

**CLARKE COUNTY PLANNING COMMISSION
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October 31, 2023 Work Session Packet**

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Clarke County Planning Commission

AGENDA – Work Session

Tuesday, October 31, 2023 – 3:00PM

Berryville/Clarke County Government Center – Main Meeting Room

1. **Approval of Agenda** **P. 1**

2. **Review of November 3 Business Meeting Agenda Items**
 - A. Agenda Review
 - B. Status of Deferred Applications

3. **Old Business**
~None scheduled

4. **New Business**
 - A. Discussion, 2024-2029 Capital Improvement Plan **Pp. 2-21**
 - B. Discussion, Text Amendment Request – Minor Commercial Public Assembly Use in the Neighborhood Commercial (CN) District **Pp. 22-24**

Adjourn



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Planning Commissioners

FROM: Brandon Stidham, Planning Director

RE: Draft Capital Improvement Plan for Clarke County (2024-2029)

DATE: October 26, 2023

Enclosed you will find a draft Capital Improvement Plan (CIP) for Clarke County (2024-2029) provided by County Administration for your review and formal recommendation to the Board of Supervisors.

As noted previously, the Code of Virginia designates the Planning Commission as the entity that is responsible for preparing the County's annual CIP. Your role in this process is to evaluate the list of proposed projects for the following:

- Conformance with the 2022 Clarke County Comprehensive Plan and any applicable implementing component plans.
- Whether the project descriptions include a justification or need for the project.
- Whether the project maximizes public convenience and accessibility.
- Whether the project avoids extension of public infrastructure outside of designated growth areas which could cause new development pressures (where applicable).

The Commission's role does not include evaluating the cost, phasing, or sources of funding for the projects.

Planning Department Staff has evaluated each of the proposed CIP projects and offers the following recommendations for the Commission's consideration:

Broadband (1 project)

Grant Contribution for Virginia Telecommunication Initiative (VATI) (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	See comments

Planning Staff Comments

Staff has no concerns with the proposed project as it is fully supported by Objective 13, Policy #1 in the 2022 Comprehensive Plan to facilitate the successful completion of this project. While fiber-optic broadband internet may be considered "public infrastructure," it should be noted that

Policy #8 in Objective 1 (Agriculture) specifically excludes “telecommunication and high-speed internet facilities” from “public utilities and other growth inducing public facilities” that should not be extended into agricultural areas and conservation easement lands.

Double Tollgate Sewer (2 projects)

Project 1 -- Construction of the Double Tollgate Pump Station and Force Main (2024-2025, 2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	YES

Project 2 – Clarke Portion of Crooked Run Force Main (2024-2025, 2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	YES

Planning Staff Comments

These two projects conform to the 2022 Double Tollgate Area Plan’s Guidance. Goal 1 of the Area Plan specifically states that the Plan Area should be served with public water and public sewer to aid in the development of regionally-serving commercial and State government uses. Objective 1 Strategy A states that the County should continue working with Frederick County to extend public water and public sewer to the Plan Area. Staff has no concerns with this project.

Fire & Rescue (4 projects)

Project 1 – Radio System Upgrade – Repeaters (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 2 – Radio Replacement (2024-2025, 2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 3 – Cardiac Monitors (2024-2025, 2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 4 – Apparatus Replacement (each year)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

Staff has no concerns with the proposed projects. All four projects involve scheduled maintenance, replacement, and improvements to existing equipment. All five projects are also directly consistent with Objective 11 (Capital Improvement Planning and Fiscal Responsibility), Policy #7:

Ensure that sheriff, fire, rescue, and emergency management provide the highest level of citizen protection within the fiscal resources of the County. Work with these agencies and departments to ensure that performance measures are established to effectively plan for future capital, personnel, and equipment needs.

Health and Human Services (1 project)

Project 1 – New Building and/or Space (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	YES

Planning Staff Comments

Staff has no concerns with the proposed project. The current project description does not propose a specific location for the new building but does indicate that it would be located in an area that is currently served by public water and public sewer. This would be consistent with Objective 11, Policy #3 which prohibits extension of capital improvements into areas not designated for growth. Areas currently served by public water and public sewer would also most likely be within a designated growth areas. The ideal location would be in the Town of Berryville where state and local government offices are centralized.

