AGENDA
Board of Supervisors Meeting

January 4, 2022

9:00 AM

Moment of Silence

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

B. Election of Officers

1. Chairman
2. Vice Chairman

C. Adoption of Agenda – Additions or Deletions

D. Public Comment Period (60 Minute Time Limit)

E. Report – Virginia Department of Transportation – Ed Carter

F. Report – Warren County Public Schools – Dr. Chris Ballenger

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

UNFINISHED BUSINESS

H. Warren County Public Schools Request to Transfer $63,650 from Contingency Reserves to Instruction for the FY 2021-2022 Budget – Dr. Chris Ballenger

NEW BUSINESS

I. Consent Agenda

1. Establishment of the Warren County Finance/Audit Committee – Matt Robertson
2. Establishment of the Warren County Technology Review Committee – Todd Jones
3. Establishment of the Warren County/Warren County Public Schools Liaison Committee – Ed Daley
4. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-11-03, Joshua Branson for a Guesthouse Located off Buck Mountain Road and Identified on Tax Map 37 as Lot 56
5. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-11-04, Gillian Greenfield and Richard Butcher for a Short-Term Tourist Rental Located at 1043 Riverview Shores Drive and Identified on Tax Map 13C, Section 4, Block 4, Lot 602

6. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-11-06, Terry Hartson for a Short-Term Tourist Rental Located at 1538 Riverview Shores Drive and Identified on Tax Map 13C, Section 4, Block 6, Lot 1044 – Joe Petty
7. Coyote Bounties – Matthew Presley (2) – $50.00 Each – Animal Control

J. Authorization to Advertise for Public Hearing – Ordinance Options to Change the Election District and Precinct Boundaries for the County of Warren – Joe Petty/Jason Ham

K. Request – Meeting Policy and Procedures and Public Hearing Guidelines – Ed Daley

L. Closed Session – Virginia Freedom of Information Act

1. Section 2.2-3711(A)(1) Personnel re: Citizen Appointments
    a. Warren County Planning Commission
    b. Social Services Advisory Board
2. Sections 2.2-3711(A)(7) and (A)(8) Consultation with Legal Counsel Pertaining to Actual or Probable Litigation and for the Provision of Legal Advice Relating to Economic Development Authority Matters

M. Additional New Business (If Needed)

N. Adjournment

- - -

WORK SESSION

A. Electronic Packet Presentation – Emily Ciarrocchi

B. Discussion – Rockland Road Railroad Crossing Flyover Bridge – Joe Petty

C. Update on the Department of Technology – Todd Jones

D. Discussion – Emergency Temporary Standard Regarding COVID-19 Vaccination and Testing – Jane Meadows

E. Discussion – Sheriff's Office Training Area – Sheriff Mark Butler

F. 2022 Board and Committee Assignments – Ed Daley

G. 2022 Board of Supervisors Goals – Ed Daley

H. Adjournment

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM	SUBJECT:	PAGE 1 OF 1
January 4, 2022	**H**	FY 2021-2022 Budget Category Transfer Request of Warren County Public Schools	

EXPLANATION & SUMMARY:

The Warren County School Board has requested the transfer of $63,650 from line #69000 (Contingency Reserves) to line #61000 (Instruction) within the approved FY 2021-2022 budget for Warren County Public Schools. When the original FY 2021-2022 budget was approved, $150,859 was placed in Contingency Reserves in order to allow flexibility within the budget should an unexpected expense occur. At this time, enrollment of English as a Second Language (ESL) students has increased to the point that an additional ESL teacher is required.

At the December 14, 2021 meeting, the Board of Supervisors postponed this item to receive additional information on this request from Superintendent Dr. Chris Ballenger and Schools Finance Director Rob Ballentine.

COST & FINANCING:

No additional local funding is required. Funds are already within the adopted FY 2021-2022 budget.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors transfer funds in the amount of $63,650 from the "Contingency Reserves" category of the FY 2021-2022 budget for Warren County Public Schools to the "Instruction" category of the FY 2021-2022 budget for WCPS.

OR

I move that the Board of Supervisors not transfer funds in the amount of $63,650 from the "Contingency Reserves" category of the FY 2021-2022 budget for Warren County Public Schools to the "Instruction" category of the FY 2021-2022 budget for WCPS.

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

Warren County Public Schools
210 North Commerce Avenue
Front Royal, Virginia 22630-4419
Phone (540) 635-2171
Fax (540) 636-4195
www.wcps.k12.va.us

OFFICE OF THE
SUPERINTENDENT

November 8, 2021

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

Dear Dr. Daley:

At the November 3, 2021, regular meeting of the Warren County School Board, approval was given to request that the Warren County Board of Supervisors approve the transfer of $63,650 from budget category 69000 Contingency Reserves to category 61000 Instruction within the approved FY2022 School Operating Budget. When the original FY2022 School Operating Budget was approved, $150,859 was placed in Contingency Reserves in order to allow flexibility within the budget should an unexpected expense occur. Enrollment of English as a Second Language (ESL or English Language Learners (ELL)) students has increased this year to the point an additional teacher is required. Additional information on the need for this position is provided in the attached School Board Agenda Item. This request does not require an increase to the previously approved budget.

I would appreciate your placing this item on the next Board of Supervisors meeting agenda and will be happy to discuss this request with you and your Board then. In the meantime, if you have any questions, please let me know.

Sincerely,

Christopher L. Ballenger, Ed.D.
Division Superintendent

Attachments

Agenda Item Details

Meeting	Nov 03, 2021 - Regular Meeting
Category	4. Action Agenda
Subject	C. Approval of Additional ESL Teacher due to Increased Program Enrollment - Dr. Ballenger
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	63,650.00
Budgeted	No
Budget Source	Contingency Funds
Recommended Action	"I move that the Superintendent be authorized to request that the Warren County Board of Supervisors authorizes the transfer of $63,650.00 from 69000 Contingency Fund to 61000 Instruction for the ESL teacher and that the Warren County School Board approves an additional ESL teacher through June 30, 2022 due to division student enrollment of ESL students based upon the approval of the transfer of funds from the Contingency Fund to Instruction."

Public Content

Explanation and Summary:

- ESL student enrollment is up approximately 20 students from the 2020-2021 school year.
- Current division ESL enrollment is 171
- Currently, we have 6 ESL teachers
- Teacher caseloads for identified students are as follows:
    - Elementary Teacher 1 26 students
    - Elementary Teacher 2 25 students
    - Elementary Teacher 3 24 students
    - Elementary Teacher 4 22 students
    - Secondary Teacher 1 32 students
    - Secondary Teacher 2 42 students

- "Monitored" students do not receive daily service, but ESL teachers must still monitor their daily academic achievement to determine if they need to receive additional support services.
- Teacher caseloads for identified and "monitored" students are as follows:
    - Elementary Teacher 1 27 students
    - Elementary Teacher 2 29 students
    - Elementary Teacher 3 25 students
    - Elementary Teacher 4 26 students
    - Secondary Teacher 1 50 students
    - Secondary Teacher 2 65 students

- The proposal is to add one additional endorsed ESL teacher to serve our middle schools.
- Minutes for students who have been identified range from 30 minutes per day to 60 minutes per day (or on average 150 – 300 minutes per week.)
- This position would enable identified students at the middle schools to receive their required minutes according to the schedule that works best for the students (not during a core class).
- English Language Learners (ELLs) are identified in all CARES/ESSER grants as a high need group for this funding.
- Adding this additional position will enable high school ESL teachers to push into classrooms to assist students and/or provide additional support/tutoring to our beginning English learners.
- As we approach June 30, 2023, we will review current enrollment and work to add this position into the regular school budget.

Attachments:

Cost and Financing:
Estimated cost for a full year: (Total=$63,650) Salary ($48,963) plus benefits ($14,687) based on a teacher with 5 years of experience

Proposed or Suggested Motion:
"I move that the Warren County School Board approves an additional ESL teacher through June 30, 2023 due to division student enrollment."

Administrative Content

Executive Content

Motion & Voting

"I move that the Superintendent be authorized to request that the Warren County Board of Supervisors authorizes the transfer of $63,650.00 from 69000 Contingency Fund to 61000 Instruction for the ESL teacher and that the Warren County School Board approves an additional ESL teacher through June 30, 2022 due to division student enrollment of ESL students based upon the approval of the transfer of funds from the Contingency Fund to Instruction."

Motion by James S Wells, second by Kristen J Pence.
Final Resolution: Motion Carried
Yea: Catherine R Bower, James S Wells, Kristen J Pence, Melanie C Salins

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
January 4, 2022	**I-1**	Approval of the Warren County Finance/Audit Committee	

EXPLANATION & SUMMARY:

Staff has recommended the creation the Finance/Audit Committee which will advise the Board of Supervisors on all financial matters as related to Warren County. The committee will be a standing committee which focuses on matters including but not limited to financial policies, financial planning, proposed budget actions, and other matters related to financial management at Warren County. The Finance/Audit committee will have no approval authority on behalf of Warren County and exist solely as an advisory committee. Proposed bylaws for the Finance/Audit Committee are included in this agenda item.

COST & FINANCING: N/A

CONSENT AGENDA MOTION:

1) I move that the Board of Supervisors establish the Warren County Finance/Audit Committee and further adopt the bylaws for this Committee as proposed.

ALTERNATIVE MOTION:

1) I move that the Board of Supervisors not establish the Warren County Finance/Audit Committee.

OR

2) I move that the Board of Supervisors postpone the request until _____.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Matt Robertson, Finance Director		

BY-LAWS OF THE
WARREN COUNTY FINANCE/AUDIT COMMITTEE

ARTICLE 1 – PURPOSE OF COMMITTEE

1-1 The Warren County Finance/Audit Committee (hereinafter "the Finance Committee") is established by the Warren County Supervisors on January 4, 2022 as per the Code of Virginia 5.2-1411. The Finance Committee is a standing committee which advises the Board of Supervisors on financial matters as related to Warren County. This will include recommendations to the Board on matters including but not limited to County financial policies, financial planning, proposed budget actions, and other matters related to financial management.

ARTICLE 2 - MEMBERS

2-1 The members of the Finance Committee shall consist of non-voting liaisons, representatives of the Board of Supervisors, and representatives of the public of Warren County.

2-2 Non-voting liaisons of the Finance Committee will be the Director of Finance, Treasurer, Commissioner of Revenue, and County Administrator for Warren County. The Finance Director shall lead the non-voting liaisons membership in developing agendas and related materials, scheduling meeting dates, and leading meetings. Non-voting liaison's primary purpose is to inform voting members on upcoming needs, issues, and topics related to financial management in Warren County. They are not voting members.

2-3 The Finance Committee shall consist of two (2) representatives from the Warren County Board of Supervisors. Appointment to the Finance Committee shall be determined by the Board of Supervisors. Terms will last for the period of two years beginning in January of each year. The Board representatives are voting members.

2-4 The Finance Committee shall consist of three (3) representatives from the public of Warren County. These representatives must live within the borders of Warren County and have financial knowledge and background to assist in offering opinions/suggestions on financial management for Warren County. Suggested areas of expertise are:

- Accounting (CPA, Senior Accountant, etc.)
- Investment (CIMA, Investment Analyst, etc.)
- Municipal Financial Management (CPFO, etc.)
- Risk Management (CRM, FRM, etc.)
- Banking (CFA, CFP, etc.)

Representatives are to be appointed by the Chair of the Board of Supervisors. Each term will last two years. The representatives are voting members.

ARTICLE 3 – SELECTION OF OFFICERS

3-1 Officers of the Finance Committee shall consist of a chairman and vice-chairman

3-2 Nomination of officers shall be made from the floor at the beginning of the March meeting for the ensuing year. Election of officers shall follow immediately. A candidate receiving a majority vote of the members shall be declared elected.

3-3 Vacancies shall be filled for an unexpired term by the Board of Supervisors

ARTICLE 4 – DUTIES OF OFFICERS

4-1 The chairman shall:

4-1-1 Preside at meetings.
4-1-2 Rule on procedural questions (subject to reversal by a majority vote of the members present).
4-1-3 Report official communications at the next regular Finance Committee meeting.
4-1-4 Certify official documents involving the authority of the Finance Committee.
4-1-5 Certify minutes as true and correct copies.
4-1-6 Carry out other duties as assigned by the Finance Committee.

4-2 The vice-chairman shall:

4-2-1 Assume the full powers of the chairman in the absence or inability of the chairman to act.

ARTICLE 5 – RESIGNATIONS

5-1 Any voting committee member may resign at any time from the Finance Committee. Such resignations shall be made in writing and shall take effect upon receipt by the Finance Director who shall record such resignation, noting the hour and date of its receipt. The resigning member shall be replaced as soon as reasonably possible by the methods detailed in this document.

ARTICLE 6 – REMOVAL

6-1 A committee member may be removed at a meeting called expressly for that purpose. Written notice must be given to all members of the Committee at least seven days prior to the meeting. Removal shall require the approval of all Committee members present and voting, excluding the member in question.

ARTICLE 7 – MEETINGS

7-1 Finance Committee meetings shall take place on the second Wednesday of each month and are scheduled from 6:00 to 7:00 PM. The meetings are open to the public but shall not

allow for public involvement or comment. Meetings will be advertised on the Warren County website at least five (5) calendar days prior to the scheduled meeting date.

7-2 Three (3) voting members being present for the Finance Committee meeting will constitute a quorum for the transaction of business.

ARTICLE 8 – ORDER OF BUSINESS

8-1 The order of business for a regular meeting shall be:

8-1-1 Call to Order.
8-1-2 Roll Call.
8-1-3 Adoption of Agenda
8-1-4 Approval of Minutes
8-1-5 Committee Matters
8-1-6 Adjournment

8-2 Parliamentary procedure in Finance Committee meetings shall be governed by Robert's Rules of Order

8-3 The Finance Committee shall keep minutes of each meeting, and these minutes shall become a public record. The chairman shall sign all minutes and they shall be kept in the official minute book.

ARTICLE 9 – PROCEDURE

9-1 An agenda will be produced by the Finance Department with assistance from necessary staff and presented to all Committee Members no later than three (3) business days before the next scheduled meeting.

9-2 There shall be the following reports presented at each Finance Committee meeting which require no voting action. Additional reports may be requested by staff members, Board of Supervisors, or Committee members with adequate notice for formulation.

- **Expenditure Report –** The Finance Director shall present an expenditure report consisting of all expenses and balances remaining for that fiscal year up to the month before the meeting.
- **Revenue Report –** The Finance Director shall present a revenue report consisting of all revenue received and balances remaining for that fiscal year up to the month before the meeting.
- **Summary of Budget Transfers/Appropriations –** The Finance Director shall present a summary of monthly budget transfers and appropriations as approved by County Administration.
- **Tax Collections Report –** The Treasurer shall present a report on the status of tax collections in the County and the status of delinquent taxes.

9-3 The committee shall review the annual audit prior to the dissemination of the Board of Supervisors and recommend either the approval or denial of the audit to the Board of Supervisors. This shall occur at the November Finance Committee meeting and no other items will be presented.

ARTICLE 10 – ACTION ITEMS

10-1 Action items will be presented at each Finance Committee meeting as needed. These items are identified by staff as needs arise. All financial matters which require elevation to the Board of Supervisors for action will be first presented to the Finance Committee for recommendation if they do not necessitate emergency action. Additionally, all policy and procedure documentation must be reviewed first by the Finance Committee prior to the Board of Supervisors approval.

10-2 Matters which require Board of Supervisor action and Finance Committee recommendation are outlined in the Warren County Fiscal Policy & Procedure Manual.

10-3 Discussion items may be instituted by staff or Finance Committee members as needed to discuss larger financial management practices at the County.

ARTICLE 11 – APPROVAL

11-1 The Finance Committee has no approval authority for Warren County. They are an advisory Board only which recommends options to the Board of Supervisors for potential action.

11-2 Recommendation of an action item is achieved by a majority of vote of Committee members present at the meeting. If recommendation is not approved, the matter may still be forwarded to the Board of Supervisors but with notation that the action was not recommended by the Finance Committee.

ARTICLE 12 – AMENDMENTS

12-1 The bylaws may be amended or altered in whole or in part upon approval by the Warren County Board of Supervisors.

_____

Dr. Edwin C. Daley
Clerk of the Board of Supervisors

These Bylaws were approved by the Warren County Board of Supervisors on _____ day of _____, 2022.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
January 4th, 2022	**I-2**	Direction to Establish a Warren County Technology Review Committee	

EXPLANATION & SUMMARY:

The Warren County Department of Information Technology plans to begin a technology review committee. Members will include department heads or their appointees from their staff. The Board of Supervisors is requested to appoint two members.

The goals of the Technology Review Committee include ensuring that the technology needs of each department are met; ensuring cost effective measures are taken for all technology purchases; maintaining staff development for proper cybersecurity issues; and reviewing potential systemwide information technology policies.

The Technology Review Committee will meet on the third Thursday of each month at 10:00 AM.

COST & FINANCING:

Funding is expected to be minimal and included in the Information Technology FY 2022-2023 budget.

CONSENT AGENDA MOTION:

I move that the Board of Supervisors establish the Warren County Technology Review Committee.

ALTERNATIVE MOTION:

1) I move that the Board of Supervisors not establish the Warren County Technology Review Committee.

OR

2) I move that the Board of Supervisors postpone the request until _____.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Todd Jones, Director of Technology		

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF
January 4, 2022	**I-3**	Direction to Establish a Joint Liaison Committee with the Warren County School Board	

EXPLANATION & SUMMARY:

At the Virginia Association of Counties (VACo) Annual Conference, Chair Cullers learned about the joint County-Schools liaison committee in Chesterfield County. At this time, a similar Committee is proposed for Warren County.

The proposed committee would consist of the Chair and an additional Supervisor, the Chair and an additional Member of the School Board, the County Administrator and Finance Director, and the Superintendent of Schools and the Schools Finance Director. Others may be invited to attend as appropriate.

The committee would meet to discuss issues of mutual concern a minimum once per month monthly during the budget development process and three additional times during the calendar year. Supplemental meetings will be held when needed.

COST & FINANCING:

There is no anticipated cost for the committee.

CONSENT AGENDA MOTION:

1) I move that the Board of Supervisors establish the Warren County/Warren County Public Schools Liaison Committee.

ALTERNATIVE MOTION:

1) I move that the Board of Supervisors not establish the Warren County/Warren County Public Schools Liaison Committee.

OR

2) I move that the Board of Supervisors postpone the request until _____.

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

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:	PAGE
1/04/2022	I-4	Conditional Use Permit #2021-11-03 Joshua Branson *Guesthouse*	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 guesthouse shall not be used for full-time occupancy.

2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.

3. The applicant shall comply with all Warren County Building Inspections and Warren County Health Department regulations and requirements including Building Code requirements for a smoke and fire detector system.

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

5. After the approval by the County and recordation of a family subdivision of the guesthouse lot this conditional use permit shall become null and void.

Motion to Approve:

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

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed conditional use permit request for advertisement for a public hearing.

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

Conditional Use Permit: 2021-11-03 / Guesthouse
Joshua Branson, *Current Owner/Applicant*
Staff Report for the Planning Commission
Prepared: October 18th, 2021
Staff Contact: Matt Wendling, Deputy Planning Director/County Floodplain Manager

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a guesthouse. He is requesting this use in order to construct a principle dwelling for his brother and other family members, the guesthouse would be a secondary dwelling to be used by the applicant and family part time. The property is 123+ acres and was purchased in 2019 and the owners, Mr. Branson and his brother plan to have a family subdivision submitted to the County once the property meets the County's subdivision requirement of being owned for 5 years. They plan to place the guesthouse in a location that allows for the subdivision to be approved when that time comes. They understand the guesthouse is for non-commercial use and not to be used for full-time occupancy and will be used for family and friends and not as a Short-Term Tourist Rental. This will allow for the applicant to have a place to stay when he is in town, and when his mother and relatives come to visit his brother's family who will be full-time residents.

PROPERTY INFORMATION

Property Location: Buck Mountain Road	City: Between Limeton & Browntown
Tax Map ID: #37---56	Zoning: Agricultural (A)
Magisterial District: South River	Acres: 123.34
Subdivision: Stone	Existing Land Use: Vacant Land - Woodlands

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)	Use: Vacant Lot - Woodlands
South: Agricultural (A)	Use: Single Family Dwelling – Woodlands
East: Agricultural (A)	Use: Vacant Lot - Woodlands
West: Agricultural (A)	Use: Single Family Dwelling - Woodlands

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Agricultural (A) zoning district. There were a number of zoning violations for this property a few years ago but they have been resolved by the property owners and the property is now compliant.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The request is compatible with Code Section §180-21, indicating district regulations in the Agricultural (A) zoning district. A guesthouse is permitted under this section as a Conditional Use granted by the Board of Supervisors.

PROPOSAL

The Warren County Zoning Ordinance §180-8 defines a *"Guesthouse"* as *"A Dwelling or lodging units for temporary nonpaying guests. No such quarters shall be rented, leased or otherwise made available for compensation of any kind. A guesthouse may be constructed and used prior to the construction of the principal dwelling. The principal dwelling, however, must be completed within five years from the date of issuance of a certificate of occupancy for the guesthouse."* And a *"Single-Family Dwelling"* as *"A building containing one dwelling unit and meeting the standards of the Virginia*

Uniform Statewide Building Code for a one-family dwelling but not to include "manufactured homes" as defined in this chapter."

SUPPLEMENTARY REGULATIONS FOR GUESTHOUSES

There are no supplemental regulations in the Warren County Zoning Ordinance for a guesthouse. Warren County Code Section §180-11.B for Location of Structures states in part: *"Erection of more than one principal structure on a lot. In all residential and agricultural districts only one principal structure, housing a use permitted by right, may be erected on a single lot...."*

SEWAGE DISPOSAL

The property currently has no dwellings built on it but plans and a plat have been submitted in this application. The plat does show the proposed locations for the drain-fields and this application has been sent to the Health Department for additional comments.

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 guesthouse shall not be used for full-time occupancy.

2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.

3. The applicant shall comply with all Warren County Building Inspections and Warren County Health Department regulations and requirements including Building Code requirements for a smoke and fire detector system and carbon monoxide detectors.

4. The applicant shall have a condition placed on the deed at the time of transfer of the property to a new owner that the rental or leasing of the dwelling for monetary compensation is prohibited and that it is limited to part-time occupancy up to six months.

5. After the approval by the County and recordation of a family subdivision of the guesthouse lot this conditional use permit shall become null and void.

Cc: Joshua Branson: *Owner/Applicant*

Statement of Justification for a Conditional Use Permit on

T. M. 37 Parcel 56Bentonville, VA 22610

Distinguished Members of the Warren County Planning Commission,

My brother and I currently own 123 acres of land off Buck Mountain Road, in Bentonville. After retiring as an Army officer in 2017, I asked him to join me in Warren County and make it our family's home. The Shenandoah Valley is a beautiful place, which I fell in love with, while working at the Pentagon. We both moved our families into the County and intend to make this community our final home. My brother is a General Contractor, and I am currently a Project Manager for large civil engineering projects. We are finally settled into the area, and it is time to start building our homes.

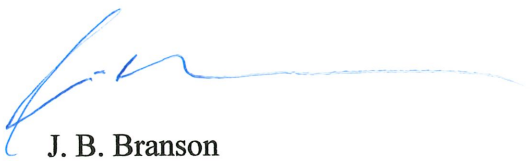
We have all decided to come back together as a family, and plan to eventually build a home for my brother and his family, my mother, and my family. In 3 more years, we will be eligible to create a family subdivision on the land. Initially, we would like to start building my brother's home. As an addition to his home, we would like to build a guest house on the property. This house would benefit our family and friends in so many ways.

During my military career I have had the opportunity to live across the world. I am lucky to have friends from all those places. My brother and mother lived in Connecticut for 45 years and have many friends in the area who would love to visit our beautiful community. Our family came from the Midwest, and we have many relatives who would visit as well. My mother would finally be able to stay for a few weeks at a time, visiting her grandchildren. Additionally, I work in Buffalo about three weeks out of the month. It would be great to have a place to stay when I come home, so I do not have to sleep on my brother's couch.

We completely understand the rules of a guest home and the conditional use permit. This home will not be rented in any way, nor will it be anyone's permanent dwelling. It will be a place to encourage all the people we love to come visit and enjoy the beautiful Valley.

We have provided land surveys showing the locations of the main home, guest home, septic fields, and wells. Additionally, I have provided the guest home plans drawn by a local architect. We believe that the guest home would benefit both Warren County and my family without impacting the surrounding properties in a negative manner. I would like to thank the Members for their consideration of our application. If you have any questions, you can contact me at dalmar911@yahoo.com or 571-263-4870.

Respectfully,



J. B. Branson

WCCUP-000143-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-11-03
Date Received: 10/14/2021
Fee Amount: $ 500.00 Check #1223
Date Paid: 10/14/2021

Applicant Information:

Joshua T Branson
Applicant Name

737 Highridge Rd | Front Royal | VA. | 22630
Address | City | State | Zip

Parcel 37 Lot 56 Buck Mountain Rd | Bentonville VA 22610
Property Location for conditional use permit if Different than Applicant's Address

860-835-4280 | bransonjtb@Aol.Com
Primary Contact Number | Email

Joshua T. Branson and J.B. Branson
Property Owner (if same as applicant, leave blank)

737 Highridge Rd | Front Royal | VA | 22630
Address | City | State | Zip

Joshua JB
860-835-4280 or 571-263-4870
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: Parcel 37 Lot 56 Buck Mountain Rd,
(2) Election District: South River Magisteral Dist.
(3) Tax Map Number: Parcel 37 Lot 56
(4) Subdivision Name: N/A
(5) Total Area of Property (acres): 123.34 acres
(6) Total Area to be Used (acres): 1400 Sq Ft (.03 acres)
(7) Total Road Frontage (feet): None (Right of way Entrance)
(8) Depth of Property (feet): 2100' x 4000'
(9) Present Zoning: Agricultural

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Residential Guest Home

(2) Current land use and condition of site: Agricultural

(3) Zoning of surrounding land/property: Variable (mostly Residential + Agricultural)

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

(5) Construction Time: Dec 2021 to Dec 2022

(6) Season, days, and hours of operation: Residential Home / 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: N/A

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

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

(12) Number of parking spaces to be provided: Regular N/A Handicap N/A

(13) What is the proposed landscaping and buffering for this property? Residential Property / N/A

C. Plans Prepared By

Name: Dan Hotek (Engineering Techniques)

Address: 319 Peskova Ln. Front Royal, VA 22630

Telephone Number: 540-635-1521

D. Environmental Information

(1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) No adverse 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?) Yes. general Construction debris. Will be disposed of at the landfill.

(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.) None

(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.) None

(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. Residental propery. No exterior lighting.

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

☒ **An application fee of $500.00.**

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

☒ **A Statement of Justification**

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

☒ **A Site Plan/Survey.**

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

☒ **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. (Noted on Plans)

☒ **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.**

Leave town on 340 South
Left on Browntown Rd. (At High school)
Right on 622 (Buck Mountain Rd)
1st right after Forest Court on gravel Rd.
Past 2235 home and up hill to site

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

* _____

Applicant Signature Date

* _____

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

_____

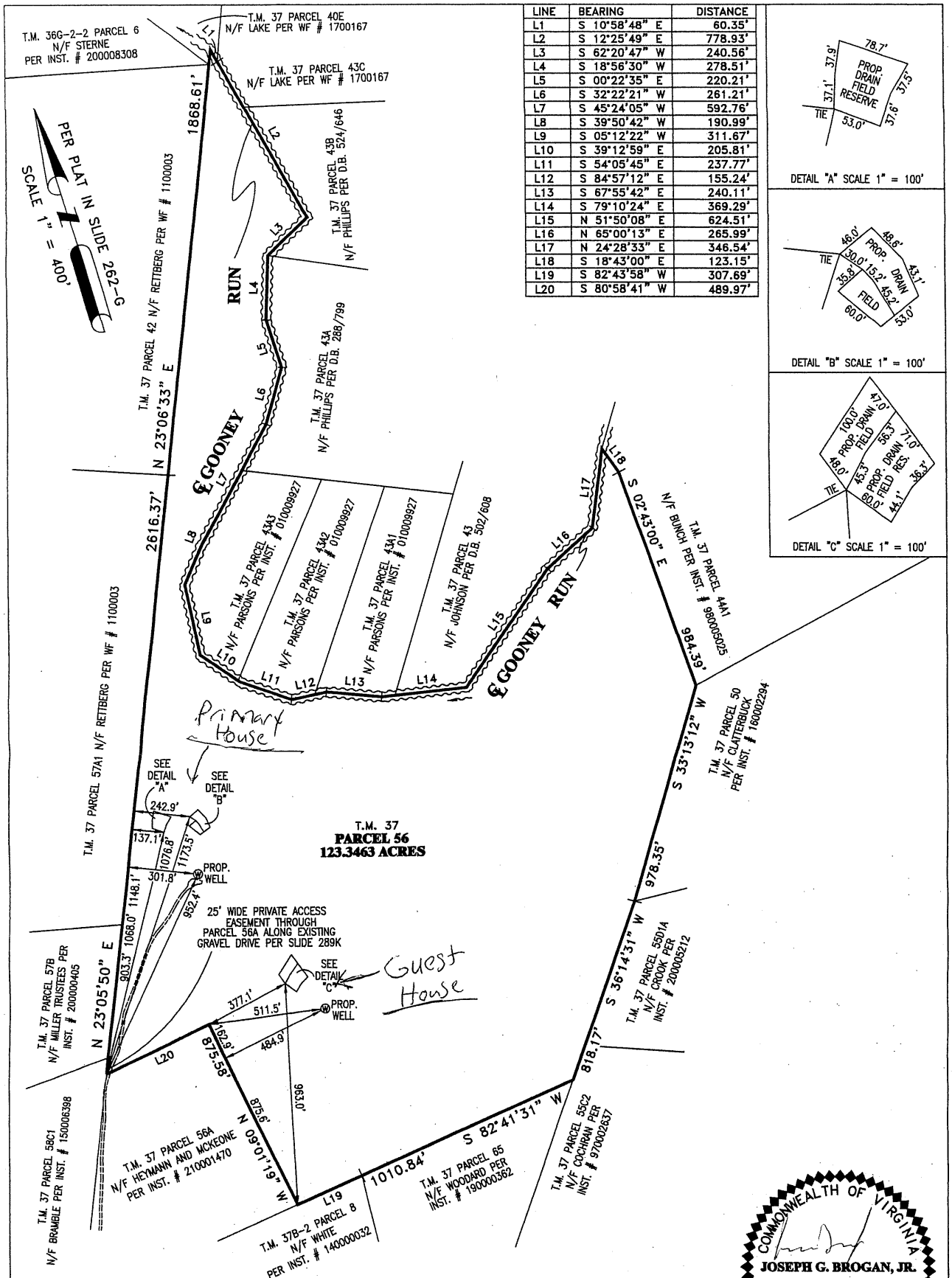
_____

_____

_____

_____

_____



LINE	BEARING	DISTANCE
L1	S 10°58'48" E	60.35'
L2	S 12°25'49" E	778.93'
L3	S 62°20'47" W	240.56'
L4	S 18°56'30" W	278.51'
L5	S 00°22'35" E	220.21'
L6	S 32°22'21" W	261.21'
L7	S 45°24'05" W	592.76'
L8	S 39°50'42" W	190.99'
L9	S 05°12'22" W	311.67'
L10	S 39°12'59" E	205.81'
L11	S 54°05'45" E	237.77'
L12	S 84°57'12" E	155.24'
L13	S 67°55'42" E	240.11'
L14	S 79°10'24" E	369.29'
L15	N 51°50'08" E	624.51'
L16	N 65°00'13" E	265.99'
L17	N 24°28'33" E	346.54'
L18	S 18°43'00" E	123.15'
L19	S 82°43'58" W	307.69'
L20	S 80°58'41" W	489.97'

DETAIL "A" SCALE 1" = 100'

DETAIL "B" SCALE 1" = 100'

DETAIL "C" SCALE 1" = 100'

COMMONWEALTH OF VIRGINIA
JOSEPH G. BROGAN, JR.
Lic No. 3209
7/7/21
LAND SURVEYOR

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE TO: J.B. BRANSON AND JOSHUA T. BRANSON PER INST. # 190004253.
PLAT REF: SLIDE 290 B.
SUBJECT PARCELS SITUATED OUTSIDE THE LIMITS OF THE FEMA FLOOD ZONE.
SUBJECT PARCELS AND JOINING PARCELS ZONED AGRICULTURAL.

PLAT SHOWING PROPOSED DRAIN FIELDS
AND WELL SITES ON T.M. 37 PARCEL 56
SOUTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VA.

prepared by:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JULY 7, 2021

Chloe Phillips

From: David Beahm
Sent: Wednesday, October 20, 2021 2:55 PM
To: Chloe Phillips
Cc: Paula Fristoe
Subject: Request for Comments 2021-11-03 – Joshua T. Branson – Conditional Use Permit for Guesthouse – WCCUP-000143-2021

Comments 2021-11-03 – Joshua T. Branson – Conditional Use Permit for Guesthouse – WCCUP-000143-2021:

- Erosion and Sediment Control Items:
  - This structure would be considered a new single-family dwelling as defined by the building code and as such would require either an Agreement in Lieu of or an Erosion and Sediment Control Permit once the work is to be completed.

- Building Inspections Items:
  - This request appears to be a completely new structure and would require all permits for the work that is being performed. Including, but not limited to building, electrical, mechanical, plumbing. All of these would require applications and submissions that would be a separate process than what is being gone through currently. When the applicant is ready to submit the required application and plans, they may do so through the Building Inspections office.

