

At a Closed Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on August 19th, 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, (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 5:03 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)(8) for the purpose of the provision of legal advice regarding specific legal matters requiring such advice. The subject matter is broadband services.

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

At 5:30 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)(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. Jamieson, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Presentation - Front Royal Little League Proclamation and Certificates:

The Board of Supervisors presented certificates to the Front Royal Little League Baseball team and coaches to honor the Front Royal Little League 12U All Stars for their 2025 Virginia State Championship and performance in the Southeast Region Tournament.

At a Closed Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on August 19th, 2025, at 6:00 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, (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 6:00 PM, on a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board of Supervisors entered into a closed meeting under Section 2.2- 3711(A)(1) for the discussion, consideration and interviews of prospective candidates for employment. The subject matter is applicants for the County Administrator position.

Additionally, the Board enter into a closed meeting under the provisions of 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.

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

At 6:34 PM, on a motion by Ms. Cook, seconded by Dr. Jamieson, 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), and (3) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

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

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

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on August 19th, 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, (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; Jane Meadows, Deputy County Administrator; Chase Lenz, Zoning Administrator; Mike Berry, Public Works Director; Zachary Henderson, Deputy Clerk to the Board of Supervisors

Call to Order:

Mr. Butler called the meeting to order at 7:00 with an opening prayer from Pastor Bobby Stepp

Adoption of the Agenda:

Dr. Daley requested that the Board strike item F “All Points Fiber - Linden Fire Station Lease” and Mr. Ham suggested to add, “Consideration of the Current County Administrator” as additional new business.

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, 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. **John Jenkins** – spoke critically of the supervisors for not provided citizens with a clear explanation for the decision to withhold funding from the library, emphasizing other payments to various non-profits. Additionally, he asked if those funds will be given to other departments by the end of the year and if the decision to withhold the name of the new County Administrator is correlated.
2. **Glenn Wood** – commented on the Board’s decision to reallocate money from the library and emphasized the MOU between the town and the county that states the library will be funded and discussed the specific terms of the MOU and not adhering to it is a mistake and wrong as a citizen and taxpayer.
3. **Katherine Connette** – urged the Board to fund Samuel’s Public Library and commented on the division and fear that is being caused as a result of withholding the funding.
4. **Kelli Hart** – voiced her support for the library and urged the Board to “do the right thing” and fund the library.
5. **Sandy Shaub** – voiced her support for Samuel’s Library and emphasized that this decision will have a very negative impact on the County’s attempt to push for Tourism.
6. **Bethany O’Neil** - voiced her support for Samuel’s Library and urged the Board to fund the library emphasizing the overall fight is a waste of taxpayer dollars.
7. **Sydney Patton** – voiced her support for Samuel’s Library and commented on the Board’s decision to provide additional funding to the schools agreeing that they are valuable but also emphasized the community services that rely on one another and urged for library funding for the betterment of the community.
8. **Dave McGee** – voiced his support for the library and emphasized the root cause of the library issue and the prioritization of county budgets in lieu of rising taxes, urging for stronger financial examination.

9. **Dominic Ruble** - voiced his support for Samuel's Library and questioned the honesty of the Board and the allegations of the misuse of funds and that said allegations are not borne out of facts and there is no evidence of wrongdoing.

Board Reports:

- **Ms. Cook had no report.**
- **Dr. Jamieson reported the following:**
 - Continuing to work with the Farm Stand hub project and had received feedback from the McKay family indicating an interest in preserving the entire historic parcel.
 - Received additional information that in 1991 the Rural Historic Resources Report named McKay springs as an important parcel to preserve.
 - Was connected with someone from the Shenandoah Valley battlefields foundation who had previously expressed an interest, and still continue to be interested in purchasing the McKay property and they are interested in making a proposal.
 - Researched Heritage Tourism and commented that tourists in that category spend 38% more per day and stay 22% longer than typical travelers.
- **Mr. Butler reported the following:**
 - On August 9th: attended the Little League State Champions ceremony at Bing Crosby.
 - Has been working with the new County Administrator to ensure that he has a good path forward.
- **Mr. Stanmeyer reported the following:**
 - Stated that he's seen the Rural Historic Resources Survey regarding the McKay property and that is one of the oldest settlements in the county if not the oldest.
 - Commented on a geological survey hydrology report from 2010 and stated that finding a good caretaker for the property would meet a lot of goals and allow the County to get some revenue.
- **Ms. Cullers reported the following:**
 - On August 7th: attended the open house at Skyline Middle School as a Board member for the Police Athletic League
 - On August 9th: attended the Little League State Champions parade and the ceremony at Bing Crosby.
 - On August 9th: attended family fun day at Warren County High school with her grandchildren
 - On August 11th: attended the monthly Browntown community meeting.
 - On August 13th: attended an All-Points Broadband update regarding the Bead program and VATI Grant etc.
 - On August 14th: attended a Building Committee meeting and discussed several topics such as the courthouse steeple and the senior center flooring etc.
 - On August 16th: attended the Lake Front Royal annual picnic
 - On August 16th: attended the Reaching Out Now block party
 - On August 19th: met with VDOT to discuss proactive measures for improvements for the next big rain in the Browntown and Bentonville area.
- **Dr. Daley had no report.**
- **Mr. Ham had no report.**

