



AGENDA

Board of Supervisors Meeting

September 21, 2021

6:30 PM

- A. Closed Session – Virginia Freedom of Information Act
 - a. 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
 - b. Section 2.2-3711(A)(8) Consultation with Legal Counsel for the Provision of Legal Advice re: Front Royal-Warren County Economic Development Authority

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 – Regular Meeting of August 17, 2021

NEW BUSINESS

- H. Consent Agenda
 - 1. Acceptance of Grant from the Department of Criminal Justice Services (DCJS) for a School Resource Officer/School Security Officer – Sheriff Mark Butler
 - 2. Resolutions of Support to Name the Bridges over the North and South Forks of the Shenandoah River – Ed Daley
 - 3. Reclassification of Human Resources Director Position – Ed Daley
 - 4. Authorization to Create a Countywide Firefighter Personal Protective Equipment (PPE) Program and Allocation of Aid to Localities (ATL) Funds – Chief James Bonzano
 - 5. Request to Approve Agreement between the County and VML/VACo on an As-Needed Basis for Pre-Audit and Accounting Services – Ed Daley

6. Coyote Bounty – William A. Atwood (1) – \$50.00 Each – Animal Control

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

7:30 PM

J. Public Hearings

1. Modification Request for Conditional Use Permit 2007-11-02, Amy Cavalier for a Kennel – Matt Wendling
2. Conditional Use Permit 2021-07-02, Hilda Keister for a Short-Term Tourist Rental – Matt Wendling
3. Conditional Use Permit 2021-07-03, 2 Mexico, LLC and B. Allen Richards, LLC for a Short-Term Tourist Rental – Joe Petty
4. Conditional Use Permit 2021-07-04, Rachelle Hill and Don Beavers for a Short-Term Tourist Rental – Joe Petty
5. Conditional Use Permit 2021-07-05, George and Michele Kopcsak for a Short-Term Tourist Rental – Matt Wendling
6. Conditional Use Permit 2021-07-06, Jesse McClain for a Short-Term Tourist Rental – Matt Wendling

K. Additional New Business (If needed)

L. Adjournment

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.

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

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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.

Fiscal Year 2021-2022 Budget Appropriations and Transfers

	Dept/Fund	Tran/Appr	Description	Amount	Source
1	Special Projects/ Reassessment	Transfer	Carrying over prior year Reassessment budget and transferring from Special Projects fund to cover Reassessment contract cost	\$ 374,400	Special Projects Fund
2	Information Technology	Transfer	Transfer budget for the BAI & NGS agreements to Information Technology for payment	\$ 19,044	Already budgeted funds
3	Special Projects/ Parks & Recreation	Transfer	Transfer from Special Projects for renovations to the Senior Center	\$ 25,000	Special Projects Fund
4	Fire & Rescue	Transfer	Transfer already allocated budget to appropriate expenditure lines	\$ 25,000	Already budgeted funds
5	Special Projects/Elections	Transfer	Transfer from Special Projects for Election's office renovations	\$ 50,000	Special Projects Fund
6	Parks & Recreation	Transfer	Transfer for Rockland Park Basketball Court design development plan payment to Land Planning and Design associates, Inc. (FY 21-22)	\$ 6,718	Already budgeted funds
7	EDA	Transfer	Economic Development Transfer from Professional Services to Enterprise Zone Grants	\$ 400,000	Already budgeted funds
8	Sheriff's Office	Transfer	Transfer of additional E-911 funding to Special Projects for future Dispatch Consoles/Furniture replacement.	\$ 83,020	Already budgeted funds
9	Parks & Recreation	Appr.	Appropriate Donation for the Seide Park Shelter	\$ 50,000	Donation
10	Skyline Training Acad.	Appr.	Appropriate July 2021 Peer Support Training Fees received against Peer Support Training expenses paid.	\$ 25,000	Reimbursement
11	Health	Appr.	Appropriate LCI Services sponsorship at Health & Human Services Complex	\$ 125	Sponsorship



Warren County Delinquent Tax Collections Monthly Report

Month: August 2021

<u>Pond Law Group:</u>	\$8,076.63
<u>TACS:</u>	\$13,181.26

TOTAL: **\$21,257.89**

Pond total for 2021:	\$72,294.47
TACS total for 2021:	\$83,084.27

Cumulative total for 2021: **\$155,378.74**

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

Halasz Reporting & Video

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Scott Insurance

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

(Received on 10/13/20)

Superior Document Services

Planet Depos

Superior Document Services

(Received on 12/9/20)

Superior Document Services

(Received on 10/27/20)

Planet Depos

Sands Anderson		
Date	Invoice #	Amount
10/31/2020	978915	\$9,801.20
11/17/2020	448352	\$120,209.55
11/25/2020	N/A	\$10,000.00
12/7/2020	CINV-011172	\$5,412.68
12/12/2020	35371	\$706.00
12/14/2020	P0100158271	\$10,166.20
12/17/2020	453266	\$113,966.75
1/13/2021	457980	\$113,124.75
1/19/2021	CINV-011784	\$15,481.96
1/28/2021	DR40982	\$3,651.37
2/2/2021	CINV-012445	\$30,542.84
2/9/2021	339456	\$1,227.05
2/9/2021	339457	\$641.50
2/17/2021	462742	\$133,253.39
2/23/2021	387076	\$309.75
3/1/2021	P0100169085	\$9,189.30
3/11/2021	P0100172805	\$9,114.30
3/12/2021	467623	\$130,648.00
4/9/2021	P0100176976	\$9,039.30
4/15/2021	472461	\$134,955.15
4/15/2021	398691	\$1,480.55
4/15/2021	398695	\$918.75
4/22/2021	398718	\$695.60
4/22/2021	398721	\$500.00
4/22/2021	402022	\$344.50
5/5/2021	401658	\$739.05
5/6/2021	405174	\$641.50
5/12/2021	P0100183367	\$8,719.30
5/13/2021	407073	\$394.00
5/13/2021	404491	\$437.50
5/13/2021	404493	\$595.85
5/13/2021	477247	\$127,060.37
5/14/2021	404412	\$1,873.45
5/14/2021	404406	\$1,062.50
5/14/2021	405166	\$790.00
6/4/2021	409309	\$931.25
6/10/2021	P0100188099	\$8,754.30
6/15/2021	482033	\$133,365.05
6/16/2021	N/A	\$52,000.00
7/9/2021	420879	\$350.00
7/15/2021	P0100193199	\$8,679.30
7/22/2021	486778	\$128,239.06
8/6/2021	427284	\$1,561.25
8/6/2021	427280	\$839.50
8/12/2021	P0100197486	\$9,619.30
8/23/2021	P0100198232	\$9,659.30
9/3/2021	432329	\$786.00
Balance		\$4,202,088.49

REVENUE SUMMARY - WARREN COUNTY

7/1/2020-8/30/2021

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
** GENERAL FUND **								
GENERAL PROPERTY TAXES								
11010 Real Estate Taxes	28,409,845	32,067,392	27,426,681	1,819,312	31,183,001	6,043,939	19.38%	4,224,627
11020 Public Service Tax	6,026,139	7,000,793	6,846,454	447,890	6,600,000	13,969	0.21%	(433,921)
11030 Personal Property Tax	16,855,760	16,475,911	20,407,166	2,506,393	18,408,000	1,014,249	5.51%	(1,492,144)
11040 Machinery & Tools Tax	1,734,980	1,575,439	2,201,349	353,622	1,809,000	4,569	0.25%	(349,054)
11050 Mineral Rights	3,087	3,281	1,783	-	3,000	-	0.00%	-
11060 Penalties and Interest	905,562	871,424	982,603	127,255	1,000,000	172,685	17.27%	45,430
* SUBTOTAL *	53,935,373	57,994,240	57,866,036	5,254,473	59,003,001	7,249,411	12.29%	1,994,938
OTHER LOCAL TAXES								
12010 Local Sales & Use	3,925,330	4,575,698	4,309,845	-	5,100,000	938,528	18.40%	938,528
12010 Communications Tax	755,473	738,247	553,454	-	780,000	102,276	13.11%	102,276
12020 Utility Tax	735,999	741,898	684,710	59,925	760,000	127,933	16.83%	68,009
12030 Business License	830,981	977,124	1,149,077	34,981	1,000,000	35,391	3.54%	410
12040 Recordation Taxes (Grantee)	481,619	650,593	859,490	67,870	640,000	177,540	27.74%	109,670
12050 Motor Vehicle License Tax	895,786	850,319	932,782	105,845	950,000	77,071	8.11%	(28,773)
12070 Recordation (Grantor) Will	135,524	154,419	199,419	16,812	200,000	47,960	23.98%	31,148
12080 Meals and Beverage Tax	1,015,726	898,042	979,542	77,130	1,000,000	223,335	22.33%	146,205
12090 Cigarette Tax	-	-	-	-	100,000	-	0.00%	-
312100 Lodging Tax	193,895	210,189	291,949	20,288	250,000	75,961	30.38%	55,673
* SUBTOTAL *	8,970,333	9,796,529	9,960,268	382,850	10,780,000	1,805,995	16.75%	1,423,145
PERMITS, FEES, AND LICENSES								
13010 Animal License Fees	41,877	32,557	37,586	2,390	45,000	2,719	6.04%	329
13030 Permits & Other Licenses	729,227	714,136	693,161	118,448	756,846	257,646	34.04%	139,198
130325 Waste Permit Decal Fee	2,061	2,405	2,800	375	-	385	0.00%	10
* SUBTOTAL *	773,165	749,098	733,547	121,213	801,846	260,750	32.52%	139,537
FINES AND FORFEITURES								
14010 Court Fines	98,148	65,027	109,310	7,547	90,000	26,464	29.40%	18,916
14020 Other Court Costs	-	-142	723	-	-	-	0.00%	-
* SUBTOTAL *	98,148	64,885	110,033	7,547	90,000	26,464	29.40%	18,916

REVENUE SUMMARY - WARREN COUNTY

7/1/2020-8/30/2021

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
USE OF MONEY AND PROPERTY								
15010 Revenue From Use of Money	497,943	432,648	101,848	71,986	250,000	12,948	5.18%	(59,038)
15020 Revenue From Use of Property	375,835	330,399	310,371	46,289	492,000	59,702	12.13%	13,413
* SUBTOTAL *	873,778	763,047	412,219	118,275	742,000	72,650	9.79%	(45,625)
CHARGES FOR SERVICES								
16010 Charges for Services (Sheriff)	2,396	2,396	2,396	-	2,000	-	0.00%	-
16020 Charges for Commonwealth Att.	4,025	4,426	3,971	314	4,000	743	18.57%	429
16050 Charges for Corrections & Det.	73,220	45,530	68,634	3,319	70,000	17,653	25.22%	14,334
16080 Charges for Sanitation & Waste	1,061,121	1,228,912	982,174	117,292	1,300,000	140,289	10.79%	22,997
16160 Sales of Map Survey	12,239	17,649	9,359	950	17,000	1,293	0.00%	344
16170 Sale of Copies - Comm. Of Rev.	756	880	525	125	4,000	125	0.00%	-
16180 Sales of Copies - Treasurer	-	10	-	-	-	-	0.00%	-
16990 Other Charges for Services	7,500	15,780	50,757	3,893	57,500	20,035	34.84%	16,143
* SUBTOTAL *	1,161,256	1,315,583	1,117,817	125,892	1,454,500	180,138	12.38%	54,247
MISCELLENAOUS AND RECOVERED COSTS								
18030 Refunds, Loans, and Fees	1,465,204	57,919,907	1,283,687	-	2,148,000	79,343	3.69%	79,343
18990 Miscellaneous and Recovered Costs	1,158,037	770,397	1,269,290	20,534	1,817,525	23,323	1.28%	2,790
19120 Sale of Recyclable Materials	84,095	56,705	118,284	16,738	90,000	27,678	30.75%	10,941
* SUBTOTAL *	2,707,337	58,747,009	2,671,261	37,271	4,055,525	130,345	3.21%	93,073
STATE REVENUE								
22010 Non-Categorical Aid	213,493	190,468	30,808	17,866	211,000	48,354	22.92%	30,488
23010 Shared Expenses - Commonwealth's Attorney	420,119	488,698	439,640	36,083	517,756	72,970	14.09%	36,887
23020 Shared Expenses - Sheriff	1,703,155	1,751,230	1,532,260	101,053	1,838,572	289,723	15.76%	188,670
23030 Shared Expenses - Commissioner of Revenue	157,015	161,757	148,541	12,512	195,008	29,087	14.92%	16,575
23040 Shared Expenses - Treasurer	117,880	111,920	101,702	7,157	128,601	18,550	14.42%	11,393
23060 Shared Expenses - Registrar	42,436	68,361	47,286	-	40,000	-	0.00%	-
23080 Shared Expenses - Clerk of Court	342,858	333,649	311,625	22,612	387,039	60,228	15.56%	37,616
24010 State VPA/Welfare Reimbursement	1,086,228	1,131,478	1,022,353	106,433	1,432,657	237,030	16.54%	130,597
24020 Categorical Aid	1,014,390	866,288	902,142	-	-	-	0.00%	-
24040 Other Categorical Aid	914,233	1,088,044	321,728	36,617	2,656,704	38,950	1.47%	2,333
* SUBTOTAL *	6,011,808	6,191,893	4,858,085	340,333	7,407,337	794,893	10.73%	454,560

REVENUE SUMMARY - WARREN COUNTY

7/1/2020-8/30/2021

DESCRIPTION		FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
FEDERAL REVENUE									
31010	Revenue from the Federal Government	1,980,125	2,068,016	4,732,976	172,617	2,503,051	420,047	16.78%	247,430
	* SUBTOTAL *	1,980,125	2,068,016	4,732,976	172,617	2,503,051	420,047	16.78%	247,430
INTERGOVERNMENTAL									
41050	Transfers from Other Funds	5,147,179	5,254,583	1,663,481	425,319	95,254	352,849	370.43%	(72,470)
41090	Use of Fund Balance	0	-	-	-	1,500,000	-	0.00%	-
	* SUBTOTAL *	5,147,179	5,254,583	1,663,481	425,319	1,595,254	352,849	22.12%	(72,470)
TOTAL GENERAL FUND REVENUE		81,658,502	142,944,883	84,125,724	6,985,790	88,432,514	11,293,541	12.77%	4,307,751
** FRONT ROYAL WARREN COUNTY AIRPORT **									
15010	Interest on Bank Deposits	-	-	-	-	-	-	0.00%	-
15020	Hangar Rentals	190,863	192,183	178,607	28,289	220,000	25,402	11.55%	(2,888)
18990	Miscellaneous Income	1,001	2,000	-	-	-	-	0.00%	-
24040	State Grants	29,408	9,894	4,785	1,365	-	34,785	0.00%	33,420
31020	Federal Grants	156,938	50,615	4,250	4,250	-	-	0.00%	(4,250)
41050	Transfer from Other Funds	-	-	-	-	-	-	0.00%	-
	TOTAL AIRPORT FUND	378,210	254,692	187,641	33,904	220,000	60,187	27.36%	26,283
** COST RECOVERY **									
16090	Cost Recovery Fees	1,092,766	967,994	695,609	-	900,000	302,168	33.57%	302,168

EXPENDITURE SUMMARY - WARREN COUNTY

7/1/2021-8/31/2021

DESCRIPTION		FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
		ACTUAL	ACTUAL	ACTUAL					
GENERAL GOVERNMENT									
11010	Board of Supervisors	919,699	2,404,331	2,160,448	45,668	179,000	42,134	23.54%	(3,534)
12020	County Administration	700,293	627,554	596,392	147,193	500,000	79,756	15.95%	(67,437)
12030	Human Resources	-	-	1,924	-	169,900	14,393	8.47%	14,393
12040	County Attorney	214,382	168,366	154,390	24,661	344,000	25,990	7.56%	1,329
12060	Information Technology	-	-	-	-	70,000	7,843	11.20%	7,843
12090	Commissioner of the Revenue	635,865	683,315	696,470	121,745	777,000	120,200	15.47%	(1,545)
12110	Reassessment	286,286	1,881	1,296	-	50,000	282	0.56%	282
12130	Treasurer	527,612	498,997	535,950	82,805	566,000	86,493	15.28%	3,688
12150	Finance & Purchasing	325,425	296,187	372,293	74,488	448,000	58,145	12.98%	(16,343)
13000	Elections	202,918	262,463	279,730	37,455	391,000	44,018	11.26%	6,563
* SUBTOTAL *		3,812,480	4,943,094	4,798,893	534,015	3,494,900	479,255	13.71%	(54,760)
JUDICIAL ADMINISTRATION									
21010	Circuit Court	28,301	35,751	7,133	21	65,400	1,015	1.55%	994
21020	General District Court	18,888	17,872	24,706	818	24,300	2,115	8.70%	1,296
21030	Magistrates	4,104	4,584	4,536	600	5,800	1,073	18.50%	474
21050	Juvenile and Domestic Court	17,859	18,468	15,604	2,451	19,000	2,741	14.43%	290
21060	Clerk of Circuit Court	591,866	577,068	595,585	85,983	670,889	98,249	14.64%	12,266
21080	Law Library	47,729	54,092	57,570	9,695	54,300	10,162	18.71%	467
22010	Commonwealth's Attorney	785,036	952,916	1,057,942	167,871	1,105,200	185,924	16.82%	18,053
* SUBTOTAL *		1,493,783	1,660,751	1,763,076	267,439	1,944,889	301,279	15.49%	33,840
PUBLIC SAFETY									
31020	Sheriff's Department	4,062,799	4,077,795	4,725,508	796,531	4,953,000	758,958	15.32%	(37,574)
31040	E-911 System	542,115	622,601	709,678	116,885	753,000	119,470	15.87%	2,584
31050	School Resource	584,491	725,798	826,414	169,577	766,800	44,061	5.75%	(125,516)
32000	Volunteer Fire & Rescue	955,520	1,012,916	1,724,094	120,682	940,000	295,403	31.43%	174,721
33000	Court Services	971,896	960,997	929,591	180,635	998,300	152,171	15.24%	(28,464)
33030	Probation	63,230	43,332	10,316	684	41,000	189	0.46%	(496)
34010	Building Inspections	650,795	669,739	738,866	140,526	618,000	103,744	16.79%	(36,782)
35010	Animal Control	649,641	685,432	573,852	100,051	708,054	97,455	13.76%	(2,596)
35030	Medical Examiner	740	780	680	-	1,000	-	0.00%	-
35050	Fire & Rescue Department	3,086,725	3,338,898	4,012,144	702,165	4,376,000	658,206	15.04%	(43,959)
* SUBTOTAL *		11,567,952	12,138,288	14,251,143	2,327,735	14,155,154	2,229,656	15.75%	(98,079)

EXPENDITURE SUMMARY - WARREN COUNTY

7/1/2021-8/31/2021

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
PUBLIC WORKS								
41010 Public Works/Sanitary Districts	389,345	372,848	487,575	62,237	428,200	69,311	16.19%	7,073
41020 Streets and Highways	17,018	17,818	9,499	1,281	20,000	-	0.00%	(1,281)
42030 Refuse Collection	710,782	753,168	796,471	85,020	786,000	89,338	11.37%	4,319
42035 Refuse Collection/Transfer Station	156,669	183,701	210,292	28,157	226,000	24,636	10.90%	(3,521)
42040 Refuse Disposal	2,414,597	2,695,474	2,546,563	224,270	2,880,000	113,349	3.94%	(110,921)
43000 Maintenance of Bldgs. & Grounds	1,223,179	1,484,045	1,769,655	251,897	1,396,000	256,330	18.36%	4,432
* SUBTOTAL *	4,911,590	5,507,054	5,820,055	652,862	5,736,200	552,964	9.64%	(99,898)
HEALTH/WELFARE/PARTNERSHIPS								
51000 Health	355,798	350,963	392,676	103,607	382,537	101,041	26.41%	(2,566)
52000 Mental Health & Disability	32,500	32,500	32,500	15,000	32,500	15,000	46.15%	-
53000 Social Services	3,943,902	3,820,576	4,015,443	690,665	5,045,779	719,537	14.26%	28,872
53090 Other Social Services	115,178	115,489	118,289	39,500	110,000	31,000	28.18%	(8,500)
53500 Comprehensive Services Act	1,731,108	1,678,560	2,026,204	84,489	1,785,000	66,344	3.72%	(18,145)
64010 Regional Partnerships	3,607,210	3,653,113	4,390,466	996,606	4,193,850	951,898	22.70%	(44,709)
* SUBTOTAL *	9,785,696	9,651,201	10,975,578	1,929,866	11,549,666	1,884,818	16.32%	(45,048)
PARK, REC & CULTURAL								
71010 Parks & Rec - Administration	772,963	792,983	637,928	129,408	892,000	164,001	0.00%	34,593
71020 Parks & Rec - Rec Programs	53,270	45,646	19,566	99	54,508	(2,042)	-3.75%	(2,141)
71030 Parks & Rec - Maintenance	1,464,175	1,386,698	1,440,844	315,106	1,547,438	221,780	14.33%	(93,326)
73000 Library, Museums, Cult. Enrich.	994,134	1,006,758	1,018,087	261,272	1,018,100	253,275	24.88%	(7,997)
* SUBTOTAL *	3,284,542	3,232,085	3,116,424	705,885	3,512,046	637,014	18.14%	(68,871)
COMMUNITY DEVELOPMENT								
81010 Planning & Zoning Administration	436,799	419,519	388,235	88,443	473,000	85,700	18.12%	(2,743)
81050 Economic Development	54,117	108,234	302,194	129,292	3,197,500	229,425	7.18%	100,134
82000 Environmental Management	26,045	18,530	20,500	12,500	18,500	4,000	21.62%	(8,500)
83000 VPI Extension Service	109,101	114,738	111,998	14,612	121,000	17,019	14.07%	2,406
* SUBTOTAL *	626,062	661,021	822,927	244,847	3,810,000	336,144	8.82%	91,297
MISCELLANEOUS								
91000 Non-Departmental	982,803	782,300	2,682,925	52,582	1,884,000	52,131	2.77%	(451)
92000 Capital Outlay	18,547,831	6,774,261	3,410,276	825,261	2,779,408	992,682	35.72%	167,421
95000 Debt Service	-	68,118,444	11,686,376	3,317,981	11,846,251	3,394,823	28.66%	76,842
99010 Transfers to Other Funds	27,333,773	27,057,371	29,079,883	1,699,453	27,720,000	1,955,741	7.06%	256,288
* SUBTOTAL *	46,864,407	102,732,376	46,859,459	5,895,277	44,229,659	6,395,377	14.46%	500,100

EXPENDITURE SUMMARY - WARREN COUNTY

7/1/2021-8/31/2021

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
TOTAL GENERAL FUND	82,346,512	140,525,870	88,407,555	12,557,928	88,432,514	12,816,507	14.49%	258,580
AIRPORT FUND								
Operating Expenditures	369,736	226,983	179,874	24,651	220,000	15,338	6.97%	(9,313)
Transfer to General Fund	21,335	20,105	-	-	-	-	0.00%	-
* SUBTOTAL *	391,071	247,088	179,874	24,651	220,000	15,338	6.97%	(9,313)
COST RECOVERY FUND								
Operating Expenditures	597,225	295,811	797,009	205,272	900,000	21,358	2.37%	(183,913)

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MAJOR# ACCT# 016090	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	999999	COST RECOVERY FEES ROWE WEINSTEIN & SOHN LLC	ROWE EMS		373.76
				ACCOUNT TOTAL	373.76 *
				MAJOR TOTAL	373.76 **
				FUND TOTAL	373.76

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
011010	** BOARD OF SUPERVISORS **				
3002	6302	PROFESSIONAL SERVICES SWAGIT PRODUCTIONS, LLC	18483		1,345.00
				ACCOUNT TOTAL	1,345.00 *
3007		ADVERTISING			324.00
	169	WARREN SENTINEL, THE	1666603 9/21		444.00
	169	WARREN SENTINEL, THE	1666603 9/21 B		354.00
	169	WARREN SENTINEL, THE	1666603 9/21 B		813.75
	5238	TACS	7395		
				ACCOUNT TOTAL	1,935.75 *
3010	5238	DELINQUENT TAXES TACS	7358		712.00
				ACCOUNT TOTAL	712.00 *
5401	8200	OFFICE SUPPLIES AMERICANA SIGNS & HOME SER	20210051		12.50
				ACCOUNT TOTAL	12.50 *
5899		UNCLASSIFIED			2,422.00
	200	NORTHERN VIRGINIA DAILY	S00218 9/21		50.00
	45004	CROWN TROPHY	22549		
				ACCOUNT TOTAL	2,472.00 *
				MAJOR TOTAL	6,477.25 **
012020	** COUNTY ADMINISTRATION **				
5203	9089	TELEPHONE HAYES, SHELLEY	0090202109		45.00
				ACCOUNT TOTAL	45.00 *
5204	188	MOBILE RADIO LINDEN SMR ASSOCIATES	0001202109		10.00
				ACCOUNT TOTAL	10.00 *
5401	552	OFFICE SUPPLIES PICCADILLY PRINTING CO.	11576		104.00
	20055	QUILL	18735253		103.44
	20055	QUILL	18800695		60.16
	20055	QUILL	18816422		53.97
				ACCOUNT TOTAL	321.57 *
5408	5739	OPERATION OF MOTOR VEHICL MANSFIELD OIL COMPANY	704577		161.56
				ACCOUNT TOTAL	161.56 *
8001	6304	EQUIPMENT RENTAL CENTRIC BUSINESS SYSTEMS	925576		222.96
				ACCOUNT TOTAL	222.96 *
				MAJOR TOTAL	761.09 **
012030	** HUMAN RESOURCES **				
5850	4093	EMPLOYEE SERVICE AWARDS NATIONAL MEDIA SERVICES,	746817		36.00
				ACCOUNT TOTAL	36.00 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME UNCLASSIFIED	INV#	DESCRIPTION	AMOUNT
5899	3274	COMMONWEALTH OF VA	A1914 9/21		50.00
				ACCOUNT TOTAL	50.00 *
6002		EMPLOYEE TESTING			
	757978	VALLEY HEALTH EMPLOYER HEA	107962		77.00
	757978	VALLEY HEALTH EMPLOYER HEA	108385		20.00
	757978	VALLEY HEALTH EMPLOYER HEA	108447		20.00
	757978	VALLEY HEALTH EMPLOYER HEA	109172		20.00
				ACCOUNT TOTAL	137.00 *
				MAJOR TOTAL	223.00 **
012040	**	COUNTY ATTORNEY **			
3002		PROFESSIONAL SERVICES			
	5890	LITTEN & SIPE L.L.P.	18119		14,087.96
	5890	LITTEN & SIPE L.L.P.	18121		73.51
	5890	LITTEN & SIPE L.L.P.	18122		138.35
	5890	LITTEN & SIPE L.L.P.	18178		12,080.03
				ACCOUNT TOTAL	26,379.85 *
3150		FILING AND SERVICE FEES			
	6193	RAY WACHTER - LEGAL BEAGLE	18030		110.00
	6193	RAY WACHTER - LEGAL BEAGLE	18117		65.00
				ACCOUNT TOTAL	175.00 *
5203		TELEPHONE			
	5879	JORDAN, CAITLIN	0058202109		45.00
				ACCOUNT TOTAL	45.00 *
5401		OFFICE SUPPLIES			
	20055	QUILL	1469791		32.99-
	20055	QUILL	18834434		88.99
	20055	QUILL	18855001		32.99
	20055	QUILL	18872361		64.99
				ACCOUNT TOTAL	153.98 *
5411		BOOKS AND SUBSCRIPTIONS			
	855	MATTHEW BENDER & CO., INC	26893487		87.78
	2098	THOMSON REUTER - WEST	0020202109	ACCT# 1003461562	302.50
				ACCOUNT TOTAL	390.28 *
				MAJOR TOTAL	27,144.11 **
012060	**	INFORMATION TECHNOLOGY **			
5203		TELEPHONE			
	20830	JONES, TODD	PHONE STIPEND		45.00
				ACCOUNT TOTAL	45.00 *
				MAJOR TOTAL	45.00 **
012090	**	COMMISSIONER OF REVENUE **			
5203		TELEPHONE			
	2195	LAKE, VIVIAN	0021202109		45.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	3800	SOURS, SHERRY T.	0038202109		45.00
	3851	FULLER, LINDA	0038202109		45.00
				ACCOUNT TOTAL	135.00 *
5401		OFFICE SUPPLIES			90.00
	552	PICCADILLY PRINTING CO.	11776		200.00
	8761	STONEWALL TECHNOLOGIES	8761 9/21		451.98
	20061	QUILL	18327463		291.44
	20061	QUILL	18458511		239.97
	20061	QUILL	18703719		24.29
	20061	QUILL	18723314		16.58
	20061	QUILL	18832205		182.99
	20061	QUILL	18873069		1,497.25 *
				ACCOUNT TOTAL	1,497.25 *
5411		BOOKS AND SUBSCRIPTIONS			95.00
	7559	VIRGINIA INTERACTIVE	2676086		95.00 *
				ACCOUNT TOTAL	95.00 *
5504		TRAVEL AND TRAINING			20.00
	1914	WEST CENTRAL COMM. OF THE	SOURS 9/21		20.00 *
				ACCOUNT TOTAL	20.00 *
8001		LEASE EQUIPMENT			115.76
	6203	U.S. BANK EQUIPMENT FINANC	450808563		115.76 *
				ACCOUNT TOTAL	115.76 *
				MAJOR TOTAL	1,863.01 **
012110	**	REASSESSMENT **			
3002		REASSESSMENT CONTRACT			
	3036	PEARSON APPRAISAL SERVICE	1 9/21		32,517.79
				ACCOUNT TOTAL	32,517.79 *
				MAJOR TOTAL	32,517.79 **
012130	**	TREASURER **			
3004		REPAIRS OFFICE EQUIPMENT			695.00
	486	CHECKWRITER COMPANY	11415		695.00 *
				ACCOUNT TOTAL	695.00 *
5401		OFFICE SUPPLIES			462.55
	20062	QUILL	18492897		462.55 *
				ACCOUNT TOTAL	462.55 *
8001		RENTAL OF EQUIPMENT			115.75
	6203	U.S. BANK EQUIPMENT FINANC	450808563		115.75 *
				ACCOUNT TOTAL	115.75 *
				MAJOR TOTAL	1,273.30 **
012150	**	FINANCE AND PURCHASING **			
3010		MAINTENANCE - CENTRAL COM			600.00
	9203	ABA MORIAH CORP.	251507		600.00 *
				ACCOUNT TOTAL	600.00 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME TELEPHONE	INV#	DESCRIPTION	AMOUNT
5203	5968	ROBERTSON, MATT		PHONE STIPEND	45.00
				ACCOUNT TOTAL	45.00 *
5401	3061	OFFICE SUPPLIES SOURCE4	487937		772.03
	8549	MILLER'S SUPPLIES	1175476		249.23
	20509	SHI INTERNATIONAL CORP.	13925356		295.58
				ACCOUNT TOTAL	1,316.84 *
				MAJOR TOTAL	1,961.84 **
013000	** ELECTIONS **				
3004	10127	EQUIPMENT MAINTENANCE ELECTION SERVICES ONLINE	2332		14,565.34
				ACCOUNT TOTAL	14,565.34 *
5407	263	MAINTENANCE & REPAIRS RAMSEY HARDWARE	411478		41.39
				ACCOUNT TOTAL	41.39 *
5504	5016	TRAVEL TRUE SHRED	132390		55.00
				ACCOUNT TOTAL	55.00 *
				MAJOR TOTAL	14,661.73 **
021020	** GENERAL DISTRICT COURT **				
3002	5822	COURT APPOINTED ATTORNEY MATTHEW KREITZER	C20 5918		120.00
	5822	MATTHEW KREITZER	GC2100048000		120.00
	9567	J. CURFMAN LAW PLLC	C21 3150		123.05
	9567	J. CURFMAN LAW PLLC	C21 3577		129.25
				ACCOUNT TOTAL	492.30 *
5401	5613	OFFICE SUPPLIES VIRGINIA CLERKS ASSOCIATIO	019		7.00
	6501	SECURE SHRED, LLC	25884		99.00
	8549	MILLER'S SUPPLIES	1174357		49.84
	9218	CRYSTAL SPRINGS	20078875 080721		21.21
				ACCOUNT TOTAL	177.05 *
8001	3787	RENTAL OF EQUIPMENT XEROX CORPORATION	014101171		69.33
	3787	XEROX CORPORATION	014101172		43.40
				ACCOUNT TOTAL	112.73 *
				MAJOR TOTAL	782.08 **
021030	** MAGISTRATES **				
3004	5058	REPAIR AND MAINTENANCE EQ RICOH USA INC.	0050202109		128.78
				ACCOUNT TOTAL	128.78 *
5203	5058	TELEPHONE RICOH USA INC.	5062612049		12.78
				ACCOUNT TOTAL	12.78 *
				MAJOR TOTAL	141.56 **

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
021050	**	JUVENILE AND DOMESTIC COURT **			
3004		REPAIR AND MAINTENANCE EQ			
	2310	ROPHO SALES, INC.	25447		15.22
	2310	ROPHO SALES, INC.	25767		87.29
				ACCOUNT TOTAL	102.51 *
5401		OFFICE SUPPLIES			
	8549	MILLER'S SUPPLIES	1177298		88.69
	9218	CRYSTAL SPRINGS	20082360 080721		25.01
				ACCOUNT TOTAL	113.70 *
8001		EQUIPMENT RENTAL			
	2804	DE LAGE LANDEN	0028202109	25337125	544.00
	8846	PITNEY BOWES	3314123952		146.34
				ACCOUNT TOTAL	690.34 *
				MAJOR TOTAL	906.55 **
021060	**	CLERK OF CIRCUIT COURT **			
3005		SERVICE CONTRACTS			
	8846	PITNEY BOWES	3314119309		151.17
	20904	BMS DIRECT, INC.	152517		1,152.50
				ACCOUNT TOTAL	1,303.67 *
5201		POSTAGE			
	5912	RESERVE ACCOUNT	POSTAGE 9/21		6,000.00
				ACCOUNT TOTAL	6,000.00 *
5401		OFFICE SUPPLIES			
	9218	CRYSTAL SPRINGS	20732804 082121		42.80
				ACCOUNT TOTAL	42.80 *
5504		TRAVEL AND TRAINING			
	5772	MOORE, ANGELA	MILEAGE 9/21		761.16
				ACCOUNT TOTAL	761.16 *
5812		MISCELLANEOUS GRANTS			
	9569	KOFILE INC.	004182		12,107.00
				ACCOUNT TOTAL	12,107.00 *
5899		MISCELLANEOUS			
	861	TREASURER OF VIRGINIA	22 WARPC 1422		2,400.00
				ACCOUNT TOTAL	2,400.00 *
7002		FURNITURE AND FIXTURES			
	263	RAMSEY HARDWARE	411202		28.79
				ACCOUNT TOTAL	28.79 *
8001		RENTAL OF COPIER			
	110	KONICA MINOLTA PREMIER FIN	73532240		353.25
	3787	XEROX CORPORATION	014101170		68.43
				ACCOUNT TOTAL	421.68 *
				MAJOR TOTAL	23,065.10 **
021080	**	LAW LIBRARY **			
5411		BOOKS AND SUBSCRIPTIONS			
	1054	RELX INC.- DBA LEXISNEXIS	0010202109	422L8P4L9	23.00
				ACCOUNT TOTAL	23.00 *
				MAJOR TOTAL	23.00 **

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
022010	**	COMMONWEALTH'S ATTORNEY **			
5401		OFFICE SUPPLIES			
	286	COMMERCIAL PRESS, INC.	134178		55.95
	286	COMMERCIAL PRESS, INC.	134337		115.50
	3787	XEROX CORPORATION	013958138		157.27
	5016	TRUE SHRED	131125		149.00
				ACCOUNT TOTAL	477.72 *
				MAJOR TOTAL	477.72 **
031020	**	SHERIFF'S DEPARTMENT **			
5201		POSTAGE			
	2297	POSTAL BUSINESS CENTER	15483	9/21	76.65
				ACCOUNT TOTAL	76.65 *
5401		OFFICE SUPPLIES			
	50	QUILL	18734342		14.36
	50	QUILL	18906641		70.75
				ACCOUNT TOTAL	85.11 *
5408		OPERATION OF MOTOR VEHICL			
	263	RAMSEY HARDWARE	410629		7.58
	1238	ROYAL AUTOWORKS, INC	#23		1,649.67
	4370	COMSONICS	947324		117.55
	4370	COMSONICS	947325		91.00
	5305	WARREN CO. PUBLIC SCHOOLS	29428		4,027.97
	5305	WARREN CO. PUBLIC SCHOOLS	29744		962.87
	5305	WARREN CO. PUBLIC SCHOOLS	29806		1,228.92
	5305	WARREN CO. PUBLIC SCHOOLS	29810		1,026.91
	5305	WARREN CO. PUBLIC SCHOOLS	29813		163.17
	5305	WARREN CO. PUBLIC SCHOOLS	29815		512.19
	5305	WARREN CO. PUBLIC SCHOOLS	29827		107.51
	5305	WARREN CO. PUBLIC SCHOOLS	29833		32.50
	5305	WARREN CO. PUBLIC SCHOOLS	29838		509.97
	5305	WARREN CO. PUBLIC SCHOOLS	29839		650.25
	5305	WARREN CO. PUBLIC SCHOOLS	29840		752.09
	5305	WARREN CO. PUBLIC SCHOOLS	29849		205.82
	5305	WARREN CO. PUBLIC SCHOOLS	29866		999.14
	5305	WARREN CO. PUBLIC SCHOOLS	29867		195.00
	5305	WARREN CO. PUBLIC SCHOOLS	29872		819.36
	5305	WARREN CO. PUBLIC SCHOOLS	29891		691.04
	5305	WARREN CO. PUBLIC SCHOOLS	29892		65.00
	5305	WARREN CO. PUBLIC SCHOOLS	29893		153.60
	5305	WARREN CO. PUBLIC SCHOOLS	29894		27.08
	5305	WARREN CO. PUBLIC SCHOOLS	29895		180.45
	5305	WARREN CO. PUBLIC SCHOOLS	29896		261.01
	5305	WARREN CO. PUBLIC SCHOOLS	29918		55.92
	5305	WARREN CO. PUBLIC SCHOOLS	29919		24.92
	5305	WARREN CO. PUBLIC SCHOOLS	29929		436.45
	5305	WARREN CO. PUBLIC SCHOOLS	29936		193.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	5305	WARREN CO. PUBLIC SCHOOLS	29942		266.41
	5305	WARREN CO. PUBLIC SCHOOLS	29943		787.50
	5305	WARREN CO. PUBLIC SCHOOLS	29945		152.66
	5305	WARREN CO. PUBLIC SCHOOLS	29946		852.52
	5305	WARREN CO. PUBLIC SCHOOLS	29947		135.42
	5305	WARREN CO. PUBLIC SCHOOLS	29948		974.62
	5305	WARREN CO. PUBLIC SCHOOLS	29949		39.67
	5305	WARREN CO. PUBLIC SCHOOLS	29950		530.07
	5305	WARREN CO. PUBLIC SCHOOLS	29952		86.67
	5305	WARREN CO. PUBLIC SCHOOLS	29953		162.00
	5305	WARREN CO. PUBLIC SCHOOLS	29956		1,511.96
	5305	WARREN CO. PUBLIC SCHOOLS	29957		1,080.56
	5305	WARREN CO. PUBLIC SCHOOLS	29959		317.06
	5305	WARREN CO. PUBLIC SCHOOLS	29960		428.83
	5305	WARREN CO. PUBLIC SCHOOLS	29961		162.23
	5305	WARREN CO. PUBLIC SCHOOLS	29965		335.87
	5305	WARREN CO. PUBLIC SCHOOLS	29966		240.94
	5305	WARREN CO. PUBLIC SCHOOLS	29967		486.72
	5305	WARREN CO. PUBLIC SCHOOLS	29970		236.62
	5305	WARREN CO. PUBLIC SCHOOLS	29971		27.08
	5305	WARREN CO. PUBLIC SCHOOLS	29972		27.08
	5305	WARREN CO. PUBLIC SCHOOLS	29979		255.44
	5305	WARREN CO. PUBLIC SCHOOLS	29981		31.00
	5305	WARREN CO. PUBLIC SCHOOLS	29982		1,253.47
	5305	WARREN CO. PUBLIC SCHOOLS	29983		222.34
	5305	WARREN CO. PUBLIC SCHOOLS	29984		27.08
	5305	WARREN CO. PUBLIC SCHOOLS	29985		130.00
	5305	WARREN CO. PUBLIC SCHOOLS	29987		294.76
	5305	WARREN CO. PUBLIC SCHOOLS	30000		135.42
	5305	WARREN CO. PUBLIC SCHOOLS	30001		164.39
	5305	WARREN CO. PUBLIC SCHOOLS	30005		229.57
	5305	WARREN CO. PUBLIC SCHOOLS	30009		21.69
	5305	WARREN CO. PUBLIC SCHOOLS	30012		879.42
	5305	WARREN CO. PUBLIC SCHOOLS	3002		10.74
	5305	WARREN CO. PUBLIC SCHOOLS	30027		136.82
	5305	WARREN CO. PUBLIC SCHOOLS	3004		444.57
	5305	WARREN CO. PUBLIC SCHOOLS	30046		695.01
	5305	WARREN CO. PUBLIC SCHOOLS	30053		207.89
	5869	MANSFILED OIL COMAPNY	701980		6,685.02
	5869	MANSFILED OIL COMAPNY	704262		6,587.20
				ACCOUNT TOTAL	43,402.26 *
5410		WEARING APPAREL			
	2675	SIGNET MARKETING	55846		3,200.80
	2675	SIGNET MARKETING	56282		194.97
	7605	GALLS, LLC	018883489		12.14
	7605	GALLS, LLC	019020240		64.68
	7605	GALLS, LLC	019039934		202.17
	7605	GALLS, LLC	019073059		529.32
				ACCOUNT TOTAL	4,204.08 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5420	243	K-9 EXPENSE W.C. VETERINARY CLINIC	690728		238.00
				ACCOUNT TOTAL	238.00 *
5504	5962	TRAVEL AND TRAINING CARAHSOFT TECHNOLOTY CORP.	1004390		3,850.00
	5962	CARAHSOFT TECHNOLOTY CORP.	1005697		9,182.87
				ACCOUNT TOTAL	13,032.87 *
5812	7605	MISCELLANEOUS GRANTS GALLS, LLC	018873544		8,000.00
				ACCOUNT TOTAL	8,000.00 *
5899	5130	UNCLASSIFIED BERKELEY CLUB BEVERAGES	17 44164		171.95
				ACCOUNT TOTAL	171.95 *
7009	7605	POLICE EQUIPMENT GALLS, LLC	018873544		9,306.33
				ACCOUNT TOTAL	9,306.33 *
8001	3787	RENTAL OF EQUIPMENT XEROX CORPORATION	013958132		271.63
	3787	XEROX CORPORATION	013958133		192.99
	3787	XEROX CORPORATION	014066483		232.74
	3787	XEROX CORPORATION	014101168		214.51
				ACCOUNT TOTAL	911.87 *
				MAJOR TOTAL	79,429.12 **
031040	**	E-911 SYSTEM **			
3010	5963	EQUIPMENT SERVICE CONTRAC DC GROUP INC.	21 15280		3,200.00
	9177	RAVE WIRELESS, INC.	37505		14,700.00
				ACCOUNT TOTAL	17,900.00 *
5203	4424	TELEPHONE VOIANCE LANGUAGE SERV.	1377959		40.20
	5250	WOODALL, ASHLEY	0052202109		45.00
				ACCOUNT TOTAL	85.20 *
8001	3787	EQUIPMENT RENTAL XEROX CORPORATION	013958131		191.19
				ACCOUNT TOTAL	191.19 *
				MAJOR TOTAL	18,176.39 **
032000	**	VOLUNTEER FIRE AND RESCUE **			
5309	20730	VOLUNTEER ACCIDENT & LIFE VACORP	80407		2,213.00
				ACCOUNT TOTAL	2,213.00 *
5629	105	FIRE PROGRAMS FUND TOWN OF FRONT ROYAL	166125 9/21		20.24
	5616	BEST EXTERMINATING SERVICE	60790		45.00
	6155	WINCHESTERPC.COM	121361		130.00
	6155	WINCHESTERPC.COM	122230		130.00

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	20060	QUILL	18236944		127.59
	20060	QUILL	18288333		49.90
	20060	QUILL	18294599		55.35
	20060	QUILL	18528359		38.62
				ACCOUNT TOTAL	596.70 *
				MAJOR TOTAL	2,809.70 **
033030	**	PROBATION **			
5301		PROBATION EXPENDITURES			420.00
	6254	3RD MILLENNIUM CLASSROOMS	WARCSU 0721		420.00 *
				ACCOUNT TOTAL	420.00 **
034010	**	BUILDING INSPECTIONS **			
5205		CELLULAR PHONE			45.00
	5558	BEAHM, DAVID	0055202109		45.00
	9524	ROBINSON, MARK	0095202109		90.00 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			33.83
	5305	WARREN CO. PUBLIC SCHOOLS	30045		303.03
	5741	MANSFILED OIL COMPANY	702201		418.64
	5741	MANSFILED OIL COMPANY	704494		755.50 *
				ACCOUNT TOTAL	
5805		MIDDLE DEPARTMENT INSPECT			6,778.00
	5135	MIDDLE DEPT. INSPECTION	PERMITS 9/21		6,778.00 *
				ACCOUNT TOTAL	
7002		FURNITURE AND FIXTURES			1,901.00
	8549	MILLER'S SUPPLIES	1180551		1,901.00 *
				ACCOUNT TOTAL	9,524.50 **
035010	**	ANIMAL CONTROL **			
3001		VET SERVICES			889.28
	243	W.C. VETERINARY CLINIC	691416		115.00
	243	W.C. VETERINARY CLINIC	692129		1,004.28 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			545.16
	5305	WARREN CO. PUBLIC SCHOOLS	30006		65.00
	5305	WARREN CO. PUBLIC SCHOOLS	30007		519.58
	5869	MANSFILED OIL COMAPNY	701980		411.05
	5869	MANSFILED OIL COMAPNY	704262		1,540.79 *
				ACCOUNT TOTAL	
5604		BOARD OF DOGS			28,256.18
	177	HUMANE SOCIETY OF W.C.	0001202109		28,256.18 *
				ACCOUNT TOTAL	30,801.25 **
				MAJOR TOTAL	

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035030	**	MEDICAL EXAMINER **			
3009		EXAMINATION FEES			
	8745	TREASURER OF VIRGINIA	IDS SR		20.00
				ACCOUNT TOTAL	20.00 *
				MAJOR TOTAL	20.00 **
035050	**	FIRE AND RESCUE DEPARTMENT **			
5203		TELEPHONE			
	3827	CATLETT, KEVIN	0038202109		45.00
	9048	MAIATICO, GERRY R.	0090202109		45.00
				ACCOUNT TOTAL	90.00 *
5401		OFFICE SUPPLIES			
	263	RAMSEY HARDWARE	411150		7.18
	5948	QUILL	18798507		189.95
	9122	TIAA COMMERCIAL FINANCE	0091202109	41387720	450.42
	20060	QUILL	1452874		15.00-
	20060	QUILL	18236944		307.04
	20060	QUILL	18294599		1.01
				ACCOUNT TOTAL	940.60 *
5408		OPERATION OF MOTOR VEHICL			
	3822	AZ COMMERCIAL	2009495490		31.58
	5674	FRONT ROYAL FORD LLC	83923		63.31
	5674	FRONT ROYAL FORD LLC	84371		1,790.48
				ACCOUNT TOTAL	1,885.37 *
5410		PROTECTIVE CLOTHING/UNIFO			
	5946	EMBREY, ADAM	REIMB 9/21		110.35
	8548	MES DEPOSITORY ACCOUNT	1604873		2,663.96
	8548	MES DEPOSITORY ACCOUNT	1604883		98.86
	610000	MARYLAND FIRE EQUIP. CORP	306623		250.00
	610000	MARYLAND FIRE EQUIP. CORP	306818		25.00
	610000	MARYLAND FIRE EQUIP. CORP	306826		76.00
	610000	MARYLAND FIRE EQUIP. CORP	307109		262.04
				ACCOUNT TOTAL	3,486.21 *
5504		TRAVEL AND TRAINING			
	5961	NATIONAL HONOR GUARD ACADE	85421		2,200.00
	5966	FOLEY, BRIAN	MILEAGE 9/21		541.28
	7513	AHOLD FINANCIAL SERVICES	225750		55.28
	20757	VA. FIRE CHIEFS ASSOC.	VFOA2021 34		395.00
				ACCOUNT TOTAL	3,191.56 *
5626		EMS FUND			
	5858	BOUND TREE MEDICAL LLC	84143807		609.64
	5858	BOUND TREE MEDICAL LLC	84152533		142.87
	5858	BOUND TREE MEDICAL LLC	84170197		937.25
	8595	STRYKER SALES CORP.	3468304		255.78
	20060	QUILL	18284425		74.97
	20060	QUILL	18441894		131.98
	20564	ROBERTS OXYGEN CO., INC.	58582		111.10

