



Clarke County Planning Commission

Business Meeting Minutes

Friday, November 6, 2020 – 9:00AM

Berryville/Clarke County Government Center – Main Meeting Room

ATTENDANCE:			
George L. Ohrstrom, II (Chair/Russell)	✓ E	Pearce Hunt (Russell)	✓
Randy Buckley (Vice-Chair/White Post)	✓	Scott Kreider (Buckmarsh)	✓
Matthew Bass (Board of Supervisors)	✓	Douglas Kruhm (Buckmarsh)	X
Anne Caldwell (Millwood)	✓	Frank Lee (Berryville)	✓
Buster Dunning (White Post)	✓ L	Gwendolyn Malone (Berryville)	✓
Robert Glover (Millwood)	✓	Doug Lawrence (BOS alternate) ¹	X

E – Denotes electronic participation

L – Denotes arrived late

¹ – Participated in but did not serve as the Board of Supervisors alternate for this meeting.

Note: George L. Ohrstrom, II participated electronically due to health issues related to the current pandemic.

STAFF PRESENT: Brandon Stidham (Director of Planning), Alison Teetor (Natural Resource Planner), Jeremy Camp (Temporary Planner/Zoning Official) and Debbie Bean (Recording Secretary).

CALL TO ORDER: By Chair Ohrstrom at 9:04 AM.

1. Approval of Agenda

A motion to approve the revised Planning Commission Business Meeting Agenda as presented was adopted 9-0-2.

Motion to Approve the revised Planning Commission Business Meeting Agenda as presented:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE	Kreider	AYE
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE (seconded)	Lee	AYE
Dunning	ABSENT	Malone	AYE
Glover	AYE (moved)		

2. Approval of Minutes – September 29, 2020 Work Session Minutes

A motion to approve the September 29, 2020 Planning Commission Work Session Meeting minutes as presented by Staff was adopted 8-0-3.

Motion to Approve the September 29, 2020 Planning Commission Work Session Meeting Minutes as presented by Staff:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE	Kreider	ABSTAIN
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE (Moved)	Lee	AYE
Dunning	ABSENT	Malone	AYE (Seconded)
Glover	AYE		

Commissioner Caldwell noted one edit needed on page 13 of 63 in this set of minutes. Commissioner Caldwell stated that on page 13, first paragraph and in the third line it reads “*She said she understands it*” and Commissioner Caldwell suggested it should read “*Commissioner Caldwell said she understands it.*” The Commission agreed to make this change.

Approval of Minutes – October 2, 2020 Planning Commission Business Meeting Minutes

A motion to approve the October 2, 2020 Planning Commission Business Meeting minutes with one edit noted was adopted 8-0-3.

Motion to Approve October 2, 2020 Planning Commission Business Meeting Minutes with one edit:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE	Kreider	ABSTAIN
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE (Moved)	Lee	AYE
Dunning	ABSENT	Malone	AYE (Seconded)
Glover	AYE		

PUBLIC HEARING

3. Revised 2020 Recreation Component Plan for Clarke County, Virginia

Alison Teetor gave a Power Point presentation summarizing the Recreation Component Plan. She thanked all of the members that helped her with this Plan.

Chair Ohrstrom opened the public hearing. There being no public comments, Chair Ohrstrom closed the public hearing.

A motion to recommend approval of the 2020 Recreation Component Plan as presented to the Board of Supervisors was adopted 9-0-2.

Motion to recommend approval of the 2020 Recreation Component Plan as presented to the Board of Supervisors was adopted:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE (Moved)	Kreider	AYE
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE (Seconded)	Lee	AYE
Dunning	ABSENT	Malone	AYE
Glover	AYE		

Minor Subdivision Applications

4. **MS-20-04, Aaron Sims.** Request approval of a two-lot Minor subdivision for the property identified as Tax Map 13-A-53, located at 988 Westwood Road, Russell Election District, zoned Agricultural- Open Space-Conservation (AOC).

Mr. Stidham presented the Staff report for this item. He stated that all the requirements for this minor subdivision have been met by the Applicant. He said that Staff recommends approval for this request.

