

At a regular meeting of the Planning Commission of the County of Warren held in the Warren County Government Center Board Room on May 10, 2017:

**Present:** Robert Myers, Vice-Chairman; Lorraine Smelser; Hugh Henry; Ralph Rinaldi; also present Taryn Logan, Planning Director; Dan Whitten, County Attorney; Matt Wendling, Planner; Charlie Morrison, Zoning Officer; and Cindy Kokernak, Secretary.

**Absent:** Scott Stickle, Chairman

**Call to Order:**

Vice-Chairman Myers called the meeting to order at 7:00 pm.

**Adoption of Agenda:**

Vice-Chairman Myers announced the first item on the agenda is to adopt the agenda. Ms. Smelser moved to adopt the agenda as presented. Mr. Henry seconded the motion which passed on the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

**Approval of Minutes:**

Vice-Chairman Myers stated that the next item is the approval of the regular meeting minutes of April 12, 2017. On a motion by Mr. Henry and seconded by Mr. Myers, the regular meeting minutes of April 12, 2017 were approved as presented by the following vote:

Ayes: Myers, Smelser, and Henry

Abstain: Rinaldi (was absent last meeting)

**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. Vice-Chairman Myers asked if anyone had something they'd like to present to us,

please come forward, state your name and address for the record, and let us know what you're thinking. Seeing no one come forward, the Public Presentation is closed.

**Public Hearing:**

2017-04-01                      Shenandoah Farms Baptist Church

Vice-Chairman Myers announced a request for a conditional use permit for private use camping. The property is located on Farms Riverview Road in Shenandoah Farms Subdivision, is zoned Residential One (R-1), and identified on tax map 15D, section 1, block 3, as lots 19 and 20.

Ms. Logan shared that Shenandoah Farms Baptist Church is applying for a conditional use permit for private use camping for the 2 lots they own along the river on Farms Riverview Road. The purpose of the campsite is to allow their Pastor to camp on the site temporarily. In your packets, you have a copy of the Health Department letter; that is the only new information this month. The property is located on tax map 15D, section 1, block 3, as lots 19 and 20. The Planning Staff recommends the following conditions if the Planning Commission is to recommend approval of this permit:

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 the site fewer than 180 consecutive calendar days in any one year.
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 noncommercial 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.

Most of those conditions are in our Zoning Ordinance already and they are very typical of all the other private use camping permits that we have. If the applicant is going to have any more events that require more tents or anything of that nature, they can just call the Planning Department and let us know; we will work with them through that. Ms. Logan offered to answer any questions. All adjoining property owners have been notified and the public hearing has been properly advertised.

Vice-Chairman Myers asked if there were any questions prior to opening the public hearing; there were none. Before opening the public hearing, Vice-Chairman Myers explained the procedures for tonight. We will be timing a maximum of 3 minutes for each speaker. As with the public presentations, please come forward and state your name and address. If someone has made the point that you want to make, you don't need to make the point the second time. You can come forward, state your name and address, and say that you agree with whomever; and it will be duly noted. Vice-Chairman Myers opened the public hearing. No one came forward for the public hearing so it was closed.

Vice-Chairman Myers asked if there were any comments.

Mr. Rinaldi stated that he knows the folks from the church and the people that run the youth group. They have had baptisms down there ongoing since he has lived there and that is more than 25 years. There has never been an issue and he wholeheartedly supports this application.

Mr. Henry moved that the Planning Commission forward this application to the Board of Supervisors with the recommendation to approve the conditional use permit request of Shenandoah Farms Baptist Church for private use camping with the conditions as recommended by Staff.

Mr. Rinaldi seconded the motion which passed by the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

Vice-Chairman stated that this matter will be forwarded to the Board of Supervisors for their next meeting.

2017-04-02

Michael Gibson

Vice-Chairman Myers announced a request for a conditional use permit for a commercial kennel. The property is located at 387 Ritenour Hollow Road, is zoned Agricultural (A), and identified on tax map 12, as lot 35.

