

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on November 18, 2025, at 7:00 PM

Present – Warren County Board of Supervisors and County Staff: John W. Stanmeyer, Vice Chair (Shenandoah District); Cheryl L. Cullers, (South River District); Hugh B. Henry, (Fork); Richard A. Jamieson, (North River District); also, Bradley N. Gotshall, County Administrator; Jason J. Ham, County Attorney; Kelly Wahl, Planner; Chase Lenz, Zoning Administrator; Alisa Scott, Finance Director; Zach Henderson, Deputy Clerk to the Board of Supervisors.

Absent - Jerome K. Butler, Chair (Happy Creek District)

Call to Order:

Mr. Stanmeyer called the meeting to order at 7:00 PM with a moment of silence

Adoption of Agenda:

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the Board adopted the agenda as presented.

Mr. Henry, Aye; Dr. Jamieson, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Shenandoah Farms Sanitary District Advisory Committee year-end (CY 2025) report:

Mr. Rex Christensen presented a report that highlighted the history of the Shenandoah Farms Advisory committee including the Board's re-institution of it as well as addressing concerns from residents regarding past struggles with financial reports etc. and the desire to promote public knowledge of the work being done. He then commented on the mission statement that is on the current agenda for approval and stated that the end goal from a financial perspective is to have a financial report that will accompany their bimonthly minutes. Additionally, he spoke about capital projects such as Young's Drive, Lake Drive, and Old Oak that have all been finished this year.

Public Comment for Items on the Agenda:

1. **Lewis Moten:** thanked the Board for taking care of the senior center but then stated, in regard to the approval of accounts and appropriations and transfers, that he noticed that some money had been scanned and that it was odd. Then commented on how the reports were presented in the packet such as the fuel report and general ledger being split between the right- and left-hand sides several pages apart and asked if the Board is actually looking at these or just rubber stamping them.

Board Reports:

- **Mr. Henry reported the following:**
 - Wished everyone a happy Thanksgiving and that the Board will be back in December.
- **Dr. Jamieson reported the following:**
 - Commented on the recent Finance / Audit Committee meeting, stating that the various reasons for the audit delay was presented to the committee the previous week, and that a second version of that will be coming with an opportunity for Treasurer input.
 - The reason(s) for the audit not being done were presented to the finance committee and a second version will be going out soon.
- **Mr. Stanmeyer reported the following:**
 - Commented in relation to the county's Vo-tech building on the shortage of auto mechanics and their need to expand the programs offered in Warren County and their funding needs.
 - Attended a joint School Board and Board of Supervisor meeting to discuss their upcoming budget

- Attended the Shenandoah Farms Sanitary District Advisory Committee meeting in the previous week that resulted in the presentation that was provided tonight.
- Attended FOIA training and stated that the following day there will be a Town / County Transportation Infrastructure meeting, and a Fire and Rescue Committee meeting.
- FOIA training and transportation meeting tomorrow and the upcoming weeks
- Wished everyone a Happy Thanksgiving
- **Ms. Cullers reported the following:**
 - On November 5th – was asked to do the DECA competition rehearsal to help the kids run through their scenarios for their marketing.
 - On November 6th – Her and the Tourism Committee helped decorate Christmas trees for the Blue Ridge Arts Council fundraiser.
 - On November 6th – Attended a memorial service at E. Wilson for veterans
 - On November 7th – Attended the Food for America FAA event at Skyline High School.
 - On November 9th through November 11th – Attended the VACO conference and discussed the Virginia Budget and Finance Report that was presented there, as well as growing workforce and working with a.i.
 - On November 12th – Attended the DECA competition at Apple Blossom Mall that had over 300 participants
 - On November 13th – Attended the Finance / Audit Committee meeting
 - Attended a meeting with the assistant Fire Chief and company #3 staff on their budget.
 - Attended an award luncheon of the Lord Fairfax Soil & Water Conservation District for conservation farming and other programs.
 - Attended a Building Committee meeting to discuss Capital Improvement needs.
 - Attended a joint School Board and Board of Supervisor meeting to discuss their upcoming budget
 - On November 17th – Attended a Police Athletic League meeting and discussed youth programs as the league grows.
 - On November 17th – Attended the Community Policy & Management Team Meeting that addressed the needs of students in foster care.
 - Stated that on November 21st at 11:00 AM there will be a Broadband groundbreaking ceremony at Rockland Park.
 - Gave a shout out to the Fire and Resuce Volunteers and emphasized their need for support staff.
- **Mr. Gotshall reported the following:**
 - Shared a memo with the Board that praised the DSS staff with the conclusion of the federal shutdown and recognized the work and services they provided during the 43 day shutdown, and how they went above and beyond to assist the approximate 5,000 Warren County residents that receive aid from them.
- **Mr. Ham has no report**

Appropriations and Transfers:

Ms. Cullers stated that she agrees with Mr. Moten regarding the format of the information and how it was presented in the packet and hopes that it will go back to how it was previously done and uploaded.

Mr. Henry stated that it was overwhelming with seeing money being scanned, the legibility of the information and the way the information was scanned. Mr. Stanmeyer suggested that this be addressed at a Finance / Audit Committee meeting

Ms. Scott stated that she sent an email to the Deputy Clerk and the County Administrator with the information in the correct format with the intent of being forwarded to the Board of Supervisors and asked if that had been

completed. The deputy clerk confirmed that the email with the Fuel Report, the Expenditure Report, the AP Report, and the October P-Card report had been emailed to the Board on Friday.

