



Planning Commission

MEETING AGENDA

Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Main Meeting Room  
Regular Session

January 28, 2025

7:00 PM

Item

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1. **Call to Order**
2. **Election of Officers- Chair and Vice Chair**
3. **Approval of 2025 Meeting Dates**
4. **Approval of Agenda**
5. **Approval of Minutes**  
    PC Minutes 112624
6. **Citizens' Forum**
7. **Committee Updates**
8. **Other**
9. **Adjourn**

**BERRYVILLE PLANNING COMMISSION**  
**Berryville-Clarke County Government Center**  
**Regular Meeting Minutes**  
**November 26, 2024**

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A meeting of the Berryville Planning Commission was held on Tuesday, November 26, 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; Michael Bell, William Gilpin, Dana Libby, Michelle Marino, Tim Sinclair

**Absent:** Tom Parker

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

**Others present:** Jason and Lindsey McCarty

**Press present:** Mickey Powell, Winchester Star

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

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

**2. Approval of Agenda**

Mr. Gilpin made the motion to approve the agenda as presented, seconded by Mr. Libby, and passed by voice vote.

**3. Approval of Meeting Minutes**

Vice Chair Malone made the motion to approve the minutes of the October 22, 2024 meeting as presented and seconded by Mr. Sinclair. The motion passed by voice vote.

**4. 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**

Chair Steinmetz asked staff to read the public hearing information and called the meeting to order. He recognized Mr. McCarty who discussed his business, site details, licensure, and hours adding that he would like to be open Monday through Friday from 10:00 a.m. until 6:00 p.m.

Chair Steinmetz asked if there were any public comments. There were not and he closed the public hearing.

**There being no further discussion, Mr. Libby made the motion that the Planning Commission of the Town of Berryville recommend that Town Council approve the request with the following conditions:**

- **Hours of operation are from 10:00 a.m. until 6:00 p.m. Monday through Friday; and**
- **All business activities take place within the house.**

**The motion was seconded by Ms. Marino and passed by voice vote.**

Mr. McCarty asked if he could hang his large sign from the current business location on his shed and staff said he could not and that he was limited to a nameplate per Section 315 of the zoning ordinance.

**5. Citizens' Forum**

There were no speakers.

**6. Planning Update**

There were no updates.

**7. Other**

Chair Steinmetz recognized Ms. Dunkle for her service.

**8. Adjourn**

Vice Chair Malone made the motion to adjourn the meeting at 7:09 p.m., seconded by Mr. Gilpin and passed by voice vote.

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William Steinmetz, Chair

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Terry Russell, Clerk