

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



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www.berryvilleva.gov

Town of Berryville
ARCHITECTURAL REVIEW BOARD
Regular Meeting

Wednesday, May 4, 2016 - 12:30 p.m.
101 Chalmers Court - AB Meeting Room – Second Floor

AGENDA

1. **Call to Order** – Jim Barb, Chair
2. **Approval of Agenda**
3. **Approval of Minutes** – April 6, 2016
4. **Architectural Review**
Middleburg Bank (Andy Bigler, Agent; One West Main, LLC, Owner) is requesting a Certificate of Appropriateness in order to install a new wooden front entry door and sidelight to the building located at 1 West Main Street, identified as Tax Map Parcel number 14A5-((A))-10, zoned C General Commercial.
5. **Architectural Review**
Matthew and Jennifer McDonald, Owners, are requesting a Certificate of Appropriateness in order to build an addition on their home located at 222 West Main Street, identified as Tax Map Parcel number 14A1-((A))-18, zoned R-2 Residential.
6. **Other**
7. **Adjourn**

Wilson Kirby
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Douglas A. Shaffer
Ward 1

H. Allen Kitzelman, III
Ward 2

J. Bryant Condrey
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, April 6, 2016

The regular meeting of the Berryville Architectural Review Board was held on Wednesday, April 6, 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; Gene Williamson; Rachael Worsley.

Member absent: Robin McFillen

Press present: None

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

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

Mr. Williamson requested a moment of silence in honor of Val VanMeter. Chair Barb said that she meant so much to the community for so many years and that she would be greatly missed.

APPROVAL OF AGENDA

Vice Chair Godfrey moved to approve the agenda as written, seconded by Mr. Williamson. The motion passed by voice vote.

APPROVAL OF MINUTES

Mr. Williamson moved to approve the minutes of the March 2, 2016 meeting, seconded by Vice Chair Godfrey. The motion passed by voice vote.

SIGN REVIEW

Josephine Improvement Association (Deborah Liggins, Agent) is requesting a Certificate of Appropriateness for a two-sided entrance sign identifying the Josephine City Historic District to be located on the property located at 400 South Church Street, identified as Tax Map Parcel number 14A5-(9)-2, zoned DR-4 Residential.

Ms. Dunkle said that Ms. Liggins is requesting the placement of an aluminum two-sided sign on the property located at 400 South Church Street owned by Zion Baptist Church in order to identify the Josephine City Historic District. Mr. Williamson asked who would be installing the sign and said that it needs to be professionally installed to assure it will be secure. There was a discussion about the proposed 2"x2" posts which were determined to be too small. Chair Barb recommended 4"x4" posts with appropriately sized finials. There was a discussion about maintenance of the sign. Ms. Dunkle recommended adding that maintenance must occur in perpetuity to the conditions of the Certificate of Appropriateness.

There being no further comments, Chair Barb called for the vote. Vice Chair Godfrey moved to approve the freestanding sign with the following conditions:

- The sign is professionally installed;

- The posts are 4"x4" rather than 2"x2" with same size finials;
- The sign is located at least two feet off the public right-of-way of Josephine Street; and
- The sign is maintained in perpetuity.

The motion was seconded by Ms. Worsley. The motion passed by voice vote.

FENCE REVIEW

J. Bryant Condrey, Owner, is requesting a Certificate of Appropriateness for a three foot high fence to be located at the rear of the property located at 203 West Main Street, identified as Tax Map Parcel number 14A4-(A)-39, zoned R-2 Residential.

Ms. Dunkle reviewed the request. Vice Chair Godfrey said that the property owner would like to install a fence behind his house because he has a toddler. Ms. Dunkle said that the fence he is requesting is a three-foot black aluminum fence. Mr. Williamson said the black fence would like nice and won't be as noticeable as a white one. She added that the location he wishes to install the fence is not located within the floodplain area.

There being no other discussion, Ms. Worsley moved to approve the fence, seconded by Mr. Williamson, Vice Chair Godfrey abstention, the motion passed by voice vote.

OTHER

Chair Barb noted that the roof project at 1 West Main Street was underway. Ms. Dunkle said that she was anticipating Middleburg Bank submitting a review request for a new front door but she had not received an application from their architect. Ms. Dunkle updated ARB members on the Hip and Humble Special Use Permit process.

