

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, July 3, 2013

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, July 3, 2013 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, Chair, Ken Livingston, Vice Chair, Susan Godfrey, Robin McFillen and Gene Williamson.

Absent: None

The following staff member was present: Christy Dunkle, Town Planner

Others present: Michael Proffitt (Proffitt Architecture, LLC, representing County of Clarke), Bob Runion (Eddie Edwards Signs, Inc. representing Holtzman Oil Company), Luanne Carey (Berryville Main Street), and Blaise Guerin-Williams and Mike Malucci (representing Help With Housing and FISH).

Mr. Barb called the meeting to order at 12:01 p.m.

APPROVAL OF AGENDA

Ms. Godfrey moved to approve the agenda as written, seconded by Mr. Livingston. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Ms. Godfrey moved to approve the minutes of the April 3, 2013 meeting as written, seconded by Mr. Williamson. The motion passed unanimously by voice vote.

Architectural Review

Michael L. Proffitt, Agent (Proffitt & Associates Architects), is requesting a Certificate of Appropriateness in order to install exterior and interior storm windows at the Clarke County Sherriff's building located at 100 North Church Street, identified as Tax Map Parcel number 14A2-(A)-66, zoned C General Commercial.

Ms. Dunkle introduced Mr. Proffitt who described the request for both interior and exterior storm windows to be installed on the Clarke County Sherriff's Department building on North Church Street. He described the existing windows and identified locations for interior and exterior storm windows. Mr. Barb asked whether the storm windows would be glass or acrylic and Mr. Proffitt said they are all glass. Mr. Livingston asked about the arched windows and how those would be accommodated. Mr. Proffitt said the storm windows will be arched roll tops if appropriate. Mr. Livingston added his appreciation for using storm windows and not replacing the existing windows. He asked if they were energy efficient. Mr. Proffitt said there are several options and he will be looking at energy conservation with the window installation as well as upgrading the current steam heating system with modern and efficient heating and air conditioning systems.

Ms. McFillen asked if the air conditioning window units will be removed as a part of this renovation. Mr. Proffitt said they would be removed.

There being no further discussion Mr. Livingston made a motion to approve the request as submitted reiterating his gratitude for retaining existing windows with this renovation, seconded by Ms. Godfrey, the motion passed unanimously by voice vote.

Sign Review

Bob Runion, Agent (Eddie Edwards Signs, Inc.), is requesting a Certificate of Appropriateness in order to modify the freestanding sign at the building located at 301 North Buckmarsh Street, identified as Tax Map Parcel number 14A1-(6)-1, zoned R-2 Residential.

Ms. Dunkle introduced Bob Runion representing the sign company installing new signs at the former Citgo Station on North Buckmarsh Street. Mr. Barb recognized Mr. Runion who described the request. He said they would be retrofitting the existing freestanding sign with Pure branding. Mr. Livingston asked if the sign will be illuminated and Mr. Runion said they will be putting a new sign panel on the existing pole and frame which is internally illuminated. Mr. Runion said they will also be adding a blue stripe decal and painting the top of the structure white. Ms. Godfrey asked if the pump was going to be red and Mr. Runion said there may be a red stripe on the logo.

Mr. Williamson complimented Mr. Runion's submission. Mr. Livingston said the freestanding sign post needed to be painted and Mr. Runion confirmed that it would be painted white along with the cabinet and the retainers. There was a general discussion about painting the structure. Mr. Runion said that it was his understanding that Holtzman Oil and the property owner will be painting the building. Ms. Godfrey asked whether it would be painted white or grey. Mr. Runion responded that he can't speak to this but the Pure stations are typically grey.

There being no further discussion, Mr. Barb asked for a motion. Mr. Williamson made the motion, seconded by Ms. Godfrey to approve the submission as presented with a recommendation of painting the building to improve the aesthetics of the site. The motion passed unanimously by voice vote.

Sign Review

Luanne Carey, Agent (Berryville Main Street) is requesting a Certificate of Appropriateness in order to install an "OPEN" banner in front of the Fire House Gallery located at 23 East Main Street, identified as Tax Map Parcel number 14A5-(A)-77, zoned C General Commercial.

Ms. Dunkle described the request for an "OPEN" banner to be installed in front of the Fire House Gallery during regular business hours. There was a general discussion about the location of the banner and the concern that it would be obstructing pedestrians. Ms. Carey said they were fine tuning the angle of the banner. Mr. Livingston discussed ADA requirements for such items. Ms. Carey said that the pole's location next to the stairs of the adjacent building and the planters has not been an issue because pedestrians cannot access this area. There was a discussion about blocking other business signage and relocating the banner to the east side of the entrance. Ms. McFillen recommended moving the mounting bracket up to avoid obstruction. There was a general discussion about the distance by which the bracket should be moved. It was determined that the bracket should be moved up the height of four bricks, or approximately one foot.

