

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 19 September 2019 – 10:00 am
A/B Conference Room, 2nd Floor Government Center

AGENDA

1. Approval of Agenda
2. Approval of Minutes of the meeting of 18 July 2019
3. Bank Account balances
4. Campaign for the Authority
5. Easement Donation/Purchase
 - a. Ann Brown – Poulshot – DUR purchase
 - b. Licking Valley Construction – DUR Purchase
 - c. Sam & Elizabeth Conrad – DUR purchase
 - d. Coleman – DUR purchase
6. 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 October 17th 10 am

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 18 July 2019 draft

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 18 July 2019, in the A/B conference room, 2nd Floor Government Center.

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

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

Minutes On motion of Mr. Ohrstrom, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of June 20, 2019.

Bank Account: Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$226,769 consisting of \$64,806 in the donations account, \$154,319 in stewardship, and \$7,644 in local funds.

Public Relations: Ms. Cardillo stated that donations are slowing down but still trickling in. She is working on the summer newsletter and plans to do a story on the summer intern, Sophia Dorsey, who is completing her third year conducting inspections. Hopefully the story will encourage new applicants next year. She asked members for ideas for a landowner interview. She suggested Randy Sprouse who had participated in the workshop. Mr. Buckley opined that he might be good but that his experience was a little different than most as he sold the property immediately after placing it in easement. He suggested that maybe we could do a story on a family or individual who placed land in easement in the 70's or early 80's. Ms. Teetor will look back and see if who might be available. The donor appreciation dinner is scheduled for October 4th at Camden. Mr. Ohrstrom said he would arrange for Monk's Barbeque to cater the dinner. Ms. Cardillo thanked him and also thanked him for paying for the workshop dinner and drinks. All members were very appreciative of his generosity. Mr. Ohrstrom stated that Mr. Buckley had also contributed. Ms. Walker suggested that one of Ginger Reuling's bird houses could be actioned along with fall mums. Ms. Cardillo also asked the group about participating in the upcoming County fair to see if any changes needed to be made. Members agreed that the current advertising, banners, and display seemed to be effective. Ms. Cardillo stated she also plans to finish up the website and put it online in August.

Report on Applications for Easement Purchase

a. Ann Brown – Ms. Brown has applied to place an easement on her farm, known locally as Poulshot. The property is located at 1489 Millwood Road approximately ½ mile west of the intersection with Bishop Meade Road. The property is identified by Tax Map# 29-A-16A. It consists of 34 acres with an existing pre-1980 house (built in 1953) and 2 DURs. The applicant proposes to retire both the remaining DURs. The property meets 2 of the 4 criteria. The property resource score is 74.9. The applicant is retiring 2 DURs. It is not next to an existing easements and it is less than 40 acres. Points were given for retiring 2 DURs, having frontage on Millwood Road, a state scenic byway, having

21 acres in the within Prospect Hill Spring drainage basin, having 2/10 of a mile of stream frontage on Page Brook, and having two structures that are contributing in the Chapel Rural Historic District. Ms. Brown originally applied under the DUR purchase program but is consulting with her financial advisors to determine if a donation would be better for her. On motion of Mr. Ohrstrom, seconded by Ms. Thomas members gave preliminary approval and requested staff to schedule a site visit.

b. Licking Valley Construction Company, Bo Welch agent Licking Valley Construction, Bo Welch, agent, has applied to the easement authority for approval of an easement DUR purchase. The properties are located in the 2200 block of Frogtown Road, approximately 1 mile south of the intersection of Frogtown Road and Morgans Mill Road. There are 2 parcels Tax Map# 32-5-4 is 13 acres, Tax Map# 32-5-7 is 9.9 acres. Each has 2 DURs and are vacant. The applicant proposes to retire one DUR on each parcel leaving 1 DUR remaining on each parcel. A site visit was conducted on July 11th. This item will be discussed in closed session.

c. Sam & Elizabeth Conrad – this item will be discussed in closed session.

d. Alida Coleman – this item will be discussed in closed session.

