



Clarke County Planning Commission

AGENDA – Work Session

Tuesday, September 4, 2018 – 3:00PM

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

- 1. Approval of Work Session Agenda**
- 2. Review of Agenda Items for September 7, 2018 Business Meeting**
- 3. Old Business Items**
 - a. Progress Report, Ordinance Update Project**
- 4. New Business Items**
 - a. Potential Text Amendment – Small-Scale Lattice Structures for Wireless Internet Service Providers (WISPs)**
 - b. Upcoming Five-Year Plan Reviews – Comprehensive Plan, Transportation Plan, and Economic Development Strategic Plan**
- 5. Other Business**
- 6. Adjourn**

ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT PROGRESS REPORT (AUGUST/SEPTEMBER 2018)

- Work Plan Items Completed to Date:
 - Step 1 – Adopt Work Plan, Project Policies and Timeline
 - Step 3 – Approve Framework for Draft Ordinances

- Work Plan Items in Process: Since the July progress report, the Ordinances Committee has met three times (July 11, July 24, and July 30) and completed the following items:
 - Completion of Step 3 – Approve Framework for Draft Ordinances. The Committee reviewed and granted preliminary approval of Staff’s draft layouts for the revised Zoning and Subdivision Ordinances and a new shared Definitions article. The draft layouts depict how ordinance language will be reorganized and identify new sections to be added that will improve clarity and functionality.
 - Review of Process Maps. The Committee completed a detailed review of “process maps” that describe the 25 permit types, administrative reviews, and regulatory procedures included in the current Zoning and Subdivision Ordinances. Each “process map” contains basic information on the process, applicable Ordinance sections, and a step-by-step description of the review process from pre-application to approval. Staff also identified critical concerns and needed improvements for each process and the Committee provided policy direction to assist Staff in revising the Ordinances and in developing the Guidance Manual.
 - Review of Policy and Technical Issues. The Committee completed their review of the following Policy and Technical Issues:
 - P4/P5 – Evaluate review process and regulations for the Berryville Annexation Area Districts; Evaluate the NAICS codes for Business Park District Uses
 - P12 – Private Access Easement Issues
 - P19 – Nonconformities
 - P20 – Special Use Permit and Rezoning Review Criteria
 - P28 – Evaluate FOC District Residual Open Space Parcel Requirements
 - P30 – Evaluate the requirement that service businesses in the AOC and FOC Districts conduct all service activities onsite

- P31 – Evaluate floor area requirements for shopping centers and whether to establish limitations to avoid creating “strip malls”
- P32 – Evaluate regulations for clubs and lodges
- T2 – Evaluate use of the term “tract” in the Zoning and Subdivision Ordinances
- T18 – Merge the AOC and FOC District outdoor lighting regulations found in County Code Chapter 189 into the Zoning Ordinance

Six of the 49 Policy and Technical Issues remain for the Committee’s review. Once their review is complete, reports for all issues will be finalized with the Committee’s direction and compiled for distribution/presentation to the Planning Commission and Board of Supervisors. Commissioners and Board members will have time to review the Committee’s extensive work on these issues and raise any questions or concerns while Staff is working on drafting the revised Ordinances.

- Upcoming Meetings Scheduled:

- #19, Friday, September 7 (following Commission Business Meeting)

- Other Staff Items In Process:

- County Attorney review of previous policy issues
- Initial development of the Guidance Manual outline
- Revise Work Plan upon completion of Step 2



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TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: Potential Text Amendment – Small-Scale Lattice Structures for Wireless Internet Service Providers (WISPs)

DATE: August 30, 2018

Item 4a on the September 4 Work Session agenda was sent to the Planning Commission on the recommendation of the County's Broadband Implementation Committee. The Committee recently held a roundtable discussion with representatives from wireless internet service providers (WISPs) and other broadband industry companies to discuss ways to expand access to broadband internet in the County. An issue that was raised by WISP representatives is the County's prohibition on the use of lattice towers which in their opinion is a barrier to providing service to rural customers.

