

December 20, 2016

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, December 20, 2016.

Board Members

Present: Afternoon and Evening Session Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District; Absent: None

County Staff Present

David Ash, Ryan Fincham, Tom Judge, Gordon Russell, Brandon Stidham, Alison Teetor; Lora Walburn

Constitutional / State Offices

Travis Sumption

Press

Cathy Kuehner - The Winchester Star

Others Present

Joseph Blatz, Robina Rich Bouffault, Randy Buckley, George Ohrstrom; Lauren Cummings, Kevin Sanzenbacher; Scott Smalley, Steven and Barbara Soechtig; Bob Marshall and other citizens

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:00 p.m.

2) Adoption of Agenda

By consent, the Board adopted the agenda as presented.

3) Citizens Comment Period

Richard Marks, Blue Ridge Mountain Road: Questioned broadband coverage on the upper part of the mountain ridge. He asked the Board to ensure that the plan provided adequate coverage.

George Archibald, Berryville: Distributed to the Board and audience his written comments on telecommunications. He requested the study be referred back to committee.

4) VDOT Update

Ed Carter, Assistant Residency Administrator, with Charlie Monroe and Cliff Balderson, appeared before the Board to provide the monthly update.

Maintenance:

- Used pipe flusher to clean pipes on routes 605, 647 and 761;
- Performed ditching operations Rt. 647 and 601. Will continue with ditching operations in White Post area;
- Completed primary mowing with exception of slopes being done this month;
- Used contractor to remove brush on Rt. 668 in Boyce and plan to continue on Rt. 608 from Rt. 7 to WVA. line;
- Began breaking surface rock on non-hard surfaced roads where they have become exposed. Will continue this month;
- Started crack sealing park/ride on Rt. 50 and will continue this month, weather permitting;
- Start hazardous tree removal on Rt. 340, and
- Repair section of Rt. 7 W. in the right lane between routes 612 and 621.

Board Issues:

- Lake Frederick/Rt. 522 intersection: The signal at this location has been updated and activated and the new pavement markings have been completed.
- Route 7 speeding issues: This route is a major commuter route between Winchester and Northern Virginia. It currently carries 26,000 vehicles per day and is designed for a safe speed of 55MPH. Like many of the roads in the Commonwealth, motorists choose to ignore the posted speed limit and speeds of 65MPH and, are common. Traffic Engineering has reviewed this issue on multiple occasions. Their consensus is that enhanced enforcement is necessary to bring the speeding issue under control.

We have discussed with VSP and the Sheriff and they are making every effort to increase enforcement along this route. We have communicated this information to Congresswoman Comstock in a response to her inquiry on behalf of one of her constituents.

- Additional signage E. Bound Rt.7 bypass off ramp to Rt. 340 – Traffic Engineering has reviewed and says existing signage is the same as is used on the Interstate at higher speeds. Their observation is that it is a situation of traffic trying to beat the vehicle in front of them to the exit and cutting over rather than waiting until they reach the deceleration lane.
- Right turn on red – Mosby/Buckmarsh: there is insufficient sight distance to permit this movement. Right-of-way restrictions on the east side of Buckmarsh restrict options.
- Crosswalk Heritage/Rt. 7 Business – Traffic Engineering has OK'd and marked site for crosswalk. Two new handicap ramps will have to be constructed to accommodate. We have also added additional pavement markings at this location to hold west bound traffic over, making a left onto Heritage.
- Abandonment of Neil Road: Mr. Carter provided the County Administrator with a copy of the process to abandon. Chairman Weiss instructed staff to review.

Vice Chair McKay

- Route 522: Reported constituent's compliments on placement of stone on sides of Route 522.

Supervisor Daniel

- Mosby - Route 7 Interchange: Ed Carter advised that there was insufficient sight distance on southbound Route 340 to allow for a right turn on red on Mosby Drive. Green Hill Cemetery on the opposite side of Route 340 prohibits construction of additional traffic lights or turn lanes.

Supervisor Byrd

- Corner Southbound Route 340 from Mosby: Expressed thanks for clearing brush:
- Route 7 From Triple J to Business 7 Safety Issues: VDOT will investigate further action with crossovers.

5) 2016 Board of Equalization Final Report by Joe Blatz

The 2016 Board of Equalization has expired by it's own terms. The Board met formally a total of 7 times. The Board members invested between 10 and 25 hours in the proceedings and the Chairman spent approximately 50 hours. Because of the light demands this year, the Board made do without a professional secretary thanks to the efforts of the Commissioner of the Revenue, Donna Peake. Ms. Peake made herself available every evening that the Board met and was most helpful in providing hard copies of all the relevant documents.

Prior to the formation of the Board, over 40 people had inquired as to our meetings. Subsequent to our formation and advertisement of the Board's existence, approximately 10 additional people inquired. All of those people inquiring prior to the Board's formation were contacted by telephone or email to arrange appointments. Of those contacted, 34 people made appointments with the Board. Of those, 31 people actually appeared.

Approximately 50 properties were examined and reappraised. Of these, the values of 20 were lowered and 30 remained the same.

By in large, the appraisal company did a good job, especially on urban residential and rural properties. Very great discrepancies on high-value commercial properties were common. There was a dichotomy in the appraisal techniques used on commercial properties. The appraisal company perhaps too freely gave relief to first-level applicants.

One suggestion would be to provide more appeals requirements such as current appraisals, etc. along with reappraisal data mailed to citizens.

*Respectfully submitted,
Joseph Blatz, Chairman*

2016 Members Joseph Blatz, Thomas Dame, Lindsay Hope, Thomas McFillen and Anne McIntosh

Joseph Blatz appeared before the Board to answer questions. Highlights include:

- Explained the Equalization Board's suggestions for the appeal process.
- Members have not yet received remuneration. Chairman Weiss apologized and advised that he was working to resolve the matter.
- Overall, the appraisal company did a good job.

Chairman Weiss thanked Mr. Blatz and the other members of the Board of Equalization for their time and service.