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	20564	ROBERTS OXYGEN CO., INC.	928438		172.41
	20564	ROBERTS OXYGEN CO., INC.	953620		87.75
	20564	ROBERTS OXYGEN CO., INC.	978651		130.08
				ACCOUNT TOTAL	2,653.83 *
5629		FIRE PREVENTION & PUBLIC			
	263	RAMSEY HARDWARE	411233		90.83
				ACCOUNT TOTAL	90.83 *
5850		EMPLOYEE PHYSICALS			
	9603	SELMA MEDICAL ASSOCIATES,	147867 9/21		638.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 9/21 A		560.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 9/21 B		560.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 9/21 C		560.00
				ACCOUNT TOTAL	2,318.00 *
5899		UNCLASSIFIED			
	263	RAMSEY HARDWARE	411035		13.92
	5130	BERKELEY CLUB BEVERAGES	17 44196		83.55
	5664	DIEHL, BRENDA	REIMB 9/21		55.04
	6267	DONAHOE'S WHIMSICAL FLOWER			78.17
	6267	DONAHOE'S WHIMSICAL FLOWER	61357		85.00
	7513	AHOLD FINANCIAL SERVICES	225761		19.46
	7513	AHOLD FINANCIAL SERVICES	225762		30.99
	7513	AHOLD FINANCIAL SERVICES	225765		19.59
				ACCOUNT TOTAL	385.72 *
				MAJOR TOTAL	15,042.12 **
041010		**PUBLIC WORKS/SANITARY DISTRICTS**			
5203		TELEPHONE			
	4919	BERRY, MIKE	0049202109		45.00
	9267	JONES, TRAVIS	0092202109		45.00
	9611	COFFELT, MICHAEL	0096202109		45.00
				ACCOUNT TOTAL	135.00 *
5408		EQUIPMENT MAINTENANCE/OPE			
	188	LINDEN SMR ASSOCIATES	0001202109		100.00
	1290	HILL MFG. CO., INC.	98321		129.24
	1666	NAPA AUTO PARTS	799119		71.27
	3952	WINCHESTER EQUIPMENT CO.	25612		203.36
	5305	WARREN CO. PUBLIC SCHOOLS	30028		23.83
	5305	WARREN CO. PUBLIC SCHOOLS	30029		24.92
	5305	WARREN CO. PUBLIC SCHOOLS	30049		416.16
				ACCOUNT TOTAL	968.78 *
5451		FUEL			
	5789	MANSFIELD OIL COMPANY	702158		305.48
				ACCOUNT TOTAL	305.48 *
5899		RESERVE FOR CONTINGENCIES			
	9223	LEHIGH HANSON	3980173		297.47
	9259	MCDONALD, TERRY	942881		1,200.00
				ACCOUNT TOTAL	1,497.47 *
				MAJOR TOTAL	2,906.73 **

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MAJOR# ACCT# 042030	VENDOR NUMBER ** REFUSE COLLECTION **	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3005		COMPACTOR OPERATION CONTR			250.00
	8556	SHREE MAHALAKSHMI LLC	0085202109		250.00 *
				ACCOUNT TOTAL	
3011		REFUSE COMPACTOR SERVICE			197.68
	898	REPUBLIC SERVICES #976	4606257 9/21		19,260.32
	898	REPUBLIC SERVICES #976	4606257-9/21		19,458.00 *
				ACCOUNT TOTAL	
3012		RECYCLING EXPENSES			31,470.46
	898	REPUBLIC SERVICES #976	4606257-9/21		1,341.20
	7957	RIDGERUNNER CONTAINER SER	118148		32,811.66 *
				ACCOUNT TOTAL	
5101		ELECTRIC SERVICE			58.86
	30002	RAPPAHANNOCK ELECTRIC CO.	51309005 9/21		67.74
	30002	RAPPAHANNOCK ELECTRIC CO.	51309011 9/21		126.60 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			125.42
	5781	MANSFIELD OIL COMPANY	702030		72.20
	5781	MANSFIELD OIL COMPANY	704314		197.62 *
				ACCOUNT TOTAL	
5410		UNIFORMS			55.39
	3243	CINTAS CORPORATION	4093058280		55.39
	3243	CINTAS CORPORATION	4094451467		110.78 *
				ACCOUNT TOTAL	
5899		UNCLASSIFIED AND SITE IMP			24.29
	263	RAMSEY HARDWARE	411547		89.00
	9237	JOHNNY BLUE, INC.- #4391	213566		89.00
	9237	JOHNNY BLUE, INC.- #4391	213567		89.00
	9237	JOHNNY BLUE, INC.- #4391	213568		89.00
				ACCOUNT TOTAL	291.29 *
8003		RENTAL OF SITES			250.00
	8556	SHREE MAHALAKSHMI LLC	0085202109		250.00 *
				ACCOUNT TOTAL	
				MAJOR TOTAL	53,495.95 **
042035	** REFUSE COLLECTION/TRANS. STA. **				
3011		REFUSE COMPACTOR SERVICE			5,032.43
	898	REPUBLIC SERVICES #976	4606257-9/21		5,032.43 *
				ACCOUNT TOTAL	
3012		RECYCLING EXPENSES			3,027.42
	898	REPUBLIC SERVICES #976	4606257-9/21		320.00
	6152	VALICOR ENVIRONMENTAL SERV	12201		472.79
	20238	BATTLE CREEK LANDFILL	556 9/21 B		3,820.21 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			998.85
	5305	WARREN CO. PUBLIC SCHOOLS	30031		57.82
	5797	MANSFIELD OIL COMPANY	702093		

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	5797	MANSFIELD OIL COMPANY	704379		97.28
				ACCOUNT TOTAL	1,153.95 *
5410		UNIFORMS			100.00
	743	STOKES GENERAL STORE	JB 9/21		117.00
	743	STOKES GENERAL STORE	JB 9/21 B		217.00 *
				ACCOUNT TOTAL	10,223.59 **
042040	**	REFUSE DISPOSAL **			
3002		ENGINEERING SERVICES			22,247.90
	400	LABELLA ASSOCIATES	145300		22,247.90 *
				ACCOUNT TOTAL	
3013		HAULING AND DISPOSAL			59,581.08
	898	REPUBLIC SERVICES #976	4720991 9/21		112,212.46
	20238	BATTLE CREEK LANDFILL	570 9/21		111,942.72
	20238	BATTLE CREEK LANDFILL	570 9/21 B		283,736.26 *
				ACCOUNT TOTAL	
3014		WASTE WATER DISPOSAL			500.00
	5132	FIRST CHOICE SEPTIC	12573		500.00 *
				ACCOUNT TOTAL	
3016		TIRE DISPOSAL			441.60
	20100	TREASURER, FREDERICK CO. -	2853 8 9/21		441.60 *
				ACCOUNT TOTAL	
5203		TELEPHONE			45.00
	4812	LENTZ, JAMES	0048202109		45.00 *
				ACCOUNT TOTAL	
5408		D.E.Q./VIRGINIA FEES			1,176.00
	5026	TREASURER OF VA. - DEQ	906038		6,468.00
	5026	TREASURER OF VA. - DEQ	906086		7,644.00 *
				ACCOUNT TOTAL	
5410		UNIFORMS			91.47
	20055	QUILL	18363464		91.47 *
				ACCOUNT TOTAL	
5415		OPERATION OF MACHINERY			1,357.40
	2125	H. N. FUNKHOUSER & CO.	87437 235761		901.38
	2125	H. N. FUNKHOUSER & CO.	87437 248791		1,043.17
	2125	H. N. FUNKHOUSER & CO.	87437 264838		703.45
	2125	H. N. FUNKHOUSER & CO.	87437 272685		4,005.40 *
				ACCOUNT TOTAL	
5899		UNCLASSIFIED			13.98
	2315	SOUTHERN STATES OF F.R.	1278840		13.98-
	2315	SOUTHERN STATES OF F.R.	1280439		121.74
	2961	NORTHERN SAFETY CO., INC	904499886		61.94
	3126	GEMPLER'S INC.	4472006		163.44
	9218	CRYSTAL SPRINGS	16375631 081021		347.12 *
				ACCOUNT TOTAL	
7001		MACHINERY AND EQUIPMENT			3,762.34
	5784	DEERE CREDIT, INC	0057202109		3,762.34 *
				ACCOUNT TOTAL	

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MAJOR# ACCT# 7024	VENDOR NUMBER 624	VENDOR NAME LANDFILL CAPITAL REPAIR P BROGAN LAND SURVEYING, PLC	INV# 14421	DESCRIPTION	AMOUNT
					7,400.00
				ACCOUNT TOTAL	7,400.00 *
				MAJOR TOTAL	330,221.09 **
043000	** MAINTENANCE OF BLDG. & GRNDS. **				
5101	ELECTRIC SERVICE				9,186.32
	105	TOWN OF FRONT ROYAL	179112 9/21		131.79
	105	TOWN OF FRONT ROYAL	334000 9/21		128.72
	105	TOWN OF FRONT ROYAL	548000 9/21		27.45
	105	TOWN OF FRONT ROYAL	559000 9/21		21.90
	105	TOWN OF FRONT ROYAL	560100 9/21		134.10
	105	TOWN OF FRONT ROYAL	561000 9/21		66.01
	105	TOWN OF FRONT ROYAL	562000 9/21		95.63
	105	TOWN OF FRONT ROYAL	563000 9/21		123.94
	105	TOWN OF FRONT ROYAL	565000 9/21		4,199.03
	105	TOWN OF FRONT ROYAL	581001 9/21		6,194.18
	105	TOWN OF FRONT ROYAL	708000 9/21		5,921.61
	105	TOWN OF FRONT ROYAL	708000 9/21 B		26.53
	105	TOWN OF FRONT ROYAL	724000 9/21		8.50
	105	TOWN OF FRONT ROYAL	725000 9/21		8.50
	105	TOWN OF FRONT ROYAL	726000 9/21		9.59
	105	TOWN OF FRONT ROYAL	727000 9/21		1,274.33
	105	TOWN OF FRONT ROYAL	735000 9/21		4,573.76
	105	TOWN OF FRONT ROYAL	736000 9/21		1,331.92
	105	TOWN OF FRONT ROYAL	740000 9/21		33,463.81 *
				ACCOUNT TOTAL	
5102	FUEL				191.88
	4737	QUARLES ENERGY SERVICES	31250		731.52
	4737	QUARLES ENERGY SERVICES	7356		37.47
	4737	QUARLES ENERGY SERVICES	806314		960.87 *
				ACCOUNT TOTAL	
5103	WATER SEWER GARBAGE				1,279.56
	105	TOWN OF FRONT ROYAL	179111 9/21		84.04
	105	TOWN OF FRONT ROYAL	334000 9/21		76.51
	105	TOWN OF FRONT ROYAL	548000 9/21		27.45
	105	TOWN OF FRONT ROYAL	549000 9/21		69.89
	105	TOWN OF FRONT ROYAL	560000 9/21		14.10
	105	TOWN OF FRONT ROYAL	560100 9/21		41.55
	105	TOWN OF FRONT ROYAL	565000 9/21		580.72
	105	TOWN OF FRONT ROYAL	581001 9/21		91.12
	105	TOWN OF FRONT ROYAL	583000 9/21		230.07
	105	TOWN OF FRONT ROYAL	708000 9/21		260.72
	105	TOWN OF FRONT ROYAL	708000 9/21 B		27.45
	105	TOWN OF FRONT ROYAL	724000 9/21		464.78
	105	TOWN OF FRONT ROYAL	735000 9/21		83.87
	105	TOWN OF FRONT ROYAL	735100 9/21		10.12
	105	TOWN OF FRONT ROYAL	735111 9/21		

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	105	TOWN OF FRONT ROYAL	736000 9/21		346.35
	105	TOWN OF FRONT ROYAL	740000 9/21		174.33
	898	REPUBLIC SERVICES #976	527927 0020363		171.57
	898	REPUBLIC SERVICES #976	528175 0022098		175.00
				ACCOUNT TOTAL	4,209.20 *
5203		TELEPHONE			139.41
	2360	COMCAST	8870 9/21		45.00
	5379	KERNS, JAMES W.	0053202109		45.00
	5924	EARLEY, NEIL	0059202109		30.00
	8013	HAYES, JEFFREY	0080202109		45.00
	8803	SHACKELFORD, DONNA	0088202109		304.41 *
				ACCOUNT TOTAL	
5401		OFFICE SUPPLIES			29.25
	8549	MILLER'S SUPPLIES	1174293		145.00
	9617	ORACLE ELEVATOR HOLDCO, IN	066643		174.25 *
				ACCOUNT TOTAL	
5405		SUPPLIES			14.05
	263	RAMSEY HARDWARE	411180		107.97
	743	STOKES GENERAL STORE	DF 9/21		58.84
	2110	LOWE'S	3388 9/21		167.02
	2110	LOWE'S	3680 9/21		780.00
	5467	CANGE SERVICE CO.	212		545.35
	7977	GENERAL SALES OF VA, INC.	0210801399		117.36
	7977	GENERAL SALES OF VA, INC.	20210800876		460.35
	7977	GENERAL SALES OF VA, INC.	20210801400		183.00
	8549	MILLER'S SUPPLIES	1174293		245.54
	8549	MILLER'S SUPPLIES	1178476		2,679.48 *
				ACCOUNT TOTAL	
5407		REPAIRS AND MAINTENANCE			19.79
	263	RAMSEY HARDWARE	411196		5.39
	263	RAMSEY HARDWARE	411241		28.79
	263	RAMSEY HARDWARE	411268		18.90
	263	RAMSEY HARDWARE	411299		20.35
	263	RAMSEY HARDWARE	411321		8.09
	263	RAMSEY HARDWARE	411338		2.69
	263	RAMSEY HARDWARE	411372		37.89
	263	RAMSEY HARDWARE	411373		22.49
	263	RAMSEY HARDWARE	411374		17.08
	263	RAMSEY HARDWARE	411399		16.19
	263	RAMSEY HARDWARE	411409		4.49
	263	RAMSEY HARDWARE	411424		68.37
	263	RAMSEY HARDWARE	411433		22.92
	263	RAMSEY HARDWARE	411434		16.00
	263	RAMSEY HARDWARE	411471		15.55
	263	RAMSEY HARDWARE	411513		12.59
	263	RAMSEY HARDWARE	411515		11.69
	263	RAMSEY HARDWARE	411680		3.41
	263	RAMSEY HARDWARE	411689		49.49
	548	SHERWIN-WILLIAMS	6220 8		

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	958	BEST EXTERMINATING SERV.	60283		35.00
	958	BEST EXTERMINATING SERV.	60285		35.00
	2110	LOWE'S	1062 9/21		37.38
	2110	LOWE'S	1150 9/21		284.83
	2110	LOWE'S	1154 9/21		68.36
	2110	LOWE'S	1156 9/21		57.00
	2110	LOWE'S	1183 9/21		153.73
	2110	LOWE'S	1295 9/21		53.16
	2110	LOWE'S	1321 9/21		6.07
	2110	LOWE'S	1486 9/21		12.34
	2110	LOWE'S	1486-9/21		67.23
	2110	LOWE'S	1607 9/21		152.96
	2110	LOWE'S	1653 9/21		474.05
	2110	LOWE'S	1658 9/21		8.32
	2110	LOWE'S	1780 9/21		711.55
	2110	LOWE'S	1782 9/21		798.00
	2110	LOWE'S	1861 9/21		44.55
	2110	LOWE'S	1863 9/21		185.25
	2110	LOWE'S	2337 9/21		34.65-
	2110	LOWE'S	2339 9/21		301.79
	2110	LOWE'S	2371 9/21		113.99
	2110	LOWE'S	2427 9/21		27.16
	2110	LOWE'S	2734 9/21		31.87
	2110	LOWE'S	2845 9/21		28.94
	2110	LOWE'S	3388 9/21		69.21
	2110	LOWE'S	3545 9/21		419.82
	2110	LOWE'S	3679 9/21		92.84
	2110	LOWE'S	7361 9/21		134.08-
	2568	UNIFIRST CORPORATION	1379566		153.72
	2568	UNIFIRST CORPORATION	1380752		153.72
	2568	UNIFIRST CORPORATION	1384320		153.72
	2568	UNIFIRST CORPORATION	138948		153.72
	2568	UNIFIRST CORPORATION	383142		166.29
	2568	UNIFIRST CORPORATION	0032202109	923503	35.00
	3278	DODSON PEST CONTROL	1448228		2,402.03
	4368	SOSMETAL PRODUCTS INC.	959961809		263.17
	5010	KONE	1379621		276.06
	5156	UNIFIRST CORP.	1382001		276.06
	5156	UNIFIRST CORP.	1384375		276.06
	5156	UNIFIRST CORP.	60628		95.00
	5971	BEST EXTERMINATING SERVICE	5193		406.85
	6136	SHALLOW CREEK ELECTRICAL S	1379796		64.37
	6233	UNIFIRST CORP.	1382172		64.37
	6233	UNIFIRST CORP.	1384546		64.37
	6233	UNIFIRST CORP.	4005		464.10
	7575	APV	131338815001		30.86
	8022	REXEL	8252105		930.00
	9033	UNITED ROOFING CONTRACTOR	60029		50.00
	9243	BEST EXTERMINATING SERV.	60705		70.00
	9244	BEST EXTERMINATING SERV.			

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	9248	ACME TECHNICAL GROUP LLC	19987		220.00
	20445	UNIFIRST CORPORATION	1379567		197.59
	20445	UNIFIRST CORPORATION	1381949		314.39
	20445	UNIFIRST CORPORATION	1384321		197.59
				ACCOUNT TOTAL	11,982.87 *
5408		OPERATION OF MOTOR VEHICL			
	5305	WARREN CO. PUBLIC SCHOOLS	29856		784.86
	5305	WARREN CO. PUBLIC SCHOOLS	29897		1,235.14
	5305	WARREN CO. PUBLIC SCHOOLS	29977		1,338.94
	5305	WARREN CO. PUBLIC SCHOOLS	30008		461.64
	5739	MANSFIELD OIL COMPANY	702282		53.20
	5866	MANSFIELD OIL COMPANY	702166		266.87
	5866	MANSFIELD OIL COMPANY	704459		251.40
				ACCOUNT TOTAL	4,392.05 *
5897		COVID-19 EXPENSES			
	7977	GENERAL SALES OF VA, INC.	20210801398		653.35
	7977	GENERAL SALES OF VA, INC.	20210801401		1,605.35
	8549	MILLER'S SUPPLIES	1175536		1,706.64
				ACCOUNT TOTAL	3,965.34 *
7013		HVAC REPLACEMENT PROJECTS			
	428	W.C. PUBLIC SCHOOLS	2021 03		41,615.71
				ACCOUNT TOTAL	41,615.71 *
7014		FIRE PROTECTION			
	469	FIRE PROTECTION CO. LLC	67735		191.00
	5717	PATRIOT FIRE & SECURITY	16754		135.00
	5717	PATRIOT FIRE & SECURITY	16755		135.00
	5717	PATRIOT FIRE & SECURITY	16756		135.00
	5717	PATRIOT FIRE & SECURITY	16757		135.00
				ACCOUNT TOTAL	731.00 *
7015		SENIOR CENTER			
	4260	TIDEWATER IN THE VALLEY	4260 9/21		184.50
				ACCOUNT TOTAL	184.50 *
				MAJOR TOTAL	104,663.49 **
053090	**	OTHER SOCIAL SERVICES **			
5605		SHENANDOAH AREA AGENCY ON			
	40	SHENANDOAH AREA AGENCY	1ST 9/21		13,500.00
				ACCOUNT TOTAL	13,500.00 *
5609		BLUE RIDGE LEGAL SERVICES			
	1267	BLUE RIDGE LEGAL SVCS.	1267 9/21		4,289.00
				ACCOUNT TOTAL	4,289.00 *
5612		ACCESS INDEPENDENCE			
	1925	ACCESS INDEPENDENCE, INC	1925 9/21		3,200.00
				ACCOUNT TOTAL	3,200.00 *
5623		APPLE VALLEY MEDIATION NE			
	8598	RESOLUTIONS, INC	8598 9/21		4,500.00
				ACCOUNT TOTAL	4,500.00 *
5626		ST LUKE COMMUNITY CLINIC			
	2881	ST. LUKE COMMUNITY CLINIC	2881 9/21		8,500.00
				ACCOUNT TOTAL	8,500.00 *
				MAJOR TOTAL	33,989.00 **

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053500	** CHILDREN'S SERVICES ACT **				
5301		CHILDREN'S SERVICES ACT			
	2103	FAMILY PRESERVATION SERV.	0608202112645		2,759.00
	2103	FAMILY PRESERVATION SERV.	0830202113760		315.00
	2446	YOUTH FOR TOMORROW	29689		2,340.00
	2492	POPLAR SPRINGS HOSPITAL	2067085		394.00
	2601	INTERCEPT YOUTH SERVICES,	116125 082101		4,251.65
	2601	INTERCEPT YOUTH SERVICES,	118485 082101		4,251.65
	2618	NORTHWESTERN COMMUNITY	115		6,200.00
	2702	UNITED METHODIST FAMILY	105598 11		1,947.00
	2702	UNITED METHODIST FAMILY	105598 5		3,009.00
	2702	UNITED METHODIST FAMILY	105598 7		90.83
	2702	UNITED METHODIST FAMILY	105598 8		1,947.00
	3194	VA. HOME FOR BOYS & GIRLS	7392		2,232.00
	3194	VA. HOME FOR BOYS & GIRLS	7930		5,983.00
	3194	VA. HOME FOR BOYS & GIRLS	7978		5,983.00
	3194	VA. HOME FOR BOYS & GIRLS	7979		2,232.00
	3413	BLUE RIDGE EDUCATIONAL CN	415		16,480.00
	6299	SETTLE, DANIELLE	2022 06		710.00
	7592	BRALEY & THOMPSON-VIRGINIA	05402700007197		6,078.00
	7592	BRALEY & THOMPSON-VIRGINIA	540270000257		6,188.00
	8652	CCFS	8846999		214.00
	20439	NATIONAL COUNSELING GRP.	4023355		1,767.00
	20439	NATIONAL COUNSELING GRP.	4054794		627.00
				ACCOUNT TOTAL	75,999.13 *
5899		UNCLASSIFIED			45.00
	6615	AMANKRAH, JESSICA	0066202109		45.00 *
				ACCOUNT TOTAL	45.00 *
				MAJOR TOTAL	76,044.13 **
064010	** COMMUNITY COLLEGE **				
5604		LORD FAIRFAX COMMUNITY CO			41,368.00
	8790	LFCC	4070		41,368.00 *
				ACCOUNT TOTAL	41,368.00 *
7072		REGIONAL JAIL			866,261.00
	7524	RSW REGIONAL JAIL	2ND 9/21		866,261.00 *
				ACCOUNT TOTAL	866,261.00 *
				MAJOR TOTAL	907,629.00 **
071010	** PARKS & REC. ADMINISTRATION **				
3005		MAINTENANCE SERVICE CONTR			444.29
	3787	XEROX CORPORATION	013958139		330.34
	3787	XEROX CORPORATION	014101169		3,175.00
	6562	R C SYSTEMS, INC.	18926		3,949.63 *
				ACCOUNT TOTAL	3,949.63 *
3007		ADVERTISING			180.00
	20380	WARREN CO. REPORT	15566		180.00 *
				ACCOUNT TOTAL	180.00 *

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5203	188	LINDEN SMR ASSOCIATES	0001202109		330.00
	2360	COMCAST	6246 9/21		118.77
	2360	COMCAST	9076 9/21		109.32
	2677	LENZ, DANIEL P	0026202109		45.00
	2712	RICHARDSON, ROBIN A	0027202109		45.00
	5041	WALKER, TIFFANY	0050202109		45.00
	9518	WALKER, RACHAEL E.	0095202109		45.00
	20908	MUNSON, ALAN	0209202109		30.00
				ACCOUNT TOTAL	768.09 *
5401		OFFICE SUPPLIES			205.98
	20056	QUILL	18523232		94.92
	20056	QUILL	18530299		17.79
	20056	QUILL	18666378		41.99
	20056	QUILL	18685585		114.22
	20056	QUILL	18703400		45.43
	20056	QUILL	19076518		114.98
	20056	QUILL	19178307		635.31 *
				ACCOUNT TOTAL	
5402		FOOD			49.92
	9198	BIMBO BAKERIES USA	03407430948		108.84
	20527	SUREBET SERVICES INC.	30406		158.76 *
				ACCOUNT TOTAL	
5403		BEVERAGES			53.28
	2110	LOWE'S	1293 9/21		53.28
	2110	LOWE'S	2570 9/21		27.93
	9218	CRYSTAL SPRINGS	16379177 081021		567.77
	20527	SUREBET SERVICES INC.	30406		116.95
	20527	SUREBET SERVICES INC.	30432		819.21 *
				ACCOUNT TOTAL	
5411		BOOKS AND SUBSCRIPTIONS			192.00
	200	NORTHERN VIRGINIA DAILY	PARKS 9/21		192.00 *
				ACCOUNT TOTAL	
				MAJOR TOTAL	6,703.00 **
071020	** PARKS & REC. - REC. PROGRAM **				
5440		COACHES CERTIFICATION			488.96
	7822	POSITIVE COACHING	80965		488.96 *
				ACCOUNT TOTAL	
5443		SPECIAL INTEREST/FITNESS			135.00
	7629	DEFENSIVE FIREARMS OF VA	7629 9/21		135.00 *
				ACCOUNT TOTAL	
				MAJOR TOTAL	623.96 **
071030	** PARKS & REC. MAINTENANCE **				
3005		SERVICE CONTRACTS & CLEAN			147.79
	898	REPUBLIC SERVICES #976	527431 4771580		

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	898	REPUBLIC SERVICES #976	528602 4814901		699.30
	1632	VALLEY PROTEINS, INC.	3126747		200.00
	6216	L & B PORTABLES LLC	2159		1,440.00
				ACCOUNT TOTAL	2,487.09 *
3023		SAFETY PROGRAM			9.86
	263	RAMSEY HARDWARE	411661		25.62
	2110	LOWE'S	1586 9/21		35.48 *
				ACCOUNT TOTAL	
5101		ELECTRIC SERVICE			24.62
	105	TOWN OF FRONT ROYAL	127101 9/21		103.64
	105	TOWN OF FRONT ROYAL	127102 9/21		20.00
	105	TOWN OF FRONT ROYAL	127104 9/21		27.45
	105	TOWN OF FRONT ROYAL	127105 9/21		82.71
	105	TOWN OF FRONT ROYAL	127106 9/21		1,181.10
	105	TOWN OF FRONT ROYAL	153000 9/21		217.24
	105	TOWN OF FRONT ROYAL	270101 9/21		27.45
	105	TOWN OF FRONT ROYAL	595050 9/21		207.42
	105	TOWN OF FRONT ROYAL	595075 9/21		20.14
	105	TOWN OF FRONT ROYAL	595077 9/21		2,541.57
	105	TOWN OF FRONT ROYAL	595101 9/21		23.47
	105	TOWN OF FRONT ROYAL	612050 9/21		31.89
	105	TOWN OF FRONT ROYAL	613100 9/21		194.70
	105	TOWN OF FRONT ROYAL	613101 9/21		55.05
	105	TOWN OF FRONT ROYAL	687200 9/21		27.45
	105	TOWN OF FRONT ROYAL	687205 9/21		10.12
	105	TOWN OF FRONT ROYAL	687210 9/21		20.00
	105	TOWN OF FRONT ROYAL	707000 9/21		20.00
	105	TOWN OF FRONT ROYAL	707000 9/21 B		8.50
	105	TOWN OF FRONT ROYAL	707100 9/21		8.50
	105	TOWN OF FRONT ROYAL	707100 9/21 B		143.44
	105	TOWN OF FRONT ROYAL	709110 9/21		141.97
	105	TOWN OF FRONT ROYAL	709110 9/21 B		32.06
	105	TOWN OF FRONT ROYAL	711000 9/21		34.66
	105	TOWN OF FRONT ROYAL	711000 9/21 B		696.44
	105	TOWN OF FRONT ROYAL	733006 9/21		83.87
	105	TOWN OF FRONT ROYAL	758100 9/21		83.87
	105	TOWN OF FRONT ROYAL	758100 9/21 B		594.57
	105	TOWN OF FRONT ROYAL	773100 9/21		20.00
	105	TOWN OF FRONT ROYAL	773101 9/21		2,100.26
	105	TOWN OF FRONT ROYAL	773102 9/21		4,854.10
	105	TOWN OF FRONT ROYAL	773102A 9/21		674.76
	105	TOWN OF FRONT ROYAL	773103 9/21		2,526.76
	105	TOWN OF FRONT ROYAL	773104 9/21		8.50
	105	TOWN OF FRONT ROYAL	773106 9/21		22.99
	105	TOWN OF FRONT ROYAL	773109 9/21		20.00
	105	TOWN OF FRONT ROYAL	773110 9/21		20.54
	105	TOWN OF FRONT ROYAL	773111 9/21		20.68
	105	TOWN OF FRONT ROYAL	773112 9/21		20.95
	105	TOWN OF FRONT ROYAL	773114 9/21		

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	105	TOWN OF FRONT ROYAL	773115	9/21	230.23
	105	TOWN OF FRONT ROYAL	773116	9/21	27.45
	105	TOWN OF FRONT ROYAL	773117	9/21	20.00
	105	TOWN OF FRONT ROYAL	773118	9/21	20.00
	105	TOWN OF FRONT ROYAL	773119	9/21	1,823.53
	105	TOWN OF FRONT ROYAL	773120	9/21	92.06
	105	TOWN OF FRONT ROYAL	773121	9/21	23.67
	105	TOWN OF FRONT ROYAL	773122	9/21	313.16
	105	TOWN OF FRONT ROYAL	773123	9/21	25.44
	105	TOWN OF FRONT ROYAL	773124	9/21	2,748.41
	105	TOWN OF FRONT ROYAL	773125	9/21	25.44
	105	TOWN OF FRONT ROYAL	773126	9/21	8.83
	105	TOWN OF FRONT ROYAL	773129	9/21	350.32
	105	TOWN OF FRONT ROYAL	773130	9/21	20.00
	105	TOWN OF FRONT ROYAL	773131	9/21	8.72
				ACCOUNT TOTAL	22,690.70 *
5402		AUTO MAINTENANCE			
	5305	WARREN CO. PUBLIC SCHOOLS	29955		110.76
	5305	WARREN CO. PUBLIC SCHOOLS	30011		64.59
	5305	WARREN CO. PUBLIC SCHOOLS	30039		1,044.27
				ACCOUNT TOTAL	1,219.62 *
5406		CHEMICALS			
	263	RAMSEY HARDWARE	411661		9.86
	7093	SOUTHERN STATES OF F.R.	1277436		89.95
	8091	GILMER INDUSTRIES, INC	682122		1,346.60
				ACCOUNT TOTAL	1,446.41 *
5407		REPAIRS AND MAINTENANCE			
	100	SERVICE TIRE & BATTERY	1108939		10.00
	100	SERVICE TIRE & BATTERY	1108942		17.50
	263	RAMSEY HARDWARE	411248		21.02
	263	RAMSEY HARDWARE	411456		5.39
	263	RAMSEY HARDWARE	411582		4.48
	263	RAMSEY HARDWARE	411678		282.59
	3952	WINCHESTER EQUIPMENT CO.	23979		83.30
	3952	WINCHESTER EQUIPMENT CO.	24003		46.98
	3952	WINCHESTER EQUIPMENT CO.	25484		109.35
	3952	WINCHESTER EQUIPMENT CO.	25824		295.66
	4368	SOSMETAL PRODUCTS INC.	1448579		423.46
	5901	LUCK STONE	101457902		960.26
	7051	E-Z-GO TEXTRON COMPANY	91575840		109.34
	7051	E-Z-GO TEXTRON COMPANY	91835178		192.27
	7051	E-Z-GO TEXTRON COMPANY	91838431		11.77
	7051	E-Z-GO TEXTRON COMPANY	91957140		56.41
	7598	MIRACLE RECREATION	834683		745.83
	7977	GENERAL SALES OF VA, INC.	20210800712		530.05
	8549	MILLER'S SUPPLIES	1178489		790.93
	8549	MILLER'S SUPPLIES	1178650		1,468.87
	9196	JOHN DEERE FINANCIAL	4043		4.37
	9196	JOHN DEERE FINANCIAL	9775	9/21	8.56

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	9269	JAMES RIVER EQUIPMENT	49454		97.98
	10004	BSN SPORTS LLC	913372677		495.00
				ACCOUNT TOTAL	6,771.37 *
5408		OPERATION OF MOTOR VEHICL			404.67
	2125	H. N. FUNKHOUSER & CO.	87432 9/21		193.00
	4737	QUARLES ENERGY SERVICES	86371		905.86
	5853	MANSFIELD OIL COMPANY	701997		1,023.96
	5853	MANSFIELD OIL COMPANY	704278		78.46
	5866	MANSFIELD OIL COMPANY	704484		
				ACCOUNT TOTAL	2,605.95 *
5409		MULCH			1,770.00
	6066	JK ENTERPRISE LANDSCAPE SU	509664		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	509731		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	509795		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	509796		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	509797		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	509798		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	510912		1,879.30
	6066	JK ENTERPRISE LANDSCAPE SU	510927		
				ACCOUNT TOTAL	14,925.10 *
5410		UNIFORMS & WEARING APPARE			779.40
	2675	SIGNET MARKETING	55735		448.84
	2675	SIGNET MARKETING	55736		
				ACCOUNT TOTAL	1,228.24 *
5413		OPERATING SUPPLIES			300.00
	6329	WALMART	WCCC 9/21		300.00
	6329	WALMART	WCYC 9/21		
				ACCOUNT TOTAL	600.00 *
5417		LIGHTING SYSTEM			18.96
	2110	LOWE'S	2926 9/21		
				ACCOUNT TOTAL	18.96 *
5420		SMALL TOOLS			10.85
	263	RAMSEY HARDWARE	411661		143.99
	3952	WINCHESTER EQUIPMENT CO.	25644		14.99
	9196	JOHN DEERE FINANCIAL	9775 9/21		525.00
	10004	BSN SPORTS LLC	913127396		
				ACCOUNT TOTAL	694.83 *
7001		MACHINERY AND EQUIPMENT			1,365.60
	3952	WINCHESTER EQUIPMENT CO.	25644		
				ACCOUNT TOTAL	1,365.60 *
7011		PARK DEVELOPMENT			1,990.00
	10004	BSN SPORTS LLC	913457187		
				ACCOUNT TOTAL	1,990.00 *
				MAJOR TOTAL	58,079.35 **
081010	**	PLANNING AND ZONING ADMIN. **			
3007		ADVERTISING			102.00
	169	WARREN SENTINEL, THE	1666603 9/21		

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	8200	AMERICANA SIGNS & HOME SER	2021 0052		195.00
				ACCOUNT TOTAL	297.00 *
5205		CELLULAR PHONE			45.00
	3107	LOGAN, TARYN G.	0031202109		45.00
	3273	PETTY, JOSEPH	PHONE STIPEND		90.00 *
				ACCOUNT TOTAL	
5401		OFFICE SUPPLIES			104.00
	552	PICCADILLY PRINTING CO.	11493		19.18
	4282	QUILL	18170831		123.18 *
				ACCOUNT TOTAL	123.18 *
				MAJOR TOTAL	510.18 **
081050	** ECONOMIC DEVELOPMENT **				
3002		PROFESSIONAL SERVICES			1,561.25
	5672	PLANET DEPOS, LLC	382322		839.50
	5672	PLANET DEPOS, LLC	382323		367.50
	5672	PLANET DEPOS, LLC	420879		8,679.30
	9601	KLDISCOVERY ONTRACK, LLC	0100193199		9,619.30
	9601	KLDISCOVERY ONTRACK, LLC	0100197486		9,659.30
	9601	KLDISCOVERY ONTRACK, LLC	0100198232		128,239.06
	20211	SANDS ANDERSON PC	486778		125,092.99
	20211	SANDS ANDERSON PC	491516		284,058.20 *
				ACCOUNT TOTAL	
5605		ECONOMIC DEVELOPMENT AUTH			164,500.00
	1521	FRONT ROYAL WARREN COUNTY	2ND CAP. BAUGH		55,125.00
	1521	FRONT ROYAL WARREN COUNTY	2ND STIPEND		9,800.00
	1521	FRONT ROYAL WARREN COUNTY	2ND SUPPLEMENT		229,425.00 *
				ACCOUNT TOTAL	
5611		ENTERPRISE ZONE GRANTS			148,301.92
	6256	DOMINION ENERGY	20210816		148,301.92 *
				ACCOUNT TOTAL	148,301.92 *
				MAJOR TOTAL	661,785.12 **
082000	** ENVIRONMENTAL MANAGEMENT **				
5800		ABANDONED VEHICLE PROGRAM			3,510.00
	1482	THARPE'S GARAGE & TOWING,	DMV 9/21		3,510.00 *
				ACCOUNT TOTAL	3,510.00 *
				MAJOR TOTAL	3,510.00 **
083000	** VPI EXTENSION SERVICE **				
5413		SUPPLIES			53.99
	20074	QUILL	18966995		220.68
	20074	QUILL	19004684		274.67 *
				ACCOUNT TOTAL	274.67 *
				MAJOR TOTAL	274.67 **

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MAJOR# ACCT# 091000	VENDOR NUMBER ** NON-DEPARTMENTAL **	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3010		MAINTENANCE - CENTRAL COM			
	906	ROYAL OAK COMPUTERS	29722027		274.00
	3021	NEW GENERATION SOFTWARE	46083		493.50
	3021	NEW GENERATION SOFTWARE	46115		2,940.00
	4092	EMEDIA WEB SERVICES, INC.	2021 1000		166.25
	20531	BAI MUNICIPAL SOFTWARE	WATS20221 3700		15,621.00
				ACCOUNT TOTAL	19,494.75 *
3012		MAINTENANCE CENTRAL COPIE			
	6304	CENTRIC BUSINESS SYSTEMS	925576		222.95
				ACCOUNT TOTAL	222.95 *
				MAJOR TOTAL	19,717.70 **
092000	** CAPITAL OUTLAY **				
7042		RIVERMONT VFD			
	707	MOTOROLA, INC.	603809		6,134.75
	5964	LAYER ONE INTEGRATED SYSTE	21 LOIS 0024 05		6,085.52
	8549	MILLER'S SUPPLIES	1150569		494.32
				ACCOUNT TOTAL	12,714.59 *
7047		BUILDING IMPROVEMENT FUND			
	263	RAMSEY HARDWARE	411224		16.00
	263	RAMSEY HARDWARE	411264		8.05
	2110	LOWE'S	1333 9/21		12.41
	2110	LOWE'S	1346 9/21		85.84
	2110	LOWE'S	1534 9/21		55.36
	2110	LOWE'S	1634 9/21		386.13
	4979	NORVAC LOCK TECHNOLOGY	129567		724.94
	5097	HON COMPANY	1449770		22,845.07
				ACCOUNT TOTAL	24,133.80 *
7058		PURCHASE OF SECOND STREET			
	6044	LILLIAN SEALOCK FOX	0060202109	20A8	1,967.76
				ACCOUNT TOTAL	1,967.76 *
7069		SAMUELS LIBRARY			
	2110	LOWE'S	1245 9/21		164.64
				ACCOUNT TOTAL	164.64 *
7094		VEHICLES & EQUIPMENT			
	8872	SHEEHY FORD MUNICIPAL	164693 8099		34,753.00
				ACCOUNT TOTAL	34,753.00 *
7111		SEPTAGE RECEIVING FACILTY			
	105	TOWN OF FRONT ROYAL	WCSH 008		63,250.00
				ACCOUNT TOTAL	63,250.00 *
7324		REV. SHARING - OLD OAK LN			
	3016	NSVRC	1999 2021		2,541.00
	4994	PENNONI ASSOC. INC.	1067387		2,420.00
	5965	VIRGINIA WATERS & WETLANDS	15242		2,200.00
				ACCOUNT TOTAL	7,161.00 *
				MAJOR TOTAL	144,144.79 **

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095000	** DEBT SERVICE **				
0003		ADMINISTRATIVE FEES			
	8921 U.S. BANK		6131069		
				ACCOUNT TOTAL	1,020.00
				MAJOR TOTAL	1,020.00 *
				FUND TOTAL	2,684,088.96

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MAJOR# ACCT# 062050	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	20767	HEALTH CARE EXPENDITURES PROBENEFITS, INC	0207202109	1994A	372.00
				ACCOUNT TOTAL	372.00 *
				MAJOR TOTAL	372.00 **
				FUND TOTAL	372.00

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
043050	**	SHENANDOAH FARMS SAN. DIST. **			
1001		COMPENSATION - MANAGER			
	9566	W.C. PUBLIC WORKS DEPT.	SF35		3,977.17
				ACCOUNT TOTAL	3,977.17 *
5203		TELEPHONE/INTERNET			
	188	LINDEN SMR ASSOCIATES	0001202109		50.00
	5444	LENTZ, TIMOTHY	0054202109		45.00
				ACCOUNT TOTAL	95.00 *
5407		FACILITY REPAIRS & MAINTENANCE			
	263	RAMSEY HARDWARE	411481		2.00
				ACCOUNT TOTAL	2.00 *
5408		EQUIPMENT MAINTENANCE/OPE			
	3952	WINCHESTER EQUIPMENT CO.	25612		217.35
	5305	WARREN CO. PUBLIC SCHOOLS	29954		383.22
	5867	MANSFIELD OIL COMPANY	682742		76.52
				ACCOUNT TOTAL	677.09 *
5410		UNIFORMS/SAFETY SHOES			
	743	STOKES GENERAL STORE	AA 9/21		120.00
	2675	SIGNET MARKETING	56441		133.14
	2675	SIGNET MARKETING	56442		98.34
	8549	MILLER'S SUPPLIES	1175538		111.48
				ACCOUNT TOTAL	462.96 *
5442		MAINTENANCE - STONE			
	9223	LEHIGH HANSON	3973779		380.02
	9223	LEHIGH HANSON	3977994		2,504.10
	9223	LEHIGH HANSON	3988827		712.40
	9223	LEHIGH HANSON	3989881		1,106.26
	9223	LEHIGH HANSON	3990917		382.70
	9223	LEHIGH HANSON	3993902		1,527.12
				ACCOUNT TOTAL	6,612.60 *
5443		MAINTENANCE - LABOR			
	9566	W.C. PUBLIC WORKS DEPT.	SF35		2,186.40
				ACCOUNT TOTAL	2,186.40 *
5451		FUEL			
	4763	VALLEY ENERGY	6572		1,126.12
	5789	MANSFIELD OIL COMPANY	704450		343.08
	5867	MANSFIELD OIL COMPANY	668701		91.17
	5867	MANSFIELD OIL COMPANY	676097		80.03
	5867	MANSFIELD OIL COMPANY	676421		34.74
	5867	MANSFIELD OIL COMPANY	681612		37.21
	5867	MANSFIELD OIL COMPANY	686669		44.13
	5867	MANSFIELD OIL COMPANY	690837		44.71
	5867	MANSFIELD OIL COMPANY	693234		90.46
	5867	MANSFIELD OIL COMPANY	699932		85.17
	5867	MANSFIELD OIL COMPANY	702287		124.01
				ACCOUNT TOTAL	2,100.83 *
7057		VML LOAN - INTEREST			
	30004	VML/VACO FINANCE PROGRAM	788742002 9/21		189.43
				ACCOUNT TOTAL	189.43 *
				MAJOR TOTAL	16,303.48 **
				FUND TOTAL	16,303.48

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
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MAJOR# ACCT# 054050	VENDOR NUMBER ***LAKE FRONT ROYAL SANT DIST***	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
1001	9566	W.C. PUBLIC WORKS DEPT.	LFR36	COMPENSATION MANAGER	1,566.44
				ACCOUNT TOTAL	1,566.44 *
5443	9566	W.C. PUBLIC WORKS DEPT.	LFR36	MAINTENANCE-LABOR/RENTAL	1,851.40
				ACCOUNT TOTAL	1,851.40 *
5446	9566	W.C. PUBLIC WORKS DEPT.	LFR36	MOWING-ROADSIDE	1,444.88
				ACCOUNT TOTAL	1,444.88 *
5447	9566	W.C. PUBLIC WORKS DEPT.	LFR36	BRUSH CUTTING/TREE REMOVA	1,435.96
				ACCOUNT TOTAL	1,435.96 *
				MAJOR TOTAL	6,298.68 **
				FUND TOTAL	6,298.68

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MAJOR# ACCT# 033090	VENDOR NUMBER ** DARE **	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001		DARE EXPENDITURES			787.50
	10047	CREATIVE PRODUCT SOURCING,	140816		787.50 *
				ACCOUNT TOTAL	787.50 **
				MAJOR TOTAL	787.50
				FUND TOTAL	787.50

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081060	**	WARREN COUNTY AIRPORT EXP. **			
1001		COMPENSATION AIRPORT MANA			
	6273	CASS AVIATION	0062202109		1,750.00
				ACCOUNT TOTAL	1,750.00 *
3010		EQUIPMENT SERVICES CONTRA			
	1949	AUSTIN ELECTRICAL	0015551		1,200.00
				ACCOUNT TOTAL	1,200.00 *
5407		REPAIRS AND MAINTENANCE			
	1717	CULLIGAN OF FRONT ROYAL	0017202109	569-0009332-2	35.00
	9566	W.C. PUBLIC WORKS DEPT.	4 9/21		4,567.06
				ACCOUNT TOTAL	4,602.06 *
5501		TRAVEL AND TRAINING			
	5967	ROKO, KENNETH O.	MILEAGE 9/21		412.34
				ACCOUNT TOTAL	412.34 *
5898		WASTE DISPOSAL			
	898	REPUBLIC SERVICES #976	528126 0021824		418.80
	9448	JOHNNY BLUE, INC. - 3407	213716		96.43
				ACCOUNT TOTAL	515.23 *
5899		UNCLASSIFIED			
	9566	W.C. PUBLIC WORKS DEPT.	4 9/21		202.36
				ACCOUNT TOTAL	202.36 *
				MAJOR TOTAL	8,681.99 **
				FUND TOTAL	8,681.99

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035060	** COST	RECOVERY **			
3003		ADMINISTRATIVE FEES			
	8594	EMS MANAGEMENT &	043544		2,226.82
				ACCOUNT TOTAL	2,226.82 *
5408		OPERATION OF MOTOR VEHICL			
	3822	AZ COMMERCIAL	2009496379		21.04
	5674	FRONT ROYAL FORD LLC	83016		7,718.65
	5674	FRONT ROYAL FORD LLC	84451		135.43
	5674	FRONT ROYAL FORD LLC	84595		1,121.56
	5868	MANSFIELD OIL COMPANY	699807		3,011.23
	5868	MANSFIELD OIL COMPANY	702162		3,548.34
	6500	FESCO EMERGENCY SALES	21 0787		293.84
	6500	FESCO EMERGENCY SALES	21 0804		348.08
	7644	FINLAY FIRE APPARATUS &	6583		1,325.17
				ACCOUNT TOTAL	17,523.34 *
5812		VDEM-GRANTS			
	5969	ACTIVE 911	321408/21		2,315.25
				ACCOUNT TOTAL	2,315.25 *
				MAJOR TOTAL	22,065.41 **
				FUND TOTAL	22,065.41

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035070	**SHEN. FARMS VFC6 EXPENDITURES**				
5407	BUILDING & GROUNDS MAINTENANCE				
	898	REPUBLIC SERVICES #976	526204 4725859		228.57
	898	REPUBLIC SERVICES #976	528340 4725859		228.57
	5948	QUILL	18295502		187.63
	9241	BEST EXTERMINATING SERV.	59984		45.00
ACCOUNT TOTAL					689.77 *
MAJOR TOTAL					689.77 **
FUND TOTAL					689.77

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035071	**N. WARRREN VFD #10 EXPENDITURES**				
5406	5553	PROPANE WASHINGTON GAS	3740 9/21		99.92
				ACCOUNT TOTAL	99.92 *
5407	898	REPAIRS & MAINTENANCE REPUBLIC SERVICES #976	526503 4720999		124.00
	898	REPUBLIC SERVICES #976	528635 4820999		124.00
				ACCOUNT TOTAL	248.00 *
				MAJOR TOTAL	347.92 **
				FUND TOTAL	347.92

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035072	**SOUTH	WARREN VFC #3 EXPENDITURES*			
5408		VEHICLE REPAIRS			
	5674	FRONT ROYAL FORD LLC	83516		647.31
				ACCOUNT TOTAL	647.31 *
				MAJOR TOTAL	647.31 **
				FUND TOTAL	647.31

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035073	**SHENANDOAH SHORES VFC#5 EXP**				
5408	VEHICLE REPAIRS				
	4388	ATLANTIC EMERGENCY SOLUT.	26136		2,720.40
	4388	ATLANTIC EMERGENCY SOLUT.	26152		152.00
ACCOUNT TOTAL					2,872.40 *
MAJOR TOTAL					2,872.40 **
FUND TOTAL					2,872.40

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035074	**LINDEN	VFC #4 EXPENSES**			
5408		VEHICLE REPAIRS			
	3822	AZ COMMERCIAL	2009497450		6.43
	7644	FINLAY FIRE APPARATUS &	6553		16,720.98
				ACCOUNT TOTAL	16,727.41 *
7057		LOANS			
	10118	FIRST BANK	0101202109	# 50723	3,227.46
				ACCOUNT TOTAL	3,227.46 *
				MAJOR TOTAL	19,954.87 **
				FUND TOTAL	19,954.87

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035075	**FORTSMOUTH VFC #8 EXPENSES**				
5407	BUILDING GROUNDS & MAINTENANCE				
	898	REPUBLIC SERVICES #976	526221 4731170		198.08
	898	REPUBLIC SERVICES #976	528357 4731170		198.08
	7062	RUFFNER, PAUL	747936		600.00
				ACCOUNT TOTAL	996.16 *
5408	VEHICLE REPAIRS				
	5506	MALLOY AUTOMOTIVE & FLEET	BRUSH 8 9/21		453.98
				ACCOUNT TOTAL	453.98 *
				MAJOR TOTAL	1,450.14 **
				FUND TOTAL	1,450.14

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081050	***ECONOMIC DEVELOPMENT AUTHORITY**				
5101	ELECTRIC				
	500022	TOWN OF FRONT ROYAL - EDA	265251 9/21		166.55
	500022	TOWN OF FRONT ROYAL - EDA	265300 9/21		83.87
	500022	TOWN OF FRONT ROYAL - EDA	265302 9/21		37.00
	500022	TOWN OF FRONT ROYAL - EDA	265303 9/21		150.77
	500022	TOWN OF FRONT ROYAL - EDA	265304 9/21		38.22
				ACCOUNT TOTAL	476.41 *
5103	WATER AND SEWER				
	500022	TOWN OF FRONT ROYAL - EDA	265300 9/21		220.60
				ACCOUNT TOTAL	220.60 *
5105	UTILITY EXPENSE - GAS				
	500080	WASHINGTON GAS	0026 9/21		41.99
				ACCOUNT TOTAL	41.99 *
				MAJOR TOTAL	739.00 **
				FUND TOTAL	739.00

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035076	** RIVERMONT VFD #2	EXPENDITURES **			
5407		REPAIRS & MAINTENANCE			
	898	REPUBLIC SERVICES #976	526149 4201117		82.00
	898	REPUBLIC SERVICES #976	528285 4201117		82.00
	5246	CULLIGAN OF FRONT ROYAL	20046		99.00
				ACCOUNT TOTAL	263.00 *
				MAJOR TOTAL	263.00 **
				FUND TOTAL	263.00
				TOTAL DUE	2,765,936.19

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 August 17, 2021 at 7:00 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; Michael Coffelt, Sanitary District Manager; Rick Farrall, Emergency Coordinator; Caitlin Jordan, Senior Assistant County Attorney; Dan Lenz, Director of Parks and Recreation; Joe Petty, Planning Director; 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

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

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

Public Comment Period (60 Minute Time Limit)

Craig Anderson, 110 Sunset Lane, wanted the Board to recognize and resist the suicide of America and the rest of western civilization. He wondered why only western civilization needed diversity and said the “trained Marxists” of the Black Lives Matter (BLM) organization are calling for the disruption of the nuclear family. He wants to do something similar to what the Mayor of Washington, D.C. did. Instead of writing “Black Lives Matter” on the street, he would like to see “No Communists” written on Main Street in Town along with renaming the plaza with the gazebo as “No Communists Square”. He would also like to make and sell t-shirts saying, “BLM Go Home”.