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

Respectfully,

Warren County Building Inspections

David C. Beahm, CBO
Building Official

220 North Commerce ,
Sui
Front Royal, VA
540/636
FAX 540/636

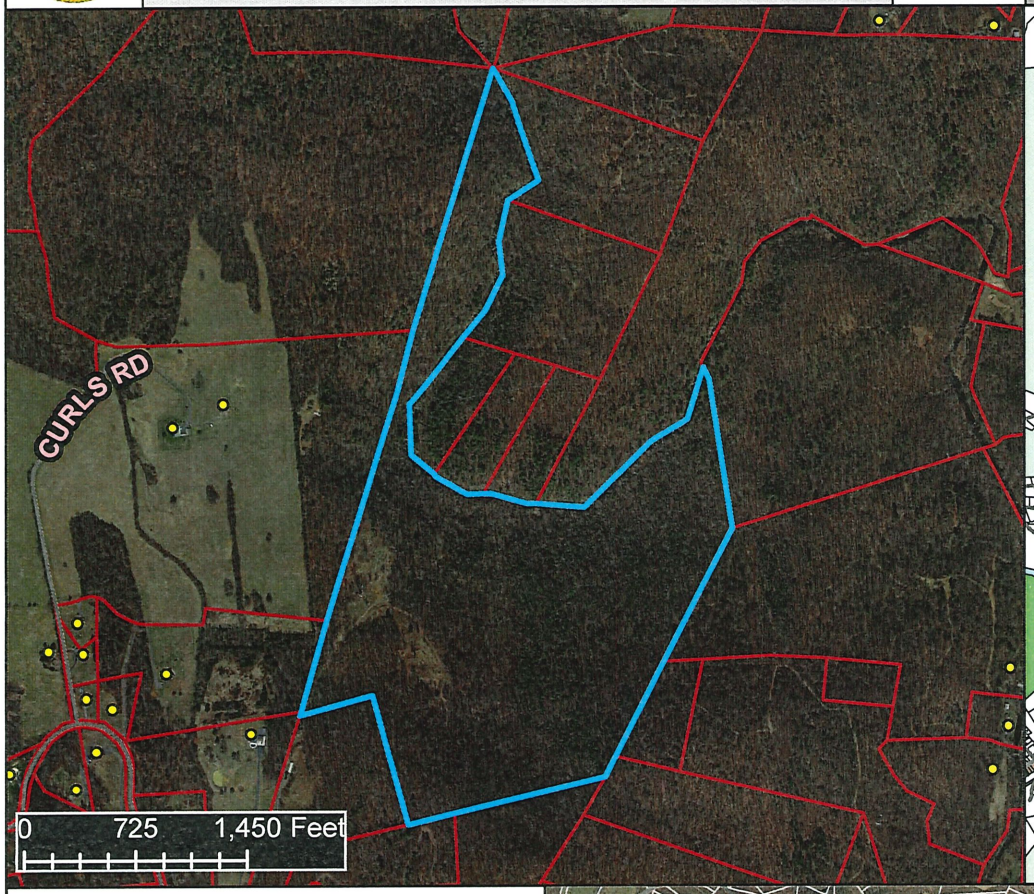
dbeahm@warrencountyva.net
www.warrencountyva.net

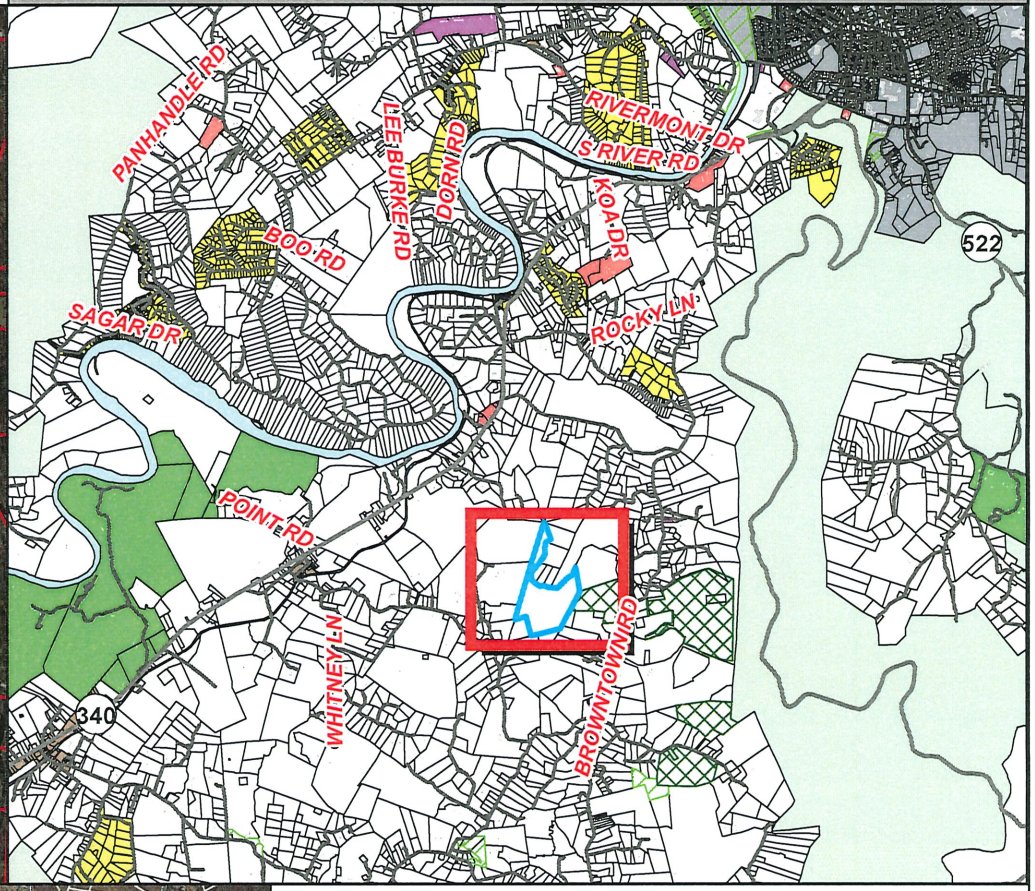
THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS MESSAGE TO OTHERS; PLEASE NOTIFY THE SENDER BY REPLYING TO THIS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

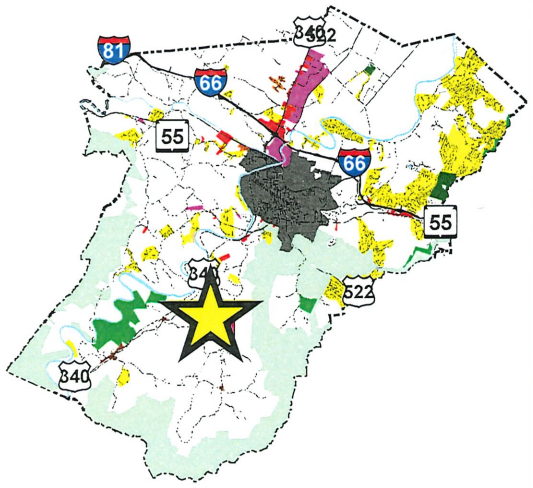
Warren County VA
CUP Location Map

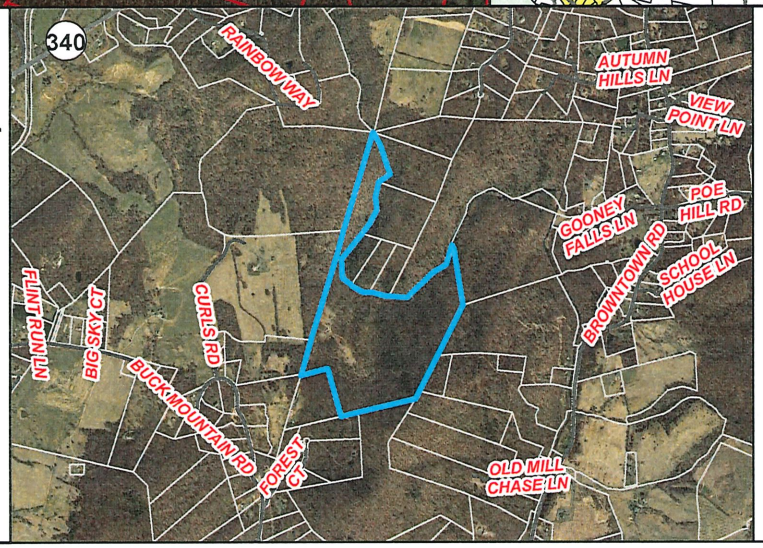
Guest House
Applicants: Joshua Branson

TM 37--------56









Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
1/04/2022	I-5	Conditional Use Permit #2021-11-04 Gillian Greenfield & Richard Butcher *Short-Term Tourist Rental*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

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

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

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

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

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

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

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

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

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

Planning Commission Move to Approve:

Mr. 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 5 – 0.

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

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

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

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

5. The discharge of firearms and hunting on the property by guests shall be prohibited.

6. The of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

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

Conditional Use Permit: 2021-11-04/ Short Term Tourist Rental
Gillian Greenfield & Richard Butcher, *Applicants/ Owners*
Staff Report for the Planning Commission
Prepared: October 15th, 2021
Staff: Matt Wendling, Deputy Planning Director/County Floodplain Manager

SUMMARY OF REQUEST

The applicants are requesting a conditional use permit for a Short-term Tourist Rental for rental of the single-family dwelling on riverfront property for less than thirty days. The applicants have stated they plan to follow a thorough pre-qualification and verification process prior to renting to prospective guests. They feel that this land-use benefits the County in tourism and in providing housing for visitors to the community. They have included an extensive list of house rules in their statement of justification which will also be included in the property management plan. They plan to be the full-time property manager's and will have a cleaning service team maintain the property between rentals. The applicants are experienced in the operation and ownership of short-term tourist rentals.

PROPERTY INFORMATION

Property Location: 1043 Riverview Shores Rd.
Tax Map ID: # 13C-4-4-602
Magisterial District: Shenandoah
Subdivision: Shenandoah Shores
Town/Village: Front Royal
Zoning: Residential One (R-1)
Acres: 0.885
Existing Land Use: Single Family Dwelling
Special Flood Hazard Area: The property and dwelling are in Floodzone "AE" area and in the Floodway.

SURROUNDING ZONING DISTRICTS & USES

North:	Agricultural (A)	Use: Shenandoah River
South:	Residential One (R-1)	Use: Vacant Lot & Accessory Structure
East:	Residential One (R-1)	Use: Vacant Lot – Road R-O-W
West:	Residential One (R-1)	Use: Vacant Lot & Single Family Dwelling

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 or conditional use permits issued to the property. The property is a non-conforming (grandfathered structure) built in the Floodway of the Special Flood Hazard Area.

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 a residential community located off the Shenandoah River where there is a mix of vacant river lots and grandfathered non-conforming single family 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. **Staff has submitted a request for septic system information for the property for the septic system operational permit to WCHD. The tax records state the structure is two-bedroom dwelling which would allow for an occupancy of 4 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 two (2) vehicles in the driveway to the left side 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, the applicants own both adjacent lots to each side of the subject property.**

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. The applicants will be the acting property and ground managers and have a cleaning maintenance company contracted to clean the dwelling between rentals.**

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 Shenandoah Shores and a copy of the application will be sent to the 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 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 106′ to the closest dwelling located to the southeast. A demolished structure adjacent to the property on a vacant lot was not used to calculate the setback.**

RECOMMENDED CONDITIONS:

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

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

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

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

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

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

5. The discharge of firearms and hunting on the property by guests shall be prohibited.

6. The use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.

Cc: Gillian Greenfield and Richard Butcher, 2Mexico LLC/B Allen Richards LLC, Applicants

OCTOBER 13, 2021

TO: WARREN COUNTY PLANNING DIRECTOR/ZONING ADMINISTRATOR

PROPERTY: 1043 RIVERVIEW SHORES DRIVE; TAX ID 13C-4-4-602

OWNER: GILLIAN GREENFIELD AND RICHARD BUTCHER

RE: STATEMENT OF JUSTIFICATION FOR CUP FOR SHORT TERM RENTAL

Mr. Petty:

This letter shall serve as our Statement of Justification for a CUP for the above referenced property;

Based on the fundamental management plan cited herein, the benefit of tourism, and the continuation of this property being well-maintained as a vacation rental, I am requesting, provided may application is acceptable, for the approval of a Conditional Use Permit for Short Term Rental of 1043 Riverview Shores Drive.

VERIFICATION AND PREQUALIFICATION OF PERSEPECTIVE GUEST PRIOR TO BOOKING APPROVAL:

Keeping the community and property safe is Owner's #1 priority and prescreening before approval includes:

A secure, online platform will prescreen all individuals through 3rd party ID verification;
A second ID picture verification is completed to verify individual's identity against public records
A criminal background check is completed,
The OFAC list is checked, which includes terrorist designations.
The National Sex Offender Registry is checked
Individuals with criminal convictions or disallowed from using online booking platforms.

Host may further qualify guests with minimum age requirements, previous host feedback, limit number of guests, and notice of Host Rules with detail required behavior, activities, and care of Property during a guest's occupancy.

HOUSE RULES FOR GUEST, PROPERTY AND COMMUNITY SAFETY

House Rules are identified in advance of all booking commitments; these include:

- No firearms permitted
- No fireworks permitted
- No ATVS
- No archery or range weapons (bows)
- No pets
- No loud or amplified music
- Parking in designated areas only
- No unattended fires
- No outdoor trash storage
- No candles
- No smoking indoors

- No unauthorized guests
- No groups exceeding permitted guest count
- No children
- No unauthorized individuals permitted at any time
- No motorized watercraft
- No trespassing on neighboring properties (property lines will be clearly marked)

Guests found in violation of any House Rules may be subject to immediate termination of stay.

24/7 OPERATOR ACCESSABILTY

Owners shall be directly managing property and available onsite on a routine basis to maintain Property in excellent condition and to ensure guests are abiding by all Host Rules. Owners shall be accessible to guests 24/7, before, during and after their stay. Further, neighboring property owners have been provided Owners contact in the event of any issues that Owner needs to address ASAP. Guests found in violation of any House Rules may be subject to immediate termination of stay.

RISK MANAGEMENT

A fire extinguisher is provided and visitable in the kitchen/cooking area and smoke detectors are installed to Uniform Statewide Building Code and a carbon monoxide detector is in each apartment unit.

PARKING

Property provides off street parking for its guests therefore no street parking is utilized.

COMPLIANCE WITH FILING AND TAXATION REQUIREMENTS

Operator agrees to comply with all local and state registration, filing and taxation requirements with the Commissioner of Revenue's and Treasurer's offices.

OPERATOR AND PARTIES RESPONSIBLE FOR PROPERTY

Gillian Greenfield
540-974-3927
Gillian.greenfield@greenfieldandcraun.com
14 E. Piccadilly Street,
Winchester, VA 22601

Richard Butcher
540-336-8270
Richard.butcher@greenfieldandcraun.com
14 E. Piccadilly Street,
Winchester, VA 22601

In conclusion, thank you for your consideration of our CUP and this detail shall confirm the Operator's commitment and priority to the health, safety and welfare of all our guests and community.

Respectfully, Gillian Greenfield and Richard Butcher, Owners

WCCUP-000144-2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021-11-04
Date Received: 10/13/2021
Fee Amount: $ 500.00 Check 2342
Date Paid: 10/13/2021

Applicant Information:

Gillian Greenfield and Richard Butcher
Applicant Name

14 East Piccadilly Street | Winchester | VA | 22601
Address | *City* | *State* | *Zip*

1043 Riverview Shores Drive, Front Royal, VA
Property Location for conditional use permit if Different than Applicant's Address

540-974-3927 and 540-336-8270
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: 1043 Riverview Shores Drive
(2) Election District: Shenandoah
(3) Tax Map Number: 13C-4-4-602
(4) Subdivision Name: SHENANDOAH SHORES
(5) Total Area of Property (acres): .885
(6) Total Area to be Used (acres): .885
(7) Total Road Frontage (feet):
(8) Depth of Property (feet):
(9) Present Zoning: RESIDENTIAL ONE

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: SHORT TERM RENTAL

(2) Current land use and condition of site: RESIDENTIAL - GOOD

(3) Zoning of surrounding land/property: RESIDENTIAL

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

(5) Construction Time: NA

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

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

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

(9) Number of full time employees: 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: 4

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

(13) What is the proposed landscaping and buffering for this property? PROPERTY HAS MATURE LANDSCAPING

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; ALL HOUSEHOLD WASTE WILL BE DISPOSED OF BY OWNER

(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.) NONE

(6) What will be the impact on traffic? LESS IMPACT THAN FULL TIME RENTAL

(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.**

HAPPY CREEK ROAD TO SHENANDOAH SHORES ROAD

RIGHT ON MULBERRY, RIGHT ON RIVERVIEW SHORES DRIVE

PROPERTY ON LEFT.

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

Applicant Signature — Date: 10/12/21

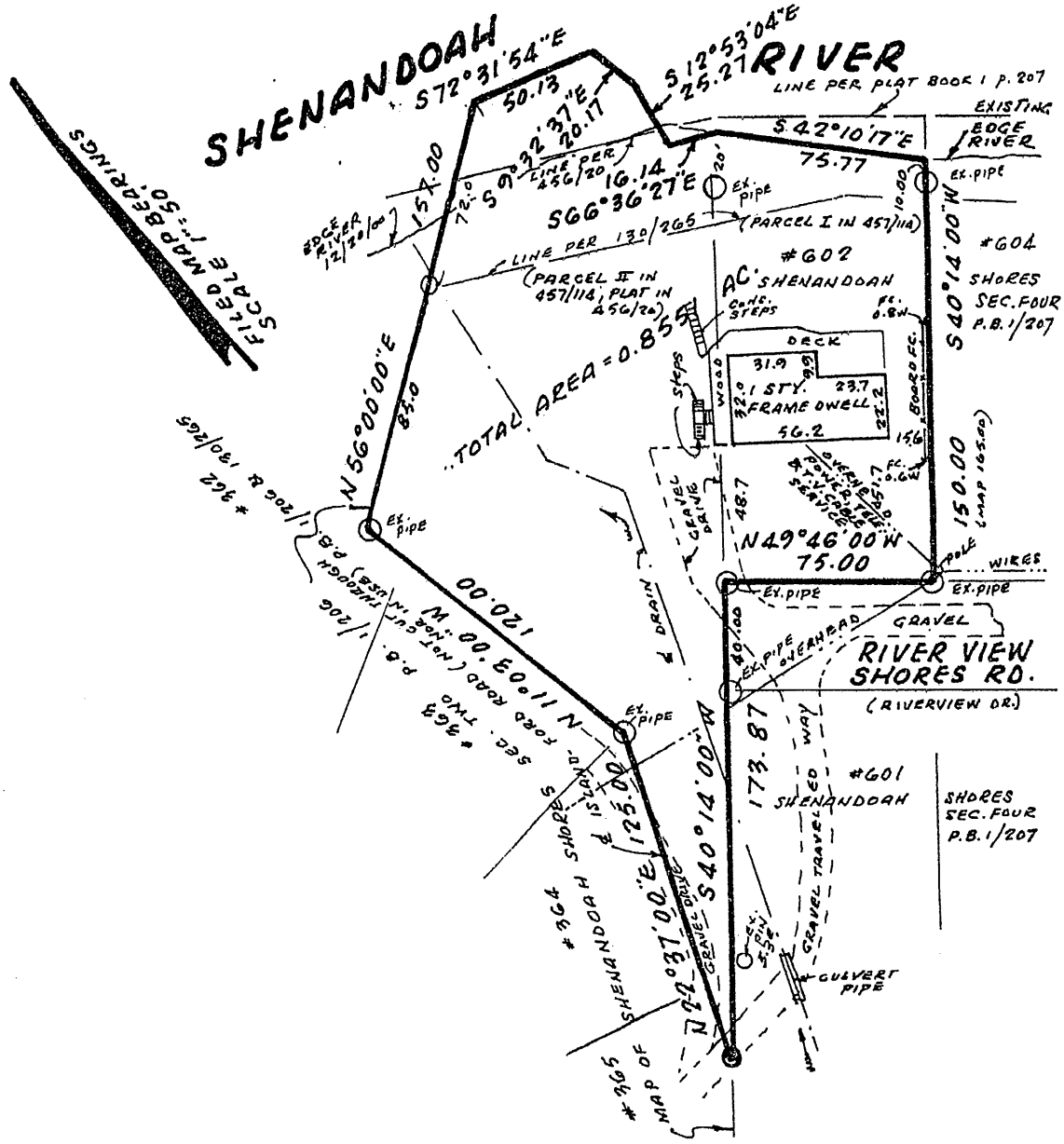
Property Owner Signature — Date: 10/12/21

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

APPLICANT HAS ALREADY RECEIVED APPROVAL FOR SHORT TERM RENTAL USE AT 1115 RIVERVIEW SHORES DRIVE AND DEMONSTRATED SUPPORT FROM ALL IMMEDIATE PROPERTY OWNERS AND EVIDENCED THERE ARE NO COVENANCE AND RESTRICTIONS DISALLOWING SHORT TERM RENTAL USE PROVIDED IT RECEIVES APPROVAL BY WARREN COUNTY OFFICIALS. APPLICANT IS AN EXPERIENCED OPERATOR OF SHORT TERM RENTALS IN SHENANDOAH, WINCHESTER CITY, AND FREDERICK COUNTY.



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

○ DENOTES EXISTING PIN OR PIPE.

● DENOTES PIN SET.

DERIVATION OF TITLE TO DOUGLAS A. HASTINGS & VIRGINIA JOSLIN-HASTINGS IN 532/167 PLAT 532/170.

RESTRICTIONS IN 131/21 REFERS TO 5' EASEMENT ADJACENT TO FRONT, SIDE & REAR LINES OF ANY LOT.

PROPERTY LIES WITHIN 100 YEAR FLOOD PLAIN PER FEMA FIRM MAPS, ZONE A 28 FIRM MAP 510166 0114 A, MAY 1, 1980.

SURVEY OF LOT 602 MAP OF SHENANDOAH SHORES SEC. 4 IN P.B. 1 P. 207 & ADJACENT

PROPERTY MANAGEMENT PLAN
2MEXICO LLC & B ALLEN RICHARD LLC
1043 Riverview Shores Drive, Front Royal, VA 22630
540-974-3927 AND 540-336-8270
Gillian.greenfield@greenfieldandcraun.com AND Richard.Butcher@greenfieldandcraun.com

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regards to the property, please contact Gillian Greenfield at 540-974-3927 or Richard Butcher at 540-336-8270. If the emergency requires immediate assistance place call the following or 911.

Note, Richard Butcher is principal owner in Can Do Property Management, a professional, licensed and insured, property management company based out of Winchester, VA. Both Owners own multiple residential and commercial properties, including short term rentals, in Winchester and Frederick County, and property in Front Royal; both Owners are experienced commercial and residential property managers and landlords, both are experienced short term rental operators.

An example of Host Contact Page is attached. Owners will have direct management of Property, available 24/7 and is at Property on a weekly, routine basis. Owners' primary residences are 30 and 32 minutes away (Winchester), both Owners share a secondary residence at 1043 Riverview Shores Drive, only 5 minutes away.

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

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

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

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA, 3.8 miles and 8 minutes away from Property.

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

Emergency Evacuation:

Head northwest on Riverview Shores Drive toward Pine Shores Drive

Turn left onto Pine Shores Drive

Turn right onto Rollason Drive

Turn left onto State Rt 606/Shenandoah Shores Road

Turn right onto Happy Creek Road

Turn left onto Leach Run Pkwy

Turn left onto VA-55 E. to Interstate 66 (Linden, Exit 13)

OCCUPANCY

The Conditional Use Permit and Health Department records limit the occupancy for this short-term rental at (6) People and (3) Bedrooms. **Owner will only permit short term rental occupancy for up to 4 people; therefore, occupancy use for Property will be lower than permitted by HD.**

NOISE

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

owned or rented by him. Occupant will be notified that no amplified music will be permitted outside of Property. Violation of this rule will result in Occupant potentially being immediately vacated from Property. Further, neighbors have Owner's contact information and are instructed to contact Owner in the event of any issue so it may be remedied by Owner ASAP.

PARKING

Parking is limited to (2) cars in the driveway. Under no circumstances should cars park along the roadway. Owner will require all parking to be off street and on driveway of Property only.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner. Owner and cleaning team to pick up guests' trash on a routine basis; no outdoor trash will be permitted, additionally no outdoor storage of personal property shall be permitted on Property.

CHECK-IN & CHECK-OUT

Keeping the community and property safe is Owner's #1 priority and prescreening before approval includes:

A secure, online platform will prescreens all individuals through 3rd party ID verification;

A second ID picture verification is completed to verify individual's identity against public records

A criminal background check is completed,

The OFAC list is checked, which includes terrorist designations.

The National Sex Offender Registry is checked

Individuals with criminal convictions or disallowed from using online booking platforms.

Host may further qualify guests with minimum age requirements, previous host feedback, limit number of guests, and notice of Host Rules with detail required behavior, activities, and care of Property during a guest's occupancy; once a host accepts a reservation, after passing all the aforementioned criteria, guests are sent a greeting that includes hot's full contact detail, property address, and reiterates Host Rules.

A second welcome message is sent just prior to the day of check in with lockbox code instructs with a temporary code that changes with each guest, and reiterates Host Rules and instructs guest to review the Property Guide Book at Property immediately upon access. Property Guild Book includes Host Rules, Host contact info, emergency contact info, area shopping and restaurant recommendations, internet access, neighborhood rules, area brochures and maps. Example of Host Rules are attached.

WIFI/PHONE/ETC

Property will have free internet access for all guest. Property Guild Book will provide log in information. Wife and cell service is good at Property.

SPECFIC PROPERTY DETAILS

Outside: In advance of bookings, Property shall cite all of the Specific Property Regulations identified below; this is reiterated at actual time of booking and in Property Guild Book located at Property.

Property corners will be clearly identified and guest have private river access on a lot owned by Owner directly across from Property therefore will have no use of community amenities.

Inside: In advance of bookings, Property shall cite all of the Specific Property Regulation identified below. This would be reiterated at actual time of booking an in Property Guild Book located at Property.

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

Property inspections would be completed after every stay by my trained cleaning team and Ownership; inspections include interior and exterior review of Property for general upkeep and routine MEP maintenance as need to keep Property in Class A condition, inside and out.

Cleaning team is a licensed and insured company that has trained its employees on enhanced 'best practices' sanitation procedures and COVID-19 safety practices which are completed and inspected between each guest stay.

AREA ATTRACTIONS

Listing and Guild Book shall promote the Property being a short drive to the Shenandoah National Park, area golf courses, outdoor recreational companies, downtown shopping and restaurants, area grocery stores, drug stores, etc.

Additionally, Host will stock the Guild Book with brochures, maps and guides from Front Royal Visitor's Center.

Example of Host Recommendations in the Guild Book, promoting a focus on local businesses, is attached.

SPECFIC PROPERTY REGULATIONS

- No firearms permitted
- No fireworks permitted
- No ATVS
- No archery or range weapons (bows)
- No pets
- No loud or amplified music
- Parking in designated areas only
- No unattended fires
- No outdoor trash storage
- No candles
- No smoking indoors
- No unauthorized guests
- No groups exceeding permitted guest count
- No children
- No unauthorized individuals permitted at any time
- No motorized watercraft
- No trespassing on neighboring properties (property lines will be clearly marked)

ATTACHMENTS

- Property Map – attached
- Host Contact Page - attached
- Dwelling Evacuation Plan – attached
- Example of Host Rules – attached
- Example of Host Recommendations - attached

Google Maps 1043 Riverview Shores Dr

Map data ©2021 200 ft

Host Contact, Available 24/7_____

Primary Contact:

Gillian Greenfield (Host)

540-974-3927

Gillian.greenfield@greenfieldandcraun.com

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

Secondary Contact:

Richard Butcher

540-336-8270

Richard.butcher@greenfieldandcraun.com

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

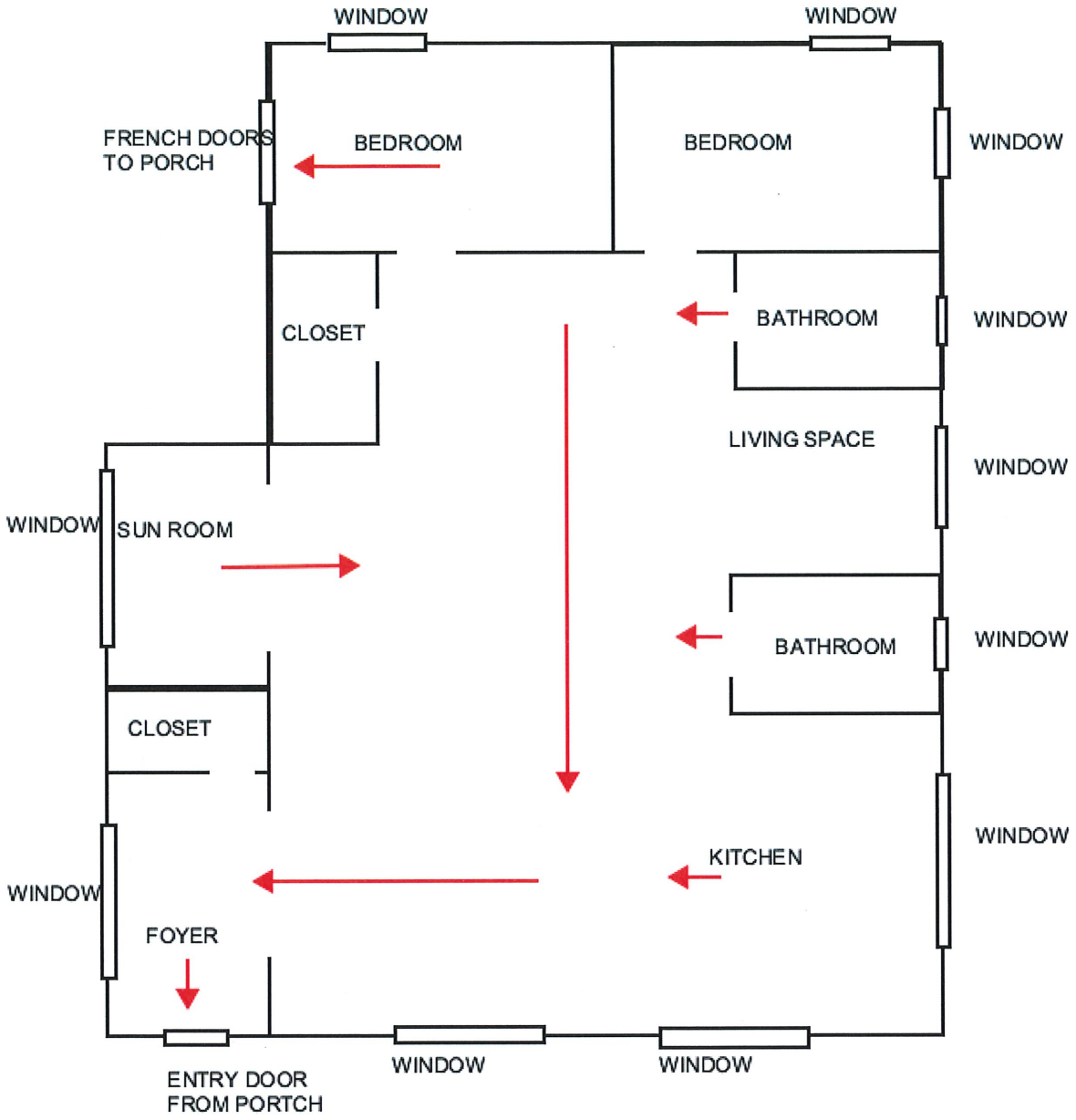
Please feel free to reach us for any reason!

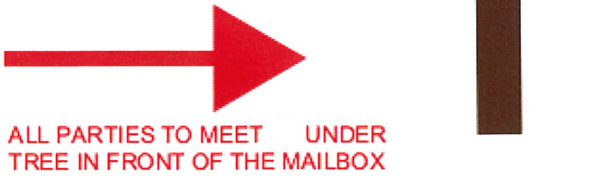
We hope you enjoy your stay and become a repeat guest for every season!

If the emergency requires immediate assistance,

call 911 or Shenandoah Shores Fire Department (540) 540-635-7897 (Non-emergency)

1043 Riverview Shores Drive Evacuation Plan





RIVERHOUSE RULES & REQUESTS ----------

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

Please contact your Host right away if there are any issues so I can fix these for you ASAP and you can get back to enjoying your stay!

To keep it that way for all our guests, we have the following rules and requests:

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

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

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

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

*Please use the dishwasher.

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

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

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

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

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

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

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

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

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

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

As an additional reminder:

- No firearms permitted
- No fireworks permitted
- No ATVS
- No archery or range weapons (bows)
- No pets
- No loud or amplified music
- Parking in designated areas only
- No unattended fires
- No outdoor trash storage
- No candles
- No smoking indoors
- No unauthorized guests
- No groups exceeding permitted guest count
- No children
- No unauthorized individuals permitted at any time
- No motorized watercraft
- No trespassing on neighboring properties (property lines will be clearly marked)

For the Epicurean Aficionado..

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

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

Beverage_____

Wineries (I love em'!)

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

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

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

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

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

Breweries (Gotta have em'!)

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

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

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

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

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

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

Food_____

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

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

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

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

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

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

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

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

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

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

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

For the Chef in You_____

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

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

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

Shenandoah Shores Property Owners Association

3290 Shenandoah Shores Rd.

Front Royal, VA 22630

November 12, 2021

County of Warren

Department of Planning

Attn: Matt Wendling

220 North Commerce Avenue, Suite 400

Front Royal, VA 22630

Mr. Wendling,

Shenandoah Shores is in receipt of your "REQUEST FOR COMMENTS" on the two properties located at:

1043 Riverview Shores Drive for 2MEXICO, LLC and Richard Butcher

1538 Riverview Shores Drive for Terry L. Hartson.

The paperwork indicates these two properties want to obtain conditional use permits to operate short-term rentals at these properties. Although the Homeowners Association Board prefers that these permits not be issued, it appears that they will be issued regardless of our concerns. If the permits are issued to operate these homes as short-term rentals the Board would request that the following considerations be put into place.

- The County should cap the number of short-term rental properties in the subdivision at five (5) permitted properties (to include those already operating without a permit, which we feel certain you will be taking action to locate and require to obtain permits).

- The Board is requesting agreement to obtain the following information on an on-going basis from the companies operating the rentals:

  - Name of individual renting the property and duration of rental period

- Number of occupants during each rental period
- Contact information for the named individual on the rental agreement
- License plate number of the vehicle(s) to be parked at the property
- Contact information for the property manager that is located in Warren County to deal with any immediate issues that may arise.

After the last permit approval, the Board mailed letters to all property owners in the Shenandoah Shores subdivision requesting them to forward their personal desires regarding short-term rentals directly to Mr. Mabe, Shenandoah District Supervisor, for collection. We would request you touch base with him to inquire if he received any responses.

Thank you for your time,

Shenandoah Shores Board of Directors

Chloe Phillips

From: David Beahm
Sent: Wednesday, October 20, 2021 2:59 PM
To: Chloe Phillips
Cc: Joe Petty; Paula Fristoe
Subject: Request for Comments 2021-11-04 – Gillian Greenfield and Richard Butcher – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000144-2021

Comments 2021-11-04 – Gillian Greenfield and Richard Butcher – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000144-2021:

NOTE: Prior to giving approval for this request, outstanding permits would need to be addressed and completed.

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

- Building Inspections Items:
  - The use of the existing dwelling for a "short-term rental" would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
  - Given the timeframe that the structure was originally built it more than likely will require an Electrical permit to meet the building code requirements for this change.
    - This change requires that smoke detectors are installed as required by the Virginia Residential Building Code.

