2110	LOWE'S	2290 8/21			
					ACCOUNT TOTAL	212.50 *
5413		OPERATING SUPPLIES				294.00
	20629	MAX-R	2574			
					ACCOUNT TOTAL	294.00 *
5417		LIGHTING SYSTEM				95.92
	2110	LOWE'S	1143 8/21			9.49
	2110	LOWE'S	2680 8/21			
					ACCOUNT TOTAL	105.41 *
5420		SMALL TOOLS				18.99
	2110	LOWE'S	0932 8/21			364.35
	2110	LOWE'S	1231 8/21			71.13
	2110	LOWE'S	1277 8/21			104.46
	2110	LOWE'S	3635 8/21			16.98
	9196	JOHN DEERE FINANCIAL	2223			
					ACCOUNT TOTAL	575.91 *
7001		MACHINERY AND EQUIPMENT				839.98
	3952	WINCHESTER EQUIPMENT CO.	21977			
					ACCOUNT TOTAL	839.98 *
					MAJOR TOTAL	46,843.96 **
081010	**	PLANNING AND ZONING ADMIN. **				
3007		ADVERTISING				342.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21			765.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 B			876.00
	200	NORTHERN VIRGINIA DAILY	S00218 8/21 D			
					ACCOUNT TOTAL	1,983.00 *
5205		CELLULAR PHONE				45.00
	3107	LOGAN, TARYN G.	0031202108			
					ACCOUNT TOTAL	45.00 *
5401		OFFICE SUPPLIES				354.66
	1937	B. W WILSON PAPER CO.	#1586060 8/21			50.59
	4282	QUILL	18041557			13.50
	8200	AMERICANA SIGNS & ENGRAVIN	21 040			530.61
	20065	QUILL	18169584			
					ACCOUNT TOTAL	949.36 *
5411		BOOKS AND SUBSCRIPTIONS				25.00
	169	WARREN SENTINEL, THE	PLANNING 8/21			159.00
	200	NORTHERN VIRGINIA DAILY	PLANNING 8/21			
					ACCOUNT TOTAL	184.00 *
					MAJOR TOTAL	3,161.36 **

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
091000	** NON-DEPARTMENTAL **					
3010		MAINTENANCE - CENTRAL COM				
	4092	EMEDIA WEB SERVICES, INC.	2021 993			47.50
					ACCOUNT TOTAL	47.50 *
3012		MAINTENANCE CENTRAL COPIE				
	1937	B. W WILSON PAPER CO.	#1586060 8/21			915.00
	6203	U.S. BANK EQUIPMENT FINANC	448422550			596.36
					ACCOUNT TOTAL	1,511.36 *
3015		2021 TECH UPGRADE				
	5956	PLANET TECHNOLOGIES, INC	129622			6,204.00
					ACCOUNT TOTAL	6,204.00 *
5607		ROUTE 340/522 TROLLEY				
	8194	VA. REGIONAL TRANSIT	COWA 21 22			14,976.00
					ACCOUNT TOTAL	14,976.00 *
					MAJOR TOTAL	22,738.86 **
092000	** CAPITAL OUTLAY **					
7042		RIVERMONT VFD				
	3249	HANNA SIGNS CO. LLC	5445			1,924.80
					ACCOUNT TOTAL	1,924.80 *
7047		BUILDING IMPROVEMENT FUND				
	2110	LOWE'S	1135 8/21			618.58
					ACCOUNT TOTAL	618.58 *
7058		PURCHASE OF SECOND STREET				
	6044	LILLIAN SEALOCK FOX	0060202108 002	20A8		1,967.76
					ACCOUNT TOTAL	1,967.76 *
					MAJOR TOTAL	4,511.14 **
					FUND TOTAL	698,686.30

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
062050						
0001		HEALTH CARE EXPENDITURES				378.00
	20767	PROBENEFITS, INC	0207202108 002	1994A		378.00 *
					ACCOUNT TOTAL	378.00 *
					MAJOR TOTAL	378.00 **
					FUND TOTAL	378.00

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
043050	** SHENANDOAH FARMS SAN. DIST. **					
5203		TELEPHONE/INTERNET				50.00
	188	LINDEN SMR ASSOCIATES	0001202108			45.00
	5444	LENTZ, TIMOTHY	0054202108 002			95.00
					ACCOUNT TOTAL	95.00 *
5408		EQUIPMENT MAINTENANCE/OPE				375.40
	3952	WINCHESTER EQUIPMENT CO.	14370			41.05
	3952	WINCHESTER EQUIPMENT CO.	14375			416.45
					ACCOUNT TOTAL	416.45 *
5441		DRAINAGE MAINTENANCE/REPA				684.46
	9269	JAMES RIVER EQUIPMENT	48887			684.46
					ACCOUNT TOTAL	684.46 *
5442		MAINTENANCE - STONE				785.26
	9223	LEHIGH HANSON	3959901			661.88
	9223	LEHIGH HANSON	3968472			1,447.14
					ACCOUNT TOTAL	1,447.14 *
5451		FUEL				200.00
	5789	MANSFIELD OIL COMPANY	696297			149.74
	5789	MANSFIELD OIL COMPANY	699803			349.74
					ACCOUNT TOTAL	349.74 *
5452		ROAD IMPROVEMENT PROJECTS				13,579.50
	677	GENERAL EXCAVATION, INC.	485 007			6,227.00
	677	GENERAL EXCAVATION, INC.	485 008			935.07
	9223	LEHIGH HANSON	3946356			764.22
	9223	LEHIGH HANSON	3947328			1,206.90
	9223	LEHIGH HANSON	3949452			1,658.18
	9223	LEHIGH HANSON	3950511			595.03
	9223	LEHIGH HANSON	3951453			377.09
	9223	LEHIGH HANSON	3953041			25,342.99
					ACCOUNT TOTAL	25,342.99 *
7001		MACHINERY & EQUIPMENT				4,100.00
	3952	WINCHESTER EQUIPMENT CO.	33132			4,100.00
					ACCOUNT TOTAL	4,100.00 *
7057		VML LOAN - INTEREST				202.49
	30004	VML/VACO FINANCE PROGRAM	788742002 8/21			202.49
					ACCOUNT TOTAL	202.49 *
					MAJOR TOTAL	32,638.27 **
					FUND TOTAL	32,638.27

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT	
054050		***LAKE FRONT ROYAL SANT DIST***					
5431		DAMS					
	7093	SOUTHERN STATES OF F.R.	1275816			147.91	
					ACCOUNT TOTAL	147.91	*
5455		INTERNAL PROJECTS					
	677	GENERAL EXCAVATION, INC.	485 004			640.00	
	9223	LEHIGH HANSON	3948382			2,537.09	
	9223	LEHIGH HANSON	3949452			3,098.01	
	9223	LEHIGH HANSON	3950511			3,197.92	
	9223	LEHIGH HANSON	3951453			3,401.52	
	9223	LEHIGH HANSON	3952166			657.06	
	9223	LEHIGH HANSON	3954954			2,577.80	
	9223	LEHIGH HANSON	3955778			1,570.34	
	9223	LEHIGH HANSON	3957856			606.68	
					ACCOUNT TOTAL	18,286.42	*
					MAJOR TOTAL	18,434.33	**
					FUND TOTAL	18,434.33	

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
081060	** WARREN COUNTY AIRPORT EXP. **					
1001		COMPENSATION AIRPORT MANA				
	6273	CASS AVIATION	0062202108 002			1,750.00
	9566	W.C. PUBLIC WORKS DEPT.	3			202.36
					ACCOUNT TOTAL	1,952.36 *
5407		REPAIRS AND MAINTENANCE				
	400	LABELLA ASSOCIATES	143977			664.13
	1717	CULLIGAN OF FRONT ROYAL	0017202108	569-0009332-2		35.00
	3952	WINCHESTER EQUIPMENT CO.	41817			85.00
	5955	LARRY ROYSTON SEPTIC SERVI	10599			6,772.00
	6136	SHALLOW CREEK ELECTRICAL S	5180			305.18
	9566	W.C. PUBLIC WORKS DEPT.	3			8,488.09
					ACCOUNT TOTAL	16,349.40 *
5408		OPERATION OF VEHICLES				
	5305	WARREN CO. PUBLIC SCHOOLS	29328			181.07
					ACCOUNT TOTAL	181.07 *
5898		WASTE DISPOSAL				
	898	REPUBLIC SERVICES #976	525991 0021824			388.07
	9448	JOHNNY BLUE, INC. - 3407	212479			96.43
					ACCOUNT TOTAL	484.50 *
7001		MACHINERY & EQUIPMENT				
	3952	WINCHESTER EQUIPMENT CO.	33076			9,254.00
					ACCOUNT TOTAL	9,254.00 *
					MAJOR TOTAL	28,221.33 **
					FUND TOTAL	28,221.33

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT	
035060	** COST RECOVERY **						
5408		OPERATION OF MOTOR VEHICL					
	5674	FRONT ROYAL FORD LLC	75964			817.84	
	5674	FRONT ROYAL FORD LLC	76169			1,198.29	
	5674	FRONT ROYAL FORD LLC	76756			3,753.54	
	5674	FRONT ROYAL FORD LLC	78268			1,751.12	
	5674	FRONT ROYAL FORD LLC	78309			197.15	
	5674	FRONT ROYAL FORD LLC	78893			2,613.14	
	5674	FRONT ROYAL FORD LLC	80256			119.75	
	5674	FRONT ROYAL FORD LLC	80300			127.06	
	7644	FINLAY FIRE APPARATUS &	6556			211.06	
					ACCOUNT TOTAL	10,788.95	*
5410		PROTECTIVE CLOTHING/UNIFO					
	5868	MANSFIELD OIL COMPANY	696302			3,496.38	
					ACCOUNT TOTAL	3,496.38	*
5812		VDEM-GRANTS					
	5858	BOUND TREE MEDICAL LLC	64226991			4,291.48	
					ACCOUNT TOTAL	4,291.48	*
					MAJOR TOTAL	18,576.81	**
					FUND TOTAL	18,576.81	

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
035070	**SHEN. FARMS VFC6 EXPENDITURES**					
5407		BUILDING & GROUNDS MAINTE				
	9241	BEST EXTERMINATING SERV.	59412			45.00
					ACCOUNT TOTAL	45.00 *
					MAJOR TOTAL	45.00 **
					FUND TOTAL	45.00

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT	
035073	**SHENANDOAH SHORES VFC#5 EXP**						
5410		PROTECTIVE CLOTHING					
	20341	WITMER PUBLIC SAFETY GRP	2058770			179.00	
	20341	WITMER PUBLIC SAFETY GRP	2058770001			358.00	
					ACCOUNT TOTAL	537.00	*
					MAJOR TOTAL	537.00	**
					FUND TOTAL	537.00	

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION		AMOUNT
035074	**LINDEN VFC #4 EXPENSES**					
7057		LOANS				
	10118	FIRST BANK	0101202108 002	# 50723		3,227.46
					ACCOUNT TOTAL	3,227.46 *
					MAJOR TOTAL	3,227.46 **
					FUND TOTAL	3,227.46

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081050	*** ECONOMIC DEVELOPMENT AUTHORITY**				
3001		PROFESSIONAL FEES- LEGAL			
	500044	GREEHAN, TAVES & PANDAK, P	127924		4,577.80
				ACCOUNT TOTAL	4,577.80 *
3002		PROFESSIONAL FEES - AUDIT			
	500010	BROWN EDWARDS	1295093		10,000.00
				ACCOUNT TOTAL	10,000.00 *
5105		UTILITY EXPENSE - GAS			
	500080	WASHINGTON GAS	0026 8/21		20.45
				ACCOUNT TOTAL	20.45 *
5205		TECHNOLOGY CORE OPERATION			
	500016	QUEEN CONSULTING & TECHNOL	10937		638.67
				ACCOUNT TOTAL	638.67 *
5305		BANK FEES			
	500031	UNITED BANKCARD CENTER	2178 8/21		29.71
				ACCOUNT TOTAL	29.71 *
5407		MAINTENANCE			
	500075	AIRE SERV	89014256		13,157.20
	500077	DAVE'S DIVERSIFIED SERVICE	7664 1		220.00
	500084	VISIONARY OPTICS	HVAC 8/21		4,500.00
				ACCOUNT TOTAL	17,877.20 *
5800		INTEREST EXPENSE			
	500008	THE FIRST BANK & TRUST COM	68 2151580		34,491.08
	500011	FIRST BANK	103 48682		9,883.00
				ACCOUNT TOTAL	44,374.08 *
8001		COPIER LEASE			
	500021	XEROX CORP.	013865143		179.23
				ACCOUNT TOTAL	179.23 *
				MAJOR TOTAL	77,697.14 **
				FUND TOTAL	77,697.14
				TOTAL DUE	922,987.59

Approved at meeting of _____ on _____.

Signed _____ _____ _____
Title Date

_____ _____ _____
Title Date

_____ _____ _____
Title Date

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on May 18, 2021 at 6:00 PM.

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

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body; he further moved that discussion be limited to the Warren County Planning Commission, the Economic Development Authority Board of Directors, and the County Administrator.

The Board also entered into a closed meeting under the provisions of Sections 2.2-3711(A)(8) and (A)(29) of the Virginia Freedom of Information Act for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by counsel; he further moved that discussion be limited to the a potential contract involving utilities:

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

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (A)(8), and (A)(29) 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:

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

DRAFT

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

Adoption of Agenda – Additions or Deletions

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

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

Presentation – Shenandoah National Park – Superintendent Patrick "Pat" Kenney

Patrick "Pat" Kenney introduced himself to the Board as the new Superintendent of Shenandoah National Park. He has been with the Forest Service for over thirty (30) years, and he comes from Yellowstone National Park where he served as the Deputy Superintendent. It is a pleasure to land in an iconic park like Shenandoah National Park, even with the challenges the Park faced in 2020 due to the Coronavirus pandemic. Despite being closed for six weeks, the Park had 15% higher visitation in 2020 compared to 2019, and October 2020 alone exceeded 2019 levels by 53%. He reported that 2021 is setting up to be a busy year already, and the Park experienced high visitation in April as well as an increase in campground reservations for the late spring/summer. There is ample opportunity for dialogue with the County and Town to figure out how to improve traffic flow through the community, especially during peak season, and he understands that he cannot manage the Park as an island. The Board was open and receptive to the collaboration with Shenandoah National Part to alleviate traffic through the Town, especially during peak season.

Superintendent Kenney then reviewed a list of projects and renovations that are underway in the Park, thanks in large part to the Great American Outdoors Act. This legislation will use revenues from energy development to provide up to $1.9 billion a year for five years to provide needed maintenance for critical facilities and infrastructure in the national parks. It will help to address the maintenance backlogs at the Park as well as other forest land and parks across the country. He also mentioned there is an ongoing program through the National Highway Administration specifically looking at traffic congestion in and around national parks.

Public Comment Period (60 Minute Time Limit)

There were no presentations from the public.

Reports – Board Members, Interim County Administrator, Interim County Attorney

Mr. Carter had nothing to report.

Mr. Fox reported the following:

- Attended a recent meeting at the new Rivermont Fire Station

Mrs. Oates reported the following:

- Excited to see in-person graduations taking place again

Mr. Mabe had nothing to report.

Mrs. Cullers reported the following:

- First week in May was Teacher Appreciation Week and Nurses Appreciation Week
- Last week was Police Memorial Week, and she thanked several families involved with putting on a memorial service on May 13th at the Main Street gazebo
- This week is Emergency Medical Services (EMS) Personnel Week
- Met with volunteers and staff of Company 2
- The Broadband Committee is scheduled to meet on Thursday, May 20th at 1:00 PM

Dr. Daley reported the following:

- Staff is working to wrap up FY 2020-2021 budget, and the goal is to have the audit prior to October this year. They have also busy coordinating IT efforts and getting everything back online, and advertisements for the hiring of County IT personnel will be published tomorrow.
- Rick Farrall, Emergency Coordinator, explained that while the Centers for Disease Control and Prevention (CDC) has advised it is safe to no longer wear masks under certain circumstances, Virginians are still under the guidance of Governor Northam's Executive Order 72 until May 28th. Additionally, on June 1st, use of the Health and Human Services Complex gymnasium will transition back to the Parks and Recreation Department. The Virginia Department of Health will still conduct vaccine clinics in the cafeteria through the month of June, then transition the vaccine process to local pharmacies, the Warren County Health Department, and Valley Health facilities.
- Work is beginning on the Happy Creek Road, Phase IV improvements on June 17th and will continue through August 10th. The affected portion of Happy Creek Road will be closed during that time. Additionally, the Rockland Road (Route 658) bridge project over the Norfolk Southern railroad tracks will have a virtual design public hearing on Thursday, June 17th from 4:00 PM – 6:00 PM.
- <u>Coronavirus Update</u> – County staff continue to monitor the situation and take the necessary precautions. The County is still in the Governor's "Phase Three" of Virginia's "Path Forward".

  The COVID-19 "mass" vaccination process appears to be concluding in Warren County. Valley Health, in partnership with the Lord Fairfax Health District and the

County continue to work together to provide the vaccine locally. There is a well-established process to efficiently distribute the vaccine, and they anticipate completing the transition of the vaccination process to our local primary care managers and pharmacies in the next month or two.

Valley Health is currently scheduled to conduct its last COVID-19 vaccination clinic at the 15th Street Gym later this month, and the Virginia Department of Health will offer a local COVID-19 clinic every Wednesday in May and early June at the 15th Street Gym in Front Royal. Call the Heath Department to schedule an appointment. Once the vaccination clinics conclude at the 15th Street Gym, use of the facility will be turned back over to the Parks and Recreation Department by mid-to-late Summer 2021.

Regarding the CARES Act, the first and second round fund reimbursement to the Town is complete, for receipts received. Staff is in the process of accruing the Town's receipts for the Municipal Utility assistance fund. County staff is also in the process of compiling the appropriate documentation and closing out the associated County CARES Act accounts. They continue to report to the Department of Accounts as directed and are optimistic to complete an associated external audit by early summer.

Finally, it appears that many Virginia localities will receive additional Coronavirus State and Local Fiscal Recovery Funds (authorized by the American Rescue Plan of 2021). Details to follow.

- Coronavirus Vulnerable Revenue – For the month of April, the County's share of local sales tax revenue was $353,854.92. This amount is up $46,423.80 (15.1%) over the $307,431.10 collected in April 2020.

  The year-to-date (YTD) collections total for Lodging Tax is $45,715.44, the YTD collections total for Business License Tax is $980,165.03, and the YTD collections total for Meals Tax is $248,712.63.

- Tourism Committee **–** Jones Lang Lasalle Americas, Inc. (JLL continues to perform joint tourism services for the Town and County. They host bi-weekly meetings with the Joint Tourism Committee. They have launched three marketing campaigns and are currently preparing three additional campaigns. They are monitoring the metrics for these campaigns and updating the Committee. The County and Town are currently in discussions regarding the transition of the Committee to more formal Board option.

- Wayfinding Signage **–** The County and Town are working together on the trailblazing signage. The bid was awarded, and the signs are currently being fabricated. The County Public Works Department has staked the sign locations and is awaiting field review of the locations by the local VDOT Residency.

- Development Review Committee – The Development Review Committee met on April 28, 2021 and discussed the following County projects:

  - Met with Lowe's representatives on a proposed addition to their building in the Riverton Commons Shopping Center
  - Update on Short-Term Tourist Rental applications
  - Discussed a proposed 15,000 square foot warehouse building at Axalta
  - Proposed enclosed storage facility on Winchester Road

The following Town projects were also discussed:

- Update on Warren Memorial Hospital
- Twin Rivers Campground

The Committee will meet again on May 26, 2021.

- Building Inspections – In review of the new construction for 2021, there were a total of ten new home starts through April 30th. Of that number, two were located in Town limits and the remaining eight outside of Town limits. As a comparison, in 2020 there were a total of eleven new home starts.

  The growth rate is well below the 2-3% maximum outlined in the Warren County Comprehensive Plan but is above the 0.59% average experienced since January 1, 2009.

  In April, the permits trended slightly lower with 150 permits issued as compared to April 2020 with 171 (-12.3%) and the total number of inspections were higher from 953 to 1252 (31.2%).

- Parks and Recreation
  - Upcoming Programs:
    - Dance Fitness Class: May 18, 2021 – June 8, 2021 at the WCCC; $20 per participant
    - School's Out for The Summer! Program: Mondays, Wednesdays, and Fridays June 21, 2021 – August 6, 2021, 9:00 AM – 6:00 PM at the HHSC Gym; costs vary
    - Lil' Explorers Program: June 23, 2021- August 4, 2021, 1:00 PM – 3:00 PM at Shelter #2; Free to participants ages 4-10 years old
    - Lap Swim: Monday-Thursday June 19, 2021- August 5, 2021, 7:00 AM – 9:00 AM, 11:00 AM – 1:00 PM, 6:30 PM – 8:30 PM at Claude A. Stokes Community Pool; $2 per admission and punch cards are available for discounted rate
    - Swim Lessons Session 1: June 28, 2021 – July 2, 2021, times vary, at Claude A. Stokes Community Pool; $35 per participant
    - Swim Lessons Session 2: July 12, 2021 – July 16, 2021, times vary, at Claude A. Stokes Community Pool; $35 per participant
  - Press Release
    - Warren County Splash Pad 2021 Opening: The Warren County Parks and Recreation Department is delighted to announce the Warren County Splash Pad at Dr. Saul Seide Memorial Gardens Memorial Park will be opening for the 2021 season on Saturday, May 22, 2021. The Splash Pad will be open for water fun from12:00 p.m. to 6:00 p.m. daily. Please check the Warren County website and the Warren County Parks and Recreation Department's Facebook page for any additional updates. COVID-19 social distancing requirements will be posted at the Splash Pad, or available at the Raymond E. Santmyers Youth Center, 200 East 8th St., Front Royal, VA 22630, (540) 635-7750.

        - Claude A. Stokes Jr. Community Pool Opening: Scheduled for Saturday, May 29th. Recreation staff will forward a press release to be forwarded to the newspapers and posted on the County and Department websites and Facebook.
    - Park Maintenance Daily:
        - Park staff continued daily mowing/trimming cycle as scheduled for the county park system, county facilities and the Warren County Public school's grounds.
        - Park staff continued daily preparing all county park athletic facilities for scheduled 2021 spring games and practices.
    - Park Facility Projects:
        - Alan Munson and Lee Cockrell prepped the playground area for new mulch and the installation of a border at the Skyline Soccerplex adjacent to the shelter on May 3rd and 4th. The engineered mulch delivered on May 5th. Mr. Munson and Mr. Cockrell completed seeding and strawing around the playground border on May 5th and spread additional engineered mulch in the playground on May 17th.
        - Mr. Munson and Mr. Cockrell installed four new dog waste stations along the trail in Eastham Park on May 11th and 13th.
    - Parks and Recreation Commission:
        - Robin Richardson, Debbie Cook, and Dan Lenz attended the scheduled a Parks and Recreation Commission at 5:30 pm on May 10th at the Warren County Community Center. This is the first scheduled meeting since March 9, 2020. The meeting was well attended by Recreation Commission members. Items discussed included the Adoption of Agenda, Election of Officers for 2021: Chairman, Vice-Chairman and Secretary, Board Member Comments, Warren County Community Center Update, Recreation Activity/Programming Update, Athletic Field and Facilities User Spring Requests Update, New/Old Business and Questions. The next scheduled meeting is on September 13th.
- Department of Social Services – In the month of April, DSS received:
    - 85 SNAP Applications
    - 106 Medicaid Applications
    - 19 TANF Applications
    - 9 Child Care Applications
    - 1 AG Application
    - 1 Crisis Application
    - 662 walk-in clients

  On the Services side, in the month of April, DSS received:
    - 53 CPS referrals
    - 22 APS referrals

The thermal shelter closed April 30th. In the month of April, the Shelter housed a total of 33 people with three of them new to the Shelter.

- Department of Fire and Rescue Services
    - Radio System Upgrade Project is ongoing with installations 95% completed.
    - FY-2020 SAFER Grant for 18 staff positions and FY-2020 AFG Countywide PPE are still in process (announcement expected anytime over the next several months)
    - Training Center Fire Incident- awaiting insurance review of loss estimates.
    - Promotional process for 3 officer positions completed. Congratulations Captain Joseph Jock (Station 3), Lieutenant Christopher Ramey (Station 2-A) and Lieutenant Collin Cole (Station 10-B).
    - New Thermal Imaging Cameras have been received and will be placed in service on Thursday, May 20th.
    - Leadership attended the Virginia Fire Chiefs Association – Fire Chief's Summit on Thursday, May 12 – Friday, May 14th.
    - Station #1 continues to work towards placing the New Rescue Squad in service into service. Staff training will take place the week of May 17, 2021 in anticipation of this unit going in-service.

- Rivermont Fire Station – Final "punch list" items are being addressed with Mr. Farrall; the contractor is optimistic to complete remaining work by the end of next month. The final furniture delivery was complete this month, and the phone system will be installed in the near future. All permits are anticipated to be closed out with final occupancy achieved by mid-to-late Summer 2021.

- Commercial/Industrial Projects – Work continues on the following projects:
    - The new Warren Memorial Hospital has received a Temporary Certificate of Occupancy (TCO) for the Hospital portion of the building and they are working towards the same for the Medical Office Building portion. This TCO allows them to start upfitting the building with equipment and supplies.
    - Equus Warehouse facility – Currently waiting on DEQ Central Office (Richmond) to issue the Construction General Permit (CGP). Once the CGP is provided to the County they can conduct their site meeting and then start work on the site.

Appropriations and Transfers

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

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

APPROPRIATIONS

31900-5413	Skyline Criminal Justice - Other Operating Expenses	436.10
31900-5414	Skyline Criminal Justice - Administrative Equipment	826.93
31900-5410	Skyline Criminal Justice - Uniform Reimbursable	3,243.26
13000-5201	Elections	2,750.00
13000-1001	Registrar - FY 2021-2022	16,410.00
13000-2001	Registrar - FY 2021-2022	1,255.00
13000-2002	Registrar - FY 2021-2022	1,687.00
13000-2006	Registrar - FY 2021-2022	215.00
13000-2011	Registrar - FY 2021-2022	15.00
92000-7112	HHS Complex FY 2020-2021	125.00
92000-7112	HHS Complex FY 2020-2021	125.00
81050-5201	Economic Development - FY 2021-2022	750.00
81050-5203	Economic Development - FY 2021-2022	4,725.00
81050-5205	Economic Development - FY 2021-2022	6,800.00
81050-5302	Economic Development - FY 2021-2022	10,000.00
81050-5307	Economic Development - FY 2021-2022	400.00
81050-5401	Economic Development - FY 2021-2022	1,775.00
81050-5407	Economic Development - FY 2021-2022	10,000.00
81050-5504	Economic Development - FY 2021-2022	1,500.00
81050-5801	Economic Development - FY 2021-2022	750.00
81050-8001	Economic Development - FY 2021-2022	2,500.00
71030-5407	Parks and Recreation - Repairs and Maintenance	378.88
71030-1001	Parks and Recreation - Compensation	64.72
71030-1003	Parks and Recreation - Compensation Part-time	56.40
32000-5629	Fire and Rescue - Fire Program Funds	725,113.58

TRANSFERS

FROM:	Special Projects	Commissioner of Revenue	(2,790.00)
TO:	12090-7007	Computer Equipment	2,790.00
FROM:	Special Projects	Building	(33,000.00)
TO:	34010-7005	Vehicle Purchase	33,000.00
FROM:	Special Projects	Fire and Rescue	(60,000.00)
TO:	35050-5410	Uniforms	60,000.00
FROM:	Special Projects	Building	(22,000.00)
TO:	34010-3002	EnerGov Implementation	22,000.00
FROM:	21020-5203	Warren County General District Court	(4,000.00)
TO:	21020-3002	Warren County General District Court	2,000.00
	21020-5401	Warren County General District Court	2,000.00

FROM:	99010-1	North Warren VFD - Building Fund	(109,950.00)
	99010-1	North Warren VFD - Building Fund	(16,150.00)
TO:	92000-7043	North Warren VFD - Building Fund	109,950.00
	92000-7043	North Warren VFD - Building Fund	16,150.00
FROM:	155001-5604	Health and Human Services Utility	(61,051.17)
	85001-5604	Comm Device	(76,558.00)
	85002-5604	Comm Device	(253,843.33)
	35002-1001	Public Safety	(116,782.35)
TO:	35002-1001	Public Safety	61,051.17
	35002-1001	Public Safety	76,558.00
	35002-1001	Public Safety	253,843.33
	91000-8006	COVID-19 Reserve	116,782.35

Approval of Accounts

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

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

Check Numbers 296296 to 296556 Total: $1,571,151.22

Consent Agenda

1. Use of Courthouse Grounds for the Domestic Violence Awareness Purple Ribbon Campaign, The Phoenix Project – Melanie Stull/Emily Ciarrocchi
2. Conditional Use Permit 2015-04-01, Modification Request to Change Name from Wayne A. Burklund to "Michelle Collins" – Matt Wendling
3. Approval of Reassessment Contract – Ed Daley
4. Approval of Work Authorization No: 21-01 for Professional Services, Front Royal-Warren County Airport AIP Pavement Maintenance Assistance – Mike Berry
5. Chester Gap Volunteer Fire Department Funding Request – Ed Daley

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

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

Public Hearing – Ordinance to Delay Penalties and Interest upon Certain Local Taxes – Ed Daley

Jamie Spiker, Treasurer of Warren County, stated the due date for the first half of 2021 taxes will remain the same (June 5th), but penalties and interest will not start accruing until June 22nd.

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

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors adopted the proposed ordinance to delay penalties and interest upon certain local taxes until June 22, 2021:

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

ORDINANCE DELAYING PENALTIES AND INTEREST UPON CERTAIN LOCAL TAXES

WHEREAS, Warren County Code Section 160-26 (A) states: "Tax payments for real estate, personal property, and machinery and tools taxes shall be due and payable to the Treasurer of Warren County on a twice-per-year basis, with 1/2 of the annual assessed value due on or before June 5, and the remaining 1/2 of the annual assessed value due on or before December 5 of each tax year"; and

WHEREAS, Warren County Code Section 172-27 (A) states: "There is hereby levied, assessed and charged upon the owners of the following described vehicles, which are required to be licensed by the Commonwealth of Virginia, an annual license tax, payable to the County Treasurer annually not later than the fifth day of June"; and

WHEREAS, the Board of Supervisors wants to provide additional time for individuals and businesses to pay certain taxes without penalty, interest, and collection activities.

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

1. The penalty for late payment of the taxes specified in Paragraph 3 of this Ordinance shall not be imposed until June 22, 2021. On June 22, 2021, a penalty of 10 percent or $10.00, whichever is greater, of the amount of such taxes which have not yet been paid shall be imposed, provided that in no case may the penalty exceed the amount of tax payable.
2. The interest imposed upon late payment of the taxes specified in Paragraph 3 of this Ordinance shall be 0% until June 22, 2021. After June 22, 2021, interest shall accrue upon such taxes and any penalties imposed thereon at a rate of 10 percent per annum.
3. The provisions of this Ordinance shall apply only to real estate, personal property, machinery and tools, and vehicle license taxes that first become due on June 5, 2021.

4. The provisions of this Ordinance shall supersede any conflicting provisions in the Warren County Code that apply to such taxes, including without limitation Warren County Code § 160-26 and § 172-27.
5. The passage of this Ordinance shall be effective immediately.

Public Hearing – R2021-03-01 – Michael and Barbara Olsen to Amend the Warren County Zoning Map and Rezone approximately thirty (30) +/- acres from Residential One (R-1) to Agricultural (A) – Taryn Logan

Taryn Logan, Deputy County Administrator, reported the applicants are requesting to amend the Warren County Zoning Map and rezone approximately thirty (30) +/- acres from Residential One (R-1) to Agricultural (A). The property is located off High Top Road in Linden, VA, and identified on tax map 23K as lot 1. The property is part of the larger Blue Ridge Reserves property that was placed in a conservation easement in 2012.

The applicants are proposing the rezoning to allow them to be able to pursue agricultural uses, which are listed in the conservation easement. In 2012, the owner of approximately 640 acres in Shenandoah Farms, off Blue Mountain Road, came to the County to place the land in a permanent conservation easement. The County now is the grantor of the easement. Mr. and Mrs. Olsen purchased the property with knowledge of the easement. They wish to do agricultural pursuits on the property as explained in their statement of justification, however, the underlying zoning is still Residential-One (R-1), which conflicts with some language in the easement. The Planning Department received an opinion from its attorney that the zoning takes precedence; therefore, the downzoning would need to occur for the owners to conduct agricultural uses on the property.

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

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors, finding that the requested rezoning is appropriate for the public necessity and is good zoning practice, approved the request of Michael and Barbara Olsen to rezone and change the zoning map classification of the property, identified on Tax Map 23K as lot 1, from Residential-One (R-1) to Agricultural (A):

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

Public Hearing – Conditional Use Permit 2021-03-01, Kevin and Shauneen Melton for a Short-Term Tourist Rental – Joe Petty

Joe Petty, Planning Director, reported the applicants are requesting a conditional use permit for a Short-Term Tourist Rental. The rental will be available for short-term visitations for individuals who will be visiting the Warren County area. The owners currently live in

Washington DC and will have the home professionally cleaned and maintained in between reservations. They have years of experience owning/ operating short-term rentals.

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

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

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

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

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

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

Public Hearing – Conditional Use Permit 2021-03-02, Raymond Ditto for a Short-Term Tourist Rental – Joe Petty

Mr. Petty reported the applicant is requesting a conditional use permit for a short-term tourist rental. The rental will be available for short-term visitations for individuals who will be visiting the Warren County area. The owners currently live in Washington, D.C. and will specify cleaning/maintenance operations between reservations in the Property Management Plan.

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

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed the system capacity as determined by to the Warren County Health Department permit per Warren County Code Section 180-56.4(B). The Certificate of Zoning shall only be issued with approved Health Department records.
3. The applicant shall provide documentation to County staff for the maintenance of the sewage treatment system as recommended by the Warren County Health Department.
4. The applicant shall have the well water tested annually for e-coli and L-coliform bacteria, and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Mr. Petty noted condition #2 does not have a specific occupancy limit due to the Warren County Health Department not being able to locate records for the existing sewage disposal or water supply systems serving the property. The applicant has retained the services of an engineer to determine the current water/sewer capacity for the property, and the Certificate of Zoning will not be issued until the report from the engineer is received.

Mrs. Cullers opened the public hearing.

Phillip Vaught, 124 Luray Avenue, introduced himself as the representative for the applicant, as Mr. Ditto was not able to attend the meeting. He requested the Board table this conditional use permit application for another month to allow time for the engineer to complete the property survey and report. Mr. Petty explained that the Certificate of Zoning will not be issued until the report is received, and tabling the application would unnecessarily delay the issuance of the permit.

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

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of Raymond Ditto for a

Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed the system capacity as determined by to the Warren County Health Department permit per Warren County Code Section 180-56.4(B). The Certificate of Zoning shall only be issued with approved Health Department records.
3. The applicant shall provide documentation to County staff for the maintenance of the sewage treatment system as recommended by the Warren County Health Department.
4. The applicant shall have the well water tested annually for e-coli and L-coliform bacteria, and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Public Hearing – Conditional Use Permit 2021-03-03, John and Anna Carpenter for a Short-Term Tourist Rental – Matt Wendling

Matt Wendling, Planner II, reported the applicants purchased the property in March 2018 as a second home; the Carpenters currently reside in Williamsburg, Virginia. They plan to rent the property to friends and tourists visiting the area in addition to their own use of the property. This would allow them to offset the costs of maintenance, mortgage, and property taxes on the property and make improvements to the dwelling. They have hired a local resident who will assist in managing the property and the rental/business details. The property is located in the Sligo Estates subdivision, and the Sligo Estates Citizens' Association was notified of the request and is in opposition to the application.

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

1. The applicants shall comply with all Warren County Health Department regulations and requirements, and the maximum number of occupants shall not exceed six (6) as determined according to the Health Department's operational permit for a three (3) bedroom dwelling.
2. The applicants shall have the well water tested annually for e-coli and L-coliform bacteria, and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.
3. The shooting of firearms and hunting shall be prohibited.

4. The use of all-terrain vehicles (ATVs), dirt bikes, and similar recreational vehicles shall be prohibited on the private roads of the subdivision and on the property.
5. There shall be no discharge of fireworks.
6. There shall be no open outdoor fires, bonfires, or fire pits used by guests.
7. A copy of Chapter 123 of the Warren County Code relative to noise must be provided at the Short-Term Tourist Rental dwelling and included in the guest registration agreement.
8. The property boundaries, or limitations within the property's boundaries where guests are allowed, shall be clearly marked.

John Carpenter, 121 Whistling Swan Court, Williamsburg, introduced himself as the applicant for this rental. He understands the concerns of his neighboring property owners and agreed to additional conditions on the permit. However, over the past weekend, the Citizens' Association adopted more restrictive covenants specifically prohibiting short-term rentals fewer than thirty (30) days.

Mrs. Oates asked if there was a prohibition on short-term tourist rentals in the covenants before, and Mr. Wendling read the following excerpt from the covenants: "Said lots shall be used only for residential purposes. No activity shall be conducted on said lots or in any building there on which may constitute or become an annoyance or nuisance or disturb the peace of the subdivision." Mr. Wendling noted there is no specific mention of tourist rentals specifically in the covenants.

Mrs. Cullers opened the public hearing.

Caleb Johnson, 990 Kildare Drive, introduced himself as the President of Sligo Estates Citizens' Association. Due to this application coming before the Board, the Association has filed new, more explicitly worded covenants with the Circuit Court. In February, Mr. Carpenter informed the Association that he would be going forward with short-term tourist rental application. This is a small community with only one mile of dirt road and twenty-five lots. The Association met after Mr. Carpenter's announcement and unanimously voted, with the exception of Mr. Carpenter, to amend the covenants and specifically prohibit short-term tourist rentals. Mr. Johnson said he lived for seven years on Blue Mountain Road next to a short-term tourist rental prior to moving to Sligo Estates and had several unpleasant experiences with renters. All the residents of Sligo Estates value their privacy and knowing who is living in their neighborhood. He asked the Board to respect the unanimous voice of the community and deny this request. There is a difference between people owning a second home for themselves in the mountains to use as a getaway and people who want to begin a business enterprise.

Daniel Purvis, 32 Erin Court, introduced himself as the Vice President of the Citizens' Association. The bottom line is the consensus in the community is that they feel a bit blindsided by this application. They only became aware of the application after the process was well underway. The neighboring residents are overwhelmingly against this request. He

cited an instance in 2015 where the then-Board of Supervisors voted unanimously to disapprove a conditional use application for a short-term tourist rental because the majority of the community was against the application. He wants the Board to do the same here – to respect the consensus of Sligo Estates and deny this application.

Patrick Irish, 874 Kildare Drive, said he moved into the County two years ago wanting to raise his two daughters in this quiet area. He is concerned about having the short-term tourist rental in this community, especially since Mr. Carpenter told the residents he would drop the application if they were against it. Nevertheless, here he is, asking the Board to approve his application.

David Schwab, 165 Kildare Drive, recently purchased a home in the Sligo Estates subdivision with his wife. He is looking forward to the day he gets to retire to this beautiful oasis, which will be affected by this short-term tourist rental. They also have an autistic son who will be living with them for the rest of his life, and they are concerned about his safety. Jill Schwab, also at 165 Kildare Drive, said she is a Homeowners' Association manager, and despite the vetting process and good intentions, some rentals end up being a disastrous situation, such as parents putting their name as the renters but letting their children stay there. When someone buys a home, it is an investment, but short-term tourist rentals devalue investments. She and her husband moved into the community with the understanding that short-term tourist rentals were prohibited according to the covenants. It is clear what the intentions of the covenants were.

Jim Eisenman, 139 Sligo Court, introduced himself as the Treasurer for the Association and said he agrees with everything everyone has said so far. He was also the Treasurer in 2017 when the Association undertook a major rewrite of the covenants. The community spoke about the rewrites and voted against short-term tourist rentals being allowed in the community. The Association's attorney told them the language of "residential purposes" was sufficient. He believes short-term tourist rentals are good things for a locality, but they are not for every place in the locality. This rental would not fit in in this community.

Jeff Sissler, 817 Kildare Drive, lives one door down from the proposed rental property. He attended the Planning Commission public hearing where several other applications for short-term tourist rentals were being considered. None of those applications had objections, but for this one, there is an entire community in opposition to this application. He asked the Board to deny this request.

Patrick Rogers, 980 Kildare Drive, has lived in Sligo Estates since 2017. He reiterated Mr. Purvis' comments about the previous denial of a rental application in 2015. The main reason for denial cited in that instance was concerns raised by neighbors, and for this application, the additional conditions Mr. Carpenter mentioned earlier do not address the main concern of the community, which is the setting of a negative precedent in the neighborhood. Approving this application could potentially lead to others being approved as well.

Mrs. Ciarrocchi read the following email submitted by Marjorie Thompson of 771 Kildare Drive: "My husband and I, Randolph and Marjorie Thompson, are the adjacent neighbors to the east of the subject property. We purchased our home a year and a half ago after a long search for the 'perfect' place to retire. One of the motivating factors in our decision was the belief that our quiet mountain neighborhood was protected from the ability to have short-term tourist rentals, based on the property-owner covenants. It did not occur to us that any of the other property owners would disregard the covenants, as this is an implied agreement provided in advance of purchase.

"We are opposed to their request for multiple reasons; primarily the instability of not knowing who is next door. The neighbors we have met in Sligo Estates have been welcoming and we look forward to meeting more when we make our cabin a permanent residence next month. There is a reassurance of knowing your neighbors that cannot be met when new guests are arriving every weekend. Other concerns include noise and traffic.

"Please do not grant this conditional use permit which would reward the landowner who wants dismiss the covenants for their own gain, while negatively impacting all of the other residents of Sligo Estates."

Mrs. Ciarrocchi also read the following email submitted by Ann Muldoon of 716 Kildare Drive: "I am opposed to a Short-Term Tourist Rental being allowed in the Sligo Estates Subdivision. My concerns are: A Short-Term Tourist Rental will not benefit our neighborhood in any way and I only expect unnecessary problems and hardships for the property owners if it's allowed. I am extremely worried that out of ignorance, neglect and disrespect that the tourist renters will improperly handle and/or dispose of outdoor fires, start fires and potentially cause loss of life, injury and property damage to the people, properties and homes in Sligo Estates.

"I am concerned for our safety and security from the numerous and unknown renters roaming on and around our properties participating in littering, trespass and theft. My privacy, peace and quiet will be violated by having a constant flow of partiers across the road from my property who have no respect or vested interest in the neighborhood. I am concerned that speeding and reckless driving by the numerous Renters on our gravel, one lane, steep road that also has several areas to drive extra carefully will result in loss of life, injury and property damage to the Sligo Estates residents.

"I don't feel that this sort of business has a place in a small subdivision like Sligo Estates. Our Protective Covenant states that: 'Said lots shall be used only for residential purposes. No activity shall be conducted on said lots or in any building there on which may constitute or become an annoyance or nuisance or disturb the peace of the subdivision'. The Carpenters agreed to our Covenants. In my opinion allowing a Short-Term Tourist Rental contradicts every part of provision #1 of our Covenants. Warren County Board of Supervisors please hear and respect the voices of the community of Sligo Estates and deny the request for the Conditional Use Permit for Short Term Tourist Rental for 703 Kildare Drive."

Melanie Purvis, 32 Erin Court, said Mr. Carpenter has stated he will in the future move overseas again due to his occupation and she does not think that is a close enough monitoring of a short-term tourist rental. A property manager is not the same as someone who is actually there to monitor the rental property, and she does not believe the vetting process is reliable for renters.

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

Mrs. Oates asked how many votes were counted in the poll done by the Citizens' Association, and Mr. Johnson responded one vote was counted per lot.

Mrs. Cullers followed up on the statement that he may move overseas on assignment soon, and Mr. Carpenter responded he may have a long-term renter, but his assignment is theoretical right now. He has asked the current long-term renter about renewing the lease.

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors postponed further consideration of this application to the regular meeting on June 15, 2021:

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

Public Hearing – Conditional Use Permit 2021-03-04, Front Royal Self Storage, LLC for an Enclosed Storage Facility – Taryn Logan

Mrs. Logan reported the property is located at 8897 Winchester Road in the North River Magisterial District. The proposed enclosed storage facility will consist of two phases: the first phase includes 39,000 square feet of climate-controlled storage, 38,000 square feet of drive-up storage, and a section furthest away from Winchester Road that will contain recreational vehicle (RV) and boat storage; the second phase would expand the storage to up to 125,000 square feet total. The addition of drive-up units in the second phase will depend on market demand.

This conditional use permit is only for the proposed enclosed storage facility; a separate conditional use permit application has been submitted for the storage of recreational vehicles, boats, and cars.

The property is the site of an abandoned single-family dwelling that was served by a well and a pump and haul system. The property lies within the County's highway overlay district, which has architectural requirements on all building façades visible from the corridor highway (Route 340/522).

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

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

Edward Murphy, 8009 Wolftrap Road, Dunn Loring, introduced himself as the manager of Front Royal Self Storage, LLC. With the adjoining neighbors being Dominion Virginia Power and Aggregate Industries, this property is the perfect site for this type of use. They began with a feasibility study for enclosed storage, and the study found there is a definite need for enclosed storage in the area. Should this permit be approved, the Warren County Sheriff's Office and the Department of Fire and Rescue Services have expressed their desire to use the abandoned house for drills and exercises before it is torn down. The applicant has had meetings with VDOT for entrances to the facility, and they are in agreement with the needs and requirements.

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

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Front Royal Self Storage for an Enclosed Storage Facility with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The applicant shall comply with all 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 permanent color of building materials shall be earthen tones in compliance with the County's highway overlay district ordinance, and all building facades visible from Route 340/522 shall be constructed of a combination of stone and DriVit/EFIS or similar material as approved by the Warren County Planning Department.

4. All outdoor lighting fixtures shall be full cut-off fixtures as required by the Warren County Zoning Ordinance.
5. The property shall be in compliance with Warren County Code Section 180-45.5 regarding the supplemental regulations for self-storage facilities.