On motion of Mr. Ohrstrom, seconded by Ms. Thomas the Authority unanimously approved going 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. On motion of Mr. Ohrstrom, seconded by Ms. Thomas, the Authority unanimously approved reconvening in Open Session. Mr. Ohrstrom moved, seconded by Ms. Thomas, to certify that to the best of the member’s knowledge:

- (i) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et sec., of the Code of Virginia, as amended, pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property, and
- (ii) only such public business matters as were identified in the motion by which the Closed meeting was convened were heard, discussed, and considered in the meeting by the Authority. The vote on the above motion was:

Ms. Byrd	Absent	Ms. Bacon	Absent	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Absent	Ms. Catlett	Aye		

Mr. Conrad was present to discuss his ideas for a business on the property proposed for the easement. The County amended it’s zoning ordinance in 2017 to permit Farm Machinery Sales and Service as a permitted use in the AOC zoning district. Requirements include:

1. Approval of a site development plan by the Planning Commission per Article 6 shall be required;
2. The property is located shall have frontage on a Federal primary highway (US 340, US 522, US 50/17, 7);
3. The total floor area of the building or buildings used for farm machinery sales and service shall not exceed 11,999 square feet without an approved special use permit.
4. All service activities shall be conducted within an enclosed building.

5. No outdoor storage shall be permitted. Outdoor display of machinery shall be permitted within the building envelope and shall be designated on the site plan.

6. Service and repair activities shall be limited to farm machinery and equipment including but not limited to farm tractors, combines, harvesters, and the like. No service or repair of automobiles, heavy trucks, or other motor vehicles shall be permitted.

Members discussed the proposal to determine if the business would be considered too intensive for an eased property. The current deed template restricts the size of individual farm buildings to 4,500 square feet with specific approval from the Easement Authority. Approval is based primarily on how visible the building would be from roads or other properties. Members asked Mr. Conrad if he would be willing to locate the building behind the house and if he thought he would need a structure larger than 4,500 sq. ft.. Mr. Conrad stated that he would not be opposed to locating the building behind the house and pointed to an area behind a treeline on the aerial photo. He did request that he be permitted to locate a piece of farm equipment or other like display as advertising for the building. He also stated that he was fine with a 4,500 sq. ft. building but may want to build one for the shop and another for his personal use and equipment. Ms. Teetor stated that parcels under 15 acres are permitted up to 15,000 sq. ft. of structural improvements, this includes existing structures. The Property currently has approximately 2,500 sq. ft. of improvements. Another question was whether Mr. Conrad had talked to VDOT about the entrance, as there could be a requirement for a turn lane that could be expensive to construct. Mr. Conrad stated he had not been in contact with VDOT.

On motion of Mr. Ohrstrom, seconded by Ms. Thomas members approved the potential business with the following conditions:

- 1) A building restriction line be located in front of the house to prevent any the location of any large building (> 1,000 sq ft)
- 2) The appraisal will be paid up front by the Easement Authority provided that the Authority is reimbursed at closing
- 3) There is limited outdoor display (to be outlined in the deed of easement)

On motion of Mr. Ohrstrom, seconded by Ms. Thomas the Authority unanimously voted to give final approval to Licking Valley Construction. The applicant applied for a DUR purchase, however based on the 3 year average adjusted gross income members asked staff to encourage the applicant to encourage an easement donation. For the parcels identified by Tax Map# 32-5-4 and 32-5-7.

On motion of Mr. Ohrstrom, seconded by Ms. Thomas members approved payment for an appraisal for Alida Coleman, Tax Map# 6-A-6.

Adjournment There being no further business, Ms. Thomas moved and Mr. Ohrstrom seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday August 15th 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 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	0	-998
Sept Rev/AR		-1,330		
Sept Exps/AP		425	0	0
YTD Rev/AR	27,959	12,729	230	15,000
YTD Exps/AP	5,027	1,420	2,109	1,498
Adjustments	0			
YTD FUND BALANCE (AR & AP)	248,812	74,950	152,716	21,147

Brenda Bennett:
 Transfer from Gen Fund

VDACS

22,770.73	Expires 12/31/2019 (FY2018)
75,738.77	Expires 12/31/2020 (FY2019)
98,509.50	
-20,000.00	
-20,000.00	
58,509.50	

