

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on June 20, 2017 at 7:00 PM.

Present: Linda P. Glavis, Chair (South River District); Tony F. Carter, Vice-Chair (Happy Creek District); Archie A. Fox (Fork District); Daniel J. Murray, Jr. (North River District); and Thomas H. Sayre (Shenandoah District); also present Douglas P. Stanley, County Administrator; Robert B. Childress, Deputy County Administrator; Dan N. Whitten, County Attorney; Andre T. Fletcher, Finance Director; Taryn G. Logan, Planning Director; David C. Beahm, Building Official; Matt Wendling, Planner; Emily A. Mounce, Deputy Clerk of the Board; Tim Ratigan, Warren County Report; Alex Bridges, Northern Virginia Daily; Roger Bianchini, Royal Examiner and The River; and Josh Gully, Warren Sentinel

Absent: None

Adoption of Agenda - Additions or Deletions

Mr. Stanley noted the revised Item J cover sheet with the correct requested amount reflected for the Lake Front Royal Sanitary District.

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors adopted the agenda as presented:

Aye: Carter, Fox, Glavis, Murray, Sayre

Report - People, Inc. - Robert Goldsmith

Robert Goldsmith, President and Chief Executive Officer (CEO) of People, Inc., distributed a copy of the People, Inc., annual report for the fiscal year ending June 30, 2016. He encouraged the Board to review it more in depth and to let him know if any member noticed things being done in other localities that the Board might want to be done in Warren County. He also thanked the Board for appointing Supervisor Carter to the Board of Directors of People, Inc.

Mr. Goldsmith stated that during the period covered by the annual report, People, Inc., provided home ownership counseling

to three households looking to become first-time home buyers and conducted eleven business training classes for 160 individuals. The company also provided credit counseling to eleven people, made two business loans, and concluded the Micro-Enterprise Development Project with Warren and Clarke Counties. Overall, during the fiscal year ending June 30, 2017, over 176 individuals in the County were served, this assistance valued at \$110,230.

Mr. Murray commented that he sits on the board at the Northern Shenandoah Valley Regional Commission and has never heard a complaint, only compliments and praise, about People, Inc., and thanked Mr. Goldsmith on behalf of the valley for the work his organization does.

Mr. Sayre asked about the old Afton Inn, and Mr. Goldsmith did not have any updates to provide at this time.

Public Presentations - Public Presentation time is intended as an opportunity for the public to give input on relevant issues and not intended as a question and answer period

Greg Butler, 478 Poca Bella Drive, thanked the Board for welcoming his family to the community following his retirement. He spoke about the Warren County Amateur Radio Emergency Communications Group ("Warren County Am Comm"), which he is a member of and which has developed a relationship with the Fire and Rescue Services Department. He wanted to make the Board members aware that Warren County Am Comm strives to be prepared to provide supplemental communications to the community in the event of a disaster or other emergency that might compromise communications systems. He concluded by inviting the Board to an amateur radio operators' event on Saturday, June 24th from 2:00 PM until 9:00 PM and Sunday, June 25th from 9:00 AM until 5:00 PM at Fantasyland Park.

Kenneth Dameron, 715 Stockton Road, expressed his curiosity as to how the Board sees its relationship with the Economic Development Authority (EDA). He commented that Leach Run Parkway is almost finished, but he stated that the project is not on the County's "books" but on the EDA's "books" as well as the Ressie Jeffries Elementary School renovation and addition project. Mr. Carter replied that due to Leach Run Parkway being located within the corporate limits of the Town of Front Royal, there was an agreement between the Town, the County, and the EDA to partner together to complete the project. Additionally, this was

a revenue sharing project with the Virginia Department of Transportation (VDOT), with the Town and County supplying half of the necessary funds and VDOT supplying the remaining half.

Mr. Stanley stated that there is a Memorandum of Agreement between the Town, the County, and the EDA for the EDA to act as an agent to construct Leach Run Parkway. He further mentioned the funding formula for debt service that has been in place since the mid-1990s. If the project is within Town limits, the Town pays 34% and the County pays 66%; if the project is within the County limits, the Town pays 20% and the County pays 80%. He stated that the EDA will often act as representing agent for the Town and County to obtain New Market Tax Credits for projects. He also mentioned that the EDA has an independent auditor that examines its financial records every year.

Mr. Dameron asked if the EDA submits a financial report to the Board monthly, and Mr. Stanley responded that both he and Supervisor Murray attend the EDA meeting every month, which includes a monthly financial report. He also mentioned that the Board receives a copy of the EDA's annual audit. Mr. Dameron provided his phone number for further discussion of his questions and concerns.

There were no further presentations from the public.

Public Hearing - Lease of County-Owned Property, 296 Fishnet Boulevard - Jodi Saffelle

Jodi Saffelle, Human Resources Manager, reported that the County owns a house located at 296 Fishnet Boulevard in Front Royal, Virginia. This house was included in the 2009 purchase of the Fishnet property, which is now known as Rockland Park, and was renovated in FY 2011-2012 and has been leased to a couple tenants since that time. The most recent tenant vacated the property in late 2016, and County staff and contractors have completed necessary maintenance items such as interior and roof re-painting, appliance and linoleum replacement, and a thorough cleaning. The lease availability of the property was advertised to County employees and then to the general public.

County employee Andre Fletcher was the first person to express an interest in leasing the property. A draft lease was prepared by County Attorney Dan Whitten, and Mr. Fletcher is agreeable to the terms of the lease. The lease is for a one-year

term with a monthly rent of \$1,200, including gas and electric utilities.

Mrs. Glavis opened the public hearing. There was no input from the public. Mrs. Glavis closed the public hearing.

Mr. Murray made a motion to authorize the County Administrator to execute the proposed lease with Andre Fletcher for County-owned property located at 296 Fishnet Boulevard, Front Royal, and Mr. Sayre seconded this motion for discussion.

Mr. Fox expressed his concern with having the gas and electric utilities combined with the rent. Ms. Saffelle responded that the utilities are currently in the County's name, and combining the rent and the utilities makes it easier to invoice and remit payments. It was decided that the separation of rent and utilities was something the Board could revisit in one year when the lease is up for renewal.