Resolution - Amending Fiscal Year 2025-2026 Budget and Appropriating Funds for Warren County, Virginia:

Ms. Scott stated that The Board of Supervisors developed an annual fiscal plan which, except for the public school budget, is for informative and fiscal planning purposes only, and which annual budget is for the fiscal year beginning July 1, 2025 and ending June 30, 2026. A public hearing was held on June 10 at 7:00 p.m. to receive comments from the public regarding said annual budget and the Budget was passed by resolution of the Board on

June 24, 2025, which included \$1,024,000 in funding for the Warren County Library Board, which funds have not been appropriated and have not been spent.

The Board now desires to amend the Budget to provide additional funding for the Warren County School Board and the Warren County Department of Fire and Rescue from a portion of the funding originally allocated to the Warren County Library Board, and to appropriate such funds. By the Board of Supervisors of Warren County, the Budget is amended to increase funding for the School Board in the amount of \$100,000 and to increase funding for Public Safety by \$75,000.

Dr. Jamieson proposed an amendment to change the \$100,000 to \$240,000 to the Warren County School Board. Mr. Ham stated if that is the will of the Board then Dr. Jamieson would make a motion to adopt the resolution amending fiscal year 2025-2026 budget and appropriating funds for Warren County Virginia, including \$240,000 for the school board and \$75,000 for public safety.

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the resolution Amending Fiscal Year 2025-2026 Budget and Appropriating Funds for Warren County, Virginia, including \$240,000 for the School Board and \$75,000 for public safety.

Ms. Cullers stated that she was conflicted because the Board had an opportunity to fund the schools at a higher level and decided it wasn't needed, emphasizing that she will abstain because she will not take funding from the schools or the library.

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

Appropriations and Transfers:

Ms. Cook commented on the extra transfer for the Lake Front Royal road project and this will be funded by transferring their carryover budget.

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the appropriations and transfers request for August 2025 less item 6 (Transfer appropriation to Fire & Rescue and the Warren County School Board) and added a transfer of \$88,200 for Lake Front Royal.

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

Approval of Accounts:

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

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

Approval of Minutes- August 6th, 2025:

On a motion by Mr. Stanmeyer, seconded by Dr. Jamieson, and the following vote, the Board approved the minutes for August 6th 2025 as presented.

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

Public Hearings:

Lease Agreement of 136 Hillidge St., Apt. 2:

Ms. Meadows stated that the County would like to lease a property located at 136 Hillidge Street, Apartment 2 to Ray Freeman who is currently occupying the property for \$760.00 per month.

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 Lease Agreement of 136 Hillidge St., Apt. 2, Front Royal, VA 22630 with Ray Freeman for a monthly rent of \$760.

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

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 the Warren County Sheriff's Office Communications Center has been awarded a grant from the Virginia Department of Emergency Management through the Next Generation 911 Additional Funding Grant application process to provide a one-time bonus for 911 Communications Officers to address staffing challenges and improve employee retention. The bonus aims to stabilize staffing, reduce turnover, and incentivize part-time personnel to increase shift coverage.

Mr. Ham stated that the amounts for the bonus are \$2,500 for full-time employees who have been employed with Warren County full-time since at least April 1st, 2025, \$750 for part-time employees who have worked at least 500 hours per year and who have been employed part-time with Warren County since at least February 1st, 2025. And then a new hire bonus of \$1,500 for each active full-time employee who has been employed with Warren County since at least July 1st, 2025.

Mr. Butler opened the public hearing and Ms. Cullers commented that dispatch is often overlooked when it comes to incentivizing staff and grants like this are a good way to catch up, emphasizing the stress of the job and the high turnover rate.

John Jenkins spoke to this item stating that he could not find information regarding what the County has to match for the grant and questioned where the County will pull the money from and how much the grant is in total.

On a motion by Ms. Cullers, seconded by Ms. Cook, and the following vote, the Board approved the 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.

