

Clarke County

HISTORIC PRESERVATION COMMISSION

AGENDA

Wednesday - 2024 April 3 - 4:00 p.m.

Town/County Government Center

101 Chalmers Court

Berryville, VA 22611



1. Call to Order
2. Approval of Agenda
3. Approval of minutes for January 17, 2024 [Attachment]
4. Public Comments (other than Public Hearing)
5. Public Hearing:
 - Certificate of Appropriateness (CA-24-01) – 300 Berrys Ferry Road [Attachment]
6. Report Executive Committee
7. Staff Reports
 - Updates
 - Other
8. Historic Consultant's Report
9. CLG/other Grant projects
 - Discussion of future projects/applications
 - Historic District Guidelines Update Project
 - CLG Grant Application
10. Old Business
 - John Underwood Historic Marker Update
11. New Business
 - Discussion of 2024 Preservation Awards (25th Anniversary)
 - Awards Committee Recommendations (Venue & 2024 Awards)
12. Commissioner Comments
13. Adjournment

**Town/County Government Center
101 Chalmers Court
Berryville, VA 22611**

**www.clarkecounty.gov
540-955-5132**



Historic Preservation Commission

DRAFT MINUTES – Regular Meeting / Organizational Meeting
 Wednesday, January 17, 2024 – 4:00PM
 Berryville/Clarke County Government Center

ATTENDANCE:			
Katherine Berger (Chair)	✓	Billy Thompson	✓
Page Carter (Vice-Chair)	✓	David Weiss (BOS Liaison)	✓
Betsy Arnett	✓	Robin York	✓
Bob Glover (PC Liaison)	✓		

Staff: Jeremy Camp (Sr Planner / Zoning Administrator), Kristina Maddox (Office Manager / Zoning Officer), Maral Kalbian (County Architectural Historian)

Other: None

Call to Order: Mr. Camp called the meeting to order at 4:02PM.

Mr. Camp welcomed Chairman of the Board, David Weiss, as the new Historic Preservation Commission’s (HPC) Board Liaison. He also noted that Adeela Al-Khalili resigned her position on the commission due to personal issues and that the current Chair’s term is expiring in May and therefore a new Chair is needed.

Election of Officers

2024 Historic Preservation Commission (Chair)

The Commission unanimously voted to elect Katherine Berger as 2024 Historic Preservation Commission Chair.

Motion to elect Katherine Berger as 2024 Historic Preservation Commission Chair:			
Berger (Chair)	AYE	Thompson	AYE
Carter (Vice-Chair)	AYE	York	AYE (moved)
Arnett	AYE (seconded)		
Glover	AYE		

Mr. Weiss said that the Board of Supervisors position is solely a liaison, not a voting member, and will not count toward a quorum. He also noted that he will find another voting member to replace Ms. Al-Khalili as the Commission should have seven members for voting purposes.

2024 Historic Preservation Commission (Vice-Chair)

The Commission unanimously voted to nominate Page Carter as 2024 Historic Preservation Commission Vice-Chair.

Motion to elect Page Carter as 2024 Historic Preservation Commission Vice-Chair:			
Berger (Chair)	AYE (seconded)	Thompson	AYE
Carter (Vice-Chair)	AYE	York	AYE (moved)
Arnett	AYE		
Glover	AYE		



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Approval of Agenda

The Commission unanimously voted to approve the January 17, 2024 agenda as presented by Staff.

Motion to approve the Historic Preservation Commission agenda for January 17, 2024 as presented by Staff:			
Berger (Chair)	AYE	Thompson	AYE
Carter (Vice-Chair)	AYE	York	AYE (moved)
Arnett	AYE (seconded)		
Glover	AYE		

Approval of Meetings for the year

Commissioner Glover asked to revise the meeting date from January 15, 2024 to January 15, 2025.

The Commission unanimously voted to approve the Historic Preservation Commission 2024 meeting dates as corrected.

Motion to approve the Historic Preservation Commission 2024 meeting dates as corrected:			
Berger (Chair)	AYE	Thompson	AYE
Carter (Vice-Chair)	AYE	York	AYE (seconded)
Arnett	AYE (moved)		
Glover	AYE		

Approval of Meeting Minutes – November 15, 2023

The Commission unanimously voted to approve the November 15, 2023 meeting minutes as presented by Staff.

