



Architectural Review Board

MEETING AGENDA

Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Regular Session

August 5, 2026

12:30 PM

Item

Page

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

May 6, 2026 Minutes

May 18, 2026 Minutes Draft

4. Sign

Art of Mind, LLC, by Kristin Epperson, is requesting a Certificate of Appropriateness for a hanging sign, located at 1 East Main Street, identified as Tax Map Parcel Number 14A5-A-75 zoned C general Commercial District.

5. Sign

Easily Created, By Melanie Hoffman, is requesting a Certificate of Appropriateness for a hanging sign, and window signs, located at 3 East Main Street, identified as Tax Map Parcel Number 14A5-A-75 zoned C General Commercial District.

6. Adjourn

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, May 6, 2026

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, May 6, 2026 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, Satkuna Mathur, Jonathon Burge and Mary Serock

Members Absent: Robin McFillen

The following staff member was present: Terry Russell, 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 Mr. Burge, to approve the agenda. The motion passed by voice vote.

Approval of Minutes

Ms. Mathur made the motion to approve the minutes of the April 1, 2026 meeting, seconded by Ms. Serock. The motion passed by voice vote.

Sign

Lavish, by Sarah Preast, 15 Crow Street, is requesting a Certificate of Appropriateness for an awning with sign, located at 15 Crow Street, identified as Tax Map Parcel Number 14A((A))19 zoned C General Commercial District.

Ms. Serock made a motion to approve the request. Mr. Burge seconded the motion. The motion passed by voice vote.

Interpretive Panel and Free Library

Clarke County Historical Association, by Nathan Stalvey, is requesting a Certificate of Appropriateness for an Interpretive Panel and a Free Library, located at 32 East Main Street, identified as Tax Map Parcel Number 14A2((A))74 zoned C General Commercial District.

Ms. Mathur made a motion to approve the request. Ms. Serock seconded the motion. The motion passed by voice vote.

Demolition 120 West Main Street

120 West Main Street, by Kenneth & Melanie Livingston, is requesting a Certificate of Appropriateness in order to demolish an existing structure garage that is attached to neighbor's garage/apartment on the property line, and replace with a storage shed, located at 120 West Main Street, identified as Tax Map Parcel number 14A1((A))40, zoned R-2 Residential District.

Mr. Burge made a motion to approve the request. Ms. Mathur seconded the motion. The motion passed by voice vote.

Other

There were no other cases to consider and no further discussion.

Adjourn

The meeting was adjourned at 12:55 pm

Susan Godfrey, Chair

Terry Russell, Recording Secretary

Sign

August 5, 2026

Art of Mind, LLC, by Kristin Epperson, is requesting a Certificate of Appropriateness for a hanging sign, located at 1 East Main Street, identified as Tax Map Parcel Number 14A5-A-75 zoned C General Commercial District.

The applicant, is requesting a Certificate of Appropriateness for a commercial hanging sign. The sign is 24" x 24" square.

Recommendation

Staff recommends approval of the sign as proposed.

Attachment

TOWN OF BERRYVILLE

101 CHALMERS COURT, SUITE A * BERRYVILLE VA 22611

Phone (540) 955-4081 * Fax (540) 955-4524 - E-mail: planner@berryvilleva.gov

HISTORIC DISTRICT SIGN PERMIT APPLICATION

Please Note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board.

To be completed by Applicant:

Date 07/27/2026, 20 26

Applicant's Name: Kristin Epperson

Name of business for which the signage is being requested: Art of Mind LLC

Applicant's Address: 400 Weeks Ct, Berryville VA 22611

Telephone Number: 703-966-3629 E-mail: Artofmindpod@gmail.com

Property Owner's Name: One East Main LLC

Property Owner's Address: 1 E Main St. Berryville VA 22611

Application is hereby made for a permit to erect () or remodel (X) a sign as described below:

Total # of Requested Signs: 1 Fee: _____

Please include a copy of the following information for each sign requested:

☒ Scale color illustration of the sign, indicating the material, dimensions (including square footage), the location of the sign (including minimum 8'-6" above all sidewalks or rights-of-way for projecting signs), type of sign (freestanding, hanging, wall, etc.) and method of mounting

☒ Color chips if applicable

☒ Illustration and details of the proposed illumination, if any

Sign Company/Telephone: Haul painted by Kristin Epperson 703-966-3629

Signature of Applicant: Kristin M. Epperson

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: _____

Tax Map #: _____

Zoning Designation: _____

Applicable Regulations: _____

Other Conditions: _____

This Sign Permit is approved () denied () for the sign described on the property indicated above. If denied, for the following reason(s): _____

