

**BOARD OF ZONING APPEALS  
TOWN OF BERRYVILLE  
MINUTES OF ORGANIZATIONAL MEETING  
Thursday, January 19, 2023**

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The organizational meeting of the Berryville Board of Zoning Appeals was held on Thursday, January 19, 2023. The meeting was called to order by Christy Dunkle, Town Planner, at 7:00 p.m. in the Berryville – Clarke County Council Chambers located at 101 Chalmers Court in Berryville, Virginia.

**ATTENDANCE**

The members of the Board present were: Dandridge Allen, Jay Briggs, Gerald Dodson (remote), Gwen Malone, Allen McWilliams

Absent: None

The following staff member was present: Christy Dunkle, Community Development Director

Press: None

Ms. Dunkle called the meeting to order at 7:08 p.m.

**ELECTION OF OFFICERS**

Mr. McWilliams nominated Ms. Gwen Malone as Chair, seconded by Dr. Allen, the motion passed unanimously by voice vote.

Mr. McWilliams nominated Mr. Dodson for Vice Chair, seconded by Chair Malone, the motion passed unanimously by voice vote.

**APPROVAL OF AGENDA**

Chair Malone moved, seconded by Mr. McWilliams, to approve the agenda as written. The motion passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Dr. Allen moved, seconded by Chair Malone, to approve the minutes of August 16, 2018 meeting as written. The motion passed unanimously by voice vote.

**DISCUSSION – Section 505 Board of Zoning Appeals of the Berryville Zoning Ordinance**

Ms. Dunkle said that she would like to discuss Section 505 as it relates to Board of Zoning Appeals responsibilities and tasks. She said the ordinance was updated in 2016 in order to conform to changes made in the Code of Virginia. She identified Section 505.1(n) Hearings – Procedures, which states that non-legal staff of the Town Council may have ex parte communications with a member of the Board prior to the hearing but may not discuss the facts or law relative to the case before the Board of Zoning Appeals.

Ms. Dunkle discussed Section 506 Modifications, which allows for administrative determinations for modifications as long as all of the items required in the zoning ordinance are met. She added that this was a significant change from the previous iteration of the ordinance.

Mr. Briggs asked if any other changes need to be made. Ms. Dunkle said there were not.

**DISCUSSION – Certified Board of Zoning Appeals Training Opportunities**

Ms. Dunkle said that the VCU Land Use Education Program is offering a virtual Certified Board of Zoning Appeals Training in February. Mr. Briggs and Chair Malone said they would like to take the class. Mr. Dodson said he may be interested and would let staff know by the registration deadline.

**OTHER**

Mr. Briggs requested that each member introduce themselves and tell members about themselves.

**ADJOURNMENT**

There being no further business to come before the Board, on motion by Mr. McWilliams, seconded by Mr. Briggs, the meeting was adjourned at 7:28p.m.

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Gwen Malone, Chair

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Christy Dunkle, Recording Secretary