Motion to approve the Historic Preservation Commission meeting minutes for November 15, 2023 as presented by Staff:			
Berger (Chair)	AYE (moved)	Thompson	AYE
Carter (Vice-Chair)	AYE (seconded)	York	AYE
Arnett	AYE		
Glover	AYE		

Public Comments

None

Report of the Executive Committee

Ms. Kalbian noted that an Executive Committee meeting was held last week with the purpose of discussing two items. She said the first topic was regarding the CLG grant application for the certified local government (CLG) historic design guidelines in Millwood and White Post. She said she and Jeremy photographed the buildings in December and completed the community survey, which will help the consultant hired to create the guidelines. She said she noticed that the district boundaries for the commercial district are not the same as the local district boundaries and even include a building that is not in the National Register.



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Ms. Kalbian noted the second discussion topic was in regards to the upcoming award ceremony in May. She continued that an idea was suggested to educate people on preservation through posting information on the website, social media, a monthly e-newsletter, and expanding the invite to the community rather than inviting previous award winners. Additionally, she said the executive committee discussed finding a location for the event and noted there are approximately 100 former recipients.

Staff Reports

BZA Update: Mr. Camp provided an update on the White Post case. He said there was a status hearing between the judge and the attorneys to provide an updated report on what had transpired since the last hearing. He said that as nothing had transpired, the judge is going to draft an order in the next few days detailing the fines imposed on the property until some corrective action is taken. Commissioner Glover asked if the corrective action has to go through approval again. Mr. Camp replied that it may need to come back to the HPC and that any fees would be paused during that process. He said the applicant plans to modify the structure but if it were to be demolished or sold that it would not need to come back to the HPC for review. Commissioner York asked if there are other requirements placed within the court order besides the fines? Mr. Camp replied that he had yet to see the court order details.

Other: None

Historic Consultant's Report

Ms. Kalbian said she received information about the two long brick structures in the woods that are close to one another but on separate properties. She said she spoke to a Department of Historic Resources (DHR) archeologist who provided LIDAR maps enabling a closer view. As a result of the maps, she believes that they are possibly associated with a mineral industrial site from the late 19th or early 20th century.

CLG/Other Grant Applications

Discussion of future projects/applications: None.

Historic District Guidelines Update Project: Mr. Camp said the guidelines were previously discussed and voted on at a previous meeting. When asked by Mr. Weiss, Commissioner Arnett replied that the guidelines will eventually go the Board for final approval and adoption. Mr. Camp stated the guidelines and the code need to be similar. When asked by Mr. Weiss about the timeframe, Mr. Camp replied that the grant application is due in April and explained that the funding may not be available until a year after.

Old Business

John C. Underwood Historic Marker: Ms. Kalbian explained that John C. Underwood was an abolitionist who briefly lived on Mt. Carmel Church Road. He was an outspoken advocate of equal rights for African Americans after the Civil War and the 1869 *Underwood Constitution* of Virginia is named after him. She continued that DHR instigated installing a historical marker in his honor. A celebratory dedication to include the Josephine City School Museum, the Clarke County Historical Association, and the HPC is envisioned. Even though the marker is ready, DHR asked if the dedication ceremony could wait until Juneteenth (June 19th) so state officials can also attend, as the State Review Board is meeting in Winchester the following day. Ms. Kalbian said she took the liberty of agreeing to the date.



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New Business

CLG Annual Report: Mr. Camp said the annual report needs to be submitted by the end of the month and noted that it is already in draft mode as it was discussed in the Executive Committee. Commissioner Arnett asked if the date appointed should be the date they were first appointed as opposed to their current term to provide a sense of longevity of members. Mr. Camp agreed to make the change to date first appointed.

New members: Secretary of Interior Standards: When asked by Ms. Kalbian if new members are provided training materials, Mr. Camp said a packet of information is provided. She suggested providing a printout of the *Secretary of Interior Standards* and an overview of basic historic preservation. The Commission discussed having a refresher course when it is slow in July. Commissioner Thompson asked if the Board will look for another HPC member as there are currently six members and should be seven. Mr. Weiss agreed that the vacancy needs to be filled. Commissioner Thompson noted that a builder would be a good addition and suggested Alvin “Pigeye” Poe. Ms. Kalbian suggested looking at some of the other past award recipients as possible candidates.

