

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, April 6, 2016**

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The regular meeting of the Berryville Architectural Review Board was held on Wednesday, April 6, 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; Gene Williamson; Rachael Worsley.

Member absent: Robin McFillen

Press present: None

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

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

Mr. Williamson requested a moment of silence in honor of Val VanMeter. Chair Barb said that she meant so much to the community for so many years and that she would be greatly missed.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Williamson moved to approve the minutes of the March 2, 2016 meeting, seconded by Vice Chair Godfrey. The motion passed by voice vote.

**SIGN REVIEW**

**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. Dunkle said that Ms. Liggins is requesting the placement of an aluminum two-sided sign on the property located at 400 South Church Street owned by Zion Baptist Church in order to identify the Josephine City Historic District. Mr. Williamson asked who would be installing the sign and said that it needs to be professionally installed to assure it will be secure. There was a discussion about the proposed 2"x2" posts which were determined to be too small. Chair Barb recommended 4"x4" posts with appropriately sized finials. There was a discussion about maintenance of the sign. Ms. Dunkle recommended adding that maintenance must occur in perpetuity to the conditions of the Certificate of Appropriateness.

There being no further comments, Chair Barb called for the vote. Vice Chair Godfrey moved to approve the freestanding sign with the following conditions:

- The sign is professionally installed;

- The posts are 4"x4" rather than 2"x2" with same size finials;
- The sign is located at least two feet off the public right-of-way of Josephine Street; and
- The sign is maintained in perpetuity.

The motion was seconded by Ms. Worsley. The motion passed by voice vote.

#### **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.**

Ms. Dunkle reviewed the request. Vice Chair Godfrey said that the property owner would like to install a fence behind his house because he has a toddler. Ms. Dunkle said that the fence he is requesting is a three-foot black aluminum fence. Mr. Williamson said the black fence would like nice and won't be as noticeable as a white one. She added that the location he wishes to install the fence is not located within the floodplain area.

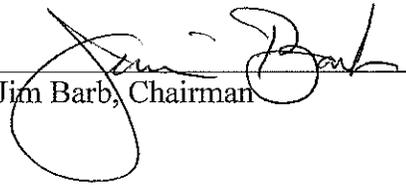
There being no other discussion, Ms. Worsley moved to approve the fence, seconded by Mr. Williamson, Vice Chair Godfrey abstention, the motion passed by voice vote.

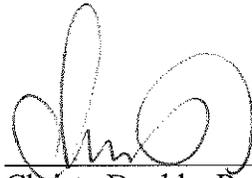
#### **OTHER**

Chair Barb noted that the roof project at 1 West Main Street was underway. Ms. Dunkle said that she was anticipating Middleburg Bank submitting a review request for a new front door but she had not received an application from their architect. Ms. Dunkle updated ARB members on the Hip and Humble Special Use Permit process.

#### **ADJOURN**

There being no further business, Vice Chair Godfrey moved to adjourn the meeting, seconded by Mr. Williamson, the meeting adjourned at 1:13p.m.

  
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Jim Barb, Chairman

  
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Christy Dunkle, Recording Secretary