



AGENDA

Board of Supervisors Meeting

October 19, 2021

6:30 PM – Work Session

- A. Discussion – Warren County Code Section 76-9.1 (Payment of delinquent taxes) – Caitlin Jordan

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 October 5, 2021

NEW BUSINESS

- H. Consent Agenda
 - 1. Refund Request for Central Telephone Company of Virginia (dba CenturyLink) – Sherry Sours
 - 2. Designation of Representatives to the Blue Ridge Committee for Shenandoah Park Relations – Ed Daley
 - 3. Adoption of Deputy Finance Director Amended Job Description – Matt Robertson
 - 4. Contract Renewal with B&B Excavating, LLC for Snow Removal Services – Caitlin Jordan/Mike Berry
 - 5. Contract Renewal with H B Henry Construction, LLC for Snow Removal Services – Caitlin Jordan/Mike Berry
 - 6. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-09-01, Terra Site Constructors, LLC for a Contractor's Storage Yard Located at 6986 Winchester Road and Identified on Tax Map 4, as Lot 43B – Joe Petty

7. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-09-02, Gordon Lee Birkhimer for a Short-Term Tourist Rental Located at 52 Forest View Drive and Identified on Tax Map 18G, Section 2, as Lot 15 – Matt Wendling
 8. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-03, Michael and Leslie Hofbauer for a Short-Term Tourist Rental Located at 223 Chapel View Drive and Identified on Tax Map 21N, as Lot 4 – Matt Wendling
 9. Authorization to Advertise for Public Hearing – Z2021-10-01, Lorne Cooper – Ordinance to Amend and Re-Ordain Warren County Code Sections 180-8 (Definitions) and 180-22 (Residential – 1 (R-1) District) Regarding the Definition of and Allowance for Gunsmithing Services in the Residential One (R-1) Zoning District and to Add and Ordain Section 180-47.1 of the Warren County Code to Add Supplementary Regulations for Gunsmithing Services – Joe Petty
 10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-05, Lorne Cooper for Gunsmithing Services in Conjunction with a Single-Family Residential Dwelling Unit Located at 49 Wild Cherry Way and Identified on Tax Map 24A, Section 2, Block 7, as Lot 306 – Joe Petty
 11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-06, Michael Blevins for a Short-Term Tourist Rental Located at 267 Trillium Trail Road and Identified on Tax Map 24B, Section 3, Block 13, as Lot 481 – Matt Wendling
 12. Coyote Bounty – Donald Bowers (2) – \$50.00 Each – Animal Control
- I. Request to Adopt a Resolution Approving a Support Agreement with the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia Relating to a Loan Refinancing – Jason Ham/Ed Daley

7:30 PM

- J. Public Hearings
1. Conditional Use Permit 2021-08-01, Charles and Lou Ann Dotson for Private Use Camping off Burma Road and Identified on Tax Map 19H, Section 1, as Parcels 7 and 8 – Matt Wendling
 2. Conditional Use Permit 2021-08-02, Jacob Lott, Jr., and Sandra Kiepfer for a Short-Term Tourist Rental Located at 50 Little Indian Road and Identified on Tax Map 16A, Section 1, Block 2, as Parcel 43A – Matt Wendling
 3. Conditional Use Permit 2021-08-03, Nicole and Sean McMinn for a Short-Term Tourist Rental Located at 277 Sagar Drive and Identified on Tax Map 26A, Section 1, Block 5A, as Parcel 3A – Matt Wendling
- K. Closed Meeting – Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act Personnel re: Parks and Recreation Commission
- L. Additional New Business (If needed)
- M. Adjournment

Warren County, VA
Tuesday, October 12, 2021

Chapter 76. Building Construction

Article III. Permit Fees

§ 76-9. Fees.

No permit shall be issued or any inspections performed as required by the code until the prescribed fees have been paid, nor shall any amendment to a permit be approved until the additional fee, if any, has been paid. The Board of Supervisors shall establish a fee schedule from time to time as deemed necessary.

§ 76-9.1. Payment of delinquent taxes.

[Added 1-17-2017^[1]; amended 6-16-2020]

Applicants seeking a building permit must furnish satisfactory proof that all taxes or license fees owed to Warren County have been paid prior to the issuance of a building permit.

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



COUNTY OF WARREN

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Dr. Edwin C. Daley
County Administrator

BOARD OF SUPERVISORS

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Dr. Edwin C. Daley
County Administrator

Memorandum

TO: Chair and Members of the Warren County Board of Supervisors
FROM: Dr. Edwin C. Daley, ICMA-CM, County Administrator
DATE: October 19, 2021
RE: County Administrator's Report

Coronavirus Update – The Coronavirus still remains a significant health concern, given the resurgence of the “Delta” variant. With the County’s 42.5% fully vaccinated rate, and a sustained “high” level of community transmission throughout most of the Commonwealth, we must all maintain a commonsense approach to mitigating any future impacts the virus may bear upon us. Citizens and employees that did not receive the vaccination can contact their Primary Care Manager, the Health Department, or most of our local pharmacies, to receive the COVID-19 vaccination.

Revenue Updates for September

Sales Tax

2021	2020	Difference
\$475,675.55	\$434,440.75	\$41,234.80 (9.49%)

Year-to-Date

Meals Tax	\$798,145.23
Lodging Tax	\$221,566.82
Business License Tax	\$1,079,572.94

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

Tourism Committee – Jones Lang Lasalle Americas, Inc. (JLL) continues to perform joint tourism services for the Town and County. JLL is working on by-laws and incorporation documents for the 501(c)(3), and the County is drafting a new Memorandum of Agreement (MOA) between the Town and County for the Joint Tourism Board. The Town and County are meeting to continue discussions on tourism moving forward.

Shenandoah Valley Rail Trail – The final report is due to the Virginia General Assembly by November 1, 2021.

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

Development Review Committee – The Development Review Committee met on September 22, 2021 and discussed the following projects:

- Contractor's Storage Yard – 6986 Winchester Road
- Outdoor Commercial Recreation Facility – 650 Water Plant Road
- Cluster Housing Developments (47 lots) – Reliance Road
- Short-Term Tourist Rentals
- Comprehensive Plan Review Underway
- Proposed Warehouse Facility – Corner of Baugh Drive and Fairground Road
- Enclosed Storage Facilities – Winchester Road (2), Winners Court
- Equus Warehouse Facility – Winchester Road
- McKay Springs – Corner of Winchester Road and Reliance Road
- Interchange Phase II – Toray Drive

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

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

Building Inspections

New Home Starts by Month – September

County	Town	Total	September 2020
11	0	11	20

Permits Issued Year-to-Date

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

Inspections Completed Year-to-Date

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

Parks and Recreation

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

- Tiny Tykes Basketball:

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

- Park Facility Projects:

- Community Shelter Project Update: The Avtex Retirees Club has given a Monetary Donation of \$50,000.00 for the construction of a 48' x 32' shelter in Dr. Saul Seide Memorial Gardens Park. Ms. Stewart dropped off the donation check on October 8th.

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

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

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

- 67 CPS referrals
- 25 APS referrals

Services rendered:

- Working with placing clients in Motel using the Motel voucher grant. Since Sept. 10th we have spent \$4475.35 11 clients.
- We have used \$1694.56 from the Ministerial Fund helping 8 clients.
- Provided food to 18 individuals
- Provided clothes for E. Wilson Morrison Elementary School and individual clients
- Provided one gas card

DSS helped with the following fundraisers/events:

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

Department of Fire and Rescue Services

- Staff continues to develop the Strategic Plan and Needs Assessment for the Department. A working copy of the document will be presented and discussed with the Fire Chiefs Advisory Staff and BOS throughout the development phase.
- The Department participated in the 2021 National Fire Prevention Week with the team of “learn the sounds of fire safety”. Special thanks to all staff who participated in the development of these educational messaging efforts.

- Firefighters Brian Foley and Ryan Baldwin attended the ImageTrend Conference. This event allowed staff to determine how to better utilize our reporting system to create effective data collection points, ensure compliance with best practices, etc.
- Staff continues to prepare for a Paramedic Advanced Life Support Training and Education Program slated to begin later this month. This program will train 8 staff members to the paramedic level with the goal of staffing all stations to the ALS Level.
- WCFR will be hosting a Leadership Program on October 23rd focused on the Perspectives in Servant Leadership. To date, 85 attendees have registered.
- The Department has received official notification that we were not selected for the SAFER or AFG Grants. Staff continues to evaluate staffing arrangements and future grant opportunities to determine best course of action.
- Grants still pending:
 - DHS Swiftwater PPE – 18 sets
- Training Center Fire Incident- awaiting insurance review of loss estimates.
- Logan Maiatico, 19 yom; volunteer member of Linden Station 4 and son of Captain Tony Maiatico, nephew to Gerry Maiatico tragically lost his life in a car accident on Monday, October 4, 2021 in Stafford County, VA. Logan was a student of the 2021 Volunteer Fire Academy and aspired to follow his fathers' footsteps. We continue to keep Captain Maiatico and family in our thoughts and prayers.
- Staff will be attending the Virginia Fire Officer Academy and Virginia Chief Officer Academy this month. Lieutenant Austin Cucciardo has been selected to attend the Fire Officer Academy and Captain Gerry Maiatico the Chief Officer Academy. We wish them the best of luck at the academy

Project Updates

Rivermont Fire Station – We are pending final approval from the Department of Environmental Quality (DEQ) in order to obtain the final certificate of occupancy.

Commercial/Industrial Projects – Work continues on the following projects:

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

Upcoming/Ongoing Projects – 2021

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
Bentonville Boat Landing Grant	2022	\$150,000	November 2022	Grant awarded. New concept plan completed and has been sent to agencies for review.
Commonwealth's Attorney's Office Space Needs	N/A	\$34,000	October 2021	Completed. Keys turned over to the Commonwealth's Attorney's office staff.
Rivermont Fire Station	Spring 2019	\$7.2 Million	November 2021	Pending final DEQ approval and final Certificate of Occupancy
AT Connector: Phase 1	Cancelled	\$1,651,165 total \$1,124,077 County fund	Cancelled	Waiting on final report from VDOT
Morgan Ford Boat Landing	N/A	\$100,000	November 2021	100% construction drawings were received this week. They have been sent out for review to all agencies.
Rockland Park Bathhouse Renovation	Bids due Oct. 28	\$75,000-\$100,000	Late fall 2021	Drainfield permit approved. The invitation for bids was issued and they are due on October 28 th .
Fork District Park	N/A	Estimating	TBD	Ongoing discussions with Rivermont VFD

Recent Hires

Human Resources Director, Administration	Jane Meadows, 10/4/21
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Status of Available County Positions

Position	Department	Status	Target Date
Social Services Assistant Director II	Social Services	Advertising and accepting applications	ASAP
Technology Systems Technician	IT	Offer pending for 1 technician, will interview for second position once more applications are received.	ASAP
Director of Economic Development	Economic Development	Advertising and accepting applications	ASAP

ECD

Fiscal Year 2021-2022 Budget Appropriations and Transfers

	Dept/Fund	Tran/Appr	Description	Amount	Source
1	Parks & Recreation	Appr.	Transfer McInnis donation check to pay invoice for Don McInnis memorial bench	\$ 1,323	Donation
2	Special Projects/ Children's Services Act	Transfer	To cover supplemental request from State for necessary CSA expenditures	\$ 192,088	Special Projects Fund
3	Special Projects/ Economic Development Authority	Transfer	Transfer for Warren County share of wayfinding signage project as approved by BOS	\$ 84,900	Special Projects Fund
4	Special Projects/ Refuse Disposal	Transfer	To transfer funds in support of payment to the Septage Facility debt per MOU	\$ 126,500	Special Projects Fund
5	Special Projects/ Parks and Recreation	Transfer	To transfer funds for playground border project at Gertrude E. Miller and Linden Parks	\$ 7,157	Special Projects Fund
6	Parks & Recreation	Appr.	To de-appropriate portion of Seide Park Shelter donation already utilized	\$ 3,600	Donation
7	Skyline Training Acad.	Appr.	Appropriate Law Enforcement Officer Basic #9 and Jail Officer Basic #9 uniform reimbursements received toward uniform expenditures paid	\$ 3,987	Reimbursement
8	Health	Appr.	Appropriate LCI Services sponsorship at Health & Human Services Complex	\$ 125	Sponsorship



Warren County Delinquent Tax Collections Monthly Report

Month: September 2021

<u>Pond Law Group:</u>	\$3,540.63
<u>TACS:</u>	\$4,633.33

TOTAL: **\$8,173.96**

Pond total for 2021:	\$75,835.10
TACS total for 2021:	\$87,717.60

Cumulative total for 2021: **\$163,552.70**

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

Halasz Reporting & Video

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Scott Insurance

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

(Received on 10/13/20)

Sands Anderson				
Date	Invoice #	Amount		
8/15/2020	345192	\$1,120.75	Planet Depos	
8/31/2020	978747	\$9,984.77	Superior Document Services	(Received on 12/9/20)
9/18/2020	442067	\$138,075.97		
9/30/2020	978847	\$9,739.77	Superior Document Services	(Received on 10/27/20)
10/7/2020	356355	\$397.50	Planet Depos	
10/15/2020	443408	\$117,141.00		
10/31/2020	978915	\$9,801.20	Superior Document Services	(Received on 11/20/20)
11/17/2020	448352	\$120,209.55		
11/25/2020	N/A	\$10,000.00	Retainer for Experts for Mediation	
12/7/2020	CINV-011172	\$5,412.68	Mediation Consultant Invoice	(Received on 3/5/21)
12/12/2020	35371	\$706.00	Courier One	
12/14/2020	P0100158271	\$10,166.20	KLDiscovery (formerly Superior Document Services)	
12/17/2020	453266	\$113,966.75		
1/13/2021	457980	\$113,124.75		
1/19/2021	CINV-011784	\$15,481.96	Mediation Consultant Invoice	(Received on 3/5/21)
1/28/2021	DR40982	\$3,651.37	The McCammon Group	(Received on 3/29/21)
2/2/2021	CINV-012445	\$30,542.84	Mediation Consultant Invoice	(Received on 3/5/21)
2/9/2021	339456	\$1,227.05	Planet Depos	
2/9/2021	339457	\$641.50	Planet Depos	
2/17/2021	462742	\$133,253.39		
2/23/2021	387076	\$309.75	Planet Depos	(Received 3/31/21)
3/1/2021	P0100169085	\$9,189.30	KLDiscovery (formerly Superior Document Services)	
3/11/2021	P0100172805	\$9,114.30	KLDiscovery (formerly Superior Document Services)	
3/12/2021	467623	\$130,648.00		(Received 4/15/21)
4/9/2021	P0100176976	\$9,039.30	KLDiscovery (formerly Superior Document Services)	
4/15/2021	472461	\$134,955.15		
4/15/2021	398691	\$1,480.55	Planet Depos	(Received 5/24/21)
4/15/2021	398695	\$918.75	Planet Depos	(Received 5/24/21)
4/22/2021	398718	\$695.60	Planet Depos	
4/22/2021	398721	\$500.00	Planet Depos	
4/22/2021	402022	\$344.50	Planet Depos	
5/5/2021	401658	\$739.05	Planet Depos	
5/6/2021	405174	\$641.50	Planet Depos	
5/12/2021	P0100183367	\$8,719.30	KLDiscovery (formerly Superior Document Services)	
5/13/2021	407073	\$394.00	Planet Depos	
5/13/2021	404491	\$437.50	Planet Depos	
5/13/2021	404493	\$595.85	Planet Depos	
5/13/2021	477247	\$127,060.37		
5/14/2021	404412	\$1,873.45	Planet Depos	
5/14/2021	404406	\$1,062.50	Planet Depos	
5/14/2021	405166	\$790.00	Planet Depos	
6/4/2021	409309	\$931.25	Planet Depos	
6/10/2021	P0100188099	\$8,754.30	KLDiscovery (formerly Superior Document Services)	

Sands Anderson		
Date	Invoice #	Amount
6/15/2021	482033	\$133,365.05
6/16/2021	N/A	\$52,000.00
7/9/2021	420879	\$350.00
7/15/2021	P0100193199	\$8,679.30
7/22/2021	486778	\$128,239.06
8/6/2021	427284	\$1,561.25
8/6/2021	427280	\$839.50
8/12/2021	P0100197486	\$9,619.30
8/23/2021	P0100198232	\$9,659.30
9/3/2021	432329	\$786.00
9/10/2021	P0100202487	\$8,762.20
9/17/2021	496211	\$120,505.13
Balance		\$4,331,355.82

Payment to MoveOn8, LLC Bankruptcy Trustee

Planet Depos

KLDiscovery (formerly Superior Document Services)

Planet Depos

Planet Depos

KLDiscovery (formerly Superior Document Services)

KLDiscovery (formerly Superior Document Services)

Planet Depos

KLDiscovery (formerly Superior Document Services)

Revenue Report

DESCRIPTION		FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
** GENERAL FUND **									
GENERAL PROPERTY TAXES									
11010	Real Estate Taxes	28,409,845	32,067,392	25,002,164	1,992,846	31,183,001	5,586,213	17.91%	3,593,368
11020	Public Service Tax	6,026,139	7,000,793	6,846,454	447,890	6,600,000	13,980	0.21%	(433,910)
11030	Personal Property Tax	16,855,760	16,475,911	20,407,166	2,630,636	18,408,000	1,216,906	6.61%	(1,413,729)
11040	Machinery & Tools Tax	1,734,980	1,575,439	2,201,349	356,075	1,809,000	4,530	0.25%	(351,545)
11050	Mineral Rights	3,087	3,281	1,783	-	3,000	-	0.00%	-
11060	Penalties and Interest	905,562	871,424	982,603	179,195	1,000,000	240,538	24.05%	61,344
* SUBTOTAL *		53,935,373	57,994,240	55,441,519	5,606,641	59,003,001	7,062,168	11.97%	1,455,527
OTHER LOCAL TAXES									
12010	Local Sales & Use	3,925,330	4,575,698	4,309,845	434,441	5,100,000	938,528	18.40%	504,087
12010	Communications Tax	755,473	738,247	553,454	57,431	780,000	157,491	20.19%	100,059
12020	Utility Tax	735,999	741,898	684,710	122,410	760,000	191,081	25.14%	68,671
12030	Business License	830,981	977,124	1,149,077	54,129	1,000,000	57,324	5.73%	3,195
12040	Recordation Taxes (Grantee)	481,619	650,593	859,490	67,870	740,000	177,540	23.99%	109,670
12050	Motor Vehicle License Tax	895,786	850,319	932,782	121,255	950,000	98,386	10.36%	(22,869)
12070	Recordation (Grantor) Will	135,524	154,419	199,419	33,743	100,000	47,960	47.96%	14,217
12080	Meals and Beverage Tax	1,015,726	898,042	979,542	164,268	1,000,000	331,267	33.13%	166,999
12090	Cigarette Tax	-	-	-	-	100,000	-	0.00%	-
312100	Lodging Tax	193,895	210,189	291,949	58,793	250,000	112,280	44.91%	53,487
* SUBTOTAL *		8,970,333	9,796,529	9,960,268	1,114,340	10,780,000	2,111,855	19.59%	997,516
PERMITS, FEES, AND LICENSES									
13010	Animal License Fees	41,877	32,557	37,586	3,541	45,000	3,423	7.61%	(118)
13030	Permits & Other Licenses	729,227	714,136	693,161	205,016	806,846	331,065	41.03%	126,049
130325	Waste Permit Decal Fee	2,061	2,405	2,800	475	-	475	0.00%	-
* SUBTOTAL *		773,165	749,098	733,547	209,032	851,846	334,963	39.32%	125,931
FINES AND FORFEITURES									
14010	Court Fines	98,148	65,027	109,310	16,012	90,000	47,355	52.62%	31,344
14020	Other Court Costs	-	-142	723	-	-	0	0.00%	0
* SUBTOTAL *		98,148	64,885	110,033	16,012	90,000	47,355	52.62%	31,344
USE OF MONEY AND PROPERTY									
15010	Revenue From Use of Money	497,943	432,648	124,732	124,649	250,000	18,440	7.38%	(106,209)
15020	Revenue From Use of Property	375,835	330,399	310,371	72,406	492,000	93,069	18.92%	20,663

Revenue Report

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
* SUBTOTAL *	873,778	763,047	435,103	197,055	742,000	111,509	15.03%	(85,546)

Revenue Report

DESCRIPTION		FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
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	454	4,000	1,289	32.22%	835
16050	Charges for Corrections & Det.	73,220	45,530	68,634	6,437	70,000	31,933	45.62%	25,496
16080	Charges for Sanitation & Waste	1,061,121	1,228,912	982,174	130,339	1,300,000	336,405	25.88%	206,066
16160	Sales of Map Survey	12,239	17,649	9,359	1,591	17,000	1,876	0.00%	285
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	8,328	57,500	25,136	43.71%	16,808
* SUBTOTAL *		1,161,256	1,315,583	1,117,817	147,274	1,454,500	396,764	27.28%	249,490
MISCELLANEOUS AND RECOVERED COSTS									
18030	Refunds, Loans, and Fees	1,465,204	649,907	1,283,687	103,695	648,000	101,542	15.67%	(2,153)
18990	Miscellaneous and Recovered Costs	1,040,425	647,263	1,152,211	13,515	3,342,650	3,280	0.10%	(10,235)
19120	Sale of Recyclable Materials	84,095	56,705	118,284	21,742	90,000	32,986	36.65%	11,244
* SUBTOTAL *		2,589,724	1,353,875	2,554,183	138,951	4,080,650	137,808	3.38%	(1,143)
STATE REVENUE									
22010	Non-Categorical Aid	213,493	190,468	30,808	17,866	211,000	59,272	28.09%	41,406
23010	Shared Expenses - Comm's Atty	420,119	488,698	439,640	73,535	517,756	114,976	22.21%	41,441
23020	Shared Expenses - Sheriff	1,703,155	1,751,230	1,532,260	246,259	1,838,572	442,235	24.05%	195,976
23030	Shared Expenses - Comm. Of Rev.	157,015	161,757	148,541	12,512	195,008	29,087	14.92%	16,575
23040	Shared Expenses - Treasurer	117,880	111,920	148,541	26,084	128,601	45,405	35.31%	19,321
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	48,286	387,039	89,320	23.08%	41,034
24010	State VPA/Welfare Reimbursement	1,086,228	1,131,478	1,022,353	231,089	1,432,657	362,804	25.32%	131,716
24020	Categorical Aid	1,014,390	866,288	899,464	91,488	1,050,004	346,319	0.00%	254,831
24040	Other Categorical Aid	1,031,845	1,211,178	438,807	54,189	1,606,700	58,424	3.64%	4,235
* SUBTOTAL *		6,129,420	6,315,027	5,019,325	801,308	7,407,337	1,547,843	20.90%	746,535
FEDERAL REVENUE									
31010	Revenue from the Federal Government	1,980,125	2,068,016	4,732,976	1,128,036	2,503,051	523,292	20.91%	(604,744)
* SUBTOTAL *		1,980,125	2,068,016	4,732,976	1,128,036	2,503,051	523,292	20.91%	(604,744)
INTERGOVERNMENTAL									
41050	Transfers from Other Funds	5,147,179	5,254,583	1,663,481	728,977	95,254	354,814	372.49%	(374,163)
41090	Use of Fund Balance	0	-	-	-	-	-	0.00%	-

Revenue Report

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
* SUBTOTAL *	5,147,179	5,254,583	1,663,481	728,977	95,254	354,814	372.49%	(374,163)
TOTAL GENERAL FUND REVENUE	81,658,502	85,674,883	81,768,252	10,087,626	87,007,639	12,628,371	14.51%	2,540,745
** FRONT ROYAL WARREN COUNTY AIRPORT **								
15010 Interest on Bank Deposits	-	-	-	-	-	-	0.00%	-
15020 Hangar Rentals	190,863	192,183	178,607	49,263	220,000	53,800	24.45%	4,536
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	54,878	220,000	88,585	40.27%	33,707
** COST RECOVERY **								
16090 Cost Recovery Fees	1,092,766	967,994	695,609	87,373	900,000	407,663	45.30%	320,290

Expenditures Report

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	226,384	179,000	52,625	29.40%	(173,759)
12020	County Administration	700,293	627,554	596,392	214,183	500,000	120,748	24.15%	(93,435)
12030	Human Resources	-	-	1,924	-	169,900	19,392	11.41%	19,392
12040	County Attorney	214,382	168,366	154,390	36,831	344,000	65,958	19.17%	29,127
12060	Information Technology	-	-	-	-	70,000	21,134	30.19%	21,134
12090	Commissioner of the Revenue	635,865	683,315	696,470	177,780	777,000	180,722	23.26%	2,941
12110	Reassessment	286,286	1,881	1,296	310	50,000	32,800	65.60%	32,490
12130	Treasurer	527,612	498,997	535,950	122,592	566,000	144,387	25.51%	21,795
12150	Finance & Purchasing	325,425	296,187	372,293	102,105	448,000	87,239	19.47%	(14,866)
13000	Elections	202,918	262,463	279,730	57,130	391,000	78,075	19.97%	20,945
* SUBTOTAL *		3,812,480	4,943,094	4,798,893	937,315	3,494,900	803,080	22.98%	(134,235)
JUDICIAL ADMINISTRATION									
21010	Circuit Court	28,301	35,751	7,133	711	65,400	1,167	1.78%	456
21020	General District Court	18,888	17,872	24,706	2,617	24,300	3,008	12.38%	390
21030	Magistrates	4,104	4,584	4,536	953	5,800	1,418	24.44%	464
21050	Juvenile and Domestic Court	17,859	18,468	15,604	3,770	19,000	3,886	20.45%	116
21060	Clerk of Circuit Court	591,866	577,068	595,585	144,858	670,889	166,959	24.89%	22,102
21080	Law Library	47,729	54,092	57,570	14,029	54,300	14,271	26.28%	242
22010	Commonwealth's Attorney	785,036	952,916	1,057,942	249,795	1,105,200	277,753	25.13%	27,957
* SUBTOTAL *		1,493,783	1,660,751	1,763,076	416,734	1,944,889	468,461	24.09%	51,727
PUBLIC SAFETY									
31020	Sheriff's Department	4,062,799	4,077,795	4,725,508	1,150,631	4,953,000	1,207,624	24.38%	56,993
31040	E-911 System	542,115	622,601	709,678	166,286	753,000	496,199	65.90%	329,914
31050	School Resource	584,491	725,798	826,414	244,119	766,800	84,367	11.00%	(159,751)
32000	Volunteer Fire & Rescue	955,520	1,012,916	1,724,094	137,615	940,000	267,324	28.44%	129,709
33000	Court Services	971,896	960,997	929,591	253,754	998,300	229,456	22.98%	(24,298)
33030	Probation	63,230	43,332	10,316	950	41,000	707	1.73%	(243)
34010	Building Inspections	650,795	669,739	738,866	140,526	618,000	158,499	25.65%	17,973
35010	Animal Control	649,641	685,432	573,852	146,610	708,054	150,120	21.20%	3,510
35030	Medical Examiner	740	780	680	80	1,000	20	2.00%	(60)
35050	Fire & Rescue Department	3,086,725	3,338,898	4,012,144	998,359	4,376,000	1,002,302	22.90%	3,943
* SUBTOTAL *		11,567,952	12,138,288	14,251,143	3,238,931	14,155,154	3,596,620	25.41%	357,689

Expenditures Report

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
PUBLIC WORKS									
41010	Public Works/Sanitary Districts	389,345	372,848	487,575	104,227	428,200	103,887	24.26%	(340)
41020	Streets and Highways	17,018	17,818	9,499	1,915	20,000	-	0.00%	(1,915)
42030	Refuse Collection	710,782	753,168	796,471	142,927	786,000	159,539	20.30%	16,613
42035	Refuse Collection/Transfer Station	156,669	183,701	210,292	43,592	226,000	43,440	19.22%	(152)
42040	Refuse Disposal	2,414,597	2,695,474	2,546,563	441,439	2,880,000	461,888	16.04%	20,449
43000	Maintenance of Bldgs. & Grounds	1,223,179	1,484,045	1,769,655	369,800	1,396,000	414,824	29.72%	45,024
* SUBTOTAL *		4,911,590	5,507,054	5,820,055	1,103,898	5,736,200	1,183,578	20.63%	79,680
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	1,024,576	5,045,779	1,071,528	21.24%	46,951
53090	Other Social Services	115,178	115,489	118,289	57,289	110,000	64,989	59.08%	7,700
53500	Children's Services Act	1,731,108	1,678,560	2,026,204	177,648	1,785,000	143,876	8.06%	(33,772)
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	2,374,726	11,549,666	2,348,331	20.33%	(26,395)
PARK, REC & CULTURAL									
71010	Parks & Rec - Administration	772,963	792,983	637,928	185,232	892,000	220,027	0.00%	34,795
71020	Parks & Rec - Rec Programs	53,270	45,646	19,566	251	54,508	-	0.00%	(251)
71030	Parks & Rec - Maintenance	1,464,175	1,386,698	1,440,844	424,211	1,547,438	362,631	23.43%	(61,581)
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	870,966	3,512,046	835,933	23.80%	(35,033)
COMMUNITY DEVELOPMENT									
81010	Planning & Zoning Administration	436,799	419,519	388,235	119,901	473,000	119,148	25.19%	(753)
81050	Economic Development	54,117	108,234	302,194	129,292	3,197,500	891,210	27.87%	761,919
82000	Environmental Management	26,045	18,530	20,500	12,500	18,500	7,510	40.59%	(4,990)
83000	VPI Extension Service	109,101	114,738	111,998	20,901	121,000	24,006	19.84%	3,105
* SUBTOTAL *		626,062	661,021	822,927	282,594	3,810,000	1,041,874	27.35%	759,280
MISCELLANEOUS									
91000	Non-Departmental	982,803	782,300	2,682,925	113,255	1,884,000	109,992	5.84%	(3,263)
92000	Capital Outlay	18,547,831	6,774,261	3,410,276	1,003,941	2,779,408	977,907	35.18%	(26,034)
95000	Debt Service	-	11,351,634	11,686,376	3,317,981	11,846,251	3,394,823	28.66%	76,842
99010	Transfers to Other Funds	27,333,773	27,057,371	29,079,883	4,746,034	27,720,000	4,368,292	15.76%	(377,743)
* SUBTOTAL *		46,864,407	45,965,566	46,859,459	9,181,211	44,229,659	8,851,013	20.01%	(330,199)

Expenditures Report

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
TOTAL GENERAL FUND	82,346,512	83,759,060	88,407,555	18,406,376	88,432,514	19,128,889	21.63%	722,514
AIRPORT FUND								
Operating Expenditures	369,736	226,983	179,874	37,590	220,000	28,853	13.12%	(8,736)
Transfer to General Fund	21,335	20,105	-	-	-	-	0.00%	-
* SUBTOTAL *	391,071	247,088	179,874	37,590	220,000	28,853	13.12%	(8,736)
COST RECOVERY FUND								
Operating Expenditures	597,225	295,811	797,009	351,591	900,000	43,429	4.83%	(308,162)

AP375H
10/14/2021

FUND # - 081 ** WARREN COUNTY AIRPORT **

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
PAGE 1

MAJOR# ACCT# 000012	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
1001		SECURITY DEPOSITS			
	5977	HUMM, DAVID		HANGAR A-12	275.00
	5978	TEAFORD, KRIS		HANGAR A-9	275.00
	5979	MOORE, MICHAEL		HANGAR B-12	275.00
	5980	SCHENCK, NORMAN		HANGAR A-2	275.00
	6113	TORREALBA, CARLOS		HANGAR B-16	327.00
				ACCOUNT TOTAL	1,427.00 *
				MAJOR TOTAL	1,427.00 **
				FUND TOTAL	1,427.00

AP375H
10/14/2021
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WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021
ECONOMIC DEVELOPMENT AUTHORITY

BEFORE CHECKS
PAGE 2

MAJOR# ACCT# 000020	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
2345	500008	N/P - 1ST BK & TRUST-#215 THE FIRST BANK & TRUST COM	70 2151580		
				ACCOUNT TOTAL	8,028.78
				MAJOR TOTAL	8,028.78 *
				FUND TOTAL	8,028.78 **

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WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
PAGE 3

MAJOR# ACCT# 016090	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001		COST RECOVERY FEES			
	999999	SENTATA HEALTH PLANS, INC.	SENTARA EMA 10B		143.46
	999999	SENTARA HEALTH PLANS, INC	SENTARA EMS 10		90.20
				ACCOUNT TOTAL	233.66 *
				MAJOR TOTAL	233.66 **
				FUND TOTAL	233.66

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10/14/2021
FUND # - 001

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
PAGE 4

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
011010	**	BOARD OF SUPERVISORS **			
3002		PROFESSIONAL SERVICES			
	6302	SWAGIT PRODUCTIONS, LLC	18706		1,345.00
	8798	STOWE ENGINEERING, PLC	1976		1,725.00
				ACCOUNT TOTAL	3,070.00 *
3007		ADVERTISING			
	169	WARREN SENTINEL, THE	1666603 10/21		438.00
	169	WARREN SENTINEL, THE	1666603 10/21 B		288.00
	200	NORTHERN VIRGINIA DAILY	S00218 10/21		1,802.00
	5238	TACS	7440		148.00
				ACCOUNT TOTAL	2,676.00 *
				MAJOR TOTAL	5,746.00 **
012020	**	COUNTY ADMINISTRATION **			
5203		TELEPHONE			
	3107	LOGAN, TARYN G.	0031202110		45.00
	9089	HAYES, SHELLEY	0090202110 002		45.00
				ACCOUNT TOTAL	90.00 *
5204		MOBILE RADIO			
	188	LINDEN SMR ASSOCIATES	0001202110		10.00
				ACCOUNT TOTAL	10.00 *
5401		OFFICE SUPPLIES			
	20055	QUILL	18874208		385.97
	20055	QUILL	19005018		14.79
	20055	QUILL	19076740		23.24
	20055	QUILL	19096786		28.99
	20055	QUILL	19110284		101.46
	20055	QUILL	19278088		18.99
	20055	QUILL	19577454		18.79
	20055	QUILL	19688565		17.99
	20055	QUILL	19706213		10.99
				ACCOUNT TOTAL	621.21 *
5408		OPERATION OF MOTOR VEHICL			
	5739	MANSFIELD OIL COMPANY	707418		51.02
				ACCOUNT TOTAL	51.02 *
8001		EQUIPMENT RENTAL			
	6203	U.S. BANK EQUIPMENT FINANC	450808886		661.34
	6203	U.S. BANK EQUIPMENT FINANC	453240582		422.31
				ACCOUNT TOTAL	1,083.65 *
				MAJOR TOTAL	1,855.88 **
012030	**	HUMAN RESOURCES **			
5899		UNCLASSIFIED			
	3274	COMMONWEALTH OF VA	A1914 10/21		15.00
				ACCOUNT TOTAL	15.00 *
6002		EMPLOYEE TESTING			
	757978	VALLEY HEALTH EMPLOYER HEA	109888		278.00

AP375H
10/14/2021
FUND # - 001

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
PAGE 5

MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
	757978 VALLEY HEALTH EMPLOYER HEA	110515		40.00
			ACCOUNT TOTAL	318.00 *
			MAJOR TOTAL	333.00 **
012040	** COUNTY ATTORNEY **			
3002	PROFESSIONAL SERVICES			
	5890 LITTEN & SIPE L.L.P.	18479		11,172.60
	5890 LITTEN & SIPE L.L.P.	18481		104.01
	9226 APPRAISAL GROUP, INC.	31388		1,625.00
			ACCOUNT TOTAL	12,901.61 *
5203	TELEPHONE			
	5879 JORDAN, CAITLIN	0058202110 002		45.00
			ACCOUNT TOTAL	45.00 *
5401	OFFICE SUPPLIES			
	20055 QUILL	18998825		30.93
	20055 QUILL	19007054		157.09
	20055 QUILL	19345280		211.53
			ACCOUNT TOTAL	399.55 *
5411	BOOKS AND SUBSCRIPTIONS			
	2098 THOMSON REUTER - WEST	0020202110	ACCT# 1003461562	302.50
			ACCOUNT TOTAL	302.50 *
			MAJOR TOTAL	13,648.66 **
012060	** INFORMATION TECHNOLOGY **			
3002	PROFESSIONAL SERVICES			
	5987 SUMMIT BUSINESS ASSOCIATES	2021353		2,400.00
			ACCOUNT TOTAL	2,400.00 *
7007	COMPUTER EQUIPMENT			
	3835 CDW GOVERNMENT, INC.	085526		1,955.33
	3835 CDW GOVERNMENT, INC.	119363		3,165.95
			ACCOUNT TOTAL	5,121.28 *
7008	COMPUTER SOFTWARE			
	5956 PLANET TECHNOLOGIES, INC	129621		12,408.00
	5956 PLANET TECHNOLOGIES, INC	129634		7,520.70
	5956 PLANET TECHNOLOGIES, INC	129878		7,520.70
	5956 PLANET TECHNOLOGIES, INC	129879		6,204.00
	5956 PLANET TECHNOLOGIES, INC	130052		6,204.00
	5956 PLANET TECHNOLOGIES, INC	130053		7,520.70
	5956 PLANET TECHNOLOGIES, INC	130456		1,980.29
	5956 PLANET TECHNOLOGIES, INC	130457		777.48
			ACCOUNT TOTAL	50,135.87 *
			MAJOR TOTAL	57,657.15 **
012090	** COMMISSIONER OF REVENUE **			
5203	TELEPHONE			
	2195 LAKE, VIVIAN	0021202110		45.00

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10/14/2021
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WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
PAGE 6