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

Z2025-07-02 - Zoning Text Amendments for Short-Term Tourist Rentals:

Mr. Lenz stated that the Board of Supervisors held a work session on July 8, 2025 to discuss the 100' setback requirement for short-term tourist rentals and waiving supplementary regulations. After extensive discussions, the Board directed staff to bring forward three options for text amendments to address concerns with the 100' setback requirement for short-term tourist rentals and how it has been waived historically. The three options requested by the Board are as follows:

OPTION A:

Proposes to eliminate the 100' setback requirement from the supplementary regulations for short-term tourist rentals.

OPTION B:

Proposes to make the 100' setback requirement for short-term tourist rentals **non-waivable** by moving the requirement from the supplementary regulations to the listed "short-term tourist rental" use in the zoning district regulations.

OPTION C:

Proposes to change the setback requirement for short-term tourist rentals to **50'** and to make it **non-waivable** by moving the requirement from the supplementary regulations to the listed "short-term tourist rental" use in the zoning district regulations.

Mr. Butler opened the public hearing and stated that he prefers Option A because there are no other counties that have this setback and should be eliminated for the benefit of the constituents

Ms. Cullers stated that she thinks no setbacks in disrespectful to the neighborhood, emphasizing that if she is voting on this, can she do so in good conscience impact somebody else that she would not want to have done to herself.

Below is a list of citizens who spoke regarding this public hearing.

1. **John Jenkins** – voiced his concerns regarding the setback and that it doesn't take property lines into account, and there is no data to show the tangible revenue benefit to short term rentals and suggested that the County find out how much revenue is actually gained from these homes exclusively.
2. **Watts Hill** – spoke as the president of the High Knob Homeowners association and spoke regarding the sound differences between the 50 feet and 100 feet options and stated that the County does not have any equipment to measure noise levels. Then he questioned the Board as to why they do not follow the Planning Commission's recommendations despite their expertise.
3. **Gary Smullen** – spoke as the president of the Skyland Community Corporation urging the Board not to reduce the 100-foot setback and suggested guidelines that may make the decision-making burden easier and would enable them Board to approve or disapprove without the appearance of favoritism.
4. **Eric Peterson** – spoke as the president of Thunderbird farms and stated that while their Board has no official position, he believes that the 100-foot setback with waivers and consulting neighbors is important.
5. **Kathleen Mancini** – commented that Clarke County does not allow short-term rentals in their residential areas and that the 100-foot setback is not arbitrary and voiced her concerns and history with noise and bad tenants while she lived 50-feet from an Airbnb. She further stated that the only question should be whether or not to keep the waivers by applying strict regulations on them or eliminating them completely.
6. **Samantha Good** – expressed her concerns that members of the Board are considering less restrictions on setbacks despite the Board wanting more clarity and granting waivers haphazardly and inconsistently.

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

Dr. Jamieson thanked the Warren County Coalition of Community Associations and stated that it is a valuable resource to see different associations in different parts of the County coming together in these organizations, then expressed a frustration that when evaluating these in the past there always seems to be a subjective factor. He further expressed a hesitation to endorse something that says no exceptions, commenting on the recommendation that a waiver be granted only in rare instances and for a compelling reason but does not feel there is a way for a compelling reason to be a known thing. What is compelling to one person may not be compelling to another. When he sees applications like these, his inclination is to know what the immediate neighbors are either side are, as well as the greater neighborhood, home associations etc. and asked Mr. Lenz if the 100-foot measurement has any correlation to property lines and from which point they are measured.

Mr. Lenz stated that it is measured structure to structure by the closest point on a linear distance. Dr. Jamieson stated that he is interested in denying all 3 amendments and asked about the possibility of modifying this item with another option to propose. And enter into a discussion with the other Supervisors to see what they thought about an acceptable reason for a waiver being granted.

Ms. Cook commented on the longevity of these issues and prior attempts to have it resolved, stating that last year Supervisors went to the Planning Department and provided similar ideas on criteria to decide what is an acceptable waiver or not, but they were not feasible then expressed a concern that to revisit this again is just “kicking this down the road.” She then acknowledged that having a neighbor that is under 100 feet providing a letter of support or not does help with the criteria but that does not address the neighbors across the street or a few doors down that will also be affected. She is in favor of option B because it keeps the subjectivity out of the process and everyone is treated equally.

Mr. Stanmeyer stated that he does not support eliminating it completely, asking what is the right distance and how much waive ability the Board wants, and stated that 100 feet is generally a good distance. However, that distance is a proxy for nuisance because nuisance cannot be measured directly but things like noise can be and also places such as floodplains can potentially benefit from some level of discretion. He is also concerned about situations that expose the County to unscrupulous individuals, favoritism, or potential discrimination or inconsistency. He then stated that he is inclined to deny all 3 options and ask planning to look into objective standards and what those might look like if the Board wanted stricter guidelines.