Chair Berger left the meeting at 4:40pm.

Discussion of 2024 Preservation Awards (25th Anniversary): The Commission discussed venue options including the county administration building, Blandy Experimental Farm, the Town of Berryville’s firehouse, and the Town of Boyce’s firehouse. Mr. Weiss asked if the Commission ever goes into closed session to discuss candidates. Ms. Kalbian responded that they used to establish a committee that would plan and coordinate those details even though the information is still open to the public. The Commission discussed possible award winners to include the old gas station in Boyce, John Staelin and Elizabeth Locke’s house, the Bear’s Den Neighborhood Association for various good works, a property on south Church Street, the restoration of the stone walls at Woodley (Brook Middleton), lifetime award for George L. Ohrstrom, II, and the Gallagher’s for rehabilitating Spout Run. The Commission agreed by consensus that the awards committee will consist of Commissioner Arnett, Vice-Chair Carter, Commissioner Glover, Maral Kalbian, and Jeremy Camp.

Ms. Kalbian said Cathy Kuehner suggested she could do a write-up of the awards and past recipients and could release the details on the county’s website, social media, and an article in May for the Clarke Monthly. She said it was suggested to do a historic preservation trivia night at the Barns of Rose Hill hosted by the Historic Association and HPC. Other suggestions include a group photo of the HPC with a brief bio for each member and why they serve Clarke County in the Clarke Monthly, create a video featuring HPC members and/or award recipients to talk about the importance of historic preservation, or a write up in the Winchester Star.

Commissioner Comments

Commissioner Thompson said the White Post Village Association would be submitting a certificate of appropriateness soon for the livery stable. He said they have architectural renderings and will write up the plan for the building materials to be used and are awaiting a response from the White Post Village Board.

Adjournment

There being no further items to discuss, the Historic Preservation Commission unanimously adjourned at 4:55PM.



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Historic Preservation Commission (HPC)

FROM: Jeremy Camp, Senior Planner / Zoning Administrator

RE: Certificate of Appropriateness (CA) Application
CA-24-01 (Warren Elsea), 300 Berrys Ferry Road, White Post, VA 22663

DATE: April 3, 2024 HPC Meeting – Public Hearing

A public hearing is scheduled for the HPC meeting scheduled for Wednesday, April 3, 2024 (4PM). This a special meeting that was rescheduled out two-weeks to accommodate the advertising requirements for this application. The subject property is 300 Berrys Ferry Road in White Post. The application is attached with this memorandum.

The property is located at the far eastern extent of the White Post Historic District and within the Historic Overlay District that requires a Certificate of Appropriateness for alterations. Below is the write-up of the property from the historic district nomination form that is filed with the state and national historic registers.

BERRY'S FERRY ROAD

21-18
Lot 15: log (siding - weatherboard); 1½ stories; gable roof (standing seam metal); 3 bays; 1-story, 5-bay porch with slender square posts, some with large brackets. Detached house. Vernacular. ca. 1784. Exterior end stone chimney at each gable end, interior log partitions. The house is an important contributing element to the district. It is the only remaining late 18th-century log building in the village. Col. R.K. Meade, aid-de-camp to Washington, owned property. It is reportedly the birthplace of Bishop William Meade.

Pursuant to 6.2.5 of the Clarke County Zoning Ordinance, the HPC has the responsibility of reviewing major alterations within the Historic Overlay District and issuing approval of Certificates of Appropriateness when the proposed work satisfactorily meets the ordinances criteria. Section 6.2.5B-2 specifies that alterations that require a building permit, or the repair or replacement of windows or roofs are considered major alterations and require review by the full HPC.

A public hearing was advertised for the subject application for the scheduled meeting on April 3rd. Prior to action on this application the HPC should consider input from the public that may be received during the public hearing.

The Applicant has consulted with the County's Historic Consultant who will provide a recommendation at the meeting including a checklist evaluation.

Attachments: Property Location Map, Application form and application attachments from the applicant.

