



Architectural Review Board

MEETING AGENDA

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

February 5, 2025

12:30 PM

Item

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1. **Call to Order- Terry Russell, Community Development Director**
2. **Election of Officers- chair and vice chair**
3. **Approval of Agenda**
4. **Approval of Minutes- December 4, 2024**  
    ARB Minutes 120424
5. **Approval of meeting dates**  
    ARB meeting dates 2025
6. **Other**
7. **Adjourn**

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

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A meeting of the Berryville Architectural Review Board was held on Wednesday, December 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; Robin McFillen, Vice Chair; Jon Burge, Satkuna Mathur, Mary Serock

Member absent:

Press present: Mickey Powell, Winchester Star

Staff present: Christy Dunkle, Community Development Director

Others present: John Hudson

**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 November 6, 2024 meeting as presented, seconded by Ms. Serock, the motion passed by voice vote.**

**Sign Review**

**Scott Carpenter, Owner, is requesting a Certificate of Appropriateness to install a freestanding sign at the property located at 517 East Main Street, identified as Tax Map Parcel number 14A6-((2))-1, zoned C-1 Commercial.**

Ms. Dunkle said that the sign has already been installed in an existing brick frame. Mr. Burge asked about the lighting. Ms. Dunkle said that the floodlights on the sign now will be removed and replaced with new shielded lights.

There being no further discussion, Mr. Burge made the motion to approve the signs with the condition that the lighting be shielded from adjacent properties and public rights-of-way per Town requirements. The motion was seconded by Ms. Mathur and approved by voice vote.

### **Sign Review**

**Strati Oktay, Applicant representing NVDO, is requesting a Certificate of Appropriateness to install a projecting sign in front of their new location at 3 East Main Street, identified as Tax Map Parcel number 14A5-((A))-75, zoned C General Commercial.**

Ms. Dunkle said that Northern Virginia Doctors of Optometry are relocating from 33 West Main Street to 3 East Main Street. She said they are currently remodeling the space and will be moving in soon. She described the sign and existing bracket.

There being no further discussion, Ms. Mathur made the motion, seconded by Ms. Serock, to approve the request as presented. The motion passed by voice vote.

### **Architectural Review**

**John Hudson, Applicant (Audrey Hudson, Owner) is requesting a Certificate of Appropriateness in order to remove two chimneys on the buildings located at 15-21 East Main Street, identified as Tax Map Parcel number 14A5-((A))-76, zoned C General Commercial.**

Ms. Dunkle explained the request and referenced items in the staff report. She said the property owner, John Hudson, was at the meeting to discuss the request. Mr. Hudson said that bricks in the historic building were falling into the fireplace and that drone footage identified deterioration of the two chimneys on the top of the structure and one at the rear of the building located at 15 East Main Street. He said he that the rear chimney was still actively being used to vent the furnace adding that the two other chimneys have not been used for decades. Mr. Hudson added that repointing the chimneys would not suffice because they need to be stabilized.

Vice Chair McFillen asked about the proposed process for reconstructing the chimney at 15 and repairing the roof on the others. Mr. Hudson said they would need to remove all the structures and rebuild the one on 15. He said the roofer would return to repair the roof where the chimneys were be removed. There was a discussion about rebuilding all of the chimneys and associated costs. Vice Chair McFillen said that the chimneys are an integral part of the building and part of the streetscape of the downtown. Mr. Hudson said the buildings are not on the historic register. There was a discussion about the Secretary of Interior guidelines and setting a precedent for this action.

Vice Chair McFillen discussed the build-up of creosote in chimneys and the amplification of deterioration that may occur. Mr. Hudson confirmed that the two chimneys on the main structure are non-operation. Chair Godfrey reiterated her concern about setting a precedent for removing chimneys on downtown buildings. There was a discussion about the visibility of the roofline from the public right-of-way. Mr. Hudson pointed out the bricklayer's initials, "TS" for Treadwell Smith, are visible on the eastern façade of the second story. He added that Benjamin Berry once owned the structure.

Ms. Serock said that based on the historic significance of the building, all of the chimneys on the building should be replaced with the same or similar looking brick. Vice Chair McFillen said she agreed with Ms. Serock noting that this was one of the oldest structures in Town. Chair Godfrey confirmed that Ms. Serock's comment was a motion.

There being no further discussion, Ms. Serock made the motion, seconded by Vice Chair McFillen, to require that all of the chimneys be replaced. The motion passed by voice vote.

Mr. Hudson thanked the ARB members and understands the reasoning behind their decision. Vice Chair McFillen thanked Mr. Hudson for maintaining the property over the years.

### **Sign Review**

**Kristen Money, Applicant, is requesting a Certificate of Appropriateness to install a projecting sign at the property located at 30 West Main Street, identified as Tax Map Parcel number 14A2-((A))-57, zoned C General Commercial.**

Ms. Dunkle described the request for a projecting sign that would be installed on an existing bracket. There was a discussion about the building location and where the sign would be mounted.

There being no further discussion, Ms. Serock made the motion, seconded by Vice Chair McFillen, to approve the request as presented. The motion passed by voice vote.

### **Other**

There were no other items.

### **Adjourn**

There being no further discussion, Chair Godfrey adjourned the meeting at 12:52 p.m.

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Susan Godfrey, Chair

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Christy Dunkle, Clerk



**BERRYVILLE**  
EST. 1798 *Genuine* VIRGINIA

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**

**2025 Proposed Meeting Dates**

**12:30 p.m. – First Wednesday of the month**

**Berryville – Clarke County Government Center Main Meeting Room**

**101 Chalmers Court – Berryville, VA**

**Wednesday, February 5**

**Wednesday, March 5**

**Wednesday, April 2**

**Wednesday, May 7**

**Wednesday, June 4**

**Wednesday, July 2**

**Wednesday, August 6**

**Wednesday, September 3**

**Wednesday, October 1**

**Wednesday, November 5**

**Wednesday, December 3**

**Harry Lee Arnold, Jr.**  
*Mayor*

**Erecka L. Gibson**  
*Vice Mayor*

*Council Members*

**William Steinmetz**  
*Ward 1*

**Diane Harrison**  
*Ward 2*

**Grant Mazzarino**  
*Ward 3*

**Ryan Tibbens**  
*Ward 4*

**Keith R. Dalton**  
*Town Manager*