

**BERRYVILLE PLANNING COMMISSION**  
**Berryville-Clarke County Government Center**  
**Regular Meeting Minutes**  
**October 22, 2024**

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A meeting of the Berryville Planning Commission was held on Tuesday, October 22, 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; Gwen Malone, Vice Chair; William Gilpin, Dana Libby, Michelle Marino, Tom Parker

**Absent:** Michael Bell

**Staff present:** Christy Dunkle, Community Development Director

**Others present:** Jason McCarty; Sam Miller, President, John H. Enders Fire and Rescue Company; Bill Cleary, Treasurer, John H. Enders Fire and Rescue Company

**Press present:** none

**1. Call to Order – William Steinmetz**

Chair Steinmetz called the meeting to order at 7:01 p.m.

**2. Approval of Agenda**

Mr. Parker made the motion to approve the agenda as presented, seconded by Vice Chair Malone, and passed by voice vote.

**3. Approval of Meeting Minutes**

Vice Chair Malone made the motion to approve the minutes of the September 24, 2024 meeting as presented and seconded by Mr. Parker. The motion passed by voice vote.

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

Jason T. McCarty, Applicant, is requesting a special use permit per Section 604.3(g) of the Berryville Zoning Ordinance in order to operate a home occupation (tattoo business) at the property located at 8 West Fairfax Street, identified as Tax Map Parcel number 14A2-((3))-8, zoned DR-4 Detached Residential. SUP 05-24

Ms. Dunkle introduced Mr. McCarty who is requesting a special use permit in order to relocate his business to his home. She referenced his correspondence in the staff report and asked that Planning Commission set a public hearing on the matter. She said that she has reserved the meeting room for December 3, 2024 in case the week of Thanksgiving (November 26, 2024) did

not work for members. It was determined that the scheduled meeting date of November 26<sup>th</sup> would work with most members.

**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 the special use permit request for the November 26, 2024 meeting. The motion was seconded by Mr. Gilpin and passed by voice vote.**

**5. Site Plan Amendment – Accessory Structure**

**Clarke County Public Schools, Owner, and John H. Enders Fire and Rescue Company, Inc. (JC Blaylock, Chief, Applicant) are requesting a site plan amendment in order to construct an accessory structure on the property identified as Tax Map Parcel number 14A4-((A))-31, zoned R-2 Residential.**

Ms. Dunkle said that Enders would like to construct a storage building on the Johnson-Williams Middle School property. She said she had distributed building elevations of the proposed structure, adding that there will be no outdoor lighting or landscaping. Ms. Dunkle said that the height of the building will be 20' at the peak. She referenced the lease agreement that the fire company has with the Clarke County School Board that identifies the location where a structure may be built. She added that two representatives from the fire company are available to answer any questions.

Chair Steinmetz asked what items would be stored in the building. Mr. Cleary said that they will be getting a new pumper truck and they will store the old truck in this building. He said other items that will be stored in the structure include the 65 Mack, a rescue boat that will be pre-attached to a pick-up truck for easy access, excess hose, and fire equipment.

**There being no further discussion, Mr. Parker made the motion that the Planning Commission of the Town of Berryville approve a site plan amendment in order to construct an accessory structure on the property identified as Tax Map Parcel number 14A4-((A))-31. Ms. Marino seconded the motion which passed by voice vote.**

**6. Citizens' Forum**

There were no speakers.

**7. Planning Update**

Ms. Dunkle said that Jerry Johnson will be opening a retail store in the Coiner Building next month.

**8. Other**

There was no other business.

**9. Adjourn**

Mr. Gilpin made the motion to adjourn the meeting at 7:10 p.m., seconded by Vice Chair Malone and passed by voice vote.

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William Steinmetz, Chair

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Christy Dunkle, Clerk