

**MINUTES**  
**BERRYVILLE TOWN COUNCIL**  
**Berryville-Clarke County Government Center**  
**Regular Meeting**  
**November 10, 2015**  
**7:30 p.m.**

**Town Council:** Present-Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; Doug Shaffer; Mary Daniel; Absent- David Tollett

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Ann Phillips, Town Clerk

**Press:** Val Van Meter, Winchester Star

1. Call to Order

Mayor Kirby called the meeting to order at 7:31 p.m.

2. Pledge of Allegiance

3. Public Hearings

Mayor Kirby opened the Public Hearings and asked the Clerk to read the first Public Hearing notice:

Amendment to Berryville Area Plan

*Proposed amendment to the Berryville Area Plan, Chapter 5, in order to increase the number of Older Person Residential multifamily units from 120 to 180 and reducing the number of Older Person residential single-family units from 180 to 120 units as identified in Sub-Area 6A of Annexation Area B*

The Mayor asked if comments regarding the public hearing topic had been received at the Town Office. Ms. Dunkle said she was visited by Prue Anderson, a Clarke County resident, who came in to comment on the public hearing tonight because she is unable to attend due to illness. Ms. Dunkle said that Ms. Anderson's concern is that this action is against the current comprehensive plan.

The Mayor recognized David Jester of 200 63<sup>rd</sup> Street, Virginia Beach, Virginia, who said he has been President of Marlyn Development for 30 years. He said that Marlyn is a for-profit builder adding that non-profit builders cannot produce enough housing. Mr. Jester said that the type of financing used to fund the proposed development has one restriction: the retirement income has a cap, and said the age restriction is 62, but that the average age of residents is 70. Regarding the already approved 60 units versus the proposed 120 units, Mr. Jester said that Marlyn could build a 60 unit development, but it would be shelter only. He said that by building 120 units, the development can be a community with a lifestyle, maintenance, and various amenities. Mr. Jester said the proposed rents of \$950 for a one-bedroom and \$1100 for a two-bedroom are 20% below market rate.

Mayor Kirby recognized Brian Staub of 300 Booty Lane, Virginia Beach, Virginia who said he is with Marlyn Development. Mr. Staub showed a PowerPoint presentation and said Marlyn is focused on the growing senior population. He highlighted the amenities in a typical Marlyn complex.

The Mayor recognized Dan Garrett of 303 Archer Court, Berryville, who said there is a simple solution to the Marlyn request: either raise the cap or eliminate the cap. He showed a PowerPoint presentation

saying past resistance to additional senior housing was based on emergency services limitations. He added that fee-for-service and the \$150,000 proffer have eliminated the concern about emergency services capacity.

Mayor Kirby recognized Stuart Patz who declined to speak.

The Mayor recognized Francis Nance of 308 35<sup>th</sup> Street, Virginia Beach, Virginia, who said he was filling in for Andrew Painter who could not attend. He said the Marlyn proposal represents a \$15 million investment in the Town that will result in the highest quality and best amenitized development in the Town, adding that it would be better than market rate townhouses.

Mayor Kirby recognized Jon Erickson of 270 Duke Lane, Bluemont, who said he represented Morris and Ritchie. Mr. Erickson said the Berryville Area Plan was created in 1992 and that much has changed. He said no one can tell him where the cap of 300 units comes from, and the number cap does not make sense. He added the project is a large investment in the community, will provide open space, and will handle its own storm water management as well as assist with storm water features on adjacent properties.

The Mayor recognized Sara Mitchell of 110 Battletown Drive who said she has lived in Berryville for five years and her mother has lived at Greenfield Assisted Living for five years. She said she cherishes the qualities of small towns and has observed Northern Virginia for 17 years. She added that Berryville is at a crossroads, and she asked that the large Marlyn proposal not be approved as it would change Berryville's character and we would lose what a small town is all about. Ms. Mitchell said that new senior housing should complement our uniqueness and size.

Mayor Kirby recognized Frank Lee of 205 Swan Avenue who stated that he is a member of the Berryville Area Development Authority and the Clarke County Planning Commission, but was speaking as an individual. Mr. Lee noted the 60 units of multi-family units currently in the Older Person Residential zone at the Mary Hardesty House and said 60 additional units had been approved but were not built because financing was not available. Regarding Marlyn's proposal for 120 units, he said he questions some of the conclusions in the financial impact report they presented. Mr. Lee said that Emergency Services has said they would need an additional three full-time staff to meet the expected demand. He added the director of Shenandoah Area Agency on Aging spoke to the Berryville Area Development Authority citing a need for access to services and saying transportation for residents of the proposed facility would be a concern.

