



Berryville Town Council

MEETING AGENDA

Berryville-Clarke County Government Center

101 Chalmers Court, Second Floor

Main Meeting Room

Regular Session

March 14, 2023

7:00 PM

Item

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Beach Carpenter Properties LLC, Scott N. Carpenter, Agent, is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 25 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-17A, zoned L-1 Industrial. SUP 01-23

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Vice Mayor

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Community Development

Personnel, Appointments, and Policy

Public Safety

Streets and Utilities

14. Closed Session

15. Adjourn

Berryville Town Council Item Report Summary
March 14, 2023

Item Title:

Consent Agenda: Approval of Minutes

Prepared By:

Town Clerk

Background/History General Information

A consent agenda is a tool utilized by the Town Council for grouping routine business and reports into one agenda item. Any Council member may, as a matter of privilege, remove an item from the consent agenda and have it replaced with another agenda item.

Findings/Current Activity

The consent agenda comprises five items to be considered for approval:

Minutes of the 02.14.2023 Town Council regular meeting.

Minutes of the 02.23.2023 meeting of the Public Safety Committee.

Minutes of the 02.27.2023 meeting of the Personnel Committee.

Minutes of the 02.28.2023 meeting of the Budget and Finance Committee.

Minutes of the 02.28.2023 meeting of the Community Development Committee.

Financial Considerations

None.

Schedule/Deadlines

Timely approval of minutes is preferable, but no deadline for such approval exists.

Other Considerations

None

Attachments

1. Consent Agenda

Recommendation

Approval.

Sample Motion

I move that the Council of the Town of Berryville approve the consent agenda.

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
February 14, 2023
7:00 p.m.

Town Council: Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Vice Mayor; William Steinmetz; Diane Harrison; Grant Mazzarino; Ryan Tibbens.

Staff: Present--Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Cynthia Poulin, Treasurer; Paul Culp, Town Clerk; Chief Neal White, Berryville Police Department

Also present: Clarke Circuit Court Clerk April Wilkerson; Josh Roller of Robinson, Farmer, Cox Associates

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

Mayor Arnold called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

Vice Mayor Gibson moved to approve the agenda. The motion passed by unanimous voice vote.

4. Presentations, Awards, and Recognitions

Mayor Arnold introduced Mr. Roller, who gave a presentation on the annual audit report by RFC Associates. Mr. Roller provided information on navigating the report, definitions of terms, and new features. He said the Town had received a clean opinion in all aspects, with no material weakness evident.

Vice Mayor Gibson and Mr. Roller briefly discussed the depreciation schedule and the increasing participation of Town staff in generating certain data. There was also a brief discussion of pension liability and its susceptibility to changes wrought by market forces.

5. Public Hearings

None.

6. Discussion of Public Hearing Items

None.

7. Citizens' Forum

Winchester attorney Susan French, legal counsel for the owner of the blighted property at 112 Josephine Street that had been discussed in numerous previous meetings, said all windows in the structure had been repaired or replaced and that the rear addition had been removed, the latter having been done under duress, with all permit deadlines having been met.

Kenneth Liggins, currently a West Virginia resident but formerly of Berryville, referring to the recent adulteration of Town water by chlorine byproducts that occur in disinfection, asked how long the water had been in such a condition. He said fifty residents of Josephine Street had died of cancer, and recommended that the Town investigate. Mr. Liggins also said that plans for blight abatement submitted by owners of blighted properties had been rejected to a questionable extent, and recommended that the property next to the post office be subject to enforcement.

Berryville resident Deborah Liggins complained about the breakage of a water line on Josephine Street during recent utility work. She said Josephine City had been part of the Town of Berryville for thirty-four years but that suddenly numerous properties were being designated as blighted because of a large influx of federal funding from the American Rescue Plan Act of 2021.

8. Consent Agenda

The consent agenda comprised the minutes of the January Town Council regular meeting.

Vice Mayor Gibson moved to adopt the consent agenda as presented. The motion passed by unanimous voice vote.

9. Unfinished Business

None.

10. New Business

None.

11. Council Member Reports

Mayor

Mayor Arnold said he had attended the opening event of the Town's 225th birthday celebration, and recommended watching Facebook and the Town website for additional festivities.

Ward Two

Ms. Harrison said she was now chair of the joint Town-County economic development committee and that it would welcome suggestions for projects and interests before its April meeting.

Ward Four

Mr. Tibbens noted Ms. Petti's intention to address the Council regarding regulations governing short-term rentals, and explained that County Supervisor Matt Bass had shared with him citizens' concerns about the proliferation of short-term rentals. He said the County had reviewed the matter, and asked his fellow Council members to consider it with care.

Other Members

The other members had nothing to add.

12. Staff Reports

Nothing was added to the written report for Public Works.

Utilities

Mr. Dalton directed the Council's attention to the portion of the agenda packet in which his report addressed the recent discovery of excessive disinfectant byproducts in the Town's water supply. He explained the difficulty of achieving the perfect balance when attempting to preserve water purity while also avoiding an excess of disinfectant chemicals. Mr. Dalton said the report for the fourth quarter of 2022 indicated that the Town was very close to compliance with regulations and that a new report would be available later in the month. He said all required notices had been provided to users, and he and Mr. Tibbens then discussed how best to communicate thoroughly without causing undue alarm.

Police Department

Chief White had nothing to add. Mayor Arnold thanked him for his annual report, which was provided to the Council with the agenda.

Community Development

Ms. Dunkle briefly updated the Council on local construction projects and on the activities of the various deliberative bodies associated with planning. She asked the Council to set a public hearing, for its March meeting, on a special use permit for outdoor storage for a contractor's supply business at 25 Cattleman's Lane.

Vice Mayor Gibson moved that the Council of the Town of Berryville set a public hearing on a special use permit for outdoor storage for a contractor's supply business at 25 Cattleman's Lane. The motion passed by unanimous voice vote.

Deputy Town Manager

Ms. Petti briefly summarized Code provisions regarding short-term rentals, explaining that enforcement would be directed toward anyone offering such arrangements. She cited various local jurisdictions and their handling of related matters, noting that the Berryville Code contains associated zoning categories. She explained to the Council that staff was seeking direction regarding whether the subject had been adequately addressed, and if not, what measures might be taken. She said parking, noise, occupancy, and parties were prominent in regulatory measures.

Mr. Dalton said the matter required careful consideration and that the Community Development Committee should examine it from a planning standpoint while the Public Safety Committee should address code considerations. A discussion established that both committees would take up the matter, either singly or in joint session, and Mr. Dalton said relevant materials should be forwarded to Community Development with Public Safety copied on the communique.

Town Manager

Mr. Dalton said utility work on Josephine Street should be completed by mid-year, with work on North Church, Bundy, and Osborne Streets to follow.

Mr. Dalton said the owner of 112 Josephine Street had met the February 6 deadline for submission of a letter indicating what work was to be done.

Ms. Harrison moved that the Council of the Town of Berryville find that the letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 satisfies the February 6, 2023 milestone of the 112 Josephine Street blight abatement plan. The motion passed by unanimous voice vote.

The Council and Mr. Dalton then discussed the Clarke County Ruritan Club's request for an adjustment to its water/sewer bill after discovery of a leak that had led to a bill totaling more than \$6,000, the case being problematic because Town policy allows only one adjustment within any

twelve-month period, and only eleven months had elapsed since a previous request by the Ruritan Club.

Mr. Steinmetz asked whether there was any history of waivers, and Mr. Dalton said he did not recall such a matter arising before and that the circumstances were unique because the leak was in an underground pipe on a property that is a large facility seldom used at this time of year, making timely detection of the problem less likely than would be the case with a residence or small business. Mr. Dalton and Ms. Harrison briefly discussed a request several years ago that had been denied because the source of the problem had not been identified.

Vice Mayor Gibson said all relevant merits were present except for the mandated time span, and that bending the rules would set a dangerous precedent possibly leading to future controversy.

Mayor Arnold noted that the Town's policy is longstanding.

Ms. Harrison and Mr. Dalton discussed whether the Town's new metering system would help prevent similar occurrences.

Ms. Harrison said the Town's policy made the case unambiguous, and Mayor Arnold said the policy is clear.

Mr. Mazzarino and Mr. Tibbens noted the unusual nature of the situation. There was a discussion of whether and how to make a partial adjustment. Mr. Tibbens said the site is unique, and noted that the elapsed time since the last adjustment was only a few days short of twelve months.

Mr. Dalton reminded the Council that it could choose to defer its decision until the leak is repaired and a formal request for adjustment submitted.

Vice Mayor Gibson moved that the Council of the Town of Berryville deny the Clarke County Ruritan Club's request to permit review of a water/sewer bill adjustment request for the bill dated 1/23/23. The motion passed, with Mr. Tibbens dissenting and all others in favor.

13. Committee Updates

Budget and Finance

Vice Mayor Gibson said the committee would have a budget work session on February 28 at 3:00 p.m., with a budget work session for full Council on March 6 at 3:00 p.m.

Community Development

Mr. Tibbens said the committee would meet on February 28 at 4:00 p.m. to discuss Hogan's Alley, short-term rentals, and wayfinding signage.

Personnel

Mayor Arnold noted the need to fill two vacancies on the Tree Board and one on the Planning Commission, and that the Council had three reappointments to consider:

Vice Mayor Gibson moved that the Council of the Town of Berryville recommend that the Clarke County Circuit Court reappoint Dr. Dandridge Allen to the Board of Zoning Appeals for a five-year term to commence on March 11, 2023 and expire on March 10, 2028. The motion passed by unanimous voice vote.

Vice Mayor Gibson moved that the Council of the Town of Berryville reappoint Satkuna Mathur to the Architectural Review Board for a four-year term to commence on July 1, 2023 and expire on June 30, 2027. The motion passed by unanimous voice vote.

Vice Mayor Gibson moved that the Council of the Town of Berryville reappoint Sharon Strickland to the Tree Board for a four-year term to commence on April 1, 2023 and expire on March 31, 2027. The motion passed by unanimous voice vote.

Public Safety

Mr. Mazzarino said the committee would meet on February 23 at 3:00 p.m. to discuss handicapped parking; police staffing, retention, equipment, and vehicles; and short-term rentals.

Streets and Utilities

A discussion established that the committee should meet in the near future for an engineer's presentation on the recently completed sewer inflow and infiltration study, with the date to be determined after further consultation.

14. Closed Session

None.

15. Adjourn

The Council adjourned at 8:27 p.m. on a motion by Vice Mayor Gibson

Erecka L. Gibson, Vice Mayor

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL SIGN-UP SHEET

Citizens' Forum

Tuesday, February 14, 2023

7:00 p.m.

Name: _____ **Town of Berryville Resident?**

Susan French

Yes No

Kenneth Liggins

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

BERRYVILLE TOWN COUNCIL PUBLIC SAFETY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
February 23, 2023

A meeting of the Berryville Town Council Public Safety Committee was held on Thursday, February 23, 2023 at 3:00 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the Committee: Chair Grant Mazzarino, William Steinmetz

Staff: Town Manager Keith Dalton, Deputy Town Manager Jean Petti, Town Clerk Paul Culp

Media: none

1. Call to Order

Mr. Mazzarino called the meeting to order at 3:00 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Mr. Steinmetz.

3. Unfinished Business

None.

4. New Business

Berryville Code Section 10-64-1: Parking for the Disabled

Mr. Mazzarino asked Mr. Dalton to explain what might need to be reviewed.

Mr. Dalton said Section 10-64.1 provides motorists who have handicap license plates or placards with two hours of parking without charge in time-restricted and metered spaces. He said the Code of Virginia provides for four hours of parking without charge in such spaces but permits localities to limit that time to two hours. He said that the Council had limited the no-charge parking time to two hours, but that he wants to make sure the Town meets the requirement that the public be made aware of the two-hour limit.

Mr. Dalton said he recommended that either stickers informing the public of the two-hour limit be placed on the meter heads or that the Council consider amending the Town Code to permit a four-hour limit. He said the Police Department will enforce the four-hour limit until such time as the matter has been discussed by the Council.

Mr. Dalton said the Streets and Utilities Committee will examine the availability of public handicap parking in the downtown area and he intends, after the two committees and the Council have completed their work, to send a flyer to downtown businesses to highlight off-street parking facilities and encourage business owners to use facilities like the Rixey Moore Parking lot and leave the on-street parking open for patrons.

Mr. Steinmetz said four hours would be a safe default, and Mr. Mazzarino concurred. Mr. Dalton said the two-hour no-cost parking limit had likely been adopted to be consistent with the two-hour limit on the metered spaces.

Mr. Steinmetz asked whether enforcement is complaint-based. Mr. Dalton said patrol officers respond to complaints and check the meters as a part of their regular rounds.

Mr. Dalton said the Streets and Utilities Committee will examine the availability of public handicap parking in the downtown area on March 15. He noted that when determining where a handicap space can be reserved, safety is paramount.

Short-term Rentals

Ms. Petti said she had no new information to add to the report and discussion in the February 14 meeting of the full Council.

Mr. Mazzarino asked about the means of enforcing code provisions. Ms. Petti said it might be possible to prohibit advertising by entities that commit violations. She said Airbnb enjoins compliance and advises property owners of the possibility of locally mandated restrictions, but that code revisions might require some refinement of definitions.

Mr. Dalton asked whether regulation of parking is covered under zoning. Ms. Petti said it is part of the protocol for establishing maximum occupancy.

Mr. Dalton and Ms. Petti briefly discussed the possibility of creating a register. Mr. Steinmetz said this would be better than having inspections.

There was a discussion of owner-occupancy provision.

There was a discussion of whether accessory structures of less than 600 square feet would qualify. Mr. Dalton said no, and that use of the term "dwelling unit" would be advisable.

Mr. Mazzarino said the committee would propose no ordinance at present and that staff should draft a code amendment.

Departmental Report

There was a brief discussion of the Police Department's current fully staffed status, with personnel including one new officer and a recently promoted sergeant.

Mr. Steinmetz recommended that interested parties inform themselves about public service grants for police officers.

There was a brief discussion of current and near-future equipment upgrades.

5. Other

No other business came before the committee.

6. Closed Session

None.

7. Adjourn

The meeting adjourned by consensus at 3:45 p.m. on a motion by Mr. Steinmetz.

BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE
Berryville-Clarke County Government Center
MINUTES
February 27, 2023

A meeting of the Berryville Town Council Personnel, Appointments, and Policy Committee occurred at 10:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the committee: Mayor Jay Arnold, Chair; Vice Mayor Erecka Gibson

Staff participating: Keith Dalton, Town Manager; Jean Petti, Deputy Town Manager; Paul Culp, Town Clerk

1. Call to Order

Mayor Arnold called the meeting to order at 10:10 a.m.

2. Approval of Agenda

Vice Mayor Gibson moved to approve the agenda. The motion passed by consensus.

3. Unfinished Business

There was a brief discussion of vacancies on the Planning Commission and Tree Board. The committee agreed to meet again on April 24 at 2:00 p.m. to discuss and possibly interview applicants.

4. New Business

The committee and staff discussed suggested revisions to the Town's personnel policy as prepared by Ms. Petti. Topics included recruitment and selection; business ethics and conduct; compensation; hours, overtime, and on-call procedures for departments addressing emergencies; leave, including military and medical leave; workers' compensation; educational assistance; conduct and appearance; disciplinary action; sexual harassment; grievance procedures; occupational safety and health; accident reporting and investigation; telephone and mail systems; computer use; smoking, alcohol, and drugs; travel expenses; and termination/separation.

The committee and staff concluded that the policy, with such adjustments as had been recommended, would be shared with the full Town Council and in the absence of objections formally sent to the Council for approval.

5. Closed Session

None.

6. Other

No other business came before the committee.

7. Adjourn

The meeting adjourned by consensus at 12:19 p.m. on a motion by Vice Mayor Gibson.

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
Berryville-Clarke County Government Center
MINUTES
February 28, 2023

A meeting of the Berryville Town Council Budget and Finance Committee was held on Tuesday, February 28, 2023 at 4:00 p.m. in the Berryville-Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the committee present: Vice Mayor Erecka Gibson, Chair; Grant Mazzarino

Staff: Keith Dalton, Town Manager; Cynthia Poulin, Treasurer (remote); Paul Culp, Town Clerk

1. Call to Order

Vice Mayor Gibson called the meeting to order at 4:10 p.m.

2. Approval of Agenda

Mr. Mazzarino moved to approve the agenda. The motion passed by consensus.

3. Unfinished Business

None.

4. New Business

Discussion of Proposed Fiscal Year 2024 Budget

Ms. Poulin briefly addressed some of the budget preparation highlights from the agenda packet, including retention of the status quo on tax rates; personal property tax relief changing from 70 percent to 35 percent; a continuation of the year-by-year increase in water/sewer administrative and facilities fees; a 7.1 percent increase in payroll; a 36.3 percent decrease in general fund maintenance and operational expenses; a general fund decrease of 35.85 percent, largely because of the American Rescue Plan Act of 2021; a 3.05 percent increase in maintenance and operational expenses in the water fund; and a 10.92 percent decrease in maintenance and operational expenses in the sewer fund.

Mr. Dalton briefly went over fund reserve specifics:

General fund: Reserve increases for property maintenance; Government Center upkeep; stormwater mitigation; downtown improvement; blight abatement; fire department; street maintenance; and Transportation Alternatives Program matching funds.

Water fund: Reserve increases for storage tank, treatment plant, and distribution system.

Sewer fund: Reserve increases for treatment plant, collection system, and membrane replacement.

There was a discussion of capital improvement projects, with particular attention to membrane replacement; computer replacement in multiple departments; purchase of a police vehicle; replacement of equipment in the police interview room; and improvements to Rose Hill Park, the Public Works facility, Hogan's Alley, water and sewer systems, streets, and sidewalks.

Mr. Dalton said the 6.4 percent increase in water/sewer availability fees was pegged to the Consumer Price Index and that the new schedule of water and sewer fees and charges would also include an increase in inspection fees.

Ms. Poulin noted that revenues last year had exceeded expectations. There was a discussion of possible reasons and of how FY24 estimates should be calculated.

Other topics briefly discussed included parking meter revenue, increasing energy costs, and funding for training of Town Council members.

5. Other

None.

6. Closed Session

None.

7. Adjourn

Vice Mayor Gibson invited a motion to adjourn. Mr. Mazzarino so moved, with the meeting adjourning by consensus at 5:06 p.m.

BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE
Berryville-Clarke County Government Center
MINUTES
February 28, 2023

A meeting of the Berryville Town Council Community Development Committee was held on Tuesday, February 28, 2023 at 4:00 p.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the committee present: Ryan Tibbens, chair; Diane Harrison

Staff participating: Jean Petti, Deputy Town Manager; Christy Dunkle, Community Development Director

Also present: Mayor Jay Arnold

1. Call to Order

Mr. Tibbens called the meeting to order at 4:00 p.m.

2. Approval of Agenda

The agenda was approved by consensus on a motion by Ms. Harrison.

3. Unfinished Business

Update: Hogan's Alley Improvement Project

Ms. Petti gave an overview of the project. Mr. Tibbens recognized Mayor Arnold, who gave an update on alley activities. He said he had discussed the project with Berryville Main Street president Christina Kraybill, who said they had ordered two self-watering planters and two benches. He said she had contacted adjacent property owners about lighting and other proposed use of the walls. Mayor Arnold said they were working on the lighting with Rappahannock Electric Cooperative.

There was a discussion about the amount of the grant and whether additional Town funds had been requested. Ms. Petti said the deadline for using grant funds is May 31, 2023. There was a discussion about the plan for signage at the entrance as shown on the plan, and a discussion about Architectural Review Board comments and the mural being interactive. Mr. Tibbens recommended that the mural design use the colors from the Town's branding program.

Wayfinding Signs

Ms. Harrison gave an update on wayfinding signs. She said the task group has met twice with the consultant and has supplied comments to the consultant, who is modifying two of the designs. She said the group is meeting on Friday, March 10 to finalize the designs.

