

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, July 10, 2019**

---

A meeting of the Berryville Architectural Review Board was held on Wednesday, July 10, 2019 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; Satkuna Mathur

Member absent: Robin McFillen

Press present: None

Others present: Tim McClenahan, Capital Builders, LLC

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

**APPROVAL OF AGENDA**

Vice Chair Godfrey made the motion to approve the agenda, seconded by Ms. Mathur, the motion passed by voice vote.

**APPROVAL OF MINUTES**

Ms. Mathur made the motion to approve the minutes of the June 5, 2019 meeting, seconded by Vice Chair Godfrey, the motion passed by voice vote.

Chair Barb recommended moving item 5 up as Mr. McClenahan was in attendance.

**Architectural Review**

**Tim McClenahan (Owner, Capital Builders, LLC), is requesting a Certificate of Appropriateness in order to construct a new single-family house at 726 East Main Street, identified as Tax Map Parcel number 14A3-((A))-34A, zoned DR-2 Detached Residential-2.**

Mr. McClenahan described the single-family house he will be constructing on East Main Street. He showed Board members a sample of the proposed Pearl Grey HardiePlank he will be using for the siding. There was a discussion about grades and brands of siding.

Mr. McClenahan said there would be a full front porch and that the garage on the submission will be on the right (east) side of the structure. Vice Chair Godfrey asked about the shutters. Mr. McClenahan said they will be black. He said the garage would feature a carriage house type door. He added that the front door will be black to match the shutters.

Mr. McClenahan said he would be using aluminum clad Pella windows. There was a discussion about grills and Mr. McClenahan agreed to install 6/6 grill pattern windows with exterior grills. There was a

discussion about the proposed subdivision and creating two lots on the property. There was a discussion about access to the property and landscaping.

There being no further discussion, Vice Chair Godfrey made the motion to approve the submission as presented, seconded by Ms. Mathur, the motion passed by voice vote.

**Sign Review**

**Rick Sponseller (Owner, Sponseller's Flowers), is requesting a Certificate of Appropriateness in order to replace an existing wall sign on the east side of his building located at 2 West Main Street, identified as Tax Map Parcel number 14A2-((A))-61A, zoned C General Commercial.**

Ms. Dunkle described the request stating that the colors will match the sign on the front of the building.

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

**Discussion – Historic District property owner notification**

Ms. Dunkle asked for direction on the proposed letter to be sent to property owners in the Berryville Historic District reminding them about possible requisite reviews. Ms. Dunkle said that, due to work load, it was likely that the letters would be mailed in September. Vice Chair Godfrey recommended sending the letter to local real estate offices. Chair Barb said that the MLS web site allows for documents related to houses for sale to be downloaded. There was a discussion about the local and national historic districts in Berryville. Board members recommended forwarding the letter to real estate offices and requested that staff mail property owners the letter when time is available.

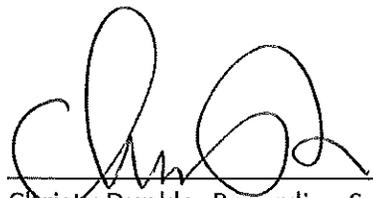
**Other**

There was no other business.

**Adjourn**

There being no further discussion, Vice Chair Godfrey made the motion to adjourn the meeting, seconded Ms. Mathur, the motion was approved by voice vote at 1:00pm.

  
\_\_\_\_\_  
Jim Barb, Chairman

  
\_\_\_\_\_  
Christy Dunkle, Recording Secretary