MINUTES OF A MEETING OF THE
ALBEMARLE CONSERVATION EASEMENT AUTHORITY
November 14, 2024 (Thursday)

The Albemarle Conservation Easement Authority met in Room 235 of the County Office Building on November 14, 2024 at 4:45 p.m.

Members present were:
Sherry Buttrick
Rose Emery
David Emmitt
Sharon Merrick
Hamilton Moses III

Members absent were:
Jay Fennell, Chair
Annie Izard
John Moore
Peter Taylor, Vice-chair

Staff members present were:
Scott Clark, Conservation Program Manager
Richard Deloria, Deputy County Attorney
James Van Vranken, Natural Resources Planner

AGENDA

1. Call to Order
2. Other Matters Not Listed on the Agenda
3. Approval of Minutes (October 10, 2024)
4. ACEA202400010 Hevener Donation Proposal
5. PRF201600016 Holt Accessory Apartment Determination
6. New Business
7. Old Business
8. Adjournment

1. Call to Order
A quorum of five was present at 4:53 p.m. when Mr. Clark called the meeting to order.

Since the Chair and Vice-chair were absent, Ms. Emery moved and Ms. Merrick seconded to elect Dr. Moses as interim chair for the duration of the meeting. The motion passed by a vote of 5:0.

2. Other Matters Not Listed on the Agenda
No public comments were made.

3. Approval of Minutes (October 10, 2024)
Ms. Emery moved and Ms. Merrick seconded to approve the minutes of the October 10, 2024 meeting. The motion passed by a vote of 5:0.

4. ACEA202400010 Hevener Donation Proposal
Mr. Van Vranken presented a proposal for a new donated easement on a 20.00-acre property owned by Amanda Hevener and Benjamin Hooks (Tax Map 85 Parcel 20A).

Authority members gave the feedback that the proposal does not meet the Authority's density guidelines and recommended that a stronger proposal would (a) exclude the second dwelling, or limit its location to within an accessory structure, (b) limit accessory structures to be located within a certain distance from the dwelling or within a proposed building envelope, and (c) include a collective footprint limitation.

The Authority took no action.

5. PRF201600016 Holt Accessory Apartment Determination
Mr. Clark presented a request for determination on the permissibility of an accessory apartment within a single-family dwelling, both in this instance and as a policy more generally applied.

Ms. Buttrick moved and Ms. Merrick seconded that the Authority adopt the proposed policy (attached) with the addition of the residency requirement contained in part (c). The motion passed by a vote of 5:0.

6. New Business
The Chair invited new business. There being none, the meeting moved to the next item.

7. Old Business
The Chair invited old business. There being none, the meeting moved to the next item.

8. Adjournment
The Authority adjourned the meeting at 5:38 p.m.

ALBEMARLE COUNTY
CONSERVATION EASEMENT AUTHORITY

Accessory Apartment Policy

It is the policy of the Authority to consider a single accessory apartment to be a customary use of a single-family dwelling, and for the accessory apartment not to increase the number of dwellings on the property. Each accessory apartment shall be subject to the following:

a) An accessory apartment shall be permitted only within the structure of the main dwelling to which it is accessory. Usage of freestanding garage or other accessory structure for an accessory apartment is expressly prohibited. Not more than one accessory apartment shall be permitted within any single-family detached dwelling.

b) The gross floor area devoted to an accessory apartment shall not exceed 35 percent of the total gross floor area of the structure in which it is located.

c) The owner must reside in any dwelling to which the apartment unit is accessory or the apartment unit itself.

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(Adopted November 14, 2024)