

Berryville – Clarke County  
Government Center  
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**BERRYVILLE**  
EST. 1798 *Genuine* VIRGINIA

**AGENDA**  
**Town of Berryville**  
**ARCHITECTURAL REVIEW BOARD**  
Wednesday, March 3, 2021 - 12:30 p.m.  
Berryville – Clarke County Government Center  
101 Chalmers Court - Meeting Room AB – Second Floor

**AGENDA**

1. **Call to Order** – Susan Wolk, Chair
2. **Approval of Agenda**
3. **Approval of Minutes – February 3, 2021**
4. **Architectural Review**  
Mercia C. DeMelo, Owner, Mellen Group, LLC, is requesting a Certificate of Appropriateness in order to install a new front door and columns on the property located at 210 North Buckmarsh Street, identified as Tax Map Parcel number 14A2-((A))-32 zoned DR-4 Detached Residential.
5. **Sign Review**  
Brandy Barney, Owner, D2C Marketing, LLC, dba Direct 2 Consumer Marketing, dba Wild & Wonderful Workshop, is requesting the installation of two projecting signs at the property located at 101 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81, zoned C General Commercial.
6. **Other**
7. **Adjourn**

**Harry Lee Arnold, Jr.**  
*Mayor*

**Erecka L. Gibson**  
*Recorder*

**Council Members**

**Donna Marie McDonald**  
*Ward 1*

**Diane Harrison**  
*Ward 2*

**Grant Mazzarino**  
*Ward 3*

**Kara C. Rodriguez**  
*Ward 4*

**Keith R. Dalton**  
*Town Manager*

**BERRYVILLE ARCHITECTURAL REVIEW BOARD**  
**Berryville-Clarke County Government Center**  
**MINUTES OF ORGANIZATIONAL MEETING**  
**Wednesday, February 3, 2021**

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The organizational meeting of the Berryville Architectural Review Board was held on Wednesday, February 3, 2021 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: Jon Burge, Susan Godfrey, Satkuna Mathur, Mary Serock

Member absent: Robin McFillen

Press present: None

Others present: Glenn Skillman

The following staff member was present: Christy Dunkle, Community Development Director

**Call to Order**

Ms. Dunkle called the meeting to order at 12:31 p.m.

**Election of Officers**

Ms. Dunkle asked for nominations for chair. Ms. Mathur made the motion to retain Ms. Godfrey and Ms. McFillen as Chair and Vice Chair, respectively. Ms. Serock seconded, the motion passed by voice vote.

**Approval of Agenda**

Ms. Serock made the motion to approve the agenda, seconded by Ms. Mathur, the motion passed by voice vote.

**Approval of Minutes**

Ms. Serock made the motion to approve the minutes of the December 2, 2020 meeting as presented, seconded by Ms. Mathur, the motion passed by voice vote.

**Sign Review**

**Glenn Skillman, Owner, is requesting a Certificate of Appropriateness in order to construct an accessory structure located at 307 East Main Street, identified as Tax Map Parcel number 14A5-((A))-100, zoned C General Commercial.**

Ms. Dunkle described the request. Mr. Skillman said he would like to construct a garage behind his house adding that the principal structure was built in 1867. Ms. Dunkle described the structure he is proposing. Ms. Mathur referenced the Secretary of Interior Standards in asking about the height of the structure relative to other buildings in the area. Ms. Dunkle said the principal structure is larger than the proposed accessory building.

Mr. Skillman said his garage will be under 600 square feet and will feature a gable roof, Hardie Plank siding in the same blue as the principal structure, and white PVC trim. He referenced the existing windows and said the proposed aluminum clad windows will be very similar. Mr. Skillman said he will be using an existing apron on his property and the adjacent property to extend a driveway to access the structure. Ms. Dunkle noted that the driveway must be at least three feet from the property line.

There was a discussion about the floodplain and zoning and building requirements.

Mr. Burge asked if the grill pattern is 2/2 and Mr. Skillman confirmed that was the case. Mr. Burge noted that other houses in the area had a similar pattern including Mr. Skillman's principal structure. Mr. Burge asked about the trim and Mr. Skillman said it would be flat white PVC for ease of maintenance. There was a discussion about the garage door which is an insulated aluminum panel door.

There was a discussion about the sound absorbing glass in Mr. Skillman's principal structure.

There being no further discussion, Mr. Burge made the motion to approve the request as presented, seconded by Ms. Mathur, the motion passed by voice vote.