Public Hearing – Conditional Use Permit 2021-03-05, Front Royal Self Storage, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Taryn Logan

Mrs. Logan reported the property is located at 8897 Winchester Road in the North River Magisterial District. The proposed enclosed storage facility will consist of two phases: the first phase includes 39,000 square feet of climate-controlled storage, 38,000 square feet of drive-up storage, and a section furthest away from Winchester Road that will contain recreational vehicle (RV) and boat storage; the second phase would expand the storage to up to 125,000 square feet total. The addition of drive-up units in the second phase will depend on market demand.

This conditional use permit is for the storage of recreational vehicles, boats, and cars; the enclosed storage facility was the previous application, which was approved.

The property lies within the County's highway overlay district, which has the requirement of no outdoor storage, which would include recreational vehicles, boats, and cars that are being stored on the property. The applicant will need to fully screen any stored vehicles from view of the corridor highway (Route 340/522).

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

1. The applicant shall comply with all Virginia Department of Transportation, Town of Front Royal Public Works Department, Warren County Building Inspections, and applicable environmental regulations and requirements.
2. The applicant shall submit a formal site plan to the County prior to the issuance of a building permit.
3. The area on the property for the storage of recreational vehicles, boats, and cars shall be adequately screened from view of Route 340/522 North in accordance with the County's highway overlay district and as approved by the Warren County Planning Department.
4. All vehicles shall have valid tags and inspections while stored on the site.
5. The storage of recreational vehicles, boats, and cars on the property shall be in conjunction with the enclosed storage facility (CUP #2021-03-04).

Mrs. Oates wanted to make sure the recreational vehicles and boats would be stored behind the facility, and Mr. Murphy confirmed they would be.

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

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of Front Royal Self Storage for the storage of cars, boats, and recreational vehicles with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The applicant shall comply with all 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 recreational vehicles, boats, and cars shall be adequately screened from view of Route 340/522 North in accordance with the County's highway overlay district and as approved by the Warren County Planning Department.
4. All vehicles shall have valid tags and inspections while stored on the site.
5. The storage of recreational vehicles, boats, and cars on the property shall be in conjunction with the enclosed storage facility (CUP #2021-03-04).

Public Hearing – Conditional Use Permit 2021-03-06, Jacob Foltz for a Commercial Repair Garage in Combination with a Single-Family Dwelling – Joe Petty

Mr. Petty reported the owner has operated a family-owned mobile forklift repair business for many years. Occasionally, projects need to be brought to a shop for additional work. The applicant would like to construct a detached garage on the property that allows him to perform work and keep materials and equipment indoors.

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

1. No inoperable vehicles/equipment shall be stored outdoors on the property.
2. No more than three (3) forklifts will be stored outdoors at any one time.
3. Waste materials of fluids, parts, and other related debris shall be disposed of properly.
4. A waiver to the required access to a state-maintained road shall be granted given the business traffic is limited only to scheduled drop-off and pick-up of forklift vehicles and equipment.

Jacob Foltz, 288 Durham Drive, introduced himself as the applicant for this permit. He is looking to put the building up to contain personal property for business use. He will keep the noise level at a minimum, though he will not be doing many jobs onsite.

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

Mr. Fox said he was concerned about the number of inoperable vehicles being stored on the site being above the number allowed by permit, and Mr. Petty said the Planning Department only receives the occasional complaint about too many inoperable vehicles. Each permit is catered to the specific property for the number of inoperable vehicles allowed.

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the conditional use permit request of Jacob R. Foltz for Commercial Garage Repair with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. No inoperable vehicles/equipment shall be stored outdoors on the property.
2. No more than three (3) forklifts will be stored outdoors at any one time.
3. Waste materials of fluids, parts, and other related debris shall be disposed of properly.
4. A waiver to the required access to a state-maintained road shall be granted given the business traffic is limited only to scheduled drop-off and pick-up of forklift vehicles and equipment.

Resolution Seeking Justice for the Citizens of Warren County – Jason Ham

Jason Ham, Interim County Attorney, reported there was a criminal prosecution of Jennifer McDonald, which has since been dismissed both at the local and federal levels. This resolution is in support of criminal charges being once again pursued against Ms. McDonald for her alleged embezzlement.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the proposed resolution seeking justice for the citizens of Warren County regarding criminal prosecution against Jennifer R. McDonald and any other parties who aided or conspired with McDonald to steal funds or property of the Front Royal-Warren County Economic Development Authority:

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY SEEKING JUSTICE FOR THE CITIZENS OF WARREN COUNTY

At a duly called meeting of the Warren County Board of Supervisors (the "Board") held in accordance with all applicable legal requirements, including open meeting laws, on the 18th day of May 2021, this resolution was introduced and adopted:

WHEREAS, Jennifer R. McDonald ("McDonald") was the Executive Director of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "EDA"); and

WHEREAS, the mission of the EDA is to strengthen the industrial tax base of our community, to foster a friendly business environment, to bring our commuting workforce home to work, and to create living wage jobs for our residents; and

WHEREAS, McDonald held a position of public trust as the Executive Director of the EDA; and

WHEREAS, instead of supporting the mission of the EDA, from at least 2016 until 2018, McDonald, along with various others, engaged in a variety of schemes to unlawfully take millions of dollars in money and property from the EDA for her own personal benefit; and

WHEREAS, McDonald was criminally prosecuted by the Commonwealth of Virginia, but that prosecution was dismissed by the Commonwealth; and

WHEREAS, currently, no criminal charges are pending against McDonald.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board requests that a criminal prosecution be instituted as soon as possible against McDonald and any other parties who aided or conspired with McDonald to steal EDA funds or property.

2. The Board authorizes and directs the County Administrator to transmit a copy of this resolution to Acting U.S. Attorney for the Western District of Virginia Daniel P. Bubar, Commonwealth's Attorney John Bell, Congressman Ben Cline, Senator Mark Warner, Senator Tim Kaine, State Senator Mark D. Obenshain, Delegate C. Todd Gilbert, Delegate William D. Wiley, Delegate Michael J. Webert, and all local media.

This Resolution will take effect immediately upon its adoption.

Appointments to the Economic Development Authority Board of Directors

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors appointed Scott Jenkins to the Front Royal-Warren County Economic Development Authority Board of Directors to fill an unexpired four-year term beginning upon appointment and ending February 29, 2024:

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

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors appointed Robert Hencken to the Front Royal-Warren County Economic Development Authority Board of Directors to fill an unexpired four-year term beginning upon appointment and ending February 28, 2025:

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

Adjournment

Mrs. Cullers adjourned the meeting at 9:14 PM.

At a special meeting of the Warren County Board of Supervisors held in the Warren County Government Center on May 25, 2021 at 5:00 PM.

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

Closed Session – Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body; he further moved that discussion be limited to the County Administrator:

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

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(1) 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:

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

Request – Contract and Employment of County Administrator

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors hired Edwin C. Daley as County Administrator at a salary of $163,000 per year effective immediately, and further approved the Employment Agreement between Edwin C. Daley and Warren County:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, No

Adjournment

Mrs. Cullers adjourned the meeting at 5:25 PM.

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At a special meeting of the Warren County Board of Supervisors held in the Warren County Government Center on May 25, 2021 at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jordan Bowman, Counsel; David Beahm, Building Official; Mark Butler, Sheriff; Caitlin Jordan, Joe Petty, Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

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

Public Hearing – Reconsideration of Rezoning Request R2020-10-01, Dudding Commercial Development, LLC, for a Portion of Land Identified on Tax Map 31 as Parcel 39 from Agricultural (A) to Commercial (C) – Joe Petty

Joe Petty, Planning Director, reported the applicant is requesting to rezone approximately 6.45 +/- acres from Agricultural (A) to Commercial (C) for a Sheetz store with gas pumps. The property is currently a 30 acre parcel, which is split by Apple Mountain Road. The applicant has a contract on the 15 acres located west of Apple Mountain Road. The original application was to rezone the entire 15 acres, but they have since revised their request to rezone only the area that they will need to build the Sheetz development. The property is identified on tax map 31, as a portion of parcel 39. It is located on Apple Mountain Road on the northwest corner of Interstate 66 and Apple Mountain Road.

The proposed use of the property will be for a Sheetz store with a drive thru and gas pumps for automobiles. General retailing is permitted as a use by-right in the Commercial zoning district, as well as an automobile filling station. A convenience store is also permitted by-right, but we have classified similar operations under the general retailing use (Royal Farms and 7-Eleven). The site is currently being used as a school bus stop/turn around, although there is no formal agreement with the property owner. The applicant is proposing to construct a paved cul-de-sac for use as a bus turnaround and a student shelter area, along with approximately 30 parking spaces for parent pick up/drop off. An easement area over this site will be dedicated to Warren County Public Schools and constructed by the applicant in connection with the construction of the Sheetz store.

At a joint meeting and public hearing on February 10, 2021, the Planning Commission voted 3-1 recommending approval of the rezoning to the Board of Supervisors, and the Board voted 3-2 to deny the rezoning request.

Jerime Dudding, developer of the proposed Sheetz, thanked the Board for the opportunity to reconsider the rezoning request and introduced Hank Slicker, Real Estate Site Selector with Sheetz, Inc.

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Mr. Slicker said Sheetz was attracted to this location because of the number of commuters who pass through the area and the fact that the property stands at the interchange of a major interstate (I-66). He reviewed the key points from the presentation that was delivered to the Board at the February 10, 2021 public hearing, including putting the remaining 8.55 +/- acres into conservation easement, the construction of a bus turnaround and shelter to specifications provided by Warren County Public Schools, the approval of the Traffic Impact Analysis by the Virginia Department of Transportation, and the philanthropic activities of Sheetz as a company.

Mr. Mabe any other location being considered in Warren County, not at this time; in site plan there is a bus stop, how many cameras installed, typically 48 and doing another 8-12 for the bus turnaround area (preliminary number), will not have on-site security, there will be additional lighting in the area

Mr. Mabe screening questions, Mr. Dudding during site plan review County will have input, a lot is anticipation and preliminary

Mrs. Cullers sky sign, no we won't, architect has proposed a 50 square foot sign on the retaining wall, not high profile, maybe 10-12 feet tall at the most

Mrs. Cullers opened the public hearing.

The following individuals appeared in person to speak against the reconsideration of this rezoning application or submitted emails in opposition that were read into the record by Mrs. Ciarrocchi:

- David Morales
- Felicia Warner
- Robert Hicks
- Iris Mensing
- David Nadzam
- Cathy Myers
- Steven Ontiveros
- Denisa Scott
- Gino Genari
- Leslie Johnson
- Kelly Dunn
- Elisabeth Kim
- Aaron Keller
- Gary Kushner
- Pat Payne
- Senie Byrne
- Jennifer Preli
- Scott Nohilly
- Reverend Arlene Butler
- Anthony and Carrie Karashowsky
- Hillary Chester-Peedin and JonMichael Peedin
- Elizabeth Pinner and Pernille Brandt
- Stephanie, Kenneth, and Jason Short
- Stacy and Brian Hawkey
- Breann and Michael Oaxaca
- Erin and Jim Miceli
- Brian Grupac
- Bryan Wright
- Erica Gates
- Mary Ryan
- Melissa Callahan
- Deanne DePyper
- Chris Anderson
- Felicity Smoot
- Jason Cagle
- Frank Heselton

Mrs. Ciarrocchi also read comments submitted from the following individuals in support of the reconsideration of the proposed rezoning application:

- Kermit King
- James Sine

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

Mr. Mabe made a motion to deny the rezoning request of Dudding Commercial Development, LLC, but Jordan Bowman, counsel for the Board, stated there is no motion necessary as the rezoning request was already denied. Mr. Mabe then withdrew his motion.

Mr. Carter made a motion to postpone consideration of this matter until the regular meeting of June 15, 2021, which was seconded by Mr. Fox for further discussion.

Mr. Carter stated his main focus for reconsidering this request was to try and come up with a bus stop for the parents and the children in the area. The Transportation division of Warren County Public Schools and the Virginia Department of Transportation came up with a ballpark estimate of $100,000 as a preliminary figure for a bus stop, which became a moot point because VDOT did not have the necessary right-of-way for the bus stop.

Mrs. Oates said she did not understand why this request would be reconsidered simply for a bus stop. The Board does not make decisions about bus stops; this should have gone to the School Board. She is confused because the rezoning request and the bus stop are two separate issues, and Mr. Carter noted the bus stop was part of the proffers submitted by the Sheetz developers, which was the most viable option submitted at the time. He still believes it is the most viable option, and he is not sure what the responsibilities of the School Board are to the County's residents to provide a physical bus stop. Mrs. Cullers believes it is unfair to the Sheetz developers and all the residents who came to this meeting to hang on a while longer when this is really about a bus stop and not a rezoning request.

The motion to postpone this rezoning request passed by the following vote:

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

Adjournment

Mrs. Cullers adjourned the meeting at 8:47 PM.

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on June 1, 2021 at 9:00 AM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Rick Farrall, Emergency Coordinator; Caitlin Jordan, Senior Assistant County Attorney; Jon Martz, Director of Social Services; Keith McLiverty, Finance Director; Jamie Spiker, Treasurer; Sherry Sours, Commissioner of the Revenue; Matt Wendling, Planner II; and Emily Ciarrocchi, Deputy Clerk of the Board

Adoption of Agenda

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

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

Presentation – 2020 Annual Report of People, Inc. – Robert Goldsmith

Robert Goldsmith, President and Chief Executive Officer (CEO) of People, Inc., presented the 2020 Annual Report and highlighted the following points:

- They closed their offices in middle of March 2020 due to the Coronavirus pandemic, and as of May 2021, all employees have returned to normal workstations
- Served more people over the past year than any year prior, concentrating on helping people withstand the economic downturn due to the pandemic – over 11,000 people with an economic impact of $108 million
- Assisted with rent payments, supported small businesses to sustain jobs, and provided individual loans
- Would like to work on affordable housing opportunities in Warren County and asked the Board to consider potential locations

Mr. Goldsmith then announced his retirement in December 2021. He thanked the Board for its representative on the People, Inc., Board (Tony Carter) and also thanked the Board for allowing him to come present reports every year.

Presentation – Introduction of New CEO for Rappahannock Electric Cooperative – John Hewa

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John Hewa, the new Chief Executive Officer for Rappahannock Electric Cooperative (REC), introduced himself to the Board and delivered a presentation on the services provided to REC. REC serves twenty-two (22) counties with over 4,000 square miles of territory, overseeing 17,000 miles of service lines and 430 employees. They recently rebuilt ten (10) miles of distribution lines southwest of the Town of Front Royal to address capacity and reliability concerns and completed and/or are scheduling the rebuilding of more than thirteen (13) miles of distribution line in the Linden area to increase capacity and reliability. In response to the Coronavirus pandemic, REC provided flexible payment arrangements for its customers and an electricity rate reduction.

Mrs. Oates asked if REC would be providing last mile connections for residents who want broadband, and Mr. Hewa said REC is acting as facilitator by working with third parties who are the actual internet service providers. They are facilitating the conduit/path for internet services, be they fiber or wired.

Presentation – Spotted Lanternfly in Warren County – Corey Childs/Mark Sutphin

Corey Childs, Extension Agent, introduced Mark Sutphin, Horticulture Extension Agent, who is housed in Frederick County but serves the entire Northern Shenandoah Valley. Mr. Sutphin delivered a presentation on the spotted lanternfly invasive species in Virginia, which recently made its way into Warren County. He went over the life cycle of the lanternfly and the identifying physical characteristics at each stage of its development, as well as signs of an infestation. Adult lanternflies favor the Tree-of-Heaven (*Ailanthus altissima*) and grapevine (*Vitis vinifera*) as host plants on which to feed. In the fall, adult lanternflies focus on Tree-of-Heaven as a host for feeding and egg laying, although not exclusively.

Mr. Fox asked if Sevin helps with the extermination of this invasive species, and Mr. Sutphin responded there are numerous insecticides that will help with managing this pest. He would be happy to provide a list to the Board, but the difficult thing with this pest is that despite property owners treating their land, because it is already in the ecosystem and on a large scale, it will continue to reinvade.

Public Comment Period (60 Minute Time Limit)

There were no presentations from the public.

Sherry Sours, Commissioner of the Revenue, reported her office had received several concerned calls from citizens because of higher assessed values for vehicles on 2021 tax bills over the 2020 tax bills. The County did not raise the personal property tax rates for vehicles, but because vehicle production has gone down due to Coronavirus pandemic, the value of existing vehicles has gone up. Normally, vehicles will depreciate in value over time, but vehicles have not depreciated over the last year.

Report – Virginia Department of Transportation – Ed Carter

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

Maintenance:

- Completed mowing of primary routes and 50% of secondary routes; will complete mowing of secondary routes this month
- Performed skin patching on various routes and will continue this month
- Contractor completed resurfacing on Route 649 (Browntown Road) and Route 622 (Buck Mountain Road)
- Repaired soft spot on Route 340 South with contractor and installed two pipes on Route 643 to address drainage issues
- Repaired shoulders on Route 340 from Route 619 south to KOA campground entrance
- Graded and applied dust control to various stabilized roads, and repaired potholes; will continue these functions this month as needed
- Will be conducting ditching operations and asphalt patching on various routes this month

Projects:

- Happy Creek Road is under construction
- Rural Rustics will begin with the new Fiscal Year budget (July 1, 2021)

Board Issues:

- Upcoming Secondary Six-Year Plan public hearing on June 15th

Report – Economic Development Authority – Doug Parsons

Doug Parsons, Executive Director, presented the Economic Development Authority (EDA) report to the Board:

1. Audits: The EDA has submitted all needed figures to the auditors and have been told it would have drafts for both fiscal years within two weeks. The Environmental Protection Agency (EPA) has responded that they will review the statements regarding the Avtex site and return any comments to the EDA and the auditors.
2. Business Retention: The EDA is working with three companies on retention and expansion projects. Workforce recruitment is still the main challenge for the

businesses they have visited, and they are working with their partners in the workforce development realm to bring all the resources to the table that they can.

3. Business Recruitment: Due to the COVID-19 crisis and the shift to online shopping, the logistics sector continues to grow, and the demand for land and buildings near the Virginia Inland Port is high. The EDA is working with several new prospects for their properties and have established relationships with new investors and logistics companies.

   The EDA's relationship with private landowners continues to grow, and they have brought several prospects to the table for them as well. One of those prospects has closed on a piece of property and is working through the site plan process.

4. Refinancing of Debt: The EDA is making progress on the refinancing of their debts to ensure they are getting the best deal they can for the taxpayers. The deal would reduce the amount of overall interest expense the EDA is currently paying while reducing the principal in a manageable fashion. Mr. Parsons thanked the County for its support in working through this process. It also gives more time to sell properties and apply those sale proceeds toward the principal balances of EDA loans, reducing debt and future interest expense for the taxpayers.

5. EDA Owned Properties: The EDA has executed a one-year lease with Sysco Corporation for the 426 Baugh Drive building starting June 1, 2021. This lease will more than cover the total costs of ownership for the building and provide funds for needed maintenance, increasing the value of the building for a purchaser. The lease has a 90-day kickout clause to allow the EDA to continue to market the building to the industry sectors that would provide jobs and tax base for the community. Thanks to Sysco's occupancy of the building, the taxpayers will be relieved of $345,600 of future debt service.

6. Silent Falcon: The company is working with a contractor to renovate the building. They are now up to twenty (20) employees.

7. Virginia Economic Development Partnership (VEDP) Business Ready Sites Program: The Shenandoah Valley Partnership has adjusted the scope of work to cover the 23-acre tract at Stephens Industrial Park as well as the land across the street. These sites will receive the benefit of up to $67,000 worth of due diligence work to increase their Tier ranking.

Report – Department of Social Services – Jon Martz

Jon Martz, Director of Social Services, delivered a presentation on the local Social Services Advisory Board. The Board is comprised of five to thirteen (5-13) members and interests itself in public assistance and social services for people served by the local Department of Social Services (LDSS). The Board monitors the formulation and implementation of local social service programs, meets at least bi-monthly, and meets with local officials at least four (4) times a year. It prepares an annual report to the local governing

body concurrent with the budget presentation of the LDSS and submits other reports to the governing body as needed.

An educated, engaged Board is best prepared to represent and advocate for the community's citizens. Board members must have the availability and interest needed to complete training, attend Board meetings, and serve as an active, engaged member of the Board. Board members should be ready to embrace the role of champion, community activist, myth buster, and strong supporter of vital social services work in their community. Board members serve as champions for the most vulnerable citizens and therefore must understand the purpose, cost, and gains of services and programs, and be prepared to represent those in need.

A diverse board is rich in experiences, knowledge, and ideas. Members from a variety of ethnicities, cultures, and backgrounds (individuals with accounting and budgeting experience, teachers, non-profit leaders, community activists, parents, CEOs, etc.) bring a range of perspectives, proficiencies, and skills. A highly inclusive Board can greatly benefit the LDSS and the community at large. Each Board member's involvement has a direct impact on the people the LDSS serves. All the County's citizens deserve to be represented by dynamic, vigorous, contributory, and high-performing Board members, eager to innovate and improve social services in their community.

Currently, there are two vacancies on the Social Services Advisory Board here in Warren County, and Mr. Martz encouraged the Board members to reach out to individuals who they believe would be a good fit and encourage them to apply for appointment.

Report – Coronavirus Aid, Relief, and Economic Security (CARES) Act Update – Rick Farrall

Rick Farrall, Emergency Coordinator, reported in summer 2020, the County received a total of $7,008,308.00 in Coronavirus Relief Funds (CRF); two $3,504,154 installments were received on June 1, 2020 ("Round 1") and August 12, 2020 ("Round 2"). The CRF was equitably split with the Town of Front Royal and expended per Federal and State guidance. The County and Town mutually agreed that the equitable distribution of the CRF would be based on a total population of 40,000 (25,000 and 15,000 respectively); 62.5% to the County ($4,530,192.00) and 37.5% to the Town ($2,478,116.00).

The final breakdown of Warren County Board of Supervisors and Town of Front Royal Town Council authorized expenditures is as follows:

	County	Town	Total
Individual Utilities Support	$25,333.83	$0.00**	$25,333.83
Facilitate Distance Learning	$150,000.00	$150,000.00	$300,000.00
Public Safety Payroll	$2,319,443.64	$1,201,558.00	$3,521,001.64
Small Business/Non-Profits	$1,734,694.67	$1,276,558.00	$3,011,252.67

Chamber of Commerce Support	$30,000.00	$30,000.00	$60,000.00
Courthouse Jury Trial Upgrades	$10,687.86	$0.00	$10,697.86
First Responder Hazard Duty Pay	$80,000.00	$0.00	$80,000.00
TOTAL	**$4,530,192.00**	**$2,478,116.00**	**$7,008,308.00**

**Note there are separate CRF ($88,109) for Town Utility customer support

Mr. Farrall concluded that no further action is required to internally account for the CRF (funds). All related documentation is on file at the County level, and his recommendation is for Robinson, Farmer, and Cox to move forward with conducting an audit of CRF funds at the County's expense, as appropriate.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter had nothing to report.

Mr. Fox reported the following:

- Went on a tour of the Courthouse to look at potential light remodeling work to get a few more offices in there as well as the old Sheriff's Office on Jackson Street

Mr. Mabe had nothing to report.

Mrs. Oates reported the following:

- Attended the Memorial Day service yesterday, May 31st, and it was very touching; the most poignant phrase she heard said was, "For some families, every day is Memorial Day"

Mrs. Cullers reported the following:

- Recognized the staff of the Public Works Department for Public Works Appreciation Week from
- Attended the ribbon cutting ceremony for Blake and Company Hair Salon for its recent renovation and 13-year anniversary
- Went on a tour of the Front Royal-Warren County Airport on May 19th
- Presented the J. Berkeley Pomeroy Memorial Scholarship on May 19th from the South Warren Ruritan Club to Nathan Thomas, a graduating senior who is becoming a NASCAR mechanic
- Presented Edgar R. Baldwin Memorial Scholarship to Makayla Grant during the Warren County High School Awards Ceremony on May 20th
- Attended the grand reopening for Turnmeyer Galleries on May 22nd
- Also attended the Courthouse and facilities tour with Mr. Fox
- Also attended the Memorial Day ceremony on May 31st

Dr. Daley reported the following:

- Asked Jamie Spiker, Treasurer, to provide a report on the personal property tax bills for 2021. Ms. Spiker reported that it was a perfect storm this year, with the computer outage and the Board of Supervisors adopting the budget and tax rates later than usual. The Treasurer's Office has experienced problems sending the necessary files to its vendor for the billing, and as a result, the tax bills for the first half of 2021 were sent out to taxpayers late. This is why, with the adoption of the ordinance on May 18, 2021, taxpayers will have until June 21st to pay with no penalty. Penalties and interest will start accruing on June 22nd.
- The Board will be discussing the proposed renovations to the Courthouse for the Commonwealth's Attorney's Office during its work session on June 8th as well as the American Rescue Plan Act of 2021.
- The Public Works Department has been working to cleanup more of the property at 30 Jackson Street, and Dr. Daley voiced his appreciation for their work.

Appropriations and Transfers

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

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

APPROPRIATIONS

	92000-7112	Health and Human Services Complex FY 2020-2021	125.00

TRANSFERS

FROM:	Special Projects	Planning - Vehicle	(30,000.00)
	81010-5504		(4,500.00)
TO:	81010-7005	Planning	30,000.00
	81010-5408	Planning	1,000.00
	81010-5401	Planning	1,000.00
	81010-7007	Planning	1,500.00
	81010-7008	Planning	1,000.00
FROM:	14040-5899	County Attorney - Unclassified	(200.00)
	12040-5504	County Attorney - Travel & Training	(500.00)
TO:	12040-3150	Filing and Services Fee	700.00
FROM:	92000-7042	Rivermont VFD Building Fund	(4,194.28)
TO:	035076-5405	Rivermont VFD Expenditures (Electric)	4,194.28

FROM:	Special Projects	2010 First Half Taxes - Reserves	(600,000.00)
TO:	91000-3015		600,000.00
FROM:	91000-8001	P/S Comm Tower	(2,693.49)
	91000-8002	Courthouse	(400.00)
TO:	91000-8006	COVID-19 Reserve	2,693.49
	91000-8006	COVID-19 Reserve	400.00
FROM:	91000-8003	County Appreciation Pay	(139,000.00)
TO:	Various Depts		139,000.00
FROM:	91000-8005	FEMA-B / GF Cont.	(184,697.00)
TO:	91000-8006		184,697.00
FROM:	91000-8006	COVID-19 Reserve	(31,000.00)
TO:	91000-8008	TBD – Commonwealth's Attorney's Office Project	31,000.00
FROM:	91000-8006	COVID-19 Reserves	(85,765.66)
TO:	91000-8009	TBD – Front Royal VFD	85,765.66
FROM:	91000-8003	Finance	(61,000.00)
TO:	91000-8006	Finance	61,000.00

Unfinished Business – Amended Agreement for the Use of Federal CARES Coronavirus Relief Funds between the County of Warren and Town of Front Royal (Municipal Utility Relief Program) – Rick Farrall/Caitlin Jordan

Mr. Farrall reported on December 14, 2020, the Board of Supervisors approved the Agreement for the Use of Federal CARES Coronavirus Relief Funds between the County of Warren and Town of Front Royal (Municipal Utility Relief Program). Since then, the time-period of the CARES Municipal Utility Relief Program was extended from December 30, 2020 to December 31, 2021.

As a condition of release of the funds, the County must serve as the Town's fiscal agent and must agree to return any funds that are not spent in accordance with the CARES Act or if the Town fails to meet certain other requirements, including those related to obtaining and retaining certain records. Accordingly, the County must sign a Certification for Receipt of Corona virus Relief Fund Payments that so provides, and which also authorizes State Aid intercept of County funds if repayment is required. Because the County is responsible for the funds, but the Town spends them, an Agreement was drafted that requires the Town to indemnify the County if the Town fails to comply with any such requirements and sets out the Town's and County's responsibilities.

On April 26, 2021, the Front Royal Town Council approved the proposed Amended Agreement for the Use of Federal CARES Coronavirus Relief Funds.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors authorized the Chair of the Board to execute and approve the delivery and performance of the Amended Agreement for the Use of Federal CARES Coronavirus Relief Funds between the County of Warren and the Town of Front Royal on behalf of Warren County, in substantially the form as presented, with such additions and corrections as may be approved by the Chair of the Board:

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

Consent Agenda

1. Appointment of Kaylee Richardson to the Warren County Planning Commission – Ed Daley
2. Approval of Job Descriptions and Classifications for Information Technology (IT) Positions – Taryn Logan
3. Annual Term Contract Renewal with General Excavation, Inc. – Caitlin Jordan
4. Adoption of a Resolution Honoring the Memory of the Namesake of Warren County, Major General Dr. Joseph Warren – Matt Wendling
5. Request – Acceptance of Federal Aviation Administration (FAA) Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant (No Local Match Required) – Caitlin Jordan
6. Festival Permit Request of the Warren County Fair Association – Joe Petty
7. Authorization to Advertise for Public Hearing – Virginia Department of Transportation Secondary Six-Year Plan for FY 2022-2027 and 2022 Construction Budget – Mike Berry/Ed Carter
8. Authorization to Advertise for Public Hearing – R2021-04-01, Salvador and Josette Barragan to Amend the Warren County Zoning Map and Rezone approximately 1.77 acres from Residential-One (R-1) to Agricultural (A) – Joe Petty
9. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-04-01, Ryan and Kelsey Speers for a Guesthouse – Matt Wendling
10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-04-02, David Khol for a Short-Term Tourist Rental – Joe Petty
11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-04-04, Melissa and Jonathan Greene for a Guesthouse – Matt Wendling

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

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY HONORING THE MEMORY OF THE ESTEEMED NAMESAKE OF WARREN COUNTY: REVOLUTIONARY SOLDIER, PHYSICIAN AND MAJOR GENERAL DR. JOSEPH WARREN

WHEREAS, Dr. Joseph Warren on the week of the anniversary of his birth on June 11, 1741 to the date of his death, he gave his last full measure of devotion to the cause of American Independence as a Major General and volunteer soldier in the Battle of Bunker Hill (also known as Breed's Hill) on June 17, 1775; and

WHEREAS, Dr. Joseph Warren in 1774 served as President of the revolutionary Massachusetts Bay Provincial Congress, advocating on behalf of the interests of the Colonies while under the rule of Britain and one of the leaders later to be known as the Sons of Liberty; and

WHEREAS, Dr. Joseph Warren was the Chairman of the Suffolk Convention and co-author of the "Suffolk Resolves", a radical set of 19 resolutions in response to the British Parliaments "Intolerable Acts of 1774", leading John Adams of Massachusetts to pronounce, "*This was one of the happiest days of my life. In Congress we had generous, noble sentiments, and manly eloquence. This day convinced me that America will support Massachusetts or perish with her"*; and

WHEREAS, Dr. Joseph Warren as a patriot and fiery orator from 1772 to 1775 gave his famous speech on "Orations Commemorating the Boston Massacre" and on April 18th, 1775, dispatched patriots William Dawes and Paul Revere on their famous "midnight rides" to warn of the advance of British troops on Lexington and Concord; and

WHEREAS, Dr. Joseph Warren as a 34-year old doctor and citizen patriot was appointed as a Major General by the Massachusetts Provincial Congress on June 14, 1775, days prior to the Battle of Bunker Hill. Here he chose to fight as a volunteer private against the wishes of General Israel Putnum and Col. William Prescott and, where arriving at the forefront on the most intense fighting on Breed's Hill, was identified by a British officer and at close range mortally wounded by a musket ball to the head, his body later stripped, bayoneted, and decapitated. His remains were identified in 1776 in the first known case of post-mortem forensics using the analysis of the dental work (a bridge) that his friend, dentist, and fellow patriot Paul Revere constructed for him; and

WHEREAS, Dr. Joseph Warren, a physician, soldier, mason, politician, and patriot, thus became an early martyr of the American Revolution, forever endearing himself for the cause of liberty and freedom; and

WHEREAS, the Virginia General Assembly, in forming the County on March 9, 1836, bestowed the name of Warren to honor this great American Founding Father and his sacrifice in the fight for America's Independence.

NOW, THEREFORE, BE IT RESOLVED that the Warren County Board of Supervisors hereby reaffirms the dates of June 11th through June 17th, the dates of Dr. Warren's birth and

death, as a time of remembrance by flying the County flag at half-staff during those days at all County facilities; and

BE IT FINALLY RESOLVED that Warren County Public Schools continues to commemorate the life and contributions of Dr. Joseph Warren with curriculum and instruction to tell his story in honor of and appreciation for his fight for liberty and freedom on behalf of his generation and the future generations of all Americans and the citizens of Warren County, which proudly bears his name.

Request to Adopt a Resolution Approving the Updated Support Agreement between the Warren County Board of Supervisors and the Front Royal-Warren County Economic Development Authority Relating to a Forbearance Agreement with First Bank of Strasburg – Jason Ham/Ed Daley

Dr. Daley reported at its meeting on April 7, 2020, the Board of Supervisors adopted a resolution approving a Support Agreement with First Bank for the Front Royal-Warren County Economic Development Authority (EDA). The resolution was adopted after the EDA Board of Directors approved a Forbearance Agreement with First Bank of Strasburg (First Bank) in March 2020 regarding their outstanding loans with the bank. This resolution provided additional security for First Bank during the forbearance period. The Support Agreement was for FY 2020-2021, and as the new FY 2021-2022 approaches, an updated resolution and Support Agreement needs to be considered.

At this time, as negotiated with First Bank, the updated Support Agreement requires the Board of Supervisors to provide its moral obligation for the monthly debt service for FY 2021-2022 only for the EDA's loan with First Bank. The estimated cost of this debt service is $214,000. This debt service amount has been included in the proposed County budget, and Sands Anderson has reviewed the agreement. The EDA Board of Directors also adopted a resolution on May 21, 2021 approving the extension of the Forbearance Agreement with First Bank. Dr. Daley noted the updated Support Agreement is substantially the same as the original Agreement adopted last year with minor updates from Jason Ham, Interim County Attorney. The updates to the Agreement do not change the commitment of the Board.

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

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

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

WHEREAS, the Board of Supervisors (the "Board") of the County of Warren, Virginia (the "County") continues its desire to assist the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "Authority") by entering into an updated Support Agreement, to undertake a non-binding obligation to appropriate moneys to the Authority in connection with the Forbearance Agreement, dated March 10, 2020 (the "Forbearance Agreement") between the Authority and First Bank (the "Lender") relating to monthly debt service payments of the Authority due to the Lender under the EDA Loans (as defined in the Forbearance Agreement) during the 2022 Fiscal Year (as defined in the Forbearance Agreement).

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

1. It is determined to be in the best interests of the County and its citizens for the Board to enter into the Support Agreement.

2. In consideration of the Authority's undertakings with respect to the Forbearance Agreement, the Chairman or Vice-Chairman of the Board, either of whom may act, is hereby authorized and directed to execute and deliver the Support Agreement. The Support Agreement shall be in substantially the form presented to this meeting, which is hereby approved, with such completions, omissions, insertions or changes not inconsistent with this resolution as may be approved by the Chairman or Vice-Chairman of the Board, in their sole discretion, the execution thereof by the Chairman or Vice-Chairman of the Board of Supervisors to constitute conclusive evidence of his or her approval of such completions, omissions, insertions or changes.

3. The County Administrator is hereby authorized and directed to carry out the obligations imposed by the Support Agreement on the County Administrator, and to take all proper steps on behalf of the County as additional security for the Lender pursuant to the Forbearance Agreement.

4. This resolution shall take effect immediately.

Closed Session – Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body; she further moved that discussion be limited to the Community Policy and Management Team and the Front Royal-Warren County Airport Commission:

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

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body:

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

Additional New Business

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board amended the agenda to add the reappointment of Kent Houchins to the Community Policy and Management Team for a two-year term beginning July 1, 2021 and ending June 30, 2023 as well as the appointment of Cyril Cook to the Front Royal-Warren County Airport Commission for a four-year term beginning July 1, 2021 and ending June 30, 2025 and further approved these appointments:

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

Adjournment

Mrs. Cullers adjourned the meeting at 11:19 AM.

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on June 15, 2021 at 6:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jordan Bowman, Legal Counsel; David Beahm, Building Official; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Rick Farrall, Emergency Coordinator/Interim General Services Director; Zach Henderson, Finance Administrative Assistant; Caitlin Jordan, Senior Assistant County Attorney; Joe Petty, Planning Director; Matt Wendling, Deputy Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Absent: Archie A. Fox, Vice Chairman (Fork District)

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel pertaining to actual or probable litigation and the provision of legal advice regarding the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "EDA"), the Town of Front Royal, the *EDA vs. Jennifer McDonald, et al*., the *Town of Front Royal vs. the EDA, et al*., and other potential claims and litigation relating to other possible liabilities of the EDA and the recovery of EDA funds and assets:

Mabe, Aye; Cullers, Aye; Oates, Aye

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

Oates, Aye; Cullers, Aye; Mabe, Aye

Mr. Carter arrived at the meeting at 6:50 PM following the closed session.

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

Adoption of Agenda – Additions or Deletions

Mr. Carter requested the removal and postponement of the closed session item to the regular meeting on July 20, 2021.

DRAFT

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

Mabe, Aye; Cullers, No; Oates, Aye; Carter, Aye

Public Comment Period (60 Minute Time Limit)

Gary Kushner, Pat Payne, Pernille Brandt, Connor Sheehan, and Bonnie Hicks spoke against the proposed rezoning of the property at the bottom of Apple Mountain.

Caleb Johnson, Marjorie Thompson, and Jill Schwab spoke in opposition to the conditional use permit application of John Carpenter for a short-term tourist rental.

Anne Cobb introduced herself as the Vice President of Reaching Out Now and a twenty (20) year veteran educator with eighteen (18) years working with Warren County Public Schools. Reaching Out Now is having a gala tomorrow, June 16th, to acknowledge the Girls of Destiny leadership program graduates.

At this time, Mrs. Cullers paused the Public Comment Period due to the public hearings beginning at 7:30 PM.

Public Hearing – Virginia Department of Transportation Secondary Six-Year Plan for FY 2022-2027 – Ed Daley/Ed Carter

Ed Carter, Residency Administrator with the Virginia Department of Transportation (VDOT), reported the dollars are only estimates as the final revenue projections are still unknown due to the Coronavirus pandemic. He reviewed the projects on the proposed Plan, including Downing Farm Road, Rocky Hollow Road, Kendrick Ford Road, Panhandle Road, and William Vincent Road.

Mrs. Cullers said she had been used to seeing the Rural Rustic and Revenue Sharing projects presented with the Secondary Six-Year Plan, and Mr. Carter stated the projects all used to be packaged together, but the Rural Rustic and Revenue Sharing projects are not part of the Secondary Six-Year Plan.

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

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the proposed Secondary Six-year Plan for FY 2022-2027 and 2022 Construction Budget as proposed:

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY

WHEREAS, Section 33.2-361 of the Code of Virginia (1950), as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan, and

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2022 through 2027) as well as the Secondary System Construction Budget (2022) on June 15, 2021 after duly advertised so that all citizens of Warren County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List, and

WHEREAS, Ed Carter, Residency Administrator with the Virginia Department of Transportation, appeared before the Warren County Board of Supervisors and recommended approval of the Six-Year Plan for Secondary Roads (2022 through 2027) and the Secondary System Construction Budget (2022) for Warren County.

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Warren County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2022 through 2027) and Secondary System Construction Budget (2022) are hereby approved as advertised.

Public Hearing – R2021-04-01, Salvador and Josette Barragan to Amend the Warren County Zoning Map and Rezone approximately 1.77 acres from Residential-One (R-1) to Agricultural (A) – Joe Petty

Joe Petty, Planning Director, reported the applicants are requesting to amend the Warren County Zoning Map and rezone 1.77 acres from Residential One (R-1) to Agricultural (A). The property is located off Mint Springs Road (undeveloped road) in Front Royal, VA, and identified on tax map 28C, section 2, lot 44. The property is part of the Dungadin subdivision, which was created in 1963.

The applicants are proposing the rezoning to allow them to extend their adjacent Agricultural-zoned properties and use the property for Agricultural pursuits. They plan to construct a run-in shed for livestock and allow the horses access to the property, which could total 17.99 acres. The property subject to the request is currently 1.77 acres, the owners submitted a boundary line adjustment on April 1, 2021 to create a 2.00 acre parcel; this will make the property compliant with the minimum lot size required in the Agricultural District if the rezoning is approved.

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

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors, finding that the requested rezoning is appropriate for the public necessity and is good zoning practice, approved the request of Salvador and Josette Barragan to rezone and change the zoning map classification of the property, identified on Tax Map 28C, section 2 as lot 44, from Residential-One (R-1) to Agricultural (A):

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

Public Hearing – Conditional Use Permit 2021-04-01, Ryan and Kelsey Speers for a Guesthouse – Matt Wendling

Matt Wendling, Deputy Planning Director, reported the applicants are requesting a conditional use permit for a guesthouse for the property they currently have under contract. They are requesting this use in order to construct a small cabin on the lot prior to the construction of their larger single-family dwelling, which they plan to use as a residence. They plan to live in the cabin temporarily part-time since they currently live in Silver Spring, Maryland. Once their main dwelling is completed, they plan to utilize the cabin for family and friends who visit once they receive a certificate of occupancy for the primary dwelling. They also plan to build a woodshop to store maintenance equipment for the property and as a hobby workshop. They understand the guesthouse is to be utilized as a dwelling for non-commercial use and not for full-time occupancy after they move into the principal structure.

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

1. The guesthouse shall not be used for full-time occupancy.
2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.
3. The applicants shall comply with all Warren County Building Inspections and Warren County Health Department regulations and requirements including Building Code requirements for a smoke and fire detector system.
4. The applicants shall have a condition placed on the deed at the time of transfer of the property to a new owner that this is a non-commercial guesthouse, the rental or leasing of the dwelling for monetary compensation is prohibited, and that it is limited to part-time occupancy up to six months in a calendar year.

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

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the conditional use permit request of Ryan and Kelsey Speers for a Guesthouse with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The guesthouse shall not be used for full-time occupancy.
2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.
3. The applicants shall comply with all Warren County Building Inspections and Warren County Health Department regulations and requirements including Building Code requirements for a smoke and fire detector system.
4. The applicants shall have a condition placed on the deed at the time of transfer of the property to a new owner that this is a non-commercial guesthouse, the rental or leasing of the dwelling for monetary compensation is prohibited, and that it is limited to part-time occupancy up to six months in a calendar year.

Public Hearing – Conditional Use Permit 2021-04-02, David Khol for a Short-Term Tourist Rental – Joe Petty

Mr. Petty reported the owner/applicant currently uses the dwelling as their permanent residence, and the rental will be available for short-term visitations for individuals who will be visiting the Warren County area while the owner is out-of-town. The home will be maintained by a local property manager for reservations. The property is located directly off a State-maintained road (Freezeland Road).

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

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department permit for a three (3) bedroom dwelling.
3. The applicant shall provide documentation to County staff for the maintenance of the sewage treatment system as recommended by the Health Department.
4. The applicant shall have the well water tested annually for e-coli and L-coliform bacteria, and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Mr. Mabe asked if there was a short-term tourist rental similar to this one nearby, and Mr. Petty replied there is one further up the mountain. However, this property is more rural with no dwellings adjacent to it. Mr. Mabe also asked if the Property Owners or Homeowners Association (POA/HOA) had been notified and if it had any issues, and Mr. Petty responded the property does not fall within a POA/HOA.

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

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

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

1. The applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department permit for a three (3) bedroom dwelling.
3. The applicant shall provide documentation to County staff for the maintenance of the sewage treatment system as recommended by the Health Department.
4. The applicant shall have the well water tested annually for e-coli and L-coliform bacteria, and a copy of the results shall be submitted to the Planning and Health Departments by the end of the calendar year.

Public Hearing – Conditional Use Permit 2021-04-04, Melissa and Jonathan Greene for a Guesthouse – Matt Wendling

Mr. Wendling reported the applicants are requesting a conditional use permit for a guesthouse for the property they currently own. They are requesting this use in order to convert the storage area of an existing 26' x 40' bank barn on the property to a loft apartment with a full bath and kitchenette. The barn is currently used for storage of maintenance equipment and vehicles for the property. They plan to live in the barn-loft apartment temporarily and part-time since they currently live in Washington, D.C. and will be staying on the weekends. They have plans to build a principal dwelling in the next few years once funds are available. Once their main dwelling is completed, they plan to utilize the loft apartment for family and friends who visit for non-commercial use. They understand the guesthouse is to be utilized as a dwelling for non-commercial use and not for full-time occupancy after they move into the principal structure once it receives a certificate of occupancy.

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

1. The guesthouse shall not be used for full-time occupancy.
2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.
3. The applicants shall comply with all Warren County Building Inspections and Warren County Health Department regulations and requirements including Building Code requirements for a smoke and fire detector system.

4. The applicants shall have a condition placed on the deed at the time of transfer of the property to a new owner that this is a non-commercial guesthouse, the rental or leasing of the dwelling for monetary compensation is prohibited, and that it is limited to part-time occupancy up to six months in a calendar year.

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

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the conditional use permit request of Melissa and Jonathan Greene for a Guesthouse with the conditions as recommended by the Planning Commission and staff and listed below:

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

1. The guesthouse shall not be used for full-time occupancy.
2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.
3. The applicants shall comply with all Warren County Building Inspections and Warren County Health Department regulations and requirements including Building Code requirements for a smoke and fire detector system.
4. The applicants shall have a condition placed on the deed at the time of transfer of the property to a new owner that this is a non-commercial guesthouse, the rental or leasing of the dwelling for monetary compensation is prohibited, and that it is limited to part-time occupancy up to six months in a calendar year.

Public Comment Period (continued)

Steven Ontiveros, Senie Byrne, Elisabeth Kim, Felicity Smoot, Francis Williams, Sue Kinyon, Richard Frazier, and Scott Nohilly also spoke against the proposed rezoning of the property at the bottom of Apple Mountain.

Mrs. Ciarrocchi read the following letter from Greg Butler: "This note is to invite you to visit Warren County Emergency Communications' (EmComm's) Amateur Radio Field Day operation on Saturday, June 26, adjacent to Fantasyland Playground on Commerce Avenue. Public hours will be from 2:00 PM until 9:00 PM. Field Day is amateur (ham) radio's biggest nationwide event each year, with more than 30,000 participants across the country. The purpose of this event is to demonstrate to the public our ability to provide supplemental communications, locally and regionally, on behalf of Warren County in the event of a disaster or emergency.