Ms. Cullers agreed and stated that the Board has had multiple discussions and reaffirmed her desire to have this discussion on a committee level. She emphasized several factors including vacation home versus business opportunity intentions in correlation to a housing shortage for County residents who live here full time. Additionally, this proposed committee would consider how long the property should be owned before it can be an STR and if setbacks should be from the corner of the house, emphasizing the issue of the property being used for loud activities much closer to neighbors. She then commented on the letters of support from neighbors and that it’s a comfort to make that communication as the applicants and reach out to neighbors.

On a motion by Mr. Stanmeyer, seconded by Ms. Cullers, and the following vote, the Board denied the proposed amendments.

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

New Business:

Consent Agenda:

1. Representative Appointment to the Community Policy and Management Team (CPMT) for the Community Services Board
2. Representative Appointment to the Community Policy and Management Team for the Warren County Sheriff’s Office.
3. Acceptance of OAA Grant - Warren Coalition - Project HOPE
4. Acceptance of OAA Grant - WCPR Summer Camp Series
5. Acceptance of OAA Grant - Renewal Raymond E Santmyers Student Union
6. Volunteer F&R Fiscal Policy
7. Designation of Chase Lenz as the County Floodplain Administrator
8. Lease Agreement - Pitney Bowes Inc. for Postage Meter – Elections
9. Award Recommendation: Asset Replacement Vehicle for Public Works
10. Award Recommendation - Lake Front Royal Asphalt Rejuvenation
11. Sheriff's Department Vehicle Donation
12. Proclamation of Recognition - Honoring the Front Royal Little League 12U All Starts
13. Award Recommendation: Vehicle Purchase for Department of Social Services
14. Approval of Plan and Settlement with Purdue Sackler
15. Approval of Plan and Settlement with Manufacturers

16. Authorization to Advertise for a Public Hearing - CUP2025-07-01 - Short-Term Tourist Rental - 116 Mossy Rock Lane
17. Authorization to Advertise for a Public Hearing - CUP2025-07-03 - Short-Term Tourist Rental - 588 High Top Road
18. Authorization to Advertise for a Public Hearing - CUP2025-07-04 - Short-Term Tourist Rental - 241 Old Oak Ln
19. Authorization to Advertise for a Public Hearing - CUP2025-07-05 - Short-Term Tourist Rental - 208 River Oak Drive

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

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

Appointment of County Administrator:

Mr. Butler announced that the Board has selected a new County Administrator, Bradley Gotshall. He comes from Pennsylvania and has served as an elected official as well as in administration for townships. Ms. Cook stated that she is looking forward to working with him. Dr. Jamieson echoed that and stated that he has excellent qualifications and interviewed very well. Mr. Stanmeyer stated that he is also looking forward to working with him and stated that it was a good opportunity with Joe Petty as the new town manager and forging new relationships. Ms. Cullers declined to comment.

Mr. Butler stated that Mr. Gotshall will start September 11th and Dr. Daley will be available until November the 1st.

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the employment agreement and appointed Bradley Gotshall as County Administrator effective September 11th, 2025.

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

Additional New Business:

Appointment of Senior Advisor:

On a motion by Mr. Butler, seconded by Ms. Cook, and the following vote, the board appointed Dr. Daley as Senior Consultant effective September 11th through November 1st at his current salary benefits.

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

Public Comment Period - General Comments:

1. **Samantha Good** – stated that it speaks volumes that the Administrator appointment was a 4-1 vote and will do research on Mr. Gotshall. Additionally, criticized the budget amendment resolution emphasizing that the Board could have funded the schools and Fire & Rescue more but chose not to and instead continue to fight the library, and the Board's lack of integrity.
2. **Aileen Dierig** – voiced her support for Samuel's Public Library and criticized the Board for appropriating these funds to schools and fire after they were denied by the Board originally despite being asked for. She emphasized there are many that those funds could have been given to those necessary public services that the community needs.
3. **Amy Ratliff** – voiced her support for Samuel's Public Library emphasizing that library supporters are not going anywhere and urged the Board to return the funding back to Samuel's.
4. **Kathleen Mancini** – voiced her support for Samuel's Public Library and stated that she is disgusted that it is not being funded.

5. **Rebecca Altizer** – voiced her support for Samuel’s Public Library and spoke critically about Ms. Cook’s demeanor on the dais and her stance on the library.
6. **Valerie Minter** – spoke critically of the Board’s comments that nobody wants to defund the library despite the Board appropriating funds elsewhere and that the Board is ignoring every library advocate.

Adjournment:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the meeting was adjourned at 9:13 PM.

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