#### **Other**

There was no other business.

#### **Adjourn**

There being no further discussion, Mr. Burge made the motion to adjourn the meeting, the meeting was adjourned at 12:51 p.m.

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Susan Godfrey, Chair

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Christy Dunkle, Recording Secretary

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**Mercia C. DeMelo, Owner, Mellen Group, LLC, is requesting a Certificate of Appropriateness in order to install a new front door and columns on the property located at 210 North Buckmarsh Street, identified as Tax Map Parcel number 14A2-((A))-32 zoned DR-4 Detached Residential.**

Ms. DeMelo has purchased the property referenced above on North Buckmarsh Street. She is requesting a Certificate of Appropriateness to install a new front door and replace the existing columns on the front porch.

The structure is a Victorian vernacular built in the 1890's. The wood frame stucco residential property has two stories featuring a standing seam metal roof with square wood posts and 2/2 double sash windows. The gable end faces the street. First floor window modifications were made previously.

There is currently a transom above the front door which Ms. DeMelo would like to remove. She is requesting the installation of a fiberglass door with inset panels and 6-lite window configuration. A second option has also been included which is a wooden door with an arched 4-lite window and four inset panels.

The existing columns are square as referenced in the historic district survey. Ms. DeMelo is requesting vinyl square replacement columns identified in the packet. She has also included round wooden columns for secondary consideration.

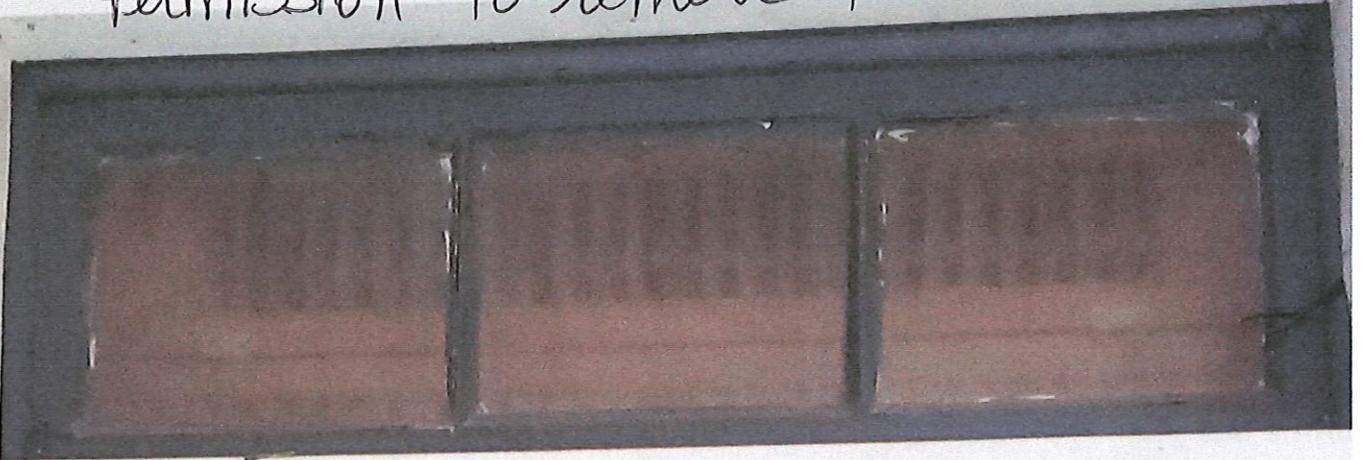
Staff has discussed the replacement of the front overhang that exists above the front porch including soffit, fascia, and gutter. Ms. DeMelo would like to discuss the matter at the meeting.

