

**CLARKE COUNTY PLANNING COMMISSION
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April 5, 2019 Business Meeting**

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Clarke County Planning Commission

AGENDA – Business Meeting

Friday, April 5, 2019 – 9:00AM

Berryville/Clarke County Government Center – Main Meeting Room

1. Approval of Agenda
2. Approval of Minutes
 - a. January 2, 2019 Work Session
 - b. January 4, 2019 Business Meeting

Board/Committee Reports

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

Other Business

9. Appearance, Piedmont Environmental Council (PEC) Discussion of Loudoun County Comprehensive Plan process and land conservation efforts
10. Update on SP-18-02, Robert Claytor
11. Ordinance Update Project Progress Report

Adjourn

UPCOMING MEETINGS

Ordinances Committee Meeting Friday, April 5, 2019 (9:30 or immediately following Commission Business Meeting)
Commission Work Session Tuesday, April 30, 2019 (3:00PM)
Commission Business Meeting Friday, May 3, 2019 (9:00AM)

Clarke County

**PLANNING COMMISSION
WORK SESSION MINUTES -- DRAFT
WEDNESDAY, JANUARY 2, 2019**



A work session of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, January 2, 2019.

ATTENDANCE

Present: Robina Bouffault; Randy Buckley; Anne Caldwell; Mary Daniel; Bob Glover; Scott Kreider; Frank Lee; Gwendolyn Malone; Cliff Nelson; and George L. Ohrstrom, II.

Absent: Douglas Kruhm

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

CALLED TO ORDER

Mr. Stidham called the meeting to order at 3:02PM.

ORGANIZATIONAL MEETING

Election of Officers: Chair and Vice-Chair

Mr. Stidham opened the floor for nominations for Chair. Ms. Caldwell nominated George L. Ohrstrom, II to continue serving as Chair, seconded by Mr. Lee. No other nominations were offered. Ms. Daniel moved to close the floor to nominations and the Commission voted to close the floor to nominations.

Absent further nominees, George L. Ohrstrom, II was elected Chair for 2019. Mr. Stidham turned the meeting over to Chair-Elect Ohrstrom.

Chair Ohrstrom asked for nominations for Vice Chair. Ms. Caldwell moved to nominate Randy Buckley to serve as Vice Chair, seconded by Mr. Lee. No other nominations were offered. Ms. Malone moved to close the floor to nominations, seconded by Mr. Kreider, and the Commission voted to close the floor to nominations.

Absent further nominees, Randy Buckley was elected Vice-Chair for 2019.

2019 Committees and Member Assignments

Mr. Stidham asked the members if they were comfortable continuing with the current committee assignments and members agreed by consensus to do so.

2019 Meeting Schedule

Mr. Stidham reviewed the draft meeting schedule and noted deviations in July and January 2020 to account for holiday dates. The Commission voted to approve the meeting schedule for 2019 as presented.

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

No: No one

Absent: Kruhm

2019 By-Laws

Mr. Stidham stated that the Commission re-adopts the By-Laws at the Organizational Meeting and that no changes are recommended by Staff for 2019. The Commission voted to approve the 2019 By-Laws as presented.

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

No: No one

Absent: Kruhm

2019 Project Priorities

Mr. Stidham reviewed the draft list of Project Priorities for 2019. He noted that the Ordinance Update Project will be the top priority for 2019 and will require the greatest amount of work. He stated that the other projects are the five-year reviews of the Comprehensive Plan, Transportation Plan, and Economic Development Strategic Plan and summarized the timelines for those reviews. The Commission voted to approve the list as presented.

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

No: No one

Absent: Kruhm

REVIEW OF AGENDA ITEMS FOR JANUARY 4, 2019 BUSINESS MEETING

MS-18-07/MLSE-18-04, Jimmy & Elizabeth Hill

Mr. Fincham reviewed the staff report for this minor subdivision and maximum lot size exception request. Mr. Lee noted that it is difficult to read the property line setback for the well because the number is overlapped by a dotted line. He noted that an expanded view of the reserve area for the proposed lot is provided but there is no expanded view provided for the drainfield site. He also noted that there is a discrepancy between the original permit for the existing house that was issued for a 4 bedroom drainfield when it is actually a 3 bedroom drainfield. Mr. Fincham noted that so long as the proposed reserve area meets the number of bedrooms, the subdivision application can move forward. Mr. Lee added that he was concerned that the owner could sell the house as a 4 bedroom house if they have a 4 bedroom reserve with a 3 bedroom drainfield. Mr. Fincham replied that the septic permit is required to be recorded at the time of land transfer. Mr. Stidham asked if this could be resolved by

adding a plat note and Mr. Fincham replied yes. Ms. Caldwell said that plat notes should be used in future similar situations to note potential issues with existing drainfield capacities. Mr. Lee added that the more that can be clarified with plat notes, the better.

TA-18-01, Antenna Support Structures

Mr. Stidham provided an update on this text amendment and reminded the Commission that the Public Hearing was closed at the December meeting. He noted that Public Hearing speaker David Williamson (Winchester Wireless) expressed concerns about the draft and that the Commission deferred action on the matter to evaluate his concerns. He then reviewed Mr. Williamson's concerns and Staff's recommended actions in response to each concern. He also outlined Staff's recommended alternate approach of requiring a setback for guy wires and anchors that would be half of the required setback for the antenna support structure.

Mr. Kreider said that he is comfortable with the 50% setback for guy wires and anchors but was not in favor of making any other changes and Ms. Daniel and Ms. Caldwell agreed. Mr. Stidham asked the members if they wanted to keep the 100 foot setback for all antenna support structures or adopt Mr. Williamson's suggestion of making the setback equal to the structure height. Members stated that they would be comfortable with using the structure height as the minimum setback. Mr. Glover asked what the setback requirement is for other structures and Mr. Stidham replied that we would be creating a new setback requirement specifically for antenna support structures and guying equipment. Mr. Stidham added that we typically would not have a setback for something similar to guy wires and anchors but Staff recommends establishing a setback in this case because the guy wires and anchors would be part of the antenna support structure. Mr. Fincham raised the point that on AOC properties 20 acres or larger, the minimum setback for all structures is 75 feet but a 60-foot tall antenna support structure could be constructed with a 60-foot setback instead of 75 feet. He also asked whether Staff should interpret that the greater setback should be applied. Mr. Stidham replied that the standard 75-foot setback would not apply in this case because the special setback for antenna support structures would be the controlling setback. Ms. Caldwell said that this should be fixed. Ms. Bouffault suggested applying the greater of the two setbacks. Mr. Stidham said that if you went with the blanket 100-foot setback you would not have to worry about determining whether to apply the structure height setback or the standard setback. Mr. Buckley said he is concerned with an antenna support structure being constructed at the minimum setback distance and then later being increased in height. He asked whether Staff would be able to catch these situations. Mr. Stidham replied that it is so easy to modify these structures that it could be done in a weekend and no one would notice. Mr. Buckley added that you are covered from this scenario if you use the blanket 100-foot setback. Mr. Lee said that there could be a problem on narrow lots where the 100-foot setback cannot be met. Mr. Stidham noted that most of these structures would likely be constructed in rural areas on larger lots and not on small lots. Mr. Kreider asked if we are going to stay with the 100-foot blanket setback requirement and members said yes. Mr. Stidham said that he would make the changes to the text amendment and send out a revised Staff Report in advance of Friday's meeting. Chair Ohrstrom asked if Staff has received any feedback from the public on the text amendment. Mr. Stidham replied no and also said that no comments have been received from the other WISP providers aside from earlier comments in favor of allowing antenna support structures.

NEW BUSINESS ITEMS

Consideration of Resolutions, Five-Year Reviews of Comprehensive Plan and Transportation Plan
Mr. Stidham reviewed the Staff memo and draft resolutions to initiate the reviews of the Comprehensive Plan and Transportation Plan. Regarding the submission of the County's current transportation projects to VDOT for review, Chair Ohrstrom asked whether VDOT would also help us prioritize the projects. Mr. Stidham replied that VDOT could give us an idea of how a project might score if formally submitted and we could use that information to prioritize the projects. He also noted that we may learn that some projects would need to be almost shovel-ready in order to score competitively in the Smart Scale process.

Members had no additional questions. Mr. Stidham said that the Commission does not have to adopt the resolutions at Friday's meeting if they do not feel comfortable doing so but that the resolutions should be adopted by March.

OLD BUSINESS ITEMS

Zoning and Subdivision Ordinance Update Project Progress Report

Mr. Stidham referenced the report in the work session packet and noted that Staff has completed work on the initial drafts of all of the Uses sections. He noted that the Ordinances Committee will be meeting on Friday after the Business Meeting.

The meeting was adjourned by consensus at 3:32PM.

George L. Ohrstrom, II (Chair)

Brandon Stidham, Planning Director

Clarke County



PLANNING COMMISSION BUSINESS MEETING MINUTES - **DRAFT** FRIDAY, JANUARY 4, 2019

A regular meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, January 4, 2019.

Attendance

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

Absent: Doug Kruhm

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 9:00 a.m.

Approval of Agenda

The Commission voted to approve the agenda.

Yes: Bouffault (seconded), Buckley, Glover, Kreider, Lee, Malone (moved), Nelson and Ohrstrom

No: No one

Absent: Caldwell, Daniel and Kruhm

Approval of Minutes

The Commission voted to approve the Planning Commission Work Session Meeting minutes of December 4, 2018.

Yes: Bouffault (moved), Glover, Kreider, Lee (seconded), Malone, Nelson and Ohrstrom

No: No one

Absent: Caldwell, Daniel and Kruhm

Abstained: Buckley

The Commission voted to approve the Planning Commission Business Meeting minutes of December 7, 2018.

Yes: Bouffault (moved), Buckley, Glover, Kreider, Lee, Malone (seconded), Nelson, and Ohrstrom

No: No one

Absent: Caldwell, Daniel and Kruhm

Minor Subdivision

MS-18-07/MLSE-18-04, Jimmy & Elizabeth Hill

The applicants are requesting approval of a two lot Minor Subdivision and Maximum Lot Size Exception for the property identified as Tax Map #20-A-6, located at 1776 Old Winchester Road in the White Post Election District zoned Agricultural Open-Space Conservation (AOC).

Commissioner Caldwell entered the meeting.