The Mayor recognized Pat Dickinson of 413 Montgomery Court who said she supports raising the cap. She said she recently had a family member who needed assisted care and she felt fortunate to find a facility. She added that the proposal benefits the Town.

Mayor Kirby recognized Bonnie Echols of 400 Custer Court. Mrs. Echols noted support for the proposed development saying it is the highest and best use of the land in question and would provide a buffer between housing and the commercial development to the east. She then noted there are 27 acres holding four senior housing developments: Mary Hardesty and Greenfield, which are built, and Marlyn and another assisted living facility which are proposed. Mrs. Echols said the total tax revenue to the Town from the four developments is estimated to be \$52,535 while the total for the County would be \$516,129. She added that 45% of those units would come from the proposed Marlyn development.

The Mayor recognized Alton Echols of 400 Custer Court who said the assisted care planned for west of the proposed Marlyn site will be built and will have a higher rate of emergency calls than the proposed Marlyn development. He said that financially, if any type of development other than apartments could have been built, he would have done so by now. He said other developers have been priced out.

Mayor Kirby recognized Wayne Webb of 510 Ewell Court who said he is in favor of the proposed development. He said the area has water and sewer and is where development should go. In reference to emergency services, Mr. Webb said the frequent flier use of emergency services for transport to the hospital has been fixed. He added that the following day was Veterans Day, and said veterans need this type of housing.

The Mayor recognized Carol Brophy of 300 Early Drive who said she supports the amendment to raise the unit cap. She said plans are not written in stone, and she asked that it be modified to support what the majority of residents want and need. She added that we should not be asking how many Berryville residents this will help.

Mayor Kirby recognized Janet Tolin of 311 Archer Court who said she has lived in Berryville for 11 years and likes living here. She said we should be looking to improve quality of life for all members of the community and should help senior citizens. She added that the tax revenue will help all town businesses. Ms. Tolin said the proposal will offer jobs to citizens, and provide funds and grants to emergency services. She said baby boomers are aging and asked that the plan and zoning ordinance be amended to allow for the proposed development.

The Mayor recognized Charles Randy Mullet of 301 Archer Court who said he is not pro-Marlyn, but is pro-lifting of the cap. He said buying the Clarke County High School property saved a lot of housing units from being built, and some of those could be used by the development. He added that the process does not feel right because there is always another hurdle to cross.

Mayor Kirby recognized Robina Rich Bouffault of Boyce who said she is a member of the Clarke County Planning Commission and the Shenandoah Area Agency on Aging (SAAA) Board, and is a former member of the Berryville Area Development Authority (BADA). Ms. Bouffault said the proposed amendment would affect the old, or about to be replaced, Berryville Area Plan theoretically requiring that the entire process be initiated again after the new Plan is approved. She questioned two draft resolutions included in the packet which she said were unilaterally approving the plan amendment, completely by-passing the legally responsible entity, the BADA, and ignoring the County Board of Supervisors, who are requested to hold a public hearing concerning the amendment. She said no other draft options were included in the packet, which might have been either to table the text amendment request until after final approval of the new Berryville Area Plan, as recommended by both the BADA and the Town Planning Commission, or to simply deny it. Ms. Bouffault said a premature one-sided approval would undermine the long-term agreement the town has had with the County Board of Supervisors in the form of the BADA, the legal entity responsible for such plan amendments. She said it would also create a legal precedent that would open the Town Council up to challenges in court every time a developer wanted some text amendment or other change that was not in accordance with the Berryville Area Plan, and which the Town wanted to deny. Ms. Bouffault then referred to a chart showing substantial two-year increases of services provided by the Shenandoah Area Agency on Aging. She said the group is the main provider of senior services to Clarke County, including 30% of the Mary Hardesty House residents, and noted demand has increased significantly. Ms. Bouffault asked that before agreeing to any text amendment concerning seniors, that Council talk to the interested parties providing services to our

seniors such as the SAAA and FISH of Clarke County, who are composed of volunteers serving the elderly of both Mary Hardesty house and the apartments on Josephine Street. She said the SAAA has very tight funding, and FISH is already struggling financially, and neither can handle any major increase in the number of seniors they are expected to service. Ms. Bouffault said presuming that Marlyn will continue with its request once the new Berryville Area Plan has been approved, both the SAAA and FISH should be part of the discussion so that the true financial impact to the community can be evaluated. She added that perhaps Marlyn could help fund the increase in services through mutually agreeable proffers. She concluded by asking Council not to flout its own regulations, and accept the recommendations of the BADA and the Town Planning Commission. She asked the Council to wait and do it the right way.

