

**CLARKE COUNTY PLANNING COMMISSION
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June 1, 2018 Business Meeting**

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Clarke County Planning Commission

AGENDA – Work Session

Tuesday, May 29, 2018 – 3:00PM

Berryville/Clarke County Government Center– A/B Meeting Room

- 1. Approval of Work Session Agenda**
- 2. Review of Agenda Items for June 1, 2018 Business Meeting**
- 3. Old Business Items**
 - a. Progress Report, Ordinance Update Project**
- 4. New Business Items**
- 5. Other Business**
- 6. Adjourn**

**ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT
PROGRESS REPORT (JUNE 2018)**

- Work Plan Items Completed to Date:
 - Step 1 – Adopt Work Plan, Project Policies and Timeline

- Work Plan Items in Process: Issues reviewed or completed since the May report include:
 - Develop Framework of Zoning and Subdivision Ordinances (Step 3). Staff will be developing detailed outlines that will depict the layout and organization of the revised Zoning and Subdivision Ordinances. Review and approval of these outlines by the Ordinances Committee is Step 3 in the Update Project Work Plan. Since review of Policy and Technical issues will take longer than expected, review of the Ordinances framework will likely take place concurrently with the completion of Step 2.

 - Evaluate whether to allow construction of accessory buildings over 150 square feet on parcels that do not have a current permitted or special use (P7). The Committee reviewed this issue at their April 25 and May 4 meetings. Concerns discussed included whether to allow owners of vacant AOC, FOC, and RR-zoned properties to construct non-residential structures and how to ensure that such structures are not used for unapproved residential or business uses. The Committee also discussed coordinating the floor area limitation with the Building Code floor area requirement for permitting, and how the County’s modern record-keeping system and improved application forms could help address this issue.

 - Consider adding new regulations and a definition for “agritourism” (P18). The Committee reviewed this issue at their May 4 meeting which addresses certain temporary or seasonal activities held in conjunction with agricultural operations that are known collectively as “agritourism activities.” Concerns discussed included State code limitations on local government regulation of agritourism activities, identifying usual and customary agritourism activities, and whether to establish a new review process to fill in the gaps between Zoning Ordinance regulation and the County’s Special Event Permit process.

- Upcoming Meetings Scheduled:
 - The meeting that was scheduled for Wednesday, May 23 was cancelled due to member absences. Agenda items are moved to the June 5 scheduled meeting.

 - #13, Tuesday, June 5 (2:00PM) – Continue review of policy and technical issues; begin review of process maps

- #14, Thursday, June 21 (2:00PM) -- Continue review of policy and technical issues; begin review of process maps
- #15, Wednesday, July 11 (2:00PM) – Complete review of policy and technical issues and the review of process maps
- Other Staff Items In Process:
 - County Attorney review of previous policy issues
 - Initial development of the Guidance Manual outline



Clarke County Planning Commission

AGENDA – Business Meeting

Friday, June 1, 2018 – 9:00AM

Berryville/Clarke County Government Center – Main Meeting Room

1. Approval of Agenda
2. Approval of Minutes
 - a. May 1, 2018 Work Session
 - b. May 4, 2018 Business Meeting

Set Public Hearing

3. **SUP-18-01/SP-18-01, Juliana MacDowell/The Kentland Foundation, Inc. (owner).** Request approval of a special use permit (SUP) and site development plan to operate an event venue as a public assembly, minor commercial use in the Agricultural-Open Space-Conservation (AOC) District per §3-A-1-a-3-m of the Zoning Ordinance. Property is located at 834 Kentland Lane, reference Tax Map #15-A-12, in the Buckmarsh Election District.

Board/Committee Reports

4. Board of Supervisors (Mary Daniel)
5. Board of Septic & Well Appeals (George Ohrstrom, II)
6. Board of Zoning Appeals (Anne Caldwell)
7. Historic Preservation Commission (Doug Kruhm)
8. Conservation Easement Authority (George Ohrstrom, II)
9. Broadband Implementation Committee (Mary Daniel)

Other Business

Adjourn

UPCOMING MEETINGS

Ordinances Committee Meeting – Tuesday, June 5 (2:00PM)
Ordinances Committee Meeting – Thursday, June 21 (2:00PM)
July Work Session – Tuesday, July 3, 2018 (3:00PM)
July Business Meeting – Friday, July 6 (9:00AM)

Clarke County

**PLANNING COMMISSION
WORK SESSION MINUTES -- DRAFT
TUESDAY, MAY 1, 2018**



A work session of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, May 1, 2018.

ATTENDANCE

Present: Robina Bouffault; Randy Buckley (Vice-Chair); Anne Caldwell; Mary Daniel (arrived late); Scott Kreider; Douglas Kruhm; Frank Lee; Gwendolyn Malone, Cliff Nelson; and George L. Ohrstrom, II (Chair).

Absent: Bob Glover

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator; Alison Teetor, Natural Resources Planner

CALLED TO ORDER

Mr. Stidham called the meeting to order at 3:01PM.

AGENDA

The members approved the agenda by consensus as presented.

REVIEW OF AGENDA ITEMS FOR MAY 4, 2018 BUSINESS MEETING

Mr. Stidham noted that the Hitchen major subdivision application is not on the agenda for the Business Meeting. The applicant requested an additional one month deferral because the Virginia Department of Environmental Quality (DEQ) has not completed their review of the stormwater management plan.

Mr. Fincham noted that the Kentlands special use permit application was not added to the Business Meeting to schedule public hearing as the applicant requested additional time to address building code issues that were recently brought to their attention by the Building Department. Chair Ohrstrom stated that this is the first special use permit application for a “public assembly minor commercial” use. Mr. Kruhm asked where the access point for the use would be located and Mr. Fincham replied that it would be on Route 7.

Mr. Fincham reviewed the McIntire Cattle Company minor subdivision application. He noted that there is an existing shed on the property that will encroach into the new setback area created by the division line. The applicant has requested additional time to move that shed to a conforming location in conjunction with a project to construct a new barn. Mr. Fincham added that he recommends

including a plat note indicating that the shed shall be moved to a conforming location within six months of the date of plat recordation. Mr. Nelson asked where the shed would be moved to and Mr. Fincham replied that it would be moved to a location near the proposed barn. Mr. Fincham also clarified the location of the proposed barn. Chair Ohrstrom asked the members if they had any concerns with the request and the members did not have any issues with it. Mr. Fincham noted that Staff would add an item to the Planning Department's enforcement calendar to ensure that the shed is moved to a conforming location by the noted deadline. Mr. Kruhm asked if the County's online enforcement system is connected to the Health Department's systems and Mr. Stidham replied that it is not.

Mr. Fincham reviewed the Walker Arena LLC minor subdivision application. He noted that the well for the existing home would be located on the residual parcel and would be served by a water line and well easement to be created. He said that this arrangement is permissible under County regulations but would not be allowed for a proposed new home. He also noted that in order to comply with the maximum lot size requirement of three acres, a strip of land approximately 50 feet in width along the Route 7 frontage is being left on the residual parcel. Ms. Bouffault noted a typo on the area description in the Staff Report. Chair Ohrstrom asked if the members had issues with the 50 foot pipe stem area being left with the residual parcel. Mr. Kreider said he did not understand why the three acre lot cannot go to the right of way of Route 7. Chair Ohrstrom said that they are trying to comply with the three acre maximum lot size. He also noted that the Commission could allow the land to go with the three acre parcel and exceed the maximum lot size if it is determined that the land does not serve a useful purpose. Mr. Fincham said that the applicant wanted to choose the fastest approach to gain approval of the minor subdivision and chose this approach to accomplish their goal. He then clarified the different situations in which a maximum lot size may be granted. He noted that he does not have any concerns with the Commission granting a maximum lot size exception in this situation. Several members agreed that leaving the 50 foot strip of land with the residual parcel does not make sense. Mr. Lee asked if a resurvey would be required and whether it would have to be added before or after Commission approval. Mr. Fincham replied that the plat would have to be amended but could be a condition of approval by the Commission. He added that he would discuss this with the applicant.

