

**CLARKE COUNTY PLANNING COMMISSION
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January 3, 2023 Work Session**

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Clarke County Planning Commission

AGENDA – Work Session/Annual Organizational Meeting

Tuesday, January 3, 2023 – 3:00PM

Berryville/Clarke County Government Center – Main Meeting Room

1. **Approval of Agenda**
2. **Organizational Meeting**
 - A. Election of Officers: Chair and Vice Chair
 - B. 2023 Committees and Member Assignments
 - C. Review and Adoption of 2023 Meeting Schedule
 - D. Review and Adoption of 2023 By-Laws
 - E. Review and Adoption of 2023 Project Priorities
3. **Review of January 6 Business Meeting Agenda Items**
 - A. Agenda Review
 - B. Status of Deferred Applications
4. **Old Business**

~ None scheduled
5. **New Business**
 - A. Upcoming Agenda Items, February - July 2023

Adjourn



Clarke County Planning Department

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www.clarkecounty.gov

TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: 2023 Organizational Meeting

DATE: December 14, 2022

The Commission's Annual Organizational Meeting will be held at the Planning Commission Work Session scheduled for **Tuesday, January 3 at 3:00PM**. Items for the Organizational Meeting include:

- **Election of Chair and Vice-Chair for 2023 (ACTION ITEM)**
As with previous organizational meetings, Staff will begin the meeting with the election of Chair for 2023. Once the Chair is elected, Staff will turn the meeting over to the Chair-Elect who will conduct the election for Vice-Chair.
- **2023 Committee Assignments**
Please review the enclosed 2023 Committee Assignments list and determine whether you want to continue with your current committee(s) or switch to a different committee or committees. The By-Laws state that committee appointments are made by the Chair so formal action to adopt the Committee Assignments is not required. If you are interested in changing committee assignments, please let me know in advance of the Organizational Meeting.
- **Review and Adoption of 2023 Meeting Schedule (ACTION ITEM)**
Formal action is required in order to adopt the enclosed draft meeting schedule for 2023.
- **Review and Adoption of 2023 By-Laws (ACTION ITEM)**
Formal action is required in order to adopt the By-Laws for 2023. As presented at the December Work Session, Staff has included new language to establish formal procedures for conflicts of interest and modifications to the electronic meeting participation policy. Please review the enclosed memo describing how the new proposed electronic meeting participation procedures would work if adopted.

Commissioners are welcome to recommend any additional changes to the By-Laws for discussion at the Organizational Meeting.

- **Review and Adoption of 2023 Project Priorities**
Enclosed you will find a revised list of project priorities for 2023 which will require formal action in order to adopt. As you will note, the major projects to be completed for 2023 include:
 - Transportation Plan Update
 - Waterloo Area Plan Update
 - Agricultural Land Plan, Mountain Land Plan, Village Plan/Rural Lands Plan Development
 - Campground regulations
 - Maximum lot size exception regulations
 - Farm winery, farm brewery, and farm distillery regulations

Commissioners are welcome to suggest additional projects or modify any proposed projects on this list.

If you have questions in advance of the Organizational Meeting, please do not hesitate to contact me.

CLARKE COUNTY PLANNING COMMISSION 2023 COMMITTEE ASSIGNMENTS (DRAFT)

Permanent Committee Descriptions

- Policy and Transportation. Charged with focused study of general planning-related policy issues and matters affecting the County’s transportation network.
- Plans Review. Charged with review and comment on the following:
 - Site plan applications for Commission review (including those filed in conjunction with rezoning and special use permit applications)
 - Major subdivisions
 - Other administrative site plan, minor subdivision, or other land development applications on which Staff requests input from the Committee.
- Comprehensive Plan. Charged with initial management of the five-year review process for the Comprehensive Plan and implementing component plans.
- Ordinances. This Committee was created initially to serve as the steering committee for the project to review and update the Zoning and Subdivision Ordinances. Following completion of the project, the Ordinances Committee could also be charged with work on future proposed text amendments.