"Ham radio functions independently of the internet or cell phone infrastructure, can interface with tablets or smartphones, and can be set up almost anywhere in minutes. That's

the beauty of Amateur Radio during a communications outage. As you may know, Warren County EmComm is a group of local amateur radio operators who have volunteered their time and equipment to assist the Warren County Office of Emergency Management in time of public need.

"If you are not familiar with amateur radio in the 21st century, it is a far cry from images of our grandfathers huddled over a telegraph key in the corner of the basement. Many ham radio operators still use Morse code, but we also talk locally and around the world, send email without the internet, and even communicate with astronauts aboard the International Space Station. On behalf of Warren County EmComm, I invite you to visit our operation at Field Day. If you like, we'll even help you try your hand at making contact with some distant station."

There were no further presentations from the public.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter reported the following:

- Attended the ribbon cutting and dedication ceremony for the new Warren Memorial Hospital on June 8th, which he believes will be a tremendous asset to the community

Mr. Mabe reported the following:

- Also attended the ribbon cutting and dedication ceremony for the new Warren Memorial Hospital on June 8th
- Watched the graduation ceremonies for Warren County and Skyline High Schools on June 12th and expressed his pride for every graduate
- Attended the Blue Mountain Property Owners' Association meeting on June 14th

Mrs. Oates reported the following:

- Attended the ribbon cutting and dedication ceremony for the new Warren Memorial Hospital on June 8th and was especially impressed with the walking trails around the facility
- Requested the Board reevaluate the 2003 water and sewer study for the North River District to further examine any potential opportunities in that area; economic development depends on it to be competitive with such infrastructure in place

Mrs. Cullers reported the following:

- Wished Taryn Logan, Deputy County Administrator, a very happy birthday
- Attended the White Coat and Certified Nursing Assistant (CNA) pinning ceremony for seniors at Skyline High School on June 3rd

- Attended the Rappahannock County Board of Supervisors meeting on June 7th where the joint funding of Chester Gap Volunteer Fire Department (VFD) was discussed
- Attended the ribbon cutting and dedication ceremony for the new Warren Memorial Hospital on June 8th and commented on the breathtaking views from the hospital windows
- Attended an engineering presentation and ceremony at Skyline High School on June 10th
- Participated in the flag lowering ceremony in front of the Government Center on June 11th in honor of the County's namesake, Dr. Joseph Warren
- Also on June 11th, attended the Hope Arising prayer vigil and was in the dunk booth at the Hope Arising festival on June 12th
- Asked citizens to lobby their legislators and representatives to not support the proposal of the Virginia Department of Wildlife Resources to charge permit fees to use public access points to the rivers, including the Shenandoah River

Dr. Daley reported the following:

- Warren Memorial Hospital – Valley Health held a ribbon cutting and dedication ceremony for the new Warren Memorial Hospital on Leach Run Parkway on Tuesday, June 8th. Hospital staff will move into the new facility next week.

- Coronavirus Update – While the Coronavirus still remains a health concern, the County must maintain a commonsense approach to mitigating any future impacts the virus may bear upon the community. The last "large" vaccination clinics will occur on June 23rd at the 15th Street "Cafeteria". The 15th Street Gym has been returned to the Parks and Recreation Department.

  Regarding the CARES Act, all related obligations and expenditures are complete – to include the Town's reimbursement for the Municipal Utility assistance fund. The final report has been submitted to the Department of Accounts in preparation for the external audit.

  Regarding the Coronavirus State and Local Fiscal Recovery Funds (authorized by the American Rescue Plan of 2021), Warren County is allocated $7,801,386.00. Staff is in the process of applying for the funds now, additional details to follow.

- Revenue Updates – For the month of May, the County's share of local sales tax revenue was $475,473.39. This amount is up $75,275.20 (18.8%) over the $400,198.23 collected in May 2020.

  The year-to-date (YTD) collections total for Meals Tax is $354,532.80, the YTD collections total for Lodging Tax is $63,015.80, and the YTD collections total for Business License Tax is $1,012,410.79.

- Wayfinding Signage – The County and Town are working together on the trailblazing signage. The signs are currently being fabricated and the latest update from the manufacturer is that they will begin shipping 7-8 business days. The County Public Works Department has staked the sign locations and is awaiting field review of the locations by the local VDOT Residency.

- Tourism Committee – Jones Lang Lasalle Americas, Inc. (JLL) continues to perform joint tourism services for the Town and County. They host bi-weekly meetings with the Joint Tourism Committee. They are monitoring the metrics for the current marketing campaigns and updating the Committee. The County and Town have decided together to move forward with the transition of the Committee to more formal Board option. We are working on a joint MOA for approval of this and working with JLL and the Committee on proposed by-laws.

- Development Review Committee – The Development Review Committee met on May 26, 2021 and discussed the following County projects:

    - Update on Short-Term Tourist Rental applications
    - Discussed a proposed 15,000 square foot warehouse building at Axalta
    - Proposed warehouse at Fairgrounds Road & Baugh Drive
    - Private School CUP at Skyline Church
    - Country General Store CUP on Strasburg Road
    - Proposed enclosed storage facility on Winchester Road

    The following Town projects were also discussed:

    - Update on Warren Memorial Hospital
    - Starbucks Site Plan for Gateway Plaza

    The Committee will meet again on June 23, 2021.

- Appalachian Trail Connector Update – Since the Board meeting on April 6, 2021, Joe Petty, Planning Director, has met with representatives from VDOT and attended a webinar regarding upcoming funding opportunities. Staff is putting together documentation for an additional funding request for Phase I. In discussions with VDOT, the preferred option is to shift Phase I to the eastern section of the trail and focus on the western section for Phase II. In order to complete Phase II there will need to be conversations with the Town of Front Royal to create a logical terminus. The Town will also need to determine its financial contribution to the project as the project serves Town businesses.

    Current Budget Estimates

    Total cost for both sections: $3,028,142

    Phase I (Eastern Section)

    - 80% VDOT Match: $527,088
    - 20% County Match: $131,772
    - TOTAL TAP FUNDS: $658,860
    - **Phase I Balance: $992,305**

    Phase II (Western Section)

    - No TAP funds applied for at this time

    Phase II Balance: $2,084,294

- Shenandoah Valley Rail Trail – At an annual meeting of the Shenandoah Valley Rail Trail Exploratory Partnership on June 10th, the Governing Council voted to add both Warren County and the Town of Front Royal to the Partnership. This allows both localities to have one representative on the Council, and the County will need to designate its representative and an alternate in order to participate in the Partnership. There has been positive support for the Rail Trail project from U.S. Senator Tim Kaine and State Senator Emmett Hanger, and over 7,800 participants have completed the citizen survey, more than any other survey VDOT has put out.

  The Council is continuing to discuss fundraising opportunities, though there are no financials to date. Future planning only at this time. VDOT is assessing the existing Norfolk Southern Railway to get a better understanding of the possible work and money needed to complete the project. Their findings will likely not be complete until the November deadline. The Virginia Department of Conservation and Recreation will be holding a virtual public meeting on July 21st for feedback (link to follow).

- Building Inspections – In review of the new construction for May 2021, there were a total of 25 new home starts through May 31st. Of that number, three were located in Town limits and the remaining 22 were outside of Town limits. As a comparison, in May 2020 there were a total of 13 new home starts.

  In May, the permits trended higher with 206 permits issued as compared to April 2020 with 181 (13.82%) and the total number of inspections were lower from 1252 to 1030 (-17.73%).

- Parks and Recreation
  - Upcoming Programs:
    - School's Out for The Summer! Program: Mondays, Wednesdays, and Fridays from June 21st through August 6th, 9:00 AM – 6:00 PM at the Health and Human Services Complex Gym; costs vary
    - Lil' Explorers Program: June 23rd through August 4th, 1:00 PM – 3:00 PM at Shelter #2; free to participants ages 4 - 10 years old
    - Lap Swim: Monday to Thursday, June 21st through August 5th, 7:00 PM – 9:00 PM, 11:00 AM – 1:00 PM, and 6:30 PM – 8:30 PM at Claude A. Stokes, Jr. Community Pool; $2 per admission and punch cards are available for discounted rate
    - Swim Lessons Session 1: June 28th through July 2nd, times vary, at Claude A. Stokes, Jr. Community Pool; $35 per participant
    - Swim Lessons Session 2: July 12th through July 16th, times vary, at Claude A. Stokes, Jr. Community Pool; $35 per participant
  - Press Release
    - Warren County Splash Pad 2021 Opening: Splash Pad opened on May 22nd at Dr. Saul Seide Memorial Gardens Memorial Park. Several hundred youth with parents and visitors have utilized the facility. As a reminder, the splash pad hours of operations are 12:00 PM – 6:00 PM, 7 days per week. The Department may extend the hours of operation in the future.

- Claude A. Stokes, Jr., Community Pool Opening: The Claude A. Stokes, Jr. Community Swimming Pool opened for the 2021 Season on Saturday, June 5th and will be open weekends only through June 13th. Beginning Saturday, June 19th pool will be open daily for the season. Operating hours for the 2021 Season are Monday through Friday, 12:00 PM – 5:30 PM and Saturday and Sunday, 12:00 PM – 6:00 PM.

- Department of Social Services – In the month of May, DSS received:
  - 78 SNAP Applications
  - 89 Medicaid Applications
  - 19 TANF Applications
  - 10 Child Care Applications
  - 1 AG Application
  - 1,524 Phone calls
  - 689 Lobby clients

  On the Services side, in the month of May, DSS received:
  - 49 CPS referrals
  - 12 APS referrals

  The Department's foster care team finalized an adoption on May 24th. The Community Liaison provided food to fifteen (15) residents and provided sleeping bags and tents to two residents. The Program Coordinator completed SOAR online training in order to assist residents with social security applications. The Department also helped deliver meals every Thursday in conjunction with Reaching Out Now.

  Several employees completed SAFETALK training through the Concern Hotline. This is an alertness training that prepares anyone 15 years or older, regardless of prior training or experience, to notice the signs of potential suicide and what to do in the event they encounter someone in need.

- Department of Fire and Rescue Services
  - FY-2020 SAFER Grant for 18 staff positions and FY-2020 AFG Countywide PPE are still in process (announcement expected anytime over the next several months)
  - Training Center Fire Incident- awaiting insurance review of loss estimates
  - Station #1 has placed the New Rescue Squad in service into service. Staff training continues on new unit
  - New hire testing process completed on Thursday, June 10th. Interviews continue for potential part-time positions to Alleviate staffing pressures and overtime cost
  - Fire Chief Advisory Staff Meeting to take place on Wednesday, June 16th at Fire Station #
  - Rescue Squad Assistance Fund Grant still pending, award announcement expected July 1st

- Rivermont Fire Station – The project is nearing completion, hopefully in the next six weeks. Final "punch list" items are being addressed with Mr. Farrall, and the

contractor is completing remaining work this month. The official ribbon cutting ceremony will be held on June 26, 2021 (delayed due to COVID-19). After that, staff anticipates all permits to be closed out and final occupancy achieved by mid-Summer 2021.

- Commercial/Industrial Projects – Work continues on the following projects:
    - Equus Warehouse facility – The site work has begun, and the building application submission is expected soon. The contractor has applied for blasting permits and has been approved with notification processes in place as directed by the Fire Marshal.

Appropriations and Transfers

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

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

APPROPRIATIONS

	31900-5413	Skyline Criminal Justice Academy	$600.00

TRANSFERS

FROM:	35050-5629	Fire and Rescue	($2,208.75)
TO:	34010-3002	Fire and Rescue - EnerGov Invoice	$2,208.75
FROM:	21010-5503	Clerk of Court	($90.00)
TO:	21010-1013	Clerk of Court - Balance Budget	$90.00
FROM:	21060-5504	Clerk of Court	($932.03)
TO:	21060-5411	Clerk of Court - Balance Budget	$520.42
	21060-5801	Clerk of Court - Balance Budget	$30.00
	21060-8001	Clerk of Court - Balance Budget	$381.61
FROM:	71030-5420	Parks and Rec - Small Tools	($6,000.00)
	71030-5413	Parks and Rec - Operating Systems	($10,000.00)
	71030-5410	Parks and Rec - Uniforms and Wearing Apparel	($6,000.00)
	71030-5101	Parks and Rec - Electric Service	($30,000.00)
	71030-5407	Parks and Rec - Repairs and Maintenance	($2,000.00)
TO:	71030-5408	Parks and Rec - Operation of Motor Vehicles	$6,000.00
	71030-5409	Parks and Rec - Mulch	$10,000
	71030-5409	Parks and Rec - Mulch	$6,000.00
	71030-3005	Parks and Rec - Service Contracts	$30,000.00
	71030-5402	Parks and Rec - Auto Maintenance	$2,000.00

FROM;	12090-7007	Commissioner of Revenue - Computer Equipment	($1,500.00)
	12090-5504	Commissioner of Revenue - Travel and Training	($3,986.34)
	12090-5504	Commissioner of Revenue - Travel and Training	($1,402.66)
	12090-5801	Commissioner of Revenue - Dues and Memberships	($610.34)
	12090-5801	Commissioner of Revenue - Dues and Memberships	($180.51)
	12090-5801	Commissioner of Revenue - Dues and Memberships	($564.18)
TO:	12090-5401	Commissioner of Revenue - Office Supplies	$1,500.00
	12090-5401	Commissioner of Revenue - Office Supplies	$3,986.34
	12090-5201	Commissioner of Revenue - Postage	$1,402.66
	12090-5201	Commissioner of Revenue - Postage	$610.34
	12090-7008	Commissioner of Revenue - Computer Software	$180.51
	12090-7002	Commissioner of Revenue - Furniture and Fixture	$564.18
FROM:	91000-8006	COVID-19 Reserve	($797,468.47)
TO:	35050-1002	Compensation - Overtime	$330,000.00
	35050-1008	Compensation - Fire	$285,000.00
	35050-1003	Compensation - Part-Time	$12,000.00
	31020-1002	Compensation - Overtime	$170,468.47
FROM:	81050-5606	EDA Capital	($279,000.00)
TO:	81050-3002	Professional Services	$279,000.00

Approval of Accounts

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the list of June 2021 accounts as presented in the amount of $2,770,673.80 and further approved the issuance of an additional payment in the amount of $52,000 to W. Stephen Scott, Chapter 7 Trustee of the Bankruptcy Estate of MoveOn8, LLC:

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

Check Numbers 296627 to 296901 Total: $1,215,330.37

Approval of Minutes

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

- Regular Meeting of March 16, 2021
- Regular Meeting of April 6, 2021
- Special Meeting of April 15, 2021
- Regular Meeting of April 20, 2021
- Special Meeting of April 27, 2021
- Regular Meeting of May 4, 2021

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

Unfinished Business – Conditional Use Permit 2021-03-03, John and Anna Carpenter for a Short-Term Tourist Rental – Matt Wendling

Mr. Wendling reminded the Board that at its meeting on May 18, 2021, this conditional use permit application for a short-term tourist rental was postponed to further contemplate and review the comments and concerns received by the neighboring and nearby residents in the Sligo Estates subdivision.

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors denied the conditional use permit request of John and Anna Carpenter for a Short-Term Tourist Rental:

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

Unfinished Business – Reconsideration of Rezoning Request R2020-10-01 for Dudding Commercial Development, LLC – Joe Petty

On a motion by Mr. Carter, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors reconsidered rezoning request R2020-10-01 from Dudding Commercial Development, LLC, and finding that the proposed rezoning is appropriate for public necessity and is good zoning practice, further approved the applicant's rezoning request to amend the Warren County Zoning Map to rezone from Agricultural (A) to Commercial (C) approximately six and forty-five hundredths (6.45) acres, more or less, as identified in the rezoning application, and accepted as part of the rezoning the proffers that have been signed and submitted by the applicant:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, No

Consent Agenda

1. Refund Request for Power Home Solar, LLC – Sherry Sours
2. Designation of Joseph Petty as Subdivision Ordinance Administrator – Taryn Logan
3. *Removed from the agenda*
4. Acceptance of Award Terms for Receipt of Coronavirus Local Fiscal Recovery Funds for Warren County – Rick Farrall
5. Emergency Medical Care and Transport Fee Schedule Changes – Rick Farrall
6. Memorandum of Understanding Between the County of Warren, Virginia and the Rivermont Volunteer Fire Department, Incorporated – Rick Farrall
7. Adoption of a Resolution Recognizing the Graduates of the Girls of Destiny Program through Reaching Out Now – Tony Carter
8. Approval of the Warren County Broadband Project Charter – Cheryl Cullers

9. Approval of Employee Compensation Plan for Fiscal Year 2021-2022 – Ed Daley
10. Approval of Purchase Order for Warren County Public Safety Building Phone System – Sheriff Mark Butler
11. Commonwealth's Attorney's Office Space Improvements – Taryn Logan
12. Front Royal-Warren County Airport Management, Contract for Fixed Based Operator (FBO) Services – Mike Berry/Caitlin Jordan
13. Authorization to Advertise for Public Hearing – Ordinance to Amend and Re-Ordain Section 172-37.2 of the Warren County Code re: Other Exemptions for License Decals or Stickers – Caitlin Jordan
14. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-05-01, 9700 Court, LLC for an Enclosed Storage Facility – Joe Petty
15. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-05-02, 9700 Court, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Joe Petty
16. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-05-03, 9700 Court, LLC for a Building in Excess of 50,000 Square Feet – Joe Petty
17. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-03, Chad and Charleen Backstrom for Private Use Camping (Non-Commercial) – Matt Wendling
18. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-04, Shawn M. Tsanganelias for Private Use Camping (Non-Commercial) – Matt Wendling
19. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-08, James Humphrey for Private Use Camping (Non-Commercial) – Matt Wendling
20. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-10, Randall Lewis and Monica Stover for Private Use Camping (Non-Commercial) – Matt Wendling

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

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY RECOGNIZING THE GRADUATES OF THE GIRLS OF DESTINY PROGRAM

WHEREAS through leadership and empowerment with the Girls of Destiny program, Reaching Out Now (RON) supports and encourages under-served school-aged girls (6th through 12th grade), and young women to live victoriously, not defeated, and to reach their full potential; and

WHEREAS since 2008, RON has served the community by implementing mentoring and support programs and challenging students to rise above life's circumstances to become their best selves; and

WHEREAS RON will challenge those they serve to build a bridge that reaches success and make confident decisions that will set them on a path to a successful future; and

WHEREAS the following young women graduated from the Girls of Destiny program in 2021:

- Cheyenne Bailey
- Audree Mullins
- Hailey McInturff
- Isabel Duran
- Iris Shrader
- Aniyah Waters
- Adisyn Waters
- Marie Coffron

THEREFORE, BE IT RESOLVED that the Warren County Board of Supervisors hereby extends its sincere congratulations to the above-named graduates of the Girls of Destiny program and wishes the graduates continued success in their future endeavors; and

BE IT FURTHER RESOLVED that the Warren County Board of Supervisors commends Samantha Barber, Founder and President of Reaching Out Now, on the valuable lessons taught to the young women of the Front Royal/Warren County community through the Girls of Destiny program.

Adjournment

Mrs. Cullers adjourned the meeting at 8:27 PM.

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

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

Absent: Tony F. Carter (Happy Creek District)

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

Adoption of Agenda – Additions or Deletions

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

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

Public Comment Period (60 Minute Time Limit)

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

There were no further presentations from the public.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Fox reported the following:

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

DRAFT

Mr. Mabe reported the following:

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

Mrs. Oates reported the following:

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

Mrs. Cullers reported the following:

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

Dr. Daley reported the following:

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

  The year-to-date (YTD) collections total for Meals Tax is $466,878.23, the YTD collections total for Lodging Tax is $110,455.76, and the YTD collections total for Business License Tax is $1,035,736.34.
- Wayfinding Signage – The County and Town are working together on the trailblazing signage. Staff expects the County signs to be here in the next few weeks. The County Public Works Department has staked the sign locations, and staff will be meeting with the local VDOT residency to review these locations.
- Tourism Committee – Jones Lang Lasalle Americas, Inc. (JLL) continues to perform joint tourism services for the Town and County. They host bi-weekly meetings with the Joint Tourism Committee. They are monitoring the metrics for the current marketing campaigns and updating the Committee.
- Development Review Committee – The Development Review Committee met on June 23, 2021 and discussed the following projects:
    - Country General Store CUP – Strasburg Road
    - Proposed Enclosed Storage Facility – Winner's Court
    - Private School CUP – Skyline Church
    - Short-term tourist rental CUPs
    - Proposed Warehouse Facility – Corner of Baugh Drive and Fairground Road
    - Proposed Enclosed Storage Facility/RV Storage – Winchester Road
    - Equus Warehouse Facility – Winchester Road

  The Committee will meet again on July 28, 2021.
- Appalachian Trail Connector Update – Since the County was originally awarded the Transportation Enhancement grant, staff has been working through the lengthy

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

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

- Shenandoah Valley Rail Trail – There are no additional updates since last month. The link has been provided for the upcoming webinar. Join the Department of Conservation and Recreation (DCR) on July 21st at 7:00 PM to learn about a rail trail feasibility study in Rockingham, Shenandoah, and Warren Counties. DCR is evaluating the conversion of an inactive Norfolk-Southern railroad segment into a 48.5-mile multiuse recreational rail trail in the Shenandoah Valley. The link to the webinar is as follows: https://register.gotowebinar.com/register/2945134669547438603.

- Building Inspections – In review of the new construction for June 2021, there were a total of 14 new home starts through June 30th. Of that number, one was located within Town limits and the remaining 13 were outside of Town limits. As a comparison, in June 2020 there were a total of 15 new home starts.

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

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

- Park Facility Projects
  - Shelter in Seide Memorial Park – funds donated by Avtex Retired Workers.
  - Will complete repairs to the Skyline Soccerplex skatepark bowl and the Free-Wheeling Way Playground rubber surface replacement of worn sections using transfers from the current FY 2020-2021 budget to Special Projects Account.
- Park Maintenance Daily
  - Lions Park – The flush valves for the toilets and the faucets for automatic flush were ordered. The restroom facility is cleaned daily to reduce complaints. Staff will monitor closely.

- Department of Social Services – In the month of June, DSS received:
  - 78 SNAP Applications
  - 89 Medicaid Applications
  - 19 TANF Applications
  - 10 Child Care Applications
  - 1 AG Application
  - 1,524 Phone calls
  - 689 Lobby clients

  On the Services side, in the month of June, DSS received:
  - 53 CPS referrals
  - 21 APS referrals

  The Warren County Department of Social Services will be hosting a job fair for all residents on Thursday, August 5, 2021 from 10:00 AM to 3:00 PM in the gymnasium on 15th Street. Our Community Liaison department has the following agencies represented at our weekly (Wednesday) One Stop Center located in the cafeteria on 15th Street:
  - Northwestern Community Services Board
  - Habitat for Humanity
  - United Way
  - NW Works
  - Virginia Preschool Initiative
  - Phoenix Project
  - Lord Fairfax Community College
  - Money Management Class
  - SNAP EDU
  - Women's Resource Center
  - Salvation Army
  - Division of Child Support Enforcement
  - St. Luke Community Clinic

- Department of Fire and Rescue Services
  - Radio System Upgrade Project is completed with installations completed.

- Rivermont Ribbon Cutting and Open House – Completed on Saturday, June 26th with good turnout. Special thanks to the Board members who attended.

- Rivermont Fire Station – Staff is optimistically nearing formal project completion in the next few weeks. Final "punch list" items were addressed last month, and the contractor completed all remaining contractual work; warranty items will continue to be addressed, as appropriate.

- Commercial/Industrial Projects – Work continues on the following projects:
  - The new Warren Memorial Hospital maintains a Temporary Certificate of Occupancy (TCO) for the entire building until both the Town of Front Royal and Department of Environmental Quality (DEQ) provide their approvals.
  - Equus Warehouse facility – The site work continues, and the building applications have started to be submitted. The site contractor has asked to begin Phase II of their approved plan.

Appropriations and Transfers

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

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

APPROPRIATIONS

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

TRANSFERS

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

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

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

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

Approval of Accounts

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

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

Check Numbers 269962 to 297258 Total: $990,528.76

Consent Agenda

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

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

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

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

CERTIFIED CRIME PREVENTION COMMUNITY PROGRAM
RESOLUTION OF PARTICIPATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of 9700 Court, LLC for an Enclosed Storage Facility with the conditions as recommended by the Planning Commission and staff and listed below:

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

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

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

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

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

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

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

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

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

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

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

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

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

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of 9700 Court, LLC for the storage of cars, boats, and recreational vehicles with the conditions as recommended by the Planning Commission and staff and listed below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The applicant shall comply with all Warren County Health Department regulations and requirements

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

Public Hearing – Conditional Use Permit 2021-06-10, Randall Lewis and Monica Stover for Private Use Camping (Non-Commercial) – Matt Wendling

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

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

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

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

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

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

1. The applicant shall comply with all Warren County Health Department regulations and requirements
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.

3. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles and portable commode prior to a predicted flood event.

Citizen Appointment to the Lord Fairfax Community College Board

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

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

Adjournment

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

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

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; David Beahm, Building Official; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Rick Farrall, Emergency Coordinator; Caitlin Jordan, Senior Assistant County Attorney; Gerry Maiatico, Fire Marshal; Joe Petty, Planning Director; Carol Tobin, Director of Elections; and Emily Ciarrocchi, Deputy Clerk of the Board

Adoption of Agenda

Mrs. Oates requested the removal of item B (County Project Updates) from the work session, the removal of item I-4 (Adoption of Deputy Public Works Job Description and Grade Placement) from the Consent Agenda and its relocation to the work session, and the addition of an item to the closed session under Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act regarding the Front Royal-Warren County Airport Commission.

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

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

Report – Virginia Department of Transportation – Ed Carter

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

<u>Maintenance</u>:

- 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

DRAFT

- Performed brush cutting operations on Route 340 with contractors
- Picked up 73 bags of litter collected by RSW Regional 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.

Mr. Carter also reported VDOT would be putting plant mix on Rivermont Drive (Route 619) from the bridge to Airport Road in order to eliminate bleed through of the tar, for which the Residency had received several complaints. The section will be paved before the end of the summer, and Mr. Fox voiced his appreciation.

Mr. Mabe noted there was a lot of brush growth along the sides of Browntown Road (Route 649) that did not appear like it has been mowed, and Mr. Carter replied VDOT is getting ready to begin mowing operations.

Mrs. Cullers asked if reflector tabs could be placed along the double yellow line on Route 340 South from Rocky Lane to Town limits, and Mr. Carter said reflectors are being placed whenever the primary roads are being repaved. She then asked about the results of the speed study along Route 340 South, and Mr. Carter, who believed he had sent a copy of the study results to her, reported the study did not recommend lowering the speed on that road. She reiterated her desire to have the speed on Route 340 South lowered along with the speed on Indian Hollow Road.

Mrs. Cullers said she would like to schedule a work session to discuss the different funding sources, such as Smart Scale versus Rural Rustic, and understand how the "pots" money are used and where they come from.

Public Comment Period (60 Minute Time Limit)

Lynda McDonough, 1205 High Top Road, spoke on a myriad of issues, including the lack of restrooms at a new memorial off Crossway Lane and High Top Road remembering those who have passed away due to Coronavirus, runoff from a new home being constructed damaging the roads, votes from County citizens being stolen during the 2020 Election, the Board's reversal of decision regarding the proposed Sheetz in Linden, the condition of the roads on Blue Mountain, the corrupt media and government, wondering if the Board members took an oath of office to uphold the Constitutions of Virginia and the United States,

whether the Board members have even read both the Constitutions, and what sort of training, if any, the Board members complete for their roles.

There were no further presentations from the public.

Report – Economic Development Authority – Doug Parsons

Doug Parsons, Executive Director, provided the following Economic Development Authority (EDA) report to the Board:

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. EDA Owned Properties: All HVAC work at 426 Baugh Drive is done. The EDA will also reimburse Visionary Optics for the HVAC replacement at 1325 Progress Drive per the lease with them.

   The due diligence work for the Stephens Industrial Park 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: The EDA has made progress on several of its prospects that they could discuss in closed session if the Board of Supervisors 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.

Report – Warren County Department of Social Services – Samantha

Samantha "Sam" Edwards, Assistant Director of Social Services, reported the Department has expanded its lobby hours to match the other offices in the County, 9:00 AM

– 5:00 PM, Monday through Friday. She also noted there will be a job fair with over twenty-five (25) employers on Thursday, August 5th from 10:00 AM – 3:00 PM in the gymnasium at the Health and Human Services Complex. The Department hopes to bring job seekers and employers together, and there is no registration necessary for citizens. On a different note, The Laurel Center recently lost a grant to provide services to sexual assault victims in Warren County, who now have to travel to Winchester to receive services. The Department is collaborating with the Phoenix Project, the United Way, Northwestern Community Services Board, the Victim Witness Coordinator, Front Royal Police Department, and the Warren County Sheriff's Office to provide those services in Warren County again. The Department has also been hosting a One-Stop Resource Center on the first and third Wednesday of each month, gathering over ten community partners at the Health and Human Services Complex to answer questions about resources in the community for those in need.

Report – Virginia Cooperative Extension Office – Karen Poff

Karen Poff, Family and Consumer Sciences Agent, presented the Virginia Cooperative Extension (VCE) Office's report to the Board and highlighted the following points:

- The Warren County Fair is underway, and she encouraged the Board members to go out and visit
- Started the Quick Money Chats program, which has trained volunteers available anytime to answer financial questions
- The Managing Your Money classes are transitioning back to in-person; this is a six-lesson series, and citizens can fill out a survey expressing their interest
- Hosting educational programs on livestock transportation, weaning sheep, tick-borne diseases, and the spotted lanternfly invasive species
- 4-H camp was held this year at half capacity due to COVID-19 restrictions
- Conducted tree fruit production and pest management virtual meetings and in-person trainings
- Facilitated the diabetes prevention program, which is a combination of an educational program and support group promoting eating healthy and physical activity
- Will be starting up the Super Pantry program again soon

Mrs. Cullers asked if the diabetes program is physically based in Winchester, and Ms. Poff replied it has been virtual due to the Coronavirus pandemic. When the classes are in-person again, the facilitator will come and do the program in the County.

Mr. Mabe asked Ms. Poff to explain the Super Pantry program, and Ms. Poff stated the program combines nutrition and financial education. Participants cook a healthy meal from scratch and eat the meal together, learning to stretch their food dollars. Each participant is given a bag of groceries to take home, and the program is intended for limited resource families.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter had nothing to report.

Mr. Fox had nothing to report.

Mr. Mabe reported the following:

- Met with representatives from the Town about transportation and the Front Royal Trolley system being more efficient
- Met with People, Inc. over the past week, and noted the new Director, Samantha Barber, is looking for space in the County
- Attended the Drug Prevention Committee meeting on July 15th
- Volunteer program at Samuels Public Library, many volunteer opportunities in the County, August 21st

Mrs. Oates reported the following:

- Attended the RSW Regional Jail Personnel Committee and Authority Board meetings on July 22nd
- Attended the Drug Prevention Committee meeting on July 15th, and the Committee is planning a joint education event with Warren County Public Schools for parents and students, which will be publicized soon
- Responded to the comments by Ms. McDonough and confirmed the Board members do undergo training, and she and Mrs. Cullers are taking their last class in a series on Planning and Zoning through the Virginia Association of Counties on August 6th

Mrs. Cullers reported the following:

- Thanked VDOT and Superintendent Russ Gilkison for their trash pickup efforts
- Attended a relocation ribbon cutting for Code Ninjas
- Attended the Lake Front Royal Property Owners Association picnic and meeting on July 31st
- Reminded citizens of the very dry conditions the County is experiencing right now and encouraged everyone to conserve water when they can
- Responded to the comments made by Ms. McDonough and confirmed the Board members do get sworn in and take an oath of office to uphold the Virginia and United States Constitutions

Dr. Daley reported the following:

- Fire Marshal Gerry Maiatico spoke about National Night Out later this evening, August 3rd, from 6:00 PM to 9:00 PM at the gazebo on Main Street. It is a gathering of all the public safety partners in the County who work together to prevent crime and keep

the community safe. There will be fire and emergency medical services (EMS) apparatus on display and fire prevention materials available.

- Mr. Maiatico also noted the Warren County Fair is currently underway, and the Department's Recruitment and Retention Coordinator, Brenda Diehl, is at the Fair with a display on the Department's recruitment and retention initiatives.
- Dr. Daley invited the Board members to Warren County Public Schools' Teacher and Support Staff Appreciation Luncheon on Monday, August 16th from 11:00 AM to 1:00 PM at Shenandoah Valley Golf Club.
- Pleased to announce that Todd Jones will begin work as the County's new Director of Technology tomorrow, August 4th.
- Recognized April White and Ana Portillo with the Department of Social Services on their receipt of the statewide Bravo Award, which acknowledges their work with the Child and Family Service Reviews (CFSR) program.
- Reported that Keith McLiverty, Finance Director, resigned effective July 16th, and announced that Matt Robertson will start as the Deputy Finance Director beginning Monday, August 9th, with a Bachelor's degree from George Mason University, a Master's degree from James Madison University, and recent experience with Fauquier County.
- The County's broadband application has been accepted by the Virginia Department of Housing and Community Development (DHCD) and is undergoing a review period to allow other companies to submit comments; due to the of size of the broadband consortium, DHCD has extended the comment period for 15 days.

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. *Removed from the agenda*
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

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

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

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act for discussion concerning the acquisition of property for a public purpose; he further moved that discussion be limited to property located in the South River Magisterial District outside of the limits of the Town of Front Royal.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body; he further moved that discussion be limited to the Front Royal-Warren County Airport Commission:

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

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1) and (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:

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

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors amended the agenda to add the appointment of Paul Kosubinsky to the Front Royal-Warren County Airport Commission for an unexpired four-year term beginning upon appointment and ending on June 30, 2025 and further approved this appointment:

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

Taryn Logan, Deputy County Administrator, introduced Lisa Salomon as the new part-time Grants and Special Projects Coordinator, who started work earlier today, August 3rd.

Adjournment

Mrs. Cullers adjourned the meeting at 10:25 AM.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
August 17, 2021		Adoption of Technology Systems Technician Job Description and Grade Placement	

EXPLANATION & SUMMARY:

Please see the attached job description for a Technology Systems Technician. This position is being requested by the Director of Technology, and the essential functions are a combination of the previously approved job descriptions for Systems Lead Technician and Desktop Support (PC) Technician. We are recommending this position be placed on the County's salary scale at Grade 17. Salary range for this position is $57,540.23 - $87,554.28.

PROPOSED OR SUGGESTED MOTION:

(1) I move that the Board of Supervisors adopt the Technology Systems Technician (Grade 17) job description with grade placement in the County's compensation plan.

-OR-

(2) I move that the Board of Supervisors not adopt the Technology Systems Technician 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, Deputy County Administrator		

Technology Systems Technician

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

Performs a wide range and oversight of IT work, providing assistance to each department as needed; does related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(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.)

- Design, installation, configuration, and testing of Network Backup System.
- Familiarity and maintenance of Microsoft Office 365.
- Installation, configuration, and testing of miscellaneous Network Systems.
- Installation, configuration, and testing of updates and upgrades to Server application software and operating systems.
- Awareness of current cyber and network security issues while planning appropriate posture and implementation of related systems.
- Troubleshoots audio/visual (A/V) hardware and software.
- Maintenance of user ID's and passwords for Active Directory/Azure.
- Ability to create and maintain Microsoft group policy.
- Operating system imaging and software deployment.
- Monitoring for abnormal network activity for detection of viruses or unauthorized access.
- Planning for disaster recovery as it pertains to network hardware, software, and data.
- Provide reports to administration for security, network utilization, and capacity planning.
- Support application and operating system software issues, hardware issues, trouble calls, equipment inventory, and training.
- Research and report on new emerging technologies that may be beneficial to the Warren County government.
- Implementation and management of a system logging server.
- Assist in purchasing of new equipment.
- Maintains proper boundaries with staff at all times, assuring respect for the ethical and legal duties in the staff relationship.
- Provides a good role model of a professional in appearance, demeanor, dress, and behavior.
- Other duties as assigned by the Director of Technology.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a personable individual who is capable of prioritizing their schedule and managing their time to accomplish a wide variety of tasks. Applicant must be able to repair, provide maintenance, and troubleshoot Network Servers and Meraki Switches and Routers, Desktop Computers along with OEM devices within the County network. Must be willing to learn new technologies and work in a team environment.

EDUCATION AND EXPERIENCE:

A minimum of 5 years' experience working in the computer field is preferable. A high school diploma or equivalent is required along with additional technical training or related college coursework. Knowledge of Windows and Windows Server is required. Familiarity with Voice Over IP is preferable. Experience working in a public safety environment such as the Sheriff's Office and Fire and Rescue is desirable.

PHYSICAL REQUIREMENTS:

Duties performed typically in an office setting. Frequent walking, standing, sitting, stooping, lifting up to approximately 30 pounds, and occasional lifting of equipment such as technology equipment weighing up to approximately 75 pounds may be required. Frequent operation of a vehicle and office equipment is required. 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, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. Contact with staff members is required. Occasional contact with technology professionals may be required. Frequent contact with vendors and other technicians by phone, email, or in person is necessary.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
August 17, 2021		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 FY 2021-2022. 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, 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 44
August 17, 2021	H-3	Contract with Just Tech for new Xerox Copier	

EXPLANATION & SUMMARY:

In March 2016, Warren County contracted with Xerox for one (1) copier for a 60-month term, which would rollover to a month-to-month basis following the end of the contract term. Since this contract term has expired, the County is currently paying on a month-to-month basis. The Xerox Workcenter 7845i copier is utilized by Warren County Parks and Recreation staff and is located at the Warren County Community Center. This model is several years old, is suffering from internal technological issues, and requires immediate replacement.

Attached you will find a proposal from Just Tech, a technology company in Winchester, Virginia. The proposed replacement is the Xerox C8145, the specifications of which are also attached. The term of the proposed lease will be 60 months at $319.85 per month and will include a monthly allowance of 800 black and white, a monthly allowance of 2000 color copies, and all supplies and services included, except for paper. This contract would be facilitated through the PEPPM, a competitively bid national cooperative purchasing agreement.

COST & FINANCING:

$319.85 per month for a term of 60 months.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the County Administrator to enter into a contract with Just Tech for a Xerox copier at the rate and term as proposed.

OR

I move that the Board of Supervisors not enter into a contract with Just Tech for one Xerox copier.

OR

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

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Daniel P. Lenz		

101 Catalpa Drive, Suite 102
La Plata, MD 20646

301-632-5555
www.justtech.com

To:
From: Joshua Justice, President of JustTech
Date:
Re: Xerox Authorized Agency for Southern Maryland

JustTech is the only Xerox Authorized Agency for the Shenandoah Valley, Northern Virginia, and the Eastern Panhandle of West Virginia.

Just·Tech is a technology company founded in 2006 providing Print Solutions, Network & IT Solutions and custom Xerox App Solutions to more than 3,000 clients.

From our headquarter office in LaPlata, we support the Southern Maryland and Washington DC area. From our office in Winchester, we support the eastern panhandle of West Virginia and the Shenandoah Valley in Virginia. From our office in Harrisonburg, we support West Central Virginia. From our office in Staunton, we also support Charlottesville, Lynchburg and Roanoke. From our office in Morgantown, we support North Central West Virginia including the cities of Fairmont, Clarksburg & Elkins. From our office in Huntington, we support the WV/KY/OH tri-state region including the cities of Charleston, Portsmouth and Ashland.

Through our Print Solutions, we offer sales and support for Xerox multifunction copiers & printers. JustTech is a Strategic Xerox Partner and one of the top fifteen Xerox partners in the country. We also provide supplies & service support for HP, Lexmark, Dell and Brother printers. Currently we are managing thousands of copiers & printers making millions of copies & prints every month.

With our Network Solutions, we provide Managed Network Services & IT Support to more than a 100 small businesses, non-profits and religious organizations. We specialize in proactive support and provide onsite & remote assistance.

Just·Tech is the first Xerox certified Personalized Application Builder Authorized Developer in the United States. With our App Solutions, we create custom apps for Xerox multifunction copiers that increase efficiency and improve workflows. There are more than 40,000 apps that we have created installed on Xerox devices across the globe.

Please let me know if you have any questions.

Joshua Justice
301-632-5555 x 101
joshua@justtech.com

County of Warren

Prepared By:
Paul Wolfe
Just·Tech
Monday, March 15, 2021

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Page 5.....Price Proposal



About Just·Tech

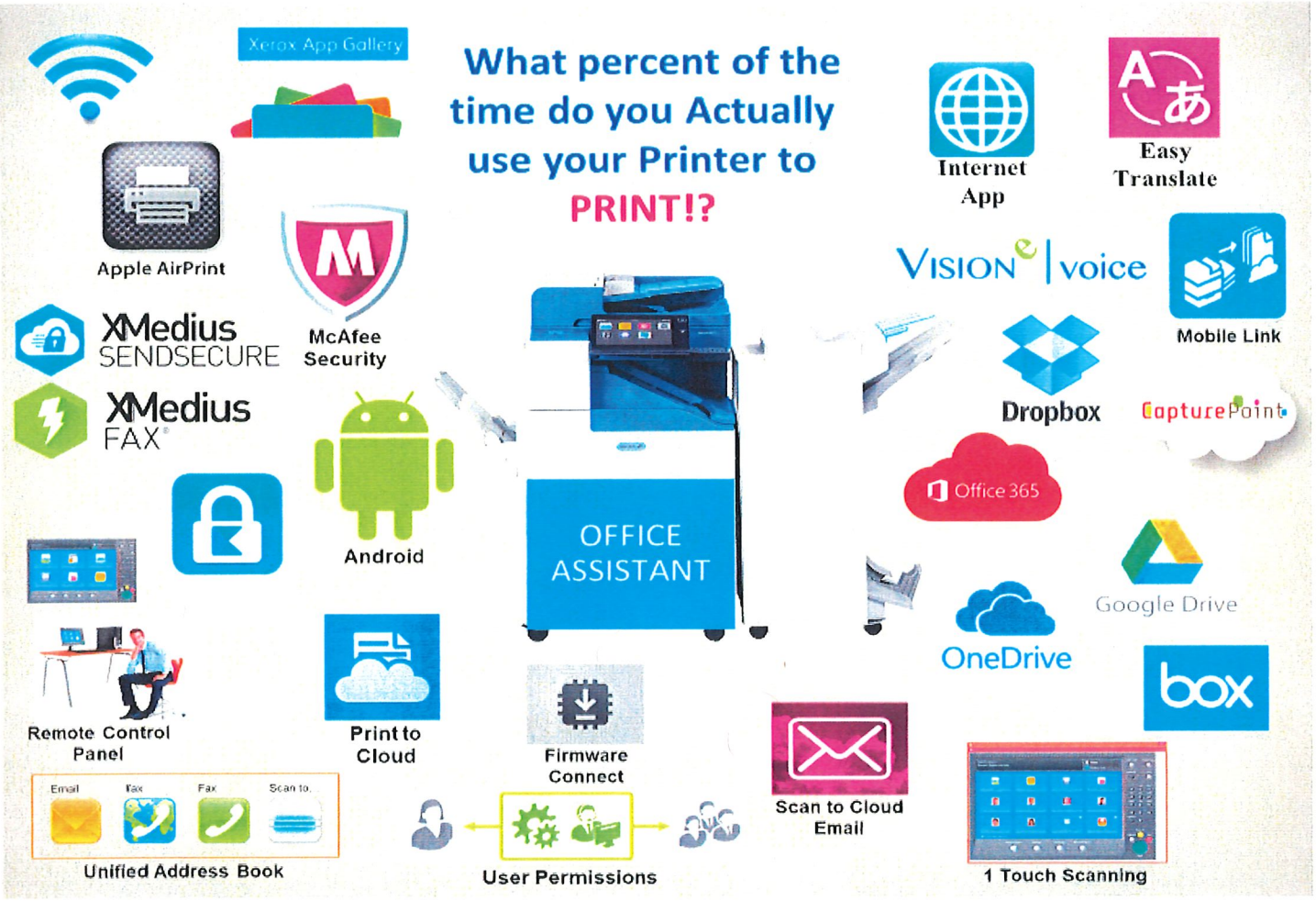
Just·Tech is a technology company in Winchester, VA, specializing in providing office equipment, managed network services and IT solutions to our customers. We strive to give our clients a beneficial and outstanding customer service experience. Our employees have been actively serving the region for many years. With over 300 years of combined industry experience, our service, support, and coverage in this region is second to none.

Just·Tech was formed in 2006 as the authorized Xerox sales agency in Southern Maryland.

- In 2017, Just·Tech merged with Peake Office Solutions in Huntington, WV and began providing support to the West Virginia, Ohio and Kentucky tri-state region.
- In 2017, Just·Tech merged with Apple Valley Office products with offices in Winchester, VA & Staunton, VA and began providing support to the Shenandoah Valley region.
- We have more than 1,200 customers and provide account management for over 3,000 Xerox units.
- We currently provide monthly managed IT/Network Services to more than 70 customers and provide IT Support as needed to many more.

We partner with many leaders in technology including Xerox, Dell, Kaseya, CrashPlan, Fonality, MegaPath and SonicWall. Our employees hold the following certifications: CompTIA A+, CompTIA Network+, Fonality FtOCC, Cisco Certified Entry Networking Technician, Cisco Certified Network Associate and Cisco Certified Network Professional.





Xerox Devices Win 13 Buyers Lab Winter 2018 Picks



There Is A Difference… And JustTech Proves It.

	Proposed C8145
Lease Price:	$202.69
Monthly Service Base: ***Includes Monthly Allowance of 800 B/W and 2000 Color Copies***	$117.16
Cost Per Copy (black): ***800 b/w Copies Included Monthly***	$0.0062
Cost Per Copy (color): ***2000 Color Copies Included Monthly***	$0.0461
Monthly Lease +Base:	$319.85

- Includes all parts, service and all consumable supplies, excluding paper.
- Lease bill will come from XFS (Xerox financial services), Service/CPC billing will come from JustTech
- Includes standard delivery, installation, and training. Excess rigging will incur separate charges and be billed separately.

