AGENDA
Board of Supervisors Meeting

August 2, 2022

9:00 AM

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. Presentation on County Investment Portfolio – Michael Snow, Senior Portfolio Manager
E. Report – Virginia Department of Transportation (VDOT) – Ed Carter
F. Report – Virginia Cooperative Extension Office – Corey Childs
G. Report – Warren County Department of Social Services – Jon Martz
H. Reports – Board Members, County Administrator, County Attorney
I. Approval of Minutes
    a. Regular Meeting of July 19, 2022
    b. Special Meeting of July 26, 2022

UNFINISHED BUSINESS

J. Resolution in Support of US Bike Route 211 – Joe Petty

NEW BUSINESS

K. Consent Agenda
    1. Transfers Request of Warren County Public Schools – Dr. Chris Ballenger
    2. Additional Transfer Request of Warren County Public Schools – Dr. Chris Ballenger
    3. Resolution Proposing the Addition of Streets to the VDOT Secondary Street System (Blue Ridge Shadows Subdivision, Phase 2) – Taryn Logan
    4. Cooperative Contract Award for Four (4) Vehicle Replacements for the Warren County Sheriff's Office – Alisa Scott/Sheriff Mark Butler
    5. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-01, Joseph Muniz for a Short-Term Tourist Rental – Matt Wendling
    6. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-02, Yulia Svetlichnaya for a Short-Term Tourist Rental – Chase Lenz

7. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-03, Thomas Cho for a Short-Term Tourist Rental – Chase Lenz
8. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-04, Andrew Sickle for a Short-Term Tourist Rental – Chase Lenz
9. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-05, Jennifer Harp for a Short-Term Tourist Rental – Matt Wendling
10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-06, Lyndsey DePalma and Amanda Shipe for a Short-Term Tourist Rental – Chase Lenz
11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-07, John Clarke for a Short-Term Tourist Rental – Chase Lenz
12. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-08, Royal Oak Estates, LLC (Larry Himelright) for a Cluster Housing Development – Matt Wendling
13. Authorization to Advertise for Public Hearing – Z2022-06-01 – Cole and Danielle Haase for an Ordinance to Amend and Re-Ordain Sections 180-8 and 180-43 of the Warren County Code re: Commercial Outdoor Recreational Operation – Matt Wendling
14. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-06-09, Cole and Danielle Haase for a Commercial Outdoor Recreational Operation – Matt Wendling

9:30 AM

L. Public Hearing – Ordinance to Add and Ordain Section 30-9 of the Warren County Code to Add a One-Time Incentive Pay for Advanced Level Providers with the Department of Fire and Rescue Services in FY 2021-2022 – Jane Meadows

M. Closed Session – Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act Consultation with Legal Counsel for the Provision of Legal Advice

N. Additional New Business (If needed)

O. Adjournment

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WORK SESSION

A. Virginia Freedom of Information Act (FOIA) Review – Jason Ham

B. Health and Human Services Complex Renovations for the Senior Center – Jeff Hayes/Alisa Scott

C. Discussion – Job Order Contracting Process – Alisa Scott

D. Adjournment

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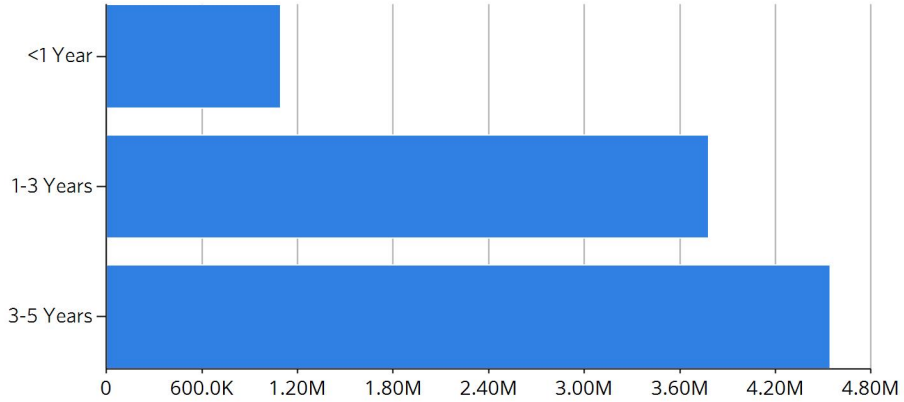
COUNTY OF WARREN

FIXED INCOME REVIEW

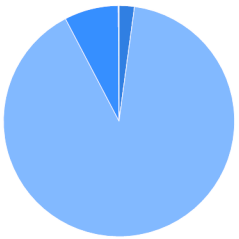
7/1/2021 - 6/30/2022

Ending Value	Years to Maturity	Coupon Rate	Yield to Maturity	Yield to Call	Yield to Worst	Modified Duration	S&P Rating	Moody's Rating
9,420,336.50	**2.32**	**0.9%**	**3.4**	**17.1**	**3.4**	**2.2**	**AA+**	**Aa1**
8,648,871.60	2.30	0.9%	3.4	18.1	3.4	2.2	AA+	Aa1

Maturity Distribution



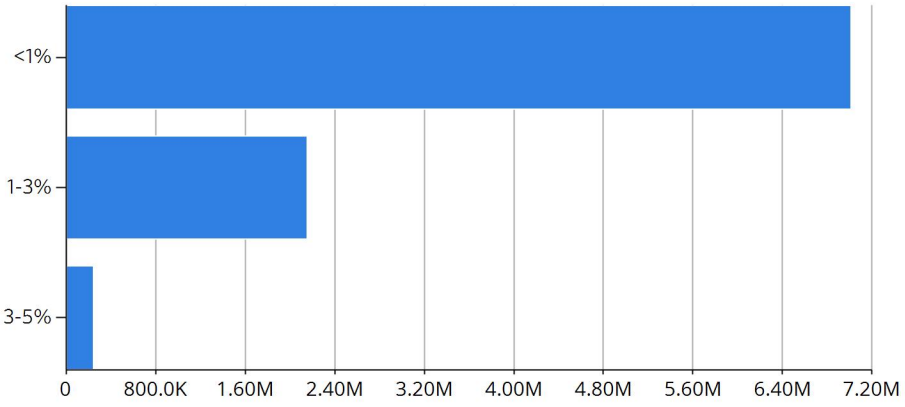
S&P Rating



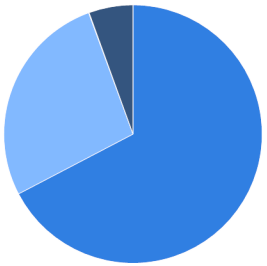
AAA	2.2%
AA+	90.2%
AA	7.6%
AA-	0.1%

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Coupon Distribution

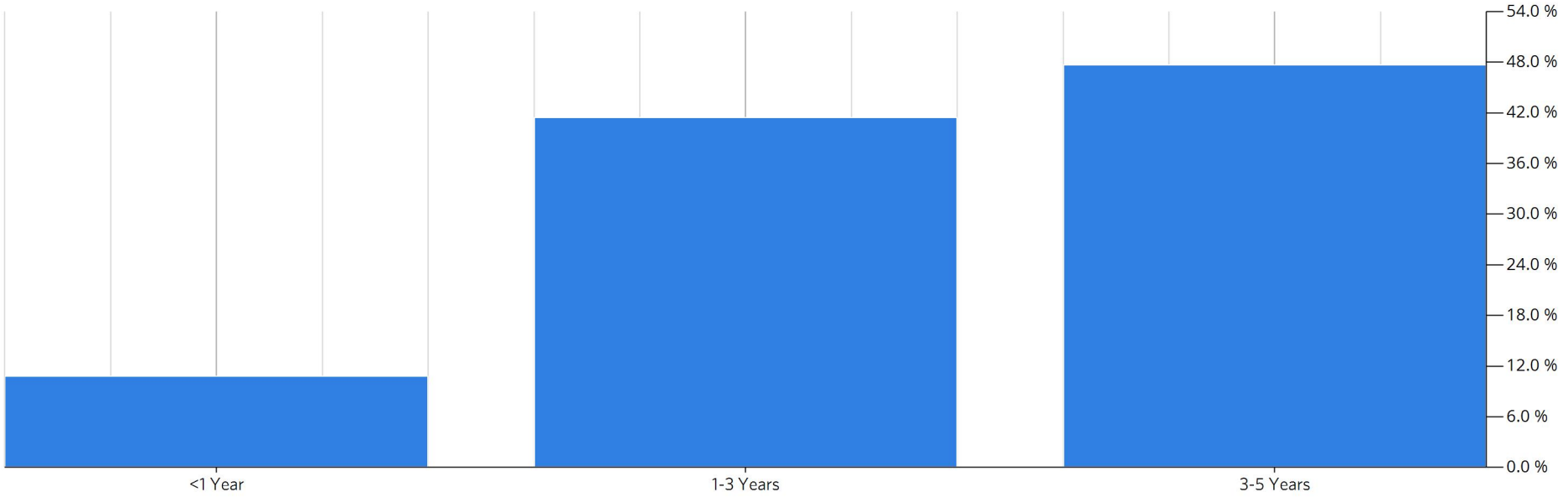


Moody's Rating



Aaa	67.3%
Aa1	27.1%
Aa2	0.1%
WR	5.5%

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	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
[redacted] - COUNTY OF WARREN AGENCY			**8,648,871.60**	**0.9%**	**10/17/2024**	**9/26/2022**	**3.4**	**3.4**	**2.2**	**100.0%**	**Aa1**	**AA+**
Cash			**529,518.20**	**1.7%**	**5/28/2023**	—	**3.8**	**3.8**	**0.9**	**6.1%**	—	—
MORGAN STANLEY PRIVATE BK NATL 1.8% 2022	61760AY29	240,000	239,995.20	1.8%	9/12/2022	—	4.6	4.6	0.2	2.8%	—	—
CITIBANK N A 3.4% 2022	17312QW39	100,000	100,569.00	3.4%	11/23/2022	—	2.9	2.9	0.4	1.2%	—	—
BMO HARRIS BK NATL ASSN CHICAG 0.55% 2024	05600XAN0	200,000	188,954.00	0.6%	7/29/2024	7/29/2022	3.4	3.4	2.1	2.2%	—	—
Taxable Municipal Bonds			**789,856.50**	**1.7%**	**11/23/2023**	—	**3.2**	**3.7**	**1.3**	**9.1%**	A1	AA+
UPPER OCCOQUAN SEW AUTH VA REG 2.25% 07/01/2022	916277LK0	120,000	120,000.00	2.3%	7/1/2022	—	0.0	—	0.0	1.4%	WR	AAA
VIRGINIA ST PUB BLDG AUTH PUB 4.6% 08/01/2023	928172WC5	125,000	126,808.75	4.6%	8/1/2023	—	5.1	5.1	1.0	1.5%	Aa1	AA+
FAIRFAX CNTY VA ECONOMIC DEV A 0.511% 10/01/2023	30382LFG8	365,000	353,520.75	0.5%	10/1/2023	—	3.2	3.2	1.2	4.1%	Aa1	AA+

	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
VIRGINIA ST HSG DEV AUTH 1.906% 04/01/2024	92812VB70	50,000	48,810.50	1.9%	4/1/2024	—	3.6	3.6	1.7	0.6%	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 1.347% 07/01/2025	92812VE44	150,000	140,716.50	1.3%	7/1/2025	—	3.8	3.8	2.9	1.6%	Aa1	AA+
Certificates of Deposit			**1,139,491.00**	**1.5%**	**1/6/2024**	**—**	**4.5**	**4.5**	**1.5**	**13.2%**	**—**	**—**
SALLIE MAE BK MURRAY UTAH 2.3% 2022	795450B61	100,000	100,053.00	2.3%	8/2/2022	—	13.2	13.2	0.1	1.2%	—	—
MORGAN STANLEY BK N A 2.65% 2023	61747MF63	225,000	225,598.50	2.7%	1/11/2023	—	4.6	4.6	0.5	2.6%	—	—
SALLIE MAE BK MURRAY UTAH 0.35% 2023	7954506S9	250,000	243,507.50	0.4%	7/17/2023	—	3.1	3.1	1.0	2.8%	—	—
MORGAN STANLEY PRIVATE BK NATL 2.6% 2024	61760AG52	200,000	197,436.00	2.6%	6/13/2024	—	3.4	3.4	1.9	2.3%	—	—
SALLIE MAE BK MURRAY UTAH 0.55% 2024	795451AA1	200,000	188,704.00	0.6%	7/22/2024	—	3.6	3.6	2.1	2.2%	—	—
GOLDMAN SACHS BK USA 0.7% 2025	38149MYA5	200,000	184,192.00	0.7%	8/11/2025	—	3.5	3.5	3.0	2.1%	—	—
Tax-Exempt Municipal Bonds			**1,128,333.75**	**1.0%**	**7/23/2024**	**8/15/2022**	**3.1**	**3.1**	**2.0**	**13.0%**	**Aa1**	**AA+**
FAIRFAX CNTY VA ECONOMIC DEV A 0.311% 10/01/2022	30382LFF0	100,000	99,603.00	0.3%	10/1/2022	—	2.2	2.2	0.3	1.2%	Aa1	AA+
HAMPTON VA 0.527% 09/01/2023	4095588H9	100,000	97,251.00	0.5%	9/1/2023	—	3.1	3.1	1.1	1.1%	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 0.676% 11/01/2023	92812VP91	200,000	193,520.00	0.7%	11/1/2023	—	3.3	3.3	1.3	2.2%	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 0.99% 03/01/2024	92812VZV1	275,000	269,134.25	1.0%	3/1/2024	8/15/2022	2.5	2.5	1.6	3.1%	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 0.47% 04/01/2024	92812VW69	100,000	95,297.00	0.5%	4/1/2024	—	3.4	3.4	1.7	1.1%	Aa1	AA+
VIRGINIA ST RES AUTH INFRASTRU 2% 11/01/2024	92818N5S3	150,000	145,081.50	2.0%	11/1/2024	—	3.7	3.7	2.2	1.7%	Aa1	AA
VIRGINIA ST RES AUTH INFRASTRU 2% 11/01/2025	92818N5T1	50,000	47,567.00	2.0%	11/1/2025	—	3.7	3.7	3.2	0.5%	Aa1	AA
VIRGINIA ST RES AUTH INFRASTRU 1.25% 11/01/2026	92818PFQ1	200,000	180,880.00	1.3%	11/1/2026	—	3.7	3.7	4.1	2.1%	Aa1	AA
Govt/Inflation Bonds			**5,061,672.15**	**0.6%**	**4/23/2025**	**10/29/2022**	**3.1**	**3.1**	**2.7**	**58.5%**	**Aa1**	**AA+**
UNITED STATES TREAS NTS 0.125% 12/31/2022	91282CBD2	50,000	49,404.00	0.1%	12/31/2022	—	2.5	2.5	0.5	0.6%	Aaa	—

	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
FEDERAL FARM CR BKS 0.32% 08/10/2023	3133EL3E2	850,000	824,593.50	0.3%	8/10/2023	7/26/2022	3.2	3.2	1.1	9.5%	Aaa	AA+
FEDERAL HOME LOAN BANKS 0.79% 10/28/2024	3130APKX2	350,000	333,308.50	0.8%	10/28/2024	10/28/2022	3.0	3.0	2.3	3.9%	Aaa	AA+
UNITED STATES TREAS NTS 0.75% 11/15/2024	91282CDH1	100,000	94,836.00	0.8%	11/15/2024	—	3.1	3.1	2.3	1.1%	Aaa	—
FEDERAL HOME LN MTG CORP 0.75% 05/28/2025	3134GVB31	200,000	186,342.00	0.8%	5/28/2025	8/28/2022	3.3	3.3	2.8	2.2%	Aaa	—
FEDERAL FARM CR BKS 0.7% 06/30/2025	3133ELQ49	150,000	139,632.00	0.7%	6/30/2025	7/24/2022	3.2	3.2	2.9	1.6%	Aaa	AA+
FEDERAL HOME LOAN BANKS 0.8% 07/21/2025	3130AN4Z0	200,000	186,476.00	0.8%	7/21/2025	10/21/2022	3.3	3.3	3.0	2.2%	Aaa	AA+
FEDERAL FARM CR BKS 0.53% 08/12/2025	3133EL3P7	600,000	555,012.00	0.5%	8/12/2025	8/12/2022	3.2	3.2	3.0	6.4%	Aaa	AA+
FEDERAL HOME LN MTG CORP 0.625% 08/19/2025	3134GWNC6	400,000	371,308.00	0.6%	8/19/2025	8/19/2022	3.1	3.1	3.1	4.3%	Aaa	—
FEDERAL HOME LOAN BANKS 0.55% 08/26/2025	3130AJZA0	500,000	460,085.00	0.6%	8/26/2025	7/26/2022	3.3	3.3	3.1	5.3%	Aaa	AA+
FEDERAL HOME LN MTG CORP 0.625% 09/08/2025	3134GWH82	500,000	463,525.00	0.6%	9/8/2025	9/8/2022	3.1	3.1	3.1	5.4%	Aaa	—
FEDERAL HOME LN MTG CORP 0.5% 09/30/2025	3134GWV60	800,000	740,768.00	0.5%	9/30/2025	9/30/2022	3.0	3.0	3.2	8.6%	Aaa	—
FEDERAL HOME LOAN BANKS 0.85% 09/30/2025	3130APEG6	220,000	205,726.40	0.9%	9/30/2025	9/30/2022	3.1	3.1	3.2	2.4%	Aaa	AA+
UNITED STATES TREAS NTS 0.375% 12/31/2025	91282CBC4	100,000	91,147.00	0.4%	12/31/2025	—	3.1	3.1	3.4	1.1%	Aaa	—
FEDERAL HOME LOAN BANKS 1% 03/23/2026	3130ALGJ7	243,750	219,969.75	1.0%	3/23/2026	7/23/2022	3.2	3.2	3.6	2.5%	WR	AA+
FEDERAL HOME LOAN BANKS 1% 04/28/2026	3130AN4V9	150,000	139,539.00	1.0%	4/28/2026	7/28/2022	3.0	3.0	3.7	1.6%	Aaa	AA+

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Holdings

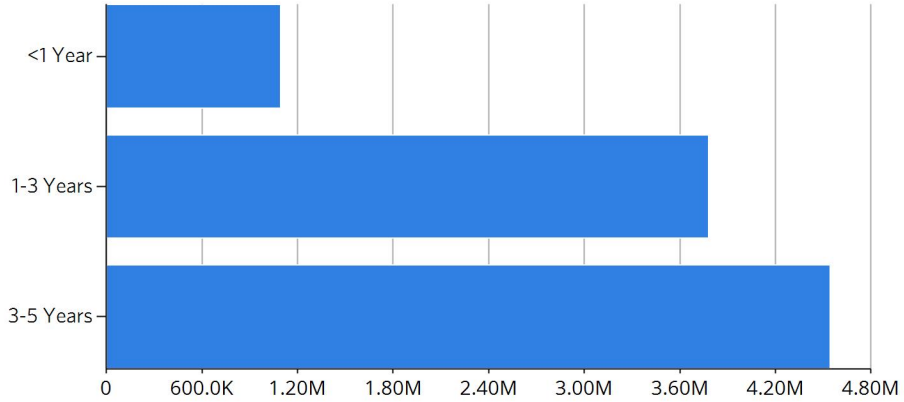
	Symbol	Price	Allocation	Ending Value	Cost Basis	Total UGL	Units	Projected Income	Yield	Yield to Maturity
[redacted] - COUNTY OF WARREN AGENCY			**100.0%**	**12,171,089**	**12,649,604.65**	**-478,515**		**108,571**	**0.9%**	**3.4**
Fixed Income			**66.7%**	**8,119,353**	**8,584,145.53**	**-464,792**		**71,446**	**0.9%**	**3.3**
Taxable Municipal Bonds			**6.5%**	**789,857**	**813,849.30**	**-23,993**		**11,939**	**1.5%**	**3.2**
FAIRFAX CNTY VA ECONOMIC DEV A 0.511% 10/01/2023	30382LFG8	96.86	2.9%	353,521	365,000.00	-11,479	365,000	1,865	0.5%	3.2
UPPER OCCOQUAN SEW AUTH VA REG 2.25% 07/01/2022	916277LK0	100.00	1.0%	120,000	119,644.80	355	120,000	1,350	1.1%	0.0
VIRGINIA ST HSG DEV AUTH 1.347% 07/01/2025	92812VE44	93.81	1.2%	140,717	151,527.00	-10,811	150,000	2,021	1.4%	3.8
VIRGINIA ST HSG DEV AUTH 1.906% 04/01/2024	92812VB70	97.62	0.4%	48,811	50,000.00	-1,190	50,000	953	1.9%	3.6
VIRGINIA ST PUB BLDG AUTH PUB 4.6% 08/01/2023	928172WC5	101.45	1.0%	126,809	127,677.50	-869	125,000	5,750	4.5%	5.1
Tax-Exempt Municipal Bonds			**9.3%**	**1,128,334**	**1,182,426.50**	**-54,093**		**11,727**	**1.0%**	**3.1**
FAIRFAX CNTY VA ECONOMIC DEV A 0.311% 10/01/2022	30382LFF0	99.60	0.8%	99,603	100,000.00	-397	100,000	156	0.2%	2.2
HAMPTON VA 0.527% 09/01/2023	4095588H9	97.25	0.8%	97,251	100,000.00	-2,749	100,000	527	0.5%	3.1
VIRGINIA ST HSG DEV AUTH 0.47% 04/01/2024	92812VW69	95.30	0.8%	95,297	100,000.00	-4,703	100,000	470	0.5%	3.4
VIRGINIA ST HSG DEV AUTH 0.676% 11/01/2023	92812VP91	96.76	1.6%	193,520	200,000.00	-6,480	200,000	1,352	0.7%	3.3
VIRGINIA ST HSG DEV AUTH 0.99% 03/01/2024	92812VZV1	97.87	2.2%	269,134	275,000.00	-5,866	275,000	2,723	1.0%	2.5
VIRGINIA ST RES AUTH INFRASTRU 1.25% 11/01/2026	92818PFQ1	90.44	1.5%	180,880	199,876.00	-18,996	200,000	2,500	1.4%	3.7
VIRGINIA ST RES AUTH INFRASTRU 2% 11/01/2024	92818N5S3	96.72	1.2%	145,082	155,395.50	-10,314	150,000	3,000	2.1%	3.7
VIRGINIA ST RES AUTH INFRASTRU 2% 11/01/2025	92818N5T1	95.13	0.4%	47,567	52,155.00	-4,588	50,000	1,000	2.1%	3.7
Govt/Inflation Bonds			**41.6%**	**5,061,672**	**5,411,679.23**	**-350,007**		**32,093**	**0.6%**	**3.1**
FEDERAL FARM CR BKS 0.32% 08/10/2023	3133EL3E2	97.01	6.8%	824,594	849,986.50	-25,393	850,000	2,720	0.3%	3.2
FEDERAL FARM CR BKS 0.53% 08/12/2025	3133EL3P7	92.50	4.6%	555,012	599,832.00	-44,820	600,000	3,180	0.6%	3.2
FEDERAL FARM CR BKS 0.7% 06/30/2025	3133ELQ49	93.09	1.1%	139,632	149,973.00	-10,341	150,000	1,050	0.8%	3.2
FEDERAL HOME LN MTG CORP 0.5% 09/30/2025	3134GWV60	92.60	6.1%	740,768	799,416.00	-58,648	800,000	4,000	0.5%	3.0
FEDERAL HOME LN MTG CORP 0.625% 08/19/2025	3134GWNC6	92.83	3.1%	371,308	399,984.00	-28,676	400,000	2,500	0.7%	3.1
FEDERAL HOME LN MTG CORP 0.625% 09/08/2025	3134GWH82	92.71	3.8%	463,525	500,120.00	-36,595	500,000	3,125	0.7%	3.1
FEDERAL HOME LN MTG CORP 0.75% 05/28/2025	3134GVB31	93.17	1.5%	186,342	200,052.00	-13,710	200,000	1,500	0.8%	3.3
FEDERAL HOME LOAN BANKS 0.55% 08/26/2025	3130AJZA0	92.02	3.8%	460,085	499,720.00	-39,635	500,000	2,750	0.6%	3.3
FEDERAL HOME LOAN BANKS 0.79% 10/28/2024	3130APKX2	95.23	2.7%	333,309	350,000.00	-16,692	350,000	2,765	0.8%	3.0
FEDERAL HOME LOAN BANKS 0.8% 07/21/2025	3130AN4Z0	93.24	1.5%	186,476	200,000.00	-13,524	200,000	1,600	0.9%	3.3
FEDERAL HOME LOAN BANKS 0.85% 09/30/2025	3130APEG6	93.51	1.7%	205,726	220,000.00	-14,274	220,000	1,870	0.9%	3.1
FEDERAL HOME LOAN BANKS 1% 03/23/2026	3130ALGJ7	92.56	1.8%	219,970	243,750.00	-23,780	243,750	2,377	1.1%	3.2
FEDERAL HOME LOAN BANKS 1% 04/28/2026	3130AN4V9	93.03	1.1%	139,539	150,280.50	-10,742	150,000	1,500	1.1%	3.0
UNITED STATES TREAS NTS 0.125% 12/31/2022	91282CBD2	98.81	0.4%	49,404	49,998.50	-595	50,000	31	0.1%	2.5
UNITED STATES TREAS NTS 0.375% 12/31/2025	91282CBC4	91.15	0.7%	91,147	98,700.12	-7,553	100,000	375	0.4%	3.1

Holdings

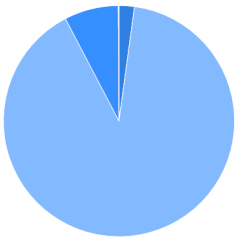
	Symbol	Price	Allocation	Ending Value	Cost Basis	Total UGL	Units	Projected Income	Yield	Yield to Maturity
UNITED STATES TREAS NTS 0.75% 11/15/2024	91282CDH1	94.84	0.8%	94,836	99,866.61	-5,031	100,000	750	0.8%	3.1
Certificates of Deposit			**9.4%**	**1,139,491**	**1,176,190.50**	**-36,700**		**15,688**	**1.4%**	**4.5**
GOLDMAN SACHS BK USA 0.7% 2025	38149MYA5	92.10	1.5%	184,192	200,000.00	-15,808	200,000	1,400	0.8%	3.5
MORGAN STANLEY BK N A 2.65% 2023	61747MF63	100.27	1.9%	225,599	224,860.50	738	225,000	5,963	2.6%	4.6
MORGAN STANLEY PRIVATE BK NATL 2.6% 2024	61760AG52	98.72	1.6%	197,436	200,426.00	-2,990	200,000	5,200	2.6%	3.4
SALLIE MAE BK MURRAY UTAH 0.35% 2023	7954506S9	97.40	2.0%	243,508	249,920.00	-6,413	250,000	875	0.4%	3.1
SALLIE MAE BK MURRAY UTAH 0.55% 2024	795451AA1	94.35	1.6%	188,704	200,000.00	-11,296	200,000	1,100	0.6%	3.6
SALLIE MAE BK MURRAY UTAH 2.3% 2022	795450B61	100.05	0.8%	100,053	100,984.00	-931	100,000	1,150	1.1%	13.2
Cash & Equivalents			**33.3%**	**4,051,736**	**4,065,459.12**	**-13,723**		**37,125**	**0.9%**	**3.8**
Cash			**4.4%**	**529,518**	**543,241.40**	**-13,723**		**4,960**	**0.9%**	**3.8**
BMO HARRIS BK NATL ASSN CHICAG 0.55% 2024	05600XAN0	94.48	1.6%	188,954	199,954.00	-11,000	200,000	1,100	0.6%	3.4
CITIBANK N A 3.4% 2022	17312QW39	100.57	0.8%	100,569	101,521.00	-952	100,000	1,700	1.7%	2.9
MORGAN STANLEY PRIVATE BK NATL 1.8% 2022	61760AY29	100.00	2.0%	239,995	241,766.40	-1,771	240,000	2,160	0.9%	4.6
Money Markets			**28.9%**	**3,522,218**	**3,522,217.72**	**0**		**32,165**	**0.9%**	—
FIDELITY GOVT SECS FD LTD GOVT CL I	FIGXX	1.00	28.9%	3,522,218	3,522,217.72	0	3,522,218	32,165	0.9%	—

Ending Value	Years to Maturity	Coupon Rate	Yield to Maturity	Yield to Call	Yield to Worst	Modified Duration	S&P Rating	Moody's Rating
137,053.45	2.54	0.9%	3.2	—	3.2	2.4	AA+	Aaa

Maturity Distribution



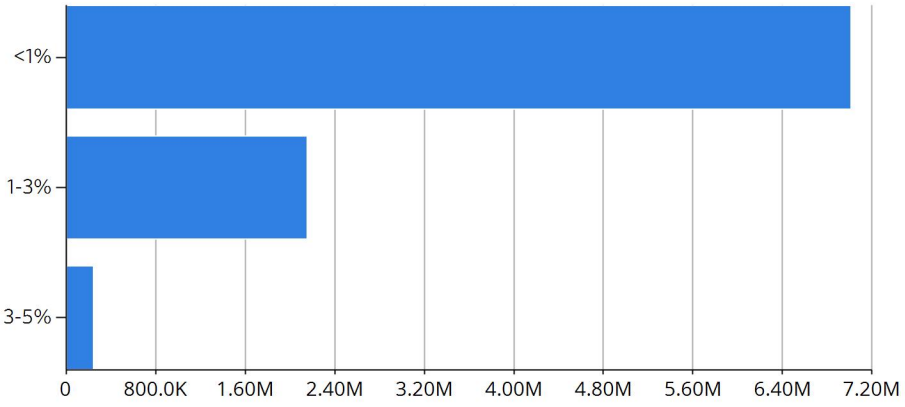
S&P Rating



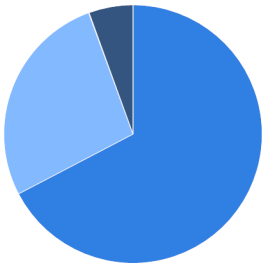
AAA	2.2%
AA+	90.2%
AA	7.6%
AA-	0.1%

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Coupon Distribution

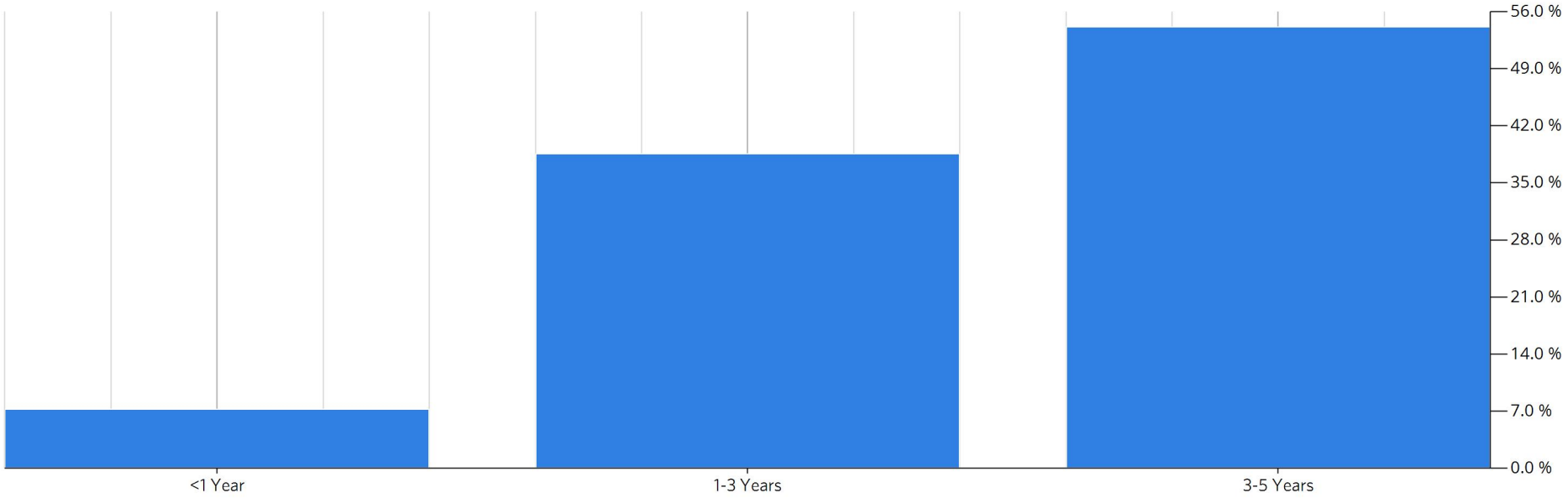


Moody's Rating



Aaa	67.3%
Aa1	27.1%
Aa2	0.1%
WR	5.5%

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	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
[redacted] - COUNTY OF WARREN SCHOLARSHIP AGENCY			**137,053.45**	**0.9%**	**1/12/2025**	**—**	**3.2**	**3.2**	**2.4**	**100.0%**	**Aaa**	**AA+**
Taxable Municipal Bonds			**24,340.15**	**0.9%**	**9/12/2023**	—	**3.3**	**3.3**	**1.2**	**17.8%**	Aa1	AA+
MONTGOMERY CNTY VA ECONOMIC DE 2.532% 06/01/2023	613741GL5	5,000	4,969.15	2.5%	6/1/2023	—	3.5	3.5	0.9	3.6%	Aa2	AA-
FAIRFAX CNTY VA ECONOMIC DEV A 0.511% 10/01/2023	30382LFG8	20,000	19,371.00	0.5%	10/1/2023	—	3.2	3.2	1.2	14.1%	Aa1	AA+
Tax-Exempt Municipal Bonds			**9,484.90**	**0.9%**	**11/1/2024**	—	**3.3**	**3.3**	**2.3**	**6.9%**	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 0.897% 11/01/2024	92812WAT1	10,000	9,484.90	0.9%	11/1/2024	—	3.3	3.3	2.3	6.9%	Aa1	AA+
Govt/Inflation Bonds			**103,228.40**	**0.9%**	**5/13/2025**	—	**3.2**	**3.2**	**2.8**	**75.3%**	Aaa	AA+
FEDERAL FARM CR BKS 2.36% 12/19/2022	3133EEFT2	5,000	5,004.15	2.4%	12/19/2022	—	2.3	2.3	0.5	3.7%	Aaa	AA+
FEDERAL HOME LOAN BANKS 1.875% 03/08/2024	3130A7PH2	15,000	14,725.80	1.9%	3/8/2024	—	3.4	3.4	1.6	10.7%	Aaa	AA+

	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
FEDERAL FARM CR BKS 0.47% 01/27/2025	3133EMER9	10,000	9,328.40	0.5%	1/27/2025	7/27/2022	3.3	3.3	2.5	6.8%	Aaa	AA+
FEDERAL FARM CR BKS 0.7% 06/30/2025	3133ELQ49	25,000	23,272.00	0.7%	6/30/2025	7/24/2022	3.2	3.2	2.9	17.0%	Aaa	AA+
FEDERAL NATL MTG ASSN 0.55% 08/05/2025	3136G4H55	15,000	13,895.40	0.6%	8/5/2025	8/5/2022	3.2	3.2	3.0	10.1%	Aaa	AA+
FEDERAL HOME LN MTG CORP 0.5% 09/30/2025	3134GWWQ5	20,000	18,357.40	0.5%	9/30/2025	9/30/2022	3.2	3.2	3.2	13.4%	Aaa	—
FEDERAL HOME LOAN BANKS 0.85% 09/30/2025	3130APEG6	5,000	4,675.60	0.9%	9/30/2025	9/30/2022	3.1	3.1	3.2	3.4%	Aaa	AA+
FEDERAL FARM CR BKS 1.01% 04/13/2026	3133EMVV1	15,000	13,969.65	1.0%	4/13/2026	7/24/2022	3.0	3.0	3.7	10.2%	Aaa	AA+

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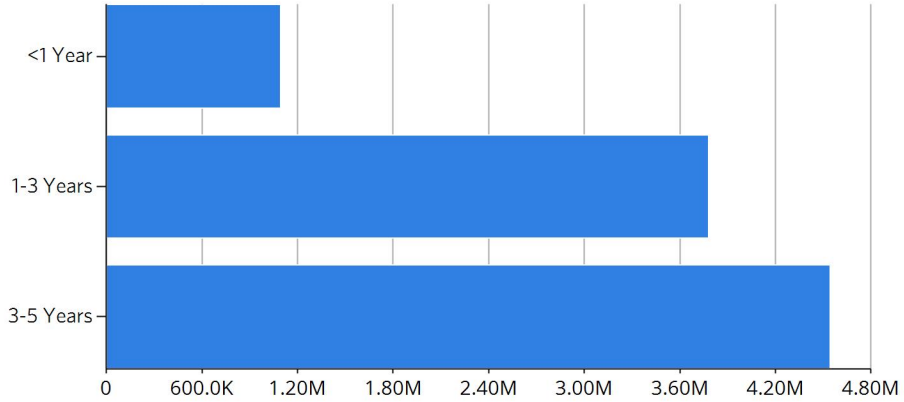
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Holdings

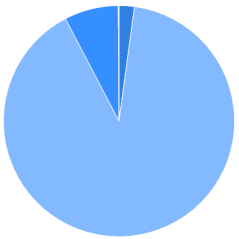
	Symbol	Price	Allocation	Ending Value	Cost Basis	Total UGL	Units	Projected Income	Yield	Yield to Maturity
[redacted] - COUNTY OF WARREN SCHOLARSHIP AGENCY			**100.0%**	**190,197**	**198,000.82**	**-7,804**		**1,743**	**0.9%**	**3.2**
Fixed Income			**72.1%**	**137,053**	**144,857.40**	**-7,804**		**1,257**	**0.9%**	**3.2**
Taxable Municipal Bonds			**12.8%**	**24,340**	**25,000.00**	**-660**		**229**	**0.9%**	**3.3**
FAIRFAX CNTY VA ECONOMIC DEV A 0.511% 10/01/2023	30382LFG8	96.86	10.2%	19,371	20,000.00	-629	20,000	102	0.5%	3.2
MONTGOMERY CNTY VA ECONOMIC DE 2.532% 06/01/2023	613741GL5	99.38	2.6%	4,969	5,000.00	-31	5,000	127	2.5%	3.5
Tax-Exempt Municipal Bonds			**5.0%**	**9,485**	**10,000.00**	**-515**		**90**	**0.9%**	**3.3**
VIRGINIA ST HSG DEV AUTH 0.897% 11/01/2024	92812WAT1	94.85	5.0%	9,485	10,000.00	-515	10,000	90	0.9%	3.3
Govt/Inflation Bonds			**54.3%**	**103,228**	**109,857.40**	**-6,629**		**939**	**0.9%**	**3.2**
FEDERAL FARM CR BKS 0.47% 01/27/2025	3133EMER9	93.28	4.9%	9,328	9,996.40	-668	10,000	47	0.5%	3.3
FEDERAL FARM CR BKS 0.7% 06/30/2025	3133ELQ49	93.09	12.2%	23,272	24,995.50	-1,724	25,000	175	0.8%	3.2
FEDERAL FARM CR BKS 1.01% 04/13/2026	3133EMVV1	93.13	7.3%	13,970	14,993.40	-1,024	15,000	152	1.1%	3.0
FEDERAL FARM CR BKS 2.36% 12/19/2022	3133EEFT2	100.08	2.6%	5,004	5,002.10	2	5,000	59	1.2%	2.3
FEDERAL HOME LN MTG CORP 0.5% 09/30/2025	3134GWWQ5	91.79	9.7%	18,357	19,970.80	-1,613	20,000	100	0.5%	3.2
FEDERAL HOME LOAN BANKS 0.85% 09/30/2025	3130APEG6	93.51	2.5%	4,676	5,000.00	-324	5,000	43	0.9%	3.1
FEDERAL HOME LOAN BANKS 1.875% 03/08/2024	3130A7PH2	98.17	7.7%	14,726	14,868.15	-142	15,000	281	1.9%	3.4
FEDERAL NATL MTG ASSN 0.55% 08/05/2025	3136G4H55	92.64	7.3%	13,895	15,031.05	-1,136	15,000	83	0.6%	3.2
Cash & Equivalents			**27.9%**	**53,143**	**53,143.42**	**0**		**485**	**0.9%**	**—**
Money Markets			**27.9%**	**53,143**	**53,143.42**	**0**		**485**	**0.9%**	—
FIDELITY GOVT SECS FD LTD GOVT CL I	FIGXX	1.00	27.9%	53,143	53,143.42	0	53,143	485	0.9%	—

Ending Value	Years to Maturity	Coupon Rate	Yield to Maturity	Yield to Call	Yield to Worst	Modified Duration	S&P Rating	Moody's Rating
634,411.45	2.57	1.1%	3.4	12.2	3.4	2.5	AA+	Aa3

Maturity Distribution



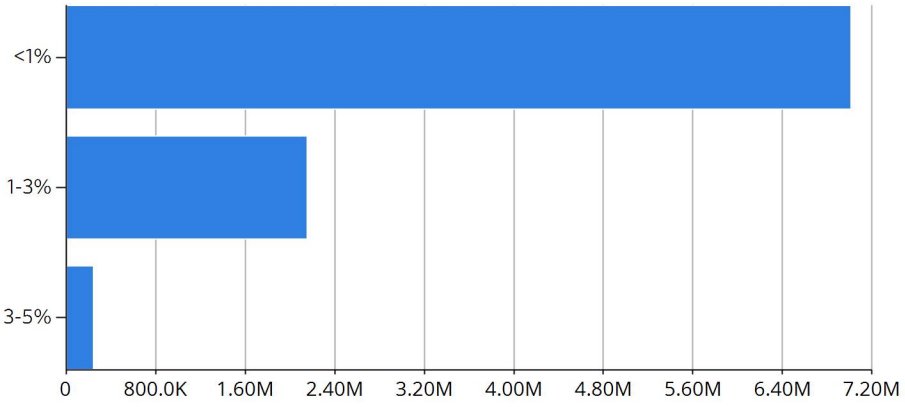
S&P Rating



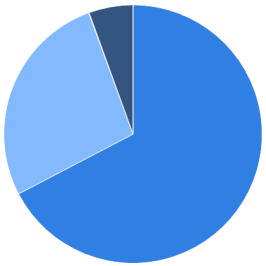
AAA	2.2%
AA+	90.2%
AA	7.6%
AA-	0.1%

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Coupon Distribution

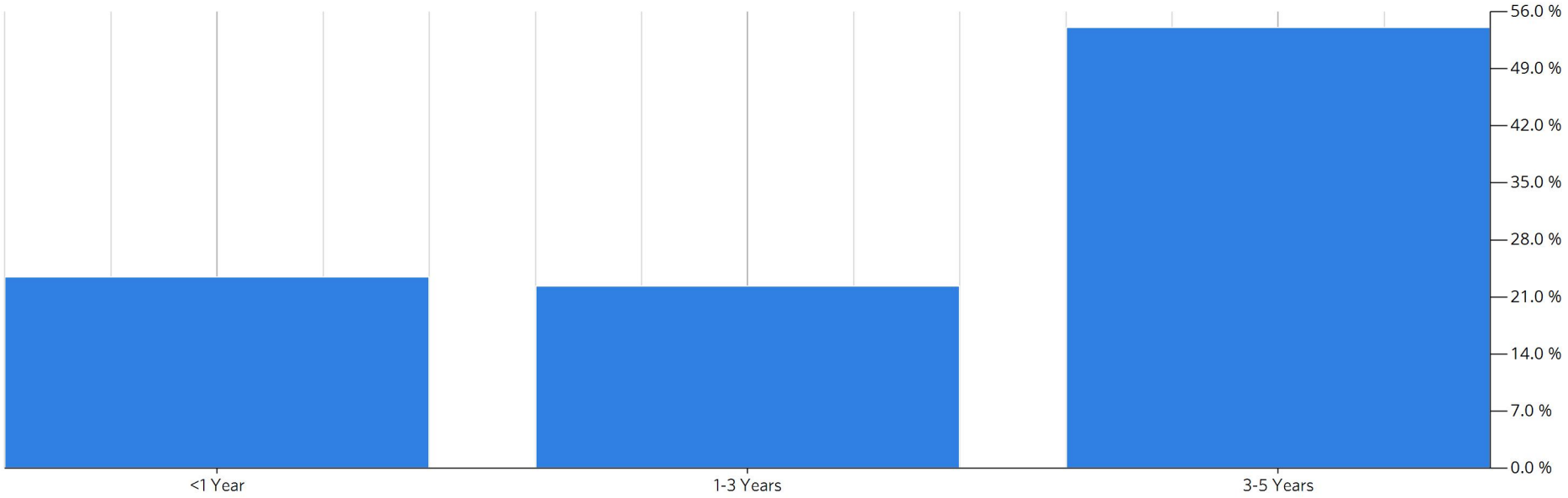


Moody's Rating



Aaa	67.3%
Aa1	27.1%
Aa2	0.1%
WR	5.5%

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	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
[redacted] - WARREN COUNTY - IRREV TR DTD 2/11/20			**634,411.45**	**1.1%**	**1/25/2025**	**3/27/2023**	**3.4**	**3.4**	**2.5**	**100.0%**	**Aa3**	**AA+**
Taxable Municipal Bonds			**165,975.30**	**1.9%**	**2/4/2024**	—	**3.9**	**3.9**	**1.5**	**26.2%**	Aa1	AA+
RICHMOND VA PUB UTIL REV 1.821% 01/15/2023	765433LN5	50,000	49,746.50	1.8%	1/15/2023	—	4.4	4.4	0.5	7.8%	Aa1	AA
VIRGINIA ST HSG DEV AUTH 1.774% 04/01/2023	92812VB62	50,000	49,535.00	1.8%	4/1/2023	—	3.7	3.7	0.7	7.8%	Aa1	AA+
VIRGINIA ST PUB BLDG AUTH PUB 4% 08/01/2024	9281722M6	20,000	20,198.80	4.0%	8/1/2024	—	4.4	4.4	1.9	3.2%	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 1.237% 11/01/2025	92812WAU8	50,000	46,495.00	1.2%	11/1/2025	—	3.6	3.6	3.2	7.3%	Aa1	AA+
Tax-Exempt Municipal Bonds			**105,585.60**	**0.8%**	**5/13/2024**	—	**3.1**	**3.1**	**1.8**	**16.6%**	**Aa1**	**AA+**
HAMPTON VA 0.427% 09/01/2022	4095588G1	50,000	49,890.00	0.4%	9/1/2022	—	2.6	2.6	0.2	7.9%	Aa1	AA+
VIRGINIA ST HSG DEV AUTH 1.184% 11/01/2025	92812VQ33	60,000	55,695.60	1.2%	11/1/2025	—	3.6	3.6	3.2	8.8%	Aa1	AA+

	Symbol	Units	Ending Value	Coupon Rate	Maturity Date	Call Date	Yield to Maturity	Yield to Worst	Modified Duration	Allocation	Moody's Rating	S&P Rating
Govt/Inflation Bonds			**362,850.55**	**0.8%**	**9/19/2025**	**3/27/2023**	**3.2**	**3.2**	**3.1**	**57.2%**	A2	AA+
FEDERAL HOME LOAN BANKS 0.79% 10/28/2024	3130APKX2	50,000	47,615.50	0.8%	10/28/2024	10/28/2022	3.0	3.0	2.3	7.5%	Aaa	AA+
FEDERAL HOME LN MTG CORP 0.7% 06/25/2025	3134GVR26	80,000	74,135.20	0.7%	6/25/2025	6/25/2023	3.3	3.3	2.9	11.7%	Aaa	—
FEDERAL FARM CR BKS 0.7% 06/30/2025	3133ELQ49	50,000	46,544.00	0.7%	6/30/2025	7/24/2022	3.2	3.2	2.9	7.3%	Aaa	AA+
FEDERAL HOME LN MTG CORP 0.5% 08/13/2025	3134GWJM9	25,000	23,123.00	0.5%	8/13/2025	8/13/2022	3.1	3.1	3.0	3.6%	Aaa	—
FEDERAL HOME LN MTG CORP 0.625% 08/19/2025	3134GWNC6	50,000	46,413.50	0.6%	8/19/2025	8/19/2022	3.1	3.1	3.1	7.3%	Aaa	—
FEDERAL HOME LN MTG CORP 0.625% 11/25/2025	3134GXCS1	15,000	13,748.70	0.6%	11/25/2025	11/25/2022	3.3	3.3	3.3	2.2%	Aaa	—
FEDERAL HOME LOAN BANKS 1% 03/23/2026	3130ALGJ7	97,500	87,987.90	1.0%	3/23/2026	7/23/2022	3.2	3.2	3.6	13.9%	WR	AA+
FEDERAL FARM CR BKS 1.01% 04/13/2026	3133EMVV1	25,000	23,282.75	1.0%	4/13/2026	7/24/2022	3.0	3.0	3.7	3.7%	Aaa	AA+

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Holdings

	Symbol	Price	Allocation	Ending Value	Cost Basis	Total UGL	Units	Projected Income	Yield	Yield to Maturity
[redacted] - WARREN COUNTY - IRREV TR DTD 2/11/20			**100.0%**	**679,981**	**719,402.27**	**-39,422**		**7,489**	**1.1%**	**3.4**
Fixed Income			**93.3%**	**634,411**	**673,833.15**	**-39,422**		**7,073**	**1.1%**	**3.4**
Taxable Municipal Bonds			**24.4%**	**165,975**	**171,502.40**	**-5,527**		**3,216**	**1.9%**	**3.9**
RICHMOND VA PUB UTIL REV 1.821% 01/15/2023	765433LN5	99.49	7.3%	49,747	50,000.00	-254	50,000	911	1.8%	4.4
VIRGINIA ST HSG DEV AUTH 1.237% 11/01/2025	92812WAU8	92.99	6.8%	46,495	50,000.00	-3,505	50,000	619	1.3%	3.6
VIRGINIA ST HSG DEV AUTH 1.774% 04/01/2023	92812VB62	99.07	7.3%	49,535	50,000.00	-465	50,000	887	1.8%	3.7
VIRGINIA ST PUB BLDG AUTH PUB 4% 08/01/2024	9281722M6	100.99	3.0%	20,199	21,502.40	-1,304	20,000	800	3.9%	4.4
Tax-Exempt Municipal Bonds			**15.5%**	**105,586**	**110,000.00**	**-4,414**		**817**	**0.8%**	**3.1**
HAMPTON VA 0.427% 09/01/2022	4095588G1	99.78	7.3%	49,890	50,000.00	-110	50,000	107	0.2%	2.6
VIRGINIA ST HSG DEV AUTH 1.184% 11/01/2025	92812VQ33	92.83	8.2%	55,696	60,000.00	-4,304	60,000	710	1.3%	3.6
Govt/Inflation Bonds			**53.4%**	**362,851**	**392,330.75**	**-29,480**		**3,039**	**0.8%**	**3.2**
FEDERAL FARM CR BKS 0.7% 06/30/2025	3133ELQ49	93.09	6.8%	46,544	49,991.00	-3,447	50,000	350	0.8%	3.2
FEDERAL FARM CR BKS 1.01% 04/13/2026	3133EMVV1	93.13	3.4%	23,283	24,989.00	-1,706	25,000	253	1.1%	3.0
FEDERAL HOME LN MTG CORP 0.5% 08/13/2025	3134GWJM9	92.49	3.4%	23,123	24,957.50	-1,835	25,000	125	0.5%	3.1
FEDERAL HOME LN MTG CORP 0.625% 08/19/2025	3134GWNC6	92.83	6.8%	46,414	49,998.00	-3,585	50,000	313	0.7%	3.1
FEDERAL HOME LN MTG CORP 0.625% 11/25/2025	3134GXCS1	91.66	2.0%	13,749	14,888.85	-1,140	15,000	94	0.7%	3.3
FEDERAL HOME LN MTG CORP 0.7% 06/25/2025	3134GVR26	92.67	10.9%	74,135	80,006.40	-5,871	80,000	560	0.8%	3.3
FEDERAL HOME LOAN BANKS 0.79% 10/28/2024	3130APKX2	95.23	7.0%	47,616	50,000.00	-2,385	50,000	395	0.8%	3.0
FEDERAL HOME LOAN BANKS 1% 03/23/2026	3130ALGJ7	92.56	12.9%	87,988	97,500.00	-9,512	97,500	951	1.1%	3.2
Cash & Equivalents			**6.7%**	**45,569**	**45,569.12**	**0**		**416**	**0.9%**	**—**
Money Markets			**6.7%**	**45,569**	**45,569.12**	**0**		**416**	**0.9%**	—
FIDELITY GOVT SECS FD LTD GOVT CL I	FIGXX	1.00	6.7%	45,569	45,569.12	0	45,569	416	0.9%	—

Maintenance:

- Work completed
    - Performed grading and stone application on various stabilized roads throughout the County
    - Completed mowing on secondary routes and used the slope mower on various routes
    - Conducted skin patching, ditching and shoulder repair operations on various routes in the County
    - Repaired Rocky Hollow Road, Acorn Hill Road, Rivermont Drive, and Lower Valley Road after flash flooding events in June and July
    - Performed brush cutting on Route 55 East
    - Used pipe flusher on various routes
- Planned work
    - Begin/complete mowing of all primary routes and start second mowing of secondary routes
    - Continue with grading and stone application of various stabilized roads
    - Cut brush around signs throughout the County

Board Issues:

- Complete Rural Rustic this month with State forces on the remainder of Rocky Hollow Road that was funded
- Portion of Howellsville Road has been resurfaced and restriped; remainder is scheduled for this construction season
- Bridge crew will begin replacement of pipes with box culvert on Route 735 (Bowman Hollow Road) this month
- Box culvert replacement on Route 649 (Browntown Road) is waiting on CenturyLink for utility relocation
    - NOTE: CenturyLink has changed ownership. VDOT has new contacts who have been more responsive. VDOT has been dealing with them on removing trees from their lines on several routes
- Now able to input future Rural Rustic projects the Board wants VDOT to identify in the last years of the Secondary Six-Year Plan. They will need some guidance from the Board as the project estimates exceed the available funds

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on July 19, 2022 at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Delores R. Oates, Vice Chair (North River District); Jerome K. Butler (Happy Creek District); Victoria L. Cook (Fork District); Walter J. Mabe (Shenandoah District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, County Attorney; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Kayla Darr, Payroll/Human Resources Coordinator; Caitlin Jordan, Senior Assistant County Attorney; Jane Meadows, Human Resources Director; Joe Petty, Director of Economic Development; Matt Robertson, Finance Director; Alisa Scott, Deputy Finance Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Prior to the start of the meeting, Pastor Kaipha Brown opened the evening with a prayer.

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

Adoption of Agenda – Additions or Deletions

Mrs. Cook requested the addition of an item to the Consent Agenda as J-15 (Skydive Front Royal – Approval to Operate at the Front Royal/Warren County Airport). Mr. Ham noted the additions under Sections 2.2-3711(A)(7) and (A)(8) to closed meeting motion as well as an added discussion item under Section 2.2-3711(A)(1). He further requested the removal of item J-10, and Dr. Daley requested the removal of item J-13.

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

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Adoption of Resolution re: Special Recognition of Reginald "Reggie" Cassagnol

Mrs. Cullers read the resolution to the assembly, and the family of Reggie Cassagnol, who were present virtually via Microsoft Teams, expressed their appreciation of the Board's recognition of Reggie's service to the Airport.

On a motion by Mr. Mabe, seconded by Mr. Butler, and by the following vote, the Board of Supervisors adopted the proposed resolution honoring Reginald "Reggie" Cassagnol for his dedicated years of service at the Front Royal-Warren County Airport:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY HONORING REGINALD CASSAGNOL, AIRPORT MANAGER, FRONT ROYAL-WARREN COUNTY AIRPORT

DRAFT

WHEREAS *Reginald Cassagnol* worked as the Airport Manager for the Front Royal-Warren County Airport for thirty years; and

WHEREAS *Reginald Cassagnol* was responsible for airport operations, managing hangar tenants, record-keeping, managing multiple aviation services, buildings and grounds maintenance, and excellent communications with the aviation community as well as the Front Royal and Warren County community; and

WHEREAS *Reginald Cassagnol* served the Airport Commission, the County of Warren and the Front Royal-Warren County community equally while fostering a passion of all things aviation and a curiosity for adventure that is a mantra of the Front Royal/Warren County Airport and Warren County Airport Commission; and

WHEREAS *Reginald Cassagnol* retired as the Airport Manager of the Front Royal-Warren County Airport in 2020; and

NOW, THEREFORE, BE IT RESOLVED that the Warren County Board of Supervisors expresses its sincere appreciation to *Reginald Cassagnol* for the outstanding service which he unselfishly gave on behalf of the citizens of Warren County for 30 years; and

BE IT FURTHER RESOLVED that the Warren County Board of Supervisors holds *Reginald Cassagnol* in the highest esteem and repeatedly demonstrated his commitment to the Front Royal-Warren County Airport; and

BE IT FINALLY RESOLVED that the Warren County Board of Supervisors and the Front Royal-Warren County Airport Commission extend to the family of *Reginald Cassagnol* their deep personal appreciation and sincere gratitude for his dedicated efforts on behalf of the community for the benefit of all its citizens.