By the following vote, the Board of Supervisors authorized the County Administrator to execute the proposed lease with Andre Fletcher for County-owned property located at 296 Fishnet Boulevard, Front Royal with the stipulation of reviewing the lease after the one year term is complete and up for renewal:

Sayre, Aye; Fox, Aye; Glavis, Aye; Murray, Aye; Carter, Aye

Public Hearing - 2017-04-01 Shenandoah Farms Baptist Church - Conditional Use Permit for Private Use Camping - Taryn Logan

Taryn Logan, Planning Director, reported that Shenandoah Farms Baptist Church is applying for a conditional use permit for private use camping for two lots the Church owns along the Shenandoah River on Farms Riverview Road. The purpose of the camp site is to allow the church's pastor to camp onsite temporarily. The pastor is from Tennessee, has been preaching at Shenandoah Farms Baptist Church since January, and would like to bring his recreational vehicle to the Church's river lots to camp. Mrs. Logan also mentioned that the Church has been conducting baptisms in the Shenandoah River on these lots for a number of years. The Planning Commission recommended approval of the conditional use permit with the following conditions:

1. The campers are to be kept in road worthy condition with valid tags and inspection decals.

2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. Campers shall be on site fewer than 180 consecutive calendar days in any one year for recreational use of the property.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.
5. No more than two (2) major recreational vehicles, as defined by Section 180-10(B)(1) of the Warren County Zoning Ordinance, or tents shall be parked, stored, or used on any lot or combination of contiguous lots under the ownership of one (1) property owner.
6. This permit shall be reviewed by the Warren County Planning Staff annually for compliance.
7. The applicant shall comply with Section 180-40.1 of the Warren County Zoning Ordinance regarding non-commercial camping (Private Use Camping).
8. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles prior to a predicted flood event.

Mrs. Glavis opened the public hearing. There was no input from the public. Mrs. Glavis closed the public hearing.

On a motion by Mr. Sayre, seconded by Mr. Murray, and by the following vote, the Board of Supervisors approved the conditional use permit request of Shenandoah Farms Baptist Church for Private Use (non-commercial) Camping with the conditions as listed below:

Aye: Carter, Fox, Glavis, Murray, Sayre

1. The campers are to be kept in road worthy condition with valid tags and inspection decals.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. Campers shall be on site fewer than 180 consecutive calendar days in any one year for recreational use of the property.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.
5. No more than two (2) major recreational vehicles, as defined by Section 180-10(B)(1) of the Warren County Zoning Ordinance, or tents shall be parked, stored, or used on any

- lot or combination of contiguous lots under the ownership of one (1) property owner.
6. This permit shall be reviewed by the Warren County Planning Staff annually for compliance.
 7. The applicant shall comply with Section 180-40.1 of the Warren County Zoning Ordinance regarding non-commercial camping (Private Use Camping).
 8. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles prior to a predicted flood event.

Public Hearing - 2017-04-02 Michael Gibson - Conditional Use Permit for Commercial Kennel - Taryn Logan

Taryn Logan, Planning Director, reported that Mr. Gibson is applying for a conditional use permit for a commercial kennel. He currently has sixteen (16) adult dogs, twelve (12) of which are Great Danes that he uses for breeding purposes; all the dogs live inside the home within the attached garage. Mrs. Logan stated that Mr. Gibson is currently leasing the home and property from Oversee, LLC, which is located at 387 Ritenour Hollow Road and zoned Agricultural (A). Mr. Gibson operates the kennel under the business name WillowBrook Danes.

Mrs. Logan noted the concerns regarding the property setbacks and stated that the existing house sets 80 feet from a property line, which is less than the 100 feet the County Zoning Ordinance requires. The Zoning Ordinance also requires that any exercise or run area for the dogs be at least 200 feet away from an adjacent dwelling. Mr. Gibson is proposing to use 1.5 acres adjacent to the dwelling for the dogs' exercise area, which would require a setback waiver. Mr. Gibson is also requesting that he be allowed to have twenty (20) dogs, which Mrs. Logan stated is within the limit that the Zoning Ordinance allows.

Mrs. Logan stated that the Board had comments from both the Sheriff's Office and Virginia Health Department in the packets. The Planning Commission recommended approval of the conditional use permit with the following conditions:

1. The applicant shall be limited to twenty (20) adult dogs, six months of age or older.
2. No breeding shall take place until the number of dogs is in compliance with Condition #1, and breeding shall be limited to Great Danes.

3. The applicant shall comply with Warren County Code Sections 180-8 and 180-48.2 for a Commercial Kennel.
4. The existing landscaping buffer shall remain in place, and screening to the western property line using a 6 feet fence shall be installed.
5. The applicant shall install window air conditioning units in the garage prior to issuing the Certificate of Zoning, and a safe and adequate heating system shall be installed within six months of the permit approval.
6. Any accessory structures that are built on the property to house the applicant's dogs shall receive Planning staff approval prior to construction and meet the required setbacks of Section 180-48.2.
7. A waiver on the property line setback shall be granted due to the existing house being located 80 feet within the required 100 feet setback and due to the animal exercise area being located within 60 feet, 85 feet, and 160 feet of adjacent dwellings.
8. All animal waste related to the kennel shall be disposed of properly by double-bagging, placed in an approved solid waste container, and removed by a professional waste management company twice a month.
9. The applicant shall allow staff of the Planning Department and Sheriff's Office to inspect the property during scheduled and unscheduled site visits for compliance.
10. The applicant shall obtain and maintain a business license for the breeding operation once the permit is deemed in compliance and a change of use by the Building Inspections Department has been issued.
11. Dog licenses shall be issued for dogs over four (4) months of age as required by Warren County Code Section 66-17.
12. Rabies shots shall be given to all dogs at four (4) months of age, and copies of vaccination records shall be provided to Planning Department staff or Animal Control Officer on request.
13. The kennel shall meet all additional requirements of the Warren County Building Inspections Department, Health Department, Fire and Rescue Department, and Sheriff's Office (Animal Control).
14. The applicant shall provide the Fire and Rescue Department with primary and secondary point of contact information for the dispatch center and a gate code combination or Knox Box Rapid Entry System for keyed access to the property.
15. Household smoke alarm units shall be installed in both the dwelling and garage.

Mr. Murray noted that the Planning Commission recommended approval with the proposed conditions, but he has received calls of concerns regarding quality of life of neighboring property owners as well as runoff concerns should Mr. Gibson hose out the kennels. Mrs. Logan stated that the property had a previous conditional use permit for a kennel, but it expired after over two years of disuse. Additionally, the Virginia Health Department provided comments regarding runoff but only as it pertained to potential contamination of the well.