**Recommendation**

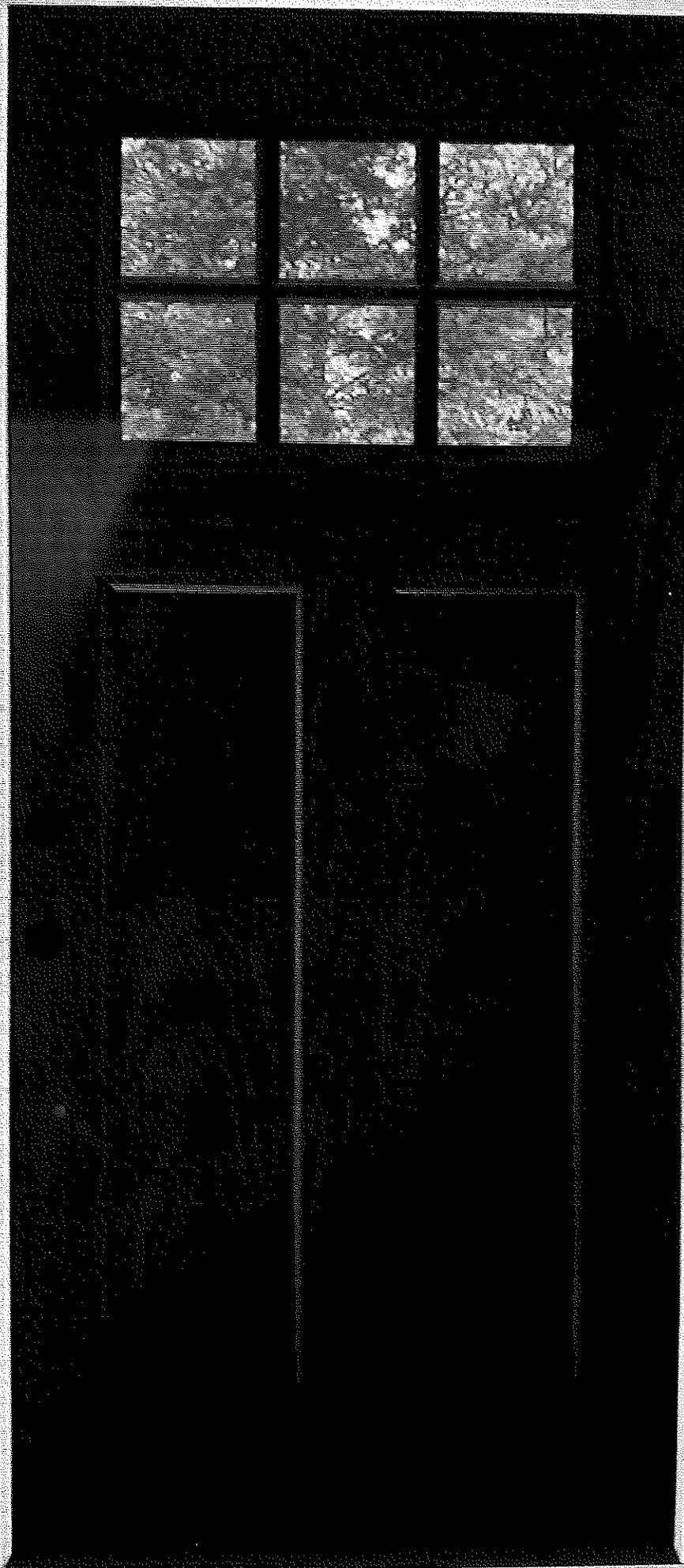
Discuss at the meeting.



