



AGENDA

Board of Supervisors Meeting

January 18, 2022

5:30 PM – Work Session

- A. Discussion – Separation of Building Inspections Services Update – David Beahm
- B. Closed Session – Virginia Freedom of Information Act
 - a. Section 2.2-3711(A)(1) Personnel re: Warren County Airport Commission and Social Services Advisory Board
 - b. Section 2.2-3711(A)(3) Acquisition of Real Properties for a Public Purpose, Fork and North River Magisterial Districts Outside of the Limits of the Town of Front Royal
- C. 2022 Board Goals List – Ed Daley
- D. Adjournment

7:00 PM

Moment of Silence

- A. Call to Order and Pledge of Allegiance of the United States of America
- B. Adoption of Agenda – Additions or Deletions
- C. Public Comment Period (60 Minute Time Limit)
- D. Reports – Board Members, County Administrator, Interim County Attorney
- E. Appropriations and Transfers
- F. Approval of Accounts

NEW BUSINESS

- G. Consent Agenda
 - 1. 2022 Board and Committee Assignments – Ed Daley
 - 2. Refund Request for Elias & Son Plumbing LLC – Sherry Sours
 - 3. Refund Request for Michael A Manuel Trucking Inc. and Michael A Manuel – Sherry Sours
 - 4. Job Description and Salary Placement for Media Services Specialist – Todd Jones
 - 5. Coyote Bounties – \$50.00 Each – Animal Control
 - a. Gary White (1)
 - b. Michael Mitchell (2)

7:30 PM

H. Public Hearings

1. 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 – Matt Wendling
2. 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 – Matt Wendling
3. 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

I. Additional New Business (If needed)

J. Adjournment

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 Airport Commission and the Social Services Advisory Board.

I also move the Board enter into a closed meeting under the provisions of Section 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real properties for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; I further move that discussion be limited to one property located in the Fork Magisterial District outside the limits of the Town of Front Royal and one property located in the North River Magisterial District outside the limits of the Town of Front Royal.

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Motion to be Made Coming out of Closed Meeting

I move that the Board certifies to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1) and (A)(3) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.



2021 WARREN COUNTY BOARD OF SUPERVISORS GOALS, PROJECTS, AND PROGRAMS

Priority	Future Goals, Projects, Programs	Responsible Entity/Individual	Support Entity(ies)/ Individual(s)
1	Complete understanding of how the embezzlement occurred and work with the EDA Executive Director and Board of Directors to recover the lost funds	Sands Anderson	County Administrator County Attorney BOS/EDA Board
2	Assist the collection of delinquent taxes, both real estate and personal property	Pond Law Group TACS	Treasurer's Office
3	No more land annexations to the Town of Front Royal	n/a	
4	County to complete upgrade of Happy Creek Road/Morgan Ford Road from Town limits to Manassas Run Road with bike and pedestrian access	VDOT	
5	Construction of a grade separated crossing of Rt. 658 (Rockland Road)	VDOT	
6	Complete implementation of EnerGov software for Building Inspections, County Planning, and Town Planning	Building Official IT Director	
7	Complete the hiring of a new Deputy Finance Director		
7	Continue update of the Warren County Comprehensive Plan; work to incorporate the new Strategic Vision into the overall plan	Planning Commission Board of Supervisors	Planning Director County Administrator
8	Expansion of Broadband into underserved areas of the County	All Points Broadband	
9	Develop training for volunteers for Fire and Rescue	Fire Chief	Recruitment/Retention Coordinator

Priority	Future Goals, Projects, Programs	Responsible Entity/Individual	Support Entity(ies)/ Individual(s)
10	More carefully review the costs and expenses of the County and expand the fraud, waste, and abuse reporting center	Board of Supervisors	County Administrator
11	Fewer warehousing jobs and more manufacturing jobs in the County	n/a	
12	Continued award recognition of Audit and Budget Report by GFOA	Finance Department	Auditing Firm
13	Updates and revisions to the County Personnel Policy	Human Resources Director	County Attorney
14	Foster better working relations between volunteer and paid Fire Department Staff	Fire Chief	Recruitment/Retention Coordinator
15	Increase staffing levels for Fire and Rescue Services	Fire Chief	Recruitment/Retention Coordinator
16	Expand the County Commercial Tax Base in the following areas: Route 340/522 Corridor and I-66 at Linden	n/a	
17	Pay for projects currently in the process before starting new ones, other than necessary ones	n/a	County Administrator Finance Director
18	Review the initial and long-term costs associated with projects before applying for funding from grant agencies	Board of Supervisors	Grants & Special Projects Coordinator
19	Implementation of Annual Fire Marshal Inspection Program for all County-owned Facilities	Fire Marshal	Public Works Director
20	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	VDOT	Public Works Director
21	Widen and improve Rt. 55 East from Town Limits to Linden interchange	VDOT	

Priority	Future Goals, Projects, Programs	Responsible Entity/Individual	Support Entity(ies)/ Individual(s)
22	Complete revisions to County's Sign Ordinance (Zoning Ordinance)	Planning Director	County Attorney
23	ISO 9000 training for Board members to bolster continued communication and transparency	Board of Supervisors	
24	Return obstetrics and Intensive Care Unit (ICU) services to Warren Memorial Hospital	n/a	
25	Complete design, secure environmental permitting, and begin construction of the new Shenandoah Farms convenience site and Sanitary District Maintenance Facility	Public Works Director	
26	Secure Dupont grant funding for safety improvements to the South River boat landing	Grants & Special Projects Coordinator	
27	Safety improvements to Route 340 South, Browntown-Bentonville Road, and Browntown Road	VDOT	
28	Complete re-development of Health and Human Services Complex	Project Manager	
29	Expansion of Park and Ride Facilities	VDOT	
30	Complete recovery following server issues	IT Department	
31	Acquire new software system for Finance Department to replace AS400	Finance Department	IT Department

Warren County Board of Supervisors

Name: _____

2022 Scoring Sheet

Current Goals List	Scoring (1-10)	Priority? Y/N
Complete understanding of how the embezzlement occurred and work with the EDA Executive Director and Board of Directors to recover the lost funds		
No more land annexations to the Town of Front Royal		
Increase staffing levels for Fire and Rescue Services		
More carefully review the costs and expenses of the County		
Fewer warehousing jobs and more manufacturing jobs in the County		
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		
Foster better working relations between volunteer and paid Fire Department staff		
Return obstetrics and Intensive Care Unit (ICU) services to Warren Memorial Hospital		

Current Projects List	Scoring (1-10)	Priority? Y/N
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)		
Continue update of the Warren County Comprehensive Plan; work to incorporate the new Strategic Vision into the overall plan		
Continue to work with All Points Broadband to expand broadband service to underserved/unserved areas of the County		
Develop training for volunteers for Fire and Rescue		
Updates and revisions to the County Personnel Policy		
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)		

Warren County Board of Supervisors

Name: _____

Complete design, secure environmental permitting, and begin construction of the new Shenandoah Farms convenience site and Sanitary District Maintenance Facility		
Secure Dupont grant funding for safety improvements to the South River boat landing		
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		

Current Programs List	Scoring (1-10)	Priority? Y/N
Continue the collection of delinquent taxes, both real estate and personal property		
Complete implementation of EnerGov software for County Building Inspections, Town Building Inspections, County Planning, and Town Planning		
Expand the online fraud, waste, and abuse reporting center		
Continued award recognition of Audit and Budget Report by GFOA		
Implementation of Annual Fire Marshal Inspection Program for all County-owned Facilities		
ISO 9000 training for Board members to bolster continued communication and transparency		
Complete the hiring of a new Deputy Finance Director COMPLETE		

New Requests for 2022	Scoring (1-10)	Priority? Y/N
Implementation of electronic meeting packet concept		
Creation of a Community Technology Center		
Establishment of a Regional Water Authority		
Hiring of staff for the Office of Economic Development		
Creation of the Joint Tourism Destination Marketing Organization		
Establishment of a Warren County Drug Court		
Promote and expand tourism in Warren County		
Rebuild community confidence and structure of the Front Royal/Warren County EDA		
Provide the highest level of public safety services throughout the County		
Enhance Warren County business operations to improve and provide quality services to citizens		

Emily Ciarrocchi

From: Vicky Cook
Sent: Wednesday, January 5, 2022 12:22 PM
To: Edwin Daley
Cc: Emily Ciarrocchi
Subject: WC Proposed Goals, Programs, and Projects

Hello Ed,

The below are my proposed goals, programs, and projects for the board's consideration. I know this format is a little different, but this is how I view goals, programs, and projects.

Choose anything that is realistic and fits into Warren County's Vision.

Have a great day!

Proposed 2022 Strategic Goals, Programs, and Projects	Goal, Program, Project	Target Finish Date
Promote and Expand Tourism in Warren County	Goal	
Build Warren County Tourism Experience	Program	
Establish Warren County Tourism Vision and Comprehensive Plan for all municipalities	Project	2nd Qtr. 2022
Develop County and Town Tourism Integration Plan that includes, approach and objectives	Project	3rd Qtr. 2022
Develop a social footprint for Warren County Tourism	Project	4th Qtr. 2022
Rebuild Community Confidence and Structure of the Front Royal Warren County EDA	Goal	
Strengthen Front Royal Warren County EDA Presence in the Community	Program	
Recruit EDA Director and supporting staff	Project	2nd Qtr. 2022
Establish EDA organizational structure and description of responsibilities	Project	2nd Qtr. 2022
Establish EDA Policies and Procedures	Project	2nd Qtr. 2022
Providing the highest level of public safety services throughout Warren County	Goal	
NFPA 1720 Standard Recruitment and Professional Development	Program	
Develop Fire and Rescue Staffing Plan	Project	3rd Qtr. 2022
Public Safety Operations, Facility Support and Technical Assistance Enhancement	Program	
Develop a Public Safety Comprehensive Plan for Fire and Rescue and Sheriff Office	Project	3rd Qtr. 2022
Warren County Public Safety Training Facilities	Program	
Develop a Sheriff Training and Vehicle Impound Area Implementation Plan	Project	4th Qtr. 2022
Enhance Warren County Business Operations to improve and provide quality services to our citizens	Goal	
Utilize Information Technology to improve WC operation efficiency and effectiveness	Program	
Perform Market Research acquire, and implement an eDocument system for Warren County Business Operations	Project	2nd Qtr. 2022
Plan and Implement a SharePoint Portal for WC Business Operation Collaboration	Project	4th Qtr. 2022

V/R

Vicky L. Cook
Fork District Supervisor
Warren County, VA
703-626-9242

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.

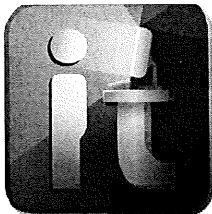
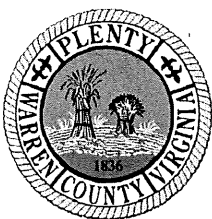
Additionally, we would have AV equipment available so people could create content for Youtube, Vimeo, podcast or upcoming media outlets.