- 6) Blue Ridge Hunt Point to Point Medium, Multi-Year Special Event Application for 2017, 2018, 2019.

Staff recommendation: Approve event application contingent upon receipt of any outstanding items.

David Ash reviewed the special event application request.

Supervisor Byrd moved to approve as recommended. The motion carried by the following vote:

Barbara J. Byrd

- Aye

Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

7) Northern Shenandoah Valley Substance Abuse Coalition Update Kevin L. Sanzenbacher, Chief of Police, City of Winchester

Kevin L. Sanzenbacher, with Coalition Executive Director Lauren Cummings, appeared before the Board to provide update and express appreciation for the Board's support.

Mrs. McKay Cummings provided an update on services provided. Highlights include:

- Drug Court began operation on August 16.
- Currently nine participants in the accountability program:
 - o Two Clarke residents
 - o Four Frederick residents
 - o Three Winchester residents
- Received 33 referrals for the drug treatment court.
 - o Referred by an attorney
 - o Probation and parole conduct an assessment.
 - o Assessment is reviewed by a clinician, who then determines if there is a substance use disorder.
 - o If there is a substance use disorder, a plea agreement is made and referred to the court.
 - o Some have not qualified based on their risk and need based on criminal history.
 - o Nine referrals are currently in the assessment process with one-third of them from Clarke County.
- Clients enter an intensive outpatient treatment program.
- Client challenges include transportation and housing.
- With the Bureau of Justice Assistant Grant, will be hiring a full-time drug court coordinator.
- Other grants received:
 - o \$25,000 United Way for treatment of individuals in the drug court.

- \$18,200 from local Rotary Clubs for training of individuals in recovery to become peer-to-peer support specialists.
- \$350,000 Bureau of Justice Assistant Drug Court Implementation over the next three years.
- \$100,000 HIDTA - Frederick County designated as a high-intensity drug trafficking area. Fund to be used for a part-time probation officer.
- Overdoses:
 - 2016 YTD: 27 deaths and approximately 130 injuries.
 - 2015: 30 deaths
 - 2014: 33 deaths
- Will hold a summit in 2017 to update stakeholders.

Kevin Sanzenbacher provided the following:

- Additional \$150,000 from HIDTA going to law enforcement in the regional task force. Funds will be used for technology specifically to aid communications.
- U.S. Congresswoman Barbara Comstock key in getting HIDTA designation.
- Focus over the last eighteen months was to get the drug court organized and operational.
- Coalition would like to focus on prevention now that the drug court is established.

Supervisor Daniel asked if the Coalition was tracking mental health issues.

Mr. Sanzenbacher put forth that the Coalition recognized this co-occurring fact and hopes to establish a “center of hope” inpatient facility that would deal with mental health illness including addiction recovery. He added that City of Winchester law enforcement has run 180 mental health calls this year.

Supervisor Byrd opined that there were not enough local facilities.

Chairman Weiss thanked Mrs. Cummings and Mr. Sanzenbacher for their presentation and expressed the Board’s appreciation for the Coalition’s efforts.

8) Continued Discussion Telecommunications Infrastructure and Broadband Study

Brandon Stidham requested Board direction.

Chairman Weiss asked for clarification from Mr. Condyles. Highlights include

- Clarifications:
 - Carriers utilize many engineering steps in order to provide the best coverage for the most customers and plots are theoretical predictions based on multiple criteria.
 - The eleven suggested tower sites are just “points on a map” representing the center of a half-mile radius.
 - The study names providers in the public domain only, which does not affect the overall report. Examples: Railroads lease fiber options only to certain entities. Access to federal and state government fiber is classified.
- Recommend issuing an RFP to solicit response from commercial providers.
- Satellite companies are currently marketing in the locality.
- Believe County will see considerable movement in 2017.

Supervisor Catlett raised the issue of providing access to school-age children. Chairman Weiss asked that the 2018 goal be pushed further out.

Chairman Weiss advised George Archibald that the Board would not be taking public comment advising that he had been given multiple opportunities at public hearings and citizen comment at the start of the current meeting and at previous meetings.

Supervisor Byrd commented that she was ready to accept the study but not approve. She recommended that it be sent back to the Planning Commission opining that the study was a good beginning but there was still much to be done.

Brandon Stidham explained that the Board was being asked to accept the consultant's work as being complete and conforming to the Board's request.

Supervisor Daniel clarified that the study had not gone through the planning process. She opined that the process provided the Board with a good education and an overview of the industry.

Vice Chair McKay moved to accept the study. He further moved that the Board of Supervisors ask the Planning Commission and its committees that it has formed use this report as the basis of anything that moves forward.

Mr. Condyles put forth that a study was usually the first step of the process with a plan following. He explained that a plan was an engineered effort in which the Board detailed the where, the how, the why, and the what. He opined that typically the applicant covers the cost to address these plan elements.

Vice Chair McKay added to the motion as these towers come in the Planning Commission and the Planning Department have to sign off and part of the report

you [George Condyles] have done, that that should be the guidance for the Planning Commission and its Telecommunications Committee.

Supervisor Byrd put forward that there were other avenues other than erecting towers.

Chairman Weiss said that tower companies would utilize the study and the Board should accept the study to encourage and to control tower locations as set forth in the study. He opined that the Board did not control the other avenues such as cable, fiber optics, satellite, etc.

Supervisor Catlett observed that the Board requested information on towers and the consultant provided a nice study on towers, which was a piece of information. She noted that the Board could pursue other avenues in future studies.

Chairman Weiss clarified that the Board would use the study provided for tower consideration.

Chairman Weiss expressed appreciation for the consultant's efforts. He remarked that the study was good and laid out a plan to which the County could add. He opined that it put the telecommunications industry on notice that Clarke County was open for business.

The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

Mr. Condyles thanked the Board for the opportunity to assist.

