



ARCHITECTURAL REVIEW BOARD MEETING

21 Main Street

Thursday, February 26, 2026, at 6:30 PM

MINUTES

AN OPEN MEETING OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON FEBRUARY 26, 2026

Regular Meeting

PRESENT

Mr. Michael Beidler, Chair; Mr. Steve Wojcik, Vice-Chair; Mr. William Hemmingson; Mr. John Scoggin; Ms. Casey S, Planning Manager; Mr. Matthew Cute, Permit Technician

PRESENT VIA ELECTRONIC MEANS

ABSENT

Mr. Tim Burch;

REGULAR MEETING – 6:30 PM

Mr. Michael Beidler reads the purpose statement and calls the meeting to order at 06:30PM, a quorum is present, and business can be conducted.

APPROVAL OF MINUTES

1. ARB Meeting Minutes Draft – October 23, 2025

Mr. Beidler opens the floor to comments.

Mr. Hemmingson indicates a discussion he would like clarified in the minutes.

Mr. Beidler clarifies the need to capture discussed items in the motion.

Ms. DeHaven adds further details from conversations with the contractor performing the work.

Mr. Beidler suggests amendments to the minutes on page 6 and page 7 and asks for any updates on one of the products.

Ms. DeHaven provides what information she has on the project.

Mr. Hemmingson moves to approve the October 23, 2025, draft minutes with the proposed changes.

Mr. Wojcik seconds the motion

Vote is as follows.

Ayes: Mr. Michael Beidler, Chair; Mr. Steve Wojcik, Vice-Chair; Mr. William Hemmingson;

Nays:

Abstained: Mr. John Scoggin;

Absent; Mr. Tim Burch;

2. ARB Meeting Minutes Draft – December 4, 2025

Mr. Beidler opens the floor to comments.

Mr. Hemmingson expresses his concerns with the implementation of the work approved.

Ms. DeHaven responds clarifying the inspection and enforcement process.

Mr. Hemmingson moves to approve the December 4, 2025, draft minutes as presented.

Mr. Wojcik seconds the motion.

Vote is as follows.

Ayes: Mr. Michael Beidler, Chair; Mr. Steve Wojcik, Vice-Chair; Mr. William Hemmingson;

Nays:

Abstained: Mr. John Scoggin;

Absent; Mr. Tim Burch;

3. ARB Meeting Minutes Draft – January 22, 2026

Mr. Beidler opens the floor to comments.

Mr. Scoggin moves to approve the January 22, 2026, draft minutes as presented.

Mr. Hemmingson seconds the motion.

Vote is as follows.

Ayes: Mr. Michael Beidler, Chair; Mr. Steve Wojcik, Vice-Chair; Mr. William Hemmingson;

Mr. John Scoggin;

Nays:

Abstained:

Absent; Mr. Tim Burch;

Mr. Beidler takes a moment to comment on the need to increase the specificity of motions for better clarity during the inspection and enforcement process.

NEW BUSINESS.

1. COA 2026-2: 86 Culpeper Street

Request to construct a proposed kitchen addition, measuring 12'x33', to be located across the rear elevation of the dwelling.

Mr. Cute provides a brief overview of the application.

Mr. Juan Mendez, applicant's contractor, comes forward to speak, providing further information on the project.

Mr. Beidler opens the floor to questions.

Mr. Hemmingson asks the applicants to introduce themselves.

Mr. Mendez provides introductions for himself and the Homeowners.

Mr. Hemmingson asks for clarification on the planned scope and design of the addition.

Ms. Natalie Keithley responds providing the requested details and indicating design was influenced by an existing tree.

Mr. Hemmingson asks about the removal of two of the existing trees.

Ms. Keithley responds outlining the trees being removed.

Mr. Hemmingson asks for further clarifications on the proposed porch.

Ms. Keithley responds, clarifying the points requested.

Mr. Hemmingson asks for further details on an existing structure.

Ms. Keithley and Mr. Mendez respond clarifying the nature and condition of the structure and the proposed alterations.

Mr. Scott Keithley provides further context on the surrounding properties.

Mr. Hemmingson expresses the need for further clarity.

Mr. Mendez adds further information. Mostly inaudible.

Ms. Keithley also adds further clarification.

Mr. Beidler comments on the lack of clarity in the submitted plans and need for clarity prior to approval of any proposed work.

A brief discussion between Mr. Beidler and the applicants ensues regarding information missing from the submitted plans.

Mr. Mendez states that their architect is making recommended changes to the plans and can add further items.

Mr. Hemmingson recommends some further items that would be helpful if shown on the plans.

Ms. DeHaven informs the applicant that there is a pointer available.

Mr. Beidler details the reasons clarity is needed in the presented plans.

Mr. Mendez and Ms. Keithly Speak, audio unintelligible.

Mr. Beidler asks that they speak into the microphone.

Mr. Mendez provides a detailed description of the proposed work and walks through what he will have the architect add.

Mr. Scoggin asks that the basement floor plan show the added entry.

Mr. Wojcik requests additional photographs of the existing site and provides his suggestion for additional information shown on the plans.

Mr. Wojcik asks about the existing and proposed basement entries and window conversion on the second floor.

Mr. Mendez responds, providing details.

Mr. Wojcik asks for further details on the proposed deck.

Mr. Mendez responds, providing details.

Mr. Wojcik, Mr. Hemmingson, and Mr. Scoggin outline changes they would like to see to the plans provided.

Mr. Beidler asks for thoughts from the Board members on the proposed spiral staircase.

Mr. Mendez provides some details about the stairs.

Mr. Scoggin asks for a photo of the style.

