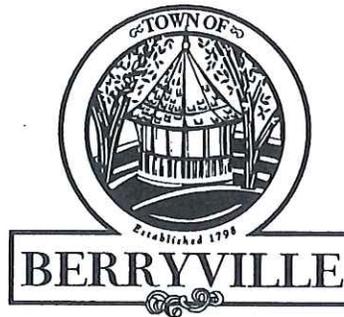


Town of Berryville  
Berryville-Clarke County  
Government Center  
101 Chalmers Court Suite A  
Berryville, VA 22611



[T] 540/955-1099  
[F] 540/955-4524  
[E] info@berryvilleva.gov

www.berryvilleva.gov

Town of Berryville  
ARCHITECTURAL REVIEW BOARD  
Regular Meeting

Wednesday, August 2, 2017 - 12:30 p.m.

101 Chalmers Court – **TOWN PLANNING CONFERENCE ROOM** – Second Floor

**AGENDA**

1. Call to Order – Jim Barb, Chair
2. Approval of Agenda
3. Approval of Minutes – June 7, 2017
4. Architectural/Sign Review  
John Hudson (Bank of Clarke County) is requesting a Certificate of Appropriateness in order to install a new walk-up ATM and deposit facility; an awning covering the facility; and wall signage (lit channel letters) at the property located at 2 East Main Street, identified as Tax Map Parcel number 14A2-((A))-70, zoned C General Commercial.
5. Sign Review  
Brett Fuller (Banshee Motor Cars Ltd.), is requesting a Certificate of Appropriateness in order to install a new panel on a wall sign at the property located at 415 East Main Street, identified as Tax Map Parcel number 14A6-((1))-1, zoned L-1 Industrial.
6. Other
7. Adjourn

Patricia Dickinson  
*Mayor*

Harry Lee Arnold, Jr.  
*Recorder*

Donna Marie McDonald  
*Ward 1*

Allen Kitselman, III  
*Ward 2*

Erecka L. Gibson  
*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, June 7, 2017**

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The regular meeting of the Berryville Architectural Review Board was held on Wednesday, June 7, 2017 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.

Member absent: Rachael Worsley

Press present: None

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

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

**APPROVAL OF AGENDA**

Chair Barb asked for a motion to approve the agenda. Vice Chair Godfrey made the motion to approve the agenda, seconded by Mr. Williamson, the motion passed by voice vote.

**APPROVAL OF MINUTES**

Vice Chair Godfrey made the motion to approve the minutes of the March 1 meeting, seconded by Mr. Williamson, the motion passed by voice vote.

**Architectural Review**

**Robyn Graves, Owner (Tuckahoe Solutions, Inc.), is requesting a Certificate of Appropriateness for windows at the property located at 116 South Church Street, identified as Tax Map Parcel number 14A5-((A))-69, zoned R-2 Residential.**

Ms. Dunkle said that Ms. Graves had contacted Chair Barb concerning new windows for the structure at 116 South Church Street. Ms. Dunkle described the request and the information received by Ms. Graves. Vice Chair Godfrey said that she had noticed the gaps in the windows on the site visit and noted that there were no pulleys or cords in the windows. There was a discussion about the condition of the building and the need for gutters on the house. Ms. McFillen said that the new wooden windows should match the grill pattern of the existing windows. Chair Barb added that the grills must be on the exterior of the glass and reiterated the importance of maintaining the existing grill patterns of the respective existing windows. There was a discussion about fill boards and the importance of maintaining the integrity of the structure should these be needed.

There being no further discussion, Vice Chair Godfrey made the motion to approve the request as presented with the following conditions:

- 100 Builder Series Double Hung wooden windows;
- Must match the original grill pattern in the existing windows;
- Must have exterior grills; and

- Proper thought to the exterior trim should any gaps become apparent in the casing or other location.

The motion was seconded by Ms. McFillen, the motion passed by voice vote.

