



## County of Albemarle

Community Development Department - Planning

**Rebecca Ragsdale**

[rragsdale@albemarle.org](mailto:rragsdale@albemarle.org)

Telephone: (434) 296-5832 ext.3226

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Kelsey Schlein  
Shimp Engineering  
912 E High Street  
Charlottesville VA 22902  
[kelsey@shimp-engineering.com](mailto:kelsey@shimp-engineering.com)

**Re: SP202100004 Clifton Inn & Collina Farm Action Letter**

Dear Ms. Schlein,

The Albemarle County Planning Commission at its meeting on August 23, 2022, recommended approval by a vote of 6:0, for the reasons stated in the staff report and recommended modifications to conditions of approval. The recommended changes are indicated below:

1. Development and use shall be in general accord with the conceptual plan, as determined by the Director of Planning and the Zoning Administrator. To be in general accord with the Conceptual Plan, development and use shall reflect the following major elements within the development essential to the design of the development, as shown on the Conceptual Plan and described in the Narrative:
  - a. location of buildings and structures
  - b. location of parking areas
  - c. Limits of disturbance
  - d. Landscape screening

Minor modifications to the plan which do not conflict with the elements above may be made to ensure compliance with the Zoning Ordinance.

2. The number of guest rooms must not exceed 71.
3. The number of restaurant seats must not exceed 100.
4. Special events at Clifton Inn must not exceed 75 persons.
5. Special events at Collina Farm must not exceed 200 persons provided that events of up to 300 persons are permitted 12 times a year.
6. ~~No outdoor amplified music is permitted.~~ Allow outdoor amplified music with, at a minimum, limitations on hours of operation and provisions for sound monitoring.
7. Prior to issuance of a building permit for any structures on the Clifton Inn property, building plans must be reviewed by the Virginia Department of Historic resources to confirm they will not result in de-listing from the State and National Register.
8. Prior to final site plan approval, a plan prepared by a professional archaeologist for the identification, protection, preservation and mitigation of archaeological resources and on-site cemeteries ~~within the project area~~ areas of disturbance must be reviewed and approved by the Virginia Department of Historic Resources. The plan must account for the possibility of archaeological testing in sequential phases depending on the results of previous phases of study.
9. In the event that the use, structure or activity for which this special use permit is issued is not commenced within ~~twenty four (24) months~~ sixty (60) months from the date of Board of Supervisors approval, it shall be deemed abandoned and the permit terminated. The term "commenced" means "construction of any structure necessary to the use of the permit".

Should you have any questions regarding the action, please contact me.

Sincerely,  
Rebecca Ragsdale  
Planning Manager  
Planning Division

CC: Clifton Inn LLC  
C/o Clifton Inn Management  
2819 Bellevue Terrace NW  
Washington DC 20007