- 9) Set Public Hearing Zoning And Subdivision Ordinance Text Amendment (TA-16-04) Amend Stormwater Management Regulations

Description:

Proposed text amendment to amend Zoning Ordinance §3-A-8, Business Commercial (BC); §3- A-9, Business (B); §3-A-10, Business Park (BP); §3-E-1, Flood Plain District (FP); §4-F, Drainage; and Article 6, Site Development Plans; and to amend Subdivision Ordinance Article 4, Procedure for Subdivision Approval; §8-I, Drainage; §8-J, Private Access Easements; and §11- A, Improvements. The purpose is to reconcile the Zoning and Subdivision Ordinances with the recent repeal of Chapter 154, Stormwater Management, of the Code of Clarke County. Former local stormwater management regulations will be replaced with reference to State regulations, and additional edits are proposed for clarity purposes.

Requested Action:

Recommend scheduling Public Hearing for the Board’s January 17, 2016 meeting.

At 2:19 pm, Vice Chair McKay left the meeting.

Brandon Stidham briefed the Board on the proposed amendment.

Supervisor Daniel moved to set public hearing for Tuesday, January 17, 2017, at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

At 2:30 pm, Vice Chair McKay rejoined the meeting.

10) 2017 BoS Organizational Meeting Set Meeting Date and Time.

Staff Recommendation Monday, January 9, 2017, at 10:00 am

Chairman Weiss asked the Supervisors to review the proposed 2017 schedule and report back prior to the January Organizational meeting.

Supervisor Byrd moved to accept staff recommendation. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

11) Approval of Minutes

- September 23, 2016 Continued Meeting
- October 18, 2016 Regular Meeting – Move Attendance to end of meeting.
- November 3, 2016 Regular Meeting Page 763 Stidham “wait”; Page 772 5th para “remove oversee
- November 29, 2016 Special Meeting

Supervisor Byrd moved to approve the minutes for September 23 and November 29 as presented and October 18 and November 3 as amended. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

12) Consent Agenda

- A. 2016 Abstract of Votes

- B. Application for Easement Donation - Stephanie Burgevin

MEMORANDUM

TO: Board of Supervisors, David Ash
 FROM: Conservation Easement Authority, Alison Teetor
 DATE: December 7, 2016
 SUBJECT: Application for Donation – Stephanie Burgevin

The Clarke County Easement Authority has approved the following easement for donation. The Authority requests the Board of Supervisors to authorize the Chairman to execute deeds, easements, and other documents necessary to complete the transactions.

Stephanie Burgevin has submitted an application for an easement donation. The property is located at 721 Kennel Road approximately 7/10 south of Route 50. The parcel is identified as Tax Map# 38-A-17, consisting of 87 acres. The parcel has a couple of outbuildings but is vacant consisting of primarily pasture with scattered woods. There are 4 DURs remaining on the parcel. The applicant would like to retire 3 of the 4 DURs.

The parcels are zoned AOC and currently in landuse, in accord with the Commissioner of Revenue’s requirements, therefore a donation may be considered if at least two of the following four guidelines are met:

- 1) the parcel’s Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

This property meets all 4 of the criteria. The Property Resource Score is 83.6, the parcel is over 40 acres, the applicant is interested in retiring 3 of the 4 DURs and it is adjacent to parcels already under permanent conservation easement. Points were given for retiring 3 DURs, being adjacent to existing easements, the parcel is within the Greenway Rural Historic District and has two sinkholes.

Recommendation

Give final approval for the easement donation of Stephanie Burgevin.

Supervisor Catlett moved to approve the items on the Consent Agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

13) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through February 2017

12/12/2016 Update: The Personnel Committee recommends appointment:

- Cindy Leahy Handley Regional Library Board to fill the unexpired term of Tamara Myer expiring November 30, 2017.
- Michelle Jones to Conservation Easement Authority to serve an additional three-year term expiring December 31, 2019.
- Laure Wallace to Conservation Easement Authority to serve an additional three-year term expiring December 31, 2019.
- Randy Buckley to Conservation Easement Authority to serve an additional three-year term expiring December 31, 2019.
- Jimmy Wyatt to Northwestern Regional Juvenile Detention Center Commission to serve an additional four-year term expiring December 20, 2020.
- Anthony "Tony" Roper to Old Dominion Alcohol Safety Action Policy Board and Division of Court Services to serve an additional three-year term expiring December 31, 2019.
- Anthony "Tony" Roper to Old Dominion Community Criminal Justice Board to serve an additional three-year term expiring December 31, 2019.
- Dennis Heflin to Parks and Recreation Advisory Board to serve an additional four-year term expiring December 31, 2020.
- Gary Lichliter to Parks and Recreation Advisory Board to serve an additional four-year term expiring December 31, 2020.

12/20/2016 Action: Vice Chair McKay moved to approve the appointments as recommended by the Personnel Committee. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

B. Personnel Policy Update

12/12/2016 Update: David Ash advised that update was delayed due to the necessity of his absence from the office.

12/20/2016 Summary: Highlights of David Ash's update includes:

- Met with two constitutional officers interested in a combined policy.
- Will be using the School's personnel policies as a model and for guidance in providing a method to distinguish between Plan 1 and 2 employees and hybrid employees.
- Hope to have something to the Committee soon.

C. Pay Down Discussion Compensation Time for General Government Employees Reporting to the County Administrator

12/12/2016 Update: Due to limited time, discussion was held over pending additional review.

12/20/2016 Summary: David Ash advised that the item was connected to and would be addressed in the new personnel policy.

14) Board of Supervisors Work Session

A. Berryville Main Street Market Assessment by Patty Maples

12/12/2016 Summary: Patty Maples and Christina Kraybill appeared before the Board to present the report and answer questions. No action was taken.

12/20/2016 Summary: David Ash briefly reviewed.

B. Economic Development Director Review and Direction

12/12/2016 Summary: Board members discussed the Economic Development Strategic Plan and agreed to discuss the issue at the January meeting in an effort to establish top priorities for the coming year.

