

**CLARKE COUNTY PLANNING COMMISSION
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February 2, 2018 Business Meeting**

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Clarke County Planning Commission

AGENDA – Business Meeting

Friday, February 2, 2018 – 9:00AM

Berryville/Clarke County Government Center – Main Meeting Room

1. Approval of Agenda
2. Approval of Minutes
 - a. November 28, 2017 Briefing Meeting
 - b. December 1, 2017 Regular Meeting
 - c. January 3, 2018 Briefing Meeting

Continued Public Hearing – Major Subdivision

3. **S-17-01, Peter O. & Melanie M. Hitchen.** Request approval of a five-lot major subdivision for the property identified as Tax Map #30-A-65, located in the 4000 block of John Mosby Highway, White Post Election District zoned Agricultural Open-Space Conservation (AOC).

Board/Committee Reports

4. Board of Supervisors (Mary Daniel)
5. Board of Septic & Well Appeals (George Ohrstrom, II)
6. Board of Zoning Appeals (Anne Caldwell)
7. Historic Preservation Commission (Doug Kruhm)
8. Conservation Easement Authority (George Ohrstrom, II)
9. Broadband Implementation Committee (Mary Daniel)

Other Business

Adjourn

UPCOMING MEETINGS

Ordinances Committee – Tuesday, February 6, 2018 (2:00PM)
Ordinances Committee – Wednesday, February 14, 2018 (2:00PM)
March Work Session – Tuesday, February 27, 2018 (3:00PM)
March Business Meeting -- Friday, March 2, 2018 (9:00AM)

Clarke County



**PLANNING COMMISSION
BRIEFING MEETING MINUTES -- DRAFT
TUESDAY, NOVEMBER 28, 2017**

A briefing meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, November 28, 2017.

ATTENDANCE

Present: Robina Bouffault; Randy Buckley; Anne Caldwell (Vice-Chair); Mary Daniel; Scott Kreider; Douglas Kruhm; Gwendolyn Malone; Cliff Nelson; and Jon Turkel.

Absent: George L. Ohrstrom, II (Chair); Frank Lee

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

CALLED TO ORDER

Vice Chair Caldwell called the meeting to order at 3:00PM.

AGENDA

The members approved the agenda by consensus as presented.

REVIEW OF AGENDA ITEMS FOR DECEMBER 1, 2017 MEETING

S-17-01, Peter O. & Melanie M. Hitchen

Mr. Fincham provided an overview of the major subdivision application, noting that the Commission's Plans Review Committee met prior to the Briefing Meeting to review the application in detail. He said that major subdivision applications require public hearings which are scheduled on the date of the first Commission meeting following the filing of a complete application. He said that comments provided to date have been sent to the applicant's engineer but they are awaiting receipt of all comments before submitting a revised plat.

Mr. Fincham noted that the private access easement for the proposed subdivision would be developed along an existing 30' easement which is located to the west of a wider gravel access road that the applicant recently constructed in alignment with the highway crossover. He said that he did not know why the applicant will be using the 30' easement instead of the wider gravel access road at the crossover. He added that Staff asked for the County engineer's comments on the two accesses but none were provided in their most recent comments. He said that he expects VDOT to address this issue in detail.

Mr. Fincham noted that half of the proposed drainfields have previously approved certification letters and the Health Department has no concerns with them. He stated that the soils in the area of the proposed lots were found to be non-Karst so no resistivity testing is required. He said the Health Department has concerns with the location of some of the drainfields from proposed easements shown on the plat and they are working with the applicant's engineer to correct these issues. He also noted that the Environmental Impact Statement provided by the applicant's engineer appears to be basic but is consistent with statements accepted in past subdivision reviews.

Mr. Fincham said that an erosion and sediment control plan is required for all major subdivisions proposing five or more lots. He said a plan was provided and the County engineer has provided comments on the E&S plan. He noted that the land disturbance is under one acre in size in an attempt to avoid requiring a stormwater management plan to be submitted to the Department of Environmental Quality (DEQ). He added that DEQ staff indicated that this subdivision is a "common plan of development" and that stormwater impacts for the proposed land disturbance and future land disturbance on the proposed lots will have to be addressed. He said that it is the applicant's responsibility to work with DEQ and that evidence of resolution with DEQ's concerns is a condition of subdivision plat approval.

Mr. Fincham summarized all of the outstanding comments and concerns with the application and noted that they will not be resolved by the December 1 meeting. He noted that past major subdivision applications were also not fully resolved by the Commission's public hearing date and said that this might be a process issue that the Commission will want to evaluate in the future. He said that Staff recommends conducting the Public Hearing and continuing it to the January meeting. He added that he has recommended to the applicant to request a deferral in writing which would not impact the Planning Commission's 60-day review timeframe.

Mr. Nelson asked if Mr. Fincham had more information on the geology of the subject property. Mr. Fincham briefly described the soil types as shown on the soil map. Mr. Nelson said that we wanted to see a geological map of the County on a smaller scale to determine how the area was mapped and he also suggested that Mr. Fincham consult Frank Lee for his opinion. Mr. Fincham said that he would discuss with Mr. Lee but asked Mr. Nelson what his specific questions are. Mr. Nelson replied that he wants to know if Mr. Lee agrees with the soil consultant's report and what the bedrock is like in this area. Mr. Fincham added that Staff has historically honored the reviews of the soil consultant and the Health Department official.

OLD BUSINESS ITEMS

None

NEW BUSINESS ITEMS

Discussion, Zoning and Subdivision Ordinance Update Project

Mr. Stidham provided a summary of the current status of the project and the Ordinances Committee activity, noting that their next meeting is scheduled for December 13. He encouraged Commissioners to offer any suggested concerns or issues for the Ordinance Committee to address and noted that they will begin work on the policy issues at their next meeting. He briefly reviewed the Project Outline

steps and stated that the Committee will be completing Step 1 and beginning Step 2 at the next meeting. He said that the overall project will take approximately 18-30 months to complete.

Mr. Stidham also reviewed the Project Policies list and indicated that these are guidelines intended to govern the scope of the project and to establish policies for addressing text amendments in the near term while the project is underway. He said that he is requesting the Commission to accept the Project Policies by consensus, noting that the Committee has already accepted the Policies and he will also be asking the Board of Supervisors to do the same. Members had no concerns with the Project Policies and accepted them by consensus.

Update, 2018 Organizational Meeting Items

Mr. Stidham stated that he has provided items for the January Organizational Meeting in the meeting packet so the Commission will have more time to consider them in advance of the meeting.

OTHER BUSINESS

None

The meeting was adjourned by consensus at 3:25PM.

Anne Caldwell (Vice-Chair)

Brandon Stidham, Planning Director

Clarke County



**PLANNING COMMISSION
REGULAR MEETING MINUTES -- DRAFT
FRIDAY, DECEMBER 1, 2017**

A regular meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, December 1, 2017.