Hugh Henry, 175 Hugh Henry Lane, presented a petition to the Board from residents in the Fork District who travel Route 619 (Rivermont Drive). The signers want to make sure the Virginia Department of Transportation (VDOT) fulfills its promise to improve the pavement on Route 619. Not only this, but the signers have requested the road to be paved with asphalt and not tar-and-chip. Excessive amounts of tar on the road causes the road to be slick and makes it difficult to control vehicles; Mr. Henry recounted the story of a recent motorcycle accident where it was stated that the motorcycle crashed simply due to the road conditions. He urged the Board to follow-up with VDOT and to ensure the repairs are done correctly.

Jeanne Anderson, 7 Tee Court, believes it is time for the Board and the County to construct new policies of acceptable notice to the public. People perceive corruption when they are not included in decision making, and she wants to see changes made to the communication from the Board. She wants a review of policy for all departments to address acceptable and timely notice to the public in a logical manner. She also requested a forensic audit of the November 3, 2020 election.

Lynda McDonough, 1205 High Top Road, is very concerned that the United States government has been taken over. She recently watched a cyber synopsis by Mike Lindell on the November 3, 2020 election that showed things were amiss, even in Warren County. The Board needs to conduct a forensic audit for the November 3rd election, and she does not care how much money it would cost. This is about more than money; it is about the freedoms and rights of County citizens. She then read an excerpt from the Declaration of Independence, focusing on how the phrase is written, “*consent of the governed*” and not, “*dictated to the governed*”. She told the Board members to stop listening to normal television and to instead conduct their own research online about Coronavirus and the pandemic. The Coronavirus vaccine is not actually a vaccine; it is a bioweapon. Citizens have been too asleep to recognize it, but now, more of them are waking up and need to be taken seriously. The fact that you are not required to take the vaccine if you work at the White House, the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), or the World Health Organization (WHO) should be an indicator.

There were no further presentations from the public.

Reports – Board Members

Mr. Fox had nothing to report.

Mr. Mabe reported the following:

- Attended the Shenandoah Shores Property Owners Association meeting last week
- Attended the Property Owners of Shenandoah Farms meeting on August 14th
- Attended the Blue Mountain Homeowners Association meeting on August 15th
- Attended the Teacher and Support Staff of the Year luncheon put on by Warren County Public Schools on August 16th and thanked all teachers for doing what they do

Mrs. Oates reported the following:

- Wished all students in Warren County Public Schools a happy first day of school
- Invited the Board members to the drug prevention parenting seminar being hosted by the Drug Prevention Committee, in conjunction with Warren County Public Schools, on August 24th at 6:00 PM at Warren County High School

Mrs. Cullers reported the following:

- Attended the new teacher luncheon at the Chamber of Commerce on August 4th
- Attended the Airport Commission meeting on August 4th
- Hosted the Community Table through the South Warren Ruritan Club on August 5th
- Completed Certified Supervisor training through the Virginia Association of Counties on August 6th
- Attended the livestock night at the Warren County Fair and saw her first truck pull
- Met with National Forest representatives, Department of Wildlife Resources representatives, and County staff at the Bentonville Boat Landing; the County has a grant for this landing but needs to work on the design
- Attended the Teacher and Support Staff of the Year luncheon put on by Warren County Public Schools on August 16th where the IT Department for the school system was recognized for their support of the County during its IT crash earlier this year
- Read a letter from Donna Settle with the Front Royal Cardinals baseball team thanking Marcus Burke, John Tierney, the Park Rangers, and Brad Kresge with the Parks and Recreation Department's Maintenance Division for their support and hard work over the 2021 baseball season

Public Hearing – Ordinance to Amend and Re-Ordain Section 172-37.2 of the Warren County Code – Caitlin Jordan

Caitlin Jordan, Senior Assistant County Attorney, reported Section 46.2-755 of the Code of Virginia 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 Section 46.2-742).
2. Persons awarded the Medal of Honor and their unmarried surviving spouses (see Virginia Code Section 46.2-745).
3. Persons awarded the Navy and Marine Corps Medal and their unmarried surviving spouses (see Virginia Code Section 46.2-745.1).
4. Former prisoners of war and their unmarried surviving spouses (see Virginia Code Section 46.2-746).
5. Members of the National Guard units shall only be charged one-half of the fee (see Virginia Code Section 46.2-744).

Additionally, Section 46.2-752 of the Code of Virginia 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 Section 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 Section 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 these issues.

Mrs. Oates wanted clarification as to what exemptions the County currently provides. Ms. Jordan stated the County currently provides exemptions for those who have special license plates and are exempt from vehicle license tax, but the list currently in the Warren County Code is not complete. The proposed amendments are to match the Virginia State Code as well as provide a catch-all phrase for any future amendments to the State Code.

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 ordinance to amend and re-ordain Section 172-37.2 of the Warren County Code (Other exemptions) to comply with the Virginia State Code:

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

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.

Public Hearing – Ordinance to Vacate an Unimproved Right-of-Way in the Sealock Subdivision – Joe Petty

Joe Petty, Planning Director, reported the applicant, Allen Walters, currently owns both lots 3 and 4 and is requesting the right-of-way 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 right-of-way; 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).

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 adopted the proposed 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:

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

**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.

Public Hearing – Modification of Conditional Use Permit 2003-05-03, ELP Riverton, LLC to Add Uses to Pre-Approved Retail List – Joe Petty

Mr. Petty reported the applicant is requesting that the pre-approved list of retail uses be amended to add several allowed uses related to alternative nicotine products. The Riverton Commons shopping center having a pre-approved list of allowed uses is unique; Crooked Run shopping center (just across Route 340/522) allows uses related to alternative nicotine products by-right. The pre-approved list was last updated in 2014 to allow for the construction and operation of the Valley Health urgent care facility. The applicant is requesting the following uses 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

Mr. Mabe asked if this modification would enable the Walmart or the Chinese restaurant to have the right to sell these products, and Mr. Petty responded the list is intended for principal retail uses. However, technically those stores would have the right to sell these products.

Mrs. Oates reiterated Mr. Petty's previous comments on how the Target shopping center right across the street (Crooked Run shopping center) does not have these stipulations, so CBD and alternative nicotine products can be sold by-right.

Mrs. Cullers opened the public hearing.

Gretchen Brill, 65 Riverton Commons Plaza, introduced herself as the Director of the urgent care facilities in the Riverton Commons shopping center and, on behalf of Valley Health, voiced her opposition for this request for sale of cannabis and tobacco related products. Valley Health intentionally placed their facilities in this shopping center because of the family-friendly profile of the location and ease of access. There are already numerous CBD and alternative nicotine product shops within the Town of Front Royal, and this sort of

vendor in close proximity to healthcare offices is in direct conflict with the mission of Valley Health.

Stephen Pettler from the law firm of Harrison and Johnston introduced himself as the legal representative for ELP Riverton, LLC. The only reason this request is before the Board of Supervisors is because, as Mr. Petty previously stated, the property is unique. Every other shopping center in the County is allowed to sell these products by-right. If it were for any other property zoned Commercial (C), all they would have to do is file for a business license. If the Board denies this modification request, the Board would be treating the tenants of this shopping center differently than all other commercial properties in the County. He encouraged the Board to not focus so much on the CBD and hemp products, which are non-intoxicating, but rather on what is fair for businesses in the County.

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

Mrs. Oates wanted to know whether approving this modification request would open the door for permitting a marijuana dispensary in the shopping center in the future. Jason Ham, counsel, said he was unsure and deferred the question to the applicant's representative. Mr. Pettler believes marijuana dispensaries would be separately regulated facilities similar to an ABC store, only privately owned and operated. There is a different permitting process to sell intoxicating cannabis products (containing THC), and Mr. Pettler affirmed this modification request was not intended to be a way to allow to sell intoxicating products. The uses list being requested is an industry standard list for a tobacco and vape shop.

Mr. Petty stated the Planning Department researched the potential for marijuana dispensaries when the legislation was originally passed. This modification request would not include that type of intoxicating product, and if the businesses in Riverton Commons wanted to sell such a product, they would have to come back before the Board and request to modify the pre-approved list of uses.

Mr. Fox noted there was already a tobacco and vape business in the Riverton Commons shopping center, and Mr. Petty confirmed the Planning Department was aware of this business and had sent them a cease-and-desist letter. They are currently selling these products without the knowledge that permission was needed.

Mr. Mabe said he would feel more comfortable being assured this would not allow the sale of THC, and Mr. Ham pointed out that the legal representative of the applicant and the Planning Director had already repeatedly said it would not be allowed.

Mr. Fox made a motion to approve the modification request of ELP Riverton, LLC, but following extensive discussion amongst the Board, Planning Director, and legal counsel regarding THC, Mr. Fox withdrew his motion.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the modification request of ELP Riverton, LLC for conditional use permit #2003-05-03 to add the requested uses to the pre-approved list for the Riverton Commons Shopping Center as listed below and further prohibited the sale of intoxicating Tetrahydrocannabinol (THC) and related products:

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

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

Public Hearing – Conditional Use Permit 2021-06-01, John Suh for a Short-Term Tourist Rental – Matt Wendling

Matt Wendling, Deputy Planning Director, reported 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 Mr. Suh 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 does not have a Property Owners or Homeowners Association.

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

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

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 John Suh 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

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

Public Hearing – Conditional Use Permit 2021-06-02, Neal Sutliff for a Short-Term Tourist Rental – Matt Wendling

Mr. Wendling reported 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 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.

Mr. Wendling noted the Skyland Community Corporation submitted a letter of concern regarding this proposed rental property and is requesting the Board deny the application. Other nearby and adjacent property owners have also submitted letters and emails requesting denial of this application.

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 as determined according to the Health Department operational permit for a three-bedroom dwelling.
3. The applicant 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 applicant shall have the septic system inspected annually by a State licensed inspector, and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department, and a copy of the service invoice shall be provided to the Planning Department.

Mrs. Cullers opened the public hearing.

Shannon Barker, 1754 Khyber Pass Road, is worried because there is little evidence of Mr. Sutliff having a vested interest in living at the property. As a nearby property owner, she and her husband are concerned about the maintenance and upkeep of this proposed rental. The property manager would have very little control over the behavior of the renters, and she would rather see a stable neighbor at the property. She would like someone to own and live at the property rather than have a revolving door of unpredictable neighbors.

Neal Sutliff, applicant, said the property manager he is looking to hire currently oversees several other local rentals. He has also been researching cleaning companies in the area and will be installing a fence line for hard separation between adjacent owners and this property.

Melissa Halko, 261 Sunset Village, asked if conditional use permits are transferrable, and at the allowance of the Chair, Mr. Wendling responded yes, they are transferrable if they

remain active. If the permit goes inactive for a two-year time period, it will expire. Ms. Halko said she asked this question because the property is currently listed for sale.

Mr. Sutliff returned to the podium and confirmed the property is currently listed for sale. Even with the home being under construction, he was approached with unsolicited offers, which prompted him to list the property to see what other offers he may receive. Some of the offers are contingent on short-term tourist rental approval, and there is a possibility that he may sell.

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

Mrs. Oates commented that if she was his neighbor, she would want to know who owns the property and who will be renting it out. She would want to know exactly who would be responsible for the management and maintenance of the property, and considering the unsure nature of the future ownership of the property, she would be unable to support the current application.

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors denied the conditional use permit request of Neal Sutliff for a short-term tourist rental due to opposition from surrounding property owners and, due to the property being listed For Sale, uncertainty regarding future ownership of the property:

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

Public Hearing – Conditional Use Permit 2021-06-05, Mountaintop the Church at Skyline for a Private School – Joe Petty

Mr. Petty reported applicant is requesting a conditional use permit (CUP) for a Private School. 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 Warren County Code currently lists “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 thirty (30) or fewer students. This application does not expand/change the existing use of the church, and the Planning Department will not be requesting any conditions specific to the church use.

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, Warren County Health Department, Warren County Building Inspections, Warren County

Zoning, 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.

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 Mountaintop the Church at Skyline for a Private School 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, Warren County Health Department, Warren County Building Inspections, Warren County Zoning, 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.

Public Hearing – Conditional Use Permit 2021-06-06, Melissa Halko for a Short-Term Tourist Rental – Matt Wendling

Mr. Wendling reported the applicant is requesting a conditional use permit for a short-term tourist rental to rent the single-family dwelling for fewer than thirty days to offset her expenses for this 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 to nine 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.

Mr. Wendling noted there was a letter sent from the developer of the property stating to their knowledge, there are no rental or AirBnB restrictions in Junewood Estates and/or Cooks Riverside. Additionally, a letter requesting denial of the application was sent by the adjacent property owner.

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 as determined according to the Health Department operational permit for a three-bedroom dwelling.
3. The applicant 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 applicant shall have the septic system inspected annually by a State licensed inspector, and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department, and a copy of the service invoice shall be provided to the Planning Department.

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

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Melissa Halko for a short-term tourist rental 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, 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 applicant 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 applicant shall have the septic system inspected annually by a State licensed inspector, and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department, and a copy of the service invoice shall be provided to the Planning Department.

Public Hearing – Conditional Use Permit 2021-06-07, Ken Colton/KLC & CO, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Joe Petty

Mr. Petty reported the applicant is requesting a conditional use permit for storage of cars, boats, and recreational vehicles (RVs). The property is located on Winners Court in the North River Magisterial District. The proposed facility will have enclosed storage buildings, which is a by-right use for properties zoned Industrial (I), and have an area for outdoor storage of vehicles. The project is not within the highway corridor overlay district, though it must meet the supplemental regulations for enclosed storage and landscaping.

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 cars, boats, and recreational vehicles (RVs) shall be adequately landscaped and screened as required in Warren County Code Section 180-49.1.
4. All vehicles shall have valid tags and inspections while stored on the site.

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 Ken Colton 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

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 cars, boats, and recreational vehicles (RVs) shall be adequately landscaped and screened as required in Warren County Code Section 180-49.1.
4. All vehicles shall have valid tags and inspections while stored on the site.

Reports (Continued) – County Administrator

Dr. Daley reported the following:

- Invited Rick Farrall, Emergency Coordinator, to speak about the Delta variant of the Coronavirus. Mr. Farrall reported there has been an increase of cases in the County and in the region, and according to the Virginia Department of Health, most of the State is experiencing a high transmission rate of this variant. He is recommending the County reinstate the precautions it was doing before: masks for County employees when outside their workspace, Plexiglass barriers, social distancing measures and masks during meetings, etc. If the County sees a spike in cases, it will likely be in the next couple of weeks, considering Warren County Public Schools had its first day today, and both Randolph Macon Academy and Christendom College begin next week. He has been working with Valley Health on establishing a community testing site and is currently looking for a potential place to host the site.
- Received the engagement letter and the preliminary letter to the governing body from Robinson, Farmer, Cox Associates, the County's auditing firm.
- Spoke with and received an email from Don Hindman about the proposed Shenandoah Rail Trail; Miller, Long and Associates in Roanoke will be completing an appraisal of the Norfolk Southern rail corridor, which will cost approximately \$60,000, and Mr. Hindman is requesting each of the three localities contribute \$15,000 for this appraisal, with the remaining \$15,000 to come from private sources. Dr. Daley stated consideration of the appropriation of this \$15,000 will be on the Board's agenda for the September 7th meeting.
- Reminded the Board of the Building Committee meeting on August 19th at 2:00 PM, the Solid Waste Committee meeting on August 25th, and the Town/County Liaison Committee meeting on September 16th.
- Coronavirus Update – The Coronavirus remains a significant health concern, given the resurgence of the "Delta" variant. Given the County's 38% vaccination rate, and "moderate" level of community transmission, everyone must continue to maintain a commonsense approach to mitigating any future impacts of the virus. Citizens and

employees who did not receive the vaccination can contact their Primary Care Manager, the Health Department, or most of the local pharmacies, to receive the COVID-19 vaccination.

- Revenue Updates for July

Sales Tax		
2021	2020	Difference
\$449,060.99	\$441,318.47	\$7,742.52 (1.75%)

Year-to-Date	
Meals Tax	\$575,461.23
Lodging Tax	\$132,548.81
Business License Tax	\$1,047,141.60

- 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 for July 28, 2021 was cancelled due to office scheduling. The Committee will meet again on August 25, 2021.
- Appalachian Trail Connector Update – During a work session with the Board on August 3, 2021, it was recommended to put the project on hold. Mr. Petty has since been in communication with the Virginia Department of Transportation to schedule a meeting to discuss various options for the Appalachian Trail Connector.
- Shenandoah Valley Rail Trail – The Department of Conservation and Recreation held a webinar update on July 21, 2021, 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 replay of the webinar is available at <https://www.dcr.virginia.gov/recreational-planning/shen-rail-trail>.
- Building Inspections for July

New Home Starts Year-to-Date			
County	Town	Total	Total for 2020
23	1	24	24

Permits Issued Year-to-Date		
2021	2020	Difference
265	239	26 (10%)

Inspections Completed Year-to-Date

2021	2020	Difference
986	1,227	241 (-19.6%)

This time last year, the Department was performing many more hospital inspections, and projects are moving slower currently due to material delays.

- Parks and Recreation
 - Current/Upcoming Programs and Activities:
 - Skyline and Warren County Middle Schools Girls Basketball Camp: August 14, 2021, Skyline Middle School, 9:00 a.m. - 2:00 p.m., Students in grades 6-8
 - Basic Pistol Shooting Class: Session I: Saturday, August 21, 2021; Session II: Saturday, October 16, 2021; and Session III: Saturday, November 13, 2021
 - Youth Volleyball Program: 5-week co-ed volleyball program; Sundays, September 21, 2021 through October 10, 2021
 - Ballet I Class: Session I: Tuesdays, September 7 through October 19, 2021 (no class on October 5, 2021); Session II: Tuesdays, October 26 through November 30, 2021
 - Additional Fall programs and activities will be posted on the Warren County Website and Facebook page this week.
 - Administration
 - Warren County Splash Pad closed due to Town of Front Royal water restrictions that began on July 27th.
 - Park Facility Projects
 - Park staff installed a memorial bench in Eastham Park on August 10th.
 - Mr. Joe Brogan, Brogan Surveying forwarded the completed survey for the basketball court area to County staff and LPDA on July 30th. Once approved, LPDA will begin the Design Development and the Construction Drawings.
 - Caitlin Jordan, Senior Assistant County Attorney, has prepared and forwarded a skatepark repair contract to the contractor for the completion of repairs to the Skyline Soccerplex skatepark bowl.
 - Elkay Retrofit Bottle Filling Station Kits were installed at the Youth Center, the Health and Human Services Complex gym and the Community Center.
- Department of Social Services – In the month of July, DSS received:
 - 108 SNAP Applications
 - 111 Medicaid Applications
 - 23 TANF Applications
 - 9 Child Care Applications
 - 1,459 Phone calls
 - 817 Lobby clients

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

- 47 CPS referrals
- 21 APS referrals

Services rendered:

- \$445.65 spent from Ministerial Fund for housing and clothing
- One Stop Resource Center every Wednesday
- July – three food giveaways – two on Wednesday evenings, one on Saturday. All very successful
- Working with People, Inc., and other stakeholders on returning Sexual Assault services to Warren County
- Facilitated donation of a Cow to Reaching Out Now for the meal program
- Helping to facilitate with other stakeholders, the implementation of Virginia Cares (through People, Inc.) in Warren County
- Received the following donations:
 - School supplies to distribute from a group of Methodist Churches
 - Virginia Hills Church is collecting backpacks/lunch bags (filled with Elementary School Supplies) for distribution

The Job Fair last week was a rousing success. Here is some basic information the Department gathered from the participants:

- 32 vendors, the majority of which heard about the job fair through word of mouth and Facebook
- 37 job seekers documented, but the Department believes the actual number was around 50, the majority of which heard about the job fair through word of mouth and Facebook
- At least 8-10 job seekers were offered employment at the job fair and another 5-10 had follow up appointments with different vendors
- One job seeker stated he received three different job offers and chose the one which allowed him to start last Friday

The majority of the feedback the Department received was overwhelmingly positive, and they have a few notes on how the job fair can be improved next time.

- Department of Fire and Rescue Services

- 2021 Volunteer Fire Academy started this past week with 12 students in attendance.
- Staff continues to evaluate our Advanced Life Support (ALS) Provider and examine the need for staffing each station to the ALS Level.
- Staff continues to evaluate COVID and the Delta Variant – Updates to response and PPE Procedures underway.
- Station 6 Building Enhancements underway, staff has found multiple issues and safety concerns. Items being forwarded to the WC Building Committee.
- Grants still pending:
 - FY-2020 SAFER Grant for 18 staff positions

- FY-2020 AFG Countywide PPE
- DHS Swiftwater PPE – 18 sets
- Training Center Fire Incident- awaiting insurance review of loss estimates.
- Added Apparatus and Vehicle Replacement to the CIP Document Request.
- PT Firefighter/Medic Ryan Ropolla added to full-time status to fill vacancy created by employee relocation out of state.
- Rivermont Fire Station – The project continues to progress towards formal completion in the next few weeks. The final payment to the contractor was made this month, and warranty items will continue to be addressed, as appropriate. They are waiting on final approval from the Department of Environmental Quality (DEQ) to obtain the final certificate of occupancy.
- Commercial/Industrial Projects – Work continues on the following projects:
 - The new Warren Memorial Hospital maintains a Temporary Certificate of Occupancy (TCO) for the entire building until both the Town of Front Royal and Department of Environmental Quality (DEQ) provide their approvals.
 - Equus Warehouse facility – The site work continues, and the building applications have started to be submitted. The contractor has indicated that they are ready to start construction soon.

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 August 2021:

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

APPROPRIATIONS

92000-7112	LCI Services	\$125.00
71030-7011	Park Development	\$5,838.00
71020-5450	Front Royal Golf Course Cart Lease	\$2,007.50

TRANSFERS

<u>FROM:</u>	Special Projects	Sheriff's Office Animal Control Vehicle	(\$2,253.89)
<u>TO:</u>	35010-7005	Sheriff's Office Animal Control Vehicle	\$2,253.89
<u>FROM:</u>	23080-0003	Clerk of Court	(\$32,289.00)
<u>TO:</u>	23080-3001	Clerk of Court	\$32,289.00
<u>FROM:</u>	23080-3001	Clerk of Court	(\$23,084.00)
	23080-3001	Clerk of Court	(\$9,205.00)

<u>TO:</u>	21060-3005	Clerk of Court	\$23,084.00
	21060-7007	Clerk of Court	\$9,205.00
<u>FROM:</u>	21060-3005	Clerk of Court	(\$3,365.26)
<u>TO:</u>	21060-5201	Clerk of Court	\$1,112.84
	21060-7007	Clerk of Court	\$1,497.07
	21060-8001	Clerk of Court	\$755.35
<u>FROM:</u>	21060-3005	Clerk of Court	(\$1,944.00)
	21060-3005	Clerk of Court	(\$8,401.00)
	21060-7001	Clerk of Court	(\$200.00)
	21060-7001	Clerk of Court	(\$2,537.07)
<u>TO:</u>	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
<u>FROM:</u>	General Fund	Skyline Training Academy	(\$25,099.47)
	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)
<u>TO:</u>	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

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 August 2021 accounts as presented:

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

Check Numbers BLAH to BLAH Total: BLAH

Approval of Minutes

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

- Regular Meeting of May 18, 2021
- Special Meeting of May 25, 2021 at 5:00 PM

- Special Meeting of May 25, 2021 at 7:00 PM
- Regular Meeting of June 1, 2021
- Regular Meeting of June 15, 2021
- Regular Meeting of July 20, 2021
- Regular Meeting of August 3, 2021

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

Consent Agenda

1. Adoption of Technology Systems Technician Job Description and Grade Placement – Taryn Logan
2. Removed for further discussion
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

Mrs. Oates requested the removal of item 2 for further discussion.

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 with the removal of item 2 for further discussion:

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

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.

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.

Adoption of Deputy Public Works Director Job Description and Grade Placement – Taryn Logan

Mrs. Oates said she pulled this item because she wanted to confirm the funding for the position, especially since the salary range for the position is so broad. She wants to discuss the actual target salary range and potential budgetary impacts.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors postponed further discussion on this item to the work session on September 7, 2021:

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

Adjournment

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



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE September 07, 2021	ITEM H-1	SUBJECT Approval FY 2022 School Resource Officer	PAGE 1 OF
<u>EXPLANATION & SUMMARY:</u> Sheriff Mark Butler would like to hire an additional School Resource Officer. Warren County Sheriff's Office has applied for and been awarded a DCJS grant for this purpose (FY2022 School Resource Officer/School Security Officer). This position covers many operational areas. First and foremost, this position fills a much-needed position to assist with the alternative school also known as Diversified Minds. This grant supported Deputy position will perform many essential duties for our county school program. The County has started a new curriculum centered around the criminal justice profession, and this position will become the liaison between the county and the schools in support of this new training. This deputy will also be assigned to assist in many other programs to include but not limited to training of both students or staff on many pressing topics like Human Trafficking, Drug Use and Abuse, Impaired Driving and many other topics that may arise over the course of the school year. As we move forward attempting to mentor the youth and reduce the overdoses and illegal use of both drugs and alcohol, the Warren County Sheriff's Office believes it is very important to be in partnership with not only the schools and parents, but also the students. This Grant not only fills a spot that is very much needed to assist the Sheriff's Office in its day-to-day operations, but also provides assistance using proactive measures to help aid our community. This position supports our vision of achieving true community policing. The value of this position cannot be measured in mere dollars and cents. The quality value of this position comes from providing services to our youth and community, along with developing our stronger future. <u>COSTS & FINANCING:</u> This Grant will cover \$34,163 annually for a 48-month period (from July 1, 2021 through June 30, 2025) once accepted. The average deputy salary for this position is \$44,553.00. No additional supporting costs such as uniforms, equipment, or patrol vehicle will be incurred because we already have these on hand. <u>PROPOSED OR SUGGESTED MOTION:</u> (1) I move that the Board of Supervisors approve the position FY 2022 School Resource Officer Grant. OR (2) I move that the Board of Supervisors not approve the position FY 2022 School Resource Officer. (3) I move that this matter be postponed until _____.			
SUBMITTED BY: Mark Butler, Sheriff			PROCESSED BY:



DATE	ITEM	SUBJECT:	PAGE 1 OF
September 21, 2021	H-2	Resolutions of Support to Name the Bridges over the North and South Forks of the Shenandoah River	
<u>EXPLANATION & SUMMARY:</u>			
Attached are two resolutions of support for the naming of the bridges over the North and South Forks of the Shenandoah River.			
<u>COST & FINANCING:</u> N/A			
<u>PROPOSED OR SUGGESTED MOTION:</u>			
I move that the Board of Supervisors adopt the proposed resolutions supporting the naming of the bridge over the North Fork of the Shenandoah River to the “General Daniel Morgan Memorial Bridge” and the bridge over the South Fork of the Shenandoah River to the “Major General Dr. Joseph Warren Memorial Bridge”.			
SUBMITTED BY: Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:

RESOLUTION



of the Board of Supervisors of Warren County Naming the Route 340/522 Bridge over the North Fork of the Shenandoah Bridge in Warren County as the “General Daniel Morgan Memorial Bridge”

WHEREAS, the people of this county joined in the fight for American Independence, as evidenced by the numbers of soldiers’ graves marked in our soil by the Col. James Wood II Chapter of the Sons of the American Revolution; and

WHEREAS, among those joining in the fight for American Independence was one General Daniel Morgan of Frederick County, whose grave is in Mt. Hebron Cemetery in Winchester; and

WHEREAS, because the American fight for Independence went on for eight years with many disappointing outcomes that looked bleak for American Forces, General George Washington did Commission General Daniel Morgan, hero at Cowpens, to fortify Massanutten Mountain, an area of present Warren County, where American Forces and its citizens would take a stand if English Forces ultimately prevailed in the northern Colonies and at the Village of York Towne; and

WHEREAS, General Daniel Morgan, a renowned soldier and General whose war tactics that insured a major victory and a turning point at the Battle of Cowpens are taught still today in our war colleges and to our fighting troops, and whose bravery in the face of enemy forces and leadership brought great loyalty among his troops, insuring ultimate victory; and

WHEREAS, Section 33.2-213 of the Code of Virginia authorizes the Commonwealth Transportation Board (CTB) to give suitable names to state highways, bridges, interchanges, and other transportation facilities and change the names of any highways, bridges, interchanges, or other transportation facilities forming a part of the systems of state highways; and

WHEREAS, Section 33.2-213 provides that the Virginia Department of Transportation shall place and maintain appropriate signs indicating the names of highways, bridges, interchanges, and other transportation facilities named by the CTB and requires that the costs of producing, placing, and maintaining such signs shall be paid by the localities in which they are located.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Warren County, Virginia, in accordance with Section 33.2-213 of the Code of Virginia, does hereby request that the Commonwealth Transportation Board name the bridge on Route 340/522

over the North Fork of the Shenandoah River in Warren County as the “General Daniel Morgan Memorial Bridge”; and

BE IT FURTHER RESOLVED, that Warren County agrees to pay the costs of producing, placing, and maintaining the signs calling attention to this naming.

Adopted: September 21, 2021

Cheryl L. Cullers, Chair
Warren County Board of Supervisors

ATTEST:

Edwin C. Daley, Clerk
Warren County Board of Supervisors

RESOLUTION



of the Board of Supervisors of Warren County Naming the Route 340/522 Bridge over the South Fork of the Shenandoah Bridge in Warren County as the “Major General Dr. Joseph Warren Memorial Bridge”

WHEREAS, the County of Warren is named for Major General Dr. Joseph Warren, a Founding Father of the United States of America; and

WHEREAS, Dr. Joseph Warren was martyred at the Battle of Bunker Hill June 17, 1775, by British Forces seeking to silence his voice advocating American Independence; and

WHEREAS, Warren County recognizes Dr. Warren’s role as a Founding Father by adopting his name and the lowering of county flags on his birthday, June 11th; and

WHEREAS, the Warren County Board of Education has erected historic plaques in each of our schools educating our youth as to the history of Dr. Joseph Warren; and

WHEREAS, Section 33.2-213 of the Code of Virginia authorizes the Commonwealth Transportation Board (CTB) to give suitable names to state highways, bridges, interchanges, and other transportation facilities and change the names of any highways, bridges, interchanges, or other transportation facilities forming a part of the systems of state highways; and

WHEREAS, Section 33.2-213 provides that the Virginia Department of Transportation shall place and maintain appropriate signs indicating the names of highways, bridges, interchanges, and other transportation facilities named by the CTB and requires that the costs of producing, placing, and maintaining such signs shall be paid by the localities in which they are located.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Warren County, Virginia, in accordance with Section 33.2-213 of the Code of Virginia, does hereby request that the Commonwealth Transportation Board name the bridge on Route 340/522 over the South Fork of the Shenandoah River in Warren County as the “Major General Dr. Joseph Warren Memorial Bridge”; and

BE IT FURTHER RESOLVED, that Warren County agrees to pay the costs of producing, placing, and maintaining the signs calling attention to this naming.

Adopted: September 21, 2021

Cheryl L. Cullers, Chair
Warren County Board of Supervisors

ATTEST:

Edwin C. Daley, Clerk
Warren County Board of Supervisors



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE September 21, 2021	ITEM H-3	SUBJECT: Approval of Salary for Human Resources Director	PAGE 1 OF
<u>EXPLANATION & SUMMARY:</u> After advertising the Human Resources Director position and conducting interviews, County staff is pleased to have selected a candidate for this position. The recommended candidate has over fifteen (15) years of Human Resources management experience and possesses both undergraduate and graduate degrees in Human Resources. Based on the candidate's wealth of knowledge, experience, and overall fit for Warren County, staff has proposed appointment at a salary of \$89,459.83, which is a Grade 22, Step I on the County's salary scale. Warren County Personnel Policy (6.3), subparagraph b, requires that any starting rate of pay that is more than 20% above the beginning step of the corresponding grade requires Board of Supervisors approval. <u>COST & FINANCING:</u> No additional funding is requested. <u>CONSENT AGENDA MOTION:</u> I move the Board of Supervisors approve the appointment of the Human Resources Director effective October 4, 2021 at a salary of \$89,459.83 (Grade 22, Step I).			
SUBMITTED BY: Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:

The County of Warren is now accepting applications for the following position:

Human Resources Director

This full-time position performs intermediate professional and responsible administrative work planning, organizing, and implementing the County's overall human resources program. Duties include, but are not limited to: planning, directing, and implementing the County's human resources and personnel process and system; ensuring compliance with local, state, and federal regulations; preparing and maintaining personnel records and files; administers the County's service award program; provides and coordinates employee training programs; processes employee concerns and problems; conducts new hire orientations; receives and maintains appropriate files for various forms, reports, and correspondence; administers worker's compensation insurance; communicates with insurance/benefit plan representatives; interacts with payroll; and performs related tasks as required.

Applicant must have strong interpersonal and organizational skills and strong written and oral communication skills. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in personnel administration or related field and considerable experience in human resources management is required.

Salary range is \$73,423.85 - \$111,723.07 depending on qualifications, with an excellent benefits package. For employment application, including job description, contact Warren County Administrator's Office, 220 North Commerce Avenue, Suite 100, Front Royal, Virginia, 22630, (540) 636-4600, or employment applications may be obtained online at www.warrencountyva.net/employment-opportunities. Position open until filled. Warren County is an Equal Opportunity Employer.



COUNTY OF WARREN, VIRGINIA BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
September 21, 2021	H-4	Authorization to Create a Countywide Firefighter PPE Program and Allocation of ATL Funds	1 of 2

EXPLANATION & SUMMARY:

On January 19, 2021, the Warren County board of Supervisors (BOS) authorized the Warren County Department of Fire and Rescue Services (WCFR) to apply for the Federal Emergency Management Agency's (FEMA) Assistance to Firefighters Grant (AFG) program to create and implement a Countywide Firefighter Personal Protective Equipment (PPE) Program.

The goal of this program was to provide the ability for WCFR to ensure all PPE worn by its volunteer and career firefighters meet all National Fire Protection Association (NFPA) requirements to ensure the health and safety of the responder. The PPE includes structural firefighting coat, pant, suspenders, boots, helmet and 2 pairs each of gloves and hoods.

To date, the FEMA AFG Grant request submitted by WCFR has not been awarded and the Department finds itself in need to proceed with the program to ensure the health and safety of its responders.

It was recommended to proceed with the creating and implementation of the Countywide PPE Program and allocate funds from the Virginia Department of Fire Programs Aid to Locality (ATL) Funds to replace all existing out of date, non-compliant PPE and begin the process of acquisition of needed PPE.

This process was discussed by the Warren County Fire Chief's Advisory Committee at their September Meeting. The following motion was presented for vote by the body: *"Provide WCFR the ability to execute the Memorandum of Understanding as signed by the Fire Chiefs Advisory Staff and create a Countywide Firefighter Personal Protective Program, to establish policies and procedures for such program and request the Warren County Board of Supervisors appropriate \$160,000 of Aid to Locality Funds and approve such funds to be utilized for the acquisition of PPE to support such program."* This motion was supported by a unanimous vote of all members present at the meeting.

COST & FINANCING:

WCFR receives approximately \$88,000 annually from the ATL Program. The funds must be spent on specific items in accordance with the ATL Program. The purchasing of PPE is a qualifiable expenditure under this program; therefore WCFR is requesting the allocation and authorization to utilize \$160,000 of unspent ATL Funds which remain in the Departments Fire Programs/Special Projects Fund. As such, this request would not require any new allocations from the Board of Supervisors.

Should WCFR be successful in being awarded the AFG Grant; such grant funding would become the primary source of funding to support such initiative.

continued...

CONSENT AGENDA MOTION:

I move that the Board of Supervisors authorize the Warren County Department of Fire and Rescue Services to establish a Countywide Firefighter Personal. Protective Equipment Program to ensure the health and safety of our community first responders. I further move that the Board allocate and authorize the Fire Chief to utilize \$160,000 of Virginia Department of Fire Programs Aid to Locality Funds for the acquisition of Personal Protective Equipment for the Department.

SUBMITTED BY: James G. Bonzano II, Fire Chief	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (Describe)	PROCESSED BY:
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COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
September 21, 2021	H-5	Agreement for Accounting/Pre-Audit Services	
<u>EXPLANATION & SUMMARY:</u> Preparation for audit services includes the creation of numerous tables and schedules that are included in the audit report presented to the Board each year. Surrounding jurisdictions use an accounting service to prepare these reports. This provides the Board and the public with an extra reviewer of all internal transactions. Three firms responded to a duly advertised Request for Qualifications (RFQ). It is recommended that Virginia Municipal League/Virginia Association of Counties (VML/VACo) Financial Services be selected for this service. <u>COST & FINANCING:</u> There will be a cost of \$105.00 per hour. This is not expected to exceed \$30,000 and this would be the maximum without additional authorization. Funding will be from the Special Projects fund. <u>PROPOSED OR SUGGESTED MOTION:</u> I move the Board of Supervisors approve the agreement with VML/VACo Financial Services for accounting services with a maximum of \$30,000 without additional authorization. OR I move the Board of Supervisors not approve the agreement.			
SUBMITTED BY: Edwin C. Daley, County Administrator	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:



8 E. Canal Street, Suite 100
Richmond, Virginia 23219
(804) 648-0635

Robert W. Lauterberg
Managing Director

September 7, 2021

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

RE: Letter of Engagement for Accounting Services

Dear Mr. Daley:

Thank you for the opportunity to present this Letter of Engagement for Accounting Services to Warren County. We appreciate your confidence in VML/VACo Finance and look forward to working with County to assist in your audit preparation and related tasks.

Scope of the Engagement

The scope of the engagement will include the following deliverables:

I. Pre-Audit Support

VML/VACo Finance will provide accounting support as required in preparing adjusting entries and audit schedules for fiscal year-end 2021. This work will be scheduled in coordination with the auditor's site visit.

Audit preparation services typically include the following:

1. Compare all beginning balances on the current year Trial Balance to the most recent audited financial statements; recommend adjustments as necessary.
2. Assist staff in identifying and recording year-end accruals as necessary: compensated absences, accounts payable and accounts receivable.
3. Verify to supporting documentation the balance sheet accounts for all funds, including School Board, Department of Social Services, and Sanitary Districts, and propose adjustments as needed.

4. Assist staff in reconciling and recording additions, disposals and depreciation of fixed assets.
5. Assist staff in reconciling and recording balances of long-term debt and accrued interest liability.
6. Reconcile APA Cardinal confirmation of state and federal revenues.
7. Assist staff in identifying other transactions that may not have been recorded properly; propose additional adjustments and/or journal entries as needed.
8. Prepare documentation for the use by auditors of major accounting procedures performed.
9. Perform other accounting and consulting services as necessary, such as assisting with implementation of statements issued by the Governmental Accounting Standards Board (GASB).

We will be available during the audit firm's fieldwork to answer questions, follow-up on any new issues, and assist staff in responding to the auditor's requests.

II. Post-Audit Support

Following the auditor's site visit, VML/VACo Finance will assist your staff as needed with 1) interpreting audit adjustments proposed by the auditor, if any; 2) reviewing the CAFR, including footnotes, and understanding how it ties to the Trial Balance; and 3) assisting in responding to any Management Letter or other comments made by the auditor. We will provide advice and assistance with respect to these items, which are ultimately the responsibility of County management pursuant to the guidance of the Governmental Accounting Standards Board (GASB).

III. Ongoing Support

Upon completion of the FY 2021 audit, our staff will be available upon request for periodic visits – in person and/or virtually as appropriate – to provide ongoing assistance for the remainder of the current fiscal year and execute special projects upon request at an hourly or fixed rate to be negotiated between the parties.

Ongoing support will include, but not be limited to, reviewing and making recommendations for updates to the Chart of Accounts.

Staffing

John Montoro, CPA, Senior Accounting Consultant. Mr. Montoro has over 20 years of local government accounting experience beginning as an Audit Partner with Cherry Bekaert. He led the development of the firm's governmental practice, serving as Cherry Bekaert's Director of Government Services. Mr. Montoro has also served as President of a CPA firm providing accounting and fractional controller services for local government agencies and nonprofit organizations; and most recently as Chief Financial Officer of a \$19 million human services agency with clients throughout Virginia.

Mr. Montoro has held various related positions, including Past Chair of the Virginia Society of Certified Public Accountants; Executive Committee member of the AICPA Governmental Audit Quality Center; and Instructor on Ethics for the Virginia Board of Accountancy. He holds a Bachelors degree from the University of Virginia.

Should the need arise, we may substitute other, similarly qualified personnel during the course of the engagement. Please see the one-page attachment labeled "Fees, Terms and Conditions," for additional details on the engagement.

To indicate your acceptance of this Letter of Engagement, please sign below and return a copy of the letter to us by fax (804-783-2286) or electronic mail (rlauterberg@valocalfinance.org).

Thank you again for your interest in VML/VACo Accounting Services.

Sincerely,



Robert W. Lauterberg

The County of Warren accepts this proposal for the provision of Accounting Services, including the attached statement of "Fees, Terms, and Conditions."

.

_____.Signature

_____.Title

_____.Date

**Attachment:
Fees, Terms and Conditions**

The assignment will be staffed by a Senior Accounting Consultant. VML/VACo Finance will provide its services to the County at the following hourly rates:

- Senior Accounting Consultant (Mr. Montoro or successor):
Services will be invoiced at a fixed hourly rate of \$102.50 per hour for onsite work; \$97.50 per hour for remote work. Maximum cost not to exceed \$30,000 without written approval of the County.

Mr. Montoro's travel expense will be billed at a fixed \$145.00 per full or partial day in which he works on-site (this fixed rate includes travel both ways plus lodging as applicable). If other personnel are assigned, we will establish an appropriate rate in coordination with the County based upon the current IRS mileage rate.

As appropriate, we intend to conduct as much of the work as possible remotely in order to avoid unnecessary travel expense. No travel charges will apply for work conducted remotely.

This agreement will take effect upon signing and will remain in effect until terminated by either party with 30 days' notice. However, if termination is for cause, such termination may take effect immediately. The hourly rate quoted will be honored through the period ending June 30, 2022.

The rates quoted will apply to the specific work described in the Letter of Engagement as well as to other assignments requested by the County that are conducted by a Senior Accounting Consultant during the term of the agreement.

Professional services are billed monthly. Invoices will indicate the number of hours spent on- and off-site and will detail the activities performed. All invoices are due upon receipt.

If the County makes an accepted offer to contract or employ personnel provided by VML/VACo Finance, whether directly or indirectly through a third party, it will notify VML/VACo Finance at least 60 days in advance of the initial contract or employment date. Should it wish to hire VML/VACo Finance personnel with fewer than 60 days' notice, the County agrees to compensate VML/VACo Finance for the costs of recruitment, hiring, and training of appropriate replacement staff in an amount equal to the regular hourly rate multiplied by 80 hours.

VML/VACo Finance will not render a professional opinion on your financial statements – that remains the role of your external auditor. We will utilize financial data provided by the locality in our efforts to prepare financial records in accordance with Generally Accepted Accounting Principles (GAAP). Accordingly, we are not responsible if information provided to us by the locality is questioned or determined inaccurate during the external audit process.

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

Name of Claimant: William A Atwood Phone: 540-671-6254
 Address: 2209 Happy Creek Rd Front Royal Va 22630
 Date Reported to Animal Control Officer: 9-6-2021 Signed: C. Unruh

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
<u>9-6-2021</u>	<u>1</u>	<u>Coyote</u>	<u>\$50.00</u>	<u>\$50.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total amount requested by claimant:

\$50.00

Amount recommended to be paid by Animal Control Officer:

50.00

Remarks:

COUNTY OF WARREN property owner. @ 2209 Happy Creek

APPROVAL FOR PAYMENT

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

Signature: [Signature]

Department: _____

Recm'd Budget Code 35010-5802

Comments: _____

William A. Atwood

Claimant

C. Unruh

Animal Control Officer

9-6-2021

Date

9-6-2021

Date

SEP 07 2021

The Board, after an examination of the above claim, approves same and allows \$ _____.

Please charge to Animal Control 35010-5802

Board of Supervisors of Warren County

Date of action: _____

By: _____



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
September 21, 2021	I	Direction to Establish a Warren County Office of Economic Development	

EXPLANATION & SUMMARY:

At its work session on September 14, 2021, the Board of Supervisors discussed the formation of a Warren County Office of Economic Development. This Office would be similar to the arrangement in many communities within and beyond the Commonwealth of Virginia.

At the September 16, 2021, Town/County Liaison Committee meeting, there was a desire to explore the feasibility of expanding this into a joint Front Royal/Warren County Office of Economic Development.

The Front Royal-Warren County Economic Development Authority would continue as a legal entity in accordance with Virginia statutes. The Office of Economic Development would support the Authority but function independent of it.

