

**BERRYVILLE PLANNING COMMISSION**  
**Berryville-Clarke County Government Center**  
**Regular Meeting Minutes**  
**April 23, 2024**

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A meeting of the Berryville Planning Commission was held on Tuesday, April 23, 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; William Gilpin, Dana Libby, Gwen Malone, Michelle Marino, Tom Parker, Sheryl Reid

**Absent:** Michael Bell

**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 7:02 p.m.

**2. Approval of Agenda**

Ms. Reid 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 February 27, 2024 meeting as presented, seconded by Mr. Gilpin. The motion passed by voice vote, with Ms. Marino and Mr. Parker abstaining.

**4. Election of Vice Chair**

Chair Steinmetz asked for nominations for vice chair. Mr. Parker made the motion to elect Gwen Malone as vice chair, seconded by Mr. Libby. The motion passed by voice vote.

**5. Set Public Hearing**

Ms. Dunkle said that Ms. Fowlds was in attendance should the Commissioners have any questions. Ms. Dunkle said that the applicant would like to open a hair salon at her home on Isaac Court. She discussed the proposed hours of operations as submitted by the applicant. Mr. Parker asked for clarification on the signage which allows a placard under Section 315 of the Zoning Ordinance. Ms. Dunkle said she would research the signage allowance in the ordinance and the covenants and inform Planning Commissioners at the next meeting.

There being no further discussion, Ms. Reid made the motion that the Planning Commission of the Town of Berryville set a public hearing for Tuesday, May 28, 2024 to hear public comment on a special use permit for a hair salon located at 108 Isaac Court. The motion was seconded by Vice Chair Malone and passed by voice vote.

#### **6. Set Public Hearing – Repeal and Readoption of Section 322 Erosion & Sediment**

Ms. Dunkle said she printed and distributed Mr. Libby's questions and comments to discuss at the meeting. She discussed the state programming of stormwater and erosion and sediment control programs and told Commissioners that the Commonwealth had taken over the Town's stormwater management program in 2017 after offering to do so. She said smaller localities who chose to have the Commonwealth operate their stormwater management programs still maintained their respective erosion and sediment control programs. There was a discussion about the Chesapeake Bay Preservation Area. Ms. Dunkle said that Town staff has certification as program administrator and inspector. She added that the previous update of the ordinance was in 2017. Ms. Dunkle said that the state is now merging stormwater and erosion and sediment control programs together creating one ordinance. She said that the Town is only updating the erosion and sediment control ordinance.

There being no further discussion, Vice Chair Malone made the motion that the Planning Commission of the Town of Berryville set a public hearing for Tuesday, May 28, 2024 to hear public comment on the repeal and readoption of Section 322 Erosion and Sediment Control of the Berryville Zoning Ordinance. The motion was seconded by Ms. Marino and passed by voice vote.

#### **7. Set Public Hearing – Text amendments establishing public street widths and street light standards**

Ms. Dunkle said that the Town Council Streets and Utilities Committee is recommending text amendments to establish street right-of-way widths and street light standards. She said that in order to accommodate larger sidewalks, additional right-of-way is needed adding that sufficient room for utility strips is also important. Ms. Dunkle discussed the proposed street light standards. She said that in her research, there were no specific spacing requirements, adding that Rappahannock Electric does not have established regulations. There was a discussion about locations of street lights and responding to complaints of too much light and not enough.

There being no further discussion, Mr. Parker made the motion that the Planning Commission of the Town of Berryville set a public hearing for Tuesday, May 28, 2024 to hear public comment on text amendments concerning street rights-of-way and street lighting standards in the zoning and subdivision ordinances. The motion was seconded by Mr. Gilpin and passed by voice vote.

#### **8. Citizens' Forum**

There were no comments.

#### **9. Planning Update**

There was a discussion about the mural in Hogan's Alley and the Big Flea event that took place over the weekend.

**10. Other**

There was no other business.

**11. Adjourn**

Ms. Reid made the motion to adjourn the meeting, seconded by Vice Chair Malone. The meeting was adjourned at 7:25 p.m.

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William Steinmetz, Chair

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Christy Dunkle, Secretary