Judicial (2 projects)

Project 1 – Courthouse Green Design (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 2 – Reconfigure Circuit Court Courtroom (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

Staff has no concerns with these proposed projects. Both projects involve maintenance and improvements to the existing Court House and grounds.

Parks & Recreation (4 projects)

Project 1 – Parking for VFW Shelter and Baseball (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 2 – Pool House Renovations (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 3 – Soccer Shelter/Restrooms (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 4 – Recreation Center Addition (2026-2027)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

Staff has no concerns with the proposed projects. All projects involve maintenance and improvements to an existing facility (Chet Hobert Park) and are generally consistent with the Park’s Master Plan.

Sanitary Authority -- CCSA (6 projects)

Project 1 – Building, Roof, and Ventilation Repairs (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 2 – Wastewater Treatment Plant (WWTP) 10-Year Recoating of Tanks (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 3 – Virginia Avenue Lift Station Upgrade (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 4 – Roseville Lift Station Renovation (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 5 – Replace Millwood Grinder Pump Stations (2026-2027)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 6 – Replace WWTP PLC Controls (2027-2028)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

Staff has no concerns with the proposed projects. All projects involve maintenance and improvements to existing CCSA facilities and infrastructure.

School System (13 projects)

Project 1 – School Bus Replacement (each year)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 2 – Boyce Elementary -- Roof Replacement (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 3 – Cooley Upper Campus Secure Vestibule (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 4 – Cooley Lower Roof Top Units (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 5 – Cooley Upper Roof Replacement (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 6 – Cooley Upper Roof Top Units (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 7 – Cooley Lower Replace Exterior Doors and Doorjamb (2026-2027)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 8 – High School HVAC Building Automation (2026-2027)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 9 – Cooley Lower HVAC Building Automation (2026-2027)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 10 – Cooley Lower Roof Replacement (2027-2028)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 11 – Boyce Replace Gym HVAC (2027-2028)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 12 – Central Office Replace Roof Top Units (2028-2029)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 13 – Softball/Baseball Field Lights (2028-2029)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

Staff has no concerns with the proposed projects. All projects involve maintenance and improvements to existing schools and scheduled replacement of existing vehicle inventory.

Sheriff's Office (5 projects)

Project 1 – Replacement Vehicles (each year)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 2 – Replacement Radios (each year)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 3 – Upgrade of In-Car Video and Body Worn Camera Systems (2024-2025)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 4 – Emergency Communications Center Recorder Equipment (2025-2026)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Project 5 – Emergency Communications Center Phone System Replacement/Upgrade (2026-2027)	
Conforms to Comprehensive Plan?	YES
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

Staff has no concerns with the proposed projects. All projects involve maintenance and improvements to existing infrastructure and scheduled replacement of vehicles and equipment. All five projects are also directly consistent with Objective 11 (Capital Improvement Planning and Fiscal Responsibility), Policy #7:

Ensure that sheriff, fire, rescue, and emergency management provide the highest level of citizen protection within the fiscal resources of the County. Work with these agencies and departments to ensure that performance measures are established to effectively plan for future capital, personnel, and equipment needs.

Transportation (1 project)

Project 1 – Pedestrian Bridge over Route 7 (2025-2026)	
Conforms to Comprehensive Plan?	NO
Statement of justification/need provided?	YES
Maximizes public convenience and accessibility?	YES
No extension of public infrastructure outside of designated growth areas?	N/A

Planning Staff Comments

This project is not currently consistent with the Comprehensive Plan or the Transportation Plan. The project’s concept is potentially consistent with Comprehensive Plan Objective 12 (Transportation), Policy #3:

Maintain the existing primary road system at its present level and upgrade it only for safety purposes or planned traffic increases to the extent funds are provided by the Virginia Department of Transportation.

