



# Clarke County Board of Supervisors

## Regular Meeting Agenda Action Summary

Main Meeting Room Berryville / Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia

Item	September 25, 2024	Page
<b>Afternoon Session 1:00 PM</b>		
1.	Call To Order	4
2.	Adoption Of Agenda <b>Action: On a motion by Vice Chair Catlett, the Board unanimously adopted the agenda as amended by adding item 19A.</b>	5
3.	Citizen’s Comment Period	6
4.	VDOT Update	7
5.	Fire & EMS Medication Stocking Update by Wayne Whetsell	8
6.	Drought Update by Lorien Lemmon	9
7.	Approval of Minutes: <b>Action: On a motion by Supervisor Shaffer, the Board unanimously approved the minutes as amended.</b>	11
	– August 20, 2024 Regular Meeting	12
8.	Recreation Center Admission Fee Military Discount <b>Action: On a motion by Vice Chair Catlett, the Board unanimously approved a discounted recreation center admission fee (\$2.50) for current and past members of the military.</b>	62
9.	Parks & Recreation Proposed Rules Revisions <b>Action: On a motion by Supervisor Lawrence, the Board unanimously approved the proposed parks rules revisions, as amended by adding “Do not feed wildlife”.</b>	64
10.	Personnel Committee Items from September 9, 2024:	75
	A. Expiration of Term for appointments expiring through November 2024. <b>Action: Information Only.</b>	76
11.	Board of Supervisors Work Session Items from September 9, 2024:	85
	A. Parks & Recreation Athletic Field Use Policy <b>Action: On a motion by Supervisor Lawrence, the Board unanimously approved the Parks &amp; Recreation Athletic Field Use Policy as presented.</b>	86
	B. Ranking Criteria for Rural Rustic Paving Program <b>Action: By consensus, the Board agreed to consider the data when reviewing requests each spring but not to formally adopt ranking criteria to determine which roads are upgraded.</b>	93
12.	Finance Committee Items from September 9, 2024:	103
	A. Contract Proposal from RHI for the Development of Construction Drawings <b>Action: On a motion by Supervisor Lawrence the Board approved (4-1, Shaffer opposed), “Be it resolved that FY25 Capital Projects Fund budget and appropriation be increased by \$133,000 and that fund balance designation for the County Courthouse Green Project be decreased by the same amount, all for the purpose of contracting with RHI for the development of construction documents for bid.” The motion also stated that the project initiation and construction drawing tasks</b>	104



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	are approved to commence, while the permitting, bidding, and construction administration require further Board approval before they can commence.	
B.	FY25 Supplemental Appropriation Request for Virginia Department of Forestry Grant <b>Action: On a motion by Supervisor Lawrence, the Board unanimously approved, "Be it resolved that FY25 budgeted expenditure and appropriation to the Planning Department be increased by \$4,263.61 and that fund balance designation be decreased in the same amount, all for the purpose of expending grant funds from the Virginia Department of Forestry grant to plant trees at the park."</b>	118
C.	Bills and Claims <b>Action: On a motion by Supervisor Shaffer, the Board unanimously approved the August 2024 Invoice History Report.</b>	119
D.	Standing Reports: Year to Date Budget Report, Reconciliation of Appropriations, Capital Projects Report <b>Action: Information Only.</b>	130
13.	Joint Administrative Services Board Update	152
14.	Government Projects Update	153
15.	Miscellaneous Items	154
16.	Summary Of Required Action	155
17.	Board Member Committee Status Reports	156
18.	Closed Session pursuant to §2.2-3711(A)(1) to discuss the performance of a county employee, specifically a department head	157
19.	Closed Session pursuant to §2.2-3711(A)(7) to receive a briefing from staff regarding actual litigation concerning a zoning matter	
	A. <i>Closed Session pursuant to §2.2-3711(A)(29) to discuss a contract involving the expenditure of public funds, specifically a contract with the County and the Northern Shenandoah Valley Regional Commission regarding All Points Broadband providing broadband to the county.</i>	158
<hr/> <b>Evening Session 6:30 PM</b> <hr/>		
20.	Citizen's Comment Period	159
21.	Public Hearing: Long Branch Special Use Permit and Site Plan (PH2024-14: SUP-23-03/SP-23-04) <b>Action: On a motion by Vice Chair Catlett, the Board unanimously approved the Special Use Permit &amp; Site Plan with conditions as recommended by the Planning Commission.</b>	161
22.	Public Hearing: Regulations for Permanent Campgrounds and Temporary Camping Text Amendment (PH2024-15: TA-23-01) <b>Action: On a motion by Supervisor Lawrence, the Board unanimously approved the text amendment as presented.</b>	195
23.	Public Hearing: Temporary Use of Major Recreational Equipment Text Amendment (PH2024-16: TA-24-04) <b>Action: On a motion by Supervisor McKay, the Board unanimously</b>	220



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	<b>approved the text amendment as modified by adding “...provided however that such equipment may be temporarily parked in a required front yard for a period not to exceed 24 hours for loading and unloading. Major recreation equipment six feet or more in average height that is stored outside of a garage, carport, or other building...” to Use Regulation #3.</b>	
24.	Adjournment	225
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25.	Reports in Packet:	
	– VATI Project	227
	– Building Department	232
	– Commissioner of the Revenue	240
	– Fire & EMS	247
	– Virginia Regional Transit	248