

Clarke County

PLANNING COMMISSION BUSINESS MEETING MINUTES FRIDAY, JANUARY 10, 2020



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 10, 2020.

Attendance

Present: George L. Ohrstrom, II (Chair); Robina Bouffault; Anne Caldwell; Mary Daniel (arrived late); Doug Kruhm; Frank Lee; Pete Maynard; and Gwendolyn Malone

Absent: Randy Buckley (Vice-Chair); Bob Glover; and Scott Kreider

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

CALLED TO ORDER

Brandon Stidham, as Clerk to the Commission, called the meeting to order at 9:03 a.m. and introduced the annual organizational meeting.

ORGANIZATIONAL MEETING

Election of Officers: Chair and Vice-Chair

Mr. Stidham opened the floor for nominations for Chair to the Planning Commission. Commissioner Caldwell nominated George Ohrstrom, II to continue serving as Chair, seconded by Commissioner Kruhm. No other nominations were offered. Mr. Stidham closed the floor to nominations.

The Commission voted to elect George L. Ohrstrom, II as Chair of the Planning Commission for 2020.

Yes: Bouffault, Caldwell (seconded), Kruhm (moved), Lee, Malone, Maynard, and Ohrstrom

No: No one

Absent: Buckley, Daniel, Glover, and Kreider

Mr. Stidham turned the meeting over to Chair-Elect Ohrstrom.

Chair Ohrstrom asked for nominations for Vice Chair to the Planning Commission. Commissioner Kruhm nominated Randy Buckley to continue serving as Vice Chair, seconded by Commissioner Caldwell. No other nominations were offered. Chair Ohrstrom closed the floor to nominations. Chair Ohrstrom noted that Randy Buckley is doing a great job as Vice Chair and we are pleased to have him as the only nominee.

The Commission voted to elect Randy Buckley as Vice Chair of the Planning Commission for 2020.

Yes: Bouffault, Caldwell (seconded), Kruhm (moved), Lee, Malone, Maynard, and Ohrstrom

No: No one

Absent: Buckley, Daniel, Glover, and Kreider

2020 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. He said that no motion is necessary.

Commissioner Daniel entered the meeting at 9:06 a.m.

2020 Meeting Schedule

Mr. Stidham reviewed the draft meeting schedule and noted two deviations in the schedule. He said that in July we are going to move the meetings ahead one week to avoid the July 4th Holiday, the Work Session meeting will be held on July 7th, and the Business Meeting will be held on July 10th. He stated that in January 2021, we are moving the meetings ahead one week to avoid the New Year Holiday. He said that the Work Session meeting will be held on January 5th and the Business Meeting will be held on January 8th.

The Commission voted to approve the 2020 Meeting Schedule as presented.

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

No: No one

Absent: Buckley, Glover, and Kreider

2020 By-Laws

The Commission voted to adopt the By-Laws for 2020 as presented.

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

No: No one

Absent: Buckley, Glover, and Kreider

2020 Project Priorities

Mr. Stidham reviewed the draft list of Project Priorities for 2020. He stated that we have updated the version that we last looked at in July. He said that our number one priority is to finish the Zoning & Subdivision Ordinance update project and he described the remaining items for the Commission to complete.

After discussion with Staff, Chair Ohrstrom called for a motion.

The Commission voted to approve the 2020 Project Priorities.

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

No: No one

Absent: Buckley, Glover, and Kreider

Approval of Agenda

The Commission voted to approve the revised agenda as presented.

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

No: No one

Absent: Buckley, Glover, and Kreider

Approval of Minutes

The Commission voted to approve the Planning Commission Work Session Meeting minutes of December 3, 2019 with two minor corrections. One is on page 5 of 23 in the last paragraph in the first sentence the words "is the Town" should read "is in the Town." The second correction is on page 6 of 23 in the last paragraph the fourth line down the words "to have spelled" should read "to have that spelled."

