



Clarke County Planning Commission

MINUTES – Business Meeting

Friday, April 7, 2023 – 9:00AM

Berryville/Clarke County Government Center – Main Meeting Room

ATTENDANCE:			
George L. Ohrstrom, II (Chair/Russell)	✓	Ronnie “Ron” King (Buckmarsh)	✓
Randy Buckley (Vice-Chair/White Post)	✓	Scott Kreider (Buckmarsh)	✓
Terri Catlett (Board of Supervisors)	✓	Frank Lee (Berryville)	✓
Buster Dunning (White Post)	✓	Gwendolyn Malone (Berryville)	✓
Robert Glover (Millwood)	X	John Staelin (Millwood)	✓
Pearce Hunt (Russell)	✓	Doug Lawrence (BOS alternate)	X

STAFF PRESENT: Brandon Stidham (Director of Planning), Jeremy Camp (Senior Planner/Zoning Administrator), Kristina Maddox (Office Manager/Zoning Officer)

OTHERS PRESENT: Langdon Greenhalgh (Carter Hall Estate), David Frank (Pennoni), Betsy Arnett (Historic Preservation Commission Chair)

CALL TO ORDER: By Chair Ohrstrom at 9:00AM.

1. Approval of Agenda

The Commission voted 10-0-1 to approve the agenda as presented by Staff.

Motion to approve the April 7, 2023 Business Meeting agenda as presented by Staff:			
Ohrstrom (Chair)	AYE	King	AYE
Buckley (Vice-Chair)	AYE (seconded)	Kreider	AYE (moved)
Catlett	AYE	Lee	AYE
Dunning	AYE	Malone	AYE
Glover	ABSENT	Staelin	AYE
Hunt	AYE		

2. Approval of Minutes

A. February 28, 2023 Work Session

Mr. Stidham said the meeting minutes included the revisions that were previously discussed.

The Commission voted 10-0-1 to approve the February 28, 2023 Work Session meeting minutes as revised.

Motion to approve the February 28, 2023 Work Session meeting minutes as revised:			
Ohrstrom (Chair)	AYE	King	AYE (seconded)
Buckley (Vice-Chair)	AYE	Kreider	AYE
Catlett	AYE	Lee	AYE (moved)
Dunning	AYE	Malone	AYE
Glover	ABSENT	Staelin	AYE
Hunt	AYE		AYE

B. March 3, 2023 Business Meeting

The Commission voted 10-0-1 to approve the March 3, 2023 Business Meeting minutes as presented by Staff.

Motion to approve the March 3, 2023 Business Meeting minutes as presented by Staff:			
Ohrstrom (Chair)	AYE	King	AYE
Buckley (Vice-Chair)	AYE (moved)	Kreider	AYE (seconded)
Catlett	AYE	Lee	AYE
Dunning	AYE	Malone	AYE
Glover	ABSENT	Staelin	AYE
Hunt	AYE		

CONTINUED PUBLIC HEARING

3. SUP-22-02/SP-22-03, Carter Hall Estate, LLC.

Mr. Stidham noted Vice Chair Buckley and Commissioner Dunning previously read their conflict of interest statements disqualifying themselves from participating in the deliberation of this matter.

Mr. Camp said as per the request of the applicant, the action taken last month was to defer the public hearing until today’s meeting. He said the applicant was amending the application to exclude the activities that were going to be held in association with the proposed country inn, however, the information was not submitted in time for this meeting. As such, the applicant would like to defer until May. There were no questions or comments from the Commission or the applicants.

Chair Ohrstrom opened the continued public hearing at 9:03AM. With no comments from the public, Chair Ohrstrom entertained a motion to continue the public hearing and accept the applicant’s request to defer action on the application to the next Planning Commission Business Meeting on Friday, May 5, 2023 at 9:00AM.

The Commission voted 8-0-3 to continue the public hearing of **SUP-22-04/SP-22-03, Carter Hall Estate, LLC** to the next Planning Commission Business Meeting on May 5, 2023.

Motion to continue the public hearing of <u>SUP-22-02/SP-22-03, Carter Hall Estate, LLC</u> and defer action on this application at the next Commission Business Meeting on May 5, 2023 at 9:00AM.			
Ohrstrom (Chair)	AYE	King	AYE
Buckley (Vice-Chair)	ABSTAINED	Kreider	AYE
Catlett	AYE	Lee	AYE
Dunning	ABSTAINED	Malone	AYE (moved)
Glover	ABSENT	Staelin	AYE (seconded)
Hunt	AYE		

BOARD AND COMMITTEE REPORTS

4. Board and Committee Reports

Board of Supervisors (Terri Catlett)

Commissioner Catlett said there will be a public hearing on Monday, April 10th for the budget and noted there will be tax rate changes. She said the Millwood community continues to voice their concerns regarding traffic issues and that they look forward to a village plan in the near future. She said VDOT plans to provide the results and recommendations of a Millwood traffic study on April 15th. Chair Ohrstrom noted that while there is a county-wide village plan currently in place, there is not a Millwood specific plan.