Mr. Sayre asked about the fifteen (15) dog limit versus the twenty (20) dogs that Mr. Gibson was requesting. Mrs. Logan replied that staff recommended fifteen, but the applicant had always requested twenty dogs. He was concerned that the puppies in his litters would grow to be over six months of age, which would constitute an adult dog according to the Zoning Ordinance, and would put him in non-compliance with the conditional use permit. The Planning Commission considered this a reasonable request and granted his request for a twenty (20) dog limit in condition #1. Mr. Sayre also noted the concerns about not having a backup caretaker since Mr. Gibson works out of the area. Mrs. Logan stated that there was no condition proposed to address this concern. Mr. Sayre additionally asked if there was any other place for the dog run, but Mrs. Logan responded that the way the garage door opens, the applicant stated the run would not be suited anywhere else. An additional concern was brought up regarding insurance, but Mr. Gibson stated to the Planning Commission that he has \$500,000 in liability insurance that is included in his renter's insurance, which covers the dogs.

Mr. Fox wanted to clarify that there would be times where there would not be an attendee on the property to oversee the kennel and the dogs. Mrs. Logan responded that Mr. Gibson is away from his home for six to seven hours per day, and there is no backup caretaker.

Michael Gibson, 387 Ritenour Hollow Road, noted that his backyard is the dog exercise/run area. He stated that he has received no barking complaints, no noise ordinance violations, and the dogs do not live outside. He further stated that he had mentioned his kennel plans to his neighbors prior to his requesting of the permit, and he received a text message from his neighbors in support of his application. In response to Mr. Murray's runoff concerns, he stated that he does not have kennels for the dogs. The dogs live in the attached garage, and he cleans out their areas with a mop and bucket. He noted that no one has come to any of the Planning Commission public

hearings to speak against it and no one has spoken to him about it either.

Mr. Murray asked Mr. Gibson how many dogs he currently had in his home; Mr. Gibson responded that there are currently twenty-four, including twelve puppies less than seven months of age. Mr. Sayre inquired as to whether or not the exercise area could be relocated to provide a larger setback with the adjoining neighbors. Mr. Gibson replied that the way his house is situated in relation to the land, his backyard is the not only the most logical and convenient place for the exercise area but that topographically, the rest of his land is less usable due to not being flat and proves difficult for fence installation.

Mrs. Glavis opened the public hearing.

Carol Taylor, 351 Ritenour Hollow Road, and Eddie Hartsell, 121 Quarter Horse Lane, are adjacent property owners to Mr. Gibson and expressed their concerns regarding this conditional use permit application. Ms. Taylor indicated that when Mr. Gibson first introduced himself to her in late 2016, he indicated that he possessed eight dogs and stated that he was not a professional breeder. However, Ms. Taylor and Mr. Hartsell stated that they had no idea Mr. Gibson's breeding operation would expand to what it is. They voiced their worries about losing mountain views and the idyllic setting of their properties due to the six feet privacy fence being installed. Ms. Taylor also mentioned that the previous conditional use permit for the property that was mentioned earlier was for ten Yorkie dogs, and now the requested permit for the same property is for twenty Great Danes.

Mr. Gibson came forward once more to clarify that there was a miscommunication because he first introduced himself to them with his "largest stud dog," which he thought would imply that he is a breeder.

There was no further input from the public. Mrs. Glavis closed the public hearing.

Mr. Murray asked if the Board could table this issue for further investigation due to the setback issues. Mr. Murray stated that for a 47-acre property, there has to be another place the exercise area can go, and by tabling the public hearing until a later date, Mr. Gibson would have the opportunity to look for another location for the exercise area.

Mr. Murray made a motion to postpone the vote on this permit until the Board's public hearing date in August on Tuesday the 15th. Mr. Carter seconded this motion for discussion.

Mr. Sayre asked for further explanation as to why the Planning Commission would approve the waiver as mentioned in condition #7. Mrs. Logan stated that the Zoning Ordinance requires that from where the dogs are housed (the dwelling) to the nearest adjacent property line must be at least 100 feet. However, the house was built only 80 feet from the nearest property line, so a waiver would be needed due to the dogs residing in the attached garage. Additionally, the Zoning Ordinance requires that any exercise area be 200 feet from an adjacent dwelling, but the current location of the exercise area is within 60 feet, 85 feet, and 160 feet of the nearest three dwellings.

Mr. Carter voiced that his main concern is the setbacks of the exercise area in relation to adjacent dwellings. He hoped that due to the additional acreage of the property, another location could be found. He also briefly mentioned the runoff concerns related to the nearby Crooked Run waterway as well as available space for the dogs and puppies to live in the garage. Following a question about air conditioning, Mrs. Logan stated that Mr. Gibson relayed to the Planning Commission that he has two window air conditioning units installed in the garage where the dogs reside. Mr. Carter's final concern was Mr. Gibson not having a backup individual either on-call or at the property in case something was to happen while he is out of town during the day.

By the following vote, the Board of Supervisors agreed to postpone the vote on Michael Gibson's conditional use permit until the evening meeting on August 15, 2017 at 7:30 PM:

Carter, Aye; Murray, Aye; Glavis, Aye; Fox, Aye; Sayre, Aye

Public Hearing - 2017-05-01 Valerie Fox - Conditional Use Permit for Short-Term Tourist Rental - Matt Wendling

Matt Wendling, Planner II, reported that Valerie Fox is requesting a conditional use permit for a short-term tourist rental on her property located off Gooney Manor Loop. The dwelling was built in 2004 as a second home, and Mrs. Fox has stated that it has been used as a weekend/vacation home for family and friends since that time. She would like to start

advertising and leasing it for commercial purposes as a short-term tourist rental due to the natural resources, solitude, and seclusion the property offers. The Planning Commission recommended approval of the conditional use permit with the following conditions:

1. The applicant shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four (4) as determined according to the Health Department conditional permit for a two (2) bedroom dwelling with a maximum occupancy of four (4) persons.
3. The applicant shall have the well water tested annually and a copy of the results shall be submitted to the Planning Department and Health Department.
4. The applicant shall have the septic system inspected annually by a DPOR licensed inspector, and a copy of the results shall be submitted to the Planning Department and Health Department. The system shall also be pumped every three to five years as recommended by the Health Department.
5. The property shall be in compliance with Section 180-56.4 of the Warren County Zoning Ordinance regarding supplemental regulations for short-term tourist rentals, which includes a property management plan to be submitted to the Planning Department prior to staff issuing a certificate of zoning for this use.
6. The applicant shall register with the Commissioner of the Revenue's office for transient lodging tax purposes.
7. The applicant shall provide a Knox Box Rapid Entry System for keyed access for Fire and Rescue and the Sheriff's department.

At this time, Mr. Fox disclosed to the Board that the applicant, Valerie Fox, is his daughter-in-law. He recused himself from the discussion and voting on this item due to a conflict of interest.