Yes: Bouffault, Caldwell (moved), Daniel, Lee, Malone (seconded), Maynard, and Ohrstrom

No: No one

Absent: Buckley, Glover, and Kreider

Abstained: Kruhm

The Commission voted to approve the Planning Commission Business Meeting minutes of December 6, 2019.

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

No: No one

Absent: Buckley, Glover, and Kreider

The Commission voted to approve the Planning Commission Joint Workshop #4 with the Board of Supervisors Meeting minutes of December 6, 2019.

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

No: No one

Absent: Buckley, Glover, and Kreider

Set Public Hearing

SP-19-02, Clarke County Humane Foundation. Request approval of a Site Plan Amendment to add a 1,090 square foot addition to an existing animal shelter to accommodate six additional dog kennels and a 12' by 24' pavilion to the property in the Agricultural-Open Space-Conservation (AOC) District. The property is located at 225 Ramsburg Lane, reference Tax Map 13-A-13A, in the Russell Election District. SP-19-02

Chair Ohrstrom stated that he will recuse himself from this request as he is the Chairman of the Humane Foundation. Commissioner Daniel stated that Vice-Chair Buckley is absent for this meeting therefore a temporary Chair needs to be appointed.

The Commission voted to appoint Commissioner Anne Caldwell as the temporary Chair for this item.

Yes: Bouffault, Caldwell, Daniel (moved), Kruhm, Lee, Malone, and Maynard (seconded)

No: No one

Absent: Buckley, Glover, and Kreider

Recused: Ohrstrom

Chair Ohrstrom turned the meeting over to Commissioner Caldwell and moved to the audience.

Mr. Fincham explained that the Applicant is requesting approval of a site plan amendment to add a 1,090 square foot addition to the existing shelter. He stated that the addition will accommodate six additional dog kennels for quarantine purposes. He said that the added kennel area will have a separate ingress/egress so that law enforcement officials can drop off animals and not have to walk through the rest of the facility. He stated that a 12' x 24' pavilion is also proposed in the visitation area for potential adopters to find shelter and shade and for employees to utilize for breaks. He said that the Applicant submitted a site development plan on December 6, 2019 containing all of the required elements to constitute a complete submission. He stated that the site plan has been routed to the Clarke County Sanitary Authority and the Building Department/Emergency Services for review and comment. He said that the proposed addition is not expected to increase existing traffic. He said that an Erosion and Sediment Control plan is not required and no stormwater review is required for this request. He stated that the property is served by public water and sewer by the Clarke County Sanitary Authority. He said that there is no karst plan required since there are no proposed septic systems for this project and no facilities proposed near any known karst features. He stated that there will be no changes to lighting, signage, parking, or landscaping is proposed. He said that Staff recommends to schedule Public Hearing for the Planning Commission's February 7, 2020 meeting. He asked the Planning Commission if there are any questions.

Commissioner Maynard stated that where the proposed pavilion is on the plan he is unable to read what is written and would like it to be clarified. Mr. Fincham said that on the plan, Stuart Dunn (Surveyor) has identified this as the existing fenced in area for the dogs. He said that this is where the proposed pavilion and visitation area will be located. He said that he was notified by the Humane Foundation that they would prefer to call this the Picnic Area and Picnic Pavilion.

Commissioner Bouffault moved to set the Public Hearing for this request at the next meeting of the Planning Commission on February 7, 2020.

Commissioner Caldwell asked if there are any more questions for the Applicant or Mr. Fincham on this proposal.

Commissioner Kruhm asked when the Clarke County Sanitary Authority is going to submit their reply regarding the water supply and waste disposal. Mr. Fincham said that he has not received a projected date.

Chair Ohrstrom stated that the actual water supply is not from Berryville water. He said that the Animal Shelter is on Berryville sewer and they have their own well on the property. He stated that the reason they are building this is not that we are overcrowded and need more space. He said that we do not have that many dogs but we have a lot of cats. He said that we really do not need 6 new runs for capacity, we really need to get the deputies their own entrance on weekends, after hours, and holidays and a real quarantine space if we need it. He stated there is an illness called kennel cough that dogs get and it is very contagious. He said that if you have a quarantine area it is very helpful. He stated that this is why there is a need for a separate entrance.