On a motion by Dr. Jamieson, seconded by Mr. Henry, and the following vote, the board approved the appropriations and transfers as presented.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Dr. Jamieson, Aye; Mr. Henry, Aye

Approval of Accounts:

Dr. Jamieson pointed out that there was a mistake on one of the documents that was posted and the Board has received a corrected version on the dais.

Ms. Scott stated that the Board has a corrected Expenditure summary that will be made available to the public as well as the reformatted information that was published.

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

Mr. Henry, Aye; Dr. Jamieson, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, No

Approval of Minutes - November 5th Regular Meeting:

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the Board approved the minutes for November 5th as presented.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Dr. Jamieson, Aye; Mr. Henry, Aye

Public Hearings:

CUP2025-09-02 - Private Use Camping- 1020 Misty Meadow Lane:

Ms. Wahl stated that the applicant is requesting a conditional use permit for Private Use Camping on his lot in the Massanutten View subdivision which is located in the Special Flood Hazard Area (SFHA). The applicant purchased the property in April of 1999, and it serves as his second home. In addition to his home, the applicant would like to use the property for intermittent camping for himself and his family.

Mr. Stanmeyer opened the public hearing and the applicant, John Ellis, stated that he and his family owned and loved this property very much and they were not aware that a permit was needed for private use camping, and are here tonight to be in compliance with all requirements.

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

On a motion by Ms. Cullers, seconded by Mr. Henry, and the following vote, the Board approved the conditional use permit request for private use camping at 1020 Misty Meadow Lane with the conditions as recommended by the Planning Commission and staff.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Dr. Jamieson, Aye; Mr. Henry, Aye

Z2025-09-02 - Subdivision Text Amendments for Family Subdivision Variances:

Mr. Lenz stated that the board received a draft ordinance proposing to amend Subsection 155-3B of the Warren County Code to add a provision relaxing criteria (1), (2), and (5) of the "substantial injustice or hardship" required by Subsection 155-18B for requests for subdivision variances from the family subdivision requirement for the owner to have held fee simple title to the property to be subdivided for a period of five years prior to the filing of the family subdivision application with the County. These amendments are being requested by Planning staff;

however, there is a subdivision variance and family subdivision plat currently on hold that cannot be approved without these amendments.

These amendments follow the adoption of a full set of amendments to Chapter 155 of the subdivision ordinance earlier this year necessitated by recent changes to the Code of Virginia eliminating Planning Commissions and Boards of Supervisors as approving authorities for subdivision plats (including subdivision variances). Historically, subdivision variances from the requirement for the owner to have held fee simple title to the property to be subdivided for a period of five years prior to the filing of the family subdivision application with the County have been granted by the Board of Supervisors for personal reasons with the condition that the unfulfilled portion of the timeframe be added onto the restriction of five years before the grantee's lot can be voluntarily transferred to a nonimmediate family member; however, per Subsection 155-18B, in granting a subdivision variance, the subdivision administrator must find a "substantial injustice or hardship" exists and the subsection further defines substantial injustice or hardship, requiring the hardship to be physical in nature, unique to the lot to be subdivided, and not self-inflicted. In other words, the subdivision variance subsection does not allow for the Subdivision Administrator to grant variances based on hardships that are personal in nature.

Mr. Stanmeyer opened the public hearing and stated that it is his understanding that the overall objective of this is to bring the County in compliance with the state. Mr. Lenz stated that it is a change in approving authority and a difference between legislative and administration authority. This amendment allows the basis for the variance to be more personal, or family need based.

Public Speakers

- **Roland Barr:** spoke in favor of this text amendment, emphasizing his current situation with his aging mother and his desire to build her a house on the acreage of land that he owns in the County and his history of the process of obtaining the variance.
- **Chris McManon:** spoke in favor of this text amendment and summarized his personal history with Family Subdivisions and how they were a great benefit to him and his family.

Mr. Henry stated that the intent of that code was to keep people from just using family to subdivide property for profit, and by adding the time, the total outcome is 10 years before it can go to sale and believes this is good practice.

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

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

Mr. Henry, Aye; Dr. Jamieson, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

New Business:

Consent Agenda:

1. Approval of Shenandoah Farms Sanitary District Advisory Committee Mission Statement
2. Citizen Appointment - Community Policy Management Team (Parent Representative)
3. 2026 Parks and Recreation Fee Schedule
4. Award of Contract for FY-24 Cash Reconciliation Services
5. Authorization to Advertise - CUP2025-10-01 - Short-term Tourist Rental - 565 Ridgeway Road
6. Authorization to Advertise - CUP2025-10-02 - Short-term Tourist Rental - 262 Woodcliff Lane
7. Authorization to Advertise - CUP2025-10-03 - Accessory Dwelling Unit - 150 High Bluff Road
8. Authorization to Advertise - CUP2025-09-03 - Short-Term Tourist Rental - 138 Wooded Lane

On a motion by Dr. Jamieson, seconded by Mr. Henry, and the following vote, the Board approved the consent agenda as presented.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Dr. Jamieson, Aye; Mr. Henry, Aye

Ms. Cullers asked Mr. Ham if he would be available before the December meeting for another FOIA training. Mr. Ham stated that he would be happy to.

General Public Comment Period:

1. **George Cline:** spoke to the Board about the upcoming school budget and emphasized that from a budget perspective, the schools may not have as many choices due to state mandates as well as their tangible needs and urged the Board to consider why they are truly needed. Additionally, commenting in Vo-tech and the need for greater concentration in that area and emphasized the students trying to participate but with limited space and capabilities.

Adjournment:

On a motion by Mr. Henry, seconded by Dr. Jamieson, the meeting adjourned at 8:02 PM.