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

Respectfully,

Warren County Building Inspections

David C. Beahm, CBO
Building Official

220 North Commerce A
Sui
Front Royal, VA
540/636
FAX 540/636

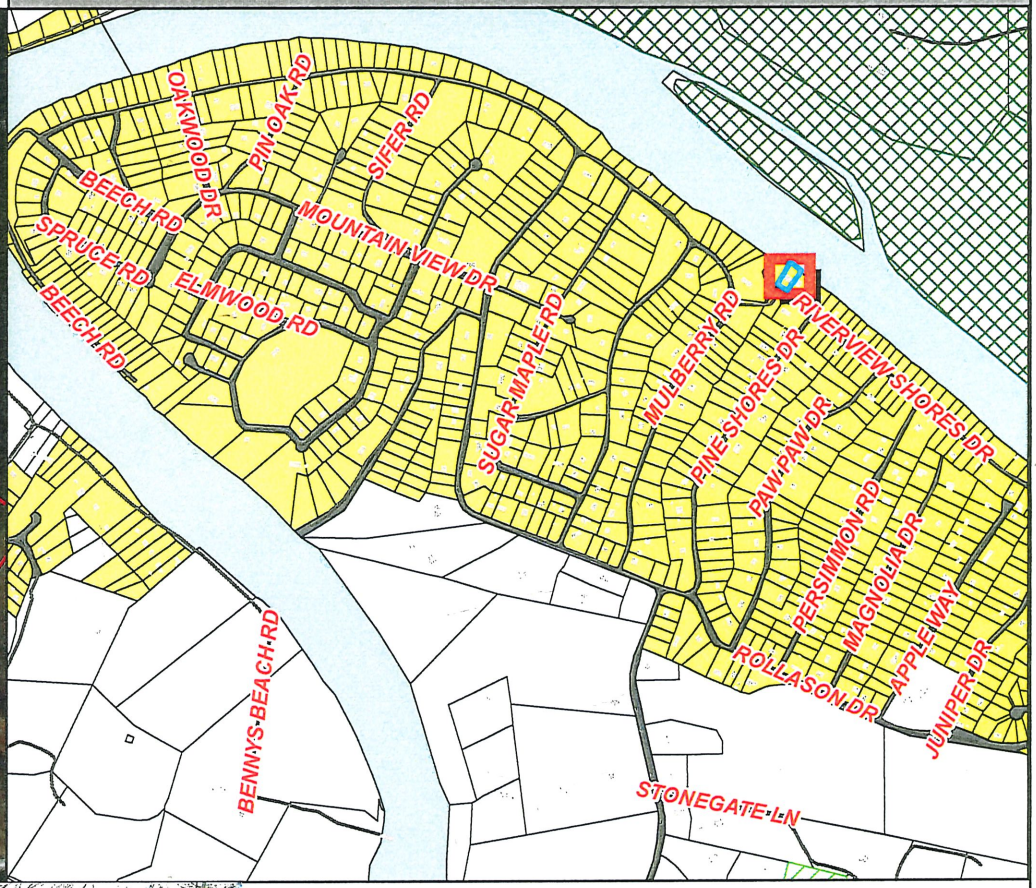
dbeahm@warrencountyva.net
www.warrencountyva.net

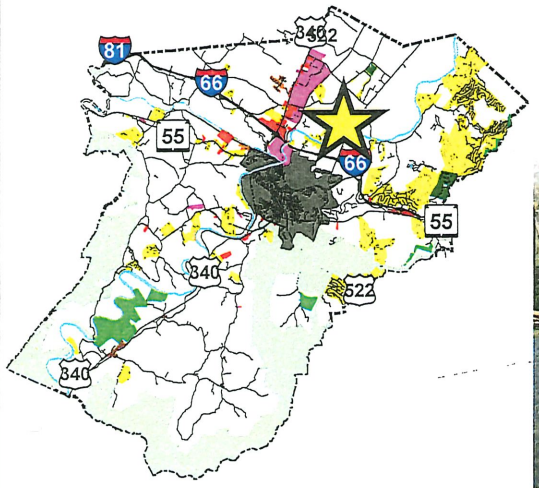
THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS MESSAGE TO OTHERS; PLEASE NOTIFY THE SENDER BY REPLYING TO THIS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

Warren County VA
CUP Location Map

Short-Term Tourist Rental
Applicants: 2Mexico LLC/B Allen Richards LLC

T[illegible]3C--4-4-602
Shenandoah Shores





Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
1/4/2022	I-6	Conditional Use Permit #2021-11-06 Terry Hartson *Short-Term Tourist Rental*

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

PLANNING COMMISSION STATUS:

On Wednesday, December 8, 2021, Mrs. Richardson moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Henry and approved by the Planning Commission by a vote of 5-0.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed Conditional Use Permit request for a Short-Term Tourist Rental for advertisement of a public hearing.

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

Conditional Use Permit 2021-11-06: Short-Term Tourist Rental
Owner/Applicant: Terry L. Hartson
Prepared: November 1, 2021
Staff Contact: Joseph Petty, Planning Director

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a short-term tourist rental. The rental will be available for short-term visitations for individuals who will be visiting the Warren County area as the property is ideal for tourism given its access to the Shenandoah River. The owner/applicant currently lives in Warren County and plans to clean and maintain the property in between reservations.

PROPERTY INFORMATION

Property Location: 1538 Riverview Shores Drive
Tax Map ID: 13C--6-61044
Magisterial District: Shenandoah
Subdivision: Shenandoah Shores
City: Front Royal
Zoning: Residential-1 (R-1)
Acres: 0.311 Acres
Existing Land Use: Single-Family Dwelling

This property is in floodway within flood zone AE of the Special Flood Hazard Area (SFHA)

SURROUNDING ZONING DISTRICTS & USES

North:	Shenandoah River	Use: Shenandoah River
South:	Residential-1 (R-1)	Use: Vacant Lot, wooded
East:	Residential-1 (R-1)	Use: Vacant Lot, wooded
West:	Residential-1 (R-1)	Use: Vacant Lot, wooded

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential-1 zoning district. The property does not have a record of any previous zoning violations.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for residential land uses. A short-term tourist rental is a use allowed by conditional use permit in the Residential-1 zoning district and is compatible with the current Warren County Zoning Ordinance.

ATTACHMENTS

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

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

A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.

B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however the maximum number of occupants shall not exceed 10. **Our office is awaiting the response from the Health Department. The applicants have provided documents requesting a two-bedroom with a four-person maximum.**

C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There is sufficient parking for at least two vehicles in the driveway.**

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The property is situated on an interior lot, with three sides bordering adjacent properties. Most of the surrounding area is wooded land. The Shenandoah River is on the northern border of the property.**

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

F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **The applicant shall obtain building permits to ensure the dwelling meets the current code requirements for fire protection systems.**

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

H. A property management plan (PMP) demonstrating how the short-term tourist rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting process to the Planning Department. The plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, utility issues, etc. It shall also be posted in a visible location in the short-term rental. The contact numbers shall be provided to county staff, public safety officials, and if applicable, the HOA/POA of the subdivision. The plan must be provided as a part of the rental contract. **The PMP has been provided.**

I. If the property is located within a subdivision governed by a Home Owners Association/Property Owners Association, the Planning Department must receive a recommendation of approval or disapproval from the HOA/POA to operate the short-term tourist rental. **This property is located within the Shenandoah Shores POA; comments have been requested.**

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

K. The owners of the tourist rental shall provide an emergency evacuation plan for the dwelling and the neighborhood. **The property shall have the evacuation plan posted in each bedroom and in the guest registration packet.**

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

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

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

O. There shall be a minimum of 100' from the short-term tourist rental to all neighboring residences. **This short-term tourist dwelling does meet the setback requirement to adjacent single-family dwellings. The closest dwelling is 290' 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.*

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/drinking water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.
5. The discharge of firearms and hunting on the property by guests shall be prohibited.
6. The use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.

Cc: Terry L. Hartson - Owner/Applicant

STATEMENT OF JUSTIFICATION

To Whom it May Concern,

Thank you for your consideration of my conditional use permit for short term rental of my personal residence located at 1538 Riverview Shores Drive. I have lived here for a long time and would like the opportunity to offer my home to guests on a seasonal basis and when I travel to see family and friends.

This opportunity would allow me to receive extra income that would help to subsidize my retirement income. Additionally it would allow me to keep the house I've grown to love and continue maintaining it in good condition and pay the expensive supplemental insurance costs it requires being a river front property.

My wife and I will be available to guests 24/7 and make sure our neighbors never have any issues with guests either by providing them our contact info to alert us if we ever need to address any issues with guests.

Further, to ensure the unlikelihood of issues with guests, we will have a very strict guest policy with the rules identified in the Property Management Plan.

Offering the house to guests for quiet recreational enjoyment, off-setting retirement income, while keeping the neighborhood safe, are our top 3 priorities.

Lastly, we have received the support of our neighbors and will have them speak on our behalf at all public hearings.

Thank you again for your important consideration of our conditional use permit; your approval will significantly impact our retirement situation for the better and we would be committed hosts to our guests and remain good neighbors to our community.

Respectfully,

Mr. and Mrs. Terry L. Hartson

WCCUP.000146.2021

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2021.11.06
Date Received: 10.18.21
Fee Amount: $ 500.00 CK# 1563
Date Paid: 10.18.21

Applicant Information:

Terry L Hartson
Applicant Name

1538 Riverview Shores Drive | Front Royal | VA | 22630
Address | *City* | *State* | *Zip*

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

571-469-1555
~~703-895-8894~~ TerryHartson@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: 1538 Riverview Shores Drive
(2) Election District: Shenandoah
(3) Tax Map Number: 13 C 6 61044
(4) Subdivision Name: SHENANDOAH SHORES
(5) Total Area of Property (acres): .311
(6) Total Area to be Used (acres): .311
(7) Total Road Frontage (feet):
(8) Depth of Property (feet):
(9) Present Zoning: RESIDENTIAL ONE

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: SHORT TERM RENTAL

(2) Current land use and condition of site: RESIDENTIAL - GOOD

(3) Zoning of surrounding land/property: RESIDENTIAL

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

(5) Construction Time: NA

(6) Season, days, and hours of operation: SEASONAL

(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: 4

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

(13) What is the proposed landscaping and buffering for this property?
PROPERTY HAS MATURE LANDSCAPING

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; ALL HOUSEHOLD WASTE WILL BE DISPOSED OF BY OWNER

(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.) NONE

(6) What will be the impact on traffic? LESS IMPACT THAN FULL TIME RENTAL

(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.**

HAPPY CREEK ROAD TO SHENANDOAH SHORES ROAD

RIGHT ON MULBERRY, RIGHT ON RIVERVIEW SHORES DRIVE

PROPERTY TOWARD END OF ROAD

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

Date: 10-18-21

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

Applicant uses Property for full time residence however would like to offer it seasonally as desired to help offset cost of maintaining house. Property is in good condition and Applicant will make sure it has all necessary and required health and safety requirements met for short term rental status. Additionally, Applicant will be available 24/7 for direct management and oversite.

PROPERTY MANAGEMENT PLAN
1538 Riverview Shores Drive,
Front Royal, VA 22630
Terry Hartson
703-895-9994

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regards to the property, please contact Terry Hartson at [redacted]994 If the emergency requires immediate assistance place call the following or 911.

Owner plans on keeping Property as its primary residence but would like the option to offer it to guests on a seasonal basis to help off set costs of maintaining house and to provide important, supplemental retirement income.
Applicant will have directly management of Property and will be available 24/7 to assist guests as needed and maintain Property in good condition.

My Number 571-469-1555

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

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

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

Warren Memorial Hospital: 540-636-0300 or 911, 351 Valley Health Way, Front Royal, VA, 3.8 miles and 8 minutes away from Property.

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

Emergency Evacuation:

Head northwest on Riverview Shores Drive toward Pine Shores Drive

Turn left onto Pine Shores Drive

Turn right onto Rollason Drive

Turn left onto State Rt 606/Shenandoah Shores Road

Turn right onto Happy Creek Road

Turn left onto Leach Run Pkwy

Turn left onto VA-55 E. to Interstate 66 (Linden, Exit 13)

OCCUPANCY

The Conditional Use Permit and Health Department records limit the occupancy for this short-term rental at (6) People and (3) Bedrooms. **Owner will only permit short term rental occupancy for up to 4 people; therefore, occupancy use for Property will be lower than permitted by HD.**

NOISE

It shall be a violation of the Warren County Code for any person, without compelling reason, to make noise that by reason of its volume, pitch, duration or repetition, considering the time of day, is likely to disturb the rest of any person of ordinary sensibilities or interfere with such person's lawful and peaceful enjoyment of property owned or rented by him. Occupant will be notified that no amplified music will be permitted outside of Property. Violation of this rule will result in Occupant potentially being immediately vacated from Property. Further, neighbors have Owner's contact information and are instructed to contact Owner in the event of any issue so it may be remedied by Owner ASAP.

PARKING

Parking is limited to (2) cars in the driveway. Under no circumstances should cars park along the roadway. Owner will require all parking to be off street and on driveway of Property only.

TRASH AND RECYCLING

All trash and recycling shall be placed in containers provided by the owner. Owner and cleaning team to pick up guests' trash on a routine basis; no outdoor trash will be permitted, additionally no outdoor storage of personal property shall be permitted on Property.

CHECK-IN & CHECK-OUT

Keeping the community and property safe is Owner's #1 priority and prescreening before approval includes:

A secure, online platform will prescreens all individuals through 3rd party ID verification;

A second ID picture verification is completed to verify individual's identity against public records

A criminal background check is completed,

The OFAC list is checked, which includes terrorist designations.

The National Sex Offender Registry is checked

Individuals with criminal convictions or disallowed from using online booking platforms.

Host may further qualify guests with minimum age requirements, previous host feedback, limit number of guests, and notice of Host Rules with detail required behavior, activities, and care of Property during a guest's occupancy; once a host accepts a reservation, after passing all the aforementioned criteria, guests are sent a greeting that includes hot's full contact detail, property address, and reiterates Host Rules.

A second welcome message is sent just prior to the day of check in with lockbox code instructs with a temporary code that changes with each guest, and reiterates Host Rules and instructs guest to review the Property Guide Book at Property immediately upon access. Property Guild Book includes Host Rules, Host contact info, emergency contact info, area shopping and restaurant recommendations, internet access, neighborhood rules, area brochures and maps.

WIFI/PHONE/ETC

Property will have free internet access for all guest. Property Guild Book will provide log in information.

SPECFIC PROPERTY DETAILS

Outside: In advance of bookings, Property shall cite all of the Specific Property Regulations identified below; this is reiterated at actual time of booking and in Property Guild Book located at Property.

Property corners will be clearly identified and guest have private river access on a lot owned by Owner directly across from Property therefore will have no use of community amenities.

Inside: In advance of bookings, Property shall cite all of the Specific Property Regulation identified below. This would be reiterated at actual time of booking an in Property Guild Book located at Property.

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

Applicant will inspect Property between each reservation to make sure Property is being thoroughly cleaned and sanitized between guest stays and Property is being maintained to highest health and safety standards.

Applicant will make sure guests comply with all regulations below and will be in 24/7 contact with guests before, during and after guest stays as applicable to ensure compliance by guests and general safety and wellbeing of community.

AREA ATTRACTIONS

Listing and Guild Book shall promote the Property being a short drive to the Shenandoah National Park, area golf courses, outdoor recreational companies, downtown shopping and restaurants, area grocery stores, drug stores, etc.

Additionally, Host will stock the Guild Book with brochures, maps and guides from Front Royal Visitor's Center.

Example of Host Recommendations in the Guild Book, promoting a focus on local businesses, is attached.

SPECFIC PROPERTY REGULATIONS

- No firearms permitted
- No fireworks permitted
- No ATVS
- No archery or range weapons (bows)
- No pets
- No loud or amplified music
- Parking in designated areas only
- No unattended fires
- No outdoor trash storage
- No candles
- No smoking indoors
- No unauthorized guests
- No groups exceeding permitted guest count
- No children
- No unauthorized individuals permitted at any time
- No motorized watercraft
- No trespassing on neighboring properties (property lines will be clearly marked)

ATTACHMENTS

- Property Map – attached
- Host Contact Page - attached
- Dwelling Evacuation Plan – attached

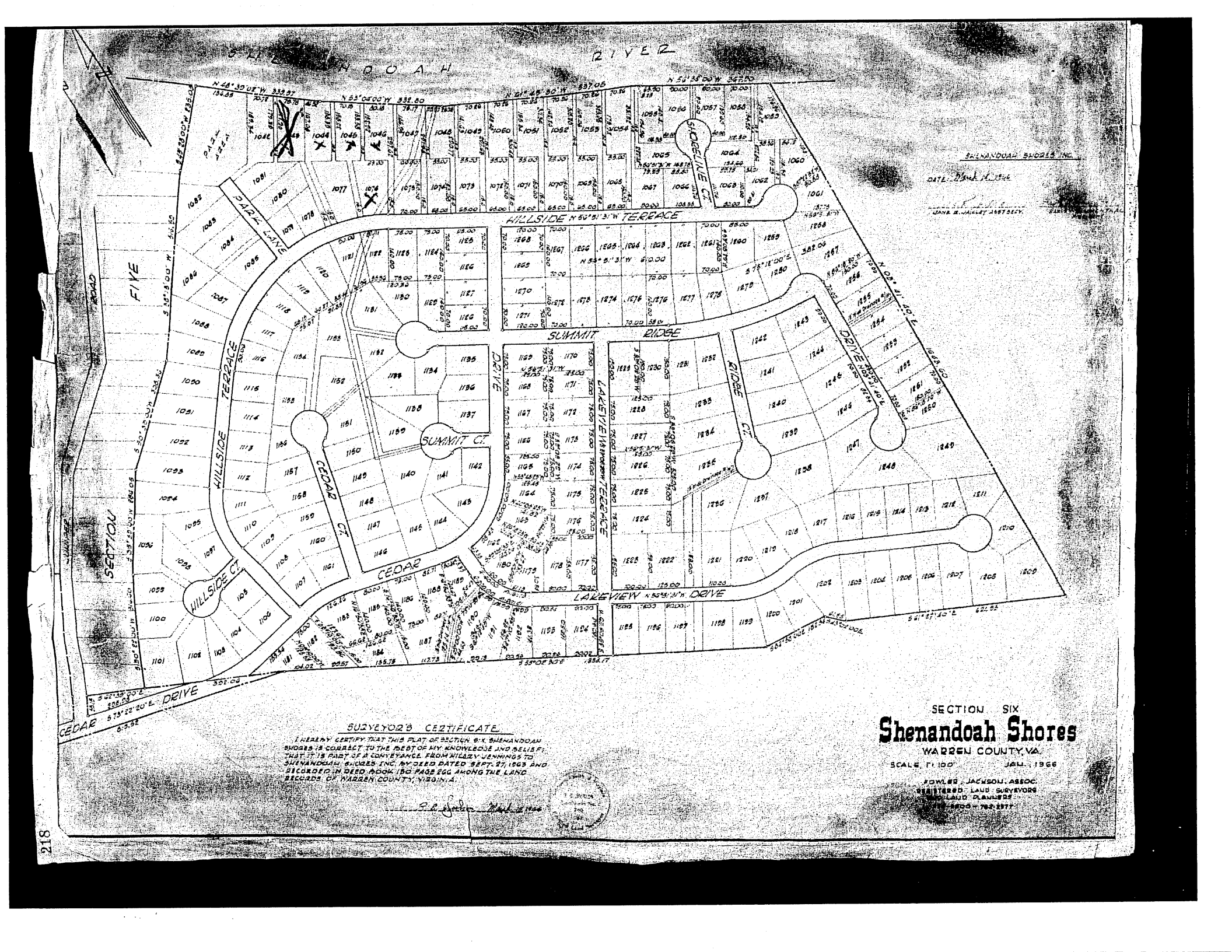
OWNER CONTACT PAGE

For maintenance, booking, recommendations, questions of any kind! Please contact me 24/7 at:

Terry Hartson, mobile # 571-469-1555 Terry
571 316 6122 Kim

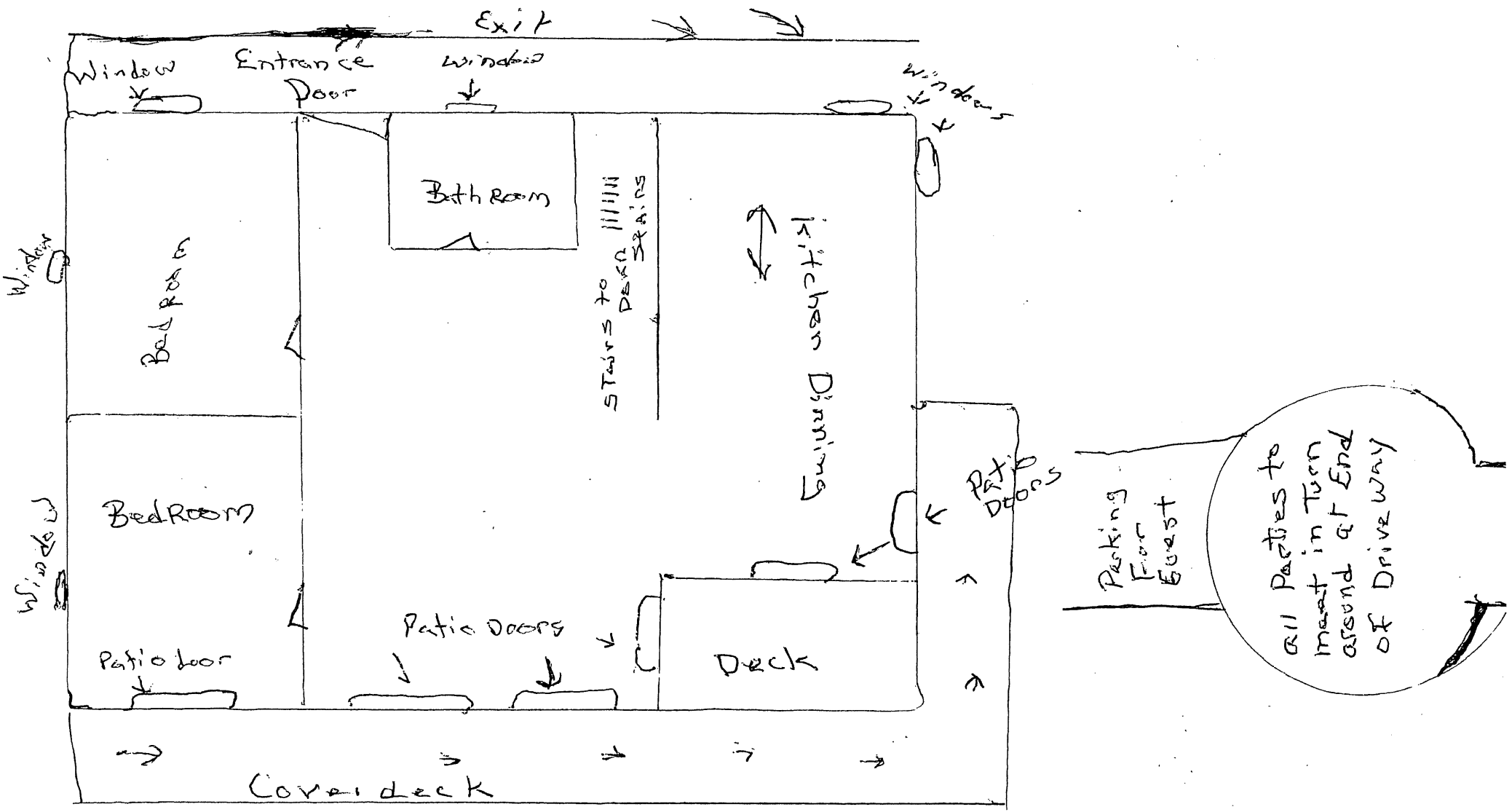
In the event of an emergency, dial 911

or call the Shenandoah Shores Fire Department at 540-635-7897 (non emergency)


SHENANDOAH RIVER
SHORELINE CT.
HILLSIDE N 50°51'3" W TERRACE
PARK LANE
HILLSIDE TERRACE
SUMMIT RIDGE
SUMMIT CT.
CEDAR RIDGE
CEDAR CT.
LAKEVIEW TERRACE
RIDGE CT.
DRIVE
HILLSIDE CT.
CEDAR
LAKEVIEW N 50°51'3" W DRIVE
SECTION FIVE
SECTION SIX
SHENANDOAH SHORES INC.
DATE: March 1, 1966
JOHN E. JACKSON 2687 SECY.
SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THIS PLAT OF SECTION SIX SHENANDOAH SHORES IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT IT IS PART OF A CONVEYANCE FROM HILARY JENNINGS TO SHENANDOAH SHORES INC. BY DEED DATED SEPT. 27, 1963 AND RECORDED IN DEED BOOK 150 PAGE 266 AMONG THE LAND RECORDS OF WARREN COUNTY, VIRGINIA.
Shenandoah Shores
WARREN COUNTY, VA.
SCALE 1" = 100' JAN., 1966
ROWLES, JACKSON, ASSOC.
REGISTERED LAND SURVEYORS
LAND PLANNERS
703-4800 - 762-2577

1558 River View Shores Drive

Evacuation Plan



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

13C2 6 1044 143

10/19/70 Date _____ Case No. 143

13C2(6) - 1044 - 143

Owner D. L. Johnson Address 311 N. Maple Ave (Mailing Address) Phone _____

Occupant SAME Address Falls Church, VA. 22046 (Mailing Address) Phone _____

Exact Location of Premises Shem. Shores Lot # 1044
(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

Health Department recommends _____

FOR ☑ Dwelling ☐ Other _____

Actual or potential Bedrooms 2 Actual or estimated Water Consumption 400 gal. per day Automatic Washing Machine ☐ Yes ☑ No Garbage Disposal unit ☐ Yes ☑ No

Additional wastes NONE

Central Source

DETAILS OF RECOMMENDED SYSTEMS

(1) 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 (Kind of Material) Inside Dimensions Length 8 feet. Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 1 feet. Liquid Capacity 960 gallons.

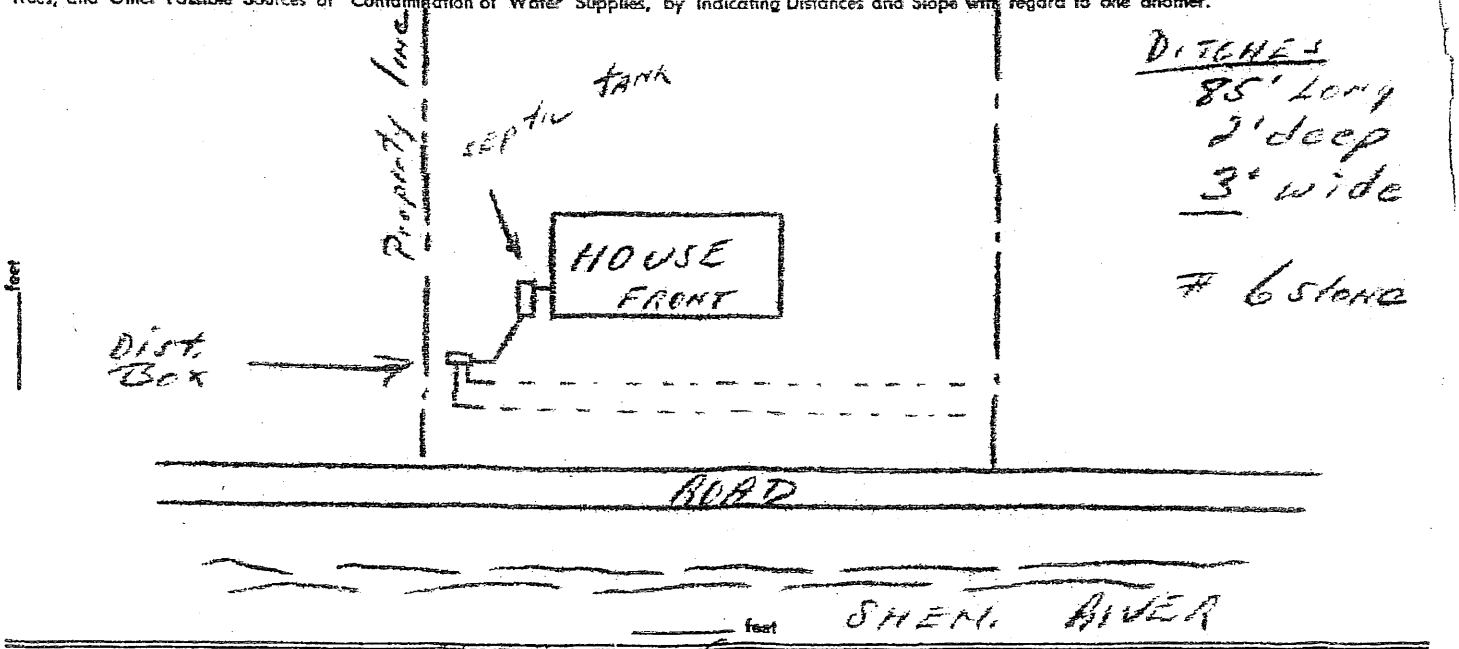
(4) HOUSE SEWER LINE Size 4 inches. Type of material required C.I. Distance from Water Supply _____ feet.

(5) SUBSURFACE ABSORPTION FIELD Distribution Box required. Ditches of equal length required. Number of square feet required 510 Type aggregate required ☑ Broken Stone ☐ Gravel ☐ Slag. Size range from ½ inches to 2½ inches. Depth of aggregate from base of tile to bottom of ditches 6 inches.

Total aggregate must equal minimum depth of 13 inches or more.

Soil Cover over tile not to exceed 18 inches. Distance from well to septic tank _____ feet; distance from well to draintile field _____ feet. Central Source

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



Note: Owner or his agent must notify Warrenton Co. Health Department, Phone 5-2725 when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

Based on the above information, the undersigned recommends that this permit be issued 10/19/70

Date _____ Approved _____ Date _____ Signed _____
(Reviewing Authority) (Sanitarian or Health Director)

LHS - 121 Rev. 1-65
Virginia State Department of Health

TRIPLICATE

RECORD OF INSPECTION-SEWAGE DISPOSAL SYSTEM

4/29/71

Date _____ Case No. _____

Owner D. L. Johnson Address 311 N. Maple Ave (Mailing Address) Phone _____

Occupant SAME Address Falls Church, Va. (Mailing Address) Phone 22046

Exact Location of Premises SHEN Shores Lot # 1044
(Subdivision, Street or Road Name, Section or Lot No.)

Central Source

WATER SUPPLY INSPECTION

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

SEWAGE DISPOSAL SYSTEM INSPECTION

(1) LOCATION
Allotted Area adequate ☑ Yes ☐ No. Distance from nearest lot lines 2 feet. Trees 5 feet. Water Supplies — feet. Buildings — feet.

(2) INSTALLATION AND DESIGN
Installed according to Permit Design ☑ Yes ☐ No
Have additional Household Appliances been added NOT on Permit: ☐ Automatic Washer ☐ Garbage Disposal
☐ Other NONE (Describe)

(3) SOIL CONDITION
Are there soil conditions now evident which indicate system may be unsatisfactory as designed: ☐ Yes ☑ No. If Yes, show adjustments required under "Remarks" below.

(4) HOUSE SEWER LINE
Installed ☐ Yes ☐ No. Type of material Not yet installed Size 4 Inches.

(5) 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.

(6) 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.

(7) SUBSURFACE ABSORPTION FIELD 3' wide
Total Area in bottom of ditches 240 square feet.
Number of ditches 2 Length of ditches 75 feet.
Grade of ditches Minimum 1 Inches per 100 feet.
Maximum 4 inches per 100 feet. Has system been checked by instruments (Level) ☑ Yes ☐ No
Type aggregate used #6 Stone
Depth of aggregate under Tile 6 inches
Total depth of aggregate 13 inches
Depth of backfill over aggregate _____ inches

(8) 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.

(9) Are follow-up inspections necessary ☐ Yes ☑ No.

Septic Tank Contractor: Albert Wines Address Chester Gap, Va. Phone _____

This Sewage Disposal System (Is) ~~(Is Not)~~ Approved by WARREN Co. Health Depar

Date 4/29/71 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:

House sewer line not installed as house is not yet constructed.

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

Virginia Department of Health
LHS - 141 Rev. 11-57

Joe Petty

From: David Beahm
Sent: Thursday, October 28, 2021 12:07 PM
To: Chloe Phillips
Cc: Joe Petty; Paula Fristoe
Subject: Request for Comments 2021-11-06 – Terry Hartson – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000146-2021

Comments 2021-11-06 – Terry Hartson – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000146-2021:

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

- Building Inspections Items:
  - The use of the existing dwelling(s) for a "short-term rental" would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating as a short-term rental.
  - Given the timeframe that the structure was originally built it more than likely will require an Electrical permit to meet the building code requirements for this change.
    - This change requires that smoke detectors are installed as required by the Virginia Residential Building Code.

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

Respectfully,

Warren County Building Inspections Of

David C. Beahm, CBO
Building Official

220 North Commerce Ave
Suite
Front Royal, VA 22

540/636-9
FAX 540/636-4

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.

Shenandoah Shores Property Owners Association

3290 Shenandoah Shores Rd.

Front Royal, VA 22630

November 12, 2021

County of Warren

Department of Planning

Attn: Matt Wendling

220 North Commerce Avenue, Suite 400

Front Royal, VA 22630

Mr. Wendling,

Shenandoah Shores is in receipt of your "REQUEST FOR COMMENTS" on the two properties located at:

1043 Riverview Shores Drive for 2MEXICO, LLC and Richard Butcher

1538 Riverview Shores Drive for Terry L. Hartson.

The paperwork indicates these two properties want to obtain conditional use permits to operate short-term rentals at these properties. Although the Homeowners Association Board prefers that these permits not be issued, it appears that they will be issued regardless of our concerns. If the permits are issued to operate these homes as short-term rentals the Board would request that the following considerations be put into place.

- The County should cap the number of short-term rental properties in the subdivision at five (5) permitted properties (to include those already operating without a permit, which we feel certain you will be taking action to locate and require to obtain permits).

- The Board is requesting agreement to obtain the following information on an on-going basis from the companies operating the rentals:

  - Name of individual renting the property and duration of rental period

- Number of occupants during each rental period
- Contact information for the named individual on the rental agreement
- License plate number of the vehicle(s) to be parked at the property
- Contact information for the property manager that is located in Warren County to deal with any immediate issues that may arise.

After the last permit approval, the Board mailed letters to all property owners in the Shenandoah Shores subdivision requesting them to forward their personal desires regarding short-term rentals directly to Mr. Mabe, Shenandoah District Supervisor, for collection. We would request you touch base with him to inquire if he received any responses.