Mr. Fincham gave a brief presentation on this request. He stated that the property has two allowable maximum lot size exceptions. He said the ingress/egress for the residue lot will remain the existing driveway shown on the plat. He stated that the ingress/egress for Lot 1 is labeled on the plat as an existing entrance and the Virginia Department of Transportation (VDOT) has approved. He said that VDOT has provided comments and has no objection to the proposed subdivision. He stated that both lots have been field reviewed by the Health Department. He said that according to the Virginia Department of Health (VDH), the existing house on the residue lot has an existing conventional onsite sewage system for a three bedroom capacity. He stated that the proposed septic reserve area is a conventional onsite sewage disposal system for a four bedroom capacity. He said that a walkover of the existing system was conducted and no evidence of system malfunction was observed. He said that the residue lot is served by an existing private well and Lot 1 will be served by a three bedroom capacity alternative sewage system and a 100% septic reserve area. He stated that Lot 1 will be served by a private well as shown on the plat. He said that VDH is prepared to sign the final plats once an application for a certification letter is submitted to their office. He said that the resistivity tests have been reviewed and approved by County karst consultant Dan Rom for the proposed septic areas. He stated the subject property is held by the Clarke County Easement Authority for open space easement. He said that Staff recommends approval for this request. After discussion with Staff and the Commission, Chair Ohrstrom called for a motion.

The Commission voted to approve this request.

Yes: Bouffault (moved), Buckley, Caldwell, Glover, Kreider (seconded), Lee, Malone, Nelson, and Ohrstrom

No: No one

Absent: Daniel and Kruhm

Commissioner Daniel entered meeting.

TA-18-01, Antenna Support Structures.

Proposed text amendment to amend §§3-A-1-a-2, 3-A-2-a-2, 3-A-3-a-2, 3-A-12-a-2, and 3-A-13-a-2 (Accessory Uses and Structures -- AOC, FOC, RR, CN, and CH Districts); §3-C-2-u (Wireless Communication Facilities (WCFs)); §6-H-12 (Design Standards for Wireless Communication Facilities (WCFs)); and §9-B (Definitions) of the Zoning Ordinance. The purpose is to establish new regulations for structures designed for the express purpose of accommodating wireless internet service provider (WISP) equipment, television antennas, satellite dishes, or other communications equipment to a maximum height of 100 feet.

Mr. Stidham gave a brief presentation on this proposed text amendment. He said just to recap from the last meeting we had a public hearing and closed it at the December 7, 2018 Planning Commission Business Meeting. He stated that David Williamson from Winchester Wireless had raised several issues with the Text Amendment and this necessitated the item be deferred to January for further discussion. He said that at our Work Session the Planning Commission requested one change and this was to amend the language to allow a minimum 50 foot setback from all property lines, public rights of way and private access easements for guy wires and anchors for any antenna support structure that is required to be guyed. He said another related item the Commission decided to stay with is the blanket 100 foot setback from property lines, rights of way, and private access easements as opposed to going with a setback equal to the tower height. He stated the approach we are taking with the guy wires reflects a similar approach we use elsewhere in the Zoning Ordinance where we allow a 50% setback for certain building elements. He said that in this case the building element for the antenna support structure would be the guy wire and anchors. He said the language that will be changed in the text amendment is on page 7 of the Staff Report under 7d, "Freestanding." He stated that the last sentence will state, "All wires, anchors, and other structures associated with a guyed antenna support structure shall be set back a minimum of 50 feet from any property line, public right of way, and private access easement." He said that the public hearing has been closed and there is no need to readvertise with this change as it does not increase the intensity of the text amendment.

Chair Ohrstrom asked if there were any questions from the Commission.

Commissioner Nelson said that he still has difficulty in voting for this text amendment although he thinks the general idea is necessary. He said he has a problem about approving a carte blanche situation with anything that we do. He stated that he noticed in an article in the Winchester Star on December 11, 2018 that there is finally a number of the students that do not have internet service at this point. He said that the Superintendent of the Schools Chuck Bishop said that there were nearly 190 students that lacked access to broadband because they cannot receive a signal at this time. He said that he wishes there would be some way that we can have an idea of how many towers might be going up in the future. He said that the idea of a limitless number of towers is unlikely but this is still troublesome. Chair Ohrstrom said he agrees with Commissioner Nelson as he has the same concern but he is not sure what the answer is. Chair Ohrstrom thanked Commissioner Nelson for bringing this matter up. Chair Ohrstrom asked if there are any more comments regarding this matter. Commissioner Bouffault said that she thinks the comment Commissioner Nelson made about not seeing a limitless number of towers coming to the area is correct. She said that as a matter of fact the Telecommunications Committee was desperately trying to get some interest in the County for broadband. She said that now we have the Broadband Committee where we are doing the same thing. She said that we have a new website and there is advertising being done in the County. She said that we have really made every effort that we possibly can and the bottom line is the low population density of this County has absolutely no interest to any of the players. She said that the big ones and the WISPs are not going to spend money on a tower for five people. She said that there is currently a price war going on between Comcast and Verizon and Shentel has purchased T-Mobile. She thinks that the idea of this area being inundated with towers is slim to none. She said that this is her own personal opinion and she thinks that before these towers ever get built someone is going to come up with a new idea. She believes that Microsoft is working to put it on television waves and the day that happens all you would do is put up your television antenna. She said that after three years there is not one WISP that has announced that they are going to build one tower of any size. Commissioner Nelson said he regrets that despite that

Commissioner Bouffault arguments are cogent he is still concerned about unlimited access and he would feel much better if there were some controlling measure. He said he believes that this is a potential problem and he wishes that the Commission could deal with it if possible.

There being no further discussion Chair Ohrstrom called for a motion.

The Commission voted 9-1-1 to recommend adoption of the proposed text amendment as presented to the Board of Supervisors.

Yes: Bouffault (moved), Buckley, Caldwell, Daniel, Glover, Kreider, Lee, Malone (seconded) and Ohrstrom

No: Nelson

Absent: Kruhm

Consideration of Resolutions, Five-Year Reviews of Comprehensive Plan and Transportation Plan

Mr. Stidham stated that this item is to consider adoption of resolutions regarding five-year reviews of the Clarke County Comprehensive Plan and Transportation Plan. He went over the Staff memo and draft resolutions to initiate the reviews of the Comprehensive Plan and Transportation Plan. He said the five-year anniversaries of the Comprehensive Plan and Transportation Plan adoptions will occur in March 2019.

The Commission voted to review the Clarke County Comprehensive Plan once every five years to determine whether it is advisable to amend the plan.

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

No: No one

Absent: Kruhm

The Commission voted to review the Transportation Plan once every five years to determine whether it is advisable to amend the plan.

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

No: No one

Absent: Kruhm

Board/Committee Reports

Board of Supervisors (Mary Daniel)

Commissioner Daniel stated that the budget season is in full swing. She said that the Board of Supervisors (BOS) met with legislators on December 10th. She stated that one thing that was discussed was pay increases for state employees which will have an impact on the County budget because localities are required to contribute 18.5%. She said there was a discussion about what will happen to Camp 7. She stated that the State seems determined to turn it over to the Department of Military Affairs for parking unused vehicles. She said the BOS agree it is too important a property for that use and would like it to be a commercial development. She said there was also a discussion on reliable and affordable

internet access in anticipation of the Governor's program. She stated that internet is now a priority and the BOS is hoping to get the legislation to help the County with internet expansion. She said another item that came up was teacher shortages and salaries. She stated that the BOS had a joint meeting with the Town of Berryville and the Town Council and it was agreed to move forward with a traffic study. She stated that there was a discussion with VDOT about the dangerous issues on Route 7 going through Clarke County. She said that after talking with VDOT it was decided by VDOT that they would agree to do a safety study through Clarke County. She stated that it was a verbal commitment from the VDOT representative for Clarke County.

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

Nothing to report.

Board of Zoning Appeals (Anne Caldwell)

Commissioner Caldwell stated that the BZA granted a setback variance on the property located at 3162 Parshall Road.

Historic Preservation Commission

Nothing to report.

Conservation Easement Authority (George Ohrstrom, II)

Commissioner Ohrstrom stated that we were able to record two more easements before the end of the year. He said that this brings in 550 acres and 9 dwelling unit rights to the County.

Broadband Implementation Committee (Mary Daniel)

Mr. Stidham stated that we were going to meet with a representative from a new WISP in the County but something came up and he could not make it. He said he is hoping to get with him to set up another date.

Other Business

Mr. Stidham said there is no update on Robert Claytor and no response from Greenway. He said that we sent him a photograph of standing water right in the center of the property which is now an issue. He stated that we are not expecting anything to get filed by today's filing deadline and if Robert Claytor does not move forward next month we may cancel the February Planning Commission meetings.

On motion by Commissioner Malone and seconded by Commissioner Nelson the meeting was adjourned at 9:38 a.m.

George L. Ohrstrom, II, Chair

Debbie Bean, Recording Secretary

ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT PROGRESS REPORT (MARCH 2019)

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:

- Step 2 -- Discuss and Provide Formal Direction on Policy Issues. The Ordinances Committee met on March 8 and discussed the following policy issues:
 - Landscaping Requirements (P34) – The Committee reviewed a revised Staff Report and draft Landscaping Design Standards that included edits that the Committee requested at the February 1 meeting. Committee members provided additional feedback and Staff will incorporate final changes for inclusion in the revised Ordinance.
 - Attached Residential (AR) District References in the Institutional (ITL) District (T5). The Committee discussed the references in the current ITL District regulations for “housing for low and moderate income households” to the AR District lot size, height, and bulk requirements – despite the fact that the AR District was removed from the County Zoning Ordinance in the 1990s. Staff noted that the current Ordinance allows the “housing for low and moderate income households” as a special use but with no lot requirements due to the prior removal of the AR District provisions. The Committee supported the inclusion of the Town of Berryville’s applicable AR District provisions to be consistent with the Town-County Annexation Area Agreement.
 - Subdivisions and Boundary Line Adjustments along Jurisdictional Boundaries (T14). The Committee supported Staff’s recommendation to create a new review process for subdivisions and boundary line adjustments of County properties that are also partially located in an adjoining jurisdiction. This new review process would apply to any subdivision or boundary line adjustment to County properties which establishes the County line as a new boundary line with no change to the other lot lines or dimensions of the County portion of the property. The process would involve review of a boundary survey to ensure that dwelling unit rights are properly accounted for and, if necessary, a County tax map is assigned to the resultant lot. The review would require a plat note to indicate that the survey is not approved for conformance with Zoning Ordinance requirements or for location of a private well or septic system.

- Add Provision for Creation of Family Division Lots (T15). The Committee reviewed and provided comments on a process recommended by Staff to demonstrate compliance with Code of Virginia requirement regarding family divisions. Staff will continue to work with the County Attorney on this issue.
- Staff continues to work with the County Attorney on resolving remaining Policy and Technical Issues.
- Step 4 -- Present Draft Ordinance Text by Chapter and by Subject. Staff's work on the initial draft Ordinances during this period is summarized as follows:
 - As of the drafting of this report, Staff has completed work on the initial drafts of five sections of the revised Zoning Ordinance:
 - Section 1 – General Provisions
 - Section 2 – Administration
 - Section 3 – Sliding-Scale Zoning
 - Section 4 – Zoning Districts
 - Section 5 – Uses
 - Work is currently underway on Section 6 – Permits and Review Processes. Staff hopes to have initial drafts of all Zoning Ordinance (Article I) sections by the end of March and to begin work on the Subdivision Ordinance (Article II). The shared Definitions section (Article III) is mostly complete with the exception of introductory provisions. Once all sections are complete, reviewed by the County Attorney (where necessary), and edited, Staff will present the revised Ordinances to the Committee for review.

