

Berryville – Clarke County  
Government Center  
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**B E R R Y V I L L E**  
EST. 1798 *Genuine* VIRGINIA

**Town of Berryville**  
ARCHITECTURAL REVIEW BOARD  
**Organizational Meeting**  
Wednesday, February 1, 2023 - 12:30 p.m.  
101 Chalmers Court - Meeting Room AB – Second Floor

**AGENDA**

1. Call to Order – Christy Dunkle, Community Development Director
2. Election of Officers – Chairman, Vice Chairman
3. Approval of Agenda
4. Approval of Minutes – November 30, 2022
5. Sign Review  
Leeanne and Brendan Smith, Owners, Berryville Auto Parts, are requesting a Certificate of Appropriateness in order to modify wall signs on the front of the building located at 111 West Main Street, identified as Tax Map Parcel number 14A4-((A))-46, zoned C General Commercial.
6. Other
7. Adjourn

**Harry Lee Arnold, Jr.**  
*Mayor*

**Erecka L. Gibson**  
*Recorder*

**Council Members**

**Donna Marie McDonald**  
*Ward 1*

**Diane Harrison**  
*Ward 2*

**Grant Mazzarino**  
*Ward 3*

**Kara C. Rodriguez**  
*Ward 4*

**Keith R. Dalton**  
*Town Manager*

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MEETING MINUTES**  
**Wednesday, November 30, 2022**

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A meeting of the Berryville Architectural Review Board was held on Wednesday, November 30, 2022 in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance**

The following members of the Board were present: Robin McFillen, vice chair, Jon Burge, Satkuna Mathur, Mary Serock

Member absent: Susan Godfrey, chair

Staff members were present: Christy Dunkle, Community Development Director

Press present: none

**Call to Order**

Vice chair McFillen called the meeting to order at 12:30 p.m.

**Approval of Agenda**

Vice chair McFillen asked for a motion to approve the agenda adding that a request from Blue Ridge Insurance will be handled under "Other." Mr. Burge made the motion to approve the agenda as presented, seconded by Ms. Serock. The motion passed by voice vote.

**Approval of Minutes**

Ms. Mathur made one grammatical correction. Ms. Serock made the motion to approve the minutes of the Wednesday, October 5, 2022 meeting as amended, seconded by Ms. Mathur, the motion passed by voice vote.

**Sign Review**

**Nicole Maddern, Agent, Quail Run Signs, is requesting a Certificate of Appropriateness in order to replace wall signs on the north, south, and west facades with a new logo for the Bank of Clarke located at 2 East Main Street, identified as Tax Map Parcel number 14A2-((A))-70, zoned C General Commercial.**

Ms. Dunkle said that the Bank of Clarke County has changed their name, dropping the word "County," and is doing a rebranding of the organization. There was a discussion about the logo. Mr. Burge said he was fine with the request. There being no further discussion, Ms. Mathur made the motion to approve the request as presented, seconded by Ms. Mathur, the motion passed by voice vote.

**Other**

Ms. Dunkle said that Ken Livingston, Main Street Architecture, PC, was at the meeting to discuss a proposed handicapped ramp to be installed on the south side of the Blue Ridge Insurance building at 110 South Church Street. Mr. Livingston introduced Bryan Casey, applicant. Mr. Livingston described the request. He identified the location of the proposed ramp that will be added adjacent to Smithy Lane. He said they would like to add a 42"-high steel railing that will be painted grey to match the columns and window trim on the structure. There was a discussion about the proposed posts. Mr. Livingston added that the applicant would like to change the existing railing, located adjacent to the front steps, to match the new one. He said the ramp will connect to the existing walkway in the front of the building. Vice chair McFillen asked about the grade requirements for ADA compliance. Mr. Livingston said 1 in 12 grade is the standard ADA requirement, which will be met.

