

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

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BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

ARCHITECTURAL REVIEW BOARD

Regular Meeting

Wednesday, October 1, 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** – July 2, 2025
4. **Porch Enclosure**
Freddie Ciampi is requesting a Certificate of Appropriateness in order to enclose an open porch, located at 740 East Main Street, identified as Tax Map Parcel number 14A3-((A))-36 zoned DR-2 Residential District.
5. **Porch Removal**
Anna Chen is requesting a Certificate of Appropriateness in order to remove an existing porch, located at 316 South Church Street, identified as Tax Map Parcel number 14A5-((A))-55 zoned R-2 Residential District.
6. **Other**
7. **Adjourn**

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

William Steinmetz
Ward 1

Vacant
Ward 2

Council Members

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, July 2, 2025

A meeting of the Berryville Architectural Review Board was held on Wednesday, July 2, 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, Robin McFillen

Member absent: Mary Serock

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. Ms. Mathur made the motion, seconded by Mr. Burge, to approve the agenda. The motion passed by voice vote.

Approval of Minutes

Ms. McFillen made the motion to approve the minutes of the May 7, 2025 meeting, seconded by Mr. Burge, the motion passed by voice vote.

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.

Ms. McFillen made the motion, seconded by Mr. Burge to approve a Certificate of Appropriateness to erect a backyard fence 6 feet in height. The motion passed unanimously

Other

There were no cases to consider and no further discussion.

Adjourn

There being no further discussion, the meeting was adjourned at 12:43 p.m.

Susan Godfrey, Chair

Terry Russell, Recording Secretary

Porch Enclosure

October 2, 2025

Freddie Ciampi is requesting a Certificate of Appropriateness in order to enclose an open porch, located at 740 East Main Street, identified as Tax Map Parcel number 14A3-((A))-36 zoned DR-2 Residential District.

Mr. Ciampi is requesting a Certificate of Appropriateness in order to enclose an open porch on the right side of his house at 740 East Main Street.

There are three options he is offering.

Recommendation

Approve as presented.

14A3((A))36

TOWN OF BERRYVILLE

101 CHALMERS COURT, SUITE A * BERRYVILLE VA 22611
Phone (540) 955-4081 * Fax (540) 955-4524 - E-mail: plannet@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 9-23, 20 25

Applicant's Name: Freddie Ciampi

Company/Organization: _____

Applicant's Address: 740 East main st.

Telephone Number: 540-303-0650 e-mail: fltan90@aol.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: 740 East Main St. Telephone: 540-303-0650

Project Location: 740 East Main St Use: _____ 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: I will be adding walk
to a covered porch.

(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: _____

[Handwritten Signature]

Date: _____

9-23-25

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: 740 EAST MAIN ST.

Tax Map #: 19A3(A)36

Zoning Designation: DR-2

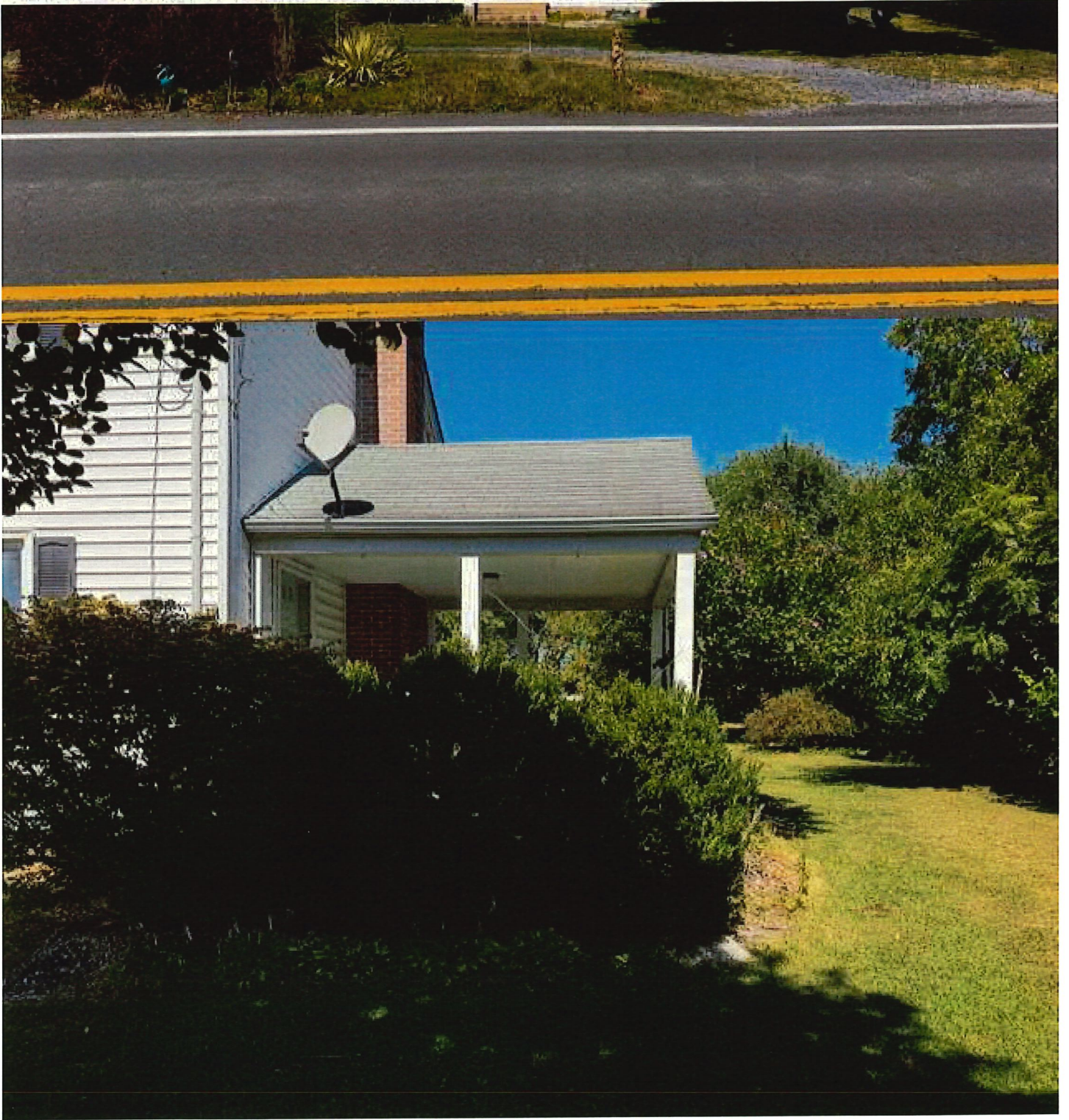
Applicable Regulations: _____

Other Conditions: _____

This ~~Sign Permit~~ ^{PROPOSAL} is approved () denied () for the sign described on the property indicated above. If denied, for the following reason(s): _____

Signature of Zoning Administrator: _____











**Porch Removal
October 2, 2025**

Anna Chen is requesting a Certificate of Appropriateness in order to remove an existing porch, located at 316 South Church Street, identified as Tax Map Parcel number 14A5-((A))-55 zoned R-2 Residential District.

Ms. Chen is requesting a Certificate of Appropriateness in order to remove an enclosed porch on the front of her house at 316 South Church Street.

After the porch is removed she would construct a small roof approximately 3 feet deep and 5 feet wide over the door and erect a stoop.

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 8/30, 20 25
Applicant's Name: Anna Chen
Company/Organization:
Applicant's Address: 306 S Church St Berryville VA 22611
Telephone Number: 540 818 0409 e-mail: Anna.chen.0109@gmail.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: [Signature]
Property Owner's Address: 2709 Loyalty Ct Winchester VA 22601 Telephone: 540 818 0409
Project Location: Use: 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.

[X] Demolition of an existing porch which is free standing (Add on)

Please describe the request of the application:

(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: Aria Deu

Date: 9/1/25

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: _____

Tax Map #: 14A5((A))55

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: _____



front stoop After
incloser is removed

