

BERRYVILLE PLANNING COMMISSION
Berryville-Clarke County Government Center
Organizational Meeting - Minutes
January 24, 2023

An organizational meeting of the Berryville Planning Commission was held on Tuesday, January 24, 2023 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

ATTENDANCE: Members of the Planning Commission present: Michael Bell, Kim Kemp, Gwen Malone, Michelle Marino, Krish Mathur, Sheryl Reid, William Steinmetz

Absent: Tom Parker

Staff present: Christy Dunkle, Community Development Director

Press present: none

1. CALL TO ORDER – Christy Dunkle, Community Development Director

Ms. Dunkle called the meeting to order at 7:00 p.m. and welcomed commissioners to the meeting. She asked for a motion to nominate for chair and vice chair. Ms. Reid made the motion to retain both Mr. Steinmetz and Ms. Kemp as chair and vice chair, respectively. The motion was seconded by Ms. Malone. The motion passed by voice vote.

2. APPROVAL OF AGENDA

Ms. Malone made the motion to approve the agenda as presented, seconded by Ms. Reid. The motion passed by voice vote.

3. APPROVAL OF MINUTES

Ms. Marino made the motion to approve the September 27, 2022 minutes as presented, seconded by Ms. Reid. The motion passed by voice vote.

4. CITIZENS' FORUM

There were no speakers.

5. APPROVAL OF MEETING DATES

Chair Steinmetz asked if there were any comments about the proposed meeting schedule. There were none.

Vice chair Kemp made the motion, seconded by Ms. Malone, to approve the proposed meeting dates as presented.

6. CITIZENS' FORUM

There were no speakers.

7. DISCUSSION PLANNING UPDATE

Ms. Dunkle said that she wanted to update Planning Commissioners on American Rescue Plan Act (ARPA) funds that were distributed to the Town of Berryville. She referenced several projects and grants including utility work on Josephine Street, the Sanitary Sewer Evaluation Survey (SSES), police radio replacement, Rockcroft water main work, wayfinding signs, façade grants. She said that John H. Enders Fire and Rescue, Barns of Rose Hill, and Habitat for Humanity also received grant funding.

Chair Steinmetz asked if there were specific reports that can be reviewed. Ms. Dunkle said she would ask the treasurer for a synopsis.

8. OTHER

Set Public Hearing – Special Use Permit for Outdoor Storage

Ms. Dunkle said that while she has not requested that the Planning Commission set a public hearing without advance review of the request, she said this was a straightforward request for outdoor storage of a permitted use in the L-1 Zoning District. She described the request from Mr. Carpenter and the property located at 25 Cattleman's Lane. She said there are three existing buildings on the site and they would like to add outdoor storage under the permitted use of contractor's supply. Chair Steinmetz asked what the definition of contractor's supply was. Ms. Dunkle said it is a broad brush of uses and that she would forward her interpretation to Planning Commission members.

There being no further discussion, vice chair Kemp made the motion, seconded by Mr. Bell, to set the public hearing for the February 28, 2023 meeting. The motion passed by voice vote.

9. ADJOURN

There being no further discussion, Mr. Bell moved for adjournment, seconded by Ms. Malone, with the motion passing by consensus at 7:18 p.m.

William Steinmetz, Chair

Christy Dunkle, Secretary