

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF REGULAR MEETING**  
**Wednesday, April 3, 2019**

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The regular meeting of the Berryville Architectural Review Board was held on Wednesday, April 3, 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, Gene Williamson

Member absent: Robin McFillen

Press present: None

Others present: Martine Bourdeau

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**

Mr. Williamson made the motion to approve the minutes of the March 6, 2019 meeting, seconded by Vice Chair Godfrey, the motion passed by voice vote.

**Architectural Review**

**Martine Bourdeau, Owner, is requesting a Certificate of Appropriateness for replacement windows on principal and accessory structures located at 303 West Main Street, identified as Tax Map Parcel number 14A4-((A))-13, zoned R-2 Residential.**

Chairman Barb asked staff to explain the request. Ms. Dunkle said that Ms. Bourdeau is requesting approval to replace 15 windows on two structures at her home on Main Street. She said both the principal and accessory structures are identified contributing structures. Ms. Bourdeau said that her existing windows were not energy efficient adding that she did have storm windows on the house. Mr. Williamson said that the windows did not appear to be in bad shape. Ms. Bourdeau said five of the windows are in good shape adding that she would agree to replace the 10 remaining windows.

Ms. Dunkle described the standards for windows in the historic district. There was a discussion about materials and whether Ms. Bourdeau had obtained cost estimates for repairing the existing windows. She said she had talked to a few handymen who would not do the work adding that it would very costly if she could find someone to repair them. Chair Barb asked if the Habitat for Humanity grant would cover repairs of the existing windows. Ms. Bourdeau said it would be time consuming and costly to repair the windows. There was a discussion about the vinyl inserts that were part of the application.

Mr. Williamson suggested the applicant conduct additional investigation to include cost estimates for repairing the existing windows. Vice Chair Godfrey said that the cost to repair 10 windows would likely be less than \$3,000. Ms. Bourdeau said she would contact Habitat for Humanity to discuss repairing rather than replacing the windows. Ms. Mathur said that old houses frequently have odd window sizes and suggested that the new windows may be more expensive than standard sizes. There was a discussion about window sizes. Mr. Williamson added that the applicant may be surprised by the cost to repair the windows.

Chair Barb asked that Ms. Bourdeau research costs for window repair and whether the Habitat for Humanity grant would pay for these repairs. He asked that she discuss her findings with staff to determine the next step.

#### **Architectural Review**

**John Hudson, Owner, is requesting a Certificate of Appropriateness in order to install a six foot fence at the rear of the property located at 15, 17, and 19 East Main Street, identified as Tax Map Parcel number 14A5-((A))-76, zoned C General Commercial.**

Ms. Dunkle said that Mr. Hudson would like to install a fence behind his property on 15 East Main Street. She said he had submitted several drawings of fencing including a board on board fence along the parking lot of the property to the west. She said he would also like a fence along the rear property line and presented two drawings to ARB members. There was a discussion about color; material; floodplain area; and security.

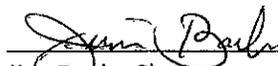
Mr. Williamson made the motion for staff to discuss ARB recommendations with Mr. Hudson including solid fence along the western property line and to consider a matching color post and rail fencing along the rear property line (southern) to address floodplain and security concerns. Vice Chair Godfrey seconded the motion which passed by voice vote.

#### **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 1:03pm.

  
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Jim Barb, Chairman

  
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Christy Dunkle, Recording Secretary