Thank you for your time,

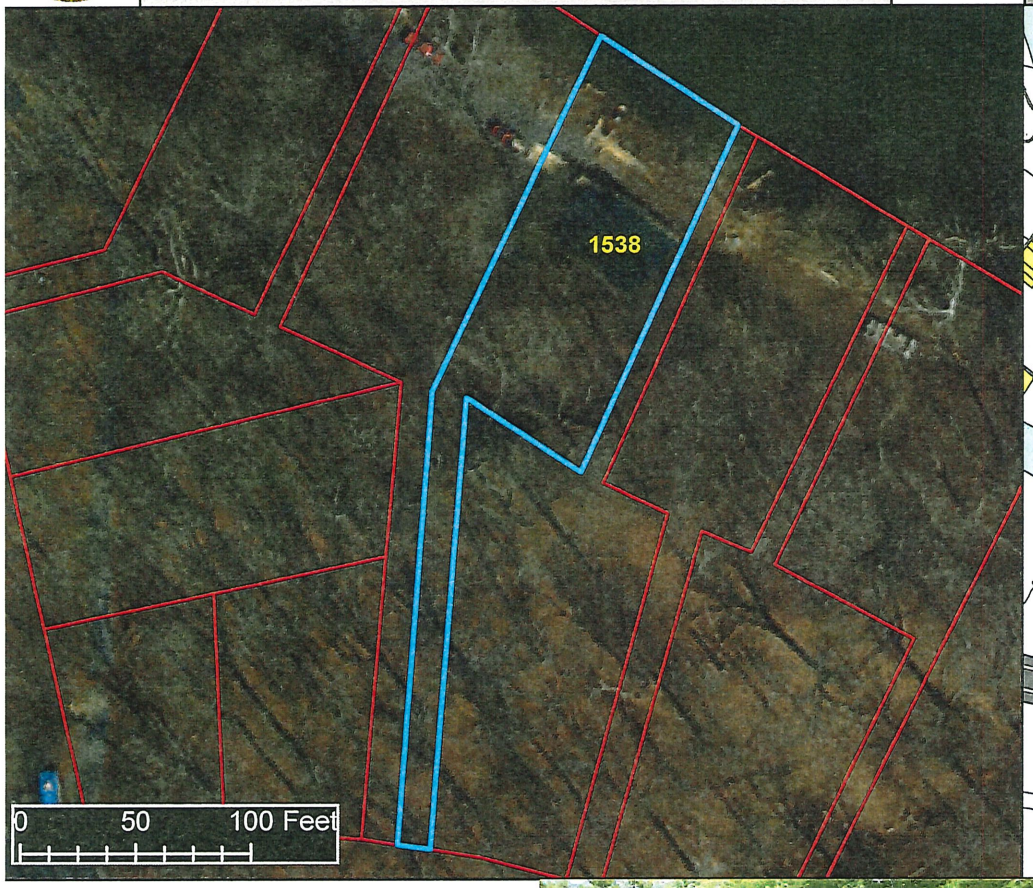
Shenandoah Shores Board of Directors

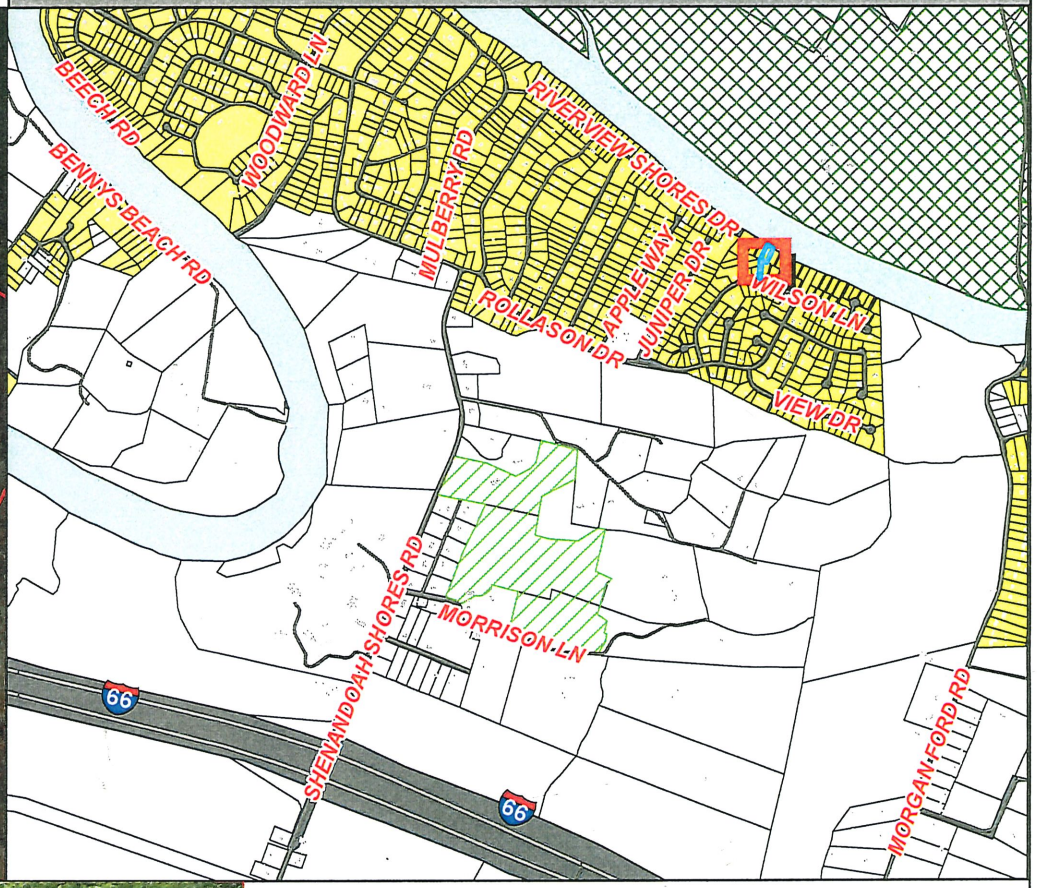
Warren County VA

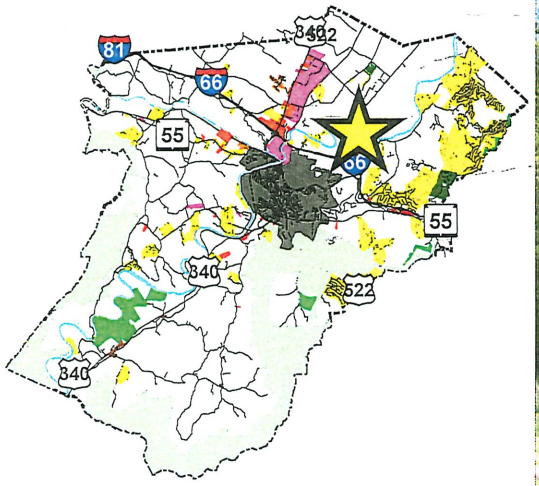
CUP Location Map

Short-Term Tourist Rental
Applicants: Terry Hartson

TM 15C--6-61044







Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning

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

Name of Claimant: Matthew Presley Phone: 540-635-2769

Address: 4511 Browntown Rd, Front Royal VA 22630

Date Reported to Animal Control Officer: 12/9/21 Signed:

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
12/9/21	1.	coyote	50.00	50.00

Total amount requested by claimant:

Amount recommended to be paid by Animal Control Officer: 50.00

Remarks:

COUNTY OF WARREN 78 Warboomy manner loop
APPROVAL FOR PAYMENT property owned By Claimant

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
Department
Recm'd Budget Code 35010-5802
Comments:

Claimant — Date 12-9-21

Animal Control Officer — Date 12-9-21

DEC 20 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: _____

Virginia VA, USA

UNDER 21

DRIVER'S LICENSE

Customer identifier
T66761376

Sex	*Class*
M	D
Eyes	*Endorsements*
GRN	NONE
Height	*Restrictions*
5FT 9IN	NONE

Iss ORI
09/12/2020

Exp
09/07/2026

❤ Organ Donor

Name
PRESLEY
MATTHEW,AARON

Address
4511 BROWNTOWN RD
FRONT ROYAL, VA 22630-7817

DD 086701800

UNDER 18 UNTIL	*UNDER 21 UNTIL*	*Date of birth*
09/07/2020	09/07/2023	[illegible]

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

Name of Claimant: Matthew Aron Pressley Phone: 540-635-2769

Address: 1511 Browntown Rd Front Royal VA 22630

Date Reported to Animal Control Officer: 12/15/2021 Signed: [signature] 103

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amt. Claimed
12/15/2021	1.	Coyote	50.00	50.00

Total amount requested by claimant: 50.00

Amount recommended to be paid by Animal Control Officer: 50.00

Remarks:

Animal killed at 2810 Cooney Manor Loop Bentonville, VA 22610

COUNTY OF WARREN Notified

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 12/15/2021 Date

Department [signature] 103 Animal Control Officer 12/15/2021 Date

Recm'd Budget Code 35010-5802

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

DEC 28 2021 Please charge to Animal Control 35010-5802

Board of Supervisors of Warren County

Date of action: _____ By: _____

Virginia VA, USA

UNDER 21

DRIVER'S LICENSE

Customer Identifier
T66761376

Sex	*Class*
M	D
Eyes	*Endorsements*
GRN	NONE
Height	*Restrictions*
5FT 9IN	NONE

Iss ORI
09/12/2020

Exp
09/07/2026

❤ Organ Donor

Name
PRESLEY
MATTHEW,AARON

Address
4511 BROWNTOWN RD
FRONT ROYAL, VA 22630-7817

DD 086701600

UNDER 18 UNTIL	*UNDER 21 UNTIL*	*Date of birth*
09/07/2020	09/07/2023	[illegible]

I, Phyllis Presley, grant to my Grandsons Tyler Presley and Matthew Presley permission to trap my property during the 2021 - 2022 trapping Season.

X Phyllis Presley

Phyllis Presley

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
1/4/2022	J	Authorization to Advertise for Public Hearing *Adopt Voter Redistricting Ordinance*

EXPLANATION & SUMMARY:

Attached, please find the attached staff report and proposed Ordinance to repeal Warren County Code Sections 16-3.1, 16-6.1, and 16-7.1; and to adopt and ordain Warren County Code Sections 16-3.2, 16-6.2, and 16-7.2, to change the Election District and Precinct Boundaries of the County of Warren pursuant to the Decennial Census; and to change the Polling Place for the Otterburn Precinct.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors authorize the proposed Ordinance options for advertisement for a public hearing.

OR

I move that the Board of Supervisors table the proposed Ordinance options for discussion at a work session.

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

2021 Voter Redistricting Ordinance
Prepared: December 29, 2021
Staff Contact: Taryn Logan, Deputy County Administrator
Joe Petty, Planning Director

2020 CENSUS

The 2020 Census states that Warren County's population increased from 37,439 to 40,572; which is an additional 3,133 persons (8.37%). Based on this population, each of the County's five local election districts should have an ideal population of 8,114; or be within plus-or-minus 5% which ranges from 7,708 to 8,502 persons.

CRITERIA

Staff used the same criteria from the County's 2011 Redistricting Plan, which included the following:

- Keep current polling places within their districts.
- Maintain diversity in each district.
- Do not create/use any imaginary lines/use major boundaries.
- Minimize repeat of voter moves.
- Minimize splitting of subdivisions/neighborhoods.
- Maintain balance (to the extent possible) of in-town voters in each district.
- Do not disenfranchise any member of the School Board.
- Do not disenfranchise any member of the Board of Supervisors

PRECINCTS

Each of the County's five election districts is divided into polling precincts. This is done for a few reasons including:

- Virginia Code §24.2-307 requires that no more than 5,000 registered voters shall be assigned to any one precinct. By population, each of our districts would need at least two precincts to meet this requirement based on the population levels.
- Some of the districts, because of travel distance, have historically had additional precincts.

The location of the polling places has changed over the years, primarily due to the need to meet handicapped accessibility requirements including paved parking spaces. For these reasons, public facilities generally served as the best locations when available. The number of existing precincts is as follows:

<u>Fork District</u>

- Fork Town Precinct (Warren County Government Center)
- Otterburn Precinct (~~Front Royal/Warren County Airport~~ **Rivermont Fire Department**)

<u>Happy Creek District</u>

- Happy Creek Precinct (Warren County High School)
- Linden Precinct (Linden Fire Department)

North River District

- Riverton Precinct (North Warren Fire Department)
- North River Town (Warren County Health and Human Services Complex)

Shenandoah District

- Town-West Shenandoah District (Front Royal Fire Department)
- East Shenandoah District (Raymond E. Santmyers Youth Center)

South River District

- South River Town Precinct (Skyline High School)
- Bentonville Precinct (South Warren Fire Department)
- Browntown Precinct (Browntown Community Center)

Central Absentee Precinct

- ~~Warren County Government Center~~ **Warren County Health and Human Services Complex**

ELECTION DISTRICT POPULATION

Election Districts (Includes Town)	Total District Population (2010 Census)	Total District Population (2020 Census)	Adjusted population (2020 Census)	% Change [Adjusted]
Fork	7193	7796	7842	9.02%
Happy Creek	8318	7670	7685	-7.61%
North River	7114	8604	8311	16.83%
Shenandoah	8163	8838	8865	8.60%
South River	6651	7819	7869	18.31%

The Virginia Division of Legislative Services states that, "Equal population is the most fundamental requirement of redistricting for congressional, state legislative, and local election districts, rooted in the Constitution of the United States and the Constitution of Virginia."

It further explains the principals in creating equal population for local election districts in the following text from the Guide to Local Redistricting for 2021.

> The U.S. Supreme Court has held that the substantially equal population requirement of the Equal Protection Clause applies to local election districts, as well. Article VII, Section 5 of the Constitution of Virginia also contains an equal population requirement for local election districts, requiring districts to be constituted to give "as nearly as is practicable, representation in proportion to the population of the district." This requirement is repeated in subsection B of § 24.2-304.1 of the Code of Virginia.
>
> Substantial equality and permitted deviations. The U.S. Supreme Court has held that local election districts are subject to the substantially equal population standard, meaning the populations of local election districts do not have to be precisely equal. With this standard of substantial equality and permitted deviations, the question is, then, how much deviation is permitted and under what circumstances. Case law answering this question has evolved over

the decades and, in 2016, the U.S. Supreme Court provided a clear and concise summation of where the standard stands now:

> *States must draw congressional districts with populations as close to perfect equality as possible. But, when drawing state and local legislative districts, jurisdictions are permitted to deviate somewhat from perfect population equality to accommodate traditional districting objectives, among them, preserving the integrity of political subdivisions, maintaining communities of interest, and creating geographic compactness. When the maximum population deviation between the largest and smallest district is less than 10 percent, the Court has held, a state or local legislative map presumptively complies with the one-person, one-vote rule. Maximum deviations above 10 percent are presumptively impermissible.*

Therefore, the answer to the question is that local election districts should have populations that are substantially equal to each other, with a plus or minus five percent deviation from the ideal district population. For example, if the ideal district population is 1,000 persons, a district may have as many as 1,050 persons or as few as 950 persons in it.

OPTIONS

Option #1

The first option moves the boundary line to follow Morgan Ford Road and Howellsville Road to connect to the existing Shenandoah/Happy Creek boundary. Approximately 565 persons will be added to the Happy Creek Election District from the current Shenandoah Election District. The subdivisions being added include Apple Mountain Lake West, Aspen Hills (Greenfield, Skyview, Section Two), Rockwood, Wildcat Knob, Manassas Run Manor, a portion of Shannon Subdivision, Shannon Woods, Morgans Ridge, Riverton Corp. Property, Land of the Blue Ridge, Ball, and Heater.

Election Districts (Includes Town)	**Adjusted population (2020 Census)**	**Substantial Equality Percentage**	**Updated Pop Option 1 (2020 Adj Pop)**	**Substantial Equality Percentage**
Fork	7842	3.47%	7842	3.47%
Happy Creek	**7685**	**5.59%**	**8250**	**-1.64%**
North River	8311	-2.37%	8311	-2.37%
Shenandoah	**8865**	**-8.47%**	**8300**	**-2.24%**
South River	7869	3.12%	7869	3.12%
TOTAL	40572			
EQUAL POPULATION	8114.4			

Option #2

The second option moves the existing election district boundary line between the Shenandoah and Happy Creek Districts to include a portion of Shenandoah Farms Mountain View subdivision and Linden Heights subdivision. Approximately 494 persons will be added to the Happy Creek Election District from the current Shenandoah Election District.

Election Districts (Includes Town)	**Adjusted population (2020 Census)**	**Substantial Equality Percentage**	**Updated Pop Option 2 (2020 Adj Pop)**	**Substantial Equality Percentage**
Fork	7842	3.47%	7842	3.47%
Happy Creek	**7685**	**5.59%**	**8179**	**-0.79%**
North River	8311	-2.37%	8311	-2.37%
Shenandoah	**8865**	**-8.47%**	**8371**	**-3.07%**
South River	7869	3.12%	7869	3.12%
TOTAL	40572			
EQUAL POPULATION	8114.4			

Options 1 & 2 Impact on Precincts

The proposed new areas for both options 1 & 2 would be added to the Linden Precinct. The distances between the Happy Creek and Linden polling locations are approximately 5 miles each. Adding this new area to the Linden Precinct equals out the number of potential voters between these precincts.

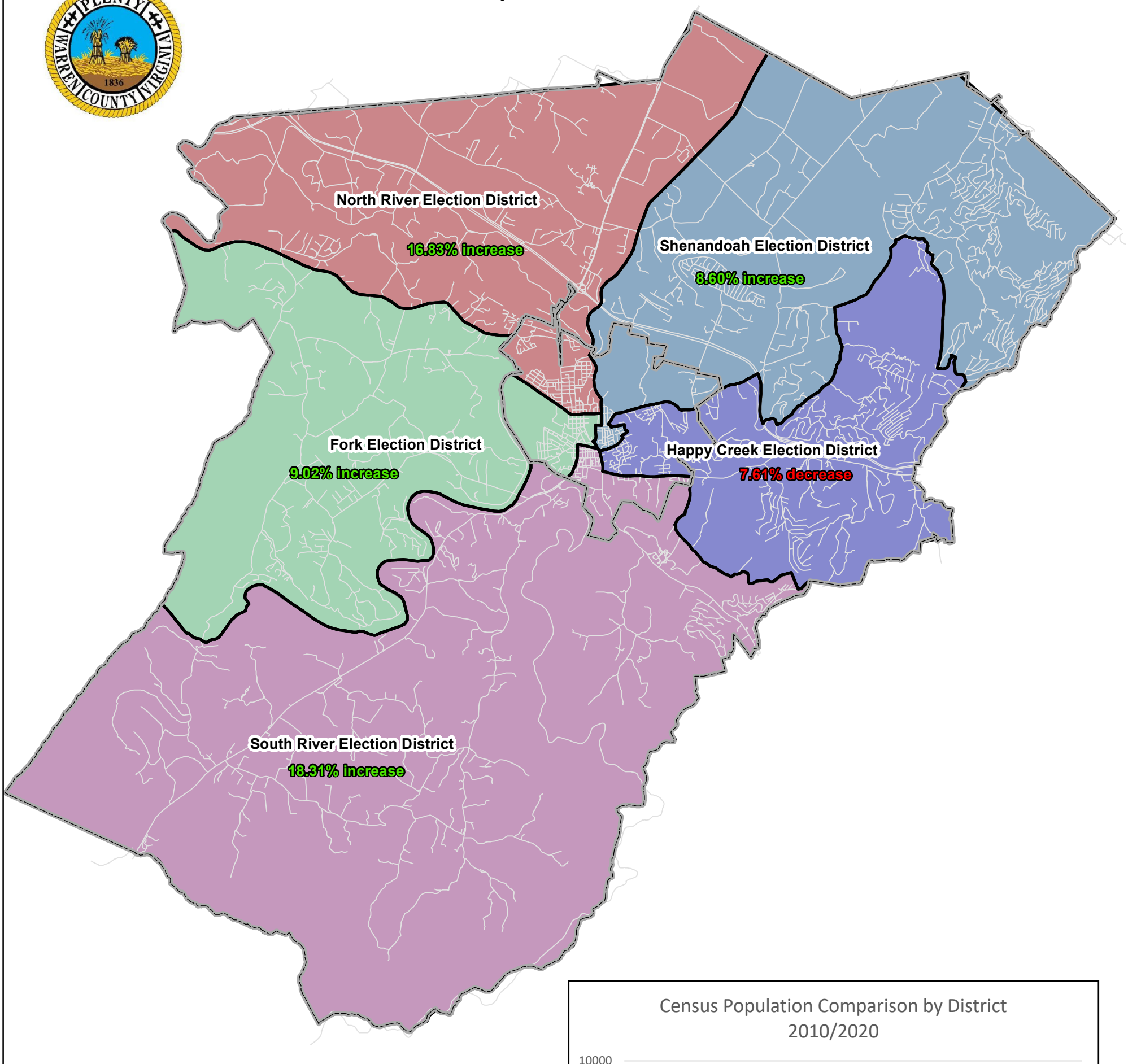
In the future, the Shenandoah Farms Fire Dept (Co. 6) or adjacent community building could potentially be used as a polling location for the Shenandoah District; these facilities are now within Warren County due to the recent Warren/Clarke boundary adjustment.

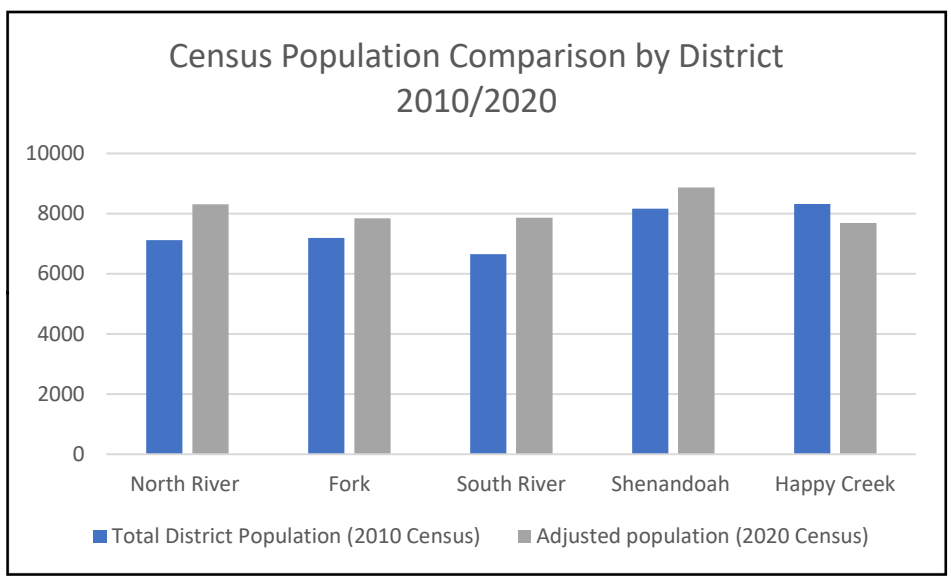
Attachments:

- Redistricting Maps
- Redistricting Demographics
- Draft Ordinance

Warren County Election District Populations

* Includes Town of Front Royal





Legend

Town/County Boundary

Election Districts

- Fork Election District
- Happy Creek Election District
- North River Election District
- Shenandoah Election District
- South River Election District

Election Districts (Includes Town)	Total District Population (2010 Census)	Total District Population (2020 Census)	Adjusted population (2020 Census)	% Change [Adjusted]
North River	7114	8604	8311	16.83% increase
Fork	7193	7796	7842	9.02% increase
South River	6651	7819	7869	18.31% increase
Shenandoah	8163	8838	8865	8.60% increase
Happy Creek	8318	7670	7685	7.61% decrease
Total County Pop (2010)	37439			
Total County Pop (2020)	40727			
Adj County Pop (2020)	40572			
% Change [Adjusted]	8.34% increase			

Notes:

*2020 population numbers taken from 'ADJPOP' field from U.S. Census Bureau voting district table [Accounts for Prisoner Adjustment]

**2010 population numbers from 2011 redistricting documents

0 1 2 4 6 8 Miles

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Created by
Warren County GIS
November 2021

OPTION #1

AN ORDINANCE TO REPEAL WARREN COUNTY CODE SECTIONS 16-3.1, 16-6.1, AND 16-7.1; AND TO ADOPT AND ORDAIN WARREN COUNTY CODE SECTIONS 16-3.2, 16-6.2, AND 16-7.2, TO CHANGE THE ELECTION DISTRICT AND PRECINCT BOUNDARIES OF THE COUNTY OF WARREN PURSUANT TO THE DECENNIAL CENSUS; AND TO CHANGE THE POLLING PLACE FOR THE OTTERBURN AND CENTRAL ABSENTEE PRECINCTS

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Sections 16-3.1, 16-6.1, and 16-7.1 of the Warren County Code are hereby repealed, and Sections 16-3.2, 16-6.2, and 16-7.2 are adopted and ordained to change the Election District and Precinct Boundaries of the County of Warren; and to change the polling place for the Otterburn and Central Absentee Precincts, pursuant to the Decennial Census, and to read as follows:

Chapter 16. Elections

Article I. Districts

~~**§ 16-3.1: Boundaries.**~~ **[REPEALED]**

§ 16-3.2: Boundaries. [ADOPTED AND ORDAINED]

The boundaries of the respective election districts are as set forth below:

A. Fork Election District: Beginning at the point of intersection of Manassas Avenue and 6th Street, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence with the Shenandoah Election District and the center line of Manassas Avenue due south to the center of Happy Creek Road, thence west with the center of Happy Creek Road to its intersection with Commerce Avenue, thence south along the center line of Commerce Avenue to its intersection with East Main Street, thence westerly along the center line of East Main Street to its intersection with Royal Avenue, thence with the center of South Royal Avenue and the South River Election District south-southwest to the intersection of South Royal Avenue and Criser Road, thence with the center of West Criser Road west-northwest to the intersection of Luray Avenue and West Criser Road, thence with the South River Election District and the center line of Luray Avenue and Luray Avenue extended west to the center of the South Fork of the Shenandoah River, thence with the center line of the meanders of the South Fork of the Shenandoah River up said river southwest for a distance of ten miles to the westernmost point of the third western bend of said river, thence around such bend in a southeasterly direction for a distance of approximately one thousand three hundred feet to a point due north of an unnamed run, thence south to the point where said run enters the South Fork of the Shenandoah River and with the center of said run south then west to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run to the point of its beginning which lies within the George Washington National Forest, thence continuing in a northwesterly direction up the slope of the Massanutten Mountain to the intersection of the Shenandoah County line, thence with the Shenandoah County line northeast and then northwest and over the Massanutten Mountain to the center of State Route 55 (Strasburg Road), at its intersection with the Shenandoah County/Warren

DRAFT

County line, thence east-southeastward along the center of State Route 55 (Strasburg Road) to the intersection of State Route 55 (Strasburg Road) and the Town of Front Royal boundary, thence southwesterly with the Town of Front Royal boundary to the center of Punch Run, thence downstream with the center of Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended and then with the center line of Kendrick Lane southeasterly to its intersection with 6th Street, thence with 6th Street easterly to its intersection with Manassas Avenue, the point of beginning.

B. **Shenandoah Election District: [THE FINAL WRITTEN DESCRIPTION SHALL BE PROVIDED AT THE MEETING AND BE CONSISTENT WITH THE ATTACHED MAPS]**

C. **Happy Creek Election District: [THE FINAL WRITTEN DESCRIPTION SHALL BE PROVIDED AT THE MEETING AND BE CONSISTENT WITH THE ATTACHED MAPS]**

D. **South River Election District: Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence southwesterly with the Fauquier County line and the Rappahannock County line to the intersection of the Page County line into the Rappahannock County line, thence with the Page County line northwest to the Shenandoah County line, thence with the Shenandoah County line northeast to the Fork Election District, thence with the Fork Election District southeast with the center of an unnamed run to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run east then north to the point where it enters the South Fork of the Shenandoah River, thence due north to the center of the South Fork of the Shenandoah River, thence with the Fork Election District down the center of the meanders of the South Fork of the Shenandoah River northeast to the center of Luray Avenue extended, thence easterly along the center line of Luray Avenue extended and Luray Avenue and the Fork Election District to the center of West Criser Road, thence east-southeast with the center of West Criser Road and the Fork Election District to the center of South Royal Avenue, thence with the center of South Royal Avenue and with the Fork Election District north-northwest to the center of East Main Street, thence with the center of East Main Street and the Fork Election District east to the intersection of East Main Street and Commerce Avenue, the point of beginning.**

E. **North River Election District: Beginning at the point of intersection of the center lines of 6th Street and Manassas Avenue, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence northerly with the center line of Manassas Avenue to the crossing of the Norfolk and Western Railroad, thence with the Shenandoah Election District and with the center line of the Norfolk and Western Railroad in a northeast direction to the Clarke County line, thence with the Clarke County line west-northwest to the intersection of the Clarke County line into the Frederick County line, thence with the Frederick County line south-southwest to a point near**

DRAFT

Nineveh, thence with the Frederick County line west to the intersection of the Frederick County line with the Shenandoah County line, thence with the Shenandoah County line to the center line of Strasburg Road, thence east with the center line of Strasburg Road to the overhead electric transmission lines that are the boundary line of the Town of Front Royal, thence southwesterly along the Town of Front Royal boundary line to the center of Punch Run, thence downstream with Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended, and then with the center line of Kendrick Lane southeasterly to its intersection with Sixth Street, thence with Sixth Street easterly to its intersection with Manassas Avenue, the point of beginning.

Article II. Precincts

~~**§ 16-6.1: Enumeration; polling places.**~~ **[REPEALED]**

§ 16-6.2: Enumeration; polling places. [ADOPTED AND ORDAINED]

The precincts for each election district and the polling place for each precinct shall be as set forth below:

A. Fork Election District:

Precinct	Polling Place
Town – Fork	Warren County Government Center
Otterburn	<u>Rivermont Fire Department</u>

B. Happy Creek Election District:

Precinct	Polling Place
Happy Creek and Town - Happy Creek	Warren County High School
Linden	Linden Volunteer Fire Co. Fire Hall

C. North River Election District:

Precinct	Polling Place
Town - North River	Health and Human Services Complex
Riverton	North Warren Volunteer Fire Department

D. Shenandoah Election District:

Precinct	Polling Place
West Shenandoah and Town - West Shenandoah	Front Royal Volunteer Fire Department
East Shenandoah	<u>Raymond E. Santmyers</u> Youth Center

E. South River Election District:

Precinct	Polling Place
Bentonville	South Warren Volunteer Fire Department
Browntown	Browntown Baptist Church Fellowship Hall

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South River and Town - South River Skyline High School

F. Central Absentee Precinct. The Central Absentee Voting Precinct, for the purpose of receiving, counting, and recording absentee ballots cast in Warren County for all elections, is established and is to be held at the Warren County Health and Human Services Complex, 465 West 15th Street, Town of Front Royal, County of Warren, Virginia.

~~§ 16-7.1: Boundaries.~~ [REPEALED]

§ 16-7.2: Boundaries. [ADOPTED AND ORDAINED]

The boundaries of the respective precincts are as set forth:

A. Fork Election District.

1. **Town - Fork Precinct: All that portion of the Fork Election District that lies within the corporate limits of the Town of Front Royal.**
2. **Otterburn Precinct: All that portion of the Fork Election District that lies outside the corporate limits of the Town of Front Royal.**

B. Happy Creek Election District.

1. **Happy Creek Precinct:**

   For town elections, there shall be an election precinct to be known as the Town of Front Royal - Happy Creek Precinct, which shall consist of that portion of the Happy Creek Election District lying within the corporate limits of the Town of Front Royal.
2. **Linden Precinct: [THE FINAL WRITTEN DESCRIPTION SHALL BE PROVIDED AT THE MEETING AND BE CONSISTENT WITH THE ATTACHED MAPS]**

C. North River Election District.

1. **Town - North River Precinct: All that portion of the North River Election District that lies within the boundary of the Town of Front Royal.**
2. **Riverton Precinct: All that portion of the North River Election District that lies outside the boundary of the Town of Front Royal.**

D. Shenandoah Election District.

1. **West Shenandoah Precinct: All that portion of the Shenandoah Election District lying within the corporate limits of the Town of Front Royal, together with all that portion of the Shenandoah Election District lying outside of the corporate limits of the Town of Front Royal which is west of the Shenandoah River.**

   For Town elections, there shall be an election precinct to be known as the Town — West Shenandoah Precinct, which shall consist of that portion of the Shenandoah Election District lying within the corporate limits of the Town of Front Royal.
2. **East Shenandoah Precinct: All that portion of the Shenandoah Election District lying outside the corporate limits of the Town of Front Royal which is east of the Shenandoah River.**

E. South River Election District:

1. **Bentonville Precinct: Beginning at a point on the South Fork of the Shenandoah River at its intersection with Gooney Creek, thence with the meanders of the Shenandoah**

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River westerly for a distance of three and six-tenths miles to the westernmost point of the first western bend of said river, thence around such bend in a southeasterly direction for a distance of approximately one thousand three hundred feet to a point due north of an unnamed run, thence south to the point where said run enters the South Fork of the Shenandoah River and with the center of said run and the Fork Election District south then west to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run to the point of its beginning which lies within the George Washington National Forest, thence continuing in a northwesterly direction up the slope of the Massanutten Mountain to the intersection of the Shenandoah County line, thence with the Shenandoah County line southwest to the point of intersection of the Page County - Warren County boundary line with the Shenandoah County - Warren County boundary line, thence southeasterly with the Page County line to its intersection with Mathews Arm Road, thence northerly with Mathews Arm Road to its intersection with Gimlet Ridge Trail, thence northerly with Gimlet Ridge Trail to the boundary of Shenandoah National Park, thence northerly along an unnamed trail to a point on Bentonville Road approximately 2,000 feet east of its intersection with Jennings Lane, thence easterly on Bentonville Road to its intersection with William Vincent Road, thence northerly with William Vincent Road to its intersection with Buck Mountain Road, thence westerly, then northerly along Buck Mountain Road approximately 4,000 feet to its intersection with Forest Court, thence northerly with Forest Court to its end and then continuing with an unnamed trail to Gooney Creek, thence along Gooney Creek to the South Fork of the Shenandoah River and the place of beginning.

2. **Browntown Precinct: Beginning at a point on Stonewall Jackson Highway (U. S. Route 340) where it crosses over Gooney Creek, a corner to the Bentonville Precinct, thence north along the center line of Stonewall Jackson Highway (U. S. Route 340) to where it crosses Dry Run, thence with Dry Run to a point on Skyline Drive, thence with the line of Skyline Drive in a southerly direction to the Rappahannock County line, thence with the Rappahannock County line southwesterly to the intersection of the Page County line and Rappahannock County line, thence northerly along the Page County line to its intersection with Mathews Arm Road, thence northerly with Mathews Arm Road to its intersection with Gimlet Ridge Trail, thence northerly with Gimlet Ridge Trail to the boundary of Shenandoah National Park, thence northerly along an unnamed trail to a point on Bentonville Road approximately 2,000 feet east of its intersection with Jennings Lane, thence easterly on Bentonville Road to its intersection with William Vincent Road, thence northerly with William Vincent Road to its intersection with Buck Mountain Road, thence westerly, then northerly along Buck Mountain approximately 4,000 feet to its intersection with Forest Court, thence northerly with Forest Court to its end and then continuing with an unnamed trail to Gooney Creek, thence along Gooney Creek to where it crosses Stonewall Jackson Highway (U. S. Route 340), the place of beginning.**

3. **South River Precinct: Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and**

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Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence southwesterly with the Fauquier County line and the Rappahannock County line southwest to its intersection with Skyline Drive, thence northwards along the centerline of Skyline Drive to Dry Run, thence northeasterly downstream along Dry Run to where it crosses under Stonewall Jackson Highway (U. S. Route 340), thence south along the center of Stonewall Jackson Highway (U. S. Route 340) to where it crosses over Gooney Creek, thence west along the center of Gooney Creek to the center of the South Fork of the South Fork of the Shenandoah River, thence down the center of the meanders of the South Fork of the Shenandoah River northeast to the center of Luray Avenue extended, thence easterly along the center line of Luray Avenue extended and Luray Avenue and the Fork Election District to the center of West Criser Road, thence east-southeast with the center of West Criser Road and the Fork Election District to the center of South Royal Avenue, thence with the center of South Royal Avenue and with the Fork Election District north-northwest to the center of East Main Street, thence with the center of East Main Street and the Fork Election District east to the intersection of East Main Street and Commerce Avenue, the point of beginning.

For Town elections, there shall be an election precinct to be known as the Town — South River Precinct, which shall consist of that portion of the South River Election District lying within the corporate limits of the Town of Front Royal.