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

Fiscal Year 2021-2022 Budget Appropriations and Transfers

Submitted for Board of Supervisor Approval on January 18, 2022

	Dept/Fund	Tran/Appr	Description	Amount	Source
1	Fire and Rescue	Appr.	To appropriate the 2021 SHSP Grant into Cost Recovery account	\$9,800.00	Grant
2	Sheriff	Appr.	To appropriate VACORP checks to pay for vehicle repairs	\$2,436	Reimbursement
3	Treasurer	Transfer	Purchase of shredder to replace current shredder that no longer works	\$6,000	Special Projects
4	Sheriff (Skyline Training)	Transfer	Transfer from General fund to cover expenses for new carpet, wood flooring, hallway, and classrooms	\$20,000	General Fund



Warren County Delinquent Tax Collections Monthly Report

Month: December 2021

<u>Pond Law Group:</u>	\$9,841.71
<u>TACS:</u>	\$7,980.21

TOTAL: **\$17,821.92**

Pond total for 2021:	\$97,653.02
TACS total for 2021:	\$121,079.28

Cumulative total for 2021: **\$218,732.30**

Grand Total for 2016:	\$251,948.77
Grand Total for 2017:	\$523,039.78
Grand Total for 2018:	\$431,438.35
Grand Total for 2019:	\$307,386.55
Grand Total for 2020:	\$148,238.27
Grand Total for 2021:	\$218,732.30

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

Halasz Reporting & Video

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Superior Document Services

Scott Insurance

Superior Document Services

Superior Document Services

Superior Document Services

Planet Depos

Superior Document Services

(Received on 10/13/20)

Sands Anderson				
Date	Invoice #	Amount		
8/15/2020	345192	\$1,120.75	Planet Depos	
8/31/2020	978747	\$9,984.77	Superior Document Services	(Received on 12/9/20)
9/18/2020	442067	\$138,075.97		
9/30/2020	978847	\$9,739.77	Superior Document Services	(Received on 10/27/20)
10/7/2020	356355	\$397.50	Planet Depos	
10/15/2020	443408	\$117,141.00		
10/31/2020	978915	\$9,801.20	Superior Document Services	(Received on 11/20/20)
11/17/2020	448352	\$120,209.55		
11/25/2020	N/A	\$10,000.00	Retainer for Experts for Mediation	
12/7/2020	CINV-011172	\$5,412.68	Mediation Consultant Invoice	(Received on 3/5/21)
12/12/2020	35371	\$706.00	Courier One	
12/14/2020	P0100158271	\$10,166.20	KLDiscovery (formerly Superior Document Services)	
12/17/2020	453266	\$113,966.75		
1/13/2021	457980	\$113,124.75		
1/19/2021	CINV-011784	\$15,481.96	Mediation Consultant Invoice	(Received on 3/5/21)
1/28/2021	DR40982	\$3,651.37	The McCammon Group	(Received on 3/29/21)
2/2/2021	CINV-012445	\$30,542.84	Mediation Consultant Invoice	(Received on 3/5/21)
2/9/2021	339456	\$1,227.05	Planet Depos	
2/9/2021	339457	\$641.50	Planet Depos	
2/17/2021	462742	\$133,253.39		
2/23/2021	387076	\$309.75	Planet Depos	(Received 3/31/21)
3/1/2021	P0100169085	\$9,189.30	KLDiscovery (formerly Superior Document Services)	
3/11/2021	P0100172805	\$9,114.30	KLDiscovery (formerly Superior Document Services)	
3/12/2021	467623	\$130,648.00		(Received 4/15/21)
4/9/2021	P0100176976	\$9,039.30	KLDiscovery (formerly Superior Document Services)	
4/15/2021	472461	\$134,955.15		
4/15/2021	398691	\$1,480.55	Planet Depos	(Received 5/24/21)
4/15/2021	398695	\$918.75	Planet Depos	(Received 5/24/21)
4/22/2021	398718	\$695.60	Planet Depos	
4/22/2021	398721	\$500.00	Planet Depos	
4/22/2021	402022	\$344.50	Planet Depos	
5/5/2021	401658	\$739.05	Planet Depos	
5/6/2021	405174	\$641.50	Planet Depos	
5/10/2021	16260	\$1,034.00	Rudiger, Green & Kerns	(Received 10/13/21)
5/12/2021	P0100183367	\$8,719.30	KLDiscovery (formerly Superior Document Services)	
5/13/2021	407073	\$394.00	Planet Depos	
5/13/2021	404491	\$437.50	Planet Depos	
5/13/2021	404493	\$595.85	Planet Depos	
5/13/2021	477247	\$127,060.37		
5/14/2021	404412	\$1,873.45	Planet Depos	
5/14/2021	404406	\$1,062.50	Planet Depos	
5/14/2021	405166	\$790.00	Planet Depos	
6/4/2021	409309	\$931.25	Planet Depos	

Sands Anderson		
Date	Invoice #	Amount
6/10/2021	P0100188099	\$8,754.30
6/15/2021	482033	\$133,365.05
6/16/2021	N/A	\$52,000.00
7/9/2021	420879	\$350.00
7/15/2021	P0100193199	\$8,679.30
7/22/2021	486778	\$128,239.06
8/6/2021	427284	\$1,561.25
8/6/2021	427280	\$839.50
8/12/2021	P0100197486	\$9,619.30
8/23/2021	P0100198232	\$9,659.30
9/3/2021	432329	\$786.00
9/10/2021	P0100202487	\$8,762.20
9/17/2021	496211	\$120,505.13
10/11/2021	P0100205568	\$9,379.50
10/25/2021	446049	\$1,200.60
10/25/2021	446050	\$641.50
10/26/2021	500972	\$126,954.16
11/1/2021	143233	\$878.00
11/9/2021	P0100211273	\$8,514.50
11/18/2021	505498	\$130,168.18
11/18/2021	451074	\$1,208.95
11/18/2021	451076	\$740.50
12/9/2021	P0100214091	\$8,414.50
12/22/2021	509983	\$115,486.18
1/12/2022	465717	\$442.50
Balance		\$4,736,418.89

KLDiscovery (formerly Superior Document Services)

Payment to MoveOn8, LLC Bankruptcy Trustee

Planet Depos

KLDiscovery (formerly Superior Document Services)

Planet Depos

Planet Depos

KLDiscovery (formerly Superior Document Services)

KLDiscovery (formerly Superior Document Services)

Planet Depos

KLDiscovery (formerly Superior Document Services)

KLDiscovery (formerly Superior Document Services)

Planet Depos

Planet Depos

Casamo Court Reporting

KLDiscovery (formerly Superior Document Services)

Planet Depos

Planet Depos

KLDiscovery (formerly Superior Document Services)

Planet Depos

REVENUE REPORT

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
** GENERAL FUND **								
GENERAL PROPERTY TAXES								
11010 Real Estate Taxes	28,409,845	32,067,392	25,002,164	13,549,128	31,183,001	19,424,127	62.29%	5,874,998
11020 Public Service Tax	6,026,139	7,000,793	6,846,454	3,508,943	6,600,000	2,635,831	39.94%	(873,112)
11030 Personal Property Tax	16,855,760	16,475,911	20,407,166	11,059,906	18,408,000	10,198,021	55.40%	(861,886)
11040 Machinery & Tools Tax	1,734,980	1,575,439	2,201,349	1,287,454	1,809,000	901,200	49.82%	(386,253)
11050 Mineral Rights	3,087	3,281	1,783	1,783	3,000	3,464	115.45%	1,681
11060 Penalties and Interest	905,562	871,424	982,603	446,157	1,000,000	496,902	49.69%	50,745
* SUBTOTAL *	53,935,373	57,994,240	55,441,519	29,853,372	59,003,001	33,659,544	57.05%	3,806,173
OTHER LOCAL TAXES								
12010 Local Sales, Use, Communications	3,925,330	4,575,698	4,309,845	1,949,522	5,100,000	3,060,388	60.01%	1,110,866
12020 Utility Tax	735,999	741,898	684,710	302,705	760,000	307,834	40.50%	5,129
12030 Business License	830,981	977,124	1,149,077	82,523	1,000,000	74,561	7.46%	(7,962)
12040 Recordation Taxes (Grantee)	481,619	650,593	859,490	380,514	740,000	391,137	52.86%	10,623
12050 Motor Vehicle License Tax	895,786	850,319	932,782	190,507	950,000	165,022	17.37%	(25,485)
12070 Recordation (Grantor) Will	135,524	154,419	199,419	88,840	100,000	102,769	102.77%	13,929
12080 Meals and Beverage Tax	1,015,726	898,042	979,542	408,954	1,000,000	551,108	55.11%	142,154
12090 Cigarette Tax	-	-	-	-	100,000	-	0.00%	-
312100 Lodging Tax	193,895	210,189	291,949	145,245	250,000	189,093	75.64%	43,848
* SUBTOTAL *	8,214,861	9,058,282	9,406,814	3,548,811	10,000,000	4,841,912	48.42%	1,293,102
PERMITS, FEES, AND LICENSES								
13010 Animal License Fees	41,877	32,557	37,586	25,716	45,000	23,653	52.56%	(2,063)
13030 Permits & Other Licenses	729,227	714,136	693,161	340,926	806,846	513,622	63.66%	172,696
130325 Waste Permit Decal Fee	2,061	2,405	2,800	830	-	740	0.00%	(90)
* SUBTOTAL *	773,165	749,098	733,547	367,472	851,846	538,015	63.16%	170,543
FINES AND FORFEITURES								
14010 Court Fines	98,148	65,027	109,310	38,457	90,000	56,307	62.56%	17,849
14020 Other Court Costs	-	-142	723	723	-	-	0.00%	(723)
* SUBTOTAL *	98,148	64,885	110,033	39,180	90,000	56,307	62.56%	17,127
USE OF MONEY AND PROPERTY								
15010 Revenue From Use of Money	497,943	432,648	124,732	132,962	250,000	(67,813)	-27.13%	(200,775)
15020 Revenue From Use of Property	375,835	330,399	310,371	146,904	492,000	169,284	34.41%	22,380
* SUBTOTAL *	873,778	763,047	435,103	279,866	742,000	101,471	13.68%	(178,395)

REVENUE REPORT

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
CHARGES FOR SERVICES								
16010 Charges for Services (Sheriff)	2,396	2,396	2,396	2,396	2,000	-	0.00%	(2,396)
16020 Charges for Commonwealth Att.	4,025	4,426	3,971	1,307	4,000	1,526	38.16%	219
16050 Charges for Corrections & Det.	73,220	45,530	68,634	24,029	70,000	36,195	51.71%	12,166
16080 Charges for Sanitation & Waste	1,061,121	1,228,912	982,174	417,770	1,300,000	564,247	43.40%	146,478
16160 Sales of Map Survey	12,239	17,649	9,359	4,459	17,000	4,933	0.00%	474
16170 Sale of Copies - Comm. Of Rev.	756	880	525	125	4,000	125	0.00%	-
16180 Sales of Copies - Treasurer	-	10	-	-	-	-	0.00%	-
16990 Other Charges for Services	7,500	15,780	50,757	24,558	57,500	47,825	83.17%	23,268
* SUBTOTAL *	1,161,256	1,315,583	1,117,817	474,644	1,454,500	654,852	45.02%	180,207
MISCELLENAOUS AND RECOVERED COSTS								
18030 Refunds, Loans, and Fees	1,465,204	649,907	1,283,687	178,275	648,000	193,990	29.94%	15,715
18990 Miscellaneous and Recovered Costs	1,040,425	647,263	1,152,211	202,147	3,342,650	168,591	5.04%	(33,556)
19120 Sale of Recyclable Materials	84,095	56,705	118,284	40,519	90,000	66,494	73.88%	25,975
* SUBTOTAL *	2,589,724	1,353,875	2,554,183	420,940	4,080,650	429,074	10.51%	8,134
STATE REVENUE								
22010 Non-Categorical Aid	213,493	190,468	30,808	22,185	211,000	19,859	9.41%	(2,326)
23010 Shared Expenses - Commonwealth's /	420,119	488,698	439,640	192,351	517,756	206,188	39.82%	13,837
23020 Shared Expenses - Sheriff	1,703,155	1,751,230	1,532,260	680,464	1,838,572	1,010,271	54.95%	329,807
23030 Shared Expenses - Commissioner of F	157,015	161,757	148,541	66,801	195,008	80,508	41.28%	13,707
23040 Shared Expenses - Treasurer	117,880	111,920	148,541	45,176	128,601	52,014	40.45%	6,838
23060 Shared Expenses - Registrar	42,436	68,361	47,286	-	40,000	-	0.00%	-
23080 Shared Expenses - Clerk of Court	342,858	333,649	311,625	135,778	387,039	141,944	36.67%	6,166
24010 State VPA/Welfare Reimbursement	1,086,228	1,131,478	1,022,353	575,042	1,432,657	620,223	43.29%	45,181
24020 Categorical Aid	1,014,390	866,288	899,464	241,393	1,050,004	286,201	0.00%	44,808
24040 Other Categorical Aid	1,031,845	1,211,178	438,807	77,975	1,606,700	119,823	7.46%	41,848
* SUBTOTAL *	6,129,420	6,315,027	5,019,325	2,037,165	7,407,337	2,537,032	34.25%	499,866
FEDERAL REVENUE								
31010 Revenue from the Federal Governmer	1,980,125	2,068,016	4,732,976	3,007,251	2,503,051	997,941	39.87%	(2,009,310)
* SUBTOTAL *	1,980,125	2,068,016	4,732,976	3,007,251	2,503,051	997,941	39.87%	(2,009,310)
INTERGOVERNMENTAL								
41050 Transfers from Other Funds	5,147,179	5,254,583	1,663,481	1,484,111	95,254	347,011	364.30%	(1,137,100)
41900 Use of Fund Balance	0	-	-	-	-	-	0.00%	-
* SUBTOTAL *	5,147,179	5,254,583	1,663,481	1,484,111	95,254	347,011	364.30%	(1,137,100)
TOTAL GENERAL FUND REVENUE	80,903,030	84,936,636	81,214,798	41,512,812	86,227,639	44,163,159	51.22%	2,650,347

