

**PLANNING COMMISSION**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**August 27, 2019**

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A meeting of the Berryville Planning Commission was held on Tuesday, August 27, 2019 at 7:30 p.m. at the Berryville-Clarke County Government Center in Berryville.

**ATTENDANCE:** Members of the Planning Commission present: Doug Shaffer, Chair; Kim Kemp, Vice Chair; Gwen Malone; Michelle Marino; Sheryl Reid

Absent: Dale Barton, Krish Mathur, Deb Zimmerman, William Steinmetz

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Others present: Julie Abrera

Press present: None

**CALL TO ORDER**

Chair Shaffer called the meeting to order at 7:30pm.

**APPROVAL OF AGENDA**

Ms. Reid made the motion to approve the agenda as presented, seconded by Ms. Malone, the agenda was approved by voice vote.

**APPROVAL OF MINUTES**

Ms. Reid moved to approve the minutes of the July 23, 2019 Planning Commission meeting as amended to correct a date, seconded by Vice Chair Kemp. The motion passed by voice vote.

**REGULAR SESSION**

**Citizen's Forum**

Chair Shaffer asked if anyone wished to speak. There were no speakers.

**OLD BUSINESS**

**Discussion – Special Use Permit Home Occupation**

Chair Shaffer asked if Commissioners had been able to go by the site and understand the intent of the request. Ms. Reid suggested previous paving options for parking on the lawn. Chair Shaffer asked if Commissioners had any questions for the applicant. Ms. Marino confirmed that everything was moving forward as indicated from the July meeting. Ms. Abrera said it was and Ms. Dunkle said she

had not received additional correspondence since the last meeting adding that all comments were included in the packet.

There was a discussion about the existing dead end condition of the street. Ms. Dunkle explained emergency services access for an emergency event several years ago when the fence at the end of the street was temporarily removed. She also discussed the right-of-way on the street and identified its location.

There being no further discussion, Ms. Kemp made the motion that the Planning Commission of the Town of Berryville recommend that Town Council approve the request for a Special Use Permit (SUP 01-19) in order to allow a home occupation at the property located at 204 Battletown Drive, identified as Tax Map Parcel number 14A3-((2A))-21A, zoned DR-2 Detached Residential with the following conditions:

1. Workshops on site are limited to no more than six (6) per year with a maximum of 12 participants attending each workshop;
2. Hours of operation shall be limited to the hours between 9:00am until 9:00pm;
3. Participants shall park in the driveway of the property referenced above until it has reached its capacity;

The motion was seconded by Ms. Malone. The motion passed by voice vote.

#### **PLANNING AND ZONING UPDATE**

Ms. Dunkle updated the Commissioners on the status of Shenandoah Crossing, Fellowship Square, and Hermitage Phase V and said they would be reviewing the final plat for the Fellowship Square subdivision and would likely hold a joint public hearing with the Berryville Area Development Authority for the Hermitage V final plat. She added she did not have a timeframe yet.

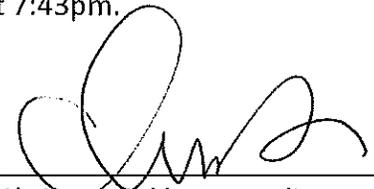
#### **OTHER**

There was no other business.

#### **Adjourn**

There being no further business, Ms. Marino made a motion to adjourn the meeting, seconded by Ms. Reid, the motion passed by voice vote at 7:43pm.

  
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Doug Shaffer, Chair

  
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Christy Dunkle, Recording Secretary