4. New Business

Virginia Commission for the Arts Creative Communities Partnership Grant Applications

Ms. Dunkle referenced the four applications that were distributed the previous day. She said all four had previously been funded by this grant. There was a discussion of each organization, and it was determined that the \$4,500 would be split evenly (\$1,125 each) between the applicants. Ms. Dunkle said the Virginia Commission for the Arts, if it approves the applications, would match each sub-recipient's funding in the same amount.

Mr. Tibbens recommended posting the announcement on social media and the Town's website once the grants have been approved.

Short-term Rentals

Ms. Petti discussed the recent meeting with the Public Safety Committee concerning short-term rentals. There was a discussion about taxation, inspections, and enforcement. It was determined that a broad definition should be considered, including the requirement for a business license, payment of Transient Occupancy Taxes, and the maximum number of rooms to rent. The committee also discussed prohibiting events and signage.

There was a discussion about general responsibilities of the short-term rental company and property owner.

5. Closed Session

None.

6. Other

None.

7. Adjournment

The committee adjourned by consensus at 5:08 p.m. on a motion by Ms. Harrison.

Report of the Department of Public Works

March 8, 2023

General Information

General Excavation Inc. (GEI) was awarded the water, sewer, storm sewer upgrades projects on various streets in town.

The installation of the 12-inch water main on Josephine Street has commenced. This project had a few problems early on with breaks on water laterals about which information was scant, but the contractor and the Town worked together to repair those laterals. GEI is now making good progress.

The Josephine Street water main replacement related railroad bore is being scheduled. The contractor is hoping to have the boring company in by late March or early April. It is important to note that once boring operations begin, they will continue until they are finished. After the work schedule is finalized, but before boring operations begin, notice of the work will be provided to property owners in the area.

Sewer

We experienced one sewer pump station failure last month. South Buckmarsh Street pump station high level alarm was reported by the SCADA system.

We responded and found the problem to be a bad float. We replaced the float and returned the pump station normal operations.

Water

We experienced no water breaks or maintenance related problem this past month.

As a part of the Town's meter replacement project, Public Works personnel have been upgrading services on Treadwell Street. It is expected that next month, Public Works personnel will be working on Crown Street.

**Berryville Town Council Item Report Summary
March 14, 2023**

Item Title

Staff Reports - Public Utilities

Prepared By

Background/History/General Information

Findings/Current Activity

Financial Considerations

Schedule/Deadlines

Other Considerations

Attachments

Recommendation

Sample Motion



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
(T) 540.955.3863 (F) 540.955.0207
policeadmin@berryvilleva.gov
W. Neal White – Chief of Police

MEMO

DATE: 03/07/2023
TO: Town Council
FROM: Chief W. Neal White 
CC:
RE: Police Department Monthly Report – 03/14/2023

Monthly Activity Report

The activity report for the month of February 2023 is attached to this document.

Public Safety Committee

The Public Safety Committee met on February 23, 2023 and the minutes from the meeting are attached to the consent agenda.



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
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 W. Neal White – Chief of Police

Police and Security Report

Month/Year: February	Year To Date 2023	February 2023	January 2023
<u>Complaints Answered</u>			
911 Hang Up:	1	1	0
Alarms:	13	7	6
Animal Complaint:	20	11	9
Assault:	6	2	4
Assist County:	15	8	7
Assist EMS and Fire:	16	6	10
Auto Larceny:	0	0	0
Burglary:	0	0	0
Civil Complaints:	11	6	5
Disturbance:	6	4	2
Domestic Disturbance:	5	4	1
Driving Under the Influence	0	0	0
Drunk In Public:	0	0	0
Fraud:	4	2	2
Larceny:	8	5	3
Harassment/Intimidation:	1	0	1
Homicide:	0	0	0
Identity Theft	0	0	0
Juvenile Related:	9	3	6
Mental Health Crisis:	26	13	13
Narcotics Related:	1	1	0
Noise:	8	2	6
Public Service:	0	0	0
Sexual Assault:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	22	7	15
Trespassing:	0	0	0
Vandalism:	8	5	3
Welfare Check:	18	5	13
Miscellaneous Complaints:	97	42	55
Total Complaints Answered:	295	134	161



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
 (T) 540.955.3863 (F) 540.955.0207
policeadmin@berryvilleva.gov
 W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date	February	January
	2023	2023	2023
<u>Traffic</u>			
Accidents Investigated:	12	7	5
Assist Motorist:	0	0	0
Child Safety Seat Install:	1	0	1
Funeral Escort:	7	3	4
Hit & Run:	2	1	1
Parking Tickets:	63	47	16
Traffic Warnings:	18	10	8
<u>Traffic Summons Issued</u>			
Defective Equipment:	0	0	0
Driving Suspended:	0	0	0
Expired Inspection:	0	0	0
Expired Registration:	1	0	1
Fail to Obey Highway Sign:	9	6	3
Fail to Obey Traffic Signals:	0	0	0
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	1	0	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	1	1	0
No Seat Belt:	0	0	0
Reckless Driving:	1	0	1
Speeding:	4	2	2
Miscellaneous Summons:	3	1	2
Total Traffic Summons Issued:	20	10	10
<u>Found Open at Businesses in Town</u>			
Doors:	2	0	2
Windows:	0	0	0
Garage Doors:	0	0	0



BERRYVILLE POLICE DEPARTMENT

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policeadmin@berryvilleva.gov
 W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2023	February 2023	January 2023
<u>Criminal Papers Served</u>			
Abduction:	0	0	0
Arson:	0	0	0
Assault and Battery:	7	5	2
Assault and Battery on Police Officer:	2	2	0
Auto Larceny:	0	0	0
Breaking and Entering:	0	0	0
Capias:	1	1	0
Disorderly Conduct:	0	0	0
Driving Under the Influence:	0	0	0
Drunk In Public:	0	0	0
Fail to Obey Police Officer:	1	1	0
Fail to Pay Parking Ticket:	0	0	0
Forgery:	0	0	0
Fraud:	4	4	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	0	0	0
Larceny:	0	0	0
Possess Alcohol Underage:	0	0	0
Protective Order Violations:	0	0	0
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	19	0	19
Trespassing:	0	0	0
Vandalism:	3	3	0
Weapons Violation:	0	0	0
Miscellaneous Criminal Arrests:	9	6	3
			0
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	46	22	24



BERRYVILLE POLICE DEPARTMENT

101 Chalmers Ct., Suite A, Berryville VA 22611
 (T) 540.955.3863 (F) 540.955.0207
policeadmin@berryvilleva.gov
 W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2023	February 2023	January 2023
<u>Response to Resistance</u>			
Total Community Interface	393	184	209
Total Enforcement Contacts	84	42	42
Physical Custody	6	4	2
Reported Force Involved	1	1	0
Administrative Review - Justified	1	1	0
Administrative Review - Not Justified	0	0	0
Complaint of Injury - Arrestee	0	0	0
Medical Treatment for Injury - Arrestee	0	0	0
Complaint of Injury - Officer	0	0	0
Medical Treatment for Injury - Officer	0	0	0
<u>Type of Force Involved</u>			
Compliance Hold / Open Hands	1	1	0
Takedown	0	0	0
Strikes (Hands / Knees)	0	0	0
Chemical Sprays (O.C.)	0	0	0
Impact Weapon (Baton)	0	0	0
Mechanical Non-Lethal	0	0	0
Firearm	0	0	0
<u>Arrestee Demographics</u>			
White Male	2	1	1
Black Male	3	2	1
Other Male	0	0	0
White Female	1	1	0
Black Female	0	0	0
Other Female	0	0	0

Town Council Agenda Item Report Summary

March 14, 2023

Item Title

Community Development Update

Prepared By

Christy Dunkle

Planning Commission

The Planning Commission met on Tuesday, February 28, 2023. They held a public hearing on the following matter:

Beach Carpenter Properties LLC, Scott N. Carpenter, Agent, is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 25 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-17A, zoned L-1 Industrial. SUP 01-23

The Planning Commission recommended approval of the request as presented. A full report is included in this packet.

Their next meeting is scheduled for Tuesday, March 28, 2023.

Berryville Area Development Authority

The BADA held a meeting on Wednesday, February 22, 2023. They held a visioning session for the update of the Berryville Area Plan. The meeting packet is available for review at this link: <file:///C:/Users/cdunkle/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/QAH9OLVM/2-22-2023%20BADA%20meeting%20packet.pdf>

Their next meeting is scheduled for Wednesday, March 22, 2023 at 6:00 p.m.

Architectural Review Board

The ARB met on Wednesday, March 1, 2023 and discussed the following items:

Architectural Review

Carter + Burton Architecture, Applicant (Matthew McKenna, Owner), is requesting Certificates of Appropriateness for two accessory structures at the property located at 716 East Main Street, identified as Tax Map Parcel number 14A3-((A))-32, zoned DR-2 Detached Residential-2. *Approved as presented.*

Architectural Review

Tyson Martin and Kris Short, Owners, are requesting a Certificate of Appropriateness in order to construct an accessory structure on the property located at 507 East Main Street, identified as Tax Map Parcel number 14A6-((2))-7, zoned C-1 Commercial. *Approved as presented.*

They also reviewed and approved plans for a summer kitchen rehabilitation for the property located at 1.16 South Church Street.

Their next meeting is scheduled for Wednesday, April 5, 2023 at 12:30 p.m.

Tree Board

The Tree Board has not met since the last Council meeting.

Board of Zoning Appeals

The BZA has not held a meeting since the last Council meeting.

Berryville Celebrates 225 Committee

A speakers' series will be held on Saturdays at 1:00 p.m. at the Barns throughout the month of March. An art show will be open on April 1, 2023 for the month.

Town Council Agenda Item Report Summary

March 14, 2023

Item Title

Construction Project Update

Prepared By

Christy Dunkle

Shenandoah Crossing Subdivision

- 82 single-family homes
- Developed by D.R. Horton, Inc.
- Zoned DR-2 Detached Residential
- Cluster layout
- HOA-maintained facilities
- Town staff identified concrete repairs needed prior to street acceptance
- Final paving has not occurred, snow removal will be the responsibility of the developer until the streets become part of the public road system
- All homes have been completed
- Staff continues to meet with the developer to discuss as-built drawings and bone reduction

Fellowship Square Subdivision

- 50 single-family homes
- Zoned DR-4 Detached Residential
- Cluster layout
- HOA-maintained facilities
- All 50 lots are constructed

Hermitage Phase V

- 71 single-family homes
- Final phase of Hermitage subdivision (started 2000)
- Zoned R-1 and DR-1
- Phase V will have HOA oversight, other phases will not be affected
- Staff continues to meet with the contractors to assure state and local compliance

Commercial Site Plan – 410 Jack Enders Boulevard

- LGV Group, LLC began site work for two warehouse buildings approved by the BADA in May, 2022
- It is anticipated that the first structure will be completed by April of 2023
- Walls and exterior application are under construction

Town Council Agenda Item Report Summary

March 14, 2023

Item Title

Public Hearing – Special Use Permit

Prepared By

Christy Dunkle

Beach Carpenter Properties LLC, Scott N. Carpenter, Agent, is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 25 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-17A, zoned L-1 Industrial. SUP 01-23

Background/History/General Information

Public hearing notices were mailed to adjacent property owners via first class mail on February 23, 2023. Public hearing notices were published in the Winchester Star on Tuesday, February 28 and Tuesday, March 7, 2023. No comments were received in the Planning Office. The Planning Commission held a public hearing on the matter at their February 28, 2023 meeting and recommended approval as presented.

Mr. Carpenter is requesting a Special Use Permit in order to allow outdoor storage with the "contractor's establishment" by-right use in the L-1 Industrial Zoning District at the location referenced above. Section 609.2(d) of the Berryville Zoning Ordinance allows for contractor establishment. Outdoor storage for this use is permitted with an approved Special Use Permit under Section 609.3(a).

The Special Use Permit process allows for the ability to set conditions on specific uses and parcels which may include hours of operation, site requirements, and items deemed appropriate as recommended by the administrative body and approved by the governing body.

At the January meeting, chair Steinmetz asked for a definition of a "contractor." Staff forwarded the following definition: *Contractor: a person or company that undertakes a contract to provide materials or labor to perform a service or do a job.*

Findings/Current Activity

The parcel is 2.4 acres and is located at the end of Cattleman's Lane, a private road owned by Norfolk-Southern Railroad.

There are three existing buildings on the parcel. Public water and sewer are on-site.

Mr. Carpenter will be installing a 72" chain link fence with PVC privacy strips along the perimeter of the property.

Specifications for site lighting are included in this packet.

A dumpster enclosure will be installed adjacent to one of the existing buildings as shown on the site plan.

Schedule/Deadlines

N/A

Other Considerations

N/A

Recommendation

Recommend Town Council approve the special use permit as recommended by Planning Commission.

Sample Motion

I move that the Council of the Town of Berryville approve a Special Use Permit in order to allow outdoor storage for a contractor's supply business at 25 Cattleman's Lane, identified as tax map parcel number 14A3-((A))-17A, under Section 609.3(a) of the Berryville Zoning Ordinance in accordance with the site plan as presented.

Attachments:

- Public hearing notice
- Vicinity map
- Site plan
- Proposed lighting
- Section 607 L-1 Industrial District Berryville Zoning Ordinance
- Section 503 Special Use Permit Berryville Zoning Ordinance

WS 2-28-23
3-7-23

Legal Notices

Legal Notices

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:00 p.m., or as soon after as this matter may be heard, on Tuesday, March 14, 2023, in the Main Meeting Room, Second Floor, of the Berryville/Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Beach Carpenter Properties LLC, Scott N. Carpenter, Agent, is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 25 Cattleman's Lane, identified as Tax Map Parcel number 14A3-(A)-17A, zoned L-1 Industrial.
SUP 01-23

Copies of the applications, amendments, and maps may be examined at the Town Business Office, Berryville/Clarke County Government Center (101 Chalmers Court), First Floor, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Community Development Director Christy Dunkle at 540 955-4081. Any person desiring to be heard on this matter should appear at the appointed time and place.

The Town of Berryville does not discriminate against disabled persons in admission or access to its programs and activities. Accommodations will be made for disabled persons upon prior request.

By order of the Berryville Town Council
Christy N. Dunkle, Community Development Director



- Public
- Points of Interest
- Streets
- Roads
- Benlyville Zoning
 - Detached Res-1 (DF)
 - Detached Res-2 (DF)
 - Detached Res-3 (DF)
 - Residential-1 (R-1)
 - Residential-2 (R-2)
 - Residential-3 (R-3)
 - Attached Res (AR)
 - Other Persons Res (OPR)
 - Open Space Res (OSR)
 - Business (B)
 - Business Park (BP)
 - Bus Commercial (BC)
 - Light Commercial (LC)
 - Urban Commercial (UC)
 - Light Industrial (LI-1)
 - Light Industrial (LI-2)
 - Light Industrial (LI-3)
 - Light Industrial (LI-4)
 - Light Industrial (LI-5)
 - Light Industrial (LI-6)
 - Light Industrial (LI-7)
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 - Light Industrial (LI-45)
 - Light Industrial (LI-46)
 - Light Industrial (LI-47)
 - Light Industrial (LI-48)
 - Light Industrial (LI-49)
 - Light Industrial (LI-50)
- Clarke County Boundary
- Major Roads
 - Interstate
 - US Highway
 - State Highway
 - Surrounding Counties Ops
- Clarke County Roads
 - Private Roads
 - Roads
 - Rail
- Buildings
- Appalachian Trail
- Streams
 - Perennial Streams
 - Intermittent Streams
- Ponds
- Rivers



The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.

NOTES:
 * THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE MAY NOT NECESSARILY SHOW ALL ENCUMBRANCES ON THE PROPERTY.

* ACCORDING TO COMMUNITY-PANEL NO. 51043C 0063D OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP FOR CLARKE COUNTY, VIRGINIA, DATED SEPTEMBER 28, 2007, THE PROPERTY SHOWN HEREON APPEARS TO BE WITHIN ZONE "X".

IPF = IRON PIPE FOUND
 IRF = IRON ROD FOUND
 NF = NAIL FOUND
 IRS = IRON ROD SET
 NS = NAIL SET

BOUNDARY CURVE TABLE

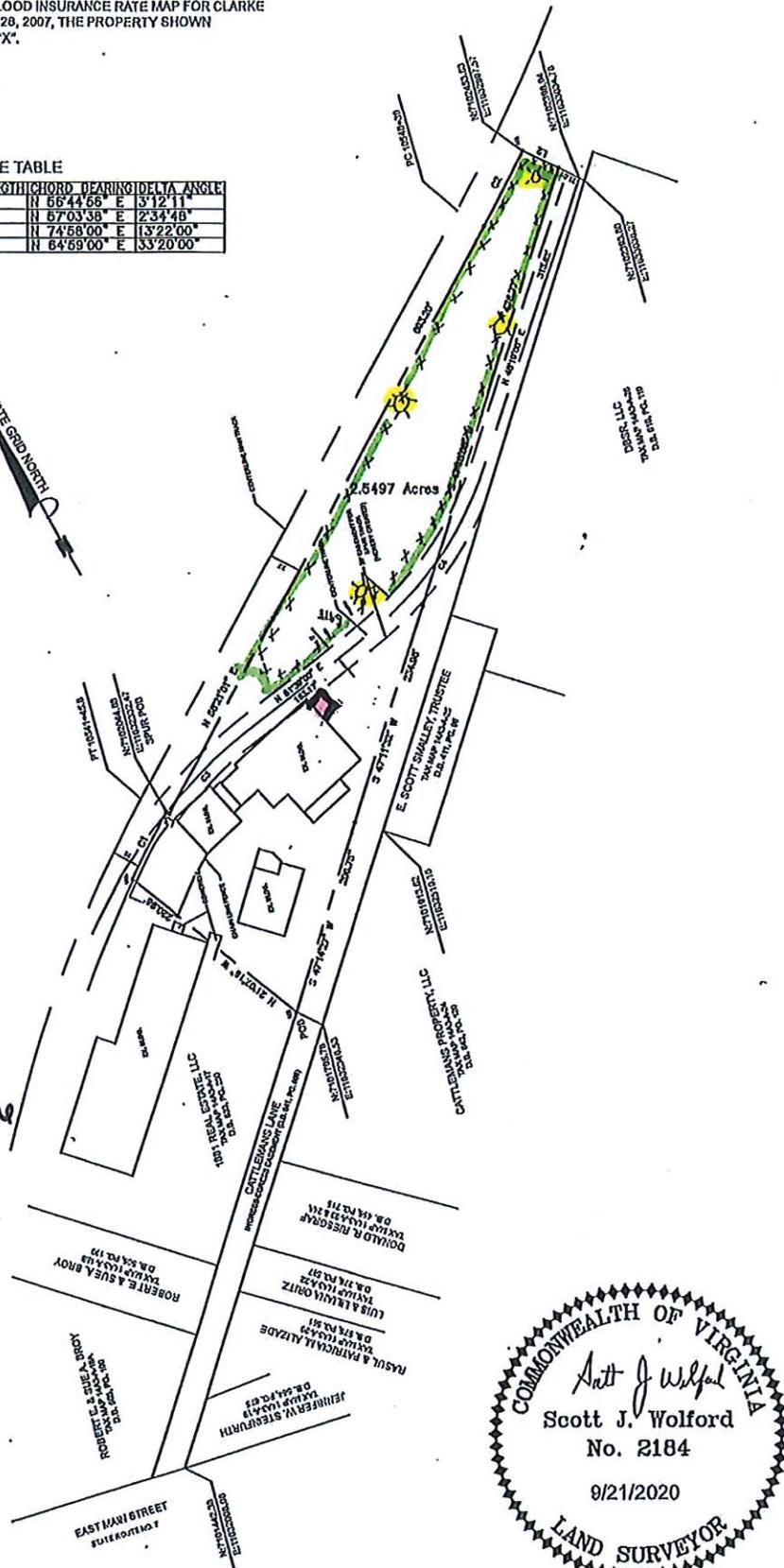
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1402.69'	78.42'	78.41'	N 66°44'56" E	3°12'11"
C2	1942.88'	87.49'	87.48'	N 67°03'38" E	2°34'48"
C3	478.34'	111.59'	111.34'	N 74°58'00" E	13°22'00"
C4	383.07'	222.86'	219.73'	N 64°59'00" E	33°20'00"

BOUNDARY LINE TABLE

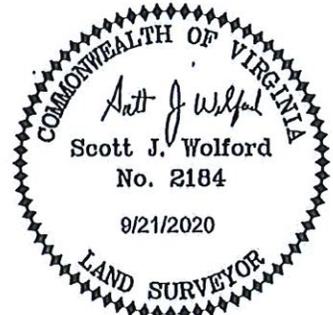
LINE	BEARING	DISTANCE
L1	N 77°00'39" W	35.92'
L2	S 34°13'46" E	41.36'
L3	S 31°38'59" E	13.00'



- lighting
- fence
- trash enclosure



SURVEY
 PROPERTY OF
NORFOLK SOUTHERN RAILWAY COMPANY
 TAX MAP 14A3-A-17A
 TOWN OF BERRYVILLE
 CLARKE COUNTY, VIRGINIA
 SCALE: 1" = 150' DATE: SEPTEMBER 21, 2020



WOLFORD LAND SURVEYING, LLC
 P.O. BOX 1105 ~ PURCELLVILLE, VA, 20134
 (540) 639-8490 WOLFORDLS@YAHOO.COM

NO.	DATE	REVISIONS	
		DESCRIPTION	BY
1.	10/12/20	PER COMMENTS	SJW
2.	12/9/20	PER COMMENTS	SJW
3.	1/23/21	PER COMMENTS	SJW
4.	8/15/21	PER COMMENTS	SJW





PK802

LED Light Pole Kit with Two 80 Watt LED Lights

Job: _____
 Job Site: _____ State: _____ Client Name: _____
 Notes: _____ Approvals: _____ Date: _____

Commercial-grade LED Light Pole Assembly Includes:
 Square steel light pole, 2 LED lights complete with mounting brackets and hardware, set of anchor bolts and a base cover.

