

**BERRYVILLE PLANNING COMMISSION**  
**Berryville-Clarke County Government Center**  
**Regular Meeting Minutes**  
**August 26, 2025**

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A meeting of the Berryville Planning Commission was held on Tuesday, August 26, 2025 at 7:00 p.m. at the Berryville-Clarke County Government Center in Berryville.

**Attendance:** Members of the Planning Commission present: William Steinmetz, Michael Bell, Gwen Malone, Dana Libby, William Gilpin, Tom Parker

**Absent:** Tim Sinclair

**Staff present:** Terry Russell, Community Development Director

**Press present:** none

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

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

**2. Approval of Agenda**

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

**3. Approval of Meeting Minutes**

Ms. Malone made the motion to approve the minutes of the July 22, 2025 meeting as presented, seconded by Mr. Bell. The motion passed 5-0-1, Commissioner Parker abstained.

**4. Public Hearings**

Nova Power Systems, Inc., is requesting a Special Use Permit in order to allow a contractor's establishment with outdoor storage (Section 609.3(a) of the Town of Berryville Zoning Ordinance) on the property located at 3 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-17, zoned L-1 Industrial. SUP 01-25

Chairman Steinmetz opened the public hearing. There were no speakers present. The public was closed.

Mr. Parker moved that the Planning Commission of the Town of Berryville recommend approval of a special use permit to permit outdoor storage as part of a contractor's

establishment at 3 Cattleman's Lane. Ms. Malone seconded the motion. The motion passed 6-0.

Matthew and Deborah Renzi, Owners, are requesting an amendment to a special use permit per Section 604.3(g) of the Berryville Zoning Ordinance in order to change the hours of operation for 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

Chairman Steinmetz opened the public hearing. There were no speakers present. The public hearing was closed.

Ms. Malone moved that the Planning Commission of the Town of Berryville recommend approval of the amendment to the special use permit in order to change the permitted hours of operation for a home occupation at 308 Breckinridge Court. Mr. Bell seconded the motion. The motion passed 5-0-1. Commissioner Parker abstained stating that he opposes commercial uses in residential neighborhoods.

**5. Citizens' Forum**

There were no comments.

**6. Planning Update**

Mr. Russell noted that Michelle Marino had resigned from the Planning Commission. He added that there are now two vacancies on the Commission.

**7. Other**

There was no other business.

**8. Adjourn**

Mr. Libby made the motion to adjourn the meeting, seconded by Ms. Malone. The meeting was adjourned at 7:12 p.m.

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William Steinmetz, Chair

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Terry Russell, Secretary