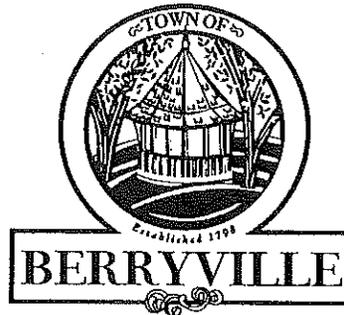


Town of Berryville  
Berryville-Clarke County  
Government Center  
101 Chalmers Court Suite A  
Berryville, VA 22611



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

www.berryvilleva.gov

**Town of Berryville  
ARCHITECTURAL REVIEW BOARD  
Regular Meeting**

Monday, October 3, 2018 - 12:30 p.m.  
101 Chalmers Court - Meeting Room AB – Second Floor

**AGENDA**

1. Call to Order – Susan Godfrey, Vice Chair
2. Approval of Agenda
3. Approval of Minutes – August 27, 2018 and September 20, 2018
4. Sign Review  
Russell McKelway, MD, is requesting a Certificate of Appropriateness for a projecting sign located at 1 West Main Street, identified as Tax Map Parcel number 14A5-((A))-10, zoned C General Commercial.
5. Sign Review  
Eddie Edwards Signs (Erin Meadows, Agent), is requesting a Certificate of Appropriateness in order to install two blade signs at the gasoline pumps at Circle K located at 1 South Buckmarsh Street, identified as Tax Map Parcel number 14A4-((A))-49, zoned C General Commercial.
6. Other
7. Adjourn

Patricia Dickinson  
*Mayor*

Harry Lee Arnold, Jr.  
*Recorder*

*Council Members*

Donna Marie McDonald  
*Ward 1*

Diane Harrison  
*Ward 2*

Erecka L. Gibson  
*Ward 3*

Kara C. Rodriguez  
*Ward 4*

Keith R. Dalton  
*Town Manager*

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF CALLED MEETING**  
**Monday, August 27, 2018**

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A called meeting of the Berryville Architectural Review Board was held on Wednesday, August 27, 2018 at 12:00 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; Robin McFillen; Gene Williamson

Member absent: Susan Godfrey; Satkuna Mathur

Press present: None

Others present: Gantt Miller; Richie Pifer, Jr.

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

Chair Barb called the meeting to order at 12:00pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Mr. Williamson made the motion to approve the minutes of the August 1, 2018 meeting, seconded by Ms. McFillen, the motion passed by voice vote.

**Architectural Review**

**Richie Pifer, Jr., (Pifer Management and Construction Services, Inc.), Applicant, is requesting a Certificate of Appropriateness for renovations to the Washington Square Apartment complex located at 102 East Main Street, identified as Tax Map Parcel number 14A2-((A))-76, zoned C General Commercial.**

Ms. Dunkle said Mr. Pifer is requesting approval for improvements visible from the right-of-way of East Main Street to the Washington Square Apartments. She said Mr. Miller, the owner of the property, was in attendance. She added that the Masonite siding would be replaced with Hardie Plank and the shingle roof will be replaced with standing seam metal. Ms. McFillen complimented the color choice of the siding (light brown) and Mr. Miller said that it will match the mortar in the existing brick. Chair Barb said that the metal roof will make a big difference in the lifetime of the roof. Mr. Miller added that it will also match the context of downtown Berryville. He described additional improvements being made to the complex including walkways and pavers. Mr. Williamson asked if other improvements were going to be done to the main house. Mr. Miller said the woodwork will be repaired but no other modifications were planned at this time.

There being no further discussion, Ms. McFillen made the motion to accept the proposed changes and applauded Mr. Miller's efforts, seconded by Mr. Williamson, the motion was approved by voice vote.

### **Sign Review**

**Kelsey Mussett, (Owner, Kelsey Cakes Boutique), is requesting a Certificate of Appropriateness for a projecting sign located at 11 South Church Street, identified as Tax Map Parcel number 14A5-((A))-11, zoned C General Commercial.**

Ms. Dunkle said she had contacted the owner when the meeting was scheduled to make sure she was able open mid-month and received the application earlier in the day. She said the two-sided wooden and PVC projecting sign is 36" wide by 24" tall and would be located on an existing bracket. Ms. McFillen said that the sign should fit within the size of the arm of the bracket and not extend beyond that point. Ms. Dunkle said she would add this requirement to the approval paperwork.

