

**CLARKE COUNTY PLANNING COMMISSION
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November 28, 2023 Work Session Packet**

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Clarke County Planning Commission

AGENDA – Work Session

Tuesday, November 28, 2023 – 3:00PM

Berryville/Clarke County Government Center – Main Meeting Room

1. **Approval of Agenda**
2. **Review of December Business Meeting Agenda Items**
 - A. Agenda Review
 - B. Status of Deferred Applications
3. **Old Business**
 - A. Discussion, Draft Transportation Plan – Revised Projects List Based on VDOT Comments **pp. 2-30**
4. **New Business**
 - A. Preparation for 2024 Organizational Meeting **pp. 31-46**

Adjourn



Clarke County Planning Department

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TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: Discussion, Draft Transportation Plan – Revised Projects List Based on VDOT Comments

DATE: November 20, 2023

As previously reported by Staff, the Virginia Department of Transportation (VDOT) provided comments on the initial draft of the 2023 Transportation Plan on September 19. Their comments focused primarily on whether our prioritized project list complies with the requirements of Code of Virginia §15.2-2223. As stated in this code section, transportation plans are required to be consistent with the Commonwealth Transportation Board’s Statewide Transportation Plan and any projects that are included on a prioritized list must include quantifiable measures to support the need for the project.

Given the fact that many of our current projects are outdated and require further evaluation from VDOT to determine need, scope, cost and funding, VDOT staff suggested that we prioritize only those projects that are supported by current traffic data such as crash rate. They recommended inclusion of projects in areas of concern that are ranked on their 2018-2022 Top Potential Safety Improvement (PSI) Segments and Intersections (VDOT) list. Using this list as the primary metric, Staff has generated prioritized and unprioritized lists containing both existing and new potential projects based on whether each project appears on VDOT’s PSI ranking list. It should be noted that VDOT’s PSI list is updated annually and rankings appear to change from year-to-year. For the purposes of providing quantifiable measures to support our prioritized projects, this appears to be our best approach to gain VDOT approval of our draft Plan.

Staff has enclosed a revised draft of Chapter III – “Proposed Transportation Improvement Projects and Studies” – for your review and discussion at the Work Session. The revised draft is organized as follows:

- Introduction and Background – The Introduction section is unchanged from the previous draft and the Background section is completely new. The Background section explains how the current unprioritized list of projects from the 2013 Plan has evolved into the proposed list of prioritized and unprioritized projects. This section includes a table showing all of the intersections and road segments of concern that appear in VDOT’s 2018-2022 PSI list including ranking, total crashes, and number of fatal/injury crashes.
- Priority Improvement Projects and Studies – This section contains Staff’s revised list of prioritized projects. In order for a project to be on this list, it must be supported by data

from VDOT's PSI ranking. Where the scope of a project is not known and therefore no cost estimate can be generated, Staff recommends designating the project for study. The prioritized projects include:

- Intersection of Va. Route 7 (Harry Byrd Highway) and Route 612 (Shepherds Mill Road) and 0.90 mile segment located between Shepherds Mill Road and Castleman Road (Route 603)
- **NEW:** Corridor and Intersection Study – Harry Byrd Highway (Va. Route 7) between West Main Street (Va. Business 7) and Triple J Road/Crums Church Road (Route 632)
- Intersection of US Route 340 (Lord Fairfax Highway) and US Routes 50/17 (John Mosby Highway) at Waterloo
- Intersection of Va. Route 7 (Harry Byrd Highway) and Route 601 (Blue Ridge Mountain Road)
- Va. Route 7 Appalachian Trail Pedestrian Bridge
- Intersection Study -- Intersection of US Route 340/277 (Lord Fairfax Highway) and US Route 522 (Stonewall Jackson Highway) at Double Tollgate

Of note, the Double Tollgate intersection was previously Staff's highest ranked priority however this intersection does not appear on VDOT's PSI list. It was included on VDOT's 2017-2021 list in conjunction with a segment of Va. Route 277 to the west. Staff is recommending this project as an intersection study as opposed to an improvement project with a cost estimate. Also of note is a new project to study the Va. Route 7 corridor between Crums Church Road/Triple J Road and West Main Street. This corridor includes the Kimble Road intersection which was identified by Clarke County Sheriff's Office staff as a location of concern.

- Other Projects and Studies. This section contains all of the remaining projects that are not supported by VDOT's crash data. The projects on this list are unprioritized and are organized by projects included in the 2013 Plan and new proposed projects:
 - Va. Route 7 Business (East Main Street) from Va. Route 7 (Harry Byrd Highway) to Norfolk Southern Railroad crossing (approximately 0.94 miles of primary highway)
 - Va. Route 7 Business (West Main Street) from Va. Route 7 (Harry Byrd Highway) to Hermitage Boulevard in the Town of Berryville (approximately 1.2 miles of primary highway)
 - US Route 340 Drainage Issues in the Town of Boyce

- Park and Ride Lot, Va. Route 7 (Harry Byrd Highway) near intersection of Va. Route 7 Business one mile west of Berryville
- Town of Berryville Southeastern Collector Road – Lord Fairfax Highway (US 340) to Jack Enders Boulevard (Route 700)
- **NEW:** Corridor Study – Lord Fairfax Highway (US 340) between Smallwood Lane (Route 680) and Town of Berryville limits
- **NEW:** Corridor Study – Lord Fairfax Highway (US 340) between Harry Byrd Highway (Va. Route 7) and West Virginia state line
- **NEW:** Corridor Study – Blue Ridge Mountain Road (Route 601)
- **NEW:** Corridor Study – John Mosby Highway (US 50/17) between the Shenandoah River Bridge and Fauquier County line
- State Six-Year Improvement Program Projects – This is a new section recommended for inclusion by VDOT that contains a table of County projects that are currently in VDOT’s Six-Year Improvement Program. Of note is the current project by VDOT to evaluate whether the intersection of Va. Route 7 and Shepherds Mill Road should be converted to an R-CUT intersection (UPC #122783).
- Local Six-Year Secondary Road Construction Priorities – This section is unchanged from the previous draft

If the Commission is comfortable with Staff’s recommended approach, we will include it in a revised complete draft to forward for VDOT review by mid-December. If you have questions in advance of the meeting, please do not hesitate to contact me.

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III. PROPOSED TRANSPORTATION IMPROVEMENT PROJECTS AND STUDIES

Introduction

The projects and studies identified in this chapter are specifically designed to support the planned growth within the two incorporated towns of Berryville and Boyce along with the business intersections of Waterloo and Double Tollgate. The projects and studies also aim to improve safety conditions outside of the growth areas along the County's Federal and State primary routes and secondary roads.

Aside from a few noted exceptions, many of these projects are either newly-identified or have been in the County's Transportation Plan for several years without recent evaluation. The County should request that VDOT study each project over the upcoming Plan term and provide the following guidance:

- Whether there is still a need for the project
- Whether the project scope should be modified
- Whether the project estimate is accurate
- The likelihood of each project being competitive for Federal and State funding, in particular Smart Scale funding

Note that the project costs provided below are planning-level estimates only and do not reflect actual costs derived from preliminary engineering work. Cost estimates were developed using VDOT's Statewide Planning Level Cost Estimates tool (January 2015, current version).

Background

The 2013 Transportation Plan contained the following unprioritized list of improvement projects:

- **Intersection of US Route 340 (Lord Fairfax Highway) and US Routes 50/17 (John Mosby Highway) at Waterloo** – Safety and capacity improvements, improve two existing right turn lanes to current urban design standards, reconfigure north and south sides of intersection to add capacity when new development occurs.
- **Intersection of Route 7 (Harry Byrd Highway) and Route 612 (Shepherds Mill Road), approximately 3 miles east of Berryville** – Safety improvements, upgrade two existing turn lanes to VDOT standards.
- **Intersection of US Route 340/277 (Lord Fairfax Highway) and US Route 522 (Stonewall Jackson Highway) at Double Tollgate** – Safety and capacity improvements, improve existing right and left turn lanes to current urban design standards, reconfigure north and south sides of intersection to add capacity when new development occurs.
- **Route 7 Business (West Main Street) from Route 7 (Harry Byrd Highway) to Hermitage Boulevard in the Town of Berryville (approximately 1.2 miles of primary highway)** – Safety and capacity improvements, drainage improvements, addition of bicycle and pedestrian facilities.

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- **US Route 340 (Greenway Avenue) Drainage Issues in the Town of Boyce** – Drainage improvements.
- **Route 7 Business (East Main Street) from Route 7 (Harry Byrd Highway) to Norfolk Southern Railroad crossing (approximately 0.94 miles of primary highway)** – Safety and capacity improvements, drainage improvements, addition of bicycle and pedestrian facilities.
- **Park and Ride Lot, Route 7 (Harry Byrd Highway) near intersection of Route 7 Business one mile west of Berryville** – Addition of new commuter facility.

In conjunction with the development of the draft 2023 Transportation Plan, the Planning Commission's Policy & Transportation Committee reviewed a revised list of projects consisting of existing projects and new projects that were identified in recent years. While the newer projects had more defined scopes and justifications, most of the existing projects were scoped many years ago. As such, these projects are likely to be outdated and do not account for piecemeal improvements made over the years by private developers or the Virginia Department of Transportation (VDOT). Staff recommended that the 2023 Transportation Plan be focused on requesting VDOT to review each of the projects with outdated scopes to determine whether there is still a need for the project, to clarify the scope if necessary, and to recommend a cost estimate and funding strategy to complete the project.

The Committee requested Planning Staff to prioritize the projects according to need which would be used to direct VDOT's evaluations in the coming years. This resulted in the following prioritized list:

1. Intersection of US Route 340/277 (Lord Fairfax Highway) and US Route 522 (Stonewall Jackson Highway) at Double Tollgate
2. Intersection of Va. Route 7 (Harry Byrd Highway) and Route 612 (Shepherds Mill Road), approximately 3 miles east of Berryville
3. Intersection of Va. Route 7 (Harry Byrd Highway) and Route 601 (Blue Ridge Mountain Road) – New project to improve safety at high-traffic intersection.
4. Va. Route 7 Appalachian Trail Pedestrian Bridge – New project to construct a foot bridge over Va. Route 7 to allow pedestrians to travel safely between trail accesses and parking areas.
5. Va. Route 7 Business (East Main Street) from Va. Route 7 (Harry Byrd Highway) to Norfolk Southern Railroad crossing (approximately 0.94 miles of primary highway)
6. Va. Route 7 Business (West Main Street) from Va. Route 7 (Harry Byrd Highway) to Hermitage Boulevard in the Town of Berryville (approximately 1.2 miles of primary highway)

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7. Intersection of US Route 340 (Lord Fairfax Highway) and US Routes 50/17 (John Mosby Highway) at Waterloo
8. US Route 340 (Greenway Avenue) Drainage Issues in the Town of Boyce
9. Park and Ride Lot, Va. Route 7 (Harry Byrd Highway) near intersection of Va. Route 7 Business one mile west of Berryville

One project (described in detail later in this chapter) was included as an unprioritized project – the Town of Berryville’s Southeastern Collector Road – a new facility to be constructed from Lord Fairfax Highway (US 340) to Jack Enders Boulevard (Route 700).

Following completion of the 2023 Transportation Plan initial draft and review by the full Commission, the draft was sent to VDOT for review in accordance with Code of Virginia §15.2-2223. As stated in this code section, transportation plans are required to be consistent with the Commonwealth Transportation Board’s Statewide Transportation Plan. VDOT staff noted that the County can identify any improvement projects deemed important however any projects that are included on a prioritized list must include quantifiable measures to support the need for the project.

