

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 20 February 2020 – 10:00 am
A/B Conference Room, 2nd Floor Government Center

AGENDA

1. Approval of Agenda
2. Approval of Minutes of the meeting of 16 January 2020
3. Bank Account balances
4. Campaign for the Authority
5. Discussion – Kohn Property
6. Easement Donation/Purchase
 - a. Blue Ridge Hunt – DUR purchase
 - b. Potomac Appalachian Trail Club – DUR purchase
7. Report on Applications for Easement Purchase
Motion to go into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property and Section 2.2-3711(A)(7) for consultation with legal counsel regarding specific legal matters requiring the providing of legal advice.

Adjournment - next meeting – Thursday March 19th 10 am

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 16 January 2020 draft

A regular meeting of the Conservation Easement Authority was held at 11:00 am on Thursday 16 January 2020, at the Millwood Country Club, 340 Country Club Lane, Millwood, Virginia.

Present: P. Engel, R. Buckley R. Bacon, B. Byrd, M. Jones, W. Thomas, Terri Catlett
Absent: G. Ohrstrom
Staff: A. Teetor, R. Couch Cardillo

Call to Order: Alison Teetor, Clerk to the Easement Authority, called the meeting to order at 11:00 a.m.

Election of Chairman, Vice Chairman, and Treasurer

Ms. Teetor asked for nominations of Chairman to the Authority. Ms. Thomas nominated Mr. Buckley for the position of Chairman for 2020, Ms. Jones seconded. The Authority voted unanimously to elect Mr. Buckley as Chairman of the Authority for 2020.

Mr. Buckley asked for nominations of Vice Chairman to the Authority. Ms. Thomas nominated Mr. Ohrstrom for the position of Vice Chairman of the Authority for 2020, Mr. Engel seconded. The Authority voted unanimously to elect Mr. Ohrstrom as Vice Chairman of the Authority for 2020.

Mr. Buckley asked for nominations of Secretary/Treasurer to the Authority. Ms. Bacon nominated Mr. Engel for the position of Secretary/Treasurer for the Authority for 2020, Ms. Thomas seconded. The Authority voted unanimously to elect Mr. Engel as Secretary/Treasurer of the Authority for 2020.

Agenda On motion of Ms. Thomas, seconded by Ms. Bacon, the Authority unanimously approved the agenda.

Minutes On motion of Ms. Jones, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of November 21, 2019 with corrections. Ms. Catlett abstained.

Bank Account: Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$279,620 consisting of \$83,137 in the donations account, \$193,349 in stewardship/restricted, and \$3,134 in local funds. Ms. Teetor stated that the attorney's fees and the publication of the year end news appeal letter were the major expenses in December. In addition, Ms. Teetor asked members if they would like to sponsor the VaULT conference again this year. On motion of Mr. Engel, seconded by Ms. Thomas members agreed to sponsor the conference at the \$250 level.

Public Relations: Ms. Cardillo stated that donations 2019 was a very good year for donations, 167 donors contributes \$38,230 and indicates continued success with the program. The end of year appeal alone garnished \$16,910 from 55 donors. The award luncheon honoring Michael Hobert will follow the meeting. Ms. Cardillo is also working on the winter newsletter, top stories will be the year in review and the award winner. She will also be cleaning up the mailing list to remove deceased, add salutations, etc.

Report on Applications for Easement Purchase/Donation

a. Blue Ridge Hunt, Anne McIntosh, agent has applied to the easement authority for approval of an easement donation. The property is located at 1040 Kennel Road approximately 6/10 of a mile south of the intersection with Route 50. The property is identified by Tax Map# 28-A-24A. It consists of 10

acres with an existing pre-1980 house (built in 1961) and 1 DUR. The applicant proposes to retire the remaining DUR.

The property meets 3 of the 4 criteria. The property resource score is 60.61. The applicant is retiring 1 DUR. It is across the road from a VOF easement (Northfield Farm) it is less than 40 acres. Points were given for retiring 1 DUR, being adjacent to an existing easement, having a house built in 1961 that is within the Greenway Rural Historic District and could be a contributing in the future, and being owned by the Hunt for over 50 years. The members discussed the application and asked if the Hunt was a non-profit. They suggested that the applicant may want to consider a DUR purchase to help raise funds. Ms. Teetor will contact Ms. McIntosh to see if they would be interested in the purchase. On motion of Mr. Engel, seconded by Ms. Bacon, members gave preliminary approval to the Blue Ridge Hunt application and asked staff to schedule a site visit. Ms. Jones and Ms. Catlett abstained.

