



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2 Vice Mayor
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	May 13 th , 2025.
Agenda Title:	ARB Appointment Committee.
Requested Action:	Consider the request for advertisement for the Vacant ARB Position.
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC, Town Clerk

EXECUTIVE SUMMARY

The Town Council appoints members to the Architectural Review Board. The Members of the Architecture Review board are appointed to four-year terms by the Town Council. There is currently one vacancy on the ARB. The Town has received three applications for the position.

The Town Council typically forms a committee to recommend appointments to the ARB after conducting interviews with the applicants. The Committee consists of: Ms. Casey Squyres, Historical Planner; Mr. Rob Walton, Director of Community Development; Ms. Karen Lavarneway, ARB Chair, two Members of the Council.

Mr. William Semple, Vice Mayor and Councilmen Larry Kovalik have Volunteered to be the Council representatives of the ARB Committee.

Mr. John Thorsen has resigned from the ARB effective November 21st, 2024. The Town Council may choose to appoint a replacement for the remainder of Mr. Thorsen's term. Mr. Thorsten's term will expire on December 31st, 2025.

The Zoning Ordinance Article 3-5.3.2.1 requires the ARB to be composed of five (5) voting members appointed by Town Council. In order to continue processing the required Certificates of Appropriateness permits for the Historic District, it is essential new appointments are made to ensure ARB is meeting quorum. The Town's website offers a continuous link for interested parties to apply to Town boards and commissions.

To appoint members of the Planning Commission and Architectural Review Board, historically the Town Council has appointed a review committee and sought applicants from the Community. Staff is seeking direction on the process the Town Council wishes to undergo for the appointment of the members.

BACKGROUND

The ARB shall consist of the majority of its members being Town residents, and all shall have reasonable knowledge in /or possess a demonstrated interest in historic or architectural development in the Town and

in general. In addition, the Town is a recognized Certified Local Government with the Virginia Department of Historic Resources, which has its own ARB membership requirements. This includes:

- All members having a demonstrated interest, competence, and knowledge in historic preservation; and
- At least one architect or architectural historian in the membership, (unless this requirement is specifically waived by DHR); and
- At least one additional member with professional training or equivalent experience in architecture, history, architectural history, archaeology, or planning (unless this requirement is specifically waived by DHR).

Architectural Review Board: Current Members-

- **Karen Lavarney**
Term expires December 31, 2025
- **Steve Wojcik**
Term expires December 31, 2026
- **Michael Beidler**
Term expires December 31st, 2025
- **Millie Latack**
Term expires December 31st, 2025

The ARB powers and duties are outlined in the Zoning Ordinance Article 3-5.3.2.6. This includes issuing or denying Certificates of Appropriateness, serving as a resource to assist property owners on preservation techniques that align with the Historic District Guidelines, and providing guidance on the appropriate cyclical maintenance, preservation, rehabilitation, or reconstruction of historic resources within the Historic District, and assisting the Town Council as needed on matters related to historical assets.

The ARB meets on the fourth Thursday of each month. All members are expected to attend monthly meetings, assist property owners with recommendations in collaboration with the Historic Preservation Planner, and perform site visits as needed.

STAFF RECOMMENDATION

Appoint a committee to make a recommendation to the Council to fill the current vacancy on the ARB.

Service Level/Collaborative Impact

The ARB meetings are staffed by the Community Development Department. A quorum must be present in order for the ARB to issue Certificate of Appropriateness permits.

Policy Direction/Warrenton Plan 2040

The ARB serves to preserve the Historic resources with the Town outlined in Warrenton, Plan 2040.

Fiscal Impact

A fiscal impact would be incurred for advertising and staff time to facilitate the appointment committees.

Legal Impact

The four current members of the ARB currently make up a quorum. If two members are absent, or needed to recuse themselves under COIA, a Quorum would not be able to be established, and business could not be conducted.

ATTACHMENTS

- 1.
- 2.
- 3.