There being no further discussion, Ms. McFillen made the motion to approve the sign with the stipulation that the sign not extend beyond the bracket arm, seconded by Mr. Williamson, the motion passed by voice vote.

### **Other**

There was a discussion about the installation of windows Mr. Dunning's building on Barnet Street and members requested that staff write Mr. Dunning and ask that he submit an application for the house at 101 North Church Street at the October meeting.

### **Adjourn**

There being no further discussion, Ms. McFillen made the motion to adjourn the meeting, seconded by Mr. Williamson, the motion was approved by voice vote at 12:17pm.

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Jim Barb, Chairman

---

Christy Dunkle, Recording Secretary

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF CALLED MEETING**  
**Thursday, September 20, 2018**

---

A called meeting of the Berryville Architectural Review Board was held on Thursday, September 20, 2018 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; Robin McFillen; Satkuna Mathur

Member absent: Susan Godfrey; Gene Williamson

Press present: None

Others present: Teri Catlett

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

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

**APPROVAL OF AGENDA**

Chair Barb asked for a motion to approve the agenda. Ms. Mathur made the motion to approve the agenda, seconded by Ms. McFillen, the motion passed by voice vote.

**Discussion – Benches at the Courthouse**

**The County of Clarke requests that the Architectural Review Board review and provide comment on benches that are proposed in front of the courthouse located at 104 North Church Street, identified as Tax Map Parcel number 14A2-((A))-66, zoned C General Commercial.**

Chair Barb recognized Board of Supervisors member Teri Catlett. Ms. Catlett said County Social Services staff are concerned about those waiting for juvenile court at the old courthouse with no seating available. She said the installation of benches was discussed and they would like to install two six foot long black powder coated metal benches on either side of the sidewalk leading to the courthouse. She said the County would like to permanently affix the benches along the sidewalk. There was a discussion about placing the benches on an extension of the concrete and that using hardscape would be important for settling, accessibility, maintenance of the grass, and securing the benches. There was a discussion about maintenance of the benches. Ms. Catlett said they have offers from people who would like to donate the benches and would like to add plaques in their honor.

There being no further discussion, Ms. McFillen made the motion to approve the request, with the recommendation that the two benches be installed in concrete or other hardscape material; that sufficient access is maintained on the existing sidewalk; and that the benches are maintained in the future. She added that she recommended the placement be at the direction of the Board of Supervisors and County staff. The motion was seconded by Ms. Mathur, the motion passed by voice vote.

### **Architectural Review**

**William Murry is requesting a Certificate of Appropriateness for a 24'x24' garage located at 200 East Main Street, identified as Tax Map Parcel number 14A2-((A))-133, zoned R-2 Residential.**

Staff and members discussed the request. Chair Barb asked about details for the garage and confirmation that the siding was authentic board and batten and not T-111 siding. He added that the pitch of the roof presented made the building look more like an industrial or commercial building and recommended at least a 5/12 pitch. Board members agreed with this assessment. There being no further discussion, Ms. Mathur made the motion to have staff request that Mr. Murry modify the pitch of the roof to no less than a 5/12 pitch; to confirm the wooden board and batten material and standing seam metal roof material; and obtain details on the windows and garage doors. She added that her motion include staff approval. The motion was seconded by Ms. McFillen, the motion passed by voice vote.

### **Sign Review**

**Darren Ridgeway, Owner, Ridgeway's Autobody, requests a Certificate of Appropriateness for a two-sided freestanding internally lit sign, a wall sign, and a window sign at 15 and 19 North Buckmarsh Street, identified as Tax Map Parcel numbers 14A1-((A))-53 and 14A1-((A))-54, zoned C General Commercial.**

Ms. Dunkle said that Mr. Ridgeway is requesting approval of several signs for his business on North Buckmarsh Street. She said the freestanding sign would use an existing frame in which he would like to install an internally lit panel. She said the window signage is not usually approved by the ARB but said it appears to fit within the 25% maximum required by the Zoning Ordinance. She said the proposed wall sign is significantly larger than the ordinance allows and that she has discussed the matter with the applicant. There was a discussion about placement of a smaller wall sign on the center of the façade of 15 North Buckmarsh. There being no further discussion, Ms. McFillen made the motion to approve the freestanding sign and window sign as submitted and requested that staff work with Mr. Ridgeway and administratively approve the request should he wish to move forward with a conforming size for the wall sign, seconded by Ms. Mathur. The motion was approved by voice vote.