ADJOURN

There being no further business, Vice Chair Godfrey moved to adjourn the meeting, seconded by Mr. Williamson, the meeting adjourned at 1:13p.m.

Jim Barb, Chairman

Christy Dunkle, Recording Secretary

Middleburg Bank (Andy Bigler, Agent; One West Main, LLC, Owner) is requesting a Certificate of Appropriateness in order to install a new wooden front entry door and sidelight to the building located at 1 West Main Street, identified as Tax Map Parcel number 14A5-((A))-10, zoned C General Commercial.

Mr. Bigler is requesting a Certificate of Appropriateness in order to install a new door on the front of the building located at 1 West Main Street. The wooden door features 12 window panes with a side light and transom adding additional light and a better architectural match to the existing structure.

The applicant's architect has been working with staff on this submission. She has submitted the following description of the proposed modification:

ARB Submission Narrative for 1 W Main St

The existing aluminum entry door is of a different architectural style than the existing building. The new wood door and side light, with divided lights, complements the existing storefront windows and trim details. The proposed door is more appropriate for the building's architectural elements and the historic district.

The following items are included after this staff report for your review:

- Architectural Review Board Application
- Photos of the existing building
- Drawing of the front façade and proposed door with transom and side light
- Detail drawing of the proposed door

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

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: APRIL 21 2016
Applicant's Name: ANDY BIGLER
Company/Organization: MIDDLEBURG BANK
Applicant's Address: 431 E. MAIN ST. PURCELLVILLE, VA 20134
Telephone Number: 540-687-4898 e-mail: abigler@middleburgbank.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: Box 318 Millwood VA Telephone: 610-350-6612

Project Location: 1 W. MAIN ST. Use: BUSINESS Zoning: C
District: BERRYVILLE

- 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: NEW WOOD FRONT ENTRY DOOR, SIDE LIGHT, & TRANSOM TO BE PAINTED TO MATCH EXISTING WINDOW TRIM COLOR. EXISTING GREEN DOOR TRIM TO BE PAINTED TO MATCH DOOR. (OVER)

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.

Signature of Applicant: *[Signature]* for One West Main St. LLC

Date: 3/29/16

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: _____





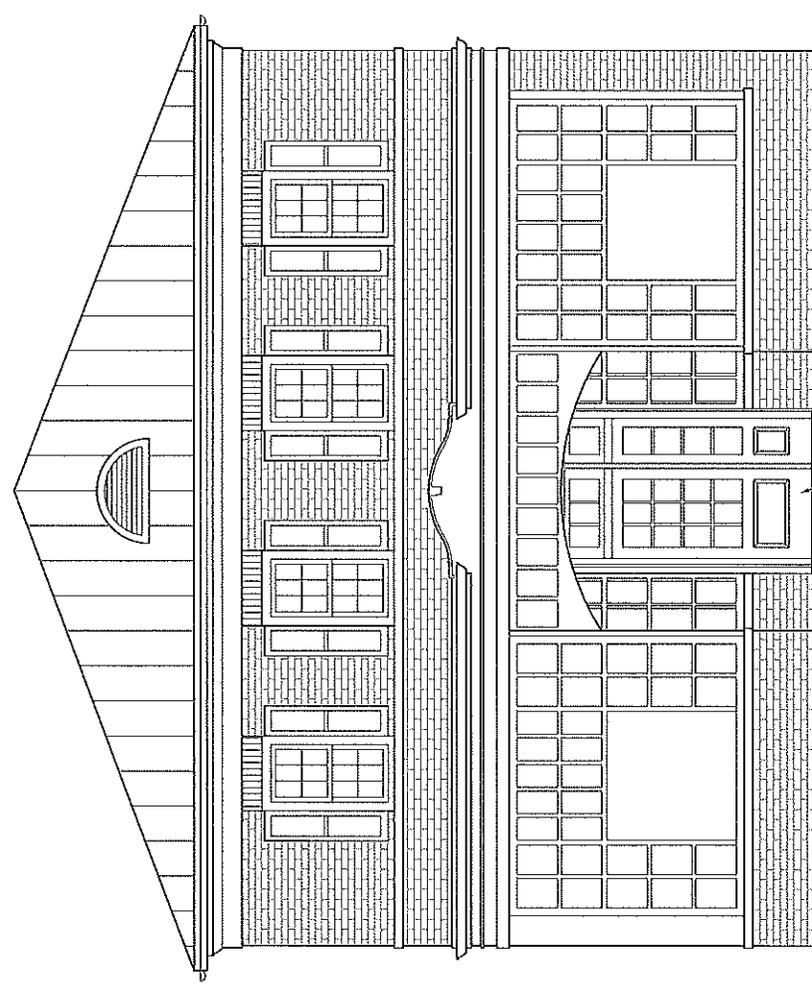
107 West Federal Street • P.O. Box 1241
 Middleburg, VA 20118 • Phone: (540) 687-3223 • Fax: (540) 687-3624