### **Sign Review**

**Jason P. Sengpiehl, (Sengpiehl Insurance Group, LLC), is requesting a Certificate of Appropriateness in order to install three signs the location of his Allstate Insurance office located at 11 East Main Street, identified as Tax Map Parcel number 14A5-((A))-75, zoned C General Commercial.**

Ms. Dunkle described the request stating that Mr. Sengpiehl would like to have two wall signs and a projecting sign approved. She said that the first submission surpassed square footage allowance and she requested that he consider a more appropriate material with sizes that conform to zoning regulations. She said that Mr. Sengpiehl engaged Peter Miller to design and build the signs to match the Cordial Coffee sign. Ms. Dunkle said that the two wall signs, one to be installed in front of his office on East Main Street and one to be installed on the side elevation on South Church Street, as well as the projecting sign now conform to zoning regulations.

There was a discussion about the signage. Members expressed appreciation for considering the fabrication of the signs. There was a discussion about signage proposed for the back door of the building with ARB members recommending that the building owner consider a directory. Ms. Dunkle said she would forward that request to the applicant and to the building owner.

There being no further discussion, Mr. Williamson made the motion to approve the signs as presented, recommending consideration of a directory at the back of the building, seconded by Vice Chair Godfrey, the motion passed by voice vote.

### **Architectural Review**

**Tony Ray, (Griffith Energy Services), is requesting a Certificate of Appropriateness in order to install a new fence at the property located at 618 East Main Street, identified as Tax Map Parcel number 14A3-((A))-29, zoned C-1 Commercial.**

Ms. Dunkle said that Mr. Ray would like to remove a portion of an existing fence and install a new one on the Griffith Oil property on East Main Street. She said they will also be cleaning up some of the trees and scrub plants that have grown in and around the parcel. There was a discussion about the removal of landscaping and the recommendation to save mature trees.

Mr. Williamson said that the barb wire on the top of the fence is inappropriate in this context. Board members agreed that a six-foot chain link fence similar to Hash Auctions would be effective security measures in this location.

There being no further discussion, Mr. Williamson made the motion to approve the fence without the barb wire at the top of the fence, seconded by Vice Chair Godfrey, the motion passed by voice vote.

### **OTHER**

**Elizabeth and Dennis Couture, (Contract Purchaser), are requesting a Certificate of Appropriateness in order to alter an existing structure, construct an addition, and install a new fence at the property located at 101 Taylor Street, identified as Tax Map Parcel number 14A4-((A))-65, zoned R-1 Residential.**

Ms. Dunkle said she received a request for ARB review for a property currently under contract but not yet purchased by a potential buyer. The request is for an addition, alteration to an existing structure, and fence proposed for the property located at 101 Taylor Street. She said the Couture's would like to relocate a French door under an existing transom window on the rear of the structure; construct a new 2'-6" x 7' box bay; remove existing steps at the back of the house and construct a new deck/stoop and steps on the west side of the structure; and install a four-foot black aluminum fence at the rear of the property. She said they have also requested the removal of a side plant window replacing it with a casement window. Ms. Dunkle said there are illustrations and details in the packet provided by the applicant.

Ms. McFillen complimented the submission and liked the plans for the structure. She added that the driveway is awkward due to the location of the existing back steps.

There being no further discussion, Mr. Williamson made the motion to approve the request as submitted, seconded by Vice Chair Godfrey, the motion passed by voice vote.

**ADJOURN**

There being no further business, Ms. McFillen moved to adjourn the meeting, seconded by Mr. Williamson, the meeting adjourned at 1:24p.m.

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Jim Barb, Chairman

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Christy Dunkle, Recording Secretary

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**John Hudson (Bank of Clarke County) is requesting a Certificate of Appropriateness in order to install a new walk-up ATM and deposit facility; an awning covering the facility; and wall signage (lit channel letters) at the property located at 2 East Main Street, identified as Tax Map Parcel number 14A2-((A))-70, zoned C General Commercial.**

Mr. Hudson is requesting a Certificate of Appropriateness in order to install an ATM on the right (east) side of the East Main Street entrance. The surround will be painted aluminum (color is specified as Natural Silk) with a bank logo at the top of the facility. The area where the current ATM is located will be bricked in. A depository will also be featured next to the banking panel. The approximate size of the flat panel surround is 5'6".

He is also requesting an awning to cover the proposed ATM and the Main Street entrance as well as backlit lettering that will be applied to the façade of the east, west, and south elevations. No information has been provided on the square footage of the signage proposed which is regulated under Section 307 of the Berryville Zoning Ordinance.