12/20/2016 Summary: David Ash briefly reviewed. Chairman Weiss drew the Board's attention to the Economic Development Report in the December packet. He encouraged the Board to review the report to discuss at the January meeting.

Supervisor Byrd stated that she is compiling a list that now has more than 30 businesses and these businesses might benefit from economic development assistance. She encouraged other members to consider similar action.

15) Board of Supervisors Finance Items

1. FY2017 Supplemental Appropriations

The Finance Committee recommends approval of the following two actions:

a. *Sheriffs Grant.*

Please see the attached[see below] grant received by the Sheriff: "Be it resolved that FY 17 budgeted expenditure and appropriations for Sheriff's Department be increased \$1,000, and the revenue from the Commonwealth be recognized in the same amount, al/for the purpose of purchasing medication to treat drug overdose".



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

September 26, 2016

Mr. David Ash
County Administrator
Clarke County
101 Chalmers Court, Suite B
Berryville, VA 22611-9998

Byrne Justice Assistance Program - Project Title: Naloxone for Law Enforcement Agencies

Dear Mr. Ash:

I am pleased to advise you that grant number 17-A4030AD15 for the above-referenced grant program has been approved for a Total Award of \$1,000 in Federal Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. *Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).*

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

Francine C. Ecker
Director

Enclosures

cc: The Hon. Anthony Roper, Sheriff
Mr. Thomas Judge, Finance Officer
Ms. Heather Smolka, DCJS Monitor

Criminal Justice Services Board • Committee on Training • Advisory Committee on Juvenile Justice and Prevention
Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act Programs
Advisory Committee on Sexual and Domestic Violence • Private Security Services Advisory Board

12/20/2016 Summary: Tom Judge reviewed the request. He noted that both Chief Deputy Sumption and Fire, EMS and Emergency Management Director Lichty were in attendance.

12/20/2016 Action: Supervisor Catlett moved to accept the Finance Committee recommendation. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

b. Fire & Rescue Services Equipment

Please see that attached [see below] memo: "Be it resolved that FY 17 budgeted expenditure and appropriations for the Fire & Rescue Services Department be increased \$22, 080, and that the designation for Government Savings be reduced in the same amount, all for the purpose of purchasing personal protective equipment."



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty

MEMORANDUM

To: David Ash, County Administrator

From: Brian Lichty, Director Fire, EMS and Emergency Management

Date: 11/29/2016

RE: Budget Request – Personal Protective Equipment

Personnel protective equipment (PPE) is one of the fundamental components of firefighter safety. There are many different levels of PPE to include firefighting turnout gear, helmets, gloves, and many more. This PPE protects firefighters from carcinogens, heat, and blood-borne contaminations while performing duties such as the extinguishment of fires, vehicle extrication, and hazardous materials mitigation.

In reviewing some of the critical needs of the department, I have discovered that our personnel are in critical need of such personnel protective equipment. As you know, the National Fire Protection Association (NFPA) 1851 Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, 2014 Edition states a maximum of 10-years of life from the date of manufacture. The average age of the department's Structural Fire Fighting gear is quickly approaching 13-years for all full-time employees. Additionally, part-time employees are using PPE from their volunteer stations or other career departments or simply have none and must share with full-time employees not working. This puts the need for replacement as a significant safety issue and the highest of priorities.

With 6 full-time employees (including myself) and 18 part-time employees, the challenge of addressing this issue can have a significant financial impact on the county. Therefore, I am recommending a three step approach to addressing this problem. The first phase includes the immediate purchase of eight sets of PPE. This would be followed by the development of a use contract for any PPE used from other agencies lastly, a ten-year plan that includes the purchase of PPE for each part-time employee within five-years and a regular replacement schedule for all PPE.

To fulfill this plan, I am requesting \$22,080.00 from the County's Government Savings fund. These funds will allow for the purchase of the eight sets PPE and give each of our full-time and two part-time employees the PPE they desperately need. Please see the attached spreadsheet for a more detailed cost breakdown of all PPE.

I thank you for your consideration and look forward to working with you and the Finance Committee to meet this critical safety issue.

PPE REPLACEMENT SCHEDULE FY18 - FY21

ITEM	FY 18		FY 19		FY 20		FY 21		FY 21		FY 22-26 (ea yr)	
	TOTAL COST	QTY	TOTAL COST	QTY	TOTAL COST	QTY	TOTAL COST	QTY	TOTAL COST	QTY	TOTAL COST	QTY
PPE-Turnout Coat	\$3,000.00	3	\$3,000.00	3	\$3,000.00	3	\$3,000.00	3	\$3,000.00	3	\$4,000.00	4
PPE-Turnout Pants	\$2,100.00	3	\$2,100.00	3	\$2,100.00	3	\$2,100.00	3	\$2,100.00	3	\$2,800.00	4
PPE-Boots	\$1,260.00	3	\$1,260.00	3	\$1,260.00	3	\$1,260.00	3	\$1,260.00	3	\$1,680.00	4
PPE-Helmet	\$1,200.00	3	\$1,200.00	3	\$1,200.00	3	\$1,200.00	3	\$1,200.00	3	\$1,600.00	4
PPE-Gloves	\$600.00	3	\$600.00	3	\$600.00	3	\$600.00	3	\$600.00	3	\$800.00	4
PPE-Nomex	\$120.00	3	\$120.00	3	\$120.00	3	\$120.00	3	\$120.00	3	\$160.00	4
TOTAL YEAR -	\$8,280.00		\$8,280.00		\$8,280.00		\$8,280.00		\$8,280.00		\$11,040.00	

REPLACEMENT COST FOR FY17

ITEM	TOTAL COST	QTY	COST PER ITEM
PPE-Turnout Coat	\$8,000.00	8	\$1,000.00
PPE-Turnout Pants	\$5,600.00	8	\$700.00
PPE-Boots	\$3,360.00	8	\$420.00
PPE-Helmet	\$3,200.00	8	\$400.00
PPE-Gloves	\$1,600.00	8	\$200.00
PPE-Nomex	\$320.00	8	\$40.00
TOTAL YEAR -	\$22,080.00		

QUANTITY OF GEAR BREAKDOWN FOR FY 17

FT Employees	5	-FT employees w/ expired PPE
Director	1	-Director wo/ PPE
PT Employee	2	-PT Employee wo/ PPE
Total sets of gear-	8	

12/20/2016 Action: Chairman Weiss noted that grants had been obtained. Mr. Lichy added that he would continue to seek grants also that he was "riding" on contracts from other jurisdictions.