Upcoming Meetings Scheduled:

- #23 – April 5, 2019 (immediately following Commission Business Meeting):
 - T15 – Family Divisions (not reviewed by Committee; **County Attorney review complete**) – FOLLOW UP
 - P12 – Private Access Easements (remaining issues, previously reviewed by Committee)
 - P15 – Special Use Permits on Private Access Easements (remaining issues, previously reviewed by Committee)

Other Staff Items in Process:

- Initial development of the Guidance Manual outline
- Revise Work Plan upon completion of Step 2

2018 ANNUAL REPORT – DEPARTMENT OF PLANNING

1. Introduction

The Department of Planning provides professional planning, code enforcement, project management, and technical services to support Clarke County’s planning and land use objectives as well as to support special projects that are assigned by the Board of Supervisors. Staffing consists of four full-time employees (Director, Senior Planner/Zoning Administrator, Natural Resources Planner, and Administrative Assistant). A full-time Code Enforcement Officer-Inspector position was created and filled in 2016 and is shared with the Building Department. Approximately 20% of this position’s workload is currently provided to the Planning Department to assist with zoning enforcement matters.

Department Functions and Responsibilities

General Responsibilities

- Ordinance enforcement (Zoning, Subdivision, and various County Code provisions such as the Septic and Well Ordinance)
- Provide day to day customer service to citizens, appointed and elected officials, developers, and other stakeholders
- Process, present, and make recommendations on zoning map amendments (rezonings) and special use permits
- Draft, present, and make recommendations on text amendments to the Zoning, Subdivision, and other County ordinances
- Long-range planning activities including management of the County’s Comprehensive Plan and implementing component plans
- Review and process subdivision plats and boundary line adjustments
- Administer the review of erosion and sediment control and stormwater management plans in conjunction with the Building Department
- Zoning review of County building permits
- Zoning review of County business licenses
- Conduct commercial site plan reviews
- Apply for and manage grants to support County projects
- Provide planning and zoning technical assistance to the Town of Boyce
- Provide support to the County’s geographic information system (GIS) program and staff
- Administrative functions including managing the Department website and developing/presenting the Department’s annual report to the Board of Supervisors

Project-Specific Responsibilities

- Natural resource planning activities including water resource protection and water quality improvement projects
- Manage continuing activities to support the Spout Run TMDL implementation plan
- Manage the County’s conservation easement program
- Maintain the County’s database of dwelling unit rights (DURs)
- Manage the County’s historic preservation program
- Manage the County’s recycling program
- Oversee the County’s energy management program

- Oversee the County’s biosolids monitoring program
- Manage the County’s broadband implementation and outreach program
- Staff support to numerous boards and committees including:
 - Planning Commission and Standing Committees/Special Subcommittees
 - Board of Zoning Appeals
 - Board of Septic and Well Appeals
 - Historic Preservation Commission
 - Conservation Easement Authority
 - Berryville Area Development Authority
 - Broadband Implementation Committee
 - Other special committees designated by the Board of Supervisors
- Represent the County on various regional committees through the Northern Shenandoah Valley Regional Commission
- Coordinate/manage projects community development projects and other special projects as assigned by the County Administrator or Board of Supervisors

Departmental Goals

1. Deliver professional-level technical guidance in the following subject areas:
 - a. Land use planning
 - b. Zoning and subdivision ordinance development and application
 - c. Environmental and natural resource planning
 - d. Land and resource conservation
 - e. Historic preservation
 - f. Energy management
 - g. Transportation
 - h. State legislative items
 - i. Capital outlay planning
2. Conduct effective enforcement of County ordinances
3. Provide quality customer service across numerous platforms
4. Maximize finite County resources

2. Summary of Activities

Detailed descriptions of these and other projects undertaken by the Department, along with a summary of the land use requests processed by the Department in 2018, are included below.

A. Special Use Permits

One new special use permit application was filed and approved in 2018.

- **SUP-18-01, Juliana MacDowell / The Kentlands Foundation, Inc.**

Request amendment of a Special Use Permit and Site Development Plan, to operate an event venue as a public assembly, minor commercial use at the property identified as Tax Map #15-A-12 in the Buckmarsh Election District and zoned Agricultural-Open Space-Conservation (AOC) District per §3-A-1-a-3-m of the Zoning Ordinance. The above request was approved by the Board of Supervisors on August 28, 2018

B. Text Amendments

One text amendment involving a change to the Zoning Ordinance was processed in 2018.

- **TA-18-01, Antenna Support Structures.** Proposed text amendment to amend §§3-A-1-a-2, 3-A-2-a-2, 3-A-3-a-2, 3-A-12-a-2, and 3-A-13-a-2 (Accessory Uses and Structures -- AOC, FOC, RR, CN, and CH Districts); §3-C-2-u (Wireless Communication Facilities (WCFs)); §6-H-12 (Design Standards for Wireless Communication Facilities (WCFs)); and §9-B (Definitions) of the Zoning Ordinance. The purpose is to establish new regulations for structures designed for the express purpose of accommodating wireless internet service provider (WISP) equipment, television antennas, satellite dishes, or other communications equipment to a maximum height of 100 feet. This text amendment is still pending as of the end of the calendar year.

C. Site Plans

Three site plans were reviewed by the Planning Commission in 2018. Two have been approved and one is still pending as of the end of the calendar year.

- **SP-18-01, Juliana MacDowell / The Kentlands Foundation, Inc.**

Request amendment of a Special Use Permit and Site Development Plan, to operate an event venue as a public assembly, minor commercial use at the property identified as Tax Map #15-A-12 in the Buckmarsh Election District and zoned Agricultural-Open Space-Conservation (AOC) District per §3-A-1-a-3-m of the Zoning Ordinance. The above request was approved by the Board of Supervisors on August 28, 2018

- **SP-18-02, Robert Claytor.** Request approval of a Site Plan Amendment to add a canopy and diesel pumps to the property identified as Tax Map #28-A-20G located at 8153 John Mosby Highway in the White Post Election District, zoned Highway Commercial (CH) and Historic Access Corridor Overlay District (HC). This Site Plan was still pending as of the end of the calendar year.

- **SP-18-03, Juliet Mackay-Smith / Locke & Co., LLC.** Request approval of a Site Plan Amendment to change the use of an existing retail and service business to a restaurant and

add a 4' by 12' breezeway in the Neighborhood Commercial (CN) and Historic (H) Districts. Property is located at 2049 & 2053 Millwood Road, reference Tax Map 30A-A-56 & 57, in the Millwood Election District. This site plan was approved by the Planning Commission on December 7, 2018.

D. Major Subdivision

One Major Subdivision application was reviewed by the Planning Commission.

- **S-17-01, Peter O. and Melanie M. Hitchen**

Request approval of a five-lot major subdivision for the property identified as Tax Map #30-A-65, located in the 4000 block of John Mosby Highway, White Post Election District zoned Agricultural Open-Space Conservation (AOC). This Major Subdivision was withdrawn on October 27, 2018.

E. Minor Subdivisions/Maximum Lot Size Exceptions

Seven Minor Subdivisions, four of which included Maximum Lot Size Exception requests, were approved in 2018.

- **MS-18-01/MLSE-18-01, Stuart Properties, LLC**

Request approval of a two lot Minor Subdivision and Maximum Lot Size Exception for the property identified as Tax Map #28-A-44, located at 26 Carters Line Rd across from 862 White Post Road in the White Post Election District zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision/Maximum Lot Size Exception was approved on June 14, 2018.

- **MS-18-02, Amelia Bailey, et als**

Request approval of a two lot Minor Subdivision of the property identified as Tax Map #25-A-27A, located at 311 Saw Mill Hill Road in the Millwood Election District zoned Forestal Open-Space Conservation (FOC). This Minor Subdivision was approved on June 21, 2018.

- **MS-18-03/MLSE-18-02, McIntire Cattle Company, Inc.**

Request approval of a two lot Minor Subdivision and Maximum Lot Size Exception for the property identified as Tax Map #9-A-5, located at 1528 Lewisville Rd in the Russell Election District zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision/Maximum Lot Size Exception was approved on May 14, 2018.

- **MS-18-04, Walker Arena LLC**

Request approval of a one lot Minor Subdivision for the property identified as Tax Map #6-A-38, located at 44 and 114 Pierce Road in the Russell Election District zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision was approved on May 24, 2018.

- **MS-18-05, Cody Kerr**

Request approval of a two lot Minor Subdivision for the property identified as Tax Map #2-A-10, located at 2308 Longmarsh Road in the Russell Election District zoned Agricultural

Open-Space Conservation (AOC). This Minor Subdivision was approved on October 5, 2018.

- **MS-18-06/MLSE-18-03, Warrick & Andrea Elrod**
Request approval of a two lot Minor Subdivision and Maximum Lot Size Exception for the property identified as Tax Map #6-A-27, located at 420 Rock Hall Farm Lane in the Russell Election District zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision /Maximum Lot Size Exception was approved on December 4, 2018.
- **MS-18-07/MLSE-18-04, Jimmy L. & Elizabeth E. Hill**
Request approval of a two lot Minor Subdivision and Maximum Lot Size Exception for the property identified as Tax Map #20-A-6, located at 1776 Old Winchester Road in the White Post Election District zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision/Maximum Lot Size Exception was approved on January 4, 2019.

F. Administrative Site Plans

Three Administrative Site Plans were reviewed by the Zoning Administrator in 2018. Two were approved, and one was pending as of the end of the calendar year.

- **ASP-19-01, McDonalds Corporation**
The applicant requests administrative approval of a Site Plan Amendment to renovate the existing façade of the building, improve the existing accessible pathway to the building from the parking area to ensure ADA compliance, and update the menu board area for the McDonald's located at 8152 John Mosby Highway, Boyce VA identified as Tax Map 29-A-2A in the Millwood Election District and zoned Historic Access Corridor Overlay District (HC) and Highway Commercial (CH) (ASP-18-01). This Administrative Site Plan was administratively approved on March 12, 2018.
- **ASP-18-02, Christ Church**
The applicant requests administrative approval of a Site Plan Amendment to add a new restroom structure, a proposed terrace and handicap parking on the property located at 809 Millwood Road, Millwood, VA identified as Tax Map 30A-A-93 in the Millwood Election District and zoned Rural Residential (ASP-18-02). This Site Plan Amendment was administratively approved on August 30, 2018.
- **ASP-18-03, Robert Snell**
The applicant requests administrative approval of a Site Plan Amendment to the existing Site Plan (SP-08-03) for a special trade contractor. This is a change of business only with Staff and VDOT review. This Administrative Site Plan Amendment was submitted on December 28, 2018 and was pending as of the end of the calendar year.

