

At a Closed Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on August 6th, 2025, at 5:00 PM.

Present – Warren County Board of Supervisors and County Staff: Jerome K. Butler, Chair (Happy Creek District); John W. Stanmeyer, Vice Chair (Shenandoah 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.

At 5:00 PM, on a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board of Supervisors entered into a closed meeting under Section 2.2- 3711(A)(1) for the discussion, consideration or interviews of prospective candidates for employment as the County Administrator. The subject matter is applicants for the County Administrator position.

Additionally, the Board entered into a closed meeting under Section 2.2-3711(A)(3) for the discussion or consideration of the disposition of publicly held real property, such real property being a portion of McKay Springs, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Lastly, 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 matter is agritourism.

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

At 6:55 PM, on a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (3) 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.

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on August 6th, 2025, at 7:00 PM

Present – Warren County Board of Supervisors and County Staff: Jerome K. Butler, Chair (Happy Creek District); John W. Stanmeyer, Vice Chair (Shenandoah 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; Chase Lenz, Zoning Administrator; Mike Berry, Public Works Director; David Beahm, Building Official; Zachary Henderson, Deputy Clerk to the Board of Supervisors

Call to Order:

Mr. Butler called the meeting to order at 7:01 PM with an opening prayer from Pastor Reploeg.

Adoption of the Agenda:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board adopted the agenda as amended.

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

Public Comment Period for Items on the Agenda:

1. **Patrick Patton** – spoke as a representative of the Blue Mountain Property Owners Association and requested the Board delay the Conditional use permit for 145 Indian Pipes Road to ensure that the property owner and builder comply with various County Ordinances such as watershed and erosion control etc.

Board Reports:

- **Ms. Cook reported the following:**
 - Congratulated the Front Royal Little League for their achievement and everyone in the community who supported them and made donations.
 - Was not able to attend the national night out but voiced her support for all public safety officers in the community.
 - Met with the interim Superintendent Dr. Martin and had a good and positive meeting.
 - Attended the new teacher luncheon put on by the Warren County School Board for the first time.
 - Attended a VATI updating meeting regarding Broadband and their planned projects.
 - Attended the RSW authority committee meeting and discussed County compliance with Federal regulations.
 - Commented on the ongoing candidate selection process for the County Administrator and is appreciative of all those involved
 - Announced that the upcoming Finance/Audit Committee meeting is cancelled so that finance staff can focus on audit priorities.
- **Dr. Jamieson reported the following:**
 - Met with the interim Superintendent Dr. Martin and had an encouraging conversation
 - Attended the new teacher luncheon put on by the Warren County School Board
 - Participated in an introductory call with a sports facility development company, trying to get a basic grounding on the services they offer.
 - Commented on the candidate interviews for the County Administrator and is confident that the new administrator will be well equipped and capable.
- **Mr. Butler reported the following:**
 - Gave his appreciation to all of the first responders and those who attended the national night out.
 - Commented on the County Administrator interviews, emphasizing that the name of the selected candidate will be released when the time is appropriate.
 - Addressed a recent article in the Royal Examiner regarding the County releasing library funding and stated that nothing has been released and the information is inaccurate.
 - Congratulated to the Front Royal Little League team
- **Mr. Stanmeyer reported the following:**
 - Attended a handful of meetings, including the Development Review Committee
 - Had a positive meeting with the interim Superintendent Dr. Martin
 - Attended the RSW authority committee meeting with Ms. Cook
 - Announced new paving projects in the Shenandoah Farms area starting the week of Augst 18th.
- **Ms. Cullers reported the following:**
 - On July 17th: Attended and participated with the “Hike Kidz” foundation where different speakers spoke regarding youth in the community.
 - Attended the Warren County Tourism Committee meeting and will begin working on the 250th Birthday of the United States.
 - On July 20th: Attended an Ice Cream social at the gazebo for the Police Athletic League.
 - On July 23rd: Attended a Fire Chief’s meeting at company 10.
 - On July 29th: Attended the new teacher reception put on by the Chamber of Commerce and commented on the number of new teachers compared to last year.
 - Wished Matt Wendling well on his recent retirement
 - Participated in the interviews for the County Administrator position
 - Attended the National Night Out and gave a shout out the Front Royal Police Department, the Sheriff’s Office, the State Park service, State police, and all those who were in attendance.
 - Congratulated the little league team on their amazing job.
 - Thanked VDOT for the work they have done in South River
 - Commented on paving projects on Route 340 from Limeton to the Page County line.
 - Wished the teachers and students a good beginning of the school year.
 - Had a good and positive meeting with Dr. Martin.

