MINUTES OF A MEETING OF THE
ALBEMARLE CONSERVATION EASEMENT AUTHORITY
September 11, 2025 (Thursday)

The Albemarle Conservation Easement Authority met on September 11, 2025 at 4:45 pm.

Members present were:
Sherry Buttrick
David Emmitt
Jay Fennell, Chair
Sharon Merrick
Peter Taylor, Vice-chair

Members absent were:
Annie Izard
Rex Linville
John Moore
Hamilton Moses III

Staff members present were:
Scott Clark, Conservation Program Manager
David Crand, Legal Intern
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 (August 14, 2025)
4. Draft ACEA Policies:
    a. Building Envelopes
    b. Multi-parcel Combination
    c. Approval Request Delegations
5. New Business
6. Old Business
7. Adjournment

1. Call to Order
A quorum of five was present at 4:47pm 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 (August 14, 2025)
Mr. Peter Taylor moved and Ms. Sharon Merrick seconded to approve the minutes of the August 14, 2025 meeting. The motion passed by a vote of 5:0.

4. Draft ACEA Policies
Mr. James Van Vranken presented a set of three draft policies.

a. Building Envelopes
Mr. Taylor moved and Ms. Sherry Buttrick seconded that the Authority adopt the policy as revised on screen. The motion passed by a vote of 5:0.

The adopted policy is appended to this document as Attachment A.

b. Multi-parcel Combination
Authority members agreed that mandating parcel combinations would be too heavy-handed, but that it should be encouraged and would be looked upon favorably. Ms. Buttrick moved and Mr. Taylor seconded that the Authority adopt the policy as revised on screen. The motion passed by a vote of 5:0.

The adopted policy is appended to this document as Attachment B.

c. Approval Request Delegations
Authority members discussed the potential risks involved in utility easements and their approval and recommended that those approval requests remain the purview of the Authority. Mr. Emmitt moved and Mr. Taylor seconded that the Authority adopt the policy as revised on screen. The motion passed by a vote of 5:0.

The adopted policy is appended to this document as Attachment C.

Ms. Merrick left the meeting at 6:04pm. There being no quorum present, no actions were taken on subsequent items.

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

6. Old Business
The Chair invited old business.

Mr. Van Vranken presented to the Authority a draft design of a sign that landowners could use to indicate that their property is protected by a conservation easement along with quotes based upon a couple of material options. Authority members provided feedback on the design.

Mr. Van Vranken updated the Authority on the Ragged Mountain homestay application. Staff has received an update from the applicant and will seek further clarification.

7. Adjournment

DRAFT

The Authority adjourned the meeting at 6:15pm.

Attachments:
Attachment A – Building Envelopes Policy
Attachment B – Multi-parcel Combination Policy
Attachment C – Approval Request Delegations Policy

DRAFT

Albemarle Conservation Easement Authority: Building Envelopes Policy

It is the policy of the Authority that any conservation easement donation that will include building envelopes must have those envelopes developed in conjunction with ACEA staff and reviewed and approved by the Authority. Such review shall take into consideration the potential impact of buildings or structures on the conservation values of the Property.

Where building envelopes have been reviewed and approved by the Authority, the Chair shall have the authority to approve minor changes thereto before the easement is recorded.

Adopted 09/11/2025

Albemarle Conservation Easement Authority: Parcel Combination Policy

It is the Authority's policy to encourage the donating landowner to combine all parcels into one parcel when the easement is recorded.

For donations that permit future division and separate ownership of the property, the landowner is encouraged to combine parcels such that the number of parcels is less than or equal to the number of permitted separate owners. Later internal boundary-line adjustments may still occur as permitted by the specific deed.

Adopted 09/11/2025

Albemarle Conservation Easement Authority: Approval Request Delegation

The following table specifies when approval can only be issued by the full authority, and when the ACEA staff liaison may act on the Authority's behalf.

	Does it impact protected areas*?	
	Yes	No
Pre-harvest plans	ACEA	Staff
Utility easements and infrastructure that serve only the property under easement	ACEA	ACEA
Utility easements and infrastructure that serve other properties	ACEA	ACEA
Requests to exceed building size limits by less than 25% of the limit (in cases where allowed by the deed)	ACEA	Staff
Requests to exceed building size limits by more than 25% of the limit (in cases where allowed by the deed)	ACEA	ACEA

* "Protected areas" means specific resources affected by restrictions in the deed, such as stream buffers, forest protection areas, etc.

Any approval request not included in the table must be reviewed by the Authority. Staff may present any approval request to the Authority for action, even if that request falls in a category normally reviewed by staff.

Adopted 09/11/2025