Property Location Map – Clarke County GIS





Zoning Permit Application

General Information

Date: 1/22/24 Tax Map ID#: 28A A 15

Zoning District: County, Rural *RR/HOC* Lot Size: 1 acre

Site Address: 300 Berrys Ferry Rd, white post VA 22663

Property Owner's Name: Warren Elsea

Property Owner's Mailing Address: 300 Berrys Ferry Rd, white post VA 22663

Applicant's Name:
(if different)

Applicant's Mailing Address:
(if different)

Phone: 540-818-6095 Email: warren.m.elsea@gmail.com

Proposal Description

Describe the proposed use and structures, then select the appropriate categories listed below.

--> **Removal of non-loadbearing interior closet walls, moving hot water heater and washer/dryer, minor electrical work moving outlets, adding faux beams, and modification/addition of windows**

<input type="checkbox"/>	New Single Family Dwelling	<input type="checkbox"/>	Change of Use	<input checked="" type="checkbox"/>	Electric
<input type="checkbox"/>	Garage, Attached	<input checked="" type="checkbox"/>	Remodel	<input checked="" type="checkbox"/>	Plumbing
<input type="checkbox"/>	Garage, Detached	<input type="checkbox"/>	Deck with Roof	<input type="checkbox"/>	Bathroom
<input type="checkbox"/>	Addition, Heated	<input type="checkbox"/>	Deck without Roof	<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Addition, Unheated	<input type="checkbox"/>	Agricultural (add form)	<input type="checkbox"/>	Bedroom(s)
<input type="checkbox"/>	Storage Shed	<input type="checkbox"/>	Pool, above-ground		
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Pool, in-ground		

Proposed Setbacks & Height

Complete all applicable blocks for proposed project. Write N/A if not applicable.

Measured to the closest point	Provided (Actual) (Distance in Feet)	Required (Ordinance) (Distance in Feet)
Front Property Line	N/A	N/A
Side (Right) Property Line	N/A	N/A
Side (Left) Property Line	N/A	N/A
Rear	N/A	N/A
Edge of Private Access Easement	N/A	N/A
Springs/Sinkholes/Perennial Streams	N/A	100 Feet
Intermittent Streams or Wetlands	N/A	Depends on District (N/A)
Maximum Height	N/A	N/A
Maximum Impervious Surface	N/A	N/A
Well & Septic Setback (See Clarke County Code Ch. 184)	N/A	50 Feet from well - All Structures 100 Feet from well - Termite Treated 10 Feet from Septic - All Structures



Zoning Permit Application (continued)

Additional Property Information

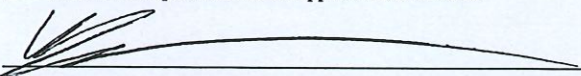
Flood Plain District	Yes		No	X
Historic District (provide Certificate of Appropriateness documentation if required)	Yes	✓	No	
Will blasting be used in the construction process?	Yes		No	X
Conservation Easement (if Yes, provide documentation of approval)	Yes		No	X
Conservation Easement Holder Name:				
Public Water	Yes	✓	No	
Public Sewer	Yes		No	X
Private Well (Contact utility for Information)	Yes		No	X
Onsite Septic System (Contact Health Dept. for Information)	Yes	✓	No	

Site Sketch

A site sketch is required. The required site sketch must accurately show all existing lot features as well as the proposed structure(s) and/or use(s) with measurements provided to the closest points of ALL applicable items noted on Page 1 of this permit application. In addition to those items, measurements must also be provided to the septic tank, septic system, and any utility, drainage, or other easements. All required setbacks and information must be shown prior to approval. Survey plats may be found at the Clarke County Circuit Court. County GIS maps can be found at <https://mapsonline.net/clarkecounty>.

See included documentation

By checking here, and signing below, I attest that all Clarke County delinquent taxes and charges for the subject property are paid and up-to-date and that all information provided on this application is accurate.


3/6/24

 Signature of Property Owner Date

Office Use Only

ACTION TAKEN: _____ **FEE:** _____ **DURs USED:** _____

COMMENTS: _____

_____ 5832
 Zoning Administrator Date GIS Acct #

PAYMENT SUMMARY RECEIPT

Clarke County PROD
317 West Main Street
Berryville VA 22611

DATE: 03/08/24 CUSTOMER#:
TIME: 10:41:55
CLERK: 2600regi

RECPT#:	945635	PREV BAL:	50.00
TP/YR:	P/2024	AMT PAID:	50.00
BILL:	945635	ADJSTMNT:	.00
EFF DT:	03/08/24	BAL DUE:	.00
PERMITS/INSP PAYMENT: CA-24-01			
-----TOTALS-----			