TURNURE
 ARCHITECTURE

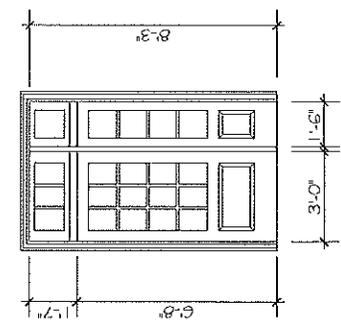
MIDDLEBURG BANK
 1 W. MAIN STREET
 BERRYVILLE, VA

Date:
 4-19-2016

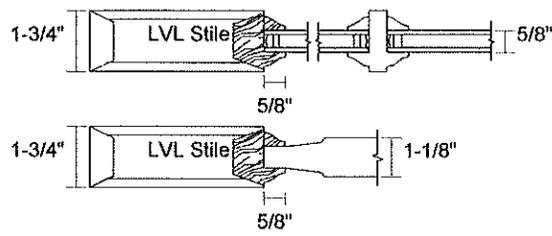
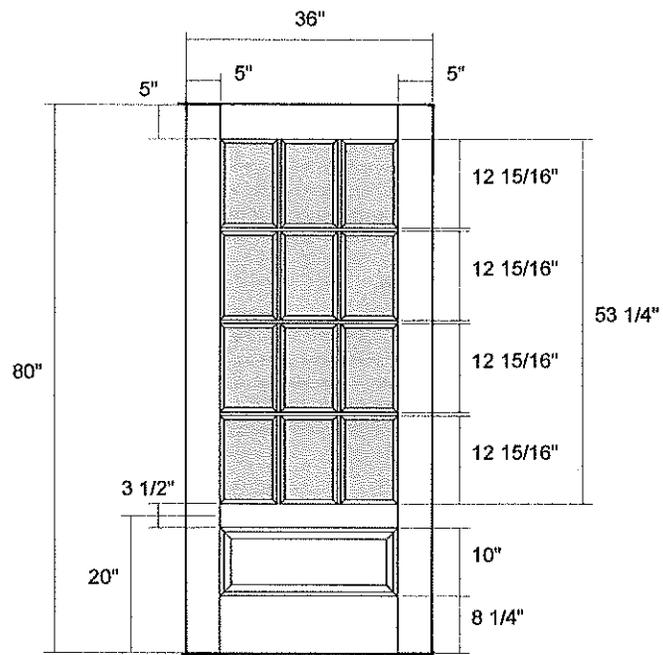
1



1 STREET ELEVATION - 1 WEST MAIN STREET
 SCALE: 1/4" = 1'-0"



2 FRONT ENTRY DOOR
 SCALE: 1/4" = 1'-0"



Architectural Review

Matthew and Jennifer McDonald, Owners, are requesting a Certificate of Appropriateness in order to build an addition on their home located at 222 West Main Street, identified as Tax Map Parcel number 14A1-((A))-18, zoned R-2 Residential.

The McDonald's are requesting a Certificate of Appropriateness for a two-story addition to their home located at 222 West Main Street. This will add additional living space, a bedroom, and a bathroom. Steve Workman, the property owners' architect has submitted the following items for your review:

- A letter dated April 25, 2016 describing the project;
- Smith Street elevation drawing; and
- Interior drawings of first and second floors.