Mrs. Glavis opened the public hearing. There was no input from the public. Mrs. Glavis closed the public hearing.

On a motion by Mr. Murray, seconded by Mr. Sayre, and by the following vote, the Board of Supervisors approved the conditional use permit request of Valerie Fox for a Short-term Tourist Rental with the conditions as listed below:

Aye: Carter, Glavis, Murray, Sayre

Abstain: Fox

1. The applicant shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed four (4) as determined according to the Health Department conditional permit for a two (2) bedroom dwelling with a maximum occupancy of four (4) persons.
3. The applicant shall have the well water tested annually and a copy of the results shall be submitted to the Planning Department and Health Department.
4. The applicant shall have the septic system inspected annually by a DPOR licensed inspector, and a copy of the results shall be submitted to the Planning Department and Health Department. The system shall also be pumped every three to five years as recommended by the Health Department.
5. The property shall be in compliance with Section 180-56.4 of the Warren County Zoning Ordinance regarding supplemental regulations for short-term tourist rentals, which includes a property management plan to be submitted to the Planning Department prior to staff issuing a certificate of zoning for this use.
6. The applicant shall register with the Commissioner of the Revenue's office for transient lodging tax purposes.
7. The applicant shall provide a Knox Box Rapid Entry System for keyed access for Fire and Rescue and the Sheriff's department.

Public Hearing - 2017-05-02 Robert and Linda Poe - Conditional Use Permit for Private Use Camping - Matt Wendling

Matt Wendling, Planner II, reported that Robert and Linda Poe are requesting a conditional use permit for private use camping (non-commercial). The property is located in the Floodway of the Special Flood Hazard Area (SFHA). The applicants have owned the lot since 2000, and their family is now interested in camping on it along with additional recreational pursuits that they have used the lot for since purchasing it. This conditional use permit would allow for them to install an accessory structure for storage of maintenance/recreational equipment. The Planning Commission recommended approval of the conditional use permit with the following conditions:

1. The campers are to be kept in road worthy condition with valid tags and inspection decals.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. Campers shall be on site fewer than 180 consecutive calendar days in any one year for recreational use of the property.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.
5. No more than two (2) major recreational vehicles, as defined by Section 180-10(B)(1) of the Warren County Zoning Ordinance, or tents shall be parked, stored, or used on any lot or combination of contiguous lots under the ownership of one (1) property owner.
6. This permit shall be reviewed by the Warren County Planning Staff annually for compliance.
7. The applicant shall comply with Section 180-40.1 of the Warren County Zoning Ordinance regarding non-commercial camping (Private Use Camping).
8. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles prior to a predicted flood event.

At this time, Mrs. Glavis disclosed to the Board that she has a familial relationship with the applicants, Robert and Linda Poe. She recused herself from the discussion and voting on this item due to a conflict of interest.

Mrs. Glavis opened the public hearing. There was no input from the public. Mrs. Glavis closed the public hearing.

On a motion by Mr. Murray, seconded by Mr. Sayre, and by the following vote, the Board of Supervisors approved the conditional use permit request of Robert and Linda Poe for Private Use (non-commercial) Camping with the conditions as listed below:

Aye: Carter, Fox, Murray, Sayre

Abstain: Glavis

1. The campers are to be kept in road worthy condition with valid tags and inspection decals.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.

3. Campers shall be on site fewer than 180 consecutive calendar days in any one year for recreational use of the property.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.
5. No more than two (2) major recreational vehicles, as defined by Section 180-10(B)(1) of the Warren County Zoning Ordinance, or tents shall be parked, stored, or used on any lot or combination of contiguous lots under the ownership of one (1) property owner.
6. This permit shall be reviewed by the Warren County Planning Staff annually for compliance.
7. The applicant shall comply with Section 180-40.1 of the Warren County Zoning Ordinance regarding non-commercial camping (Private Use Camping).
8. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles prior to a predicted flood event.

Public Hearing - 2017-05-03 Pam August - Conditional Use Permit for Guesthouse - Charlie Morrison

Charlie Morrison, Zoning Officer, reported that Pam August is requesting a conditional use permit for a guesthouse for the property owned by herself and her husband located at 75 Stonegate Court in Front Royal, Virginia. There is an existing guesthouse on the parcel that was built before the applicants purchased the property, and they are requesting a conditional use permit to bring this structure into compliance with the Warren County Zoning Ordinance. The guesthouse serves as space for relatives and family friends to stay when visiting on a part-time basis. The Planning Commission recommended approval of the conditional use permit with the following conditions:

1. The guesthouse shall never be used for full-time occupancy.
2. This dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.
3. The building structure to be used for the guesthouse shall be in accordance with all current state building code requirements.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.

Greg August, 75 Stonegate Court, thanked the Board for taking the time to hear this permit application and appreciated the Board's consideration of his and his wife's request.

Mrs. Glavis opened the public hearing. There was no input from the public. Mrs. Glavis closed the public hearing.

On a motion by Mr. Sayre, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Pam August for a Guesthouse with the conditions as listed below:

Aye: Carter, Fox, Glavis, Murray, Sayre

1. The guesthouse shall never be used for full-time occupancy.
2. This dwelling shall not be used for commercial rental or leasing of rooms for compensation of any kind.
3. The building structure to be used for the guesthouse shall be in accordance with all current state building code requirements.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.

Public Hearing - 2017-05-04 Heather Pitsenbarger - Conditional Use Permit for Private Use Camping - Charlie Morrison

Charlie Morrison, Zoning Officer, reported that Heather Pitsenbarger is requesting a conditional use permit for private use camping (non-commercial). The property, located on Farms Riverview Road, is located in the Floodway of the Special Flood Hazard Area (SFHA). The applicant has owned the lot for several years and is now interested in camping on it along with other recreational pursuits. This conditional use permit would also allow her to install an accessory structure for the storage of maintenance/recreational equipment. The Planning Commission recommended approval of the conditional use permit with the following conditions:

1. The campers are to be kept in road worthy condition with valid tags and inspection decals.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. Campers shall be on site fewer than 180 consecutive calendar days in any one year for recreational use of the property only.

4. The applicant shall comply with all Warren County Health Department regulations and requirements.
5. No more than two (2) major recreational vehicles, as defined by Section 180-10(B)(1) of the Warren County Zoning Ordinance, or tents shall be parked, stored, or used on any lot or combination of contiguous lots under the ownership of one (1) party.
6. This permit shall be reviewed by the Warren County Planning Staff annually for compliance.
7. The applicant shall comply with Section 180-40.1 of the Warren County Zoning Ordinance regarding non-commercial camping (Private Use Camping).
8. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles prior to a predicted flood event.
9. If a port-a-john is leased for use, a copy of the contract shall be submitted annually to the Planning Department.

