



**Community Development Committee**

**MEETING AGENDA**

Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor - AB Meeting Room

October 24, 2023

4:00 p.m.

Item

Page

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1. Call to Order – Ryan Tibbens, Chair
2. Approval of Agenda
3. Parking Permit Request – Jean Petti
4. Security Update – Chief Neal White and Jean Petti
5. Hogan’s Alley Update – Jean Petti
6. Vacancy Tax Discussion – Jean Petti
7. Wayfinding Update – Christy Dunkle
8. Rules for Use of Town Property – Jean Petti
9. Clarke County Litter Committee Sign Request – Christy Dunkle
10. Other
11. Closed Session
12. Adjourn

# Community Development Committee Report

## 24 October 2023

**Item Title:** John Rixey Moore parking request received

**Prepared By:** Jean Petti

**Background/History General Information:** 25 July, Tayllor Fernandez, who lives on S. Church Street within the downtown parking enforcement area, called to request parking accommodation for herself and her fiancé. Having conferred with Chief White, Ms. Fernandez was permitted to park in the John Rixey Moore Parking Lot without overtime penalty until her request could be presented to Council. No exemption to street parking restrictions was offered.

**Findings/Current Activity:** Ms. Fernandez addressed Council in the Public Forum of the 12 September meeting. Staff requests committee to review Ms. Fernandez's request and provide guidance.

### **Attachments**

*Excerpt from T. of Berr. Code, Ch. 10, Art. III*

**Recommendation:** Action may be to amend Town Code to provide parking permits and/or other accommodation to those who live and/or work downtown. Alternative action may be to dismiss Ms. Fernandez's request.

**Community Development Committee Meeting Report**  
**24 October 2023**

**Item Title:** Hogan's Alley Update October 2023

**Prepared By:** Jean Petti

**Background/History General Information:** In partnership with Berryville Main Street (BMS) and the adjacent property owners, revitalization of the alley that runs from W. Main Street south to the Crow Street Parking Lot is underway.

**Findings/Current Activity:** Ironwork from the former Berryville train depot was straightened, repaired, and attached to posts by local welding students under the direction of John Dennis. BMS is evaluating the application of a sealant or paint.

Removable decorative bollards have been received and are stored pending installation.

An interpretive sign has been commissioned from Pannier Graphics and BMS has graciously agreed to defray the expense. It includes text and photos of John Hogan, the depot, and the flooding that necessitated the removal of the building where the alley now sits. A preliminary draft is attached- revisions have already been requested, but a new proof has not yet been received.

Once we get the sign and the ironwork finalized and delivered, the Town's goal is to install them in the alley and redirect the downspouts from adjacent property owners all in a few days to minimize impact on the neighbors.

BMS is preparing to publish a call for artists for the mural project. This mural will undergo multiple levels of approval, including BMS, ARB, and the property owner.

**Attachments**

1. Preliminary draft of interpretive sign

**Recommendation:** None at this time, information only

**Community Development Committee Meeting Report  
24 October 2023**

**Item Title:**

Lights for John Rixey Moore parking lot

**Prepared By:**

Jean Petti

**Background/History General Information**

One light has already been removed

**Findings/Current Activity**

Staff considers lighting upgrades to be a short-term need

**Attachments**

1. Photos of representative lighting options
2. Quote from Wisconsin Lighting Lab

**Recommendation:**

None. Information only

<https://www.illuminatorwholesaler.com/ecommerce/teresa102.html>

TERESA 102 DOUBLE HEAD POST LIGHT / PARKING LOT LIGHTING / STREET LIGHT \$8,599.00

Dark Sky Compliant. Made in USA

Lamp :84 Watt LED x2 3,000k

Wind Rating140 Miles Per Hour

Housing: Powder Coated Marine Grade Cast Aluminum

Post:Powder Coated Marine Grade Cast Aluminum

Dimensions: Height 12 -14 -16 feet

Finish: Black

Light: 9600 Lumens per side, 3000K

One piece commercial grade pole with hand hole.

Mounting hardware included



<https://www.ledspot.com/parking-lot-lighting/parking-lot-lighting-kits/15-round-straight-pole-double-fixture-light-package/15-round-straight-pole-double-fixture-light-package-dcsb1ck1-ssa/>

15' Round Straight Pole Double Fixture Light Package 100W MH Parking/Roadway \$1,367.98

Paint Color: Black

Wattage: 100

Pole Shape: Round Straight Steel

Weight: 150 lbs

Dimensions: 15 × 10 × 10 in



Wisconsin lighting lab



**Quotation Details**

Job Name: Decorative Pole Assembly      Date Created: 9/12/23  
Quote #: 988424      Exp. Date: 9/27/23

**Contact Information**

Prepared By: Donovan Schreifels      Contact Name: Jean Petti Petti  
Phone #: (866) 308-9455      Phone #: 5409551099  
E-Mail: customer.quotes@willbrands.com      Email: deputytownmanager@berryvilleva.gov  
Fax: 920-921-0781      Fax:

**Address Information**

Bill To Name: Jean Petti (1444019)      Ship To Name:  
Bill To:      Ship To:

**Standard Products**

Qty	Product	Sale Price	Ext. Price
1	[PART#] NP-RSAA-14-4040-C-LAB-CB-FP [DESCRIPTION] 14' Tall x 4.0" OD x 0.125" Thick, Round Straight Aluminum, Anchor Base Light Pole, Custom Base Plate & Base Cover, Wiring Hand Hole & Cover, Standard Fixture Mounting & Finish Color, USA Engineered & Manufactured (Less 5/8" Anchor Bolts)	\$1,253.00	\$1,253.00
1	[PART#] NP-BK [DESCRIPTION] Rugged Architectural Grade, Black Painted Finish	\$0.00	\$0.00
1	[PART#] NP-PD-4R [DESCRIPTION] Light Fixture Mounting, 3" OD X 3" Long, Tenon Top	\$0.00	\$0.00
2	[PART#] WD-GVX [DESCRIPTION] WillStudio™ GVX Architectural Pendant Lighting [COMMENTS] 80W, WillStudio GVX Architectural Pendant LED Light Fixture, 12000 Lumens - 4000K	\$1,075.00	\$2,150.00
1	[PART#] WD-BKT [DESCRIPTION] WillStudio™ Custom Bracket/Arm [COMMENTS] SH3 - Dual Offset Pendant Bracket	\$685.00	\$685.00

- Pricing includes delivery within the contiguous USA unless otherwise noted and is based on an order release within 30 days.
- Preshipped anchor bolts at CUSTOMER'S expense.
- Sales tax calculation (if applicable) will be finalized at order entry (OE).
- If order quantity & quote quantity are different, pricing is subject to change.
- Quote is subject to Wisconsin Lighting Lab's standard terms and conditions. See website for complete details.

**Grand Total: \$4,088.00**  
Estimated Lead Time: 6-8 Weeks

**Important Notes**

- Light Poles & Brackets: [6] to [8] weeks estimated production lead time.
- LED Fixtures: [6] to [8] weeks estimated production lead time.
- Lightning strikes and voltage surges can cause LED fixture damage; additional surge protection available upon request.
- Non-Standard specifications may add to the production lead time.
- Customer responsible for unloading at time of delivery; line items may ship at different times during production cycle.
- Commercial shipping location with receiving dock can be provided to void limited access delivery charges.
- Quoted Lead time is an estimate and is subject to change as business conditions change.

IMPORTANT: Do you require vibration dampeners? We recommend vibration dampeners be used when (1) light poles are being installed on a parking ramp, deck, bridge, pier, airport, train or subway hub/terminal or known problem area (2) a load of 0.75 EPA or smaller is going on the light poles and (3) light poles are being used as camera supports and/or will have non-standard appendages attached to them.

IMPORTANT: Wisconsin Lighting Lab and its vendors are not responsible for the structural adequacy of new and/or existing light pole footing designs and anchor bolts. Estimated loading capacity values and wind zone ratings are based on standard commercial design and engineering criteria, and they do not account for additional loadings from objects such as (but not limited to) signs, banners, cameras, solar panels and flags. Our light pole warranty does not cover vibration induced fatigue failure.

**Community Development Committee Meeting Report**  
**24 October 2023**

**Item Title:** Vacancy Tax or Similar

**Prepared By:** Jean Petti

**Background/History General Information:** On 20 September, Councilman Tibbens raised concern regarding vacant and underutilized properties within the Town.

**Findings/Current Activity:** Ms. Dunkle researched enabling legislation and located two related code sections: VA Sec 15.2-907.1 and VA Sec. 15.2-1127. Mrs. Petti reviewed related codes in Washington, DC, Vancouver, and San Francisco. These findings are included as attachments.

**Attachments**

1. Vacant Property Tax Research September 2023
2. VA Sec. 15.2-907.1- Authority to require removal, repair, etc.
3. VA Sec. 15.2-1127- Vacant Building Registry

**Recommendation:** None at this time

## Washington DC

The "Fiscal Year 2011 Budget Support Act of 2010" created a Class 3 property tax rate for vacant commercial and residential properties and a Class 4 tax rate for blighted properties in the District of Columbia. Class 3, vacant property, is taxed at \$5.00 per \$100 of assessed value and Class 4, blighted property, is taxed at \$10.00 per \$100 of assessed value.

<https://otr.cfo.dc.gov/page/otr-vacant-real-property>

0.2% of \$10 Billion revenue in FY21

<https://cfo.dc.gov/sites/default/files/dc/sites/ora-cfo/publication/attachments/Washington%20DC%27s%20Tax%20System%2C%20A%20Visual%20Guide%202022%20Final.pdf#:~:text=The%20District%20of%20Columbia%E2%80%99s%20government%20relies%20on%20three,excise%20tax%20was%20the%20third%20with%2013.1%20percent>

## San Francisco

For the 2023 tax year, \$250 per linear foot of Frontage for Taxable Commercial Space that has not been kept Vacant by any person in the 2022 tax year and \$500 per linear foot of Frontage for Taxable Commercial Space that has been kept Vacant by any person in the 2022 tax year.

(3) For the 2024 tax year and subsequent tax years:

(A) \$250 per linear foot of Frontage for Taxable Commercial Space that has not been kept Vacant by any person in the immediately preceding tax year;

(B) \$500 per linear foot of Frontage for Taxable Commercial Space that has been kept Vacant by any person in the immediately preceding tax year but not kept Vacant by any person in the tax year immediately preceding that tax year; and

(C) \$1,000 per linear foot of Frontage for all situations in which neither subsection (b)(3)(A) nor subsection (b)(3)(B) of this Section 2904 applies.

[https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_business/0-0-0-48959](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_business/0-0-0-48959)

## Vancouver

Approx 0.9% increase in tenancy in tracked properties 2021-2022

<https://vancouver.ca/files/cov/vancouver-2022-empty-homes-tax-annual-report.pdf>

## § 15.2-907.1. Authority to require removal, repair, etc., of buildings that are declared to be derelict; civil penalty

Any locality that has a real estate tax abatement program in accordance with this section may, by ordinance, provide that:

1. The owners of property therein shall at such time or times as the governing body may prescribe submit a plan to demolish or renovate any building that has been declared a "derelict building." For purposes of this section, "derelict building" shall mean a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety, or welfare and for a continuous period in excess of six months, it has been (i) vacant, (ii) boarded up in accordance with the building code, and (iii) not lawfully connected to electric service from a utility service provider or not lawfully connected to any required water or sewer service from a utility service provider.

2. If a building qualifies as a derelict building pursuant to the ordinance, the locality shall notify the owner of the derelict building that the owner is required to submit to the locality a plan, within 90 days, to demolish or renovate the building to address the items that endanger the public's health, safety, or welfare as listed in a written notification provided by the locality. Such plan may be on a form developed by the locality and shall include a proposed time within which the plan will be commenced and completed. The plan may include one or more adjacent properties of the owner, whether or not all of such properties may have been declared derelict buildings. The plan shall be subject to approval by the locality. The locality shall deliver the written notice to the address listed on the real estate tax assessment records of the locality. Written notice sent by first-class mail, with the locality obtaining a U.S. Postal Service Certificate of Mailing shall constitute delivery pursuant to this section.

3. If a locality delivers written notice and the owner of the derelict building has not submitted a plan to the locality within 90 days as provided in subdivision 2, the locality may exercise such remedies as provided in this section or as otherwise provided by law; for residential property, such remedy may include imposition of a civil penalty not exceeding \$500 per month until such time as the owner has submitted a plan in accordance with this section; however, the total civil penalty imposed shall not exceed the cost to demolish the derelict building. Any such civil penalty shall be paid into the treasury of the locality.

