

Town of Berryville
Berryville-Clarke County
Government Center
101 Chalmers Court Suite A
Berryville, VA 22611



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Town of Berryville
ARCHITECTURAL REVIEW BOARD
Regular Meeting

Wednesday, April 6, 2016 - 12:30 p.m.
101 Chalmers Court - AB Meeting Room – Second Floor

AGENDA

1. **Call to Order** – Jim Barb, Chair
2. **Approval of Agenda**
3. **Approval of Minutes** – March 2, 2016
4. **Sign Review**
5. **Josephine Improvement Association (Deborah Liggins, Agent) is requesting a Certificate of Appropriateness for a two-sided entrance sign identifying the Josephine City Historic District to be located on the property located at 400 South Church Street, identified as Tax Map Parcel number 14A5-(9)-2, zoned DR-4 Residential.**
6. **Fence Review**
J. Bryant Condrey, Owner, is requesting a Certificate of Appropriateness for a three foot high fence to be located at the rear of the property located at 203 West Main Street, identified as Tax Map Parcel number 14A4-(A)-39, zoned R-2 Residential.
7. **Other**
8. **Adjourn**

Wilson Kirby
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Douglas A. Shaffer
Ward 1

H. Allen Kitselman, III
Ward 2

J. Bryant Condrey
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton
Town Manager

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MINUTES OF REGULAR MEETING
Wednesday, March 2, 2016

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, March 2, 2016 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: Jim Barb, Chair; Susan Godfrey, Vice Chair; Robin McFillen; Gene Williamson; Rachael Worsley.

Member absent: None

Press present: None

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

Chair Barb called the meeting to order at 12:30p.m.

APPROVAL OF AGENDA

Vice Chair Godfrey moved to approve the agenda as written, seconded by Ms. McFillen. The motion passed by voice vote.

APPROVAL OF MINUTES

Mr. Williamson moved to approve the minutes of the January 6, 2016 meeting, seconded by Ms. Worsley. The motion passed by voice vote.

SIGN REVIEW

Bank of Clarke County (John Hudson, Agent) is requesting a Certificate of Appropriateness for banners to be installed in the parking lot located at 1 East Main Street, identified as Tax Map Parcel number 14A2-((A))-70, zoned C General Commercial.

Ms. Dunkle described the request to Board members. She said the bottom of the banners will be approximately 12 feet above the ground. She added they were the correct size for the scale of the parking lot at 23"x48" in size.

There being no further comments, Chair Barb called for the vote. Ms. McFillen moved to approve the banners as presented, seconded by Vice Chair Godfrey. The motion passed unanimously by voice vote.

OTHER

Ms. Dunkle said she had received an email from the sign company producing temporary signage for the Middleburg Bank which will be going into the building located at 1 West Main. She said the windows will be covered with white paper on the inside and a vinyl decal of a fox and "Coming Soon" on the outside of the windows. There was a discussion about what the specific use will be and security concerns with second floor apartments. Ms. Dunkle said she had been in contact with representatives from Middleburg Bank but is unaware of the specifics of the office in this location. There being no further discussion, Mr. Williamson moved to approve the installation of the temporary signs for thirty days as

presented, seconded by Ms. McFillen, the motion passed unanimously by voice vote. Ms. Dunkle said she had informed the sign company of the timeframe for temporary signage.

ADJOURN

There being no further business, Ms. McFillen moved to adjourn the meeting, seconded by Mr. Williamson, the meeting adjourned at 12:58p.m.

Jim Barb, Chairman

Christy Dunkle, Recording Secretary

Josephine Improvement Association (Deborah Liggins, Agent) is requesting a Certificate of Appropriateness for a two-sided entrance sign identifying the Josephine City Historic District to be located on the property located at 400 South Church Street, identified as Tax Map Parcel number 14A5-(9)-2, zoned DR-4 Residential.

Ms. Liggins is requesting one two-sided aluminum sign identifying the entrance of the Josephine City Historic District. The proposed sign will be located on the property located at 400 South Church Street and is owned by Zion Baptist Church. Ms. Liggins has indicated that she has received approval from the church to construct the sign in this location. The 37"x37" sign will be connected to two 2"x2" posts. The proposed sign will be black with silver letters.

Section 307.3(b) of the Berryville Zoning Ordinance regulates public or quasi-public signage in residential zoning districts. This section allows up to 24 square feet of signage with not more than one sign permitted per parcel. There is an existing historical marker on the adjacent property on Josephine Street.

Recommendation

Approve as presented with that conditions that the sign be professionally installed, a zoning permit be obtained and the sign be located outside of the public right-of-way of Josephine Street.