The house is a contributing structure to the Berryville Historic District. A copy of the Department of Historic Landmarks survey is included in this staff report. The addition, which will attach the principal structure to the garage, will feature a red standing seam metal roof and stucco finished to match the existing structure. The addition is set in slightly to identify it as such.

Staff has requested additional information for the door and windows. Specifications will be presented at the May 4, 2016 meeting.

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

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 April 25, 2016

Applicant's Name: Matthew and Jennifer McDonald

Company/Organization: _____

Applicant's Address: 222 W Main St, Berryville, VA 22611

Telephone Number: (703) 220-9901 e-mail: calone0813@hotmail.com

As the X **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: _____

Property Owner's Address: 222 W Main St, Berryville, VA 22611 Telephone: (703)220-9901

Project Location: 222 W Main St, Berryville, VA 22611 Use: Primary Residence 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: To construct a two-story addition on to my current house in order to add additional living space, a bedroom, and a bathroom.

(OVER)

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.

Signature of Applicant: _____

Date: April 25, 2016 _____

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: _____



VIRGINIA
DIVISION OF HISTORIC LANDMARKS

File no. 168-12
Negative no(s). 8053

HISTORIC DISTRICT/BLUES

City/Town/Village/Hamlet **Berryville**
Street address or route number **222 W. Main Street**
Historic name _____

County **Clarke**
U.S.G.S. Quad **Berryville 7.5**
Common name _____

Present use **Residential**
Original use **Residential**

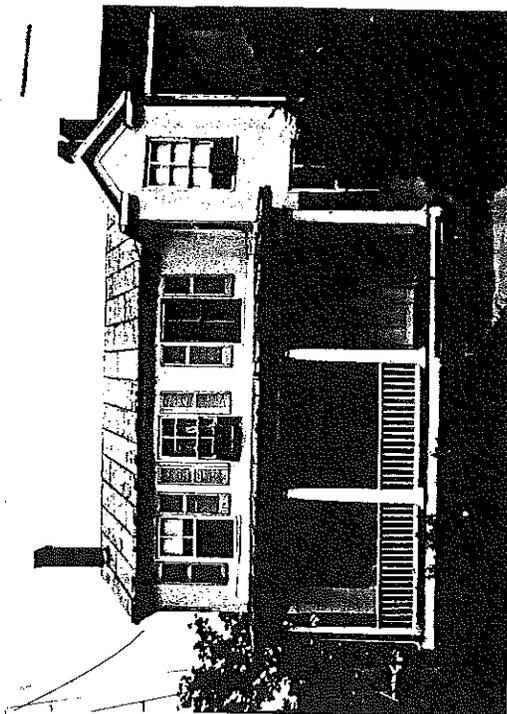
Building Style **Vernacular**
Building Date(s) **Late 19th Century**

1. Construction Materials

- wood frame
 - brick
 - bond: English
 - Flemish
 - _____-course American
 - stretcher
 - other _____
 - stone
 - random rubble
 - coursed rubble
 - ashlar dressed rock-faced
 - log:
 - squared unsquared
 - notching: V-notch half dovetail
 - saddle full dovetail
 - square diamond
 - concrete block
 - terra cotta
 - steel frame
 - other _____

2. Cladding Material

- weatherboard
- vertical siding
- board & batten
- shingle:
 - wood
 - asbestos
 - asphalt
- bricktex
- other _____
- composition siding
- stucco
- aluminum or vinyl siding
- cast iron
- sheet metal
- enameled metal
- glass



3. Stories (number) 2
 low basement raised basement

4. Bays (number): front 4 side (church) _____
 symmetrical asymmetrical

5. Roof Type
 shed hipped
 parapet? pyramidal?
 gable mansard
 pediment? false mansard
 parapet? gambrel
 clipped end? flat
 cross gable? parapet?
 central front gable? roof not visible
 other _____

6. Roofing Material

- shingle
- composition (asphalt, asbestos, etc.)
- wood
- metal
 - standing seam
 - corrugated
 - pressed tin (simulated shingles)
- tile
 - pantile flat glazed
- slate
- not visible