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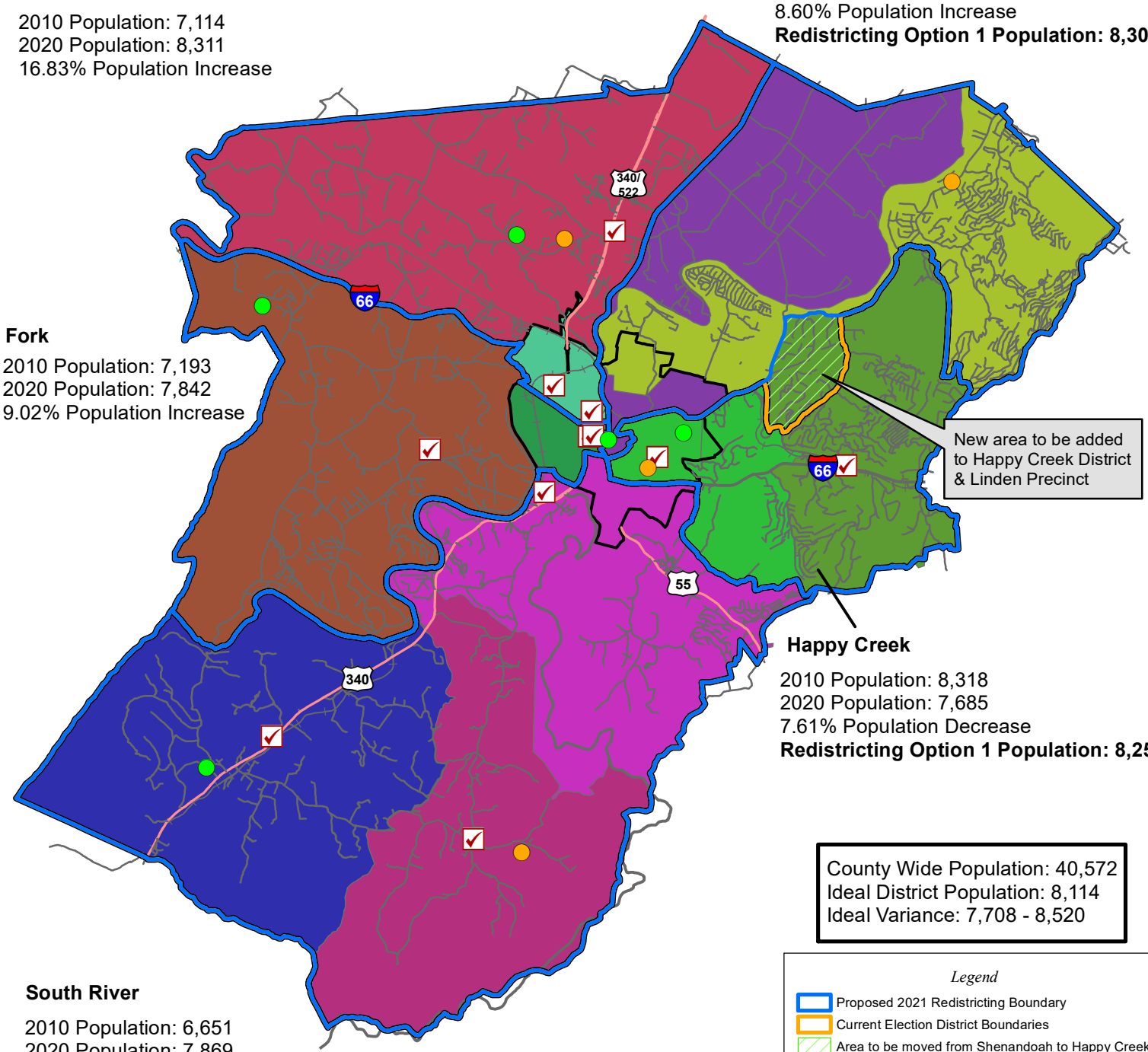
Warren County, VA

2021 Redistricting: Option 1

Shenandoah
2010 Population: 8,163
2020 Population: 8,865
8.60% Population Increase
Redistricting Option 1 Population: 8,300

North River
2010 Population: 7,114
2020 Population: 8,311
16.83% Population Increase



Fork
2010 Population: 7,193
2020 Population: 7,842
9.02% Population Increase

New area to be added to Happy Creek District & Linden Precinct

Happy Creek
2010 Population: 8,318
2020 Population: 7,685
7.61% Population Decrease
Redistricting Option 1 Population: 8,250

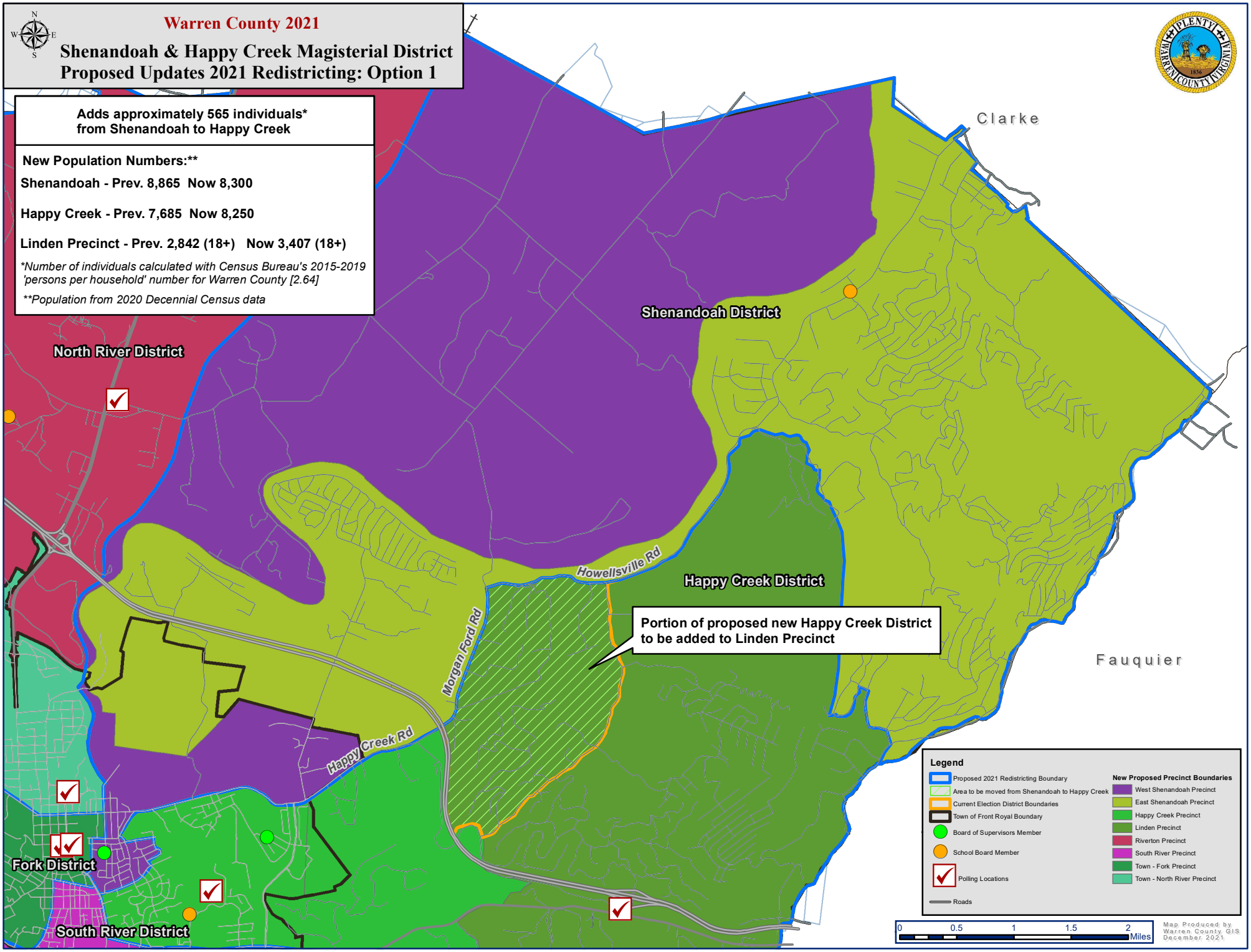
South River
2010 Population: 6,651
2020 Population: 7,869
18.31% Population Increase

County Wide Population: 40,572
Ideal District Population: 8,114
Ideal Variance: 7,708 - 8,520

Legend
- Proposed 2021 Redistricting Boundary
- Current Election District Boundaries
- Area to be moved from Shenandoah to Happy Creek
- Front Royal Boundary
- County Boundary
- Polling Locations
- School Board Member
- Board of Supervisors Member
- Interstate
- Highways
- County Roads
- Railroad

0 3 6 9 12
Miles

Created by: Warren County GIS Office
December 2021


Warren County 2021
Shenandoah & Happy Creek Magisterial District
Proposed Updates 2021 Redistricting: Option 1
Adds approximately 565 individuals* from Shenandoah to Happy Creek
New Population Numbers:**
Shenandoah - Prev. 8,865 Now 8,300
Happy Creek - Prev. 7,685 Now 8,250
Linden Precinct - Prev. 2,842 (18+) Now 3,407 (18+)
*Number of individuals calculated with Census Bureau's 2015-2019 'persons per household' number for Warren County [2.64]
**Population from 2020 Decennial Census data
Clarke
Shenandoah District
North River District
Howellsville Rd
Happy Creek District
Morgan Ford Rd
Portion of proposed new Happy Creek District to be added to Linden Precinct
Fauquier
Happy Creek Rd
Fork District
South River District
Legend
Proposed 2021 Redistricting Boundary
Area to be moved from Shenandoah to Happy Creek
Current Election District Boundaries
Town of Front Royal Boundary
Board of Supervisors Member
School Board Member
Polling Locations
Roads
New Proposed Precinct Boundaries
West Shenandoah Precinct
East Shenandoah Precinct
Happy Creek Precinct
Linden Precinct
Riverton Precinct
South River Precinct
Town - Fork Precinct
Town - North River Precinct
0 0.5 1 1.5 2 Miles
Map Produced by Warren County GIS December 2021

OPTION #2

AN ORDINANCE TO REPEAL WARREN COUNTY CODE SECTIONS 16-3.1, 16-6.1, AND 16-7.1; AND TO ADOPT AND ORDAIN WARREN COUNTY CODE SECTIONS 16-3.2, 16-6.2, AND 16-7.2, TO CHANGE THE ELECTION DISTRICT AND PRECINCT BOUNDARIES OF THE COUNTY OF WARREN PURSUANT TO THE DECENNIAL CENSUS; AND TO CHANGE THE POLLING PLACE FOR THE OTTERBURN AND CENTRAL ABSENTEE PRECINCTS

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Sections 16-3.1, 16-6.1, and 16-7.1 of the Warren County Code are hereby repealed, and Sections 16-3.2, 16-6.2, and 16-7.2 are adopted and ordained to change the Election District and Precinct Boundaries of the County of Warren; and to change the polling place for the Otterburn and Central Absentee Precincts, pursuant to the Decennial Census, and to read as follows:

Chapter 16. Elections

Article I. Districts

~~**§ 16-3.1: Boundaries.**~~ **[REPEALED]**

§ 16-3.2: Boundaries. [ADOPTED AND ORDAINED]

The boundaries of the respective election districts are as set forth below:

A. Fork Election District: Beginning at the point of intersection of Manassas Avenue and 6th Street, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence with the Shenandoah Election District and the center line of Manassas Avenue due south to the center of Happy Creek Road, thence west with the center of Happy Creek Road to its intersection with Commerce Avenue, thence south along the center line of Commerce Avenue to its intersection with East Main Street, thence westerly along the center line of East Main Street to its intersection with Royal Avenue, thence with the center of South Royal Avenue and the South River Election District south-southwest to the intersection of South Royal Avenue and Criser Road, thence with the center of West Criser Road west-northwest to the intersection of Luray Avenue and West Criser Road, thence with the South River Election District and the center line of Luray Avenue and Luray Avenue extended west to the center of the South Fork of the Shenandoah River, thence with the center line of the meanders of the South Fork of the Shenandoah River up said river southwest for a distance of ten miles to the westernmost point of the third western bend of said river, thence around such bend in a southeasterly direction for a distance of approximately one thousand three hundred feet to a point due north of an unnamed run, thence south to the point where said run enters the South Fork of the Shenandoah River and with the center of said run south then west to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run to the point of its beginning which lies within the George Washington National Forest, thence continuing in a northwesterly direction up the slope of the Massanutten Mountain to the intersection of the Shenandoah County line, thence with the Shenandoah County line northeast and then northwest and over the Massanutten Mountain to the center of State Route 55 (Strasburg Road), at its intersection with the Shenandoah County/Warren

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County line, thence east-southeastward along the center of State Route 55 (Strasburg Road) to the intersection of State Route 55 (Strasburg Road) and the Town of Front Royal boundary, thence southwesterly with the Town of Front Royal boundary to the center of Punch Run, thence downstream with the center of Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended and then with the center line of Kendrick Lane southeasterly to its intersection with 6th Street, thence with 6th Street easterly to its intersection with Manassas Avenue, the point of beginning.

B. **Shenandoah Election District: [THE FINAL WRITTEN DESCRIPTION SHALL BE PROVIDED AT THE MEETING AND BE CONSISTENT WITH THE ATTACHED MAPS]**

C. **Happy Creek Election District: [THE FINAL WRITTEN DESCRIPTION SHALL BE PROVIDED AT THE MEETING AND BE CONSISTENT WITH THE ATTACHED MAPS]**

D. **South River Election District: Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence southwesterly with the Fauquier County line and the Rappahannock County line to the intersection of the Page County line into the Rappahannock County line, thence with the Page County line northwest to the Shenandoah County line, thence with the Shenandoah County line northeast to the Fork Election District, thence with the Fork Election District southeast with the center of an unnamed run to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run east then north to the point where it enters the South Fork of the Shenandoah River, thence due north to the center of the South Fork of the Shenandoah River, thence with the Fork Election District down the center of the meanders of the South Fork of the Shenandoah River northeast to the center of Luray Avenue extended, thence easterly along the center line of Luray Avenue extended and Luray Avenue and the Fork Election District to the center of West Criser Road, thence east-southeast with the center of West Criser Road and the Fork Election District to the center of South Royal Avenue, thence with the center of South Royal Avenue and with the Fork Election District north-northwest to the center of East Main Street, thence with the center of East Main Street and the Fork Election District east to the intersection of East Main Street and Commerce Avenue, the point of beginning.**

E. **North River Election District: Beginning at the point of intersection of the center lines of 6th Street and Manassas Avenue, such point being at the point of intersection of the Fork Election District, the North River Election District and the Shenandoah Election District, thence northerly with the center line of Manassas Avenue to the crossing of the Norfolk and Western Railroad, thence with the Shenandoah Election District and with the center line of the Norfolk and Western Railroad in a northeast direction to the Clarke County line, thence with the Clarke County line west-northwest to the intersection of the Clarke County line into the Frederick County line, thence with the Frederick County line south-southwest to a point near**

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Nineveh, thence with the Frederick County line west to the intersection of the Frederick County line with the Shenandoah County line, thence with the Shenandoah County line to the center line of Strasburg Road, thence east with the center line of Strasburg Road to the overhead electric transmission lines that are the boundary line of the Town of Front Royal, thence southwesterly along the Town of Front Royal boundary line to the center of Punch Run, thence downstream with Punch Run to its confluence with the South Fork of the Shenandoah River, thence westerly with the center line of the South Fork of the Shenandoah River to a point in the center line of Kendrick Lane extended, thence southeasterly with the center line of Kendrick Lane extended, and then with the center line of Kendrick Lane southeasterly to its intersection with Sixth Street, thence with Sixth Street easterly to its intersection with Manassas Avenue, the point of beginning.

Article II. Precincts

~~**§ 16-6.1: Enumeration; polling places.**~~ **[REPEALED]**

§ 16-6.2: Enumeration; polling places. [ADOPTED AND ORDAINED]

The precincts for each election district and the polling place for each precinct shall be as set forth below:

A. Fork Election District:

Precinct	Polling Place
Town – Fork	Warren County Government Center
Otterburn	<u>Rivermont Fire Department</u>

B. Happy Creek Election District:

Precinct	Polling Place
Happy Creek and Town - Happy Creek	Warren County High School
Linden	Linden Volunteer Fire Co. Fire Hall

C. North River Election District:

Precinct	Polling Place
Town - North River	<u>Health and Human Services Complex</u>
Riverton	North Warren Volunteer Fire Department

D. Shenandoah Election District:

Precinct	Polling Place
West Shenandoah and Town - West Shenandoah	Front Royal Volunteer Fire Department
East Shenandoah	<u>Raymond E. Santmyers</u> Youth Center

E. South River Election District:

Precinct	Polling Place
Bentonville	South Warren Volunteer Fire Department
Browntown	Browntown Baptist Church Fellowship Hall

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South River and Town - South River Skyline High School

F. Central Absentee Precinct. The Central Absentee Voting Precinct, for the purpose of receiving, counting, and recording absentee ballots cast in Warren County for all elections, is established and is to be held at the Warren County Health and Human Services Complex, 465 West 15th Street, Town of Front Royal, County of Warren, Virginia.

~~§ 16-7.1: Boundaries.~~ [REPEALED]

§ 16-7.2: Boundaries. [ADOPTED AND ORDAINED]

The boundaries of the respective precincts are as set forth:

A. Fork Election District.

1. **Town - Fork Precinct: All that portion of the Fork Election District that lies within the corporate limits of the Town of Front Royal.**
2. **Otterburn Precinct: All that portion of the Fork Election District that lies outside the corporate limits of the Town of Front Royal.**

B. Happy Creek Election District.

1. **Happy Creek Precinct:**

   For town elections, there shall be an election precinct to be known as the Town of Front Royal - Happy Creek Precinct, which shall consist of that portion of the Happy Creek Election District lying within the corporate limits of the Town of Front Royal.
2. **Linden Precinct: [THE FINAL WRITTEN DESCRIPTION SHALL BE PROVIDED AT THE MEETING AND BE CONSISTENT WITH THE ATTACHED MAPS]**

C. North River Election District.

1. **Town - North River Precinct: All that portion of the North River Election District that lies within the boundary of the Town of Front Royal.**
2. **Riverton Precinct: All that portion of the North River Election District that lies outside the boundary of the Town of Front Royal.**

D. Shenandoah Election District.

1. **West Shenandoah Precinct: All that portion of the Shenandoah Election District lying within the corporate limits of the Town of Front Royal, together with all that portion of the Shenandoah Election District lying outside of the corporate limits of the Town of Front Royal which is west of the Shenandoah River.**

   For Town elections, there shall be an election precinct to be known as the Town — West Shenandoah Precinct, which shall consist of that portion of the Shenandoah Election District lying within the corporate limits of the Town of Front Royal.
2. **East Shenandoah Precinct: All that portion of the Shenandoah Election District lying outside the corporate limits of the Town of Front Royal which is east of the Shenandoah River.**

E. South River Election District:

1. **Bentonville Precinct: Beginning at a point on the South Fork of the Shenandoah River at its intersection with Gooney Creek, thence with the meanders of the Shenandoah**

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River westerly for a distance of three and six-tenths miles to the westernmost point of the first western bend of said river, thence around such bend in a southeasterly direction for a distance of approximately one thousand three hundred feet to a point due north of an unnamed run, thence south to the point where said run enters the South Fork of the Shenandoah River and with the center of said run and the Fork Election District south then west to the point where it is crossed by Panhandle Road (such point being approximately two and one-tenth road miles north from the center of the Route 613 low-water bridge), thence continuing with the center of said run to the point of its beginning which lies within the George Washington National Forest, thence continuing in a northwesterly direction up the slope of the Massanutten Mountain to the intersection of the Shenandoah County line, thence with the Shenandoah County line southwest to the point of intersection of the Page County - Warren County boundary line with the Shenandoah County - Warren County boundary line, thence southeasterly with the Page County line to its intersection with Mathews Arm Road, thence northerly with Mathews Arm Road to its intersection with Gimlet Ridge Trail, thence northerly with Gimlet Ridge Trail to the boundary of Shenandoah National Park, thence northerly along an unnamed trail to a point on Bentonville Road approximately 2,000 feet east of its intersection with Jennings Lane, thence easterly on Bentonville Road to its intersection with William Vincent Road, thence northerly with William Vincent Road to its intersection with Buck Mountain Road, thence westerly, then northerly along Buck Mountain Road approximately 4,000 feet to its intersection with Forest Court, thence northerly with Forest Court to its end and then continuing with an unnamed trail to Gooney Creek, thence along Gooney Creek to the South Fork of the Shenandoah River and the place of beginning.

2. **Browntown Precinct: Beginning at a point on Stonewall Jackson Highway (U. S. Route 340) where it crosses over Gooney Creek, a corner to the Bentonville Precinct, thence north along the center line of Stonewall Jackson Highway (U. S. Route 340) to where it crosses Dry Run, thence with Dry Run to a point on Skyline Drive, thence with the line of Skyline Drive in a southerly direction to the Rappahannock County line, thence with the Rappahannock County line southwesterly to the intersection of the Page County line and Rappahannock County line, thence northerly along the Page County line to its intersection with Mathews Arm Road, thence northerly with Mathews Arm Road to its intersection with Gimlet Ridge Trail, thence northerly with Gimlet Ridge Trail to the boundary of Shenandoah National Park, thence northerly along an unnamed trail to a point on Bentonville Road approximately 2,000 feet east of its intersection with Jennings Lane, thence easterly on Bentonville Road to its intersection with William Vincent Road, thence northerly with William Vincent Road to its intersection with Buck Mountain Road, thence westerly, then northerly along Buck Mountain approximately 4,000 feet to its intersection with Forest Court, thence northerly with Forest Court to its end and then continuing with an unnamed trail to Gooney Creek, thence along Gooney Creek to where it crosses Stonewall Jackson Highway (U. S. Route 340), the place of beginning.**

3. **South River Precinct: Beginning at a point in the center of Commerce Avenue at its intersection with East Main Street, thence with the center line of Commerce Avenue to its intersection with John Marshall Highway, thence east along the center line of John Marshall Highway to its intersection with ESA Lane, thence south along the center line of ESA Lane and ESA Lane extended to the center line of Longhill Road extended, thence south and southeasterly along the center line of Longhill Road extended and**

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Longhill Road to its intersection with Rivinus Road, thence southeasterly along the center line of Rivinus Road to its intersection with Intake Road, thence east along the center line of Intake Road and Intake Road extended to the Fauquier County line, thence southwesterly with the Fauquier County line and the Rappahannock County line southwest to its intersection with Skyline Drive, thence northwards along the centerline of Skyline Drive to Dry Run, thence northeasterly downstream along Dry Run to where it crosses under Stonewall Jackson Highway (U. S. Route 340), thence south along the center of Stonewall Jackson Highway (U. S. Route 340) to where it crosses over Gooney Creek, thence west along the center of Gooney Creek to the center of the South Fork of the South Fork of the Shenandoah River, thence down the center of the meanders of the South Fork of the Shenandoah River northeast to the center of Luray Avenue extended, thence easterly along the center line of Luray Avenue extended and Luray Avenue and the Fork Election District to the center of West Criser Road, thence east-southeast with the center of West Criser Road and the Fork Election District to the center of South Royal Avenue, thence with the center of South Royal Avenue and with the Fork Election District north-northwest to the center of East Main Street, thence with the center of East Main Street and the Fork Election District east to the intersection of East Main Street and Commerce Avenue, the point of beginning.

For Town elections, there shall be an election precinct to be known as the Town — South River Precinct, which shall consist of that portion of the South River Election District lying within the corporate limits of the Town of Front Royal.

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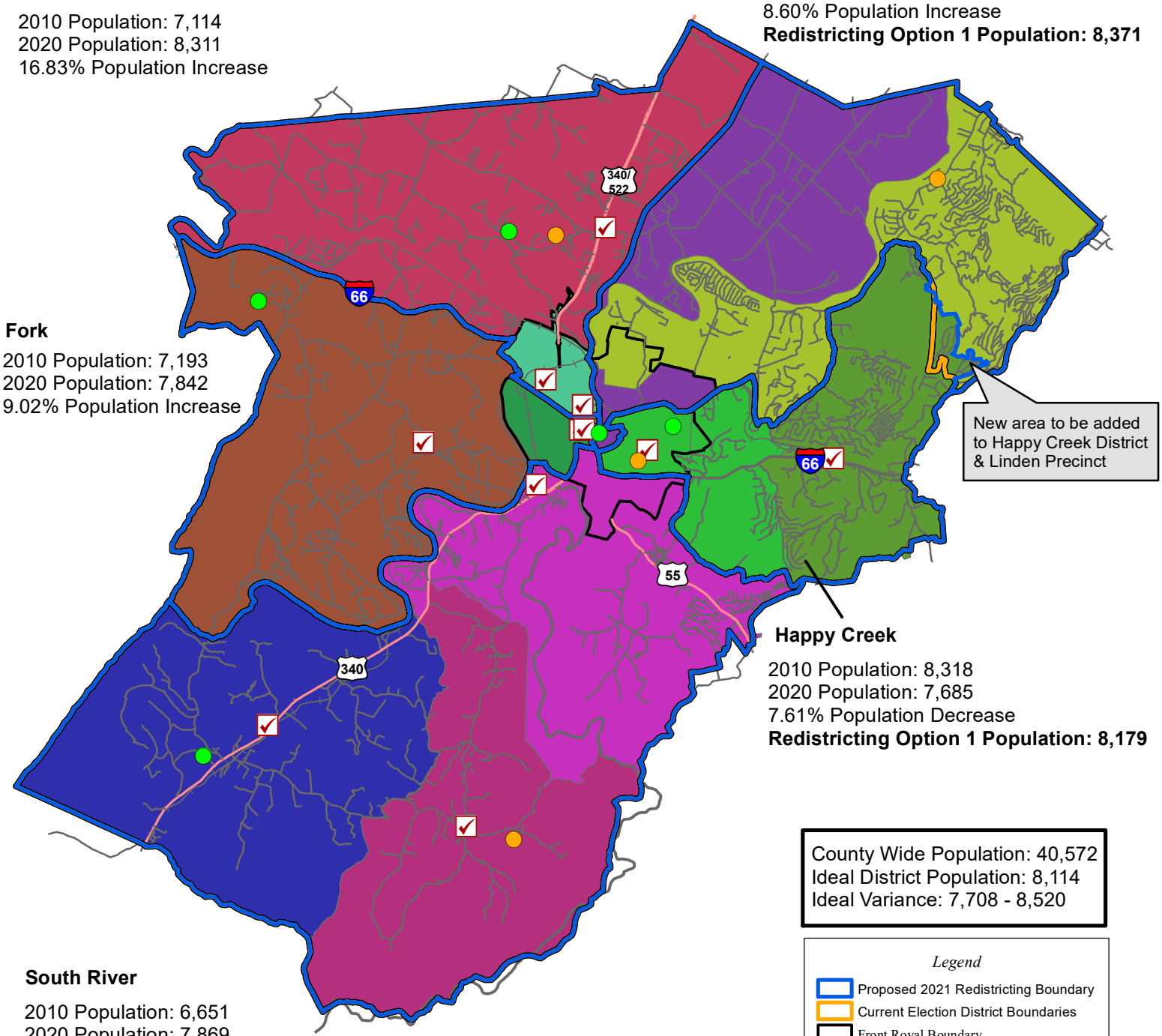
Warren County, VA

2021 Redistricting: Option 2

Shenandoah
2010 Population: 8,163
2020 Population: 8,865
8.60% Population Increase
Redistricting Option 1 Population: 8,371

North River
2010 Population: 7,114
2020 Population: 8,311
16.83% Population Increase



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0 3 6 9 12
Miles

Created by: Warren County GIS Office
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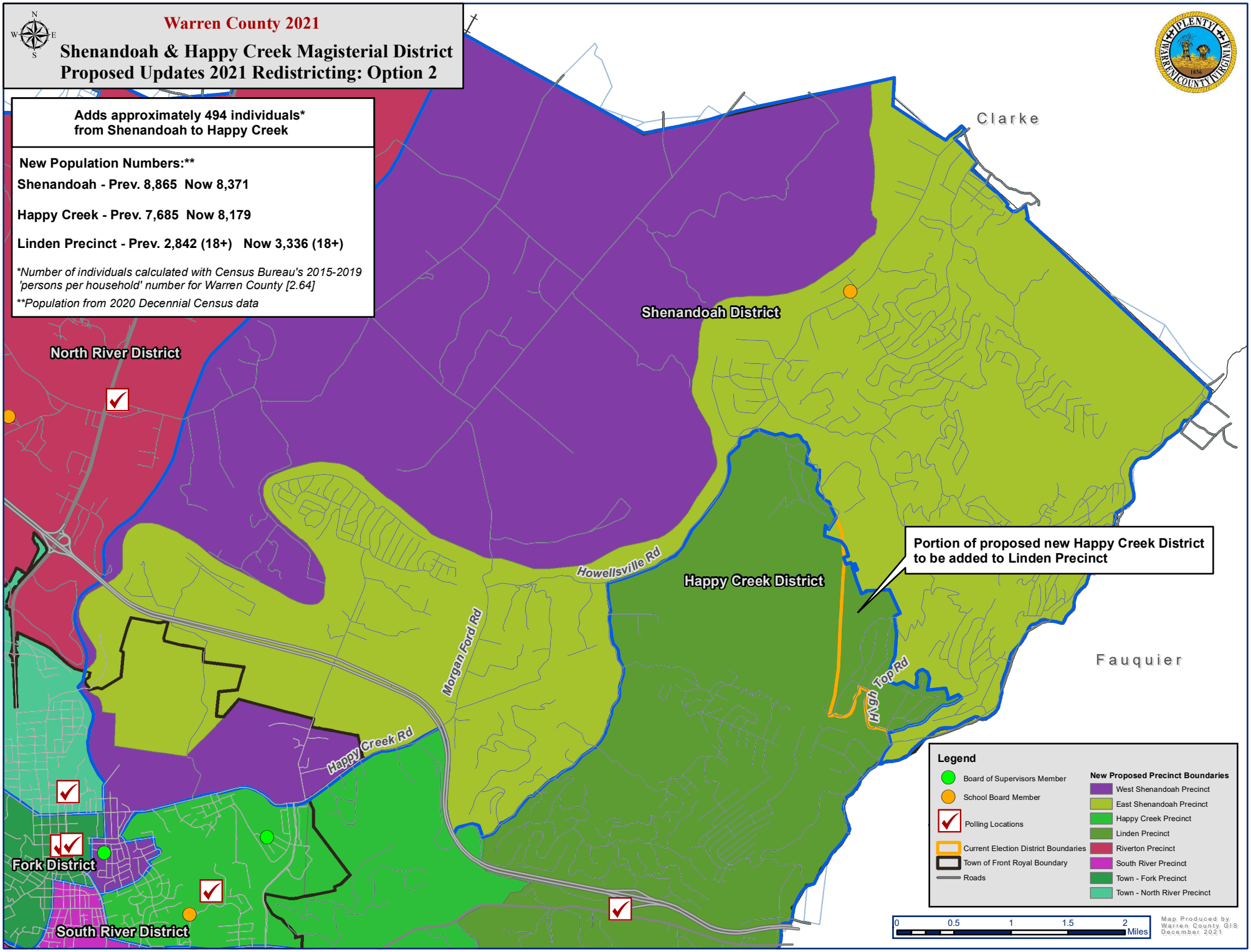
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Linden Precinct - Prev. 2,842 (18+) Now 3,336 (18+)
*Number of individuals calculated with Census Bureau's 2015-2019 'persons per household' number for Warren County [2.64]
**Population from 2020 Decennial Census data
Clarke
Shenandoah District
North River District
Happy Creek District
Portion of proposed new Happy Creek District to be added to Linden Precinct
Howellsville Rd
Morgan Ford Rd
Happy Creek Rd
High Top Rd
Fauquier
Fork District
South River District
Legend
Board of Supervisors Member
School Board Member
Polling Locations
Current Election District Boundaries
Town of Front Royal Boundary
Roads
New Proposed Precinct Boundaries
West Shenandoah Precinct
East Shenandoah Precinct
Happy Creek Precinct
Linden Precinct
Riverton Precinct
South River Precinct
Town - Fork Precinct
Town - North River Precinct
0 0.5 1 1.5 2 Miles
Map Produced by Warren County GIS December 2021

Supreme Court of Virginia
Redistricting Final Order
and
Approved Maps

VIRGINIA:

In the Supreme Court of Virginia held at the Supreme Court Building in the City of Richmond on Tuesday the 28th day of December, 2021.

Present: All the Justices

In Re: Decennial Redistricting Pursuant to
The Constitution of Virginia, art. II, §§ 6 to 6-A,
and Virginia Code § 30-399

FINAL ORDER ESTABLISHING VOTING DISTRICTS FOR THE SENATE OF VIRGINIA, THE HOUSE OF DELEGATES OF VIRGINIA, AND VIRGINIA'S REPRESENTATIVES TO THE UNITED STATES HOUSE OF REPRESENTATIVES

Following the process provided in § 30-399 of the Code of Virginia, upon the failure of the Virginia Redistricting Commission to submit a redistricting plan by the governing statutory deadlines, the Supreme Court of Virginia assumed responsibility for the establishment of voting districts for the Senate of Virginia, the Virginia House of Delegates, and for Virginia's representatives to the United States House of Representatives as provided by Article II, §§ 6 to 6-A of the Constitution of Virginia and Virginia Code § 30-399. The Constitution requires that this responsibility be completed "in the year 2021 and every ten years thereafter." Va. Const. art. II, § 6.*

The Court has reviewed the proposed final redistricting maps and the accompanying explanatory memorandum prepared by the Special Masters dated December 27, 2021 ("Final Memorandum"), and has considered the extensive public comment, including comments submitted in writing to the Clerk of Court, comments made on the online interactive maps, and comments made directly to the Court during its public hearings on December 15 and 17, 2021. The redistricting plan and maps, jointly prepared by the Court's Special Masters, Dr. Bernard Grofman and Mr. Sean Trende, include a single redistricting map for the Senate of Virginia, a single redistricting map for the Virginia House of Delegates, and a single redistricting map for Virginia's representatives to the United States House of Representatives as posted on the

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* *See generally* A. E. Dick Howard, *Commentaries on the Constitution of Virginia* 416-17 (1974) (citing 1952 Op. Atty. Gen. 85).

Supreme Court of Virginia's public website at Supreme Court of Virginia Final Order and Approved Maps and labelled *SCV Final Map Congressional Districts 12.27.2021*, *SCV Final Map Senate Districts 12.27.2021*, and *SCV Final Map House of Delegates Districts 12.27.2021* (collectively referred to as "Final Redistricting Maps").

The Court unanimously finds that in preparing the Final Redistricting Maps, the Special Masters have followed the Court's instructions and have fully complied with federal and state law in the following order of precedence:

- The United States Constitution, particularly Article I, Section 2, and the Equal Protection Clause of the Fourteenth Amendment;
- Applicable federal statutes, particularly the Voting Rights Act of 1965, 52 U.S.C. § 10301;
- The Constitution of Virginia, particularly Article II, Sections 6 to 6-A; and
- Applicable Virginia statutes, particularly Code §§ 30-399(E), 24.2-304.04, and any other relevant provision in Chapter 3 of Title 24.2 of the Code of Virginia.

The Final Redistricting Maps prepared by the Special Masters are fully compliant with constitutional and statutory law applied, as the Court directed, in an apolitical and nonpartisan manner.

Accordingly, for the foregoing reasons and under the constitutional and statutory authority of the Supreme Court of Virginia, the Court unanimously ORDERS that:

(1) The Final Redistricting Maps and Final Memorandum prepared by the Special Masters and posted on the Supreme Court's public website at Supreme Court of Virginia Final Order and Approved Maps are incorporated herein by reference and are approved and adopted and, effective immediately, the Final Redistricting Maps shall constitute and establish the voting districts for the Virginia House of Delegates, the Senate of Virginia, and for Virginia's representatives to the United States House of Representatives;

(2) The State Board of Elections and the Virginia Department of Elections shall immediately implement the voting districts established by the Final Redistricting Maps to ensure that the 2022 Congressional elections, and any future regular primary or general elections that may be held for the Virginia Senate, Virginia House of Delegates, and Congress will proceed as scheduled. Any further use of current voting districts as set forth in Virginia Code §§ 24.2-304.03 (House of Delegates districts), 24.2-303.3 (Senate districts), and 24.2-302.2

(Congressional districts) for any regular primary or general election is prohibited. For any special elections that may be scheduled before the next regular primary or general election for the Virginia Senate, Virginia House of Delegates or United States House of Representatives, the State Board of Elections, and the Virginia Department of Elections will need to determine whether, under the particular circumstances presented, the Final Redistricting Maps should be used.