### **Other**

There was a discussion about correspondence that was sent to Mr. Dunning concerning the installation of windows at Mr. Dunning's building on North Church Street. Ms. Dunkle said Chair Barb's letter requested that he attend the October 3 meeting adding that she had not received any submission for review.

### **Adjourn**

There being no further discussion, Ms. Mathur made the motion to adjourn the meeting, seconded by Ms. McFillen, the meeting adjourned 1:02 pm.

---

Jim Barb, Chairman

---

Christy Dunkle, Recording Secretary

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**Russell McKelway, MD, is requesting a Certificate of Appropriateness for a projecting sign located at 1 West Main Street, identified as Tax Map Parcel number 14A5-((A))-10, zoned C General Commercial.**

Dr. McKelway will be opening an office at the property located at 1 West Main Street. He is requesting a Certificate of Appropriateness for a two-sided carved wooden projecting sign that will be fabricated by gilder Peter Miller. The proposed sign will be 40" wide by 18" high and installed on the existing bracket. The applicant indicated that the proposed sign will not extend beyond the bracket. The letters will be gilded on a dark green background with black edges.

The sign must be installed professionally and be at least 8'-6" above the sidewalk on Main Street.

**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 9/18, 20 18

Applicant's Name: Russell B. McKelway

Name of business for which the signage is being requested: Russell B. McKelway, MD

Applicant's Address: 468 Janoville Road Berryville, VA 22611

Telephone Number: (540) 667-1230 E-mail: mckelwayfam@aol.com

Property Owner's Name: Gael Milner

Property Owner's Address: One West Main LLC, Millwood

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

Total # of Requested Signs: One 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: \_\_\_\_\_

Signature of Applicant: Russell B. McKelway

**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: \_\_\_\_\_

APPROX DISTANCE OF EYESCREWS FOR  
EXISTING SIGN BRACKET 36"

4" { R. B. MCKELWAY } 3"

23 1/2" { M.D. }

4 1/2" { GENERAL PSYCHIATRY }

40"

TWO SIDED SIGN  
LETTERS CAPVED & BILDED  
BACKGROUND - DARK GREEN  
EDGES - BLACK

---

**Eddie Edwards Signs (Erin Meadows, Agent), is requesting a Certificate of Appropriateness in order to install two blade signs at the gasoline pumps at Circle K located at 1 South Buckmarsh Street, identified as Tax Map Parcel number 14A4-((A))-49, zoned C General Commercial.**

Ms. Meadows is requesting a Certificate of Appropriateness in order to add two “blade” signs adjacent to the gasoline pumps at the Circle K. The signs feature an aluminum truss core and an acrylic outer skin on which the logos will be applied. Ms. Meadows indicated that Holtzman Oil Corp (owner) has chosen to install non-illuminated blades at the Berryville location. The signs will be added to the canopy column and feature the Synergy logo on the front and the Exxon logo on the end. They are approximately 15” high and 40” long.

Specifications for the signs and a photo of a similar installation are included in this packet.

**Recommendation**

Approve as presented.

