

Clarke County Planning Commission

MINUTES -- Business Meeting

Friday, March 5, 2021 – 9:00 AM

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) | ✓ | Gwendolyn Malone (Berryville) | ✓ |
| Robert Glover (Millwood) | ✓ | Doug Lawrence (BOS alternate) | ✓ ¹ |

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), Jeremy Camp (Senior Planner/Zoning Administrator), and Debbie Bean (Recording Secretary).

ABSENT: Doug Kruhm

CALL TO ORDER:

Chair Ohrstrom called the meeting to order at 9:02 a.m.

1. Approval of Agenda

The Commission voted 10-0-1 to approve the meeting agenda as presented by Staff.

| Motion to approve the Business Meeting agenda as presented: | | | |
|---|-----|---------|----------------|
| Ohrstrom (Chair) | AYE | Hunt | AYE |
| Buckley (Vice-Chair) | AYE | Kreider | AYE (seconded) |
| Bass | AYE | Kruhm | ABSENT |
| Caldwell | AYE | Lee | AYE |
| Dunning | AYE | Malone | AYE (moved) |
| Glover | AYE | | |

2. Approval of February 5, 2021 Business Meeting Minutes

Chair Ohrstrom said he had a correction on page 4 of 12. In the first paragraph in line three it states, “*public hearing for today*” there should be a comma after the word “today.” Commissioner Caldwell said that on page 5 of 12 in the first paragraph on line four the sentence is too long and it should be two sentences. The sentence was changed to two sentences, “*He stated that 7-11 currently has a private septic system and does not know if they need public water and sewer.*”

He did not know whether the private system is too costly to maintain or if they are having issues with it. She stated that on page 6 of 12 in the last paragraph the second sentence from the bottom of the page, the word “there” should be changed to “their.” She said that on page of 9 of 12 in the first paragraph in the second sentence the word toward the end of the sentence, “within this setback” should read “outside this setback.” She stated that in the next paragraph in the second sentence toward the end of the sentence, the word “short” should be “historic.” The Commission agreed to these changes and Chair Ohrstrom called for a motion.

A motion to approve the meeting minutes with the requested edits was approved 9-0-2.

| Motion to approve the February 5, 2021 Business Meeting minutes with requested edits: | | | |
|--|--------------------|---------|-----------------------|
| Ohrstrom (Chair) | AYE | Hunt | AYE |
| Buckley (Vice-Chair) | AYE | Kreider | AYE (seconded) |
| Bass | AYE | Kruhm | ABSENT |
| Caldwell | AYE (moved) | Lee | AYE |
| Dunning | AYE | Malone | ABSTAIN |
| Glover | AYE | | |

Discussion Items

3. Zoning and Subdivision Ordinance Update Project

A. Scheduling and Format for the April 6 Special Meeting

Mr. Stidham stated that the Commissioners expressed an interest in holding a special meeting for the presentation/discussion of the final draft Ordinance and to discuss scheduling final public review meetings. He said that the meeting is tentatively scheduled for Tuesday, April 6 with a time to be determined. He stated that the Commissioners were also interested in having a portion of the meeting designated for Staff to provide a project recap using presentations made at the 2019 joint workshops with the Board of Supervisors. He said that the recap would benefit Commissioners who were not on the Commission when the workshops were held. He stated it would provide a good refresher for all Commissioners.

Mr. Stidham said that Staff has identified two options for the April 6 Special Meeting. One option would be to schedule separate morning and afternoon sessions. The morning session (beginning at 10:00 a.m.) would be Staff’s recap of the project for any Commissioners interested in attending. He said that the afternoon session (beginning at 2:00 p.m.) would be for the final draft presentation and discussion items. He said that another option would be for Staff to provide the project recap at the end of the March 30 Work Session. He stated that under this option, we would only hold a 2:00 p.m. Special Meeting on April 6. He said that Staff anticipates that the project recap will take at least one hour and the final draft presentation/discussion will be around an hour and a half. He said that we are looking for direction from the Commission regarding which scheduling option is preferred.

Mr. Stidham discussed the options with the Commission and it was decided that the background presentation would be held at the March 30 Work Session meeting at 3:00 p.m., and that the

discussion and presentation of the final ordinances will be at the April 2 Business Meeting. He added that there would not be a Special Meeting on April 6.

B. Distribution of Draft Article II – Subdivision Ordinance

Mr. Stidham stated that he going to do a Power Point presentation with the layout of the draft revised Subdivision Ordinance (Version 3). He said he has provided the Commission with the draft revised Subdivision Ordinance and there is a separate document paper clipped to the back which is the conversion chart. He spoke about the major changes in the ordinance. He reviewed the updates in the new Zoning and Subdivision ordinances. He briefly talked about all the sections in the ordinance and commented on the changes in the draft ordinance versus the current version. He said that the legal review was completed in February by Bob Mitchell, County Attorney. Chair Ohrstrom thanked Mr. Stidham for a job well done.

4. Board/Committee Reports

A. Board of Supervisors (Matthew Bass)

Commissioner Bass said that the monument committee met last night and heard from the public but he was only able to stay for about an hour at the meeting. He said that Commissioner Malone can tell you further details about the meeting. He said that there was an article in the paper that we are considering an increase to cigarette tax to forty cents per pack and that would apply only to the unincorporated areas but it will not impact the Town of Berryville. He said that there are some other tax increases that the General Assembly adopted and one is to permit counties to implement transient occupancies and the idea is to generate revenue and not to increase property taxes.

B. Board of Septic & Well Appeals (George Ohrstrom, II)
No report.

C. Board of Zoning Appeals (Anne Caldwell)

Commissioner Caldwell stated that we have received an application from Brian Legge for a variance on the garage in White Post. She said that the public hearing meeting will be scheduled for April. She stated that if anyone would like to attend a Board of Zoning Appeals hearing we have changed our schedule. She said the meetings will now have a defined scheduled monthly meeting on the third Monday of every month in the morning. She stated that if we do not have an application then those meetings will be cancelled.

D. Historic Preservation Commission (Doug Kruhm)
No report.

E. Conservation Easement Authority (George Ohrstrom, II)

Chair Ohrstrom stated we are still waiting to record the Smithfield easement. He said that we had to cancel our awards dinner due to snow but he thinks it will be coming up in a few weeks.

F. Broadband Implementation Committee (Brandon Stidham)

Mr. Stidham said there has been nothing new since last month. He stated that the next meeting is scheduled for April 14 at 2:00 p.m.

Other Business

5. Distribution of Department of Planning 2020 Annual Report

Mr. Stidham said that Staff has provided a copy of the Department of Planning 2020 Annual Report to all the Commissioners for their reference.

Chair Ohrstrom stated the Annual Report is quite a document. He said he found it interesting that the Planning Department is in charge of recyclables.

Commissioner Malone said that at the monument meeting yesterday evening there was about 50 to 75 people at the meeting. She said it was quite a large crowd and about 35 to 40 people spoke but no decision was made. She stated that it was interesting learning a lot about the history and there were people there that were related to the people named on the memorial statute.

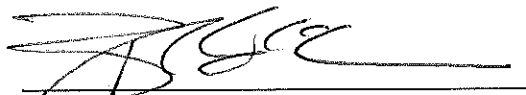
Chair Ohrstrom thanked Commissioner Malone for the information about the meeting. He asked if they will have another meeting in a few weeks to assimilate all of that information.

Commissioner Malone said yes and they will have another meeting on March 11.

Motion to adjourn the meeting at 9:50 a.m. was approved by consensus.



George L. Ohrstrom, II (Chair)



Brandon Stidham (Clerk)