- **Dr. Daley reported the following:**
 - Stated that allocations have been released for the new Broadband BEAD program from the State, and the County is funded for 2064 connections through 4 different companies.
- **Mr. Ham had no report.**

Approval of Minutes - July 1st Regular Meeting & July 15th Regular Meeting:

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the minutes for July 1st and July 15th as presented.

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

Unfinished Business

Contract - Walnut Hollow Farm Contract for Hay Harvest:

Mr. Berry stated that this contract is for harvesting hay on the County's closed landfill and receive a per bail cost. The revenue is typically under \$2,000 but it is a help to the program and helps keep the landfill clean.

Ms. Cook asked about the name Shane Cook being added to the contract along with the Walnut Hollow Farm name whereas previous versions of the contract did not include Shane Cook. Mr. Ham stated that when the contract came across his desk for Walnut Hollow Farm, he researched the name on the State Corporation Commission and found a Walnut Hollow Farm LLC but that was not the correct entity. Walnut Hollow Farm is an unincorporated association consisting of individuals. The name Shane Cook was added to clarify at least one of those individuals that are part of that unincorporated association.

Ms. Cook referenced Exhibit B, which stated that the entity needed to be an LLC or have a State Corporation Commission Identification Number to bid on this RFP. Mr. Ham stated that this applies to a bidder or offeror organized or authorized to transact business in the commonwealth pursuant to Title 13.1 or Title 50.

On a motion by Ms. Cullers, seconded by Ms. Cook, and the following vote, the Board approved the Contract for Services with Walnut Hollow Farm and authorized the Chair and County Administrator, either of whom may act, to execute all necessary documents that have been approved by the County Attorney.

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

Public Hearings

Planning Department Fees:

Mr. Lenz stated that recent changes to the Code of VA regarding subdivision plat submittals, reviews and approvals necessitated text amendments to the Warren County subdivision ordinance. 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 assign 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.

The current Planning Department fee schedule breakdown for subdivision application fees is based on the subdivision class system to be eliminated by the required subdivision ordinance amendments. With the subdivision class system struck from the subdivision ordinance, it is necessary to revise the Planning Department fee schedule to align the subdivision application fees with the format of the amended subdivision ordinance. Planning staff are also proposing additional fees for new applications and some items with matching fees have been consolidated.

Mr. Butler opened the public hearing and asked if there was any idea on how much additional revenue these changes will provide. Mr. Lenz did not have an estimate and Ms. Cook stated that an estimate would be beneficial to at least establish a baseline.

Ms. Cullers asked about the Right of Way Vacation that is going from \$250 to \$700 because they necessitate an ordinance to be drafted by the County and asked if the County has current ordinances regarding this. Mr. Lenz stated that it's covered by the State code and it goes over various ways that people can vacate a right of way and an ordinance is the way that these are pursued.

On a motion by Mr. Stanmeyer, seconded by Ms. Cook, and the following vote, the Board enacted an Ordinance Adopting a Revised Schedule for Planning, Zoning, and GIS Fees.