Public Comment Period (60 Minute Time Limit)

Melissa Chappell-White, 140 Dogwood Farm Road, said the attended the first meeting of the Shenandoah Farms Sanitary District Advisory Committee on July 14th. The Committee is a good group of people who are sincere and seem dedicated to the task they are taking on. They are working to facilitate communication with the residents in the Sanitary District, and she thanked the Board for establishing the Committee.

Thomas Sayre, P.O. Box 56, Front Royal, expressed his appreciation to the juries for returning favorable verdicts regarding the Economic Development Authority (EDA) embezzlement scheme. He then told the Board about a recent railroad crossing blockage on Shenandoah Shores Road on June 17th when a train sat abandoned on the tracks for hours.

David Kondner, 999 Osprey Lane, acknowledged Mr. Sayre's comments and noted the frequent train blockages on Rockland and Fairground Roads. Trains often sit on the tracks and block the crossings for hours at a time. He would appreciate anything the Board can do to work with Norfolk Southern and remedy this issue.

Sheriff Mark Butler approached the Board and reported the Sheriff's Office has had several meetings with Norfolk Southern and gotten nowhere. He encouraged the Board members to reach out to their legislators to see what can be done.

There were no further comments from the public.

Reports – Board Members, County Administrator, County Attorney

Mr. Butler had nothing to report.

Mrs. Cook reported the following:

- Held a joint School Board/Board of Supervisors Finance Subcommittee to discuss the path forward to close out the 2021-2022 fiscal year and the plan to allocate the remaining unallocated 25% of the Warren County Public Schools budget; the Subcommittee will meet again in early August
- Attended the Technology Review Committee meeting on July 11th to review the proposals received for an electronic agenda management concept, which is on this meeting's agenda for the Board's consideration
- Attended the first meeting of the Finance/Audit Committee on July 14th and was pleased with the years of financial experience exhibited from the members

Mr. Mabe reported the following:

- Attended the first meeting of the newly established Shenandoah Farms Sanitary District Advisory Committee on July 14th and said the meeting went well

Mrs. Oates reported the following:

- Regarding the June 17th stoppage of the train, she received concerned phone calls from constituents and had reached out to Congressman Cline; so far, the Congressman has had nothing to report regarding working with Norfolk Southern on remedying this recurring problem
- She was invited by the County to throw out the first pitch at the County-sponsored Front Royal Cardinals game on July 8th
- Thanked everyone who has supported the effort to create a Drug Treatment Court in Warren County; over 85 participants attended a Community Leaders Meeting on July 12th to learn about the proposed Court initiative; she thanked Tim Coyne (Chief Area Public Defender), Ashley Bailey (regional drug court coordinator with the Northwestern Community Services Board), and recovering addict Emily King-Quick who gave testimony about her experience going through a local drug court program

Mrs. Cullers reported the following:

- Attended the investiture ceremony for Judge Daryl Funk on July 1st

- Held a meeting on July 8th with local Virginia Department of Transportation representatives Randy Kiser and Ed Carter as well as Commonwealth Transportation Board representative Mark Merrill where they discussed road improvement projects in the County and ongoing safety issues
- Also attended the Drug Court Community Leaders Meeting on July 12th
- Attended the Building Committee meeting on July 14th and discussed various capital improvement projects including, but not limited to, the Health and Human Services Complex renovation for the Senior Center, Morgan Ford Boat Landing, Bentonville Boat Landing, Rockland Park basketball courts, and the Cooley Compactor Site

Dr. Daley reported the following:

- Staff from Robinson, Farmer, Cox Associates are in the County offices this week starting to collect data for the FY 2021-2022 County audit as well as working on the FY 2019-2020 and FY 2020-2021 audits for the Economic Development Authority
- Revenue Updates

Full Fiscal Year	**2020-2021**	**2021-2022**	**Difference**
Sales Tax	$4,337,465	$6,255,500	$1,918,035 (44.22%)
Meals Tax	$867,197	$1,138,654	$271,457 (31.3%)
Lodging Tax	$244,509	$335,337	$90,828 (37.15%)
Business License Tax	$1,122,129	$1,284,563	$162,434 (14.48%)

- Building Inspections Statistics for June

New Home Starts			
County	Town	Total	# in June 2021
22	1	23	14

Permits Issued		
2022	2021	Difference
218	209	9 (4.13%)

Inspections Completed		
2022	2021	Difference
935	1,107	-172 (-18.4%)

- Parks and Recreation
  - WCPS Grounds: Beginning July 1st, Park staff will continue the mowing/trimming cycle for WCPS Middle and Elementary Schools. Park staff will no longer be responsible for SHS and WCHS maintenance per update written agreement. WCMS, SMS, LFK, HJB, EWM, ASR, and RJES are inspected, mowed, and trimmed weekly as needed.
  - Exciting news! The Rockland Park basketball court project is in its final phase and should be ready for ball next week. After major supply delays, the Avtex Retirees Community Shelter picnic tables are scheduled to be installed next week as well. Thank you to the Avtex Retirees for their generosity, as well as the private donations received for the picnic tables sponsorship.

- Department of Social Services – In the month of June, DSS received:
  - 117 SNAP Applications
  - 91 Medicaid Applications
  - 22 TANF Applications
  - 15 Child Care Applications
  - 28 Cooling Applications
  - 944 Lobby Visits
  - 1,390 Phone Calls

  On the Services side, for the month of June:
  - 45 CPS referrals received
  - 23 APS referrals received
  - Used $1,044.73 from the Ministerial Fund
  - Took in $716 to the Ministerial Fund
  - Provided food to 13 individuals
  - 101 EBT cards given

  Job development:
  - New client/referrals in June – 9
  - Total clients to-date – 85
  - Jobs offered/accepted in June – 3
  - Total businesses contacted to-date – 73

  People Power:
  - Kaylee Mills started 7/1/22 as a Family Services Specialist
  - Kaleigh Tunnell started 7/15/22 as an In-Home Services Specialist
  - Genel Clark started 7/15/22 as a Benefit Programs Specialist
- Department of Fire and Rescue Services
  - Congratulations to the Front Royal Volunteer Firefighters Carnival on a successful Carnival last week!
  - The Department has placed the 1997 Seagrave Fire Engine in-service at Linden Fire Station #4 which will replace the volunteer-owned unit. Special thanks to Captain Michael Sirna and the staff that worked diligently in making this project successful.
  - The new engine at North Warren Station has been placed in service. Great work to the men and women who made this project possible.
  - Congratulations to Captain G. Maiatico who was recently reelected as First Vice President of the Virginia Fire Prevention Association. The Association has been active in promoting State and Local codes and regulations through effective fire code development, training, and legislative initiatives.
  - The seven students participating in the paramedic program have completed all in-classroom activities and have completed several benchmark testing processes. These students will be completing their capstone requirements and then their final testing process.

- On Saturday, June 4th, members of the Fire and Rescue Honor Guard Team traveled to Richmond, Virginia to participate in the 2022 Virginia Fallen Firefighters and EMS Memorial Service at the Richmond Raceway Complex. Four fallen firefighters were honored at the service for their sacrifice. A special thanks to the Honor Guard Team for a job well done!
- Chief Bonzano and Captain G. Maiatico recently met with the Middletown VFD and Frederick County Fire Chiefs to discuss the response efforts in the North River District of Warren County. This meeting was very productive and moves to improve the coordinated response efforts to this area of Warren County.
- Staff from the Warren County Fire Marshal's Office worked throughout the Fourth of July weekend conducting fireworks permitting inspections and fireworks complaints and enforcement. Investigators also determined a July 3rd house fire was caused by improperly discarded fireworks. Special thanks to the Fire Marshal's Office for their work over this holiday weekend.

- Planning and Development
  - Tourism Committee – The Joint Tourism Committee continues to meet bi-weekly. Work is progressing towards creation of the 501c6 organization as the Destination Marketing Organization. The Board has received recommendations from the Joint Tourism Committee for Tourism Board members and has made one of the County appointments and one joint appointment. Final appointments are on this meeting's agenda for the Board's consideration.
  - Development Review Committee – The Development Review Committee met on June 29, 2022 and discussed the following projects:

    Discussion of County Projects

    - Planning Commission/BOS Applications
      - Terra Site
      - Short-Term Tourist Rentals
      - Data Center Text Amendment
    - Update on ongoing projects
      - Bike Ped, Highway, Rail Trail, Greenway/Blueway
      - Comprehensive Plan Review Underway
      - Sheetz Site Plan Review (Linden)

    Discussion of Town Projects

    - Rezoning at Happy Creek and Shenandoah Shores Roads, Ryan Homes
    - Campgrounds
    - Townhomes off W Strasburg Road
    - Conservation Easements

    Route 340/522 Corridor Projects

    - Proposed Warehouse Facility – no movement recently
    - Front Royal Storage – worked out the water line
    - Equus Warehouse Facility – moving along

- McKay Springs – in review with appraisals finished
- Interchange Phase II – moving along, compactor was addressed
- Terra Site Constructors – working on parking and drainage resubmittals
- Christendom College – expanding an activity hall and maybe dorms

The Committee will meet again on July 26, 2022, at 10:00 AM.

- Commercial/Industrial Projects – Work continues on the following projects:
  - Interchange warehouse (340/522 and Toray Drive) has the foundation, foundation walls completed and will soon start with the walls. After a complete revision of the office area layout and obtaining amended/approved plans work continues to progress.
  - Equus Warehouse facility – The site work continues, and the main structure is completed. The work has finished on the shell, and it appears that a tenant has been found. We are waiting for the additional permit applications to complete occupancy requirements.
  - Storage facility on 340/522 continues site work and has submitted building plans for multiple structures.
  - New trucking facility on Winners Court is continuing with site work, has started building construction and submitted plans for trade permits.

Appropriations and Transfers

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the appropriations and transfers as presented and shown below for July 2022:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

APPROPRIATIONS

Finance	To appropriate funding from the American Rescue Plan Act to fund the Chester Gap VFD Staffing Agreement payment submitted on 5/18/22	$41,335
Finance	To appropriate $343,600 to the School Capital Improvement Fund from the County's General Fund Balance. After the audited report for FY20 was presented, the BOS approved $1,000,000 to be kept in reserve for future School Capital Projects. This budget form will appropriate $343,600 of that funding for use on the Blue Ridge Technical Center Roof Replacement	$687,200
Parks and Rec	Transfer of donated funds by The Community Foundation for Avtex Shelter picnic table	$1,032
Sheriff's Office	To appropriate reimbursement from VDEM Grant for goods and services paid with budget funds	$2,543
Sheriff's Office	To appropriate extradition reimbursements from travel expenses incurred to pick up fugitives	$3,885

TRANSFERS

Circuit Court	To balance the year end budget	$3,103
Clerk of Circuit Court	To balance the year end budget	$8,307
Juvenile and Domestic Court	To balance the year end budget	$2,240

Approval of Accounts

On a motion by Mr. Mabe, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the list of July 2022 accounts as presented:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Approval of Minutes

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the minutes of its meetings on June 28, 2022 and June 30, 2022:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Unfinished Business – Sale of County-Owned Property Located at 30 E Jackson Street – Alisa Scott

Alisa Scott, Deputy Finance Director, reported at its regular meeting on June 28, 2022, the Board of Supervisors held a public hearing for the disposition of real property located at 30 E. Jackson Street. Immediately following the public hearing, a closed session was held to discuss a second offer that had been received. Adams-Nelson & Associates, Inc. recommends the County accept the offer from Blue Ridge Information Systems for $240,000 with an estimated close date around September 2022. Excluding commission and normal closing costs, the County will receive $240,000 at closing.

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the disposition of 30 E Jackson Street Front Royal, VA 22630 (tax map number 20A7 4 39A) for a contract price of two hundred and forty thousand dollars ($240,000) with Blue Ridge Information Systems and further authorized the Chair and County Administrator, either of whom may act, to execute all necessary documents that have been approved by the County Attorney or the Assistant County Attorney:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Consent Agenda

1. Designation of Chris Brock as Deputy Zoning Administrator – Matt Wendling
2. PH2022-07-01, Pump and Haul Permit Request of Dwight Messick – Matt Wendling
3. Appropriation Request of Warren County Public Schools – Dr. Chris Ballenger
4. Appointment(s) to the Front Royal-Warren County Tourism Board – Taryn Logan
5. Appointment(s) to the Osprey Lane Sanitary District Advisory Committee – Michael Coffelt
6. Removed for further discussion
7. Resolution Approving the Issuance of Debt by the Winchester Regional Airport Authority – Ed Daley
8. Approval of Statement of Work with CivicPlus for CivicClerk Electronic Agenda Management System – Alisa Scott/Emily Ciarrocchi
9. FY 2022-2023 Pay Increases – Jane Meadows
10. ~~ALS (Advanced Life Saving) Pay Incentive FY 2021-2022 Funding – Jane Meadows~~
11. Amendment to Warren County Personnel Policy, Section 7.3(g, h, and i), Overtime Pay and Holidays – Jane Meadows
12. Request to Approve the First Amendment to Site License Agreement with Shentel – Caitlin Jordan
13. ~~Job Order Contract Award for the Senior Center Renovation – Alisa Scott~~
14. Cooperative Contract Award: Six E911 (Dispatch) Console Replacements for the Warren County Sheriff's Office – Alisa Scott
15. Skydive Front Royal – Approval to Operate at the Front Royal/Warren County Airport – Mike Berry

Mr. Mabe requested the removal of item 6 for further discussion.

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the Consent Agenda as amended with the removal of item 6 for further discussion:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

RESOLUTION OF THE BOARD OF SUPERVISORS OF
WARREN COUNTY, VIRGINIA, APPROVING THE ISSUANCE OF
DEBT BY THE WINCHESTER REGIONAL AIRPORT AUTHORITY

WHEREAS, the Board of Directors (the "Board") of the Winchester Regional Airport Authority (the "Authority") has authorized submission of an application to the United States Department of Agriculture ("USDA") Rural Development Loan Program requesting its participation in the issuance of bonds by the Authority in an amount not to exceed

$5,000,000.00 (the "Bonds") for financing, including the refund of any interim financing, as applicable, to fund the construction of a replacement airport terminal building at the Winchester Regional Airport (the "Project").

WHEREAS, in accordance with Section 7.17(b) of the Winchester Regional Airport Authority Act 1987 Session, Virginia Acts of Assembly, Chapter 687 and in accordance with Chapter 3, Title 5.1, et. seq., Code of Virginia 1950 as amended (the "Act"), the consent of each of the participating political subdivisions is required for any issuance of debt by the Authority if the total debt shall exceed $500,000.00, and the participating political subdivisions consist of the City of Winchester, and the Counties of Warren, Warren, Shenandoah, and Warren (collectively, the "Member Jurisdictions"); such consent is being requested prior to issuance of the Bonds by the Authority.

WHEREAS, in no event shall the total amount borrowed by the Authority to support the Project exceed the sum of $5,000,000.00.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Supervisors of Warren County hereby consents to the issuance of the Bonds by the Authority for the purpose of financing the Project.

2. Under no circumstances shall the payment of debt service on the Bonds constitute general obligation indebtedness or a pledge or the full faith and credit taxing power of any of the Member Jurisdictions.

3. This resolution shall take effect immediately.

Resolution to Establish the Hardsurface Improvement Project Rating System Policy – Mike Berry

Mr. Mabe asked if the Transportation Committee has been established, and Mike Berry, Public Works Director, said that while the formation of the committee has been discussed, the committee have not yet been created. The Board previously approved the policy and rating system on June 7th, and this resolution is simply to formalize notice to the Virginia Department of Transportation that the County has established this policy. It is similar to the resolutions of support the Board adopts for various Revenue Sharing projects. Mr. Berry said that staff will begin to evaluate roads as soon as possible now that the rating system has been established, and he will work with the Board of Supervisors to determine the representatives on the proposed committee. He has also been working with the Planning Department to create a map of all unpaved roads in the County.

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors adopted the proposed resolution to establish the Hardsurface Improvement Project Rating System Policy:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY TO ESTABLISH A HARDSURFACE IMPROVEMENT PROJECT RATING SYSTEM POLICY

WHEREAS, Section 33.2-331 of the Code of Virginia, as amended, provides the opportunity for each County to work with the Virginia Department of Transportation (VDOT) in developing a Secondary Six Year Road Plan, and

WHEREAS, there are limited funds allocated annually in Warren County for the improvement of non-hard surfaced roads, and

WHEREAS, VDOT suggested the Warren County Board of Supervisors develop a ranking system to prioritize the hard surfacing of roads, and

WHEREAS, the Warren County Board of Supervisors instructed County staff to work with VDOT to develop and recommend a ranking system for prioritizing which unpaved roads will be paved first in Warren County, and

WHEREAS, County staff, in collaboration with VDOT, presented recommended protocols for a ranking system to the Warren County Board of Supervisors, which was reviewed and approved at the regular meeting on June 7, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Supervisors approves the implementation of the Hardsurface Improvement Project Rating System Policy, which is attached to this Resolution as Exhibit A (the "Policy"), beginning with the VDOT 2024 Secondary Six-Year Plan on July 1, 2023. The ranking criteria in the Policy will be reviewed and updated, if necessary, every two years.

Closed Session – Virginia Freedom of Information Act

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board entered into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, or resignation of a specific public officer of the public body, specifically in regard to the Front Royal-Warren County Joint Tow Board and the Building Official.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(3) for discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, such real property being located in the North River Magisterial District outside the limits of the Town of Front Royal.

The Board further entered into a closed meeting under the visions of Section 2.2-3711(A)(8) for consultation with legal counsel for the provision of legal advice regarding attorney client privilege, building code enforcement, sanitary district FOIA and POSF, Inc. matters.

Finally, the Board entered into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) for consultation with legal counsel pertaining to actual or probable litigation and the provision of legal advice regarding the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "EDA"), the Town of Front Royal, the *EDA vs. Jennifer McDonald, et al*., the *Town of Front Royal vs. the EDA, et al*., the *EDA vs. the Town of Front Royal,* other potential claims and litigation relating to other possible liabilities of the EDA, the recovery of EDA funds and assets, and the outstanding indebtedness of the EDA:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (A)(3), (A)(7), and (A)(8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

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

Adjournment

Mrs. Cullers adjourned the meeting at 9:41 PM.

At a special meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on July 26, 2022 at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Delores R. Oates, Vice Chair (North River District); Victoria L. Cook (Fork District); Jerome K. Butler (Happy Creek District); and Walter J. Mabe (Shenandoah District); also present were Taryn G. Logan, Deputy County Administrator; Caitlin Jordan, Senior Assistant County Attorney; Chase Lenz, Zoning Administrator; Alisa Scott, Deputy Finance Director; Matt Wendling, Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Call to Order

Adoption of the Agenda

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

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Public Hearing – Lease of County-Owned Property Located at 124 E 2nd Street – Alisa Scott

Alisa Scott, Deputy Finance Director, reported the County intends to lease the real property located at 124 E. 2nd Street, for approximately one year beginning July 27, 2022 and ending July 30, 2023.

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

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the lease of County owned real property located at 124 E. 2nd Street to a tenant and further authorized the Chair and County Administrator, either of whom may act, to execute all necessary documents that have been approved by the County Attorney or the Senior Assistant County Attorney on behalf of the County:

Butler, Aye; Oates, No; Cullers, Aye; Cook, Aye; Mabe, Aye

Public Hearing – Conditional Use Permit 2022-05-01 – Ferhan Ture for a Short-Term Tourist Rental Located at 959 Thunder Road and Identified on Tax Map 36C, Section 2, Block 7, Lot 88 – Chase Lenz

Chase Lenz, Zoning Administrator, reported the applicant is requesting a conditional use permit for a short-term tourist rental for the property he purchased in November 2020.

DRAFT

The owner recently finished a basement suite in the dwelling and would like to make it available year-round for short-term visitations for couples and families visiting the Warren County area. The applicant and his wife will manage the property personally while residing in the main section of the dwelling. The Planning Department had sent the applicant a notice of violation in January 2022 for operating a short-term tourist rental without the required conditional use permit. At that time, Mr. Ture ceased operations of the rental and worked with Department staff to come into compliance.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

Mrs. Cullers opened the public hearing.

Sue Earley, 483 McCoys Ford Road, said she is a resident of the Thunderbird Farms subdivision where this rental is located. She, along with many others, do not want a short-term tourist rental bringing increased traffic to their subdivision.

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

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of Ferhan Ture for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff and listed below:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

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

Public Hearing – Conditional Use Permit 2022-05-02 – Douglas and Christina Alley for Private Use Camping Located at 0 Burma Road and Identified on Tax Map 19H, Section 1, Lot 17 – Matt Wendling

Matt Wendling, Planning Director, reported the applicants are requesting a conditional use permit for Private Use Camping on a lot in the Man-Da-Lay subdivision which is located in the Special Flood Hazard Area (SFHA). The applicants recently purchased the lot in August 2021 from a long-time property owner who never improved the lot, which is currently mostly wooded. This conditional use permit would also allow them to erect a single accessory structure up to 200 square feet for storage of recreational and property maintenance equipment with the issuance of a building permit.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mrs. Oates, seconded by Mr. Butler, and by the following vote, the Board of Supervisors approved the conditional use permit request of Douglas and Christina Alley for private use camping (non-commercial) with the conditions as recommended by the Planning Commission and staff and listed below:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

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

Public Hearing – Conditional Use Permit 2022-05-03 – Seung Wan (Brian) Suh for a Bed and Breakfast Located at 198 Ashland Court and Identified on Tax Map 30D, Section 1, Lot 2 – Matt Wendling

Mr. Wendling reported the applicant is requesting a conditional use permit for a "Bed and Breakfast" for rental of rooms in his single-family dwelling for 14 days or fewer. The applicant states that he and his wife plan to reside at the property full-time in the future and will only be renting one or two bedrooms while they are staying at the property. The most occupants that will be at the dwelling at any one time will be six (6), which includes the

homeowners. They plan to serve breakfast to their guests and will comply will all Warren County Health Department regulations for a "commercial" kitchen. They have reached out to their neighbors and have received positive responses since they will be on-site while guests are staying at the Bed and Breakfast.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

Mrs. Cullers asked if the six-person occupancy limit included the applicant and his wife, and Mr. Wendling confirmed it did. They would be able to host a maximum of four guests while they stay at the property.

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

Mr. Mabe noted the phrase in the staff report that indicated the applicant and his wife would be residing at this residence full-time "in the future", and he asked when "the future" would be. Mr. Wendling responded that he did not know, as Mr. Suh had not given him a firm date. Mr. Mabe voiced his concerns about approving this conditional use permit while the owners are not currently living at the property, and Mr. Wendling stated as a requirement of a bed and breakfast, the property owner or an innkeeper must be on-site while renters are there.

Mrs. Oates commented that there is a distinct legal difference between the definitions of a bed and breakfast and a short-term tourist rental, and Caitlin Jordan, Senior Assistant County Attorney, said the main difference is that short-term tourist rental guests can be at the rental when the owner/manager is not. However, as Mr. Wendling previously noted, a bed and breakfast requires the owner or innkeeper to be present if there are renters at the property. If the owners were in violation, the Department would investigate the allegation and, if necessary, bring the conditional use permit before the Board for possible revocation.

Mr. Butler said he was worried about the ability of the Planning Department to enforce the requirement of the owner being present on the property when renters were there, as it would require constant vigilance on the part of staff and/or others.

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the conditional use permit request of Seung Wan (Brian) Suh for a Bed and Breakfast with the conditions as recommended by the Planning Commission and staff and listed below:

Mabe, Aye; Cook, Aye; Cullers, No; Oates, Aye; Butler, No

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

2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department operational permit for a three-bedroom dwelling and septic system.
3. The applicant shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicant shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.
5. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times.

Public Hearing – Conditional Use Permit 2022-05-04 – Valley View Ventures, LLC (Brooklyn Steele) for a Short-Term Tourist Rental Located at 4315 Rivermont Drive and Identified on Tax Map 28, Lot 127B – Chase Lenz

Mr. Lenz reported the applicant is requesting a conditional use permit for a short-term tourist rental for the property she is currently renting from her mother-in-law. With the owner's consent, the applicant would like to make the property available year-round as a quaint location for short-term visitations for individuals visiting the Warren County area. The applicant will manage the property personally.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of Valley View Ventures, LLC (Brooklyn Steele) for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff and listed below:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

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

3. The applicants shall have the well/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 on the State road shall be prohibited.

Public Hearing – Conditional Use Permit 2022-05-05 – Edward Sperry for a Guesthouse Located at 690 Comforter Lane and Identified on Tax Map 10P, Section 1, Lot 11 – Matt Wendling

Mr. Wendling reported the applicant is requesting a conditional use permit for a guesthouse. He and his wife built this workshop in 2021, but due to life's circumstances, they decided to convert it to a one-bedroom dwelling to be used for temporary housing. They have plans to build their permanent residence within the next year but require the conditional use permit in order to keep this dwelling for friends and family when they visit. Their principal dwelling will be a three-bedroom structure with six-person occupancy, and they have approval for a four-bedroom septic system which will be used by both dwellings. They plan to continue living in the single bedroom cabin while the construction process is moving forward until they receive a certificate of occupancy for the other dwelling.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the conditional use permit request of Edward Sperry for a guesthouse with the conditions as recommended by the Planning Commission and staff and listed below:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

1. The guesthouse shall not be used for full-time occupancy.
2. This accessory dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.

3. The 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.

Public Hearing – Conditional Use Permit 2022-05-06 – Hunter E. Hughes and Rinku Sinha for a Short-Term Tourist Rental Located at 289 Heim-Jones Road and Identified on Tax Map 23C, Section 7, Block 2B, Lot 188 – Matt Wendling

Mr. Wendling reported the applicants recently purchased the property in 2022 and moved to the property full-time and telecommute to their jobs in the D.C. Metropolitan area. They would like to rent out rooms short-term and will be residing in the dwelling at the same time their guests would be there. They would not be serving food to the guests. This land use would allow them to defray the costs of home ownership and to eventually renovate their unfinished basement. The applicants will be acting as the property managers and cleaning service since they reside on the premises.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the conditional use permit request of Hunter Hughes and Rinku Sinha for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff and listed below:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department conditional/operational permit which needs to be issued for a three-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.

Public Hearing – Conditional Use Permit 2022-05-07 – James V. Elliott, Jr. for a Short-Term Tourist Rental Located at 2633 Buck Mountain Road and Identified on Tax Map 37, Lot 63D – Chase Lenz

Mr. Lenz reported the applicant is requesting a conditional use permit for a short-term tourist rental for the property he purchased in January 2022. The owner hopes to promote local businesses and attractions by making the property available year-round for short-term visitations for individuals visiting the Warren County area. The applicant will manage the property personally as he currently resides in Bentonville, a few miles south of the subject property.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the conditional use permit request of James V. Elliott, Jr. for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff and listed below:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

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 on the State road shall be prohibited.

Public Hearing – Conditional Use Permit 2022-05-08 – Self-Realization Fellowship Church for a Church Located at 2660 John Marshall Highway and Identified on Tax Map 30, Lot 24A1 – Matt Wendling

Mr. Wendling reported the applicant, Self-Realization Fellowship Church has been holding scheduled worship services for their small local congregation here at this site since the early 1980s. They meet in a small chapel that is currently located in the main residence on the property which serves as home for the worship leader as well as her two assistants. Average attendance for the weekday evening services has been 12 to 18 attendees, Sunday morning services may have up to 50 people on average and 30 to 50 for special fellowship events held on Saturday. The board of directors and members of the church are requesting to build a new facility on the grounds so that the residents of the main dwelling can preserve their privacy and for health concerns that came about during the recent COVID-19 pandemic. The church does not intend to increase its size with the new building will be built to accommodate its current congregation and will also include handicapped and senior citizen accessible facilities that the existing chapel does not. The lot is a 5.12-acre parcel located within the 527 acres of land the church owns which is primarily undeveloped woodlands.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

Mr. Butler wondered why they were seeking a conditional use permit for a church if they have been meeting since the 1980s. Mr. Wendling replied that because this church was around before the adoption of the County's Zoning Ordinance, it is a grandfathered use. Since they are requesting to build a structure, and as such are required to apply for permits through the Building Inspections Department, they must bring the property into compliance with the current Zoning Ordinance, which lists "Church" as a use allowed by conditional use permit (not by-right) in the Agricultural (A) District. Mr. Butler said he did not want to see the congregation in a position where the conditional use permit may be pulled.

Mrs. Cullers noted proposed condition #1 indicates the number of occupants for the proposed structure is not yet determined by the Building Code or the Health Department and also noted the absence of comments on this application from the Virginia Department of Transportation (VDOT), specifically regarding the potential for improvements to be made at the entrance to the property off John Marshall Highway (Route 55). She does not feel comfortable approving this conditional use permit until comments from VDOT are received,

especially given its close proximity to the problematic intersection of John Marshall Highway (Route 55) and High Knob Road.

Mrs. Cullers opened the public hearing.

Kim Lucas, 756 Hillandale Road, stated that as an adjacent property owner, she is also concerned with the entrance to the property's proximity to the intersection of John Marshall Highway and High Knob Road. The speed limit is 55 miles per hour, and the entrance to the property is towards the bottom of a very large hill, which would only increase the speed of eastbound vehicles.

Christina Guthrie, a resident on the subject property, wanted to reiterate that they are not trying to grow their congregation; they do not advertise their church or proselytize. She and the rest of the congregation is aware of the dangers of John Marshall Highway, and if they were trying to increase their numbers, they would certainly be looking into making turn lanes or other traffic solutions. She stated their weekly service attendance is on low side right now (around 25 to 30 persons), and they hold their Sunday services either in the home on the property, at the Warren County Community Center, or at the 4H Center.

Keith Arnett, 49 Greenfield Court, said he is a member of the congregation of the church, and while a 10,000 square feet structure may sound large, it really is not. The worship space is less than 1,000 square feet, and there are many other areas included in the overall floorplan, such as a foyer area, Sunday school space, meeting rooms, offices, and mechanical rooms. He went on to compliment the staff of the Planning Department and they them for being such a pleasure to work with throughout this application process.

Fred Andreae, 367 Overall Road, commented that the actual building footprint is closer to 6,000 square feet but might be larger if the porches are counted as well.

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

Mrs. Cullers stated there will be a Development Review Committee meeting on Wednesday, July 27th where there will be representatives from VDOT. She will make sure this application is given to VDOT in order to receive comments.

On a motion by Mr. Butler, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors tabled further consideration of this item until comments are received from the Virginia Department of Transportation:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, No; Mabe, Aye

Public Hearing – Conditional Use Permit 2022-06-10 – Shahi Food Group for a Facility for Food Processing Located at 426 Baugh Drive and Identified on Tax Map 5C as Lot 5 – Matt Wendling

Mr. Wendling reported the applicant is requesting a conditional use permit for a food processing facility. Shahi Foods, LLC Group is a specialty ice cream bar producer with a distribution network in 20 states, including New York, New Jersey, Texas, Ohio, and Virginia. Shahi projects $7 million capital investment and a 5-year employment projection of 100 individuals. They are currently going through a 60-day study period with the Front Royal-Warren County Economic Development Authority (EDA) and have requested the conditional use permit to have land-use approval by the time they close on the property. They project to begin manufacturing operations at the Baugh Drive site in the late fall of 2022.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mrs. Oates, seconded by Mr. Butler, and by the following vote, the Board of Supervisors approved the conditional use permit request of Shahi Foods, LLC for a Food Processing Facility with the conditions as recommended by the Planning Commission and staff and listed below:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

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. All associated materials shall be stored inside the building.
3. The applicants shall prohibit overnight parking of trucks along Baugh Drive.
4. Southbound truck traffic should be directed to utilize Baugh Drive (Route 702) to Toray Drive (Route 720) to access Winchester Road (Route 340/522) to reduce the traffic on Fairground Road (Route 661).
5. Property shall be maintained in accordance with the original approved site plan. Any modifications shall require a review of the site plan by the Warren County Planning Department.
6. All outdoor lighting fixtures shall be full-cutoff (shielded) fixtures as required by the Warren County Zoning Ordinance.

Public Hearing – Z2022-05-02 – Warren County Planning Commission, Ordinance to Amend and Re-Ordain Sections 180-8 and 180-16 Pertaining to the Floodplain Overlay District – Matt Wendling

Mr. Wendling reported on March 16, 2022, the Board of Supervisors approved a request to amend the Floodplain Overlay District ordinance with the recommended changes

based on the 2019/2020 review of the County ordinance that were recommended by the Federal Emergency Management Agency (FEMA) after its Community Assistance Visit (CAV) in March 2019. These current amendments are for changes, additions, corrections, and updates based on a third-party review of a FEMA consultant of the latest ordinance which were not observed during the review of the ordinance by FEMA, the Virginia Department of Conservation and Recreation (VA DCR), and County staff in the most recent update.

The last major review and revision to the ordinance was done between 2012 and 2013 and adopted by the Board on May 21, 2013. During the CAV both FEMA and the VA DCR assisted in the current review of the proposed amended ordinance providing recommendations based on the FEMA Region III Ordinance Review Checklist and the FEMA publication on Higher Standards. In order for the County to meet the requirements of FEMA and the National Flood Insurance Program (NFIP) to participate in the Community Rating System program the County's Floodplain Overlay District ordinance must meet certain provisions and incorporate the voluntary higher standards in order to gain credits for the Community Rating System scoring system.

The Planning Commission has forwarded this application to the Board of Supervisors recommending approval.

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

On a motion by Mr. Butler, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors finding that the proposed zoning ordinance amendment is appropriate for the public necessity, convenience, and general welfare and good zoning practice, adopted the proposed ordinance to amend and re-ordain Sections 180-8 and 180-16 of the Warren County Code:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

ORDINANCE TO AMEND SECTIONS 180-8 AND 180-16 OF THE WARREN COUNTY CODE REGARDING FLOODPLAIN OVERLAY DISTRICT

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Sections 180-8 (Definitions) and 180-16 (Floodplain Overlay District; dam break inundation zones) of the Warren County Code be amended, added, and re-ordained as follows:

§ 180-8. Definitions.

C. Definitions of words and terms. As used in this chapter, the following words and terms shall have the meanings indicated:

…

SUBSTANTIAL IMPROVEMENT

Any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 45% of the assessed value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage regardless of the actual repair work performed. The term does not, however, include either ~~any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure~~**:**

(1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or

(2) Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

§ 180-16 Floodplain Overlay District; dam break inundation zones.
[Amended 2-21-1995; 2-17-1998; 5-20-2008; 3-15-2022**; 7-26-2022**]

A. Statutory Authorization and Purpose and Intent:

(1) Statutory authority: In accordance with the general purpose and intent, this section is specifically adopted pursuant to the authority granted to localities by Virginia Code §§ 15.2-2280 and 10.1-600 et seq. and all amendments thereto.

(2) Purpose and intent. These flood ordinances shall be designed to provide for safety from flood, to facilitate the provision of flood protection, and to protect against loss of life, health, or property from flood. The purpose of these provisions is to prevent the loss of life and property, the creation of health and safety hazards, the disruptions of commerce and all governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief and the impairment of the tax base by:

(a) Regulating uses, activities and development which, alone or in combination with other existing or future uses, activities and development, will cause unacceptable increases in flood heights, velocities and frequencies;

(b) Restricting or prohibiting certain uses, activities and development from locating within districts subject to flooding or located within dam break inundation zones; **[Amended 5-21-2013]**

(c) Requiring all those uses, activities and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; ~~and~~

(d) Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood or dam break hazards~~.~~**; [Amended 5-21-2013]**

(e) The Planning Department shall maintain copies of all mapped dam break inundation zones~~.~~**; [Added 5-21-2013]**

(f) Addressing a local need of property owners for flood insurance and to participate in the National Flood Insurance Program (NFIP).

B. Applicability: These provisions shall apply to all privately or publicly owned lands within the unincorporated limits of Warren County and identified as being in the special flood hazard area (SFHA) by the Federal Insurance Administration or by the community. These lands are also identified in the most recent Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRM) adopted by the Warren County Board of Supervisors on June 3, 2008**, and all subsequent revisions. [Amended 5-21-2013]**

C. Compliance and Disclaimer of Liability.

(1) No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged or structurally altered except in full compliance with the terms and provisions of this section and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this section.

(2) The degree of flood protection sought by the provisions of this section is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study but does not imply total flood protection within the Special Flood Hazard Areas and adjacent areas.

(3) Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This section does not imply that districts outside the floodplain district or that land uses permitted within such district will be free from flooding or flood damages. **[Amended 5-21-2013]**

(4) Records of actions associated with administering this section shall be kept on file and maintained by the Planning Department in perpetuity. **[Added 5-21-2013]**

(5) This section is not a waiver of sovereign immunity or any statutory immunities and shall not create liability on the part of Warren County or any officer, agency or employee thereof for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

D. Abrogation and Greater Restrictions

(1) This chapter supersedes any less restrictive, conflicting ordinance currently in effect in flood-prone areas. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.

(2) These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances, or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

(3) This chapter shall also include any subsequent revisions and amendments to the Flood Insurance Rate Maps and the Flood Insurance Study effective June 3, 2008.

E. Severability

(1) If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

F. Designation of County Floodplain Administrator

The Floodplain Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the County Floodplain Administrator. The County Floodplain Administrator may:

…

(1) The duties and responsibilities of the County Floodplain Administrator shall include:

…

(l) Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE), and have submitted copies of such notifications to FEMA.

(m) Administer the requirements related to proposed work on existing buildings:

[1] Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.

[2] Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

(n) Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service

announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

(o) Notify the Federal Emergency Management Agency when the corporate boundaries of the Warren County have been modified and:

[1] Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and

[2] If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

…

I. Definitions. Notwithstanding any other provision of the Warren County Code, for the purposes of this section, the following words and phrases shall have the meanings described herein:

…

DAM BREAK INUNDATION ZONE

The area downstream of a dam that would be inundated or otherwise directly affected by the failure of the dam. The dam break inundation zone shall be as shown on the dam break inundation zone map filed with the Virginia Department of Conservation and Recreation. **[Added 5-21-2013]**

…

EXISTING CONSTRUCTION

Any buildings and structures for which the start of construction commenced before May 1, 1980, in conjunction with the Flood Insurance Rate Maps. Existing construction is also referred to as existing structures. **[Added 5-21-2013]**

…

FLOOD-DAMAGE-RESISTANT MATERIALS

Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. **[Added 5-21-2013]**

FLOOD INSURANCE RATE MAP (FIRM)

An official map of a community on which the Federal Emergency Management Agency (FEMA) has delineated both the special flood hazard areas and the risk premium zones applicable to the community. DFIRM is the digital version of the FIRM. **[Added 5-21-2013]**

FLOOD INSURANCE STUDY (FIS)

A report by FEMA that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards. **[Added 5-21-2013]**

…

FLOODPROOFING

Any combination of structural and nonstructural additions, changes, or adjustments to structures, which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitation facilities, or structures and their contents; these include required anchoring and strapping of structures and the inclusion of approved flood vents when necessary. **[Added 5-21-2013]**

…

FREEBOARD

A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. It is a specific additional height requirement above the base flood elevation (BFE) that provides a margin of safety against extraordinary or unknown risks. **[Amended 5-21-2013]**

HEC-RAS (HYDROLOGIC ENGINEERING CENTER - RIVER ANALYSIS SYSTEM)

A one-dimensional steady flow hydraulic model designed to aid hydraulic engineers in channel flow analysis and floodplain determination. **[Added 5-21-2013]**

HIGHEST ADJACENT GRADE (HAG)

The highest natural elevation of the ground surface prior to construction located adjacent to the proposed walls of a structure. **[Added 5-21-2013]**

HISTORIC STRUCTURE

Any structure that is:

(1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

(a) By an approved state program as determined by the Secretary of the Interior such as the Virginia Department of Historic Resources (DHR); or **[Amended 5-21-2013]**

(b) Directly by the Secretary of the Interior in states without approved programs.

HYDROLOGIC AND HYDRAULIC (H&H) ANALYSIS

Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, flood profiles and mapping of the Special Flood Hazard Area. **[Added 5-21-2013]**

LETTER OF MAP CHANGE (LOMC)

An official FEMA determination by letter which reflects an official revision or amendment to an effective Flood Insurance Rate Map. A letter of map change is issued in lieu of the physical revision and republication of the effective map. Letters of Map Change include:

(1) Letters of Map Amendment (LOMA): an amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a parcel of land as defined by metes and bounds or a structure is not located in a special flood hazard area.

(2) Letter of Map Revision (LOMR): a revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features.

(3) A Letter of Map Revision Based on Fill (LOMR-F) is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the

base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

(4) Conditional Letter of Map Revision (CLOMR): a formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

(5) Conditional Letter of Map Revision Based on Fill (CLOMR-F) is a conditional determination that a structure or parcel of land will be elevated by fill above the base flood elevation and will be no longer exposed to flooding associated with the base flood. A LOMR-F is then submitted once fill has been placed in the area during construction. This construction may have taken place during the time the engineering study was being performed or subsequent to that study. **[Added 5-21-2013]**

…

MANUFACTURED/MOBILE HOME

A structure, transportable in one or more sections~~, which is~~ built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. **[Amended 5-21-2013]**

MANUFACTURED/MOBILE HOME PARK

A parcel or contiguous parcels of land divided into two or more manufactured home lots for rent or sale. **[Added 5-21-2013]**

NEW CONSTRUCTION

For the purposes of determining insurance rates, structures for which the start of construction commenced on or after the effective date of an initial Flood Insurance Rate Map on or ~~July 19, 1974~~ **May 1, 1980**, whichever is later, and includes any subsequent improvements to such structures.

For floodplain management purposes, "new construction" means structures for which start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures which is on or after May 1, 1980 **and includes any subsequent improvements to such structures. This also includes the replacement of a structure or facility which has been totally destroyed.**

…

POST-FIRM BUILDING

A building for which construction or substantial improvement occurred after May 1, 1980, or on or after the effective date of an initial Flood Insurance Rate Map (FIRM), whichever is later. **[Added 5-21-2013]**

PRE-FIRM BUILDING

A building for which construction or substantial improvement occurred on or before May 1, 1980, or before the effective date of an initial Flood Insurance Rate Map (FIRM). **[Added 5-21-2013]**

RECREATIONAL VEHICLE

A vehicle which is:

(1) Built on a single chassis;

(2) Four hundred square feet or less when measured at the largest horizontal projection;

(3) Designed to be self-propelled or able to be permanently towed; and **[Amended 5-21-2013]**

(4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel or seasonal use.

REGULATORY FLOODWAY

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height ~~not to exceed one (1) foot~~.

REMEDY A VIOLATION

Remedy a violation means to bring the structure or other development into compliance with state or local floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

REPETITIVE LOSS STRUCTURE

Any insurable building for which two or more claims of more than $1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling ten-year period since 1978. A repetitive loss property may or may not be currently insured by the NFIP. **[Added 5-21-2013]**

SEVERE REPETITIVE LOSS STRUCTURE

Repetitive loss structures with four separate claim payments greater than $5,000 each which include building and contents or two or more separate claim payments within any rolling ten-year period since 1978 for the building only, where the total of payments exceeds the current market value of the structure.

SHALLOW FLOODING AREA (SHEET FLOW AREA)

A designated AO, AH, AR/AO, AR/AH, or VO Zone on a community's FIRM with a 1% or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. **[Added 5-21-2013]**

SPECIAL FLOOD HAZARD AREA (SFHA)

The land in the floodplain subject to a 1% or greater chance of being flooded in any given year as determined in § 180-16J(2) of this section and formerly called the 100-year floodplain. Includes areas having special flood, mudflow, or flood-related erosion hazards, and shown on a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM) as Zones A, AO, A1-A30, AE, A99, AH, AR, AR/A, AR/AE, AR/AH, AR/A1-A30, V1-V30, VE and V. **[Amended 5-21-2013]**

…

STRUCTURE

For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. For insurance purposes, means: A building with two or more outside rigid walls and fully secured roof, that is affixed to a permanent site, or, a manufactured home built on a permanent chassis, transported to its site in one of more sections, and affixed to a permanent foundation, or a travel trailer without wheels built on a chassis and affixed to a permanent foundation. These are regulated under the community's floodplain management and building ordinances or laws.

…

VIOLATION

The failure of a structure or any other development to be fully compliant with Warren County's floodplain management regulations shall be deemed a violation. A structure or other development without the required floodplain determination, zoning and building permits, elevation certificate, other certifications, or other evidence of compliance required by 44 CFR 60.3 is presumed to be in violation until such time as that documentation is provided for the as- built structure prior to final inspection approval and issuance of a certificate of occupancy from the Building Inspections Department. **[Added 5-21-2013]**

WATERCOURSE

A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

J. Establishment of floodplain districts and dam break inundation zones. **[Amended 5-21-2013]**

…

K. District provisions.

(1) Permit and application requirements. **[Amended 5-21-2013]**

…

(2) General standards. In all SFHA Districts the following provisions shall apply to all permits: **[Amended 5-21-2013]**

…

(3) Specific standards. In all special flood hazard areas where base flood elevations have been provided in the Flood Insurance Study or generated according to § 180-16K(1), the following provisions shall apply and shall comply with the current Uniform Statewide Building Code (USBC):

(a) Residential construction. Construction of these structures within the regulatory floodway (SFHA Floodway District) shall be prohibited. Within the Special Flood Hazard Areas Zones A and AE, new construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor, including basement, elevated no lower than 2 1/2 feet (30**" above BFE** ~~inches)~~ above the base flood elevation. They must also meet a linear setback of 50 feet from the edge of the regulatory floodway as determined in the Flood Insurance Study or through a base floodwater surface elevation and contour analysis survey. Such certifications and determinations, including the specific elevation (in relation to mean sea level) to which such structures are floodproofed, shall be maintained by the County Planning Department. The Zoning Administrator shall determine that the yard location and setbacks for structures located in residential zoned properties and adjacent to the waterway are compliant and meet the Warren County Code requirements and floodplain determination elevation and comments of the Floodplain Administrator. A signed and notarized letter of understanding for a non-conversion of the dwelling shall be submitted at the time of the permit application.

(b) Nonresidential commercial, industrial and institutional construction. New construction of these structures within the SFHA Floodway shall be prohibited. Substantial improvement of any existing commercial, industrial, or institutional buildings located in all A and AE Zones shall have the lowest floor, including basement, elevated to no lower than 2 1/2 feet (30**" above BFE**~~inches~~) above the base flood elevation. These buildings may be floodproofed in lieu of being elevated, provided that all areas of the building components below the elevation corresponding to the BFE plus 2 1/2 feet (30**" above BFE**~~inches~~) are watertight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered

professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certifications shall be provided during the site plan process and must be approved by the County Floodplain Administrator or Zoning Administrator.

…

(f) Standards for manufactured homes and recreational vehicles.

…

[2] All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision must be elevated so that:

[a] The lowest floor of the manufactured home is elevated no lower than one foot 2 1/2 feet (30**" above BFE** ~~inches~~) above the base flood elevation; ~~or~~

[b] The manufactured home chassis is supported by reinforced piers or other foundation elements of at least an equivalent strength and of no less than 36 inches in height above the grade; **or**

[c] The manufactured home must be securely anchored to the adequately anchored foundation system to resist flotation, collapse and lateral movement~~;~~**.**

[3] All recreational vehicles placed on sites must:

[a] Be on the site for fewer than 180 consecutive calendar days~~,~~ **in any one year and** be fully licensed and ready for highway use**.**~~; or~~

~~**[b] Meet all the requirements for manufactured homes in § 180-16K(3)(d), outlined above.**~~

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

[c] The parking and storage of inoperative major recreational equipment shall be prohibited.

~~**[4] A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.**~~

(4) Standards for Special Flood Hazard Area Zone A District. **[Amended 5-21-2013]**

(a) When base flood elevation data or floodway data have not been provided, the Zoning Administrator or County Floodplain Administrator shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or any other source, in order to administer the provisions of § 180-16K. In locations where the specific base flood elevations and floodway boundary cannot be determined using sources such as the United States Army Corps of Engineers Floodplain Reports, United States Geological Survey Flood-Prone Quadrangles or other existing data, then the applicant shall provide documentation certifying the base flood elevation and floodway boundary using hydrologic and hydraulic engineering methods and modeling. This analysis shall be certified by a state-registered professional engineer or surveyor and submitted to the Planning Department with supplemental data relating to the study. When such base flood elevation and floodway boundary data is utilized, the Zoning Administrator or County Floodplain Administrator shall obtain:

[1] An elevation certificate which states the elevation (in relation to the mean sea level) of the lowest floor (including the basement) of all new and substantially improved structures; and

[2] Documentation that the structure has been floodproofed in accordance with the requirements of § 180-16K(3), above, the elevation in relation to the mean sea level to which the structure has been floodproofed.

~~**(b) New construction, development and substantial improvement of existing structures within the regulatory floodway shall be prohibited.**~~

(b) ~~(c)~~ Any new construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor, including basement, elevated no lower than 2 1/2 feet (30**" above BFE** ~~inches~~) above the base flood elevation.

(c) ~~(d)~~ Any new construction or development must meet a linear setback of 50 feet from the edge of the regulatory floodway based on best available data or through a hydrologic and hydraulic analysis study submitted by a certified engineer or a topological field survey by a licensed surveyor.

(d) ~~(e)~~ Development activities in Zone A on the Warren County Flood Insurance Rate Map which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the developer or applicant first applies, with the Board of Supervisor's endorsement, for a conditional letter of map revision (CLOMR) ~~or one based on fill (CLOMR-F),~~ and receives the approval of the Federal Emergency Management Agency.

(5) Standards for the Special Flood Hazard Area Zone AE District. The following provisions shall apply within this district: **[Amended 5-21-2013]**

(a) New construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as AE on the Flood Rate Insurance Map and located and setback 50 feet outside of the regulatory floodway.

[1] An elevation certificate which states the elevation (in relation to the mean sea level) of the lowest floor (including the basement) of all new and substantially improved structures; and

[2] Documentation that the structure has been floodproofed in accordance with the requirements of § 180-16K(3), above, the elevation in relation to the mean sea level to which the structure has been floodproofed.

~~(b) New construction, development and substantial improvement of existing structures within the regulatory floodway shall be prohibited.~~

(b) ~~(c)~~ Any new construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor, including basement, elevated no lower than 2 1/2 feet ~~(30 inches)~~ above the base flood elevation **(30" above BFE)**.

(c) ~~(d)~~ Any new construction or development must meet a linear setback of 50 feet from the edge of the regulatory floodway as determined in the Flood Insurance Study or through a base floodwater surface elevation analysis completed by a certified engineer or topological field survey by a licensed surveyor.

(d) ~~(e)~~ Development activities within the AE flood zone on the Warren County Flood Insurance Rate Map which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the developer or applicant first applies, with the Board of Supervisor's endorsement, for a conditional flood insurance rate map revision (CLOMR) ~~or one based on fill (CLOMR-F),~~ and receives the approval of the Federal Emergency Management Agency.

(6) Standards for the Special Flood Hazard Area Floodway District. The following provisions shall apply within this district: **[Amended 5-21-2013]**

(a) Encroachments, including fill, new construction, substantial improvements and other developments shall be prohibited, with the exception of accessory structures used solely for storage of recreation equipment and property maintenance equipment as referenced in § 180-16K(3)(c). All development shall require a floodplain determination and shall have a zoning and building permit issued if it is deemed to be a qualifying accessory structure, fence and any land disturbance or erosion stabilization.

[1] Substantially damaged structures shall meet all permitting requirements and flood hazard reduction provisions of §180-16K.

(b) If § 180-16K(6)(a) is satisfied, all new construction of accessory structures shall comply with all applicable flood hazard reduction provisions of § 180-16K.

(c) The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured homes (mobile homes) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision, provided the anchoring, elevation and encroachment standards are met.

(7) Standards for subdivision proposals:

(a) All subdivision proposals shall be consistent with the need to minimize flood damage;

(b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

(c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards; and

(d) Hydrologic and hydraulic analysis and/or drainage study, erosion and sediment, encroachment analysis and base flood elevation data shall be provided for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions greater than 50 lots or five acres) that are in the SFHA or within 100 feet of the boundary of the special flood hazard area. **[Amended 5-21-2013]**

L. Variances: factors to be considered.

(1) In passing upon applications for variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the Zoning Ordinance and consider the following additional factors that are exceptional, unusual, and specific to the property:

…

(b) The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development or activity within any Floodway or Floodplain District that will cause any increase in the Special Flood Hazard Area base flood elevation. **[Amended 5-21-2013]**

…

(o) The ability of the property owner to remove equipment and vehicles incidental to the use of the property prior to or during a flood event. **[Added 5-21-2013]**

(p) Development must not cause an increase in water surface elevations (WSEL) during floods of any magnitude.

(2) The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities and the adequacy of the plans for flood protection and other related matters.

(3) Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in unacceptable or prohibited increases in flood heights greater than one foot **(1')**; additional threats to public safety; extraordinary public expense; and will not create nuisances; cause fraud or victimization of the public; or conflict with local, state or federal laws or ordinances. **[Amended 5-21-2013]**

(4) Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief from exceptional hardship to the applicant.

(5) The Board of Zoning Appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the Special Flood Hazard Area base flood elevation increases the risks to life and property and will result in increased premium rates for flood insurance. **[Amended 5-21-2013]**

(6) A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

(7) A record of the issuance of a variance with any conditions attached shall be recorded with the deed to the property and on any elevation certificate submitted for the property within 30 days from the approval of the variance by the Board of Zoning Appeals (BZA). **[Added 5-21-2013]**

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is lined through. ~~Example~~
Language proposed to be added is bolded and underlined. **Example**

Adjournment

Mrs. Cullers adjourned the meeting at 8:07 PM.

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
08/02/2022	J	US Bike Route 211 Resolution of Support

EXPLANATION & SUMMARY:

The American Association of State Highway and Transportation Officials (AASHTO) has designated a bicycle route corridor through Virginia to be developed as USBR 211. Warren County lies within that corridor and the proposed route has investigated the proposed route and found it to be suitable for bicycle tourists. This project is part of a national effort (through AASHTO) to expand the US Bicycle Route system and is being led by VDOT, Shenandoah Valley Bicycle Coalition, Virginia Bicycle Federation, and the Adventure Cycling Association.

They are seeking support for designating USBR 211 through Warren County. Please see the attached resolution of support. The resolution has been updated from its original version to further address safety concerns and improvements.

Bicycle tourism is a growing industry in North America, providing an economic benefit to communities that provide facilities for such tourists. Warren County can benefit from this opportunity both economically and from the health and environmental related benefits of encouraging bicycle travel in our region. There is nearly 18,000 miles that are currently established in 31 states and Washington D.C. The proposed route for USBR 211 will provide a benefit to Warren County and having the route mapped and signed, would promote bicycle tourism in our area.

If the resolution is approved, it shall be sent with a letter to VDOT expressing our support for the route. As of June 15, seven of the nine agencies along the route have submitted resolutions of support (Woodstock, Strasburg, Shenandoah County, New Market, Rockingham County, Grottoes, and Waynesboro).

PROPOSED OR SUGGESTED MOTION:

I move the Board of Supervisors adopt the proposed resolution to support the development of US Bicycle Route 211.

OR

I move that the Board of Supervisors deny proposed resolution of support.

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Joseph Petty, Director of Economic Development	□ APPROVED □ OTHER (Describe)	

RESOLUTION

of the Board of Supervisors of Warren County in Support of the Development of US Bike Route 211

WHEREAS, bicycle tourism is a growing industry in North America, providing an economic benefit to communities that support facilities for such tourists; and

WHEREAS, the American Association of State Highway and Transportation Officials (AASHTO) has designated a corridor crossing Virginia to be developed as United States Bicycle Route 211 (USBR 211); and

WHEREAS, the Adventure Cycling Association, Shenandoah Valley Bicycle Coalition, and the Virginia Bicycle Federation, have proposed specific route to be designated as USBR 211; and

WHEREAS, the proposed route for USBR 211 comes through Warren County and can therefore provide benefits to our county; and

WHEREAS, the Board of Supervisors has reviewed the proposed route and found it to be the best alternative route to complete USBR211, and desire that the route be designated so that it can be mapped and signed, thereby promoting safe bicycle tourism in our area.

WHEREAS, the Board has general safety concerns about the interaction of motor vehicles and farm equipment with bicycle riders; and

WHEREAS, the Board relies upon and trusts the expertise and guidance of VDOT and the respective cycling advocacy groups regarding such concerns; and

WHEREAS, VDOT will review and investigate any outstanding concerns following the recommendation to approve the route by all affected localities.

NOW THEREFORE BE IT RESOLVED, that Warren County hereby expresses its approval and support for the development of USBR 211, and requests that VDOT get the route officially designated by AASHTO as soon as this can be achieved, and authorizes the posting of signs within Warren County right-of-way identifying the route through the county once the official designation has been made.