Anticipated Easement Closings:

Sam & Elizabeth Conrad (estimated)

Alida Coleman (estimated)

ESTIMATED YTD FUND BALANCE 208,812 74,950 152,716 -18,854 AVAILABLE Estimated YTD BALANCE-VDACS

FY19 Expenditure Appropriations	Appropriated	Actual Expenses	Appropriated Balance Remaining
General Expenses	45,000	5,027	39,973
			0
			0
	45,000	5,027	0

Clarke County:
 includes expenses not specifically
 designated to an easement (including

Through Sept 11, 20219

Conservation Easement Expense Detail - FY20

	Donations	Stewardship	Local Funds
<u>JULY</u>	90.00 Clarke County Ruritan Club-Ad for Fair catalog	2,000.00 Sophia Dorsey-inspections 109.04 Sophia Dorsey-mileage	500.00 Myers & Woods Appraisal Group
	<u>90.00</u>	<u>2,109.04</u>	<u>500.00</u>
<u>AUGUST</u>	480.00 Robin Couch Cardillo-summer newstr & website 450.00 Gloria Marconi Illustration-summer newstr 400.00 Clarke County Fair-sponsorship-pig scramble	0.00	997.50 Hall, Monahan, Engle-Legal svcs for July 2019
	<u>1,330.00</u>	<u>0.00</u>	<u>997.50</u>
<u>Sept</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

YTD Totals

Donations 1,420
Stewardship 2,109
Local Funds 1,498

July 02, 2019

Conservation Easement Authority
524 Westwood Road
Berryville, VA 22611

Dear Mrs. Teetor

High school athletics is an exciting time in the lives of many of our youth. Clarke County High School seeks to insure that our student-athletes focus on sportsmanship, respect, and healthy competition in scholastic competition. It is a great pleasure for our school and community to watch our student-athletes grow and be successful not only in the academic classroom but also on the athletic fields.

Please remember the CCHS Athletic Department "Sponsors" program supplements the various needs of our student athletes. Over the years the banner sponsorships have been a fabulous way in which the local community has had a direct link to sponsor Clarke County athletics. This is a fantastic form of advertisement as the entire community turns out to watch our "top-notch" teams and will also view your advertisement banner placed at our venue.

Clarke County has a long history of rallying around its stellar young men and women and we are confident our community will continue that tradition. If we can count on you to be a sponsor this year, please indicate your level of support on the enclosed form. If you have any questions, please feel free to contact me @ 540-955-6130 x 7456 or email childsc@clarke.k12.va.us.

Thank you for your support.

Regards,



Mr. Casey Childs
Athletic Director



3' x 6' SPONSORSHIP BANNERS

Banner Prices:

- 1 Sport/Playing Season -- \$ 300.00 Junior Varsity Level
- 2 Sports/Playing Seasons -- \$ 500.00 Varsity Level
- 3 Sports/Playing Seasons -- \$ 750.00 All-Star Level
- Full Coverage** -- **\$ 1,000.00 Most Valuable Patron Level**
(Every event site/entire school year)

Our seasons/banner sites are as follows:

- FALL Football, Volleyball
- WINTER Basketball, Wrestling
- SPRING Baseball, Softball, Soccer, Track

We will recognize all banner sponsors with an eighth of a page ad in the Football Program at no additional cost. We hope you will give us the opportunity to display a banner showing your support of Clarke County High School Athletics. Please indicate in the space below, the level of sponsorship you wish. *If you are interested in putting an ad on our athletic website, please contact Casey Childs @ childsc@clarke.k12.va.us.*

I would like to be a sponsor at the _____ level.

Please display my banner at the following event site/s: _____

If you do not wish to purchase a banner, but would like to make a donation to the program, your donation will be much appreciated.

Print your business name, address, telephone number, and e-mail address on the form below, as you would like it to appear on your promotional banner. You may use up to 4 lines, but 3 lines are recommended for maximum visibility. The sign will be white with navy lettering. Custom logos are available at an additional cost of \$ 50.00. If you wish to have a custom logo, please attach your artwork or business card and it will be reproduced as nearly as possible to the original you submit, in the same white background with navy print. The printer will determine the size of the logo and positioning.