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	3800	SOURS, SHERRY T.	0038202110		45.00
	3851	FULLER, LINDA	0038202110		45.00
				ACCOUNT TOTAL	135.00 *
5401		OFFICE SUPPLIES			
	552	PICCADILLY PRINTING CO.	11941		491.76
	20061	QUILL	19040968		252.92
				ACCOUNT TOTAL	744.68 *
5408		OPERATION OF MOTOR VEHICL			
	5305	WARREN CO. PUBLIC SCHOOLS	30010		195.21
				ACCOUNT TOTAL	195.21 *
5801		DUES AND MEMBERSHIPS			
	8555	VALTA	FULLER 10/21		10.00
				ACCOUNT TOTAL	10.00 *
				MAJOR TOTAL	1,084.89 **
012130	**	TREASURER **			
5504		TRAVEL			
	8844	ENHANCED PRINTING & PROMO	855705		180.39
				ACCOUNT TOTAL	180.39 *
				MAJOR TOTAL	180.39 **
012150	**	FINANCE AND PURCHASING **			
5401		OFFICE SUPPLIES			
	8549	MILLER'S SUPPLIES	1186251		69.46
				ACCOUNT TOTAL	69.46 *
8001		EQUIPMENT RENTAL			
	8846	PITNEY BOWES	0088202110 002	0012872291	1,900.56
				ACCOUNT TOTAL	1,900.56 *
				MAJOR TOTAL	1,970.02 **
013000	**	ELECTIONS **			
1010		COMPENSATION ELECTION OFF			
	2013	FELDHAUSER, BONNIE S.	ELECTION 10/21		400.00
	5635	HARSHMAN, JANET	ELECTION 10/21		250.00
	5637	EMERSON, KENNETH	ELECTION 10/21		862.50
	5643	MICHAELY, RICHARD	ELECTION 10/21		400.00
	5750	SIGURDSON, TERRI GAYLE	ELECTION 10/21		710.00
	6241	BROWN, VIRGINIA	ELECTION 10/21		510.00
	6354	BROWN, ANTHONY	ELECTION 10/21		425.00
	8210	TOLER DANE	ELECTION 10/21		185.00
	20208	BIGGS, LAURA	ELECTION 10/21		135.00
	20477	SUMMERS, GISELE	ELECTION 10/21		252.50
				ACCOUNT TOTAL	4,130.00 *
5201		POSTAGE			
	2302	TOBIN, CAROL L.	REIMB 10/21		6.70
	6309	PURCHASE POWER	2321 10/21		1,000.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	8846	PITNEY BOWES	3314221401		897.57
				ACCOUNT TOTAL	1,904.27 *
5401		OFFICE SUPPLIES			
	20064	QUILL	19620400		76.89
	20064	QUILL	19629609		810.78
	20064	QUILL	19629931		161.42
	20064	QUILL	19648424		41.86
	20064	QUILL	19773431		104.93
				ACCOUNT TOTAL	1,195.88 *
5504		TRAVEL			
	2302	TOBIN, CAROL L.	REIMB 10/21		91.61
				ACCOUNT TOTAL	91.61 *
				MAJOR TOTAL	7,321.76 **
021010	**	CIRCUIT COURT **			
1003		COMPENSATION - PART TIME			
	5157	SHENANDOAH CO. TREASURER	1ST 10/21	JULY AUG SEPT	2,948.17
				ACCOUNT TOTAL	2,948.17 *
5411		BOOKS & SUBSCRIPTIONS			
	9271	BLUE 360 MEDIA	2107081516		85.75
				ACCOUNT TOTAL	85.75 *
				MAJOR TOTAL	3,033.92 **
021020	**	GENERAL DISTRICT COURT **			
3002		COURT APPOINTED ATTORNEY			
	4960	GUNTER HENSLEY, P.C.	GC21001264 00		140.32
	5822	MATTHEW KREITZER	GC20004461 00		120.00
	5822	MATTHEW KREITZER	GC20006458 00		120.00
				ACCOUNT TOTAL	380.32 *
5401		OFFICE SUPPLIES			
	8549	MILLER'S SUPPLIES	1181083		54.04
	8549	MILLER'S SUPPLIES	1181399		54.70
	9218	CRYSTAL SPRINGS	20078875 090421		45.74
				ACCOUNT TOTAL	154.48 *
5411		BOOKS AND SUBSCRIPTIONS			
	9271	BLUE 360 MEDIA	2107081514		85.75
				ACCOUNT TOTAL	85.75 *
8001		RENTAL OF EQUIPMENT			
	3787	XEROX CORPORATION	014344368		69.09
	3787	XEROX CORPORATION	014344369		43.10
	8846	PITNEY BOWES	3314290149		146.34
				ACCOUNT TOTAL	258.53 *
				MAJOR TOTAL	879.08 **
021030	**	MAGISTRATES **			
3004		REPAIR AND MAINTENANCE EQ			
	1673	THE SUPPLY ROOM CO., INC.	4372571 0		449.99

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	5058	RICOH USA INC.	0050202110 002		128.78
				ACCOUNT TOTAL	578.77 *
5203		TELEPHONE			13.11
	5058	RICOH USA INC.	5062815608		13.11 *
				ACCOUNT TOTAL	591.88 **
021050	**	JUVENILE AND DOMESTIC COURT **			
3004		REPAIR AND MAINTENANCE EQ			
	2472	PITNEY BOWES	1018941566		218.00
				ACCOUNT TOTAL	218.00 *
5401		OFFICE SUPPLIES			
	3808	NATIONAL PEN CORPORATION	112222325		182.75
	9218	CRYSTAL SPRINGS	20082360 090421		106.07
	9218	CRYSTAL SPRINGS	20082360 100221		69.64
	9272	GALLERY COLLECTIONS, THE	0031104		221.24
				ACCOUNT TOTAL	579.70 *
8001		EQUIPMENT RENTAL			
	2804	DE LAGE LANDEN	0028202110	25337125	571.20
				ACCOUNT TOTAL	571.20 *
				MAJOR TOTAL	1,368.90 **
021060	**	CLERK OF CIRCUIT COURT **			
5201		POSTAGE			
	5772	MOORE, ANGELA	REIMB 10/21		28.15
				ACCOUNT TOTAL	28.15 *
5401		OFFICE SUPPLIES			
	911	PENGAD, INC.	568481 01		208.50
	9218	CRYSTAL SPRINGS	20732804 091821		36.83
	9275	QUILL	19344742		251.52
				ACCOUNT TOTAL	496.85 *
8001		RENTAL OF COPIER			
	110	KONICA MINOLTA PREMIER FIN	73921247	9/15-10/15	353.25
	3787	XEROX CORPORATION	014344367		69.14
				ACCOUNT TOTAL	422.39 *
				MAJOR TOTAL	947.39 **
021080	**	LAW LIBRARY **			
5411		BOOKS AND SUBSCRIPTIONS			
	1054	RELX INC.- DBA LEXISNEXIS	0010202110	422L8P4L9	765.00
				ACCOUNT TOTAL	765.00 *
				MAJOR TOTAL	765.00 **
022010	**	COMMONWEALTH'S ATTORNEY **			
5201		POSTAGE			
	2135	U. S. POSTAL SERVICE	POSTAGE 10/21		500.00
				ACCOUNT TOTAL	500.00 *

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5401		OFFICE SUPPLIES			157.27
	3787	XEROX CORPORATION	014194386		157.27 *
				ACCOUNT TOTAL	657.27 **
031020	** SHERIFF'S DEPARTMENT **				
3004		REPAIR AND MAINTENANCE EQ			4,000.00
	6270	WATCHGUARD VIDEO	005561		4,000.00 *
				ACCOUNT TOTAL	
3007		ADVERTISING			75.00
	2260	FRONT ROYAL LIONS CLUB	2260 10/21		75.00 *
				ACCOUNT TOTAL	
3008		LAUNDRY AND CLOTHING ALLO			233.25
	2732	NU LOOK 1HR CLEANERS	28436 10/21		125.00
	2732	NU LOOK 1HR CLEANERS	8407		358.25 *
				ACCOUNT TOTAL	
3010		EQUIPMENT SERVICE CONTRAC			5,000.00
	6270	WATCHGUARD VIDEO	005561		5,000.00 *
				ACCOUNT TOTAL	
5201		POSTAGE			94.17
	2297	POSTAL BUSINESS CENTER	15483 10/21		94.17 *
				ACCOUNT TOTAL	
5203		TELEPHONE			34.53
	935	MCI COMM SERVICE	2DG20748 10/21		34.53
	935	MCI COMM SERVICE	2DG20749		34.53
	935	MCI COMM SERVICE	2DG20750 10/21		103.59 *
				ACCOUNT TOTAL	
5401		OFFICE SUPPLIES			20.94
	50	QUILL	19076489		20.94
	50	QUILL	19213375		22.58
	50	QUILL	19546607		79.96
	50	QUILL	19562031		144.42 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			4.29
	263	RAMSEY HARDWARE	412108		4.04
	263	RAMSEY HARDWARE	412208		125.00
	4370	COMSONICS	950932		125.00
	4370	COMSONICS	950933		130.00
	4370	COMSONICS	950934		130.00
	4370	COMSONICS	950935		117.00
	4370	COMSONICS	950936		6,611.61
	5869	MANSFILED OIL COMAPNY	707104		6,383.95
	5869	MANSFILED OIL COMAPNY	711101		13,630.89 *
				ACCOUNT TOTAL	
5409		POLICE SUPPLIES AND AMMUN			152.00
	7605	GALLS, LLC	019380385		152.00 *
				ACCOUNT TOTAL	
5410		WEARING APPAREL			315.00
	6220	STRASBURG POLICE DEPARTMEN	6220 10/21		

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	7605	GALLS, LLC	019114392		72.39
	7605	GALLS, LLC	019201258		203.48
	7605	GALLS, LLC	019211117		317.16
	7605	GALLS, LLC	019227037		264.58
	7605	GALLS, LLC	019278982		605.43
	7605	GALLS, LLC	019279141		13,172.68
	7605	GALLS, LLC	019289660		63.99
	7605	GALLS, LLC	019289687		72.39
	7605	GALLS, LLC	019316357		168.00
	7605	GALLS, LLC	019326152		38.00
	7605	GALLS, LLC	019351411		16.42
	7605	GALLS, LLC	019371633		191.97
				ACCOUNT TOTAL	15,501.49 *
5420		K-9 EXPENSE			
	243	W.C. VETERINARY CLINIC	693617		490.08
	243	W.C. VETERINARY CLINIC	694961		411.07
	7575	APV	4651		105.09
	9143	JOHN DEERE FINANCIAL	7189		12.74
				ACCOUNT TOTAL	1,018.98 *
5504		TRAVEL AND TRAINING			
	5975	INSIDE THE TAPE LLC	5975 10/21		295.00
	9264	SKYLINE REGIONAL CRIMINAL	2020151		25,398.00
				ACCOUNT TOTAL	25,693.00 *
5899		UNCLASSIFIED			
	5130	BERKELEY CLUB BEVERAGES	17 44235		74.00
	5976	ROOSTER'S AMISH SHEDS, LLC	807		3,750.00
	6138	KEEN'S TOWING & HAULING, L	6138 10/21		150.00
	6278	TRANSUNION RISK & ALTERNAT	202108 1		75.00
	6278	TRANSUNION RISK & ALTERNAT	202109 1		109.20
				ACCOUNT TOTAL	4,158.20 *
7008		COMPUTER SOFTWARE			
	6270	WATCHGUARD VIDEO	005561		6,450.00
				ACCOUNT TOTAL	6,450.00 *
8001		RENTAL OF EQUIPMENT			
	3787	XEROX CORPORATION	014194377		178.24
	3787	XEROX CORPORATION	014194379		242.63
	3787	XEROX CORPORATION	014194380		195.26
	3787	XEROX CORPORATION	014194381		183.37
	3787	XEROX CORPORATION	014433546		190.53
	3787	XEROX CORPORATION	014433548		221.04
	3787	XEROX CORPORATION	014433549		169.21
	3787	XEROX CORPORATION	014433550		186.69
				ACCOUNT TOTAL	1,566.97 *
				MAJOR TOTAL	77,946.96 **
031040	**	E-911 SYSTEM **			
5203		TELEPHONE			
	4424	VOIANCE LANGUAGE SERV.	1383903		93.80

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MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
	5250 WOODALL, ASHLEY	0052202110 002		45.00
			ACCOUNT TOTAL	138.80 *
5504	TRAVEL AND TRAINING			
	9264 SKYLINE REGIONAL CRIMINAL	2020151		7,470.00
			ACCOUNT TOTAL	7,470.00 *
7008	COMMUNICATIONS SOFTWARE			
	9612 CENTURYLINK	101186941		428.06
	9612 CENTURYLINK	70609012		50.00
			ACCOUNT TOTAL	478.06 *
8001	EQUIPMENT RENTAL			
	3787 XEROX CORPORATION	014194378		198.07
	3787 XEROX CORPORATION	014433547		211.95
			ACCOUNT TOTAL	410.02 *
			MAJOR TOTAL	8,496.88 **
032000	** VOLUNTEER FIRE AND RESCUE **			
3010	FOREST FIRE EXTINCTION			
	9121 VA. DEPT. OF FORESTRY	20179339		4,254.93
			ACCOUNT TOTAL	4,254.93 *
5629	FIRE PROGRAMS FUND			
	105 TOWN OF FRONT ROYAL	166125 10/21		20.24
	5616 BEST EXTERMINATING SERVICE	62000		45.00
	5986 FELDHAUSER, ANDREW	REIMB 10/21		59.93
	6155 WINCHESTERPC.COM	123101		130.00
	20060 QUILL	18665541		223.84
	20060 QUILL	18721647		166.99
			ACCOUNT TOTAL	646.00 *
			MAJOR TOTAL	4,900.93 **
033000	** COURT SERVICES **			
5504	TRAVEL AND TRAINING			
	9264 SKYLINE REGIONAL CRIMINAL	2020151		7,968.00
			ACCOUNT TOTAL	7,968.00 *
			MAJOR TOTAL	7,968.00 **
033030	** PROBATION **			
5301	PROBATION EXPENDITURES			
	5904 BI, INC.	1262728		95.20
	6254 3RD MILLENNIUM CLASSROOMS	WARCSU 0821		120.00
			ACCOUNT TOTAL	215.20 *
			MAJOR TOTAL	215.20 **
034010	** BUILDING INSPECTIONS **			
5205	CELLULAR PHONE			
	5558 BEAHM, DAVID	0055202110 002		45.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	9524	ROBINSON, MARK	0095202110 002		45.00
				ACCOUNT TOTAL	90.00 *
5401		OFFICE SUPPLIES			
	4282	QUILL	19674779		87.39
	4282	QUILL	19705087		157.99
				ACCOUNT TOTAL	245.38 *
5408		OPERATION OF MOTOR VEHICL			
	5741	MANSFILED OIL COMPANY	707338		279.35
	5741	MANSFILED OIL COMPANY	711337		315.70
				ACCOUNT TOTAL	595.05 *
5505		STATE TRAINING			
	765	TREASURER OF VIRGINIA	1ST 10/21		3,011.18
				ACCOUNT TOTAL	3,011.18 *
5805		MIDDLE DEPARTMENT INSPECT			
	5135	MIDDLE DEPT. INSPECTION	PERMITS 10/21		6,420.00
				ACCOUNT TOTAL	6,420.00 *
				MAJOR TOTAL	10,361.61 **
035010	**	ANIMAL CONTROL **			
3001		VET SERVICES			
	243	W.C. VETERINARY CLINIC	690075		198.96
	243	W.C. VETERINARY CLINIC	693198		115.00
	243	W.C. VETERINARY CLINIC	694107		176.00
	243	W.C. VETERINARY CLINIC	694136		323.00
	243	W.C. VETERINARY CLINIC	694146		384.27
	243	W.C. VETERINARY CLINIC	694200		394.87
	243	W.C. VETERINARY CLINIC	694900		500.26
				ACCOUNT TOTAL	2,092.36 *
5408		OPERATION OF MOTOR VEHICL			
	5869	MANSFILED OIL COMAPNY	707104		349.80
	5869	MANSFILED OIL COMAPNY	711101		312.46
				ACCOUNT TOTAL	662.26 *
5504		TRAVEL AND TRAINING			
	9264	SKYLINE REGIONAL CRIMINAL	2020151		1,494.00
				ACCOUNT TOTAL	1,494.00 *
5604		BOARD OF DOGS			
	177	HUMANE SOCIETY OF W.C.	0001202110		27,189.89
				ACCOUNT TOTAL	27,189.89 *
5802		CLAIMS			
	5233	ATWOOD, WILLIAM A	COYOTE 10/21		50.00
	6559	WHITE, GARY R.	COYOTE 10/21		50.00
	6609	JENKINS, DAVID III	COYOTE 10/21		50.00
				ACCOUNT TOTAL	150.00 *
				MAJOR TOTAL	31,588.51 **
035030	**	MEDICAL EXAMINER **			
3009		EXAMINATION FEES			
	8745	TREASURER OF VIRGINIA	RCLJR		20.00
				ACCOUNT TOTAL	20.00 *
				MAJOR TOTAL	20.00 **

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MAJOR# ACCT# 035050	VENDOR NUMBER ** FIRE AND RESCUE DEPARTMENT **	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5203		TELEPHONE			45.00
	3827	CATLETT, KEVIN	0038202110		45.00
	9048	MAIATICO, GERRY R.	0090202110 002		90.00 *
				ACCOUNT TOTAL	
5401		OFFICE SUPPLIES			411.52
	9122	TIAA COMMERCIAL FINANCE	0091202110 002	41387720	2.69
	20060	QUILL	19084882		93.12
	20060	QUILL	19109281		252.90
	20060	QUILL	19110445		7.70
	20060	QUILL	19525176		767.93 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			130.01
	707	MOTOROLA, INC.	605708		1,832.03
	5674	FRONT ROYAL FORD LLC	85949		581.95
	7644	FINLAY FIRE APPARATUS &	6636		2,543.99 *
				ACCOUNT TOTAL	
5410		PROTECTIVE CLOTHING/UNIFO			127.96
	20060	QUILL	19671077		2,340.00
	610000	MARYLAND FIRE EQUIP. CORP	306562		172.00
	610000	MARYLAND FIRE EQUIP. CORP	307228		150.50
	610000	MARYLAND FIRE EQUIP. CORP	307253		744.86
	610000	MARYLAND FIRE EQUIP. CORP	307371		395.43
	610000	MARYLAND FIRE EQUIP. CORP	307374		50.00
	610000	MARYLAND FIRE EQUIP. CORP	307494		3,980.75 *
				ACCOUNT TOTAL	
5504		TRAVEL AND TRAINING			636.98
	5966	FOLEY, BRIAN	REIMB 10/21		80.95
	5984	COLE, COLLIN RAYE	REIMB 10/21		4,993.84
	5985	HORNE, JENNIFER	REIMB 10/21		5,711.77 *
				ACCOUNT TOTAL	
5626		EMS FUND			7.80
	5858	BOUND TREE MEDICAL LLC	84216398		122.05
	20060	QUILL	19525176		71.97
	20060	QUILL	19671077		191.25
	20564	ROBERTS OXYGEN CO., INC.	001666		167.72
	20564	ROBERTS OXYGEN CO., INC.	027999		111.10
	20564	ROBERTS OXYGEN CO., INC.	07094		111.10
	20564	ROBERTS OXYGEN CO., INC.	82716		782.99 *
				ACCOUNT TOTAL	
5629		FIRE PREVENTION & PUBLIC			577.99
	2675	SIGNET MARKETING	56164		432.89
	2675	SIGNET MARKETING	56175		1,010.88 *
				ACCOUNT TOTAL	
5850		EMPLOYEE PHYSICALS			638.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 10/21		638.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 10/21 B		638.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 10/21 C		638.00

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	9603	SELMA MEDICAL ASSOCIATES,	147867 10/21 D		638.00
	9603	SELMA MEDICAL ASSOCIATES,	147867 10/21 E		638.00
				ACCOUNT TOTAL	3,190.00 *
5897		COVID-19 EXPENSES			211.80
	5858	BOUND TREE MEDICAL LLC	84213681		211.80 *
				ACCOUNT TOTAL	211.80 *
5899		UNCLASSIFIED			70.00
	6267	DONAHOE'S WHIMSICAL FLOWER	061483 1		70.00 *
				ACCOUNT TOTAL	70.00 *
				MAJOR TOTAL	18,360.11 **
041010	**PUBLIC WORKS/SANITARY DISTRICTS**				
5203		TELEPHONE			
	4919	BERRY, MIKE	0049202110		45.00
	9267	JONES, TRAVIS	0092202110 002		45.00
	9611	COFFELT, MICHAEL	0096202110 002		45.00
				ACCOUNT TOTAL	135.00 *
5408		EQUIPMENT MAINTENANCE/OPE			
	100	SERVICE TIRE & BATTERY	1109097		40.00
	188	LINDEN SMR ASSOCIATES	0001202110		100.00
	1666	NAPA AUTO PARTS	801580		102.50
	1666	NAPA AUTO PARTS	801605		16.94
				ACCOUNT TOTAL	259.44 *
5451		FUEL			
	2125	H. N. FUNKHOUSER & CO.	210407 87441		15.74
	2125	H. N. FUNKHOUSER & CO.	217222 87441		651.14
	2125	H. N. FUNKHOUSER & CO.	230405 87441		22.35
	2125	H. N. FUNKHOUSER & CO.	7441 10/21		629.75
	2125	H. N. FUNKHOUSER & CO.	87441 10/21		276.88
	2125	H. N. FUNKHOUSER & CO.	87441 10/21 B		419.69
	2125	H. N. FUNKHOUSER & CO.	87441 10/21 C		359.64
	2125	H. N. FUNKHOUSER & CO.	87441 10/21 D		250.38
	2125	H. N. FUNKHOUSER & CO.	87441 10/21 E		309.77
	5789	MANSFIELD OIL COMPANY	707294		274.85
	5789	MANSFIELD OIL COMPANY	711289		385.83
				ACCOUNT TOTAL	3,596.02 *
5899		RESERVE FOR CONTINGENCIES			
	743	STOKES GENERAL STORE	MC 10/21		105.96
	743	STOKES GENERAL STORE	MC 10/21 B		120.00
	743	STOKES GENERAL STORE	TJ 10/21		120.00
	743	STOKES GENERAL STORE	TJ 10/21 B		120.00
	3126	GEMPLER'S INC.	4478863		404.85
				ACCOUNT TOTAL	870.81 *
				MAJOR TOTAL	4,861.27 **
042030	** REFUSE COLLECTION **				
3005		COMPACTOR OPERATION CONTR			
	8556	SHREE MAHALAKSHMI LLC	0085202110 002		250.00
				ACCOUNT TOTAL	250.00 *

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3011		REFUSE COMPACTOR SERVICE			435.54
	898	REPUBLIC SERVICES #976	4606257 10/21		18,510.74
	898	REPUBLIC SERVICES #976	4606257 10/21 B		18,946.28 *
				ACCOUNT TOTAL	
3012		RECYCLING EXPENSES			28,092.61
	898	REPUBLIC SERVICES #976	4606257 10/21 B		1,129.60
	7957	RIDGERUNNER CONTAINER SER	118859		29,222.21 *
				ACCOUNT TOTAL	
3014		WASTE WATER DISPOSAL			500.00
	5132	FIRST CHOICE SEPTIC	12723		500.00 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			21.67
	5305	WARREN CO. PUBLIC SCHOOLS	30095		21.67 *
				ACCOUNT TOTAL	
5410		UNIFORMS			55.39
	3243	CINTAS CORPORATION	4092401995		55.39
	3243	CINTAS CORPORATION	4093718346		59.63
	3243	CINTAS CORPORATION	4094942195		59.63
	3243	CINTAS CORPORATION	4095823292		59.63
	3243	CINTAS CORPORATION	4096472089		59.63
	3243	CINTAS CORPORATION	4097058658		59.63
				ACCOUNT TOTAL	349.30 *
5899		UNCLASSIFIED AND SITE IMP			650.00
	5132	FIRST CHOICE SEPTIC	12738		599.97
	5140	CAPITAL ONE TRADE CREDIT	48659329		89.00
	9237	JOHNNY BLUE, INC.- #4391	214930		89.00
	9237	JOHNNY BLUE, INC.- #4391	214931		89.00
	9237	JOHNNY BLUE, INC.- #4391	214932		70.30
	20055	QUILL	19007046		1,587.27 *
				ACCOUNT TOTAL	
8003		RENTAL OF SITES			250.00
	8556	SHREE MAHALAKSHMI LLC	0085202110 002		250.00 *
				ACCOUNT TOTAL	
				MAJOR TOTAL	51,126.73 **
042035	**	REFUSE COLLECTION/TRANS. STA. **			
3011		REFUSE COMPACTOR SERVICE			4,724.94
	898	REPUBLIC SERVICES #976	4606257 10/21 B		4,724.94 *
				ACCOUNT TOTAL	
3012		RECYCLING EXPENSES			1,722.93
	898	REPUBLIC SERVICES #976	4606257 10/21 B		366.18
	6152	VALICOR ENVIRONMENTAL SERV	17456		43.09
	6152	VALICOR ENVIRONMENTAL SERV	24365		756.80
	20238	BATTLE CREEK LANDFILL	556 10/21		2,889.00 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			62.73
	2125	H. N. FUNKHOUSER & CO.	87438 10/21		31.79
	5305	WARREN CO. PUBLIC SCHOOLS	30096		

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	5797	MANSFIELD OIL COMPANY	707225		54.57
	5797	MANSFIELD OIL COMPANY	7711223		135.58
				ACCOUNT TOTAL	284.67 *
				MAJOR TOTAL	7,898.61 **
042040	**	REFUSE DISPOSAL **			
3002		ENGINEERING SERVICES			
	400	LABELLA ASSOCIATES	147036		12,249.03
				ACCOUNT TOTAL	12,249.03 *
3013		HAULING AND DISPOSAL			
	898	REPUBLIC SERVICES #976	4720991 10/21		58,877.28
	20238	BATTLE CREEK LANDFILL	570 10/21		113,162.46
				ACCOUNT TOTAL	172,039.74 *
3016		TIRE DISPOSAL			
	20100	TREASURER, FREDERICK CO. -	2853 9		405.60
				ACCOUNT TOTAL	405.60 *
5203		TELEPHONE			
	4812	LENTZ, JAMES	0048202110		45.00
				ACCOUNT TOTAL	45.00 *
5401		OFFICE SUPPLIES			
	20055	QUILL	18076992		287.90
	20055	QUILL	19168262		325.71
	20055	QUILL	19176733		344.83
	20055	QUILL	19311631		188.80
	20055	QUILL	19658028		34.92
	20055	QUILL	19667450		129.85
				ACCOUNT TOTAL	1,312.01 *
5415		OPERATION OF MACHINERY			
	2315	SOUTHERN STATES OF F.R.	1283814		41.77
	3952	WINCHESTER EQUIPMENT CO.	42771		16,799.99
				ACCOUNT TOTAL	16,841.76 *
5897		COVID-19 EXPENSES			
	2961	NORTHERN SAFETY CO., INC	904532489		158.92
				ACCOUNT TOTAL	158.92 *
5899		UNCLASSIFIED			
	263	RAMSEY HARDWARE	411782		150.27
	1724	SHARE CORP.	179542		515.90
	3126	GEMPLER'S INC.	4479669		641.17
	3126	GEMPLER'S INC.	4480461		66.20
	5140	CAPITAL ONE TRADE CREDIT	48659329		199.99
	6499	MARSHALL, BRIAN	REIMB 10/21		6.94
	9218	CRYSTAL SPRINGS	16375631 090721		37.45
				ACCOUNT TOTAL	1,617.92 *
7001		MACHINERY AND EQUIPMENT			
	5784	DEERE CREDIT, INC	0057202110 002		3,762.34
				ACCOUNT TOTAL	3,762.34 *
7026		TRANS. STATION MAINTENANC			
	7112	RACEY ENGINEERING, PLLC	10955		2,450.00
				ACCOUNT TOTAL	2,450.00 *
				MAJOR TOTAL	210,882.32 **

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043000	** MAINTENANCE OF BLDG. & GRNDS. **				
5101		ELECTRIC SERVICE			8,125.93
	105	TOWN OF FRONT ROYAL	179112	10/21	118.67
	105	TOWN OF FRONT ROYAL	334000	10/21	117.36
	105	TOWN OF FRONT ROYAL	548000	10/21	22.31
	105	TOWN OF FRONT ROYAL	560100	10/21	149.34
	105	TOWN OF FRONT ROYAL	561000	10/21	71.00
	105	TOWN OF FRONT ROYAL	562000	10/21	99.86
	105	TOWN OF FRONT ROYAL	563000	10/21	117.98
	105	TOWN OF FRONT ROYAL	565000	10/21	4,360.96
	105	TOWN OF FRONT ROYAL	581001	10/21	21.50
	105	TOWN OF FRONT ROYAL	724000	10/21	8.93
	105	TOWN OF FRONT ROYAL	725000	10/21	8.50
	105	TOWN OF FRONT ROYAL	726000	10/21	9.59
	105	TOWN OF FRONT ROYAL	727000	10/21	1,203.77
	105	TOWN OF FRONT ROYAL	735000	10/21	3,981.24
	105	TOWN OF FRONT ROYAL	736000	10/21	1,237.84
	105	TOWN OF FRONT ROYAL	740000	10/21	19,654.78 *
				ACCOUNT TOTAL	
5102		FUEL			505.80
	4737	QUARLES ENERGY SERVICES	94849		505.80 *
				ACCOUNT TOTAL	
5103		WATER SEWER GARBAGE			1,270.13
	105	TOWN OF FRONT ROYAL	179111	10/21	100.55
	105	TOWN OF FRONT ROYAL	334000	10/21	76.51
	105	TOWN OF FRONT ROYAL	548000	10/21	24.75
	105	TOWN OF FRONT ROYAL	549000	10/21	27.45
	105	TOWN OF FRONT ROYAL	559000	10/21	93.47
	105	TOWN OF FRONT ROYAL	560000	10/21	14.10
	105	TOWN OF FRONT ROYAL	560100	10/21	41.55
	105	TOWN OF FRONT ROYAL	565000	10/21	416.00
	105	TOWN OF FRONT ROYAL	581001	10/21	81.68
	105	TOWN OF FRONT ROYAL	583000	10/21	27.45
	105	TOWN OF FRONT ROYAL	724000	10/21	464.78
	105	TOWN OF FRONT ROYAL	735000	10/21	83.87
	105	TOWN OF FRONT ROYAL	735100	10/21	10.12
	105	TOWN OF FRONT ROYAL	735111	10/21	301.54
	105	TOWN OF FRONT ROYAL	736000	10/21	181.29
	105	TOWN OF FRONT ROYAL	740000	10/21	171.57
	898	REPUBLIC SERVICES #976	530432	0020363	175.00
	898	REPUBLIC SERVICES #976	530680	0022098	3,561.81 *
				ACCOUNT TOTAL	
5203		TELEPHONE			172.23
	2360	COMCAST	8797	10/21	45.00
	5379	KERNS, JAMES W.	0053202110	002	45.00
	5924	EARLEY, NEIL	0059202110	002	30.00
	8013	HAYES, JEFFREY	0080202110	002	45.00
	8803	SHACKELFORD, DONNA	0088202110	002	337.23 *
				ACCOUNT TOTAL	

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5401		OFFICE SUPPLIES			
	8549	MILLER'S SUPPLIES	1180330		188.53
	8549	MILLER'S SUPPLIES	1186897		47.46
				ACCOUNT TOTAL	235.99 *
5405		SUPPLIES			
	548	SHERWIN-WILLIAMS	6622 3		25.37
	548	SHERWIN-WILLIAMS	6625 6		29.10
	548	SHERWIN-WILLIAMS	6664 7		5.28
	2110	LOWE'S	3277 10/21		1,389.94
	7977	GENERAL SALES OF VA, INC.	202109 02033		1,596.95
	8549	MILLER'S SUPPLIES	1184423		1,687.40
	8549	MILLER'S SUPPLIES	1184475		1,235.00
	8549	MILLER'S SUPPLIES	1184631		1,349.92
	8549	MILLER'S SUPPLIES	1184728		1,687.40
	8549	MILLER'S SUPPLIES	1186938		183.60
				ACCOUNT TOTAL	9,189.96 *
5407		REPAIRS AND MAINTENANCE			
	263	RAMSEY HARDWARE	411834		562.87
	263	RAMSEY HARDWARE	411848		5.38
	263	RAMSEY HARDWARE	411868		8.54
	263	RAMSEY HARDWARE	411954		25.19
	263	RAMSEY HARDWARE	411975		4.75
	263	RAMSEY HARDWARE	412017		26.97
	263	RAMSEY HARDWARE	412031		8.00
	263	RAMSEY HARDWARE	412129		27.88
	263	RAMSEY HARDWARE	412136		71.52
	263	RAMSEY HARDWARE	412218		7.19
	263	RAMSEY HARDWARE	412223		44.00
	263	RAMSEY HARDWARE	412259		7.64
	263	RAMSEY HARDWARE	90272		78.98
	548	SHERWIN-WILLIAMS	6584 5		28.70
	548	SHERWIN-WILLIAMS	6585 2		32.84
	548	SHERWIN-WILLIAMS	6761 9		105.50
	743	STOKES GENERAL STORE	MS 10/21		203.33
	958	BEST EXTERMINATING SERV.	107819		500.00
	958	BEST EXTERMINATING SERV.	60988		15.00
	958	BEST EXTERMINATING SERV.	60989		10.00
	958	BEST EXTERMINATING SERV.	61078		25.00
	958	BEST EXTERMINATING SERV.	61103		15.00
	958	BEST EXTERMINATING SERV.	61107		10.00
	958	BEST EXTERMINATING SERV.	61108		10.00
	958	BEST EXTERMINATING SERV.	61110		10.00
	958	BEST EXTERMINATING SERV.	61276		15.00
	958	BEST EXTERMINATING SERV.	61354		25.00
	958	BEST EXTERMINATING SERV.	61443		15.00
	958	BEST EXTERMINATING SERV.	61473		35.00
	958	BEST EXTERMINATING SERV.	62048		1,465.00
	958	BEST EXTERMINATING SERV.	62248		25.00
	958	BEST EXTERMINATING SERV.	62249		15.00

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	958	BEST EXTERMINATING SERV.	62250		15.00
	958	BEST EXTERMINATING SERV.	62251		10.00
	958	BEST EXTERMINATING SERV.	62277		15.00
	958	BEST EXTERMINATING SERV.	62283		32.00
	958	BEST EXTERMINATING SERV.	62294		25.00
	958	BEST EXTERMINATING SERV.	62295		10.00
	958	BEST EXTERMINATING SERV.	3129040		200.00
	1632	VALLEY PROTEINS, INC.	21 155		695.00
	1932	WECI, INC.	21 167		410.00
	1932	WECI, INC.	0573 10/21		14.71
	2110	LOWE'S	1086 10/21		408.34
	2110	LOWE'S	1383 10/21		52.22
	2110	LOWE'S	1452 10/21		26.79
	2110	LOWE'S	1628 10/21		48.80
	2110	LOWE'S	1781 10/21		37.62
	2110	LOWE'S	1783 10/21		57.81
	2110	LOWE'S	1800 10/21		114.61
	2110	LOWE'S	1845 10/21		141.55
	2110	LOWE'S	1847 10/21		40.83
	2110	LOWE'S	1892 10/21		59.46
	2110	LOWE'S	1900 10/21		364.80
	2110	LOWE'S	1913 10/21		141.93
	2110	LOWE'S	1958 10/21		39.02
	2110	LOWE'S	1992 10/21		201.20
	2110	LOWE'S	2923 10/21		62.20
	2110	LOWE'S	2955 10/21		28.93
	2110	LOWE'S	3031 10/21		67.35
	2110	LOWE'S	3071 10/21		358.90
	2110	LOWE'S	3545 10/21		419.82
	2110	LOWE'S	3635 10/21		100.80
	2110	LOWE'S	3740 10/21		164.21
	2110	LOWE'S	1385527		153.72
	2568	UNIFIRST CORPORATION	1386715		153.72
	2568	UNIFIRST CORPORATION	1387907		184.17
	2568	UNIFIRST CORPORATION	1389093		170.12
	2568	UNIFIRST CORPORATION	0032202110	923503	35.00
	3278	DODSON PEST CONTROL	1451229		886.23
	4368	SOSMETAL PRODUCTS INC.	129610		36.00
	4979	NORVAC LOCK TECHNOLOGY	962018957		263.17
	5010	KONE	1386768		276.06
	5156	UNIFIRST CORP.	5973 10/21		800.00
	5973	RODGERS CLOCK SERVICE	5256		140.00
	6136	SHALLOW CREEK ELECTRICAL S	5261		283.24
	6136	SHALLOW CREEK ELECTRICAL S	5328		4,219.00
	6136	SHALLOW CREEK ELECTRICAL S	1386937		64.37
	6233	UNIFIRST CORP.	1389317		72.55
	6233	UNIFIRST CORP.	3916		77.73
	7575	APV	3981		421.05
	7575	APV	4668		38.97
	7575	APV			

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	7977	GENERAL SALES OF VA, INC.	202108 01799		364.55
	8549	MILLER'S SUPPLIES	1180542		1,048.00
	8549	MILLER'S SUPPLIES	1184399		184.26
	8588	BERKELEY GLASS	85112		412.10
	8588	BERKELEY GLASS	85636		268.00
	9227	SIEMENS INDUSTRY, INC	5330055813		1,258.00
	9243	BEST EXTERMINATING SERV.	61249		50.00
	9244	BEST EXTERMINATING SERV.	60947		130.00
	9244	BEST EXTERMINATING SERV.	61076		65.00
	9244	BEST EXTERMINATING SERV.	61111		29.00
	9244	BEST EXTERMINATING SERV.	61910		70.00
	9244	BEST EXTERMINATING SERV.	62252		29.00
	9244	BEST EXTERMINATING SERV.	62275		65.00
	9248	ACME TECHNICAL GROUP LLC	20104		220.00
	9248	ACME TECHNICAL GROUP LLC	20105		495.00
	9617	ORACLE ELEVATOR HOLDCO, IN	072160		145.00
	20445	UNIFIRST CORPORATION	1386716		197.59
				ACCOUNT TOTAL	21,108.78 *
5408		OPERATION OF MOTOR VEHICL			
	5517	MANSFIELD OIL COMPANY	707303		215.86
	5517	MANSFIELD OIL COMPANY	711299		287.26
				ACCOUNT TOTAL	503.12 *
5897		COVID-19 EXPENSES			
	7977	GENERAL SALES OF VA, INC.	202109 00479		1,643.35
	7977	GENERAL SALES OF VA, INC.	202109 01549		1,643.35
	7977	GENERAL SALES OF VA, INC.	202109 01550		1,375.35
	8549	MILLER'S SUPPLIES	1181662		2,078.40
	8549	MILLER'S SUPPLIES	1182453		623.52
				ACCOUNT TOTAL	7,363.97 *
7001		MACHINERY & EQUIPMENT			
	4368	SOSMETAL PRODUCTS INC.	1452215		98.21
				ACCOUNT TOTAL	98.21 *
7013		HVAC REPLACEMENT PROJECTS			
	5247	AMERICAN BOILER INSPECT.	77589		150.00
				ACCOUNT TOTAL	150.00 *
7014		FIRE PROTECTION			
	3174	JOHNSON CONTROLS FIRE	22495354		785.25
	4757	H.M.S. FIRE EXTINGUISHERS	26346		139.00
	4757	H.M.S. FIRE EXTINGUISHERS	26347		100.50
				ACCOUNT TOTAL	1,024.75 *
				MAJOR TOTAL	63,734.40 **
053090	**	OTHER SOCIAL SERVICES **			
5631		WINCHESTER PUBLIC DEFENDE			
	5981	MCDERMOTT, PETER K.	5981 10/21		761.00
	5982	RIHL, DAVID PERRY	5982 10/21		750.00
	5983	STOKES, PATRICIA	5983 01/21		500.00
				ACCOUNT TOTAL	2,011.00 *
				MAJOR TOTAL	2,011.00 **