To assist the County, VDOT staff provided crash data and safety ranking information for the draft list of projects and for other areas with high crash rates that are not addressed in the draft. This list and its supporting data are summarized below:

<u>VDOT Projects Recommended Based on Crash Data and Ranking¹</u>				
VDOT Rank	Location	Project Type	Total Crashes	Fatal/Injury Crashes
16	Harry Byrd Highway (Va. Route 7) -- 0.93 mi between Triple J Road (Route 632) and West Main Street (Va. Business 7)	Segment	46	11
19	Waterloo -- John Mosby Highway (US 50/17) and Lord Fairfax Highway (US 340)	Intersection	32	6
37	Lord Fairfax Highway (US 340) – 0.74 mi between Shepherds Mill Road (Route 612) and West Virginia state line	Segment	28	7
39	Harry Byrd Highway (Va. Route 7) and Shepherds Mill Road (Route 612)	Intersection	18	5
51	Harry Byrd Highway (Va. Route 7) – 0.90 mi between Shepherds Mill Road (Route 612) and Castleman Road (Route 603)	Segment	30	11
69	Blue Ridge Mountain Road (Route 601) – 1.34 mi between Paris Heights Lane and Valley View Lane	Segment	20	9
85	Harry Byrd Highway (Va. Route 7) and Kimble Road (Route 653)	Intersection	12	6

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91	Lord Fairfax Highway (US 340) – 0.49 mi between Smallwood Lane (Route 680) and South Church Street (Route 616)	Segment	15	4
111	John Mosby Highway (US 50/17) – 0.66 mi between Wildcat Hollow Road (Route 602) and 0.1 mi east of Stone Ridge Lane	Segment	17	5
145	Harry Byrd Highway (Va. Route 7) – 0.38 mi between Pine Grove Road (Route 679) and Blue Ridge Mountain Road (Route 601)	Segment	14	3

¹ – Source, 2018-2022 Top Potential Safety Improvement (PSI) Segments and Intersections (VDOT)

Projects identified in the initial draft that are not directly supported by VDOT’s crash data and ranking include:

- Va. Route 7 Appalachian Trail Pedestrian Bridge. This project could indirectly support VDOT’s 145th-ranked project location by removing pedestrian traffic from the segment.
- Intersection of US Route 340/277 (Lord Fairfax Highway) and US Route 522 (Stonewall Jackson Highway) at Double Tollgate
- Va. Route 7 Business (East Main Street) from Va. Route 7 (Harry Byrd Highway) to Norfolk Southern Railroad crossing (approximately 0.94 miles of primary highway)
- Va. Route 7 Business (West Main Street) from Va. Route 7 (Harry Byrd Highway) to Hermitage Boulevard in the Town of Berryville (approximately 1.2 miles of primary highway)
- US Route 340 (Greenway Avenue) Drainage Issues in the Town of Boyce
- Park and Ride Lot, Va. Route 7 (Harry Byrd Highway) near intersection of Va. Route 7 Business one mile west of Berryville
- Town of Berryville Southeastern Collector Road – Lord Fairfax Highway (US 340) to Jack Enders Boulevard (Route 700). This project could support VDOT’s 91st-ranked project location by reducing traffic along the affected segment.

In order to reconcile VDOT’s recommended project list with the County’s draft priorities – and taking into consideration that several existing projects have outdated scopes – the following prioritization is proposed which contains a combination of improvement projects and requests for VDOT engineering studies. Projects that cannot be supported by crash data or other quantifiable measures at this time are listed as “other projects and studies.”

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Priority Improvement Projects and Studies

1. Intersection of Va. Route 7 (Harry Byrd Highway) and Route 612 (Shepherds Mill Road) and 0.90 mile segment located between Shepherds Mill Road and Castleman Road (Route 603)

Project Scope

- Complete improvements as recommended by VDOT's Va. Route 7 Corridor Study.
- Evaluate whether additional improvements are necessary to reduce crash volume along corridor of concern.

Justification:

The intersection is VDOT's 39th-ranked project location and the segment is VDOT's 51st-ranked project location. Most crashes at the intersection are angle (T-bone) and rear end, mainly due to drivers turning from the median turn lanes onto the east and westbound lanes of Va. Route 7.

Planning-Level Cost Estimate: \$1,100,000

Assessed Need/Description:

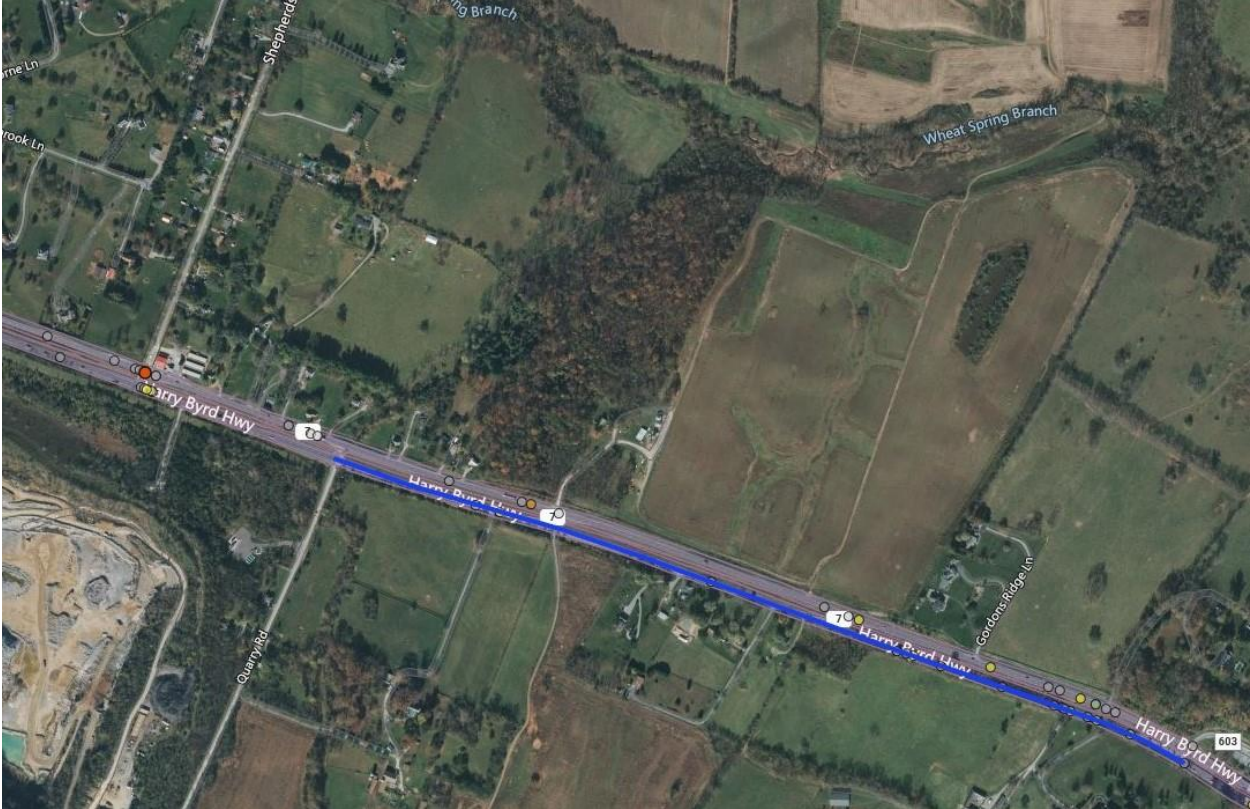
Shepherds Mill Road (Route 612) is a high-volume shortcut for commuter traffic traveling to and from West Virginia via Route 7 and U.S. 340. The intersection has serious safety issues due to insufficient sight distance and substandard turn lanes. An existing convenience store on the northeast corner of the intersection has an entrance located within the right turn lane, creating additional conflict points.

In 2019, VDOT completed a corridor safety study for Va. Route 7 which included a detailed evaluation of this intersection. The report confirmed issues with the intersections and recommended the following counter measures:

- Improve sight distance to the east by removing vegetation, cutting back the slope on the north side of Va. Route 7.
- Install signing to encourage traffic to use Va. Route 7 and U.S. 340 instead of Shepherds Mill Road as a shortcut to West Virginia.
- Install optical speed bars on Va. Route 7 westbound to possibly reduce the speed of traffic approaching the intersection.
- Install centerline in the crossover.
- Refresh the stop bar on Shepherds Mill Road.
- Widen and extend the westbound right turn lane to Shepherds Mill Road north.
- Modify the crossover to allow eastbound traffic to turn north onto Shepherds Mill Road but not allow southbound traffic to cross the westbound lanes to turn east onto Va. Route 7. Close westbound left turn to Va. Route 7 eastbound and extend westbound left turn lane at Hawthorne Lane.
- Raise the grade of the sag vertical curve in the westbound lanes east of the intersection.

As of August 2023, VDOT had implemented several of the recommended counter measures and was in the process of implementing the crossover modifications (UPC #122783).

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Va. Route 7 corridor of concern – Quarry Road (Rt. 612) to Castleman Road (Rt. 603)



Intersection of Va. Route 7 and Shepherds Mill Rd. (Rt. 612)

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2. **Corridor and Intersection Study – Harry Byrd Highway (Va. Route 7) between West Main Street (Va. Business 7) and Triple J Road/Crums Church Road (Route 632).**

Project Scope

- Evaluate/recommend safety improvements at the following intersections:
 - West Main Street (Va. Business 7)
 - Kimble Road (Route 653)
 - Triple J Road/Crums Church Road (Route 632)

- Evaluate whether additional improvements are necessary to reduce crash volume along corridor of concern.

Justification

This corridor of concern is the highest ranked project location (16th) in VDOT’s 2018-2022 Top Potential Safety Improvement (PSI) Segments and Intersections list, and the intersection of Harry Byrd Highway and Kimble Road (Route 653) is the 85th-ranked project location. In VDOT’s 2017-2021 PSI list, the intersection of Harry Byrd Highway and West Main Street (Va. Business 7) was identified as the 89th-ranked project with 17 total crashes and 5 injury/fatality crashes. This intersection is not ranked in the 2018-2022 PSI list.

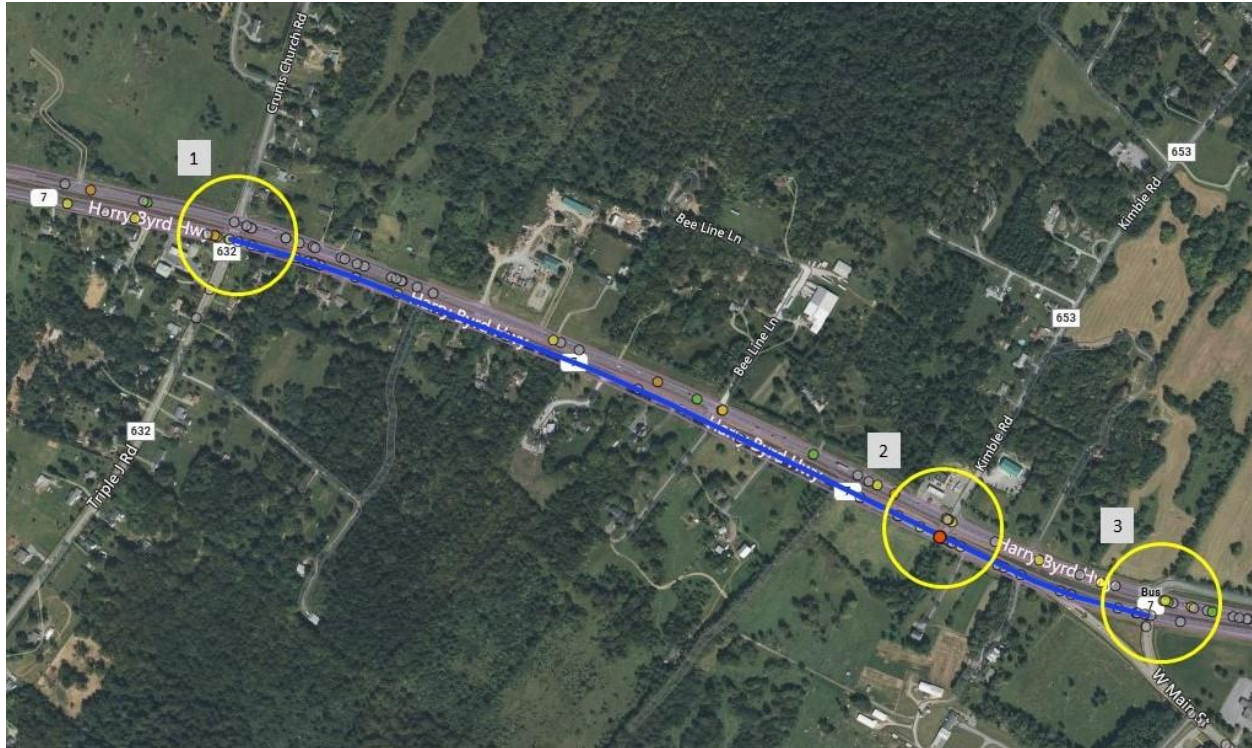
Planning-Level Cost Estimate: Corridor and intersection study request

Assessed Need/Description:

This is a high-volume corridor of concern that supports both local traffic and regional traffic traveling between the Winchester area/I-81 and Northern Virginia. VDOT’s 2019 Corridor Study for Va. Route 7 did not identify this corridor or the three public road intersections within the corridor as areas recommended for specific safety improvements, however the PSI rankings raise concerns that this project area should be examined further. It should also be noted that Clarke County Sheriff’s Office staff has recommended additional study of the Kimble Road (Route 653) intersection due to an increased rate of crashes in recent years.