PRINCIPAL PAID:	50.00
INTEREST PAID:	.00
ADJUSTMENTS:	.00
DISC TAKEN:	.00

AMT TENDERED:	50.00
AMT APPLIED:	50.00
CHANGE:	.00

PAID BY: JOHN ELSEA ESTATE
PAYMENT METH: CHECK
PAYMENT REF: 124

TOT PREV BAL DUE:	50.00
TOT BAL DUE NOW :	.00

Remodel Brief Summary:

1. Convert bathroom in modern addition into utility/laundry room and consolidate plumbing utilities and laundry into it.
2. Remove a free standing interior closet and work out carpet to open bedroom in addition, and put down wood flooring and faux overhead beams.
3. Remove normal-height windows on south face of modern addition and replace with approximately 6' tall windows to match existing windows on east face and install and new picture window, also on the south side.

Remodel Detailed Breakdown:

1. Work within historic home:
 - a. Remove water heater in kitchen.
 - i. Remove particle board enclosure around water heater.
 - ii. Assess water heater for repair or replacement.
 - iii. Remove existing water heater.
 - iv. Demo water and drain lines for existing water heater installation back to source.
 - v. Repair historic wood flooring and vertical structure with appropriate methods and materials.
 - vi. Replace any water damage lath and plaster.
 - vii. Prime and Paint and reinstall refrigerator where water heater was installed.
2. Work in Modern addition:
 - a. In bedroom:
 - i. Remove walk-in closet.
 - ii. Relocate thermostat and HVAC return.
 - iii. Remove carpet and replace with 5" solid hickory wood flooring.
 - iv. Windows
 1. Remove two existing windows on south wall and open wall between for new picture window.
 2. Extend existing window frames for new window heights and install lintel for picture window.
 3. Install new windows.



Encompass by Pella®

Picture Window

\$1,172.85 each

Dimensions: 73" x 71.5"

Exterior Color: White

Interior Finish: White



Pella® Impervia®

Casement

\$1,944.20 each

Dimensions: 34" x 72"

Exterior Color: White

Interior Finish: White

NOTE: Windows shown in the detailed plan have no mullions, but that's just because its not an option to customize on the Pella site. Also, I may not go with Pella in the final project. I won't be skimping on quality, especially with the casement windows since they will need to be high quality to be that large and be durable, but Pella has no local supplier so I may end up finding an equivalent alternative.

v. Faux beams

1. Open drywall to access framing.
2. Install anchors for faux beams.
3. Hang beams (side by side 2x10's set vertical sandwiching plywood, with an additional piece of plywood underneath to support screwing into all sheathed in 1" boards. Intended for hanging plants and other such things.)

vi. Minor electrical changes.

vii. Prime and paint.

b. In bathroom:

- i. Remove shower fixture and demo water lines back to source. Floor drain to remain.
- ii. Replace vanity with utility sink. Water lines and drain line to be reused.
- iii. Relocate water, drain, vent, and electrical connections for washer and dryer and relocate.

- iv. Install existing or new water heater. Reconnect to existing plumbing.
- v. Install new water softener.
- c. In foyer
 - i. Demo and patch dryer vent, dryer electrical outlet, and washer drain. Washer water connections to remain.
 - ii. Prime and paint.
- d. On exterior:
 - i. Replace siding removed during window installation.
 - ii. Prime and paint new siding to match.

Notes:

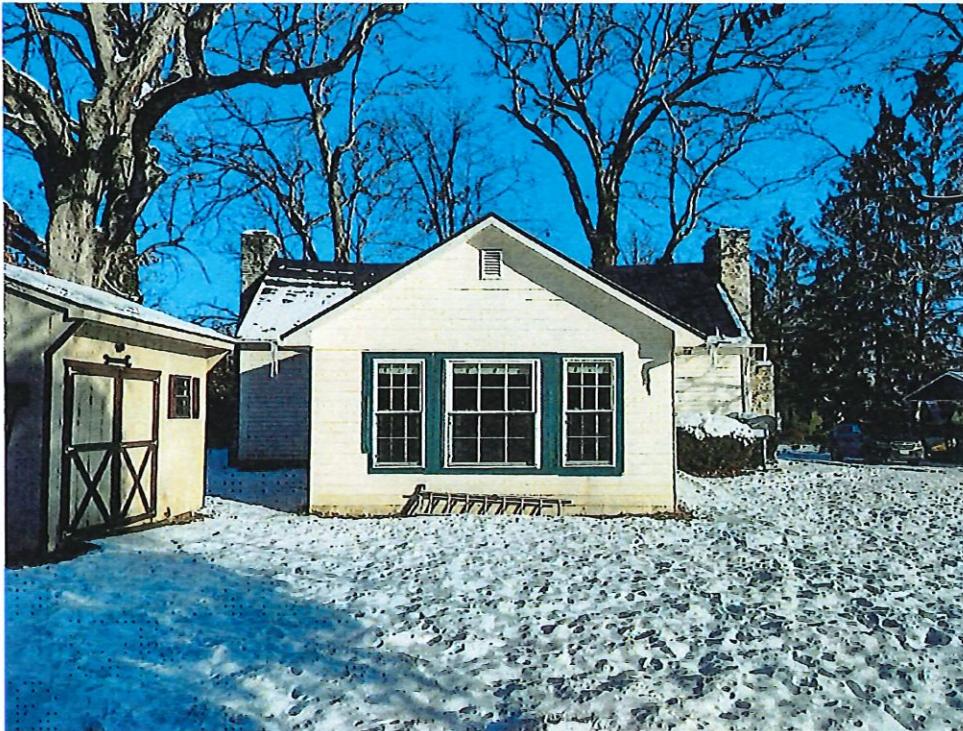
None of the exterior work will be visible from the street.