The Mayor recognized Jean Carrigan of 404 Custer Court who said she supports raising the cap and cited additional revenue to the Town. She said the proposed development is a place that people like herself can go, since some people will not qualify for Mary Hardesty House.

There being no others wishing to speak, the Mayor asked the Clerk to read the second public hearing notice:

Text Amendment to Berryville Zoning Ordinance  
*Proposed amendment to the Berryville Zoning Ordinance, Section 614.5, in order to increase the number of permitted multifamily units in the OPR Zoning District from 120 to 180 and decreasing the number of single family detached, two-family detached, and single-family attached units from 180 to 120 units*

The Mayor asked if comments had been received at the Town Office. The Clerk read a letter from Nada Jill Butler of 123 Swan Avenue as follows: "There being no requirement or need for the Town of Berryville to rush to assist the owner (Alton Echols) of the property for the senior housing in any sale of that property to Marlyn Development Corporation nor to assist the for-profit Marlyn Development Corporation in the pursuit of its business plan and; Changing the Town Plan and zoning ordinances out of order gives the appearance of favoritism to private persons and businesses, places the Town in a position of picking business winners and losers, and sets a precedent for other private entities to expect and demand the same favorable treatment and; Changing Town Plan and zoning ordinances out of order transfers financial risk from the land owner and the developer to the Town in matters of overall planning and taxing of its citizens which may be required to support potential excess development: As has been recommended by the Berryville Area Development Authority and the Berryville Planning Commission, this town resident requests that the Council wait until the proposed Town Plan is adopted to consider any changes to the Town Plan or zoning ordinances."

Mayor Kirby recognized Rick Witta of 412 Custer Court who asked if not this development, then what? He asked how a business owner would feel about 200 new residents who could be customers. He cautioned the Council not to be labeled as obstructionists.

The Mayor recognized Alton Echols of 400 Custer Court. He said the text amendment would allow a development significantly more beneficial than the County proposal of attached town homes. He asked that this area be for seniors. Mr. Echols said the Shenandoah Area Agency on Aging was not serving Mary Hardesty House until they asked to do so. He added that the plan update had been going on for a year, and the five-year review was due in June.

Mayor Kirby recognized Wayne Webb of 510 Ewell Court. Mr. Webb said he had built his home with aging in mind, but hopes to move to the new development at some point.

The Mayor recognized Sharon Strickland of 312 Early Drive. Ms. Strickland identified herself as a veteran having worked for the federal government for many years, and was proud of it. She said of the previous speakers on the proposed development, only three were negative. She said she represents 185 houses in Berryville and a lot of families want this development.

Mayor Kirby recognized Carol Brophy of 300 Early Drive who asked the Council to consider and approve the proposed text amendment. She said seniors make good neighbors, contribute taxes, don't use schools, and do not generally drive at busy times of the day. Ms. Brophy added she does not believe the plan will be updated in two months, and said if enough people are upset, there will be a big turnout on Election Day. She urged the Council not to take the recommendations they had been given, but to do what is right for the whole town and approve the amendment.

The Mayor recognized Wingate MacKay-Smith of White Post, Virginia, who said she is member of the Berryville Area Development Authority and has been involved in the plan update which is a collective process. She said her board has been looking at all the sub-areas, and has meticulously followed the process. She added that emergency services will be maxed out by the development that is on the books currently. Ms. MacKay-Smith questioned the financial impact statement provided by Marlyn saying the stated market area covered three counties with a population of 237,260 when the population of Clarke County is only about 14,000. She added that the type of funding proposed incorporating federal low income standards and tax credits shows that profit is the primary motivation for the project.

Mayor Kirby recognized David Jester of 200 63rd Street, Virginia Beach, Virginia, who said he would like to address some of the concerns that had been raised. He said Marlyn Development wants to build a senior community. He said the increase in the number of seniors in the community is mitigated by full-time staff at the facility. Regarding the concern that Berryville is a small town, Mr. Jester said that a Marlyn project has never had a negative impact on any community, has never caused an increase in EMS staff or vehicles, and will not impact roads and schools.