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053500	** CHILDREN'S SERVICES ACT **				
5301		CHILDREN'S SERVICES ACT			
	2103	FAMILY PRESERVATION SERV.	0809202113139		2,759.00
	2103	FAMILY PRESERVATION SERV.	0914202113139		1,800.00
	2368	GRAFTON SCHOOL, INC.	11175 10/21		4,862.00
	2368	GRAFTON SCHOOL, INC.	11175-10/21		6,071.00
	2368	GRAFTON SCHOOL, INC.	4567925 10/21		6,006.00
	2368	GRAFTON SCHOOL, INC.	4567925 9/21		4,862.00
	2368	GRAFTON SCHOOL, INC.	6737 10/21		7,271.75
	2368	GRAFTON SCHOOL, INC.	6737-10/21		8,982.75
	2368	GRAFTON SCHOOL, INC.	7701		969.00
	2431	CHILD CARE & LEARNING CTR	7907		969.00
	2431	CHILD CARE & LEARNING CTR	29779		1,170.00
	2446	YOUTH FOR TOMORROW	2067085 10/21		3,105.00
	2492	POPLAR SPRINGS HOSPITAL	30066550028		4,347.00
	2492	POPLAR SPRINGS HOSPITAL	116125 092101		4,114.50
	2601	INTERCEPT YOUTH SERVICES,	116502 082101		1,593.68
	2601	INTERCEPT YOUTH SERVICES,	118485 092101		4,114.50
	2601	INTERCEPT YOUTH SERVICES,	118885 082127		1,029.60
	2601	INTERCEPT YOUTH SERVICES,	118885 092101		4,153.00
	2601	INTERCEPT YOUTH SERVICES,	118885 092121		2,076.50
	2601	INTERCEPT YOUTH SERVICES,	118886 082103		5,971.68
	2601	INTERCEPT YOUTH SERVICES,	118886 092101		6,229.70
	2618	NORTHWESTERN COMMUNITY	116		7,200.00
	2702	UNITED METHODIST FAMILY	105360 14 10/21		514.95
	2702	UNITED METHODIST FAMILY	105360 16		533.73
	2702	UNITED METHODIST FAMILY	105360 8		117.57
	2702	UNITED METHODIST FAMILY	105587 1		97.77
	2702	UNITED METHODIST FAMILY	105598 1		3,115.25
	2702	UNITED METHODIST FAMILY	105598 10		3,115.25
	2702	UNITED METHODIST FAMILY	105598 2		2,832.00
	2702	UNITED METHODIST FAMILY	105598 3		3,115.25
	2702	UNITED METHODIST FAMILY	105598 4		302.76
	2702	UNITED METHODIST FAMILY	105598 6		3,115.25
	2702	UNITED METHODIST FAMILY	105598 9		3,115.25
	2702	UNITED METHODIST FAMILY	105914 1		733.00
	2702	UNITED METHODIST FAMILY	105914 10		733.00
	2702	UNITED METHODIST FAMILY	105914 11		660.10
	2702	UNITED METHODIST FAMILY	105914 12		473.66
	2702	UNITED METHODIST FAMILY	105914 2		473.66
	2702	UNITED METHODIST FAMILY	105914 3		733.00
	2702	UNITED METHODIST FAMILY	105914 4		30.28
	2702	UNITED METHODIST FAMILY	105914 6		733.00
	2702	UNITED METHODIST FAMILY	105914 7		660.10
	2702	UNITED METHODIST FAMILY	105914 8		660.10
	2702	UNITED METHODIST FAMILY	105914 9		473.66
	2702	UNITED METHODIST FAMILY	106008 1		5,790.00
	3194	VA. HOME FOR BOYS & GIRLS	8008		

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	3194	VA. HOME FOR BOYS & GIRLS	8009		2,160.00
	3258	MATTHEWS CENTER FOR VISUAL	147102		8,185.50
	3258	MATTHEWS CENTER FOR VISUAL	147103		7,989.66
	3258	MATTHEWS CENTER FOR VISUAL	147153		6,378.06
	3258	MATTHEWS CENTER FOR VISUAL	147154		6,508.62
	3413	BLUE RIDGE EDUCATIONAL CN	419		19,982.00
	6299	SETTLE, DANIELLE	2022 08		710.00
	6310	APTS	2058295		7,574.90
	6310	APTS	2058508		7,217.00
	6325	PEOPLE PLACES, INC	49891		10.30
	6325	PEOPLE PLACES, INC	49892		10.30
	6373	E.A.S. WINCHESTER. PLLC	80515 10/21		450.00
	6373	E.A.S. WINCHESTER. PLLC	80515 10/21 B		450.00
	7592	BRALEY & THOMPSON-VIRGINIA	05402700007282		6,078.00
	7823	FIRST HOME CARE	11574 082101		3,596.00
	7823	FIRST HOME CARE	11574 092101		3,480.00
	7823	FIRST HOME CARE	9239 082101		3,596.00
	7823	FIRST HOME CARE	9239 092101		3,480.00
	9607	IMPACT LIVING SERVICES	11747 082101		5,854.00
	9607	IMPACT LIVING SERVICES	11747 092101		5,725.00
				ACCOUNT TOTAL	221,954.59 *
5899		UNCLASSIFIED			45.00
	6615	AMANKRAH, JESSICA	0066202110 002		45.00 *
				ACCOUNT TOTAL	45.00 *
				MAJOR TOTAL	221,999.59 **
064010	**	COMMUNITY COLLEGE **			
7037		JUVENILE DETENTION FACILI			
	1554	CITY OF WINCHESTER-	13048		58,581.00
				ACCOUNT TOTAL	58,581.00 *
				MAJOR TOTAL	58,581.00 **
071010	**	PARKS & REC. ADMINISTRATION **			
3005		MAINTENANCE SERVICE CONTR			
	3787	XEROX CORPORATION	014194385		286.63
	3787	XEROX CORPORATION	014194387		409.82
	3787	XEROX CORPORATION	014433554		303.11
	3787	XEROX CORPORATION	014433556		436.33
				ACCOUNT TOTAL	1,435.89 *
3007		ADVERTISING			
	6274	DIRECTIONAL SIGNING PROGRA	159010		550.00
	20380	WARREN CO. REPORT	15618		180.00
				ACCOUNT TOTAL	730.00 *
5203		TELEPHONE			
	188	LINDEN SMR ASSOCIATES	0001202110		330.00
	2677	LENZ, DANIEL P	0026202110		45.00
	2712	RICHARDSON, ROBIN A	0027202110		45.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
			0050202110		45.00
	5041	WALKER, TIFFANY	0095202110	002	45.00
	9518	WALKER, RACHAEL E.	0209202110	002	30.00
	20908	MUNSON, ALAN		ACCOUNT TOTAL	540.00 *
5401		OFFICE SUPPLIES			394.48
	20056	QUILL	19311744		10.09
	20056	QUILL	19466944		19.99
	20056	QUILL	19630908		67.48
	20056	QUILL	19669080		43.32
	20056	QUILL	19941328	ACCOUNT TOTAL	535.36 *
5402		FOOD			247.10
	20003	ZAFAR ENTERPRISES	38950	ACCOUNT TOTAL	247.10 *
5403		BEVERAGES			44.40
	2110	LOWE'S	1011 10/21 B		45.36
	2110	LOWE'S	1952 10/21		66.46
	2110	LOWE'S	2904 10/21		16.00
	9218	CRYSTAL SPRINGS	16379177 090721	ACCOUNT TOTAL	172.22 *
5431		SECURITY SYSTEM			46.96
	2110	LOWE'S	1912 10/21		256.49
	2110	LOWE'S	2652 10/21	ACCOUNT TOTAL	303.45 *
				MAJOR TOTAL	3,964.02 **
071020	**	PARKS & REC. - REC. PROGRAM **			
5440		COACHES CERTIFICATION			333.00
	30951	NCSI	13637		55.50
	30951	NCSI	14665	ACCOUNT TOTAL	388.50 *
5442		YOUTH BASKETBALL LEAGUE			799.90
	2757	KENNEYS SPORT SHOP	2757 10/21	ACCOUNT TOTAL	799.90 *
5445		GYMNASTICS PROGRAM			191.56
	2675	SIGNET MARKETING	57010	ACCOUNT TOTAL	191.56 *
				MAJOR TOTAL	1,379.96 **
071030	**	PARKS & REC. MAINTENANCE **			
3005		SERVICE CONTRACTS & CLEAN			928.92
	898	REPUBLIC SERVICES #976	529931 4771580		699.30
	898	REPUBLIC SERVICES #976	531100 4814901		484.93
	5127	DLL FINANCE LLC.	0051202110 002	101-0447511-000	1,440.00
	6216	L & B PORTABLES LLC	2231	ACCOUNT TOTAL	3,553.15 *
3023		SAFETY PROGRAM			120.00
	743	STOKES GENERAL STORE	AC 10/21		

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	743	STOKES GENERAL STORE	JC 10/21		120.00
				ACCOUNT TOTAL	240.00 *
5101		ELECTRIC SERVICE			
	105	TOWN OF FRONT ROYAL	127101 10/21		20.41
	105	TOWN OF FRONT ROYAL	127102 10/21		94.53
	105	TOWN OF FRONT ROYAL	127104 10/21		74.40
	105	TOWN OF FRONT ROYAL	127105 10/21		27.45
	105	TOWN OF FRONT ROYAL	127106 10/21		88.46
	105	TOWN OF FRONT ROYAL	153000 10/21		1,053.84
	105	TOWN OF FRONT ROYAL	270101 10/21		166.70
	105	TOWN OF FRONT ROYAL	595050 10/21		27.45
	105	TOWN OF FRONT ROYAL	595075 10/21		205.26
	105	TOWN OF FRONT ROYAL	595077 10/21		20.14
	105	TOWN OF FRONT ROYAL	595101 10/21		239.96
	105	TOWN OF FRONT ROYAL	612050 10/21		19.78
	105	TOWN OF FRONT ROYAL	613100 10/21		31.34
	105	TOWN OF FRONT ROYAL	613101 10/21		98.02
	105	TOWN OF FRONT ROYAL	687200 10/21		61.88
	105	TOWN OF FRONT ROYAL	687205 10/21		27.45
	105	TOWN OF FRONT ROYAL	687210 10/21		10.12
	105	TOWN OF FRONT ROYAL	733006 10/21		646.12
	105	TOWN OF FRONT ROYAL	773100 10/21		594.57
	105	TOWN OF FRONT ROYAL	773101 10/21		20.00
	105	TOWN OF FRONT ROYAL	773102 10/21		330.41
	105	TOWN OF FRONT ROYAL	773102A 10/21		890.31
	105	TOWN OF FRONT ROYAL	773103 10/21		573.37
	105	TOWN OF FRONT ROYAL	773104 10/21		1,209.81
	105	TOWN OF FRONT ROYAL	773106 10/21		8.50
	105	TOWN OF FRONT ROYAL	773109 10/21		20.00
	105	TOWN OF FRONT ROYAL	773110 10/21		20.14
	105	TOWN OF FRONT ROYAL	773111 10/21		20.14
	105	TOWN OF FRONT ROYAL	773112 10/21		20.00
	105	TOWN OF FRONT ROYAL	773114 10/21		21.63
	105	TOWN OF FRONT ROYAL	773115 10/21		226.80
	105	TOWN OF FRONT ROYAL	773116 10/21		27.45
	105	TOWN OF FRONT ROYAL	773117 10/21		41.76
	105	TOWN OF FRONT ROYAL	773118 10/21		33.60
	105	TOWN OF FRONT ROYAL	773119 10/21		1,176.40
	105	TOWN OF FRONT ROYAL	773120 10/21		90.29
	105	TOWN OF FRONT ROYAL	773121 10/21		21.09
	105	TOWN OF FRONT ROYAL	773122 10/21		317.08
	105	TOWN OF FRONT ROYAL	773123 10/21		74.40
	105	TOWN OF FRONT ROYAL	773125 10/21		25.44
	105	TOWN OF FRONT ROYAL	7731254 10/21		1,845.30
	105	TOWN OF FRONT ROYAL	773129 10/21		571.98
	105	TOWN OF FRONT ROYAL	773130 10/21		25.44
	105	TOWN OF FRONT ROYAL	773131 10/21		10.89
				ACCOUNT TOTAL	11,130.11 *
5402		AUTO MAINTENANCE			
	1666	NAPA AUTO PARTS	796998		17.75

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	1666	NAPA AUTO PARTS	797416		19.06
	1666	NAPA AUTO PARTS	803312		17.75
				ACCOUNT TOTAL	54.56 *
5406		CHEMICALS			292.23
	1724	SHARE CORP.	180517		347.94
	7093	SOUTHERN STATES OF F.R.	1285023		640.17 *
				ACCOUNT TOTAL	
5407		REPAIRS AND MAINTENANCE			22.95
	100	SERVICE TIRE & BATTERY	1108988		148.90
	100	SERVICE TIRE & BATTERY	1109333		144.90
	100	SERVICE TIRE & BATTERY	1109800		9.89
	263	RAMSEY HARDWARE	411819		1.44
	263	RAMSEY HARDWARE	411846		5.02
	263	RAMSEY HARDWARE	411980		16.18
	263	RAMSEY HARDWARE	412103		2.69
	263	RAMSEY HARDWARE	412134		17.75
	263	RAMSEY HARDWARE	802170		26.56
	1666	NAPA AUTO PARTS	1027 10/21		69.12
	2110	LOWE'S	1907 10/21		53.17
	2110	LOWE'S	2999 10/21		263.14
	2110	LOWE'S	55893		25.00
	2675	SIGNET MARKETING	56094		233.14
	2675	SIGNET MARKETING	56325		49.21
	2675	SIGNET MARKETING	27054		557.22
	3952	WINCHESTER EQUIPMENT CO.	28199		6.14
	3952	WINCHESTER EQUIPMENT CO.	28202		61.23
	3952	WINCHESTER EQUIPMENT CO.	29094		1,590.45
	3952	WINCHESTER EQUIPMENT CO.	43322		1,047.87
	3952	WINCHESTER EQUIPMENT CO.	44762		315.87
	3952	WINCHESTER EQUIPMENT CO.	47760		5,990.08
	5470	KULLY SUPPLY, INC.	553649		1,058.00
	7093	SOUTHERN STATES OF F.R.	1286677		11,715.92 *
				ACCOUNT TOTAL	
5408		OPERATION OF MOTOR VEHICL			393.33
	2125	H. N. FUNKHOUSER & CO.	87432 10/21		553.47
	4737	QUARLES ENERGY SERVICES	19552		506.73
	4737	QUARLES ENERGY SERVICES	843641		1,019.75
	5853	MANSFIELD OIL COMPANY	707120		839.45
	5853	MANSFIELD OIL COMPANY	711119		33.53
	5873	MANSFIELD OIL COMPANY	707204		3,346.26 *
				ACCOUNT TOTAL	
5410		UNIFORMS & WEARING APPARE			107.97
	743	STOKES GENERAL STORE	BK 10/21		118.72
	743	STOKES GENERAL STORE	RM 10/21		226.69 *
				ACCOUNT TOTAL	
5413		OPERATING SUPPLIES			10.00
	263	RAMSEY HARDWARE	411951		10.00 *
				ACCOUNT TOTAL	
5417		LIGHTING SYSTEM			34.19
	2110	LOWE'S	2865 10/21		34.19 *
				ACCOUNT TOTAL	

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5420		SMALL TOOLS			
	263	RAMSEY HARDWARE	412261		13.49
	2110	LOWE'S	1166 10/21		75.92
	3952	WINCHESTER EQUIPMENT CO.	26866		199.99
				ACCOUNT TOTAL	289.40 *
				MAJOR TOTAL	31,240.45 **
073000	**	LIBRARY MUSEUM CULT. ENRICH.	**		
6001		LIBRARY OPERATIONS			
	265	SAMUELS PUBLIC LIBRARY	2ND 10/21		250,775.00
				ACCOUNT TOTAL	250,775.00 *
				MAJOR TOTAL	250,775.00 **
081010	**	PLANNING AND ZONING ADMIN.	**		
3007		ADVERTISING			
	169	WARREN SENTINEL, THE	1666603 10/21		222.00
	169	WARREN SENTINEL, THE	1666603 10/21 B		288.00
				ACCOUNT TOTAL	510.00 *
3010		LORD FAIRFAX PDC			
	3016	NSVRC	2086 2022		3,698.70
				ACCOUNT TOTAL	3,698.70 *
5401		OFFICE SUPPLIES			
	4282	QUILL	19647342		82.41
	4282	QUILL	19667031		458.32
	4282	QUILL	19674779		87.38
	4282	QUILL	19705087		158.00
	4282	QUILL	19739786		368.99
				ACCOUNT TOTAL	1,155.10 *
				MAJOR TOTAL	5,363.80 **
081050	**	ECONOMIC DEVELOPMENT	**		
3002		PROFESSIONAL SERVICES			
	5672	PLANET DEPOS, LLC	432329		825.30
	9601	KLDISCOVERY ONTRACK, LLC	0100202487		8,762.20
	20211	SANDS ANDERSON PC	496211		120,505.13
				ACCOUNT TOTAL	130,092.63 *
5610		TOURISM			
	105	TOWN OF FRONT ROYAL	MISC 0605		84,900.00
				ACCOUNT TOTAL	84,900.00 *
				MAJOR TOTAL	214,992.63 **
083000	**	VPI EXTENSION SERVICE	**		
5203		TELEPHONE			
	2605	CENTURYLINK	310081090 10/21		117.72
				ACCOUNT TOTAL	117.72 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5801		DUES AND MEMBERSHIPS			
	1266	VESA	CHILDS 10/21		185.00
	1266	VESA	POFF 10/21		250.00
	1266	VESA	SWAIN 10/21		120.00
				ACCOUNT TOTAL	555.00 *
				MAJOR TOTAL	672.72 **
091000	**	NON-DEPARTMENTAL	**		
3010		MAINTENANCE - CENTRAL COM			
	906	ROYAL OAK COMPUTERS	29722123		274.00
	4092	EMEDIA WEB SERVICES, INC.	2021 1012		867.49
	5058	RICOH USA INC.	0050202110	17776798	631.19
	6203	U.S. BANK EQUIPMENT FINANC	453240582		422.32
				ACCOUNT TOTAL	2,195.00 *
3012		MAINTENANCE CENTRAL COPIE			
	6203	U.S. BANK EQUIPMENT FINANC	450808886		661.33
				ACCOUNT TOTAL	661.33 *
8004		CHESTER GAP VFD COVID-19			
	444	CHESTER GAP VFC #9	20 004		15,000.00
				ACCOUNT TOTAL	15,000.00 *
				MAJOR TOTAL	17,856.33 **
092000	**	CAPITAL OUTLAY	**		
7040		TAX MAPPING			
	1875	TIMMONS GROUP	270991		7,200.00
				ACCOUNT TOTAL	7,200.00 *
7047		BUILDING IMPROVEMENT FUND			
	4958	AIRE SERV	93787249		1,796.25
	8831	FREDERICK ANDREAE	0001		218.75
	8831	FREDERICK ANDREAE	0002		245.00
	8831	FREDERICK ANDREAE	0003		603.75
	8831	FREDERICK ANDREAE	0004		262.50
	8831	FREDERICK ANDREAE	0010		105.00
	8831	FREDERICK ANDREAE	0011		761.25
	8831	FREDERICK ANDREAE	0012		87.50
	8831	FREDERICK ANDREAE	0013		437.50
				ACCOUNT TOTAL	4,517.50 *
7058		PURCHASE OF SECOND STREET			
	6044	LILLIAN SEALOCK FOX	0060202110 002	20A8	1,967.76
				ACCOUNT TOTAL	1,967.76 *
7112		HEALTH & HUMAN SERVICES C			
	7575	APV	4637		167.52
				ACCOUNT TOTAL	167.52 *
				MAJOR TOTAL	13,852.78 **
				FUND TOTAL	1,419,092.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
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MAJOR# ACCT# 062050	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	20767	HEALTH CARE EXPENDITURES PROBENEFITS, INC	0207202110 002	1994A	372.00
				ACCOUNT TOTAL	372.00 *
				MAJOR TOTAL	372.00 **
				FUND TOTAL	372.00

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
043050	**	SHENANDOAH FARMS SAN. DIST. **			
1001	9566	W.C. PUBLIC WORKS DEPT.	SF36		2,412.49
				ACCOUNT TOTAL	2,412.49 *
3005	3779	SHENANDOAH FARMS PROPERTY	2ND 10/21		27,421.75
				ACCOUNT TOTAL	27,421.75 *
5101	30002	RAPPAHANNOCK ELECTRIC CO.	51309005 10/21		58.86
				ACCOUNT TOTAL	58.86 *
5203	188	LINDEN SMR ASSOCIATES	0001202110		50.00
	5444	LENTZ, TIMOTHY	0054202110 002		45.00
				ACCOUNT TOTAL	95.00 *
5407	8831	FREDERICK ANDREAE	002		245.00
	8831	FREDERICK ANDREAE	005		245.00
				ACCOUNT TOTAL	490.00 *
5408		EQUIPMENT MAINTENANCE/OPE			
	1666	NAPA AUTO PARTS	790075		24.77
	1666	NAPA AUTO PARTS	798100		52.90
	1666	NAPA AUTO PARTS	802152		286.91
	1666	NAPA AUTO PARTS	802192		110.00-
	1666	NAPA AUTO PARTS	802224		78.69
	1666	NAPA AUTO PARTS	802707		114.32
	1666	NAPA AUTO PARTS	802720		166.54
	1666	NAPA AUTO PARTS	802722		88.52-
	2110	LOWE'S	3170 10/21		238.44
	10115	DONALD B. RICE TIRE CO.	6109064		512.34
				ACCOUNT TOTAL	1,276.39 *
5441	5482	EASTERN SUPPLY, INC.	2106695		4,006.24
				ACCOUNT TOTAL	4,006.24 *
5442		MAINTENANCE - STONE			
	9223	LEHIGH HANSON	3984137		1,942.41
	9223	LEHIGH HANSON	3994761		2,677.62
	9223	LEHIGH HANSON	3999533		1,467.04
	9223	LEHIGH HANSON	4004714		1,805.02
	9223	LEHIGH HANSON	4006813		686.47
	9223	LEHIGH HANSON	4007847		355.10
	9223	LEHIGH HANSON	4008848		2,299.85
				ACCOUNT TOTAL	11,233.51 *
5446	4211	B & B EXCAVATING	1805		5,250.00
				ACCOUNT TOTAL	5,250.00 *
5447	3952	WINCHESTER EQUIPMENT CO.	28461		1,087.99
				ACCOUNT TOTAL	1,087.99 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5451		FUEL			1,963.93
	4763	VALLEY ENERGY	6628		106.81
	5867	MANSFIELD OIL COMPANY	707424		88.85
	5867	MANSFIELD OIL COMPANY	711426		
				ACCOUNT TOTAL	2,159.59 *
7057		VML LOAN - INTEREST			206.70
	30004	VML/VACO FINANCE PROGRAM	788742002	10/21	
				ACCOUNT TOTAL	206.70 *
				MAJOR TOTAL	55,698.52 **
				FUND TOTAL	55,698.52

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
054050	***LAKE	FRONT ROYAL SANT DIST***			
1001		COMPENSATION MANAGER			
	9566	W.C. PUBLIC WORKS DEPT.	LFR37		683.80
				ACCOUNT TOTAL	683.80 *
5442		MAINTENANCE-STONE			
	9566	W.C. PUBLIC WORKS DEPT.	LFR37		4,089.00
				ACCOUNT TOTAL	4,089.00 *
5446		MOWING-ROADSIDE			
	9566	W.C. PUBLIC WORKS DEPT.	LFR37		1,564.45
				ACCOUNT TOTAL	1,564.45 *
				MAJOR TOTAL	6,337.25 **
				FUND TOTAL	6,337.25

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
057050	***	OSPNEY LN SANT DIST ***			
5443		MAINTENANCE-LABOR			57.95
	2110	LOWE'S	1471	10/21	57.95 *
				ACCOUNT TOTAL	57.95 **
				MAJOR TOTAL	57.95 **
				FUND TOTAL	57.95

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
081060	**	WARREN COUNTY AIRPORT EXP. **			
1001		COMPENSATION AIRPORT MANA			
	6273	CASS AVIATION	0062202110 002		1,750.00
				ACCOUNT TOTAL	1,750.00 *
5407		REPAIRS AND MAINTENANCE			
	1717	CULLIGAN OF FRONT ROYAL	0017202110	569-0009332-2	35.00
	9566	W.C. PUBLIC WORKS DEPT.	5		2,684.31
				ACCOUNT TOTAL	2,719.31 *
5898		WASTE DISPOSAL			
	898	REPUBLIC SERVICES #976	530632 0021824		270.15
	9448	JOHNNY BLUE, INC. - 3407	215078		96.43
				ACCOUNT TOTAL	366.58 *
				MAJOR TOTAL	4,835.89 **
				FUND TOTAL	4,835.89

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MAJOR# ACCT# 035060	VENDOR NUMBER ** COST RECOVERY **	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3003	8594	ADMINISTRATIVE FEES EMS MANAGEMENT &	043834		3,990.20
				ACCOUNT TOTAL	3,990.20 *
5401	20060	OFFICE SUPPLIES QUILL	19525176		48.99
				ACCOUNT TOTAL	48.99 *
5408	3822	OPERATION OF MOTOR VEHICL AZ COMMERCIAL	2009507441		39.98
	5674	FRONT ROYAL FORD LLC	84845		3,177.63
	5674	FRONT ROYAL FORD LLC	85085		645.65
	5674	FRONT ROYAL FORD LLC	85641		818.27
	5674	FRONT ROYAL FORD LLC	85991		460.97
	5868	MANSFIELD OIL COMPANY	704455		3,272.42
	5868	MANSFIELD OIL COMPANY	707299		2,943.01
	5868	MANSFIELD OIL COMPANY	711294		3,083.27
	7644	FINLAY FIRE APPARATUS &	6616		824.33
				ACCOUNT TOTAL	15,265.53 *
				MAJOR TOTAL	19,304.72 **
				FUND TOTAL	19,304.72

AP375H
10/14/2021
FUND # - 086

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
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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	530842	4725859	232.00
	9241	BEST EXTERMINATING SERV.	61221		45.00
				ACCOUNT TOTAL	277.00 *
5899		UNCLASSIFIED			
	20060	QUILL	19671077		85.98
				ACCOUNT TOTAL	85.98 *
7011		BUILDING IMPROVEMENTS			
	8587	SIRNA, MICKEY	REIMB 10/21		109.51
				ACCOUNT TOTAL	109.51 *
				MAJOR TOTAL	472.49 **
				FUND TOTAL	472.49

AP375H
10/14/2021
FUND # - 087

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035071	**N. WARRREN VFD #10 EXPENDITURES**				
5406	5553	PROPANE WASHINGTON GAS	3740	10/21	87.06
				ACCOUNT TOTAL	87.06 *
5407	898	REPAIRS & MAINTENANCE REPUBLIC SERVICES #976	531131	4820999	160.86
				ACCOUNT TOTAL	160.86 *
				MAJOR TOTAL	247.92 **
				FUND TOTAL	247.92

AP375H
10/14/2021
FUND # - 088

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
035072	**SOUTH	WARREN VFC #3 EXPENDITURES*			
5408		VEHICLE REPAIRS			
	707	MOTOROLA, INC.	605708		148.33
	4388	ATLANTIC EMERGENCY SOLUT.	107546		132.00
	5736	AUTO CARE CLINIC, INC THE	31892		2,797.34
	7644	FINLAY FIRE APPARATUS &	6619		965.57
	7644	FINLAY FIRE APPARATUS &	6637		760.05
				ACCOUNT TOTAL	4,803.29 *
				MAJOR TOTAL	4,803.29 **
				FUND TOTAL	4,803.29

AP375H
10/14/2021
FUND # - 090

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
035074	**LINDEN	VFC #4 EXPENSES**			
5408		VEHICLE REPAIRS			
	707	MOTOROLA, INC.	605708		148.33
	7644	FINLAY FIRE APPARATUS &	6615		984.00
	7644	FINLAY FIRE APPARATUS &	6668		2,676.00
				ACCOUNT TOTAL	3,808.33 *
7057		LOANS			
	10118	FIRST BANK	0101202110 002	# 50723	3,227.46
				ACCOUNT TOTAL	3,227.46 *
				MAJOR TOTAL	7,035.79 **
				FUND TOTAL	7,035.79

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10/14/2021
FUND # - 091

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
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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		530858 4731170		236.05
				ACCOUNT TOTAL	236.05 *
5408	VEHICLE REPAIRS				
	445 FORTSMOUTH VFC #8		REIMB 10/21		109.39
	469 FIRE PROTECTION CO. LLC		68073		159.00
	707 MOTOROLA, INC.		605708		148.33
	5506 MALOY AUTOMOTIVE & FLEET		BRUSH 8 10/21		258.02
	5736 AUTO CARE CLINIC, INC THE		31819		524.42
				ACCOUNT TOTAL	1,199.16 *
				MAJOR TOTAL	1,435.21 **
				FUND TOTAL	1,435.21

AP375H
10/14/2021
FUND # - 094

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081050	***ECONOMIC DEVELOPMENT AUTHORITY**				
3001		PROFESSIONAL FEES- LEGAL			12,808.96
	500044	GREEHAN, TAVES & PANDAK, P	96		4,465.00
	500051	POND LAW GROUP, PC	3739		17,273.96 *
				ACCOUNT TOTAL	
3007		ADVERTISING			2,135.00
	500053	SHOTTON DESIGN, LLC	02041		2,135.00 *
				ACCOUNT TOTAL	
5101		ELECTRIC			139.31
	500022	TOWN OF FRONT ROYAL - EDA	265251 10/21		83.87
	500022	TOWN OF FRONT ROYAL - EDA	265300 10/21		37.54
	500022	TOWN OF FRONT ROYAL - EDA	265302 10/21		153.41
	500022	TOWN OF FRONT ROYAL - EDA	265303 10/21		30.06
	500022	TOWN OF FRONT ROYAL - EDA	265304 10/21		444.19 *
				ACCOUNT TOTAL	
5103		WATER AND SEWER			546.14
	500022	TOWN OF FRONT ROYAL - EDA	178439 10/21		462.91
	500022	TOWN OF FRONT ROYAL - EDA	265300 10/21		1,009.05 *
				ACCOUNT TOTAL	
5205		TECHNOLOGY CORE OPERATION			499.00
	500016	QUEEN CONSULTING & TECHNOL	11037		638.67
	500016	QUEEN CONSULTING & TECHNOL	11145		1,137.67 *
				ACCOUNT TOTAL	
5302		PROPERTY/LIABILITY INSURA			1,571.00
	500037	ERIE INSURANCE	Q972203759 1021		1,571.00 *
				ACCOUNT TOTAL	
5401		SUPPLIES			10.71
	500001	HENDERSON, GRETCHEN	REIMB 10/21		10.71 *
				ACCOUNT TOTAL	
5504		TRAVEL AND TRAINING			404.54
	500002	PARSONS, DOUG	MILEAGE 10/21		404.54 *
				ACCOUNT TOTAL	
5800		INTEREST EXPENSE			31,971.22
	500008	THE FIRST BANK & TRUST COM	70 2151580		31,971.22 *
				ACCOUNT TOTAL	
5801		DUES AND SUBSCRIPTIONS			175.79
	500021	XEROX CORP.	014101167		239.73
	500025	AFA PROTECTIVE SYSTEMS, IN	3295032		415.52 *
				ACCOUNT TOTAL	
8001		COPIER LEASE			175.55
	500021	XEROX CORP.	014344365		175.55 *
				ACCOUNT TOTAL	
				MAJOR TOTAL	56,548.41 **
				FUND TOTAL	56,548.41

AP375H
10/14/2021
FUND # - 095

WARREN COUNTY BOARD OF SU
LISTING OF INVOICES FOR 10/19/2021 -- 10/20/2021

BEFORE CHECKS
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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		530787 4201117		118.23
	5974 MCCOLLUM WATER CONDITIONIN		05441		2,000.00
	9625 CULLIGAN		22803		99.00
	9625 CULLIGAN		44425		85.25
				ACCOUNT TOTAL	2,302.48 *
				MAJOR TOTAL	2,302.48 **
				FUND TOTAL	2,302.48
				TOTAL DUE	1,588,233.36

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____

_____ Title _____ Date _____

_____ Title _____ Date _____

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on October 5, 2021 at 9:00 AM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; Dr. Chris Ballenger, Superintendent of Warren County Public Schools; David Beahm, Building Official; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Kayla Darr, Human Resources Office Associate; Samantha Edwards, Assistant Director of Social Services; Jeff Hayes, Project Manager; Gerry Maiatico, Fire Marshal; Jon Martz, Director of Social Services; Jane Meadows, Human Resources Director; Joe Petty, Planning Director; Matt Robertson, Finance Director; and Emily M. Ciarrocchi, Deputy Clerk of the Board

Adoption of Agenda

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

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

Report – Virginia Department of Transportation – Ed Carter

Matt Smith, Assistant Resident Engineer with the Virginia Department of Transportation (VDOT), presented Ed Carter's monthly report to the Board:

Maintenance:

- Completed 80% of the mowing on secondary routes and should complete 100% this month and all primary routes
- Performed grading and stone application operations on various non-hard surfaced roads in the County
- Conducted ditch cleaning and shoulder repair operations in the Rockland and Reliance area
- Placed shoulder stone on the newly paved portion of Route 619 (Rivermont Drive)
- Cleaned up downed trees/debris from storm damage and picked up trash bags collected by the Regional Correctional crews
- Will be skin patching on various routes and asphalt patching on Route 340 and Toray Drive

- Have begun brush cutting for the continuation of the Rural Rustic project on Route 628 (Rocky Hollow Road)

Board Issues: VDOT has received some additional safety funds for Route 55 between Linden and Front Royal. They are currently looking at safety measures that they can use them for. Included for consideration are guardrail upgrades, centerline inlaid markers, rumble strips, intersection stop bars, and additional signage. VDOT will evaluate the options over the next 30 days and apprise the Board.

Mr. Mabe thanked Mr. Smith for the work VDOT did along Freezeland Road to clear the brush around the guardrails.

Mr. Carter asked Mr. Smith to look into repairing or replacing the guardrails on Dismal Hollow Road near the Interstate 66 bridge as they are in fairly bad shape. He also asked if VDOT could replace/redo the rumble strips on Route 55 (John Marshall Highway) on either side of the High Knob Road entrance.

Mrs. Cullers voiced a number of road concerns, including the status of the Browntown Road paving project, low-hanging trees and branches along Browntown Road that are damaging travel trailers, the state of the pavement along Route 340, and the fact that the lower truck speed signs have not been installed yet on Route 340 South. Mr. Smith said he would look into her concerns.

Public Comment Period (60 Minute Time Limit)

There were no presentations from the public.

Report – People, Inc. – Samantha Barber

Samantha Barber, Director of Community Engagement for People, Inc., provided an overview of the services offered by People, Inc., including business loans, foreclosure prevention counseling, affordable housing, and early childcare education. She also introduced Marshall Williams with Virginia Cares who spoke about the pre- and post-release services being offered by Virginia Cares. The incarcerated individual who is about to be released has an assessment completed, which helps to determine what services are needed to help them with reentry into the community and provides them with an advocate. They are working with groups and agencies in the area to determine what services are currently in place and how to decrease recidivism.

Mrs. Cullers asked if all the services released inmates required would be ready when they step out or if they would have to wait to start until they are released. Mr. Williams responded it was a combination of both; the inmates receive an assessment prior to being released in addition to a post-release reentry meeting.

Mrs. Oates mentioned the work of the Drug Prevention Committee to establish a Drug Court in Warren County and expressed her desire to meet with Mr. Williams for potential collaboration.

Report – Warren County Department of Social Services – Jon Martz

Jon Martz, Director of Social Services, introduced the new Job Developer for the Department, Brooke McClung, who reported since starting on September 1st, she has served seven clients and gotten four of them employed. She assists both unemployed and under-employed residents on a walk-in and appointment basis with resume building and applying for jobs online. Her Facebook page is “Warren County DSS Employment Services”.

Mr. Martz told the story of how Ms. McClung helped a couple who had been sleeping in a tent on the Appalachian Trail and in the span of an afternoon found them food, stable housing, and employment.

Michelle Smeltzer, Community Liaison, reported the Department had received a \$35,000 community block grant from the Western Continuum of Care to provide motel stays for homeless individuals in the County. To-date approximately \$4,000 of this grant has been spent helping eleven (11) clients; she has been trying to find them permanent housing, but there is very little affordable housing in the area. The grant ends on March 30th, which will take the Department through the winter so they can help individuals and families who cannot utilize the Thermal Shelter.

Samantha Edwards, Assistant Director of Social Services, informed the Board she had accepted a position as the Assistant Director in Rappahannock County. She relayed it has been an honor and incredible opportunity to serve here in Warren County, and she is grateful for her professional development and the support of the Board and fellow staff.

Mr. Martz was happy to report that a child who has been in foster care for two-and-a-half years has had his adoption finalized.

Report – Warren County Public Schools – Dr. Chris Ballenger

Dr. Chris Ballenger, Superintendent of Warren County Public Schools (WCPS), reported the all the positive COVID-19 cases in the school system have been traced to household or community contacts, and no schools in the system are on the Virginia Department of Health’s outbreak list. Teachers and staff are performing their due diligence to mitigate the risk of potential exposure and spread of the virus. Dr. Ballenger encouraged parents and guardians to check for any symptoms before sending students to school. Last year, the hybrid in-person/virtual learning plan necessitated by the pandemic did not work for all students, so WCPS has made it a priority to protect instruction this year as much as possible. Support coaches were hired this year to help reacclimate students coming back to school in-person.

WCPS is looking into a few grant opportunities for additional staff to help with contact tracing, COVID-19 test kits, and for buses; Aaron Mitchell with the Transportation Division will be attending a webinar to review the application requirements. Dr. Ballenger said Buck Smith would be reaching out to the Board members to schedule a tour with them to view the completed renovations to A.S. Rhodes Elementary School. He also provided an overview of recent smaller projects completed or currently in progress in the school system, including a greenhouse at Skyline High School, partial fencing at E. Wilson Morrison Elementary School, concrete and pillar work and window work at Skyline Middle School, roof repairs at the Skyline High School gymnasium, and the future HVAC replacement at Leslie Fox Keyser Elementary School and Blue Ridge Technical Center.