This project would request VDOT to conduct a more detailed evaluation of this corridor and the three referenced intersections in order to identify additional safety improvements to be made in order to reduce the volume of crashes.

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Va. Route 7 corridor between Route 632 and Va. Business 7
(1) Triple J Road/Crums Church Road (Rt. 632) intersection, (2) Kimble Road (Rt. 653) intersection, (3) West Main Street (Va. Business 7) intersection

3. Intersection of US Route 340 (Lord Fairfax Highway) and US Routes 50/17 (John Mosby Highway) at Waterloo

Project Scope

Turn lane, safety, and capacity improvements at primary highway intersection. Includes improving two existing right turn lanes.

Justification

This intersection is the second highest ranked project location (19th) in VDOT's 2018-2022 PSI Segments and Intersections list.

Planning-Level Cost Estimate: \$3,500,000 -- \$5,580,000

Assessed Need/Description:

The Waterloo intersection is one of the County's two designated business growth areas and additional safety and capacity improvements are necessary to facilitate economic development. Some functional improvements were added to the intersection in conjunction with development of a convenience store/gas station complex on the southeast quadrant. As new development occurs at the intersection, the scope and type of improvements should be evaluated based on the projected traffic to be generated by the new uses. The cost of some portions of this project could be assumed by the development community as part of their projected traffic impacts.

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This project was first added to the County's transportation priorities list in 1992. Partial funding for engineering design was approved (UPC 54384) but full funding complete the design phase of the project was not identified. This project should be evaluated by VDOT to determine whether the project scope should be re-defined, in particular to account for improvements made by developers since the project was originally identified in 1992. Historical and projected traffic volumes should also be considered in evaluating the scope and prioritizing the need for this project.



Waterloo intersection – US 340 and US 50/17

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4. Intersection of Va. Route 7 (Harry Byrd Highway) and Route 601 (Blue Ridge Mountain Road)

Project Scope:

Construct turn lane, safety, and capacity improvements at primary highway intersection.

Justification:

This intersection is located within a corridor of concern ranked 145th in VDOT's 2018-2022 PSI Segments and Intersections list – Harry Byrd Highway (Va. Route 7) between Pine Grove Road (Rt. 679) and Blue Ridge Mountain Road (Rt. 601).

Planning-Level Cost Estimate: \$2,650,000

Assessed Need/Description:

A recent increase in traffic resulting from construction of a brewery/event center on Route 601 in Loudoun County as well as increased usage of the Bears Den overlook and Appalachian Trail has produced safety and capacity deficiencies at this intersection. A 2022 study by VDOT recommended implementation of an “R-CUT” intersection design which would replace current left turn movements at this intersection with east and westbound U-turn movements at other downslope crossovers. This design was not supported by the Board of Supervisors so VDOT proposed a smaller safety improvement project that does not mandate U-turns. A Smart Scale application to fund these necessary improvements was filed in 2023 but was not selected for funding. Applications for this project should be pursued in future Smart Scale funding rounds. As a possible alternative, a new project which combines this project with the Appalachian Trail pedestrian project described in #5 below could be evaluated.



Yellow circle -- Intersection of Va. Route 7 and Blue Ridge Mountain Rd (Rt. 601)
Blue line – Corridor of concern, Pine Grove Road (Rt. 679) to Blue Ridge Mountain Rd (Rt. 601)

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5. Va. Route 7 Appalachian Trail Pedestrian Bridge

Project Scope:

Construct a 300' X 8' pedestrian bridge over Va. Route 7 near the intersection with Route 679 (Pine Grove Road) including 450 square feet of retaining wall and 490 feet of new trail to allow pedestrians to travel safely between trail accesses and parking areas.

Justification:

This project is located within a corridor of concern ranked 145th in VDOT's 2018-2022 PSI Segments and Intersections list – Harry Byrd Highway (Va. Route 7) between Pine Grove Road (Rt. 679) and Blue Ridge Mountain Road (Rt. 601). Reduction of pedestrian traffic attempting to cross Harry Byrd Highway would improve traffic safety and functionality and reduce crash volume.

Planning-Level Cost Estimate: \$5,400,000 -- \$7,200,000

Assessed Need/Description:

This project was identified at the same time as the intersection improvement project at Va. Route 7 and Route 601 above. It is intended to provide Appalachian Trail visitors who park at the Pine Grove Road parking area with a safe means of crossing Va. Route 7. VDOT conducted a collaborative study of this project which resulted in consensus on a recommended bridge design in 2023. Funding sources for this project have not yet been identified. As a possible alternative, a new project which combines this project with the Va. Route 7/Route 601 crossover project described in #4 above could be evaluated.



Intersection of Va. Route 7, Pine Grove Rd (Rt. 679), and Appalachian Trail (green)

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6. **Intersection Study -- Intersection of US Route 340/277 (Lord Fairfax Highway) and US Route 522 (Stonewall Jackson Highway) at Double Tollgate**

Project Scope

Evaluate and recommend need for safety and capacity improvements at substandard intersection.

Planning-Level Cost Estimate: Intersection study request

Justification:

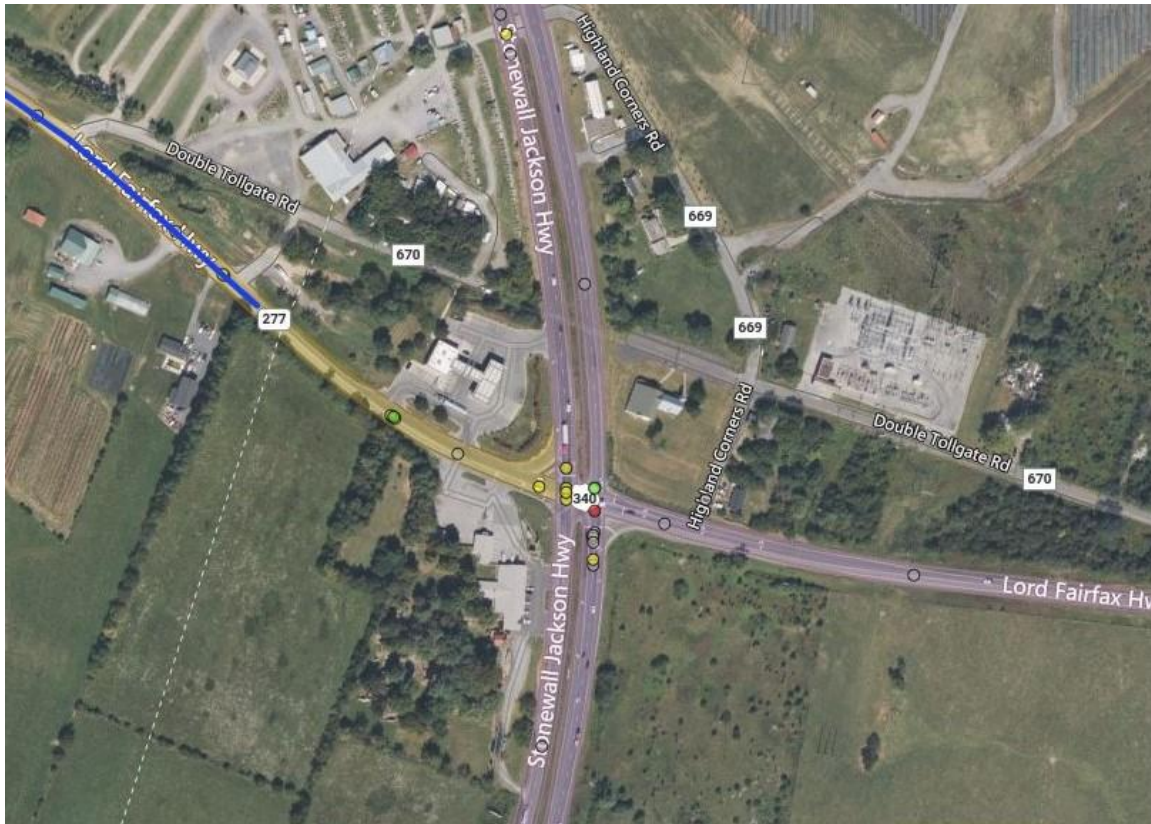
A 1.48 mile segment of Va. Route 277 from this intersection into Frederick County was the 45th-ranked project location in VDOT's 2017-2021 PSI list. The segment was altered in the 2018-2022 PSI list and no longer includes the intersection.

Assessed Need/Description:

The Double Tollgate intersection is one of the County's two designated business growth areas and currently contains a gas station/ convenience store, church, flea market, and tourist attraction (Dinosaur Land). This intersection has experienced an increase in traffic of over 30% since 2001 and has insufficient turn lanes and through lane capacity. Both passenger vehicle and truck traffic is expected to increase in the coming years as large-scale residential development occurs in nearby Lake Frederick (2,000+ units in Frederick County) and industrial growth continues around the Virginia Inland Port in Warren County. This project was first added to the County's priorities list in 1997 in order to address impacts from the anticipated traffic increase

The 2022 update of the Double Tollgate Area Plan included support for public water and sewer and a significant increase in the Plan Area with the addition of the State-owned former "Camp 7" properties located to the southeast. A conditional zoning application was approved in 2023 for Rappahannock Electric Cooperative to construct a new regional office facility on 65 acres and is likely to be a catalyst to bring water and sewer to the Plan Area from Frederick County. This planned extension is also likely to increase both traffic counts and the priority for safety and capacity improvements. It is expected that the necessary improvements generated by development will be paid for and constructed by the developers of those projects.

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Double Tollgate intersection – US 340, US 522, and Va. Route 277

Other Projects and Studies

The following projects are identified for further study to gain a better understanding of the need for each project and to develop a project scope and cost estimate. These projects are not included in the priority projects list for one or more of the following reasons:

1. Data is not available to support the need for the project.
2. The project scope is out of date and needs to be evaluated in light of current traffic patterns, development impacts, and previously-completed improvements.
3. The area of concern is newly-identified and a detailed study is necessary to determine whether a priority project is needed and what the scope of that project would be.

The list of other improvement projects is sorted by projects referenced in the previous (2013) Transportation Plan and new projects identified in developing the current Plan. The projects are otherwise not listed in a particular order.

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1. Projects from 2013 Transportation Plan

- **Va. Route 7 Business (East Main Street) from Va. Route 7 (Harry Byrd Highway) to Norfolk Southern Railroad crossing (approximately 0.94 miles of primary highway)**

Project Scope:

Evaluate the need to reconstruct 0.94 miles of primary highway to improve capacity and safety, add drainage improvements, and add bicycle/pedestrian facilities. Re-scope project as necessary.

Planning-Level Cost Estimate: \$5,890,000 -- \$8,850,000

Assessed Need/Description:

This project has been on the County's list of priorities since 1995. The roadway serves as a major route for truck traffic to several industrial businesses on the east side of town including the County Business Park and a major publishing company. The project area is located predominantly within the Town of Berryville.

