



**PLANNING COMMISSION
TOWN OF SHENANDOAH**

February 05, 2025

(5:00 p.m.)

Agenda

- 1) Call to Order
- 2) Roll Call - Quorum (4): Michael Lowe, Chairman
Arthur "Todd" Stroupe, Vice Chairman
Jonathan Comer
Karen Comer
Stephanie Richards
Tim Seal
MacKenzie Watson
- 3) Discussion/Motion to approve Meeting Minutes of June 12, 2024
- 4) Unfinished Business and/or New Business

Item # 1 – Eddie and Diane May would like to consolidate two (2) lots on Massanutten Avenue (address TBD), identified by tax map numbers 102A4-1-44-16 and 17.

- 4) Adjournment

**MINUTES
PLANNING COMMISSION
TOWN OF SHENANDOAH
REGULAR MEETING
JUNE 12, 2024**

The Shenandoah Planning Commission held a regular meeting on Wednesday June 12, 2024.

The meeting was called to order at 5:00 p.m. and began with a roll call of members.

ATTENDANCE: Members present were Vice Chairman Arthur "Todd" Stroupe; Commissioners Karen Comer, Stephanie Richards, and Tim Seal.

Members absent were: Chairman I. Michael Lowe; Commissioners Jonathan Comer, and Mackenzie Watson.

Other Town Officials present were: Angela Schrimsher, Town Clerk.

Citizens present were: Paul Dovel and Scot Mealey, representing SPC, LLC

Media: None

SEPTEMBER 20, 2023 REGULAR MEETING MINUTES

A *motion* was made by Commissioner K. Comer *seconded* by Commissioner S. Richards to approve the minutes of September 20, 2023, as presented.

Members Vote was as follows:

YEA: Vice Chairman Arthur "Todd" Stroupe
Commissioner K. Comer
Commissioner S. Richards
Commissioner T. Seal

NAY: None

ABSTAIN: None

ABSENT: Chairman Lowe; Commissioners Jonathan Comer and MacKenzie Watson

VOTE: Unanimous in favor of motion

NEW BUSINESS

Item #1 - Subdivision of lots request for SPC, LLC (Paul Dovel, Mgr.) would like to subdivide lot on 110 N. Fourth Street, identified by tax map number 102A1-A-35.

Paul Dovel informed Planning Commission he wants to subdivide five lots into three lots at 110 N. Fourth Street.

Racey Engineering surveyed the original maps and went to survey the lots again, then redid the map divisions.

T.J. Banach with Blue Ridge Survey redid the survey.

Paul Dovel stated his plans would be to build affordable homes on the lots.

Commissioner K. Comer asked if they would be rented or sold.

Paul Dovel stated he plans to sell the homes.

Commissioner K. Comer inquired about how many homes Paul Dovel plans to build.

Paul Dovel stated one house would be built on each lot with the size of each home being 1200 square feet.

Commissioner S. Richards inquired about the house on 110 N. Fourth Street and Paul Dovel's plans for it.

Paul Dovel stated he is in the process of fixing it up and wants to sell the house at 110 N. Fourth Street.

A *motion* was made by Commissioner K. Comer, *seconded* by Commissioner S. Richards, to approve the subdivision of lots on 110 N. Fourth Street, Shenandoah, VA, identified by tax map number 102A1-A-35, as presented.

Members Vote was as follows:

YEA: Vice Chairman Arthur "Todd" Stroupe
Commissioner K. Comer
Commissioner S. Richards
Commissioner T. Seal

NAY: None

ABSTAIN: None

ABSENT: Chairman Lowe; Commissioners Jonathan Comer and MacKenzie Watson

VOTE: Unanimous in favor of motion

UNFINISHED/NEW BUSINESS

There was no unfinished or new business to come before the Planning Commission.

ADJOURNMENT

There being no further discussion, a *motion* was made by Commissioner T. Seal, *seconded* by Commissioner S. Richards, to adjourn the meeting at 5:21p.m.