Dr. Ballenger concluded by reiterating the main challenge WCPS is facing now is staffing. They are simply not receiving applications for the vacant positions, and they are now looking into paying teachers for when they use their planning periods to cover other classes.

Closed Session – Virginia Freedom of Information Act

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

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

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

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

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

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter had nothing to report.

Mr. Fox had nothing to report.

Mr. Mabe yielded his time.

Mrs. Oates yielded her time.

Mrs. Cullers reported the following:

- Reminded everyone that October is Breast Cancer Awareness month
- Encouraged all County citizens who believe they are unserved or underserved by broadband providers to fill out the All Points Broadband survey
- Extended her condolences to the Maiatico family for the tragic passing of Captain Tony Maiatico's 18-year-old son, Logan Maiatico, on Monday morning

Dr. Daley reported the following:

- Invited Fire Marshal Gerry Maiatico to provide a report; Mr. Maiatico said Sunday, October 3rd kicked off National Fire Prevention Week, and this year's theme is "Learn the sounds of fire safety". Fires kill more people in the country every year than all natural disasters combined, and the Department has been putting together a series of instructional videos for the public. The Department has donated two fire safety books to Samuels Public Library that can be checked out.

The Department has partnered with its union Local 3588, and Fire Chief James Bonzano has approved new official department apparel for the month of October – pink shirts in honor of Breast Cancer Awareness month. There are also purple ribbons flying on the Department's apparatus for Domestic Violence Awareness month in cooperation with the Phoenix Project.

- Dr. Daley reminded the Board of its work session scheduled for Tuesday, October 12th beginning at 6:00 PM featuring presentations from Frederick Water and the Parks and Recreation Department.
- The next Town/County Liaison Committee meeting is tentatively scheduled for Thursday, December 9th at 6:00 PM in the Government Center.
- Town and County staff have tentatively scheduled the joint Town/County Advance for February 6, 2022, and Dr. Daley would like to have the County Advance in late November/early December followed by a second meeting with staff.
- He was pleased to announce that Matt Robertson, Deputy Finance Director, has accepted the position of Finance Director, effective October 1st.
- Invited Taryn Logan, Deputy County Administrator, to introduce the new Human Resources staff. Ms. Logan recognized the exemplary work of Kayla Darr, Human Resources Office Associate, during the interim period following the illness and untimely passing of former Human Resources Director Jodi Saffelle. She then introduced the new Human Resources Director, Jane Meadows, who holds a Master's

degree in Human Resources Management and has over fifteen (15) years of direct human resources experience.

Appropriations and Transfers

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

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

TRANSFER

Economic Development	Transfer operational budget from Economic Development Authority Fund to General Fund	\$163,836
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DE-APPROPRIATION

Economic Development	De-appropriation of General Fund operating contribution to Economic Development Authority Fund	\$165,375
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Approval of Minutes

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the minutes of its regular meetings of September 7, 2021 and September 21, 2021 as presented:

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

Consent Agenda

1. Proposed FY 2022-2023 Budget Schedule and Departmental Request Forms – Matt Robertson/Ed Daley
2. Road Naming Request – Access Road off Fort Valley Road as “Passage Valley Lane” – Emma Rusnak
3. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-08-01, Charles and Lou Ann Dotson for Private Use Camping – Matt Wendling
4. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-08-02, Jacob Lott, Jr., and Sandra Kiepfer for a Short-Term Tourist Rental – Matt Wendling
5. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-08-03, Nicole and Sean McGinn for a Short-Term Tourist Rental – Matt Wendling
6. Coyote Bounty – Gary R. White (1) – \$50.00 Each – Animal Control

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

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

Adjournment

Mrs. Cullers adjourned the meeting at 10:56 AM.

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

October 12, 2021

Warren County Board of Supervisors
Front Royal, VA 22630

Dear Chairman Cheryl Cullers:

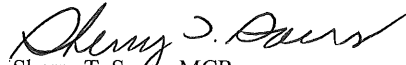
An assessment of **2021 Public Service** in the name of **Central Telephone Company of Virginia d/b/a Centurylink** in the Town of Front Royal and County of Warren is erroneous.

Under § 58.1-3981(A) of the Code of Virginia and §160-62 Code of Warren, it will be necessary to have the approval of the Board of Supervisors, for a **refund** of **\$9,752.34** to **Central Telephone Company of Virginia d/b/a Centurylink**.

Breakdown: **Town RE 616,500 - 4,038.08 Town PP 43,100 - 1,724.00 County RE 609,1200 - 3,990.26**

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

Sincerely,


Sherry T. Sour, MCR
Commissioner of the Revenue

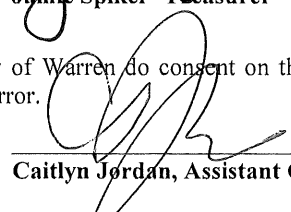
STS/s

CC: Central Telephone Co of Virginia – Attn: **Peter J. Eckel; 1025 Eldorado Blvd; Broomfield, CO 80021**

I, Jamie Spiker Treasurer, of Warren County certify on this 12th day of October 2021 that the above taxes were paid.


Jamie Spiker - Treasurer

I, Caitlyn Jordan, Assistant County Attorney for the County of Warren do consent on this 13th day of Oct., 2021 that the above assessment was paid in error.


Caitlyn Jordan, Assistant County Attorney

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

Dr Ed Daley, County Administrator



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
October 19, 2021	H-2	Designation of Representatives to the Blue Ridge Committee for Shenandoah Park Relations	

EXPLANATION & SUMMARY:

The County received correspondence dated September 27, 2021 from Patrick Kenney, Superintendent of Shenandoah National Park, regarding the confirmation of County representatives to the Blue Ridge Committee for Shenandoah Park Relations. The last time the representatives were confirmed was in October 2017, and the individuals listed are out of date. Cheryl Cullers has expressed a desire to be appointed to this Committee as Shenandoah National Park lies within the South River Magisterial District. The second representative will continue to be the County Administrator, but the name needs to be updated to Dr. Edwin C. Daley.

COST & FINANCING: N/A

CONSENT AGENDA SUGGESTED MOTION:

I move the Board of Supervisors appoint Chair Cheryl Cullers and County Administrator Ed Daley (or his designee) to the Blue Ridge Committee for Shenandoah Park Relations.

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



United States Department of the Interior

NATIONAL PARK SERVICE
Shenandoah National Park
3655 U.S. Highway 211 East
Luray, VA 22835



IN REPLY REFER TO:
9.D (4841)

September 27, 2021

Ms. Cheryl Cullers
Chair, Warren County Board of Supervisors
220 N. Commerce Ave, Suite 100
Front Royal, VA 22630

Dear Ms. Cullers:

The Blue Ridge Committee has been in existence for many years and has been an effective means of having open conversations between Shenandoah National Park and the eight surrounding counties. Unfortunately, this committee was understandably impacted by the pandemic and the transition of key positions at the park. I am reaching out to all eight counties to gauge the level of interest in continuing this committee. We at the park believe this committee is an effective tool for good collaboration and communication.

As outlined in the by-laws (attached) the purpose of the committee is to:

The purpose of the Blue Ridge Committee for Shenandoah Park Relations (Committee) is to provide a two-way conduit for information. Park management decisions today impact surrounding counties much as the original land acquisitions did in the 1930s. These include wildlife management practices, law enforcement, cross promotion of tourism, and potential expansion. Likewise, decisions on the County level can have significant impact on the Park, especially land use issues.

By establishing this Committee, the Counties can consider issues related to the Park in a comprehensive and informed manner and, when consensus is reached, communicate with one voice to Park management. Park management can have an ongoing and regular dialogue with its neighbors. Legislators can avail themselves of this opportunity to keep current on the issues which impact a large number of constituents and vast land area.

We are hopeful that all the counties have a continued interest in being engaged in the

committee. We are requesting that each county confirm their representatives (see attached) or appoint new representative pursuant to the bylaws. The by-laws provide the following direction on membership of the committee:

The Committee is comprised of representatives of the eight Virginia Counties which border Shenandoah National Park (Augusta, Rockingham, Page, Rappahannock, Madison, Greene, Warren, and Albemarle), elected state and federal legislators, and Park management.

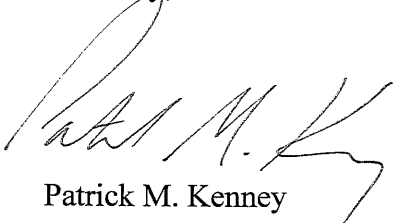
Each county government shall appoint, by a method of their own discretion, up to three resident individuals to serve as its County representatives to the Committee. Such representatives shall serve without remuneration at the pleasure of, and for a term determined by, the local governing body.

The goal is to have a meeting in October or November to get organized and maintain effective communication.

We want to emphasize that this committee is not a National Park Service committee, it was created by the counties. We are just trying to reenergize it because we found it an effective way to communicate and collaborate.

Do not hesitate to contact me at 540-999-3500 x3100 if you have any questions or ideas on how we can continue to work together effectively.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick M. Kenney", with a stylized flourish at the end.

Patrick M. Kenney
Superintendent

Enclosures

Cc: Edwin Daley, Warren County Administrator

BLUE RIDGE COMMITTEE for SHENANDOAH PARK RELATIONS

October, 2017

Notes

	Anderson	Chris	Vice Chair	Page	1312 Farmview Rd	Luray	VA	22835	540-743-4526	canderson2011@hotmail.com	White House Farm
	Ballard	Jim		Madison	262 Hebron Cr.	Madison	VA	22727	540-948-5429	joballard@verizon.net	Madison Co. alternate
	Bowman	Bruce		Madison	PO Box 16	Hood	VA	22723	540-948-3229	bwbow@yahoo.com	
	Breeden	Carolyn		Rockingham	3167 Shady Rest Lane	Elkton	VA	22827	540-298-9305	btlbaby@msn.com	
	Breeden	Mike		Rockingham	1716 Breeden Circle	Elkton	VA	22827		mbreeden@rockinghamcountyva.gov	Supervisor, Rockingham Co.
	Campbell	Robert		Madison	1347 Cobblestone Row	Madison	VA	22727	540-948-6370	bcampbell@madisonco.virginia.gov	Assistant County Executive for Community Relations
	Catlin	Lee		Albemarle	401 McIntire Road	Charlottesville	VA	22902	434-296-5841	lcatin@albemarle.org	
	Cooper	Rhonda		Rockingham	20 East Gay St.	Harrisonburg	VA	22802	540-564-3033	rcooper@rockinghamcountyva.gov	Director of Planning, Rockingham Co.
	Flynn	Jennifer		SNP	3655 US Hwy 211 East	Luray	VA	22835	540-999-3500 x3100	jennifer_flynn@nps.gov	SNP Superintendent
	Hanger	Emmett		State Senator	PO Box 2	Mt. Solon	VA	22843	540-885-6898	district24@senate.virginia.gov	
	Henry	Bill		Greene	437 Evergreen Church Rd	Stanardsville	VA	22973	434-985-7905	onarock01@yahoo.com	
	Hobbs	Jack		Madison						jhobbs@madisonco.virginia.gov	Madison County Administrator
	Hurlbert	Sally		SNP	3655 US Hwy 211 East	Luray	VA	22835	540-999-3500 x3300	sally_hurlbert@nps.gov	SNP Management Specialist
	James	Lee		Albemarle	1103 Autumn Hill Ct.	Crozet	VA	22932	434-953-7603	vljiii@hotmail.com	
	Jones	Joe		Albemarle	PO Box 295	White Hall	VA	22987	434-823-4533	joejones5120@hotmail.com	
	Lowe	Gary	Chair	Greene	308 Main St.	Stanardsville	VA	22973	434-985-8615	elowe1@aol.com	Stanardsville Mayor
	McGhee	Kevin		Madison					540-948-5716	kmcghee@madisonco.virginia.gov	Supervisor, Madison Co.
	Moler	Amity		Page						amolere@pagecounty.virginia.gov	Page County Administrator
	Parrish	Chris		Rappahannock	P.O. Box 1	Viewtown	VA	22746		chrisparrish@copper.net	Supervisor, Rappahannock Co.
	Rosenberg	Steven		Staunton					540-332-3812	rosenbergst@ci.staunton.va.us	Staunton Deputy City Mgr.
	Rosser	Brandy	Secretary	Warren	220 North Commerce Avenue, Suite 100	Front Royal	VA	22630	540-636-4600 (office) 336-669-1251 (cell)	brosser@warrencountyva.net	Warren County Grants and Special Projects Coordinator
	Stanley	Doug		Warren	220 North Commerce Avenue, Suite 100	Front Royal	VA	22630	540-636-4600	dstanley@warrencountyva.net	Warren Co. Administrator
	Tate	Leslie		Augusta						ltate@co.augusta.va.us	
	Weakley	Jonathan		Madison	760 Tryme Rd.	Reva	VA	22735	540-718-2806	jweakley@madisonco.virginia.gov	BOS representative, Madison Co.
	Welch	Roger		Rappahannock	P.O. Box 420	Flint Hill	VA	22627		roger@genevawelchgallary.com	

Blue Ridge Committee for Shenandoah Park Relations

By-Laws

October 1992

Revised May 13, 2004

Revised October 27, 2005

Revised May 21, 2015

Objective

The purpose of the Blue Ridge Committee for Shenandoah Park Relations (Committee) is to provide a two-way conduit for information. Park management decisions today impact surrounding counties much as the original land acquisitions did in the 1930s. These include wildlife management practices, law enforcement, cross promotion of tourism, and potential expansion. Likewise, decisions on the County level can have significant impact on the Park, especially land use issues.

By establishing this Committee, the Counties can consider issues related to the Park in a comprehensive and informed manner and, when consensus is reached, communicate with one voice to Park management. Park management can have an ongoing and regular dialogue with its neighbors. Legislators can avail themselves of this opportunity to keep current on the issues which impact a large number of constituents and vast land area.

Membership

The Committee is comprised of representatives of the eight Virginia Counties which border Shenandoah National Park (Augusta, Rockingham, Page, Rappahannock, Madison, Greene, Warren, and Albemarle), elected state and federal legislators, and Park management.

Each county government shall appoint, by a method of their own discretion, up to three resident individuals to serve as its County representatives to the Committee. Such representatives shall serve without remuneration at the pleasure of, and for a term determined by, the local governing body. At the discretion of the chair, roll call votes may be required.

State and federal legislators whose districts include any portion of the Park shall be entitled to *ex officio* membership. Legislators may be accompanied by one staff member at any Committee meeting. Legislators may be represented by staff at any Committee meeting.

The Park shall be entitled to representation at all meetings. The Park may, however, be excluded from all or any portion of a meeting if so voted by a vote of at least two-thirds of those counties in attendance.

Meetings are open to the public.

Officers

Elections are held in May of odd-numbered years. The Chair, Vice Chair, and Secretary serve two-year terms. Any vacancies will be filled by a special election at the next meeting.

Voting

Each County shall have one vote regardless of the number of representatives in attendance. A tie vote shall cause a motion to fail. Vote by proxy shall not be allowed. Park personnel and legislators shall not have voting privileges.

A quorum is defined as five counties in attendance.

Unless otherwise specified herein, a simple majority of counties in attendance shall prevail.

Meeting Schedule

The Committee meets a minimum of two times annually, with other meetings called as needed. Meetings are held on the 3rd Thursday of May and October, unless changes are agreed upon by the Committee.

Generally, meetings are held in the Park, but the Committee may select alternate locations from time to time.

Amendments to By-Laws

By-laws shall be subject to change by five counties.



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE October 19, 2021	ITEM H-3	SUBJECT Adoption of Deputy Finance Director Job Description and Grade Placement	PAGE 1 OF 1
<u>EXPLANATION & SUMMARY:</u> Please see the attached amended job description for a Deputy Finance Director. This position was adopted in the Finance budget for FY2021-2022. We are recommending this position remains at the same grade on the County's salary scale, Grade 20 (range from \$66,607.31 - \$101,350.87). The edits are designed to change the position from a budget to procurement/purchasing focus.			
<u>PROPOSED OR SUGGESTED MOTION:</u> (1) I move that the Board of Supervisors adopt the Deputy Finance Director (Grade 20) job description with grade in the County's compensation plan. -OR- (2) I move that the Board of Supervisors not adopt the Deputy Finance Director job description and grade placement. -OR- (3) I move that this matter be postponed until _____ for further discussion.			
SUBMITTED BY: Matt Robertson, Finance Director	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:

DEPUTY FINANCE DIRECTOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work assisting with planning, organizing, and directing the financial activities of the County including managing the procurement program, serving as County Purchasing agent, and oversees accounts payable and billing; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel in the absence of the Finance Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, overseeing and supervising purchase of services, supplies, materials and equipment for the County; assists in planning, organizing and directing financial activities for the County.

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

- Prepares financial reports and statistical data; prepares analytical data as needed.
- Reconciles accounts and researches expenditures.
- Assists in maintaining financial and accounting systems for the County, reviews accounts payable.
- Conducts research to identify innovative methods, technology, and tools to increase accuracy and efficiency of fiscal planning, purchasing, and related fields for the Finance Office.
- Works collaboratively with other staff including Constitutional Officers and School Finance Director.
- Assists in the planning, organizing, coordinating, and directing of activities of the Finance Department; serves as Department Supervisor in absence of the Finance Director.
- Attends in-service training and classes, seminars, or conferences to improve professional skills.
- Researches and issues solicitations for complex services including construction, insurance, public safety systems, etc.
- Acts as negotiation liaison between County and contractor, examines contract documents including special provisions contained therein for acceptable legal terms and conditions and compliance to public procurement standards
- Supervises procurement programs and staff in purchasing large volume of goods/services for the County and implements purchasing programs which improve effectiveness and efficiency.
- Formulates, implements, maintains, updates, and enforces purchasing policies and programs.
- Reviews purchase orders, procurement documents and other necessary documentation to ensure compliance with all applicable laws, rules, regulations, and best practices.
- Develops and implements training programs for end users and external customers; develops and maintains vendor brochures.
- Monitors and approves expenditures as necessary, provides input to end users in relation to procurement expenditures.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the theories, principles, practices and techniques of municipal finance and purchasing; thorough knowledge of laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of federal and state laws regulating finance and procurement; thorough knowledge of the organization and functions of municipal government; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to interpret and apply federal and state fiscal regulations; ability to analyze financial problems and to correct accounting errors; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to make adjustments in the accounting systems and procedures; ability to work independently and meet multiple deadlines; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, business administration, public administration, finance, purchasing or related field and considerable experience in procurement of various supplies, material, and equipment, including some supervisory experience.

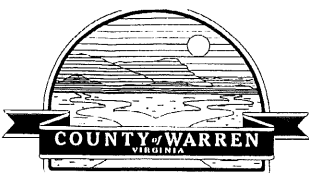
PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

CPPB and/or CPPO preferred.

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



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE
October 19, 2021	H-4	Contract Renewal with B&B Excavating, LLC for Snow Removal in the Sanitary Districts within Warren County	1 OF 1

EXPLANATION & SUMMARY:

In 2019, Warren County entered into a one-year contract with B & B Excavating, LLC after issuing an invitation for bid for snow removal in the Sanitary Districts within Warren County. The Sanitary District road systems consist of approximately 50 miles of predominately unpaved roads, divided into five defined snow routes. The invitation for bid allowed for multiple contractors to provide 4 x 4 trucks with plows and spreaders, motor grader's, back hoes, tractors and equipment. Pursuant to the contract, the County has the option of extending the contract for snow removal services four (4) additional seasons.

County Staff has been satisfied with B & B Excavations performance under the contract. B & B Excavating, LLC will assist in snow removal efforts on two (2) hours lead time. The rates for snow removal have not increased and are as follows:

- (i) Truck and Spreader \$117.00/hour
- (ii) Bobcat Skidsteer - \$103.00/hour
- (iii) John Deer 4WD Backhoe - \$120.00/hour
- (iv) Trackloader - \$205.00/hour

This renewal will leave two (2) additional terms at the County's option.

COST AND FINANCING:

The funding for work performed in the Sanitary District(s) has been allotted in the designated Sanitary District(s) budget line item for snow removal.

CONSENT AGENDA MOTION:

- 1) I move the Board of Supervisors to authorize the County Administrator to execute the amendment to the contract between Warren County and B & B Excavating, LLC for snow removal in the Sanitary District within Warren County for a term of one (1) year from November 1, 2021 through October 31, 2022.

ALTERNATIVE MOTIONS:

- 1) I move the Board of Supervisors not authorize the County Administrator to execute the amendment to the contract between Warren County and B & B Excavating, LLC for snow removal in the Sanitary District within Warren County for a term of one (1) year from November 1, 2021 through October 31, 2022.

OR

- 2) I move that the Board of Supervisors postpone this item for further discussion until _____.

SUBMITTED BY:

Caitlin W. Jordan,
Senior Assistant
County Attorney
And
Mike Berry
Public Works Director

DISPOSITION OF BOARD: (DESCRIBE)

☐ APPROVED ☐ OTHER

PROCESSED BY:

**AMENDMENT #2
TO THE AGREEMENT BETWEEN
THE COUNTY OF WARREN, VIRGINIA
AND B&B EXCAVATING
FOR SNOW REMOVAL SERVICES**

THIS AMENDMENT (hereinafter the "Amendment") dated this ____ day of _____, 2021, by and between the County of Warren, Virginia, a political subdivision of the Commonwealth of Virginia whose address is 220 North Commerce Avenue, Suite 100, Front Royal, Virginia 22630 (hereinafter the "Owner"), and B&B Excavating whose address is P.O. Box 583, Front Royal, Virginia 22630 (hereinafter the "Service Provider")

WITNESSETH:

WHEREAS, the Owner and the Service Provider executed an agreement for snow removal services in the Sanitary Districts in Warren County on April 28, 2020 (hereinafter the "Agreement"); and

WHEREAS, the Agreement was in effect for a term from November 1, 2019 through October 31, 2021 (hereinafter the "Term"); and

WHEREAS, the Owner has the option of renewing the Agreement for three (3) additional terms.

WHEREAS, the Owner desires to extend the Agreement for one (1) additional term.

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, the parties hereto mutually covenant and agree as follows:

- (1) Contract Term - The Amendment is in effect from November 1, 2021 through October 31, 2022, unless terminated in accordance with the terms of the Agreement.
- (2) Renewal - The Agreement is renewable for two (2) additional terms at the option of the Owner.
- (3) Rates - The following rates shall be charged for the equipment provided by the Service Provider: (i) One Hundred and Seventeen Dollars (\$117.00)/hour for a Truck and Spreader; (ii) One Hundred and Three Dollars (\$103.00)/hour for a Bobcat Skidsteer, (iii) One Hundred and Twenty Dollars (\$120.00)/hour for a John Deer 4WD Backhoe; and (iv) Two Hundred and Five Dollars (\$205.00)/hour for a Trackloader.
- (4) Other Terms of the Agreement - All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereafter have made and executed this
Amendment to the Agreement the day and year first written above.

(SEAL)

County of Warren, Virginia

Attest: _____

By: _____

Type Name: _____

Type Name: Dr. Edwin C. Daley

Title: _____

Title: County Administrator

Date: _____

(SEAL)

B&B Excavating

Attest: _____

By: _____

Type Name: _____

Type Name: _____

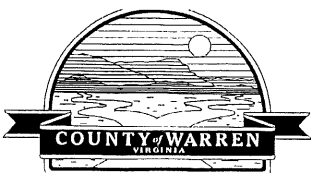
Title: _____

Title: _____

Date: _____

Approved as to form:

Caitlin W. Jordan
Senior Assistant County Attorney



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE
October 19, 2021	H-5	Contract Renewal with H B Henry Construction, LLC for Snow Removal in the Sanitary Districts within Warren County	1 OF 1

EXPLANATION & SUMMARY:

In 2017, the County issued invitation for bids for snow removal services in the Lake Front Royal Sanitary District. The County received 1 bid proposal from H B Henry Construction LLC. H B Henry Construction LLC has handled snow removal in Lake Front Royal since 1996. The road system consists of approximately 6.5 miles of predominately unpaved roads. The County took over road maintenance and snow removal operations in Lake Front Royal Sanitary District on January 1, 2017. The County has been satisfied with the services provided by H B Henry Construction, LLC. The County has the option of extending this contract for one (1) additional one-year term. The rates for snow removal have not increased and are as follows:

- i) 1"- 6" Snow/Ice - \$735.00
- ii) 6" - 12" Snow/Ice - \$1,234.00
- iii) 12"- 18" Snow/Ice - \$ 1,838.0
- iv) 18"- 24" Snow/Ice - \$2,888.00
- v) 24" and over - \$2,888.00 plus \$105.00/ inch base price plus hourly rate in accordance with the attached equipment hourly rates.

This renewal will leave no renewal terms.

COST AND FINANCING:

The funding for snow removal in Lake Front Royal Sanitary District will come from Lake Front Royal Sanitary District Budget Code 54050 Line Item 5445.

CONSENT AGENDA MOTION:

- 1) I move the Board of Supervisors to authorize the County Administrator to execute the amendment to the contract between Warren County and H B Henry Construction, LLC for snow removal services for a term of one (1) year from November 1, 2021 through October 31, 2022.

ALTERNATIVE MOTIONS:

- 1) I move the Board of Supervisors not authorize the County Administrator to execute the amendment to the contract between Warren County and H B Henry Construction, LLC for snow removal services for a term of one (1) year from November 1, 2021 through October 31, 2022.

OR

- 2) I move that the Board of Supervisors postpone this item for further discussion until _____.

SUBMITTED BY:

Caitlin W. Jordan,
Senior Assistant
County Attorney
And
Mike Berry,
Public Works Director

DISPOSITION OF BOARD:

☐ APPROVED ☐ OTHER
(DESCRIBE)

PROCESSED BY:

**AMENDMENT #4
TO THE AGREEMENT BETWEEN
THE COUNTY OF WARREN, VIRGINIA
AND H B HENRY CONSTRUCTION LLC
FOR SNOW REMOVAL SERVICES**

THIS AMENDMENT (hereinafter the "Amendment") dated this ____ day of _____, 2021, by and between the COUNTY OF WARREN, VIRGINIA, a political subdivision of the Commonwealth of Virginia whose address is 220 North Commerce Avenue, Suite 100, Front Royal, Virginia 22630 (hereinafter the "County"), and H B HENRY CONSTRUCTION LLC whose address is 175 Hugh Henry Lane, Front Royal, Virginia 22630 (hereinafter the "Service Provider")

WITNESSETH:

WHEREAS, the County and the Service Provider executed an agreement for snow removal services in Lake Front Royal Sanitary District on September 27, 2017 (hereinafter the "Agreement"); and

WHEREAS, the Agreement has been in effect from October 1, 2017 through October 31, 2021; and

WHEREAS, the Owner had the option of renewing the Agreement for four (4) additional one (1) year terms.

WHEREAS, the Owner desires to extend the Agreement for one (1) additional one (1) year term.

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, the parties hereto mutually covenant and agree as follows:

- (1) Contract Term - The Amendment is in effect from November 1, 2021 through October 1, 2022, unless terminated in accordance with the terms of the Agreement.
- (2) Renewal - The Agreement is not renewable for additional terms.
- (3) Rates - The following rates shall be charged for the equipment provided by the Service Provider: (i) 1"- 6" Snow/Ice - Seven Hundred and Thirty-five Dollars \$735.00 (ii) 6" - 12" Snow/Ice - One Thousand Two Hundred and Thirty-four Dollars \$1,234.00 (iii) 12"- 18" Snow/Ice - One Thousand Eight Hundred Thirty-eight Dollars \$1,838.00 (iv) 18"- 24" Snow/Ice - Two Thousand Eight Hundred and Eighty-eight Dollars \$2,888.00 (v) 24" and over - Two Thousand Eight Hundred and Eighty-eight Dollars \$2,888.00 plus One Hundred and Five Dollars \$105.00/inch base price.

(4) Other Terms of the Agreement - All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereafter have made and executed this Amendment to the Agreement the day and year first written above.

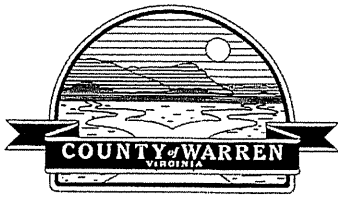
((SEAL) County of Warren, Virginia
Attest: _____ By: _____
Type Name: _____ Type Name: Edwin C. Daley
Title: _____ Title: County Administrator
Date: _____

((SEAL) H B HENRY CONSTRUCTION LLC
Attest: _____ By: _____
Type Name: _____ Type Name: _____
Title: _____ Title: _____
Date: _____

Approved as to form:

Caitlin W. Jordan
Senior Assistant County Attorney

Date



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
10/19/2021	H-6	Conditional Use Permit #2021-09-01 Terra Site Constructors <i>Contractor's Storage Yard</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:

This application is scheduled for a public hearing in front of the Planning Commission on October 13, 2021. The Board of Supervisors will have the Planning Commission's recommendation for the Board public hearing on November 16, 2021, if this is advertised.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed Conditional Use Permit request for Gunsmithing Services for advertisement of a public hearing.

SUBMITTED BY:

Joseph Petty, 
Planning Director

DISPOSITION OF BOARD:

☐ APPROVED ☐ OTHER (Describe)

PROCESSED BY:



SUMMARY OF REQUEST

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

PROPERTY INFORMATION

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

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

SURROUNDING ZONING DISTRICTS & USES

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

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

PROPERTY HISTORY

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



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

ATTACHMENTS

☒ Agency Comments
☒ Location Map

☒ Application
☐ Public Comments

☐ Health Permit
☒ Submitted Plans

☒ Letter from Applicant
☐ Other: _____

SUPPLEMENTARY REGULATIONS

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

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

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

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

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

RECOMMENDED CONDITIONS

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

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

Cc: Terra Site Constructors, LLC – Owner/ Applicant

August 18, 2021

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

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

Gentlemen:

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

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

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

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

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

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

BE# 2903

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

Applicant Information:

Allan Josselyn, Senior Advisor, Terra Site Constructors, LLC

Applicant Name

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

6986 Winchester Road, Front Royal, VA 22630

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

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

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

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

703-436-1826

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

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

B. Proposed Use of Property

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

- (1) State the proposed use(s) for the Conditional Use Permit: Equipment Storage Yard
- (2) Current land use and condition of site: Residential
- (3) Zoning of surrounding land/property: Agricultural (A)
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: 1 year
- (6) Season, days, and hours of operation: All seasons, 24-7-365, Normal: M-F 8am-5pm
- (7) Will there be a sign? ☐ Yes ☒ No Sign will be proposed with site plan
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: 4 full time onsite
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 4 - 8
- (12) Number of parking spaces to be provided: Regular 24 Handicap 1
- (13) What is the proposed landscaping and buffering for this property? One row of Giant Green Thuja and existing trees between Route 340/522 and the parking lot around the Office/Warehouse building

C. Plans Prepared By

Name: Blackwell Engineering, PLC

Address: 566 East Market Street, Harrisonburg, VA 22801

Telephone Number: 540-432-9555

D. Environmental Information

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

- (2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) _____
Trash generated by the office and warehouse will be placed in an onsite dumpster

- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) _____
Above ground diesel fuel and gasoline

- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. _____
Exhaust from motorized heavy equipment, e.g., dozer, backhoe, crane, drill rig, etc.

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

- (6) What will be the impact on traffic? _____
10 passenger cars per day, occasional tractor/trailer for loading and off loading of contractor's heavy equipment

- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. _____
No lighting is proposed for the equipment storage areas. Lighting will be shown on the office/warehouse site plan

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

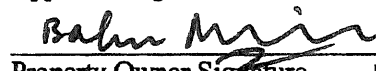
- ☒ **An application fee of \$500.00.**
Make payable to the Treasurer of Warren County. A non-refundable fee of \$500.00 will be required at the time of submittal.
- ☒ **A Statement of Justification**
This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.
- ☒ **A Site Plan/Survey.** (See "Preliminary Site Plan for Conditional Use Permit" by Blackwell Engineering, PLC)
Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.
- ☒ **Sewage Disposal and Well Site.** (Proposed well and septic drainfield sites shown on
Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.
- ☒ **A copy of the deed to the property verifying the current ownership.**
A copy may be obtained at the Warren County Courthouse, Circuit Clerk's Office.
- ☒ **A statement verifying that real estate taxes have been paid.**
This may be obtained from the Treasurer's Office in Suite 800 of the Warren County Government Center. (See attached email from Deputy Treasurer, Keri Kelly)
- ☒ **Environmental and Community Impact Statements**
The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request. (See attached statements)
- ☒ **List of chemicals stored on the site**
A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.
- ☒ **Location Map**
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information. (See Preliminary Site Plan)
- ☒ **Directions to your property from the Warren County Government Center.**
6.3 miles north of Warren County Government Center on Route 522
(3 miles north of I-66 interchange)

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


Applicant Signature

Allan Josselyn for Terra Site Constructors, LLC

8/18/2021
Date


Property Owner Signature

Babur R. Mian for TSC Realty, LLC

8/16/2021
Date

Accepted by: 

Date: 8-18-2021

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

NOTES



Blackwell Engineering, PLC

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

August 10, 2021

BE# 2903

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

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

Overview

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

Environmental Impact

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

Community Impact

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

Conclusion

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

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

Respectfully,


Ed Blackwell, P.E.