**Recommendation**

Discuss at the meeting.

**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 7-27, 20 17

Applicant's Name: JOHN HUDSON

Name of business for which the signage is being requested: BANK OF CLARKE COUNTY

Applicant's Address: 2 E MAIN ST, BERRYVILLE VA 22611

Telephone Number: 540.955.2510 E-mail: JHUDSON@BANKOFCLARKE.COM

Property Owner's Name: BANK OF CLARKE COUNTY

Property Owner's Address: SAME

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

Total # of Requested Signs: 1 Fee: \_\_\_\_\_

Please include a copy 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: CONCEPT UNLIMITED INC

Signature of Applicant: 

**TO BE COMPLETED BY ZONING ADMINISTRATOR**

Street Address: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Applicable Regulations: \_\_\_\_\_

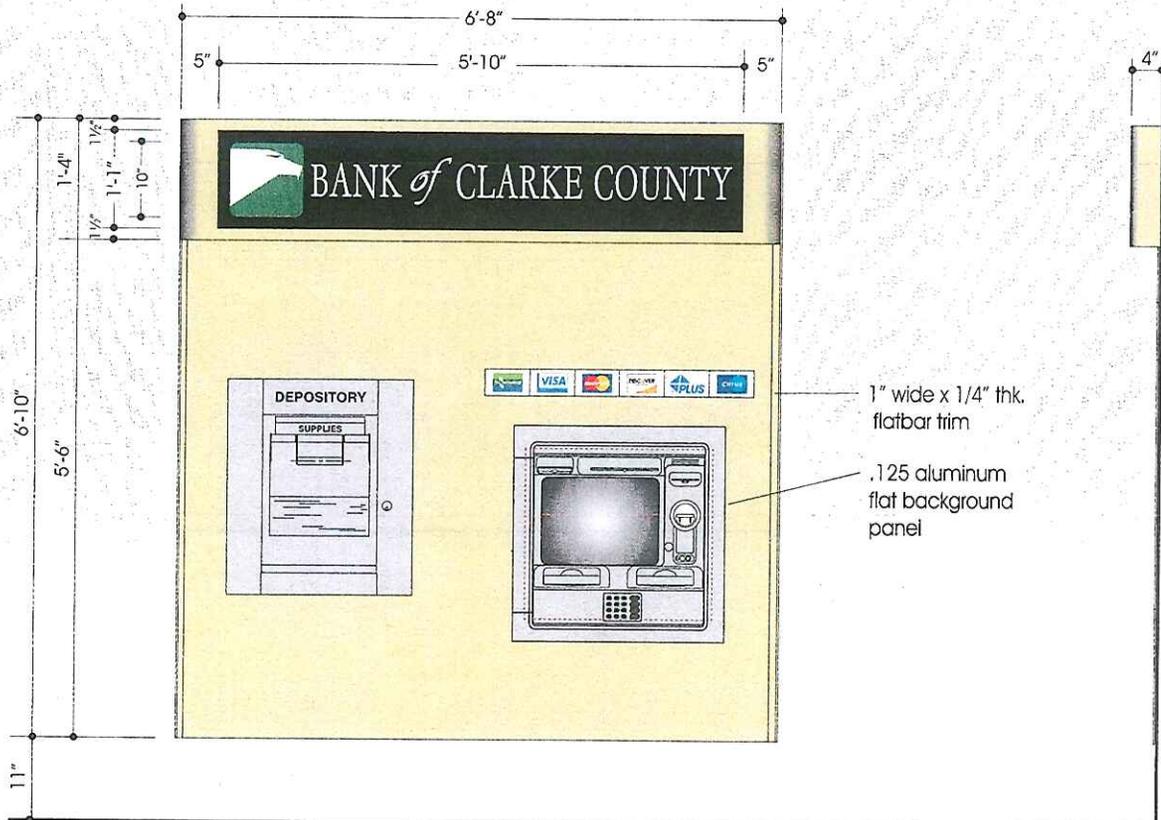
Other Conditions: \_\_\_\_\_

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: \_\_\_\_\_



PLAN VIEW



FRONT ELEVATION

SIDE VIEW

**GENERAL NOTES:**

**FLAT PANEL SURROUND**

Surround to be constructed from .125" thk. aluminum and painted SW Natural Silk with a medium stipple finish.