There being no others wishing to speak, the Mayor asked the Clerk to read the third public hearing notice:

*Text Amendment to Berryville Zoning Ordinance*

*Proposed amendment to the Berryville Zoning Ordinance, Section 703.6(b)viii, in order to require review by the Berryville Architectural Review Board of demolition, building relocation, and structures erected by the rear building line of the main residential building if visible from the public right of way for properties located in the local historic district*

No one wished to speak on the topic, and no comments were received by the Town Office.

**Upon motion of Council member Shaffer, and seconded by Council member Daniel, the public hearing was closed on the following vote:**

Aye – Wilson Kirby  
Harry Lee Arnold, Jr.  
Mary Daniel  
Allen Kitselman

Douglas Shaffer

Nay – None

Absent – David Tollett

4. Approval of Minutes

**Upon motion of Recorder Arnold, seconded by council member Kitselman, the minutes of the October 13, 2015 meeting were approved as follows:**

Aye – Wilson Kirby  
Harry Lee Arnold, Jr.  
Mary Daniel  
Allen Kitselman  
Douglas Shaffer

Nay – None

Absent – David Tollett

5. Citizens' Forum

Mayor Kirby recognized Kenneth Liggins of 206 Josephine Street who said he was in favor of the proposed Marlyn project. He said he is president of the Josephine Improvement Association, and presented an invoice to the Town for infrastructure which he says was built by the Josephine Improvement Association and was taken by the Town when he claims the Town illegally annexed Josephine Street. He submitted copies of an invoice in the amount of \$3,277,497.

The Mayor recognized Alton Echols of 400 Custer Court who thanked the public works committee for help in getting Chamberlain Street into the Town maintenance system. He also said he was appearing on behalf of a property owner who is interested in the raising of the convenience store size in order to be competitive.

6. Report of Wilson Kirby, Mayor

Mayor Kirby said the Veterans Day Program would be held the following day with Representative Barbara Cornstock attending as the guest speaker.

7. Report of Christy Dunkle, Asst. Town Manager for Community Development

A. A discussion of the first and second public hearing topics was held. Mayor Kirby said that he does not agree with the recommendations from the BADA and the Planning Commission to hold off action, and asked for comments. Council member Daniel said she had asked Ms. Dunkle for procedural information, and said the question is the number units, with the choice being to move forward now or wait for the plan update process to be completed. Ms. Dunkle is anticipating that a public hearing on the draft area plan update will be held in January.

Mayor Kirby said his concern is that several years ago a plan was approved, but the owner did not get financing. He said this is an advantage for the Town, and an opportunity to benefit from additional water and sewer customers.

Council member Kitselman said that circumventing the process to benefit a private developer is wrong. He said that he has chaired the BADA through the process and can't vote to go against that body's recommendation.

Recorder Arnold said he is comfortable with the BADA having members from the Town and County, and is also comfortable with the Town Planning Commission, and agrees with their recommendation on the Marlyn issue.

Council member Daniel asked how it circumvents the process. Council member Kitselman said a private developer is driving the amendment request. Council member Daniel asked Ms. Dunkle to review the changes on the draft Berryville Area Plan. Ms. Dunkle read Section 6A of the draft Berryville Area Plan.

Council member Daniel asked if there were any other site plan applications pending the outcome of this request, and Ms. Dunkle said there is a special use permit application pending the outcome of this request.

The Mayor asked for the Council's pleasure. Council member Daniel noted that Council member Tollett was absent.

B. The mayor asked for any discussion on the third public hearing item. **Recorder Arnold moved that the Council of the Town of Berryville adopt the attached text amendment to Article VII, Section 703.6(b)viii of the Berryville Zoning ordinance in order to require review of demolition, building relocation, and new structures behind the rear building line if visible from the public right of way of parcel located in the Berryville historic District by the Architectural Review Board. Council member Kitselman seconded the motion which carried as follows:**

Aye – Wilson Kirby  
Harry Lee Arnold, Jr.  
Mary Daniel  
Allen Kitselman  
Douglas Shaffer

Nay – None

Absent – David Tollett

AN ORDINANCE AMENDING  
ARTICLE VII, SECTION 703.6(b)viii  
OF THE TOWN OF BERRYVILLE ZONING ORDINANCE

BE IT ORDAINED, by the Council of the Town of Berryville, that Article VII, Historic District Regulations, Section 703.6(b)viii, of the Town of Berryville Zoning Ordinance shall be amended as follows:

ARTICLE VII

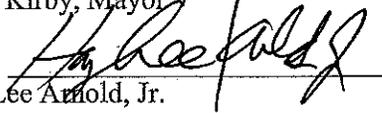
**703.4 DUTIES OF THE BERRYVILLE ARCHITECTURAL REVIEW BOARD**

703.6(b)viii Demolition, relocation, or erection of structures accessory to residences, where the accessory structure lies entirely behind the rear building line of the main residential building if not visible from a public right of way.

