

At a Closed Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on June 24, 2025, at 5:00 PM.

Present – Warren County Board of Supervisors and County Staff: Jerome K. Butler, Chair (Happy Creek District); Cheryl L. Cullers, Chair (South River District); Victoria L. Cook, (Fork District); Richard A. Jamieson, (North River District); also, Jason J. Ham, County Attorney; Edwin C. Daley, County Administrator.

Present Remotely - John W. Stanmeyer, Vice Chair (Shenandoah District)

At 5:00 PM, on a motion by Ms. Cullers seconded by Dr. Jamieson, and the following vote, the Board entered into a closed meeting under Section 2.2-3711(A)(29) for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The subject matter is Library Services.

Additionally, the Board entered into a closed meeting under Section 2.2-3711(A)(8) for the purpose of the provision of legal advice regarding specific legal matters requiring such advice. The subject matters are the budget appropriation, the providing of library services including the Library Funding Agreement, FOIA matters, the lease dated 1/22/2008 with the Board of Trustees of Samuels Public Library, zoning text amendments for agricultural pursuits in commercial and industrial districts, and subdivision text amendments.

Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Ms. Cook was not present for the motion and arrived at 5:29 PM.

At 5:56 PM, on a motion by Ms. Cullers, seconded by Dr. Jamieson, and 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)(29) and (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.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

At a Special Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on June 24, 2025, at 6:00 PM.

Present – Warren County Board of Supervisors and County Staff: Jerome K. Butler, Chair (Happy Creek District); Cheryl L. Cullers, Chair (South River District); Victoria L. Cook, (Fork District); Richard A. Jamieson, (North River District); also, Edwin C. Daley, County Administrator; Daniel Rose, County Attorney's Office; Chase Lenz, Zoning Administrator; Zachary Henderson, Deputy Clerk to the Board of Supervisors.

Present Remotely - John W. Stanmeyer, Vice Chair (Shenandoah District)

Call to Order:

Mr. Butler called the meeting to order at 6:00 PM. Mr. Stanmeyer stated that he is in London on business and is participating remotely.

Appropriations and Transfers:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the appropriations and transfers as presented.

Mrs. Cook, Aye Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Approval of Accounts:

Ms. Cullers stated that she has been seeing expenditure that are not detailed enough, and would like to see that improved.

Ms. Cullers, No; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Approval of Minutes - June 03, 2025:

On a motion by Mr. Stanmeyer, seconded by Dr. Jamieson, and the following vote, the Board approved the minutes for June 03, 2025, as presented.

Mrs. Cook, Aye Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Warren Coalition Update:

Christa Shifflet, the Executive Director of the Warren Coalition, provided a presentation to the Board which included the Coalitions history and services, their various ongoing and new programs for children and how many have been helped, their grant funding, staffing issues, etc.

PUBLIC HEARINGS

Z2025-05-03 - Zoning Text Amendments for Agricultural Pursuits in the Commercial and Industrial Districts:

Mr. Lenz state that the draft ordinance will amend Chapter 180 of the Warren County Code to enact subsections 180-27B(34) and 180-28B(23) to allow for agricultural pursuits, except for confined feeding operations, sawmills and abattoirs unless such uses lawfully existed at the time of a rezoning of a lot into the Commercial or Industrial District, by right in the Commercial and Industrial zoning districts and to enact subsections 180-27D(22) and 180-28D(24) to make agricultural pursuits, other than those permitted by right, permissible only by conditional use permit in the Commercial and Industrial zoning districts. This text amendment is being requested by Planning staff at the recommendation of the County Attorney to align with recent amendments to Chapter 160 of the Warren County Code, regarding roll back taxes.

Mr. Butler opened the public hearing but there were no comments from the public or Board and the hearing was then closed.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the proposed amendments.

Mrs. Cook, Aye Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Z2025-05-04 - Subdivision Ordinance Text Amendments:

Mr. Lenz stated that the draft ordinance will amend Chapter 155 of the Warren County Code to update definitions, plat submittal requirements, plat review procedures, plat approval procedures, and plat submittal, review, and approval timeframes in accordance to recent changes to Chapter 22 of Title 15.2 of the Code of Virginia.

Recent changes to the Code of Virginia include the following: removal of the Planning Commission and governing body as the approval authority for the administrative review process for plats and plans and assigning such authority solely to a designated agent, expedition of the review process by shortening timeframe for forwarding plats and plans to state agencies for review, and shortens timeframes for various local government approvals of

subdivision plats.

The text amendments remove all references to the Planning Commission and Board of Supervisors as reviewers and approving authorities for subdivisions throughout the subdivision ordinance and assigns such authority to the Administrator. The amendments also eliminate the subdivision class system currently in the subdivision ordinance which break down plat submittal requirements and approving authority based on the number of new lots created or creation of a public right-of-way. All subdivisions will be held to the same plat submittal requirements and all subdivisions will be reviewed and approved by the Administrator under the drafted ordinance.

The draft ordinance proposes the following review time periods for final subdivision plat review: the Administrator shall act on any proposed final plat within 60 days (40 days for final plats solely involving commercial or residential real estate), the Administrator shall forward the final plat to the appropriate state agencies or authorities for review within 5 days, the Administrator shall act upon a final plat within 20 days of receipt of all necessary approvals from state agencies and authorities, and if the subdivider resubmits a previously rejected plat, a new 45-day period for review and consideration begins on the resubmission date (30 days for final plats solely involving commercial or residential real estate).