Mr. Livingston said the decking will match the existing porch floor by color and material. Mr. Casey added that while the porch is tongue and groove, it was recommended by the contractor that the material on the ramp will likely be the same material but not tongue and groove due to concerns about holding water.

There being no further discussion, Mr. Burge made the motion to approve the request as presented, seconded by Ms. Serock, the motion passed by voice vote.

**Adjourn**

There being no further discussion, Mr. Burge made the motion to adjourn the meeting. Ms. Mathur seconded the motion. The meeting adjourned at 12:46 p.m.

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Robin McFillen, Vice Chair

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Christy Dunkle, Recording Secretary

**Leeanne and Brendan Smith, Owners, Berryville Auto Parts, are requesting a Certificate of Appropriateness in order to modify wall signs on the front of the building located at 111 West Main Street, identified as Tax Map Parcel number 14A4-((A))-46, zoned C General Commercial.**

Leeanne and Brendan Smith are the current owners of Berryville Auto Parts. They would like to modify the signs on the front of the building as follows:

- Remove the "RadioShack" sign
- Relocate the existing "Auto Parts" sign where the "RadioShack" sign is currently located
- Install new internally-lit 53"-round black and white cabinet sign that will feature LED modules and an acrylic face.

The requested action conforms to Berryville Zoning Ordinance Section 307.4.

**Recommendation**

Approve as presented.

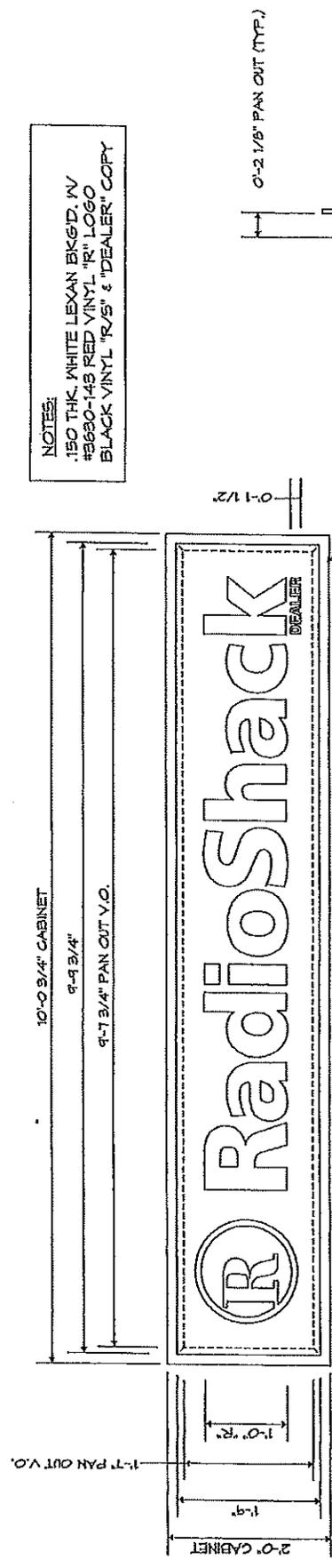


1. "RadioShack" sign will be removed from building. See page 2 for dimensions.
2. "Auto Parts" sign will be moved to position of "RadioShack" sign. See page 2 for dimensions.
3. New sign will be placed in the center where the "Auto Parts" sign is currently.
4. New sign - 53" x 53" internally lit sign cabinet that will be the shape of the logo and will be lit with L.E.D modules. Face will be acrylic with translucent vinyl graphics applied. Colors will be black and white.