There being no further discussion, Ms. Godfrey made the motion to move the mounting bracket up by approximately one foot and maintaining the current angle of the banner, seconded by Ms. McFillen. The motion passed unanimously by voice vote.

Sign Review

Blaise Guerin-Williams, Agent (representing Help With Housing, FISH), is requesting a Certificate of Appropriateness in order to install signs on the property located at 36 East Main Street, identified as Tax Map Parcel number 14A2-(A)-75, zoned C General Commercial.

Ms. Dunkle said that Mr. Guerin-Williams is designing and installing the signage for the new location of the Help With Housing and FISH offices on East Main Street as an Eagle Scout project. Jim welcomed Mr. Guerin-Williams and Mr. Mike Malucci, FISH Board member. Mr. Livingston asked if the sign will be installed on 4"x4" wooden or vinyl posts. Mr. Guerin-Williams said they will be wood. There was a discussion about wrapping the posts in vinyl and adding vinyl caps and the ease of maintenance using this wrap rather than wood alone. Mr. Livingston asked if there was a detail for the post installation. Mr. Malucci said the posts will be set in concrete. Mr. Livingston added that the posts need to be set in the ground at least 30" deep or it will blow over. He added that 30" was the depth of the frost line in this area.

Ms. McFillen asked where the sign would be located. There was a general discussion about sight distance and where the sign should be placed. It was determined that the sign should line up with existing signage at the Historical Association and Horseshoe Lodge. Mr. Barb asked whether the sign was going to be lit and Mr. Malucci responded by saying it would not be lit. Mr. Williamson asked whether this was the final design and whether they were going to be adding telephone numbers. There was a general discussion about the information on the sign. Mr. Guerin-Williams said they will add landscaping under the sign. Mr. Malucci said there may be minor text changes to the sign and indicated that FISH doesn't have an official office at this location. He said FISH will be using the site for clothing distribution and will be using the kitchen facilities. Mr. Barb said it was a great location for both organizations.

Ms. Godfrey asked if the hours of operation would be added to the sign. Mr. Malucci said hours would not be added. Ms. Dunkle asked if they were going to place an unattended donation bin on the site. Mr. Malucci said they will be accepting donations on the back porch. Ms. McFillen asked if FISH was going to be moving completely out of their Old Chapel location. Mr. Malucci said that the organization was still discussing locations.

Ms. McFillen asked for clarification on the color of the sign. She added that black and white was a bit stark and asked whether more muted colors (off-white or slate) may be more appropriate. Ms. Godfrey asked if the Help With Housing logo was blue. Mr. Malucci confirmed that it was. Ms. McFillen said that she felt off-white would be more effective. Mr. Barb recommended looking at Berryville Presbyterian's signage. Ms. Dunkle added that it is imperative that Miss Utility be contacted prior to the post installation. Ms. Godfrey confirmed that the sign will be seven feet tall and three feet wide. Mr. Williams asked if the two sizes were the same size. Mr. Malucci said they were. Ms. Dunkle said she would confirm compliance with zoning regulations concerning the size of the sign.

There being no further discussion, Ms. McFillen made the motion to approve the sign with the following conditions:

- The location of the sign on the site is consistent with adjacent property's signage;
- The background color be adjust to a more neutral off-white;
- The post color be white;
- The post be made of wood with vinyl cladding for ease of maintenance; and
- The posts are buried at least 30" into the ground due to frost line.

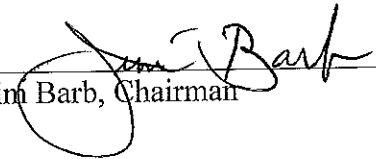
The motion was seconded by Ms. Godfrey. The motion passed unanimously by voice vote.

OTHER

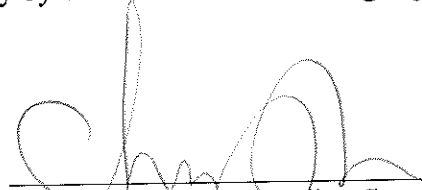
There was a general discussion about temporary signage and banner regulations in the zoning ordinance. Mr. Barb welcomed Mr. Williamson and Ms. McFillen to the Board. There was a discussion about the judging of the holiday parking meters. Ms. Godfrey asked staff to discuss the ARB members judging the meters next year after not doing it in 2012.

ADJOURNMENT

There being no further business, Mr. Williamson made the motion to adjourn the meeting, seconded by Ms. McFillen the motion was approved unanimously by voice vote. The meeting adjourned at 1:13 p.m.



Jim Barb, Chairman



Christy Dunkle, Recording Secretary