Mrs. Glavis opened the public hearing. There was no input from the public. Mrs. Glavis closed the public hearing.

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the conditional use permit request of Heather Pitsenbarger for Private Use (non-commercial) Camping with the conditions as listed below:

Aye: Carter, Fox, Glavis, Murray, Sayre

1. The campers are to be kept in road worthy condition with valid tags and inspection decals.
2. Materials associated with the campers are to be stored in a neat and orderly fashion during the time of use and are to be removed from the site when not in use.
3. Campers shall be on site fewer than 180 consecutive calendar days in any one year for recreational use of the property only.
4. The applicant shall comply with all Warren County Health Department regulations and requirements.
5. No more than two (2) major recreational vehicles, as defined by Section 180-10(B)(1) of the Warren County Zoning Ordinance, or tents shall be parked, stored, or used on any lot or combination of contiguous lots under the ownership of one (1) party.
6. This permit shall be reviewed by the Warren County Planning Staff annually for compliance.

7. The applicant shall comply with Section 180-40.1 of the Warren County Zoning Ordinance regarding non-commercial camping (Private Use Camping).
8. The applicant shall post the property with a lot/parcel number for Fire and Emergency Rescue Services and have an emergency egress plan for removal of the recreational vehicles prior to a predicted flood event.
9. If a port-a-john is leased for use, a copy of the contract shall be submitted annually to the Planning Department.

Mrs. Glavis called for a five minute recess at this time.

Reports - Board Members, County Administrator, County Attorney

Mr. Sayre reported the following:

- Attended the Used Book Store ribbon cutting ceremony at Samuels Public Library on June 7th
- Attended the wake of Nikolai "Nick" Kolesnik, owner of Nicolle's Jewelry Designs, on June 17th
- Attended the railroad stakeholder meeting on June 19th and later went out to the Rockland Road railroad crossing with representative from Norfolk Southern
- Planning to attend the ribbon cutting on June 26th for Leach Run Parkway
- Invited the public to the July 1st Independence Day celebration at the 4-H Center
- Mentioned that he has not spoken to any reporters regarding the Workforce Housing project and wanted to publicly state that he was not trying to be rude

Mr. Fox had nothing to report

Mrs. Glavis reported the following:

- Met with the Youth Advisory Board on June 20th to update the board's Strategic Plan and by-laws; Mark Gleason will be presenting a Youth Advisory Board update to the Board of Supervisors at its August 1st meeting
- Reminded the public that there is no morning meeting of the Board on the first Tuesday in July, only an evening meeting on July 18th

Mr. Murray reported the following:

- Attended the Front Royal-Warren County Chamber of Commerce mixer on June 20th
- Attended the railroad stakeholder meeting on June 19th
- Met with citizen about a son in need of work release hours
- Attended the Elks Lodge initiation and installation of new members and complimented the Elks Lodge on a job well done on its Flag Day ceremony on June 14th
- Attended the Northern Shenandoah Valley Regional Commission meeting
- Met with concerned citizens about Mr. Gibson's commercial kennel application
- Attended the retirement party of Front Royal Police Chief, Norman Shiflett

Mr. Carter reported the following:

- Invited the public to the Warren County sponsored Front Royal Cardinals game on June 29th
- Noted that the Front Royal Golf Club is moving forward with its Request for Proposals (RFP) to see if there is anyone interested in taking over operations of the course

Mr. Stanley reported the following:

- Warren County Night, Front Royal Cardinals - Warren County is pleased to once again sponsor "Warren County Night" with the Front Royal Cardinals at Bing Crosby Stadium. The game will be held Thursday, June 29th at 7:00 p.m., and the Cardinals will be facing the Woodstock River Bandits. Free tickets are available in County Administration.
- Front Royal Golf Course - The County has advertised an RFP for management of the Front Royal Golf Course. A copy of the RFP is available on the County's website.
- Lake Front Royal Sanitary District - LFRSD will start a project to remove hazardous trees located on a small portion of Creek Road and the lower portion of Mountain Heights Road up to the High Ridge Road intersection. Approximately 77 large trees are located within the shoulder areas of roadways and are

considered fixed object safety hazards. In some cases the trees are interfering with roadside drainage and the County's ability to adequately mow roadside vegetation. An area approximately 6 feet to 8 feet wide from the edge of the roadway pavement will be cleared of the larger trees. Clearing of overhanging tree limbs will also be taking place in the work area where the trees are being removed. Weather permitting, work is expected to begin early in the week of June 26, 2017 and take approximately two weeks to complete. Work will take place between the hours of 7:00 a.m. - 7:00 p.m. The work zones will require the stoppage of traffic for short periods of time while trees are being taken down. Residents and motorists should anticipate brief delays and plan their trips and detours around the work sites.

- Development Review Committee - The Development Review Committee met on May 24th. The Committee discussed projects in the County including:
 - o VDOT Revenue Sharing Project - Improvements to Route 340/522
 - o Capital One Bank building in Riverton Commons
 - o Blue Ridge Shadows Age-Restricted Housing

The Committee also discussed Town projects including:

- o Proposed short-term rental on South Royal Avenue
- o Potential leases/changes with several Main Street properties
- o Killahevlín Bed and Breakfast

The Committee will meet again on June 28th.

- 2nd Middle School - The project is approximately 99% complete. The building will be completed in June to allow for staff to move into the facility in July ahead of the August opening.
- Ressie Jeffries Elementary School - The building addition and roof project is 49% complete and the site work project 84% complete.

