

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, October 9, 2024**

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A meeting of the Berryville Architectural Review Board was held on Wednesday, October 9, 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

Members absent: Satkuna Mathur, Mary Serock

Press present: None

Staff present: Christy Dunkle, Community Development Director

Other: Lorien Lemmon, Clarke County Planning Department

**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**

Mr. Burge made the motion to approve the minutes of the September 4, 2024 meeting as presented, seconded by Vice Chair McFillen, the motion passed by voice vote.

**Sign Review**

Lorien Lemmon (Clarke County Easement Authority) is requesting a Certificate of Appropriateness to install a temporary sign at the property located at 400 East Main Street, identified as Tax Map Parcel number 14A3-((A))-18 zoned C General Commercial.

Ms. Dunkle introduced Ms. Lemmon, representing the Clarke County Easement Authority, to ARB members. Ms. Lemmon said they would like to put up a temporary banner on the east façade of Berryville Farm Supply. She said she was hoping to get approval to install the sign in October and again in April of 2025. ARB members discussed the size and message of the banner. Ms. Lemmon said the sign is 6'x3' and the message will remain the same.

There being no further discussion, Vice Chair McFillen made the motion to approve the sign as presented, allowing 30 consecutive days in October and 30 consecutive days in April, 2025 which will both have the same message. Mr. Burge seconded the motion that passed by voice vote.

**Other**

There were no other items.

**Adjourn**

There being no further discussion, Chair Godfrey adjourned the meeting at 12:34 p.m.

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Susan Godfrey, Chair

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Christy Dunkle, Clerk