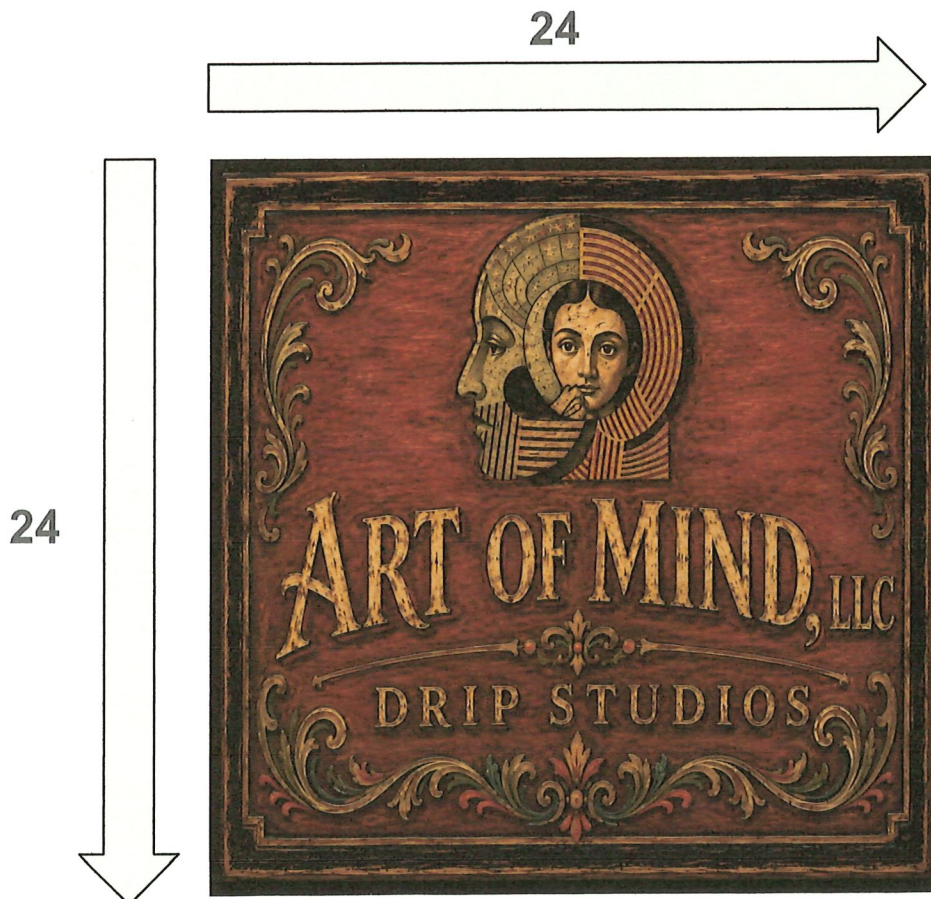
Signature of Zoning Administrator: _____