Light Pole:

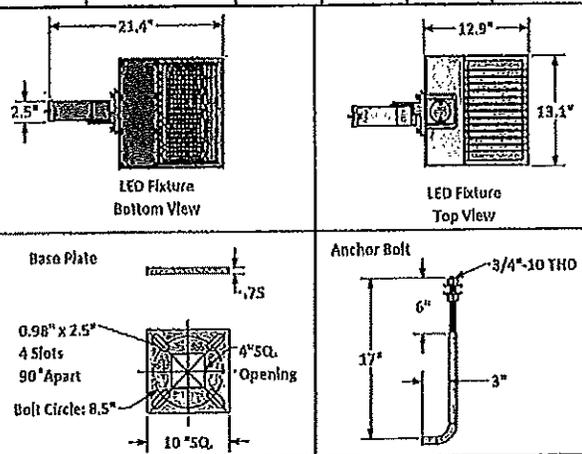
Pole Shaft: 4 inch square 11 gauge commercial grade steel with minimum yield strength of 55,000 psi
 Pole Height: Standard pole height is 10 ft. Optional heights are 15ft. and 20 ft. Custom heights are also available.
 Anchor Bolts: A set of 4 galvanized steel anchor bolts is provided.
 Each anchor bolt includes 2 nuts and 2 washers.
 Bolt Circle: 8-3/2" (slotted base for 8-11" Bolt Circle).
 Handhole: Handhole is located 18" above the base plate. A 3" X 6" steel handhole cover is included.
 Color: Dark Bronze
 Base Cover: ABS Plastic base cover with rivets.

LED Fixtures:

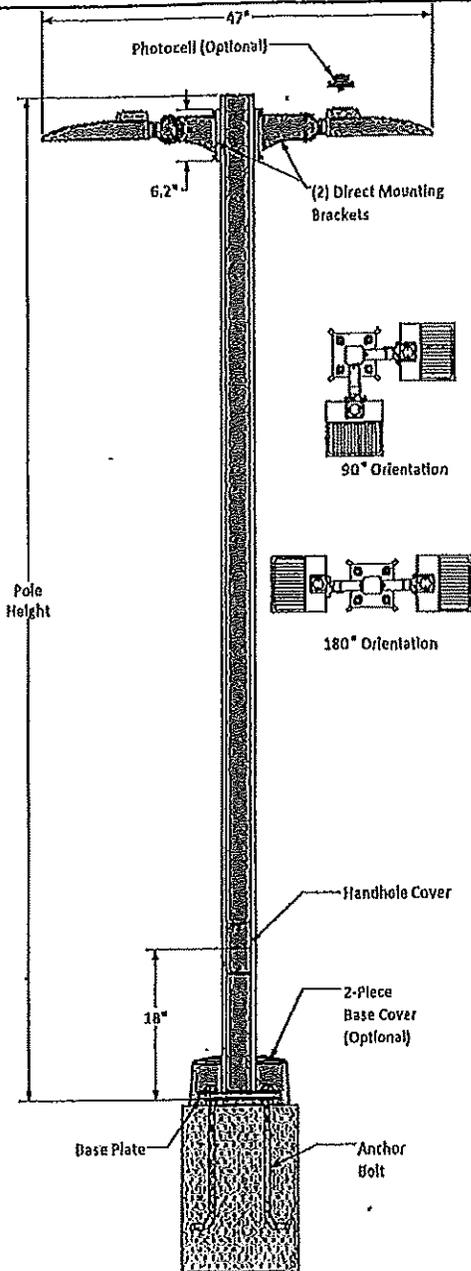
Material: Aluminum construction with integrated fin to maximize heat dissipation.
 Color: Dark Bronze.
 Power: 80 Watts
 Lumens: 11,000
 Lumens/Watt: 138
 Voltage: 120-277 Volt standard, 200-480 Volt option as special order.
 Color Temperature: 5000K standard, 4000K and 3000K options as special order.
 Light Distribution: Type 3 standard, Type 4 option as special order.
 Photocell: Optional Twist/Lock photocell.
 Dimming: 0-10V Dimming Capable, Dimming control not provided (field install).
 UL Listing: UL Listed for Wet Locations.
 DLC Listing: DLC Premium.
 IP Rating: IP65
 Life Expectancy: 100,000 hours (L70)
 Warranty: 5 Years.
 Weight: 13.5 lbs.



System Data				
Total Power (Watts)	Total Lumens	Total Amps		Max Wind Rating
		120V	277V	
2x80=160	2x11,000=22,000	2x0.7=1.4	2x0.3=0.6	140 mph



Dimensions and specifications are subject to change without any notice. Light Pole foundation should be designed by an engineer familiar with local soil and wind conditions as well as local code where the light pole will be installed.



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SECTION 609 L-1 INDUSTRIAL DISTRICT

609.1 PURPOSE AND INTENT

The L-1 Industrial District is established to provide locations within the Town of Berryville for a broad range of general light-industrial uses, recreational and event venues, infill development, and employment-related businesses operating under well-governed performance standards. The specific uses permitted within the L-1 District must be in harmony with the cultural and environmental character of the Town of Berryville. No use should be permitted that might be harmful to the adjoining land uses and the residential ambience of the community at large. Adaptive reuse is encouraged in the L-1 District. Outdoor storage and heavy industrial uses are discouraged but may be permitted by special use and environmental performance review. The L-1 District recognizes and is to be applied to existing conforming industry in the Town of Berryville as of the date of adoption of this District. Existing industrial uses shall be considered as satisfying the purpose and intent of the L-1 District, but expansion of existing industrial uses shall conform to the provisions herein. (08/16)

609.2 PERMITTED USES (12/94)

- (a) Auction establishments (indoor only) (5/95)
- (b) Business and professional offices (7/99)
- (c) Business service, supply and delivery establishments
- (d) Contractor's establishments without outdoor storage
- (e) Establishments for the production, processing, assembly, manufacturing, compounding, cleaning, servicing, testing and repair of materials, goods or products which conform to applicable Federal, State and local environmental performance standards or other standards referenced by the Town as related to (a) air pollution; (b) fire and explosion hazards; (c) radiation hazards; (d) electromagnetic radiation and interference hazards; (e) liquid and solid wastes hazards; (f) noise and odor standards; and (g) vibration standards.
- (f) Existing or expansion of existing industrial uses in operation as of the date of adoption of this Ordinance which conform to the previous industrial zoning district requirements.
- (g) Farm supply establishments
- (h) Financial institutions
- (i) Indoor mini-storage facilities
- (j) Light manufacturing, fabrication, testing or repair establishments without outdoor storage
- (k) Light warehousing establishments, without outdoor storage
- (l) Light wholesale trade establishments, without outdoor storage
- (m) Printing and publishing establishments
- (n) Private training and vocational schools
- (o) Public utilities (sub-stations, pump stations, transmission/receiving facilities and lines for telecommunications and similar uses, storage tanks, etc.)
- (p) Sheet metal shops
- (q) Small animal veterinary hospitals, exclusive of boarding kennels
- (r) Vehicle and machinery service, and parts sales ("service" including but not limited to internal and external repair, body work, paint, car washes, etc.)

- (s) Welding shops
- (t) Craft beverage manufacturing (03/18)

609.3 SPECIAL PERMIT USES

- (a) All above permitted uses requiring outdoor storage (10/94)
- (b) Day care centers (12/94)
- (c) Eating establishments including microbreweries, wineries, and distilleries (05/95, 08/16)
- (d) Heliports
- (e) Laundry and dry cleaning establishments
- (f) Lumber yards and building materials establishments
- (g) Motor freight terminals
- (h) Retail sales incidental to a manufacturing, production or related use, provided that:
 - a) the gross floor area used for retail purposes (excluding storage) shall not occupy more than five-thousand (5,000) square feet of gross floor area on any one lot, and shall not exceed twenty-five (25) percent of the total floor area for the site; and
 - b) the areas dedicated for retail uses must be indicated on an approved site plan.The provisions of this Section shall not apply to those permitted or special permit uses for which retail sales are a primary activity. (12/07)
- (i) Scientific research, development, and training establishments
- (j) Service stations
- (k) Vehicle and machinery sales and rentals
- (l) Recreation, commercial indoor (06/10)
- (m) Retreat and conference centers (08/16)
- (n) Residential lofts and apartments (08/16)
- (o) Wholesale/retail food hubs (08/16)
- (p) Commercial kitchens (08/16)
- (q) Hotels, motels, and accommodations (08/16)

609.4 PROHIBITED USES

The specific uses which follow shall not be permitted in the L-1 District:

- (a) Asphalt mixing plants
- (b) Blast furnaces
- (c) Boiler works
- (d) Bulk storage of flammable materials
- (e) Coal, wood or wood distillation
- (f) Concrete mixing and batching products
- (g) Extraction or mining of rocks and minerals
- (h) Garbage incineration
- (i) Junk yards
- (j) Landfills
- (k) Manufacture of ammonia, chlorine, fertilizer, lime, cement, fireworks, explosives, soaps, acids, pesticides, herbicides or insecticides
- (l) Metal foundries and smelting
- (m) Petroleum, asphalt or related product refining
- (n) Rendering plants
- (o) Slaughterhouses
- (p) Stockyards

Section 609 Industrial (L-1) District

- (q) Tanning and curing of skins
- (r) Any other similar use which in the opinion of the Town Council might be injurious or noxious by reason of odor, fumes, dust, smoke, vibration, noise or other cause

609.5 MAXIMUM LOT COVERAGE

(12/91) The maximum lot coverage—including buildings, streets, parking spaces, driveways, loading areas and all other impervious surfaces—shall not be greater than seventy-five percent (75%) of the area of an L-1 lot.

609.6 MINIMUM DISTRICT SIZE

The minimum district size shall be four (4) acres.

609.7 LOT SIZE REQUIREMENTS AND BULK REGULATIONS

- (a) Minimum lot area: 30,000 square feet
- (b) Minimum lot width: 125 feet
- (c) The maximum building height shall be forty (40) feet, except in particular instances the Town Council may, upon recommendation from the Planning Commission or its agent, modify the maximum building height.
- (d) Minimum yard requirements
 - (1) Front yard: 50 feet
 - (2) Side yard: 25 feet (except where side yard abuts a public right-of-way the side yard shall be 50 feet) (5/94)
 - (3) Rear yard: 50 feet (5/94)

609.8 OPEN SPACE

- (a) An open space plan and landscape design program shall be submitted with applications for any land use governed by this District.
- (b) Twenty five percent (25%) of the site shall be landscaped open space. Landscaping may be limited to setback areas and unused portions.

609.9 PARKING, PARKING ACCESS AND DRIVEWAYS

- (a) No parking space shall be located closer than fifteen (15) feet from any common property line.
- (b) Where lot is contiguous to property located in any district other than the L-1, I, C-1 or C-2 District, no parking space shall be closer than 40 feet from such property line. (5/94)
- (c) All parking requirements shall be met by off-street, on-site spaces and shall include designated spaces for the handicapped and elderly.
- (d) Refer to Section 305 for additional off-street parking requirements.

609.10 SETBACK, BUFFERING AND LANDSCAPING

- (a) Where an L-1 lot is contiguous to property located in a district other than an L-1, I, C-1 or C-2 District, all buildings shall have a minimum 60-foot setback from lot lines. In particular instances the Town Council may waive the 60-foot setback requirement, upon recommendation from the Planning Commission. (5/94)
- (b) Where an L-1 lot is contiguous to property located in a district other than an L-1, I, C-1 or C-2 District, a landscaped buffer strip of 30 feet in width shall be provided,

with landscape materials and placement subject to final plan approval. Where contiguous to a C-1 or C-2 District property, the landscaped buffer strip shall be 15 feet. Approved fencing or additional buffering may be used in lieu of landscaping.
(5/94)

609.11 STORAGE OF GOODS, MATERIALS, FUEL AND REFUSE

- (a) The outdoor area devoted to storage, loading and display of goods shall be limited to that area so designated on an approved site plan.
- (b) All equipment and materials shall be contained entirely within a building or screened from public rights-of-way and contiguous properties that are in land uses other than industrial in nature.
- (c) Any establishment involved with the storage of fuel for sale, or for other purposes, shall be permitted only if the fuel is stored underground, except where otherwise permitted under provisions granted and stipulations required by the Town Council.
- (d) All refuse shall be contained in completely enclosed facilities and shall be screened.

609.12 STREET ENTRANCES

- (a) On a corner lot, no street entrance shall be located closer than 60-feet to the curb line extended from the intersecting street. This distance may be increased with respect to the types and turning radii of vehicles using the site.
- (b) No street entrance shall be located closer than 30 feet to a side or rear lot line, unless a common street entrance serves adjacent uses, and in no instance shall the distance between separate street entrances serving adjacent uses be less than 60 feet. The maximum width of such street entrances shall not exceed thirty feet (30').
- (c) A freestanding use shall have no more than two street entrances on any single right-of-way, and such street entrances shall have a minimum distance of 90 feet between them.

609.13 SITE PLAN REQUIREMENTS AND PERFORMANCE STANDARDS

- (a) All uses shall be subject to final site plan approval.
- (b) Any L-1 District land use application which is not in strict compliance with the pre-existing approved master site plan and preliminary plat for the district shall require an amendment to that master site plan and preliminary plat prior to site plan approval of the specific use.
- (c) Master site plans and preliminary plats for L-1 Districts shall include provisions for:
 - (1) adequate public facilities;
 - (2) development phasing;
 - (3) stormwater management facilities to address the ultimate development coverage within the district;
 - (4) lighting and signing; and
 - (5) other special features and land use considerations deemed necessary to serve the industrial district.
- (d) Applications for all uses subject to special use permits shall be accompanied by a report indicating the compliance with and use compatibility issues related to the Town's applicable performance standards.

609.14 ADDITIONAL REQUIREMENTS

- (a) Public Streets within the L-1 District shall be constructed to industrial road standards as determined by the Town Council or its agent. Sidewalks may be required on one or both sides of the street.
- (b) Common property ownership agreements and covenants for L-1 District developments shall be reviewed and approved by the Town Council or its agent.
- (c) Refer to Section 306 for off-street loading requirements.
- (d) Refer to Sections 301-304 for general regulations and other provisions which may supplement those cited herein.
- (e) Refer to specific Overlay Zoning districts, where applicable.

Section 502 – Certificate of Occupancy

- 502.2 Prior to the issuance of a Certificate of Occupancy for a new structure, the Zoning Administrator will verify that all property corners have been set with permanent markers by a land surveyor licensed under the laws of the Commonwealth of Virginia. (11/00)
- 502.3 In addition to any other requirements for the issuance of a Certificate of Occupancy, a Certificate of Occupancy for a structure will not be issued unless (1) the structure is served by public water and sewer, (2) required curb and gutter and sidewalks are in place on the lot on which the structure is located and in place between said lot and an existing publicly maintained street, (3) a functional fire hydrant is located within three hundred (300) feet of the lot on which the structure is located, and (4) the lot on which the structure is located fronts on an existing publicly maintained street or street meeting Town requirements for a publicly maintained street. (8/01)
- 502.4 In addition to any other requirements for the issuance of a Certificate of Occupancy, after issuance of certificates of occupancy for structures on eighty percent (80%) of the lots in a section of a subdivision, a Certificate of Occupancy for a structure in the section will not be issued unless all public improvements in the section have been completed to Town requirements and all streets have been accepted for maintenance by the Virginia Department of Transportation (VDOT), or a complete application for acceptance thereof has been filed with VDOT. (8/01)
- 502.5 Upon written application, delayed installation of public improvements described in 502.3 and 502.4 may be considered by the Zoning Administrator. Approval of the application shall only be granted by the Zoning Administrator after consultation with the respective departments or agencies charged with the inspection, acceptance, and maintenance of the improvements, and only upon a further finding that the delayed installation will not be detrimental to the safety and welfare of the residents in the subdivision and the public. A written request for such delayed installation shall set forth the specific improvements sought to be delayed, the justification for the delay, and a committed date for completion of the improvements. A fifty-dollar (\$50.00) fee shall be paid with the request. If the Zoning Administrator approves the application for delayed installation of public improvements, the approval shall be subject to the applicant executing an agreement to hold harmless the town for any loss or liability occasioned by the lack of the improvements delayed. (8/01)

SECTION 503 - SPECIAL USE PERMIT

503.1 PROVISIONS FOR SPECIAL USE PERMITS

- (a) In consideration of an application filed with the Zoning Administrator, the Council may, after a public hearing, authorize the establishment of those uses that are expressly listed as Special Permit uses in a particular zoning district.
- (b) In addition to all applicable conditions and requirements of this Ordinance, the Council may impose any conditions deemed appropriate in the public interest to secure compliance with the provisions of this Ordinance.
- (c) Once a Special Use Permit is granted, the use shall not be enlarged, extended, increased in intensity or relocated unless authorized by the Council.

- (d) Whenever a Special Use Permit is granted by the Council, the authorized activities shall be established within two (2) years of the date of approval with an extension of one (1) additional year with Council approval, or such Special Use Permit shall expire without notice. (4/08)
- (e) Should the owner or operator of the use covered by the Special Permit fail to observe all requirements of law with respect to the maintenance and conduct of the use and all permit conditions, the Council may, after due notice to permit holder and a public hearing, revoke the Special Use Permit.

503.2 APPLICATIONS

An application for a Special Use Permit may be submitted by the property owner of record, tenant, or contractor owner.

503.3 APPLICATION REQUIREMENTS

Applications for Special Use Permits shall be accompanied by seven (7) copies of the following items:

- (a) Letter of request, signed by property owner and applicant, outlining complete details of special use desired.
- (b) Site development plan.
- (c) Floor plan, front, side, and rear elevations of proposed new buildings.
- (d) Certified house location plat.
- (e) Information deemed necessary by the Zoning Administrator.
- (f) Applicable filing fee.

503.4 APPLICATION PROCEDURE

- (a) Application submitted to Zoning Administrator, which shall be referred to the Planning Commission for recommendation, and a public hearing shall be scheduled by the Town Council.
- (b) Review by the Planning Commission (public hearing if desired) and recommendation to Town Council.
- (c) Public hearing by Town Council.
- (d) Town Council action (In acting upon the application, the Town Council shall consider the following, among other relevant factors):
 - 1. The health, safety, and welfare of the general public.
 - 2. Physical and visual impact on adjoining and abutting properties.
 - 3. Adequate utilities, drainage, parking, and other necessary facilities to serve the proposed use.
 - 4. Compliance with the adopted master plan.
 - 5. Environmental compatibility.
 - 6. Community sentiment.
- (e) Applicant to be notified by Zoning Administrator of Town Council action.