The regulations for wireless telecommunication facilities (WCFs) were significantly revamped in 2017 with the allowance of taller towers up to 199 feet and implementation of the WCF class system. One regulation that remained unchanged is that all WCFs have to use a monopole or stealth design and cannot use a lattice design. Lattice towers for cellular communications are more visible due to their size and are not conducive to stealth design or camouflage.

WISP representatives indicated that for customers lacking direct line of sight to a broadcast tower, it is often necessary to install their equipment on a small-scale lattice tower in order to establish that line of sight. Small-scale lattice towers are more commonly used by ham radio enthusiasts, have a smaller footprint, and are constructed from smaller gauge steel than a lattice tower used to support cellular communications arrays. The representatives stated that the small-scale lattice towers they use in other counties are typically no more than 24 inches in diameter with a maximum 8 foot radius from the center of the tower to the support legs. As a comparison, a typical lattice cell tower can have a radius from the center of the tower to the support legs of 15-18 feet. The representatives noted that small-scale lattice towers are easier and less expensive to install than a comparable monopole tower. They can also be maintained more easily because a technician can climb a lattice tower whereas a bucket truck is needed to service a monopole. Some of the WISP representatives indicated that a small-scale lattice tower can also be used to provide broadband service to neighboring properties and that they can enter into profit-sharing agreements with homeowners who invest in these towers based on the number of neighbors who also use the tower.

The WISP representatives stated at the meeting that they would like to be able to install small-scale lattice towers up to 120 feet and would prefer to be able to construct up to 80 foot towers

with only a zoning permit from the Zoning Administrator. The Broadband Implementation Committee has recommended that the Commission consider developing a text amendment with the following parameters:

- Small-scale lattice towers up to 80 feet with a zoning permit issued by the Zoning Administrator.
- Towers over 80 feet to a maximum of 120 feet with a site plan review and approval by the Planning Commission.
- Minimum 100 foot setback from all property lines.

There are still some questions to be resolved in order to begin work on a text amendment. Specific parameters for the maximum diameter or footprint of the towers will be needed in order to develop a definition for “small-scale lattice towers” to distinguish them from lattice cell towers. We will also need to determine whether they will need to be guyed or can be self-supporting in all situations – guyed WCFs are currently prohibited. Staff has asked the WISP representatives to provide this technical information but as of the drafting of this memo, we have not received any information from them. For your reference, Staff has attached a copy of a specifications sheet for a Rohn self-supporting lattice tower that is similar to the type of tower that the WISPs would like to use.

Staff is looking for direction from the Commission on two items:

1. The policies for the Zoning and Subdivision Ordinance Update project that were accepted by the Commission and Board of Supervisors limit consideration of new text amendments while the project is ongoing:

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.*

Should the Commission want to begin work on this potential text amendment, members would have to agree to initiate consideration and find that it would address either a critical procedural concern or economic development effort. If the Commission does not want to consider the text amendment in the near term, it can be forwarded to the Ordinances Committee for inclusion in the Update Project.

2. If the Commission does decide to initiate consideration of this text amendment as recommended by the Broadband Committee, members will have to decide whether to work on the text amendment as a committee of the whole or forward it to a standing committee for work.

Since the Ordinances Committee is heavily involved in the Update Project, Staff recommends assigning the text amendment to the Policy Committee. Regardless of which approach the Commission decides to take, Staff recommends scheduling Commission or Committee work on the text amendment only after we have received the requested technical parameters from the WISP representatives.

The Commission can act on these two items by consensus at the Work Session or, if you would prefer, by formal action at the Business Meeting.

If you have any questions on this issue prior to the Work Session, please feel free to contact me.