The VDOT study that was completed in the spring and presented to the Board of Supervisors in June provided the following data and information needed to ensure Comprehensive Plan and Transportation Plan conformance:

- Develop a planning-level cost estimate for the project’s design, right of way acquisition, and construction and identify funding sources for the project. This will help to determine the project’s anticipated time to complete and whether the project would need to be phased for CIP purposes.
- Provide data to support level of service and safety degradation including a justification of how this project would maintain or improve level of service and safety.

Additionally, the Planning Commission is currently working to update the 2015 Transportation Plan and tentatively has included this project in the list of un-prioritized projects. If the revised Transportation Plan is adopted with this project included, it would be consistent with the Comprehensive Plan. Staff recommends continuing to maintain this project on a list to be evaluated in future CIP reviews.

If you have any questions about this review or the Commission’s role, please do not hesitate to contact me.

Capital Improvement Plan

Clarke County

2024-2029

Section 15.2-2239 of the Code of Virginia assigns the responsibility for preparation of the local Capital Improvement Plan (CIP) to the Planning Commission. The CIP is a five year plan which projects capital expenditures for the County. The County has defined capital expenditures for this plan to include expenditures of \$50,000 and up. The Board of Supervisors ultimately approves the CIP. The CIP is intended to assist the Board of Supervisors in preparation of the County budget and Year 1 items will automatically flow into the upcoming budget year's requests.

In addition to determining priorities for capital expenditures, the County must also ensure that projects contained within the CIP conform to the County's Comprehensive Plan. Specifically the projects are reviewed with considerations regarding health, safety, and the general welfare of the public, and the policies of the Comprehensive Plan.

The inclusion of projects to the CIP is in no way an indication that Clarke County will be undertaking these projects. The CIP is strictly advisory, it is a planning document and does not obligate the expenditure of any future funds. In fact, a number of included projects will not likely be funded unless significant outside funding sources are obtained (like grants or private donations). In many cases, including these projects in the CIP does help the County's chances of receiving certain grants or outside funding sources.

The CIP includes both a spreadsheet of future projects broken down by year with estimated costs and a written narrative describing each project.

2024-2029 Capital Improvement Plan

Project Descriptions

Broadband

Project 1: Grant Contribution for VATI

Description: Clarke County has been awarded a state grant under the Virginia Telecommunications Initiative for a regional project submitted by the Northern Shenandoah Valley Regional Commission. This multiyear project will provide universal broadband to unserved areas of the County. The County's total contribution is \$5.4 million with \$2,160,000 being paid in 2022-23, \$2,160,000 being paid in 2023-24, and \$1,080,000 being paid in 2024-25 per an agreement approved between the Board of Supervisors and the regional commission. These payments are made to the regional commission who will pay the vendor, All Points, using these funds and those received from the Commonwealth.

Justification: The lack of broadband infrastructure in Clarke County is the most common complaint received from our citizens. This project will provide universal coverage to the County. The County's contribution is being paid from federal American Rescue Plan Act funds received and operating carryforward provided by the Clarke County Public Schools.

Years Requested: 2024-25

Double Tollgate Sewer

Project 1: Construction of the Double Tollgate Pump Station and Force Main

Description: This project includes the construction of the Double Tollgate Pump Station which will be located near Featherbed Lane, south of Route 340. The pump station will transfer wastewater from properties in Clarke County at the Double Tollgate intersection to the Parkins Mill Wastewater Treatment Plant in Frederick County. The force main leaving the Double Tollgate Pump Station will run west and connect with the force main being constructed by Frederick Water somewhere on the west side of Route 522, south of Dinosaur Land. This project would be built in conjunction with the larger project being managed by Frederick Water.

Justification: Frederick Water's construction of a force main to transfer sewer from the Crooked Run Wastewater Treatment Plant at Lake Frederick provides Clarke County an opportunity to have sewer service available at Double Tollgate. This is one of the few areas identified for commercial development in the County Comprehensive Plan.

Years Requested: 2024-25, 2025-26 (project is expected to go for bid in early 2024 and be completed by the end of calendar year 2025).