Permanent Committees

Policy & Transportation	Buster Dunning	Bob Glover	Scott Kreider	Gwendolyn Malone
Plans Review	Ron King	Pearce Hunt	Scott Kreider	Frank Lee
Comprehensive Plan	Matthew Bass	Randy Buckley	John Staelin	Bob Glover
Ordinances	Randy Buckley	Ron King	Frank Lee	Gwendolyn Malone

NOTE: The Commission Chair is ex-officio member of all committees, but will chair no committee.

Other Committee Assignments

Berryville Area Development Authority (BADA) -- Appointed by the Board of Supervisors (Planning Commission representative is not required)	George L. Ohrstrom, II
Board of Septic and Well Appeals -- Commissioner as voting member, two commissioners as alternates per County Code	George L. Ohrstrom, II Randy Buckley (Alternate to Commission member) John Staelin (Alternate to citizen member)

<p>Board of Zoning Appeals (BZA) -- Appointed by the Board of Supervisors (Planning Commission representative is not required)</p>	<p>John Staelin</p>
<p>Broadband Implementation Committee -- Two commissioners appointed by the Board of Supervisors</p>	<p>Buster Dunning VACANT</p>
<p>Conservation Easement Authority (CCEA) -- One commissioner appointed by the Board of Supervisors per County Code</p>	<p>George L. Ohrstrom, II</p>
<p>Historic Preservation Commission (HPC) -- Appointed by the Board of Supervisors upon recommendation by the Planning Commission per Zoning Ordinance</p>	<p>Bob Glover</p>

2023 PLANNING COMMISSION MEETING SCHEDULE (DRAFT)

Work Sessions

Work Sessions are held monthly (except August) on the Tuesday before the Planning Commission's Business Meeting at 3:00PM in the Berryville-Clarke County Government Center, 101 Chalmers Court, 2nd Floor (unless otherwise scheduled). The purpose of the Work Session is to review agenda items for the upcoming Business Meeting and to discuss projects and issues in a workshop setting. Formal actions may be taken at Work Sessions but are limited to the annual organizational meeting items and those items specifically deferred from a previous Business Meeting. Work Sessions are open to the public.

Business Meetings

Business Meetings are held monthly on the first Friday of every month (except August) at 9:00AM in the Berryville-Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor (unless otherwise scheduled). The Commission conducts official business at these meetings including taking formal action on pending land use applications and text amendments, conducting required public hearings, and receiving reports from committee and board representatives. Business Meetings are open to the public.

Work Session Meeting Dates	Business Meeting Dates
Tuesday, January 31	Friday, February 3
Tuesday, February 28	Friday, March 3
Tuesday, April 4	Friday, April 7
Tuesday, May 2	Friday, May 5
Tuesday, May 30	Friday, June 2
Wednesday, July 5*	Friday, July 7
No meeting in August	No meeting in August
Tuesday, August 29	Friday, September 1
Tuesday, October 3	Friday, October 6
Tuesday, October 31	Friday, November 3
Tuesday, November 28	Friday, December 1
Tuesday, January 2, 2024	Friday, January 5, 2024

* Meeting moved to Wednesday to avoid July 4 holiday.

Standing Committee and Special Subcommittee Meetings

Meetings of Planning Commission committees and special subcommittees are scheduled on an as-needed basis, often immediately following Work Sessions and Business Meetings. Dates, times, and locations for committee and subcommittee meetings are posted to the meeting calendar on the County website (www.clarkecounty.gov).

Inclement Weather and Other Schedule Deviations

In the event that a meeting is impacted by inclement weather, efforts will be made either to postpone the meeting to a later time on the same day or to reschedule the meeting within one week of the original meeting date. If this cannot be accomplished, the agenda items will be forwarded to the next Work Session or Business meeting date. Deviations in the meeting schedule may be made to account for conflicts with holidays, government meetings, or other events of significance.