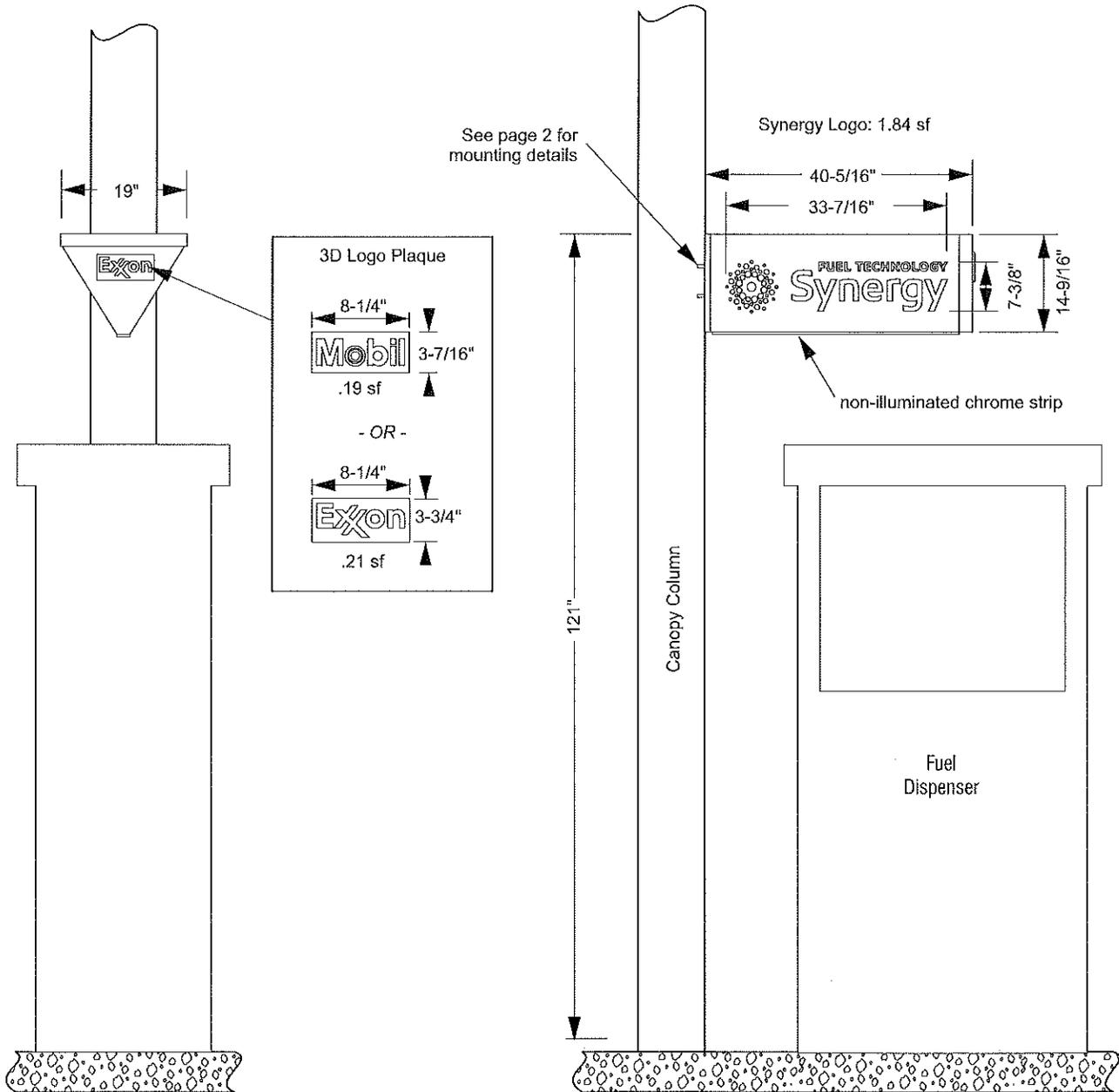
Proposed  
Blade  
Typical



# Blade

## Structural Spec:

- Aluminum truss core
- Acrylonitrile butadiene styrene (ABS) outer skin
- 32 lbs total weight
- Structure rated at 180 mph wind load