Project 2: Clarke Portion of Crooked Run Force Main

Description: This project is the Clarke County proportionate cost for the force main Frederick Water is building to transfer wastewater from the Crooked Run Wastewater Treatment Plant to the Parkins Mill

Wastewater Treatment Plant. Clarke County is buying 150,000 gpd of capacity in this force main from the point where our force main connects near Dinosaur Land to the Parkins Mill plant. This project will go to bid in early 2024 which will help us confirm the construction costs.

Justification: Being able to participate in this project and pay a proportionate amount is much cheaper than having to build a smaller force main line by ourselves to the Parkins Mill plant. This is critical infrastructure needed for commercial development at the Double Tollgate intersection.

Years Requested: 2024-25, 2025-26 (project is expected to go for bid in early 2024 and be completed by the end of calendar year 2025).

Fire & Rescue

Project 1: Radio System Upgrade-Repeaters

Description: This project involves installing repeater equipment in fire/rescue vehicles. The plan is to test these repeaters in various vehicles in 2023-24, and if significant improvements are realized, additional fire and rescue vehicles would be equipped with repeaters.

Justification: It is critical that fire and rescue personnel have radio communications when on scene, especially when in an IDLH (Immediately Dangerous to Life or Health) environment.

Year Requested: 2024-25

Project 2: Radio Replacement

Description: This project would replace the aging radios currently used by fire and rescue personnel. We were unsuccessful in obtaining a grant for radios this past year and will spread the costs over two years.

Justification: The radios currently in use are over 15 years old and have been discontinued by Motorola. Repair and replacement of these radios has become increasingly difficult and very costly. Radio functionality issues have been increasing over the years. New radios/headsets will improve radio functionality, improve compliance with safety hearing standards, increase interoperability with regional partners, and reduce repair costs.

Year Requested: 2024-25 and 2025-26

Project 3: Cardiac Monitors

Description: These devices are a critical component of care for volunteer and career EMT's and are used in every day responses. The devices can perform functions as simple as reading blood pressure to as complex functions such as defibrillation. There are currently seven of these devices in the System and this project would replace three devices.

Justification: The industry standard for these units is typically between 10-15 years and some of our units are approaching this age. The manufacturer may also choose to suspend support on these older units at any time (they do provide sufficient notice). We are applying for a Rescue Squad Assistance Fund (RSAF) grant for this equipment but if unsuccessful would need County funds for this replacement project. The RSAF is typically a 50/50 split for the County and an 80/20 split if the fire company applies.

Year Requested: 2024-25 and 2025-26

Project 4: Apparatus Replacement

Description: This is a placeholder to create a fund to assist the fire companies in replacing aging apparatus. A system will need to be developed by the companies and county to assess needs, develop funding formulas, and to forecast the timing of major purchases.

Justification: It is prudent to plan ahead for major apparatus replacement.

Year Requested: Each Year

Health & Human Services

Project 1: New Building and/or Space

Description: This new building would house the Department of Social Services, Health Department, and potentially Northwestern Community Services. We have funds in the current capital budget to perform a more detailed space study and preliminary architectural design to assist with cost estimating. This building would be located in an area currently served by public water and sewer.

Justification: The Department of Social Services is currently located in a former restaurant building and has configuration challenges. There are also limitations to the current Health Department office space. Northwestern Community Services currently uses a small building located next to the School Board office. There are benefits to having the services provided by each entity located close to one another. The County owns the Social Services Department so if that building was sold, the proceeds could be used to help recoup the costs of the new building and the county has started setting aside money in the designated fund balance for this project.

Year Requested: 2025-26

Judicial

Project 1: Courthouse Green Design

Description: This project could involve the next stage of design for the courthouse green. The BOS accepted a master plan level concept plan for the courthouse green which includes improvements to the landscaping, sidewalks, site grading, and a space for an additional feature. A possible next phase would be more detailed drawings of the proposed improvements.

Justification: The Clarke County Courthouse Green Master Plan identified a number of deficiencies in the grounds surrounding the two courthouses and Sheriff's office. Further, the Board has accepted the recommendations of the Monument Committee who recommended a second feature be added on the courthouse green.