Clarke County Planning Department

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TO: Planning Commissioners

FROM: Brandon Stidham, Planning Director

RE: Draft 2023 By-Laws – Electronic Meeting Participation Changes

DATE: December 7, 2022

Enclosed for review and possible adoption is a revised draft of the 2023 Planning Commission By-Laws.

As discussed at the November 29 Work Session, Staff has incorporated changes to the Electronic Meeting Participation procedures (Article 8) to reflect revisions to the Code of Virginia that took effect on September 1. State Code now allows unlimited electronic participation for commissioners who have to provide medical care to a family member and cannot attend in person, and also expands the number of times per calendar year that a commissioner can participate electronically from a maximum of “two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.” Staff has included new language in Article 8 to incorporate these changes into the By-Laws.

A word of explanation as to the calculation of the 25% of meetings held per calendar year requirement. The Commission regularly schedules a total of 22 meetings yearly – two meetings per month with no meetings in August – but this number can change with meeting cancellations due to weather or lack of discussion items, or scheduling of special meetings. In order to comply with the new State Code language, the number of times that a commissioner may participate electronically for personal reasons will be calculated based on the number of meetings held as of the date that the member requests electronic participation. Presuming a standard meeting calendar, the breakdown of electronic participation would be as follows:

Month	Total Meetings	25%	Month	Total Meetings	25%
January	2	2*	July	14	4
February	4	2*	August	14	4
March	6	2*	September	16	4
April	8	2*	October	18	5
May	10	3	November	20	5
June	12	3	December	22	6

* Defaults to the minimum 2 meetings per Code of Virginia

Another way of looking at this chart is that one additional electronic meeting participation for personal reasons accrues at the Commission's 10th meeting of the year (usually the May Business Meeting), the 14th meeting (usually the July Business Meeting), the 18th meeting (usually the October Business Meeting), and the 22nd meeting (usually the December Business meeting). So, as an example, a commissioner participates electronically for personal reasons twice for the February Work Session and Business Meeting. That commissioner cannot participate electronically for personal reasons again until the May Business Meeting. As a spin on this example, if the March meetings had to be cancelled for inclement weather, that commissioner would not be able to participate electronically for personal reasons again until the June Business Meeting. Conversely, if the Commission held a special meeting in April and no meetings were cancelled, that commissioner would be able to participate electronically at the May Work Session as that would be the 10th meeting of the year.

On a related note, electronic meeting participation is calculated separately for each of the Commission's committees and, unless a committee meets at least 10 times in a calendar year, is limited to two electronic participations for personal reasons per calendar year. This has been added to Article 8 for clarification purposes.

Staff will track meeting attendance and participation methods more closely in 2023 and will be able to advise members accurately regarding their electronic meeting participation eligibility. If you have questions in advance of the January 3 Organizational Meeting, please do not hesitate to contact me.

BY-LAWS OF THE CLARKE COUNTY PLANNING COMMISSION
(Draft 2023 Version – 1/3/2023 Organizational Meeting)

Article 1 – Purposes, Duties, and Authority

The Clarke County Planning Commission is created and organized pursuant to Code of Virginia §15.2-2210, et seq., and shall have the purposes, duties, and authority set forth therein. Meetings shall be held in accordance with Code of Virginia §15.2-2214. Provisions regarding conflicts of interest are set forth in Code of Virginia §2.2-3100 et. seq.

Provisions regarding Commission membership, terms of office, required oath of office, quorum, and officers are located in Section 2.2.3 of the Clarke County Zoning Ordinance (Code of Clarke County Chapter 200, Article I).

Article 2 – Election of Officers

- A. Selection of Chair and Vice-Chair. As required by Section 2.2.3 of the Clarke County Zoning Ordinance, the Commission shall elect from its membership a Chair and a Vice-Chair to serve a one year term. Election of officers shall be held at the Commission’s annual organizational meeting.