Town Council Agenda Item Report Summary

March 14, 2023

Item Title

Virginia Commission for the Arts Creative Communities Partnership Grant Application
Recommendation by the Community Development Committee

Prepared By

Christy Dunkle

Background/History/General Information

The Town of Berryville has applied for and received funds annually from the Virginia Commission for the Arts (VCA) since 2012 with the exception of 2019. The intent of the grant, now called the Creative Communities Partnership Grant, is to encourage local governments to support the arts. A line item totaling \$4,500 is included in the proposed budget. If approved, the grant is matched by the VCA in the same amount.

Additional information can be found at this link: <https://vca.virginia.gov/grant/creative-communities-partnership-grants/>.

Findings/Current Activity

In 2021, the Community Development Committee recommended an application process through which the Town identifies local arts organizations who may want to benefit from the grant. Four grant applications were received in 2023 from the following organizations:

- Barns of Rose Hill
- Blue Ridge Studio for the Performing Arts
- Main Street Chamber Orchestra, Inc.
- Northern Shenandoah Valley Quilt Show

The Community Development Committee met on Tuesday, February 28, 2023 to review the applications and recommend that each of the applicants receive the same amount of funding (\$1,125 each).

Should the Town of Berryville receive the grant from the Virginia Commission for the Arts, the amounts identified above will be doubled with their match.

Schedule/Deadlines

A decision on subrecipients and amounts should be made at this meeting as the Creative Communities Partnership Grant application is due by April 1, 2023.

Other Considerations

N/A

Recommendation

Discuss at the meeting and determine subrecipients and amounts.

Sample Motion

I move that the Council of the Town of Berryville approve the recommended subrecipients, each receiving \$1,125 for the Creative Communities Partnership Grant as follows:

- Barns of Rose Hill
- Blue Ridge Studio for the Performing Arts
- Main Street Chamber Orchestra, Inc.
- Northern Shenandoah Valley Quilt Show

Attachment

Grant applications

Berryville - Clarke County
Government Center
101 Chalmers Court, Suite A
Berryville, VA 22611



RECEIVED
FEB 27 2023
Town of Berryville, VA

[T] 540/955-1099
[F] 540/955-4524
[E] Info@berryvilleva.gov

BERRYVILLE
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**Creative Communities Partnership Grant
Participant Application**

Deadline: February 27, 2023

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit http://www.arts.virginia.gov/grants_local.html. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: Barns of Rose Hill

Applicant Name: Ames, Sarah E

Last *First* *M.I.*

Address: PO Box 738

Street Address *Apartment/Unit#*

Berryville VA 22611

City *State* *ZIP Code*

E-Mail: sarah.ames@borh.org

Phone: 540-955-2004

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

Yes No

Grant amount requested: (maximum \$4,500) \$4,500.00

Harry Lee Arnold, Jr.
Mayor

Breclia L. Gibson
Vice Mayor

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Kelth R. Dalton
Town Manager

Please select the category that best describes your organization's primary focus.

- Arts Education
- Dance
- Multidisciplinary
- Music
- Opera
- Theater/Storytelling
- Visual Arts
- Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input checked="" type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other |

Other Distinct Groups

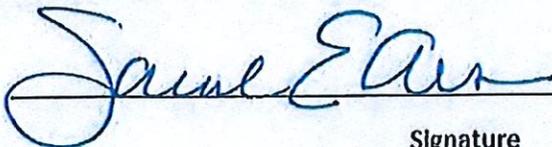
- | | | |
|---|---|---|
| <input type="checkbox"/> Individuals with disabilities | <input type="checkbox"/> Individuals in Institutions (hospitals, hospices, assisted care, etc.) | <input type="checkbox"/> Individuals below the poverty line |
| <input type="checkbox"/> Individuals with limited English proficiency | <input type="checkbox"/> Military veterans/active duty personnel | <input type="checkbox"/> Youth at risk |

Age

- | | |
|--|--|
| <input type="checkbox"/> Children/Youth (0-18 years) | <input checked="" type="checkbox"/> Adults (25-64) |
| <input type="checkbox"/> Young adults (19-24 years) | <input checked="" type="checkbox"/> Older adults (65+ years) |

Arts Education Choose the one item which best describes the funded activities.

- 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- None of the funded activities involve arts education



Signature

02/27/2023

Date

Please give a brief description of the organization, proposed project, and who will participate.

The Barns of Rose Hill is a rural arts center, located in the heart of Berryville. Our venue is two previously restored dairy barns, and houses the Berryville/Clarke County Visitor's Center.

The requested support from the town of Berryville would be used to continue to offer a diverse variety of free and reduced programs throughout the year. Barns of Rose Hill fulfills our mission of enriching lives through the arts, education, and community through live music, exhibits, films, workshops, and classes.

Despite pandemic challenges, we welcomed over 7,5000 people to the Barns in 2022. Last year, we hosted an amazing 121 programs, many of them free and low cost. If awarded, we plan to use funds from the Creative Communities Partnership Grant program to continue to offer these free and reduced programs. Our programming in 2022 included over 50 concerts, 25 community events, 20 classes and workshops, 13 exhibits, films, jams, and much more.

As of February 25, in 2023 we have already welcomed over 2,000 people to the Barns of Rose Hill. We are thrilled to already have close to 100 programs scheduled for this year, and we're not done yet! We have truly re-opened and are excited to be programming at full capacity again.

Please list the organization's officers, board of directors, and key staff.

Board of Directors:

Howard Means-Chair, Board of Directors
David Conradi-Vice Chair, Board of Directors
Patricia Robinson-Vice Chair, Board of Directors
Laudno Kennedy-Secretary, Board of Directors
Keli Patterson-Treasurer, Board of Directors
Susi Bailey
Peter Cook
Lucy Dodick
Clark Hansbarger
Alec Irvan
Aven Hilselman
Jennifer Leo
Jordan Liskey
J.C. Mooto

Staff:

Sarah Amos, Executive Director
Halhan Bowser, Director of Operations
Shawn Hatfield, Assistant Director
Martha Reynolds, Marketing and Outreach Coordinator

How will the community benefit from the project?

The community benefits from programs at the Barns of Rose Hill in many ways. Economically, each Barns program brings new people to the town of Berryville, often eating dinner, or enjoying downtown before or after visiting the Barns. In 2022, this meant that the Barns introduced over 7,500 people to our local economy. In a recent study by Americans for the Arts, it was found that for each ticket purchased to an art event, the community gains \$30 in retail and dining revenue. Barns of Rose Hill also works with area non-profits to create lasting and meaningful partnerships throughout the community. These connections provide numerous benefits for the organizations in addition to the communities they support. Examples of these partnerships include Berryville Main Street, Clarke County Library, Clarke County Historical Association, Josephine School Museum, Clarke County Community Band, and many others. The shared experiences provided by live art in itself is a true benefit to the community. 72% of Americans believe that arts unify our communities, regardless of age, race, and ethnicity. 81% believe that arts are a positive experience in a troubled world. We are proud to bring world-class art and artists to Berryville.

Please attach the organization's budget.

BARNES OF ROSE HILL

Budget vs. Actuals: Summary

Jan-23

	2023 Budget
Income	
4000 Programming Income	
Total 4100 Performances	\$ 106,500.00
Total 4300 Educational Workshops	\$ 5,500.00
Total 4400 Art Exhibits	\$ 9,000.00
4500 Gift Shop Income	3,400.00
4600 Program Sponsorship	15,000.00
4610 Programming Sponsorship - Classical	10,000.00
Total 4000 Programming Income	\$ 149,400.00
Total Income	\$ 149,400.00
Cost of Goods Sold	
Total 5100 Performances	\$ 86,600.00
Total 5200 Films	\$ 2,500.00
Total 5300 Educational Workshops	\$ 5,000.00
Total 5400 Art Exhibits Costs	\$ 5,850.00
5500 Gift Shop Expense	250.00
Total 5900 Other Programming Expenses	\$ 64,850.00
Total Cost of Goods Sold	\$ 165,050.00
Gross Profit	-\$ 15,650.00
Expenses	
Total 6000 Compensation	\$ 231,925.00
Total 6100 Professional Fees	\$ 20,225.00
Total 6200 Occupancy Expenses	\$ 43,550.00
Total 6300 Office Expenses	\$ 16,300.00
Total 6400 General Expenses	\$ 24,398.00
Total Expenses	\$ 336,398.00
Net Operating Income	-\$ 352,048.00
Other Income	
Total 7000 Other Income	\$ 43,500.00
Total 7100 Development Income	\$ 179,000.00
Total 7200 Special Events	\$ 58,000.00
Total 7300 Grants & Restricted Donations	\$ 279,000.00
Total 7500 Property Rental Income	\$ 9,000.00
Total Other Expenses	\$ 15,000.00
Net Other Income	\$ 553,500.00
Net Income	\$ 201,452.00
Less: Perm Restricted Donations	(200,000.00)
(Increase)/Decrease in Temp Restricted	(43,500.00)
Add: Transfer From Endowment	49,000.00
Net Increase / (Decrease) in unrestricted net assets	6,952.00

Berryville - Clarke County
Government Center
101 Chalmers Court, Suite A
Berryville, VA 22611



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Town of Berryville, VA

[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

BERRYVILLE

EST. 1798 *Genuine* VIRGINIA

Creative Communities Partnership Grant Participant Application

Deadline: February 27, 2023

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit http://www.arts.virginia.gov/grants_local.html. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: The Blue Ridge Studio for the Performing Arts

Applicant Name: Niemann Cordelia A.
Last First M.I.

Address: 5 East main st.
Street Address Apartment/Unit#
Berryville VA 22611
City State ZIP Code

E-Mail: nela@blueridgestudio.org

Phone: (540) 664-6664 (cell)

Has this organization received a Local Arts Grant from the Town of Berryville in the past?
 Yes No

Grant amount requested: (maximum \$4,500) \$4,500

Harry Lee Arnold, Jr.
Mayor

Brecka L. Gibson
Vice Mayor

William Stehmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

Please give a brief description of the organization, proposed project, and who will participate.

It is the mission of The Blue Ridge Studio for the Performing Arts, to provide pathways to arts education. The Studio provides an enriching and stimulating dance experience which challenges every student and balances a strong foundation in traditional dance technique with creative expression and innovative style. Through our many and varied classes, we introduce children and adults to a world of dance and music to which they may not otherwise have access. The Blue Ridge Studio is a non-profit organization which celebrates community engagement and strives to provide a positive experience for our community and our students. The Blue Ridge Studio entertains the community with an annual recital in the spring. Students from the studio work all year learning their craft so that they may share their talents with the public. We want to continue this engagement and if possible, add more opportunities for the students to share their hard work with the community.

Please list the organization's officers, board of directors, and key staff

Nela Niemann Director

Nela began studying ballet at the age of seven, when she started dancing with Miss Dorothy Ewing of Winchester, Virginia. She continued training as a teenager at the Washington School of Ballet, Shenandoah University and the Bolshoi School of Ballet and later studied with professional companies in Washington D.C. and Zaragoza, Spain. Nela attended American University and Radford University, where she studied with Franco Jelincic and Dagmar Kessler while earning a B.S. in Psychology. She has been teaching ballet, jazz and tap since 1976, and was the director of the dance program at Zaragoza Air Force Base in Spain. She also created and supervised the Dance Department at the YMCA in Princeton for 3 years. In 1991, Nela established The Blue Ridge Studio for the Performing Arts, where she continues to teach, choreograph and direct.

Cheryl Donald Co-Director

Cheryl's love of dance began in her home-town of Rochester, New York. She then moved to Winchester, Virginia to study dance performance and dance education at Shenandoah University. As a member of the Shenandoah Dance Ensemble, she participated in many main stage performances of Ballet, Modern dance, Jazz and Tap. As a gifted choreographer, Cheryl has produced numerous group works and solos which have been performed throughout the Winchester, Clarke County and Frederick County area. Cheryl participated in an International Tour of Russia and continued her studies abroad in Spain with Estada International De Dansa. She has also participated in the Jazz Dance World Congress for multiple summers. Cheryl joined the staff at Blue Ridge Studio for the Performing Arts in 2006, giving her the opportunity to share her knowledge, choreography and passion for dance with our students.

Instructors Dana Armstrong, Cady McCarty, Ashley Tibbens, Kristina Wallace

How will the community benefit from the project?

Because of the communities small size and its rural nature, exposure to the arts is limited. By helping fund the arts, it becomes possible to bring new and exciting opportunities to the public as a whole. The Blue Ridge Studio is a non-profit entity which strives to introduce varied styles of dance, to bolster the support of children in expressing themselves through the arts. An exposure to dance expands social and cultural interaction, it provides an overall community feeling of well-being and togetherness. Dance and The Performing Arts provides self-discipline which shows itself in a variety of socially beneficial ways. Dance improves flexibility, coordination, balance, range of motion, stamina, muscle tone, strength and posture. Physical fitness is just one of many benefits of dance that can enhance an individual's life in so many ways. Dance strengthens cognitive abilities and memory skills through learning choreography. Dancing encourages social bonding. When people dance with groups of peers, they experience a blurring of the self into their groups due to the synchronization that occurs while dancing. Synchrony dissolves the separateness, bonds us, and expands our sense of self.

Please attach the organization's budget.

Please select the category that best describes your organization's primary focus.

- Arts Education
- Dance
- Multidisciplinary
- Music
- Opera
- Theater/Storytelling
- Visual Arts
- Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> American Indian/Alaskan | <input checked="" type="checkbox"/> Asian/Pacific Islander | <input checked="" type="checkbox"/> Black/African American |
| <input checked="" type="checkbox"/> Hispanic/Latino | <input checked="" type="checkbox"/> White/Caucasian | <input checked="" type="checkbox"/> Other |

Other Distinct Groups

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Individuals with disabilities | <input checked="" type="checkbox"/> Individuals in institutions (hospitals, hospices, assisted care, etc.) | <input checked="" type="checkbox"/> Individuals below the poverty line |
| <input checked="" type="checkbox"/> Individuals with limited English proficiency | <input checked="" type="checkbox"/> Military veterans/active duty personnel | <input checked="" type="checkbox"/> Youth at risk |

Age

- | | |
|---|--|
| <input checked="" type="checkbox"/> Children/Youth (0-18 years) | <input checked="" type="checkbox"/> Adults (25-64) |
| <input checked="" type="checkbox"/> Young adults (19-24 years) | <input checked="" type="checkbox"/> Older adults (65+ years) |

Arts Education Choose the one item which best describes the funded activities.

- 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- None of the funded activities involve arts education

Nela Niemann

Signature

2/8/23

Date

**The Blue Ridge Studio
for the Performing Arts
2023 Budget**

Income	
Program Income	
Tuition	115,000.00
Contributions	1,000.00
Ticket Sales	8,000.00
Total Program Income	<u>124,000.00</u>
Total Income	<u>124,000.00</u>
Expense	
Class Expenses	
Contract Services	2,500.00
Instructor	24,000.00
Continuing Education	200.00
Dancewear Supplies	7,000.00
Recital Expenses	8,000.00
Class Expenses	<u>41,700.00</u>
Facility Expense	
Rent	19,000.00
Repairs & Maintenance	200.00
Total Facility Expense	<u>19,200.00</u>
Operations	
Advertising & Website	3,700.00
Dues & Subscriptions	1,500.00
Business Meals	1,500.00
Gifts & Flowers	400.00
Insurance	1,300.00
Office Expense	6,000.00
Payroll Expense	44,000.00
Total Operations	<u>58,400.00</u>
Professional Fees	
Professional Fees	2,000.00
Total Professional Fees	<u>2,000.00</u>
Total Expense	<u>121,300.00</u>
Net Ordinary Income	<u><u>2,700.00</u></u>

Berryville - Clarke County
Government Center
101 Chalmers Court, Suite A
Berryville, VA 22611



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FEB 24 2023
Town of Berryville, VA

[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

**Creative Communities Partnership Grant
Participant Application**
Deadline: February 27, 2023

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit http://www.arts.virginia.gov/grants_local.html. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: Northern Shenandoah Valley Quilt Show, Berryville, VA

Applicant Name: Suter Linda J
Last First M.I.

Address: 9287 Black Pond Lane
Street Address Apartment/Unit#
Delaplane VA 20144
City State ZIP Code

E-Mail: suterli@gmail.com

Phone: 540-364-1782

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

Yes No

Grant amount requested: (maximum \$4,500) \$1,750

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

Council Members

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

The Apple Valley Needle Threaders Quilt Guild of Berryville, VA host the Northern Shenandoah Valley Quilt Show (NSVQS) at the Clarke County Recreation Center with the help of three other regional quilt clubs: Skyline Quilt Guild (Strasburg), Shenandoah Piecemakers (Berryville) and Winchester Modern Quilters. The common goal of the four NSVQS supporting groups is to encourage a wider appreciation of the art of quilting, to give back to our community, to provide educational opportunities in the skill and art of quilting, and to challenge members to step out of their comfort zones or learn a new method.

The money raised during the show is divided between the clubs. Each club uses the funds to host expert quilters to educate members in new quilting techniques, fabric selection, and color usage. The funds also pay for supplies to make quilts and other items for charities in the area. The NSVQS has a Community Service table highlighting this outreach and give back.

As a community show, we encourage quilts from the community – not just from the participating quilt clubs. And, we encourage all in the community to attend, to view the artistry of the quilts and to see quilting demonstrations. As a community show, we hope to highlight the talent of our local community and spark the interest of the next generation of young quilters.

Continuing our focus on community – the show has a variety of small businesses, mostly from the local and surrounding areas, vend at the show. The vendors showcase handmade items and quilting fabric and notions for sale. The show additionally supports the community by having the Clarke County Senior Center volunteers provide food and beverage in the show's Patchwork Café. Their sales go back into Clarke County Senior Center projects.

We are celebrating our 32nd quilt show. The show, which has been held every other year since 1981, remains true to its original mission of promoting and sharing the art and craft of quilting with the community.

We now have approximately 180 to 190 quilts in our show. At our last show in 2022 we actually ran short on equipment to hang and properly display some quilts. Our goal is to purchase additional equipment (rods, poles, bases, hanging hardware) and to upgrade some of our existing equipment to properly display all quilts entered in our show.

Please list the organization's officers, board of directors, and key staff as applicable.

The Northern Shenandoah Valley Quilt Show draws show committee members from all four hosting clubs. The show committee plans and manages the hundreds of volunteer hours and the budget needed to put on our show.

2024 NSV Quilt Show Committee-

Co-Chairs: Sharon Rezin and Loretta McDonald

Treasurer: Kathleen Hintz

Secretary: Karen Ames

Registration: Alicia Stoltzfus

Webmaster: Alicia Stoltzfus

Publicity: Ondrea Duffy

Vendors: Barbara Corey

Advertising: Linda Suter

Raffle Quilt: Eileen Wall

Show Program: Pam Lakin

Demonstrations: Donna Hinze

Volunteer Coordinator: Ondrea Duffy

Curators: Sharon Rezin, Diana Anglero

How will the community benefit from the project?

Our four hosting quilt clubs are strong supporters of our local community. Clubs' members make and donate quilts and other items to those in need through various organizations in the community. From 2021-2022 we donated hundreds of quilts and other handmade items to these organizations. A few of these organizations are listed below.

