

**CLARKE COUNTY PLANNING COMMISSION  
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November 28, 2017 Briefing Meeting**

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# Clarke County Planning Commission

**AGENDA - Briefing Meeting**

**Tuesday, November 28, 2017 - 3:00PM**

**Berryville/Clarke County Government Center- A/B Meeting Room**

- 1. Approval of Briefing Meeting Agenda**
- 2. Review of Agenda Items for December 1, 2017 Meeting**
- 3. Old Business Items**
- 4. New Business Items**
  - a. Discussion, Zoning and Subdivision Ordinance Update Project**
    - (1) Overview**
    - (2) Draft Project Policies**
  - b. Update, 2018 Organizational Meeting Items**
- 5. Other Business**
- 6. Adjourn**



## Clarke County Planning Department

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**TO: Planning Commission members**

**FROM: Brandon Stidham, Planning Director**

**RE: Zoning and Subdivision Ordinance Update Project**

**DATE: November 17, 2017**

The Zoning and Subdivision Ordinance Update Project is officially underway with the Commission's Ordinances Committee holding two meetings in October to discuss the project's critical path and organization. For your reference, Staff has included a copy of the Project Outline describing the specific steps that will be undertaken along with a general timeline for completion. As Staff has noted in previous meetings, the scope and complexity of this project requires a careful, deliberate process to ensure the accuracy of the finished project. In total, the project is estimated to take between 18 and 30 months to complete.

One of the key initial tasks is to establish Project Policies that will help to control the scope of the project, to ensure that there is clear policy direction from the Commission to Staff in drafting the revised ordinances, and to limit the number of text amendments that may be proposed for near term adoption while the Project is underway. Enclosed you will find a list of Project Policies that Staff has developed and that the Ordinances Committee endorsed at their October 31 meeting. While these policies are intended to be guidelines and not strict rules to be followed during the Project, Staff is recommending that they be approved by both the Planning Commission and Board of Supervisors. If there are no objections, the Commission can approve the Project Policies by consensus at the Briefing Meeting.

Staff will continue to provide regular monthly updates on the Project in conjunction with the Briefing Meetings. Commissioners are welcome to attend Committee meetings which are scheduled through February as follows:

- Wednesday, December 13 (2:00PM)
- Wednesday, January 10 (2:00PM)
- Wednesday, January 24 (2:00PM)
- Tuesday, February 6 (2:00PM)
- Wednesday, February 14 (2:00PM)

Commissioners are also encouraged to provide input on any suggested changes or policy issues that you would like for the Committee to address in the Project.

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

## **ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT OUTLINE**

**Step 1 – Adopt Work Plan, Project Policies, and Timeline.** Staff will present a draft work plan, a list of policies to govern the project, and a timeline for completion to the Ordinances Committee for discussion, refinement, and adoption.

- Work plan to include detailed outline of subjects to be brought to the Committee for review, direction, and preliminary approval (Step 2).
- Project Policies are necessary to control the scope of the ordinance update project and ensure that there is clear direction regarding what the Commission and Staff intends to accomplish. Staff will provide draft policies that state the types of changes that will and will not be considered, which changes have the greatest priority, and ground rules for hearing text amendments while the project is underway. Regarding the latter item, a policy will be included recommending that any text amendments proposed during this project be limited to those initiated by the Board of Supervisors (either by the Board or by acceptance of an application for text amendment) that address either a critical concern raised by a specific case or that would impact County infrastructure projects or economic development efforts. This recommendation would be forwarded to the Commission and Board for consideration and adoption as a resolution.
- The timeline will be conservative taking into consideration Staff and Commission workloads and unforeseen project assignments.

**Step 2 – Discuss and Provide Formal Direction on Policy Issues.** Staff will present a list of substantive policy issues to the Ordinances Committee for discussion and formal direction to Staff. Each issue will be presented with a brief summary, list of potential options, and a staff recommendation. The focus at this stage will be to get clear policy direction on each issue in order to craft new ordinance language in Step 4. The Committee will approve an option for each issue on a preliminary basis to provide Staff with direction in developing the initial draft ordinances. Policy issues will be presented as impacting the Zoning Ordinance, the Subdivision Ordinance, or both Ordinances.