Year Requested: 2024-25

Project 2: Reconfigure Circuit Court Courtroom

Description: This project would reconfigure the layout of the existing Circuit Court Courtroom and address ADA issues. The jury sitting area would be squared up with the room and made level for ADA

compliance. We are currently working with an architect on a preliminary design. The project would include new furnishings such as new juror chairs in the courtroom and juror room, new juror room table, AV equipment with speakers, a possible white noise machine, lighting, and other improvements.

Justification: The existing Circuit Court Courtroom layout creates challenges for court proceedings. There are ADA issues because of the sunken floor in the middle of the courtroom. In addition, the current space places jurors very close to the audience with some jurors actually having their back to the audience.

Year Requested: 2024-25

Parks & Recreation

Project 1: Parking for VFW Shelter and Baseball

Description: Extend current parking lot at the VFW shelter to provide more parking for the shelter and for the tee ball field. This project replaces the previous project of adding a new baseball field as Little League and the Parks & Recreation Advisory Board felt this was more of a priority.

Justification: At certain times, parking demand in the park exceeds the number of available spaces. Park patrons are parking in the grass or along roads which is creating safety issues.

Year Requested: 2024-25

Project 2: Pool House Renovations

Description: This project would renovate the existing pool house at Chet Hobert Park. This would include upgrading the fixtures, a new roof, and painting the exterior and interior.

Justification: The existing pool house is showing its age. We receive complaints about the condition of the restrooms and the exterior is showing wear.

Year Requested: 2024-25

Project 3: Soccer shelter/restrooms

Description: The Soccer League has requested a shelter and restrooms near the soccer fields. This project would include the extension of water and sewer to this area of the park or could possibly involve the installation of a drainfield and the use of the existing agricultural well.

Justification: The soccer fields are heavily used but there is not currently infrastructure on that side of the park to accommodate players, coaches, and parents who participate in soccer events. We will explore grant opportunities and possible matching contributions from the Soccer League for this project.

Year Requested: 2025-26

Project 4: Recreation Center Addition

Description: Add new 40 x 30 multi-purpose room to the back of recreation center and convert currently multi-purpose room to weight room. The current weight room then would become a small meeting room.

Justification: The current exercise room is extremely small and can accommodate a limited number of people at a time. We would like to expand that into the current multi-purpose room and add a larger multi-purpose room that could accommodate more people for bigger rentals and classes. Our current room can only accommodate 75. We would also make the current weight room into a small meeting room that could be used for programs for individuals or small groups as well as a meeting room that could be rented to accommodate smaller groups.

Year Requested: 2026-27

Sanitary Authority

Project 1: Building, Roof, and Ventilation Repairs

Description: This work involves building, roof, and ventilation repairs over the old portion of the wastewater treatment plant in Boyce.

Justification: This work has been recommended by consultants for safety and upkeep reasons.

Year Requested: 2024-25

Project 2: WWTP 10-year Recoating of Tanks

Description: This project involves recoating tanks at the Boyce wastewater treatment plant.

Justification: This is regular maintenance of these tanks to extend the effective life expectancy of these assets. Recoating of these tanks protects the tanks from wear and tear over time.

Year Requested: 2024-25

Project 3: Virginia Avenue Lift Station Upgrade

Description: The Virginia Avenue lift station is planned to be upgraded with new controls, piping, and valves.

Justification: Consultants have recommended reviewing this station for capacity as well as replacing the pumps.

Year Requested: 2025-26

Project 4: Roseville Lift Station Renovation

Description: This project involves renovating the existing Roseville lift station to provide new controls, piping, and valves.

Justification: This is regular maintenance of this lift station as recommended by our consultants.

Year Requested: 2025-26

Project 5: Replace Millwood Grinder Pump Stations

Description: This project would replace the grinder pump stations currently in use for the sewer line in Millwood.

Justification: This follows a replacement schedule as recommended by our consultants.

Year Requested: 2026-27

Project 6: Replace Wastewater Treatment Plant PLC Controls

Description: The PLC controls at the wastewater treatment plan in Boyce would be replaced.