Product: AltaLink C8145

- C8145- Up to 45 pages per minute black AND color
- Includes 2 High cap trays and 2 adjustable trays plus the bypass
- Print, copy, and scan, including scan to network, USB or Email
- Booklet Maker Office Finisher
- 2/3 hole Punch
- Mobile printing (print from phones, tablets, etc)
- Single pass automatic document feeder



Paul Wolfe- Solutions Specialist
(304) 350-2866
pwolfe@justtech.com

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Authorized Sales Agent

Kelly Zitzer

From: Paul Wolfe <PWolfe@justtech.com>
Sent: Wednesday, October 7, 2020 11:42 AM
To: Kelly Zitzer
Subject: Per our Discussion Competitive Bid Process
Attachments: PEPPM Flier 1.22.19 Updated.pdf; 19PLPA_Bid_Documentation.pdf; 19PLPA_Contract_XeroxCopiers_Xerox.pdf

Good Morning Kelly,

Thanks for taking the time to speak with me today.

As mentioned I wanted to give you some info on the Competitive Bid Process utilized by JustTech. Please see below and attached.

PEPPM is a competitively bid national cooperative purchasing agreement and regardless if you go out to bid or not, PEPPM pricing is the most competitive pricing available. Many of our clients utilize the PEPPM agreement to procure their copiers and avoid the time and expense of bidding.

These clients include:

US District Courts
Berkeley County Public Schools
Shenandoah County Public Schools
County of Jefferson
Hampshire County Sherriff's Dept.
Winchester City
...

Please let me know if you have any questions.

Thank you,

Paul Wolfe
Solutions Specialist
Mobile: 304-350-2866
Office: 540-662-2400 ext. 1508
www.justtech.com



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PEPPM

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www.peppm.org

xerox®

Xerox Financial Services LLC
201 Merritt 7
Norwalk, CT 06851

State and Local Government Lease Agreement

xerox

Supplier Name & Address: JustTech LLC 220 E Cork St Winchester VA 22601			
Owner: **XEROX FINANCIAL SERVICES LLC** - 201 Merritt 7, Norwalk, CT 06851			Agreement Number: 133230

CUSTOMER INFORMATION

Full Legal Name: Warren, County of			Phone: 540-635-7750
Billing Address: 200 E 8th St. Front Royal VA 22630			Contact Name: Kelly Zitzer
City: Front Royal	State: VA	Zip Code: 22630	Contact Email: kzitzer@warrencountyva.net

EQUIPMENT

Quantity	Model and Description	Quantity	Model and Description
1	AltaLink C8145 system	1	Wireless Print Kit
1	Bookletmaker Finisher		
1	Hole Punch		

Equipment Location (if different from Billing Address): 538 Villa Ave Front Royal VA 22630

TERM	LEASE PAYMENT - (Monthly frequency unless otherwise noted)	PURCHASE OPTION
Initial Term: (in months) 60	Lease Payment (plus applicable taxes): $ 202.69 Frequency: ☒ Monthly ☐ Quarterly ☐ Annually	Fair Market Value Purchase Option ("FMV")

CUSTOMER ACCEPTANCE

BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH ON PAGES 1 AND 2 HEREOF.

Authorized Signer X:	Date:	**Federal Tax ID # (Required):**
Print Name:	Title:	

OWNER ACCEPTANCE

Accepted By: Xerox Financial Services LLC	Name and Title:	Date:

TERMS & CONDITIONS

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us", "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine Equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Lease Agreement, including any attached Equipment schedule. "Commencement Date" will be a date after the Acceptance Date, as set forth in our first invoice, for the purpose of facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 3% per annum. "Equipment" means the items identified in "Equipment" above and in any attached Equipment schedule, plus any Software (as defined in Section 3 hereof), attachments, accessories, replacements, replacement parts, substitutions, additions and repairs thereto. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one thirtieth of the Lease Payment multiplied by the number of days in the Interim Period. "Payment" means the Lease Payment specified above, Taxes and other charges you, Supplier and XFS agree will be invoiced by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of $125 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension terms. "UCC" means the Uniform Commercial Code of the State(s) in which your legal entity was formed, and where XFS must file UCC-1 financing statements to perfect its security interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was selected, configured and negotiated by you based on your judgment and supplied by Supplier. At your request, XFS will acquire same from Supplier to lease to you hereunder and you agree to lease same from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first Payment plus any applicable Interim Payment no later than 30 days after the Commencement Date; each subsequent Payment shall be payable on the same date of each month thereafter. You agree to pay us all sums due under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. **If any Payment is not paid in full within 10 days after its due date, you will pay a late charge in accordance with the applicable prompt payment laws in the state of your formation.** For each dishonored or returned Payment, you will be assessed the applicable fee, not to exceed $35. Restrictive covenants on any method of payment will be ineffective.

3. Equipment and Software. To the extent that Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it, and you will comply throughout the Term with any license and/or other agreement ('Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software Licenses are required, and entering into them with Software Supplier(s) no later than 30 days after the Acceptance Date. **YOU AGREE THE EQUIPMENT IS FOR YOUR LAWFUL BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE.** You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Agreement. EXCEPT FOR A NON-APPROPRIATION EVENT AS MORE FULLY DESCRIBED IN SECTION 20 HEREOF, THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED BY YOU PRIOR TO THE END OF THE INITIAL TERM. YOUR OBLIGATION TO MAKE ALL PAYMENTS IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, COUNTERCLAIM OR RECOUPMENT FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF THE PERFORMANCE OF THE EQUIPMENT, SUPPLIER, ANY THIRD PARTY OR XFS. Any pursued claim by you against XFS for alleged breach of our obligations hereunder shall be asserted solely in a separate action; provided, however, that your obligations hereunder shall continue unabated.

5. End of Agreement Options. If an FMV purchase option is designated, if you are not in default and if you provide no greater than 150 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase all, but not less than all, of the Equipment by paying its fair market value, as determined by XFS in its sole but reasonable discretion ("Determined FMV"), plus Taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify. You cannot return Equipment more than 30 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undiscounted amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive one-month terms. Either party may terminate the Agreement as of the end of any such month-to-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Any FMV purchase option shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the Term of such item, and by the delivery at such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

6. Equipment Delivery and Maintenance. You should arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate at XFS's request (and confirm same via telephone and/or electronically) confirming when you have received, inspected and irrevocably accepted the Equipment, and authorize XFS to fund the Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchase order or other contract issued on your behalf directly with Supplier. Equipment may not be moved to another physical address without XFS's prior written consent, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. **You acknowledge that XFS is acting solely as an administrator for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement.** XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU, NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSED BY ANY ALLEGED BREACH BY SUPPLIER.

7. Equipment Ownership, Labeling and UCC Filing. If and to the extent a court deems this Agreement to be a security agreement under the UCC, and otherwise for precautionary purposes only, you grant XFS a first priority security interest in your interest in the Equipment as defined above in order to secure your performance hereunder. XFS is and shall remain the sole owner of the Equipment, except the Software. You authorize XFS to file a UCC financing statement to show, and to do all other acts to protect, our interest in the Equipment. You agree to pay any filing fees and administrative costs for the filing of such financing statements. You agree to keep the Equipment free from any liens or encumbrances and to promptly notify XFS if there is any change in your organization such that a refiling or amendment to XFS's financing statement against you becomes necessary.

8. Equipment Return. If the Equipment is returned to XFS, it shall be in the same condition as when delivered to you, except for "ordinary wear and tear" and, if not in such condition, you will be liable for all expenses XFS incurs to return the Equipment to such condition. **IT IS SOLELY YOUR RESPONSIBILITY TO SECURE ANY SENSITIVE DATA AND PERMANENTLY DELETE SUCH DATA FROM THE INTERNAL MEDIA STORAGE PRIOR TO RETURNING THE EQUIPMENT TO XFS. YOU SHALL HOLD XFS HARMLESS FROM YOUR FAILURE TO SECURE AND PERMANENTLY DELETE ALL SUCH CUSTOMER DATA AS OUTLINED IN THIS SECTION.**

9. Assignment. YOU MAY NOT ASSIGN, SELL, PLEDGE, TRANSFER, SUBLEASE OR PART WITH POSSESSION OF THE EQUIPMENT, THIS AGREEMENT OR ANY OF YOUR RIGHTS OR OBLIGATIONS UNDER THIS AGREEMENT (COLLECTIVELY "ASSIGNMENT") WITHOUT XFS'S PRIOR WRITTEN CONSENT, WHICH SHALL NOT BE UNREASONABLY WITHHELD, BUT SUBJECT TO THE SOLE EXERCISE OF XFS'S REASONABLE CREDIT DISCRETION AND EXECUTION OF ANY NECESSARY ASSIGNMENT DOCUMENTATION. If XFS agrees to an Assignment, you agree to pay the applicable assignment fee and reimburse XFS for any costs we incur in connection with that Assignment, which in the aggregate shall not exceed $250. XFS may sell, assign or transfer all or any part of the Equipment, this Agreement and/or any of our rights (but none of our obligations except for invoicing and tax administration) hereunder. XFS's assignee will have the same rights that we have to the extent assigned. YOU AGREE NOT TO ASSERT AGAINST SUCH ASSIGNEE ANY CLAIMS, DEFENSES, COUNTERCLAIMS, RECOUPMENTS, OR SET-OFFS THAT YOU MAY HAVE AGAINST XFS, and you agree to remit Payments to such Assignee if so designated. XFS agrees and acknowledges that any Assignment by us will not materially change your obligations hereunder.

10. Taxes. You have represented to XFS that you are currently, and shall continue to be, a tax-exempt entity. In the event you are no longer tax-exempt (or are unable to provide proof thereof to XFS), you will be responsible for all applicable taxes, fees or charges (including sales, use, personal property and transfer taxes (other than net income taxes), plus interest and penalties) assessed by any governmental entity on you, the Equipment, this Agreement, or the amounts payable hereunder (collectively, "Taxes"), which will be included in XFS's invoices to you unless you timely provide continuing proof of your tax exempt status. Regardless of your tax-exempt status, XFS reserves the right to pass through, and you agree to pay, any such Taxes that are actually assessed by the applicable State on XFS as lessor of the Equipment. For jurisdictions where certain taxes are calculated and paid at the time of agreement initiation, you authorize XFS to finance and adjust your Payment to include such Taxes over the Term. Unless and until XFS notifies you in writing to the contrary, the following shall apply to personal property taxes and returns. If an FMV purchase option is applicable, XFS will file all personal property tax returns covering the Equipment, pay the personal property taxes levied or assessed thereon, and collect from your account all personal property taxes on the Equipment. XFS MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE TAX OR ACCOUNTING TREATMENT OF THIS AGREEMENT.

11. Equipment Warranty Information and Disclaimers. XFS HAS NO INVOLVEMENT IN THE DESIGN, MANUFACTURE, SALE, DELIVERY, INSTALLATION, USE OR MAINTENANCE OF THE EQUIPMENT. THEREFORE, XFS DISCLAIMS, AND YOU WAIVE SOLELY AGAINST XFS, ALL EQUIPMENT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR PARTICULAR PURPOSE, AND XFS MAKES NO REPRESENTATIONS WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, THE EQUIPMENT'S SUITABILITY, FUNCTIONALITY, DURABILITY OR CONDITION. Since you have selected the Equipment and Supplier, you acknowledge that you are aware of the name of the manufacturer of each item of Equipment, Supplier's contact information, and agree that you will contact manufacturer and/or Supplier for a description of any warranty rights you may have under the Equipment supply contract, sales order, or otherwise. Provided you are not in default hereunder, XFS hereby assigns to you any Equipment warranty rights we may have against Supplier or manufacturer. If the Equipment is returned to XFS or you are in default, such rights are deemed reassigned by you to XFS. **IF THE EQUIPMENT IS NOT PROPERLY INSTALLED, DOES NOT OPERATE AS WARRANTED, BECOMES OBSOLETE, OR IS UNSATISFACTORY FOR ANY REASON WHATSOEVER, YOU SHALL MAKE ALL RELATED CLAIMS SOLELY AGAINST MANUFACTURER OR SUPPLIER AND NOT AGAINST XFS, AND YOU SHALL NEVERTHELESS CONTINUE TO PAY ALL PAYMENTS AND OTHER SUMS PAYABLE UNDER THIS AGREEMENT.**

12. Liability and Indemnification. XFS IS NOT RESPONSIBLE FOR ANY LOSSES, DAMAGES, EXPENSES OR INJURIES OF ANY KIND OR TYPE, INCLUDING, BUT NOT LIMITED TO, ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (COLLECTIVELY, "CLAIMS") TO YOU OR ANY THIRD PARTY CAUSED BY THE EQUIPMENT OR ITS USE. You assume the risk of liability for: (a) any and all Claims (including legal expenses of every kind and nature) arising out of the acceptance or rejection, ownership, leasing, possession, operation, use, return or other disposition of the Equipment; and (b) any and all loss or damage of or to the Equipment. Neither sentence in this Section shall apply to Claims arising directly and proximately from XFS's gross negligence or willful misconduct.

13. Default and Remedies. You will be in default hereunder if XFS does not receive any Payment within 30 days after its due date, or you breach any other material obligation hereunder or any other agreement with XFS. If you default, and such default continues for 10 days after XFS provides notice to you, XFS may, in addition to other remedies (including disabling or repossessing the Equipment and/or requesting Supplier to cease performing under the Maintenance Agreement), immediately require you to do one or more of the following; (a) as liquidated damages for loss of bargain and not as a penalty, pay the sum of (i) all amounts then past due, plus interest from the due date until paid at the rate of that will be in accordance with the laws of your State of formation covering state agencies and the applicable codes covering political subdivisions; (ii) the Payments remaining in the Term (including the fixed maintenance component thereof, if permitted under the Maintenance Agreement), discounted at the Discount Rate to the date of default, (iii) the Equipment's booked residual (if you do not return the Equipment in accordance with Sections 5 and 8 hereof , and (iv) Taxes, if you are no longer tax-exempt; and (b) require you to return the Equipment as provided in Sections 5 and 8 hereof. The substantially prevailing party in any litigation arising out of this Agreement shall be entitled to seek its attorneys' fees and costs from the court.

14. Risk of Loss and Insurance. You assume and agree to bear the entire risk of loss, theft, destruction or other impairment of the Equipment upon delivery. You, at your own expense, (i) shall keep Equipment insured against loss or damage at a minimum of full replacement value thereof, and (ii) shall carry liability insurance against bodily injury, including death, and against property damage in the amount of at least $2 million (collectively, "Required Insurance"). All such Equipment loss/damage insurance shall be with lender's loss payable to "XFS, its successors and/or assigns, as their interests may appear," and shall be with companies reasonably acceptable to XFS. XFS shall be named as an additional insured on all liability insurance policies. The Required Insurance shall provide for 30 days' prior notice to XFS of cancellation. YOU MUST PROVIDE XFS OR OUR DESIGNEES WITH SATISFACTORY WRITTEN EVIDENCE OF REQUIRED INSURANCE WITHIN 30 DAYS OF THE ACCEPTANCE DATE AND ANY SUBSEQUENT WRITTEN REQUEST BY XFS OR OUR DESIGNEES. You must promptly notify XFS of any loss or damage to Equipment which makes any item of Equipment unfit for continued or repairable use. You hereby irrevocably appoint XFS as your attorney-in-fact to execute and endorse all checks or drafts in your name to collect under any such Required Insurance. Insurance proceeds from Required Insurance received shall be applied, at XFS's option, to (x) restore the Equipment so that it is in the same condition as when delivered to you (normal wear and tear excepted), or (y) if the Equipment is not restorable, to replace it with like-kind condition Equipment from the same manufacturer, or (z) pay to XFS the greater of (i) the total unpaid Payments for the entire Term hereof (discounted to present value at the Discount Rate) plus XFS's booked residual in such Equipment, plus any other amounts due to XFS hereunder, or (ii) the Determined FMV immediately prior to the loss or damage. **NO LOSS OR DAMAGE TO EQUIPMENT, OR XFS'S RECEIPT AND APPLICATION OF INSURANCE PROCEEDS, SHALL RELIEVE YOU OF ANY OF YOUR REMAINING OBLIGATIONS UNDER THIS AGREEMENT.** Notwithstanding procurement of Required Insurance, you remain primarily liable for performance under this Section in the event the applicable insurance carrier fails or refuses to pay any claim.

15. Finance Lease and Customer Waivers. The parties agree this Agreement shall be construed as a "finance lease" under UCC Article 2A. Customer waives its rights as a lessee under UCC 2A sections 508-522.

16. Authorization of Signer and Credit Review. You represent that you may lawfully enter into, and perform, this Agreement, that the individual signing this Agreement on your behalf has all necessary authority to do so, that all necessary Board or other governing body authority has been obtained, and that all financial information you provide accurately represents your financial condition. You agree to furnish financial information that XFS may request now, including your Federal Tax ID, and you authorize XFS to obtain credit reports on you in the future should you default or fail to make prompt payments hereunder.

17. Original and Sole Controlling Document. No Modifications Unless in Writing. This Agreement constitutes the entire agreement between the Parties as to the subjects addressed herein, and representations or statements not included herein are not part of this Agreement and are not binding on the Parties. You agree that an executed copy of this Agreement that is signed by your authorized representative and by XFS's authorized representative (an original manual signature or such signature reproduced by means of a reliable electronic form, such as electronic transmission of a facsimile or electronic signature) shall be marked "original" by XFS and shall constitute the only original document for all purposes. To the extent this Agreement constitutes UCC chattel paper, no security interest in this Agreement may be created except by the possession or transfer of the copy marked "original" by XFS. IF A PURCHASE ORDER OR OTHER DOCUMENT IS ISSUED BY YOU, NONE OF ITS TERMS AND CONDITIONS SHALL BE BINDING ON XFS, AS THE TERMS AND CONDITIONS OF THIS AGREEMENT EXCLUSIVELY GOVERN THE TRANSACTION DOCUMENTED HEREIN. **SUPPLIER AND ITS REPRESENTATIVES ARE NOT OUR AGENTS AND ARE NOT AUTHORIZED TO MODIFY OR NEGOTIATE THE TERMS OF THIS AGREEMENT. THIS AGREEMENT MAY NOT BE AMENDED OR SUPPLEMENTED EXCEPT IN A WRITTEN AGREEMENT SIGNED BY AUTHORIZED REPRESENTATIVES OF THE PARTIES AND NO PROVISIONS CAN BE WAIVED EXCEPT IN A WRITING SIGNED BY XFS.** You authorize XFS to insert or correct missing information on this Agreement, including but not limited to your proper legal name, agreement/numbers, serial numbers and other Equipment information, so long as there is no material impact to your financial obligations.

18. Governing Law, Jurisdiction, Venue and JURY TRIAL WAIVER. THIS AGREEMENT IS GOVERNED BY, AND SHALL BE CONSTRUED IN ACCORDANCE WITH, THE LAWS OF THE STATE WHERE THE EQUIPMENT IS LOCATED. THE JURISDICTION AND VENUE OF ANY ACTION TO ENFORCE THIS AGREEMENT, OR OTHERWISE RELATING TO THIS AGREEMENT, SHALL BE IN A FEDERAL OR STATE COURT WHERE THE EQUIPMENT IS LOCATED. **UNLESS SPECIFICALLY PROHIBITED BY THE APPLICABLE GOVERNING LAW REFERENCED ABOVE, THE PARTIES HEREBY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY ACTION RELATED TO OR ARISING OUT OF THIS AGREEMENT.**

19. Miscellaneous. Your obligations under the "Taxes" and "Liability" Sections commence upon execution, and survive the expiration or earlier termination, of this Agreement. Notices hereunder must be in writing. Notices to you will be sent to the "Billing Address" provided on the first page hereof, and notices to XFS shall be sent to our address provided on the first page hereof. Notices will be deemed given 5 days after mailing by first class mail or 2 days after sending by nationally recognized overnight courier. Invoices are not considered notices and are not governed by the notice terms hereof. You authorize XFS to communicate with you by any electronic means (including cellular phone, email, automatic dialing and recorded messages) using any phone number (including cellular) or electronic address you provide to us. If a court finds any term of this Agreement unenforceable, the remaining terms will remain in effect. The failure by either Party to exercise any right or remedy will not constitute a waiver of such right or remedy. If more than one party has signed this Agreement as Customer, each such party agrees that its liability is joint and several. The following four sentences control over every other part of this Agreement: Both Parties will comply with applicable laws. XFS will not charge or collect any amounts in excess of those allowed by applicable law. Any part of this Agreement that would, but for the last four sentences of this Section, be read under any circumstances to allow for a charge higher than that allowed under any applicable legal limit, is modified by this Section to limit the amounts chargeable hereunder to the maximum amount allowed under the legal limit. If, in any circumstances, any amount in excess of that allowed by law is charged or received, any such charge will be deemed limited by the amount legally allowed and any amount received by XFS in excess of that legally allowed will be applied by us to the payment of amounts legally owed hereunder or refunded to you.

20. Non-Appropriation. This Section is applicable only if the inclusion of a non-appropriation provision is legally required. Your obligation to pay all amounts due hereunder is contingent upon approval of the appropriation of funds by your governing body. In the event funds are not appropriated for any fiscal period equal to amounts due hereunder, and you have no other funds legally available to be allocated to the payment of your obligations hereunder, you may terminate this Agreement effective on the first day of such fiscal period ("Termination Date") if: (a) you have used due diligence to exhaust all funds legally available; and (b) we have received written notice from you at least thirty (30) days before the Termination Date. At our request, you shall promptly provide supplemental documentation as to such non-appropriation. Upon the occurrence of such non-appropriation, you shall not be obligated for payment for any fiscal period for which funds have not been so appropriated, and you shall promptly deliver the Equipment to the Dealer (or such other party as we may designate).

Xerox Financial Services LLC
201 Merritt 7
Norwalk, CT 06851

For use with only with Leases that are part of a transaction under PEPPM Contract 528897-300* for all states except CA, and PEPPM Contract 528899-188* for California.

RE: AMENDMENT TO AGREEMENT # 133230; **(the "Agreement")**

This is an amendment to subject Agreement between County of Warren, **("Customer")** and Xerox Financial Services LLC, **("Owner"),** dated and effective as of 5/1/21. All capitalized but undefined terms used in this Amendment shall have the meanings set forth in the Lease.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree to amend the Lease as follows:

The phrase in the End of Agreement Options section:
(b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify.

Is replaced with:
(b) return the Equipment within 30 days of the End Date, at your expense not to exceed $1,750 per individual unit of Equipment, fully insured, to a continental US location XFS shall specify.

The Risk of Loss and Insurance section is replaced with the following:
You assume and agree to bear the entire risk of loss, theft, destruction or other impairment of the Equipment upon delivery. You, at your own expense shall keep Equipment insured against loss or damage at a minimum of full replacement value thereof ("Required Insurance"). All such Equipment loss/damage insurance shall be with lender's loss payable to "XFS, its successors and/or assigns, as their interests may appear," and shall be with companies reasonably acceptable to XFS or under an XFS-approved self-insurance program. The Required Insurance shall provide for 30 days' prior notice to XFS of cancellation.

The following is added:
Non-Appropriation. Your obligation to remit the Payments and any other amounts due is contingent upon approval of the appropriation of funds by your governing body. In the event funds are not appropriated for any forthcoming fiscal period equal to amounts due under the Agreement, and you have no other funds legally available to be allocated to the payment of your obligations hereunder, you may terminate the Agreement effective on the first day of such forthcoming fiscal period ("Termination Date") if: (a) you have used due diligence to exhaust all funds legally available, and (b) XFS has received written notice from you at least 30 days before the Termination Date. At XFS's request, you shall promptly provide supplemental documentation as to such non-appropriation. Upon the occurrence of such non-appropriation, you shall not be obligated for any Payment for any forthcoming fiscal period for which funds have not been so appropriated, and you shall promptly return the Equipment as set forth in the return provisions of this Agreement.

ACCEPTED AND ACKNOWLEDGED:

CUSTOMER ACCEPTANCE	**OWNER ACCEPTANCE**
Authorized Signor: _____	Accepted by: _____
Print Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Signor for the Lease Agreement and this Amendment must be the same.

*Valid through 12/31/2021

Just JT Tech

xerox Authorized Sales Agent

Maintenance Agreement

BILLING ADDRESS	INSTALLATION ADDRESS
County of Warren	Parks and Rec
Kelly Zitzer	Kelly Zitzer
200 E 8th St	538 Villa Ave
Front Royal Va	Front Royal Va 22630
540-635-7750	kzitzer@warrencountyva.net

Product Name: AltaLink C8145

Contract: PEPPM # 528897-300

I would like invoices:
mailed emailed
(please circle one)

Maintenance Plan

Monthly Base	Meter	Copies Included	Per Print Rate	Plan Features
$117.16	Meter 1	800	$0.0062	On-Site Maintenance, Term: 60 Months
	Meter 2	2,000	$0.0461	Includes Consumables Supplies & Staples

Pricing Fixed for Term

We will be contacting you to install our XDA agent which will send us meter reads automatically each month as well as low toner alerts.

We require the following information to process your maintenance plan:

Onsite Contact: Kelly Zitzer

Email: kzitzer@warrencountyva.net

Phone: 540-635-7750

Please Select All That Apply:

X **Tax Exempt** (Please Attach Tax Exempt Certificate)

_____ **Purchase Order Required** (Please Attach) **Purchase Order #:** _____

_____ **ACH Purchase** (Just·Tech will call for Card Information)

_____ **ACH Monthly Debit for Maintenance Plan** (Just·Tech will call for Information)

_____ **Credit Card Purchase** (Just·Tech will call for Card Information)

_____ **Credit Card Monthly Debit for Maintenance Plan** (Just·Tech will call for Information)

Signer:		Phone:	
Signature:		Date:	

Thank You for Your Business!

info@justtech.com

www.justtech.com

GENERAL TERMS AND CONDITIONS

1. **Products.** The term "Products" shall refer collectively to the Equipment (including options and accessories), software and supplies ordered under this Agreement. You represent that the products will not be used primarily for personal, household or family purposes. Equipment ordered under this Agreement will be one or more of the following: (a) "Newly Manufactured," which means it has been factory produced to product operating specifications, and contains new, reprocessed and/or recovered parts that meet product specifications; (b) "Remanufactured," which means it has been factory produced and disassembled to a Just·Tech predetermined standard, and contains new, reprocessed, and/or recovered parts that meet product specifications; (c) "Factory Produced New Model," which means it has been newly serialized with new features and/or functions, has been disassembled to a Xerox predetermined standard, and contains new, reprocessed and/or recovered parts that meet product specifications; (d) "In-Place," which means it has been installed on your premises pursuant to a JT (Just·Tech) Order Agreement for equipment rental at the time you enter into this Agreement, and (e) "Previously Installed," which means it has been previously installed and operated.

2. Installation Date. The "Installation Date," which governs when certain terms and conditions become effective, is defined as follows: For Equipment installed by JT, the Installation Date will be the date JT determines the Equipment to be operating satisfactorily as demonstrated by successful completion of diagnostic routines or, upon your written request relative to purchased Equipment or leased Equipment, the delivery date of such Equipment. For Equipment designated as "Customer Installable," the Installation Date will be the Equipment shipment date, except if otherwise specified on the applicable Price Lists or elsewhere in this Agreement. For changes to price plans or purchase of in-place Equipment, the Installation Date will normally be the date this Agreement is signed, except if software or hardware changes are necessary to effect proper billing, in which case the Installation Date will be the date those changes are complete. For Maintenance Services, the Installation Date will be the day this Agreement is signed.

3. Consumable Supplies. If "Consumable Supplies" is identified in Maintenance Plan Features, Maintenance Services will include black toner, black developer/drum, Cartridges, and, if applicable, fuser agent ("Consumable Supplies"). For full-color Equipment, Consumable Supplies will also include color toners and developers. Other Consumable Supplies may also include, if applicable, imaging units, waste cartridges, transfer rolls, transfer belts, transfer units, belt cleaner, maintenance kits, print Cartridges, waste trays and cleaning kits. Consumable Supplies are Just·Tech's property until used by you, and you will use them only with the Equipment for which "Consumable Supplies" is identified in Maintenance Plan Features. If Consumable Supplies includes Cartridges that are furnished with pre-paid shipping labels, you will return used Cartridges to Just·Tech for remanufacturing. Upon expiration of this Agreement you will return to Just·Tech any unused Consumable Supplies that are furnished with prepaid shipping labels and destroy all other unused Consumable Supplies. Upon request, you will provide an inventory of Consumable Supplies in your possession.

4. Cartridges. If Just·Tech is providing Maintenance Services for Equipment utilizing cartridges designated by Xerox as customer replaceable units, including copy/print cartridges and xerographic modules or fuser 'modules ("Cartridges"), you agree to use only unmodified Cartridges purchased directly from Xerox or its authorized resellers in the U.S. Cartridges packed with Equipment and replacement Cartridges may be new, remanufactured or reprocessed. Remanufactured and reprocessed Cartridges meet Xerox's new Cartridge performance standards and contain new or reprocessed components. In addition, many Equipment models are designed to function only with Cartridges that are newly manufactured original Xerox Cartridges or with Cartridges intended for use in the U.S.

5. Maintenance Services. Except for Equipment identified as 'No Svc.", Just·Tech, Xerox (or a designated servicer) will keep the Equipment in good working order ("Maintenance Services"). Maintenance Services will be provided during JT's standard working hours in areas open for repair service for the Equipment. Maintenance Services excludes repairs due to: (i) misuse, neglect or abuse; (ii) failure of the installation site or the PC or workstation used with the Equipment to comply with Xerox's published specifications; (hi) use of options, accessories or products not serviced by JT; (iv) non-Xerox alterations, relocation, service or supplies; or (v) failure to perform operator maintenance procedures identified in operator manuals. Replacement parts may be new, reprocessed or recovered and all replaced parts become JT 's property. JT will, as your exclusive remedy for JT 's failure to provide Maintenance Services, replace the Equipment with an identical model or, at JT 's option, another model with comparable features and capabilities. There will be no additional charge for the replacement Equipment during the remainder of the initial Term. If meter reads are a component of your Maintenance Plan, you will provide them using the method and frequency identified by Just·Tech. If you do not provide a meter reading, Just·Tech may estimate the reading and bill you accordingly. If the Product Description includes "2" at the end, each print made on such Equipment that is larger than 145 square inches (e.g., 11x17 = 187 square inches) will register as 2 prints on the meter.

6. Credit History. JT may conduct an investigation of your credit history. Even if the products ordered under this Agreement have been delivered, JT may, within 60 days following its acceptance of this Agreement, revoke that acceptance upon written notice if your credit approval has been denied. JT may at any time request, and you agree to promptly furnish, a copy of your latest audited fiscal year-end financial statement.

7. Payment. Invoices are payable upon receipt. You shall pay to JT all applicable state and local taxes. These taxes include, but are not limited to, sales and use, rental, excise, gross receipts and occupational or privilege taxes. Exemption from tax payment will be allowed upon presentation of applicable state and/or local proof of exemption. **Invoices aged over 30 days from the date of the invoice will be charged a 2% late fee.**

8. Delivery, Relocation and Retrofits. You will be responsible for any unusual charges required for on-site delivery or removal. If JT is unable to deliver any products through no fault on your part, your exclusive remedy shall be to terminate this Agreement under Paragraph 9. You must notify JT prior to relocating any product as to which JT is providing services or support, or has a security interest. You will permit JT to install, at no cost to you and at no charge to JT all equipment retrofits designated by Xerox as mandatory.

9. Basic Services. This Section describes the basic services provided by JT for purchased Equipment covered under an express warranty and for Rental Equipment and Leased Equipment ("Basic Services").

A. Repairs and Parts. JT will make all necessary adjustments and repairs to keep the Equipment in good working order. Parts required for repair may be recovered or reprocessed, and replaced parts will become the property of JT at its option.

B. Hours, Exclusions and Releases. Basic Services will be provided during JT's established service availability hours and only within areas opened for repair service within the United States and its territories and possessions. Excluded from Basic Services are repairs caused other than by normal wear and tear or by any defects in material or workmanship. You will implement the most recent releases of operating system software to enable JT to properly maintain the Equipment.

C. Installation Site and Access. The Equipment installation site must at all times conform to Xerox' published space, electrical, and environmental requirements. You will provide, at no charge to Xerox, access to the Equipment and to a telephone and adequate storage space for a reasonable quantity of replacement parts.

D. Alterations and Safety. If you make an alteration, attach a device, or utilize a supply item that in JT's judgment, increases the cost of Basic Services, JT will either propose an additional service charge, or request that the Equipment be returned to its standard configuration or that use of the supply item be discontinued. You must either accept the proposal or comply with the request within five (5) days. If JT believes that an alteration, attachment, or supply item affects the safety of JT's personnel or Equipment users, JT will notify you of the problem and may withhold Basic Services until the problem is remedied.

10. Increases. Just·Tech may annually increase the maintenance component of the Minimum Payment and Print Charges due to increased supply and parts expense. Each such increase not to exceed 10.0%.

11. Warranty Disclaimer. WITH RESPECT TO PRODUCTS, JT DISCLAIMS THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE AND FOLLOWING THE EXPIRATION OF ANY EXPRESS WARRANTY, JT DISCLAIMS THE IMPLIED WARRANTY OF MERCHANTABILITY.

12. Breach and Attorneys Fees. If either party fails to cure a material breach within 10 days following a written notice of breach by the other party, the other party may upon written notice either (a) terminate this Agreement or (b) suspend its performance under this Agreement and/or under any related Agreement. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees.

13. Limitation of Liability. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES IN ANY WAY ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER THE CLAIM ALLEGES TORTIOUS CONDUCT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY.

14. Assignment. Without the prior written consent of JT, which shall not be unreasonably withheld, you may not assign any of your rights or obligations under this Agreement or resell, lease, lend or permit a lien or encumbrance of any kind against any Equipment for which you have not yet obtained title free and clear of any Xerox security interest.

15. Xerox Tools. Customer agrees that Customer shall have no rights to use, access or operate the Xerox Tools except for the Xerox Device Agent (XDA) and limited access to the Fleet Management Portal and the Xerox Services Portal (XSP). With the exception of XDA, the Xerox Tools will be installed and operated only by Xerox or its authorized agents. Customer will have access to data and reports generated by the Xerox Tools (via XRM and XSP) (which data and reports shall be the property of Customer). All Xerox Tools and access to Xerox Tools may be removed by Xerox or its authorized agents at the expiration or termination of this Contract. Customer acknowledges that other than for XDA, Xerox does not license any Xerox Tools to Customers.

16. XDA License. Xerox grants Customer a non-exclusive, non-transferable license to use each instance of the XDA software provided to it as part of this Contract within the United States on any single unit of equipment during the term of this Contract. Customer has no other rights to the XDA software and, in particular, may not: (i) distribute, copy, modify, create derivatives of, decompile, or reverse engineer this software (except to the extent required to obtain interoperability with other independently created software as explicitly permitted by law); or (ii) allow others to engage in same. Title to XDA software and all copyrights and other intellectual property rights in it shall at all times reside solely with Xerox and/or its licensors. Xerox Tools are Xerox Confidential Information and shall be protected until such Confidential Information: (i) was in the public domain prior to, at the time of, or subsequent to the date of disclosure through no fault of Customer; or (ii) was rightfully in the receiving party's possession or the possession of any third party free of any obligation of confidentiality.

17. Remote Data Collection. XDA enables Supplier to automatically collect from the equipment on which it is installed or connected, via electronic transmission to a secure off-site location in the United States, certain data used by Supplier or a designated servicer to support and service the equipment, or for billing, supplies replenishment or product improvement purposes. Automatically transmitted data may include, but is not limited to, product registration, meter read, supply level, equipment configuration and settings, software version, and problem/fault code data. All such data shall be transmitted in a secure manner specified by Supplier or Xerox. The automatic data transmission capability will not allow Supplier to read, view or download the content of any Customer documents residing on or passing through the equipment or Customer's information management systems.

18. Remote Data Usage. Customer explicitly permits Supplier to provide Xerox and its group companies with remotely collected service and usage data for the purpose of service costing, reliability enhancement and service marketing analysis purposes within Xerox. Customer warrants that Customer has been given or has obtained any and all consents of subjects of personal data as may be required for these specified purposes. Xerox shall process as a data processor any personally identifiable information of Customer in line with mandatory laws of the United States.

19. EEOC Requirement. This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. If this contract is over $150,000 the contractor/subcontractor agrees to also comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496).

20. **Entire Agreement.** This Agreement, including the terms and conditions contained on any applicable Price Lists, constitutes the entire agreement as to its subject matter, and supersedes all prior and contemporaneous oral and written agreements as to such subject matter. In the event of any inconsistency between the terms and conditions specified on any Price List and those otherwise contained in this Agreement, the former shall control. Any terms and conditions on any ordering documents you may issue shall be of no force or effect. This agreement is non-cancellable for the term listed on the first page.

Just Tech

www.justtech.com

Re: PEPPM Amendment

To Whom It May Concern,

Xerox Financial Lease Terms & Conditions Clarifications

On item 1 of the Xerox Financial Services Terms & Conditions, it states that the client will be billed a one-time "Origination Fee" of $125. As covered by the PEPPM agreement, JustTech covers this and it will not be billed to the client.

Item 10 states the client will be responsible for all taxes including property tax. As covered by the PEPPM agreement, JustTech covers this and it will not be billed to the client.

Addendum Clarifications

The Addendum for PEPPM Transactions—Rev. 11.01.2018 included with your order package references a cost to return equipment at end of lease not to exceed $1,750. This is simply a not to exceed and covers all potential situations from the largest equipment that we sell to the smallest. During the last 3 years, the average cost to return for most "office" size equipment has been $300 or less.

Of course, we do feel confident that at the end of your lease you will chose to stay with Xerox and JustTech. Should that be the case there will be no cost to return.

Sincerely,

Joshua Justice
President of JustTech
joshua@justtech.com

C8130/C8135/C8145/C8155/C8170

Xerox® AltaLink® Color Multifunction Printer

The Ideal Digital Workplace Assistant for Demanding Teams



ConnectKey® Technology

xerox™

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

Want work done right? AltaLink will help you do a lot more than just print. You can automate document workflows and connect to the systems that run your business – seamlessly. Protected by comprehensive security features, they are true Workplace Assistants that will free up time for you to do more of what really matters.

A PRODUCTIVE WORK EXPERIENCE FOR ALL

Feel right at home instantly with AltaLink.

The intuitive and personalized tablet-like interface balances simplicity and efficiency, and reduces steps to complete tasks with a single tap.

Native mobility features, like Wi-Fi Direct (optional), make it easy for workers to print from their mobile devices and access the advanced AltaLink capabilities such as Xerox® @PrintByXerox App, Google Cloud Print™, Xerox® Print Service Plug-in for Android™ or AirPrint®.

AltaLink devices bridge the physical and digital worlds with apps and advanced scanning capabilities that allow you to digitize, route and process information in a snap. Automate tedious tasks to save time and reduce errors.

Translate documents to 50+ languages with the Xerox® Translate and Print App. Convert hard copy to audio for easy listening on the go with the Xerox® Audio Documents App. And get your handwritten note off the page and into the digital world with the Xerox® Note Converter App.

RIGHT FIT FOR EVERY NEED

Big jobs, small jobs and everything in between — AltaLink can be customized to do it all. Your choice of finishing options and accessories means you can configure your device for any type of document.

The speed of business has never moved so fast, but the AltaLink makes it easy to keep up.

Stay in the fast lane with access to the Xerox® App Gallery. It's your gateway to an ever-growing collection of apps designed to simplify time-consuming, repetitive or complex processes as your business evolves.

Simplify IT support as your fleet grows. Fleet Orchestrator allows you to adjust configurations and settings on all your devices at once. Perform interactive training and support your users right from your desktop with the Remote Control Panel.

COMPREHENSIVE SECURITY

Stop threats where they start with the comprehensive protection that's trusted by the most security-minded businesses and governments.

Built-in security, including the AltaLink Trusted Boot that protects the integrity of the device start-up process from malicious actions, McAfee® whitelisting and integrations with McAfee ePO and Cisco ISE that neutralize threats instantly at the device and protect the network. Configuration Watchdog monitors and automatically remediates critical IT-defined security settings.

Native Security Information and Event Management (SIEM) simplifies reporting and management of security events. And integration with Xerox® Printer Security Audit Service, available as part of Xerox® Intelligent Workplace Services, helps maximize printer fleet, document and content security.

COLOR WHERE IT COUNTS

High-resolution output of 1200 x 2400 dpi and best-in-class HD Super Fine EA Toner plus superior color rendering and consistency will give your documents clarity and impact. You can also upgrade your AltaLink C8100 Series with the Xerox® EX-c C8100 Print Server Powered by Fiery®, delivering more options for professional-looking documents.

XEROX® CONNECTKEY® TECHNOLOGY

Intuitive User Experience
Enjoy a tablet-like experience with gesture-based touchscreen controls and easy personalization, plus simple workflows and functions.

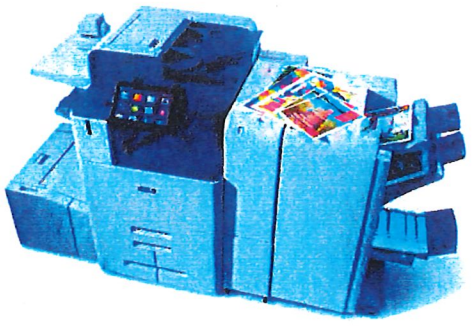
Mobile and Cloud Ready
Be more mobile with cloud-hosted services and instant connectivity to cloud and mobile devices right from the user interface.

Comprehensive Security
Prevent unauthorized access, detect threats and protect data and documents with built-in comprehensive security features.

Enables Intelligent Workplace Services
Seamless integration with Xerox Intelligent Workplace Services delivers next-level workplace efficiency, employee productivity and security.

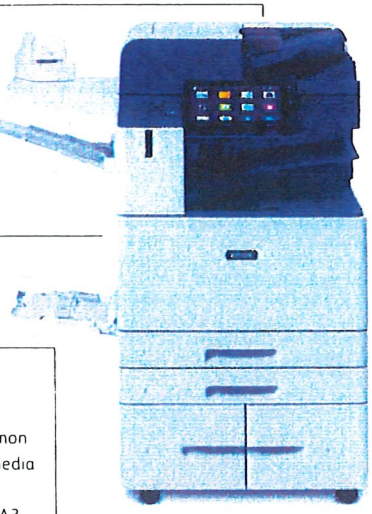
Gateway to New Possibilities
Transform the way you work with the apps in the Xerox App Gallery. Or have one of our partners develop a custom solution for you.

Find out more about how you'll work smarter at www.ConnectKey.com.



Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

Single-Pass Duplex Automatic Document Feeder (DADF) saves time by simultaneously scanning both sides of two-sided documents up to 270 impressions per minute (ipm).



USER INTERFACE



Intuitive Tablet-Like 10.1-inch Color Touchscreen is customizable and lets you perform tasks in just a few taps. Try it out at xerox.com/AltaLink8100UI

INNOVATIVE TECHNOLOGIES



Xerox® Integrated RFID Card Reader (optional) adds card-based authentication with support for over 90 access cards.



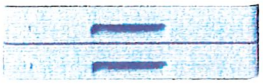
Near Field Communication (NFC) Tap-to-Pair allows users to tap their mobile device to the AltaLink C8100 Series user panel and quickly connect with the MFP.



Smart Proximity Sensor detects when users are nearby. It conserves energy during inactive periods and automatically activates the device when a user approaches.

PAPER INPUT[1]

Two 520-sheet Adjustable Trays (common with all configurations). Tray 1 handles media sizes up to 11.7 x 17 in. / A3 and Tray 2 handles media sizes up to 12 x 18 in. / SRA3.



Envelope Kit (optional — replaces Tray 1) provides feeding of up to 60 envelopes.



High Capacity Tandem Tray Configuration holds a total paper capacity of up to 3,140 sheets.

Four Tray Module Configuration (available for C8130/C8135) holds a total of up to 2,180 sheets.

Bypass Tray handles up to 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 52 in. / 89 x 98 mm to 320 x 1,320 mm.



High-Capacity Feeder (optional) holds 3,000 sheets of letter/A4 paper, increasing the maximum paper capacity to 6,140 sheets.

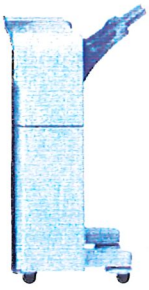


LONG SHEET PRINTING

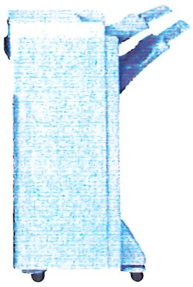
Long Sheet Feed Kit (optional) provides the ability to print up to 12.6 x 52 in. / 320 x 1,320 mm media.



PAPER OUTPUT / FINISHERS[1]



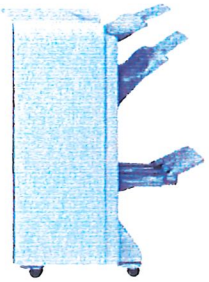
Office Finisher (optional) provides advanced finishing functions, optional crease/score and saddle-stitch booklet, making it capable of 60-page booklets (2 to 15 sheets).



Business Ready (BR) Finisher (optional) gives you advanced finishing functions at a great value.



C-Fold/Z-Fold Unit (optional) adds C-fold, Z-fold and Z-half-fold to the BR Finisher or BR Booklet Maker Finisher.



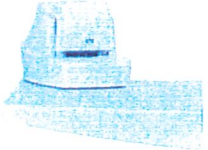
BR Booklet Maker Finisher (optional) create 64-page saddle-stitched booklets (2 to 16 sheets).



Dual Offset Catch Tray (available when no finishers are installed; Single Offset Catch Tray with finishers).



Integrated Office Finisher (optional with C8130/C8135/C8145/C8155) provides 500-sheet stacking and 50-sheet, 2-position stapling.



Convenience Stapler (optional) staples up to 50 sheets of 20 lb. / 75 gsm media.

