

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, June 1, 2016**

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, June 1, 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; Rachael Worsley.

Member absent: Gene Williamson

Press present: Jim McConville, Winchester Star

Others in attendance: Dr. Chuck Bishop, Clarke County Public Schools, Ben Motley, RRMM Architecture, Chuyen Kochinsky, Kim Nicholson, Barry Nicholson, Pat Dickinson

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

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

**APPROVAL OF AGENDA**

Chair Barb recommended moving item 5 to number 4 in order to accommodate those who came to the meeting to hear the Berryville Primary renovation item. Ms. Worsley moved to approve the agenda as amended, seconded by Ms. McFillen. The motion passed by voice vote.

**APPROVAL OF MINUTES**

Vice Chair Godfrey moved to approve the minutes of the May 4, 2016 meeting, seconded by Ms. Worsley. The motion passed by voice vote.

**ARCHITECTURAL REVIEW**

**Clarke County Public Schools (Dr. Chuck Bishop, Agent) are requesting a Certificate of Appropriateness in order to renovate and build additions to the former Berryville Primary School located at 317 West Main Street, identified as Tax Map Parcel number 14A4-((A))-10, zoned R-1 Residential.**

Ms. Dunkle introduced Mr. Motley, representing the applicant, and gave a brief overview of the project. Mr. Motley reviewed a PowerPoint presentation with ARB and others present. He started by reviewing items that will be removed from the site including several trailers that served as classrooms; a trailer attached to the rear of the structure located at 309 East Main Street; and the annex building. He said there may be some minor modifications to the rear of the building (e.g., louvers for mechanical equipment and the removal of some poles). He reviewed the proposed addition that will be on the front of the building stating that the scale will be in proportion with the existing structure. Mr. Motley explained that the windows they are proposing are not operable and therefore more easily mimicked to replicate the existing mullions. Ms. Nicholson asked if the windows would be tinted and Mr. Motley said they would be clear.

Mr. Motley identified the proposed locations of the wall pack lights on the building. He reviewed photos of the lights and said that they will be downcast and light would not go onto adjacent properties. He described lighted bollards that are proposed for the front of the building and said the design of the bollards is compatible with the proposed wall packs.

There was a discussion about security, fire suppression, and the proposed front door. Mr. Motley said they are working on final details including whether the door would be powered or not. Chairman Barb asked if they were able to move interior walls and Mr. Motley said they have been able to do so.

Mr. Nicholson asked about the rear access points to the building. Mr. Motley said they were not sure whether they were going to maintain several or one. He said the schools IT department is in the basement of the structure and will need access for a computer drop-off area. Mr. Nicholson said he was very much in favor of the project. He said that several years ago, there was a discussion about Lord Fairfax Community College possibly using classroom space in the building. Dr. Bishop said he has discussed that use with Lord Fairfax officials said they will work together to identify the needs of the community. Ms. Nicholson asked what the multipurpose room would be used for and Mr. Motley replied that it will be used for meetings and other larger gatherings for school staff.

There was a discussion about keeping the trees next to the addition and about HVAC units that would be placed adjacent to the east side entrance. Ms. Nicholson asked whether the outdoor HVAC units would be noisy. Mr. Motley said they produce noise similar to a large residential unit. Ms. Dunkle asked about access to Lincoln Avenue. Dr. Bishop said buses will use that area. He said he anticipated cars using the existing entrance on Main Street.

Ms. Dunkle asked whether additional signage would be required and Mr. Motley said nothing other than some directional signage on the site. There was a discussion about the sign currently on the building. Ms. McFillen said that she can hear the HVAC equipment at Johnson-Williams Middle School and asked whether it may be a similar concern at Primary. Mr. Motley said it was a different system. Vice Chair Godfrey asked whether they would be repaving and Mr. Motley said no, they would only do restriping.

Ms. McFillen asked what the situation was behind the school and raised concerns about the number of dogs using that area. Dr. Bishop said the schools will be posting signage prohibiting pets on the site which is a school policy. He said the Clarke County Parks and Recreation may use the rear of the parcel and that there have been discussions about the Town about leasing the property for a dog park for one dollar per year. He said Rappahannock Electric Cooperative donates trees which may be planted at the rear of the property and said he has college students working for the district to remove playground equipment and clean up the area.

Dr. Bishop said the CCPS sent letters to adjacent property owners notifying them of the meeting today. He said they had not received any comments from recipients. Ms. Nicholson said that her neighbors are in favor of the project and has not heard any negative comments.

Vice Chair Godfrey asked where people working in the building will go during the renovation. Dr. Bishop said most will be moving to the Cooley Upper Campus. He added that there will be accommodation for the national election in November and that some employees may work out of the annex.

Chair Barb asked for any other questions from ARB members. There being none, Ms. Godfrey made the motion to approve the request as presented and for staff to administratively approve site details as they are

presented, seconded by Ms. Worsley. The motion passed by voice vote. Chair Barb thanked attendees for coming to the meeting.

**SIGN REVIEW**

**Mike Confrey (Reggie Shirley, Property Owner) is requesting a Certificate of Appropriateness in order to install a temporary banner announcing a Wounded Warrior event at the property located at 35 East Main Street, identified as Tax Map Parcel number 14A5-((A))-79, zoned C General Commercial.**

Ms. Dunkle reviewed the submission. Ms. McFillen said the information was difficult to decipher due to the background. Vice Chair Godfrey recommended removing the flag in the background and adding small stars as artwork. There was a discussion about legibility.

There being no further discussion, Ms. McFillen made the motion to approve the request allowing the banner to be installed for no more than thirty (30) days with the recommendation of removing the background artwork, seconded by Vice Chair Godfrey. The motion passed by voice vote.

**SIGN REVIEW**

**Berryville Main Street (Jay Arnold, Agent) is requesting a Certificate of Appropriateness in order to install an event banner within the downtown area of Berryville for a Cruise In to be held on August 27, 2016.**

Ms. Dunkle said Mr. Arnold is requesting approval of a banner for an event in August. She said that she anticipated that he will be installing the banner at Berryville Auto Parts in the same location as the yard sale sign. She added that there will be four signs for the event and that the other three will be in the County.

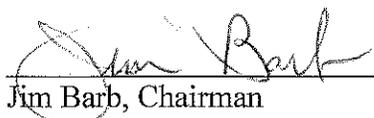
There being no further discussion, Ms. McFillen made the motion to approve the request allowing the banner to be installed for no more than thirty (30) days, seconded by Ms. Worsley. The motion passed by voice vote.

**OTHER**

There was no other discussion.

**ADJOURN**

There being no further business, Ms. McFillen moved to adjourn the meeting, seconded by Vice Chair Godfrey, the meeting adjourned at 1:23p.m.

  
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Jim Barb, Chairman

  
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Christy Dunkle, Recording Secretary