

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, October 4, 2023**

---

A meeting of the Berryville Architectural Review Board was held on Wednesday October 4, 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: Susan Godfrey, Chair, Robin McFillen, Vice Chair, Jon Burge, Satkuna Mathur, Mary Serock

Members absent: No one

Staff present: Christy Dunkle, Community Development Director

**Call to Order**

Chair Godfrey called the meeting to order at 12:30 p.m.

**Approval of Agenda**

Chair Godfrey asked for a motion to approve the agenda. Ms. Serock made the motion, seconded by Vice Chair McFillen, to approve the agenda as presented. The motion passed by consensus vote.

**Approval of Minutes**

Mr. Burge made the motion to approve the minutes of the August 2, 2023 meeting as presented, seconded by Ms. Serock, the motion passed by consensus.

**Sign Review**

**Cyrus Robertson (Stroker Signs), Agent, is requesting a Certificate of Appropriateness in order to install a projecting sign at the property located at 9 East Main Street, identified as Tax Map Parcel number 14A5-((A))-75, zoned C General Commercial.**

Ms. Serock said the decals have been placed on the front windows of the business. Mr. Burge asked whether the projecting sign would match the decals and what size the sign would be. Ms. Dunkle said it would match the window design and the sign will be no larger than 2’x3’. Both Mr. Burge and Vice Chair McFillen said they liked the sign.

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

**Other**

Ms. Dunkle said that Berryville Presbyterian is requesting a Certificate of Appropriateness for a picnic shelter at the rear of the property. Ms. Dunkle said they will have white vinyl siding on the gable ends, wooden posts, and asphalt shingles on the roof. She identified the location of the proposed structure and the floodplain area. She said both zoning and building permits will be required prior to construction. Mr. Burge said the aesthetics are fine.

There was a discussion about the existing garage and the location of the perennial stream within the floodplain. Chair Godfrey confirmed that the garage will stay on the site and that a play structure had been removed.

There being no further discussion, Vice Chair McFillen made the motion to approve the request as submitted. The motion passed by voice vote with Chair Godfrey abstaining.

Vice Chair McFillen asked for an update from the August meeting on the County's courthouse master plan. Board members said three designs were considered and that the beech tree will be removed. They discussed the removal of old landscaping and the addition of a second monument on the grounds with a plaque to identify the subject matter.

**Adjourn**

There being no further discussion, Vice Chair McFillen made the motion to adjourn the meeting, seconded by Mr. Burge, at 12:43 p.m.

---

Susan Godfrey, Chair

---

Christy Dunkle, Recording Secretary