August 18, 2021

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

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

Gentlemen:

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

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

Joe Petty

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

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

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

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

Respectfully,

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

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

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

Cc: Matt Wendling <Mwendling@warrencountyva.net>

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

Good morning:

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

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

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

Best,

Joseph "Joe" Petty

Planning Director/Zoning Administrator

Warren County Planning Department

220 North Commerce Ave., Suite 400

Front Royal, VA 22630

Phone: (540) 636-3354

Fax: (540) 636-4698

warrencountyva.net

Warren County Code

Zoning Setbacks

Warren GIS

Joe Petty

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

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824

Dear Mr. Petty:

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

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

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

Sincerely,

Bobby Boyce

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

Sincerely,

Bobby Boyce

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



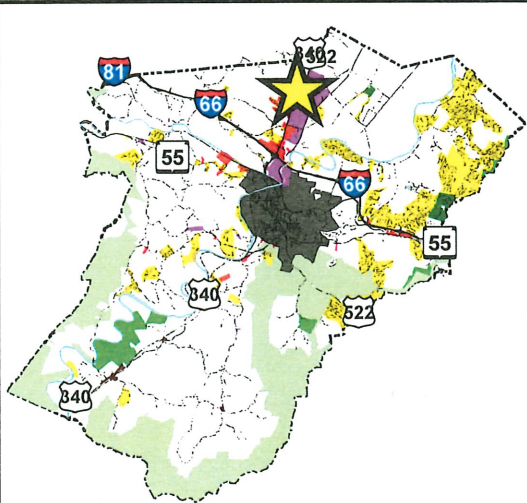
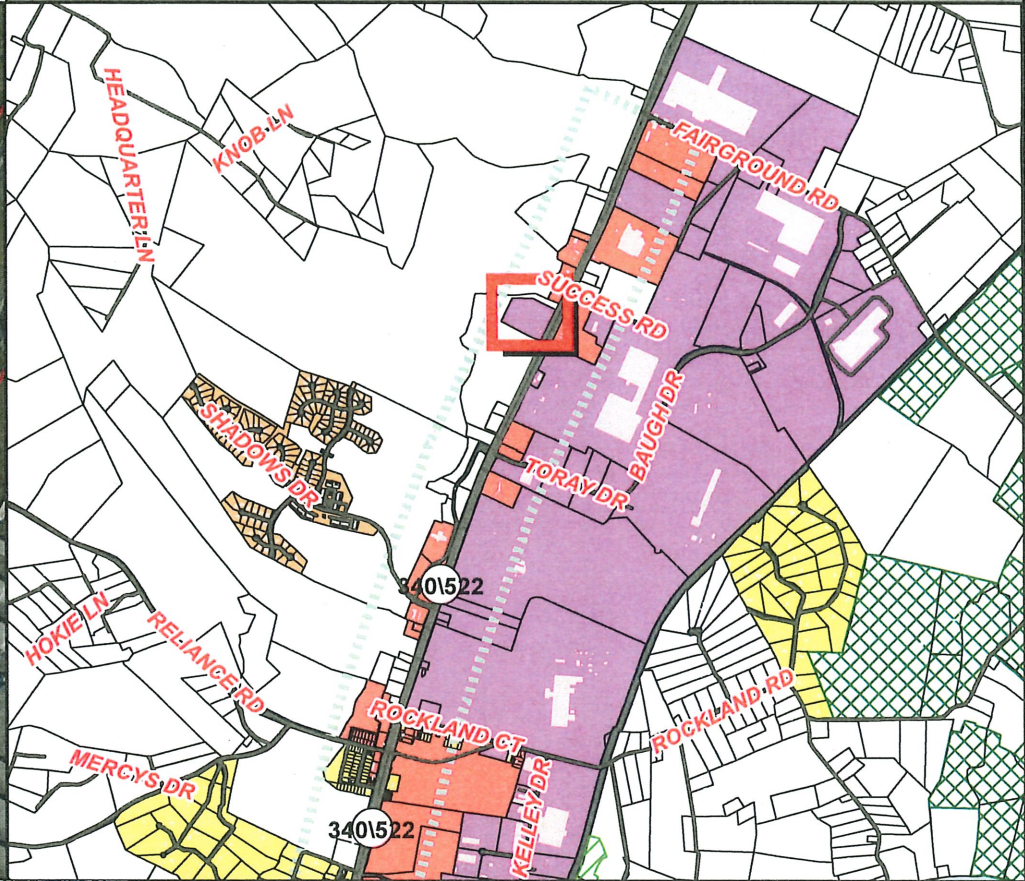
Warren County VA

CUP Location Map



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

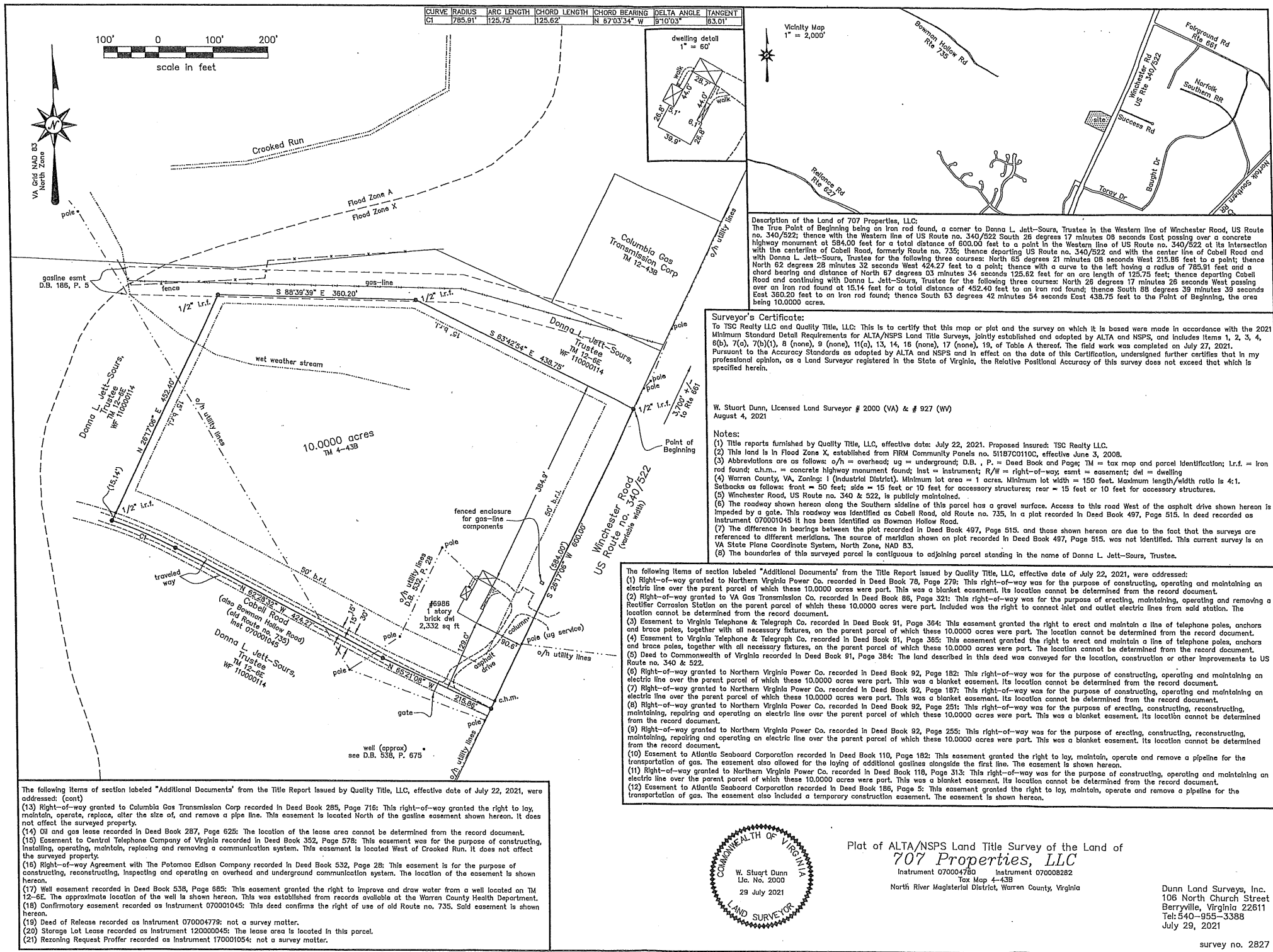
TM 4-----43B
6986 Winchester Road



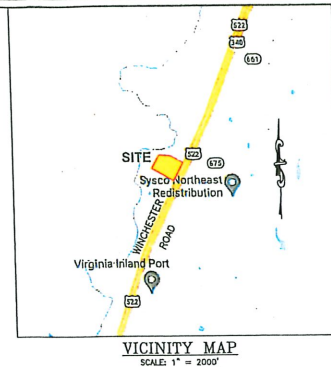
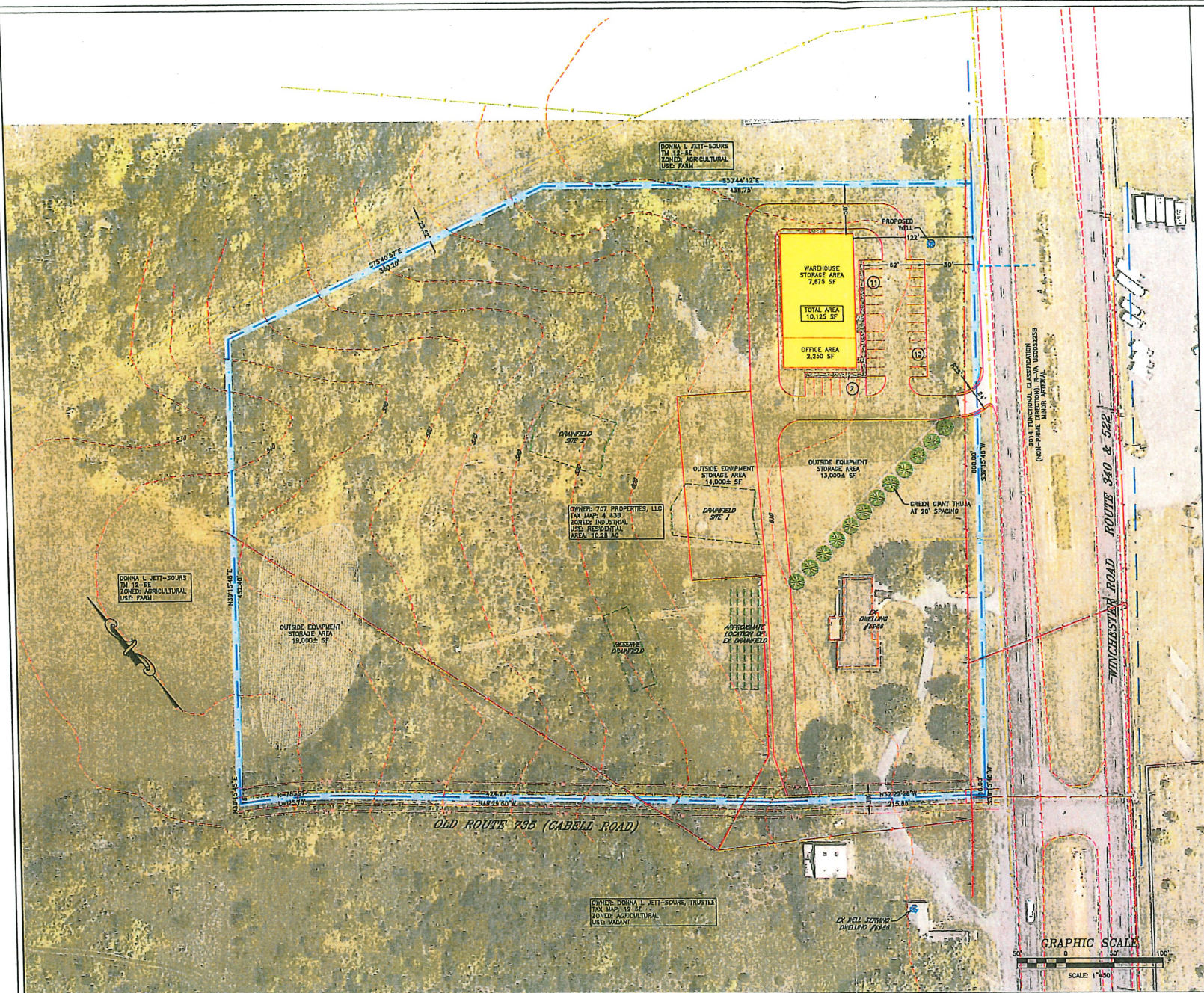
Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



survey no. 2827



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



Blackwell
Engineering, PLC
566 East Market Street
Harrisburg, Virginia 22801
Phone: (540) 432-9555
Email: BE@BlackwellEngineering.com

DRAFT

Revision Dates

PRELIMINARY SITE PLAN

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

Drawing No.
1
of Y Sheets

Job No.	2903
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COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
10/19/2021	H-7	Conditional Use Permit #2021-09-02 Gordon Lee Birkhimer <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

Planning Commission Move to Approve:

The Planning Commission will be holding their public hearing on the application on October 13th and their recommendation will be forwarded to the Board prior to the November 16th public hearing. This request is sent prior to Planning Commission's public hearing in order to fast-track this application to advertise the public hearing.

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

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



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

Gordon Lee Birkhimer, Applicant/ Owner

Staff Report for the Planning Commission

Prepared: August 23, 2021

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

MPW

SUMMARY OF REQUEST

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

PROPERTY INFORMATION

Property Location: 52 Forest View Dr.

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

Magisterial District: Fork

Subdivision: Massanutten Farms

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

Town/Village: Front Royal

Zoning: Agricultural (A)

Acres: 5.0

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

South: Agricultural (A)

East: Agricultural (A)

West: Agricultural (A)

Use: SFD with Woodlands

Use: GW National Forest Access

Use: SFD with Pasture and Woodlands

Use: SFD with Woodlands

PROPERTY HISTORY

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

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated Agricultural area composed of pasture and woodland areas, is off a private road and has views of the river. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, "A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however, the maximum number of occupants shall not exceed 10. **Staff has submitted a request for septic system information for the property for the septic system operational permit to WCHD. The applicant states the structure is four-bedroom dwelling which allows with an occupancy of eight persons. Staff will provide additional comments, if necessary, comments have been received from the Health Department.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There is sufficient parking for four (4) vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24-hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and

approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. Teanna Harrigan and Matt Yonkers will be the acting property and grounds managers.**

- I. If the property is located within a subdivision governed by a Home-Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within a subdivision that is served by Massanutten Farms POA and the current manager is Jeremy Clark.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall comply with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 270' to the closest dwelling located to the north.**

RECOMMENDED CONDITIONS:

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

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

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed eight (8) as determined according to the Health Department operational permit for a four-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Gordon Birkhimer, Applicant



STATEMENT OF JUSTIFICATION

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

Accomplished Tasks

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

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

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

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

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

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

Potential Concerns

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

Thank you for your consideration,

Gordon Birkhimer

Gordon Birkhimer

8/20/2021

August 20, 2021

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

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short Term Property Rental
- (2) Current land use and condition of site: Primary Residence
- (3) Zoning of surrounding land/property: Agricultural
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: 4 Seasons, 24 hours per day, 7 days a week
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: None
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: Up to 8 people
- (12) Number of parking spaces to be provided: Regular 8 Handicap N/A
- (13) What is the proposed landscaping and buffering for this property? N/A

C. Plans Prepared By

Name: Gordon Lee Birkhimer

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

Telephone Number: 703 635-9041

D. Environmental Information

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

- (2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) Debris is stored in the Garage and is taken weekly to Front Royal Waste Disposal & Recycling Center at Riverton Road, Front Royal, VA, 22630
- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) No
- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. N/A
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) No
- (6) What will be the impact on traffic? None
- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. No

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

☒ **An application fee of \$500.00.**

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

☒ **A Statement of Justification**

This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☒ **A Site Plan/Survey.**

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

☒ **Sewage Disposal and Well Site.**

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

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

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

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

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

☐ **Environmental and Community Impact Statements**

N/A The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

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

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

☐ **Location Map**

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

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

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

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

Jordan Binklin

Applicant Signature

8/20/2021

Date

Jordan Binklin

Property Owner Signature

8/20/2021

Date

Accepted by: _____

Date: 8/20/2021

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

NOTES

Type text here

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

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

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

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

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

Respectfully,

		Warren County Building Inspections Office
David C. Beahm, CBO Building Official	220 North Commerce Avenue Suite 400 Front Royal, VA 22630 540/636-9973 FAX 540/636-4698	
dbeahm@warrencountyva.net	www.warrencountyva.net	

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

Matt Wendling

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

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

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

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

Sincerely,

Phyllis Wright
Massanutten Farms Resident since 1986

Matt Wendling

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

To: County of Warren, Dept. of Planning

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

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

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

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

Sincerely

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

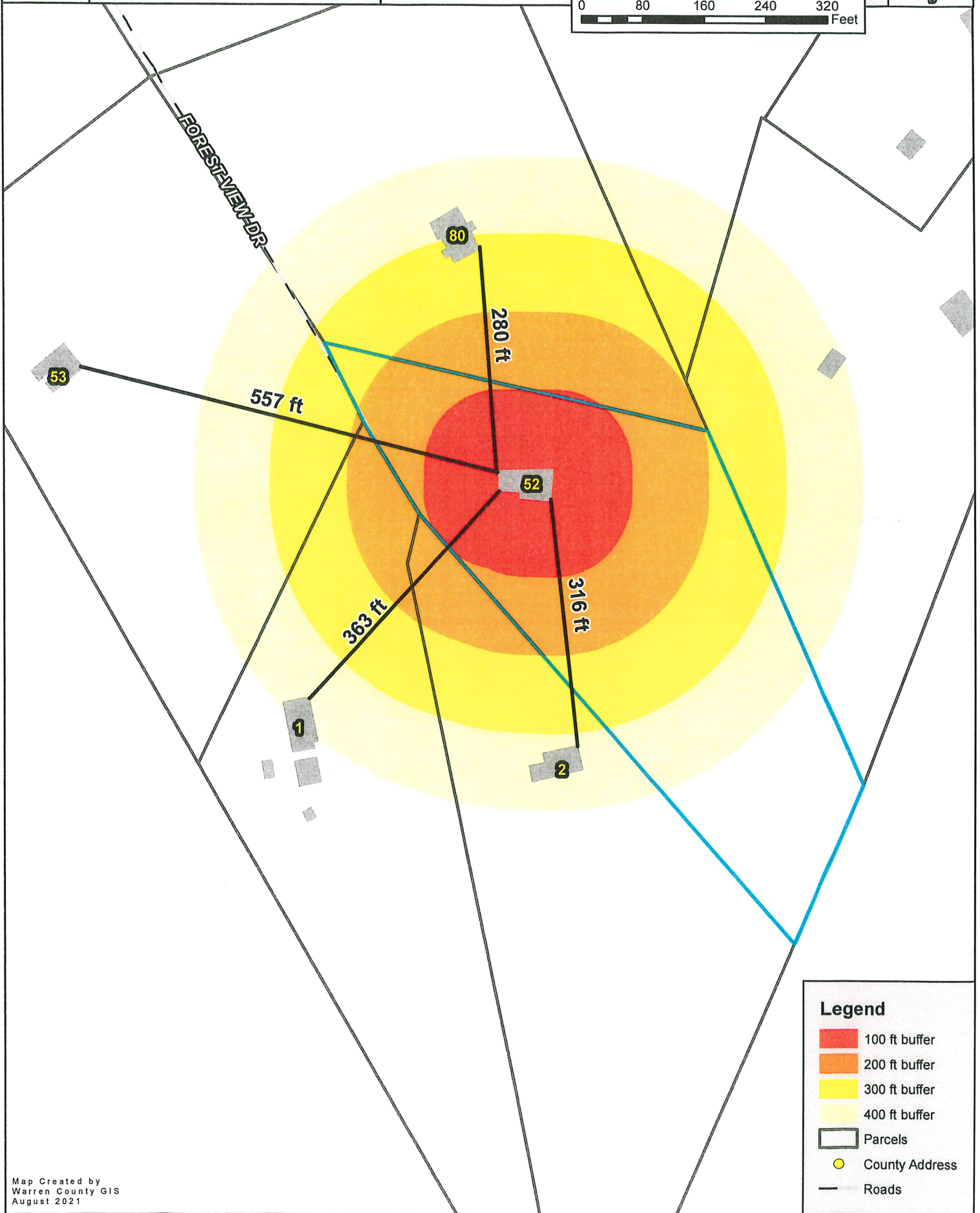
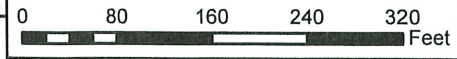


Warren County, VA 2021

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

Distance to Surrounding Homes

1 inch = 160 feet



Legend

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



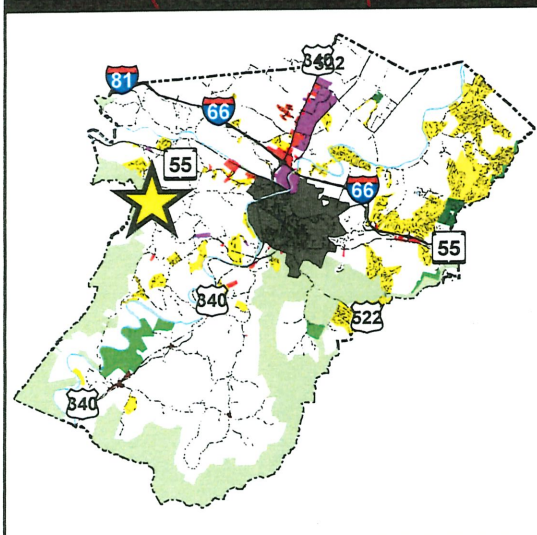
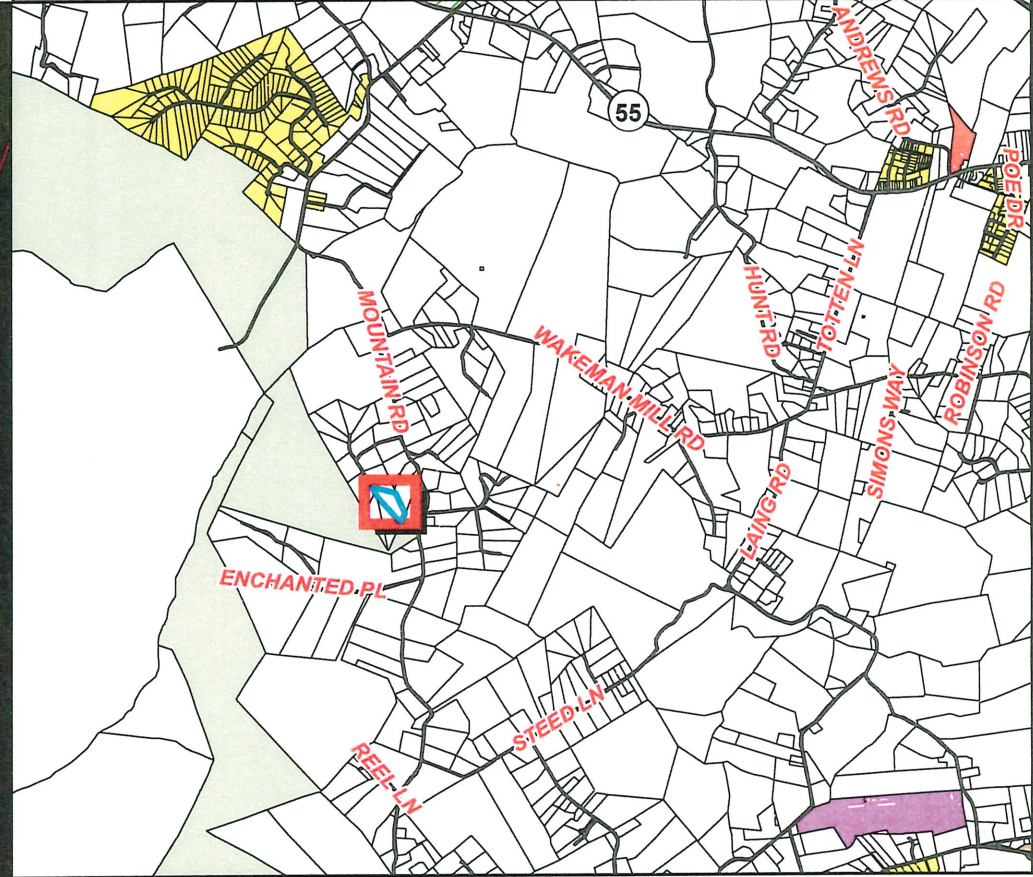
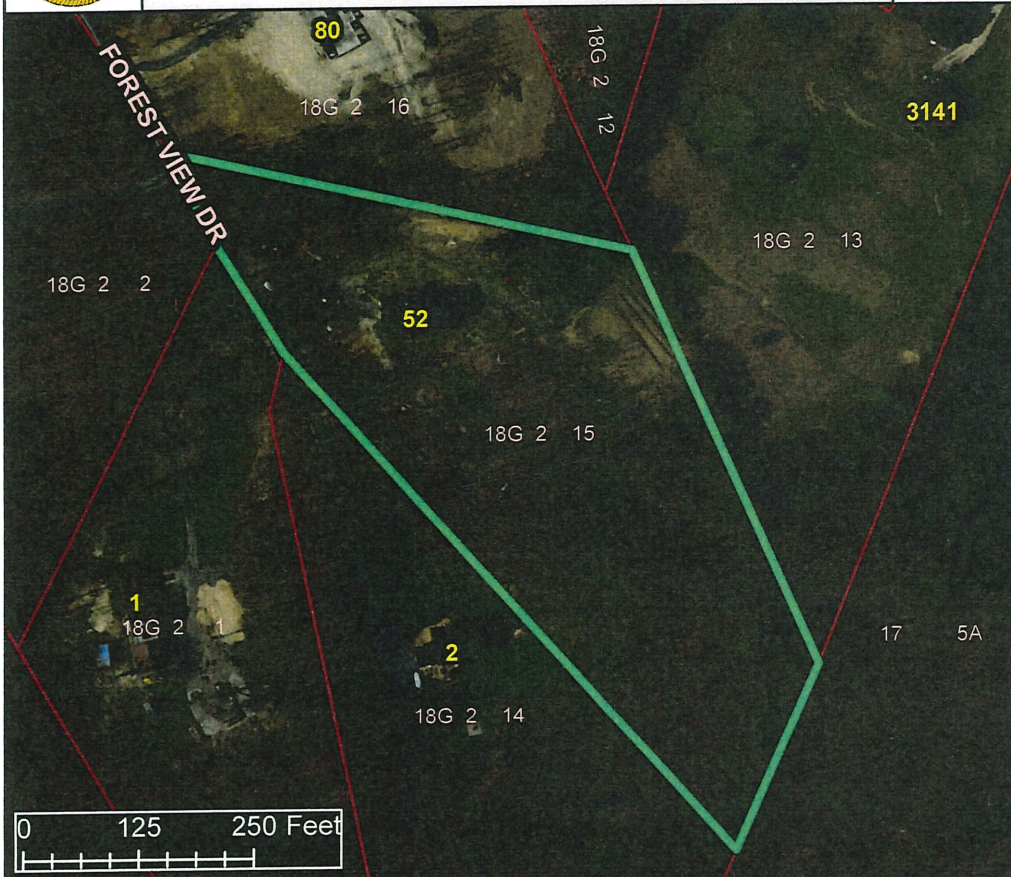
Warren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Gordon Birkhimer

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



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
10/19/2021	H-8	Conditional Use Permit #2021-10-03 Michael & Leslie Hofbauer <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

Planning Commission Move to Approve:

The Planning Commission will be holding their public hearing on the application on November 10th and their recommendation will be forwarded to the Board prior to the November 16th public hearing. This request is sent prior to Planning Commission's public hearing in order to fast-track this application.

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

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY: Matt Wendling, CFM <i>Deputy Planning Director</i> <i>County Floodplain Manager</i>	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (Describe)	PROCESSED BY:
---	---	----------------------



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

Michael & Leslie Hofbauer, *Applicants/ Owners*

Staff Report for the Planning Commission

Prepared: Sept. 20, 2021

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

SUMMARY OF REQUEST

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

PROPERTY INFORMATION

Property Location: 223 Chapel View Dr.

Tax Map ID: # 21N---4

Magisterial District: Shenandoah

Subdivision: Chapel View

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

Town/Village: Front Royal

Zoning: Agricultural (A)

Acres: 20.0

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

South: Agricultural (A)

East: Agricultural (A)

West: Agricultural (A)

Use: SFD with Woodlands/Pasture

Use: SFD with Woodlands/Pasture

Use: SFD with Woodlands/Pasture

Use: SFD with Woodlands/Pasture

PROPERTY HISTORY

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

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated Agricultural area composed of pasture and woodland areas, is off a private road and has views of the mountains. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, "A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however, the maximum number of occupants shall not exceed 10. **The property was issued a Construction Permit for a residential septic system and drainfield for a four-bedroom dwelling with an occupancy limit of 8 persons maximum.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There will be sufficient parking for four vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled only after Board of Supervisor approval.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24-hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points

of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. The applicant/owner will be the acting property manager.**

- I. If the property is located within a subdivision governed by a Homeowners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is not located within a subdivision served by a POA/HOA.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 590' to the closest dwelling located to the southeast.**

RECOMMENDED CONDITIONS:

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

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

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed 8 as determined according to the Health Department operational permit for a four-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Michael and Leslie Hofbauer, Applicants



MEMORANDUM

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

FROM: Michael and Leslie Hofbauer

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

DATE: June 23, 2021

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

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

Thank you for your consideration of our application.

Best regards,

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

Michael & Leslie Hofbauer

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

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

Applicant Information:

Michael and Leslie Hofbauer
 Applicant Name

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

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

540-671-9093 Michael.hofbauer@gmail.com
 Primary Contact Number Email

Property Owner (if same as applicant, leave blank)

Address City State Zip

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

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

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short term tourist rental
- (2) Current land use and condition of site: _____
- (3) Zoning of surrounding land/property: A
- (4) Will development be staged? ☐ Yes ☐ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: N/A
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: 0
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 8
- (12) Number of parking spaces to be provided: Regular 6 Handicap _____
- (13) What is the proposed landscaping and buffering for this property? Existing

C. Plans Prepared By

Name: N/A

Address: _____

Telephone Number: _____

D. Environmental Information

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

- (2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) No
- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) No
- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. None
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) No
- (6) What will be the impact on traffic? None
- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. Normal residential exterior lights

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

☐ **An application fee of \$500.00.**

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

☐ **A Statement of Justification**

This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☐ **A Site Plan/Survey.**

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

☐ **Sewage Disposal and Well Site.**

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

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

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

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

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

☐ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

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

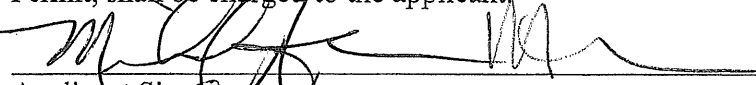
A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.

☐ **Location Map**

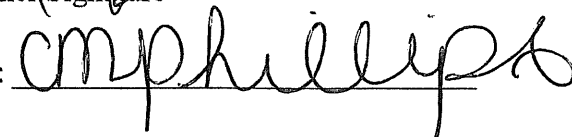
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

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

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


Applicant Signature 6-23-21
Date


Property Owner Signature 6-23-21
Date

Accepted by:  Date: 9-15-2021

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

NOTES

Matt Wendling

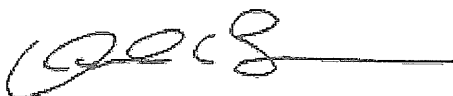
From: David Beahm
Sent: Tuesday, September 21, 2021 12:24 PM
To: Chloe Phillips
Cc: Matt Wendling; Paula Fristoe
Subject: Request for Comments 2021-10-03 – Michael and Leslie Hofbauer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000131-2021

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

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

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

Respectfully,



Warren County Building Inspections

David C. Beahm, CBO
Building Official

220 North Commerce /
Sui
Front Royal, VA

dbeahm@warrencountyva.net

www.warrencountyva.net

540/636
FAX 540/636

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

MEMORANDUM

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

FROM: Michael and Leslie Hofbauer

RE: Directions to 223 Chapel View Drive

DATE: June 23, 2021

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

CURVE DATA:

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

LINE DATA:

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

LEGEND:

—○— DENOTES IRON PIN.

PLAT

SHOWING PROPOSED
DRAINFIELD AND WELL SITES

LOT 4

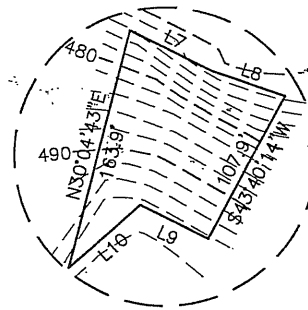
CHAPEL VIEW

SHENANDOAH DISTRICT
WARREN COUNTY, VIRGINIA

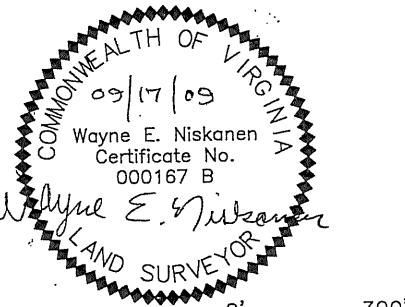
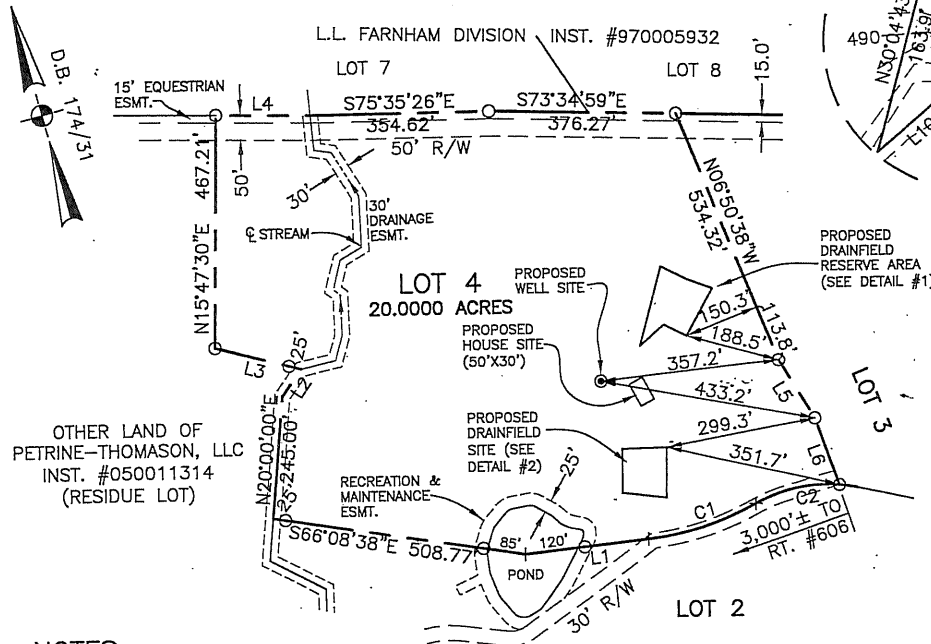
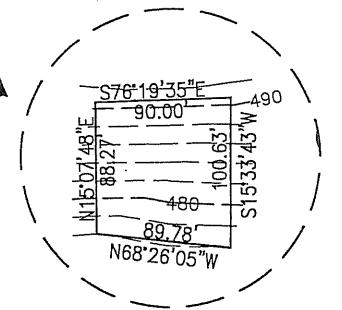
NOTES:

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

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



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



PREPARED BY:
LAND SURVEYS, PLLC
FRONT ROYAL, VA

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



Warren County, VA 2021

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

Distance to Surrounding Homes

1 inch = 200 feet



0 100 200 300 400 Feet

75

23

STONEGATE LN

STONEGATE CT

675 ft

223

590 ft

CHAPEL VIEW DR

254

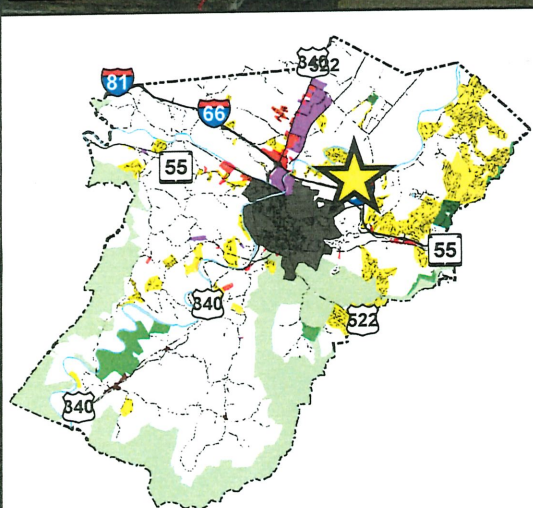
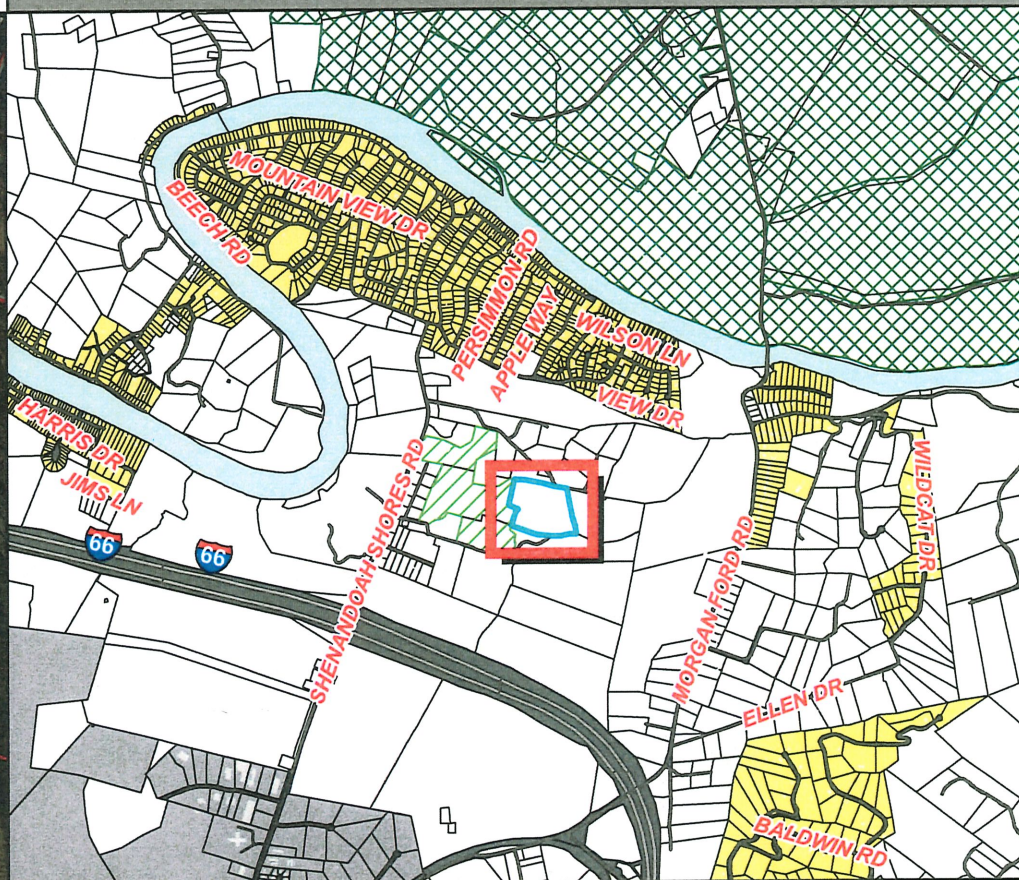
Legend

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



Short Term Tourist Rental
Applicants: Michael and Leslie Hofbauer

TM 21N-----4
223 Chapel View Rd
Chapel View 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:
10/19/2021	H-9	Zoning Text Amendment Z2021-10-01 Lorne Cooper <i>An ordinance to amend sections 180-22 of the Warren County Code to permit the use of gunsmithing service by conditional use permit within the Residential - 1 (R-1) zoning district. In addition, add the definition of gunsmithing services to section 180-8, and add supplemental regulations pertaining to gunsmithing services.</i>

EXPLANATION & SUMMARY:

Attached, please find a proposed amendments and additions to Chapter 180: Zoning Ordinance of the Warren County code. The applicant is requesting a text amendment to allow for gunsmithing services as use allowed by conditional use permit in the Residential - 1 zoning district. This is an existing use in the Agricultural zoning district, however currently there is no definition or supplemental regulations for the use.

PLANNING COMMISSION STATUS:

This application is scheduled for a public hearing in front of the Planning Commission on November 10, 2021. The Board of Supervisors will have the Planning Commission's recommendation for the Board public hearing on November 16, 2021, if this is advertised.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed zoning text amendment for advertisement for a public hearing.

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

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

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

Chapter 180. Zoning

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

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

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

...

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

...

15) Gunsmithing services

Chapter 180. Zoning

Article II. Application

§ 180-8. Definitions.

GUNSMITHING SERVICES:

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

Chapter 180. Zoning

Article V. Supplementary Regulations

§ 180-47.1. GUNSMITHING SERVICES

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

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

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

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



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
10/19/2021	H-10	Conditional Use Permit #2021-10-05 Lorne Cooper <i>Gunsmithing Services</i>
<u>EXPLANATION & SUMMARY:</u> See attached application and staff report. General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards: 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:

This application is scheduled for a public hearing in front of the Planning Commission on November 10, 2021. The Board of Supervisors will have the Planning Commission's recommendation for the Board public hearing on November 16, 2021, if this is advertised.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed Conditional Use Permit request for Gunsmithing Services for advertisement of a public hearing.

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

PROPERTY INFORMATION

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

SURROUNDING ZONING DISTRICTS & USES

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

PROPERTY HISTORY

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

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses which allows for home occupations. Gunsmithing services would be a use allowed by conditional use permit in the Residential - 1 zoning district if Z2021-10-01 is approved.

ATTACHMENTS

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

SUPPLEMENTARY REGULATIONS

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

§ 180-47.1. GUNSMITHING SERVICES

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

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

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

RECOMMENDED CONDITIONS

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

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

Cc: Lorne Cooper – Owner/ Applicant

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

August 25th, 2021

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

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

Dear Mr. Petty;

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

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

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

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

Thank you for your consideration.

Respectfully submitted,



Lorne W. Cooper

WCCY 000135 2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

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

Applicant Information:

Lorne W. Cooper

Applicant Name

49 Wild Cherry Way Linden, Virginia 22642

Address

City

State

Zip

Same as Above

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

(540) 823-0044 libertytree@hotmail.com

Primary Contact Number

Email

Property Owner (if same as applicant, leave blank)

Address

City

State

Zip

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

(1) Address/Location: 49 Wild Cherry Way Linden, Virginia 22642

(2) Election District: Shenandoah

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

(4) Subdivision Name: Blue Mountain

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

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

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

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

(9) Present Zoning: R1

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Gunsmithing (General Repair)
- (2) Current land use and condition of site: Residential - Developed
- (3) Zoning of surrounding land/property: R1
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: NA
- (6) Season, days, and hours of operation: By Appointment Only
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: 0
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: No Public Use
- (12) Number of parking spaces to be provided: Regular 1 Handicap
- (13) What is the proposed landscaping and buffering for this property? Naturally wooded.

C. Plans Prepared By

Name: Lorne Cooper

Address: 49 Wild Cherry Way, Linden VA 22642

Telephone Number: 540-823-0044

D. Environmental Information

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

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

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

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. None

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

(6) What will be the impact on traffic? None. Only one customer at a time will be present. Appointments will be staggered.

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. Two existing lights will be on at any given time.
one 60 watt fixture at the door and one 100 watt
fixture centered at the roof line.