The Office would be responsible for retaining and attracting businesses in and to Front Royal and Warren County.

COST & FINANCING:

The Office would be funded with funds appropriated for Economic Development operations as part of the FY 2021-2022 program of services. Additional County funding is not anticipated at this time. A joint Town/County office would include funding from the Town and the County.

PROPOSED OR SUGGESTED MOTION:

I move the Board of Supervisors approve the creation of the Warren County Office of Economic Development, authorize the County Administrator to recruit and employ a Director of Economic Development and an Administrative Assistant, prepare information so the Board can add these positions to the Warren County Compensation and Classification System, and prepare budget transfers to the new department for Board approval.

I further move that the Board and County staff continue to investigate the feasibility of a joint Front Royal/Warren County Office of Economic Development.

OR

I move the Board of Supervisors: _____

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Edwin C. Daley, County Administrator		

COUNTY OF WARREN, VIRGINIA
DETAIL OF APPROVED EXPENDITURES BY DEPARTMENT
FY 2021 - 2022

Page 60

FUND 94

81050 ** ECONOMIC DEVELOPMENT AUTHORITY **

		FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 APPROPRIATION	FY 2021-2022 APPROVED BUDGET
81050 1001	EXECUTIVE DIRECTOR	\$ -	\$ -	\$0	\$99,000
81050 1005	ADMINISTRATIVE ASSISTANT	\$ -	\$ -	\$0	\$37,000
81050 2001	FICA	\$ -	\$ -	\$0	\$10,400
81050 2002	VRS	\$ -	\$ -	\$0	\$13,800
81050 2003	DEFERRED COMPENSATION	\$ -	\$ -	\$0	\$3,000
81050 2005	HOSPITAL MEDICAL	\$ -	\$ -	\$0	\$27,500
81050 2006	GROUP INSURANCE	\$ -	\$ -	\$0	\$1,500
81050 2011	WORKER'S COMPENSATION	\$ -	\$ -	\$0	\$3,500
	PERSONNEL	\$ -	\$ -	\$0	\$195,700
81050 3001	PROFESSIONAL FEES-LEGAL	\$ -	\$ -	\$0	\$84,000
81050 3005	ENGINEERS AND CONSULTANTS	\$ -	\$ -	\$0	\$2,000
81050 3008	EXISTING BUSINESS	\$ -	\$ -	\$0	\$500
81050 3009	NEW PROSPECT EXPENSES	\$ -	\$ -	\$0	\$2,000
81050 3018	PRINTING	\$ -	\$ -	\$0	\$500
81050 5101	UTILITIES	\$ -	\$ -	\$0	\$10,000
81050 5103	WATER/SEWER/TRASH	\$ -	\$ -	\$0	\$8,000
81050 5201	POSTAGE	\$ -	\$ -	\$0	\$750
81050 5203	TELEPHONE	\$ -	\$ -	\$0	\$4,725
81050 5205	TECHNOLOGY WEB AND SUPPORT	\$ -	\$ -	\$0	\$6,800
81050 5302	INSURANCE-PROPERTIES	\$ -	\$ -	\$0	\$10,000
81050 5307	INSURANCE-PROFESSIONAL LIABILITY	\$ -	\$ -	\$0	\$400
81050 5401	OFFICE SUPPLIES	\$ -	\$ -	\$0	\$1,775
81050 5407	MAINTENANCE	\$ -	\$ -	\$0	\$10,000
81050 5504	TRAVEL AND TRAINING	\$ -	\$ -	\$0	\$1,500
81050 5801	DUES AND MEMBERSHIP	\$ -	\$ -	\$0	\$750
	OPERATING	\$ -	\$ -	\$0	\$143,700
81050 8001	COPIER LEASE	\$ -	\$ -	\$0	\$2,500
	CAPITAL	\$ -	\$ -	\$0	\$2,500
	EDA- BAUGH DRIVE LOAN				\$279,000
	EDA- AVTEX LOAN				\$168,000
	EDA- IT FEDERAL LOAN				\$506,400
	EDA- 1ST BANK AND TRUST LOC				\$276,000
	EDA- 1ST BANK LOAN	\$ -	\$ -	\$0	\$214,000
		\$ -	\$ -	\$0	\$1,443,400
	--TOTAL--	\$ -	\$ -	\$0	\$1,785,300

COUNTY OF WARREN, VIRGINIA
DETAIL OF APPROVED EXPENDITURES BY DEPARTMENT
FY 2021 - 2022

Page 45

			FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 APPROPRIATION	FY 2021-2022 APPROVED BUDGET
81050	** ECONOMIC DEVELOPMENT **					
					\$0	\$1,800,000
81050 3002	PROFESSIONAL SERVICES	\$ -	\$ -	\$258,583	\$220,500	
81050 5605	ECONOMIC DEVELOPMENT AUTHORITY-OPER	\$ 54,117	\$ 108,234	\$0	\$937,000	
81050 5606	ECONOMIC DEVELOPMENT AUTHORITY-CAP	\$ -	\$ -	\$0	\$200,000	
81050 5610	TOURISM	\$ -	\$ -	\$1,878,389	\$40,000	
81050 5611	ENTERPRISE ZONE GRANTS	\$ -	\$ -	\$2,500	\$0	
81050 6000	WINCHESTER AIRPORT	\$ -	\$ -			
		<u>\$ 54,117</u>	<u>\$ 108,234</u>	<u>\$2,139,472</u>	<u>\$3,197,500</u>	
	OPERATING					
		<u>\$ 54,117</u>	<u>\$ 108,234</u>	<u>\$2,139,472</u>	<u>\$3,197,500</u>	
	--TOTAL--					



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

<u>DATE</u>	<u>ITEM</u>	<u>SUBJECT</u>
9/21/2021	J-1	Conditional Use Permit - #2007-11-02 Kennel (Boarding) Amy Cavalier <i>Modification Request: Change Conditions #2 - Grooming Service, #12 -Hours of Operation and #13 - Limits on the number outside dog at any one time.</i>

EXPLANATION & SUMMARY:

Amy Cavalier was issued a conditional use permit (CUP# 2007-11-02) on January 15, 2008, for a Boarding Kennel. The property is located at 797 Fairground Road in the North River District, zoned Agricultural (A), and identified on Tax Map 5, as parcel 15BBO. In 2018 the applicant requested the kennel be subdivided from the parent parcel in order to receive an E-911 address for the kennel structure and for insurance purposes. The applicant is requesting that the conditional use permit be modified to change their hours of operation, allow for dogs to be groomed on site that aren't currently being boarded and to allow for additional dogs to use the three outside run areas.

Below are the existing conditions. Staff is recommending the changes shown in bold and underlined text.

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

Section 180-8 of the County Code defines a Boarding Kennel as, "Any commercial kennel available to the general public where the operator takes control of an animal(s) from the animal owner; and, where the animal(s) may be provided individual confinement accommodations, fed, exercised and/or provided general care on a short-term basis, usually by the day, week or a specified length of time not to exceed 30 days for compensation, trade, barter or other commercial gain. Further, boarding kennels shall comply with the supplementary regulations in § 180-48.3 of this chapter."

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 modification to the conditions of the existing use. I do 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 request modify the conditions of Conditional Use Permit 2007-11-02 as requested by the applicant and recommended by County staff.

OR

I move the Board of Supervisors deny this request for a modification to the conditions. (List reasons).

SUBMITTED BY:

Matt Wendling, 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ APPROVED ☐ OTHER (Describe)

**PROCESSED
BY:**

August 18, 2021

To whom it may concern:

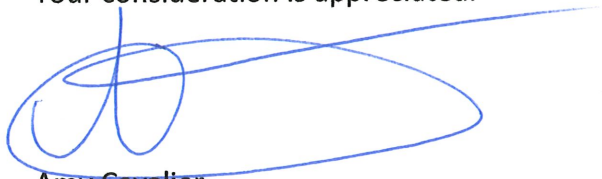
My name is Amy Cavalier and I am the owner/operator of Cavalier Kennels, LLC located at 799 Fairground Road Front Royal, VA 22630. We have been operational since 2008 and have always complied with our CUP and never had any issues.

Recently our kennel insurance company did a review of our policy and questioned why we could only have 2 dogs out at once in our yards per the CUP # 13. I would like to modify this to allow for families with multiple dogs per household to be outside at the same time. We do not do playgroups and dogs only go outside with dogs from the same family but we need to utilize all three yards simultaneously. We have three huge yards each surrounded by a six foot solid fence with a mature tree line separating the fence from any surrounding neighbors and we have never had a noise issue.

We would also like to modify CUP #2 that only allows grooming services for dogs while boarding with us. We have many customers who would like to utilize our grooming services as needed when not boarding with us. We would like to offer grooming to the general public during our regular business hours by appointment only.

We would also like to modify CUP #12 to change our business hours to daily 9am to 7pm. This is to better accommodate our clients.

Your consideration is appreciated.

A handwritten signature in blue ink, appearing to be 'AC' or similar initials, enclosed within a large, loopy oval shape.

Amy Cavalier

Cavalier Kennels. LLC



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

CONDITIONAL USE PERMIT 2007-11-02

NAME: Amy Cavalier
ADDRESS: 799 Fairground Road, Front Royal, VA 22630

PROPERTY DESCRIPTION: Located in the Shenandoah District, identified on Tax Map 5 as Parcel 15B and is zoned Agricultural.

Board of
Supervisors

Chairman
Archie A. Fox
Fork
District

Vice-Chairman
Linda P. Glavis
South River
District

Tony F. Carter
Happy Creek
District

Daniel J. Murray, Jr.
North River
District

Richard H. Traczyk
Shenandoah
District

AUTHORIZED USE: Kennel

CONDITIONS: (Condition 5 modified March 18, 2008)
(Condition 2 modified September 7, 2010)
(Conditions 1, 5, 7, and 14 modified July 17, 2012)

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

DATE PERMIT EXPIRES: N/A

DATE APPROVED BY BOARD OF SUPERVISORS:

January 15, 2008

DATE MODIFIED BY BOARD OF SUPERVISORS:

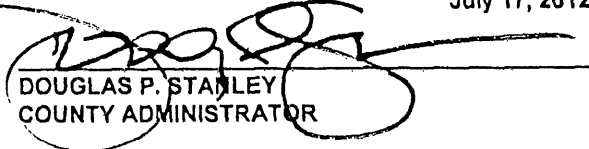
March 18, 2008

DATE MODIFIED BY BOARD OF SUPERVISORS:

September 7, 2010

DATE MODIFIED BY BOARD OF SUPERVISORS:

July 17, 2012


DOUGLAS P. STANLEY
COUNTY ADMINISTRATOR

cc: Commissioner of the Revenue
Planning Director
Zoning Administrator
Planner
GIS Coordinator

*Front Royal-Warren County
Rivers of Opportunity-Mountains of Success*

WARREN COUNTY, VIRGINIA
LAND RECORDS

000145 JAN 15 2

EXHIBIT A - LEGAL DESCRIPTION

Tax Id Number(s): 515b

Land situated in the County of Warren in the State of VA

SITUATE IN NORTH RIVER MAGISTERIAL DISTRICT OF WARREN COUNTY, VIRGINIA, BEING KNOWN AND DESIGNATED AS LOT FIFTEEN 'B' (15B), CONTAINING 5.1408 ACRES MORE OR LESS, AS SHOWN ON PLAT ENTITLED "FAMILY DIVISION SURVEY OF A PORTION OF THE CAVALIER PROPERTY RECORDED IN 432/680", PREPARED BY JOSEPH G. BROGAN, SR., C.L.S., DATED JULY 30, 1996, SAID PLAT OF RECORD IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF WARREN COUNTY, VIRGINIA AS INSTRUMENT #970000348.

Commonly known as: 799 Fairground Road, Front Royal, VA 22630-6745

THE PROPERTY ADDRESS AND TAX PARCEL IDENTIFICATION NUMBER LISTED ARE PROVIDED SOLELY FOR INFORMATIONAL PURPOSES

Being the same property conveyed to Anthony M. Cavalier and Amy L. Cavalier, husband and wife, as tenants by the entirety with the right of survivorship, by deed dated July 17, 2009 of record in Deed Instrument/Case No. 090004728, in the County Clerk's Office.

INSTRUMENT 190000216
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY CIRCUIT ON
JANUARY 15, 2010 AT 02:12 PM

WARREN COUNTY, VIRGINIA
LAND RECORDS

000003 AUG-7 2

This Deed prepared by Hubert Marlow, Jr., Attorney at Law.

The existence of title insurance is unknown to the prepared.

THIS DEED, made and entered into this 17th day of July, 2009, by and between, **ANTHONY M. CAVALIER** and **AMY L. CAVALIER**, husband and wife, parties of the first part, to be indexed as GRANTORS, and **ANTHONY M. CAVALIER** and **AMY L. CAVALIER**, husband and wife, parties of the second part, to be indexed as GRANTEES, whose address is 799 Fairground Road, Front Royal, Virginia 22630.

WITNESSETH: That for and in consideration of their natural love and affection, the parties of the first part do hereby give, grant and convey with General Warranty of Title and the usual English Covenants of Title unto the parties of the second part, as *tenants by the entirety with the right of survivorship*, the following-described real estate, to-wit:

Tax Map Reference No. 5 15B

All that certain lot or parcel of land, together with all appurtenances thereunto belonging or in anywise appertaining, lying and being situate in North River Magisterial District of Warren County, Virginia, being known and designated as LOT FIFTEEN "B" (15B), containing 5.1408 acres more or less, as shown on plat entitled "FAMILY DIVISION SURVEY O9F A PORTION OF THE CAVALIER PROPERTY RECORDED IN 432/680", prepared by Joseph G. Brogan, Sr., C.L.S., dated JULY 30, 1996, said plat of record in the Clerk's Office of the Circuit Court of Warren County, Virginia as Instrument #970000348; **AND BEING** the identical real estate conveyed to Amy L. Cavalier and Anthony M. Cavalier, wife and husband, by deed from Amy L. Cavalier, dated August 4, 2006, recorded September 11, 2006 in the aforesaid Clerk's Office as Instrument

Anthony M. and Amy L. Cavalier - Deed of Gift

Page 1 of 3

EXEMPT FROM RECORDING TAX PURSUANT TO VA. CODE § 58.1-811(D.)

Return to: Hubert H. Marlow, Jr.
Attorney at Law
48 Church Street
Front Royal, Virginia 22630

WARREN COUNTY, VIRGINIA
LAND RECORDS

000004 AUG-7 8

#060009655; **AND BEING** the identical real estate conveyed to Amy L. Cavalier, by Deed from Anthony M. Cavalier, dated June 21, 2005, recorded June 21, 2005 in the aforesaid Clerk's Office as Instrument #050007239; **AND BEING** the identical real estate conveyed to Anthony M. Cavalier by Deed from Seneca M. Cavalier and Mary Cavalier, husband and wife, dated November 29, 1996, recorded January 22, 1997 in the aforesaid Clerk's Office as Instrument # 970000340.

Reference to which said plat and deed and the references therein contained is hereby made for a more particular description of the property hereby conveyed and for further derivation of title thereto.

PROVIDED, HOWEVER, that this conveyance is made subject to restrictions, reservations, easements, and agreements of record to the extent that they may lawfully apply to the property hereby conveyed.

WITNESS the following signatures and seals:

[Signature Page to Follow:]

WARREN COUNTY, VIRGINIA
LAND RECORDS
000005 AUG-78

GRANTORS:

Anthony M. Cavalier (SEAL)
Anthony M. Cavalier

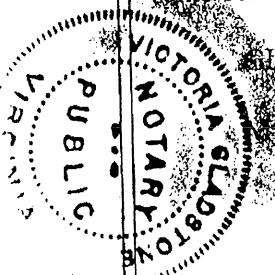
Amy L. Cavalier (SEAL)
Amy L. Cavalier

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, to-wit:

I, Victoria Gladstone, a Notary Public in and for the Commonwealth of Virginia at Large, do certify that Anthony M. Cavalier, whose name is signed to the foregoing Deed bearing date of July 17, 2009, have this day personally appeared and acknowledged the same before me in the State and County aforesaid.

GIVEN under my hand this 21st day of July, 2009.

Commission expires: 9-30-2009



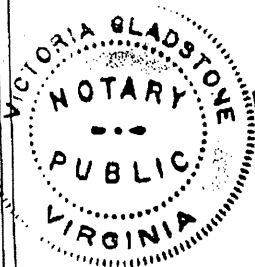
Victoria Gladstone (SEAL)
Notary Public
Victoria Gladstone
NOTARY PUBLIC
Commonwealth of Virginia
ID number 365132
My Commission Expires: Sept 30, 2009

COMMONWEALTH OF VIRGINIA
COUNTY OF WARREN, to-wit:

I, Victoria Gladstone, a Notary Public in and for the Commonwealth of Virginia at Large, do certify that Amy L. Cavalier, whose name is signed to the foregoing Deed bearing date of July 17, 2009, have this day personally appeared and acknowledged the same before me in the State and County aforesaid.

GIVEN under my hand this 21st day of July, 2009.

My Commission expires: 9-30-2009



Victoria Gladstone
NOTARY PUBLIC
Commonwealth of Virginia
ID number 365132
My Commission Expires: Sept 30, 2009

Victoria Gladstone (SEAL)
Notary Public

INSTRUMENT #090004728
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY ON
AUGUST 7, 2009 AT 10:42AM

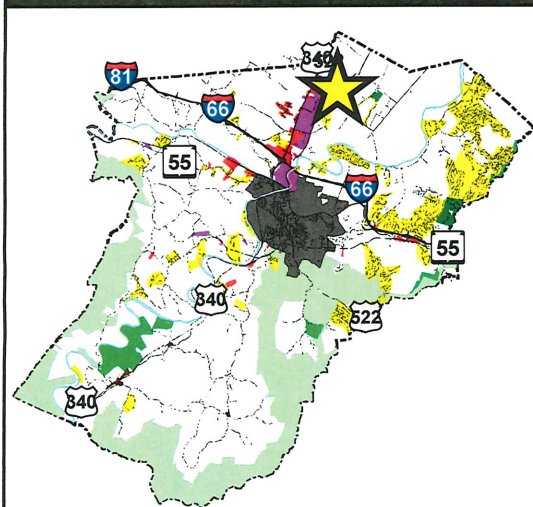
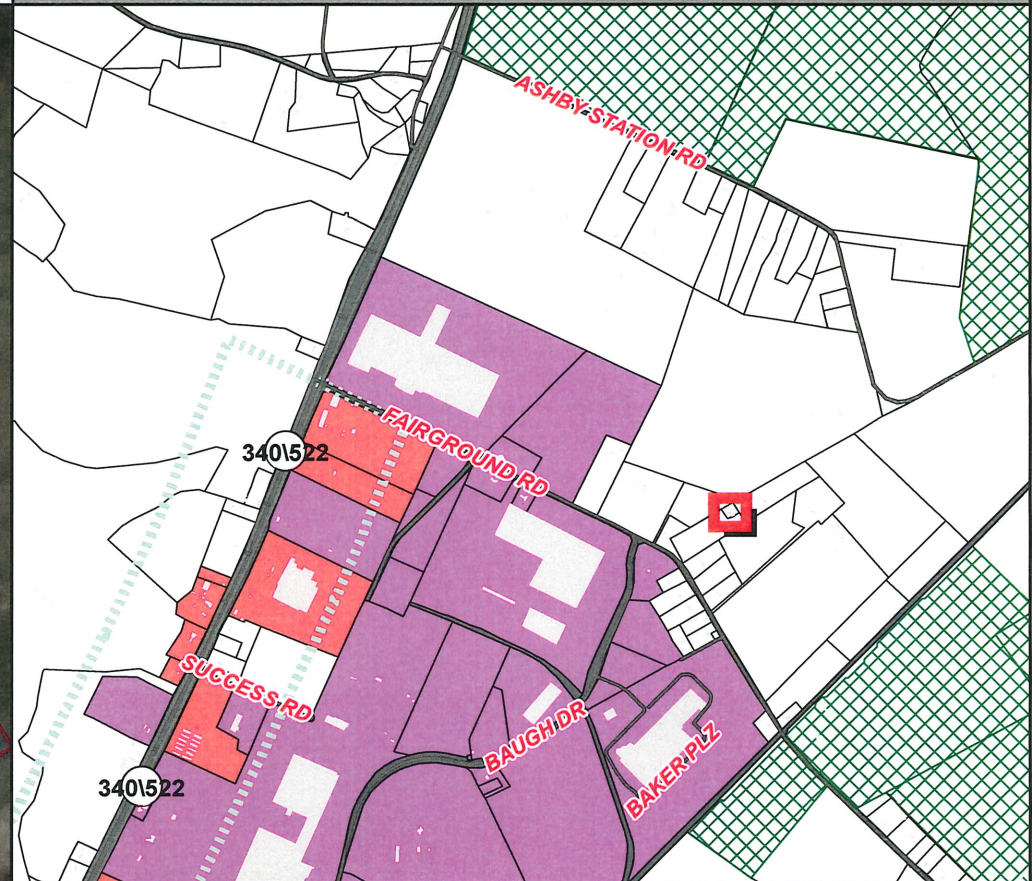
JENNIFER R. SIMS, CLERK
RECORDED BY: SFK

Anthony M. and Amy L. Cavalier - Deed of Gift



CUP Condition Modification
[Kennel]
Applicants: Amy Cavalier

TM 5-----15BBO
797 Fairground Road



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
9/21/2021	J-2	Conditional Use Permit #2021-07-02 Hilda Dorothea Keister <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

Planning Commission Move to Approve:

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

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

PROPOSED OR SUGGESTED MOTION:

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

OR

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

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-07-02/ Short Term Tourist Rental

Hilda Dorothea Keister, Applicant/ Owner

Staff Report for the Planning Commission

Prepared: June 29, 2021 Revised: July 20, 2021

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

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a Short-term Tourist Rental for a structure historically referred to as Signal Knob Retreat Center Buttonwood Lodge. This retreat center was established in the early 1980's on the Keister family farm for use by the Evangelical Lutheran Church in America and leased to the Caroline Furnace Lutheran Camp and Retreat Center until 2020. The property has 10 bedrooms and six and one-half baths which allows for up to 20 persons at any one time. ~~The applicants are requested a waiver to the supplemental regulations which allow for a maximum of 10 per dwelling if approved by the Health Department.~~ The applicants are requesting that they be allowed the maximum occupancy of 10 persons as per the supplemental regulations and Health Department approval for that number of guests. The use as a retreat center was grandfathered and would no longer be utilized for that use if the conditional use permit is approved. The applicants would like to establish this land-use as a secondary use to their working farm in order to provide additional income in lieu of renting the property full-time. Mr. Dennis Baker, a relative of Mrs. Keister lives across the road (Rt.55W) and would be the acting property manager since that is his permanent residence.

PROPERTY INFORMATION

Property Location: 7610 Strasburg Rd.

Tax Map ID: # 9---52A

Magisterial District: North River

Subdivision: Signal Knob Farm - Keister

Special Flood Hazard Area: The property and dwelling are partially in Floodzone "A" 1% Annual Chance.

Town/Village: Strasburg

Zoning: Agricultural (A)

Acres: 1.5

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

South: Agricultural (A)

East: Agricultural (A)

West: Agricultural (A)

Use: Pastures/ Shenandoah River

Use: SFD with Pastures/Woodlands

Use: Pastures

Use: Shenandoah County/North Fork River

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. **The use as a retreat center was grandfathered and had never been issued a conditional use permit since it was established, and the applicants do not intend to continue the grandfathered use.**

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. We received comments from the Warren County Health Department which states the sewage disposal system was designed to serve a 10-bedroom lodge with 20 occupants maximum. The applicant is requesting a waiver to this regulation to allow for a twenty person occupancy of the dwelling.
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. There will be sufficient parking for five 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. This property has fencing around the yard of the dwelling and pastureland in which they raise cattle and guests will have a gate and shown a path that they can access the river.
- 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.**
- I. If the property is located within a subdivision governed by a Homeowners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is not located within a subdivision.**
- 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 431' 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 10 as determined according to the supplemental regulations and Health Department operational permit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Hilda Dorothea Keister and Dennis Baker, Applicant



Statement of Purpose

Dear Warren County Planning Commissioners,

Signal Knob Retreat Center's Buttonwood Lodge was built by the Rev. Dr. John D. Keister in the 1980s on the family farm for religious retreats. After retiring as chaplain of Roanoke College in Salem, the Rev. Keister managed and directed Buttonwood Lodge for 13 years as a ministry for ecumenical adult groups with ties to the Virginia Synod of the Evangelical Lutheran Church in America. Caroline Furnace Lutheran Camp & Retreat Center then leased the building until their contract ended this year. The family is now proposing to use the facility as a short-term tourist rental, allowing guests to experience a special place to stay and enjoy the natural beauty of the Signal Knob Farm and the Shenandoah River. We are requesting a 10-person occupancy. This business will serve as a secondary income for our property and working farm. Dennis Baker will be managing the short-term tourist rental. Dennis lives full-time in the dwelling across state Route 55 from the property. This is his primary residence.

Sincerely,

H. Dorothea Keister

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-07-02Date Received: 6-16-2021Fee Amount: \$ 500.00Date Paid: 6-16-21 CK# 776**Applicant Information:**Hilda Dorothea Keister
Applicant Name170 N. Holiday St. Strasburg VA. 22657
Address City State Zip7610 Strasburg Road, Strasburg VA 22657
Property Location for conditional use permit if Different than Applicant's Addresshdkjdk@gmail.com 540-465-8722 / mason465@shentel.net
Primary Contact Number Email
Dennis Baker 571-245-8509
703-926-5993

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: 7610 Strasburg Road, Strasburg VA. 22657
- (2) Election District: NORTH RIVER
- (3) Tax Map Number: 9 52-A
- (4) Subdivision Name: SIGNAL KNOB FARM - KEISTER FAMILY
- (5) Total Area of Property (acres): 1.5
- (6) Total Area to be Used (acres): 1.5
- (7) Total Road Frontage (feet): 0
- (8) Depth of Property (feet): 270' x 307' Drive 50' x 700' easement to Rt 55
- (9) Present Zoning: Agricultural

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short-term tourist rental
- (2) Current land use and condition of site: _____
- (3) Zoning of surrounding land/property: Agricultural
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: NA
- (6) Season, days, and hours of operation: All season
- (7) Will there be a sign? ☒ Yes ☐ No Current sign
(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.) NA
- (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: 20
- (12) Number of parking spaces to be provided: Regular ☒ Handicap ☒
- (13) What is the proposed landscaping and buffering for this property? Property is landscaped

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

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

- (2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) yes, General household garbage. Garbage will be put into cans and then taken to dumpsters.
- (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. Building has a fireplace and wood stove. They are being used during winter months for heating. Building has septic system to treat waste. Tanks pumped on a yearly basis
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) NO
- (6) What will be the impact on traffic? None. Will continue to use same access off Strasburg Rd. (Rt 55 west). Will use same entrance that has been used for last 30 years
- (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. Only exterior light used is Current Flood lights around Building. 4 flood lights are located at 4 corners of the building. There are 3 porch lights, 1 front entrance light, one deck wall light and 1 patio wall light.

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

☒ **An application fee of \$500.00.**

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

☒ **A Statement of Justification**

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

☒ **A Site Plan/Survey.**

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

☒ **Sewage Disposal and Well Site.**

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

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

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

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

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

☐ **Environmental and Community Impact Statements**

NA

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**

NA

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.**

Route 55 West from Route 522 Riverton. Travel 9.5 miles to Signal Knob farm on Right. Turn into Barnyard. Go around Barn & down hill to Buttonwood Tree Lined Drive.

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.

Hilda Dorothea Keuthe

Applicant Signature

6/16/21

Date

John D. Keuthe - Hilda D. Keuthe/POA

Property Owner Signature

6/16/21

Date

Accepted by: _____

Date: _____

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

NOTES

Lord Fairfax Health District



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



July 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; 2021-07-02
Owner: Hilda Dorothea Keister

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 7610 Strasburg Rd, Strasburg, Virginia, in Warren County, (property identified on tax map # 9-52A), and I offer the following comments:

1. The permit for a sewage disposal system was issued on August 10, 1981 with a record of inspection dated October 27, 1983. The system is designed to serve a 10 bedroom lodge with 20 occupants maximum.
2. The property is served by a private well. The well water should be tested for bacteria. If the sample result is positive, steps must be taken to correct the problem and the water should be re-tested.
3. All trash and garbage shall be placed in containers with tight-fitting lids.
4. There shall be no food service provided unless the Virginia Department of Health Food Regulations are met.
5. All Virginia Department of Health Tourist Establishment Regulations shall be met as necessary. The owners can contact our office for further information.
6. The sewage disposal system should be pumped if this has not been done in the last three to five years.
7. Do not connect any hot tub discharge to the sewage disposal system.

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

Sincerely,

Greg Smith
Environmental Health Specialist

Natalie Lentz

From: David Beahm
Sent: Thursday, July 15, 2021 1:49 PM
To: Natalie Lentz
Cc: Paula Fristoe
Subject: Request for Comments 2021-07-02 – Hilda Dorothea Keister – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000119-2021

Comments 2021-07-02 – Hilda Dorothea Keister – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000119-2021:

- Erosion and Sediment Control Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Building Inspections Items:
 - The use of the existing dwelling for a “short-term rental” would require a building permit for a complete Change of Use and Occupancy due to the request to allow twenty (20) occupants. The Virginia Uniform Statewide Building Code (USBC) allows for this type of Use and Occupancy to remain as an R-5 (one- and two-family dwelling) as long as the occupants do not exceed ten (10). Once this number is exceeded it would then require a Change of Use and Occupancy to an R-1. Without performing a complete review of the structure and the initiation of a building permit, the full impact of these changes cannot be determined. However, the USBC requirements would be the installation of an approved sprinkler (fire suppression) system.

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

Respectfully,



David C. Beahm, CBO
Building Official

dbeahm@warrencountyva.net

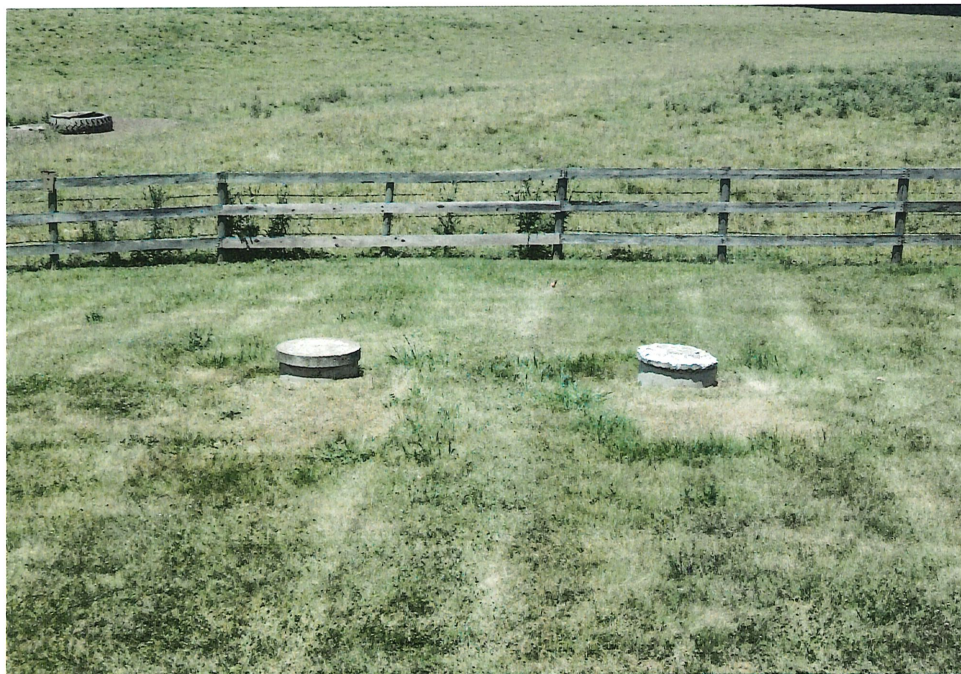
Warren County Building Inspection

220 North Commerce
St
Front Royal, VA
540/63
FAX 540/63

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.

VI-B: COP2021-07-02





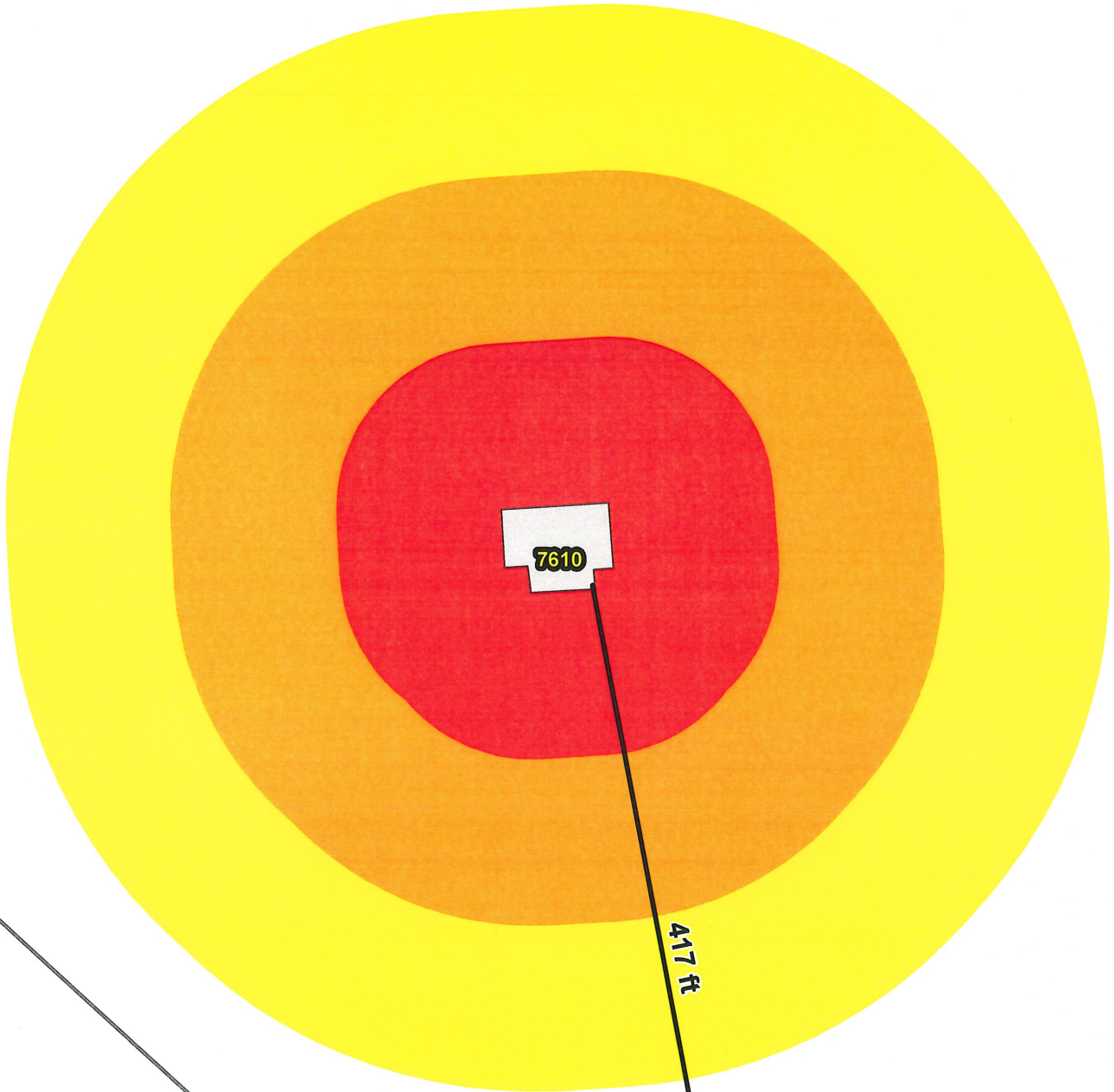


Warren County, VA 2021

7610 Strasburg Road
9-----52A

Distance to Surrounding Homes

1 inch = 100 feet



Legend

- 100 ft buffer
- 200 ft buffer
- 300 ft buffer
- Parcels
- County Address
- Roads



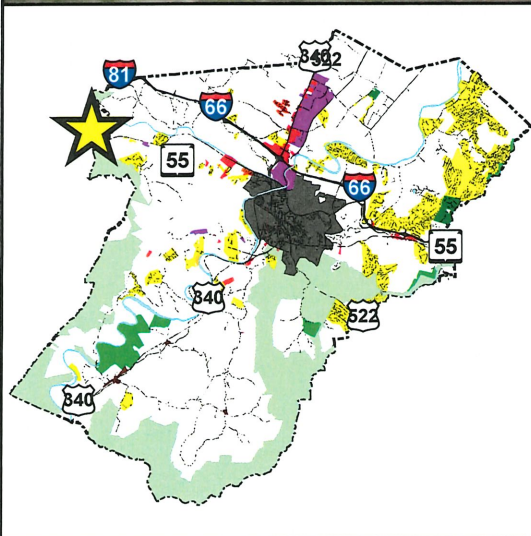
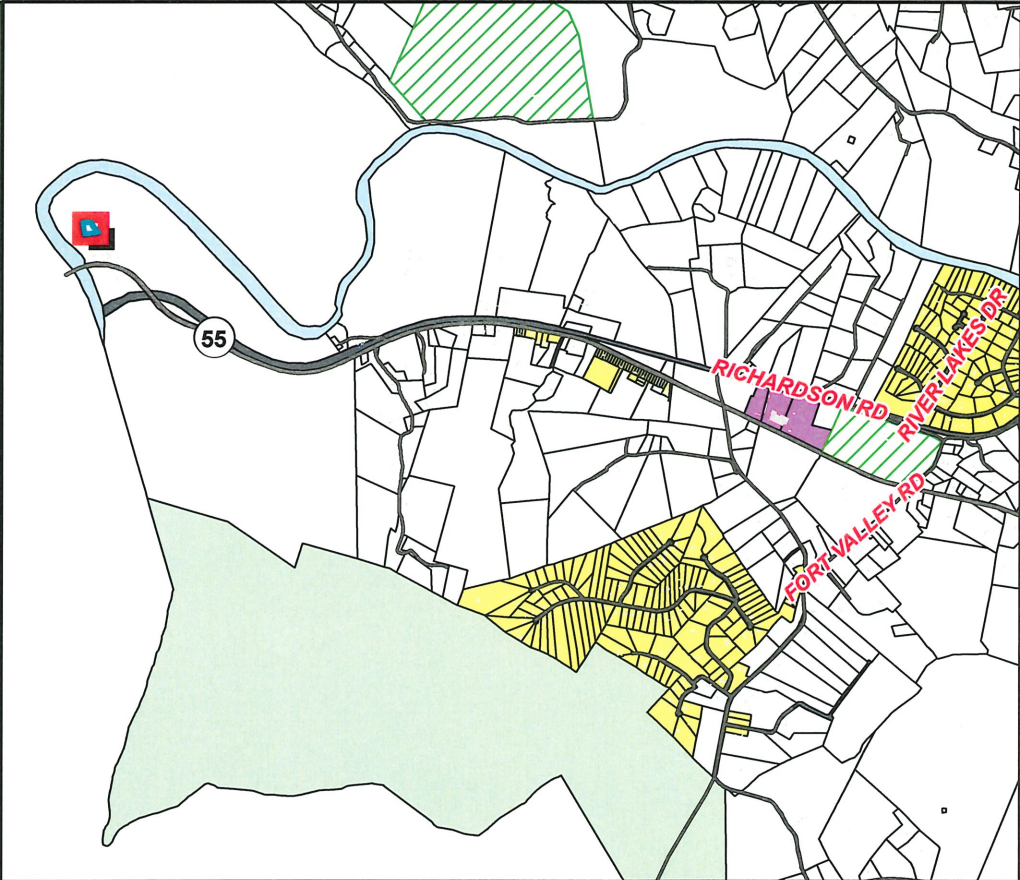
Warren County VA

CUP Location Map



CUP: Short Term Tourist Rental
Applicant: Hilda Keister

TM 9---52A
7610 Strasburg Rd



Zoning

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

04/09/2014

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
09/21/2021	J-3	Conditional Use Permit #2021-07-03 2Mexico, LLC & B. Allen Richards, LLC <i>Short-Term Tourist Rental</i>
EXPLANATION & SUMMARY: See attached application and staff report. General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards: 1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan. 2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations. 3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof. 4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area. 5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided. 6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that: a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties. b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion. c) Provide for adequate parking and ingress and egress to public streets or roads. d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property. e) Prevent such use from changing the character and established pattern of development of the community.		

PLANNING COMMISSION STATUS:

On Wednesday, August 11, 2021, Mr. Longo moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mrs. Richardson and approved by the Planning Commission by a vote of 5-0.

RECOMMENDED CONDITIONS:

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

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

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of 2Mexico, LLC & B. Allen Richards, LLC 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 2Mexico, LLC & B. Allen Richards, LLC for a Short-Term Tourist Rental. (List reasons)

SUBMITTED BY: Joseph Petty,  Planning Director	DISPOSITION OF COMMISSION: ☐ APPROVED ☐ OTHER (Describe)	PROCESSED BY:
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Conditional Use Permit: 2021-07-03 / Short-Term Tourist Rental
2Mexico, LLC & B. Allen Richards, LLC, Current Owners/Applicants

Prepared: July 6, 2021

Staff Contact: Joseph Petty, Planning Director

SUMMARY OF REQUEST

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 Winchester, VA and will have the home professionally cleaned and maintained in between reservations. They have years of experience owning / operating short-term rentals in the Shenandoah Valley area.

PROPERTY INFORMATION

Property Location: 1115 Riverview Shores Drive
Tax Map ID: 13C--4-4-612
Magisterial District: Shenandoah
Subdivision: Shenandoah Shores

City: Front Royal
Zoning: Residential-One (R-1)
Acres: 0.23 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Shenandoah River
South: Residential-One (R-1)
East: Residential-One (R-1)
West: Residential-One (R-1)

Use: Shenandoah River
Use: Vacant Lot
Use: Vacant Lot
Use: Single Family Dwelling

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential-One zoning district. The house was constructed in 1980 and does not have a record of any previous zoning violations.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses. A short-term tourist rental is a use allowed by conditional use permit in the Residential-One zoning district and is compatible with the current Warren County Zoning Ordinance.

ATTACHMENTS

☒ Agency Comments
☒ Location Map

☒ Application
☒ Public Comments

☒ Health Permit
☐ Submitted Plans

☒ Letter from Applicant
☐ Other: _____

SUPPLEMENTARY REGULATIONS

Warren County Zoning Ordinance: § 180-56.4: Short-term tourist rentals.

- 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. **Our office is awaiting the response from the Health Department. The applicants have provided documents requesting a two-bedroom with a four-person 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 is sufficient parking for at least four vehicles in the driveway.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The property is situated on an interior lot, with three sides bordering adjacent properties; one of which contains a single-family dwelling. Most of the surrounding area is vacant, wooded land, the area to the north borders the Shenandoah River; however, they are small residential lots.**
- 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. **The applicant shall obtain building permits to ensure the dwelling meets the current code requirements for fire protection systems.**
- 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. **The PMP will be provided.**
- 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 Shenandoah Shores POA; comments have been requested.**
- 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 property shall have the evacuation plan posted in each bedroom and in the 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 the ordinance in their guest registration packet and 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 §180-63 of the Warren County Zoning Ordinance.
- N. All outdoor burning shall be in compliance with Chapter 92 of the Warren County Code.
- O. There shall be a minimum of 100' from the short-term tourist rental to all neighboring residences. **This short-term tourist dwelling does meet the setback requirement to adjacent single family dwellings. The closest dwelling is 110' to the northwest.**

RECOMMENDED CONDITIONS

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

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

Cc: 2Mexico, LLC & B. Allen Richards, LLC – Owner/ Applicant

June 4, 2021

Warren County Planning Dept.
220 North Commerce Ave
Suite 400
Front Royal, VA 22630

RE: Applicant's Letter Supporting Conditional Use Application

Dear Planning Commission:

Our names are Gillian Greenfield and Richard Butcher, the managers of 2Mexico, LLC, and B Allen Richards, LLC, respectively. We are the joint owners of 1115 Riverview Shores Drive, and are the applicants for a Conditional Use Permit which would permit us to use our property as a short-term tourist rental.

We are Shenandoah Valley natives and have lived in this area our whole life; our passion is to rehab and revive properties like this one on 1115 Riverview Shores Drive. We purchased this property which was a vacation home that had not been lived in for several years and was in much need of rehab and love. After ten months of hard labor and long nights, we are proud to own this special house we love. What enables us to support the costs of renovation, utilities, mortgage payments, and all expenses to maintain this property is the ability to have supplemental income from short term guest. The permit would allow us to continue maintaining this special property we love and hopefully enable us to find another project to fix up and take care of so it could last another 40 years too.

I have well-researched the short term rental process and have an existing short term rental property in Winchester; my personal experience has proven, when strict restrictions are identified up front, such as no pets, parties, smoking, noise, young children, or groups over four, are permitted, this ensures only guests who will be respectful of the property are attracted. Additionally, as a member of the community, I believe in supporting local businesses and provide a guide book for guests to shop local, dine local, and enjoy local attractions. This provides a win-win-win, for me, the guests and local businesses!

What I have found in my experience with short term rentals, in addition to retirees and young couples interested in exploring the area, traveling nurses and professionals, folks needing a safe, Covid escape with family or loved ones, or an individual who telecommutes but needs a change of scenery from working at home, these short term rental opportunities are their very best solution.

The evidence to the graciousness of my guests are in their feedback which exclaim repeatedly their appreciation to stay in a clean, sanitized, safe and private space, where they can enjoy peace and quiet or go out to explore the local businesses using the guide book provided.

In conclusion, what makes me an ideal applicate for this permit:

- *my necessity to keep the community quiet and respected
- *my strict prequalification standards before approving any guests' requests, including 3rd party verification of identification
- *my strict House Rules including limit of all guests to a maximum of four, no parties, no loud music, no pets, no young children, no smoking
- *my commitment to keep the property well maintained
- *my immediate accessibility to the property in the event of any issue by providing before, during and after contact information
- *my thorough inspection of the property before and after every guest's stay

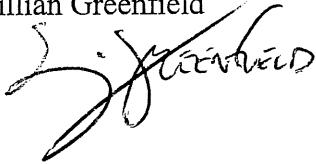
Thank you in advance for your review of our application and the anticipated consideration that you will give it. We look forward to answering any further questions that you may have.

Very Truly Yours,

2Mexico, LLC

B Allen Richards, LLC

Jillian Greenfield



Richard Butcher



WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-07-03Date Received: 6-21-21Fee Amount: \$ 500.00Date Paid: 6-21-21 CK# 2314**Applicant Information:**2Mexico, LLC and B. Allen Richards, LLC*Applicant Name*14 E. Piccadilly StreetWinchesterVA22601*Address**City**State**Zip*1115 Riverview Shores Drive, Front Royal, VA 22630*Property Location for conditional use permit if Different than Applicant's Address*540-974-3927Gillian.Greenfield@greenfieldandcraun.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: 1115 Riverview Shores Drive(2) Election District: Shenandoah(3) Tax Map Number: 13C 4 4 612(4) Subdivision Name: Shenandoah Shores(5) Total Area of Property (acres): 0.23 acres(6) Total Area to be Used (acres): 0.23 acres(7) Total Road Frontage (feet): 80 feet(8) Depth of Property (feet): 145 feet(9) Present Zoning: Residential One

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: short-term tourist rental
- (2) Current land use and condition of site: home (built and in good condition)
- (3) Zoning of surrounding land/property: Residential One
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: year round
- (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: Richard Allen and Gillian Greenfield will be available 24/7
and will provide contact
- (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: 5 note: 4 guest limit
- (12) Number of parking spaces to be provided: Regular 4+ Handicap N/A
- (13) What is the proposed landscaping and buffering for this property? _____
It will continue to present as a single-family residence.

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

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

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) Minimal, less than average residential due to fluctuation of vacancy. Owner will be providing proper trash disposal for guests and will be responsible for all trash removal.

(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? Minimal, less than average residential due to fluctuation of vacancy and limit on guests.

(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 1/2 x 11 size paper.

☒ **A Site Plan/Survey. *Plot of Subdivision***

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.

N/A ☐ **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.**

Proceed NE on E 2nd Street toward Hillidge Street; turn left onto N. Commerce Ave; turn right onto E 6th Street until it becomes Happy Creek Road; turn left onto Shenandoah Shores Road; turn right onto Rollason Drive; turn left onto Pine Shores Drive; turn right onto Riverview Shores Drive; property is on the left; if you reach Paw Paw Drive, you've gone too far.

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.