The Planning Commission will be kept up to date on Committee action items throughout this step. This will help to ensure that any additional Commissioner concerns are identified and addressed before completing this step.

**Step 3 – Approve Framework for Draft Ordinances.** Staff will develop and present new layouts/outlines for each Ordinance for review and preliminary approval by the Committee. Staff will develop each layout with the following “user-friendly” procedural objectives in mind:

- Organize the Ordinances in a logical fashion so that users of all types will be able to locate and understand the applicable regulations.

- Improve connectivity among ordinance sections through better use of cross-references.
- Provide better descriptions of uses and their applicable supplementary regulations in a centralized location. Ensure that each use is defined and that definitions do not contain regulations for the use.
- Develop either a unified definitions section that is shared by the Zoning and Subdivision Ordinances or ensure that definitions are consistent in each ordinance’s definitions section.
- Make better use of tables, charts, diagrams, and similar tools to convey ordinance provisions.
- Reduce or eliminate non-compulsory or guidance language (e.g., “shall/will” instead of “should/would”).

In addition to the Ordinance layouts, Staff will also provide an updated work plan that lists how the completed portions of the Ordinances will be presented to the Committee for review in Step 4.

**Step 4 – Present Draft Ordinance Text by Chapter and by Subject.** As Staff completes work on the initial draft Ordinances, portions of drafts will be presented to the Ordinances Committee for review in manageable increments. In some cases, entire chapters or sections can be presented. Complex issues or topics – in particular the policy issues identified in Step 2 – will be presented separately to avoid complicating the Committee’s review. All sections will be reviewed by the County Attorney before presentation to the Committee.

The Committee will take action to approve each chapter or section on a preliminary basis to allow Staff to proceed with the initial draft development. For sections that are reviewed and revised across more than one meeting, Staff will provide redlined versions of the text showing changes requested by the Committee from the previous meeting.

The Commission will be kept up to date on Committee action items throughout this step. This will help to ensure that any additional Commissioner concerns are identified and addressed before completing this step.

**Step 5 – Present Initial Draft Zoning and Subdivision Ordinances.** Once the Committee has approved all chapters and sections, Staff will assemble and present “Initial Drafts” of the Zoning and Subdivision Ordinances for final review by the Committee. If the Committee requests additional changes that require extra meetings to review, “Working Drafts” will be developed by Staff and include redline versions of requested changes. Once the Committee has agreed on the ordinance revisions, a “Final Draft for Commission Review” will be accepted by the Committee.

**Step 6 – Presentation of Final Draft Ordinances to Full Planning Commission.** The “Final Draft for Commission Review” of the Zoning and Subdivision Ordinances will be presented to the Commission in a special work session. If the Commission requests additional changes that

require extra meetings to review, “Working Drafts” will be developed by Staff and include redline versions of requested changes. Once the Commission has agreed on the ordinance revisions, a “Final Draft for Public Review” will be accepted by the Commission.

Prior to scheduling Public Hearing, the Commission will be asked to determine whether informal public comment sessions should be held and will also need to determine whether to hold Public Hearings on each ordinance in total or on specific chapters of the ordinances. Whether or not Public Hearings on separate chapters should be held will be dependent upon the nature of the changes being proposed. The County Attorney’s opinion will also be sought on this issue. The end result will be development of a final review timeline that includes dates for informal public outreach, scheduling and conducting formal public hearings, and adoption of the revised ordinances.

**Step 7 – Public Outreach, Formal Public Hearings, and Adoption.** This final step involves implementing the timeline and adoption process that was established in Step 6. Once the Commission has conducted all required Public Hearings and all final changes to the drafts are accepted, Staff will develop a “Final Draft for Board of Supervisors Review” for each ordinance. The Final Drafts will be presented to the Board in a special work session including members of the Commission/Ordinance Committee. Once the Board is comfortable with the drafts, final Public Hearings will be scheduled for formal adoption of the revised Ordinances.