OLD BUSINESS ITEMS

Progress Report, Ordinance Update Project

Mr. Stidham briefly reviewed the progress report on the Ordinance Update Project. He said that Staff has completed development of the process maps and briefly explained their usage. He said that the next big project is to complete a draft framework for both revised ordinances. He noted that the Committee has scheduled three additional meetings through July and said that the next Committee meeting is scheduled for Friday morning immediately following the Business Meeting.

NEW BUSINESS ITEMS

Presentation, Revised 2018 Water Resources Plan

Ms. Teetor reviewed the draft revised Water Resources Plan and noted the changes from the current version of the Plan. She noted that Mr. Kruhm provided a copy of the Plan to Bud Nagelvoort who has significant background in this subject. She added that he has offered several comments on the draft that may require an additional Committee meeting to review. She said that since Staff is recommending that public hearing be scheduled for the July meeting, a Committee meeting could be scheduled and the results reported to the full Commission at the June meeting.

Regarding the proposed strategy to evaluate petitioning the State Water Control Board to establish a groundwater protection area for the County, Ms. Bouffault asked how far along we are on this item. Ms. Teetor replied that the revised Water Resources Plan would have to be adopted first with this strategy included in order to authorize Staff to begin working on the item. She added that she has spoken with DEQ about this effort and they appear to be supportive of it but the issue has not been discussed by the Board of Supervisors. Ms. Caldwell asked what DEQ's track record is with the creation of these districts. Ms. Teetor replied that two have been established on the Eastern Shore and coastal plain where saltwater intrusion is a major issue. Ms. Caldwell asked who besides DEQ approves these districts and Ms. Teetor replied that the State Water Control Board grants final approval. Ms. Teetor added that there would be a significant amount of modeling to be done and hoped that there has been enough data collected over the years to apply. Ms. Caldwell asked who does the modeling and Ms. Teetor replied USGS and there might be some funding involved. Mr. Lee asked about the types of studies that USGS would be conducting. Ms. Teetor replied that she did not know entirely but that drawdown tests would be part of it. Ms. Bouffault said that she spoke at length with Dave Nelms from USGS and noted that they are very cautious about providing their data and commenting on it. Mr. Kruhm asked if water quality is tested during drawdown tests and Ms. Teetor said that those tests are for water quantity.

Ms. Bouffault said that regarding water quality, she has been looking for a lab that can test water samples for hormones. She said she has found two possibilities and noted that there are no labs in Virginia that conduct this kind of testing. She also said that she found a lab in Indiana that can test for nine types of hormones. She added that she will be meeting with Karen Anderson (Friends of the Shenandoah River) to discuss this project.

Mr. Stidham asked if the members were comfortable with adding this to the Business Meeting agenda to schedule Public Hearing and the members agreed.

Mr. Lee said that the Health Department currently only has two full-time employees and additional untrained employees coming in. He also said that as of July 1, all new systems will have to be inspected by the Health Department which will put additional strains on their workload. He recommended that the Health Department be involved in all applicable projects that are referenced in the revised Plan and that it be determined whether they are capable of managing what may be asked of them.

OTHER BUSINESS

None

The meeting was adjourned by consensus at 3:47PM.

George L. Ohrstrom, II (Chair)

Brandon Stidham, Planning Director

Clarke County



**PLANNING COMMISSION
BUSINESS MEETING MINUTES - DRAFT
FRIDAY, MAY 4, 2018**

A regular meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, May 4, 2018.

ATTENDANCE

Present: George L. Ohrstrom, II, Chair; Randy Buckley, Vice Chair; Robina Bouffault; Anne Caldwell, Doug Kruhm, Mary Daniel; Frank Lee; Gwendolyn Malone; and Cliff Nelson.

Absent: Bob Glover and Scott Kreider

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator; and Debbie Bean, Recording Secretary.

CALLED TO ORDER

Chair Ohrstrom called the meeting to order at 9:03 a.m.

APPROVAL OF AGENDA

The Commission voted to approve the revised agenda as presented.

Yes: Bouffault, Buckley, Caldwell, Daniel, Kruhm, Lee, Malone (seconded), Nelson (moved) and Ohrstrom

No: No one

Absent: Glover and Kreider

APPROVAL OF MINUTES

The Commission voted to approve the Planning Commission Work Session Meeting minutes of April 3, 2018.

Yes: Bouffault (moved), Buckley, Caldwell, Daniel, Kruhm, Lee (seconded), Malone, Nelson and Ohrstrom

No: No one

Absent: Glover and Kreider

The Commission voted to approve the Planning Commission Work Session Meeting minutes of April 6, 2018 with two corrections. One correction was to remove Vice Chair after Anne Caldwell's name and add Vice Chair after Randy Buckley's name. The other correction is under the Historic Preservation Commission activity where it states that a house has been demolished. It should be stated that a house is scheduled to be demolished.

Yes: Bouffault, Buckley, Caldwell (moved), Daniel, Kruhm, Lee, Malone (seconded), Nelson and Ohrstrom

No: No one

Absent: Glover and Kreider

Revised 2018 Historic Resources Plan – Public Hearing

Chair Ohrstrom opened the public hearing.

Betsy Arnett, Chair of the Historic Preservation Commission (HPC), was present and stated that she is here today to present the revised Historic Resources Plan which is an implementing component of the County Comprehensive Plan. She said that the HPC has been working on the revision of this element of the Comprehensive Plan for the better part of the year. She stated she would briefly go through what the HPC has changed. She said that the HPC has not made any major changes for shifts in policy. She said that the HPC has cleaned up and clarified some of the language throughout the Plan and we have updated the Commission's activities and accomplishments which are outlined on pages 4 thru 7. She said she would like to highlight two of the current activities. She stated that the first one is the publication of an Architectural History of the County. She said that the HPC received a certified local government grant for phase one. She stated that the HPC has completed phase one of this project and is now seeking grant funding to complete the writing of it and eventually the publication. She said that the HPC is anticipating that there will be three more grant applications to fully fund this project. She stated that the second activity is a demolition by neglect study and that is also funded by a local certified government grant through the state. She said that the HPC is doing a study of the vacant derelict buildings in the county and looking at what other communities are doing under the current state law. She said that an innovative approach would be to encourage absentee landlords to maintain their properties.

She said that she would like to mention a couple of future projects that the HPC has listed on page six and running into page seven. She stated that these are all projects that the HPC intends to apply for grant funding in the coming year. She said these projects include the continuation of the agricultural history book, updating the design guidelines for the two local historic districts the White Post District and the commercial areas of Millwood, and the National Register of historic districts nomination for the Battle of Berryville. She said the HPC is also looking to update some of the older national register nominations for individual properties that were placed on the national register back in the 1960s, 1970s and 1980s. She stated that some of the historical research that was done on these properties needs to be updated to the current standards. She said that these projects are all pending grant funding.

She stated that in Section C on page seven, the HPC took out a lot of language and we have a much shorter document than the current document. She said that for all of the federal and state historic preservation programs rather than spelling them out in their entirety in the document we took out a lot of that language out and refer the readers to the original sources and if those programs change we do not have to change our document. She said that this is a really brief summary of the changes that we have made and she is happy to answer any questions.