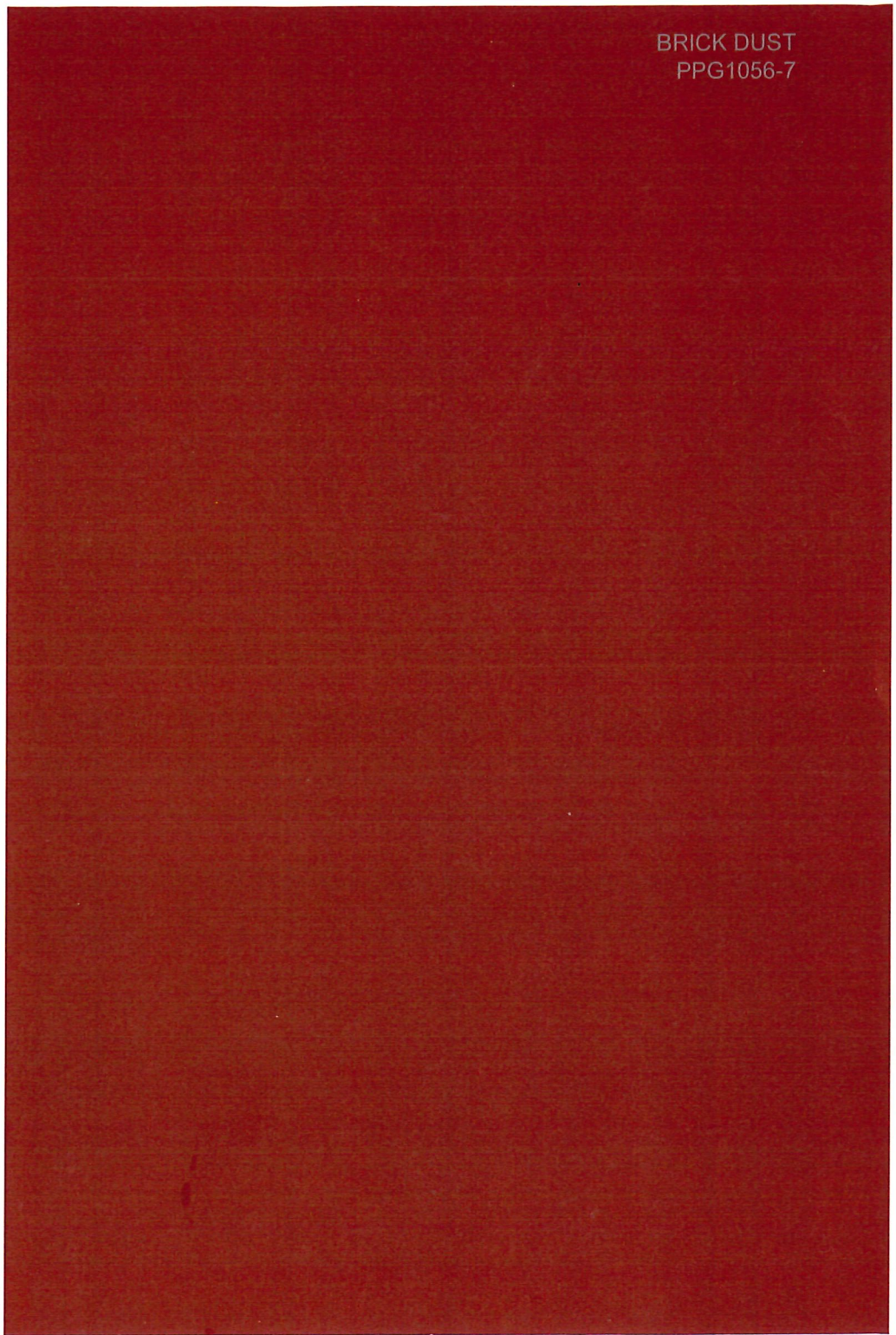
Double Sided Sign Application

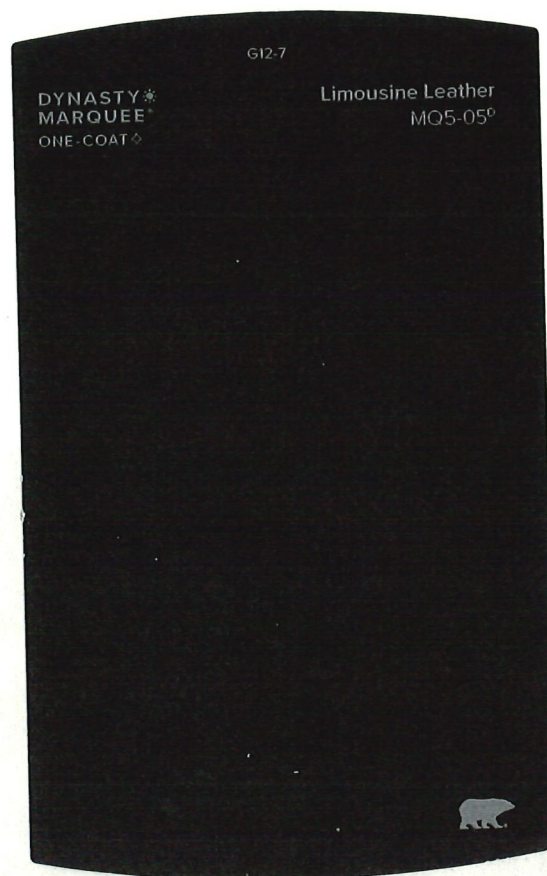
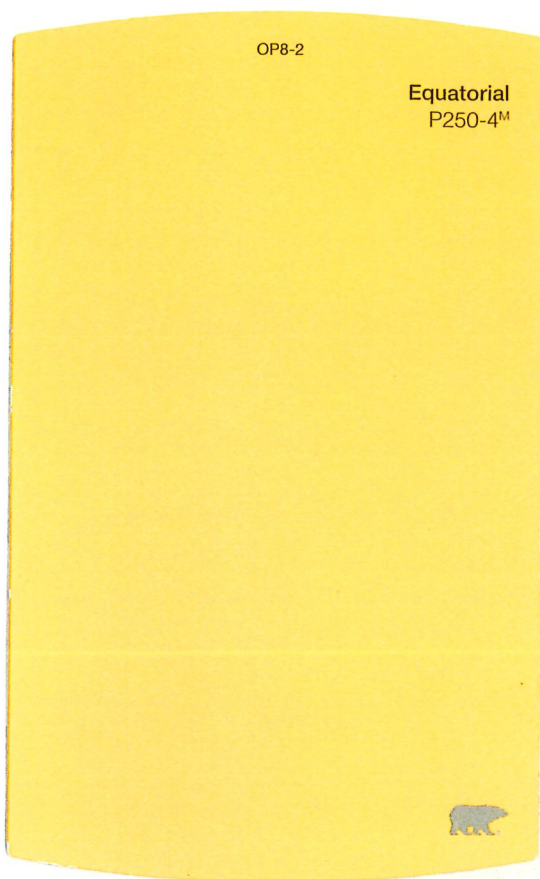
1 E Main St, Berryville Va 22611