b. Potomac Appalachian Trail Club (PATC) - The PATC, Phil Paschall, agent, has applied to the easement authority for approval of an easement DUR purchase. The property is on Hidden Hollow Lane, off Mount Carmel Road approximately 1.4 miles north of Route 50. The property is identified by Tax Map# 39-A-53. It consists of 59.7 acres with 3 DURs. The applicant proposes to retire the remaining DURs. The property meets all of the 4 criteria. The property resource score is 69.42. The applicant is retiring 3 DURs. It is next to an existing easement and it is more than 40 acres. Points were given for retiring 3 DURs, being adjacent to Appalachian Trail property and an existing easement, and being owned by PATC for between 20 and 30 years. The applicant is a non-profit organization requesting a DUR purchase. Members also discussed what the applicant intended to do with the property and why they want to retire all of the remaining DUR's. Staff was requested to ask the property owner if they would consider retaining 1 DUR.

At the last meeting, members discussed creating a policy for non-profits that would limit DUR purchase offers to \$25,000/DUR. On motion of Mr. Engel, seconded by Ms. Thomas members approved the policy and recommend placing the policy on the next Board of Supervisors meeting for approval.

Adjournment There being no further business, Ms. Thomas moved and Mr. Engel seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday February 20th at 10:00 am. The motion was approved unanimously.

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority

Fund 235 - Conservation Easement Balances

SOY FY20 - Fiscal Year 2020

	Total Fund Balance	Donations	Stewardship/Restricted Funds Account	Local Funds
July Rev/AR	225,880	63,641	154,595	7,644
July Exps/AP		2,034	230	15,000
Aug Rev/AR		-90	-2,109	-500
Aug Exps/AP		10,270	231	-998
Sept Rev/AR		-1,330	0	
Sept Exps/AP		1,920	194	
Oct Rev/AR		-4,770	0	
Oct Exps/AP		1,010	198	
Nov Rev/AR		-4,513	0	-41,676
Nov Exps/AP		2,163	40,401	21,448
Dec Rev/AR		-2,783	0	
Dec Exps/AP		10,629	202	
Jan Rev/AR		-920	0	-910
Jan Exps/AP		7,570	0	3,125
Feb Rev/AR		-790	0	-945
Feb Exps/AP		100	0	
YTD Rev/AR	116,724	35,695	41,455	39,573
YTD Exps/AP	63,458	16,321	2,109	45,028
Adjustments	0			
YTD FUND BALANCE (AR & AP)	279,145	83,015	193,941	2,189

Brenda Bennett:
Transfer from Gen Fund

Brenda Bennett:
CE Stewardship annual state funds

Brenda Bennett:
Coleman-VDACS reimbursement-21,448

Brenda Bennett:
Land Use Rollback Tax- \$3,125.02

VDACS

22,770.73 Expires 12/31/2019 (FY2018)

75,738.77 Expires 12/31/2020 (FY2019)

98,509.50

-20,000.00

-21,448.00

57,061.50

114,123.00 AVAILABLE Estimated YTD BALANCE-VDACS

Anticipated Easement Closings:

Sam & Elizabeth Conrad (estimated)

Alida Coleman-CLOSED-Actual Exp/Rev above

ESTIMATED YTD FUND BALANCE 259,145 83,015 193,941 -17,811

Clarke County:
includes expenses not specifically designated to an easement (including donation, stewardship and monthly Hall, Monahan expenses).

	Appropriated	Actual Expenses	Appropriated Balance Remaining
FY19 Expenditure Appropriations			
General Expenses	45,000	23,402	21,598
Alida Coleman easement	40,000	40,056	-56
	85,000	63,458	0

