

PLANNING COMMISSION
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
January 26, 2016

A meeting of the Berryville Planning Commission was held on Tuesday, January 26, 2016 at 7:30 p.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

ATTENDANCE: Members of the Planning Commission present: Doug Shaffer, Kim Kemp, Dale Barton, Gwen Malone, Russ Heikes, Sheryl Reid, Michelle Marino, William Steinmetz.

Members absent: Deb Zimmerman

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Press present: Val Van Meter, Winchester Star

Christy Dunkle opened the meeting at 7:30pm.

ELECTION OF OFFICERS

Ms. Dunkle called for nominations for chair and vice chair. Ms. Reid moved to retain Mr. Shaffer and Ms. Kemp as chair and vice chair, respectively, seconded by Mr. Heikes. The motion passed by voice vote. Chair Shaffer resumed the meeting.

APPROVAL OF AGENDA

Ms. Reid moved to approve the agenda as written, seconded by Ms. Malone. The motion passed by voice vote.

APPROVAL OF MINUTES

Ms. Malone moved to approve the minutes of the December 15, 2015 Planning Commission meeting as written, seconded by Ms. Reid. The motion passed by voice vote.

APPROVAL OF COMPREHENSIVE PLAN COMMITTEE MINUTES

Committee Chair Steinmetz updated Planning Commissioners on the progress of the committee. Ms. Dunkle said that she has requested updated information from several entities including the Clarke County Schools and emergency services and said that due to weather conditions, she did not believe she would have responses in time for the next Committee meeting. She said Mr. Capelli, the County's Economic Development Coordinator, will attend the February meeting. Chair Steinmetz asked for a motion to approve the minutes of the January 4, 2016 meeting. Ms. Marino made the motion to approve the minutes, seconded by Ms. Malone, the motion passed by voice vote.

REGULAR SESSION

Citizens' Forum

Chair Shaffer said no one had signed up to speak and asked if anyone in attendance wanted to discuss anything. There were no speakers.

OLD BUSINESS

Discussion - Convenience Store Definition

Ms. Dunkle said that staff identified a need to define "convenience store" in Article I of the Berryville Zoning Ordinance. She said only one adjacent locality, the Town of Leesburg, had a definition for convenience store. She said staff is recommending 2,500 square feet of retail with no more than 2,000 square feet of food related uses. There was a discussion about the total amount of square footage and current language in Section 610. Ms. Dunkle said there is a definition for "quick service store" and that the only place this use is located is in the C-1 zoning district. She added that quick service stores are permitted by right in Section 607 with limited hours of operation and by Special Permit with unlimited hours of operation. There was a discussion about the language existing in Section 610.2 concerning the automobile service and repair use and the unlikely event that a convenience store would be an accessory use for auto service or repair. It was determined that staff will make a recommendation for modifications to existing 610.2(b) and continue work on the definition of "convenience store" for the next meeting.

Discussion – Tourism Zone

Ms. Dunkle said staff has been discussing the Tourism Zone opportunity with other localities in the region. She said Front Royal has adopted the language included in the packet. She asked for input on the proposed Town Code language and overlay map which includes three tourism zones: downtown, commercial business, and entrance corridor. Mr. Steinmetz asked for clarification on the commercial business areas. Ms. Dunkle said that incentives would be available on industrially zoned property in addition to retail and other commercial businesses. Mr. Heikes asked for information concerning BPOL tax rates and approximate annual funds generated from these licenses. Ms. Dunkle said she would talk with Ms. Phillips and have the information at the next meeting. Mr. Steinmetz asked about the area identified as an entrance corridor at the fairgrounds. She said she is unaware of any plans for development. She added that if this area develops in the future staff felt it should be included in the tourism zone overlay.

Discussion – Berryville Area Plan

Ms. Dunkle said the Berryville Area Development Authority held a public hearing at their January 20, 2016 meeting and voted to recommend approval to the Board of Supervisors and Town Council. She said any comments from Planning Commissioners would be welcome. She said she will keep Planning Commissioners informed as to the public hearing schedule.

OLD BUSINESS

Planning and Zoning Update

Ms. Dunkle reviewed items included in the staff report.

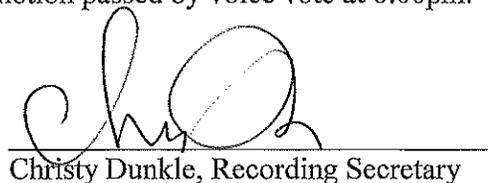
Other

Vice Chair Kemp said that the Berryville Department of Public Works staff has done a great job on snow removal under difficult conditions. Ms. Dunkle said she would pass that on to public works staff.

Adjourn

There being no further business, Chair Shaffer asked for a motion to adjourn the meeting. Ms. Malone made the motion, seconded by Ms. Reid, the motion passed by voice vote at 8:00pm.


Doug Shaffer, Chair


Christy Dunkle, Recording Secretary