

# Clarke County

---

PLANNING COMMISSION  
BRIEFING MEETING MINUTES  
OCTOBER 1, 2013



A briefing meeting of the Planning Commission of Clarke County, Virginia was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, October 1, 2013.

## ATTENDANCE

Present: Anne Caldwell, Vice Chair; Clay Brumback (arrived late); John Staelin; Robina Bouffault; Scott Kreider; Douglas Kruhm; Tom McFillen (arrived late); Chip Steinmetz (arrived late); and Jon Turkel.

Absent: George L. Ohrstrom, II, Chair; Cliff Nelson.

Staff present: Brandon Stidham, Planning Director; Jesse Russell, Zoning Administrator; Alison Teetor, Natural Resources Planner.

## CALL TO ORDER

Vice Chair Caldwell called the meeting to order at 3:04 p.m.

The Commission voted to go into Closed Session:

**Move to convene a Closed Session pursuant to §2.2-3711(A)7 for consultation with legal counsel regarding specific legal matters related to special use permit and site plan application SUP-13-02/SP-13-08, Gina Schaecher (Happy Tails Development, LLC).**

**Yes:** Bouffault (moved), Caldwell, Kreider (seconded), Staelin, Kruhm, Turkel

**No:** No one

**Absent:** Ohrstrom, Nelson, Brumback, Steinmetz, McFillen

Mr. Brumback, Mr. Steinmetz, and Mr. McFillen joined the meeting after the start of the Closed Session.

The Commission voted to reconvene in open session

**Yes:** Bouffault (moved), Caldwell, Kreider (seconded), Staelin, Kruhm, Turkel, Brumback, Steinmetz, McFillen

**No:** No one

**Absent:** Ohrstrom, Nelson

The Commission, by roll call vote, certified the Closed Session with the following motion:

**Move to certify that to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under §2.2-3711(A)7 of the Code of Virginia, as**

**amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.**

**Yes:** Bouffault (moved), Caldwell, Kreider (seconded), Staelin, Kruhm, Turkel, Brumback, Steinmetz, McFillen

**No:** No one

**Absent:** Ohrstrom, Nelson

Mr. Stidham reviewed the items for the October 4 Commission meeting. There were no questions or comments from the members.

Mr. Stidham reminded the members of the October 17 public hearing on the 2013 Comprehensive Plan and the 2013 Transportation Plan and provided an update on the advertising and publicity efforts.

Mr. Stidham presented a progress report on Herd Planning's work on the Economic Development Strategic Plan and proposed that the Commission consider creating a subcommittee consisting of two Commissioners and two members of the Economic Development Advisory Committee (EDAC) to begin work on the drafting of the Strategic Plan. The Commission approved this concept by consensus. Mr. Stidham said that he would present this to the EDAC at their October meeting and if the EDAC members were amenable to the idea, he would place an item on the Commission's November agenda to form the subcommittee.

Mr. Stidham also presented a draft schedule for updating the existing and drafting new implementing component plans following adoption of the 2013 Comprehensive Plan. Vice Chair Caldwell asked whether the Capital Improvement Plan (CIP) should be prioritized sooner than June 2014. Mr. Stidham stated that development of the CIP would be different from the other component plans as we would be creating a budgetary process instead of a written plan. June 2014 was selected because it provides 6 months lead time before the next full budget cycle begins, enabling Planning Staff to work with department heads on the new process. Because of the projected adoption date of the new Comprehensive Plan, it would be too late to attempt to implement a new CIP process in the upcoming budget cycle.

The meeting concluded with an update on the recent meeting of the telecommunications subcommittee by Mr. Russell, Mr. Turkel, and subcommittee member Richard Thuss. Commission members provided feedback on the subcommittee's discussions to date, and Vice Chair Caldwell asked each member to provide their thoughts on our current telecommunications tower regulations. Commissioners agreed to have the subcommittee continue their work by investigating how other counties are addressing the telecommunications providers' needs and to learn more about the current state of Verizon's coverage in the County.

There being no further business to come before the Commission, the meeting was adjourned at 4:30 p.m.



Anne Caldwell, Vice Chair



Brandon Stidham, Planning Director