Adopted: August 2, 2022

_____
Cheryl L. Cullers, Chair
Warren County Board of Supervisors

ATTEST:

_____
Edwin C. Daley, Clerk
Warren County Board of Supervisors

Resolution of the Board of Supervisors of Warren County in Support of the Development of US Bike Route 211

WHEREAS, bicycle tourism is a growing industry in North America, ~~contributing $47 billion a year to the economies of~~ **providing an economic benefit to** communities that ~~provide~~ **support** facilities for such tourists; and

WHEREAS, the American Association of State Highway and Transportation Officials (AASHTO) has designated a corridor crossing Virginia to be developed as United States Bicycle Route 211 (USBR 211); and

WHEREAS, the Adventure Cycling Association, Shenandoah Valley Bicycle Coalition, and the Virginia Bicycle Federation, with the cooperation of VDOT, have proposed specific route to be designated as USBR 211; and

WHEREAS, the proposed route for USBR 211 comes through Warren County and can therefore provide benefits to our county; and

WHEREAS, ~~we have investigated~~ **the Board of Supervisors has reviewed the** proposed route and found it to be ~~a suitable~~ **the best alternative** route **to complete USBR211**, and desire that the route be designated so that it can be mapped and signed, thereby promoting **safe** bicycle tourism in our area.

WHEREAS, the Board has general safety concerns about the interaction of motor vehicles and farm equipment with bicycle riders; and

WHEREAS, the Board relies upon and trusts the expertise and guidance of VDOT and the respective cycling advocacy groups regarding such concerns; and

WHEREAS, VDOT will review and investigate any outstanding concerns following the recommendation to approve the route by all affected localities.

NOW THEREFORE BE IT RESOLVED, that Warren County hereby expresses its approval and support for the development of USBR 211, and requests that VDOT get the route officially designated by AASHTO as soon as this can be achieved, and authorizes the posting of signs within Warren County right-of-way identifying the route through the county once the official designation has been made.

DRAFT

Background information on USBR route designation:

There is no inherent liability for local agencies per the federal Transportation Research Board:

http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_lrd_53.pdf

To view AASHTO information on the US Bicycle Route System:

https://route.transportation.org/us-bicycle-routes/

Signage is nice, but not required. There are a number of ways a route can be designated including maps (paper or Internet), signs, pavement markings, downloadable GPS coordinates, etc.

The choice of roads for a US Bicycle Route is a trade off between low traffic, direct routing, access to services (bike shops, motels, campgrounds, etc.), access to points of interest, and scenic roads. The best route for a family weekend bike ride may not be the best route for someone on a multi-day long distance bicycle trip.

Long distance bicycle tourists are experienced road riders and used to varying quality of road surface, absence of paved shoulders, and car and truck traffic. The number of cyclists who might use a given route is difficult to predict, but five to ten riders per day (1,000-2,000 per season) would be considered a significant increase in usage once a route is designated.

A change in the route can be proposed to VDOT and they propose the change to AASHTO. AASHTO has accepted every new route and route change requested by state DOTs. Route changes can be made twice per year.

Designating a USBR does not impose any constraints or restrictions on the use of a road, street, trail or right-of-way. It's current or future status or use for any other purpose is not changed.

There is no requirement that roads for US Bicycle Routes meet the guidelines in the AASTHO Guide for Bicycle Facilities. This was explicitly considered and it has been written into the process that there are no specific requirements for road or trail standards. It is recognized that local "engineering judgment" will determine when a road is suitable for inclusion in a USBR designation.

Building Bicycle Tourism with the U.S. Bicycle Route System



The U.S. Bicycle Route System





- Growing national network of numbered and signed bicycle routes
- Officially approved by state transportation agencies and AASHTO
- Coordinated by Adventure Cycling Association

Adventure Cycling Association

- Non-Profit Mission: *To inspire, empower, and connect people to travel by bike*
  - 50K mile route network + maps + organized tours
  - *Adventure Cyclist* magazine
  - National advocacy
- 53,000 members
- Adventure Cycling Route Network provided a blueprint for the first U.S. Bicycle Routes
- Adventure Cycling is the technical support organization to AASHTO for the USBRS

The U.S. Bicycle Route System

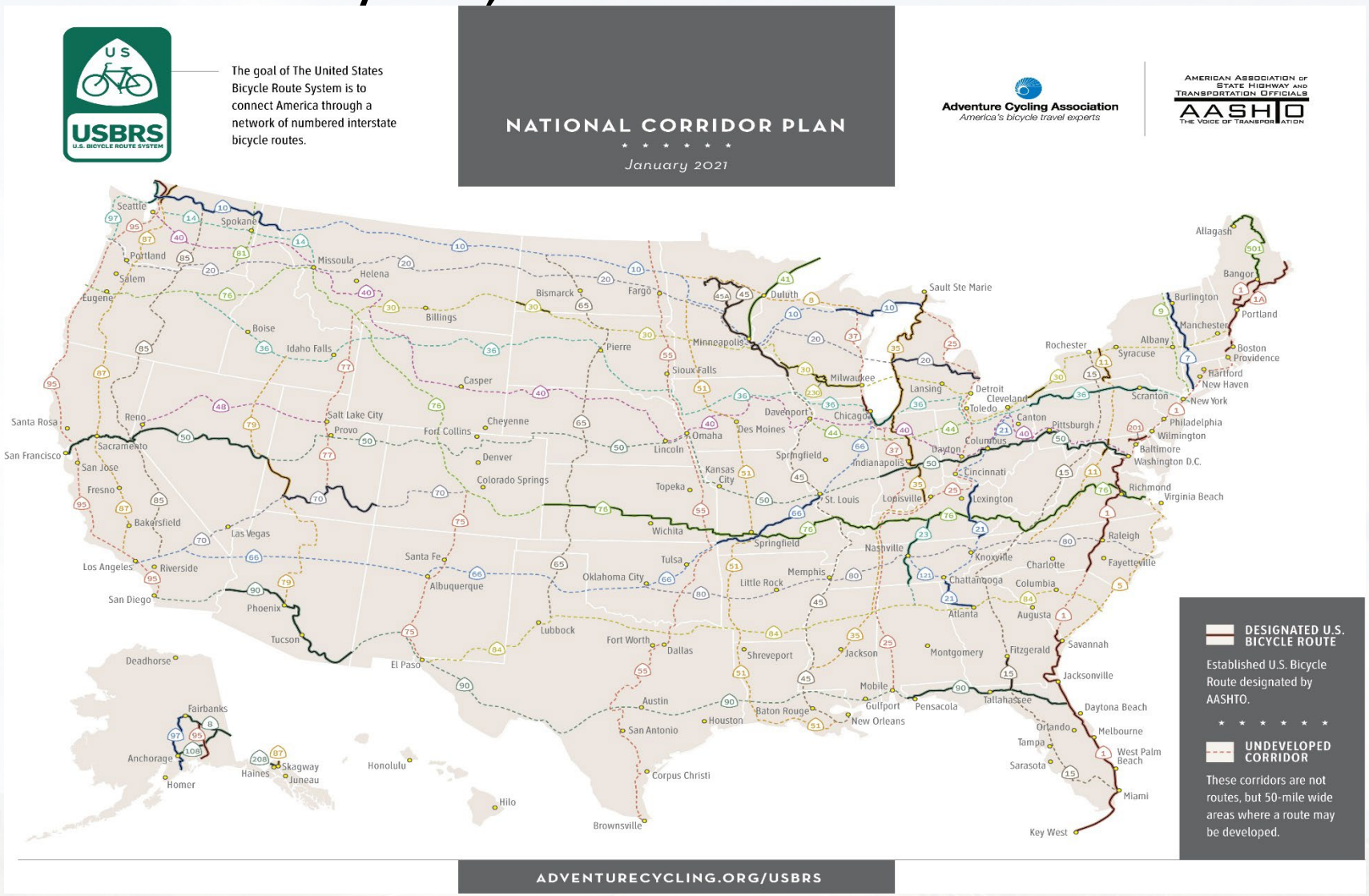






- 1982: First routes designated
- 2004: Project restarted & task force created
- 2005: Adventure Cycling pledged staff support
- 2008: AASHTO approved process & corridor plan
- 2011: First new route designated since 1982

Currently: 17,900 miles in 31 states + DC



Well over 50,000 miles when complete

Note: dashed lines just general guidance for where a route could be designated.

Development of U.S. Bicycle Routes in VA





- USBR 1 – 280 miles from DC to North Carolina
  - Designated in 1982
  - Based roughly on Adventure Cycling Atlantic Coast Route
- USBR 76 – 558 miles from Yorktown to Kentucky
  - Designated in 1982
  - Based on Adventure Cycling TransAmerica Trail
  - Continually updated to reflect changed circumstances
- USBR 176 – 17 miles, Richmond/USBR 1 to USBR 76
  - Designated 2016
  - Uses East Coast Greenway alignment along James River
- USBR 211 – 108 miles proposed in Shenandoah Valley
  - Parallel to a proposed USBR 11 on the Blue Ridge Parkway

Related USBRs in Nearby States



- USBR 11 designated in NY
- USBR 11 planned for designation in PA in 2022
- USBR 11 designated in MD
- USBR 11 NC in discussions but no planned designation
- USBR 15 planned for designation in WV in 2022

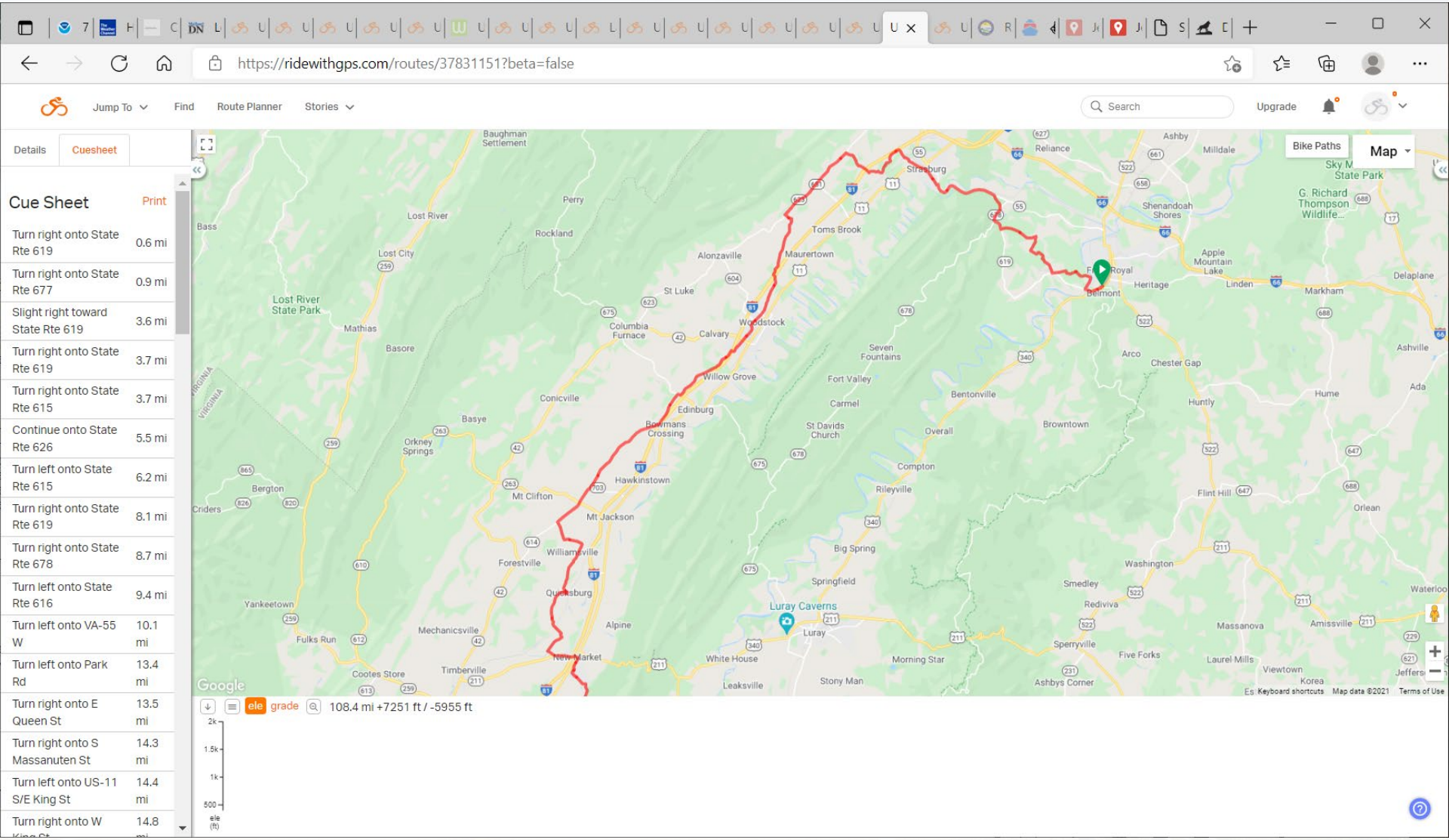
Jurisdictional support required



- 5 “road owners” for USBR 211 + 4 Counties that VDOT wants to see supporting the route
- Resolution or letter of support to VDOT signifies support
- Adventure Cycling volunteers doing local agency outreach

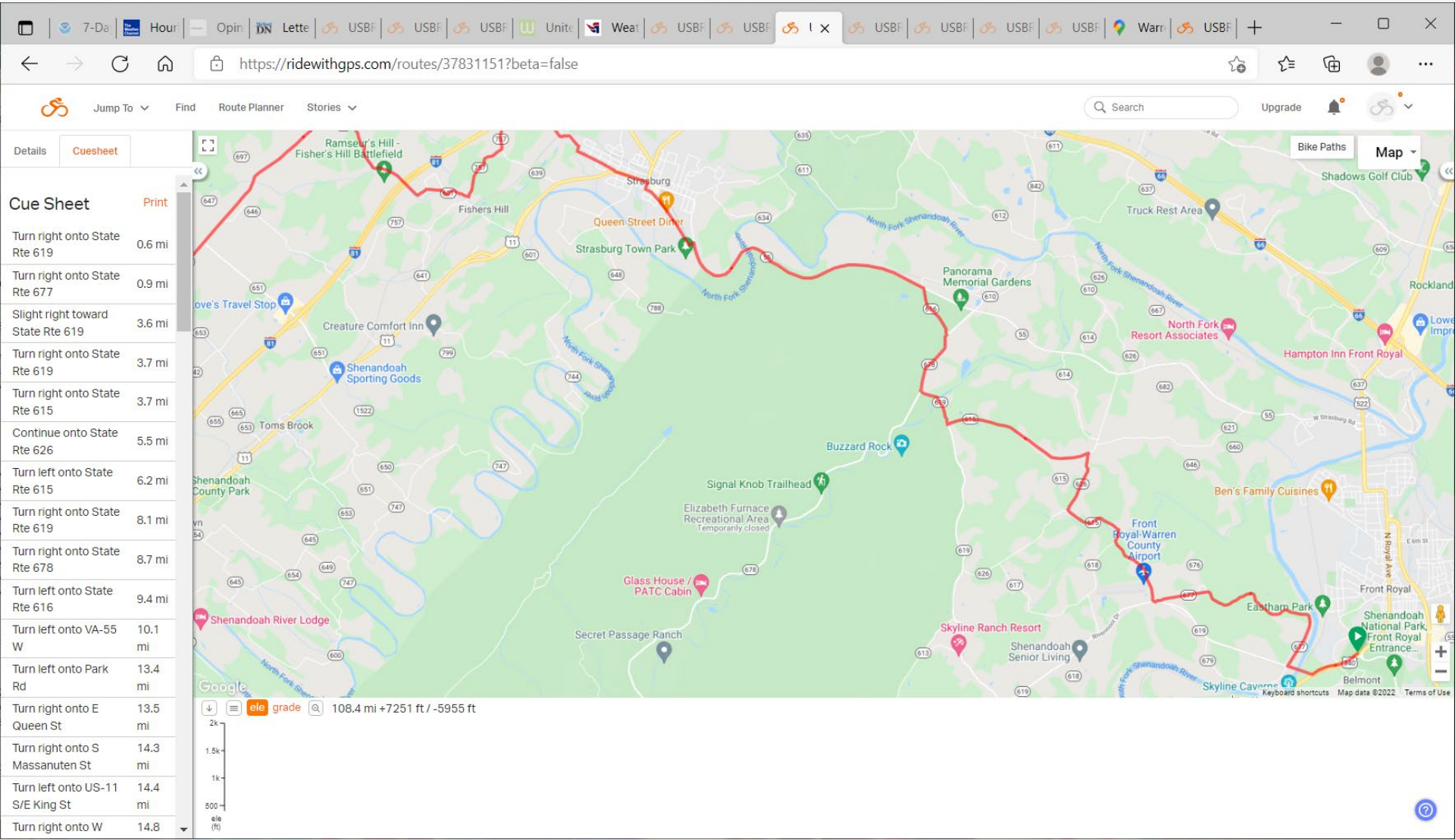
USBR 211 in Northern Shenandoah

https://ridewithgps.com/routes/37831151



USBR 211 in Warren County

https://ridewithgps.com/routes/37831151



Proposed route through Warren County

The draft route in Warren County is all on VDOT highways, beginning on US 340 in Front Royal, then:

VA 619, VA 677, BA 619, VA 615, VA 626, VA 615, VA 619, VA 678, VA 616, VA 55 and Park Rd. into Strasburg.

Any changes agreed will be reflected in the map. The map link will stay the same.

Local route input expected



Local agencies have the final say so when they request a change to the route, it is accepted/negotiated.

Benefits of the USBR designation







- Improved routes for bicycle travelers
- Positive health/environmental impacts
- Economic development via bicycle tourism for smaller communities

Kerry Irons

USBR volunteer coordinator

Adventure Cycling Association

irons54vortex@gmail.com

989-513-7871 or 616-298-7883

Jennifer Hamelman

USBR Program Manager

Adventure Cycling Association

jhamelman@adventurecycling.org

800-755-2453 or 503 867-5726

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
August 2, 2022	K-1	FY 2021-2022 Operating Fund Category Transfers Request Warren County Public Schools	

EXPLANATION & SUMMARY:

Please find attached correspondence from Dr. Christopher L. Ballenger, Superintendent, requesting the following FY 2021-2022 Operating Fund category transfers for Warren County Public Schools:

FROM:

61000 (Instruction)	-$330,344
69000 (Contingency Reserve)	-$87,209

TO:

62000 (Administration, Attendance, & Health)	+$325,000
64000 (Operations and Maintenance)	+$75,000
67000 (Debt Service and Transfers)	+$7,553
68000 (Technology)	+$10,000

The attachments detail the proposed disbursement and use of these funds. As FY 2021-2022 progressed and actual costs were incurred, appropriated amounts for these categories must be adjusted to reflect actual costs incurred.

COST & FINANCING:

No additional local funding is required.

CONSENT AGENDA MOTION:

I move that the Board of Supervisors approve the request of the Warren County School Board for FY 2021-2022 to transfer $330,344 from Category 61000 and $87,209 from Category 69000 to Category 62000 in the amount of $325,000, to Category 64000 in the amount of $75,000, to Category 67000 in the amount of $7,553, and to Category 68000 in the amount of $10,000.

ALTERNATE MOTION:

I move that the Board of Supervisors postpone this item for further discussion to _____.

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

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

OFFICE OF THE
SUPERINTENDENT

July 26, 2022

WARREN COUNTY
BOARD OF SUPERVISORS

JUL 26 2022

RECEIVED
WARREN COUNTY
ADMINISTRATOR'S OFFICE

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

Dear Dr. Daley:

At the July 6, 2022 regular meeting of the Warren County School Board, approval was given to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: $330,344 from Category 61000 (Instruction) and $87,209 from Category 69000 (Contingency Reserve) with $325,000 transferred to Category 62000 (Administration, Attendance, & Health); $75,000 to Category 64000 (Operations and Maintenance); $7,553 to Category 67000 (Debt Service and Transfers); and $10,000 to Category 68000 (Technology).

As the fiscal year progresses and actual costs are incurred, it will be necessary on an annual basis to request that the appropriated amounts for several categories be adjusted. Additional information is provided in the attached School Board Agenda Item as well as the completed FY2022 Warren County Appropriation and Transfer Form.

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

Sincerely,

Christopher L. Ballenger, Ed.D.
Division Superintendent

Attachments

Agenda Item Details

Meeting	Jul 06, 2022 - Regular Meeting
Category	5. Action Agenda
Subject	J. Approval to Request the Board of Supervisors to Transfer Funds between Budget Categories - Mr. Ballentine
Access	Public
Type	Action
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	Approved FY2022 Budget as Amended
Recommended Action	That the Superintendent be authorized to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: $330,344 from Category 61000 (Instruction) and $87,209 from Category 69000 (Contingency Reserve) with $325,000 transferred to Category 62000 (Administration, Attendance, & Health); $75,000 to Category 64000 (Operations and Maintenance); $7,553 to Category 67000 (Debt Service and Transfers); and $10,000 to Category 68000 (Technology).

Public Content

Explanation and Summary:

When the Warren County Board of Supervisors approved the FY2022 School Operating Budget, the appropriation was made by budget category (vs. lump sum). As the year has progressed and actual costs have been incurred, it is necessary to request that the appropriated amounts for several categories be adjusted to reflect actual costs incurred.

Attachments:

- Category Balance Projection Sheet dated 7-6-22

Cost and Financing:

Approved FY22 Operating Budget as amended

Proposed or Suggested Motion:

" I move that the Superintendent be authorized to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: $330,344 from Category 61000 (Instruction) and $87,209 from Category 69000 (Contingency Reserve) with $325,000 transferred to Category 62000 (Administration, Attendance, & Health); $75,000 to Category 64000 (Operations and Maintenance); $7,553 to Category 67000 (Debt Service and Transfers); and $10,000 to Category 68000 (Technology)."

Category Balance Projection 7-6-22.pdf (15 KB)

Administrative Content

Executive Content

Motion & Voting

That the Superintendent be authorized to request that the Warren County Board of Supervisors approve the following FY2022 Operating Fund category transfers: $330,344 from Category 61000 (Instruction) and $87,209 from Category 69000 (Contingency Reserve) with $325,000 transferred to Category 62000 (Administration, Attendance, & Health); $75,000 to Category 64000 (Operations and Maintenance); $7,553 to Category 67000 (Debt Service and Transfers); and $10,000 to Category 68000 (Technology).

Motion by Antoinette D Funk, second by Andrea M Lo.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Kristen J Pence, Ralph A Rinaldi, Melanie C Salins

Warren County Appropriation and Transfer Form

Department: Warren County School Board
Contact: Chris Ballenger/Rob Ballentine
Fiscal Year: FY 2022
Date Submitted: 7/26/2022

Type of adjustment: Transfer ☑ Appropriation ☐

Explanation of request (Required):

Revenue

Account Title	Account Code (3-xxx-xxxxxx-xxxx)	Current Budget	Adjustment Amount (+/-)	Revised Budget	Finance Use Only
				-	
				-	
				-	
				-	
				-	
		Total Adjustments		-	

Expenditure

Account Title	Account Code (4-xxx-xxxxxx-xxxx)	Current Budget	Adjustment Amount (+/-)	Revised Budget	Finance Use Only
Instruction	61000	$51,793,896	($330,344)	$51,463,552	
Contingency Reserve	69000	$87,209	($87,209)	$0	
Administration, Attendance, and Health	62000	$2,883,791	$325,000	$3,208,791	
Operations and Maintenance	64000	$6,674,598	$75,000	$6,749,598	
Debt Service and Transfers	67000	$614,253	$7,553	$621,806	
Technology	68000	$2,232,192	$10,000	$2,242,192	
				$0	
				$0	
				$0	
				$0	
				$0	
		Total Adjustments	$0		

APPROVALS

Department

Signature **Date**

Finance **Comments:**

Signature **Date**

County Administration **Comments:**

Signature **Date**

Board Approval **Comments:**

Submission Packet: **Date**

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
August 2, 2022	K-2	FY 2022-2023 Operating Fund Category Transfer Request Warren County Public Schools	

EXPLANATION & SUMMARY:

Please find attached correspondence from Dr. Christopher L. Ballenger, Superintendent, requesting the following FY 2022-2023 Operating Fund category transfer for Warren County Public Schools (WCPS).

FROM:
64000 (Operations and Maintenance) -$64,179

TO:
67000 (Debt Service and Transfers) +$64,179

The attachments detail the proposed disbursement and use of these funds. The FY 2022-2023 budget for WCPS that was adopted by the Board of Supervisors included a reduction in Category 67000 from the requested $658,247 to $594,068 (a difference of $64,179). Payment of the bond through US Bank is due in full by July 15, 2022, and if the bond is not paid in full on time, additional penalties will be assessed, and the School Board could be found in default. If paid, the total appropriation for Category 67000 will be exceeded. This issue was discussed at the July 1, 2022 budget liaison committee meeting, and guidance from the County members was to pay the bond and request a budget category transfer.

COST & FINANCING:

No additional local funding is required.

CONSENT AGENDA MOTION:

I move that the Board of Supervisors approve the request of the Warren County School Board for FY 2022-2023 to transfer $64,179 from Category 64000 to Category 67000 in the amount of $64,179 for the payment of the bond with US Bank.

ALTERNATE MOTION:

I move that the Board of Supervisors postpone this item for further discussion to _____.

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

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

OFFICE OF THE
SUPERINTENDENT

July 26, 2022

WARREN COUNTY
BOARD OF SUPERVISORS

JUL 26 2022

RECEIVED
WARREN COUNTY
ADMINISTRATOR'S OFFICE

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

Dear Dr. Daley:

At the July 6, 2022 regular meeting of the Warren County School Board, approval was given to request that the Warren County Board of Supervisors approve the transfer of $64,179 from Budget Category 64000 - Operations and Maintenance to Budget Category 67000 - Debt Service in order to allow for the payment in full of the currently due bond.

Additional information is provided in the attached School Board Agenda Item as well as the completed FY2023 Warren County Appropriation and Transfer Form.

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

Sincerely,

Christopher L. Ballenger, Ed.D.
Division Superintendent

Attachments

Agenda Item Details

Meeting	Jul 06, 2022 - Regular Meeting
Category	5. Action Agenda
Subject	I. Approval to Request a Budget Category Transfer from the Board of Supervisors - Mr. Ballentine
Access	Public
Type	Action
Fiscal Impact	Yes
Budget Source	FY2023 Adopted Budget
Recommended Action	That Warren County Board of Supervisors be requested to transfer $64,179 from Budget Category 64000 - Operations and Maintenance to Budget Category 67000 - Debt Service in order to allow for the payment in full of the currently due bond.

Public Content

Explanation and Summary:

The FY2022-2023 Budget that was adopted by the Board of Supervisors at their June 28, 2022 meeting included a reduction in Category 67000 Debt Service and Fund Transfers from the requested $658,247 to $594,068 (a reduction of $64,179). Payment of the bond is due in full by July 15, 2022. If paid, the total appropriation for this Budget Category will be exceeded by $64,179. If the bond is not paid in full on time, additional penalties will be assessed and the School Board could be found to be in default.

The issue was discussed at the July 1, 2022 budget liaison committee meeting. Guidance from County members was to pay the bond and request a budget category transfer.

Attachments:

- Bond Payment Invoices and Check Request

Cost and Financing:

- $64,179 is being moved from Budget Category 64000 - Operations and Maintenance to Budget Category 67000 - Debt Service with the hope and expectation that it will be restored to the Transportation Budget once the FY2023 Operating Budget is finalized.

Proposed or Suggested Motion:

" I move that Warren County Board of Supervisors be requested to transfer $64,179 from Budget Category 64000 - Operations and Maintenance to Budget Category 67000 - Debt Service in order to allow for the payment in full of the currently due bond."

Bond Payment Invoices and Check Request.pdf (468 KB)

Administrative Content

Executive Content

Motion & Voting

That Warren County Board of Supervisors be requested to transfer $64,179 from Budget Category 64000 - Operations and Maintenance to Budget Category 67000 - Debt Service in order to allow for the payment in full of the currently due bond.

Motion by Antoinette D Funk, second by Melanie C Salins.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Kristen J Pence, Ralph A Rinaldi, Melanie C Salins

Pls. pay 7-6-22

WARREN COUNTY PUBLIC SCHOOLS

CHECK REQUEST

CONTROL NO. _____ **DATE:** June 7, 2022

PAY TO U. S. Bank Charlotte
SDS-12-2639
P.O. Box 86
Minneapolis, MN 55486

CHECK AMOUNT $658,246.50

DISTRIBUTION

ACCOUNT #	AMOUNT
1 -000-938-000-67000-3124	$18,347.50
1 -000-938-000-67000-9200	$300,899.00
1 -000-938-000-67000-9100	$339,000.00

EXPLANATION Annual Qualified Energy Conservation Bond (QECB) principal, interest, and servicer fee payments

ATTACHMENTS (LIST) US Bank Invoice number 2011449 dated 6/6/2022

REQUESTED BY Robert H. Ballentine

APPROVED * Robert H Ballentine 6-7-22

FINANCE ** Robert H Ballentine 6-7-22

* By approving this payment, it is certified that the invoiced goods or services have been received in good order and are being used only for the benefit of Warren County Public Schools.

** Approval indicates current budget funds are available for this payment.

Invoice Date: 6/6/2022
Invoice Number: 2011449

Funds due on 7/15/2022

Warren County VA
220 North Commerce Avenue
Front Royal, Virginia 22630

Contact	Phone	Fax	Email
Rob Ballentine	(540)-635-2171	(540)-636-4195	rballentine@wcps.k12.va.us
Greg Montgomery			gmontgomery@abundantpower.com
Bailey Sanders			bsanders@abundantpower.com

Account Number: 252867000

Virginia Resources Authority Tax QECB (Virginia SAVES Green Comm Prog Warren County Schools Proj) Ser 2016 Direct Pay Payment AC

Invoice for Debt Service Payment on 8/15/2022

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/ Discount
WARRN2036	8/15/2036	8/15/2021	8/14/2022	360	$7,339,000.00	4.10%	$300,899.00	$339,000.00	
					$7,339,000.00		$300,899.00	$339,000.00	

Interest Due:	$300,899.00
Total Principal Due:	$339,000.00
Principal Deposit Due:	
Servicer Fee:	$18,347.50
Net Due:	$658,246.50

PAYMENT SUMMARY

Total Interest Due:	**$300,899.00**
Total Principal Due:	**$339,000.00**
Total Adjustments:	**$18,347.50**
TOTAL DUE 7/15/2022	**$658,246.50**

Notes

usbank

WIRING INSTRUCTIONS	
US Bank must receive funds prior to 10:30 A.M. CST to ensure DTCC receives funds prior to their same day settlement deadline of 2:00 P.M. CST. Any payments received by DTCC after the 2:00 P.M. deadline will be allocated the next day	
ABA:	**091000022**
BBK:	**U.S. Bank N.A.**
A/C:	**173103781824**
BNF:	U.S. **Bank Trust N.A.**
OBI:	**VRA**WARRENQECB

CHECK INSTRUCTIONS
If paying by check, please include a copy of this invoice and remit payment 5 business days prior to payment date.
U.S. BANK Charlotte
SDS-12-2639
P.O. BOX 86
MINNEAPOLIS **MN 55486**

U.S. BANK CONTACTS

Prod Ops Analyst	**Jordan Henry**	**Email: jordan.henry@usbank.com**	**Phone: (651)-466-6155**
Prod Ops Specialist	**Jordan Henry**	**Email: jordan.henry@usbank.com**	**Phone: (651)-466-6155**

VRAWARRENQECB

usbank

Warren County Appropriation and Transfer Form

Department: Warren County School Board
Contact: Chris Ballenger/Rob Ballentine
Fiscal Year: FY 2023
Date Submitted: 7/26/2022

Type of adjustment: Transfer ☑ Appropriation ☐

Explanation of request (Required):

Revenue

Account Title	Account Code (3-xxx-xxxxxx-xxxx)	Current Budget	Adjustment Amount (+/-)	Revised Budget	Finance Use Only
				-	
				-	
				-	
				-	
				-	
		Total Adjustments		-		

Expenditure

Account Title	Account Code (4-xxx-xxxxxx-xxxx)	Current Budget	Adjustment Amount (+/-)	Revised Budget	Finance Use Only
Operations and Maintenance	64000	$6,441,390	($64,179)	$6,377,211	
Debt Service and Transfers	67000	$594,068	$64,179	$658,247	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
		Total Adjustments	$0		

APPROVALS

Department

Signature **Date**

Finance **Comments:**

Signature **Date**

County Administration **Comments:**

Signature **Date**

Board Approval **Comments:**

Submission Packet: **Date**

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
August 2, 2022	**K-3**	VDOT Resolution Proposed Addition to the Secondary Street System *Blue Ridge Shadows Subdivision, Phase 2*	1 of 1

EXPLANATION & SUMMARY:

See attached resolution and support documentation.

COST & FINANCING: N/A

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors adopt the proposed resolution to add the streets enumerated in the attached Form AM-4.3 into the Secondary System of State Highways pursuant to Sections 33.2-705 and 33.2-334 of the Code of Virginia and the VDOT Secondary Street Requirements.

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Taryn Logan, Deputy County Administrator	☐ **APPROVED** ☐ **OTHER (Describe)**	

RESOLUTION

of the Board of Supervisors of Warren County

WHEREAS, the Edinburg Residency Office of the Virginia Department of Transportation (VDOT) recommends that the street referenced in this Board's resolution be added to the secondary system of state highways as a no cost pursuant to Sections 33.2-705 and 33.2-334 of the Code of Virginia as well as the VDOT Secondary Street Requirements, because the street(s) meets current minimum standards, the condition of the existing hard surface is serviceable, and currently serves the Blue Ridge Shadows Subdivision; and

WHEREAS, the Edinburg Residency Office of VDOT confirms that no Department funds are required to improve the streets described on the attached additions form AM-4.3 to meet current minimum design or maintenance standards of VDOT. The street has provided continuous public service since its establishment in 2006.

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described on the attached Form AM-4.3 to the secondary system of state highways, pursuant to Sections 33.2-705 and 33.2-334 of the Code of Virginia; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way as described on the attached form AM-4.3 and any necessary easements for cuts, fills, and drainage, as required; and

BE IT FINALLY RESOLVED that a certified copy of this resolution be forwarded to the Resident Engineer of the Virginia Department of Transportation.

Adopted: June 28, 2022

_____

Clerk, Board of Supervisors
County of Warren, Virginia

In Warren County

38297254

by Resolution of the governing body adopted August 02, 2022

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official):_____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Blue Ridge Shadows, Phase 2

Addition - New subdivision street §33.2-705

Rte Number	Street Name	From Termini	To Termini	Length	# of Lanes	Recordation Reference	Row Width
1050	Shadows Drive Extension	Ace Court, Route 1055	0.13 mile west to cul-de-sac	0.13	2	Instr. 050013598 Pg. 000141	100
1050	Shadows Drive Extension	Birdie Court, Route 1054	0.12 mile west to Ace Court, Route 1055	0.12	2	Instr. 050013598 Pg. 000141	100
1050	Shadows Drive Extension	Caddie Court, Route 1053	0.16 mile west to Birdie Court, Route 1054	0.16	2	Instr. 050013598 Pg. 000141	100
1050	Shadows Drive Extension	Intersection of John Hopkins South Drive and Divot Court, Route 1052	0.11 mile west to Caddie Court, Route 1053	0.11	2	Instr. 050013598 Pg. 000141	100
1052	Divot Court	Shadows Drive, Route 1050	0.13 mile north to cul-de-sac	0.13	2	Instr. 050013598 Pg. 000141	100
1053	Caddie Court	Shadows Drive, Route 1050	0.09 mile north to cul-de-sac	0.09	2	Instr. 050013598 Pg. 000141	100
1054	Birdie Court	Shadows Drive, Route 1050	0.10 mile north to cul-de-sac	0.1	2	Instr. 050013598 Pg. 000141	100
1055	Ace Court	Shadows Drive, Route 1050	0.07 mile north to cul-de-sac	0.07	2	Instr. 050013598 Pg. 000141	100

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
August 2, 2022	**K-4**	Cooperative Contract Award: Four Vehicle Replacements	

EXPLANATION & SUMMARY:

The Finance and Purchasing Department received a request from the Sheriff's office to review two cooperative contracts; one through the Virginia Sheriff's Association (VSA) Contract #: 22-05-0917 Section 142 for the purchase of four 2022 Chevrolet Tahoe vehicles, and the other through the Fairfax County Contract #: 4400009103 for the purchase of lights and equipment to outfit the four vehicles.

Section 2.2-4604 of the Virginia Public Procurement Act authorizes the County to cooperatively contract through a solicitation issued by VSA and the County of Fairfax on behalf of other public entities. VSA and the Commonwealth competitively solicit goods and services which the County can procure directly from the awarded vendor. Contract 22-05-0917 was awarded to RK Chevrolet, Inc and Contract E194-89772 was awarded to Dana Safety Supply, Inc.

Sheriff Butler has provided justification for this purchase, a quote from RK Chevrolet, Inc., and a vehicle build for the purchase of equipment and lights. Purchasing has reviewed the cooperative contracts and quotes and recommends the Board approve the purchase of four (4) 2022 Chevrolet Tahoe vehicles for $159,124.00. The purchase of the equipment and lights for $44,617.96, and the estimated $20,000 to upfit the four vehicles can be approved by the Purchasing Agent. The total purchase price is approximately $223,291.96. Upon issuance of a purchase order and acceptance of order, RK Chevrolet will deliver the vehicles as soon as possible.

COST & FINANCING:

Funding for this purchase in the amount of $223,741.96 for the 4 vehicle replacements, lights, equipment, and upfitting are budgeted and available in the FY23 budget line item 4-60-31020-7001 Vehicle Replacement.

PROPOSED OR SUGGESTED MOTION:

I move the Board of Supervisors approve the cooperative contract award to RK Chevrolet for One Hundred Fifty-Nine Thousand, One Hundred and Twenty-Four Dollars.

OR

I move that the Board of Supervisors table this request for further discussion.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Alisa Scott, Deputy Finance Director		

WARREN COUNTY SHERIFF'S OFFICE

200 Skyline Vista Drive, Front Royal, Virginia 22630
(540) 635-4128 (540) 636-4950 (Fax)

Mark A. Butler, Sheriff

To: Warren County Board of Supervisors

From: Mark A. Butler, Sheriff

Date: July 25, 2022

RE: Purchase of 4 Vehicles

Agenda Item: Purchase of Replacement Vehicles

Summary: We are requesting to purchase 4 Chevrolet Tahoe's from R.K. Chevrolet off the Virginia Sheriff Association contract. These 4 vehicles will replace vehicles with over 110,000 miles.

Council Discussion:

Budget / Funding: The cost of the initial purchase of these 4 vehicles total $159,124.00. To outfit the vehicle will cost an additional $65,000.00. Totaling $224,124.00. The Board of Supervisors previously approved the purchase of 4 vehicles and authorized $260,000.00 to be allocated to asset replacement.

RK CHEVROLET, INC

QUOTE

11/4/2021

2661 Virginia Beach Boulevard
Virginia Beach, VA 23452
Phone 757-486-2222
kstolle@rkautogroup.net

Bill To:
Warren County Sheriff's Office
200 Skyline Vista Drive
Front Royal, VA 22630

Ship To:
Warren County Sheriff's Office
200 Skyline Vista Drive
Front Royal, VA 22630

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Stolle					

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
2022 Chevrolet Tahoe 4x2 PPV	4	$39,781.00	159,124.00
VSA Contract #22-05-0917 Section 142			
			-
Upgrade to 4x4 PPV			-
AMF - 4 Extra Key fobs			-
BTV - Remote Vehicle Start			-
V76 - Front Recovery Hooks			-
6J3 - Wiring Grill Lamps and Siren Speakers			-
9G8 - Daytime Running Lamp Delete			-
6J4 - Wiring, horn and sire circuit			-
6N5 - Rear window switch inop			-
6N6 - Rear door inop			-
7X3 - Spotlight			-
			-
Received in good order by: (sign)		Tax	$ -
Printed Name:		**TOTAL**	$159,124.00
Date Received:			

Make all checks to RK CHEVROLET, INC

If you have any questions contact Ken Stolle at 757-431-6584 or kstolle@rkautogroup.net

THANK YOU FOR YOUR BUSINESS!

Vehicle Build - As of 7/22/2022 **Number to Build: 4**

Item	Qty. Per Vehicle	Price Per Item	Total Per Vehicle	Total Order Qty.	Total Price For Build
Whelen Windshield Light	1	$1,350.00	$1,350.00	4	$5,400.00
Whelen T-ION Surface Mount Light (Blue) (2 Front Grill, Front and rear side of bumper, Tag Bracket)	7	$74.50	$521.50	28	$2,086.00
Whelen T-ION Surface Mount Light (Red) (2 Front Grill and Tag Bracket)	3	$74.50	$223.50	12	$894.00
Tag Light Bracket	1	$20.00	$20.00	4	$80.00
Whelen ION Light (Blue) Rear Hatch Window	1	$77.00	$77.00	4	$308.00
Whelen ION Light (Red) Rear Hatch Window	1	$77.00	$77.00	4	$308.00
Whelen V-Series Under Side Mirror Light (Blue)	2	$134.50	$269.00	8	$1,076.00
Whelen Under Mirror Mount	1	$15.00	$15.00	4	$60.00
Whelen - Flasher "Race Track" Rear LED or Taillight Flashers	1	$50.50	$50.50	4	$202.00
Whelen - 100 Watt Speaker	1	$179.50	$179.50	4	$718.00
Whelen - Speaker Bracket	1	$22.50	$22.50	4	$90.00
Whelen - Siren Amplifier w/ Siren & Light Switch	1	$464.00	$464.00	4	$1,856.00
Streamlight UltraStinger Flashlight	1	$165.00	$165.00	4	$660.00
LUND - The Loft (Dual Gun Vault)	1	$1,200.00	$1,200.00	4	$4,800.00
Total Cost			**$4,634.50**		**$18,538.00**
Radio (Motorola APX8500)	1	$6,450.00	$6,450.00	4	$25,800.00
Power Inverter (Bus Garage)	1	$69.99	$69.99	4	$279.96
Equipment Total			**$11,154.49**		**$44,617.96**
Vehicle Cost - Tahoe	1	**$39,781.00**	**$39,781.00**	4	**$159,124.00**
Upfitting	1	$5,000.00	$5,000.00	4	$20,000.00
Total Including Vehicle Cost			**$50,935.49**		**$223,741.96**

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
8/02/2022	K-5	Conditional Use Permit #2022-06-01 Joseph Muniz *Short-Term Tourist Rental*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

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

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

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

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

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

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

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

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

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

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3 – 0. Mrs. Richarson was absent.

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

2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department conditional/operational permit which needs to be issued for a three-bedroom dwelling.

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

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

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.

7. A waiver to the required setback of 100′ to the adjacent property dwelling shall be granted for the existing 80′ and 95′ setback to the dwellings east of the subject property.

* Waiver has been requested by the applicant, County Planning staff has concerns about supporting this request due to the precedence in would set for the Residential One (R-1) zoning district.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

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

Conditional Use Permit: 2022-06-01/ Short Term Tourist Rental
Joseph Muniz, *Applicant/ Owners*
Staff Report for the Planning Commission
Prepared: June 1, 2022
Staff: Matt Wendling, *Planning Director/County Floodplain Manager*

SUMMARY OF REQUEST

The applicant purchased this property as a second home in 2021 and the started renting the property Short-term since shortly after purchasing the property. He also does use it for his own family's use and the being able to rent Short-term will allow him to offset the costs of the second home. The applicant is requesting a waiver to the setback requirement of 100' from dwelling to dwelling; the dwelling to the west is 95' and the one to the east is 80'. The applicant has contracted with waste management, local handyman, pest control and lawncare to maintain the property and he plans to be the property manager at this time.

PROPERTY INFORMATION

Property Location: 499 Rome Beauty Dr.
Tax Map ID: # 22B--K-Parcel 18
Magisterial District: Happy Creek
Subdivision: Apple Mountain Lake
Town/Village: Linden
Zoning: Residential One (R-1)
Acres: 1.05
Existing Land Use: Single-Family Dwelling
Special Flood Hazard Area: The dwelling is located in a Non-Floodzone "X" area.

SURROUNDING ZONING DISTRICTS & USES

North:	Residential One (R-1)	Use: Single-Family Dwelling
South:	Residential One (R-1)	Use: Single-Family Dwelling
East:	Residential One (R-1)	Use: Single-Family Dwelling
West:	Residential One (R-1)	Use: 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 to the property. The County did receive a complaint from a neighbor after a guest of his created a disturbance while renting and Mr. Muniz was sent a notice of violation for not having the conditional use permit. He did cease advertising after by the 30-day deadline and submitted his application shortly afterward.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for Residential One (R-1) land uses which allows for a Short-term Tourist Rental by conditional use permit in the Warren County Zoning Ordinance Section §180-23. Short-term Tourist Rentals provide transient-lodging taxes to the County and are typically used by tourists visiting the area. This use complies with Chapter 6: Economic Development chapter, Goal V and the promotion of tourism objectives of the comprehensive plan.

PROPOSAL:

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

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

These regulations are as follows:

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

B. The maximum number of occupants in the dwelling unit shall be determined according to permit approval received by the Warren County Health Department; however, the maximum number of occupants shall not exceed 10. **The applicant has provided the Health Department records which allow for a 3 bedroom and 6-person occupancy for the dwelling. A request for comments has been sent to the WC Health Department to verify the septic system and occupancy approved for the dwelling based on their records review.**

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 five vehicles in the two driveways.**

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **The boundary lines shall be marked according to location shown on the survey.**

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

F. A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors shall be installed in all locations as identified in the Uniform Statewide Building Code, and a carbon monoxide detector must be installed on each floor in every dwelling. **A change of use for a transient boarding facility for the property dwelling and an inspection will be required to verify if it meets all Building Code requirements for fire/smoke protection and a fire extinguisher.**

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

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

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

I. If the property is located within a subdivision governed by a 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 in the Apple Mountain Lake subdivision and a letter has been submitted from Coventry Group Community Management agency stating this doesn't violate the POA guidelines.**

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 applicant 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 applicants 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. **The applicant is requesting a waiver since the dwelling location doesn't meet the setback requirements to adjacent single-family dwellings; the dwelling to the east is 80' and the dwelling to the west is 95'. County Planning staff doesn't support this request for the waiver due to the precedence it would set in the Residential One (R-1) zoning district.**

RECOMMENDED CONDITIONS:

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

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

2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department conditional/operational permit which needs to be issued for a three-bedroom dwelling.

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

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

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 on the State road shall be prohibited.

7. A waiver to the required setback of 100′ to the adjacent property dwelling shall be granted for the existing 80′ and 95′ setback to the dwellings east of the subject property.
   *** Waiver has been requested by the applicant, County Planning staff doesn't support this request.**

Cc: Joey Muniz, Applicant



Figure 1 Joseph Muniz Single-Family Dwelling

Statement of Justification: Short term rental use

Property: 499 Rome Beauty Drive

I am requesting authorization for the use of my 2nd home for short term rental use to recoup costs to own a second home while it is not being used by my family. I have spoken with and validated our neighborhood HOA has no rules against short term rentals and has formally approved the use of my home as a short-term rental (Allen Grimm – agrimm@coventrygrp.com). I have also notified my neighbors with my intent to use my home for short-term rentals.

I will enforce short term rental usage to mimic how the home is used today. This means enforcing a limit on the people permitted to visit and stay at the property, follow all neighborhood and law enforcement noise ordinances along with ensuring safety measures are met. My goal is to not change how the home is used, but simply allow others to use it the same way it has been used by my family.

I will not increase neighborhood related traffic, create waste that will impact the surrounding properties, require additional street parking (I have two driveways with plenty of parking) or resources outside of what I currently have in place. I do not need to make any modifications to my home to accommodate this request. I have contracted waste management, pest control and lawncare professionals to ensure my home remains in pristine condition.

Part of this request is asking for an exception to the 100-foot rule between homes. I have two neighbors, which are located less than 100 feet from our home. I have notified both neighbors and believe there is enough space and objects such as trees to maintain privacy for all parties while my property is used by short term rental guests. I have provided my contact information in the event my neighbors find an issue with how the home is being used and will lead with a neighborhood first approach to managing any identified problems.

Please reach out to me at joeymuniz@microsoft.com or 202.497.8321 for any additional questions or concerns. Thank you

Joey Muniz – Property owner

WCCUP-000184-2022

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2022-06-01
Date Received: 4-22-2022
Fee Amount: $500.00 Ck#1001
Date Paid: 4-22-2022

Applicant Information:

Joseph Muniz
Applicant Name

9175 Woodlake Place | New Market | MD | 21774
Address | *City* | *State* | *Zip*

499 Rome Beauty Dr Linden VA 22642
Property Location for conditional use permit if Different than Applicant's Address

202.497.8321 | joeymuniz@microsoft.com | Send emails
Primary Contact Number | *Email*

NA
Property Owner (if same as applicant, leave blank)

NA
Address | *City* | *State* | *Zip*

NA
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: 9715 Rome Beauty Dr Linden VA 22642
(2) Election District: Warren County Happy Creek
(3) Tax Map Number: 22B K 18
(4) Subdivision Name: Apple Mountain Lake
(5) Total Area of Property (acres): 1.05
(6) Total Area to be Used (acres): 1.05
(7) Total Road Frontage (feet): 110 estimated according to platt
(8) Depth of Property (feet): 310 estimated according to platt
(9) Present Zoning: residential

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: short term rental use

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

(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: summer and maybe spring or fall

(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 this is our first ask

(9) Number of full time employees: One (home owner)

(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: 1-5

(12) Number of parking spaces to be provided: Regular 6 Handicap NA

(13) What is the proposed landscaping and buffering for this property?
There is currently over 50 feet between the two neighbors with nobody behind or in front withing under 100 feet. There are trees, a small fence and other items to keep homes from residential each other.

C. Plans Prepared By

Name: NA

Address: NA

Telephone Number: NA

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. It will be used in a similar manner as my family has used it. No extra waste or impact to the environment.

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

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

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

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

(6) What will be the impact on traffic? No impact outside of what already exists from how our family uses the home. We will limit each stay to under 6 people

(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 additional lighting outside of what we currently have. Current external lighting uses uses yellow dim lighting to avoid attracting bugs

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

☐ **An application fee of $500.00.**

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

☒ **A Statement of Justification**

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

☒ **A Site Plan/Survey.**

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

☒ **Sewage Disposal and Well Site.**

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

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

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

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

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

☒ **Environmental and Community Impact Statements**

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

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

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

☒ **Location Map**

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

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

Take E 3rd st to N commerce Ave. Take VA-55 E to VA-79 N/Apple Mountain RD. Take mcIntosh dr and granny smith rd to rome beauty dr. 16 min total drive time or 7.2 miles

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

Applicant Signature — Date: 4-11-22

Property Owner Signature — Date: 4-11-22

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

BK 423 . 341

HOUSE LOCATION SURVEY

APPLE MOUNTAIN LAKE

SECTION K

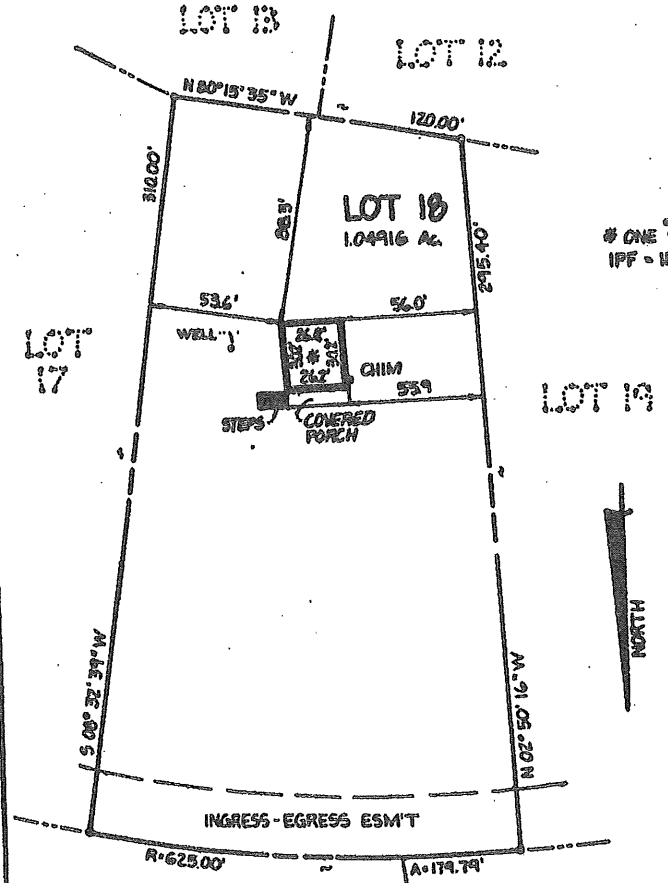
LOT 18

ROME BEAUTY DRIVE

WARREN COUNTY, VIRGINIA

COMMONWEALTH OF VIRGINIA
JOHN E. KROUATH
No. 14368
3-7-90
LAND SURVEYOR

NO TITLE REPORT FURNISHED



THIS PROPERTY DOES NOT LIE WITHIN A H.U.D. DESIGNATED SPECIAL FLOOD HAZARD AREA.

SURVEYOR'S CERTIFICATE

I hereby certify that the position of all existing improvements on the above described property has been carefully established by a transit-tape survey that unless otherwise shown, there are no encroachments.

Charles P. Johnson & Associates, P.C.
PLANNERS ENGINEERS LANDSCAPE ARCHITECTS SURVEYORS
9200 PEPPERS FERRY • SUITE 210 • FAIRFAX, VIRGINIA • 22030
SILVER SPRING, MD

Reference	Drn. By: SRC	Chk. By.
DB 179	Date: 12-9-89	File No.
PG 81	Scale: 1"=50	89-003-99

Property Management Plan

Home: 499 Rome Beauty Drive, Linden VA 22642

Primary Property Manager: Joseph Muniz 202.497.8321 | Funktribe@gmail.com

Property Services Team

- Property Manger: Anjelica Ruda 607.738.1215
- Cleaning Lead: Jaciel Suarex-Figueroa: 304.995.9934
- Lawn Care: Tyler Wright 540.692.2079
- Local Handy Man: Tyler Wright 540.692.2079
- Pest Control: Best Exterminating Services 540.635.8930

IN CASE OF AN EMERGENCY

If there is an emergency, or there are questions in regards to the property, please contact Joseph Muniz at 202.497.8321 or funktribe@gmail.com. If the emergency requires immediate assistance please call 911. Joseph Muniz is the principal owner and may utilize contractors for specific emergency situations.

- Warren County Sheriff's Department: 540-636-7100, 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. (NEED TO ADD DISTANCE AND CHECK)
- Warren Memorial Hospital: 540-636-0300 or 911, 1000 N Shenandoah Ave, Front Royal, VA 22630
- Electronical outage: Rappahannock Electric Cooperative at 800.552.3904

DIRECTIONS

From 66 take exit toward VA-79/VA-55/Linden/Front Royal. You will want to turn on Apple Mountain road to go up the mountain (left or right depending which way you are coming down 66. If you see gas stations, you turned the wrong way). Drive up until you hit Granny Smith road and turn left. Drive until you hit Rome beauty dr and turn right. The house will be on your left after you pass Stayman Turn Court road via the long driveway.

OCCUPANCY

The Condition use permit and health department records limit the occupancy for this short-term rental at six (6) people and two (3) bedrooms.

Noise

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

Parking

Parking is limited to Two (2) cars in the driveway. Under no circumstances should cars park along the roadway.

TRASH AND RECYCLING

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

Cleaning Services: Apple Vally Waste

CHECK-IN & CHECK-OUT

An online platform will be used which prescreens all guests through 3rd party ID verification ; host may further qualify guests with minimum age requirements, previous host feedback, limit number of guests, and notice of Host Rules which detail expected behavior and care of Property during a guest's occupancy; once a host accepts a reservation, guests are sent a greeting that includes host's full contact detail, property address, and reiterates Host Rules. A second welcome message is sent just prior to the day of check in with lockbox code instructions and reiterates Host's Rules and instructs guests to review Property Guide Book at Property immediately upon access.

Property Guide Book includes Host Rules, emergency contact info, area detail, local business recommendations, internet access, neighborhood rules and detail, and multiple, local, travel brochures and area guides and maps.

WIFI/PHONE/ETC

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

Provider: Comcast

SPECFIC PROPERTY DETAILS

Outside: Property corners are clearly identifiable. All railings on single deck are to code; deck and all improvements are in good, well-maintained condition.

