

**CLARKE COUNTY PLANNING COMMISSION  
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# Clarke County Planning Commission

AGENDA – Work Session

Tuesday, May 2, 2023 – 3:00PM

Berryville/Clarke County Government Center – Main Meeting Room

1. **Approval of Agenda**
2. **Review of May 5 Business Meeting Agenda Items**
  - A. Conflicts of Interest
  - B. Agenda Review
  - C. Status of Deferred Applications
3. **Old Business**
  - A. Continued Discussion, Campground Regulations Text Amendment (TA-23-01)
4. **New Business**
  - A. Distribution of 2022 Planning Department Annual Report

**Adjourn**



## Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

[www.clarkecounty.gov](http://www.clarkecounty.gov)

**TO: Planning Commission**

**FROM: Brandon Stidham, Planning Director**

**RE: Continued Discussion – Campground Regulations**

**DATE: April 25, 2023**

Item #3A is a continued discussion of the proposed campground regulations text amendment (TA-23-01) which was originally presented at the Commission’s April 4 Work Session. Due to the complexity of the issues with this text amendment, Staff recommended that the Commission take an additional month to study it with the goal of formally initiating consideration and scheduling public hearing in May. A copy of the full staff report with minor technical changes is included for your reference in the Business Meeting packet.

One item raised at the April 4 Work Session was how the proposed changes would impact camping along the Appalachian Trail (AT) with the Bear’s Den campground specifically mentioned. It was noted that most of the AT properties are owned by the Federal government and would be exempt from local zoning requirements, and one suggestion offered was to consider exempting properties in private ownership along the AT from the camping regulations. It was not known whether any existing camping areas along the AT currently charge a fee.

Staff researched camping along the AT including reaching out to Rob Lamar (Co-District Manager, Virginia North AT). Mr. Lamar noted that camping at the two shelters on Federal land is free as is “dispersed camping,” or primitive camping outside of designated camping areas. He confirmed that Bear’s Den campground is the only campground along the AT that charges a fee and that it is located over 500 feet from the AT. In reviewing the Bear’s Den website, Staff noted that there are five campsites at the campground available by reservation only and fees are charged for camping. The entire campground can be reserved by a single party for an additional fee. Camping at this campground does not appear to be restricted to AT hikers.

Bear’s Den Hostel was approved by special use permit in 1984 (SUP-84-04). The application noted that no campground was planned at the time but continued by stating, “Temporary tent camping might be allowed as overflow sleeping space in conjunction with special group uses of the hostel. However, such uses would be on a limited basis.” Absent further research into this issue, Staff cannot confirm that this campground is a conforming use.

To address the issue of camping along the AT, all camping on Federal or State-owned properties would be exempt from local zoning requirements. Bear’s Den campground would not be exempt as it is located on property owned by a non-profit organization. Staff does not recommend

creating an exemption for a specific organization (in this case, the Appalachian Trail Conservancy) or for non-profit organizations in general. Staff would also have concerns with creating an exemption for properties within a certain distance of the AT as any distance chosen would be arbitrary and could exempt numerous private properties. .

Staff is not recommending any changes to the current draft text amendment at this time. If the Commission is interested in providing additional flexibility for fee-based camping along the AT, this should be discussed at the Work Session. One point to note is that since “dispersed camping” is allowed on all Federal AT properties, there may not be a need to allow additional camping options for AT users.

If you have questions in advance of the meeting, please do not hesitate to contact me.



# Department of Planning 2022 Annual Report

# **2022 ANNUAL REPORT – DEPARTMENT OF PLANNING**

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## **1. INTRODUCTION**

The Department of Planning provides professional planning, code enforcement, project management, and technical services to support Clarke County’s planning and land use objectives as well as special projects that are assigned by the Board of Supervisors.

### **Departmental Goals**

1. Deliver professional-level technical guidance in the following subject areas:
  - Land use planning
  - Zoning and subdivision ordinance development and application
  - Environmental and natural resource planning
  - Land and resource conservation
  - Historic preservation
  - Energy management
  - Transportation
  - State legislative items
  - Capital outlay planning
2. Conduct effective enforcement of County ordinances
3. Provide quality customer service across numerous platforms
4. Maximize finite County resources

### **Staffing**

Staffing consists of four full-time and one part-time employee:

- Director of Planning
- Senior Planner/Zoning Administrator
- Conservation Planner/GIS Coordinator
- Office Manager/Zoning Officer
- CCEA Specialist (PT)

### **Department Functions and Responsibilities**

#### General Responsibilities

- Enforce the County’s Zoning and Subdivision Ordinances and various County Code provisions such as the Septic and Well Ordinances
- Provide day-to-day customer service to citizens, appointed and elected officials, developers, and other stakeholders
- Process, present, and make recommendations on zoning map amendments (rezonings) and special use permits

- Draft, present, and make recommendations on text amendments to the Zoning Ordinance, Subdivision Ordinance, and other County ordinances
- Conduct long-range planning activities including management of the County's Comprehensive Plan and implementing component plans
- Review and process subdivision plats and boundary line adjustments
- Administer the review of erosion and sediment control and stormwater management plans in conjunction with the Building Department
- Review County building permit applications and business license applications for compliance with Zoning Ordinance requirements
- Conduct commercial site plan reviews
- Apply for and manage grants to support County projects
- Provide planning and zoning technical assistance to the Town of Boyce
- Provide support to the County's geographic information system (GIS) program and staff (NOTE – Management and daily oversight of the GIS program is expected to be transferred to the department during the FY2024 budget year)
- Perform administrative functions including managing the Department website and developing/presenting the Department's annual report to the Board of Supervisors

#### Project-Specific Responsibilities

- Conduct natural resource planning activities including water resource protection and water quality improvement projects
- Manage continuing activities to support the Spout Run TMDL implementation plan
- Manage the County's conservation easement program
- Maintain the County's database of dwelling unit rights (DURs)
- Manage the County's historic preservation program
- Manage the County's recycling and litter control programs
- Oversee the County's energy management program
- Oversee the County's biosolids monitoring program
- Provide staff support to numerous boards and committees including:
  - Planning Commission and standing committees/special subcommittees
  - Board of Zoning Appeals
  - Board of Septic and Well Appeals
  - Historic Preservation Commission
  - Conservation Easement Authority
  - Berryville Area Development Authority
  - Litter Committee
  - Other special committees designated by the Board of Supervisors
- Represent the County on various regional committees through the Northern Shenandoah Valley Regional Commission
- Coordinate/manage projects community development projects and other special projects as assigned by the County Administrator or Board of Supervisors

## 2. SUMMARY OF ACTIVITIES

Detailed descriptions of these and other projects undertaken by the Department, along with a summary of the land use requests processed by the Department in 2022, are included below.

### A. Special Use Permits

Three special use permit and site development plan applications were reviewed in 2022:

- **SUP-22-01/SP-22-02, Horus Virginia I, LLC.** Request approval of a special use permit and site development plan to construct a 50MW solar power plant. The subject properties are zoned Agricultural-Open Space-Conservation (AOC), identified as Tax Map #13-A-13 and 13-A-56, and are located on Bellringer Lane (private road) in the Russell Election District.

This application was filed on May 23, 2022. It was deferred for several months by the applicant, was not reviewed by the Planning Commission, and was pending Planning Commission review at the end of the calendar year.

- **SUP-22-02/SP-22-03, Carter Hall Estate, LLC.** Request approval of a special use permit and site development plan to operate a country inn per Section 5.2C (Business Uses – Country Inn) of the Zoning Ordinance. The proposed country inn is described in the application to include assembly activities (events), retail, food, and beverage services that are accessory to the operation of the country inn. A new building, stormwater facility, and certain other site improvements are proposed to accommodate the country inn, and are detailed on the site development plan. The subject property is approximately 86.4 acres, zoned Agricultural-Open Space-Conservation (AOC), identified as Tax Map #30-A-15, and is located on Carter Hall Lane (private road) in the Millwood Election District.

This application was filed on August 3, 2022 and was pending Planning Commission review at the end of the calendar year.

- **SUP-22-03/SP-22-04, Hecate Energy Gun Barrel Road Solar, LLC; Hecate Energy, LLC (applicants)/Debra Diane Davis, Administrator of the Estate of Montie Wood Gibson, Jr. (owner-deceased).** Request amendment of special use permit SUP-17-02 (approved by the Board of Supervisors on July 18, 2017) and approval of a new site development plan to construct a separate 10MW solar power plant as Phase 2 of a 20MW solar power plant previously approved under SUP-16-01. The purpose of the request is to assign the special use permit to a new permit holder ("Hecate Energy Gun Barrel Road Solar LLC") and to make substantive modifications to the site development plan including stormwater management modifications and reconfiguration of solar panel locations. The subject property is zoned Agricultural-Open Space-Conservation (AOC), identified as Tax Map #27-A-5, and is located on the north side of Lord Fairfax Highway (U.S. 340) with frontage on the west side of Gun Barrel Road (Rt. 644), north side of Double Tollgate Road (Rt. 670), north side of Highland Corners Road (Rt. 669), and east side of Stonewall Jackson Highway (U.S. 522) in the White Post Election District.

This application was filed on August 12, 2022. It was recommended for approval by the



Planning Commission on January 6, 2023 and was approved by the Board of Supervisors on February 21, 2023.

**B. Text Amendments**

Seven text amendments were reviewed in 2022:

- **TA-21-03. Short-Term Residential Rental, Home Occupation Bed and Breakfast, and Country Inn.** Proposed text amendment to amend Section 5.2B (Residential Uses) and Section 5.2C (Business Uses) of the Zoning Ordinance (Code of Clarke County Chapter 200, Article I). The purpose is to establish a new “short-term residential rental” use in the Agricultural-Open Space-Conservation (AOC) and Forestal-Open Space Conservation (FOC) Districts, and to amend the use regulations for home occupation bed and breakfast uses and country inns.

This text amendment was recommended for approval by the Planning Commission on November 5, 2021 and was adopted by the Board of Supervisors on February 15, 2022.

- **TA-22-01, Unpaid Taxes and Charges.** Proposed text amendment to add a new Subsection E to Section 2.3 (Issuance of Permits and Approvals) of the Zoning Ordinance (Code of Clarke County Chapter 200, Article I). The purpose is to require payment of all delinquent real estate taxes, nuisance charges, and any other charges that constitute a lien on a subject property prior to acceptance of an application associated with that subject property. New Subsection E would apply to applications for any permit or review process delineated in Zoning Ordinance Section 6 (Permits and Review Processes), land disturbance permits issued in conjunction with Code of Clarke County Chapter 148 (Erosion and Sediment Control Ordinance), and building permits issued in conjunction with Code of Clarke County Chapter 71 (Building Construction).

This text amendment was recommended for approval by the Planning Commission on May 6, 2022 and was adopted by the Board of Supervisors on June 21, 2022.