Business Name: _____

Business Address: _____

Business Phone: _____

Fourth Line (if any): _____

E-mail address: _____



ROBIN COUCH CARDILLO

September 12, 2019

Clarke County Conservation Easement Authority
Fundraising and Public Relations Report
September 2019 meeting

Donor Statistics

See attached Master Report

- 2019 total to date: \$16,686.00 from 82 donations

Ongoing

-Summer newsletter

- Mailed; features Susi Bailey

-Donor Appreciation Dinner

- October 4, 2019, 6:00-8:00 pm
- Invitations mailed to donors and landowners (442 addresses)
- Auction or raffle a birdhouse?

-Fall newsletter

- Goes to all Clarke County landowners
- Profile potential – Smithfield?
- News – VDACS ceremony

-End-of-year Appeal

- Content with urgency – How will Authority be limited without donations? What critical need do these donations fill?

Fundraising Results: Clarke County Conservation Easement Authority

As of September 12, 2019

Amount	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
# Donations	115	161	208	209	203	195	181	200	169	158	164	169	169	82
YE Donor Appeal	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
YE Donor Appeal Amount	\$8,465	\$8,310	\$8,477	\$10,134	\$8,376	\$12,815	\$7,250	\$15,706	\$17,635	\$47,003	\$15,665	\$7,577	\$16,755	
Donor Respondents	73	59	87	86	76	68	50	69	51	61	47	48	58	
YE Prospect Amount	\$2,115	\$2,115	\$425				\$40		\$1,650	\$104		\$325	\$2,200	
Prospect Respondents	24	24	7				1		3	2		3	4	
Winter Newsletter	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dollar Amount	\$2,700	\$2,700	\$2,700	\$2,065	\$2,865	\$2,126	\$3,611	\$4,805	\$3,335	\$2,700	\$2,228	\$2,815	\$4,920	\$2,668
Respondents	23	23	23	27	32	21	32	39	26	25	29	39	29	32
Spring Newsletter	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Donor: Dollar Amount	\$3,775	\$455	\$2,074	\$5,820	\$2,810	\$2,520	\$3,415	\$1,975	\$3,705	\$3,420	\$2,725	\$2,810	\$1,600	\$2,500
Donor: Respondents	35	5	19	38	26	27	32	28	26	27	19	23	15	23
Taxpayer Spring Newsletter: Dollar Amt	\$2,200	\$2,200	\$940	\$460	\$450	\$825	\$765	\$165	\$1,380	\$100	\$75	\$1,150	\$550	\$2,045
Spring Newsletter: Respondents	16	16	19	10	4	11	5	4	9	1	3	8	3	6
Summer Newsletter	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dollar Amount	\$2,370	\$2,370	\$2,020	\$1,330	\$1,883	\$2,735	\$1,580	\$5,040	\$3,215	\$1,927	\$2,115	\$3,110	\$4,480	\$560
Respondents	20	20	27	22	33	26	21	22	27	22	28	20	38	7
Fall Newsletter	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Donor: Dollar Amount	\$2,210	\$2,210	\$765	\$260	\$7,300	\$2,946	\$4,630	\$2,660	\$2,325	\$1,250	\$600	\$3,870	\$220	
Donor: Respondents	12	12	5	7	25	26	30	27	14	3	6	11	4	
Taxpayer Fall Newsletter: Dollar Amt	\$1,430	\$1,430	\$90	\$1,405	\$65	\$605	\$715	\$240	\$760		\$325	\$1,200	\$100	
Fall Newsletter: Respondents	25	25	4	8	2	8	9	5	5		5	4	1	
Over the Transom	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dollar Amount	\$3,380	\$3,380	\$3,380	\$4,175	\$1,900	\$868	\$1,457	10,500	\$1,550	\$257	\$362	\$2,230.00	\$3,970	8665
Donor Respondents	17	17	17	11	5	6	2	2	2	3	12	7	17	10
Donor Thank-You Party	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dollar Amount	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105
Donor Respondents	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Photo Revenue					\$747	\$57	\$67				\$	20	\$304	\$248 (4)
Notecards														
Gift-in-Kind (admin work donated by Kate Petracech)						\$346	\$473	\$469						