ATTENDANCE

Present: George L. Ohrstrom, II, Chair; Anne Caldwell, Vice Chair; Robina Bouffault; Randy Buckley; Doug Kruhm, Mary Daniel; Scott Kreider; Frank Lee; Gwendolyn Malone; Cliff Nelson and Jon Turkel.

Staff Present: Brandon Stidham, Planning Director; and Ryan Fincham, Senior Planner/Zoning Administrator; and Debbie Bean, Recording Secretary.

CALLED TO ORDER

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

APPROVAL OF AGENDA

The Commission voted to approve the Agenda as presented.

Yes: Bouffault, Buckley, Caldwell (moved), Daniel, Kreider, Kruhm, Lee, Malone (seconded), Nelson, Ohrstrom and Turkel

No: No one

APPROVAL OF MINUTES

The Commission voted to approve the regular meeting minutes of November 3, 2017 with one addition to the Historic Preservation Commission report on page 4 noting that Commissioner Lee was also in attendance at the tour of Greenway Court.

Yes: Bouffault (moved), Buckley, Caldwell, Daniel (seconded), Kreider, Lee, Malone, Nelson, Ohrstrom and Turkel

No: No one

Abstained: Kruhm

Chair Ohrstrom stated that this is the last Planning Commission meeting for Commissioner Turkel. He thanked Commissioner Turkel for his time on the Commission and he said that he will be missed.

Major Subdivision Application

S-17-01 - Major Subdivision

Peter O. and Melanie M. Hitchen request approval of a five-lot major subdivision for the property identified as Tax Map #30-A-65, located in the 4000 block of John Mosby Highway, White Post Election District zoned Agricultural Open-Space Conservation (AOC).

Mr. Fincham gave a power point presentation on this request. He stated that the property is 150.00 acres and has five remaining Dwelling Unit Rights (DURs). He said that the applicants intend to utilize four DURs to create four new lots averaging 3 acres in size and the residue lot will continue to be used as open space/farm with one DUR remaining. He stated that Staff has reviewed the proposed subdivision plat and has requested a few administrative revisions from the surveyor, Dwayne Brown, (Marsh & Legge Land Surveyors, PLC.) He stated that Staff is waiting for the revised plat. He said that the subject property currently has two access driveways, a gravel road located opposite an existing crossover on US Route 50, and a small driveway located east of the larger gravel road which will be utilized as the subdivision entrance and roadway for ingress/egress for Lots 1-4. He stated that the smaller driveway is recorded as a 30' private access easement off of John Mosby Highway, and a proposed extension of that easement will complete the subdivision road as shown on the subdivision plat. He said that the larger gravel road was not shown on the subdivision plat, and Staff has requested that it be added. He stated that the road profile plan has been sent to Hurt & Proffitt (County engineering consultant) and the Virginia Department of Transportation (VDOT) for review. He said that the ingress/egress for the Residue Lot will either remain the existing gravel road east of the proposed subdivision road or access will be provided off of the existing 30' private access easement. He stated that Staff is waiting for the County Engineer and VDOT comments.

Mr. Fincham said that according to Health Department comments, the septic and well sites are approved. He stated that there is an issue with setbacks to several proposed septic areas and the proposed utility easements. He said that the applicant and their agents will work with the Health Department to remedy these concerns. He stated that Staff is waiting for further comments or approval from the Health Department. He said that there are both karst and non-karst soils mapped on the property. He stated that resistivity tests were not required for the proposed septic sites since the areas proposed for sewage disposal were in non-karst soils or have previously approved certification letters already on file. He said that an Environmental Impact Statement (EIS) has been provided by the applicant's surveyor. He stated that Staff has reviewed the EIS and has requested that the intermittent stream be shown on the subdivision plat and also that it be noted appropriately in the EIS. He said that staff has requested that any karst concerns or lack of impacts be noted in the EIS, and also that nearby easement properties be identified. He stated that Staff is waiting for the revised EIS.

Mr. Fincham stated that the Clarke County Subdivision Ordinance requires an erosion and sediment control EIS plan for subdivisions with five or more lots proposed. He said that an E&S Plan has been provided by the applicant's engineer Mike Artz, (Pennoni Associates Inc.) He stated that the erosion and sediment control plan has been sent to the County engineering consultant for review. He said that Staff is waiting for the comments. He said that the Clarke County Subdivision Ordinance requires that subdivision requests comply with all State stormwater management regulations. He stated that the applicant is required to work directly with the Virginia Department of Environmental Quality (DEQ) regarding stormwater management. He said that a copy of the proposed subdivision plat and road profile and EIS control plan

were forwarded via email to DEQ by this office. Dustin Staton, DEQ Stormwater Compliance Specialist, emailed Staff the following:

9VAC25-870-55. Stormwater management plans.

A. *A stormwater management plan shall be developed and submitted to the VSMP authority. The stormwater management plan shall be implemented as approved or modified by the VSMP authority and shall be developed in accordance with the following:*

1. *A stormwater management plan for a land-disturbing activity shall apply the stormwater management technical criteria set forth in this part to the entire land-disturbing activity. Individual lots in new residential, commercial, or industrial developments shall not be considered separate land-disturbing activities.*

This is what we have applied to subdivision plans that don't want to count the disturbance from the individual lots. If the developer tells us they are unclear on what disturbance to claim, we have directed them to Table 5-5 from the Virginia Erosion and Sediment Control Handbook and advised them to be conservative.

He said that Staff has interpreted this email to mean that DEQ expects the applicant to contact them and submit paperwork of some kind regarding stormwater management. He stated that the applicant and their agents have been notified as such and Staff is waiting for further DEQ comments or approval. He said that a Consumer Disclosure Statement and a Deed of Dedication including Easements and Restrictive Covenants are required by Ordinance and have been provided by the applicant.

Mr. Fincham stated that Staff notes that unlike the implemented process of “set public hearing meetings” established for Special Use Permit requests and others, the practice for Major Subdivisions has been to conduct the public hearing at the first scheduled meeting after a complete application has been filed. He said that often this process does not allow proper time for review agencies to conduct a thorough review and respond to Staff, which leads to at least one additional meeting. He stated that Staff is recommending to continue the advertised public hearing until the January 5, 2018 regular meeting in order to allow time to review the comments and/or approvals to be received by multiple reviewing agencies.

Commissioner Lee stated that after reviewing Bruce Legge’s letter and reading all the paperwork from the Health Department and talking to Todd Lam (Virginia Department of Health) it is his opinion that the sites are non-karst. He stated that 3 of the sites are in the alluvial terrace material and the 4th site is phyllite material.

Chair Ohrstrom said that he does not understand why the applicant wants to build an entire road when there is a crossover across from property. Mr. Fincham said that the applicant wants his own entrance.