- **TA-22-02, Mergers and Dwelling Unit Right (DUR) Accounting.** Proposed text amendment to amend Section 3.8 (Vacation or Merger of Lots in the AOC and FOC Districts) of the Zoning Ordinance (Code of Clarke County Chapter 200, Article I). The purpose is to clarify that, following reallocation pursuant to Zoning Ordinance Section 3.2 (Allocations), no lot resulting from a merger of lots shall have more dwelling unit rights (DURs) than the total number of dwelling unit rights that were assigned to the lots at the time of merger plat application filing per Section 4.2.3 (Merger) of the Subdivision Ordinance (Code of Clarke County Chapter 200, Article II).

This text amendment was recommended for approval by the Planning Commission on May 6, 2022 and was adopted by the Board of Supervisors on June 21, 2022.

- **TA-22-04, Boundary Line Adjustment Regulations.** Proposed text amendment to amend Code of Clarke County Chapter 200, Zoning Ordinance (Article I) Section 4.1.1A (Agricultural-Open Space-Conservation (AOC) District) and Section 6.2.6C (Maximum Lot Size Exception – Review Criteria and Regulations), and Subdivision Ordinance

(Article II) Section 4.4.1A (Boundary Line Adjustments – Special Regulations). The proposed changes would limit boundary line adjustments between AOC-zoned lots less than 20 acres in size where at least one of the lots is 4 acres in size or less. The proposed changes would also limit any AOC-zoned lot approved with a maximum lot size exception that is also less than 20 acres in size from being reduced in size through boundary line adjustment. Such boundary line adjustments would only be allowed for specific hardship reasons and subject to Planning Commission review and approval.

This text amendment was recommended for approval by the Planning Commission on October 7, 2022 and was adopted by the Board of Supervisors on November 22, 2022.

- **TA-22-05. Waterworks and Sewerage System and Treatment Works Regulations.** Proposed text amendment to amend Code of Clarke County Chapter 200, Zoning Ordinance (Article I) Sections 7.4.5 (Waterworks and Sewerage System and Treatment Works), 7.5 (RR District Design Standards and Development Regulations), and 7.2.3B (Public Water and Public Sewer Systems); and Subdivision Ordinance (Article II) Sections 4.5.4A (Public Utilities) and 4.5.6 (Private Wells and Onsite Sewage Disposal Systems). The purpose is to remove the prohibition on the use of a waterworks or a sewerage system and treatment works for uses in the Agricultural-Open Space-Conservation (AOC) and Forestal-Open Space-Conservation (FOC) Districts. Additional changes include:

- Prohibiting uses and new subdivisions from being served by public water and public sewer without approval by the Board of Supervisors;
- Clarifying that private wells and onsite sewage disposal systems shall be designed in accordance with Chapter 184 (Wells), Chapter 143 (Septic Systems), Virginia Department of Health regulations, and any other applicable regulations; and
- Requiring all public water distribution and public sewer collection systems to be designed to meet or exceed the regulations and specifications of the Clarke County Sanitary Authority and/or any other applicable federal, state, or local agency.

This text amendment was recommended for approval by the Planning Commission on November 4, 2022 and was adopted by the Board of Supervisors on December 20, 2022.

- **TA-22-06. Structures or Portions of Structures Permitted in Required Setback Areas.** Proposed text amendment to amend Code of Clarke County Chapter 200, Zoning Ordinance (Article I) Section 7.1.2C (Uses and Structures Permitted in Required Setback Areas). The purpose is to specify the types of “architectural features” and “mechanical equipment” which may be located in a setback area, and to remove “swimming pools (above or in ground)” from the list of building elements that may be located within a setback area by up to 50%.

This text amendment was recommended for approval by the Planning Commission on November 4, 2022 and was adopted by the Board of Supervisors on December 20, 2022.

### C. Site Plans

#### County Applications

Three site plan applications were filed for review in 2022, all in conjunction with the aforementioned special use permit applications:

- **SUP-22-01/SP-22-02, Horus Virginia I, LLC**
- **SUP-22-02/SP-22-03, Carter Hall Estate, LLC**
- **SUP-22-03/SP-22-04, Hecate Energy Gun Barrel Road Solar, LLC; Hecate Energy, LLC (applicants)/Debra Diane Davis, Administrator of the Estate of Montie Wood Gibson, Jr. (owner-deceased)**

#### Town of Boyce Applications

Review of one site plan application in the Town of Boyce, held over from 2021, was finally completed in 2022:

- **SP-19-01B, Railway Mail Service Library Foundation / Frank Scheer.** Request approval of a Site Plan to construct an archival library and vehicle preservation structure owned and operated by a non-profit as a community services use per §3-A-2-a-1-c of the Zoning Ordinance. The property is located at 127 East Main Street, Boyce, VA, Tax Map #21A1-A-73, is 22,691 sq. ft. in size, and is zoned Business (B).

### D. Major Subdivision

No major subdivision applications were filed for review in 2022.

### E. Minor Subdivisions/Maximum Lot Size Exceptions

Twelve minor subdivision applications were reviewed in 2022 by the Planning Commission. Two of the applications also included requests for maximum lot size exceptions:

- **MS-22-01, Lawrence R. & Sandy L. Garrison.** Request approval of a two-lot Minor Subdivision for the property identified as Tax Map #22-A-39A, located south of Briggs Road (Route 617), approximately 500 feet from Lime Marl Lane, at the address of 580 Briggs Road, in the Millwood Election District, and zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on March 4, 2022.

- **MS-22-02, Ray M. Pennington, III.** Request approval of a two-lot minor subdivision for the property identified as Tax Map #7-A-85F, located on the east side of Crums Church Rd. (Rt.632) between Laurel Wood Lane and Garden Road (Rt. 675), Russell Election District, zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on April 1, 2022.

- **MS-22-03, L Seven Farm L.C., c/o Thomas Moore Lawson, Manager.** Request approval of a two-lot minor subdivision for the property identified as Tax Map #27-A-6, located near the southeast corner of the Featherbed Road (Rt. 644) and Lord Fairfax Highway (Rt 340) intersection, White Post Election District, zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on April 1, 2022.

- **MS-22-04, Chad S. Elsea (Applicant)/Louise Elsea (Owner).** Request approval of a two-lot Minor Subdivision for the properties identified as Tax Maps #32-14-1 and 32-14-4, located on the east side of Frogtown Road (Rt. 649) in the Millwood Election District, and zoned Forestal-Open Space-Conservation (FOC).

This application was approved by the Planning Commission on October 7, 2022.

- **MS-22-05, 624 Old Waterloo Road, LLC.** Request approval of a two-lot Minor Subdivision for the property identified as Tax Map #21-A-56, located on the south side of Old Waterloo Road (Rt. 667) in the White Post Election District, and zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on July 1, 2022.

- **MS-22-06, 624 Old Waterloo Road, LLC.** Request approval of a two-lot Minor Subdivision for the property identified as Tax Map #21-A-51, located on the south side of Old Waterloo Road (Rt. 667) in the White Post Election District, and zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on July 1, 2022.

- **MS-22-07, David L. & Nicole R. Kimble.** Request approval of a two-lot Minor Subdivision for the property identified as Tax Map #9-A-41 and 9-A-37E (to be merged), located at 1744 Lord Fairfax Highway in the Russell Election District, and zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on July 1, 2022.

- **MS-22-08/MLSE-22-01, Terrence P. Spinosa (Applicant)/George M. Hoff (Owner).** Request approval of a two-lot Minor Subdivision and Maximum Lot Size Exception for the property identified as Tax Map #20-A-18F, located on the east side of Ginns Road (Rt. 644) in the White Post Election District, and zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on September 2, 2022.

- **MS-22-09, L Seven Farm L.C., c/o Thomas Moore Lawson, Manager.** Request approval of a two-lot minor subdivision for the property identified as Tax Map #27-A-6A, located near the southeast corner of the Featherbed Road (Rt. 644) and Lord Fairfax

Highway (Rt 340) intersection, White Post Election District, zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on November 4, 2022.

- **MS-22-10, 624 Old Waterloo Road, LLC.** Request approval of a two-lot Minor Subdivision for the property identified as Tax Map #21-A-56, located on the south side of Old Waterloo Road (Rt. 667) in the White Post Election District, and zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on November 4, 2022.

- **MS-22-11, Donald & Dianna DeWitt.** Request approval of a two-lot minor subdivision for the property identified as Tax Map #3-A-26, located on the east side of Wadesville Road (Route 661), extending to the B&O Railroad, Russell Election District, zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on December 2, 2022.

- **MS-22-12/MLSE-22-02, Timothy Tumblin, Sr., Successor Executor for Larrie P. McDonald Estate.** Request approval of a two-lot minor subdivision and maximum lot size exception for the property identified as Tax Map #13-A-23, on the east side of Triple J Road, approximately 6/10 of a mile north of Senseny Road (Route 657), Russell Election District, zoned Agricultural-Open Space-Conservation (AOC).

This application was approved by the Planning Commission on December 2, 2022.

#### **F. Administrative Site Plans**

Eleven administrative site plans were reviewed and approved by the Zoning Administrator in 2022:

- **ASP-22-01, Shentel, now part of T-Mobile (applicant)/Clarke County Sanitary Authority (owner).** Replace antenna on existing wireless communication facility (WCF #4, Boyce water tank). Property is located at 15 Church Lane, Tax Map #21A1-A-13.
- **ASP-22-02, Travis Sumption (applicant)/Clarke County School Board (owner).** Install public safety radio equipment on existing wireless communication facility (WCF #2, D.G. Cooley tower). Property is located at 88 Ramsburg Lane, Tax Map # 13-A-61.
- **ASP-22-03, SBA Properties, Inc.** Add generator to existing wireless communications facility (WCF #11). Property is located at 20870 Blue Ridge Mountain Road, Tax Map #40-2-1.
- **ASP-22-04, SBA Properties, Inc.** Replace antenna on existing wireless communication facility (WCF #11). Property is located at 20870 Blue Ridge Mountain Road, Tax Map #40-2-1.

- **ASP-22-05, AT&T (applicant)/Blue Sky Tower (owner)**. Add generator to existing wireless communications facility (WCF #7). Property is located at 1531 Springsbury Road, Tax Map #23-A-8B.
- **ASP-22-06, NB+C (applicant)/Clarke County Sanitary Authority (owner)**. Upgrade equipment on existing wireless communications facility (WCF #6, White Post water tank). Property is located at 14341 Lord Fairfax Highway, Tax Map #28-A-27D.
- **ASP-22-07, James Norton-Tower Professionals (applicant)/Clarke County School Board (owner)**. Upgrade shelter at existing wireless communications facility (WCF #2, D.G. Cooley tower). Property is located at 88 Ramsburg Lane, Tax Map # 13-A-61.
- **ASP-22-08, T-Mobile Smartlink Group (applicant)/Clarke County School Board (owner)**. Add generator to existing wireless communications facility (WCF #2, D.G. Cooley tower). Property is located at 88 Ramsburg Lane, Tax Map # 13-A-61.
- **ASP-22-09, Rene Gonzales (applicant)/Blue Sky Tower (owner)**. Upgrade equipment on existing wireless communications facility (WCF #7). Property is located at 1531 Springsbury Road, Tax Map #23-A-8B.
- **ASP-22-10, Locke and Company LLC**. Install grease interceptor. Property is located at 2049 Millwood Road, Tax Map #30A-A-56.
- **ASP-22-11, T-Mobile Northeast LLC (applicant)/Stuart M. Perry Inc. (owner)**. Replace generator at existing wireless communication facility (WCF #9). Property is located at 4163 Harry Byrd Highway, Tax Map #16-A-33.