Through Feb 12, 2020

Conservation Easement Expense Detail - FY20

	Donations	Stewardship	Local Funds
<u>July</u>	90.00 Clarke County Ruritan Club-Ad for Fair catalog <u>90.00</u>	2,000.00 Sophia Dorsey-inspections 109.04 Sophia Dorsey-mileage <u>2,109.04</u>	500.00 Myers & Woods Appraisal Group <u>500.00</u>
<u>August</u>	480.00 Robin Couch Cardillo-summer newsltr & website 450.00 Gloria Marconi Illustration-summer newsltr 400.00 Clarke County Fair-sponsorship-pig scramble <u>1,330.00</u>	<u>0.00</u>	997.50 Hall, Monahan, Engle-Legal svcs for July 2019 <u>997.50</u>
<u>Sept</u>	2,500.00 Clarke County Treas-match for DHR CLG Grant 720.00 Robin Couch Cardillo-summer newsltr & fair 445.00 Winchester Printers-Remittance envelopes 1,011.38 Winchester Printers-Summer '19 newsletter 93.70 BB&T - Postage & Staples <u>4,770.08</u>	<u>0.00</u>	<u>0.00</u>
<u>Oct</u>	800.00 Robin Couch Cardillo-finalize website 537.52 Winchester Printers-Reception Invite mailing 100.00 Gloria Marconi Illustration-convert newsletter forms 1,625.17 Monks BBQ - Thank You Event 450.00 Gloria Marconi Illustration-Fall newsletter 1,000.00 CCHS - Donation to CCHS Athletic Dept <u>4,512.69</u>	<u>0.00</u>	1,620.00 David Leroy - Appraisal 1805 Wrights Mill Rd 40,056.00 CE Purchase - Alida Coleman <u>41,676.00</u>
<u>Nov</u>	1,000.00 Eric W. Wright - Tent rentals 960.00 Robin Couch Cardillo- Fall newsletter 823.47 BMS Direct <u>2,783.47</u>	<u>0</u>	<u>0.00</u>
<u>Dec</u>	720.00 Robin Couch Cardillo-CE svcs for year end 200.00 Gloria Marconi Illustration-EOY appeal letter <u>920.00</u>	<u>0</u>	910.00 Hall, Monahan, Engle-Legal svcs for Nov 2019 <u>910.00</u>
<u>Jan</u>	34.75 Crown Trophy-engraved plates 400.00 Robin Couch Cardillo-prepare land conservation 355.00 Locke Store-CEA Award Luncheon <u>789.75</u>	<u>0</u>	944.61 Winchester Printers-Annual appeal letter <u>944.61</u>
<u>Feb</u>	1,125.34 Robin Couch Cardillo-Jan services <u>1,125.34</u>	<u>0</u>	<u>0.00</u>
YTD Totals	Donations <u><u>16,321</u></u>	Stewardship <u><u>2,109</u></u>	Local Funds <u><u>45,028</u></u>



ROBIN COUCH CARDILLO

February 13, 2020

Clarke County Conservation Easement Authority
Fundraising Report
February 2020 meeting