T. C. C. B.
Applicant Signature

6/11/2021
Date

[Signature]
Property Owner Signature

Date

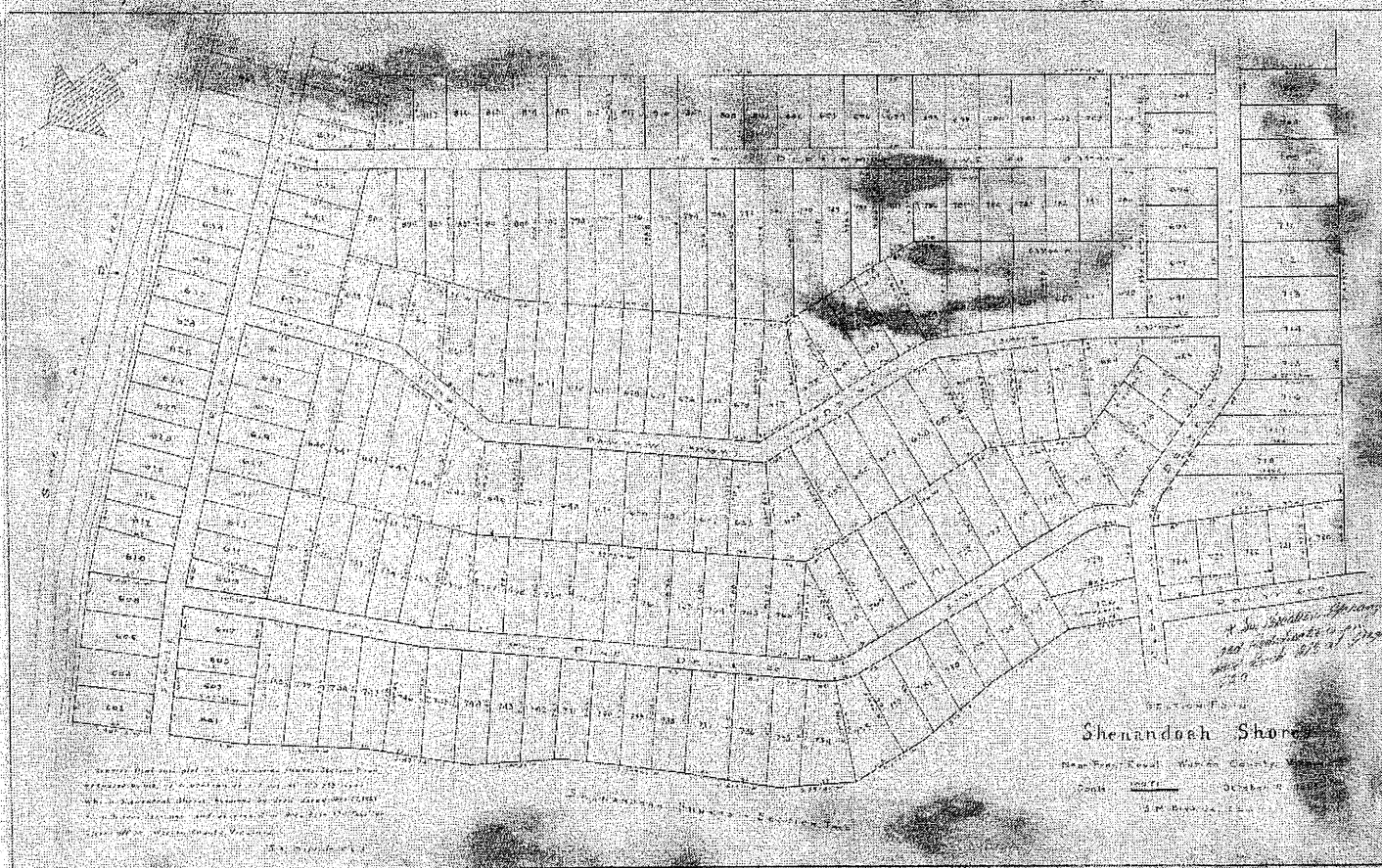
Accepted by: _____

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

Reduction of Plot Red Book 1st Page



July 8, 2021

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

RE: CUP Application for Short Term Rental, 1115 Riverview Shores Drive

Mr. Petty and Respective Members of the Warren County Board of Supervisors,

Thank you for your consideration of my CUP for the opportunity of peer to peer homesharing of my property located at 1115 Riverview Shores Drive. I understand your job is to make decisions that benefit the community as a whole and not just the applicant so I wanted to cite some important points that highlight why approval of this CUP achieves the common goals and objectives identified in the Warren County Comprehensive Plan:

Promote the interests of the community as a whole.

Enhance and promote the County's physical environment.

Enhance and promote the County's small business sector.

Provide localized jobs at fair wages.

Assist in the funding of public services.

Supports the long-term goals of Warren County's economic stability and tourism industry.

Recognize the natural resources, historical, and architectural significance of Warren County and the surrounding area so that they can be more effectively preserved, protected, and integrated into an orderly pattern of development.

Peer to Peer Homeshare complements these goals and objectives in the following ways;

....County Tourism:

Data shows peer to peer homesharing attract new visitors to locations never before traveled; these guests stay longer than traditional tourists, spend more on local businesses, and are more likely to be return guests to the market as a result of their experience.

Not only does the privately-funded marketing by individuals like myself through sites like Airbnb and VRBO strengthen and increase tourism revenue, it does so without requiring new investment or infrastructure on the part of the municipality.

Further, though fair laws that allow peer to peer homesharing to operate legally, municipalities and benefit from an important source of new, additional lodging revenue which can be reinvested into important community development, public services, and the preservation of Warren County's natural resources, and historical and architectural assets.

As an important part of the Sharing Economy, like Uber, Turo, or Etsy, peer to peer business models like Airbnb and VBRO represent a significant turn in consumer travel demands; for City Planners and community decision-makers, sustainable economic growth means shifting with this new economy.

....Front Royal small businesses:

Is a micro-economy for service providers such as the employment of local cleaning companies, and landscaping and handyman services.

Is a primary contributor to supporting local businesses, directly steering guests through personal recommendations to local downtown shops, restaurants, and activities.

Ensures fair wages to individuals and small business, paying 2x the average wages for similar services the hospitality industry pays their employees.

....The Shenandoah Shores community:

Maintains or improves community character by affording homeowners to make improvements to properties and maintain them at a high standard.

Maintains the safety of a community with all 3rd party verification of guests, and occupancy rules that include strict no-party policies, no loud noise, no loose pets, no smoking, etc.

....a traveler:

Ensures superior health and safety standards requiring hosts to undergo strict cleaning and sanitation protocols and required training modules.

Contributes to maintaining social distancing and hygiene protocols that allow for safe travel

Provides more-affordable and alternative methods of travel and lodging outside of a traditional hotel model.

...a host:

Provides supplemental income for retirees, plus opportunity for social connection and a sense of continued professional value.

Provides homeowners extra income necessary to maintain and improve properties.

Further, I'd like to stress my personal commitment to maintaining community integrity, safety of my guests, my qualifications as an owner to properly service this peer to peer homesharing opportunity, and debunk any concern the approval of this CUP may be a reduction of 'affordable housing' inventory in our market.

Community Integrity

As with other peer to peer homesharing properties I own in the Winchester and Frederick County area, to ensure no disruption to the community, I would have a strict guide book and policy procedures identified before guests make reservations; these include limiting guests to a maximum of four, disallowing parties, outdoor noise past 10pm, no pets, no children, no smoking, no unattended campfires, no campfires past 10p, no ATV or watercrafts, etc; these rules are further emphasized after bookings and then reiterated again in the guild book on premise. Further, I reserve the right to immediately terminate a guest's reservation if they are found in violation of these rules. This ensures a strict code of behavior, not otherwise immediately enforceable through traditional rental or home occupancy scenarios.

My partner and I are accessible 24/7 to guests in the event of issues or questions and own a residence only a few doors down that would allow us to safely and consistently monitor the property.

In addition to my routine inspection of the property, my cleaning professionals would provide additional oversight and would be instructed to notify me if anything was out of the ordinary and/or the property needed maintenance.

I commit to keeping my property in superior condition, inside and out, to stay desirable to the peer to peer marketplace, protect my investment, and contribute to maintaining a high value of real estate in the community.

My Commitment to the Health & Safety of My Guests & the Shenandoah Shores Community

I appreciate homesharing is a centuries-old practice, and platforms like Airbnb modernize this tradition as a 3rd party booking platform, focusing on the health and safety for hosts, guests, and the community with the following criteria:

- *3-party ID verification on all guests prior to host approval of reservation request
- *committing to training and certification on health, sanitation and safety standards required for hosts to participate on peer to peer homesharing platforms
- *a peer to peer feedback loop that demands parties be held accountable for maintaining the highest level of standards of safety procedures and conduct
- *keeping in touch with neighbors to ensure their rights to peaceful and quiet enjoyment of their property.

Why 2MEXICO LLC and B. Allen Richards LLC

My partner and I own multiple properties in the Shenandoah Shores community and are doing some level of maintenance, landscaping care, or enjoying them for recreational use, on a weekly basis; sometimes on a daily basis so we are extremely accessible to guests and neighbors as needed; further, our full-time residence is only 30 minutes away in the City of Winchester so can also come to the property almost immediately at any time;

Additionally we are experienced commercial and residential property owners; Richard Butcher is principal owner of Can Do Property Management Company, a professional, licensed property management company located in Winchester, VA. For over 20 years, both partners have been involved personally in all aspects of property management, maintenance, renovation and remodel, tenant interaction, and proper accounting and record keeping. Our focus is to take derelict properties and renovating them back into excellent condition for long term investment purposes, offering quality housing and professional spaces to commercial and residential users. We are 'hands on' property owners that keep vigilant watch over the protection of our property and the integrity of the communities we invest in; we would continue this pledge in the peer to peer homesharing marketplace.

Why 1115 Riverview Shores Drive is not 'Affordable Housing Inventory'

Typical of many of the riverfront properties on Shenandoah Shores Drive, 1115 Riverview Shores was derelict at the time of sale; the condition of the property would not qualify it for any type of financing and REQUIRED a cash buyer. Therefore no one requiring 'affordable housing' could have bought this property as they would have required financing and would not have had cash to buy the property.

Additionally, 1115 Riverview Shores required \$75K (+/-) in full renovation in addition to the purchase price of property and is located in a flood zone therefore adding significant flood insurance costs; in combination with the costly renovations, these additional expenses would not be suited for an individual on a low income or fixed budget.

In general, Shenandoah Shores does not offer 'affordable housing' inventory in Warren County, averaging 27.9% more expensive than the average price per home in Warren County, VA¹

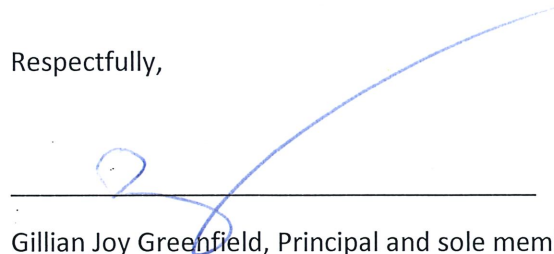
And in conclusion, 1115 Riverview Shores Drive is located in a community originally planned and built for vacation homes and short term stays, many built from garage kits dating back to 1963, with limited plumbing and electrical, and without insulation or heating systems. These properties were never intended to be full time residences, let alone first time home buyer or 'affordable' housing options.

¹www.bestplaces.net/cost_of_living/county/virginia/warren & BRIGHT MLS Data, 180 Days from 7/1/21)

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Thank you for your consideration for 1115 Riverview Shores Drive to provide peer to peer homesharing and why an approval of this CUP would support the objectives identified in the Warren County Comprehensive Plan and complement the goals of the representatives of the Board of Supervisors.

Respectfully,



Gillian Joy Greenfield, Principal and sole member of 2MEXICO LLC



Richard Allen Butcher, Principal and sole member of B. Allen Richards LLC

CC:

Tony Carter, Happy Creek District: tcarter@warrencountyva.net

Cheryl Cullers, South River District: ccullers@warrencountyva.net

Archie Fox, Fork District: afox@warrencountyva.net

Walter Mabe, Shenandoah District: wmabe@warrencountyva.net

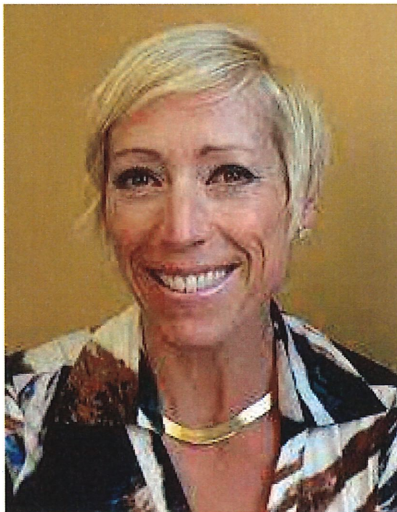
Delores Oates, North River District: doates@warrencountyva.net

Richard Butcher



Richard Butcher is the owner of Can Do LLC, a licensed and insured property management company with strong skill sets in all aspects of the MEP trades, focusing on residential and commercial renovation projects. Richard is on call to his tenants 24/7 and owns multiple single family, multifamily, and commercial properties in the Winchester/Frederick County markets in addition to his properties in Warren County. Richard also is co-owner with Gillian on legally-permitted Airbnbs in Winchester City.

Gillian Greenfield



Gillian Greenfield is the owner of Greenfield & Craun Commercial and Greenfield & Behr Residential, real estate brokerage firms located in Winchester City. As a practiced real estate professional, Gillian owns multiple single family, commercial and mixed-use business in Winchester City and co-owns several properties with Richard in Shenandoah Shores. Gillian also handles all the day to day coorspondance with the legally permitted Airbnbs she and Richard own in Winchester City.

The Property



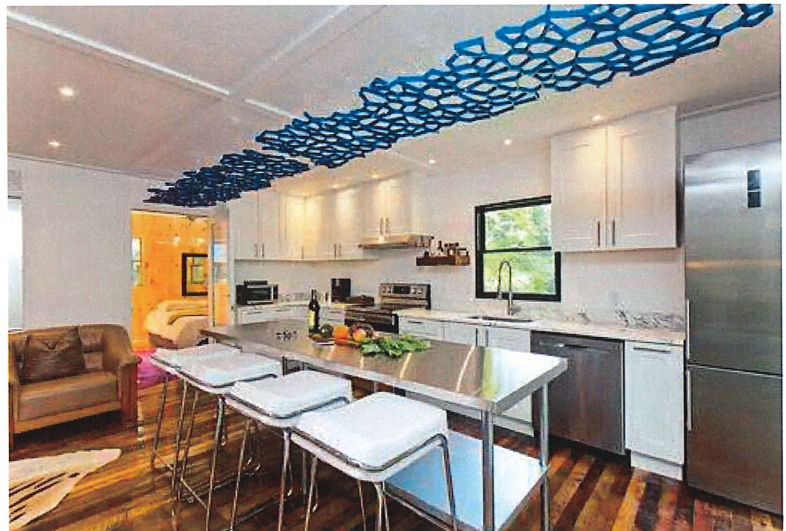
1115 Riverview Shores Drive was purchased in October 2019 by Gillian and Richard looking for a project by the river and interested in improving property by their existing house a few doors down.

Serving as a vacation house to the previous owners, the property had been left vacant for several years and required a lot of work before it could be used.

Both partners worked together on all the improvements themselves, mainly late evenings and weekends, and were able to enjoy the property when all the work was finally completed spring of 2020.

The property has two bedrooms, one bathroom and an open living/kitchen area with a large deck that overlooks the river.

Total square footage is less than 650 SF.



PROPERTY MANAGEMENT PLAN
(2MEXICO LLC and B. Allen Richards LLC)
(1115 Riverview Shores Drive, Front Royal, VA 22601)
(540-974-3927 and 540-336-8270)
(gillian.greenfield@greenfieldandcraun.com and Richard.butcher@greenfieldandcraun.com)

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regards to the property, please contact Gillian Greenfield at 540-974-3927 or Richard Butcher at 540-336-8270. If the emergency requires immediate assistance place call the following or 911. An example of Host Contact Page is attached. Note, Richard Butcher is principal owner in Can Do Property Management, a professional property management company located in Winchester, VA. Both Principals own multiple residential and commercial properties in Winchester and Front Royal and are experienced commercial and residential property owners and landlords.

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: Shenandoah Shores Fire Department, 540-635-7897, located at 533 Mountain View Drive, Front Royal, VA; .06 miles from Subject Property.

Warren Memorial Hospital: 540-636-0300 or 911, 1000 N. Shenandoah Ave, Front Royal, VA 22630

Electrical Outage: Rappahannock Electric Cooperative at 800.552.3904.

Emergency Evacuation:

Head northwest on Riverview Shores Dr toward Pine Shores Dr
Turn left onto Pine Shores Dr
Turn right onto Rollason Dr
Turn left onto State Rte 606/Shenandoah Shores Rd
Turn right on Happy Creek Road
Turn left on Leach Run Pkwy
Turn left onto VA-55 E to interstate 66 (Linden, Exit 13)

OCCUPANCY

The Conditional Use Permit and Health Department records limit the occupancy for this short-term rental at **Four (4) People and Two (2) 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 him.

PARKING

Parking is limited to **Two (2)** 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. **Owner and cleaning team to pick up guests' trash on a routine basis; no outdoor trash will be permitted.**

CHECK-IN & CHECK-OUT

An online platform will be used which prescreens all guests through 3rd party ID verification; host may further qualify guests with minimum age requirements, previous host feedback, limit number of guests, and notice of Host Rules which detail expected behavior and care of Property during a guest's occupancy; once a host accepts

a reservation, guests are sent a greeting that includes host's full contact detail, property address, and reiterates Host Rules. A second welcome message is sent just prior to the day of check in with lockbox code instructions and reiterates Host's Rules and instructs guests to review Property Guide Book at Property immediately upon access. Property Guide Book includes Host Rules, emergency contact info, area detail, local business recommendations, internet access, neighborhood rules and detail, and multiple, local, travel brochures and area guides and maps (and example of House Rules is attached).

WIFI/PHONE/ETC

Property will have free internet for all guests; Property Guide Book will provide log in information. Wifi and cell service is good at Property.

SPECIFIC PROPERTY DETAILS

Outside: In advance of bookings, Property shall cite all of the Specific Property Regulations identified below. This would be reiterated at actual time of booking and in Property Guide Book located on premises too.

Property corners are clearly identifiable and I also own the property adjacent which is wooded (and property corners marked); on the other side, the lot is also vacant. All railings on single deck are to code; deck and all improvements are in good, well-maintained condition.

Inside: In advance of bookings, Property shall cite all of the Specific Property Regulations identified below. This would be reiterated at actual time of booking and in Property Guide Book located on premises too.

House amenities would include a fully-stocked kitchen, beds with fresh linen service, a washer/dryer, and fully-furnished living spaces. HVAC, electric and all plumbing in good, well-maintained condition. All windows are in working order and are sized according to code for emergency ingress/egress. House is equipped with smoke detectors, Carbon monoxide alarm, and two fire extinguishers.

Property inspections would be completed after every stay by trained cleaning team and Ownership; inspections include interior and exterior review of Property for general upkeep and routine MEP maintenance as needed to keep Property in excellent condition.

AREA ATTRACTIONS

List area attractions and distance to location. Example provided below.

- Listing and Guild Book shall promote the Property being a short drive to the Shenandoah National Park, Golf Courses, Canoe Companies, downtown shopping and restaurants, grocery stores, drug stores, etc. Additionally, Host will also stock the Guild Book with brochures, maps and guides from Front Royal Visitor's Center.
- An example of Host's Recommendations in the Guild Books, promoting local attractions, restaurants, wineries & breweries, is attached.

SPECIFIC PROPERTY REGULATIONS

May be dictated by approved conditions or owner preference, examples below

- No firearms permitted
- No fireworks
- No ATVs
- No pets
- No loud or amplified music
- Parking in designated areas only
- No unattended fires
- No outdoor trash storage
- No candles
- No smoking indoors
- No unauthorized guests
- No children

ATTACHMENTS

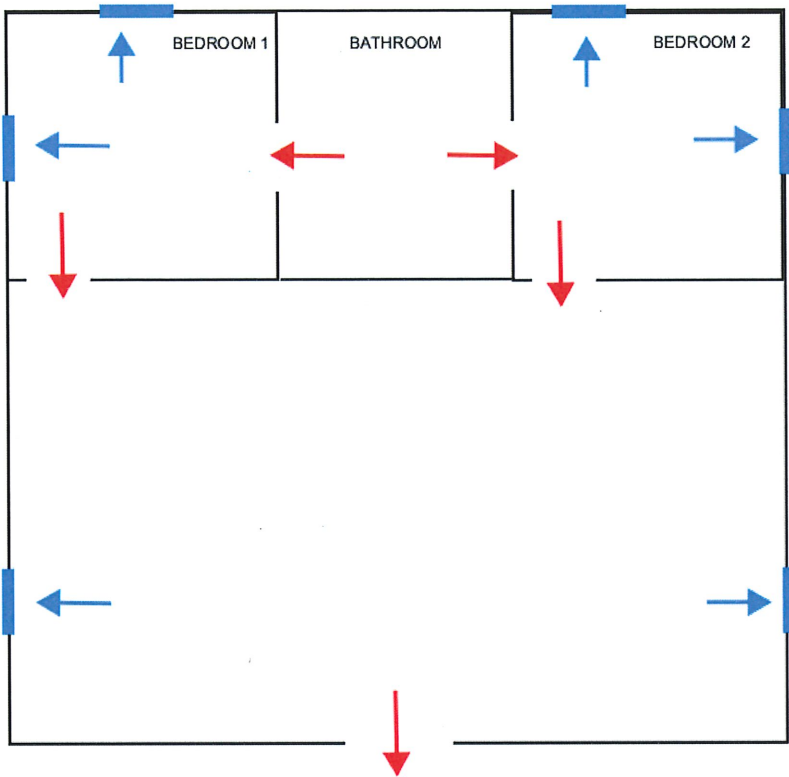
- Property Map
- Dwelling Evacuation Plan

Google Maps 1115 Riverview Shores Dr



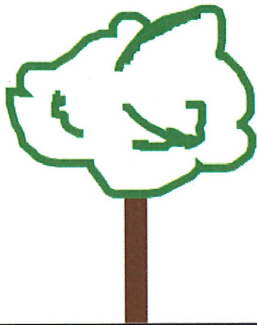
Map data ©2021 1000 ft

EVACUATION PLAN, 1115 RIVERVIEW SHORES DRIVE, FRONT ROYAL, VA



Primary Route (doors) →
Secondary Route (windows) →

meet at
tree by
driveway



RIVERHOUSE RULES & REQUESTS -----

Welcome to Riverhouse! We hope this is a first of many more amazing stays here!

Please contact your Host right away if there are any issues so I can fix these for you ASAP and you can get back to enjoying your stay! Everything is new at Riverhouse so rest assured, it should be amazing!

To keep it that way for all our guests, we offer the following **tips**:

**Top Priority: Please be careful with any outdoor campfires and NEVER leave a campfire unattended.

*If you break or damage something, please let me know and arrange for its replacement or repair.

*Do not leave any food out that will attract uninvited pests (inside or out)

*We kindly request shoes to be removed within the house.

*Please use the dishwasher.

*Occasionally, we may leave consumables such as condiments or snacks left behind by previous guests. Help yourself to these!

*We respectfully request guests not rearrange the furniture at Riverhouse. Please do not take outdoor furniture off the deck.

*Please let us know immediately if something is malfunctioning so it can be fixed or replaced and you can enjoy your stay without interruption!

*Please lock up and turn off lights at Riverhouse when away.

*There is no garbage disposal; please do not put anything down the drain.

*There is no public trash pick-up; if you need trash removed during your stay, please contact the Host and we can come by and remove it. Otherwise all trash will be collected at the end of your stay. Excess trash may be subject to fees (\$25 minimum).

*No parties, unregistered guests, or events without receiving pre approval by Host. Discovery of unauthorized parties, additional guests or events could result in extra cleaning fees, and potential immediate termination of stay (\$250 minimum).

*No pets allowed without receiving pre approval by Host. Discovery of a pet could result in an extra cleaning fee (\$150 minimum).

*There shall not be smoking inside the home. An ozone generator cleaning fee to remove odor and stains may be applied (\$250 minimum).

*Riverhouse will be very clean on your arrival, please help our cleaning staff with a general tidying up on your departure; if a greater cleaning service is required, an extra fee may be charged (\$50 minimum).

DRAFT-EXAMPLE

RIVERHOUSE Host Contact

Primary Contact:

Gillian Greenfield (Host)

540-974-3927

Gillian.greenfield@greenfieldandcraun.com

Note: Always try to text me first for a prompt reply!

Secondary Contact:

Richard Butcher

540-336-8270

Richard.butcher@greenfieldandcraun.com

Note: Richard's also an owner! Please reach out to him if you don't reach me first 😊

Please feel free to reach us for any reason!

We hope you enjoy your stay at Riverhouse and become a repeat guest for every season!

If the emergency requires immediate assistance,
call 911 or Shenandoah Shores Fire Department at (540) 635-7897.

About this space

Break free and lift your soul at Riverhouse, only a one hour scenic drive from Washington, DC and northern VA. Richness and fulfillment in life, well-being, and meaning are all found at Riverhouse, a place you must experience in person to understand.

Whether your escape is to energize, decompress, release your inner creativity, or fall in love ~for the first time or over again, Riverhouse is your impetus.

Currently offered with 30 night minimums; contact host for special reservation requests.

The space

From the moment you arrive the sound of rushing rapids lures you past Riverhouse to the views of the amazing Shenandoah River below..

River sirens draw you down the steps to waters edge where you'll experience all the beauty and serenity beyond the greatest expectations..

Located at one of the widest parts of the river, Riverhouse uniquely sits on over 150' linear feet of frontage with private dock access and the perfect area to wade right in;

Even more unique, exactly here, the rolling rapids are the pinnacle location for attracting wildlife, fly fishing, and whitewater fun!

But don't let Riverhouse's exterior cabin façade fool you, when you're ready to move inside, a warm feeling will envelop you ... this is The Riverhouse Magic.. a mix of eclectic mid century treasures and modern convenience, you'll find so many cozy spots to sit, relax, and take in the views; her full size kitchen celebrates cooking with waterfall edge, spacious custom marble countertops, full size, new stainless steel appliances, a 5' prep table, and roundtable seating for all ~

Hand selected vintage finds, photos and art from California to Virginia are carefully curated throughout and the open concept living space with exposed vaulted ceilings and multiple gathering areas will encourage conversation, inspiration, and great memories to be made!

When you're ready to turn in, past the wall of windows with direct views of the Shenandoah, a king size bed with a 14" memory foam mattress will seduce you to sleep; in the second bedroom, a queen size bed with a double memory foam topper will provide no compromise to comfort either.

New air conditioning plus ceiling fans in each bedroom and two in the living space, keeps summers comfortable and a fresh breeze circulating throughout.

Ready to relax and have all your troubles slide away? Sit for hours and watch time stand still on the massive rap-around deck, perfect for tranquil hours of repose or dining al fresco;

Riverhouse is perfect for individuals seeking eutierria, couples looking for solitude, or friends looking to reconnect..

River fun, moonlit evenings, yoga at sunrise, wineries or hiking all day, Indulge yourself in life, indulge yourself at Riverhouse.

****Currently offered with 30 night minimums; contact Host for special date requests. Ideal for commuting and telecommuting; enjoy a river-side lifestyle for a whole month while still being 100% accessible to the Northern VA and DC markets.****

*****Fee includes weekly cleaning service*****

Guest access

Your stay at Riverhouse will be exclusive to you and your guests only! No shared spaces. Private river access, dock, firepit and all!

Other things to note

Thank you for your booking request!

Riverhouse is currently offered with 30 night minimums.

This monthly vacation rental opportunity is ideal for combining with family and friends, commuting and telecommuting, and enjoy a river-side lifestyle for a whole month while still being 100% accessible to the Northern VA and DC area.

Weekly cleaning and linen service, trash pick up, and landscaping services are all provided during your stay!

As a reminder, Riverhouse is NOT suitable for:

- a) parties (over 4)
- b) smokers (inside)
- c) kids (under 14)
- d) guests with pets

Please contact your host with your planned arrival time & if you have any special check in needs. I will always try to accommodate guests whenever possible!

Riverhouse also provides a full kitchen, washer/dryer, and campfire wood, fire starter and charcoal for its guests.

During winter weather, guests are provided shovels and assistance whenever possible for help keeping steps, deck and drive clear :)

(Note, given booking in the winter months has foreseeable seasonal weather and natural conditions like winter storms, the Airbnb cancellation policy will stay in effect without exception, therefore guests do book with a known risk of inclement weather.)

For the Epicurean Aficionado..

Front Royal, located in Warren County, offers a ton of awesome stuff to do for the nature and foodie enthusiast!

Though I'm sure you've got your plan made, in the event you want some ideas, I thought I'd share a few of my favorites!

Beverage_____

Wineries (I love em'!)

Glen Manor, named one of the Best Wineries in VA! (20+ minutes away)

Rappahannock Winery, awesome 3rd floor outdoor seating! (20+ minutes away)

Linden Winery, a beautifully-scenic drive! (25+ minutes away)

RdV Winery, must make reservations for these tastings, also considered one of the Best Wineries in VA! (25+ minutes away)

*check out the Wine Maps provided for a million more winery options!!

Breweries (Gotta have em'!)

Front Royal Brewing Company, EXCELLENT FOR HOP HEADS! Awesome new brewer, featured in Washington Post and original brewer for Ocelot Brewing in Sterling (tell Mike, Gillian sent you!) PS Great food too! (10 minutes away)

Pen Druid Brewing, a longer drive away but an AMAZING ONE through Rappahannock County! (35 minutes away)

Back Room Brewery, not familiar with these guys but they're new so I like to support them! (20 minutes away)

More Places to Get Drinks.. ('cause, why not?)

Copper Fox Distillery, a beautiful drive to Sperryville with an amazing porch overlooking a babbling brook! (seriously, it's totally babbling) (35+ minutes away and adjacent to Pen Druid)

Filibuster Distillery, what it lacks in ambiance, it makes up for in top quality spirits!

Food

Front Royal Brewing Company, (also in the aforementioned page ;) Main Street, Front Royal – Awesome food! Healthy options like grain bowls but also amazing burgers and a killer Rueben sandwich! Pair it with a phenomenal beer ~ their IPAs are my fav.. (10 minutes away)

Truss'd, Main Street, Front Royal - open for lunch only, 10a - 2p. Beautiful but affordable farm to table dining!

ViNoVA Tapas & Wine Bar, Main Street, Front Royal - the name says it all! Great for late night drinks too!

PaveMint Smokin' Taphouse, Commerce Ave, Front Royal - cool outdoor dining scene, great BBQ!

Melting Pot Pizza, 14th Street, Front Royal. Just cause you eat square pizza, doesn't mean you're a square!!! A Front Royal favorite!

Blue Wing Frog, Chester Street, Front Royal. The owner is right behind the counter, making amazing HUMMUS (my fav) and globally eclectic food plus a good WINE selection ;)

Manor Line Market, Main Street, Front Royal. This hip spot is new, is a great lunch or snack spot and I love their happy hour starting at 4p!

Element, Main Street, Front Royal. A poppin' local fav for cocktails and great dinner! Someone say, martinis???

L'Dees Pancake House, Main Street, Front Royal. Best. Pancakes. Ever. Nuff said.

The Inn at Little Washington, Washington, Virginia. There is nothing little about this place (including the bill ;) but you'll have a fine dining experience of a lifetime at this 5 star, 5 diamond restaurant, recognized as one of the top restaurants in the world! Only 35 minutes away!

L'Auberge Provencale, Boyce. Lil' fancy, super romantic + great cocktails! Only 30 minutes away.

For the Chef in You_____

Local Butcher, **Two Fat Butchers** on South Street in Front Royal! Perhaps the most amazing butchery in the Valley! Huge, gorgeous, steaks, sausages, whole duck, buffalo and elk (best buffalo steak I ever bought!). Plus they do amazing sandwiches and BBQ too (pick up a four-pack at Front Royal Brewing and go on a picnic or take it riverside!

Bakery, **Down Home Country Bakery** on Main Street in Front Royal. whoopie pies, pecan sticky bun, old fashion Coke, you name it, they've got your sweet tooth covered!

Farmers Market, **Downtown Front Royal Farmers Market**, Saturdays 8a – 2p, May 7th and running until October 29th. Enjoy fresh produce, baked goods, gluten free items, Kettle corn, flowers, plants, herbs, soy candles, aromatherapy soups and lotions and more!!

Natalie Lentz

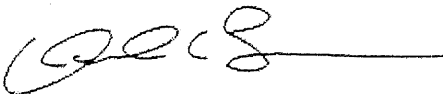
From: David Beahm
Sent: Wednesday, July 14, 2021 9:25 AM
To: Natalie Lentz
Cc: Paula Fristoe
Subject: Request for Comments 2021-07-03 – 2Mexico, LLC and Allen Richards, LLC – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000120-2021

Comments 2021-07-03 – 2Mexico, LLC and Allen Richards, LLC – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000120-2021:

- Erosion and Sediment Control Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Building Inspections Items:
 - The use of the existing dwelling for a “short-term rental” would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
 - Given the timeframe that the structure was 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

David C. Beahm, CBO
Building Official

220 North Commerce /

Sui
Front Royal, VA

540/636

FAX 540/636

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.

RECORD OF INSPECTION-SEWAGE DISPOSAL SYSTEM

TM# 13C2-④-612-2

Date 24 Oct 75 Case No.

Owner Dale Ball Address Hwy 26 Phone

Occupant Address Ocean View, Del. 19970 Phone

Exact Location of Premises Lot 612 Sec IV Shew. Shores Subd (Subdivision, Street or Road Name, Section or Lot No.)

WATER SUPPLY INSPECTION

Central Water

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

SEWAGE DISPOSAL SYSTEM INSPECTION

- (1) LOCATION**
 Allotted Area adequate ☒ Yes ☐ No. Distance from nearest lot lines feet. Trees feet. Water Supplies Central feet. Buildings 10 feet.
- (2) INSTALLATION AND DESIGN**
 Installed according to Permit Design. ☒ Yes ☐ No
 Have additional Household Appliances been added NOT on Permit:
☐ Automatic Washer ☐ Garbage Disposal
☐ Other No (Describe)
- (3) SOIL CONDITION**
 Are there soil conditions now evident which indicate system may be unsatisfactory as designed: ☐ Yes ☒ No. If Yes, show adjustments required under "Remarks" below.
- (4) HOUSE SEWER LINE**
 Installed ☐ Yes ☒ No. Type of material Size Inches.
- (5) SEPTIC TANK**
 Constructed of pre cast concrete (Kind of Material)
 Inside Dimensions Length 8 feet Width 4 feet
 Liquid Depth 4 1/4 feet Depth of Air Space 12 inches
 Inside Fittings comply with requirements ☒ Yes ☐ No
- (6) DISTRIBUTION BOX**
 Watertight and equal surcharge to each line by Water Test ☒ Yes ☐ No. Distribution Box provided with 3 (Number) extra outlets for future use.
- (7) SUBSURFACE ABSORPTION FIELD**
 Total Area in bottom of ditches 900 square feet.
 Number of ditches 4 Length of ditches 25 feet.
 Grade of ditches Minimum 4 inches per 100 feet.
 Maximum 6 inches per 100 feet. Has system been checked by instruments (Level) ☒ Yes ☐ No
 Type aggregate used # 5 stone
 Depth of aggregate under Tile 6 inches
 Total depth of aggregate 13 inches
 Depth of backfill over aggregate 12-16 inches
- (8) SURFACE DRAINAGE**
 Storm Drains from House and Basement flowing away from Surface Drainage Field: ☒ Yes ☐ No. Was Surface Drainage required ☒ Yes ☐ No. If Yes, has this been provided ☐ Yes ☐ No. Has area been drained by lowering Ground Water Table: ☐ Yes ☐ No. ☒ Not required.
- (9) Are follow-up inspections necessary** ☐ Yes ☒ No.

Septic Tank Contractor: Albert Wines Address RFD 1 Box 11 Phone

This Sewage Disposal System (Is) (Is Not) Approved by Warren County Health Department.

Date 24 Oct 75 Signed James V. DeBurchin (Sanitarian) Date Approved (Health Director)
 Date Approved (Advisory Sanitarian) Date Approved (Reviewing Authority - Other Agency)

With proper maintenance, approved Sewage Disposal systems may be expected to function satisfactorily, provided no overloading or physical damage occurs to the system. Remarks: Septic tank should be pumped every three to five years

- PERMIT TO INSTALL ☒ REPAIR, ☐ REASONS FOR REJECTION ☐
WATER SUPPLY ☐ SEWAGE DISPOSAL SYSTEM ☒

- (1) Void after (12) twelve months. (2) Automatically cancelled when site conditions are changed from those shown on permit.
 (3) Automatically cancelled should facts later become known that a potential hazard would be created by continuing installation.

Owner Dale Ball FHA/VA ☐ Yes ☐ No Date 20 Mar 75 Case No. 13C
 Occupant Hyway 26 Address Ocean View, Del. 19970 Phone 2
 Exact Location Lot 612 Sec. IV Shen Shores Subd.
 (Subdivision, Street or Road Name, Section or Lot No.)

FOR: ☐ Dwelling ☐ Other ☐ Automatic Washing Machine ☒ Yes ☐ No Consumption 400 gal. per day
 Actual ☒ Potential ☐ Bedrooms 2 Garbage Disposal Unit ☐ Yes ☒ No (☐ Actual ☒ Estimated Water)
 Additional wastes _____

(1) WATER SUPPLY (Existing) Class _____ Approved ☐ Yes ☐ No Other Central Water
 (To be installed) Class _____ Cased _____ ft. to be grouted _____ ft.

(Unless supported by positive evidence Class III is to be considered as to be installed.)

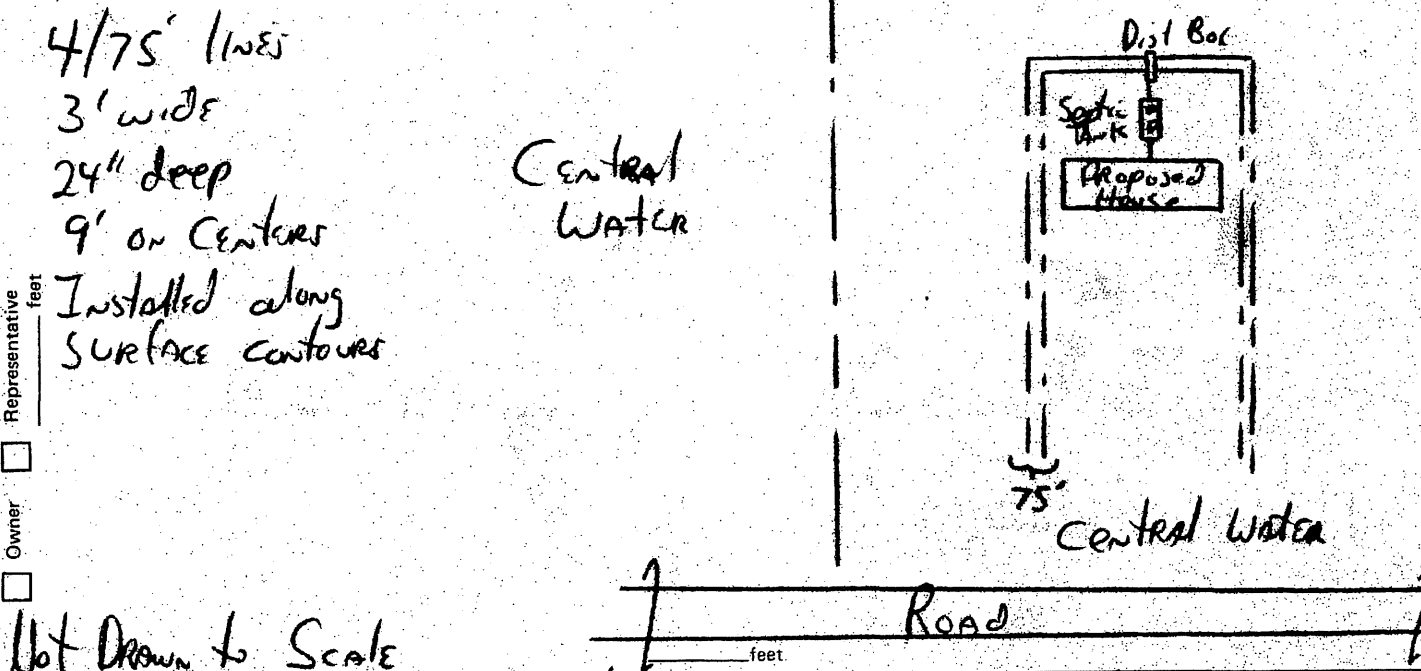
(2) SOIL STUDY Naturally drained, suitable by sight ☒ Yes ☐ No Technical Classification RIVER bottom
 (If Known)
 Estimated Percolation Rate 1-10 ☐ 11-25 ☐ 26-50 ☒ > 51 ☐ Percolation Test Required ☐ Yes ☒ No
 (Minutes per inch) (Minutes per inch to nearest 10 minutes)
 Depth to Grey Mottles > 30 inches (estimate over 4 ft.) OTHER _____
 Surface drainage required ☐ Yes ☒ No OTHER DRAINAGE _____

(3) HOUSE SEWER LINE Size 4 inches. Type of material required CT on comparable material Distance from Water Supply _____ feet.

(4) DETAILS OF CONSTRUCTION Watertight Septic Tank of pre-cast concrete material Liquid Capacity 1000 gallons.
 Inside Dimensions Length 8 feet Width 4 feet Liquid Depth 4 1/4 feet Depth of Air Space 1 feet.

SUBSURFACE ABSORPTION FIELD Number of square feet required 900 Type aggregate required 5 stone
 (5) Depth of aggregate from base of tile to bottom of ditches 6 inches. Allowable fall 2 to 4 inches.
 Total aggregate minimum depth 13 inches or more. Depth of drainfield to be 24 inches from surface of original ground.
 Distance from well to septic tank 50 feet; distance from well to drainfield 100 feet.

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



Note: Owner or his agent must notify Worcester County Health Department, Phone 635-2725 when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

Based on the above information, the undersigned recommends that this permit be issued.
 Date _____ Approved _____ (Reviewing Authority)
 Date 20 Mar 75 Signed James V. DeBoer, Jr. (Sanitarian or Health Director)

may or may not

FHA/VA ☐ Yes ☒ No Date 10/18/73 Case No. _____

Occupant SAME Address _____ Phone _____
(Mailing Address)

Exact Location
of premises SHEN. SHORES LOT # 612 SEC 4
(Subdivision, Street or Road Name, Section or Lot No.)

FOR: ☒ Dwelling ☐ Other _____ Automatic Washing Machine ☒ Yes ☐ No Consumption 40 gal. per day
Actual ☐ Potential ☒ Bedrooms 2 Garbage Disposal Unit ☐ Yes ☒ No (☐ Actual ☒ estimated Water)
Additional wastes None

(1) WATER SUPPLY (Existing) Class PUBLIC Approved Yes No Other WATER
(To be installed) Class Cased ft. to be grouted 0 ft.

(Unless supported by positive evidence Class III is to be considered as to be installed.)

SOIL STUDY Naturally drained, suitable by sight ☒ Yes ☐ No Technical Classification (If Known)

(2) Estimated Percolation Rate 1-10 ☐ 11-25 ☐ 26-50 ☐ > 51 ☐ Percolation Test Required ☐ Yes No ☒ Rate _____
(Minutes per inch) (Minutes per inch to nearest 10 minutes)

Depth to Grey Mottles _____ inches (estimate over 4 ft.) OTHER _____
 Surface drainage required ☐ Yes ☒ No OTHER DRAINAGE _____

(3) HOUSE SEWER LINE Size 4 inches. Type of material required CI or EQUIVALENT. Distance from Water Supply 50 feet.

(4) DETAILS OF CONSTRUCTION Watertight Septic Tank of CONCRETE Material Liquid Capacity 960 gallons.
Inside Dimensions Length 8 feet. Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 1 feet.

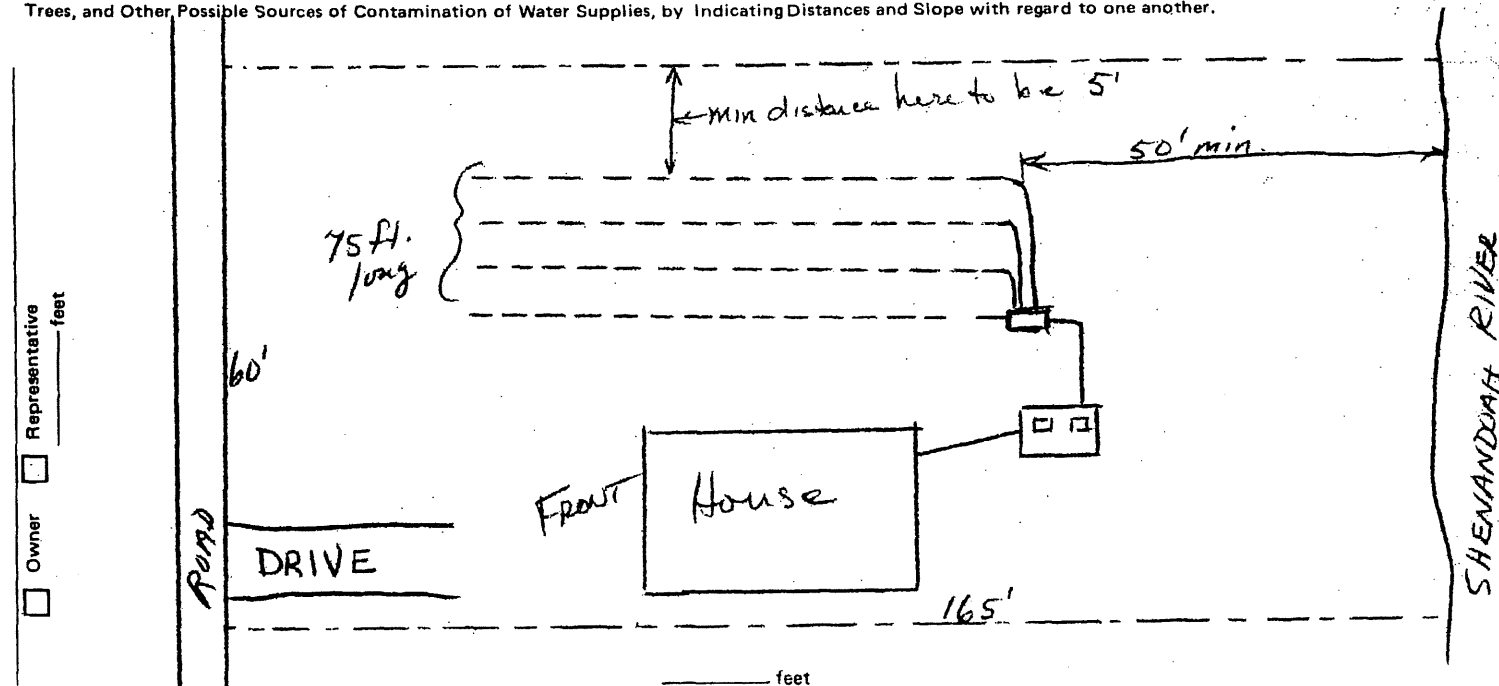
SUBSURFACE ABSORPTION FIELD Number of square feet required 600 Type aggregate required crushed stone #5

(F) Depth of aggregate from base of tile to bottom of ditches 6 inches. Allowable fall 2 to 4 inches per 100

(5) Total aggregate minimum depth 13 inches or more. Depth of drainfield to be 24 inches from surface of original ground.

Distance from well to septic tank 50 feet; distance from well to drainfield 100 feet.

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



Note: Owner or his agent must notify WARREN County Health Department, Phone 635-2775 when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

Based on the above information, the undersigned recommends that this permit be issued.

Date _____ Approved _____ Date 6/18/23 Signed James F. W. Daniel

LHS - 121 REV. 12/71
Virginia State Department of Health

DUPLICATE

Emily Ciarrocchi

From: Matt Wendling
Sent: Tuesday, September 7, 2021 2:02 PM
To: Brett Haynes
Cc: Joe Petty; Emily Ciarrocchi
Subject: RE: CUP2021-07-03-2 (2MEXICO, LLC and B. Allen Richard, LLC).

Greetings Brett,
I'll forward this to the BOS Deputy Clerk and request to have it placed in their packets for the upcoming public hearing for this application.
Thank you.

Matt

Matt Wendling
Warren County Planning Department
Deputy Planning Director / County Floodplain Manager
220 N. Commerce Ave., Suite 400
Front Royal, VA 22630
(540)-636-3354
www.warrencountyva.net
<http://ecode360.com/9745479>
www.warrencis.org

From: Brett Haynes <brett.haynes@oakcrestcre.com>
Sent: Tuesday, September 7, 2021 1:55 PM
To: Matt Wendling <Mwendling@warrencountyva.net>
Cc: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>
Subject: CUP2021-07-03-2 (2MEXICO, LLC and B. Allen Richard, LLC).