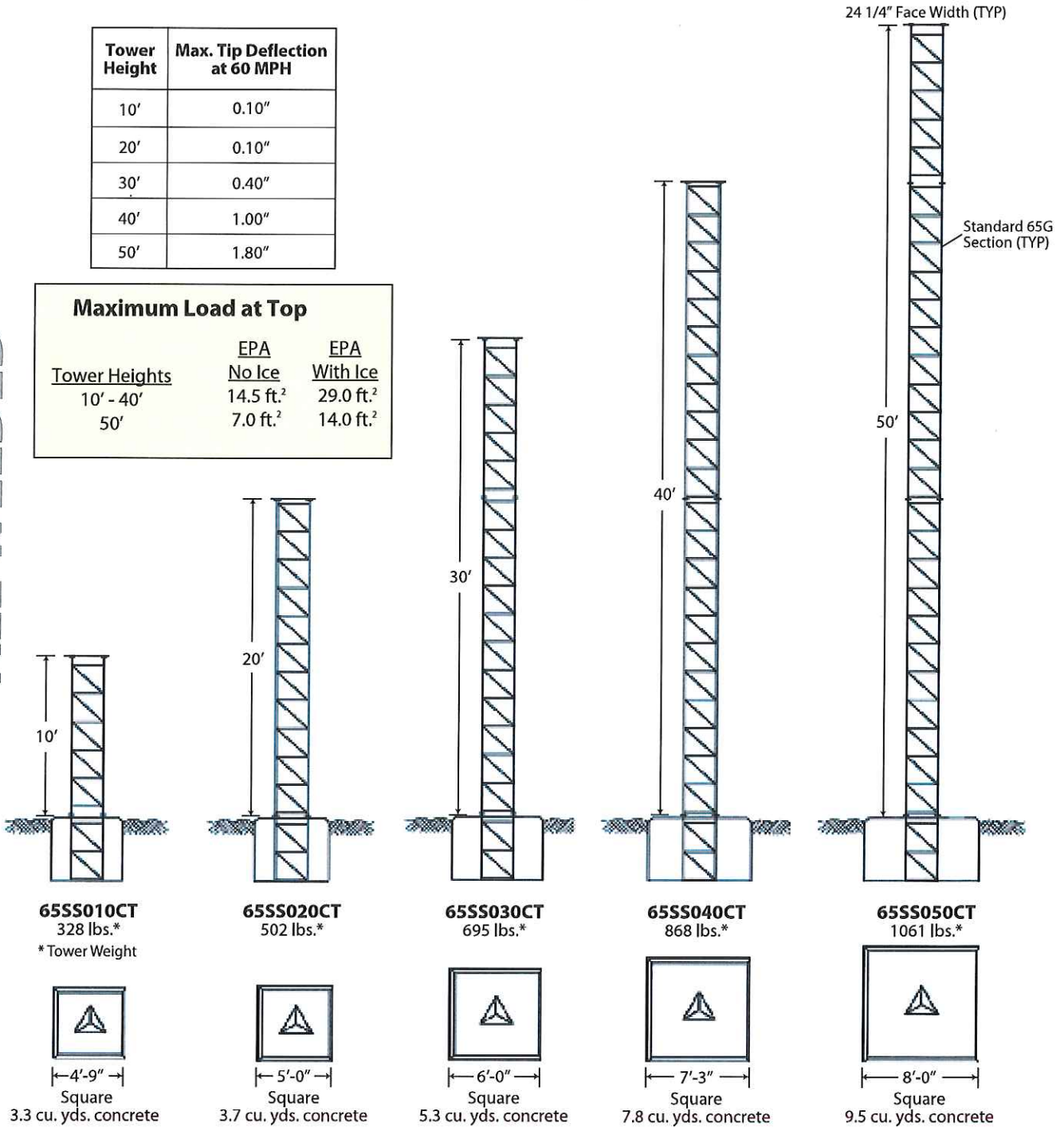
STANDARD 65G SELF-SUPPORTING CAMERA TOWERS (all-welded)

REV. G: 110 MPH 3-SEC GUST WIND SPEED (NO ICE),
40 MPH 3-SEC GUST WIND SPEED (3/4" ICE),
CLASS II, EXPOSURE C, TOPO CATEGORY 1
SEISMIC COEFFICIENT $S_s \leq 1.0$