Town of Berryville -- designed, created and quilted the 225 year celebration quilt for Berryville

Evan's Home for Children- pajamas, pillow cases and lap quilts

Fremont Nursery - raffle quilt to raise funds for the nursery, baby quilts up to youth sized quilts

Froggy's Closet - donations of toiletries, clothing, diapers and quilts, handmade stuffed animals

Josephine School Community (African American) Museum -- many handmade items to support Museum's Juneteenth fundraising

Healthy Families - quilts of many sizes

It's a Small Hand - baby quilts

Quilts of Valor - adult lap quilts in red, white and blue

Boulder Crest -- quilts of many sizes for the Veterans and their families who seek respite there

VFW Post 9760, Berryville -- quilts and other handmade items for Veterans

The Laurel Center - bed quilts, handmade heating pads, and many items for their Good Store

Winchester Medical Center Baby Drive - baby quilts

Winchester Medical Center Oncology -- baby, lap, bed quilts

Habitat for Humanity- bed quilts

Middleburg Humane- kennel quilts, kitty fleecies, handmade items for their Resale Boutique

Strasburg Police Department -- squad car quilts for children in domestic response situations

Please attach the organization's budget. *Provided In separate attachment.*

Please select the category that best describes your organization's primary focus.

- Arts Education
- Dance
- Multidisciplinary
- Music
- Opera
- Theater/Storytelling
- Visual Arts
- Other (please describe) _____

Populations Benefitted

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- American Indian/Alaskan
- Hispanic/Latino
- Asian/Pacific Islander
- White/Caucasian
- Black/African American
- Other

Other Distinct Groups

- Individuals with disabilities
- Individuals in Institutions (hospitals, hospices, assisted care, etc.)
- Individuals below the poverty line
- Individuals with limited English proficiency
- Military veterans/active duty personnel
- Youth at risk

Age

- Children/Youth (0-18 years)
- Young adults (19-24 years)
- Adults (25-64)
- Older adults (65+ years)

Arts Education *Choose the one item which best describes the funded activities.*

- 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- None of the funded activities involve arts education

Linda Suter for NSVQS

February 22,

Signature

Date



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** APPLE VALLEY NEEDLE THREADERS QUILT GUILD
- **EIN:** 884114887
- **Tax Year:** 2022
- **Tax Year Start Date:** 01-01-2022
- **Tax Year End Date:** 12-31-2022
- **Submission ID:** 10065520230516193997
- **Filing Status Date:** 02-20-2023
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

	A	B	C	D	E	F
1						
2			<u>NSVQ</u>	<u>SHOW</u>	<u>BUDGET:</u>	<u>2024</u>
3						
4	Advertisr	(Fairs)			\$300.00	
5	Armbands				\$50.00	
6	Banners				\$50.00	
7	Drapes				\$750.00	
8	Facility Rental				\$1,600.00	
9	Food (set	up; AM wrkrs; post-show)			\$1,000.00	
10	Postage				\$125.00	
11	Miscellaneous				\$300.00	
12	Poles/Bases				\$1,750.00	
13	Printing					
14		Programs			\$1,170.00	
15		Postcards			\$250.00	
16		Signs			\$190.00	
17	Publicity				\$400.00	
18	Raffle Qu				\$500.00	
19	Show Ribbons				\$75.00	
20	Tables				\$-	
21	Trailer: VA tax				\$25.00	
22		Maintenance			\$100.00	
23	Website	(domain)			\$25.00	
24		(hosting)				
25						
26			TOTAL:		\$8,660.00	
27						
28						
29						
30	NOTE:	1. Expenses > \$50 must be approved in advance				
31		2. Debit card must be approved prior to purchase				
32		3. All incoming payments must flow thru Treasurer				
33		Payment that will be sent at a later date				
34		should be directed to:				
35		NSVQ Show				
36		Attn: Katheen Hintz, Treasurer				
37		81 Oxbow Court				
38		Harpers Ferry, WV 25425				
39						
40	Revised 1	02/09/23				

Berryville – Clarke County
 Government Center
 101 Chalmers Court, Suite A
 Berryville, VA 22611

RECEIVED
 FEB 13 2023
 Town of Berryville, VA

[T] 540/955-1099
 [F] 540/955-4524
 [E] info@berryvilleva.gov

BERRYVILLE
 EST. 1798 *Genuine* VIRGINIA

**Creative Communities Partnership Grant
 Participant Application**
Deadline: February 27, 2023

PLEASE NOTE: applicants must be an organization whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia. They must also have their headquarters and home seasons, or activities equivalent to a home season, within the state. Funding cannot be provided for payment to performers for specific performances. For more information about the Virginia Commission for the Arts' Creative Communities Partnership Grant program, please visit http://www.arts.virginia.gov/grants_local.html. Additional information can also be found on the Town of Berryville's web site at <http://berryvilleva.gov/>.

Name of Arts Organization: Main Street Chamber Orchestra

Applicant Name: Goldberg Jon W

Address: 100 West Main Street #3

Street Address	Apartment/Unit#	City	State	ZIP Code
Berryville	VA			22611

E-Mail: jongoldberg@mainstreetchamberorchestra.org

Phone: 202-255-3294

Has this organization received a Local Arts Grant from the Town of Berryville in the past?

Yes No

Grant amount requested: (maximum \$4,500) \$4500

Harry Lee Arnold, Jr.
 Mayor

Brecka L. Gibson
 Vice Mayor

Council Members

William Stehmetz
 Ward 1

Diane Harrison
 Ward 2

Grant Mazzarino
 Ward 3

Ryan Tibbens
 Ward 4

Keith R. Dalton
 Town Manager

Please give a brief description of the organization, proposed project, and who will participate.
Please see attached

Please list the organization's officers, board of directors, and key staff as applicable.
See attached

How will the community benefit from the project?
See attached

Please attach the organization's budget.
Attached

Please select the category that best describes your organization's primary focus.

- Arts Education
- Dance
- Multidisciplinary
- Music
- Opera
- Theater/Storytelling
- Visual Arts
- Other (please describe) _____

Populations Benefitted

Please select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support.

Racial or Ethnic Groups

- | | | |
|--|---|--|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input checked="" type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input checked="" type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other |

Other Distinct Groups

- | | | |
|---|---|---|
| <input type="checkbox"/> Individuals with disabilities | <input type="checkbox"/> Individuals in Institutions (hospitals, hospices, assisted care, etc.) | <input type="checkbox"/> Individuals below the poverty line |
| <input type="checkbox"/> Individuals with limited English proficiency | <input type="checkbox"/> Military veterans/active duty personnel | <input type="checkbox"/> Youth at risk |

Age

- | | |
|---|---|
| <input checked="" type="checkbox"/> Children/Youth (0-18 years) | <input type="checkbox"/> Adults (25-64) |
| <input type="checkbox"/> Young adults (19-24 years) | <input type="checkbox"/> Older adults (65+ years) |

Arts Education Choose the one item which best describes the funded activities.

- 50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists)
- None of the funded activities involve arts education

Signature

Date

Please give a brief description of the organization, proposed project, and who will participate.

The Main Street Chamber Orchestra was founded in December, 2020, to make classical music a relevant part of life for everyone in our community. We believe in the power of classical music to reach beyond the social, economic and racial divides and unite us in our common humanity. Our name is intended to reflect that we are rooted in the community and our desire to make great classical music a part of our communal lives. Today, we are the only organization that consistently presents high quality professional orchestral performances in our community.

Our proposed project consists of three concerts. The first concert is scheduled for September 23 and will feature a performance of Mahler's 4th Symphony. This will mark the first time a Mahler symphony has ever been performed in Clarke County. Our third concert is scheduled for April 13, 2024 and is titled "A Night in Bohemia". This concert will feature the beautiful melodies of Bohemian composers Janack, Dvorak and Bartok. Joining us on this performance will be the Piedmont Singers for "Nursery Rhymes", by Janacek.

I would like to go into more detail about our second concert, a presentation of Handel's *Messiah*, December 3. The past two seasons we have used our Holiday Concert as a free admission Christmas gift to the community. These holiday themed presentations have include the Nutcracker Ballet with Nela Niemann's Blue Ridge Studio for the Performing Arts, and this past Christmas, a concert that included a musical narration of *The Night Before Christmas*. These concerts have been enormously successful, bringing in audiences of well over 100 hundred people, including many families with their children.

This Christmas, we will present a performance of Handel's ever popular *Messiah*. The *Messiah* is one of those evergreen pieces that always fills a concert hall whenever it is played. Unfortunately, recent research has determined that Handel was heavily invested in the African slave trade. We believe this should not be ignored. Before the concert, we will hold a thirty minute discussion about what this means for us today, and placing Handel in the society of his times. We hope that by having this discussion before the performance, for whoever may wish to attend, we acknowledge Handel's past without detracting from anyone's enjoyment of his glorious music.

All performances will take place at Grace Episcopal Church, in Berryville. We have been very fortunate in finding a welcoming home venue at Grace. All our musicians are professionals, many of whom live in our area. We always look for ways to partner with other local arts organizations, so we are quite pleased to have the Piedmont Singers joining us for the Handel performance

How will the community benefit from the project?

We believe in the transformative power of classical music to enrich our lives and illuminate our shared humanity, reminding us that in the words expressed in Beethoven's Ninth Symphony, "All men are brothers."

Our success in drawing crowds to our concerts, particularly our free admission Holiday presentations, demonstrates that our community wants access to the arts for themselves and their families. The more people are exposed to great classical music, the greater the chances of overcoming the social, economic and cultural barriers that divide us.

While our local schools have wonderful band and chorus programs, there are not any orchestra classes. Our performances may represent the only opportunity many children will have to hear a classically played violin or cello, and become inspired to take up that instrument.

I have heard from our local restaurant owners how our musicians fill up their businesses on our rehearsal days, and our concerts always mean a full restaurant on the evenings we perform.

I have personally manned booths at the Berryville Farmers Market and have heard first hand how proud people are that Berryville supports a professional orchestra. I would like to believe that we play a small part in building the civic pride so many of us feel in our community.

**MAIN STREET CHAMBER ORCHESTRA
OFFICERS AND DIRECTORS**

OFFICERS:

Jon Goldberg, President
Justin Ivatts, Treasurer
Helena Goldberg, Secretary

DIRECTORS:

Jon Goldberg
Helena Goldberg
Justin Ivatts
Diana Kincannon
Lawrence Goldstein
Donovan Stokes

ADDRESSES:

Jon Goldberg
100 W Main St, #3
Berryville, VA 22611

Helena Goldberg
100 W Main St, #1
Berryville, VA 22611

Justin Ivatts
The Rectory
115 North Church Street
Berryville, VA 22611

Diana Kincannon
P.O.Box 191
Berryville, VA 22611

Donovan Stokes
913 Allen Dr
Winchester, VA 22601

Lawrence Goldstein
12010 Canter Lane
Reston, VA 20191-2113

**MAIN STREET CHAMBER ORCHESTRA
2023-2024 BUDGET**

EXPENSES			
Musician Fees	\$ 22,000.00	(3 concerts)	
Music rental/purchase	\$ 800.00		
Printing	\$ 900.00		
Advertising	\$ 450.00		
Insurance	\$ 300.00		
Hospitality	\$ 300.00		
Farmers Market	\$ 100.00		
Misc	\$ 200.00		
TOTAL	\$ 25,050.00		
REVENUE			
Grants	\$ 11,000.00		
Tickets Sales	\$ 7,000.00	100/cnct at \$35 x 2 cnct	
Individual Contributions	\$ 7,050.00		
TOTAL INCOME	\$ 25,050.00		

Town Council Agenda Item Report Summary

March 14, 2023

Item Title

Arbor Day Proclamation

Prepared By

Christy Dunkle

Background/History/General Information

The Town of Berryville became a designated Tree City USA community by the Arbor Day Foundation in 2019 and was recently notified of its continued status for 2023. This year, the Town of Berryville Tree Board will again celebrate Arbor Day at the opening day of the Clarke County Farmers' Market on Saturday, May 6, 2023. They will be joined by a Bartlett Tree Experts representative who will offer advice and distribute free saplings.

Findings/Current Activity

In order to retain the Tree City USA status, an application must be submitted annually and includes information about board membership and per capita tree-related spending. Qualified expenses include:

- Percentage of salaries for public works staff for time spent on tree care (e.g., pruning, mulching, watering, leaf and brush pick-up, equipment maintenance)
- administrative time
- board member time spent at meetings and for Arbor Day preparation
- contract work for tree pruning or removal and consulting

Each community must spend at least \$2 per person (we achieved \$2.35 this year).

The application process includes an annual proclamation in which Council acknowledges Arbor Day and the benefits of trees in the community.

Financial Considerations

N/A

Schedule/Deadlines

The next annual application is due on December 31, 2023.

Other Considerations

N/A

Recommendation

Adopt the proclamation as presented.

Sample Motion

I move that the Council of the Town of Berryville adopt the attached proclamation for Arbor Day 2023.

Attachment:

- Official Proclamation



TREE CITY USA
An Arbor Day Foundation Program

Official Proclamation

- Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- Whereas, Arbor Day is now observed throughout the nation and the world; and
- Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and
- Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and
- Whereas, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community; and
- Whereas trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, therefore be it resolved that the Council of the Town of Berryville does hereby proclaim May 6, 2023 as Arbor Day in the Town of Berryville.

Town Council urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and urge all citizens to plant trees to promote the well-being of this and future generations.

By order of the Town Council this 14th day of March, 2023.

Harry Lee Arnold, Jr., Mayor

Erecka L. Gibson, Vice Mayor

ADMINISTRATION/FINANCE

Cash Balance Report

Period Ending 2/28/2023

Town of Berryville
3/9/2023 8:58 AM

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Bank 1	Bank of Clarke Operating Acct#- 1138499		
	Account		Balance
	100-1140000-0000 B/C OPR		-\$49,673.69
	501-1140000-0000 B/C OPR		-\$77,365.63
	502-1140000-0000 B/C OPR		-\$16,252.04
		Bank 1	Total:
			-\$143,291.36
Bank 2	Bank of Clarke NOW Acct#- 1138502		
	Account		Balance
	100-1149000-0000 B/C NOW		\$9,144,772.04
	501-1149000-0000 B/C NOW		\$1,720,391.56
	502-1149000-0000 B/C NOW		\$6,140,637.90
		Bank 2	Total:
			\$17,005,801.50
Bank 3	Bank of Clarke Payroll Acct#- 1139510		
	Account		Balance
	100-1121000-0000 CASH/ BC PAYROLL		\$39,611.38
	501-1121000-0000 CASH/BC PAYROLL		\$461.65
	502-1121000-0000 CASH/BC PAYROLL		\$0.00
		Bank 3	Total:
			\$40,073.03
Bank 4	Bank of Clarke CIP Acct#- 1138405		
	Account		Balance
	100-1123000-0000 BC/CIP CD		\$593,010.37
	501-1123000-0000 BC/CIP		\$3,593,333.19
	502-1123000-0000 BC/CIP		\$3,987,955.30
		Bank 4	Total:
			\$8,174,298.86
Bank 5	Bank of Clarke SW Acct#- 1138413		
	Account		Balance
	100-1128000-0000 BC/SWMGT CD		\$469,997.05
		Bank 5	Total:
			\$469,997.05
Bank 6	Bank of Clarke PDAF Acct#- 1138421		
	Account		Balance
	100-1131000-0000 PD ASSET FORFEITURE		\$27,286.03
		Bank 6	Total:
			\$27,286.03
Bank 7	Bank of Clarke DSR Acct#- 1138456		
	Account		Balance
	100-1124000-0000 BC/RDA DEBT SER RES		\$111,632.27
		Bank 7	Total:
			\$111,632.27
Bank 8	Bank of Clarke PPTRA Acct#- 1138464		
	Account		Balance

Cash Balance Report

Period Ending 2/28/2023

Town of Berryville
3/9/2023 8:58 AM

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	100-1125000-0000 BC/PPTRA RES	\$239,279.63
	501-1125000-0000 BC/PPTRA RESERVE	\$0.00
	502-1125000-0000 BC/PPTRA RESERVE	\$0.00
	Bank 8	Total:
		\$239,279.63
Bank 9	Bank of Clarke RAU Acct#- 1138472	Balance
	Account	Balance
	100-1145000-0000 BCC Rau Account	\$942.96
	Bank 9	Total:
		\$942.96
Bank 10	Bank of Clarke VRA Reserve Acct#-6041647	Balance
	Account	Balance
	502-1155000-0000 BC/VRA Reserve Account	\$470,000.00
	Bank 10	Total:
		\$470,000.00
Bank 11	Bank of Clarke Proffer Reserve Acct#- 1897098	Balance
	Account	Balance
	100-1126000-0000 Cash BC/Proffers Reserve	\$90,534.53
	501-1126000-0000 CASH/BC Proffers Reserve	\$0.00
	502-1126000-0000 CASH/BC Proffers Reserve	\$0.00
	Bank 11	Total:
		\$90,534.53
Bank 12	Bank of Clarke Performance Bonds Acct#- 1910841	Balance
	Account	Balance
	100-1135000-0000 B/C PERFORMANCE BONDS	\$11,285.99
	Bank 12	Total:
		\$11,285.99
Bank 13	BB&T Acct#- 5137523525	Balance
	Account	Balance
	100-1130000-0000 CASH/BB&T MM+	\$68,529.93
	501-1130000-0000 CASH/BB&T MM+	\$0.00
	502-1130000-0000 CASH/BB&T MM+	\$0.00
	Bank 13	Total:
		\$68,529.93
Bank 14	Bank of Clarke PD Contributions Acct#- 5759859	Balance
	Account	Balance
	100-1133000-0000 PD Contributions	\$4,671.62
	Bank 14	Total:
		\$4,671.62
Bank 15	Bank of Clarke PSN Refund/Pmt Acct Acct#- 6079334	Balance
	Account	Balance
	100-1146000-0000 BC PSN Refund Acct	\$0.00
	Bank 15	Total:
		\$0.00
Bank 16	Bank of Clarke PSN Dep Acct Acct#- 6079326	Balance
	Account	Balance

Cash Balance Report
Period Ending 2/28/2023

Town of Berryville
3/9/2023 8:58 AM

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100-1147000-0000 BC PSN Deposit Acct	-\$30.42
501-1147000-0000 BC PSN Deposit Acct.	\$10.65
502-1147000-0000 BC PSN Deposit Acct.	\$19.77
Bank 16	Total:
	\$0.00

Total Cash Balance:	\$26,571,042.04
---------------------	-----------------

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023
Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
03/03/2023 03:34 PM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
7884	1	ADVANCED GRAPHICS, LLC	02/02/2023	\$600.00
7885	1	ALLAN MCWILLIAMS	02/02/2023	\$40.00
7886	1	Commercial Press Inc	02/02/2023	\$1,238.76
7887	1	Dandridge B. Allen	02/02/2023	\$40.00
7888	1	DIANE M HARRISON	02/02/2023	\$40.00
7889	1	Fire Protection Company, LLC	02/02/2023	\$601.60
7890	1	FRONT ROYAL FORD	02/02/2023	\$2,598.72
7891	1	Gerald William Dodson	02/02/2023	\$40.00
7892	1	Gwen Malone	02/02/2023	\$40.00
7893	1	H. Allen Kitselman	02/02/2023	\$75.00
7894	1	JEWELL HANNA BROOK 7882	02/02/2023	\$57.09
7895	1	JOHN E HUDSON	02/02/2023	\$40.00
7896	1	Nationwide Retirement Solutions	02/02/2023	\$475.00
7897	1	NEAL GLORIA EDWINA 8908	02/02/2023	\$27.44
7898	1	Shade Equipment Company	02/02/2023	\$9,710.24
7899	1	UBBO MIDCO LLC	02/02/2023	\$287.31
7900	1	US Postal Service	02/02/2023	\$1,500.00
7901	1	VIRASEC IT Support Services, Inc.	02/02/2023	\$2,391.73
7902	1	WILLIE JAY BRIGGS	02/02/2023	\$40.00
7903	1	A WWA	02/09/2023	\$399.00
7904	1	BAKER JOHNNIE MCLEAN & PATRICIA ANN 9201	02/09/2023	\$292.70
7905	1	CROWN TROPHY LLC	02/09/2023	\$65.00
7906	1	DMV VOIDED	02/09/2023	\$425.00
7907	1	Hall, Monahan, Engle, Mahan & Mitchell	02/09/2023	\$1,237.50
7908	1	JACKSON LISA M 5869	02/09/2023	\$48.40
7909	1	John H. Enders Fire Company	02/09/2023	\$30,000.00
7910	1	Michelle M. Jones	02/09/2023	\$540.00
7911	1	RENEWAL DERMATOLOGY	02/09/2023	\$132.77
7912	1	The Hall Company	02/09/2023	\$1,486.64
7913	1	THE POLICE AND SHERIFFS PRESS	02/09/2023	\$17.60
7914	1	Treasurer of Clarke County	02/09/2023	\$2,844.82