Chair Ohrstrom asked the Planning Commission if they have any questions and there being none he called for a motion.

Commissioner Buckley abstained from voting. Commissioner Lee recused himself from voting.

A motion to approve the Minor Subdivision application was approved as presented 7-0-4

Motion to Approve MS-20-04, Aaron Sims as presented by Staff:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	ABSTAIN	Kreider	AYE (Seconded)
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE	Lee	RECUSED
Dunning	ABSENT	Malone	AYE (Moved)
Glover	AYE		

5. **MS-20-05, Todd & Barbara Johnson.** Request approval of a two-lot Minor subdivision for the property identified as Tax Map 8-A-55B, located at 1674 & 1752 Summit Point Road, Russell Election District, zoned Agricultural-Open Space-Conservation (AOC).

Mr. Stidham presented the Staff report for this item. He stated that all the requirements for this minor subdivision have been met by the Applicant. He stated that Staff recommends approval for this request.

Chair Ohrstrom asked the Planning Commission if they have any questions and there being none he called for a motion.

A motion to approve the Minor Subdivision application was approved as presented 8-0-2.

Motion to Approve MS-20-05, Todd & Barbara Johnson as presented:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE (Seconded)	Kreider	AYE (Moved)
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE	Lee	AYE
Dunning	ABSENT	Malone	AYE
Glover	AYE		

Commissioner Dunning entered the meeting at 9:20 a.m.

Certificate of Appropriateness Application

6. **CA-20-03, Robert Claytor / Todd Shenk.** Request approval for a change in the previously approved certificate of appropriateness (in conjunction with SP-18-02) in order to alter the color scheme for the Handy Mart diesel pump canopy located at 8153 John Mosby Highway, identified as Tax Map #28-A-20B, zoned Historic Access Corridor Overlay District (HC) and Highway Commercial (CH).

Mr. Stidham presented this Staff report for this item. He stated that Staff recommends approval of this request for a Certificate of Appropriateness to alter the color scheme for the Handy Mart diesel pump canopy.

Chair Ohrstrom asked the Planning Commission if they have any questions and there being none he called for a motion.

A motion to approve the Certificate of Appropriateness was approved as presented by Staff 10-0-1

Motion to Approve CA-20-03, Robert Claytor / Todd Shenk as presented by Staff:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE	Kreider	AYE
Bass	AYE (Moved)	Kruhm	ABSENT
Caldwell	AYE (Seconded)	Lee	AYE
Dunning	AYE	Malone	AYE
Glover	AYE		

7. **Board/Committee Reports**

Chair Ohrstrom congratulated Matthew Bass for his win in the election for the Supervisor post in the Berryville Area District.

Board of Supervisors (Matthew Bass)

Commissioner Bass said that at the Board of Supervisors (BOS) Work Session meeting the BOS spent a good bit of time talking about Route 7 and the safety audit that was performed with the help of Ed Carter with the Virginia Department of Transportation (VDOT). He said that the BOS is focused on two problem areas which are Shepherds Mill Road and Route 601. He said that the BOS is pressing for more prompt and swift action to put in as many mitigating markings which include new painted lines and road signs in

order to try and decrease the crash capacity for some problem intersections. He stated that the BOS knows it is a problem up on the mountain and there is talk that we are going to collaborate to the extent possible with VDOT and Loudoun County. He stated to keep your eyes open on Route 7 and Route 601 for changes coming sooner rather than later to make it safer for everyone.

Chair Ohrstrom stated that in his opinion the only way that the traffic issue could be fixed is by putting in a massive roundabout. Commissioner Bass said that is a new idea and he will make a note about it. He said that there was talk about VDOT doing a detailed study on this but the BOS agreed this is not the time with COVID 19 and we also want the Route 9 project to be completed so we can get back to a normal traffic flow.

