

BERRYVILLE PLANNING COMMISSION

Berryville-Clarke County Government Center Regular Meeting Minutes April 28, 2026

A meeting of the Berryville Planning Commission was held on Tuesday, April 28, 2026 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

Attendance: Members of the Planning Commission present: Michael Bell, William Gilpin, Patrick Irish, Dana Libby, Gwen Malone, Tim Sinclair and William Steinmetz

Absent: Tom Parker

Staff present: Terry Russell, Community Development Director

Press present: None

1. Call to Order – Chair Steinmetz

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

2. Approval of Agenda

Ms. Malone made the motion to approve the agenda as presented, seconded by Mr. Bell. The motion passed by voice vote.

3. Approval of Meeting Minutes – March 24, 2026

Mr. Libby noted a change on page three “care” should be “carry”. Mr. Sinclair made the motion to approved the minutes as amended, seconded by Mr. Gilpin. The motion passed by voice vote.

4. Public Hearings

Beach Carpenter Properties LLC, Jon K. Erickson, agent, is requesting a Special Use Permit in order to allow vehicle sales (Section 609.3(k) of the Town of Berryville Zoning Ordinance) on the property located at 29 Cattleman’s Lane, identified as Tax Map Parcel number 14A3-((A))-17A, zoned L-1 Industrial. SUP 02-26

Belfort Furniture, Inc., is requesting a Special Use Permit in order to allow a retail sales (Section 609.3(h) of the Town of Berryville Zoning Ordinance) on the property located at 351 Station Road, identified as Tax Map Parcel number 14A5-((7))-1, 14A5-((7))-2, and 14A5-((A))-56 zoned L-1 Industrial. SUP 01-26

A text amendment to ARTICLE V – ADMINISTRATION AND ENFORCEMENT SECTION 509 -AMENDMENTS WITH PROFFERED CONDITIONS of the Berryville Zoning Ordinance to correct the reference to the Code of Virginia to Title 15.2-2298.

Community Development Director Terry Russell presented the Special Use Permit request for 29 Cattleman’s Lane. Mr. Jon Erickson was available on behalf of the applicant. He answered questions for the Commission.

Mr. Russell presented the Special Use Permit request for 351 Station Road, Belfort Furniture. Mr. Matt Huber, the applicant, answered questions for the Commission.

Mr. Russell presented the Zoning Text Amendment.

Chairman Steinmetz opened the public hearing.

Mr. Omar Aburish spoke in favor of the Special Use Permit request for 29 Cattleman’s Lane.

There being no additional speakers the Chairman asked for a motion to close the public hearing.

Mr. Libby made the motion to close the public hearing, seconded by Ms. Malone. The motion passed by voice vote.

Discussion of the public hearings:

Mr. Sinclair made the motion that the Planning Commission recommend that the Town Council approve the Special Use Permit to allow vehicle sales for 29 Cattleman’s Lane with the condition that the entrance corner be clearly delineated. Mr. Gilpin seconded the motion. The motion carried by voice vote.

Mr. Gilpin made the motion that the Planning Commission recommend that the Town Council approve the Special Use Permit to allow retail sales for 351 Station Road, Belfort Furniture with hours of operation 8:00 am to 8:00 pm. Mr. Bell seconded the motion. The motion carried by voice vote.

Ms. Malone made the motion that the Planning Commission recommend that the Town Council approve the Zoning Text Amendment as presented, seconded by Mr. Bell. The motion passed by voice vote.

5. Citizens' Forum

There were no speakers.

6. Planning Update

Mr. Russell stated that construction of the Mosby Boulevard and East Fairfax sidewalks will begin as soon as the construction company can mobilize one of their crews. They have until June 2026 to substantially complete the projects.

Set Public Hearing

Text amendments to the Subdivision Ordinance and the Zoning Ordinance of the Town of Berryville to update these Ordinances to comply with changes made to the Code of Virginia Title 15.2 in the 2025 Legislative Session.

Ms. Malone made the motion that the Planning Commission set a public hearing for the proposed Subdivision Ordinance and Zoning Ordinance text amendments for the Planning Commission meeting to be held on May 26, 2026, seconded by Mr. Sinclair. The motion passed by voice vote.

7. Other

There was no other business.

8. Adjourn

Ms. Bell made the motion to adjourn the meeting, seconded by Ms. Malone. The meeting was adjourned at 8:06 p.m.

William Steinmetz, Chair

Terry Russell, Secretary