**Step 8 – Creation of Guidance Manual.** Once the revised Zoning and Subdivision Ordinances have been adopted, Staff will initiate a new project to create a Planning and Zoning Guidance Manual. The purpose of this manual will be to inform the public on practices and procedures that the Department of Planning follows in applying the Ordinances. The Manual is administrative in nature to be maintained by Department Staff and would not require public hearing or adoption by the Board of Supervisors. Some items that would be part of the Guidance Manual include:

- General application procedures including descriptions of application forms that are required for each process. Copies of the forms themselves can also be included in the manual.
- Annual filing deadlines.
- Step-by-step explanation of common review processes (e.g., steps to follow in building a residential deck, when a home occupation permit is required, what is required in order to subdivide your land, etc.).
- Formal interpretations made by the Zoning Administrator on Zoning and Subdivision Ordinance provisions that do not require further text amendments.

Upon completion, Staff will attempt to introduce usage of the Guidance Manual at the beginning of the calendar year when the Zoning and Subdivision Ordinances are recompiled to include the previous year’s text amendments.

**ESTIMATED NUMBER OF MEETINGS AND TIMEFRAME TO COMPLETE EACH PROJECT STEP**

#	Project Step	Meetings	Est. Time*
1	Adopt Work Plan, Project Policies, and Timeline	1-2	1-2 months
2	Discuss and Provide Formal Direction on Policy Issues	Multiple	4-6 months
3	Approve Framework for Draft Ordinances	1-2	1-2 months
4	Present Draft Ordinance Text by Chapter and by Subject	Multiple	6-8 months
5	Present Initial Draft Zoning and Subdivision Ordinances	1-3	1-3 months
6	Presentation of Final Draft Ordinances to Full Planning Commission	1-3	1-3 months
7	Public Outreach, Formal Public Hearings, and Adoption	Multiple	4-6 months**
	<b>Total Time to Complete/Adopt Revised Ordinances:</b>		<b>18-30 months</b>
8	Creation of Guidance Manual (Staff only task)	n/a	2-4 months

\* Estimated time assumes monthly Committee meetings. Timeframes may be shortened if Committee meets more frequently than once per month.

\*\* This step may take longer if informal outreach efforts are requested by the Commission or Board prior to scheduling formal public hearings.

**ZONING AND SUBDIVISION ORDINANCE UPDATE**  
**PROJECT POLICIES**  
**(as approved by the Planning Commission Ordinances Committee)**

The main purpose of this project is to clarify, coordinate, and modernize the County's Zoning and Subdivision Ordinances. In order to ensure that the project progresses in an effective manner, it is recommended that the following policies be adopted to help manage the project:

- To avoid confusion as the revised ordinances are being developed, new text amendments to the Zoning and Subdivision Ordinances should not be considered until the project is completed unless the text amendment:
  - Is initiated either by the Planning Commission or the Board of Supervisors, or an application for text amendment is accepted by the Commission or Board for consideration, and
  - The text amendment addresses either a critical procedural concern or an issue that impacts a County infrastructure project or economic development efforts.
- No changes to lot sizes, residential density, or scale of development should be considered with this project.
- No substantive changes to the sliding-scale zoning system should be considered.
- No new zoning districts should be proposed or considered.
- Proposed changes of a substantive nature should be based on an actual documented issue and not on a perceived problem or issue. Do not attempt to fix a problem that does not exist or is highly unlikely to occur.
- All proposed changes should be consistent with the Comprehensive Plan and implementing component plans.





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**TO: Planning Commission members**

**FROM: Brandon Stidham, Planning Director**

**RE: 2018 Organizational Meeting -- January 5, 2018 Commission Regular Meeting**

**DATE: November 17, 2017**

Enclosed for informational purposes are several documents to help prepare you for the Organizational Meeting that is scheduled for the Commission's January 5, 2018 Regular Meeting:

- Current (2017) Committee List
- Draft 2018 Meeting Schedule
- Current (2017) Planning Commission By-Laws
- Current (July 2017) Project Priorities List (Staff will provide an updated Priorities List in your January meeting packet)
- Comprehensive Plan/Component Plan Review Schedule (updated)

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

# CLARKE COUNTY PLANNING COMMISSION 2017 COMMITTEE APPOINTMENTS

## 2017 Permanent Committees

<b>Policy &amp; Transportation</b>	Scott Kreider	Robina Bouffault	Gwendolyn Malone	Jon Turkel
<b>Plans Review</b>	Frank Lee	Anne Caldwell	Scott Kreider	Robina Bouffault
<b>Comprehensive Plan</b>	Robina Bouffault	Douglas Kruhm	Cliff Nelson	Jon Turkel
<b>Ordinances</b>	Randy Buckley	Anne Caldwell	Frank Lee	Gwendolyn Malone

## 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 is a new Committee created initially to serve as the steering committee for the project to review and update the Zoning and Subdivision Ordinances potentially beginning some time in 2017. The Ordinances Committee could also be charged with work on individual text amendments following completion of this project.