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

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

AREA ATTRACTIONS

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

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

SPECIFIC PROPERTY REGULATIONS

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

- No firearms permitted
- No ATVs
- No Pets
- No loud or amplified music
- Parking in designed areas only
- Outdoor burning and use of fireworks by guest shall be prohibited
- No outdoor trash storage
- No candles
- No smoking indoors
- No unauthorized guests
- No Children

Lord Fairfax Health District

LORD FAIRFAX HEALTH DISTRICT

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

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

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

RE: Request for Comments (2022-06-01)
Owner: Joseph Muniz

Dear Mr. Wendling,

I have reviewed your request for a CUP for a short term tourist rental at 499 Rome Beauty Dr. Linden, VA (Tax Map# 22B-K-18) and I offer the following comments:

1. **There is a Construction Permit, ROI and Operation Permit on file for the referenced property dated 5/18/1989, 12/14/1989 and 3/21/1990 respectively.**
2. **The dwelling is connected to an approved Conventional Onsite Sewage System (COSS). The COSS is designed for Three (3) Bedrooms, Six (6) Occupants and 450 gallons per day.**
3. **This property is connected to a Class IIIB private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 11:22 AM
To: Matt Wendling
Cc: Chase Lenz; Paula Fristoe
Subject: Request for Comments 2022-06-01 – Joseph Muniz – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000184-2022

Comments 2022-06-01 – Joseph Muniz – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000184-2022:

- 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

Respectfully,

Warren County Building Inspections Of

David C. Beahm, CBO
Building Official

220 North Commerce Av
Suite
Front Royal, VA 22

540/636-9
FAX 540/636-4

dbeahm@warrencountyva.gov

www.warrencountyva.gov

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

From: Joey Muniz <funktribe@gmail.com>
Sent: Wednesday, April 6, 2022 1:48 PM
To: Allen Grimm <agrimm@coventrygrp.com>
Subject: Re: Temp Airbnb validation

I, Allen Grimm, CMCA, AMS represent Coventry Group Community Management and the Apple Mountain POA which includes 499 Rome Beauty Drive in Linden, Virginia. I do not see any violation within our POA guidelines for Joey Muniz to use his home for short term rental.

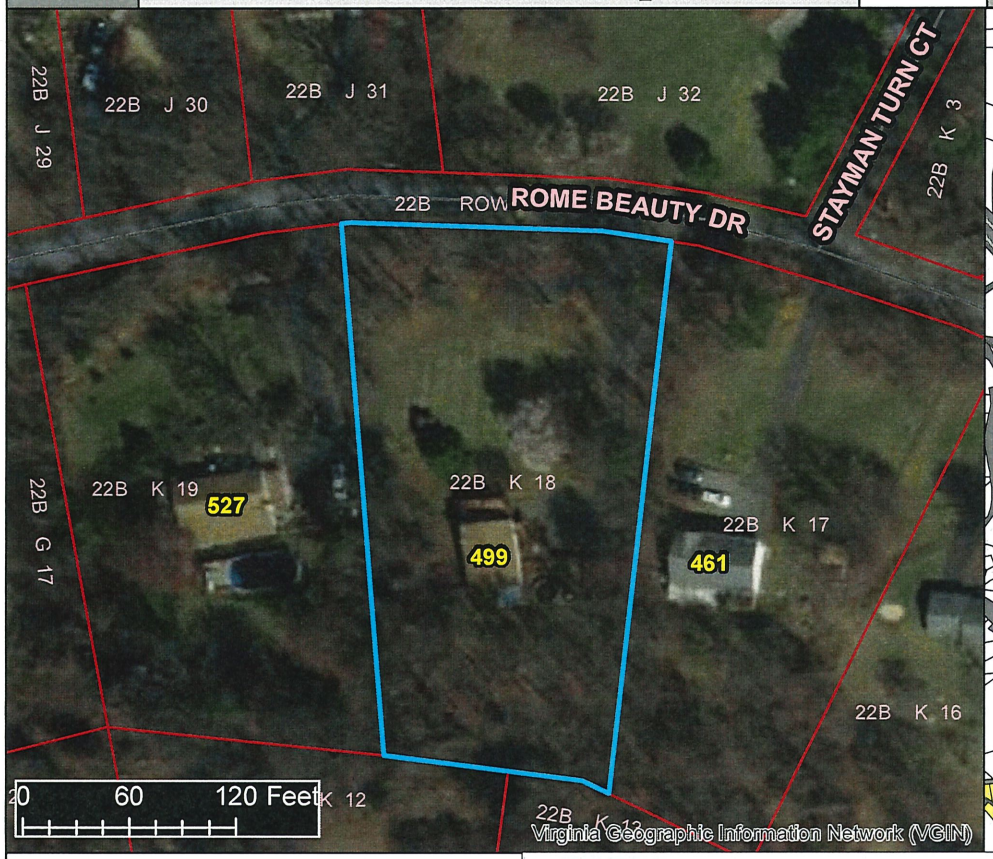
Hope this helps,

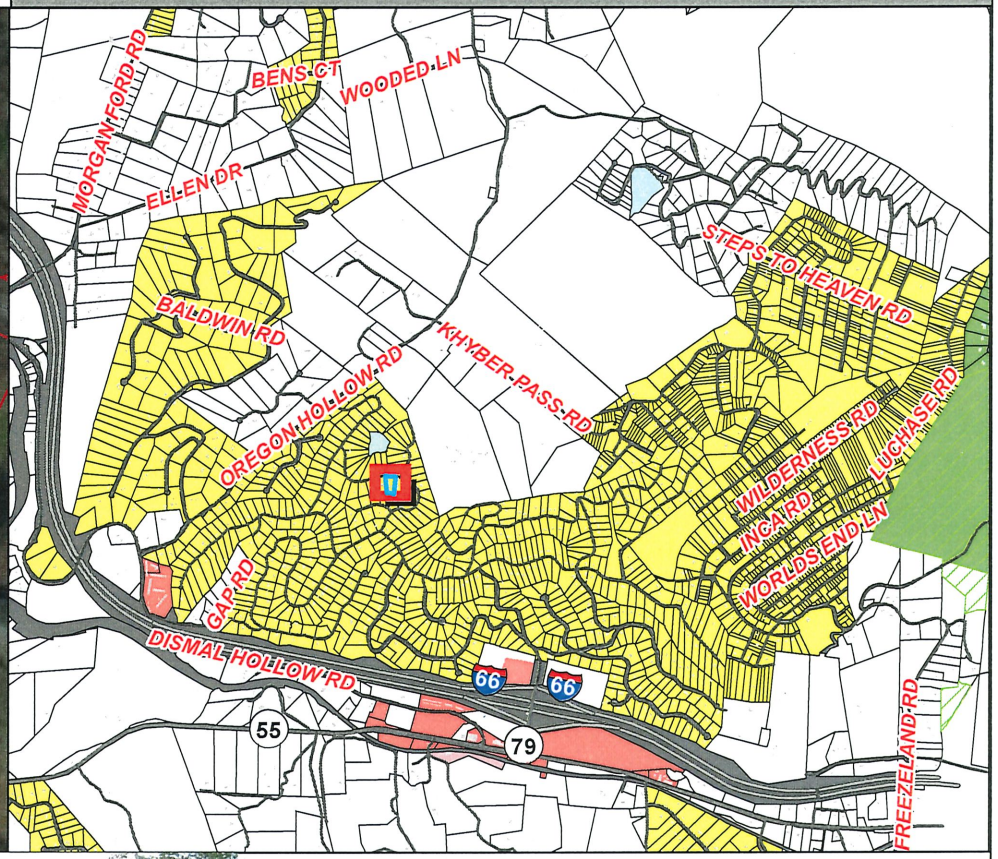
Allen Grimm
540 535-5176

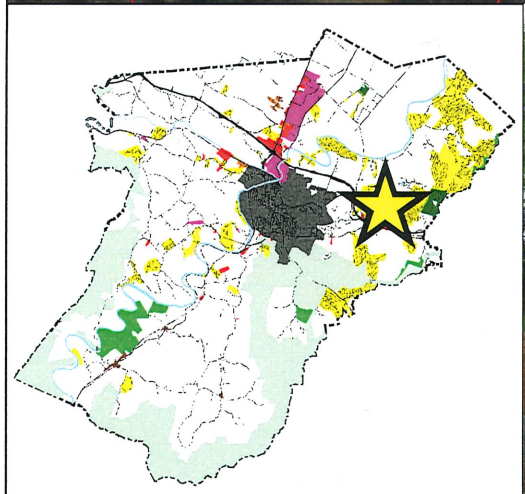
Warren County VA
CUP Location Map

Short Term Tourist Rental
Applicants:Joseph Muniz

TM 22B---K--18
499 Rome Beauty Dr









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
08/02/2022	K-6	Conditional Use Permit #2022-06-02 Yulia Svetlichnaya *Short-Term Tourist Rental*

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

PLANNING COMMISSION STATUS:

On Wednesday, July 13, 2022, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3-0.

RECOMMENDED CONDITIONS:

Staff recommends that if the Board of Supervisors is going to approve of this request that the following conditions should be applied:

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

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

3. The applicants shall 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.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Chase Lenz, CL Zoning Administrator	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit: 2022-06-02 / Short-Term Tourist Rental
Yulia Svetlichnaya, *Current Owner/Applicant*
Prepared: May 31, 2022 **Revised:** July 25, 2022
Staff Contact: Chase Lenz, Zoning Administrator

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a short-term tourist rental for the property she purchased in December of 2021. The applicant would like to make the property available for short-term visitations for guests seeking to enjoy the mountain views and connect with the natural beauty of the Shenandoah National Park and Warren County area. She plans to manage the property personally with assistance from local professional services for cleaning, maintenance, and garbage removal.

PROPERTY INFORMATION

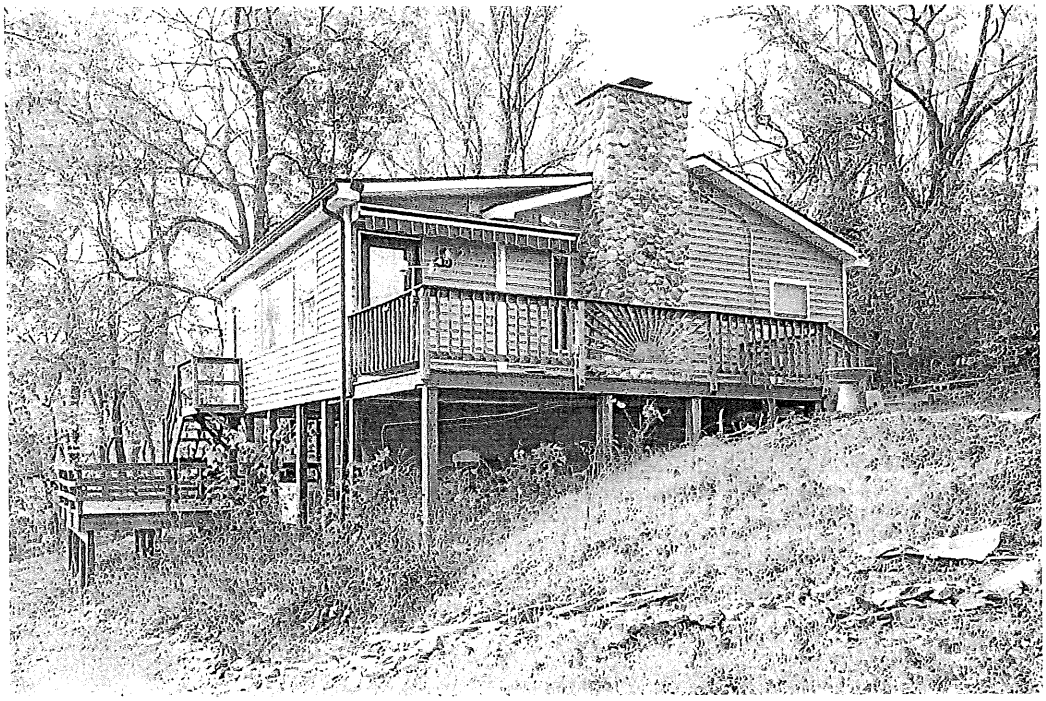
Property Location: 610 Joans Quadrangle Road
Tax Map ID: 15E--6-6-767
Magisterial District: Shenandoah
Subdivision: Shenandoah Farms - Mountain Lake Section
City: Front Royal
Zoning: Residential-One (R-1)
Acres: 0.628 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

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

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential-One zoning district. The dwelling was constructed in 1975 and no zoning violations have been recorded for the property.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

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. **There is a Health Department construction permit on file approving a maximum of four (4) occupants for the dwelling. Warren County Assessment data lists two (2) bedrooms in the dwelling.**

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

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **Existing woodlands partially screen the dwelling on all sides.**

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

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

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

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

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. **Comments have been received from the Property Owners of Shenandoah Farms stating they have no objections to this request.**

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. **The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 152' to the northwest.**

RECOMMENDED CONDITIONS

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

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

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

3. The applicants shall 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.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

Cc: Yulia Svetlichnaya – Owner/Applicant

LETTER OF JUSTIFICATION FOR SHORT-TERM RENTAL PERMIT

To whom it may concern -

Property Address: 610 Joan's Quadrangle Rd Front Royal, VA 22630

I, the homeowner of the above property, request a permit to use this home as a short-term rental at times when I am not using the property myself.

The goal is to provide a quiet cabin for up to six occupants to enjoy the mountain's views and to connect with the natural beauty of the Shenandoah National Park and everything that Front Royal has to offer.

This property will not be used for large gathering and/or special events and shall not exceed the permitted number of occupants of max 6 people. Property has enough parking on the driveway for max of 4 cars and there will be no impact of traffic.

Yulia Svatkovskaya

4/21/2022

WCCUP-000186-2022

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2022-06-02
Date Received: 4-22-2022
Fee Amount: $ 500.00 CK# 350
Date Paid: 4-22-2022

Applicant Information:

Yulia Svetlichnaya
Applicant Name

2190 Cartwright Place | Reston | VA | 20191
Address | *City* | *State* | *Zip*

610 Joans Quadrangle Rd Front Royal, VA 22630
Property Location for conditional use permit if Different than Applicant's Address

202-378-3906 | yulia-s@live.com
Primary Contact Number | *Email*

Property Owner (if same as applicant, leave blank)

Address | *City* | *State* | *Zip*

Primary Contact Number

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

A. Property Information:

(1) Address/Location: 610 Joans Quadrangle Rd Front Royal VA 22630
(2) Election District: Shenandoah Election District
(3) Tax Map Number: 15E 6 6 767
(4) Subdivision Name: Shenandoah Farms
(5) Total Area of Property (acres): .628
(6) Total Area to be Used (acres): .628
(7) Total Road Frontage (feet): 32'5"
(8) Depth of Property (feet): 28'2"
(9) Present Zoning: Residential-one (R-1)

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Short-Term Tourist Rental

(2) Current land use and condition of site: Residential (Single-Family Dwelling)

(3) Zoning of surrounding land/property: Residential-One (R-1)

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

(5) Construction Time: n/a

(6) Season, days, and hours of operation: year-round

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

(8) Has there been any prior application for a conditional use permit/variance for this property? (If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Board of Supervisors and a description of the request.) n/a

(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 ppl max

(12) Number of parking spaces to be provided: Regular 3 Handicap _____

(13) What is the proposed landscaping and buffering for this property?
Trees around the yard, grass throughout the yard, flowers bed around the house, no fence

C. Plans Prepared By

Name: yulia svetlichnaya

Address: 2190 cartwright place reston va 20191

Telephone Number: 202-378-3906

D. Environmental Information

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

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) _____

No

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

No

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

N/A

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

No

(6) What will be the impact on traffic? _____

no impact

(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. _____

Typical light on the front and side of the house

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

☐ **An application fee of $500.00.**

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

☐ **A Statement of Justification**

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

☐ **A Site Plan/Survey.**

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

☐ **Sewage Disposal and Well Site.**

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

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

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

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

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

☐ **Environmental and Community Impact Statements**

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

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

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

☐ **Location Map**

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

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

Take E 3rd St to N Commerce Ave

Head north toward E 3rd St

Turn right onto E 3rd St

Take Happy Creek Rd and State Rte 624 to State Rte 643

Follow State Rte 643, State Rte 603 and State Rte 638 to Joans Quadrangle Rd

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.

4/21/2022

Applicant Signature Date

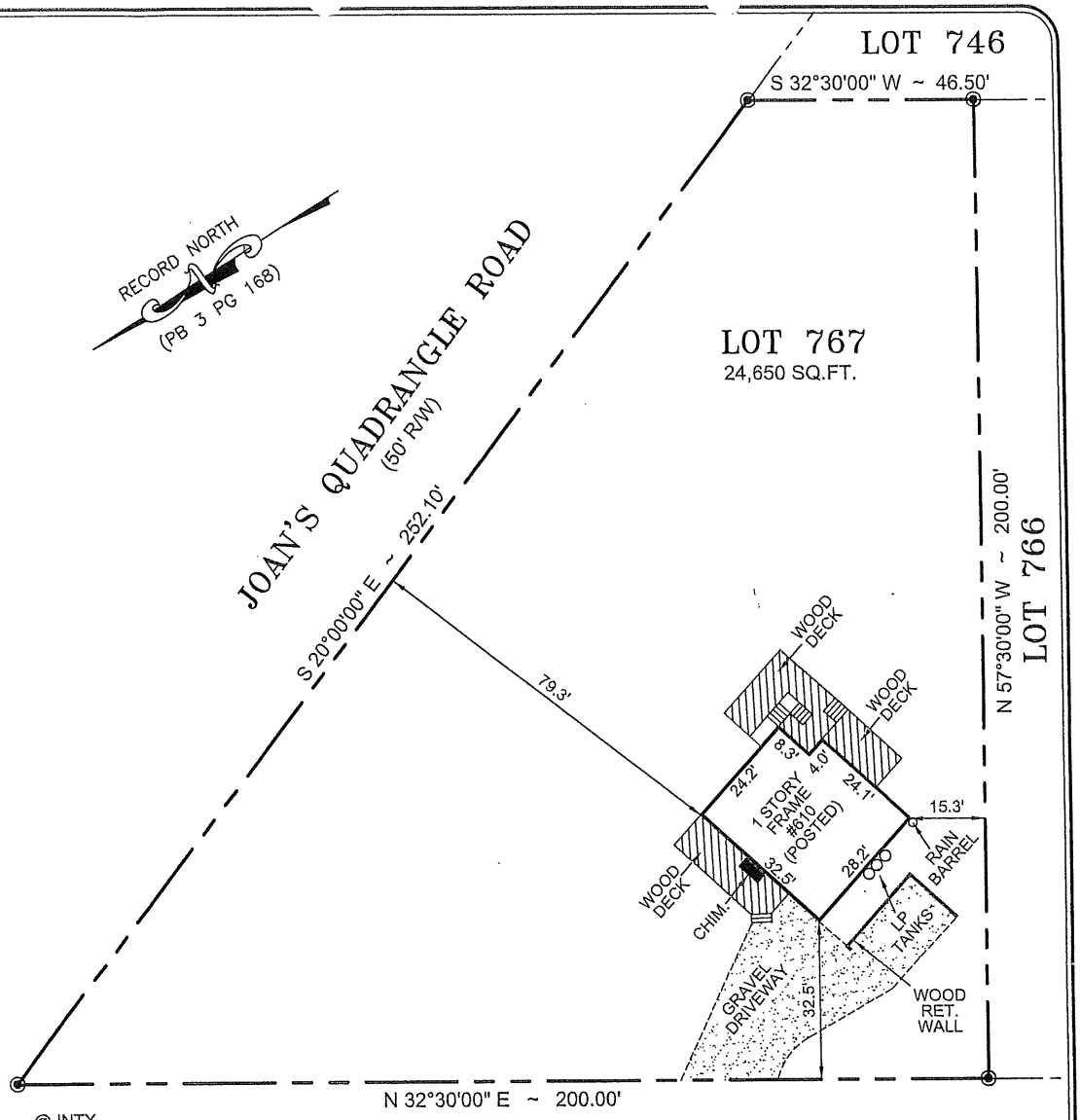
4/21/2022

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



1) THIS PROPERTY IS SHOWN ON WARREN COUNTY GPIN NO. 15E-6-6-767.
2) THE IMPROVEMENTS DELINEATED HEREON FALL ENTIRELY WITHIN ZONE "X" (AREAS OF MINIMAL FLOOD HAZARD) AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP #51187C-0150C DATED: JUNE 3, 2008.
3) THE IMPROVEMENTS SHOWN HEREON HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT SURVEY USING MODERN SURVEY METHODS AND UNLESS OTHERWISE SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS.
4) FENCES SHOWN, IF ANY, ARE FOR INFORMATION ONLY AND DO NOT REFLECT OWNERSHIP.
5) NO TITLE REPORT FURNISHED. EASEMENTS MAY EXIST WHICH ARE NOT SHOWN HEREON.
6) IPF ◉ DENOTES IRON PIN FOUND.

PREPARED FOR

VESTA SETTLEMENTS

SCALE: 1" = 30' *NOVEMBER 10, 2021* *FOR: SVETLICHNAYA*

NO TITLE REPORT FURNISHED
THIS IS NOT A BOUNDARY SURVEY

COMMONWEALTH OF VIRGINIA
11/10/21
H. CHRISTOPHER HUGHES
H Christopher Hughes
Lic. No. 002414
LAND SURVEYOR

PHYSICAL IMPROVEMENT SURVEY

LOT 767 MOUNTAIN LAKE SECTION 6

SHENANDOAH FARMS

PLAT BOOK 3 PAGE 168
SHENANDOAH FARMS MAGISTERIAL DISTRICT
WARREN COUNTY, VIRGINIA

THIS SHEET IS USED FOR BOTH SURVEY & ARBORIST PURPOSES

BL SURVEY ARBORIST
BLSURVEYARBORIST@GMAIL.COM [PH] 703-624-4821
GAINESVILLE VA

CERTIFIED ARBORIST ISA
ISA #4555

DISPOSAL SYSTEM NCmall5E

ISES © 767-2 ✓ Date 8-13-82 Case No. 000338 39

Owner James Murphy Address 2132 Freda Dr. (Mailing Address) Phone

Occupant Address Vienna, Va. 22101 (Mailing Address) Phone

Exact Location of Premises Lot 767 Mtn. Lake Sec II, Sleepy Hollow Subd.
(Subdivision, Street or Road Name, Section or Lot No.)

WATER SUPPLY INSPECTION

Installed according to Permit Design ☑ Yes ☐ No. Distance to nearest House Sewer 50 feet. Distance to nearest Sewage Disposal System 100 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 75 feet. Trees X feet. Water Supplies 100 feet. Buildings 120 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 (Describe)

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

(4) HOUSE SEWER LINE
Installed ☑ Yes ☐ No. Type of material Sch 40 Size 4 Inches.

(5) SEPTIC TANK
Constructed of Concrete (Kind of Material)
Inside Dimensions Length 6 feet. Width 4 feet.
Liquid Depth 4½ feet. Depth of Air Space 12 inches.
Inside Fittings comply with requirements ☑ Yes ☐ No.

(6) DISTRIBUTION BOX
Watertight and equal surcharge to each line by Water Test ☑ Yes ☐ No. Distribution Box provided with 2 (Number) extra outlets for future use.

(7) SUBSURFACE ABSORPTION FIELD
Total Area in bottom of ditches 1200 square feet.
Number of ditches 5 Length of ditches 50 feet.
Grade of ditches Minimum 2 Inches per 100 feet.
Maximum 4 inches per 100 feet. Has system been checked by instruments (Level) ☐ Yes ☐ No.
Type aggregate used crushed stone
Depth of aggregate under Tile 6 inches
Total depth of aggregate 13 inches
Depth of backfill over aggregate 11 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 P.O. Box 56, Front Royal, Va. 22630 Phone 635-5464

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

Date 8-13-82 Signed Walter P. Bailey Jr. (Sanitarian)

Date Approved (Reviewing Authority)

With proper maintenance, approved Sewage Disposal systems may be expected to function satisfactorily, provided no overloading or physical damage occurs to the system. Remarks:

Virginia Department of Health
LHS-141 Rev. 1/76

V

PERMIT TO INSTALL ☒ REPAIR, ☐ REASONS FOR REJECTION ☐ 15E
WATER SUPP ☐ SEWAGE DISPOSAL SYSTEM ☒ 2

(1) Void after (12) twelve months. (2) Automatically cancelled when site conditions are changed from those shown on permit.
(3) Automatically cancelled should facts later become known that a potential hazard would be created by continuing installation. 767

FHA/VA ☐ Yes ☐ No Date 20 Jan 76 Case No.

Owner James Murphy Address 2132 Freda Dr (Mailing Address) Phone

Occupant Address Vienna VA 22101 (Mailing Address) Phone

Exact Location of premises Lot 767 Mt Eagle Sec VI Shenfarms Subd. (Subdivision, Street or Road Name, Section or Lot No.)

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

(1) WATER SUPPLY (Existing) Class Approved Yes ☐ No ☐ Other
(To be installed) Class III Cased ft. to be grouted ft.
(Unless supported by positive evidence Class III is to be considered as to be installed.)

(2) SOIL STUDY Naturally drained, suitable by sight ☒ Yes ☐ No Technical Classification Blue stone (If Known)
Estimated Percolation Rate 1-10 ☐ 11-25 ☐ 26-50 ☒ > 51 ☐ Percolation Test Required ☐ Yes No ☒ Rate (Minutes per inch) (Minutes per inch to nearest 10 minutes)
Depth to Grey Mottles 730 inches (estimate over 4 ft.) OTHER
Surface drainage required ☒ Yes ☐ No OTHER DRAINAGE

(3) HOUSE SEWER LINE Size 4 inches. Type of material required CI OR Comparable Material. Distance from Water Supply feet.

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

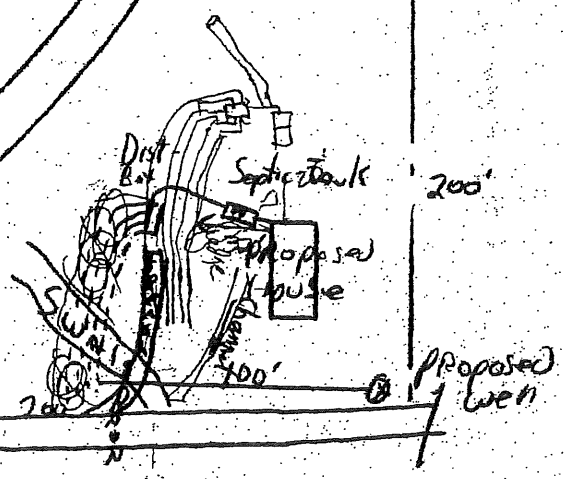
SUBSURFACE ABSORPTION FIELD Number of square feet required 900 Type aggregate required #5 stone
(5) Depth of aggregate from base of tile to bottom of ditches 6 inches. 1200 WB Allowable fall 2 to 4 inches.
Total aggregate minimum depth 13 inches or more. Depth of drainfield to be 24 inches from surface of original ground.
Distance from well to septic tank 50 feet; distance from well to drainfield 100 feet.

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

4/75 Tnfs
3' wide
24" deep
9' on Centers
Installed along
Surface contours
100' from all
Water Supplies

French Drain
4' deep
3' wide
#2 stone filled
Installed before
Drainfield is
Inspected and
approved

WB 8-13-82



update revised
7-16-82
7-16-83
W.B. Bowles, Jr.

NOT Drawn to Scale

Representative feet
Owner
Signature

feet

Note: Owner or his agent must notify Warren County Health Department, Phone 635-2721 when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

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

Date Approved (Reviewing Authority) Date 20 Jan 76 Signed James V. DeBerry Jr (Sanitarian or Health Director)

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

DUPLICATE

PROPERTY MANAGEMENT PLAN

610 Joans Quadrangle Rd, Front Royal, VA 22630

Prepared and managed by Yulia Svetlichnaya, cell: 2023783906, email: Yulia-s@live.com

THE SPACE:

Property capacity and guest restrictions

The property is best suited for 4 people, as there are 2 bedrooms featuring queen-size bed and full-size bed. However, the house can accommodate up to 6 people, with a queen-size sleeper sofa in the living room. Only guests included in the booking record are allowed on the premises, and violations of this rule will result in the immediate eviction of all visitors **without a refund**. Therefore, it is important to include the correct number of guests in the reservation, so please update accordingly if that number changes after your initial booking. The number of guests is strictly limited to 6.

This property is NOT suitable for:

a) parties (over 6)
b) smokers (inside)
c) kids (under 5). The house is CHILD-FRIENDLY, BUT NOT CHILDPROOF

Pets

Pets are permitted in or around the property with a $50 fee and pre-approval. Booking is required a photo, age, and relevant details for your pet(s), knowing that all four-legged friends must be always well-trained and **on leash at all times.**

Property quiet hours

Property quiet hours are 10pm to 6am are dictated by county ordinance and enforced by local police. If law enforcement responds to a noise complaint, every individual on the property may face a misdemeanor criminal charge and be subject to a county fine of $250. Failure to abide by the county noise ordinance will result in the immediate termination of the stay without a refund.

No fireworks

Fireworks are strictly prohibited on the grounds, and guests who violate this rule will be required to vacate the property without a refund and face subsequent fines.

No ATVs

ATVs are strictly prohibited on the grounds, and guests who violate this rule will be required to vacate the property without a refund and face subsequent fines.

No Firearms

The discharge of firearms is absolutely prohibited on this property, and guests who violate this rule will be required to vacate the property without a refund and face subsequent fines.

Trash

A garbage bin enclosure is located outside the property. All trash bags must be left inside the trash bins, and always ensure the garbage bin enclosure is properly locked. Due to abundant wildlife, absolutely no trash should be left anywhere outside.

Parking

Parking is available at the property and limited to 3 cars in the driveway. Under no circumstances should cars park along the roadway. **THERE IS NO RV PARKING AT PROPERTY OR ON ROAD BY PROPERTY.** Guests with RVs will have to make alternative parking arrangements.

WiFi & Cell Service
Property will have free internet for all guests. Cell service is good at the property. Property Guide Book will provide WiFi information

Check in and check out
Self-check in with keyless lock. Passcode will be emailed to the guest for the time of the stay

Security cameras on property
Cameras are located outside to help ensure guest safety. However, please know that there are no cameras inside the house for the guest's privacy.

Smoke alarm
There are two alarms inside the house. One in main bedroom and one in the living/dining room area

Carbon monoxide alarm
There are two alarms inside the house. One in main bedroom and one in the living/dining room area

Other things to note:
There are two Fire extinguishers and First aid kit inside the house.

OTHER PROPERTY DETIAILS:

- Guest rules and regulations will be emailed upon booking. Property Guidebook is also located on premises.
- Detailed drive directions will be emailed upon booking.
- House amenities includes a fully stocked-kitchen, beds and fresh linen services, a washer/dryer, wood burning fireplace, and fully furnished living space. AC, electric and all plumbing in good, well-maintained condition.
- Property inspection will be completed after every stay by trained cleaning team
- Routine inspection of the property will be completed on bi-monthly basis and routine maintenance will be done on as needed basis.
- Property Guidebook will list Host's Recommendations promoting local attractions, restaurants, wineries & breweries and local events. This list will also be emailed upon booking

IN CASE OF AN EMERGENCY

If there is an emergency or there are questions in regard to the property, please contact

Yulia Svetlichnaya @2023782906 or Yulia-s@live.com

If the emergency requires immediate assistance, please dial 911

Local emergency departments (also listed in Guest Guide):

Warren County Sheriff's Office: (540) 635-4128 Located at: 200 Skyline Vista Drive, Front Royal, VA 22630

Warren County Fire and Rescue: (549) 636-3830 Located at: 200 Skyline Vista Drive, Front Royal, VA 22630

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

Lord Fairfax Health District

LORD FAIRFAX HEALTH DISTRICT

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

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

RECEIVED
JUN 10 2022
BY: .....

Chase Lenz, Zoning Administrator
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2022-06-02)
Owner: Yulia Svetlichnaya

Dear Mr. Lenz,

I have reviewed your request for comments for a Short Term Rental at 610 Joans Quadragle Rd. Front Royal, VA (Tax Map# 15E-6-6-767) and I offer the following comments:

1. **There is a Construction Permit and ROI on file for the referenced property dated 1/20/1976 revalidated 7/16/1982 and 8/13/1982 respectively.**
2. **The dwelling is connected to an approved Conventional Onsite Sewage System (COSS). The COSS is designed for Two (2) Bedrooms, Four (4) Occupants and 400 gallons per day.**
3. **The dwelling is connected to a Class III private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 3:23 PM
To: Chase Lenz
Cc: Veronica Diamond; Paula Fristoe
Subject: Request for Comments 2022-06-02 – Yulia Svetlichnaya – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000186-2022

Comments 2022-06-02 – Yulia Svetlichnaya – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000186-2022:

NOTE: Two outstanding permits will need to be addressed prior to approval for this request can be given. Permit 565-2013 for electrical was never completed and permit 537-2016 for gas work was never completed. Owner/applicant can contact the office to address taking care of this items:

- 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

Respectfully,

Warren County Building Inspections Of

David C. Beahm, CBO
Building Official

220 North Commerce Ave
Suite
Front Royal, VA 22

Chase Lenz

From: P.O.S.F BUSINESS <shenandoahfarms@comcast.net>
Sent: Thursday, May 26, 2022 12:09 PM
To: Chase Lenz; Chase Lenz
Subject: 610 Joans Quad

We have no objections to this request.

Respectfully,

Property Owners of Shenandoah Farms

6401 Howellsville Road

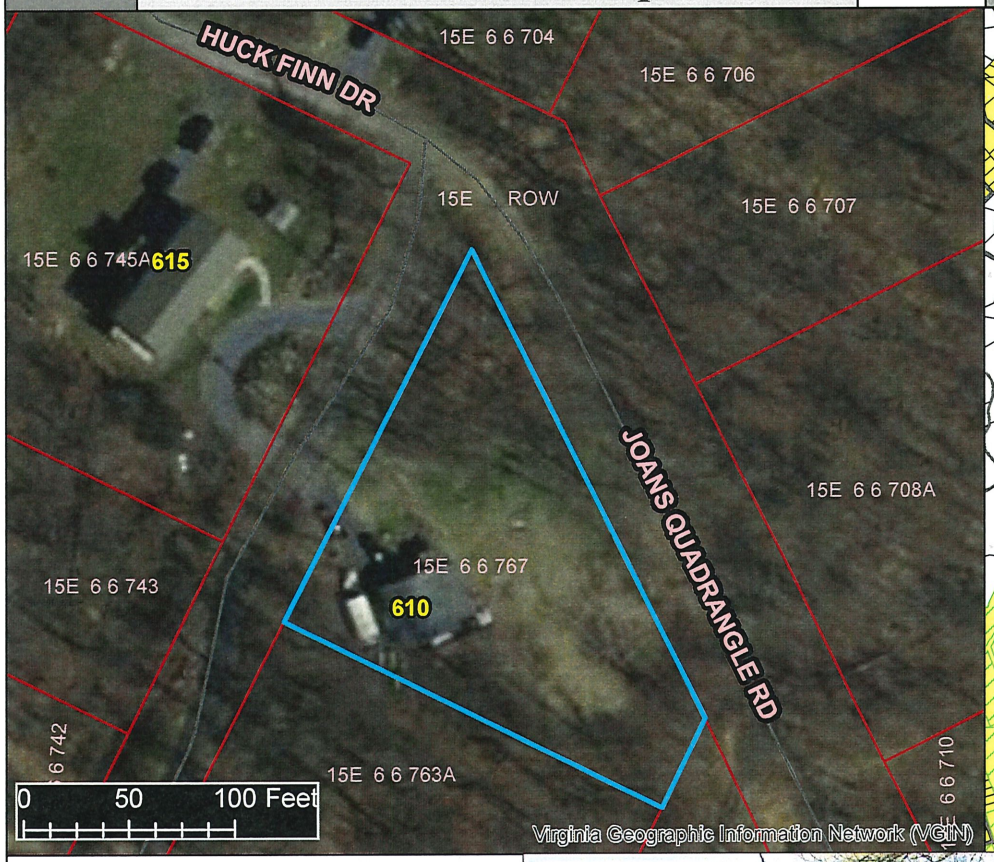
Front Royal, VA 22630

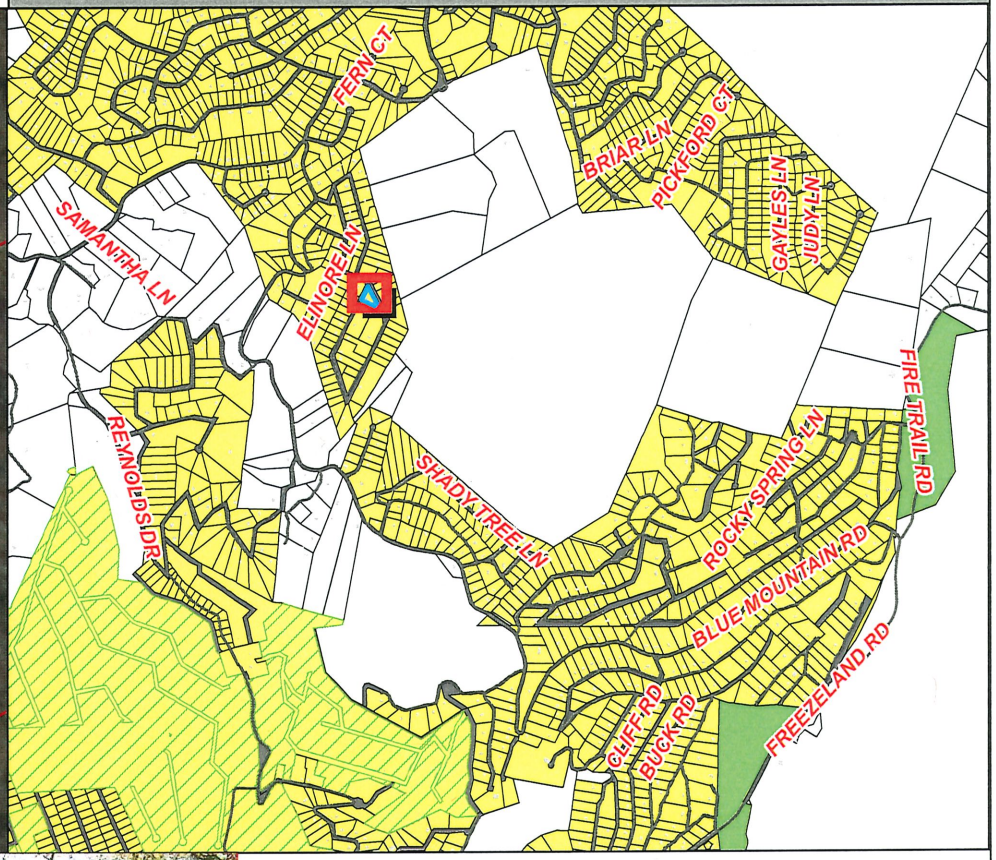
(540) 837-2068

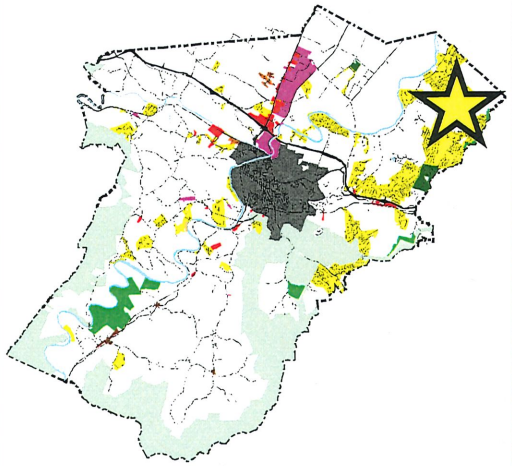
Warren County VA
CUP Location Map

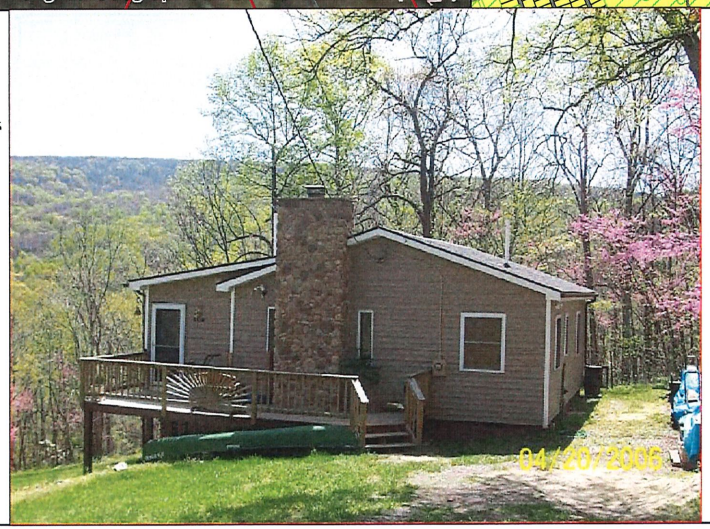
Short Term Tourist Rentals
Applicants: Yulia Svetlichnaya

TM 15E--6-6-767
610 Joans Quadrangle Rd









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
08/02/2022	K-7	Conditional Use Permit #2022-06-03 Thomas Cho *Short-Term Tourist Rental*

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

PLANNING COMMISSION STATUS:

On Wednesday, July 13, 2022, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3-0.

RECOMMENDED CONDITIONS:

Staff recommends that if the Board of Supervisors is going to approve of this request that the following conditions should be applied:

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

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

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

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

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.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Chase Lenz, CL Zoning Administrator	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit: 2022-06-03 / Short-Term Tourist Rental
Thomas Cho, *Current Owner/Applicant*
Prepared: May 31, 2022 **Revised:** July 25, 2022
Staff Contact: Chase Lenz, Zoning Administrator

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a short-term tourist rental for the property he purchased in March of 2022. The applicant would like to make the property available for short-term visitations for guests of the Shenandoah National Park and Warren County area when he is not hosting his out-of-state family. He plans to manage the property personally.

PROPERTY INFORMATION

Property Location: 4359 Remount Road
Tax Map ID: 39F--1-----7A
Magisterial District: South River
Subdivision: Bear Hollow Ridge

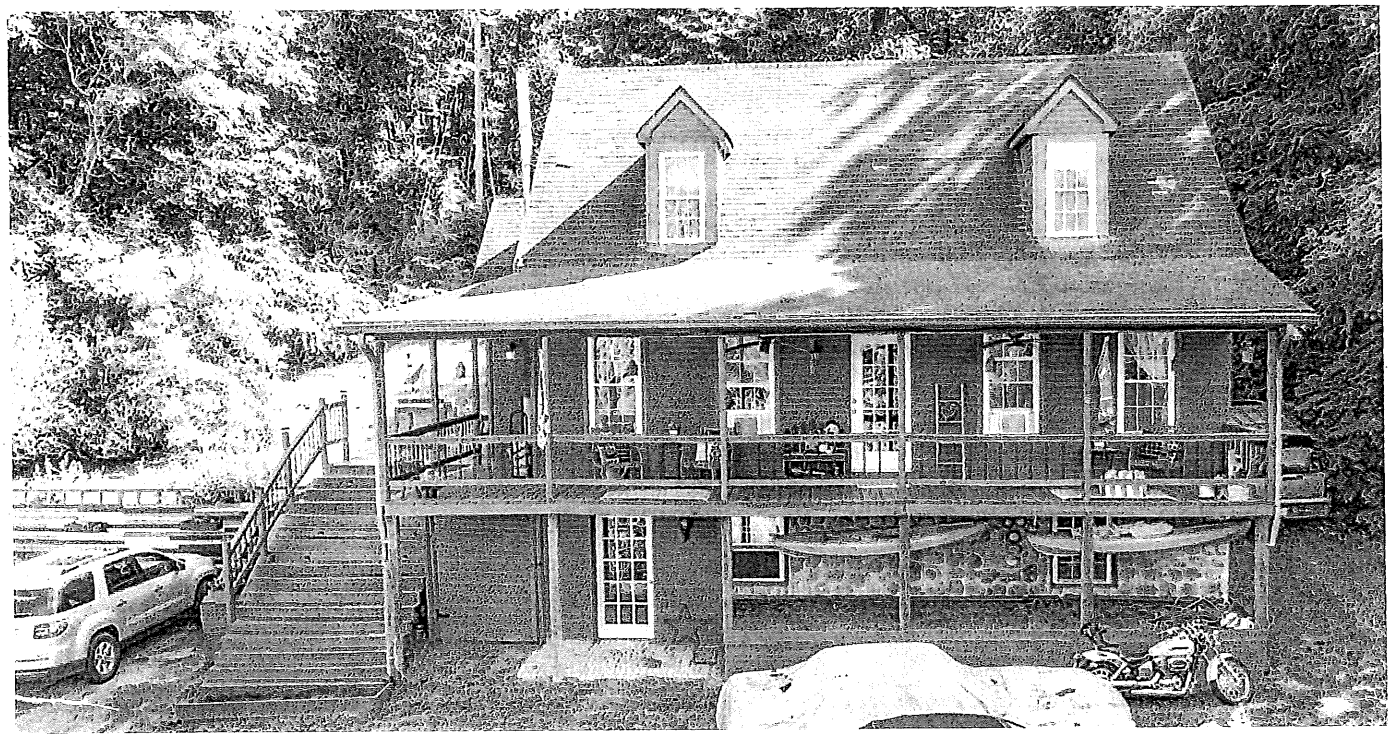
City: Front Royal
Zoning: Agricultural (A)
Acres: 1.88 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A) — Use: Single Family Dwelling
South: Agricultural (A) — Use: Single Family Dwelling
East: Agricultural (A) — Use: Single Family Dwelling
West: Residential-One (R-1) — Use: Single Family Dwelling

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Agricultural zoning district. The dwelling was constructed in 1990 and no zoning violations have been recorded for the property.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

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. **There is a Health Department operation permit on file approving a maximum of six (6) occupants for the dwelling. Warren County Assessment data lists four (4) bedrooms in the dwelling.**

C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all rights-of-way and in yards. **There is sufficient parking for at least six 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. **Existing woodlands partially screen the dwelling on all sides.**

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

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

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

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

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. **The subject property is not in a subdivision governed by an HOA/POA.**

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. **The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 115' 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 applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.

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

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

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

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.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

Cc: Thomas Cho – Owner/Applicant

A statement of Justification for Short-Term Tourist Rental

Thomas Cho
4359 Remount Rd.,
Front Royal, VA 20190
green4000@gmail.com
517-802-8813

Dear Planning Commission,

My name is Thomas Cho, the current owner of 4359 Remount Rd, Front Royal, VA 22630.

I have two reasons why I want to use my property as a Short-Term Tourist Rental.

Old Rag trail is my favorite mountain trail in Shenandoah National Park. I've hiked over 50 times and love visiting the park every chance I get. However, when I wanted to visit Shenandoah National Park for longer than a day or two, I had a hard time finding a hotel/motel room that was decently priced during peak time (i.e., fall foliage). Those holiday times seem to be overcrowded and unable to find a place to stay overnight. That's when I thought about using my property as a short-term rental to accommodate someone like my friends and me to provide a place to stay during the busy season.

Also, my family lives in all different states. My parents live in Texas. One of my sisters lives in Colorado Springs, and the other one in Toronto, CA. It's been challenging to find a place to get together and spend quality time as a family. When I moved into this house, I knew this would be where everyone could get together, and it didn't feel like we were cramped in a small place (this property has four bedrooms and 3.5 bathrooms with a finished basement). When my family members are not visiting the house, I plan to rent it out to short-term guests. This will help me offset the cost of my mortgage payment.

If your team can consider my application, it would be greatly appreciated.

Best regards,

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2022-06-03 (187-2022)
Date Received: 4-28-2022
Fee Amount: $ 500.00
Date Paid: 4-28-2022

Applicant Information:

Thomas Cho
Applicant Name

4359 Remount Rd	Front Royal	VA	22630
Address	*City*	*State*	*Zip*

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

517-802-8813	green4000@gmail.com
Primary Contact Number	*Email*

Property Owner (if same as applicant, leave blank)

Address	*City*	*State*	*Zip*

Same as above
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: 4359 Remount Rd, Front Royal, VA 22630

(2) Election District: South River

(3) Tax Map Number: 39F-1-7A

(4) Subdivision Name: Bear Hollow RIdge

(5) Total Area of Property (acres): 1.88

(6) Total Area to be Used (acres): 0.1

(7) Total Road Frontage (feet): 150.00 ft

(8) Depth of Property (feet): 202.2 ft away from Remount Rd or 562.98 ft away from Bear Hollow dr.

(9) Present Zoning: Agricultural

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Short-Term Tourist Rental

(2) Current land use and condition of site: Residental use Good condition

(3) Zoning of surrounding land/property: Agricultural

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

(5) Construction Time: 2 months of regular repair

(6) Season, days, and hours of operation: 4 seasons, 7 days a week and 24 hr per day

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

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

(9) Number of full time employees: 0

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

(11) Number of persons to be served by the sewage disposal system: 10

(12) Number of parking spaces to be provided: Regular 6 Handicap N/A

(13) What is the proposed landscaping and buffering for this property?

Planning on planting green giants/Emerald Green Arborvitae trees against neighboring property lines to prevent any possible noise, light or other elements. The above proposed trees create natural sound barrior and provide full privacy of the quality of dense and evergreen shrubs

C. Plans Prepared By

Name: Thomas Cho

Address: 4359 Remount Rd, Front Royal, VA 22630

Telephone Number: 517-802-8813

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, it shouldn't impact the community of the environment as both neighboring houses are at least 150 ft away
House on the right is 226 ft away and left is 150 ft away
Also, this property has it's own septic system and not sharing with any neighboring houses

(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?)

There shouldn't be excessive debris generated from the short-term rental.

All regular trash and recycle will be stored in the designated trash and recycle bin until they get picked up each week for disposal to Front Royal Waste Disposal & Recycling Center (Riverton Rd, Front Royal, VA 22630)

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

There will be absolutely no hazardous substances be used or stored on the property

(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. 1 Fireplace, 1 enclosed fire pit and propane gas for grilling

(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.)

There will be no electrical or electronic activity that interfere with local communications.

(6) What will be the impact on traffic?

No impact on the main road, but the road easement exist with one neighboring house. I will be maintaining the road that is in the easement (sharing about 25 ft long drive way before the split)

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. Yes, There will be exterior LED lighting on the back side of the house.

50 lights (1W per bulb, total of 50 Wattage)

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.**

As soon as you exit ouf of Warren County Govt. Center on N Commerce Ave., you will head south on Commerce Ave. until it turns into Remount Rd (0.4 miles). Continue go south on Remount Rd for about 5 miles until you see Summit Point Dr on the left side of the road. Once you pass the Summit Point Dr., you are only 0.2 miles away from the house on the left. It has two red and one blue reflector that indicates the side road to the property

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: 4/18/2022

Property Owner Signature — Date: 4/18/2022

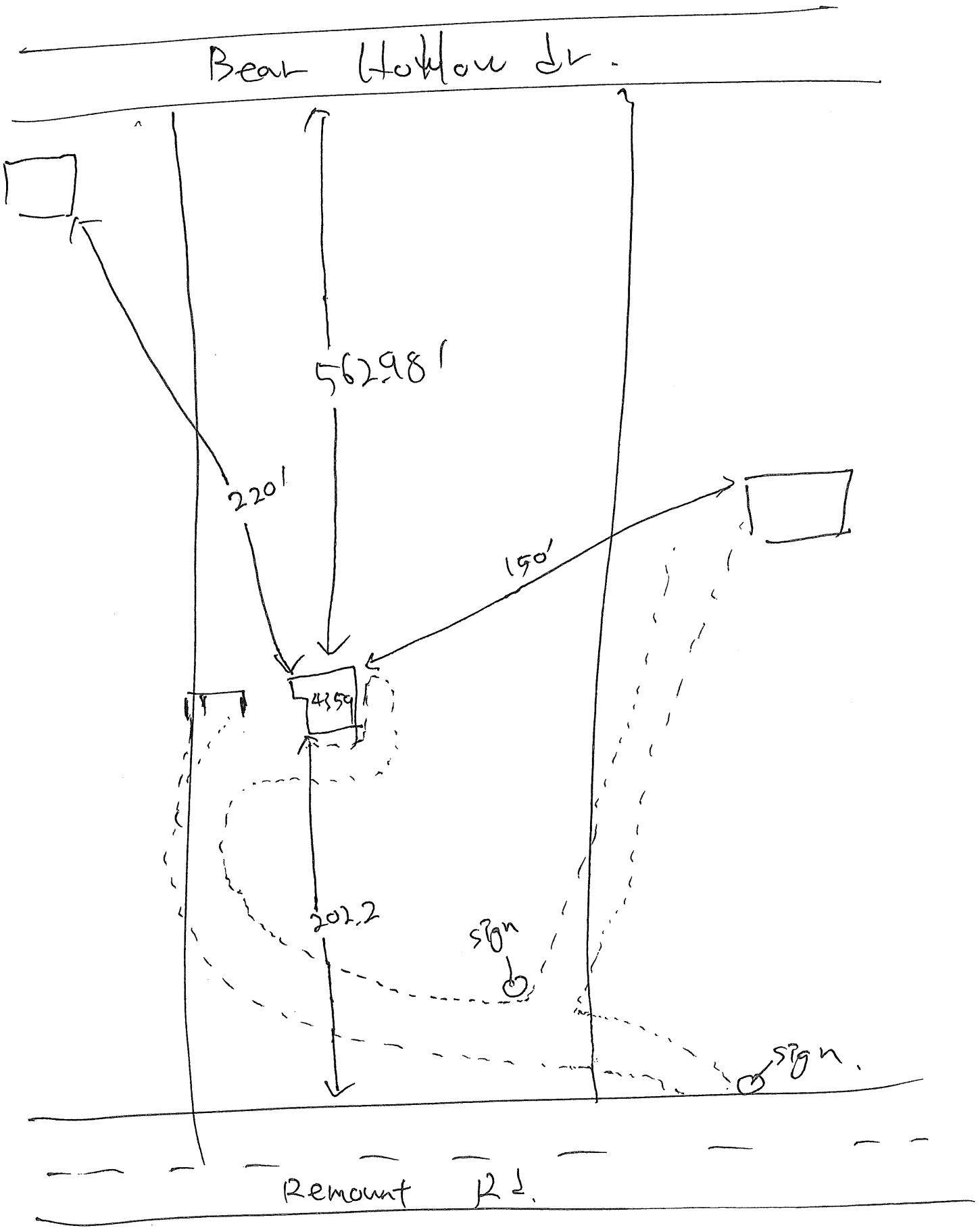
Accepted by: _____ Date: 4-28-2022

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

No exisiting HOA nor POA

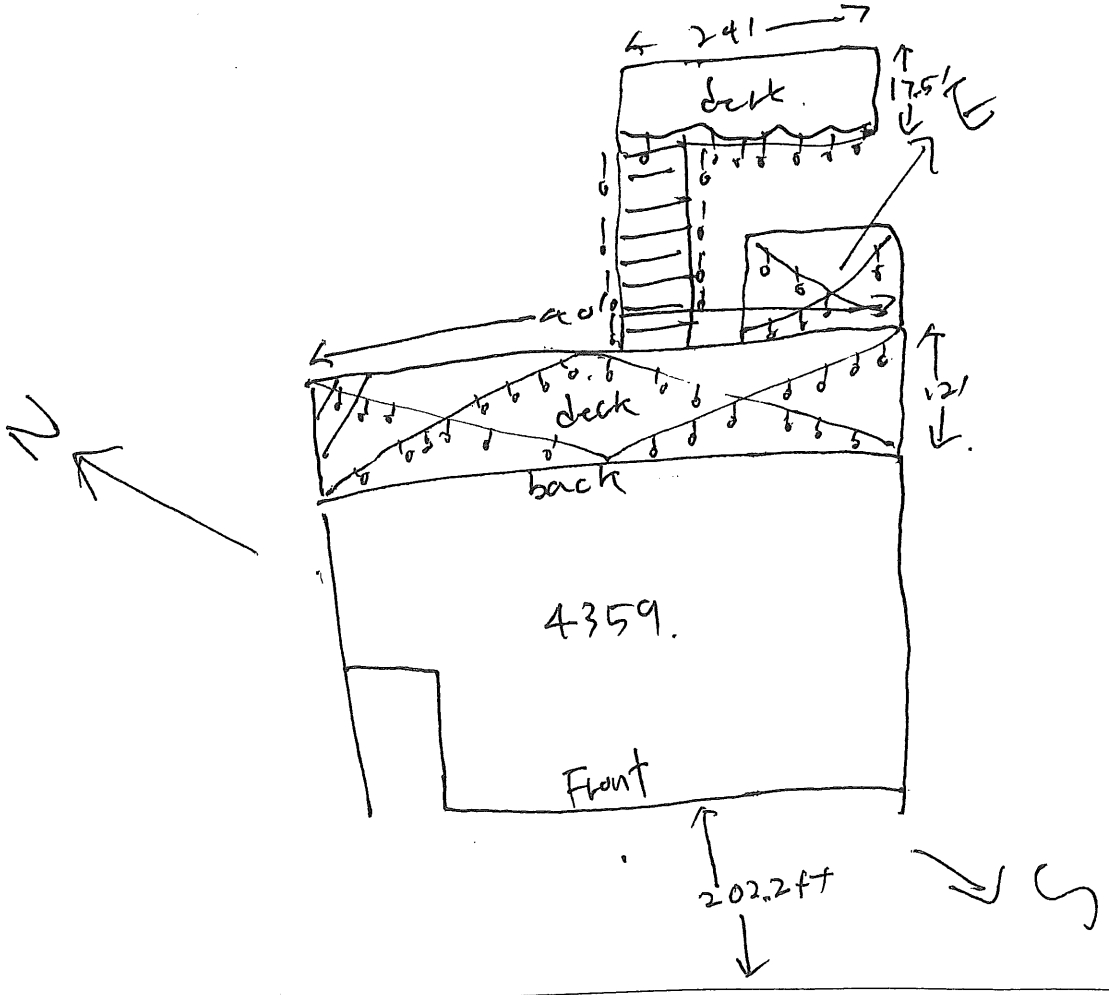
Site Plan.