Donor Statistics

See attached Master Report

- 2020 total: \$1,590.00 from 12 donations

Ongoing

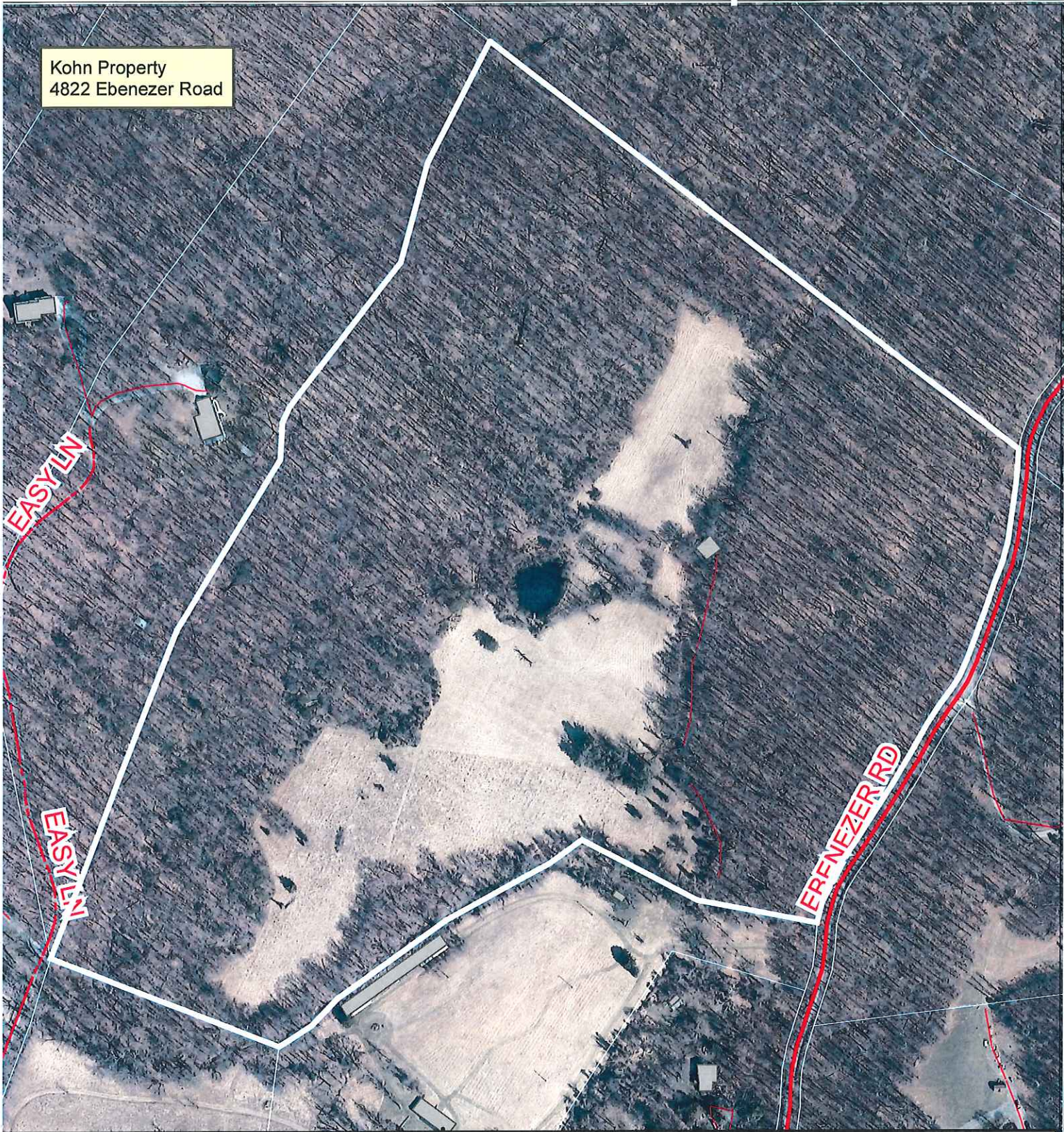
-Winter newsletter

- In process: Year in Review (easement stats, highlights); Hobert as award winner; Smithfield Farm grant?

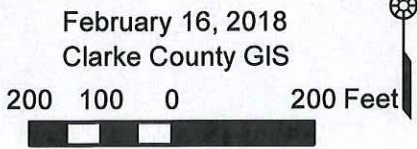
-Potential special appeal

- Improvement funds for nature park on former Kohn property

Kohn Property
4822 Ebenezer Road



Clarke County Easement Authority
Melvin Kohn
32-((A))-75, 50 acres



February 16, 2018
Clarke County GIS

Legend

- Parcel Boundary
- River/Lake/Pond
- Public Road
- Private Road

Location Map



MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: February 14, 2020
SUBJECT: Application for DUR purchase – Blue Ridge Hunt

The Blue Ridge Hunt, Anne McIntosh, agent originally applied to the easement authority for approval of an easement donation, they have since realized they may qualify for a DUR purchase. The property is located at 1040 Kennel Road approximately 6/10 of a mile south of the intersection with Route 50. The property is identified by Tax Map# 28-A-24A. It consists of 10 acres with an existing pre-1980 house (built in 1961) and 1 DUR. The applicant proposes to retire the remaining DUR.