(3) The Clerk of Court shall forward copies of this Order to: the Honorable Richard L. Saslaw, Senate of Virginia; the Honorable Thomas K. Norment, Jr., Senate of Virginia; the Honorable Eileen Filler-Corn, Virginia House of Delegates; the Honorable C. Todd Gilbert, Virginia House of Delegates; the Honorable Susan Clarke Schaar, the Clerk of the Senate of Virginia; the Honorable Suzette Denslow, the Clerk of the House of Delegates of Virginia; Amigo R. Wade, the Director of the Division of Legislative Services; and to the Reporter of Decisions for publication in the Virginia Reports.

It is so ORDERED.

Donald W. Lemons
Chief Justice of the Supreme Court of Virginia
on behalf of a unanimous Supreme Court of Virginia

Justice S. Bernard Goodwyn

Justice William C. Mims

Justice Cleo E. Powell

Justice D. Arthur Kelsey

Justice Stephen R. McCullough

Justice Teresa M. Chafin

SCV Final House of Delegates Map (interactive)

SCV Final House of Delegates Map (pdf)

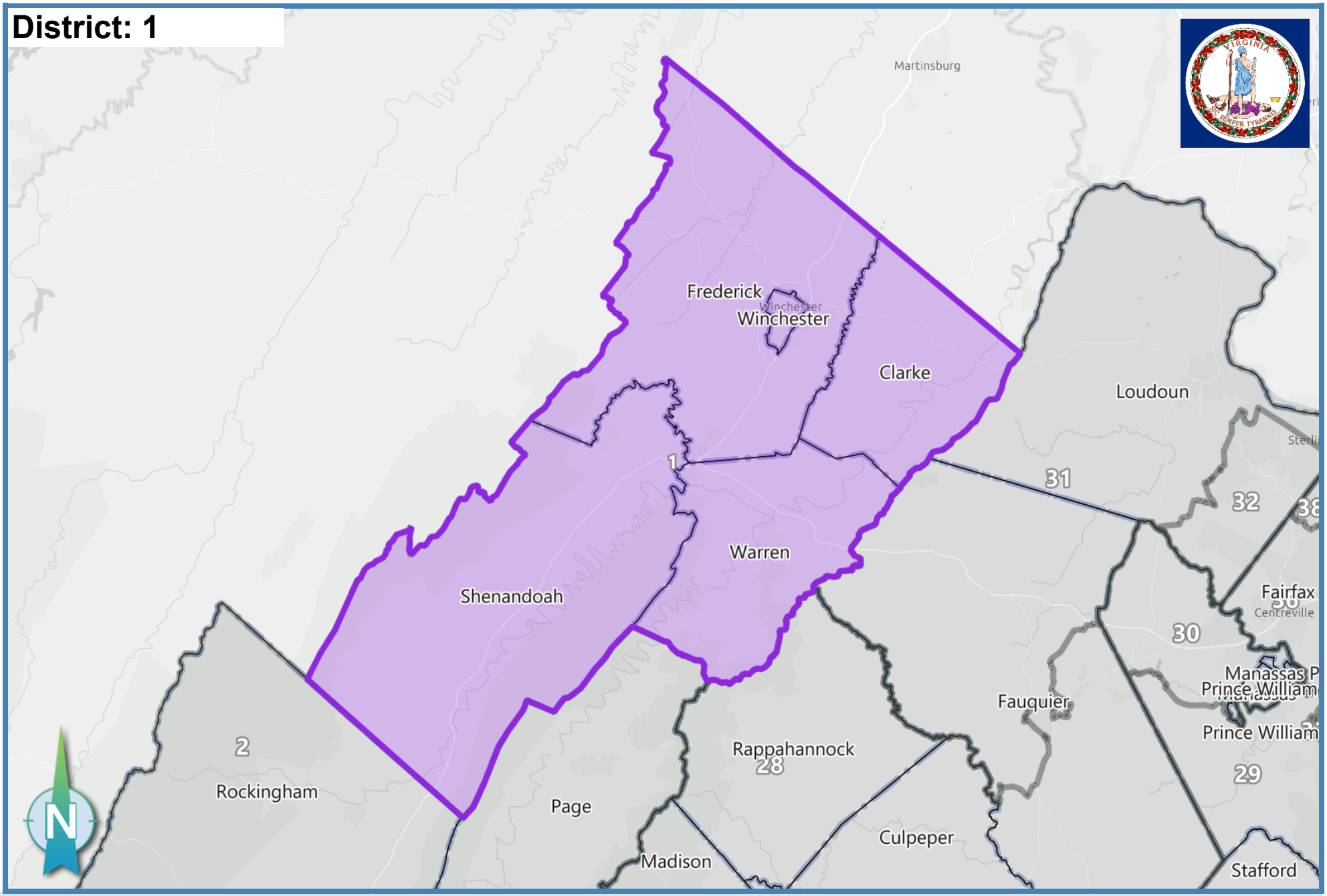
SCV Final Senate Districts Map (interactive)

SCV Final Senate Districts Map (pdf)

SCV Final Congressional District Map (interactive)

SCV Final Congressional Districts Map (pdf)

Special Masters' Final Memorandum (pdf) 12/27/2021

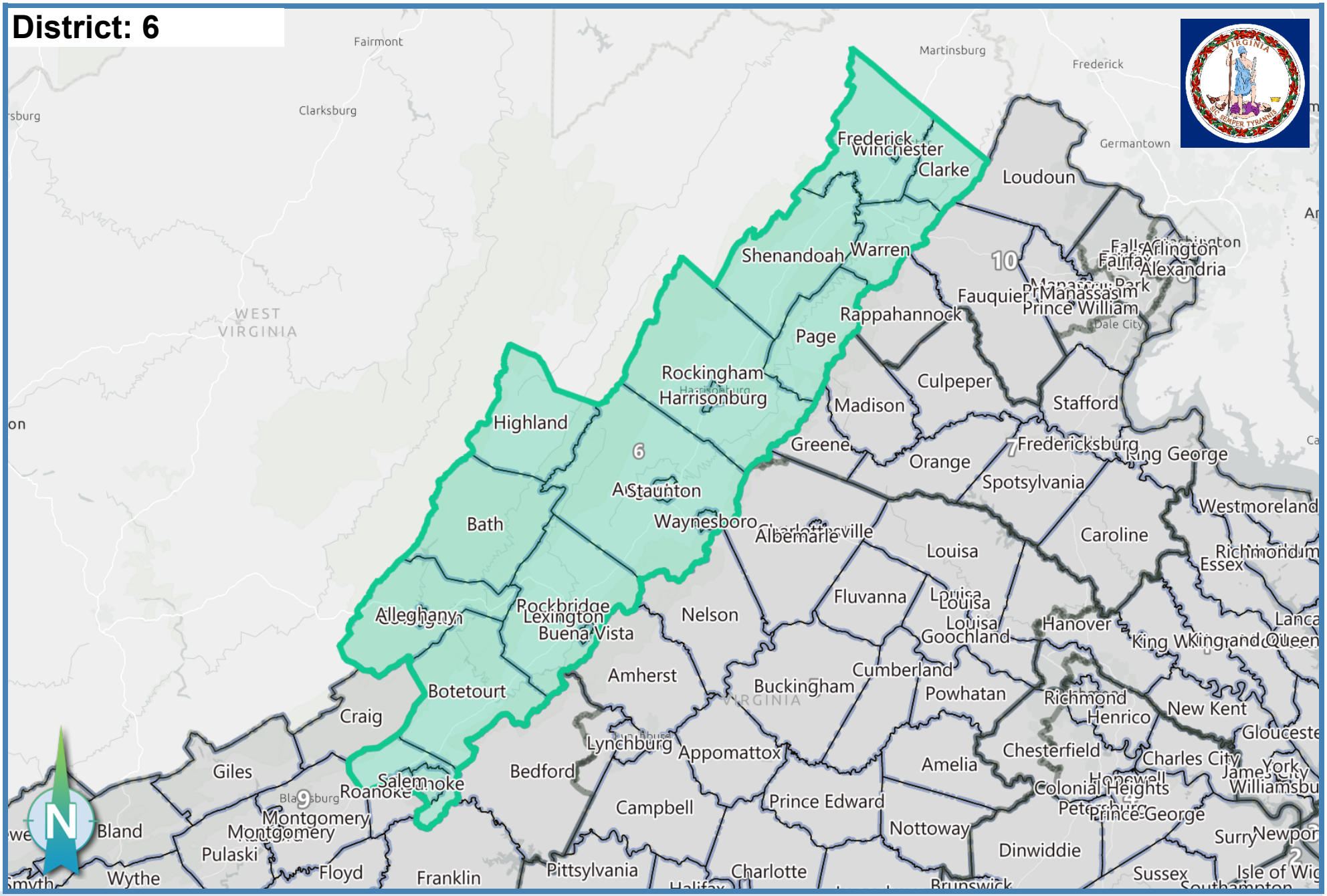


Ideal Population: 215,785 Deviation: 1.71 % Total Population: **219,464**

Based on: 2020 Census Geography, 2020 PL94-171

Map Date: 12/23/2021 2:21:44 PM Plan Last Edited on: 12/23/2021 2:10:58 PM

EDGE 2020 Professional Redistricting

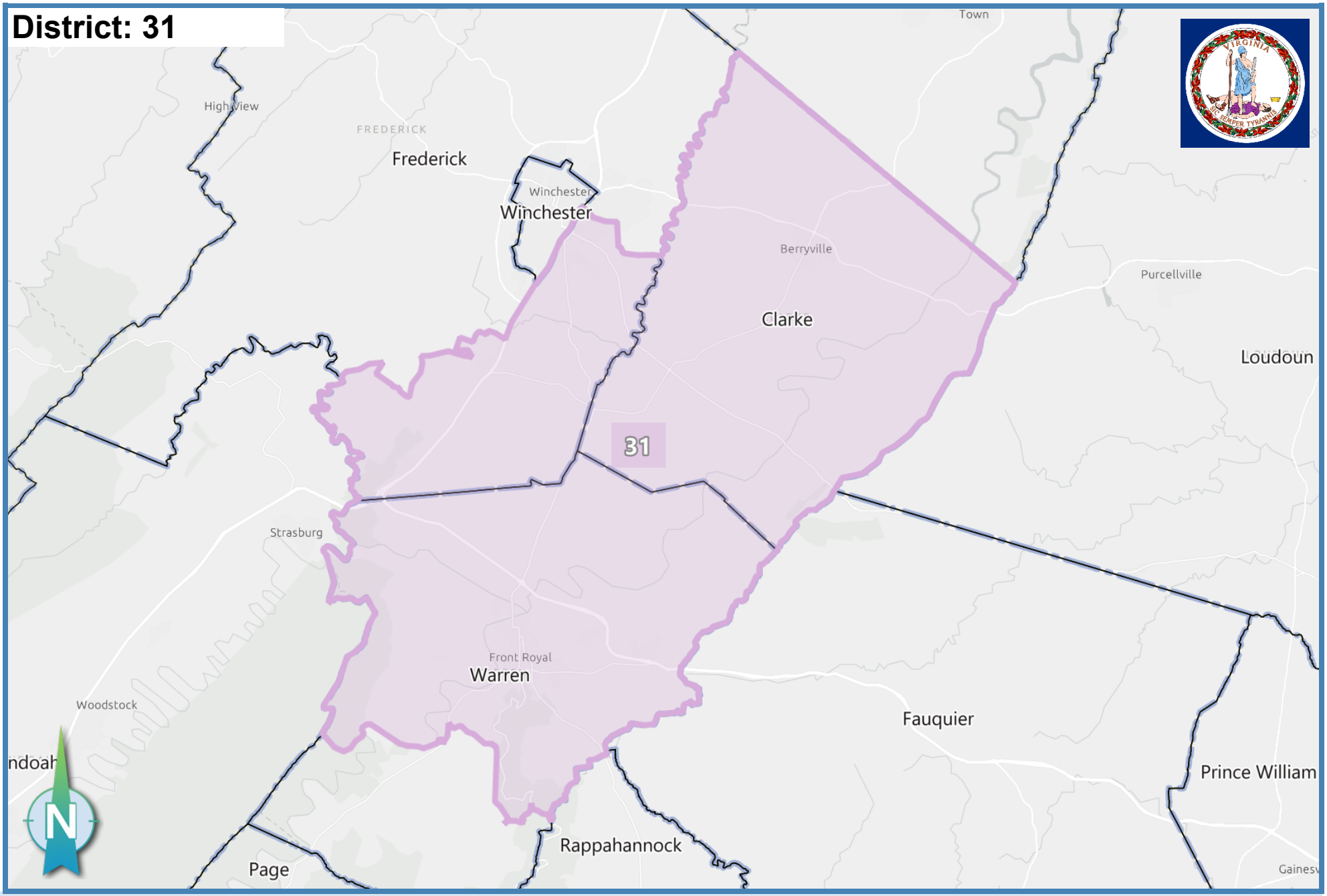


Ideal Population: 784,672 Deviation: 0.00 % Total Population: **784,672**

Based on: 2020 Census Geography, 2020 PL94-171

Map Date: 12/22/2021 11:28:09 AM Plan Last Edited on: 12/22/2021 10:32:30 AM

EDGE 2020 Professional Redistricting

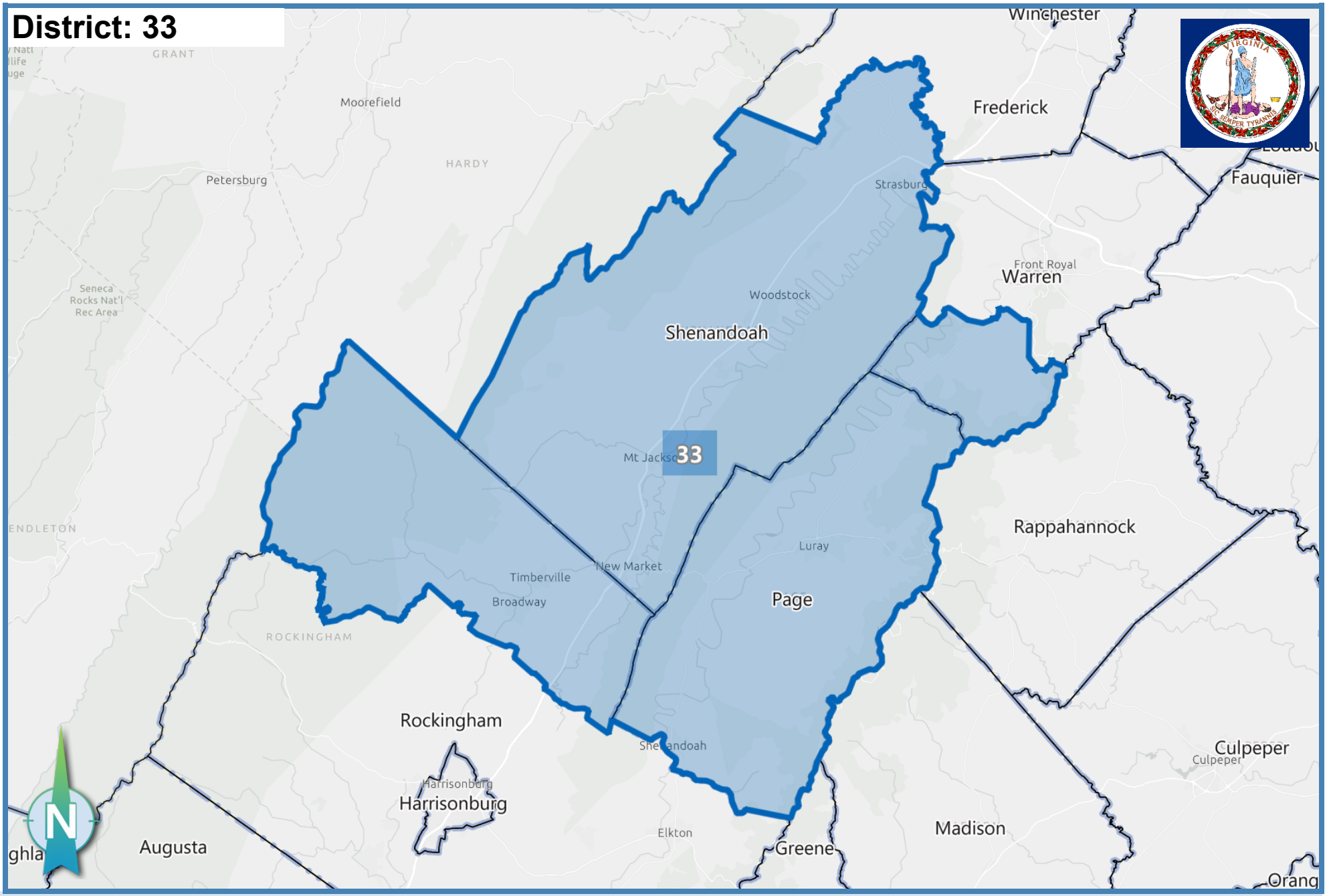


Ideal Population: 86,314 Deviation: 1.08 % Total Population: **87,248**

Based on: 2020 Census Geography, 2020 PL94-171

Map Date: 12/24/2021 9:18:03 AM Plan Last Edited on: 12/24/2021 9:12:07 AM

EDGE 2020 Professional Redistricting



Ideal Population: 86,314 Deviation: 1.05 % Total Population: **87,217**

Based on: 2020 Census Geography, 2020 PL94-171

Map Date: 12/24/2021 9:18:04 AM Plan Last Edited on: 12/24/2021 9:12:07 AM

EDGE 2020 Professional Redistricting

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
January 4, 2022	**K**	Board of Supervisors *Meeting Policy and Procedures and Public Hearing Guidelines*	

EXPLANATION & SUMMARY:

Attached you will find a copy of the Board's Meeting Policy and Procedures document and Public Hearing Guidelines as adopted on January 5, 2021. The Board reconsiders and adopts the policy and procedures and public hearing guidelines as part of the annual organizational meeting.

COST & FINANCING: N/A

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors adopt the Meeting Policy and Procedures and Public Hearing Guidelines documents as proposed.

OR

I move that the Board of Supervisors adopt the Meeting Policy and Procedures and Public Hearing Guidelines documents with the following changes: _____

OR

I move that the Board postpone discussion on this matter until _____.

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

COUNTY OF WARREN, VIRGINIA

MEETING POLICY AND PROCEDURES
(Adopted January 5, 2021)

SECTION 1 – MEETINGS

Section 1-1: When and Where Regular Meetings are Held

The time of regular meetings of the Board of Supervisors shall be established at each annual meeting which shall be held in the Board Room, Warren County Government Center, on the first Tuesday in January of each year at 9:00 a.m. Subsequent regular meetings shall be called as follows:

First Tuesday at 9:00 a.m. on the first Tuesday of each month, and on the third Tuesday at 7:00 p.m. of each month with the following exceptions:

- July – No Regular Meeting held on first Tuesday
- November – First Meeting held on the Wednesday following Election Day (if applicable)
- December – The only Meeting will be held on the second Tuesday at 9:00 a.m., EST

Should the Board subsequently prescribe any meeting time or place other than that initially established, it shall comply with Section 15.2-1416 of the Code of Virginia, as amended.

If the Chairman, or the Vice Chairman if the Chairman is unable to act, in consultation with the County Administrator, finds and declares that weather or other conditions are such that it is hazardous for board members to attend a regularly scheduled meeting, the meeting shall be rescheduled to an agreed upon time. If the meeting is an evening public hearing, it shall be rescheduled for the following Tuesday at 7:00 p.m. Such finding shall be communicated to the members of the Board and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

Section 1-2: Adjourned and Special Meetings

The Board of Supervisors may hold such adjourned meetings, special meetings, or work sessions, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time as it may find convenient and/or necessary. If a special meeting of the Board of Supervisors should be deemed necessary, it shall be called pursuant to Section 15.2-1417 and 15.2-1418 of the Code of Virginia, as amended.

Section 1-3: Annual Meetings

The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting.

Section 1-4: Quorum and Method of Voting

At any meeting a majority of the supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a vote of a majority of the supervisors voting on any such question, unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. The Board of Supervisors has elected not to have a tie breaker as provided for by the Code of Virginia, and a tie vote on any motion shall be considered defeated as provided for in Section 15.2-1420. When a motion is made for a resolution to approve an application or request for a rezoning, special use permit, or other matter before the board the failure of such motion shall be deemed equivalent to the adoption of a resolution to deny the application, request or other pending matter, and no further resolution to deny need be entertained.

Section 1-5: Procedure for Roll Call for Board Members

The Members of the Board of Supervisors shall cast votes in order on a rotating basis (one end of the dais or the other) determined by the Deputy Clerk or Clerk.

Section 1-6: Members Absenting Themselves from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, the member shall not leave the meeting prior to adjournment unless by consent of the Board.

Section 1-7: Board to Sit with Open Doors

The Board of Supervisors shall sit with open or unlocked doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as provided in the Virginia Freedom of Information Act.

Section 1-8: Closed Meetings

A closed meeting shall be held when necessary.

Section 1-9: Remote Participation in Board Meetings

Members of the Board are hereby approved to participate in a meeting of the Board through electronic communications from a remote location that is not open to the public as provided in Code of Virginia § 2.2-3708.2, subject to the following requirements:

(1) A supervisor wishing to participate from a remote location in a meeting of the Board shall notify the Board Chair on or before the date of a meeting that the supervisor is unable to attend the meeting due to (i) a personal matter, provided that the supervisor identifies with specificity the nature of the personal matter, or (ii) a temporary or permanent disability or other medical condition that prevents the supervisor's physical attendance.

(2) The Board shall record in its minutes the remote location from which the absent supervisor participated, as well as the specific nature of the personal matter or that the supervisor participated in the meeting remotely due to a medical condition or disability.

(3) If the absent supervisor's remote participation would violate this policy, such remote participate is disapproved and the absent supervisor shall not be allowed to participate. The reason for such disapproval shall be recorded in the Board's minutes.

(4) Participation in a meeting through electronic communication due to a personal matter shall be limited, for each supervisor and in each calendar year, to two meetings of the Board.

(5) A quorum of the Board must be physically assembled at the primary or central meeting location.

(6) The Board shall make arrangements for the voice of the absent supervisor to be heard by all persons in attendance at the primary or central meeting location.

SECTION 2 – OFFICERS

Section 2-1: Election and Term of Chairman and Vice Chairman

At the annual meeting of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice Chairman, each of whom shall serve for a term of one year expiring on December 31, or until their respective successors have been elected. In the case of the absence from any meeting of the Chairman and Vice Chairman, the members present shall choose one of their number as temporary Chairman.

Section 2-2: Chair May Administer Oaths

The Chairman shall have power to administer an oath to any person concerning any matter submitted to the Board or connected with its powers and duties.

Section 2-3: Clerk

The Clerk of the Board shall be the County Administrator, whose duties and responsibilities shall be those set forth in State law, the Warren County Code, or delegated by the Board of Supervisors.

Section 2-4: Parliamentarian

The County Attorney shall serve as the Parliamentarian.

Section 2-5: Preservation of Order

At meetings of the Board, the presiding officer shall preserve order and decorum.

SECTION 3 - CONDUCT OF BUSINESS

Section 3-1: Order of Business

At regular meetings of the Board held on the first Tuesday of each month at 9:00 a.m., the order of business shall be as follows, unless the Board by unanimous consent or by a resolution adopted at a prior meeting agrees to a modification:

(A) Call to Order and Pledge of Allegiance
(B) Adoption of Agenda – Additions or Deletions
(C) Public Comment Period (60-minute time limit)
(D) Reports – Board Members, County Administrator, County Attorney
(E) Approval of Minutes
(F) Unfinished Business
(G) Consent Agenda
(H) Public Hearings (9:30 a.m. – If needed)
(I) New Business
(J) Closed Meeting (If needed)
(K) Additional New Business (If needed)
(L) Adjournment
(M) Work Session

At regular meetings of the Board held on the third Tuesday of each month at 7 p.m., the order of business shall be as follows, unless the Board by unanimous consent or by a resolution adopted at a prior meeting agrees to a modification:

(A) Call to Order and Pledge of Allegiance
(B) Adoption of Agenda – Additions or Deletions
(C) Public Comment Period (60-minute time limit)
(D) Reports – Board Members, County Administrator, County Attorney
(E) Approval of Minutes
(F) Approval of Appropriations and Transfers
(G) Approval of Accounts
(H) Unfinished Business
(I) Consent Agenda
(J) Public Hearings (7:30 p.m.)
(K) New Business
(L) Closed Meeting (If needed)
(M) Additional New Business (If needed)
(N) Adjournment

Section 3-2: Adoption of Agenda

The agenda shall be adopted by a majority vote of the Board. Items may be added to the agenda by a unanimous vote of the Board members present. Items may be deleted at any time by the sponsor or by majority vote of the Board members present. The County Administrator or his designee shall prepare a memorandum which will inform other members of the Board of the particulars pertaining to this item.

Section 3-3: Consent Agenda

The Consent Calendar shall be introduced by a motion "To approve the Consent Agenda" and shall be considered by the Board as a single item. On objection by any member of the Board of Supervisors to the inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to voting on the motion to approve the Consent Agenda. All such items shall be considered individually, in the order in which they were removed, immediately following consideration and adoption of the Consent Agenda. Notwithstanding, a Board member may ask for discussion of one or more items of the Consent Agenda without removal of that item from the Consent Agenda.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

Section 3-4: Manner of Addressing Board Generally

(1) All comments will be directed to the Board of Supervisors and not to the audience.

(2) Be considerate of your fellow speakers. There should be no applause, booing or other audible disruption to the proceedings. Through a show of hands, the Chairman may ask for a show of support for comments made by speakers.

(3) Placards, posters and other means of visual display of comments will not be permitted in the Board meeting room. This does not include information or materials used as part of a factual presentation to the Board at the hearing.

(4) The Board will **not** tolerate personal attacks by anyone on **any** of the participants in the proceedings.

(5) Anyone who violates the guidelines of the public hearing may be asked to leave by the Chairman.

(6) Failure to leave the public hearing when asked to do so, because of violations of the guidelines of the public hearing, is in violation of Section 56-4 of Warren County Code and Section 18.2-415 of the Code of Virginia and is subject to a fine of up to $2,500 and a jail sentence of up to 12 months, either or both.

Section 3-5: Use of Offensive Language or Gestures; Sectarian or Political Discussion

No member of the Board shall in debate at any meeting of the Board use any language or gesture calculated to offend or insult another member. No discussion of a sectarian or partisan character shall be allowed at meetings of the Board.

Section 3-6: Priority in Speaking to Board

When two or more members of the Board wish to speak at the same time, the Chairman shall identify the member to speak.

Section 3-7: Speaking More than Once on Same Subject

In any debate before the Board, no member of the Board shall speak more than once on the same question until all the others have spoken who desire to do so, nor more than twice on the same question, unless by consent of the Board.

Section 3-8: Form of Petitions, etc.

Every petition, communication, or address to the Board shall be in respectful language and, except in cases where it is otherwise allowed, shall be in writing.

Section 3-9: Motions

No proposition shall be entertained by the Chairman until a motion for the same has been duly made and seconded, except that matters appearing on the agenda may be discussed during presentation of that matter without a motion having first been made. The Chairman may make a motion without vacating the Chair.

Section 3-10: Decision on Points of Order

The Chairman, when presiding at a meeting of the Board, without vacating the Chair, may give reasons for any decision made by the Chair on any point of order, and such decision shall be made without debate.

Section 3-11: Same; Appeal to Board

Any member of the Board may appeal to the Board from the decision of the Chairman on any question of order, a majority vote of those present being necessary to over-rule the Chairman.

Section 3-12: Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall be always in order and shall be decided without debate.

Section 3-13: Motions While a Question is Under Debate

When a question is under debate at a meeting of the Board, no motion shall be received unless it be one to amend, to commit or refer to a committee, to postpone, to ask for the previous question, to make a substitute motion, to lay on the table, to recess, or to adjourn.

Section 3-14: Reconsideration of Motions, etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been announced, it may be reconsidered once per calendar year on the motion of any member who voted with the prevailing side. Such motion shall be decided by a majority of the votes of the members present, unless a greater number of votes was required

to pass the measure, in which event the motion to reconsider shall not prevail, except upon the vote of as great a number of members as was required to pass the measure. A motion by a member of the non-prevailing side will not be considered for a period of one year from the original vote. For the purpose of this Section, "session" shall include any adjourned or special meeting occurring prior to the next Regular Meeting.

Section 3-15: Suspending Rules

The rules of the Board may be suspended with the unanimous concurrence of the members present.

SECTION 4 - PUBLIC HEARINGS

Section 4-1: Speakers

At every public hearing, individuals who wish to speak should register using a sheet made available by the Deputy Clerk prior to the opening of the public hearing. The signup sheet shall contain columns for speaker's name, address, and telephone number.
The order of business for public hearings shall be:

(1) The Chairman shall request that the appropriate County staff member generally describe the subject of the public hearing. Upon the conclusion of the introduction, the Chairman shall officially open the public hearing.

(2) Any applicant shall then be allowed a period of time to present detailed information about the issue or application. The time allotted for this presentation shall be determined by the Chairman. If any member of the Board disagrees with the amount of time allotted, they can appeal the decision to the Board pursuant to Section 3-11.

(3) At the conclusion of the applicant's presentation, the members of the Board shall be allowed to ask questions of the applicant and staff so as to clarify anything that has been presented.

(4) When no further questions are needed, the public shall be invited to speak.

(5) Speakers shall be heard in the order in which they registered to do so.

(6) The Chairman shall ask the Deputy Clerk if anyone has signed up to speak and the Deputy Clerk will call the names of registrants until all have spoken.

(7) Additional individuals may register to speak until the conclusion of the hearing.

(8) Speakers should come to the podium to speak. Speakers are requested to speak into the microphone; giving their name and address before addressing the issue of the hearing.

(9) Speakers are requested to keep comments short and avoid repetition of what other speakers have said. The Chairman may establish a time limit for each speaker. If any member of the Board disagrees with the amount of time allotted, they can appeal the decision to the Board pursuant to Section 3-11.

(10) Individuals representing a group, recognized by the Chairman, shall be given up to 10 minutes to speak.

(11) Each individual may speak once at the hearing.

(12) When all speakers who register to speak have spoken, the floor will be opened to anyone who has not registered.

(13) After everyone wishing to speak has done so, the applicant will be granted a period of time to respond to what has been said by the public. The applicant will use this time only to address what has been said to this point.

(14) If, at any time during these proceedings, any member of the public has a question, it may be written and presented to the Board Deputy Clerk. When the applicant has completed the final presentation, the Chairman will read the questions and request a response from the appropriate party.

(15) The Board will accept comments in writing until the close of the public hearing.

(16) The Chairman, by approval of the Board, has the authority to vary the guidelines as may be necessary.

Section 4-2: Members' Participation

Board members shall limit their comments in public hearings to ensure participation by the public without Board interference.

Section 4-3: Close of Hearing

When a public hearing shall have been closed by the order of the Chairman of the Board, no further public comments are in order.

SECTION 5 - AGENDA

Section 5-1: Preparation

The Clerk shall prepare an Agenda for each regular meeting conforming to the order of business specified in Section 3-1. Except as permitted at the discretion of the Clerk, every item to be placed on the Agenda shall be received in the Office of the County Administrator before 1:00 p.m. on the Tuesday one week prior to any regular meeting of the Board. Prior

to publication of the agenda, the Clerk shall coordinate recommended agenda subjects for approval with the Chairman, or with the Vice Chairman in the Chairman's absence.

Section 5-2: Delivery

The agenda shall be received by each member of the Board and the Attorney to the Board at least 48 hours prior to the meeting.

Section 5-3: Posting

A copy of the Agenda shall be posted on the bulletin board at the Warren County Government Center and the County's website at least 48 hours prior to the meeting.

Section 5-4: Copies

The Clerk to the Board shall prepare or cause to be prepared extra copies of the Agenda and shall make the same available to the public in the Office of the County Administrator at the same time the Agenda is posted pursuant to Section 5-3. The Clerk shall also have a public copy available at each meeting.

Section 5-5: Request to Appear Before the Board of Supervisors

Any Board member, and any staff member upon approval of the County Administrator, may request that an item be placed on the Board's meeting agenda within the time period specified in Section 5-1. Any citizen (individual, firm, association, or corporation) desiring to appear before the Board of Supervisors shall make a request to the Clerk or the Clerk's designee in accordance with and within the time period specified in Section 5-1 and receive approval from the Clerk or a member of the Board of Supervisors; however, no approval shall be required in order to speak to the Board during the Public Comment period or at a Public Hearing. Any item meeting the requirements of this policy shall be placed on the agenda.

Section 5-6: Public Comment Period

During the Public Comment period, speakers wishing to address the Board shall clearly state their name and address. The Public Comment period shall be limited to sixty minutes, with a maximum of three minutes for any one speaker. Speakers may only speak once. Speakers will be heard in the order in which they have signed up. If there is time remaining it will be offered to persons in the audience in the order determined by the Chairman.

SECTION 6 - GENERAL CONDUCT AND DECORUM

Section 6-1: Conduct of Public

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior which is not in keeping with this policy. The soliciting of funds, the use of abusive or profane language, personal attacks on Board members, the failure to comply with time limits on speakers, or other forms of offensive conduct will not be tolerated. The Chairman will maintain proper order at all times during all meetings of the Board and shall effect the removal from any meeting of any person guilty of offensive conduct if the offending party fails or refuses to cease such conduct.

Section 6-2: Board Responsibilities

The Board of Supervisors is directly responsible for establishing the policies, ordinances, and regulations of the County, overseeing the implementation of policy by the County Administrator, and ensuring that implementation is consistent with the spirit and intent of the Board's actions. In the event that an action or actions may be necessary without the ready consensus of the Board, the Chairman shall have the discretion to authorize the County Administrator to take interim measures until the Board can meet and make any necessary decision.

The Board of Supervisors bears the responsibility for successful operation of County government and its functions. Each supervisor is responsible for knowing Board policy and its intent.

The County Administrator is employed by the Board to supervise the execution of County policy, ordinances, regulations, and Board directives, and to appoint officers and employees of the County, as authorized by the Code of Virginia, or otherwise as the Board may determine.

Section 6-3: Appointments to Regional Boards, Commissions, and Similar Bodies

Appointments to regional boards and commissions, and similar bodies to which the Board may have authority to appoint one or more of its members to serve, shall be by majority vote of the Board.

The County Administrator will maintain the current lists of boards and commissions that require Board of Supervisors representation as determined appropriate by the Board. Assignments will be reviewed and updated on an annual basis at the organizational meeting in January of each year. Interim changes of assignment may occur as deemed appropriate by the Board.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS' PUBLIC HEARING GUIDELINES (Adopted January 5, 2021)

Prior to the start of any public hearing, the Board of Supervisors Chairman (Chairman) shall review the general guidelines for the conduct of the hearing (if the hearing is the first or only hearing of the meeting). The Chairman will emphasize that the public hearing is an opportunity for the public to discuss a matter that is before the Board for action. A public hearing is not a debate and all comments should be directed to the Board.

PUBLIC HEARING GUIDELINES

- All individuals who wish to speak should register using a sheet made available by the Deputy Clerk prior to the opening of the public hearing. The signup sheet shall contain columns for speaker's name, address, and telephone number.
- The Chairman shall request that the appropriate County staff member generally describe the subject of the public hearing. Upon the conclusion of the introduction, the Chairman shall officially open the public hearing.
- Any applicant shall then be allowed a period of time to present detailed information about the issue or application. The time allotted for this presentation shall be determined by the Chairman.
- At the conclusion of the applicant's presentation, the members of the Board shall be allowed to ask questions of the applicant and staff so as to clarify anything that has been presented.
- When no further questions are needed, the public shall be invited to speak. Speakers shall be heard in the order in which they registered to do so.
- The Chairman shall ask the Deputy Clerk if anyone has signed up to speak and the Deputy Clerk will call the names of registrants until all have spoken.
- Additional individuals may register to speak until the conclusion of the hearing.
- Speakers should come to the podium to speak. Speakers are requested to speak into the microphone; giving their name and address before addressing the issue of the hearing.
- Speakers are requested to keep comments short and avoid repetition of what other speakers have said. The Chairman, at the request of a majority of the Board, may establish a time limit for each speaker. Individuals representing a group, recognized by the Chairman, shall be given up to 10 minutes to speak or such time limit as may be set in advance of the hearing by the Board.