4359 Remount Rd.

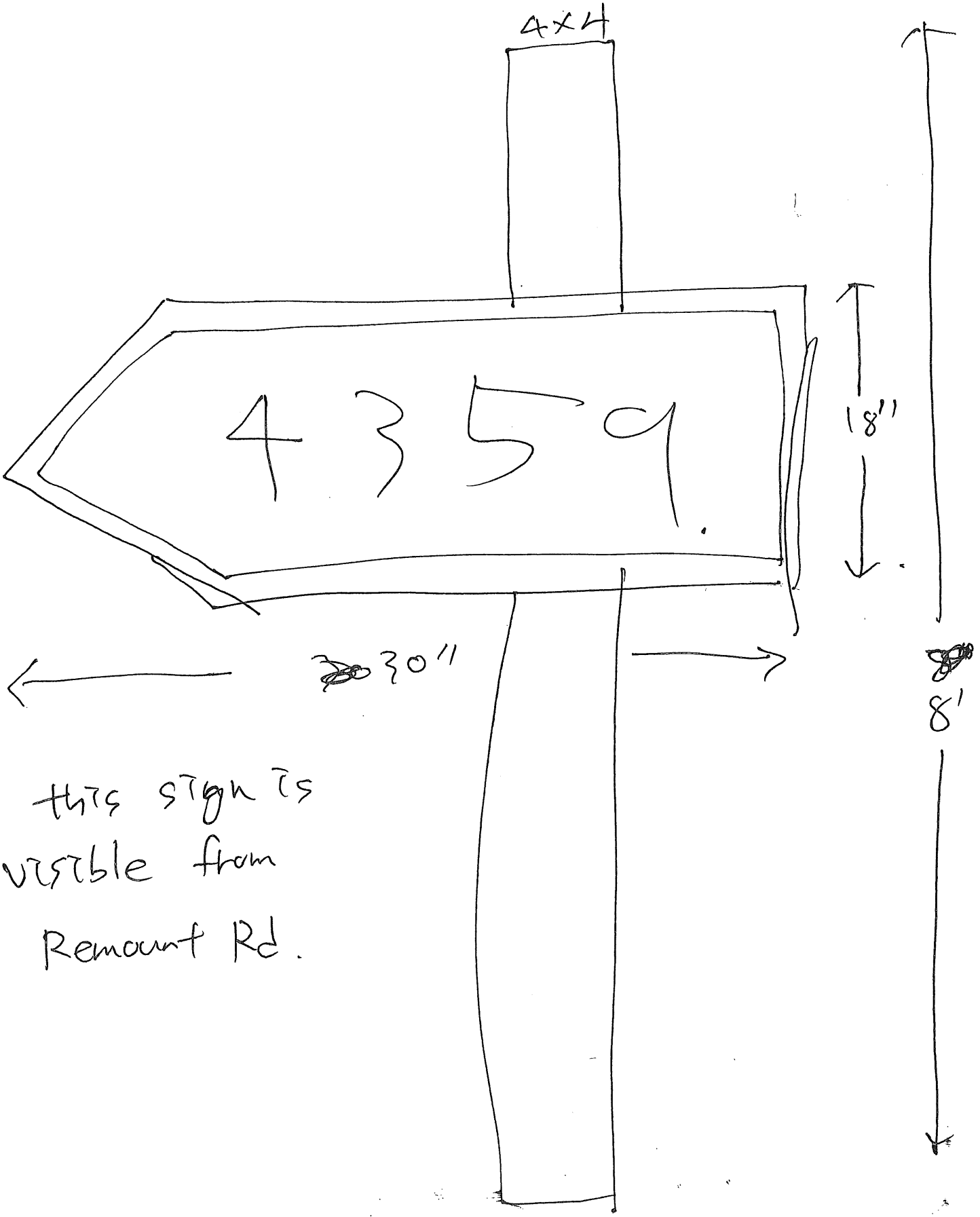
Lighting + Plan

- 50 lights. (1W per LED bulb, total of 50 wattage.)
  Also, using solar light



4354 Remount Rd, Front Royal, VA 22630

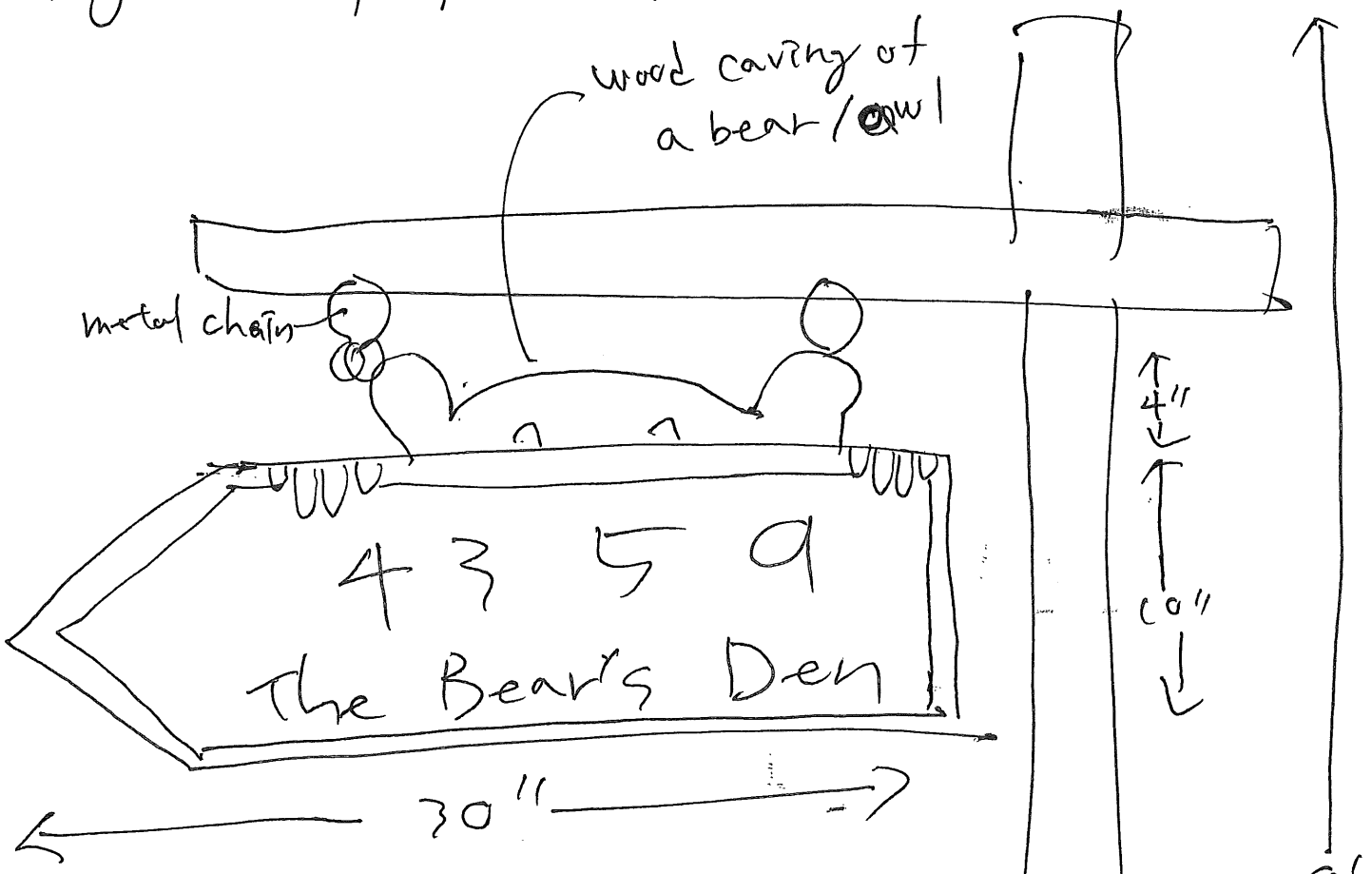
Sign #1 proposal.



this sign is visible from Remount Rd.

4359 Remount Rd, Front Royal, VA 22630

Sign #2 proposal



this sing is not visible from Remount St.



Sewage Disposal System Operation Permit

File

Commonwealth of Virginia
Department of Health

Health Department Identification No. 98021505
SD-88-416
Warren County Health Department

Tax Map No. 5 30 ((P 10))

David T. and Hubert H. Marlow, Jr. is Hereby Granted Permission to Operate a (Type) I Sewage Disposal System Having a Design Capacity of 450 gpd, at 5 miles south on 522 to Chester Gap, left side of road.

SUBDIVISION	SECTION/BLOCK	LOT
Bear Hollow Ridge		7

This permit is Issued in Accordance with the Provisions of 32.1, Chapter 6 of the Code of Virginia as Amended and Section(s) 2.22 of the Sewage Handling and Disposal Regulations of the Virginia Department of Health and with Previously Issued permits C.H.S. 202 A & B Dated 12/21/88

with the understanding that the Owner and/or any Subsequent Owner will operate the Sewage Disposal System in Accordance with the Sewage Handling and Disposal Regulations of the Virginia Department of Health and any Variances or Conditions Granted. Issuance of an Operating Permit does not imply or Guarantee that the Sewage Disposal System will Function for any Specified Period of Time.

VARIANCES GRANTED
☐ NONE ☐ SEE ATTACHED

SPECIAL CONDITIONS
☐ NONE ☐ SEE ATTACHED

2/21/90 — Effective Date

Barry L. Hadley — Recommended (Sanitarian)

Approved (State Health Commissioner)

C.H.S. 205 Rev. 4/83

Lord Fairfax Health District

LORD FAIRFAX HEALTH DISTRICT

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

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

RECEIVED
JUN 10 2022
BY: .....

Chase Lenz, Zoning Administrator
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2022-06-03)
Owner: Thomas Cho

Dear Mr. Lenz,

I have reviewed your request for comments for a Short Term Rental at 4359 Remount Rd. Front Royal, VA (Tax Map# 39F-1-7A) and I offer the following comments:

1. **There is a Construction Permit, ROI and Operation Permit on file for the referenced property dated 12/21/1988, 9/06/1989 and 2/21/1990 respectively.**
2. **The dwelling is connected to an approved 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 connected to a Class IIIB private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 2:41 PM
To: Chase Lenz
Cc: Veronica Diamond; Paula Fristoe
Subject: Request for Comments 2022-06-03 – Thomas Cho – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000187-2022

Comments 2022-06-03 – Thomas Cho – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000187-2022:

- 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

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.gov
www.warrencountyva.gov

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.

July 2022

To: Warren County Planning Commission

Re: Short-Term Tourist Rental at 4359 Remount Road

As owners of neighboring properties to 4359 Remount Road we have some concerns regarding the proposed change of use for this property.

The driveway is very steep and curvy many vehicles have trouble accessing this property especially in bad weather. The driveway entrance is shared with 4365 Remount Road so parking in the driveway and walking to the property is not an option.

Recently there was a terrible accident when the property owner at 4365 Remount Road missed the driveway and wrecked their car in the ditch. This could easily happen again with someone unfamiliar with the area and the driveway (see enclosed article).

Many times the previous owner of the property at 4359 Remount Road would park their vehicles across the road and walk up to their property. Jourdon Brown Lane is directly across the road from this property. Parking vehicles on the road side blocks the line of sight and make it dangerous to pull onto Remount Road (a very busy road) from Jourdon Brown Lane.

Since this property will now become a business enterprise we believe the property owners should be responsible for improvements to make the property accessible and also provide ample parking for an undetermined number of guests. One suggestion would be to access the property from Bear Hollow this would provide safer access and also additional parking to accommodate guests.

As long time residences and property owners of Warren we feel there should be some thought and consideration for everyone well being and safety when considering this request.

Thank you for your time and consideration.

Respectfully,

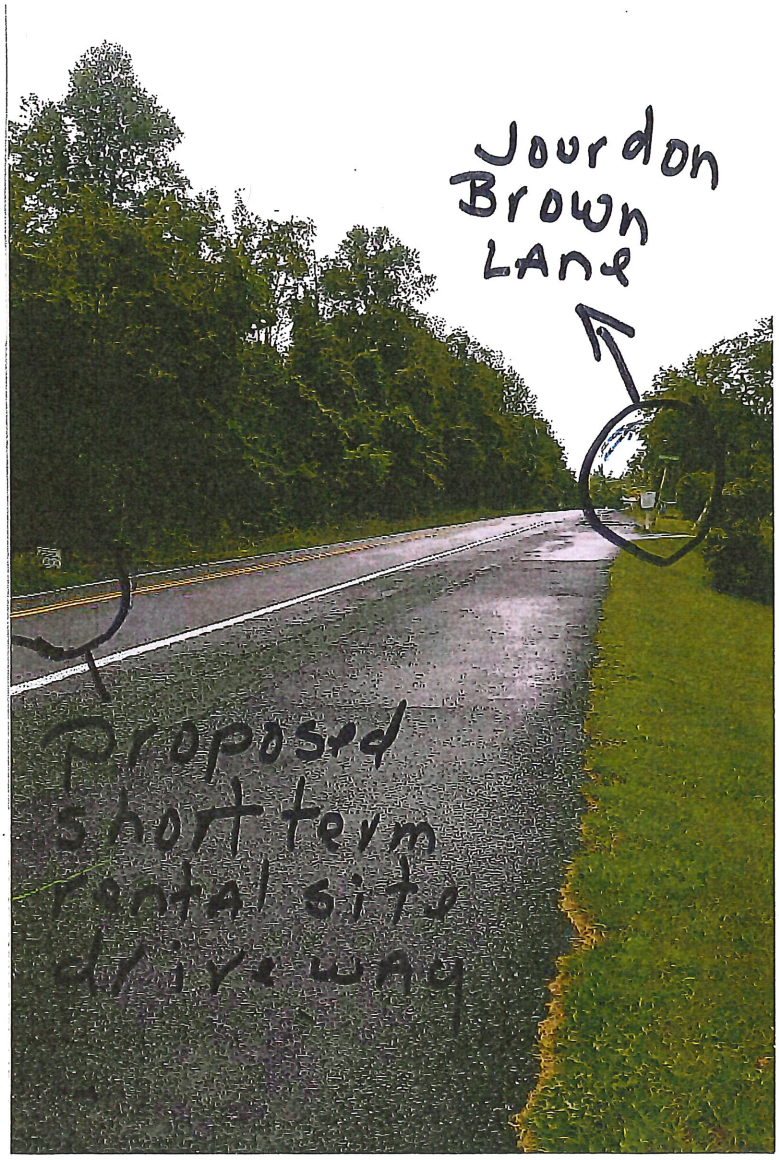
Alan & Sueann Fox 145 Jourdon Brown Lane

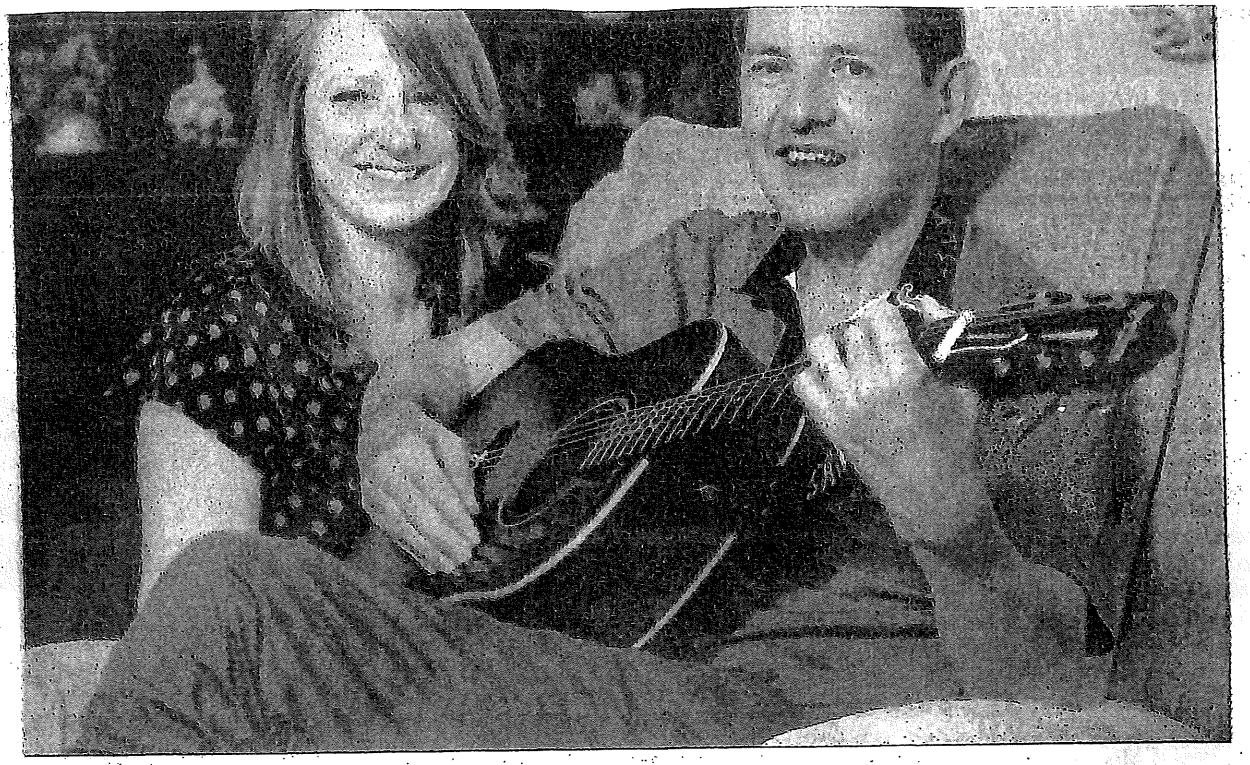
Robbie & Nichole Johns 134 Jourdon Brown

Bruce & Janet Monismith 136 Jourdon Brown

Alan Fox, Glenda Fox & Janet Monismith

Owners : 4352 Remount Road


Jourdon
Brown
Lane
Proposed
short term
Total site
driveway



By Rich Cooley, for The Warren Sentinel

Alan Fox strums his guitar beside his wife, SueAnn, as the pair sit inside Alan's mother's home on Remount Road in Warren County on Friday June 17. Alan is recovering from a traumatic brain injury, neurosepsis, and multiple broken bones after he was struck by a car outside his home on Dec. 17 while trying to help a motorist who crashed their vehicle in a ditch. Alan retired after serving as Warren County's Public Schools Assistant Superintendent of Instruction.

'They tell me it's a miracle':

Warren County school administrator improving after being hit by car

By Alex Bridges
For The Warren Sentinel

FRONT ROYAL — Alan Fox says he doesn't remember the Dec. 17 vehicle collision that nearly killed him.

Fox and his wife, SueAnn, say they do remember the emergency workers who saved his life, the doctors and therapists who aided his recovery, and the community that continues to help him through it all.

Alan Fox retired as Warren County Public Schools' assistant su-

See **MIRACLE**, Page A2

Continued from Page A1

perintendent for instruction on June 13 after 34 years of working in public education. The Foxes talked about his crash and the long recovery recently at his late mother's home on Remount Road — across the street from where the collision occurred.

"After what I've heard I went through, it is a miracle. Every minister I've spoken to, every member of the volunteer fire department, they tell me it's a miracle and so I feel pretty good," Fox said. "Now, I'm not myself. It takes a while and the first few steps are a little rough."

Fox was struck by a car and sent sailing into a tree while trying to help a motorist get a vehicle out of a ditch. Fox said his memory of the accident ends before the collision, shortly after he arrived to help. He regained consciousness days later with no memory of the collision, the resulting injuries, or the first-responders working to save his life. He doesn't remember riding in an ambulance or a helicopter or any of the medical procedures he had to undergo.

"There's no hesitation for me because I don't remember anything," Fox said. "Apparently, that evening, I was having a conversation with the superintendent of schools and the human resources director. We were just having a regular conversation in the superintendent's office.

"So then I come home (to his mother's house). I see this car across the road," Fox said. "And there is a ditch and I'm terrified of the road — had a cousin killed 35 years ago and I've heard that story for forever — so I'm terrified but, hey, I was off the road. I'm off the road. I got no worries."

The motorist appeared to have attempted to enter a driveway but missed. The vehicle ended up in the ditch with the back of it in the road, SueAnn said. Fox saw the motorist across the street and went over to see if he could help push the vehicle out of the ditch. A driver traveled over a hill and failed to see the vehicle in the ditch in the dark until it was too late, SueAnn said. The oncoming vehicle collided with the vehicle stuck in the ditch. The force of the impact caused the vehicle in the ditch to spin around and hit Fox, sending him 15 feet into a tree, she said.

SueAnn Fox said hearing the news that her husband had been hurt to such an extent "felt like the world had ended."

Emergency medical technicians intubated Fox at the scene — a step that likely saved his life because he never lost oxygen, SueAnn Fox said. Winchester Medical Center staff then had Fox transferred by helicopter to Inova Fairfax. Approximately eight hours passed from the time of the crash to arriving at the Fairfax hospital, SueAnn Fox said.

"It's kind of a surreal feeling," she said. "You don't really feel like you're a part of what's going on ... it's just all happening around you."

Fox regained consciousness about a week later, on Christmas Day.

SueAnn described her husband's injuries: five brain-bleeds; a crushed left eye socket that required reconstructive surgery; multiple vertebrae fractures in his neck and spine; 15 broken ribs, pelvis, tailbone and wrist; a punctured lung; and lacerations to a kidney and an ear. The vertebral fractures and the kidney lacerations healed on their own, SueAnn Fox said. Fox underwent two lung surgeries that he said still cause pain. Fox remained in the trauma area of the intensive care unit at the hospital, she said. Doctors upgraded his condition and moved him to the general intensive care unit where he stayed for a week until he fell and rebroke his eye socket, she recalled.

To treat the brain bleeds, surgeons installed a device, called a "bolt," in his skull that monitored pressure on the brain, Fox said. The device would alert doctors if they needed to drill holes in Fox's skull to relieve pressure on the brain.

"We really started receiving blessings from the very second it happened because he never needed to have that done," SueAnn said. "He never had any significant pressure on the brain. You lived and died by looking at that monitor to see what his pressure was and what his air level was."

"Our daughter said that he looked like a Teletubbie" because of the bolt sticking from his head, SueAnn recalled. She started to take photographs of her husband a week later — images the couple say help see his progress.

"It's good for me, too, 'cause ... it helps me put things in perspective, 'cause I'm still not happy with things that I can't do," Fox said.

The former football player said he lacked the coordination he needed to catch balls the therapists tossed to him during a rehabilitation exercise.

"I'm regaining some of the ability," Fox said. "But, again, seeing that picture helps put things in perspective 'cause ... coming from where I was just to be able to walk through those doors and open the doors — wow, what a difference that is," Fox said.

praised the facility and its staff for the work they did to help him get back up on his feet. Fox had not walked in about seven weeks since the crash. Therapists had him walking as soon as he arrived, she said.

"I hope that word gets out because it would help families so much," SueAnn Fox said of Sheltering Arms. "They not only just take care of a patient, they're so good to the families."

Friends and members of the Warren County community raised money for the Foxes. Friend Danny Yates set up a GoFundMe page and he and other donors made it possible for the family to stay in a hotel close to the rehabilitation center, Fox said.

The Foxes kept all the cards they received from the community. Students at each county school wrote him cards and held fundraisers for the family, SueAnn said. She received gift cards that covered her gasoline for months.

"Of course that was so helpful but just the thought behind all of that was just — you know, we knew that people were supporting us and caring and praying," SueAnn said. "It's amazing."

Alan Fox chimed in.

"My life was set on pause for months, but their life was set on pause, too," Fox said. "But they figured it out."

Fox continues to undergo occupational, physical and speech therapy. Speech therapy has focused on his problem-solving abilities — a primary part of his job in the school system, Fox said. He also undergoes treatment for nerve damage.

Fox has also had to relearn how to play the guitar and the keyboard. He said he looks forward to playing in front of audiences again, especially in the band The Administration that includes his colleagues in the Warren County Public Schools administration office.

"Alan first is a great friend and a great co-worker," said Director of Special Services Michael Hirsch. "Alan's commitment and dedication to the students of Warren County over the last 30-years-plus has been ... a joy to watch. His commitment is one of his strongest assets, let's put it that way.

"It was sad to see him, of course, have an accident but his recovery is happening and he's getting better and better every day and I look forward to spending a lot of time with Alan in the future."

Even though he's retired, Fox said he's interested in working part-time for the school system once he's healed and well enough. Fox said "to be around kids, in my opinion, you gotta be 100% of yourself." The doctors and therapists say he needs about a year to continue healing.

"In fairness to everybody, I want to make sure — for me, I wanna make sure that he has the opportunity to get the best he can be, and he just needs that time," SueAnn said.

He added: "I want to protect the kids and I want to protect my bosses, too, 'cause they put somebody in there, they expect somebody to be ready to go."

"And I've said this to SueAnn: I feel

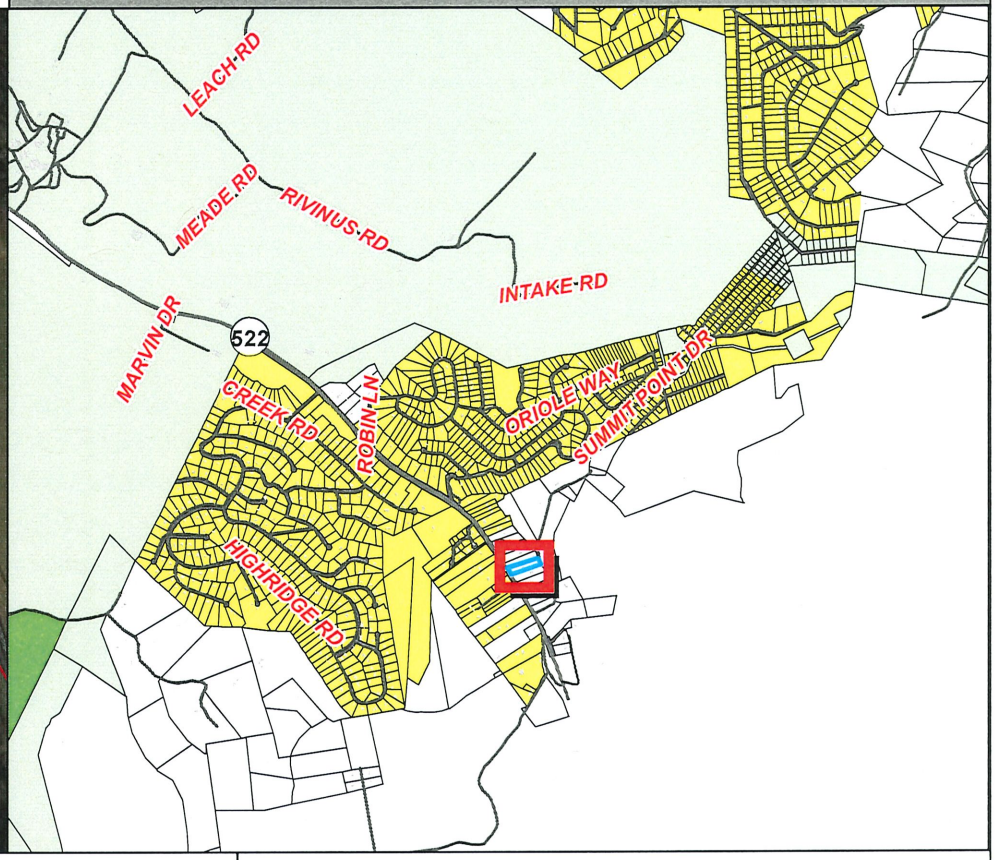
Warren County VA

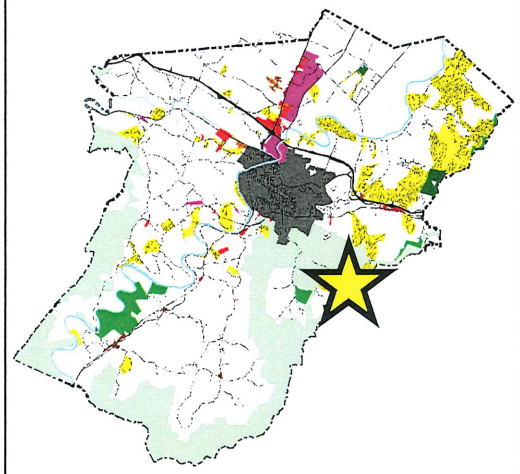
CUP Location Map

Short Term Tourist Rental
Applicants: Thomas Cho

TM 39F--1-----7A
4359 Remount Rd









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
08/02/2022	K-8	Conditional Use Permit #2022-06-04 Andrew Sickle *Short-Term Tourist Rental*

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

PLANNING COMMISSION STATUS:

On Wednesday, July 13, 2022, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3-0.

RECOMMENDED CONDITIONS:

Staff recommends that if the Board of Supervisors is going to approve of this request that the following conditions should be applied:

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

2. The maximum number of occupants shall not exceed six as determined according to the Health Department operation permit for a three-bedroom dwelling.

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

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

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.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Chase Lenz, Zoning Administrator	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit: 2022-06-04 / Short-Term Tourist Rental
Andrew Sickle, *Applicant*
Charles Steininger IV, *Current Owner*
Prepared: May 31, 2022 **Revised:** July 25, 2022
Staff Contact: Chase Lenz, Zoning Administrator

L

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a short-term tourist rental for the property his partner purchased in April of 2022. The applicant and his management partners would like to make the property available for short-term visitations for guests seeking a quiet escape while exploring the Shenandoah National Park, local wineries, and all the Warren County area has to offer. The applicant and his management partners plan to manage the property with assistance from local professional services for cleaning, maintenance, and garbage removal.

PROPERTY INFORMATION

Property Location: 298 Worlds End Lane
Tax Map ID: 23A--1-2--51A
Magisterial District: Happy Creek
Subdivision: Skyland Estates

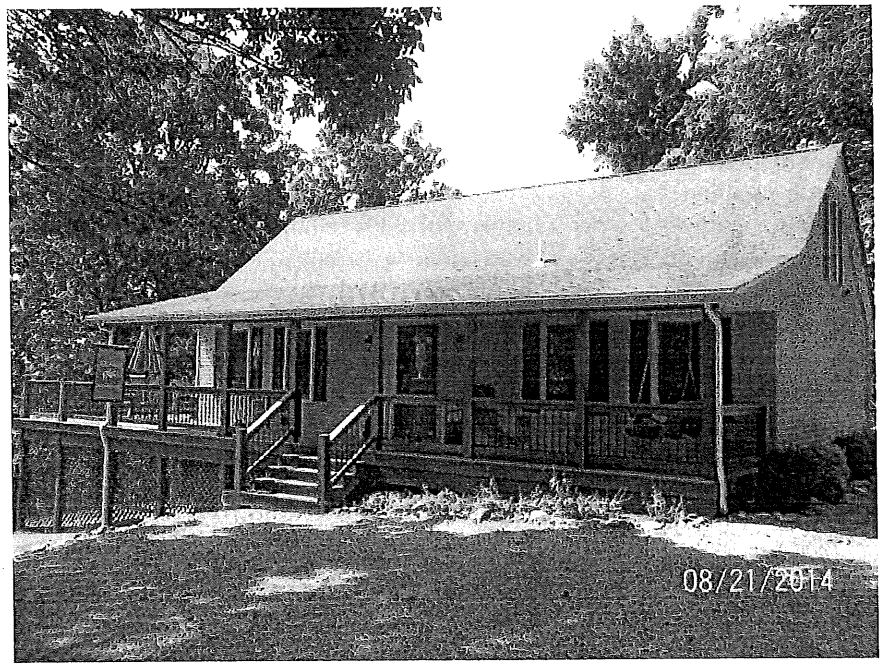
City: Linden
Zoning: Residential-One (R-1)
Acres: 0.8264 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

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

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential-One zoning district. The dwelling was constructed in 1991 and no zoning violations have been recorded for the property.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

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. **There is a Health Department operation permit on file approving a maximum of six (6) occupants for the dwelling. Warren County Assessment data lists three (3) bedrooms in the dwelling.**

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

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **Existing woodlands partially screen the dwelling from the rear and side property boundaries.**

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 and will be reviewed by Planning staff prior to issuance of the Certificate of Zoning.**

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. **Comments have been received from the Skyland Community Corporation stating they do not approve of the proposed use.**

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. **The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 165' to the northeast. The property is surrounded by vacant, undeveloped lots to the north, east, and west.**

RECOMMENDED CONDITIONS

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

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

2. The maximum number of occupants shall not exceed six as determined according to the Health Department operation permit for a three-bedroom dwelling.

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

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

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.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

Cc: Andrew Sickle – Applicant

Warren County Planning Department
220 N Commerce Ave, Suite 400, Front Royal, VA 22630

Statement of Justification

Warren County Conditional Use Permit for Charlie Steininger

Application #:

Property Address: 298 Worlds End Lane, Linden, VA 22642

Description of proposed use/request:

My name is Charles Steininger, the owner of the 298 World End Lane, Linden, VA property. My partners (Andrew Sickle and Jin Zhang) and I are applying for a Conditional Use Permit which would permit us to use this property as a short term rental.

This permit would allow us to provide a quiet cabin escape for guests who are looking to explore the National Park, wineries, and all that Warren County and the surrounding area has to offer. We intend to create an experience that promotes guests to explore and support the local community.

Description and location of the subject property:

This home has 3 levels that include 3 bedrooms and 3 bathrooms with a loft overlooking the main level. The main level has 2 bedrooms, 2 bathrooms, and an open-concept living space with a lofted ceiling. Upstairs there is a bedroom, 1 bathroom, and an office. The finished basement includes a movie and game room. Outside there is a covered side porch that leads onto a large private rear deck with mountain views. The property is located on blacktop road just 10 minutes from I-66.

Description of each Short Term Rental required finding:

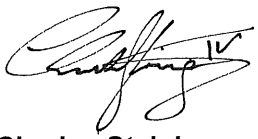
These required findings are from the Warren County General Legislation/Zoning that the property will abide by:

- The maximum number of occupants in the dwelling unit shall be 6. This is based off of the Warren county health department
- Parking for the use shall be located in the driveway of the property. Parking will be clearly stated in the property management plan for our guests.
- Property boundaries will be clearly marked at all times for our guests. We will provide the site plan for our guests in the property management plan.
- A fire extinguisher shall be provided and visible in all kitchen and cooking areas; smoke detectors and carbon monoxide detectors will be closely monitored by our staff
- The county shall have permission to inspect the dwelling to ascertain compliance with all the above performance standards upon a twenty-four-hour notice.

- The short term rental shall have a property management plan demonstrating how the tourist will be managed and how the impact on neighboring properties will be minimized.
- The short term rental will have a landline with the local phone service
- The short term rental shall provide an emergency evacuation plan for the dwelling and the neighborhood
- The short term rental will have a copy of Chapter 123 of the Warren County Code relative to noise at the dwelling for tourists
- If there is any outdoor burning, all tourists and land owners shall be compliant with Chapter 92 of the Warren County Code -The property meets the minimum of 100 feet from the short-term rental to all neighboring residences.

Summary/conclusion of request:

This short term rental property is inspired to create a safe and quiet place for our guests as they visit the Shenandoah Valley area. We are focused on allowing our tourists to enjoy their time in this beautiful area, all while remaining compliant with the Warren County legislation guidelines. My partners and I are excited to open this short term rental, and we hope that you will consider approving our application to make this property a place for many tourists to enjoy and make memories.



Charles Steininger
570-556-0348
steiningeriv@gmail.com

WCCUP-000188-2022

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

RECEIVED
MAY 0 2 2022
BY: Q

Application Number: CUP2022-06-04
Date Received: 5/2/2022
Fee Amount: $ 500.00
Date Paid: 5/2/2022 Check# 002

Applicant Information:

Andrew Sickle
Applicant Name

307 Augusta Drive | Selinsgrove | PA | 17870
Address | *City* | *State* | *Zip*

298 Worlds End Ln Linden, VA 22642
Property Location for conditional use permit if Different than Applicant's Address

570-850-4329 | sickleandrew@gmail.com
Primary Contact Number | *Email*

Charlie Steininger
Property Owner (if same as applicant, leave blank)

215 Midpenn Drive | Selinsgrove | PA | 17870
Address | *City* | *State* | *Zip*

570-556-0348
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: 298 Worlds End Ln Linden, VA 22642
(2) Election District: Happy Creek Election District
(3) Tax Map Number: 23A 1 2 51A
(4) Subdivision Name: Skyland Estates
(5) Total Area of Property (acres): .8264 acres
(6) Total Area to be Used (acres): .8264 acres
(7) Total Road Frontage (feet): 180 Feet along Worlds End Ln/ 120 Feet along Parnassus Rd.
(8) Depth of Property (feet): 240 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: single-family dwelling (residential)

(3) Zoning of surrounding land/property: residential-one (R-1)

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

(5) Construction Time: N.A

(6) Season, days, and hours of operation: N.A

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

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

(9) Number of full time employees: 0

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

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

(12) Number of parking spaces to be provided: Regular 3 Handicap _____

(13) What is the proposed landscaping and buffering for this property? _____
The planned scope of work for the property's landscaping is a light touch up around the property. Landscaping rennovations to include general bed maintenance/detailing, spring/fall clean-up, pruning/hedging, landscape plant protect and feed, mulching, and lawn mowing

C. Plans Prepared By

Name: Andrew Sickle

Address: 307 Augusta Selinsgrove, PA 17870

Telephone Number: 570-850-4329

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?) _____
N/A

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) N/A

(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.) N/A

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

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

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

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. N/A

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. Zoning department will call Treasury Department

☑ **Environmental and Community Impact Statements** (Not Required)

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** (Not Required)

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.**

Starting on the Warren County Government Center, turn right onto E 3rd Street. When you come to intersection, turn right on N Commerce Ave for .9 miles. Then you will turn left onto VA-55 E for 6 miles. Then you will turn left onto State RTE 638 and continue for 1.1 miles. From there, you will turn onto Bifrost Way for .5 miles and then eventually leading you to turn right on Worlds End Ln. From there, you go .3 miles and you will have arrived at 298 Worlds End Ln Linden, VA 22642.

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.

Andrew Sickels — 4/27/2022

Applicant Signature — Date

Charlie Steininger — 4/27/2022

Property Owner Signature — Date

Accepted by: Chase Lemy — Date: 5/2/2022

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

NOTES

Property management plan

Property Owner: Charles Steininger

298 Worlds End Lane Linden, VA 22642

Shenandoah Mountain Retreat

Emergency contact information

If there is any emergency or questions regarding the property, please contact Charlie Steininger at 570-556-0348, Andrew Sickle at 570-850-4329, or Jin Zhang at 570-556-0836. If the emergency requires immediate assistance, call the following or 911. An example of the Host Contact page is attached. Note, Charlie Steininger is the principal owner, Andrew Sickle and Jin Zhang are business management partners.

Warren County Sheriff's Department: 560-636-7100 or, 911, 200 Skyline Vista Drive, Front Royal VA 22630

Warren County Fire and Rescue: 540-636-3830 or 911, 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: XX miles from Subject Property

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

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

Emergency Local Contact: Dante Didigu at 540-305-7858

Emergency Evacuation
Head southwest on Worlds End Lane towards Bilfrost Way .3 miles
Turn left onto Bilfrost Way .1 miles
Turn left to stay on Bilfrost Way .4 miles
Turn right onto State Rt 6368

First Aid Kit
The emergency first aid kit will be located in the laundry closet located on the first floor of the property.

****Please note that all of these local emergency contacts will be shared with the guests.****

Property management team

Property managers

The property managers oversee guest booking & communications, quarterly property inspections, and vendor management (including cleaners, landscapers, contractors, and others).

- Charlie Steininger
- Jin Zhang
- Andrew Sickle

Local point-of-contact

The local point-of-contact is there in the event a guest, neighbor, or other community member needs immediate assistance related to the property.

- Dante Didigu

Cleaning professionals

The cleaning professionals clean, restock, and inspect the property after every guest stay. In the event of a repair or replacement need, they will immediately notify the property managers of the issue, who will then address the situation.

- Majic Cleaning

Landscaper

The landscaper handles regular lawn maintenance, bi-annual landscaping maintenance, and snow plowing.

- Jacob Woodson

Handyman/contractor

The property managers have a network of handymen and contractors available to call in the event something at the property needs repaired or replaced.

Occupancy

The Conditional Use Permit and Health Department records limit the occupancy for this short-term rental at 6 people and 3 bedrooms.

Noise

It shall be a violation of the Warren County Code for any person, without compelling reason, to make noise that by reasons 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 haim. Noise that interferes with any person of ordinary sensibilities **will not be tolerated**. Noise that interferes with any person may result in the guests evacuating the property along with being responsible

for any payment of noise fines issued by Warren County. Additionally, guests are notified to respect quiet hours from 10 pm - 7 am. As a further measure, guests are restricted from having parties, events, or any large gathering on the property. This is based on regulations from the property, Warren County, and short term rental platforms.

Parking

Parking is limited to three cars in the driveway. Under no circumstances should cars park along the roadway.

Traffic

To protect the safety of the surrounding community, families, and children, we have outlined a series of steps to help ensure guests are responsible when driving through Skyland Estates.

- A series of "CHILDREN AT PLAY" signs will be placed along the Worlds End Lane road in order to make guests aware and cautious of possible children at play along the road.
- Prior to guest check-in, guests will be messaged to drive responsibly and be cautious of children at play in the neighborhood and local wildlife near the road.

Insurance

The property has property and liability insurance coverage of sufficient amounts; policy details can be provided upon request. As a secondary measure, the Airbnb booking platform provides $1,000,000 in host-liability coverage.

Booking & check-in process

An online platform will be used to prescreen all guests through 3rd party ID verification. The property managers may further qualify guests with minimum age requirements, previous host feedback, a limit to number of guests, and notice of rules which detail expected behavior and care of property & neighborhood during a guest's occupancy. If a guests reservation request is accepted, guests are sent a greeting that includes the hosts contact details and property & neighborhood rules. A second message is sent just prior to the day of check-in with the property address, keypad instructions, property & neighborhood rules, and a link to the property guidebook. This message will explicitly include the following: "When driving through the local neighborhood, we ask that you drive responsibly and be cautious of any children that might be at play in the neighborhood."

Check-out process

See guidebook.

Internet access

Property will have free internet for all guests; the property guidebook will provide login information.

Specific property details

Outside:
In advance of bookings, property shall cite all of the specific property rules identified below. This would be reiterated at the actual time of booking and in the property guidebook located on the premises too.

Property corners are clearly identifiable and sufficient to 100ft spacing between neighboring property, marked off with wooded areas

Inside:
In advance of bookings, property shall cite all of the specific property rules identified below. This would be reiterated at the actual time of booking and in the Property Guidebook located on the premises too.

House's amenities will include a stocked kitchen, beds with fresh linen service, a washer/dryer, and a fully furnished living space. HVAC, electrical, 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, a carbon monoxide alarm, and two fire extinguishers.

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

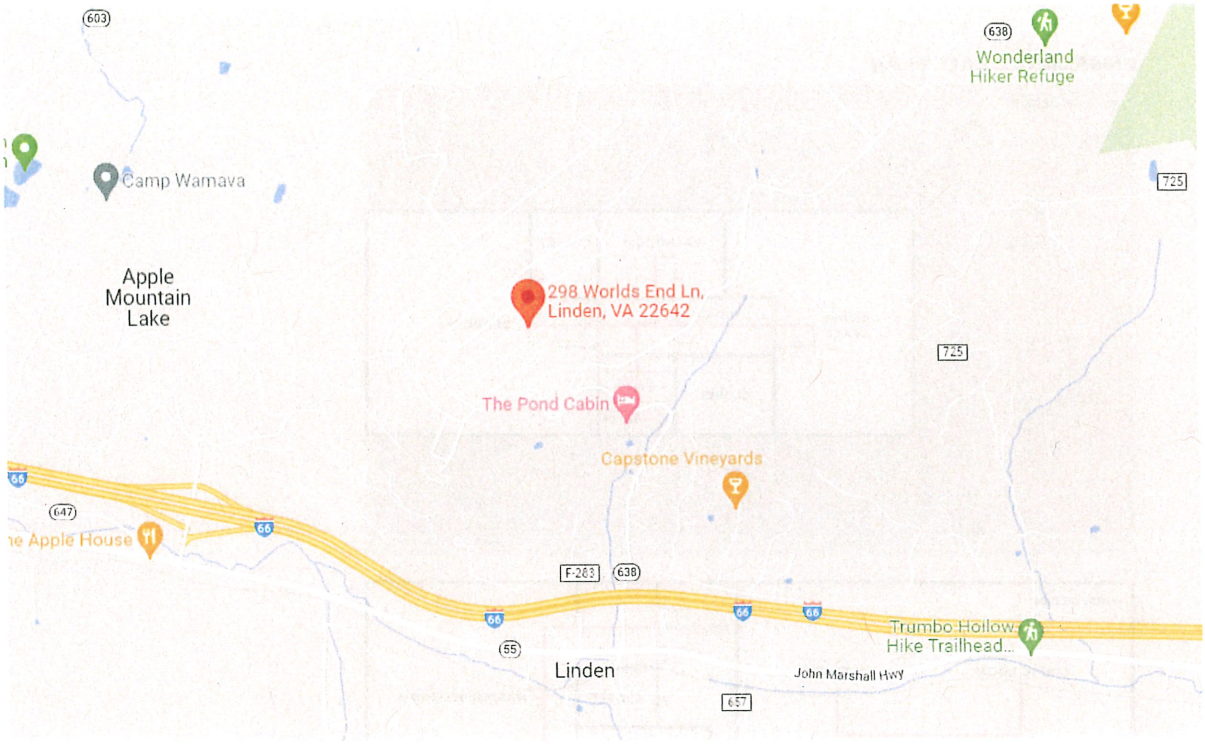
Property rules

See guidebook.

Area attractions

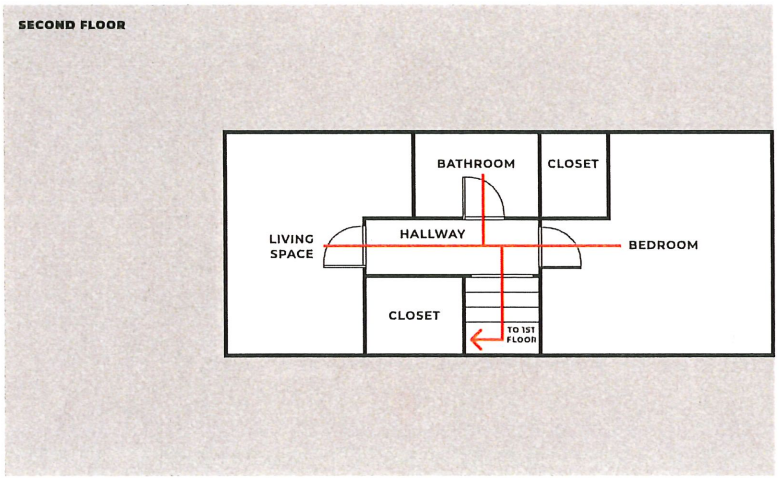
See guidebook.

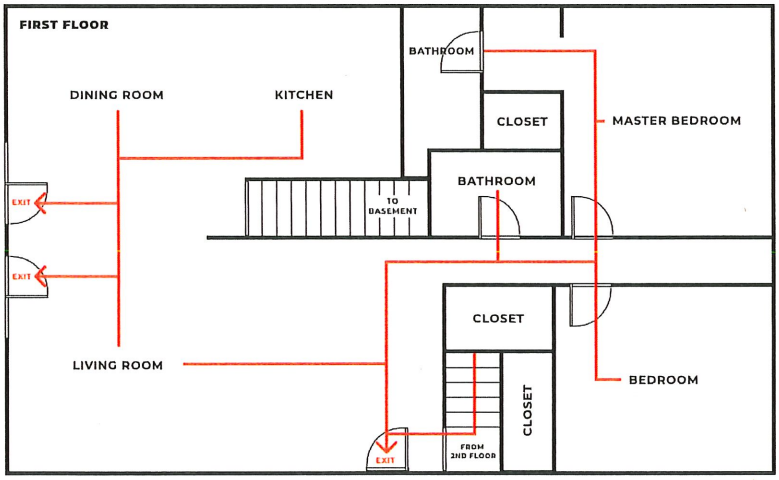
Property map

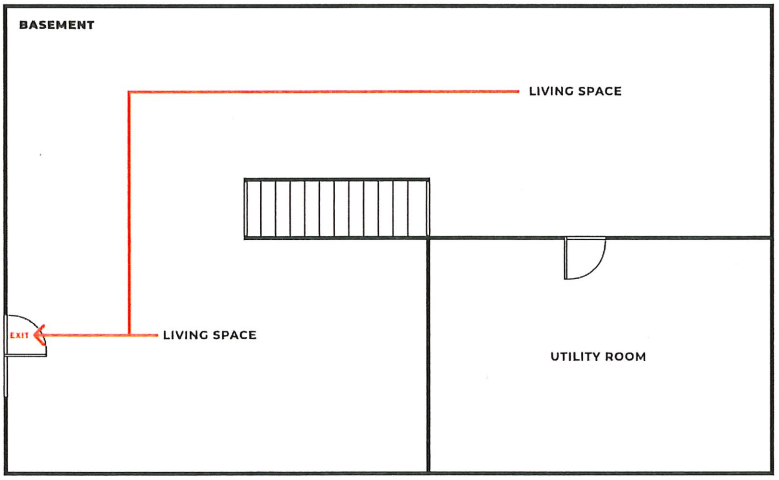


Dwelling evacuation plan

EMERGENCY EXIT PLAN







Shenandoah Mountain Retreat listing description

About the space

Welcome to the Shenandoah Mountain Retreat! This 2,300 sq. ft. mountain home is the perfect place to relax and enjoy all the Shenandoah valley has to offer. Featuring a modern, cozy & open-concept interior with 3 bedrooms, 3 baths, 4 beds, a movie & game room, 2 fireplaces, an office & reading loft, and a large wrap-around porch with a dining set & grill overlooking the serene Shenandoah mountains – you'll find yourself not wanting to leave!

This place is perfect for couples, families, and friends to gather and enjoy nature!

Currently offered with 2-night minimums.

The space

The main level features a master bedroom (king bed) & second bedroom (queen bed), two full bathrooms (one attached to master), washer & dryer closet, and an open-concept living space that includes a kitchen, living, and dining room with lofted ceilings. Inside the kitchen you'll find silverware, dishware, pots, pans, a single serve K-cup pod & pot coffee maker, tea kettle, dishwasher, cooking utensils, and other necessities that you're used to at home. The living room includes plenty of comfy seating to sit and relax on while you enjoy the comforts of the fireplace and a nice movie on Netflix! The dining room features a large dining table to seat your crew for a nice dinner, and a bar cart available to make your favorite cocktails!

Upstairs you'll find another bedroom (two twin beds), a full bathroom, and a loft overlooking the main level that is furnished with a desk for anyone who needs to work-from-home and a reading nook where you can sit and enjoy a nice book and coffee!

The basement includes a movie room with a couch, a pool table, and a dart board for your entertainment!

Outside you'll enjoy the wrap-around deck that includes a grill, dining set, and a serene view of the Shenandoah mountains.

Amenities: We've got you covered with things like wi-fi, an iron & ironing board, laundry detergent, blow dryer, soap, lotion, towels, paper towels, toilet paper, trash bags, and more.

Parking: Up to 3 cars.

Notice: We have video surveillance of the front porch.

Guest access

Your stay at Shenandoah Mountain Retreat will be exclusive to you and your guests only. You'll have access to the entire home, including the private backyard and deck.

Lord Fairfax Health District

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

Chase Lenz, Zoning Administrator
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2022-06-04)
Owner: Andrew Sickle

Dear Mr. Lenz,

I have reviewed your request for comments for a Short Term Rental at 298 Worlds End Ln. Linden, VA (Tax Map# 23A-1-2-51A) and I offer the following comments:

1. **There is a Construction Permit, ROI and Operation Permit on file for the referenced property dated 10/17/1989, 3/13/1990 and 5/25/1990 respectively.**
2. **The dwelling is connected to an approved 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 connected to a Class IIIB private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 3:02 PM
To: Matt Wendling
Cc: Chase Lenz; Veronica Diamond; Paula Fristoe
Subject: Request for Comments 2022-06-04 – Andrew Sickle – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000188-2022

Comments 2022-06-04 – Andrew Sickle – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000188-2022:

- 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

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.gov

www.warrencountyva.gov

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.

July 11, 2022

RE: Short Term Rental of 298 Worlds End Lane, Linden, VA 22642

My name is Marguerite J. Harry and I'm the property owner of 104 Worlds End Lane, Linden, VA 22642.

I'm extremely against any short-term rental on Worlds End Lane in Linden, VA. The owner of this property lives in Pennsylvania and will not oversee the property. People who will rent property will not care about the property. They trash the area, speed up and down the roads, and have outdoor fires and don't care if they burn down the mountain. Plus, who knows who's coming and going or what they're doing on the mountain. Also, commercial real estate brings down property values.

I would have attended this meeting but I'm on vacation. If you have any questions, please don't hesitate to call me at 571-213-5674.