7. Dormers (number): front 0 side _____
 gable pediment?
 shed
 hipped

8. Primary Porch
style **Vernacular**

stories 1
levels 1 bays 3
materials **wood**
description and decorative details
Tuscan columns and square baluster; wooden base raised on two steps

9. General supplementary description and decoration:
interior end chimneys; projecting two-story, one-bay, gabled front wing; transom and sidelights on front door

10. Major additions and alterations:
house has been connected to #220

11. Outbuildings:
one garage

12. Landscape Features:
narrow setback; concrete walk; corner lot at W. Main and Smith Street

13. Significance:
house represents a variation on the typical 2-story, side-gable type

Surveyed by: **Susan B. Sherman**

Date: **03-16-85**

Primary Sources

Berryville, Clarke County, VA, March 1930
Sanborn Map Company, NY, Copyright 1930

Interviews

Name
Address

Date

Name
Address

Published Sources

Phone
Date

Name
Address

Phone
Date

Plan and Massing (Note original features, additions, and alterations)

Drawing of Plan

Sketch of Site Plan

Historical Information



WORKMAN DESIGN

STEVE WORKMAN
15860 ASHBURY CHURCH ROAD
PURCELLVILLE, VIRGINIA 20132
PHONE/FAX - (540) 668-7220
CELL - (703) 431-1729
WORKMANDESIGN@RSTARMAIL.COM

April 25, 2016

Christy Dunkle
Assistant Town Manager/Planning Director
Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

Re: McDonald Addition
222 West Main Street

Dear Ms. Dunkle,

As per our recent conversations, please find attached sketches of the room addition that we propose building on the back of the house at 222 West Main Street, at the corner of West Main and Smith Streets in the historic district of Berryville, Virginia.

The existing house is a two-story structure built in an early Farmhouse style with white stucco walls and a red standing seam metal roof. A simple, one-car detached garage built of the same materials and accessed from Smith Street is located in the rear yard.

The addition we would propose consists of a 19'x17' Family Room extending from the back of house with an 8'x10' Mudroom Addition connection to the existing detached garage. A new bedroom and bath is planned above the Family Room.

We are planning to match the style and materials of the existing house as much as possible; with matching stucco finished wall, red standing seam metal roof, double hung windows with no grills, matching roof overhang details, roof slopes, window trim, etc.

The addition will mainly be visible from the Left, Smith Street elevation. We have lowered the roof and placed the windows in a 'doghouse dormer' configuration to make the addition subservient to the main, original house on that elevation. No revisions are being planned for the Front, Main Street elevation.

We believe that these plans comply with your guidelines and request that you accept this submittal and put us on the docket to discuss at the May 4th Architectural Review Board Meeting.