Matt,

I hope this email finds you well. I wanted to reach out to you and the Board of Supervisors to offer my support of the CUP2021-07-03-2 (2MEXICO, LLC and B. Allen Richard, LLC). By way of background, I served on the Warren County Board of Supervisors for 8 years and the Warren County Economic Development Authority for 4 years and I have known Gillian Greenfield for 10 years. During the time I have known her, I have found her to be a responsible manager/owner of investment properties in Winchester. In recent years with the growth of Airbnb she has perfected her short term rental business on their platform. This is no more evident than the fact she is rated a Superhost. Airbnb Property Owners receive this rating as a result positive reviews of guests who have stayed at their properties. Short term rentals are a business for her not an afterthought. She recently shared with me the her proposal that is before the Board of Supervisors for their consideration. The attention to detail in her proposal is impressive and should be use as a benchmark for future applications. I am aware there often are concerns about short term rentals by neighbors and governing bodies locally and throughout the country. From my perspective, I think they can be a positive influence for a community and offer benefits that make them superior in many ways to a long term rental for neighbors and neighborhoods. First and foremost is that professional short term rental owners like Gillian truly operate as a business. They improve the properties which improves the neighborhood and community. They also put in place rules and regulations that if not adhered to allow them to terminate a guest's stay which helps ensure a peaceful coexistence with the neighbors and the community. More to the point, patrons/guests on Airbnb also receive ratings and a poor rating

can lead to them being banned from the Airbnb platform entirely. This further helps ensure well behaved guests. Conversely, with long term rentals there typically are no safeguards like this. And, they more often than not are a by right use in which no conditions can be put in place by the local government as can be done with a CUP. Other benefits worth considering are the tourism dollars generated by the guests to the community and the limited demand put on local governments for services such as schools, fire and rescue, and law enforcement. If I were on the Board of Supervisors now, I would have no hesitation supporting this application. I encourage the current Board to approve the application as presented. Thanks in advance for your time and consideration.

Brett Haynes, CCIM | Principal Broker
Oakcrest Commercial Real Estate
126 North Kent Street | Winchester, VA 22601
Phone: 540.504.0787 | Cell: 540.247.1756
Fax: 540.504.0795
brett.haynes@oakcrestcre.com | www.oakcrestcommercial.com



*SHENANDOAH SHORES SSPOA & SSCWA
3290 Shenandoah Shores Road
Front Royal, VA. 22630*

July 10, 2021

County of Warren
Department of Planning
220 North Commerce Avenue, Suite 400
Front Royal, VA 22630

Re: Short Term Tourist Rental, 2 Mexico, LLC & B. Allen Richards, LLC

Dear Mr. Petty, Planning Director,

In response to your letter dated 6/28/2021, the Board of Directors for Shenandoah Shores would like to submit the following response.

Upon being informed by some of the full-time residents that there was a lot of different traffic in and out of the properties weekly owned by 2Mexico and that it appeared to them that the properties were being used as Short-Term Rentals, the Board investigated the situation. We found that the property owners were probably correct. After searching the internet, we found that the properties were listed on the AirBNB web site for weekly rental. On May 10th of this year the Board sent a letter, by USPS and registered mail (copy of letter and proof of return receipt attached) informing 2 Mexico, LLC, Mr. Richards and Ms. Greenfield that they were in violation of the Protective Covenants, Conditions, Reservations and Restrictions. The Board received a letter from their attorney (copy attached) which we turned over to our attorney, Daniel Pond, for a response. Along with that letter we provided Mr. Pond with the back-up documentation from the vote to amend the Articles of Incorporation, Bylaws and Protective Covenants, Conditions, Reservations and Restrictions that were voted on by the members in 2017 (copies attached). Mr. Pond has since notified the Board that he will not be able to address this matter as it is a conflict of interest for his firm. The Board is in the process of obtaining other legal counsel.

The Board finds the letter you received from 2Mexico, LLC and Richard Butcher to be very inviting to the County but we ask you to remember that a letter can be very misleading. We ask you to take into consideration that this is a residential subdivision and not a resort, that the property owners deserve to enjoy the property they own without this type of business going on around them, that 2Mexico, LLC has been operating their short-term rentals in the Shores for some time without applying for their special use permit, that to date 2Mexico owns seven (7) pieces of property in the Shores and should have gone to closing on two (2) others by now. One of which, the property owners evicted their long-term renter in order to sell the property. Also, the removal of the other properties for rent from the AirBNB website is suspicious since they are still rented. Although their list that makes them, in their words, the ideal applicant for the permit we

have already received complaints from the residents that live close to their properties. The Board feels that they are applying for a permit for the property know as 1115 Riverview Shores Drive but will continue to rent the other properties without a permit and we have concern that the two (2) properties that do not have houses will be used for camping or RV parking.

In closing, the Board of Directors for the Shenandoah Shores Sanitary District request you decline their request for a Special Use Permit to operate a Short-Term Tourist Rental business of less than 30 days as stated in our Protective Covenants, Conditions, Reservations and Restrictions and allow us to continue to provide our property owners with the community environment that brought them here to begin with.

Respectfully,

The Shenandoah Shores Board of Directors

Joe Petty

From: SANDRA THOMAS <sm.thomas@comcast.net>
Sent: Monday, August 2, 2021 11:25 AM
To: Joe Petty
Subject: RE: Shenandoah Shores
Attachments: DOC080120.pdf

Good morning Joe,

I have attached some facebook post that were posted by property owners in the Shores. Would you please include them in the package you put together for us to be submitted to the Planning Commission.

Thank you,
Sandy Thomas

On 07/21/2021 10:42 AM Joe Petty <jpetty@warrencountyva.net> wrote:

Hi Sandy:

The Planning Commission only approved the advertisement at the July 14th meeting. A public hearing on the application will be held at the August 11 Planning Commission meeting. They will then forward their recommendation on to the Board of Supervisors for a public hearing on September 21. Below is the standard process for any conditional use permit application.

After the application is accepted, the following will take place:

- Process is a minimum of 3 months before a decision can be made.
 - Month 1: Planning Commission Request for Advertisement, the PC is an advisory committee to the Board of Supervisors and review the use.
 - Month 2: Planning Commission Public Hearing, this is the first of two public hearings held on the application, written letters or e-mails for support should be submitted a week prior to scheduled public hearing in order for them to be included in PC packets.
 - Month 3: Board of Supervisors Request for Advertisement & Public Hearing, the BOS makes the final decision on approval or denial of the use.
- If Planning Commission approves the advertisement, a sign is posted at the property, adjoining property owners are notified via mail, and the public hearing is advertised in the local newspaper, the sign will remain posted until after the BOS public hearing date.
- Comments may be requested from other departments/agencies such as Building Inspections, Health Department, Fire Marshall, VDOT, etc.

Please let me know if you have any questions.

Best,

Joseph "Joe" Petty

Planning Director/Zoning Administrator

Phone: (540) 636-3354

From: SANDRA THOMAS <sm.thomas@comcast.net>

Sent: Wednesday, July 21, 2021 7:34 AM

To: Joe Petty <jpetty@warrencountyva.net>

Subject: RE: Shenandoah Shores

Good morning Joe,

Has the Planning Commission reviewed the information I sent over yet and have they made a decision. The annual Board Meeting is coming up and I would like to supply the Board with any information you might have.

Thank you,

Sandy Thomas

On 07/12/2021 9:04 AM Joe Petty <jpetty@warrencountyva.net> wrote:

Good morning Sandy:

Thank you for your quick response to our comment response. I will get this to the Planning Commission.

Best,

Joseph "Joe" Petty

Planning Director/Zoning Administrator

Phone: (540) 636-3354

From: SANDRA THOMAS <sm.thomas@comcast.net>

Sent: Monday, July 12, 2021 7:31 AM

To: Joe Petty <jpetty@warrencountyva.net>

Subject: RE: Shenandoah Shores

Good morning Mr. Petty,

I have attached a full package of information regarding the Shenandoah Shores response to the 2Mexico's request for a short-term rental permit. Please pass the information on to the planning commission for their review and let us know if you have any questions regarding the information.

Thank you,

Sandy Thomas, Sec/Treas.

On 07/06/2021 3:54 PM Joe Petty <jpetty@warrencountyva.net> wrote:

Good afternoon Sandy:

Thank you for sending these over. I will include this planning commission packet.

Joseph "Joe" Petty

Planning Director/Zoning Administrator

Phone: (540) 636-3354

From: SANDRA THOMAS <sm.thomas@comcast.net>

Sent: Tuesday, July 6, 2021 3:32 PM

To: Joe Petty <jpetty@warrencountyva.net>

Cc: mburr6812@gmail.com

Subject: Shenandoah Shores

Good afternoon,

Please find attached a copy of the "Protective Covenants, Conditions, Reservations and Restrictions" that you requested from Mike Burroughs. Note that item #2 refers to the short-term rental issue. Our homeowners feel that this is a residential community and bought there to enjoy the quiet we offer. We have found in the past that short-term renters do not appreciate or respect the full time residents. If you have any questions please let us know.

Thank you,

Sandy Thomas, Sec/Treas.



Sam Preston replied · 2 replies



Kris Haines

So let make sure I get this right..someone is buying up river lots in our private community and turning them into tourist Airbnb?? Well isn't that so effing thoughtful of them. I mean why else would anyone move to a private community if they didn't want to be surrounded by tourists. Guess it's time to start a coup



3 mos Like Reply More



Sam Preston replied · 1 reply



Kris Haines

And who is "she"? I mean we can't even pitch a tent, but it's ok to do the hotel Airbnb crap? No, don't think so.



3 mos Like Reply More



Emily Butorac replied · 3 replies



Colleen Barry

\$244 a night 🤔

3 mos Like Reply More



Sam Preston

She has evicted to people i know family of 4 and a family of two the family of was trying to buy the house so she over bid on it

3 mos Like Reply More



Sam Preston

She's trying to buy every river lot on the river in the shores and turn them all into bed and breakfast



Sue Cornett

Amber I noticed that also.

1 wk Like Reply More



Jessica Morley

Just wondering where y'all have the time to be so nosey.... A day job will keep you from staring out the window all day

1 wk Like Reply More



Jessica Morley replied · 5 replies



Karen Frantz

We also had a person doing this, where we live. County turned down the permit, license, everything; however, it went on for 10 years. Nothing done

last Sun Like Reply More



Karen Frantz replied · 1 reply



Sam Preston

It is still being rented

<https://www.airbnb.com/room...>



★ 4.86 · 111 reviews

Search reviews

July 2021

We had an amazing stay at the Skyhouse! The house itself is lovely - so comfortable and clean. The kitchen and rooms are great, but the location and view really makes this place spectacular! We spent most of our time having coffee and reading on the dock or hanging out on the floating dock watching for different birds. The grill and firepit are so

Show more

Candice
July 2021

Beautiful little house in a lovely



1

last Sun Like Reply More



Sam Preston shared a post.

July 24 at 8:15 PM · Facebook for Android · [AI]



<https://www.facebook.com/groups/1303658749664783/permalink/4209286599101969/>



AIRBNB.COM

**Welcome to Skyhouse! A Modern Riverfront Retreat -
Cabins for Rent in Front Royal, Virginia, United States**



Sam Preston shared a link.

May 8 at 12:26 PM · Facebook for Android · [AI]

Isn't this against the the bylaws of the shores
seen another of out of town traffic in the
shores lately



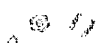
13 Comments



Like



Comment



Michael shared a post

SHENANDOAH SHORES SSPOA & SSCWA
3290 Shenandoah Shores Road
Front Royal, VA. 22630

May 10, 2021

2Mexico LLC
Attn: B. Allen Richards LLC
Gillian Greenfield, CCIM
14 E. Piccadilly Street
Winchester, VA 22601

Re: Violation of Restrictive Covenants

Dear Mr. Richards and Ms. Greenfield:

This letter is to inform you that you are in violation of Covenant number 2 of Shenandoah Shores Property Owner's Association, which reads in pertinent part:

No Business, occupation of any kind or short term tourist rental (anything less than thirty (30) days) [emphasis added] may at any time be carried on or permitted upon subject lot(s) except as approved by the Warren County zoning ordinance. Any short term rental found to be operating within the Shores may be subject to a fine equal to or greater than the rent received. [emphasis added]"

This letter serves as notice to cease and desist from operating a short-term rental business within the subdivision. The Board has set fines for violations of this covenant at \$500 per night. If you do not immediately cease and desist from use of your residence, we will have no choice but to refer this matter to our attorney to seek an injunction against you. We will also subpoena your rental records to ascertain the actual number of nights you have rented your residence and we will impose the \$500 per night fine for all days that you were in violation of our covenants.

Please be advised that your covenants and the Code of Virginia also contain language that allows us to recover our costs and attorney's fees from you if we are forced to bring an action to enforce the covenants.

I would request that you contact me in writing advising that you have ceased all unlawful activities on your property and acknowledging that you have removed your listings from all online short term rental websites. If I have not heard from you by the close of business on May 17, 2021, we will take steps so as to protect our interests and enforce the covenants.

Thank you for your anticipated compliance with the covenants.

Sincerely,

The Board of Directors
Shenandoah Shores POA/CWA

Exhibit B

"SHENANDOAH SHORES"
PROTECTIVE COVENANTS, CONDITIONS, RESERVATIONS AND RESTRICTIONS

Amended and adopted August 7, 1994, Amended August 6, 2017

The following covenants, conditions, reservations and restrictions are imposed upon any and all lots included in the subdivision known as "Shenandoah Shores", Warren County, Virginia, and shall be included specifically or by reference, in all deeds conveying any of said lots, and shall run with the land and be binding upon present and future owners of all said lots.

1. All rules, regulations, restriction and conditions applying to Warren County, Virginia, shall apply to the subdivision known as "Shenandoah Shores" unless superseded by this document.
2. No Business, occupation of any kind or short term tourist rental (anything less than thirty (30) days) may at any time be carried on or permitted upon subject lot(s) except as approved by the Warren County zoning ordinance. Any short term rental found to be operating within the Shores may be subject to a fine equal to or greater than the rent received.
3. No temporary structure to include tents, motor homes or trailers shall be used as lodging other than in emergency conditions and without the approval of the Board of Directors of the Shenandoah Shores Property Owners Association, Inc.
4. No sewage or refuse shall be emptied into the Shenandoah River bounding said premises or any lands adjacent thereto, or into any cove or inlet, stream or waterway connected therewith; and any sewage disposal or water supply system installed by property owners shall be of a type approved or recommended by State or local departments of health. All bathroom and toilet facilities shall be incorporated within the main structure on each lot. No dumping of trash in the community.
5. All dwelling including porches or bay windows attached thereto shall be built according to Warren County zoning regulations. All set-backs shall follow Warren County zoning regulations.
6. Any dwelling placed upon a lot must contain a minimum floor area per floor of nine hundred (900) square feet exclusive of porches, patios or carports and any said dwelling facing a street must be at least twenty (20) feet wide.
7. Unattended open fires are prohibited on any part of the property. Outdoor fireplaces, grills and all chimneys must be provided with fire screen of sufficient design to prevent scattering or sparks or burning embers.
8. Excavation or removal of sand or earth or cutting or trimming of trees shall be allowed for beautification or construction purposes only as long as it has no effect on the Chesapeake Bay Water Shed. Cutting of trees for commercial purposes is prohibited. In the grading of lots for

Exhibit B

building a home all the proper precautions as required by Warren County regulations regarding erosion of mud or drainage of water across adjoining lots or across roads. Failure to do this will be the responsibility of the contractor and he will be charged for damages by the Corporation.

9. No unattended boats shall be anchored offshore in the Shenandoah River. When not in use, boats shall be pulled back or moored as closely adjacent to the bank as safety allows, in order that navigation will not be impeded. It is specifically understood that the use of the Shenandoah River for boating, fishing, swimming and anchorage is to be at the person's own risk and Shenandoah Shores Property Owners Association, Inc., its successors or assigns shall not be liable for damage or injury resulting.

10. Dogs are not allowed to run "at large" in compliance with the Warren County running at-large Law.

11. A speed limit of 15 miles per hour observed for safety and less wear and tear on road surfaces. There will be no all-terrain vehicles or dirt bikes allowed on public roads. Only golf carts are permitted. Parking on the roads is prohibited within the subdivision and on the 5' utility easement. Vehicles will be towed at the owner's expense. Residents are required to comply with the Warren County noise ordinance.

12. Each property owner shall promptly remove or otherwise dispose of any accumulation of trash, garbage or rubbish and at all times maintain said property in a neat, mowed and sanitary condition.

13. Hunting of any kind is prohibited in Shenandoah Shores; except for hunting with the limited purpose of thinning the herd of deer roaming the subdivision by a recognized wildlife management organization. The discharge of firearms, pellet guns and BB guns is prohibited.

14. The lot(s) shall be subject to a semi-annual road maintenance fee as approved by the Warren County Board of Supervisors for the Sanitary District for the Shenandoah Shores Property Owners Association, Inc.

15. An easement over the five (5) foot width adjoining the front, sides and rear lines of any lot is specifically reserved for public utility and drainage purposes.

16. The provisions contained herein shall run with and bind the land and inure to the benefit of all property owners and shall be enforceable by the Shenandoah Shores Property Owners Association, Inc. There will be a certified letter from the President of the Board of Directors requesting cooperation from the property owner to rectify whatever the infraction is. If the President's letter is not responded to within ten (10) days there will be a visit from a minimum of not less than two board members to discuss the problem and an amiable solution for all concerned. Lastly if the covenants are still not complied with the Board will levy a suitable fine. If fines are not paid the Board will take legal action and attorney fees and court cost will be the responsibility of the property owner.

Exhibit B

17. All of the aforesaid covenants, conditions, reservations, or restrictions shall remain in force until amended by a written majority vote of the members of the Shenandoah Shores Property Owners Association, Inc. and such amendments shall be recorded among the land records of Warren County, Virginia.



MCCARTHY & AKERS^{PLC}
ATTORNEYS AND COUNSELLORS AT LAW

apahl@mccarthyakers.com

May 14, 2021

Shenandoah Shores SSPOA & SSCWA
3290 Shenandoah Shores Road
Front Royal, VA 22630

RE: 2Mexico, LLC
Response to Letter Dated May 10, 2021

Dear Association:

This firm represents 2Mexico, LLC ("2Mexico"). We are in receipt of your letter to 2Mexico dated May 10, 2021. Shenandoah Shores SSPOA & SSCWA ("the Association") neither possesses the authority to limit short-term rentals nor the ability to levy the fines outlined by your May 10, 2021 letter.

The purported August 5, 2017, Amendment (recorded September 23, 2019), appearing to restrict 2Mexico's property rights relating to short-term rentals is not valid. The original "Protective Covenants, Conditions, Reservations and Restrictions" ("the Covenants") recorded on March 13, 1996, as Instrument No. 9601053, explains the process by which the Association may amend the Covenants.

16. All of the aforesaid covenants, conditions, reservations or restrictions shall remain in force until amended by a written majority vote of the members of Shenandoah Shores Property Owners Association, Inc. voting and such amendments are recorded among the land records of Warren County, Virginia.

The Association did not follow this procedure. Indeed, the August 5, 2017, amendment is simply recorded with the signature of the Association's President and no evidence of the required written majority vote is evidenced. Further, while the purported amendment to the Bylaws, also dated August 5, 2017, but not recorded until September 23, 2019, as Instrument No. 190004953, seems to state that the Covenants were approved by a majority vote of the property owners, it does contain any language or evidence of the required written majority. Even if this language were appropriately placed in the purported amendment, the Association still has not complied with the plain requirements for amending the Covenants.

Furthermore, such an amendment is governed by Va. Code § 55.1-1829. Subsection D of the statute states that: "Except as otherwise provided in the declaration, a declaration may be amended by a two-thirds vote of the lot owners." Here, the Covenants provide for a simple majority. But Subsection F of the statute states:



Agreement of the required majority of lot owners to any amendment of the declaration adopted pursuant to subsection D shall be evidenced by their execution of the amendment, or ratifications of such amendment, and the same shall become effective when a copy of the amendment is recorded together with a certification, signed by the principal officer of the association or by such other officer or officers as the declaration may specify, that the requisite majority of the lot owners signed the amendment or ratifications of such amendment.

In this circumstance, we can find no evidence of record that the members of the Association executed the Amendment, nor can we find any evidence that a principal officer of the Association certified that the majority of the members signed or ratified the amendment.

These omissions are material and render the purported amendment null. Because of the failure to follow the dictates of the Covenants and the statute, the purported amendment fails and was never effective. Because the amendment was never effective, the one-year statute of limitations on challenging the validity of the amendment under Va. Code § 55.1-1829(E) never began to run. For a more fulsome discussion on both the statute of limitations and also the strict requirements for amending the Covenants, please refer to Tvardek v. Powhatan Village Homeowners Ass'n, Inc., 291 Va. 269 (2016).

The Association similarly does not possess the authority to levy the fines outlined in your May 10, 2021 letter. Even if the Covenants had been properly amended as discussed above, the Association does not possess the power to assess said fines because the Association's fine paradigm does not comply with Va. Code § 55.1-1819.

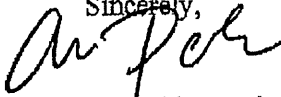
First, before a fine can be levied, the member must be given the opportunity "to be heard and to be represented by counsel before the board of directors or other tribunal specified in the documents." The statute requires the opportunity to be represented and to be heard by the Board of Directors. Two members of the Board of Directors showing up to "discuss the problem and an amiable solution" does not meet the basic standard required by the statute and doesn't satisfy the basic notions of due process.

Second, Va. Code § 55.1-1819 limits the dollar amount of the fine. The Association's purported fines clearly violate these limits. Such a fine cannot exceed \$50 for a single violation or \$10 for a continuing violation. Given the nature of the alleged violation, the alleged violation, if proven, would constitute a continuing violation. The statute caps a continuing violation at 90 days. Therefore, \$900 is the maximum fine that can accrue before legal action must be taken. Your letter suggests a \$500/day violation. By day two of the alleged violation, the purported fine plainly exceeds the statutory limit.

For these reasons, the Association neither possesses the authority to limit short-term rentals nor the ability to levy the fines outlined by your May 10, 2021 letter.



Finally, please let this letter serve as our request pursuant to Va. Code § 55.1-1815 to access the records of the Association for the purpose of reviewing all records relating to the purported passage of the 2017 Bylaw and Covenant Amendments. Please contact me within ten (10) days to make arrangements for my inspection of said records.

Sincerely,

Andrew F. Fahl, Esquire

By Natalie White
with permission

CC: 2Mexico, LLC



NOMINEES	NOMINEES	NOMINEES	NOMINEES
☐ William (Denny) Blake	☐ William (Denny) Blake	☐ William (Denny) Blake	☐ William (Denny) Blake
☐ Eileen Corbin	☐ Eileen Corbin	☐ Eileen Corbin	☐ Eileen Corbin
☐ Donald Daniel	☐ Donald Daniel	☐ Donald Daniel	☐ Donald Daniel
☐ Jeanne Fisher-Thompson	☐ Jeanne Fisher-Thompson	☐ Jeanne Fisher-Thompson	☐ Jeanne Fisher-Thompson
☐ (Write In)	☐ (Write In)	☐ (Write In)	☐ (Write In)
☐ (Write In)	☐ (Write In)	☐ (Write In)	☐ (Write In)
By-law, Covenants, Water	By-law, Covenants, Water	By-law, Covenants, Water	By-law, Covenants, Water
Please check three (3) from the above list for board seat & vote for the changes in the By-laws etc. and return in the enclosed envelope to be received by 8/4.	Please check three (3) from the above list for board seat & vote for the changes in the By-laws etc. and return in the enclosed envelope to be received by 8/4.	Please check three (3) from the above list for board seat & vote for the changes in the By-laws etc. and return in the enclosed envelope to be received by 8/4.	Please check three (3) from the above list for board seat & vote for the changes in the By-laws etc. and return in the enclosed envelope to be received by 8/4.
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☐ William (Denny) Blake	☐ William (Denny) Blake	☐ William (Denny) Blake	☐ William (Denny) Blake
☐ Eileen Corbin	☐ Eileen Corbin	☐ Eileen Corbin	☐ Eileen Corbin
☐ Donald Daniel	☐ Donald Daniel	☐ Donald Daniel	☐ Donald Daniel
☐ Jeanne Fisher-Thompson	☐ Jeanne Fisher-Thompson	☐ Jeanne Fisher-Thompson	☐ Jeanne Fisher-Thompson
☐ (Write In)	☐ (Write In)	☐ (Write In)	☐ (Write In)
☐ (Write In)	☐ (Write In)	☐ (Write In)	☐ (Write In)
By-law, Covenants, Water	By-law, Covenants, Water	By-law, Covenants, Water	By-law, Covenants, Water
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Ballot

Minutes for August 6, 2017 Board Meeting

The President, Denny Blake, called the meeting to order.

Roll call was taken and all board members were present except Christopher Black, and Pam Nicholson.

Motion to approve the minutes as read was made by Charles Rowland and seconded by Sonia Rowland. Motion passed.

Motion to approve the financials was made by Eileen Corbin and seconded by Mike Burroughs. Motion passed.

Officers Reports:

Wyatt of the Shenandoah Shores Fire Department requested the floor to present the Board with a proposal. The fire department would like the Board to entertain contributing money to purchase a snow plow that would be installed on the mini pumper. They would also like the Board to post on the web site a request for volunteer fire fighters to join our department.

Eileen Corbin, Vice President POA reported that things had been good during the last quarter.

Mike Burroughs, Vice President CWA reported that things had been quite during the quarter.

Pam Nicholson, Articles, Covenants & Bylaws was absent.

Gene Black, Roads, Grounds and Safety reported that Sifer had riff raft installed. The material was free. The Shores needs another two (2) loads of riff raft to install on Mulberry. There is a lot being sold on Wilson so the road needs attention. Lake is working on the chip & tar project for this year and the mowing. Gene stated he was not in favor of the install of a plow on the mini pumper belonging to the fire department. Gene feels our snow removal contractor should take care of the snow removal.

Sonia Rowland, Sunshine Chairman had nothing to report.

Donald Daniel, Back-up Articles, Covenants & Bylaws asked about the information on the web site.

Charles Rowland, Back-up SSCWA reported there is a ditch that has formed across from Beech. Also, there are small children playing in the road. He feels it may be necessary to obtain "children @ play" signs.

Christopher Black, back-up Roads, Grounds & Safety was absent.

Unfinished Business:

Storage lot – Gene needs survey of lots and the Board needs to get state entrance approval from VDOT. He is to proceed with the survey.

Paving is to be done on Riverview over the rock ledge at the bottom of Shenandoah Shores Road and Riverview. An estimate is needed.

New Business:

A property owner across from Popular View where the Board installed a culvert has requested it be extended due to water runoff. They have also requested the removal of the abandoned culverts.

Mr. Lal, a property owner on Overbrook, wants a variance on the road that runs in front of his property. When the property was purchased from Petrine Construction the setback was 35'. Since that time the County has changed the setback to 50'. He has had his perk test performed and it has passed. Due to the house plan he wishes to build he needs additional front footage. The Board is not willing to give away ownership of our road due to water lines. The County needs to provide the original 35' setback. The Board will support the County decision.

There will be no water rate increase for the upcoming year.

The Board wishes to thank Eleanor and Elaine Collins for their donation of the property they own. The Board will maintain the property in its present condition.

The floor was opened to the membership in attendance.

A property owner in attendance has requested the cleaning of the ditches. It was explained the cleaning would take place after all the leaves have fallen.

The results of this years elections are:

Denny Blake	66
Eileen Corbin	63
Donald Daniels	42
Jeanne Fisher-Thompson	37

Changes to the Bylaws, Covenants, Water 53 approved 3 disapproved

Mike Burroughs made a motion to adjourn. Second by Donald Daniel. Motion passed.

July 10, 2021

To: Joe Perry and Warren County Board of Supervisors

I am the owner of 1085 Riverview Shores Drive, a residence in the Shenandoah Shores community and member of the Shenandoah Shores Home Owner's Association;

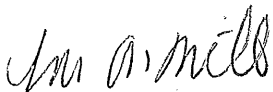
My house is directly in between Ms. Greenfield's properties on Riverview Shores Drive.

Both of the properties she has bought and fixed up were previously vacation homes that had been left in bad condition. She fixed them both up and does a good job maintaining them.

She and Richard have been good neighbors and definitely helped the community by improving these properties.

I'm confident she would continue to maintain them in good condition and would uphold strict rules for guests to follow to ensure protecting her investment of her property and continued curtesy of her neighbors. For these reasons I support her application for short term rental.

Respectfully,

A handwritten signature in black ink that reads "Aaron A. Mills". The signature is written in a cursive, flowing style.

Aaron A. Mills

(540) 631-9663

July 10, 2021

To: Joe Perry and Warren County Board of Supervisors

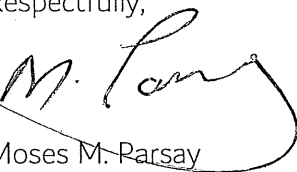
I am the owner of 1157 Riverview Shores Drive, a residence in the Shenandoah Shores community and member of the Shenandoah Shores Home Owner's Association;

Richard Butcher had done a good job fixing up 1115 Riverview Shores Drive, located next to mine.

I support property rights and believe the residents of Shenandoah Shores should be able to be considered for short term rental use of their properties provided they maintain strict rules for guest to be considerate of the neighborhood and it is approved by the County.

For this reason I am in support of his application.

Respectfully,

A handwritten signature in black ink, appearing to read "M. Parsay", written over a horizontal line.

Moses M. Parsay

703-477-1926

July 19, 2021

To: Joe Perry and Warren County Board of Supervisors

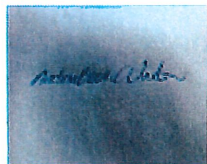
I am the owner of 1164 Riverview Shores Drive and 353 Paw Paw Drive, two residences in the Shenandoah Shores community and member of the Shenandoah Shores Home Owner's Association;

One of my properties is across the street from Ms. Greenfield's and the other is just around the corner;

Gillian has always treated me respectfully and I can tell she is very watchful of her properties and prioritizes the safety of the Shenandoah Shores community. She is also very mindful of maintaining and improving property values in the community.

Having known Gillian, she would be a responsible manager of short term rentals and I support her application.

Respectfully,

A rectangular area containing a handwritten signature in blue ink, which appears to read "Andrea Brooke Winter".

Andrea Brooke Winter
303-870-3221

July 12, 2021

To: Joe Perry and Warren County Board of Supervisors

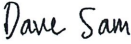
I am the owner of 1255 Riverview Shores Drive, a residence in the Shenandoah Shores community and member of the Shenandoah Shores Home Owner's Association;

I have met Gillian several times and we have both shared stories of the cost and effort to fix up our properties and the importance to maintain them to protect our investments and keep property values high.

I have no doubt she would continue to take great care of her property and enforce rules with her guests that are respectful of the neighbors' privacy and peaceful enjoyment of the community.

For these reasons I am in support of her application.

Respectfully,

DocuSigned by:

795CF1CD7173435...

Dave Sam
Phone: 703-615-3062

July 12, 2021

To: Joe Perry and Warren County Board of Supervisors

I am the owner of 1538 Riverview Shores Drive, a residence in the Shenandoah Shores community and member of the Shenandoah Shores Home Owner's Association;

I drive by Gillian and Richard's properties regularly and frequently see them out there doing work and taking care of them.

They've done a good job fixing up the properties and adding value to the neighborhood; I'm sure they would continue to keep sharp oversight on their properties and be responsible Airbnb owners.

Richard and Gillian are also easily accessible and if I had any issues, I know they would be quick to respond

For this reason I am in support of her application.

Respectfully,

A handwritten signature in black ink, appearing to read "Terry Hartson".

571-469-1555

Terry Hartson

Mark Sanei
147 Beech Rd
Front Royal, VA

Dear members of Warren county planning commission and Board of Supervisors,

My name is Mark Sanei, owner of 147 Beech Road in the Shenandoah Shores subdivision and member of the Shenandoah Shores Property Owners Association.

Under proper property management plans, I have no objection to allowing short term rentals. In fact, the probability of them being maintained in better condition and with higher levels of control owners have over the occupancy and care of property, can make them better neighbors than long term rentals and sometimes homeowners.

I personally have stayed at Airbnbs and they've always been clean and well maintained and I've taken care of them responsibly.

Because of the peer to peer platform model, guests and hosts are held to the highest standard of care.

<i>Mark Sanei</i>	dotloop verified 08/09/21 1:55 PM EDT ML12-6AW4-NHOJ-HGCE
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Mark Sanei
703-303-3773



Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Recommendation

Kerry Barnhart <kbarnhart@vibeprop.com>

Wed, Jul 28, 2021 at 1:35 PM

To: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

My name is Kerry Barnhart, Owner and President of Vibe Properties, and Owner and President of Front Royal Brewing Company. Vibe Properties is focused on Main Street revitalization and has developed several commercial properties in downtown Front Royal that house multiple small, locally-owned businesses. Front Royal Brewing Company is one of Shenandoah Valley's premier restaurants and full production breweries located on Main Street in Front Royal.

I am in full support of Gillian Greenfield's CUP application for short term rentals and recognize them as vehicles for the County to grow its tourism base.

I personally know Gillian and can vouch that she is a very responsible property owner and that her property is an ideal vacation rental for tourists to build a long weekend around while enjoying the rural beauty of the area, shopping and dining locally, and then returning home to their respective cities. Marketing of properties like hers attract tourists seeking an authentic cultural experience who would not be satisfied with traditional hotel lodging; therefore lodging like Gillian's attract a demographic that may not otherwise consider vacationing in our area.

For towns and communities with limited tourism budgets, responsible individuals like Gillian who are willing to open up their private residences to tourists should be taken advantage of and supported by our community and those who represent it. Rentals like Gillian's, directly fuel the local small business community, create supplemental tax revenue to the municipality, and from both of these benefits, allow small towns to stay small, rather than necessitate residential and industrial growth to generate additional tax revenue and Main Street revitalization.

Once again, having worked with Gillian on other matters of real estate, she consistently exemplifies an unwavering commitment to the communities she invests in and maintains the highest standard of care with her properties; for this reason, I am confident Gillian would make a responsible and ideal short term rental property owner.

Kerry Barnhart, President

Vibe Properties, LLC

Front Royal Brewing Company, LLC

610-389-0731

kbarnhart@vibeprop.com



Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Airbnb

Katelyn Poulin <poulin.katelyn@gmail.com>

Thu, Jul 22, 2021 at 6:40 AM

To: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Warren County Board of Supervisors,

I have been living above an AirBnB for several months. In that time, there have been no guests who were disruptive, rude, or showed any kind of poor behavior. Many guests have made use of communal areas (laundry, entrance way, parking), but leave everything in great condition and when I have met any of them face to face they have been very pleasant.

Thank you,
Katelyn Poulin

July 26, 2021

To: Joe Perry, Warren County Planning Commission, and Warren County Board of Supervisors

I am the owner of Clean & Serene LLC, a locally-owned small business that cleans residential and commercial properties in and around Frederick and Warren County.

I have been cleaning Gillian's Airbnbs in Winchester for over a year and am writing this letter to you to emphasize how important Gillian's business has been in the growth of my company over the last year.

Her business has allowed me to add additional employees and continue to offer them fair working wages.

Her ability to add another property to my business directly impacts my bottom line and my ability to continue growing my small business.

With Gillian, we are in constant communication with her about her properties, before, during and after each cleaning, and my team is instructed to notify Gillian immediately of any issues after each guest's stay. She is also regularly on site to inspect her properties.

Strict standards of care and cleanliness are #1 priority for Gillian and the team at Clean & Serene.

Respectfully,

DocuSigned by:


2C921994C4104F5...
Tiffani Braun, Owner

Clean & Serene LLC

509 Whitacre St, Winchester, VA 22601

Phone: (540) 492-5002



Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Following Up on Shenandoah Shores Meeting; 7/12/21

Fed Family <fedfamily@gmail.com>

Fri, Jul 16, 2021 at 10:08 AM

To: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Hi Gillian, It was great to meet you too! It felt like a "small world" moment. :) Yes, it is important to me that property rights be vigilantly protected! Thank you for your support in our difficulties. That means a lot **I am ready to stand with you as well if ssppa threatens your rights.** This election may turn things around. Samantha Ruibal is the third candidate that I have found to be open-minded and generally for serving people rather than controlling them. Were you able to get registered and obtain ballots for the election? And thank you for the copy of the legit C&R's.

Take care,

Katie

[Quoted text hidden]

Fri, Jul 30, 2021

To Whom it May Concern:

My name is Evan Bowman; I have been employed by United Bank in Winchester for 14 years and have lived in the area my entire life. Having recently come back from my family's summer vacation, I can attest, using booking platforms like VRBO and Airbnb make these trips so much more memorable, enjoyable, and POSSIBLE for a family like mine.

The opportunity to rent someone's personal home for our vacation creates an opportunity for my children to bring friends and have living spaces for them to share, it creates opportunities for us to cook and dine as a family, and personalized an experience that staying at a traditional hotel cannot provide; further, it allows me to provide a quality of vacationing my family wants and deserves.

For those who have never used a home sharing platform for vacationing, it should be clear this type of vacation does cost more than a traditional hotel; further unlike hotels, there are rules and regulations guests must be mindful of, including staying in communication with the Host, keeping noise down, being respectful of neighbors, and cleaning up after ourselves at the end of each stay, however the experience is definitely worth the extra cost and effort. My family finds these accommodations to be more personal, comfortable, warm, and a less stressful way to vacation. Some homes even allow visitors to bring family pets.

Using such a platform holds both the owner of the property and the guest accountable. If a guest were to damage a property, throw a massive party, or otherwise disturb the peace the owner could evict them on the spot and blacklist them to prevent future rentals. We appreciate, one bad review could cause us to lose our guest privileges entirely on these platforms so my family is always very respectful of the properties where we've stayed.

Whether for family trips, long weekends with my wife, or for extended business travel, I'll always make it a priority to only stay where these home sharing opportunities are possible.

Respectfully,

A handwritten signature in black ink that reads "Evan Bowman". The signature is written in a cursive, flowing style.

Evan Bowman

540-335-1672



Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Introduction; Greenfield CUP

Shawn Hershberger <Shawn.Hershberger@winchesterva.gov>
To: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>
Cc: Joe Petty <jpetty@warrencountyva.net>

Mon, Jul 12, 2021 at 4:41 PM

Hi Joe and Gillian,

Sorry for the delay in response to this email. Without knowing what the process is in Warren County, I can only speak to what I've seen here in Winchester. I can definitely say that my interactions with Gillian as a property owner has always been positive and she was one of the first people to voluntarily come into compliance with our STR rules. Over the past few years I can definitely say I've observed Gillian to be a responsible property owner who routinely has high quality tenants.

Feel free to call if you'd like any additional info

Thanks,

Shawn

Sent from my iPhone

On Jul 9, 2021, at 1:45 PM, Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com> wrote:

[Quoted text hidden]



Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

116 W. Piccadilly Street, Apt 2; pictures for ZUP

Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>
To: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

----- Forwarded message -----

From: **Frank Hopkins** <Frank.Hopkins@winchesterva.gov>
Date: Mon, Jun 21, 2021 at 11:36 AM
Subject: RE: 116 W. Piccadilly Street, Apt 2; pictures for ZUP
To: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>

Gillian,

I appreciate this proactive step. I will look into why you were not contacted. I have forwarded the images to the inspector. I will personally ensure this gets turned around quickly.

Frank

Frank Hopkins
City of Winchester Zoning Administrator
540-667-2394 ext. 1492
Frank.Hopkins@Winchesterva.gov

From: Gillian Greenfield <gillian.greenfield@greenfieldandcraun.com>
Sent: Sunday, June 20, 2021 9:07 AM
To: Frank Hopkins <Frank.Hopkins@winchesterva.gov>
Subject: 116 W. Piccadilly Street, Apt 2; pictures for ZUP

Frank, good morning; I didn't hear from anyone to schedule a walk through so I took some pictures of the apartments to complete the short term rental application/ZUP application.

Please see below and in a separate email, I'll send the pics for Apt. 1.

Note, if you want me to forward these to someone else, just point me in the right direction :)

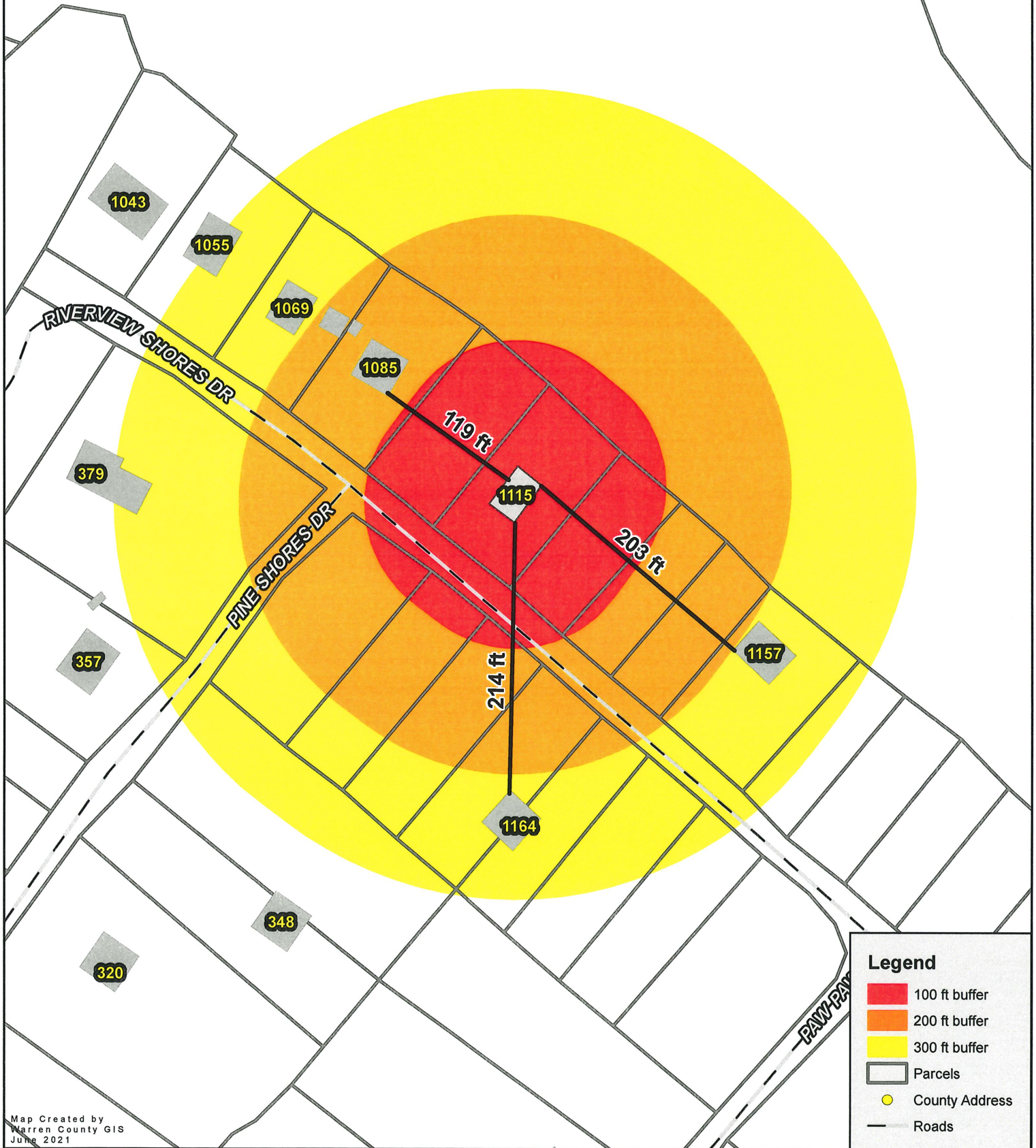


Warren County, VA 2021

1115 Riverview Shores Dr
13C-4-4-612

Distance to Surrounding Homes

1 inch = 104 feet





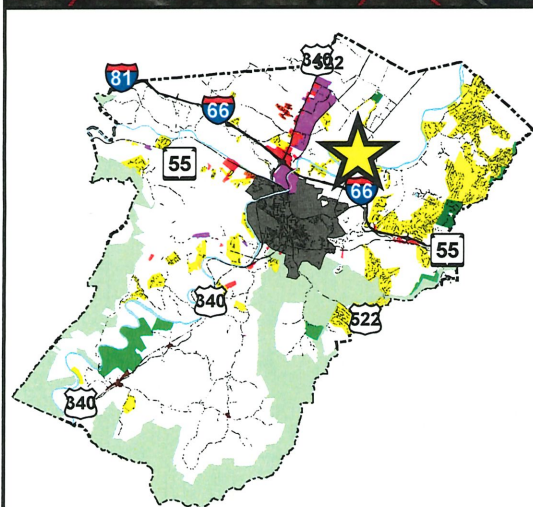
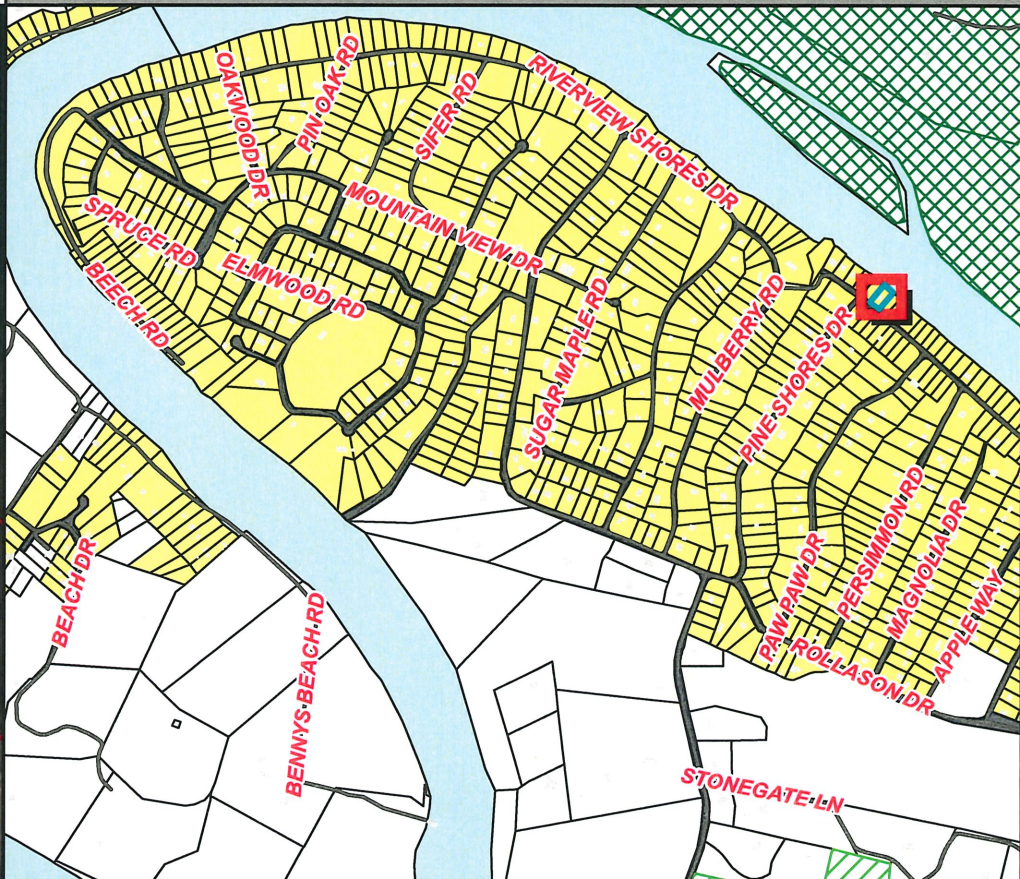
Warren County VA

CUP Location Map



CUP: Short Term Tourist Rental
Applicant: 2 Mexico, LLCC &
B. Allen Richards, LLC

TM 13C-4-4-612
1115 Riverview Shores Dr
Shenandoah Shores



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
09/21/2021	J-4	Conditional Use Permit #2021-07-04 Rachelle Hill & Don Beavers <i>Short-Term Tourist Rental</i>
EXPLANATION & SUMMARY: See attached application and staff report. General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards: 1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan. 2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations. 3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof. 4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area. 5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided. 6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that: a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties. b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion. c) Provide for adequate parking and ingress and egress to public streets or roads. d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property. e) Prevent such use from changing the character and established pattern of development of the community.		

PLANNING COMMISSION STATUS:

On Wednesday, August 11, 2021, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Longo and approved by the Planning Commission by a vote of 5-0.