- B. Election procedure. The Director of Planning or other Staff designee shall open the floor for nominations for Chair. Once all nominations are made, the floor shall be closed to nominations and opened for discussion of the nominees. Once discussion is complete and floor closed, the Director of Planning or Staff designee shall call for a vote on each candidate in the order of their nomination. The candidate receiving a majority vote of the members present shall be declared elected and shall assume office immediately. The Chair-Elect shall repeat the process above for election of the Vice-Chair.

- C. Vacancies. Any vacancies in office shall be filled at the next regular Commission meeting by the election procedure outlined in Section B above. Vacancies shall be filled for the unexpired term.

Article 3 – Duties of Officers

- A. Duties of the Chair. The Chair shall preside at all meetings, appoint standing and special committees, rule on all procedural questions subject to a reversal by 2/3 majority vote of the members present, coordinate the work of the Commission staff through close and continuing cooperation with the County Administrator, and carry out other duties as assigned by the Commission.

- B. Duties of the Vice-Chair. The Vice-Chair shall act in the absence or inability of the Chair, have the power to function in the same capacity as the Chair whenever so authorized by the Chair, and carry out other duties as assigned by the Chair.

Article 4 – Committees and Liaison Members

- A. The Chair shall appoint such standing and special committees as the Commission shall direct and may designate the member who shall chair each committee. The Chair is an ex-officio member of all committees and shall not vote on committee matters. In the absence of a committee member, the Chair may serve as an alternate member and is authorized to vote on committee matters at that meeting.
- B. Membership on committees shall be limited to members of the Commission provided, however, that nonvoting advisory persons may be appointed by the Commission Chair from outside the Commission membership. Each committee shall determine its own policies as to attendance at meetings by advisory persons.
- C. The Chair shall confirm or revise the membership and chairmanship of all standing committees annually at the Commission’s organizational meeting.
- D. The Chair may designate Commission members to serve as liaisons to other public organizations. The designated liaison member shall be responsible for maintaining continuing communication and cooperation between the Commission and the organization to which the member is designated.

Article 5 – Meetings

- A. All meetings and public hearings shall be open to the public and conducted in accordance with Code of Virginia §15.2-2200 et. seq. and the Virginia Freedom of Information Act (§2.2-3700 et. seq.). Meetings shall be subject to the additional requirements included in this Article.
- B. Scheduling and Purpose of Meetings. The Commission shall schedule, on a monthly basis, a work session and a business meeting as described below. No work session or business meeting shall be scheduled for the month of August, however special meetings and committee meetings may be scheduled. The Commission shall establish the meeting schedule for the upcoming year at the Commission’s annual organizational meeting according to the dates described below. Deviations in this schedule may be made to account for conflicts with holidays, government meetings, inclement weather, or other events of significance.
 - 1. Business meetings. The purpose of the business meeting is to conduct scheduled Public Hearings; to take formal action on zoning and subdivision applications, ordinance or plan amendments, or other planning matters; and to discuss other matters pertinent to the Commission’s responsibilities. Business meetings shall be scheduled for the first Friday of each month.
 - 2. Work sessions. Formerly known as briefing meetings, the purpose of the work session is to receive information on the agenda items for the upcoming business meeting and to discuss projects and issues pertinent to the Commission’s

responsibilities in a workshop setting. Formal actions taken at work sessions shall be limited to the annual organizational meeting action items and those items specifically deferred from a business meeting to a work session. Work sessions shall be scheduled for the Tuesday prior to the Friday business meeting.

3. Committee meetings. Meetings of the Commission's standing and special committees may be scheduled on an as-needed basis at the discretion of Planning Staff or at the request of the Chair or Vice-Chair.
4. Special meetings. Special meetings of the Commission may be scheduled on an as-needed basis at the request of the Chair or Vice-Chair. Formal actions taken at special meetings shall be limited to those items specifically deferred from a business meeting to a special meeting.
5. Annual organizational meeting. The annual organizational meeting shall be conducted as the first item of business at the first Commission meeting of the calendar year. The annual organizational meeting shall consist, at a minimum, of:
 - a. Election of Chair and Vice-Chair;
 - b. Member assignments to committees;
 - c. Review and adoption of the meeting schedule for the year;
 - d. Review and adoption of the By-Laws; and
 - e. Review and adoption of the Commission's project priorities for the year.