Sign box to be painted SW Natural Silk with a medium stipple finish. Faces to be #7328 White acrylic with Black vinyl background and translucent vinyl to match 3630-26 (PMS #349c) Green. Logo/copy to be White.

Sign box to be back lit and downlit.

Surround to include PVC network panel with full color graphics.

Surround to be illuminated with Hanley White LED's and low voltage power supplies. Electrical to come out center back of header.

120V electrical.

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS SIGN TO BEAR UNDERWRITERS LABEL

120±5 VOLTS REQUIRED  
INSTALLER MUST ENSURE THAT THE FOLLOWING PRECAUTIONS BE OBSERVED FOR PROPER OPERATION OF THIS SIGN.

Suitable for Wet Locations

ALL ELECTRICAL COMPONENTS TO BE UL LISTED.

Scale 1/2" = 1'-0"

**CONCEPT UNLIMITED, Inc.**  
10020 Farrow Rd. Columbia, SC 29203  
Phone (803) 755-9100

Revision:  
R1 5/17/17 Moved ATM to right side, moved night deposit to left side.  
R2 6/12/17 Revised signface graphics.  
R3 6/29/17 Revised signface graphics.

**WALK-UP SURROUND FOR NCR 6634 ATM & HAMILTON NIGHT DEPOSIT**

THIS IS AN ORIGINAL DESIGN SUBMITTED BY CONCEPT UNLIMITED FOR YOUR PERSONAL USE. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION, NOR IT IS TO BE USED, COPIED, REPRODUCED, OR EXHIBITED IN ANYWAY WHATSOEVER. ALL OR ANY PART OF THIS DESIGN (EXCEPT REGISTERED TRADEMARKS) REMAIN THE PROPERTY OF CONCEPT UNL. INC.

Customer: Bank of Clarke County  
Salesman: David Amos  
Drawn By: AS  
Date: 5/8/2017  
Drawing No: \_\_\_\_\_  
Pg. 1 of 2 **A11447**

TOWN OF BERRYVILLE

101 CHALMERS COURT, SUITE A \* BERRYVILLE VA 22611  
Phone (540) 955-4081 \* Fax (540) 955-4524 - E-mail: planner@berryvilleva.gov

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 7-27, 20 17

Applicant's Name: JOHN HUDSON

Company/Organization: BANK OF CLARKE COUNTY

Applicant's Address: 2 E MAIN ST., BERRYVILLE VA 22611

Telephone Number: 540.955.2510 e-mail: JHUDSON@BANKOFCLARKE.COM

As the legal owner legal representative 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: [Signature]

Property Owner's Address: 2 E MAIN ST BERRYVILLE Telephone: 540.955.2510

Project Location: Use: Zoning: District:

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: ATM RELOCATION, AWNING INSTALLATION, BACK-LIT CHANNEL LETTERS

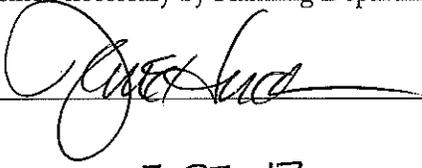
(OVER)

BACK LIT CHANNEL LETTERS - BLACK LETTERS/LED LIGHTING BEHIND

**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.

AWNING - BLACK CANVAS/WHITE LETTERING  
STRETCHED OVER ALUMINUM FRAME

Signature of Applicant: \_\_\_\_\_ 

Date: \_\_\_\_\_ 7-27-17

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**TO BE COMPLETED BY ZONING ADMINISTRATOR**

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Street Address: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