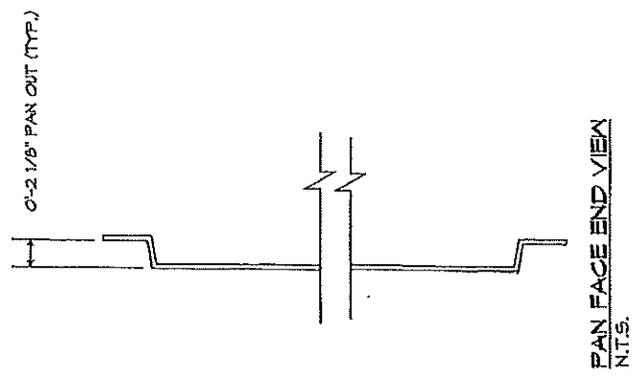


4' 6" X 4' 6"

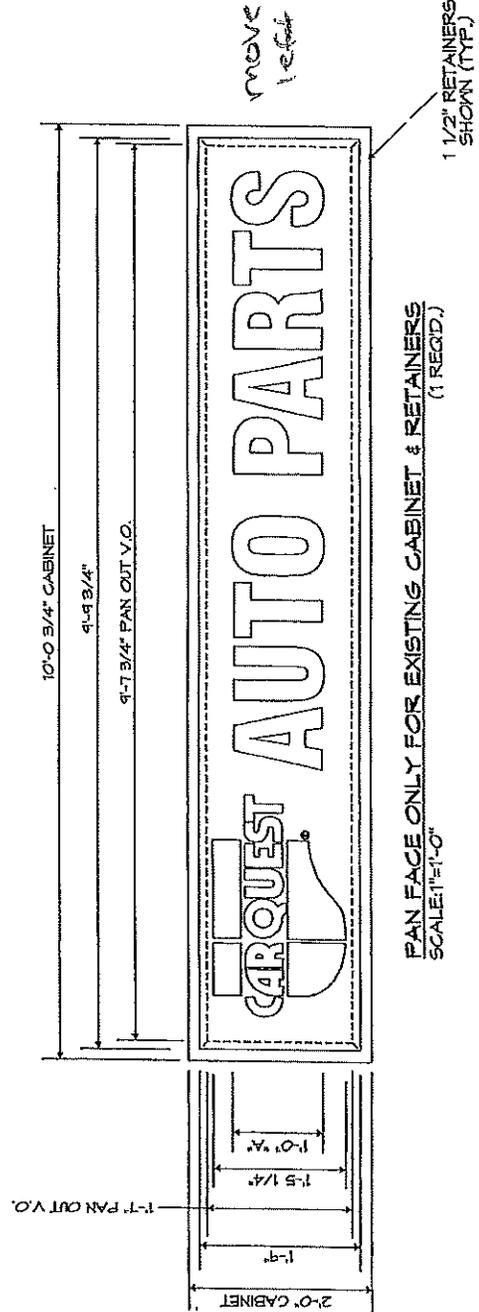
Front of Building



NOTES:  
.150 THK. WHITE LEXAN BKGD. W/  
#6690-143 RED VINYL "R" LOGO  
BLACK VINYL "R/S" & "DEALER" COPY



PAN FACE ONLY FOR EXISTING CABINET & RETAINERS  
SCALE: 1"=1'-0"



NOTES:  
.150 THK. WHITE LEXAN BKGD. W/  
RED VINYL "AUTO PARTS" &  
RED & BLUE VINYL "CAR QUEST LOGO"

PAN FACE ONLY FOR EXISTING CABINET & RETAINERS  
SCALE: 1"=1'-0"

1/23/2023

Page 2 of 2

Sign Square Feet

ARTIST: JK		CLIENT: RADIOSHACK #22-A922	DESIGN NO. 4-1796
ENGINEER: PROJECT MGR:	SALESMAN: KB	LOCATION: BERRYVILLE, VA	CLIENT APPR.
APPROVAL:	DATE: 3/31/03	W.O.#	ADDEN.#
NOTE: THIS DRAWING IS THE PROPERTY OF RADIOSHACK SIGN SYSTEMS AND ALL RIGHTS TO ITS USE FOR REPRODUCTION ARE RESERVED. RADIOSHACK SIGN SYSTEMS ARLINGTON, TEXAS		SHEET 1 OF 1	