[1] Paper capacities are based on 20 lb. / 75 gsm stock; capacities will vary with different weight stocks

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

ConnectKey® Technology

DEVICE SPECIFICATIONS	ALTALINK® C8130	ALTALINK® C8135	ALTALINK® C8145	ALTALINK® C8155	ALTALINK® C8170
Speed (Color/Black-and-White)	Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 55/55 ppm	Up to 70/70 ppm
Monthly Duty Cycle[1]	Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages
Hard Drive/Processor/Memory	Minimum 128 GB SSD; **Optional:** 500GB HDD / INTEL ATOM Quad Core, 1.9GHz/4 GB system memory (8 GB system memory AltaLink C8170)				
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, WiFi/WiFi Direct with optional Xerox® Dual Band Wireless Kit, NFC, Bluetooth (iBeacon)				
Optional Controller	Xerox® EX-c C8100 Print Server Powered by Fiery®				
Copy and Print	**Copy Resolution:** Up to 600 x 600 dpi; **Print Resolution:** Up to 1200 x 2400 dpi				
First-Copy-Out Time (as fast as) (from platen/warmed-up state)	6.10 seconds color/4.50 seconds black-and-white		5.50 seconds color/4.40 seconds black-and-white	4.70 seconds color/3.70 seconds black-and-white	4.00 seconds color/3.20 seconds black-and-white
First-Print-Out Time (as fast as)	5.70 seconds color/4.20 seconds black-and-white		4.90 seconds color/3.80 seconds black-and-white	4.50 seconds color/3.20 seconds black-and-white	3.80 seconds color/3.00 seconds black-and-white
Page Description Languages	Adobe® PostScript® 3™, Adobe® PDF, PCL® 5c / PCL® 6				
Paper Input[2] Standard	**Single-Pass Duplex Automatic Document Feeder (DADF):** Up to 82 ppm simplex / 141 ipm duplex (200 dpi). 130-sheet capacity for AltaLink C8130/C8135/C8145/C8155. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in. / 85 x 125 mm to 297 x 432 mm. Up to 135 ppm simplex / 270 ipm duplex (200 dpi). 250-sheet capacity for AltaLink C8170. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in. / 85 x 125 mm to 297 x 432 mm. **Bypass Tray:** 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 52 in. / 89 x 98 mm to 320 x 1,320 mm (SEF) **Tray 1:** 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm (SEF) **Tray 2:** 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF)				
Choose One	**Four Tray Module:** (Trays 3 and 4 — available with AltaLink C8130/C8135): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF). Total standard paper capacity: 2,180 sheets. **High Capacity Tandem Tray Module:** 2,000 sheets; Sizes: 8.5 x 11 in. / A4. Total standard paper capacity: 3,140 sheets.				
Optional	**High-Capacity Feeder (HCF):** Up to 3,000 sheets; Size 8.5 x 11 in. / A4 long edge feed. Max paper capacity with HCF: 6,140 sheets. **Envelope Tray (replaces Tray 1):** Up to 60 envelopes with Auto Size detection of some sizes **Long Sheet Feed Kit (banner printing):** 12.6 x 52 in. / 320 x 1,320 mm				
Paper Output/ Finishing[2] Standard	**Dual Offset Catch Tray** (standard when finishers are not attached): 250 sheets each; Face-up Tray: 100 sheets				
Optional	**Integrated Office Finisher:** Available with AltaLink C8130/C8135/C8145/C8155, staple positions: front and rear straight. 500 sheets stacker, 50 sheets stapling, 2-position stapling. **Office Finisher:** 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) **BR Finisher:** 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching **BR Booklet Maker Finisher:** 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 16 sheets, 64 pages) and V-folding **C-Fold/Z-Fold Unit:** Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher **Convenience Stapler:** 50-sheet stapling, includes Work Surface[5]				
INTUITIVE USER EXPERIENCE					
Customize	Customize user interface, show/hide functions, personalize user experience with authentication, create 1-Touch Apps, auto wakeup with Smart Proximity Sensor.				
Print Drivers	Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Application Defaults, Xerox® Pull Print Driver				
Xerox® Embedded Web Server	PC or Mobile — Status Information, Settings, Device Management, Cloning, Fleet Orchestrator, Configuration Watchdog, Remote Control Panel				
Print Features	Print from USB, Print from Cloud Repositories (Dropbox, One Drive and Google Drive), Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Control, Two-sided Printing, Draft Mode, Long Sheet (Banner) Printing				
Scan and Fax	Scan Preview, Scan to USB/Email/Network (FTP/SFTP/SMB), Scan To Cloud Repositories (Dropbox, One Drive and Google Drive)[3], Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or two-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR), Server Fax, TWAIN driver (scan)				
MOBILE AND CLOUD READY					
Mobile Connectivity	Near-Field Communication (NFC); **Optional:** Wi-Fi Direct, Wi-Fi (802.11 b/g/n/ac), AirPrint (iOS) including iBeacon (Bluetooth)				
Mobile Printing	AirPrint, Mopria®, Xerox® Print Service (Android), Google Cloud Print, @PrintByXerox; **Optional:** Xerox® Workplace Mobile App (iOS/Android)				
Mobile Scanning	AirPrint; **Optional:** Xerox® Workplace Mobile App (iOS/Android)				
Cloud Ready	Remote services enabled, native "Print From" and "Scan To"[3] cloud repositories (Dropbox, One Drive and Google Drive), direct connection to cloud hosted services via optional apps (accessed via Xerox® App Gallery app or visit xerox.com/AppGallery).				
COMPREHENSIVE SECURITY					
Network Security	802.1x, IPsec, HTTPS, SFTP and Encrypted Email, McAfee® ePolicy Orchestrator®, McAfee Enterprise Security Manager[3], LogRhythm SIEM[4], Splunk SIEM[3], Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, TLS 1.1/1.2, Security Certificates utilizing ECDSA, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration, automated threat response through McAfee DXL/Cisco pxGrid integration, Local Authentication (Internal Database), FIPS 140-2				
Device Access	User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Configuration Watchdog, TPM; **Optional:** Smart Card Enablement Kit (CAC/PIV/.NET/SIPRNet)[4], Xerox® Integrated RFID Card Reader, NFC standard (authentication via optional Xerox® Workplace Cloud/Suite Print Management and Content Security; learn more at xerox.com/WorkplaceSolutions).				
Data Protection	McAfee Embedded Control Whitelisting, Firmware Verification, Trusted Boot, Job Level Encryption via HTTPS and Drivers, Encrypted Storage Drive (AES 256-bit, FIPS 140-2), Encrypted and Signed Email; **Optional:** Xerox® Workplace Cloud/Suite Content Security, Encrypted Hard Disk (AES 256-bit, FIPS 140-2) with Image Overwrite, McAfee Integrity Control				
Document Security	Under evaluation Common Critera Ceritfication (ISO 15408) full system against the HCP PP, Encrypted Secure Print, FIPS 140-2 Encrypted Data with Print Drivers				
ENABLES INTELLIGENT WORKPLACE SERVICES					
Print Management	Xerox® Standard Accounting; **Optional:** Xerox® Workplace Suite/Cloud, Xerox® Virtual Print Management Service, more at xerox.com/PrintManagement				
Fleet / Device Management	Xerox® CentreWare® Web, Xerox® Support Assistant, Automated Meter Read, Xerox® Cloud Fleet Management Solution, Fleet Orchestrator, Configuration Cloning, Intelligent Workplace Services Tool Suite				
Security	Secure Device Management: Xerox® Printer Security Audit Service (auto-configuration of security settings, monitoring, and auto-remediation), Digital Certificate Management, SIEM Reporting, Interactive Dashboard Reports				
GATEWAY TO NEW POSSIBILITIES					
Xerox App Gallery	Automate everyday processes with apps that translate, redact, eSign, personalize print, convert, route, collaborate and communicate. Visit xerox.com/WorkplaceApps to find apps by industry or workflow. Software and services: Xerox® DocuShare® (xerox.com/ecm), XMPie® (xerox.com/XMPie), Xerox® Workplace Solutions (xerox.com/WorkplaceSolutions).				

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.
[2] Paper capacities are based on 20 lb. / 75 gsm stock; capacities will vary with different weight stocks
[3] Available post-launch via software update
[4] Not available in all geographies
[5] Sold separately in some geographies

Certifications: xerox.com/OfficeCertifications

More information is available at **xerox.com/AltaLink.**

xerox™

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The information in this brochure is subject to change without notice. 06/20 PN03885 BR29460 AC8BR-05UA CH994

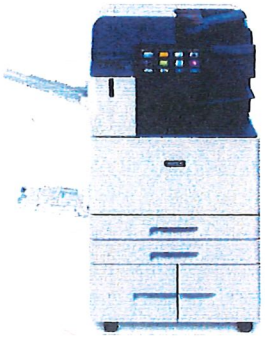
Xerox AltaLink C8100 Family



Total width: 58 in (1,496 mm) **Total height:** 44 in (1,130 mm) **Total depth:** 28 in (723 mm)

Dimensions shown are approximate. Please refer to the Installation Guide for exact dimensions

Xerox AltaLink C8145 (Tandem Tray)

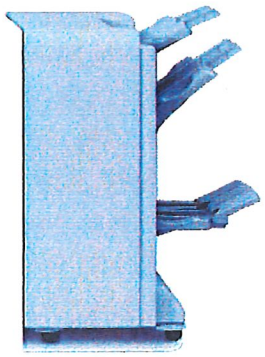


The Xerox AltaLink C8145 is designed with a powerful mix of features, accessories and finishing that help you get more work done in any location, at medium to high volumes and at a speed of 45 ppm color and black and white.

- Prints up to 1200 x 2400 dpi.
- Single Pass Duplex Automatic Document Feeder: 130 sheets, speeds of up to 141 ipm (duplex); Sizes: 5.5 x 8.5 in. to 11 x 17 in. / A5 to A3.
- Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 52 in./89 x 98 mm to 320 x 1,320 mm (SEF)
- Tray 1: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF)
- Tray 2: 520 sheets; Custom sizes: 5.5 x 7.5 in. to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF)
- High Capacity Tandem Tray: Up to 2,000 sheets; Sizes: 8.5 x 11 in./A4
- Total Paper Capacity 3140 sheets.
- Adobe® PostScript® 3™, Adobe PDF version 1.7, PCL® 6
- 250 sheet Dual Offset Catch Tray and 100 sheet Face up Tray.
- Equipped with the Smart Proximity Sensor which wakes up the device when a user approaches, saving precious time and saving energy when idle.

Business Ready (BR) Booklet Maker Finisher

1,500 sheet stacker and 500 sheet top tray, 50 sheet multi-position stapling and 2/3 hole punch (US), 2/4 hole punch (Europe), plus saddle stitch booklet making (2 to 16 sheets, 64 pages) and V-folding



Horizontal Transport Kit

Interface linking the MFP with the chosen finisher to ensure smooth paper transport.



Dual Band Wireless Kit

Provides Wi-Fi 802.11ac with 2.4 GHz and 5 GHZ support plus Wi-Fi Direct. WiFi enables simple wireless connectivity of your ConnectKey- enabled MFP. This allows you the freedom to place your device in more accessible locations without the additional network infrastructure costs. WiFi Direct establish a wireless connection from a mobile device directly to a printer without being logged into an office network, for up to 5 concurrent connections.

1-Touch App

The 1-Touch App feature allows users to simplify and save complicated or lengthy, multi-step workflows. Once created the app will appear on the home screen and behave similarly to native device apps and functions. 1-Touch Apps can be shown for all users, or just the individual creator as Personalized 1-Touch App

Fleet Orchestrator

With Fleet Orchestrator, system administrators can easily deploy software upgrades, apply configuration clones and share files through secure peer-to-peer connections between AltaLink devices.

Global Print Driver

The Global Print Driver is a single universally compatible driver that works with most printers. It provides one driver to qualify, manage and deploy for the device fleet. Forward compatibility eliminates the need to install a new driver package to support future Xerox products. This gives IT and support staff tremendous productivity and time savings when adding new devices to the network

Print Around

Print Around allows jobs to be held in the queue, if required resources (such as media type, colour or size) are unavailable and permits other jobs in the queue behind the print job to continue. Users can select any available media from any tray at the UI to print their job. If a different media size is selected from that originally selected, the image will be scaled to fit with no image loss.

Pull Print Driver

Makes it easy for IT managers to qualify, deploy and manage all print devices using a single driver in a Pull Print environment. Uses a single queue and single driver. The Xerox® Pull Print Driver extends convenience across a broad range of printing assets. IT administrators no longer need to manage and configure multiple drivers. Used in conjunction with Equitrac Office®, Ysoft® SafeQ®, Pharos® and others.

Scan To App

Users can scan a single job and choose multiple destinations such as email, USB, network, SMB share (Windows network locations), and cloud repositories (OneDrive, Google Drive, Dropbox). This feature can also be used for scanning-based solutions, which expands their usability. This capability is available from the Scan To App on the home screen.

Searchable PDF

Hardcopies can be scanned in at the device and saved as searchable PDF files. This means that when you store a document locally, it's text-searchable, rather than being just a scanned image. This is exceptionally helpful, when you're looking for documents later on. For example, if you've scanned in recent receipts for business travel, and you need to find a specific piece of information, you can search for it, without opening every receipt to view.

Touchscreen User Interface

A color touchscreen, available in multiple sizes (VersaLink and AltaLink devices). The user interface that sets a higher standard for customisation, ease of use and versatility. The interace provides a "mobile"experience—with support for gestural input and task-focused apps that share a common look and feel—fewer steps are needed to complete even the most complex jobs.

Unified Address Book

The Unified Address Book integrates the scan, email and fax address books together, simplifying contact management at the device. The Favorites button adds the ability to quickly select frequently used contacts.Workflows aren't interrupted: Contacts can be added on the fly by users, without needing to go back to a client-based applications to add in information.

User Interface Customization

Customize the user interface at the device to show/hide apps, re-order them to place those most frequently used at the top of the screen, and even show/hide features or re-order them within apps (e.g. Copy) to maximize productivity for commonly used features

@PrintbyXerox

The @PrintByXerox app enables easy, secure printing follow-you-printing capability that comes with any ConnectKey technology-enabled printer. Submit an email to Print@PrintByXerox.com with any attachments that you wish to print. New users will receive an email confirmation containing a password. Use your password at any Xerox device running the @PrintByXerox app to release your job(s).

Apple AirPrint

AirPrint capability means users can walk up to any ConnectKey-enabled MFP and print any document, without the need for drivers or document re-purposing tools. Discovery on the network, wired or wireless, is done with Apple Bonjour protocol so any device is easy to find, and once selected, you just press print. AirPrint users can be tracked via accounting.-Includes advanced security with TLS version 1.2.

Mopria (r)Print Service Plug-in for Android

ConnectKey enabled MFP's are Mopria certified. Mopria certification ensures you can print wirelessly from your Mopria supported (Android) smart phone, tablet and other mobile devices instantly and easily.

NFC

Near Field Communication (NFC) provides the user the ability to map a mobile device to the new Xerox Altalink 80XX Multi-Function Printer by holding your mobile device over the NFC icon on the user interface panel.

Xerox® Print Service Plug-in for Android™

The Xerox Print Service Plug-in provides a free solution for demanding Android users who want to get automatic printer device discovery, robust print options and finishing—even PIN code secure print release--All inside a native Android OS "inApp" printing experience.

Configuration Watchdog

System administrators can configure up to 37 security features, monitor them, and automatically reset them if they are changed by a user. Email alerts are generated in case remediation is unsuccessful, and all events are captured in the audit log.

Encrypted Secure Print

Secure Print jobs are held at the MFP until the document owner releases them by entering their unique PIN through the device's front panel user interface. You have the option to enable document encryption (256-Bit) when submitting Secure Print jobs. This ensures that a document's intended recipient is physically present when printing sensitive information, and can immediately remove the output from the printer or MFP before exposing it to other device users. Secure Print jobs can be set to be automatically deleted from the print queue if they have not been released after a designated amount of time

Encrypted Workflows

Xerox Print Drivers support document 256-Bit encryption when submitting Secure Print jobs to ConnectKey Technology- enabled MFP's. Users also have the option to encrypt PDF files (256-Bit) with a password when using the Scan to Email service.The PDF can be create as an encrypted PDF file and protected with a password.

McAfee Embedded Control – Enhanced Security

AltaLink MFPs include Security powered by McAfee Embedded Control, resulting in the industry's first lineup of multifunction printers that protect themselves from potential outside threats. McAfee's whitelisting technology detects unauthorized attempts to read, write or add to protected files and directories and sends alerts if they occur. Also, seamless integration with Embedded Web Server, the Xerox MPS toolset and McAfee ePolicy Orchestrator (ePO) allows for monitoring from the preferred console.

Security Information and Event Management (SIEM) Support

Gain insights into security alerts through integration with industry's leading Security Information and Event Management (SIEM) tools such as McAfee ESM, LogRhythm and Splunk.

Trusted Boot

Trusted Boot ensures the trustworthiness of the AltaLink's embedded computing system by protecting the boot up process from malicious actions

Trusted Platform Module (TPM)

Trusted Platform Module (TPM) chip stores encryption keys and prevents cybercriminals from tampering with the printer

Application Defaults

Application defaults allows application specific printing controls, this reduces the need to repeatedly set print options by users and saves time by reducing print errors. As an example, for Excel you could set the application defaults to always print 2-sided, but allow colour to be used. For Outlook application defaults you could enforce that all output is black and white, and 2-sided.

Configuration Cloning (Centerware)

CentreWare Web setup and basic installation wizards make it easy to manage configurations centrally. You can automatically configure firmware upgrades to be run on specific groups of devices, during low network traffic hours and receive confirmations once upgrades are configured.

Earth Smart Print Settings

Environmentally friendly default settings are applied , such as duplex printing and disabling banner pages and printing user ID's in the margins of jobs instead, saving resources and controlling cost.

Embedded Web Server

Gives you a browser window on virtually all of your AltaLink devices across the enterprise. From here you can manage installations, configuration settings, run reporting and diagnostics – even perform break/fix actions. Best of all, it is a free and runs from any internet browser using HTML5.

Print User ID on Margins

Print ID in Margins allows for First Page Only to print the job identification on the first page of the document in the top-left margin. This can save on printing banner pages.

Remote Control Panel

ConnectKey's Remote Control Panel allows authorized users to view and control the device interface screen from their desktop. This enables IT to remedy issues and faults without needing to be at the device. This improves productivity around maintenance and training. Users can remotely view and operate the MFP's interface as if they were standing next to it. So now they no longer need to physically move to the device in order to access its features, saving both time and energy.

Seamless Integration with Managed Services Tool

Built on Xerox® ConnectKey® Technology AltaLink is designed to enable the highest level of services delivery by seamlessly

integrating with tools such as the Cloud-enabled remote services, security monitoring and auto-remediation, data, document and content management services

User Permissions

User Permissions give IT and support staff the ability to restrict access to device features- both print and walk up services. Print can be restricted by user, group, time of day and application. Features that can be controlled include usage of color, trays, specific job types and 2 sided printing. You can also enforce two sided printing. Walk up services can be limited to control use of copy, pathways, and tools.

Xerox Standard Accounting

Xerox Standard Accounting (XSA) tracks the numbers of copy, print, fax and scan jobs that a user can perform. Administrators can print a report which contains all XSA data. Administrator can manage the feature via the Web User Interface or device control panel in tools. Administrator has the ability to import or export user accounts, Group Accounts, General Accounts and User limits via a CSV file. Xerox Standard Accounting is a great way to implement cost control at the device level, without the investment in third party software for network level accounting capabilities.

Xerox App Gallery

ConnectKey-enabled MFP's can be customized by downloading Apps from the Xerox App Gallery, including Print from/Scan to: Google Drive®, Microsoft® OneDrive®, DropBox™, Microsoft Office 365, Box, Xerox® DocuShare® and MobileLink, Translate and Print and many more. Visit www.xerox.com/appgallery for a growing selection of apps.

Once you have used the Product Explorer to configure your product, this QR code will allow you, or a sales person, to easily retrieve your configured product details.

How to use your QR Code

1. Open the QR Code reader on your phone, or download a QR code scanning app from your device's app store.
2. Hold your smartphone over the QR Code so that you can clearly see the image within your screen.
3. Your smartphone reads the code and navigates to the intended destination.



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Solicitation of Quotations
Supplies, Materials, and Contractual Services

Please check which of these categories your purchase falls under:

- ☐ Purchase of $2,500 or Less: Competition although not required is strong encouraged.
- ☐ Purchase of $2,501 to $10,000: Solicitation of three or more bids by telephone or in writing. The low bid solicited should be confirmed in writing. This requirement may be waived on contractual services if it is impractical to pursue competition.
- ☐ Purchase of $10,001 to $20,000: Solicitation of three or more bids by telephone with confirmation in writing; or three or more bids in writing.
- ☐ Purchase of $20,001 or Over: Public notice required; solicitation of three or more bids in writing will be performed in one of the following manners: competitive sealed bidding or competitive negotiations or two step competitive sealed bidding. In addition to advertisement in a publication, public notice will be posted at the Warren County Government Center.

PROJECT INFORMATION

Name of Project: Contract for new office copier

Location of Project: Warren County Community Center (WCCC)

Person Responsible for Soliciting Quotes: Daniel Lenz and Kelly Zitzer

Person Responsible for Overseeing the Project: Daniel Lenz

Project Scope:

Lease for office copier replacement, including all supplies and services (not paper)

PROCUREMENT INFORMATION

Were the supplies, goods, or services procured using any of the following?

- ☑ Cooperative Procurement Program
- ☐ State Contract
- ☐ Sole Source Supplier (attach proof)
- ☐ Health/Safety Emergency (attach justification)

If a cooperative procurement program or state contract was used, please provide the name of the program or contract along with the membership or ID number.

Program/Contract Name: PEPPM

Membership or ID Number: JustTech

If none of the above were used, how many quotes were requested and received?

2 Requested 2 Received

QUOTATION INFORMATION

QUOTATION 1

Company Name: JustTech

Date Contacted: October 5, 2020

Method of Contact: ☑ Phone ☑ Email ☑ Verbal ☐ Website

Quote Obtained: ☐ Yes ☐ No ☐ No Response

Total Amount of Quote or Hourly Rate: $319.85 per month for 60 month term

Quote Attached: ☑ Yes ☐ No

QUOTATION 2

Company Name: Virginia Business Systems

Date Contacted: October 30, 2020

Method of Contact: ☑ Phone ☑ Email ☑ Verbal ☐ Website

Quote Obtained: ☑ Yes ☐ No ☐ No Response

Total Amount of Quote or Hourly Rate: $229.22(Konica), or $150.35 (Xerox- no mon. copy allowan

Quote Attached: ☑ Yes ☐ No VENDOR WOULD NOT PROVIDE A CONTRACT AS REQUESTED BY WC ATTORNEY

QUOTATION 3

Company Name:

Date Contacted:

Method of Contact: ☐ Phone ☐ Email ☐ Verbal ☐ Website

Quote Obtained: ☐ Yes ☐ No ☐ No Response

Total Amount of Quote or Hourly Rate:

Quote Attached: ☐ Yes ☐ No

QUOTATION 4

Company Name:

Date Contacted:

Method of Contact: ☐ Phone ☐ Email ☐ Verbal ☐ Website

Quote Obtained: ☐ Yes ☐ No ☐ No Response

Total Amount of Quote or Hourly Rate:

Quote Attached: ☐ Yes ☐ No

QUOTATION 5

Company Name:

Date Contacted:

Method of Contact: ☐ Phone ☐ Email ☐ Verbal ☐ Website

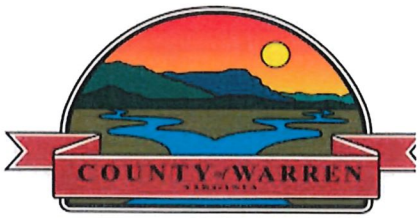
Quote Obtained: ☐ Yes ☐ No ☐ No Response

Total Amount of Quote or Hourly Rate:

Quote Attached: ☐ Yes ☐ No

Villa Ave. Konica

A Proposal For



Parks & Recreation –Dan Lenz & Tiffany Walker

Prepared By: Vicky Wood

Virginia
Business Systems

Fast Forward
Office Technology

www.VAbusinesssystems.com

Date: February 5, 2021 • Price Valid for 30 days or Based on Inventory Availability

February 5, 2021

Proposed Solution - VITA State Contract

Qty	Item	Description	C450i Seg 15-60m Price ($) 0/month	C450i Seg 15A - 60m Price ($) 15,000/month 180,000/annum mono
1	**Konica Minolta Bizhub C450i (Base Model)**	45ppm B/W or Color, Duplex , 2 x 500 sheet paper drawers, DF-714 Automatic Document Feeder, up to 11 x 17 media, 10.1in touchscreen, surge protector	157.89	229.22
1	**Security**	Bizhub Secure	Incl.	Incl.
1	**PK-524**	2/3 Hole Punch Kit	Incl.	Incl.
1	**FS-539/RU-513**	Stapler Finisher/Sorter & Relay Unit	Incl.	Incl.
1	**PC-216**	3rd & 4th Paper Tray s-500 sheets each - Up to 11 x 17	Incl.	Incl.

Segment 15 : Maintenance: Includes zero mono copies/impressions- All copies/impressions are billed at mono $0.005 and color $0.04

Segment 15A : Maintenance: Includes 15,000/month or 180,000/annually mono copies and zero color copies.
All mono overages are billed at $0.005 and all color copies at $0.04

Information, data and drawings embodied in this proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of EBS or VBS



Program Includes:

- Maintenance Program - includes all equipment, service, & supply costs (everything except paper)
- Installation, Delivery, and Training

Service Agreement Includes:

- All Parts and Labor
- Travel Time
- Preventative Maintenance
- 4 Hours Average Response Time
- Unlimited First Pass (HelpDesk) Assistance

On Purchase Order Please Include :

- Delivery Location
- Bill to Location
- VBS Contract Number : #VA-191121-VBS
- VBS Address : Virginia Business Systems, PO BOX 6798, Wyomissing, PA 19610

Removal Letter

Authorizing Virginia Business Systems to install a new copier per a Purchase Order, please state current device identification number and or serial number for removal

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Implementation Schedule

_____ Authorize paperwork and order equipment

_____ Delivery and setup of new equipment

_____ Conduct training

_____ Follow-up training as needed

_____ Finalize implementation with delivery & acceptance

_____ 45-day onboarding review



HARD DRIVE REMOVAL (if applicable)

Today's copiers and MFPs are very much computerized, with large touch screen interfaces and memory, storage and output functions just like a PC. They are networked into your office, accept Wi-Fi connections, and interact in ways very similar to a desktop or portable computer. Information flow is just as similar, with prints, copies, scans, faxes and emails passing through these machines on a scale never imagined in the office. For these advanced copiers that exist in most businesses today, the use of a hard drive is almost a given to store and process the large amounts of data processed and passed by these machines.

The hard drive in a digital copier stores data about the documents it copies, prints, scans, faxes or emails. If you don't take steps to protect that data, it can be stolen from the hard drive, either by remote access or by extracting the data once the drive has been removed.

To completely protect your Data from being stolen from your MFD, we, at Virginia Business Systems, feel that it is crucial to remove and surrender your hard drive back to its owner.

The fee to complete this would be $***.** per device.

Please check one: ☐ Accept *(remove hard drive)*

☒ Decline *(decline removal/do not have)*

☐ Wipe Hard Drive *(removal of residual data)* ***Free of charge , certificate of wipe provided***

Acceptance of Proposal

We (VBS) have reviewed the information contained in this proposal, customized for your environment and present to you for your consideration.

For VBS

_____, Date:_____

Manager

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Villa Ave. Xerox

A Proposal For

Parks & Recreation – Dan Lenz & Tiffany Walker

Prepared By: Vicky Wood

Virginia Business Systems

Fast Forward
Office Technology

www.VAbusinesssystems.com

Date: February 5, 2021 • Price Valid for 30 days or Based on Inventory Availability

February 5, 2021

Proposed Solution - VITA State Contract

Qty	Item	Description	Xerox C8145 Seg 15-60m Price ($) 0/month
1	**Xerox AltaLink C8145 (Base Model)**	45ppm B/W or Color, Duplex , 2 x 520 sheet paper drawers, -Single Pass Automatic Document Feeder, up to 11 x 17 media, 10.1in touchscreen, surge protector	150.35
1	**Security**	McAfee & Cisco	Incl.
1	**Finisher**	Stapler Finisher/Sorter & Relay Unit & 2-3 Hole Punch	Incl.
1	**Addl. Paper Trays**	3rd/ 4th Tandem Paper Tray- 2,000 sheets each - Up to 11 x 8.5	Incl.

Segment 15 : Maintenance: Includes zero mono copies/impressions- All copies/impressions are billed at mono $0.0069 and color $0.049

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Program Includes:

- Maintenance Program - includes all equipment, service, & supply costs (everything except paper)
- Installation, Delivery, and Training

Service Agreement Includes:

- All Parts and Labor
- Travel Time
- Preventative Maintenance
- 4 Hours Average Response Time
- Unlimited First Pass (HelpDesk) Assistance

On Purchase Order Please Include :

- Delivery Location
- Bill to Location
- VBS Contract Number : #VA-191121-VBS- "Under MPS Portion"
- VBS Address : Virginia Business Systems, PO BOX 6798, Wyomissing, PA 19610

Client needs to arrange pick up , wipe or removal of Hard Drive and device with current vendor

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Implementation Schedule

_____ Authorize paperwork and order equipment

_____ Delivery and setup of new equipment

_____ Conduct training

_____ Follow-up training as needed

_____ Finalize implementation with delivery & acceptance

_____ 45-day onboarding review



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The hard drive in a digital copier stores data about the documents it copies, prints, scans, faxes or emails. If you don't take steps to protect that data, it can be stolen from the hard drive, either by remote access or by extracting the data once the drive has been removed.

To completely protect your Data from being stolen from your MFD, we, at Virginia Business Systems, feel that it is crucial to remove and surrender your hard drive back to its owner.

The fee to complete this would be **$ N/A** per device.

Please check one: ☐ Accept *(remove hard drive)*

☐ Decline *(decline removal/do not have)*

☐ Wipe Hard Drive *(removal of residual data)* ***Free of charge , certificate of wipe provided***

Acceptance of Proposal

We (VBS) have reviewed the information contained in this proposal, customized for your environment and present to you for your consideration.

For VBS

_____, Date:_____

Manager

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COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE
August 17, 2021		Financial Support for 426 Baugh Drive, Front Royal	1 OF

EXPLANATION & SUMMARY:

Warren County has supported the purchase by the Economic Development Authority (ED) of approximately 13.9393 acres of land with improvements located at 426 Baugh Drive, also known as Tax Map 5C, Parcel 5. The EDA has leased the property to Sysco, and the current lease payments exceed the debt service on the property.

A County supplement is no longer needed for this property; please see the attached proposed resolution.

COST AND FINANCING:

The County has transferred the cost of the debt service to legal fees for the EDA. If the lease payments do not fully cover the debt service, the County would need to reallocate the funds.

CONSENT AGENDA MOTION:

I move the Board of Supervisors adopt the attached resolution repealing the portion of the previously adopted Resolution that provides support for the debt service regarding the 426 Baugh Drive property.

ALTERNATIVE MOTIONS:

I move the Board of Supervisors not adopt the attached resolution regarding the 426 Baugh Drive property.

-OR-

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

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Edwin C. Daley, County Administrator		

RESOLUTION

of the Board of Supervisors of Warren County Regarding 426 Baugh Drive, Front Royal

WHEREAS, on January 16, 2018, the Board of Supervisors of the County of Warren, Virginia (the "Board") passed a resolution entitled "Resolution of the Board of Supervisors of Warren County to Approve and Support the Acquisition by the Economic Development Authority of Property and Improvements at 426 Baugh Drive from Westrock, LLC" (the "Prior Resolution"); and

WHEREAS, the Prior Resolution provided that Warren County, Virginia (the "County") agreed to support the purchase of property and improvements located at 426 Baugh Drive, Front Royal Virginia (the "Property") by the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "EDA") through funding the debt service on the Property; and

WHEREAS, the Prior resolution stated that the EDA would purchase the Property "for the purpose of attracting one or more industrial users to purchase and/or lease all or portions of the Property"; and

WHEREAS, on June 1, 2021, the EDA entered into a lease with Sysco Corporation (the "Lease"), which Lease provides funds to the EDA that exceed the debt service on the Property.

NOW, THEREFORE, **BE IT RESOLVED**, that the Board of Supervisors of the County of Warren, Virginia hereby repeals the portion of the Prior Resolution that provides support for the debt service regarding the Property to the EDA. In the event that the Lease is terminated or not renewed, the Board shall consider any future request of the EDA to provide debt service assistance regarding the Property during the time period that the Property remains unsold and has not been leased. The County Administrator and his designees are authorized to take such further actions as are reasonably necessary to carry out the terms and intent of this Resolution.

_____
Chair, Board of Supervisors

ATTEST:

_____
Clerk of the Board

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

*****

CHAIRMAN
Tony F. Carter
Happy Creek District

VICE-CHAIRMAN
Daniel J. Murray, Jr.
North River District

Archie A. Fox
Fork District

Linda P. Glavis
South River District

Thomas H. Sayre
Shenandoah District

*****

Douglas P. Stanley
County Administrator

MEMO TO: Jennifer McDonald, Executive Director

FROM: Emily A. Mounce, Deputy Clerk of the Board

THRU: Douglas P. Stanley, County Administrator

SUBJECT: EDA Property Purchase from Westrock, LLC

DATE: January 17, 2018

The Board of Supervisors, at its regular meeting of January 16, 2018, approved the attached resolution in support of the Economic Development Authority (EDA) purchasing approximately 13.9393 acres of land from Westrock, LLC for a total compensation of $5,300,000 and in support of the purchase through the Board's continued funding of the debt service of the EDA's capital expense budget.

RESOLUTION

of the Board of Supervisors of Warren County to Approve and Support the Acquisition by the Economic Development Authority of Property and Improvements at 426 Baugh Drive from Westrock, LLC

WHEREAS, Westrock, LLC (the "Seller") is the owner of 13.9393 acres of land, with improvements located at 426 Baugh Drive and also known as Tax Map Parcel 5C-5 (the "Property"); and

WHEREAS, the Seller desires to sell and convey to the Economic Development Authority (the "EDA"), and the EDA desires to purchase the Property at a purchase price of $5,300,000.00 for redevelopment by sale and/or lease to one or more prospective industrial users of the Property; and

WHEREAS, the EDA now asks the Board of Supervisors to approve the EDA's purchase of the Property, and to support the purchase with the County's funding of the debt service of the capital purchase of the Property by the EDA.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of Warren County, Virginia, that the Board of Supervisors approves the purchase by the EDA of the Property at a purchase price of $5,300,000.00 for the purpose of attracting one or more industrial users to purchase and/or lease all or portions of the Property; and

BE IT FURTHER RESOLVED that the Board of Supervisors agrees to support the purchase by the funding of the debt service for the purchase, pursuant to an agreement between the County and the EDA.

Adopted: January 16, 2018

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote:

Aye: Carter, Fox, Glavis, Murray, Sayre

Nay: None

Tony F. Carter, Chairman
Warren County Board of Supervisors

Attest:

Douglas P. Stanley
Clerk of the Board of Supervisors

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF 1
August 17, 2021	H-5	Authorization and Approval for the Execution of the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding	

EXPLANATION & SUMMARY:

On September 17, 2019, the Board authorized the County to join other political subdivisions of the Commonwealth in the filing of a class action lawsuit against various manufacturers and distributors of opioid medications. Further, the Board adopted a Resolution declaring the opioid crisis a public nuisance in Warren County, which must be abated.

On July 29, 2021, the County received notice from the law firms representing the County in said lawsuit regarding a proposed settlement allocation, which includes the establishment of the Virginia Opioid Abatement Fund for the distribution of damages. As outlined in the attached Memorandum of Understanding, the proposed allocation of damages is as follows:

- 15% shall be allocated to the Participating Political Subdivisions
  - 0.766% has been allocated to the County of Warren
  - These funds will be unrestricted and may be spent by the Participating Political Subdivision as each chooses

- 15% shall be allocated to the Commonwealth

- 70% shall be allocated to the Virginia Opioid Abatement Share. These funds shall then be distributed as follows:
  - 55% shall be allocated and paid to the Virginia Opioid Abatement Fund
    - The County of Warren may also be able to access a portion of these funds
  - 15% shall be allocated and paid to each Participating Political Subdivisions
    - 0.766% has been allocated to the County of Warren
    - These funds must be used for approved abatement purposes.

The Virginia Opioid Abatement Share will be administered by the Virginia Opioid Abatement Authority. This Authority has been created by the Virginia General Assembly (see Virginia Code § 2.2-2365 *et. seq)*, and the Authority will make grants and disbursements from the funds that support efforts to treat, prevent, or reduce opioid use disorder or the misuse of opioids or otherwise abate or remediate the opioid epidemic.

The County's legal representation in said lawsuit has advised that the County consider passing the attached resolution by the Board of Supervisors of Warren County, Virginia authorizing the execution of Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding.

The County Attorney's office has reviewed and approved the MOU and finds it acceptable. Approval of the attached MOU and Resolution from the Board of Supervisors is required prior to August 21, 2021, to collect any of the above described funds, if awarded.

COST & FINANCING:

Payment of counsel and litigation expenses are anticipated to be paid by a national Settlement and Deficiency fund outside of the recovery for damages awarded.

RECCOMENDED MOTION:

I move that the Board of Supervisors of Warren County authorize the County Administrator and/or County Attorney to execute and enter into the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding, and I move that the Board of Supervisors adopt the attached resolution that authorizes and approves the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding.

ALTERNATE MOTIONS:

1) I move the Board of Supervisors not authorize the execution of Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding.

- OR -

2) I move this item be postponed for further discussion until _____.

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

RESOLUTION

of the Board of Supervisors of Warren County, Virginia Authorizing the Execution of Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding

WHEREAS, the County of Warren, through their elected representatives and counsel, and the Commonwealth of Virginia, through the Office of the Attorney General, are separately engaged in litigation seeking to recover costs incurred and to be incurred in abating the opioid addiction epidemic that plagues Virginia communities;

WHEREAS, the County of Warren and the Commonwealth of Virginia share a common desire to abate and alleviate the impacts of the opioid addiction epidemic and to maximize litigation recoveries from those third parties responsible for same;

WHEREAS, in order to advance their common interests, the County of Warren and the Commonwealth of Virginia, through counsel, have extensively negotiated the terms of a memorandum of understanding relating to the allocation and use of such litigation recoveries;

WHEREAS, the County's outside opioid litigation counsel has recommended that the County approve the proposed memorandum of understanding; and

WHEREAS, the County Attorney has reviewed the available information about the proposed memorandum of understanding and concurs with the recommendation of outside counsel;

NOW, THEREFORE, BE IT RESOLVED by the County of Warren, assembled on this day at which a quorum is present, that the County of Warren hereby authorizes and approves, or confirms authorization and approval, of the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding attached hereto and incorporated herein by reference thereto as Exhibit "A", and directs the County Administrator or the County Attorney to execute and enter into such Memorandum of Understanding on behalf of the County of Warren.

Adopted this 17th day of August, 2021.

_____
Cheryl Cullers, Chairperson
Board of Supervisors
County of Warren, Virginia

ATTEST:

_____
Dr. Edwin C. Daley, County Administrator
County of Warren, Virginia

VIRGINIA OPIOID ABATEMENT FUND AND SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING

WHEREAS, the people of the Commonwealth of Virginia and its communities have been harmed through the national and statewide epidemic caused by licit and illicit opioid use and distribution within the Commonwealth of Virginia;

WHEREAS, the Commonwealth of Virginia, through the Office of Attorney General Mark R. Herring, and certain Political Subdivisions, through their elected representatives and counsel, are separately engaged in litigation seeking to hold those entities in the Pharmaceutical Supply Chain accountable for the damage caused;

WHEREAS, the Commonwealth of Virginia and its Political Subdivisions share a common desire to abate and alleviate the impacts of the opioid epidemic throughout Virginia; and now

THEREFORE, the Commonwealth of Virginia and certain of its Political Subdivisions, subject to completing formal documents effectuating the Parties' agreements, enter into this Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of any Settlements as described herein.

A. Definitions

As used in this Virginia Term Sheet:

1. "The Commonwealth" shall mean the Commonwealth of Virginia acting through its Attorney General.
2. "Political Subdivision(s)" shall mean the Virginia counties and independent cities represented by Counsel.
3. "Participating Political Subdivisions" shall mean the Political Subdivisions, along with all Virginia counties and independent cities who agree to become signatories to this MOU and to be bound by the terms of future Settlements.

4. "Counsel" shall mean the undersigned private attorneys representing the Political Subdivisions.

5. "The Parties" shall mean the Commonwealth of Virginia, the Political Subdivisions, and Counsel.

6. "Negotiating Committee" shall mean a three-member representative group of the Parties. The Commonwealth shall be represented by the Virginia Attorney General or his designees. The Political Subdivisions and Counsel shall be represented by W. Edgar Spivey of Kaufman & Canoles, P.C. or his designee, and J. Burton LeBlanc of Baron & Budd, P.C. or his designee.

7. "Settlement" shall mean the negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant named in Complaints filed by all the Political Subdivisions in court on or before April 30, 2020 when that resolution has been jointly entered into by the Commonwealth, the Political Subdivisions, and Counsel. "Settlement" also shall include the approval by a United States Bankruptcy Court of a plan of reorganization or liquidation of a Pharmaceutical Supply Chain Participant, or any other determination, ruling, or decision by a United States Bankruptcy Court, in which legal or equitable claims against the Pharmaceutical Supply Chain Participant by the Commonwealth and the Political Subdivisions are settled, adjudicated, released, or otherwise resolved.

8. "Opioid Funds" shall mean monetary amounts obtained through a Settlement as defined in this MOU.

9. "Approved Abatement Purposes" shall mean efforts to treat, prevent, or reduce opioid use disorder or the misuse of opioids or to otherwise abate or remediate the

opioid epidemic, including but not limited to those efforts described in Section C(4)(a) through (j) of this MOU. In addition, "Approved Abatement Purposes" shall include the types of efforts approved for funding by the Authority that is defined in Section C(1). "Approved Abatement Purposes" also shall include any other abatement or remediation purposes to the extent such purposes are described in a Settlement.

10. "Pharmaceutical Supply Chain" shall mean the process and channels through which opioids or opioid products are manufactured, marketed, promoted, distributed or dispensed.

11. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic.

B. Allocation of Settlement Proceeds

1. All Opioid Funds shall be initially divided with fifteen percent (15%) going to the Participating Political Subdivisions ("Subdivision Share"), seventy percent (70%) going to the Virginia Opioid Abatement Fund and to other Approved Abatement Purposes as further described herein ("Opioid Abatement Share"), and fifteen percent (15%) going to the Commonwealth of Virginia ("Commonwealth Share").

2. The Subdivision Share shall be allocated and paid to the Participating Political Subdivisions in accordance with the division of proceeds referenced in the schedule attached hereto as Exhibit A. The shares of Virginia counties and independent cities who elect not to become Participating Political Subdivisions, if any, shall be reallocated ratably to the Participating Political Subdivisions.

3. In the event a Participating Political Subdivision merges, dissolves, or ceases to exist, the allocation percentage for that Participating Political Subdivision shall be redistributed equitably based on the composition of the successor subdivision.

4. The Commonwealth Share shall be deposited to the Attorney General's Regulatory, Consumer Advocacy, Litigation, and Enforcement Revolving Trust Fund with moneys transferred to the Commonwealth's General Fund as provided by law. To the extent a Settlement requires that all Opioid Funds be used only for abatement or similar purposes, then the Commonwealth Share shall be deposited and distributed accordingly.

5. The Opioid Abatement Share of 70% of the Opioid Funds shall be allocated and paid as follows:

   a. Fifty-five percent (55%) of the Opioid Funds shall be allocated and paid to the Virginia Opioid Abatement Fund ("Fund").

   b. Fifteen percent (15%) of the Opioid Funds shall be allocated and paid to the Participating Political Subdivisions and shall be used for Approved Abatement Purposes ("Direct Subdivision Abatement Share"). Upon request, a Participating Political Subdivision shall make publicly available information showing the purposes for which the Participating Political Subdivision used Direct Subdivision Abatement Share funds. The Direct Subdivision Abatement Share shall be allocated and paid to the Participating Political Subdivisions in accordance with the division of proceeds referenced in the schedule attached hereto as Exhibit A. The shares of Virginia counties and independent cities who

elect not to become Participating Political Subdivisions, if any, shall be reallocated ratably to the Participating Political Subdivisions.

6. To the extent a Settlement requires that all Opioid Funds be used only for abatement or similar purposes, then the Subdivision Share and the Commonwealth Share shall be used for Approved Abatement Purposes.

7. To receive funds allocated under this MOU from any Settlement, the Commonwealth and the Participating Political Subdivisions will comply with the terms of any such Settlement, including, among other things, any reporting requirements or restrictions on the use of funds for administrative purposes.

C. Virginia Opioid Abatement Fund and Virginia Opioid Abatement Authority

1. The Parties have sought creation of a Virginia Opioid Abatement Authority ("Authority") through legislation submitted to the Virginia General Assembly, which passed in the form attached hereto as Exhibit B. The Authority shall administer the Fund, which also shall be created through the legislation. The Authority shall seek to abate and remediate the opioid epidemic in Virginia through financial support from the Fund in the form of grants, donations, or other assistance, for efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in Virginia.

2. The Authority shall be governed by a Board of Directors consisting of 11 members as follows: (i) the Secretary of Health and Human Resources, or his designee; (ii) the Chair of the Senate Committee on Finance and Appropriations or his designee and the Chair of the House Committee on Appropriations or his designee; (iii) an elected member of the governing body of a Participating Political Subdivision, to

be selected from a list of three submitted jointly by the Virginia Association of Counties and the Virginia Municipal League; (iv) one representative of a community services board or behavioral health authority of an urban or suburban region containing Participating Political Subdivisions and one representative of a community services board or behavioral health authority of a rural region containing Participating Political Subdivisions, each to be selected from lists of three submitted by the Virginia Association of Community Services Boards; (v) one sheriff of a Participating Political Subdivision, to be selected from a list of three submitted by the Virginia Sheriffs' Association; (vi) one licensed, practicing City or County Attorney of a Participating Political Subdivision, to be selected from a list of three submitted by the Local Government Attorneys of Virginia; (vii) two medical professionals with expertise in public and behavioral health administration or opioid use disorders and their treatment; and (viii) one representative of the addiction and recovery community.

a. The members appointed pursuant to clause (i) shall serve ex officio, and the members appointed pursuant to clauses (iii) through (viii) shall be appointed by the Governor.

b. After an initial staggering of terms, members of the Board shall serve terms of four years. No member shall be eligible to serve more than two terms. Any appointment to fill a vacancy shall be for the unexpired term. A person appointed to fill a vacancy may be appointed to serve two additional terms. Ex officio members shall serve terms coincident with their terms of office.

c. The Board shall elect annually a chairman and vice-chairman from among its membership. The chairman, or in his absence the vice-chairman, shall preside at all meetings of the Board. A majority of the members of the Board serving at any one time shall constitute a quorum for the transaction of business. The Board shall meet annually or more frequently at the call of the chairman.