Ms. Logan shared that Michael Gibson is applying for a conditional use permit for a commercial kennel. He currently has 15 adult dogs; three of which are Pitbulls and Chihuahuas that are spayed or neutered, and he has 12 Great Danes which he uses to breed. He also has sixteen 15 Great Dane puppies as of the last site visit check. All dogs live within the home's attached garage which is being converted to a kennel. The applicant is leasing the dwelling and 44 acres from Oversee, LLC, and he has requested 20 dogs. He operates the kennel under the business name WillowBrook Danes. Ms. Logan did not go through the entire staff report as it was provided in the Planning Commission packets. Mr. Gibson does currently have the puppies for sale. He said that he doesn't typically have 2 litters at one time, but he did this time. There is a setback waiver issue. The applicant proposes to use 1.5 acres adjacent to the dwelling for the dog exercise area which decreases the setback to 60 feet from an adjacent property dwelling to the exercise area. We have in your packet comment letters from all the agencies that we sent to: Animal Control, Health Department, Humane Society, Fire Marshal's Office, and the Building Inspections Department. Planning Staff is recommending the following conditions to be added to this permit:

1. The applicant shall be limited to fifteen (15) 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 the 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 landscape buffer shall remain in place and screening to the western property line using a 6' 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 6 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' within the required 100' setback and due to the animal exercise area being located within 60', 85' and 160' 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 Department 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 (4) four months of age as required by the County's 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's Building Inspections Department, Health Department, Fire & Rescue 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 their dispatch center and a gate code combination or Knox Box Rapid Entry System for keyed access to property.
15. Household smoke alarm units shall be installed in both the dwelling and the garage.

A lot of these conditions did come from the agencies that visited the property and other conditions are standard conditions that we put on kennel permits. The biggest issue is probably the setback waiver. Ms. Logan offered to answer any

questions. The public hearing has been properly advertised. All adjacent property owners have been notified as well.

Vice-Chairman Myers thanked Ms. Logan and asked if there were any questions from the Planning Commission before opening the public hearing.

Ms. Smelser asked if the Knox Box was on a locked gate.

Ms. Logan responded yes.

Vice-Chairman Myers opened the public hearing. There was no one signed up to speak. Vice-Chairman Myers asked if anyone would like to speak either for or against this.

Mr. Penner lives across the road from the applicant at 400 Ritenour Hollow Road. He has no issues with their neighbor having a kennel across the road from them. The bigger the dog the less aggressive as far he has seen. The bigger animal is more behaved as far as he has seen, so he has no issues with this matter.

Vice-Chairman Myers asked if anyone else would like to speak either for or against this. No one came forward so Vice-Chairman Myers closed the public hearing.

Ms. Smelser said she had some concerns with the setback if the neighbor right across the road is not concerned with it...

Ms. Logan shared that the neighbor is across Ritenour Hollow Road; the setback waiver is actually to Quarter Horse Lane.

Mr. Henry asked if Mr. Gibson was present.

Ms. Logan responded that he is not.

Mr. Henry stated that he had some questions and was hoping to be able to address Mr. Gibson.

Ms. Logan said that Mr. Gibson does work out of the area and he has to come back and take care of his dogs as well. We are just assuming that he couldn't make it, but we have not heard.

Mr. Rinaldi advised the Vice-Chairman that he also had some questions on some of this himself. He asked if the Planning Commission could delay action on this.

Ms. Logan responded that they could.

Mr. Henry said that they don't have to though.

Ms. Logan responded that it is completely at the Planning Commission's discretion.