These text amendments were drafted by the County Attorney and are necessary due to the recent changes to Chapter 22 of Title 15.2 of the Code of Virginia.

Mr. Butler opened the public hearing and Dr. Jamieson asked for confirmation that this is a state law that the County is complying with. Mr. Lenz stated that the state code has changed in an attempt to streamline the process of subdivisions and eliminate some of the ministerial approvals from the Board of Supervisors.

Ms. Cook asked if there is an appeal process for property owners if a decision is made that they do not agree with from the administrator. Mr. Lenz stated that the appeals process will be through the Circuit Court.

There were no comments from the public or additional comments from the Board and the hearing was then closed.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the proposed amendments.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Z2025-05-05 - Zoning Text Amendments for Application Requirements:

Mr. Lenz stated that the draft ordinance will amend Chapter 180 of the Warren County Code to amend subsection 180-64A(1) to remove subdivisions from the application requirements of the zoning ordinance and to amend subsection 180-64A(2) to remove exclusive language from the waiver provision to the application requirements of the zoning ordinance.

These text amendments are being requested by Planning staff at the recommendation of the County Attorney. Plat submittal requirements for subdivisions are included in Chapter 155 of the Warren County Code (Subdivision Ordinance). The removal of subdivisions from the application requirements of the zoning ordinance is necessary to align with recent changes to Chapter 22 of Title 15.2 of the Code of Virginia. Furthermore, Planning staff believe all subdivision application requirements should be located in Chapter 155 (subdivision of land) and not Chapter 180 (zoning) of the Warren County Code for organizational purposes.

With the necessary removal of subdivisions from the application requirements of the zoning ordinance, Planning staff also believe it is appropriate to update the language of the waiver provision for the application requirements of the zoning ordinance to better align with Department practices for waiving application requirements for

community and environmental impact statements for land uses which are elementary and uncomplicated in nature. The general staff practice for conditional use permit applications for less intensive land uses is to not require an environmental or community impact statement as part of the initial application and to let the Planning Commission or Board of Supervisors require those items if deemed necessary during the public hearing process. The Warren County Code requires environmental and community impact statements necessitate a substantial assessment of impacts. Such assessments often require engineered studies of traffic impacts and impacts on endangered species and can place an unnecessary burden on an applicant pursuing land use that will have little to no impact on the environment or community.

Staff believe removal of the specification of "elementary and uncomplicated" as "where no specific use or structure is being requested" from subsection 180-64A(2) is necessary to align with the Department practice of a more literal evaluation of whether proposed land use is elementary and uncomplicated. The amendments do not affect the ability of the Planning Commission and Board of Supervisors to require these items separately, should the public bodies disagree with staff's determination of the proposed land use as elementary and uncomplicated. If the Board of Supervisors generally disagrees with Department practices regarding the waiver of the environmental and community impact statements, staff will ensure that all conditional use permit applications will be accompanied by environmental and community impact statements compliant with Warren County Codes §180-64C and §180-64D moving forward.

Mr. Butler opened the public hearing and Ms. Cullers asked if these issues will still be addressed with the Planning Commission and Board of Supervisor levels. Mr. Lenz stated that they will be and if the environmental impact is greater, then the applicant will need that upfront. But if the impact is less then it may not be necessary depending on what the intended use of the land is.

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the proposed amendments.

Mrs. Cook, Aye Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

NEW BUSINESS

Consent Agenda:

1. Direct Distribution - Opioid Abatement Funding to Warren Coalition Project HALO FY26
2. Contract Award for Health Insurance Consulting Services
3. Sole Source Award - Hoffman Mechanical HVAC Maintenance Service Contract at PSB
4. Renewal VRSA FY26 Warren County
5. Renewal VRSA FY26 Warren County Volunteer Fire/EMS
6. Renewal VRSA FY26 Warren County Library Board
7. FY26 Grant Award Acceptance DCJS Office of First Responder Wellness Grant
8. Award of Contract for Volunteer Fire and Rescue Property and Casualty Insurance
9. Authorization to Advertise for Public Hearing: Z2025-05-02 - Zoning Text Amendments for Agritourism Activities
10. Authorization to Advertise for Public Hearing: Z2025-05-01 - Zoning Text Amendments for Accessory Dwelling Units

On a motion by Mr. Stanmeyer, seconded by Ms. Cook, and the following vote, the Board approved the Consent Agenda as presented.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Budget and Appropriation Resolution for FY 2025-2026:

Ms. Cullers commented on a letter from Rappahannock asking to extend the current Chester Gap VFD agreement until January to give them time to organize the Chester Gap area as well as Lake Front Royal and Point of Woods and urged the Board to take that into consideration.

Dr. Daley stated that he has directed the Fire Chief to work with Chief Bonzano to work with the Emergency Services Director of Rappahannock County on a transition plan which they have agreed upon that will continue the program until September 30th and will be utilized with the current Fire and Rescue budget.

Mr. Stanmeyer stated that County staff and administration did a great job on the budget and emphasized the difficulty departments are facing and that most departments are level funded and some even took cuts. And additionally commented that he is looking forward to working with Tourism and growing commercial revenue.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board adopted the Resolution approving Fiscal Year 2025 & 2026 Budget and appropriating funds for Warren County, Virginia with the following changes that the appropriations totaling \$1,024,000 to the Warren County Library Board remain in the budget, but not appropriated at this time.

Ms. Cullers, No; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Adjournment:

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the meeting was adjourned at 6:50 PM.