

BERRYVILLE PLANNING COMMISSION
Berryville-Clarke County Government Center
Regular Meeting Minutes
May 28, 2024

A meeting of the Berryville Planning Commission was held on Tuesday, May 28, 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, Sheryl Reid

Staff present: Christy Dunkle, Community Development Director

Press present: none

1. Call to Order – William Steinmetz, Chair

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

2. Approval of Agenda

Vice Chair Malone made the motion to approve the agenda as presented, 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 April 23, 2024 meeting as presented, seconded by Vice Chair Malone. The motion passed by voice vote.

4. Public Hearing

Rebekah Fowlds, Owner, is requesting a special use permit per Section 201.2(a) of the Berryville Zoning Ordinance in order to operate a home occupation (hair salon/personal services) at the property located at 108 Isaac Court, identified as Tax Map Parcel number 14A8-((4))-149, zoned R-1 Residential. SUP 02-24

Ms. Dunkle read the public hearing notice and said the notice had been published in the Winchester Star on May 14 and May 21, 2024 and that adjacent property owners' notification went out on May 10, 2024. She said she received on comment concerning on-site parking and said she had discussed the matter with the applicant who said there will be at least one off-street space available for her clients.

Chair Steinmetz opened the public hearing. There were no speakers. Vice Chair Malone made the motion to close the public hearing, seconded by Ms. Marino. The motion passed by voice vote.

5. Public Hearing – Repeal and Readoption of Section 322 Erosion & Sediment

The Berryville Planning Commission is sponsoring text amendments to the Berryville Zoning Ordinance in order to repeal and readopt Section 322 Erosion and Sediment Control updating the ordinance to align with updated laws and regulations of the Commonwealth of Virginia Department of Environmental Quality. TA 01-24

Ms. Dunkle read the public hearing notice and said the public hearing had been published in the Winchester Star on May 14 and May 21, 2024. She said no comments were received in the Planning Office.

Chair Steinmetz opened the public hearing. There were no speakers. Vice Chair Malone made the motion to close the public hearing, seconded by Mr. Gilpin. The motion passed by voice vote.

6. Public Hearing – Text amendments establishing public street widths and street light standards

The Berryville Planning Commission is sponsoring text amendments establishing street right-of-way widths and street light standards to Section 314.7(a) of the Berryville Zoning Ordinance and to Article IV, Section B of the Berryville Subdivision Ordinance, respectively. TA 02-24

Ms. Dunkle read the public hearing notice and said the public hearing had been published in the Winchester Star on May 14 and May 21, 2024. She said no comments were received in the Planning Office.

Chair Steinmetz opened the public hearing. There were no speakers. Mr. Gilpin made the motion to close the public hearing, seconded by Mr. Libby. The motion passed by voice vote.

7. Discussion of Public Hearings

Special Use Permit – Home Occupation

Chair Steinmetz asked if there were any additional comments. Mr. Parker asked Ms. Fowlds about the off-street parking. She said that she will have no more than one client at a time and that there will be one off-street space available for her business. Mr. Parker discussed the signage as identified in the ordinance. There was a discussion about the zoning ordinance regulations in which three references permit no more than two (2) square feet of signage for a home occupation. Ms. Dunkle said that Section 315 states that a nameplate shall be used. Mr. Parker asked the applicant if she was okay with installing a nameplate rather than a sign. Ms. Fowlds agreed to the installation of a nameplate.

There being no further discussion, Ms. Marino made the motion that the Planning Commission of the Town of Berryville recommend approval of SUP 02-24 in order to operate a hair salon as a home occupation at 108 Isaac Court with the following conditions:

1. Hours of operation are Monday through Friday from 7:00 a.m. until 5:00 p.m. and Saturdays from 9:00 a.m. to 3:00 p.m.
2. A maximum of two (2) square feet of signage in the form of a nameplate per Section 315.5(a) of the Berryville Zoning Ordinance may be installed.

3. At least one off-street parking space is available for clients.

The motion was seconded by Mr. Parker and passed by voice vote.

Text Amendment – Repeal and Readopt Section 322 Erosion and Sediment Control

Chair Steinmetz asked Planning Commissioners if they had additional comments. There were none.

There being no further discussion, Ms. Marino made the motion that the Planning Commission of the Town of Berryville recommend that Town Council repeal and readopt Section 322 Erosion and Sediment Control of the Berryville Zoning Ordinance in order to update the ordinance to conform to state laws and regulations. The motion was seconded by Vice Chair Malone and passed by voice vote.

Text Amendments – Public street right-of-way requirements and street lighting standards.

Chair Steinmetz asked Planning Commissioners if there were additional comments. Mr. Parker said he had spoken with staff about the use of cobra head fixtures on residential collector roads. He said his concern was if they could replace standard street lights on Hermitage Boulevard. Ms. Dunkle said that would be highly unlikely. There was a discussion about the southeast collector and that these types of lights would not be a concern on a street with more commercial activity. Chair Steinmetz asked about the Friant property and whether cobra head fixtures could be installed in this location. Ms. Dunkle confirmed that there were no collector roads in the proposed subdivision. There was a discussion about the existing lights on Mosby Boulevard including their height and visibility from north of the Route 7 bypass. Ms. Dunkle discussed the need for this type of street lighting to reach across wider rights-of-way.

There being no further discussion, Mr. Parker made the motion that the Planning Commission of the Town of Berryville recommend that Town Council approve the text amendments concerning street rights-of-way and street lighting standards in the zoning and subdivision ordinances as presented. The motion was seconded by Ms. Marino and passed by voice vote.

8. Citizens' Forum

Chair Steinmetz recognized Abigail Custis, County resident. Ms. Custis said she previously lived in the Town and now lives on a farm in the County. She said she respects the government and that transparency goes both ways. She asked if there were any policies in the Town and County regarding public safety and security. She asked what the policy is on national security in the Town and County. Ms. Marino asked if she wanted to discuss a specific concern. Ms. Custis said that she has lived in the community for 26 years and that she has not had an easy time in the last 21 years. She said she had witnessed tragedies not of her own doing. She said that people have heard of Berryville all over the country and that she can't imagine why. She requested clarification on extending surveillance in the community.

There were no other speakers.

9. Planning Update

Vice Chair Malone complimented public works staff on how nice the Town looked ahead of Memorial Day activities. Chair Steinmetz said that they always do a great job.

10. Other

There was no other business.

11. Adjourn

Vice Chair Malone made the motion to adjourn the meeting at 7:21 p.m.

William Steinmetz, Chair

Christy Dunkle, Secretary