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: September 11, 2019
SUBJECT: Application for easement donation or DUR purchase – Ann Brown

Ann Brown has applied to the easement authority for approval of an easement DUR purchase. The property is located at 1489 Millwood Road approximately ½ mile west of the intersection with Bishop Meade Road, and is locally known as Poulshot. The property is identified by Tax Map# 29-A-16A. It consists of 34 acres with an existing pre-1980 house (built in 1953) and 2 DURs. The applicant proposes to retire the remaining DURs.

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 donation may be considered if at least two of the following four guidelines are met:

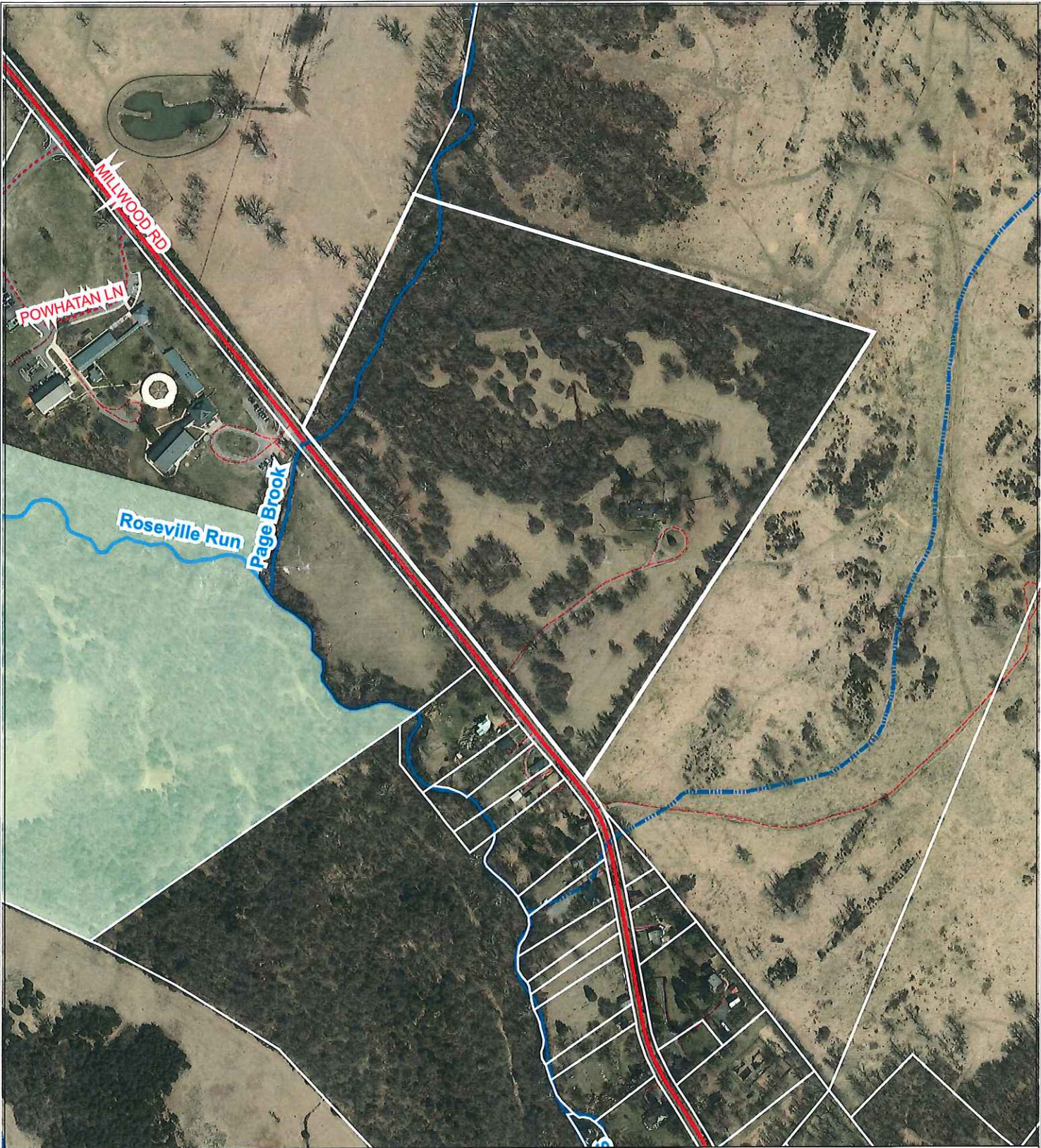
- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The property meets 2 of the 4 criteria. The property resource score is 74.9. The applicant is retiring 2 DURs. It is not next to an existing easements and it is less than 40 acres. Points were given for retiring 2 DURs, having frontage on Millwood Road, a state scenic byway, having 21 acres in the within Prospect Hill Spring drainage basin, having 2/10 of a mile of stream frontage on Page Brook, and having two structures that are contributing in the Chapel Rural Historic District. A site visit was conducted on September 10th.