REVENUE REPORT

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 COLLECTED Y-T-D	% FY 2021-22 COLLECTED	DIFFERENCE CURRENT TO PRIOR YR
** FRONT ROYAL WARREN COUNTY AIRPORT **								
15010 Interest on Bank Deposits	-	-	-	-	-	-	0.00%	-
15020 Hangar Rentals	190,863	192,183	178,607	87,897	220,000	68,915	31.33%	(18,981)
18990 Miscellaneous Income	1,001	2,000	-	-	-	-	0.00%	-
24040 State Grants	29,408	9,894	4,785	1,365	-	30,000	0.00%	28,635
31020 Federal Grants	156,938	50,615	4,250	4,250	-	21,368	0.00%	17,119
41050 Transfer from Other Funds	-	-	-	-	-	-	0.00%	-
TOTAL AIRPORT FUND	378,210	254,692	187,641	93,512	220,000	120,283	54.67%	26,772
** COST RECOVERY **								
Cost Recovery Fees	1,092,766	967,994	695,609	311,442	900,000	325,436	36.16%	13,994
** ECONOMIC DEVELOPMENT AUTHORITY **								
Miscellaneous Income	1,092,766	967,994	695,609	864,155	900,000	325,436	36.16%	(538,719)

EXPENDITURES REPORT

DESCRIPTION		FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
GENERAL GOVERNMENT									
11010	Board of Supervisors	919,699	2,404,331	2,160,448	728,883	179,000	90,710	50.68%	(638,174)
12020	County Administration	700,293	627,554	596,392	320,084	500,000	247,695	49.54%	(72,389)
12030	Human Resources	-	-	1,924	-	169,900	67,019	39.45%	67,019
12040	County Attorney	214,382	168,366	154,390	74,939	344,000	154,534	44.92%	79,595
12060	Information Technology	-	-	-	-	70,000	229,371	327.67%	229,371
12090	Commissioner of the Revenue	635,865	683,315	696,470	348,951	777,000	363,317	46.76%	14,366
12110	Reassessment	286,286	1,881	1,296	693	50,000	32,927	65.85%	32,234
12130	Treasurer	527,612	498,997	535,950	268,761	566,000	277,308	48.99%	8,547
12150	Finance & Purchasing	325,425	296,187	372,293	173,001	448,000	183,853	41.04%	10,853
13000	Elections	202,918	262,463	279,730	172,052	391,000	181,124	46.32%	9,072
* SUBTOTAL *		3,812,480	4,943,094	4,798,893	2,087,364	3,494,900	1,827,858	52.30%	(259,507)
JUDICIAL ADMINISTRATION									
21010	Circuit Court	28,301	35,751	7,133	4,544	65,400	9,779	14.95%	5,236
21020	General District Court	18,888	17,872	24,706	8,664	24,300	6,454	26.56%	(2,210)
21030	Magistrates	4,104	4,584	4,536	2,188	5,800	2,916	50.28%	728
21050	Juvenile and Domestic Court	17,859	18,468	15,604	6,888	19,000	7,729	40.68%	841
21060	Clerk of Circuit Court	591,866	577,068	595,585	288,050	638,600	314,725	49.28%	26,675
21080	Law Library	47,729	54,092	57,570	28,880	54,300	29,323	54.00%	443
22010	Commonwealth's Attorney	785,036	952,916	1,057,942	516,118	1,105,200	556,538	50.36%	40,420
* SUBTOTAL *		1,493,783	1,660,751	1,763,076	855,331	1,912,600	927,465	48.49%	72,134
PUBLIC SAFETY									
31020	Sheriff's Department	4,062,799	4,077,795	4,725,508	2,375,789	4,953,000	2,669,884	53.90%	294,095
31040	E-911 System	542,115	622,601	709,678	324,354	753,000	761,414	101.12%	437,060
31050	School Resource	584,491	725,798	826,414	486,719	766,800	285,767	37.27%	(200,952)
32000	Volunteer Fire & Rescue	955,520	1,012,916	1,724,094	151,200	940,000	276,593	29.42%	125,393
33000	Court Services	971,896	960,997	929,591	485,050	998,300	546,032	54.70%	60,982
33030	Probation	63,230	43,332	10,316	1,568	41,000	2,043	4.98%	475
34010	Building Inspections	650,795	669,739	738,866	353,027	618,000	314,691	50.92%	(38,337)
35010	Animal Control	649,641	685,432	573,852	291,842	705,800	319,014	45.20%	27,171
35030	Medical Examiner	740	780	680	160	1,000	180	18.00%	20
35050	Fire & Rescue Department	3,086,725	3,338,898	4,012,144	2,018,606	4,376,000	2,151,189	49.16%	132,583
* SUBTOTAL *		11,567,952	12,138,288	14,251,143	6,488,317	14,152,900	7,326,807	51.77%	838,489

EXPENDITURES REPORT

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
PUBLIC WORKS								
41010 Public Works/Sanitary Districts	389,345	372,848	487,575	198,465	428,200	216,424	50.54%	17,959
41020 Streets and Highways	17,018	17,818	9,499	4,143	20,000	7,120	35.60%	2,977
42030 Refuse Collection	710,782	753,168	796,471	357,719	786,000	390,652	49.70%	32,934
42035 Refuse Collection/Transfer Station	156,669	183,701	210,292	94,375	226,000	95,428	42.22%	1,053
42040 Refuse Disposal	2,414,597	2,695,474	2,546,563	1,077,779	2,880,000	1,177,857	40.90%	100,078
43000 Maintenance of Bldgs. & Grounds	1,223,179	1,484,045	1,769,655	810,875	1,396,000	831,774	59.58%	20,898
* SUBTOTAL *	4,911,590	5,507,054	5,820,055	2,543,356	5,736,200	2,719,255	47.41%	175,899
HEALTH/WELFARE/PARTNERSHIPS								
51000 Health	355,798	350,963	392,676	296,320	382,412	194,831	50.95%	(101,489)
52000 Mental Health & Disability	32,500	32,500	32,500	101,097	32,500	100,637	309.65%	(460)
53000 Social Services	3,943,902	3,820,576	4,015,443	1,184	5,045,779	1,768,003	35.04%	1,766,819
53090 Other Social Services	115,178	115,489	118,289	73,789	110,000	84,800	77.09%	11,011
53500 Comprehensive Services Act	1,731,108	1,678,560	2,026,204	639,423	1,785,000	783,078	43.87%	143,655
64010 Regional Partnerships	3,607,210	3,653,113	4,390,466	39,656	4,193,850	2,757,313	65.75%	2,717,657
* SUBTOTAL *	9,785,696	9,651,201	10,975,578	1,151,468	11,549,541	5,688,661	49.25%	4,537,193
PARK, REC & CULTURAL								
71010 Parks & Rec - Administration	772,963	792,983	637,928	329,715	892,000	377,175	0.00%	47,459
71020 Parks & Rec - Rec Programs	53,270	45,646	19,566	1,400	52,500	10,679	20.34%	9,279
71030 Parks & Rec - Maintenance	1,464,175	1,386,698	1,440,844	726,325	1,541,600	760,890	49.36%	34,565
73000 Library, Museums, Cult. Enrich.	994,134	1,006,758	1,018,087	512,044	1,018,100	507,050	49.80%	(4,994)
* SUBTOTAL *	3,284,542	3,232,085	3,116,424	1,569,483	3,504,200	1,655,794	47.25%	86,310
COMMUNITY DEVELOPMENT								
81010 Planning & Zoning Administration	436,799	419,519	388,235	220,234	473,000	221,564	46.84%	1,330
81050 Economic Development	54,117	108,234	302,194	193,937	3,197,500	1,388,183	43.41%	1,194,246
82000 Environmental Management	26,045	18,530	20,500	20,500	18,500	7,510	40.59%	(12,990)
83000 VPI Extension Service	109,101	114,738	111,998	48,252	121,000	57,068	47.16%	8,817
* SUBTOTAL *	626,062	661,021	822,927	482,923	3,810,000	1,674,326	43.95%	1,191,403
MISCELLANEOUS								
91000 Non-Departmental	982,803	782,300	2,682,925	550,843	1,884,000	338,656	17.98%	(212,187)
92000 Capital Outlay	18,547,831	6,774,261	3,410,276	16,088,729	2,779,408	592,173	21.31%	(15,496,555)
95000 Debt Service	-	11,351,634	11,686,376	-	11,846,251	3,612,776	30.50%	3,612,776
99010 Transfers to Other Funds	27,333,773	27,057,371	29,079,883	13,421,605	27,720,000	14,016,809	50.57%	595,204
* SUBTOTAL *	46,864,407	45,965,566	46,859,459	30,061,177	44,229,659	18,560,414	41.96%	(11,500,762)
TOTAL GENERAL FUND	82,346,512	83,759,060	88,407,555	45,239,420	88,390,000	40,380,579	45.68%	(4,858,841)

EXPENDITURES REPORT

DESCRIPTION	FY 2018 - 2019 ACTUAL	FY 2019 - 2020 ACTUAL	FY 2020 - 2021 ACTUAL	PRIOR YEAR ACTUAL TO DATE	FY 2021 - 2022 APPR AMOUNT	FY 2021 - 2022 Y-T-D AMOUNT	% BUDGET EXPENDED	DIFFERENCE CURRENT TO PRIOR YR
81 AIRPORT FUND								
Operating Expenditures	369,736	226,983	179,874	70,118	220,000	89,440	40.65%	19,322
Transfer to General Fund	21,335	20,105	-	-	-	-	0.00%	-
* SUBTOTAL *	391,071	247,088	179,874	33,689	220,000	33,689	15.31%	-
83 COST RECOVERY FUND								
Operating Expenditures	597,225	295,811	797,009	421,343	907,500	104,785	11.55%	(316,558)
94 ECONOMIC DEVELOPMENT AUTHORITY								
Operating Expenditures	-	1,634,541	1,457,290	803,203	1,785,300	576,718	32.30%	(226,485)



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF 1
January 18, 2022	G-1	2022 Board/Committee Assignments	

EXPLANATION & SUMMARY:

The following committee assignments have been proposed for 2021:

1. Agricultural District Advisory Committee (Cheryl Cullers)
2. Airport Commission (Vicky Cook with Jay Butler as Alternate)
3. Broadband Committee (Cheryl Cullers with Rotating Members)
4. Building Committee (Vicky Cook and Cheryl Cullers)
5. Community Policy & Management Team (Cheryl Cullers with Vicky Cook as Alternate)
6. Drug Prevention Committee (Delores Oates with Rotating Members)
7. Emergency Management Director (Chair of the Board)
8. Finance/Audit Committee (Vicky Cook with Rotating Members)
9. Fire and Rescue Chiefs Advisory Committee (Cheryl Cullers with Vicky Cook as Alternate)
10. Northern Shenandoah Valley Regional Commission (Walt Mabe and Delores Oates with Taryn Logan as alternate)
11. Parks & Recreation Commission (Jay Butler)
12. People, Inc. Board (Walt Mabe with Rotating Members as Alternate)
13. Railroad Taskforce (Delores Oates)
14. RSW Regional Jail Committee (Delores Oates with Walt Mabe as Alternate)
15. Samuels Public Library Board (Vicky Cook with Walt Mabe as Alternate)
16. Solid Waste Advisory Committee (Cheryl Cullers with Rotating Members as Alternate)
17. Technology Review Committee (Vicky Cook with Rotating Members)
18. Tourism Advisory Committee (Delores Oates with Rotating Members)
19. Town/County Liaison Committee (Chair/Board Members Rotate)
20. Warren County Public Schools Liaison Committee (Chair/Board Members Rotate)
21. Well & Septic Appeals Board (Walt Mabe with Cheryl Cullers as Alternate)
22. Winchester Regional Airport Authority (Jay Butler with Vicky Cook as Alternate)

COST & FINANCING: N/A

CONSENT AGENDA MOTION:

I move that the Board of Supervisors make the 2022 Board/Committee assignments as presented.