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023
Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
03/03/2023 03:34 PM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
7915	1	ZUKOWSKI FLEET SERVICES INC	02/09/2023	\$143.15
7916	1	Broy & Son Pump Service, Inc	02/13/2023	\$15,742.68
7917	1	COMBS WASTEWATER MANAGEMENT LLC	02/13/2023	\$75.00
7918	1	FRAZIER & FRAZIER INC	02/13/2023	\$4,762.50
7919	1	FRONT ROYAL FORD	02/13/2023	\$1,022.58
7920	1	GERALD TAYLOR CO., INC.	02/13/2023	\$946.80
7921	1	Keith Dalton	02/13/2023	\$50.00
7922	1	Skyline Regional CJA	02/13/2023	\$203.91
7923	1	UBEO MIDCO LLC	02/13/2023	\$10.33
7924	1	VIRGINIA LAW ENFORCEMENT ACCREDITATION COALITION	02/13/2023	\$100.00
7925	1	Waterloo Electric Service, LLC	02/13/2023	\$3,441.00
7926	1	CLARKE COUNTY GENERAL DISTRICT COURT	02/22/2023	\$120.00
7927	1	FUREY CHRISTOPHER MICHAEL 8563	02/22/2023	\$39.16
7928	1	General Excavation, Inc	02/22/2023	\$79,800.00
7929	1	HERBERT MAURICE A 8472	02/22/2023	\$340.30
7930	1	JOE SHOREMOUNT	02/22/2023	\$22.00
7931	1	Nationwide Retirement Solutions	02/22/2023	\$475.00
7932	1	RAT PACK A&T 9892	02/22/2023	\$289.70
7933	1	RLM-TNM, LLC	02/22/2023	\$10,991.97
7934	1	TECH TEAM SOLUTIONS LLC	02/22/2023	\$112.80
7935	1	Treasurer of Frederick County	02/22/2023	\$6,076.78
7936	1	VIRASEC IT Support Services, Inc.	02/22/2023	\$2,471.54
7937	1	VUPS	02/22/2023	\$81.90
7938	1	DIANE M HARRISON	02/23/2023	\$40.00
7939	1	H. Allen Kitselman	02/23/2023	\$75.00
7940	1	JOHN E HUDSON	02/23/2023	\$40.00
7941	1	Minnesota Life Insurance Co.	02/23/2023	\$194.13
7942	1	Nationwide Retirement Solutions	02/23/2023	\$475.00
7943	1	NORMA JOHNSON	02/23/2023	\$213.48
7944	1	PENNONI ASSOCIATES INC	02/23/2023	\$12,545.00
61		Checks Totalling		\$198,234.03

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023
 Vendor Range: 4IMPRINT, INC. - ZUKOWSKI FLEET SERVICES INC

Town of Berryville
 03/03/2023 03:34 PM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
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Totals By Fund

	Checks	Voids	Total
100	\$90,709.62	\$425.00	\$90,284.62
501	\$103,134.66		\$103,134.66
502	\$4,389.75		\$4,389.75
Totals:	\$198,234.03	\$425.00	\$197,809.03

BERRYVILLE TOWN OF
 February 01, 2023 - February 28, 2023

Purchasing Card

Company Statement

Account Information
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441
TTY Hearing Impaired: Dial "711"
Outside the U.S.: 1.509.353.6656 24 Hours
For Lost or Stolen Card: 1.888.449.2273 24 Hours

Payment Information
Statement Date 02/28/23
Payment Due Date 03/25/23
Days in Billing Cycle 28
Credit Limit \$500,000
Cash Limit \$0
Total Payment Due \$122,715.12

Account Summary
Previous Balance \$97,716.04
Payments -\$97,716.04
Credits -\$542.57
Cash \$0.00
Purchases \$123,257.69
Other Debits \$0.00
Overlimit Fee \$0.00
Late Payment Fee \$0.00
Cash Fees \$0.00
Other Fees \$0.00
Finance Charge \$0.00
Current Balance \$122,715.12

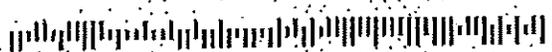
Important Messages
 Please do not send payment. Your automatic payment is scheduled to be credited to this account on 03/24/23.

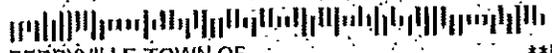
Global Card Access - your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
--------------------------------	---------	------	-------------------------------	----------------

9771604 2271512 2271512 4715291201837237


 BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731


 BERRYVILLE TOWN OF
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22611-1387
 **N0010707

Account Number [REDACTED]
 February 01, 2023 - February 28, 2023

Total Payment Due \$122,715.12
 Payment Due Date 03/26/23

Enter payment amount
 \$

Mail this coupon along with your check payable to:
 BANK OF AMERICA



BERRYVILLE TOWN OF

February 01, 2023 - February 28, 2023

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Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
ALSBERRY, CONNER D [REDACTED]				
500	0.00	0.00	75.72	75.72
ATWELL, BRADLEY [REDACTED]				
500	0.00	0.00	55.20	55.20
BOOR, RICK [REDACTED]				
15,000	0.00	0.00	5,836.46	5,836.46
BOOTH, KEVIN [REDACTED]				
1,000	0.00	0.00	93.85	93.85
BRAITHWAITE, JAY [REDACTED]				
500	0.00	0.00	80.00	80.00
BUSSERT, ERNIE [REDACTED]				
50,000	0.00	0.00	41,404.10	41,404.10
CULP, PAUL [REDACTED]				
5,000	42.57	0.00	299.79	257.22
DALTON, KEITH [REDACTED]				
50,000	0.00	0.00	16,772.98	16,772.98
DORSEY, DANIEL [REDACTED]				
500	0.00	0.00	9.38	9.38
DUNKLE, CHRISTY [REDACTED]				
500	0.00	0.00	12.30	12.30
ELLIOTT, RALPH [REDACTED]				
5,000	0.00	0.00	98.56	98.56
GREEN, CONNOR [REDACTED]				
500	0.00	0.00	305.00	305.00
GRIFFITH, RICHARD A [REDACTED]				
500	0.00	0.00	13.20	13.20
JOHNSON, KAREN [REDACTED]				
1,000	0.00	0.00	0.60	0.60
KERN, JODI [REDACTED]				
5,000	0.00	0.00	681.03	681.03
LINK, BRIAN [REDACTED]				
5,000	0.00	0.00	273.60	273.60
MCCORMICK, HARRY [REDACTED]				
500	0.00	0.00	169.35	169.35
MILLER, TAMARA [REDACTED]				
50,000	500.00	0.00	50,424.86	49,924.86
POULIN, CYNTHIA [REDACTED]				
1,000	0.00	0.00	146.22	146.22
SHEETZ, CULLEN [REDACTED]				
500	0.00	0.00	267.52	267.52
STOVER, KEITH [REDACTED]				
5,000	0.00	0.00	2,477.05	2,477.05



BERRYVILLE TOWN OF

February 01, 2023 - February 28, 2023

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Cardholder Activity Summary

Account Number	Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
WHITE, NEAL					
15,000		0.00	0.00	3,760.92	3,760.92

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF						
Account Number: [REDACTED]						Total Activity
02/24	02/24	AUTO PAYMENT DEDUCTION		0071		-97,716.04
ALS BERRY, CONNER D						Total Activity
Account Number: [REDACTED]						76.72
02/02	02/01	GIANT MARTINS #6558 BERRYVILLE VA	24692163032102368326398	5411	25.20	
02/16	02/15	GIANT MARTINS #6558 BERRYVILLE VA	24692163046102557569620	5411	20.16	
02/20	02/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973049091402000385	5251	30.36	
ATWELL, BRADLEY						Total Activity
Account Number: [REDACTED]						66.20
02/10	02/08	EXXONMOBIL 47851688 BERRYVILLE VA	24164053040378002164450	5542	65.20	
BOOR, RICK						Total Activity
Account Number: [REDACTED]						5,836.46
02/06	02/05	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755423037120376668541	5899	120.01	
02/08	02/06	WINCHESTER EQUIPMENT WINCHESTER VA	24073143038900010300066	5599	1,814.90	
02/09	02/08	BERRYVILLE AUTO PARTS 540-9551292 VA	24327433039413700591091	5533	20.79	
02/21	02/20	WWP*PEST MGMT SRVS. 703-723-2899 VA	24445003051300612139377	7342	74.00	
02/28	02/27	GRIFFITH ENERGY SERVIC 888-474-3391 MD	24941683058200757900784	4900	3,806.76	
BOOTH, KEVIN						Total Activity
Account Number: [REDACTED]						93.85
02/06	02/03	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063035200824500054	6533	33.62	
02/20	02/17	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973049091402000062	5251	60.23	
BRAITHWAITE, JAY						Total Activity
Account Number: [REDACTED]						80.00
02/28	02/27	VA DPOR 804-3678597 VA	24755423058160588397798	9399	80.00	
BUSSERT, ERNIE						Total Activity
Account Number: [REDACTED]						41,404.10
02/02	02/01	EAHEART INDUSTRIAL- INC. 804-3557943 VA	24040833032900018812502	5046	222.95	
02/07	02/06	IN *JOINER LABS, LLC 540-3477212 VA	24692163037106307331885	8734	237.00	
02/07	02/06	IN *JOINER LABS, LLC 540-3477212 VA	24692163037106307331893	8734	237.00	
02/07	02/06	USA BLUE BOOK 800-548-1234 IL	24940453037636000047656	5085	2,401.23	
02/09	02/08	COYNE CHEMICAL CROYDON PA	24137463039300880711632	5169	2,472.18	
02/09	02/08	COYNE CHEMICAL CROYDON PA	24137463039300880711715	5169	3,010.01	
02/09	02/08	USA BLUE BOOK 800-548-1234 IL	24940453039636000048454	5085	392.23	
02/10	02/08	MCMMASTER-CARR 630-834-9600 IL	24789303040416300125809	5085	804.77	
02/10	02/09	AMZN MKTP US*P49EH7083 AMAMZN.COM/BILLWA	24431063040083329008432	5942	447.19	
02/13	02/10	AMZN Mktp US*YWBZL5PX3 Amzn.com/billwa	24692163041109068072403	5942	296.38	
02/13	02/10	CONTROL EQUIPMENT COMPANY540-4440386 VA	24000973041422904747693	5074	1,877.25	
02/16	02/16	PRIMO WATER 800-7285508 FL	24765423046270468132945	5999	128.86	
02/16	02/16	IN *JOINER LABS, LLC 540-3477212 VA	24692163046102792574484	8734	756.00	
02/17	02/16	ROBERTS OXYGEN CO BR 00 800-6263433 MD	24755423047640472452282	5085	146.16	
02/23	02/22	THE BLOSSMAN COMPANIES I 228-872-8747 MS	24055233053063673663384	4900	1,176.34	
02/23	02/22	COYNE CHEMICAL CROYDON PA	24137463053300676118116	5169	1,026.60	
02/23	02/22	COYNE CHEMICAL CROYDON PA	24137463053300676118290	5169	7,105.95	
02/23	02/22	USA BLUE BOOK 800-548-1234 IL	24940453053636000048935	5085	283.04	
02/24	02/22	MCMMASTER-CARR 630-834-9600 IL	24789303054476500086782	5085	83.81	
02/24	02/23	ATCO INTERNATIONAL 770-424-7550 GA	24559163054017025012477	5085	170.10	
02/27	02/24	AMZN Mktp US*HPOA62SQ1 Amzn.com/billwa	24692163055109077890194	5942	371.45	
02/27	02/24	COYNE CHEMICAL CROYDON PA	24137463055300752891626	5169	17,305.92	
02/28	02/27	AMZN Mktp US*HDOPZ17L0 Amzn.com/billwa	24692163058101527006692	5942	451.68	
CULP, PAUL						Total Activity
Account Number: [REDACTED]						267.22
02/03	02/02	STAPLS7372749163000001 877-8267755 NJ	24164073033105310469421	5111	60.80	
02/06	02/03	STAPLS78050576859000001 877-8267755 NJ	24164073034105020276941	5111	92.17	
02/06	02/04	STAPLS78050576859000002 877-8267755 NJ	24164073036105970276949	5111	27.99	
02/20	02/17	VISTAPRINT 866-207-4955 MA	24492153048719907429329	2741	33.69	
02/20	02/18	STAPLS7373970841000001 877-8267755 NJ	24164073050105170373703	5111	42.57	
02/23	02/22	STAPLS7373970841002001 877-8267755 NJ	24164073053105210139228	5111	42.57	
02/23	02/22	STAPLS7373970841001001 SOUTH HACKENS NJ	74164073053105170373705	5111		42.57

BERRYVILLE TOWN OF

February 01, 2023 - February 28, 2023

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Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
						Total Activity
DALTON, KEITH						16,772.98
Account Number: [REDACTED]						
02/21	02/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663051083715733110	4900	10,000.00	
02/21	02/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663051083739130988	4900	6,772.98	
						Total Activity
DORSEY, DANIEL						9.38
Account Number: [REDACTED]						
02/03	02/02	GIANT MARTINS #6558 BERRYVILLE VA	24692163033103145171106	5411	9.38	
						Total Activity
DUNKLE, CHRISTY						12.30
Account Number: [REDACTED]						
02/27	02/24	USPS PO 5107560300 BERRYVILLE VA	24137463056001545959386	9402	12.30	
						Total Activity
ELLIOTT, RALPH						98.66
Account Number: [REDACTED]						
02/10	02/09	CLARKE COUNTY AUTOMOTIVE BERRYVILLE VA	24247603040200148028782	7538	98.66	
						Total Activity
GREEN, CONNOR						306.00
Account Number: [REDACTED]						
02/13	02/11	SUNCOASTLEARNING.COM 800-269-1181 GA	24801973042872877380353	8299	225.00	
02/23	02/22	VA DPOR 804-3678597 VA	24755423053260531776034	9399	80.00	
						Total Activity
GRIFFITH, RICHARD A						13.20
Account Number: [REDACTED]						
02/06	02/03	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063035200824500070	5533	13.20	
						Total Activity
JOHNSON, KAREN						0.60
Account Number: [REDACTED]						
02/03	02/02	Amazon Web services aws.amazon.coVA	24692163033103050524711	7399	0.60	
						Total Activity
KERN, JODI						681.03
Account Number: [REDACTED]						
02/03	02/02	VA DMV ONLINE BILLING PAY804-4977100 VA	24755423034130342012842	9399	425.00	
02/23	02/23	MSFT * E0100M85YY 800-6427676 WA	2420429305400000297077	5045	6.00	
02/23	02/22	MSFT * E0100M85YZ MSBILL.INFO-WA	24430993053400812096042	5045	250.03	
						Total Activity
LINK, BRIAN						273.60
Account Number: [REDACTED]						
02/06	02/03	SHADE EQUIPMENT CO-WINGHEWINGCHESTER VA	244129030304027013505474	5599	273.60	
						Total Activity
MCCORMICK, HARRY						169.35
Account Number: [REDACTED]						
02/01	01/31	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973032091408000065	5251	7.83	
02/06	02/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973036091406000105	5251	21.52	
02/22	02/21	RED APPLE BERRYVILLE BERRYVILLE VA	24003223052752002174603	5541	60.00	
02/28	02/27	VA DPOR 804-3678597 VA	24755423058160588403968	9399	80.00	
						Total Activity
MILLER, TAMARA						49,924.86
Account Number: [REDACTED]						
02/01	01/31	VIRGINIA STATE POLICE 804-2785305 VA	24755423032120322401968	9399	16.00	
02/03	02/03	COMCAST 800-COMCAST MD	246921630341103631212454	4899	122.91	
02/06	02/03	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683034747004866000	4900	5,716.01	
02/16	02/15	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663046083738316073	4900	5,056.27	
02/17	02/16	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683047747005329771	4900	10,000.00	
02/17	02/16	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683047747005329847	4900	9,325.09	
02/20	02/18	RAPPAHANNOCKELECTRICCOOP EBILL.MYREC.CVA	24231683049747005426005	4900	8,158.99	
02/21	02/20	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663051083752152372	4900	10,000.00	
02/22	02/21	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941663052083706855806	4900	100.00	
02/22	02/14	VCU WEB CENTER PUBLIC.POL804-8282292 VA	74755423052120462184481	8220	500.00	
02/27	02/24	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692163055108887527491	4814	1,062.00	
02/27	02/25	COMCAST 800-COMCAST MD	24692163056109613993360	4899	159.54	
02/27	02/25	VERIZON BILL PAYMENT 800-VERIZON FL	24692163056109675290069	4814	492.33	
02/27	02/25	VERIZON BILL PAYMENT 800-VERIZON FL	24692163056109675290077	4814	217.72	
						Total Activity
POULIN, CYNTHIA						146.22
Account Number: [REDACTED]						
02/10	02/09	THOMSON WEST TCD 800-328-4880 MN	24692163040108353447685	8999	87.22	
02/10	02/09	IN *TRUESHRED 888-7508783 VA	24692163040108480769119	7399	59.00	
						Total Activity
SHEETZ, CULLEN						267.52
Account Number: [REDACTED]						
02/03	02/02	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973034091402000101	5251	22.02	
02/09	02/08	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063040200824900018	5533	213.22	
02/09	02/08	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973040091404000010	5251	9.79	
02/23	02/22	BERRYVILLE AUTO PARTS 540-9551292 VA	24327433053473900507681	5533	22.49	
						Total Activity
STOVER, KEITH						2,477.06
Account Number: [REDACTED]						
02/01	01/31	TRACTOR-SUPPLY-GO #0697 WINGHESTER VA	24137463032001350485856	5599	14.98	



BERRYVILLE TOWN OF
 February 01, 2023 - February 28, 2023
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Transactions

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
02/06	02/03	LOWES #02724* Winchester VA	24692163034103853193986	5200	354.30	
02/07	02/06	LINEX OF WINCHESTER WINCHESTER VA	24755423037170372974039	8999	600.00	
02/08	02/07	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801973038091402000429	5251	5.84	
02/13	02/10	BERRYVILLE AUTO PARTS 540-9551292 VA	24327433041422600665331	5533	61.85	
02/13	02/12	TOTAL IMAGE WORKINGMANS SWINCHESTER VA	24755423044120445528164	5699	200.00	
02/14	02/13	LOWES #02724* Winchester VA	24692163044101271265681	5200	179.96	
02/14	02/13	TRACTOR-SUPPLY-CO #0697 WINCHESTER VA	24137463045001640937919	5599	439.94	
02/16	02/15	LINEX OF WINCHESTER WINCHESTER VA	24755423046270462823192	8999	592.00	
02/17	02/16	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063048200824600057	5533	12.95	
02/23	02/22	FISHER AUTO PARTS 009 BERRYVILLE VA	24431063054200824100075	5533	5.05	

WHITE, NEAL **Total Activity**
 Account Number: [REDACTED] **3,760.92**

02/08	02/07	AT&T PAYMENT 800-331-0500 TX	24055233039812430150569	4814	229.44	
02/08	02/07	LANGUAGE LINE 831-648-7523 CA	24492153038813902826872	7399	66.18	
02/10	02/09	BERRYVILLE AUTO PARTS 540-9551292 VA	24327433040418200414949	5533	1,521.22	
02/13	02/11	GALLS 859-266-7227 KY	24435853042762245488966	5137	488.98	
02/17	02/16	AMZN Mktp US*HE8LL3X12 Amzn.com/billWA	24692163047103150670012	5942	157.89	
02/17	02/16	USPS PO 5107560300 BERRYVILLE VA	24137463048001392683791	9402	9.24	
02/20	02/20	Amazon.com*HP9AS4O42 Amzn.com/billWA	24692163051105944983201	5942	33.03	
02/20	02/20	AMZN Mktp US*HP3AS9O42 Amzn.com/billWA	24692163051105944579410	5942	233.94	
02/21	02/20	AMZN Mktp US*HP3VVM1N51 Amzn.com/billWA	24692163051106206692404	5942	17.38	
02/21	02/20	AMZN Mktp US*HP9LB04J2 Amzn.com/billWA	24692163051106211952918	5942	20.94	
02/23	02/22	OPTICSPLANET, INC. 847-513-6201 IL	24492153053715695071010	5941	306.84	
02/23	02/22	BROWNELLS INC 800-7410015 IA	24270743053900011503740	5941	675.84	

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Short-Term Rentals Report Summary for Town Council 14 March 2023

Item Title:

Short-Term Rentals in Berryville

Prepared By:

Jean Petti

Background/History General Information

On 14 February 2023, Berryville Town Council tasked Community Development Committee and Public Safety Committee with drafting text amendments to define and direct the operation of Short-Term Rentals within the Town.