Board of Septic & Well Appeals (George L. Ohrstrom, II)

Nothing to new report.

Board of Zoning Appeals - BZA (Jeremy Camp)

Mr. Camp said other than an organizational meeting held in February, the BZA will review a short-term residential rental appeal application on Monday, April 24th at 10:00AM. He said the applicant bought the property in 2019 before new legislation was passed prohibiting short-term rentals in rural residential zoning areas. The applicant claims that the short-term rental property should be grandfathered, however, the applicant never obtained a Clarke County business license and as such never received approval for the use.

Historic Preservation Commission – HPC (Bob Glover)

Commissioner Glover was absent.

Conservation Easement Authority - CEA (George L. Ohrstrom, II)

Chair Ohrstrom noted that the Planning Department hired a new employee to help with conservation efforts. Mr Stidham said the new employee's name is Lorien Lemmon who will be starting on April 10, 2023.

Broadband Implementation Committee (Brandon Stidham)

Nothing new to report.

OTHER BUSINESS

5. Historic Preservation Commission (HPC) Annual Report, Betsy Arnett

Betsy Arnett presented the 2022 annual report for the Historic Preservation Commission. Ms. Arnett reviewed items such as the mission of HPC, the twelve national register historic districts, the thirty-one individual listed properties, the national register districts map, and various historic resources (two county local historic districts). She also reviewed certificates of appropriateness and applications, certified local government (CLG) and various grants (VA General Assembly), recent grants (Battle of Berryville Survey Grant and Architectural History Book), the annual preservation awards, highway markers, and recent, current, and future efforts.

Chair Ohrstrom asked how one would know they need to go through the HPC if they wish to start a project. Ms. Arnett said she is hopeful the brochure they plan to mail out will get in front of stop work orders. Chair Ohrstrom asked if the HPC could potentially stop a project or change their plans to which Ms. Arnett responded that the HPC has the authority to deny a certificate of appropriateness. She said the HPC prefers

to work with applicants to explain, for example, that due to the architectural style of a 1940s building it is not appropriate to put a standing seam metal roof with a vertical element and to suggest something more horizontal instead.

Chair Ohrstrom then asked if there was any type of financial assistance if there is an upgrade requirement to which Ms. Arnett responded unfortunately not.

Commissioner Staelin explained that this only affects six or seven commercial structures in Millwood and a few properties in White Post.

In regards to historic signage, Commissioner Staelin asked if the HPC has spoken with the Board of Supervisors or even to a state elected official to ask if a bill can be submitted. Ms. Arnett said the HPC actually does have the authority to create their own local highway marker program that involves a DHR design process to ensure the signs do not resemble the state-issued signs. She added the HPC has had preliminary discussions on whether to move forward with the program and noted that sign clutter is also a concern. She continued that a sign needs to be in a location where someone could pull off the side of the road to read it so as not to create a traffic hazard which is difficult to do along our rural roads.

6. Projected Upcoming Agenda Items, April – September 2023

Mr. Stidham reviewed the updated list of agenda items through September. He said the Ordinance Committee is working on two potential text amendments. Maximum lot size exception regulations and farm winery, farm brewery, and farm distillery regulations. He continued that the Policy and Transportation Committee is continuing to work on the Transportation Plan.

Mr. Stidham said that they received a resubmission of the stormwater plan to Department of Environmental Quality (DEQ) from Bellringer Farm. He said even though they are moving forward, he does not believe DEQ will be able to review in time for the May meeting and he anticipates at least one more thirty-day deferral or more.

He said May's meeting will consist of campground regulation discussion and to possibly set public hearing for June as well as the continued public hearing for Carter Hall. He continued that he is uncertain if the Blanchett/Bullard campground special use permit will move forward as there are some concerns as to whether they will be able to use portable toilets as opposed to having a permanent facility. Lastly, he said there is a minor subdivision application that was filed and deferred this past month.

There were no questions or comments from the Commission.

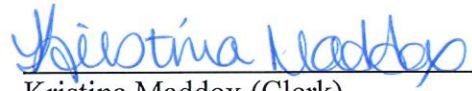
ADJOURN:

The Commission voted 10-0-1 to adjourn the April 7, 2023 Planning Commission Business Meeting at 9:32AM.

The Commission adjourned the Planning Commission April 7, 2023 Business Meeting at 9:32AM.			
Ohrstrom (Chair)	AYE	King	AYE
Buckley (Vice-Chair)	AYE	Kreider	AYE
Catlett	AYE	Lee	AYE (seconded)
Dunning	AYE	Malone	AYE (moved)
Glover	ABSENT	Staelin	AYE
Hunt	AYE		



George L. Ohrstrom, II (Chair)



Kristina Maddox (Clerk)