Dwayne Brown, was present and said that previous drainfields have been approved on the site when the applicant looked into the idea of subdividing he wanted to keep everything together. He stated that they have to design lots around the drainfields and it was not an easy task. He said they feel this is the best possible place to put the lots as they were trying to cluster the lots without disturbing the area and this made the most sense.

Commissioner Nelson asked why lot 3 cannot be shifted. Mr. Fincham stated that it is attached to the drainfield.

Chair Ohrstrom opened public hearing.

There being no public comments, Chair Ohrstrom closed the public hearing and called for a motion.

The Commission voted to continue the advertised public hearing for this request until the January 5, 2018 Planning Commission meeting in order to allow time to receive comments and approvals from multiple reviewing agencies and per the request of the applicant.

Yes: Bouffault, Buckley, Caldwell (moved), Daniel, Kreider, Kruhm (seconded), Lee, Malone, Nelson, Ohrstrom and Turkel

No: No one

Board/Committee Reports

Board of Supervisors (Mary Daniel)

Commissioner Daniel stated that the Board of Supervisors discussed with VDOT about repairing one side of the bridge on Old Charles Town Road. She stated that the other side of the bridge is in Frederick County. She said that this is a VDOT project and their projects are generally very slow and it takes a long time to get the money. She stated that anything that is done to bring this bridge up to standards will change the flood plain. She said one idea that was presented is building the bridge high enough to prevent flooding. She stated that we have some new Welcome to Clarke County signs that are going to be going up eventually and Barbara Byrd is taking care of this project. She said that the legislative priorities are available on the internet and although these are not listed in any particular order the number one priority for Clarke County is Broadband.

Board of Septic & Well Appeals (George Ohrstrom, II)

No Report.

Board of Zoning Appeals (Anne Caldwell)

Vice Chair Caldwell stated that a public hearing for a setback variance is scheduled for December 15, 2017 at 9:00 a.m.

Historic Preservation Commission (Doug Kruhm)

Commissioner Kruhm stated that Bob Steig with the Clarke County Lions Club talked to the Historic Preservation Commission (HPC) at the November 17th meeting. He spoke to the HPC about Clarke County and the war. He said that one of the things that is being looked at is the declaration of historic zones and the battle of Berryville. He told the Commission if anyone ever has the opportunity to hear his presentation of the battle of Berryville and Cool Springs it is very interesting.

Conservation Easement Authority (George Ohrstrom, II)

Chair Ohrstrom stated that the Conservation Easement Authority is currently working on closing up a few applications.

Other Business

Pete Maynard of Lander Lane, Berryville, Virginia was present and asked the Commission if they have heard anything from the individuals interested in the hydroponic system. Mr. Stidham stated that as of right now we have not received anything.

On motion by Commissioner Turkel and seconded by Commissioner Malone the meeting was adjourned at 9:45 a.m.

George L. Ohrstrom, II, Chair

Brandon Stidham, Director of Planning

Minutes prepared by Debbie Bean, Recording Secretary

Clarke County

**PLANNING COMMISSION
BRIEFING MEETING MINUTES -- DRAFT
WEDNESDAY, JANUARY 3, 2018**



A briefing meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, January 3, 2018.

ATTENDANCE

Present: Robina Bouffault; Randy Buckley; Anne Caldwell; Mary Daniel; Scott Kreider; Douglas Kruhm; Frank Lee; Gwendolyn Malone, and George L. Ohrstrom, II.

Absent: Cliff Nelson

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

CALLED TO ORDER

Mr. Stidham called the meeting to order at 3:01PM.

AGENDA

The members approved the agenda by consensus as presented.

ORGANIZATIONAL MEETING

Election of Officers: Chair and Vice-Chair

Mr. Stidham opened the floor for nominations for Chair. Ms. Bouffault nominated George L. Ohrstrom, II to continue serving as Chair, seconded by Ms. Caldwell. No other nominations were offered. Mr. Stidham closed the floor to nominations.

The Commission voted to elect George L. Ohrstrom, II as Chair for 2018.

Yes: Bouffault (moved), Buckley, Caldwell (seconded), Daniel, Kreider, Kruhm, Lee, Malone, and Ohrstrom

No: No one

Absent: Nelson

Mr. Stidham turned the meeting over to Chair-Elect Ohrstrom.

Chair Ohrstrom asked for nominations for Vice Chair. Ms. Caldwell moved to nominate Randy Buckley to serve as Vice Chair, seconded by Mr. Kruhm. No other nominations were offered. Chair Ohrstrom closed the floor to nominations.

The Commission voted to elect Randy Buckley as Vice Chair for 2018.

Yes: Bouffault, Buckley, Caldwell (moved), Daniel, Kreider, Kruhm (seconded), Lee, Malone, and Ohrstrom

No: No one

Absent: Nelson

Committee Assignments for 2018

Mr. Kruhm volunteered to serve on the Policy and Transportation Committee filling the vacancy created when Jon Turkel resigned from the Commission. Mr. Stidham said that the vacancy on the Comprehensive Plan Committee can remain open until the Board of Supervisors appoints a replacement for Mr. Turkel. The 2018 committee assignments were approved by consensus.

2018 Meeting Schedule

The Commission voted to approve the meeting schedule for 2018 as presented.

Yes: Bouffault (seconded), Buckley, Caldwell (moved), Daniel, Kreider, Kruhm, Lee, Malone, and Ohrstrom

No: No one

Absent: Nelson

2018 By-Laws

Mr. Stidham reviewed Staff's recommended changes to the By-Laws. He stated that the current By-Laws do not establish a date for the Annual Organizational Meeting nor do they restrict the types of actions that can be taken at Briefing Meetings. He said that the proposed changes would require the Annual Organizational Meeting to be held on the Commission's first meeting date of the calendar year. The changes also describe the various meetings in greater detail and state the limits on types of actions that the Commission may take at meetings other than the monthly meeting. He also said that to better convey the function of the Commission's meetings to the general public, Staff recommends renaming the "Briefing Meeting" as the "Work Session" and the "Regular Meeting" as the "Business Meeting."

Chair Ohrstrom said that in the past, the Commission has scheduled evening public hearings for items with significant interest and he asked whether we would have to schedule these as Special Meetings under the proposed By-Laws. Mr. Stidham replied that this would be considered a Special Meeting and would have to be advertised as such. Ms. Daniel asked whether the changes would affect continued meetings and continued public hearings. Mr. Stidham replied that the changes would not impact these actions.

Mr. Stidham described the specific instances in which formal actions could be taken at Work Sessions or Special Meetings, and he also noted that the Commission's practice of not holding Work Sessions or Business Meetings in the month of August is now included in the By-Laws.