Chair Ohrstrom asked how much does it cost when you say grant funding when updating the historic register of a certain place. Ms. Arnett said probably around \$5,000.00 for each grant depending on the status of the sources and how much research needs to be done.

Chair Ohrstrom thanked Ms. Arnett for doing a good job presenting this to the Planning Commission.

Commissioner Bouffault said that she thinks this is great and a definite improvement. She stated that the only concern she has is with the font being so small and the lines being so close together as it makes it difficult to read with aging eyes. She said she would like to see the font increased and for the lines to be loosened to make it more reader friendly.

Ms. Arnett said that these changes can be made to make the plan more reader friendly.

Commissioner Nelson stated that on page eight there is a numbered list of the property names. He said that on page 9 there is a map and he suggested to insert the number of the named property beside of the circle with an "X" so it would be easier to identify. Ms. Arnett and the Commission agreed that this would be a good idea.

There being no further comments, Chair Ohrstrom closed the public hearing and called for a motion.

The Commission voted to recommend approval of the 2018 Historic Resources Plan-Draft with corrections to the Board of Supervisors to set public hearing.

Yes: Bouffault, Buckley, Caldwell, Daniel (moved), Kruhm, Lee, Malone (seconded), Nelson and Ohrstrom

No: No one

Absent: Glover and Kreider

Minor Subdivision

MS-18-03, McIntire Cattle Company, Inc. Request approval of a two lot Minor Subdivision for the property identified as Tax Map #9-A-5, located at 1528 Lewisville Road in the Russell Election District, zoned Agricultural-Open Space-Conservation (AOC).

Mr. Fincham explained this request. He said the applicant is using the one allowable maximum lot size exception for the existing pre-1980 house at 1528 Lewisville Road. He said that the applicant is not planning to build a house on Lot 2 in the near future but does intend to build a large cattle barn. He stated that the applicant has an existing shed structure on Lot 2 with no foundation and it is located 58 feet from the proposed Lot 1 property line. He said that the required setback for a property over 20 acres in size is 75 feet. He stated that the applicant has requested that the relocation of the building be permitted to occur once the new cattle barn is built on Lot 2. He said that Staff recommends adding a note on the plat stating, "The structure identified on Lot 2 as 'bld. no foundation' located 58 feet from the proposed Lot 1 property line must be moved within six months of plat recordation." He said that Staff will assure compliance with the relocating of the shed structure.

He said that the Virginia Department of Transportation (VDOT) has reviewed the request and has no objection to the proposed subdivision and a permit from VDOT is required for any entrance construction. He stated that the Health Department has reviewed the site and said if a well or septic system is needed for the agricultural operation or for a future house, then the owner will work with the Health Department on approvals. He stated that the Health Department is prepared to sign the final plats. He said the resistivity tests have been reviewed and approved by County consultant Dan Rom for the proposed septic areas. He said that Mr. Rom notes that no shifting of the site area is permitted without reexamination. Mr. Fincham

said that Staff recommends approval for this request and will assure compliance with the relocating of the shed structure. After discussion with Staff and the Commission, Chair Ohrstrom called for a motion.

The Commission voted to approve this request on condition that Staff will assure compliance with the relocating of the shed structure.

Yes: Bouffault, Buckley, Caldwell, Daniel, Kruhm, Lee, Malone (seconded), Nelson (moved) and Ohrstrom

No: No one

Absent: Glover and Kreider

MS-18-04, Walker Arena LLC. Request approval of a two lot Minor Subdivision for the property identified as Tax Map #6-A-38, located at 44 Pierce Road in the Russell Election District, zoned Agricultural-Open Space-Conservation (AOC).

Mr. Fincham explained this request. He said that the applicant is proposing a 3 acre lot around and existing house located at 114 Pierce Road and an existing septic system and septic reserve area. He stated that in order to comply with the 3 acre maximum average lot size and in order not to create an irregular shaped lot, the applicant is proposing a well and waterline easement for the existing well serving the house. He said that the Clarke County Well Ordinance stipulates that new drilled wells must be on the same lot with the structure it serves, but this provision does not apply to existing wells. He said that the Health Department has no code to prevent such actions. He stated that the Health Department staff recommends a Deed of Easement be properly established. He said that in order to maintain the 3 acre maximum average lot size, Lot 2 is not extended to the Residue property line along Rt. 7, which will leave a 50' strip of land for tractors and mowers to access. He stated as explained in the Planning Commission Work Session meeting and according to the ordinance the Commission can allow a larger than 3 acre lot since it is not really usable or farm land. He said that he contacted the applicants and they are in agreement as they would love to move the property line all the way out to Route 7. He said that Stuart Dunn as directed by the Planning Commission is going to amend the plat to show the extension. He said that Mr. Dunn is working with Bobby Boyce from VDOT to revise the plat to show a better flare at the end of the road so that it is properly shown on the plat as requested in VDOT's comments. He stated there was no karst plan required for this subdivision because it is an existing septic and 100% septic reserve. He said that the well site is off of the property and it is going to be left where it is and we are going to provide a deeded water line and well easement as well as the road easement that is going to be provided for the existing driveway. He stated that Staff recommends approval of this minor subdivision on condition Staff assures compliance with the well and waterline easement and all outstanding administrative issues.

The Commission voted to approve this request on condition that Staff assures compliance with the well and waterline easement and all outstanding administrative issues.

Yes: Bouffault (moved), Buckley, Caldwell, Daniel, Kruhm (seconded), Lee, Malone, Nelson and Ohrstrom

No: No one

Absent: Glover and Kreider

Set Public Hearing

Revised 2018 Water Resources Plan

Mr. Stidham stated that the recommendation is to schedule the public hearing for the July 6, 2018 Planning Commission meeting. He said that Ms. Teetor is working on some revisions and if there is anything of substance needed she is going to call for another meeting. He stated if there is anything that needs to be changed it will be reported at the June 1, 2018 Planning Commission meeting.

The Commission voted to schedule the Revised 2018 Water Resources Plan for the July 6, 2018 Planning Commission meeting.

Yes: Bouffault (seconded), Buckley, Caldwell (moved), Daniel, Kruhm, Lee, Malone, Nelson and Ohrstrom

No: No one

Absent: Glover and Kreider

Board/Committee Reports

Board of Supervisors (Mary Daniel)

Commissioner Daniel stated that the Board of Supervisors (BOS) have adopted a VDOT six year plan. She stated that some of the funds need to be applied to certain projects. She said one of the projects that was originally planned was paving part of Chilly Hollow Road and extending it to the entrance of Watermelon Park. She stated that Janeville Road is also being considered to change it from a gravel road to a rural rustic road. She said that these projects will be done over a period of time which can actually take years. She stated that at the next BOS meeting on May 15, 2018 there is a public hearing scheduled regarding this matter. She said this would be the time to attend the public hearing and tell the BOS your opinions. She said the BOS kept the real estate taxes at the same rate for 2018. She stated that Cliff Balderson, Residency Administrator with Virginia Department of Transportation and is our primary contact with VDOT is retiring after 20 years at the end of the month. She said these were the highlights of the May meeting.

Board of Septic & Well Appeals (George Ohrstrom, II)

Chair Ohrstrom stated that a Septic Variance application has been submitted and the public hearing is scheduled for May 17, 2018 at 10:00 a.m.

Board of Zoning Appeals (Anne Caldwell)

No report.

Historic Preservation Commission (Doug Kruhm)

Commissioner Kruhm said the regular meeting of the Historic Preservation Commission (HPC) is scheduled for May 16, 2018 at 11:00 a.m. and the awards luncheon will follow at the Camino Real Restaurant.