Findings/Current Activity

Public Safety Committee met on 23 February and made the following recommendations: limit STRs to dwelling units with an emergency contact who is available to be physically present to address concerns, consider burden of enforcement when drafting ordinance, restrict events, and establish parking and occupancy limits

Community Development Committee met on 28 February and made the following recommendations: create a broad definition of STRs as a by-right use in all zoning districts, include a requirement for a business license, payment of Transient Occupancy Taxes, off-street parking, and the maximum number of rooms to rent. The committee also discussed prohibiting events and signage.

Community Development Committee has requested the text of code changes be available at their next meeting, 28 March 2023

Recommendation

None. Information only at this time.

March 14, 2023
Monthly Update

American Rescue Plan Act of 2021

Funds expended over the past month

The February 2023 expenditure report is attached.

Attachments

- February 2023 ARPA Expenditure Report
- ARPA Master List
- Project Status Reports

Feb-23

Water and sewer bill accounts

Estimated cost of these actions:

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
- Payment of delinquent accounts	\$ 10,000.00	\$ -	\$ 4,069.34	\$ 5,930.66	41%
- Water and sewer account credits	\$ 169,100.00	\$ -	\$ 171,191.48	\$ (2,091.48)	101%
- Total			\$ 175,260.82		
Fund balance from first payment					\$ 3,839.18

Signage

Estimated cost of these actions

- Signage	\$ 150,000.00	\$ 4,762.50	\$ 5,663.00	\$ 144,337.00	4%
- Total			\$ 10,425.50	\$ 144,337.00	

Fund balance from first payment

Fund balance from second payment					\$ 59,574.50
					\$ 80,000.00

Improvements in Central Business District

Estimated cost of these actions

- Facades, signs, accessibility	\$ 250,000.00	\$ 10,991.97	\$ 154,621.65	\$ 95,378.35	62%
- Total			\$ 125,000.00	\$ 250,000.00	
			\$ 29,621.65		

Fund balance from first payment

Fund balance from second payment					\$ -
					\$ 95,378.35

	<u>BUDGETED</u>	<u>USED THIS MONTH</u>	<u>TOTAL USED</u>	<u>BALANCE</u>	<u>PERCENT USED</u>
<u>Premium Pay</u>					
Estimated cost of these actions					
- Provide premium pay	\$ 172,000.00		\$ 174,323.86	\$ (2,323.86)	101%
- Total			\$ 174,323.86		
Fund balance from first payment				\$ (2,323.86)	
<u>Complete necessary water and sewer infrastructure projects</u>					
Estimated cost of these actions					
- Cost of the projects	\$ 3,060,886.00	\$ 95,846.52	\$ 780,818.11	\$ 2,184,221.37	28.54%
- Total		\$ 95,846.52	\$ 876,664.63		
Fund balance from first payment				\$ 451,728.37	
Fund balance from second payment				\$ 1,732,493.00	

BUDGETED USED THIS MONTH TOTAL USED BALANCE PERCENT USED

Pay for administrative costs

Estimated cost of these actions					
- Administrative costs per FY (5-5)	\$ 330,000.00	\$ -	\$ 37,668.89	\$ 292,331.11	11% \$ 330,000.00
- Total			\$ 37,668.89		\$ 330,000.00
Fund balance from first payment					\$ 102,331.11
Fund balance from second payment					\$ 190,000.00

NOTES:

Administrative Costs:

Legal - \$ -

INFRASTRUCTURE COSTS:

Core & Main(Water Meter Supplies)	\$ 3,501.52	1st Tranche	\$ 2,267,493.00
General Excavation(Josephine)	\$ 79,800.00	Used to date	\$ 1,687,895.94
Broy & Sons (River Pump #1)	\$ -	Balance	\$ 579,597.06
Enterprise Security	\$ -	2nd Tranche	\$ 2,267,493.00
GWP(Boom Road Generator)	\$ -	Used to date	\$ 29,621.65
Pennonji(Osborne, Church,Josephine)	\$ 2,465.00	Balance	\$ 2,237,871.35
Pennonji (I&I, SSES Study)	\$ 10,080.00		
Webster Nursery(Concrete walls)	\$ -		
Total	\$ 95,846.52		

ARPA MASTER LIST

2/14/2023

PROJECT NAME	BUDGET	SPENT TO DATE	BALANCE	%COMPLETE	COMPLETED PROJECTS (-/+)
1 Computers:Utility Clerk,PWs	\$ 2,437.90	\$ 2,437.90	\$ -	100% Admin	
2 Police Radio Replacements	\$ 75,000.00	\$ 72,842.19	\$ 2,157.81	100%	\$ 2,157.81
3 PW Compressor	\$ 25,000.00	\$ 23,629.85	\$ 1,370.15	100% Infra	\$ 1,370.15
4 Water Dist Sys Flushing Equip	\$ 7,500.00	\$ 9,844.38	\$ (2,344.38)	100% Infra	\$ (2,344.38)
5 Water Meter Reading Equip	\$ 25,000.00	\$ 11,902.18	\$ 13,097.82	65% infrastr	
6 Grants for Improper Con to Sewer Sys	\$ 20,000.00	\$ 4,500.00	\$ 15,500.00	25% grant	
7 W/s Admin Fees	\$ 179,100.00	\$ 175,260.82	\$ 3,839.18	100% Neg Impact	\$ 3,839.18
8 Premium Pay for Employees	\$ 172,000.00	\$ 174,323.86	\$ (2,323.86)	100% premium p	\$ (2,323.86)
9 Grant John H Enders/Rescue Squad *	\$ 80,000.00	\$ 80,000.00	\$ -	75% grant	
10 Grant to Barns of Rose Hill *	\$ 40,000.00	\$ 40,000.00	\$ -	75% grant	
11 Grant for Façade Improvement	\$ 250,000.00	\$ 154,621.65	\$ 95,378.35	60% grant	
12 Website	\$ 8,000.00	\$ 5,845.29	\$ 2,154.71	100% Admin	\$ 2,154.71
13 Leak Study	\$ 9,000.00	\$ 8,662.50	\$ 337.50	100% Infra	\$ 337.50
14 SSES Study	\$ 125,000.00	\$ 72,890.94	\$ 52,109.06	20% Infra	
15 River Pumping Station Upgrade	\$ 25,000.00	\$ 28,538.55	\$ (3,538.55)	100% Infra	\$ (3,538.55)
16 Water Meter & Setter Replacements *	\$ 350,000.00	\$ 330,425.87	\$ 19,574.13	75% Infra	
17 Hermitage Pump Station	\$ 26,000.00	\$ 23,850.00	\$ 2,150.00	100% Infra	\$ 2,150.00
18 Booster Building Upgrade	\$ 20,000.00	\$ 22,985.85	\$ (2,985.85)	100% Infra	\$ (2,985.85)
19 WWTP Headworks Lighting Upgrade	\$ 5,000.00	\$ 4,764.00	\$ 236.00	100% Infra	\$ 236.00
20 Itldgo Road Water Main	\$ 30,000.00	\$ 25,939.04	\$ 4,060.96	100% Infra	\$ 4,060.96
21 Water, Sewer and Drainage Projects	\$ 2,280,948.10	\$ 199,501.46	\$ 2,081,446.64	25% Infra	
22 Rockcroft Water Main Abandonment	\$ 10,000.00	\$ 10,550.96	\$ (550.96)	0% Infra	
23 Security Upgrades	\$ 125,000.00	\$ 85,820.91	\$ 39,179.09	100% Infra/admi	\$ 39,179.09
24 Drainage Dorsey, Walnut, Treadwell	\$ 310,000.00	\$ 1,500.00	\$ 308,500.00	5% Infra	
25 Bej Vol and Battletown Water Main Repl		\$ 11,612.50		Infra	
26 Wayfinding Signs	\$ 140,000.00	\$ 10,425.50	\$ 129,574.50	0%	
27 Raw Water Intake Land-Easement Acquisition	\$ 15,000.00	\$ 7,172.50	\$ 7,827.50	50% Infra	
28 Grant Housing (3 years)	\$ 120,000.00	\$ 80,000.00	\$ 40,000.00	66%	
Administrative /Legal Fees	\$ 60,000.00	\$ 37,668.89	\$ 22,331.11	50% Admin	
Total Encumbered	\$ 4,534,986.00	\$ 1,717,517.59	\$ 2,817,468.41		\$ 44,292.76
Total ARPA	\$ 4,534,986.00				
* Project For (2) two years					
** Pending funds availability					
<u>Possible Projects</u>					
WWTP Harmonic Balancer **	\$	\$	\$	0%	
SCADA Digital Upgrade 3 Pump Stations **	\$	\$	\$	0%	

Project Status Report

5

Date: 3/14/2023

Project Name:
Water Meter Reading Equipment

Project Budget: \$25,000.00
Expected Completion Date: November 2022

Executive Summary:
To purchase new Toughbook computer and meter reading device.

- Project Goals:
1. Reduce meter reading costs.
 2. Improve customer service.

Project Status:

Status Item	Status	Summary
Budget 25,000.00	On Track	Total Spend: \$11,902.18
Schedule/Timeline	On Track	% Complete: 65

Project Milestones:

Description	% Complete	Status
1. Ordered tablet 9/27/2022	100%	Completed
2. Order meter reading device received 9/26/2022	100%	Completed
3. Tablet and Meter reading device has been deployed and waiting on second tablet	50%	On Track

Project Issues or Concerns:

Project Status Report

6

Date: 3/14/2023

Project Name:

Grant for Improper Connections to Sewer System

Project Budget: \$20,000.00

Expected Completion Date: December 15,2022

Executive Summary:

Reimbursement grants to be made available for elimination of connections that transmit surface and ground water to the wastewater collection system.

Project Goals:

1. To eliminate unpermitted connections to the Town's wastewater collection system.
2. To reduce flow within the collection system and to the wastewater treatment plant.

Project Status:

Status Item	Status	Summary
Budget 20,000	On Track	Total Spend: \$4,500.00
Schedule/Timeline	On Track	% Complete: 25

Project Milestones:

Description	% Complete	Status
1. Provided initial information to homeowners to complete paperwork & schedule inspection	100%	Completed
2. Town Rep and owner to meet at property to examine connection to the building/sewer.	100%	Completed
3. Town will make a determination as to whether work qualifies for reimbursement	100%	Completed
4. Reimbursement requests incomplete, owner given another opportunity to submit	0%	On Track
5. Reimbursement requests complete, Town to provide reimbursement check within 30 days of the request approval	0%	On Track

Project Issues or Concerns:

Project Status Report

9

Date: 3/14/2023

Project Name:

Grant for John H. Enders Fire Dept and Rescue Squad (2022)

Project Budget: \$80,000.00

Expected Completion Date: January 2023

Executive Summary:

Provide funding to vital partner in Covid-19 response and public safety.

Project Goals:

1. Support John H. Enders Department's mission.

Project Status:

Status Item	Status	Summary
Budget 80,000.00	Completed	Total Spend: \$80,000.00
Schedule/Timeline	On Track	% Complete: 75

Project Milestones:

Description	% Complete	Status
1. Grant agreement provided to John H. Enders	100%	Completed
2. Execute agreement	100%	Completed
3. Disperse funds	100%	Completed
4. Track use of funds: Report for SECOND pymt	50%	On Track

Project Issues or Concerns:

Project Status Report

Date: 3/14/2023

Project Name:
Grant to Barns of Rose Hill

Project Budget: \$40,000.00
Expected Completion Date: January 2023

Executive Summary:
Provide funding to Non-profit effected by Covid-19 pandemic and to support downtown businesses.

- Project Goals:
1. Support Barns of Rose Hill mission.
 2. Support downtown businesses.

Project Status:

Status Item	Status	Summary
Budget 40,000.00	Completed	Total Spend: \$40,000.00
Schedule/Timeline	On Track	% Complete: 75

Project Milestones:

Description	% Complete	Status
1. Grant agreement provided to Barns of Rose Hill	100%	Completed
2. Execute agreement	100%	Completed
3. Disperse funds	100%	Completed
4. Track use of funds -report for second pymt	50%	On Track

Project Issues or Concerns:

Project Status Report

11

Date: 3/14/2023

Project Name:

Grant for Façade, Sign, and Accessibility Improvements

Project Budget: \$250,000.00

Expected Completion Date: June 2025

Executive Summary:

Assist downtown business district recover from Covid-19 pandemic.

Project Goals:

1. Improve facades, signage and accessibility at downtown businesses.

Project Status:

Status Item	Status	Summary
Budget 250,000.00	On Track	Total Spend: \$154,621.65
Schedule/Timeline	On Track	% Complete: 60

Project Milestones:

Description	% Complete	Status
1. Issue grant agreements	100%	Completed
2. Review applications	30%	On Track
3. Award grants	30%	On Track
4. Review work	30%	On Track
5. Reimburse owners for qualifying work	30%	On Track
		Choose an item.
Funds Encumbered to date IS \$250,000.00	100%	

Project Issues or Concerns:

Project Status Report

Date: 3/14/2023

Project Name:
Sanitary System Evaluation Study (SSES)

Project Budget: \$125,000.00
Expected Completion Date: December 2022

Executive Summary:
Evaluate Town Wastewater collection system to identify inflow and infiltration(I&I) of groundwater and stormwater.

- Project Goals:
1. Identify trouble areas in wastewater collection system.
 2. Develop strategy for addressing identified I & I.

Project Status:

Status Item	Status	Summary
Budget 125,000.00	On Track	Total Spend: \$72,890.94
Schedule/Timeline	On Track	% Complete: 80

Project Milestones:

Description	% Complete	Status
1. Request proposal from engineer	100%	Completed
2. Review proposal / authorize work	100%	Completed
3. Assist engineer during project	100%	Completed
4. Review study results	0%	On Track

Project Issues or Concerns:

Project Status Report

Date: 3/14/2023

Project Name:
Water Meter and Setter Replacements

Project Budget: \$350,000.00
Expected Completion Date: June 2023

Executive Summary:
Upgrade 1/3 of the Town's water Meters and setters.

Project Goals:

1. Improve capture of water use.
2. Improve back flow protection.
3. Reduce meter reading costs.

Project Status:

Status Item	Status	Summary
Budget \$350,000.00	On Track	Total Spend: \$330,425.87
Schedule/Timeline	On Track	% Complete: 75

Project Milestones:

Description	% Complete	Status
1. Order meters, setters, valves, plus other supplies	100%	Completed
2. Install meters / setters	70%	On Track

Project Issues or Concerns:

1. Multiyear project

Project Status Report

Date: 3/14/2023

Project Name:

Water, Sewer and Drainage Utility Projects-Osborne, Virginia, North Church, Bundy, and Josephine

Project Budget: \$2,280,948 (ARPA) and \$254,052 (other)

Expected Completion Date: December 2024

Executive Summary:

Osborne: Replace 2-inch water line and laterals. Install sewer pump station, main, and laterals.

Virginia: Address Virginia Avenue drainage issues by directing water in to Town Run.

North Church & Bundy: Water main improvements including extension from 12-inch main on Liberty St along N Church and Bundy to the 6-inch main on N Buckmarsh. Replace water laterals.

Josephine: Replace 4-inch water mains with 12-inch main. Replace all water laterals. Install water main under Norfolk and Southern right of way. Reroute force main to Josephine East pump station.

Project Goals:

1. Improve stormwater management on Virginia.
2. Improve water service on Osborne
3. Provide public sewer on Osborne
4. Improve water distribution system on N Church, Bundy, and Josephine
5. Improve fire flow on N Church, Bundy, and Josephine
6. Pave streets after utility work is complete
- 7.

Project Status:

Status Item	Status	Summary
Budget	On Track	Total Spend: \$199,501.46
Schedule/Timeline	On Track	% Complete: 25

Project Milestones:

Description	% Complete	Status
1. Construction plans	100%	Completed
2. Develop IFB	100%	Completed
3. Secure Easements	50%	On Track
4. Issue offering/ review offering	100%	Completed
5. Select Contractor	100%	Completed
6. Complete project	0%	On Track

Project Issues or Concerns:

Project Status Report

22

Date: 3/14/2023

Project Name:

Rockcroft subdivision water project

Project Budget: \$10,000.00 *

Expected Completion Date: June 2023

Executive Summary:

Eliminate small water main connections in back yards.

Project Goals:

1. Eliminate sources of potential water leaks.

Project Status:

Status Item	Status	Summary
Budget 10,000.00	On Track	Total Spend: \$10,550.96
Schedule/Timeline	On Track	% Complete: 50%

Project Milestones:

Description	% Complete	Status
1. Eliminate connections complete by April 2023 per Director of Public Works	50%	On Track
2. All materials are on site.	100%	Completed
3. Six laterals must still be disconnected.	0%	On Track
4. 4" main to abandoned	0%	On Track
5. * Director of Public Works now estimates that total project cost will approach \$20,500 (12/7/22)		

Project Issues or Concerns:

Project Status Report

Date: 3/14/2023

Project Name:

Dorsey Street Drainage Improvement/Replacement of Drainage structures of West Main and Lincoln Walnut/Dorsey/Treadwell Streets Drainage Improvement

Project Budget: \$310,000.00

Expected Completion Date: December 2024

Executive Summary:

Construct improvements to convey stormwater from the intersection of Dorsey and Academy Extended to and existing stormwater conveyance.

Replace undersized stormwater piping at intersection of West Main and Lincoln (if needed).

Stormwater improvements for property owners on Walnut Street near Archer and Ashby courts. Drainage improvements along Walnut Street.

Stormwater improvements east of Dorsey and south of Treadwell streets. Allow for stormwater drainage to West Main Street.

Project Goals:

1. Improve stormwater drainage from Archer and Ashby courts to Walnut Street.
2. Improve stormwater drainage on Walnut Street to the east.
3. Replace storm pipe on West Main from Dorsey to the west side of Lincoln.

Project Status:

Status Item	Status	Summary
Budget 310,000	On Track	Total Spend: \$1,500.00
Schedule/Timeline	On Track	% Complete: 5

Project Milestones:

Description	% Complete	Status
1. Construction plans	0%	On Track
2. Develop IFB	0%	On Track
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	0%	Not Started
5. Select Contractor	0%	Not Started
6. Complete project	0%	Not Started

Project Issues or Concerns:

Project Status Report

25

Date: 3/14/2023

Project Name:

Bel Voi Drive and Battletown Dr Water Main Replacement

Project Budget: \$

Expected Completion Date: December 2024

Executive Summary:

Water main replacement from an 4-inch to 8-inch. Water laterals.

Project Goals:

1. Improve fire flow.
2. Construct new mains in the public street whenever possible and abandon old mains.
3. Connect existing houses to the new mains.

Project Status:

Status Item	Status	Summary
Budget	On Track	Total Spend: \$11,612.50
Schedule/Timeline	Not Started	% Complete:

Project Milestones:

Description	% Complete	Status
1. Construction Plans	0%	Not Started
2. Develop IFB	0%	Not Started
3. Secure Easements	0%	Not Started
4. Issue offering/ review offering	0%	Not Started
5. Select Contractor	0%	Not Started
6. Complete project	0%	Not Started

Project Issues or Concerns:

Project Status Report

Date: 3/14/2023

Project Name:
Wayfinding Signs

Project Budget: \$150,000.00
Expected Completion Date: December 2023

Executive Summary:
Design, construct, and install entrance and wayfinding signs.