3. The Authority shall establish specific criteria and procedures for awards from the Fund; establish requirements for the submission of funding requests; evaluate funding requests in accordance with the criteria established by the Authority; make awards from the Fund in a manner that distributes funds equitably among all community services board regions of the Commonwealth, including the establishment of minimum percentages of funds that must be awarded to each Participating Political Subdivision; and evaluate the implementation and results of all efforts receiving support from the Authority.

4. The Authority may make grants and disbursements from the Fund that support efforts to treat, prevent, or reduce opioid use disorder or the misuse of opioids or otherwise abate or remediate the opioid epidemic. Such efforts may include but shall not be limited to the following:

a. Support treatment of opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies.

b. Support people in recovery from opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

c. Provide connections to care for people who have, or are at risk of developing, opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

d. Support efforts, including law-enforcement programs, to address the needs of persons with opioid use disorder and any co-occurring substance use disorder or mental health conditions who are involved, or are at risk of becoming involved, in the criminal justice system through evidence-based or evidence-informed methods, programs, or strategies;

e. Support drug treatment and recovery courts that provide evidence-based or evidence-informed options for people with opioid use disorder and any co-occurring substance use disorder or mental health conditions;

f. Support efforts to address the needs of pregnant or parenting women with opioid use disorder and any co-occurring substance use disorder or mental health conditions, and the needs of their families, including babies with neonatal abstinence syndrome, through evidence-based or evidence-informed methods, programs, or strategies;

g. Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed methods, programs, or strategies;

h. Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed methods, programs, or strategies;

i. Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed methods, programs, or strategies; and

j. Support efforts to provide comprehensive resources for patients seeking opioid detoxification, including detoxification services.

5. The Authority shall provide financial support only for efforts that satisfy the following conditions:

a. The efforts shall be conducted or managed by a Virginia state agency or Participating Political Subdivision;

b. No support provided by the Authority shall be used by the recipient to supplant funding for an existing program or continue funding an existing program at its current amount of funding;

c. No support provided by the Authority shall be used by the recipient for indirect costs incurred in the administration of the financial support or for any other purpose proscribed by the Authority; and

d. Recipients of support provided by the Authority shall agree to provide the Authority with such information regarding the implementation of the effort and allow such monitoring and review of the effort as may be required by the Authority to ensure compliance with the terms under which the support is provided.

6. The Authority shall give priority to applications for financial support for efforts that:

a. Collaborate with an existing program or organization that has an established record of success treating, preventing or reducing opioid use disorder or the misuse of opioids;

b. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate relative to population;

c. Treat, prevent or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community, as that term is defined in Va. Code § 56-576; or

d. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount.

7. For every deposit to the Fund, the Authority shall allocate a portion to the following purposes:

a. Fifteen percent (15%) shall be restricted for use by state agencies;

b. Fifteen percent (15%) shall be restricted for use by Participating Political Subdivisions with these funds distributed in accordance with the division of proceeds referenced in the schedule attached hereto as Exhibit A. The shares of Virginia counties and independent cities who elect not to become Participating Political Subdivisions, if any, shall be reallocated ratably to the Participating Political Subdivisions.

c. Thirty-five percent (35%) shall be restricted for use for regional efforts (a partnership of at least two Participating Political Subdivisions within a community services board region); and

d. Thirty-five percent (35%) shall be unrestricted and may be used to fund the Authority's staffing and administrative costs and may be distributed for use by state agencies, by the Participating Political Subdivisions, or for regional efforts in addition to the amounts set forth in subparagraphs 7(a)-(c), provided that the Authority shall ensure that such funds are used to accomplish the purposes described above or invested as described immediately below.

8. In distributing money from the Fund, the Authority shall balance immediate and anticipated needs with projected receipts of funds in order to best accomplish the purposes for which the Authority is established.

9. The Board may designate any amount from the Fund to be invested, reinvested, and managed by the Board of the Virginia Retirement System.

D. Payment of Counsel and Litigation Expenses

1. The Parties anticipate that any national Settlement will provide for payment of all or a portion of the attorneys' fees and litigation expenses of named plaintiff Participating Political Subdivisions. Counsel for any named plaintiff Participating Political Subdivision that seeks to recover attorneys' fees and litigation expenses from Settlement funds shall first seek to recover such fees and expenses from any national Settlement fund established to pay such fees and expenses. For such purposes, the Parties agree that the monetary recoveries obtained via Settlement are attributable to the Commonwealth and the Political Subdivisions 50% each.

2. In addition, the Parties agree that a supplemental attorneys' fees and costs fund (the "Deficiency Fund") will be created; provided, however, that such Deficiency Fund may not violate the terms of any national Settlement. In such event, the Parties

agree to exert diligent efforts to accomplish an alternate arrangement that preserves the payment of counsel and litigation expenses outlined hereunder. Administration of the Deficiency Fund shall be the responsibility of the Political Subdivisions, and the costs of administration may be paid out of the Deficiency Fund.

3. The Deficiency Fund is to be used to compensate counsel for the Participating Political Subdivisions that filed suit on or prior to April 30, 2020. Eligible contingent fee contracts shall have been executed on or before April 30, 2020.

4. The Deficiency Fund shall be funded as follows: from any national Settlement, the funds deposited in the Deficiency Fund shall be 25% of the Subdivision Share and 25% of the Direct Subdivision Abatement Share of each payment (annual or otherwise) that is allocated to the Commonwealth of Virginia (including its political subdivisions) for that Settlement. These funds shall be deposited to the Deficiency Fund prior to distribution to the Participating Political Subdivisions. No portion of the Deficiency Fund shall be drawn from the Commonwealth Share or the Fund.

5. The maximum percentage of any contingency fee agreement permitted for compensation shall be 25% of the portion of the Subdivision Share and the Direct Subdivision Abatement Share attributable to the named plaintiff Participating Political Subdivision that is a party to the contingency fee agreement, plus expenses attributable to that named plaintiff Participating Political Subdivision. Under no circumstances may counsel collect more for its work on behalf of a named plaintiff Participating Political Subdivision than it would under its contingency agreement with that named plaintiff Participating Political Subdivision.

6. To the extent that funds available in the designated amounts or percentages set forth in this Section D are inadequate to fully pay amounts due under contingent fee contracts, funds shall be distributed to private counsel for named plaintiff Participating Political Subdivisions who filed suit and entered into contingent fee contracts prior to April 30, 2020 on a pro rata basis based on the percentage of the total population of named plaintiff Participating Political Subdivisions contained in the named plaintiff Participating Political Subdivision that private counsel represents.

7. Any funds remaining in the Deficiency Fund in excess of the amounts needed to cover private counsel's representation agreements shall revert to the Participating Political Subdivisions and be allocated to the sources from which they derived.

8. Any attorneys' fees related to representation of the Commonwealth of Virginia shall not be paid from the Subdivision Share, the Direct Subdivision Abatement Share, or the Fund but shall be drawn directly from the Commonwealth Share or through other sources. Any payments of attorneys' fees related to representation of the Commonwealth of Virginia from such other sources shall not be deemed Opioid Funds subject to allocation under this MOU.

E. Settlement Negotiations

1. The Negotiating Committee members agree to inform each other in advance of any negotiations relating to any Virginia-only Settlement with a Pharmaceutical Supply Chain Participant that includes both the Commonwealth and its Political Subdivisions and shall provide each other the opportunity to participate in such negotiations.

2. The Parties further agree to keep each other reasonably informed of all other global settlement negotiations with Pharmaceutical Supply Chain Participants. Neither this provision, nor any other, shall be construed to state or imply that the Commonwealth or the Political Subdivisions are unauthorized to engage in settlement negotiations with Pharmaceutical Supply Chain Participants without prior consent or contemporaneous participation of the other, or that either party is entitled to participate as an active or direct participant in settlement negotiations with the other. Rather, while the Commonwealth's and the Political Subdivisions' efforts to achieve worthwhile settlements are to be collaborative, incremental stages need not be so.

3. As this is a Virginia-specific effort, the Negotiating Committee shall be chaired by the Attorney General or his designee.

4. The Commonwealth of Virginia, the Political Subdivisions, or Counsel may withdraw from coordinated Settlement discussions detailed in this Section upon 5 days' written notice to the remaining Committee Members and counsel for any affected Pharmaceutical Supply Chain Participant. The withdrawal of any Member releases the remaining Committee Members from the restrictions and obligations in this Section E.

5. The obligations in this Section E shall not affect any Party's right to proceed with trial or, within 30 days of the date upon which a trial involving that Party's claims against a specific Pharmaceutical Supply Chain Participant is scheduled to begin, reach a case-specific resolution with that particular Pharmaceutical Supply Chain Participant.

6. Nothing in this MOU alters or changes the right of the Commonwealth or any Political Subdivision to pursue its own claim. The intent of this MOU is to join the Parties to reach a Settlement or Settlements.

Acknowledgment of Agreement

We, the undersigned, have participated in the drafting of the above MOU, including comments solicited from client Political Subdivisions. This document has been collaboratively drafted to maintain all individual claims while allowing the Commonwealth and its Political Subdivisions to cooperate in exploring all possible means of resolution. Nothing in this agreement binds any party to any specific outcome. Any resolution under this document will require acceptance by the Commonwealth of Virginia and the Participating Political Subdivisions.

We, the undersigned, hereby accept the VIRGINIA OPIOID ABATEMENT FUND AND SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING. We understand that the purpose of this MOU is to permit collaboration between the Commonwealth of Virginia and Political Subdivisions to explore and potentially effectuate earlier resolution of the Opioid Litigation against Pharmaceutical Supply Chain Participants. We also understand that an additional purpose is to create an effective means of distributing any potential Settlement funds obtained under this MOU between the Commonwealth of Virginia and the Participating Political Subdivisions in a manner that would promote an effective and meaningful use of the funds in abating the opioid epidemic throughout Virginia.

Executed this _____ day of _____, 2021.

FOR THE COMMONWEALTH OF VIRGINIA:

_____

MARK R. HERRING
ATTORNEY GENERAL

FOR POLITICAL SUBDIVISIONS AND COUNSEL (list firms)

EXHIBIT A

Table 1: Opioid Settlement Allocations to Counties and Independent Cities

Location	%	Location	%	Location	%
Accomack	0.348%	Franklin City	0.079%	Norton City	0.110%
Albemarle	0.863%	Frederick	1.277%	Nottoway	0.133%
Alexandria City	1.162%	Fredericksburg City	0.524%	Orange	0.638%
Alleghany	0.213%	Galax City	0.139%	Page	0.410%
Amelia	0.100%	Giles	0.409%	Patrick	0.329%
Amherst	0.299%	Gloucester	0.424%	Petersburg City	0.395%
Appomattox	0.133%	Goochland	0.225%	Pittsylvania	0.750%
Arlington	1.378%	Grayson	0.224%	Poquoson City	0.186%
Augusta	0.835%	Greene	0.178%	Portsmouth City	1.937%
Bath	0.037%	Greensville	0.124%	Powhatan	0.262%
Bedford	0.777%	Halifax	0.353%	Prince Edward	0.190%
Bland	0.147%	Hampton City	1.538%	Prince George	0.351%
Botetourt	0.362%	Hanover	1.079%	Prince William	3.556%
Bristol City	0.434%	Harrisonburg City	0.523%	Pulaski	1.061%
Brunswick	0.107%	Henrico	4.473%	Radford City	0.247%
Buchanan	0.929%	Henry	1.220%	Rappahannock	0.091%
Buckingham	0.127%	Highland	0.023%	Richmond	0.084%
Buena Vista City	0.078%	Hopewell City	0.344%	Richmond City	4.225%
Campbell	0.456%	Isle of Wight	0.356%	Roanoke	1.498%
Caroline	0.318%	James City	0.612%	Roanoke City	1.859%
Carroll	0.440%	King George	0.306%	Rockbridge	0.235%
Charles City	0.073%	King William	0.178%	Rockingham	0.614%
Charlotte	0.138%	King and Queen	0.072%	Russell	1.064%
Charlottesville City	0.463%	Lancaster	0.135%	Salem City	0.786%
Chesapeake City	2.912%	Lee	0.556%	Scott	0.421%
Chesterfield	4.088%	Lexington City	0.093%	Shenandoah	0.660%
Clarke	0.125%	Loudoun	2.567%	Smyth	0.592%
Colonial Heights City	0.283%	Louisa	0.449%	Southampton	0.137%
Covington City	0.100%	Lunenburg	0.088%	Spotsylvania	1.417%
Craig	0.070%	Lynchburg City	0.816%	Stafford	1.443%
Culpeper	0.790%	Madison	0.163%	Staunton City	0.440%
Cumberland	0.100%	Manassas City	0.452%	Suffolk City	0.710%
Danville City	0.637%	Manassas Park City	0.095%	Surry	0.058%
Dickenson	0.948%	Martinsville City	0.494%	Sussex	0.081%
Dinwiddie	0.196%	Mathews	0.088%	Tazewell	1.606%
Emporia City	0.050%	Mecklenburg	0.344%	Virginia Beach City	4.859%
Essex	0.101%	Middlesex	0.108%	Warren	0.766%
Fairfax	8.672%	Montgomery	1.205%	Washington	0.996%

Fairfax City	0.269%	Nelson	0.147%	Waynesboro City	0.363%
Falls Church City	0.102%	New Kent	0.156%	Westmoreland	0.223%
Fauquier	1.210%	Newport News City	2.047%	Williamsburg City	0.086%
Floyd	0.182%	Norfolk City	3.388%	Winchester City	0.649%
Fluvanna	0.194%	Northampton	0.122%	Wise	1.756%
Franklin	0.954%	Northumberland	0.129%	Wythe	0.642%
				York	0.561%

EXHIBIT B

Va. Code Ann. § 2.2-2365

Current through the 2021 Regular Session and Special Session I of the General Assembly

VA - Code of Virginia (Annotated) > TITLE 2.2. ADMINISTRATION OF GOVERNMENT > SUBTITLE I. ORGANIZATION OF STATE GOVERNMENT > PART D. STATE AUTHORITIES, BOARDS, COMMISSIONS, COUNCILS, FOUNDATIONS AND OTHER COLLEGIAL BODIES > CHAPTER 22. AUTHORITIES > ARTICLE 12. OPIOID ABATEMENT AUTHORITY

§ 2.2-2365. Definitions

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

"Authority" means the Opioid Abatement Authority.

"Board" means the board of directors of the Authority.

"Community services board region" means a region as determined by the Department of Behavioral Health and Developmental Services for purposes of administering Chapter 5 (*§ 37.2-500* et seq.) of Title 37.2.

"Fund" means the Opioid Abatement Fund.

"Historically economically disadvantaged community" means the same as such term is defined in *§ 56-576*.

"Local apportionment formula" means any formula submitted to the Attorney General by participating localities pursuant to the provisions of subsection B of *§ 2.2-507.3*.

"Participating locality" means any county or independent city that agrees to be bound by the terms of a settlement agreement entered into by the Attorney General relating to claims regarding the manufacturing, marketing, distribution, or sale of opioids, and that releases its own such claims.

"Regional effort" means any effort involving a partnership of at least two participating localities within a community services board region.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

EFFECTIVE DATE. --

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Va. Code Ann. § 2.2-2366

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§ 2.2-2366. Opioid Abatement Authority established

The Opioid Abatement Authority is established as an independent body. The purpose of the Authority is to abate and remediate the opioid epidemic in the Commonwealth through financial support from the Fund, in the form of grants, donations, or other assistance, for efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in the Commonwealth. The Authority's exercise of powers conferred by this article shall be deemed to be the performance of an essential governmental function and matters of public necessity for which public moneys may be spent and private property acquired.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

EFFECTIVE DATE. --

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Va. Code Ann. § 2.2-2367

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§ 2.2-2367. Board of directors; members

A. The Authority shall be governed by a board of directors consisting of 11 members as follows: (i) the Secretary of Health and Human Resources or his designee; (ii) the Chair of the Senate Committee on Finance and Appropriations or his designee and the Chair of the House Committee on Appropriations or his designee; (iii) an elected member of the governing body of a participating locality, to be selected from a list of three submitted jointly by the Virginia Association of Counties and the Virginia Municipal League; (iv) one representative of a community services board or behavioral health authority serving an urban or suburban region containing participating localities and one representative of a community services board or behavioral health authority serving a rural region containing participating localities, each to be selected from lists of three submitted by the Virginia Association of Community Services Boards; (v) one sheriff of a participating locality, to be selected from a list of three submitted by the Virginia Sheriffs' Association; (vi) one licensed, practicing county or city attorney of a participating locality, to be selected from a list of three submitted by the Local Government Attorneys of Virginia; (vii) two medical professionals with expertise in public and behavioral health administration or opioid use disorders and their treatment; and (viii) one representative of the addiction and recovery community.

The member appointed pursuant to clause (i) shall serve ex officio, and the members appointed pursuant to clauses (iii) through (viii) shall be appointed by the Governor. If the term of the office to which a member appointed pursuant to clause (iii) or (v) was elected expires prior to the expiration of his term as a member of the board, the Governor may authorize such member to complete the remainder of his term as a member or may appoint a new member who satisfies the criteria of clause (iii) or (v), as applicable, to complete the remainder of the term.

B. 1. After an initial staggering of terms, members of the Board shall serve terms of four years. No member shall be eligible to serve more than two terms. Any appointment to fill a vacancy shall be for the unexpired term. A person appointed to fill a vacancy may be appointed to serve two additional terms.

2. Ex officio members shall serve terms coincident with their terms of office.

C. The Board shall elect annually a chairman and vice-chairman from among its membership. The chairman, or in his absence the vice-chairman, shall preside at all meetings of the Board.

D. A majority of the members of the Board serving at any one time shall constitute a quorum for the transaction of business.

E. The Board shall meet annually or more frequently at the call of the chairman.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

EDITOR'S NOTE. --

Acts *2021, Sp. Sess. I, cc. 306* and *307* , cl. 2 provides: "That the initial appointments of nonlegislative citizen members to the board of directors of the Opioid Abatement Authority shall be staggered as follows: (i) two nonlegislative citizen members appointed by the Governor shall be appointed for a term of one year, (ii) two nonlegislative citizen members appointed by the Governor shall be appointed for a term of two years, (iii) two nonlegislative citizen members appointed by the Governor shall be appointed for a term of three years, and (iv) two nonlegislative citizen members appointed by the Governor shall be appointed for a term of four years. For purposes of this enactment, "nonlegislative citizen member" means any member identified in clauses (iii) through (viii) of *§ 2.2-2367 of the Code of Virginia*, as created by this act. Any nonlegislative citizen member appointed to an initial term of less than four years shall be eligible to serve two additional full four-year terms."

EFFECTIVE DATE. --

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Va. Code Ann. § 2.2-2368

Current through the 2021 Regular Session and Special Session I of the General Assembly

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§ 2.2-2368. Duties of the Authority

The Authority shall:

1. Establish specific criteria and procedures for awards from the Fund;

2. Establish requirements for the submission of funding requests;

3. Evaluate funding requests in accordance with the criteria established by the Authority and the provisions of this article;

4. Make awards from the Fund in a manner that distributes funds equitably among all community services board regions of the Commonwealth, including the establishment of mandatory minimum percentages of funds to be awarded from the Commonwealth to each participating locality;

5. Evaluate the implementation and results of all efforts receiving support from the Authority; and

6. Administer the Fund in accordance with the provisions of this article.

History

2021, Sp. Sess. I, cc. 306 , *307* .

Annotations

Notes

EFFECTIVE DATE. --

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Va. Code Ann. § 2.2-2369

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§ 2.2-2369. Powers of the Authority

In order to carry out its purposes, the Authority may:

1. Make grants and disbursements from the Fund that support efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids or otherwise abate or remediate the opioid epidemic;

2. Pay expenditures from the Fund that are necessary to carry out the purposes of this article;

3. Contract for the services of consultants to assist in the evaluation of the efforts funded by the Authority;

4. Contract for other professional services to assist the Authority in the performance of its duties and responsibilities;

5. Accept, hold, administer, and solicit gifts, grants, bequests, contributions, or other assistance from federal agencies, the Commonwealth, or any other public or private source to carry out the purposes of this article;

6. Enter into any agreement or contract relating to the acceptance or use of any grant, assistance, or support provided by or to the Authority or otherwise in furtherance of the purposes of this article;

7. Perform any lawful acts necessary or appropriate to carry out the purposes of the Authority; and

8. Employ such staff as is necessary to perform the Authority's duties. The Authority may determine the duties of such staff and fix the salaries and compensation of such staff, which shall be paid from the Fund. Staff of the Authority shall be treated as state employees for purposes of participation in the Virginia Retirement System, health insurance, and all other employee benefits offered by the Commonwealth to its classified employees. Staff of the Authority shall not be subject to the provisions of Chapter 29 (*§ 2.2-2900* et seq.) of Title 2.2.

History

2021, Sp. Sess. I, cc. 306 , *307* .

Annotations

Notes

EFFECTIVE DATE. --

This section is effective July 1, 2021.

Va. Code Ann. § 2.2-2369

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Va. Code Ann. § 2.2-2370

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§ 2.2-2370. Conditions and restrictions on financial assistance

A. The Authority shall provide financial support only for efforts that satisfy the following conditions:

1. The efforts shall be designed to treat, prevent, or reduce opioid use disorder or the misuse of opioids or otherwise abate or remediate the opioid epidemic, which may include efforts to:

a. Support treatment of opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

b. Support people in recovery from opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

c. Provide connections to care for people who have, or are at risk of developing, opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

d. Support efforts, including law-enforcement programs, to address the needs of persons with opioid use disorder and any co-occurring substance use disorder or mental health conditions who are involved in, or are at risk of becoming involved in, the criminal justice system through evidence-based or evidence-informed methods, programs, or strategies;

e. Support drug treatment and recovery courts that provide evidence-based or evidence-informed options for people with opioid use disorder and any co-occurring substance use disorder or mental health conditions;

f. Support efforts to address the needs of pregnant or parenting women with opioid use disorder and any co-occurring substance use disorder or mental health conditions and the needs of their families, including infants with neonatal abstinence syndrome, through evidence-based or evidence-informed methods, programs, or strategies;

g. Support efforts to prevent overprescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed methods, programs, or strategies;

h. Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed methods, programs, or strategies;

i. Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed methods, programs, or strategies; and

j. Support efforts to provide comprehensive resources for patients seeking opioid detoxification, including detoxification services;

2. The efforts shall be conducted or managed by any agency of the Commonwealth or participating locality;

3. No support provided by the Authority shall be used by the recipient to supplant funding for an existing program or continue funding an existing program at its current amount of funding;

4. No support provided by the Authority shall be used by the recipient for indirect costs incurred in the administration of the financial support or for any other purpose proscribed by the Authority; and

5. Recipients of support provided by the Authority shall agree to provide the Authority with such information regarding the implementation of the effort and allow such monitoring and review of the effort as may be required by the Authority to ensure compliance with the terms under which the support is provided.

B. The Authority shall give priority to applications for financial support for efforts that:

1. Collaborate with an existing program or organization that has an established record of success treating, preventing, or reducing opioid use disorder or the misuse of opioids;

2. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate, relative to population;

3. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community; or

4. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

EFFECTIVE DATE. --

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Va. Code Ann. § 2.2-2371

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§ 2.2-2371. Cooperation with other agencies

All agencies of the Commonwealth shall cooperate with the Authority and, upon request, assist the Authority in the performance of its duties and responsibilities.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

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Va. Code Ann. § 2.2-2372

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§ 2.2-2372. Form and audit of accounts and records

A. The accounts and records of the Authority showing the receipt and disbursement of funds from whatever source derived shall be in such form as the Auditor of Public Accounts prescribes.

B. The accounts and records of the Authority are subject to an annual audit by the Auditor of Public Accounts or his legal representative.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

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Va. Code Ann. § 2.2-2373

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§ 2.2-2373. Annual report

The Authority shall submit to the Governor and the General Assembly an annual executive summary of the interim activity and work of the Authority no later than the first day of each regular session of the General Assembly. The executive summary shall be submitted as a report document as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website. The executive summary shall include information regarding efforts supported by the Authority and expenditures from the Fund.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

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Va. Code Ann. § 2.2-2374

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§ 2.2-2374. Opioid Abatement Fund

A. There is hereby created in the state treasury a special, nonreverting fund to be known as the Opioid Abatement Fund, referred to in this section as "the Fund," to be administered by the Authority. All funds appropriated to the Fund, all funds designated by the Attorney General under *§ 2.2-507.3* from settlements, judgments, verdicts, and other court orders relating to claims regarding the manufacturing, marketing, distribution, or sale of opioids, and any gifts, donations, grants, bequests, and other funds received on the Fund's behalf shall be paid into the state treasury and credited to the Fund. Interest earned on moneys in the Fund shall remain in the Fund and be credited to it. Any moneys remaining in the Fund at the end of each fiscal year, including interest thereon, shall not revert to the general fund but shall remain in the Fund. Expenditures and disbursements from the Fund, which may consist of grants or loans, shall be authorized by majority vote of the Board.

B. Moneys in the Fund shall be used to provide grants and loans to any agency of the Commonwealth or participating locality for the purposes determined by the Authority in accordance with this article and in consultation with the Office of the Attorney General. The Authority shall develop guidelines, procedures, and criteria for the application for and award of grants or loans in consultation with the Office of the Attorney General. Such guidelines, procedures, and criteria shall comply with the terms of any applicable settlement, judgment, verdict, or other court order, or any agreement related thereto between the Attorney General and participating localities.

C. The Authority shall fund all staffing and administrative costs from the Fund. Its expenditures for staffing and administration shall be limited to those that are reasonable for carrying out the purposes of this article.

D. For every deposit to the Fund, the Authority shall allocate a portion to the following purposes:

1. Fifteen percent shall be restricted for use by state agencies;

2. Fifteen percent shall be restricted for use by participating localities, provided that if the terms of a settlement, judgment, verdict, or other court order, or any agreement related thereto between the Attorney General and participating localities, require this portion to be distributed according to a local apportionment formula, this portion shall be distributed in accordance with such formula;

3. Thirty-five percent shall be restricted for use for regional efforts; and

4. Thirty-five percent shall be unrestricted. Unrestricted funds may be used to fund the Authority's staffing and administrative costs and may be distributed for use by state agencies, by participating localities, or for regional efforts in addition to the amounts set forth in subdivisions 1, 2, and 3, provided that the Authority shall ensure that such funds are used to accomplish the purposes of this article or invested under subsection F.

E. In distributing money from the Fund under subsection D, the Authority shall balance immediate and anticipated needs with projected receipts of funds to best accomplish the purposes for which the Authority is established.

F.The Board may designate any amount from the Fund to be invested, reinvested, and managed by the Board of the Virginia Retirement System as provided in *§ 51.1-124.40.* The State Treasurer is not liable for losses suffered by the Virginia Retirement System on investments made under the authority of this section.

History

2021, Sp. Sess. I, cc. 306 , *307* .

Annotations

Notes

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§ 2.2-2375. Exemption from taxes or assessments

The exercise of the powers granted by this article shall be in all respects for the benefit of the people of the Commonwealth, for the increase of their commerce and prosperity, and for the improvement of their health and living conditions, and as the operation and maintenance of projects by the Authority and the undertaking of activities in furtherance of the purpose of the Authority constitute the performance of essential governmental functions, the Authority shall not be required to pay any taxes or assessments upon any project or any property acquired or used by the Authority under the provisions of this article or upon the income therefrom, including sales and use taxes on tangible personal property used in the operations of the Authority, and shall at all times be free from state and local taxation. The exemption granted in this section shall not be construed to extend to persons conducting on the premises of a facility businesses for which local or state taxes would otherwise be required.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

EFFECTIVE DATE. --

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Va. Code Ann. § 2.2-2376

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§ 2.2-2376. Exemption of Authority from personnel and procurement procedures

The provisions of the Virginia Personnel Act (*§ 2.2-2900* et seq.) and the Virginia Public Procurement Act (*§ 2.2-4300* et seq.) shall not apply to the Authority in the exercise of any power conferred under this article.

History

2021, Sp. Sess. I, cc. 306, *307*.

Annotations

Notes

EFFECTIVE DATE. --

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COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE
August 17, 2021		Public Hearing – Approval for the 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.

A public hearing has been properly advertised.

COST AND FINANCING:

N/A

CONSENT AGENDA MOTION:

I move the Board of Supervisors authorize the Amendment of 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 Amendment of 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:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Caitlin W. Jordan, Senior Assistant County Attorney		

AN ORDINANCE TO AMEND AND RE-ORDAIN 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 and re-ordained as follows:

Chapter 172: Vehicles and Traffic

§ 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 which 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 annual license tax for active Virginia National Guard members whose vehicles bear a Virginia National Guard license plate issued pursuant to § 46.2-744, Code of Virginia 1950, as amended, shall be 1/2 the fee prescribed in § 46.2-694, Code of Virginia 1950,~~

~~as amended, unless the plates bear reserved numbers or letters, in which case there is no discount on the annual license tax.~~

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, as amended, 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 is **underlined**.

Adopted: August 17, 2021

_____
Deputy Clerk, Board of Supervisors
County of Warren, Virginia

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:
08/17/2021	I-2	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 approve the attached ordinance vacating the fifty foot platted right-of-way as shown on the survey by Preston Humphreys dated July 1, 2021, located in the Sealock Subdivision in Front Royal, pursuant to Section 15.2-2272 of the Code of Virginia.

-OR-

I move that the Board of Supervisors deny the attached ordinance vacating fifty foot platted right-of-way as shown on the survey by Preston Humphreys dated July 1, 2021, located in the Sealock Subdivision in Front Royal.

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

AN ORDINANCE TO VACATE THE EXISTING FIFTY FOOT WIDE UNIMPROVED RIGHT-OF-WAY BETWEEN TAX MAP NUMBER 39A, LOTS 1A1, 3, 4 AND 5 IN THE SEALOCK SUBDIVISION IN FRONT ROYAL, PURSUANT TO SECTION 15.2-2272 OF THE CODE OF VIRGINIA

WHEREAS, the owner(s) of current tax map number 39A, lots 1A1, 3, 4, and 5 has requested the Board of Supervisors vacate existing right-of-way 0.2264 acres in size, located in and recorded in Deed Book 169 Page 375; and WHEREAS, after proper advertisement thereof, pursuant to Sections 15.2-2272 and 15.2-2204 of the Code of Virginia, the Board of Supervisors has conducted a public hearing to consider the vacation of the existing right-of-way and has determined that it is in the best interest of Warren County to vacate the said right-of-way.

NOW, THEREFORE, BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that, pursuant to Section 15.2-2272 of the Code of Virginia, and upon the request of the owner(s) of the property affected, the existing right-of-way 0.2264 acres in size, recorded in Deed Book 169 Page 375 and as shown on the attached plat entitled "BOUNDARY LINE ADJUSTMENTS AND DRAINFIELD EASEMENT ON SLOAN COURT, SOUTH RIVER MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA" dated July 1, 2021, prepared by Preston M. Humphreys, is hereby vacated.

THIS ORDINANCE SHALL BE EFFECTIVE THIRTY-ONE DAYS AFTER ADOPTION IF NOT APPEALED BY ANY INTERESTED PERSON BEFORE SUCH DATE

Upon recordation of this Ordinance, fee simple title to the centerline of the alleys hereby vacated shall transfer and vest with the owners of the abutting properties, pursuant to the terms of Section 15.2-2274 of the Code of Virginia (1950), as amended.

ADOPTED BY THE BOARD OF SUPERVISORS UPON MOTION OF _____ SECONDED BY _____, AND ON A VOTE OF ____ IN FAVOR AND___ OPPOSED, THIS ___ DAY OF _____, 2021

ATTEST:

_____

Deputy Clerk of the Board

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

Date: July 6, 2021

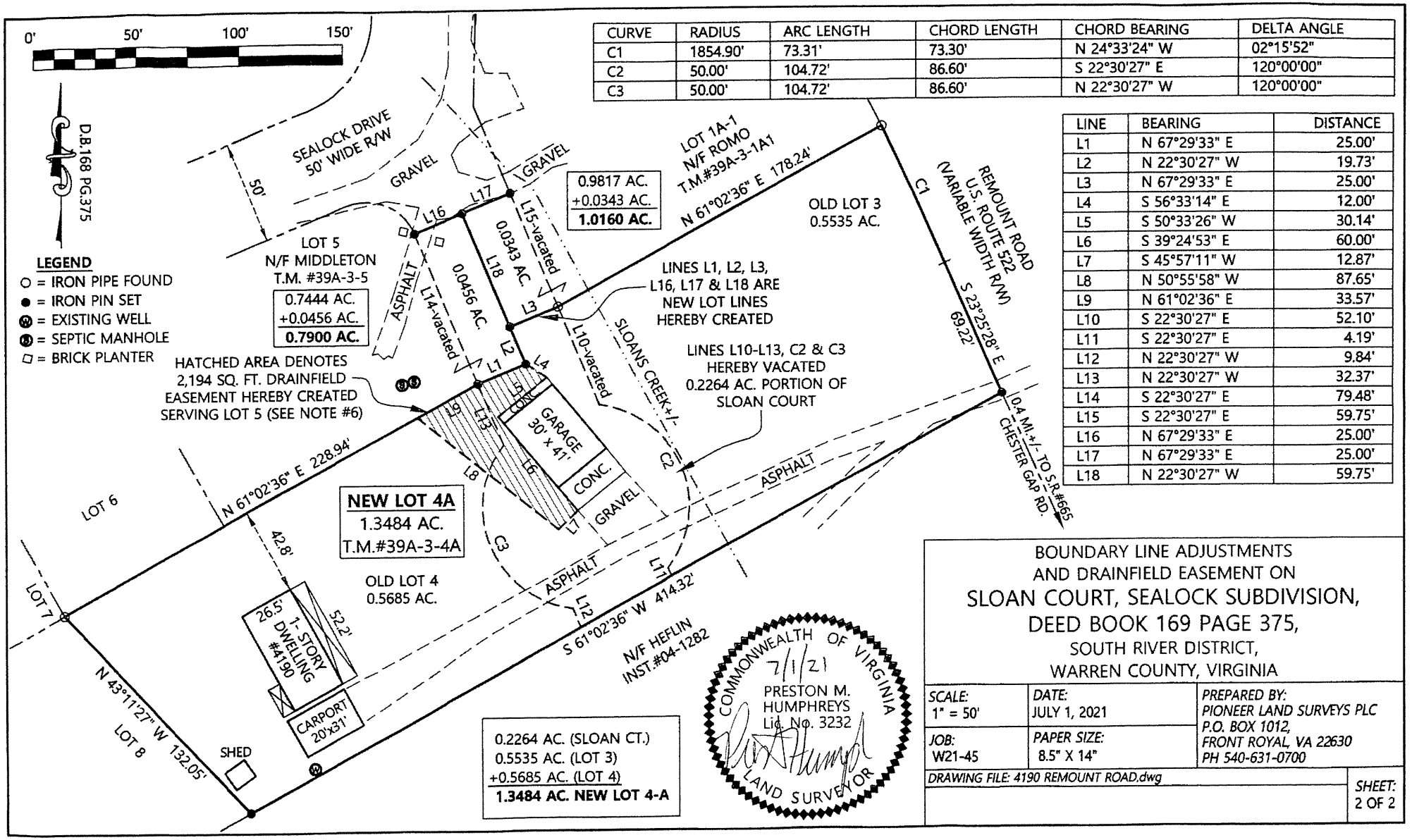
Dear Members of the Warren County Board of Supervisors
Attn: Dr. Edwin Daley, Mr. Joe Petty, Mr. Matt Wendling

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:	DATE:	PREPARED BY:
1" = 50'	JULY 1, 2021	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

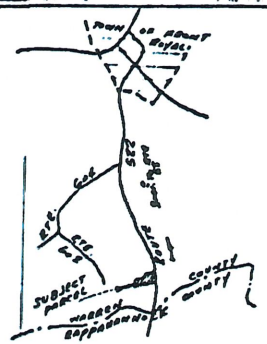
WARREN COUNTY, VA.

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 WERE GIVEN SET AS SHOWN.

VA. LIC. 1011





Note: IT IS INTENDED THAT LOTS 1 (1.00), 2 (1.50), & 3 (3.74) BE TREATED AS ONE LOT. LOTS 1, 2, 5, 6, 7 & 10 ARE improved lots.

NOW OR FORMERLY JACK M. SHEPLEY

N61°02'36"E 522.01

N23°57'24"W 105.00

N61°02'36"E 670.00

N 28°42'24" W 905.00

S61°02'36"W 542.39

S61°02'36"W 1194.27

NOW OR FORM. HARVEY M. KUSER

NOW OR FORM. ROBT. L. SESSON

VA. 1968-35 "BILLY SEALOCK"

S22

DRIVE

SEALOCK

SLOAN CT.

ROUTE

S23°25'28"E 60.22

L 341.20

R 1854.90

4°10'32"

(1) AREA = 52,746 sq ft

(2) (VACANT) AREA = 63,379 sq ft

(3) (VACANT) AREA = 22,075 sq ft

(4) (VACANT) AREA = 24,784 sq ft

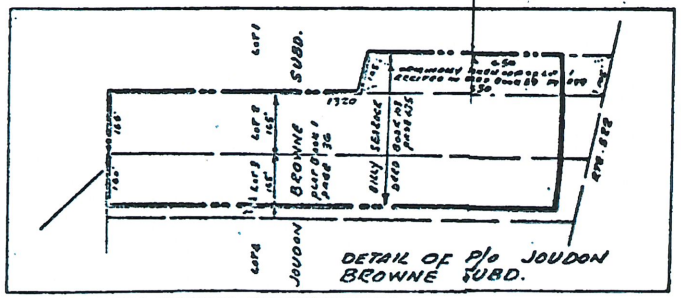
(5) TOTAL AREA = 33,620 sq ft

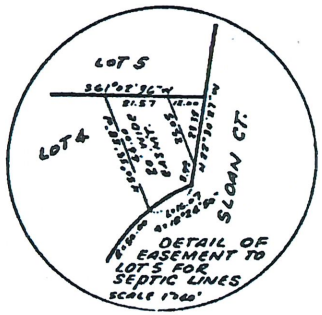
(6) TOTAL AREA = 29,280 sq ft

(7) TOTAL AREA = 29,280 sq ft

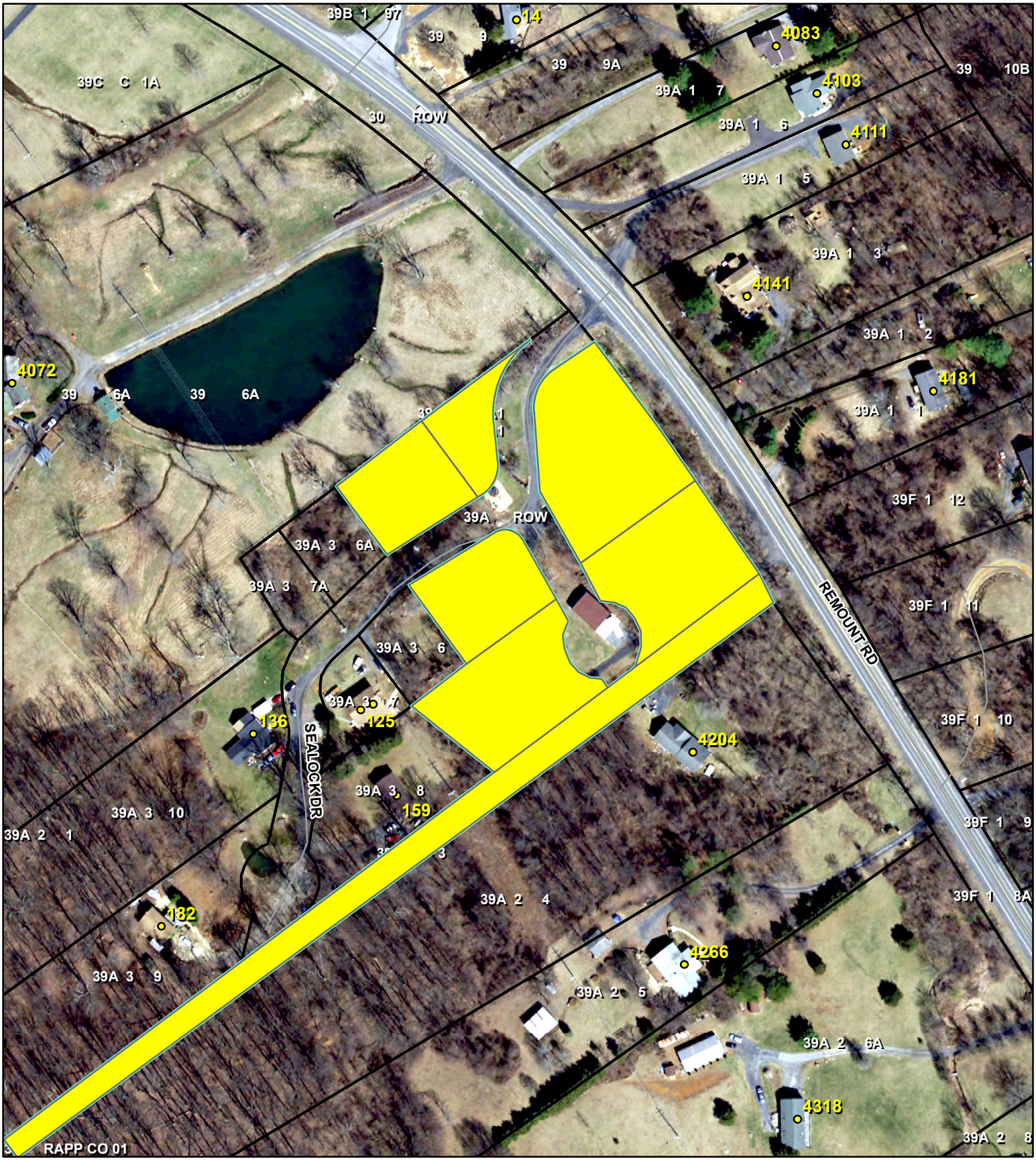
(8) (VACANT) AREA 28,025 sq ft

(10) AREA = 101,611 sq ft





APPROVED BY BOARD OF SUPERVISORS



Legend

- Address
- parcels

N
W E
S

Sloan Court
ROW Vacation
APO Map

0 35 70 140 210 280
Feet

Parcels maintained by Warren County GIS. While data is continuously updated from surveyed plats, this data is for representational purposes only and accuracy reflected is not that of a professional survey.
The County does not warrant the accuracy thereof; all data and maps are accepted and used with all faults;
and all warranties, express and implied, including all warranties of merchantability or of fitness for a particular purpose or otherwise, are hereby expressly disclaimed by Warren County.

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT
08/17/2021	I-3	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 approve the modification request by ELP Riverton, LLC and modify conditional use permit #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 as permitted pre-approved retail uses for the Riverton Commons Shopping Center.

OR

I move that the Board of Supervisors deny the modification request by ELP Riverton, LLC to modify conditional use permit #2003-05-03 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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Daniel J. Murray, Jr.
North River District

VICE-CHAIR
Linda P. Glavis
South River District

Tony F. Carter
Happy Creek District

Archie A. Fox
Fork District

Richard H. Traczyk
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
Phone: (540) 636-4600
FAX: (540) 636-6066
Email: admin@warrencountyva.net

Douglas P. Stanley
County Administrator

REZONING

BOARD OF SUPERVISORS
.....
CHAIRMAN
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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 MR-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 M Properties LLC By: _____

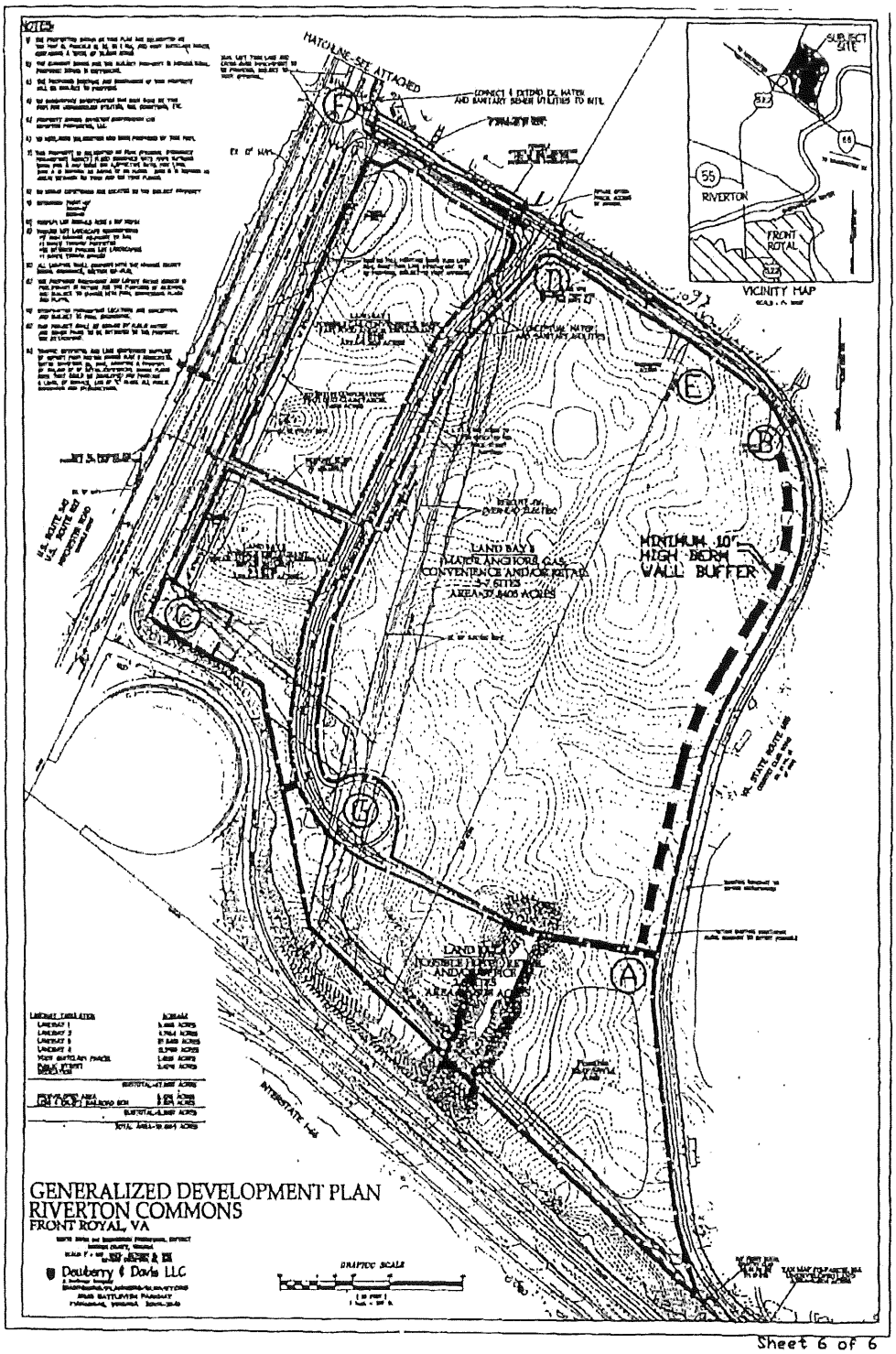
Date: 3/4/03 Date: _____

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.