Vice Chair McKay moved to accept the Finance Committee recommendation. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

2. Credit Card Authorized Users.

A request to provide a credit card for the Fire & Rescue Services Director prompts an overall update to the list of valid cards. This list was originally created in 2000, and subsequently amended a few times. However, there have also been instances of departments unilaterally obtaining cards. Adoption of the attached would update the entire list of cards in use by the Government. It excludes cards used by JAS, Social Services, and the School division. The Finance Committee recommends approval of the attached resolution.

Be it resolved that the following policy be adopted:

County of Clarke
Credit Card Policy

1. The Board of Supervisors shall expressly authorize specific employees to use credit cards, shall establish single purchase and thirty-day purchase limitations on such cards, and may establish additional limitations on specific cards. A current list of cards and associated limitations shall be maintained by Joint Administrative Services.
2. Credit Cards shall only be used in accordance with procedures established by the Board of Supervisors and the Joint Administrative Services Board.
3. The Board of Supervisors retains authority to revoke credit cards, or modify card use limitations, at any time.

12/20/2016 Action: Tom Judge summarized the requested action.

Vice Chair McKay moved approve the Finance Committee recommendation to adopt the credit card policy subject to the limitations set forth. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

3. FY 18 Budget Calendar.

Please find a proposed budget calendar. This should be decided in early January. Consideration should be given as to whether the Public should be a joint public hearing with the School Board. Also, the April 11 date for the Public Hearing conflicts with the monthly meeting of the Town Board if they maintain their practice in the new calendar year, and it may therefore be advisable to schedule the Public Hearing at Enders Fire Hall.

FY 18 BUDGET CALENDAR

BoS PROPOSED

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Event</i>
Wednesday, January 11, 2017	09:00 AM	309 West Main	Finance Committee: School Finance Invitation
Friday, January 20, 2017	02:00 PM	JGC	Staff Revenue Review
Tuesday, January 24, 2017	05:30 PM	JGC	Finance Committee: Revenue Review
Monday, February 13, 2017	10:00 AM	JGC	Budget Worksession: presentation by County Administrator
Monday, February 13, 2017	05:30 PM	JGC	Finance Committee: Agency presentations
Wednesday, February 15, 2017	09:00 AM	309 West Main	Finance Committee: School Finance Invitation
Thursday, February 16, 2017	05:30 PM	JGC	Finance Committee: Agency presentations
Tuesday, February 21, 2017	06:30 PM	JGC	BOS Regular: Direction to County Administrator
Thursday, February 23, 2017	05:30 PM	JGC	Finance Committee
Wednesday, March 01, 2017	07:00 PM	JGC	BOS Worksession (Special)
Thursday, March 02, 2017	05:30 PM	JGC	Finance Committee
Monday, March 06, 2017	07:00 PM	JGC	BOS Worksession: SB presentation (Special)
Monday, March 13, 2017	10:00 AM	JGC	BOS Worksession
Thursday, March 16, 2017	05:30 PM	JGC	Finance Committee
Tuesday, March 21, 2017	06:30 PM	JGC	BOS Worksession until final number
Tuesday, March 28, 2017	NA	Winchester Star	Advertise in newspaper (if needed)
Tuesday, April 04, 2017	NA	Winchester Star	Advertise in newspaper.
Tuesday, April 11, 2017	07:30 PM	TBD	Public Hearing (Jointly with School Board)
Tuesday, April 18, 2017	06:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

12/20/2016 Summary: Tom Judge reviewed the proposed budget calendar.

Chairman Weiss advised that John Staelin, who served as a citizen member of the Board of Supervisors Budget Finance Committee, had agreed to serve again for FY2018.

Calendar Review highlights:

- Vice Chair McKay unavailable March 1.
- Supervisor Byrd unavailable February 23 and March 1, 2.
- Revise April meetings scheduled during Schools' spring break.
- Tom Judge will revise the draft and present at the January 17 meeting.

4. FY 18 Budget Issues.

The following is a running list of FY 18 budget issues:

- a. *Expected decrease in used vehicle values.*
- b. *Increase in the cost of oil and gasoline.*
- c. *Charging of \$120K ERP costs to operating budgets (may be funds in project).*
- d. *Convenience Center operating costs \$200K?*
- e. *Fire and Rescue equipment needs.*
- f. *Sheriff Communications.*

- g. Salary compression.*
- h. Loss of Berryville funding \$79K.*
- i. CCSA Sewer Shortfall \$220K.*
- j. Commonwealth revenue shortfall.*
- k. Debt Service drop off \$887K.*
- l. Rising Regional Jail costs.*

12/20/2016 Summary: Highlights of review include:

Additional Funding for FISH:

Supervisor Byrd asked about using the repurposing funds for the now-defunct Help With Housing to fund FISH. Chairman Weiss advised that the funds had been returned to the general; and if agreed, the Board could provide those funds to FISH.

Vice Chair McKay commented that he was not opposed to providing the additional funds but reminded that FISH is already given additional funding from the County through provision of its current business location in the former Clarke County Library building.

Rising Regional Jail Costs:

Vice Chair McKay restated that the Board had included in its legislative priorities the rising regional jail costs.

Tom Judge noted that the matter was addressed at the recent VACo Conference.

David Ash, as an appointed member serving on the Northwestern Regional Jail Authority, provided an update.

5. Acceptance of Bills and Claims

The Finance Committee recommends acceptance of this report.