4. The owner of a building may apply to the locality and request that such building be declared a derelict building for purposes of this section.

5. The locality, upon receipt of the plan to demolish or renovate the building, at the owner's request, shall meet with the owner submitting the plan and provide information to the owner on the land use and permitting requirements for demolition or renovation.

6. If the property owner's plan is to demolish the derelict building, the building permit application of such owner shall be expedited. If the owner has completed the demolition within

90 days of the date of the building permit issuance, the locality shall refund any building and demolition permit fees. This section shall not supersede any ordinance adopted pursuant to § 15.2-2306 relative to historic districts.

7. If the property owner's plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision application and the building permit, as applicable, shall be expedited. The site plan or subdivision fees may be refunded, all or in part, but in no event shall the site plan or subdivision fees exceed the lesser of 50 percent of the standard fees established by the ordinance for site plan or subdivision applications for the proposed use of the property, or \$5,000 per property. The building permit fees may be refunded, all or in part, but in no event shall the building permit fees exceed the lesser of 50 percent of the standard fees established by the ordinance for building permit applications for the proposed use of the property, or \$5,000 per property.

8. Prior to commencement of a plan to demolish or renovate the derelict building, at the request of the property owner, the real estate assessor shall make an assessment of the property in its current derelict condition. On the building permit application, the owner shall declare the costs of demolition, or the costs of materials and labor to complete the renovation. At the request of the property owner, after demolition or renovation of the derelict building, the real estate assessor shall reflect the fair market value of the demolition costs or the fair market value of the renovation improvements, and reflect such value in the real estate tax assessment records. The real estate tax on an amount equal to the costs of demolition or an amount equal to the increase in the fair market value of the renovations shall be abated for a period of not less than 15 years, and is transferable with the property. The abatement of taxes for demolition shall not apply if the structure demolished is a registered Virginia landmark or is determined by the Department of Historic Resources to contribute to the significance of a registered historic district. However, if the locality has an existing tax abatement program for less than 15 years, as of July 1, 2009, the locality may provide for a tax abatement period of not less than five years.

9. Notwithstanding the provisions of this section, the locality may proceed to make repairs and secure the building under § 15.2-906, or the locality may proceed to abate or remove a nuisance under § 15.2-900. In addition, the locality may exercise such remedies as may exist under the Uniform Statewide Building Code and may exercise such other remedies available under general and special law.

2009, cc. 181, 551;2020, c. 9.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia  
Title 15.2. Counties, Cities and Towns  
Subtitle II. Powers of Local Government  
Chapter 11. Powers of Cities and Towns  
Article 2. Additional Powers of Cities and Towns

## § 15.2-1127. Vacant building registration; civil penalty

The Town of Clifton Forge, the Town of Pulaski, in a conservation and rehabilitation district of the town, the Town of Timberville, and any city, by ordinance, may require the owner or owners of buildings that have been vacant for a continuous period of 12 months or more, and which meet the definition of "derelict building" under § 15.2-907.1, to register such buildings on an annual basis and may impose an annual registration fee not to exceed \$100 to defray the cost of processing such registration. The registration of buildings shall be on forms designated by the locality and filed with the agency designated by the locality. Failure to register shall be a \$200 civil penalty; however, failure to register in conservation and rehabilitation districts designated by the governing body, or in other areas designated as blighted pursuant to § 36-49.1:1, shall be punishable by a civil penalty not exceeding \$400. Notice shall be mailed to the owner or owners, at the address to which property tax notices are sent, at least 30 days prior to the assessment of the civil penalty.

1993, c. 829, § 15.1-29.24; 1997, c. 587; 1999, c. 250; 2006, c. 299; 2013, cc. 253, 355, 405; 2020, c. 145.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

# Community Development Agenda Item Report Summary

October 24, 2023

## Item Title

Wayfinding signs

## Prepared By

Christy Dunkle

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## Background/History/General Information

The Town signed a contract with Frazier Associates to complete a wayfinding program. A wayfinding task group was formed and a design was selected.

## Findings/Current Activity

Frazier Associates designer Sandy Hanger presented the Construction Intent Documents (CID) to VDOT staff in September. After several discussions, final approval of the wayfinding programming has been received from VDOT that include the following edits:

- VDOT wanted a sub-gateway sign indicating the entrance to Historic Downtown.  
*Often communities use a historic marker to let visitors know that they are entering the historic downtown area.*
- Modifications were made to the sign locations for the Farmers' Market as they relate to access to the market.
- VDOT wanted to reorder the signs so Visitor Center comes first followed by Barns of Rose Hill and Historic Downtown.
- Four signs that identified four destinations (T2.3, T2.8, T2.10 and T2.14) were reduced to three destinations per guideline requirements.

Frazier staff is currently working on the CID that contains the details and specifications for all the sign types in the system. One additional sign type will need to be added (the Historic Downtown Markers sub-area signs) that VDOT had requested. The drawings will be submitted to the Town and VDOT at 90% completion (for additional edits if applicable), then again at 100%. The latter will be used for the bidding process.

## Schedule/Deadlines

ARPA funds must be obligated by December 31, 2024 and paid out by December 31, 2026

## Other Considerations

N/A

## Recommendation

Discuss any questions the Committee members have.

## Attachment

- Construction Intent Documents



## CONTACT INFORMATION



Architect/Graphic Designer:  
Frazier Associates  
213 North Augusta Street  
Staunton, Virginia 24401  
Phone: (540) 886-6230  
WEB: [www.frazierassociates.com](http://www.frazierassociates.com)

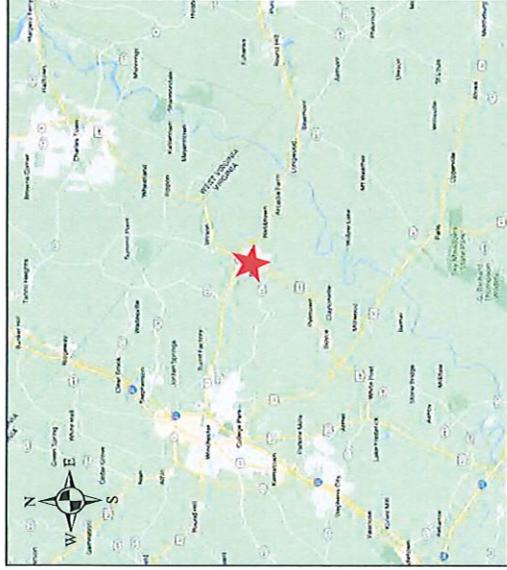
Structural Engineer:  
Sinclair Pratt Cameron, P.C.  
1630 Donna Drive, Suite 105  
Virginia Beach, VA 23451  
Phone: (757) 417-0565

Owner:  
Town of Berryville, Virginia  
101 Chalmers Court, Suite A  
Berryville, Virginia 22611  
Christy Dunkle  
Asst. Town Manager/Planner  
Phone: (540) 955-4081

## GOVERNING CODES

MUTCOD 2009 for  
Streets and Highways.  
Virginia Department of Transportation  
(VDOT)

## PROJECT VICINITY MAP



## PROJECT LOCATION MAP



## DRAWING INDEX - WAYFINDING SIGN SYSTEM PLAN

	Cover Sheet
1	General Notes
2	Sign Fabricator's General Specifications
3	Guidelines for Sign Placement
4	Graphic Standards: Colors, Fonts and Logos
5	Wayfinding Sign System: Gateway and Vehicular Trailblazer Signs
6	Wayfinding Sign System: Parking Signs
7	G1: Gateway Sign Design Details
8	G1: Gateway Sign Mounting Details
9	G1: Gateway Structural Engineering Drawings
10	T1: Large Vehicular Trailblazer Sign Details
11-12	T1: Large Vehicular Trailblazer Mounting Details
13	T1: Large Vehicular Trailblazer Structural Engineering Drawings
14	T1: Large Vehicular Trailblazer Sign Programming
15	T2: Small Vehicular Trailblazer Sign Details
16-17	T2: Small Vehicular Trailblazer Mounting Details
18	T2: Small Vehicular Trailblazer Structural Engineering Drawings
19-20	T2: Small Vehicular Trailblazer Sign Programming
21	P1: Stand-Alone Parking Directional Sign Details
22	P1: Stand-Alone Parking Directional Mounting Details
23	P1: Stand-Alone Parking Trailblazer Structural Engineering Drawings
24	P1: Stand-Alone Parking Sign Programming
25	P2: Public Parking Site Identification Sign Details
26	P2: Public Parking Site Identification Mounting Details
27	P2: Public Parking Site Identification Sign Programming
28	Programming Overview Map: Sections A-F
29-40	Sign Locations: Sections A-F and Inset Details

**COLOR PALETTE**

Sign System Colors



(P1) Pantone 287 C



(P2) Pantone 284 C



(P3) Pantone 7461 C



(P4) Pantone 366 C



(P5) Pantone 7540 C



(P6) Black



(P7) White

Reflective Sheeting



(P8) 3M Diamond Grade Reflective Sheeting #4090

**FONTS**

Better Times - Regular

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo  
 Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz  
 1234567890

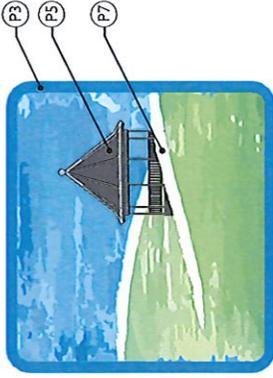
FHWA Series D2000EX

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo  
 Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz  
 1234567890

**LOGOS**

LI: BERRYVILLE LOGO

Logo provided as a scalable digital file. Colors to match sign specifications.



**FRAZIER ASSOCIATES**  
 ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING  
 215 NORTH AUGUSTA STREET, STAUNTON, VA 24401  
 PHONE: 540.885.8279 FAX: 540.885.8279  
 www.frazierassociates.com

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

REVISION DATE


PROJECT NO. 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 2023

**GRAPHIC STANDARDS:  
 COLORS, FONTS AND  
 LOGOS**

SHEET 4



**FRAZIER ASSOCIATES**  
 ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING  
 213 NORTH AUGUSTA STREET, STAUNTON, VA 24401  
 PHONE: 540.885.4228 FAX: 540.885.4273  
 www.frazierassociates.com

TOWN OF BERRYVILLE  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

**COLOR PALETTE**

- P1 Pantone 287 C
- P2 Pantone 284 C
- P3 Pantone 7461 C
- P4 Pantone 366 C
- P5 Pantone 7540 C
- P6 Black
- P7 White
- P8 3M Diamond Grade Reflective Sheeting #4090

**SPECIFICATIONS KEY**

- ID Color Identification
- SH Sign Panel Specifications
- MH Sign Mounting Specifications