Members Vote was as follows:

YEA: Vice Chairman Arthur "Todd" Stroup
Commissioner K. Comer
Commissioner S. Richards
Commissioner T. Seal


NAY: None

ABSTAIN: None

ABSENT: Chairman Lowe, and Commissioner Jonathan Comer and Commissioner MacKenzie Watson

VOTE: Unanimous in favor of motion

APPROVED:


Arthur "Todd" Stroupe, Vice Chairman

ATTESTED:


Angela Schrimsher, Town Clerk



**Town of Shenandoah
426 First Street
Shenandoah VA 22849
(540) 652-8164**

CONSOLIDATION OF LOTS REQUEST APPLICATION INSTRUCTIONS

It is the responsibility of the applicant to complete this form in its entirety and as precisely as possible.

A *non-refundable* filing fee is due when application is returned. Fees are based on the number of lots resulting from the consolidation. The fees are as follows:

- If the TOTAL # of lots is 3 OR MORE: \$300.00 per plat plus \$2.50 per lot
- If the TOTAL # of lots is 3 or FEWER: \$100.00 per plat plus \$2.50 per lot

Checks should be made payable to **Town of Shenandoah**. Credit/debit cards are also accepted.

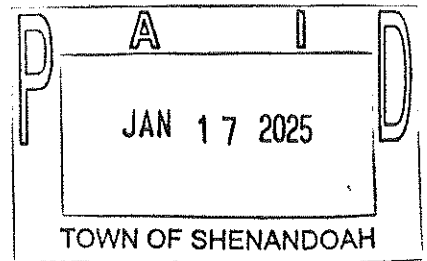
Please return the following documentation along with the completed application and payment:

1. A copy of the deed to the property (may be obtained from the Page County Circuit Court).
2. Copies of a plat or plats in accordance with the subdivision ordinance regulations (see Chapter 50, Article III of the Shenandoah Code of Ordinances).
3. Upon approval, the applicant is responsible for ensuring the final plat/deed has the Mayor's signature/stamp prior to recording. The applicant is responsible for recording the final plat/deed with the Clerk of the Page County Circuit Court.
4. Questions may be directed to the Town Hall at (540) 652-8164. Hours of operation are 8:30 a.m. to 5 p.m. Monday through Friday. The office is closed daily for lunch from 12 noon to 1 p.m.

Please note: ADDITIONAL INFORMATION MAY BE REQUIRED IF THE TOWN DETERMINES IT IS NECESSARY TO ENSURE THE REQUEST CONFORMS WITH THE TOWN OF SHENANDOAH SUBDIVISION OR ZONING ORDINANCES.



Town of Shenandoah
 426 First Street
 Shenandoah VA 22849
 (540) 652-8164



CONSOLIDATION OF LOTS REQUEST APPLICATION

DATE: 1.17.2025 FEE: 102.50

The applicant is the OWNER OTHER (check one)

OWNER'S Name Eddie and Dianna May

Address: 904 Tenth St Shenandoah, VA

Phone: 540-578-0697

OCCUPANT'S Name Jonathan May

Address: TBD Massanutten Ave

Phone: _____

1. It is desired and requested that my property be consolidated as per the attached plat.
2. Address(es) of property to be consolidated: TBD Massanutten Ave
3. Size of property: 1 acre total
4. Tax Map numbers: 102 A4-1-44-16 and 17
5. Property is zoned: RZ
6. Public water: YES NO
7. Public sewer: YES NO
8. Private water: YES NO
9. Private sewer: YES NO
10. Applicant's additional comments, if any: _____

I (we) the undersigned do hereby certify that the above information is correct and true. I (we) further understand that if this request is approved the Town of Shenandoah requires that I (we) obtain the Mayor's signature/stamp on the deed prior to recording it.