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

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

January 10, 2022

Warren County Board of Supervisors
Front Royal, VA 22630

Dear Board Chair:

Assessments for **2021 Personal Property** in the name of **ELIAS & SON PLUMBING LLC** in the Town of Front Royal is erroneous. The vehicles are being taxed in City of Manassas.

Under §58.1-3981 of the Code of Virginia and §160-62 Code of Warren, it will be necessary to have the approval of the Board of Supervisors, for a refund of (Value 196,700) **\$3,934.00** to **ELIAS & SON PLUMBING LLC**.

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

Sincerely,



Sherry T. Sours, MCR
Commissioner of the Revenue

STS/v

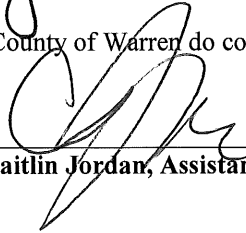
CC: ELIAS & SON PLUMBING LLC 8615 Quarry Rd Manassas, VA 20110

I, Jamie Spiker, Interim Treasurer of Warren County certify on this 11th day of January, 2022 that the above taxes were paid.



Jamie Spiker, Treasurer

I, Caitlin Jordan, Assistant Attorney for the County of Warren do consent on this 12th day of January, 2022 that the above assessment was paid in error.


Caitlin Jordan, Assistant County Attorney

Approved by the Warren County Board of Supervisors on this _____ day of _____, 2022.

Edwin Daley, County Administrator

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

January 10, 2022

Warren County Board of Supervisors
Front Royal, VA 22630

Dear Board Chair:

Assessments for **2021 Personal Property** in the name of **MICHAEL A MANUEL TRUCKING INC and MICHAEL A MANUEL** in the County of Warren is erroneous. The vehicles are being adjusted for IRP mileage.

Account 146308	593,280 - \$6,086.68
Account 57000	1,183,105 - \$9,313.01
Total Refund:	\$15,399.69

Under §58.1-3981 of the Code of Virginia and §160-62 Code of Warren, it will be necessary to have the approval of the Board of Supervisors, for a **refund of \$15,399.69** to **MICHAEL A MANUEL TRUCKING and MICHAEL A MANUEL**.

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

Sincerely,


Sherry T. Sours, MCR
Commissioner of the Revenue

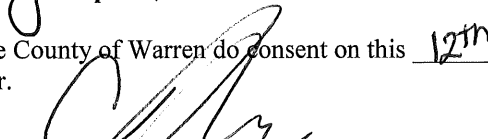
STS/v

CC: MICHAEL A MANUEL 265 Steep Hill Rd Front Royal, VA 22630

I, Jamie Spiker, Interim Treasurer of Warren County certify on this 11th day of January, 2022 that the above taxes were paid.


Jamie Spiker, Treasurer

I, Caitlin Jordan, Assistant Attorney for the County of Warren do consent on this 12th day of January, 2022 that the above assessment was paid in error.


Caitlin Jordan, Assistant County Attorney

Approved by the Warren County Board of Supervisors on this _____ day of _____, 2022.

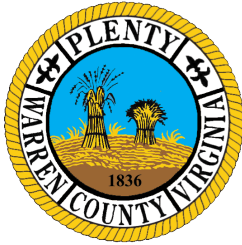
Edwin Daley, County Administrator



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT	PAGE 1 OF 1
January 18, 2022	G-4	Adoption of Media Services Specialist Job Description and Grade Placement	
<u>EXPLANATION & SUMMARY:</u> Please see the attached job description for a Media Services Specialist. This position is being requested by the Director of Technology, and the essential functions are to enhance communications, administrative support, and technical support. We are recommending this position be placed on the County's salary scale at Grade 11. Salary range for this position is \$42,933.37 - \$65,328.20.			
<u>PROPOSED OR SUGGESTED MOTION:</u> (1) I move that the Board of Supervisors adopt the Media Services Specialist (Grade 11) job description with grade placement in the County's compensation plan. -OR- (2) I move that the Board of Supervisors not adopt the Media Services Specialist job description and grade placement. -OR- (3) I move that this matter be postponed until _____ for further discussion.			
SUBMITTED BY: Todd Jones, Director of Technology	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)		PROCESSED BY:



COUNTY OF WARREN, VIRGINIA
DEPARTMENT OF INFORMATION TECHNOLOGY
WARREN COUNTY GOVERNMENT CENTER
220 NORTH COMMERCE AVE.
FRONT ROYAL, VIRGINIA 22630
(540) 636-4600
WWW.WARRENCOUNTYVA.NET

TODD C. JONES
Director
tjones@warrencountyva.net

MEMORANDUM

TO: Jane Meadows, Director of Human Resources

FROM: Todd C. Jones, Director of Technology

DATE: 11.8.21

RE: Proposed Media Services Specialist Job Description

Jane,

Please see my suggested job description for Media Services Specialist. I'd like the starting salary to be the same as a Systems Technician. Please feel free to make recommends changes or suggestions.

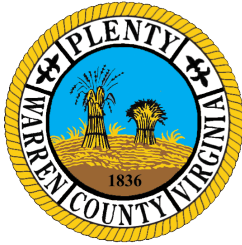
Media Services Specialist

GENERAL DESCRIPTION:

The Media Services Specialist will work closely with the Director of Technology to publish and promote effective communication efforts and channels with County staff and the public. They will work with other department heads to find appropriate communication avenues for targeted audiences. They will provide basic technical support for computer end users and work toward establishing appropriate written Department of Information Technology standards and policies.

OVERALL DUTIES AND RESPONSIBILITIES:

- Exceptional communication skills that foster a culture of sharing ideas and solving problems with other staff members and public.
- Copy writing, website design and updates.
- Public Information Officer duties to include:
 - Writing and publishing press releases
 - Effective and clear communication with press and media outlets
 - Handling, coordinating, and processing FOIA requests with County staff and public



COUNTY OF WARREN, VIRGINIA
DEPARTMENT OF INFORMATION TECHNOLOGY
WARREN COUNTY GOVERNMENT CENTER
220 NORTH COMMERCE AVE.
FRONT ROYAL, VIRGINIA 22630
(540) 636-4600
WWW.WARRENCOUNTYVA.NET

TODD C. JONES
Director
tjones@warrencountyva.net

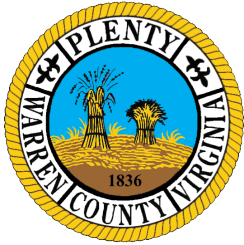
- Writing and publishing information documentation for internal and external communications
- Administrative support for Department of Information Technology
- Assistance in publishing Department of Information Technology policies and procedures
- Board room liaison with video production team
- Video production services assistance
- Basic graphics and infographic design
- Posting various calendar and bulletin boards updates
- Maintain and process minimum inventory levels
- Process employee requests for new or replacement hardware and software
- Assistance in writing technology-based RFP's, RFI's or RFQ's
- Assist in Department of Technology budget preparation
- Maintain Department of Technology systems credentials
- Write, publish, and maintain social media policies
- Maintain credentials for all Warren County social media accounts
- Publish and prepare County staff identification badges
- Maintain proper Office 365 licensing levels for employees and outside vendors
- Provide basic technical support to computer end users
- Other duties as assigned by Director of Technology

EDUCATION AND EXPERIENCE:

A minimum of 5 years' experience working in communications. A high school diploma or equivalent is required along with additional technical training or related college coursework. Knowledge of Microsoft Windows operating systems and Microsoft Office is required. Experience working in a public safety environment such as the Sheriff's Office and Fire and Rescue is desirable. Experience working directly with the public and government officials strongly desired.

PHYSICAL REQUIREMENTS:

Duties performed typically in an office setting. Frequent walking, standing, sitting, stooping, lifting up to approximately 30 pounds, and occasional lifting of equipment such as technology equipment weighing up to approximately 75 pounds may be required. Frequent operation of a vehicle and office equipment is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal



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spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. Contact with staff members is required. Occasional contact with technology professionals may be required. Frequent contact with vendors and other technicians by phone, email, or in person is necessary.

Thanks, Todd

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

Name of Claimant Michael L Mitchell Phone 540-660-1329

Address 319 Mitchell Dr, Strasburg, VA 22657

Date Reported to Animal Control Officer 01/06/22 Signed [Signature]

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amount Claimed
<u>01/06/22</u>	<u>2</u>	<u>coyote</u>	<u>50.00</u>	<u>100.00</u>

Total amount requested by claimant: \$ 100.00

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

Remarks:

COUNTY OF WARREN
Payment on Above mentioned Person's Property

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 Michael Mitchell Date 1-6-22

Department _____

Recm'd Budget Code 35010-5802 Animal Control Officer G. Long #453 Date 01/06/2022

Comments: _____

JAN 10 2022

The Board, after an examination of the above claim, approves same and allows
\$ _____. Please charge to Animal Control 35010-5802.

Board of Supervisors of Warren County

Date of Action _____

By _____

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

Name of Claimant Gary White Phone 540-539-2255

Address 610 Gafin Lodge Rd Middleburg VA 22645

Date Reported to Animal Control Officer 12/29/2021 Signed _____

Date Killed	Number	Description/Type of Animal	Bounty Per Head	Total Amount Claimed
12/29/21	1	Coyote Brown/Black	\$50.00	\$50.00

Total amount requested by claimant: \$ 50.00

Amount recommended to be paid by Animal Control Officer \$ 50.00

Remarks:

~~COUNTY OF WARREN~~ Taken on own property

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 Gary R White Date 12-29-21

Department _____

Recm'd Budget Code 35010-5802 Animal Control Officer [Signature] #403 Date 12-29-2021

Comments: DEC 30 2021

The Board, after an examination of the above claim, approves same and allows \$ _____. Please charge to Animal Control 35010-5802.

Board of Supervisors of Warren County

Date of Action _____ By _____



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
1/18/2022	H-1	Conditional Use Permit #2021-11-03 Joshua Branson <i>Guesthouse</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

1. The 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:

On Wednesday December 8, 2021, 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 approve the conditional use permit request of Joshua Branson for a guesthouse with the conditions as recommended by the Planning Commission and staff.

OR

I move that the Board of Supervisors deny the conditional use permit request of Joshua Branson for a guesthouse (list reasons).

SUBMITTED BY:

Matt Wendling, CFM 
Deputy Planning Director
County Floodplain Manager

DISPOSITION OF BOARD:

☐ **APPROVED** ☐ **OTHER (Describe)**

PROCESSED BY:



Conditional Use Permit: 2021-11-03 / 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

MPW

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

Tax Map ID: #37---56

Magisterial District: South River

Subdivision: Stone

City: Between Limeton & Browntown

Zoning: Agricultural (A)

Acres: 123.34

Existing Land Use: Vacant Land - Woodlands

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)

South: Agricultural (A)

East: Agricultural (A)

West: Agricultural (A)

Use: Vacant Lot - Woodlands

Use: Single Family Dwelling - Woodlands

Use: Vacant Lot - Woodlands

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

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.

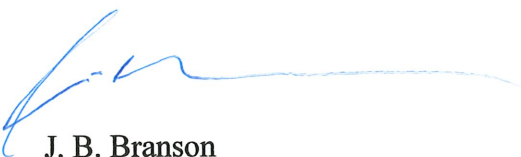
We have all decided to come back together as a family, and plan to eventually build a home for my brother and his family, my mother, and my family. In 3 more years, we will be eligible to create a family subdivision on the land. Initially, we would like to start building my brother's home. As an addition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

A handwritten signature in blue ink, appearing to read "J. B. Branson", with a long horizontal flourish extending to the right.

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 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 magisterial 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 Peakover 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. Residential property. 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 1/2 x 11 size paper.



A Site Plan/Survey.