**REVISION DATE**


PROJECT NO. 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

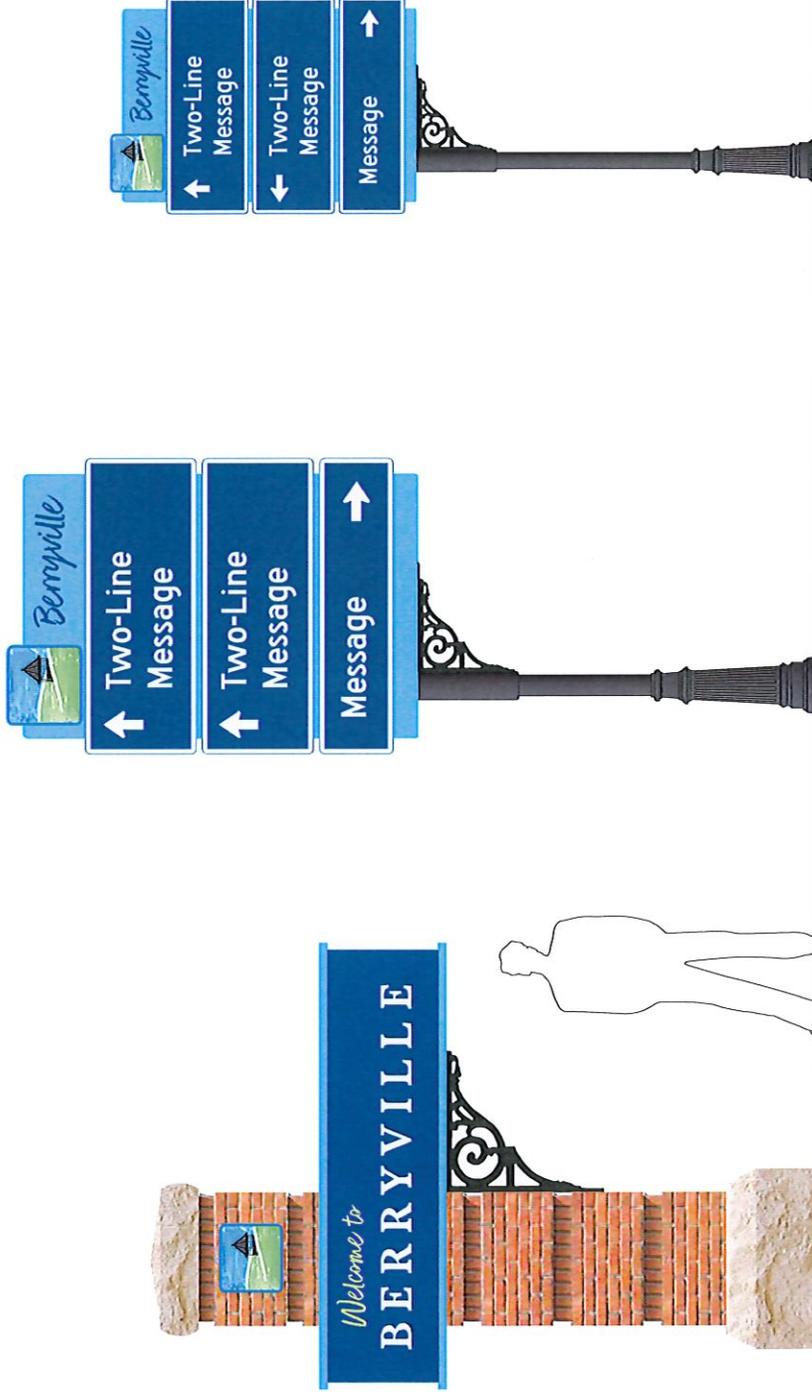
CHECKED BY:

DRAWN BY: SCH

DATE: April 2023

**WAYFINDING SIGN SYSTEM: GATEWAY AND VEHICULAR TRAILBLAZER SIGNS**

SHEET 5



G1: MONUMENTAL GATEWAY SIGN

T1: LARGE VEHICULAR TRAILBLAZER SIGN 30 MPH Plus

T2: SMALL VEHICULAR TRAILBLAZER SIGN 25 MPH or Less



**FRAZIER ASSOCIATES**  
 ARCHITECTURE • COMMUNITY DESIGN • LANDSCAPING  
 713 NORTH AUGUSTA STREET, STAUNTON, VA 54001  
 PHONE: 541.986.6229 FAX: 541.986.1823  
 www.frazierassociates.com

**TOWN OF BERRYVILLE  
 WAYFINDING SIGN SYSTEM**  
 Berryville, Virginia

**COLOR PALETTE**

- Pantone 287 C
- Pantone 284 C
- Pantone 7461 C
- Pantone 366 C
- Pantone 7510 C
- Black
- White
- 3M Diamond Grade Reflective Sheeting #4090

REVISION DATE

PROJECT NO. 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 2023

**WAYFINDING SIGN  
 SYSTEM: PARKING SIGNS**

SHEET 6



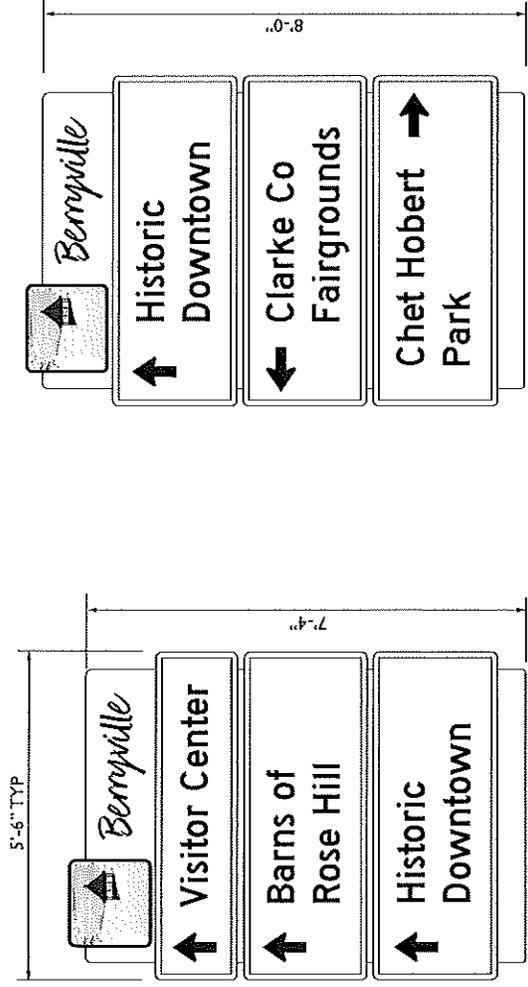
P1: PARKING STAND-ALONE  
 DIRECTIONAL SIGN

P2: PARKING SITE IDENTIFICATION SIGN  
 NOTE: To be located outside of VDOT R-O-W on  
 parking lot private property.



**FRAZIER ASSOCIATES**  
 ARCHITECTURE - COMMUNITY DESIGN - WAYFINDING  
 275 NORTH AUGUSTA STREET, STATIONTON, VA 24091  
 PHONE: 540.955.8278 FAX: 540.955.8279  
 www.frazierassociates.com

TOWN OF BERRYVILLE  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



T1.1

T1.2

Refer to Overview Map and Section Details for general sign locations, sheets 28-40.

REVISION DATE	
Programming	10-5-2023
PROJECT NO.	2022-0049
SCALE:	AS SHOWN
PROJECT MANAGER:	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>T1: LARGE VEHICULAR TRAILBLAZER SIGN PROGRAMMING</b>	
SHEET 14	

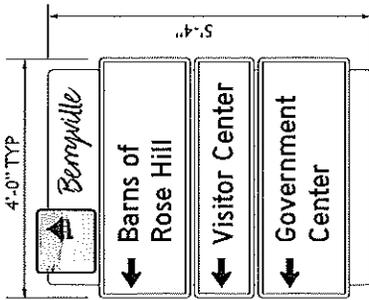


**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-ENGINEERING  
 310 YORK AVENUE, SUITE 200, BERRYVILLE, VA 22611  
 PHONE: 540.868.0273 FAX: 540.868.0273  
 WWW.FRAZIERASSOCIATES.COM

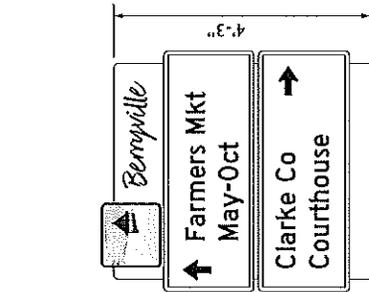
**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

**T2: SIGN NOTES:**

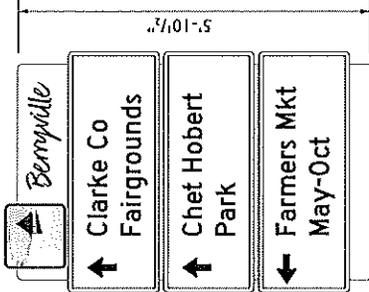
- For sign details refer to T2: Small Vehicular Trailblazer Sign Details, sheets 15-16.
- For general sign locations refer to Vehicular Programming Overview Map: Section Details A-F, sheets 28-40.



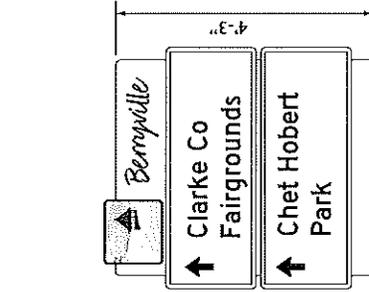
T2.3



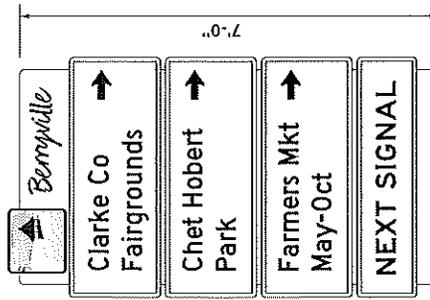
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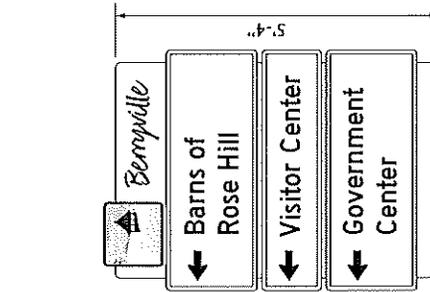
T2.5



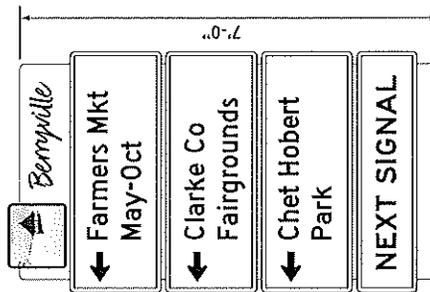
T2.6



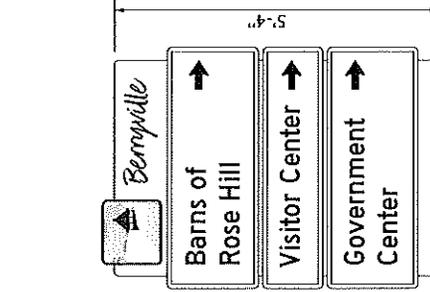
T2.7



T2.8



T2.9



T2.10

REVISION DATE	
Programming	10-5-2023
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>T2: SMALL VEHICULAR TRAILBLAZER SIGN PROGRAMMING</b>	

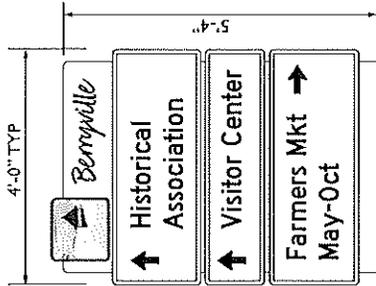


**FRAZIER ASSOCIATES**  
 ARCHITECTURE - COMMUNITY DESIGN - LANDSCAPE  
 213 NORTH AUGUSTA STREET, STAINTON, VA 24861  
 PHONE: 540.868.6226 FAX: 540.868.0225  
 www.frazierassociates.com

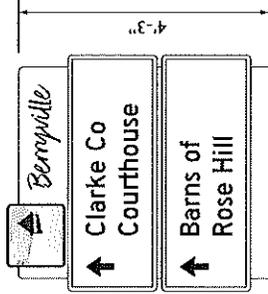
**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

**T2: SIGN NOTES:**

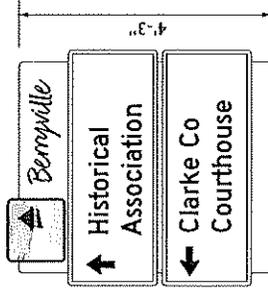
- For sign details refer to T2: Small Vehicular Trailblazer Sign Details, sheets 15-16.
- For general sign locations refer to Vehicular Programming Overview Map; Section Details A-F; sheets 28-40.



