

At a regular meeting of the Warren County Planning Commission held in the Warren County Government Center on November 13th, 2025.

Present: Robert Myers, Chairman (Happy Creek District); Paul Barnhart (Fork District); Scott Kersjes (North River District); William Gordon (Shenandoah District); also, present; Jason Ham, of Litten & Sipe LLP, attorney for the County; Chase Lenz, Zoning Administrator; Kelly Wahl, Planner; Allison Mutter, Clerk to the Planning Commission

Absent: Brigitte Miller (South River District)

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

Adoption of the Agenda

On a motion made by Mr. Gordon, seconded by Mr. Kersjes, and by the following vote, the Planning Commission approved the Adoption of the Agenda with the addition of CUP2025-11-05 – Riley Court to the consent agenda.

Ayes: Myers, Barnhart, Kersjes, Gordon.

Adoption of Regular Meeting Minutes

On a motion made by Mr. Kersjes, seconded by Mr. Gordon, and by the following vote, the Planning Commission approved the minutes from, as presented.

Ayes: Myers, Barnhart, Kersjes, Gordon.

Public Presentations:

Public presentations are limited to issues that are not included on the meeting agenda. It is intended as an opportunity for the public to give input on relevant planning issues, and not intended as a question-and-answer period.

Public Hearings:

CUP2025-10-01 - Short-term Tourist Rental - 565 Ridgeway Road - A request for a conditional use permit for a short-term tourist rental. The property is located at 565 Ridgeway Road and is identified on tax map 27 as lot 10B. The property is zoned Agricultural (A) and is located in the Fork Magisterial District.

Mrs. Wahl stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property he and his wife recently constructed for their large, extended family to utilize while visiting their family farm. The owner would like to make the property available for short-term lodging between family visits. The applicant does not intend for frequent, heavy, year-round tourist traffic as its main purpose is to serve his family first. The applicant and his wife will serve as the property managers, residing a few hundred yards away on the adjacent parcel. A natural tree buffer has been left between the road and neighboring residences as well as the construction of a fence to ensure the privacy of neighbors and guests.

No previous conditional use permits have been issued for the subject property for land uses in the Agricultural (A) zoning district. The dwelling was constructed in 2024 and there are no records of any active zoning violations for this property. There is a Health Department operation permit approving a maximum of six (6) occupants for the three-bedroom dwelling. The applicant and his wife will serve as the property managers, residing a few hundred yards away on the adjacent parcel. The property is not located within a subdivision governed by an HOA/ POA. The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 168' to the north.

Planning staff recommends the following conditions be placed on this conditional use permit should the Planning Commission choose to recommend approval to the Board of Supervisors:

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 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 serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Mr. Myers opened the public hearing and, with no one coming forward, closed the public hearing.

On a motion made by Mr. Kersjes, seconded by Mr. Gordon, and by the following vote, the Planning Commission moved to forward the conditional use permit for a short-term tourist rental to the Board of Supervisors with the recommendation of approval.

Ayes: Myers, Henry, Kersjes, Gordon.

CUP2025-10-02 - Short-term Tourist Rental - 262 Woodcliff Lane - A request for a conditional use permit for a short-term tourist rental. The property is located at 262 Woodcliff Lane and is identified on tax map 36 as lot 13A. The property is zoned Agricultural (A) and is located in the South River Magisterial District.

Mrs. Wahl stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property she and her family purchased in 2017. The owner would like to make the property available for short-term lodging to offer a tranquil lodging experience that provides easy access to the Shenandoah River while contributing to the community and its growth and sustainability efforts. Residing on the same parcel, approximately 290 ft away, the applicant will serve as the property manager, overseeing all aspects of the

rental process.

No previous conditional use permits have been issued for the subject property for land uses in the Agricultural (A) zoning district. The parcel contains two dwellings, one which was constructed in 1966 and the other in 1973 and there are no records of any active zoning violations for this property. There is a Health Department operation permit approving a maximum of four (4) occupants for the two-bedroom dwelling. The PMP has been provided and reviewed by Planning staff. The applicant will serve as the property manager, residing a couple hundred feet away on the same parcel. The property is not located within a subdivision governed by an HOA/ POA. The dwelling meets the setback requirement to adjacent single-family dwellings. The closest dwelling is 280' to the east and is a legal non-conforming short term tourist rental.

Planning staff recommends the following conditions be placed on this conditional use permit should the Planning Commission choose to recommend approval to the Board of Supervisors:

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 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 serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.

Mr. Myers opened the public hearing and, with no one coming forward, closed the public hearing.

Mr. Kersjes stated that the property management plan states six occupants, where the Health Department had approved four, and that the plan also doesn't call for a restriction on outdoor burning and weapon use.

Mrs. Wahl stated that Planning Staff will have the property management plan updated before a certificate of zoning is issued.

Mr. Gordon asked if the conditional use permit was for one or both of the homes on the property?

Mrs. Wahl stated that it was only for one of the units.

On a motion made by Mr. Kersjes, seconded by Mr. Gordon, and by the following vote,

the Planning Commission moved to forward the conditional use permit for a short-term tourist rental to the Board of Supervisors with the recommendation of approval.

Ayes: Myers, Henry, Kersjes, Gordon.

CUP2025-10-03 - Accessory Dwelling Unit - 150 High Bluff Road - A request for a conditional use permit for an accessory dwelling unit (detached). The property is located at 150 High Bluff Road and is identified on tax map 11E as lot 21. The property is zoned Agricultural (A) and is located in the North River Magisterial District.