Thank you,

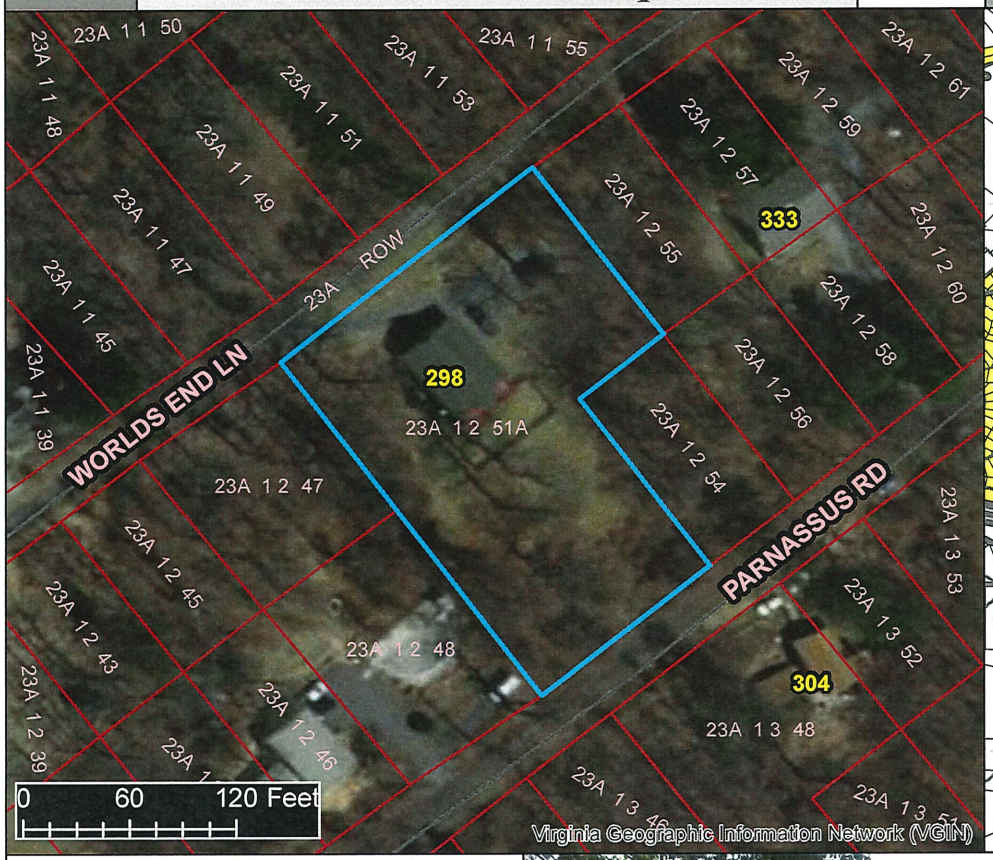
Marguerite J Harry

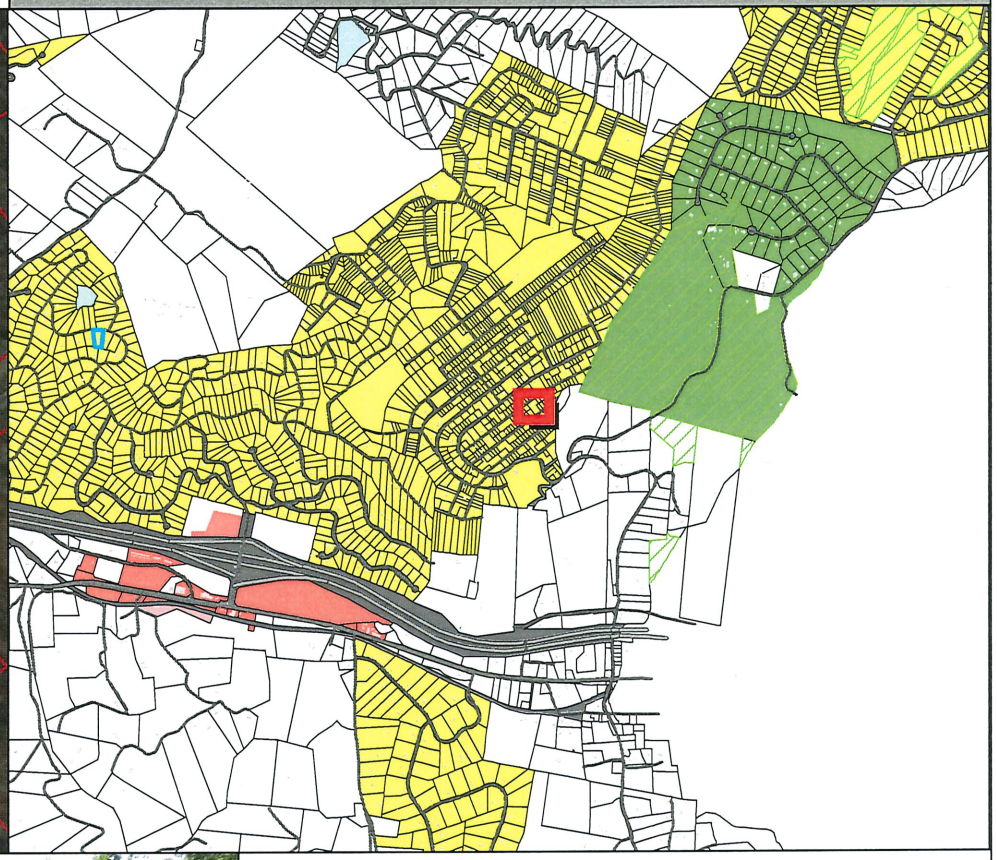
Warren County VA

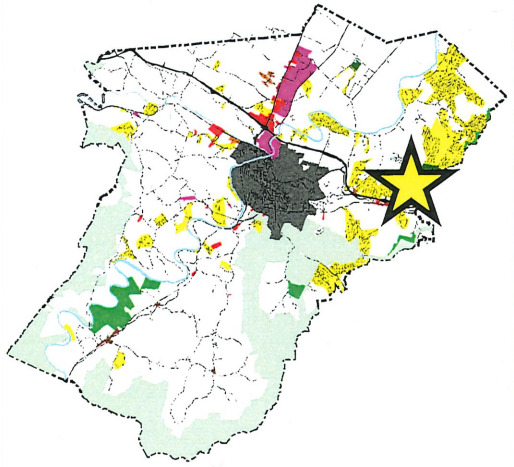
CUP Location Map

Short Term Tourist Rental
Applicants: Andrew Sickle

TM 23A--1-2--51A
298 Worlds End Ln









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
8/02/2022	K-9	Conditional Use Permit #2022-06-05 Jennifer Harp *Short-Term Tourist Rental*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

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

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

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

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

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

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

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

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

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

Planning Commission Move to Approve:

Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3 – 0. Mrs. Richarson was absent.

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

2. The maximum number of occupants shall not exceed the system capacity as determined by the Health Department permit per Warren County Code §180-56.4B. The Certificate of Zoning shall only be issued with approved Health Department records.

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.

7. Outdoor burning and the use of fireworks by guests shall be prohibited.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

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

Conditional Use Permit: 2022-06-05 / Short-Term Tourist Rental
Jennifer Harp, *Current Owner/Applicant*
Prepared: June 1, 2022 **Revised:** July 26, 2022
Staff Contact: Matt Wendling, Planning Director MRW

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a short-term tourist rental for the property she purchased in May of 2022. The applicant would like to make the property available for short-term visitations for guests seeking to enjoy all the Warren County area has to offer when her family is not enjoying the property themselves. She plans to manage the property personally with assistance from local professional services for cleaning, maintenance, and garbage removal.

PROPERTY INFORMATION

Property Location: 608 Venus Branch Road
Tax Map ID: 15E--4-4-123A
Magisterial District: Shenandoah
Subdivision: Shenandoah Farms - Mountain Lake Section

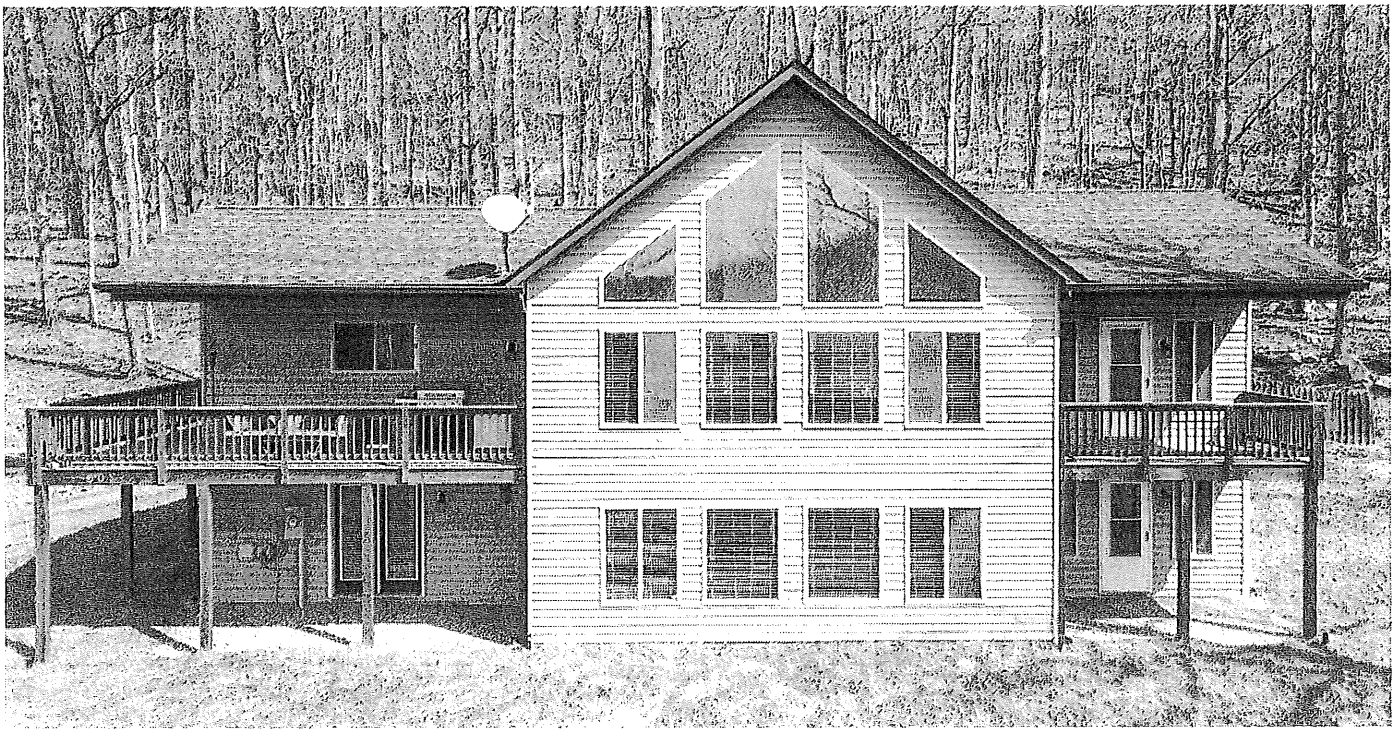
City: Front Royal
Zoning: Residential-One (R-1)
Acres: 1.2303 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A) — Use: Vacant Lot - Woodlands
South: Residential-One (R-1) — Use: Vacant Lot - Woodlands
East: Agricultural (A) — Use: Single Family Dwelling
West: Residential-One (R-1) — Use: Single Family Dwelling

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Residential-One zoning district. The dwelling was constructed in 2012 and no zoning violations have been recorded for the property.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

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. **The approved occupancy submitted in comments from the Health Department documentation is a maximum of four (4) occupants for a three (3) bedroom dwelling. The applicant has plans to upgrade and expand the existing septic system and have contracted Greenway Engineering for the increased occupancy plans. Once the new drain field and septic system has been installed and received an operational permit 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 rights-of-way and in yards. **There is sufficient parking for at least three vehicles in the driveway.**

D. Property boundaries, or limitations within the property's boundaries where transients are allowed, must be clearly marked at all times. **Existing woodlands partially screen the dwelling on all sides.**

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

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

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

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

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

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. **The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 177' to the northwest.**

RECOMMENDED CONDITIONS

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

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

2. The maximum number of occupants shall not exceed the system capacity as determined by the Health Department permit per Warren County Code §180-56.4B. The Certificate of Zoning shall only be issued with approved Health Department records.

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.

7. Outdoor burning and the use of fireworks by guests shall be prohibited.

Cc: Jennifer Harp – Owner/Applicant

Statement of Justification for Conditional Use Permit
Attn: Warren County Planning Commission
Re: 608 Venus Branch Rd. Front Royal, VA 22630

To whom it may concern:

I am submitting the attached application for a Conditional Use Permit to request authorization to utilize the residence at 608 Venus Branch Rd. as a short-term rental via websites such as AirBnB and VRBO. The settlement date for my husband and me to purchase the home is scheduled for May 5, 2022. We plan on splitting our time between Front Royal and our other residence in Washington, DC, depending on work commitments. When we are not at the Front Royal home, we'd like to make it available as a short-term rental so other families can enjoy all the activities the community has to offer.

We request authorization to list the home as a 4-bedroom with 6-person occupancy. Per the Warren County tax information, it is described as a 4-bed, 3-bath, 3,007 sq ft home. Once we close, we plan on working with Greenway Engineering and Martin's Pumping to upgrade the septic system. Greenway will assist us in requesting from the Health Department a new conditional permit for the home. We also plan on making some cosmetic improvements to the interior (such as new paint and an upgraded fireplace mantle), as well as the exterior (such as additional landscaping and a fire pit and/or hot tub).

We are eager to meet our new neighbors and ensure a positive relationship with them. We will have a security system on the home, along with smart smoke detectors, a landline, and all additional required safety measures. We also intend on securing local staff to manage the home's cleaning, driveway shoveling, and maintenance. We are also happy to work with the County to establish any noise mitigation measures or line-of-sight measures it deems necessary.

I have discussed this application with Matt Wendling of the Planning Department, who is aware that it is not fully complete at the time of filing. I will supplement this application with all necessary documentation as it becomes available to me after our settlement date on May 5, 2022.

Thank you for your consideration,

Jennifer Harp

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

WCCUP-000189-2022
Application Number: 2022-06-05
Date Received: 4/20/2022
Fee Amount: $500
Date Paid: 4/20/2022

Applicant Information:

Jennifer Harp
Applicant Name

1006 Maryland Ave. NE Washington DC 20002
Address *City* *State* *Zip*

608 Venus Branch Rd. Front Royal VA 22630
Property Location for conditional use permit if Different than Applicant's Address

(cell: 734-417-3325) (work: 202-514-8460) jcharp@gmail.com
Primary Contact Number *Email*

[current owner is Brandon Spooner, closing May 5, 2022]
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: 608 Venus Branch Rd Front Royal, VA 22630
(2) Election District: Shenandoah
(3) Tax Map Number: 15 E 4 4 123A
(4) Subdivision Name: Shenandoah Farms Mountain Lake
(5) Total Area of Property (acres): 1.23 acres
(6) Total Area to be Used (acres): 1.23 acres
(7) Total Road Frontage (feet): 280'
(8) Depth of Property (feet): 229'
(9) Present Zoning: Residential

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

(3) Zoning of surrounding land/property: Residential, vacant "farm" land

(4) Will development be staged? ☐ Yes ☐ No N/A

(5) Construction Time: N/A

(6) Season, days, and hours of operation: Year-round

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

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

(9) Number of full time employees: 0

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

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

(12) Number of parking spaces to be provided: Regular 3 Handicap _____

(13) What is the proposed landscaping and buffering for this property? shrubs, trees

C. Plans Prepared By

Name: Jennifer Harp

Address: 1001 Maryland Ave NE Washington, DC 20002

Telephone Number: 734-417-3325

D. Environmental Information

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

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

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

(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, waste water, dust, and state what measures will be used to control these emissions. No

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

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

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. No, just residential pathway lights

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

☑ **An application fee of $500.00.**

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

☑ **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. Mailed

☐ **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. To be supplemented after ≈ May 5

☐ **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. To be supplemented after ≈ May 5

☐ **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. ≈ To be supplemented after May 5

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

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

N/A ☐ **Environmental and Community Impact Statements**

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

N/A ☐ **List of chemicals stored on the site**

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

N/A ☐ **Location Map**

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

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

~~State Rt~~

E 3rd St to N Commerce Ave, Happy Creek / State Rte 624 to State Rte 643, State Rte 603 / 638 to Venus Branch Rd.

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.

Jerry Hoy — 4/20/2022

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

Application to be supplemented with mailing attn: Matt

Lord Fairfax Health District

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

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

RE: Request for Comments (2022-06-05)
Owner: Jennifer Harp

Dear Mr. Wendling,

I have reviewed your request for a CUP for a short term rental at 608 Venus Branch Rd. Front Royal, VA (Tax Map# 15E-4-4-123A) and I offer the following comments:

1. **There is a Construction Permit, ROI and Operation Permit on file for the referenced property The permit is dated 3/08/2011, 2/16/2012 and 3/20/2012 respectively.**
2. **The dwelling is connected to an approved Alternative Onsite Sewage System (AOSS). The AOSS is designed for Three (3) Bedrooms Conditional to Four (4) Occupants and 300 gallons per day. To date our office has not received an application for a construction permit or engineered plans to increase the design capacity.**
3. **The owner should be aware this is an AOSS and annual Operation and Maintenance must be performed by a licensed AOSS Operator.**
4. **This property is connected to a Class IIIB private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
5. **All refuse shall be placed in containers with tight-fitting lids.**
6. **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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 4:27 PM
To: Matt Wendling
Cc: Chase Lenz; Veronica Diamond; Paula Fristoe
Subject: Request for Comments 2022-06-05 – Jennifer Harp – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000189-2022

Comments 2022-06-05 – Jennifer Harp – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000189-2022:

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

- Building Inspections Items:
  - The use of the existing dwelling for a "short-term rental" would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
  - Given the timeframe that the structure was originally built it may not 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

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.gov

www.warrencountyva.gov

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.

Veronica Diamond

From: P.O.S.F BUSINESS <shenandoahfarms@comcast.net>
Sent: Thursday, June 9, 2022 11:02 AM
To: Veronica Diamond
Subject: Re: CUP- 2022-06-05 Short Term Tourist Rental- Harp, Jennifer

POSF Inc has no dispute to the issuance of this permit.

Respectfully,

Property Owners of Shenandoah Farms

6401 Howellsville Road

Front Royal, VA 22630

(540) 837-2068

On 06/07/2022 11:01 AM Veronica Diamond <vdiamond@warrencountyva.gov> wrote:

Good morning,

Please see attached docs.

Thank you,

Veronica Diamond

Office Manager

Planning Department

220 N. Commerce Ave., Ste. 400

Front Royal, VA 22630

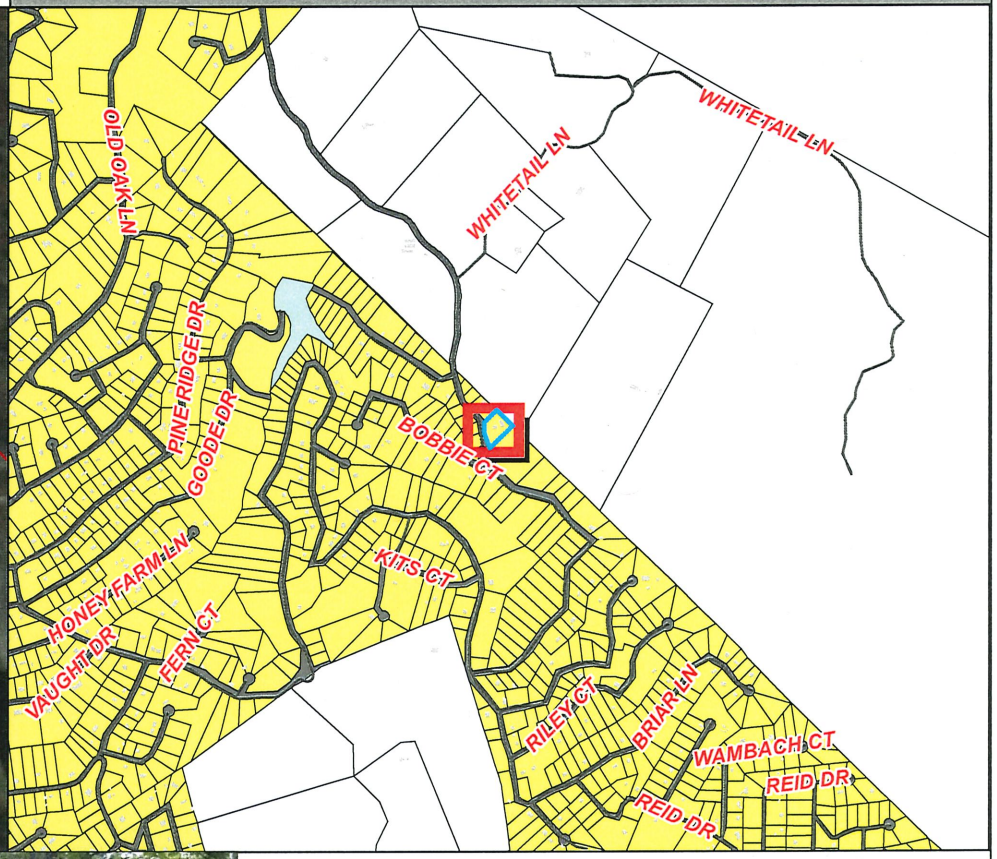
540-636-3354

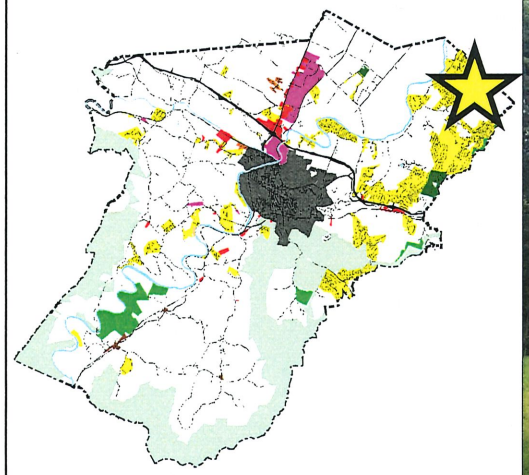
Warren County VA
CUP Location Map

Short Term Tourist Rentals
Applicants: Jennifer Harp

TM 15E--4-4-123A
608 Venus Branch Road









Zoning

- Agricultural
- Commercial
- Industrial
- Residential One
- Residential Two
- Suburban Residential
- Village Residential
- Rural Residential
- Right of Way
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- VOF Conservation Easements
- WC Conservation Easements

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
08/02/2022	K-10	Conditional Use Permit #2022-06-06 Lyndsey DePalma & Amanda Shipe *Short-Term Tourist Rental*

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

PLANNING COMMISSION STATUS:

On Wednesday, July 13, 2022, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3-0.

RECOMMENDED CONDITIONS:

Staff recommends that if the Board of Supervisors is going to approve of this request that the following conditions should be applied:

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

2. The maximum number of occupants shall not exceed six as determined according to the Health Department operation permit for a three-bedroom dwelling.

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

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

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 on the state road shall be prohibited.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Chase Lenz, CL Zoning Administrator	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit: 2022-06-06 / Short-Term Tourist Rental
Lyndsey DePalma & Amanda Shipe, *Applicants/Current Owners*
Prepared: May 31, 2022 **Revised:** July 25, 2022
Staff Contact: Chase Lenz, Zoning Administrator

Q

SUMMARY OF REQUEST

The applicants are requesting a conditional use permit for a short-term tourist rental for the property they purchased in April of 2022. The applicants would like to share the natural beauty of the Warren County area by making the property available for short-term visitations for guests when they are not enjoying the property themselves. The applicants will manage the property personally.

PROPERTY INFORMATION

Property Location: 1945 Panhandle Road
Tax Map ID: 35---------8
Magisterial District: Fork
Subdivision: N/A

City: Bentonville
Zoning: Agricultural (A)
Acres: 10.63 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

North: Federal — Use: George Washington National Forest
South: Federal — Use: George Washington National Forest
East: Federal — Use: George Washington National Forest
West: Federal — Use: George Washington National Forest

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Agricultural zoning district. The dwelling was constructed in 2001 and no zoning violations have been recorded for the property.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

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. **There is a Health Department construction permit on file approving a maximum of six (6) occupants for the dwelling. Warren County Assessment data lists three (3) bedrooms in the dwelling.**

C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all rights-of-way and in yards. **There is sufficient parking for at least five 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. **Existing woodlands fully screen the dwelling on all sides.**

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

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

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

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

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. **The subject property is not located in a subdivision governed by an HOA/POA.**

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. **The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 1500' to the southeast. The property is surrounded by the George Washington National Forest.**

RECOMMENDED CONDITIONS

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

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

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

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

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

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 on the state road shall be prohibited.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

Cc: Lyndsey DePalma & Amanda Shipe – Owners/Applicants

May 5, 2022

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

Statement of Justification

To Whom It May Concern:

This letter is to adhere to the requirements in submitting our application for Short Term Tourist Rentals / Conditional Use Permit. We are eager to share the beauty of the area with guests when we are not enjoying the property ourselves.

Should you have any questions, please reach out to Lyndsey DePalma at 703-966-2822 or lyndseydc@gmail.com, or Amanda Shipe, 703-447-6309 or alshipe10@gmail.com.

Kind regards,

Lyndsey DePalma

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

WCCUP-000190-2022
Application Number: 2022-06-06
Date Received: 5/5/2022
Fee Amount: $ 500.00
Date Paid: 5/5/2022

Applicant Information:

Lyndsey DePalma & Amanda Shipe
Applicant Name

6803 Kincaid Ave | Falls Church | VA | 22042
Address | *City* | *State* | *Zip*

1945 Panhandle Rd | Bentonville | VA | 22610
Property Location for conditional use permit if Different than Applicant's Address

703 966 2822 | lyndseydc@gmail.com
Primary Contact Number | *Email*

Property Owner (if same as applicant, leave blank)

Address | *City* | *State* | *Zip*

Primary Contact Number

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

A. Property Information:

(1) Address/Location: 1945 Panhandle Rd Bentonville VA 22042
(2) Election District: Fork
(3) Tax Map Number: Parcel #35 8
(4) Subdivision Name: N/A
(5) Total Area of Property (acres): 10.63
(6) Total Area to be Used (acres): < 1
(7) Total Road Frontage (feet): 450 ft
(8) Depth of Property (feet): 1056 ft & 1038 = average 1045
(9) Present Zoning: A

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Short term rentals - tourist

(2) Current land use and condition of site: Single family dwelling

(3) Zoning of surrounding land/property: Federal

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

(5) Construction Time: N/A

(6) Season, days, and hours of operation: all season, as months predicted are Feb - Nov

(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 (just owners and contracted cleaning)

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

(11) Number of persons to be served by the sewage disposal system: 8-

(12) Number of parking spaces to be provided: Regular 4-5 Handicap

(13) What is the proposed landscaping and buffering for this property? landscape is just next to home - nature will be surrounding areas, within property boundaries.

C. Plans Prepared By

Name: Lyndsey DePalma

Address: 6803 Kincaid Ave Falls Church VA 22042

Telephone Number: 703 964 2822

D. Environmental Information

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

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

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

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

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

(6) What will be the impact on traffic? None - no major events allowed.

(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. None beyond decorative sconces on the property to illuminate sidewalk/door areas

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

☑ **An application fee of $500.00.**

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

☑ **A Statement of Justification**

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

☑ **A Site Plan/Survey.**

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

☑ **Sewage Disposal and Well Site.**

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

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

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

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

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

☑ **Environmental and Community Impact Statements**

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

N/A **List of chemicals stored on the site**

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

☑ **Location Map**

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

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

1. Take E 2nd St to US340 S/N Royal Ave for .3 miles
2. Take State Rd 619 to State Rd 608 for 6.9 miles
3. Drive to State Road 613 for 4 miles

1945 Panhandle Rd is on your right

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

Applicant Signature _____ Date 5/5/22

Property Owner Signature _____ Date 5/5/22

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

_____

_____

_____

_____

_____

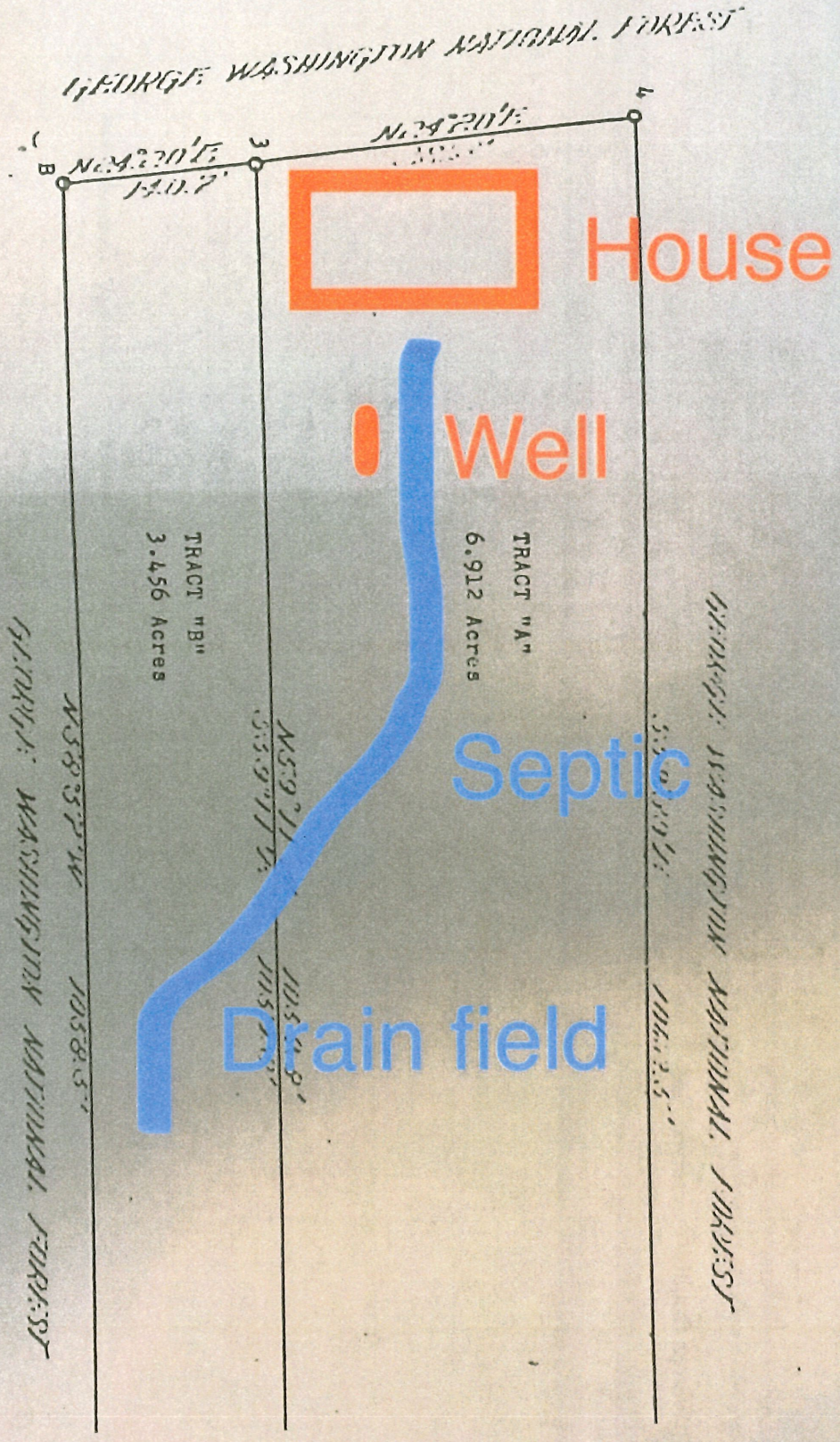
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Use of surrounding properties is National Forest

Charles H. Bradshaw et ux TO DEED Alton W. Mathews, Inc.

Deed Book 144; Page 168



LAND OF CHARLES BRADSHAW and ALTON W. MATHEWS 10.368 Acres

LOCATED ON THE WEST SIDE OF ROAD NO. 613, ABOUT 5 MILES NORTH OF BENTONVILLE, A

FORK MAGISTERIAL DISTRICT, WARREN COUNTY, VIRGINIA.

Richard U

RICHARD U
CERTIFIED
MARCH 19,

Lord Fairfax Health District

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

Chase Lenz, Zoning Administrator
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2022-06-06)
Owner: Lyndsey DePalma & Amanda Shipe

Dear Mr. Lenz,

I have reviewed your request for comments for a Short Term Rental at 1945 Panhandle Rd. Front Royal, VA (Tax Map# 35-8) and I offer the following comments:

1. **There is a Construction Permit and ROI on file for the referenced property dated 5/08/1997 and 6/1998 respectively.**
2. **The dwelling is connected to an approved 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 connected to a Class IIIB private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 11:38 AM
To: Chase Lenz
Cc: Paula Fristoe
Subject: Request for Comments 2022-06-06 – Lyndsey DePalma & Amanda Shipe – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000190-2022

Comments 2022-06-06 – Lyndsey DePalma & Amanda Shipe – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000190-2022:

- 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

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.gov

www.warrencountyva.gov

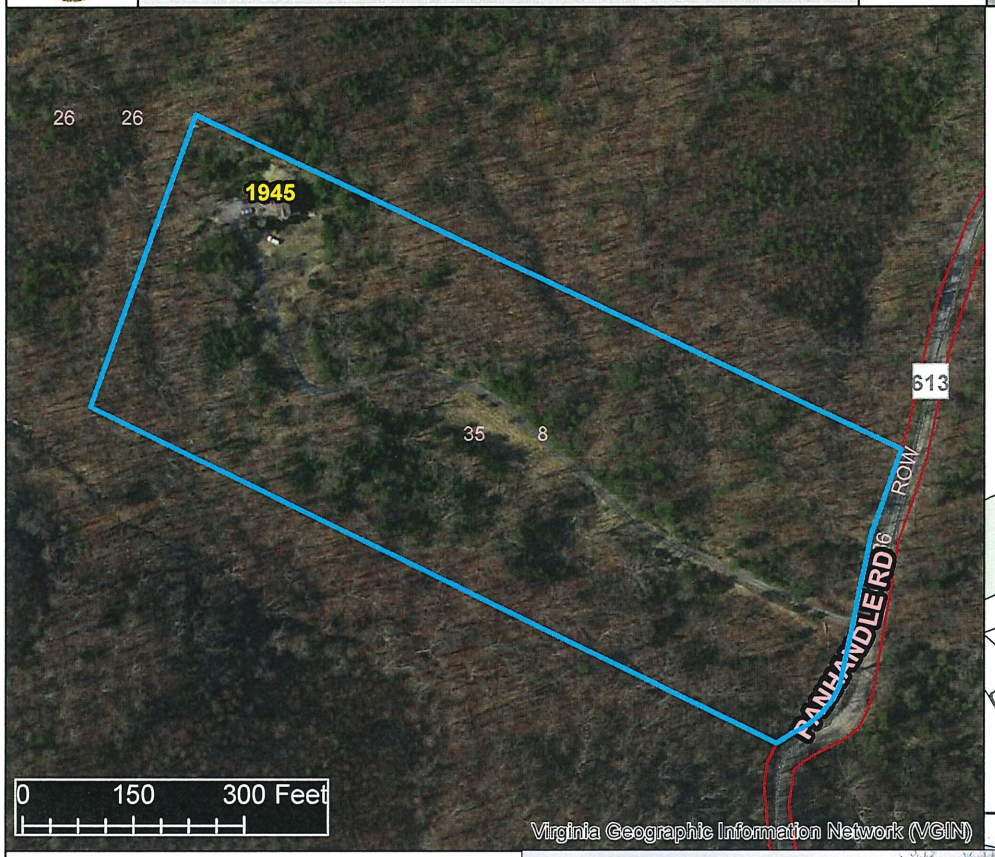
THIS MESSAGE IS INTENDED SOLELY FOR THE INDIVIDUAL(S) NAMED IN THE HEADER. THIS MESSAGE MAY CONTAIN MATERIAL THAT IS PRIVILEGED OR CONFIDENTIAL. IF YOU ARE NOT ONE OF THE INTENDED RECIPIENTS, PLEASE DO NOT READ, COPY, USE, OR DISCLOSE THIS

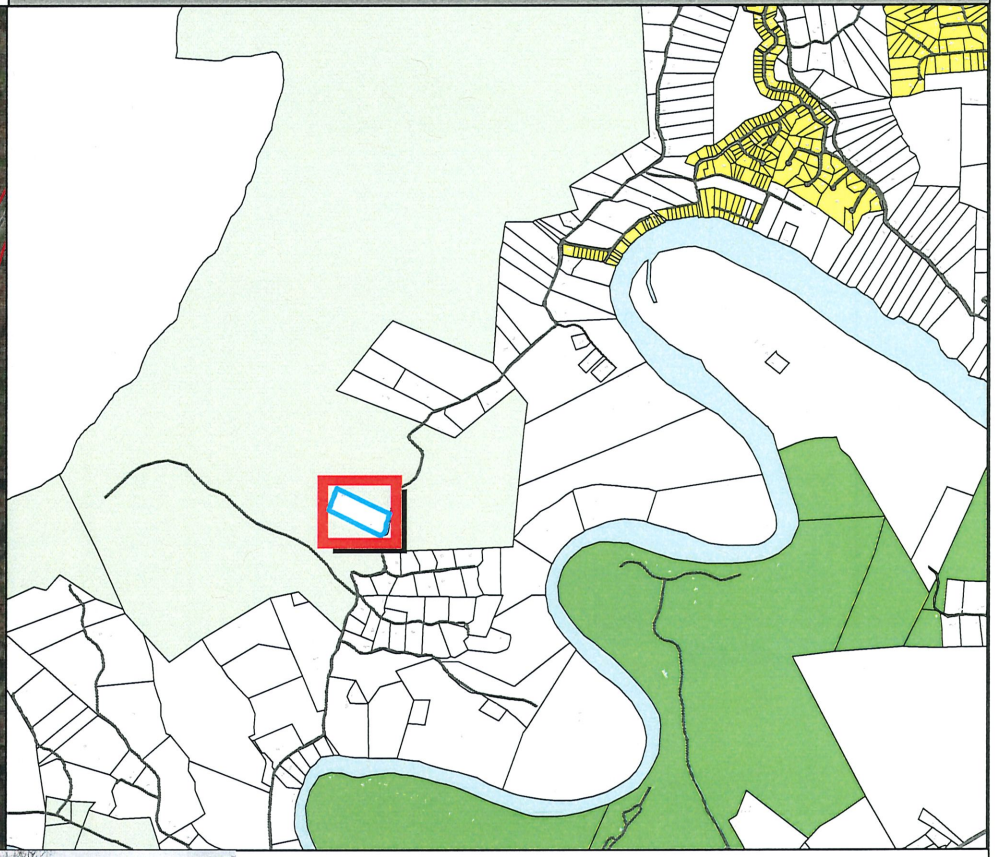
Warren County VA

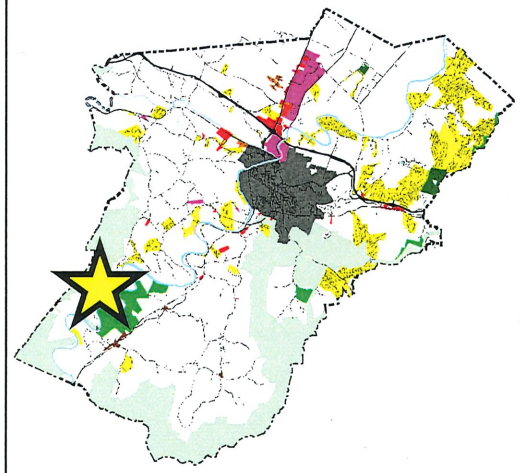
CUP Location Map

Short Term Tourist Rental
Applicants: Lyndsey DePalma & Amanda Shipe

TM 35--------8
1945 Panhandle Rd









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
08/02/2022	K-11	Conditional Use Permit #2022-06-07 John Clarke *Short-Term Tourist Rental*

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

PLANNING COMMISSION STATUS:

On Wednesday, July 13, 2022, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3-0.

RECOMMENDED CONDITIONS:

Staff recommends that if the Board of Supervisors is going to approve of this request that the following conditions should be applied:

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

2. The maximum number of occupants shall not exceed six as determined according to the Health Department operation permit for a three-bedroom dwelling.

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

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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 on the state road shall be prohibited.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

PROPOSED OR SUGGESTED MOTION:

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

SUBMITTED BY:	DISPOSITION OF BOARD:	PROCESSED BY:
Chase Lenz, CL Zoning Administrator	☐ APPROVED ☐ OTHER (Describe)	

Conditional Use Permit: 2022-06-07 / Short-Term Tourist Rental
John Clarke, *Applicant/Current Owner*
Prepared: May 31, 2022 **Revised:** July 25, 2022
Staff Contact: Chase Lenz, Zoning Administrator

G

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a short-term tourist rental for the property he purchased in August of 2021. The applicant would like to share the beauty of the Shenandoah Valley and offset costs related to the property by making the property available for short-term visitations for guests when he and his family are not enjoying the property themselves. The owner will manage the property personally with assistance from a nearby experienced professional property manager.

PROPERTY INFORMATION

Property Location: 938 Fetchett Road
Tax Map ID: 44--------35B
Magisterial District: South River
Subdivision: N/A

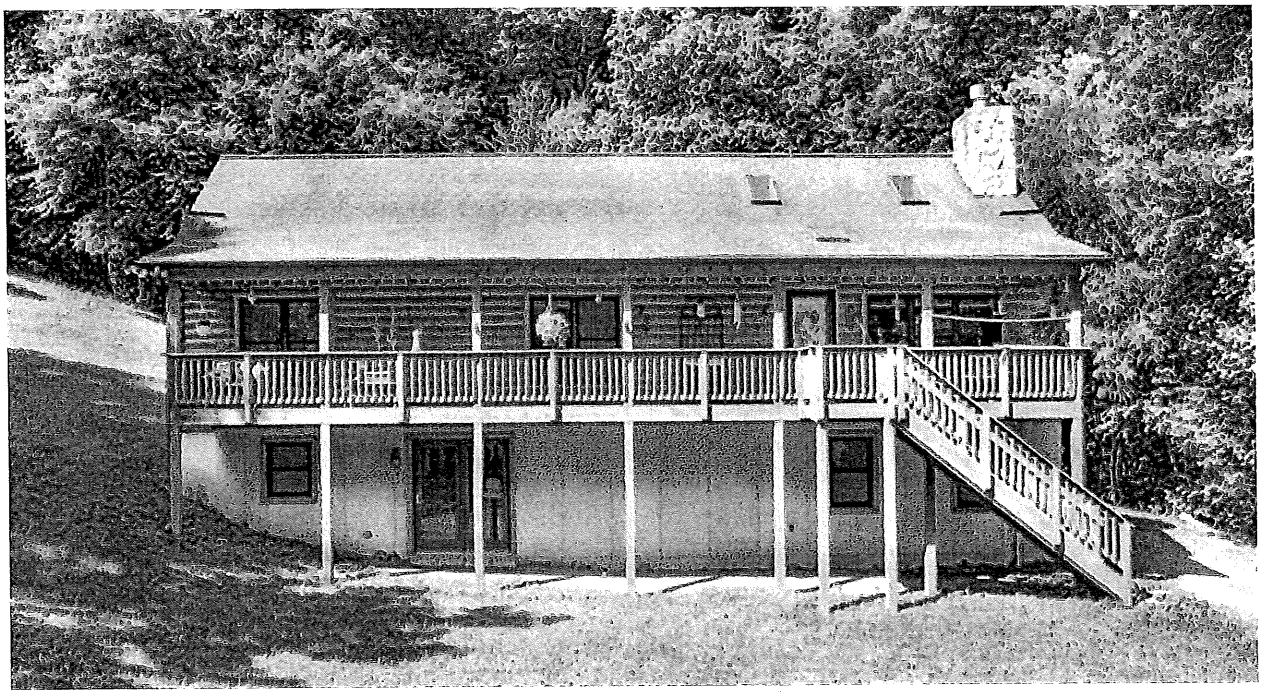
City: Bentonville
Zoning: Agricultural (A)
Acres: 2.03 Acres
Existing Land Use: Single Family Dwelling

SURROUNDING ZONING DISTRICTS & USES

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

PROPERTY HISTORY

This property has not had any previous Conditional Use Permits issued for uses in the Agricultural zoning district. The dwelling was constructed in 2006 and no zoning violations have been recorded for the property.



COMPATIBILITY WITH THE COMPREHENSIVE PLAN

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

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. **There is a Health Department operation permit on file approving a maximum of six (6) occupants for the dwelling. Warren County Assessment data lists three (3) bedrooms in the dwelling.**

C. Parking for the use shall be located in driveways or other designated and approved parking areas. The parking of vehicles is prohibited in or along all rights-of-way 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. **Existing woodlands partially screen the dwelling on all sides.**

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

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

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

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

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. **The subject property is not located in a subdivision governed by an HOA/POA.**

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. **The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 400' 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 applicant shall comply with all Warren County Health Department, Warren County Building Inspections, and Virginia Statewide Fire Prevention Code regulations and requirements.

2. The maximum number of occupants shall not exceed six as determined according to the Health Department operation permit for a three-bedroom dwelling.

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

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

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 on the state road shall be prohibited.

7. Outdoor burning and use of fireworks by guests shall be prohibited.

Cc: John Clarke – Owner/Applicant

Statement of Justification

John Clarke
938 Fetchett Rd.
Bentonville, VA 22610

May 14, 2022

To whom it may concern:

I am applying for a Conditional Use Permit to use my family's Bentonville home as a short-term rental. The home is a log cabin built in 2006, sitting on 2 acres with plenty of space between our home and the nearest neighbors.

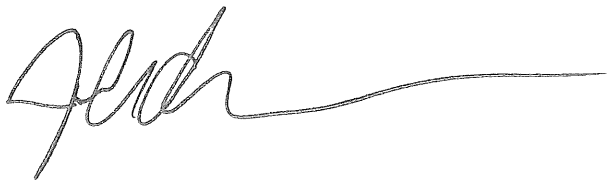
As a Roanoke native, my vision is for my family to enjoy the beauty of the Shenandoah Valley and to allow others the same enjoyment, along with covering the cost of the property and associated taxes. These guests will also bring revenue into the community.

Our guests are entirely our responsibility. We have an experienced, professional property manager who lives nearby and is available to immediately address any issues with our short-term guests.

We authorize Warren County officials to inspect the short-term rental for compliance with the performance standards contained in Chapter 180- 56. 4 upon a 24- hour notice.

Thank you kindly for your consideration.

Sincerely,



John Clarke

WCCUP-000191-2022

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2022-06-07
Date Received: 5/17/2022
Fee Amount: $ 500.00
Date Paid: 5/17/2022 Ck#208

Applicant Information:

John Clarke
Applicant Name

2022 23rd Ave. | San Francisco | CA | 94116
Address | *City* | *State* | *Zip*

938 Fetchett Rd. Bentonville, VA 22610
Property Location for conditional use permit if Different than Applicant's Address

(540)798-3956 | follyenterprisesllc@gmail.com
Primary Contact Number | *Email*

Property Owner (if same as applicant, leave blank)

Address | *City* | *State* | *Zip*

Primary Contact Number

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

A. Property Information:

(1) Address/Location: 938 Fetchett Rd. Bentonville, VA 22610
(2) Election District: South River Magisterial District
(3) Tax Map Number: TAX MAP 35 PARCEL 44B
(4) Subdivision Name: None
(5) Total Area of Property (acres): 2.0291 acres
(6) Total Area to be Used (acres): 2.0291 acres
(7) Total Road Frontage (feet): 426.64 ft
(8) Depth of Property (feet): 209.93 ft
(9) Present Zoning: Agricultural

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Short-term rental

(2) Current land use and condition of site: Residential, good condition

(3) Zoning of surrounding land/property: Agricultural

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

(5) Construction Time: No construction planned

(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: 0

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

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

(12) Number of parking spaces to be provided: Regular 2 Handicap 0

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

C. Plans Prepared By

Name: Joseph B. Brogan, Jr.

Address: PO Box 1578 Front Royal VA 22630

Telephone Number: (540)635-5657

D. Environmental Information

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

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

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

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

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

(6) What will be the impact on traffic? No impact on traffic is anticipated.

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. No.

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

☑ **An application fee of $500.00.**

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

☑ **A Statement of Justification**

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

☑ **A Site Plan/Survey.**

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

☑ **Sewage Disposal and Well Site.**

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

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

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

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

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

N/A ☐ **Environmental and Community Impact Statements**

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

N/A ☐ **List of chemicals stored on the site**

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

☑ **Location Map**

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

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

Take E 2nd St to US-340 S/N Royal Ave. Turn left onto US-340 S/N Royal Ave. Continue on State Rte 649. Drive to State Rte 632 in Bentonville. Arrive at 938 Fetchett Rd.

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.

5/14/22

Applicant Signature Date

5/14/22

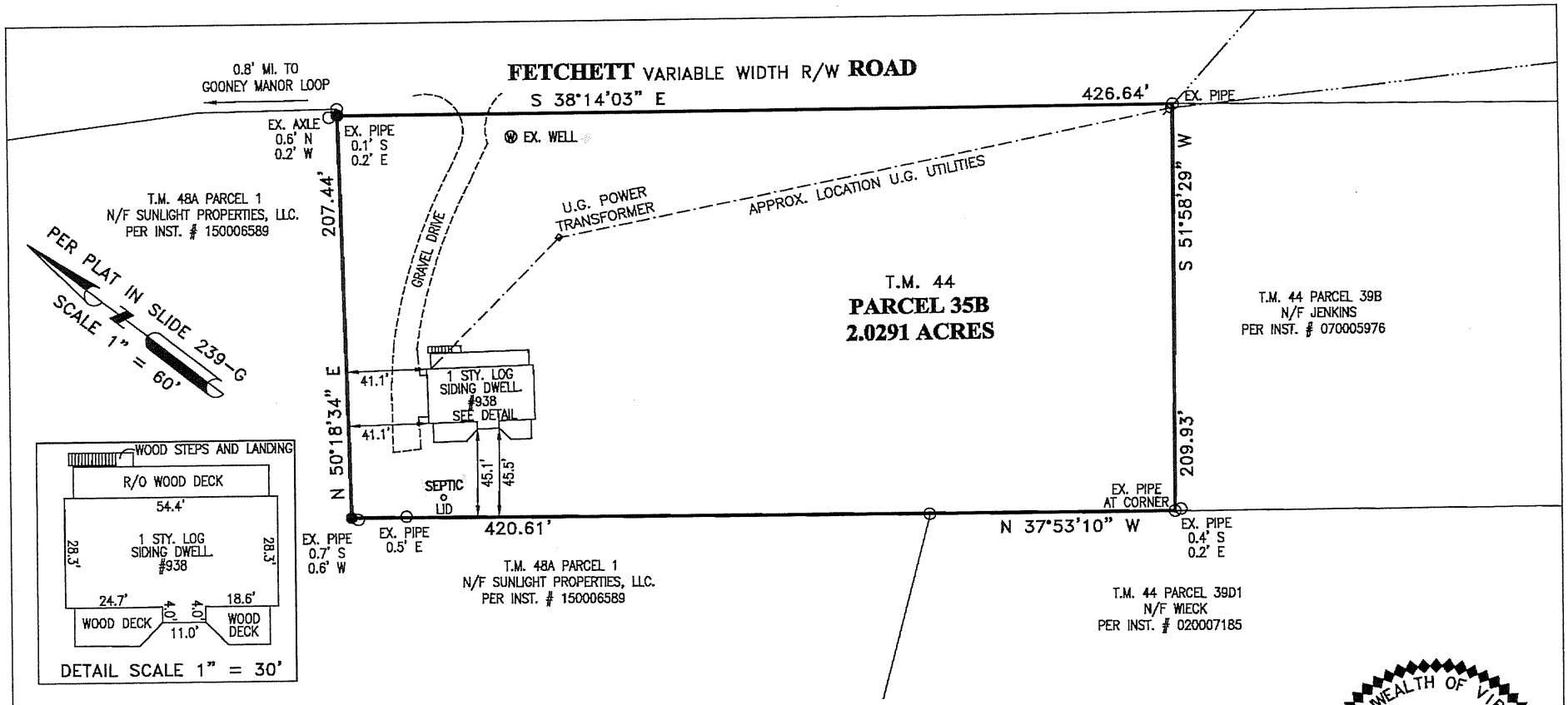
Property Owner Signature Date

Accepted by: Chase Leny Date: 5/17/2022

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

Sewage & well sites



—·—·— DENOTES APPROX. LOC. U.G. UTIL.
——— DENOTES OVERHEAD WIRES.
DENOTES UTILITY POLE.
● DENOTES PIN SET.
○ DENOTES EXISTING PIN UNLESS OTHERWISE NOTED.

SURVEY OF TAX MAP 35 PARCEL 44B
SOUTH RIVER MAGISTERIAL DISTRICT
WARREN COUNTY, VA.

PLAT REFERENCE: INSTRUMENT # 980001260.

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

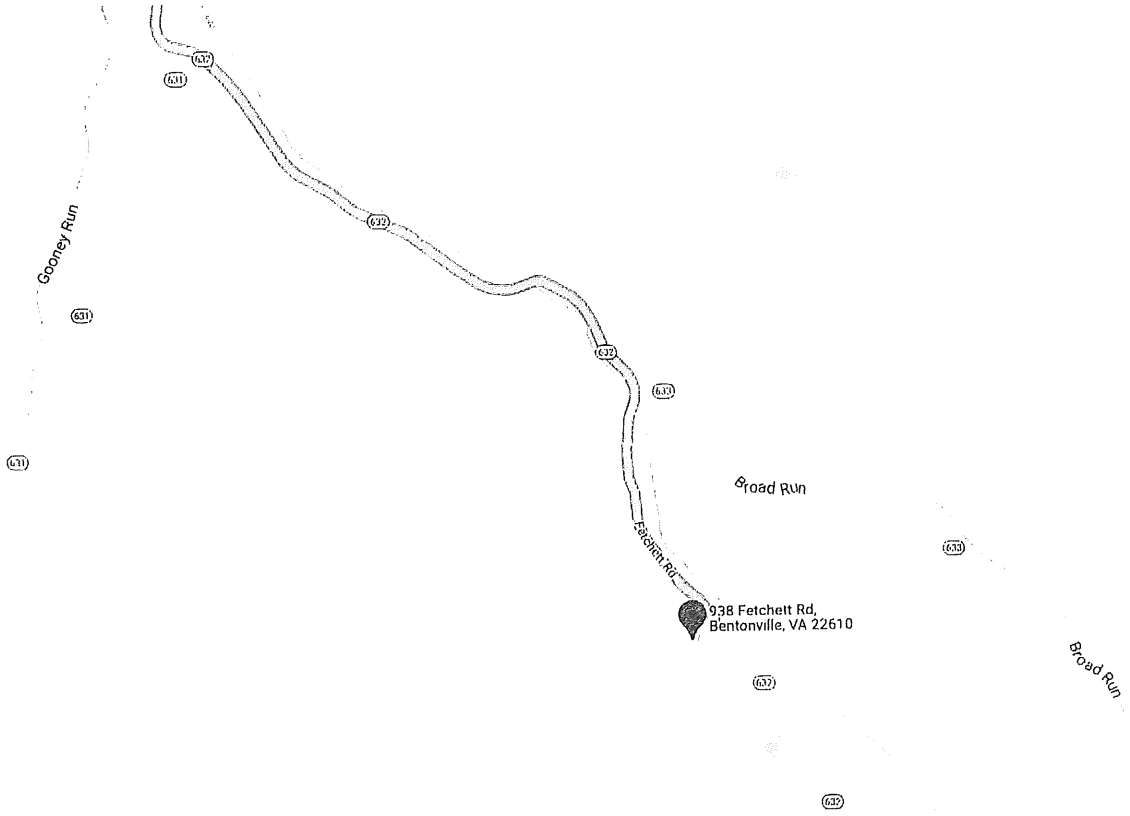
DERIVATION OF TITLE TO: DOUGLAS AND M. BONLYN HAWLEY PER INST. # 060008166.

PROPERTY SITUATED OUTSIDE OF THE LIMITS OF THE FEMA FLOOD ZONE.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
AUGUST 27, 2021

COMMONWEALTH OF VIRGINIA
Joseph G. Brogan Jr.
JOSEPH G. BROGAN, JR.
Lic No. 3209
8/27/21
LAND SURVEYOR

Location Map



Lord Fairfax Health District

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 08, 2022

RECEIVED
JUN 10 2022
BY: .....

Chase Lenz, Zoning Administrator
Warren County Planning and Zoning
220 N Commerce Ave., Suite 400
Front Royal, Virginia 22630

RE: Request for Comments (2022-06-07)
Owner: John Clarke

Dear Mr. Lenz,

I have reviewed your request for comments for a Short Term Rental at 610 938 Fetchett Rd. Bentonville, VA (Tax Map# 44-35B) and I offer the following comments:

1. **There is a Construction Permit, ROI and Operation Permit on file for the referenced property dated 5/18/2005, 7/18/2006 and 7/20/2006 respectively.**
2. **The dwelling is connected to an approved 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 connected to a Class IIIB private well. A water sample should be collected and tested annually for the presence/absence of Coliform bacteria.**
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

Chase Lenz

From: David Beahm
Sent: Thursday, June 9, 2022 2:52 PM
To: Chase Lenz
Cc: Veronica Diamond; Paula Fristoe
Subject: Request for Comments 2022-06-07 – John Clarke – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000191-2022

Comments 2022-06-07 – John Clarke – Conditional Use Permit for Short-Term Tourist Rental – WCCUP-000191-2022:

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

- Building Inspections Items:
  - The use of the existing dwelling for a "short-term rental" would require a building permit to establish it as a transient boarding facility which is the term used by the building code for this type of use. The dwelling would receive a new Certificate of Occupancy designating it as a short-term rental.
  - Given the timeframe that the structure was originally built it may not 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.