Justification: This follows a replacement schedule as recommended by our consultants.

Year Requested: 2027-28

School System

Project 1: School Bus Replacement

Description: The schools have a schedule to replace one school bus each year.

Justification: The school bus replacement schedule has been developed to replace older, high mileage buses.

Year Requested: Each year

Project 2: Boyce Roof Replacement

Description: The existing (shingle) roof at Boyce Elementary would be replaced.

Justification: The existing roof is beyond the warranty period and shingles have become brittle indicating the need for replacement.

Year Requested: 2024-25

Project 3: Cooley Upper Campus Secure Vestibule

Description: The Cooley Upper Campus needs a secure vestibule for safety and security.

Justification: The current entrance to Cooley Upper Campus does not have a secure vestibule and the safety team strongly recommends it. All other schools have a secure point of entry.

Year Requested: 2024-25

Project 4: Cooley Lower Roof Top Units

Description: The HVAC unit over the Boy's Locker Room would be replaced.

Justification: The current units require significant maintenance. The equipment is old and not easily repaired.

Year Requested: 2025-26

Project 5: Cooley Upper Roof Replacement

Description: This project involves the replacement of roof at Cooley Upper.

Justification: It's anticipated that enrollment increases will require additional grade levels to be added to CUC. By this timeframe, this roof will be beyond the warranty period and expected life. The integrity of the roof protects all assets located within the building. When replacing the roof, the RTU's need to be replaced simultaneously.

Year Requested: 2025-26

Project 6: Cooley Upper Roof Top Units

Description: This project involves the replacement of the 3 large RTU's in the Kitchen/Cafeteria and 20 RTU's for classrooms.

Justification: One large RTU has failed and 3 classroom RTUs have been replaced. Remaining RTU's need to be replaced.

Year Requested: 2025-26

Project 7: Cooley Lower Replace Exterior Doors and Doorjamb

Description: Replace all exterior doors and doorjamb at Cooley Lower.

Justification: The current frames and doors are original to the building and are beginning to rust and not function properly. Replacement would increase the level of building security.

Year Requested: 2026-27

Project 8: High School HVAC Building Automation

Description: The building automation system which control the heating and cooling in the building would be upgraded.

Justification: The BAS would be an upgrade of software and operating system. The existing system is no longer supported by the manufacturer. Recommend bundling with Cooley Lower BAS.

Year Requested: 2026-27

Project 9: Cooley Lower HVAC Building Automation

Description: The building automation system which controls the heating and cooling in the building would be upgraded.

Justification: The BAS would be an upgrade of software and operating system. The existing system is no longer supported by the manufacturer.

Year Requested: 2026-27

Project 10: Cooley Lower Roof Replacement

Description: This project involves the replacement of the roof at Cooley Lower.

Justification: By this timeframe, this roof will be beyond the warranty period and expected life. The integrity of the roof protects all assets located within the building.

Year Requested: 2027-28

Project 11: Boyce Replace Gym HVAC

Description: The HVAC units over the gym at Boyce Elementary would be replaced.

Justification: The current units require significant maintenance. The equipment is old and not easily repaired.

Year Requested: 2027-28

Project 12: Central Office Replace Roof Top Units

Description: This project involves the replacement of the RTU in the main conference room.

Justification: This unit is original to the space and will need to be replaced.

Year Requested: 2028-29

Project 13: Softball/Baseball Field Lights

Description: Install lights at the CCHS Softball and Baseball fields.

Justification: The CCHS fields are the only fields in our district without lights. A community group has expressed interest in fundraising to support this project and has collected a turnkey estimate of \$596,000 and a materials-only estimate of \$353,000.

Year Requested: 2028-29

Sheriff's Office

Project 1: Replacement Vehicles

Description: This is a standard rotation schedule of three new police cruisers each year.

Justification: This replacement schedule ensures older cruisers are retired when mileage and vehicle maintenance thresholds are reached.

Year Requested: Each year

Project 2: Replacement Radios

Description: This project would over time replace the 2007 radios currently in use by Sheriff deputies. The plan is to replace these units only as they discontinue working.