**G. Board of Zoning Appeals**

One variance application was reviewed by the Board of Zoning Appeals in 2022:

- **BZA-22-01a** – **Alvin B. Poe, Jr.** Request approval of a setback (minimum yard) variance for the expansion of a nonconforming building identified by the address of 214 White Post Road. The proposed expansion would include a 6’ wide, 24’ long, front porch, and a 3’ wide, 4’ long rear stoop overhang. The existing building has a setback of 8.3 feet from the left property line, and 17.8 feet from the right property line, measured from the closest point. The minimum required setback is 25 feet from the side property lines. The proposed setback of the additions from the side property lines would not be closer than the existing building. The property is identified by Tax Map #28A-A-61 and is located within the Neighborhood Commercial (CN) Zoning District, Historic Overlay (H) District, and White Post Election District.

This variance application was approved by the Board of Zoning Appeals on February 28, 2022.

## **H. Board of Septic and Well Appeals**

Two applications for blasting plan approvals were reviewed and approved by the Board of Septic and Well Appeals in 2022:

- **BSA-22-01, H&W Construction Company (William Aikens)**. Request approval of a blasting plan per Clarke County Code Chapter 86 “Explosives” (Article II County-wide) in order to use explosives on the property identified as Tax Map Parcel #29-A-36A located at 1812 John Mosby Highway, Boyce, VA, (VDOT owned Waterloo Park and Ride) White Post Election District, zoned Agricultural/Open Space/Conservation (AOC).

This application was approved by the Board on January 26, 2022.

- **BSA-22-02, Ritter’s Construction Company (Gregory Ritter)**. Request approval of a blasting plan per Clarke County Code Chapter 86 “Explosives” (Article II County-wide) for the property identified as Tax Map #20-2-9 located in the White Post Election District, zoned Agricultural/Open Space/Conservation (AOC).

This application was approved by the Board of March 3, 2022.

## **I. Town of Boyce Activities**

In 2022, Staff continued to provide planning and zoning technical support to the Town of Boyce including day-to-day management of their zoning and subdivision ordinances, review of business license applications forwarded from the Town, and processing of permit applications. Specific projects that required significant Staff time included:

- Reviewed and provided detailed review comments of the draft Town of Boyce Comprehensive Plan update, including two reiterations.
- Compiled zoning ordinance amendments into pdf for website. Sent to Town Manager for update.
- Consulted regarding Smart Scale application process and attended meetings with town representatives and Northern Shenandoah Valley Regional Commission (NSVRC) staff.
- Provided counsel and information related to enforcement actions for a new group home that started without approvals. This included numerous inquiries and responses to inquiries from members of the public.
- Responded to email inquiries from the public related to properties in the Town of Boyce. Met with members of the public in-person as requested.
- Consulted about the possibility of adopting regulations for the Town of Boyce historic district – leading to a meeting with Planning Commission in January 2023.

**J. Other Administrative Reviews**

Planning Department Staff reviewed the following additional administrative applications in 2022:

| <b>Permit Type</b>                                            | <b>2022 Total</b> |
|---------------------------------------------------------------|-------------------|
| Boundary line adjustment                                      | 18                |
| Accessory structure zoning permit                             | 28                |
| Accessory structure zoning permit/no building permit required | 11                |
| Zoning permit – agricultural exemption structure              | 19                |
| Home occupation zoning permit                                 | 39                |
| New residential dwelling                                      | 27                |
| Unheated addition zoning permit                               | 35                |
| Heated addition zoning permit                                 | 17                |
| Commercial accessory structure zoning permit                  | 5                 |
| Short-term residential rental zoning permit                   | 8                 |
| Zoning determination letter                                   | 1                 |
| Sign permit                                                   | 1                 |
| Resistivity test/Karst consultant review                      | 24                |

**K. Special Projects**

In addition to daily planning and zoning activities, the following special projects were undertaken by the Department during the year:

- **Comprehensive Plan Update**  
The Planning Commission’s Comprehensive Plan Committee met five times in 2022 to develop a revised 2022 Plan document which was forwarded to the full Commission for review on April 7. The Commission held a Public Hearing on the 2022 Plan on June 29 and voted to recommend its adoption to the Board of Supervisors on July 1. The Board held a Public Hearing on September 20 and voted to adopt the 2022 Plan.
- **Double Tollgate Area Plan Update**  
The Comprehensive Plan Committee also worked with Staff to revise the Double Tollgate Area Plan. Work on updating the Area Plan was prioritized in response to changes in ownership of the former Camp 7 properties adjoining the plan area to the southeast, and in response to Frederick County’s willingness to provide water and sewer service to the plan area. The Committee developed an updated Area Plan draft over three meetings in 2022 and forwarded the draft to the full Commission for review on June 16. The Commission held a Public Hearing on the 2022 Area Plan on November 4 and voted to recommend its adoption to the Board of Supervisors. The Board held a Public Hearing on January 17, 2023 and voted to adopt the 2022 Area Plan.
- **OnlineRME**  
In an effort to provide better information on the County’s 7,000-8,000 existing onsite sewage disposal systems, Planning Department and Virginia Department of Health (VDH) staff began data entry of permit information into a system known as OnlineRME. This system is a comprehensive database of existing onsite sewage disposal system information that can be publicly accessed via a website. VDH files on existing onsite sewage disposal systems are not able to be directly uploaded into the OnlineRME system so each record



must be keyed into the database manually. Work to input this information began in the summer of 2022 and, by the end of the year, approximately 1000 records were manually entered into OnlineRME.

**L. Planning Commission Subcommittee Meetings**

The following meetings of the Commission’s four subcommittees were held in 2022:

- Policy and Transportation Committee – 4 meetings (March 4, May 19, October 26, and December 2)
- Comprehensive Plan Committee – 7 meetings (January 10, January 25, February 17, March 10, April 7, May 12, and June 16)
- Ordinances Committee – 2 meetings (May 6 and September 2)
- Plans Review Committee – One meeting (August 15)

**3. RESIDENTIAL BUILDING PERMITS**

A total of 89 permits to construct new single-family homes were issued in 2022. 25 permits were issued for lots located outside of the towns, 63 permits were issued in the Town of Berryville, and 1 permit was issued in the Town of Boyce.

**Residential Building Permits Issued, 2000-2022**

| Year | County | Berryville | Boyce | TOTAL | Year | County | Berryville | Boyce | TOTAL |
|------|--------|------------|-------|-------|------|--------|------------|-------|-------|
| 2022 | 25     | 63         | 1     | 89    | 2010 | 10     | 4          | 9     | 23    |
| 2021 | 27     | 87         | 0     | 114   | 2009 | 11     | 1          | 12    | 24    |
| 2020 | 29     | 45         | 5     | 79    | 2008 | 20     | 0          | 23    | 43    |
| 2019 | 29     | 3          | 22    | 54    | 2007 | 39     | 6          | 12    | 57    |
| 2018 | 28     | 2          | 6     | 36    | 2006 | 41     | 25         | 14    | 80    |
| 2017 | 33     | 20         | 0     | 53    | 2005 | 65     | 141        | 15    | 221   |
| 2016 | 29     | 36         | 1     | 66    | 2004 | 81     | 45         | 4     | 130   |
| 2015 | 25     | 20         | 0     | 45    | 2003 | 72     | 53         | 2     | 127   |
| 2014 | 27     | 16         | 3     | 46    | 2002 | 78     | 49         | 2     | 129   |
| 2013 | 21     | 6          | 1     | 28    | 2001 | 86     | 50         | 2     | 138   |
| 2012 | 16     | 4          | 0     | 20    | 2000 | 68     | 33         | 0     | 101   |
| 2011 | 16     | 1          | 0     | 17    |      |        |            |       |       |

**4. SUBDIVISIONS**

Beginning with 2021, information on new subdivisions was be depicted for lots in the County according to the number of new residential lots created, the total area of the new residential lots, total area of residual lots, and any maximum lot size exceptions approved. For the Berryville Annexation Area and the Town of Boyce, subdivision information will continue to be shown in the previous format of the number of new lots created and the total subdivision area. Figures for Berryville include only subdivisions approved in the annexation area covered by the Berryville Area Plan.

Prior subdivision information from 2000-2020 is included in a separate table below:

**County Lots**

| <b>Year</b> | <b>New Residential Lots Created</b> | <b>Total Area – New Residential Lots</b> | <b>Total Area – Residual Lots</b> | <b>Maximum Lot Size Exceptions Approved</b> |
|-------------|-------------------------------------|------------------------------------------|-----------------------------------|---------------------------------------------|
| <b>2022</b> | 13                                  | 53.4712 acres                            | 526.481 acres                     | 2                                           |
| <b>2021</b> | 4                                   | 11.904 acres                             | 388.6535 acres                    | 0                                           |

**Town of Berryville (Annexation Area) and Town of Boyce Lots**

| <b>Year</b> | <b>New Residential Lots Created -- Berryville</b> | <b>Total Area – New Berryville Residential Lots</b> | <b>New Residential Lots Created – Boyce</b> | <b>Total Area – New Boyce Residential Lots</b> |
|-------------|---------------------------------------------------|-----------------------------------------------------|---------------------------------------------|------------------------------------------------|
| <b>2022</b> | 0                                                 | 0                                                   | 0                                           | 0                                              |
| <b>2021</b> | 0                                                 | 0                                                   | 0                                           | 0                                              |

**Subdivisions in the County and Towns – 2000-2020**

| <b>Year</b> | <b>County Lots/<br/>Total Area</b> | <b>Berryville Lots/<br/>Total Area</b> | <b>Boyce Lots/<br/>Total Area</b> |
|-------------|------------------------------------|----------------------------------------|-----------------------------------|
| <b>2020</b> | 7 lots/454.376 acres               | 82 lots/41.26 acres                    | 2 lots/32,071 sq ft               |
| <b>2019</b> | 3 lots/365.5101 acres              | None                                   | None                              |
| <b>2018</b> | 7 lots/660.3924 acres              | None                                   | None                              |
| <b>2017</b> | 5 lots/294.3387 acres              | None                                   | None                              |
| <b>2016</b> | 9 lots/175.7681 acres              | None                                   | None                              |
| <b>2015</b> | 2 lots/18.71 acres                 | None                                   | None                              |
| <b>2014</b> | 13 lots/252 acres                  | None                                   | 20 lots/6 acres                   |
| <b>2013</b> | 4 lots/144 acres                   | None                                   | None                              |
| <b>2012</b> | 6 lots/67 acres                    | None                                   | None                              |
| <b>2011</b> | 8 lots/98 acres                    | None                                   | None                              |
| <b>2010</b> | 5 lots/191 acres                   | None                                   | None                              |
| <b>2009</b> | 5 lots/264.089 acres               | None                                   | 1 lot/<1 acre                     |
| <b>2008</b> | 25 lots/708 acres                  | None                                   | None                              |
| <b>2007</b> | 25 lots/179 acres                  | 1 lot/2 acres                          | 2 lots/2 acres                    |
| <b>2006</b> | 36 lots/799 acres                  | 10 lots/32 acres                       | 1 lot/ <1 acre                    |
| <b>2005</b> | 31 lots/370 acres                  | 99 lots/60 acres                       | 71 lots/15 acres                  |

|             |                     |                   |                  |
|-------------|---------------------|-------------------|------------------|
| <b>2004</b> | 30 lots/325 acres   | 71 lots/72 acres  | 5 lots/2 acres   |
| <b>2003</b> | 34 lots/ 412 acres  | 70 lots/54 acres  | 43 lots/21 acres |
| <b>2002</b> | 40 lots/281 acres   | 100 lots/81 acres | 3 lots/1 acre    |
| <b>2001</b> | 72 lots/535 acres   | 3 lots/0 acres    | 6 lots/1 acre    |
| <b>2000</b> | 25 lots/2,125 acres | 5 lots/72 acres   | n/a              |