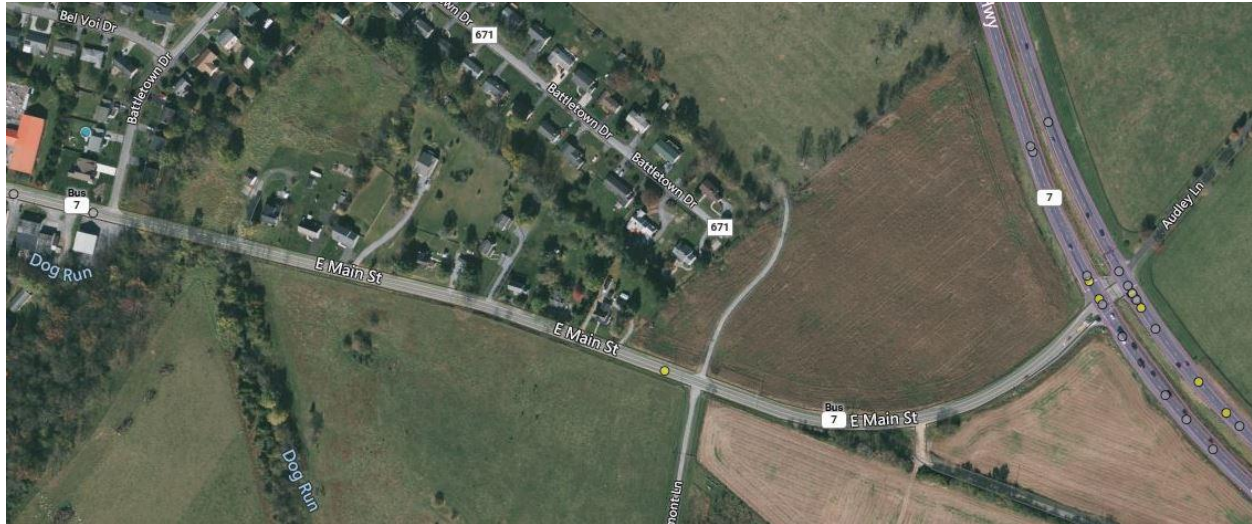
In 2023, the Town of Berryville was selected to receive Smart Scale funding to construct sidewalk improvements in two phases (Phase 1 -- \$4.089 million, Phase 2 -- \$4.274 million). These future improvements should be factored into the project scope and planning-level cost estimate.

The Town's Southeastern Collector Road project (described below) would have a significant impact on traffic volume through the East Main Street corridor and specifically on the intersections of Jack Enders Boulevard, Battletown Drive, and Harry Byrd Highway. Should the Collector Road project be pursued, the need for capacity improvements on East Main Street should be determined and funding identified.



East Main Street corridor from Norfolk Southern railroad to Battletown Drive

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East Main street corridor from Battletown Drive to Va. Route 7

- **Va. Route 7 Business (West Main Street) from Va. Route 7 (Harry Byrd Highway) to Hermitage Boulevard in the Town of Berryville (approximately 1.2 miles of primary highway)**

Project Scope:

Reconstruct approximately 1.2 miles of primary highway to improve capacity and safety, add drainage improvements, and add bicycle/pedestrian facilities.

Planning-Level Cost Estimate: \$7,520,000 -- \$11,300,000

Assessed Need/Description:

This project was first added to the County's priorities list in 1992. The corridor serves five public school buildings, the County's Parks and Recreation Facility, and the Ruritan Fairgrounds in addition to serving as the main western route into the Town of Berryville. The original project concept was to upgrade the current two-lane section to three lanes with turn lanes, drainage, and safety improvements at major intersections, and sidewalks and bike lanes/trails to facilitate pedestrian and bicycle traffic.

The construction of Clarke County High School and extension of Mosby Boulevard to West Main Street included the construction of a roundabout and new sidewalks added along the corridor in addition to other improvements. Additionally, the Mosby Boulevard extension now provides a new route for traffic between the west end of town and the north end of town at U.S. 340. The project scope, particularly along the segment in the Town, will need to be evaluated to determine whether it remains necessary. The project scope is not intended to include improvements to the Harry Byrd Highway intersection as that project is included in Priority Project #2 (described above).

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West Main street corridor from Harry Byrd Highway to Hermitage Boulevard

- **US Route 340 Drainage Issues in the Town of Boyce**

Project Scope:

Construct drainage improvements along corridor.

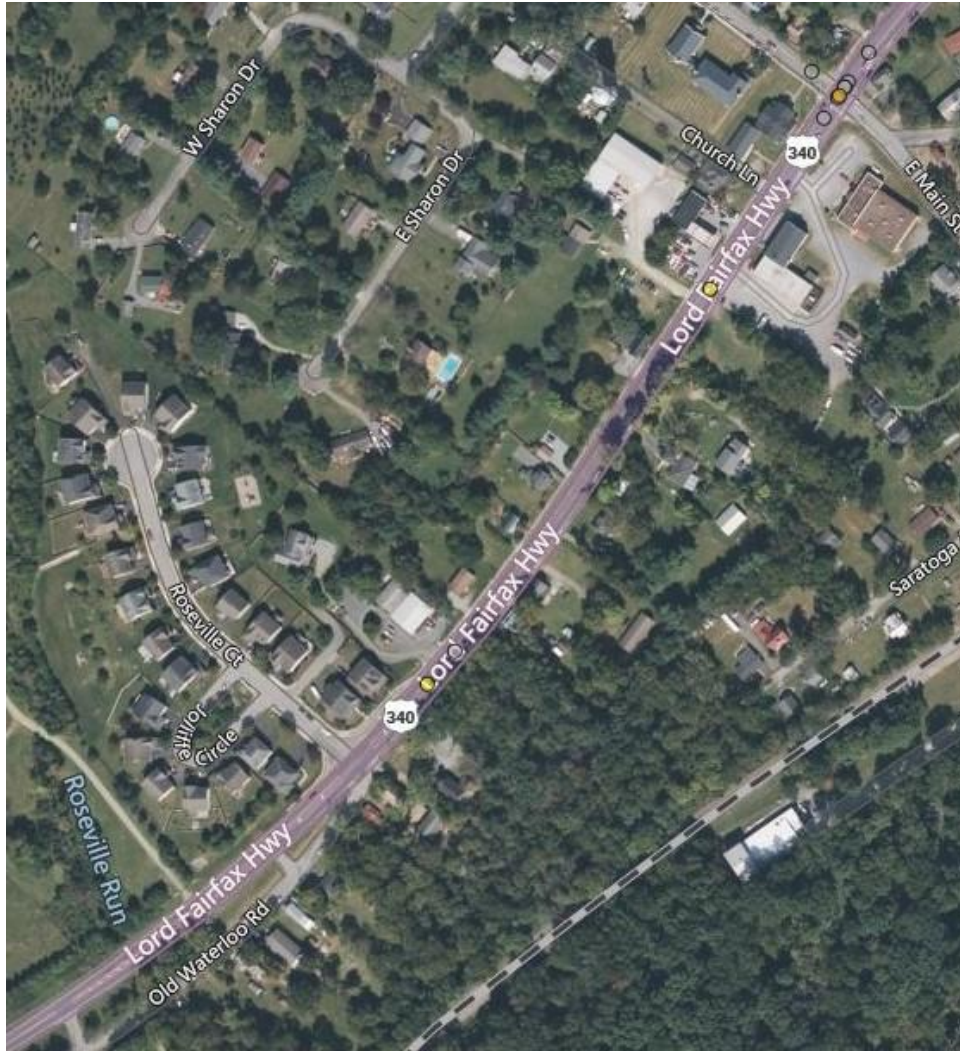
Planning-Level Cost Estimate: \$750,000 (2013 estimate)

Assessed Need/Description:

The project was first added to the County’s priorities list in 2003. The project is necessary in order to replace existing drainage swales that are insufficient to handle runoff from US Route 340 and cause frequent flooding on nearby properties. Some drainage improvements were made in conjunction with a recent residential development project on the south end of town. The Town should re-evaluate the scope of the project taking into consideration these improvements.

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The project area is located entirely within the Town of Boyce.



US 340 corridor through the Town of Boyce

- **Park and Ride Lot, Va. Route 7 (Harry Byrd Highway) near intersection of Va. Route 7 Business one mile west of Berryville**

Project Scope:

Construct new commuter parking facility.

Planning-Level Cost Estimate: \$2,500,000 for 250 space facility.

Assessed Need/Description:

Harry Byrd Highway (Va. Route 7) is a major east-west commuter route between the Winchester area and employment centers in the Washington metropolitan area. Commuter traffic has increased more than 50% along this route since 2001 and will continue to increase with new residential growth in Winchester, Frederick County, and surrounding jurisdictions. Alternatives

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to single-occupancy vehicle commuters must be developed to avoid increasing the capacity of Va. Route 7 and a park and ride lot at this location would help with this effort.

The facility should be designed similar to the park and ride facility at Waterloo (John Mosby Highway, US 50/17) with a higher capacity to support the greater traffic demand along with accommodations for commuter buses and vans. The location on the west side of Berryville would help maximize convenience for Town and County residents who choose to commute, however other locations along the Va. Route 7 corridor should be evaluated.

- **Town of Berryville Southeastern Collector Road – Lord Fairfax Highway (US 340) to Jack Enders Boulevard (Route 700).**

Project Scope:

Construct a new collector road from Jack Enders Boulevard to Lord Fairfax Highway (U.S. 340) including upgrading a segment of Smallwood Lane (Route 680), expanding an existing railroad crossing, and constructing a new signalized intersection.

Planning-Level Cost Estimate: \$9,600,000 (estimate from 2020 PrimeAE study)

Assessed Need/Description:

This Town of Berryville project proposes to construct a new collector road that would provide more direct access for Clarke County Business Park traffic to U.S. 340 and would reduce truck traffic through East Main Street and downtown. This project could potentially safety issues on Lord Fairfax Highway (US 340) between Smallwood Lane (Route 680) and Town of Berryville limits (see project description below). This corridor of concern is ranked 91st in VDOT's 2018-2022 PSI list.

The Town and County jointly undertook a study in 2020 with consultant PrimeAE to determine the optimum route for the collector road including the most feasible means to cross the Norfolk Southern railroad. The Town and County for many years had planned to extend Jack Enders Boulevard from its current terminus to U.S. 340 near the southern end of South Church Street. Work by PrimeAE staff with Norfolk Southern determined that this would be infeasible and would not be approved by the railroad. PrimeAE ultimately recommended extending Jack Enders Boulevard from a point near the entrance to the Business Park southeast to Smallwood Lane. The collector road would then merge with Smallwood Lane and extend to a new signalized intersection at U.S. 340, making use of an existing rail crossing with required improvements.

This proposed collector road project requires additional study to determine whether it would have an adverse impact on the capacity and safety of existing Jack Enders Boulevard, East Main Street, and East Main Street's intersection with Va. Route 7. If the collector road is constructed, it is possible that a significant amount of "pass-through" traffic attempting to go eastbound on Va. Route 7 from U.S. 340, and southbound on U.S. 340 from westbound Va. Route 7, would use the collector road as an alternative route. This would be especially true if GPS routing identifies the collector road as the shortest route for this traffic pattern. Additional study should

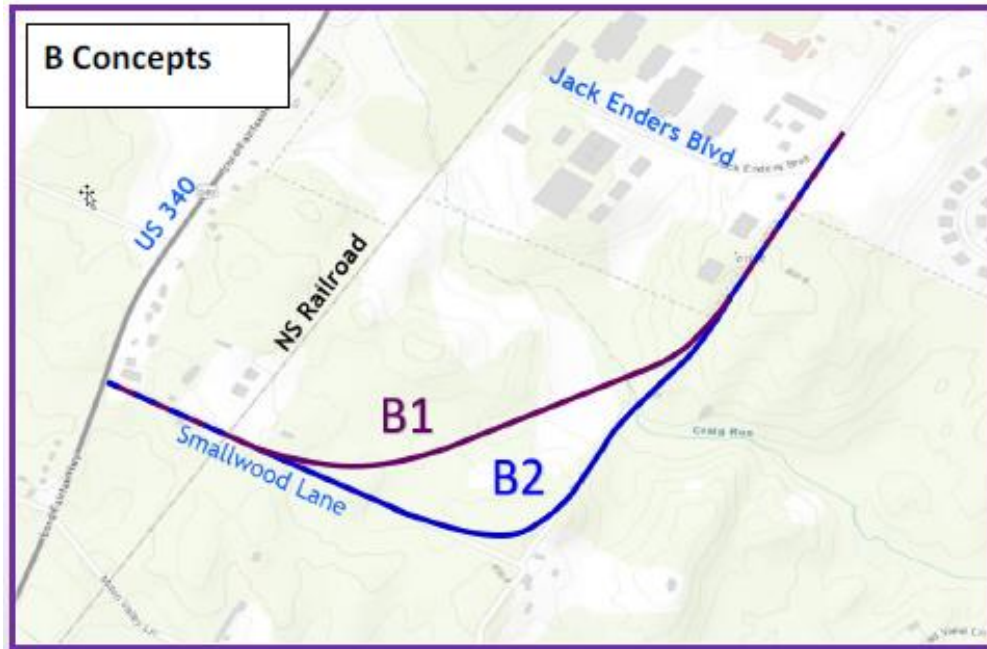
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be done to determine whether the capacity of Jack Enders Boulevard and East Main Street could support this “pass-through” traffic in addition to regular local traffic.