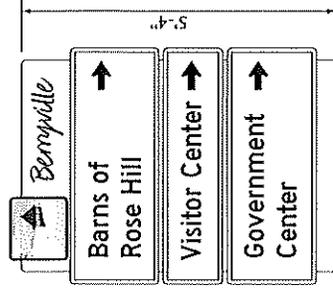
T2.11



T2.12



T2.13



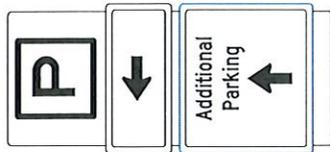
T2.14

REVISION DATE	
Programming	10-5-2023
PROJECT NO.	2022-0049
SCALE:	AS SHOWN
PROJECT MANAGER:	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>T2: SMALL VEHICULAR TRAILBLAZER SIGN PROGRAMMING</b>	

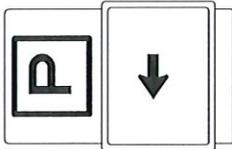


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 213 NORTH AUGUSTA STREET, STAUNTON, VA 24401  
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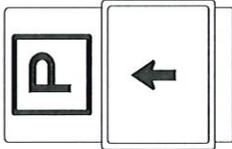
**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



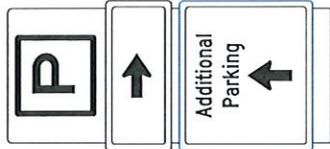
P1



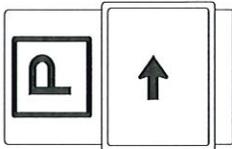
P2



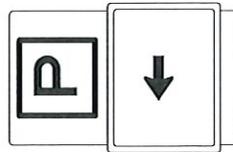
P3



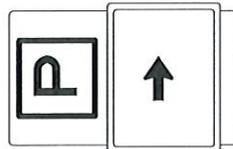
P4



P5



P6



P7

REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>P1: STAND-ALONE PARKING SIGN PROGRAMMING</b>	

SHEET 24

**P1: NOTES:**

1. Refer to P1: Parking Stand-Alone Sign Directional Sign Details, sheets 21-23.
2. For general sign locations refer to Vehicular Programming Overview Map: Section Details A-F, sheets 28-40.



# SECTION A



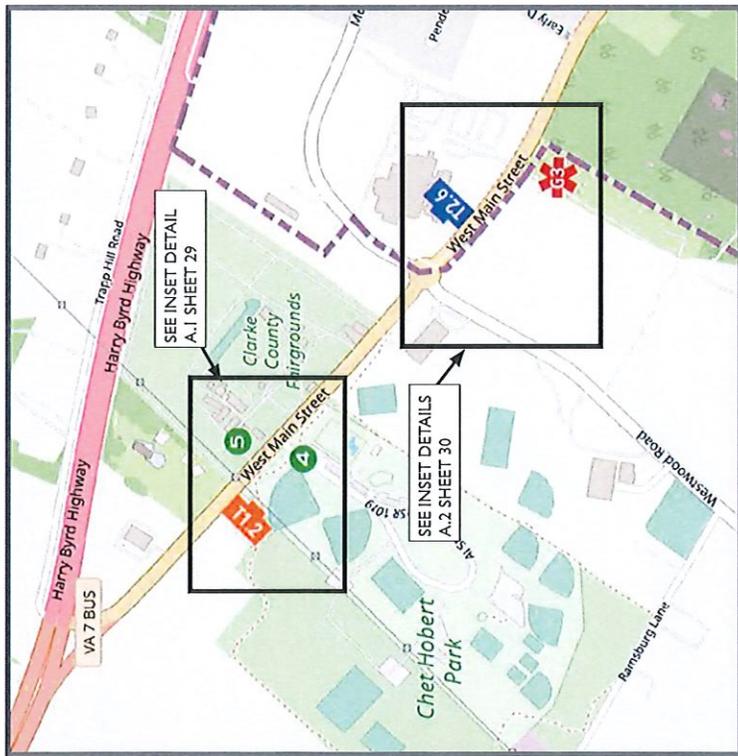
**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-MARKETING  
 212 NORTH AUGUSTA STREET, STATION, VA 24481  
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 www.frazierassociates.com

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



INSET DETAIL A.1

Sign Latitude and Longitude Coordinates  
 T1.2: 39° 9'54.03"N, 78° 0'6.09"W



- DESTINATIONS:**
- 1 Historic Downtown Berryville
  - 2 Visitor Center
  - 3 Barns of Rose Hill
  - 4 Chet Hobert Park
  - 5 Clarke Co Fairgrounds
  - 6 Government Center
  - 7 County Court House
  - 8 Historical Association
  - 9 Farmers Market May-Oct
  - Public Parking Lots
  - Municipal Lot
  - Government Ctr Lot
  - Crow St Lot

- LEGEND**
- Berryville Town Limits
  - Berryville Historic District
  - Josephine Historic District
  - Gateway Sign
  - Large Trailblazer Sign
  - Small Trailblazer Sign
  - Parking Sign

REVISION DATE	10-5-2023
Programming	
PROJECT NO.	2022-0049
SCALE:	AS SHOWN
PROJECT MANAGER:	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>SIGN LOCATION MAP: SECTION A AND INSET DETAILS</b>	
SHEET 29	



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**TOWN OF BERRYVILLE**  
WAYFINDING SIGN SYSTEM  
Berryville, Virginia



**Sign Latitude and Longitude Coordinates**

**T2.6:** 39° 9'38.03"N, 77°59'42.19"W

**G1.3:** 39° 9'35.69"N, 77°59'38.81"W

REVISION DATE


PROJECT NO. 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

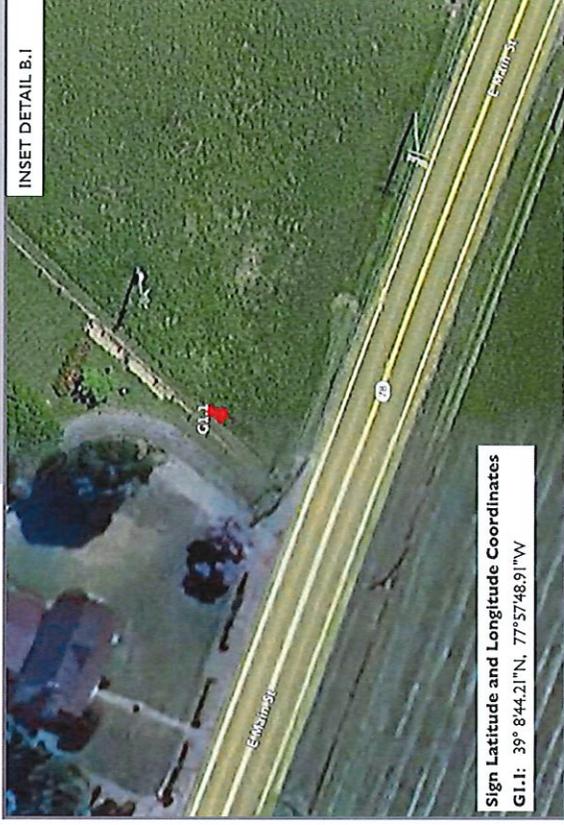
DATE: April 2023

**MAP SECTION A AND  
INSET DETAILS**

SHEET 30

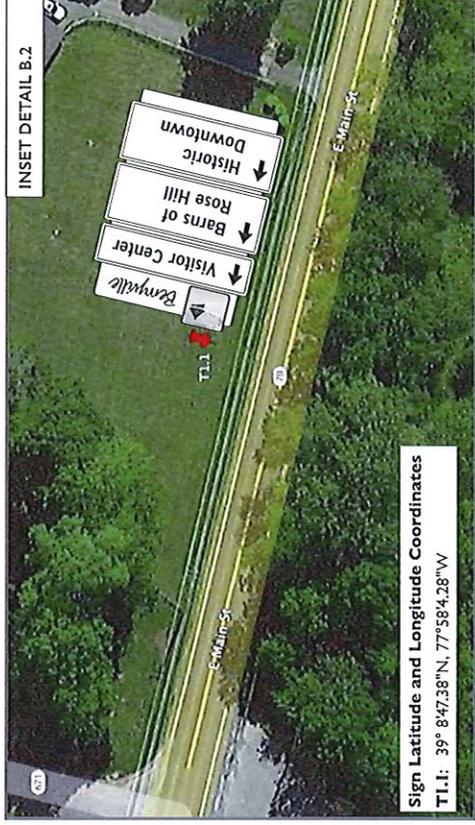


# SECTION B



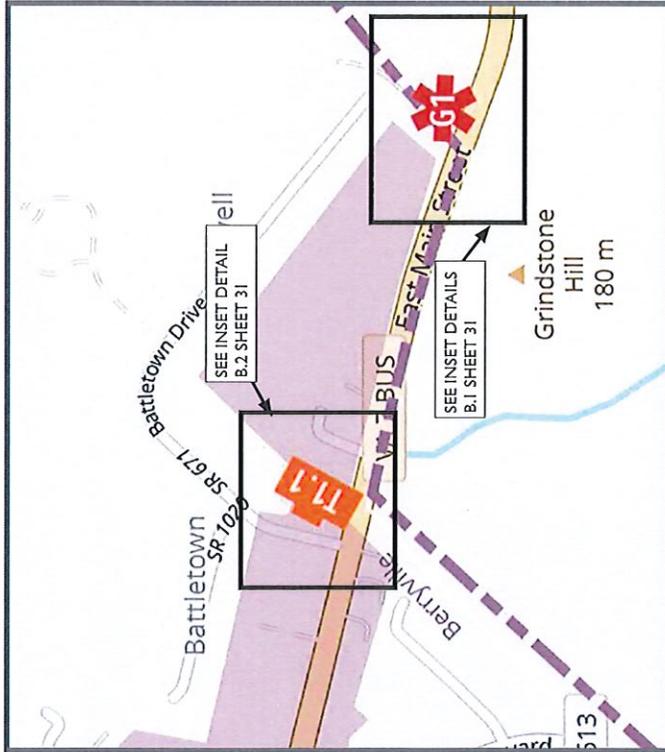
INSET DETAIL B.1

Sign Latitude and Longitude Coordinates  
**G1.1:** 39° 8'44.21"N, 77° 57'48.91"W



INSET DETAIL B.2

Sign Latitude and Longitude Coordinates  
**T1.1:** 39° 8'47.38"N, 77° 58'4.28"W



- DESTINATIONS:**
- 1 Historic Downtown Berryville
  - 2 Visitor Center
  - 3 Barns of Rose Hill
  - 4 Chet Hobert Park
  - 5 Clarke Co Fairgrounds
  - 6 Government Center
  - 7 County Court House
  - 8 Historical Association
  - 9 Farmers Market May-Oct
- Public Parking Lots
- P1 Municipal Lot
  - P2 Government Ctr Lot
  - P3 Crow St Lot

- LEGEND**
- Berryville Town Limits
  - Berryville Historic District
  - Josephine Historic District
  - Gateway Sign
  - Large Trailblazer Sign
  - Small Trailblazer Sign
  - Parking Sign

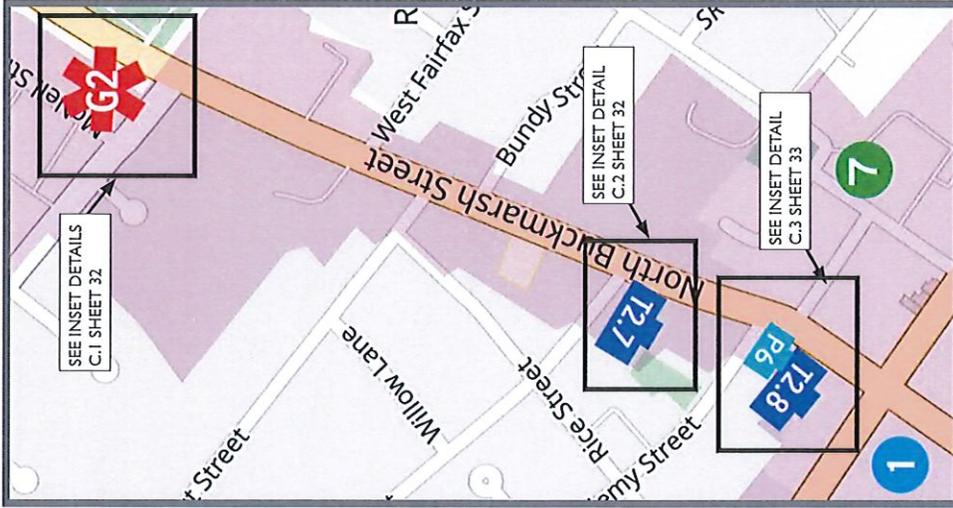
REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>SIGN LOCATION MAP: SECTION B AND INSET DETAILS</b>	