Mr. Hemmingson discusses whether the staircase fits with the character of the home and asks for details on the deck railings.

Mr. Wojcik comments on a previously approved spiral staircase.

Mr. Mendez states that the stairs will be custom made.

Mr. Beidler advises that all existing structures should be shown on the plans.

Mr. Wojcik expands upon what information should be shown.

Mr. Mendez asks about submitting the updated plans prior to next meeting.

Mr. Biedler acknowledges that they can be submitted prior to and offers to meet with the applicants to review them before the March meeting.

Mr. Beidler asks for clarification on the proposed base of the addition.

Mr. Mendez responds advising that the plan is to match existing.

Mr. Beidler asks for clarification on the proposed siding.

Mr. Mendez responds, outlining proposed siding.

Mr. Beidler adds further recommended clarification for the plans.

Mr. Beidler asks how the space under the porch will be enclosed.

Mr. Mendez responds outlining the use of lattice.

Mr. Beidler adds further recommendations for clarity on the plans.

Mr. Keithley asks about allowable styles of gutter.

Mr. Beidler responds.

Ms. Keithley further clarifies the question.

A brief discussion occurs regarding the proposed reusage of the copper roofing.

Mr. Keithley rephrases his question and adds further reasoning.

A brief discussion regarding gutters and downspouts occurs.

Mr. Wojcik advises that the Boards recommendation would be that gutters should match existing.

Mr. Hemmingson adds his thoughts on the proposed gutter.

Discussion of the gutters continues.

Mr. Beidler asks the applicant to clarify the details of the proposed windows and doors.

Mr. Mendez provides the requested details.

A discussion of the proposed doors and windows occurs.

Mr. Hemmingson asks about the sample provided, recommends clarification of the plans, and asks about the triple window shown.

Ms. Keithley responds providing the reasons for the choice.

Mr. Hemmingson asks about the proposed second floor door and windows.

Ms. Keithley responds providing the requested information.

Mr. Beidler recommends adding a better photograph of a references window in the record and indicating existing and new windows in the plans.

Mr. Hemmingson recommends further additional labeling for the plans.

Mr. Wojcik recommends that any removed windows be retained.

Mr. Keithley asks about efficiency upgrades to the existing windows.

Mr. Squyres provides guidance and a recommended product.

Mr. Keithley asks for recommendations on shutters.

Mr. Keithley asks about picket styles.

Mr. Beidler responds, recommending that they match existing and directs questions to staff.

Mr. Beidler asks for any remaining comments.

Mr. Hemmingson asks about the design of the existing porch posts.

Ms. Keithley responds.

A brief discussion of the posts occurs.

Mr. Beidler outlines the requested clarifications to the plans.

Mr. Beidler asks for input from board members.

Mr. Hemmingson adds what clarifications he would recommend.

Ms. Keithley asks for guidance on the best way to add the clarifications.

Mr. Beidler recommends how to showcase some of the requested clarifications.

Mr. Wojcik adds his recommended clarifications.

A brief discussion on the scope of the basement plans occurs.

Mr. Hemmingson asks about the board's oversight of tree removals.

Ms. DeHaven provides the requested clarification and advises that deferment is a course of action open to the board.

Mr. Beidler asks for clarification on the difference between denial and deferment.

Mr. DeHaven responds, providing the requested information.

Mr. Wojcik moves to defer COA-26-2 pending submission of additional information, Seconded by Mr. Scoggin.

The vote was as follows:

Ayes: Mr. Michael Beidler, Chair, Mr. Steve Wojcik, Vice Chair; Mr. William Hemmingson; Mr. John Scoggin

Nays:

Abstention: Mr. Tim Burch;

Absent:

COA 2026-2 Deferred 4-0-1.

A brief discussion occurs post deferment.

UPDATES.

No updates from staff.

BOARD MEMBERS TIME.

Mr. Scoggin asks for clarification on post approval enforcement.

Ms. DeHaven responds, providing a brief summary of the process.

Mr. Scoggin expresses his thoughts on the structuring of approval conditions in relation to enforcement.

Mr. Beidler provides his thoughts.

Mr. Scoggin comments on the use of in kind on the previous application in reference to the deck.

Ms. DeHaven advises staff's interpretation of the applicants' use in reference to the proposed work, and staff's recommendation to the applicants for a work session.

Mr. Scoggin asks for clarification on the nature of a work session.

Ms. DeHaven outlines the process.

Mr. Scoggin asks about a method to offer more guidance to the applicants at the start of the process.

Ms. DeHaven clarifies the process prior to going before the board.

Mr. Wojcik comments that the architect may have been helpful for the discussion.

A brief discussion on the previous application occurs.

Mr. Wojcik mentions some information that could have influenced a prior approval and lack of referenced context in the surrounding area.

Mr. Scoggin asks for clarification on what is captured in the meeting minutes.

Ms. DeHaven directs the question to Mr. Cute.

Mr. Cute responds briefly outlining the current process for meeting minutes.

Mr. Wojcik cites a previous application designed around an existing tree and the information's use as a point of context.

Mr. Scoggin comments on the level of detail captured.

Mr. Beidler advises that board members should comment on points that they would like specifically captured.

Mr. Cute advises that the minutes are currently a rough synopsis of the meeting to indicate where in the recorded meeting a point can be found.

Mr. Beidler reiterates his previous point.

Mr. Cute clarifies the process to amend meeting minutes with recommended changes upon approval.

ADJOURNMENT.

Mr. Beidler moves to adjourn the meeting, seconded by Mr. Wojcik. There was no discussion.

With no further business, this meeting was adjourned at 8:03 PM on Thursday, February 26, 2026.