Justification: The existing radios are no longer being serviced by the manufacturer and performance issues of this critical equipment continue to become more prevalent.

Year Requested: Each year

Project 3: Upgrade of in-car video and body worn camera systems

Description: Purchase a new in-car camera and body worn camera system

Justification: The current provider of camera systems are not meeting the needs of the Sheriff's Office. With limits in storage capability, Deputies are frequently investigating incidents, and their equipment

stops working due to the storage being full. Also, the service provided has become worse. There are no local shops that can work on our equipment. We have to un-install equipment and mail it back to the company in Kansas. While this takes place, our Deputy is without recording capability. The public expects Law Enforcement to record their interaction with the public. The vendor we have chosen has a shop located in Winchester. The vendor also has a program where the costs can be spread out over 5 years.

Year Requested: 2024-25

Project 4: Emergency Communications Center Recorder Equipment

Description: This equipment records all 911 calls, administrative lines, and radio traffic.

Justification: The projected cost in 2025-26 is based on a normal replacement schedule. This equipment will not be replaced if it is still functioning properly and can be serviced.

Year Requested: 2025-26

Project 5: Emergency Communications Center Phone System Replacement/Upgrade

Description: This project is the switchover from copper lines in the emergency communications (911) center to IP based NextGen 911.

Justification: This is a Commonwealth initiative and will be covered by state funds (Commonwealth of Virginia 911 Wireless Fees). The first phase was completed this past year and the second phase in 2026-27 is based on the expected normal phone replacement schedule. This phase will not occur if the equipment is still current and functioning properly.

Year Requested: 2026-27

Transportation

Project 1: Pedestrian Bridge Over Route 7

Description: This project would involve the construction of a pedestrian bridge over Route 7 at the top of the mountain near the Loudoun County boundary.

Justification: Pedestrian traffic crossing Route 7 at the top of the mountain continues to increase. This has created a serious safety issue as vehicles traveling in both directions are moving at a high rate of speed and the topography and curves limit visibility. This project would require state and federal funds to construct. The County has participated with other partners in a study this year to examine the feasibility of this improvement. The study was completed in April 2023 and a final report was presented to the Board of Supervisors in June.

Year Requested: 2025-26

Clarke County Capital Improvement Plan 2024-2029

Department	Projects by Department	2024-25 Year 1	2025-26 Year 2	2026-27 Year 3	2027-28 Year 4	2028-29 Year 5
Broadband	Grant Contribution for VATI	X				
Double Tollgate Sewer	Construction of DT pump station and F/M Clarke portion of Crooked Run Force Main	X X	X X			
Fire & Rescue	Radio System Updgrade-Repeaters Radio Replacement Cardiac Monitors Apparatus	X X X X	X X X X	X	X	X
Health/Human Services	New Building and/or Space		X			
Judicial	Courthouse Green Design Reconfigure Circuit Court Courtroom		X			
Parks & Recreation	Parking for VFW Shelter/Baseball Pool House Renovations Shelter/restrooms for soccer Recreation Center Addition	X X		X		X
Sanitary Authority	Building , Roof, and Ventilation Repairs WWTP 10-year Recoating of Tanks VA Ave Lift Station Upgrade Roseville Lift Station Renovation Replace Millwood grinder pump stations Replace WWTP PLC Controls	X X		X X		X
School System	School Bus Replacement Boyce Roof Replacement Cooley Upper Secure Vestibule Cooley Lower Roof Top Units Cooley Upper Roof Replacement Cooley Upper Roof Top Units Cooley Lower Replace Ext. Doors/Jambs High School Building Automation Cooley Lower Building Automation Cooley Lower Roof Replacement Boyce Replace Gym HVAC Central Office Replace Roof Top Unit Softball/Baseball Field Lights	X X X	X X X	X X X	X X X	X X X
Sheriff	Replacement Vehicles Replacement Radios Upgrade in-car video/body camera system ECC Recorder Equipment ECC Phone System Replacement/Upgrade	X X X	X X X	X X X	X X X	X X X
Transportation	Pedestrian Bridge Route 7 App Trail		X			