SIGNED:

  
Wilson Kirby, Mayor

ATTEST:

  
Harry Lee Arnold, Jr.

C. Ms. Dunkle said Burwell Court has been completed and is eligible for inclusion in the VDOT Urban Highway System and Maintenance Inventory. The Mayor asked Ms. Dunkle to read the suggested resolution. **Recorder Arnold moved that the Council of the Town of Berryville approve the attached resolution requesting VDOT acceptance of Burwell Court for inclusion in the VDOT Urban Highway System and Maintenance Inventory in order for the Town to receive municipal assistance maintenance funding. Council member Kitselman seconded the motion which carried as follows:**

Aye – Wilson Kirby  
Harry Lee Arnold, Jr.  
Mary Daniel  
Allen Kitselman  
Douglas Shaffer

Nay – None

Absent – David Tollett

RESOLUTION OF GOVERNING BODY OF  
The Town of Berryville

The governing body of the Town of Berryville, Virginia, consisting of 6 members, in a duly called meeting held on the 10th day of November, 2015 at which a quorum was present, RESOLVED as follows:

**A RESOLUTION: REQUESTING ACCEPTANCE OF BURWELL COURT INTO THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) URBAN HIGHWAY SYSTEM AND MAINTENANCE INVENTORY**

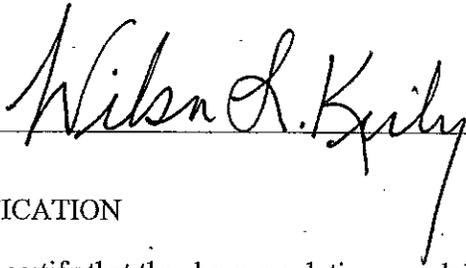
WHEREAS, the street referenced above has been completed and is now eligible for VDOT maintenance funding; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Berryville, Virginia hereby requests VDOT to accept the street referenced above as identified on the attached U-1 form and accompanying documentation into the Urban Highway System and Maintenance Inventory for maintenance payments in accordance with § 33.1-41.1 of the Code of Virginia, 1950 as amended.

Passed this 10th day of November, 2015.

THE TOWN OF BERRYVILLE

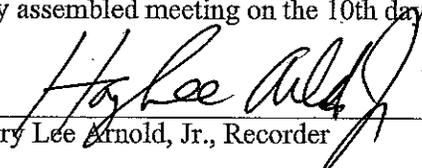
Attest:



By: Wilson L. Kirby, Mayor

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Council of the Town of Berryville, in a duly assembled meeting on the 10th day of November, 2015.

  
Harry Lee Arnold, Jr., Recorder

D. Ms. Dunkle said the next item regarded a Town request for revenue sharing from VDOT. Mr. Dalton said that concern had been expressed about pedestrian safety on Buckmarsh Street, especially where it intersects Swan Avenue. He said a meeting had been held with VDOT personnel where a blinking signal, activated by a pedestrian, was discussed because of the number of pedestrians mainly from the middle school. Mr. Dalton said that the Town could be eligible for 50-50 revenue sharing from the state for such a project, and the deadline for applying was October 30. He said with the Mayor's approval, staff did make application in order to meet the deadline. Mr. Dalton said he is not in a position to say this is the solution, but he recommends being in the process for funding while the matter is being studied. He added that there has been a preliminary discussion with the schools to address partnering with them, and if all goes well then the intersection of Main Street and Lincoln Avenue could be similarly discussed as an area of concern to the schools.

Ms. Dunkle said the funding proposal is for \$13,500 each to come from the Town and the State. Mr. Dalton said the right-of-way and easements will be reviewed. He added that if the project has to be put out for bid, it will be more costly and that cost is reflected in the engineering budget.