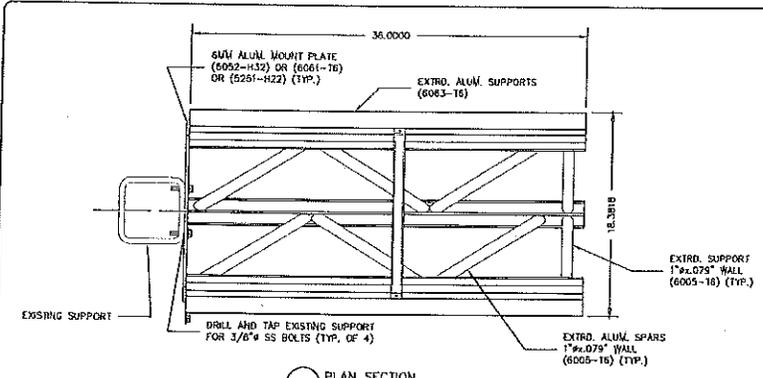


**Back View**  
Scale: 1/2" = 1'

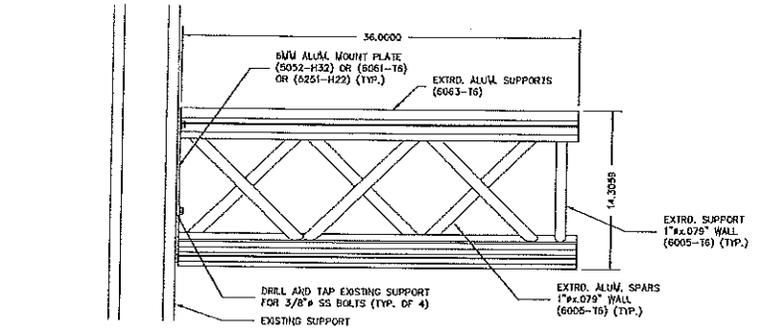
**Side View**  
Scale: 1/2" = 1'

**GENERAL NOTES:**

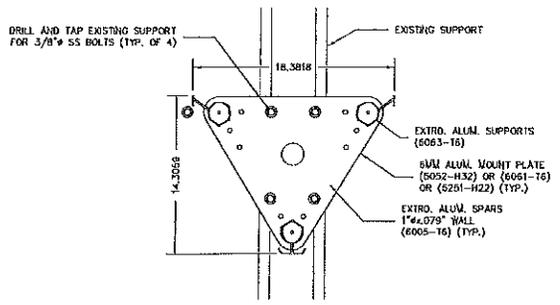
1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS ON JOB SITE.
2. ALL WELDING TO BE PERFORMED BY CERTIFIED WELDER.
3. ISOLATE ALUMINUM FROM STEEL.
4. ALL BOLT HOLES TO BE DRILLED OR PUNCHED.
5. ALL ELECTRICAL WORK TO CONFORM TO THE REQUIREMENTS OF UL-48 AND SECTION 600 OF NEC.
6. ALL WIRE AND DATA LABELS REQUIRED.
7. STOPS TO BE 4'-FT HORIZONTAL & 12'-FT VERTICAL FROM HIGH VOLTAGE WIRES.
8. DESIGN WIND SPEED UP TO 150 MPH (B30), 3-SEC OUST. EXPOSURE B PER ASCE7-10.



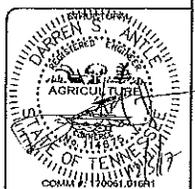
**2 PLAN SECTION**  
SCALE: 1 1/2" = 1'-0"



**1 WAVE BLADE ELEVATION**  
SCALE: 1 1/2" = 1'-0"



**3 END**  
SCALE: 1 1/2" = 1'-0"



**MBI**  
michael brady inc.  
MECHANICAL ENGINEERING

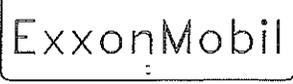
**KNOXVILLE OFFICE**  
289 WEISGARBER RD.  
KNOXVILLE, TENNESSEE  
37919  
PHONE 866-684-0998  
FAX 866-684-5210



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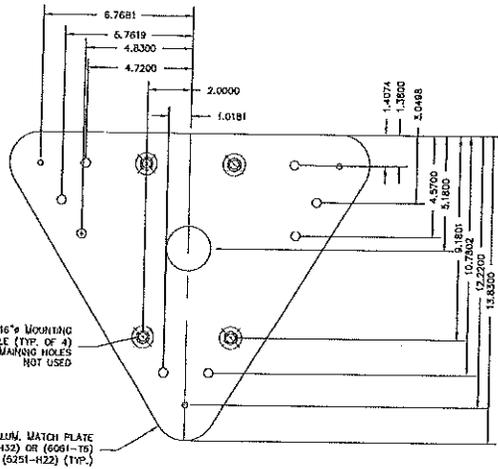
ART DESIGN REFERENCE #22-97544-00-R