Tower Height	Max. Tip Deflection at 60 MPH
10'	0.10"
20'	0.10"
30'	0.40"
40'	1.00"
50'	1.80"

Tower Heights	Maximum Load at Top	
	EPA No Ice	EPA With Ice
10' - 40'	14.5 ft. ²	29.0 ft. ²
50'	7.0 ft. ²	14.0 ft. ²

ALL WELDED

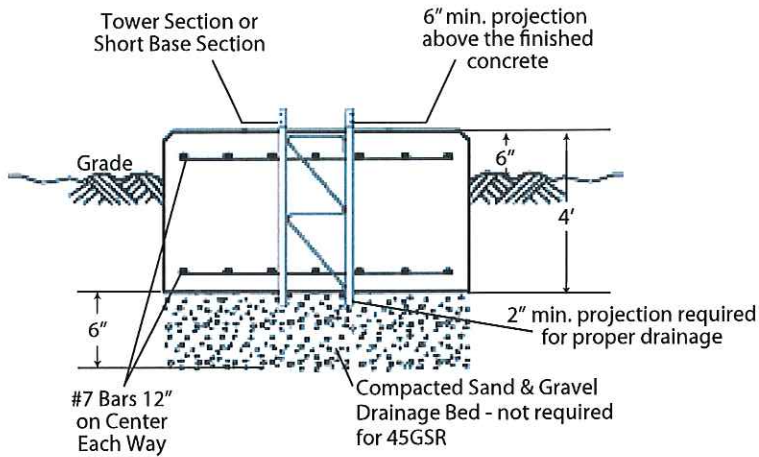


Includes short base section, tower sections, Rev G grounding material and 3/16" top mounting plate with attachment hardware.
Per Rev. G requirements, any structure greater than 10' requires a climber safety device.
Please see page 173 for ordering information.

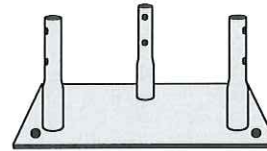




SELF-SUPPORTING G-SERIES FOUNDATIONS



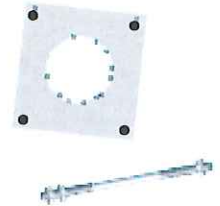
ELEVATION VIEW
25G (shown), 45G & 55G
SELF-SUPPORTING TOWER FOUNDATION



CONCRETE BASE PLATE WITH ANCHORS
25GSSB

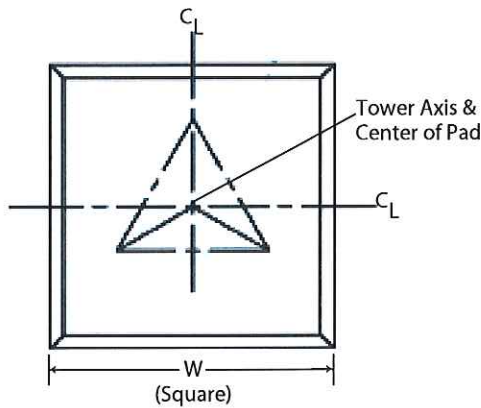
FOR USE WITH SELF-SUPPORTING 25G TOWERS.

ALTERNATIVE TO USING SHORT BASE. BASE BOLTS & TEMPLATE MUST BE ORDERED SEPARATELY.



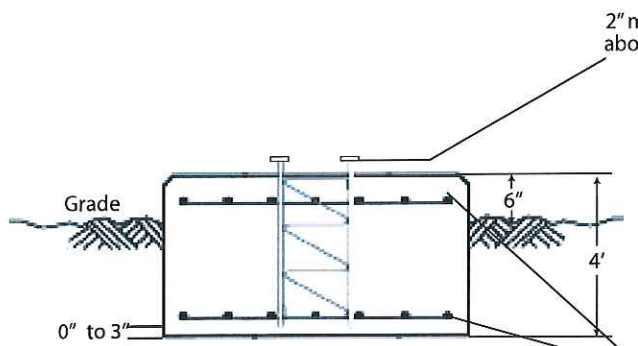
BASE BOLTS & TEMPLATE
KH8175A

FOR USE WITH 25GSSB IN SELF-SUPPORTING 25G TOWER APPLICATIONS. KIT INCLUDES (1) TEMPLATE & (4) BASE BOLTS.