Signature of Owner(s): Eddie S. May

Signature of Owner(s): Dianna S. May

Commonwealth of Virginia
 County of Page

To-Wit: Eddie & Dianna May, personally appeared before me in my jurisdiction aforesaid and certified to the foregoing statements regarding an application for consolidation of property on this 17 day of January 2025

Jonny R. Southerns
 Notary Public

My commission expires: 1.31.2027

ID# 7657149

Deed and Easement

Consideration: \$50,000.00

Tax Map Nos.: 102A4-1-44-16 and 102A4-1-44-17

This instrument prepared by:

Rodger L. Smith, Counselor at Law, P.C., 129 East Main Street, Luray, VA 22835, VSB #17410
Virginia Code Section 17.1-223: The existence of title insurance is unknown to this preparer.

THIS DEED AND EASEMENT, made and entered into this 11th day of October, 2023, by and between **RICHARD MASON STEER**, Grantor, and **EDDIE GENE MAY** and **DIANNA HOUSDEN MAY**, husband and wife, as tenants by the entirety, 90410th Street, Shenandoah, VA 22849, Grantees.

WITNESSETH:

That for and in consideration of the sum of Ten (\$10.00) Dollars, cash in hand paid to the Grantor by the Grantees, and other good and valuable consideration, the receipt of all of which is hereby acknowledged at and upon the signing, sealing and delivery of this instrument, the Grantor does hereby grant, bargain, sell and convey with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE unto Eddie Gene May and Dianna Housden May, husband and wife, as tenants by the entirety with the right of survivorship as at common law and not as tenants in common, all those certain lots or parcels of land, together with all rights, privileges, easements and appurtenances thereunto belonging or in anywise appertaining, lying and being situate near the town of Shenandoah, Page County, Virginia, and known and designated as Lots 16, and 17, in Section No. 44, according to the map of the Shenandoah Land and Improvement Company duly recorded in the Clerk's Office of the Circuit Court of Page County, Virginia, in Deed Book 21, at Page 40, and

BEING the same real estate conveyed to Richard Mason Steer by Deed dated February 28, 2022, from Waymond L. Cave, Jr., Sandra Cave Williams, and Tina Yvonne Steer and recorded in

the aforesaid Clerk's Office as Instrument Number 202200827.

This conveyance is made TOGETHER WITH a new non-exclusive right of way five (5) feet in width for the construction of one lateral privately owned and maintained sewer line running from the property herein conveyed and across the Grantor's other real estate known as Lot 30, Tax Map Number 102A4-1-44-30, where Lot 30 borders Lot 31, and terminating at a manhole belonging to the Town of Shenandoah, for the installation, repair and maintenance of all pipes, drain pipes, and electrical lines and facilities associated with said pipeline, which may be necessary for the operation of the sewer drain line. Upon the completion of the installation of the drain line by the Grantees, their heirs, assigns and successors in interest, the surface area where the drain line is to be installed shall be returned to its pre-installation status.

This conveyance is made together with and subject to, any and all rights-of-way and easements of record, if any.

This Deed is exempt from recordation taxes pursuant to §58.1-811D of the Code of Virginia (1950), as amended.

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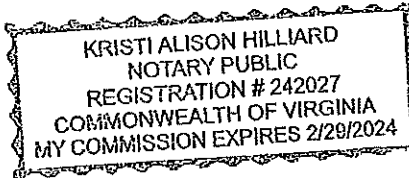

Richard Mason Steer

(SEAL)

STATE OF VIRGINIA, at large
County of Page, to-wit:

I, Kristi Alison Hilliard, a Notary Public in and for the County of Page, State of Virginia, do hereby certify that Richard Mason Steer, whose name is signed to the foregoing writing bearing date of the 11th day of October, 2023, has acknowledged the same before me in my County aforesaid.