Conservation Easement Authority (George Ohrstrom, II)

Vice Chair Buckley stated that the Conservation Easement Authority (CEA) has been discussing soliciting properties for easements. He said that we have received state and federal grants for a beautiful piece of property up on the Opequon Creek. He stated that it has not closed yet but we have received approval from

the state and federal grants. He said it is around 200 acres and the same owner has already put a portion of the property in easement.

Broadband Implementation Committee (Mary Daniel)

Commissioner Daniel said we had a meeting yesterday with a representative from NexGen Broadband. She stated that NexGen is a newer company that says they are on their own with installing a fiber backbone down Route 7 which is a multi-year plan that starts out in Ashburn and goes all the way to Ohio. She stated that NexGen has requested a letter of support from the County for the BOS to consider on Monday just for supporting the idea. She said that NexGen has applied for a three million dollar USDA grant that is intended for rural internet access to build the infrastructure for the fiber to the home network to the homes in Clarke County. She stated that we are now planning a round table with various providers on June 20, 2018. She said they will be discussing what impediments there are such as topography and what the county can do to make this easier for them to provide a service.

Adjourn

On motion by Commissioner Kruhm and seconded by Commissioner Nelson the meeting was adjourned at 9:40 a.m.

George L. Ohrstrom, II, Chair

Brandon Stidham, Director of Planning

Minutes prepared by Debbie Bean, Recording Secretary

SPECIAL USE PERMIT/SITE PLAN (SUP-18-01/SP-18-01)
Juliana MacDowell / Kentlands Foundation, Inc.
June 1, 2018 Planning Commission Meeting – SET PUBLIC HEARING
STAFF REPORT– Department of Planning

The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed land use request. It may be useful to members of the general public interested in this request.

Case Summary

Applicant:

Juliana MacDowell

Property Owner:

The Kentland Foundation, Inc.

Location:

- 834 Kentland Lane, Berryville, VA
- Tax Map #15-A-12
- Buckmarsh Election District: Scott Kreider/Douglas Kruhm (Planning Commission);
David Weiss (Board of Supervisors)

Parcel Size/Project Area: 343.8 acres / Proposed 10 acre area for special use

Request:

Request approval of a Special Use Permit (SUP) and Site Plan to operate an event venue as a public assembly, minor commercial use in the Agricultural-Open Space-Conservation (AOC) District per §3-A-1-a-3-m of the Zoning Ordinance.

Staff Recommendation:

Schedule Public Hearing for the Planning Commission’s July 6, 2018 Meeting.

Facts:

The Applicant is requesting approval of a Special Use Permit (SUP) and Site Plan (SP) to establish a public assembly, minor commercial use event venue on a portion of the subject property. Detailed information on the proposed use, property characteristics, and review elements are outlined below.

Subject Property

The subject property is located on the south side of Harry Byrd Highway (State Primary Highway Route 7) also with frontage on Parshall Road (Rt. 608). The Applicant has proposed utilizing a fenced-in 10 acre area for the facility on the 343.8 acre parcel. The majority of the subject property is currently used as a farm and open space, however the proposed area for the event venue is located around the existing manor house and out-buildings and landscaped lawn.

Proposed Facility/Operations

The Applicant has provided a complete site plan from their engineer John Lewis (Painter-Lewis, P.L.C.) that includes various aspects of the subject property and proposal. Also provided is the proposed use narrative. These items are available for review in the Planning Office.

The proposed facility is designed to use the manor house and grounds for events such as weddings on a seasonal basis and on weekends. No new construction is proposed. A tent will be utilized on a grass pad area. The maximum number of persons and staff which will attend a single event on any day is 149, which is the maximum allowable for public assembly, minor commercial uses by the Zoning Ordinance. The facility will be accessed via the existing Kentland's entrance on Rt. 7, and the site plan includes an entrance improvement plan and traffic information. A proposed gravel parking area will be constructed near the manor house to accommodate room for 50 vehicles including 2 ADA spaces. An existing well is to be used for the water supply at events less than 60 days out of the year. An existing onsite sewage disposal system is proposed to be used to service the facility with proposed minor improvements. Low voltage lighting will be installed to illuminate the proposed path from the parking lot to the manor house and from the manor house to the proposed tent area. No additional landscaping is proposed. No additional external signage is proposed. The owner will contract with a licensed private trash hauler for the regular removal of trash.

Site Plan

The Applicant has submitted a Site Development Plan containing all of the required elements to constitute a complete submission per §6-E of the Zoning Ordinance. A Planning Commission Plans Review Committee meeting may be scheduled once further information is obtained through the review process. The site plan has been routed to the following agencies for review and comment:

- Virginia Department of Transportation (Bobby Boyce)
- Clarke County Health Department (Jim Davis)
- Hurt & Proffitt (County Engineering Consultant)
- Building Department (Jamie Royston)
- Clarke County Emergency Management (Brian Lichty)

The following setback and buffering requirements apply to the project and are depicted on the site plan:

- Edge of primary highway (Rt. 7): 125 feet
- Centerline of a secondary scenic byway road (Parshall Rd): 150 feet
- Edge of private access easement: 75 feet
- Side and rear yard setbacks: 75 feet
- From sinkholes, streams, and springs: 100 feet

Access and Traffic

As noted above, the Applicant proposes to use the existing entrance as shown on the plan as the main entrance. Parshall Road entrance will not be utilized for the proposed use. A copy of the

site plan was routed to VDOT for review and comment on the use of the existing entrance and improvements and potential traffic implications for the facility. VDOT provided comments May 8, 2018. The Applicant's engineer submitted a revised plan May 24, 2018, which will be routed to VDOT for comment.

Erosion & Sediment Control (E&S) / Stormwater

The site plan provides a complete E&S plan with notes and details. The plan was reviewed by the County engineering consultant and their comments were forwarded to the Applicant and their engineer for comments and revisions. The Applicant's engineer submitted a revised plan May 24, 2018, which will be routed to Hurt & Proffitt for comment. E&S permitting and inspecting will be handled by the Clarke County Building Department.

Applicants are required to work directly with the Department of Environmental Quality (DEQ) for stormwater management compliance. It does not appear that the Applicant will be required to obtain plan approval from DEQ for compliance with State stormwater management regulations since the total disturbed land area is under one acre in size. There were no comments provided by the County engineering consultant regarding the need for DEQ review.

Water Supply and Waste Water Disposal

The facility will be supplied with water by the existing active private well shown on the site plan. The existing septic system shown on the site plan will serve the proposed use with proposed improvements. The Health Department has provided comments, which were forwarded to the Applicant and their engineer for comments and revisions. The Applicant's engineer submitted a revised plan May 24, 2018, which will be routed to the Health Department for comment.

Karst Plan

There is no karst plan required since there are no proposed septic systems for this project and no facilities proposed near any karst features.

Lighting and Signage

The Applicant is proposing only low voltage lighting for walkways. Presumably, lights may be used for events by the event clients but will only be on during operating hours when needed and the ten acre event area is located in the middle of the large farm. Lighting must comply with Chapter 189 of the Code of Clarke County. No new signage is proposed.

Parking

§4-J of the Zoning Ordinance (Off-Street Parking) does not include a required parking calculation for public assembly, minor commercial uses, and event venue is not a specified use. Therefore, the engineer provided one parking space per four event attendee as a best practice measurement and has provided area for 50 parking spaces (unmarked gravel) with 2 ADA spaces. The proposed gravel parking area is shown on the site plan.