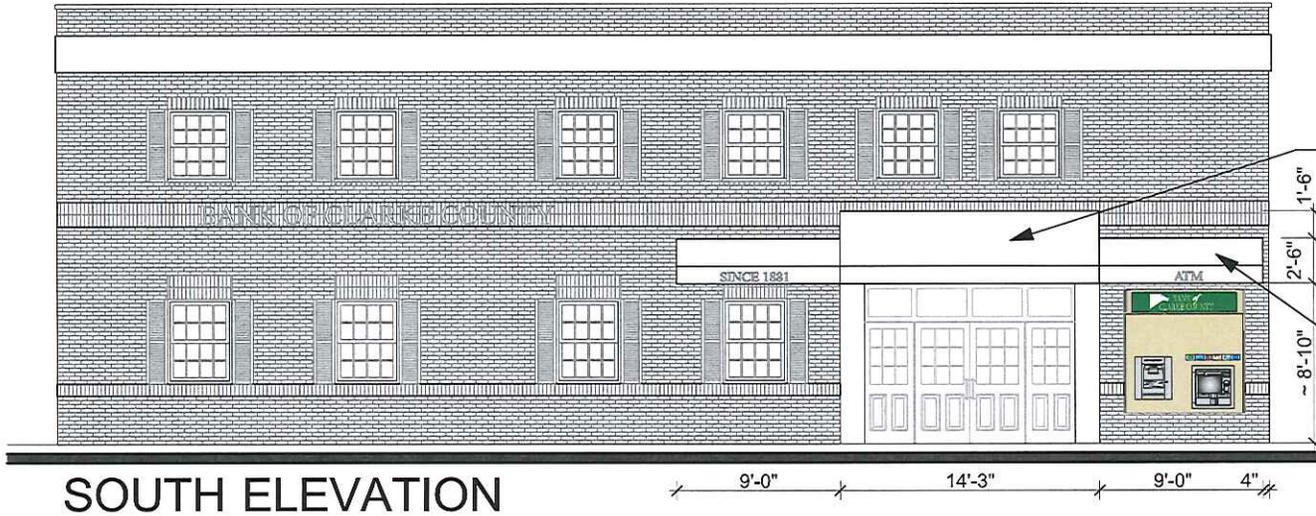
Zoning Designation: \_\_\_\_\_

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: \_\_\_\_\_



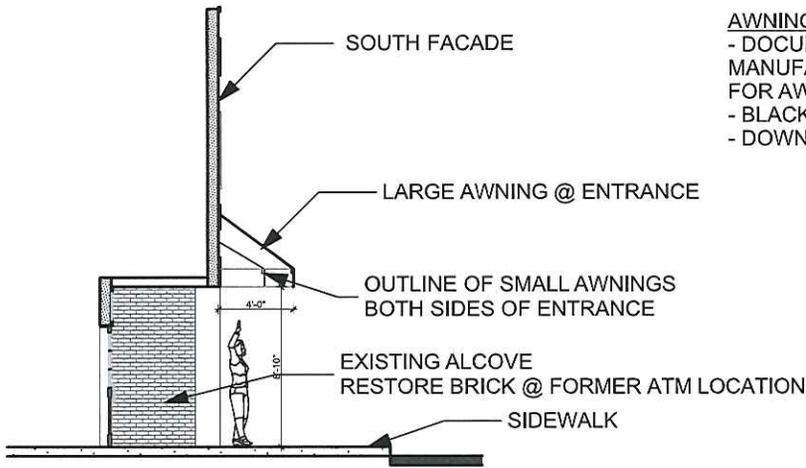
14'-3" W x 4'-0" D x 4'-0" H  
 AWNING (WIDTH ALIGNS W/  
 WHITE TRIM @ ENTRANCE)  
 BOTTOM OF AWNING ALIGNS W/  
 RECESSED OPENING, TYP.

9'-0" W x 2'-6" D x 2'-6" H AWNING  
 OVER WINDOW & NEW ATM  
 LOCATION

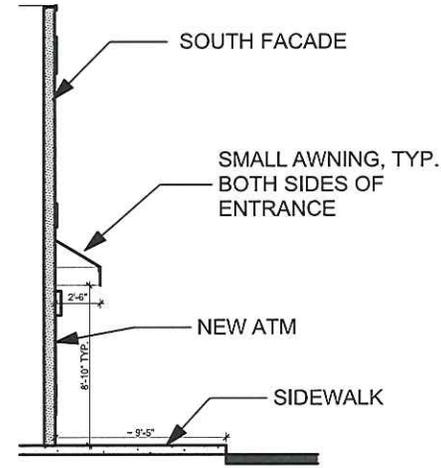
**SOUTH ELEVATION**

9'-0" 14'-3" 9'-0" 4"