Commissioner Glover asked when the traffic study was conducted. He also asked about the area at Shepherds Mill Road. He wanted to know what the options are for this area. Commissioner Bass said that the BOS just received the safety audit and it was done between 2016 to 2018 which is rather dated. He said that a newer study might happen within the next twelve months which will be focused on the top of the mountain. Commissioner Bass said the area on Shepherds Mill Road has multiple options and one is putting down horizontal lines that they call stop lines which are visibility triggers.

Chair Ohrstrom asked if the traffic report is a public document and if it is available. Chair Ohrstrom said it would be nice to see the summary of it and send it to the Planning Commission. Commissioner Bass said that Mr. Stidham is nodding his head that he will send it around to the Planning Commission. Commissioner Kreider asked what the status on the Route 9 project is. Commissioner Bass said that he does not know what the time line is and he asked Mr. Stidham if he knows what the status is. Mr. Stidham said he thought that they were trying to get finished early because of the drop in the traffic pattern but he does not know the exact time.

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

Chair Ohrstrom had nothing to report.

Board of Zoning Appeals (Anne Caldwell)

Commissioner Caldwell had nothing to report.

Mr. Stidham said that Charles Kackley has been on the Board of Zoning Appeals (BZA) for many years and he recently informed us that he is going to resign from the BZA. Mr. Kackley stated given his age and his concern to come to meetings with the COVID 19 he thinks it is time to step down. Mr. Stidham said it will be difficult to replace him. Chair Ohrstrom said that Charles Kackley is a wonderful man.

Historic Preservation Commission (Doug Kruhm)

Commissioner Kruhm was absent.

Conservation Easement Authority (George L. Ohrstrom, II)

Chair Ohrstrom stated that the Conservation Easement Authority (CEA) continues to work on easements. He said that the Smithfield Farm easement is slowly getting done as an agricultural land easement as the Federal program poster child. Vice Chairman Buckley said that this easement is still on going. Chair Ohrstrom said that we are still working on things but we do not have anything to report right now.

Broadband Implementation Committee (Brandon Stidham)

Mr. Stidham stated that the Broadband Implementation Committee met on October 21. He said the committee received an update from Chris Boies (County Administrator) on the status of the CARES Act Funds and it will be used for any broadband projects. Mr. Stidham stated that all of these funds are tied to having projects being completed by the end of the year. He said that it makes it somewhat unrealistic to use for a large infrastructure project. He stated that they did have a conference call with representatives from Shentel to find out what their plans are for Clarke County. He said that they discussed that a new wireless product will be out soon but they could not tell us about a time frame for Clarke County at this point. He said that the next meeting is tentatively scheduled for January 13 at 2:00 pm.

Other Business.

Chair Ohrstrom asked if there is any other business to discuss.

8. Planning Commission Conditional Approval Policy (REVISED DRAFT)

Mr. Stidham stated that a Staff memo on yellow paper has been provided to the Planning Commission. He said this is to follow up from the Commission’s discussion at the November 4 Work Session with requested changes shown in red underlined font. He said that the Commission also talked about if the operating policy should be stored in a permanent location. He Stated that Staff will evaluate whether to incorporate it into a new "Operating Policies" section in the Planning Commission’s By-Laws, which are scheduled to be reviewed at the Commission’s annual organizational meeting in January. He said if the Commission is comfortable with the revised draft policy, Staff recommends that the Commission move to adopt the policy.

Commissioner Caldwell said she thinks it is a very good idea of incorporating the "Operating Policies" into the By-Laws.

Chair Ohrstrom said that he agreed with Commissioner Caldwell to put the "Operating Policies" into the By-Laws.

A motion to approve the Planning Commission Conditional Approval Policy as revised

Motion to Approve Planning Commission Conditional Approval Policy as revised:			
Ohrstrom (Chair)	AYE	Hunt	AYE
Buckley (Vice-Chair)	AYE (Seconded)	Kreider	AYE
Bass	AYE	Kruhm	ABSENT
Caldwell	AYE (moved)	Lee	AYE
Dunning	AYE	Malone	AYE
Glover	AYE		

ADJOURN: Motion to adjourn meeting at 9:35 AM was adopted by consensus.


Randy Buckley, Vice Chair


Debbie Bean (Recording Secretary)