Ms. Daniel asked whether other types of formal actions, such as a Commission vote to send a formal letter on an issue, could be taken at Work Sessions. Mr. Stidham said in those instances, he has requested a consensus of the members rather than a formal vote. He added that he could not think of an item requiring a formal vote at a Work Session that was not previously deferred from a Business Meeting. Ms. Daniel asked whether the change would confirm that the Commission could only act on Organizational Meeting items and items specifically deferred from Business Meetings at a Work Session and Mr. Stidham replied yes. Chair Ohrstrom noted that this has been the Commission's practice with the exception of Organizational Meeting items.

The Commission voted to approve the By-Laws for 2018 with amendments as presented by Staff.
Yes: Bouffault, Buckley, Caldwell (moved), Daniel, Kreider, Kruhm, Lee, Malone (seconded), and Ohrstrom
No: No one
Absent: Nelson

2018 Project Priorities

Mr. Stidham reviewed Staff's recommended changes to the Project Priorities list. He explained that the Commission will begin planning the five-year review of the Comprehensive Plan, Transportation Plan, and Economic Development Strategic Plan that will occur in 2019. He noted that these reviews are planned to begin one year in advance of the five-year plan adoption anniversary to provide leeway to ensure that the plans are acted on in a timely fashion. He added that the Village Plan creation and Mountain Land Plan review have been taken off the schedule with the commencement of the Ordinance Update Project and that these plans will be added back on the list once the Update Project is completed. He added that drafts of the Water Resources and Historic Resources Plans will be ready for Committee review in the coming months.

The Commission voted to approve the 2018 Project Priorities as presented.
Yes: Bouffault, Buckley, Caldwell, Daniel, Kreider, Kruhm (moved), Lee (seconded), Malone, and Ohrstrom
No: No one
Absent: Nelson

REVIEW OF AGENDA ITEMS FOR JANUARY 5, 2018 MEETING

Mr. Stidham noted that because the applicant on the Hitchen major subdivision application has requested another one month deferral, the Commission may want to consider cancelling the January 5 Business Meeting as there are no other pressing action items. Chair Ohrstrom asked how the deferral request impacts the Commission's review time. Mr. Stidham replied that the Commission's review clock has not started because the applicant requested a deferral last month. He added that the review period will begin at the first meeting that the Commission reviews the application and the applicant does not ask for a deferral.

Chair Ohrstrom asked whether the applicant has responded to the Commission's question about using the existing private road located at the crossover for the subdivision instead of the smaller driveway to the west. Mr. Fincham said that the applicant wants to use the existing private road as an access for the residual parcel separate from the subdivision lots. Mr. Fincham then provided an update on the

application review and a summary of remaining items to be addressed. He noted that he is awaiting further comments from the Virginia Department of Transportation (VDOT) and said that Bobby Boyce indicated that he has additional concerns that he will be addressing. Chair Ohrstrom said it appears that the limited distance for traffic exiting the proposed private access easement to reach the crossover would create a dangerous situation. Mr. Fincham replied that Mr. Boyce did not seem to have a problem with this issue. Mr. Fincham also noted that the current designs for the private access easement do not meet the County's maximum slope requirement of 8%. He said that the County's engineering consultant is reviewing this and will provide recommendations. He added that the Commission has the authority to waive or relax this requirement and comments from the engineering consultant will be necessary to help the Commission evaluate this issue. Mr. Stidham added that the Commission may want to consider this issue carefully in light of the applicant's decision not to use the existing private road at the crossover for the subdivision access. Ms. Bouffault asked if the sloped portion would be asphalted and Mr. Fincham replied that only the entrance apron would be hard surfaced. Ms. Bouffault said that this could create a significant erosion problem onto U.S. 50 and she asked how VDOT could allow this to happen. Mr. Fincham noted that VDOT will not comment on the private road design beyond the entrance but that the County engineering consultant will be commenting in regards to the County's design standards. Chair Ohrstrom said that with the significant efforts put into the creating the design standards, he did not know why the Commission would want to waive them. Mr. Fincham added that VDOT would look at any drainage issues onto the VDOT right of way caused by the private road design.

Mr. Fincham noted that the Virginia Department of Environmental Quality (DEQ) will be requiring stormwater mitigation measures and has referenced the need to establish a "conservation easement" on a portion of the residual parcel as part of the mitigation. He added that this is the first time Planning Staff has heard of a conservation easement being required by DEQ and he is awaiting further details on it. Chair Ohrstrom replied that he had heard of the Department of Conservation & Recreation (DCR) requiring conservation easements for riparian buffers but he has not heard of DEQ requiring them for stormwater management. Mr. Fincham added that DEQ is requiring the applicant to provide a stormwater management plan because they consider the proposed subdivision to be a "common plan of development."

Mr. Stidham said that if the Commission is comfortable with accepting the applicant's deferral request, they can take action now to accept the deferral request and continue the public hearing to February. Mr. Fincham and Ms. Daniel asked if this action would be consistent with the revised By-Laws. Mr. Stidham replied that it would be consistent under both the new and old By-Laws because the subdivision application review was deferred to the January meeting and the Commission was already scheduled to discuss the application at today's meeting.

The Commission voted to accept the applicant's deferral request and continue the Public Hearing to the February meeting.

Yes: Bouffault (moved), Buckley, Caldwell, Daniel, Kreider (seconded), Kruhm, Lee, Malone, and Ohrstrom

No: No one

Absent: Nelson

The Commission also agreed by consensus to cancel the January 5 Business Meeting.

OLD BUSINESS ITEMS

None

NEW BUSINESS ITEMS

Resolution of Appreciation – Jon Turkel

Mr. Stidham asked the Commission members to contact him if they had any contributions to the resolution.

OTHER BUSINESS

None

The meeting was adjourned by consensus at 3:33PM.

George L. Ohrstrom, II (Chair)

Brandon Stidham, Planning Director

MAJOR SUBDIVISION (S-17-01)

Coquette Estates Subdivision

Peter O. and Melanie M. Hitchen (Owners)

February 2, 2018 Planning Commission Meeting

SUPPLEMENTARY STAFF REPORT #2 -- Department of Planning

The purpose of this staff report is to provide information to the Planning Commission to assist them in reviewing this proposed major subdivision. It may be useful to members of the general public interested in this proposed subdivision.

Case Summary

Applicant(s):

Peter and Melanie Hitchen

Location:

- Subject property is located in the 4000 block of John Mosby Highway
- Tax Map Parcel #30-A-65
- White Post Election District (Bouffault and Buckley)

Zoning District

Agricultural-Open Space-Conservation (AOC)

Request:

Approval of a five-lot Major Subdivision for the property identified as Tax Map #30-A-65 located in the 4000 block of John Mosby Highway in the White Post Election District zoned Agricultural Open-Space Conservation (AOC).