Mr. Lenz stated that the applicants are requesting a conditional use permit for an accessory dwelling unit detached from the existing principal dwelling at 150 High Bluff Rd. The owners would like to construct a detached accessory dwelling unit for temporary occupancy by family members and guests. The submitted statement of justification provides additional context to their more personal needs for an accessory dwelling unit.

The applicants have received construction permits from the Health Department for a private well and for an alternative sewage disposal system approving no more than two occupants in the one-bedroom dwelling. The subject property is 21 acres in size. There was a letter of concern and a correspondence between the applicant and the POA provided.

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:

1. The applicants shall comply with all Warren County Building Inspections, Warren County Health Department, and Statewide Fire Prevention Code regulations and requirements.
2. Prior to issuance of a Certificate of Occupancy by the Building Official, the applicants shall apply for a Certificate of Zoning and pass a final zoning inspection.
3. The maximum number of occupants shall not exceed the system capacity as determined by the Health Department permit per Warren County Code §180-30.2H. The Certificate of Zoning shall only be issued with approved Health Department records.
4. The construction of more than one accessory dwelling unit on the subject property shall be prohibited.
5. Rental of the accessory dwelling unit for any form of compensation for periods of less than 30 days shall be prohibited.

Mr. Myers opened the public hearing and, with no one coming forward, closed the public hearing.

On a motion made by Mr. Kersjes, seconded by Mr. Gordon, and by the following vote, the Planning Commission moved to forward the conditional use permit for an accessory dwelling unit to the Board of Supervisors with the recommendation of approval.

Ayes: Myers, Henry, Kersjes, Gordon.

Old Business:

CUP2025-09-03 - Short-Term Tourist Rental - 138 Wooded Lane - A request for a conditional use permit for a short-term tourist rental. The property is located at 138 Wooded Lane and is identified on tax map 22J, section 2, block 2, as lot G. The property is zoned Agricultural (A) and is located in the Morgan's Ridge Subdivision in the Happy Creek Magisterial District.

Mrs. Wahl stated that The Planning Commission held a public hearing for this item on October 8, 2025. The Planning Commission moved to table this application until the applicant found a local property manager and updated their property management plan.

On October 24th, the applicant supplied Planning Staff with an updated property management plan with the removal of "proposed uses" and information for a local property manager that resides approximately 13.6 miles away (26-minute drive).

Mr. Kersjes stated that the management plan states that firepits are allowed.

Mrs. Wahl stated that the property management plan will be updated before the certificate of zoning is issued.

On a motion made by Mr. Kersjes, seconded by Mr. Gordon, and by the following vote, the Planning Commission moved to forward the conditional use permit for an accessory dwelling unit to the Board of Supervisors with the recommendation of approval.

Ayes: Myers, Henry, Kersjes, Gordon.

Consent Agenda – Authorization to Advertise for Public Hearing:

On a motion made by Mr. Gordon, seconded by Mr. Kersjes, and by the following vote, the Planning Commission approved the Authorization to Advertise with the removal of Z2025-09-01 - Zoning Text Amendments for Backyard Beekeeping.

Ayes: Myers, Barnhart, Kersjes, Gordon.

Mr. Gordon stated that a decision must be made 100 days from the time that an application is considered by the Planning Commission. The next meeting would be 90 days.

Mrs. Wahl stated that at the previous meeting, Mr. Bowman stated that the decision must be made 100 days from the first time the Planning Commission acts upon an application,

leaving about 70 days from that point and, if it is not enough time, the applicant can request an extension.

Mr. Gordon stated that the number of hives has been removed from the ordinance.

Mrs. Wahl stated that Staff was waiting for feedback from the public and, having received none, so they decided to strip the ordinance to its bare bones.

Mr. Gordon stated that State guidelines would suffice for determining how many hives could be had on a property. He then stated that the fence should be solid to convince the bees to fly up.

Mr. Barnhart stated that bees won't fly through holes in fencing, so chicken wire would suffice.

Mr. Kersjes asked Mrs. Miller had provided any input?

Mrs. Wahl stated that Mrs. Miller had not provided comments. She had heard from Mrs. Baugh, but she hadn't had the opportunity to review the email.

Mr. Kersjes asked what options does the Planning Commission have to advertise the ordinance for the December meeting?

Mr. Lenz stated that he would reach out to the applicant to ask for an extension.

On a motion made by Mr. Kersjes, seconded by Mr. Gordon, and by the following vote, the Planning Commission moved to table Z2025-09-01 - Zoning Text Amendments for Backyard Beekeeping to the December meeting for authorization to advertise.

Ayes: Myers, Henry, Kersjes, Gordon.

Commission Matters:

Attorney for the County:

Mr. Ham stated he was glad to meet everyone.

Commission Members:

Mr. Myers wished everyone a Happy Thanksgiving and requested that political signs be removed.

Zoning Administrator:

Mr. Lenz had nothing.

Planner:

Mrs. Wahl had nothing.

Clerk to the Planning Commission:

Ms. Mutter had nothing.

Adjournment:

On a motion made by Mr. Kersjes and the following vote, the meeting was adjourned at 7:30 PM.

Ayes: Myers, Barnhart, Kersjes, Gordon.



Warren County Planning Commission
Chairman