**AWNING SPEC:**  
 - DOCUMENTS PROVIDED BY  
 MANUFACTURER WILL NEED TO BE EDITED  
 FOR AWNING SIZES REPRESENTED HERE.  
 - BLACK CANVAS AND ALUMINIUM FRAME  
 - DOWNLIGHTS WITHIN FRAME



**SECTION DIAGRAM @ ENTRANCE DOORS**



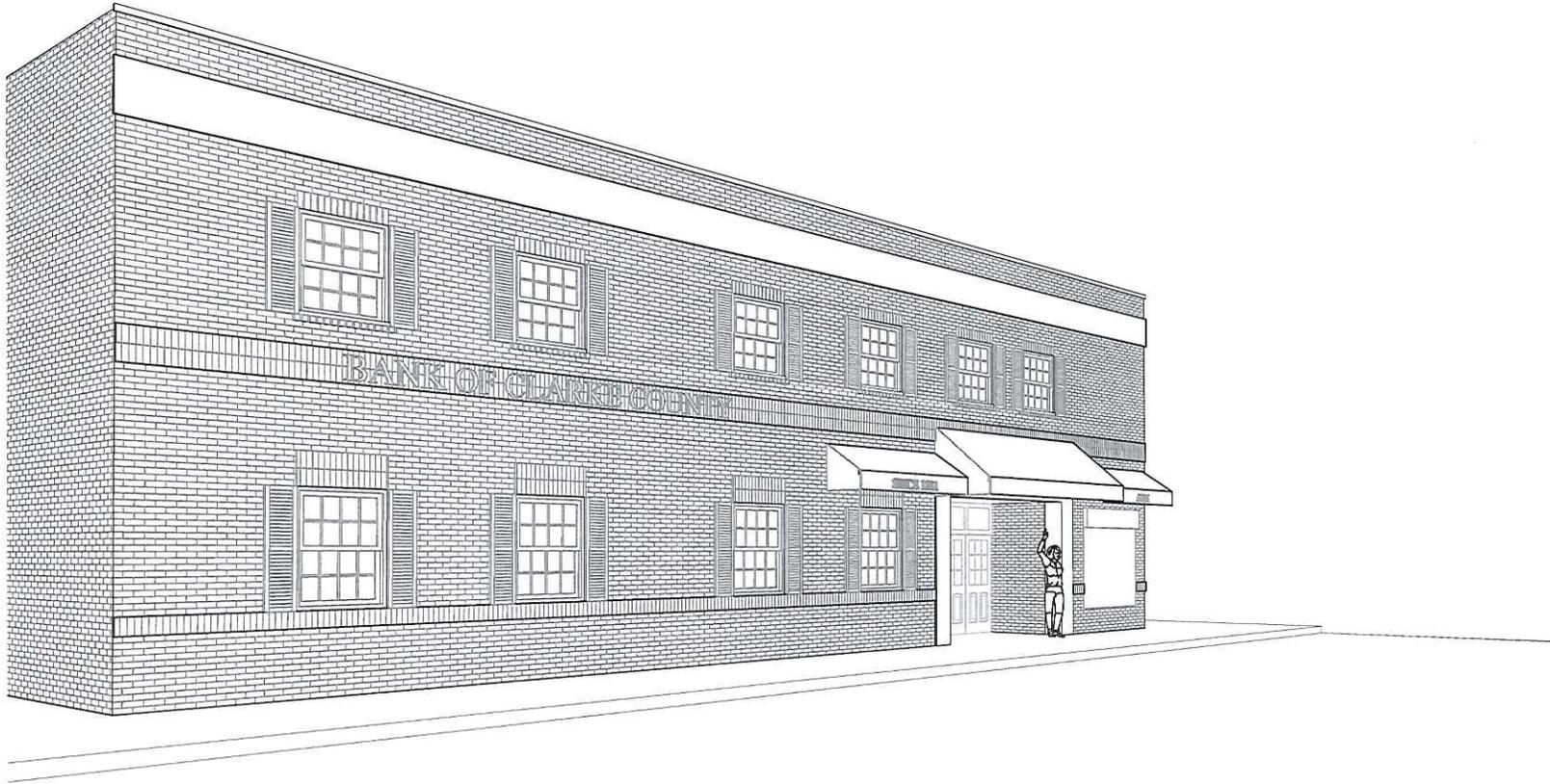
**SECTION DIAGRAM @ ATM**

NOT FOR CONSTRUCTION, FOR PRICING ONLY



Bank of Clarke County  
 Awnings in Berryville  
 2 E. Main Street Berryville VA 22611  
 LEESA MAYFIELD ARCHITECTURE  
 www.leesamayfieldarchitecture.com  
 Winchester, VA 22601 410.375.1072

ELEVATIONS	
055	7/25/2017
SCALE: 1/8" = 1'-0"	
<b>A200</b>	



Bank of Clarke County  
 Awnings in Berryville  
 2 E. Main Street Berryville VA 22611

LEESA MAYFIELD ARCHITECTURE  
[www.leesamayfieldarchitecture.com](http://www.leesamayfieldarchitecture.com)  
 Winchester, VA 22601 410.375.1072