12/20/2016 Action: Vice Chair McKay moved to accept the November invoice history report as presented. The motion carried by the following vote:

- Barbara J. Byrd - Aye
- Terri T. Catlett - Aye

Mary L.C. Daniel - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

6. Monthly Reports.

Reconciliation of Appropriations, Fund Balance, Expenditure Summary/YTD Budget Report,
Capital Projects Status

15. Joint Administrative Service Board Update

Tom Judge advised that the Board did not meet in November or December. He provided the following update:

- Munis implementation ongoing.
- Gordon Russell is converting data for the Commissioner of the Revenue.
- The Treasurer is working on the new system coding revenues.
- Transition planned for July 2017.

16) Government Projects Update

David Ash provided the monthly project update.

- Ballfield lighting project:
 - o Construction started.
 - o Drilled holes for light poles.
 - o Contractor hopes to complete by first of the year.
- Old Courthouse Campus:
 - o Sidewalk concrete is complete, which was the final piece remaining of the renovation project.
- General District Courthouse: Monitoring continues. No continued leakage or deterioration noted.
- Museum: will replace porch at any time.
- Convenience Center: working with design engineers.
- Court Repurposing request by Donna McDonald, Social Services and Town of Berryville Ward 1 Councilor, in lieu of benches on porch:
 - o Repurpose General District and Juvenile and Domestic Relations Court's conference room to a waiting area.

- Remove large table and replace with smaller table[s] to provide additional seating.
- Board asked David Ash to coordinate with Maintenance.
- Travis Sumption, Chief Deputy, noted safety concerns with the proposed repurposing.
- Schools Scoreboard: Approved by Zoning.
- Primary Renovations: Work has started.

17) Miscellaneous Items

No miscellaneous items were identified.

18) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Review abandonment of Neil Road.	David Ash
2.	Add John Staelin to Budget Finance meetings and provide him with the revised budget calendar when Tom Judge makes available.	David Ash
3.	Prepare a letter of appreciation to Warren County for assistance in sanitary district matters.	David Ash
4.	GDC coordinate transition from conference room to waiting room. Note: Travis Sumption stated he had major concerns with the transition proposed by Councilwoman McDonald.	David Ash
5.	Special Event Notice of approval to applicant and adjoining property owners.	Lora B. Walburn
6.	Develop / process public hearing notice.	Lora B. Walburn
7.	Process approved minutes.	Lora B. Walburn
8.	Update appointment database and process notice of appointment.	Lora B. Walburn
9.	Process letters of appointment and update database.	Lora B. Walburn
10.	Continue personnel policy update.	David Ash
11.	Update code of Clarke County with CC-2016-06 & CC-2016-07 and distribute.	Lora B. Walburn

19) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Social Services: All Attended. Drug use issues discussed.
- Regional Jail: Frederick County Administrator Brenda Garton chairs. Retiring Mayor Elizabeth Minor attended her last meeting.
- Northwestern Regional Juvenile Detention Center Commission:
 - Clarke has no residents.
 - Parking lot extension project came in under budget.
- CEA: Public hearing on CEA matters scheduled for the evening session.
- Humane Foundation: Meets in January.
- Town Council:
 - Councilman Arnold would like an audit of assisted care facilities and nursing homes in Town to determine actual number of facilities and bed to determine if more or larger facilities are needed, as well as potential service costs.
- Northern Shenandoah Substance Abuse Coalition: Presented earlier in the session.

Supervisor Terri Catlett

- Parks and Recreation Advisory Board:
 - Did not meet.
 - David Ash provided ballfield project update.
 - Mr. Kohn still enjoying his property.
- Millwood Community:
 - Conducted a Christmas function.
 - Investigating ways to help persons in the community with water bills.
 - Conducted a community clean up project.
- School Board:
 - Jon Turkel is the newly appointed School Board member to fill Dennis Graham's seat.
 - Approved CTE slate of classes.

Vice Chair Beverly McKay

- Clarke County Sanitary Authority:
 - Met this morning.
 - Discussed status of Christ Church's request to connect to public sewer, which may be withdrawn.
- NSVRC: Mary Daniel attended.
- Career and Technical Committee: Conducted a world of workday.
- Joint Building Committee: discussed seal and placement of appreciation plaque.
- White Post Village:
 - Held annual Christmas event.
 - Discussed broadband.
 - Current White Post Dairy, owners made a large donation for streetlights.

Supervisor Mary L.C. Daniel

- Library Advisory Council: New member on the regional board.
- Planning Commission:
 - Robert Mitchell looking at AOC uses.
 - Will be reviewing Historic Resource, Water Plan, Mountain Land Plan and Village Plan- Millwood, White Post, Pine Grove.
- NSVRC: Good dinner at the George Washington Hotel.

Chairman David S. Weiss

- Fire and EMS Commission:
- EDAC:
- Chamber of Commerce Event:
- IDA: did not meet
- Berryville / County Economic Development MOU Development Committee:

20) Closed Session

No Closed Session conducted.

Chairman Weiss recessed the meeting at 3:57 p.m.

Chairman Weiss reconvened the meeting at 6:30 p.m.

21) Citizen Comment Period

No persons addressed the Board.

22) PH 16-24 FY2017 School Capital Projects

“Be it resolved that the FY2017 School Capital Projects fund budgeted expenditure and appropriation be increased \$878,708, and the General Fund designation for school carryover be decreased in the same amount, all for the purpose of funding certain School capital improvements.”

Tom Judge summarized the request.

At 6:32 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no persons desiring to address the Board, Chairman Weiss closed the public hearing.

Supervisor Catlett moved “Be it resolved that the FY2017 School Capital Projects fund budgeted expenditure and appropriation be increased \$878,708, and the General Fund designation for school carryover be decreased in the same amount, all for the purpose of funding certain School capital improvements.”.

Chairman Weiss complimented the School Board on its thrifty work.

