

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, August 14, 2013**

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, August 14, 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: Ken Livingston, Vice Chair, Robin McFillen and Gene Williamson.

Absent: Jim Barb, Susan Godfrey

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

Others present: Cathy Sutphin

Mr. Livingston called the meeting to order at 12:04 p.m.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

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

**Sign Review**

**Stuart Dunn, Owner (Dunn Land Survey), is requesting a Certificate of Appropriateness in order to install two signs at his office located at 106 North Church Street, identified as Tax Map Parcel number 14A2-(A)-66, zoned C General Commercial.**

Ms. Dunkle described the request. She said Mr. Dunn would like to place the 18" x 24" projecting sign above the door. She said the placement has been approved by the County who owns the building. There was a discussion about requiring that the sign be modified by a professional sign person. Mr. Livingston said that the bracket should be black rather than white as indicated on Mr. Dunn's submittal. Mr. Williamson felt that black was more appropriate for the historic district.

There being no further discussion Ms. McFillen made the motion to approve the request with the conditions that the bracket is black and the sign be modified and installed by a professional sign company, seconded by Mr. Williamson, the motion passed unanimously by voice vote.

**Sign Review**

**Carla Pike, Agent (Winchester Business Services), is requesting a Certificate of Appropriateness in order to install a wall sign on the building located at 33 West Main Street, identified as Tax Map Parcel number 14A5-(A)-4, zoned C General Commercial.**

Ms. Dunkle described the request. She said that Dr. Twigg and the White's had started out with two different sign companies and were over on their square footage allotment for a side elevation. She said they have chosen to work with the same sign company and this request is for the Battletown Pharmacy that will be installed on the west facing elevation. She said it is less than eight square feet which allows for Dr. Twigg's sign to be a similar size. Mr. Williamson asked about the signage for the front of the building. Mr. Livingston described what had been previously approved by the ARB. Mr. Livingston added that both signs (for Dr. Twigg and the Battletown Pharmacy) on this building elevation should be the same size and be installed in alignment with the other. Mr. Williamson and Ms. McFillen agreed. There was a general discussion about the improvements to the side of the building and the colors of the sign.

There being no further discussion, Mr. Williamson made the motion, seconded by Ms. McFillen to approve the submission as presented with a recommendation of making Dr. Twigg's sign the same size and to align the tops of both signs. The motion passed unanimously by voice vote.

### **Other**

Ms. Dunkle introduced Cathy Sutphin to Board members. She said she had come in on Monday and asked about the installation of a garage on the property that would be approximately 14' x 26'. Mrs. Sutphin said she had chosen three different styles and wished to discuss them with the Board. Ms. Dunkle said she had informed Mrs. Sutphin that the ARB would not decide which structure should be constructed. She identified her choice on a brochure. She said that the manufacturer is able to include a standing seam metal roof. There was a general discussion about the location of the proposed garage.

Mrs. Sutphin said that they had decided to reduce the size of the addition that the ARB approved several years ago. She asked whether she needed to work with an architect to modify the drawings and Ms. Dunkle said yes. Mr. Livingston added that the Clarke County Building Department will also need to see what the modifications are in order to issue a building permit. Mr. Livingston recommended that they create a master plan in order to determine the location of the proposed garage and the addition. He said that may help with the design of the garage and the modified addition. He said it will also help to make sure the views from their home remain intact. There was a general discussion about the location of the garage and if the structures were close together that they should match architecturally. Mr. Williamson said he was not opposed to the proposal and added it is an important parcel as it is the entrance to Town.

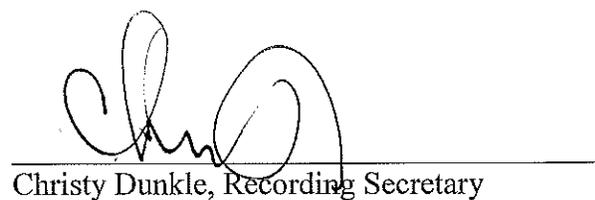
Staff said she would work with Mrs. Sutphin to define the proposal and assist her with her submission to the ARB. Mrs. Sutphin added that there is a significant amount of trash on her property that drivers throw from their vehicles. Ms. Dunkle suggested discussing the matter with the Berryville Police Department.

Ms. Dunkle updated ARB members on the unattended donation bin enforcement efforts. She also discussed the status of Berryville Primary School.

### **ADJOURNMENT**

There being no further business, Ms. McFillen made the motion to adjourn the meeting, seconded by Mr. Williamson the motion was approved unanimously by voice vote. The meeting adjourned at 12:50 p.m.

  
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Ken Livingston, Vice Chairman

  
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Christy Dunkle, Recording Secretary