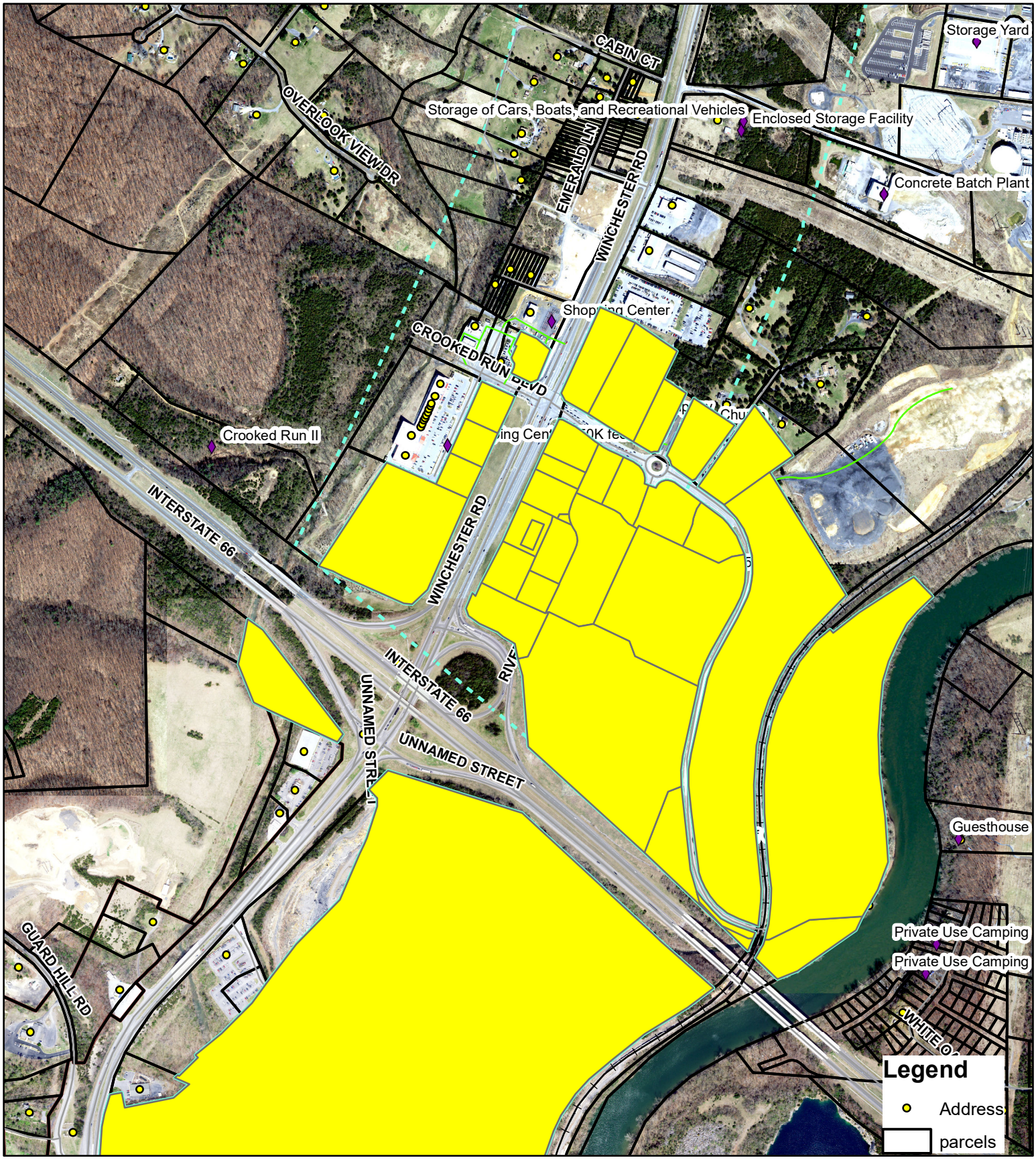
My commission expires 11-30-05
Notary Public Wanda I Bryant

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)



Sheet 6 of 6

ABSENTEE
000271 IIR-78
03



N
W E
S

Riverton Commons
CUP modification APO Map

0 180 360 720 1,080 1,440
Feet

Parcels maintained by Warren County GIS. While data is continuously updated from surveyed plats, this data is for representational purposes only and accuracy reflected is not that of a professional survey.
The County does not warrant the accuracy thereof; all data and maps are accepted and used with all faults;
and all warranties, express and implied, including all warranties of merchantability or of fitness for a particular purpose or otherwise, are hereby expressly disclaimed by Warren County.

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
8/17/2021	I-4	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.

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

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval 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.

PROPOSED OR SUGGESTED MOTION:

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

OR

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

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.

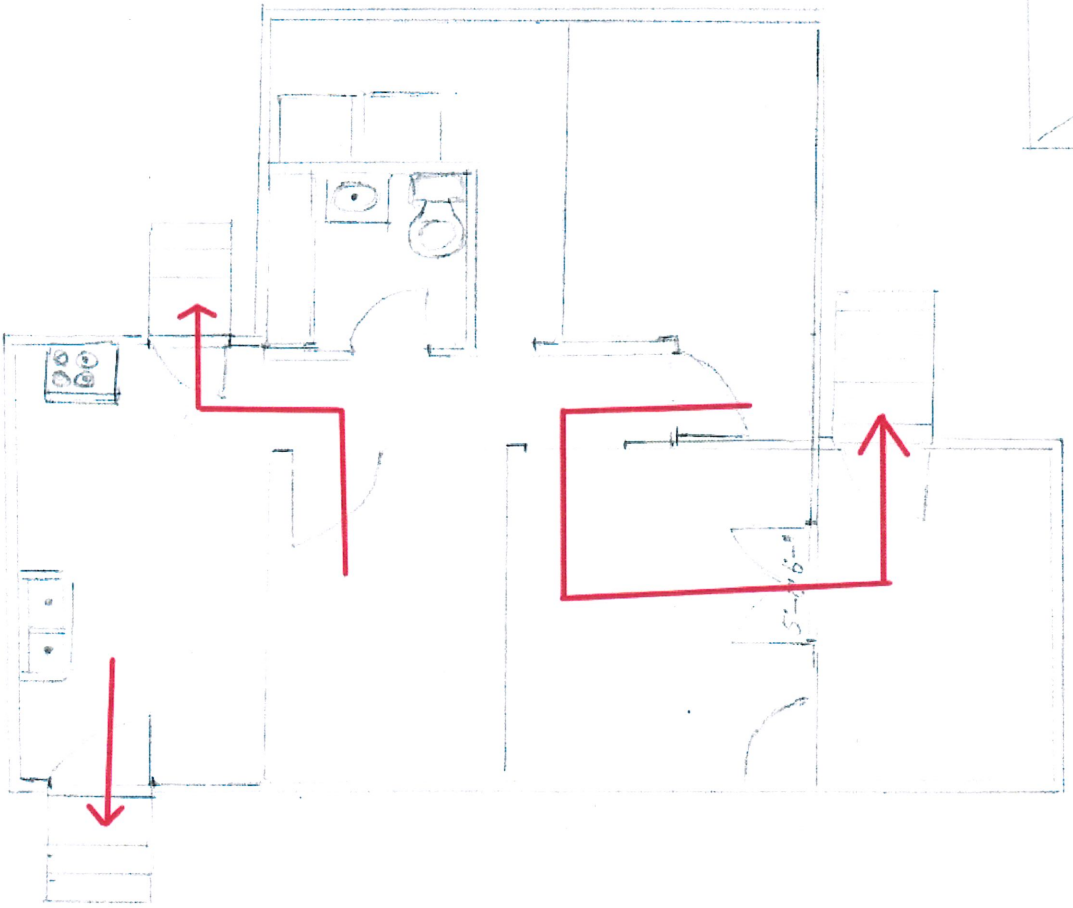
AREA ATTRACTIONS

- 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

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.

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.

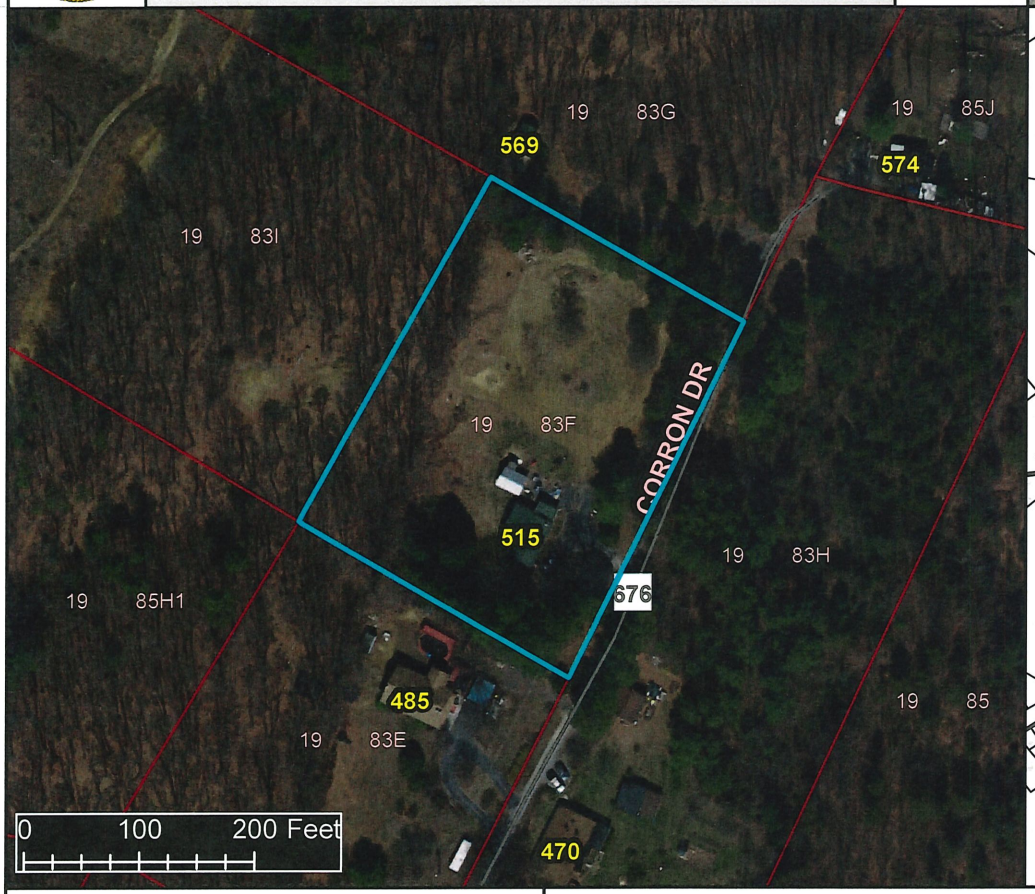
Chairman Myers opened the public hearing and asked anyone wishing to speak for or against this matter to come forward; no one came forward. Chairman Myers closed the public hearing.

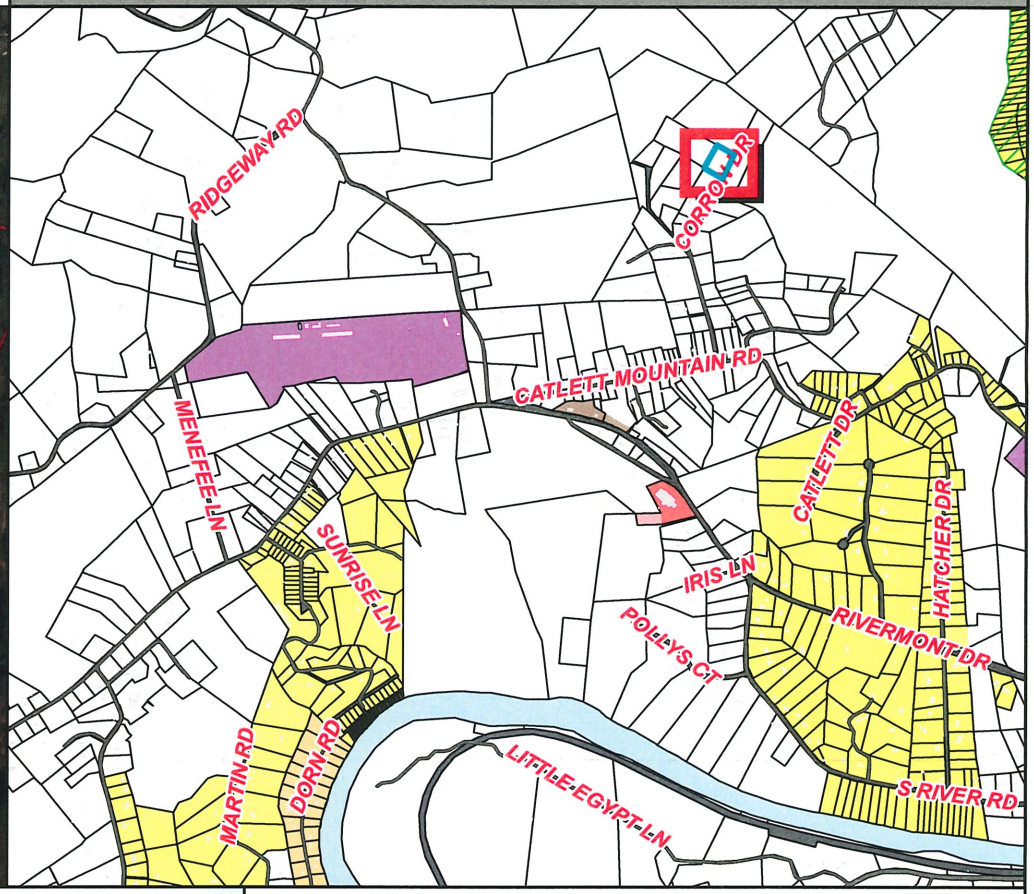
DRAFT

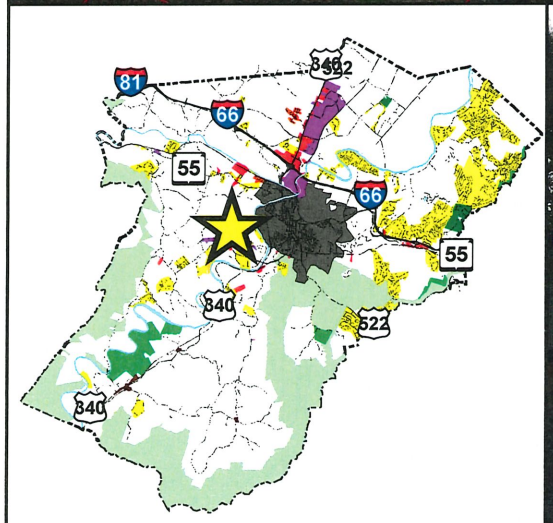
Warren County VA
CUP Location Map

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
8/17/2021	I-5	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.

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

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval 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.

PROPOSED OR SUGGESTED MOTION:

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

OR

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

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 o'shea 5/4/2021

Applicant Signature Date

neal o'shea 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

Emily Ciarrocchi

From: Edwin Daley
Sent: Tuesday, August 10, 2021 12:48 PM
To: Emily Ciarrocchi
Subject: FW: August 17 meeting.

From: w <wberich@comcast.net>
Sent: Tuesday, August 10, 2021 12:46 PM
To: Edwin Daley <Edaley@warrencountyva.net>
Subject: August 17 meeting.

1720 Khyber Pass Road.

We fully support the application. Great for the area and business. Please consider zoning change to permit short-term tourist rental.

Thank you. Watson and Leslie Berich.

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

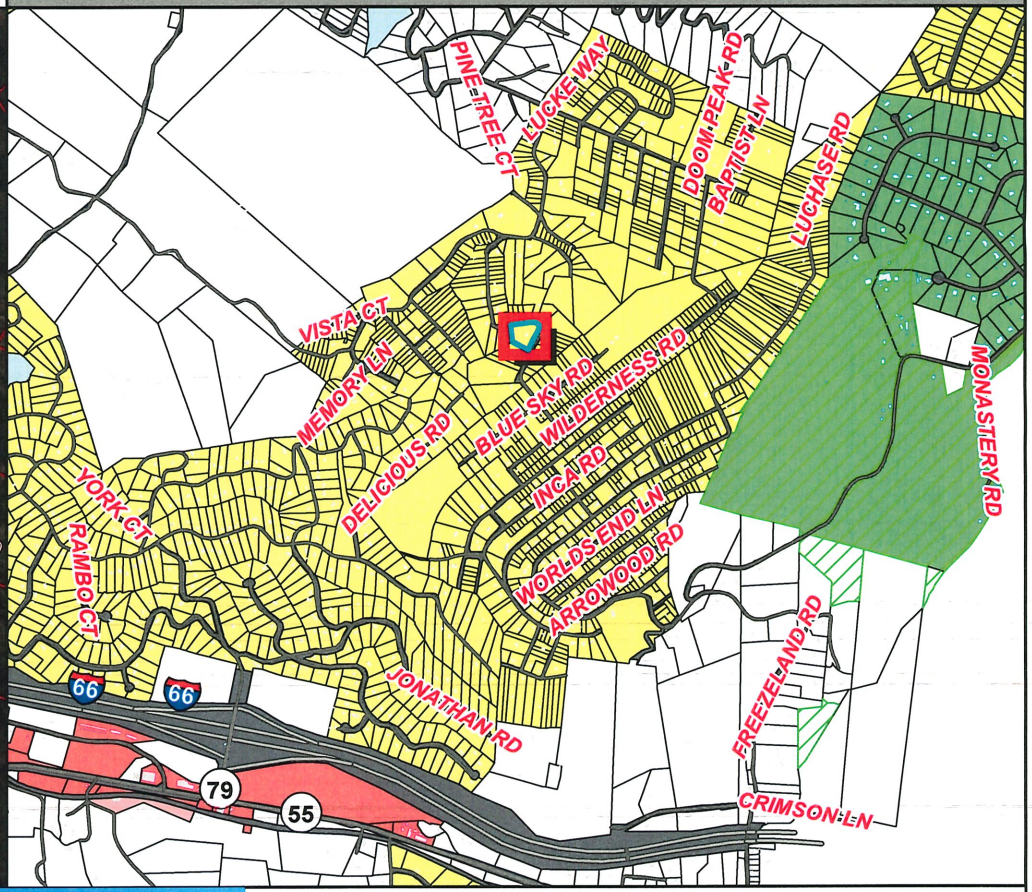
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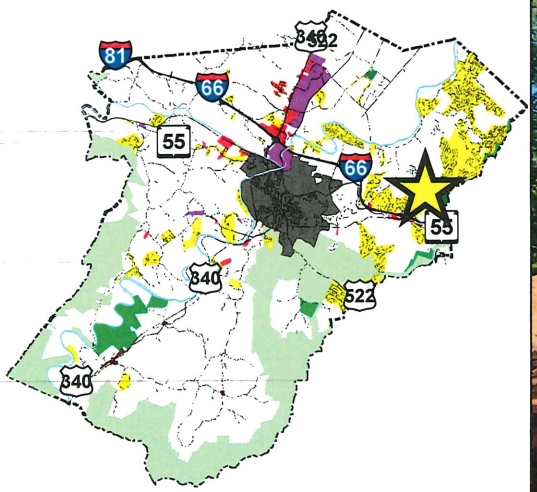
Warren County VA
CUP Location Map

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:
08/17/2021	I-6	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.

RECOMMENDED CONDITIONS:

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, 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. 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.

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 approve the conditional use permit request of Mountaintop the Church at Skyline for a Private School with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Mountaintop the Church at Skyline for a Private School. (List reasons)

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 92060

(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

church at Skyline

P. O. Box 1582
Front Royal, VA 22630
540-635-9003

July 2021

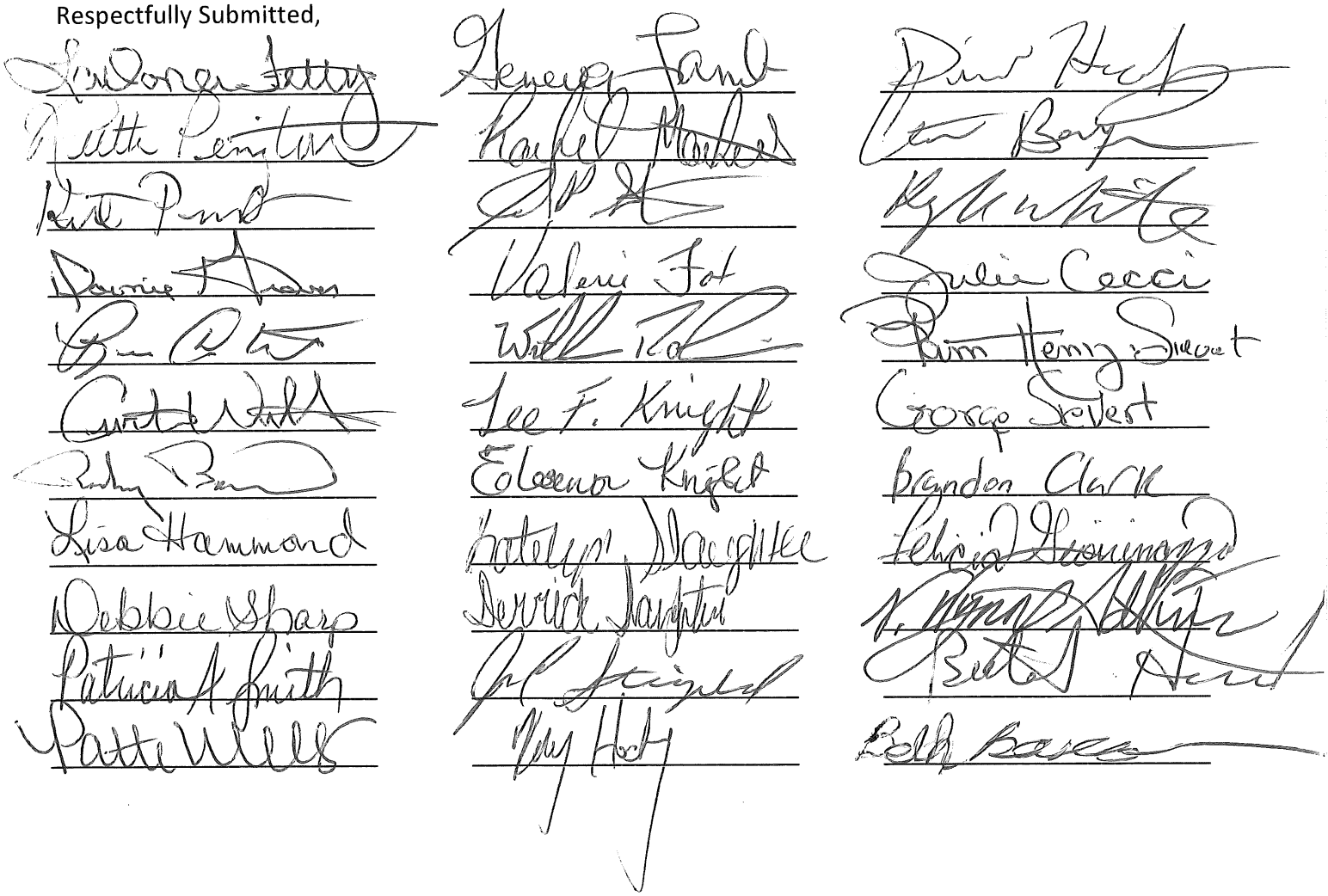
Dear Warren County Board of Supervisors:

As members of the congregation at The Church at Skyline, we the undersigned wish to express our heartfelt support for the ongoing ministry of Skyline Christian Academy.

We believe that "education with a heart" to teach and to empower the individual is "key" in today's society as we enable young people to become the future leaders and citizens of our great country.

By affixing our signatures to this letter, we vouch safe our endorsement of this venture in ministry by our church.

Respectfully Submitted,



church at Skyline

P. O. Box 1582
Front Royal, VA 22630
540-635-9003

Kelly L Singleton
Rick Mathews
Donna Hunt
Joe Becker
Ben R Reed Jr.
Connie S Reed
Mary J Becker
George C Hurd
W Smith
Lynda Hyde
Kenneth R Dillon
Taylor Campbell
David Jenkins
Cathy Puffer
Kelly Puffer

Hannah Park
Derrick Slaughter
Katelyn Slaughter
James
Patricia Dunn
Catherine Felts
Michalene Pritzker
Crystal Morse
Etta Thomas
Wanda Dillon

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: 19,500 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:	19,500	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.

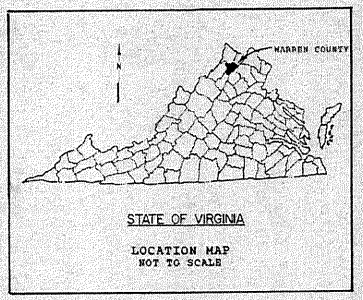
IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS NECESSARY FOR CONSTRUCTION PRIOR TO COMMENCEMENT OF WORK.

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.

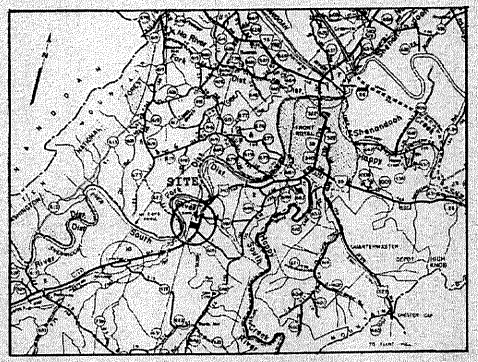
SOIL EVALUATION REPORT FOR THE SEPTIC SYSTEM WAS PERFORMED BY GE R. SWECKER, CPSS, DATED NOVEMBER 21, 1991. THESE SOILS REPORT WAS FURNISHED FOR THIS PROJECT.

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-1MT 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.

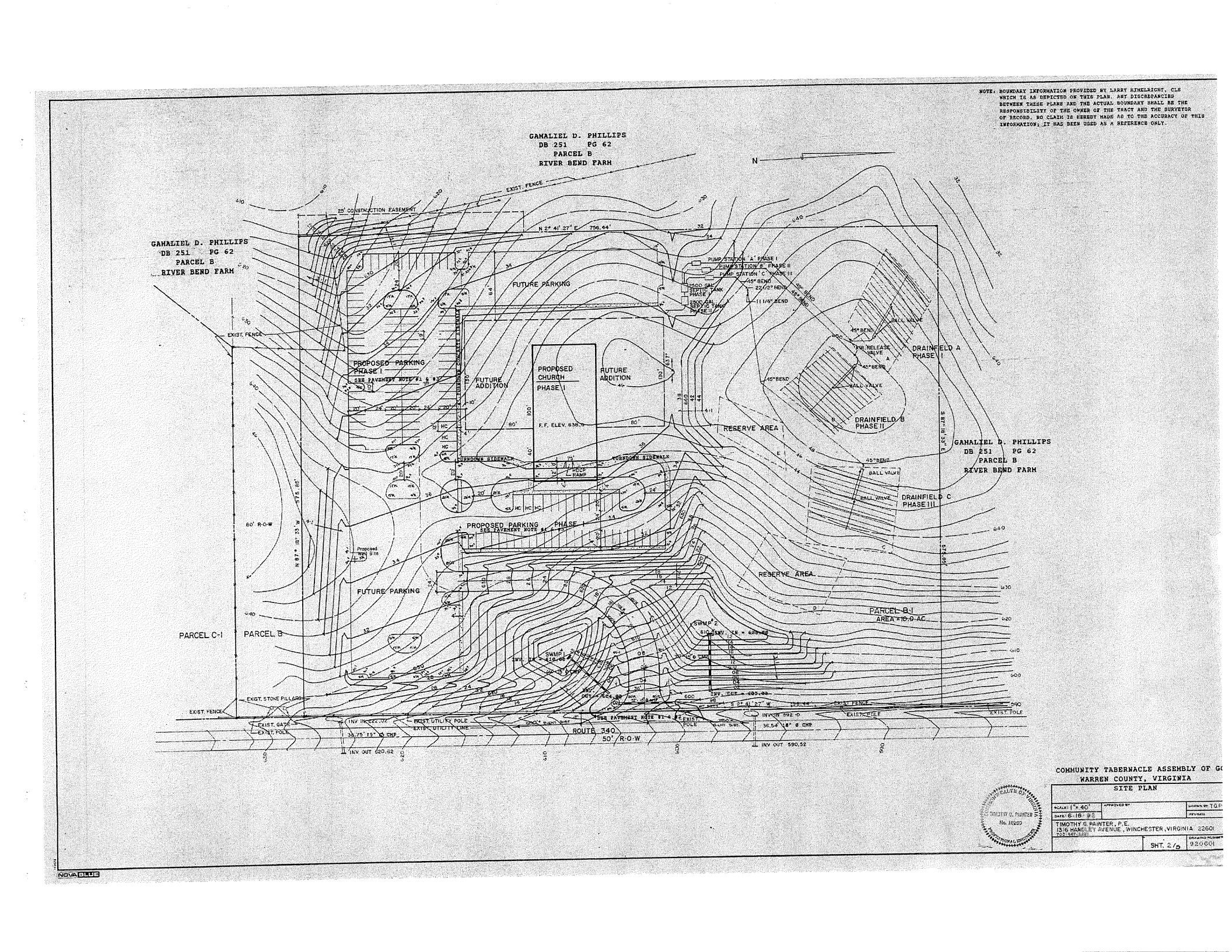
PAVEMENT:

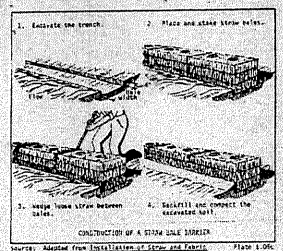
1. ALL DRIVEWAY AND PARKING AREAS SHALL BE PAVED WITH A MINIMUM OF 8" VDOT 21-A STONE, IN PLACE, FINISHED AND COMPACTED.

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 HINELRIGHT, 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
DRIVE
HC
HOOK RAMP
TURNDOWN SIDEWALK
PROPOSED PARKING PHASE I
Proposed Well Site
FUTURE PARKING
RESERVE AREA
PARCEL B-1
AREA = 10.9 AC
SWMP 2
SWMP 1
PARCEL C-1
PARCEL B
EXIST. STONE PILLARS
EXIST. GATE
EXIST. POLE
EXIST. UTILITY POLE
EXISTING UTILITY LINE
INV IN 622.02
INV OUT 620.62
38.75' 15" RCP
ROUTE 340
50' R-O-W
INV OUT 590.52
INV IN 592.10
36.54' 18" S CMP
EXIST. FENCE
EXIST. POLE
GAMALIEL D. PHILLIPS
DB 251 PG 62
PARCEL B
RIVER BEND FARM
COMMUNITY TABERNACLE ASSEMBLY OF GO
WARREN COUNTY, VIRGINIA
SITE PLAN
SCALE: 1"= 40'
APPROVED BY
DRAWN BY: TGP
DATE: 6-16-98
REVISED
TIMOTHY G PAINTER, P.E.
1316 HANDLEY AVENUE, WINCHESTER, VIRGINIA 22601
703-667-1882
SHT. 2/5
DRAWING NUMBER
920601
TIMOTHY G. PAINTER
No. 10203
PROFESSIONAL ENGINEER
COMMONWEALTH OF VIRGINIA
NOVA CIES

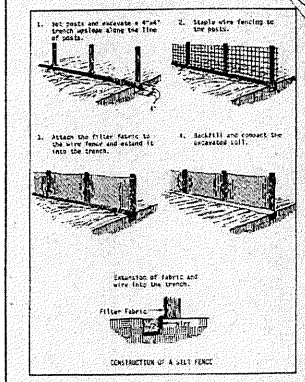


CONSTRUCTION OF A STRAW BALE BARRIER

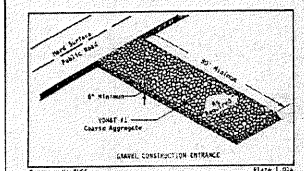
Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant — Plate 1.06c



PROPER PLACEMENT OF STRAW BALE BARRIER IN DRAINAGE WAY

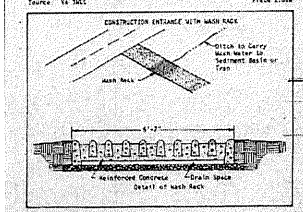


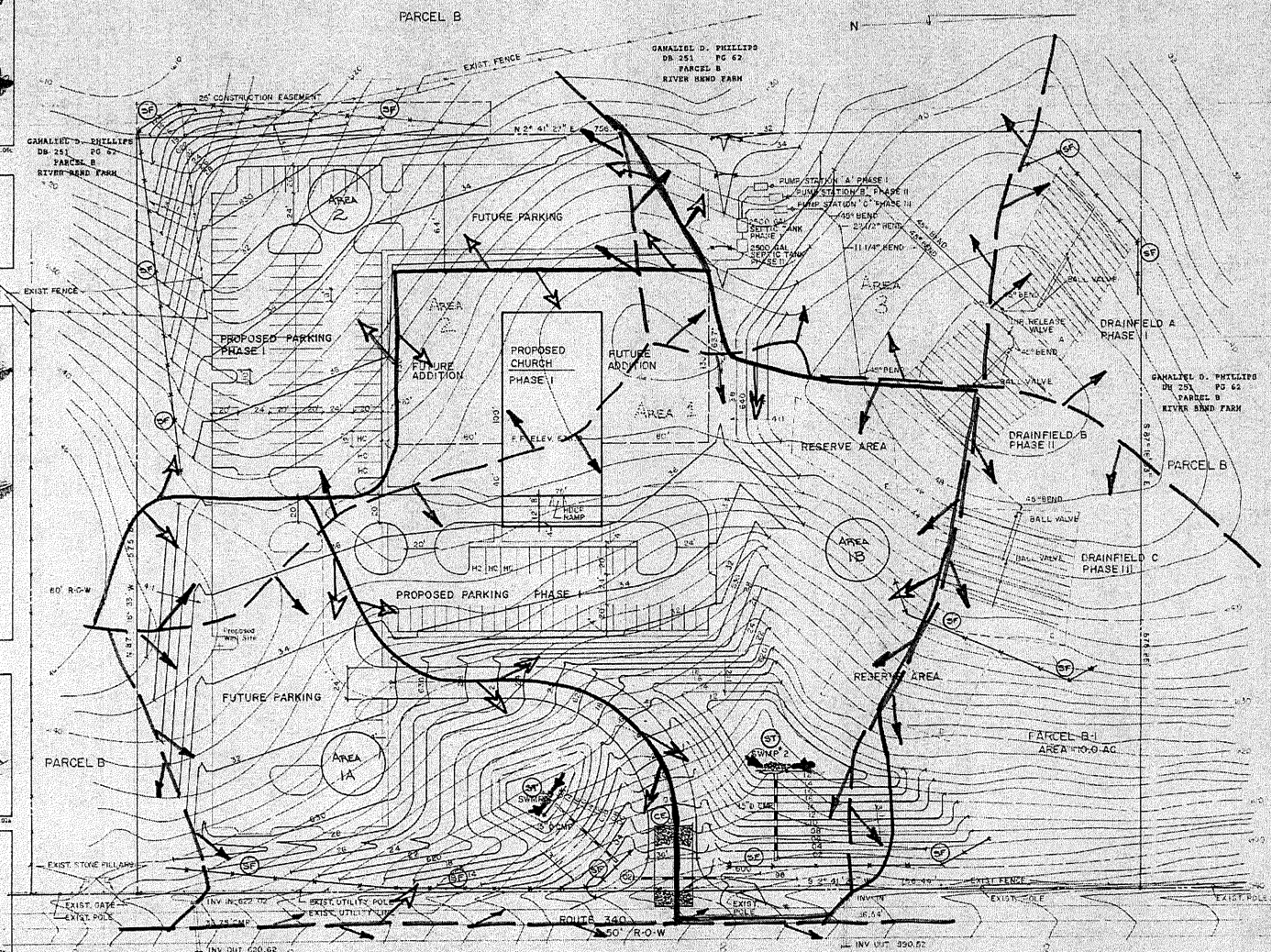
CONSTRUCTION OF A SILT FENCE

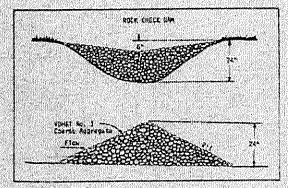


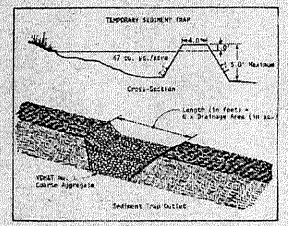
GRAVEL CONSTRUCTION ENTRANCE

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	STRUCTURE 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

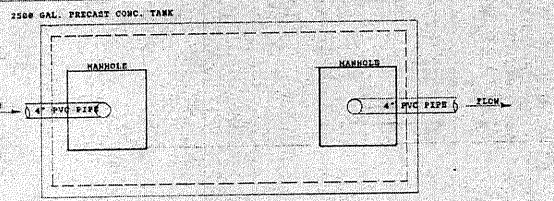
COMMUNITY TABERNACLE ASSEMBLY OF GOD
WARREN COUNTY, VIRGINIA
EROSION AND SEDIMENT CONTROL AND DRAINAGE DIVIDES PLAN

SCALE: 1"=40' | DRAWN BY: TOP
DATE: 6-15-93 | REVISED:

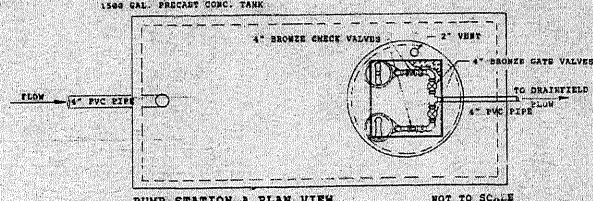
TIMOTHY O. PAINTER, P.E.
245 McNULTY CIRCLE, WINCHESTER, VIRGINIA 22601

SHT. 3 of 6

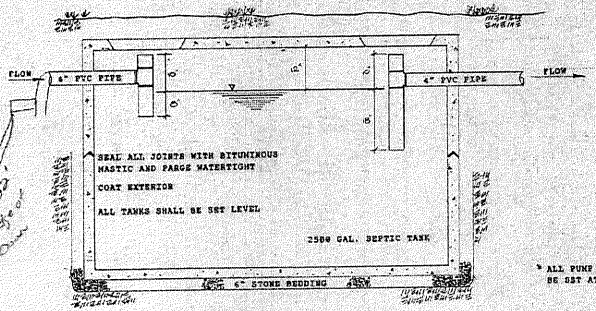
NOVA BLUE



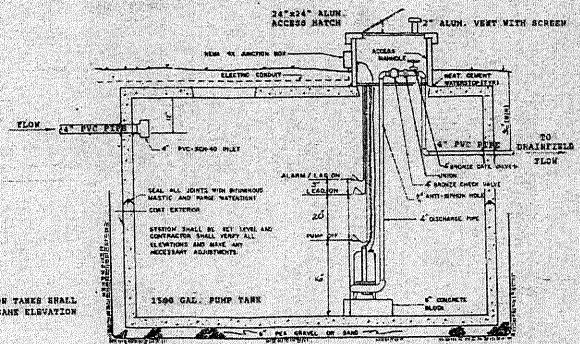
SEPTIC TANK PLAN VIEW NOT TO SCALE



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 (1984).