Construction of a new signalized intersection at U.S. 340 and upgrades to the existing railroad crossing on Smallwood Lane present additional challenges. The current intersection borders a large farm in permanent conservation easement to the south and an existing business to the north. A new and much larger signalized intersection with turn lanes and tapers at this location would likely require private property to be acquired, potentially through eminent domain, on both sides of U.S. 340. Land cannot be obtained from the farm in conservation easement which could require the intersection to be relocated to the north. Similar challenges exist at the railroad crossing as the property at the northwestern quadrant of this crossing is VDOT’s maintenance facility. Two small residential lots of 1.6 acres and 0.64 acres respectively occupy the southwestern and northeastern quadrants of the crossing. Significant land acquisition will be needed in order to accommodate a larger at-grade crossing to serve a much larger collector road.

Given these challenges it is likely that the ultimate project cost would be significantly higher than PrimeAE’s estimate of \$9,600,000. Absent significant private sector funding, this project would have to be funded using State or Federal transportation funding. The most likely funding source is VDOT’s Smart Scale program. This competitive process awards funding for new projects based on five criteria – safety, congestion mitigation, accessibility, environmental quality, and economic development. The collector road project would likely score highest as an economic development project compared to other new road construction projects. Those new road construction projects that are awarded funding, particularly for economic development purposes, must be “shovel-ready.” This means that the project is included in the locality’s comprehensive plan and transportation plan, the area impacted by the project has been rezoned for development, and site plans for construction of businesses to be served by the new road have been approved. Significant work by the Town and County, and potentially financial investment, would be needed in order to make this project competitive for Smart Scale funding.

Solutions to these challenges must be identified before this project can be included in the priority list of projects.



Proposed collector road routes, PrimeAE study presentation (July 14, 2020)

2. Newly-Identified Projects

- **Corridor Study – Lord Fairfax Highway (US 340) between Smallwood Lane (Route 680) and Town of Berryville limits.**

Project Scope:

Evaluate need for safety improvements to address crash volume along corridor.

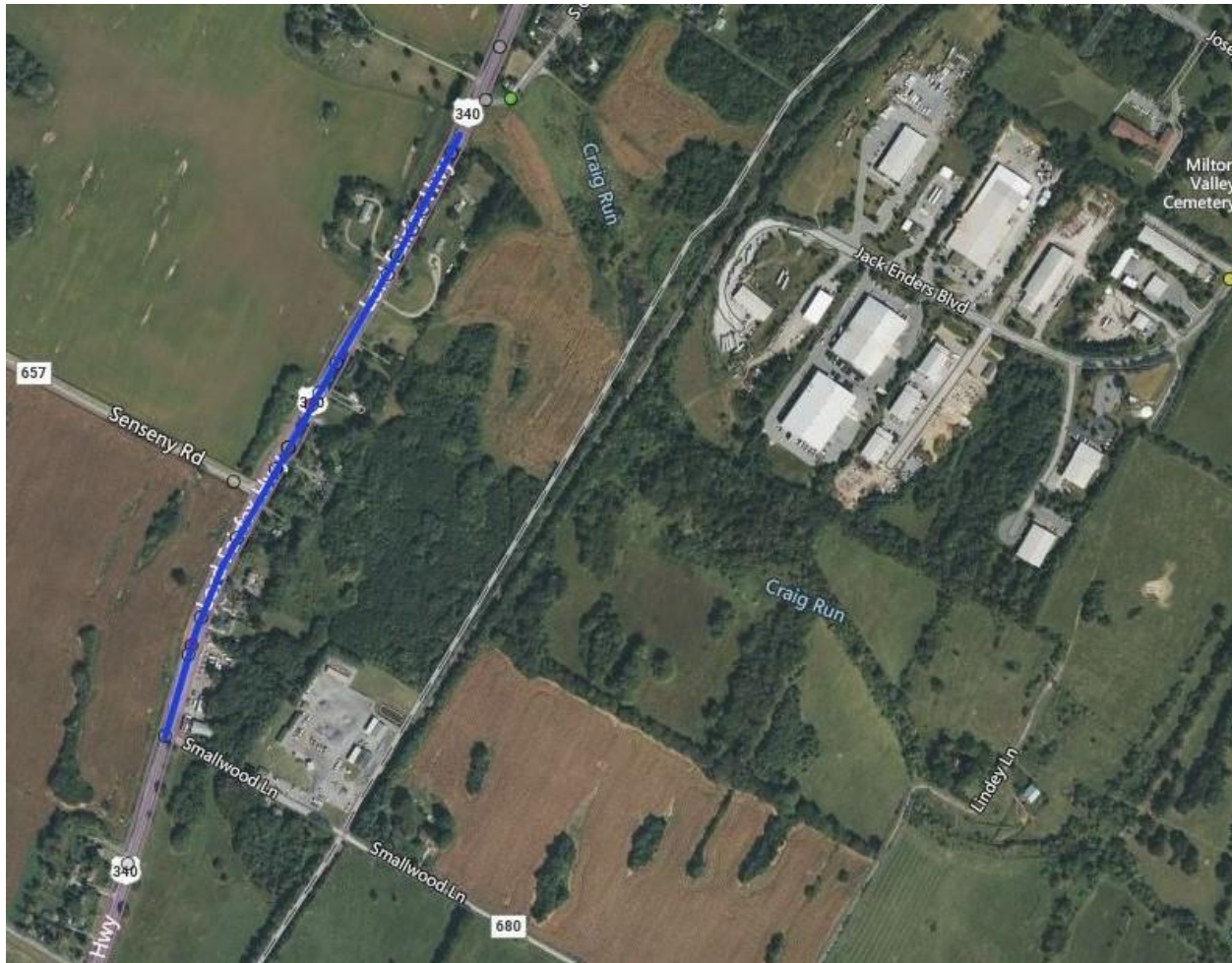
Planning-Level Cost Estimate:

To be determined by the study

Assessed Need/Description:

This corridor of concern is the 91st-ranked project location in VDOT's 2018-2022 PSI list. The corridor is the southern approach to the Town of Berryville and has two speed changes from 55MPH to 45MPH just south of the Smallwood Lane intersection and from 45MPH to 35MPH just south of Town limits. The corridor contains the intersection with Senseny Road (Route 657) which is used both locally and regionally as an alternative route to Va. Route 7 for traffic to and from Frederick County and Winchester. This intersection was modified in recent years to add turn lanes. A corridor study should be undertaken to determine whether additional improvements are necessary.

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US 340 corridor between Smallwood Lane (Route 680) and Berryville town limits

- **Corridor Study – Lord Fairfax Highway (US 340) between Harry Byrd Highway (Va. Route 7) and West Virginia state line**

Project Scope:

Evaluate need for safety improvements along corridor including the intersection of US 340 and Va. Route 7.

Planning-Level Cost Estimate:

To be determined by the study

Assessed Need/Description:

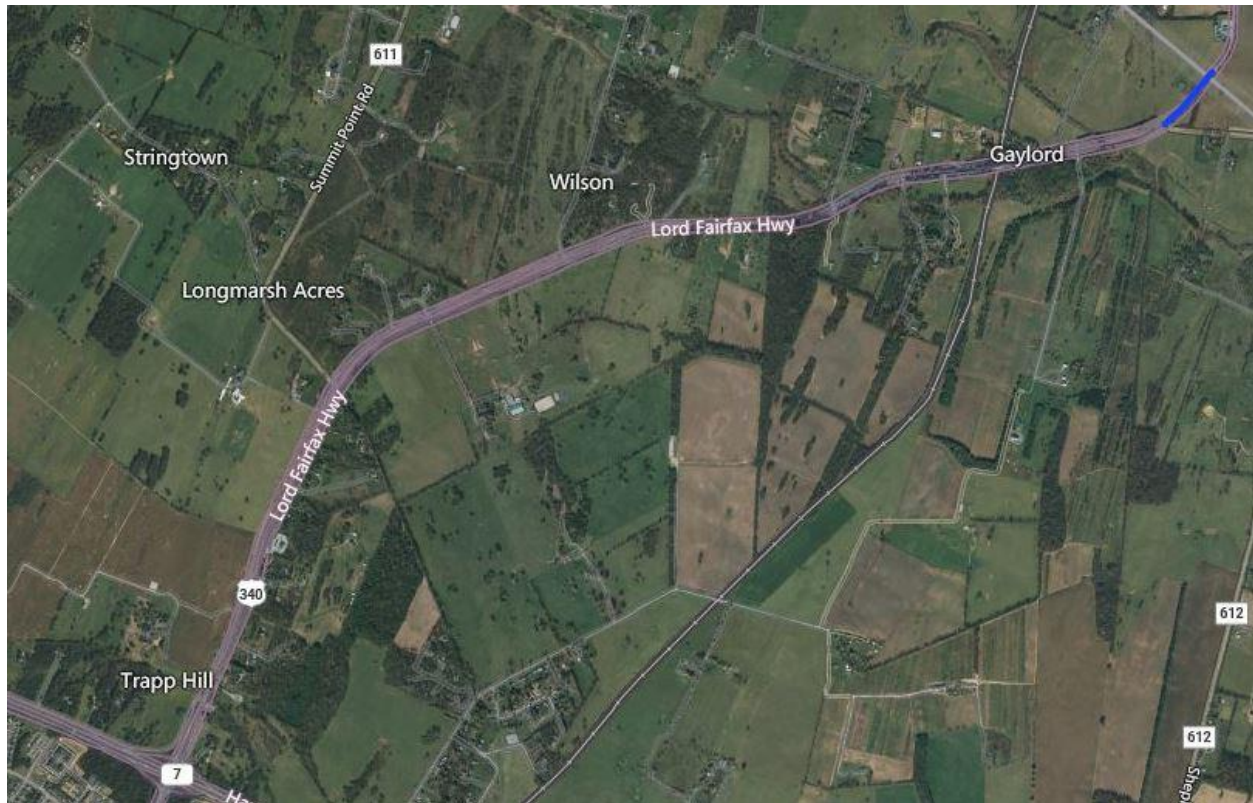
The US 340 corridor north of the Town of Berryville to the West Virginia state line has not been evaluated for safety improvements and no projects have been undertaken on the corridor in many years. It is a major commuter route for West Virginia residents traveling to employment locations in Virginia. The corridor contains the 37th-ranked project location in VDOT's 2018-2022 PSI list – the segment between Shepherds Mill Road (Route 612) and the state line. This segment is also the location of a project to widen a small two-lane section of US 340 (UPC

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#111615) to match West Virginia’s project to widen US 340 to four lanes. The widening of US 340 in West Virginia could result in increased traffic along the corridor.