Playground Project:

- o Working with Landscape Architect to finalize plans. It is anticipated that site work will begin by mid-July. Phases I and II of the project should be completed fall 2017

- Rivermont Fire Station - Moseley Architects is working on the conceptual design of the facility. The survey and associated topo of the property have been completed by the surveyor. The permit application to expand the existing airport sewage system has been approved by the Health Department. County staff held a conference call on June 20th to work on the final space requirements with Moseley, which will allow them to proceed with development of the two design options.
- Leach Run Parkway - The target date for project completion is June 24, 2017. A ribbon cutting for the project has been scheduled for 8:00 a.m. Monday, June 26th at the Happy Creek Road end of the project.
- VDOT/Totten Lane Turn Lane Project - The project will add a left turn lane northbound on Totten onto Route 55 West (Strasburg Road) and add a right turn lane off Route 55 West onto Route 626 (Totten Lane). The project has been awarded, and construction will start within the next 15 days.
- VDOT/Marlow-Silek Revenue Sharing Project - The project will widen a portion of Route 340/522 South from the crossover in front of Shenandoah Motors to the Crooked Run Boulevard entrance by adding a third lane and right turn lane. The project will also extend the left turn lane for the crossover. Project design is nearly complete. The project should be set to go to bid in the next few weeks. Target completion date is early September.
- VDOT/Morgan Ford Bridge - The project is approximately 35% complete based on earnings and remains on schedule for completion in June 2018. The contractor has completed constructing all substructures including both abutments and MSE walls. They are currently working on grading the southern approach and waiting on beams to be manufactured. Later this summer they will install the temporary work bridge that will provide construction access over the river in order to set the precast box beams and place the concrete deck.
- VDOT/South Fork Bridge - The project is approximately 83% complete and still on schedule for completion in December 2017. The Contractor is working on Stage II of the new bridge. This stage will widen the structure and provide two additional lanes, a bike lane, and sidewalk to the west. They began concrete placement of

the Stage II deck on June 5th, with anticipated completion in early September. The contractor is continuing grading work along Route 55 for the shared use path and driveways. Base asphalt has been laid in the curb/gutter areas along Route 55 and Route 340. Plans for paving the Service Road have changed. This section will remain under stone until the underdrain video inspection has been completed.

- Route 340/522 Trolley Project - The County has received word that it will receive funding to start up trolley service in the corridor for FY 2017-2018. Staff is working with the NSVRC and Virginia Regional Transit to develop a proposed trolley schedule. The proposed schedule will include morning and afternoon stops at Lord Fairfax Community College. At this point service is slated to start on July 31st.

Mr. Fox asked when the two designs will be ready for the new Rivermont Fire Station. Mr. Stanley replied that one design's corresponding estimate had already been received and indicated that the second design's estimate should be submitted by Monday, June 26th. Mr. Stanley hoped that the two designs would be presented to the Board during one of its August meetings.

Mr. Sayre commended the County on its efforts to construct and complete Leach Run Parkway, which will officially be open to traffic on Monday, June 26th.

Mr. Whitten distributed his written report to the Board.

Approval of Minutes

1. Regular Meeting of June 6, 2017

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of June 6, 2017:

Aye: Carter, Fox, Glavis, Murray, Sayre

2. Work Session of June 6, 2017

Mr. Sayre stated that he had concerns with the minutes on pages two and three under numbers 8 and 10. He did not believe what was written in the minutes reflected what was actually said

during the work session. Mrs. Glavis asked if there was a recording of the work session, and Emily Mounce, Deputy Clerk, responded affirmatively.

Ms. Mounce read a verbatim transcription of page two, number 8 to the Board, which reflected what had been written in the minutes, however, Ms. Mounce did not have a verbatim transcription prepared for page three, number 10. On a motion by Mr. Carter, seconded by Mr. Sayre, and by the following vote, the Board of Supervisors postponed the approval of these minutes until the July 18th meeting for Ms. Mounce to prepare a verbatim transcription of page three, number 10 for the Board's reference and consideration:

Aye: Carter, Fox, Glavis, Murray, Sayre

Additional Appropriations and Transfers

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the additional appropriations and transfers as presented and shown below:

Aye: Carter, Fox, Glavis, Murray, Sayre

ADDITIONAL APPROPRIATIONS

22010-5501	Commonwealth's Attorney - Training	1,372.51
35010-5604	Animal Control - Board of Dogs	993.34
35050-5627	Fire and Rescue Department - Disaster Reimbursement Funds	198,065.58
42030-5604	Refuse Collection - Litter Grant	13,056.00
81050-5611	Economic Development - Enterprise Zone Grants	399,663.96
81060-8833	Front Royal/Warren County Airport - Grant-Obstruction Removal/Lights	10,408.96
81060-7005	Front Royal/Warren County Airport - Motor Vehicles	2,495.00
92000-7025	Capital Outlay - Revenue Sharing	98,624.32
92000-7050	Capital Outlay - Bing Crosby Stadium	750.00
92000-7061	Capital Outlay - Fishnet Property	250.00
92000-7095	Capital Outlay - Route 522 Beautification Project	22,027.00
92000-7105	Capital Outlay - Leach Run Parkway	148,654.38
92000-7112	Capital Outlay - Health & Human Services Complex	125.00

TRANSFERS

FROM:	12090-3007	Commissioner of Revenue - Advertising	(576.00)
TO:	12090-7008	Commissioner of Revenue - Computer Software	576.00

FROM:	12090-5201	Commissioner of Revenue - Postage	(2,662.99)
	12090-5408	Commissioner of Revenue - Operation of Motor Vehicles	(1,133.24)
	12090-3004	Commissioner of Revenue - Repairs Office Equipment	(491.25)
	12090-5408	Commissioner of Revenue - Operation of Motor Vehicles	(580.00)
TO:	12090-5401	Commissioner of Revenue - Office Supplies	2,662.99
	12090-5504	Commissioner of Revenue - Travel and Training	1,133.24
	12090-7007	Commissioner of Revenue - Computer Equipment	491.25
	12090-8001	Commissioner of Revenue - Lease Equipment	580.00

FROM:	12090-3018	Commissioner of Revenue - Outsource Printing	(10.05)
	12090-3018	Commissioner of Revenue - Outsource Printing	(175.00)
	12090-3018	Commissioner of Revenue - Outsource Printing	(0.28)
	12090-5201	Commissioner of Revenue - Postage	(664.50)
	12090-3007	Commissioner of Revenue - Advertising	(2,064.00)
TO:	12090-5305	Commissioner of Revenue - Auto Insurance	10.05
	12090-5801	Commissioner of Revenue - Dues and Memberships	175.00
	12090-7005	Commissioner of Revenue - Motor Vehicle	0.28
	12090-5504	Commissioner of Revenue - Travel and Training	664.50
	12090-5504	Commissioner of Revenue - Travel and Training	2,064.00

FROM:	12090-7008	Commissioner of Revenue - Computer Software	(966.00)
TO:	34010-3002	Building Inspections - Computer Program Modifications	966.00

FROM:	21060-3005	Clerk of Circuit Court - Service Contracts	(2,131.00)
TO:	21060-7001	Clerk of Circuit Court - Machinery and Equipment	2,131.00

FROM:	35050-5627	Fire and Rescue Dept. - Disaster Reimbursement Funds	(5,096.96)
TO:	31020-1007	Sheriff's Department - Compensation Deputies	5,096.96