- Each individual may speak once at the hearing.
- When all speakers who register to speak have spoken, the floor will be opened to anyone who has not registered.
- After everyone who wishes to speak has done so, the applicant will be granted a period of time to respond to what has been said by the public. The applicant will use this time only to address what has been said to this point.
- If, at any time during these proceedings, any member of the public has a question, it may be written and presented to the Board Deputy Clerk. When the applicant has completed the final presentation, the chair will read the questions and request response from the appropriate party.
- The Board will accept comments in writing until the close of the public hearing.
- When all of the above has transpired, the public hearing shall be closed.
- The Chairman, by approval of the Board, has the authority to vary the guidelines as may be necessary.

GENERAL RULES OF CONDUCT FOR THE HEARING

- All comments will be directed to the Board of Supervisors and not to the audience.
- Be considerate of your fellow speakers. There should be no applause, booing or other audible disruption to the proceedings. Through a show of hands, the Chairman may ask for a show of support for comments made by speakers.
- Placards, posters and other means of visual display of comments will not be permitted in the Board meeting room. This does not include information or materials used as part of a factual presentation to the Board at the hearing.
- The Board will **not** tolerate personal attacks by anyone on **any** of the participants in the proceedings.
- Anyone who violates the guidelines of the public hearing may be asked to leave by the Chairman.
- Failure to leave the public hearing when asked to do so, because of violations of the guidelines of the public hearing, is in violation of Section 56-4 of Warren County Code and Section 18.2-415 of the Code of Virginia and is subject to a fine of up to $2,500 and a jail sentence of up to 12 months, either or both.

We thank you for your participation in this public hearing. It is only through your active participation that the Board fully understands the sentiments of the public on matters that come before the Board.

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, or resignation of a specific public officer of the public body; I further move that discussion be limited to the Warren County Planning Commission and the Social Services Advisory Board.

I also move the Board enter into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel 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*., the *EDA vs. the Town of Front Royal,* other potential claims and litigation relating to other possible liabilities of the EDA, the recovery of EDA funds and assets, and the outstanding indebtedness of the EDA.

- - -

Motion to be Made Coming out of Closed Meeting

I move that the Board certifies to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (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.

Below is the current process for creating agendas:

1. Department Heads/Staff members provide the Deputy Clerk with a physical or PDF copy of the agenda item
2. Deputy Clerk builds the agenda and organizes the order of the items for review by the County Administrator and Chairman
3. Once finalized, Deputy Clerk makes 14 copies of every agenda item (5 for Board members, 5 for staff, 2 for press, 1 for the public, and 1 for the record), except for closed session items, for which only 10 copies are made (5 for Board members, 4 for staff, and 1 for the record) and organizes these copies into 11 binders using tab dividers, 2 stapled packets for the press, and 1 loose-leaf packet for the record
    a. Deputy Clerk spends at least 4-5 hours every other Thursday making copies of the packet
    b. All copies of the packet, except 1 for the record, are recycled after the meeting
4. Once reviewed for accuracy, Deputy Clerk sends out an email informing Board members and staff that the complete packets are ready; Board members come into the office to pick up their packets
5. Once the majority of Board members have picked up their packets, Deputy Clerk sends out an email informing the press that the complete press packets are ready; members of the press come into the office to pick up their packets
6. Deputy Clerk scans each agenda item individually, combines all the files together, and builds a PDF copy of the complete agenda using bookmarks to upload to the Adobe Document Cloud for distribution and post on the website

Biggest Advantages to Digital Packets:

1. Increased public engagement through agenda subscription tool (which blasts the full agenda out to those who provide their email address) as well as ease of access by increasing ADA compliance
2. Decreased staff time for agenda preparation
    a. Unlimited account creation for Department Heads, Board members, and County staff
    b. Laserfiche integration capability for staff to pull reference documents from the County's current data storage
    c. Action tracking for staff to forward the item to County Administrator for review, who would then forward it to the Deputy Clerk for inclusion
    d. Removes the need for any copies to be made; over 35,000 pieces of paper were used in 2019
        i. Though if a physical copy needed to be printed, the entire packet can be converted to PDF with page numbers automatically added

Other Features Include:

- Zach Henderson, Finance Administrative Assistant, can be added as a user to create digital packets for the budget meetings as well
- Chloe Phillips, Planning Administrative Assistant, can be added as a user to create digital packets for the Planning Commission
- Split-screen view with the agenda on one side and the associated item on the other for ease of following along
- Current cover sheet template can be uploaded so the look of the packets will remain consistent
- Differing Board view and public view for packets with closed session items
- 24/7 service and unlimited training sessions for Board members and County staff
- Ability to upload more minutes and agendas for which our website has the capacity for increased transparency and for a searchable public historic reference
- Cross-compatibility with the DP Calendar module on the County website for all meetings to show up on the online agenda portal without duplicating efforts
- Cross-compatibility with Swagit for the videos to show up on the online agenda portal without duplicating efforts
- Capability to auto-generate minutes should the Board decide to go to action-based minutes (currently the Deputy Clerk does discussion minutes) and the capability to track voting for each Supervisor

Localities with iCompass Board Agenda Management (to check out):

- City of Williamsburg
- City of Newport News
- City of Winchester

Also, the Warren County School Board uses BoardDocs, which is under the same Diligent company umbrella as iCompass.

Date of Meeting	Paper Count Black & White	Paper Count Color	Number of Pages Black & White	Number of Pages Color
January 8, 2019	658	45	1,189	45
January 22, 2019	2,176	354	3,889	368
February 5, 2019	497	294	808	588
February 19, 2019	1,154	108	1,937	198
March 5, 2019	675	196	1,133	196
March 19, 2019	1,261	127	2,127	211
April 2, 2019	1,587	79	2,798	79
April 9, 2019	734	-	1,361	-
April 16, 2019	930	48	1,618	62
May 7, 2019	1,324	70	2,099	84
May 7, 2019	194	56	324	98
May 21, 2019	2,213	166	3,853	208
June 4, 2019	453	236	728	296
June 13, 2019	763	154	1,369	252
June 18, 2019	1,753	177	2,957	320
July 16, 2019	2,235	51	3,889	51
August 6, 2019	1,343	140	2,467	210
August 20, 2019	1,019	89	1,823	142
September 3, 2019	936	112	1,609	140
September 17, 2019	1,588	168	2,841	238
October 1, 2019	950	56	1,620	56
October 15, 2019	1,145	108	2,096	206
November 6, 2019	1,456	160	2,492	174
November 19, 2019	1,937	138	3,369	214
December 10, 2019	2,716	419	3,826	761
December 10, 2019	306	-	504	-

TOTALS:	**32,003**	**3,551**	**54,726**	**5,197**
	Pieces of Paper		Number of Pages (Ink Purposes)	

iCompass

A DILIGENT BRAND

Governance That Benefits The Community

Proposal for: Warren County, VA

Prepared for: Emily Mounce
Deputy Clerk

Date: December 20, 2019

Prepared by: Josh Fruecht, MPA, CMC
Governance Advisor
jfruecht@diligent.com

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iCompass Overview

Our Promise To You

We focus on a single driving principle: to help local governments of any size modernize their services for citizens with easy-to-use technologies that are developed to exacting standards. At the heart of our mission is an unshakable commitment to empower the people in local governments who make things happen, and bring simplicity, ease and opportunity into their everyday lives.

We Can Help—iCompass is an Industry Leader

Running a local government is complex. We're here to make it simpler, easier and more organized.

At iCompass we believe that finding the right solution, setting it up and using it to improve your workplace shouldn't be so much work. Our friendly customer success team is one of the best in the industry with expert, in-person service 24 hours a day, 7 days a week, 365 days a year. No matter where you are or what you need our help with, we're here.

PROUD TO BE PEOPLE PLEASERS

iCompass

iCompass is part of Diligent, the pioneer in modern governance. We empower leaders to turn governance into a strategic advantage through unparalleled insight and highly secure, collaborative agenda and meeting management software, helping local governments thrive in today's digital age. Our trusted technology streamlines the day-to-day work of council management, supports collaboration and information sharing throughout the community and delivers the insights and information local government leaders need to mitigate governance deficits and serve their communities effectively. Our employees are passionate, smart, and creative people who thrive on exchanging ideas in a collegial culture of innovative thinking and constant improvement.

Trusted by more than 16,000 organizations and 650,000 board members around the world. From communities of 500 to over 2 million in population, Diligent is widely acknowledged as the go-to for local government and public sector leaders.

How we can help – Benefits of iCompass

Eliminate manual tasks

Be more transparent

Empower your team

Have information at your fingertips

Engage more citizens

Reduce operating costs

Turn change into opportunity

Make better decisions

Bring everyone together

Local Government Solutions *– Software tailored to you*

Meeting Management

Improve all aspects of your meetings through a reduction in manual tasks, increased collaboration and comprehensive mobile friendly access to agendas, minutes and council decisions.

MEETING MANAGER

Create and publish agendas and minutes online for better collaboration with staff and council

MEETING MANAGER PRO

End-to-end meeting efficiency and integration with iCompass' comprehensive set of transparency tools

BOARD MANAGER

Manage your boards, commissions and committees seamlessly with an integrated solution

Video Management

Provide citizens with real-time access to public meetings from anywhere, on any device with the latest in council video webcasting technology

VIDEO MANAGER HD

Stream and record public meetings in HD through YouTube for the best citizen experience possible

Meeting Manager Pro

MAXIMIZE YOUR POTENTIAL FOR MEETING EFFICIENCY AND CONNECT CITIZENS TO INFORMATION

Meeting Manager Pro combines the time savings features of Meeting Manager with a suite of powerful transparency tools. Through several automated features, any size local government can provide citizens with an up-to-date, mobile friendly web portal that they can use to review agenda packets, minutes and search by keyword for information on key issues in your community.

- Reduce meeting prep and follow up time by up to 80%
- Produce consistent, professional reports, agendas, minutes and track follow-ups from staff
- Manage all your core records needs with the Records Center
- Streamline workflows and approvals for the entire pre and post meeting process
- Give staff and citizens immediate access to all agendas, records and reports

Features

Action Tracking
Collaborate to create and approve agenda items, track incoming requests for information and other applications from the public

Agenda Manager
Use a drag and drop agenda builder to create packets and send a packet to everyone that needs it with a single click

Minutes Manager
Create your minutes from a pre-populated template

Document Center
An online file storage tool to store and organize information in the cloud

Digital Voting
On any device council members can instantly submit their vote on a motion and have the results displayed real-time in your council chambers

Auto OCR
Make any record keyword searchable – so documents are accessible for staff and the public via a simple search

Online Transparency Portal
Integrated seamlessly to any website, provide access from any device to agendas, minutes and supporting items. Citizens can subscribe to receive automatic email updates when information is published and search through public archives.

Integrations

Video Manager HD
Stream and record council meetings on so the public can stay engaged with decisions being made at City Hall. You can even timestamp your agenda and minutes, so users can watch discussions on specific meeting items.

Board Manager
Manage all the different boards and commissions at your local government. Track applications and terms and provide the public with comprehensive information about board members.

Laserfiche Connector
Save meeting related documents to Laserfiche, attach Laserfiche-stored documents to your agendas, minutes and items and publish Laserfiche-stored documents to your website.

Additional Integrations
Calendar, Microsoft SharePoint, Swagit, Granicus, EarthChannel, Contract Tracker, Public Records Request Tracker and COI Tracker.

AgendaNotes

AgendaNotes (iPad®, Web, and PC Versions) is a tool that elected officials and staff can use to access meeting information and make notes. Integrated with iCompass' meeting management solutions, it improves the in-meeting experience while ensuring instant, automatic access to the most up-to-date version of an agenda.

AgendaNotes (iPad® Version) Features

- Access to any electronic agenda as soon as it is published on an iPad®
- Download the agenda and attachments
- User security maintained through login / password controls
- Highlight text with a swipe
- Place sticky notes right on reports and attachments
- Free hand circle and mark-up your entire agenda
- Auto sync grabs updates and agenda items on the go
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

AgendaNotes (Web Version) Features

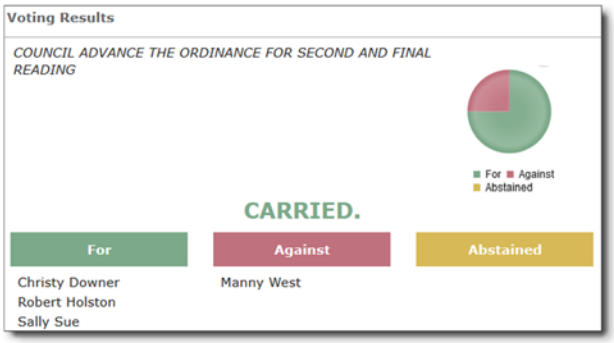
- Access to any electronic agenda as soon as it is published on any device with an internet browser.
- View the agenda and attachments on any device
- Add notes to agenda headings and items
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

AgendaNotes (PC Version) Features

- Access to any electronic agenda as soon as it is published on a Windows compatible laptop or desktop computer
- Download the agenda and attachments
- Add notes to agenda headings and items
- Easily print the agenda and your notes at any time
- Hot links straight to your notes for quick review
- Options to download some or all attachments – great for dial-up users

Digital Voting

Digital Voting (iPad®, Web, and PC Versions) provides communities with the ability to easily utilize electronic voting during meetings. Elected officials and voting members can cast their vote with one-touch via a tablet or computer and the results instantly display to the public in real time.

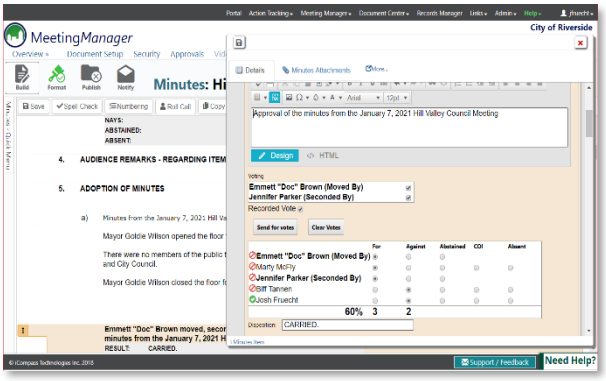


Request for Votes

After voting is initiated, members cast their vote using the AgendaNotes app (iPad®, Web, and PC Versions).

Vote Results

Vote results are displayed in real time during the meeting. A record of each vote is automatically added to the minutes, making it simple for the clerk to manage motions, votes, and their results in one place. Voting history can also be accessed via the Transparency Portal for the public and staff to review.



Minutes

A record of each vote is automatically added to the minutes, making it simple for the clerk to manage motions and their results.

Voting History

Voting history can also be accessed via the Transparency Portal for the public and staff to review.

Board Manager

IMPROVE COMMUNICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Board Manager dramatically simplifies how local governments manage their boards, commissions and committees. When it comes to tracking board terms, rosters and applications – many organizations depend on binders and spreadsheets. With Board Manager you can effortlessly stay on top of boards with visibility into upcoming vacancies and applications provided through several automated dashboards and lists.

- Save time –Easily see total year of service for any member
- Improve the public's visibility into boards, commissions, committees and members
- Set up online applications
- Get alerts on upcoming board vacancies to be more proactive
- Automatically updates roll calls, Agenda, and Minutes Attendees

Features

Centralized information
Dashboards and lists to view upcoming vacancies at a glance

Online postings & applications
Board membership information, postings and online applications from any device

Email templates
Ready-to-use email templates to simplify correspondence

Tracking & approvals
Automates tracking and approval of new board applicants

Integrates with agendas
Seamlessly integrates motions for board member approvals into an agenda

Integrations

Meeting Manager Pro
Works with Meeting Manager Pro and iCompass' transparency portal to integrate board agendas, minutes and member biographies with information about regular council meetings

Video Manager HD

WATCH LOCAL GOVERNMENT MEETINGS ANYWHERE, ON ANY DEVICE

Video Manager HD extends the functionality of iCompass' Meeting Manager Pro solution so you can live stream council meetings and provide video links in your agendas and minutes. Integrated with YouTube, the world's leading video streaming platform, local governments have never had access to such a reliable and affordable transparency-focused solution.

- Provide live and recorded webcasts that can be watched from anywhere in high definition
- Set screen options to help viewers with low bandwidth internet connections access the videos
- Automate closed captioning
- Add timestamped video links to agendas and minutes
- Include video player in agendas and minutes so citizens can easily watch the meeting and see what's coming next

Features

Agenda and Minutes Time Stamping
Add video links to your agendas and minutes

Closed Captioning
Text is generated automatically and can be edited prior to publishing if needed

Automated Reporting
Dashboards that display video views and other information to quantify citizen engagement with meetings

Video Editing
Trim the beginning and end of the meeting video

Video Encoder
Start and stop the live webcast from a tablet or phone from anywhere

YouTube for Government
The world's most popular video streaming platform brings unparalleled reliability, storage and a comprehensive suite of value-added features for local government

Integrations

Meeting Manager Pro
Incorporate videos into your online agendas and minutes. iCompass' Transparency Portal displays video content alongside other meeting information in a mobile-friendly platform.

Video Encoder Technical Specifications

Video Input:	HDMI Type-A
Audio Inputs:	Embedded Audio Input, 2 Channel
	Analog line or Mic-In, 2 Channel
Network Connections:	Ethernet or Wi-Fi
Protocol:	RTMP Flash Streaming
Video Codec:	H.264
Video Resolution:	up to 1920 x 1080
Video Frame rate:	up to 60 fps
Video Bitrate:	700 Kbps to 6 Mbps
Video Aspect Ratio:	4:3 or 16:9
Audio codec:	AAC

Support

Unlimited Support

- The Customer may designate up to 3 individuals who will be registered with iCompass as authorized Champions eligible for free and unlimited support throughout the duration of the relationship
- Only authorized Champions will receive support – inquiries from others within the Customer's organization will be directed to the authorized Champions
- Support requests will be documented and e-mailed to the authorized Champion making such requests (as well as added to the Customer Resource Center) to minimize support requests in the future
- 1-800 telephone and e-mail support during the business hours of 6:30 AM to 5:00 PM (Pacific Time), Monday-Friday (not including holidays)
- Support calls will be answered by a human being 24 hours/day, 7 days/week

Unlimited Coaching Sessions

- The Customer may request an unlimited number of Coaching Sessions for designated individuals throughout the duration of the relationship
- An authorized Champion must make such requests
- Each Coaching Session will last between 15 and 30 minutes
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of Coaching Sessions

Unlimited Training Sessions

- The Customer may request an unlimited number of free Training Sessions for designated individuals throughout the duration of the relationship
- Such training will be provided via our 'Easy as That' Training Program - On-line, workshop style training with an instructor leading each module
- An authorized Champion must make such requests
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of participation within Training Sessions

Support – *Continued*

Other Customer Resources

- Educational webinars
- iCompass Customer Resource Center which includes a growing collection of quick reference guides and videos
- iCompass Template Libraries for easy searching and review of sample documents from dozens upon dozens of other iCompass customers. Such documents include agendas, minutes, forms, classification schemes/retention schedules, etc.

Unlimited Storage Space

Unlimited storage for meeting documents in our state of the art network facility provides continual back-up and redundancy to ensure your files are always at your fingertips. With Records Center your additional documents are also online, searchable and available to staff and the public 24/7

Our Cloud Delivery Model–Software-as-a-Service(SaaS)

iCompass solutions are delivered over the Internet and our customers only require a web browser to access and use them. Overall, the SaaS model is a much lower-cost delivery of software services – you no longer have to over spend or build in-house!

Key Benefits:

- Joining a community of other local governments for best practice improvement
- All feature updates included
- Constant redundant back-up of all information
- Video streaming services provided via Content Delivery Network (CDN)

Pricing

ONE-TIME FEE

Setup & Implementation	~~$1,500~~ Waived

- Includes setup and implementation of iCompass products

ANNUAL FEE

Meeting Manager Pro	~~$12,400~~ $10,000

- Includes Action Tracking, Agenda Manager, Minutes Manager, Document Center, and Records Center
- Laserfiche, Microsoft SharePoint, Granicus, Earth Channel and Calendar Connectors (if applicable)
- Automatic Optical Character Recognition (OCR)
- Two (2) trackers created in Action Tracking
- Unlimited agendas & minutes templates
- Unlimited storage for meeting related content
- Unlimited support, training sessions and coaching sessions
- Unlimited users within your organization
- All regular updates to the included modules

AgendaNotes	Included

- Includes AgendaNotes (iPad®, Web and PC versions) for unlimited users

Digital Voting	Included

- Includes Digital Voting (iPad®, Web and PC versions) for unlimited meeting types
- Includes historical access to voting history for each elected official or board member

Transparency Portal	Included

- Includes meeting schedules, agendas, minutes, voting and attendance records are all included
- Citizens can subscribe to receive automatic email updates
- Automatically refreshes with the latest information once it is complete

Optional Add-On Services

ANNUAL FEE

Board Manager — ~~$2,500~~ $2,000

- Includes Board Manager and one (1) Board Application setup in Action Tracking
- Track and manage board members, terms and online applications
- Board Member Photos & Background Information
- Email Notifications & Reminders
- Board Manager Dashboard

Public Records Request Tracker — ~~$1,600~~ $1,000

- Includes Public Records Request Tracker & Configuration
- Track and manage follow-up items and related files
- Email Notifications & Reminders
- Public Records Request Tracker Dashboard

Contract Tracker — ~~$1,600~~ $1,000

- Includes Contract Tracker & Configuration
- Track and manage contracts, agreements and related files
- Email Notifications & Reminders
- Contract & Agreements Dashboard

Video Manager HD — ~~$5,600~~ $4,600

- Includes Unlimited High Definition Live Streaming and On Demand Video
- Live and On Demand Video Indexing
- Cross-Platform Media Player (PC / Mac / Mobile / Tablet)
- Video Encoder Included

Optional Migration Services

ONE-TIME FEE

Agenda & Minutes Migration	$2,500

- Includes migration of agendas and minutes documents
- Requires export of agendas, agenda packets and minutes documents needed for migration in PDF format to be provided by the customer from the current vendor

Video or Audio Migration	$1,500

- Includes migration of video content for up to 250 events
- Requires export of video files needed for migration in .MP4 format to be provided by the customer from the current vendor

Procurement Options

The Interlocal Purchasing System (TIPS)

- Diligent is an Awarded Vendor for Technology Solutions, Products and Services through the TIPS Purchasing Cooperative under Contract Number 180306. As an Awarded Vendor Diligent offers TIPS Members, the opportunity to purchase products at discounted pricing without the delay and expense of going out to bid.

View our vendor information

Terms and Conditions

- The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance
- The annual fees outlined herein are based on a one year auto renew contract
- The annual fees include hosting, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space
- All annual fees are payable up front
- Your license will include unlimited users from your organization

Diligent

Invoice

Diligent Corporation
1111 19th Street NW
9th Floor
Washington DC 20036
United States
Remittance Information Below

Date	**Invoice**
August 31, 2021	INV312912
Terms	**Due Date**
Net 30	September 30, 2021
Start Date	**End Date**
September 30, 2021	September 29, 2022
Customer Name	**Reference ID**
City of Winchester	0064M00000XSbVhQAL

Bill To

Tyler Schenck, Program Manager
City of Winchester
15 North Cameron Street
Winchester VA 22601
United States

Ship To

City of Winchester
15 North Cameron Street
Winchester VA 22601
United States

PO

Billing Frequency	**Invoice Schedule**
Annual	1

Description	Quantity	Rate	Amount
Meeting Manager Pro Package Subscription	1	10,000.00	10,000.00
Board Manager Package Subscription	1	2,000.00	2,000.00

#3128

Subtotal	12,000.00
Tax Total	0.00
Total	12,000.00
Amount Applied	0.00
Amount Due	12,000.00
	USD

Thank you for your valued business. When remitting payment, please include the invoice number as a reference. If you have any questions regarding payment or billing, please email billing@diligent.com.

EFT REMITTANCE:

Account Name: Diligent Corporation
Bank Name: Bank of America NA
Account Number: 1416212407
ACH Routing Number: 121000358
FedWire (Domestic Wire) Routing: 026009593
SWIFT Code: BOFAUS3N

MANUAL REMITTANCE:

Payment by Mail:
Diligent Corporation
P.O. Box 419829
Boston, MA 02241-9829
United States

Payment by Credit Card:
Contact billing@diligent.com or call + 1 202.227.2179

DocuSign Envelope ID: E4F92A0C-C2A3-4FBA-9018-190A5B8013F4

THE INTERLOCAL PURCHASING SYSTEM (TIPS) CONTRACT NO. 180306

Diligent Services Agreement

THIS SERVICES AGREEMENT (the "Agreement") is entered into as of the September 30, 2019 (the "Effective Date"), between Diligent Corporation ("Diligent"), with offices at 1111 19th Street NW, Washington DC, 20036, and City of Winchester, with an address at 15 North Cameron Street, Winchester, VA 22601 (the "Customer")

1.0 Services.

1.1 Provision of Services. During the Term, Customer's and Customer's end-users ("End Users") may access and use the services described in Section 9.0 of this Agreement (the "Services") in accordance with the terms of this Agreement. Customer will provide Diligent with all necessary and reasonable cooperation to enable Diligent to perform its obligations under this Agreement. "Customer Data" as used in this Agreement means the information successfully uploaded by Customer to the Services and stored on Diligent's servers.

2.0 Customer Obligations.

2.1 Customer Administration of the Services. Customer may specify End Users as "Administrators". Administrators have the ability to monitor, restrict, or terminate access to Services. Diligent's responsibilities do not extend to internal management or administration of the Services. Customer is responsible for: (i) maintaining the confidentiality of passwords and Administrator accounts, (ii) managing access to Administrator accounts; and (iii) ensuring that Administrators' use of the Services complies with this Agreement

2.2 Compliance. Customer is responsible and liable for use of the Services by its End Users and all consequences of such use (including any and all consequences and liabilities resulting from End Users making Customer Data publicly accessible through the Services). Customer will obtain from End Users, and any data subjects of Customer Data, any consents necessary to allow Administrators to engage in the activities described in this Agreement and to allow Diligent to provide the Services. Customer will comply with laws and regulations applicable to Customer's use of Services.

2.3 Unauthorized Use & Access. Customer will prevent unauthorized use of the Services by or through its End Users and terminate any unauthorized use of or access to the Services. Customer will promptly notify Diligent of any unauthorized use of or access to the Services

2.4 Restricted Uses. Customer will not and will ensure that its End Users do not: (i) sell, resell, or lease the Services, (ii) reverse engineer or attempt to reverse engineer the Services, nor assist anyone else to do so; (iii) upload any Customer Data that is unlawful (iv) infringe the intellectual property rights of any third party by uploading Customer Data, (v) interfere with or disrupt the Services, the systems used to host the Services, or other equipment or networks connection to the Services, (vi) perform any penetration testing on or with respect to the Services, including use of any tools, code or instruction intended to fuzz, damage, destroy, alter, reveal any portion or expose vulnerability of the Services, (vii) mirror the Services on any server, or (viii) allow any non-End Users to use any log-in information, codes(s), or other mechanisms issues to, or selected by, Customer or End Users for access to the Services.

2.5 Third Party Requests.

2.5.1 "Third Party Request" means a request from a third party for records relating to an End User's use of the Services including information regarding an End User. Third Party Requests may include valid search warrants, court orders, or subpoenas, or any other request for which there is written consent from End Users permitting a disclosure.

2.5.2 Customer is responsible for responding to Third Party Requests via its own access to information policies.

3.0 Intellectual Property Rights; Confidentiality

3.1 Reservation of Rights. Except as expressly set forth herein, this Agreement does not grant (i) Diligent any intellectual Property Rights in the Customer Data or (ii) Customer any Intellectual Property Rights in the Services or any other products or offerings of Diligent. Diligent trademarks and brand features, or any improvements, modifications or derivative works of any of the foregoing. "Intellectual Property Rights" means current and future worldwide rights under patents, copyright, trade secret, trademark, moral rights and other similar rights.

3.2 Suggestions. Diligent may, at its discretion and for any purpose, use, modify, and incorporate into its products and services, and license and sublicense, any feedback, comments, or suggestions Customer or End Users send Diligent or post in Diligent's online forums relating to the Services, or other products or offerings of Diligent, without any obligation to Customer.

3.3 Confidential Information. Customer understands and agrees that it will not reveal, publish or otherwise disclose to any person, firm or corporation, without written authorization of Diligent, or except as required by law, any Confidential Information of Diligent, including without limitation any trade secrets, confidential knowledge, data or other proprietary information relating to the Services. "Confidential Information" of a party means all information, written, electronic or oral, relating to the business, operations, services, facilities, processes, methodology, technologies, intellectual property, research and development, customers, strategy or other confidential or proprietary materials provided by a party during the Term. Each party will not disclose the Confidential Information of the other to any third party except for those provided under this Agreement or use it for any purpose other than to carry out the activities contemplated under this Agreement. Each party may only disclose the other's Confidential Information to its employees or third parties who assist with the operation of this Agreement (e.g. End Users, contract developers, service providers, etc.), who have a need to know in connection with this Agreement and who have agreed to obligations of confidentiality that are no less restrictive than the obligations in this Agreement. Each party will take reasonable steps, and in no event will those steps be any less secure than the steps it uses to protect its own similar information, to ensure that the other's Confidential Information is protected. Each party is responsible for the actions or inactions of its employees and advisors with respect to use and disclosure of the other's Confidential Information. The restrictions set forth in this paragraph will not apply to any information that: (a) was known by the receiving party without obligation of confidentiality prior to disclosure by the disclosing party; (b) was in or entered the public domain through no fault of the receiving party; (c) is disclosed to the receiving party by a third party legally entitled to make the disclosure without violation of any obligation of confidentiality; or (d) is independently developed by the receiving party without reference to any Confidential Information. To the extent that Confidential Information is required by applicable law or regulations to be disclosed, a receiving party may disclose such information after providing to the disclosing party, to the extent permitted by law, prompt notification

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of such request for disclosure for the purpose of challenging such request. The parties agree that any violation or threatened violation of this Section 3.3 will cause irreparable injury to the disclosing party for which money damages would be an insufficient remedy, therefore the disclosing party will be entitled to seek injunctive relief, without the necessity of posting bond or proving actual damages, in addition to other appropriate legal remedies.

3.4 **Limited Rights**. Customer hereby grants to Diligent the right to use the Customer Data solely for the purposes of providing the Services pursuant to this Agreement. If Customer furnishes to Diligent any content or materials (including graphics, logos, trademarks, etc.) other than Customer Data (collectively "Customer Materials"), Diligent may use the Customer Materials in connection with the provision of the Services under this Agreement. Customer Data and Customer Materials may be stored, processed, transmitted and otherwise handled by Diligent and its authorized subcontractors outside of the jurisdiction in which the Customer Data or Customer Material originates.

4.0 Fees & Payment.

4.1 Fees.

4.1.1 Customer will pay Diligent for all applicable fees upfront annually.

4.1.2 Customer will pay any amounts related to the Services within thirty (30) days of the date of the invoice. Unless otherwise indicated, all dollar amounts referred to in the Agreement are in United States Dollars.

4.1.3 For any amount not paid when due, Diligent may charge an 6% per annum finance charge or, if lower, the maximum amount allowed by law. Customer will reimburse Diligent for its costs incurred (including reasonable attorney's fees) in the collection of Customer's past due amounts.

4.1.4 Except as specifically provided to the contrary in this Agreement, in the event of the cancellation, completion, expiration or termination of this Agreement, all monies paid or due or owing to Diligent by Customer shall be deemed non-refundable. Any reduction in Services ordered pursuant to Section 9 shall take effect as of the commencement of the next upcoming anniversary of the Effective Date.

4.1.5 Customer acknowledges that while it may choose to delay the implementation of the Services, this is not a valid reason for withholding payment on any invoices. Furthermore, the Customer will not withhold payment on any invoices for any other reason.

4.1.6 Diligent reserves the right to increase pricing, as listed, on an annual basis, by providing Customer with written notice of the new pricing at least sixty (60) days prior to the commencement of a Renewal Term and the pricing will apply to the Renewal Term unless Customer provides written notice of non-renewal in accordance with Section 5.1.

4.2 **Taxes**. Customer is responsible for all taxes which are levied or imposed by reason of the transactions contemplated by this Agreement. Diligent will charge tax when required to do so, without deduction or withholding. If Customer is required by law to withhold any taxes, Customer must provide Diligent with an official tax receipt or other appropriate documentation.

4.3 **Purchase Orders**. Any terms and conditions on a Customer purchase order will not apply to this Agreement or the Services provided hereunder and are null and void.

5.0 Term & Termination.

5.1 **Term**. The "Initial Term" of this Agreement shall be one year commencing on the Effective Date, which shall automatically renew for further consecutive periods of one year (each a "Renewal Term") upon each expiry of the then current term, unless either party provides written notice to the other party of its intention not to renew at least 45 days prior to the end of the then current term. The Initial Term and each Renewal Term are together the "Term".

5.2 **Termination for Breach**. Either party may terminate this Agreement if the other party materially breaches this Agreement and fails to cure the breach (if the breach is curable) within thirty (30) days after receiving the non-breaching party's written notice specifying the breach. Notwithstanding the foregoing, Diligent may terminate this Agreement immediately upon providing written notice to Customer if Customer breaches Section 2.4 (Restricted Uses) or Section 3.3 (Confidential Information), and Customer may terminate this Agreement immediately upon providing written notice to Diligent if Diligent breaches Section 3.3 (Confidential Information). Either party may terminate this Agreement immediately (i) upon the institution by or against the other party of insolvency, receivership or bankruptcy proceedings or any other proceedings for the settlement of such party's debts, (ii) upon the other party making an assignment for the benefit of creditors; or (iii) upon the other party's dissolution or ceasing to do business.

5.3 **Effects of Termination**. If this Agreement terminates for any reason: (i) the rights granted by Diligent to Customer will cease immediately (except as set forth in this section); (ii) Diligent may provide Customer access to its account at then-current fees so the Customer may export its Customer Data; and (iii) after a reasonable period of time, Diligent may delete any Customer Data relating to Customer's account. The following sections will survive expiration or termination of this Agreement: 2.5 (Third Party Requests), 3.0 (Intellectual Property Rights; Confidentiality), 4.0 (Fees & Payments), 5.3 (Effects of Termination), 6.0 (Indemnification), 7.0 (Exclusion of Warranties; Limitation of Liability), and 8.0 (Miscellaneous).

6.0 Indemnification.

6.1 Omitted.

6.2 **By Diligent.** Diligent will indemnify, defend and hold harmless Customer from and against all liabilities, damages, and costs (including settlement costs and reasonable attorney's fees) arising out of any claim by a third party against Customer to the extent based on an allegations that Diligent's technology used to provide the Services to the Customer infringes or misappropriates any copyright, trade secret, patent or trademark right of the third party. In no event will Diligent have any obligations or liability under this section arising from: (i) use of any Services in a modified form or in combination with materials not furnished by Diligent, (ii) any Customer Data, content, information, or data provided by Customers, End Users, or

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other third parties, (iii) Customer use of the Services in violation of this Agreement, and (iv) End User's use of the Services in violation of this Agreement.

