



Architectural Review Board

MEETING AGENDA

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

September 4, 2024

12:30 PM

Item

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1. Call to Order- Susan Godfrey, Chair

2. Approval of Agenda

3. Approval of Minutes- August 7, 2024

Minutes of August 7, 2024

4. Sign Review- Berryville Main Street, 23 E Main Street

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

5. Other

6. Adjourn

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, August 7, 2024

A meeting of the Berryville Architectural Review Board was held on Wednesday August 7, 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 12:30 p.m.

Approval of Agenda

Chair Godfrey asked for a motion to approve the agenda. Vice Chair McFillen 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 June 5, 2024 meeting as amended, seconded by Ms. Mathur, the motion passed by voice vote.

Sign Review

Jackeline Ortiz, Owner (Itiel Therapeutic Massage) is requesting a Certificate of Appropriateness for a projecting sign and portable free-standing 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 applicant will be moving into the incubator space above 23 East Main Street. She said there is a request to install a projecting sign below the Berryville Main Street sign installed recently. Ms. Dunkle added that the applicant is also requesting approval for a portable freestanding sign. There was a discussion of the location of the projecting sign.

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

Sign Review

Sarah Hogue, Owner (Lavish Studios), is requesting a Certificate of Appropriateness in order to hang a temporary banner at the property located at 15 Crow Street, identified as Tax Map Parcel number 14A2-((A))-64, zoned C General Commercial.

Ms. Dunkle said that Ms. Hogue would like to hang a temporary banner for the anniversary of her business located on Crow Street. Ms. Dunkle said she met with the applicant and discussed the size limitation of no more than 24 square feet. Ms. Dunkle said she would also like to have input on their freestanding portable sign. Board members were fine with both requests.

There being no further discussion, Ms. Mathur made the motion to approve the temporary banner for 30 days from the date of this meeting and a portable freestanding sign as presented. The motion was seconded by Mr. Burge and passed by voice vote.

Sign Review

Brennah Thomas, Owner (Rat Pack Antiques & Toys), is requesting a Certificate of Appropriateness in order to install a wall sign at the property located at 10 West Main Street, identified as Tax Map Parcel number 14A2-((A))-60. Zoned C General Commercial.

Ms. Dunkle reviewed the request for a projecting sign and freestanding portable sign per the application packet. Vice Chair McFillen stated that the projecting sign was too large. There was a discussion about the structural stability of the bracket and the smaller sign that was previously in its place. Ms. Dunkle said that the ordinance does not allow more than one portable freestanding sign per business and that there must be at least four (4) feet of sidewalk available to accommodate pedestrians.

There was a discussion about conditions on which the request could be approved administratively.

There being no further discussion, Mr. Burge made the motion to deny approval of the projecting sign due to its size and requested that the applicant revise and resubmit the sign to staff for administrative approval. He also moved to approve the portable freestanding sign as presented, adding that one portable freestanding sign may be placed outside of the business. 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 12:28 p.m.

Susan Godfrey, Chair

Christy Dunkle, Recording Secretary

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

Ms. Kraybill is requesting a Certificate of Appropriateness in order to install a 14"x16" aluminum sign next to the door leading to the second floor of 23 East Main Street. The information will identify the suites and offers a QR code to reserve the conference room.

Recommendation

Approve as presented.



B E R R Y V I L L E
— **Main Street** —

23 E. Main Street
Phone: (540) 313-6246



Main Office
&
Conference Room
Suite 202
Business Incubator
Suite 201

Conference Room

Reservations:

