

BERRYVILLE PLANNING COMMISSION
Berryville-Clarke County Government Center
Regular Meeting Minutes
February 27, 2024

A meeting of the Berryville Planning Commission was held on Tuesday, February 27, 2024 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Attendance: Members of the Planning Commission present: William Steinmetz, Chair; Kim Kemp, Vice Chair; William Gilpin, Dana Libby, Gwen Malone, Sheryl Reid

Absent: Michael Bell, Michelle Marino, Tom Parker

Staff present: Christy Dunkle, Community Development Director

Press present: none

1. Call to Order – William Steinmetz, Chair

Chair Steinmetz called the meeting to order at 7:00 p.m.

2. Approval of Agenda

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

3. Approval of Meeting Minutes

Ms. Malone made the motion to approve the minutes of the January 27, 2024 organizational meeting as presented, seconded by Vice Chair Kemp. The motion passed by voice vote.

Commissioners welcomed new members Mr. Gilpin and Mr. Libby.

4. Public Hearing – Special Use Permit – Short-Term Rental

Paul Perez and Gail Gallagher, Owners, are requesting a special use permit in order to operate a short-term rental at the property located at 116A South Church Street, identified as Tax Map Parcel number 14A5-((A))-69, zoned R-2 Residential. SUP 01-24

Ms. Dunkle introduced Mr. Perez and described the request. Ms. Malone, Ms. Reid, and Vice Chair Kemp, who attended a site visit the previous day, commended Mr. Perez on the work they have done to the summer kitchen. Ms. Reid noted that their work is a nod to the history of the property.

Chair Steinmetz opened the public hearing. He said there were no speakers signed up and asked if anyone wanted to speak. There were no speakers.

Chair Steinmetz closed the public hearing.

5. Discussion of Public Hearing

There being no further discussion, Vice Chair Kemp made the motion to recommend that Town Council approve the request for a special use permit in order to operate a short-term rental at 116A South Church Street. The motion was seconded by Ms. Malone and approved by voice vote.

6. Citizens' Forum

There were no comments.

7. Planning Update

Ms. Dunkle updated Planning Commissioners on the Town council Community Development Committee's discussions concerning portable storage containers and the Virginia Commission for the Arts Creative Communities Partnership Grant.

8. Planning Update

There was no update.

9. Other

There was no other business.

10. Adjourn

Ms. Reid made the motion to adjourn the meeting, seconded by Ms. Malone. The meeting was adjourned at 7:14 p.m.

William Steinmetz, Chair

Christy Dunkle, Secretary