Council member Shaffer asked about the life expectancy of the system and Mr. Dalton said he did not have enough information yet, and would defer to the engineers to answer that question. Mayor Kirby asked about the percentage of the \$13,500 that would come from the Town and the County schools. Mr. Dalton said it was very early in the discussion, and that the percentage may be different for Swan Avenue/Rt. 340 than for Lincoln Avenue/Main Street. He added that he hopes the Town does not have to handle maintenance when the schools already maintain a similar system.

The Mayor asked if Council had any interest in pursuing the revenue sharing request. **Council member Daniel moved that the Council of the Town of Berryville approve the attached resolution requesting VDOT Revenue Sharing funds in order to install a flashing pedestrian signal at the intersection of South Buckmarsh Street and Swan Avenue. Council member Shaffer seconded the motion which carried as follows:**

Aye – Wilson Kirby  
Harry Lee Arnold, Jr.  
Mary Daniel  
Allen Kitselman  
Douglas Shaffer

Nay – None

Absent – David Tollett

### RESOLUTION OF TOWN OF BERRYVILLE

At a regularly scheduled meeting of the Town of Berryville Town Council on November 10, 2015, on a motion by Mary Daniel, seconded by Doug Shaffer, the following resolution was adopted by a vote of 5 (yay) to 0 (nay) to 1 (absent):

WHEREAS, the Council of the Town of Berryville desires to submit an application for an allocation of funds of up to \$13,500 through the Virginia Department of Transportation Fiscal Year 2016-17, Revenue Sharing Program; and,

WHEREAS, \$13,500 of these funds are requested to fund a pedestrian activated flashing crossing light on South Buckmarsh Street at the intersection of Swan Avenue; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Council of the Town of Berryville hereby supports this application for an allocation of \$13,500 through the Virginia Department of Transportation Revenue Sharing Program

BE IT FURTHER RESOLVED THAT the Council of the Town of Berryville hereby grants authority for the Town Manager to execute project administration agreements for any approved revenue sharing projects.

ADOPTED this 10th day of November, 2015

A COPY ATTEST

  
\_\_\_\_\_  
Harry Lee Arnold, Jr., Recorder

Mr. Dalton said that VDOT and the State Police had been planning to be in Town addressing truck traffic concerns on Buckmarsh Street, but he has not heard from them yet. He added that the Town is planning another traffic study on Buckmarsh Street, and was waiting for the new striping to be complete, which has just happened.

8. Report of Keith Dalton, Town Manager

Mr. Dalton said the Planning Commission is moving forward with blight abatement at 203 Moore Drive which suffered a fire last spring and is now owned by FNMA. He stated that the property owner failed to respond to his notice; therefore he has developed a blight abatement plan that will be submitted to

the Planning Commission and Town Council. He added the Planning Commission will have a hearing at their December meeting. Mr. Dalton said he hopes that FNMA will come forward and address the blighted property. There was discussion of requesting help from elected officials in addressing the issue. **Council member Daniel moved that the Council of the Town of Berryville authorize the Mayor to write to federal elected officials and other parties who might assist with blight abatement at 203 Moore Drive. Recorder Arnold seconded the motion which carries as follows:**

Aye – Wilson Kirby  
Harry Lee Arnold, Jr.  
Mary Daniel  
Allen Kitselman  
Douglas Shaffer

Nay – None

Absent – David Tollett

By consensus, the Council set a public hearing on the blight abatement plan for the January Town Council meeting date.

9. Report of H. Allen Kitselman, III – Berryville Area Development Authority Liaison  
Council member Kitselman said the BADA will meet on November 18 to review comments on the draft Berryville Area Plan update.

10. Report of Harry Lee Arnold, Jr., - Chair, Budget and Finance Committee  
Recorder Arnold had nothing to report.

11. Report of H. Allen Kitselman, III - Chair, Community Improvements Committee  
Council member Kitselman noted there have been discussions with staff at Virginia Logos and there may be an option to have local staff install tourist oriented directional signs per VDOT's specifications. A discussion of the budgeted \$10,000 for wayfinding signage and a possible additional \$3000 to the tourist oriented directional signage budget led to a consensus that the additional spending will be recommended once final numbers are available. Council member Kitselman said staff has drafted a letter to state delegates regarding the cost of the signage packages because the process is onerously expensive. He added he will forward the draft to Council members when it is completed.

12. Report of Douglas A. Shaffer – Planning Commission Liaison  
Council member Shaffer said the Commission has discussed the text amendment and the convenience store square footage regulations and will vote on the issues at the next meeting.