## Special Subcommittees and Appointments – 2016 Members

<b>Board of Zoning Appeals (BZA)</b>	Anne Caldwell
<b>Berryville Area Development Authority (BADA)</b>	George L. Ohrstrom, II
<b>Historic Preservation Commission (HPC) – Liaison</b>	Douglas Kruhm
<b>Board of Supervisors (BOS) – Liaison</b>	Mary L.C. Daniel
<b>Conservation Easement Authority (CCEA)</b>	George L. Ohrstrom, II
<b>Board of Septic and Well Appeals (Planning Commission Chair and Vice-Chair)</b>	George L. Ohrstrom, II Anne Caldwell (alternate)

<b>Agricultural &amp; Forestal District (AFD) Advisory Committee – Liaison</b>	Randy Buckley
<b>Telecommunications Subcommittee</b>	Jon Turkel Douglas Kruhm Robina Bouffault
<b>Business Intersection Area Plans Subcommittee (work completed on 8-30-2016)</b>	Robina Bouffault Anne Caldwell Gwendolyn Malone
<b>Agricultural Land Plan Subcommittee (work completed on 11-29-2016)</b>	Robina Bouffault Randy Buckley Jon Turkel Corey Childs (AFD Advisory Committee member) Emily Day (AFD Advisory Committee member)

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

## 2018 PLANNING COMMISSION MEETING SCHEDULE -- **DRAFT**

### **Briefing Meetings**

Briefing meetings are held on the Tuesday before the regular monthly Planning Commission Meeting at 3:00PM in the Government Center A/B Meeting Room, 101 Chalmers Court, 2<sup>nd</sup> Floor (unless otherwise scheduled). The purpose of the Briefing Meeting is to review agenda items for the monthly meeting and to discuss Planning Commission tasks in a workshop setting. No actions are typically taken at Briefing Meetings. Briefing Meetings are open to the public.

### **Regular Monthly Meetings**

The monthly Commission meetings are held on the first Friday of every month (except August) at 9:00AM in the Government Center Main Meeting Room, 101 Chalmers Court, 2<sup>nd</sup> Floor (unless otherwise scheduled). The Planning Commission conducts official business at monthly 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. Regular meetings are open to the public.

<b>Briefing Meeting Date</b>	<b>Regular Monthly Meeting Date</b>
Tuesday, January 2	Friday, January 5
Tuesday, January 30	Friday, February 2
Tuesday, February 27	Friday, March 2
Tuesday, April 3	Friday, April 6
Tuesday, May 1	Friday, May 4
Tuesday, May 29	Friday, June 1
Tuesday, July 3	Friday, July 6
No meeting in August	No meeting in August
Tuesday, September 4	Friday, September 7
Tuesday, October 2	Friday, October 5
Tuesday, October 30	Friday, November 2
Tuesday, December 4	Friday, December 7
<b>Wednesday, January 2, 2019*</b>	<b>Friday, January 4, 2019</b>

\* **Schedule deviation to avoid January 1<sup>st</sup> Holiday**

### **Standing Committee and Special Subcommittee Meetings**

Meetings of Planning Commission committees and subcommittee meetings are scheduled on an as-needed basis, often immediately following Briefing and Monthly meetings in the A/B Meeting Room. Dates and times for committee and subcommittee meetings are posted to the meeting calendar on the County website ([www.clarkecounty.gov](http://www.clarkecounty.gov)).

### **Inclement Weather**

In the event that a meeting is cancelled due to inclement weather, efforts will be made 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 regular monthly meeting date.

