

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 19 December 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 21 November 2019
3. Bank Account balances
4. Campaign for the Authority
5. Easement Donation/Purchase
 - a. Blue Ridge Hunt – easement donation – new application
 - b. Sally Neff – easement donation
 - c. Potomac Appalachian Trail Club – DUR purchase
 - d. Sam & Elizabeth Conrad – 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 January 16th 10 am

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 21 November 2019 draft

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 21 November 2019, in the A/B conference room, 2nd Floor Government Center.

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

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

Minutes On motion of Ms. Jones, seconded by Ms. Bacon, the Authority unanimously voted to approve the minutes of September 19, 2019 with minor corrections.

Bank Account: Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$221,474 consisting of \$67,416 in the donations account, \$153,140 in stewardship/restricted, and \$919 in local funds. Ms. Teetor stated that the closing for Alida Coleman was the was the large expense this month, other expenditures were for the newsletter.

Public Relations: Ms. Cardillo stated that donations are picking up with 101 donors contributing over \$19,000 in funds. She is working on the year-end appeal that will be mailed after Thanksgiving. She also asked members to begin thinking about possible recipients for the 2019 Land Conservation Award. After discussion members suggested Harry Benham who has provided legal council and guidance pertaining to easements for many clients, in addition to placing his 242 acre farm in easement in 2011. Ms. Teetor will call Mr. Benham to see if he is available in January.

Report on Applications for Easement Purchase/Donation

a. Sally and Luke Neff – The Neffs have applied to donate an easement on their properties. The property is located in the 7200 Block of Howellsville Road. The property currently consists of 3 1 acre parcels identified as Tax Map#'s 37A2-7-8, 9, &10. Each lot has 1 DUR. The applicant proposes merge the lots into one parcel and retire two of the three remaining DURs. The property meets 3 of the 4 criteria. The property resource score is 46.8. The applicant is retiring 2 DURs. It is across the road from an existing easement and it is less than 40 acres. Points were given for retiring 2 DURs. The parcel offers protection of a significant natural feature -- having frontage on the Shenandoah River. On motion of Mr. Ohrstrom, seconded by Ms. Bacon members gave preliminary approval and asked staff to schedule a site visit.

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 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. There is a policy is to offer payment of up to 25% of the value of the easement for appraisal

purchase easements but no current policy for non-profits wanting a DUR purchase. Members discussed adopting a policy that would limit offers to non-profits at \$25,000/DUR. This would have to be approved by the Board as well. They also asked if the PATC was able to take advantage of tax credits. Ms. Teetor will ask Mr. Paschall. On motion of Mr. Ohrstrom, seconded by Ms. Thomas members gave preliminary approval and asked staff to schedule a site visit.

c. Sam & Elizabeth Conrad – Mr. Conrad has indicated he would like to move forward with the original plan to put the machine shed behind the house. Ms. Teetor will speak with the appraisal to see if he thinks the bank will approve the easement.

d. Alida Coleman – The easement was recorded on November 7th.

e. Rolling Ridge Foundation – Ms. Teetor placed the easement donation on the Board consent agenda and it was approved. The Foundation is working on transferring the property from the Appalachian Trail Conservancy and then simultaneously recording the transfer and easement. It is anticipated that the closing will occur late spring.

f. Ann Brown – Poulshot – Ms. Teetor spoke to Ms. Brown earlier this week and she has not made any progress on deciding on an easement purchase or donation.

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 December 19th at 10:00 am. The motion was approved unanimously.

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority



ROBIN COUCH CARDILLO

December 12, 2019

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

Donor Statistics

See attached Master Report

- 2019 total to date: \$21,310.00 from 111 donations

Ongoing

-End-of-year Appeal

- Mailed

-Wingate Mackay-Smith Land Conservation Award

- Nominee – Michael Hobert (pending)
- Logistics
 - Thursday, Jan 16, 11:00 a.m. regular meeting and 12:00 lunch with award ceremony
 - Millwood Country Club, Locke Store for lunch
 - Birdhouse gift
 - When confirmed, invitation to county VIPs, media

-Mailing list clean-up

- Mailed

-Fall newsletter print quality

FY2020

SOY FY20 -

Fiscal Year 2020

	Total Fund Balance	Donations	Stewardship/Restricted Funds Account	Local Funds
	225,880	63,641	154,595	7,644
July Rev/AR		2,034	230	15,000
July Exps/AP		-90	-2,109	-500
Aug Rev/AR		10,270	231	
Aug Exps/AP		-1,330	0	-998
Sept Rev/AR		1,920	194	
Sept Exps/AP		-4,770	0	0
Oct Rev/AR		1,010	0	
Oct Exps/AP		-4,513	0	-41,676
Nov Rev/AR		2,129	40,209	21,448
Nov Exps/AP		-2,783	0	0
Dec Rev/AR		1,085	0	
Dec Exps/AP		-920	0	-910
YTD Rev/AR	95,759	18,447	40,863	36,448
YTD Exps/AP	60,599	14,406	2,109	44,084
Adjustments	0			
YTD FUND BALANCE (AR & AP)	261,040	67,682	193,349	9

Brenda Bennett: Transfer from Gen Fund

Brenda Bennett: CE Stewardship annual state funds

Brenda Bennett: Coleman-VDACS reimbursement-21,448

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

-20,000.00

Anticipated Easement Closings:

Sam & Elizabeth Conrad (estimated)

Alida Coleman-CLOSED-Actual Exp/Rev above

ESTIMATED YTD FUND BALANCE

241,040

67,682

193,349

-19,992

114,123.00 AVAILABLE Estimated YTD BALANCE-VDACS

	Appropriated	Actual Expenses	Appropriated Balance Remaining
FY19 Expenditure Appropriations			
General Expenses	45,000	20,543	24,457
Alida Coleman easement	40,000	40,056	-56
	85,000	60,599	0

Clarke County:

Includes expenses not specifically designated to an easement (including donation, stewardship and monthly Hall, Monahan expenses).