Commissioner Daniel asked how many kennels are there now. Mr. Fincham said there are 26. She said we are approved for 26, so will we need to approve more. Mr. Fincham said that we will be bumping it up to 32.

Commissioner Caldwell said that there is a motion on the floor and asked for a second. Commissioner Daniel seconded.

The Commission voted to set the Public Hearing for the February 7, 2020 Planning Commission meeting.

Yes: Bouffault (moved), Caldwell, Daniel (seconded), Kruhm, Lee, Malone, Maynard

No: No one

Absent: Buckley, Glover, and Kreider

Recused: Ohrstrom

Commissioner Caldwell turned the meeting over to Chair Ohrstrom, who rejoined the meeting.

Board of Supervisors (Mary Daniel)

Commissioner Daniel said at the work session on January 6th, Mike Legge gave a presentation on procurement for the County and a lot of things have changed over the years. She said that we are now able to go in with other larger Jurisdictions and piggy back onto their contracts. She said it has saved us ridiculous sums of money. She stated that not only do they have the economy of scale for a big order we also do not have to go through the procurement process which takes time and money. She said that the presentation was very interesting and it shows just what a great job Mike Legge does. She said that we have started the budget process and it is exciting to have the budget calendar set. She said that at the Work Session the Board of Supervisors had their Organizational Meeting and David Weiss is the Chair for 2020 and Bev McKay is the Vice Chair for 2020. She said that she promised Staff that she would remind everyone to turn their Financial Disclosures and Disclosure of Real Estate Holdings in that are due at the end of this month. She said that there is a penalty for not filing.

Board of Septic Appeals (George Orstrom, II)

Chair Ohrstrom said that the 7-Eleven system was approved and it will be a much better situation.

Board of Zoning Appeals (Anne Caldwell)

Commissioner Caldwell said that a side line variance was approved for a solar array. Mr. Fincham said that we will have a variance coming up for Stond's Mill, LC.

Historic Preservation Commission (Doug Kruhm)

No report.

Conservation Easement Authority (George Ohrstrom, II)

Chair Ohrstrom said that the Conservation Easement Authority is having the annual awards ceremony on January 16th and will be rewarding Michael Hobert with the Winkie Mackay-Smith Conservation award.


Broadband Implementation Committee (Mary Daniel)

Commissioner Daniel said that we did not meet. She stated that she has been seeing the 5G advertisements. Commissioner Bouffault said she was on the Visual Link website and they were offering a Tower Beam Service and it is rather expensive. She said that they did not give any detail about how they are going to be doing this. She stated that it is a flashy website but she is waiting to see how it gets implemented because it was not precise.

Other Business

Mr. Stidham stated that he reviewed the Zoning and Subdivision Ordinance Update Project and the outstanding items from the four workshops with the Commission and the Board of Supervisors. He said that he made a list of the items that we decided to hold off on until further discussion by the Commission. He stated that what we are looking for is whether the Commission wants to have this at the next workshop session in February or to sit down and work through these issues as a committee of the whole or delegate this back to the Ordinances Committee. Commissioner Bouffault said she thinks that everyone should weigh in on this all together. Commissioner Caldwell stated that it will save from having another meeting because if the Ordinances Committee meeting does it we would still have to bring it back to the full Commission. She said she thinks it would be better to do it all together. He said he will try to get them back together sometime this month and report back in February. He stated he also wants to make sure there are not any issues missing or anything else that we wanted to add to the list. Mr. Stidham said that for the next work session he will flesh these issues out where applicable. He stated he will have Staff recommendations on what we are going to do with them.

On motion by Commissioner Malone and seconded by Commissioner Maynard the meeting was adjourned at 9:55 a.m.


George L. Ohrstrom, II, Chair


Debbie Bean, Recording Secretary