Your site plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Board of Supervisors reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit. *(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 Brown town Rd. (At High school)
Right on 622 (Buds 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

T.M. 36G-2-2 PARCEL 6
N/F STERNE
PER INST. # 200008308

PER PLAT IN SLIDE 262-G
SCALE 1" = 400'

T.M. 37 PARCEL 42 N/F RETTBERG PER WF # 1100003
N 23°06'33" E

T.M. 37 PARCEL 40E
N/F LAKE PER WF # 1700167

T.M. 37 PARCEL 43C
N/F LAKE PER WF # 1700167

T.M. 37 PARCEL 43B
N/F PHILLIPS PER D.B. 524/646

T.M. 37 PARCEL 43A
N/F PHILLIPS PER D.B. 286/799

T.M. 37 PARCEL 57A1 N/F RETTBERG PER WF # 1100003

T.M. 37 PARCEL 57B
N/F MILLER TRUSTEES PER
INST. # 200000405

T.M. 37 PARCEL 58C1
N/F BRAMBLE PER INST. # 150006398

T.M. 37 PARCEL 58A
N/F HEYMANN AND MCKEONE
PER INST. # 210001470

T.M. 37B-2 PARCEL 8
N/F WHITE
PER INST. # 140000032

T.M. 37 PARCEL 65
N/F WOODARD PER
INST. # 190000362

T.M. 37 PARCEL 55C2
N/F COCHRAN PER
INST. # 970002637

T.M. 37 PARCEL 55D1A
N/F CROOK PER
INST. # 200005212

T.M. 37 PARCEL 50
N/F CLATTERBUCK
PER INST. # 160002294

T.M. 37 PARCEL 44A1
N/F BUNCH PER INST. # 980000525

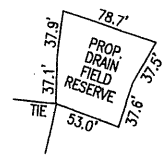
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N/F JOHNSON PER D.B. 502/608

T.M. 37 PARCEL 43A1
N/F PARSONS PER INST. # 010009927

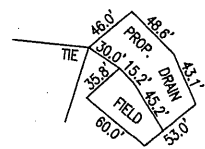
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N/F PARSONS PER INST. # 010009927

T.M. 37 PARCEL 43A3
N/F PARSONS PER INST. # 010009927

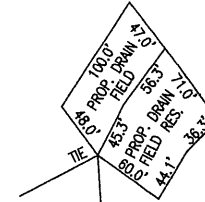
LINE	BEARING	DISTANCE
L1	S 10°58'48" E	60.35'
L2	S 12°25'49" E	778.93'
L3	S 62°20'47" W	240.56'
L4	S 18°56'30" W	278.51'
L5	S 00°22'35" E	220.21'
L6	S 32°22'21" W	261.21'
L7	S 45°24'05" W	592.76'
L8	S 39°50'42" W	190.99'
L9	S 05°12'22" W	311.67'
L10	S 39°12'59" E	205.81'
L11	S 54°05'45" E	237.77'
L12	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'

T.M. 37
PARCEL 56
123.3463 ACRES

Primary House

Guest House

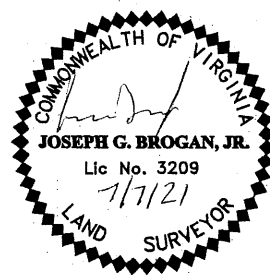
25' WIDE PRIVATE ACCESS
EASEMENT THROUGH
PARCEL 56A ALONG EXISTING
GRAVEL DRIVE PER SLIDE 289K

SEE DETAIL "A"
242.9'
137.1'
1076.8'
173.5'
301.8'
952.4'

SEE DETAIL "C"
377.1'
511.5'
484.9'
953.0'

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

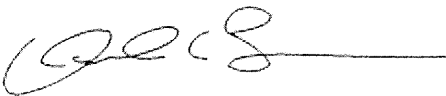
From: David Beahm
Sent: Wednesday, October 20, 2021 2:55 PM
To: Chloe Phillips
Cc: Paula Fristoe
Subject: Request for Comments 2021-11-03 – Joshua T. Branson – Conditional Use Permit for Guesthouse – WCCUP-000143-2021

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.

Lord Fairfax Health District



LORD
FAIRFAX
HEALTH DISTRICT

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

VDH VIRGINIA
DEPARTMENT
OF HEALTH
Protecting You and Your Environment

December 28, 2021

Matt Wendling, Deputy Planning Director
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2021-11-13)
Owner: Joshua Branson

Dear Mr. Wendling,

I have reviewed your request for comments regarding the property at 0 Buck Mountain Rd. Bentonville, VA (Tax Map# 37-56) and I offer the following comments:

1. This office has issued a Sewage Disposal System/Private Water Supply Construction Permit to the owner for a main dwelling to be constructed on the 123.3463 Acre Parcel. This permit was issued on 9/29/2021 and will expire on March 30, 2023.
2. The main dwelling is to be served by a Conventional Onsite Sewage System (COSS). The COSS is designed for Four (4) Bedrooms, Conditional to Six (6) Occupants and 450 gallons per day and a Class IIIB private well.
3. This office would have no objection to a guest home on the parcel provided it is connected to an approved onsite sewage system and water supply.
4. We are in receipt of a design proposal from an OSE for a guest home. The proposed design is for a COSS to accommodate a Three (3) Bedroom dwelling, Six (6) Occupants, 450 gallons per day. The guest home is to be served by a Class IIIB private well. A construction permit can be issued by this office if a CUP is approved.

Please contact me at (540) 635-3159 should you have any questions.

Sincerely,

Jim Davis
Environmental Health Supervisor



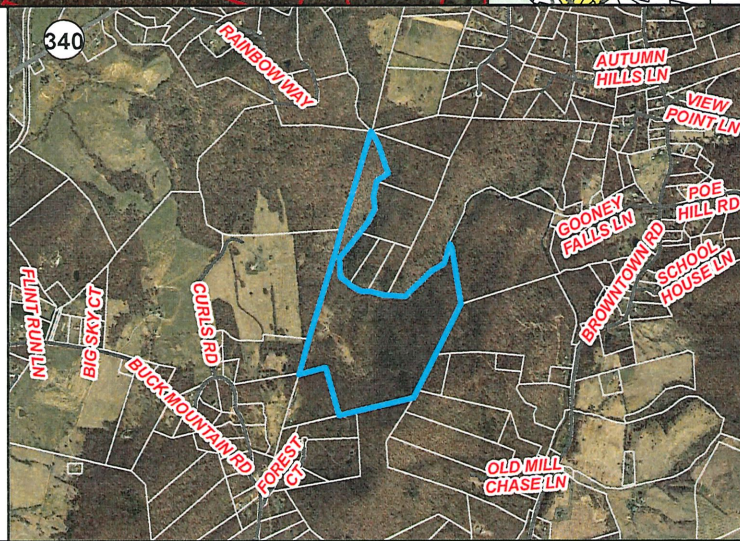
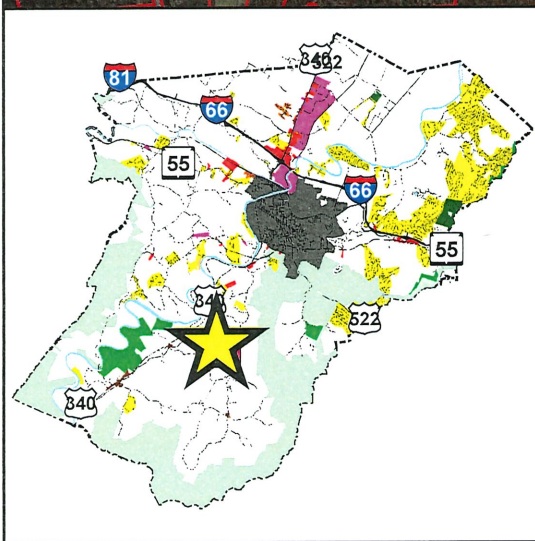
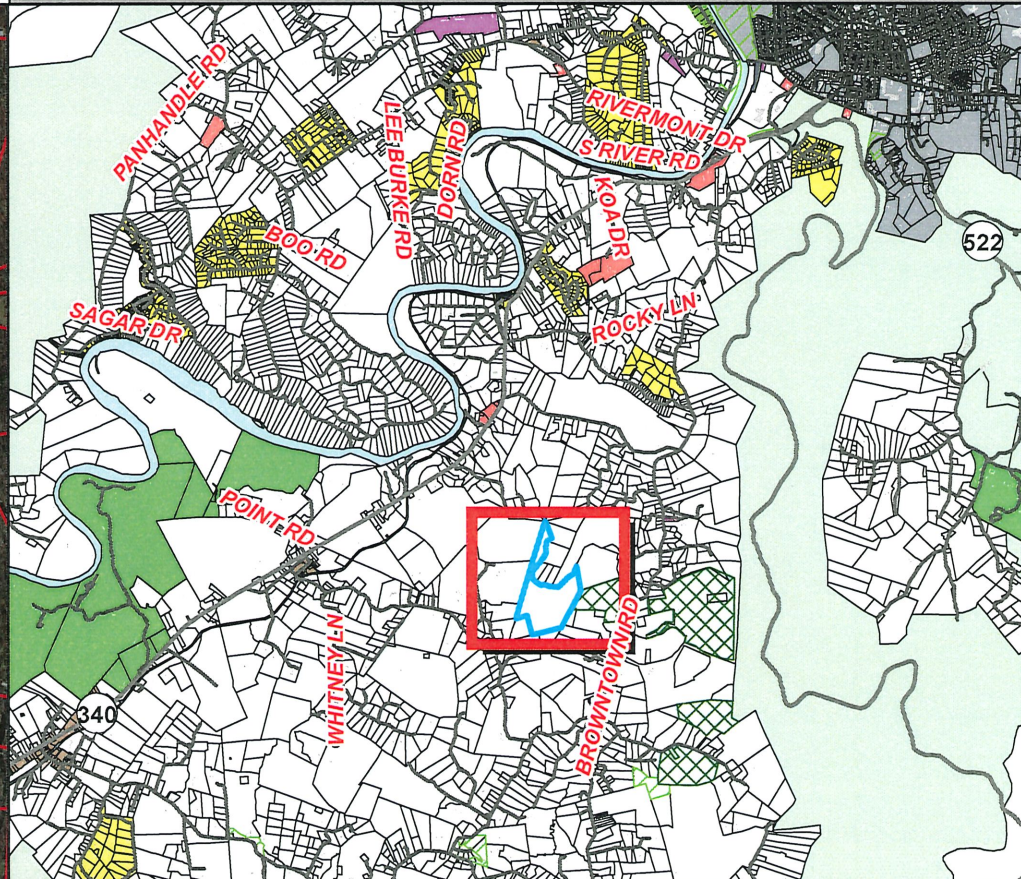
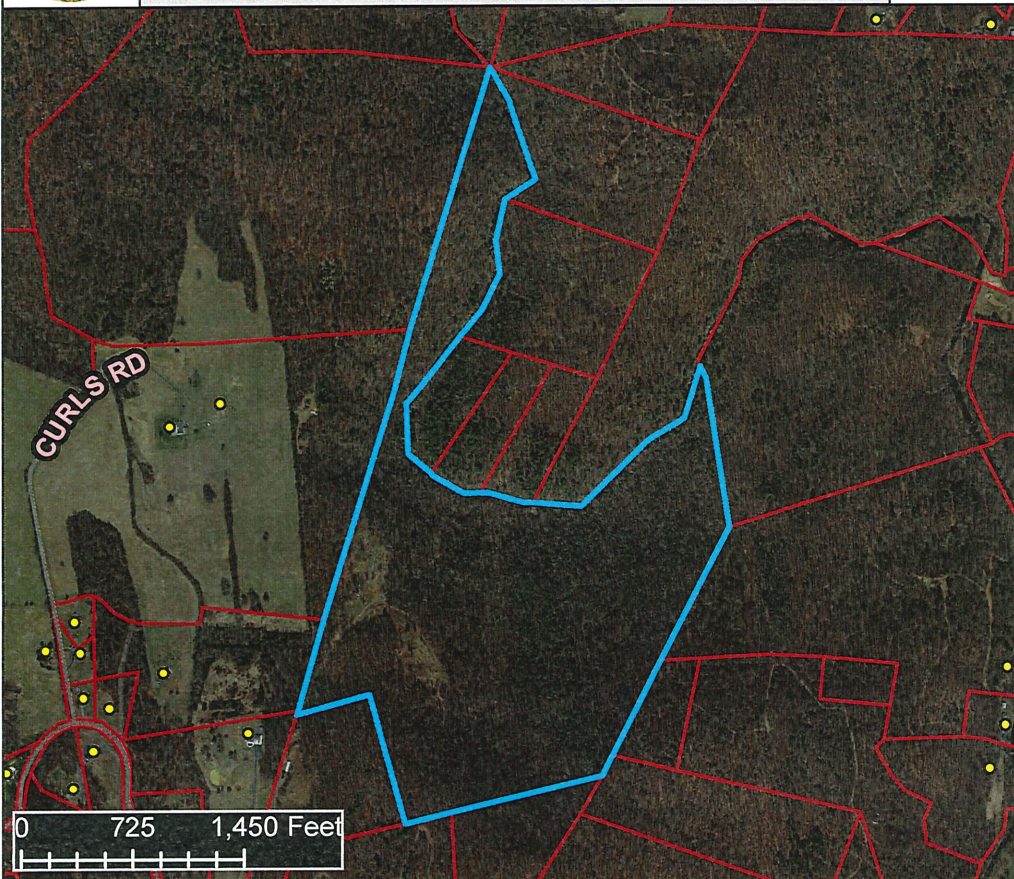
Warren County VA

CUP Location Map



Guest House
Applicants: Joshua Branson

TM 37-----56



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
1/18/2022	H-2	Conditional Use Permit #2021-11-04 Gillian Greenfield & Richard Butcher <i>Short-Term Tourist Rental</i>	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

Planning Commission Move to Approve:

On Wednesday December 8th 2021, 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 use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

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

OR

I move that the Board of Supervisors deny the conditional use permit request of Gillian Greenfield and Richard Butcher for a Short-term Tourist Rental (List reasons).

