

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, September 4, 2024**

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A meeting of the Berryville Architectural Review Board was held on Wednesday, September 4, 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; Jon Burge, Satkuna Mathur, Mary Serock

Member absent: Robin McFillen, Vice Chair;

Press present: None

Staff present: Christy Dunkle, Community Development Director; Miranda Dodson, Town Clerk

**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 as presented. The motion passed by voice vote.

**Approval of Minutes**

Mr. Burge made the motion to approve the minutes of the August 7, 2024 meeting as presented, seconded by Ms. Mathur, the motion passed by voice vote.

**Sign Review**

**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. Dunkle explained that the aluminum sign will be a 14"x16" and will be installed on the wall next to the outside 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.

Ms. Serock questioned why the sign was not going to be installed outside of the building under the current projecting signage. Ms. Dunkle explained that there will be an additional sign hanging under the Berryville Main Street sign for Itiel Therapeutic. She added that the proposed sign has a QR Code for people to scan that will need to be accessible from the sidewalk. There was no further discussion.

**Mr. Burge made the motion to approve the Certificate of Appropriateness for a wall sign at the property located at 23 East Main Street, seconded by Ms. Serock. Motion passed by voice vote.**

**Other**

There were no other items.

**Adjourn**

There being no further discussion, Chair Godfrey adjourned the meeting at 12:33 p.m.

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Susan Godfrey, Chair

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Miranda Dodson, Town Clerk