Additionally, a 0.67 mile segment between the intersection of Va. Route 7 and Davis Lane (private road) was identified in VDOT’s 2017-2021 PSI list as the 33rd-ranked project location with 31 crashes and 12 crashes involving injury or fatality. The project location does not appear on VDOT’s 2018-2022 PSI list.

A safety study for the entire corridor should be conducted by VDOT to determine whether safety and functional improvements are necessary.



US 340 corridor between Va. Route 7 and West Virginia state line
Blue line – 37th-ranked project location (VDOT PSI list, 2018-2022)

- **Corridor Study – Blue Ridge Mountain Road (Route 601)**

Project Scope:

Evaluate need for safety improvements along corridor.

Planning-Level Cost Estimate:

To be determined by the study

Assessed Need/Description:

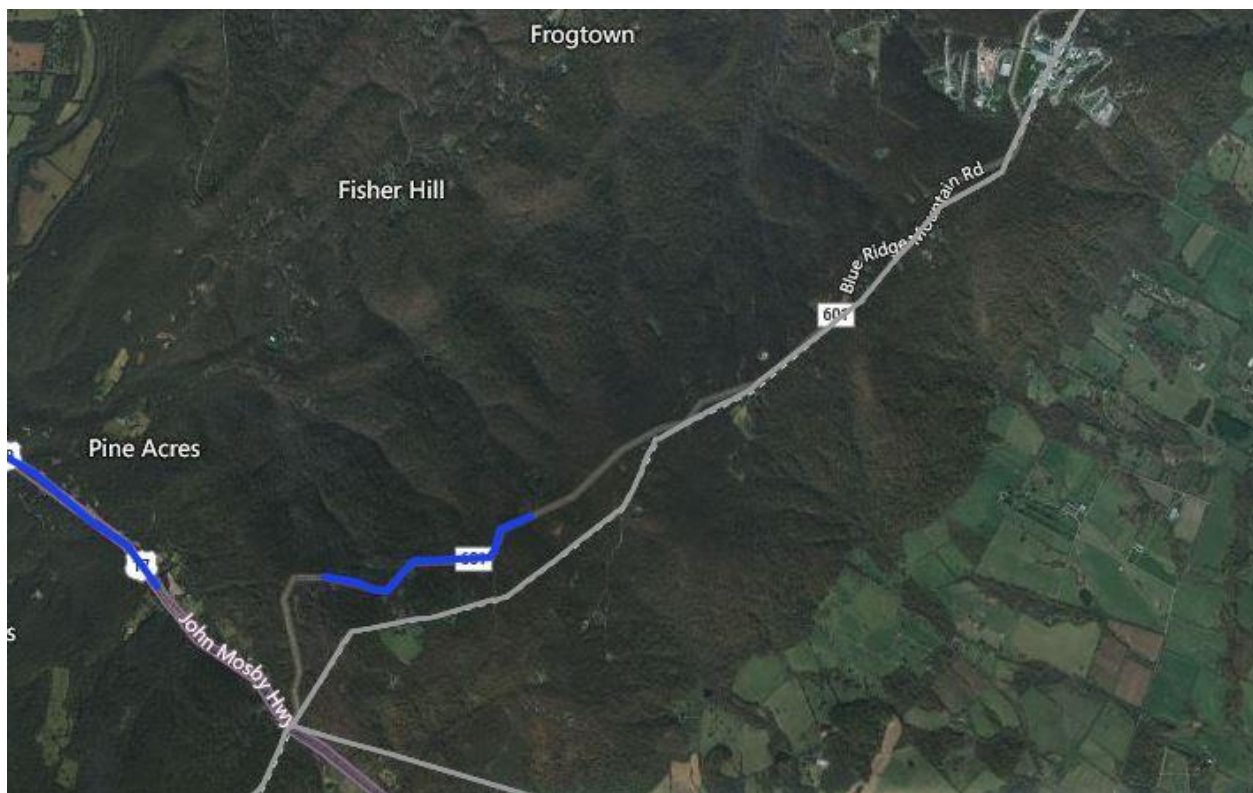
Blue Ridge Mountain Road is a winding, two-lane secondary road that predominately follows the Blue Ridge ridgeline between Harry Byrd Highway (Va. Route 7) and John Mosby Highway

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(US 50/17). The road is an alternate north-south route for traffic between these two primary highways and contains a major employer – the Federal Emergency Management Agency’s (FEMA) Mount Weather facility. There is also a large winery/brewery at the northern end of the corridor (Bear Chase Brewing Company) in Loudoun County that is a significant traffic generator on weekends and holidays.

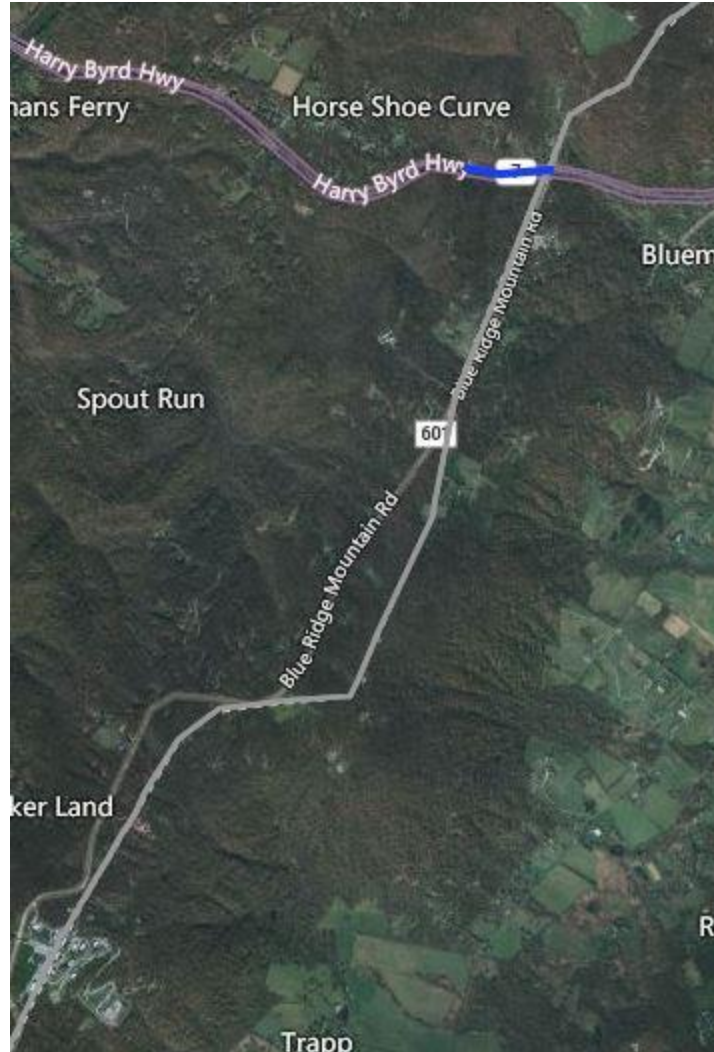
Blue Ridge Mountain Road contains the 69th-ranked project location in VDOT’s 2018-2022 PSI list – a 1.34 mile segment on the southern end of the corridor between Paris Heights Lane and Valley View Lane. The intersection with Harry Byrd Highway is the 145th-ranked project and is listed as the County’s 4th-ranked priority project (described above).

A safety study for the entire corridor should be conducted by VDOT to determine whether safety and functional improvements are necessary.



**Blue Ridge Mountain Road – John Mosby Highway to Mount Weather facility
Blue line -- 69th-ranked project location (VDOT PSI list, 2018-2022)**

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Blue Ridge Mountain Road – Harry Byrd Highway to Mount Weather facility
Blue line -- 145th-ranked project location (VDOT PSI list, 2018-2022)

- **Corridor Study – John Mosby Highway (US 50/17) between the Shenandoah River Bridge and Fauquier County line**

Project Scope:

Evaluate need for safety improvements along corridor.

Planning-Level Cost Estimate:

To be determined by the study

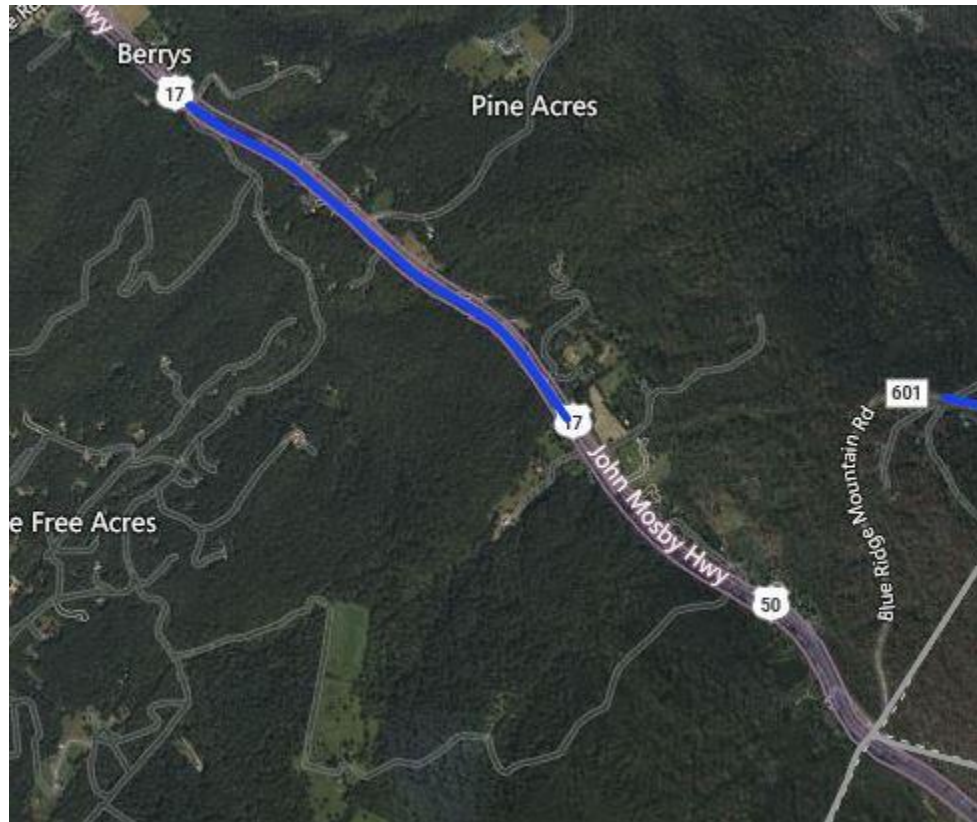
Assessed Need/Description:

The US 50/17 corridor east of the Shenandoah River has not been evaluated for safety improvements and no projects have been undertaken on the corridor in many years. It is a major east-west commuter route for County and Shenandoah Valley residents traveling to employment

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locations in Northern Virginia. The corridor contains the 111th-ranked project location in VDOT’s 2018-2022 PSI list.

A safety study for the corridor should be conducted by VDOT to determine whether safety and functional improvements are necessary.



US 50/17 corridor between the Shenandoah River and Fauquier County line

State Six-Year Improvement Program Projects

Below is a list of projects that have been programmed into the State’s Six-Year Improvement Program as of November 2023. Some of these projects are referenced in the County’s priority improvement projects while others are conducted are programmed directly by VDOT at their discretion.

UPC #	Project Description
122783	MODIFIED R-CUT INT RTE 7 AND RTE 612
121191	FY29 Clarke County Rural Rustic Roads Projects
112899	ROUTE 7 – SHOULDER WIDENING AND RUMBLE STRIPS
111615	Rte 340 Clarke Co. VA and WV STATE LINE
110827	RTE 7 SHOULDER WIDENING AND RUMBLE STRIPS
98956	RTE 761 – Replace Bridge 05453 & Appr over Opequon Creek

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Local Six Year Secondary Road Construction Project Priorities

The Clarke County Board of Supervisors works with VDOT on an annual basis to prioritize state funding for improvement projects in the County's secondary road system. State secondary system funds are allocated to a locality based on their population and land area. These system funds compose the majority of secondary road funds made available to localities and are also vary based upon the adopted state transportation budget. Other funds are available for specific project types such as upgrading unpaved roads with a hard surface (e.g., Pave in Place and Rural Rustic Roads programs) and bridge improvements.