Given under my hand this 11th day of October, 2023.
My commission expires: 2/29/2024
Notary registration no.: 242027

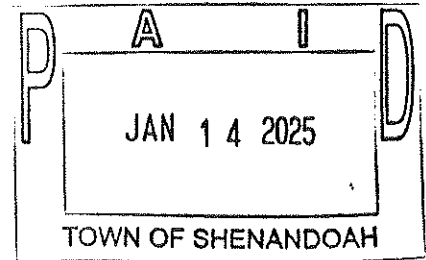



Notary Public

INSTRUMENT 202500007
RECORDED IN THE CLERK'S OFFICE OF
PAGE COUNTY CIRCUIT COURT ON
JANUARY 2, 2025 AT 01:54 PM
\$50.00 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC. 58.1-602 OF THE VA. CODE
STATE: \$25.00 LOCAL: \$25.00
C. G. MARKOWITZ, CLERK
RECORDED BY: CLW



Town of Shenandoah
 426 First Street
 Shenandoah VA 22849
 (540) 652-8164



ZONING PERMIT - \$50.00

Name: Dianna + Eddie May

Address: TBD Massanutten Ave, Shenandoah

Phone: 540-578-0689 Tax Map Lot #: 102-A-4-1-44-16
102-A-4-1-44-17

Contractor: Clayton Homes of Charlottesville

Estimated Cost: \$209,000.00

New House:

- Constructed Size: _____
- Modular* Size: _____
- Doublewide* Size: 1790 sqft / 24x48
- *Must be on permanent perimeter foundation
- Porch Size: 100 5x5
- Deck Size: _____

Addition:

- Room Size: _____
- Bath Size: _____
- Deck Size: _____
- Porch Size: _____
- Other Size: _____

Outbuilding:

- Utility Shed Size: _____
- Workshop Size: _____
- Garage Size: _____
- Other Size: _____

Pool:

- In-Ground Size: _____

PLEASE NOTE NEW CONSTRUCTION ONLY: An ENTRANCE PERMIT must be obtained from Virginia Dept. of Transportation (VDOT) prior to approval of Zoning Permit.

FOR OFFICE USE ONLY

APPROVED
 NOT APPROVED

Public Water Yes No
 Public Sewer Yes No

Property located in Flood Plain
 Property NOT located in Flood Plain

Date: / /

Charles Jenkins
 Zoning Administrator

Town of Shenandoah
426 First Street
Shenandoah, VA 22849-
(540)652-8164

P A Y M E N T

Date: 1/14/2025
Time: 1:21 PM

CLAYTON HOMES DIANNA & EDDIE MAY

ZONING PERMIT

Cash:	\$0.00
Check:	\$0.00
Charge:	\$50.00
MoneyOrder:	\$0.00
Total Fee:	\$50.00
TOTAL PAID:	\$50.00
Change Due:	\$0.00

1 ADM F PERMITS/ADM FEE \$50.00

Operator: 7
Receipt#: 244608

T H A N K Y O U !

Deed and Easement

Consideration: \$50,000.00

Tax Map Nos.: 102A4-1-44-16 and 102A4-1-44-17

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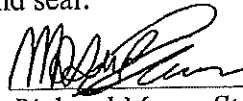
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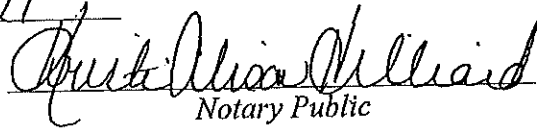
WITNESS the following signature and seal:

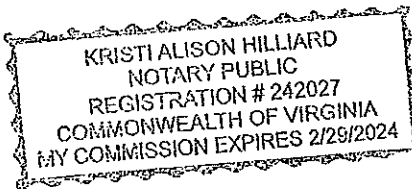

Richard Mason Steer (SEAL)

STATE OF VIRGINIA, at large
County of Page, to-wit:

I, Kristi Alison Hilliard, a Notary Public in and for the County of Page, State of Virginia, do hereby certify that Richard Mason Steer, whose name is signed to the foregoing writing bearing date of the 11th day of October, 2023, has acknowledged the same before me in my County aforesaid.

Given under my hand this 11th day of October, 2023.
My commission expires: 2/29/2024
Notary registration no.: 242027


Notary Public



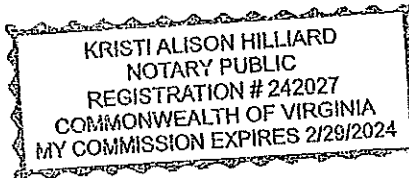

Richard Mason Steer

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STATE: \$25.00 LOCAL: \$25.00
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Rodger L. Smith
Counselor at Law, P.C.