C. Agendas. Planning Staff, under the direction of the Chair, shall be responsible for preparing the Commission's meeting agendas.

1. The regular meeting agenda shall include, at a minimum, the following items:
 - a. Call to order and determination of quorum
 - b. Approval of the agenda
 - c. Approval of minutes
 - d. Public hearing items
 - e. Technical reviews (e.g., site plans, subdivisions)
 - f. Board and Committee reports from designated liaisons
 - g. Other business items
2. The contents of work session agendas shall be prepared at the Planning Staff's discretion. The contents of special meeting agendas shall be prepared by Planning Staff at the Chair's or Vice-Chair's direction.
3. The order and content of the agenda may be changed by a majority vote of the members present at the meeting.

D. Parliamentary procedure in Commission meetings shall be governed by the most current edition of Robert's Rules of Order as modified by any applicable provisions of these By-Laws.

Article 6 – Meeting Decorum

- A. The purpose of this article is to establish rules for public participation and conduct during Planning Commission meetings. The general conduct of the public must be civil in manner, directed to the business at hand, and must conform to the rules listed in this article.
- B. Public Hearings.
 - 1. Members of the public are encouraged to provide comments on matters before the Commission during the scheduled public hearings. At the Chair’s discretion, speakers may be required to fill out a sign-in sheet prior to commencement of the public hearing.
 - 2. Speakers shall state their name and address for the record prior to addressing the Commission.
 - 3. Speakers shall have a maximum of 3 minutes to address the Commission or 10 minutes if the speaker is identified as representing a recognized group or if they are speaking on behalf of a group of citizens present at the public hearing. The time limit may be extended or waived at the Chair’s discretion.
 - 4. Speakers shall be civil in tone and demeanor and shall not make personal, impertinent, slanderous, or profane remarks, or any threatening or intimidating gestures, to any member of the Board, the staff, or the general public.
 - 5. Speakers shall address the Commission and shall not address the audience, answer questions from the audience, or engage in debate with anyone in the audience.
- C. Conduct of Meeting Attendees
 - 1. Meeting attendees are to be respectful of the opinions of others and shall refrain from shouting, booing, hissing, stomping, clapping, holding side conversations, or any other disruptive behaviors which impede the orderly conduct of Commission meetings.
 - 2. Any meeting attendee that participates in unacceptable behavior shall be ruled out-of-order by the Chair and, if necessary, be asked to leave the premises.

Article 7 – Removal of Commission Member

- A. Whenever a commission member has been absent from three (3) consecutive regular meetings, or absent from four (4) or more regular meetings in any twelve (12) month period, the Board of Supervisors shall inquire of the Commission Chair if there has been any mitigating circumstance that indicates the member’s attendance will improve in the future. In the absences of such an indication, the Board, in its discretion, may request the

resignation of the member or may remove the member in accordance with Code of Virginia §15.2-2212.

- B. A commission member may be removed by the Board of Supervisors for malfeasance of office in accordance with Code of Virginia §15.2-2212.

Article 8 – Electronic Meeting Participation

- A. Pursuant to Code of Virginia §2.2-3708.32, the following procedures are established for members of the Clarke County Planning Commission (the “Commission”) to participate electronically in Commission meetings, and in meetings of the Commission’s standing and special committees, from remote locations for reasons specified as follows:

- 1. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member’s physical attendance.