**LEGEND**

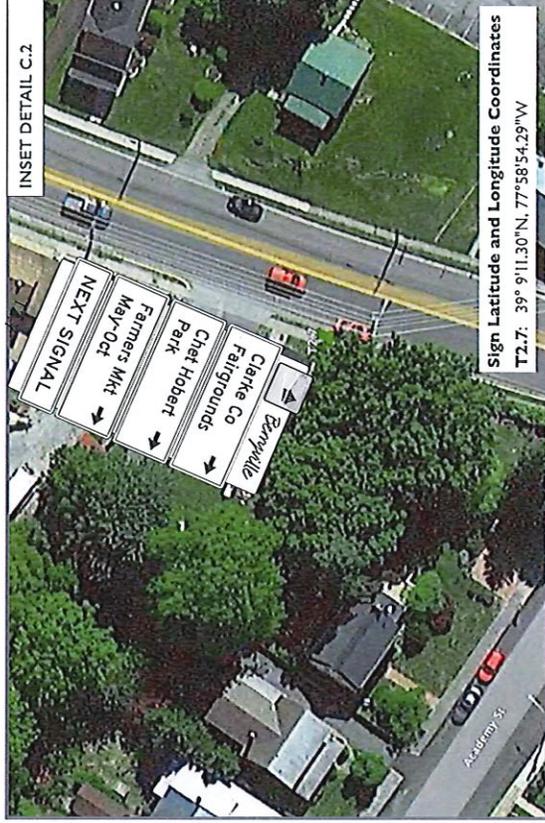
- Berryville Town Limits
- Berryville Historic District
- Josephine Historic District
- Gateway Sign
- Large Trailblazer Sign
- Small Trailblazer Sign
- Parking Sign

**DESTINATIONS:**

- Historic Downtown Berryville
- Visitor Center
- Barns of Rose Hill
- Chet Hobert Park
- Clarke Co Fairgrounds
- Government Center
- County Court House
- Historical Association
- Farmers Market May-Oct
- Public Parking Lots
- Municipal Lot
- Government Ctr Lot
- Crow St Lot



**SECTION C**



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 www.frazierassociates.com

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia

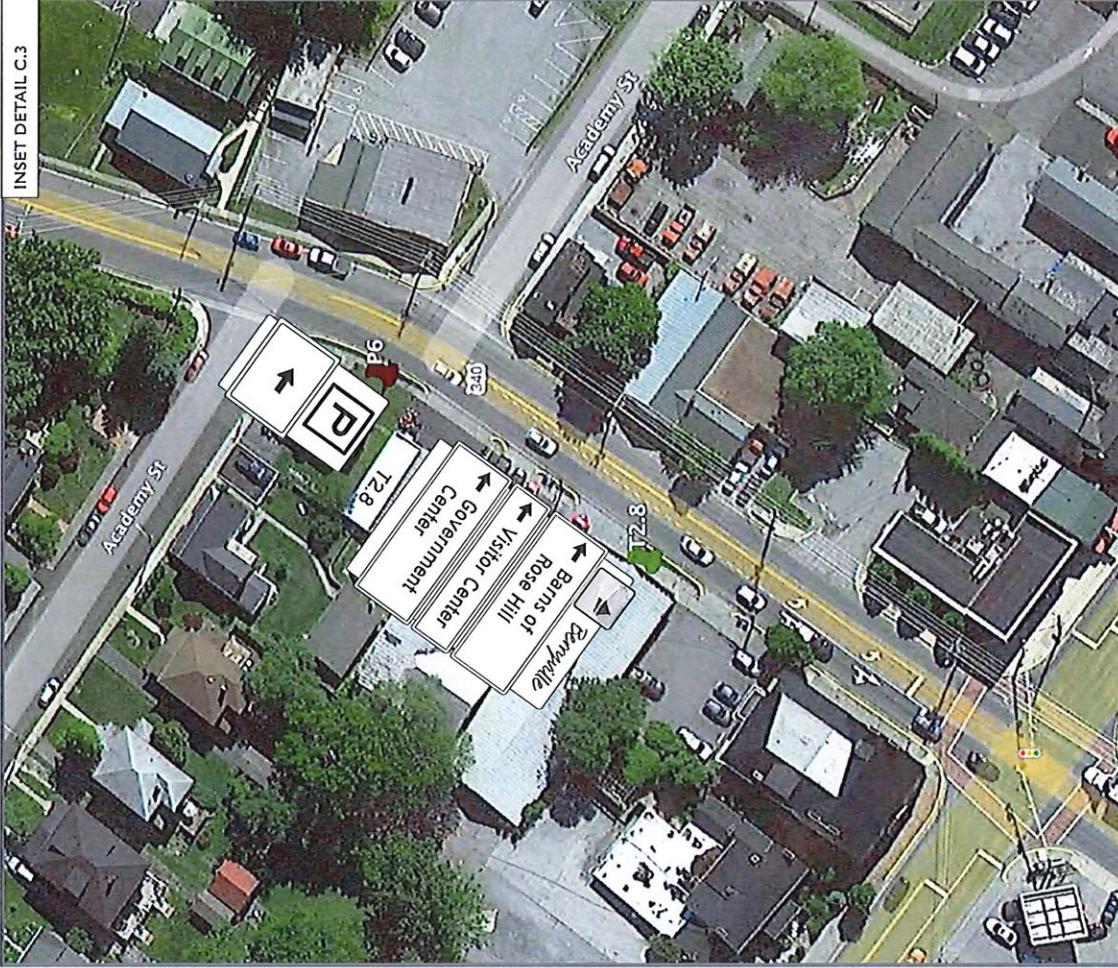


REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY	
DRAWN BY	SCH
DATE	April 2023
<b>SIGN LOCATION MAP: SECTION C AND INSET DETAILS</b>	



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**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



Sign Latitude and Longitude Coordinates

P.6: 39° 9'9.16"N, 77°58'55.18"W

T2.8: 39° 9'7.89"N, 77°58'56.28"W

REVISION DATE


PROJECT NO: 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 2023

**SIGN LOCATION MAP:  
 SECTION C AND INSET  
 DETAIL**

SHEET 33



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 273 NORTH AUGUSTA STREET, STAUNTON, VA 24401  
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**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



# SECTION D



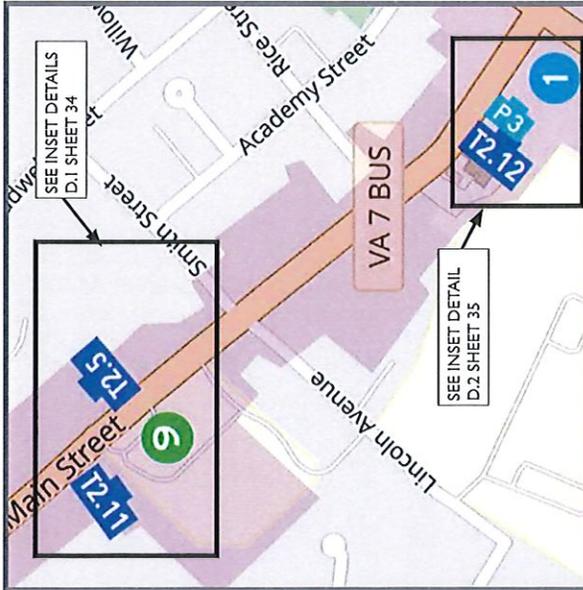
INSET DETAIL D.1

**Sign Latitude and Longitude Coordinates**

T2.5: 39° 9'19.47"N, 77°59'13.68"W

T2.11: 39° 9'21.773"N, 77°59'17.12"W

REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>SIGN LOCATION MAP: SECTION D AND INSET DETAILS</b>	
SHEET 34	



- DESTINATIONS:**
- 1 Historic Downtown Berryville
  - 2 Visitor Center
  - 3 Barns of Rose Hill
  - 4 Chet Hobert Park
  - 5 Clarke Co Fairgrounds
  - 6 Government Center
  - 7 County Court House
  - 8 Historical Association
  - 9 Farmers Market May-Oct
- Public Parking Lots
- P1 Municipal Lot
  - P2 Government Ctr Lot
  - P3 Crow St Lot

- LEGEND**
- Berryville Town Limits
  - Berryville Historic District
  - Josephine Historic District
  - Gateway Sign
  - Large Trailblazer Sign
  - Small Trailblazer Sign
  - Parking Sign



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**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



**Sign Latitude and Longitude Coordinates**

**P.3:** 39° 9'7.38"N, 77°59'0.09"W

**T2.12:** 39° 9'8.44"N, 77°59'2.16"W

REVISION DATE

PROJECT NO. 2022-0049

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 2023

**SIGN LOCATION MAP:  
 SECTION D AND INSET  
 DETAILS**

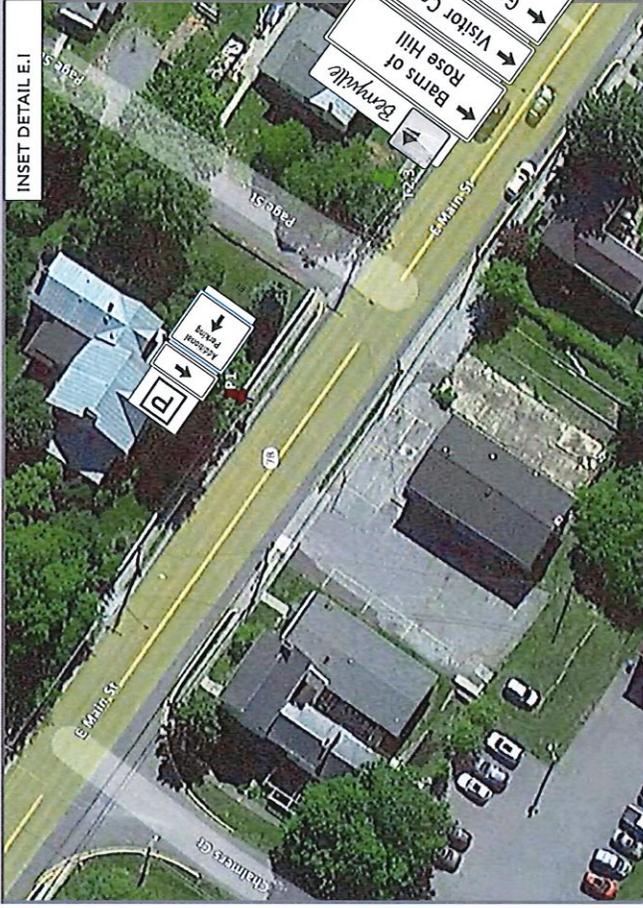
SHEET 35

# SECTION E



**FRAZIER ASSOCIATES**  
 ARCHITECTURE + COMMUNITY DESIGN + WAYFINDING  
 273 NORTH AUGUSTA STREET, STAUNTON, VA 24401  
 PHONE: 540.883.0230 FAX: 540.883.0273  
 www.frazierassociates.com

TOWN OF BERRYVILLE  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



**Sign Latitude and Longitude Coordinates**  
**T2.3:** 39° 8'58.23"N, 77°58'41.97"W  
**P1:** 39° 8'58.85"N, 77°58'43.12"W

REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>SIGN LOCATION MAP: SECTION E AND INSET DETAILS</b>	

SHEET 36



**DESTINATIONS:**

1	Historic Downtown Berryville
2	Visitor Center
3	Barns of Rose Hill
4	Chet Hobert Park
5	Clarke Co Fairgrounds
6	Government Center
7	County Court House
8	Historical Association
9	Farmers Market May-Oct
P1	Public Parking Lots
P2	Municipal Lot
P3	Government Ctr Lot
P4	Crow St Lot

**LEGEND**

	Berryville Town Limits
	Berryville Historic District
	Josephine Historic District
	Gateway Sign
	Large Trailblazer Sign
	Small Trailblazer Sign
	Parking Sign