RECOMMENDED CONDITIONS:

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

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

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Rachelle Hill & Don Beavers 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 Rachelle Hill & Don Beavers for a Short-Term Tourist Rental. (List reasons)

SUBMITTED BY:

Joseph Petty, 
Planning Director

DISPOSITION OF COMMISSION:

☐

APPROVED

☐

OTHER (Describe)

**PROCESSED
BY:**



SUMMARY OF REQUEST

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 Reston, VA and plan to clean and maintain the property in between reservations. They also currently own the adjoining property to the west located 153 Rocky Spring Lane.

PROPERTY INFORMATION

Property Location: 185 Rocky Spring Lane
Tax Map ID: 24B--122-636
Magisterial District: Shenandoah
Subdivision: Blue Mountain

City: Linden
Zoning: Residential-One (R-1)
Acres: 0.92 Acres
Existing Land Use: Single-Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

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

Use: Vacant Lot, Forest
Use: Vacant Lot, Forest
Use: Vacant Lot, Forest
Use: Single-Family Dwelling

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential-One zoning district. The property does not have a record of any previous zoning violations.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses. A short-term tourist rental is a use allowed by conditional use permit in the Residential-One zoning district and is compatible with the current Warren County Zoning Ordinance.

ATTACHMENTS

☒ Agency Comments
☒ Location Map

☒ Application
☒ Public Comments

☒ Health Permit
☐ Submitted Plans

☒ Letter from Applicant
☐ Other: _____

SUPPLEMENTARY REGULATIONS

Warren County Zoning Ordinance: § 180-56.4: Short-term tourist rentals.

- 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. **Our office is awaiting the response from the Health Department. The applicants have provided documents requesting a two-bedroom with a four-person 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 is sufficient parking for at least three vehicles in the driveway.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The property is situated on an interior lot, with three sides bordering adjacent properties; one of which contains a single-family dwelling. Most of the surrounding area is vacant, wooded land.**
- 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. **The applicant shall obtain building permits to ensure the dwelling meets the current code requirements for fire protection systems.**
- 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. **The PMP will be provided.**
- I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Blue Mountain POA; comments have been requested.**
- 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 property shall have the evacuation plan posted in each bedroom and in the 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 the ordinance in their guest registration packet and 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 §180-63 of the Warren County Zoning Ordinance.
- N. All outdoor burning shall be in compliance with Chapter 92 of the Warren County Code.
- O. There shall be a minimum of 100' from the short-term tourist rental to all neighboring residences. **This short-term tourist dwelling does meet the setback requirement to adjacent single family dwellings. The closest dwelling is 175' 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.*

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

Cc: Rachele Hill & Don Beavers – Owner/Applicant

June 21, 2021

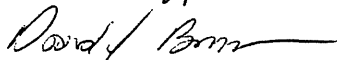
Dear Warren County Planning Commission,

This statement of justification is for 185 Rocky Spring Ln Linden, VA. We would like to offer our home as a short term vacation rental to promote tourism, to bring a positive economic impact to the county and to share the beauty of the area with others.

We currently own 153 Rocky Spring Ln Linden, VA which is adjacent to 185 Rocky Spring Ln. The adjacent property on the other side of 185 Rocky Spring Ln is an empty lot.

We are only allowing a maximum of 4 guests and as of right now we would like to only offer it on the weekends. It will not be rented for more than 29 consecutive days. We will be managing the property ourselves.

Thank you for your consideration,



Rachelle Hill and Don Beavers

WCLUP - 000121-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-07-04

Date Received: 6-22-21

Fee Amount: \$ 500.00

Date Paid: 6-25-2021 CK#479

Applicant Information:

RACHELLE HILL AND DON BEAVERS
Applicant Name

1229 RESTON AVE HERNDON VA 20170
Address City State Zip

185 ROCKY SPRING LN LINDEN VA 22642
Property Location for conditional use permit if Different than Applicant's Address

703-362-7104 BEAVERS PROPERTIES @ EMAIL.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: 185 ROCKY SPRING LN LINDEN VA 22642
- (2) Election District: _____
- (3) Tax Map Number: 24B 122 636
- (4) Subdivision Name: BLUE MOUNTAIN SUBDIVISION
- (5) Total Area of Property (acres): 0.92
- (6) Total Area to be Used (acres): _____
- (7) Total Road Frontage (feet): 126.09'
- (8) Depth of Property (feet): 317.90'
- (9) Present Zoning: RESIDENTIAL ONE

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: SHORT TERM VACATION RENTAL
- (2) Current land use and condition of site: RESIDENTIAL 320 Sqft HOUSE IS ON THE PROPERTY
- (3) Zoning of surrounding land/property: RESIDENTIAL ONE
- (4) Will development be staged? ☐ Yes ☐ No (NA)
- (5) Construction Time: NO CONSTRUCTION NEEDED
- (6) Season, days, and hours of operation: ALL SEASONS
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) NO
- (9) Number of full time employees: 0
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 4
- (12) Number of parking spaces to be provided: Regular DRIVEWAY (3) Handicap _____
- (13) What is the proposed landscaping and buffering for this property? THE HOUSE IS LOCATED ON A HEAVILY WOODED LOT AND THE NEIGHBORING HOMES CANNOT BE SEEN FOR MOST OF THE YEAR.

(NA)

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

- (1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?)
NO ADVERSE IMPACT. THE HOUSE WILL BE USED LESS THAN A NORMAL FULL TIME RESIDENT.

- (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?) _____
NORMAL HOUSEHOLD TRASH AND THIS WILL BE STORED IN A
ANIMAL RESISTANT TRASH CAN. THE TRASH WILL BE REMOVED
AND DISPOSED OF BY THE PROPERTY OWNERS AFTER OUR GUEST CHECKS OUT.
- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) _____
NO
- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. _____
NONE
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) _____
NO
- (6) What will be the impact on traffic? _____
THE IMPACT ON TRAFFIC WILL BE NO MORE THAN A NORMAL
FULLTIME RESIDENT.
- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. 2 RESIDENTIAL EXTERIOR LIGHTS ARE
INSTALLED ON THE HOUSE. ONE FOR THE DRIVEWAY AND ONE
ON THE DECK/FRONT DOOR.

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

☐ **An application fee of \$500.00.**

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

☒ **A Statement of Justification**

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

(NA)

☐ **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.**

1. HEAD SOUTH ON COMMERCE AVE. 2. TURN LEFT ON VA-55 (6.1mi)
3. TURN LEFT ON FREEBELAND RD. 4. TURN LEFT ON BLUE MOUNTAIN RD.
5. TURN RIGHT ON SPRING HILL RD. 6. TURN RIGHT ON ROCKY
SPRING RD. HOUSE IS SECOND DRIVEWAY ON THE LEFT.

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

Donald Bowers
Applicant Signature

6-21-21
Date

Rachelle Ann
Property Owner Signature

6/21/21
Date

Accepted by: _____

Date: _____

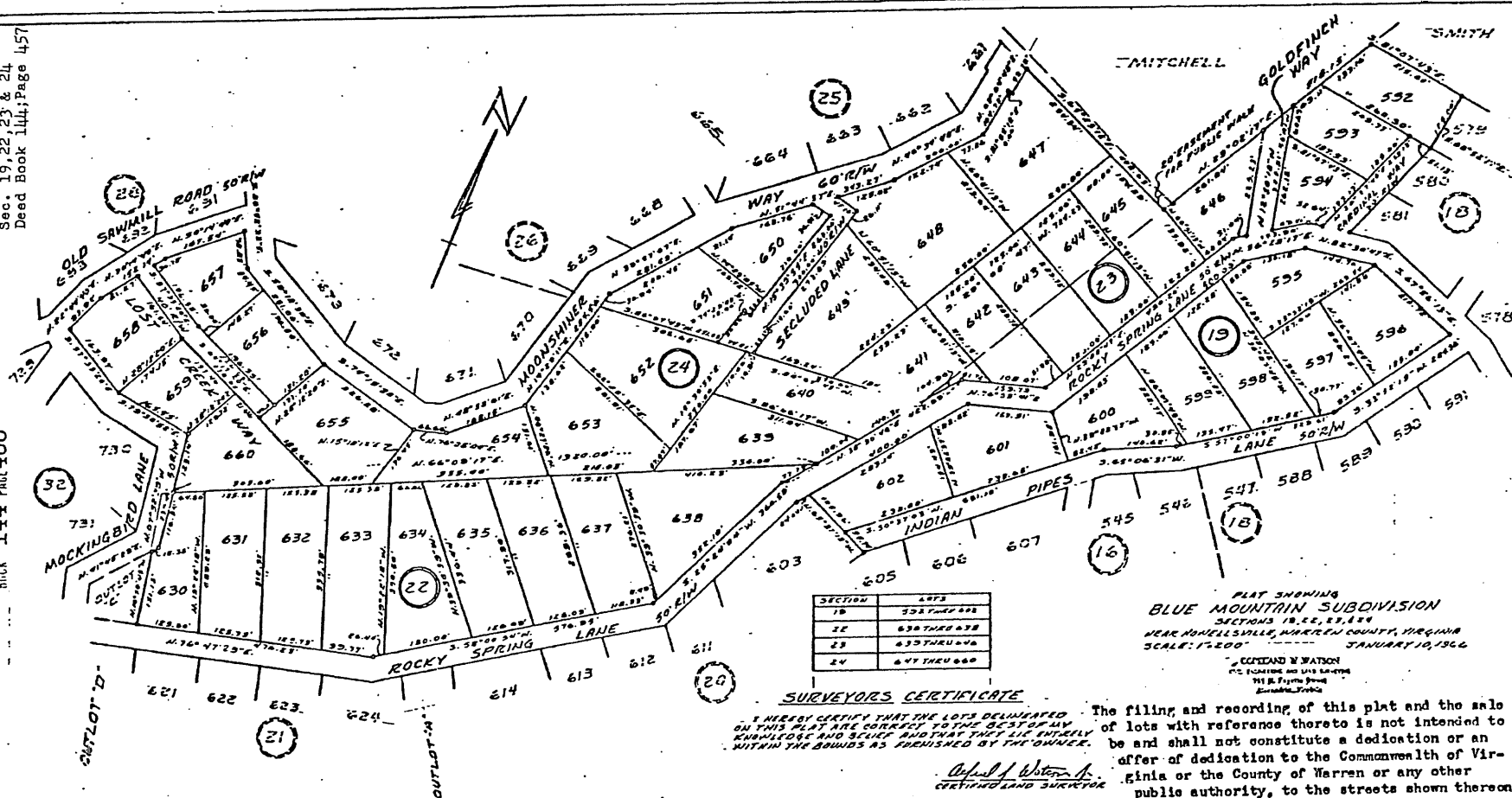
PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be placed on the Planning Commission Agenda.

NOTES

WE CONTACTED THE HEALTH DEPT ON JUNE 11th 2021 AND
RECEIVED AN EMAIL THAT SOME DAY THAT SAID THEY HAVE NOTHING
ON FILE. WE KNOW THE SEPTIC TANK AND DRAIN FIELD WERE INSPECTED
AND REPAIRED BY PREVIOUS OWNER JULY OF 2020. WELL WATER TESTED
ON 11-3-2020. COPIES ATTACHED.

Blue Mountain Subd.
Sec. 17, 22, 23 & 24
Deed Book 144; Page 457

BOOK 144 PAGE 456

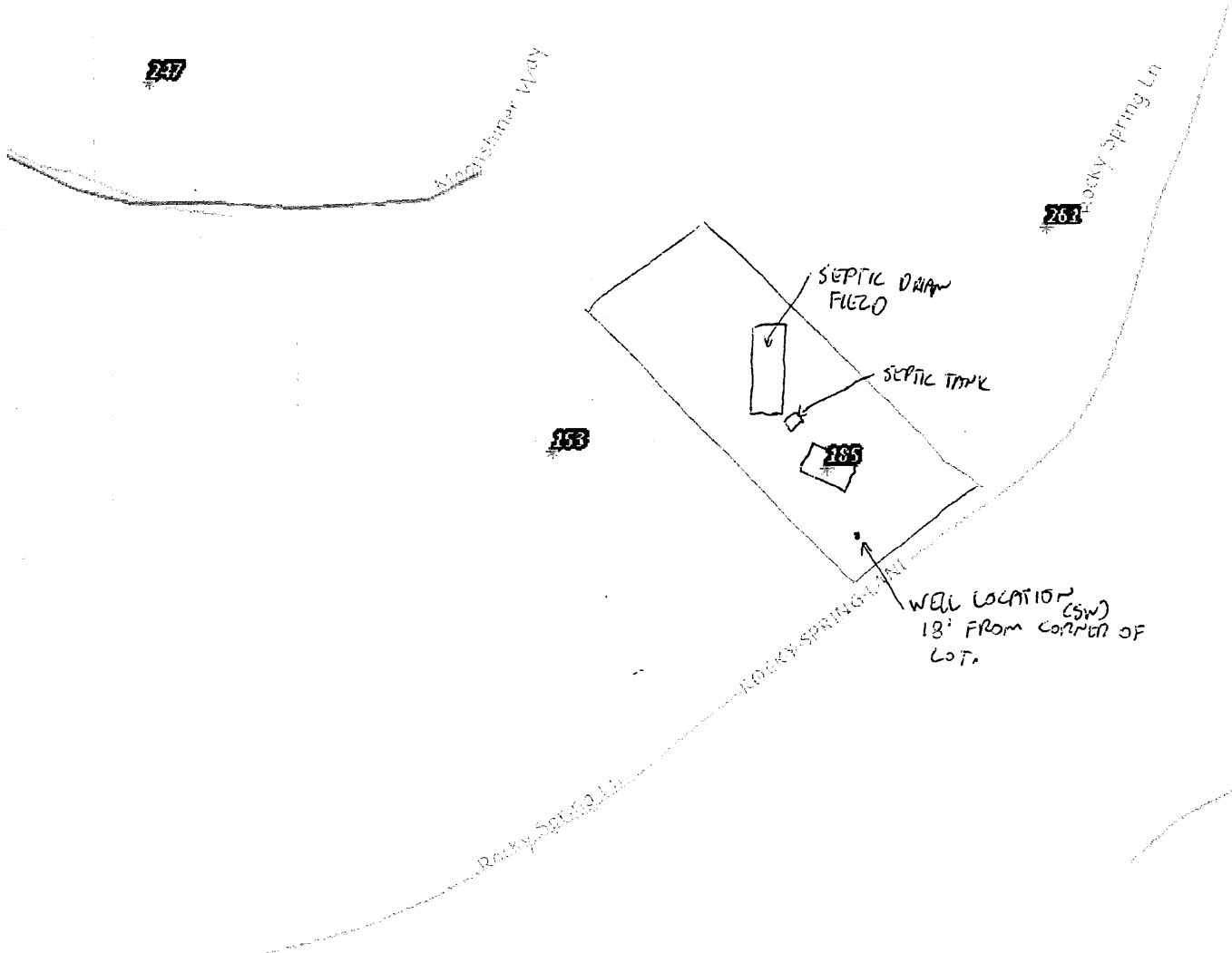


SEWAGE DISPOSAL AND WELL SITE



(http://www.loudouncountyva.net/)

- 135 ROCKY SPRING LN
WELL AND SEPTIC LOCATION



X,Y -78.027954, 38.963198

Lord Fairfax Health District

Warren County Health Department

465 West 15th Street, Suite 200

Front Royal, Virginia 22630

Tel. (540) 635-3159 ~ Fax (540) 635-9698

www.vdh.virginia.gov



July 14, 2021

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

RE: Request for comments; 2021-07-04
Owner: Rachelle Hill and Donald Beavers

Dear Mr. Petty,

I have reviewed the request for comments regarding the property at 185 Rocky Spring Ln, Linden, Virginia, in Warren County, (property identified on tax map # 24B-1-22-636.), and I offer the following comments:

1. The permit for a sewage disposal system was issued on July 10, 1973 with a record of inspection dated March 5, 1974. The system is designed to serve a 2 bedroom home with 4 occupants maximum and a 300 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



Rachelle Hill and Donald Beavers

July 14, 2021

Page 2

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

Sincerely,

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

Greg Smith

Environmental Health Specialist |

SITE
WASTEWATER
SERVICE, LLC

July 13 2020
185 Rocky Spring Lane
Front Royal

To whom it may concern,



Summary

This system has been restored to functionality. All work has been completed and it has been paid in full.

Septic Tank

The septic tank is located in the backyard right before the tree line to the right of the yard if one has there back to the house on the deck. The tank is in great shape and the conveyance line was replaced to the distribution box.

Distribution Box

The distribution box was is like new and is fine working order.

Drain Field

The drain field is deep and covered with large boulders. The headers were replaced and all lines take water evenly and willingly.

Thank you for choosing us for your septic needs,

Matt Ferrell
Owner
703-201-4100

Matthew Ferrell
Operator license #1942001223

Report of Analysis



Lab Sample ID: 20110321-01

Client

Culligan Water Conditioning
467 Remount Road
Front Royal, VA 22630

Project

Don Beavers
185 Rocky Spring Lane
Linden VA 22642

Lab Sample ID: 20110321-01

Subdivision; Lot

Health Dept. ID #

Map Ref. #

Client Sample ID: 185 Rocky Spring Lane

Source: Well

Sample Location: Outside Tap

Collected By: Jay Jordan

Collection Date/Time: 11/3/2020 8:53 AM

Received Date/Time: 11/3/2020 2:11:00 PM

Received From: JML (IL)

<u>Analyte</u>	<u>Method</u>	<u>Sample Result</u>	<u>Units</u>	<u>Analyst</u>	<u>Analysis Date/Time</u>
Total Coliform	SM 9223 Colilert-18 P/A	ABSENT	P/A	FRW	11/3/2020 2:49:00 PM
E.coli	SM 9223 Colilert-18 P/A	ABSENT	P/A	FRW	11/3/2020 2:49:00 PM
Chlorine Screen	HACH screen	ND		FRW	11/3/2020 2:49:00 PM

ND = not detected

NA = not analyzed

< = less than

This water sample **HAS PASSED** the bacteriological standard for safe drinking water established by the Virginia Department of Health and US Environmental Protection Agency (US EPA).

Laboratory Director:

A handwritten signature in black ink, appearing to read 'Daryl Burton', written over a horizontal line.

Daryl Burton

Issue Date: November 04, 2020

Reported results relate only to the items tested, as received by the laboratory.

The test results in this report meet all NELAP requirements for accredited parameters, unless otherwise noted in this report.

Pursuant to NELAC, this report may not be reproduced except in full, without written consent from Joiner Micro Laboratories.

For questions please contact the laboratory at the email address listed on this page.

Joiner Micro Laboratories, Inc.
77 West Lee Street # 202
Warrenton, Virginia 20186
540-347-7212
info@joinermicrolab.com



Natalie Lentz

From: David Beahm
Sent: Tuesday, July 13, 2021 4:36 PM
To: Natalie Lentz
Cc: Paula Fristoe
Subject: Request for Comments 2021-07-04 – Rachele Hill and Don Beavers – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000121-2021

Comments 2021-07-04 – Rachele Hill and Don Beavers – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000121-2021:

- Erosion and Sediment Control Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Building Inspections Items:
 - The use of the existing dwelling for a “short-term rental” would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
 - Given the timeframe that the structure was 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

David C. Beahm, CBO
Building Official

220 North Commerce /

Sui
Front Royal, VA

540/636

dbeahm@warrencountyva.net

www.warrencountyva.net

FAX 540/636

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



Property Management Plan

Rachelle Hill and Donnie Beavers

Address: 185 Rocky Spring Ln Linden, VA 22642

Phone: 540-252-5373

Email: infowhiskeyhillcabin@gmail.com

In Case of Emergency:

- If the emergency requires immediate assistance call Warren County 911
- Warren Memorial Hospital
 - 1000 M Shenandoah Ave. Front Royal, VA 22630
 - 540-636-0300
- Linden Volunteer Fire Department
 - 4561 John Marshall Hwy, Linden, VA 22642
 - 540-636-3473
- Warren County Fire & Rescue
 - 200 Skyline Vista Dr
 - Front Royal, VA 22630
 - 540-636-3830
- Warren County Sheriff's Office
 - Non-Emergency Phone: 540-635-4128
- Hendersons Towing & Recovery (Open 24 hours)
 - 311 N Commerce Ave, Front Royal, VA 22630
 - 540-660-1959
- Electrical Outage
 - Rappahannock Electric
 - 1-800-552-3904
- Whiskey Hill Cabin owners contact info: Email is the best way to contact us:
infowhiskeyhillcabin@gmail.com. In the case of emergency you can contact us via phone at 540-252-5373

Emergency Evacuation Directions:

1. From Whiskey Hill Cabin; 185 Rocky Spring Ln. Linden, VA 22642
2. Make a Right onto ROCKY SPRING LN. go about 0.2 miles
3. Make a left onto Mockingbird Lane.
4. Make a left onto BLUE MOUNTAIN RD. go 0.8 miles and veer to the right. The road changes name to Freezeland Road. Continue on this road for 6 miles.
5. Turn right on VA-55 go 1.3 miles to the first traffic light. Turn right at this traffic light for access to 66 East and West.

Rental Agreement:

Please have all people staying read carefully.

OWNER: Rachelle Hill and Don Beavers; Whiskey Hill Cabin

RENTER: You (the person reading this), the credit card holder and any party in association with you, including anyone occupying or visiting the PREMISES during your occupancy.

PREMISES: The properties named: Whiskey Hill Cabin

CANCELLATION POLICY:

RENTER may cancel or change the dates of their reservation up to 30 days prior to your check-in date (100% refund). If RENTER cancels or changes the dates of their reservation within 30 to 14 days prior to their check-in date (50% refund). If a cancellation occurs less than 14 days prior to their check-in date (no refund). No exceptions. Cancellations must be made by 12:00pm (Eastern Standard Time) on the appropriate day.

SECURITY DEPOSIT:

We expect all guests to leave the cabin in the same way that it was found. We will charge a \$250 security deposit for any damage or if the following occur:

- a) The number of people exceeds 4 people (maximum amount of people). **Occupancy: The Conditional Use Permit and Health Department records limit the occupancy for this short-term rental at 4 People and 2 bedrooms and 1 loft.**
- b) You smoke during your stay (inside or outside).
- c) Excessive cleaning is necessary after your stay that is above and beyond the normal cleaning.

ROAD CONDITIONS/INCLEMENT WEATHER POLICY:

Please know, to reach the PREMISES you will have to drive on approximately 1 mile of gravel roads that are not OWNER or State maintained and our gravel driveway. The gravel roads and the driveway may not be suitable for extra large vehicles Ex: Horse trailers, RVs, etc.

Be aware that weather conditions and road conditions can change quickly and drastically on the mountain. In the winter, tire cables or tire chains may be required to reach the PREMISES in the case of snow covered roads.

(Tire cables are sold at most auto part stores). In the summer thunderstorms can cause power outages for a number of days. It will be the RENTER'S responsibility to get to and from the PREMISES in adverse weather or driving conditions. RENTER deciding to travel in adverse

weather or driving conditions do so at their own risk. If you get stuck at Whiskey Hill Cabin for whatever reason (winter weather, etc.) and you are unable to check-out by the check-out date and time, you will be charged for any additional nights you stay.

OWNER does not give refunds for bad weather. Whether RENTER has to call to say they cannot get out of their hometown because of bad weather or if OWNER has to call RENTER and tell them that the mountain on which the PREMISES are located is too dangerous to travel on. RENTER will be issued a credit for the total payment to be used towards the cost of a future stay. No exceptions.

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 him/her.

RENTER AGREES TO:

RENTER will comply with all local, state, and federal laws applicable to the PROPERTY including, but not limited to; the laws banning open air fires, banning ATV use, No shooting of fire arms, no fireworks and noise ordinances on Blue Mountain.

The RENTER understands that there is a security camera on the exterior of the cabin to assess the weather conditions of our driveway and for security purposes.

RENTER understands that the mountain on which PREMISES are located is a community. RENTER agrees to keep the noise down at night understanding that if it is late neighbors will be sleeping and that neighbors are to be respected. If RENTER violates noise ordinances it is likely that either OWNER will be notified by other members of the Blue Mountain community or the police called.

PARKING:

Parking is limited to 2 vehicles in the driveway. Under no circumstances should vehicles park on the roadway or on the side of the main roadway.

TRASH AND RECYCLING:

All trash and recycling shall be placed in containers provided by the owner. The trash bags are located under the kitchen sink and the outdoor trash can is located next to the shed. Please make sure the lid is secure with the provided cables.

WIFI:

Wifi is available at the cabin at no additional charge.

The RENTER must be at least twenty-one years of age and assumes responsibility and liability for any and all Guests and/or any minor(s) occupying the PREMISES during RENTER'S

occupancy. RENTER will: conserve water and electric; leave the PREMISES in the same order as found. A list of emergency numbers are located at Whiskey Hill Cabin.

RENTER agrees to return keys to lockbox upon departure - if key is not left in the lockbox RENTER will be charged a key replacement fee of \$25.

RENTER is expected to leave at the designated check-out time of 11:00 AM. If the RENTER stays beyond their check-out time they may be charged a \$50 expedited cleaning fee for the time the OWNER will have lost in order to clean the cabin before the next guest's check-in. Check-in time is any time after 4:00 PM.

RENTER is not to exceed the maximum number of people (4 people) for sleeping accommodations provided. If excessive cleaning is required or repair is needed for damage done to the PREMISES during RENTER'S occupancy, then additional charges or actual cost will be levied against the RENTER and the RENTER will be sent an invoice via email to be paid. Such determination will be reasonable and made at the discretion of the OWNER.

OWNER will make reasonable efforts to provide amenities (such as internet, internet TV, etc.) in good working order and, if needed, repair them during the RENTER'S occupancy upon adequate notice from RENTER. Given the nature and difficulty of some repairs, RENTER understands that OWNER can make no guarantees that all amenities will be working during the entire occupancy, and that the RENTER will not be entitled to any refund or discount if they are not.

Be aware that the weather conditions can change drastically on the mountain. It will be your responsibility to get to and from the PREMISES in case of snow or bad weather. OWNER does not give refunds or discounts due to bad weather for circumstances other than what is described in the "Inclement Weather Policy" above. The PREMISES is located on a mountain. Please know, to reach the PREMISES you will have to drive on gravel roads that are not OWNER or State maintained.

LIABILITY AND INDEMNIFICATION AGREEMENT:

RENTER (you, the credit card holder, and any party in association with you, including anyone occupying or visiting the PREMISES during your occupancy) assumes full responsibility for themselves, their family, including minor children, for bodily injury, death, loss of personal property, and any expenses as a result of the RENTER'S negligence, negligence of RENTER'S family, or negligence of the OWNER. RENTER acknowledges and understands that no warranty, either expressed or implied, is made by the OWNER as to the

condition of the PREMISES. RENTER acknowledges that certain activities on rural property have unknown hazards and risks that can result in injury to the person doing these activities. The many possibilities and sources of injury or damage are acknowledged by the RENTER and the RENTER occupies the PREMISES with full knowledge that hazards and risks exist. The RENTER agrees to indemnify and hold harmless OWNER, their agents and employees from all claims, damages, losses, injuries and expenses arising out of or resulting from RENTER'S stay at Whiskey Hill Cabin. RENTER further agrees to release, acquit and covenant not to sue OWNER, their agents and employees for all actions, causes or actions, claims or damages, damages in

law or remedies in equity of whatever kind, including negligence of OWNER or RENTER'S family, RENTER'S self or heirs, against OWNER arising from RENTER'S stay at Whiskey Hill Cabin. In short, RENTER cannot sue Whiskey Hill Cabin or its owners Don Beavers and Rachelle Hill known as OWNER or PREMISES title holder. Any conflict arising out of this rental agreement will be subject to private mediation. If the parties cannot agree on which agency shall administer the mediation, OWNER'S choice shall govern.

Area Attractions:

- Skyline Drive
- Shenandoah National Park
- Shenandoah State Park
- Appalachian Trail in the GR Thompson State Wildlife Management area is about 5 minutes from the cabin
- Antique stores in downtown Front Royal
- Front Royal Outdoors (canoeing, kayaking)- 8567 Stonewall Jackson Hwy Front Royal, VA
- Horse back riding at Marriott Ranch- 5305 Marriott Ln, Hume, VA

Recommended Restaurants:

- Castiglia's Italian Restaurant and Pizza- 328 Remount Rd. Front Royal, VA
- Spelunker's- Fast food.... they have really good burgers; 116 South St. Front Royal, VA
- Front Royal Brewing Company; 122 East Main Street Front Royal, VA
- Happy Creek Coffee & Tea- 18 High Street Front Royal, VA

Recommended Wineries and Breweries:

- Fox Meadow Winery- 3310 Freezeland Rd Linden, VA. 10 min from the cottage, one of our favorites, they have the best view in the area.
- Arterra Wines- 1808 Leeds Manor Rd Delaplane, VA;
- Rappahannock Cellars- 14437 Co Rd 635 Huntly, VA.
- Linden Vineyards- 3708 Harrels Corner Rd Linden, VA. Another one of our favorites.
- Front Royal Brewing Company; 122 East Main Street Front Royal, VA

Grocery Stores:

- Martins- 409 South St. Front Royal, VA
- ALDI- 134 Riverton Commons Dr Front Royal, VA
- Walmart Super Center- 10 Riverton Commons Dr Front Royal, VA
- The Giving Tree- 13485 John Marshall Hwy Linden, VA; A local market at the bottom of the mountain. They own a farm and grow a lot of their own produce, etc.

Joe Petty

From: Mike Veasey <mike_veasey@yahoo.com>
Sent: Tuesday, July 20, 2021 1:10 PM
To: Joe Petty
Cc: Mike Veasey
Subject: Short Term Rental 185 Rocky Spring Lane

Mr Petty

Re: your letter dated June 28, 2021 requesting comments for short term rental at subject location.

The Blue Mountain executive board met and considered this request on July 12th and the board recommends approval of this request provided the property complies with all county requirements now and in the future.

Mike Veasey
Treasurer, BMPOA
703 927 0459

Sent from Yahoo Mail on Android

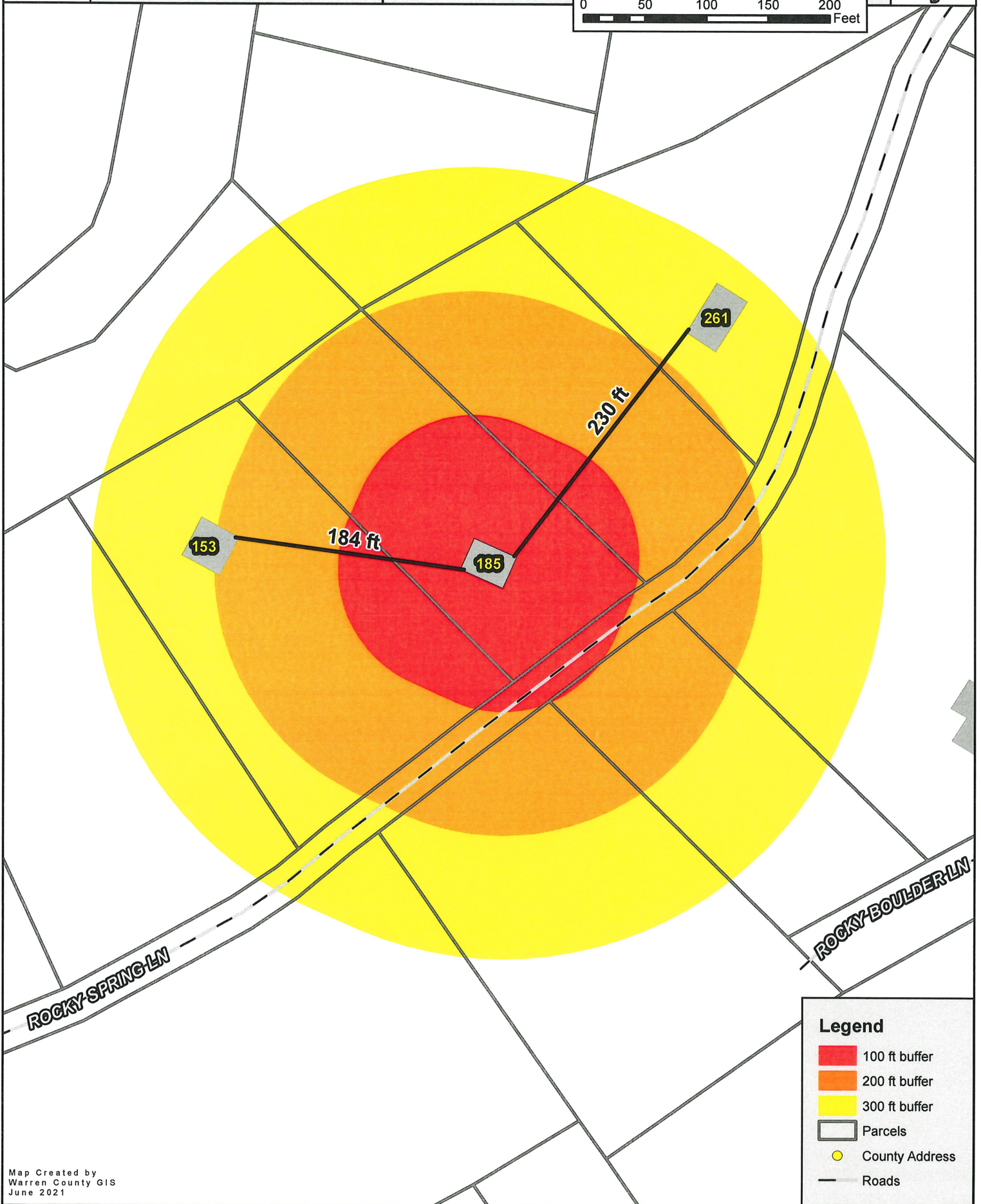
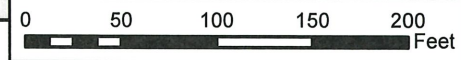


Warren County, VA 2021

185 Rocky Spring Road
24B--122-636

Distance to Surrounding Homes

1 inch = 100 feet



Legend

- 100 ft buffer
- 200 ft buffer
- 300 ft buffer
- Parcels
- County Address
- Roads



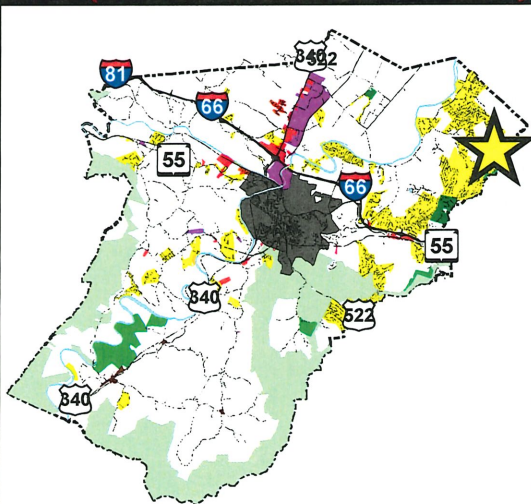
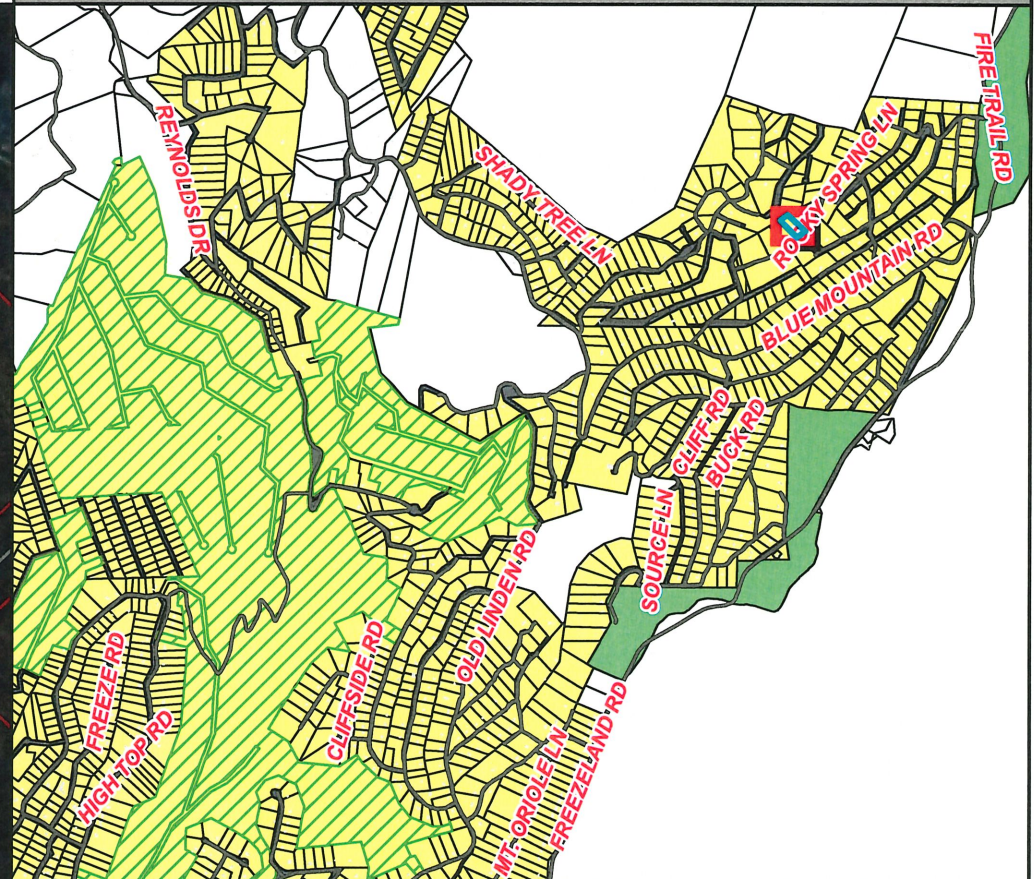
Warren County VA

CUP Location Map



CUP: Short Term Tourist Rental
Applicants: Rachelle Hill and Don Beavers

TM 24B-122-636
185 Rocky Spring Ln
Blue Mountain Subdivision



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
9/21/2021	J-5	Conditional Use Permit #2021-07-05 George & Michele Kopcsak <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

Planning Commission Move to Approve:

Ms. Richardson 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.

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

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of George & Michele Kopcsak 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 George & Michele Kopcsak for a Short-term Tourist Rental (List reasons).

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-07-05/ Short Term Tourist Rental

George & Michele Kopcsak, Applicants/ Owners

Staff Report for the Planning Commission

Prepared: July 14, 2021

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

SUMMARY OF REQUEST

The applicants are requesting a conditional use permit for a Short-term Tourist Rental for rental of an accessory studio apartment for less than thirty days. The applicants renovated a barn on their property into a one-bedroom studio apartment after they experienced a devastating fire to the main dwelling on the property in February of 2018. They lived in the dwelling during the restoration for sixteen months which was approved by Zoning and Building inspections through the permitting process. The applicant's initial intent was not to use it for a Short-Term Tourist Rental but after moving back into the principle dwelling thought it would be something that they could do to recoup their costs and generate supplemental income for the maintenance of their property. The owner's live in the principle structure full-time and will be the property managers.

PROPERTY INFORMATION

Property Location: 3609 Buck Mountain Rd.

Town/Village: Browntown

Tax Map ID: # 37---66A

Zoning: Agricultural (A)

Magisterial District: South River

Acres: 6.47

Subdivision: N/A

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: Single Family Dwellings

East: Agricultural (A)

Use: Vacant Lot with Woodlands/Creek

West: Agricultural (A)

Use: Vacant Lot with Woodlands/Pasture

PROPERTY HISTORY

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

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated Agricultural area composed of pasture and woodland areas, is off a private road and has views of the 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 submitted the VDH OSE Construction Permit Report which allows for 2 bedrooms, 4 persons maximum occupancy for both the studio and single-family dwelling to be connected. The applicants are the only residents in the dwelling at this time and shall limit occupancy to studio to 2 persons.**
- 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 rights-of-way and in yards. **There is sufficient parking for one (1) vehicle in the driveway in front of the studio 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. Mr. and Mrs. Kopcsak will be the acting property managers.**

- I. If the property is located within a subdivision governed by a Homeowners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located 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 483' to the closest neighboring 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 two as determined according to the Health Department operational permit for a one bedroom for the studio dwelling unit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: George and Michele Kopcsak, Applicants



STATEMENT OF JUSTIFICATION

My name is George Kopcsak. I am a retired Army Colonel residing at our "Full Circle Farm", 3609 Buck Mountain Road, Browntown, VA. Our home on the property was built in 1861. My wife, Michele, and I have lived here for the past 27 years. We are active members of the Warren County community. In the past we have sold produce at the Farmers Market in town. Michele has been a substitute teacher in Warren County schools. She has volunteered within our community at St. Luke Medical Clinic, taught ESL at Samuels Public Library for four years and has delivered meals to the needy. I am an officer in our local Knights of Columbus Council.

When our home burned in February of 2018 we had a small studio built in an existing barn located a few hundred feet from the burned structure. The studio was permitted to include a permit to tie into the existing septic and drain field. We lived there for the sixteen months required for the full restoration of our home. We moved back in our home in June 2019.

We have decided to offer the studio as a short term rental to singles and couples wishing to visit the Warren County area. I have developed a "Property Management Plan" that fully describes the studio and explains just how it will be managed.

We recently had the entire driveway to the studio and its adjacent parking area paved.

A Conditional Use Permit will allow us to advertise the studio and host guests. It will provide Michele & I with some supplemental income. We believe it will also benefit our local merchants and dining establishments. We have accumulated a number of brochures and advertisements for prospective guests to consider while visiting.

We ask that you please rule in favor of our permit application.
Thank You.

A handwritten signature in cursive script, reading "G Kopcsak". The signature is written in black ink and is positioned at the bottom left of the page.

**WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION**

Application Number: 2021-07-05
Date Received: 6-23-21
Fee Amount: \$ 500.00
Date Paid: 6-23-21 CK# 358

Applicant Information:

George and Michele Kopcsak
Applicant Name

3609 BUCK MOUNTAIN ROAD BROWNTOWN, VA 22610
Address City State Zip

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

540-622-3308 gkopcsak@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: 3609 BUCK MOUNTAIN ROAD BROWNTOWN, VA 22610
- (2) Election District: South River
- (3) Tax Map Number: 37-66A
- (4) Subdivision Name: N/A
- (5) Total Area of Property (acres): 6.4713
- (6) Total Area to be Used (acres): 0.25
- (7) Total Road Frontage (feet): 314
- (8) Depth of Property (feet): 783
- (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: N/A
- (6) Season, days, and hours of operation: Periodic Weekend Tourist Occupancy
- (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: N/A
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 4
- (12) Number of parking spaces to be provided: Regular 2 Handicap
- (13) What is the proposed landscaping and buffering for this property? This is a previous modification in a barn on the property. It was modified into a studio while the original home was restored. The studio lies 200 feet from the original home. The driveway to the studio was recently paved.

C. Plans Prepared By

Name: George C Kopcsak

Address: 3609 BUCK MOUNTAIN ROAD BROWNTOWN, VA 22610

Telephone Number: 540-622-3308

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?) Minor trash created by guests. To be combined with owners trash and disposed of at the county transfer station.
- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) No
- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. None
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) No
- (6) What will be the impact on traffic? Maybe an additional vehicle on some weekends. It should have minimal impact on local 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. No 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.

☐ **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.**

South on Commerce to South Street. West on South Street to US 340 South.

South on 340 to a left on Browntown Road. Go 5 miles on Browntown Road to a
Right on Buck Mountain Road. It's the second driveway on the right.

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

MC Kopersak
Applicant Signature

6/23/21
Date

MC Kopersak Michael C. Kopersak
Property Owner Signature

6/23/21
Date

Accepted by: _____

Date: _____

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

NOTES

FULL CIRCLE FARM SHORT TERM TOURIST RENTAL PROPERTY MANAGEMENT PLAN

Background/Overview:

- George & Michele Kopcsak have owned this small farm at 3609 Buck Mountain Road since 1994. Their home, built in 1831, was lost to a fire in February 2018. Rather than plow it down they opted to restore it to its original condition. They built a small two room studio in the barn and lived there during the 16 month restoration period.
- They are now back in their restored home and desire a short term rental permit to offer the studio to singles and couples wanting to visit Warren County and enjoy the many amenities offered. Only two people are permitted to stay during a visit. A “NO CHILDREN” policy is strictly enforced.
- The studio has one bedroom and one bath. It has a small deck with a clear view of Skyline Drive. The entire driveway and studio parking area is paved. It is located over 100 yards from Buck Mountain Road and 50 yards from the restored home.
- The studio is equipped with a fire extinguisher, smoke and carbon monoxide alarms, an auxiliary generator, a first aid kit and a battery powered lantern as well as flashlights.
- The studio is furnished with a Comcast (XFINITY) internet cable modem allowing full telephone capability. A desk in the Studio displays brochures of most of the eating establishments and Pubs in Warren County. There are also brochures and advertisements for additional “tourist attracting” adventures such as horseback riding, rafting and canoeing. Directions to the Tourist Information Center on Main Street in Front Royal is provided along with pertinent information on the Shenandoah National Park and Skyline Drive.
- A permit was obtained allowing the studio bath to tie into the existing septic and drain field.

Operations:

- George & Michele Kopcsak, owners, intend to be available for tenants 24/7 to handle any issues, emergency or non-emergency.
- Full Circle Farm Short Term Rental will be advertised on Airbnb.
- The property is deeded to George & Michele Kopcsak.

- Emergency information for the new Warren County Hospital, local “Urgent Care”, our Sheriff, evacuation route, power outage procedures, and trash disposal will be provided in a binder displayed on the table when guest arrive at the studio.
- Contact Information:
 - George Kopcsak: Cell (540) 622-3308. Email: gkopcsak@gmail.com.
 - Michele Kopcsak: Cell (540)631-7648. Email: mkopcsak59@gmail.com.

GENERAL INFORMATION

George & Michele Kopcsak are the rental hosts.

CHECK-IN: 3:00 PM
CHECK-OUT: 11: AM

Studio Rental Keys are located on the table next to the “Binder”. Guests are responsible for returning the keys to this table when checking out.

WiFi:
Router: Netgear 87
Password: tinyhat068

There is no local TV service. All TV programing is served through the internet service provide by the WiFi.

Guests may use the contact information for all questions.

Studio cleaning, trash removal/recycling is serviced by the owners.

Guests are required to remain within the immediate vicinity of the studio unless they are given permission to explore the property.

Unless specifically authorized by the owners, no other individuals are permitted in the studio while the guests are in residence. This restriction is **STRICTLY ENFORCED**.

PETS:

Small dogs are permitted on the property understanding that a “Pet Fee” is required. Guests must affirm that a pet is up to date on all immunizations required. Pets must be leashed at all times. There are “farm animals” present on the property. Guests are liable for any problems their pets create in this regard.

THIS IS A “NO SMOKING” SHORT TERM RENTAL!

Full Circle Farm Short Term Rental is a small studio nestled along the side of Skyline Drive. From the deck of the rental one can watch the traffic up on Skyline drive and see people looking down from "Gooney Manor Overlook". The nights are dark and starry and there is little noise to disturb the ambiance. The owners offer celestial binoculars for guests to better enjoy the night scenes. A short five mile drive north on Browntown Road brings one to the entrance to Skyline Drive. Hiking entrance from the studio is much closer. The owners also provide specific directions to other great hikes in the immediate area.

Amenities:

- BBQ Grill with a full tank of propane
- Metal Chiminea to enjoy (Owner provides the wood.) No other fires are permitted,
- Daiken Room Air Conditioner/Heater in each room. (Operation Manual provided.)
- WiFi: Comcast XFINITY
- Washer & Dryer for laundry
- Bath Towels, Hand Towels, Kitchen Towels
- Sheets, Blankets and Pillow Cases
- Vacuum Cleaner
- Smoke Alarm and Carbon Monoxide Alarm

Kitchen:

- Refrigerator (A dozen farm fresh eggs inside!)
- Electric stove/oven
- Microwave
- Coffee Maker (Fresh ground coffee provided.)
- Toaster
- Full Circle Farm Honey
- Dishes, glasses, wine glasses, flatware, pots and pans

EMERGENCY INFORMATION:

In case of emergency: Dial 911

Directions from Full Circle Farm to Warren Memorial Hospital (351 Valley Health Way, Front Royal, VA 22630)

9.5 Miles. 18 Minutes

From Driveway, turn left onto Buck Mountain Road

Turn Left onto Browntown Road (Go 5 Miles)

Turn Right onto US 340 North (Go to second light)

Turn Right onto South Street (Proceed to 3rd light)

Turn Left onto Leach Run Parkway (Go .9 miles)

Hospital will be on the Right.

