

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, October 3, 2018**

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A meeting of the Berryville Architectural Review Board was held on Wednesday, October 3, 2018 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, Vice Chair; Satkuna Mathur; Gene Williamson

Member absent: Jim Barb, Robin McFillen

Press present: None

The following staff member was present: Christy Dunkle, Town Planner

Vice Chair Godfrey called the meeting to order at 12:34pm.

**APPROVAL OF AGENDA**

Vice Chair Godfrey asked for a motion to approve the agenda. Ms. Mathur made the motion to approve the agenda, seconded by Mr. Williamson, the motion passed by voice vote.

**APPROVAL OF MINUTES – August 27, 2018 and September 20, 2018**

Vice Chair Godfrey asked for a motion to approve the minutes of the August 27, 2018 meeting. Mr. Williamson made the motion to approve the minutes as written, seconded by Ms. Mathur, the motion passed by voice vote. Ms. Mathur made the motion to approve the September 20, 2018 minutes as written, seconded by Mr. Williamson, the motion passed by voice vote.

**SIGN REVIEW**

**Russell McKelway, MD, is requesting a Certificate of Appropriateness for a projecting sign located at 1 West Main Street, identified as Tax Map Parcel number 14A5-((A))-10, zoned C General Commercial.**

Vice Chair Godfrey asked staff to describe the request. Ms. Dunkle said that Dr. McKelway will be operating his practice at 1 West Main Street and has requested a projecting sign that will be placed on an existing bracket. She said Peter Miller will be fabricating the sign which will look similar to existing signs for Cordial Coffee and the insurance business on Main Street.

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

**SIGN REVIEW**

**Eddie Edwards Signs (Erin Meadows, Agent), is requesting a Certificate of Appropriateness in order to install two blade signs at the gasoline pumps at Circle K located at**

**1 South Buckmarsh Street, identified as Tax Map Parcel number 14A4-((A))-49, zoned C General Commercial.**

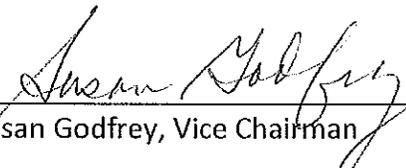
Ms. Dunkle said this request was to install two "blade" signs on the gasoline pumps at the Circle K. She described the size, location, and other details of the signs. There being no further discussion, Ms. Mathur made the motion to approve as presented, seconded by Mr. Williamson, the motion passed by voice vote.

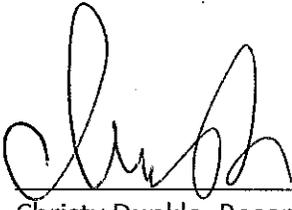
**Other**

Ms. Dunkle updated Board members on projects in Town.

**Adjourn**

There being no further discussion, Mr. Williamson made the motion to adjourn the meeting, seconded by Ms. Mathur, the meeting adjourned 12:47pm.

  
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Susan Godfrey, Vice Chairman

  
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Christy Dunkle, Recording Secretary