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



Conditional Use Permit: 2021-11-04/ 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.

Town/Village: Front Royal

Tax Map ID: # 13C-4-4-602

Zoning: Residential One (R-1)

Magisterial District: Shenandoah

Acres: 0.885

Subdivision: Shenandoah Shores

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 my application is acceptable, for the approval of a Conditional Use Permit for Short Term Rental of 1043 Riverview Shores Drive.

VERIFICATION AND PREQUALIFICATION OF PROSPECTIVE 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 ACCESSABILITY

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



**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

10/12/21

Date

Property Owner Signature

10/12/21

Date

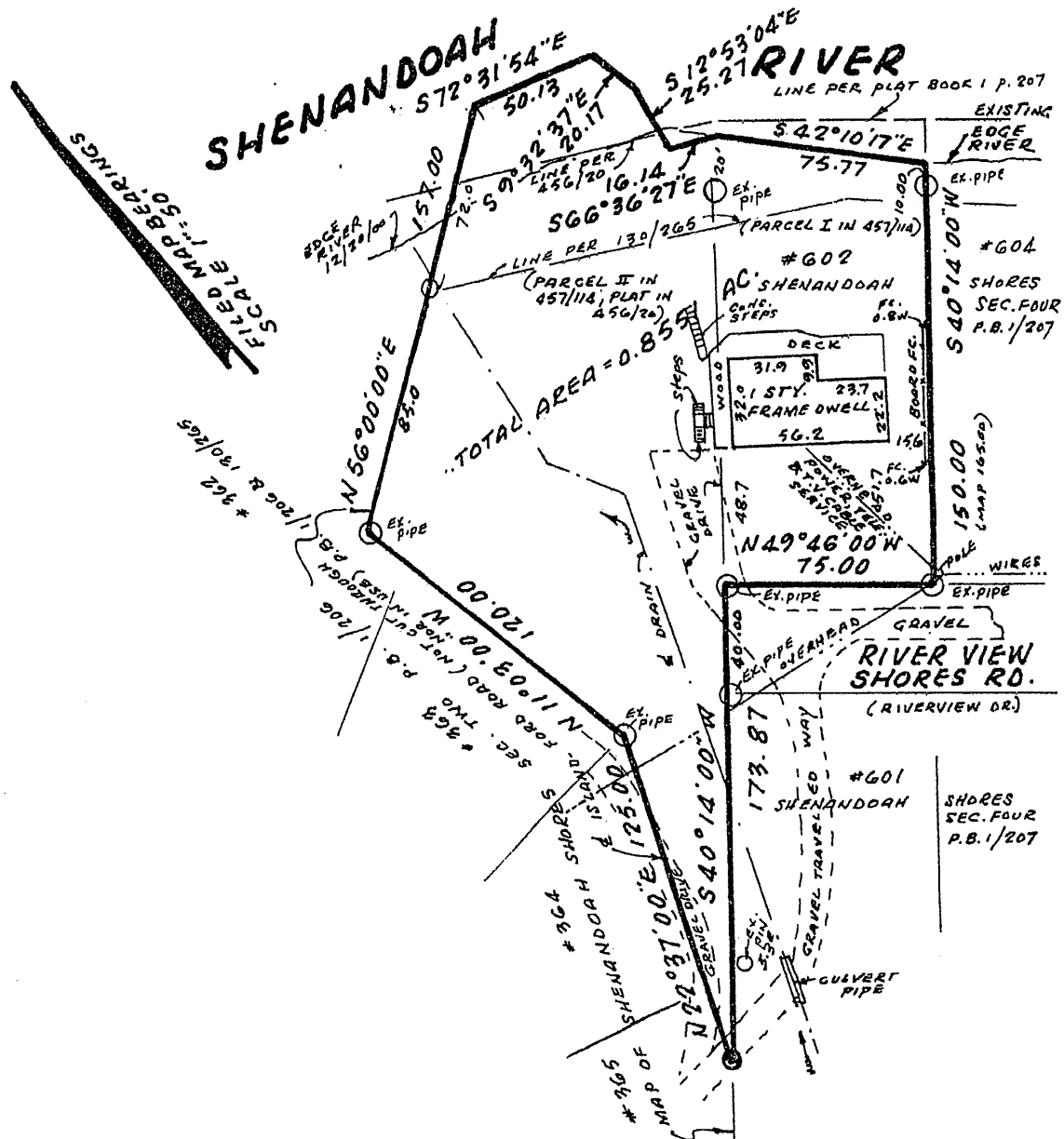
Accepted by: _____

Date: _____

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

NOTES

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 M. 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 D11A, 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 host's full contact detail, property address, and reiterates Host Rules.

A second welcome message is sent just prior to the day of check in with lockbox code 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 Guide 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 Guide Book will provide log in information. Wifi and cell service is good at Property.

SPECIFIC PROPERTY DETAILS

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

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

SPECIFIC 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



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

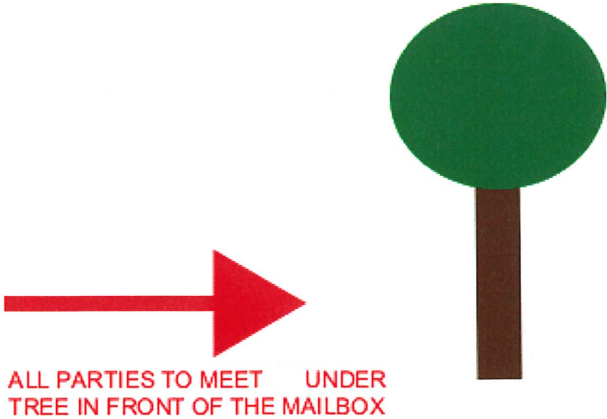
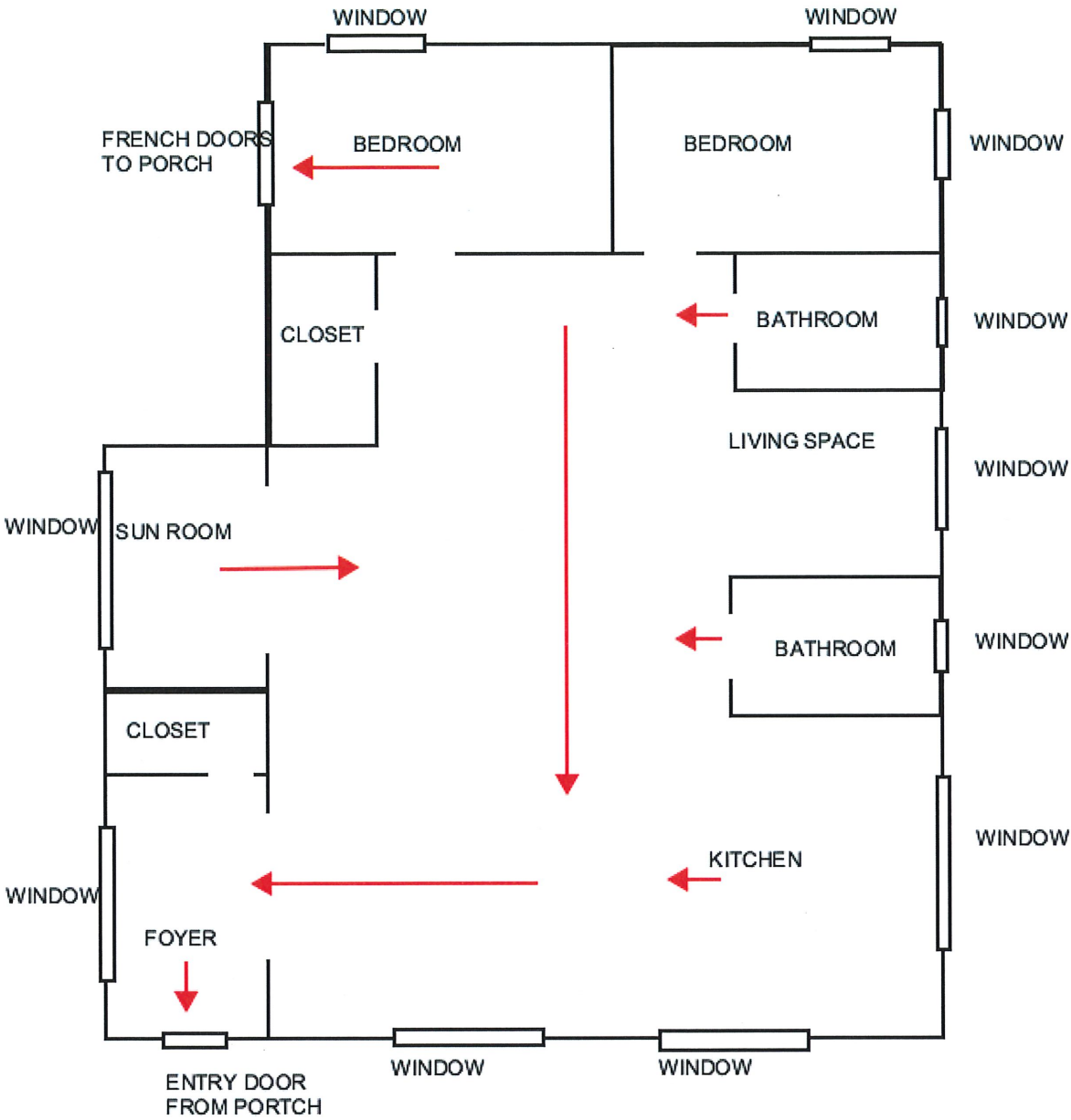
Note: Richard's also an owner! Please reach out to him if you don't reach me first 😊

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,



David C. Beahm, CBO
Building Official

Warren County Building Inspections

220 North Commerce /
Sui
Front Royal, VA

540/636

FAX 540/636

dbeahm@warrencountyva.net

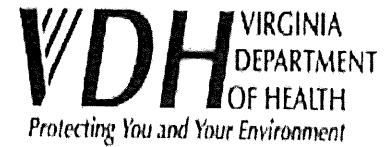
www.warrencountyva.net

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.

Lord Fairfax Health District



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



December 29, 2021

Matt Wendling, Deputy Planning Director
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2022-11-04)
Owner: Gillian Greenfield

Dear Mr. Wendling,

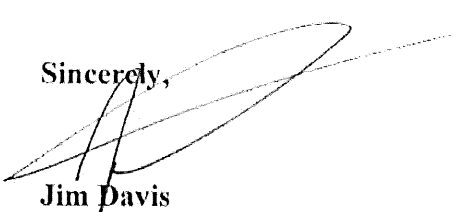
I have reviewed your request for comments regarding the property at 1043 Riverview Shores Dr. Front Royal, VA

(Tax Map# 13C-4-4-602) and I offer the following comments:

1. There is a Construction Permit and ROI on file for the referenced property dated 9/16/1971 and 4/11/1972 respectively.
2. The dwelling is served by a Conventional Onsite Sewage System (COSS). The COSS is designed for Three (3) Bedrooms, Six (6) Occupants and 450 gallons per day.
3. The dwelling is served by a community water system
4. All refuse shall be placed in containers with tight-fitting lids.
5. Do not connect any Jacuzzi or hot tub discharge to the sewage disposal system.