G. Board of Zoning Appeals

One variance application was reviewed by the Board of Zoning Appeals in 2018.

- **BZA-18-01, Dr. Michael A. Gray (Applicant)/ Paul E. & Adene Rose (Owners).**
The applicants requested approval of a 38 foot variance from the 100 foot setback requirement to the centerline of a scenic highway to add a 418 square foot addition and a

288 square foot deck to a non-conforming structure. The property is identified as Tax Map Parcel 23A-2-30, located at 3162 Parshall Road, zoned Agricultural Open-Space Conservation (AOC), Buckmarsh Election District. This request was approved by the Board of Zoning Appeals on December 18, 2018.

H. Board of Septic Appeals

Three applications were reviewed by the Board of Septic Appeals in 2018.

- **BSA-18-01, Charles and Judith Maurer**

The applicants requested a 13 foot variance to the Clarke County Well Ordinance so as to site a garage building closer than 50 feet from an existing well on the property identified as Tax Map #24-A-16B located at 4455 River Road, Millwood Election District, zoned Forestal Open-Space Conservation (FOC). The Board of Septic & Well Appeals approved this variance on March 9, 2018.

- **BSA-18-02, Norman Ashby**

The applicant requested a variance to locate an onsite septic system further than 400' from a house on the property identified as Tax Map #28-A-43, and located at 592 Carters Line in the White Post Election District, zoned Agricultural Open-Space Conservation (AOC). The Board of Septic and Well Appeals approved this variance on May 18, 2018.

- **BSA-18-03, Cody and Bridgette Wagner**

The applicants requested a 26 foot variance to the Clarke County Well Ordinance so as to site an attached garage closer than 50 feet from an existing well on the property identified as Tax Map #17A1-7-48 located at 500 Laurel Lane, Bluemont, VA, Buckmarsh Election District, zoned Rural Residential (RR). The Board of Septic and Well Appeals approved this variance on November 15, 2018.

I. Town of Boyce Activities

In 2018, Staff continued to provide planning and zoning technical support to the Town of Boyce including day-to-day management of their zoning and subdivision ordinances, review of business license applications forwarded from the Town, and processing of permit applications.

J. Other Administrative Reviews

Planning Department Staff reviewed 14 boundary line adjustment applications in 2018. Two of those applications were still under review at the end of the year. Two sign permits were also issued in 2018.

K. Special Projects

In addition to planning and zoning activities, several projects were undertaken by the Department during the year:

- **Zoning and Subdivision Ordinance Update.** The Planning Commission's Ordinances Committee and Staff continued work in 2018 on the two-year long project to review and update the County's Zoning and Subdivision Ordinances. The project involves an extensive cover-to-cover evaluation to clarify, coordinate, and modernize both Ordinances. The Ordinances Committee meeting held 16 meetings in 2018 primarily to review policy

and technical issues associated with the project. A total of 34 policy issues and 21 technical issues were reviewed at various stages throughout the year. Other tasks completed by Staff and/or reviewed by the Ordinances Committee include:

- Developed and approved a framework for how the revised Ordinances and definitions section will be laid out and organized.
 - Developed and evaluated “process maps” that outline the steps in each regulatory process (permits, plan reviews, land divisions, etc.). The process maps will be used to develop the sections on review processes in the Zoning Ordinance (Section 6) and the Subdivision Ordinance (Section 3).
 - Working draft of the definitions section (Article III) that will be used to define terms from both Ordinances.
 - Working draft of the uses section (Section 5) that contains the complete list of uses, use definitions, and use regulations (formerly “supplementary regulations”) for County Zoning Districts, Annexation Area Zoning Districts, and temporary uses.
- Historic Resources Plan Update. As part of the ongoing effort to review and update the County’s Comprehensive Plan implementing component plans, work continued on the review and update of the Historic Resources Plan. Planning Staff and the County’s architectural historian worked in concert with the Historic Preservation Commission to develop a draft plan that was reviewed by the Planning Commission and adopted by the Board of Supervisors on June 19, 2018.
 - Water Resources Plan Update. Staff also completed work on the revised Water Resources Plan which began in 2017. The Plan, which was developed by the Planning Commission’s Comprehensive Plan Committee and Staff, was reviewed by the full Commission and adopted by the Board of Supervisors on September 18, 2018.
 - Five-Year Plan Reviews. 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.” In accordance with language that was added to the Comprehensive Plan and component plans in recent years, the Commission and Staff began work in 2018 to comply with the five-year plan review requirement. The five-year anniversaries that will occur in 2019 include:
 - 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.

Work began with the Commission's Comprehensive Plan Committee and Staff reviewing scopes of work and developing resolutions that would outline and "kick off" the review process for the Comprehensive Plan and Transportation Plan. The Committee agreed to delegate work on the Economic Development Strategic Plan to the Economic Development Advisory Committee and to request a report back in 2019.

- **Broadband**. Staff continued to provide technical support to the County's Broadband Implementation Committee in 2018. Projects conducted include:
 - Worked with Board of Supervisors to establish an annual budget for the Committee to assist with efforts to expand broadband availability.
 - Updated the broadband website (clarkeconnect.org) with revised provider information, news releases, and a frequently asked questions page.
 - Held a roundtable meeting on June 20 with industry representatives and assisted by George Condyles (The Atlantic Group) to discuss ways to improve broadband access. Attendees included representatives from Winchester Wireless, Wave 2 Net, Visual Link, All Points Broadband, Lumos, and Verizon.
 - Developed a recommendation to the Planning Commission to amend the Zoning Ordinance to allow small-scale lattice towers to improve WISP service to residents and businesses.
 - Began development of social media outreach messages on broadband issues of interest to the public.

L. Planning Commission Subcommittee Meetings

- **Policy and Transportation Committee, 1 meeting** – October 17 (Text Amendment TA-18-01, Antenna Support Structures)
- **Comprehensive Plan Committee, 6 meetings** – March 2, April 6, May 5, and May 29 (Water Resources Plan); October 5 and November 2 (Comprehensive Plan and component plan five-year reviews)
- **Ordinances Committee, 16 meetings (all Zoning and Subdivision Ordinance Update Project related)** – January 10, January 24, February 6, February 14, February 28, March 14, April 11, April 25, May 4, June 5, June 21, July 11, July 24, July 30, September 7, and October 10.
- **Plans Review Committee** – Did not meet in 2018.

3. Building Permits

A. Residential Permits

A total of 36 permits to construct new single-family homes were issued in 2018. 28 were issued for parcels located outside of the towns and 2 permits were issued in the Town of Berryville. There were 6 permits issued for new family dwellings in the Town of Boyce.

Residential Building Permits Issued, 2000-2018

	County	Berryville	Boyce	TOTAL		County	Berryville	Boyce	TOTAL
2018	28	2	6	36	2008	20	0	23	43
2017	33	20	0	53	2007	39	6	12	57
2016	29	36	1	66	2006	41	25	14	80
2015	25	20	0	45	2005	65	141	15	221
2014	27	16	3	46	2004	81	45	4	130
2013	21	6	1	28	2003	72	53	2	127
2012	16	4	0	20	2002	78	49	2	129
2011	16	1	0	17	2001	86	50	2	138
2010	10	4	9	23	2000	68	33	0	101
2009	11	1	12	24					

B. Total Permits – Valuation

PERMIT TYPE DESC	PERMITS ISSUED	EST VALUE	FEE TOTAL
Commercial Building Addition	1	61.20	61.20
Commercial Building New	5	1,972,854.	11,970.31
Commercial Building Remodel	9	768,090.	5,772.16
Residential Accessory	19	455,930.	6,294.95
Residential Building Addition	20	1,665,187.	15,321.92
Residential Garage	16	895,497.	9,148.84
Residential Building New	36	11,453,937.	79,350.61
Residential Building Remodel	73	2,364,108.	29,863.64
Deck or Porch w/o Roof	37	-0-	5,853.30
Deck/Porch with Roof	7	-0-	1,264.10

4. Subdivisions

The table below lists the total number of new lots and acreage subdivided in the County and incorporated towns from 2000-2018. In 2018, seven minor subdivisions were approved by the Planning Commission resulting in the creation of seven additional lots. Figures for Berryville include only subdivisions approved in the annexation area covered by the Berryville Area Plan.

Year	Lots/Acres	County Total	Berryville Total	Boyce Total
2000	Lots	25	5	
	Acres	2125	72	
2001	Lots	72	3	6
	Acres	535	0	1
2002	Lots	40	100	3
	Acres	281	81	1
2003	Lots	34	70	43
	Acres	412	54	21
2004	Lots	30	71	5
	Acres	325	72	2
2005	Lots	31	99	71
	Acres	370	60	15
2006	Lots	36	10	1
	Acres	799	32	<1
2007	Lots	25	1	2
	Acres	179	2	2
2008	Lots	25	0	0
	Acres	708	0	0
2009	Lots	5	0	1
	Acres	264.089	0	<1
2010	Lots	5	0	0
	Acres	191	0	0
2011	Lots	8	0	0
	Acres	98	0	0
2012	Lots	6	0	0
	Acres	67	0	0
2013	Lots	4	0	0
	Acres	144	0	0
2014	Lots	13	0	20
	Acres	252	0	6
2015	Lots	2	0	0
	Acres	18.71	0	0
2016	Lots	9	0	0
	Acres	175.7681	0	0
2017	Lots	5	0	0
	Acres	294.3387	0	0
2018	Lots	7	0	0
	Acres	660.39237	0	0

DWELLING UNIT RIGHTS

Dwelling Unit Rights (DURs) Used and Remaining by Magisterial District

Magisterial District	DURs Allocated	DURs Remaining	% Remaining
Greenway	1587	961	60.6
Chapel	2018	1121	55.6
Battletown	1499	728	48.6
Longmarsh	1562	661	42.3
TOTAL	6666	3471	52.1

