

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, June 5, 2024**

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A meeting of the Berryville Architectural Review Board was held on Wednesday June 5, 2024 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 Mather

Member absent: Mary Serock

Press present: None

Staff present: Christy Dunkle, Community Development Director

**Call to Order**

Chair Godfrey called the meeting to order at 12:32 p.m.

**Approval of Agenda**

Chair Godfrey asked for a motion to approve the agenda. Ms. Mathur made the motion, seconded by Mr. Burge, to approve the agenda as presented. The motion passed by voice vote.

**Approval of Minutes**

Vice Chair McFillen made the motion to approve the minutes of the April 3, 2024 meeting as presented, seconded by Mr. Burge, the motion passed by voice vote.

**Sign Review**

**Christina Kraybill (Berryville Main Street) is requesting a Certificate of Appropriateness for a projecting sign at the property located at 23 East Main Street, identified as Tax Map Parcel number 14A5-((A))-77 zoned C General Commercial.**

Ms. Dunkle said that the Berryville Main Street sign blew down and they are requesting approval of a new sign in its place. She said it will be no larger than the previous sign. There was a discussion about the bracket that will be used for the installation. Ms. Dunkle said that the incubator business who will be located in the space will likely use the bottom portion of the sign, adding that the sign must be at least 8'-6" above the sidewalk.

There being no further discussion, Vice Chair McFillen made the motion, seconded by Ms. Mathur, to approve the request as presented. The motion was approved by voice vote.

## **Architectural Review**

**Jonathan Fausey, Agent (VLM Properties, LLC), is requesting a Certificate of Appropriateness in order to construct an addition at the property located at 15 Academy Street, identified as Tax Map Parcel number 14A2-((A))-64, zoned C General Commercial.**

Ms. Dunkle said that Mr. Fausey has completed the purchase of 15 Academy Street. She said the applicant was issued a Certificate of Appropriateness for new aluminum-clad windows to install on the principal structure. She said that he is planning on putting an addition on the rear of the property and has requested approval for materials. She distributed drawings to members and discussed the additional windows, roof, siding, and gutters. There was a discussion about the type of standing seam the roof should have. Mr. Burge recommended that the flat seam option, which matches the roof on the existing structure, would be appropriate. There was consensus of the siding and gutter choices.

There being no further discussion, Mr. Burge made the motion to approve the siding, gutters, and additional windows with the recommendation that the flat seam option be used. The motion was seconded by Vice Chair McFillen and passed by voice vote.

## **Other**

There were no other items.

## **Adjourn**

There being no further discussion, Chair Godfrey adjourned the meeting at 12:45 p.m.

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Susan Godfrey, Chair

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Christy Dunkle, Recording Secretary