Because secondary road construction funding varies from year to year and project requirements can change, the secondary road construction priorities are not included in the Transportation Plan.



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: 2024 Organizational Meeting Materials

DATE: November 13, 2023

Enclosed for informational purposes are several documents to help prepare you for the Annual Organizational Meeting that is scheduled for the Commission's **Tuesday, January 2, 2024** Work Session:

- **Committee Appointments (as of November 2023).**
Attached is a revised Committee Appointments list for your review. Please review the current list and notify Chair Ohrstrom prior to the Organizational Meeting if you would like to change your committee assignments. Also note that there are two vacancies to be filled with Scott Kreider's passing on the Policy & Transportation and Plans Review committees.
- **Draft 2024 Meeting Schedule.**
A draft schedule for meeting dates through January 2025 is included for your reference. Staff is not currently proposing any schedule deviations however there are two dates that the Commission may want to discuss:
 - Friday, July 5 Business Meeting. Thursday, July 4 is a holiday. An alternative would be to move the Work Session and Business Meeting ahead one week to Tuesday, July 9 and Friday, July 12.
 - Tuesday, December 31 Work Session. While the County will be open for business on December 31, it is New Year's Eve and Wednesday is a holiday. An alternative would be to move the Work Session and Business Meeting ahead one week to Tuesday, January 7 and Friday, January 10.
- **2023 Planning Commission By-Laws.**
A copy of the current 2023 By-Laws is enclosed for your review. No changes are proposed for this year however members are welcome to discuss any potential changes for inclusion in the 2024 version.
- **Current (July 2023) Project Priorities List.**
This is the current priorities list that was discussed by the Commission and updated in July. Staff will provide an updated draft 2024 Priorities List for discussion in your

January meeting packet.

- **Current Comprehensive Plan/Component Plan Review Schedule (October 2023).**
A revised review schedule is included for your reference reflecting the recent continuation of the Waterloo Area Plan for an additional five years.

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

**CLARKE COUNTY PLANNING COMMISSION
2023 COMMITTEE ASSIGNMENTS (as of 11/13/2023)**

Permanent Committee Descriptions

- **Policy and Transportation.** Charged with focused study of general planning-related policy issues and matters affecting the County’s transportation network.
- **Plans Review.** Charged with review and comment on the following:
 - Site plan applications for Commission review (including those filed in conjunction with rezoning and special use permit applications)
 - Major subdivisions
 - Other administrative site plan, minor subdivision, or other land development applications on which Staff requests input from the Committee.
- **Comprehensive Plan.** Charged with initial management of the five-year review process for the Comprehensive Plan and implementing component plans.
- **Ordinances.** This Committee was created initially to serve as the steering committee for the project to review and update the Zoning and Subdivision Ordinances. Following completion of the project, the Ordinances Committee could also be charged with work on future proposed text amendments.

Permanent Committees

Policy & Transportation	Buster Dunning	Bob Glover	VACANT	Gwendolyn Malone
Plans Review	Ron King	Pearce Hunt	VACANT	Frank Lee
Comprehensive Plan	Terri Catlett	Randy Buckley	John Staelin	Bob Glover
Ordinances	Randy Buckley	Ron King	Frank Lee	Gwendolyn Malone

NOTE: The Commission Chair is ex-officio member of all committees, but will chair no committee.

Other Committee Assignments

Berryville Area Development Authority (BADA) -- Appointed by the Board of Supervisors (Planning Commission representative is not required)	George L. Ohrstrom, II
Board of Septic and Well Appeals -- Commissioner as voting member, two commissioners as alternates per County Code	George L. Ohrstrom, II Randy Buckley (Alternate to Commission member) John Staelin (Alternate to citizen member)

<p>Board of Zoning Appeals (BZA) -- Appointed by the Board of Supervisors (Planning Commission representative is not required)</p>	<p>John Staelin</p>
<p>Broadband Implementation Committee -- Two commissioners appointed by the Board of Supervisors</p>	<p>Buster Dunning VACANT</p>
<p>Conservation Easement Authority (CCEA) -- One commissioner appointed by the Board of Supervisors per County Code</p>	<p>George L. Ohrstrom, II</p>
<p>Historic Preservation Commission (HPC) -- Appointed by the Board of Supervisors upon recommendation by the Planning Commission per Zoning Ordinance</p>	<p>Bob Glover</p>

2024 PLANNING COMMISSION MEETING SCHEDULE (DRAFT)

Work Sessions

Work Sessions are held monthly (except August) on the Tuesday before the Planning Commission's Business Meeting at 3:00PM in the Berryville-Clarke County Government Center, 101 Chalmers Court, 2nd Floor (unless otherwise scheduled). The purpose of the Work Session is to review agenda items for the upcoming Business Meeting and to discuss projects and issues in a workshop setting. Formal actions may be taken at Work Sessions but are limited to the annual organizational meeting items and those items specifically deferred from a previous Business Meeting. Work Sessions are open to the public.

Business Meetings

Business Meetings are held monthly on the first Friday of every month (except August) at 9:00AM in the Berryville-Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor (unless otherwise scheduled). The Commission conducts official business at these meetings including taking formal action on pending land use applications and text amendments, conducting required public hearings, and receiving reports from committee and board representatives. Business Meetings are open to the public.

Work Session Meeting Dates	Business Meeting Dates
Tuesday, January 30	Friday, February 2
Tuesday, February 27	Friday, March 1
Tuesday, April 2	Friday, April 5
Tuesday, April 30	Friday, May 3
Tuesday, June 4	Friday, June 7
Tuesday, July 2	Friday, July 5
No meeting in August	No meeting in August
Tuesday, September 3	Friday, September 6
Tuesday, October 1	Friday, October 4
Tuesday, October 29	Friday, November 1
Tuesday, December 3	Friday, December 6
Tuesday, December 31	Friday, January 3, 2025

Standing Committee and Special Subcommittee Meetings

Meetings of Planning Commission committees and special subcommittees are scheduled on an as-needed basis, often immediately following Work Sessions and Business Meetings. Dates, times, and locations for committee and subcommittee meetings are posted to the meeting calendar on the County website (www.clarkecounty.gov).

Inclement Weather and Other Schedule Deviations

In the event that a meeting is impacted by inclement weather, efforts will be made either to postpone the meeting to a later time on the same day or to reschedule the meeting within one week of the original meeting date. If this cannot be accomplished, the agenda items will be forwarded to the next Work Session or Business meeting date. Deviations in the meeting schedule may be made to account for conflicts with holidays, government meetings, or other events of significance.

BY-LAWS OF THE CLARKE COUNTY PLANNING COMMISSION
(Adopted by the Planning Commission on January 3, 2023)

Article 1 – Purposes, Duties, and Authority

The Clarke County Planning Commission is created and organized pursuant to Code of Virginia §15.2-2210, et seq., and shall have the purposes, duties, and authority set forth therein. Meetings shall be held in accordance with Code of Virginia §15.2-2214. Provisions regarding conflicts of interest are set forth in Code of Virginia §2.2-3100 et. seq.

Provisions regarding Commission membership, terms of office, required oath of office, quorum, and officers are located in Section 2.2.3 of the Clarke County Zoning Ordinance (Code of Clarke County Chapter 200, Article I).

Article 2 – Election of Officers

- A. Selection of Chair and Vice-Chair. As required by Section 2.2.3 of the Clarke County Zoning Ordinance, the Commission shall elect from its membership a Chair and a Vice-Chair to serve a one year term. Election of officers shall be held at the Commission’s annual organizational meeting.

- B. Election procedure. The Director of Planning or other Staff designee shall open the floor for nominations for Chair. Once all nominations are made, the floor shall be closed to nominations and opened for discussion of the nominees. Once discussion is complete and floor closed, the Director of Planning or Staff designee shall call for a vote on each candidate in the order of their nomination. The candidate receiving a majority vote of the members present shall be declared elected and shall assume office immediately. The Chair-Elect shall repeat the process above for election of the Vice-Chair.

- C. Vacancies. Any vacancies in office shall be filled at the next regular Commission meeting by the election procedure outlined in Section B above. Vacancies shall be filled for the unexpired term.

Article 3 – Duties of Officers

- A. Duties of the Chair. The Chair shall preside at all meetings, appoint standing and special committees, rule on all procedural questions subject to a reversal by 2/3 majority vote of the members present, coordinate the work of the Commission staff through close and continuing cooperation with the County Administrator, and carry out other duties as assigned by the Commission.

- B. Duties of the Vice-Chair. The Vice-Chair shall act in the absence or inability of the Chair, have the power to function in the same capacity as the Chair whenever so authorized by the Chair, and carry out other duties as assigned by the Chair.

Article 4 – Committees and Liaison Members

- A. The Chair shall appoint such standing and special committees as the Commission shall direct and may designate the member who shall chair each committee. The Chair is an ex-officio member of all committees and shall not vote on committee matters. In the absence of a committee member, the Chair may serve as an alternate member and is authorized to vote on committee matters at that meeting.
- B. Membership on committees shall be limited to members of the Commission provided, however, that nonvoting advisory persons may be appointed by the Commission Chair from outside the Commission membership. Each committee shall determine its own policies as to attendance at meetings by advisory persons.
- C. The Chair shall confirm or revise the membership and chairmanship of all standing committees annually at the Commission’s organizational meeting.
- D. The Chair may designate Commission members to serve as liaisons to other public organizations. The designated liaison member shall be responsible for maintaining continuing communication and cooperation between the Commission and the organization to which the member is designated.

Article 5 – Meetings

- A. All meetings and public hearings shall be open to the public and conducted in accordance with Code of Virginia §15.2-2200 et. seq. and the Virginia Freedom of Information Act (§2.2-3700 et. seq.). Meetings shall be subject to the additional requirements included in this Article.
- B. Scheduling and Purpose of Meetings. The Commission shall schedule, on a monthly basis, a work session and a business meeting as described below. No work session or business meeting shall be scheduled for the month of August, however special meetings and committee meetings may be scheduled. The Commission shall establish the meeting schedule for the upcoming year at the Commission’s annual organizational meeting according to the dates described below. Deviations in this schedule may be made to account for conflicts with holidays, government meetings, inclement weather, or other events of significance.
 - 1. Business meetings. The purpose of the business meeting is to conduct scheduled Public Hearings; to take formal action on zoning and subdivision applications, ordinance or plan amendments, or other planning matters; and to discuss other matters pertinent to the Commission’s responsibilities. Business meetings shall be scheduled for the first Friday of each month.
 - 2. Work sessions. Formerly known as briefing meetings, the purpose of the work session is to receive information on the agenda items for the upcoming business meeting and to discuss projects and issues pertinent to the Commission’s

responsibilities in a workshop setting. Formal actions taken at work sessions shall be limited to the annual organizational meeting action items and those items specifically deferred from a business meeting to a work session. Work sessions shall be scheduled for the Tuesday prior to the Friday business meeting.

3. Committee meetings. Meetings of the Commission's standing and special committees may be scheduled on an as-needed basis at the discretion of Planning Staff or at the request of the Chair or Vice-Chair.
4. Special meetings. Special meetings of the Commission may be scheduled on an as-needed basis at the request of the Chair or Vice-Chair. Formal actions taken at special meetings shall be limited to those items specifically deferred from a business meeting to a special meeting.
5. Annual organizational meeting. The annual organizational meeting shall be conducted as the first item of business at the first Commission meeting of the calendar year. The annual organizational meeting shall consist, at a minimum, of:
 - a. Election of Chair and Vice-Chair;
 - b. Member assignments to committees;
 - c. Review and adoption of the meeting schedule for the year;
 - d. Review and adoption of the By-Laws; and
 - e. Review and adoption of the Commission's project priorities for the year.

C. Agendas. Planning Staff, under the direction of the Chair, shall be responsible for preparing the Commission's meeting agendas.