The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

23) PH 16-25 Chapter 180 Water and Wastewater Chapter VII Millwood Exclusive Service Area

Proposed Amendment to the Code of Clarke County, Chapter 180-31. Millwood Exclusive Service Area. The purpose it to add parcels identified as Tax Map #30A-A-93 and Tax Map #30A-A-87 to the parcels included in the Millwood Exclusive Service Area for the purpose of permitting the Clarke County Sanitary to extend sewer service to the added parcels. CC 2016-07

David Ash advised that due to clerical error the public hearing must be re-advertised. Subsequent to discovering this error, Christ Episcopal Church representatives requested requesting that the matter be indefinitely delayed; therefore, Mr. Ash requested that the matter not be re-scheduled for public hearing unless and until the Church instructed that it wished to move forward.

As requested, Chairman Weiss withdrew the scheduled public hearing.

24) PH 16-26 Proposed text amendment to amend Chapter 143, Septic Systems, of the Code of Clarke County.

The purpose is to add new language to §143-9, System siting, in order to change the setback to a spring (in Non-Karst areas only) located downslope from a proposed drainfield from 500 feet to 200 feet and to change the setback to a spring (in Non-Karst areas only) upslope from a proposed drainfield from 200 feet to 100 feet. A reduction to the 200-foot setback to a spring located downslope from a proposed drainfield would also be allowable to a minimum of 100 feet subject to compliance with required conditions set forth in the amendment text. CC-2016-06.

Ryan Fincham summarized the proposed amendment.

At 6:47 pm, Chairman Weiss opened the public comment portion of the public hearing.

Bob Marshall, on-site soil evaluator operating his business in Clarke County. Opined that the amendment was a step in the right direction but not far enough reminding that the law asks that local code be consistent with the state.

James Slosser on-site soil evaluator conducting business in Clarke County. Asked if Clarke's Code was consistent with state code and opined that the Board should ask more questions and check data before proceeding.

Being no persons desiring to address the Board, at 6:52 p.m. Chairman Weiss closed the public hearing.

Supervisor Byrd assured that the County had always been very careful with its water supply advising that it was better to be cautious. She praised Mr. Fincham for a good job.

Ryan Fincham advised that County attorney Robert Mitchell had reviewed the proposed code change. He advised that he had worked with the Virginia Department of Health during the process for guidance and clarification.

Vice Chairman McKay moved to approve as presented.

Chairman Weiss complimented staff on their work noting that the code change aided citizens and staff.

The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

§ 143-9. System siting.
[Adopted 99-08-17; Amended 04-06-15; 05-03-15; 05-07-19, 08-12-16]

A. In all cases, the soil and site evaluation shall determine if a Conventional Onsite Sewage System can be designed to serve the proposed use. If so, the COSS shall be proposed. If a COSS cannot be designed for the site, a statement must accompany the soil evaluation, signed by a licensed Onsite Soil Evaluator that states the site restrictions that restrict the site to an Alternative system.

B. Soil restrictions for Onsite Sewage Systems.

- (1) Alternative Onsite Sewage Systems must be installed a minimum below the ground surface in naturally occurring, in-situ soil as follows:
 - a. In karst soils as defined in Section 143-9-G – installation of the dispersal system must be no shallower than 10 inches.
 - b. In all other soils - Installation of the dispersal system must be no shallower than 3" or half the total depth of the A, A1 and A2 horizons, whichever is greater.

(2) Conventional Onsite Sewage Systems must be installed a minimum of 18 inches below the ground surface in naturally occurring, in-situ soil.

(3) Onsite Sewage Systems installed at less than 18" depth require at least 12 inches of soil cover in the soil treatment area, unless the system is an AOSS installed in a wooded area where trees will not be removed.

(4) Effluent dispersed from an AOSS, may only be discharged to a soil treatment area when the vertical and horizontal separation from the soil treatment area to a limiting feature consists of at least 18 inches of naturally-occurring, in-situ soil.

(5) Effluent dispersed from a COSS may only be discharged to a soil treatment area when the vertical and horizontal separation from the soil treatment area to a permeability-limiting feature consists of at least 24 inches of naturally-occurring, in-situ soil, and the vertical separation to seasonal water table, seasonal wetness indicators, or pervious strata must be a minimum of 20 inches.

(6) Onsite Sewage System soil treatment areas shall be a minimum of 10 feet horizontally from surface rock outcrops.

(7) Onsite Sewage System soil treatment areas, utilizing gravel less dispersal, shall have no reduced footprints.

(8) Onsite Sewage Systems shall not be installed in soil horizons having "high shrink-swell potential", soils classified as "poorly drained" or having "slow permeability", or having known descriptions of pans of any type. A soil test is required to confirm the aforementioned characteristics. If the percolation rate is satisfactory, all vertical and horizontal siting requirements must also be satisfied.

- B- Site restrictions; Table 1. Minimum distances between components of septic systems and site features are prescribed in the current Sewage Handling and Disposal Regulations, Virginia Department of Health, as amended. Onsite sewage system components shall be prohibited or restricted on sites as described in Table 1, Minimum Separation Distances.

Table 1
[Amended 05-03-15]

Minimum Separation Distances
Minimum Distance From

Structure or Topographic Features	Soil Treatment Area or Vault Privies (feet)	Septic Tanks (feet)	All Other Parts of the Septic System (feet)
Slopes greater than 25%	Not permitted	N/A	N/A
Free flowing streams, natural lakes or impounded waters (measured from edge)	100	100	50
Intermittent stream	50	50	50
Drainageways (measured from low point)	50	50	N/A
Wells	100	100	50
Discernible edge of sinkholes and cave entrances	100	100	50
Springs at a lower elevation than the septic system	Karst: 500 Non-karst: 200*	Karst: 500 Non-karst: 200*	Karst: 100 Non-karst: 100
Springs at a higher elevation than the septic system	Karst: 200 Non-karst: 100	Karst: 200 Non-karst: 100	Karst: 100 Non-karst: 100
Utility Easement (edge of) Upslope Downslope	10 25	10 25	10 10

NOTES: N/A = Not applicable.

