

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, February 2, 2011

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, February 2, 2011 at 12:00 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: Jim Barb, Chairman, Ken Livingston, Nancy Bishop, Susan Wolk and Sue Cooper.

The following staff members were present: Christy Dunkle, Town Planner and Nancy McGinnis, Recording Secretary.

Ms. Dunkle called the meeting to order at 12:00 p.m.

ELECTION OF OFFICERS

Upon motion Mrs. Wolk moved to retain Jim Barb as Chairman, Ken Livingston as Vice Chairman and Nancy McGinnis as Recording Secretary, seconded by Mrs. Bishop. The motion passed unanimously by voice vote.

Ms. Dunkle turned the meeting over to Chairman Barb.

The Chairman opened the meeting.

APPROVAL OF AGENDA

Mrs. Wolk moved to approve the agenda as written, seconded by Mrs. Cooper. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Mrs. Bishop moved to approve the minutes of the November 3, 2010 meeting as written, seconded by Mr. Livingston. The motion passed unanimously by voice vote.

Sign Review

Jack Parolini, Applicant, is requesting a Certificate of Appropriateness to install a professionally designed sign to advertise his business, *Shenandoah Maids Cleaning Service*, located at 310 North Buckmarsh Street, identified as Tax Map Parcel number 14A2-(A)-4, zoned C-1 Commercial.

Ms. Dunkle said that the applicant is requesting approval to install a 2' tall x 4' wide sign over the entrance to his business. She said the applicant indicated that the sign will not be illuminated. There was a general discussion concerning the visibility of the information that will be on the sign.

There being no further comments, Mr. Livingston moved, seconded by Mrs. Wolk, to approve the Applicant's request with the recommendation that the business name, *Shenandoah Maids Cleaning Service*, is enlarged in order to enhance the visibility of the business name on the sign. The motion passed unanimously by voice vote.

OTHER

Sign Review

John Couls, Owner, is requesting a Certificate of Appropriateness to install signage for his business, *Couls Automotive*, located at 415 East Main Street, identified as Tax Map Parcel number 14A6-(1)-1, zoned L-1 Industrial.

Ms. Dunkle said that the owner is requesting approval to install three signs. She said that the box sign located over the entrance door will be customized to include the name and telephone number for the business. Ms. Dunkle said that the proposed 36" x 27" metal *NAPA Auto Care* sign will be installed over the garage door located on the left side of the structure. She said that the 36" x 24" metal *Federated Car Care Center* sign will be located over the garage door located on the right side of the structure. Ms. Dunkle said that the request for approval of a 3' x 8' banner that the owner wanted to install on the left side of the structure has been withdrawn. There was a general discussion regarding desired consistency in the shapes and sizes of the two metal signs to be installed over the two garage doors and the upright rectangular shape and size of the proposed *Federated Car Care Center* sign.

There being no further comments, Mrs. Cooper moved, seconded by Mrs. Bishop, to approve the Owner's request with the recommendation that the *Federated Car Care Center* sign located above the garage door on the right side of the structure be designed in a rectangular shape matching the space above the door. The motion passed unanimously by voice vote.

Discussion – on the Berryville Presbyterian Church roof

Mrs. Bishop said that she was concerned that the contractor for the project may have made a mistake in the installation of the new Fellowship Hall roof that may cause drainage issues.

Mr. Livingston provided a copy of the approved plans for the new roof that was designed by Painter Lewis, PLC and submitted by the project contractor to the Board members for review. There was a general discussion.

It was the decision of the Board that the installation of new roof on the Fellowship Hall is in compliance with the approved project plans.

Shenandoah Arts Council

Ms. Dunkle extended an invitation to the members of the Board regarding a reception that will be hosted by the Shenandoah Arts Council on February 11, 2011 at 7:30 p.m.

ADJOURNMENT

There being no further business, the Chairman called for a motion to adjourn the meeting.

Mr. Livingston moved to adjourn, seconded by Mrs. Wolk, the motion passed unanimously by voice vote. The meeting adjourned at 12:38 p.m.



Jim Barb, Chairman



Nancy L. McGinnis, Recording Secretary