Urgent Care:

VALLEY HEALTH URGENT CARE
65 RIVERTON COMMONS DRIVE FRONT ROYAL, VA
540-635-0700

WARREN COUNTY SHERIFF

200 Skyline Vista Dr
Front Royal, VA
540-636-7100

POWER OUTAGE:

Immediately contact the owner. He will start the auxiliary generator and monitor the situation until power is restored to the studio.

Water to the studio is spring fed coming right from the tap. In the event of an extended power outage spring water will be hand delivered by the owner.

EMERGENCY EVACUATION:

The studio is but two rooms. In case of an emergency exit the main room through the double entry doors to the parking area. The bedroom has two windows. The window next to the bed can be used to exit safely with a short drop to the exterior ground. Then proceed to the driveway.

From: [David Beahm](#)
To: [Natalie Lentz](#)
Cc: [Paula Fristoe](#)
Subject: Request for Comments 2021-07-05 – George and Michele Kopcsak – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000122-2021
Date: Tuesday, July 13, 2021 3:10:00 PM
Attachments: [image001.png](#),
[image004.png](#)

Comments 2021-07-05 – George and Michele Kopcsak – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000122-2021:

- 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 structure 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 structure would receive a new Final Inspection designating it as a short-term rental.
 - Given the timeframe that the structure was altered, it will meet the building code requirements for this change.

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

Respectfully,

		Warren County Building Inspections Office
David C. Beahm, CBO Building Official	<u>220 North Commerce Avenue</u> <u>Suite 400</u> <u>Front Royal, VA 22630</u>	
dbeahm@warrencountyva.net	www.warrencountyva.net	540/636-9973 FAX 540/636-4698

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

Matt Wendling

From: Smith, Gregory <gregory.smith@vdh.virginia.gov>
Sent: Wednesday, August 11, 2021 4:12 PM
To: Matt Wendling
Subject: Re: Kopcsak CUP Application for STTR

Matt,

So if I read that right, it sounds like the building department is fine with people living in that building. In that case if the CUP is approved then Mr. Kopcsak will just need to come down here and fill out an application and pay the fee and we will get the new permit.

Thank you,

Greg Smith

Environmental Health Specialist
Warren County Health Department
465 West 15th Street, Suite 200
Front Royal, VA 22630
Direct: 540-551-8435
Office: 540-635-3159

On Wed, Aug 11, 2021 at 3:27 PM Matt Wendling <Mwendling@warrencountyva.net> wrote:

Hey Greg,

Here are the comments from David Beahm regarding the application for Mr. Kopcsak, the studio building permit was finalized by building inspections and will require a change of use as a transient lodging facility for the Short Term Tourist Rental if approved by the BOS. This will require the Health Department paperwork and an inspection by the BI department. Let me know if there is anything else you need to revise your documents.

Thanks,

Matt

Matt Wendling

Warren County Planning Department

Deputy Planning Director / County Floodplain Manager

220 N. Commerce Ave., Suite 400

Front Royal, VA 22630



Warren County Health Department
465 W 15th St. Ste 200
Front Royal, VA 22630
(540) 635-3159 Voice
(540) 635-9698 Fax

Conditional Sewage Disposal System Construction Permit

September 07, 2021

George and Michele Kopcsak
3609 Buck Mountain Rd
Browntown, VA 22610

RE: Tax Map/GPIN: 37-66A HDID: 187-21-0318
Occupancy Limit: 4 persons maximum total
Daily Flow: Restricted to 300 gallons maximum total
3609 Buck Mountain Rd
Bentonville, VA 22610

Dear George and Michele Kopcsak,

Your application for a conditional sewage disposal system permit filed with the Warren County Health Department has been approved with the following conditions:

- Limitations on the number of persons occupying the dwelling or using the facility.
- 1 bedroom house and 1 bedroom studio
- 300 gallons per day total
- 2 person maximum occupancy in house, 2 person maximum occupancy in studio

Your permit is issued in accordance with the Code of Virginia, Title 32.1-164 and 32.1-164.1 Article I, Board of Health, Commonwealth of Virginia, *Sewage Handling and Disposal Regulations*, and current agency policy. This letter shall become and is a part of the sewage disposal system permit issued for the above referenced location. Due to the conditional nature of this system, this permit shall not become valid until the following items are completed.

1. The permit shall be recorded in the Grantor Index of the land records of the Circuit Court of the County of Warren.
2. The owner or his agent shall furnish to the Warren County Health Department certification by the Clerk of the Circuit Court of the Deed Book Number and Page Number upon which the permit and all provisions have been recorded. The Deed Book Number and Page Number must be placed on all copies of the permit prior to giving validation to the building officials for issuance of a building permit.

In accordance with the *Sewage Handling and Disposal Regulations*, you have the right of appeal to obtain a modification or elimination of the conditions set herein. A written request to review the conditions must be submitted to Colin Greene, MD, Director, Warren County Health Department, 465 W 15th St. Ste 200, Front Royal, VA 22630.

This Permit has been issued in accordance with applicable regulations based on the information and materials provided at the time of application. There may be other local, state, or federal laws or regulations that apply to the proposed construction of this onsite sewage system. The owner is responsible at all times for complying with all applicable local, state, and federal laws and regulations.

If you have any questions, please contact me. This authorization to construct a sewage disposal system expires: N/A

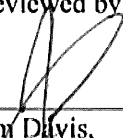
Issued by:



Greg Smith,

Environmental Health Specialist

Reviewed by:



Jim Davis,
Environmental Health Supervisor

As owner/legal representative of the property included in this permit, I have reviewed and accept all provisions in the conditional sewage disposal system permit.

George Kopesak

Date

COMMONWEALTH OF VIRGINIA, COUNTY/CITY OF _____, to wit:

Subscribed and acknowledged before me this ____ day of _____, 2021 by George Kopesak.

NOTARY PUBLIC for the
COMMONWEALTH OF VIRGINIA AT LARGE

Registration #: _____

My Commission expires _____

As owner/legal representative of the property included in this permit, I have reviewed and accept all provisions in the conditional sewage disposal system permit.

Michele Kopesak

Date

COMMONWEALTH OF VIRGINIA, COUNTY/CITY OF _____, to wit:

Subscribed and acknowledged before me this ____ day of _____, 2021 by Michele Kopesak.

NOTARY PUBLIC for the
COMMONWEALTH OF VIRGINIA AT LARGE

Registration #: _____

My Commission expires _____

Lord Fairfax Health District



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



August 6, 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; 2021-07-05
Owner: George and Michele Kopcsak

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 3609 Buck Mountain Rd, Bentonville, Virginia, in Warren County, (property identified on tax map # 37-66A), and I offer the following comments:

1. The original permit for a sewage disposal system could not be located. There is a repair permit on file issued August 6, 2007. There is a Conditional Permit on file issued March 01, 2018 which specifies a 2 bedroom house with a separate studio with a bathroom allowing 4 occupants in the house but there is to be NO occupancy in the studio.
2. The property is served by a private water source. The 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



Kopcsak
August 6, 2021
Page 2

The applicant has requested no more than four occupants total between the house and the studio. This will **NOT** be possible. The conditional permit for the system states there are to be no more than 4 occupants in the house and NO occupancy in the studio. The Warren County Health Department would have no objection to this request as long as the comments above are complied with, and a new conditional permit is issued. The owner will need to reach out to the Warren County Health Department to apply for a new conditional permit that will allow occupancy in the studio as long as the Building Department and Planning and Zoning Department of Warren County verify that the studio is a habitable structure. If the system malfunctions, immediate pump and haul will be required, and the system will need to be repaired or replaced if possible.

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

Sincerely,

A handwritten signature in blue ink that reads "G. Smith".

Greg Smith
Environmental Health Specialist



Warren County Health Department
465 W 15th St. Ste 200
Front Royal, VA
22630
(540) 635-3159 Voice
(540) 635-9698 Fax

Sewage System Construction Inspection Report

Health Department ID Number: 187-18-0060

Tax Map/GPIN: 37-66A

System Location

Owner: George Kopcsak	Subdivision:
Property Address: 3608 Bucks Mountain Rd.	Section Block Lot
County: Warren	

Sewer Line

Diameter: 4 "	Satisfactory: Yes
Material: Sch 40 Plastic	Date Inspected: 4/4/2018
	Comments:

Septic Tank

Volume: gallons	Satisfactory:
Material:	Date Inspected:
Grade on Tees:	Comments:

Conveyance Line

Method:	Satisfactory:
Pipe Size: "	Date Inspected:
Material:	Comments:

Distribution System

Method:	Satisfactory:
Box Material:	Date Inspected:
Number of Ports:	Comments:
Header Material:	

Overall Construction

Overall Construction: Yes
Construction Comments:
Completion Statement Received Date:
Inspected by: Walter P. Bailey, Jr., EHSS





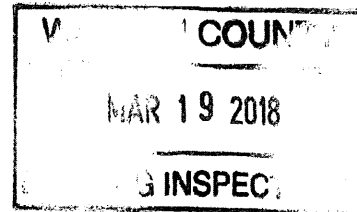
Lord Fairfax Health District

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



January 5, 2018

Mr. David Beahm, Building Official
County of Warren
220 North Commerce Avenue
Front Royal, Virginia 22630



RE: Tax Map: 37-66A; 3609 Buck Mountain Road

Dear Mr. Beahm:

Pursuant to Section 32.1-165 of the Code of Virginia, and your written request dated February 15, 2018, I have evaluated the relevant items regarding the existing sewage disposal system and water supply serving the aforementioned property.

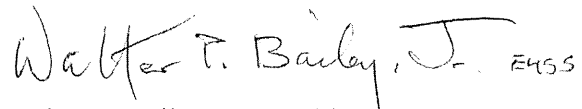
- 1.) We were not able to locate a file for this property. A sewage disposal system installer excavated the distribution box, and I was able to observe three outlet ports. The contractor marked the length of the ditches at fifty-five feet. In addition, the septic tank had a riser installed so the location of the tank is known.
- 2.) The water supply is a spring, which is greater than fifty feet to the house, and is greater than 100 feet to the sewage disposal system.
- 3.) The existing, burned house is greater than twenty feet to the sewage disposal system.
- 4.) The owner has requested to have a bathroom installed in an existing structure not connected to the house. The building would be used as a studio. An application for a conditional permit and a sewer line permit has been submitted to this office.

This report is only intended for the above referenced request. This report is not intended for use as part of a real estate transfer, or any unauthorized use. There is no implied guarantee of future septic system performance based on this report. In the event of any sewage disposal system malfunction, the owner will be responsible for any repairs or other actions deemed necessary to correct the situation.

Kopscak
March 1, 2018
Page 2

The Health Department would not object to the continued use of the sewage disposal system and water supply as long as the structure is replaced, on the original foundation, and there is no change in the size or occupancy of the structure. If you have any questions, please feel free to contact me at (540) 635-3159.

Sincerely,

Handwritten signature of Walter P. Bailey, Jr. in cursive script, with the letters 'EHSS' written in a smaller, simpler font to the right of the signature.

Walter P. Bailey, Jr., EHSS
Senior Environmental Health Specialist

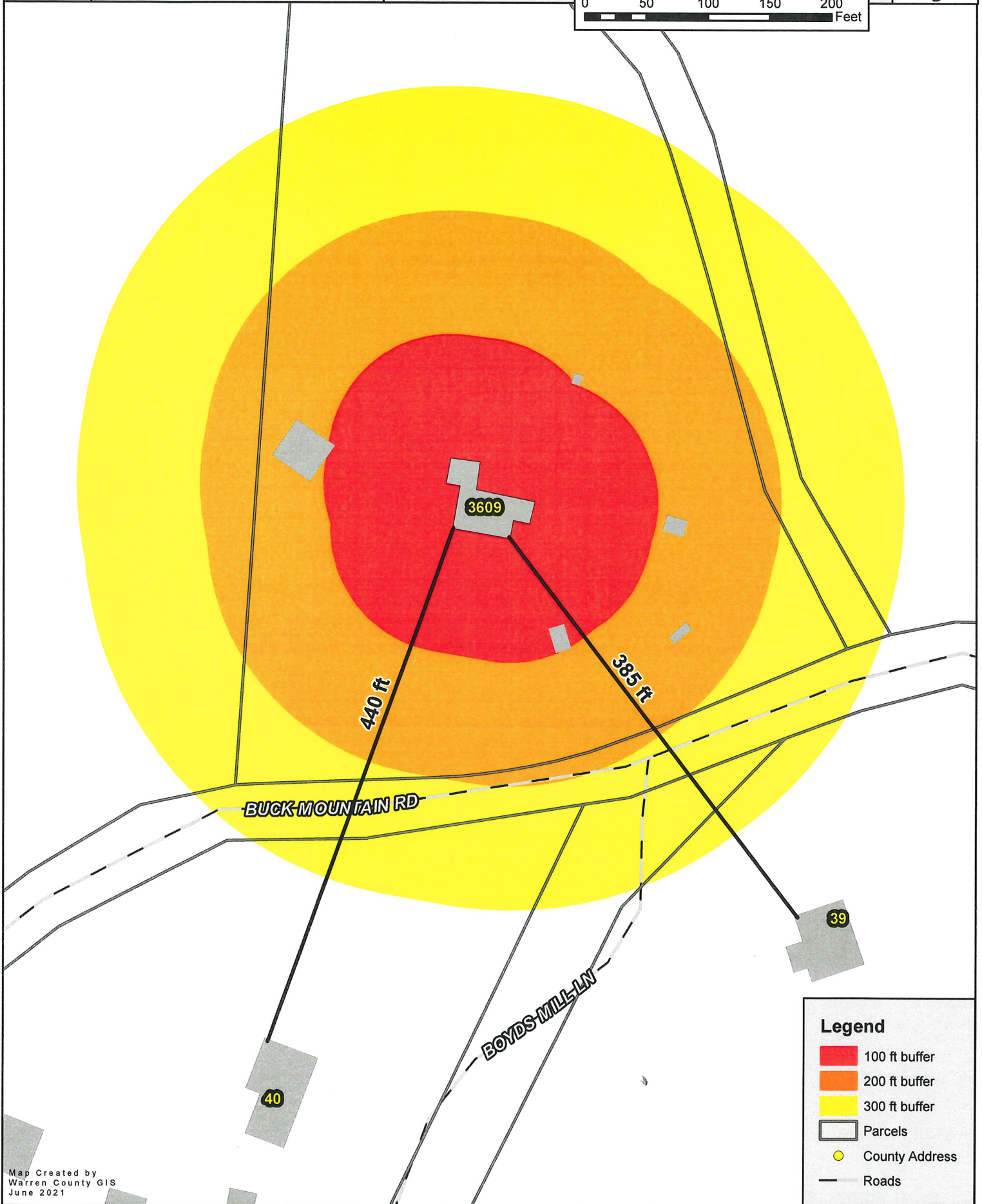
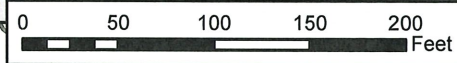
P.c. George Kopscak, Owner
Health Department File



Warren County, VA 2021

3609 Buck Mountain Rd Distance to Surrounding Homes
37-----66A

1 inch = 100 feet



Legend

- 100 ft buffer
- 200 ft buffer
- 300 ft buffer
- Parcels
- County Address
- Roads



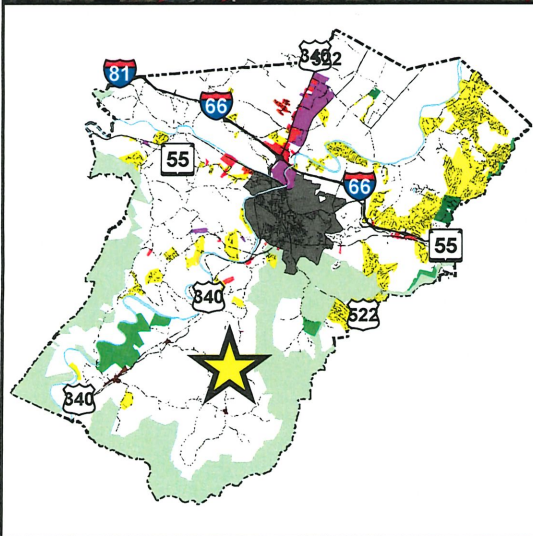
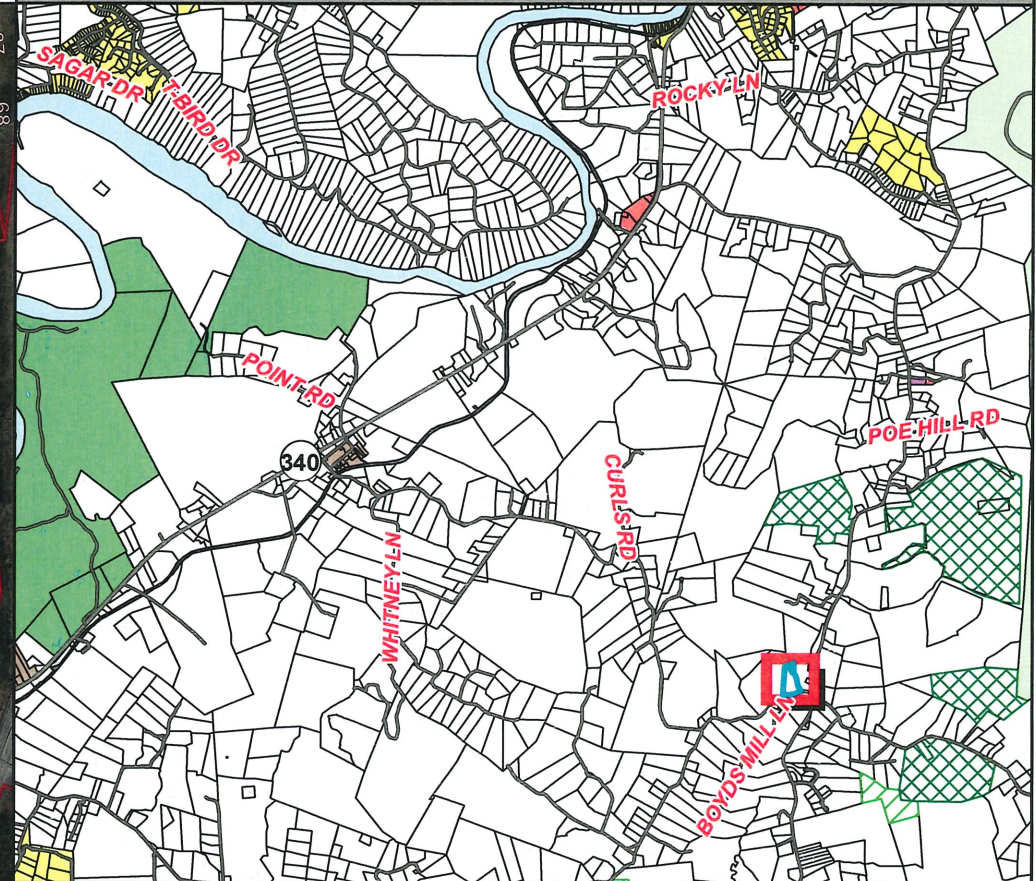
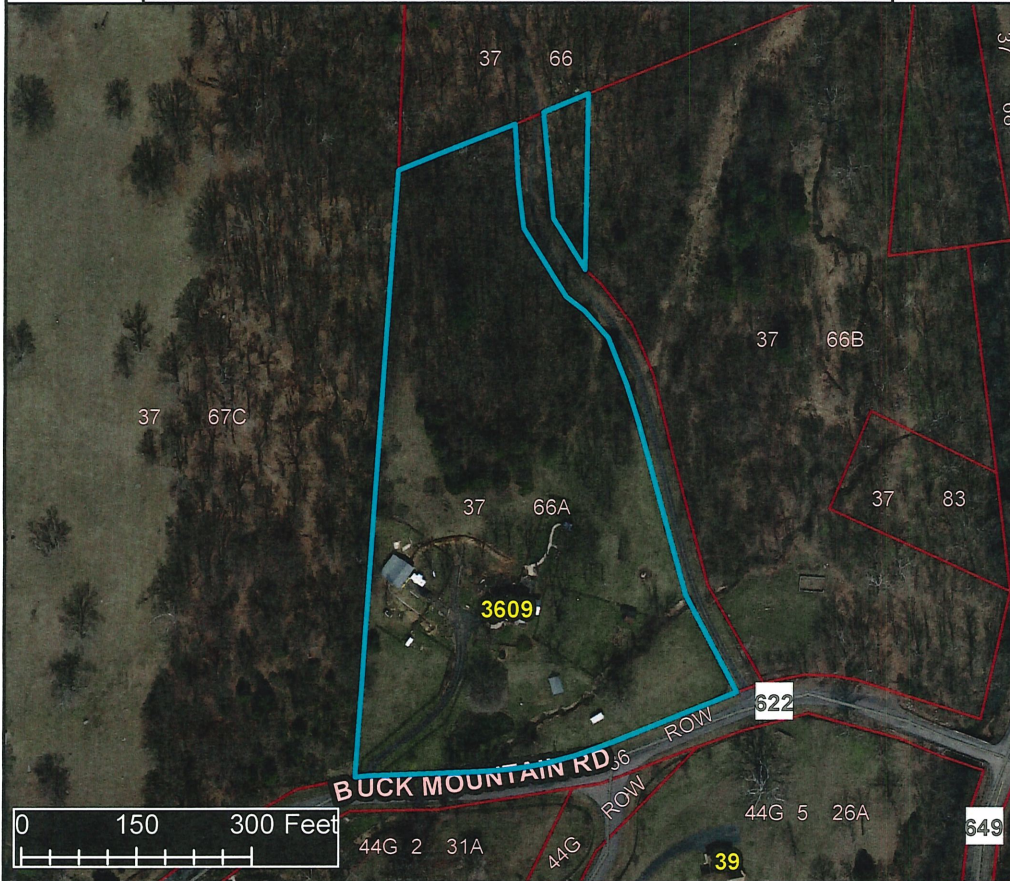
Warren County VA

CUP Location Map



CUP: Short Term Tourist Rental
Applicants: George Kopcsak

TM 37-----66A
3609 Buck Mountain Road



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
9/21/2021	J-6	Conditional Use Permit #2021-07-06 Jesse & Damian McClain <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. 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 for the dwelling unit.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Jesse & Damian McClain 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 Jesse & Damian McClain for a Short-term Tourist Rental (List reasons).

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-07-06/ Short Term Tourist Rental

Jesse McClain, Applicant/ Owner

Staff Report for the Planning Commission

Prepared: June 29, 2021

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

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a Short-term Tourist Rental in order to promote and market Warren County and the Northern Shenandoah Valley's natural resources to visitors to the area. They would like to create an oasis for people to enjoy the outdoors and environmental assets of their property. They also hope to offset costs for their principle dwelling and possibly purchase adjacent lots for conservation and open space preservation. She hopes to provide an alternative to the traditional hotel-motel lodging experience.

PROPERTY INFORMATION

Property Location: 894 Blue Mountain Rd.

Town/Village: Front Royal

Tax Map ID: # 15---35A1

Zoning: Agricultural (A)

Magisterial District: Shenandoah

Acres: 1.883

Subdivision: Kirkland (No POA)

Existing Land Use: Single Family Dwelling

Special Flood Hazard Area: The property is located in a Non-Floodzone Area "X".

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

Use: SFD with Woodlands

South: Agricultural (A)

Use: Vacant Lot with Woodlands

East: Agricultural (A)

Use: SFD with Woodlands

West: Agricultural (A)

Use: SFD with Woodlands

PROPERTY HISTORY

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

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an Agricultural area composed of woodland areas, is off a State road and has views of a creek and rock formations. 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. **A request for comments has been sent to the Warren County Health Department in order to determine the approved occupancy of the dwelling.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There will be sufficient parking for two vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled after Board of Supervisor approval and in conjunction with the final for the certificate of occupancy.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24 hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued.**

- I. If the property is located within a subdivision governed by a Homeowners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is not located within a subdivision.**
- 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 201’ to the closest dwelling located to the northeast.**

RECOMMENDED CONDITIONS:

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

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

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed 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: Jesse McClain, Applicant



Warren County Planning Commission,

The purpose of this project is to share our unique and alluring property with like minded people who value outdoor recreation, agriculture and sustainability. While Front Royal offers numerous activities and reasons to visit, there is a lack of short term rentals to support such tourism. We aim to provide the coziest retreat in the county complete with a cascading creek and 50' rock cliff backdrop. Only a mile off the river, near the Appalachian trail and National Park, our property highlights all that Warren County has to offer while focusing on preserving the quality of our creek water, land, and scenic landscape through eco-friendly practices.

In 2017 alone, Shenandoah National Park had 1.46 million visitors, resulting in a cumulative benefit of \$126 million to the local economy. As the county faces an increasing number of tourists each year, the demand for lodging becomes increasingly apparent. While there are several hotel accommodations in Front Royal, Airbnb provides a more original and provincial experience, allowing guests to get a small glimpse of how locals live. Residing at a private residence provides travelers the opportunity to get off the beaten path, receive more personalized travel recommendations and feel more connected to their destination. As an avid world traveler, I can only speak to the value Airbnb has brought to my excursions and I will honestly never prefer to stay in a traditional hotel again. There is no reason to settle for the cookie cutter hotel experience when you can trade it in for a more authentic, local experience.

An enticing Airbnb can be reason enough alone to take a vacation. With a wealth of natural assets both on our property and in close proximity there is no doubt that our retreat will draw visitors to the area, demonstrating the peaceful, quiet and rural setting that makes Warren County so desirable. The revenue through this project has the potential to allow us to purchase neighboring vacant lots in an effort to preserve them through a conservation easement. In doing so, preventing development of open land, protecting it's natural resources and supporting an outdoor recreational economy. Furthermore, we get to share the quality of life that makes living here so special.

As we get ready to host guests at our secluded, mountain retreat recommendations for local restaurants, leisure and activities are being procured. The recommendations developed through the project will serve to show guests the best of Front Royal to keep them coming back time and time again, establishing Warren County as the destination choice in Virginia. I look forward to continued work with the town and county to aid the growth of our tourism and lodging industry.

Best,

Jesse McClain

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-07-06Date Received: 6-23-21Fee Amount: \$ 500.00Date Paid: 6-23-21**Applicant Information:**Jesse McClain

Applicant Name

894 Blue Mountain Rd

Address

Front Royal

City

VA

State

22630

Zip

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

(540) 818-8587

Primary Contact Number

mcclain.jlh@gmail.com

Email

Damian McClain

Property Owner (if same as applicant, leave blank)

894 Blue Mountain Rd

Address

Front Royal

City

VA

State

22630

Zip

(540) 335-5796

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: 894 Blue Mountain Rd(2) Election District: Shenandoah District (East) Precinct code: 0401(3) Tax Map Number: 15 35A1(4) Subdivision Name: N/A(5) Total Area of Property (acres): 1.883(6) Total Area to be Used (acres): 1.883(7) Total Road Frontage (feet): 20'(8) Depth of Property (feet): 981.33'(9) Present Zoning: Agricultural

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: Residential & beautiful
- (3) Zoning of surrounding land/property: Agricultural
- (4) Will development be staged? ☒ Yes ☒ No
- (5) Construction Time: No construction
- (6) Season, days, and hours of operation: year-round 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
- (9) Number of full time employees: Myself
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 2
- (12) Number of parking spaces to be provided: Regular 5+ Handicap same
- (13) What is the proposed landscaping and buffering for this property? Natural buffering & landscaping provided by creek and ravine. Property is completely private. Neighbors are ~~completely~~ semi-visible during the winter months only.

C. Plans Prepared By

Name: P. M. Brooks Associates Environmental Engineers + Planners
Address: 1480 Anderson Highway Powhatan, VA 23139
Telephone Number: (804) 794-1175

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. This project has a strong focus on sustainability & a no trace impact on the environment.

- (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?) Guest's trash & recycling will be deposited at Warren County Refuse Collection & Recycling immediately after guest's departures.
- (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~~ Yes, Chlorine tablets & dechlorination tablets are stored on property for water treatment system. No disposal is necessary as tablets dissolve completely.
- (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. Our property has an alternative discharge system for wastewater. Treatment includes sand filters, chlorine contact & dechlorination. The system is inspected every year by the county & is completely covered for guests. Proper signage is posted.
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) No.
- (6) What will be the impact on traffic? None.
- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. Yes. 48' LED string lights 2200k.

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

☐ **An application fee of \$500.00.**

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

☒ **A Statement of Justification**

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

☒ **A Site Plan/Survey.**

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit. *Circuit Court + clerks office (540)-635-2435*

☒ **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. *Health Department (540) 635-3159*

☒ **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. **Escrow to pay real estate tax*

NA ☒ **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.

NA ☒ **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 3rd St to N Commerce Ave (3.48 ft)
- Take Happy Creek and State Rte 624 to State Rte 643 (5.1 miles)
- Follow State Rte 643, State Rte 603 and State Rte 638 to Blue Mountain Rd (4.4 miles)

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.

Jane McClain
Applicant Signature

6/22/21
Date

Dominic McClain
Property Owner Signature

6-22-21
Date

Accepted by: _____

Date: _____

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

NOTES

Matt Wendling

From: Natalie Lentz
Sent: Thursday, July 15, 2021 2:03 PM
To: Matt Wendling
Subject: FW: Request for Comments 2021-07-06 – Jesse McClain – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000123-2021

From: David Beahm <Dbeahm@warrencountyva.net>
Sent: Thursday, July 15, 2021 9:06 AM
To: Natalie Lentz <NLentz@warrencountyva.net>
Cc: Paula Fristoe <Pfristoe@warrencountyva.net>
Subject: Request for Comments 2021-07-06 – Jesse McClain – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000123-2021

Comments 2021-07-06 – Jesse McClain – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000123-2021:

NOTE: Prior to giving approval for this request an outstanding permit that was applied for by the previous owner for a deck that never had inspections will need to be resolved. No inspections were ever requested and the permit was never finaled/completed. Current owner will need to address at this time.

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

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

Respectfully,



David C. Beahm, CBO
Building Official

Warren County Building Inspections

220 North Commerce /
Sui
Front Royal, VA

Lord Fairfax Health District



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



July 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; 2021-07-06
Owner: Jesse McClain

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 894 Blue Mountain Rd, Front Royal, Virginia, in Warren County, (property identified on tax map # 15-35A1), and I offer the following comments:

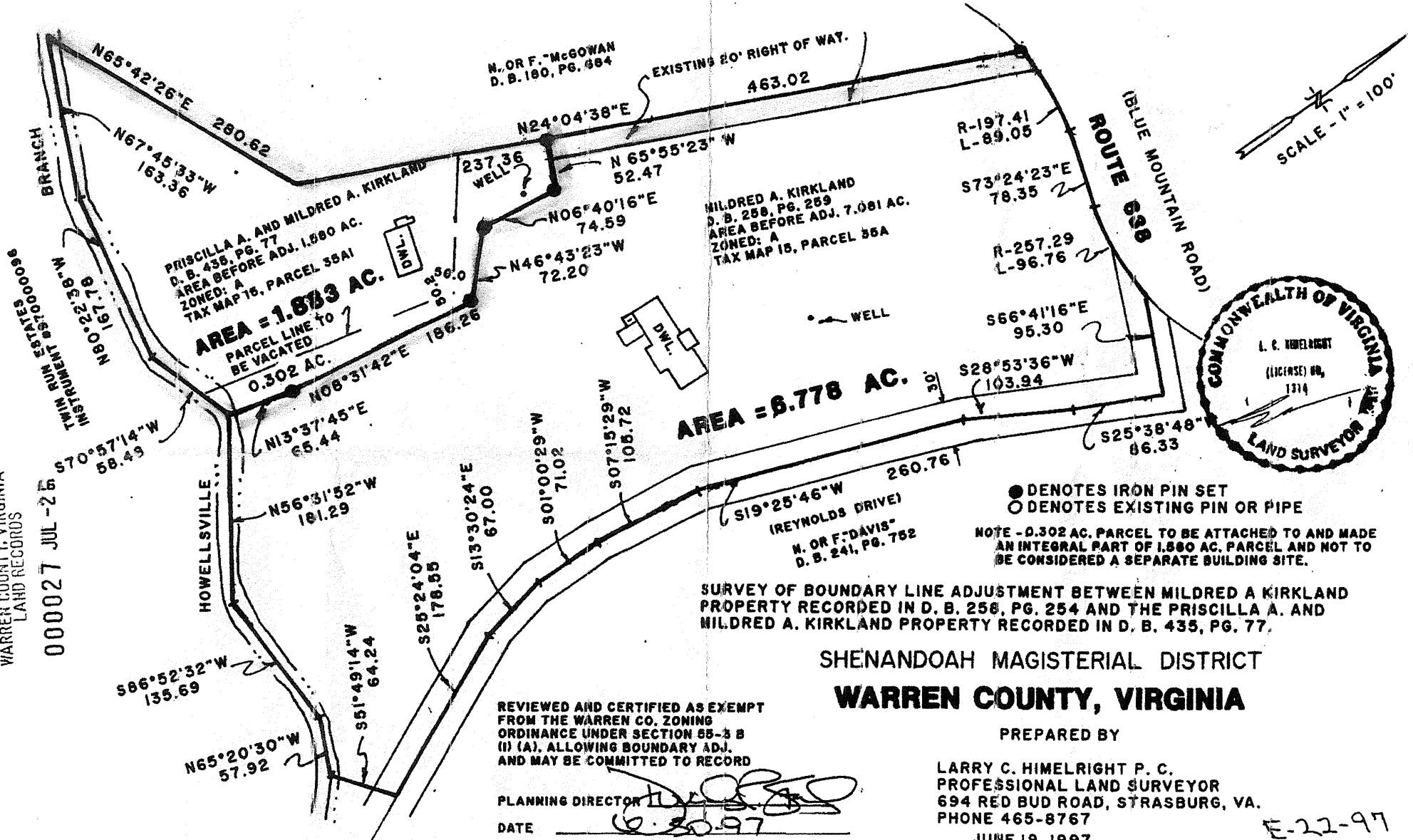
1. This property is served by an alternative discharging sewage system. The General Permit was issued on May 31, 2017. The system is designed to serve a 3 bedroom house with 6 occupants maximum and a daily design flow of 450 gallons.
2. The property is served by a private well. The well water should be tested for bacteria. If the sample result is positive, steps must be taken to correct the problem and the water should be re-tested.
3. All trash and garbage shall be placed in containers with tight-fitting lids.
4. There shall be no food service provided unless the Virginia Department of Health Food Regulations are met.
5. All Virginia Department of Health Tourist Establishment Regulations shall be met as necessary. The owners can contact our office for further information.
6. The sewage disposal system should be pumped if this has not been done in the last three to five years.
7. Do not connect any hot tub discharge to the sewage disposal system.

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

Sincerely,

Greg Smith
Environmental Health Specialist

000027 JUL -25



Matt Wendling

From: Bill Hutchinson <bill@gracevalleyproperties.com>
Sent: Friday, August 6, 2021 3:26 PM
To: Matt Wendling; Jesse Hutchinson; Damian McClain
Subject: Damian & Jesse McClain

To whom it may concern,

Jesse McClain was a great addition to our team. Renovating and redesigning properties and homes to spruce up neighborhoods and provide safe and comfortable housing for many people through out the Shenandoah Valley. Jesse and her husband Damian are heartfelt, humble people who add a measure of graciousness to the people in and around their lives. They would both get my highest and most sincere endorsement in any endeavor involving hospitality or just being good neighbors. They seem to always strive to be good people where ever good people are needed.

Bill Hutchinson
Grace Valley Properties LLC
www.gracevalleyproperties.com
540-268-8689

"it's by grace....." (Eph.2-8)

Matt Wendling

From: Damian McClain <mcclain.damian@gmail.com>
Sent: Tuesday, August 3, 2021 6:43 PM
To: Matt Wendling
Cc: Jesse Lynn  
Subject: Fwd: McClain bedroom rental

Hello Matt,

Please find the email from our neighbor's Denny and Jeanne O'Donnell. They are wonderful people and have graciously shared their experience visiting our property.

Best,
Damian McClain

Sent from my iPhone

Begin forwarded message:

From: Denny Odonnell <leapinggnome33@yahoo.com>
Date: August 3, 2021 at 17:43:56 EDT
To: mcclain.damian@gmail.com
Subject: McClain bedroom rental

Concerning Damian and Jessie's bedroom rental

From Denny and Jeanne O'Donnell; owners of neighboring creek property (a couple hundred yards up creek).

We are all in favor of Damian and Jesse opening up one of their bedrooms for rental. When I was younger I hiked all over America and in the last 20 years, all over Warren County. I have never seen such a unique combination of spectacular rock formations and serene babbling brook in such a wonderfully peaceful secluded setting, at the same time so readily accessible.

The property holds maybe the finest example of natural beauty in all of Warren County. It is a wonderful act of civic minded compassion to open up one of their bedrooms to allow their fellow residents to share the property to heal their hearts, minds and souls.

Thank you for your consideration.
Denny and Jeanne O'Donnell

Matt Wendling

From: Joe Petty
Sent: Tuesday, August 3, 2021 3:44 PM
To: Matt Wendling
Subject: FW: Good image
Attachments: FD86FC9C-03DF-4F03-BBD3-AFABF5D90536.jpeg

For your CUP file

Joseph "Joe" Petty
Planning Director/Zoning Administrator
Phone: (540) 636-3354

From: FRED SCHWARTZ <fschwartz73@comcast.net>
Sent: Monday, August 2, 2021 8:10 PM
To: Joe Petty <jpetty@warrencountyva.net>
Subject: Good image

Sir, attached is the image. Open and print it out. Tour around. In that image, there have been three murders, two big drug busts, a monster arson that burned off a great deal of the hill. The home of the Pagans, Warlocks, and for a while MS-13. You guys uncovered a toxic site going into Dry Run Creek, and got rid of a garbage pit- great neighborhood heh?

Joe Petty

From: FRED SCHWARTZ <fschwartz73@comcast.net>
Sent: Wednesday, July 28, 2021 9:00 AM
To: Joe Petty
Cc: walt.mabe@gmail.com
Subject: Could you use this version.

Sir, could you use this version. The group made recommendations. Thank you.

Sir, my name is Fredrick Schwartz. I live at 959 Blue Mtn. Rd., 894 is diagonal from me (1,0831'). Intense shooting began two months ago, usually starting on Friday afternoon, all day Saturday, and most of the day Sunday. Steady, sometimes very heavy caliber gunfire. The Sherriff has been called by numerous times by several surrounding neighbors. Each time, the Deputies say they are shooting safely, have a berm and shooting range, and have the owner's permission.

One day, some very heavy caliber fire started. It rattled my windows and frightened some of the neighbors. I decided to go over and see if I could convince them to tone it down as there are numerous houses surrounding the property. I explained that several weeks ago, a woman was accidentally shot by a stray round by some other shooters. The gunfire continued.

I pulled the location up on Google Earth and found the "Moist Mountain" campground. They also had a website.

I notified the Zoning office and took them on a tour of Google Earth. They stated that the owners had applied for a CUP but never included the shooting range or quad trails. However, you noted that they couldn't operate without a CUP and definitely NOT have a pay gun range.

When I moved up here 40 years ago, there were very few homes. Since then, houses populate up and down the hill. The odds that a fatality caused by an accidental shooting are increasing rapidly. Quads have rapidly become a significant nuisance. In one instance, quad riders did significant damage to a local stream by creating a "mud pit" that had to be repaired to alleviate local flooding. We are in the midst of a severe drought. Forecasts indicate it will last until the fall. The fire warnings are now high. This local area suffered from a first fire many years ago caused by careless campers. Again, with the addition of many homes and a staggering amount of dry tinder debris in the woods, the resultant fire could/ would rapidly overwhelm our meager fire fighting capabilities.

I spent three years in Vietnam, shot three times, and I moved here from DC for peace and quiet and not a weekend firefight. I once had a Deputy explain that they had the "right" to shoot their guns. I gave him a copy of the Bill of Rights and asked him where it said that. He said it was in the Second Amendment and asked him to read that. He stated he did not want to be treated like a schoolboy, so; I read it for him: "the right of the people to keep and bear arms" - nowhere does it say you are given the "right" to shoot weapons all weekend

To be sure, I have many firearms. I do my target practice at the Isaac Walton range. Safe, controlled, and far away from any homes.

In reality, their shooting reduces the value of my property. I attempted to hold an open house in hopes of selling this property. Try convincing potential buyers while gunfire erupts in the background ended all potential sales. Thus invoking the Takings Clause of the Fifth Amendment, "Illegal Taking," prohibits the government from "Nor shall private property be taken for public use, without just compensation." A recent case in Fairfax found that permits granted by the local government that resulted in the reduction of value of a property - was in fact, "an illegal taking."

I vigorously oppose this request for a permit along with the majority of neighbors.

Sincerely,
Fredrick Schwartz



Ringer



Howellsville Branch

Howellsville Branch

Moist Mountain 

Howellsville Branch



3D





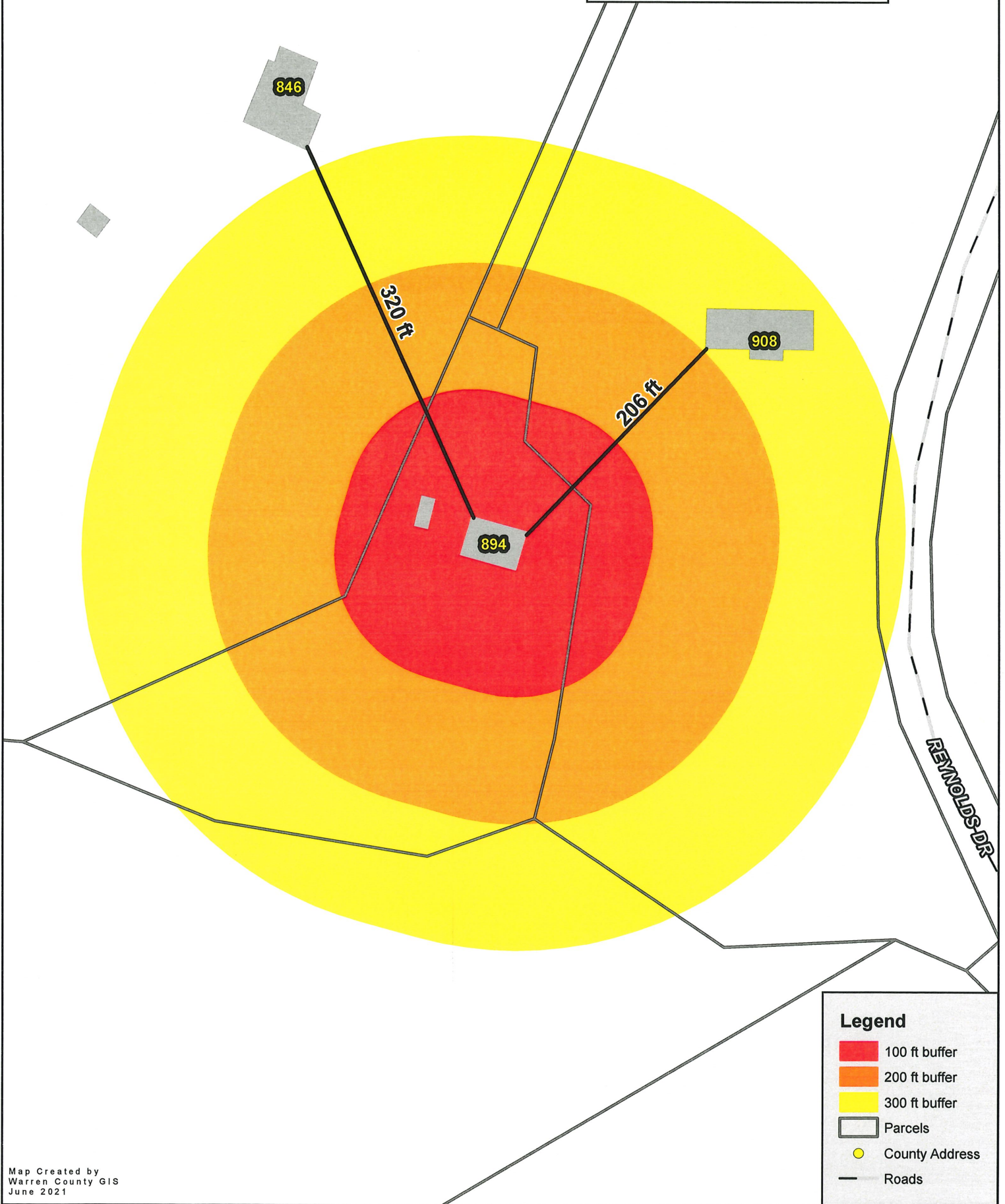
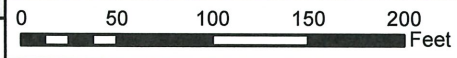




Warren County, VA 2021

894 Blue Mountain Road Distance to Surrounding Homes
15-----35A1

1 inch = 100 feet



Legend

- 100 ft buffer
- 200 ft buffer
- 300 ft buffer
- Parcels
- County Address
- Roads



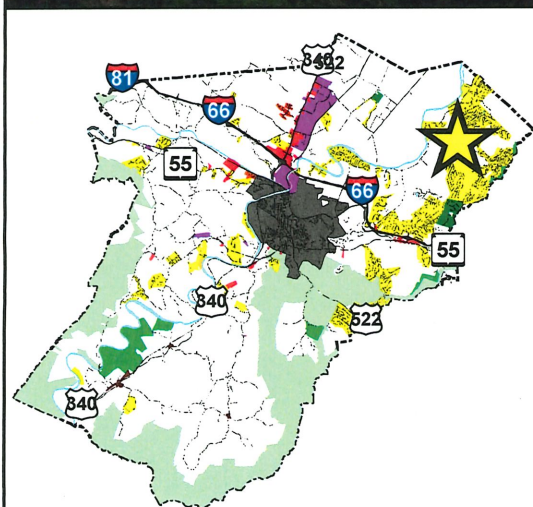
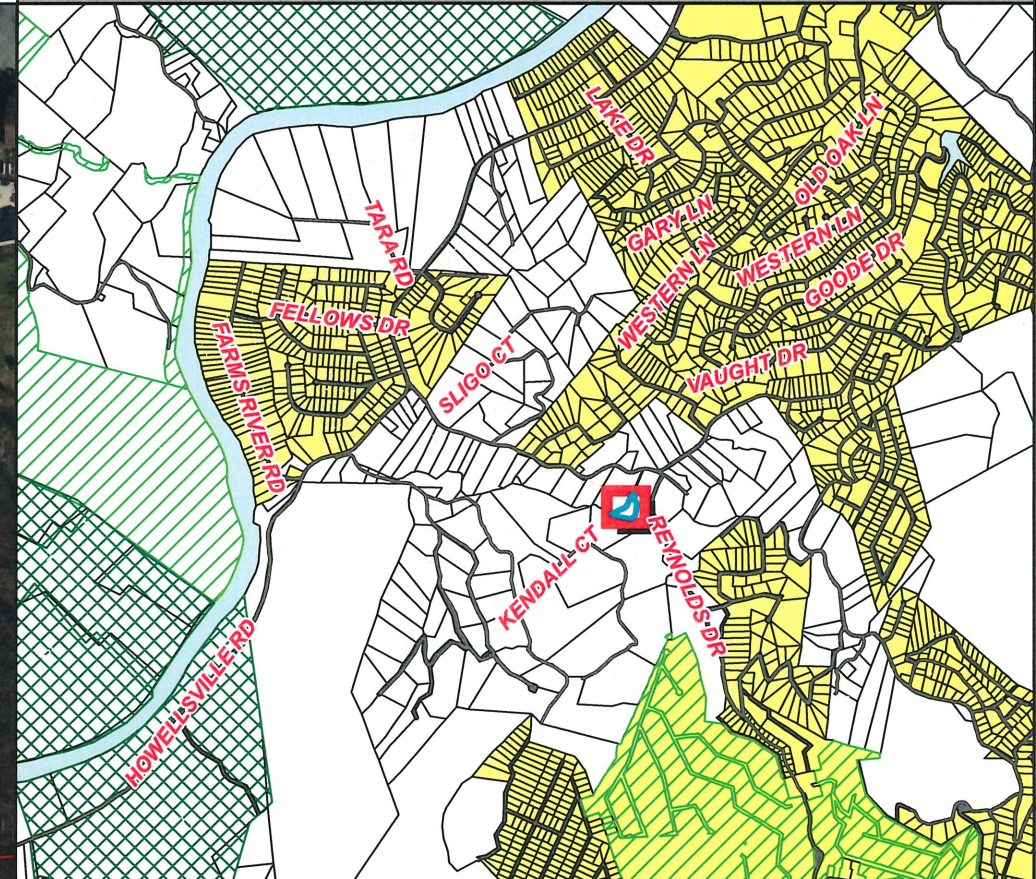
Warren County VA

CUP Location Map



CUP: Short Term Tourist Rental
Applicants: Jesse McClain

TM 15-----35A1
894 Blue Mountain Road



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning