

Berryville – Clarke County
Government Center
101 Chalmers Court, Suite A
Berryville, VA 22611



[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov
www.berryvilleva.gov

BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

ARCHITECTURAL REVIEW BOARD

Regular Meeting

Wednesday, July 2, 2025 - 12:30 p.m.
101 Chalmers Court - Meeting Room AB – Second Floor

AGENDA

1. **Call to Order** – Susan Godfrey, Chair
2. **Approval of Agenda**
3. **Approval of Minutes – May 7, 2025**
4. **Fence Review**
Rugged Fence, by Spencer Russell, Owner, is requesting a Certificate of Appropriateness to erect a backyard fence 6 feet in height, located at 515 East Main Street, identified as Tax Map Parcel number 14A6-((2))-4 zoned C-1 Light Commercial.
5. **Other**
6. **Adjourn**

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

Council Members

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

BERRYVILLE ARCHITECTURAL REVIEW BOARD
Berryville-Clarke County Government Center
MEETING MINUTES
Wednesday, May 7, 2025

A meeting of the Berryville Architectural Review Board was held on Wednesday, May 7, 2025 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

The following staff member was present: Terry Russell, Community Development Director

Call to Order

Chairman Godfrey called the meeting to order at 12:30 p.m.

Approval of Agenda

Chair Godfrey asked for a motion to approve the agenda amended to remove Item #7. Mr. Burge made the motion, seconded by Ms. Serock, to approve the agenda as amended. The motion passed by voice vote.

Approval of Minutes

Ms. Mathur made the motion to approve the minutes of the February 5, 2025 meeting, seconded by Mr. Burge, the motion passed by voice vote.

Roof Review

Duncan Memorial United Methodist Church, by Kay Sell, Trustee, is requesting a Certificate of Appropriateness in order to replace existing roof shingles with new shingles, located at 210 East Main Street, identified as Tax Map Parcel number 14A2-((A))-137 zoned R-2 Residential District.

Ms. Serock made the motion, seconded by Ms. Mathur to approve a Certificate of Appropriateness to replace roof shingles with new shingles an example of which was presented to the ARB. The motion passed unanimously

Roof Review

Martine Bourdeau, owner, by Tim Riley, Agent, The Neher Group, is requesting a Certificate of Appropriateness in order to replace and existing metal roof with a new metal roof, located at 303 West Main Street, identified as Tax Map Parcel number 14A4-((A))-13 zoned R-2 Residential District.

Mr. Burge made the motion, seconded by Ms. Serock, to approve a Certificate of Appropriateness to replace the metal roof with a new similar metal roof. The motion passed unanimously.

Sign Review

Eddlis LLC, owner, by Nickie Hornbaker, business owner/tenant, is requesting a Certificate of Appropriateness in order to install a wall mounted sign, located at 310 North Buckmarsh Street, identified as Tax Map Parcel number 14A2-((A))-4 zoned C-1 Light Commercial.

Ms. Serock made the motion, seconded by Ms. Mathur, to approve a Certificate of Appropriateness for a sign as proposed. The motion passed unanimously.

Other

There were no cases to consider and no further discussion.

Adjourn

There being no further discussion, Ms. Serock made the motion to adjourn the meeting at 1:30 p.m.

Susan Godfrey, Chair

Terry Russell, Recording Secretary

Fence Review

June 4, 2025

Rugged Fence, by Spencer Russell, Owner, is requesting a Certificate of Appropriateness to erect a backyard fence 6 feet in height, located at 515 East Main Street, identified as Tax Map Parcel number 14A6-((2))-4 zoned C-1 Light Commercial.

Rugged Fence is requesting a Certificate of Appropriateness in order to erect a 6 foot board fence in the backyard of its office at 515 East Main Street.

A plat showing the location of the proposed fence and photographs are attached.

Recommendation

Approve as presented.

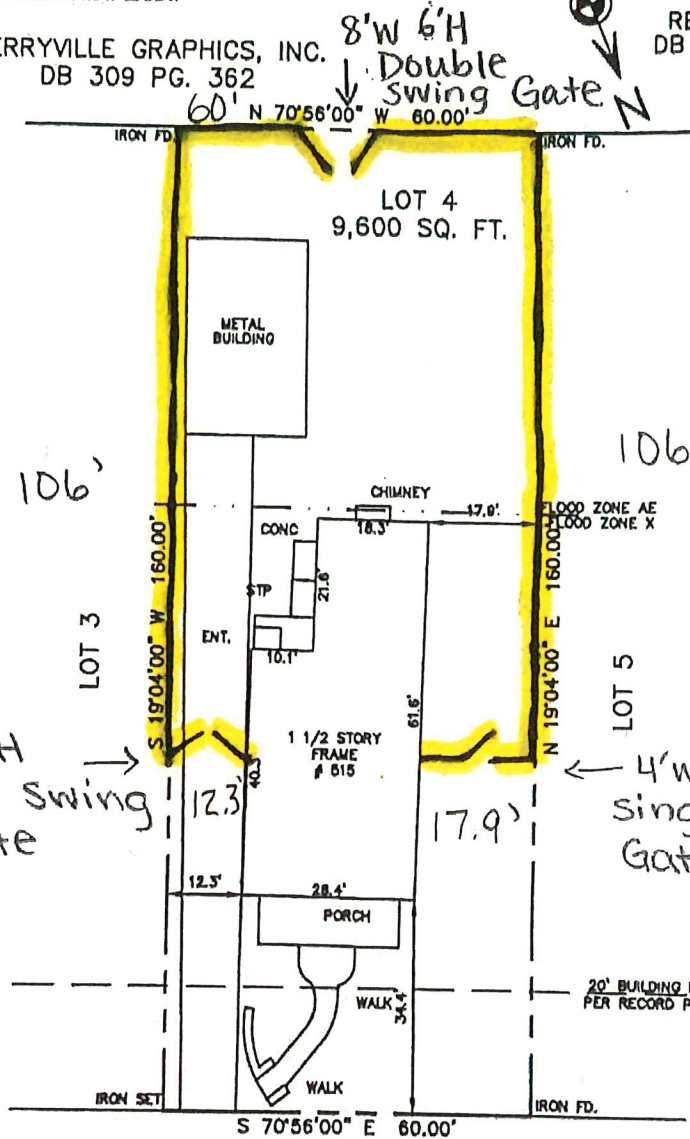
NOTES:

- 1) THIS IS TO CERTIFY THAT ON NOVEMBER 11, 2024 I MADE AN ACCURATE SURVEY OF THE PREMISES SHOWN HEREON AND THAT THERE ARE NO EASEMENTS OR ENCROACHMENTS VISIBLE ON THE GROUND OTHER THAN SHOWN HEREON.
- 2) TAX MAP PARCEL/PIN: 14A8-2-4
- 3) SELLER: CANNONBALL HOLDING, LLC
PURCHASER: RUSSELL
- 4) DEED REFERENCE DB 719 PG 943
- 5) FLOOD ZONE: X AND AE COMMUNITY/PANEL: 51043C0003D
EFF. DATE: 9-28-2007
- 6) NO TITLE REPORT FURNISHED, EASEMENTS OTHER THAN THOSE SHOWN HEREON MAY EXIST.

HOUSE LOCATION SURVEY
LOT 7
WARDEN'S SUBDIVISION
TOWN OF BERRYVILLE
CLARKE COUNTY, VIRGINIA

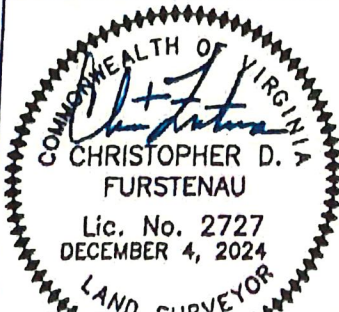
RECORD PLAT
DB 13 PG. 446

BERRYVILLE GRAPHICS, INC.
DB 309 PG. 362



EAST MAIN STREET
VARIABLE WIDTH RIGHT OF WAY

DATE: DECEMBER 4, 2024 SCALE: 1" = 25'



1520 COMMERCE STREET, #309
WINCHESTER, VIRGINIA 22601
540 974-4268
christopher@cdfsurveying.com



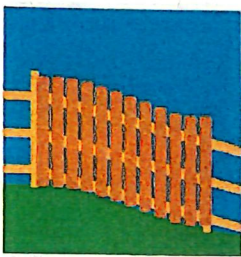


Home Owners' Association (HOA) fence design and installation supporting document for:

Spencer Russell
515 East Main St
Berryville, VA, 22611

Fence Description:

Install 302.2' of 6'H solid horizontal privacy fence with top board. Fence will be designed to follow the grade of the property:

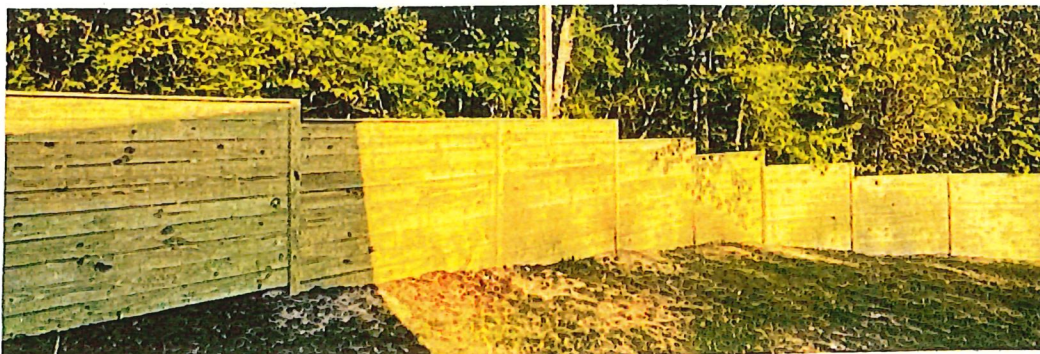


Note: Grade depiction only, fence style shown below

Fence Materials:

All lumber used will be unfinished southern yellow pine pressure treated:

- Fence boards – 1x6x6' pressure-treated pine
- Fence posts – 4x4"x9' posts, pressure treated pine (ground contact)
- Fence post caps – 4x4" black, vinyl coated, UV repellant
- Top boards – 1x4x8' pressure-treated pine
- Runners – 2x4x8' pressure-treated pine
- Nails – galvanized
- Concrete - dry packed
- Gates – Flat Top styled and all black latching hardware and hinges
 - One 4' wide single leaf gate
 - One 8' wide double leaf gate
 - One 12' wide double leaf gate
- All nails are ring shanked, glue coated, galvanized and all bolts are galvanized or painted black



Fee: _____
Date Paid: _____

Town of Berryville, Virginia
ZONING PERMIT

Nº _____

A
P
P
L
I
C
A
N
T

APPLICANT NAME: Emily Fisher PHONE: (540) 441-0092
COMPANY NAME, IF ANY: Rugged Fence CELL PHONE: (571) 577-5354
MAILING ADDRESS: P.O. Box 103 Berryville EMAIL: info@ruggedfence.com
PROPERTY ADDRESS AND/OR LOT NUMBER: 515 East Main St
PROPERTY OWNER'S NAME(S): Spencer Russell
PURPOSE OF PERMIT: () BUILD () REMODEL () BUS. LICENSE () OTHER _____
SIZE OF STRUCTURE: 302.2' LF 6'H CONTRACTOR: Spencer Russell
PROPOSED USE OF STRUCTURE: Privacy Fence
SIGNATURE OF APPLICANT: Emily Fisher DATE: 4/9/2025

O
F
F
I
C
E
U
S
E

DESCRIPTION OF STRUCTURE AND/OR USE: _____
TAX MAP #: _____ ZONING: _____ HISTORIC DISTRICT: Y () N ()
MINIMUM REQUIRED SETBACKS: FRONT _____ SIDE _____ REAR _____
SETBACKS PROVIDED: FRONT _____ SIDES (L) _____ (R) _____ REAR _____
SITE PLAN/GRADING PLAN: _____ WATER/SEWER TAPS: _____
FLOODPLAIN: Y () N () EASEMENTS: _____
CONDITIONS: _____

ZONING PERMIT IS HEREBY [] GRANTED [] DENIED FOR THE STRUCTURES AND/OR USE DESCRIBED HEREIN.
ZONING ADMINISTRATOR: _____ DATE: _____