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

☐ **An application fee of \$500.00.**

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

☒ **A Statement of Justification**

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

☒ **A Site Plan/Survey.**

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

☒ **Sewage Disposal and Well Site.**

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

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

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

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

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

☒ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

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

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

☒ **Location Map**

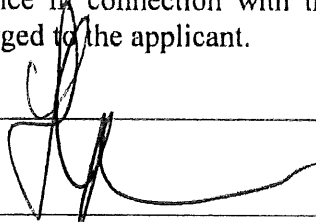
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

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

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

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

Applicant Signature



08/23/21

Date

Property Owner Signature

08/23/21

Date

Accepted by: _____

Date: _____

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

NOTES

August 4, 2021

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

Mr. Cooper,

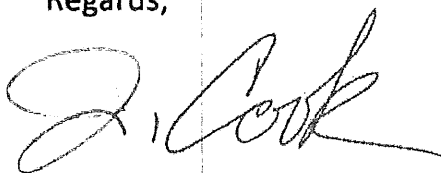
Thank you for clarification / request concerning operating a gunsmith shop from your property located at 49 Wild Cherry Way in the Blue Mountain Property Owners sanitary district.

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

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

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

Regards,

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

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

Brushy Hills Gun Works, LLC BUSINESS PLAN

Prepared by:

Lorne W. Cooper

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

I. EXECUTIVE SUMMARY

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

Business Description

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

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

Business Mission

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

New Service

The Company is prepared to introduce the following service to the market:

Gunsmith: To provide all manner of firearms maintenance, repair and customization. We also provide Appraisal Service for insurance, estate and resale valuation.

Services include, but are not limited to the following:

- Safety Inspection
- Function Check
- Professional Cleaning and Lubrication
- General Repair
- Optics Installation
- Recoil Pad Installation

II. BUSINESS SUMMARY

Industry Overview

Firearms sales have been breaking records every year. Over 16 Million firearms were sold in the United States in the first 4 months of 2021 alone. The need for competent gunsmiths grows every year.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions: 42% of American households own at least one firearm. Many own more than one. In the Company's area of operation, there are very few Gunsmiths available. Most firearms owners cannot perform the repairs and maintenance required to ensure the safe operation and function of their firearms and look to experienced gunsmiths for those needs.

Business Goals and Objectives

Short Term:

Initially, the Company shall be operated on a part time basis and by appointment only. Building a customer base will be the focus.

Long Term:

The Company's long term goals are to become a full time operation within 4 years.

Legal Issues

The Company affirms that its promoters will acquired all legally required Local, State and Federal licenses and permits and will operate within all Local, State and Federal laws.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

Hunters, Recreational Shooters, Firearms Collectors and Home Defence firearms Owners.

The estimated number of potential clients within the Company's geographic scope is 10,000.

Pricing Strategy

The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

Cost of Services will be based upon an hourly labor charge along with a slight mark-up of any parts, material and consumables used.

The American Gunsmithing Institutes Flat Rate Book will be used as a basis for determining labor cost per job.

Promotional Strategy

The Company will promote sales using the following methods:

The Company plans to market itself mainly by word of mouth. Brochures will also be used and placed in local gun stores.

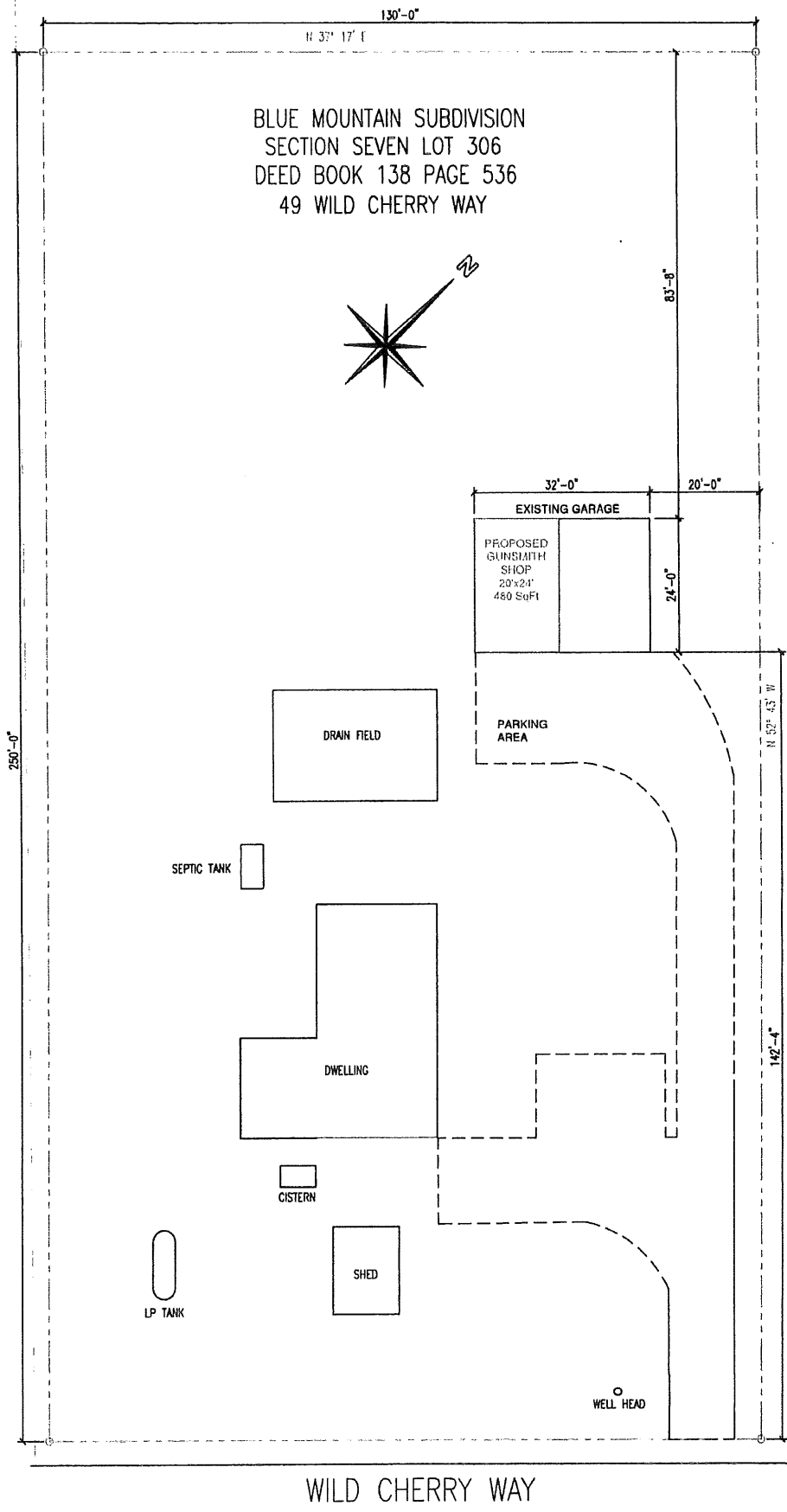
Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

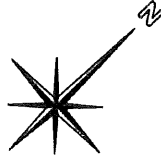
IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$600.00
Revenue and sales for first year of business (projected):	\$14,400.00
Gross profit for first year of business (projected):	\$7,200.00



BLUE MOUNTAIN SUBDIVISION
SECTION SEVEN LOT 306
DEED BOOK 138 PAGE 536
49 WILD CHERRY WAY



EXISTING GARAGE

PROPOSED
GUNSMITH
SHOP
20'x24'
480 Sq Ft

DRAIN FIELD

SEPTIC TANK

DWELLING

CISTERN

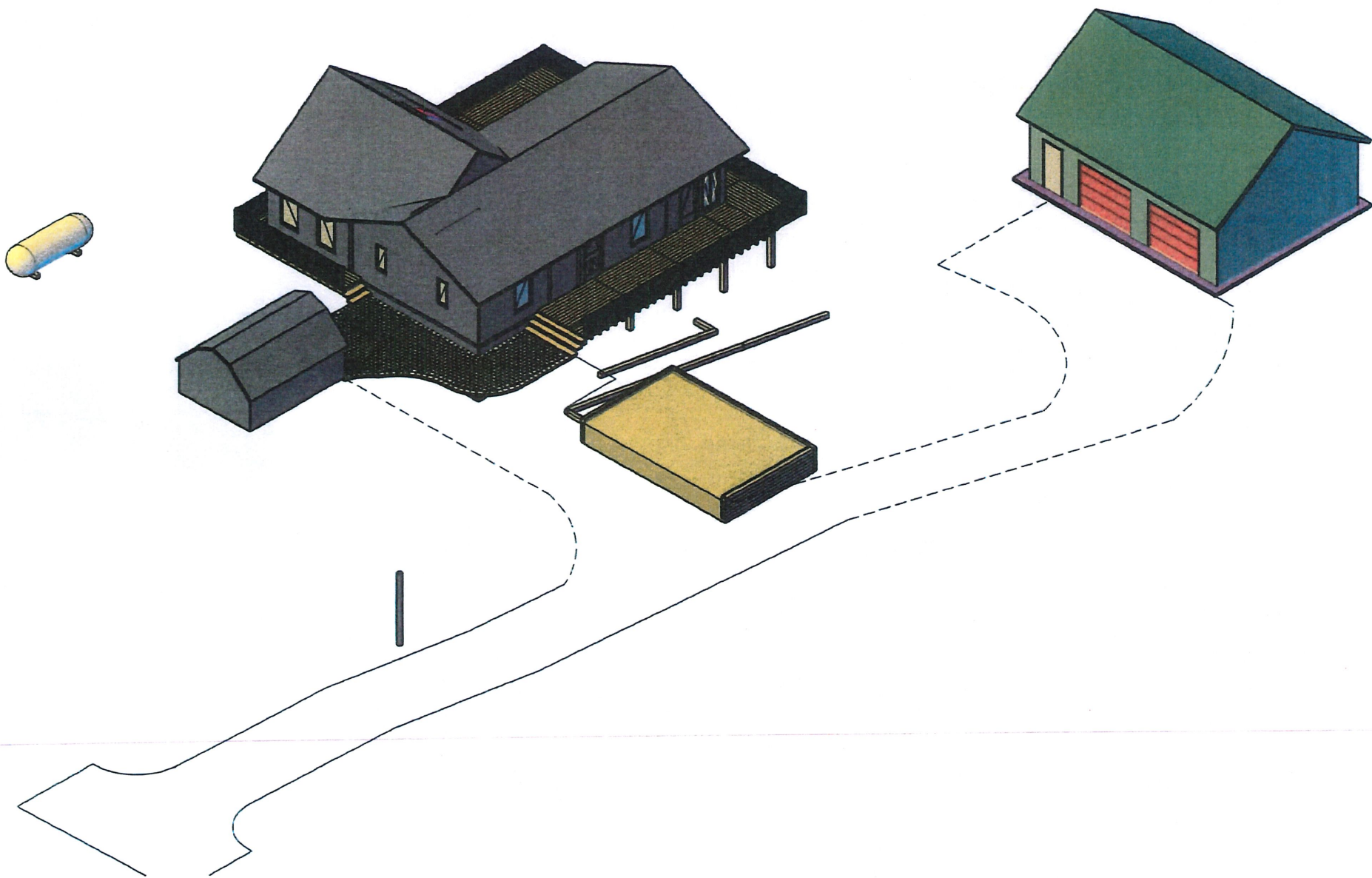
SHED

LP TANK

WELL HEAD

WILD CHERRY WAY

LORNE W. COOPER
08/23/2021





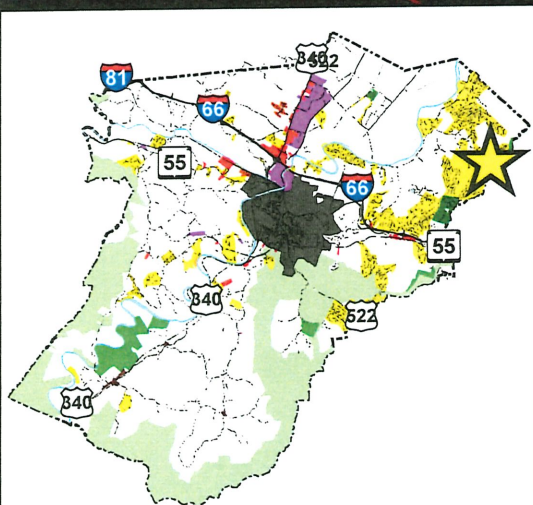
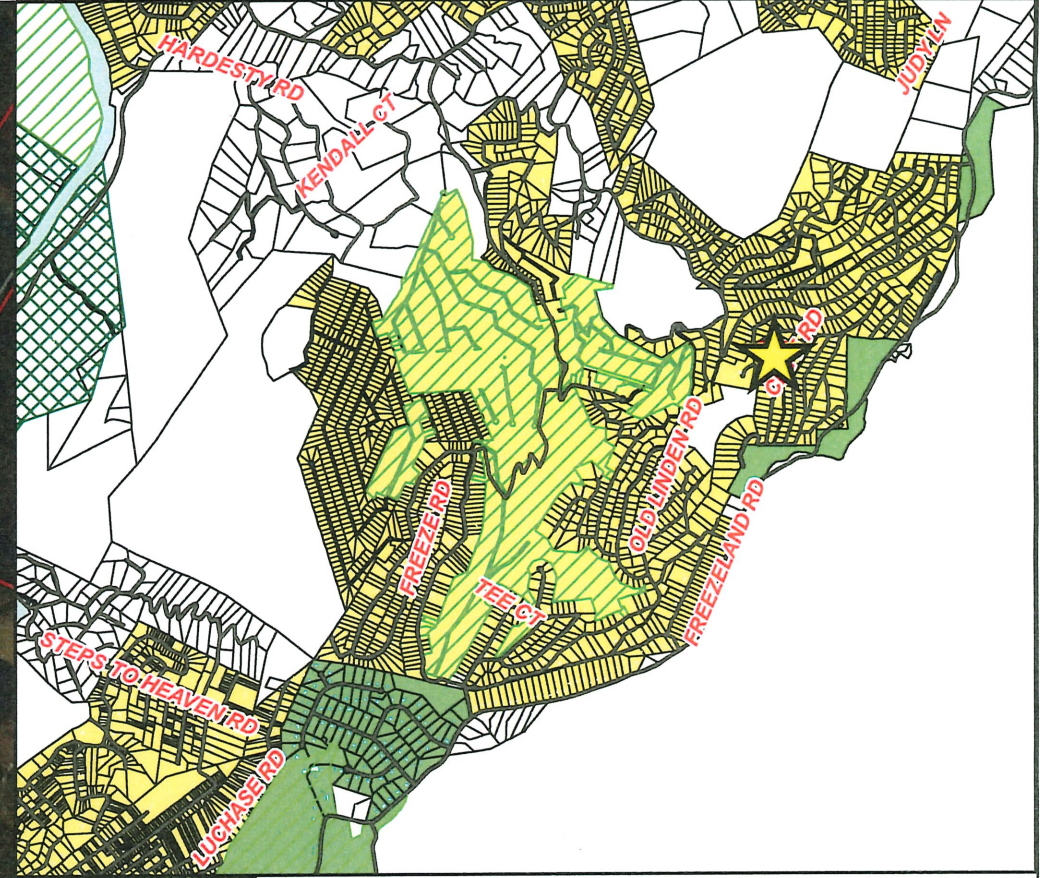
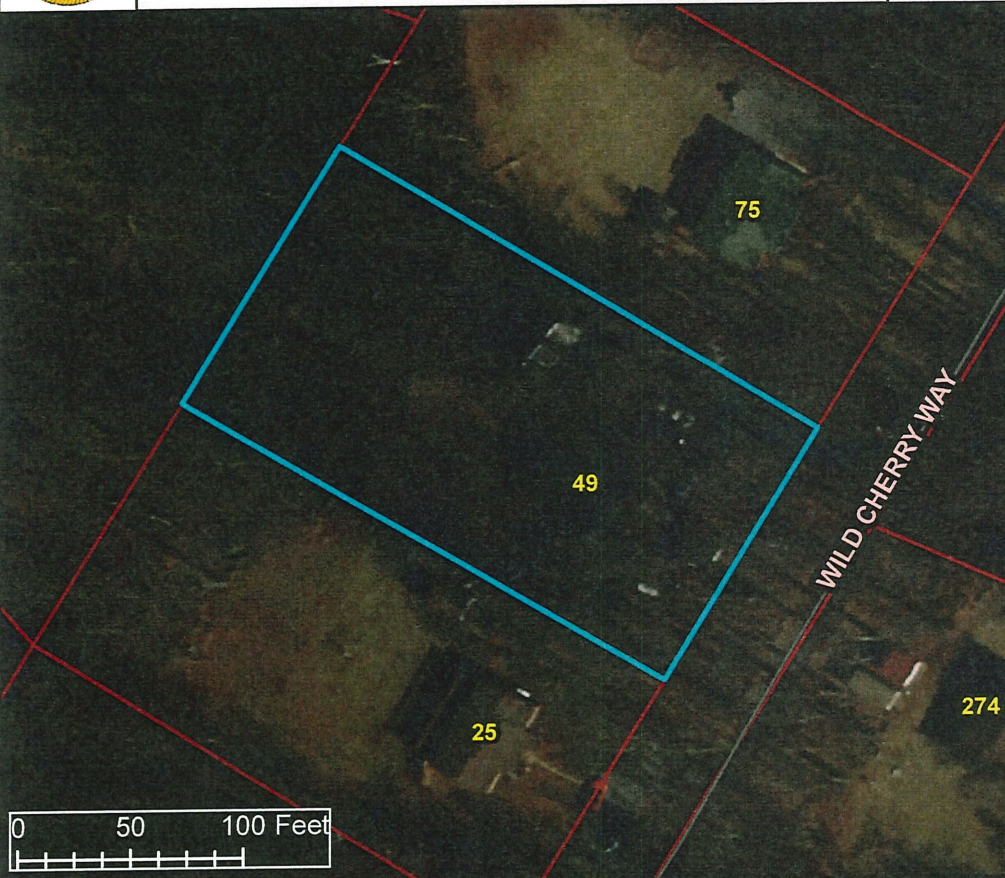
Warren County VA

CUP Location Map



Gunsmithing - General Repair
Applicants: Lorne Cooper

TM 24A--2-7-306
49 Wild Cherry Way
Blue Mountain



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
10/19/2021	H-11	Conditional Use Permit #2021-10-06 Michael Blevins <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

Planning Commission Move to Approve:

The Planning Commission will be holding their public hearing on the application on November 10th and their recommendation will be forwarded to the Board prior to the November 16th public hearing. This request is sent prior to Planning Commission's public hearing in order to fast-track this application.

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

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-10-06 / Short Term Tourist Rental

Michael Blevins, *Applicant/ Owner*

Staff Report for the Planning Commission

Prepared: Sept. 21, 2021

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

A handwritten signature in dark ink, likely of the staff member Matt Wendling.

SUMMARY OF REQUEST

The applicant is requesting this conditional use permit for a Short-Term Tourist Rental for the property they recently purchased with the intent to use as in-part as a second home but primarily to lease on a short-term basis. He states that he has retained a property management company, "Be Still Getaways" to manage the property which he states has a good reputation. He also mentions that though the dwelling is on 4 acres of wooded areas in a secluded location of the property he plans to carefully review the guests so that no large and loud parties take place and for the sake of the neighbors.

PROPERTY INFORMATION

Property Location: 267 Trillium Trail Rd

Tax Map ID: # 24B—313-481

Magisterial District: Shenandoah

Subdivision: Blue Mountain

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

Town/Village: Linden

Zoning: Residential One (R-1)

Acres: 4.0

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Residential One (R-1)

South: Residential One (R-1)

East: Residential One (R-1)

West: Residential One (R-1)

Use: SFD with Woodlands

Use: SFD with Woodlands

Use: SFD with Woodlands

Use: SFD with Woodlands

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district and has no previous zoning violations.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-21. This property is located in an isolated residential area composed of woodland areas, is off a private road and has views of the mountains. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, *"A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."*

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however, the maximum number of occupants shall not exceed 10. **The property was issued a Construction Permit for a residential septic system and drainfield for a three-bedroom dwelling with an occupancy limit of six persons maximum.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There will be sufficient parking for three vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled only after Board of Supervisor approval.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24-hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the

subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. The applicant/owner will be the acting property manager.**

- I. If the property is located within a subdivision governed by a Homeowners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located in the Blue Mountain Subdivision and a request for comments has been sent to that POA/HOA.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 230' to the closest dwelling located to the north.**

RECOMMENDED CONDITIONS:

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

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

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed 6 as determined according to the Health Department operational permit for a three-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Michael Blevins, Applicant,



Statement of Justification

To the Warren County Planning Commission:

Dear Sir or Madam,

I plan to use 267 Trillium Trail Road Liden VA 22642 for short term rentals primarily using Air-BnB for at least half of the year. There will be no evidence of a commercial property from the road as there will be no signs or advertisements, and there is more than enough parking on the property.

I will be using a property management company Be Still Getaways, which already manages other similar properties in the area. The management company ensures the property is kept clean and in good repair, as well as in line with any local ordinances. So far, there have been no issues at any of the other properties managed by Be Still Getaways in Warren County.

The benefit of using this property for short term rentals is that it will increase tourism in Warren County. Because having short-term renters rotating in and out of the property is offset by not having full-time residents at the property, the impact to traffic and other infrastructure will be non-existent while still bringing the benefits vacationers have on the local economy.

Further, the short-term rental will have no noticeable impact to the neighborhood in which it resides. The property is nearly 4 acres, the home is offset from the road by several hundred feet, is and shrouded in a wooded area. Most of the property is wooded and will remain that way, leaving the home in a secluded place that should not produce any nuisance of noise or light to neighbors. The draw for this rental is a quiet place of seclusion with hot tub in the back of the home and the arcade machine in the basement. No parties or large gatherings will be permitted.

If you have any questions or concerns, please contact me at (352) 678-9196 or Bleavage86@gmail.com.

Thank you,



Michael Blevins 9-21-21

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-10-06
 Date Received: 9-21-2021
 Fee Amount: \$ 500
 Date Paid: 9-21-2021 #102

Applicant Information:

Michael Blewins
 Applicant Name

5231 Mitchell St. Alexandria VA 22312
 Address City State Zip

267 Teillum Trail Road Lindey VA 22642
 Property Location for conditional use permit if Different than Applicant's Address

352 678 9196 BLEAVAGE86@gmail.com
 Primary Contact Number Email

Property Owner (if same as applicant, leave blank)

Address City State Zip

Primary Contact Number

Respectfully request that a determination be made by the Warren County Planning Commission and Board of Supervisors on the following request for a Conditional Use Permit for the property described below.

A. Property Information:

- (1) Address/Location: 267 Teillum Trail Road
- (2) Election District: 501
- (3) Tax Map Number: 24B--313-481
- (4) Subdivision Name: Blue Mountain Property Owners
- (5) Total Area of Property (acres): 3.72
- (6) Total Area to be Used (acres): 1
- (7) Total Road Frontage (feet): _____
- (8) Depth of Property (feet): _____
- (9) Present Zoning: Residential One (R-1)

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Short term rental
- (2) Current land use and condition of site: Dwelling / Good
- (3) Zoning of surrounding land/property: _____
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: _____
- (6) Season, days, and hours of operation: _____
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: 0
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 3 Bedroom
- (12) Number of parking spaces to be provided: Regular 3 Handicap _____
- (13) What is the proposed landscaping and buffering for this property? Property is wooded.

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

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

- (2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) NO
- (3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) NO
- (4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. NONE
- (5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) NO
- (6) What will be the impact on traffic? NONE. Renters instead of home owners.
- (7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. NO

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

☐ **An application fee of \$500.00.**

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

☐ **A Statement of Justification**

This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form. Please note, the statement is required to be on 8 ½ x 11 size paper.

☐ **A Site Plan/Survey.**

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

☐ **Sewage Disposal and Well Site.**

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

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

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

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

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

☐ **Environmental and Community Impact Statements**

The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

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

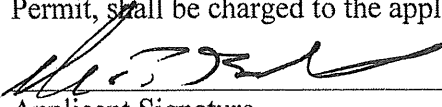
A complete list of chemicals to be stored on the site in the form of an oath/statement for Industrial zoned properties only.

☐ **Location Map**

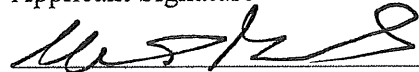
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.

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

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


Applicant Signature

21 Sep 2021
Date


Property Owner Signature

21 Sep 2021
Date

Accepted by: _____

Date: _____

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

NOTES

House PHOTO 18922

Matt Wendling

From: David Beahm
Sent: Tuesday, September 21, 2021 5:25 PM
To: Chloe Phillips
Cc: Matt Wendling; Paula Fristoe
Subject: Request for Comments 2021-10-06 – Michael Blevins – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000136-2021

Comments 2021-10-06 – Michael Blevins – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000136-2021:

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

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

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

Respectfully,



Warren County Building Inspections

David C. Beahm, CBO
Building Official

220 North Commerce
Sui
Front Royal, VA

dbeahm@warrencountyva.net

www.warrencountyva.net

540/636
FAX 540/636

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.

BBS Septic & Environmental Service

815 E. Stonewall Drive

Front Royal, VA 22630

540.692.8210 // 540.660.2402—Office

540.272.6565—24 Hour/Emergency

SH-LFHD-073 DPOR #: 1942001006

September 13, 2021

Mr. Michael Blevins

267 Trillium Trail Road

Linden, VA 22642

Phone: 352-678-9196

E-Mail: bleavage86@gmail.com

On this day, Monday, September 13, 2021, our technicians were on site of the property located at 267 Trillium Trail Road Linden, VA 22642 as requested for a septic inspection for the sale/purchase of the home. While on-site our technicians performed the following tasks to ensure the septic system is working properly as of this date. The septic tank was inspected with no issues found with the tank or signs of deterioration within the septic tank. The Incoming & Outgoing T's were inspected with no issues found. The outgoing lid of the septic tank was replaced with a brand-new lid due to a deteriorated lid being on the septic tank upon inspection. The incoming line was inspected by the water being ran from the house to watch and ensure the water is making tank entry with no issues. The outgoing line was inspected via the 1080p sewage camera, with no issues found. The camera was then sent down the line to the distribution box, which was inspected via the 1080p sewage camera as well to ensure the integrity of the concrete with no issues found, the water level was at proper level with no signs of back up from the field lines. A walk over inspection was performed of the field lines with no signs of standing water or saturation at this time. As of this date—September 13, 2021, the septic system for the home located at 267 Trillium Trail Road is proper working order and has PASSED the standards set forth for the septic inspection.

The only recommendations we have for the septic system is to have the septic system pumped every 3-5 years per VA Department of Health Regulations.

Thank you,

James R. Coleman

Lead Service Technician & Owner

THIS IMPLIES NO WARRANTIES OR GUARANTEES FOR THE SEPTIC SYSTEM OR ANY AND ALL COMPONENTS OR THE FUTURE OF THE SEPTIC SYSTEM OR ANY AND ALL COMPONENTS.

BBS SEPTIC & ENVIRONMENTAL SERVICE IS NOT LIABLE FOR ANY ISSUES THAT MAY OCCUR WITH THE SEPTIC SYSTEM AFTER THE DATE OF THIS INSPECTION.

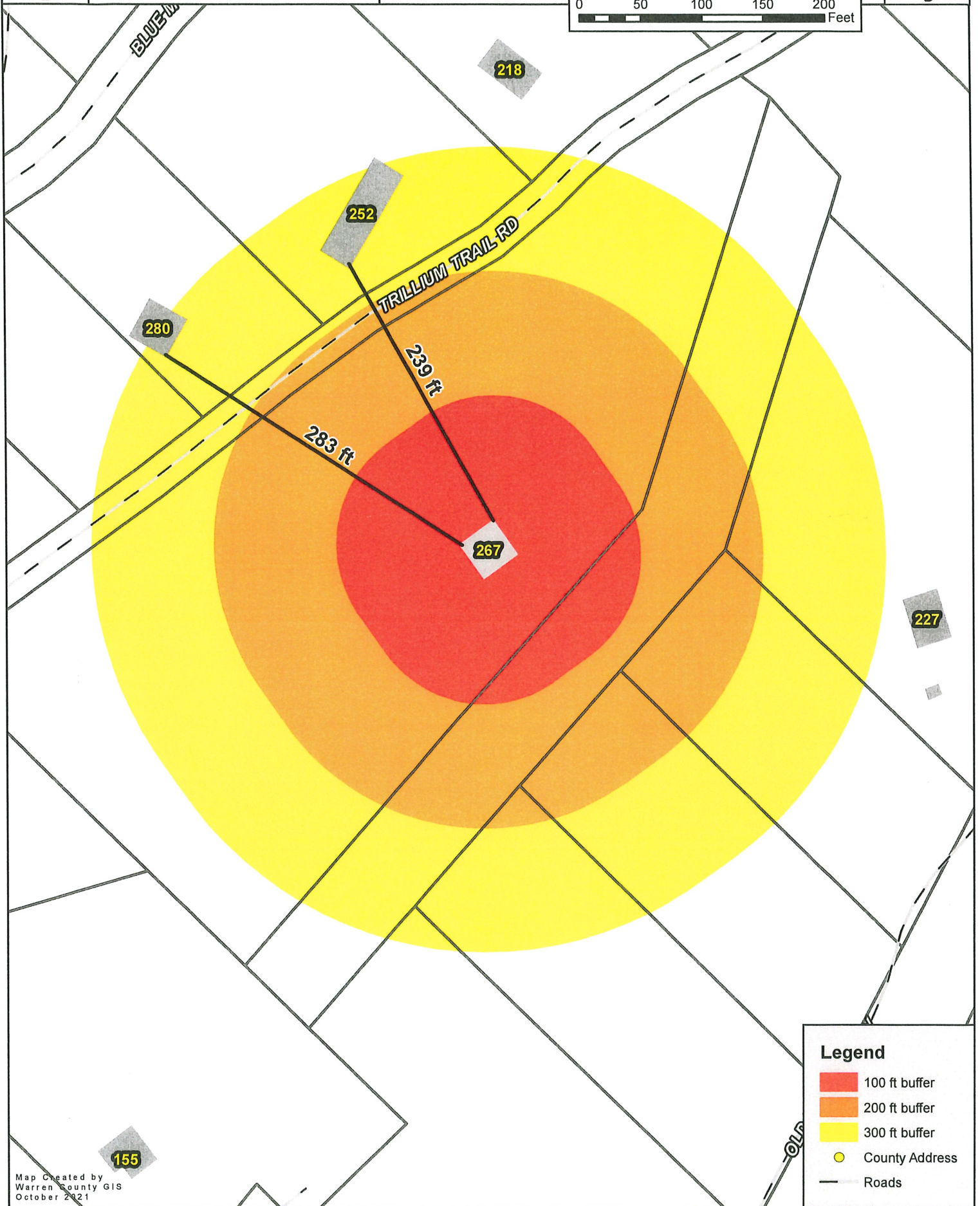
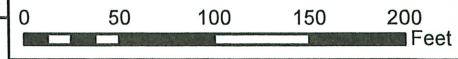


Warren County, VA 2021

267 Trillium Trail
TM 24B--313-481

Distance to Surrounding Homes

1 inch = 100 feet



Legend

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



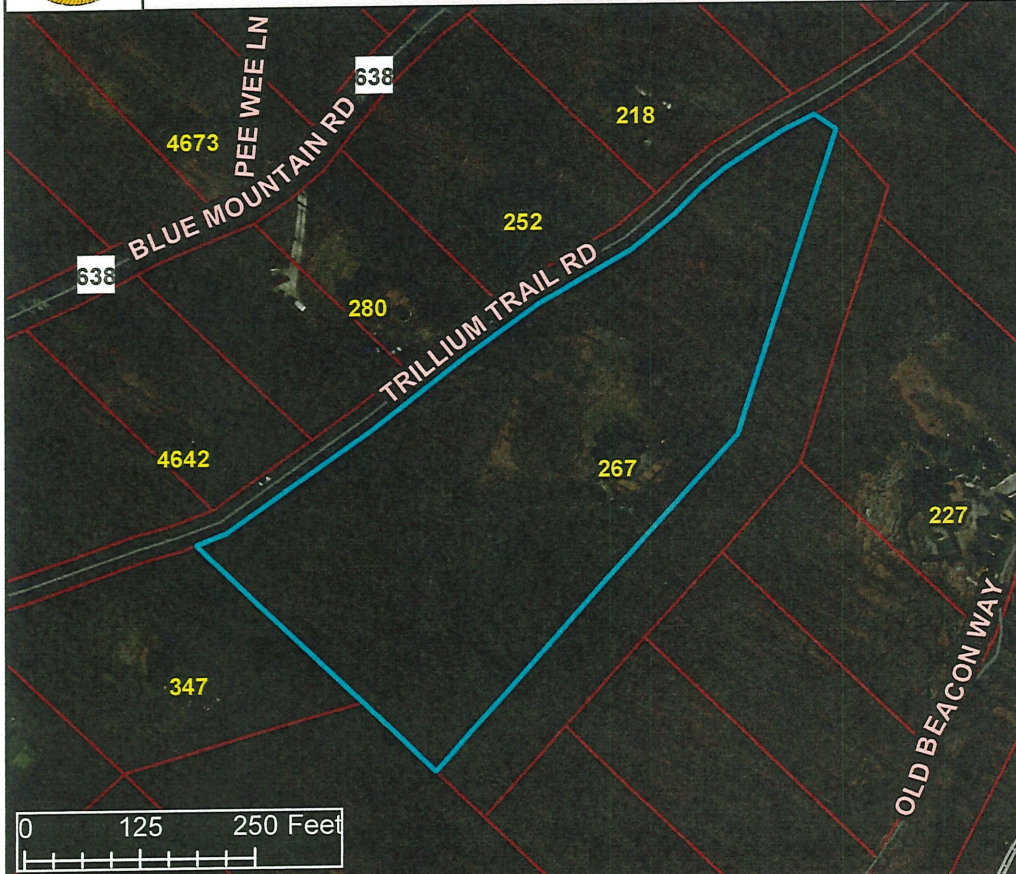
Warren County VA

CUP Location Map

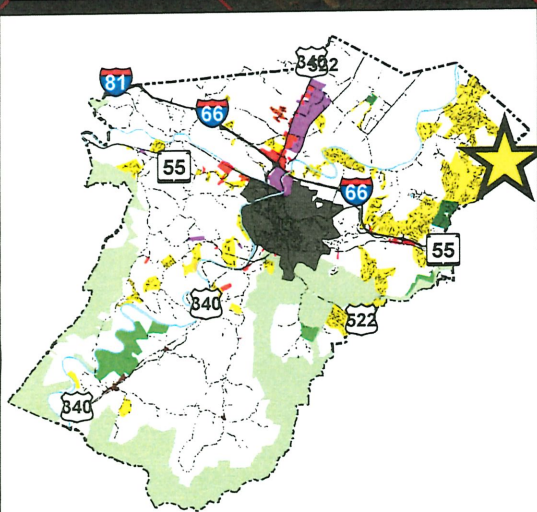
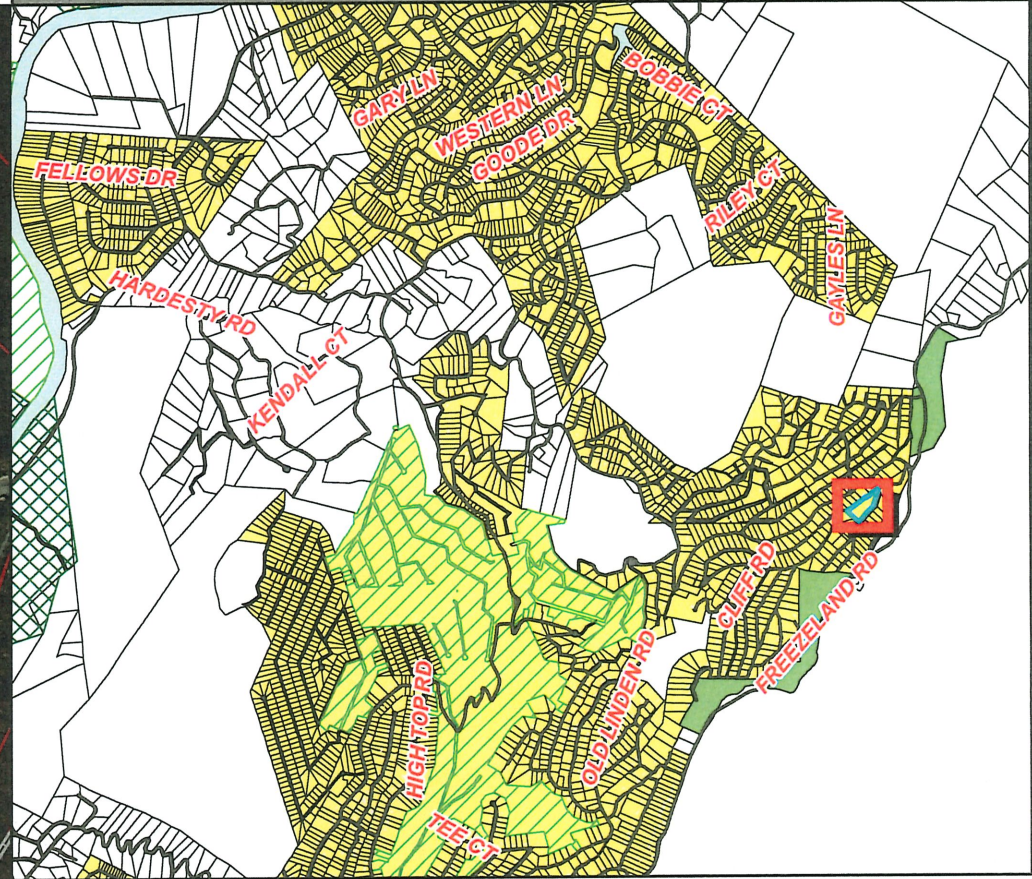


Short Term Tourist Rental
Applicants: Michael Blevins

TM 24B--313-481
Blue Mountain



0 125 250 Feet



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

Name of Claimant: Bowers, Donald Phone: 540 624 2273

Address: 309 Liberty Furnace Rd, Edinburg VA 22824

Date Reported to Animal Control Officer: 9-26-21 Signed: Unruh

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
<u>9-26-21</u>	<u>1</u>	<u>Coyote</u>	<u>50.00</u>	<u>50.00</u>
<u>9-26-21</u>	<u>2</u>	<u>Coyote</u>	<u>50.00</u>	<u>50.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total amount requested by claimant: _____

Amount recommended to be paid by Animal Control Officer: \$100.00

Remarks: 20 Howard Lane Robert Colten
Both Coyotes were killed at 20 Howard Lane, hunter had
written permission from owner Robert Colten.

