

**PLANNING COMMISSION**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**June 27, 2017**

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A meeting of the Berryville Planning Commission was held on Tuesday, June 27, 2017 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, Chair, Kim Kemp, Vice Chair, Dale Barton, Michelle Marino, Krish Mathur, Sheryl Reid, William Steinmetz, Debbie Zimmerman

Member absent: Gwen Malone

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Others present: Dave Tollett (Planning Commission liaison)

Press present: Cathy Kuehner

Chair Shaffer called the meeting to order at 7:30pm.

**APPROVAL OF AGENDA**

Chair Shaffer asked for approval of the agenda. Ms. Reid moved to approve the agenda as presented, seconded by Ms. Zimmerman, the agenda was approved by voice vote.

**APPROVAL OF MINUTES**

Mr. Mathur noted one typographical change to the minutes. Ms. Reid moved to approve the minutes of the March 28, 2017 Planning Commission meeting as amended, seconded by Mr. Steinmetz. The motion passed by voice vote.

**APPROVAL OF COMPREHENSIVE PLAN COMMITTEE MINUTES**

Chair Steinmetz asked for a motion to approve the March 13 and June 5, 2017 meeting minutes. Ms. Zimmerman made the motion to approve both sets of minutes, Ms. Marino seconded, the motion passed by voice vote.

**APPROVAL OF SENIOR FACILITIES COMMITTEE MINUTES**

No meeting was held.

**REGULAR SESSION**

**Citizen's Forum**

Chair Shaffer said no one had signed up to speak and asked if anyone would like to. There were no speakers.

### **NEW BUSINESS**

#### **SET PUBLIC HEARING – Special Use Permit**

**Donald Riesgraf (Owner, DBSR, LLC), is requesting a Special Use Permit in order to allow contractor's establishment and light warehousing with outdoor storage per Section 609.3(a) of the Berryville Zoning Ordinance on the property located at 40 Cattleman's Lane, identified as Tax Map Parcel number 14A3-((A))-26, zoned L-1 Industrial. SUP 02-17**

Chair Shaffer asked staff to describe the request. Ms. Dunkle said that Mr. Riesgraf has purchased the property at 40 Cattleman's Lane and would like to offer outdoor storage of contractors' supplies and recreational vehicles. Mr. Steinmetz asked about the ownership of the property. There was a discussion about a site visit to the property prior to the meeting on July 25 at 6:45pm. Ms. Reid suggested meeting at Berryville Farm Supply so that those with lower profile vehicles can access the property. Vice Chair Kemp made the motion to set the public hearing for the July 25, 2017 meeting, seconded by Ms. Marino, the motion passed by voice vote. It was determined that Planning Commissioners would meet at the site at 6:45pm.

#### **SET PUBLIC HEARING – Text Amendments**

**The Berryville Planning Commission is sponsoring text amendments to the Berryville Zoning Ordinance in order to remove references to the Town of Berryville Stormwater Management Ordinance and replacing them to reference the Commonwealth of Virginia Stormwater Management Program (VSMP) following the repeal of the Town's Stormwater Management Ordinance. TA 01-17**

Ms. Dunkle said that Town Council repealed the Town of Berryville Stormwater Management Ordinance in April per the Planning Commission's recommendation. She said the text amendments before them were references to that ordinance that need to be removed to reflect that change. She recommended that the Planning Commission sponsor the proposed amendments and set a public hearing for the July 25, 2017 meeting.

There being no further discussion, Vice Chair Kemp made the motion to set the public hearing for the July meeting, seconded by Mr. Steinmetz, the motion passed by voice vote.

#### **SET PUBLIC HEARING – Text Amendments**

**The Berryville Planning Commission is sponsoring text amendments to the Berryville Zoning Ordinance in order to repeal and readopt Section 322 Erosion and Sediment Control updating the ordinance to align with regulations of the Commonwealth of Virginia. TA 02-17**

Ms. Dunkle said that the Commonwealth has provided an updated model ordinance for use by localities. She said the attached text amendments will update the Town's Section 322 of the Zoning Ordinance. She said that items that were updated include references to sections of the Code of Virginia; the identification of the Virginia Department of Environmental Quality as the regulatory body overseeing the Town's Erosion and Sediment Control program; and the addition of several definitions. She requested that Planning Commission sponsor the amendments and set a public hearing for the July 25, 2017 meeting.

There being no further discussion, Vice Chair Kemp made the motion to set a public hearing for the July 25, 2017 meeting, seconded by Ms. Zimmerman, the motion passed by voice vote.

**OLD BUSINESS**

**PLANNING AND ZONING UPDATE**

Ms. Dunkle reviewed the staff report.

**OTHER**

Chair Shaffer discussed the RV storage Special Use Permit request. He said these vehicles are stored with full fuel tanks and LP tanks. There was a discussion about safety and fire concerns and Commissioners requested that staff contact Mr. Lichty for comment. There was a discussion about current Town Code requirements for parking RV's in residential areas. Ms. Dunkle said she would include Town Code information in the next staff report.

**Adjourn**

There being no further business, Ms. Reid made a motion to adjourn the meeting, seconded by Mr. Steinmetz, the motion passed by voice vote at 7:50pm.

  
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Doug Shaffer, Chair

  
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Christy Dunkle, Recording Secretary