**Dwelling Unit Rights (DURs) Used and Remaining by Election District**

Dwelling unit rights were recalculated using available GIS data to achieve improved accuracy. This resulted in minor adjustments from the 2020 data for DURs allocated (previously 6,696) and DURs remaining (previously 3,412). No DUR allocations are shown for the Berryville Election District as it contains no lots that are subject to the County’s sliding-scale zoning system. A total of 50 DURs were used in 2022 either through new home construction or conservation easement.

| <b>Election District</b> | <b>Total Area (acres)</b> | <b>DURs Allocated</b> | <b>DURs Remaining</b> | <b>% Remaining</b> |
|--------------------------|---------------------------|-----------------------|-----------------------|--------------------|
| <b>Berryville</b>        | 885                       | 0                     | 0                     | 0                  |
| <b>Buckmarsh</b>         | 20,622                    | 1,076                 | 532                   | 49.4%              |
| <b>Millwood</b>          | 32,377                    | 1,996                 | 989                   | 49.6%              |
| <b>Russell</b>           | 24,781                    | 1,586                 | 613                   | 38.7%              |
| <b>White Post</b>        | 35,489                    | 1,976                 | 1,163                 | 58.9%              |
|                          |                           |                       |                       |                    |
| <b>TOTAL</b>             | 114,103                   | 6,634                 | 3,297                 | 49.7%              |

## 5. CONSERVATION EASEMENTS

The table below details the acreage of easements by year from 1974 through 2022. The first conservation easement in Clarke County was recorded in 1974 by the Virginia Outdoors Foundation.

### Conservation Easements Added/Dwelling Units Retired, 1974-2022

| YEAR | VOF, OTHERS (acres) | COUNTY (acres) | DURs RETIRED | YEAR         | VOF, OTHERS (acres) | COUNTY (acres) | DURs RETIRED |
|------|---------------------|----------------|--------------|--------------|---------------------|----------------|--------------|
| 1974 | 72                  | 0              | n/a          | 1999         | 951                 | 0              | n/a          |
| 1975 | 4                   | 0              | n/a          | 2000         | 1,453               | 0              | n/a          |
| 1976 | 195                 | 0              | n/a          | 2001         | 764                 | 0              | n/a          |
| 1977 | 119                 | 0              | n/a          | 2002         | 1,180               | 0              | n/a          |
| 1978 | 667                 | 0              | n/a          | 2003         | 133                 | 145            | 3            |
| 1979 | 1,037               | 0              | n/a          | 2004         | 957                 | 35             | 1            |
| 1980 | 166                 | 0              | n/a          | 2005         | 943                 | 313            | 5            |
| 1981 | 0                   | 0              | n/a          | 2006         | 425                 | 579            | 18           |
| 1982 | 100                 | 0              | n/a          | 2007         | 285                 | 1,222          | 45           |
| 1983 | 0                   | 0              | n/a          | 2008         | 0                   | 250            | 12           |
| 1984 | 0                   | 0              | n/a          | 2009         | 230                 | 484            | 13           |
| 1985 | 0                   | 0              | n/a          | 2010         | 0                   | 473            | 21           |
| 1986 | 0                   | 0              | n/a          | 2011         | 210                 | 591            | 18           |
| 1987 | 0                   | 0              | n/a          | 2012         | 0                   | 709            | 26           |
| 1988 | 807                 | 0              | n/a          | 2013         | 1,120               | 612            | 15           |
| 1989 | 1,540               | 0              | n/a          | 2014         | 65                  | 404            | 15           |
| 1990 | 2,503               | 0              | n/a          | 2015         | 17                  | 33             | 3            |
| 1991 | 846                 | 0              | n/a          | 2016         | 0                   | 1,262          | 30           |
| 1992 | 64                  | 0              | n/a          | 2017         | 0                   | 308            | 14           |
| 1993 | 328                 | 0              | n/a          | 2018         | 197                 | 635            | 16           |
| 1994 | 2                   | 0              | n/a          | 2019         | 211                 | 209            | 7            |
| 1995 | 95                  | 0              | n/a          | 2020         | 0                   | 23             | 2            |
| 1996 | 42                  | 0              | n/a          | 2021         | 61                  | 244            | 13           |
| 1997 | 336                 | 0              | n/a          | 2022         | 0                   | 816            | 26           |
| 1998 | 485                 | 0              | n/a          | <b>TOTAL</b> | <b>19,175</b>       | <b>9,390</b>   | <b>277</b>   |

Note – In 2004, 13 lots in the Town of Boyce were retired in conjunction with creation of a conservation easement.

## Conservation Easement Purchase Summary, 2013-2022

| Year | ACRES  | DUR'S TERMINATED | APPRAISED VALUE | DUR PURCHASE VALUE | OWNER SHARE | COUNTY SHARE | GRANT SHARE | GRANT SOURCE           |
|------|--------|------------------|-----------------|--------------------|-------------|--------------|-------------|------------------------|
| 2013 | 80.86  | 4                | \$30,300        | \$0                | \$125,000   | \$27,500     | \$347,500   | PEC, VLCF, VDACS, FRPP |
| 2013 | 217.34 | 4                | \$542,500       | \$0                | \$135,625   | \$32,813     | \$374,062   | PEC, VLCF, VDACS, FRPP |
| 2013 | 68.02  | 3                | \$255,000       | \$0                | \$63,750    | \$3,125      | \$188,125   | PEC, VLCF, VDACS, FRPP |
| 2013 | 140    | 4                | \$560,000       | \$0                | \$140,000   | \$97,500     | \$322,500   | PEC, VLCF, VDACS       |
| 2014 | 58.78  | 3                | \$0             | \$69,600           | \$0         | \$34,800     | \$34,800    | VDACS                  |
| 2014 | 57.90  | 2                | \$173,500       | \$0                | \$43,375    | \$2,718      | \$128,468   | PEC, VLCF, VDACS, FRPP |
| 2014 | 64.82  | 3                | \$194,500       | \$0                | \$48,625    | \$687        | \$145,187   | VLCF, VDACS, FRPP      |
| 2014 | 18.25  | 1                | \$0             | \$0                | \$0         | \$20,000     | \$20,000    | VDACS                  |
| 2014 | 29.11  | 2                | \$0             | \$60,000           | \$0         | \$30,000     | \$30,000    | VDACS                  |
| 2016 | 16.00  | 1                | \$0             | \$40,000           | \$0         | \$20,000     | \$20,000    | VDACS                  |
| 2016 | 94.00  | 3                | \$0             | \$120,000          | \$0         | \$60,000     | \$60,000    | VDACS                  |
| 2016 | 40.57  | 2                | \$0             | \$80,000           | \$0         | \$40,000     | \$40,000    | VDACS                  |
| 2016 | 134.30 | 2                | \$0             | \$32,000           | \$0         | \$16,000     | \$16,000    | VDACS                  |
| 2016 | 80.22  | 2                | \$0             | \$32,000           | \$0         | \$16,000     | \$16,000    | VDACS                  |
| 2016 | 287.57 | 4                | \$0             | \$64,000           | \$0         | \$32,000     | \$32,000    | VDACS                  |
| 2016 | 40.00  | 2                | \$0             | \$32,000           | \$0         | \$16,000     | \$16,000    | VDACS                  |
| 2016 | 18.20  | 3                | \$74,500        | \$0                | \$18,625    | \$9,313      | \$46,562    | VDACS, ALE             |
| 2016 | 35.20  | 2                | \$140,500       | \$0                | \$35,125    | \$17,563     | \$87,812    | VDACS, ALE             |
| 2017 | 23.20  | 2                | \$0             | \$30,160           | \$0         | \$15,080     | \$15,080    | VDACS                  |
| 2018 | 15.01  | 2                | \$0             | \$60,000           | \$0         | \$30,000     | \$30,000    | VDACS                  |
| 2019 | 153.98 | 4                | \$423,500       | \$0                | \$105,875   | \$52,937     | \$264,687   | VDACS, ALE             |
| 2019 | 29.90  | 2                | \$0             | \$75,200           | \$0         | \$37,600     | \$37,600    | VDACS                  |
| 2019 | 25.30  | 1                | \$0             | \$40,000           | \$0         | \$20,000     | \$20,000    | VDACS                  |
| 2021 | 15.46  | 2                | \$0             | \$80,000           | \$0         | \$40,000     | \$40,000    | VDACS                  |
| 2022 | 194.83 | 6                | \$586,000       | \$0                | \$18,375    | \$0          | \$491,250   | VDACS, ALE, VLCF       |
| 2022 | 122.82 | 4                | \$0             | \$140,800          | \$0         | \$70,400     | \$70,400    | VDACS                  |
| 2022 | 88.25  | 3                | \$0             | \$40,800           | \$0         | \$20,400     | \$20,400    | VDACS                  |

\* Represents County funds used to purchase conservation easements; program began in 2003  
 Note - No easement purchases were made in 2015 or 2020.

### Grant Sources

VDACS = Virginia Department of Agriculture and Consumer Services (State)

VLCF = Virginia Land Conservation Fund (State)

FRPP = Farm & Ranchland Protection Program (Federal)

SRDC = Shenandoah Resource Conservation and Development Council (State)

VOF = Virginia Outdoors Foundation (State)

PEC = Piedmont Environmental Council

**6. BIOSOLIDS APPLICATIONS**

On July 15, 1997 the Board of Supervisors approved the adoption of a text amendment establishing standards for the land application of bio-solids. Beginning in 1998, two companies, Bio Gro and Recyc Systems applied biosolids in the County. Currently Synagro (formally Bio-Gro) and Nutri-Blend (formally Wright Trucking) spread on area farms. The following table summarizes the acreages applied each year. In 2018 Recyc submitted applications for 4 new farms and renewed applications for 8 farms previously held by Wright Trucking.

In 2004, State law repealed Counties ability to regulate biosolid application beyond testing and monitoring. The change permits Counties to request reimbursement for expenses relating to monitoring and testing but eliminates increased setback standards that Clarke County had adopted to protect ground and surface water resources in sensitive karst areas.