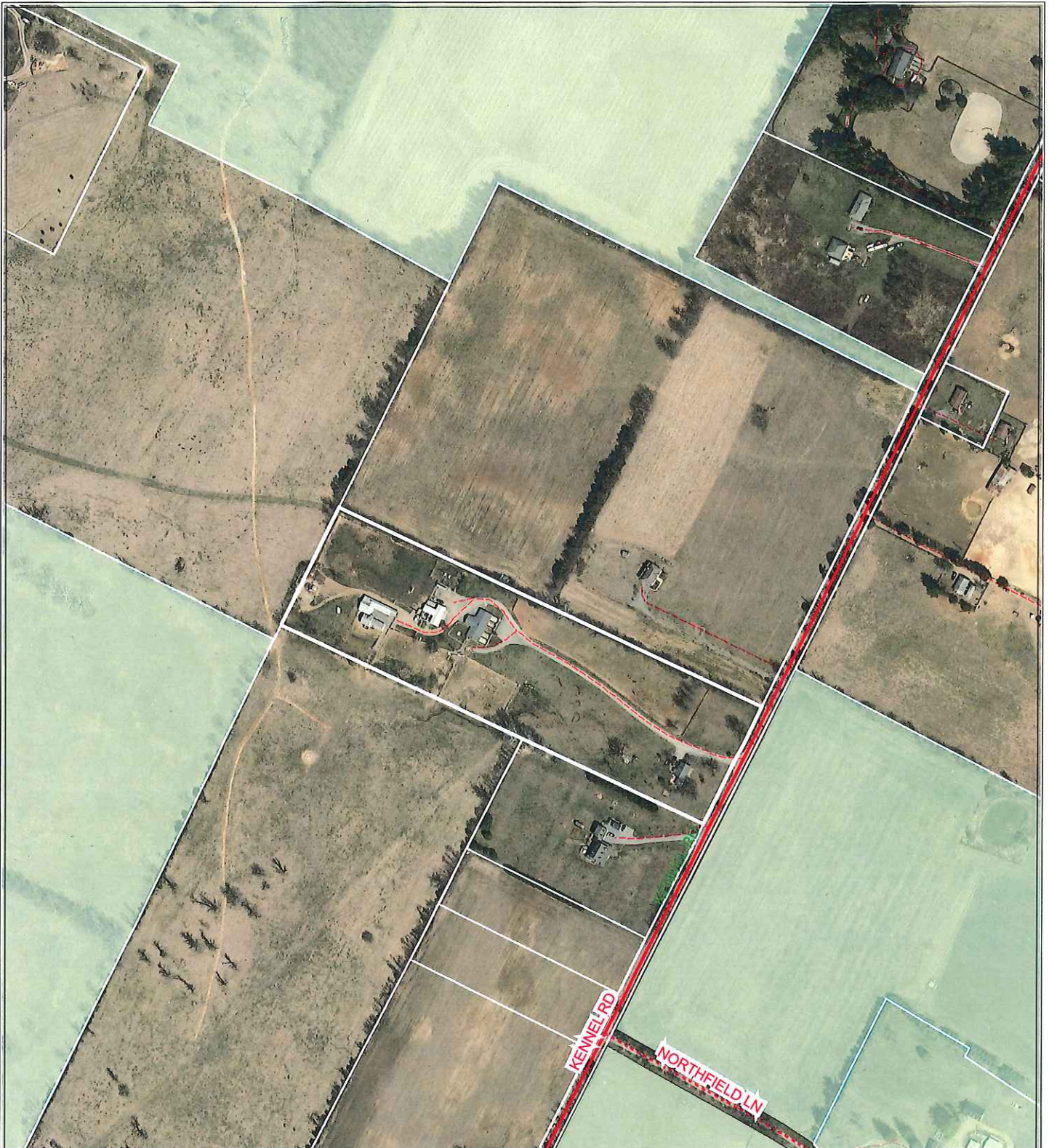
The parcel is zoned AOC and is not currently in use value taxation, but is eligible, in accord with the Commissioner of Revenue's requirements, then a DUR purchase may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The property meets 3 of the 4 criteria. The property resource score is 60.61. The applicant is retiring 1 DUR. It is across the road from a VOF easement (Northfield Farm) it is less than 40 acres. Points were given for retiring 1 DUR, being adjacent to an existing easement, having a house built in 1961 that is within the Greenway Rural Historic District and could be a contributing in the future, and being owned by the Hunt for over 50 years.

Recommendation

Discuss in closed session.



Blue Ridge Hunt
 Tax Map# 38-A-1
 10 acres, 1 DUR, 1 exempt.



200 100 0 200 Feet



Clarke County GIS
 October 31, 2019



-  Parcel Boundary
-  Public Road
-  Private Road
-  Scenic Byway
-  Conservation Easement

Location Map



Aerial Imagery 2015 Commonwealth of Virginia

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: February 14, 2020
SUBJECT: Application for easement DUR purchase – PATC, Phil Paschall, agent

The Potomac Appalachian Trail Club (PATC), Phil Paschall, agent, has applied to the easement authority for approval of an easement DUR purchase. The property is on Hidden Hollow Lane, off Mount Carmel Road approximately 1.4 miles north of Route 50. The property is identified by Tax Map# 39-A-53. It consists of 59.7 acres with 3 DURs. The applicant proposes to retire the remaining DURs.

The parcel is zoned FOC and is not currently in use value taxation, but is eligible for use value taxation, in accord with the Commissioner of Revenue's requirements, then a purchase may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The property meets all of the 4 criteria. The property resource score is 69.42. The applicant is retiring 3 DURs. It next to an existing easement and it is more than 40 acres. Points were given for retiring 3 DURs, being adjacent to Appalachian Trail property and an existing easement, and being owned by PATC for between 20 and 30 years.

At the last meeting members recommended a policy change to limit the amount offered to non-profits to a maximum of \$25,000 per DUR retired. The policy will be considered for adoption at the Board of Supervisors February 18th meeting.

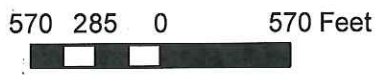
Recommendation
Discuss in closed session.



Potomac Appalachian Trail Conservancy
 Tax Map# 39-A-53
 59.7 acres, 3 DURs



Clarke County GIS
 November 14, 2019



- — — Appalachian_Trail
- Appalachian Trail properties
- · - · - Intermittent Stream
- Perennial Stream
- Public Road
- - - Private Road
- Parcel Boundary

Location Map