5. Conservation Easements

Conservation Easements Added/Dwelling Units Retired, 1974-2018

	VOF, OTHERS (acres)	COUNTY (acres)	DURs RETIRED		VOF, OTHERS (acres)	COUNTY (acres)	DURs RETIRED
1974	72	0	n/a	1997	336	0	n/a
1975	4	0	n/a	1998	485	0	n/a
1976	195	0	n/a	1999	951	0	n/a
1977	119	0	n/a	2000	1,453	0	n/a
1978	667	0	n/a	2001	764	0	n/a
1979	1,037	0	n/a	2002	1,180	0	n/a
1980	166	0	n/a	2003	133	145	3
1981	0	0	n/a	2004	957	35	1+13 lots in Boyce
1982	100	0	n/a	2005	943	314	5
1983	0	0	n/a	2006	425	579	18
1984	0	0	n/a	2007	285	1,261	45
1985	0	0	n/a	2008	0	250	12
1986	0	0	n/a	2009	230	484	13
1987	0	0	n/a	2010	0	473	21
1988	807	0	n/a	2011	210	582	18
1989	1,540	0	n/a	2012	0	709	26
1990	2,503	0	n/a	2013	1,120	612	15
1991	846	0	n/a	2014	65	404	15
1992	64	0	n/a	2015	17	33	5
1993	328	0	n/a	2016	0	1,262	30
1994	2	0	n/a	2017	0	308	14
1995	95	0	n/a	2018	197	635	23
1996	42	0	n/a				
				TOTAL	18,337	8,019	277

Conservation Easement Purchase Summary, 2003-2018

Year	ACRES	DUR'S TERMINATED	APPRAISED VALUE	DUR PURCHASE VALUE	OWNER SHARE	COUNTY SHARE	GRANT SHARE	GRANT SOURCE
2003	139.7	3	\$251,000	\$0	\$26,000	\$225,000	\$0	
2003	4.9	0	\$0	\$0	\$0	\$0	\$0	
2005	39.6	2	\$198,100	\$0	\$123,100	\$75,000	\$0	
2005	32	2	\$200,000	\$0	\$125,000	\$50,000	\$25,000	SRCDC
2006	99.93	3	\$578,400	\$0	\$445,133	\$133,267	\$0	
2006	74	3	\$736,950	\$0	\$166,575	\$114,075	\$228,150	VOF
2007	216	5	\$1,126,813	\$0	\$162,125	\$8,062	\$478,313	VLCF, VDACS, FRPP
2008	46.82	3	\$346,551	\$0	\$86,638	\$86,638	\$173,275	FRPP
2008	30	2	\$180,000	\$0	\$53,100	\$42,300	\$84,600	FRPP
2008	204	5	\$716,500	\$0	\$179,125	\$27,750	\$509,625	VLCF, VDACS, FRPP
2008	43	1	\$131,500	\$0	\$32,875	\$16,437	\$82,188	VDACS, FRPP
2010	11.48	1	\$0	\$25,000	\$0	\$12,500	\$12,500	VDACS
2010	19.8	2	\$0	\$80,000	\$0	\$40,000	\$40,000	VDACS
2010	10.5	1	\$0	\$28,000	\$0	\$14,000	\$14,000	VDACS
2010	133	6	\$0	\$240,000	\$0	\$120,000	\$120,000	VDACS
2010	145	5	\$0	\$140,000	\$0	\$70,000	\$70,000	VDACS
2010	38.1	2	\$0	\$80,000	\$0	\$40,000	\$40,000	VDACS
2010	47.6	2	\$0	\$60,800	\$0	\$30,400	\$30,400	VDACS
2010	15.18	1	\$0	\$30,400	\$0	\$15,200	\$15,200	VDACS
2011	60.00	2	\$240,500	\$0	\$60,125	\$30,063	\$150,312	VDACS, FRPP
2011	13.02	1	\$0	\$13,000	\$0	\$6,500	\$6,500	VDACS
2011	16.69	2	\$0	\$25,000	\$0	\$25,000	\$0	
2011	134.00	2	\$0	\$80,000	\$0	\$40,000	\$40,000	VDACS
2012	76.9	2	\$0	\$80,000	\$0	\$40,000	\$40,000	VDACS
2012	121.18	4	\$345,500	\$0	\$86,375	\$20,000	\$239,125	PEC, VDACS, FRPP
2013	80.86	4	\$30,300	\$0	\$125,000	\$27,500	\$347,500	EC, VLCF, VDACS, FRPP
2013	217.34	4	\$542,500	\$0	\$135,625	\$32,813	\$374,062	PEC, VLCF, VDACS, FRPP
2013	68.02	3	\$255,000	\$0	\$63,750	\$3,125	\$188,125	PEC, VLCF, VDACS, FRPP
2013	140	4	\$560,000	\$0	\$140,000	\$97,500	\$322,500	PEC, VLCF, VDACS
2014	58.78	3	\$0	\$69,600	\$0	\$34,800	\$34,800	VDACS
2014	57.90	2	\$173,500	\$0	\$43,375	\$2,718	\$128,468	PEC, VLCF, VDACS, FRPP
2014	64.82	3	\$194,500	\$0	\$48,625	\$687	\$145,187	VLCF, VDACS, FRPP
2014	18.25	1	\$0	\$0	\$0	\$20,000	\$20,000	VDACS
2014	29.11	2	\$0	\$60,000	\$0	\$30,000	\$30,000	VDACS
2016	16.00	1	\$0	\$40,000	\$0	\$20,000	\$20,000	VDACS
2016	94.00	3	\$0	\$120,000	\$0	\$60,000	\$60,000	VDACS
2016	40.57	2	\$0	\$80,000	\$0	\$40,000	\$40,000	VDACS
2016	134.30	2	\$0	\$32,000	\$0	\$16,000	\$16,000	VDACS
2016	80.22	2	\$0	\$32,000	\$0	\$16,000	\$16,000	VDACS
2016	287.57	4	\$0	\$64,000	\$0	\$32,000	\$32,000	VDACS
2016	40.00	2	\$0	\$32,000	\$0	\$16,000	\$16,000	VDACS
2016	18.20	3	\$74,500	\$0	\$18,625	\$9,313	\$46,562	VDACS, ALE
2016	35.20	2	\$140,500	\$0	\$35,125	\$17,563	\$87,812	VDACS, ALE
2017	23.20	2		\$30,160	\$0	\$15,080	\$15,080	VDACS
2018	15.01	2		\$60,000		\$30,000	\$30,000	VDACS
Total	3291.75	113		Total	\$2,156,296	\$1,803,291	\$4,369,284	
				% of Total	25.9	21.7	52.5	

* Represents County funds used to purchase conservation easements; program began in 2003
 Note – No easement purchases were made in 2015.

Grant Sources

VDACS = Virginia Department of Agriculture and Consumer Services (State)

VLCF = Virginia Land Conservation Fund (State)

FRPP = Farm & Ranchland Protection Program (Federal)

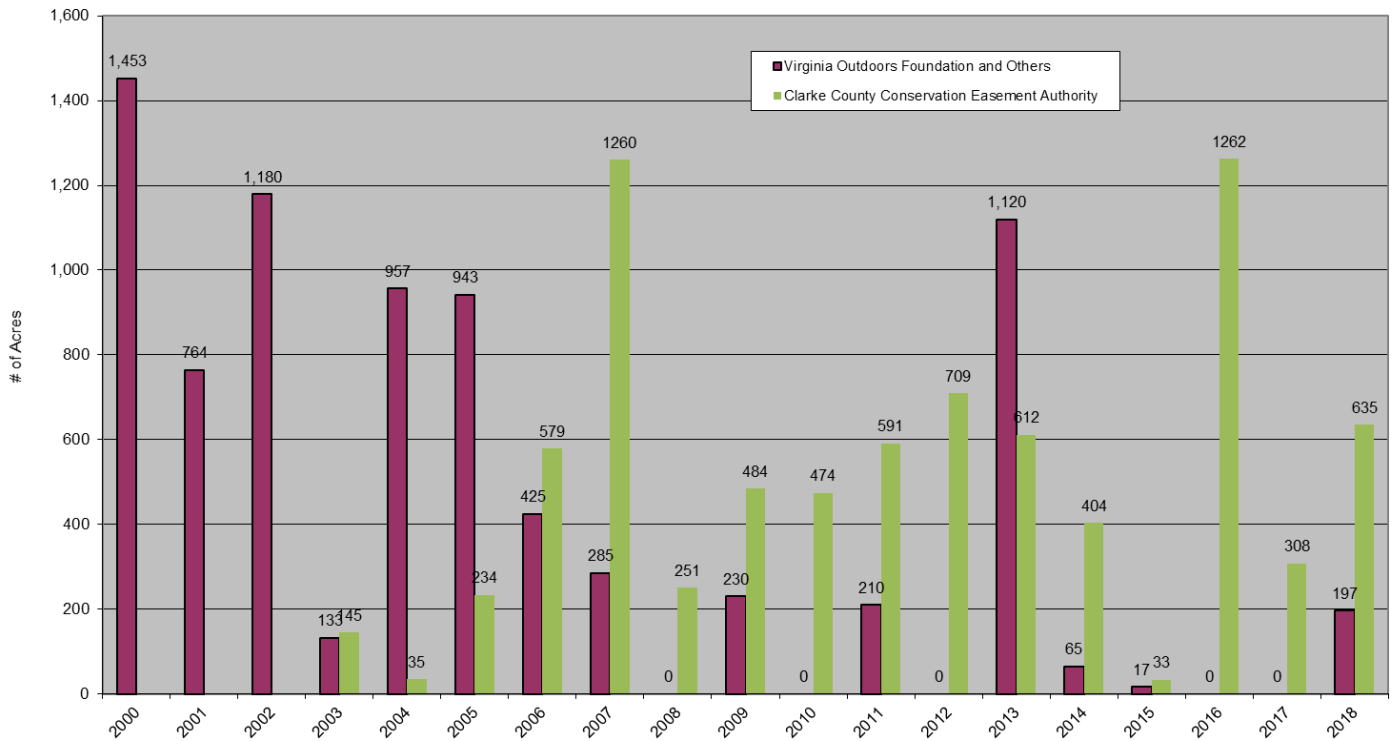
SRCDC = Shenandoah Resource Conservation and Development Council (State)

VOF = Virginia Outdoors Foundation (State)

PEC = Piedmont Environmental Council

The first conservation easement was recorded in 1974 by the Virginia Outdoors Foundation. Between 1974 and 1999 10,359 acres were placed in easement, however no easements were recorded between 1983 and 1987. The chart below details the acreage of easements by year from 2000 through 2018.

Conservation Easements – Virginia Outdoors Foundation, Virginia Department of Historic Resources & Clarke County Conservation Easement Authority



Note: No easements recorded 1983 through 1987

Special projects

- **Easement inspections program.** Two part-time interns were employed during the Summer of 2018 to perform compliance inspections on all properties containing easements held by the Clarke County Easement Authority. The interns were paid through the Authority’s stewardship fund and successfully completed onsite inspections and reports on approximately 130 properties. The Department expects this to be a reoccurring program and will maintain a database of inspection results.

6. Biosolids Applications

On July 15, 1997 the Board of Supervisors approved the adoption of a text amendment establishing standards for the land application of bio-solids. Beginning in 1998, two companies, Bio Gro and Recyc Systems applied biosolids in the County. Currently Synagro (formally Bio-Gro) and Nutri-Blend (formally Wright Trucking) spread on area farms. The following table summarizes the acreages applied each year. In 2018 Recyc submitted applications for 4 new farms and renewed applications for 8 farms previously held by Wright Trucking.