Beginning January 1, 2008 the Virginia Department of Environmental Quality (DEQ) assumed regulatory oversight of all land application of treated sewage sludge, commonly referred to as biosolids. This action, which moves oversight of the Biosolids Use Regulations from the Virginia Department of Health to DEQ, was at the direction of the 2007 General Assembly, which voted to consolidate the regulatory programs so that all persons land applying biosolids would be subject to uniform requirements, and to take advantage of the existing compliance and enforcement structure at DEQ.

**Biosolids Applications, 1998-2022**

| Year | Acres | # of Farms |  | Year | Acres | # of Farms |
|------|-------|------------|--|------|-------|------------|
| 1998 | 180   | 2          |  | 2011 | 1,800 | 18         |
| 1999 | 625   | 3          |  | 2012 | 1,539 | 18         |
| 2000 | 0     | 0          |  | 2013 | 838   | 8          |
| 2001 | 1,830 | 11         |  | 2014 | 1,784 | 23         |
| 2002 | 1,145 | 11         |  | 2015 | 665   | 13         |
| 2003 | 350   | 3          |  | 2016 | 61    | 1          |
| 2004 | 150   | 4          |  | 2017 | 192   | 5          |
| 2005 | 263   | 3          |  | 2018 | 374   | 5          |
| 2006 | 950   | 9          |  | 2019 | 0     | 0          |
| 2007 | 1,063 | 10         |  | 2020 | 993   | 10         |
| 2008 | 1,307 | 13         |  | 2021 | 0     | 0          |
| 2009 | 1,287 | 13         |  | 2022 | 275   | 4          |
| 2010 | 1,989 | 21         |  |      |       |            |

Clarke County has 12,601.7 acres with 116 sites from the combined three permits VPA01572, VPA01575 and VPA01586. As you can see from the list below there is overlap in the permits.

Recyc Systems Inc - Clarke Co            VPA01572    3,550.8 ac with 26 sites  
Milton F Wright Trucking - Clarke Co    VPA01575    10,556.8 with 94 sites  
Synagro Central LLC - Clarke Co        VPA01586    1,201.9 ac with 15 sites

Biosolids contain about 5-8 pounds of nitrogen per ton of biosolids. There is interest and concern about the effect of biosolids application on the quality of ground water in Clarke County. In order to address this concern, the County applied for and received 2 grants in 2013, totaling \$16,000 to

monitor 10 springs in northern Shenandoah Valley for discharge, TN, TP, ammonia, ortho phosphate, nitrate-nitrite, E. coli, flow, general water chemistry. Springs are in located in karst areas. The purpose is to identify contribution of contamination from springs to surface waters to assist in 1) determining appropriate BMP's on agricultural lands and 2) impact of biosolids applications on water quality as compared to other fertilizer sources. A report detailing the study is available from the Planning Department.

## **7. HISTORIC PRESERVATION COMMISSION (HPC) ACTIVITIES**

The Historic Preservation Commission (HPC) met eight times in 2022 and worked on the following projects:

- **Battle of Berryville study**

The HPC oversaw the work of Richard Grubb & Associates on the Battle of Berryville study, a project that is funded by a survey grant from the American Battlefield Protection Program (ABPP). The purpose of the study was to determine the specific boundaries of the battlefield in order to complete a Preliminary Information Form (PIF) for a possible National Register nomination for the battlefield. A final report was presented by the consultant on July 18, 2022 and the HPC voted to accept the final report at their meeting on July 20, 2022.

- **Annual Historic Preservation Awards**

The HPC held its Annual Historic Preservation Awards ceremony on May 18, 2022. Those honored included:

- Kim Tierney and Rod Baird - Certificate of Merit for the Restoration of Bloomfield
- Clermont Foundation - Certificate of Merit for the Restoration of the Clermont Slave Quarters
- Michael McKenney - Certificate of Merit for the Rehabilitation and Preservation of River House
- Sandy Lerner - Certificate of Merit for the Rehabilitation and Reuse of Locke's Mill

- **Review of historic highway markers**

The HPC continued to work with property owners from Blue Ridge Mountain Road who were interested in having a new historic marker installed to recognize the Bear's Den Rural Historic District. An application for a new marker was submitted but not approved. The HPC considered applications for other rural historic districts but determined that they probably would not meet the state's review criteria.

Two applications for Certificates of Appropriateness were reviewed in 2022:

- **CA-22-01**. Seth W. and Sarah G. Mackay-Smith, owners of Tax Map #28A-A-57, request a Certificate of Appropriateness for re-roofing the tower roof structure on the house addressed as 40 Berrys Ferry Road White Post, VA 22663. The property is located within the Historic Overlay District (H), White Post Historic District, Rural Residential (RR) Zoning District, and is part of the White Post Election District. The proposed re-roofing will include replacing the asphalt shingles with copper roofing material.

The HPC approved this application on July 20, 2022.

- **CA-22-03.** An application for a certificate of appropriateness to complete exterior improvements to 279 White Post Road (TM#28A-A-40), located within the Historic (H) Overlay District, White Post Historic District, and Rural Residential (RR) Zoning District. The proposed improvements include replacement of the metal roof and windows, and the installation of guttering.

The HPC approved this application on September 27, 2022.

## **8. LITTER COMMITTEE ACTIVITIES**

The Clarke County Litter Committee was re-formed in late 2021 and met eight times in 2022 (two meetings lacked a quorum). Activities included:

- Adoption of a mission statement for the Committee at their January 18 meeting:  
  
*“The mission of the Clarke County Litter Committee is to educate, inspire, and empower our community to improve the environment through beautification, litter prevention, and recycling.”*
- Conducted several weekend cleanups around the county with committee members, volunteers, and staff. Locations included:
  - Chet Hobert Park
  - Ruritan Fairgrounds
  - Intersection of U.S. 340 and Route 7
  - Castleman’s Ferry boat landing
  - Berrys Ferry boat landing
- Voted to submit an application to the Virginia Department of Transportation (VDOT) to adopt segments of Salem Church Road and Opequon Road for litter cleanup.
- Initiated a campaign to educate and encourage business owners to replace extended polystyrene (EPS) items with more environmentally-friendly alternatives.
- Helped to promote glass recycling by collaborating with a local resident who operates a small glass grinding machine at her home.
- Conducted various media and public outreach initiatives to promote the Committee’s activities.



# **APPENDIX A – Miscellaneous Activity Tables**

## **Project Application Report**

## Project Application Report - Planning Dept

For Period: 1/1/2022 to 1/31/2022

| Project Type                 | Project Number | Location               | Owner                              | Fees<br>Blank = | Project Status |
|------------------------------|----------------|------------------------|------------------------------------|-----------------|----------------|
| BSA-Blasting Plan Review     | BSA-22-01      | JOHN MOSBY HIGHWAY     | VIRGINIA DEPT OF HIGHWAYS          | \$1,250.00      | APPROVED       |
| Zoning Accessory Structure   | ZPAS-1102      | 2273 SENSENY RD        | BROWN TODD R & CATHY A             | \$200.00        | APPROVED       |
| Zoning Agriculture Structure | ZPAG-7655      | 13869 LORD FAIRFAX HWY | CONRAD SAMUEL CONRAD &             | \$100.00        | APPROVED       |
|                              | ZPAG-804b      | 3158 ALLEN RD          | BARE KRISTEN M                     | \$100.00        | APPROVED       |
|                              | ZPAG-8321      | 3512 CRUMS CHURCH RD   | RAMOS ABEL & ALISIA ANN            | \$100.00        | APPROVED       |
| Zoning Home Occupation       | ZPHO-4882      | 8 E MAIN ST            | CAREY FRANK SUMNER                 | \$100.00        | APPROVED       |
|                              | ZPHO-4935      | 590 WOODLEY LN         | WOODLEY PARK LC                    | \$100.00        | APPROVED       |
|                              | ZPHO-539       | 2085 CRUMS CHURCH RD   | LARUE GARLAND W JR & SANDRA FIELDS | \$100.00        | APPROVED       |
|                              | ZPHO-5479      | 225 OAKLEAF LN         | HARVEY CURTIS E & SUZANNE K        | \$100.00        | APPROVED       |
|                              | ZPHO-7419      | 170 SUMMER SPRINGS LN  | EGAN GILL PATRICK                  | \$100.00        | APPROVED       |
| Zoning Residential           | ZPRN-50        | WADESVILLE ROAD        | DEWITT DONALD                      | \$300.00        | APPROVED       |
|                              | ZPRN-8321      | 3512 CRUMS CHURCH RD   | RAMOS ABEL & ALISIA ANN            | \$300.00        | APPROVED       |
| Zoning Unheated Addition     | ZPUA-311       | 1356 PIERCE RD         | HURD ANDERS S                      | \$100.00        | APPROVED       |
|                              | ZPUA-4509      | 346 SALEM CHURCH RD    | GERENSKI EMILY                     | \$100.00        | APPROVED       |
|                              | ZPUA-4824      | 6 W SHARON DR          | MINEHART GREGORY R & DARLA S       | \$100.00        | APPROVED       |
|                              | ZPUA-5883      | 98 WHITE POST RD       | FRANKLIN ANDREW L                  | \$100.00        | APPROVED       |
|                              | ZPUA-824       | 1219 LORD FAIRFAX HWY  | KOBAYASHI TURNER MASARU & MARY KAY | \$100.00        | APPROVED       |

## Project Application Report - Planning Dept

For Period: 2/1/2022 to 2/28/2022

| Project Type                   | Project Number | Location                       | Owner                              | Fees     | Project Status |
|--------------------------------|----------------|--------------------------------|------------------------------------|----------|----------------|
| RESISTIVITY TEST               | RSTV-4917      | 159 MAJESTYS PRINCE LN         | WALNUT HALL FARM LLC               | \$275.00 | APPROVED       |
|                                | RSTV-5121      | 494 LLEWELLYN LN               | REULING FRANK H JR                 | \$550.00 | APPROVED       |
| Zoning Accessory Structure     | ZPAS-7446      | 122 ALLEGHENY RIDGE LN         | SP CAPITAL LLC                     | \$200.00 | APPROVED       |
|                                | ZPAS-9072      | 323 MINNIEWOOD LN              | BROWN HEIDI L & WADE A NOEL        | \$200.00 | APPROVED       |
| Zoning Agriculture Structure   | ZPAG-255       | 525 FISHPAW RD                 | KOON ROBERT W JR & DONNA L         |          | APPROVED       |
|                                | ZPAG-6508b     | 73 PROVIDENCE LN               | MASUCCI GREGORY E &                | \$100.00 | APPROVED       |
| Zoning Home Occupation         | ZPHO-1026      | 149 MIDDLE COTTAGE LN          | SENSENY SOUTH CORPORATION          | \$100.00 | APPROVED       |
|                                | ZPHO-52        | 1556 WADESVILLE RD             | DUNNING LILY ROSE & IAN WIDMAN     | \$100.00 | APPROVED       |
|                                | ZPHO-7186      | 80 LAFAYETTE LN                | CULLINANE LUKE MICHAEL             | \$100.00 | APPROVED       |
| Zoning No Building Permit      | ZPNP-3806      | 30 POPLAR LN                   | OLSON CRAIG L & DIANNA L           | \$100.00 | APPROVED       |
|                                | ZPNP-4824      | 6 W SHARON DR                  | NUNEZ YAEL                         | \$100.00 | APPROVED       |
| Zoning Permit Heated Addition  | ZPHA-1064      | 819 TRIPLE J RD                | PASCALE JOSEPH A                   | \$200.00 | APPROVED       |
|                                | ZPHA-5499      | 203 KELLY LN                   | LANDMESSER MICHAEL TODD & SUSAN K  | \$200.00 | APPROVED       |
| Zoning Prmt Comm Acc Structure | ZPAC-5375      | 131 RETREAT RD                 | BLUE RIDGE VOLUNTEER FIRE CO INC   | \$500.00 | APPROVED       |
| Zoning Residential             | ZPRN-154       | WITHERS LARUE ROAD, VACANT LOT | ELDER BEVERLY N REV TRUST          | \$300.00 | APPROVED       |
|                                | ZPRN-5153      | 2221 SPRINGSBURY RD            | BATTERTON ROY J JR & ELSIE CO TRST | \$300.00 | APPROVED       |
|                                | ZPRN-7755      | LEEDS MANOR LANE, LOT 5        | JOOST GORDON M                     | \$300.00 | APPROVED       |
| Zoning Unheated Addition       | ZPUA-2359      | 6294 LORD FAIRFAX HWY          | JBH INVESTMENTS LLC                | \$100.00 | APPROVED       |
|                                | ZPUA-2619      | 3031 CASTLEMAN RD              | MABBITT BRUCE & JANET              | \$100.00 | APPROVED       |

