

At a regular meeting of the Warren County Planning Commission held in the Warren County Government Center on February 11th, 2026.

Present: Robert Myers, Chairman (Happy Creek District); Paul Barnhart (Fork District); Scott Kersjes (North River District); Brigitte Miller (South River District); William Gordon (Shenandoah District); also, present; Chase Lenz, Zoning Administrator; Kelly Wahl, Planner; Allison Mutter, Clerk to the Planning Commission

Absent: Jordan Bowman, of Litten & Sipe LLP, attorney for the County

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

Adoption of the Agenda

On a motion made by, Mr. Kersjes seconded by Mr. Gordon, and by the following vote, the Planning Commission approved the Adoption of the Agenda.

Ayes: Myers, Gordon, Barnhart, Kersjes, Miller.

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, Gordon, Barnhart, Kersjes, Miller.

Public Hearings:

CUP2026-01-01 - Short-Term Tourist Rental - 927 Bowling Green Road - A request for a conditional use permit for a short-term tourist rental. The property is located at 927 Bowling Green Road and is identified on tax map 13D, section 3, block 3, as lot 14. The property is zoned Residential-One (R-1) and is located in the Shenandoah Magisterial District.

Mrs. Wahl stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property she purchased in December of 2024. The owner would like to make the apartment above the attached garage available for short-term lodging for tourists and visitors of the Warren County area to support local tourism and economic development. The applicant will serve as the property manager, residing full-time in the main dwelling.

No previous conditional use permits have been applied for nor approved for the subject property. The dwelling was constructed in 2020. There is a Health Department operation permit approving a maximum of eight (8) occupants for the four-bedroom dwelling. The subject property is not located within a subdivision governed by an HOA/POA. The applicant is requesting a waiver to this setback requirement. The dwelling on the subject property is located approximately 50 feet from the dwelling on the property to the east. The applicant submitted a letter of support for this application from the neighbor within

100 feet.

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 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.
5. A waiver to the required setback of 100' from neighboring dwellings shall be granted for the existing 50' setback to the dwelling east of the subject property.

Mr. Myers opened the public hearing and, with no one coming forward to speak, closed the public hearing. He then stated that he normally would find 50 feet to be too close, but because there is neighbor approval and because the applicant will be on site as a property manager, he does not have much concern for issues being caused.

On a motion made by Mr. Gordon, seconded by Mr. Barnhart, 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, Gordon, Kersjes, Miller, Barnhart.

CUP2026-01-02 - Accessory Dwelling Unit (Detached) - 82 Pilgrims Way - A request for a conditional use permit for an accessory dwelling unit (detached). The property is located at 82 Pilgrims Way and is identified on tax map 34 as lot 3CA. The property is zoned Agricultural (A) and is located in the South River Magisterial District.

Mr. Lenz stated that applicant is requesting a conditional use permit for an accessory dwelling unit detached from the existing principal dwelling at 82 Pilgrims Way. The owners would like to construct a detached accessory dwelling unit for permanent occupancy for his wife's parents who currently live with them in the principal dwelling. The submitted statement of justification provides additional context to their more personal needs for an accessory dwelling unit. A boundary line adjustment for the subject property was recently recorded increasing the property acreage to 3.8464 acres for the purpose of meeting the minimum lot area requirement of 3.5 acres for the construction of a detached accessory

dwelling unit.

The submitted statement of justification indicates the accessory dwelling unit will be 1,088 square feet in size (32'X34'). The accessory dwelling unit will be detached from the principal dwelling. The applicant has received a sewage disposal system conditional construction permit from the Health Department for a conventional sewage disposal system approving no more than four (4) bedrooms and six (6) occupants between the principal dwelling and accessory dwelling unit. The permit documentation states the existing well on the subject property will serve both the principal dwelling and the accessory dwelling unit.

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 applicant 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 applicant 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 to speak, closed the public hearing.

On a motion made by Mr. Barnhart, 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, Gordon, Kersjes, Miller, Barnhart.

New Business:

Planning Commission Annual Report for 2025

Ms. Mutter stated that the only updates, beside the normal change of numbers for applications and revenue generated, were that the Comprehensive Plan had been approved and that the types of subdivisions had been changed in the middle of the year, so there is more subdivision data this year.

On a motion made by Mr. Kersjes, seconded by Mr. Barnhart, and by the following vote, the Planning Commission approved the Annual Report and forwarded the draft to the Board of Supervisors for review.

Ayes: Myers, Gordon, Barnhart, Kersjes, Miller.

Consent Agenda – Authorization to Advertise for Public Hearing:

On a motion made by Mr. Kersjes, seconded by Mr. Barnhart, and by the following vote, the Planning Commission approved the Authorization to Advertise.

Ayes: Myers, Gordon, Barnhart, Kersjes, Miller.

Commission Matters:

Commission Members:

Mr. Kersjes, Mr. Myer, Mr. Gordon, and Mrs. Miller all wished Mr. Lenz good luck on his next endeavor.

Mr. Kersjes requested that in the next annual report, he wanted to see how many short-term rentals were currently operating. Mrs. Miller echoed her desire to see this data.

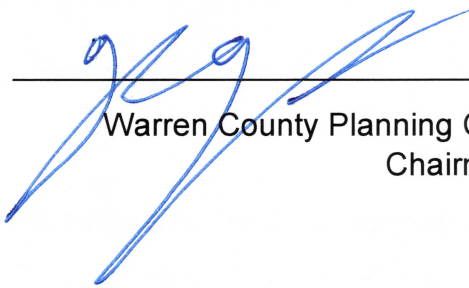
Zoning Administrator:

Mr. Lenz expressed it was a pleasure working with all of the Commissioners and that he would miss everyone.

Adjournment:

On a motion made by Mr. Barnhart and the following vote, the meeting was adjourned at 7:20PM.

Ayes: Myers, Gordon, Barnhart, Kersjes, Miller.



Warren County Planning Commission
Chairman