Through Dec 11, 2019

Conservation Easement Expense Detail - FY20

	Donations	Stewardship	Local Funds
July	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>
August	480.00 Robin Couch Cardillo-summer newsitr & website 450.00 Gloria Marconi Illustration-summer newsitr 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>
Sept	2,500.00 Clarke County Treas-match for DHR CLG Grant 720.00 Robin Couch Cardillo-summer newsitr & 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>
Oct	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>
Nov	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>
Dec	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>
YTD Totals	Donations <u>14,406</u>	Stewardship <u>2,109</u>	Local Funds <u>44,084</u>

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: December 10, 2019
SUBJECT: Application for easement donation – Blue Ridge Hunt

The 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 north of the intersection with White Post Road. 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.

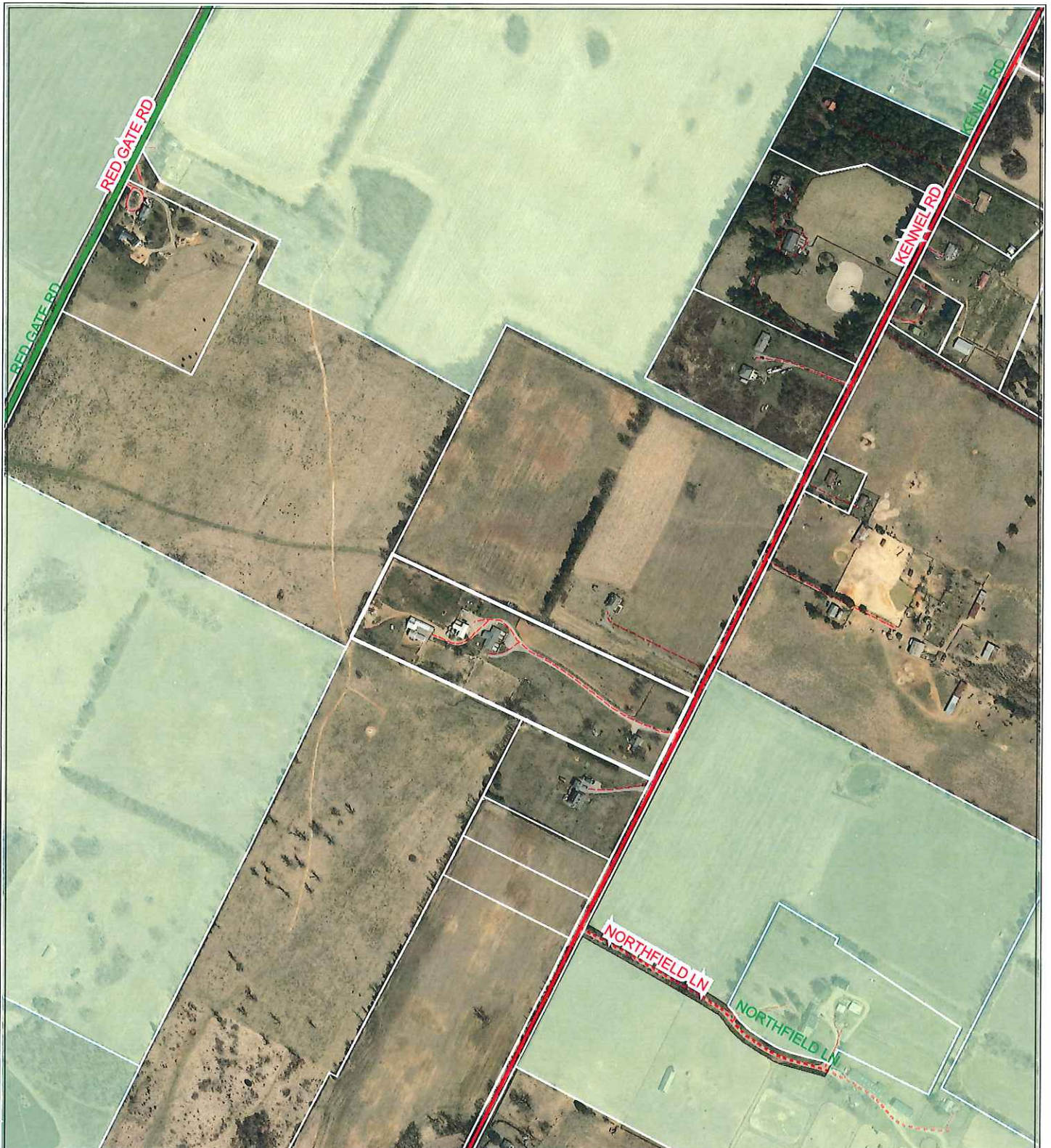
The parcel is zoned AOC and is not currently in use value taxation, but is eligible, in accord with the Commissioner of Revenue's requirements, then a donation may be considered if at least two of the following four guidelines are met:

- 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 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

Give preliminary approval and schedule a site visit.



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



Clarke County GIS
 October 31, 2019



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

Location Map

