

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF ORGANIZATIONAL MEETING
Wednesday, February 1, 2023

The organizational meeting of the Berryville Architectural Review Board was held on Wednesday, February 1, 2023 at 12:30 p.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance

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

Member absent: Susan Godfrey

The following staff member was present: Christy Dunkle, Community Development Director

Call to Order

Ms. Dunkle called the meeting to order at 12:30 p.m.

Election of Officers

Ms. Dunkle asked for nominations for chair and vice chair. After discussion, Ms. Mathur made the motion, seconded by Mr. Burge, to retain Ms. Godfrey as chair and Ms. McFillen as vice chair. The motion passed by voice vote.

Approval of Agenda

Ms. Dunkle said she had several items under “other.” Vice chair McFillen asked for a motion to approve the agenda. Ms. Serock made the motion, seconded by Mr. Burge, to approve the agenda as presented. The motion passed by voice vote.

Approval of Minutes

Ms. Mathur made one correction to the minutes. Mr. Burge made the motion to approve the minutes of the November 30, 2022 meeting as amended, seconded by Ms. Serock, the motion passed by voice vote.

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.

Ms. Dunkle described the request for modifications to the building that houses Berryville Auto Parts. She said they would like to remove the “Radio Shack” sign, move the “Auto Parts” sign to the current location of the former, and install a round logo sign in the middle of the building. There being no further discussion, Ms. Serock made the motion to approve the signs as presented, seconded by Ms. Mathur, the motion passed by voice vote.

Other

Ms. Dunkle said she had received an application the morning of the meeting for signage at 20 East Main Street. She said the owners of Sky Tobacco and Vape are requesting a wall sign and a projecting sign. She said she had contacted the sign company and requested additional information, including the linear building frontage, in order to comply with zoning regulations but did not receive a response. Discussion included whether the signs would be lit, if there is adequate distance from the steps to the bottom of the sign, and the frontage requirements. Mr. Burge referenced the Guidelines for Issuing a Certificate of Appropriateness which is included in the application packet. He said that the wall sign in its proposed location disrupts the rhythm of the façade and compromises the integrity of the architecture of the buildings located in this block. ARB members discussed the size and placement

of the wall sign. They recommended reducing the size of the sign and installing it in the recessed area of the entrance. The Board was fine with the projecting sign as long as it conforms to Town regulations.

There being no further discussion, Ms. Serock made the motion to deny approval of the wall sign as presented adding that the sign be reduced in size and installed in the recessed area of the entrance and conforms to all zoning ordinance requirements, seconded by Mr. Burge. The motion passed by voice vote.

Ms. Dunkle said she had received information from Berryville Main Street (BMS) concerning upgrades to the alley located at 17 West Main Street. She said BMS received a grant for the project and they will be installing benches, planters, and lights in the first phase of the project. Ms. Serock asked how the benches and planters would be secured and maintained. She said additional lighting will be helpful in the alley. There was a discussion on how solar lighting would work where there was not much sun. Board members asked what the plan is for both ends of the alley. Ms. Serock said that she was concerned about any approvals without an agreement between the organization and the adjacent property owners.

Vice chair McFillen said that something more agricultural, such as metal farm troughs or wooden barrels, should have been considered. She said the ARB will need to approve additional items, specifically the proposed mural and signage. Ms. Mathur said the idea of beautifying the alley is a good one. There was a discussion about where the solar panel for the lights would be located. Board members asked if street lights will be installed as shown on the plan.

Mr. Burge asked for clarification on what the Board was approving. Ms. Dunkle said the benches, planters, and lights are currently under review. Mr. Burge said he is fine with the style and finishes of the planters and benches. There was a discussion about the benches installed at the courthouse and the ease of maintenance of the benches proposed for the alley.

There being no further discussion, Mr. Burge made the motion to approve the benches and planters as presented, requesting additional information on the placement, how they will be secured, and acknowledgement of maintenance of these items and the plant material. He added that ARB members would like to see an agreement between the building owners and Berryville Main Street as it relates to the buildings including the lighting. The motion was seconded by Ms. Mathur. The motion passed by voice vote.

Ms. Dunkle requested approval of the proposed meeting schedule. She noted that she will not be in the office on May 3, 2023 and recommended moving the meeting to the following Wednesday (May 10). The Board agreed to modify the proposed schedule by consensus.

Adjourn

There being no further discussion, Ms. Serock made the motion to adjourn the meeting at 1:21 p.m.

Robin McFillen, Vice Chair

Christy Dunkle, Recording Secretary