MEMBER OF VIRGINIA AND
DISTRICT OF COLUMBIA BAR

VOICE (540) 743-5179
FAX (540) 743-1567

129 EAST MAIN STREET
LURAY, VIRGINIA 22835

E-MAIL ADDRESS:
rsmithlawoffice@gmail.com

October 10, 2023

Eddie Gene and Dianna Housden May
904 10th Street
Shenandoah, VA 22849

Re: Tax Map Numbers: 102A4-1-44-16 and 102A4-1-44-17
Town of Shenandoah, Virginia
Certificate of Title

Dear Mr. and Mrs. May:

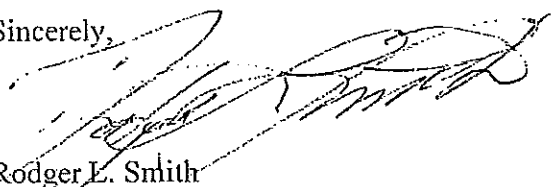
This is to certify that I have examined the title to the above-described real estate for a period of forty (40) years and find that title to same is vested in Richard Mason Steer by Deed dated February 28, 2022, from Waymond L. Cave, Jr., Sandra Cave Williams, and Tina Yvonne Steer, and recorded in the Clerk's Office of the Circuit Court of Page County, Virginia, as Instrument

- (2) Easements for existing utility lines.
- (3) Taxes for the 2nd half of 2023 to the County of Page and the Town of Shenandoah, liens not yet due and payable.
- (4) There is a judgment against a "Richard Steer" that is recorded in the aforesaid Clerk's Office as Judgment Instrument No. 2020-734, however, the Seller has signed an Affidavit, a copy of which is attached hereto, wherein he swears under oath that the judgment is not his and does not affect the title to this property.

Thank you.

Eddie Gene and Dianna Housden May
October 10, 2023
Page 2

Sincerely,



Rodger L. Smith
Counselor at Law

RLS kah

AFFIDAVIT

State of Virginia, County of Page

The undersigned, being first duly sworn, states that:

1. I am the owner in fee simple title of the real property known as Tax Map Numbers 102A4-1-44-16 and 102A4-1-44-17, Town of Shenandoah, Virginia. As such, I have personal knowledge of the matters set forth herein.
2. My full legal name is Richard Mason Steer.
3. The only other name that I have ever used is Mason Steer.
4. The last four digits of my social security number are: 2973
5. I am not the "Richard Steer" against whom the following judgment or lien was filed:

Abstract of Judgment, Case No. GV18000244-00 entered on May 25, 2018, in the General District Court of Page County, Virginia, in favor of Midland Funding LLC and against Richard Steer in the amount of \$1,179.39. This Abstract of Judgment was filed June 17, 2020, and recorded as Instrument No. 2020-734 in the Clerk's Office of the Circuit Court of Page County, Virginia.

6. I understand that Rodger L. Smith, Esquire, is relying on this Affidavit in order to issue a title letter for said property, without excepting to the above referenced judgment or lien.

7. I acknowledge and agree that I am and will continue to be liable to Rodger L. Smith, Esquire, and Eddie Gene May and Dianna Housden May for any loss or damage in the event that any of the statements made in this Affidavit are untrue and I know that I am bound by this Affidavit under penalties of perjury.

Further, affiant sayeth not.

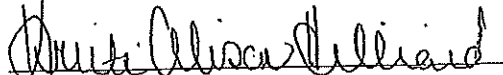
 _____ (SEAL)

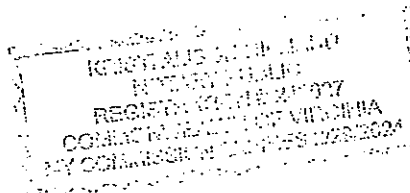
Richard Mason Steer

Date: 11/06/2023

STATE OF VIRGINIA
COUNTY OF PAGE

Sworn to and subscribed before me this 11th day of October, 2023.