- 2. *Such member has a family member with a medical condition that requires the member to provide care which prevents the member’s physical attendance.***

- 3 2. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subsection is limited each calendar year to two meetings, or 25% of the Commission’s meetings held that calendar year rounded up to the next whole number, whichever is greater. The 25% shall be determined based on the total number of meetings held as of the date that the member requests to participate electronically for personal reasons. Electronic meeting participation for personal reasons shall be calculated separately for the Commission’s committees.**

- B. Procedures for authorizing electronic participation in a meeting.

- 1. Electronic participation in a meeting shall only be permitted if a quorum of the Commission, or a quorum of the standing or special committee, is physically assembled at the designated meeting location.

- 2. Commission meetings. Any member requesting to participate electronically in a Commission meeting shall notify the Chair of the Commission of the reason for electronic participation as specified in Subsection 1 above, on or before the day of the meeting. The Chair of the Commission shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request.

- 3. Standing or special committee meetings. Any member requesting to participate electronically in a standing or special committee meeting shall notify the committee chair of the reason for electronic participation as specified in

Subsection 1 above, on or before the day of the meeting. The committee chair shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request. In the event that the standing or special committee does not have a chair, the Chair of the Commission shall be notified of the request and shall determine whether to approve or disapprove the request.

4. If electronic participation is approved, the Clerk of the Commission shall record in the meeting minutes the remote location from which the member participated. The meeting minutes shall also indicate the reason for the member's electronic participation as described in Subsection 1 above.
5. If electronic participation is disapproved, the reason for such disapproval shall be recorded in the minutes with specificity.
6. For any electronic participation, arrangements shall be made to ensure that the voice of the member participating electronically may be heard by all persons in the designated meeting location.

Article 9 – Operating Policies

A. Conditional Approval Policy

The Planning Commission may, at its sole discretion, grant or recommend conditional approval of an application due to unresolved administrative issues provided that the following items are met:

1. The issue has been informally resolved and only requires final written submission by the applicant and confirmation by Planning Staff and/or the applicable review agency.
2. The issue is reasonably expected to be resolved fully within the next 21 days or finalizing of the Planning Commission's next meeting agenda, whichever is sooner.
3. The issue is not one that, in the Commission's opinion, warrants continuance of a public hearing (if applicable).

An administrative issue is one that requires verification of compliance with a technical requirement or requirements and involves no subjective interpretation by Planning Staff or the review agency.

B. Conflicts of Interest Process

The following process is established for commissioners who may have a conflict of interest per the Code of Virginia on a matter coming before the Commission or any of its committees.

1. *A commissioner shall notify the Director of Planning as soon as a conflict of interest in a matter coming before the Commission is suspected. The Director will advise the commissioner whether there is an actual conflict of interest and may consult the County Attorney if necessary.*
2. *If there is a conflict of interest, a statement of disqualification will be prepared for the commissioner to read at the Commission's first public meeting at which the matter will be considered. The commissioner shall also notify the Chair of the conflict prior to the meeting at which the statement of disqualification is read.*
3. *Once the commissioner has read the statement of disqualification, they are prohibited from participating in all deliberations of the case. The commissioner may remain seated with the Commission or may choose to sit in the audience at their discretion during deliberations.*

**2023 PROJECT PRIORITIES – PLANNING COMMISSION
(DRAFT)**

The list is intended to aid the Commission and Staff to ensure that work on critical projects is prioritized and completed in a timely fashion. Project start dates and priorities may be affected by the Commission’s zoning case load (e.g., special use permit applications, rezoning, site plans, subdivisions), text amendments, or other special projects requested by the Board of Supervisors.

Comprehensive Plan/Component Plans

Review of the Comprehensive Plan and implementing component plans typically are assigned to the Comprehensive Plan Committee for initial development before presentation to the full Planning Commission.

Updates:

1. Five-Year Review and Update of Transportation Plan

STATUS – NOT STARTED. Work completed or in progress:

- Resolution was adopted by the Commission on January 4, 2019 to initiate review of the Plan.