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Planning Commissioners

FROM: Jeremy Camp, Senior Planner/Zoning Administrator

RE: Discussion, Text Amendment Request - Minor Commercial Public Assembly in the Neighborhood Commercial (CN) District

DATE: October 25, 2023

Work Session agenda item #4B, for the October 31st Planning Commission Work Session, pertains to the discussion of a requested text amendment. White Post Supply Company, Inc., a car restoration business located in White Post, has submitted a written request that the Planning Commission consider allowing Minor Commercial Public Assembly uses in the CN District. The letter they submitted is attached for reference, along with the current regulations for Minor Commercial Public Assembly uses.

The background associated with this request is that the owners of White Post Supply Company Inc., a.k.a. White Post Restorations, were holding dog shows on the property adjacent to their car restoration business. Their car restoration business is on property that is zoned CN District, while the adjacent property where the events were held is within the Rural Residential (RR) District. Minor Commercial Public Assembly is a prohibited use in both of these zoning districts. The dog shows included canine agility tests and were operated by multiple different kennel clubs who used the property for the events in exchange for donations to the White Post community. Complaints were filed with Clarke County due to the noise and frequency of these events and a notice of violation was given to the owners explaining that Minor Commercial Public Assembly uses are not permitted within the RR District.

Up to five (5) event days per calendar year are allowed before the use of a property as an event venue is considered a Minor Commercial Public Assembly use. Fewer than six (6) events may require a Special Event Permit with the County Administration Office depending on the size of the event. White Post Supply Company, Inc. is aware of these requirements now. They are limiting their event activities to be in compliance with the County's regulations. However, they have requested that the County consider allowing Minor Commercial Public Assembly uses in the CN District. This would give them the option to apply for a rezoning of their property where they would like to hold more events per calendar year than currently allowed by zoning regulations.

Staff encourages commissioners to offer their ideas, thoughts, questions, and concerns at the work session with the objective of determining a direction to take regarding this request. This is a policy decision to determine if the request should be initiated as a project.

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

Section 5.2D, Clarke County Zoning Ordinance:

MINOR COMMERCIAL PUBLIC ASSEMBLY	
Permitted Use	None
Accessory Use	None
Special Use	AOC, FOC

Definition:

A business which provides, for a fee, a venue for temporary public or private assemblies including meetings, conferences, weddings, parties, and similar events for six or more event days in a calendar year on property other than that owned by Federal, State, or local government.

Use Regulations:

1. Minimum lot area. A lot, or multiple adjoining lots under the same ownership, containing a minor commercial public assembly use shall have a minimum lot area of six acres.
2. Maximum number of attendees. The maximum number of attendees allowed onsite at an event at any one time is 149. Attendees shall include all individuals present including but not limited to guests, employees, caterers, and attendants.

Required Review Processes:

1. Special Use Permit Review is required per [Section 6.3.1](#).
2. Site Development Plan Review is required per [Section 6.2.2](#).

◆ WHITE ◆ POST ◆ RESTORATIONS ◆

W.R. Thompson III
President

Billy Ray Thompson IV
Vice President of Operations

White Post Supply Company, Inc.
PO Box D
White Post VA 22663

July 19, 2023

Clarke County Planning Department
Chairman, Planning Commission
101 Chalmers Court, Suite B
Berryville VA 22611

Re: Zoning Request

We were made aware that due to current zoning ordinances, we are unable to host multiple events on a parcel or adjoining parcels in a calendar year.

As longtime White Post business owners and active members and supporters of the community, we want to allow our property to be utilized for small events such as picnics, fundraisers, car shows, etc. as a beneficial resource for our village and various organizations.

We are requesting that Minor Commercial Public Assemblies be an allowable use on parcels zoned Neighborhood Commercial (CN) in the county, to comply with the use regulations already in place.

Sincerely,



William Thompson IV
Authorized Agent
White Post Supply Company, Inc.

◆
One Old Car Drive

◆
P.O. Drawer D

◆
White Post, Virginia 22663

◆
(540) 837-1140