COUNTY OF WARREN
APPROVAL FOR PAYMENT

I certify that this expenditure is necessary

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

Signature: [Signature] Claimant

Department: [Signature]

Recm'd Budget Code 35010-5802 Animal Control Officer

Comments: OCT 08 2021

Date _____
9/26/21
Date

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

Please charge to Animal Control 35010-5802

Board of Supervisors of Warren County

Date of action: _____

By: _____

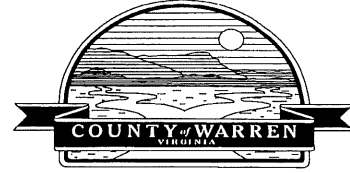


COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
October 19, 2021	I	EDA First Bank and Trust Support Agreement	
<u>EXPLANATION & SUMMARY:</u> This resolution provides additional security for First Bank and Trust during the forbearance period (FY 2022) – Section 11(c). The Support Agreement is for FY 2021-2022. This Support Agreement, as negotiated with First Bank and Trust, requires the Board of Supervisors to provide its moral obligation for the monthly debt service for FY 2021-2022 <u>only</u> for the EDA's loan. The estimated cost of this debt service is \$214,000. This debt service amount has been included in the County budget, and Sands Anderson has reviewed the agreement. <u>COST & FINANCING:</u> With the adoption of the Support Agreement, the Board is committing to paying the debt service in the amount of \$214,000 for the First Bank and Trust loan of the Front Royal-Warren County EDA for FY 2021-2022. <u>PROPOSED OR SUGGESTED MOTION:</u> I move that the Board of Supervisors adopt the proposed resolution approving a Support Agreement with First Bank and Trust for the Front Royal-Warren County Economic Development Authority (EDA) as outlined. OR I move that the Board of Supervisors postpone consideration of the attached resolution approving a Support Agreement with First Bank and Trust for the Front Royal-Warren County EDA.			
SUBMITTED BY: Edwin C. Daley, County Administrator		DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:

RESOLUTION



of the Board of Supervisors of Warren County, Virginia Approving a Support Agreement with the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia Relating to a Loan Refinancing

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

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

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

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Clerk of the Board of Supervisors of the County of Warren, Virginia hereby certifies that the Resolution set forth above was adopted during an open meeting on _____, 2021, by the Board of Supervisors with the following votes:

Aye:

Nay:

Abstentions:

Signed this ____ day of _____, 2021.

By: _____
Clerk, Board of Supervisors

SUPPORT AGREEMENT

This SUPPORT AGREEMENT is made as of the ____ day of October, 2021 (**the "Support Agreement"**), between the BOARD OF SUPERVISORS OF THE COUNTY OF WARREN, VIRGINIA (**the "Board"**), acting as the governing body of the County of Warren, Virginia (**the "County"**), and INDUSTRIAL DEVELOPMENT AUTHORITY OF THE TOWN OF FRONT ROYAL AND THE COUNTY OF WARREN, VIRGINIA (**the "Authority"**), in connection with a loan refinancing (**the "Loan Refinancing"**), as described in that certain Term Sheet dated August 19, 2021 (**the "Term Sheet"**) from First Bank and Trust Company (**the "Lender"**), as approved by the Authority at its August 27, 2021 meeting and reaffirmed by the Authority at its meeting on September 24, 2021.

RECITALS:

WHEREAS, the Authority proposes to enter into the Loan Refinancing with the Lender in relation to, among other indebtedness, the former Strasburg Loans, as defined and described in the Term Sheet (which is attached hereto as **Exhibit A**), and as a condition to the effectiveness of the Loan Refinancing, the Lender has required the additional security to the Lender of a support agreement from the Board on behalf of the County providing the County's continued moral obligation to timely pay the monthly payments of scheduled debt service (amortized principal and interest) allocable to the former Strasburg Loans when due (**the "Strasburg Debt Service"**) to the Lender during the fiscal year beginning July 1, 2021 and ending June 30, 2022 (**the "2022 Fiscal Year"**) if such monthly payments of Strasburg Debt Service are not made by the Authority; and

WHEREAS, the economic development purposes for which the former Strasburg Loans were undertaken are hereby determined to be an essential governmental purpose to benefit the welfare and prosperity of the citizens of the County; and

WHEREAS, the Board adopted on October __, 2021, a resolution authorizing, among other things, the execution of this Support Agreement providing for the Board to budget certain amounts available for the Strasburg Debt Service during the 2022 Fiscal Year in support of the Loan Refinancing, the actual payment of which by the County shall be nonbinding upon the County (**the "Moral Obligation Resolution"**).

AGREEMENT

NOW, THEREFORE, for and in consideration of the foregoing and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Unless otherwise defined, each capitalized term used in this Support Agreement shall have the meaning given it in the Agreement.
2. The Board of Supervisors has adopted the County's FY 2022 Budget and included within such budget an amount of \$214,000 in the annual budget for the Authority for FY 2022, which is at least equal to the amount of the Strasburg Debt Service for FY 2022.

3. If at any time revenues and funds available to the Authority shall be insufficient to make any of the payments referred to in paragraph 2 hereof when due, the Authority shall notify, at least ten (10) days prior to the due date of such Strasburg Debt Service, the County Administrator and the Lender in writing of the amount of such insufficiency and the County Administrator shall make such payment to the Lender from funds previously appropriated for such purpose by the Board in the amount necessary to make such payment.

4. The County Administrator shall present each request for payment pursuant to paragraph 3 above to the Board, and the Board shall respond to such request.

5. The Board hereby undertakes a non-binding obligation to pay such appropriated amounts as may be requested from time to time pursuant to paragraphs 2 and 3 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia.

6. Nothing herein contained is or shall be deemed to be a lending of the credit of the County to the Authority or the Lender or to any other person, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the County, nor shall anything herein contained legally bind or obligate the Board to appropriate funds for the purposes described herein.

7. Any notices or requests required to be given hereunder shall be deemed given if sent by registered or certified mail, postage prepaid, addressed (i) if to the County, to 220 N. Commerce Ave, Suite 100, Front Royal, VA 22630 Attention: County Administrator, (ii) if to the Authority, to 400 Kendrick Lane, Front Royal, VA 22630, Attention: Chairman and (iii) if to the Lender, c/o First Bank and Trust Company, 611 West Jubal Early Drive, Suite A1, Attention: Robert C. Boyd, Senior Vice President. Any party may designate any other address for notices or requests by giving notice.

8. It is the intent of the parties hereto that this Support Agreement shall be governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed in their respective names as of the date first above written.

**BOARD OF SUPERVISORS OF THE COUNTY OF
WARREN, VIRGINIA**

By: _____

Title: _____

**INDUSTRIAL DEVELOPMENT AUTHORITY OF
THE TOWN OF FRONT ROYAL AND THE
COUNTY OF WARREN, VIRGINIA**

By: _____

Title: Chairman

By: _____

Title: Secretary

ACKNOWLEDGED and ACCEPTED

FIRST BANK AND TRUST COMPANY

By: _____

Title: _____

EXHIBIT A – Term Sheet



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:	PAGE
10/19/2021	J-1	Conditional Use Permit #2021-08-01 Charles & Lou Ann Dotson <i>Private Use Camping (Non-Commercial)</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:

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

Motion to Approve:

Mr. Longo moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mrs. Richardson, the Planning Commission voted 4-0 to approve the request. Chairman Myers was absent.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Charles & Lou Ann Dotson for Private Use (non-commercial) Camping 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 Charles & Lou Ann Dotson for Private Use Camping (List reasons).

SUBMITTED BY:

Matt Wendling, CFM
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-08-01 / Private Use Camping (Non-Commercial)

Charles & Lou Ann Dotson, Current Owner/Applicant

Staff Report for the Planning Commission

Prepared: July 13, 2021

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

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for Private Use Camping on vacant lot in the Man-Da-Lay subdivision which is located in the Special Flood Hazard Area (SFHA). The applicants purchased these lots 17 years ago and have used them for family picnics and river recreational activities during that time. The applicants recently purchased a 5th-wheel RV camper and would like to use it on their lots for camping during throughout the year. The applicant's intent is to continue to use the property for outdoor recreation and family gatherings. The CUP would also allow them to erect a single accessory structure up to 160 sq. ft. for storage of recreational and property maintenance equipment with the issuance of a building permit. The applicants plan to utilize a port-o-john for seasonal use while staying on the property.

PROPERTY INFORMATION

Property Location: Burma Rd.
Tax Map ID: #19H-1 Parcel 7 & 8
Magisterial District: North River
Subdivision: Man-Da-Lay

City: Front Royal
Zoning: Residential One (R-1)
Acres: 0.67 accumulative
Existing Land Use: Outdoor Recreational Use

SURROUNDING ZONING DISTRICTS & USES

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

Use: Shenandoah River & River Ridge Sub.
Use: Vacant Lot – Recreational Use
Use: Vacant Lot – Recreational Use
Use: RR Right-Of-Way, Trailer Park Open Space

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses. Private Use (Non-commercial) Camping is a use allowed by conditional use permit in the Residential One (R-1) zoning district, and is compatible with the current Warren County Zoning Ordinance Section §180-22.

PROPOSAL:

Private Use Camping (non-commercial) is defined by the Warren County Zoning Ordinance as, *"No more than two major recreational vehicles used for living, sleeping or other occupancy on any lot or combination of lots under one ownership, provided that such use is limited to the owner, family members or guests, and no fee is charged for camping."*

SUPPLEMENTARY REGULATIONS FOR MAJOR RECREATIONAL VEHICLES AND EQUIPMENT

§ 180-40.1 Major recreational vehicles and equipment.

[Added 1-16-1996; amended 10-18-2011; 8-18-2020]

A. Statement of intent. These provisions are intended to ensure that camping in major recreational vehicles and the parking, storage and use of major recreational equipment is conducted in a safe and healthful manner.

B. For the purposes of this section, the term "major recreational equipment" shall include "major recreational vehicles."

C. Parking, storage and use of major recreational equipment in residential districts. The following regulations shall apply to major recreational equipment in residential districts:

(1) No major recreational equipment shall be used for living, sleeping or other occupancy when parked or stored on a residential lot or in any other location not approved for such use.

(2) Major recreational equipment not parked or stored in a garage, carport or other building. All major recreational equipment shall be located at least three feet from all buildings and shall not be located in any front yard, except in a driveway, perpendicular to the street and a minimum of 10 feet from the right-of-way.

D. Limitation on parking and storage of inoperative major recreational equipment. No more than one inoperative major recreational equipment item shall be parked or stored outdoors on any lot or combination of contiguous lots under one ownership.

E. Use and location of major recreational vehicles where permitted.

(1) The placement of major recreational vehicles on vacant lots shall comply with the established setbacks of the respective zoning district.

(2) Major recreational vehicles shall not be used as a permanent dwelling but as temporary living quarters for recreational camping, travel or seasonal use.

(3) Major recreational vehicles shall not be used for storage facilities.

F. Parking, storage and use of major recreational equipment within the special flood hazard area (SFHA). The following regulations shall apply to major recreational equipment within the SFHA:

(1) Be on site for less than 180 consecutive calendar days in any one year; be fully licensed and ready for highway use.

(2) The major recreational equipment is ready for highway use if it is on its wheels or jacking system, attached to the site by only quick disconnect-type utilities and securities and has no permanently attached additions.

(3) The parking and storage of inoperative major recreational equipment shall be prohibited.

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

Cc: Charles and Lou Ann Dotson – Owners/Applicants



Figure 1 Subject Mandalay Property

To: Warren County Planning Commission,

We purchased these 2 lots 17
years ago & have been using them
for family get togethers. We recently
purchased a 5th wheel camper & would

like to place it on the lot to
be able to stay overnight on weekends.

Our plan is to get a portapotty
for our bathroom use. Thank you for
helping us getting this permit.

For Ann Lotson

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-08-01
 Date Received: 7-12-2021
 Fee Amount: \$ 200.00
 Date Paid: 7-12-2021 CK#7003

Applicant Information:

Charles & Ann Lotson
 Applicant Name

123 Bayhill Terrace Lake Judith Va 22630
 Address City State Zip

Lots 7 & 8 Mandala (Bride North Fork Reservoir)
 Property Location for conditional use permit if Different than Applicant's Address

540 974 9266 4dotsons@comcast.net
 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: Lots 7 & 8 Mandala
- (2) Election District: North River
- (3) Tax Map Number: 19 H1 -- 7 - 19 H1 -- 8
- (4) Subdivision Name: Mandala
- (5) Total Area of Property (acres): W - 9/12 Lot 7: .36 Lot 8: .31
- (6) Total Area to be Used (acres): Lot 7: .36 Lot 8: .31
- (7) Total Road Frontage (feet): Lot 7: 55 ft Lot 8: 55 ft
- (8) Depth of Property (feet): Lot 7: 226 ft Lot 8: 226 ft
- (9) Present Zoning: R/C

B. Proposed Use of Property

- (1) State the proposed use(s) for the Conditional Use Permit: Campers - camping
- (2) Current land use and condition of site: Recreational
- (3) Zoning of surrounding land/property: R.1
- (4) Will development be staged? ☐ Yes ☐ No
- (5) Construction Time: N/A
- (6) Season, days, and hours of operation: _____
- (7) Will there be a sign? ☐ Yes ☐ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) _____

- (9) Number of full time employees: _____
- (10) What type of sewage disposal system will be used? ☐ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: _____
- (12) Number of parking spaces to be provided: Regular _____ Handicap _____
- (13) What is the proposed landscaping and buffering for this property? _____

C. Plans Prepared By

Name: _____

Address: _____

Telephone Number: _____

D. Environmental Information

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

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

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

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

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

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

(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. we currently have

electricity on the lot - through Rappahannock
electricity

**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.

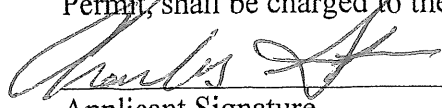
☐ **Location Map**

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.**

Take a left on Strasburg Rd.
turn it on Homestead go through
guard gate turn at 1st St and
turn left go over R.R. track turn at
" lots are 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.

  7/5/21
Applicant Signature Date

  7/5/21
Property Owner Signature Date

Accepted by: _____

Date: _____

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

NOTES

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 27, 2021

Mr. Matt Wendling, Deputy Planning Director / County Floodplain Manager
County of Warren, Department of Planning and Zoning
220 N Commerce Ave, Suite 400
Front Royal, VA 22630

RE: Request for Comments; # 2021-08-01

Dear Matt,

I have reviewed the request for comments regarding the property on Burma Rd, Front Royal, VA in Warren County, (property identified on tax map # 19H-1-7 & 19H-1-8), and I offer the following comments:

1. If a camper is placed on the lot, it must have a sealed leak proof self-contained wastewater disposal system to prevent odors or leakage onto the ground. This tank is to be emptied at an approved dump station.
2. The camper must have a potable water tank or bottled water can be used.
3. There is to be no connection of pipes or drainlines to the camper, and there is to be no discharge of any type of wastewater onto the ground or into the waters of the Commonwealth.
4. No drainfield or water supply can be installed at this lot without proper application, evaluation, permitting, and inspection of the installation by this department.
5. There is to be no trash or junk disposed of on the lot.

Sincerely,

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

Greg Smith,
Environmental Health Specialist



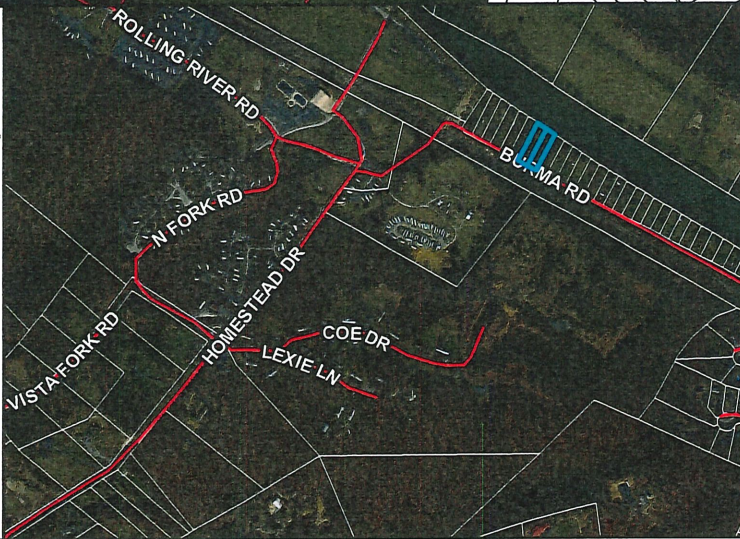
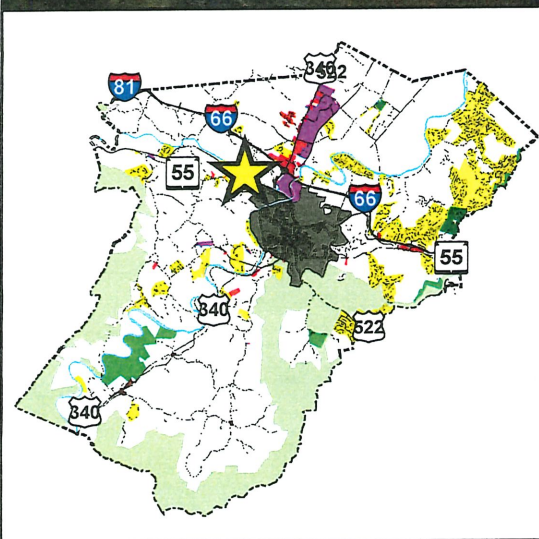
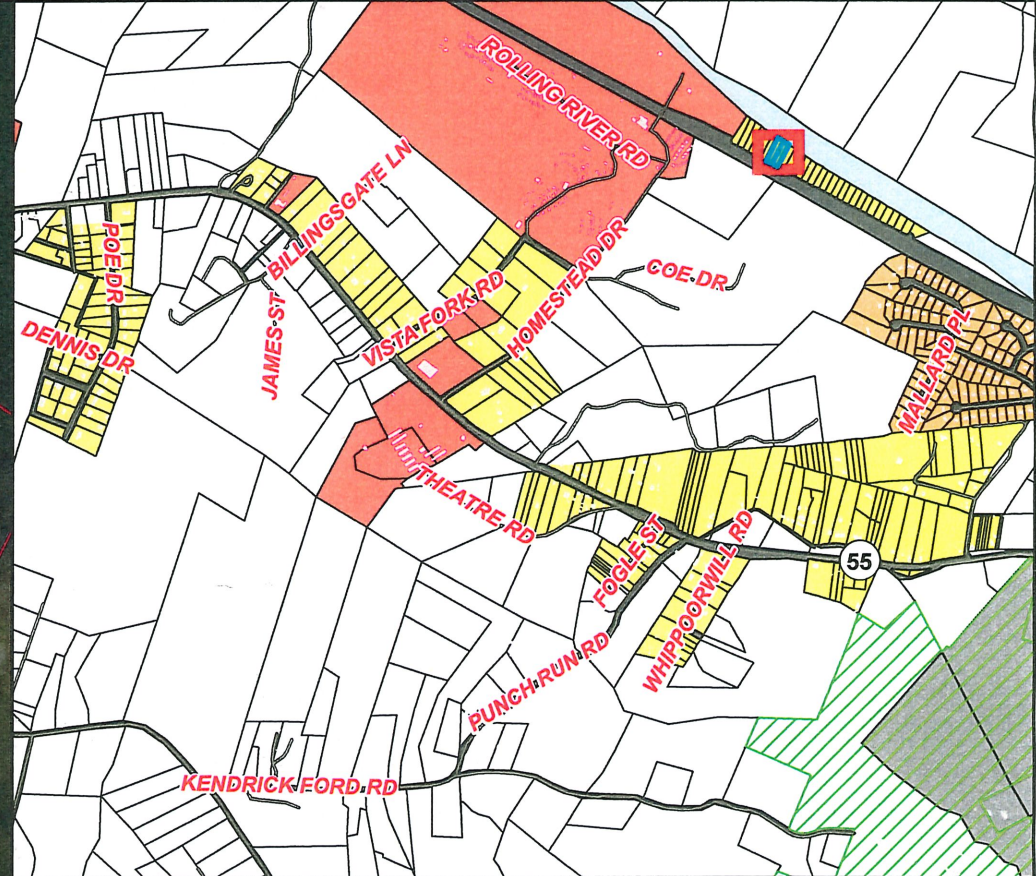
Warren County VA

CUP Location Map



CUP: Private Use Camping
Applicant: Charles and Louann Dotson

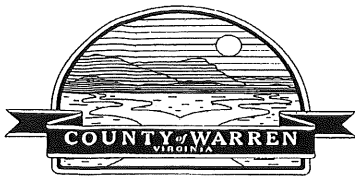
TM 19 1 Lots 7 & 8
Mandalay Subdivision



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
10/19/2021	J-2	Conditional Use Permit #2021-08-02 Jacob W. Lott Jr. & Sandra J. Kieper <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:

Mrs. Richardson moved to forward this application to the Board of Supervisors, recommending approval with the suggested conditions listed below. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 4 - 0. Chairman Myers was absent.

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

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Jacob W. Lott Jr. & Sandra J. Kiepfer 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 Jacob W. Lott Jr. & Sandra J. Kiepfer 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: 2021-08-02/ Short Term Tourist Rental

Jacob W. Lott Jr. & Sandra J. Kiepfer, Applicants/ Owners

Staff Report for the Planning Commission

Prepared: August 3, 2021 Revised: September 9, 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 to rent the single-family dwelling for less than thirty days in order to generate investment income for their retirement. They live across the street from the property and will be the acting property managers for the Short-Term Tourist Rental. They stated that they have 10 years' experience with managing short-term tourist rentals that are located in Warren County operating as Hot Tub Heaven.

PROPERTY INFORMATION

Property Location: 50 Little Indian Rd.

Tax Map ID: # 16A-1-2-43A

Magisterial District: Shenandoah

Subdivision: Blue Mountain

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

Town/Village: Linden

Zoning: Residential One (R-1)

Acres: 1.6

Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Residential One (R-1)

South: Residential One (R-1)

East: Residential One (R-1)

West: Residential One (R-1)

Use: SFD with Woodlands

Use: SFD with Woodlands/Vacant Lots

Use: SFD with Woodlands

Use: SFD with Woodlands/Vacant Lots

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district and has no previous zoning violations. In 2005 this property was consolidated from three lots to one after having been approved by County Planning and recorded at the Circuit Court Clerk's office.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-22. This property is located in a mountain subdivision with Residential One zoning but is sufficiently located away from other dwellings. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, *"A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."*

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however the maximum number of occupants shall not exceed 10. **The dwelling was constructed in 1967 and tax records show that the property has been taxed as a one-bedroom single family dwelling. A request for comments has been sent to the Health Department for research and review of any records they may have on file. The maximum occupancy would be 2 guests for a single bedroom 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. The owners will be the acting property managers.**

- I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Blue Mountain subdivision, and they have been notified of the application.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 191' 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 **four** as determined according to the Health Department operational permit for a **two**-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Cc: Jacob Lott & Sandra Kieper, Applicants



20 July 2021

Warren County Planning Commission
and the Warren County Supervisors,

We are requesting to use the
cabin as a short term tourist
rental.

We plan to use it as an
investment, we plan to be
the property managers as we
live across the street.

We have 10 years of experience
of managing tourist rentals in
Warren County.

Sincerely,

James J. Kieffer (FLYNN)

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-08-02
Date Received: 7-20-21
Fee Amount: \$ 500.00 CK#128
Date Paid: 7-20-21

Applicant Information:

Jacob Lott and Sandra Kieper
Applicant Name

71 Little Indian Road Front Royal VA 22630
Address City State Zip

50 Little Indian Road
Property Location for conditional use permit if Different than Applicant's Address

(540) 636-1222 teamclean@live.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: 50 Little Indian Road (Blue Mtn Sanitary District)
- (2) Election District: Shenandoah District
- (3) Tax Map Number: L 43A Blue MT SEC 2 16A 1 2 43A
- (4) Subdivision Name: Blue Mountain
- (5) Total Area of Property (acres): 1.6 acres
- (6) Total Area to be Used (acres): < 1.6 acres (some areas left undisturbed)
- (7) Total Road Frontage (feet): _____
- (8) Depth of Property (feet): _____
- (9) Present Zoning: _____

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: Former longterm rental - Vacant 4 yrs.
- (3) Zoning of surrounding land/property: residential
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: _____
- (6) Season, days, and hours of operation: _____
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) - NO -
- (9) Number of full time employees: 2
- (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 2 Handicap _____
- (13) What is the proposed landscaping and buffering for this property? trees, dense underbrush, undisturbed forest,
cabin not visible from road

C. Plans Prepared By

Name: Sandra Kiepfer (Flynn)

Address: 71 Little Indian Road, FR XA 22630

Telephone Number: (540) 636-1222

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, a small amount, to be placed in nearby
trash receptacle with locking lid and disposed of by us at dump.

(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

(there is an existing septic system)

(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 except one, maybe
two personal vehicles during visit to cabin

(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 LED entry Flood lights, and one
60 watt yellow bug light
at 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 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.** NOT AVAILABLE

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

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

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

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

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

☐ **Environmental and Community Impact Statements**

N/A The Planning Director, the Planning Commission, and/or the Board of Supervisors reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.

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

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

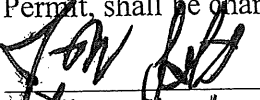
☐ **Location Map**

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

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

Take Rte 638 (Blue Mtn Road or Freezeland Road)
From Blue Mtn Rd, turn onto Little Indian Road
and turn right into second driveway on right.

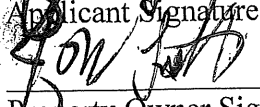
I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Board of Supervisors of the County of Warren, Virginia, and authorize the County personnel to go upon the property for the purpose of making site inspections. Expenses incurred in securing professional assistance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

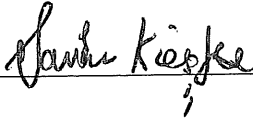

Applicant Signature



19 July 2021

Date


Property Owner Signature



19 July 2021

Date

Accepted by: _____

Date: _____

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

NOTES

Signs will be clearly posted for guest

with emergency info. Non-electric using land line with phone number posted and emergency contact info will be on the wall beside phone. Our phone number will be posted as well. We live across the street and

we'll be available. We have received verbal permission to operate the one-bedroom cabin, on 1.6 acres and not visible from the road. We are limiting occupancy to 2 individuals and do not allow pets or smoking in the cabin.

We have posted street address only as our signage. We will not allow gatherings or events to take place at the rental.

We have left most of the 1.6 acres undisturbed as natural habitat for the deer, fox and bear that live in our neighborhood (as well as the raccoon, possum, etc.) Thank-you.

Matt Wendling

From: David Beahm
Sent: Tuesday, August 3, 2021 2:55 PM
To: Matt Wendling
Cc: Paula Fristoe
Subject: Request for Comments 2021-08-02 – Jacob Lott and Sandra Kiepfer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000125-2021
Attachments: 2021-08-02_Application.pdf; Statement of Justification_2021-08-02.pdf; Lott-Kiepfer Staff Report_2021-08-02_STTR.pdf; Lott-Kiepfer Location Map 50 Little Indian Rd.pdf; Lott-Kiepfer Request for Comments_2021-08-02 STTR.pdf

Comments 2021-08-02 – Jacob Lott and Sandra Kiepfer – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000125-2021:

- Erosion and Sediment Control Items:
 - There does not appear to be any land disturbance at this time and therefore nothing would be required. If this is not the case, the normal submission process would be required.
- Building Inspections Items:
 - This location has an existing permit that was issued for a detached carport. This permit also contained the requirement of the lot consolidation that is addressed in the Planning Department's Staff Report. The structure received an approved footer inspection and nothing else. This permit would need to be completed during this process, but can be done at the same time the permit and inspections below are taken care. This would be the case since the structure is supposed to be "detached" and may not exist at all.
 - 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
County of Warren
540-636-9973
Fax 540-636-4698
dbeahm@warrencountyva.net
www.warrencountyva.net

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

**PERMIT TO INSTALL OR REPAIR
WATER SUPPLY and/or SEWAGE DISPOSAL SYSTEMS
(VOID AFTER TWELVE (12) MONTHS)**

Owner Mr. Lottelle B. Meyers Address Blue Mt. Phone _____
 Occupant VACANT Address _____ Phone _____
 Exact Location of Premises Blue Mt. Lots 43 & 44 - Little Indian Trail
 (Subdivision, Street or Road Name, Section or Lot No.)

OWNER DESIRES TO

- ☒ **INSTALL**
☐ Water Supply System
☒ Sewage Disposal System
☒ Septic Tank

- ☐ **REPAIR**
☐ Water Supply System
☐ Sewage Disposal System
☐ Septic Tank

FOR

☒ Dwelling ☐ Other _____
 Actual or potential Bedrooms 2 Actual or estimated Water Consumption 20 gal. per day Automatic Washing Machine ☐ Yes ☒ No
 Garbage Disposal Unit ☐ Yes ☒ No
 Additional wastes NONE

Health Department recommends _____

DETAILS OF RECOMMENDED SYSTEMS

- (1) CISTERN WATER SUPPLY Location to be approved by Sanitarian. Type
☐ Drilled Well ☐ Driven Well ☐ Bored Well ☐ Dug Well
☐ Other _____ Cased _____ feet.

Casing to be properly sealed and vented if necessary. Casing to extend at least 6 inches above pump room floor. Grouted _____ feet. All surface drainage to flow away from water supply. Well to have a platform of concrete or other impervious material, at least 4 inches thick at casing, extending at least 24 inches in all directions from casing, gently sloped for drainage.

- (2) SOIL STUDY Naturally drained, suitable by sight ☒ Yes ☐ No
 Technical Classification _____
 Rough Classification ☐ Sandy ☒ Medium ☐ Clay ☐ Pipe Clay. Percolation Test required ☐ Yes ☒ No. Rate _____ Minutes per inch. Depth of Water Table _____ feet (Estimated)

Surface drainage required ☐ Yes ☒ No Area Drainage by Lowering Ground Water Table required ☐ Yes ☒ No

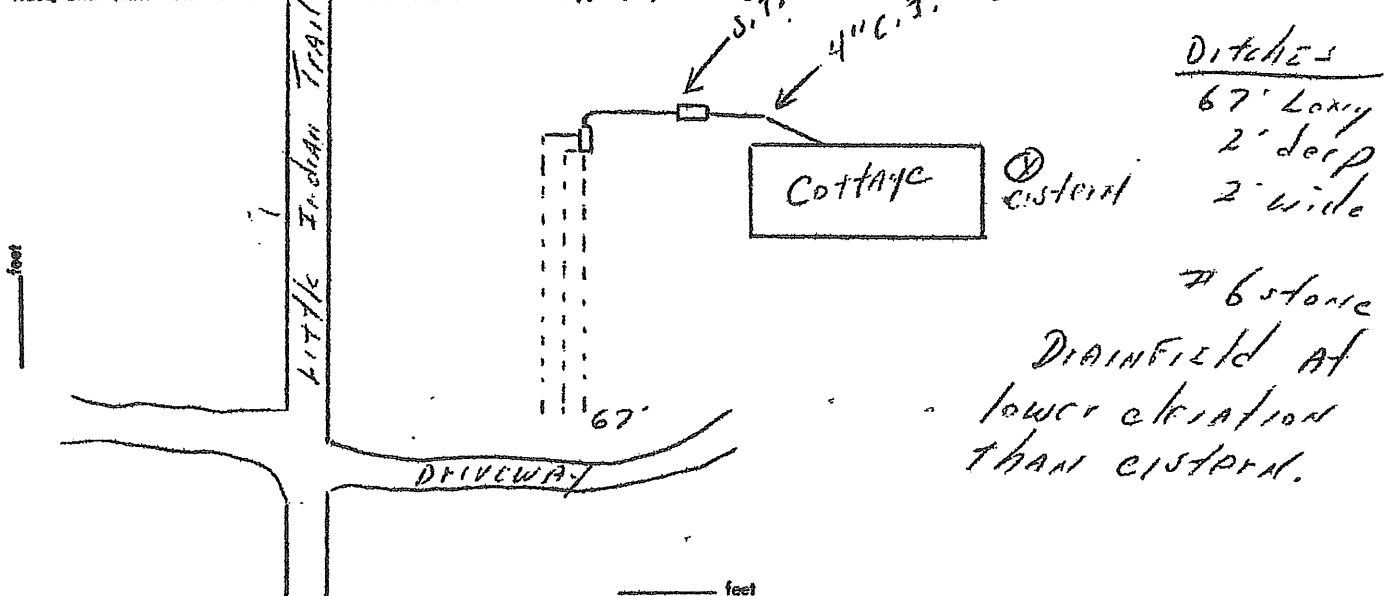
- (3) DETAILS OF CONSTRUCTION Watertight Septic Tank of
CONCRETE Inside Dimensions Length 8 feet.
 (Kind of Material)

Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 1 feet. Liquid Capacity 75 gallons.

- (4) HOUSE SEWER LINE Size 4 inches. Type of material required C.I.. Distance from Water Supply 60 feet.

- (5) SUBSURFACE ABSORPTION FIELD Distribution Box required. Ditches of equal length required. 400 Type aggregate required ☐ Broken Stone ☐ Gravel ☐ Slag. Size range from $\frac{1}{2}$ inches to $2\frac{1}{2}$ inches. Depth of aggregate from base of tile to bottom of ditches 8 inches.
 Total aggregate must equal minimum depth of 12 inches or more.
 Soil Cover over tile not to exceed 18 inches. Distance from well to septic tank 60 feet; distance from well to drainfield 75 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.



Notes: Owner or his agent must notify Health Department, Phone 5-2775 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 _____
 145 - 131 Rev. 1-65

(Drawing Author)

Date 4/4/68

Signed E.D. Miller

(Sanitarian or Health Director)

RECORD OF INSPECTION-SEWAGE DISPOSAL SYSTEM

16A043,44-39

Date 9/4/68 Case No. 98020638

Owner Mrs. Estelle H. Meyer Blue Mt. Address (Mailing Address) Phone

Occupant VACANT Address (Mailing Address) Phone

Exact Location of Premises Little Indian Trail Lots # 43 & 44 (Subdivision, Street or Road Name, Section or Lot No.)

EXISTING CISTERN WATER SUPPLY INSPECTION

Installed according to Permit Design ☒ Yes ☐ No. Distance to nearest House Sewer 60 feet. Distance to nearest Sewage Disposal System 15 feet. (Use Form LHS-143 for Detailed inspection of Water Supply Reference Materials.)

SEWAGE DISPOSAL SYSTEM INSPECTION

- LOCATION**
Allotted Area adequate ☒ Yes ☐ No. Distance from nearest lot line 20 feet. Trees 10 feet. Water Supplies 15 feet. Buildings 25 feet.
- INSTALLATION AND DESIGN**
Installed according to Permit Design ☒ Yes ☐ No. Have additional Household Appliances been added NOT on Permit: ☐ Automatic Washer ☐ Garbage Disposal ☐ Other NONE (Describe)
- 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.
- HOUSE SEWER LINE**
Installed ☐ Yes ☒ No. Type of material Not yet. Connected to House Size 4 inches.
- SEPTIC TANK**
Constructed of CONCRETE (Kind of Material)
Inside Dimensions Length 8 feet. Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 12 inches. Inside Fittings comply with requirements ☒ Yes ☐ No.
- DISTRIBUTION BOX**
Watertight and equal surcharge to each line by Water Test ☒ Yes ☐ No. Distribution Box provided with 2 (Number) extra outlets for future use.
- SUBSURFACE ABSORPTION FIELD**
Total Area in bottom of ditches 400 square feet. Number of ditches 3 Length of ditches 67 feet. Grade of ditches Minimum 1 inch per 100 feet. Maximum 4 inches per 100 feet. Has system been checked by instruments (Level) ☒ Yes ☐ No. Type aggregate used # 60 TORE. Depth of aggregate under Tile 6 inches. Total depth of aggregate 13 inches. Depth of backfill over aggregate 12-18 inches.
- SURFACE DRAINAGE**
Storm Drains from House and Basement flowing away from Subsurface 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.
- Are follow-up inspections necessary ☐ Yes ☒ No.

Septic Tank Contractor: ALBERT WINES Address CHESTER LAMP, VA. Phone

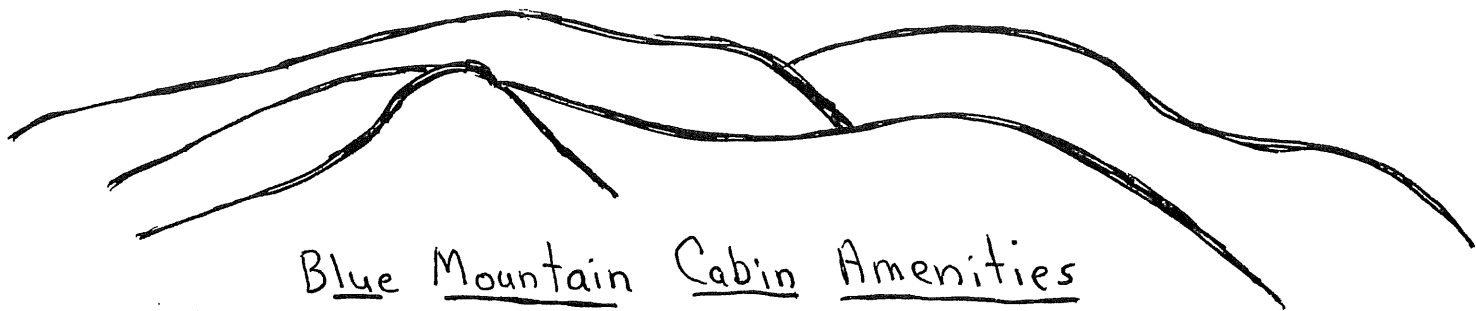
This Sewage Disposal System (Is) (Is Not) Approved by WABAE N Co. Health Department.

Date 9/4/68 Signed E. D. Miller (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:

This system is installed according to Health Dept. Standards, but is not a guarantee.



Blue Mountain Cabin Amenities

#50 Little Indian Road
Front Royal, VA 22630

Our 1 bedroom cabin features a queen sized bed, we have a fully equipped, with microwave, coffee makers, paper products, soaps, etc. We have a 50" television screen with HBO max and the Sunday Sports ticket. We have wifi, and a landline telephone. A washer and dryer with detergent are in the cabin. The bathroom features a full sized bathtub. Towels and soaps are provided. The cabin has a large covered porch and a deck with a grill. There is enough parking for 2 cars. A hair dryer, iron and ironing board, books, magazines and games provided.

We are near the town of Front Royal in Warren County, Virginia. The Skyline Drive begins in Front Royal, VA. We have Skyline Caverns here and many fine eating establishments. There is nearby river canoeing, horseback riding, and GR Thompson Wildlife Management Area, with fishing and hunting. Please come visit! You will love it here! Please call your hosts, Jay and Sandy, at (540) 636-1222, we are nearby and here to help you!