Please contact me at (540) 635-3159 should you have any questions.

Sincerely,



Jim Davis
Environmental Health Supervisor



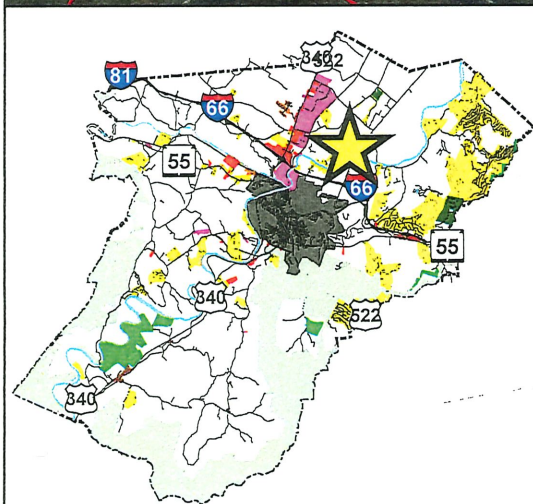
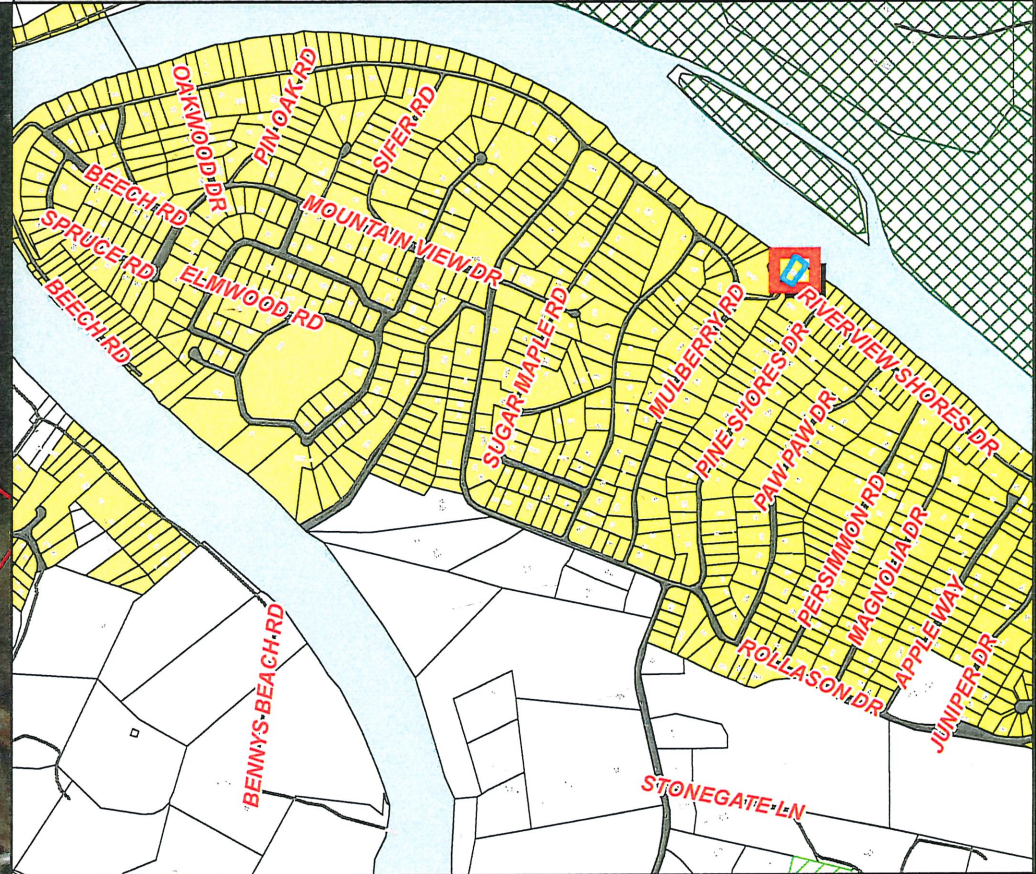
Warren County VA

CUP Location Map



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

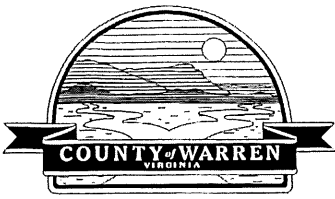
T 3C--4-4-602
Shenandoah Shores



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
1/18/2022	H-3	Conditional Use Permit #2021-11-06 Terry Hartson <i>Short-Term Tourist Rental</i>
<u>EXPLANATION & SUMMARY:</u> See attached application and staff report. General standards/conditions. In addition to the specific standards set forth hereinafter with regard to particular conditional uses, all such uses shall satisfy the following general standards: 1) The proposed use at the specified location shall be in harmony with the adopted Comprehensive Plan. 2) The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations. 3) The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted Comprehensive Plan. The location, size and height of buildings, structures, walls and fences and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof. 4) The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or in conflict with the existing and anticipated traffic in the area. 5) Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided. 6) In determining whether or not to grant a permit and in determining conditions to be imposed, the governing body shall take into consideration the objectives and intent of this chapter and may impose reasonable conditions that: a) Abate or restrict noise, smoke, dust or other elements that may affect surrounding properties. b) Establish setback, side and front yard requirements necessary for orderly expansion and to prevent traffic congestion. c) Provide for adequate parking and ingress and egress to public streets or roads. d) Provide adjoining property with a buffer or shield from view of the proposed use if such use is considered to be detrimental to adjoining property. e) Prevent such use from changing the character and established pattern of development of the community.		

PLANNING COMMISSION STATUS:

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.

RECOMMENDED CONDITIONS:

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

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.

PROPOSED OR SUGGESTED MOTION:

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

OR

I move that the Board of Supervisors deny the conditional use permit request of Terry Hartson for a Short-Term Tourist Rental. (LIST REASONS)

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



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

South: Residential-1 (R-1)

East: Residential-1 (R-1)

West: Residential-1 (R-1)

Use: Shenandoah River

Use: Vacant Lot, wooded

Use: Vacant Lot, wooded

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

☒ Agency Comments
☒ Location Map

☒ Application
☐ Public Comments

☒ Health Permit
☐ Submitted Plans

☒ Letter from Applicant
☐ Other: _____

SUPPLEMENTARY REGULATIONS

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

- A. The owner of a dwelling unit to be used for a short-term tourist rental shall apply and receive a zoning permit and/or a conditional use permit from the Planning Department prior to utilizing the dwelling unit as a short-term rental. The permit shall be reviewed by planning staff on an annual basis to ensure compliance with the performance standards listed in this section, along with all conditions placed on the conditional use permit, if applicable. Warren County may revoke a permit for repeated noncompliance with these performance standards.
- B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however the maximum number of occupants shall not exceed 10. **Our office is awaiting the response from the Health Department. The applicants have provided documents requesting a two-bedroom with a four-person maximum.**
- C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all right-of-ways and in yards. **There is sufficient parking for at least 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

Primary Contact Number

Email

TerryHartson@gmail.com

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:**

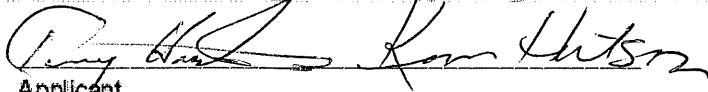
- ☐ **An application fee of \$500.00.**
Make payable to the Treasurer of Warren County. A non-refundable fee of \$500.00 will be required at the time of submittal.
- ☐ **A Statement of Justification**
This printed or typed statement is to be addressed to the Warren County Planning Commission. It is to 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 oversight.

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 ~~703-895-9994~~ If the emergency requires immediate assistance please 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 host's full contact detail, property address, and reiterates Host Rules.

A second welcome message is sent just prior to the day of check in with lockbox code 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 Guide 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 Guide Book will provide log in information.

SPECIFIC 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 Guide 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 and in Property Guide Book located at Property.

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

SPECIFIC 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)

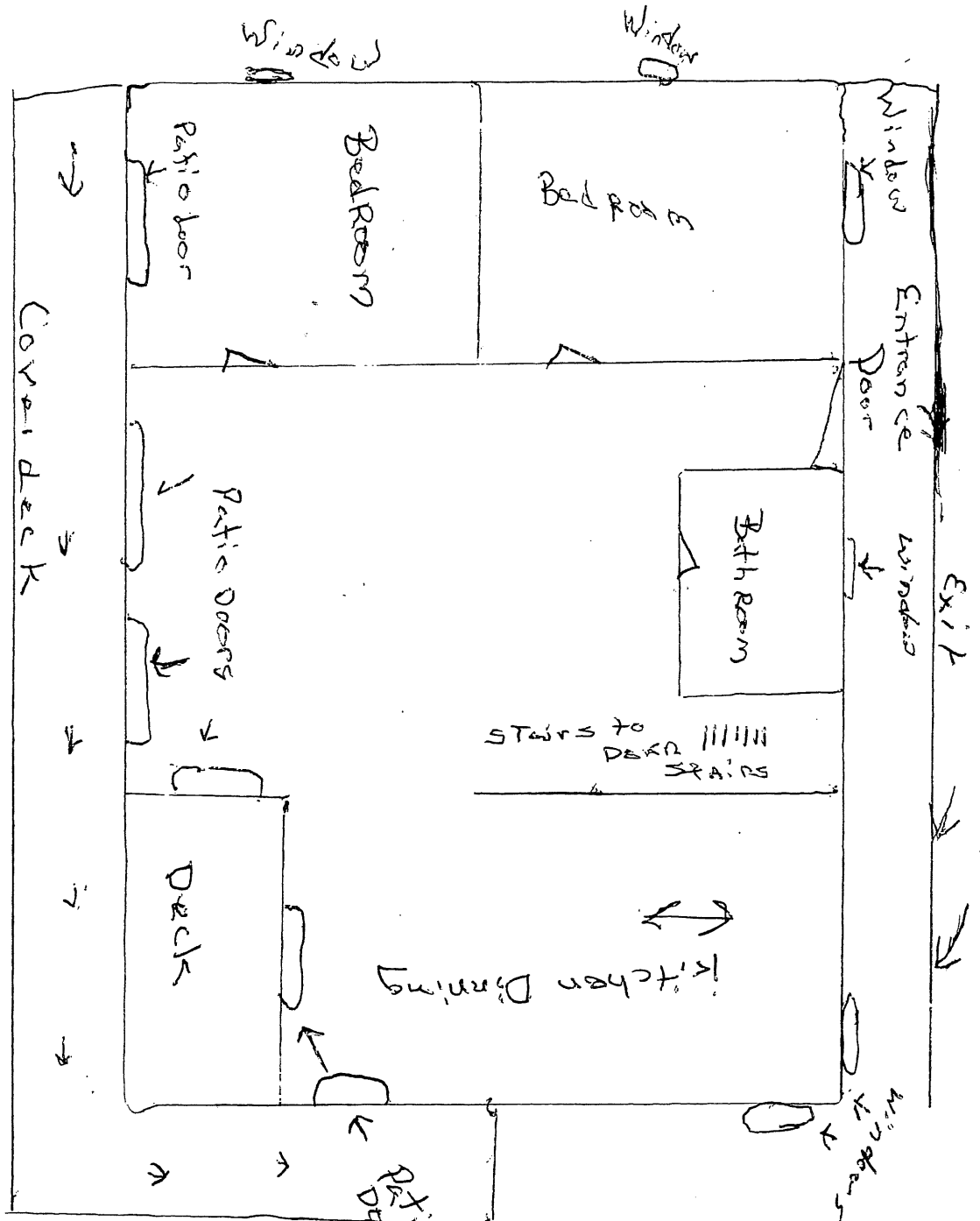
SECTION SIX
Shenandoah Shores
WARREN COUNTY, VA.