Notary Public



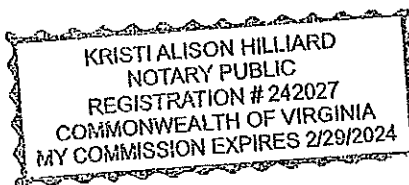

Richard Mason Steer

(SEAL)

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REQUIRED BY SEC. 58.1-802 OF THE VA. CODE
STATE: \$25.00 LOCAL: \$25.00
C. G. MARKOWITZ, CLERK
RECORDED BY: CLW



BUILDING PERMIT ENTRANCE REVIEW

Harrisonburg Residency

Date: 01/15/2025

Owner's Name: Eddie May

Owner's Address: 904 10th Street City, Shenandoah, VA Zip Code: 22849
St: _____

Owner's Telephone: 540-578-0697 Owner's Email: dmay20@icloud.com

Owner's Agent* (if Applicable): _____

Agent's Address: _____ City, St: _____ Zip Code: _____

Agent's Telephone: _____ Agent's Email: _____

*Agent may be Contractor, Engineer, Real Estate Agent, Etc.

Project Information

Street Name (And Address if Applicable): Massanutten Ave

State Route (If applicable): 763 County: Page Tax Map #: 104-A41-44-16/17

Is the structure served by an existing entrance? NO YES

Owner/Agent must supply the following prior to VDOT review:

- Delineate existing and proposed entrances on a sketch or plat.
- Field Delineate property boundaries and proposed entrances with ribbons and/or stakes.
- Below, include description of proposed building, Number of lots/houses served by each entrance or estimated traffic generation, etc.

VDOT USE ONLY

Is there any objection to the issuance of a Building Permit? NO YES

- The applicant has obtained a VDOT Land Use Permit (attached) to construct a new entrance or modify an existing entrance.

- The structure is served by an existing entrance and a Land Use Permit is not required.

- The structure(s) are in a planned subdivision but the streets have not been accepted by VDOT at this time. A Land Use Permit is not required, but Contractor must coordinate entrance construction with VDOT. Failure to comply with VDOT requirements could impact street acceptance.

- Other (Describe Below)

Other Comments:

Entrance installed under Permit # 854-130287.

Note: A VDOT Land Use Permit is required prior to performing any work within VDOT Right-of-Way