Please Note that Warren County is in the transition of moving to a NEW ".gov" Email Address – both email addresses will work during the transition period, but please update our contact information as soon as possible. Additionally, with the transition already moving forward some of your emails may go to our spam folders and some of ours will go to your spam filters. If you are not receiving information that you have expected from us or not gotten a response to something that you may have sent, please contact our office by phone to notify us so that we can attempt to address quickly.*

Respectfully,

Warren County Building Inspections Of

David C. Beahm, CBO
Building Official

220 North Commerce Ave
Suite
Front Royal, VA 22

540/636-9

dbeahm@warrencountyva.gov

www.warrencountyva.gov

FAX 540/636-4

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

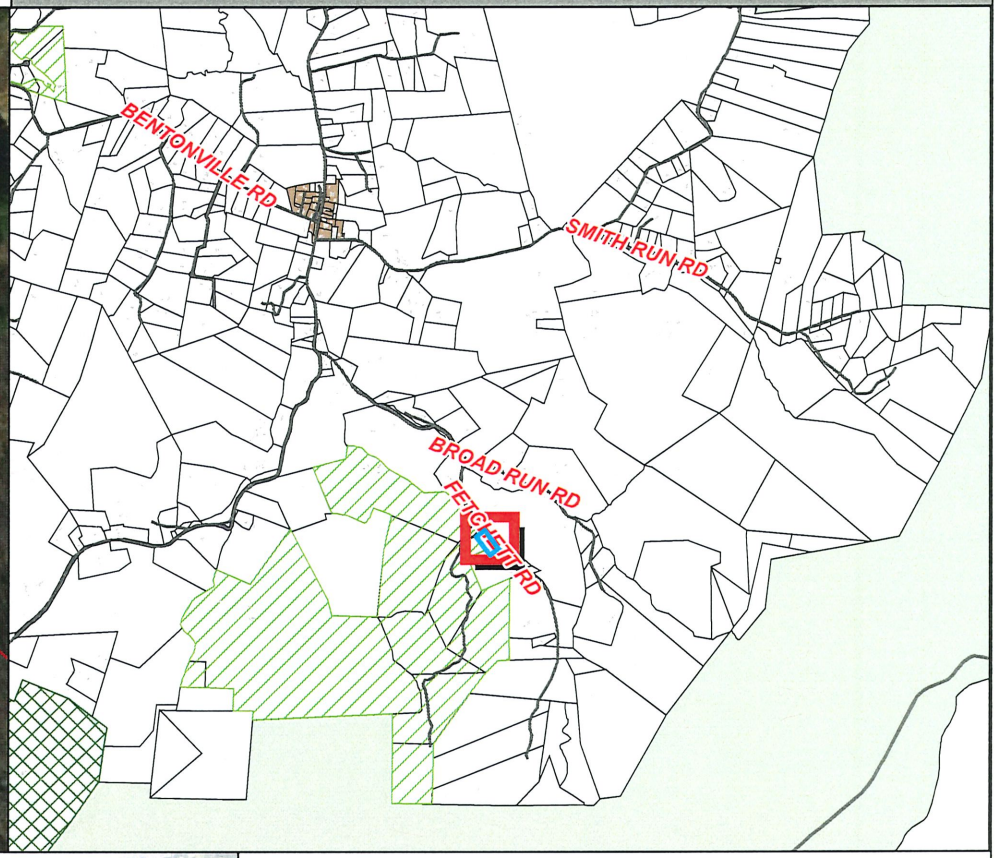
Warren County VA

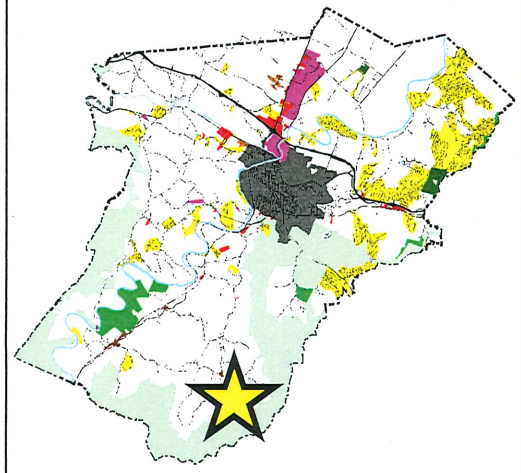
CUP Location Map

Short Term Tourist Rental
Applicants: John Clarke

TM 44-------35B
938 Fetchett Rd









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE:	ITEM:	SUBJECT:	PAGE
8/02/2022	K-12	Conditional Use Permit #2022-06-08 Royal Oak Estates, LLC (Larry Himelright) *Cluster Housing Development*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

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

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

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

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

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

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

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

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

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

PLANNING COMMISSION STATUS:

On Wednesday, July 13th, 2022, Mr. Henry moved to forward this application to the Board of Supervisors, recommending approval with the attached conditions. The motion was seconded by Mr. Kersjes and approved by the Planning Commission by a vote of 3-0. Mrs. Richardson was absent.

PROPOSED OR SUGGESTED MOTION:

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

OR

I move that the Board of Supervisors table the proposed conditional use permit request for discussion at a work session.

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

Conditional Use Permit 2022-06-08: Cluster Housing Development

Larry Himelright, Applicant & **Royal Oak Estates, LLC,** Current Owner
Prepared: June 2nd, 2022 **Revised:** June 10th, 2022
Staff Contact: Matt Wendling, Planning Director

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a Cluster Housing Development, which would consist of 40 lots under ten acres in size (average one acre) and 7 lots greater than ten acres in size and an open space lot of 64.616 acres. Lots within the development will be served by a newly dedicated street that meets the standards for acceptance in the state highway system. A minimum of 60% development shall either be preserved in open space, or subject to a perpetual easement preserving it in agricultural and/or forestal uses. Such perpetual easement shall be deeded to Warren County and shall prevent future development of the property for other than nonstructural agricultural and forestal uses. These numbers are 60% = 110.16 acres in open space and 40% = 73.44 acres in development.

PROPERTY INFORMATION

Property Location: 0 Reliance Road
Tax Map ID: 11---------8E, 12, 13 & 14
Magisterial District: North River
Subdivision: N/A

City: Middletown
Zoning: Agricultural
Acres: 183.6 total acres
Existing Land Use: Vacant Woodland

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A) — Use: Single-Family Dwellings
South: Agricultural (A) and Right-of-Way — Use: Interstate 66
East: Agricultural (A) — Use: Golf Course, Woodland & Pastures
West: Agricultural (A) — Use: Vacant Woodland & Pasture

PROPERTY HISTORY

This property has not had any previous conditional use permits issued for uses in the Agricultural zoning district. However, there was a similar application submitted in 2007 and 2021 and each were withdrawn prior to the Planning Commission public hearings.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Warren County Comprehensive Plan, Chapter 4, Section 1 (Growth Management and Land Use Issues) states the following as goals and objectives for growth management of the County. (4-6)

Goal: To direct future development into an efficient and serviceable form that will preserve the County's predominately rural character.
Objectives:

A. Direct County development to areas contiguous with Front Royal or villages that are served or will be served with adequate public facilities such as roads, sewer, and water.
The development is not contiguous with Rural Village of Reliance or Town of Front Royal. The proposal is for private well and sewage disposal systems.
B. Limit future suburban sprawl in rural or agricultural areas where adequate public facilities do not exist or where their provision would not be cost-efficient.

ATTACHMENTS

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

Public facilities do not currently exist in this agricultural area.

C. Develop incentives to preserve farmland, battlefield land, forested areas, open space, and rural character. Explore the use of conservation easements, purchase and transfer of development rights, and other similar programs for the funding of open space preservation.
Warren County Code § 180-40.5E(1) requires a minimum of 60% of the land shall either be preserved in open space, or subject to a perpetual easement preserving it in agricultural and/or forestal uses.

D. Discourage growth in environmentally sensitive areas that have natural development constraints, such as wetlands, steep slopes, floodplains and karst terrain features such as sinkholes and caves.
The proposed development has been designed to preserve steep slope areas and to be buffered from Molly Campbell Run. The applicant is required to provide an environmental impact statement.

E. Discourage strip development along County roads and highways for traffic safety, access management, and aesthetic reasons.

F. Locate industrial and commercial development in defined areas

G. Require that developers pay a fair share of the associated costs for additional public facilities and services generated by the development. In addition, maintain the County's proffer system which shall ensure that adequate public facilities are in place or proposed before development is approved.
The Fiscal Impact Model shall reflect the net capital cost per household to the County caused by this development; said cost shall be a recommended condition that is required to be paid per dwelling. Staff is working with the applicant on additional details to run the model.

H. Develop a preservation plan that identifies and protects Civil War Battlefield sites, historically significant areas, sites, and properties.
The Warren County Historic Survey does not identify any historic resources on the site or on adjacent properties.

I. Coordinate the County's and the Town of Front Royal's growth management plans.

J. Maintain the County's rural character.

K. All future private access easements serving three or more residential dwelling units should be designed with a slope no greater than 15%.

L. Develop land use policies and implement land use decisions in such a manner as to limit average residential growth to no more than 3% per year, measured in new residential building permits. Encourage developments to be phased in so as to not exceed the County's vision of maintaining a 2% to 3% annual growth rate.

The Warren County Comprehensive Plan, Chapter 4, Section 4 (Rural Character and Agricultural Preservation) states the following as goals and objectives for growth management of the County. (4-19)

Goal: Preserve the County's rural character by preserving open space, as well as agricultural and forest lands.
Objectives:

A. Maintain land use classifications in the taxing of agricultural and forestal properties.

B. Encourage cluster development in rural areas to preserve open space, to increase road safety, and to preserve rural character. The remaining land shall be kept undeveloped. Increases in housing density within the cluster or other incentives should be considered in return for preserving open space.
Warren County Code § 180-40.5E(1) requires a minimum of 60% of the land shall either be preserved in open space, or subject to a perpetual easement preserving it in agricultural and/or forestal uses.

C. Develop buffer zones to reduce potential conflicts between cluster developments and non-compatible uses such as farming and large commercial or industrial development.
The proposed development does not provide buffering between the development and farmlands to the northwest or northeast.

D. Access to cluster developments shall be limited to those necessary for safe ingress and egress of residents and emergency vehicles.
The proposed development only has one access point onto Reliance Road (State Route 627).

E. Utilize natural topographic features and/or planting screens to shield development from public roads and adjoining properties, thereby preserving scenic vistas and rural character.

F. Avoid significant modification of the existing terrain and prohibit development of environmentally sensitive areas, such as floodplains and steep slopes.
The proposed development has been designed to preserve steep slope areas and to be buffered from Molly Campbell Run. As part of the recommended conditions, the Developer shall provide storm water management per the regulations of the Commonwealth of Virginia and Warren County.

G. Designate some of the most scenic roads in the County as Scenic Highways and Byways, thereby preserving scenic rural views and vistas. The State has designated Route 55 East as a Scenic Highway. Other possible candidates include: Route 340 South, Route 522 South, Browntown Road, Morgan's Ford Road/Milldale Road, Rivermont Road, and Reliance Road.
Reliance Road (State Route 627) is not designated as a scenic byway.

H. Provide strict controls to limit access along major highways, such as Routes 55, 340, and 522, to preserve roadway capacity, decrease congestion, and improve safety.
The location is located on Reliance Road and approximately 2.8 miles from RT340/522.

I. Maintain the Highway Corridor Overlay District to address architectural and aesthetic controls as well as creating interparcel connections, limited access, and buffering requirements along the County's major entrances.

POTENTIAL IMPACTS

Transportation:
The site is situated on Reliance Road (State Route 627) which is a two-laned hard surfaced road. The development of 47 single-family dwellings will have an impact on traffic as they generate approximately ten vehicle trips per day **per dwelling and thus** would generate an increase of approximately 470 total vehicle trips per day **for the development**. The Annual Average Daily Traffic (AADT) for Reliance Road is 2,000-2,700 per day. VDOT has been asked to review the proposed development and make any other suggested improvements.

Adjoining Properties:
The surrounding properties are predominately agricultural/forestall uses with scattered residences. Interstate 66 is located to the immediate South. Southeast of the property is the Sly Fox Golf Club that surrounds the Jackson Meadow Estates subdivision; of which consists of forty-two single-family dwellings.

Environmental:
An environmental impact statement has been requested to determine the development's impact on the environment, which shall be provided to the Planning Department prior to the public hearing. Virginia DEQ has been asked to review the proposed development and make any other suggested comments.

Community:
A community impact statement has been requested to determine the development's impact on the community, which shall be provided to the Planning Department prior to the public hearing. A Fiscal Impact Model will also be examined prior to the public hearing to reflect the net capital cost per household to the County caused by this development. Warren County Public Schools and Warren County Emergency Services has been asked to review the proposed development and make any other suggested comments.

SUPPLEMENTARY REGULATIONS

§ 180-40.5. Cluster housing developments.
[Added 1-20-1998; amended 3-21-2006]
The regulations established in this section are intended to permit greater flexibility and consequently more creative and imaginative designs for the development of detached, single-family dwellings in the Agricultural District. The following standards are required for cluster housing developments in the A-1 District:

A. Cluster housing development shall be designed in accordance with the purpose and intent of the Zoning Ordinance as outlined in § 180-2.
B. The minimum area required for the creation of a cluster housing development shall be 10 contiguous acres.
C. Lots in cluster housing developments shall be served by a newly dedicated street designed to meet the standards for acceptance in the state highway system or meeting the standards for acceptance into such system. In no instance shall lots in a cluster housing development have direct access to or from an existing road in the state highway system.
D. Area, frontage and yard requirements are permitted to be modified as follows:
    1. Agricultural (A) District.
        a. Minimum lot area shall be one acre.
        b. Minimum lot width shall be 150 feet.
    2. Residential One (R-1) District.
        a. Minimum lot area shall be 21,780 square feet (0.5 acre). The average development density in the cluster housing development shall not be more than one lot per gross acre.
        b. Minimum lot width shall be 90 feet.
E. A certain amount of the cluster housing development shall either be preserved in open space, as defined in § 180-8C of this chapter, or subject to a perpetual easement preserving it in agricultural and/or forestal uses. Such perpetual easement shall be deeded to Warren County and shall prevent future development of the property for other than nonstructural agricultural and forestal uses. Nothing in this section shall preclude the construction of best management practices installed pursuant to a farm plan prepared by the Natural Resources Conservation Service, any Virginia state agency or the Lord Fairfax Soil and Water Conservation District. Specific requirements are as follows:
    1. Agricultural (A) District: minimum of 60%.
    2. Residential One (R-1) District: minimum of 30%.
F. Management of open space.
    1. All open space shall be preserved for its intended purpose as expressed on the plat.
    2. When a property owners' association is to administer open space and other facilities through an association, nonprofit corporation, trust or foundation, said organization shall conform to the following requirements:
        a. The developer must establish the organization in accordance with law, and such organization shall be in good standing prior to the sale of any property and shall remain in good standing thereafter.
        b. Membership in the organization shall be mandatory for all residential property owners, present or future, within the development.
        c. The organization shall manage all open space and recreational and cultural facilities; shall provide for the maintenance, administration and operation of said land and improvements and any other land within the development; and shall secure adequate liability insurance on the land.
        d. The organization shall conform to the Virginia Property Owners' Association Act, Code of Virginia (1950), as amended.

PLANNING STAFF COMMENTS

The follow are comments that the Planning Department has communicated to the applicant that shall be addressed in the development application are:

- Compatibility to Warren County's Comprehensive Plan.
- Proposed design in relation to Warren County Code Chapter 155: Subdivision of Land.
- Capacity of existing Reliance Road (State Route 627) to handle additional traffic impact.
- Impact on the Warren County Public School System and other government services.
- The property can be subdivided into twenty-four cluster development lots as a matter of right.

RECOMMENDED CONDITIONS

Planning Staff is recommending the attached 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.*

See attached condition document.

Cc: Larry Himelright, Applicant
Royal Oak Estates, LLC, Owner

ROYAL OAK ESTATES, LLC – LARRY HIMELRIGHT

CLUSTER HOUSING DEVELOPMENT CONDITIONS

TAX MAP 11, PARCELS 8E, 12, 13 & 14

Pursuant to Section §180-63 of the Warren County Code (Zoning Ordinance), 1992 as amended with respect to conditional use permits the following are development conditions for application CUP2022-06-08 for a cluster housing development. Development of the subject properties listed above (the "Property") shall be done in conformity with the terms and conditions set forth herein except to the extent that such terms and conditions may be subsequently amended or revised by the applicant and shall be approved by the Warren County Board of Supervisors in accordance with said code and zoning ordinance. These development conditions shall be binding upon the applicant and their legal successors heirs or assigns.

"Developer" shall be defined as the developer Royal Oak Estates, LLC its legal successors, heirs, and assigns.

SECTION A: GENERAL

1. The Developer shall comply with all Virginia Department of Transportation (VDOT), Warren County Building Inspections, Warren County Health Department, Virginia Department of Environmental Quality, and applicable environmental regulations and requirements.
2. A site plan shall be prepared and approved by the Warren County Planning Department prior to the issuance of any building permits. The site plan shall include dwelling elevation drawings, roadways, outdoor lighting, landscaping, signage, and other applicable zoning requirements.
3. All utilities including electric, telephone, and cable shall be located underground.
4. All light fixtures shall be full cut-off fixtures and comply with the Zoning Ordinance requirements.
5. Before each Certificate of Occupancy is issued for each of the 47 dwellings as part of the Cluster Housing Development by CUP and additional ten acre lots, the sum of $2,986.00 shall be paid to the County of Warren to offset the net capital cost per household to the County caused by this development as outlined in the Fiscal Impact Model at the time the building permits are issued.

SECTION B: ROADS

6. The Developer shall comply with all Virginia Department of Transportation (VDOT) regulations and requirements set forth in letter dated, June 28, 2022.
7. Provide sidewalk connections along roadways containing dwellings including pedestrian crossings at all intersections. ~~Provide a sidewalk connection running north/south along the collector road as shown on the preliminary site plan in appendix A.~~

SECTION C: TYPE AND SIZE OF HOMES

8. All dwellings shall be detached single-family dwellings as defined in the Warren County Zoning Ordinance.
9. The minimum square footage for a one-story single family detached dwelling shall be 1,500 square feet. The minimum square footage for a single family detached dwelling of two or more stories shall be 2,400 square feet cumulative. The above restrictions shall exclude garage space, porches, decks, or basements.

SECTION D: ARCHITECTURAL FEATURES

10. All dwellings within the development shall include design elements in which the foundation is *stone-to-grade* or *brick-to-grade* on all elevations.
11. All buildings within the development shall be constructed using compatible architectural style and materials for such buildings that shall be of a similar style and aesthetic.

SECTION E: LANDSCAPING

12. Existing vegetation on the site shall be kept where possible to maintain original agricultural and woodland state.

13. All homesites shall be required to plant two trees in the front yard at least 1.5 inches in diameter.

SECTION F: OPEN SPACE AND AGRICULTURAL & FORESTAL EASEMENTS

14. No structures shall be placed within the "Open Space" boundaries without approval from the Warren County Planning Department. Such structures shall be cohesive with the agricultural/rural nature of the surrounding area in their appearance and used for recreation or maintenance of the open space. The open space area is reserved for use by all residents of the development, and not dedicated as public lands.

15. No structures shall be placed within the "Agricultural & Forestal Easement" boundaries. These easements are reserved for nonstructural agricultural and forestal uses only.

SECTION G: WATER RESOURCES

16. The Developer shall comply with all Warren County Health Department regulations and requirements set forth in letter dated, June 27, 2022.

17. The Developer shall provide storm water management per the regulations of the Commonwealth of Virginia and Warren County.

18. The storm water management areas shall be as generally depicted on the Generalized Development Plan subject to final engineering.

19. The Developer shall prepare and submit an erosion and sediment control plan prepared by qualified engineers in conformance with Chapter 150 of the Warren County Code for erosion and settlement control. No construction activity shall be undertaken on the site until a land disturbance permit has been obtained from the Warren County Building Inspections Department and the approved erosion devices have been installed.

May 17, 2022

Warren County Planning Commission Members
Warren County Government Center
Planning Department
220 North Commerce Avenue
Suite 400
Front Royal, VA 22630

RE: Royal Oaks Estates
Conditional Use Permit

Dear Planning Commission Members:

Our site is zoned agricultural which allows 6 lots under 10 acres in a cluster development. This tract has 4 parent tracts for a total of 24 lots, with a conditional use permit it can be expanded to 10 lots under 10 acres for a total of 40 lots. The additional 16 lots is what we are asking for. In trying to market this parcel, I have found that 24 lots is to small for a developer that has the capital to do a project this size. To my knowledge there is no similar project in Warren County and not everyone wants to live on a small town lot.
I am presently paying $488 per year in taxes. I estimate that at Buildout this property and improvements will be valued at $4,695,000 for land and $21,600,000 for improvements for a total of $26,295,000 and taxes at 0.66 per $100 will generate $173,547 per year.

We appreciate your consideration of this project.

Very Truly Yours,

WCCUP-000192-2022

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2022-06-08
Date Received: 5/18/2022
Fee Amount: $ 500.00
Date Paid: 5/18/2022 Ck# 1148

Applicant Information:

Larry Himelright
Applicant Name

694 Red Bud Road | Strasburg | Va. | 22657
Address | *City* | *State* | *Zip*

Tax Map 11-8E, 11-12, 11-13, 11-14 | Reliance Road
Property Location for conditional use permit if Different than Applicant's Address

1-540-758-3360 | HIMLR@SHENTEL.NET
Primary Contact Number | *Email*

Royal Oak Estates, LLC
Property Owner (if same as applicant, leave blank)

694 Red Bud Road | Strasburg | Va. | 22657
Address | *City* | *State* | *Zip*

1-540-758-3360
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: Parcels located on Reliance Road
(2) Election District: North River
(3) Tax Map Number: Tax Map 11, parcels 8E, 12, 13, 14
(4) Subdivision Name: Royal Oak Estates, LLC
(5) Total Area of Property (acres): 183.6 Ac.
(6) Total Area to be Used (acres): 183.6 Ac.
(7) Total Road Frontage (feet): 991
(8) Depth of Property (feet): 3,810
(9) Present Zoning: Agricultural

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Single Family Detached

(2) Current land use and condition of site: Agriculture -undeveloped

(3) Zoning of surrounding land/property: Agricultural

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

(5) Construction Time: NA

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

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

(11) Number of persons to be served by the sewage disposal system: 48 Residence

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

(13) What is the proposed landscaping and buffering for this property?
Existing tree cover to be maintained where possible.

C. Plans Prepared By

Name: NA

Address: _____

Telephone Number: _____

D. Environmental Information

(1) Will this proposed use adversely impact the community of the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?)
60% open space and 50' drainage preservation easement and 30' drainage easement on any other fulltime streams.

(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, we will provide on-site dumpsters during construction.

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

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

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

(6) What will be the impact on traffic? 47 Single family detached homes which will generate 470 vehicles per day

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. No lighting is proposed.

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

Applicant Signature — Date: 5-18-22

Property Owner Signature — Date: 5-18-22

Accepted by: Chase Leavy — Date: 5/18/2022

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

This property has a by-right to 24 lots less than 10ac.. The additional 16 lots are by conditional use permit. No rezoning is required, so no impact or proffers fees can be required.

Warren County Fiscal Impact Model

CUP- Aaron Ritenour Cluster Housing Development Residential 2022

Residential Project Phase 1

Development Name: CUP- Aaron Ritenour Cluster Housing Development
Developer Name: Aaron Ritenour/NVR, Inc.

Summary Revenues & Expenditures	
One-Time Capital Cost per Unit:	$8,770
Annual Revenue per Unit:	**$3,467**
Annual Expenditures per Unit:	$4,118

Break-Even Value/Unit: **$360,500**
Zoning: Agricultural
Sanitary District: None
Fire & Rescue: Co. 12: Middletown

Phase 1

Development Year:	2022
Land Area:	183.6 acres
Housing Type:	Single Family
Units:	40
Assessed Value/Unit:	$409,450

County Persons/Household 2.69
Additional Residents: 108

Phase 1 One-Time Capital Costs - Based on a 20 year outlook impact on the County

	Capital Cost Per Unit
Schools:	$4,735
Parks & Recreation:	$4,035

Total One-Time Capital Costs per Unit: $8,770

Recurring Revenues Related to Residential Development

Personal Property Taxes:

Revenue per Unit:	**$284**	/capita
Annual Revenue Per Unit:	**$765**	/year

Real Estate Taxes:

Assessed Value per Unit:	**$409,450**				
Annual Real Estate Revenue Per Unit:	**$2,702**	/year	(Tax Rate	$0.66	per $100)

Total Annual Revenue per Unit: **$3,467** /year

Recurring Expenditures Related to Residential Development

Department County Expenditures:

	Per Capita Rate	*Per Unit Rate*
Parks & Recreation:	$90	*$241*
Public Works:	$123	*$330*
Judicial Administration:	$61	*$164*
Public Safety:	$379	*$1,019*
Health & Welfare Services:	$170	*$457*
General Administration:	$82	*$220*
Planning and Community Development:	$24	*$65*

Estimated Department Expenditures: *$2,496* Per Unit/Per Year

Educational Expenditures:

	Units	Student/Unit	New Students	
A.S. Rhodes Elementary School	40	0.152	6	
Skyline Middle School	40	0.090	4	
Skyline High School	40	0.122	5	
			15	*additional students*

Education Expense per Student: $4,454 /student

Education Expenditure per Unit: $1,621 /unit/year

Total Phase 1 Expenditures: *$4,118* Per Unit/Per Year

Educational Demographics

School Name	Educational Capacity	Current Enrolled	Additional Students	Projected Enrollment	Information and Alerts
A.S. Rhodes Elementary School	260	267	6	273	*The school capacity is exceeded.*
Skyline Middle School	800	599	4	603	*School within capacity limits.*
Skyline High School	1,100	858	5	863	*School within capacity limits.*

School Name	Classroom Teachers	Students per Teacher Ratio	Target Ratio	Information and Alerts
A.S. Rhodes Elementary School	18	15	20	*The student\teacher ratio is within limts.*
Skyline Middle School	47	13	23	*The student\teacher ratio is within limts.*
Skyline High School	56	15	23	*The student\teacher ratio is within limts.*

County Bus Capacity	Current Bus Capacity	Current Bus Riders	Additional Bus Riders	New Bus Capacity	Information and Alerts
All Schools included:	3,828	2,530	15	2,545	*Bus capacity is within limits.*

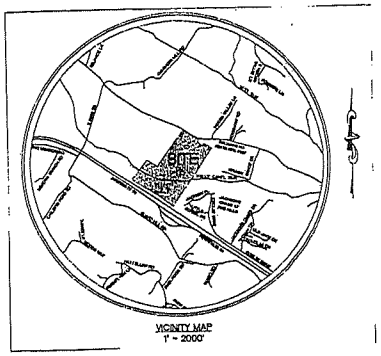
SURVEY OF THE ROYAL OAK ESTATES, LLC PROPERTY
RECORDED IN INSTRUMENT #130005587.

NORTH RIVER MAGISTERIAL DISTRICT

WARREN COUNTY, VIRGINIA

PREPARED BY
HIMELRIGHT & ASSOCIATES, PLLC
PROFESSIONAL LAND SURVEYORS
694 RED BUD ROAD, STRASBURG, VA.
PHONE 465-8767

JUNE 23, 2014



N. OR F. "LINARES"
T. M. 11-8D

N. OR F. "THOMAS"
T. M. 11-8

N 44°29'49"E 1334.56'

NORTH OF RECORD

S 48°39'43"E 653.01'

T.M. 11 PARCEL 8E

PARCEL LINE

N. OR F. "GRUVER"
T. M. 11-4A

N 41°26'46"E 2429.92'

COMMONWEALTH OF VIRGINIA
L.C. HIMELRIGHT
Lic. No. 1314
LAND SURVEYOR

Arc 322.64'
Rad 3805.85'

PARCEL LINE

T.M. 11 PARCEL 14

S 48°24'42"E
316.17'

Arc 353.36'
Rad 977.00'

RELIANCE ROAD
(40' R.O.W.)

INTERSTATE 66

N 49°44'15"W 1828.51'

AREA = 183.615 AC.

T. M. 11-12, 13, 14, & 18E

T.M. 11 PARCEL 13

PARCEL LINE

S 19°53'57"W
218.74'

N. OR F. "RADOMSKY"
T. M. 11-15A

S 49°38'00"E
344.15'

N. OR F. "RADOMSKY"
T. M. 11-15A1

S 49°38'00"E
141.82'

N 16°09'49"E
138.57'

N 36°05'06"E
10.03'

S 49°14'51"E
356.62'

N. OR F. ""SECHRIST'
T. M. 11-15B

300 0 300 600 900
GRAPHIC SCALE – FEET

N 44°03'18"W 812.77'

T.M. 11 PARCEL 12

S 41°03'28"W 2809.47'

S 38°40'55"W 1001.30'

N. OR F. "RUNYON GOLF ENTERPRISES, LLC
T. M. 11-29

N. OR F. "SARGENT"
T. M. 11-27

SKETCH OF POSSIBLE DIVISION OF THE ROYAL OAK ESTATES, LLC. PROPERTY.

NORTH RIVER MAGISTERIAL DISTRICT

WARREN COUNTY, VIRGINIA

PREPARED BY
KIMBRIGHT & ASSOCIATES, PLLC
PROFESSIONAL LAND SURVEYORS
604 RED BUD ROAD, STRASBURG, VA.
PHONE 465-5757

FEBRUARY 23, 2016

T. M. 11-12, 13, 14, & 18E

NORTH OF RECORD

225 0 225 450 675

GRAPHIC SCALE – FEET

N. OR F. "CRAMER" T. M. 11-4A

N. OR F. "LITHGOW" T. M. 11-8D

N. OR F. "THOMAS" T. M. 11-8

INTERSTATE ROUTE 66

ROUTE 627 RELIANCE ROAD (60' R.O.W.)

TRACT "C" 10.000 AC.

TRACT "B" 10.000 AC.

TRACT "A" 10.000 AC.

TRACT "H" 84.615 AC.

PIN OAK LANE

PROPOSED 60' PRIVATE ACCESS EASEMENT

BLACK OAK COURT

RED OAK COURT

TRACT "G" 10.000 AC.

TRACT "F" 10.000 AC.

TRACT "E" 10.000 AC.

TRACT "D" 10.064 AC.

1 1.000 AC.
2 1.000 AC.
3 1.000 AC.
4 1.000 AC.
5 1.176 AC.
6 1.499 AC.
7 2.026 AC.
8 1.000 AC.
9 1.000 AC.
10 1.030 AC.
11 1.018 AC.
12 1.123 AC.
13 1.000 AC.
14 1.000 AC.
15 1.000 AC.
16 1.000 AC.
17 1.000 AC.
18 1.226 AC.
19 1.149 AC.
20 1.000 AC.
21 1.018 AC.
22 1.000 AC.
23 1.078 AC.
24 1.000 AC.
25 1.000 AC.
26 1.000 AC.
27 1.000 AC.
28 1.000 AC.
29 1.000 AC.
30 1.000 AC.
31 1.000 AC.
32 1.000 AC.
33 1.000 AC.
34 1.000 AC.
35 1.017 AC.
36 1.035 AC.
37 1.041 AC.
38 1.000 AC.
39 1.000 AC.
40 1.000 AC.
41 1.005 AC.
42 1.005 AC.

N. OR F. "MARSHALL" T. M. 11-15A

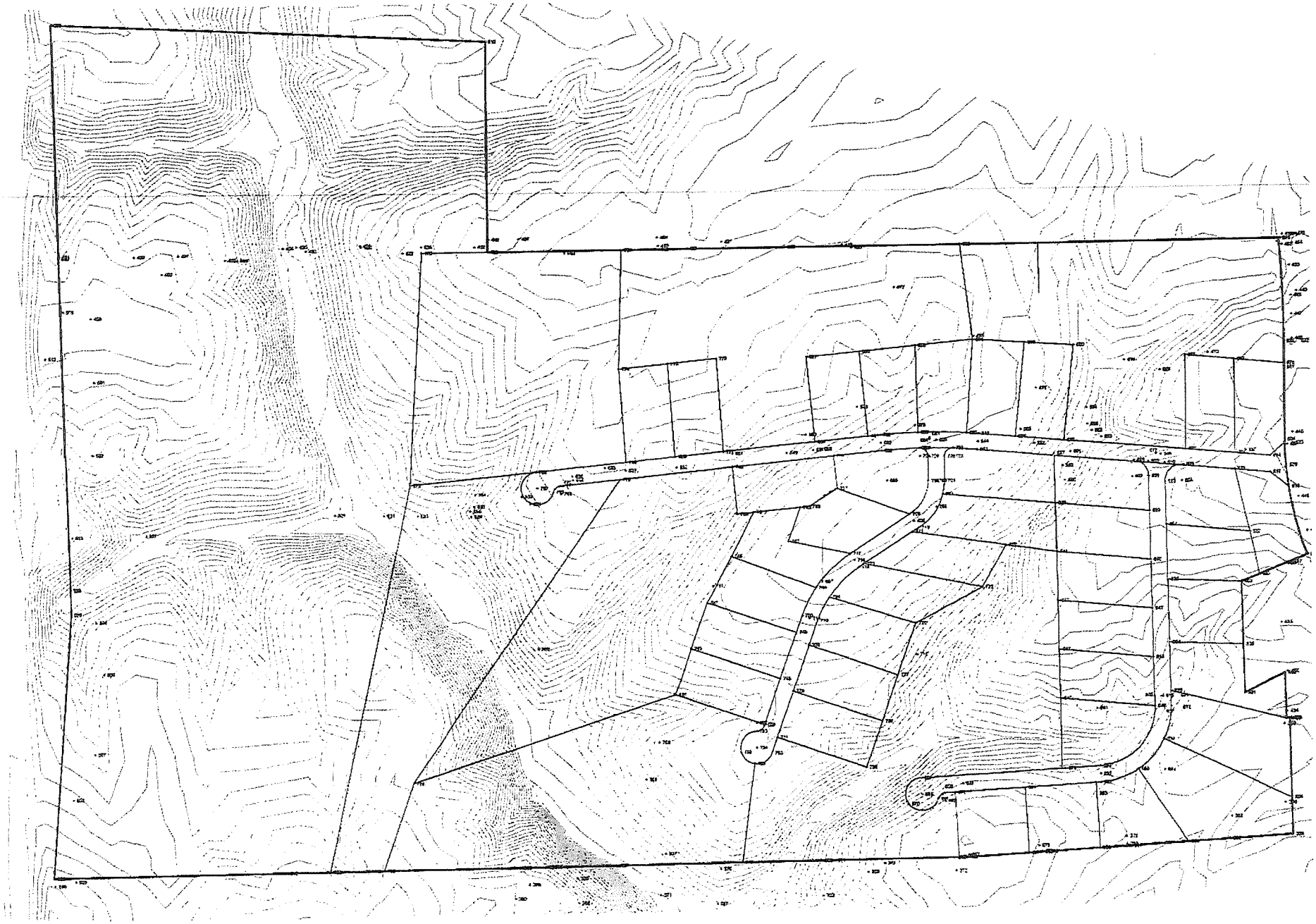
N. OR F. "MARSHALL" T. M. 11-15A-1

N. OR F. "SAUNDERS" T. M. 11-15D

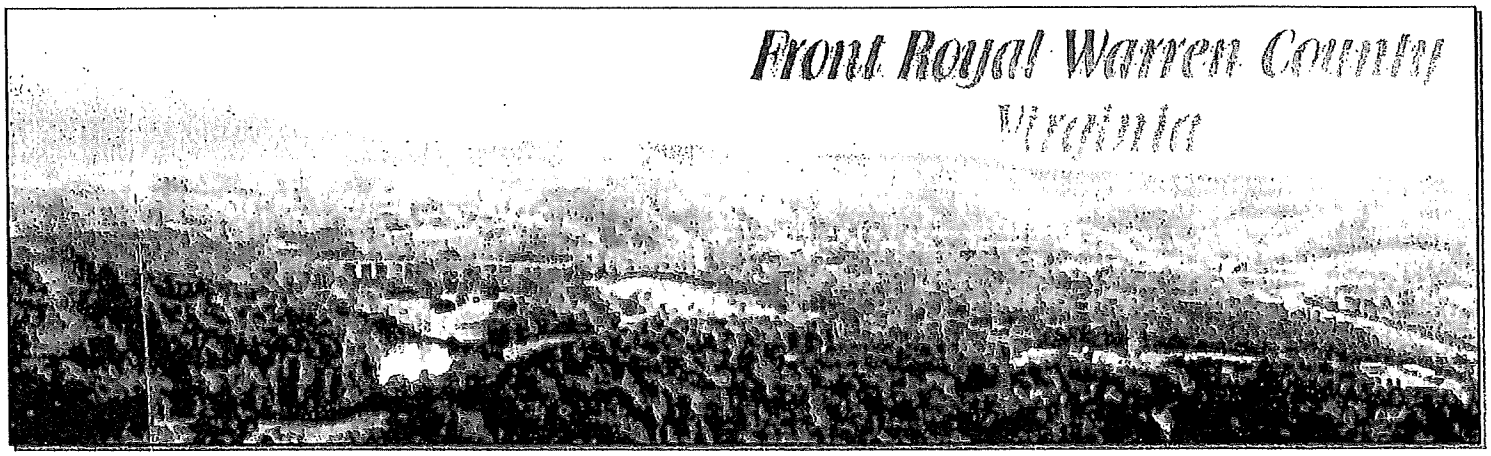
N. OR F. "MARSHALL" T. M. 11-27

N. OR F. "DOLAN" T. M. 11-25C1

N. OR F. "KENYON GOLF ENTERPRISES, LLC" T. M. 11-25



HYDROGEOLOGIC STUDY
JACKSON'S MEADOW SUBDIVISION
FRONT ROYAL, WARREN COUNTY, VIRGINIA



Prepared for:

Pine Hills Golf Club LC
65 Jackson's Chase Drive
Front Royal, Virginia 22630

August 2005

From Science to Solutions™

Science Applications International Corporation
1129 Business Parkway, S., Suite 10 Westminster, MD 21157
Ph: (410) 876-0280 Fax (410) 857-5535

HYDROGEOLOGIC STUDY
JACKSON'S MEADOW SUBDIVISION
FRONT ROYAL, WARREN COUNTY, VIRGINIA

Prepared for:

Pine Hills Golf Club LC
65 Jackson's Chase Drive
Front Royal, VA 22630

Prepared by:

SCIENCE APPLICATIONS INTERNATIONAL CORPORATION
1129 Business Parkway South, Suite 10
Westminster, MD 21157

August 2005

Reviewed by:

Michael D. Haufler, P.G.
Senior Technical Manager

Submitted by:

Eric S. Andreus, P.G.
Project Manager/Geologist

Science Applications International Corporation
From Science to Solutions™

INTRODUCTION

Science Applications International Corporation (SAIC) was retained by Pine Hills Golf Club, LC, owners of the Jackson's Chase Golf Club and subdivision, to perform a hydrogeological study for the proposed subdivision expansion. The 180-acre property proposed for the expansion is adjacent and located on the west side of the 320-acre property containing the existing 18-hole golf course and 48-lot subdivision. The properties are located approximately five miles northwest of Front Royal and are in the North River Election District of Warren County, Virginia (Figure 1). A total of 130 additional single-family home lots are planned for the Jackson's Meadow community and would be served by the Pine Hills Water Supply Company. The 180-acre property is undeveloped and is primarily wooded, while the surrounding land use is primarily agricultural and residential.

Purpose and Scope

The purpose of this hydrogeologic study is to evaluate the feasibility of developing additional groundwater sources for the Jackson's Meadow community supply system and assess the potential impacts on the aquifer and adjacent users. The scope of the study included preliminary geologic evaluations and fracture trace analysis, local well inventory, water demand analysis, groundwater recharge analysis, and water balance. The results of this study are presented and discussed in this report.

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CONCLUSIONS 13

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Table 1, Water Use Data ..... Following Text

LIST OF FIGURES

Figure 1, Site Location Map ..... Following Text
Figure 2, Hydrogeologic Base Map ..... Following Text
Figure 3, Potential Well Location Map ..... Following Text

HYDROGEOLOGIC EVALUATIONS

The preliminary hydrogeologic evaluation included the following tasks:

- Analysis of regional topography and drainage patterns using the USGS 7.5 minute Front Royal, Virginia quadrangle.
- Review of published geologic reports and mapping applicable to the site location.
- Delineation of significant hydrogeologic features, such as watershed divides and perennial streams.
- Identification of potential earth fracture zones using stereographic analysis of aerial photography covering the site.
- Locating potential high-capacity well sites based on the preliminary hydrogeologic evaluations.

The results of these evaluations are discussed below and presented on Figures 2 and 3.

Geology

The site is located within the Valley and Ridge Physiographic Province. The Valley and Ridge Physiographic province is composed of folded and faulted rocks that form a series of northeast-trending mountains and valleys. The structural geology of the Valley and Ridge is complex with extensive thrust faults and folds that contribute to the repetition of all the rock formations.

The site lies in the Great Valley portion of the Valley and Ridge Physiographic Province, which covers an approximately 20 mile wide belt west of the Blue Ridge Mountains. This relatively flat, agriculturally rich region is composed of complexly folded and faulted Cambrian and Ordovician limestone and dolomite with one prominent shale formation, the Martinsburg Shale. The entire study area is underlain by the Martinsburg Shale, which is described as a broad northeastward-trending belt consisting of thin layers of alternating olive-green to gray shale (Rader and Biggs, 1975).

Groundwater

Groundwater within the bedrock aquifer slowly migrates through joints, fractures and bedding planes in the subsurface. Groundwater flow tends to mirror topography, flowing from higher elevations to lower elevations and discharging to waterways. Water supply wells in the Martinsburg Formation in Warren County have reported yields ranging from 1 to 120 gallons per minute (gpm), with a median yield of 30 gpm (Rader and Biggs, 1975). Water-bearing zones in the shale are generally shallow, many less than 100 feet and few greater than 300 feet deep. A well intercepting a fracture system may present the best opportunity to locate and construct a moderate water source for a community supply.

Fracture Trace Analysis

Fracture zones are discernible on high-altitude aerial photography using photogeologic fracture trace analysis. Fracture traces are the linear surface manifestations of deeper subsurface fracturing, as evident by alignment of stream valleys and swales, soil tone contrasts, wetlands, springs and seeps, and distinctive vegetational changes. Wells drilled on or at the intersection of fracture traces may yield significantly more water than those randomly drilled (Lattman and Parizek, 1964). There is also a greater potential for wells located along fracture traces to interfere with each other.

A fracture trace analysis was performed to assist in locating potential supply wells. As a result, nine potential fracture zones were identified transecting the property (Figure 2). Three of the nine potential fracture traces cross the local geologic trend (strike) in a perpendicular or oblique pattern. Fracture traces with this orientation are typically more favorable than features oriented parallel to strike.

Potential Well Locations

SAIC identified five potential well sites in the western portion of the property (Figure 3). The potential well sites represent the best available sites for water supply development on this property. The well sites were selected to intercept possible fracture zones in the bedrock as indicated by the identification of fracture traces.

Well Inventory

A well inventory was conducted to locate all on-site wells and off-site wells within 1,000 feet of the property boundary. The 30 wells located are plotted on the hydrogeologic base map, although the locations were not field-verified (Figure 3). Currently, the nearest off-site well is located about 2,000 feet from the existing community supply wells. Two off-site wells appear to be located within 1,000 feet of the existing irrigation wells. No well interference issues have been identified. There are no off-site wells within 1,000 feet of the potential well locations.

SAIC conducted a study in 1999 to evaluate the potential impacts to offsite wells within a few thousand feet of the Jackson's Chase Golf Course irrigation wells. The study indicated that there was no water level drawdown in the monitored offsite wells as a result of pumping the irrigation wells.

GROUNDWATER BALANCE

In order to assess the reasonableness of the proposed groundwater withdrawal on the water resources available in this area, the proposed withdrawal (demand) of the subdivision was compared to the estimated groundwater recharge (supply) to the area. This task included the following:

- Estimating the water demands for the existing and proposed water uses.
- Selecting unit groundwater recharge rates for this hydrogeologic setting using baseflow studies of USGS gauging station records for the Smith Creek watershed (USGS Gauging Station 01632900), which is primarily underlain by the Martinsburg Formation.
- Calculating the groundwater available in the local watershed and on the property itself using the respective areas and estimated groundwater recharge rates.
- Comparing the groundwater available to the proposed withdrawal in a water balance for both normal and drought conditions.

Water Demand

The water demand of the Jackson's Chase Golf Course (which is also proposed to expand from 18 to 27 holes) must also be considered to determine the total water demand at the Pine Hills Golf Club property. This section addresses the demand of the various uses.

Jackson's Meadow Subdivision – The Jackson's Meadow Water Supply System records for the period of April 2004 through May 2005 indicate that the average dwelling used approximately 200 gpd. This water use rate is typical for single-family dwellings during normal climatic conditions, which occurred during the period of record for the water system data. Water use rates often increase as much as 30 percent during drought climatic conditions (see attached Table 1).

The Virginia Department of Health (VDH) Waterworks Regulations states that the capacity of waterworks shall exceed the maximum daily demand of the system. The VDH regulations state that the annual average daily water demand for a dwelling is 100 gallons per person. Using an average of three persons per dwelling, the average daily demand of a dwelling is approximately 300 gallons, or 150% of the recorded average. The proposed and existing subdivision would contain about 178 single-family residence lots resulting in an average demand of 53,400 gpd (37 gpm). The water

demand during drought conditions is expected to be approximately 69,400 gpd (30% increase). Based on the historical records, the actual demand will likely be lower.

It should be noted that waterworks relying on wells as the sole source of supply are required by VDH to provide a minimum of 0.5 gpm per dwelling, which in this scenario would be 89 gpm (128,200 gpd). The minimum supply requirement for waterworks provides conservatism in the system and does not represent the actual demand.

I-66 Rest Area – The Pine Hills Golf Club and Warren County have discussed the possibility of the water supply system providing water to the I-66 rest area, located south of Jackson's Meadow. The demand of the rest area is anticipated to be approximately 15,000 gpd (10 gpm), which is based on water use data for a similar rest area located along I-81 in Frederick County. Drought conditions are not expected to increase the water demand of the rest area.

Jackson's Chase Golf Course – The primary water supply for golf course irrigation is surface water captured in an impoundment on a tributary to Molly Camel Run. The irrigation system water use is not metered and there are no historical data for water use. Typical 18-hole golf courses use approximately 50,000 gpd on an annual average, with peak uses up to 150,000 gpd during dry periods in the summer (based on Hammond and McKinney, 1992 water use rates for Golf Courses). As a result, the golf course can be expected to use an annual average of approximately 75,000 gpd once expanded to include 27 holes.

Three wells reported to have a combined yield of approximately 40 gpm (57,600 gpd) provide a supplemental irrigation water supply when the surface water supply and storage is not adequate to meet the irrigation demand (Maddox, 2005). The wells are typically only operated as needed during the months of May through September. During drought conditions the wells become the primary supply for the irrigation system.

The groundwater use component of the total irrigation demand should be included in a groundwater balance. Since no water use records are available, it was assumed that during normal hydrologic conditions that the wells are used 50 percent of the time from May through September resulting in a total groundwater withdrawal of 4.4 million gallons (12,055 gpd annual average). Assuming the

wells are pumped continuously between May and September during drought hydrologic conditions, the total groundwater withdrawal would be 8.8 million gallons (24,110 gpd annual average).

Combined Water Demand – The annual average groundwater demand for Jackson's Meadow, the I-66 Rest Area, and the Jackson's Chase Golf Course is expected to be approximately 80,400 gpd (55.8 gpm) during normal hydrologic conditions, as shown in the following table. The demand is estimated to be 108,400 gpd during drought hydrologic conditions.

	Average Conditions	Drought Conditions
Jackson's Meadow	53,400 gpd	69,400 gpd
I-66 Rest Area	15,000 gpd	15,000 gpd
Golf Course Irrigation Wells	12,000 gpd	24,000 gpd
Total Groundwater Demand	**80,400 gpd**	**108,400 gpd**

It should be noted that this water demand estimate is intended to be conservative for planning purposes and therefore does not necessarily represent actual water use expected.

Groundwater Recharge Rates

Net changes in groundwater storage can be considered negligible over a period of at least a year, therefore long-term groundwater discharge to streams (baseflow) is approximately equal to long-term groundwater recharge within the upgradient watershed. The relative quantity of baseflow is controlled primarily by climate, geology, topography, and land cover.

The USGS has developed mean base flow rates using data collected at continuous-record stream flow gauging stations in watersheds throughout Virginia. The nearest gauged watershed that is primarily underlain by the Martinsburg Formation is Smith Creek near New Market, Virginia (USGS Station 01632900). The reported mean base flow rate for Smith Creek is reported to be 0.59 cubic feet per second (cfs) per square mile (Nelms, Harlow, and Hayes, 1997), which is equivalent to an effective recharge rate of 8.04 in per year (in/yr).

As a result, the average (1-year-in-2) groundwater recharge rate for the Martinsburg Formation is estimated to be 8.0 in/yr (595 gpd/acre). Assuming that drought (1-year-in-10) groundwater

recharge rates are approximately 60 percent of average rates, the drought groundwater recharge rate is estimated to be 4.8 in/yr (357 gpd/acre). These recharge rates are applicable to the subject property since it is located in a watershed where factors such as topography, geology, climate, and land use are similar to Smith Creek.

Groundwater Availability

Groundwater on the site is primarily recharged by precipitation infiltrating directly on the property. In addition, since the water table is generally a subdued replica of ground surface topography, a portion of the groundwater flowing through the property can originate from groundwater recharge in up-gradient areas. Groundwater availability in the study area was estimated by using both the property area (500 acres) and topographic watershed area (1,710 acres) as a guide. The unit groundwater recharge rates were applied to these respective areas to estimate the total recharge during average and drought conditions.

Area	Average Recharge	Drought Recharge
Pine Hills G.C. Property	297,500 gpd	178,500 gpd
Topographic Watershed	1,017,000 gpd	610,000 gpd

Groundwater Balance

A groundwater balance analysis is used to evaluate the feasibility of developing a water supply to meet the anticipated demand without adversely impacting the resource. The table below shows the groundwater recharge, demand, and balance for both average and drought conditions.

	Average Conditions	Drought Conditions
Water Recharge	+297,500 gpd	+178,500 gpd
Water Demand (all uses)	-80,400 gpd	-108,400 gpd
Water Balance	+217,100 gpd	+70,100 gpd

During average conditions and during the irrigation season, the groundwater recharge on the property is expected to exceed the withdrawal by about 217,000 gpd. In addition, groundwater recharge should exceed withdrawal by about 70,000 gpd during drought conditions. In looking at the watershed as a whole, the water balance is even more favorable. Based on these estimates and given the size of the watershed (1,710 acres), the proposed withdrawal will have a negligible impact to the base flow of Molly Camel Run.

GROUNDWATER DEVELOPMENT FOR A COMMUNITY SUPPLY

In evaluating the groundwater development potential for the Pine Hills Golf Club property, SAIC considered the critical factors affecting individual well yields in the context of the basic hydrogeologic framework and overall water budget for the area. The yield of a well in a given aquifer is dependent upon four variables, each of which is as important as the other in determining its reliable yield:

- Available drawdown in the well,
- Well efficiency,
- Ability of the surrounding aquifer to store and transmit water, and
- Groundwater recharge available to the well.

Available drawdown is the difference between the static (pre-pumping) water level and the depth of major water-bearing zones in a well. These zones, through which groundwater enters the well, are the effective lower limit to pumping water levels. Available drawdown can be determined by careful well logging and water level measurement.

Well efficiency describes the effectiveness of a well at withdrawing water from the surrounding aquifer. When a well is pumped, the flow of water in the aquifer is restrained by the low degree of "openness" of the water-bearing zones relative to the well bore. This may result in a pumping water level that is significantly deeper than that actually occurring in the surrounding aquifer. Most wells are generally between 25 and 75 percent efficient, depending upon pumping rate. Well efficiency may be determined through analysis of controlled step-drawdown and pumping test recovery data. By carefully determining the appropriate pumping rate of a production well, excessive electrical costs for inefficient pumping can be avoided.

The third factor affecting overall well performance is the ability of the surrounding aquifer to store and transmit groundwater. A well in a highly transmissive aquifer may draw from a large area, and will create a relatively shallow and broad water table depression. A well in an aquifer of low transmissivity may only draw from a limited area, and will have a relatively deep and localized area of influence. The rate at which the water table depression may expand is governed in a large part by aquifer storativity. This describes the capacity of an aquifer to store and re-

lease recharging infiltration, a factor that enables groundwater to be withdrawn from an aquifer continuously during periods of drought. The most effective method of determining aquifer transmissivity and storativity is by constant rate aquifer pumping tests and monitoring water levels in several nearby observation wells.

The rate of groundwater recharge is the fourth factor influencing sustainable well yield. Recharge is the portion of precipitation that infiltrates to become groundwater. Typically, the withdrawal of groundwater within the rate of natural recharge will not cause excessive stream flow depletion. Groundwater within the pumping-induced capture zone (approximate area of influence) will flow towards the well. The total recharge area to the well is constituted by this area, plus upgradient portions of a watershed from which groundwater may move.

Test Drilling and Well Construction

Test well drilling at approved locations, confirms subsurface fracturing, and provides a basis for design of a permanent well. Key steps are as follows:

- Obtain a sanitary site inspection for each potential well site.
- Coordinate scheduling with a qualified licensed well driller and mobilize appropriate field equipment and personnel to the test sites.
- Direct the drilling of nominal 10-inch diameter test holes into competent bedrock and install a 6-inch diameter casing. It is estimated that 20 to 40 feet of 6-inch diameter casing will be required at each site.
- Direct the drilling of a 6-inch diameter open rock test hole to an estimated completion depth of 400 feet, depending upon aquifer conditions as encountered during the drilling process.
- Perform pneumatic development to obtain a maximum well yield.
- Record the blown well yield and depths of water-bearing zones during drilling, basic water quality as determined in the field, and static water level each day before drilling, and prepare an accurate field log of the test well.

- Provide appropriate design criteria for conversion of a successful test well and construct the well as a permanent production well.
- Maintain constant supervision by a project geologist in order to provide proper well logging, well construction, and well development.

Test Potential High Yield Wells

In order to comply with DEP regulations and to adequately stress the well and aquifer system, a pumping test must be conducted on each production well. This will determine the potential impact on local production and domestic wells, detect subsurface aquifer boundary conditions, and allow representative sampling of the groundwater for analyses of new source parameters. Key steps are as follows:

- Install an appropriate size test pump in the production well and conduct a step-drawdown test by increasing the pumping rate incrementally over one-hour time periods to assess the maximum yield potential of the test well and to remove remnant sand, silt, and clay particles.
- Continue step-drawdown testing into a long-term, continuous-pumping test at a pumping rate determined by the step-drawdown test and of minimum 48-hour duration.
- Continuously monitor water levels in the pumped well and in nearby wells.
- Provide water quality analyses in the field for pH specific conductivity, temperature, nitrate-nitrogen, iron, and hardness.
- Sample the pumped water after a minimum of 48 hours of pumping for laboratory analysis of VDH required parameters.
- Monitor aquifer recovery for a minimum period of 24 hours following test pumping.

CONCLUSIONS

Based on the results of this study, we make the following conclusions:

- The average daily water demand of the 178-lot subdivision at full build-out will be approximately 53,400 gallons.
- The analyses indicate that the subdivision, rest area, and golf course demand is less than the estimated groundwater availability producing a positive water balance.
- The geologic evaluation and fracture trace analysis resulted in the identification of five potential well sites.
- New supply wells will require a rigorous aquifer testing and monitoring program to ensure that water quantity and quality are reliable and will not adversely impact the resource or other users of the resource.

SELECTED REFERENCES

Driscoll, F.G., 1986, Groundwater and Wells; Johnson Division, St. Paul, MN.

Hammond and McKinney, 1992, Evaluation of Golf Course Irrigation Requirement and Management; Maryland Department of Natural Resources, Annapolis, MD.

Lattman, L.H. and Parizek, R.R., 1964, Relationship between Fracture Traces and the Occurrence of Groundwater in Carbonate Rocks; Journal of Hydrology, p. 73-91.

Maddox, C.E., 2005, Personnel Communication; Pine Hills Golf Club, L.C., Front Royal, Virginia.

Maddox, C.E., 2005, Preliminary Subdivision Expansion Plans for Jackson's Chase, Warren County, Virginia; Prepared by G.W. Clifford & Associates, June 2005.

Rader, E.K. and Biggs, T.H., 1975, Geology of the Front Royal Quadrangle, Virginia; Report of Investigations 40; Virgina Division of Mineral Resources, Charlottesville, Virginia.

Nelms, D.L., Harlow, G.E., Jr., and Hayes, D.C., 1997, Base-flow characteristics of streams in the Valley and Ridge, the Blue Ridge, and the Piedmont Physiographic Provinces of Virginia: USGS Water Supply Paper 2457.