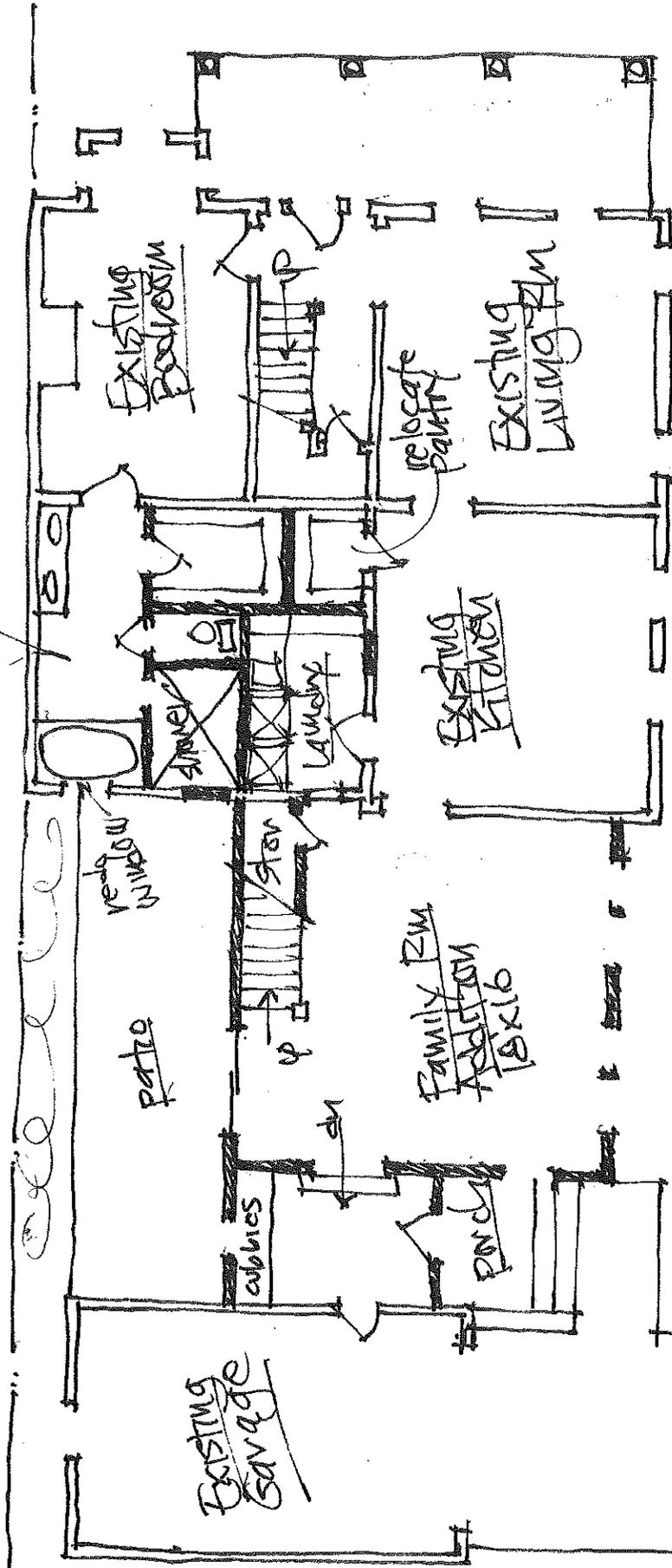
If you need any other information before the meeting, please feel free to call our offices at any time.

Best regards,

A handwritten signature in black ink, appearing to read 'S. Workman', written in a cursive style.

