

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, November 7, 2012**

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, November 7, 2012 at 12:00 p.m. at the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**ATTENDANCE**

The following members of the Board were present: Ken Livingston, Susan Wolk, and Sue Cooper.  
Absent: Jim Barb

The following staff member was present: Christy Dunkle

Others present: None

Mr. Livingston called the meeting to order at 12:03 p.m.

**APPROVAL OF AGENDA**

Mrs. Wolk moved to approve the agenda as written, seconded by Mrs. Cooper. The motion passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Mrs. Cooper moved to approve the minutes of the October 3, 2012 meeting, seconded by Mrs. Wolk. The motion passed unanimously by voice vote.

**Architectural Review**

**Joseph Clotzman, Applicant, is requesting a Certificate of Appropriateness in order to construct a handicapped ramp at Blue Ridge Insurance and Title Agency located at 110 South Church Street, identified as Tax Map Parcel number 14A5-((A))-71, zoned C General Commercial.**

Ms. Dunkle said that the applicant is requesting the installation of a handicap ramp on the south side of the Blue Ridge Insurance and Title Agency building located at 110 South Church Street. She said that she confirmed the zoning of the adjacent property to be C General Commercial which enables the applicant to construct the ramp within the requisite setback.

Mr. Livingston said that the property owner had been discussing the installation of such a facility for quite a while. There was a general discussion about the materials to be used which include pressure treated wood and/or composite materials that closely match the colors of the existing porch and trim. Mrs. Wolk asked about the elevation drawings which appear to be conflicting. Ms. Dunkle said she would contact Mr. Clotzman for clarification. Mrs. Wolk asked whether a non-slip surface was going to be applied. There was a general discussion about the surface. Ms. Dunkle said that the applicant is required to obtain a zoning permit from the Town and a building permit from the County.

There being no additional discussion, Mrs. Wolk moved to approve the request as submitted, seconded by Mrs. Cooper. The motion passed unanimously by voice vote.

### **Sign Review**

**Shelia Reid, Owner, is requesting a Certificate of Appropriateness in order to install a 24"x24" projecting sign at her business (The Strand Hair Studio) located at 21 East Main Street, identified as Tax Map Parcel number 14A5-((A))-76 zoned C General Commercial.**

Ms. Dunkle said Ms. Reid is opening a hair salon in the Hudson's building on East Main Street on the east side of the building. Mr. Livingston asked if there was room there for a bracket. Ms. Dunkle said that the zoning ordinance requires at least 8'-6" between the bottom of the sign and the sidewalk.

There being no further discussion, Mr. Livingston asked for a motion. Mrs. Cooper moved, seconded by Mrs. Wolk, to approve the sign as submitted. The motion passed unanimously by voice vote.

### **Architectural Review**

**James A. Wine, Jr., Applicant, is requesting a Certificate of Appropriateness in order to replace a shingle roof with standing seam metal at the property located at 326 W. Main Street, identified as Tax Map Parcel number 14A1-((2))-1, zoned R-1 Residential.**

Ms. Dunkle said that Mr. Wine purchased a house on West Main Street and wants to change the roof material from shingles to standing seam metal. She said that she spoke with his contractor and confirmed that the metal would be a true 1" double seam with a 21" panel width. She said they will also be adding white half-round aluminum gutter. She showed ARB members a sample of the roofing material and color. She said that the applicant plans to paint his existing grey house white with black trim. There was a general discussion about the porch roof. Mr. Livingston said he appreciated a property owner in the historic district choosing to modify his roof to be architecturally appropriate.

Mr. Livingston called for additional comments. There being none, Mrs. Wolk moved to approve the request as presented, seconded by Mrs. Cooper. The motion passed unanimously by voice vote.

### **Other**

#### **Architectural Review**

**Everett Sutphin, Owner, is requesting a Certificate of Appropriateness in order to construct a storage shed on his property located at 754 East Main Street, identified as Tax Map Parcel number 14A3-((A))-38 zoned DR-2 Residential.**

Ms. Dunkle said that Mr. Sutphin had stopped by the office on Tuesday and wants to install a two-story shed. She showed ARB members the brochure that he provided. She said due to the size of the structure, he would be required to obtain a building permit. Mr. Livingston described the property and suggested requiring the property owner place the structure as far to the back of the lot as possible. There was a general discussion about the placement of the structure.

There being no further discussion, Mrs. Cooper moved to approve the request as presented, seconded by Mrs. Wolk. The motion passed unanimously by voice vote.

#### **Architectural Review**

**Drew Longerbeam, Owner, is requesting a Certificate of Appropriateness in order to replace windows and front door on his property located at 15 Academy Street, identified as Tax Map Parcel number 14A2-((A))-64 zoned C General Commercial.**

Ms. Dunkle said that Mr. Longerbeam wants to replace all of the windows in the house located at 15 Academy Street. She said she had met with Mr. Longerbeam Tuesday on site and presented photographs of the structure to ARB members. She said that Mr. Longerbeam had dropped off brochures identifying the type of windows and door he was considering and passed the information out to ARB members. Mr. Livingston said that the new windows need to have muntins on the exterior of the windows in order to be historically accurate. Mrs. Wolk agreed and there was a discussion about fiberglass windows. ARB members reviewed the Historic District Survey completed in 1985 that indicated the house had been built in the 1890's. Mr. Livingston said that fiberglass windows are more durable and energy efficient than vinyl and offer the historic appearance required for a structure of this age.

Ms. Dunkle said that the applicant would like to install a new solid front door to a standard size, indicating that the door is smaller than code currently requires. She said he will keep the transom windows at the top of the door as well as the glass around the door. There was a general discussion about the proposed door.

Mrs. Wolk recommended having staff contact the applicant to discuss the submission and made the motion to approve six over six windows with exterior muntins, made of either wood or fiberglass, and to approve the solid wood door maintaining the top transom and side windows, seconded by Mrs. Cooper. The motion passed unanimously by voice vote.

#### **Discussion – Meeting Schedule**

Mrs. Wolk asked about the schedule for Berryville Main Street's Parking Meter judging. Ms. Dunkle said she had not discussed the judging with Luanne Carey, the new Main Street Manager, but would contact her about the schedule. There was a general discussion about the meeting schedule and it was decided that the next meeting be moved to Wednesday, November 28, 2012 to accommodate the parking meter judging.

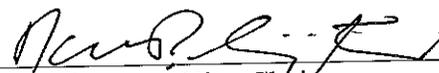
#### **Discussion – Sign Regulations**

Mr. Livingston recommended including information about requiring sign permits in the Town's newsletter. Ms. Dunkle said she would talk with Ms. Heath to request this be added in the next newsletter.

Mrs. Wolk said that the Sweet Peas' portable freestanding sign was lying against the side of the building rather than being stored per regulations. Ms. Dunkle said she would contact the owner.

#### **ADJOURNMENT**

There being no further business, Mrs. Cooper made the motion to adjourn the meeting, second by Mrs. Wolk the motion was approved unanimously by voice vote. The meeting adjourned at 12:42 p.m.

  
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Ken Livingston, Vice Chairman

  
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Christy Dunkle, Recording Secretary