*Refer to Section 143-9-H

143-9-H

Setback distance exceptions for onsite sewage disposal areas in non-karst soil areas for lots of record in existence prior to November 17, 1987, the setback distance from a spring at a lower elevation than a proposed onsite sewage system may be reduced below 200' provided:

(1) The spring location, the proposed onsite sewage disposal area, and the impact area between the two features shall be identified as Non-Karst soil areas.

(2) The spring is not used as a domestic drinking water supply or identified as a developed spring by the Virginia Department of Health.

(3) The minimum allowable setback is 100 feet.

(4) The proposed onsite sewage disposal system disperses at least a "TL-3 effluent" standard as defined by the Virginia Department of Health Regulations for Alternative Onsite Sewage Systems as effluent that has been treated to produce BOD₅ and TSS concentrations equal to or less than 10 mg/l each.

(5) A detailed public health and safety narrative report shall be provided by a licensed Onsite Soil Evaluator. This report shall include:

a) Explanation of the site conditions and design of the septic system

b) Assurance that all conditions noted in this section are satisfied.

c) An affidavit stating that an onsite sewage disposal system is unable to be located on the property meeting this requirement and that the location of the proposed onsite sewage system meets this requirement to the greatest extent possible being located as far from the spring as is feasible.

d) A listing of recommendations to mitigate any potential degradation of and effect on the groundwater.

(6) The proposed onsite sewage disposal system meets all State and County requirements.

25) PH 16-27 Conservation Easement Purchases

- A. *Be it resolved that FY 17 budgeted expenditure and appropriation be increased \$70,500, that State and Federal revenue of \$56,750 be recognized, and that the General Fund balance designation for Conservation Easement purchases be decreased \$13,750, all for the purpose of purchasing the Susan Digges easement.*
- B. *Be it resolved that FY 17 budgeted expenditure and appropriation be increased \$111,375, that State and Federal revenue of \$90,812 be recognized, and that the General Fund balance designation for Conservation Easement purchases be decreased \$20,563, all for the purpose of purchasing the Digges Farm LLC easement.*
- C. *Be it resolved that FY 17 budgeted expenditure and appropriation be increased \$317,100, that State and Federal revenue of \$311,262 be recognized, and that the General Fund balance designation for Conservation Easement purchases be decreased \$5,838, all for the purpose of purchasing the Cool Spring Farm easement.*

Tom Judge summarized the request advising that these had been recommended for approval by the Finance Committee.

At 6:57 pm, Chairman Weiss opened the public comment portion of the public hearing.

George Ohrstrom, II, Wright’s Mill Road: Stated that it was quite a funding “match” with \$400,000 in state and \$40,000 from County. He thanked Alison Teetor for her efforts including securing grant funds.

Being no persons desiring to address the Board, 6:58 p.m. Chairman Weiss closed the public hearing.

Supervisor Byrd moved to approve as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

26) PH 16-28 George E. & Sun H. Riley 2246 Russell Road, Tax Map #6-A-53B (11.61 acres)

Ryan Fincham reviewed advising that the Planning Commission unanimously approved acceptance into the AOC. He commented that this was the first application under the new annual application process.

At 7:02 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no persons desiring to address the Board, Chairman Weiss closed the public hearing.

Supervisor Byrd moved to accept the parcel. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

SUBJECT: Public Hearings – Revised 2016 Waterloo Area Plan and Revised 2016

Double Tollgate Area Plan

DATE: December 12, 2016

Enclosed you will find the final drafts of the revised 2016 Waterloo Area Plan and revised 2016 Double Tollgate Area Plan. Public Hearings on both Area Plans have been advertised for the Board's December 20 meeting. No substantive changes have been made to the revised drafts from the versions that were recommended for adoption by the Planning Commission and that were provided to you for consideration at the October 18 Board meeting.

As a reminder, separate Public Hearings must be held for each Area Plan and separate formal motions must be adopted in order to take action on the Area Plans. Below are sample motions for your use:

To Adopt:

Move to adopt the 2016 Revised [Waterloo OR Double Tollgate] Area Plan as presented by Staff

To Adopt with Changes:

Move to adopt the 2016 Revised [Waterloo OR Double Tollgate] Area Plan with the following changes: List proposed changes

To Defer:

Move to defer action on the 2016 Revised [Waterloo OR Double Tollgate] Area Plan to the Board's [Insert Date] Meeting.

If you have any questions or concerns in advance of the meeting, please do not hesitate to contact us.

27) PH 16-29 Revised Waterloo Area Plan

Brandon Stidham summarized the revised plan, an implementing component of the Clarke County Comprehensive Plan.

- Three Objectives:
 - o Set aside funding annually in the County budget for investment in capital projects to support the area.
 - o Pursue approaches to make public water and sewer connectivity more affordable for new and existing businesses.
 - o Establish and maintain regulations to ensure quality and efficient site development standards and compatible uses.
- Provides a process to ensure plan is reviewed every five years.
- Plan is a guideline.

At 7:24 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no persons desiring to address the Board, Chairman Weiss closed the public hearing.

Vice Chair McKay moved to adopt the 2016 Waterloo Area Plan as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Aye
David S. Weiss	- Aye

28) PH 16-30 Revised Double Tollgate Area Plan

Brandon Stidham summarized the revised plan advising that it was unanimously adopted by the Planning Commission.

At 7:39 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no persons desiring to address the Board, Chairman Weiss closed the public hearing.

Chairman Weiss stated that he would accept the deferred status but he wanted citizens to know that the Board had a continuing interest in development in this area.

Supervisor Daniel moved to adopt the 2016 revised Double Tollgate Area Plan as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 17, 2017 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

29) Adjournment

At 7:43 pm, being no further business, Chairman Weiss adjourned the meeting.

ATTEST: December 20, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes recorded and transcribed by: Lora B. Walburn, Deputy Clerk to the Board of Supervisors