NO.	REVISIONS	DATE	BY
1	END SHEET NOTE REVISED	3/27/17	PH

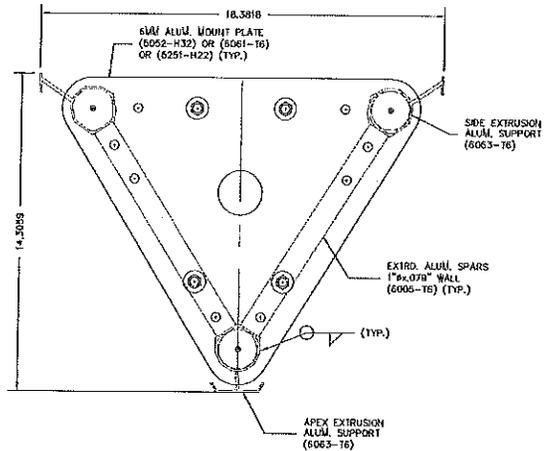


DESIGN NO:	S-0308717A	PROJECT SIGN:	T. SMITH
DRAWN BY:	PH	DATE:	3/30/17
JOB NO:	22-97544-00		

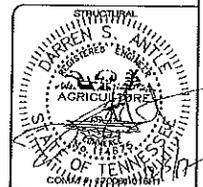
SHEET NO:	S-1
OF:	2



1 MOUNT PLATE DETAIL  
SCALE: 3" = 1'-0"



2 MATCH PLATE DETAIL  
SCALE: 3" = 1'-0"



PRODUCTION NOTES:  
CUSTOM EXTRUSION (SIDE EXTRUSION AND APEX EXTRUSION) - AL (6063-T6)  
SPARS - AL (6006-T6) (1"x0.078" WALL)  
MOUNT PLATE - AL (5052-H32) OR (6061-T6) OR (5251-H22) OR (5251-H22) (6MM)  
BOLTS FOR MOUNT PLATES - SS 3/8"x1 1/8" HEX HEAD BOLTS WITH 3/8" LOCK WASHERS

**MBI** MICHAEL BRADY INC.  
KNOXVILLE OFFICE  
298 WEISKAMEN RD.  
KNOXVILLE, TENNESSEE 37919  
PHONE: 865-584-0599  
FAX: 865-584-5213

**FEDERAL HEALTH**  
VISUAL COMMUNICATIONS  
462 NORTH AVENUE, OCEANIC, CA 95055  
(714) 941-8115

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ART DESIGN REFERENCE #22-97544-00-R

NO.	REVISIONS	DATE	BY
1	ISSUE SPECIFIC REVISION	5/8/2017	PH

**ExxonMobil**

DESIGN NO: S-0308717A	PROJECT MGR: T. SMITH	SHEET NO: S-2
DRAWN BY: PH	DATE: 3/30/17	OF: 2
JOB NO: 22-97544-00		



PolyOne Innovation Center  
11650 Lakeside Crossing Ct  
St. Louis, Mo 63146

## Test Report

<b>Date:</b> May 4, 2015	<b>Log Number:</b> 04/04/2015 HB
<b>Customer:</b> Federal Heath Signs	<b>Contact:</b> John Hirsh
<b>Requested Testing:</b> UL94 HB	

**Sample Identification:** WeatherPro T-30, Red, formed parts

### Reference Documents:

1. UL94, Standard for Safety, Tests for Flammability of Plastic Materials for Parts in Devices and Appliances. 6<sup>th</sup> Edition

**Sample Preparation:** Specimens were cut from customer provided part

### Test Results

	Units	Specimen 1	Specimen 2	Specimen 3	Average
UL94 HB Burn Rate	In/min	2.12	2.07	2.20	2.13
UL94 HB requirement	In/min	<2.95	<2.95	<2.95	<2.95

Respectfully submitted,  
Nancy Concepcion  
Manager of Analytical Services and Product Stewardship