

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

---

A meeting of the Berryville Planning Commission was held on Tuesday, July 23, 2024 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

**Attendance:** Members of the Planning Commission present: Gwen Malone, Vice Chair; William Gilpin, Dana Libby, Michelle Marino, Tom Parker

**Absent:** William Steinmetz, Chair; Michael Bell

**Staff present:** Christy Dunkle, Community Development Director; Miranda Dodson, Town Clerk

**Press present:** none

**1. Call to Order – Gwen Malone, Vice Chair**

Vice Chair Malone called the meeting to order at 7:00 p.m.

**2. Approval of Agenda**

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

**3. Approval of Meeting Minutes**

Ms. Marino made the motion to approve the minutes of the May 28, 2024 meeting as presented, motion seconded by Mr. Gilpin. The motion passed by voice vote.

**4. Set Public Hearing – Special Use Permit – Home Occupation**

**Matthew and Deborah Renzi, Owners, are requesting a special use permit per Section 604.3(g) of the Berryville Zoning Ordinance in order to operate a home occupation (fitness classes) at the property located at 308 Breckinridge Court, identified as Tax Map Parcel number 14A7-((2))-64, zoned DR-4 Detached Residential. SUP 03-24**

Ms. Dunkle asked the Planning Commission to set a public hearing for their August 27, 2024 meeting for a special use permit. Ms. Dunkle informed commission members that Town Council has set a public hearing for their September 10, 2024 meeting. She said she has spoken with Mr. and Ms. Renzi about where will clients be parking during the classes and how the home will be utilized when they have a full class. She said that the applicant has permission from Martin's for their clients to park on their property.

Mr. Libby discussed building code and fire and recuse concerns. Ms. Dunkle said she would follow up with the building department.

Mr. Parker had concerns about the ability to accommodate 12 people for a class on site.

Mr. Gilpin stated that the Martin's parking lot is already a crowded area in the evening when the classes are being held.

Vice Chair Malone asked for the motion to set the public hearing for the special use permit- for a home occupation.

**Ms. Marino made the motion that the Planning Commission of the Town of Berryville set a public hearing for Tuesday, August 27, 2024 for a special use permit in order to operate a home occupation (fitness classes) at the property located at 308 Breckinridge Court, motion seconded by Mr. Libby. The motion passed by voice vote.**

**5. Citizens' Forum**

There were no speakers.

**6. Planning Update**

Vice Chair Malone complimented public works staff on how clean and well kept the park is for the Friday night concerts. She commended the pride of the work being done for the Town. Ms. Dunkle said she would pass the compliment to public works staff.

Ms. Marino discussed that there is another Vape Shop coming to the area. Ms. Dunkle answered that it will be located on Church Street.

**7. Other**

There was no other business.

**8. Adjourn**

Mr. Gilpin made the motion to adjourn the meeting at 7:16 p.m., motion seconded by Ms. Marino. The motion passed by voice vote.

---

Gwen Malone, Vice Chair

---

Miranda Dodson, Town Clerk