3D FACADE

055

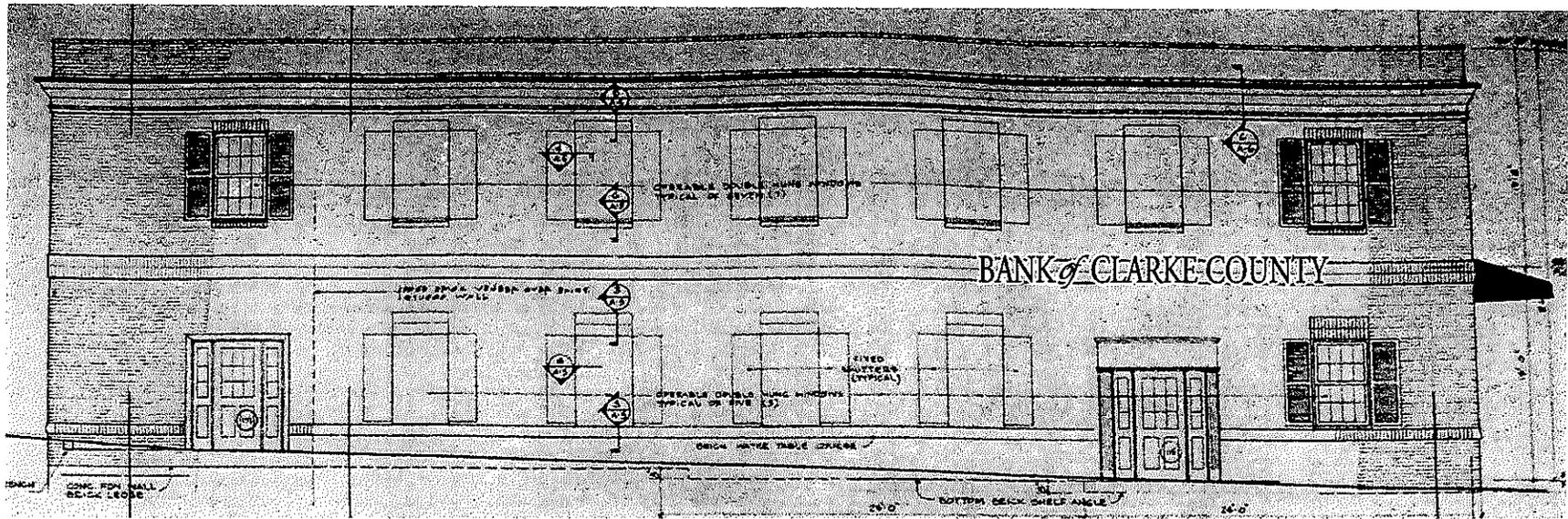
7/25/2017

**A800**

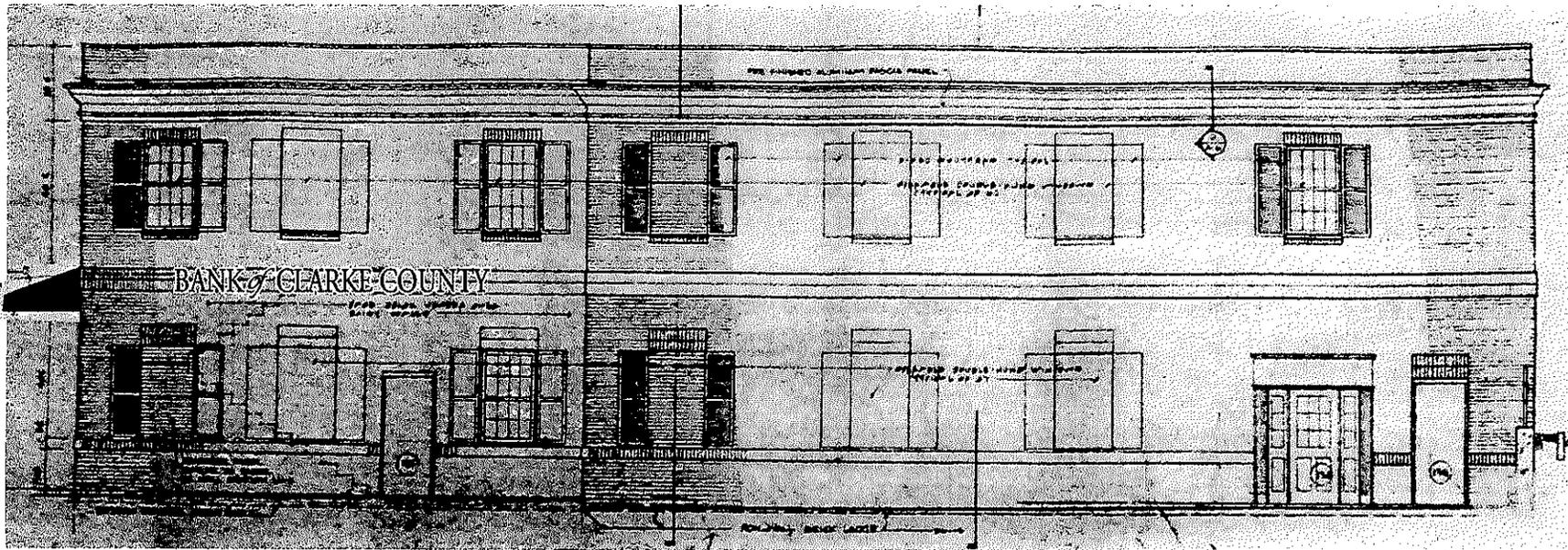
NOT FOR CONSTRUCTION, FOR PRICING ONLY



BACK LIT CHANNEL LETTERS - SOUTH ELEVATION



BACK LIT CHANNEL LETTERS - WEST ELEVATION



BACK LIT CHANNEL LETTERS - EAST ELEVATION

BANK OF CLARKE COUNTY

SINCE 1881

ATM

CLARKE COUNTY

ATM

FedEx



**Brett Fuller (Banshee Motor Cars Ltd.), is requesting a Certificate of Appropriateness in order to install a new panel on a wall sign at the property located at 415 East Main Street, identified as Tax Map Parcel number 14A6-((1))-1, zoned L-1 Industrial.**

Mr. Fuller is requesting a Certificate of Appropriateness in order to install a sign panel in an existing wall sign at his business located at 415 East Main Street. Please note that the panel has already been installed. The plastic panel is approximately 70" wide by 28" high.

**Recommendation**

Approve as presented.

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 July 18, 2017

Applicant's Name: Brett Fuller

Name of business for which the signage is being requested: Banshee Motor Cars Ltd.

Applicant's Address: 415 East Main Street

Telephone Number: (540) 955-0026 E-mail: bansheemotorcars@gmail.com

Property Owner's Name: Clifford Shirley

Property Owner's Address:

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

Total # of Requested Signs: 1 Fee: \$25.00

Please include a copy of the following information for each sign requested: Size 70 x 28 1/4

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: ALLEGRA PRINT (703) 444-5555

Signature of Applicant: [Handwritten Signature]

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:



**BANSHEE  
MOTORCARS**