In 2004, State law repealed Counties ability to regulate biosolid application beyond testing and monitoring. The change permits Counties to request reimbursement for expenses relating to monitoring and testing but eliminates increased setback standards that Clarke County had adopted

to protect ground and surface water resources in sensitive karst areas.

Beginning January 1, 2008 the Virginia Department of Environmental Quality (DEQ) assumed regulatory oversight of all land application of treated sewage sludge, commonly referred to as biosolids. This action, which moves oversight of the Biosolids Use Regulations from the Virginia Department of Health to DEQ, was at the direction of the 2007 General Assembly, which voted to consolidate the regulatory programs so that all persons land applying biosolids would be subject to uniform requirements, and to take advantage of the existing compliance and enforcement structure at DEQ.

Biosolids Applications

Year	Acres	# Farms
1998	180	2
1999	625	3
2000	0	0
2001	1830	11
2002	1145	11
2003	350	3
2004	150	4
2005	263	3
2006	950	9
2007	1,063	10
2008	1,307	13
2009	1,287	13
2010	1,989	21
2011	1,800	18
2012	1,539	18
2013	838	8
2014	1,784	23
2015	665	13
2016	61	1
2017	192	5
2018	374	5
21 Year Total	18,392	

DEQ has established an Office of Land Application Programs within the Water Quality Division to manage the biosolids program, as well as land application of industrial sludges, septage, livestock and poultry waste, and water reclamation and reuse. The Virginia Department of Health will continue to consult with DEQ and advise the public on health issues related to biosolids applications.

All applications have been closely monitored by County and State representatives and have been in compliance with all requirements. In accordance with State Regulations, Counties may be reimbursed for the testing and monitoring expenses; in 2018 the County was reimbursed \$784.80. Land applications were way down due two factors; 1) Blue Plains was formerly the source of much of the biosolids applied in Clarke County. As a result of significant process changes, Blue Plains generates less than half the volume of material as in the past, and their supply is not going primarily to Clarke; and 2) Milton Wright was formerly a major land applier in Clarke, but that operation has seen significant cutbacks in activity. The Piscataway biosolids contract is now held by another land applier who does not operate in Clarke.

The total number of acres permitted for biosolids application in the County is 14,946, proportionately more biosolids than many other Counties in the area, averaging 18,000 wet tons per year. The biosolids contain about 5-8 pounds of nitrogen per ton of biosolids. There is interest and concern about the effect of biosolids application

on the quality of ground water in Clarke County. In order to address this concern, the County applied for and received 2 grants in 2013, totaling \$16,000 to monitor 10 springs in northern Shenandoah Valley for discharge, TN, TP, ammonia, ortho phosphate, nitrate-nitrite, E. coli, flow, general water chemistry. Springs are in located in karst areas. Purpose is to identify contribution of contamination from springs to surface waters to assist in 1) determining appropriate BMP's on agricultural lands and 2) impact of biosolids applications on water quality as compared to other fertilizer sources. A report detailing the study is available from the Planning Department.

7. Historic Preservation Commission Activities

Grant Applications

The HPC applied for and received a \$17,885 grant from the National Park Service African American Civil Rights Grant Program to replace the roof at the Josephine School Community Museum and Clarke County African-American Cultural Center. The project was completed in November.

The Virginia Department of Historic Resources (DHR) awarded a 2017/18 CLG grant of \$5,366 to the Clarke County HPC for the study of “demolition by neglect” of its historic resources. The report was completed in June and is available at the Planning Department.

Three Certificates of Appropriateness were reviewed in 2018:

CA-18-01

McDonalds Corporation requests a Certificate of Appropriateness (CA-18-01) for the property identified as Tax Map #29-A-2A at 8152 John Mosby Highway in the White Post Election District, zoned Highway Commercial (CH) and Historic Access Overlay Corridor District (HC) to renovate the building facade. The Clarke County Planning Commission approved the above request on March 2, 2018.

CA-18-02

Kevin Nicewarner and Chris Darlington, George Cline, agent, request a Certificate of Appropriateness for building a single family dwelling on the property identified as Tax Map Parcel 28A-A-66 located at 140 White Post Road in the White Post Historic District, zoned Rural Residential (RR) and Historic Overlay (H). The Historic Preservation Commission approve the above request on April 3, 2018.

CA-18-03

Juliet Mackay-Smith for Locke & Co., LLC, requests a Certificate of Appropriateness for an addition on the property identified as Tax Map #30A-A-57 at 2049 Millwood Road in the Millwood Election District, zoned Neighborhood Commercial (CN) and Historic (H). The Historic Preservation Commission approved the above request on August 22, 2018.

**APPENDIX A – Miscellaneous Activity Tables
Project Application Report - Planning Dept**

Boundary Line Adjustment	BLA-18-01	25-A-29A and 25-A-27A 17.0218 acres 1 DUR transfer Zoned FOC Millwood Election District	BAILEY AMELIA DENISE TR	\$3,250.00	APPROVED
	BLA-18-03	9-A-39 and 9-A-41 8.8256 acres 0 DUR transfer Zoned AOC Russell Election District	LABASBAS LILLIE	\$500.00	APPROVED
Zoning Agriculture Structure	ZPAG-5170	1580 ELLERSLIE RD	ELLERSLIE PROPERTIES INC	\$100.00	APPROVED
	ZPAG-9367	ELLERSLIE RD	JOHN FERRELL AMENDED AND REVISED TRUST	\$100.00	APPROVED
Zoning Home Occupation	ZPHO-19	3271 OLD CHARLES TOWN RD	DAVIS ANTHONY L & ANDREA D	\$100.00	APPROVED
	ZPHO-2531	169 CLARKE LN	GARVIE JEFFREY L	\$100.00	APPROVED
	ZPHO-4839	15 E SHARON DR	LEE AARON & JILLIAN	\$100.00	APPROVED
	ZPHO-4942	401 LIME MARL LN	SCHOEB WILLIAM & DEBORAH	\$100.00	APPROVED
	ZPHO-6951	1078 KENNEL RD	VANTINE SCOT & SUZANNE F	\$100.00	APPROVED
	ZPHO-7212	435 WILDCAT HOLLOW RD	CHRISTIAN JERRY A JR & VALERIE K	\$100.00	APPROVED
	ZPHO-7618	1001 CARTERS LINE RD	BARRATT-BROWN ELIZABETH P	\$100.00	APPROVED
	ZPHO-7852	37 VISTA LN	MURPHY GLENN W & ROBYN C	\$100.00	APPROVED
	ZPHO-8173	161 PASTORAL LN	MARSHALL SEAN C & MILISSA A	\$100.00	APPROVED
Zoning Permit Heated Addition	ZPHA-6535	235 LEWIS FARM LN	LESMAAN ROBERT G & ANN	\$200.00	APPROVED
Zoning New Residential	ZPRN-7427	3101 CASTLEMAN RD	LEWIS AND BURKE REAL ESTATE LLC	\$300.00	APPROVED
	ZPRN-8673	160 RETREAT RD	MURDICK, ROBERT A	\$300.00	APPROVED
Zoning Permit Unheated Addition	ZPUA-4972	2365 OLD CHAPEL RD	HOLSINGER PAUL & VIRGINIA	\$100.00	APPROVED
	ZPUA-5137	1555 LOCKES MILL RD	STONDS LC	\$100.00	APPROVED

Appeal: Brd of Septic & Well	BSA-18-01	24-A-16B, 15.04 acres 4455 River Road 13' variance to well setback requirement	Maurer, Charles	\$750.00	Approved
Boundary Line Adjustment	BLA-18-04	39-A-14 (2 lots) 1.643 acres 0 DUR transfer Zoned FOC White Post Election District	Tavener, William & Larry	\$500.00	Approved
	BLA-18-05	33-A-38 and 33-4-6 0.9924 acres 0 DUR transfer Zoned FOC Millwood Election District	Creech, Bonnie	\$500.00	Approved
Cert Apprptnss AOC/FOC/RES/NP	CA-18-01	29-A-2A 8152 John Mosby Hwy Renovate building façade Zoned CH and Historic Access Corridor Overlay White Post Election District	Core States Group (McDonalds Corporation)	\$50.00	Approved
	CA-18-02	28A-A-66 140 White Post Road Construct new dwelling Zoned RR & H White Post Election District	Kevin Nicewarner/Chris Darlington	\$50.00	Approved
Maximum Lot Size Exception	MLSE-18-01	28-A-44 Pre-1980 dwelling Zoned AOC White Post Election District	Stuart Properties, LLC	\$1,500.00	Approved
Minor Subdivision	MS-18-01	28-A-44 28.0 acres & 28.0074 acres Zoned AOC White Post Election District	Stuart Properties, LLC	\$4,000.00	Approved
Site Plan Amendment Comm	ASP-18-01	29-A-2A 8152 John Mosby Hwy Renovate building façade Zoned CH and Historic Access Corridor Overlay White Post Election District	Core States Group (McDonalds Corporation)	\$1250	Approved

Zoning Accessory Structure	ZPAS-7990	764 Bench Ln	Hoffman, Donald, Jr. & Suzette	\$200.00	Approved
Zoning Agriculture Structure	ZPAG-8968	240 Good Success Ln	Feldman, Michael K & Nancy A	\$100.00	Approved
Zoning Home Occupation	ZPHO-3701	218 Beechwood Ln	Ashby, Keith & Sandra R.	\$100.00	Approved
	ZPHO-546	1181 Russell Rd	Underwood, Richard W. & Robyn	\$100.00	Approved
	ZPHO-6465	100 Lois Ln	Stanley, William	\$100.00	Approved
Zoning Residential	ZPRN-2552	1362 Shepherds Mill Rd	LSM Management, LLC	\$300.00	Approved
	ZPRN-5658	254 Good Shepherds Rd	Costello, Jeanne M	\$300.00	Approved
	ZPRN-7148	1307 Mount Carmel Rd	Smith, B. Scott & Connie S	\$300.00	Approved
	ZPRN-8572	Grouse Ridge Lane	Wright, Pamela M. Trustee	\$300.00	Approved
	ZPRN-8711	233 Pleasant Hill Dr	Oakcrest Builders, Inc.	\$300.00	Approved
	ZPRN-8718	205 Pleasant Hill Dr	Oakcrest Builders, Inc.	\$300.00	Approved
	ZPRN-9250	112 Pierce Rd	Matheny, Charles K., Jr. & Joyce A,	\$300.00	Approved
Zoning Unheated Addition	ZPUA-6171	1983 Millwood Rd	Shiloh Baptist of Millwood	\$200.00	Approved
	ZPUA-6263	70 Little River Ln	Priest, Sandra	\$200.00	Approved
Boundary Line Adjustment	BLA-18-06	30-A-15 & 30-A-15 (2 lots) 12.061 acres DUR Transfer Zoned AOC Millwood Election District	The People to People Health FDN Inc.	\$500.00	Approved
	BLA-18-07	12-3-17 & 12-A-34 (2 lots) 0.00 acres 0 DUR Transfer Zoned AOC Russell Election District	Foster, David M. & Nancy V. /Eddie & Sharon Johnson	\$500.00	Approved
Minor Subdivision	MS-18-02	25-A-27A 5 acres Zoned FOC Millwood Election District	Pierson, Amelia, et als.	\$4,000.00	Approved