SCALE 1:100 JAN. 1966

FOWLER, JACKSON, ASSOC.
REGISTERED LAND SURVEYORS
AND LAND PLANNERS
705-4800 - 762-2577

1558 River View Shores
Drive

EVACUATION PLAN



Parking For Guest

All Parties to meet in turn around at End of Drive Way

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

13C2 (6) - 1044-143

Date 10/19/70 Case No. 1044

Owner D. L. Johnson

Address 311 N. Maple Ave Phone 22046

Occupant SAME

Address Falls Church, VA. Phone 22046

Exact Location of Premises

Shen. 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

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

Health Department recommends

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 Inside Dimensions Length 8 feet.
(Kind of Material)

Width 4 feet. Liquid Depth 4 feet. Depth of Air Space 1 feet. Liquid Capacity 460 gallons.

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

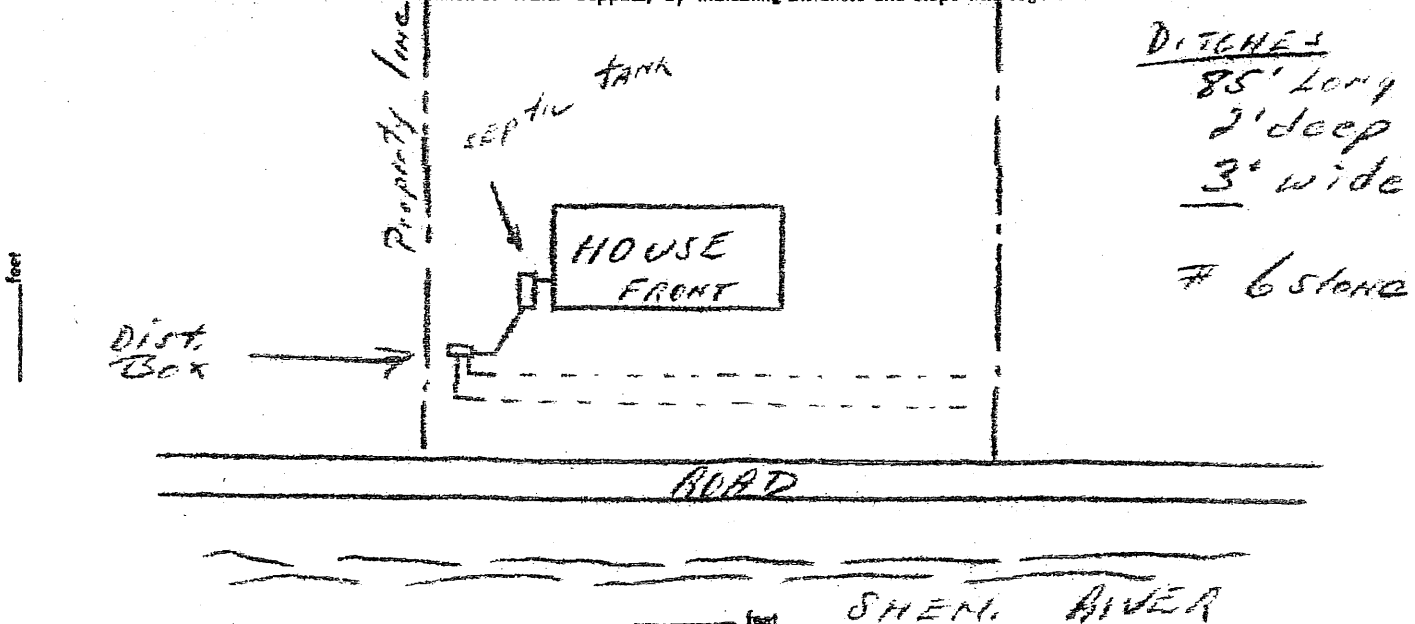
- (5) SUBSURFACE ABSORPTION FIELD Distribution Box required _____ Ditches of equal length required.

Number of square feet required 570 Type aggregate required ☒ Broken Stone ☐ Gravel ☐ Slag. Size range from $\frac{1}{2}$ inches to $2\frac{1}{2}$ inches. Depth of aggregate from base of ditch 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 drain tile 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 WATKINS CO. Health Department, Phone 3-2775 when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

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

Date _____ Approved _____

(Reviewing Authority)

Date _____

Signed _____

(Sanitarian or Health Director)

LHS - 121 Rev. 1-65

Virginia State Department of Health

TRIPLICATE

RECORD OF INSTALLATION IN SEWAGE DISPOSAL SYSTEM

4/29/71
Date Case No.

Owner D. L. Johnson Address 311 H. Maple Ave Phone 22046
(Mailing Address)
Occupant SAME Address FALLS CHURCH, VA. Phone 22046
(Mailing Address)
Exact Location of Premises OCEAN 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
NOT INSTALLED Installed ☐ Yes ☐ No. Type of material NOT YET 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 extra outlets for future use. (Number)
- (7) SUBSURFACE ABSORPTION FIELD 5' WIDE
Total Area in bottom of ditches 570 square feet. Number of ditches 2 Length of ditches 28 feet. Grade of ditches Minimum _____ 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 LEAP, VA. Phone _____
This Sewage Disposal System (Is) ~~is not~~ Approved by WARREN CO. Health Depart
Date 4/29/71 Signed E. D. Miller Date _____ Approved _____
(Sanitarian) (Health Director)
Date _____ Approved _____ Date _____ Approved _____
(Advisory Sanitarian) (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.

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



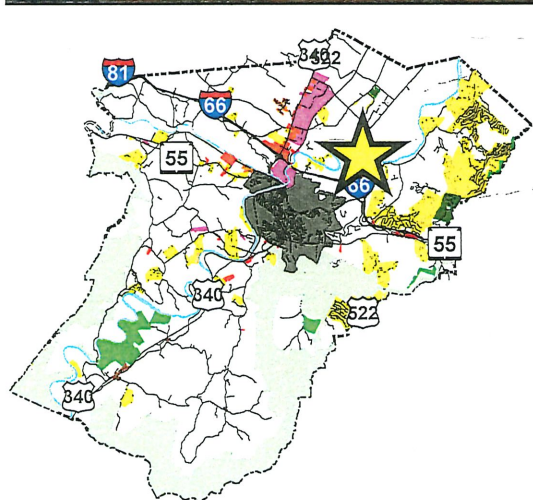
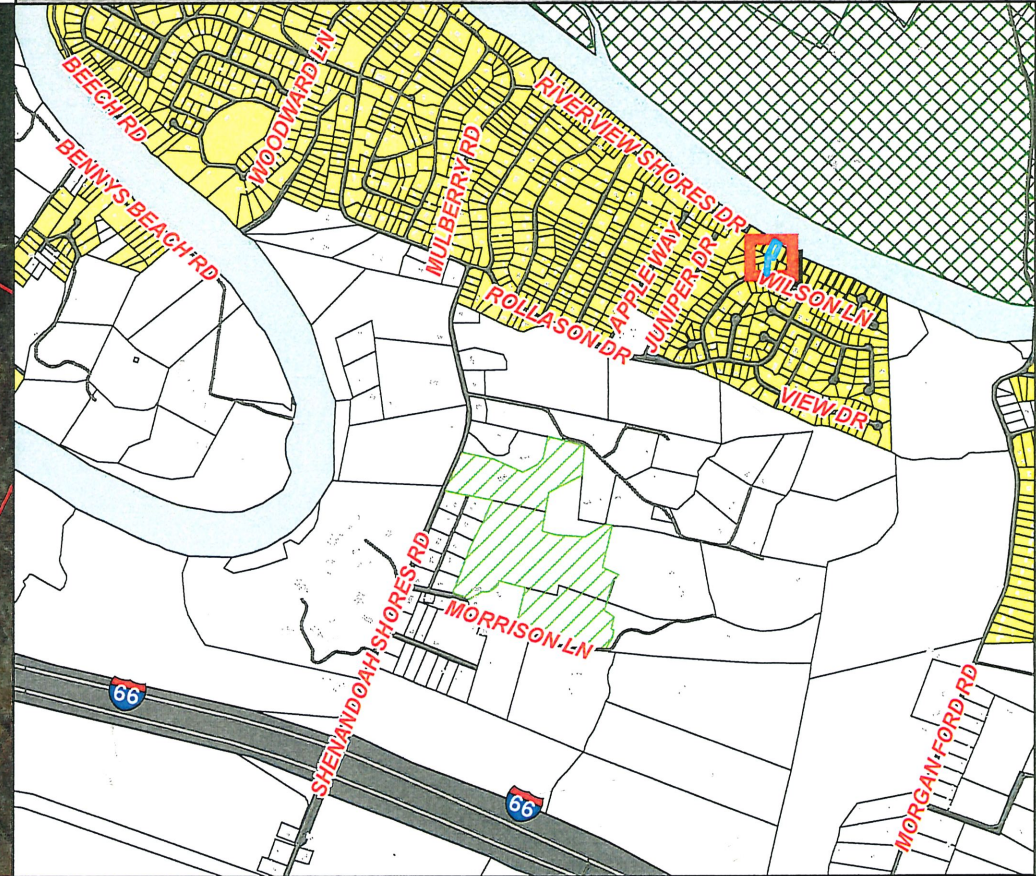
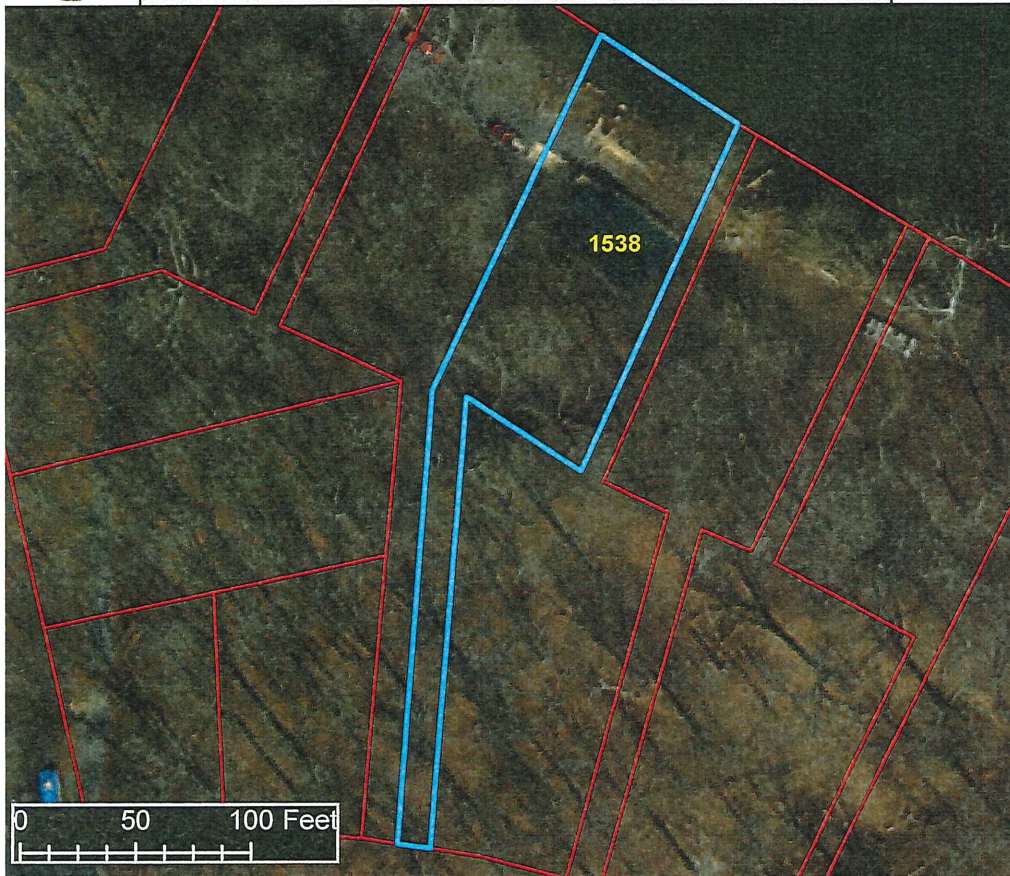
Warren County VA

CUP Location Map



Short-Term Tourist Rental
Applicants: Terry Hartson

TM RC-6-61044



Zoning

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

Map produced by
Warren County GIS 2021
Department of Planning