



**MINUTES OF A MEETING OF THE
ALBEMARLE CONSERVATION EASEMENT AUTHORITY
November 13, 2025 (Thursday)**

The Albemarle Conservation Easement Authority met on November 13, 2025 at 4:45 pm.

Members present were:

Sherry Buttrick
Jay Fennell, Chair
Rex Linville
Sharon Merrick
John Moore
Hamilton Moses III
Peter Taylor, Vice-chair

Members absent were:

David Emmitt
Annie Izard

Staff members present were:

Andy Herrick, County Attorney
Jennifer Tevendale, 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 (September 11, 2025)
4. ACEA202500003 Oakfields Donation Proposal
5. ACEA202500015 Ergler Donation Proposal
6. Closed Meeting:
Closed meeting pursuant to section 2.2-3711(A) of the Code of Virginia under Subsection 8 to consult with legal counsel regarding specific legal matters related to the interpretation of conservation easement language addressing permitted land uses, which requires the provision of legal advice by such counsel.
Closed meeting motion subject to change
7. Certify Closed Meeting
8. PRF200600004 Ragged Mountain Farm Lot A20 Homestay Permit
9. New Business
10. Old Business
11. Adjournment

1. Call to Order

A quorum of seven was present at 4:45pm when Mr. Jay Fennell called the meeting to order.

2. Other Matters Not Listed on the Agenda

No public comments were made.

3. Approval of Minutes (September 11, 2025)

Mr. Fennell moved and Ms. Sharon Merrick seconded to approve the minutes of the September 11, 2025 meeting. The motion passed by a vote of 5:0:2 (Mr. Rex Linville and Mr. John Moore abstained).

4. ACEA202500003 Oakfields Donation Proposal

Mr. James Van Vranken presented a proposal for a new donated easement on an 87.4-acre property owned by CS Farm, LLC. (Tax Map 16 Parcels 45, 45A, 46).

Mr. Linville moved and Ms. Merrick seconded that the Authority accept the proposed donation. The motion passed by a vote of 7:0.

5. ACEA202500015 Ergler Donation Proposal

Mr. Van Vranken presented a proposal for a new donated easement on a 27.95-acre property owned by Mr. Richard Ergler (Tax Map 41 Parcel 36).

Mr. Moore moved and Mr. Peter Taylor seconded that the Authority accept the proposed donation, subject to an amendment to the building envelope such that the envelope does not contain critical slopes. The motion passed by a vote of 7:0.

6. Closed Meeting

Mr. Fennell moved and Dr. Hamilton Moses seconded the Closed Meeting Motion, dated November 13, 2025, which can be found on Page 1 of Attachment A. The motion passed by a vote of 7:0.

7. Certify Closed Meeting

Mr. Taylor moved and Dr. Moses seconded the Closed Meeting Certification, dated November 13, 2025, which can be found on Page 2 of Attachment A. The motion passed by a vote of 7:0.

8. PRF200600004 Ragged Mountain Farm Lot A20 Homestay Permit

Mr. Fennell recused himself from this item, as his employer has an interest in the matter.

Mr. Van Vranken presented on an application to the Community Development Department for a homestay permit on the parcel subject to the PRF200600004 Ragged Mountain Farm – Lot A20 conservation easement (Tax Map 74 Parcel 5B9).

The Authority heard from the applicants, Russell Nance and Amy Stevens, about the project. Authority members discussed whether this homestay use qualified as “subordinate and customarily incidental” to the residential use.

The Authority took no action.

9. New Business

The Chair invited new business.

Mr. Van Vranken presented on an ongoing violation on the parcels subject to the PRF201400004 Clifton Lake conservation easement (Tax Map 79 Parcel 23 and Tax Map 79C Parcel 1). The separate owners of the two parcels have constructed docks, a storage shed, and observation platforms within the 200-foot riparian buffer.

Mr. Van Vranken proposed and Authority members supported sending letters to the owners (and to the real estate agent for the sale of Tax Map 79C Parcel 1) requiring that the structures be removed within a set time period.

10. Old Business

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

11. Adjournment

The Authority adjourned the meeting at 6:32pm.

Attachments:

Attachment A – Closed Meeting Motion and Certification



Albemarle Conservation Easement Authority

13 November 2025

CLOSED MEETING MOTION

I move that the Albemarle Conservation Easement Authority convene a closed meeting pursuant to section 2.2-3711(A) of the Code of Virginia:

- under subsection (8) to consult with legal counsel regarding specific legal matters related to the interpretation of conservation easement language addressing permitted land uses, which requires the provision of legal advice by such counsel.

Roll Call Vote:

	Yes	No
Dir. Fennell	☒	☐
Dir. Taylor	☒	☐
Dir. Buttrick	☒	☐
Dir. Emmitt	☐	☐
Dir. Izard	☐	☐
Dir. Linville	☒	☐
Dir. Merrick	☒	☐
Dir. Moore	☒	☐
Dir. Moses	☒	☐

I, James Van Vranken, Secretary, certify the roll call vote tally that occurred on Nov. 13, 2025.



 James Van Vranken
 Secretary

11/18/2025

 Date

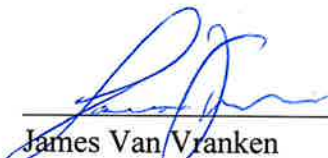
CLOSED MEETING CERTIFICATION

I move that the Albemarle Conservation Easement Authority certify by a recorded vote that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed meeting.

Roll Call Vote:

	Yes	No
Dir. Fennell	☒	☐
Dir. Taylor	☒	☐
Dir. Buttrick	☒	☐
Dir. Emmitt	☐	☐
Dir. Izard	☐	☐
Dir. Linville	☒	☐
Dir. Merrick	☒	☐
Dir. Moore	☒	☐
Dir. Moses	☒	☐

I, James Van Vranken, Secretary, certify the roll call vote tally that occurred on Nov. 13, 2025.



 James Van Vranken
 Secretary

11/18/2025

 Date