Project Goals:
1. To improve business environment in downtown business district.

Project Status:

Status Item	Status	Summary
Budget 150,000.00	On Track	Total Spend: \$10,425.50
Schedule/Timeline	On Track	0% Complete:

Project Milestones:

Description	% Complete	Status
1. Design	0%	On Track
2. Determine Sign locations	0%	Not Started
3. Secure VDOT approvals	0%	Not Started
4. Develop offering for design and construction/award/have signs fabricated	0%	Not Started
5. Secure contractor to install signs	0%	Not Started
6. Have signs installed	0%	Not Started
RFP ISSUED ON 6/30/2022 & COUNCIL AUTHORIZED THE TOWN MANAGER TO AWARD BID.		

Project Issues or Concerns:

Project Status Report

27

Date: 3/14/2023

Project Name:

Raw Water Intake Land- Easement Acquisition

Project Budget: \$15,000.00

Expected Completion Date: Mid FY2023

Executive Summary:

Expand the raw water transmission line easement and intake structure parcels to prepare for WTP upgrade.

Project Goals:

1. Begin process of securing land and easements necessary for upgrade of intake and raw transmission line for WTP upgrade planned for FY26.

Project Status:

Status Item	Status	Summary
Budget 15,000.00	On Track	Total Spend: \$7,172.50
Schedule/Timeline	On Track	100% Complete: 50

Project Milestones:

Description	% Complete	Status
1. Survey	100%	Completed
2. Legal	75%	On Track
3. Tree Removal	100%	Completed
4. Easement Acquisition	0%	On Track
Draft deed, plat and boundary line adjustment provided to property owner for review. Draft deed of easement provided to property owner for review.		

Project Issues or Concerns:

Project Status Report

28

Date: 3/14/2023

Project Name:
Grant for Housing

Project Budget: \$120,000
Expected Completion Date: June 2024

Executive Summary:
Grant to a non-profit organization(s) that will deliver housing assistance to low-income homeowners.

Project Goals:
1. To improve owner-occupied housing for low-income homeowners in the Town of Berryville

Project Status:

Status Item	Status	Summary
Budget: 120,000	On Track	Total Spend: \$80,000
Schedule/Timeline 3years	On Track	% Complete: 66

Project Milestones:

Description	% Complete	Status
1. Issue grant agreements	66%	On Track
2. Review applications	66%	On Track
3. Award grants	33%	On Track
		Choose an item.

Project Issues or Concerns:

Spot Blight Abatement

Report of March 14, 2023

Update

112 Josephine Street

The next abatement plan milestone, completion of work making the structure weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

225 Josephine Street

The Council extended the deadline for securing all required permits for work on the property to April 3, 2023.

The owner has secured a zoning permit for an accessory building that he plans to erect on the property. He has not secured a building permit for that building.

No demolition permit has been secured for the dwelling.

Town staff has met with the owner several times and discussed the requirements of the plan and the process by which requisite permits may be secured. On at least two occasions, Town staff has also met with the owner and Clarke County Building Department staff, to facilitate compliance with the April 3, 2023 deadline. The most recent of those meetings occurred on March 7, 2023.

12 First Street

The southern portion of the building has been demolished. The next abatement plan milestone, completion of work making the structure (the remaining northern portion) weather-tight and cleaning site of construction debris and the like, must be completed by December 15, 2023.

114 Josephine Street

Town staff contacted the owner to determine if work had occurred on the site over the past month. The owner informed staff that he had secured a sample of building material and submitted it for mandatory testing on March 1, 2023. The owner stated that when he receives the test results, he will then secure the assistance needed to remove the structure.

Town staff and the owner again discussed the need for the owner to work with the owner of the overhead utility that is connected to the structure to have the wires disconnected. The owner committed to contact the utilities.

It is clear that the owner will not meet the March 15, 2023 deadline for having the building demolished.

229 and 203 Josephine Street

The plan executed by the owner of 229 Josephine Street required that an evaluation of the structure, a list of repairs to be completed on the structure, and a schedule for the work to be provided to the town manager by February 27, 2023. No submission was provided. The owner and town manager spoke on the phone and the owner is to contact the manager on March 13, 2023 with an update on the plan for the property.

The owner of 203 Josephine Street and the town manager have not spoken regarding the Town's letter dated January 20, 2023. Staff hopes that such a discussion will have occurred prior to the Council's March meeting.

Report of February 14, 2023

Update

At its January 10, 2023 meeting, the Council amended the approved spot blight abatement plans for both 112 and 225 Josephine Street. The Council approved changes to the schedules incorporated into each plan. These changes were approved to provide the owners with more time to comply with certain milestones.

112 Josephine Street

The Council extended the deadline for providing the Town Manager with a list of repairs to be completed on the structure and a schedule for completion of that work to February 6, 2023. The Council also extended the deadline for securing all required permits for work on the property to April 3, 2023.

The owner submitted a letter to the Town on February 6, 2023. The Council is asked to determine whether this submission satisfies the first milestone.

Construction activity is occurring on the property.

225 Josephine Street

The Council extended the deadline for securing all required permits for work on the property to April 3, 2023.

The owner has secured a zoning permit for an accessory building that he plans to erect on the property. He has not secured a building permit for that building.

No demolition permit has been secured for the dwelling.

12 First Street

The southern portion of the building has been demolished.

The December 1, 2022 milestone for having all permits issued for the work on the northern portion of the structure has been met because it was determined that no permits are necessary for the planned work.

114 Josephine Street

Demolition activity was to have commenced on the site by February 1, 2023. Because no activity was evident on the site, I contacted the owner and he informed me that he has begun removing salvageable portions of the structure and that the project will be completed by the March 15, 2023 deadline.

229 and 203 Josephine Street

Letters were sent to the owners of these properties on January 20, 2023. In those letters the Town Manager asked the owners to enter into an agreement to address the blight on the property. The owners were asked to return an executed plan to the Town by February 6, 2023.

The owner of 229 Josephine Street executed a plan that provides for the repair of the structure and cleanup of the site. The Town has received no response from the owner of 203 Josephine Street.

Attachments

- Photos taken on February 6, 2023 of 112 Josephine Street, 225 Josephine Street, 12 First Street, 114 Josephine Street, 229 Josephine Street, and 203 Josephine Street.
- Letter from Susan French to Town officials dated February 6, 2023 and blight abatement plan for 112 Josephine Street (last modified by Town Council on 1/10/23).
- Letter from Town Manager to owner of 229 Josephine Street dated January 20, 2023. Letter from Town Manager to owner of 229 Josephine Street dated February 6, 2023 and executed blight abatement plan.
- Letter from Town Manager to owner of 203 Josephine Street dated January 20, 2023.

Recommended Action(s):

Review letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 and determine whether the letter satisfies the February 6, 2023 milestone of the 112 Josephine Street Blight Abatement Plan.

Sample Motions:

I move that the Council of the Town of Berryville find that the letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 satisfies the February 6, 2023 milestone of the 112 Josephine Street Blight Abatement Plan.

Or

I move that the Council of the Town of Berryville find that the letter submitted to the Town Manager by the owner of 112 Josephine Street on February 6, 2023 does not meet the requirements of the February 6, 2023 milestone of the 112 Josephine Street Blight Abatement Plan and that the Town Manager is hereby directed to begin enforcement action to bring the subject property into compliance with the Berryville Code.

Report of January 10, 2023

Update

On December 19, 2022 the Town Manager sent letters to the owners of 12 First Street, 225 Josephine Street, and 112 Josephine Street informing them that they had not meet required spot blight abatement milestones. The letters stated that the owners must comply with the plans approved for their property by January 3, 2023.

As of the writing of this report, the owner of 12 First Street has complied with currently applicable milestones/deadlines. The owners of 225 Josephine Street and 112 Josephine Street have not complied with their approved plans.

Attachments

- Recent correspondence related to 12 First Street (Mercer), 225 Josephine Street (Brown), and 112 Josephine Street (French).

Staff requests guidance from the Council in this regard.

Report December 13, 2022

112 Josephine Street

A demolition permit was issued for the structure's front porch. The front porch was removed. New stairs were installed at the front door.

As of the writing of this report, the owner of 112 Josephine Street has not met the December 15, 2022 milestone.

12 First Street

The owner provided the Town Manager with a list of repairs to be completed on the northern portion of the structure.

The owner secured a demolition permit for the southern portion of the building and has scheduled a pre-demolition conference with the Building Official on December 15, 2022.

The December 1, 2022 milestone for having all permits issued for work on the northern portion of the structure was not met.

225 Josephine Street

The December 1, 2022 milestone for having all permits issued for work on the structure was not met.

114 Josephine Street

The owner secured a demolition permit for the dwelling. A pre-demolition conference was held regarding this structure on October 17, 2022.

Town staff will send violation notices to owners who have not met required deadlines. These notices will provide a short period of time to comply with the approved spot blight abatement plan and outline the actions the Town will take if these extensions are not met.

Attachments

- Spot Blight Abatement Plan for 112 Josephine Street
- Spot Blight Abatement Plan for 12 First Street
- Spot Blight Abatement Plan for 225 Josephine Street
- Spot Blight Abatement Plan for 114 Josephine Street

Report November 8, 2022

On October 11, 2022, the Town Council reviewed a request to modify the approved spot blight abatement plan for 112 Josephine Street. The Council agreed to modify the plan in the following ways:

- Change the deadline for the first milestone from 9/15/22 to 12/15/22
- Change the deadline for the second milestone from 12/1/22 to 2/1/23

The spot blight abatement plan was amended and forwarded to the owner's legal counsel.

The owner's legal counsel contacted Town staff and expressed concerns that the plan modifications did not conform to the action taken by the Town Council. No further communication was received from the owner or her legal counsel.

Attachments

- Amended Spot Blight Abatement Plan for 112 Josephine Street (dated 10/25/22)
- Email thread regarding concerns about the amended plan

Report September 13, 2022

Update

On July 12, 2022, the Town Council approved spot blight abatement plans for 12 First Street, 112 Josephine Street, 114 Josephine Street, and 225 Josephine Street. The approved plans set the following schedule for required milestones:

12 First Street

Required Milestones / Schedule

Owner secures demolition permit for southern portion of structure by	9/15/22
List of repairs to be completed on the northern portion of the structure and a schedule for completion of that work provided to the Town Manager by	9/15/22*
All required permits issued for work on northern portion of structure by	12/1/22

Demolition of southern portion of structure commences by	2/1/23
Demolition of southern portion of structure completed by	3/15/23
Debris and trash removed from property and site stabilized by	3/15/23
All work completed (and required inspections passed) on northern portion of structure and site by	12/15/23

* If Town Manager does not approve the repairs and schedule, then the owner must resubmit information to secure approval. Owner remains responsible for meeting all deadlines beyond this milestone.

112 Josephine Street

Required Milestones / Schedule

List of repairs to be completed on the structure and a schedule for completion of that work provided to the Town Manager by	9/15/22*
All required permits issued for work on structure by	12/1/22
All work completed (and required inspections passed) on structure and site (including removal of debris and trash and stabilization of site) by	12/15/23

* If Town Manager does not approve the repairs and schedule, then the owner must resubmit information to secure approval. Owner remains responsible for meeting all deadlines beyond this milestone.

114 Josephine Street

Required Milestones / Schedule

Owner secures demolition permit for main structure by	9/15/22
Demolition of main structure commences by	2/1/23
Demolition of main structure completed by	3/15/23
Debris and trash removed from property and site stabilized by	3/15/23

225 Josephine Street

Required Milestones / Schedule

List of repairs to be completed on the structure and a schedule for completion of that work provided to the Town Manager by	9/15/22*
All required permits issued for work on structure by	12/1/22
All work completed (and required inspections passed) on structure and site by	12/15/23

* If Town Manager does not approve the repairs and schedule, then the owner must resubmit information to secure approval. Owner remains responsible for meeting all deadlines beyond this milestone.

Letters (with approved spot blight abatement plans attached) were sent by certified mail to each property owner on July 21, 2022. The letter for 12 First Street was delivered on July 26, 2022. The letter for 112 Josephine Street was delivered on July 26, 2022. The letter for 114 Josephine Street was delivered on July 23, 2022. The letter for 225 Josephine was delivered on July 22, 2022.

As of the writing of this report, staff has been contacted by the owners of 225 Josephine Street and 12 First Street.

The owner of 225 Josephine Street visited the Town Office on August 10, 2022. He met with the Town Manager. The Town Manager reviewed the required milestones / deadlines contained in the approved plan. The Town Manager highlighted the need for him to meet all deadlines established in the approved plan. The Town Manager agreed to provide the owner with a document that would meet the requirements of the first deadline. The Town Manager drafted a document and provided it to the property owner to review (it was requested that he review the document in detail (the Town Manager encouraged the property owner to seek assistance with this review if he was uncertain of any detail)), and return it signed if he found it acceptable. There has been no more contact from the property owner.

The owner of 12 First Street spoke to the Town Clerk on September 2, 2022 and stated that he would deliver his plan on Tuesday (September 6th presumably). The Town Manager emailed the landowner on September 3, 2022 and confirmed that delivery of the plan on Tuesday would be fine. No plan has been received.

The first deadline for all property owners is September 15.

Attachments

- July 21, 2022 letter and approved plan - 12 First Street
- July 21, 2022 letter and approved plan - 112 Josephine Street
- July 21, 2022 letter and approved plan - 114 Josephine Street
- July 21, 2022 letter and approved plan - 225 Josephine Street

Report July 12, 2022

Update

The Town Council held a public hearing on this matter on June 14, 2022. A record of the public comment received at the public hearing can be found in the draft minutes of the June 14, 2022 (Item 11 of this agenda packet).

Report – June 14, 2022

Update

The Town Council set a public hearing on this matter for the June 14, 2022 meeting. After the public hearing is held, it is expected that the Town Council will make determinations in this regard in July.

Report – May 10, 2022

Update

The Planning Commission reviewed this matter on April 26, 2022. The Planning Commission made determinations required under §5-5 of the Berryville Code for each property under review. The draft minutes of the April 26, 2022 meeting are attached to this report.

The Town Council is asked to set a public hearing on this matter for the June 14, 2022 meeting.

Attachment:

- Draft minutes of the April 26, 2022 Planning Commission meeting.

Recommended Action(s):

Set a public hearing on this matter for the June 14, 2022 Town Council meeting.

Sample Motion:

I move that the Council of the Town of Berryville set a public hearing on the matter of blight abatement on 12 First Street, 112 Josephine Street, 114 Josephine Street, and 225 Josephine Street for the June 14, 2022 meeting with such hearing to begin at 7:00 p.m. or as soon thereafter as the matter may be heard.

Report – April 12, 2022

Update

The Planning Commission held a public hearing on this matter at its March meeting. The Planning Commission determined that all of the properties under review are located in an area listed on the National Register of Historic Places. This determination requires that the Architectural Review Board be consulted in this matter.

The Architectural Review Board reviewed this matter and issued determinations on all four properties under review. The motions adopted by the Architectural Review Board are attached for the Council's review.

It is expected that the Planning Commission will complete their review of this matter at their April 26 meeting. At that time, they would make determinations required by the Berryville Code and forward the matter to the Council.

It is expected that this matter will be on the Town Council's agenda in May. At that time staff will request that the Council set a public hearing on this matter for their June 14th meeting.

Attachments

- Approved ARB motion for 12 First Street
- Approved ARB motion for 112 Josephine Street
- Approved ARB motion for 114 Josephine Street
- Approved ARB motion for 225 Josephine Street
- Draft ARB minutes from the April 6, 2022 meeting

Recommended Action(s):

- None

Sample Motion:

- None

Report – March 8, 2022 .

In the fall of 2021, the Town Manager made preliminary determinations of blight on six properties. The Town does not have approved spot blight abatement plans for four of those properties. Those properties are 12 First Street, 112 Josephine Street, 114 Josephine Street, and 225 Josephine Street. Blight abatement efforts that must be taken on these properties will be determined after completion of the process enumerated in Chapter 5 of the Berryville Code. The final determination as to what must be done on these properties, if anything, will be made by the Town Council.

The Architectural Review Board has discussed this matter at its last two meetings.

The Planning Commission has discussed this matter at its last two meetings. At its February meeting the Planning Commission set a public hearing on this matter for its March meeting. In accordance with the requirements of Chapter 5 of the Berryville Code, the Town Manager has submitted spot blight abatement plans for each property to the Planning Commission for their consideration. These plans provide for the demolition of the dwellings on the parcels in question.

The Architectural Review Board expects to discuss this matter in detail at its April 6, 2022 meeting.

It is expected that the Planning Commission will render its determination in this matter on April 26, 2022. The Planning Commission's determinations will be forwarded to the Town Council for its consideration.

Recommended Action(s):

- None

Sample Motion:

- None

Report – February 8, 2022

Overview

§5-5 of the Berryville Code provides a process by which spot blight may be abated.

In accordance with §5-5 of the Berryville Code, the Town Manager made a preliminary determination of blight on six properties in October/November 2021. Five of the property owners responded with a blight abatement plan as required by the process. These plans were not acceptable and in early December the Town Manager provided compromise plans to each property owner for their consideration. Two property owners signed a compromise plan.

Monthly Update

On January 25, 2022 the Town Manager briefed the Planning Commission on the process required for review of blight on the four properties for which no abatement plan has been approved. The Planning Commission will discuss this matter at their meeting on February 22, 2022 and is expected to set a public hearing for their March 22, 2022 meeting.

On February 2, 2022 the Town Manager briefed the Architectural Review Board on the process required for review of blight. It is expected that after its public hearing on March 22, 2022, the Planning Commission will determine that some of the properties being reviewed are located within an area listed on the National Register of Historic Places. When such a determination is made the Planning Commission will consult with the Architectural Review Board before it completes its work in this regard.

The Town Manager has prepared a tentative schedule for spot blight abatement plan review. If the schedule is accepted and followed, the Town Council will receive the Planning Commission's findings in these matters in early May 2022. It is expected that the Town Council will hold a public hearing on these matters on June 14, 2022.

Neither the Planning Commission nor the Architectural Review Board had any objections to the proposed review schedule. Both boards are aware that the schedule will be amended if necessary.

If the Town Council does not object, then the review schedule will be provided to the owners of the subject properties and posted on the Town's website.

Attachment:

- Draft Spot Blight Abatement Review Schedule

BERRYVILLE TOWN COUNCIL

MOTION TO SET PUBLIC HEARING FOR APRIL 11, 2023 ON
PROPOSED TAX RATES 2023

Date: March 14, 2023

Motion By:

Second By:

I move that the Council of the Town of Berryville set a public hearing for its April 11, 2023 meeting to hear public comment on the proposed Tax rates for 2023.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Erecka L. Gibson, Vice Mayor

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:00 p.m., or as soon after as this matter may be heard, on **Tuesday, April 11, 2023**, in the Main Meeting Room, Second Floor, of the Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Proposed Tax Rates for 2023

Listed below are the proposed tax rates for the tax year beginning January 1, 2023, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.

- A. \$.20 per \$100 assessed valuation on real estate, including real estate of public service corporations;
- B. \$1.25 per \$100 assessed valuation on tangible personal property except machinery and tools;
- C. \$1.30 per \$100 assessed valuation on tangible machinery and tools.

The proposed real estate tax rate reflects no increase in the real estate rate that was adopted for the year 2022. The proposed personal property tax rate reflects no increase in the personal property rate that was adopted for the year 2022. The proposed machinery and tools tax rate reflects no increase in the machinery and tools rate that was adopted for the year 2022.

Copies of materials related to this matter may be examined at the Town of Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours and on the Town's website www.berryvilleva.gov. Additional information may also be obtained by calling the Town Business Office at 540/955-1099.

Any person desiring to be heard regarding the above matter should appear at the appointed time and place. Written copies of statements at public hearings are requested, but not required.

The Town of Berryville does not discriminate against disabled people in admission or access to its programs and activities. Accommodations will be made for disabled people upon prior request.

By order of the Town Council
Keith R. Dalton, Town Manager