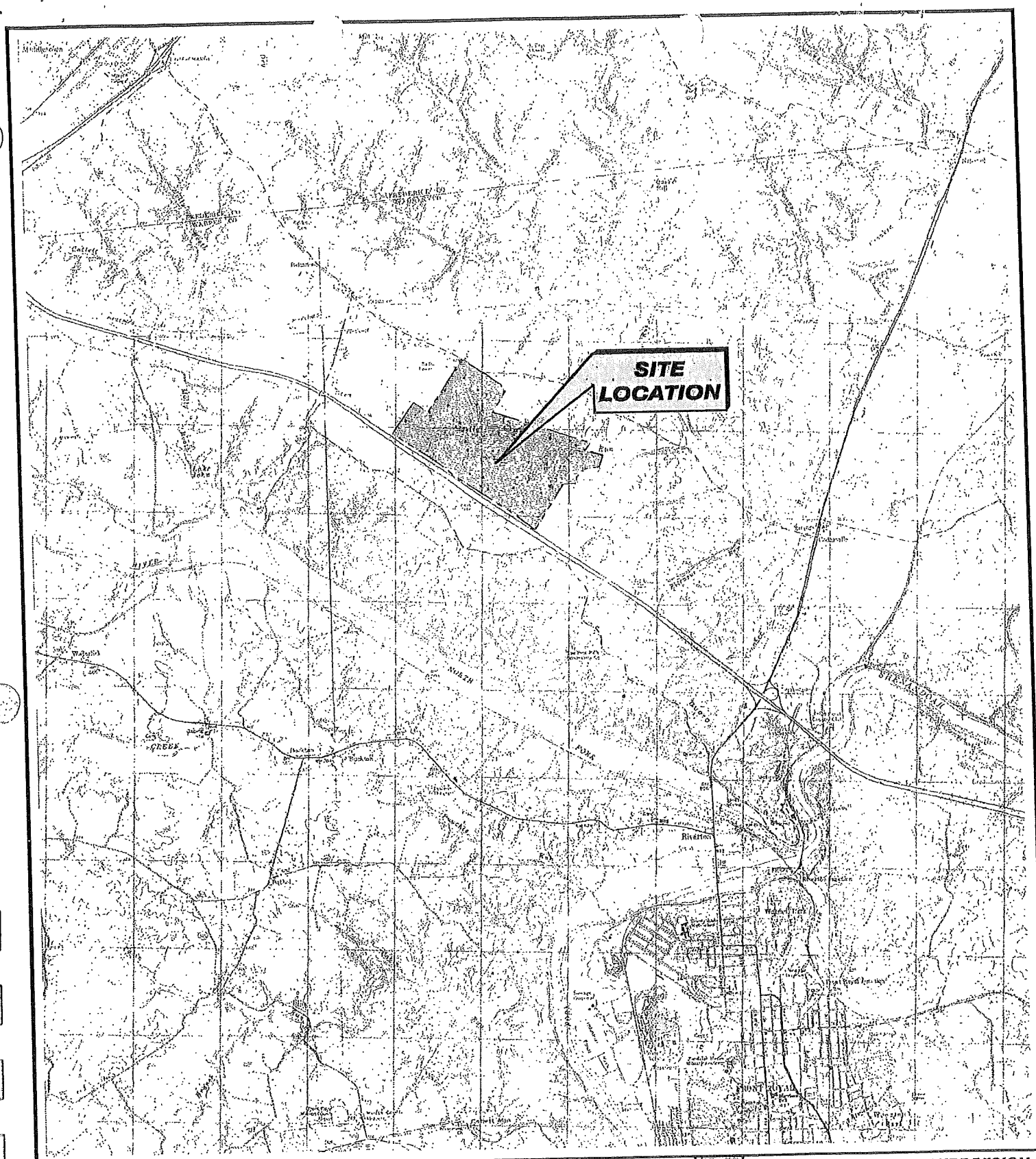
USGS, Front Royal, VA 7.5 Minute Quadrangle Topographic Map, 1967, photo-revised in 1986

Virginia Department of Health-Office of Drinking Water, 2005, Waterworks Regulations, Part III Manual of Practice for Waterworks Design.

Table 1
Water Use Data
Jackson's Meadow, Front Royal, Virginia

LOT #	5/4/2005	7/4/2005	9/4/2005	11/4/2005	1/5/2005	3/5/2005	5/5/2005	TOTAL (gallons)	Days Use	Avg Daily Use (gpd)
1		12,870	23,630	8,500	550	23,450	15,240	84,240	360	234
10			6,790	6,450	5,150	4,220	6,400	29,010	300	97
11	15,620	36,860	13,410	9,050	9,240	6,490	8,500	99,170	420	236
12	10,340	42,220	13,300	9,810	9,030	7,170	8,220	100,090	420	238
13	14,700	14,420	15,140	13,110	9,720	6,990	13,960	88,040	420	210
14			5,450	4,270	3,170	530	5,720	19,140	300	64
21					8,220	6,610	44,360	59,190	180	329
25				6,610	5,430	4,660	42,980	59,680	240	249
32	10,800	7,810	9,320	11,220	12,780	11,480	8,510	71,920	420	171
33	12,550	5,110	6,510	7,430	9,710	6,370	7,000	54,680	420	130
34	5,120	13,990	7,190	4,620	6,620	3,870	10,390	51,800	420	123
35							26,410	26,410	60	440
36	23,410	10,610	27,740	14,920	19,040	17,080	21,480	134,280	420	320
37						6,370	26,440	32,810	120	273
42				2,280	7,770	4,780	7,030	21,860	360	61
43							15,111	15,111	60	252
44						2,460	23,310	25,770	120	215
45				22,320	16,860	10,300	12,200	61,680	240	257
	92,540	143,890	128,480	120,590	123,290	122,830	303,261	1,034,881	5,280	196

Data table provided by Mr. Chuck Maddox (Pine Hills W.S.C., LC)



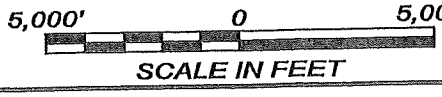
NOTE: BASE MAP IS FROM THE USGS 7.5 MIN. TOPOGRAPHIC QUADRANGLE OF FRONT ROYAL, VIRGINIA (1996) AS COMPILED BY NATIONAL GEOGRAPHIC'S TOPOI SOFTWARE VERSION 6.2.4.

LEGEND

APPROXIMATE PROPERTY BOUNDARY



QUADRANGLE LOCATION



SCALE IN FEET

JACKSON'S MEADOW SUBDIVISION

PINE HILLS GOLF CLUB
FRONT ROYAL, VIRGINIA

SITE LOCATION MAP

drawn	checked	approved	figure no.
MDS	ESA	MDH	1
date 07/06/05	date 07/19/05	date 07/27/05	
job no. 01-1633-00-9462-000		file no. 9462-001.dwg	

SAIC. Science Applications International Corporation
From Science to Solutions™

Matt Wendling

From: Arthur Boyce <bobby.boyce@vdot.virginia.gov>
Sent: Tuesday, June 28, 2022 8:54 AM
To: Matt Wendling
Cc: Funkhouser, Rhonda (VDOT)
Subject: Warren-Rte 627-Royal Oak Estates-Cluster Housing CUP

<<...>>

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824

Dear Mr. Wendling:

We have reviewed the above subject sketch plat and application dated February 25, 2016 and May 18, 2022 for impacts to the local roadway system. Route 627 is a rural collector roadway with poor geometry carrying 2700 trips per day. This application is for the construction of 45 single-family dwellings which will generate an additional 450 trips per day for which the streets will be constructed in accordance with VDOT's *2011 Subdivision Street Acceptance Requirements*. Our comments are as follows:

- We have safety concerns with the entrance location meeting the State's minimum required intersection and stopping sight distance. A detailed sight distance plan and profile should be submitted to this office for review and approval prior to subdivision. The plan should be 1"= 40' scale or less and include existing and proposed contours, intersection sight distance for vehicles exiting Pin Oak Lane, and stopping sight distance for vehicles entering the subdivision from Route 627. The center of the entrance will need to be marked for field verification. This information was requested from the previous application but was never received.
- Any grading along Route 627 to obtain sight distance should not create a run off the roadway safety hazard for motorist but should allow for 18 inches of summer vegetation growth.
- The subdivision street layout will need to meet VDOT's connectivity requirements for "Multiple connections in multiple directions standard." The streets within a network addition may be accepted into the secondary system of state highways if the network addition provides at least two external connections, one of which must be to a publicly maintained highway (Route 627) and the other providing a connection to a different highway or a stub out to an adjoining property. Stub outs must be constructed to the property line. This should be shown on a revised sketch plat.
- Access to all lots should be required from the proposed internal roadways and not Route 627.
- The proposed street geometry should be shown to meet VDOT's current *2011 Subdivision Street Acceptance Requirements* and *Road Design Manual, Appendix B(1)*. The geometric design will need to adhere to the projected traffic volume for each street.

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

Sincerely,

Bobby Boyce

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

Veronica Diamond

From: David Keller <dkeller@myrec.coop>
Sent: Tuesday, June 14, 2022 10:52 AM
To: Veronica Diamond
Subject: RE: Royal Oak Estates, LLC

Veronica,

I see no adverse effects with the cluster house project located along Reliance Rd.

Thanks,
Dave

Dave Keller
Supervisor Distribution Design
Rappahannock Electric Cooperative
137 Kelley Court
Front Royal, VA 22630
540-622-5124

From: Veronica Diamond <vdiamond@warrencountyva.gov>
Sent: Monday, June 13, 2022 8:38 AM
To: David Keller <dkeller@myrec.coop>
Subject: [EXT] FW: Royal Oak Estates, LLC

[EXT] Verify links & attachments.

Good morning,

Please see documents attached for Royal Oak Estates, LLC.

Thank you,

Veronica Diamond

From: Veronica Diamond
Sent: Friday, June 10, 2022 4:21 PM
To: Gerry Maiatico <gmaiatico@warrencountyfire.com>; jhinson@myrec.coop; Walker, Ashley <ashley.walker@vdh.virginia.gov>; jim.davis@vdh.virginia.gov; Smith, Gregory <gregory.smith@vdh.virginia.gov>; bobby.boyce@VDOT.Virginia.gov; cballenger@wcps.k.12.va.us
Subject: Royal Oak Estates, LLC

Good afternoon,

Please see attached documents for Royal Oak Estates, LLC.

Thank you,

Veronica Diamond
Office Manager
Planning Department
220 N. Commerce Ave., Ste. 400
Front Royal, VA 22630
540-636-3354
vdiamond@warrencountyva.gov

-Rappahannock Electric Cooperative Legal Disclaimer-

This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

Lord Fairfax Health District

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

LORD FAIRFAX HEALTH DISTRICT

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

June 27, 2022

RECEIVED
JUN 30 2022
BY: .....

Matt Wendling, Planning Director
County of Warren - Department of Planning
220 North Commerce Avenue, Suite 400
Front Royal, Virginia 22630

RE: Request for comments for Conditional Use Permit for a Cluster Housing Development – 2022-06-08
Reliance Rd.
Tax Map# 11-8E, 12, 13, & 14

Dear Mr. Wendling,

I have reviewed your request for comments for CUP for a Cluster Housing Development for the referenced property and offer the following comments;

This office would have no objections provided the proposed dwellings are connected to a state approved sewage system and water supply.

Respectfully,

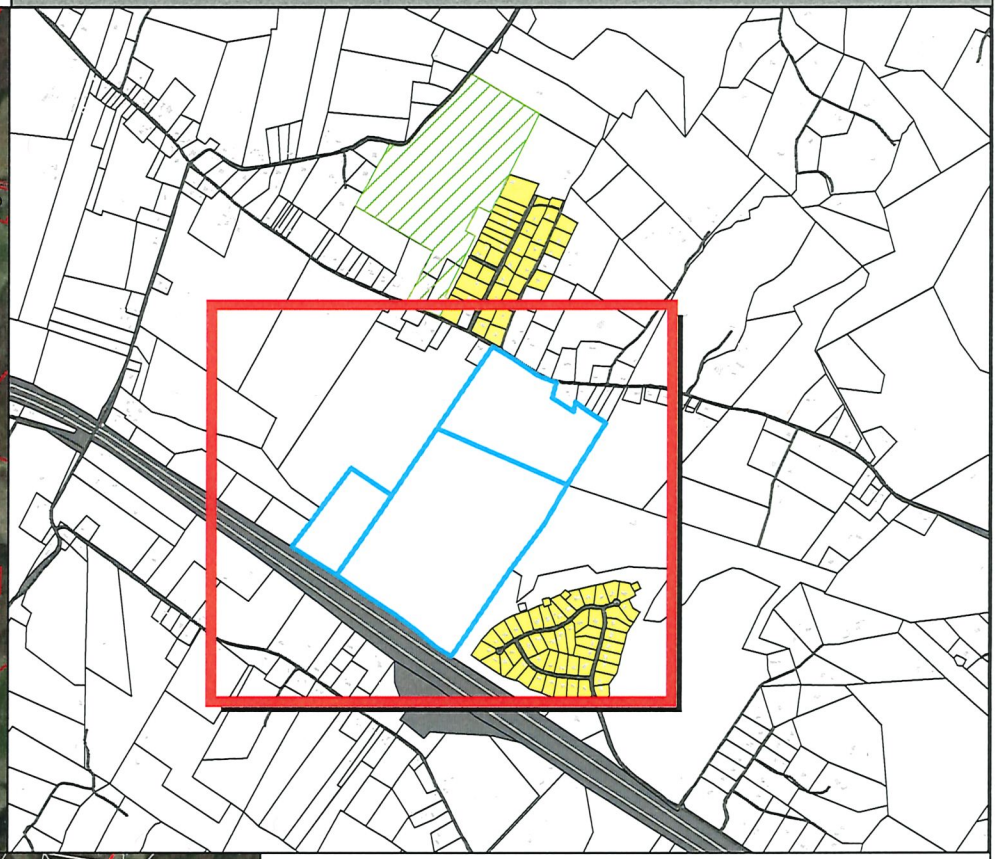
Jim Davis, REHS
Environmental Health Supervisor

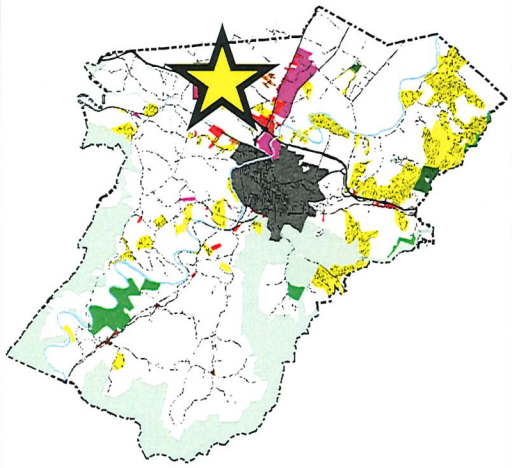
Warren County VA
CUP Location Map

Cluster Housing Development
Applicants: Larry Himelright

TM 11--------12, 13 & 8E









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:
8/02/2022	K-13	Zoning Text Amendment Z2022-06-01 Cole & Danielle Haase *An ordinance to amend Chapter 180 of the Warren County Code (Zoning Ordinance) to amend the definition of "Commercial Outdoor Recreation Operation" and to amend the supplementary regulations for Commercial Recreational Structures and Uses.*

EXPLANATION & SUMMARY:

Attached, please find a proposed amendments and additions to Chapter 180: Zoning Ordinance of the Warren County Code. The applicants are requesting a text amendment to allow for an indoor facility accessory to a Commercial Outdoor Recreation Operation. Commercial Outdoor Recreation Operation is a use currently allowed by conditional use permit in the Agricultural, Rural Residential, and Commercial zoning districts; however, the current definition of Commercial Outdoor Recreation Operation from the Zoning Ordinance does not allow for an indoor component to the use.

The proposed amendments would allow for an indoor recreation component to be included as an accessory use to an outdoor recreation operation, provided that the indoor activity is the same use as the outdoor activity and the indoor facility does not exceed a cumulative 10,000 square feet in size.

PROPOSED OR SUGGESTED MOTION:

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

OR

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

SUBMITTED BY:	DISPOSITION OF COMMISSION:	PROCESSED BY:
Matt Wendling, CFM Planning Director	☐ APPROVED ☐ OTHER (Describe)	

ORDINANCE TO AMEND AND RE-ORDAIN SECTIONS 180-8, 180-21, AND 180-43 OF THE WARREN COUNTY CODE TO AMEND THE DEFINITION OF "COMMERCIAL OUTDOOR RECREATION OPERATION" AND TO AMEND THE SUPPLEMENTARY REQUIREMENTS RELATED TO THE SAME

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Sections 180-8 (Definitions), 180-21 (Agricultural (A) District), and 180-43 (Commercial recreational structures and uses) of the Warren County Code be amended and re-ordained as follows:

Chapter 180. Zoning

Article II. Application

§ 180-8. Definitions.

C. Definitions of words and terms. As used in this chapter, the following words and terms shall have the meanings indicated:

...

COMMERCIAL OUTDOOR RECREATION OPERATION

A private, fee-supported, outdoor activity using or not using tangible facilities, involving or not involving athletic training, mastered skills, innate or acquired talents, requiring or not requiring athletic or recreational supervision. **An indoor recreation component may be included as an accessory use to the outdoor recreation operation, provided that the indoor activity is the same use as the outdoor activity and that the indoor facility does not exceed cumulative 10,000 square feet in size. This use shall meet the supplemental regulations in Section 180-43.**
[Added 1-17-1995, **Amended 8-23-2022**]

Article IV. District Regulations

§ 180-21. Agricultural (A) District.

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

...

(29) Commercial outdoor ~~recreational~~ **recreation** operation.
[Added 1-17-1995, **Amended 8-23-2022**]

Article V. Supplementary Regulations

§ 180-43. ~~Commercial recreational structures and uses~~ **Commercial outdoor recreation operation**.
[Amended 1-17-1995, **Amended 8-23-2022**]

...

G. The hours of operation and frequency of operation shall be proposed by the Planning Commission and set by the Board of Supervisors.

H. As an accessory use to an outdoor recreation operation, an indoor component may be permitted, provided that the indoor activity is the same use as the outdoor activity and that the indoor facility does not exceed a cumulative 10,000 square feet in size.

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION.

Language proposed to be deleted is lined through. ~~Example~~
Language proposed to be added is bolded and underlined. **Example**

COUNTY OF WARREN, VIRGINIA
BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE
8/02/2022	K-14	Conditional Use Permit #2022-06-09 Cole & Danielle Haase *Commercial Outdoor Recreational Operation*	1 of 2

EXPLANATION & SUMMARY:

See attached application and staff report.

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

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

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

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

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

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

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

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

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

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

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

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

Planning Commission Move to Approve:

On a motion by Mr. Henry, seconded by Mr. Kersjes, and by the following vote of 3-0, the Planning Commission forwarded the conditional use permit to deny the application of Cole & Danielle Haase for a Commercial Outdoor Recreational Operation with conditions as recommended by staff.

1. The applicant shall comply with all Virginia Department of Transportation (VDOT), Warren County Building Inspections, Warren County Emergency Medical Services, Warren County Health Department, and applicable regulations and requirements.
2. A site plan shall be prepared and approved by the Warren County Planning Department prior to the issuance of a Certificate of Zoning, showing the buildings, parking area, outdoor lighting, trash receptacles, signage, outdoor batting cages, seating areas, outdoor "infield" practice area and other applicable zoning requirements.
3. All light fixtures shall be full cut-off fixtures and comply with the Zoning Ordinance requirements.
4. Activities associated with the commercial operation shall not produce sound levels which exceed 60 decibels during hours of operation at the nearest property line.
5. Activities associated with the commercial operation shall be by appointment or reservation only. The hours of operation Monday thru Friday shall ne 3:30PM to 9:00PM and Saturday 9:00AM to 6:00PM, the operation shall be closed on Sunday.
6. The maximum number of occupants at any one time shall not exceed an amount as determined by the Warren County Health Department.
7. The applicants shall have the well/drinking water tested annually for lead contamination and a copy of the results shall be submitted to the Planning Departments.
8. Phase 3 of the operation which includes the installation of two little league size recreational fields shall not be included as part of this conditional use application but will require a modification to the permit with a public hearing with the Board of Supervisors at least one year after the applicants have completed and are operating Phases 1 and 2 of the operation.

Note: The applicants resubmitted their statement of justification take away phases 2 and 3 of their request and confirming that it will be limited to 20 vehicles at any one-time during business hours. They also have agreed to the use being by-appointment and pre-registration for limited size groups. Staff has included a revised set of conditions in the revised staff report and these will be sent out for agency comments.

BOARD OF SUPERVISORS PROPOSED OR SUGGESTED MOTION:

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

OR

I move that the Board of Supervisors table the request to authorize for advertisement of a public hearing the proposed conditional use permit request for a Commercial Outdoor Recreation Operation until agency comments are received.

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

Conditional Use Permit 2022-06-09: Commercial Outdoor Recreation Operation
Cole and Danielle Haase: Current Owner/Applicant
Prepared: May 31, 2022 **Revised:** July 26, 2022
Staff Contact: Matt Wendling, Planning Director MPW

SUMMARY OF REQUEST

The applicant is requesting a conditional use permit for a Commercial Outdoor Recreation Operation, which would consist of a softball/baseball/soccer training facility. The applicant's purchased this property in April 2022 to turn the property into an outdoor/indoor youth sports training center. The property is the former site of the Church of Waterlick. It houses the church building, as well as a 7,500 square foot accessory building and another smaller accessory building. **The applicants have re-submitted their statemen of justification revised their initial plans for a smaller facility than originally requested. They plan to have a by-appointment or pre-registration operation for individuals or teams to use the facility and are limiting the business to no more than 20 vehicles at any one time during their hours of operation.** They immediately plan to install two outdoor batting cages for teams and instructors to use outdoors. They plan to outfit the 7,500 square foot accessory building into turf with three batting cages and approximately a 30'X100' interior fielding and throwing practice area for availability during inclement weather and during the winter season. ~~They would like to build two little league size regulation softball fields with 200' fences, dugouts, and bleacher seating within 5-10 years.~~ They also plan to serve snack type foods during open hours for both the indoor and outdoor facilities. They plan to use porta-potties. This application has been sent to the Health Department and Building Inspections for their review. They would like to operate Monday through Friday from 3:30pm-9:00pm and Saturdays from 9:00am – 6:00pm.

PROPERTY INFORMATION

Property Location: 19959 Fort Valley Road	Tax Map ID: 10-110 and 9-36A2
Zoning: Agricultural	Magisterial District: North River
Acres: 10.381 total acres	Existing Land Use: Former Church of Waterlick

SURROUNDING ZONING DISTRICTS & USES

North: Agricultural (A)	Use: Cemetery - Panorama Memorial Gardens
South: Agricultural (A) & Messick Road	Use: Single Family Dwelling
East: Agricultural (A)	Use: Single Family Dwelling
West: Agricultural (A) and Right-of-Way	Use: Single Family Dwelling

PROPERTY HISTORY

This property has had previous Conditional Use Permits #89-06-06 for a temporary mobile home and #93-09-03 for the construction of an addition to existing church in the Agricultural zoning district.

COMPATIBILITY WITH THE COMPREHENSIVE PLAN

The Future Land Use Map in the Comprehensive Plan identifies this area to be used for agricultural land uses. A commercial outdoor recreation operation is a use allowed by conditional use permit in the Agricultural zoning district and is compatible with the current Warren County Zoning Ordinance.

SUPPLEMENTARY REGULATIONS

(There is a text amendment proposed for these to be amended to allow an indoor component as an accessory use to the outdoor commercial operation.)

§ 180-43. Commercial recreational structures and uses.

No commercial recreational activity shall be permitted which is evident from adjacent residential districts and which has the potential of adversely affecting the use and enjoyment of properties within said residential districts.

ATTACHMENTS

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

A. The minimum acreage for commercial recreational structures and uses shall be two acres.
The property consists of two parcels, containing 10.381 acres. The lot with the accessory structure is less than 2 acres, therefore it will need to have a boundary adjustment. The applicants do plan to submit adjustment in order to have a portion of the property for their future home site.

B. Proposed sites for such activities shall have direct access to a major street or highway.
The property has direct access to Fort Valley Road.

C. Proposed sites for such activities shall be of a size and shape appropriate for the proposed use and be dimensioned or located in such a way as to provide spatial or other buffering to protect adjacent development from potentially adverse effects.
The property consists of natural wooded areas to provide buffering from adjoining properties.

D. A plan shall be provided for safe and convenient parking, circulation and ingress/egress to adjacent streets and highways. This plan shall show the proposed number of parking spaces, aisle widths, the locations of aisles and the location of entrances/exits.
The applicant will need to submit a plan showing the proposed location of the outdoor batting cages.

E. All commercial recreational structures and uses shall not produce sound levels which exceed 60 decibels during hours of operation at the nearest property line.
~~**For the league softball games in the applicant's phase 3 plan, there will need to be a plan for traffic and noise to mitigate the effects from the adjoining properties.**~~

F. Minimum yard dimensions shall be as follows:
   (1) Three hundred feet wide.
   (2) Front setback: 50 feet from the road right-of-way.
   (3) Side setback: 50 feet from adjoining property lines.
   (4) Rear setback: 50 feet from adjoining property lines.

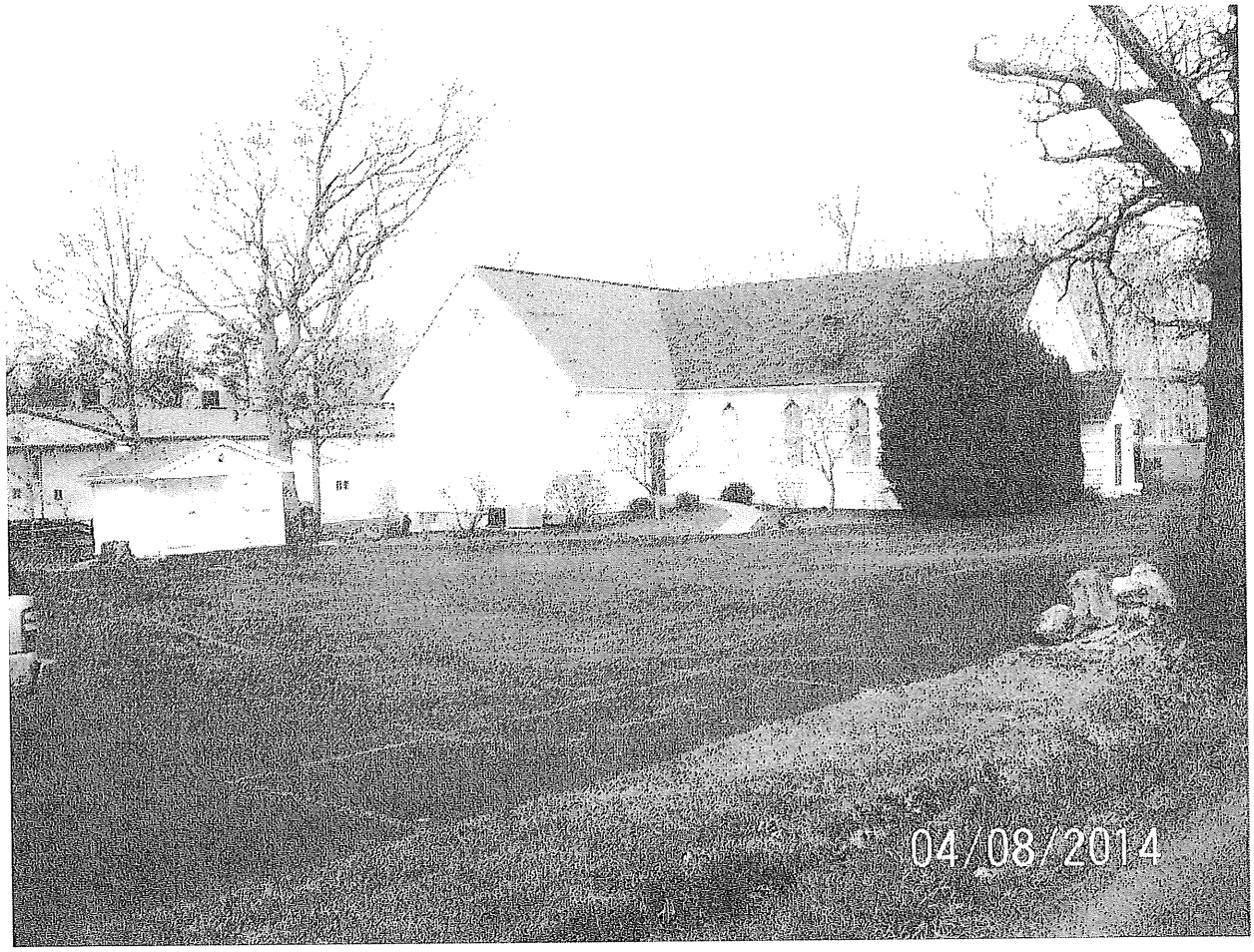
G. The hours of operation and frequency of operation shall be proposed by the Planning Commission and set by the Board of Supervisors.

RECOMMENDED CONDITIONS

Staff is recommending the following revised conditions to be added to this conditional use permit:

1. The applicant shall comply with all Virginia Department of Transportation (VDOT), Warren County Building Inspections, Warren County Emergency Medical Services, Warren County Health Department, and applicable regulations and requirements.
2. A site plan shall be prepared and approved by the Warren County Planning Department prior to the issuance of a Certificate of Zoning, showing the buildings, parking area, outdoor lighting, trash receptacles, signage, outdoor batting cages, ~~seating areas, outdoor "infield" practice area~~ and other applicable zoning requirements.
3. All light fixtures shall be full cut-off fixtures and comply with the Zoning Ordinance requirements.
4. Activities associated with the commercial operation shall not produce sound levels which exceed 60 decibels during hours of operation at the nearest property line.
5. Activities associated with the commercial operation shall be by appointment or reservation only. The hours of operation Monday thru Friday shall ne 3:30PM to 9:00PM and Saturday 9:00AM to 6:00PM, the operation shall be closed on Sunday.
6. ~~6.~~ The maximum number of occupants at any one time shall not exceed more than twenty vehicles at any one time during the hours of operation and no parking shall be allowed off-site on the adjacent property. ~~an amount as determined by the Warren County Health Department.~~
7. The applicants shall have the well/drinking water tested annually for ~~lead~~ e-coli and coliform contamination and a copy of the results shall be submitted to the Planning Departments.
8. ~~Phase 3 of the operation which includes the installation of two little league size recreational fields shall not be included as part of this conditional use application but will require a modification to the permit~~

~~with a public hearing with the Board of Supervisors at least one year after the applicants have completed and are operating Phases 1 and 2 of the operation.~~



Cc: Cole and Danielle Haase – Owners/Applicants

Statement of Justification

July 21, 2022

Warren County Board of Supervisors,

Please consider this update to our original May 18th statement of justification.

Thank you in advance for considering our request for a Conditional Use Permit (CUP) for the property located at 19959 Fort Valley Road, Strasburg, VA 22657 (Warren County). My wife, Danielle, and I, Cole Haase, are requesting the approval of the CUP for a Commercial Outdoor Recreational Operation (with an amendment for indoor operation, which has been recommended for approval by the Planning Commission) at the above property. We recently acquired the property in April, 2022, and our plan is to turn the property into a sports and events center. We are the sole owners of the property and plan to make this a family-run operation for the benefit of the youth of Warren and surrounding counties.

Danielle, our children, and I, have all been very involved in youth sports in Warren County. I served as President of the Warren County Girls Little League Softball organization for two years and served as the grounds keeping board member an additional year. Danielle also served for two years on the board as the Secretary. Additionally, we both have coached for multiple years with that organization. We also own a family-run restaurant in Front Royal where we actively support youth sport teams like the Front Royal Little League, Warren County Girls Little League Softball organization, Skyline and Warren County high school athletics, and the Front Royal Cardinals, among others. As such, we have personally seen the need for a facility like we are proposing.

We believe that this facility would be very beneficial and serve a great need in the county—and surrounding counties—for baseball and softball little leagues, travel leagues, and personalized instruction opportunities for our youth. We have also discussed possibly adding soccer instruction (i.e. footwork clinics) with the Front Royal Soccer Association during winter months when outside instruction is not possible at their complex. As you are aware, more activities for the youth are desperately needed in Warren and the surrounding counties. Our youth sports continue to expand, and the need for practice and teaching facilities continues to rise. We

believe that this property can serve a great purpose to help keep kids out of trouble and involved in beneficial learning activities. Members of the community are very excited to see this project take shape and become a great asset to the community as well.

Previously, the property, located ½ mile south of the Fort Valley Road & Strasburg Road intersection, was the home to the Church at Waterlick, later changed to Master's Touch Ministries. In addition to holding regular church services, this property was used in the past to host revivals, outdoor concerts, overnight camping, and other outdoor activities. As such, the property is already outfitted with lighting, parking, sewer, and activity buildings—along with approximately 10 acres of flat and wooded land—to accommodate our use. We are investing in updates to the property to repair some existing issues that were identified in during our pre-purchase inspection.

We plan to "build" our vision in the following way:

Upon approval:

- We will put in two outdoor batting cages (which can also be used for pitching/catching practice) for teams and instructors to use. There will also be seating areas for parents that wish to stay while their child practices.
    - These cages will be at least 125' from adjoining property lines and roadways.
- Also, the property houses a 7500+ sq ft climate-controlled building, which we will outfit with turf throughout along with three batting cages and approximately a 30' x 100' fielding and throwing practice area for availability during the off season.
    - Please note, that a large percentage of instruction/practice will be held indoors in the above building.
- This building, constructed in the early 1990's, will be accessible during open hours, and currently has two ADA compliant bathrooms for use and will be outfitted with seating area for those parents that wish to safely wait while their child practices.
- Our plan is to operate Monday – Saturday with our open hours during the week being from 3:30pm to 9:30pm, and on Saturday from 9:00am to 6:00pm.

- Under this appointment only operation schedule, we will provide access to teams/individual instruction in 1.5-2 hour blocks. An employee will be always on-site during operating hours.

Conditions to our use that we'd like to put in place:

- Outdoor instruction will be limited to stretching/warm-up and batting cage use. As the cages will be approximately 14' x 60', pitching and catching practice will be limited to the cages, so, along with batting, "loose balls" will be contained to the cage without fear of damage to ours or neighboring properties.
    - Cage use will be limited to daylight hours use with after dark use.
- Any additional outdoor lighting, strictly for parking lot illumination, will be fully shielded (i.e. Dark Sky Compliant).
- The use of the facility will be by appointment / reservation only and will be used for sports aged children that are a member of a team/organization.
    - As a condition to the above, the facility will be limited to no more than 20 vehicles (plus owner/employees) at a time, and we will encourage carpooling from all patrons.
    - Further, as the use will be limited to small groups (most teams average 10-13 children), noise levels and vehicles will be very limited and we do not anticipate 20 vehicles at a time.
- Emergency lanes and parking spots will be clearly marked with signs that do not permit parking by visitors to help facilitate emergency personnel (Police, Fire, & EMS), if the need shall arise.

Other important notes for operation:

- We plan serve snack type foods, available during open hours, for both the indoor and outdoor facilities. Currently, the property houses two "concession stand" buildings and a kitchen area in the larger activity building (noted above) that will have county health department inspection and approval prior to use.

- Outdoor "porta-potties" will be available for use year-round and will be regularly maintained by a local small business company, Primo Potties.
- There are currently approximately 20 parking spaces available, with two being designated handicap accessible.
- As you are aware, the county has been working with VDOT for a Smart Scale project (in round 5) to improve the intersection of Strasburg Road and Fort Valley Road. Continually, as a previous church facility, we believe that VDOT ingress and egress standards are compliant at the property.

Further, along with this request, we would like to request a boundary adjustment to the properties which would expand the above listed business property to approximately 6-7 acres, and the remaining acreage be utilized for our personal single-family home, to be built near the back of the property at a future date, if possible.

We, and many community members, are very excited about the possibilities that this could bring the county and its youth. We plan to attend a supervisors' working session to discuss further, but please reach out if you have any questions in advance. Thank you again for your time and consideration.

Sincerely,

Cole & Danielle Haase

220 Cedar Spring Drive, Strasburg, VA 22657

937-367-3110 (Cole); 540-622-4897 (Danielle)

WCCUP-000193-2022

WARREN COUNTY
CONDITIONAL USE PERMIT APPLICATION

Application Number: 2022-06-09
Date Received: 5/18/2022
Fee Amount: $ 500.00
Date Paid: 5/18/2022 Ck# 1744

Applicant Information:

Cole + Danielle Haase
Applicant Name

220 Cedar Spring Drive Strasburg VA 22657
Address *City* *State* *Zip*

19959 Fort Valley Road, Strasburg VA 22657
Property Location for conditional use permit if Different than Applicant's Address

937-367-3110 CDAForever@outlook.com
Primary Contact Number *Email*

Property Owner (if same as applicant, leave blank)

Address *City* *State* *Zip*

Primary Contact Number

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

A. Property Information:

(1) Address/Location: 19959 Fort Valley Rd, Strasburg VA 22657
(2) Election District: _____
(3) Tax Map Number: 10-110 + 9-36A2
(4) Subdivision Name: _____
(5) Total Area of Property (acres): _____
(6) Total Area to be Used (acres): _____
(7) Total Road Frontage (feet): _____
(8) Depth of Property (feet): _____
(9) Present Zoning: Agricultural

B. Proposed Use of Property

(1) State the proposed use(s) for the Conditional Use Permit: Commercial Outdoor Recreational operati

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

(3) Zoning of surrounding land/property: Agricultural

(4) Will development be staged? ☒ Yes ☐ No - see "Justification Statement"

(5) Construction Time: _____

(6) Season, days, and hours of operation: Year-round; M-Saturday M-F 3-9pm Sat 9-9pm

(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.) unknown

(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: 15-20/day

(12) Number of parking spaces to be provided: Regular 19 Handicap 2

(13) What is the proposed landscaping and buffering for this property? Mostly Cleared and Flat. Landscaping will remain the same.

C. Plans Prepared By

Name: Self, Cole Haase

Address: 220 Cedar Spring Drive, Strasburg, VA 22657

Telephone Number: 937-367-3110

D. Environmental Information

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

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

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

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

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

(6) What will be the impact on traffic? The property has been a church in the past, as such, we do not envision a traffic impact.

(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. Yes, however, all lighting is already in existance.

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

☑ **An application fee of $500.00.**

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

☑ **A Statement of Justification**

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

☑ **A Site Plan/Survey.**

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

☑ **Sewage Disposal and Well Site.**

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

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

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

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

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

☐ N/A **Environmental and Community Impact Statements**

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

☐ N/A **List of chemicals stored on the site**

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

☐ N/A **Location Map**

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

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

North on Commerce Ave ; to North on Winchester rd (522) ; to west on Strasburg Rd ; to South on Fort Valley rd ; end at 19959 Fort Valley rd where property is located on the West side of the 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 Signature — Date: 5/18/22

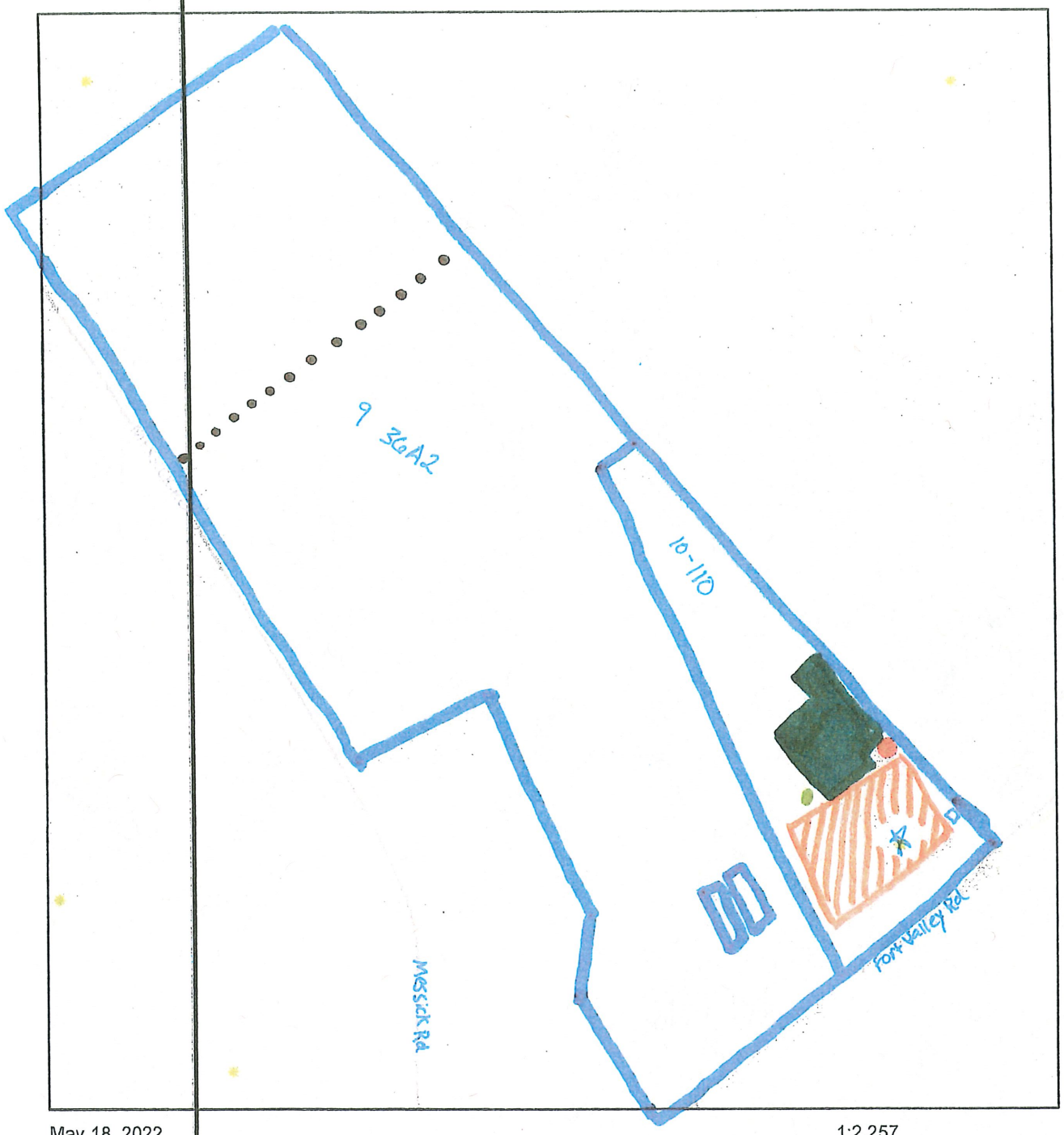
Property Owner Signature — Date: 5/18/22

Accepted by: Chase Leavy — Date: 5/18/2022

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

Gis Map of 19959 Fort Valley Rd 5/18/22



May 18, 2022

1:2,257

0 80 160 320 ft

0 25 50 100 m

Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

— Property Boundries

●●● - proposed boundry adjustment.

- Parking Area

★ - Current location of Church

● - septic tanks

● - port-a-potty location.

- activities building.

- outdoor batting Cages

□ - well


Messick Rd
616
Master's Touch Ministries
Fort Valley Rd

COUNTY OF WARREN
County Administrator's Office
Warren County Courthouse
P.O. Box 908
Front Royal, Virginia 22630
(540) 636-4600
FAX (540) 636-6066

R. Edward Duncan
County Administrator

CONDITIONAL USE PERMIT

BOARD OF SUPERVISORS

*****

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Shenandoah District

VICE-CHAIRMAN
Matthew Tederick
Fork District

B. K. Haynes, Jr.
North River District

James Jacobson
Happy Creek District

Stuart Rudacille
South River District

*****

NAME: Waterlick Independent Church of the Brethren (The Church of Waterlick)

ADDRESS: 2478 Mine Bank Road, Strasburg, Virginia 22657

PROPERTY DESCRIPTION: Located in the North River District; Tax Map 18, Parcel 103; and is zoned Agricultural (A).

AUTHORIZED USE: Temporary location of a mobile home to be used for classrooms in conjunction with the church.

CONDITIONS:

1. The mobile home shall not be placed over the drainfield as stipulated by the Warren County Health Department.
2. The Conditional Use Permit shall be reviewed by the Warren County Board of Supervisors one year from the date of issuance.
3. List of permitted uses to include a church.
4. Applicant shall comply with all VDOT and Health Department requirements and regulations.

DATE PERMIT EXPIRES: N/A
DATE APPROVED BY BOARD OF SUPERVISORS: August 22, 1989
DATE MODIFIED BY BOARD OF SUPERVISORS: October 19, 1999

R. Edward Duncan

R. EDWARD DUNCAN
COUNTY ADMINISTRATOR

cc: Commissioner of Revenue
Planning Director
Zoning Administrator

2-8-05
MOBILE HOME REMOVED IN 1992, ADDITION BUILT ON CHURCH IN 1993.
C.U.P. NO LONGER NECESSARY
Matt

COUNTY OF WARREN

County Administrator's Office
Warren County Courthouse
P.O. Box 908
Front Royal, Virginia 22630
(703) 636-4600
FAX (703) 636-6066

J. Ronald George
County Administrator

BOARD OF SUPERVISORS

*****

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North River District

VICE-CHAIRMAN
Scottie Thomson
Shenandoah District

Stuart Rudacille
South River District

Donald McNeill Jr
Happy Creek District

Ashby Crowder
Fork District

*****

CONDITIONAL USE PERMIT

NAME Waterlick Independent Church

ADDRESS Route 2, Box 358, Strasburg, Virginia 22657

PROPERTY DESCRIPTION: Located in the North River District; Tax Map 18, Parcel 103; and zoned Agricultural.

AUTHORIZED USE: Construction of 25' x 57' addition to existing church.

CONDITIONS: 1. Mobile home shall be removed upon the completion of the addition.

DATE PERMIT EXPIRES: N/A

DATE APPROVED BY BOARD OF SUPERVISORS: September 8, 1993

(This permit constitutes a modification of the Conditional Use Permit issued to The Church of Waterlick on August 22, 1989.)

J. Ronald George

J. Ronald George, County Administrator

COUNTY OF WARREN

P.O. BOX 908
FRONT ROYAL, VIRGINIA 22630
(703) 636-9973

BOARD OF SUPERVISORS

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DONALD H. McNEILL, JR.
STUART L. RUDACILLE
SCOTTIE THOMSON

J. RONALD GEORGE
County Administrator

CONDITIONAL USE PERMIT

NAME The Church of Waterlick

ADDRESS Route 2, Box 358, Strasburg, Virginia 22657

PROPERTY DESCRIPTION: Located in the North River Magisterial District; Tax Map 18, Parcel 103; and is zoned Agricultural. (Property owned by Bethel United Methodist Church)

AUTHORIZED USE: Temporary location of a mobile home to be used for classrooms in conjunction with the church.

CONDITIONS:

1. The mobile home shall not be placed over the drainfield as stipulated by the Warren County Health Department.
2. The Conditional Use Permit shall be reviewed by the Warren County Board of Supervisors one year from the date of issuance.

DATE PERMIT EXPIRES N/A

DATE APPROVED BY BOARD OF SUPERVISORS August 22, 1989

J. Ronald George

J. RONALD GEORGE
COUNTY ADMINISTRATOR

Matt Wendling

From: alwaysblessed06 <alwaysblessed06@earthlink.net>
Sent: Wednesday, July 13, 2022 4:24 PM
To: Matt Wendling
Subject: Tonight's meeting about property on Ft Valley Rd

Good Afternoon,

I am unable to make the meeting tonight . I live at 252 Messick Rd, Strasburg, VA. I am totally against the rezoning the Church property on Ft Valley Rd. I am the only property on this side of the road. My land joins the cemetary and the church. I enjoy my peace and quiet and do not think this is the area for what they are proposing .

Sincerely

Deborah Jones

252 Messick Rd

Strasburg, VA 22657

540-660-3069


06/06/2022 11:17AM


06/06/2022 11:18AM

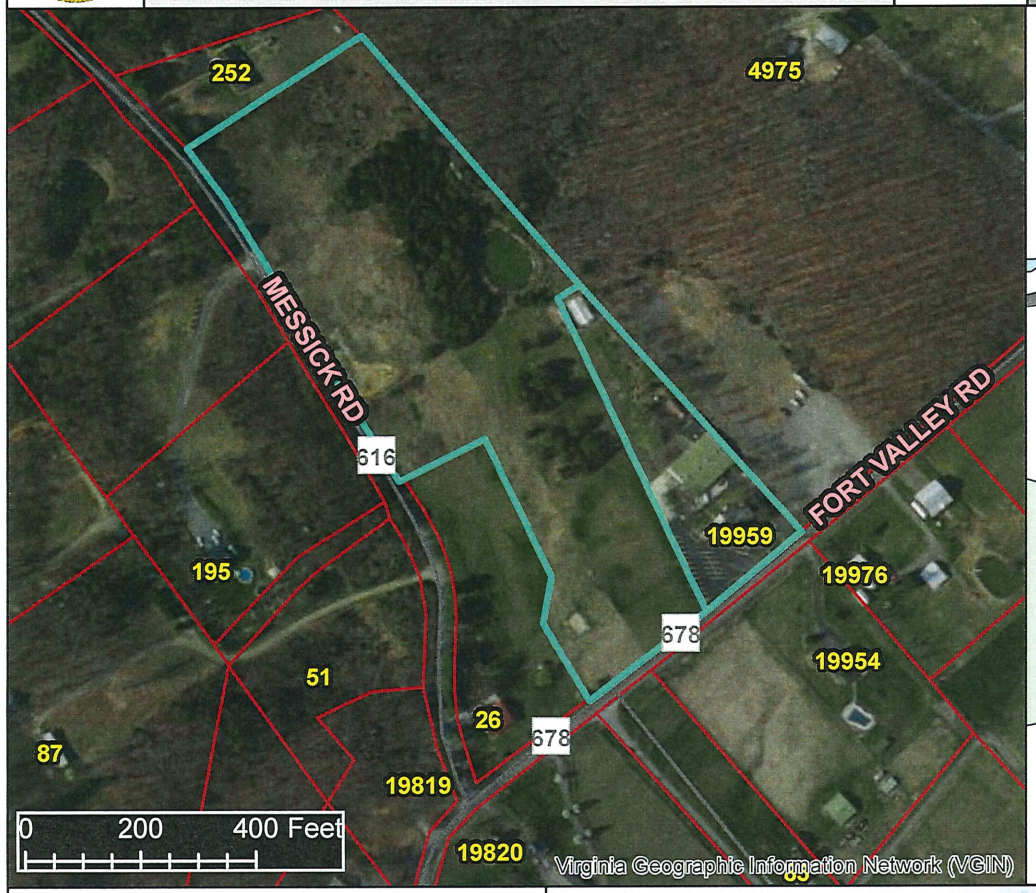

06/06/2022 11:18AM

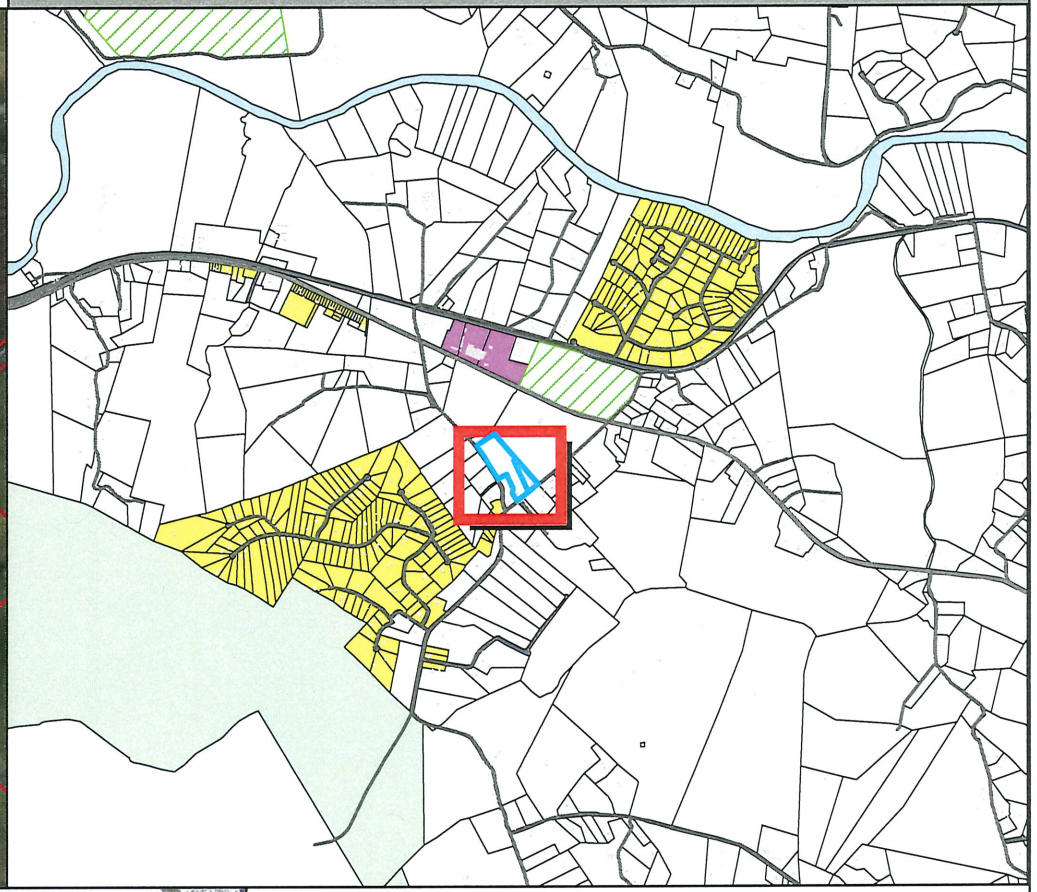

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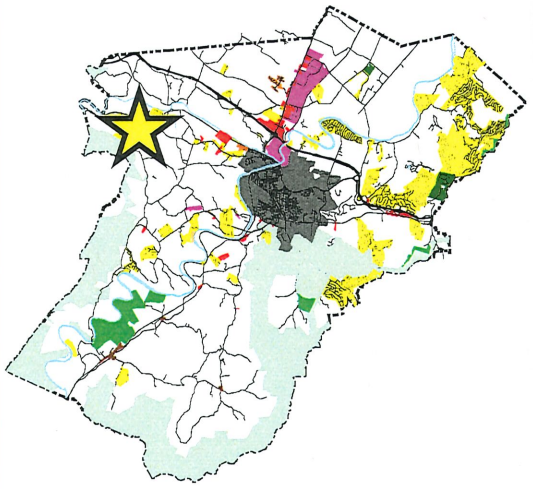
Warren County VA
CUP Location Map

Indoor/Outdoor Recreational Operation
Applicants: Cole & Danielle Haase

TM 10-------110 & 9--------36A2
19959 Fort Valley Rd









Zoning

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

Map produced by
Warren County GIS 2022
Department of Planning

COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS AGENDA ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF
August 2, 2022	**L**	Ordinance to Add and Ordain Section 30-9 of the Warren County Code	

EXPLANATION & SUMMARY:

§ 30-9 Payment of one-time incentive pay in for Advance Level Providers with the Department of Fire and Rescue Services in FY 2021-2022.

This incentive pay is to compensate Advance Level Providers who, based upon the FY 2021-2022 pay structure, are not compensated for advanced certifications. The incentive is utilized to recognize and reward providers for achieving or maintaining accreditation to perform life-saving procedures in the field. Without incentive pay, there is no compensation for Fire & Rescue staff to put in the hours of study required maintain certification that is necessary for regular operations in Warren County:

A. Incentive Pay – Authorized to all eligible advance level providers and advanced life support officers within the department:

   (1) Active Employment. Employees must be in an active pay status at the time the payment is made.

   (2) Employees must not be currently classified as a Firefighter/Paramedic

   (3) Amount of Payment for Advanced Level Providers - $3,000

   (4) Amount of Payment for Intermediate Level Officers - $4,500

   (5) Amount of Payment for Paramedic Level Officers - $6,000

B. Members of boards and commissions are not eligible for the payment. Constitutional Officers are not eligible for the payment.

C. This one-time payment shall be for FY 2021-2022 only.

COST & FINANCING:

The funding for the ordinance will be included in the Carryover package from FY 2021-2022.

PROPOSED OR SUGGESTED MOTION:

I move that the Board of Supervisors adopt the ordinance to add and ordain Section 30-9 of the Warren County Code as proposed.

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

AN ORDINANCE TO AMEND CHAPTER 30 OF THE WARREN COUNTY CODE (OFFICERS AND EMPLOYEES) AND TO ADD AND ORDAIN SECTION 30-9 (PAYMENT OF ONE-TIME INCENTIVE PAY IN FY 2021-2022)

BE IT ORDAINED BY THE WARREN COUNTY BOARD OF SUPERVISORS that Warren County Code Section 30-9 be added and ordained as follows:

§ 30-9 Payment of one-time incentive pay in for Advance Level Providers with the Department of Fire and Rescue Services in FY 2021-2022.

This incentive pay is to compensate Advance Level Providers who, based upon the FY 2021-2022 pay structure, are not compensated for advanced certifications. The incentive is utilized to recognize and reward providers for achieving or maintaining accreditation to perform life-saving procedures in the field. Without incentive pay, there is no compensation for Fire & Rescue staff to put in the hours of study required maintain certification that is necessary for regular operations in Warren County:

A. Incentive Pay – Authorized to all eligible advance level providers and advanced life support officers within the department:

(1) Active Employment. Employees must be in an active pay status at the time the payment is made.

(2) Employees must not be currently classified as a Firefighter/Paramedic

(3) Amount of Payment for Advanced Level Providers - $3,000

(4) Amount of Payment for Intermediate Level Officers - $4,500

(5) Amount of Payment for Paramedic Level Officers - $6,000

B. Members of boards and commissions are not eligible for the payment. Constitutional Officers are not eligible for the payment.

C. This one-time payment shall be for FY 2021-2022 only.

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION

Language proposed to be deleted is lined through. ~~Example~~
Language proposed to be added is bolded and underlined. **Example**

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)(8) of the Virginia Freedom of Information Act for consultation with legal counsel for the provision of legal advice regarding delinquent real estate taxes.

- - -

Motion to be Made Coming out of Closed Meeting

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