Mr. Henry said there are some conditions that he would add and there are some things in here that he can't support; he will just state them for the record and then we can decide whether to table or approve or disapprove. Based on the lot size and the layout of it, he sees no reason why that exercise area has to be setback towards those side neighbors. It looks like it's a 44-acre parcel. The dwelling at the very bottom of that exercise area, if that's expanded, would be pretty close. Granted, that neighbor is not here to complain, but those baseline setbacks were put in there for reasons, and I really hate to steer away from them. Now, the house itself, the 80'...I know they like to have 100', and I agree that we don't have to pick the house up, but I think the exercise area could be relocated from the house to somewhere out in this 44 acres so as to not create such a small setback. So setbacks, as written, unless they could be amended, I could not support it "as is." The other thing that I had, I will commend Mr. Gibson. It sounds as if he's a one-man show and his animals are well taken care of. And based on the number and size of the dogs it is a pretty good task. So, he's doing a good job; the Sheriff's Department said that. That being said, with him being a one-man show, in part of his conditions...typically when we see a home kennel, it is a family situation. There's a spouse or some teenage siblings or something. Should Mr. Gibson fall ill or be involved in any small accident or was incapacitated for a very short time, he needs to have a volunteer or have made arrangements with a professional service to come in and cover him for a few days if that would happen. I'd be happy if he had a volunteer, and a letter of intent from volunteer and their contact information, in the event he was hospitalized or had a problem. Or, if he went to one of the other kennels and set up a contract with them that, God forbid, something like that would happen, he would have some coverage to take care of the dogs. The size of the dog and the number of them is not a task for a kid. I think you need to get someone mature. He seems to take pretty good care of them; he needs somebody on his level. I think he'd either have to hire a professional unless he knows someone that carries the same qualifications as he does. I think that needs to be added to the conditions. The other thing that I noticed about this is that Mr. Gibson is not the property owner. With him not being the property owner, he does not necessarily have insurance for this. I've had cattle and stuff like that; if I owned the property, I've got enough insurance that I'm covered. If I was leasing farmland, or in this case commercial space for a kennel, I have to add that to my insurance. That is just not automatic because it's not my property. Based on the number and size of

dogs, there again, and it is a commercial, for-profit business, he needs insurance. It's a business the same as I am in and I have to carry it; I think he should too. So, I would want the insurance added as a condition and a Certificate of Insurance.

Mr. Whitten asked if there was a certain amount of insurance. Do you want a one million dollar policy?

Mr. Henry said he doesn't know what is standard for a small business. As a Class A contractor, he's only required to carry 1/2 a million but he carries 1.5 million.

Mr. Whitten said that usually for all of the County's contracts, they require one million. He feels the condition should also say what they would require as general liability.

Mr. Henry said that is probably a "cookie cutter" number for general liability, so if that is not an overbearing number, he is fine with the number. So again, the insurance, he doesn't like increasing the exercise area against those setbacks when we have available property that you could do something else with, and he needs a back-up plan, even though he does a good job, just in case he would fall ill or be injured. Have a volunteer that would sign a letter of intent or get a contract with a professional agency that he could contact to cover him for a short period of time. And then, I don't think it's a big deal but there was a small mention in here that he is double-bagging his waste but there was a fairly substantial pile of it on site which would probably happen in a short period of time based on the number and size of animals, but as part of his plan, that needs to be addressed.

Ms. Smelser shared that it is already in one of the conditions.

Ms. Logan said it is in the conditions for removal twice a month.

Ms. Smelser said that the question she has is about the run area. Does the run area have to be attached to the garage? I can see why that is a problem for the setbacks. Even though he's got all this acreage, there's another house here.

Mr. Henry said he can still attach to the garage and do a 12-foot run...

Vice-Chairman Myers added like a pathway to down to a big run area.

Mr. Henry said if he doesn't have another access, if the garage is built so it can't get to the other side of the property...

Ms. Smelser said she can't see the lay of the land so she doesn't know if that is the reason he is doing the exercise area close to the other neighbor.

Mr. Wendling shared that there is a door on the back side of the garage that he lets the dogs out of and the way he has his fence right now, it abuts to the house on each side, so that's how he manages it. He only had 1 dog with him that he had let out of the front garage door into the other area of the property, which is flatter and around the driveway, but then the front pasture is where he keeps 5 horses and a donkey. It is pasture land for them and it is sloping. It is not steep slope, but it is sloping. He has that currently fenced with electrical fence for the larger animals, the horses and the donkey.

Ms. Smelser asked if Mr. Wendling was saying that the lay of the land is the reason why he wants to put the exercise area where he wants it.

Mr. Wendling said yes. The expansion for him would kind of make sense because it's flatter over there and it's adjacent to the current area that he is using. The issue is that if he expands in there, he's encroaching more into the setback the way the properties lie adjacent to one another.

Ms. Smelser said she thinks it's the way the houses are; then there is another house on the back side.