8' ground up
aluminum
black/silver

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 March 8, 20 16

Applicant's Name: Deborah Higgins

Name of business for which the signage is being requested: Josephine Improvement Association

Applicant's Address: 206 Josephine St. Berryville, Va 22611

Telephone Number: 540-955-1365 E-mail: clarecell4@comcast.net

Property Owner's Name: Tim Baptist Church (House)

Property Owner's Address: 400 South Church St. Berryville, Va 22611

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

Total # of Requested Signs: 1 Fee: _____

Please include nine (9) copies of the following information for each sign requested:

_____ 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

_____ Illustration and details of the proposed illumination, if any

Sign Company/Telephone: Signet Screen Printing 540-665-9651

Signature of Applicant: Deborah Higgins

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: 400 S. Church Street

Tax Map #: MA5 (C9)12

Zoning Designation: DR-V

Applicable Regulations: 307.BB

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: _____

front

**ENTERING
JOSEPHINE CITY
HISTORIC DISTRICT**

**LISTED ON
NATIONAL REGISTER OF
HISTORIC PLACES**

Sign is 37"x37"

2" Square Black
Posts with
finial cap

Posts are 10' tall

back

**LEAVING
JOSEPHINE CITY
HISTORIC DISTRICT**

**LISTED ON
NATIONAL REGISTER OF
HISTORIC PLACES**

ON 400 S. CHURCH



- Public
- Points of Interest
- Parcels
- City
- County Boundary
- Major Roads
- Interstate
- US Highway
- State Highway
- Surrounding Counties Opaque
- County Roads
- Other Roads
- Roads
- Rail
- Buildings
- Agriculture Trail
- Streets
- Perennial Streams
- Intermittent Streams
- Ponds
- Rivers



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- Public
- Point of Interest
- Parcels With Orbits
- Clarke County Boundary
- Major Roads
- Interstate
- US Highway
- State Highway
- Surrounding Counties Opaque
- Surrounding Counties Non Op



The data shown on this site are provided for informational and planning purposes only. Clarke County is not responsible for the accuracy or misrepresentation of the data.



Printed on 03/28/2016 at 10:25 AM

Fence Review

April 6, 2016

Fence Review

J. Bryant Condrey, Owner, is requesting a Certificate of Appropriateness for a three foot high fence to be located at the rear of the property located at 203 West Main Street, identified as Tax Map Parcel number 14A4-(A)-39, zoned R-2 Residential.

Mr. Condrey is requesting a Certificate of Appropriateness in order to install a fence on his property at 203 West Main Street. The fence is vinyl however appears to be black wrought iron. The fence is not located in the 100 year flood plain area as shown on the map included in this application.

Mr. Condrey is required to obtain a zoning permit after ARB approval in order to install the fence.

Recommendation

Approve as presented.

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ARCHITECTURAL REVIEW BOARD 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 March 30, 2016

Applicant's Name: J. Bryant Condrey

Company/Organization: _____

Applicant's Address: 203 W Main St, Berryville

Telephone Number: 540-686-1101 e-mail: bryantcondrey@gmail.com

As the **legal owner** of the owner of the property for which this application is being made, I hereby grant my permission to the applicant to apply to the Architectural Review Board. I am familiar with the project and permit the applicant to complete any necessary work for which this application is being submitted.

Property Owner's Signature: 

Property Owner's Address: 203 W Main St, Berryville VA 22611 Telephone: 540-686-1101

Project Location: 203 W Main St Use: Residence Zoning: Residential District: R2

Project Type (check all that apply)

New Construction:
 Primary Structure (house, commercial building)
 Secondary Structure (shed, garage)

Addition to an existing structure:
 Primary structure (house, commercial building)
 Secondary structure (shed, garage)

Alterations to an existing structure.

Demolition of an existing structure.

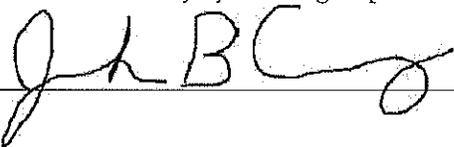
Amendments to a previously approved application.

Please describe the request of the application: Our little immediate backyard is surrounded by the house on one side, a property-line fence on another side, and then on 2 sides by the driveway. We want to put a small 3 foot fence on the driveway sides so that our son can play in the backyard without being able to run out into the street. Currently the yard is about 4 inches lower than the

driveway and is bordered by landscaping timbers. Of the two materials being considered I prefer the black iron-looking one as it would be more discrete and in my opinion more historic. My neighbor's rear fence is also black so the colors would match.

Submittals

- Drawings – six (6) scale copies of elevations of proposed structures or modifications.
- Site Plan – six (6) scale copies of site modifications including building footprints, fence locations, and walkway locations.
- Material/color samples or illustrations as applicable including but not limited to cut sheets of new windows, doors, roof materials (shingles, standing seam metal, etc.), and outdoor lighting fixtures.
- Photographs of existing structure (if applicable) and site conditions.
- For a demolition project, please submit photographs depicting all elevations of the building proposed for demolition, any post-demolition plans for the site, and, if applicable, any information on new construction proposed for the site.
- Any additional information deemed necessary by Planning Department staff.

Signature of Applicant: 

Date: 3/30/16

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: _____





15742

QUICK & EASY
PLAYSAND

QUICK & EASY
PLAYSAND

QUICK & EASY
PLAYSAND

NO DIG
KITCHEN
EQUIPMENT

5 YEAR
WARRANTY

3 YEAR
WARRANTY

1 YEAR
WARRANTY

19

2182

QUICK & EASY
PLAYSAND

QUICK & EASY
PLAYSAND

QUICK & EASY
PLAYSAND