## Project Application Report - Planning Dept

For Period: 3/1/2022 to 3/31/2022

| Project Type                   | Project Number | Location                              | Owner                              | Fees     | Project Status |
|--------------------------------|----------------|---------------------------------------|------------------------------------|----------|----------------|
| Administrative Site Plan       | ASP-22-02      | 34 WESTWOOD RD                        | CLARKE COUNTY SCHOOL BOARD         |          | APPROVED       |
| Boundary Line Adjustment       | BLA-22-02      | 643 LANDER LANE                       | KEENELAND PROPERTY OWNERS ASSOC    | \$500.00 | APPROVED       |
| RESISTIVITY TEST               | RSTV-1161      | 7778 SPRINGSBERRY ROAD                | BELL JAMES DAVID                   | \$275.00 | APPROVED       |
| Zoning Accessory Structure     | ZPAS-4702      | 107 W MAIN ST                         | ROYSTON RYAN C & RIEMAN C          | \$200.00 | APPROVED       |
|                                | ZPAS-5825      | 450 BERRYS FERRY RD                   | MORRIS SUSAN T                     | \$200.00 | APPROVED       |
|                                | ZPAS-6672      | 3100 BORDENS SPRING RD                | WEISS CHRISTIE ANNE                | \$200.00 | APPROVED       |
|                                | ZPAS-6676      | 3285 BORDENS SPRING RD                | MOORE MICHELE M                    | \$200.00 | APPROVED       |
| Zoning Agriculture Structure   | ZPAS-9082      | 918 MORGANS MILL RD                   | DELSIGNORE DANIEL E & BRITTANY M   | \$200.00 | APPROVED       |
| Zoning Home Occupation         | ZPAG-1048      | 988 WESTWOOD RD                       | SIMS AARON WAYNE & REBECCA ANN     | \$100.00 | APPROVED       |
| Zoning Home Occupation         | ZPHO-3254      | 309 HONEYSUCKLE LN                    | CLEMMONS BRADFORD L JR             | \$100.00 | APPROVED       |
|                                | ZPHO-399       | 252 RUSSELL RD                        | MAINELLO ANGELA & MATTHEW WARFIELD | \$100.00 | APPROVED       |
|                                | ZPHO-6038      | 382 TILTHAMMER MILL RD                | CRIDER KEITH D & AARON B           | \$100.00 | APPROVED       |
|                                | ZPHO-9204      | 5 E HUNTINGDON LN                     | RIEGER JAMES F & CAROLINE F MCKAY  | \$100.00 | APPROVED       |
| Zoning No Building Permit      | ZPNP-8567      | 375 DOUBLE WOOD LN                    | DOUBLE WOOD FARM LLC               | \$100.00 | APPROVED       |
| Zoning Prmt Comm Acc Structure | ZPAC-7788      | 14341 LORD FAIRFAX HWY                | CLARKE COUNTY SANITARY AUTHORITY   | \$500.00 | APPROVED       |
| Zoning Residential             | ZPRN-6353      | 2683 MOUNT CARMEL RD                  | PRATT LOWELL DORRANCE JR & MARY CH | \$300.00 | APPROVED       |
|                                | ZPRN-6847      | 1550 SHENANDOAH RIVER LN              | CORBIN TED & SANDRA                | \$300.00 | APPROVED       |
|                                | ZPRN-8520      | VACANT LOT, CORNER OF EBENEZER RD/RT7 | BELAY TADELE                       | \$300.00 | APPROVED       |
|                                | ZPRN-9348      | 104 RATCLIFFE LN                      | BOWEN THOMAS C                     | \$300.00 | APPROVED       |
| Zoning Unheated Addition       | ZPUA-266       | 2455 RUSSELL RD                       | JOHNSON CALVIN G & CYNTHIA L       | \$100.00 | APPROVED       |
|                                | ZPUA-8717a     | 209 PLEASANT HILL DR                  | WHITAKER MATTHEW W & CARINA L CERQ | \$100.00 | APPROVED       |

## Project Application Report - Planning Dept

For Period: 4/1/2022 to 4/30/2022

| Project Type                 | Project Number | Location                             | Owner                              | Fees <input type="checkbox"/> | Project Status |
|------------------------------|----------------|--------------------------------------|------------------------------------|-------------------------------|----------------|
| Boundary Line Adjustment     | BLA-22-04      | 3444 CALMES NECK LN                  | BATHON STEPHEN R & GAYLE E         | \$500.00                      | APPROVED       |
| Zoning Accessory Structure   | ZPAS-279       | 1492 PARKER LN                       | EBLEN FREDERICK PATTEN & SUZANNE E | \$200.00                      | APPROVED       |
|                              | ZPAS-6987      | 167 RIVER HOUSE LN                   | MCKENNEY MICHAEL JOSEPH            | \$200.00                      | APPROVED       |
|                              | ZPAS-8920a     | 320 MINNIEWOOD LN                    | ERISMAN KEVIN & SHERRIE RANSIER    | \$200.00                      | APPROVED       |
| Zoning Agriculture Structure | ZPAG-383       | 11862 HARRY BYRD HWY                 | GONZALEZ ADOLFO JAVIER             | \$100.00                      | APPROVED       |
|                              | ZPAG-5388      | 182 WORTHINGTON LANE                 | BAILEY AMELIA DENISE TR            | \$100.00                      | APPROVED       |
|                              | ZPAG-5788a     | VACANT LOT, CARTERS LINE ROAD        | HARRIS TERESA A & AL P SAUFLEY II  | \$100.00                      | APPROVED       |
| Zoning Home Occupation       | ZPHO-1112      | 1151 SENSENY RD                      | BUTLER JOHN W & TAMMY K            | \$100.00                      | APPROVED       |
|                              | ZPHO-271       | 67 FISHPAW RD                        | YEATES JOHN EDMOND                 | \$100.00                      | APPROVED       |
|                              | ZPHO-4284      | 180 CEDAR LN                         | HACKBERRY LLC 2020                 | \$100.00                      | APPROVED       |
|                              | ZPHO-5298      | 1278 CHILLY HOLLOW RD                | MASSANOPOLI PAUL S & JULIE A EATON | \$100.00                      | APPROVED       |
|                              | ZPHO-8344      | 333 RUSSELL RD                       | WILLIAMS LARRY & ANNICK-GUERIN-WIL | \$100.00                      | APPROVED       |
|                              | ZPHO-9252      | 116 STELLA MAE LN                    | CARY ANDREW RICHARD & BREEANN DEVI | \$100.00                      | APPROVED       |
| Zoning Residential           | ZPRN-4603      | 247 PYLETOWN RD                      | HLYWIAK SVEN M & ERSA              | \$300.00                      | APPROVED       |
|                              | ZPRN-6747      | VACANT LOT 20, SHENANDOAH RIVER LANE | 5309 RIVER LLC                     | \$300.00                      | APPROVED       |
|                              | ZPRN-6883      | VACANT LOT, ANAMARIA LANE            | EMBREY JAMES S                     | \$300.00                      | APPROVED       |
| Zoning Unheated Addition     | ZPUA-4284      | 180 CEDAR LN                         | HACKBERRY LLC 2020                 | \$100.00                      | APPROVED       |
|                              | ZPUA-5571      | 28 VALLEY SPRINGS LN                 | WHITE JACOB CHRISTOPHER            | \$100.00                      | APPROVED       |
|                              | ZPUA-63        | 2470 OLD CHARLES TOWN RD             | FRYE RONALD W & PAULA J            | \$100.00                      | APPROVED       |

## Project Application Report - Planning Dept

For Period: 5/1/2022 to 5/31/2022

| Project Type                  | Project Number | Location                   | Owner                              | Fees     | Project Status |
|-------------------------------|----------------|----------------------------|------------------------------------|----------|----------------|
| Administrative Site Plan      | ASP-22-03      | 20870 BLUE RIDGE MTN RD    | SBA PROPERTIES INC                 | \$625.00 | APPROVED       |
|                               | ASP-22-05      | 1531 SPRINGSBURY RD        | BLUE SKY TOWERS LLC                | \$625.00 | APPROVED       |
| RESISTIVITY TEST              | RSTV-6295      | LOT 72, CALMES NECK LANE   | ZEISSET PAUL T                     | \$275.00 | APPROVED       |
| Zoning Accessory Structure    | ZPAS-7596      | 835 SUNNY CANYON LN        | BROWN ANDREW KEONE & ZOE BELLE     | \$200.00 | APPROVED       |
| Zoning Home Occupation        | ZPHO-5267      | 289 HUNTING RIDGE LN       | MCMASTER CHRISTOPHER D &           | \$100.00 | APPROVED       |
|                               | ZPHO-5667      | 284 GOOD SHEPHERD RD       | NGUYEN LEANG                       | \$100.00 | APPROVED       |
|                               | ZPHO-6128      | 1824 MILLWOOD RD           | RANDOLPH NANCY ESTATE              | \$100.00 | APPROVED       |
|                               | ZPHO-6670      | 1618 CARTERS LINE RD       | MCINTIRE P T & SONS INC            | \$100.00 | APPROVED       |
|                               | ZPHO-8064      | 186 SILVER RIDGE LN        | CRAIG DAVID M & KIM W              | \$100.00 | APPROVED       |
| Zoning Permit Heated Addition | ZPHA-597       | 50 CASTLEROCK LN           | SOWDER BRETT A & DONNA E           | \$200.00 | APPROVED       |
|                               | ZPHA-7611      | 3195 LORD FAIRFAX HWY      | OWENS WILLIAM J & ILLA JANE        | \$200.00 | APPROVED       |
|                               | ZPHA-9178      | 1520 TRAPP HILL RD         | KELLY JAMES B & JEANNE E TRUSTEES  | \$200.00 | APPROVED       |
| Zoning Residential            | ZPRN-316       | 1901 RUSSELL RD            | CANTERBURY RANDALL L               | \$300.00 | APPROVED       |
|                               | ZPRN-4028      | VACANT LOT, HACKBERRY LANE | HACKBERRY 2020 LLC                 | \$300.00 | APPROVED       |
|                               | ZPRN-5129      | 494 LLEWELLYN LANE         | REULING FRANK JR & TRESSA BORLAND  | \$300.00 | APPROVED       |
|                               | ZPRN-87        | 978 OLD CHARLES TOWN RD    | POOLE RANDALL C & MONACA L         | 0        | APPROVED       |
|                               | ZPRN-9069      | 0 SHARON DRIVE             | HARPER-SILFIES VALERIE             | \$300.00 | APPROVED       |
| Zoning Unheated Addition      | ZPUA-205       | 778 WRIGHTS MILL RD        | ELSEA DONNIE LLOYD & BILLIE        | \$100.00 | APPROVED       |
|                               | ZPUA-712       | 1504 SUMMIT POINT RD       | ALWAY GERALD B & HANNA F           | \$100.00 | APPROVED       |
|                               | ZPUA-8739      | 228 PLEASANT HILL DR       | HAREN KENNETH A JR & STEPHANIE KLO | \$100.00 | APPROVED       |