Mr. Henry said there's got to be some way to get from that house into this area, either by a fenced channel around the house or come out another way, but I can't see expanding it down to that 60 feet; he needs to expand in a different direction. And, the house itself is too close, obviously you're not going to pick the house up and move it 20 feet.

Mr. Wendling added that currently Mr. Gibson is using the 6-foot chain link privacy fence that comes in sections and he has some black screening cloth over that. I imagine it is a little easier to install that on the flatter areas vs. the sloping pasture land that would be to the front of the house where he would have to move so that he wouldn't encroach any further.

Ms. Smelser said she has concerns about the setback; with that much acreage, you would think he could find a better spot. I agree with Hugh (Mr. Henry) on that.

Mr. Henry said that's probably my biggest concern.

Vice-Chairman Myers asked if there was anything else. If not, we can make a motion to table or motion for denial or approval.

Mr. Henry said he can't approve it at all unless the setback and those conditions are met. If they can be added within the motion to approve to move it on to the Board, he'd be glad to do that, but he doesn't know how to do that.

Mr. Whitten said he can make a motion with those amendments to the conditions, or if you want to speak to the applicant first, you could table it as unfinished business. At the next meeting, there wouldn't be another public hearing but you would have a chance to talk to the applicant.

Mr. Rinaldi said he would like to be able to ask Mr. Gibson these questions and get his response so he would be in favor of tabling the application until the next meeting and maybe, if work is in the way, maybe he could make arrangements to be off work that day. This is a pretty important thing for him and for us.

Mr. Henry said he can support this; Ms. Smelser also agreed.

Mr. Rinaldi made a motion to table this application of Michael Gibson until the next regularly scheduled Planning Commission meeting.

Mr. Henry seconded the motion which passed by the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

Ms. Smelser asked if Planning Staff would contact him regarding this.

Mr. Wendling said they can contact him by email and by phone, both ways. He asked if the Commission would want to give him any certain amount of time to decrease the amount of dogs to the approved amounts.

Mr. Whitten stated that it is in the conditions that he can't breed until he decreases the dogs to 15; that is a limitation in itself.

Mr. Henry added so if these puppies aren't gone by 6 months of age, there are considered adults, and then he is over his number limit and he could be out of compliance.

Mr. Wendling said that is correct.

Ms. Smelser said that we are saying he can't breed any more until those are gone.

Mr. Whitten reiterated that Condition #1 says 15 dogs, so that is your finite amount. So, if he has more than 15 dogs you just send him a warning letter just like anyone else violating conditions.

Mr. Rinaldi said we have tabled it to next month and that gives him time to get his ducks in a row.

Mr. Whitten advised that once there is a motion to table, you're not allowed to discuss the matter any longer. When you do a motion to postpone, you can discuss it. You can't have any discussion with a motion to table.

2017-04-03

Rhonda Charlesen

Vice-Chairman Myers introduced a request for a conditional use permit for a non-commercial kennel. The property is located at 52 Jenkins Hill Road, is zoned Agricultural (A), and identified on tax map 42, as lot 48A.

Ms. Logan shared that Ms. Charlesen is applying for a conditional use permit for a non-commercial kennel. She currently has 11 dogs of her own; they are all Chihuahuas except for one dog which is a lab mix. The dogs are all tagged. All dogs live within the home with the applicant except for the lab mix. Our office was informed of the number of dogs the applicant has by the Commissioner of the Revenue's office when the applicant purchased her dog tags. Everything that was received from the applicant and any comment letters are in your packet. Planning Staff is recommending the following conditions:

1. The applicant shall be limited to eleven (11) dogs; ten (10) of which are Chihuahuas.
2. All dogs that are owned by the applicant shall be up to date on rabies shots and have valid dog tags issued to dogs 4 months or older.
3. The applicant shall meet all Warren County Health Department and Warren County Sheriff's Office - Animal Control requirements.
4. The applicant shall comply with section §180-48.1 (Kennel, Non-Commercial) of the Warren County Zoning Ordinance.
5. All animal waste shall be double bagged and disposed of properly at the transfer station.
6. The kennel shall not be used for commercial boarding or breeding of dogs.