GOALS FOR 2023 (Workload dependent):

- Assign to Policy & Transportation Committee in March 2023. Project is the top priority as the current plan was adopted on March 18, 2014.

2. Five-Year Review of the Waterloo Area Plan

STATUS – NOT STARTED. Work completed or in progress:

- Five-year review resolution was adopted by the Commission on November 5, 2021.
- Awaiting completion of capacity study by Clarke County Sanitary Authority.

GOALS FOR 2023:

- Assign to Comprehensive Plan Committee upon completion and acceptance of capacity study.

3. Rural Lands Plan – Agricultural Land Plan, Mountain Land Plan, Village Plan

STATUS – NOT STARTED. Work completed or in progress:

- Five-year review resolution for Agricultural Land Plan was adopted by the Commission on February 21, 2022.

GOALS FOR 2023:

- Staff to develop working outlines and initial list of key discussion issues.
- Assign to Comprehensive Plan Committee for initial work beginning in Summer 2023.

Five-Year Review Resolutions Due:

1. **Historic Resources Plan**
Due by June 19, 2023 (To Comprehensive Plan Committee May 2023)
2. **Water Resources Plan**
Due by September 25, 2023 (To Comprehensive Plan Committee July/August 2023)

Zoning and Subdivision Ordinance – Potential Text Amendments

Issues that may be developed into Zoning and Subdivision Ordinance text amendments are assigned either to the Policy & Transportation Committee (for substantive policy issues) or to the Ordinances Committee (for technical issues). These Committees are charged with discussing the issues and developing them into draft text amendments for the full Commission’s review.

1. **Campground zoning regulations**

STATUS – UNDERWAY. Draft is currently being developed by the Policy & Transportation Committee.

GOALS FOR 2023 – Committee and Staff to complete the draft text amendment and forward to the Commission for review in early 2023.

2. **Maximum lot size exception regulations – clarify language**

STATUS – NOT STARTED.

GOALS FOR 2023 – Assign to the Ordinances Committee for review in Spring 2023.

3. **Farm winery, farm brewery, and farm distillery regulations**

STATUS – NOT STARTED.

GOALS FOR 2023 – Assign to the Ordinances Committee for review in Spring 2023.

Other Projects

- **Five-Year Review and Update of the Berryville Area Plan.** Work to be conducted by the Berryville Area Development Authority (BADA) supported by County and Town Planning Staffs. BADA initiated review of the Area Plan on May 26, 2021. Current Area Plan was adopted in May 2016.

Updated December 14, 2022

COMPREHENSIVE PLAN/COMPONENT PLAN REVIEW SCHEDULE

Plan	Last Adoption Date	Next 5-Year Review Deadline	Estimated Revision Start and Completion
Double Tollgate Area Plan	December 20, 2016	5-year review initiated November 5, 2021	<u>Start – In process Complete – Pending adoption</u>
Transportation Plan	March 18, 2014	5-year review initiated January 4, 2019	<u>Start – March 2023 Complete – Summer 2023</u>
Waterloo Area Plan	December 20, 2016	5-year review initiated November 5, 2021	<u>Start – May 2023 Complete – Fall 2023</u>
Berryville Area Plan	May 10/17, 2016	5-year review initiated May 26, 2021	<u>Start – TBD 2023 Complete – TBD 2024</u>
Agricultural Land Plan*	February 21, 2017	5-year review initiated February 21, 2022	<u>Start – Summer 2023 Complete – Summer 2024</u>
Mountain Land Plan*	June 21, 2005	Overdue	<u>Start – Summer 2023 Complete – Summer 2024</u>
Village Plan*	Not started	Not applicable	<u>Start – Summer 2023 Complete – Summer 2024</u>
Historic Resources Plan	June 19, 2018	June 19, 2023	<u>Start – Winter 2024 Complete – Winter 2025</u>
Water Resources Plan	September 25, 2018	September 25, 2023	<u>Start – Winter 2024 Complete – Winter 2025</u>
Recreation Component Plan	December 15, 2020	December 15, 2025	<u>Start – Spring 2026 Complete – Winter 2026</u>
Comprehensive Plan	September 20, 2022	September 2027	<u>Start – Fall 2027 Complete – Summer 2028</u>