Landscaping

Buffer areas per §6-H-10-c are required to run the length of adjacent property boundaries and public rights of way, however, the 10 acre portion of the property to be utilized for the proposal cannot be seen from adjacent properties or public right of ways. No new landscaping is proposed.

Building Department

James Royston, Clarke County Building Code Official, provided both verbal and email comments to the Applicant. He also made a site visit to the property. There are building code issues regarding fire and safety in relation to square footage of proposed use and type of use, which the Applicant has addressed with an architect. Mr. Royston provided an email on May 24, 2018 outlining the Applicant's planned approach for the use of the manor house which will satisfy building code requirements.

Staff Analysis – Special Use Permit Review Criteria (§5-B-5)

Evaluation of the special use permit request includes an in-depth analysis of 19 criteria listed below as set forth in §5-B-4 of the Zoning Ordinance. The Applicant has provided a narrative addressing these criteria. Upon completion of our review and receipt of comments from all reviewing agencies and the County's engineering consultants, Staff will provide a detailed analysis of the proposed facility's compliance with these criteria.

- a. *Will be consistent with the Comprehensive Plan of the County.*
- b. *Is consistent with Purpose and Intent of the Zoning Ordinance.*
- c. *Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.*
- d. *Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.*
- e. *Will not cause an undue adverse effect on the preservation of agricultural or forestal land.*
- f. *Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.*
- g. *Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.*
- h. *Will not cause an undue adverse effect on rare or irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.*
- i. *Will not cause an undue adverse effect on wildlife and plant habitats.*
- j. *Will have sufficient water available for its foreseeable needs.*
- k. *Will not cause unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.*
- l. *Will not cause undue surface or subsurface water pollution.*
- m. *Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.*
- n. *Will not cause unreasonable soil erosion.*
- o. *Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.*
- p. *Will not cause undue air pollution.*
- q. *Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.*
- r. *If in the AOC or FOC zoning districts, will not result in scale or intensity of land uses*

- significantly greater than that allowed under the permitted uses for these districts.*
s. *Will not cause a detrimental visual impact.*

Staff Analysis of Key Issues

Staff will provide an analysis and recommendations on any key issues associated with this request following completion of our review and receipt of all comments from reviewing agencies and consultants. Staff will also provide draft special use permit conditions.

Staff Recommendation:

Staff recommends that the Commission schedule Public Hearing on this application for the July 6, 2018 meeting. All documentation has been provided by the Applicant to constitute a complete special use permit and site plan application and there are no outstanding concerns regarding the proposed use to warrant a delay at this time in scheduling the Public Hearing.

History:

- | | |
|-----------------------|--|
| March 23, 2018 | Pre-Application meeting held with Planning Staff. |
| April 6 2018 | Special Use Permit and Site Plan Applications filed by the applicant. |
| May 3, 2018 | Request voluntarily deferred by the Applicant. |
| June 1, 2018 | Placed on the Commission’s meeting agenda to schedule Public Hearing. |

KENTLAND EVENT VENUE SPECIAL USE PERMIT CRITERIA

March 27, 2018



Submitted by: Painter-Lewis, P.L.C.
Civil Engineering Structural Engineering
Surveying Landscape Architecture
817 Cedar Creek Grade, Suite 120
Winchester, VA 22601
Tel: 540-662-5792
Fax: 540-662-5793
Email: office@painterlewis.com



5-B-5 Criteria for Action on Special Use Permit

Before taking action, the Board may require the applicant to furnish such information as it may deem necessary in order to determine whether the proposed special use permit is detrimental to the public health, safety, or general welfare. Such a determination shall be based on the following specific findings. The Board may make any additional findings it may deem appropriate. The use requiring the special use permit:

5-B-5-a Will be consistent with the Comprehensive Plan of the County.

The parcel contains 344 acres. All but 10 acres in in agricultural use. The proposed use will occur within the 10 acre, fenced area which contains the manor house. The existing agricultural use will be preserved.

5-B-5-b Will be consistent with the Purposes and Intent of this Ordinance.

The proposed components which make up this proposal will conform to the design and performance standards of the Zoning Ordinance.

5-B-5-c Will not have an undue adverse impact on the short-term and long-term fiscal resources of the County for education, water, sewage, fire, police, rescue, solid waste disposal or other services, and will be consistent with the capital improvement goals and objectives of the Comprehensive Plan, to the end that growth of the community will be consonant with the efficient and economic use of public funds.

The proposed use will result in no additional school children. Water and sewer service will be provided by private, on-site facilities. No additional permanent structures are proposed which would require fire service. Additional police service is not anticipated. The proposed use may occasionally require rescue service due to the increased number of users at the property. The amount of solid waste will increase as a result of the proposed use, however, it is not anticipated that a dumpster will be required to handle the waste. Solid waste generated by the proposed use will be handled by the property staff.

5-B-5-d Will not cause an undue adverse effect on neighboring property values without furthering the goals of the Comprehensive Plan to the benefit of the County.

Activities associated with the proposed use will be confined to the 10 acre, fenced area which is located away from the exterior property lines. No adverse impacts to neighboring property values is anticipated.



5-B-5-e Will not cause an undue adverse effect on the preservation of agricultural or forestal land.

The proposed use will occur within the 10 acre, fenced area which contains the manor house. The existing agricultural use will be preserved.

5-B-5-f Will not cause unreasonable traffic congestion or unsafe conditions on existing or proposed public roads and has adequate road access.

Access to the site is from Route 7. The owner is proposing to upgrade the entrance to meet current VDOT standards. VDOT will review and approve the entrance improvement proposal.

5-B-5-g Will not cause destruction of or encroachment upon historic or archeological sites, particularly properties under historic easement.

There are no historic or archeological sites which will be disturbed by the proposed use.

5-B-5-h Will not cause an undue adverse effect on rare and irreplaceable natural areas, areas of outstanding natural beauty, state-designated scenic byways or scenic rivers or properties under open space easement.

Improvements to the site will occur only within the 10 acre, fenced area on the property. No impacts to natural resources are anticipated.

5-B-5-i Will not cause an undue adverse effect on wildlife and plant habitats.

Improvements to the site will occur only within the 10 acre, fenced area on the property. The total disturbed area is about ½ acre and will occur in the existing lawn of the manor house. No impacts to wildlife or plants are anticipated.

5-B-5-j Will have sufficient water available for its foreseeable needs.

The existing well will provide sufficient water for the proposed use. No additional water sources will be required.

5-B-5-k Will not cause unreasonable depletion of or other undue adverse effect on the water source(s) serving existing development(s) in adjacent areas.

The existing well will provide sufficient water for the proposed use. No additional water sources will be required.

5-B-5-l Will not cause undue surface or subsurface water pollution.

Nothing proposed, that is, gravel parking, grass tent area, gravel pathway, will create a pollution source.



5-B-5-m Will not cause an undue adverse effect on existing or proposed septic systems in adjacent areas.

The existing septic system will not be expanded from its current capacity. No impacts to septic systems on adjacent properties is anticipated.

5-B-5-n Will not cause unreasonable soil erosion.

The proposed improvements and activities will be fully stable. No long-term disturbance to soils on the property is anticipated.

5-B-5-o Will have adequate facilities to provide safety from flooding, both with respect to proposed structures and to downhill/downstream properties.

The site is at the high point of the local topography. No flooding or significant increase in runoff will occur as a result of the proposed use.

5-B-5-p Will not cause undue air pollution.

The activities and improvements associated with the proposed use are recreational in nature and will not result in undue air pollution.

5-B-5-q Will not cause undue noise, light or glare, dust, odor, fumes, or vibration.

