

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, March 7, 2018

The organizational meeting of the Berryville Architectural Review Board was held on Wednesday, March 7, 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: Jim Barb; Satkuna Mathur; Robin McFillen; Gene Williamson

Member absent: Susan Godfrey

Press present: None

Others present: Pam Hummel, Timothy Johnson

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

ELECTION OF OFFICERS

Christy Dunkle called the meeting to order at 12:31p.m. She asked for nominations for chair and vice chair. Mr. Williamson made the motion to retain Mr. Barb and Ms. Godfrey as Chair and Vice Chair, respectively, seconded by Ms. McFillen, the motion passed by voice vote.

Chair Barb welcomed new member Satkuna Mathur to the Board.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Ms. McFillen made the motion to approve the minutes of the November 29, 2017 meeting, seconded by Mr. Williamson, the motion passed by voice vote.

Chair Barb acknowledged Ms. Hummel and suggested reviewing her request first.

Sign Review

Pamela Hummel (Owner, Pins & Needles Fiber Art) is requesting a Certificate of Appropriateness for a projecting sign at her business located at 23 East Main Street, identified as Tax Map Parcel number 14A5-((A))-77, zoned C General Commercial.

Ms. Dunkle said that the applicant's business is above the Fire House Gallery and that she will be installing her projecting sign from the existing Gemparcel sign. She added that the existing Gemparcel sign has been moved up which allowed for the Pins & Needles sign to conform to zoning regulations which require that the bottom of the sign is at least 8'-6" above the sidewalk. Mr. Williamson said that

the sign looked nice and made the motion to approve the request as submitted, seconded by Ms. Mathur, the motion was approved by voice vote.

Sign Review

Timothy Johnson (Owner, The Law Offices of Timothy R. Johnson, PLC) is requesting a Certificate of Appropriateness for a projecting sign at his business located at 20-B East Main Street, identified as Tax Map Parcel number 14A2-((A))-72, zoned C General Commercial.

Chair Barb asked members if they were okay with hearing Mr. Johnson's request next because he was present for the meeting. With consensus, Chair Barb asked staff to discuss his submission. Ms. Dunkle said that the applicant is proposing a two-sided projecting sign. Mr. Johnson said that it will be hung above Jerry Johnson's existing sign. There was a discussion about using a scalloped design similar to the existing sign. Mr. Timothy Johnson said that he was unable to use the scalloped design due to the metal border proposed around his sign. He confirmed that Jerry's sign will be installed below his. Ms. McFillen said that both signs should have sufficient sidewalk clearance. She moved to approve the sign as presented, seconded by Mr. Williamson, the motion was approved by voice vote.

Sign Review

Jose Alvarado (Owner, Los Wingeez) is requesting a Certificate of Appropriateness for a portable freestanding sign, lighting, and outdoor seating for his restaurant located at 24 West Main Street, identified as Tax Map Parcel number 14A2-((A))-58, zoned C General Commercial.

Ms. Dunkle described the request. She said Mr. Alvarado is requesting approval of a sandwich board saying that the size conforms to zoning ordinance regulations. She said the sign is a chalk board face with a wooden frame. She said the approval will include reference to regulations including not blocking the sidewalk and only out during hours of operation. Ms. Dunkle said the applicant is also requesting approval of lighting and outdoor seating. She referenced the photos in the agenda packet. Ms. McFillen said the lights look nice and Mr. Barb agreed saying that the bulbs work well under the existing awning. Ms. Dunkle added that they do not appear to shine on the right-of-way or onto adjacent properties. Mr. Williamson suggested they install a railing at the entrance. There was a discussion about accessibility. There being no further comments, Ms. Mathur made the motion to approve the requests as presented with the conditions that the sign is brought in when the business is not operating per zoning ordinance requirements; that the sign and seating do not block sidewalk access; and the suggestion of a railing installation at the entrance. The motion was seconded by Mr. Williamson and was passed by voice vote.

Architectural Review

The Bank of Clarke County (John Hudson, Agent) is requesting a Certificate of Appropriateness for additional awnings to match a previously approved installation at the property located at 2 East Main Street, identified as Tax Map Parcel number 14A2-((A))-70, zoned C General Commercial.

Ms. Dunkle said that Mr. Hudson is requesting two additional awnings on the east and west elevations. She said they will be similar to the awnings previously approved by the ARB and that were currently being installed. There was a consensus that the awnings were a nice addition to the streetscape. There being no further discussion, Mr. Williamson made the motion to approve the awnings as presented, seconded by Ms. McFillen, the motion passed by voice vote.

Discussion – Window Installation at 101 North Church Street

Ms. Dunkle said that she emailed the property owner prior to the scheduled January, February, and March meetings requesting additional information and forwarding the requisite review applications and has heard nothing back. Chair Barb suggested sending another letter, copying the Town's attorney, to the property owner requesting an update of the status and the submission of a review application per zoning regulations. Ms. McFillen asked if the old windows were still on the property. Ms. Dunkle said she was not sure of the status but would inform ARB members prior to the next meeting.

Other

Ms. Dunkle said that Jerry Johnson had met with staff that morning and wanted to forward an elevation drawing to ARB members for proposed modifications to the Battletown Inn. She said Mr. Johnson had indicated that he would like to begin construction on the second floor of the building this spring. She said he would like to add 10 hotel rooms (for a total of 22) and that she discussed parking with the property owner. She added that she had not seen a site plan of the proposal and did not have specific information on other matters at this time. Chair Barb said that he was excited about the plans and it will be great for Berryville to get the facility operational again. He asked that staff let Mr. Johnson know that they will try to accommodate his schedule and asked that staff keep them updated on his proposal.

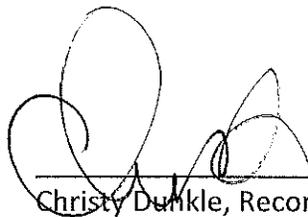
Chair Barb asked if there was an update on the First Street project. Ms. Dunkle said she had no additional information.

Adjourn

There being no further discussion, Ms. McFillen made the motion to adjourn the meeting, seconded by Ms. Mathur, the motion was approved by voice vote at 1:25pm.



Jim Barb, Chairman



Christy Dunkle, Recording Secretary