Zoning Accessory Structure	ZPAS-5009	1142 Old Chapel Road	Sams Allison Karter	\$100.00	Approved
	ZPAS-560	933 Russell Road	Roberts, George R., III & Christine	\$200.00	Approved
	ZPAS-5618	18099 Raven Rocks Road	Kidby Scott W. & Melissa Pagano	\$200.00	Approved
	ZPAS 6957	2215 Swift Shoals Rd.	Gilpin, Thomas T.	\$200.00	Approved
	ZPAS-8172	165 Pastoral Lane	Trenary, Randolph & Kelley L., Jr.	\$200.00	Approved
	ZPAS-7970	4455 River Road	Maurer, Charles	\$200.00	Approved
Zoning Agriculture Structure	ZPAG-8756	82 Thornton Rd	Arthur, Sean	\$100.00	Approved
	ZPAG-9338	Granddaddy Lane	Chor-Ching, Fan	\$100.00	Approved
Zoning Home Occupation	ZPHO-4434	415 Holly Lane	Reed, Ryan & Kari F.	\$100.00	Approved
	ZPHO-7768	397 Saw Mill Road	Pierson, Frank S., Jr.	\$100.00	Approved
	ZPHO-7958	515 Cather Road	Millar, John D. & Brandie D.	\$100.00	Approved
Zoning Residential	ZPRN-6878	558 Manor Road	Breedlove, Eugene M. & Corinne T. Trs.	\$300.00	Approved
	ZPRN-5636	109 Bell Hollow Lane	Sferra, Nicholas	\$300.00	Approved
	ZPRN-6297	3444 Calmes Neck Lane	Bathon, Stephen R. & Gayle E.	\$300.00	Approved
	ZPRN-6571	750 Morgans Mill Rd.	Taylor, Neel F.	\$300.00	Approved
	ZPRN-7118	Wildcat Hollow Rd	Watts, Douglas	\$300.00	Approved
	ZPRN-9232	Tilthammer Mill Rd	McClenahan, Timothy	\$300.00	Approved
Zoning Sign	ZPS-7839	8152 John Mosby Hwy	McDonalds Corporation	\$332.50	Approved
Zoning Unheated Addition	ZPUS-6310	185 Blue Bird Lane	Bittner, Sandra	\$100.00	Approved
Boundary Line Adjustment	BLA-18-06	30-A-15 & 30-A-30 (2 lots) 12.3061 acres 0 DUR Transfer Zoned AOC Millwood Election Dist.	The People to People Health Foundation	\$500.00	Approved

	BLA-18-07	12-3-17 & 12-A-34 (2 lots) 0.00 acres 0 DUR Transfer Zoned AOC Russell Election Dist.	Foster, David M. & Nancy V./Eddie & Sharon Johnson	\$500.00	Approved
	BLA-18-08	31-1-84 & 31-1-91 (2 lots) 0.033 acres Zoned FOC Millwood Election Dist.	Frits & Jane Geurtsen/Sandra Bitner	\$500.00	Approved
Minor Subdivision	MS-18-03	1528 Lewisville Road	McIntire Cattle Co., Inc.	\$4000.00	Approved
	MS-18-04	44 & 144 Pierce Road	Walker Arena LLC	\$4000.00	Approved
Maximum Lot Size Exception	MLSE-18-02	1528 Lewisville Road	McIntire Cattle Co., Inc.	\$1500.00	Approved
Zoning Accessory Structure	ZPAS-5180	3704 Springsbury Rd	Dodson, Fred W., II	\$100.00	Approved
	ZPAS-5324	282 Kinsky Lane	Olmstead, Nathaniel	\$100.00	Approved
Zoning Agriculture Structure	ZPAG-7617	1551 Lewisville Rd.	Alexander, Charles	\$100.00	Approved
	ZPAG-741	1528 Lewisville Road	McIntire Cattle Co., Inc.	\$100.00	Approved
Zoning Home Occupation	ZPHO-5478	77 Oakleaf Lane	Holmes, Sherilyn	\$100.00	Approved
	ZPHO-273	1874 Russell Rd.	Wagner, Mary Lou	No Fee. Ex. Home Occ. Location change	Approved
	ZPHO-388	170 Honey Lane	Botha, Christoff	100.00	Approved
	ZPHO-8610	509 Pine Grove Rd.	Hindman, Mark	100.00	Approved
	ZPHO-5570	106 Pine Grove Rd.	Resendiz, Orlando Hernandez	\$100.00	Approved
	ZPHO-2507	207 Chilly Hollow Rd.	Nalls, David Adam Coleman	No Fee. Ex. Home Occ. Name change	Approved
	ZPHO-6401	1951 Morgans Mill Rd.	Young, Nathan	\$100.00	Approved
	ZPHO-8	1782 Swimley Rd.	Tavener, Rhiannan	\$100.00	Approved

	ZPHO-4788	17 Old Waterloo Rd.	Betz, Samuel E.	\$100.00	Approved
Zoning Residential	ZPRN-8476	1542 Chilly Hollow Road	Russell, Gordon	\$300.00	Approved
	ZPRN-8708 Town of Boyce	328 Belinda Court	OakCrest Builders, Inc.	\$300.00	Approved
	ZPRN-8920	Minniewood Lane	Kevin Erisman	\$300.00	Approved
Zoning Permit No Building Permit	ZPNP-4479	333 Holly Lane	Hill, Stuart	\$100.00	Approved
	ZPNP-9240	18411 Blue Ridge Mountain Rd	Trotter, Sandra	\$100.00	Approved
Zoning Heated Addition	ZPHA-8476	1542 Chilly Hollow Road	Russell, Gordon	\$200.00	Approved
	ZPHA-7254	792 Solitude Lane	Arnold, F.M.	\$200.00	Approved
	ZPHA-2651	182 Auburn Rd.	VanNess, Gary	\$200.00	Approved
	ZPHA-6304	222 Barred Owl Lane	Geurtsen, Frits & Jane	\$200.00	Approved
	ZPHA-820	1932 Lord Fairfax Highway	Carroll, Terry L.	\$200.00	Approved
Special Use Permit	SUP-18-01	834 Kentland Lane	MacDowell, Juliana (The Kentland Foundation)	\$825.00	Approved
Site Plan	SP-18-01	834 Kentland Lane	MacDowell, Juliana (The Kentland Foundation)	\$2500.00	Approved
Zoning Unheated Addition	ZPUA-5180	2704 Springsbury Rd.	Dodson, Fred	\$100.00	Approved
Board of Septic Appeals	BSA-18-02	592 Carters Line Rd.	Ashby, Norman	\$750.00	Approved
Certificate of Appropriateness	COA2-18-01	140 White Post Rd.	Kevin Nicewarner & Chris Darlington	\$50.00	Approved
Boundary Line Adjustment	BLA-18-09	6-A-54B & 6-A-54D (2 lots) 0.896 acres 67 Fishpaw Rd. Zoned AOC Russell Election District	Lloyd, Mark	\$500.00	Approved
	BLA-18-10	9-A-7 & 9-A-8 (2 lots) 0.4736 acres 10737 Harry Byrd Hwy. Zoned AOC Russell Election District	Tavener, Richard III	\$500.00	Approved

Zoning Accessory Structure	ZPAS-6571	708 Morgans Mill Rd.	Taylor, Neel	\$200.00	Approved
	ZPAS-8850	146 Morning Star Lane	Slovinsky, Stacy	\$200.00	Approved
	ZPAS-6627	188 Ashley Woods Lane	Newman, George	\$200.00	Approved
	ZPAS-7289	1590 Mt Carmel Rd.	Lee, Gregory	\$200.00	Approved
Zoning Agriculture Structure	ZPAG-8097	715 Duke Lane	Erickson, Chet	\$100.00	Approved
	ZPAG-4673	923 Old Winchester Rd.	Young, Alan	\$100.00	Approved
Zoning Home Occupation	ZPHO-2589	1609 Castleman Road	Mayer, Devon V.	\$100.00	Approved
	ZPHO-2616	2903 Castleman Road	Isham, Christian Sean	\$100.00	Approved
	ZPHO-3191	279 Dogwood Lane	Campbell, James	\$100.00	Approved
Zoning Residential	ZPRN-288	Lot 12, Keystone	Landis, Kimberly Sue	\$300.00	Approved
	ZPRN-5882	140 White Post Road	Kevin Nicewarner & Chris Darlington	\$300.00	Approved
	ZPRN-9085	1371 Old Chapel Road	Donnelly, Scott	\$300.00	Approved
	ZPRN-9363	Blue Ridge Mountain Road	Harris, Lindsay & Schaffer, Peter, Jr.	\$300.00	Approved
Zoning Permit No Building Permit	ZPNP-3561	427 White Oak Lane	Liiszewski, Greg	\$100.00	Approved
	ZPNP-3115	644 Laurel Lane	Cappert, David	\$100.00	Approved
Zoning Heated Addition	ZPHA-2641	3106 Castleman Road	Combest, Wendell & Fehr, Juliana	\$200.00	Approved
	ZPHA-6080	251 Swift Shoals Road	Leach, Brandon & Marshall Crystal	\$200.00	Approved
Zoning Unheated Addition	ZPUA-3003	246 Laurel Lane	King, Joseph B.	\$200.00	Approved
	ZPUA-6571	708 Morgans Mill Rd.	Taylor, Neel	\$100.00	Approved
	ZPUA-7924	166 Turtle Lane	Post, Don & Pat	\$100.00	Approved
Boundary Line Adjustment	BLA-18-11	22-A-72 & 22-A-82A (2 lots) 48.8330 acres Zoned AOC 2823 Bishop Meade Road	NERD Farms, LLC	\$500.00	Approved