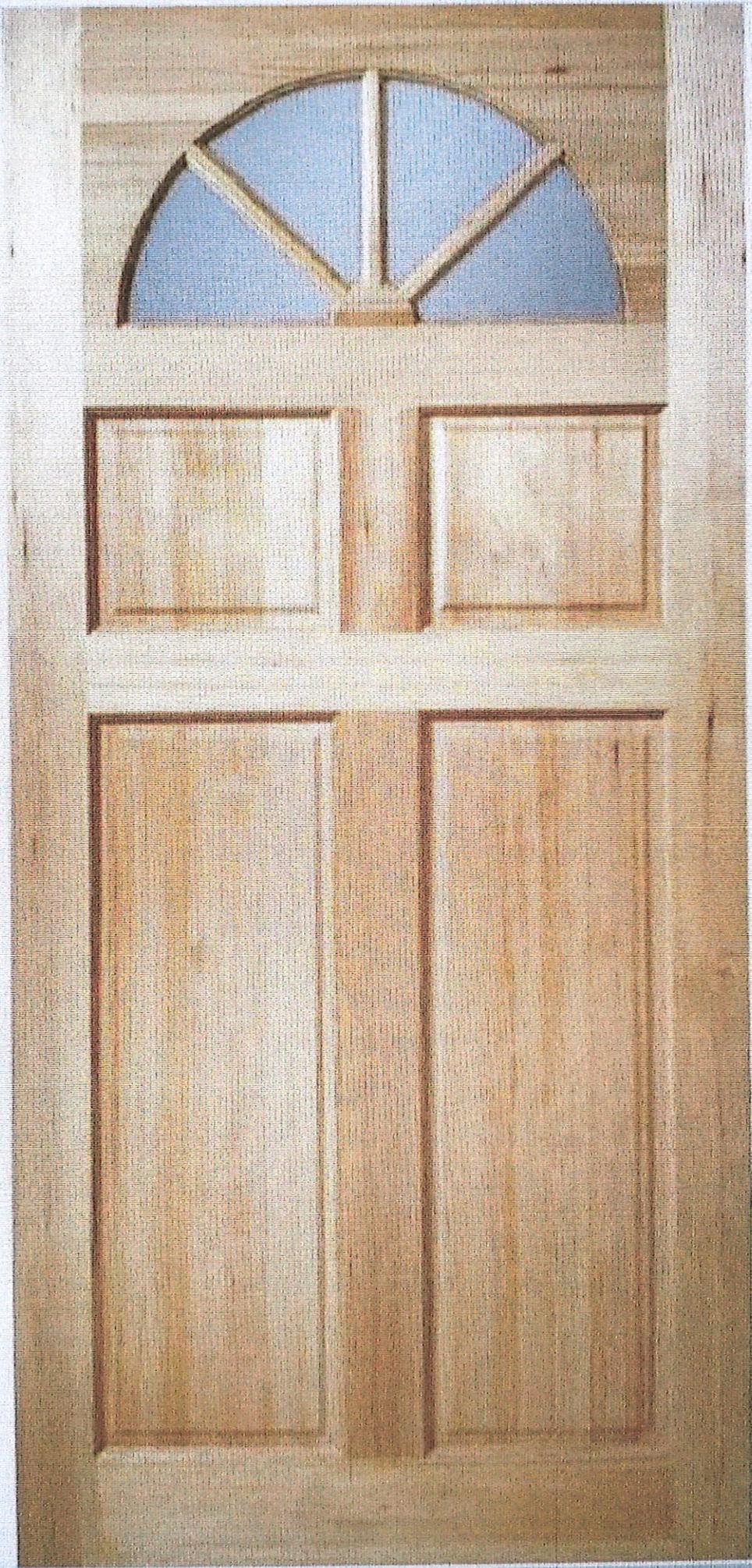
Permission to remove Transon



This door  
is made  
to look like  
wood  
fiberglass  
great  
insulation  
great  
look



Wood





~~Top~~  
Vinyl

better looking

**H&B PERMAWrap**  
 6" x 8" Cellular PVC Square Column

**Muchos**

**Many**

STATE SQUARE COLUMN PVC  
**\$134.00**

STATE SQUARE COLUMN PVC  
**\$134.00**

STATE SQUARE COLUMN PVC  
**\$144.00**

WOOD

Estilo  
Colonial

Este producto ha sido sellado en el extremo inferior para ayudar a prolongar su vida útil. No retirar el sellador.

Colonial  
Style

This product has been bottom end sealed to help extend its life. Maintain factory applied bottom end sealant (do not be trimmed off during installation). Seal end top with a silicon or exterior grade caulk when

Colonial  
Style

This product has been bottom end sealed to help extend its life. Maintain factory applied bottom end

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**Brandy Barney, Owner, D2C Marketing, LLC, dba Direct 2 Consumer Marketing, dba Wild & Wonderful Workshop, is requesting the installation of two projecting signs at the property located at 101 East Main Street, identified as Tax Map Parcel number 14A5-((A))-81, zoned C General Commercial.**

Ms. Barney is requesting a Certificate of Appropriateness in order to install two projecting signs on the building located at 101 East Main Street. She will be leasing the space previously occupied by Tricks of the Trade.

The one-sided aluminum signs will be 24" wide and a combined 36" tall and will feature full-color non-reflective vinyl graphics. The signs will face East Main Street from the parking lot of the property. No illumination is requested. The bracket and sign layouts are identified on the attached information sheet.

Both signs conform to Section 307 of the Berryville Zoning Ordinance.

**Recommendation**

Approve as presented.



Bracket to be mounted on building so signs are facing Main Street.

Max Sign Plate Width 24"

Max Combined Height of both sign panels 36"

Signs will be full color vinyl graphics (non-reflective) on Aluminum reinforced core sign base. 1-sided as the "back" faces shrubs/trees with a rounded/radius edge.

Immediately below signs will be a large USPS compliant mailbox. This eliminates possibility of foot traffic beneath signs. (Green box)

\*gray box on side of building is covering up old sign that has since been removed\*