## Project Application Report - Planning Dept

For Period: 6/1/2022 to 6/30/2022

| Project Type                   | Project Number | Location                   | Owner                              | Fees     | Project Status |
|--------------------------------|----------------|----------------------------|------------------------------------|----------|----------------|
| Zoning Accessory Structure     | ZPAS-14        | 3525 OLD CHARLES TOWN RD   | BARBER DERRECK & LISA MARIE DILGER | \$200.00 | APPROVED       |
|                                | ZPAS-5180a     | 2704 SPRINGSBURY RD        | DODSON FRED WILLIAM II             | \$200.00 | APPROVED       |
|                                | ZPAS-6609      | 32600 MOUNT WEATHER RD     | LEONARD EDWARD M & CYNTHIA T       | \$200.00 | APPROVED       |
| Zoning Home Occupation         | ZPHO-2357      | 6330 LORD FAIRFAX HWY      | GIBSON ANTHONY D                   | \$100.00 | APPROVED       |
|                                | ZPHO-4805      | 137 SARATOGA AVE           | JACKSON MARSHA L & WILLIAM F       | \$100.00 | APPROVED       |
|                                | ZPHO-5692      | 4302 STONEWALL JACKSON HWY | PETROW BORIS & VICKIE              | \$100.00 | APPROVED       |
|                                | ZPHO-6767      | 680 SHENANDOAH RIVER LN    | HOBBS ROBERT LEE & KATHLEEN S      | \$100.00 | APPROVED       |
| Zoning No Building Permit      | ZPNP-4903      | 3 VIRGINIA AVE             | HUNTER APRIL                       | \$100.00 | APPROVED       |
|                                | ZPNP-5929      | 49 POWHATAN LN             | POWHATAN SCHOOL                    | \$100.00 | APPROVED       |
| Zoning Permit Heated Addition  | ZPHA-6844a     | 1686 SHENANDOAH RIVER LN   | DILLION GERALD KEITH & CHRISTY J   | \$200.00 | APPROVED       |
|                                | ZPHA-805       | 1245 CLIFTON RD            | JOHNSON MARY J                     | \$200.00 | APPROVED       |
| Zoning Prmt Comm Acc Structure | ZPAC-1056a     | 225 AL SMITH CIR           | BOARD OF SUPERVISORS               | \$500.00 | APPROVED       |
| Zoning Residential             | ZPRN-4635      | 12465 LORD FAIRFAX HWY     | THOMAS SUZANNE WHITACRE &          | \$300.00 | APPROVED       |
| Zoning Unheated Addition       | ZPUA-4217      | 66 HOLLY LN                | HILL RICHARD A JR                  | \$100.00 | APPROVED       |
|                                | ZPUA-5835      | 325 BERRYS FERRY RD        | TULICK ANNE S                      | \$100.00 | APPROVED       |
|                                | ZPUA-8662      | 144 DEER WOOD LN           | OWSLEY DAVA WILLIS                 | \$100.00 | APPROVED       |
|                                | ZPUA-8675      | 86 OLD TAVERN LN           | SOLANKI MADHUR & MARYAM TABATABAI  | \$100.00 | APPROVED       |

## Project Application Report - Planning Dept

For Period: 7/1/2022 to 7/31/2022

| Project Type                  | Project Number | Location                | Owner                                    | Fees <input type="checkbox"/> | Project Status |
|-------------------------------|----------------|-------------------------|------------------------------------------|-------------------------------|----------------|
| Administrative Site Plan      | ASP-22-08      | 34 WESTWOOD RD          | CLARKE COUNTY SCHOOL BOARD               | \$625.00                      | APPROVED       |
| Short Term Residential Rental | STRR-6314      | 120 BLUE BIRD LN        | CONLEY JENNIFER M                        |                               | APPROVED       |
|                               | STRR-6397      | 4822 EBENEZER RD        | COUNTY OF CLARKE                         |                               | APPROVED       |
|                               | STRR-9075      | 3165 KIMBLE RD          | AYLESTOCK DOUGLAS W & LOIS J             |                               | APPROVED       |
| Zoning Accessory Structure    | ZPAS-2628      | 397 SHEPHERDS MILL RD   | FARLEY CARTER & MICHELLE                 | \$200.00                      | APPROVED       |
|                               | ZPAS-4947      | 259 LIME MARL LN        | FINNIFF KATHRYN M                        | \$200.00                      | APPROVED       |
|                               | ZPAS-7747      | 155 LLOYDS RIDGE LN     | SRFT                                     | \$200.00                      | APPROVED       |
| Zoning Agriculture Structure  | ZPAG-5045      | 2338 BISHOP MEADE RD    | DESROSIERS MATTHEW L & LISA B EAGL       | \$100.00                      | APPROVED       |
|                               | ZPAG-9379a     | 764 STRINGTOWN RD       | MCCLINTIC JACKLYN ARDINIA KETTERMAN & JO | \$100.00                      | APPROVED       |
| Zoning Home Occupation        | ZPHO-7445      | 149 ANNA LN             | BRIGGS DONALD JR & KAY TRUSTEES          | \$100.00                      | APPROVED       |
| Zoning Permit Heated Addition | ZPHA-7719      | 11876 LORD FAIRFAX HWY  | MYER JOHN T & TINA J B                   | \$200.00                      | APPROVED       |
|                               | ZPHA-8243      | 450 SILVER RIDGE LN     | KNITTLE KELLY B & PAUL G                 | \$200.00                      | APPROVED       |
| Zoning Residential            | ZPRN-7592      | 3805 MILLWOOD RD        | STRANGE LUCILLE A & PAUL G               | \$300.00                      | APPROVED       |
|                               | ZPRN-9202      | 0                       | KENNEDY STEVEN & SHYLA                   | \$300.00                      | APPROVED       |
| Zoning Unheated Addition      | ZPUA-2328      | 6939 LORD FAIRFAX HWY   | FEDERAL HOME MORTGAGE CORP               | \$100.00                      | APPROVED       |
|                               | ZPUA-4596      | 414 PYLETOWN RD         | PARROTT JACK A & EILEEN M                | \$100.00                      | APPROVED       |
|                               | ZPUA-6612      | 19655 BLUE RIDGE MTN RD | MELGAARD THOMAS L & JANEL T              | \$100.00                      | APPROVED       |
|                               | ZPUA-9081      | 830 PARSHALL RD         | OHARA DANIEL J & MONICA E                | \$100.00                      | APPROVED       |



**Project Application Report - Planning Dept**

For Period: 8/1/2022 to 8/31/2022

| Project Type                         | Project Number | Location                   | Owner                             | Fees                                           | Project Status |
|--------------------------------------|----------------|----------------------------|-----------------------------------|------------------------------------------------|----------------|
| <b>RESISTIVITY TEST</b>              | RSTV-2656      | 709 AUBURN RD              | FAIRBANK THOMAS L                 | \$275.00                                       | APPROVED       |
|                                      | RSTV-5084      | BISHOP MEAD RD, VACANT LOT | HUGHES WALTER L                   | \$275.00                                       | APPROVED       |
|                                      | RSTV-9277      | 721 OAKLAND LN             | TRANCO FARMS INC                  | \$275.00                                       | APPROVED       |
| <b>Zoning Accessory</b>              | ZPAS-7016      | 404 CAREFREE LN            | RILEY DANIEL W & MARGARET C       | \$200.00                                       | APPROVED       |
|                                      | ZPAS-7838      | 1133 BISHOP MEADE RD       | MILLER JOSH                       | \$200.00                                       | APPROVED       |
| <b>Zoning Agriculture Structure</b>  | ZPAG-2695      | 992 RETREAT RD             | IWERSEN RICHARD D SR              | \$100.00                                       | APPROVED       |
|                                      | ZPAG-9551      | 351 OLD CHARLES TOWN RD    | NORTH CLARKE LLC                  | \$100.00                                       | APPROVED       |
| <b>Zoning Home Occupation</b>        | ZPHO-6634      | 175 SKYHORSE LN            | BRENDEL ROBERT A & NANCY C SHAW   | bed & breakfast fee waived during grace period | APPROVED       |
|                                      | ZPHO-7662      | 3374 SHEPHERDS MILL RD     | EMRICK GARY E                     | \$100.00                                       | APPROVED       |
| <b>Zoning No Building Permit</b>     | ZPNP-4582      | 2438 PYLETOWN RD           | BURKE KIMBERLY M & DANIEL R       | \$100.00                                       | APPROVED       |
|                                      | ZPNP-4852      | 5 VIRGINIA AVE             | VIRTS GLORIA & MARY ETHEL SPENCER | \$100.00                                       | APPROVED       |
| <b>Zoning Permit Heated Addition</b> | ZPHA-9222      | 2283 SWIMLEY RD            | MOBERG KELLY A & ROBERT W PEPIN   | \$200.00                                       | APPROVED       |
| <b>Zoning Unheated Addition</b>      | ZPUA-6083      | 1150 TILTHAMMER MILL RD    | BURWELL BELINDA L & JAMES KLENKAR | \$100.00                                       | APPROVED       |
|                                      | ZPUA-6646      | 19315 BLUE RIDGE MTN RD    | ENGLISH SHERRI LYNN &             | \$100.00                                       | APPROVED       |
|                                      | ZPUA-7662      | 3374 SHEPHERDS MILL RD     | EMRICK GARY E                     | \$100.00                                       | APPROVED       |