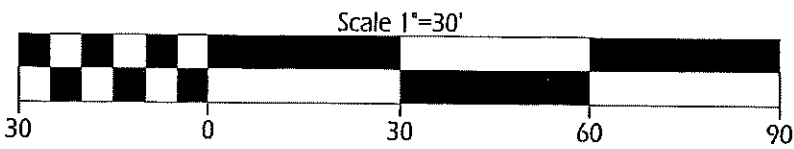
Reviewer: Melissa Gehman

Title: Permit Tech - Land Use

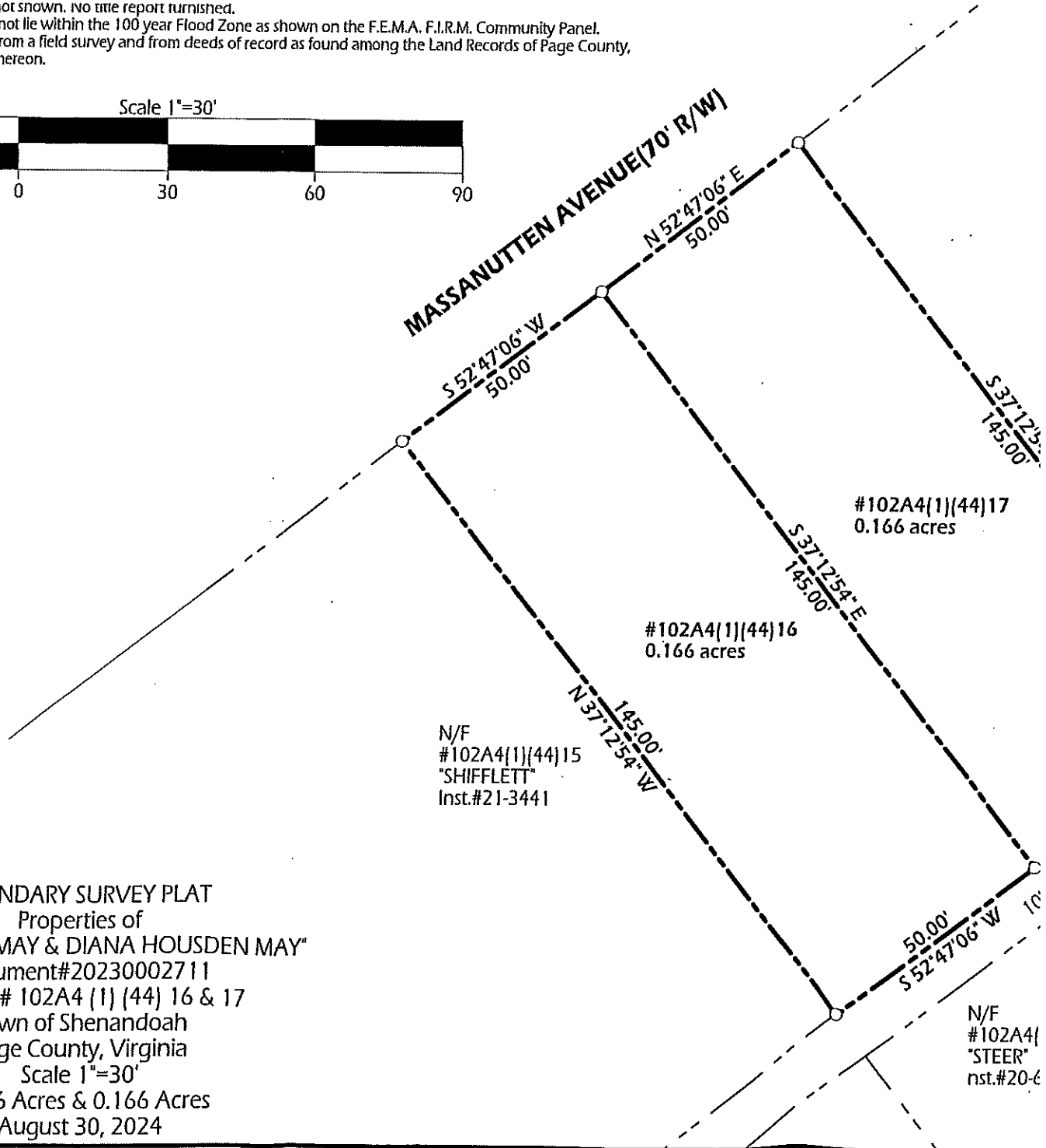
Signature:

Date: 01/15/2025

1. Easements, if any, not shown. No title report furnished.
2. This property does not lie within the 100 year Flood Zone as shown on the F.E.M.A. F.I.R.M. Community Panel.
3. Boundary derived from a field survey and from deeds of record as found among the Land Records of Page County, Virginia, as shown hereon.



MASSANUTTEN AVENUE (70' R/W)



N/F
 #102A4(1)(44)15
 "SHIFFLETT"
 Inst.#21-3441

#102A4(1)(44)17
 0.166 acres

#102A4(1)(44)16
 0.166 acres

N/F
 #102A4
 "STEER"
 Inst.#20-6

BOUNDARY SURVEY PLAT
 Properties of
"EDDIE GENE MAY & DIANA HOUSDEN MAY"
 Instrument#20230002711
 Tax Map# 102A4 (1) (44) 16 & 17
 Town of Shenandoah
 Page County, Virginia
 Scale 1"=30'
 0.166 Acres & 0.166 Acres
 August 30, 2024