6.3 Possible Infringement. If Diligent believes the Services infringe or may be alleged to infringe a third party's Intellectual Property Rights, then Diligent may (i) obtain the right for Customer, at Diligent's expense, to continue using the Services; (ii) provide a non-infringing replacement for the Services with materially equivalent functionality; or (iii) modify the Services so that they no longer infringe. If Diligent does not believe the options described in this section are reasonable then Diligent may suspend or terminate this Agreement and/or Customer's use of the affected Services with no further liability or obligation to the Customer other than the obligation to provide the Customer with a pro-rata refund of pre-paid fees for the affected portion of the Services.

6.4 General. The obligations of indemnification in this section are conditioned upon the party seeking indemnification promptly notifying the other party of the claim and cooperating with the other party in defending the claim. The indemnifying party will have full control and authority over the defense, except that: (i) any settlement requiring the party seeking indemnification to admit liability requires prior written consent of the party seeking indemnification, and (ii) the other party may join in the defense with its own counsel at its own expense. The indemnities above are Diligent's and Customer's only remedy under this Agreement for violation by the other party of a third party's Intellectual Property Rights.

7.0 Exclusion of Warranties; Limitation of Liability.

7.1 EXCLUSION OF WARRANTIES. EXCEPT AS EXPLICITLY SET FORTH IN THIS AGREEMENT, DILIGENT MAKES NO OTHER REPRESENTATION, WARRANTY OR CONDITION, EXPRESS OR IMPLIED, AND EXPRESSLY EXCLUDES ALL IMPLIED OR STATUTORY WARRANTIES OR CONDITIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY, DURABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TITLE, QUIT ENJOYMENT, NON-INFRINGEMENT, AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USAGE OF TRADE WITH RESPECT TO THE SERVICES. DILIGENT MAKES NO WARRANTY THAT THE SERVICES OR ANY INFORMATION OR DATA ACCESSED OR STORED THEREIN WILL MEET CUSTOMER'S REQUIREMENTS OR BE ACCURATE, ERROR-FREE, RELIABLE, OR AVAILABLE. DILIGENT DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND TO CUSTOMER WITH RESPECT TO ANY THIRD PARTY SOFTWARE FORMING PART OF THE SERVICES. TO THE EXTENT THAT A PARTICULAR JURISDICTION DOES NOT ALLOW FOR THE EXCLUSION OF A WARRANTY, THAT WARRANTY WILL BE LIMITED TO THE MINIMUM PERIOD OF TIME REQUIRED BY LAW STARTING AS OF THE EFFECTIVE DATE, AND THE INVALIDITY OF THE DISCLAIMER WILL NOT AFFECT ANY OTHER DISCLAIMER OR LIMITATION CONTAINED IN THIS AGREEMENT.

7.2 LIMITATION ON INDIRECT LIABILITY. TO THE FULLEST EXTENT PERMITTED BY LAW, EXCEPT FOR DILIGENT' INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 6 HEREUNDER, NEITHER CUSTOMER NOR DILIGENT AND ITS AFFILIATES, SUPPLIERS, AGENTS, AND DISTRIBUTORS WILL BE LIABLE UNDER THIS AGREEMENT FOR (I) INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES, OR (II) LOSS OR COMPROMISE OF USE, DATA, BUSINESS, REVENUE, OR PROFITS (IN EACH CASE WHETHER DIRECT OR INDIRECT), EVEN IF THE PARTY KNEW OR SHOULD HAVE KNOWN THAT SUCH DAMAGES WERE POSSIBLE AND EVEN IF A REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

7.3 LIMITATION ON AMOUNT OF LIABILITY. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH PARTY'S AGGREGATE LIABILITY UNDER THIS AGREEMENT WILL NOT EXCEED THE AMOUNT PAID OR PAYABLE BY CUSTOMER TO DILIGENT HEREUNDER DURING THE TWELVE MONTHS PRIOR TO THE EVENT GIVING RISE TO LIABILITY

8.0 Miscellaneous.

8.1 Omitted

8.2 Entire Agreement. The Agreement including the Invo ce and order form provided by Diligent, constitutes the entire agreement between Customer and Diligent with respect to the subject matter of this Agreement and supersedes and replaces any prior or contemporaneous understandings and agreements, whether written or oral, with respect to the subject matter of this Agreement. If there is a conflict between the documents that make up this Agreement, the documents will control in the following order: this Agreement, then the invoice, then the order form.

8.3 Governing Law. This Agreement will in all respects be governed exclusively by and construed in accordance with the laws of the State of Virginia. The parties irrevocably and unconditionally consent and submit to the exclusive venue and jurisdiction of any state or federal court sitting in Virginia in any action, application, reference or other proceeding arising out of or related to this Agreement, and the parties will not raise any objection to such venue, including the objection that the proceedings have been brought in an inconvenient forum.

8.4 Severability. Unenforceable provisions will be modified to reflect the parties' intention and only to the extent necessary to make them enforceable, and the remaining provisions of the Agreement will remain in full effect.

8.5 Waiver or Delay. All waivers under this Agreement must be in writing to be effective. Any express waiver or failure to exercise promptly any right under the Agreement will not create a continuing waiver or any expectation of non-enforcement.

8.6 Assignment. Customer may not assign or transfer this Agreement or any rights or obligations under this Agreement without the written consent of Diligent. Any other attempt to transfer or assign is void.

8.7 Force Majeure. Except for payment obligations, neither Diligent nor Customer will be liable for inadequate performance to the extent caused by a condition that was beyond the party's reasonable control (for example without limitation, natural disaster, act of war or terrorism, riot, labor condition, governmental action and Internet disturbance).

8.8 Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

8.9 Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original and all of which taken together will constitute one signed agreement between the parties. Signatures may be transmitted by facsimile or electronic mail in PDF or other similar format and will be deemed original. The signatories to this Agreement hereby represent and warrant that they have all necessary authority to enter into and bind their respective party to this Agreement.

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8.10 **Independent Contractor.** Diligent is an independent contractor. Nothing in this Agreement will be construed to create a partnership, joint venture or agency relationship between the parties and neither party will have the power to bind the other with respect to third parties.

8.11 **Notices.** Any notices required or permitted to be given hereunder by either party to the other will be given in writing (i) by personal delivery, (ii) by bonded courier or a nationally recognized overnight delivery company, (iii) by prepaid first class, registered or certified mail, postage prepaid, in each case addressed to the other party at the address set forth in the signature line of this Agreement (or to such other address as the other Party may request in writing by notice given pursuant to this Section) or (iv) by email. Notices will be deemed received (a) if personally delivered, the same day, (b) if sent by courier or overnight delivery company, on the second working day after the day it was sent, (c) if sent by mail, five (5) working days following posting, or (d) if sent by email, the date of delivery.

8.12 **State Purchasing.** To the extent permitted by law and approved by the Parties, the terms of this Agreement may be extended for use by other similarly situated state and/or governmental entities ("Related Entities") upon execution by Diligent and the Related Entity of an addendum or order document referencing this Agreement and setting forth all terms and conditions for such use. Applicable fees for any such Related Entity will be quoted by Diligent to the Client and/or any Related Entity upon written request, and shall be incorporated into the addendum or order document.

9.0 **Services**

9.1 Diligent shall provide the following Services to the Customer for the Fees indicated:

Service	Annual Fee
iCompass Meeting Manager Pro	$10,000
iCompass Board Manager	$7,000
iCompass Agenda Notes	Included
iCompass Digital Voting	Included
iCompass Transparency Portal	Included

9.2 **Storage.** Unlimited meeting related content and up to 25 GB of storage for non meeting related content is included in the fees set out in this Agreement. Additional storage can be purchased as required.

IN WITNESS WHEREOF Diligent and the Customer have executed this Agreement as of the Effective Date.

Customer by its authorized signatory:	Diligent Corporation by its authorized signatory:
Name: Eden E. Freeman Title: City Manager Date: 24 Sept 2019 Notices to City of Winchester: 15 North Cameron Street Winchester, VA 22601 Billing Contact: Tyler Schenck, Program Manager Billing's Email: Tyler.Schenck@winchesterva.gov	DocuSigned by: Jack Van Arsdale 20CB57618BD64E7... Name: Jack Van Arsdale Title: V.P. of Legal Date: September 27, 2019 Notices to Diligent Corporation General Counsel Diligent Corporation Attn: General Counsel 111 West 33rd St, 16th Floor New York, NY 10120 USA Phone: 212 741 8181 Email: legal@diligent.com eGovernance Advisor: Josh Fruechl eGovernance Advisor Email: jfruechl@diligent.com

Approved as to form:

By: _____
City Attorney

Winchester office of the city attorney Virginia

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iCompass

DILIGENT CORPORATION

AMENDMENT TO THE SERVICES AGREEMENT ("AMENDMENT")

Whereas City of Winchester with its offices located at 15 North Cameron St, Winchester, VA 22601 (the "Customer")

AND: Diligent Corporation with its offices at 111 West 33rd Street, 16th Floor, New York, NY 10120, f/k/a iCompass Technologies Inc. ("Diligent")

entered into a Services Agreement ("Service Agreement") on September 30, 2019; the parties hereby agree to amend this Service Agreement as of November 6, 2019:

1.0 Add to the Service Agreement in the Section reflecting the services being provided and fees being charged:

Service	One-Time Fee
iCompass Agendas and Minutes Migration	$1,000

Billing Note: Customer will be invoiced upon execution of this Amendment. The Annual Fee for the Service(s) will be prorated through the end of the current year of the contract period. Customer shall be invoiced for the One-Time Fee (if any) in full upon execution of this Amendment. Following the end of the current year of the contract period, Customer shall be invoiced for the Annual Fee for the Services in alignment with the other Diligent invoicing in accordance with the terms and conditions of the Service Agreement and will continue to be on the annual renewal date moving forward.

All references to money or payments shall mean the lawful currency of the United States, and the Annual Fee and One-Time Fee shall be exclusive of taxes, duties and charges imposed or levied in connection with the Services.

This Amendment shall take precedence in the event any term or condition of the Service Agreement conflicts herewith. Except as provided herein, all other terms and conditions of the Service Agreement shall remain in full force and effect and are hereby ratified and confirmed.

IN WITNESS WHEREOF the parties hereto agree to the Amendments.

Customer by its authorized signatory	Diligent Corporation by its authorized signatory
Name: Eden Freeman Title: City Manager Date: 6 Nov 2019	DocuSigned by: Jack Vanarsdale 2DC657010BD04E7... Name: Jack Vanarsdale Title: V.P. of Legal Date: November 6, 2019 Notices to Diligent Corporation: Diligent Corporation – Attn: General Counsel 111 West 33rd St, 16th Floor New York, NY 10120 USA Phone: 212-741-8181 Email: legal@diligent.com Account Executive: Account Executive Account Executive Email: Account Executive Email

Diligent Canada Inc.

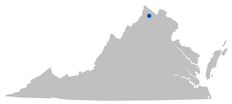
Aerial Overview

Rockland Road (Route 658) Grade Separation/Bridge over Railroad

Virginia Department of Transportation

Project Location

Warren County



North Arrow & Scale

N

SCALE
0 50' 100'

Legend

- Proposed Road
- Proposed Bridge
- Stormwater Management Basin
- Existing Right of Way
- Proposed Right of Way Line
- Proposed Permanent Drainage Easement
- Proposed Temp. Construction Easement
- Proposed Limits of Construction - Cut
- Proposed Limits of Construction - Fill

Contact Information

Elizabeth G. Jordan, Ph.D.
Project Manager
Virginia Department of Transportation
811 Commerce Road
Staunton, VA 24401

Comments may also be sent to:
elizabeth.jordan@VDOT.Virginia.gov

Rockland Road (Route 658) Grade Separation/Bridge over Railroad
Warren County, Virginia

0658-093-R13 PE 101, RW 201, M501
UPC 112945
STP/F-0938(045)

These plans are unfinished and unapproved and are not to be used for any type of construction or the acquisition of right of way. Additional easements for utility relocations may be required beyond the proposed Right of Way shown on these plans.

Imagery Courtesy of the Commonwealth of Virginia copyright 2019.

DEPARTMENT OF INFORMATION TECHNOLOGY

COUNTY OF WARREN, VA

DEPARTMENT OF INFORMATION TECHNOLOGY

Responsibility Breakdown

- Cyber\Network Security
- Systems Maintenance\Deployment
  - Computer workstations\Servers\Physical hardware
  - Desktop operating systems and related software
- Network Maintenance\Deployment
  - Network switches\Firewalls\Internet Service Provision
  - Server operating systems and related software
- Communications
  - Website\Social Media
  - Press\public inquiries
- Administration

STAFF:

Director

Todd C. Jones

- Oversee Information Technology Department and staff
- Set priorities and direction
- Budget preparation
- Oversee Cyber\Network\Systems development
- Work directly with appropriate vendors to insure best price\performance standards
- Advanced systems support
- Set IT policies
- Work with other Department Directors to cast vision and proper adoption of new systems and hardware

STAFF:

Systems Technician

Sam Cheshire

- Hired 11/21
- Primary Responsibilities
  - Advanced Systems Troubleshooting
  - Basic Network Support
  - Maintenance of various systems including data backup and storage, Active Directory, and Azure systems
  - Desktop systems deployment
  - Software deployment
  - Telecommunications support

STAFF

Network Administrator

- Requirements:
  - Exceptional computer networking skills
  - Exceptional Cyber-security skills
- Primary Responsibilities:
  - Network configuration and maintenance
  - Cyber security design and implementation
  - Network hardware deployment
  - Advanced systems troubleshooting
  - Review and response to emerging cyber and network threats
  - Train staff on advanced technical systems
  - Deployment and maintenance anti-virus\anti-intrusion systems

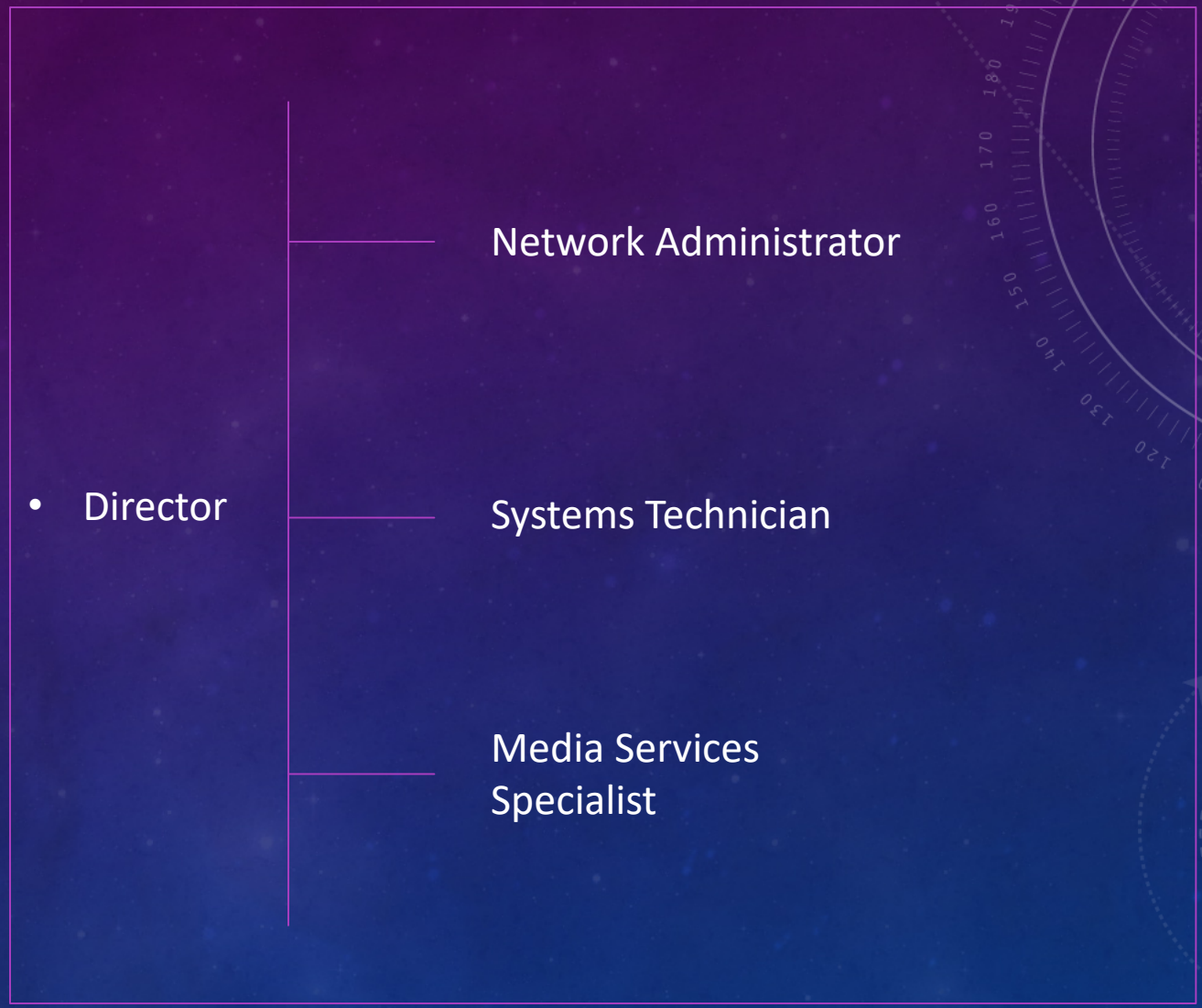
STAFF

Media Services Specialist

- Requirements:
  - Exceptional communication skills
  - Exceptional graphic\copywriting skills
  - Administrative skills
- Primary Responsibilities:
  - Public Information Officer:
    - Press releases
    - Primary media contact
  - Basic systems support
  - Assistance in departmental budget process
  - Assistance in writing IT policies, RFP’s RFI’s, RFQ’s
  - Website maintenance\Social media maintenance

DEPARTMENT OF INFORMATION TECHNOLOGY

Staff Overview



DEPARTMENT OF INFORMATION TECHNOLOGY

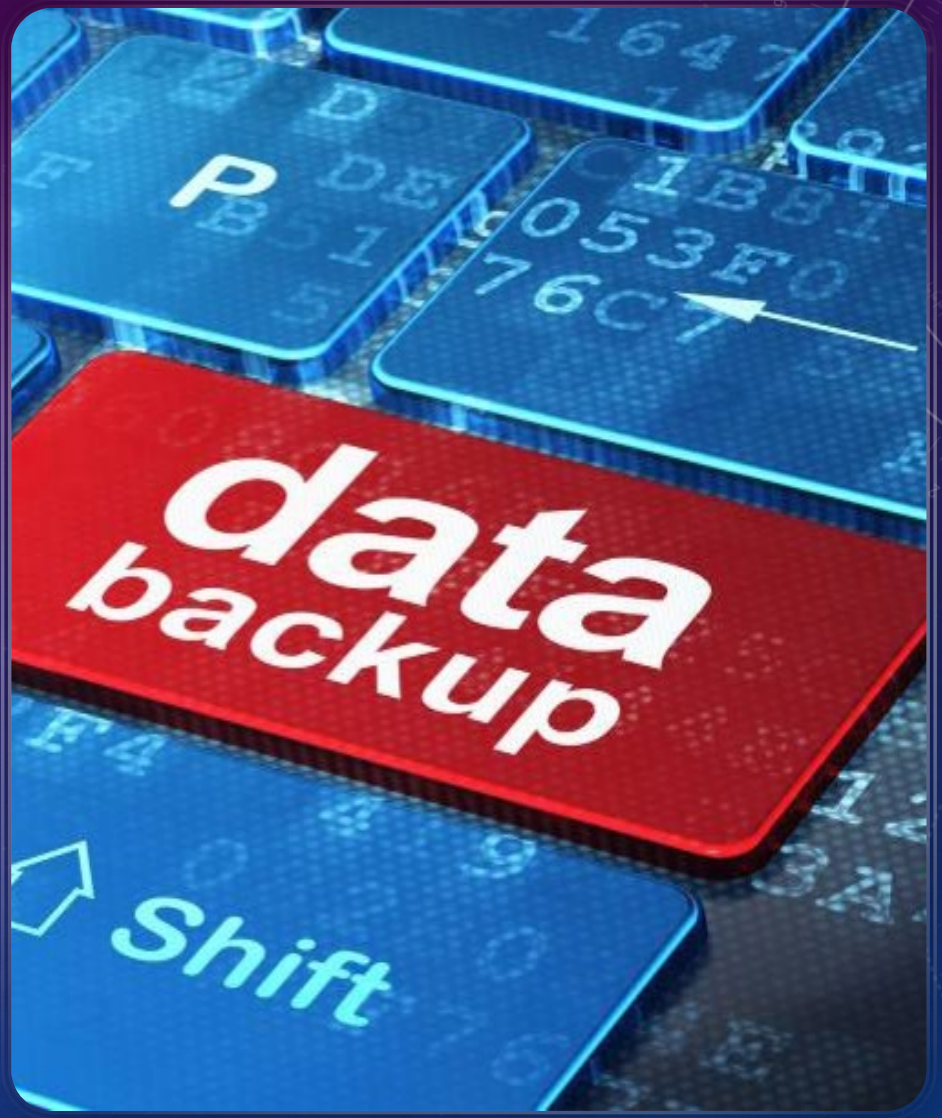
UPCOMING INITIATIVES

UPCOMING INITIATIVES

- Deploy vulnerability scanning tools
- Deploy systems and software to assist in software updates
- Replace legacy hardware and software

UPCOMING INITIATIVES

- Deploy two servers at opposite locations
- Use reliable backup software at each location
- Backup critical desktop data
- Bare metal backup of server hardware
- Incorporate off-site repository
- Deploy – Backup – Test Restore - Repeat



UPCOMING INITIATIVES

- Deploy virtual server hardware for outdated systems
  - Purchase proper licensing
  - Purchase proper server hardware
  - Incorporate proper backup systems

UPCOMING INITIATIVES

- Communications
  - Single Point of Contact (PIO)
  - Updated website
  - Social media management
  - Employee communications

DEPARTMENT REQUESTS:

- Approval of Media Services Specialist Job Position
- Board awareness of upcoming funding needs

QUESTIONS?

COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 636-4600
FAX: (540) 636-6066
Email: jmeadows@warrencountyva.net

Jane E. Meadows
Human Resources Director

BOARD OF SUPERVISORS

*****

CHAIR
Cheryl L. Cullers
South River District

VICE CHAIRMAN
Archie A. Fox
Fork District

Tony F. Carter
Happy Creek District

Walter J. Mabe
Shenandoah District

Delores R. Oates
North River District

*****

Dr. Edwin C. Daley
County Administrator

TO: All Warren County Employees

FROM: Jane Meadows, Human Resources Director

DATE: December 28, 2021

SUBJECT: Amended COVID-19 Guidelines

In response to updated CDC information regarding COVID-19 and the Omicron variant, Warren County is updating the guidelines regarding COVID-19. Warren County continues to focus on the preservation of the health of our workforce and operational capacity.

1) COVID-19 Exposure & Testing
The recommended time for isolation is being updated from 10 days to 5 days for people with COVID-19, followed by an additional 5 days wearing a mask when around others.

If You Test Positive for COVID-19 (Isolate)	
Everyone, regardless of vaccination status.	• Stay home for 5 days • If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. • Continue to wear a mask around others for 5 additional days. *If you have a fever, continue to stay home until your fever resolves.*
If You Were Exposed to Someone with COVID-19 (Quarantine)	
If you: Have received a booster shot **OR** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** Completed the primary series of J&J vaccine within the last 2 months	• Wear a mask around others for 10 days. • Test on day 5, if possible. *If you develop symptoms get a test and stay home.*
If you: Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and have not received a booster shot **OR** Completed the primary series of J&J over 2 months ago and have not received a booster shot **OR** Are unvaccinated	• Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. • If you can't quarantine you must wear a mask for 10 days. • Test on day 5 if possible. *If you develop symptoms get a test and stay home.*

2) COVID Pay Guidelines
The County will continue to provide COVID pay up to two (2) weeks for employees who are required to isolate or quarantine due to COVID and/or exposures to COVID. If an employee is off work beyond the two (2) week period of time, the employee must use their sick leave or if no sick leave is available, take unpaid time off.

3)Basic Preventative Measures
All County employees, when practical, should wear a mask, maintain a distance of six (6) feet between individuals, and wash their hands frequently. If you are sick or ill, please stay home, notify your supervisor, and consult your Primary Care Physician as appropriate. Workspace precautions (Plexiglass barriers, spacing between desks, availability of hand sanitizer, etc.) will remain in place.

4) VDH COVID-19 Level of Community Transmission Website
This website reports the rate of new cases per 100,000 persons. The rate is related to the CDC's Level of Community Transmission of COVID-19 and is measured in terms of Low (<10 cases), Moderate (10-49 cases), Substantial (50-99 cases), and High (>/=100 cases).
https://www.vdh.viginia.gov/coronavirus/community-transmission/

5) Mask Usage
When the County's level of community transmission of COVID-19 is measured as "Substantial" or "High", all employees (regardless of COVID-19 vaccination status) will: 1) Wear a mask indoors when working away from their individual office or workspace, and 2) wear a mask when engaging another employee or the public at a distance fewer than six (6) feet.

6) Points of Contact
To assist the County in managing this ongoing public health concern, each Constitutional Officer and/or Department Head will verify primary and alternate points of contact within their departments/offices to act as liaison between their employees and the County HR Department for addressing COVID-19 related issues.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 2
December 14,2021	WS-E	Assign Training Area.	

EXPLANATION & SUMMARY:

The Sheriff, Mark Butler is requesting a training area be assigned to the Warren County Sheriff's Office. Many locations have been researched. After many hours of research and investigation, Members of the Warren County Sheriff's Office have found two locations that not only fit the needs of the Sheriff's Office but also cost the county and the taxpayers no money in the near future, to develop. The Sheriff's office spends over $15,000 a year, in overtime, driving to and from different locations to complete minimum, mandatory, firearms training. The training area requested will be developed by the WCSO. The training area will be designed to provide an area for K9 training, Tactical Training, and Firearms, both lethal and non-lethal. This Area will also be developed to secure impounded vehicles and areas to store certain overflow buildings.

Cost and Financing

All materials will be donated by reaching out to local businesses. To include but not limited to railroad ties and lumber.

PROPOSED OR SUGGESTED MOTION:

(1) I move that the Board of Supervisors approve the requested area located at 295 ESA lane for Sheriff's Office Training area.

OR

(2) I move that the Board of Supervisors do not approve 295 ESA Lane but approve 232 Shangri-li for Warren County Sheriff's Office training.

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

SUBMITTED BY:		PROCESSED BY:
Mark A. Butler, Sheriff Warren County		

(ht rencountyva.net/)

(ht rencountyva.net/)

The following committee assignments were approved for 2021:

1. Agricultural District Advisory Committee (Cheryl Cullers)
2. Airport Commission (Archie Fox)
3. Building Committee (Archie Fox and Cheryl Cullers)
4. Community Policy & Management Team (Cheryl Cullers)
5. Emergency Management Director (Chair of the Board)
6. Northern Shenandoah Valley Regional Commission (Walter Mabe and Delores Oates with Taryn Logan as alternate)
7. Parks & Recreation Commission (Tony Carter)
8. People, Inc. Board (Tony Carter)
9. RSW Regional Jail Committee (Delores Oates with Walter Mabe as Alternate)
10. Samuels Public Library Board (Delores Oates)
11. Town/County Liaison Committee (Chair/Board Members Rotate)
12. Warren County Solid Waste Advisory Committee (Cheryl Cullers)
13. Warren County Well & Septic Appeals Board (Tony Carter with Walter Mabe as Alternate)
14. Winchester Regional Airport Authority (Archie Fox)
15. Fire and Rescue Chiefs Advisory Committee Representative (Cheryl Cullers)
16. Front Royal/Warren County Joint Tourism Committee (Delores Oates with Walter Mabe as Alternate)
17. Warren County Broadband Committee (Cheryl Cullers and Walter Mabe)
18. Drug Prevention Committee (Delores Oates)
19. Railroad Taskforce (Delores Oates)

***NEW FOR 2022**

Finance/Audit Committee
County/WCPS Liaison Committee
Technology Review Committee

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
January 4, 2022	**WS-G**	2022 Board of Supervisors Goals	

EXPLANATION & SUMMARY:

At the beginning of each year, Board members are given the opportunity to submit proposed goals, which will be scored by the Board on a scale of l-10 with 10 being the highest priority. Combined scores for each of the goals and projects determined the individual ranking. Projects scoring over 25 (those receiving at least an average of 5 per Board members) **and** identified as a priority will be included on the final goals list. Timeframes for each of the individual projects are determined by progress or estimated completion time.

The proposed list will provide County staff with direction in determining the priority of projects and tasks. The list will also provide a benchmark on the progress of the various projects.

Included in your packets is a copy of the current 2021 Goals List, as updated with the completion of various projects in 2021.

COST & FINANCING:

N/A

PROPOSED MOTION:

No motion at this time.

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

2021 Warren County Board of Supervisors Goals, Projects, and Programs

Priority	Future Goals, Projects, Programs
1	Complete understanding of how the embezzlement occurred and work with the EDA Executive Director and Board of Directors to recover the lost funds
2	Assist the collection of delinquent taxes, both real estate and personal property
3	No more land annexations to the Town of Front Royal
4	County to complete upgrade of Happy Creek Road/Morgan Ford Road from Town limits to Manassas Run Road with bike and pedestrian access
5	Construction of a grade separated crossing of Rt. 658 (Rockland Road)
6	Complete implementation of EnerGov software for Building Inspections, County Planning, and Town Planning
7	Complete the hiring of a new Deputy Finance Director
8	Continue update of the Warren County Comprehensive Plan; work to incorporate the new Strategic Vision into the overall plan
9	Expansion of Broadband into underserved areas of the County
10	Develop training for volunteers for Fire and Rescue
11	More carefully review the costs and expenses of the County and expand the fraud, waste, and abuse reporting center
12	Fewer warehousing jobs and more manufacturing jobs in the County
13	Continued award recognition of Audit and Budget Report by GFOA
14	Updates and revisions to the County Personnel Policy
15	Continue to train and develop volunteers for Fire and Rescue and foster better working relations between volunteer and paid Fire Department Staff
16	Increase staffing levels for Fire and Rescue Services
17	Expand the County Commercial Tax Base in the following areas: Route 340/522 Corridor and I-66 at Linden
18	Pay for projects currently in the process before starting new ones, other than necessary ones
19	Review the initial and long-term costs associated with projects before applying for funding from grant agencies
20	Implementation of Annual Fire Marshal Inspection Program for all County-owned Facilities

Priority	Future Goals, Projects, Programs
21	Improvement of Substandard Roads and continued development of the Rural Addition and Revenue Sharing programs through VDOT; improved understanding in the community about the programs
22	Widen and improve Rt. 55 East from Town Limits to Linden interchange
23	Complete revisions to County's Sign Ordinance (Zoning Ordinance)
24	ISO 9000 training for Board members to bolster continued communication and transparency
25	Return obstetrics and Intensive Care Unit (ICU) services to Warren Memorial Hospital
26	Complete design, secure environmental permitting, and begin construction of the new Shenandoah Farms convenience site and Sanitary District Maintenance Facility
27	Secure Dupont grant funding for safety improvements to the South River boat landing
28	Safety improvements to Route 340 South, Browntown-Bentonville Road, and Browntown Road
29	Complete re-development of Health and Human Services Complex
30	Expansion of Park and Ride Facilities
~~31~~	~~Complete close-out of the Airport obstruction removal and tower project~~ **COMPLETE**
32	Complete recovery following server issues
33	Acquire new software system for Finance Department to replace AS400

Warren County Board of Supervisors

Name: _____

2022 Goal Scoring

Current Goals	**Scoring (1-10)**
Complete understanding of how the embezzlement occurred and work with the EDA Executive Director and Board of Directors to recover the lost funds	
Assist the collection of delinquent taxes, both real estate and personal property	
No more land annexations to the Town of Front Royal	
County to complete upgrade of Happy Creek Road/Morgan Ford Road from Town limits to Manassas Run Road with bike and pedestrian access	
Construction of a grade separated crossing of Rt. 658 (Rockland Road)	
Complete implementation of EnerGov software for Building Inspections, County Planning, and Town Planning	
Complete the hiring of a new Deputy Finance Director	
Continue update of the Warren County Comprehensive Plan; work to incorporate the new Strategic Vision into the overall plan	
Expansion of Broadband into underserved areas of the County	
Develop training for volunteers for Fire and Rescue	
More carefully review the costs and expenses of the County and expand the fraud, waste, and abuse reporting center	
Fewer warehousing jobs and more manufacturing jobs in the County	
Continued award recognition of Audit and Budget Report by GFOA	
Updates and revisions to the County Personnel Policy	
Continue to train and develop volunteers for Fire and Rescue and foster better working relations between volunteer and paid Fire Department Staff	
Increase staffing levels for Fire and Rescue Services	
Expand the County Commercial Tax Base in the following areas: Route 340/522 Corridor and I-66 at Linden	
Pay for projects currently in the process before starting new ones, other than necessary ones	
Review the initial and long-term costs associated with projects before applying for funding from grant agencies	

Implementation of Annual Fire Marshal Inspection Program for all County-owned Facilities	
Improvement of Substandard Roads and continued development of the Rural Addition and Revenue Sharing programs through VDOT; improved understanding in the community about the programs	
Widen and improve Rt. 55 East from Town Limits to Linden interchange	
Complete revisions to County's Sign Ordinance (Zoning Ordinance)	
ISO 9000 training for Board members to bolster continued communication and transparency	
Return obstetrics and Intensive Care Unit (ICU) services to Warren Memorial Hospital	
Complete design, secure environmental permitting, and begin construction of the new Shenandoah Farms convenience site and Sanitary District Maintenance Facility	
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Safety improvements to Route 340 South, Browntown-Bentonville Road, and Browntown Road	
Complete re-development of Health and Human Services Complex	
Expansion of Park and Ride Facilities	
Complete recovery following server issues	
Acquire new software system for Finance Department to replace AS400	

New Goal Requests for 2022	**Scoring (1-10)**
Implementation of electronic meeting packet concept	
Creation of a Community Technology Center	

Emily Ciarrocchi

From: Todd C. Jones
Sent: Monday, December 27, 2021 5:08 PM
To: Emily Ciarrocchi; Edwin Daley; Sam Cheshire; Kayla Darr
Subject: Community Technology Center
Attachments: BOSmemo327Goals2020(IT).pdf

Emily, Ed,

Included is my request for BOS review for a "Community Technology Center"

The CTC would be a place where the community could receive training on a number of IT related issues. We could teach parents about the dangers of their kids using social media. We could teach the elderly how to access the internet. We could teach everyone about how to spot phishing attempts and malware. Or any number of other things.

Additionally, we would have AV equipment available so people could create content for Youtube, Vimeo, podcast or upcoming media outlets.

The CTC would be open to anyone who goes through a basic training program and signs an agreement to care for the equipment involved. Minors would need a parental signature to participate. The CTC would be staffed by identified IT professionals within Warren County.

Finally, I would like to see us collaborate with the Sheriff's office and WCPS for proper training opportunities for the public. We could consider commercial sponsors such as Glo Fiber, All Points Broadband or any other business for potential funding.

I've included the required paperwork. Please let me know if you need anything else.

Thanks

All the best,

Todd C. Jones
Director of Technology
County of Warren, Virginia
220 North Commerce Ave
Front Royal, VA 22630
Office: 540.636.4600
Direct: 540.252.0909
www.WarrenCountyVa.net