The activities and improvements associated with the proposed use are recreational in nature and will not result in undue noise, light, or air-borne pollution.

5-B-5-r If in the AOC or FOC zoning districts, will not result in scale or intensity of land use significantly greater than that allowed under the permitted uses for these districts.

The proposed is similar to uses permitted in the AOC district such as breweries and wineries.

5-B-5-s Will not cause a detrimental visual impact.

Activities associated with the proposed use will be confined to the 10 acre, fenced area which is located away from the exterior property lines. No adverse visual impacts to neighboring properties is anticipated.



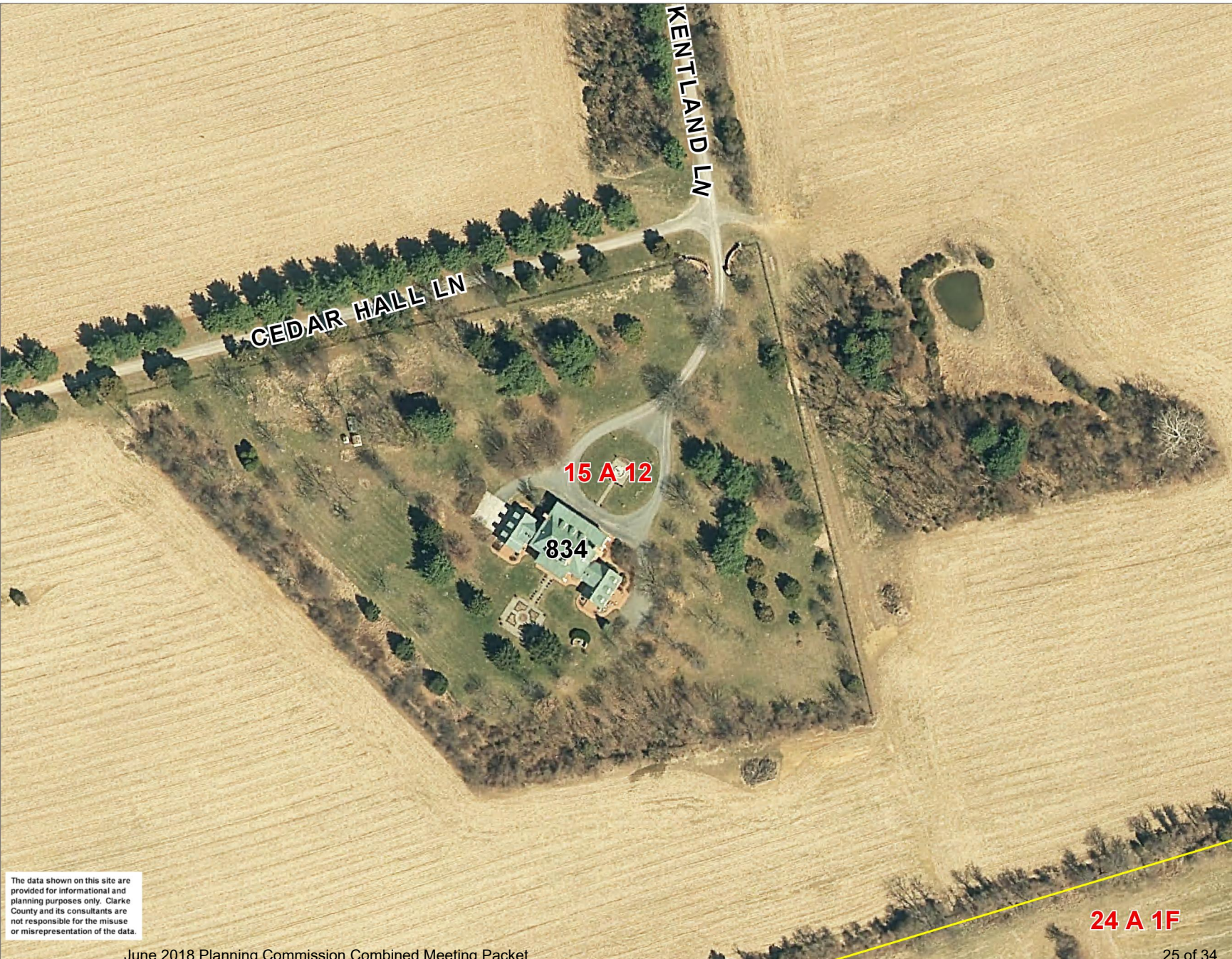
- Public
- Points of Interest
- Springs
- Sinkholes
- Parcels With Orthos
- Towns
- Clarke County Boundary
- Major Roads
 - Interstate
 - US Highway
 - State Highway
- Surrounding Counties Opaque
- Surrounding Counties Non Op



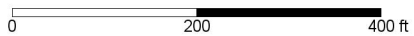
The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



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 - State Highway
- Surrounding Counties Opaque
- Surrounding Counties Non Opaque



The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



Re: sup

From : Ryan Fincham <rfincham@clarkecounty.gov>

Wed, Apr 25, 2018 10:44 AM

Subject : Re: sup

 1 attachment

To : John Lewis <jclewis@painterlewis.com>

Cc : Juliana MacDowell <juliemacdowell@gmail.com>

Below are my review comments of the Kentland SUP and SP request:

- 1) Page 1 - Please show the sinkhole, spring, perennial stream, and pond located on County GIS.
- 2) Page 1 - Please show the existing lane through the property (at least an approximation). Known as Kentlans Lane and Cedar Hall Lane.
- 3) Page 1 - Please change the setback to Parshall road from 75' to 150' since Parshal road is a secondary road (100' setback) and a scenic byway (additional 50' setback). (Also change to 150' on Building restriction Lines Chart)
- 4) Page 1 - Please replace "Water and Sewer Service" with Health Dept info not Town of Berryville info., also the Building Dept phone number is 540-955-5112, and the Building Department information should be used for "E&S Control", also the VDOT contact for our area is Bobby Boyce at 540-984-5631, I do not know the correct contacts for gas, electric, and telephone, but the Building Dept would know if interested.
- 5) Page 1 - Parking Requirements "R-J-1 and 10", should be "4-J-1 and 10".
- 6) Page 1 - Note regarding nutrient credits may no longer be needed. Please include Total Land Disturbance label and figure under General Notes.
- 7) Page 1 - Approval signature blocks or lines are needed for Board of Supervisor Chair, Zoning Administrator, and Property Owner.
- 8) Page 1 - Please use full owner title in The Kentland Foundation, Inc.

Please also address comments from the Building Code Official, VDH, and Hurt & Proffitt (county engineering consultant). VDOT comments are expected soon.

