

**BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT / STREETS AND UTILITIES COMMITTEE**  
**MINUTES**  
**Berryville-Clarke County Government Center**  
**101 Chalmers Court, Berryville, VA 22611**  
**Tuesday**  
**January 28, 2025**  
**3:30 pm**

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**Members of the committee present:** Diane Harrison, Chair; Ryan Tibbens

**Staff present:** Jean Petti, Deputy Town Manager; Terry Russell, Community Development Director; Brandel Kelsey, Town Clerk

**1. Call to Order**

Ms. Harrison called the meeting to order at 3:01 p.m.

**2. Approval of Agenda**

The agenda was approved by consensus on a motion by Mr. Tibbens.

**3. Unfinished Business**

**Dumpster Enclosures**

Ms. Harrison brought this back to committee as it had not been completed a few years ago when the town worked on the code for trash bins and such. The plan had been to give businesses with dumpsters about a year to comply with the screening requirements. She estimates probably about five dumpsters currently. This was to address the part of the businesses with dumpsters.

Mr. Tibbens asked if we make businesses purchase a dumpster because they have too many bins, will the Town lose revenue from that, do we have revenue data for this. Mr. Tibbens is fine with asking ones that already have a dumpster to enclose it, but doesn't want to force businesses to get a dumpster. Ms. Harrison recommended a grace period until May 2026 for everyone to have their dumpsters up to code. Committee moved to forward draft ordinance to TC.

**Capital Planning**

Mr. Tibbens discussed the projects that should be considered for completion within the next decade. The projects include the following: TAP Project- sidewalk extension along the frontage of 328 North Buckmarsh Street; Secure and develop/improve additional public parking in the downtown area; and Plan and complete crosswalk improvements in the downtown area.

Mr. Tibbens said there are a lot of children that have to cross 340 at the intersection, it is a huge safety hazard and the funding is not always available in the time frame it is needed for. Ms. Harrison said the place the crosswalk is needed is on VDOT property and they should fund for that crosswalk. Mr. Tibbens said he would like to increase the reserve fund now so that needs like these can be addressed as they arise rather than years later.

Mr. Tibbens talked about the parking lot at Crow St. It would be a long-term benefit for the Town, something that we use now, that if it was bought by a developer, then we would lose that prime parking area. Ms. Harrison said we could possibly lease the lot from the owner's wife too. This should be discussed in a closed session with Town Council.

#### **Livery Stable Rose Hill**

No update. Mrs. Petti said Mr. Dalton is having issues with contacting Damron Engineering & Consulting. Mr. Tibbens asked if the prefab bathroom can be placed in the building without taking out the back wall, he is worried it could take the whole building down. Ms. Harrison said the only drawback with this plan is the door in area one. Mrs. Petti said it is the back door only and the place the toters will go.

#### **Rose Hill Park Pedestrian Bridge Replacement**

Ms. Harrison discussed the replacement of the pedestrian bridge in Rose Hill Park. She only suggested that the sides be made of Trek instead of wood. Mrs. Petti said it is in the proposal to use Trek. Mr. Tibbens suggested decorative posts be made of brick to go with the rest of the brick in the park.

### **4. New Business**

#### **Sidewalk Snow Removal**

Mrs. Petti spoke about the sidewalk snow removal volunteer program that the City of Winchester uses. Ms. Harrison said that it would help kids in school who need volunteer hours. Mr. Tibbens asked if there should be an age limit. Ms. Harrison said no, as long as a parent signed the form. Ms. Harrison said it should go in the newsletter. Mrs. Petti asked how we would make sure the person requesting the help was really disabled. Ms. Harrison said we would use the honor system. Mr. Tibbens asked what happens if someone signs up for the program and no comes to shovel their snow. Mrs. Petti said in the City of Winchester they have their Public Works department come out and shovel. So that could be something to talk about with Public Works. Committee recommended forwarding to Council.

#### **VCA Creative Communities Partnership grant**

Mr. Russell discussed it was time to start the process for the VCA Creative Communities Partnership grant. Ms. Harrison stated they received 4 applications last year. Ms. Harrison said we should put out a News Flash on the website and the Clarke County Facebook page.

## **5. Other**

### **Wayfinding Signs**

Ms. Harrison said the Bid documents were supposed to be in process with the Clerk's office. Ms. Harrison said there needs to be a call set up with Frazier, Ms. Harrison and Mr. Russell. Ms. Harrison noted that after we know the cost, we may need to do it in sections with the first group be the in-town areas, then the entrance to Berryville signs.

### **Snow Removal**

Ms. Harrison said there are repeat offenders of people who refuse to shovel their sidewalks, is there a way we can be sure they are clear prior to school opening for the safety of the students. Ms. Harrison identified the Jackson Pond area and that the Middle School did not clear their sidewalks well either. This could lead to potential mishaps in the street. Ms. Harrison said she would like the handicap spots in town to be fully plowed, they are not being shoveled on the passenger side of the parking spots which a handicapped person could be using to exit the car.

## **7. Adjournment**

The meeting adjourned by consensus at 5:08 p.m. on a motion by Mr. Tibbens.