Case Update:

The Public Hearing was continued and the request was deferred at the January 5, 2018 Commission meeting pending unfinished reviews of several items. The applicant provided revised engineered plans on December 28, 2017, which were routed to the Virginia Department of Transportation (VDOT) and Hurt & Proffitt (County engineering consultant) the same day. Mark Cline (Hurt & Proffitt Engineer) provided review comments on January 23, 2018, and Bobby Boyce, (VDOT) provided review comments January 24, 2018, which were forwarded to the applicant and their engineer the same day.

Access:

Regarding the revised subdivision road construction plan, Mr. Cline points out that the plans show a maximum grade of 10%, which is in excess of the allowable grade per Clarke County Subdivision Ordinance §8-J-2-c-4, and notes that VDOT may have requirements regarding the entrance slope and the portion of the road in the right-of-way area that may also impact the road slope. Mr. Boyce notes several technical revisions needed on the plans which includes a need to “slope the entrance away from Rt. 50”. *Staff awaits comments and revisions from the applicant’s engineer regarding the road construction review comments from VDOT and Hurt & Proffitt.*

Water and Septic:

The Health Department has reviewed the revised plat and have no further comments.

Environmental Inventory and Impact Statement:

Staff has no further comments.

Erosion and Sediment Control:

Regarding the erosion and sediment control plan, along with technical plan revisions, Mr. Cline notes that review checklists and E&S bond estimates are needed prior to plan approval. *Staff awaits comments and revisions from the applicant's engineer in response to the E&S plan review comments.*

Stormwater Management:

Mr. Cline mentions in both review letters that DEQ stormwater review is required. Staff received an email from Dustin Staton (DEQ) that states, "We just received a paper copy of the new plan January 22. It is in the queue for review." The applicant is working directly with DEQ. *Staff awaits DEQ comments or approval.*

Recommendation:

Staff recommends continuing the advertised public hearing and deferring action on the request until the March 2, 2018 regular meeting.

History:

November 3, 2017	Complete Application filed with the Department of Planning.
November 28, 2017	Plans Review Committee met and reviewed the plat.
December 1, 2017	The Planning Commission voted unanimously to defer action on the Major Subdivision request (per applicant's request) and continue the public hearing for one month to the January 5, 2018 meeting.
January 3, 2018	The Planning Commission voted unanimously to defer action on the Major Subdivision request (per applicant's request) and continue the public hearing for one month to the February 2, 2018 meeting.
February 2, 2018	Placed on the Commission's meeting agenda for continued advertised public hearing.

January 22, 2018

Mr. Ryan Fincham
Zoning Administrator/Senior Planner
Clarke County Planning Department
101 Chalmers Court
Berryville, VA 22611

Re: *Coquette Estates Road Construction Plan*
Erosion and Sediment Control Plan Review (2nd Submittal)
H&P JN 20171813

Dear Ryan:

Thank you for the opportunity to provide plan review services to Clarke County. Following are review comments related to the review of the revised Pennoni Associates, Inc. plans sealed 12/27/17 by Michael M. Artz, LS. We advise that these comments should be addressed prior to recommending approval of the plans by the County. The comments are keyed to Pennoni's December 27, 2017 review letter, which is attached for reference.

Erosion & Sediment Control Comments

1. Addition of the drainage map on Sheet CS0001 is acknowledged. Please provide a title for the map and indicate the map scale.
2. No further comments
3. Repeat comment. Applicant has indicated that the 0.35 weighted c-value is conservative for the amount of impervious that will be constructed in the drainage areas. Please provide an estimate of the impervious additions (and the associated weighted c-value calculations) in order to verify this. Without the amount of impervious area shown or accounted for, there is no way to verify if 0.35 is in fact conservative.
4. No further comment
5. No further comment
6. No further comment
7. No further comment
8. No further comment
9. No further comment
10. Coordinate revised construction entrance location with VDOT review. Location is satisfactory for ESC Review purposes.
11. The revised limits of disturbance now exceed 1-acre, and are subject to stormwater management provisions, including permitting, SWPPP preparation and stormwater quality and quantity management. This is beyond the purview of the ESC Review, but this comment is included for the County's knowledge.
12. Topsoiling (TO) is not included on the plan or in the legend
13. EC-3 matting is shown on Sheet CS8003 in the north side ditchline from Station 0+40 to Station 2+00. We are uncertain if this is a special design for the EC-3, since Note 4 on Plan Sheet CS1000 indicates that EC-3 is required in all ditches exceeding 4% slope. If EC-3 is to be called out graphically, it should be called out in all required locations.

- 14 The applicant suggests that the stockpile(s) will not have an impact on the disturbed area acreage numbers. This statement is only true if the stockpiles are to remain within the limits of disturbance shown on the plans. Since a SWPPP will now be required (disturbance in excess of 1-acre), the locations of stockpiles can be documented in the SWPPP document. If the stockpile locations cause any extra disturbance, this will also need to be accounted for in the SWPPP document.

Sheet CS8002 – Erosion and Sediment Control Narrative & Details

- 15 No further comment
16 No further comment
17 No further comment
18 No further comment
19 No further comment
20 No further comment
21 No further comment
22 No further comment
23 No further comment

As noted on the first submittal, no plan reviewer checklists or Erosion & Sediment Control Bond estimates were included with the submitted information. This information is needed prior to plan approval.

All revisions to the plans should be coordinated with stormwater management plans for the subdivision and submittals to VDOT.

This is the extent of our comments at this time. Please do not hesitate to contact either of us with questions.

Sincerely,
HURT & PROFFITT, INC.



Keith Boyd, PE
Director - Land Development



Mark T. Cline
Senior Project Manager

December 27, 2017

Mr. Ryan Fincham
Senior Planning & Zoning Administrator
County of Clarke
101 Chalmers Court, Suite B
Berryville, VA 22611

RE: Coquette Estates Road Construction Plan

Dear Ryan,

Please find below our response to the first submission comments dated November 27, 2017 from Mark Cline of Hurt & Proffitt, Inc. on the above referenced plan.

Sheet CS 8001 – Erosion and Sediment Control Phases 1 & 2

1. Comment: Please show the extents of the drainage areas to the Temporary Diversion Dike and the proposed culverts
Response: A Drainage Area Map has been added to Sheet CS0001 to show the drainage areas to Structure 1 and 2 (proposed culverts).
2. Comment: Please show the Time of Concentration flow paths for the culvert drainage areas.
Response: Time of concentration flow paths are not shown. A conservative five (5) minute minimum time of concentration was previously utilized for all the drainage areas.
3. Comment: Please provide confirmation that the acreage, rainfall intensity, and weighted c- values are valid for the culvert computations shown. It should be noted that DEQ has previously commented that the subdivision must have an overall stormwater plan. We are unable to determine from the provided calculations if future construction on the lots is considered in the culvert calculations.
Response: Rational Method has been utilized. Acreages are digitized utilizing Lidar topography, rainfall intensity taken from VDOT Rainfall Intensity Duration chart for Clarke County, runoff coefficient of 0.35 is conservative and more than accounts for the negligible amount of impervious within the post development watersheds.
4. Comment: VESCH Standard and Specification 3.13 is listed in the ESC Legend, but not shown on the plans.
Response: Removed from the legend.
5. Comment: Outlet Protection (VESCH Standard and Specification 3.18) is listed for Structure 2, but is not shown for Structure 1. This standard should be shown for Structure 1 and also should be added to the ESC Legend
Response: Only the “OP” label was missing for Structure 1. All the pertinent information was previously provided. Added “Outlet Protection” to the Legend.

