



Clarke County Planning Commission

MINUTES – Business Meeting

Friday, March 1, 2024 – 9:00AM

Berryville/Clarke County Government Center – Main Meeting Room

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

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

OTHERS PRESENT: None.

CALL TO ORDER: By Vice-Chair Buckley at 9:00AM.

1. Approval of Agenda

Vice-Chair Buckley stated that he would like to add an item immediately following “Approval of Agenda.” This item is to appoint a temporary chair for Item #3, Schedule Public Hearing for SUP-23-03/SP-23-04. Members had no questions or comments.

Motion to approve the agenda as amended:			
Ohrstrom (Chair)	ABSENT	King	AYE (seconded)
Buckley (Vice-Chair)	AYE	Lee	ABSENT
Catlett	AYE	Malone	AYE
Dunning	AYE	Reed	AYE
Glover	AYE	Staelin	AYE (moved)
Hunt	AYE		

1A. Appoint a temporary chair for Item #3, Schedule Public Hearing for SUP-23-03/SP-23-04

Vice-Chair Buckley stated that cannot preside over Item #3 due to his conflict of interest as the applicant on that matter. He moved to appoint Commissioner Malone as temporary chair for Item #3. Members had no questions or comments.

Motion to appoint Gwendolyn Malone as temporary chair for Item #3:			
Ohrstrom (Chair)	ABSENT	King	AYE (seconded)
Buckley (Vice-Chair)	AYE (moved)	Lee	ABSENT
Catlett	AYE	Malone	AYE
Dunning	AYE	Reed	AYE
Glover	AYE	Staelin	AYE
Hunt	AYE		

2. Approval of Minutes

A. January 30, 2024 Work Session

The Commission voted 9-0-2 to approve the January 30, 2024 minutes as presented by Staff.

Motion to approve the January 30, 2024 minutes as presented by Staff:			
Ohrstrom (Chair)	ABSENT	King	AYE
Buckley (Vice-Chair)	AYE	Lee	ABSENT
Catlett	AYE	Malone	AYE (moved)
Dunning	AYE	Reed	AYE
Glover	AYE	Staelin	AYE (seconded)
Hunt	AYE		

B. February 2, 2024 Business Meeting

Mr. Stidham noted a minor correction on page 10 of 24. Under the first line of the Board of Septic & Well Appeals report, the fourth word “the” should be “that.”

The Commission voted 9-0-2 to approve the February 2, 2024 minutes as amended.

Motion to approve the February 2, 2024 meeting minutes as amended:			
Ohrstrom (Chair)	ABSENT	King	AYE
Buckley (Vice-Chair)	AYE	Lee	ABSENT
Catlett	AYE	Malone	AYE (moved)
Dunning	AYE	Reed	AYE (seconded)
Glover	AYE	Staelin	AYE
Hunt	AYE		

SCHEDULE PUBLIC HEARING

3. SUP-23-03/SP-23-04, Harry Z. Isaacs % Long Branch Farm

Prior to the start of this item, Vice-Chair Buckley yielded the chair to Commissioner Malone and left the dais.

Mr. Camp reviewed the staff report for this item. He noted that this item was deferred at the applicant’s request in February and the applicant continues to work through issues with the

Virginia Department of Health (VDH) and the Virginia Department of Transportation (VDOT). He said the staff report addresses questions raised by commissioners at the last meeting, one of which is the revocation of the previous special use permit approval for the veterinary clinic. He added that the revocation can be handled concurrently with the current special use permit (SUP) application and addressed in the public hearing advertisement. He noted that commissioners asked about how events would be addressed among the current house museum SUP, the proposed minor commercial public assembly SUP, and the special events ordinance. He said that conditions will ultimately be developed by Staff and added that a table is included in the staff report to explain how these regulations would apply to different types of events. He said that noise would be regulated by a condition to require compliance with the County noise ordinance, an approach that was taken with the Kentlands SUP application for a similar use.

Mr. Camp said that he recently met with Bobby Boyce (VDOT) and the applicant at Long Branch to discuss their entrances, specifically the primary entrance on Nelson Road. He said that Mr. Boyce indicated that this entrance would likely be acceptable for entering the property but does not meet VDOT requirements as an exit. He added that Mr. Boyce will be helping the applicant to design the required improvements. He said that the primary entrance can be used for ingress only with exiting traffic using the approved Nelson Road entrance to the west until the improvements are completed.

Mr. Camp said that VDH is still working with the applicant to determine the exact capacity and functionality of the current onsite sewage disposal system. The applicant has requested to move forward with scheduling public hearing and Staff has no objections to this. He said that the applicant and VDH need to reach a resolution prior to the April 5 Business Meeting.

Prior to hearing from the applicant, Chair Malone stated the following for the record:

Vice-Chair Randy Buckley has a conflict of interest as he is the applicant on this matter. Vice-Chair Buckley read a statement into the record of the January 2, 2024 work session disqualifying himself from participating in the deliberation of this matter.

Mr. Buckley stated that they plan to amend the special use permit and site development plan applications to align with their application to VDH. He said attendance would be for a maximum of 25 events of up to 149 people and maximum of 30 events of up to 50 people. He added that this would allow them to cover a Friday rehearsal dinner and a Saturday wedding.