Recommendation

The applicant is meeting with tax credit brokers to determine if they want to donate the easement or do a DUR purchase. No action is requested at this time.

✓



Poulshot Properties, LLC
Tax Map# 29-A-16A
34 acres, 1 ext. house, 2 DURs



Clarke County GIS
July 2, 2019



- Conservation Easement
- Intermittent Stream
- Perennial Stream
- Public Road
- Private Road

Location Map



Aerial Imagery 2015 Commonwealth of Virginia

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: September 12, 2019
SUBJECT: Application for easement donation or DUR purchase – Sam & Elizabeth Conrad

Sam & Elizabeth Conrad have applied to the easement authority for approval of an easement DUR purchase. The property is located at 13869 Lord Fairfax Highway (Route 340) approximately 6/10 of a mile north of the intersection with White Post Road. The property is identified by Tax Map# 28-A-24A. It consists of 14.9 acres with an existing pre-1980 house (built in 1956) and 1 DUR. The applicant proposes to retire the remaining DUR.

The property meets 3 of the 4 criteria. The property resource score is 73.5. The applicant is retiring 1 DUR. It is surrounded by existing easements, (Buckley, Joe Sipe, Thompson) it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Route 340, a primary highway, frontage on the railroad, having land in the groundwater recharge area, having a house built in 1956 that is within the Greenway Rural Historic District and could be a contributing in the future. A site visit was conducted June 10, 2019.

