

**PLANNING COMMISSION  
Comprehensive Plan Committee  
MINUTES  
Berryville-Clarke County Government Center  
December 7, 2015**

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A meeting of the Berryville Planning Commission Comprehensive Plan Committee was held on Monday, December 7, 2015 at 10:30 a.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**ATTENDANCE:** Members of the Committee present: Gwen Malone, Debbie Zimmerman, Michelle Marino, William Steinmetz

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Press present: Val VanMeter

Others present: John Madera, NSVRC; Alton Echols

Ms. Dunkle brought the meeting to order at 10:36a.m.

**ELECTION OF COMMITTEE CHAIR**

Ms. Zimmerman nominated Mr. Steinmetz to be the Comprehensive Plan Committee Chair, seconded by Ms. Malone. The motion passed by voice vote.

**DISCUSSION - PROCESS AND SCHEDULE**

Ms. Dunkle said she had distributed the first four chapters of the Comprehensive Plan update to Planning Commissioners at their November meeting. She said she anticipates bringing one updated chapter to the full Commission each month. There was a discussion about Committee tasks.

**DISCUSSION – TRANSPORTATION CHAPTER**

Ms. Dunkle said that John Madera from the Northern Shenandoah Valley Regional Commission was present to discuss VDOT requirements for Comprehensive Plan updates. He distributed and reviewed handouts concerning this matter to Committee members. Ms. Marino asked whether the requirements were based on federal guidelines and there was a discussion about VDOT review including six year plan items and Commonwealth Transportation Board approvals. She asked about funding opportunities for transportation facilities including pedestrian access. There was a discussion about pedestrian facilities at the roundabout and the high school.

**DISCUSSION - SURVEY**

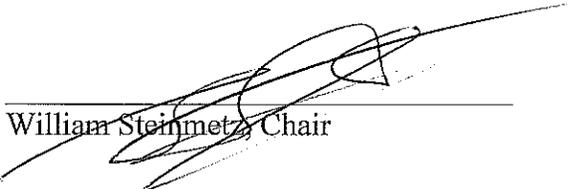
Ms. Dunkle said she included the 2004 Comprehensive Plan Update Survey that Planning Commissioners previously distributed and requested Committee members review the survey questions and make recommendations for modifications. There was a discussion about Rose Hill Park and how it might be utilized by the public more.

**Other**

It was determined that the Committee would generally meet the first Monday of each month at 10:30a.m.

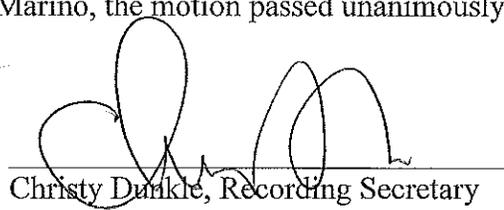
**Adjourn**

There being no further business, Chairman Steinmetz asked for a motion to adjourn the meeting. Ms. Malone made the motion, seconded by Ms. Marino, the motion passed unanimously by voice vote at 11:26a.m.



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William Steinmetz, Chair



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Christy Dunkle, Recording Secretary