		Millwood Election District				
Zoning Accessory Structure	ZPAS-6758	147 Shenandoah River Lane	Ziakas, John & Phyllis	\$200.00	Approved	
	ZPAS-7721	3346 Crums Church Road	Jacobson, Jeffrey	\$200.00	Approved	
	ZPAS-7608	253 Kimble Road	Franz, Robert	\$200.00	Approved	
Zoning Agriculture Structure	ZPAS-7608	233 Kimble Road	Franz, Robert	\$200.00	Approved	
	ZPAG-8572	375 Double Wood Lane	Wright Pamela	\$100.00	Approved	
	ZPAG-62	274 Wadesville Road	Caldwell, Thomas	\$100.00	Approved	
Zoning Home Occupation	ZPHO-7854	19646 Blue Ridge Mountain Road	Hoffman, ZiThui Tang	\$100.00	Approved	
	ZPHO-6281	130 Robin Lane	Nolter, Joseph	\$100.00	Approved	
	ZPHO-5553	108 Good Shepherd Road	Cullen, Joseph	\$100.00	Approved	
	ZPHO-4945	303 Lime Marl Lane	Metesh, Thomas L.	\$100.00	Approved	
	ZPHO-6588	19605 Blue Ridge Mountain Rd.	Matzen, Daryl	\$100.00	Approved	
	ZPHO-6352	2679 Mt. Carmel Road	Lloyd, Darrell & April (owners) Lloyd, Joseph Cole (applicant)	\$100.00	Approved	
Zoning Residential	ZPRN-776	1744 Lord Fairfax Highway	Kimble, David	\$300.00	Approved	
	ZPRN-5487	Pine Grove Road	Licking Valley Con.	\$300.00	Approved	
	ZPRN-8089	Calmes Neck Lane	Mangolas, Christopher	\$300.00	Approved	
	ZPRN-8678	Old Tavern Lane	Warfield Homes	\$300.00	Approved	
Zoning Permit No Building Permit	ZPNP-56	918 Wadesville Road	Virts, Kevin	\$100.00	Approved	
Zoning Heated Addition	ZPHA-5603	238 Forest Ridge Lane	Farley, Heath	\$200.00	Approved	
Zoning Unheated Addition	ZPUA-6382	27 Providence Lane	Providence Chapel United Methodist Church	\$100.00	Approved	

	ZPUA-9331	165 Bellevue Lane	Donohue, Terrence	\$100.00	Approved	
	ZPUA-230	3831 Harry Byrd Highway	Williams, Paul	\$100.00	Approved	
	ZPUA-4582	2438 Pyletown Rd.	Burke, Daniel	\$100.00	Approved	
	ZPUA-2361	6254 Lord Fairfax Highway	Hough, Jason	\$100.00	Approved	
Maximum Lot Size Exception	MS-18-01	862 White Post Rd.	Stuart Properties, LLC	\$1,500.00	Approved	
Minor Subdivision	MS-18-01	862 White Post Road	Stuart Properties, LLC	\$4,000.00	Approved	
	MS-18-02	182 Worthington Lane	Bailey, Amelia D.	\$4,000.00	Approved	
Boundary Line Adjustment	BLA-18-13	8153 John Mosby Highway	Claytor, Robert (Handy Mart)	\$500.00	Pending	
	BLA-18-14	300 Carter Hall Lane	George Williams, III & Project Hope	\$500.00	Approved	
	BLA-18-15	16060 Lord Fairfax Highway	Ritter, Mark W.	\$500.00	Approved	
	BLA-18-16	2049 Millwood Road	Mackay-Smith, Juliet (Locke & Co., LLC)	\$500.00	Approved	
Site Plan Amendment	SP-18-02	8153 John Mosby Highway	Claytor, Robert (Handy Mart)	\$2,500.00	Pending	
Zoning Unheated Addition	ZPUA-2399	200 Grafton Lane	Grafton (Walter Good)	\$100.00	Approved	
	ZPUA-6041	698 Tilthammer Mill Rd	Anderson, Cuno	\$100.00	Approved	
	ZPUA-5250	3449 Lockes Mill Road	Miller, John U., III	\$100.00	Approved	
	ZPUA-2452	2167 Shepherd Mill Road	Young, Don	\$100.00	Approved	
Zoning Heated Addition	ZPHA-4790	87 Old Waterloo Road	Stevenson, Judith M.	\$200.00	Approved	
Zoning Accessory Structure	ZPAS-8981	240 Ashley Woods Lane	Keister, Brad & Kathryn	\$200.00	Approved	
	ZPAS-4982	2015 Old Chapel Road	Shafer, Shannon & Sarah	\$200.00	Approved	
Zoning Home Occupation	ZPHO-558	1852 Crums Church Road	George, James	\$100.00	Approved	

	ZPHO-8090	315 Calmes Neck Lane	Lacey, Joseph	\$100.00	Approved	
	ZPHO-4665	785 Pyletown Road	Darlington, Tara	\$100.00	Approved	
	ZPHO-659	1013 Stringtown Road	Harbor, Tiffany	\$100.00	Approved	
Zoning Residential	ZPRN-3605	Retreat Road	Villar, Robert	\$300.00	Approved	
	ZPRN-7704	1083 Wadesville Road	Solorio, Guadalupe & Arselia	\$300.00	Approved	
	ZPRN-8727	124 Grand Oaks Drive (Town of Boyce)	Scarce, Sharon	\$300.00	Approved	
	ZPRN-3605	Retreat Road	Villar, Roberto & Merlita	\$300.00	Approved	
	ZPRN-7704	1083 Wadesville Road	Soloria, Guadalupe & Arselia	\$300.00	Approved	
Zoning No Building Permit	ZPNP-8366	905 Castlerock Lane	Reza, Fred & Shayla	\$100.00	Approved	
	ZPNP-57	845 Wadesville Road	Ermini, Lisa	\$100.00	Approved	
Certificate of Appropriateness	CA-18-03	2049 Millwood Road	Mackay-Smith, Juliet (Locke & Co., LLC)	\$100.00	Approved	
Administrative Site Plan Amendment	ASP-18-02	809 Millwood Road	Christ Church Millwood	\$625.00	Approved	
	ASP1-17-04	2049 Millwood Road	Mackay-Smith, Juliet (Locke & Co., LLC)	\$1,250.00	Approved	
Zoning Unheated Addition	ZPUA-7017	534 Carefree Lane	Forbes, Michael T.	\$100.00	Approved	
	ZPUA-701	3844 Lord Fairfax Highway	Byrd, Harry III	\$100.00	Approved	
	ZPUA-4929	981 Annfield Road	Warfield, Wayne & Dee Dee	\$100.00	Approved	
	ZPUA-4227	196 Holly Lane	Johnson, Lori	\$100.00	Approved	
	ZPUA-9204 Town of Boyce	5 Huntington Lane	Henke, Jim	\$100.00	Approved	
	ZPUA-4880 Town of Boyce	3 Old Chapel Lane	Garlitz, Bob/Julie	\$100.00	Approved	
Minor Subdivision	MS-18-05	2308 Longmarsh Road	David Hardesty (Cody Kerr-Applicant)	\$4,000.00	Approved	
	MS-18-06	420 Rock Hall Lane	Elrod, Warrick & Andrea	\$4,000.00	Approved	

Maximum Lot Size Exception	MLSE-18-03	420 Rock Hall Lane	Elrod, Warrick & Andrea	\$1,500.00	Approved
Zoning Heated Addition	ZPHA-558	1852 Crums Church Road	George, James	\$200.00	Approved
	ZPHA-2333	6964 Lord Fairfax Highway	Pitcock, Cole	\$200.00	Approved
Zoning No Building Permit	ZPNP-8042	161 Childrens Lane	Robinson, David	\$100.00	Approved
Zoning Determination Letter	ZDL-2712	17A-A-10A (Vacant Land)	James, William	\$150.00	Approved
Zoning Residence	ZPRN-5941	Bordens Springs Road	Roberts, Caroline	\$300.00	Approved
Zoning Accessory Structure	ZPS-5123	444 Possum Hollow Lane	LeBlanc, Michael	\$200.00	Approved
Zoning Home Occupation	ZPHO-5235	2836 Parshall Road	Gray, Ray & Shirley	\$100.00	Approved
	ZPHO-7777	2681 Senseny Road	Trammel, Richard	\$100.00	Approved
	ZPHO-2614	191 Pleasant Lane	Al-Khalili, Saifuddin	\$100.00	Approved
	ZPHO-996	1274 Triple J Road	Hatley, Nolan	\$100.00	Approved
Zoning Unheated Addition	ZPUA-6999	501 Pioneer Lane	Woolfenden, Mark	\$100.00	Approved
	ZPUA-98	1318 Old Charles Town Road	Norman, Debra B.	\$100.00	Approved
Site Plan Amendment	SP-18-03	2049 Millwood Road	Mackay-Smith, Juliet	\$2,500.00	Approved
Zoning Accessory Structure	ZPAS-9333	2270 Calmes Neck Road	Indie, LLC / Adam Ross	\$200.00	Approved
	ZPAS-5952	1260 Westfield Farm Lane	Sheehey, Matthew & Diane	\$200.00	Approved
Zoning New Residential	ZPRN-5762	1434 Berrys Ferry Road	Hilliard, Margaret	\$300.00	Approved
	ZPRN-9269 Boyce	211 N. Greenway Avenue	Storry, Roy	\$300.00	Approved
	ZPRN-8001	1245 Moose Road	Lanham, James & Cathie	\$300.00	Approved

Zoning Heated Addition	ZPHA-8856	719 Morning Star Lane	Haynie, Talon & Lisa	\$200.00	Approved
	ZPHA-6454	2468 Mount Carmel Rd.	Ripley, Damian	\$200.00	Approved
Zoning New Residential	ZPRN-8358 Town of Boyce	225 N. Greenway Avenue	Williams, Kenny	\$300.00	Approved
Zoning Unheated Addition	ZPUA-4582a	2438 Pyletown Road	Burke, Daniel	\$100.00	Approved
	ZPUA-236	435 Pierce Road	Odiorne, David & Suzanne	\$100.00	Approved
Zoning Ag Structure	ZPAG-705	222 Stringtown Road	King, Lauren & Thomas	\$100.00	Approved
	ZPAG-6508	73 Providence Lane	Masucci, Greer	\$100.00	Approved
Board of Septic Appeals	BSA-18-03	500 Laurel Lane	Wagner, Cody & Bridgette	\$750.00	Approved
Board of Zoning Appeals	BZA-18-01	3162 Parshall Road	Dr. Michael Gray & Paul Rose	\$750.00	Approved
Zoning Home Occupation	ZPHO-5570	106 Pine Grove Road	Orlando Resendiz, Owner Dario Hernandez Resendiz, Applicant	\$100.00	Approved
Zoning New Residential	ZPRN-8900	2955 Allen Road	Warfield Homes	\$300.00	Approved
	ZPRN-7046	5901 Rustic Lane	Jerome & Kathy Fleishmann	\$300.00	Approved
Zoning No Permit	ZPNP-6590	531 Barker Lane	Bonnie Creech	\$100.00	Approved
Administrative Site Plan Amendment	ASP-18-03	1329 Fishpaw Road	Robert Snell	\$625.00	Approved