## Project Application Report - Planning Dept

For Period: 9/1/2022 to 9/30/2022

| Project Type                | Project Number | Location                    | Owner                           | Fees <input type="checkbox"/> | Project Status |
|-----------------------------|----------------|-----------------------------|---------------------------------|-------------------------------|----------------|
| Zoning Accessory Structure  | ZPAS-1137      | 5973 LORD FAIRFAX HWY       | WOOD IRIS H                     | \$200.00                      | APPROVED       |
|                             | ZPAS-7550      | 94 ANTIQUE LN               | COON CARLTON & CHRISTINE N      | \$200.00                      | APPROVED       |
| Zoning Determination Letter | ZDL-5981       | 535 CARTER HALL LN          | GREENHALGH LANGDON              |                               | APPROVED       |
| Zoning Home Occupation      | ZPHO-6038a     | 382 TILTHAMMER MILL RD      | CRIDER KEITH D & AARON B        | \$100.00                      | APPROVED       |
|                             | ZPHO-6840      | 1527 SHENANDOAH RIVER LN    | TEBBETTS JAMES A & SALLY A      | \$100.00                      | APPROVED       |
| Zoning No Building Permit   | ZPNP-2511      | 10 DONN LN                  | GRAHAM JOSEPH A & J BRADLEY     | \$100.00                      | APPROVED       |
|                             | ZPNP-4712      | 2 W MAIN ST                 | ROYAL WINCHESTER PROPERTIES LLC | \$100.00                      | APPROVED       |
| Zoning Residential          | ZPRN-2656      | 709 AUBURN RD               | FAIRBANK THOMAS L               | \$300.00                      | APPROVED       |
|                             | ZPRN-5084      | Vacant Lot, Bishop Meade Rd | HUGHES WALTER L                 | \$300.00                      | APPROVED       |
| Zoning Unheated Addition    | ZPUA-311a      | 1356 PIERCE RD              | WILLIAM & ANN BISHOP            | \$100.00                      | APPROVED       |
|                             | ZPUA-542       | 980 LONGMARSH RD            | NEWCOMB CYNTHIA COCHRAN TRSTEE  | \$100.00                      | APPROVED       |
|                             | ZPUA-6853      | 491 ANAMARIA LN             | MARISH WAYNE E & JOANN          | \$100.00                      | APPROVED       |
|                             | ZPUA-7139      | 374 JOHN MOSBY HWY          | ROOTES RICHARD A & CHRISTINE M  | \$100.00                      | APPROVED       |
|                             | ZPUA-7611      | 3195 LORD FAIRFAX HWY       | OWENS WILLIAM J & ILLA JANE     | \$100.00                      | APPROVED       |

## Project Application Report - Planning Dept

For Period: 10/1/2022 to 10/31/2022

| Project Type                                         | Project Number | Location               | Owner                                    | Fees     | Project Status |
|------------------------------------------------------|----------------|------------------------|------------------------------------------|----------|----------------|
| Boundary Line Adjustment                             | BLA-22-16      | 0 BLUE RIDGE MTN RD    | ATWATER JOHN                             | \$500.00 | APPROVED       |
| Cert Apprprtss<br>AOC/FOC/RES/NP<br>RESISTIVITY TEST | ASP-22-09      | 1531 SPRINGSBURY RD    | BLUE SKY TOWERS<br>LLC                   | \$625.00 | APPROVED       |
|                                                      | RSTV-446       | 255 KIMBLE RD          | BRIDWELL-SMITH<br>PAMELA J & STEPHEN     | \$275.00 | APPROVED       |
|                                                      | RSTV-9395      | 0 WHITE POST RD        | STUART PROPERTIES<br>LLC                 | \$275.00 | APPROVED       |
| Zoning Accessory Structure                           | ZPAS-5853a     | 257 WHITE POST RD      | ENGEL PETER R &<br>KATHLEEN A            |          | APPROVED       |
|                                                      | ZPAS-8430      | 2500 CASTLEMAN RD      | DAY JASON D &<br>ROBIN M                 | \$200.00 | APPROVED       |
| Zoning Agriculture<br>Structure                      | ZPAG-804c      | 3158 ALLEN RD          | BARE KRISTEN M                           | \$100.00 | APPROVED       |
|                                                      | ZPAG-8197      | 266 TILTHAMMER MILL RD | MCCLENAHAN<br>TIMOTHY J & ROBIN L        | \$100.00 | APPROVED       |
| Zoning Home Occupation                               | ZPHO-232       | 44 PIERCE RD           | WALKER ARENA LLC                         | \$100.00 | APPROVED       |
|                                                      | ZPHO-7279      | 73 LAKEVIEW LN         | LOCKE DANIEL C &<br>STACY R              | \$100.00 | APPROVED       |
| Zoning No Building Permit                            | ZPNP-3723      | 28 MAPLE LN            | CORE THERESA<br>LYNN & PEGGY &<br>DONALD | \$100.00 | APPROVED       |
|                                                      | ZPNP-7635      | 235 LEWIS FARM LN      | LESMAN ROBERT G &<br>ANN S C             | \$100.00 | APPROVED       |
| Zoning Permit Heated<br>Addition                     | ZPHA-446       | 255 KIMBLE RD          | MURPHY MICHAEL                           | \$200.00 | APPROVED       |
|                                                      | ZPHA-5171      | 1689 BRIGGS RD         | MYER JOSEPH                              | \$200.00 | APPROVED       |
|                                                      | ZPHA-5985      | 3464 MILLWOOD RD       | JOHNSON H REBECCA                        | \$200.00 | APPROVED       |
|                                                      | ZPHA-6821      | 6734 HOWELLSVILLE RD   | TEBBETTS JAMES A &<br>SALLY A            | \$200.00 | APPROVED       |
| Zoning Residential                                   | ZPRN-37        | 815 SWIMLEY RD         | FUNK PRESTON S &<br>CHRISTINE M          | \$300.00 | APPROVED       |
|                                                      | ZPRN-6392      | 673 FROGTOWN RD        | ELSEA THELMA<br>LOUISE                   | \$300.00 | APPROVED       |
|                                                      | ZPRN-9212      | QUEENSHIP LANE, LOT 4  | HEMLOCK MOUNTAIN<br>BUILDERS, LLC        | \$300.00 | APPROVED       |
|                                                      | ZPRN-9638      | 0 BLUE RIDGE MTN RD    | ATWATER JOHN                             | \$300.00 | APPROVED       |
| Zoning Unheated Addition                             | ZPUA-7635      | 235 LEWIS FARM LN      | LESMAN ROBERT G &<br>ANN S C             | \$100.00 | APPROVED       |
|                                                      | ZPUA-8675a     | 86 OLD TAVERN LN       | SOLANKI MADHUR &<br>MARYAM TABATABAI     | \$100.00 | APPROVED       |

## Project Application Report - Planning Dept

For Period: 11/1/2022 to 11/30/2022

| Project Type                   | Project Number | Location              | Owner                              | Fees     | Project Status |
|--------------------------------|----------------|-----------------------|------------------------------------|----------|----------------|
| RESISTIVITY TEST               | RSTV-1017      | 1691 TRIPLE J RD      | BURNER PATSY M                     | \$275.00 | APPROVED       |
| Zoning Accessory Structure     | ZPAS-6029      | 180 RIVER HOUSE LN    | STICKMAN JOSEPH NOLAND             | \$200.00 | APPROVED       |
| Zoning Agriculture Structure   | ZPAG-5125      | 2000 SPRINGSBURY RD   | FAUSEY CAMRYNN & JONATHAN          | \$100.00 | APPROVED       |
|                                | ZPAG-57        | 845 WADESVILLE RD     | ERMINI LISA M                      | \$100.00 | APPROVED       |
|                                | ZPAG-8258a     | 1560 WITHERS LARUE RD | BALL CHARLES C & DAWN M            | \$100.00 | APPROVED       |
| Zoning Permit Heated Addition  | ZPHA-5398      | 3811 EBENEZER RD      | DOUBLE WOOD FARM LLC               | \$200.00 | APPROVED       |
| Zoning Prmt Comm Acc Structure | ZPAC-1056b     | 225 AL SMITH CIR      | BOARD OF SUPERVISORS               | \$500.00 | APPROVED       |
| Zoning Unheated Addition       | ZPUA-9030      | 208 BRADFORD DR       | HILDEBRAND SHARON & RUSSELL SHEETS | \$100.00 | APPROVED       |

## Project Application Report - Planning Dept

For Period: 12/1/2022 to 12/31/2022

| Project Type                   | Project Number | Location                | Owner                              | Fees     | Project Status |
|--------------------------------|----------------|-------------------------|------------------------------------|----------|----------------|
| Administrative Site Plan       | ASP-22-11      | 4163 HARRY BYRD HWY     | PERRY STUART M INC                 | \$625.00 | APPROVED       |
| Zoning Accessory Structure     | ZPAS-6156      | 91 CUNNINGHAM LN        | MASON-SMITH BETTY                  | \$200.00 | APPROVED       |
|                                | ZPAS-8002      | 164 OLD CHARLES TOWN RD | FOCKLER REBECCA SHIELDS & CURTIS J | \$200.00 | APPROVED       |
|                                | ZPAS-983c      | 4754 SENSENY RD         | PEREDO RODRIGO ALVARO              | \$200.00 | APPROVED       |
| Zoning Agriculture Structure   | ZPAG-6491      | 175 TADPOLE LN          | SKINNER ANDREW H                   | \$100.00 | APPROVED       |
| Zoning Home Occupation         | ZPHO-5294      | 117 BELL LN             | STALEY GERALD C & MARGARET GEISLER | \$100.00 | APPROVED       |
|                                | ZPHO-639a      | 2721 KIMBLE RD          | DILLON NEAL G & REBECCA            | \$100.00 | APPROVED       |
|                                | ZPHO-6939      | 3072 SWIFT SHOALS RD    | BACON JESSE C & RIVES H            | \$100.00 | APPROVED       |
|                                | ZPHO-7168      | 1752 JOHN MOSBY HWY     | FELTNER ANDREA FERN                | \$100.00 | APPROVED       |
|                                | ZPHO-7976      | 500 LAKEVILLE FARM LN   | SMITH RICHARD H JR & KELLY C       | \$100.00 | APPROVED       |
| Zoning Permit Heated Addition  | ZPHA-4002      | 183 HACKBERRY LN        | 183 HACKBERRY LN LLC               | \$200.00 | APPROVED       |
|                                | ZPHA-8244      | 2400 KIMBLE RD          | SILFIES VALERIE K & RONALD C       | \$200.00 | APPROVED       |
| Zoning Prmt Comm Acc Structure | ZPAC-1113      | 890 W MAIN ST           | RURITAN CLUB OF CLARKE COUNTY      | \$500.00 | APPROVED       |
| Zoning Residential             | ZPRN-8623      | 575 BELL LN             | LEE JOSEPH C & LAURA A             | \$300.00 | APPROVED       |
| Zoning Sign                    | ZPS-4721       | 108 W MAIN ST           | BANK OF CLARKE COUNTY              | \$540.60 | APPROVED       |
| Zoning Unheated Addition       | ZPUA-5128      | 353 HILL AND DALE LN    | HILL AND DALE FARM LLC             | \$100.00 | APPROVED       |