### **Other Schedule Deviations**

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 on January 6, 2017)**

**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 the Article 1, Section C of the Clarke County Zoning Ordinance.

**Article 2 – Election of Officers**

- A. Selection of Chair and Vice-Chair. As required by Article 1, Section C 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.
- 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 shall designate Commission members to serve as liaisons to other public organizations as the Commission shall direct. 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. Meetings and public hearings shall be held 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. The Commission shall establish the schedule of regular meetings and briefing meetings for the upcoming year at the Commission’s annual organizational meeting. Regular meetings shall be scheduled for the first Friday of each month, and briefing meetings shall be scheduled for the Tuesday prior to each regular meeting date. Deviations in this schedule may be made to account for conflicts with holidays, government meetings, or other events of significance.
- C. All meetings of the Commission and any standing or special committees shall be open to the public and comply with the notice requirements for public meetings set forth in the Code of Virginia.
- D. 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 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 briefing meeting and special workshop meeting agendas shall be prepared at the Planning Staff's discretion.
  - 3. The order and content of the agenda may be changed by a majority vote of the members present at the meeting.
- E. 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.



**2017 PROJECT PRIORITIES – PLANNING COMMISSION  
(Amended July 2017)**

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., SUPs, rezoning, site plans, subdivisions), text amendments, or other special projects requested by the Board of Supervisors.

**1. Begin work on a comprehensive review and update of the Zoning and Subdivision Ordinances.**

INCOMPLETE – Project not started. Recommend assigning to the Ordinances Subcommittee to begin work by late 2017.

**2a. Revise the Water Resources Plans (Groundwater Resources Plan and Surface Water Resources Plan).**

UNDERWAY – Comprehensive Plan Committee meeting held on May 5 to review work plan. Staff to develop a revised draft for Committee review in the Fall.

**2b. Revise the Historic Resources Plan.**

UNDERWAY – Comprehensive Plan Committee meeting held on May 5 to review work plan. Staff to work with the Historic Preservation Commission on developing revisions for the Committee’s consideration in the Fall.

**3. Begin work on developing the new Village Plan; form steering committee.**

INCOMPLETE – Project not started. Recommend assigning to Comprehensive Plan Committee for evaluation following completion of the Ordinance update project (#3).

**4. Evaluate need to revise the Mountain Land Plan.**

INCOMPLETE – Project not started. Recommend assigning to Comprehensive Plan Committee for evaluation in early 2018.

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**PLAN REVIEWS SCHEDULED TO BEGIN IN 2018  
(reviews recommended to begin within one year of 5-year review due date)**

- **Comprehensive Plan** – 5 year review due March 18, 2019
- **Transportation Plan** – 5 year review due March 18, 2019
- **Economic Development Strategic Plan** – 5 year review due October 21, 2019

Updated 11/17/2017

**COMPREHENSIVE PLAN/COMPONENT PLAN REVIEW SCHEDULE**

<b>Plan</b>	<b>Last Adoption Date</b>	<b>Next Review Deadline</b>	<b>Begin Next Review By</b>
<b>Comprehensive Plan</b>	March 18, 2014	March 18, 2019	March 2018
<b>Transportation Plan</b>	March 18, 2014	March 18, 2019	March 2018
<b>Economic Development Strategic Plan</b>	October 21, 2014	October 21, 2019	October 2018
<b>Recreation Component Plan</b>	August 18, 2015	August 18, 2020	August 2019
<b>Berryville Area Plan</b>	May 10/17, 2016	May 2021	May 2020
<b>Double Tollgate Area Plan</b>	December 20, 2016	December 20, 2021	December 2020
<b>Waterloo Area Plan</b>	December 20, 2016	December 20, 2021	December 2020
<b>Agricultural Land Plan</b>	February 21, 2017	February 21, 2022	February 2021
<b>Historic Resources Plan</b>	March 20, 2007	Not scheduled	Underway
<b>Water Resources Plans:</b>			
<b>Groundwater Resources Plan</b>	October 20, 1998	Not scheduled	Underway
<b>Surface Water Resources Plan</b>	December 7, 1999	Not scheduled	Underway
<b>Mountain Land Plan</b>	June 21, 2005	Not scheduled	Not scheduled
<b>Village Component Plan -- NEW</b>	Not started	Not started	Not started