Commissioner Catlett asked how the number of “house attendees” of 25 or fewer was determined. Mr. Buckley replied that he thinks they have an average of six visitors to the house per week and their budget for ticket sales reflects this projection. Commissioner Staelin asked if it would be 25 weddings and Mr. Buckley replied up to 25 events of 149 people or less. Commissioner Staelin asked if this would be every weekend for six months in a year. Mr. Buckley replied that weddings could occur that frequently but he did not think it is likely. He added that peak wedding season is mid-May through June of four weeks and then again from early-September into October. He said that there could be a wedding every weekend during those periods, noting that they chose the number of events in order to cover all of their bases. He introduced Marianne Casey as their interim director and she agreed that they typically have had

10-15 weddings per year but they have never had as many as 25 weddings. Ms. Casey added that they are changing their approach to weddings by not advertising as they have in the past. She said they are focusing more on smaller weddings to serve the community versus attracting wedding clients from outside the area. Commissioner Staelin said that this is what they are currently doing but the application could allow them to advertise extensively and have weddings every weekend for a six month period. He added that the Commission has to think of these things when reviewing these applications. He also said that how the applicant presents noise generating activities is considered and the less impactful the use, the greater likelihood that it could be approved.

There were no further questions or comments from the Commission.

The Commission voted 9-0-2 to schedule public hearing on SUP-23-03/SP-23-04 for the Commission’s April 5, 2024 Business Meeting.

Motion to schedule public hearing on <u>SUP-23-03/SP-23-04</u>, Harry Z. Isaacs % Long Branch Farm for the April 5, 2024 Business Meeting:			
Ohrstrom (Chair)	ABSENT	King	AYE (seconded)
Buckley (Vice-Chair)	AYE	Lee	ABSENT
Catlett	AYE	Malone	AYE
Dunning	AYE	Reed	AYE
Glover	AYE	Staelin	AYE (moved)
Hunt	AYE		

Commissioner Malone yielded the chair to Vice-Chair Buckley. Vice-Chair Buckley returned to the dais.

4. Board and Committee Reports

Board of Supervisors (Catlett)

Commissioner Catlett said that at their most recent meeting, the Board reviewed the Transportation Plan draft and decided to have a work session on it. She noted that several citizens spoke during the public comment period about safety concerns on Route 7. Commissioner Staelin asked if anything can be done. Commissioner Catlett said it is a real challenge as the County has to compete with other areas for Smart Scale funding. She added that it may come down to whether the County will contribute funding and whether it is appropriate for County taxes to be spent on a regional thoroughfare. She also said that the Board will be considering a resolution to approve installation of traffic tables in Millwood which will be the first community in the Edinburg residency to receive them. She added that the Board also continues to work on the budget.

Board of Septic & Well Appeals (Ohrstrom)

Nothing to report.

Board of Zoning Appeals (Staelin)

Commissioner Staelin said that the BZA met recently and Howard Means was elected chair again. He said they held a public hearing to consider a setback variance for a utility building, noting that the setback was from a private access easement and not the property line. He added that the neighboring property owner had no concerns with the variance and the BZA approved the request.

Historic Preservation Commission (Glover)

Commissioner Glover said that the HPC did not meet in February. He added that the awards committee will be meeting on Tuesday.

Conservation Easement Authority (Ohrstrom)

Vice-Chair Buckley said that the Authority celebrated the 10th anniversary of the Wingate Mackay-Smith award. He said the recipients were Tupper and Wendy Dorsey who have been great advocates of conservation easements, placing approximately 700 acres into easement and being great spokespeople for land conservation.

Broadband Implementation Committee (Stidham)

Nothing to report.

5. Other Business – None Scheduled.

A. Status of Deferred Applications

Mr. Camp said that the applicant for the Berryville Berries campground special use permit application has requested a two month deferral to the May meeting. He said that the Regan Partnership minor subdivision applicants are working through VDOT’s public road requirements and the County’s private access easement requirements. They are also working to place the land into conservation easement and have asked for another one month deferral to the April meeting. He added that Watermelon Park requested another one month deferral as they work through VDH requirements and submission of a revised site plan. He said they think they will be ready for April.

Vice-Chair Buckley recognized the departure of Office Manager/Zoning Officer Kristina Maddox. He said they have enjoyed having her on staff, thanked her for everything she has done, and wished her well.

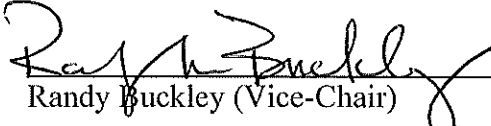
6. Projected Upcoming Agenda Items, March - June

Mr. Stidham highlighted some of the projected upcoming agenda items for March through June. He noted that the Policy & Transportation Committee will meet after the conclusion of this meeting. He said a second meeting is tentatively planned for March with the goal of having the Committee report to the full Commission at the April work session. He noted that the Comprehensive Plan Committee will meet next Wednesday at 2PM to discuss AOC/valley issues and will meet on March 27 to discuss FOC/mountain issues. He then reviewed the tentative list of items for the April 5 Business Meeting.

ADJOURN

The Commission voted 9-0-2 to adjourn the meeting at 9:22AM.

Motion to adjourn:			
Ohrstrom (Chair)	ABSENT	King	AYE
Buckley (Vice-Chair)	AYE	Lee	ABSENT
Catlett	AYE	Malone	AYE (moved)
Dunning	AYE	Reed	AYE
Glover	AYE (seconded)	Staelin	AYE
Hunt	AYE		


Randy Buckley (Vice-Chair)


Brandon Stidham (Clerk)