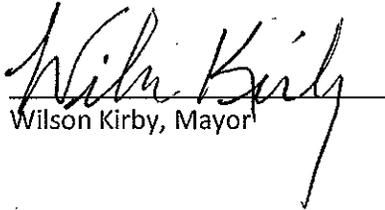
13. Report of Mary L. C. Daniel – Chair Police and Security Committee  
Council member Daniel said the traffic issues discussion will be renewed once the next traffic study is complete.

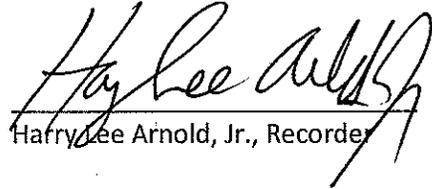
14. Report of Wilson Kirby – Chair, Streets and Utilities Committee  
Mayor Kirby had nothing to report.

15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee  
Recorder Arnold said with several vacancies, there will be appointments made shortly.

16. Adjourn

There being no other business, upon motion of Council member Shaffer, seconded by Council member Daniel, the meeting was adjourned at 10:00 p.m.

  
Wilson Kirby, Mayor

  
Harry Lee Arnold, Jr., Recorder

**BERRYVILLE TOWN COUNCIL  
PERSONNEL COMMITTEE  
Wednesday, November 18, 2015  
Berryville-Clarke County Government Center  
9:00 a.m.**

**MINUTES**

**Roll:**

**Town Council:**

Present: Harry Lee Arnold, Jr., Chairman; Wilson Kirby

**Staff:** Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner

**Press:** None

1. Call to Order

Chairman Arnold called the meeting to order at 9:01 a.m.

2. Discussion – Recommendation for appointment to Town Boards

Mr. Dalton explained that there are several appointments to be made including those for the Berryville Area Development Authority, the Board of Zoning Appeals, and the Town Council. Mr. Kirby noted that the Committee needs to plan for the Town Council appointee to start serving a term on January 1, 2016. Chairman Arnold said the Committee needs to put extra focus on the Town Council position.

There was a general discussion of boards and commissions. By consensus, the following interview schedule was set in order for the Committee to meet with applicants to the various boards:

December 2	8:30-10:30 a.m.
December 4	8:30-10:30 a.m.
December 7	1:00-4:30 p.m.

The Committee directed Staff to schedule interviews.

3. Adjourn

There being no further business, the meeting was adjourned at 9:57 a.m.



**MINUTES**  
**BERRYVILLE TOWN COUNCIL STREETS AND UTILITIES COMMITTEE**  
**Berryville-Clarke County Government Center**  
**Called Meeting**  
**November 19, 2015**  
**9:00 a.m.**

Present:

**Town Council Streets & Utilities Committee:** Wilson Kirby, Douglas Shaffer

**Staff:** Keith Dalton, Town Manager

**Press:** None

1. Call to Order

Committee Chairman Kirby called the meeting to order at 9:00 a.m.

2. Discussion

Mr. Dalton reviewed the Street Work Priorities for FY 2016 and the committee discussed what had been accomplished and what needed to be done in the spring. The committee discussed water system work on Battletown Drive, Academy Street, and Academy Court.

Mr. Dalton introduced a draft of the Street Work Priorities for FY 2017. The committee discussed the draft and agreed to examine streets throughout town before their next meeting.

3. Other

Mr. Dalton discussed the matter of Clarke County completing Jack Enders Blvd. so that it can be accepted into the Secondary System. He provided a copy of a letter that had been received this week from Clarke County offering funds for the Town to complete the street. Mr. Dalton agreed to draft a response to the County and provide it to the Town Council for review.

Mr. Dalton provided the committee with a draft of a page for the Town website that would inform the public about snow removal operations and snow related ordinances. The committee members agreed to review the page and provide any input they have to the Town Manager.

Mr. Dalton provided the committee with a revised Snow Removal Plan. The committee members agreed to review the plan and provide any input they have to the Town Manager.

Mr. Dalton provided the committee with a draft policy that addresses how the Town will settle claims for mailboxes damaged during snow removal operations. The committee members agreed to review the policy and provide any input they have to the Town Manager.

By consensus, the next Committee meeting was set for December 7, 2015, at 9:00 a.m.

4. Adjourn

There being no further business, the meeting was adjourned at 10:31 am.