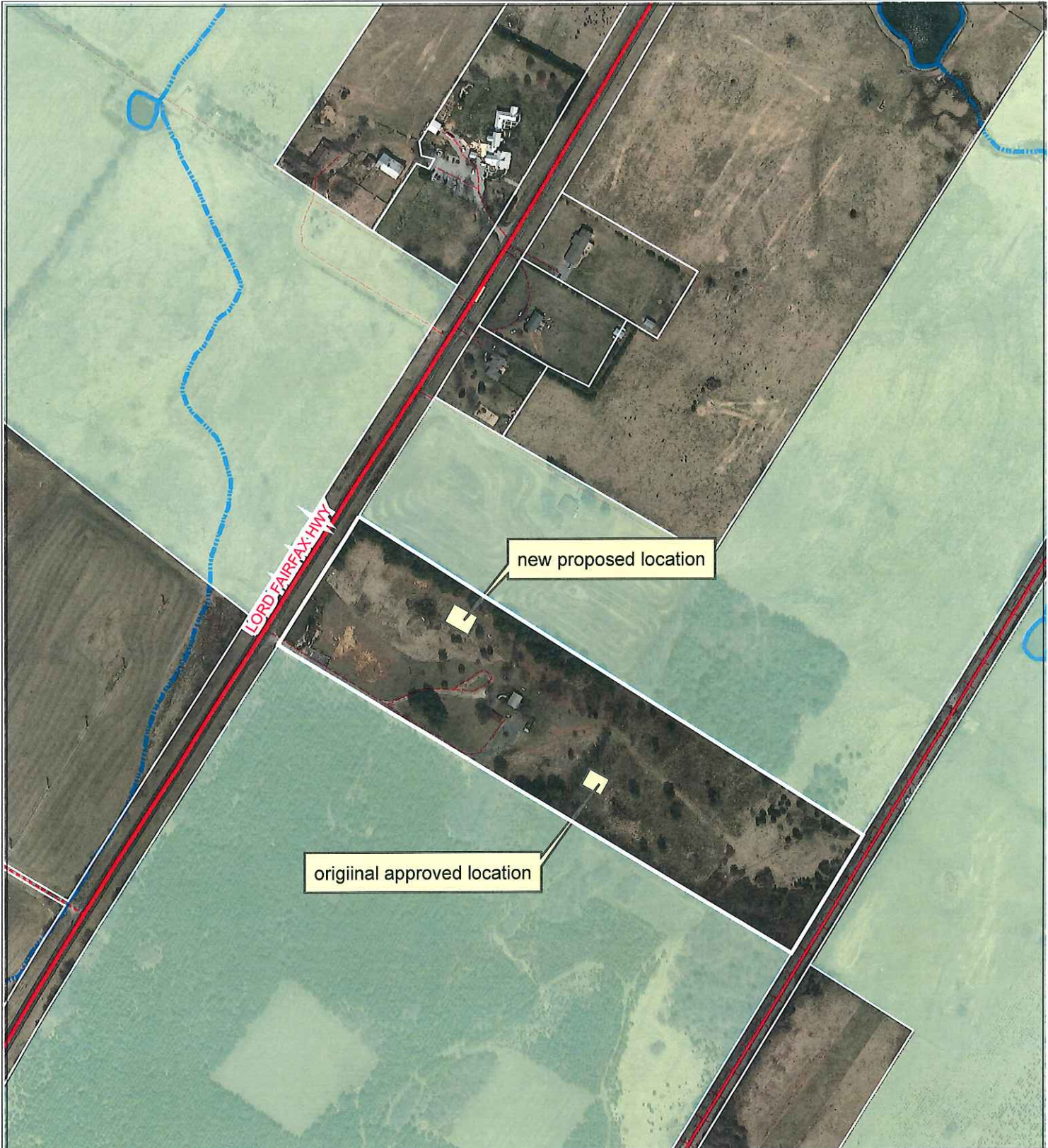
At the July meeting, Mr. Conrad was present to discuss his ideas for a business on the property. The County zoning ordinance permit Farms Machinery Sales and Service as a permitted use in the AOC zoning district. Members discussed the proposal to determine if the business would be considered too intensive for an eased property. The current deed template restricts the size of individual farm buildings to 4,500 square feet with specific approval from the Easement Authority. Approval is based primarily on how visible the building would be from roads or other properties.

Members asked Mr. Conrad if he would be willing to locate the building behind the house and if he thought he would need a structure larger than 4,500 sq. ft.. Mr. Conrad stated that he would not be opposed to locating the building behind the house and pointed to an area behind a treeline on the aerial photo. He did request that he be permitted to locate a piece of farm equipment or other like display as advertising for the building. He also stated that he was fine with a 4,500 sq. ft. building but may want to build one for the shop and another for his personal use and equipment.

On motion of Mr. Ohrstrom, seconded by Ms. Thomas members approved the potential business with the following conditions:

- 1) A building restriction line be located in front of the house to prevent any the location of any large building (> 1,000 sq ft)
- 2) The appraisal will be paid up front by the Easement Authority provided that the Authority is reimbursed at closing
- 3) There is limited outdoor display (to be outlined in the deed of easement)

Since the July meeting, Mr. Conrad has requested that a 4,800 square foot building be permitted in the front yard. As indicated on the attached map.



Sam & Elizabeth Conrad
 Tax Map# 28-A-24A
 14.9 acres, 1 ext. dwl., 1 DUR



280 140 0 280 Feet



Clarke County GIS
 May 2, 2019



- Conservation Easement
- Intermittent Stream
- Perennial Stream
- Public Road
- Private Road

Location Map



Aerial Imagery 2015 Commonwealth of Virginia