

Berryville – Clarke County  
Government Center  
101 Chalmers Court, Suite A  
Berryville, VA 22611



[T] 540/955-1099  
[F] 540/955-4524  
[E] info@berryvilleva.gov  
www.berryvilleva.gov

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

**Town of Berryville**  
ARCHITECTURAL REVIEW BOARD

Wednesday, March 4, 2026 - 12:30 p.m.  
101 Chalmers Court - Meeting Room AB – Second Floor

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Sign

Provender Garden Kitchen, by Kurt Baier, applicant, is requesting a Certificate of Appropriateness for a sign, located at 23 Crow Street, identified as Tax Map Parcel number 14A5((A))15 zoned C General Commercial District.

5. Other
6. Adjourn

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

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

*Council Members*

**William Steinmetz**  
*Ward 1*

**Paul Perez**  
*Ward 2*

**Grant Mazzarino**  
*Ward 3*

**Ryan Tibbens**  
*Ward 4*

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

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF ORGANIZATIONAL MEETING**  
**Wednesday, January 7, 2026**

---

The organizational meeting of the Berryville Architectural Review Board was held on Wednesday, January 7, 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: Jon Burge, Susan Godfrey, Satkuna Mathur, Robin McFillen, and Mary Serock

Member absent: None

The following staff member was present: Terry Russell, Community Development Director

**Call to Order**

Mr. Russell called the meeting to order at 12:30 p.m.

**Election of Officers**

Mr. Russell asked for nominations for chair and vice chair. Mr. Burge made the motion, seconded by Ms. Mathur, to retain Ms. Godfrey as chair. Mr. Burge made the motion seconded by Ms. Serock to retain Ms. McFillen as vice chair. The motion passed by voice vote.

**Approval of Agenda**

Chair Godfrey asked for a motion to approve the agenda. Ms. Mathur made the motion, seconded by Ms. Serock, to approve the agenda as presented. The motion passed by voice vote.

**Approval of Minutes**

Ms. Serock made the motion to approve the minutes of October 1, 2025 meeting, seconded by Mr. Burge. The motion passed by voice vote.

Ms. McFillen made the motion to approve the minutes of December 3, 2025, seconded by Ms. Mathur. The motion passed by voice vote.

**Approval of the 2025 Calendar of Meetings**

Mr. Burge made the motion to approve the proposed calendar of meetings for 2026, seconded by Ms. Serock. The motion passed by voice vote.

**Demolition of Existing Dwelling and Construction of a New Dwelling:**

**10 Swan LLC, by Eric S. and Susan Jenkins Snyder, is requesting a Certificate of Appropriateness in order to demolish an existing single-family dwelling and construct a new single-family dwelling, located at 10 Swan Avenue, identified as Tax Map Parcel number 14A5((A))27 zoned R-2 Residential District.**

Mr. Eric Snyder presented his request to demolish the existing dwelling and be granted a Certificate of Appropriateness to construct a new single-family dwelling. Mr. Russell stated that the Board of Zoning Appeals granted a variance for the lot width at its meeting on December 30, 2025. The lot was narrowed from approximately 78.5 feet to approximately 72 feet. The proposed new dwelling would meet the required setback and yard requirements.

Ms. McFillen expressed her support for the design of the new dwelling. Mr. Burge stated that he could not vote to approve the proposed design citing the width of the roof, the materials, the height of the building's lowest level and incompatibility with nearby contributing structures.

Ms. McFillen made a motion to approve the demolition and the approval of the design of the new dwelling as proposed. Ms. Mathur seconded the motion. The motion failed by a vote of 2-3.

The Board discussed the case further with the applicant and decided to consider a new motion.

Ms. McFillen made a motion to approve the demolition and the approval of the design of the new dwelling as proposed. Ms. Mathur seconded the motion. The motion passed by a vote of 3-2.

### **Sign, Light Fixture and Alley Lights**

**All About Sushi, Inc., by Gina Channa, is requesting a Certificate of Appropriateness for a sign, a light fixture and alley lights, located at 37 W. Main Street, identified as Tax Map Parcel number 14A5((A))81A zoned C General Commercial District.**

Mr. Burge made a motion to approve the request as presented with the alley lighted from dusk to 11:00 pm. Ms. Serock seconded the motion. The motion passed by voice vote.

### **Other**

There were no cases to consider and no further discussion.

### **Adjourn**

There being no further discussion, Ms. Serock made the motion to adjourn the meeting at 1:25 p.m.

---

Susan Godfrey, Chair

---

Terry Russell, Recording Secretary

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 February 23, 2026

Applicant's Name: Kurt Baier

Name of business for which the signage is being requested: Provender Garden Kitchen

Applicant's Address: 302 Old Chapel Avenue, Boyce, VA 22620

Telephone Number: 540-383-4408 E-mail: info@provendergardenkitchen.com

Property Owner's Name: Kenneth Harper

Property Owner's Address: 23 Crow Street, Berryville, VA 22611 (leased space)

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

Total # of Requested Signs: 1 Fee:

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

[X] 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

[X] Illustration and details of the proposed illumination, if any

Sign Company/Telephone: Quail Run Signs 540-338-8412

Signature of Applicant: [Handwritten Signature]

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address:

Tax Map #:

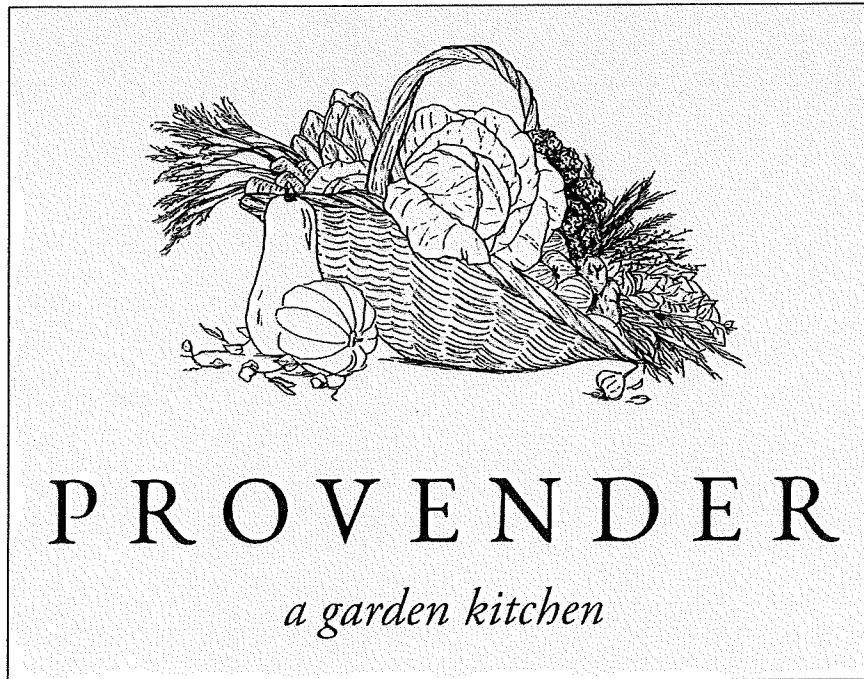
Zoning Designation:

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:



Two-sided wooden sign, handpainted  
26" width x 20" height

Background Color: Pantone Cool Gray 1 CP

Logo Color: Pantone 426C

Sign Location: Above the door entrance

Method of Mounting: Hanging perpendicular

No illumination