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

New Business

1. FY26 PSAP Grant Program Additional Next Generation 9-1-1 Funding
2. **Request for Permanent Pump and Haul - 714 Bennys Beach Rd (removed for discussion)**
3. Authorization for Change Order - Equipment Adds for Fire Apparatus
4. Award Recommendation: Asset Replacement Vehicles for Sheriff's Department.
5. Resolution - Ending Local Emergency
6. Award Recommendation: Asset Replacement Vehicle for Public Works
7. Award Recommendation: Asset Replacement Machinery for Public Works.
8. Award Recommendation: Asset Replacement Vehicle for Building Inspections
9. Authorization to Advertise for a Public Hearing: CUP2025-06-01 - Short-Term Tourist Rental - 2026 Drummer Hill Road
10. **Authorization to Advertise for a Public Hearing: CUP2025-06-02 - Short-Term Tourist Rental - 145 Indian Pipes Rd (removed for discussion)**
11. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of 136 Hillidge St., Apt. 2
12. Authorization to Advertise for Public Hearing - Z2025-07-02 - Zoning Text Amendments for Short-Term Tourist Rentals
13. Authorization to Advertise - Ordinance to Amend Chapter 30 of the Warren County Code (Officers and Employees) to add and ordain 30-12 - Payment of One-Time Bonus for Designated Employees in FY 2025-2026 only

Mr. Stanmeyer stated that he would like to pull item #10, and Ms. Cook stated that he would like to pull item #2.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the Consent Agenda as amended.

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

Request for Permanent Pump and Haul - 714 Bennys Beach Rd

Ms. Cook asked for clarification on what this item specifically was requesting and Mr. Lenz stated that the single-family dwelling on the subject property is not currently served by a Virginia Department of Health-approved water supply, and it was recently denied by the Health Department for the construction of a private sewage disposal system due to "insufficient area of acceptable soil for the required absorption area and/or reserve area", meaning the property cannot have the necessary drain field or reserve drain field for a private conventional or alternative septic system. Since the property also does not have a suitable location for a private well site, the owner is pursuing the Virginia Department of Health's process for the property to be approved for an alternative rainwater harvesting system as the water supply. The owner is requesting the Board's approval for a permanent pump and haul system to serve the property.

Ms. Cook then asked why the Board is approving a Pump and Haul for private property. Mr. Lenz stated that it is in the State Code that a locality can enter contractual agreements for private pumping hauls, it is not a State approved disposal system but there is a state code for how localities can approve them.

Dr. Jamieson asked about the reporting mechanism and Mr. Lenz stated that the owners are supposed to send to Planning and Zoning

On a motion by Ms. Cook, seconded by Ms. Cullers, and the following vote, the Board approved the permanent pump and haul request for 714 Bennys Beach Rd.

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

Authorization to Advertise for a Public Hearing: CUP2025-06-02 - Short-Term Tourist Rental - 145 Indian Pipes Rd

Mr. Stanmeyer stated that he pulled this item due to the information that was provided at the beginning of the meeting as well as public comments that were heard from the Blue Mountain POA and would like to table this so that Planning and Building can have time to ensure all regulations and requirements are met.

Ms. Cullers asked if the drainage and soil/water wash off is part of the criteria before an occupancy permit is granted. Mr. Beahm stated that for a single-family dwelling, it only requires an agreement in lieu of which means the occupants will keep sediment on their property and not water control and the County does not regulate drainage.

On a motion by Mr. Stanmeyer, seconded by Ms. Cullers, and the following vote, the Board tabled this item.

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

Public Comment Period - General Comments:

1. **John Jenkins** – voiced his support for Samuel’s Public Library and spoke critically of the Board’s inaction to initiate negotiations for library funding and not addressing the needs and interests of County citizens who use the library as a resource.
2. **Kelly Hart** – suggested that the Chair utilize the “show of hands for support” portions of the public speaking guidelines more in meetings to emphasize support.
3. **Renzo Sanio** – spoke as the property owner of 145 Indian Pipes Rd and addressed some of the concerns that were mentioned during the item’s discussion.

Adjournment:

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the meeting adjourned at 8:07 PM.

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