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 MCHD 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 ASTERITOP 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 3 Hp, 230 VOLTS, 3PHASE PHASE WITH A 4-3/4" IMPELLER BY HYDRAULIC 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, 3 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 CODE 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

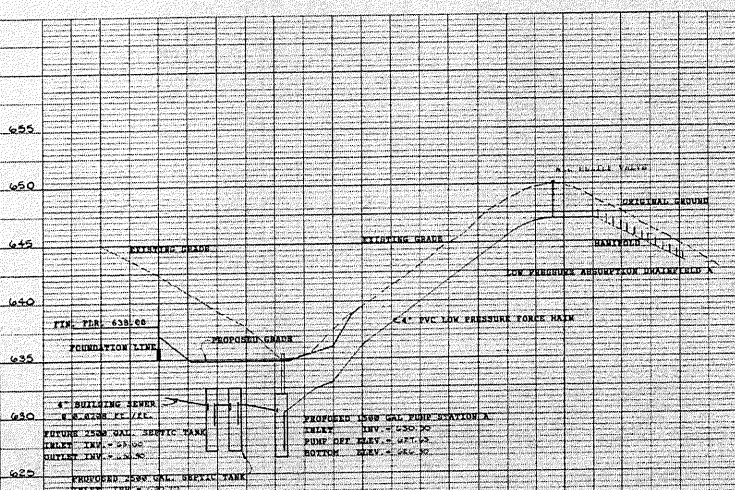
SCALE: NO NOTED | APPROVED BY: | DRAWN BY TGP
DATE: 6-16-92 | REVISED

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

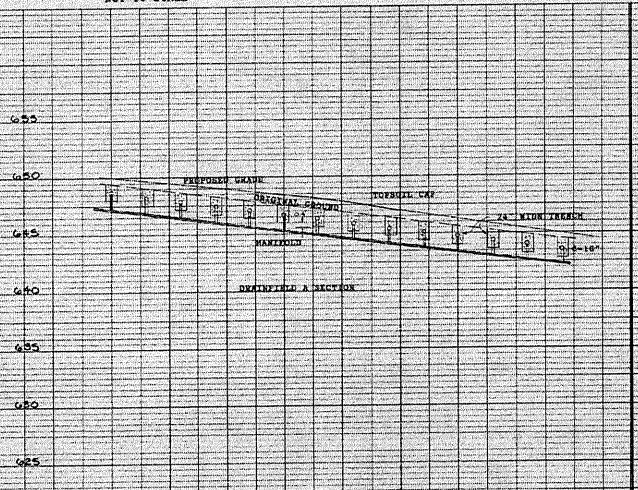
SHT. 4/10 | DRAWING NUMBER 920601

PLAN: SCALE 1"=50' | DATED 6-16-92 | NOTES | NOTE BOOK No. | DRAWN BY TGP | CHECKED BY

PROFILE: SCALE H 1"=50' V 1"=5' | DATED 6-16-92 | NOTES | NOTE BOOK No. | DRAWN BY TGP | CHECKED BY

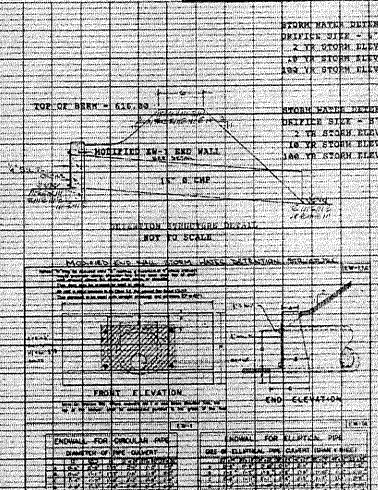


PROFILE ELEVATIONS
SCALE: (H) 1"=50'
(V) 1"=5'



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

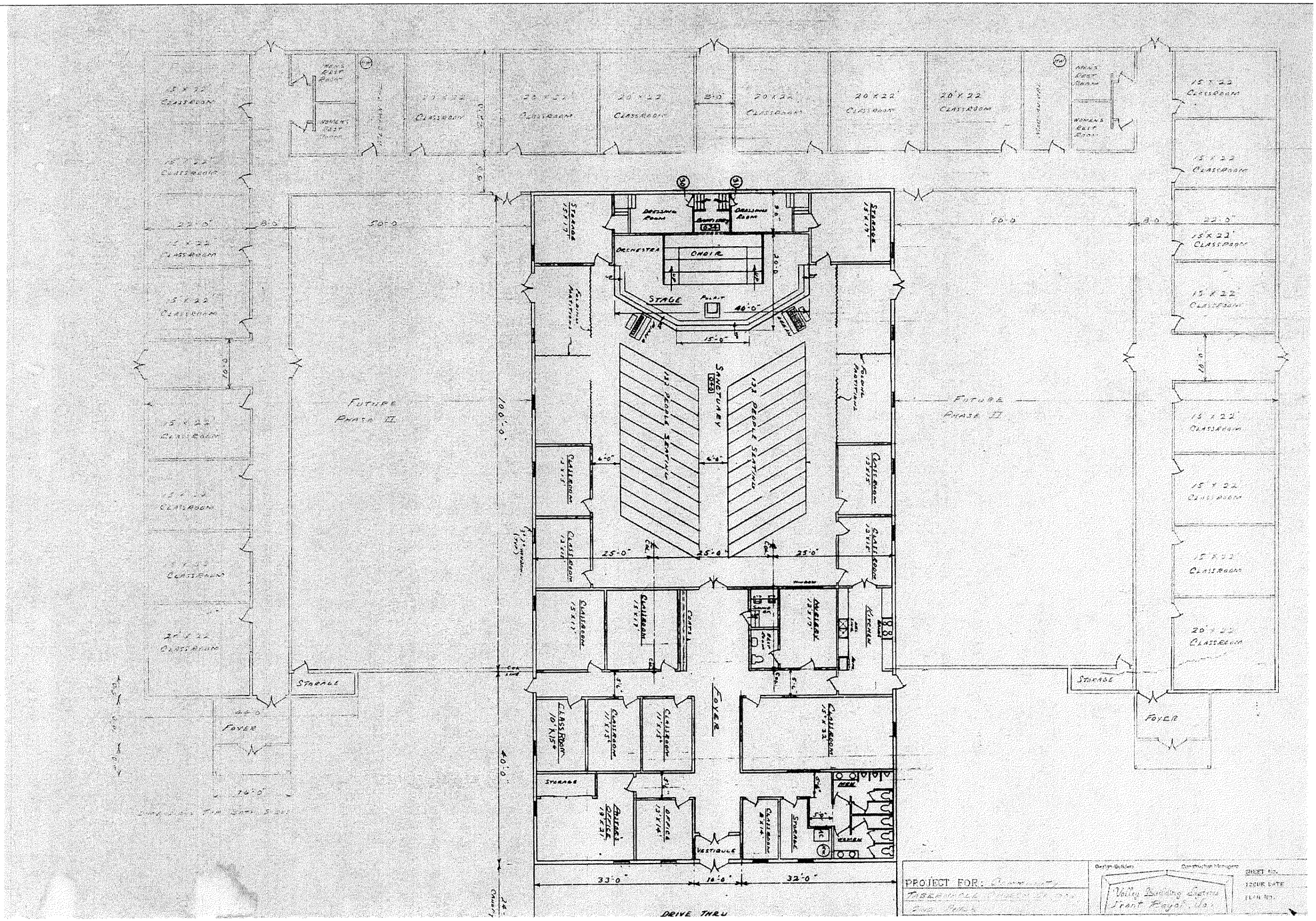
STORM WATER DETENTION POND #1
ORIFICE SIZE = 5" DIAMETER
2 YR STORM ELEV. = 612.37
10 YR STORM ELEV. = 613.81
100 YR STORM ELEV. = 614.28

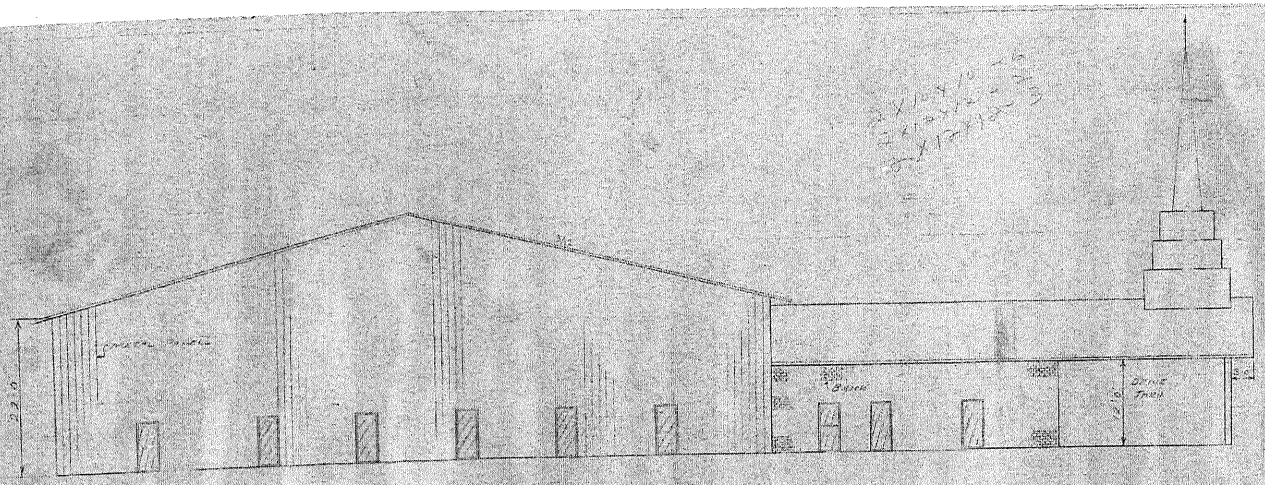


STORM WATER DETENTION POND #2
ORIFICE SIZE = 5" DIAMETER
2 YR STORM ELEV. = 612.23
10 YR STORM ELEV. = 613.81
100 YR STORM ELEV. = 614.28

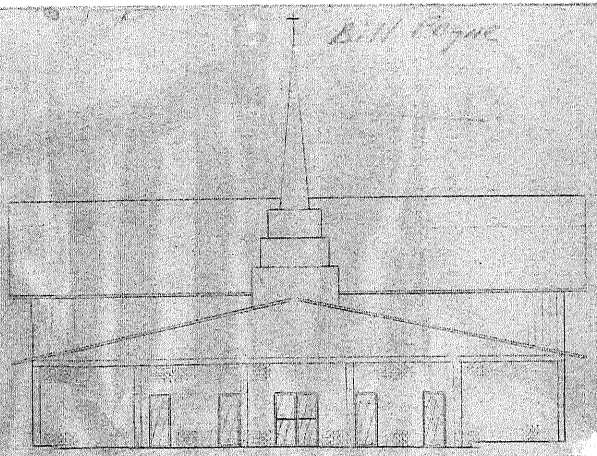


PLATE 4-SINGLE PLAN AND PROFILE-FULL LINE

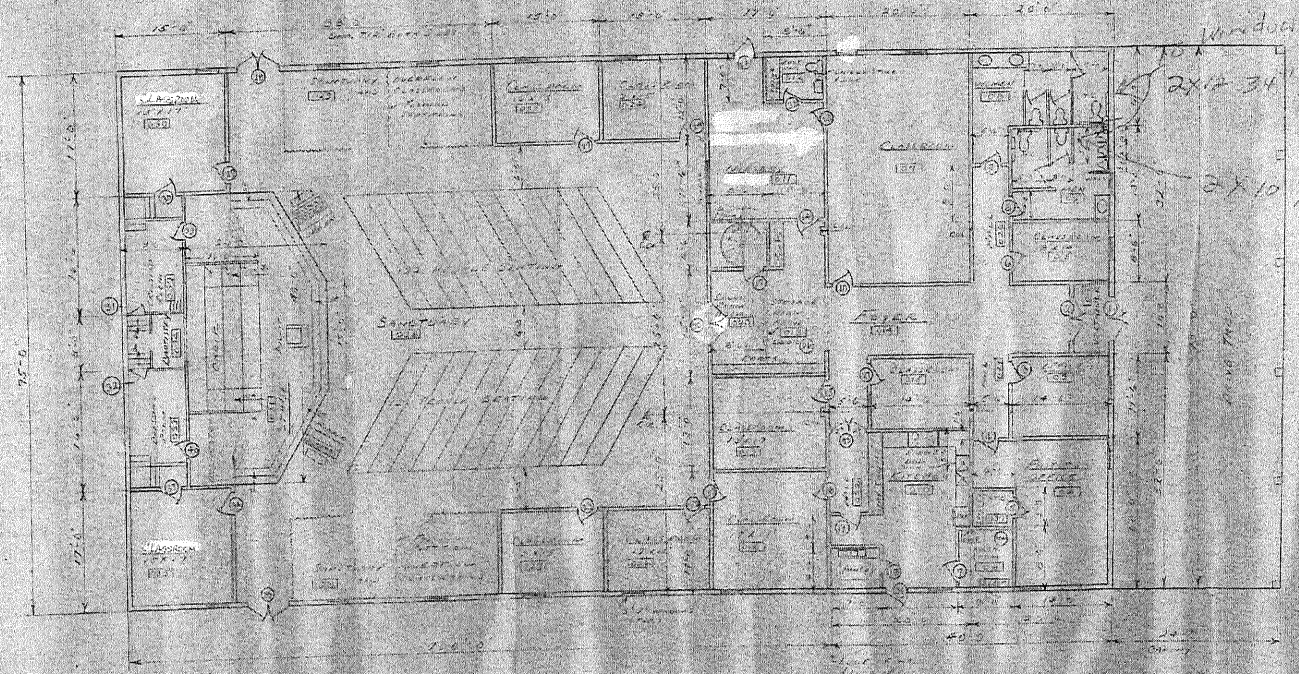

FUTURE PHASE II
FUTURE PHASE III
STAGE
ORCHESTRA
CHOIR
SANCTUARY
132 PEOPLE SEATING
FOYER
STORAGE
KITCHEN
OFFICE
VESTIBULE
DRIVE THRU
PROJECT FOR:
Valley Building Systems
Grant Reynolds, Inc.
SHEET No.
ISSUE DATE
PLAN No.



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.

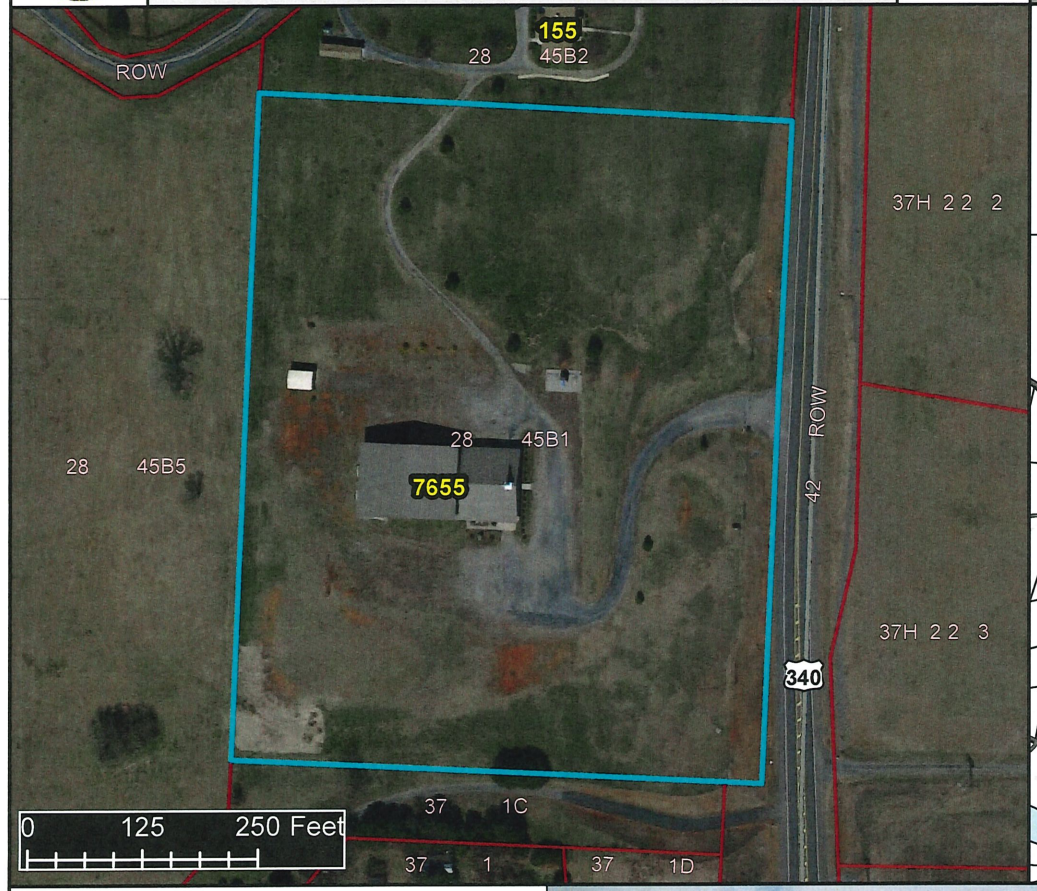
COMMONWEALTH OF VIRGINIA
RICHARD T. WEEKS
(LICENSE No. 012313)
PROFESSIONAL ENGINEER

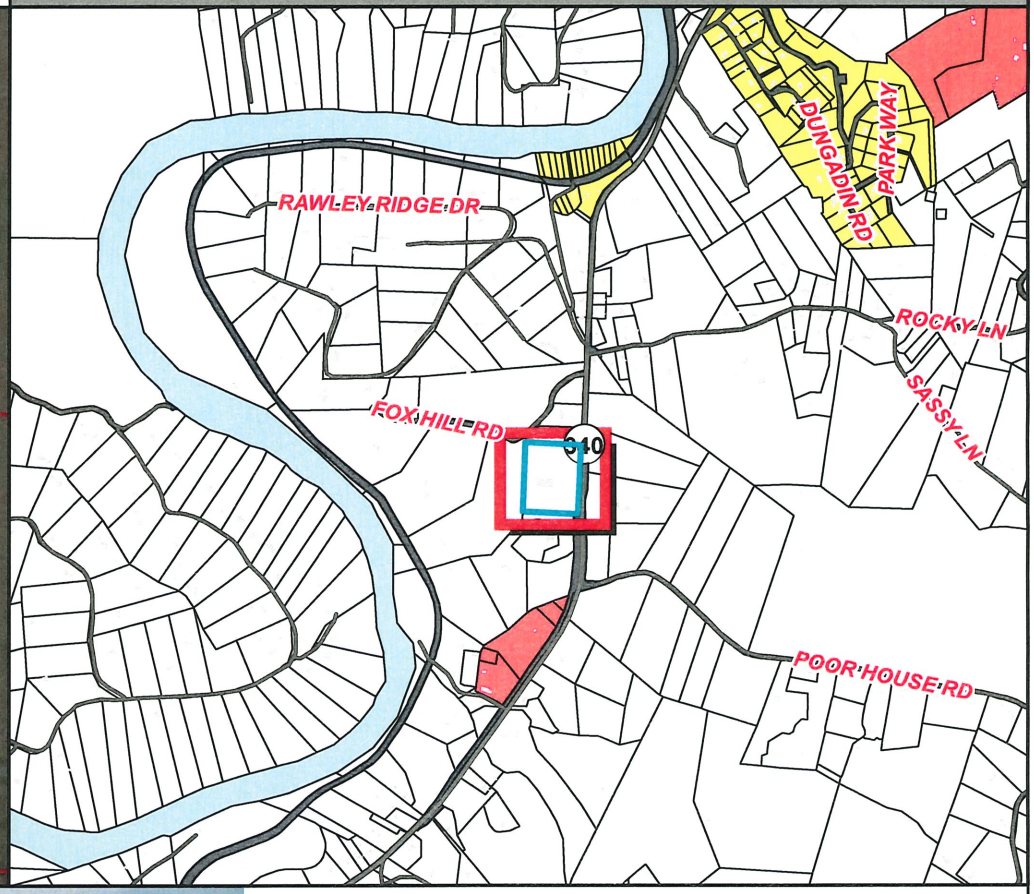
PROJECT FOR: Community Tabernacle
Assembly of God

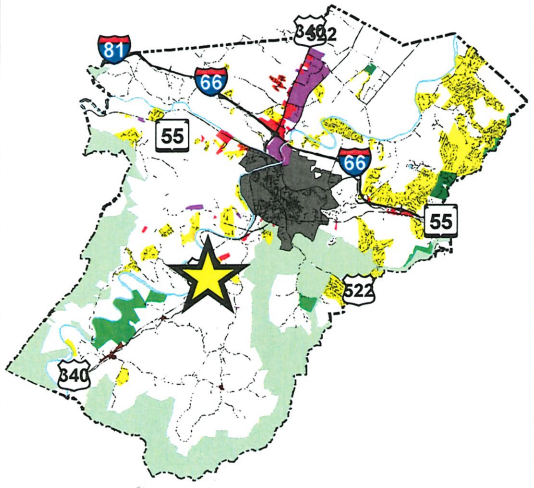
Warren County VA
CUP Location Map

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

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Department of Planning

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
8/17/2021	I-7	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.

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

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval 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.

PROPOSED OR SUGGESTED MOTION:

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

OR

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

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

Town/Village: Front Royal
Zoning: Residential One (R-1)
Acres: 1.0
Existing Land Use: Single Family Dwelling

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

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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. 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:

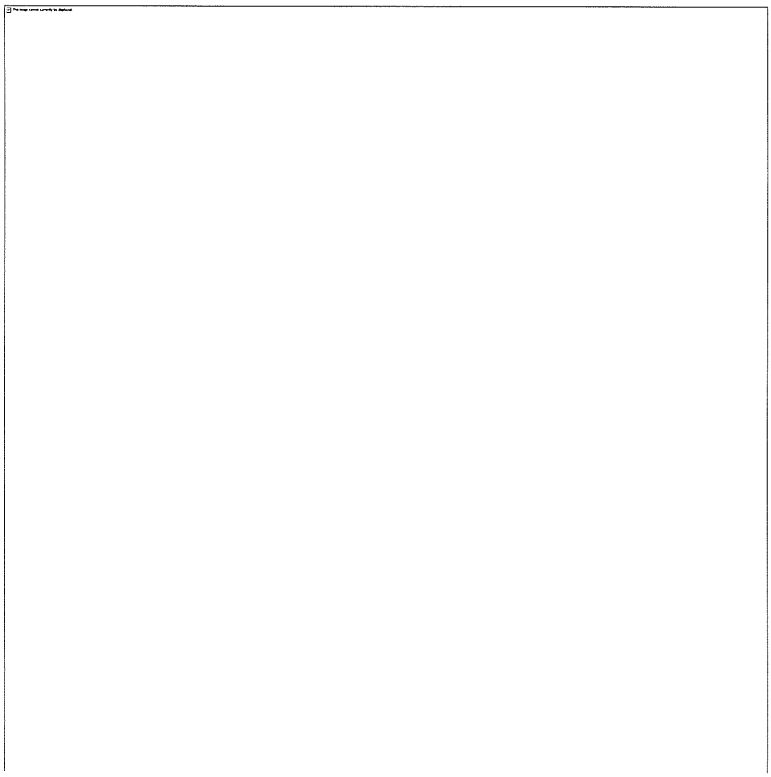
1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.

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 7BA1
(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.

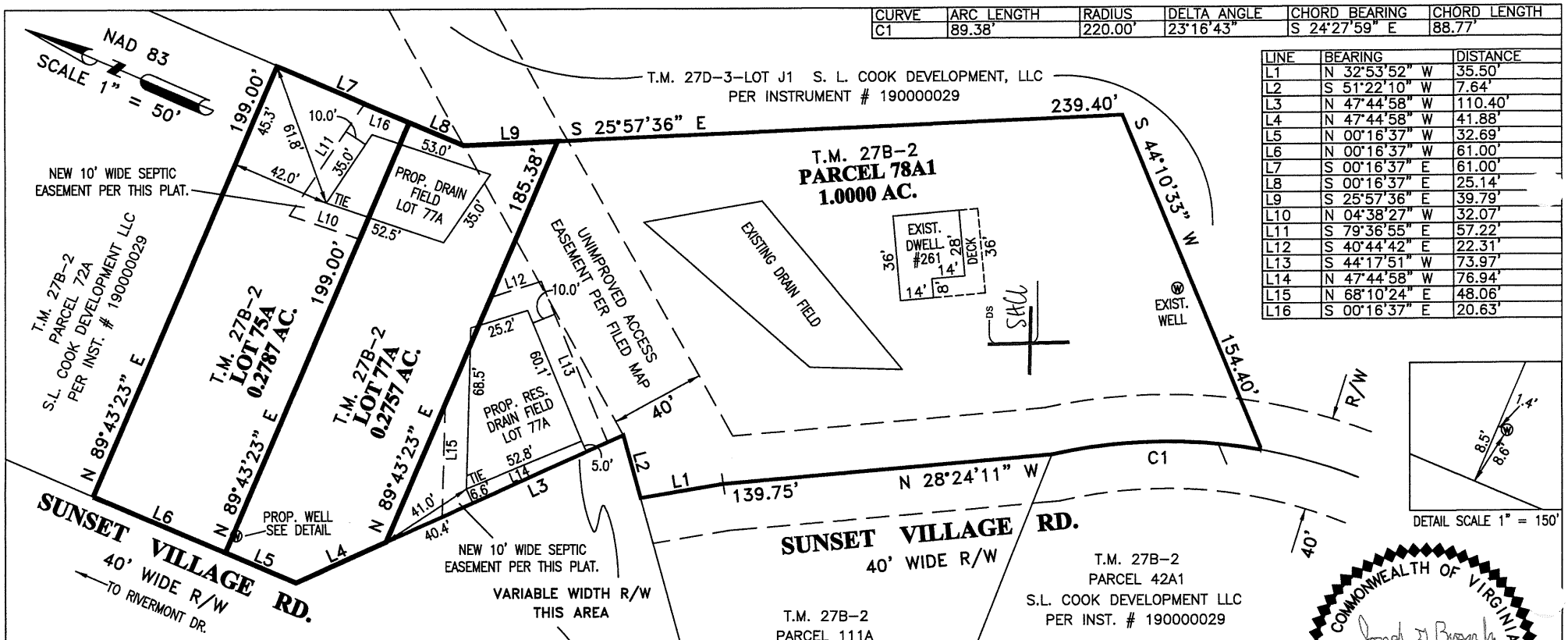
Applicant Signature — Date: 5/11/21

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'

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.

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

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.

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

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.

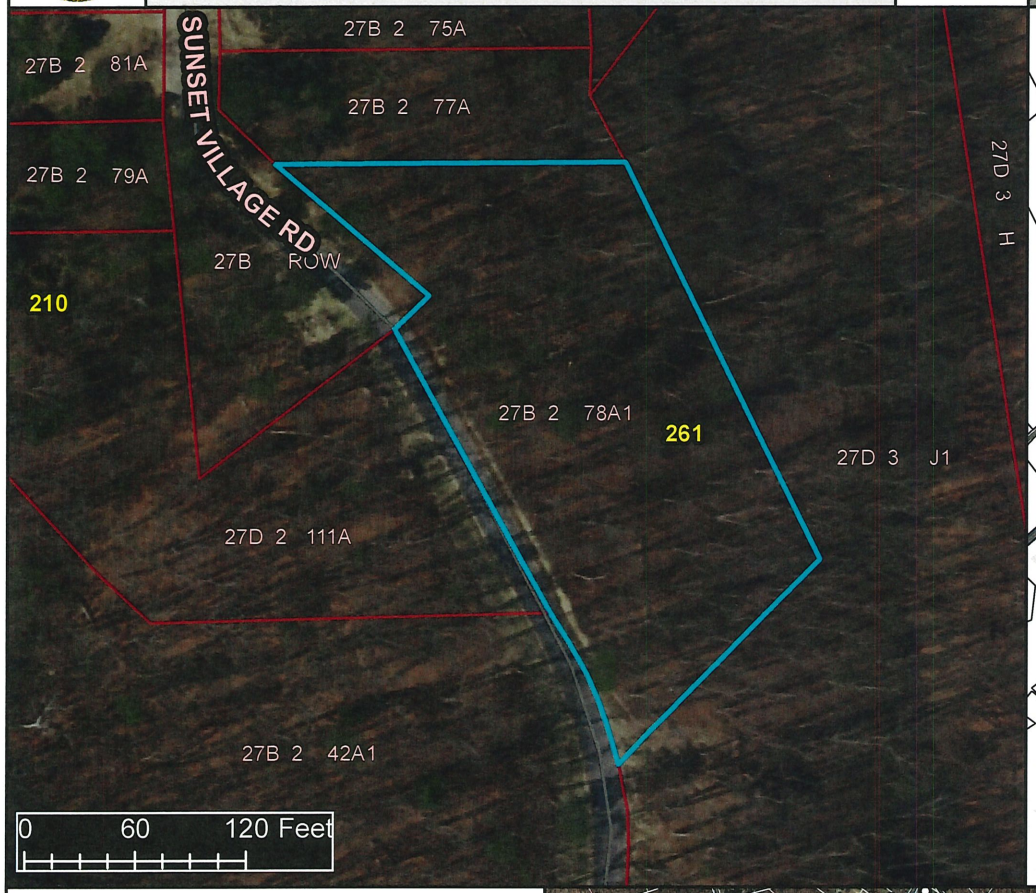
Mr. Kersjes seconded the motion which passed by the following vote:

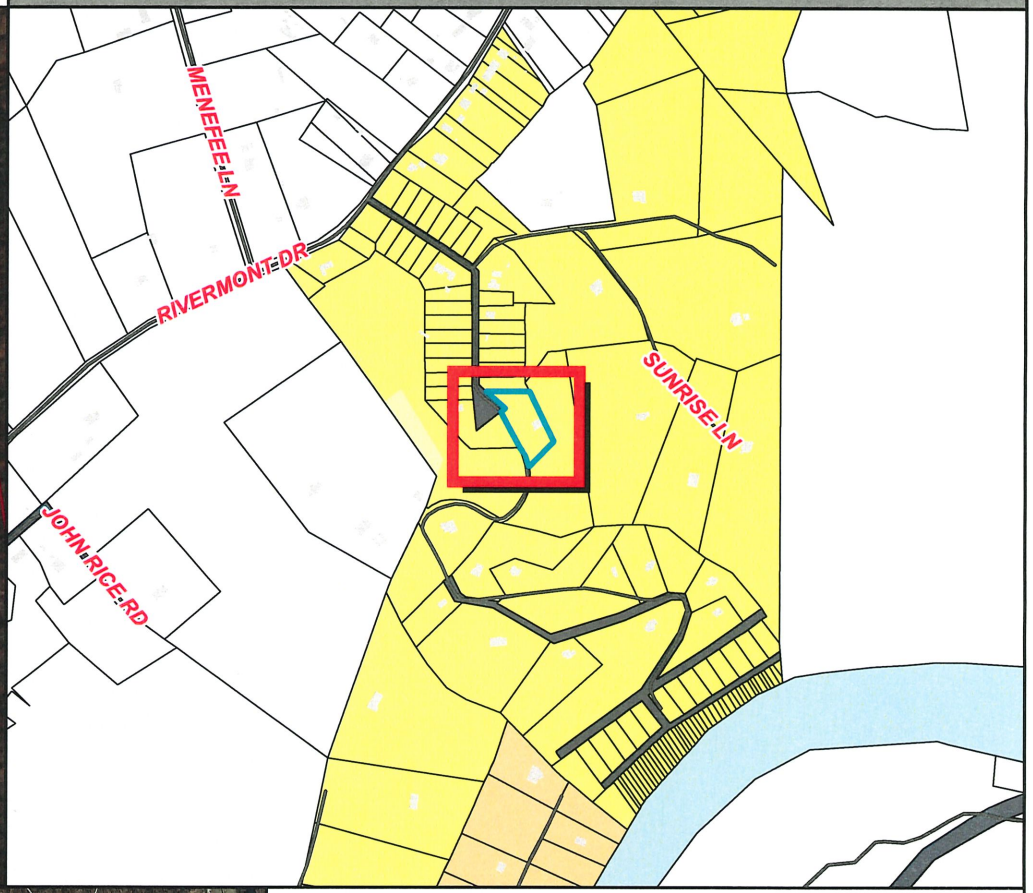
Ayes: Myers, Henry, Kersjes, Longo, Richardson

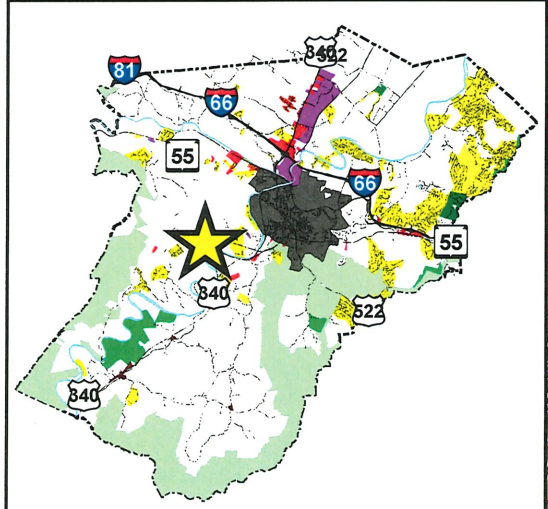
Warren County VA
CUP Location Map

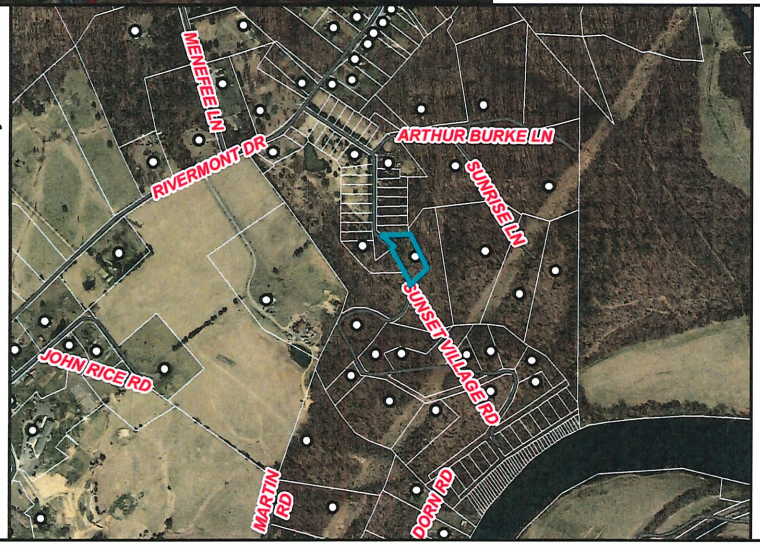
CUP: Short-Term Tourist Rental
Applicant: Melissa Halko

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:
08/17/2021	I - 8	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.

RECOMMENDED CONDITIONS:

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.

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 approve the conditional use permit request of Ken Colton for Storage of cars, boats and recreational vehicles with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Ken Colton for Storage of cars, boats and recreational vehicles. (List reasons)

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

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 COUTEN | 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:	PAPER SIZE:	SHEET:
W16-50	18" x 24"	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'

T.M. 5-11
4.1624 ACRES
(NO CHANGES)

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

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 #905 - 50' WIDE R/W - INST.#120007360

N 44°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)

CHAINLINK FENCE

S 24°19'49" W 769.13'

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

LOT LINE HEREBY VACATED

S 45°25'31" E 402.58'

DRAINAGE EASEMENT INST.#140005662

N 24°19'49" E 105.99'

1.4552 ACRES
ADJUSTMENT AREA

S 65°40'11" E 405.34'

LOT LINE HEREBY CREATED

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

RSW REGIONAL JAIL AUTHORITY INST.# 120004418 T.M. 4-45D ZONED: INDUSTRIAL/COMMERCIAL USE: JAIL

WATER, SANITARY SEWER & UTILITIES EASEMENT INST.#120007360 INST.#150001001

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 1/28/19 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

VICINITY MAP
SCALE: 1" = 2,000'
SITE
AMES DOLLAR WAREHOUSE
FAIRGROUND RD - RTE. 661
WINCHESTER ROAD (RTE. 522)
FERGUSON
RSW JAIL
BRUGH DRIVE
TORAY DRIVE

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"

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

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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

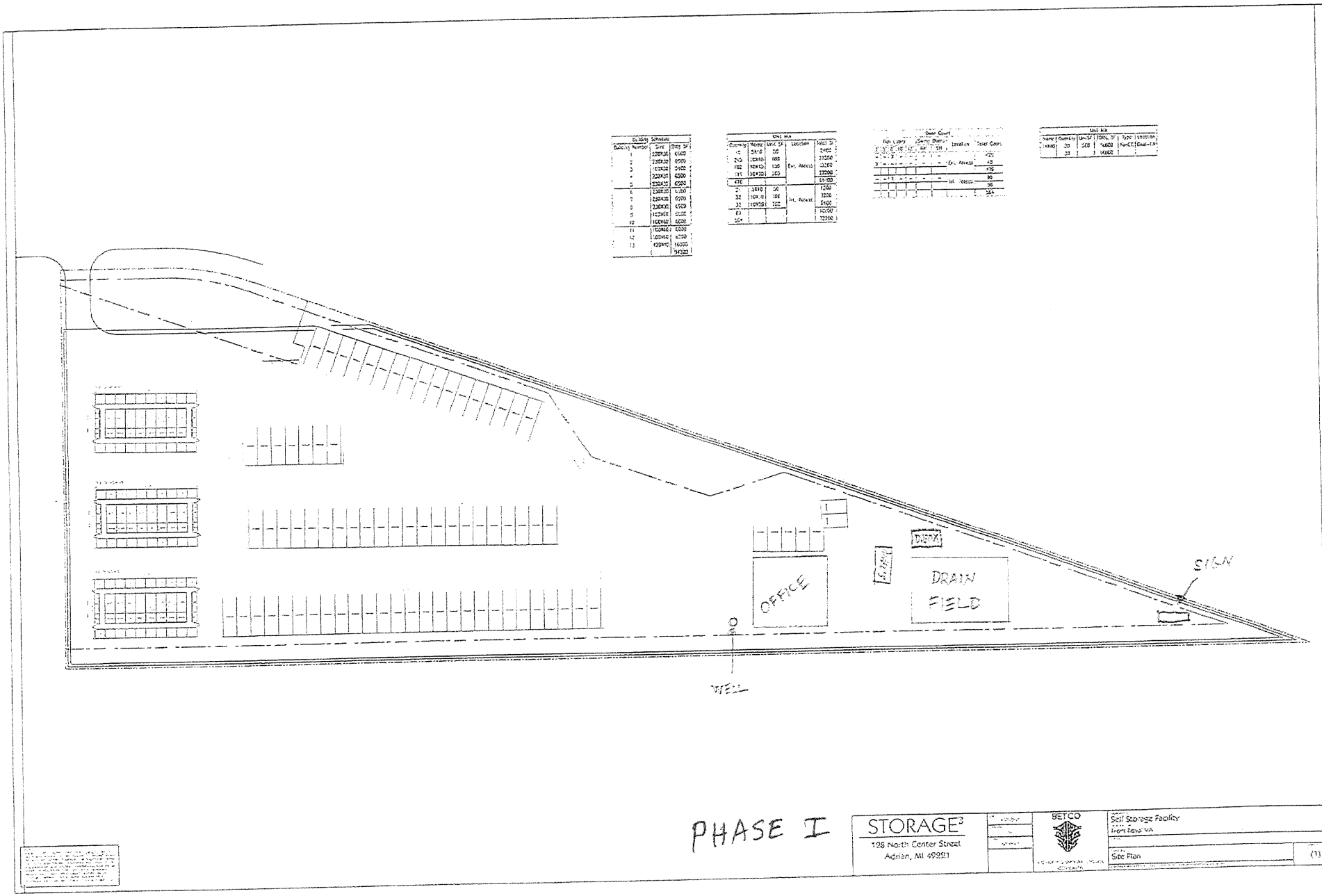
Dear Mr. Petty,

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

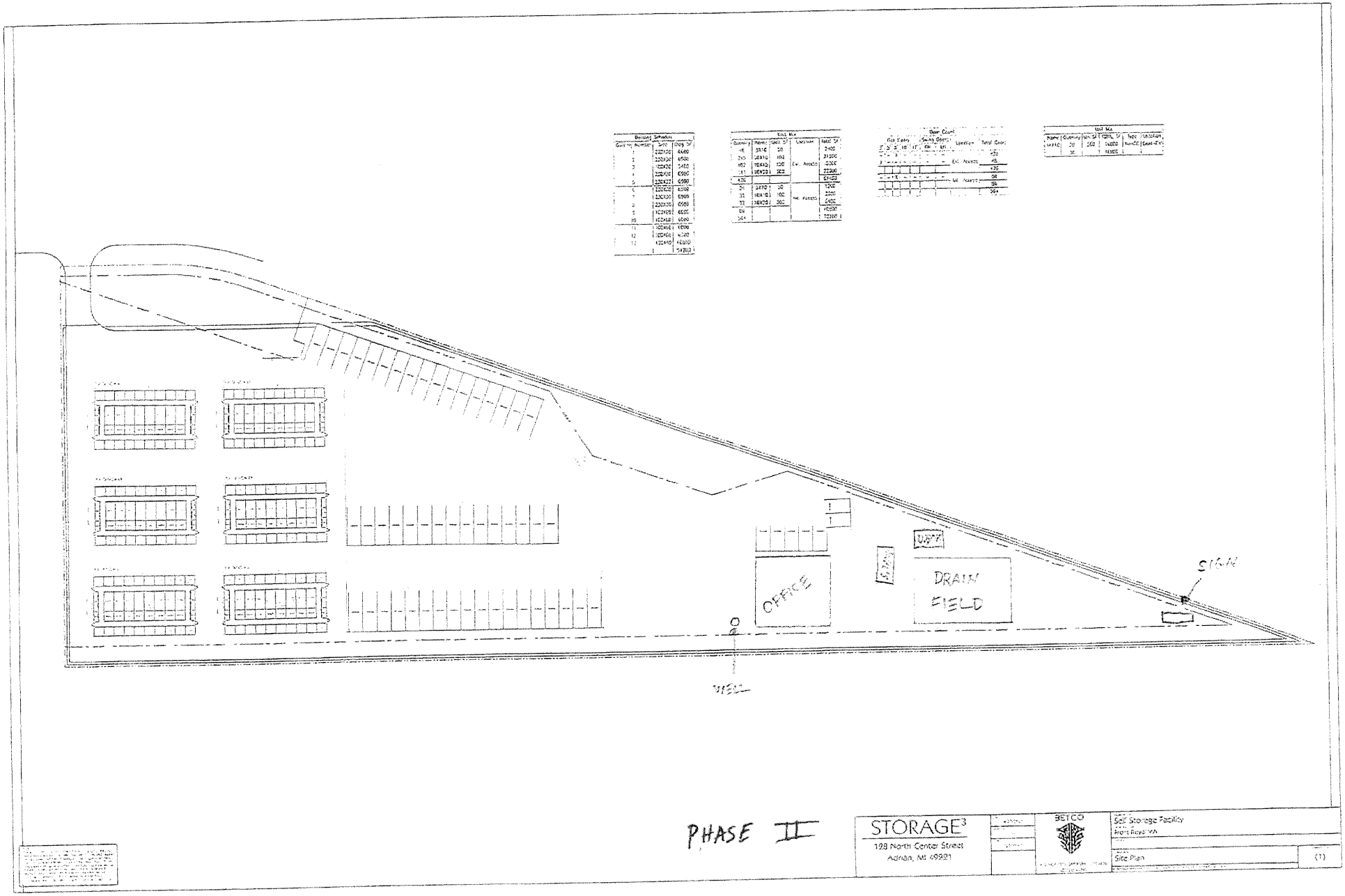
STORAGE³
128 North Center Street
Adrian, MI 49221

BETCO

Self Storage Facility
Front Royal, VA

Site Plan

(1)



PHASE II

STORAGE³
128 North Center Street
Adrian, MI 49901

BETCO

Self Storage Facility
Irish Road MI

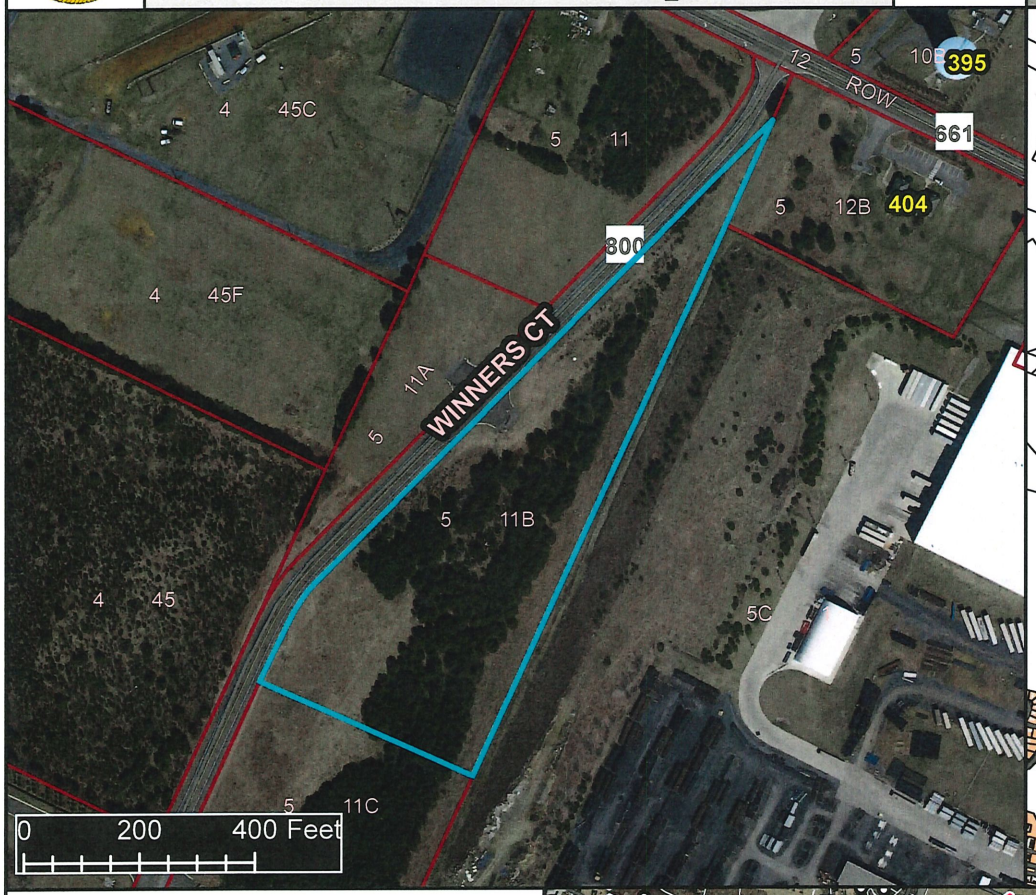
Site Plan

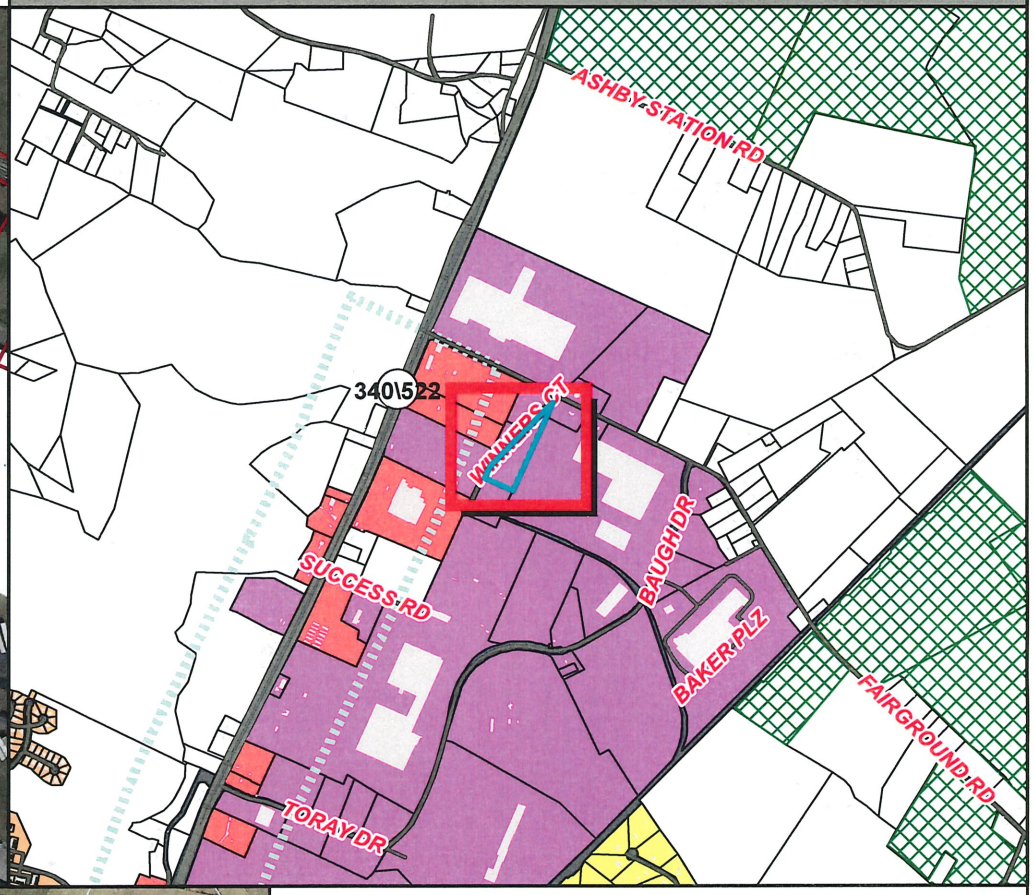
(1)

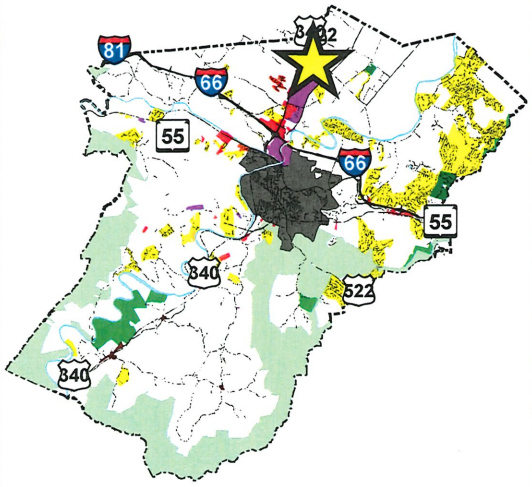
Warren County VA
CUP Location Map

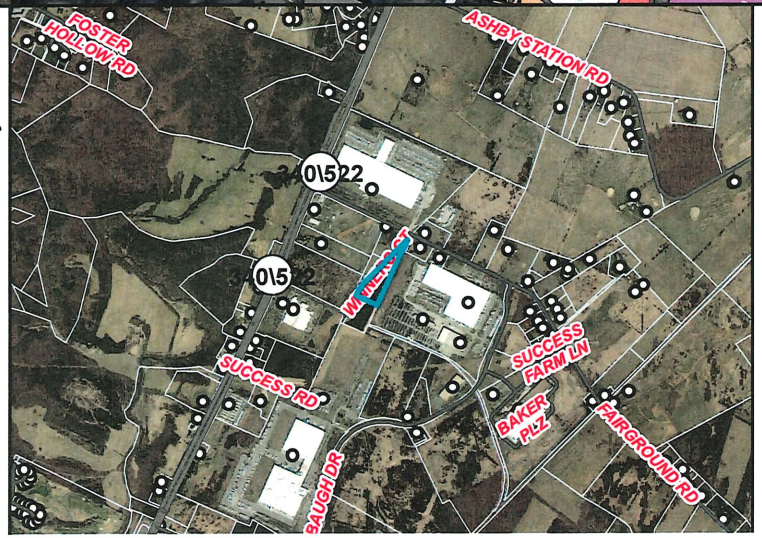
CUP: Recreational Vehicle and Boat Storage
Applicant: Ken Colton

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