Yellow – Scheduled for review (initiated by 5-year review resolution); Gray – 5-year review is overdue;

Green – 5-year review is due in future/Plan is currently in good standing; Orange – New Plan to be developed

* Possible joint development of “Rural Lands Plan” for unincorporated areas of the County

**COMPREHENSIVE PLAN AND COMPONENT PLAN REVIEW TIMELINE
(DECEMBER 2022 UPDATE)**

	2023	2Q	3Q	4Q	2024	2Q	3Q	4Q	2025	2Q	3Q	4Q	2026
Double Tollgate Area Plan													
Transportation Plan													
Waterloo Area Plan													
Berryville Area Plan*													
Agricultural Land Plan													
Mountain Land Plan													
Village Plan													
Historic Resources Plan													
Water Resources Plan													
Recreation Component Plan													



Initial Research, Committee Meetings, and Outreach



Development of Working and Final Drafts



Public Hearings and Adoption

* -- Work to be done by Berryville Area Development Authority (BADA)

** -- Recreation Component Plan review would begin beyond the scope of this timeline (December 2025)

PROJECTED UPCOMING AGENDA ITEMS – FEBRUARY-JULY 2023

FEBRUARY

Work Session

- Campground regulations text amendment (from Policy & Transportation Committee)

Business Meeting

- SUP-22-02/SP-22-03, Carter Hall Estate, LLC (Public Hearing)
- SUP-22-01/SP-22-02, Horus Virginia I, LLC/Bellringer Farm, LLC (Set Public Hearing)

Committee Meetings

- No meetings planned

MARCH

Work Session

- Campground regulations text amendment (continued discussion)

Business Meeting

- SUP-22-01/SP-22-02, Horus Virginia I, LLC/Bellringer Farm, LLC (Public Hearing)
- Campground regulations text amendment (Initiate consideration and set Public Hearing)

Committee Meetings

- **Policy and Transportation Committee** – Transportation Plan Update
- **Ordinances Committee:**
 - Maximum lot size exception regulations
 - Farm winery/farm brewery/farm distillery regulations

APRIL

Work Session

- No agenda items identified

Business Meeting

- Campground regulations text amendment (Public Hearing)

Committee Meetings

- **Policy and Transportation Committee** – Transportation Plan Update (continued)
- **Ordinances Committee:**
 - Maximum lot size exception regulations (continued)
 - Farm winery/farm brewery/farm distillery regulations (continued)

MAY

Work Session

- Maximum lot size exception regulations text amendment (Initial discussion)
- Farm winery/farm brewery/farm distillery regulations text amendment (Initial discussion)

Business Meeting

- Maximum lot size exception regulations text amendment (Initiate consideration and set Public Hearing)
- Farm winery/farm brewery/farm distillery regulations text amendment (Initiate consideration and set Public Hearing)

Committee Meetings

- **Policy and Transportation Committee** – Transportation Plan Update (continued)
- **Comprehensive Plan Committee** – Waterloo Area Plan Update

JUNE

Work Session

- Transportation Plan Update (Initial discussion)

Business Meeting

- Maximum lot size exception regulations text amendment (Public Hearing)

- Farm winery/farm brewery/farm distillery regulations text amendment (Public Hearing)
- Transportation Plan Update (Set Public Hearing)

Committee Meetings

- **Comprehensive Plan Committee:**
 - Waterloo Area Plan Update (continued)
 - Rural Lands Plan development

JULY

Work Session

- No agenda items identified

Business Meeting

- Transportation Plan Update (Public Hearing)

Committee Meetings

- **Comprehensive Plan Committee:**
 - Waterloo Area Plan Update (continued)
 - Rural Lands Plan development (continued)