1. The regular meeting agenda shall include, at a minimum, the following items:
 - a. Call to order and determination of quorum
 - b. Approval of the agenda
 - c. Approval of minutes
 - d. Public hearing items
 - e. Technical reviews (e.g., site plans, subdivisions)
 - f. Board and Committee reports from designated liaisons
 - g. Other business items
2. The contents of work session agendas shall be prepared at the Planning Staff's discretion. The contents of special meeting agendas shall be prepared by Planning Staff at the Chair's or Vice-Chair's direction.
3. The order and content of the agenda may be changed by a majority vote of the members present at the meeting.

D. Parliamentary procedure in Commission meetings shall be governed by the most current edition of Robert's Rules of Order as modified by any applicable provisions of these By-Laws.

Article 6 – Meeting Decorum

- A. The purpose of this article is to establish rules for public participation and conduct during Planning Commission meetings. The general conduct of the public must be civil in manner, directed to the business at hand, and must conform to the rules listed in this article.
- B. Public Hearings.
 - 1. Members of the public are encouraged to provide comments on matters before the Commission during the scheduled public hearings. At the Chair’s discretion, speakers may be required to fill out a sign-in sheet prior to commencement of the public hearing.
 - 2. Speakers shall state their name and address for the record prior to addressing the Commission.
 - 3. Speakers shall have a maximum of 3 minutes to address the Commission or 10 minutes if the speaker is identified as representing a recognized group or if they are speaking on behalf of a group of citizens present at the public hearing. The time limit may be extended or waived at the Chair’s discretion.
 - 4. Speakers shall be civil in tone and demeanor and shall not make personal, impertinent, slanderous, or profane remarks, or any threatening or intimidating gestures, to any member of the Board, the staff, or the general public.
 - 5. Speakers shall address the Commission and shall not address the audience, answer questions from the audience, or engage in debate with anyone in the audience.
- C. Conduct of Meeting Attendees
 - 1. Meeting attendees are to be respectful of the opinions of others and shall refrain from shouting, booing, hissing, stomping, clapping, holding side conversations, or any other disruptive behaviors which impede the orderly conduct of Commission meetings.
 - 2. Any meeting attendee that participates in unacceptable behavior shall be ruled out-of-order by the Chair and, if necessary, be asked to leave the premises.

Article 7 – Removal of Commission Member

- A. Whenever a commission member has been absent from three (3) consecutive regular meetings, or absent from four (4) or more regular meetings in any twelve (12) month period, the Board of Supervisors shall inquire of the Commission Chair if there has been any mitigating circumstance that indicates the member’s attendance will improve in the future. In the absences of such an indication, the Board, in its discretion, may request the

resignation of the member or may remove the member in accordance with Code of Virginia §15.2-2212.

- B. A commission member may be removed by the Board of Supervisors for malfeasance of office in accordance with Code of Virginia §15.2-2212.

Article 8 – Electronic Meeting Participation

- A. Pursuant to Code of Virginia §2.2-3708.3, the following procedures are established for members of the Clarke County Planning Commission (the “Commission”) to participate electronically in Commission meetings, and in meetings of the Commission’s standing and special committees, from remote locations for reasons specified as follows:

- 1. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member’s physical attendance.
- 2. Such member has a family member with a medical condition that requires the member to provide care which prevents the member’s physical attendance.
- 3. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subsection is limited each calendar year to two meetings, or 25% of the Commission’s meetings held that calendar year rounded up to the next whole number, whichever is greater. The 25% shall be determined based on the total number of meetings held as of the date that the member requests to participate electronically for personal reasons. Electronic meeting participation for personal reasons shall be calculated separately for the Commission’s committees.

- B. Procedures for authorizing electronic participation in a meeting.

- 1. Electronic participation in a meeting shall only be permitted if a quorum of the Commission, or a quorum of the standing or special committee, is physically assembled at the designated meeting location.
- 2. Commission meetings. Any member requesting to participate electronically in a Commission meeting shall notify the Chair of the Commission of the reason for electronic participation as specified in Subsection 1 above, on or before the day of the meeting. The Chair of the Commission shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request.
- 3. Standing or special committee meetings. Any member requesting to participate electronically in a standing or special committee meeting shall notify the committee chair of the reason for electronic participation as specified in

Subsection 1 above, on or before the day of the meeting. The committee chair shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request. In the event that the standing or special committee does not have a chair, the Chair of the Commission shall be notified of the request and shall determine whether to approve or disapprove the request.

4. If electronic participation is approved, the Clerk of the Commission shall record in the meeting minutes the remote location from which the member participated. The meeting minutes shall also indicate the reason for the member's electronic participation as described in Subsection 1 above.
5. If electronic participation is disapproved, the reason for such disapproval shall be recorded in the minutes with specificity.
6. For any electronic participation, arrangements shall be made to ensure that the voice of the member participating electronically may be heard by all persons in the designated meeting location.

Article 9 – Operating Policies

A. Conditional Approval Policy

The Planning Commission may, at its sole discretion, grant or recommend conditional approval of an application due to unresolved administrative issues provided that the following items are met:

1. The issue has been informally resolved and only requires final written submission by the applicant and confirmation by Planning Staff and/or the applicable review agency.
2. The issue is reasonably expected to be resolved fully within the next 21 days or finalizing of the Planning Commission's next meeting agenda, whichever is sooner.
3. The issue is not one that, in the Commission's opinion, warrants continuance of a public hearing (if applicable).

An administrative issue is one that requires verification of compliance with a technical requirement or requirements and involves no subjective interpretation by Planning Staff or the review agency.

B. Conflicts of Interest Process

The following process is established for commissioners who may have a conflict of interest per the Code of Virginia on a matter coming before the Commission or any of its committees.

1. A commissioner shall notify the Director of Planning as soon as a conflict of interest in a matter coming before the Commission is suspected. The Director will advise the commissioner whether there is an actual conflict of interest and may consult the County Attorney if necessary.
2. If there is a conflict of interest, a statement of disqualification will be prepared for the commissioner to read at the Commission's first public meeting at which the matter will be considered. The commissioner shall also notify the Chair of the conflict prior to the meeting at which the statement of disqualification is read.
3. Once the commissioner has read the statement of disqualification, they are prohibited from participating in all deliberations of the case. The commissioner may remain seated with the Commission or may choose to sit in the audience at their discretion during deliberations.

MID-YEAR REVIEW – FINAL VERSION

2023 PROJECT PRIORITIES – PLANNING COMMISSION

The list is intended to aid the Commission and Staff to ensure that work on critical projects is prioritized and completed in a timely fashion. Project start dates and priorities may be affected by the Commission’s zoning case load (e.g., special use permit applications, rezoning, site plans, subdivisions), text amendments, or other special projects requested by the Board of Supervisors.

Comprehensive Plan/Component Plans

Review of the Comprehensive Plan and implementing component plans typically are assigned to the Comprehensive Plan Committee for initial development before presentation to the full Planning Commission.

Updates:

1. Five-Year Review and Update of Transportation Plan

STATUS – UNDERWAY. Work completed or in progress:

- Resolution was adopted by the Commission on January 4, 2019 to initiate review of the Plan.
- Policy & Transportation Committee provided direction to Staff on revised plan structure, objectives and strategies, and projects.
- Staff to develop initial draft of revised plan for Committee review on August 9.

GOALS FOR 2023:

- COMPLETED -- Assigned to Policy & Transportation Committee in March 2023. Project is the top priority as the current plan was adopted on March 18, 2014.
- Complete initial draft of revised plan by end of August and forward to VDOT for statutory review.
- Meet to incorporate VDOT comments and finalize draft in September/early October. Forward draft to Commission for full review in November.

2. Five-Year Review of the Waterloo Area Plan

STATUS – NOT STARTED. Work completed or in progress:

- Five-year review resolution was adopted by the Commission on November 5, 2021.
- Awaiting completion of capacity study by Clarke County Sanitary Authority.

GOALS FOR 2023:

- Assign to Comprehensive Plan Committee upon completion and acceptance of capacity study. Based on capacity study results, evaluate whether to conduct review/update of plan or recommend to the Commission that the plan be continued in its current form for an additional five years.

MID-YEAR REVIEW – FINAL VERSION

3. **Rural Lands Plan – Agricultural Land Plan, Mountain Land Plan, Village Plan**

STATUS – NOT STARTED. Work completed or in progress:

- Five-year review resolution for Agricultural Land Plan was adopted by the Commission on February 21, 2022.

GOALS FOR 2023:

- Staff to develop working outlines and initial list of key discussion issues.
- Assign to Comprehensive Plan Committee for initial work beginning in August 2023.

Five-Year Review Resolutions Due:

1. **Historic Resources Plan -- COMPLETED**

2. **Water Resources Plan -- COMPLETED**

Zoning and Subdivision Ordinance – Potential Text Amendments

Issues that may be developed into Zoning and Subdivision Ordinance text amendments are assigned either to the Policy & Transportation Committee (for substantive policy issues) or to the Ordinances Committee (for technical issues). These Committees are charged with discussing the issues and developing them into draft text amendments for the full Commission's review.

1. **Campground zoning regulations**

STATUS – UNDERWAY. Finalize text amendment, complete public hearing, and forward to Board of Supervisors in September.

2. **Maximum lot size exception regulations – clarify language**

STATUS – UNDERWAY. Conduct public hearing at July 2 Business Meeting and forward to Board of Supervisors.

3. **Farm winery, farm brewery, and farm distillery regulations**

STATUS – UNDERWAY. Conduct public hearing at July 2 Business Meeting and forward to Board of Supervisors.

4. **Remove assembly activities accessory use from the “country inn” use**

STATUS – NOT STARTED. To be reviewed by Planning Commission in the fall.

5. **Application reviews impacted by text amendments**

STATUS – NOT STARTED. To be reviewed by the Planning Commission in the fall.

MID-YEAR REVIEW – FINAL VERSION

Other Projects

- **Five-Year Review and Update of the Berryville Area Plan.** Work to be conducted by the Berryville Area Development Authority (BADA) supported by County and Town Planning Staffs. BADA initiated review of the Area Plan on May 26, 2021. Current Area Plan was adopted in May 2016. First discussion scheduled for August 2, 2023.

Updated 10/10/2023

COMPREHENSIVE PLAN/COMPONENT PLAN REVIEW SCHEDULE

Plan	Last Adoption Date	Next 5-Year Review Deadline	Estimated Revision Start and Completion
Transportation Plan	March 18, 2014	5-year review initiated January 4, 2019	<u>Start</u> – Underway <u>Complete</u> – Fall 2023
Berryville Area Plan	May 10/17, 2016	5-year review initiated May 26, 2021	<u>Start</u> – TBD 2023 <u>Complete</u> – TBD 2024
Agricultural Land Plan*	February 21, 2017	5-year review initiated February 21, 2022	<u>Start</u> – Summer 2023 <u>Complete</u> – Summer 2024
Mountain Land Plan*	June 21, 2005	Overdue	<u>Start</u> – Summer 2023 <u>Complete</u> – Summer 2024
Village Plan*	Not started	Not applicable	<u>Start</u> – Summer 2023 <u>Complete</u> – Summer 2024
Recreation Component Plan	December 15, 2020	December 15, 2025	<u>Start</u> – Spring 2026 <u>Complete</u> – Winter 2026
Comprehensive Plan	September 20, 2022	September 2027	<u>Start</u> – Fall 2027 <u>Complete</u> – Summer 2028
Double Tollgate Area Plan	January 17, 2023	January 17, 2028	<u>Start</u> – After adoption of revised Comprehensive Plan
Historic Resources Plan	June 19, 2018 (Continued 6/2/2023)	June 10, 2028	<u>Start</u> – After adoption of revised Comprehensive Plan
Water Resources Plan	September 25, 2018 (Continued 6/2/2023)	June 10, 2028	<u>Start</u> – After adoption of revised Comprehensive Plan
Waterloo Area Plan	December 20, 2016 (Continued 10/6/2023)	October 6, 2028	<u>Start</u> – After adoption of revised Comprehensive Plan

Yellow – Scheduled for review (initiated by 5-year review resolution); Gray – 5-year review is overdue;

Green – 5-year review is due in future/Plan is currently in good standing; Orange – New Plan to be developed

* Possible joint development of “Rural Lands Plan” for unincorporated areas of the County