

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, May 4, 2016**

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, May 4, 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

Others in attendance: Andy Bigler, Bill Turnure, Matthew and Jennifer McDonald, Steve Workman

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. Worsley. The motion passed by voice vote.

**APPROVAL OF MINUTES**

Mr. Williamson moved to approve the minutes of the April 6, 2016 meeting, seconded by Vice Chair Godfrey. The motion passed by voice vote.

**ARCHITECTURAL REVIEW**

**Middleburg Bank (Andy Bigler, Agent; One West Main, LLC, Owner) is requesting a Certificate of Appropriateness in order to install a new wooden front entry door and sidelight to the building located at 1 West Main Street, identified as Tax Map Parcel number 14A5-((A))-10, zoned C General Commercial.**

Ms. Dunkle said that Middleburg Bank is requesting the installation of a wooden entry door for their new branch location at 1 West Main Street. Mr. Turnure, Middleburg Bank's architect, described the project. He said the existing metal frame door was inappropriate for the building adding the new wooden door would complement the overall structure. He said the door features a transom with simulated divided side light that would be painted the same color (white) as the rest of the trim on the building. He said the door pull would be brass.

Mr. Williamson asked about the side light and the location of the ATM. Mr. Bigler said that the ATM would be located inside the building on the right side of the front window. He said there would be an indoor security door accessing the ATM. Mr. Williamson asked if this was going to be a branch bank. Mr. Bigler said it is and that they will have a smaller safe rather than a vault due to structural issues in the building. Chair Barb asked when they would be opening and Mr. Bigler said he is anticipating opening the branch in the fall. There being no further discussion, Vice Chair Godfrey made the motion to approve the request as presented, seconded by Mr. Williamson. The motion passed by voice vote.

**ARCHITECTURAL REVIEW**

**Matthew and Jennifer McDonald, Owners, are requesting a Certificate of Appropriateness in order to build an addition on their home located at 222 West Main Street, identified as Tax Map Parcel number 14A1-((A))-18, zoned R-2 Residential.**

Chair Barb said that the McDonald's are in attendance at the meeting with their architect, Steve Workman. He welcomed them to the meeting and requested that staff review the request. Ms. Dunkle said that the McDonald's are requesting a Certificate of Appropriateness in order to build an addition on their home located on the corner of Smith Street and West Main Street. Mr. Workman said the addition will match the existing beige stucco and red standing seam metal roof. He said the stucco look will be Dryvit or similar modern material. He said he has lowered the roofline in order to identify the addition as such. Mr. McDonald said they have four kids and need additional space. Ms. Dunkle distributed specifications for the proposed door and windows to members who reviewed the information. Mr. Williamson asked for an overview of the proposed windows. Mr. Workman said the existing windows do not have grills and these windows would match the existing. Chair Barb asked if the proposed windows were the same size as the existing. Mr. Workman said the new windows are slightly larger in order to allow more light. There was a discussion about whether there was a shared wall with the adjacent structure which there is not. Chair Barb said it appeared that the addition was set in by approximately two feet. Mr. Workman confirmed that was the case. Ms. Dunkle said the applicants are required to obtain zoning and building permits prior to the start of construction.

Chair Barb and Mr. Williamson complimented the design of the addition. Mr. Williamson asked about a start date and Mr. Workman indicated they would begin construction in July.

There being no other discussion, Ms. Worsley moved to approve the addition as presented, seconded by Mr. Williamson, the motion passed by voice vote.

#### **OTHER**

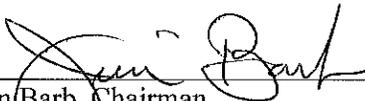
Ms. Dunkle said she had received a submission from Brandon Belland, the owner of Cordial Coffee Company, LLC which will be opening in the near future in the old hotel building. She distributed the drawings of the proposed signage including two layouts for flat or projecting signs and one on the glass door. Ms. Dunkle said she had tried to contact Mr. Belland for information concerning the placement of the signage. There was a discussion about the location of a projecting sign and that a sandwich board would help identify the business location.

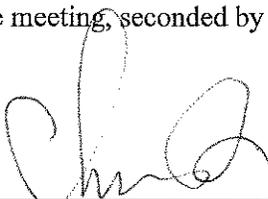
There being no further discussion, Vice Chair Godfrey made the motion to approve the signage as presented and to work with staff to identify the location of the signs and conformance to zoning regulations, seconded by Mr. Williamson. The motion passed by voice vote.

Vice Chair Godfrey gave staff documents from the Certified Local Government workshop held in Leesburg and requested distribution to Board members and discussion at the June meeting.

#### **ADJOURN**

There being no further business, Mr. Williamson moved to adjourn the meeting, seconded by Vice Chair Godfrey, the meeting adjourned at 12:55p.m.

  
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Jim Barb, Chairman

  
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Christy Dunkle, Recording Secretary