6. Comment: Please confirm that the drainage area to any part of the proposed diversion dike does not exceed 5-acres (coordinate with comment #1 above).

Response: The drainage area does not exceed 5 acres.

7. Comment: The drainage conveyance created by the installation of the diversion dike appears to exceed 2% slope. If this is the case, per VESCH Standard and Specification 3.09, this conveyance will require stabilization per VESCH Standard and Specification 3.17 "Stormwater Conveyance Channel". Also, there is no information provided on the plans concerning the configuration of the conveyance behind the dike.

Response: The diversion dike has been relocated to provide a maximum of 2% slope.

8. Comment: The diversion dike does not appear to discharge to a stabilized outlet/channel.

Response: Outlet protection is now provided in Phase 1.

9. Comment: Please add a note stating that the diversion dike will require immediate seeding/stabilization upon installation.

Response: Added Note to the Phase 1 E&S Plan on Sheet CS8001

10. Comment: Please graphically show the construction entrance at the desired size (12'x70' minimum).

Response: The construction entrance is graphically shown to the desired size. It has been moved to a different location on new Sheet CS8003.

11. Comment: The limits of disturbance outline ends with the new road construction and does not incorporate the work areas where the existing road will be widened or for the Low Volume Commercial Entrance. These areas of work are shown in a detail on Plan Sheet CS1000, however, ESC measures are not shown in that detail. Please revise the limits of disturbance line and revise the disturbed acreage number listed in the narrative. Please also provide ESC design for all portions of the work on CS8001.

Response: Added new Sheets CS1001 & CS8003.

12. Comment: Please indicate Temporary Seeding (TS), Permanent Seeding (PS), Topsoiling (TO), Mulching (MU), and Dust Control (DC) for the entire site within the limits of construction. Please add these VESCH Standards and Specifications to the ESC Legend.

Response: Added as requested.

Sheet CS1000- Plan & Profile

13. Comment: Please provide ESC design for the entrance and roadway widening work on Sheet CS8001.

Response: Added new Sheets CS1001 & CS8003.

14. Comment: Note #6 on this plan sheet indicates that stockpile locations will be determined at the preconstruction meeting. A location(s) should be identified on the ESC plans, since the location could impact the disturbed acreage numbers.

Response: Stockpile location is still unknown. Impact to disturbed acreage number is not relevant.

Sheet CS8002 – Erosion and Sediment Control Narrative & Details

15. Comment: Please add a note stating that the Contractor is responsible for obtaining rights to and for providing approved ESC plans for any offsite borrow or waste sites, if the need for such sites becomes necessary.

Response: Added Note "I" to Narrative on CS8002.

16. Comment: Eliminate reference to City of Winchester.

Response: Reference has been changed to "Clarke County"

17. Comment: Eliminate references to City Inspector and sediment traps.

Response: Reference to City Inspector has been changed to "County Inspector". References to sediment traps have been eliminated.

18. Comment: Add note about immediate stabilization/seeding required for the proposed diversion dike.

Response: "First Phase" has been reworded to include this information.

19. Comment: "4th Phase" mentions bioretention, however, no bioretention facilities are shown on the plans.

Response: Bioretention reference has been removed.

20. Comment: Confirm disturbed acreage listed in Project Description after modifying limits of disturbance as noted in prior comments.

Response: Disturbed acreage has been updated.

21. Comment: Please update Permanent Seeding Schedule indicating a fertilizer formula of 10-20- 10, as shown in the Permanent Seeding Standard & Specification 3.32, page III-307 of the VESCH.

Response: Table 3.32-C has been added and original notes have been revised to refer to the table.

22. Comment: Please confirm fertilizer application rate for temporary seeding. Plans state 450 lbs. per acre of 10-20-20; Standard and Spec 3.31 states 600 lbs. per acre of 10-20-10.

Response: Table 3.31-B has been added and original notes have been revised to refer to the table.

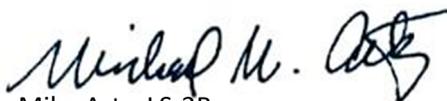
23. Comment: Please confirm temporary seeding mixes and mulch application material (and associated mulch anchoring) based on the anticipated dates of construction. Suggest inserting the tables from Standard and Specification 3.31, rather than calling out all items in the notes.

Response: Table 3.31-B has been added and original notes have been revised to refer to the table.

I trust the above responses and revisions to the plans address all of these comments and concerns. Should you have any further questions, please do not hesitate to contact me.

Sincerely,

PENNONI ASSOCIATES INC.



Mike Artz, LS-3B

January 22, 2018

Mr. Ryan Fincham
Zoning Administrator/Senior Planner
Clarke County Planning Department
101 Chalmers Court
Berryville, VA 22611

Re: *Coquette Estates Road Construction Plan Subdivision Street Plan Review
(2nd Submittal)
H&P JN 20171813*

Dear Ryan:

Per your request, we have reviewed the subdivision road design in the revised plans sealed 12/27/2017, and submitted by Pennoni Associates, Inc., for conformance with Clarke County Ordinance Section 8-J-2-c "Design Standards". We offer the following comments, which we believe should be addressed prior to recommending approval of the plans by the County. The responses are keyed to the Pennoni response letter, which is attached for reference.

1. No further comment
2. No further comment
3. The existing road (noted to be widened) now shows a maximum grade of 10%, which is still in excess of allowable grade per County Ordinance Section 8-J-2-c-4. VDOT may also have comments regarding the slopes of the entrance and the portion of the road in the right-of-way area.
4. Repeat comment. The designer should include the provided stopping and intersection sight distances per 8-J-2-c 5 (for the new section of road). VDOT will require sight distance confirmation at the proposed low volume commercial entrance.
5. No further comment
6. No further comment
7. No further comment
8. No further comment

All revisions to the plans should be coordinated with stormwater management plans for the subdivision, with the previously submitted Erosion and Sediment Control plan review comments, and with any VDOT review or review comments.

This is the extent of our comments at this time. Please do not hesitate to contact either of us with questions.