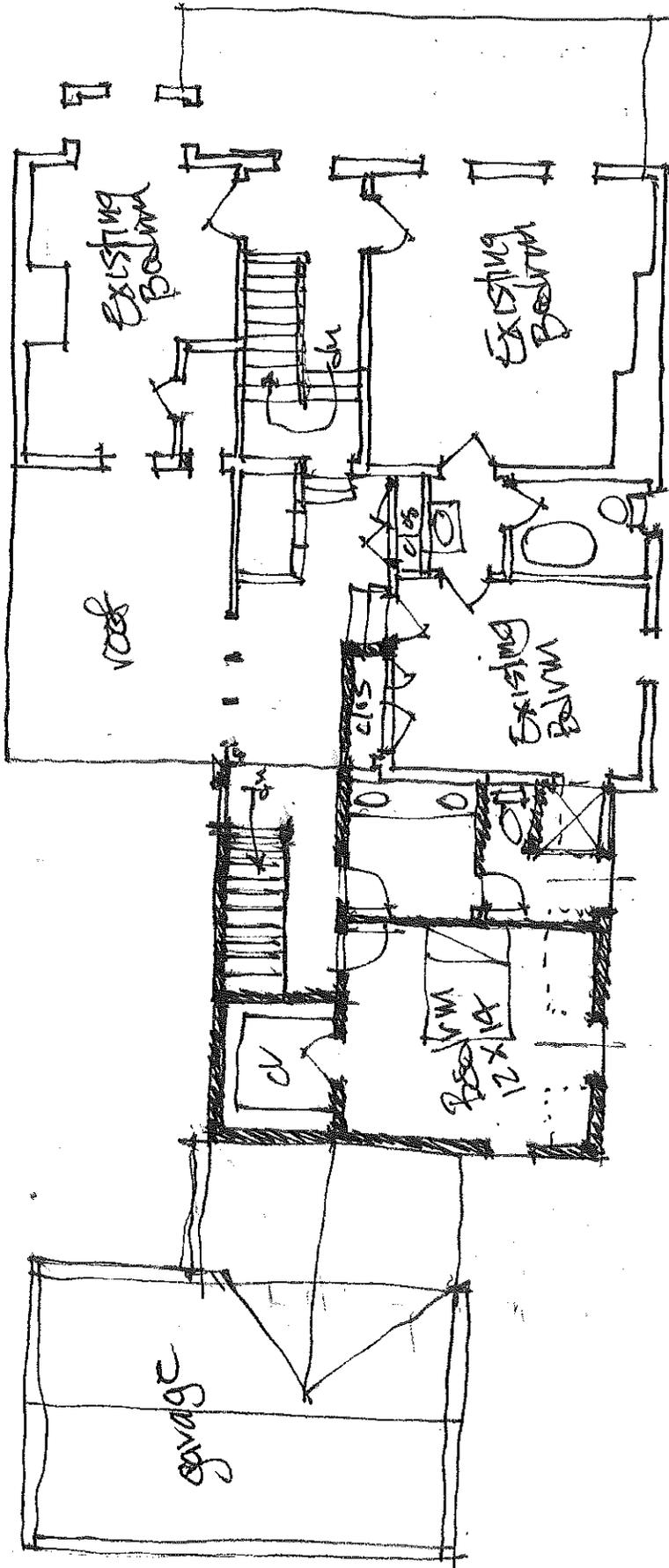
Steve Workman

new bath + closet
new div



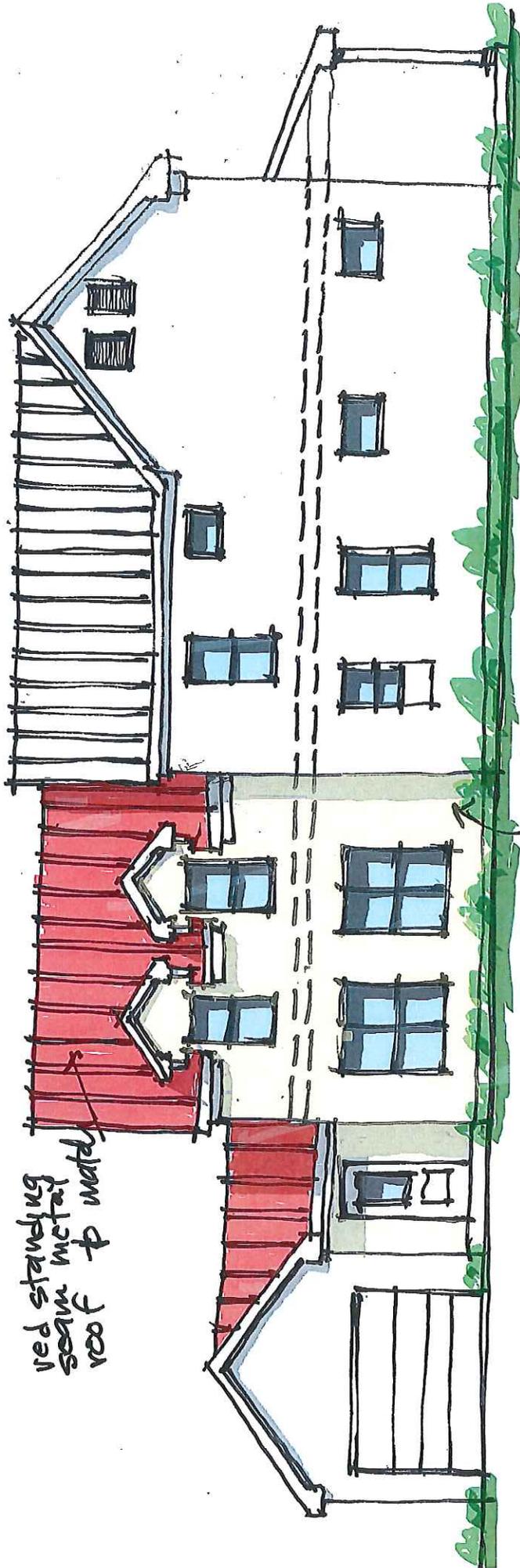
new walls

McDonald Addition
First Floor Plan 4/17/16



McDonald's Addition
 Second Floor Plan 4/17/16

Addition



red standing
seam metal
roof to match

stucco finish
to match

McDonald Addn
Smith Street Elevation 4/25/16