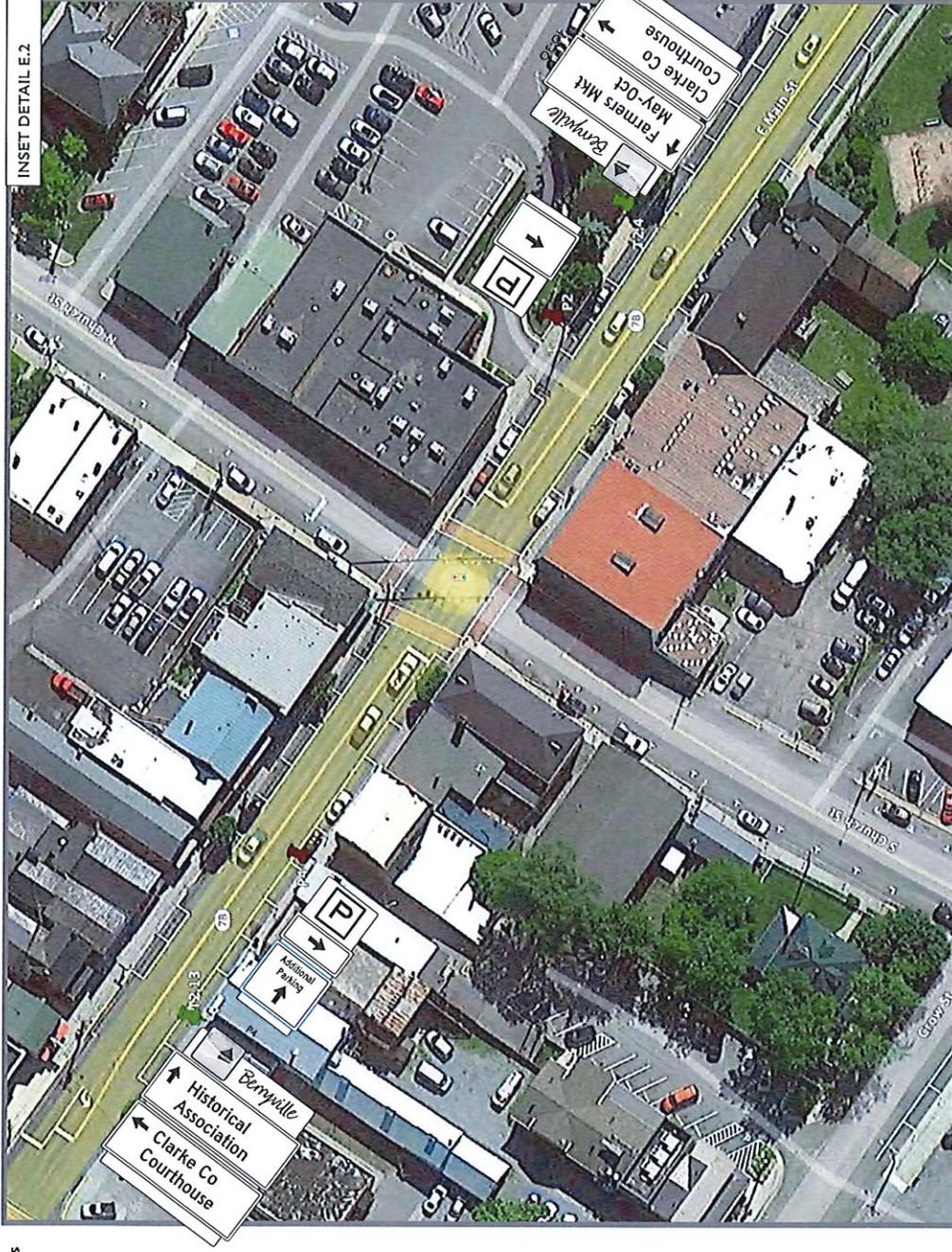
**Sign Latitude and Longitude Coordinates**

T2.4: 39° 9'3.07"N, 77°58'50.74"W

P2: 39° 9'3.42"N, 77°58'51.46"W

T2.13: 39° 9'5.19"N, 77°58'55.87"W

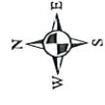
P4: 39° 9'4.66"N, 77°58'54.85"W



INSET DETAIL E.2

**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-PLANNING  
 713 NORTH AUGUSTA STREET, COLUMBIA, MO 64801  
 PHONE: 573.686.2230 FAX: 573.686.2272  
 www.frazierassociates.com

TOWN OF BERRYVILLE  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY	
DRAWN BY	SCH
DATE	April 2023
SIGN LOCATION MAP: SECTION E AND INSET DETAILS	



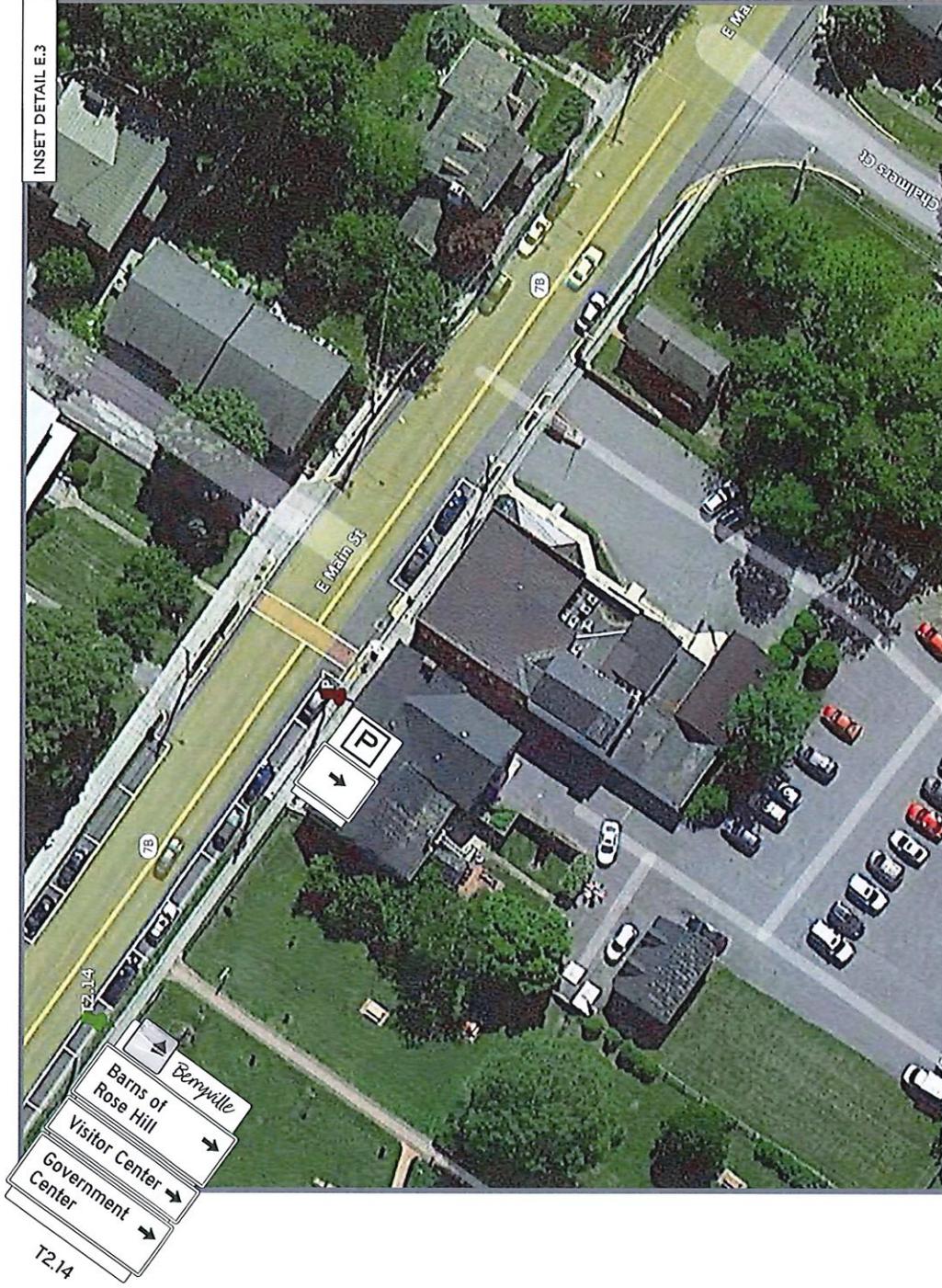
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 719 NORTH ALBERTA STREET, CHARLOTTE, NC 28202  
 PHONE: 352.886.6220 FAX: 352.886.6273  
 www.frazierassociates.com

**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY:	
DRAWN BY:	SCH
DATE:	April 2023
<b>SIGN LOCATION MAP: SECTION E AND INSET DETAILS</b>	

SHEET 38



**Sign Latitude and Longitude Coordinates**

**T2.14:** 39° 9' 1.82"N, 77° 58' 49.61"W

**P7:** 39° 9' 0.93"N, 77° 58' 48.07"W

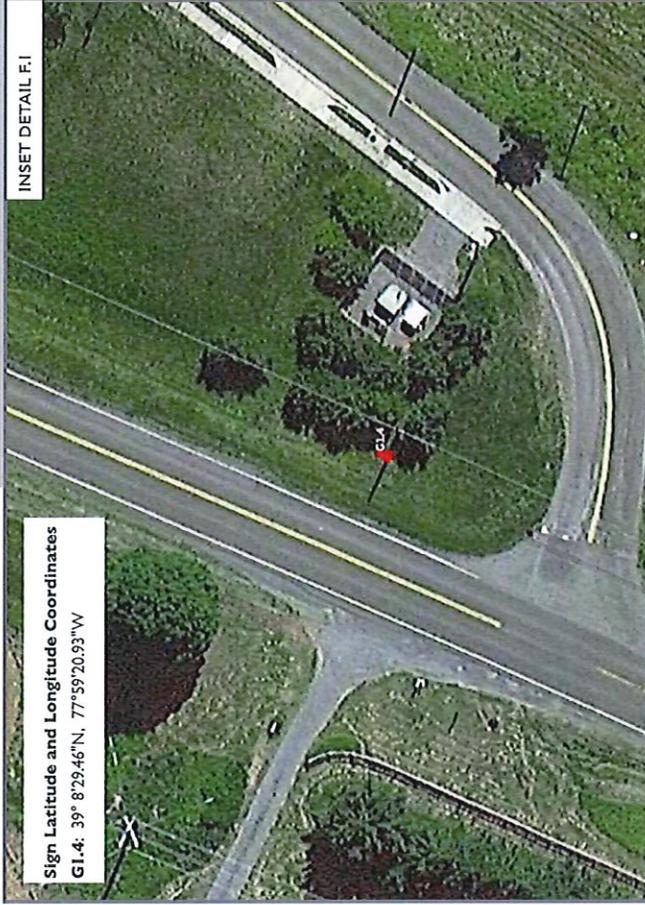


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 212 NORTH AUGUSTA STREET, STAUNTON, VA 54041  
 PHONE: 540.886.8279 FAX: 540.886.18273  
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**TOWN OF BERRYVILLE**  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



# SECTION F

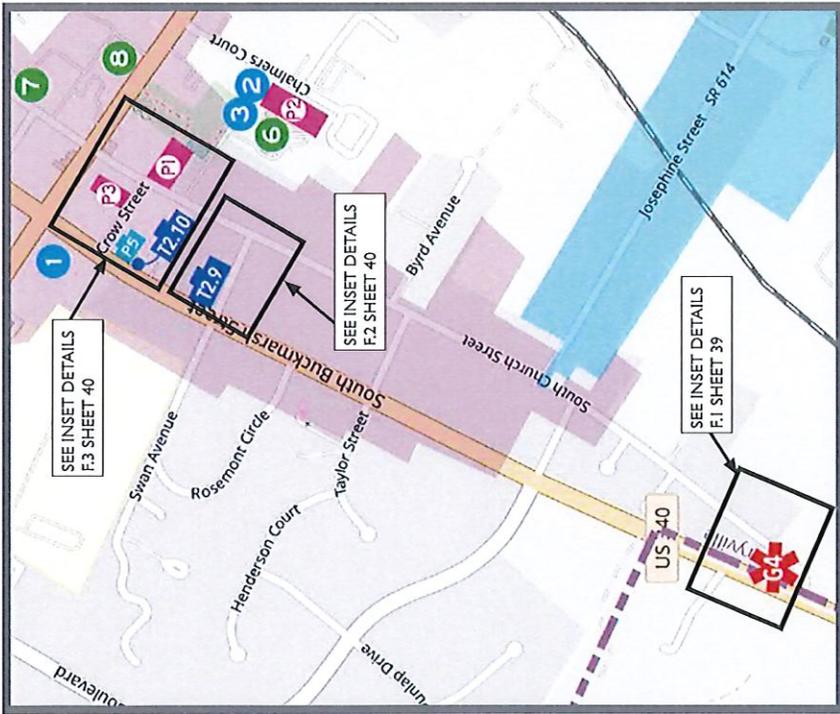


INSET DETAIL F.1

Sign Latitude and Longitude Coordinates  
 G1.4: 39° 8'29.46"N, 77°59'20.93"W

REVISION DATE	
PROJECT NO.	2022-0049
SCALE	AS SHOWN
PROJECT MANAGER	SH
CHECKED BY	
DRAWN BY	SCH
DATE	April 2023
<b>SIGN LOCATION MAP: SECTION F AND INSET DETAILS</b>	
SHEET 39	