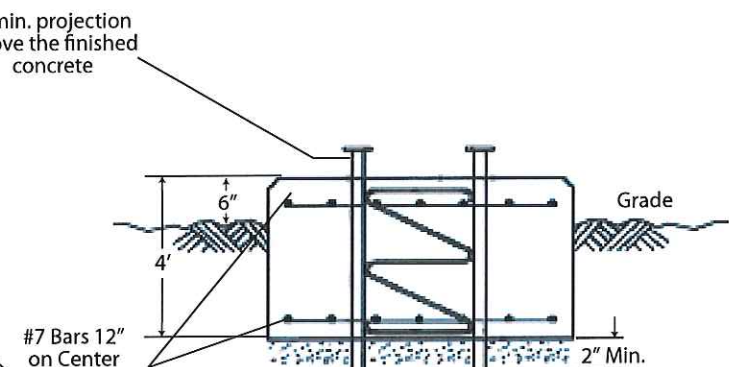


PLAN VIEW

Tower	Mat Width (W)	Concrete Volume (Cu. Yds.)
25G	4' - 0"	2.4
45G	5' - 3"	4.1
55G	6' - 0"	5.3
45GSR 65G	7' - 9"	8.9



ELEVATION VIEW
45GSR
SELF-SUPPORTING TOWER FOUNDATION



ELEVATION VIEW
65G
SELF-SUPPORTING TOWER FOUNDATION



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TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: Upcoming Five-Year Plan Reviews

DATE: August 30, 2018

Item 4b on the September 4 Work Session agenda is a discussion of upcoming five-year reviews for the Comprehensive Plan, Transportation Plan, and Economic Development Strategic Plan.

Code of Virginia §15.2-2230 requires that at least once every five years, a locality's planning commission shall review the comprehensive plan "to determine whether it is advisable to amend the plan." As you may recall, we have included language in the Comprehensive Plan and component plans in recent years to ensure that the plans are reviewed for potential updates on a five-year schedule and that the evaluation process begins several months in advance. The five-year anniversaries of the adoption of these plans are as follows:

- Comprehensive Plan – March 18, 2019
- Transportation Plan – March 18, 2019
- Economic Development Strategic Plan – October 21, 2019

The scope of the five-year review process consists of evaluating the plan to determine:

1. Whether the Plan's goals, objectives, and strategies are still current and relevant.
2. Whether circumstances or conditions changed since the Plan's adoption that warrant inclusion of new goals, objectives, and/or strategies. This may include recent work on the Comprehensive Plan or component plans or changes in State law that may need to be reconciled in the Plan that is being reviewed.
3. Whether there is a need to update demographic, statistical, or other factual information included in the Plan.

Once this evaluation is complete, the Planning Commission should provide a formal recommendation to the Board of Supervisors either to continue with the Plan in its current form for another five years, to begin work on minor updates to the Plan, or to begin work on major updates to the Plan. The recommendation should be forwarded to the Board prior to the five-year anniversary date of the Plan's last adoption. The Board then should adopt a resolution to confirm that the five-year review was conducted along with any action items. Staff notes that the actual work to update a Plan does not have to be completed by the five-year anniversary date of the Plan adoption – it is only important to ensure that the review process is complete and that the Board has acted on the Commission's recommendations.

Staff recommends that the Commission assign this matter to the Comprehensive Plan Committee to begin work in October. Should the Commission be amenable to this approach, it can be noted by consensus at the Work Session.

If you have any questions on this issue prior to the Work Session, please feel free to contact me.