Emergency - 911

Warren County Sheriff's Office
(540) 635-4128

Warren County Fire and Rescue Services
(540) 636-3830

Blue Mountain Cabin's address:

50 Little Indian Road
Front Royal VA 22630

Landline - (540) 631-1190

Wifi - Name and password posted
on modem

Emergency Evacuation Route

Turn left or right onto Blue Mountain Road

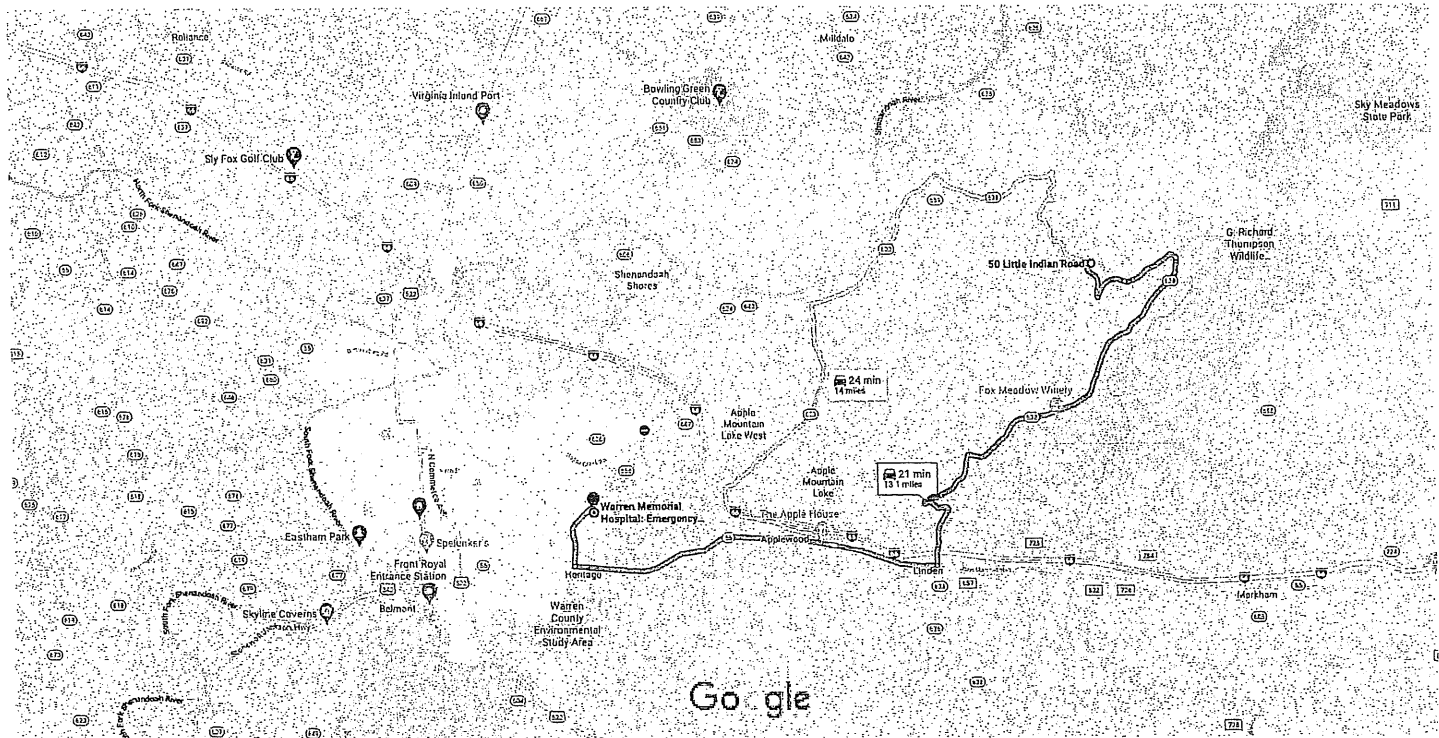
You are on Route 638. Follow the main (Rte 638)
road from either direction from Little Indian Rd
Rte 638 will take you off Blue Mountain.

* (Turning right onto Blue Mt Rd - fastest to off mountain)

Google Maps

50 Little Indian Road, Front Royal, VA to warren memorial hospital emergency room

Drive 13.1 miles, 21 min



Map data ©2021 1 mi

50 Little Indian Rd

Front Royal, VA 22630

- ↑ 1. Head west on Little Indian Rd toward Dogwood Blossom Ln 331 ft
- ↙ 2. Turn left onto State Rte 638 0.5 mi
- ↙ 3. Turn left to stay on State Rte 638 0.5 mi
- ↙ 4. Keep left to stay on State Rte 638 0.8 mi
- ↗ 5. Turn right to stay on State Rte 638 5.8 mi
- ↗ 6. Turn right onto VA-55 W 4.6 mi
- ↗ 7. Turn right onto Leach Run Pkwy 0.8 mi

Warren Memorial Hospital (540) 636-0300
 351 Valley Health Way
 Front Royal, VA 22630

Call 911 for Emergency

Directions to
 Warren Memorial
 Hospital

Valley Health
 Urgent Care
 (for Non-Emergencies)

65 Riverton Commons Dr
 Front Royal VA 22630
 (540) 635-0700

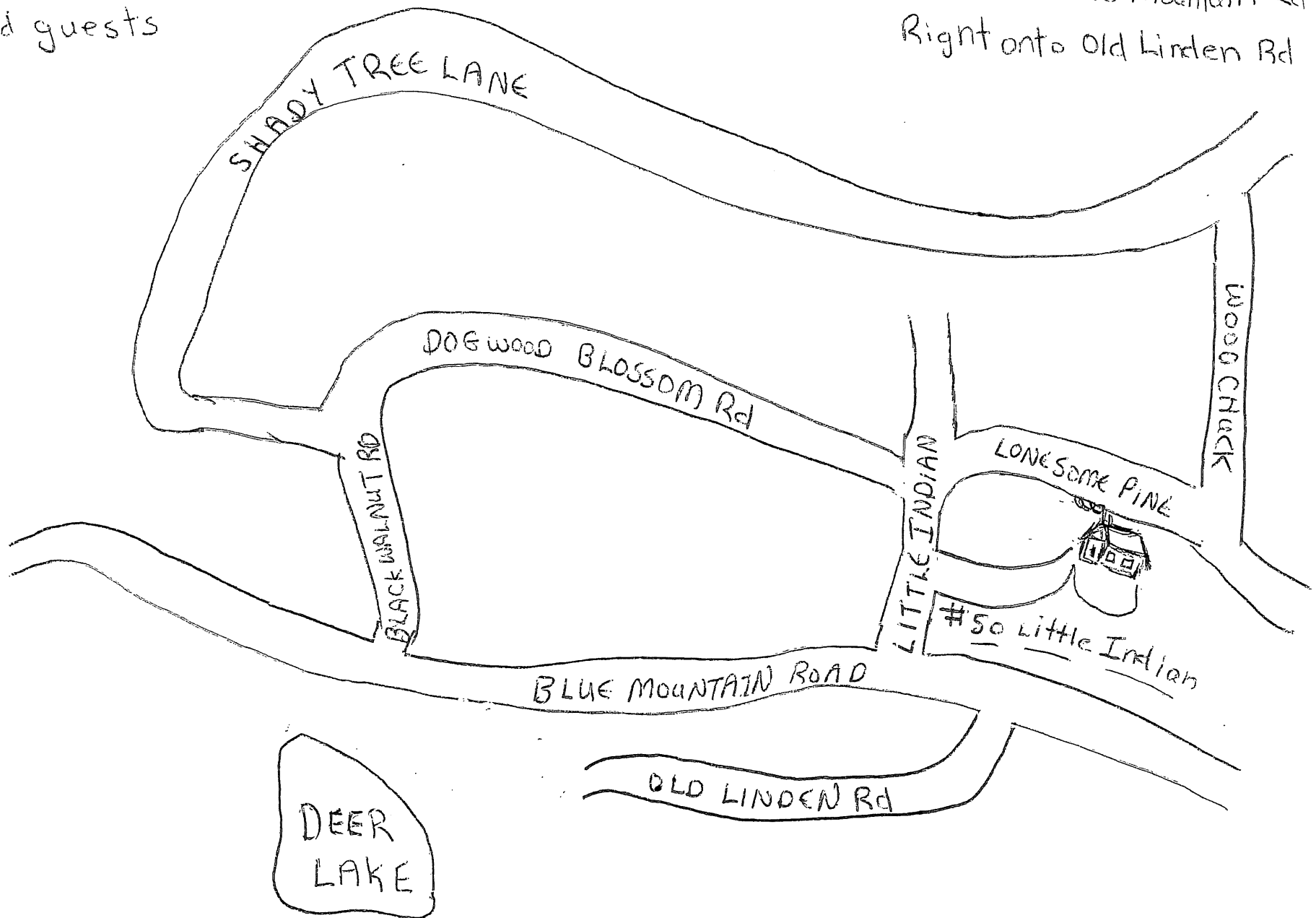
Our private Deer Lake
has swimming and
fishing for residents
and guests

DIRECTIONS TO DEER LAKE

From Little Indian Rd

Left onto Blue Mountain Rd

Right onto Old Linden Rd



Blue Mountain Cabin

Rules and Regulations

- Outdoor open air burning is prohibited in our subdivision due to the danger of forest fires.
- Please take the lake pass located on the Frig with you during summer months. Please show your pass to the Deer Lake guard.
- Quiet hours are from 10pm until 7am. We have several very early rising commuters in our community. Thank-you.
- Guests of the cabin are responsible for their own accidents, injuries or damages.
- Please enjoy our beautiful mountain and your visit here! Thank you.

#50 Little Indian Rd
Front Royal VA 22630

Blue Mountain Cabin

Rules and Regulations

- Please keep trash contained. Wildlife can find it.
- Outdoor open air burning is prohibited in our subdivision due to the danger of forest fires.
- Please take the lake pass located on the Frig with you during summer months. Please Show your pass to the Deer Lake guard.
- Quiet hours are from 10pm until 7am. We have several very early rising commuters in our community. Thank-you.
- Guests of the cabin are responsible for their own accidents, injuries or damages.
- Dogs must be on a leash - leash laws here
- Please enjoy our beautiful mountain and your visit here! Thank you.



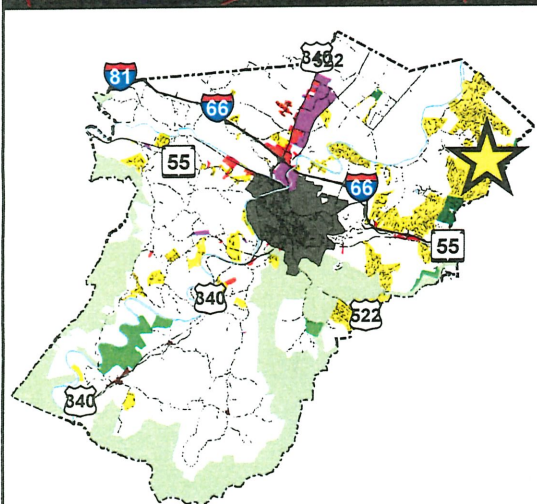
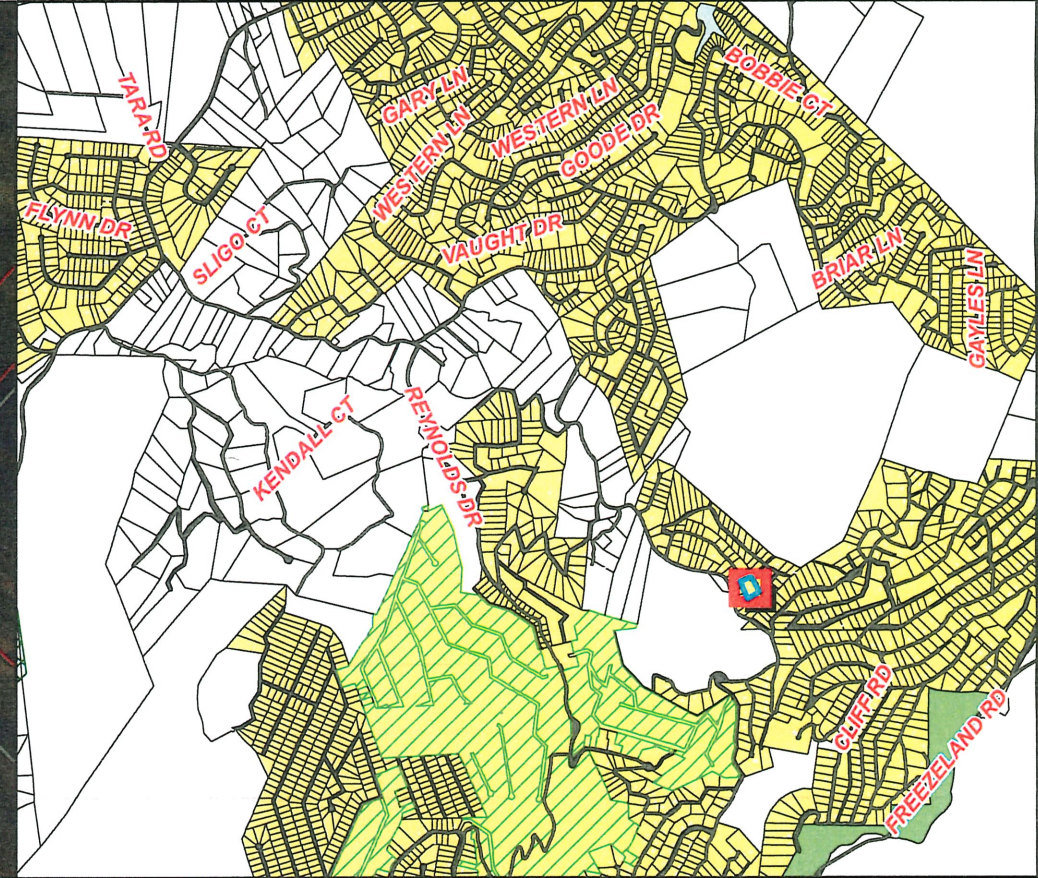
Narren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Jacob Lott

16A-1-2-43A
50 Little Indian Road
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
10/19/2021	J-3	Conditional Use Permit #2021-08-03 Nicole & Sean McMinn <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. Longo moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 4 - 0. Mr. Myers was absent.

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

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors approve the conditional use permit request of Nicole & Sean McMinn 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 Nicole & Sean McMinn 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: 2021-08-03 / Short Term Tourist Rental

Nicole & Sean McGinn, *Applicants/ Owners*

Staff Report for the Planning Commission

Prepared: August 3, 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 to rent the single-family dwelling for less than thirty days in order to offset the costs of the second home. They plan to use the home for part-time use and would like to rent it out short term in order to give them flexibility to schedule their time at the property. They intend to have a local contractor manage the property and will be available for any additional issues or questions relating to the rental of the property.

PROPERTY INFORMATION

Property Location: 277 Sagar Dr.

Tax Map ID: # 26A-1-5A-3A

Magisterial District: Fork

Subdivision: Highland Estates

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

Town/Village: Front Royal

Zoning: Residential One (R-1)

Acres: 2.42

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: Woodlands/Vacant Lots

Use: Woodlands/Pasture/Vacant lots

Use: Woodlands/Vacant Lots

Use: Woodlands/Vacant Lots

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential One (R-1) zoning district and has no previous zoning violations. In 1999 this property was consolidated from six lots to one after having been approved by County Planning and recorded at the Circuit Court Clerk's office.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-22. This property is located in a mountain subdivision with Residential One zoning but is sufficiently located away from other dwellings. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

A Short-Term Tourist Rental is defined by the Warren County Zoning Ordinance as, "A single-family dwelling not attached to any other dwelling by any means and located on an individual lot that is rented for compensation for periods of less than 30 days. See § 180-56.4 for supplementary regulations pertaining to short-term tourist rentals."

SUPPLEMENTARY REGULATIONS FOR SHORT-TERM TOURIST RENTAL (Section 180-56.4 of the Warren County Zoning Ordinance):

These regulations are as follows:

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however the maximum number of occupants shall not exceed 10. **The house was constructed in 1992 as a three-bedroom dwelling with a conditional permit from the Health Department for a four-person occupancy. A request for comments has been sent to the Health Department for research and review of any records they may have on file.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There will be sufficient parking for two vehicles in the driveway in front of the dwelling.**
- D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be adequately marked according to location shown on the survey.**
- E. There shall be no visible evidence of the conduct of such short-term rentals on the outside appearance of the property.
- F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher. This inspection may be scheduled after Board of Supervisor approval and in conjunction with the final for the certificate of occupancy.**
- G. The owner of a dwelling used for short-term tourist rentals shall give the County written consent to inspect any dwelling used for short-term rental to ascertain compliance with all of the above performance standards upon a 24 hour notice.
- H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants,

utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **A Property Management Plan needs to be submitted and will be reviewed and approved by staff and all other requirements shall need to be met prior to a certificate of zoning for the business being issued. The owners will be the acting property managers.**

- I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Highland Estates subdivision, and they have been notified of the application.**
- J. The short-term tourist rental shall have a "land-line" with local phone service. The phone number servicing the short-term tourist rental shall be included in the property management plan.
- K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The applicants shall have this posted in the bedrooms and in their guest registration packet.**
- L. A copy of Chapter §123 of the Warren County Code relative to noise must be provided at the short-term tourist dwelling. **The applicant shall have a copy of this in their guest registration packet and have it posted in a common area of the dwelling.**
- M. Failure to comply with the approved conditions and/or supplemental regulations will subject the permit to revocation as described in Warren County Code Section §180-63.
- N. All outdoor burning shall be in compliance with Chapter §92 of the Warren County Code.
- O. There shall be a minimum of 100 feet from the short-term tourist rental to all neighboring residences. **This dwelling meets the setback requirements to adjacent single-family dwellings which is 348' 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 four as determined according to the Health Department conditional 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: Nicole and Sean McMinn, Applicants



Warren County Planning Commission
220 N. Commerce Avenue
Front Royal, VA 22630

20 July, 2021

To Whom It May Concern:

We recently acquired **277 Sagar Drive** as a vacation home for our personal use and enjoyment, and request to use it as a short-term tourist rental when we are not using it. We will be available at all times for any emergencies and/or questions that arise and will handle them in a timely fashion to ensure the comfort of our guests as well as the peace of our neighbors. We will also work with local contractors to ensure any maintenance needed is handled quickly and competently. We intend to install markers within the property lines to indicate where guests can be on the property. We will provide a welcome packet to all guests informing them of quiet hours and maximum noise levels that are permitted by the county.

Please note that we are aware sanitary district taxes are past due by the previous owners, as we acquired the property on July 20, 2021. The attached ALTA document indicates the Escrow company RGS Title is withholding those taxes from seller proceeds and paying them to the Warren County Treasurer.

Sincerely,

Nicole and Sean McMinn
P: (858) 414-8103
E: nllmcminn@gmail.com

WARREN COUNTY CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-08-03
 Date Received: 7-21-21
 Fee Amount: \$ 500.00
 Date Paid: 7-21-21

Applicant Information:

Nicole and Sean McMinn

Applicant Name

1729 Hobart St, NW Apt. B Washington DC 20009

Address

City

State

Zip

277 Sagar Drive Front Royal VA 22630-6639

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

858-414-8103 nllmcminn@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: 277 Sagar Drive Front Royal, VA 22630-6639
- (2) Election District: Fork
- (3) Tax Map Number: 26A 15A 3A
- (4) Subdivision Name: Highland Estates
- (5) Total Area of Property (acres): 2.42
- (6) Total Area to be Used (acres): 1.2
- (7) Total Road Frontage (feet): 303
- (8) Depth of Property (feet): 385
- (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: Single-Family Residential Suburban (County)
- (3) Zoning of surrounding land/property: Residential One
- (4) Will development be staged? ☐ Yes ☒ No
- (5) Construction Time: NA
- (6) Season, days, and hours of operation: Available all seasons, 7 days a week, 24 hours a day
- (7) Will there be a sign? ☐ Yes ☒ No
(If yes, please submit a sketch of the sign(s) showing size and shape and the sign permit check list with this application.)
- (8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) No
- (9) Number of full time employees: NA
- (10) What type of sewage disposal system will be used? ☒ Private ☐ Central ☐ Public
- (11) Number of persons to be served by the sewage disposal system: 4
- (12) Number of parking spaces to be provided: Regular 4 Handicap 0
- (13) What is the proposed landscaping and buffering for this property? Use of current trees around the property and substantial distance to other buildings to buffer noise and presence of guests

C. Plans Prepared By

Name: NA

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?) NA

(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?) NA

(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.) NA

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

(5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) NA

(6) What will be the impact on traffic? NA

(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. NA

**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.**

Head southwest on E 2nd St; turn left onto Union St; turn left onto US 340 S/N Royal Ave;
turn right onto State Rte 619 ; turn right to stay on State Rte 619; turn left onto State Rte 608;
turn left onto State Rte 613; turn left onto Sagar Dr (home is 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.

nicollemminn 07/21/2021
Applicant Signature Date

Same as above
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

RECORD
PLAT NORTH



INST #990005262

LINE	DISTANCE	BEARING
L1	23.00ft	N80°29'40"E
L2	46.46ft	N50°21'10"E
L3	7.00ft	N80°29'40"E

LOT #6

LOT #27

PLAT SHOWING
HOUSE LOCATION SURVEY
OF THE LAND OF
RONALD WILLIAMS AND MANUELLA WILLIAMS

LOT #3A, SECTION 5A, BLOCK A,
HIGHLAND ESTATES, THUNDERBIRD RANCH
FORK MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA

SURVEYOR'S CERTIFICATE

I GARY D. CAIRNS, DO HEREBY CERTIFY THAT
THE LAND SHOWN HEREON IS NOW IN THE NAME OF
RONALD WILLIAMS AND MANUELLA WILLIAMS
IN INSTRUMENT #160000424 AMONG THE LAND
RECORDS OF WARREN COUNTY, VIRGINIA.

Gary D. Cairns
GARY D. CAIRNS L.S. #002271

THIS SURVEY IS BASED ON A CURRENT FIELD SURVEY
MONUMENTS ARE AS SHOWN.

THE PROPERTY SHOWN IS LOCATED ON ASSESSMENT
TAX MAP #26A-15A-3A.

THE SUBJECT PROPERTY IS NOT LOCATED IN
ANY FLOOD HAZARD AREA AS SHOWN ON FEMA
FLOOD INSURANCE RATE MAP.

THIS SURVEY HAS BEEN PREPARED WITHOUT THE
BENEFIT OF A TITLE REPORT AND DOES NOT
NECESSARILY INDICATE ALL ENCUMBRANCES
ON THE PROPERTY.

PROJECT : SAGER
DATE : 06-30-2021

CAIRNS SURVEYING
1583 NETHERS ROAD
SPERRYVILLE VA. 22740
540-987-3101

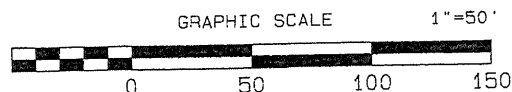
SHEET 1 OF 1

MASSANUTTEN DRIVE
50' R/W

RIVER VIEW DRIVE
50' R/W

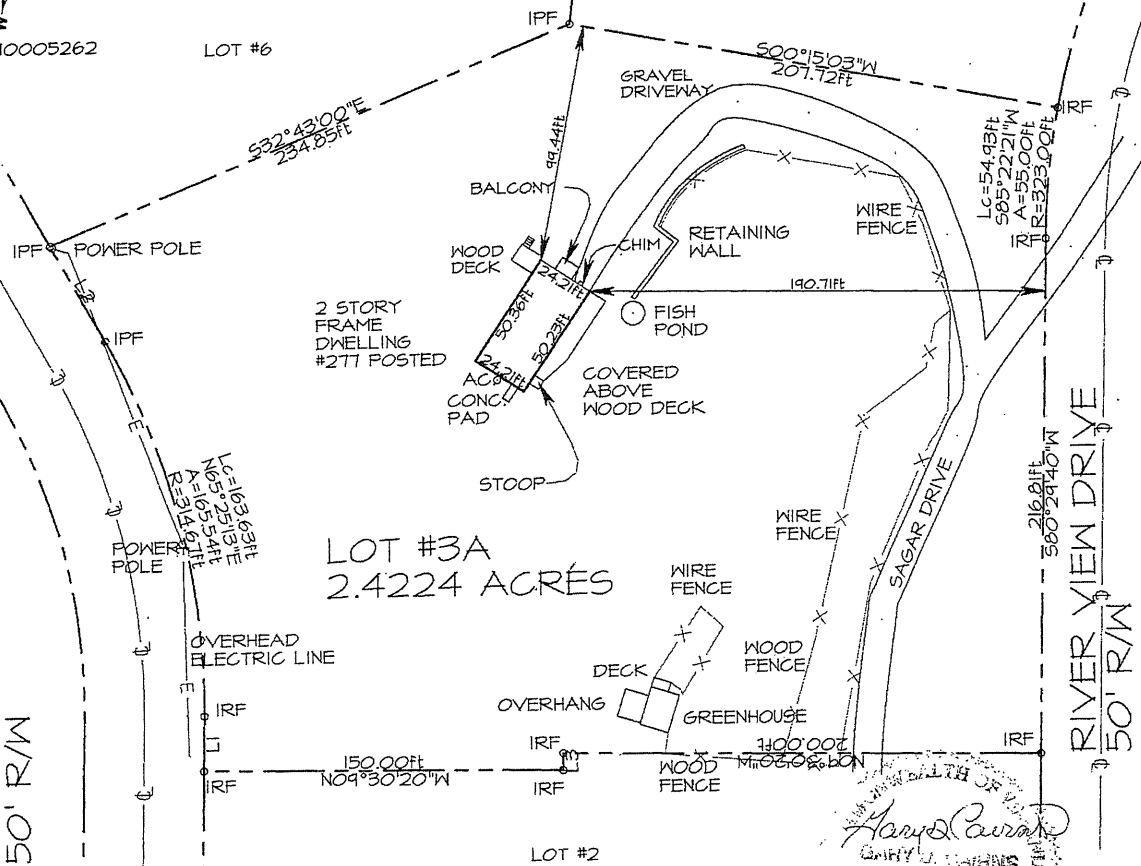
LOT #3A
2.4224 ACRES

LOT #2



LEGEND
IPS=IRON PIPE SET
IPF=IRON PIPE FOUND
IRF=IRON ROD FOUND

Gary D. Cairns
GARY D. CAIRNS
Lic. No. 002271
06-30-2021
SURVEYOR



Matt Wendling

From: David Beahm
Sent: Thursday, August 5, 2021 2:10 PM
To: Matt Wendling
Cc: Paula Fristoe
Subject: Request for Comments – Nicole and Sean McMinn – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000126-2021

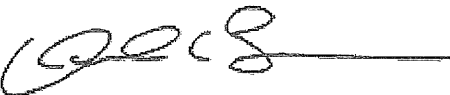
Comments – Nicole and Sean McMinn – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000126-2021:

NOTE: Prior to giving approval for this request an outstanding permit that was applied for by the previous owner for an addition has never been completed and will need to be resolved. Some inspections were performed, but not all and the permit was never finalized/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

dbeahm@warrencountyva.net

Warren County Building Inspections

220 North Commerce /
Sui
Front Royal, VA

540/636

FAX 540/636

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.

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 11, 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; 2021-08-03
Owner: Nicole and Sean McMinn

Dear Mr. Wendling,

I have reviewed the request for comments regarding the property at 277 Sager Dr, Front Royal, Virginia, in Warren County, (property identified on tax map # 26A-1-5A-3A), and I offer the following comments:

1. The permit for a sewage disposal system was issued on 8/17/1989 with an Operation Permit issued 4/24/992. A Conditional Permit was issued 2/20/1998. The system is designed to serve a 3 bedroom house limited to 4 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



Property Management Plan
As of Sept. 6, 2021

Management

- Sean and Nicole McMinn manage the property at 277 Sagar Dr, Front Royal, VA. We are available 24/7 for emergencies, and additionally employ the services of a team of local professionals who have experience working on short-term rentals and can address in-person emergencies. **Please contact Sean and Nicole directly before contacting these individuals.**
 - **Sean and Nicole McMinn** (for routine matters, please message us on the app used to book your stay, or call during business hours at (540) 252-0892)
 - Bill Rankin (540) 758-1944
 - Curt Mullins (540) 422-3363
 - Julie Shenk (540) 671-0983
- A landline is available for local calls and emergencies. The phone number for the house is (540) 551-9953.
- The Wi-Fi username and password will be posted on both the interior and exterior of the house next to the front door, in case you have any problems gaining access. Note that some cell phone providers do not cover service in our neighborhood, so you may need to connect to Wi-Fi and enable Wi-Fi calling in your phone's settings in order to place a call from the property on your cell phone.
- In case of emergency:
 - **If this is a life-threatening emergency, call 911 first.**
 - Contact **Sean and Nicole** via the app used to book your stay, or at (540) 252-0892
 - If there is a leak, please turn off house water via emergency shutoff valve (instructions provided).
 - If Sean and Nicole are unreachable for house maintenance issues, contact **Bill Rankin** (540) 758-1944 or **Curt Mullins** (540) 422-3363.
 - Other contacts
 - **Front Royal Police Department.** Phone: 911, Address: 25 E Jackson Street 540-635-2111
 - **Warren County Sheriff's Office.** Phone: 911, Address: 200 Skyline Vista Drive 540-635-4128
 - **Rivermont Volunteer Fire and Rescue.** Phone: 911, Address: 714 Rivermont Drive 540-636-9704
 - **Valley Health Urgent Care.** Phone: 540-635-0700, Address: 65 Riverton Commons Plaza
 - **Warren Memorial Hospital.** Phone: 540-636-0300, Address: 351 Valley Health Way, Front Royal. Directions:
 - From the end of the driveway turn right onto Sagar Drive

- Turn right onto Panhandle Rd for 2 mi
- Turn right onto Wilson Burke Rd for 0.4 mi
- Turn right onto Mountain Rd/turns into Rivermont Dr for 5.2 mi
- Turn left onto Stonewall Jackson Hwy (Rt. 340) for 2.1 mi
- Turn right onto VA-55/South Street for 1.9 mi
- Turn left onto Leach Run Pkwy for .8 mi
- Turn right onto Valley Health Way

Minimizing impact to neighboring properties

- 277 Sagar Dr is located in a remote area and does not have neighbors in the properties adjacent to us. However, there are neighbors who live on the same street and in the hills behind the property.
- Please keep outdoor noise to a minimum after 10 p.m.
- Please obey the 5 mph speed limit on Sagar Drive.
- Please respect property lines. Our property boundaries are marked with ___COLOR___ ribbons, which we require you stay within the boundaries of for your own safety.
- All riverfront property on Sagar Drive is private and therefore NOT usable for guests of 277 Sagar Dr. There are two nearby river access points you can use, both about a 10 minute drive from the house:
 - Simpsons Landing And Boat Ramp, north off of Rivermont Drive
 - Bentonville Boat Ramp, south on Panhandle Road
- Kindly refrain from the following when at the property or elsewhere on Sagar Drive:
 - Discharging firearms or other weapons
 - Riding ATVs, dirtbikes or other off-road vehicles
 - Burning fires except for in outdoor fire pit. Please make sure all fires are completely extinguished before you leave the area.
 - Littering (we have several trash bins on the property for you to dispose of your bagged trash and recycles inside of)
 - Smoking, except outside at least 20 feet away from the building
- Please note that Sagar Drive is a private road for property owners only. As such, please use the road only to enter and exit the property. Do not drive or walk east of the property. (left if you are pulling out of the driveway).
- Out here in the country, it is not unusual to hear gunfire on nearby properties. There is no need to be alarmed, and please do not call 911 if you hear this.

- In some limited situations (floods, fires, etc), neighbors may decide to close the gate at the entrance to Sagar Drive. If this is the case, you can open it without a key, but please close it behind you.
- **Septic System:** The house is on a septic system, which unfortunately means we do not have a garbage disposal or connection to the city's sewer lines. We request that you place food products in the trash, and no food should go down the kitchen sink drain. To avoid the septic system clogging, please do not flush any foreign items down the toilet.
- **Trash Disposal:** Please make sure you bag all trash in the provided trash bags before putting it in the trash receptacles. Please do not put loose trash in the bins, and make sure the bins are securely closed. If you have more trash than what fits in the bins, you may dispose of it at the Rt. 340 Park and Ride (10037 Winchester Rd.), south of Target and Rt. 66. Closed on wed.
- Please do not leave trash outside the receptacles, as we do have bears and other wildlife in the area.

Evacuation

If there is any emergency (fire, flooding, etc.), please do the following:

- **Inside the house:** Proceed to the nearest exit, through the front door if you are on the first level, or through the side door by the dining room if you are on the second or third levels.
- **Outside the house:** Follow the driveway down to Sagar Drive if it is safe to do so. In the event of a flood, staying at the house level may be safer if the Shenandoah River is flooding. Note that there is a road up the hill behind the house that you can walk to, but it is not our property and should only be accessed if you cannot evacuate via Sagar Drive.
- **To evacuate the area:**
 1. Turn RIGHT out of the driveway to proceed down Sagar Drive.
 2. Make a RIGHT on Panhandle Road (Highway 613).
 3. Make a RIGHT on Wilson Burke Road (Highway 608).
 4. Make a RIGHT on Mountain Road and then a LEFT to Rivermont Drive (Highway 619).
 5. Make a LEFT on Highway 340 (Stonewall Jackson Highway) when the road deadends to go to Front Royal.
 6. Make a RIGHT on South Street which turns into Highway 55 (John Marshall Highway). This will take you to Highway 66.

- In the event that Wilson Burke Road (Highway 608) or any further roads are inaccessible, please do the following:
 1. From Sagar Drive, turn RIGHT on Panhandle Road (Highway 613) and continue straight to stay on Panhandle Road (Highway 613).
 2. Make a LEFT on Mountain Road (Highway 619 at this point). Please note that Panhandle Road (Highway 613) north of Wilson Burke Road (Highway 608) is a gravel road, and proceed with caution.
 3. Make a RIGHT on Fort Valley Road (Highway 678) when Mountain Road (Highway 619) deadends.
 4. From Fort Valley Road (Highway 678), you can either:
 - a. Make a LEFT on Strasburg Road (Highway 55) to go to Strasburg
 - b. Make a RIGHT on Strasburg Road (Highway 55), to go to Front Royal and Highway 66.



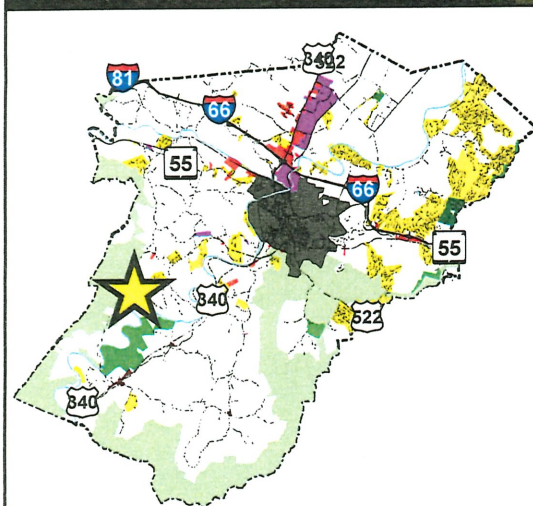
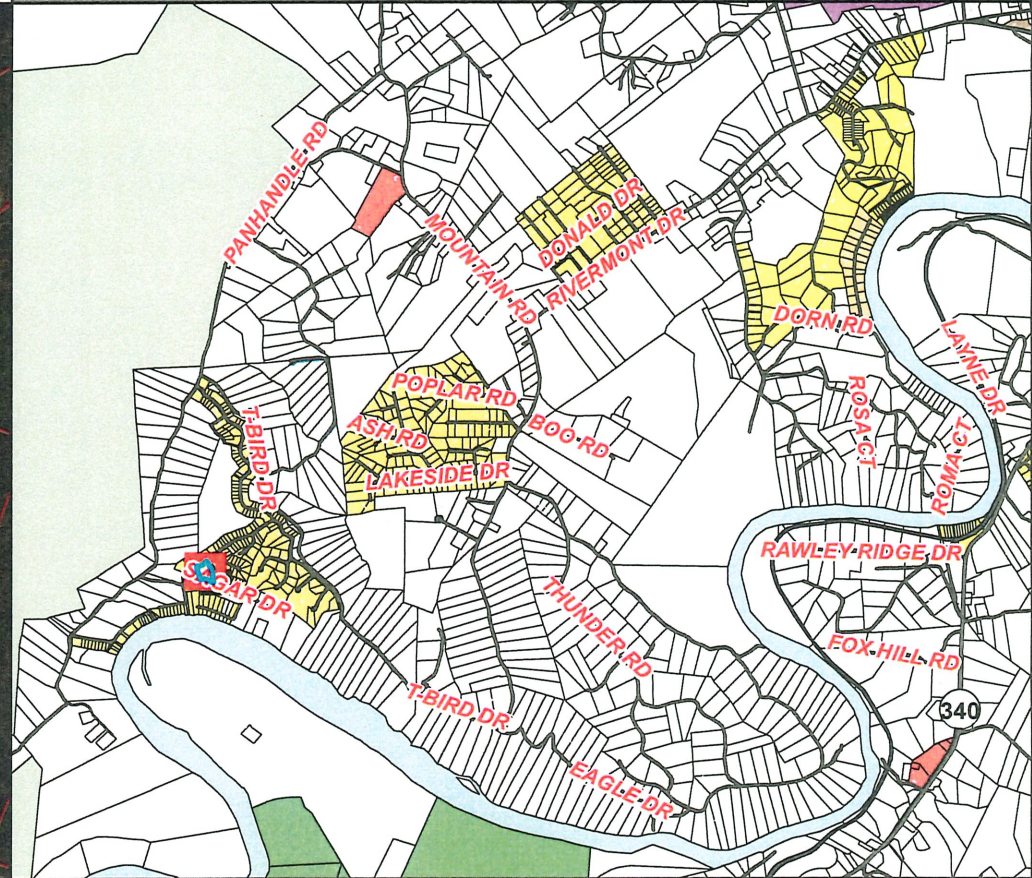
Warren County VA

CUP Location Map



Short Term Tourist Rental
Applicants: Nicole and Sean McMinn

26A-15A-3A
277 Sagar Drive
Highland Estates 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

Motion to be Made Going into Closed Meeting

I move the Board enter into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body; I further move that discussion be limited to the Parks and Recreation Commission.

- - -

Motion to be Made Coming out of Closed Meeting

I move that the Board certifies to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.