Sincerely,
HURT & PROFFITT, INC.



Keith Boyd, PE
Director - Land Development



Mark T. Cline
Senior Project Manager

December 27, 2017

Mr. Ryan Fincham
Senior Planning & Zoning Administrator
County of Clarke
101 Chalmers Court, Suite B
Berryville, VA 22611

RE: Coquette Estates Road Construction Plan Subdivision Street Plan Review

Dear Ryan,

Please find below our response to the first submission comments dated December 1, 2017 from Mark Cline of Hurt & Proffitt, Inc. on the above referenced plan.

1. Comment: Since the road serves three or more parcels, the designer should affirm by a note on the plans that the whole road has been designed for a minimum design speed of 15 mph. (Ordinance section 8-J-2-c 1).

Response: The minimum design speed is 15 mph. Note 9 has been added to Sheet CS1000.

2. Comment: A note should be added on the plans requiring that CBR tests be performed per the requirements of 8-J-1-c 2(b), and detailing the required subgrade improvements required by the Ordinance if the CBR values are below 4.

Response: Added General Note 16 on Sheet CS0001.

3. Comment: The proposed new section of road appears to conform to the maximum allowable grades specified in section 8-J-1-c 4 of the ordinance. The existing road (noted to be widened) does not appear to meet all of these requirements; for example the linear slope appears to approach 14% in some areas. Re-grading of the existing road may be necessary to meet the requirements of the Ordinance. VDOT may also have comments regarding the slopes of the entrance and the portion of the road in the right-of-way area.

Response: Added Sheets CS1001 and CS8003 to provide for re-grading of the "entrance road" to the "new road".

4. Comment: The designer should include the provided stopping and intersection sight distances per 8-J-2-c 5 (for the new section of road). VDOT will require sight distance confirmation at the proposed low volume commercial entrance.

Response: Waiting for VDOT comments.

5. Comment: The ordinance states that the side slopes to the flow line of the ditch or limit of the easement must be a minimum of 3:1 (Ordinance section 8-J-2-c 14). The typical section on the design plans indicates 2:1 slopes. If there are site constraints that prohibit the 3:1 slopes, please coordinate with the County to discuss the process required to request use of the 2:1 slopes.

Response: Typical section incorrectly labeled slopes as 2:1. This has been revised. There were other areas outside of the section that needed to be adjusted. All slopes are designed to a minimum of 3:1.

6. Comment: Notes should be added to the plans stating that all storm drain materials and methods of installation shall meet VDOT Standards and Specifications. A bedding detail should be added to the plans for the HDPE culvert pipe. (Ordinance Section 8-J-2-c 15).

Response: Added General Note 17 to Sheet CS0001. Added VDOT PB-1 bedding detail to Sheet CS8002.

7. Comment: No information is provided indicating compliance with the minimum 100-foot setback from travel ways and drainage facilities from sinkholes. (Ordinance section 8-J-2-c-16). Designer should confirm and note on the plans that no mapped or otherwise identified sinkholes exist in the required minimum setback area.

Response: There are no sinkholes within the 100 foot setback. Added General Note 18 to Sheet CS0001.

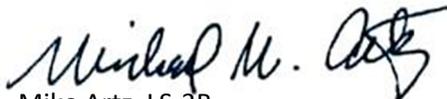
8. Comment: Thought not specifically addressed in the ordinance, we recommend that the designer consider revising the slope across the tee turn-around area. This area, as proposed, is relatively steep.

Response: The turn-around area has been revised to a maximum 6% slope.

I trust the above responses and revisions to the plans address all of these comments and concerns. Should you have any further questions, please do not hesitate to contact me.

Sincerely,

PENNONI ASSOCIATES INC.



Mike Artz, LS-3B

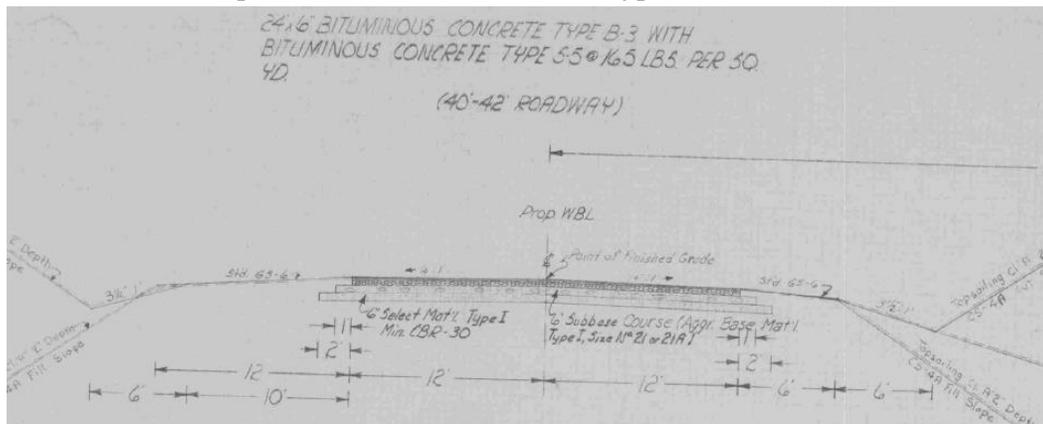
Coquette Estates Subdivision

US Route 17/50 Clarke County, VA

VDOT Review Comments

January 24, 2018

1. Show any adjacent and opposite side of roadway entrances. Provide distances to next adjacent entrance and nearest State highway intersections in each direction.
2. Identify required and available* unobstructed stopping sight distance and intersection sight distance and line of sight profiles at all entrance(s). (*show the maximum available sight distance and not minimum required.) Provide sight distance easements where line of sight leaves right-of-way.
3. Specify VDOT entrance Standard CG-11.
4. Provide entrance profile from center line of roadway with grading in accordance with the specified proposed VDOT standard entrance type. Slope the entrance away from Route 17/50 for 12' width to accommodate future taper or turn lane, normal shoulder and positive drainage. Adjust grade going into site to accommodate.
5. Provide typical section of entrance(s) and turn lanes including dimensions, cross slopes and pavement design. Match US Route 17/50 pavement to the right-of-way line. Below is the constructed pavement thickness from the typical section.



6. VDOT Standard WP-2 Pavement Widening Detail to be included on all plans. Show in plan view limits of mill and overlay per WP-2 Detail.
7. Drainage – show pipe sizes, lengths and material types (existing and proposed). Provide drainage computations in accordance with *VDOT Drainage Manual*. Provide proposed culvert/storm sewer profile. Show directional flow arrows of proposed and existing drainage to culverts, entrance(s) and adjoining State highways. Culvert extension will need to be on the same line and grade as existing culvert.