FROM:	35050-5629	Fire and Rescue Dept. - Fire Prevention & Public Relations	(959.00)
	35060-5899	Cost Recovery - Miscellaneous	(1,267.00)
TO:	34010-3002	Building Inspections - Computer Program Modifications	2,226.00

FROM:	53500-5301	Children's Services Act - Comp. Youth Service Act	(60,000.00)
TO:		School Operating Fund	60,000.00

FROM:	71010-5206	Parks & Rec. Administration - Credit Card Fee	(1,550.00)
TO:	71010-5801	Parks & Rec. Administration - Dues and Memberships	425.00
	71010-7007	Parks & Rec. Administration - Computer Equipment	1,125.00

FROM:	71010-5201	Parks & Rec. Administration - Postage	(1,500.00)
	71010-5402	Parks & Rec. Administration - Food	(9,980.00)
TO:	71010-3005	Parks & Rec. Administration - Maintenance Service Contract	1,500.00
	71010-3007	Parks & Rec. Administration - Advertising	3,800.00
	71010-5203	Parks & Rec. Administration - Telephone	3,000.00
	71010-5308	Parks & Rec. Administration - Accidental Injury Insurance	2,430.00
	71010-5504	Parks & Rec. Administration - Travel and Training	750.00

FROM:	71020-5432	Parks & Rec. - Rec. Program - Adult Softball Leagues	(3,591.43)
TO:	71020-5443	Parks & Rec. - Rec. Program - Special Interest/Fitness	517.50
	71020-5446	Parks & Rec. - Rec. Program - Family/Children's Programs	44.96
	71020-5448	Parks & Rec. - Rec. Program - Special Events	528.97
	71010-3007	Parks & Rec. Administration - Advertising	2,500.00

FROM:	71020-5424	Parks & Rec. - Rec. Program - Bus Trips	(1,253.00)
	71020-5432	Parks & Rec. - Rec. Program - Adult Softball Leagues	(1,213.03)
	71020-5440	Parks & Rec. - Rec. Program - Coaches Certification	(708.00)
	71020-5442	Parks & Rec. - Rec. Program - Youth Basketball League	(0.15)
	71020-5444	Parks & Rec. - Rec. Program - Special Interest Camps/ Clinics	(1,500.93)
	71020-5445	Parks & Rec. - Rec. Program - Gymnastics Program	(5,045.83)
	71020-5449	Parks & Rec. - Rec. Program - New Programs	(258.77)
TO:		Special Projects	9,979.71

FROM:	71030-5101	Parks & Rec. Maintenance - Electric Service	(30,000.00)
TO:	71030-3005	Parks & Rec. Maintenance - Service Contracts & Cleaning	10,000.00
	71030-5420	Parks & Rec. Maintenance - Small Tools	10,000.00
	71030-5407	Parks & Rec. Maintenance - Repairs and Maintenance	10,000.00

FROM:	71030-7011	Parks & Rec. Maintenance - Park Development	(2,150.00)
TO:	71030-7001	Parks & Rec. Maintenance - Machinery and Equipment	2,150.00

FROM:	71050-1001	Front Royal Golf Club - Compensation	(212.92)
	71050-5101	Front Royal Golf Club - Electric Service/Propane	(4,000.00)
	71050-5402	Front Royal Golf Club - Food Supplies	(2,500.00)
	71050-5409	Front Royal Golf Club - Auto Maintenance	(875.00)
	71050-5402	Front Royal Golf Club - Food Supplies	(2,500.00)
TO:	71050-1003	Front Royal Golf Club - Compensation - Part Time	212.92
	71050-1002	Front Royal Golf Club - Compensation - Overtime	4,000.00
	71050-3007	Front Royal Golf Club - Advertising	2,500.00
	71050-5302	Front Royal Golf Club - Liability Insurance	675.00
	71050-5411	Front Royal Golf Club - Dues & Subscriptions	200.00
	71050-5413	Front Royal Golf Club - Operating Supplies	2,500.00

FROM:	81050-5611	Economic Development - Enterprise Zone Grants	(1,675,000.00)
TO:	92000-7060	Capital Outlay - 2004 School Bonds	1,500,000.00
	92000-7103	Capital Outlay - Second Middle School	175,000.00

FROM:	81050-5611	Economic Development - Enterprise Zone Grants	(139,433.96)
TO:		Special Projects	139,433.96

FROM:	83000-5504	VPI Extension Service - Travel and Training	(946.77)
	83000-5411	VPI Extension Service - Books & Subscriptions	(250.00)
	83000-5501	VPI Extension Service - Mileage	(118.61)

TO:	83000-5801	VPI Extension Service - Dues and Memberships	5.00
	83000-5201	VPI Extension Service - Postage	76.01
	83000-2011	VPI Extension Service - Worker's Compensation	505.00
	83000-5411	VPI Extension Service - Books & Subscriptions	728.47
	83000-5899	VPI Extension Service - Miscellaneous	0.90

FROM:	92000-7002	Capital Outlay - Furniture and Fixtures	(6,924.89)
	92000-7050	Capital Outlay - Bing Crosby Stadium	(4,214.08)
	92000-7047	Capital Outlay - Building Improvement Fund	(50,000.00)
	92000-7068	Capital Outlay - Courthouse Security	(25,000.00)
	92000-7058	Capital Outlay - Purchase of Second Street Property	(29,383.30)
	92000-7074	Capital Outlay - County 20 Year Capital Improvement Plan	(34,683.19)
		Special Projects	(70,049.00)
	92000-7108	Capital Outlay - Shenandoah Farms VFC	(7,500.00)
	92000-7076	Capital Outlay - Eastham Park	(23,182.09)
TO:	92000-7043	Capital Outlay - North Warren VFD Building	1,347.95
	92000-7115	Capital Outlay - Thompson Kiss-and-Ride	7,171.25
	92000-7320	Capital Outlay - Seide Botanical Gardens	5,257.00
		Special Projects	18,912.96
		Special Projects	4,214.08
		Special Projects	25,000.00
	92000-7112	Capital Outlay - Health & Human Services Complex	77,573.60
	92000-7115	Capital Outlay - Thompson Kiss-and-Ride	7,171.25
	92000-7109	Capital Outlay - Court Holding Project (Old Jail)	96,788.46
		Special Projects	7,500.00

FROM:		Capital Projects Fund	(136,800.62)
TO:	92000-7105	Capital Outlay - Leach Run Parkway	136,800.62

FROM:		School Fund	(679,153.00)
TO:	92000-7103	Capital Outlay - Second Middle School	679,153.00