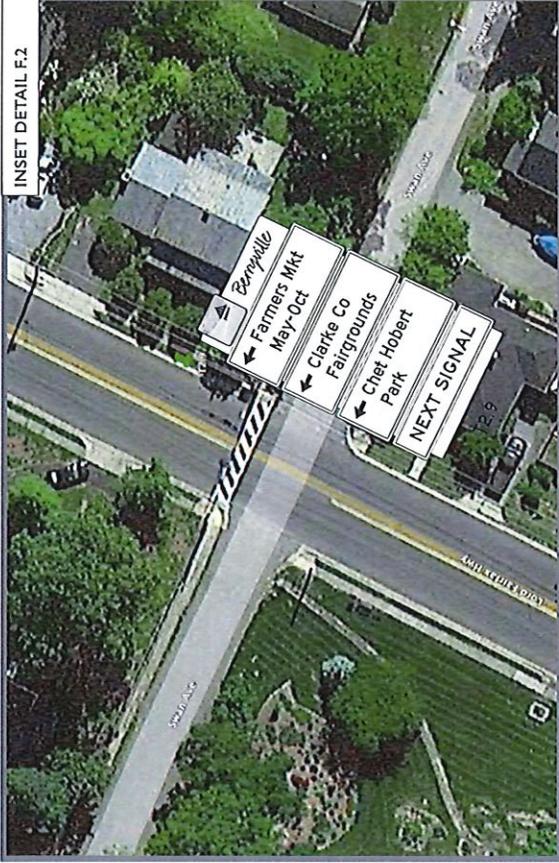
- DESTINATIONS:**
- 1 Historic Downtown Berryville
  - 2 Visitor Center
  - 3 Barns of Rose Hill
  - 4 Chet Hobert Park
  - 5 Clarke Co Fairgrounds
  - 6 Government Center
  - 7 County Court House
  - 8 Historical Association
  - 9 Farmers Market May-Oct
  - Public Parking Lots
  - P1 Municipal Lot
  - P2 Government Ctr Lot
  - P3 Crow St Lot



**LEGEND**

- Berryville Town Limits
- Berryville Historic District
- Josephine Historic District
- Gateway Sign
- Large Trailblazer Sign
- Small Trailblazer Sign
- Parking Sign

Sign Latitude and Longitude Coordinates  
 T2.9: 39° 8'58.27"N, 77°59'3.38"W



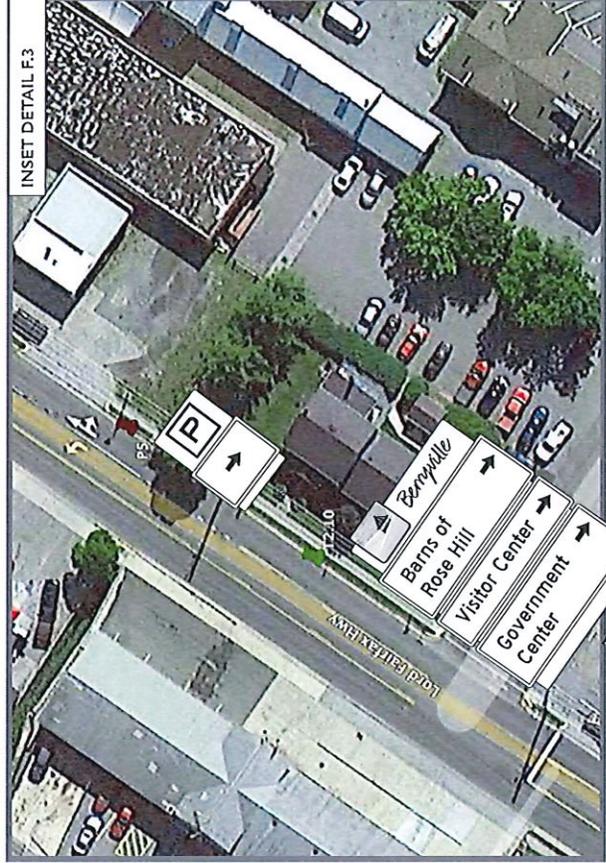
INSET DETAIL F.2

**FRAZIER ASSOCIATES**  
 ARCHITECTURE-COMMUNITY DESIGN-WAYFINDING  
 713 NORTH AUGUSTA STREET, SAULSBURY, VA 24481  
 PHONE: 540.666.6720 FAX: 540.666.6879  
 www.frazierassociates.com

TOWN OF BERRYVILLE  
 WAYFINDING SIGN SYSTEM  
 Berryville, Virginia



Sign Latitude and Longitude Coordinates  
 T2.10: 39° 9'4.13"N, 77°58'58.95"W  
 P5: 39° 9'4.87"N, 77°58'58.30"W



INSET DETAIL F.3

REVISION DATE	
PROJECT NO. 2022-0049	
SCALE: AS SHOWN	
PROJECT MANAGER: SH	
CHECKED BY:	
DRAWN BY: SCH	
DATE: April 2023	
SIGN LOCATION MAP: SECTION F AND INSET DETAILS	

October 19, 2023  
Discussion

Proposed Amendments to Berryville Code Chapter 13 establishing rules for Town-owned properties

---

*October 19, 2023 Community Development Committee Report*

On June 13, the Town Council discussed changes to the Town Code. The Council also heard from two citizens who were concerned about activities in Rose Hill Park.

The Council directed the town manger to review the matter with legal counsel and then submit draft code language to the Council for further review.

Legal counsel reviewed the proposed code language and rules and had no concerns.

At its September meeting, the Council agreed to have this matter evaluated by the Community Development Committee prior to review by the full Council.

Attachments

- Proposed changes to Chapter 13
- Proposed rules for Rose Hill Park, John Rixey Moore Parking Lot, and the Crow Street Parking Lot.
- Minutes from the June 13, 2023 Town Council meeting

Recommended action

Review the draft language and provide Town staff with direction in this regard.

*June 13, 2023 Town Council Report*

Overview

Mrs. Harrison contacted Town staff to discuss goings-on in Rose Hill Park about which she has received complaints. For the most part, the concerns expressed by the citizens with which Mrs. Harrison spoke were noise and vandalism related.

This discussion prompted review of Berryville Code Section §13-35. The town manager and chief of police are also discussing other aspects of this topic.

Current discussion

Town staff reviewed Berryville Code Section §13-35 and has developed draft language for several code amendments.

Staff's draft reduces the regulations that are enumerated in the code and authorizes the town manager to adopt rules for the park. The draft also authorizes the town manger to adopt rules for other Town properties.

Staff seeks the Council's input and guidance in this regard. Once the Council has determined whether it wishes to amend the sections in question, then proposed language will be reviewed by legal counsel.

After the language is reviewed by legal counsel the matter will be returned to the Council for review and determination.

Attachments

- Draft Berryville Code §13-35 and §13-36
- Draft Rules for the John Rixey Moore and Crow Street Municipal Parking Lots and Rose Hill Park.
- Current Berryville Code §13-35

Recommended action

Review the draft language and provide Town staff with direction in this regard.

Sec. 13-35. - Regulation of use and conduct in Rose Hill Park.

It shall be unlawful for any person or persons to violate the following regulations pertaining to the use of Rose Hill Park.

- (a) Park is open from dawn until dusk unless hours are extended by the town council or town manager. Use of or presence in park when closed will be considered trespassing.
- (b) Consumption of alcoholic beverages is prohibited, unless approved by the Virginia Alcoholic Control Authority and the town manager as a part of a special event. Consumption of other intoxicants, including but not limited to marijuana and products derived therefrom, is prohibited.
- (c) Glass containers are prohibited.
- (d) Fires may not be built except in grills designed for food preparation or for special ceremonies as authorized by the town manager.
- (e) Camping is prohibited.
- (f) Relic hunting or use of metal detectors or similar devices, except by authorized town employees or contractors, is prohibited.
- (g) Littering is prohibited.
- (h) Hunting, except by authorized town employees or contractors, is prohibited.
- (i) Discharge of firearms except by law enforcement personnel while in performance of their official duties, or by authorized town employees or contractors, is prohibited. Nothing in this section prohibits the firing of military salutes as a part of an event approved by the town council or town manager.
- (j) Use of bow and arrow, slingshots, or other similar devices, except by authorized town employees or contractors, is prohibited.
- (k) Motorized vehicles, except those driven by authorized law enforcement personnel, emergency services personnel, town employees, contractors, or event staff, are prohibited. At no time may any motorized vehicle drive across the park's paved paths or picnic table pads.
- (l) The town manager shall cause these rules to be posted in the park.
- (m) The police department and the town manager are authorized to eject any person violating the rules enumerated above. The town manager is authorized to revoke future use of the park by persons who violate the rules enumerated above.

Any person violating any provision of this section shall be guilty of a Class 4 misdemeanor.

Sec. 13-36.- Town manager authorized to establish rules for use of or restrict access to town-owned property.

- (a) The town manger is authorized to establish and enforce rules for use of town-owned property. Rules established by the town manager shall be posted in a conspicuous location on said property.
- (b) The town manager is authorized to restrict access to town-owned property.
- (c) The police department and the town manager are authorized to eject any person violating rules established in accordance with this section. The town manager is authorized to revoke

future use of the park by persons who violate the rules established in accordance with this section.

13-37 renumbered to 13-38

13-38 renumbered to 13-39

13-39 renumbered to 13-40

### **Rules for Rose Hill Park established by the town manager**

The following rules and regulations concerning the use of town property were adopted by the town manager in accordance with Sections 13-36 and 13-37 of the Berryville Code.

Use of playground equipment and basketball courts when equipment or courts are wet is prohibited.

Use of playground equipment or basketball courts during thunderstorms is prohibited.

Unless permitted as a part of a special event, no amplified sound that is detectable outside of the boundaries of Rose Hill Park or that disturbs the peace of other park patrons, is permitted.

Making loud noises, yelling, or use of profanity that is detectable outside the boundaries of Rose Hill Park or that disturbs the peace of other park patrons, is prohibited.

Application of paint, tape, chalk, or other non-permanent or permanent markings to the gazebo, basketball court, walkways, or other surfaces in the park is prohibited, unless authorized by the town manager.

Play in Town Run (Dog Run) is prohibited.

Adult supervision required for children 12 years of age and under.

Shoes are required to be worn at all times.

Pet excrement deposited in the park must be collected by the owner or custodian of the animals and disposed of in litter receptacles.

No wheeled or tracked conveyances, with or without a motor, including but not limited to bicycles, scooters, rollerblades, roller skates, skateboards, or the like are permitted in the basketball court or gazebo. Non-motorized bicycles, scooters, rollerblades, roller skates, skateboards, or the like may be used in other areas of the park, provided that they are operated in a safe manner. Nothing in this section shall be construed to prohibit the use of personal assistance mobility devices anywhere in the park.

Hanging on basketball rim, nets, or goals is prohibited.

Pets are prohibited from the basketball court.

Access to basketball court is determined on a first-come-first-served basis. Use of court is limited to one hour when others are waiting.

**Rules for the John Rixey Moore and Crow Street Municipal Parking Lots established by the town manager**

Unless permitted as a part of an approved special event, no amplified sound that is detectable outside of the boundaries of the parking lots or that disturbs the peace of other parking lot patrons, is permitted.

Making loud noises, yelling, or use of profanity that is detectable outside the boundaries of the parking lots or that disturbs the peace of other parking lot patrons, is prohibited.

Application of paint, tape, chalk, or other non-permanent or permanent markings to surfaces in the parking lot is prohibited, unless authorized by the town manager.

Wheeled or tracked conveyances, with or without a motor, including but not limited to bicycles, scooters, rollerblades, roller skates, skateboards, or the like used in the parking lots may not be operated in an unsafe manner in the parking lots. Such conveyances may be used for traveling through the parking lots, but play or sporting events are not permitted, unless authorized by the town manager as a part of a special event. Motorized toy vehicles are prohibited from being operated in the parking lots, unless authorized by the town manager as a part of a special event. Nothing in this section shall be construed to prohibit the use of personal assistance mobility devices anywhere in the parking lot.

Consumption of alcoholic beverages is prohibited, unless approved by the Virginia Alcoholic Control Authority and the town manager as a part of a special event. Consumption of other intoxicants, including but not limited to marijuana and products derived therefrom, is prohibited.

Camping is prohibited.

Littering is prohibited.

Parking of vehicles in a manner that utilizes more than one parking space or blocks travel ways, is prohibited, unless authorized by the town manager as a part of a special event.