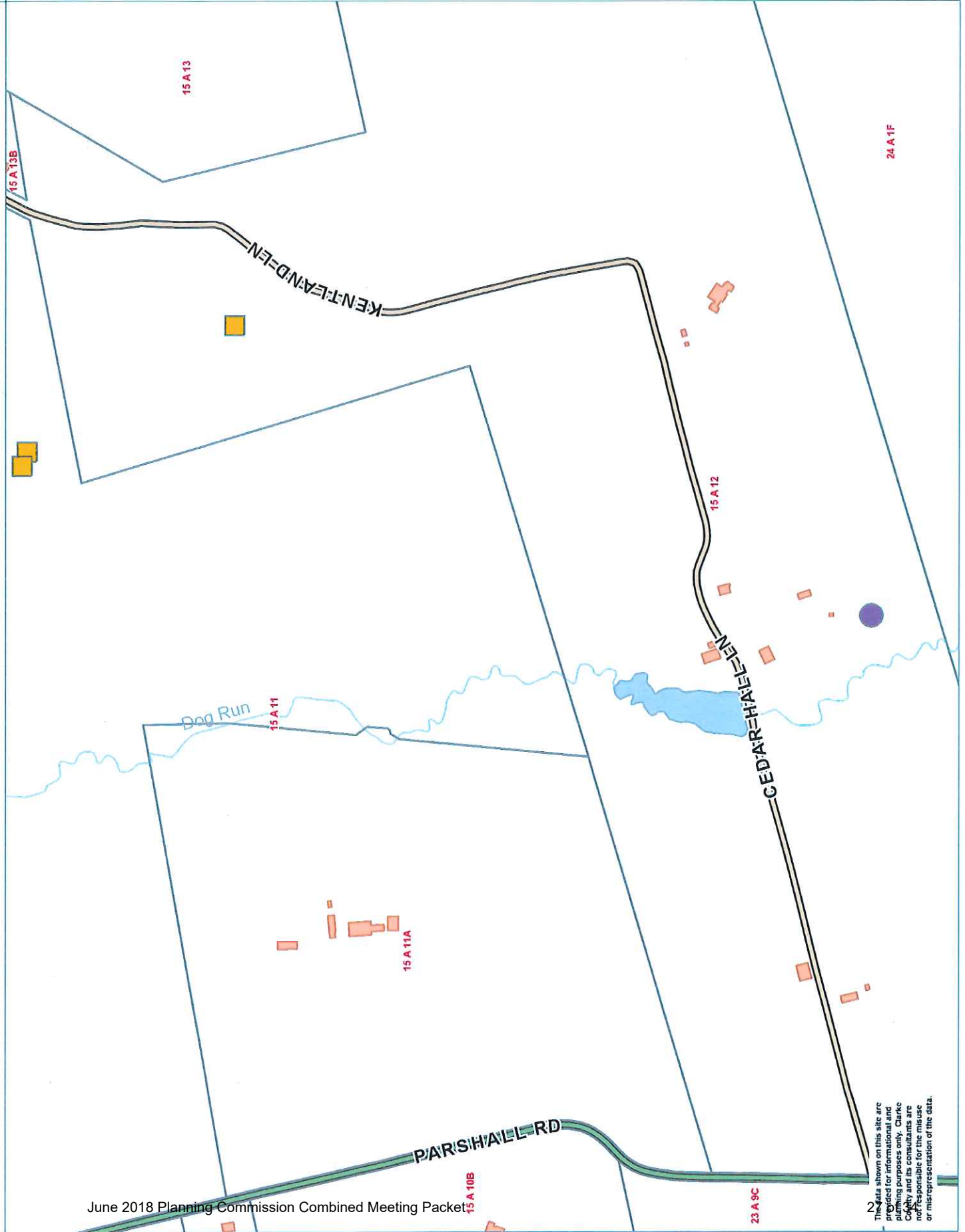
Also, could you please send me the pdf of the current plan, and also the revised when complete?

Thanks-

Ryan Fincham,
Senior Planner & Zoning Administrator
Clarke County, Virginia
(540) 955 - 5131



- Public
- Points of Interest
- Springs
- Sinkholes
- Parcels
- Towns
- Clarke County Boundary
- Major Roads
- Interstate
- US Highway
- State Highway
- Surrounding Counties Opaque
- Clarke County Roads
- Private Roads
- Roads
- Falls
- Buildings
- Appalachian Trail
- Streams
- Perennial Streams
- Intermittent Streams
- Ponds
- Rivers



June 2018 Planning Commission Combined Meeting Packet

2
The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



Printed on 04/25/2018 at 10:32 AM

April 24, 2018

Mr. Ryan Fincham
Zoning Administrator/Senior Planner
Clarke County Planning Department
101 Chalmers Court
Berryville, VA 22611

Re: *Kentland Event Venue
Site Development Plan
Erosion and Sediment Control Plan Review (1st Submittal)
H&P JN 20180615*

Dear Ryan:

Thank you for the opportunity to provide plan review services to Clarke County. Following are review comments related to the review of the plan titled "Kentland Event Venue Site Development Plan, Clarke County Virginia, dated March 16, 2018 (sealed March 26, 2018) by Painter – Lewis P.L.C.

General (SUP Related comments)

1. Plan Sheet 2 of 6. Handicapped Parking Spaces are indicated on an existing paved area to the northwest side of the house. Details should be provided that indicate parking space and aisle widths and lengths, line, symbol and diagonal marking colors, and signage for the spaces. The ADA accessible route to the house and tent area should also be indicated. From aerial mapping, the walkway around the house appears to be pavers and/or paved, however the area between the house / walk and the tent area appears to be gravel. A paved path to the tent area must be provided for ADA accessibility.
2. Plan Sheets 1 and 4 of 6 – Improvements to the existing septic system are proposed. Have these plans been submitted to the appropriate review authorities?

Erosion and Sediment Control Review

Plan Sheet 1 of 6

1. Under General Notes, a comment is included that states: "Water Quality will be addressed by the purchase of nutrient credits". Since the total disturbance is less than one acre, water quality provisions are not required. Please eliminate note.

Plan Sheet 3 of 6

General

2. There is not an ESC plan included for the area where the septic system improvements are proposed.
3. There is not an ESC plan included for the VDOT entrance plan area on this sheet or on Sheet 6 of 6. VDOT may comment on this also, as this will be their review responsibility in the public right-of-way.
4. The listed disturbed area is 0.52 acres. It is not clear if this acreage includes the septic system work area or the VDOT entrance area.

Phase I Erosion and Sediment Control Plan

5. Silt fence shown around north side of parking area has in excess of 100 feet of flow length and in excess of

¼ acre of drainage area per 100 linear feet draining to it. However, installing a sediment trap may not be practical in this situation. Suggest the following alternatives in addition to the silt fence:

- a. Add language in the Phase I Sequencing that states only the amount of area will be disturbed daily that can be stabilized with stone in the same day.
 - b. If Item a. is deemed impractical, install a diversion on the south side of the proposed parking lot to temporarily divert offsite water from the construction area.
6. Silt fence on the west side of the proposed parking area should be extended southward to the limits of the disturbed area.
 7. The drainage area appears to shed some water toward the entrance and to the northeast. No ESC measures are shown that protect those areas.
 8. No ESC measures are shown for the gravel path construction. Drainage is primarily toward the north and northeast from this construction area.
 9. The VESCH detail for wire-reinforced silt fence is shown on Sheet 4 of 6. The sections of silt fence that are to be wire reinforced should be indicated on Sheet 3 of 6.

Phase II Erosion and Sediment Control Plan

10. A note is included in the sequencing that states “Apply permanent seeding on all disturbed areas”. The note should also include topsoiling and mulching.
11. The symbols for topsoiling, mulching, and permanent seeding should be shown in more than one spot on the ESC plan.

Plan Sheet 5 of 6

12. Reference comment #4 concerning total disturbance area.
13. The runoff analysis potentially could have been avoided by stating that sheet flow characteristics are generally maintained across the proposed parking lot area and across the area immediately downstream. No harm in leaving the calculations as they are, but a note concerning sheet flow could be added to the Narrative.

Plan Sheet 6 of 6

14. We assume that these plans have, or will be, submitted to VDOT for review. As noted previously, no ESC measures are shown for the work in the public right-of-way. The Entrance Improvement Plan does not show where the entrance runoff goes. For example, is there a ditch on either side of the entrance, since it appears to be crowned?

This is the extent of our comments at this time. Please do not hesitate to contact either of us with questions.

Sincerely,
HURT & PROFFITT, INC.