8. Show 4' shoulders on entrance radii and include adequate pipe length to obtain 4:1 slope from edge of shoulder to end of culvert. Maintain shoulder width and slope on US Route 17/50 per geometric design standards for this facility.
9. Make both sides of entrance radii 50'.
10. Provide current details with plan set of all VDOT Standards called for in design.
11. Provide signage, pavement markings, and cluster mailbox location on plan off VDOT right-of-way.
12. Provide current VDOT General Notes on plan cover sheet.

If you have any questions please give me a call.

Thanks,
Bobby Boyce
VDOT Land Development Engineer
Shenandoah, Frederick, Clarke, & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
(540)984-5631

8-G-5 Where it is proposed to place public utilities within the rights-of-way shown for public streets on a Record Plat, such utility installations shall be coordinated with the street construction plans and profiles as approved by the Resident Engineer of the Virginia Department of Transportation, and such installation shall be performed in accordance with all requirements of said Department.

8-H UNSAFE LAND
As a safety measure for the protection of the health and welfare of the people of Clarke County, the Planning Commission shall reserve the right to disapprove any subdivision that is subject to periodic flooding, is topographically unsuitable, contains extremely poor drainage facilities, unstable soil conditions, man-made conditions such as, but not confined to, unstable fills or slopes, or has other physical impairment to safe development.

8-I DRAINAGE

8-I-1 Subdivisions shall be protected from flood hazard and inundation by storm water, springs, and other surface waters. The design and construction of drainage facilities shall be such that all water courses traversing the subdivision and water emanating from outside and/or within the subdivision will be carried through and off the subdivision without creating an adverse drainage condition to roadway, residential sites, or residences to be installed within the tract, and without any injury to roadways, residential sites, residences, structures, farmland, or open space abutting or in the vicinity of the tract. Stormwater Management shall be designed as required by State stormwater management regulations.

(8/17/10)
(01/17/17)

8-J PRIVATE ACCESS EASEMENTS

(11/19/91) (6/21/05) (7/17/07)

8-J-1 General Regulations

8-J-1-a Lots in a proposed subdivision may be served by a Private Access Easement if in compliance with Zoning Ordinance Section 3-C-4. All Private Access Easements shall comply with Section 8-J-2 of this Ordinance.

(7/17/07)

8-J-1-b A proposed subdivision, which includes a Private Access Easement shall comply with all provisions of this Ordinance.

8-J-1-c Construction of any Private Access Easement shall comply with all applicable provisions of the Clarke County Soil Erosion and Sedimentation Control Ordinance.

8-J-1-d No Private Access Easement approved pursuant to the provisions of this Ordinance shall provide thoroughfare to subdivisions of adjoining property, unless such adjoining property is a part of the original tract as it existed on the date of approval of such easement.

8-J-1-e Before a building permit is issued for a residence, the grading and base shall be completed for that portion of a travel way accessing such a residence. Before a certificate of occupancy is issued for a residence, all construction shall be completed for that portion of a travel way accessing such a residence.

(6/21/05)

8-J-1-f (6/21/05) As stated in Zoning Ordinance Section 3-A-2-I, all private driveways longer than 150 feet shall comply with all Private Access Easement travel way standards in section 8-J-2-c below.

8-J-1-g The following note shall be added to any subdivision plat showing parcels accessed by a Private Access Easement:
The private access easements in this subdivision do not meet the standards necessary for inclusion in the system of state highways and will not be maintained by the VDOT or Clarke County and are not eligible for rural addition funds or any other funds appropriated by the Virginia General Assembly and allocated by the Commonwealth Transportation Board.

8-J-2 **Design Standards**

8-J-2-a (6/17/03) (6/21/05) All Private Access Easements shall have a minimum width of 30-foot right-of-way, and any additional right of way necessary to include the travel surface and the drainage facilities necessary to carry the 2-year storm event. The maximum right of way width shall be 40 feet with 50 feet allowed for short distances when the Planning Commission determines there are unique site-specific circumstances.

8-J-2-b No telescoping, stacking, paralleling, or similar design configuration of Private Access Easements shall be permitted.

8-J-2-c (6/17/03) (6/21/05) (7/17/07) (01/17/17) All Private Access Easements serving three or more parcels shall have travel ways with:
1. a minimum design speed of 15 miles per hour;
2. an all weather surface (graveled or asphalt)
a. minimum gravel road construction (for all travel ways, pull-offs, and turn-arounds) shall consist of a single compacted aggregate base material course of 7 inches;
b. minimum asphalt road construction (for all travel ways, pull-offs, and turn-arounds) shall:
(1) have insitu CBR tests at 300 foot intervals along the road centerline to verify the CBR value is at least 4. If the CBR test results in a value less than 4, the subgrade must be improved with “soil cement” or other means as recommended by the onsite geotechnical engineer;
(2) consist of the following:
a. asphalt surface course: 1.5 inches
b. asphalt base course: 3 inches
c. aggregate base (21B) course: 4 inches
3. a minimum radius of 100 feet for gravel roads and 70 feet for asphalt roads. The radius shall be measured along the centerline of the travel way. The maximum super-elevation of travel ways in such radii shall be 4%;
4. the following maximum grades, measured along the centerline of the travel way:
a. 4% within 25 feet of a public right of way,
b. a vertical curve providing a transition between the above grades in the area between 25 feet and up to 125 feet from a public right of way;
c. 8% for any portion of the travel way more than 125 feet from a public right of way, however up to 12% may be allowed for short distances if specifically approved by the Planning Commission based on site-specific circumstances;

5. not more than 100 linear feet, measured on the centerline, that crosses pre-development slopes of 25% or greater;
6. a minimum stopping sight distance of 65 feet (distance is based on a 3.5 foot height of eye and a 0.2 foot height of object);
7. a minimum intersection sight distance of 60 feet (distance is based on a 3.5 foot height of eye and a 4.25 foot height of object);
8. a travel way crown with a minimum of 2%;
9. a minimum travel way surface width (graveled or paved) of 14 feet and a maximum travel way surface width of 18 feet;
10. no obstruction (such as posts, pillars, walls, or fences) erected within 10 feet of the centerline a travel way or within a public right of way.
11. a pull-off area(s) not further than 900 feet from a public right of way or other pull-off area to accommodate emergency vehicles;
12. a turn around area (either circular or 'T' shaped) at the end of a travel way;
13. drainage facilities to allow a 14-foot wide travel way on the roadway during the 2-year storm event.
14. a minimum travel way side slope of 3:1 (horizontal: vertical) to the flow line of the ditch or the limit of the easement, however a slope of 2:1 may be approved by the Planning Commission if there are unique site-specific circumstances;
15. stormwater management features, including storm drain culverts, shall meet VDOT standards and State stormwater management regulations, if applicable; and
16. a minimum 100 foot setback for travel ways and drainage facilities from sinkholes and perennial streams (except for approved stream crossings).