Those parking in these lots must abide by posted parking time limitations and, where applicable pay meter fees as required, unless authorized by the town manager as a part of a special event.

The police department and the town manager are authorized to eject any person violating these rules. The town manager is authorized to revoke future use of the park by persons who violate these rules.

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**June 13, 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; Christy Dunkle, Community Development Director; Chief Neal White, Berryville Police Department

**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**

Ms. Harrison moved to approve the agenda. The motion passed by unanimous voice vote.

**4. Presentations, Awards, and Recognitions**

None.

**5. Public Hearings**

**Proposed establishment of truck length restrictions on the following streets: Byrd Ave., Hermitage Blvd. east of South Buckmarsh St., Josephine St., South Church St. between Crow St. and South Buckmarsh St., Swan Ave. east of South Buckmarsh St., and Taylor St. east of South Buckmarsh St.**

Ms. Dunkle displayed via projector a map of the area in question, and Mr. Dalton explained that the proposed ordinance would prohibit use by trucks more than fifty feet long, with exceptions for emergencies, unplanned events, and planned events and projects within the purview of the town manager. He said the penalty for violation would be a \$25 fine, plus court costs, for failure to obey a highway sign.

Ms. Harrison said she would like to see a resolution of the problem, which she described as worsening.

Mr. Mazzarino expressed concerns about the efficacy of the proposed change, saying that it would be unfortunate for the Town to be stuck with the signage for a prohibition not readily enforceable.

Mr. Dalton said many drivers follow the directions given by a GPS, which is not helpful, but that the signs might provide a hint. He said he believed further consultation with the Virginia Department of Transportation would be advisable. Ms. Harrison said this should be the next step after the hearing.

Mssrs. Dalton, Mazzarino, and Tibbens discussed costs and the installation process. Mssrs. Tibbens and Dalton also discussed the possibility of the problem being relieved by the eventual opening of the southeast collector.

Mayor Arnold opened the public hearing at 7:09 p.m.

Janice Badal said she resides on South Church Street and that the truck problem is worsening. She recommended making South Church a cul-de-sac and doing more to enforce the speed limit.

Kenneth Liggins, a former resident of Josephine Street, said the sign on Church Street directing trucks away from Josephine Street was positioned too low to attract the notice of truckers.

Deborah Liggins of Josephine Street said the truck problem has been occurring for several years and that signs on both ends of Josephine Street are needed.

Steve Dawson of Josephine Street complained of yard damage and of nocturnal truck noise.

No one else expressing a desire to address the meeting, Mayor Arnold closed the public hearing at 7:14 p.m.

## **6. Discussion of Public Hearing Items**

Mr. Tibbens asked Chief White whether a larger fine for violations would be possible. Chief White said he believed it would not be, that the figure had been set by the Virginia General Assembly as a legislative act.

Mayor Arnold recommended further consultation with VDOT.

**Mr. Steinmetz moved that the Council of the Town of Berryville direct Town staff to review the proposed truck length restriction with officials from VDOT and report their findings to the Council. The motion passed by voice vote, Mayor Arnold being the only member opposed.**

## 7. Citizens' Forum

Craig Mattice asked that the recently announced removal of barricades on Tyson and Dunlap Drives be delayed until the end of the school year or calendar year. He said the Town had not explained its decision and that his discussions with Mayor Arnold, Mr. Dalton, and Ms. Petti had not satisfied him that any specific criteria had informed the decision, which he described as arbitrary.

Kenneth Liggins displayed a photograph of the blighted property at 229 Josephine Street, which had been involved in blight abatement proceedings discussed in numerous previous meetings, and asserted that 205 Josephine Street had been spared similar attention from the Town because its owner is white.

Daniel Nelson identified himself as a member of the Josephine Street Improvement Organization and asked the Town to be circumspect about destruction of historic properties on that street and to refrain from cherry-picking regarding worthiness for preservation. He asked that Josephine Street properties be treated as equal to Barns of Rose Hill as objects of community support and attention.

Janice Badal said she lives near Rose Hill Park and that the Park has been made persistently unpleasant by vandalism, drug deals, profanity, menacing remarks from young males frequenting the park, and loud and profane rap music.

Gail Gallagher concurred with Ms. Badal and complained of packs of middle-schoolers behaving badly in the park.

## 8. Consent Agenda

The consent agenda comprised the minutes of the May 9 Town Council regular meeting.

**Ms. Harrison 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 Arnold said he had attended the GRIPs event at Johnson-Williams Middle School and had found it impressive. He noted the presence of a report from Berryville Main Street in the agenda

packet and commended President Christina Kraybill for BMS's downtown beautification efforts and support of the recent parade celebrating the Town's 225<sup>th</sup> anniversary, which he said had been successful and well-publicized and well-described by Mr. Powell's coverage for *The Winchester Star*. The mayor noted the upcoming Juneteenth program to occur on the 17<sup>th</sup> at the fairgrounds. He also commended beautification efforts by local resident Bradly Berry.

Mayor Arnold also commended Ms. Dunkle and Mr. Dalton for the street improvements that had been in progress since 2018 and would include extensive sidewalk work on East Main Street, made possible by \$6.8 million in state funding that Ms. Dunkle had secured via a highly competitive process.

Mr. Steinmetz of Ward 1 said he was excited about the new sidewalks there.

Mr. Mazzarino of Ward 3, revisiting the matter of the barriers discussed in Citizens' Forum, said opinion within Hermitage V was varied and that pleasing everyone would not be possible. He said he would recommend extra police attention in the area during the transition, and Mr. Dalton said this had been planned.

Mr. Tibbens of Ward 4 thanked everyone involved in making the sidewalk project possible, from his perspective as a former planning commissioner. He also commended the mayor and everyone else involved in making the 225 parade a success.

The other members had nothing to add.

## **12. Staff Reports**

Nothing was added to the written reports for Public Works, Utilities, Police, or Administration and Finance.

### **Community Development**

Ms. Dunkle said work was proceeding on the wayfinding signage project, that she and Ms. Harrison had met with the sign consultant and that VDOT had approved the designs. Ms. Harrison said decisions about sign location were pending.

### **Deputy Town Manager**

#### **Reserved Delivery Parking Downtown**

Ms. Petti said a citizen inquiry had prompted staff to draft a proposed ordinance and penalty as guidance for potential requests for reserved parking spaces for delivery vehicles, and then read that document aloud for the Council.

Ms. Harrison moved that the Council of the Town of Berryville adopt the attached ordinance amending Berryville Code Sec. 10-57 *Reserved Delivery Vehicle Parking* and Sec. 10-62. *General penalty for parking violations; certification of contest of parking citation*, as presented. The motion passed by unanimous voice vote.

Ms. Harrison moved that the Council of the Town of Berryville set the annual cost for a delivery vehicle parking space reserved in accordance with Berryville Code Sec. 10-57 *Reserved Delivery Vehicle Parking*, at \$250, with such fee becoming effective on January 1, 2024. The motion passed by unanimous voice vote.

#### **Update: Short-Term Rentals**

Ms. Petti said the matter of short-term rentals, discussed in previous meetings of the Council and by the Public Safety and Community Development Committees, would be the subject of a public hearing in the June 27 meeting of the Planning Commission and that no action by the Council was necessary at present.

#### **Update: Hogan's Alley**

Ms. Petti said the preliminary steps for refurbishment of Hogan's Alley were proceeding, including the acquisition earlier that day of ironwork from the railroad depot to be used for decorative accent.

#### **Town Manager**

Mr. Dalton began his report by discussing a matter not on the agenda, namely the Virginia Department of Health's finding earlier in the year that the Town's drinking water had registered a higher-than-acceptable level of a chlorine byproduct created by the process of disinfecting the water. He said the levels had temporarily returned to normal but had recently crossed the threshold again, which would necessitate another notice being sent to residents in upcoming bill mailings.

Mr. Dalton clarified that public health was the Town's top priority in water treatment, with disinfection always occurring, and that the aberrant substance was a result of the difficulty involved in balancing the amount of disinfectant needed, which can vary significantly throughout the year because of temperature changes. He said the Town has discussed the matter extensively with an engineer and with the VDH and that operators will be making treatment and system adjustments as needed. He said it would be possible for an engineer to address the July meeting of the Council.

Mr. Dalton said the VDH is working closely with the Town and that the Town had begun taking the steps the VDH would recommend. He and Mr. Tibbens briefly discussed quarterly readings.

## **Boundary Line Adjustments Between Town of Berryville, Clarke County Public Schools, and Paul Howell**

Mr. Dalton explained that construction of the final section of Mosby Boulevard eleven years ago had caused a portion of CCPS property to be stranded along the west side of a street easement and separated from the rest, and that the Town and Mr. Howell propose boundary line adjustments to resolve this problem, create conditions for orderly development, and provide for sound maintenance of properties. He displayed relevant maps and directed the Council's attention to the timetable for consideration of the matter by the various parties and governmental entities involved. He said the principal participants appeared to be in accord and that he would be addressing the school board next week.

### **Proposed Revision of Town Code to Regulate Conduct in Rose Hill Park**

Mr. Dalton said Ms. Harrison had raised concerns about noise and vandalism in the park and that Section 13-35 of the Town Code needed refinement in order to address the problem. He said he and Chief White proposed to rewrite it and would consult the Town attorney regarding the Code revisions and the rules for park use that may be placed in force under the town manager's administrative authority.

**Ms. Harrison moved that the Council of the Town of Berryville direct the town manager to review this matter with the Town's legal counsel and report their findings to the Council. The motion passed by unanimous voice vote.**

### **American Rescue Plan Act of 2021 Update**

Mr. Dalton added nothing to his written report other than noting that projects on Josephine Street had been delayed by scheduling of the process for boring under the railroad. He said he expected that task to proceed on June 28.

Ms. Harrison asked about the status of the \$250,000 allotted for building and façade grants for downtown businesses. Mr. Culp explained that the entire amount had been committed but that one applicant had decided not to proceed with an agreed-upon project, while other projects had been completed at less than the expected cost, which would release a total of approximately \$17,000 for grants to other qualified applicants.

### **Blight Abatement Update**

Mr. Dalton briefly summarized the progress of abatement work at 114, 203, and 225 Josephine Street, noting that 203 was possibly the property Mr. Liggins had had in mind when addressing the meeting. Mr. Dalton said the status of 229 Josephine Street was described in detail in the agenda packet and that he believed it might necessitate corrective measures under Section 5-3

of the Town Code, which deals with health and safety risks, rather than under Section 5-5, which deals with blight *per se*. He said there are holes in the foundation of the structure, with the potential for problems with birds and vermin, and an open cistern.

Ms. Harrison said the cistern was the matter of greatest concern. There was a discussion of the need for an inspection of it, and the process. Mr. Dalton said this was something he could do but that the property owner and the owner's legal counsel had denied him access to the property. Mr. Tibbens expressed interest in minimizing the property owner's expenses. Mr. Mazzarino cited the danger posed by leaving the problem unaddressed and recommended invoking Section 5-3 if an inspection did not occur. Ms. Harrison noted the potential hazard to law enforcement and fire and safety personnel.

The consensus of the Council was that Mr. Dalton should again seek permission to access the property.

### 13. Committee Updates

#### Budget and Finance

Ms. Poulin briefly described corrections in the budget necessitated by a formatting problem.

**Vice Mayor Gibson moved that the Council of the Town of Berryville adopt the attached budget for fiscal year 2023-2024, an approved copy of which shall be incorporated into and become part of the official minutes of this meeting, and further as set forth in this approved budget shall hereby be appropriated for fiscal year 2023-2024. The motion passed by unanimous voice vote.**

Vice Mayor Gibson said the committee would meet on June 26 at 3:00 p.m.

#### Streets and Utilities

Ms. Harrison said the committee would meet in September.

The other committee chairs had nothing to add.

### 14. Other

No other business was discussed.

### 15. Closed Session

**Vice Mayor Gibson moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss the performance of an employee of the Town Council. The motion passed by unanimous voice vote.**

The Council entered closed session at 8:36 p.m.

Vice Mayor Gibson moved that the Council adopt the attached resolution certifying the closed session. The motion passed by unanimous roll-call vote.

The Council returned to open session at 9:43 p.m.

#### 16. Adjourn

The Council adjourned at 9:46 p.m. on a motion by Mr. Mazzarino.

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Erecka L. Gibson, Vice Mayor

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Paul Culp, Town Clerk