Keith Boyd, PE
Director - Land Development



Mark T. Cline
Senior Project Manager



Lord Fairfax Health District

Clarke County Health Department
100 North Buckmarsh Street
Berryville, Virginia 22611
Tel. (540) 955-1033 ~ Fax (540) 955-4094
www.vdh.virginia.gov



April 12, 2018

Ryan Fincham
Senior Planner/Zoning Administrator
101 Chalmers Court
Berryville, Virginia 22611

RE: Special Use Permit (SUP-18-01) and Site Plan (SP-18-01)
Applicant Name: Juliana MacDowell
Health Department I.D. #: 043180073
Property Address: 834 Kentland Ln. Berryville, VA 22611
Property Owner: The Kentland Foundation, Inc.
Agent: John C. Lewis/Painter-Lewis, P.L.C.
Tax Map # 15-A-12

Dear Mr. Fincham,

Pursuant to your written request, I have evaluated the referenced special use permit application and site plan, and offer the following comments at this point in the review process.

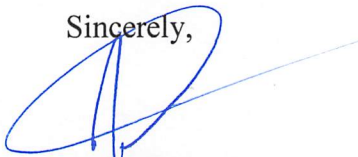
OWNER/APPLICANT ITEMS:

1. The Tax Map#'s shown on the site plan may be incorrect. The plan shows TM#'s 15-"4" and it appears they should be 15-"A".
2. If the proposal is to operate the manor house as an event center only with no other proposed uses, residential or otherwise, it appears the estimated sewage flows are acceptable and will fall within the design parameters of the existing drainfield. The current septic tank is a 1500 gallon tank and based on the proposed peak daily flow of 805 gallons, the existing septic tank will not provide the required 48 hour retention. The proposed 1000 gallon pump chamber can't be considered as part of the required septic tank retention. Available septic tank capacity needed will be 1,610 gallons minimum. A 750 gallon septic tank could be installed in tandem with the existing septic tank to provide the required 48 hour retention for a proposed peak daily flow of 805 gallons. The proposed time-dosing of the drainfield is intended to limit effluent dispersal to the drainfield to under design capacity of 750 gallons per day.

3. In order to modify the existing onsite sewage system the owner will need to submit plans, an application and fee to this department for a sewage disposal system construction permit.
4. On April 12, 2018, a walk-over of the exiting septic system was conducted and no evidence of system malfunction was observed. Both distribution boxes are installed at grade and the lid for distribution box #2 is broken and will need to be replaced. There is a record of a sewage disposal system construction permit on file dated August 15, 1988 and a record of inspection dated April 6, 1989. The system is designed to accommodate a five (5) bedroom dwelling, 10 occupants and 750 gallons per day maximum. If system components are uncovered and inspected, and are found to be deteriorated or in need of replacement a sewage disposal system repair permit from this department may be needed. Any needed repairs may aslo be addressed in the modification plans According to the existing permit on file a 100% reserva area is provided. The proposed parking area and tent site do not appear to encroach on the existing septic system.
5. Due to the limitations on the existing septic system design, no lodging or onsite food preperation will be permitted. Food service at the proposed events should be provided by a health department permitted food caterer.

This report is only intended to address the above referenced request. This report is not intended for use as part of a real estate transfer or any other unauthorized use. There is no implied guarentee of future septic system performance based on this report. In the event of sewage disposal malfunction, the owner will be responsible for any repairs or other actions deemed necessary to correct the situation.

Sincerely,



Jim Davis, REHS
Environmental Health Supervisor

PC: Juliana MacDowell
John C. Lewis, PE
Health Department File

Clarke County - Route 7 - Kentland Event Venue

From : Arthur Boyce <bobby.boyce@vdot.virginia.gov> Tue, May 08, 2018 10:19 AM
Subject : Clarke County - Route 7 - Kentland Event Venue
To : John C. Lewis <jclewis@painterlewis.com>
Ryan Fincham <rfincham@clarkecounty.gov>, Rhonda
Cc : Funkhouser <rhonda.funkhouser@vdot.virginia.gov>, Matthew
Smith <matthew.smith@vdot.virginia.gov>

DEPARTMENT OF TRANSPORTATION

Staunton/Edinburg Land Development

14031 Old Valley Pike

Edinburg, VA 22824

Dear Mr. Lewis:

We have no objections to the proposed event venue provided necessary commercial entrance modifications/upgrades are installed under VDOT Permit. We have reviewed your above referenced construction plan dated March 16, 2018 (sealed March 26, 2018) and offer comments on the entrance reconstruction requirements as follows:

- The need for a right turn taper has been identified but the one provided doesn't meet the standard for width or length. The taper should be 12' wide and 200' long for a rural road with design 35 MPH speed or greater. No taper is needed on the east side of the entrance but increase the radius to match the 50' on the west side.
- Show any adjacent and opposite side of roadway entrances. Provide distances to next adjacent entrance and nearest State highway intersections in each direction. Proposed entrance spacing must meet the Minimum Spacing Standards found in Appendix F of *VDOT's Road Design Manual*.
- Existing roadway information including State Route number, Highway Functional Classification, right-of-way width, speed limit, edges of pavement, existing pavement markings, signage, utility, ADT, etc.
- Specify VDOT entrance standard (e.g. VDOT Standard CG-11) and type (i.e. low volume, moderate volume, subdivision, or standard commercial).
- Identify required and available intersection sight distance and line of sight at entrance. Show the maximum available sight distance and not just minimum required.
- Provide entrance profile from center line of roadway to 25' beyond right-of-way with grading in accordance with the specified proposed VDOT standard entrance type. There should be 12' of fall away from Route 7 at 2% grade.
- The spot shots provided are too small to read. Increase the font size of the spot shot elevations and provide some drainage arrows for surface runoff.
- Provide typical section of entrance and right turn taper including dimensions, cross slopes and pavement design. Provide 2% fall on the asphalt taper and 8% on aggregate shoulder.
- Provide signage and pavement markings on plan. Stop and one-way signs are needed.

- For land disturbance greater than 10,000 square feet on State right-of-way, add note that VDOT Erosion and Sediment Control Contractor Certification is required.

Please revise and resubmit 2 copies of the site plan for re-evaluation and/or approval. If the resolution does not concur with our comments, an explanation and adequate information/support for our evaluation must be given for review. Mark all changed items with a highlighter on 1 of the 2 sets. If you have any questions or need further information, please do not hesitate to give me a call.

Sincerely,

Bobby Boyce

Bobby Boyce

Land Development Engineer

Clarke, Frederick, Shenandoah, & Warren Counties

14031 Old Valley Pike

Edinburg, VA 22824

(540)984-5631

Manor House K'Lands

From : Jamie Royston <jroyston@clarkecounty.gov> Thu, May 24, 2018 02:41 PM
Subject : Manor House K'Lands
To : juliemacdowell@gmail.com
Cc : Ryan Finchan <rfincham@clarkecounty.gov>

Julianna, after reviewing the existing floor plan of the structure and the proposed plan ,the architect's choice makes sense. Per our conversation (5-23-18), my concerns would be that part of the fire area is on the second floor, however second floor is proposed to be dressing rooms only. Referring to table 1004.1.2 Assembly with un-concentrated tables and chairs would allow 85 bodies on the first floor. That being said the total number of occupants must be held to 99 for the proposed space to be created within the manor house for this proposed use.

Stamped plans will be required for proposed alterations to existing structure. A new CO will have to be obtained to reflect mixed use and increased occupant level, and plans should also include structural review of first floor. Occupant load of the structure should be separated from number of occupants allowed per event by zoning.

Thank you,
James Royston