7. This approval includes a setback waiver to the western property line and to the adjoining dwelling at 44 Jenkins Hill Road which belongs to the owner of the property.

The public hearing has been properly advertised and all adjacent property owners have been notified. These are the applicant's personal dogs and they do live within the home except for the one dog. If you have any questions, the applicants are here. Ms. Logan also offered to answer any questions.

Vice-Chairman asked if there were any questions prior to opening the public hearing. There were none.

Mr. David Duke of 228 Jenkins Hill Road said that he believes his property actually adjoins this property and asked how the adjacent property owners were notified.

Ms. Logan said that the adjacent property owners either need to touch the property or be across the road.

Mr. Duke continued that there have not been any problems with the dogs. He didn't even know they had 11 dogs. Mr. Duke spoke to one of his neighbors, and they also had never known that they had the dogs, so they haven't been a problem. I think this would be a good idea for you to let them keep their dogs.

Ms. Brandi Willis of 240 Noah's Road came forward and stated that she is their housekeeper. She takes care of the animals and she is up there 7 days a week; most of the time she is there all day long. She deep cleans the house and takes care of the animals. She bathes them, clips their nails and cleans all of their cages. She also works for Ms. Charlesen part-time; her daughter just had a baby so temporarily she goes down the road with her. She also has someone filling in for her on the days that she goes down the road. All of the dogs are well taken care of and they are family dogs.

Mr. Glen Jenkins of Bentonville, Virginia, addressed the Planning Commission. He signed a paper that said the applicants could have 11 dogs, but no more than 11. He does not allow breeding of the dogs. He gave them permission to have the 11 dogs. He has no complaint with them.

Vice-Chairman Myers shared that these are the only people that signed up to speak and asked if anyone else wished to speak for or against this item. There were none, so Vice-Chairman Myers closed the public hearing.

Mr. Scott Harmon advised the Planning Commission that the last dog was fixed last week so they all are spayed/neutered.

Mr. Rinaldi moved that the Planning Commission forward this application to the Board of Supervisors with the recommendation to approve the conditional use permit request of Rhonda Charlesen for a non-commercial kennel with the conditions as recommended by Staff.

Ms. Smelser seconded the motion which passed by the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

**Authorization to Advertise:**

2017-05-01 Valerie Fox

Vice-Chairman Myers introduced a request for a conditional use permit for a short-term tourist rental. The property is located at 4014 Gooney Manor Loop, is zoned Agricultural (A), and identified on tax map 47, as lot 19A.

Mr. Wendling shared that this structure was built in 2004 as a second home by Mrs. Fox and her husband. She has stated that it has been used as a weekend and vacation home for family and friends since that time; she would like to start advertising to rent it as a short-term tourist rental for less than 30 days due to the seclusion and solitude that the property offers. This property lies off Gooney Manor Loop which was recently paved. It truly is very rural in nature. The applicant is here tonight. Mr. Wendling offered to answer any questions.

Ms. Smelser moved that the Planning Commission authorize the proposed conditional use permit request for advertisement for a public hearing.

Mr. Henry seconded the motion which passed by the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

Vice-Chairman Myers announced that the ayes have it they will see the applicant for a public hearing next month.

2017-05-02

Robert and Linda Poe

Vice-Chairman Myers introduced a request for a conditional use permit for private use camping. The property is located on Farms River Road, is zoned Residential-One (R-1), and identified on tax map 15B, section 1, block 1, as lot 29.

Mr. Wendling shared that the property is located in the flood way of the Special Flood Hazard Area. The applicants have owned the lot since 2000, and their family is now interested in camping and purchasing a camper to use on the lot. They also enjoy additional recreational pursuits on the property as it is on the river, and the conditional use permit would also allow them to install an accessory structure for storage of maintenance and recreational equipment. We have not received comments back from the Health Department. Typically, they will allow a port-a-john to be used on site, seasonally. The applicants are here if you have any questions for them. Mr. Wendling offered to answer any questions.

Ms. Smelser advised Vice-Chairman Myers that Robert and Linda are cousins of hers. There is no benefit for her either way; however, she will recuse herself from this.