Materials:

- 24x24x.5 Plywood
- Added wood carved onlay applique
- Paint Colors
 - Brick Dust PPG 1056-7 (background)
 - Limousine Leather MQ5-05 (outline)
 - Equatorial P250-4 (behind gold paint or leaf)
- Kilz 2 All-Purpose Primer to seal wood
- Clear Coat sealer to seal paint
- Gold Leaf or Gold Paint for letters and onlay details
- Eye Hooks to hang sign from an iron bracket from building.
- Sign hung outside the front of establishment 8.5f above sidewalk.







Signs

August 5, 2026

Easely Created, by Melanie Hoffman, is requesting a Certificate of Appropriateness for a hanging sign, and window signs, located at 3 East Main Street, identified as Tax Map Parcel Number 14A5-A-75 zoned C General Commercial District.

The applicant, is requesting a Certificate of Appropriateness for a commercial hanging sign and window signs. The hanging sign is round, 23" in diameter. The left window decal is round, 34" in diameter. The right window decal is 18" wide by 48" tall

Recommendation

Staff recommends approval of the signs as proposed.

Attachments

TOWN OF BERRYVILLE

101 CHALMERS COURT, SUITE A * BERRYVILLE VA 22611
Phone (540) 955-4081 * Fax (540) 955-4524 - E-mail: planner@berryvilleva.gov

HISTORIC DISTRICT SIGN PERMIT APPLICATION

Please Note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board.

To be completed by Applicant: Date July 21, 20 2026

Applicant's Name: MELANIE HOFFMAN

Name of business for which the signage is being requested: EASELY CREATED

Applicant's Address: 286 ROUND ROCK LN CHARLESTOWN WV

Telephone Number: 571-274-1940 E-mail: easilycreatedstudios@gmail.com

Property Owner's Name: CHIP SCHUTTE

Property Owner's Address: 3 E MAIN ST BERRYVILLE VA 22611

Application is hereby made for a permit to erect (☒) or remodel (☐) a sign as described below:

Total # of Requested Signs: 3 Fee: _____

① HANGING SIGN ② Circle WINDOW DECAL ③ WORD SIGN DECAL
Please include a copy of the following information for each sign requested:

_____ Scale color illustration of the sign, indicating the material, dimensions (including square footage), the location of the sign (including minimum 8'-6" above all sidewalks or rights-of-way for projecting signs), type of sign (freestanding, hanging, wall, etc.) and method of mounting

_____ Color chips if applicable BLACK, WHITE, BLUE (color # 85C1CC)

N/A Illustration and details of the proposed illumination, if any

Sign Company/Telephone: FAST SIGNS WINCHESTER 540-507-2944

Signature of Applicant: [Signature]

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: _____

Tax Map #: _____

Zoning Designation: _____

Applicable Regulations: _____

Other Conditions: _____

This Sign Permit is approved (☐) denied (☐) for the sign described on the property indicated above. If denied, for the following reason(s): _____

Signature of Zoning Administrator: _____



Sign 1: Hanging Sign is 23 Inches in Diameter (As shown in Image above and page 3)

Bracket to sidewalk is 10 feet 6 inches

We will be using the existing bracket

1 inch gap between top arch of sign, 23 inch sign diameter = 8 ft 6 inches Bottom of Sign to sidewalk

Sign 2: Left Window Decal of Branded Logo for Easely Created (As shown in image above)

Window is 5 feet by 6.5 feet

20% of window is 6.5 sq ft

Diameter of decal is 34 inches

Decal uses 19.4% of window

Sign 3: Right Window Decal of a Word Creative Font Banner (Image of design page 4)

Window is 5 feet by 6.5 feet

20% of window is 6.5 sq ft

Window decal is 18 inches wide by 46 inches tall

Decal uses 17.69% of window

All white letter vinyl

Sign #1

HANA'INA SIGN

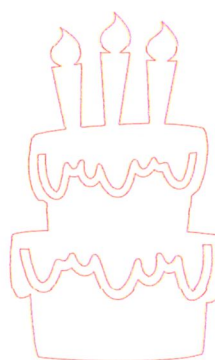


← 18 INCHES WIDE →

SIGN
#3

Right
WINDOW
WORD SIGN
DECAL

Paint Nights
DIY 
WORKSHOPS

 BIRTHDAY
PARTIES

↑
46 INCHES TALL
↓


Kids Classes

Private Parties

HOMESCHOOL ART

All
WHITE LETTER
DECAL