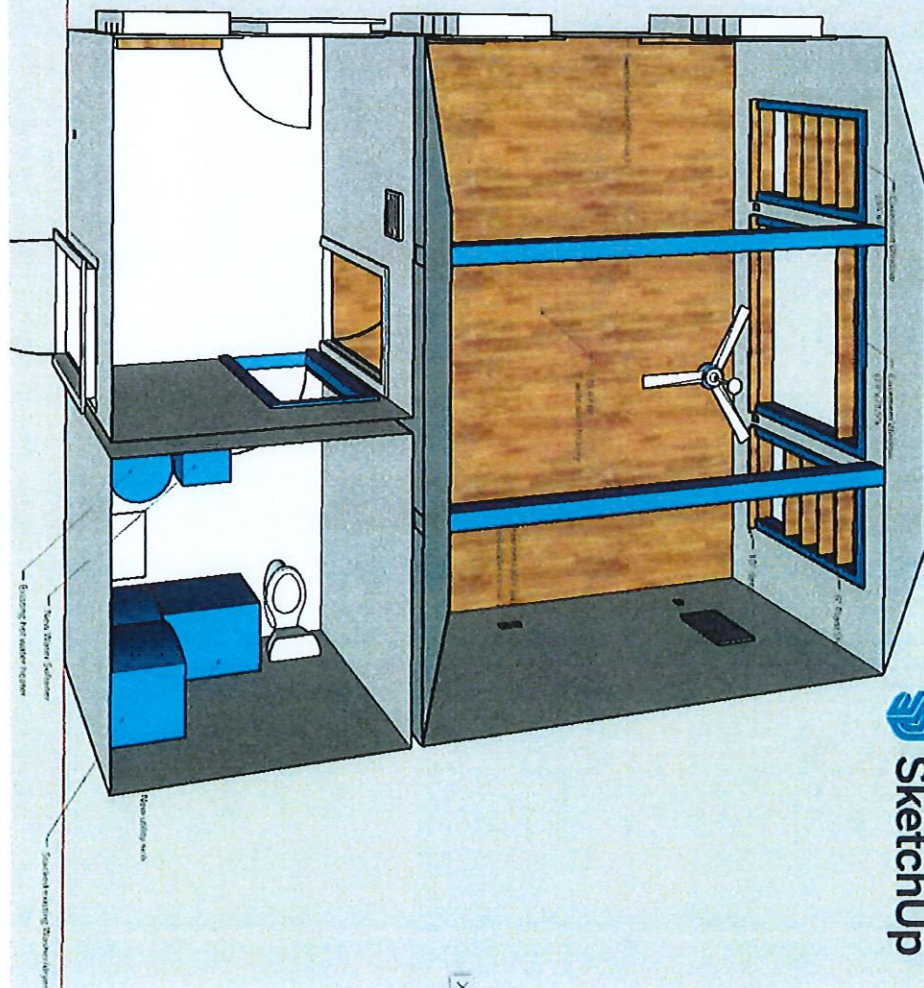
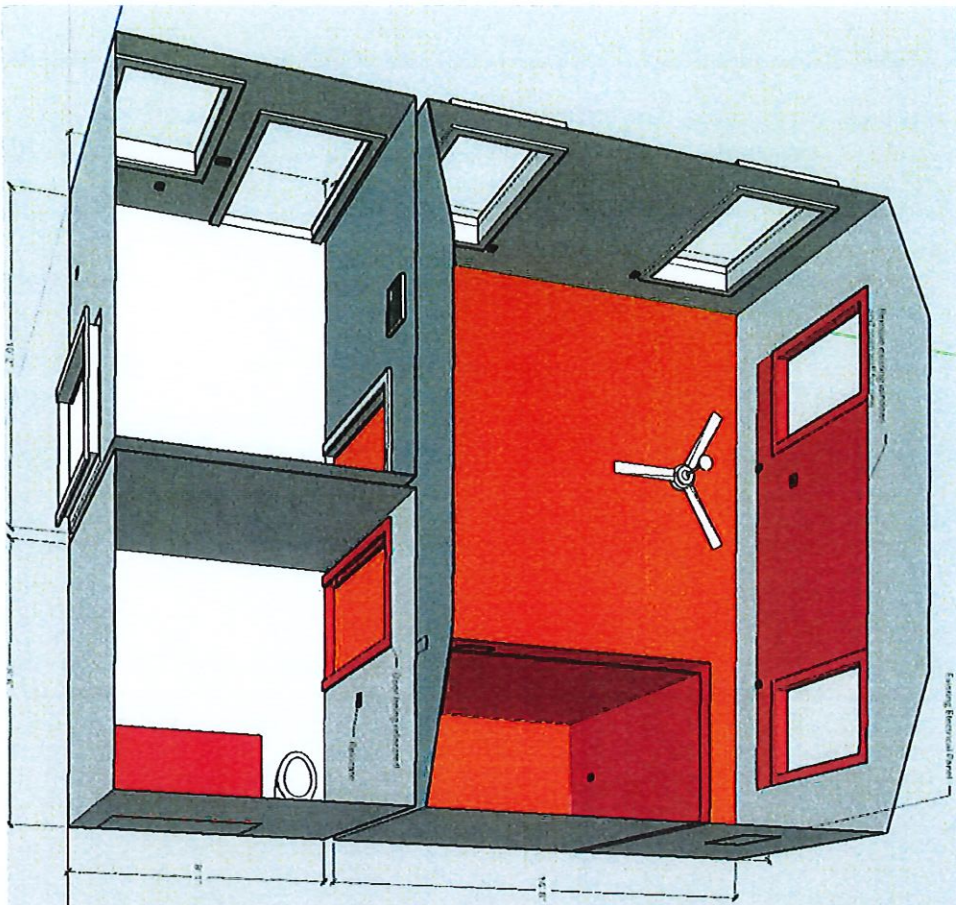


Existing



Proposed





PUBLIC HEARING NOTICE

The Clarke County Historic Preservation Commission (HPC) will hold a public hearing on **April 3, 2024 at 4:00 p.m.**, located in the A/B Conference Room, Government Center, 101 Chalmers Ct., Berryville, Virginia, or as soon thereafter as the matters may be heard to consider the following requests:

CA-24-01. A Certificate of Appropriateness (COA) application submitted by Warren Elsea (owner/applicant) for certain improvements to the house at 300 Berrys Ferry Road in White Post, VA. The subject property is identified by Tax Map #28A-A-15 and is within the White Post Election District, the Historic Overlay (H) Zoning District, and the Rural Residential (RR) Zoning District. The applications details interior renovations to the house, and exterior changes to the windows and siding that require a COA.

Pertinent information in connection with the above matter is available to the public at the Clarke County Planning Offices during regular working hours. Any person desiring to be heard regarding the above matters should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required. Clarke County does not discriminate on the basis of handicapped status in admission to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

Jeremy Camp
Senior Planner & Zoning Administrator
