

**BERRYVILLE AREA DEVELOPMENT AUTHORITY**  
**MINUTES - REGULAR MEETING**  
**Wednesday, January 25, 2023 at 7:00PM**  
**Berryville-Clarke County Government Center – Main Meeting Room**  
**101 Chalmers Court – Berryville, Virginia**

A meeting of the Berryville Area Development Authority (BADA) was held on Wednesday, January 25, 2023.

**ATTENDANCE**

Authority Members Present: Diane Harrison; John Hudson; Allen Kitselman; Kathy Smart; David Weiss

Authority Members Absent: George L. Ohrstrom, II

Staff Present: Christy Dunkle, Berryville Assistant Town Manager; Brandon Stidham, County Planning Director

Ms. Dunkle called the meeting to order at 7:02PM.

**ORGANIZATIONAL MEETING**

Ms. Dunkle opened the floor to nominations for Chair for 2023. Mr. Weiss nominated Mr. Kitselman and there were no further nominations.

The Authority voted 5-0-1 to elect Mr. Kitselman as Chair for 2023.

**Yes:** Harrison, Hudson (seconded), Kitselman, Smart, Weiss (moved)

**No:** None

**Absent:** Ohrstrom

Chair Kitselman nominated Mr. Ohrstrom for Vice-Chair and there were no further nominations.

The Authority voted 5-0-1 to elect Mr. Ohrstrom as Vice-Chair for 2023.

**Yes:** Harrison, Hudson, Kitselman (moved), Smart (seconded), Weiss

**No:** None

**Absent:** Ohrstrom

**APPROVAL OF AGENDA**

The Authority voted 5-0-1 to approve the agenda as presented.

**Yes:** Harrison (moved), Hudson (seconded), Kitselman, Smart, Weiss

**No:** None

**Absent:** Ohrstrom

**APPROVAL OF MINUTES**

The Authority voted 5-0-1 to approve the minutes of the May 11, 2022 meeting as presented.

**Yes:** Harrison, Hudson, Kitselman, Smart (moved), Weiss (seconded)

**No:** None

**Absent:** Ohrstrom

**APPROVAL OF 2023 MEETING DATES**

Mr. Stidham asked the members if they were interested in changing the 7:00PM start time for meetings. Ms. Harrison and Chair Kitselman both stated that an earlier start time would be better for them. Mr. Hudson said they may want to consider changing the time if the Authority’s workload increases to meetings every month. Ms. Dunkle suggested 6:00PM and members indicated that this would work for them.

The Authority agreed by consensus to approve the 2023 meeting dates with a new meeting start time of 6:00PM.

**DISCUSSION – WORK PLAN ITEMS FOR 2023**

Ms. Dunkle said the primary work item is the update of the 2015 Berryville Area Plan. Mr. Stidham stated that the Authority initiated consideration of the Area Plan by adoption of a resolution in May 2021. He said the resolution contained a list of key issues to evaluate as part of the review process. He suggested that before any text is drafted, the Authority should have a visioning session to discuss the issues. He noted that a similar session was held when the County Planning Commission updated the County Comprehensive Plan in 2013. He said that the Commission started with a list of issues and each commissioner provided their own issues of importance to add to the list. He added that commissioners discussed how they wanted each issue to be addressed in the Plan update process. He also said that this process could take multiple sessions but would provide direction to Staff in drafting the initial revised text. Chair Kitselman asked if the list from the May 2021 resolution would be a starting point and Mr. Stidham replied yes. Chair Kitselman asked if this resolution could be emailed to the Authority. Mr. Stidham replied yes and recommended the members also review the current Area Plan to develop their own list of important issues to be addressed. Mr. Weiss said that this process worked well with the County Planning Commission and enabled them to get all of their issues on the table.

Mr. Stidham said that he did not think there are any upcoming applications for review so the Authority can plan on meeting February 22 for this visioning session.

Mr. Weiss asked if Staff could provide a synopsis of the status of pending applications when meetings are cancelled. Ms. Dunkle asked if he was requesting this for the Friant matter specifically. Mr. Weiss said he had that matter on his mind but noted that in general, it is difficult to remember the status of applications when a long time passes between meetings. He gave an example of the warehouse site plan from 2022 that was delayed and noted that a synopsis for that application could be that the Virginia Department of Environmental Quality (DEQ) review was still pending. Mr. Hudson said this would be helpful because Authority members do not discuss these applications every day. Ms. Dunkle said that the Friant matter has been delayed because she has received no communication from the developer. Mr. Weiss said that no

communication from the applicant is also important information to convey. Mr. Stidham noted that in order for the Friant property developers to obtain a density bonus, they needed to provide a traffic plan that would have to cross the Bel Voi property that is in separate ownership. Chair Kitselman said that if it is something in the pipeline that the Authority is expecting, it would make sense to get an update.

Mr. Stidham noted one minor work plan item to update the Authority's by-laws and also an electronic meeting policy.

**OTHER BUSINESS**

Ms. Dunkle provided an update on projects that received American Rescue Plan Act (ARPA) funds including utility work on Josephine Street and a stormwater project on Virginia Avenue. She said they have \$250,000 set aside for the façade grants that 15 business owners on Main Street, Crow Street, and Church Street took advantage of. She said it was a good program in that all of the \$250,000 has been spoken for, and participants have until December of this year to complete the work. She added that the grants can be used for signage, fencing, porches, plaster, roofs, and the like. She said grants were also given to the Barns of Rose Hill, John H. Enders Fire Company and Rescue Squad, and Habitat for Humanity. She noted they have done sanitary sewer evaluations to identify vulnerable spots. Ms. Harrison said they will continue the project on North Church Street to Bundy Street in addition to Josephine Street and Virginia Avenue. Mr. Weiss congratulated Ms. Dunkle on the Smart Scale funding for East Main Street and she noted it is \$4.1 million for the first phase of the project.

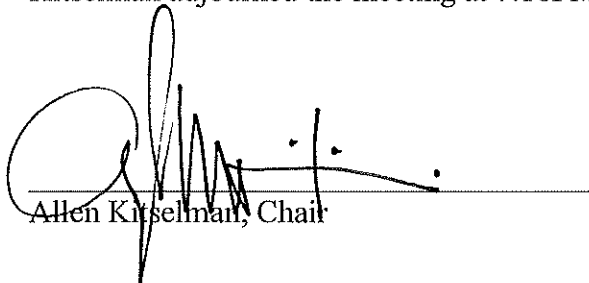
Mr. Weiss noted that the Town and County have agreed on the remaining work to complete Jack Enders Boulevard for public road acceptance. He said there is pipe and curbing work to be done along with paving in the spring.


Ms. Dunkle also noted the water treatment plant upgrade project and new police radios as other projects.

Mr. Weiss noted that the County did not receive any Smart Scale funding for safety improvements at the Route 7/Route 601 intersection in spite of Loudoun County contributing \$500,000 and the Virginia Department of Transportation (VDOT) assembling the application for the County. Mr. Stidham noted that VDOT originally proposed an RCUT intersection that would have forced U-turns going up and down the mountain but the County pushed back on that design.

**ADJOURN**

There being no further business and on a motion from Ms. Smart, seconded by Mr. Hudson, Chair Kitselman adjourned the meeting at 7:18PM.

  
Allen Kitselman, Chair

  
Brandon Stidham, Clerk