



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**  
Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	February 13 <sup>th</sup> , 2024.
<b>Agenda Title:</b>	Consent Agenda- ARB Member Advertising Authorization
<b>Requested Action:</b>	Review and consider approval of the Town Council Meeting Minutes
<b>Department / Agency Lead:</b>	Town Clerk
<b>Staff Lead:</b>	Stephen Clough, CMC

## EXECUTIVE SUMMARY

In January of 2024, the Town received two resignations from the Architectural Review Board (ARB). The Zoning Ordinance Article 3-5.3.2.1 requires the ARB 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. At present, the Town Clerk is in receipt of one application for consideration of ARB appointment. Further advertisements for the vacancies may be made by the Town Clerk and the Town Council will potentially have a pool of applicants to review. Ideally, appointments would be made at the March Town Council meeting.

## 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).

The current three (3) ARB members include:

- Two (2) in-town residents and one (1) out-of-town resident;
- One (1) member with architectural restoration and building experience and (1) member with a background in archaeology;
- Two (2) members associated with properties within the Town’s Historic District.

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.

The ARB serves four-year terms. The two resigning members leave term vacancies of two years to be filled.

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### **STAFF RECOMMENDATION**

Authorize advertisement for the ARB Vacancies and consider how the Town Council would like to appoint new members.

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### **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.

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### **Policy Direction/Warrenton Plan 2040**

Plan Warrenton 2040 includes a Historic Resources Chapter with a vision that states the Town and property owners will work toward a common goal of preserving the historic built environment for current and future generations. The chapter includes multiple goals, polices and strategies.

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### **Fiscal Impact**

No additional impact is expected.

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### **Legal Impact**

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

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### **ATTACHMENTS**

- 1.
- 2.
- 3.