FROM:		Special Projects	(169,574.09)
TO:	92000-7317	Capital Outlay - Drummer Hill Rd Phase I Add. Project	169,574.09

FROM:		Special Projects	(33,335.42)
TO:	81060-7005	Front Royal/Warren County Airport - Motor Vehicles	33,335.42

Approval of Accounts

On a motion by Mr. Fox, seconded by Mr. Murray, and by the following vote, the Board of Supervisors approved the list of accounts:

Aye: Carter, Fox, Glavis, Murray, Sayre

Check Numbers 275092 through 275407

Total: \$1,247,526.45

Consent Agenda

1. Extension of Contract with GEI, B&B Excavating, and Carroll Construction for Hired Services - Dan Whitten
2. Extension of Contract for Services with Stoneburner-Carter Insurance Agency - Dan Whitten
3. Parks and Recreation Skyline Soccerplex Field Lighting Project, Award of Contract - Doug Stanley
4. Warren County Community Center and Youth Center Re-Roofing Projects, Award of Contract - Doug Stanley
5. Board of Supervisors Meeting Policy and Procedures and Public Hearing Guidelines - Doug Stanley
6. Authorization to Advertise for Public Hearing - Conditional Use Permit 2002-12-02 Modification for Name Change from Andrea and James Stuart to John Matthew McGovern and Condition Change Request - Matt Wendling

Mr. Carter disclosed that he is an officer or employee of Stoneburner-Carter Insurance Agency (Item 2) as defined by the Code of Virginia Section 2.2-3112(A)(1), as amended, and recused himself of the discussion of and voting on the Consent Agenda. Pursuant to the Code of Virginia Section 2.2-3115(F), Mr. Carter further disclosed that although he is employed with Stoneburner-Carter Insurance Agency, he was not involved in responding to the Invitation for Bids for Property and Casualty Insurance Coverage for the Warren County Department of Fire and Rescue Services.

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the Consent Agenda as presented:

Aye: Fox, Glavis, Murray, Sayre

Abstain: Carter

Request - New Construction Road Use Fee for Blue Mountain, Lake Front Royal, Shangri-La, Shenandoah Farms, and Shenandoah Shores Sanitary Districts - Doug Stanley

Doug Stanley, County Administrator, reported that Chapter 82 of the Warren County Code states that the Board of Supervisors may set a rate of charge for the extraordinary use of the streets and roads in sanitary districts to the owners of lots upon which new construction is commencing. The rate of charge must be paid by the home builder/property owner at the

time of building permit application for a dwelling or other principal structure. The intent is that the funding would help offset any damages and/or repairs to the road system that may result from the heavy construction trucks and equipment associated with the new construction.

The new construction fee must be closely tied to the actual impact of construction equipment. Under Virginia law, Warren County cannot charge a construction "impact fee" for new development. In essence, the fee is to provide funding to *repair* the roads that are used to access the construction site, not to *construct or improve* the roads. The current fees vary from \$1,000 to \$2,500 and are currently collected in six of the County's eleven Sanitary Districts.

The County previously received a request from Shangri-La Property Owners and the Lake Front Royal Sanitary District Advisory Board to add the two Sanitary Districts to the list of districts allowed to charge such a fee. The Board of Supervisors approved this request at its meeting on May 16th to add the districts, and the Board now needs to set the rates.

Staff reached out to the rest of the Sanitary Districts to see if they had any interest in 1) increasing the district's fee if it currently has one or 2) adding the district to Chapter 82 to the list of Sanitary Districts that can charge such a fee. At this time the County has received requests from the following districts:

Sanitary District	Current Road Use Fee	Requested Road Use Fee	Proposed Road Use Fee
Blue Mountain	\$1,500	\$2,500	\$2,500
Cedarville Heights	N/A	N/A	N/A
High Knob	\$2,300	\$2,300	\$2,300
Lake Front Royal	N/A	\$2,500	\$2,500
Linden Heights	\$1,500	\$1,500	\$1,500
Riverside	N/A	N/A	N/A
Shangri-La	N/A	\$1,500	\$1,500
Shenandoah Farms	\$2,500	\$4,000	\$3,500
Shenandoah Shores	\$1,000	\$2,000	\$2,000
Skyland Estates	\$2,000	\$2,000	\$2,000
South River Estates	N/A	N/A	N/A

The Property Owners of Shenandoah Farms has requested that the fee be increased from \$2,500 to \$4,000. As previously stated, it is the feeling of staff that the new construction fee be closely tied to the actual impact of construction equipment. Since the increase of the Shenandoah Farms new construction fee from \$1,000 to \$2,500 on October 7, 2003, there has been a considerable increase in the cost of fuel and materials. Using the CPI inflation calculator, the fee would have to be \$3,364.39 to have the same purchasing power. Based on this information, a more incremental approach is recommended by increasing the fee to \$3,500 in lieu of the requested \$4,000.

On a motion by Mr. Carter, seconded by Mr. Murray, and by the following vote, the Board of Supervisors set the new construction road use fee at \$3,500 for the Shenandoah Farms Sanitary District, \$2,500 for the Blue Mountain Sanitary District, \$2,000 for the Shenandoah Shores Sanitary District, \$2,500 for the Lake Front Royal Sanitary District, and \$1,500 for the Shangri-La Sanitary District. Such fees will be effective July 1, 2017:

Aye: Carter, Fox, Glavis, Murray, Sayre

Closed Meeting - Section 2.2-3711.A.1 of the Virginia Freedom of Information Act - Personnel Matters

On a motion by Mr. Carter, seconded by Mr. Murray, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711.A.1 of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, or resignation of a specific public officer of the public body:

Sayre, Aye; Fox, Aye; Glavis, Aye; Murray, Aye; Carter, Aye

On a motion by Mr. Carter, seconded by Mr. Sayre, and by the following vote, the Board of Supervisors acknowledged that only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711.A.1 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:

Sayre, Aye; Fox, Aye; Glavis, Aye; Murray, Aye; Carter, Aye

On a motion by Mr. Carter, seconded by Mr. Fox, and by the following vote, the Board of Supervisors appointed Paul Scardino as a private provider member representative to the Community Policy and Management Team (CPMT) for a two-year term beginning July 1, 2017 and ending June 30, 2019:

Aye: Carter, Fox, Glavis, Murray, Sayre

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the salary in the amount of \$149,196.69 for Douglas P. Stanley, County Administrator, effective July 1, 2017:

Aye: Carter, Fox, Glavis, Murray, Sayre

There were no further motions made as a result of this closed session.

Adjournment

Mrs. Glavis adjourned the meeting.