Mr. Rinaldi said this is located in his district and is used by a lot of folks for enjoyment of the river. That's what it's there for. The whole idea is to enjoy the river; it is beautiful down there. Our Property Owner's Association has a boat landing down there and it gets a lot of use. He has canoed that area and it is beautiful.

Mr. Henry moved that the Planning Commission authorize the proposed conditional use permit request for advertisement for a public hearing.

Mr. Rinaldi seconded the motion which passed by the following vote:

Ayes: Myers, Henry and Rinaldi

Abstained: Smelser

Vice-Chairman notified the applicants that they will be seen next month for the public hearing.

2017-05-03

Pam August

Vice-Chairman Myers introduced a request for a conditional use permit for a guesthouse. The property is located at 75 Stonegate Court in Hidden Valley

Estates Subdivision, is zoned Agricultural (A), and identified on tax map 21I, section 1, as lot 9.

Mr. Morrison shared that the property is approximately 5 acres and is zoned Agricultural (A), identified on tax map 21I, section 1, as lot 9, in the Hidden Valley Estates Subdivision. There is an existing guest house on the parcel that was built before the applicants purchased the property. The guest house serves as space for relatives and family friends to stay when visiting on a part-time basis. Comments from the Health Department and Building Inspections Department have been provided. The applicant is here this evening. Mr. Morrison offered to answer any questions.

Vice-Chairman asked if there were any questions or comments; there were none.

Ms. Smelser moved that the Planning Commission authorize the proposed conditional use permit request for advertisement for a public hearing.

Mr. Henry seconded the motion which passed by the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

2017-05-04 Heather Pitsenbarger

Vice-Chairman introduced a request for a conditional use permit for private use camping. The property is located on Farms River Road, is zoned Residential-One (R-1), and identified on tax map 15D, section 1, block 3, as lot 16.

Mr. Morrison shared that the property is located in the flood way of the Special Flood Hazard Area. The applicants have owned the lot for several years, and is now interested in camping along with the existing recreational pursuits. This would allow them to install an accessory structure for storage of maintenance and recreational equipment. We have not received comments back from the Health Department yet. The applicant is not present. Mr. Morrison offered to answer any questions. The conditions will be read at the public hearing. They are the standard conditions. This lot is located several lots down from the parcel that was presented earlier at this meeting.

Ms. Smelser said it looks like this is in compliance with our normal requirements.

Ms. Smelser moved that the Planning Commission authorize the proposed conditional use permit request for advertisement for a public hearing.

Mr. Henry seconded the motion which passed by the following vote:

Ayes: Myers, Smelser, Henry and Rinaldi

**Commission Matters:**

None of the Planning Commission members had comments to share.

Mr. Whitten shared that he will not be at next month's meeting as he will be on vacation.

Ms. Logan mentioned a few of the larger projects: the Wal-Mart canopy has been approved so they will start construction. They have already started where you can order your groceries online and pick them up. Now they will have a canopy that you can pull up under and they will bring your groceries out to you. We have been working on that for a little while with them. The Marriott Town Place Suites has submitted a new rendering; they have a new look that they are going with. It fits in with all of our corridor requirements. They will be adding stone to it. Royal Farms started clearing land. Our GIS Intern is coming back for the summer and also, we have hired a Planning Intern; he will start June 5<sup>th</sup>. That will be helpful for the summer. We have had the internship project for the last 4 years. Each year, it seems that the intern goes into local government planning. One went to Harrisonburg City Planning; one went to Winchester Planning. It has been helpful to us. Ms. Smelser complimented Ms. Logan on providing good training.

Mr. Wendling shared that he prepared a spreadsheet of the Short-Term Tourist Rentals and it is included in the packets. It contains information on both the Short-Term Tourist Rental CUPS and the grandfathered CUPS. There is a color variation as was done with the permits last month. You can see that we have a number of grandfathered CUPS. There are 13 active CUPS; 4 denied; 2 withdrawn; 15 grandfathered; 1 denied but in violation; and Ms. Fox, of course, is in progress. He may work on a spreadsheet for private use camping to share next month.

Ms. Smelser moved to adjourn; Mr. Henry seconded the motion which was unanimously approved at 7:46 pm.

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Chairman