



**ARCHITECTURAL REVIEW BOARD OF THE TOWN OF WARRENTON  
TOWN HALL  
21 MAIN STREET  
WARRENTON, VIRGINIA 20186**

**MINUTES**

**A REGULAR MEETING OF THE ARCHITECTURAL REVIEW BOARD WAS HELD ON MAY 25, 2023, AT 7:00 PM IN WARRENTON, VIRGINIA**

**PRESENT** Ms. Laura Bartee, Chair; Ms. Virginia Gerrish, Vice-Chair; Mr. Steve Wojcik; Ms. Karen Lavarney; Ms. Denise Harris, Planning Manager; Ms. Casey Squyres, Historic Preservation Planner

**ABSENT** Mr. John Thorsen

**CALL TO ORDER AND DETERMINATION OF A QUORUM**

The meeting was called to order at 7:00 p.m., and a quorum was established. Ms. Bartee read the purpose statement.

**APPROVAL OF MINUTES**

**Draft Minutes- April 27, 2023**

The Board has no comments.

Ms. Gerrish motions to approve the minutes for April 27, 2023, as presented. Mr. Wojcik Seconded. All in favor.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney

Absent: Mr. Thorsen

**NEW BUSINESS**

**COA 23-30 11 SOUTH SECOND STREET**

Ms. Squyres provides a brief overview of the application.

Mr. Alex Aparo, applicant, comes forward to speak.

Mr. Aparo elaborates on the application.

Ms. Bartee indicates some of the potential issues visible in existing site photos.

Ms. Lavarney asks about the location of the proposed future deck and fencing in relation to the structure.

Mr. Aparo responds briefly outlining the location of proposed future deck and fencing.

Ms. Bartee asks for clarification of proposed fencing.

Mr. Aparo clarifies the placement and reasons for the proposed fencing.

Mr. Wojcik points to several of the potential issues and concerns for future damage to the building caused by the issues.

Mr. Aparo provides details of the structure in question and details of the lease agreement with the owner.

Ms. Bartee recommends corrective actions for the roof.

Mr. Aparo responds, acknowledging the suggestions.

Ms. Bartee Opens the floor to questions on the a-frame signage.

Ms. Gerrish and Mr. Aparo discuss the composition of the a-frame sign.

Mr. Aparo asks about the use of a logo sticker on a-frame sign.

Ms. Gerrish responds in the affirmative and suggests looking at other local signs for inspiration.

The Board discuss approval conditions.

Mr. Wojcik moves to approve COA 23-30 with presented approval conditions, Seconded by Ms. Gerrish.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik

Abstain: Ms. Lavarney

Absent: Mr. Thorsen

### **COA 23-31 102 WINCHESTER STREET**

Ms. Squyres provides a brief overview of the application.

Mr. Joe Ficarelli, applicant, comes forward to speak.

Mr. Ficarelli provides further details on the work and history of the project.

Ms. Bartee asks for further details on the railing material and design.

Mr. Ficarelli provides further details.

Ms. Bartee asks about the scope of replacement planned.

Mr. Ficarelli responds by outlining planned work.

Ms. Bartee discusses rot prevention with the applicant.

Ms. Bartee asks for further comments.

The board briefly discusses approval conditions.

Ms. Bartee asks the Board for a motion.

Ms. Gerrish moves to approve COA 23-31 with the presented approval conditions,  
Seconded by Mr. Wojcik.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik;

Abstain: Ms. Lavarney

Absent: Mr. Thorsen

#### **COA 23-33 9 SOUTH SIXTH STREET**

Ms. Squyres provides a brief overview of the application.

Ms. Mary Robin Bachetti, Homeowner, comes forward to speak.

Ms. Bachetti provides further history and details of the project.

Ms. Bartee recommends potential changes to the gutter layout.

Ms. Gerrish comments on the recommended gutter changes and proposed roof material.

Mr. Wojcik asks if the proposed roof will have a ridge cap.

Ms. Bachetti responds that she is unsure.

Mr. Wojcik asks about plans to replace the flashing around the chimney.

Ms. Bartee moves the discussion to the approval conditions.

Mr. Wojcik proposes a change to the gutter layout again.

Ms. Bachetti briefly explains the reasons for the existing gutter layout.

The Board reiterates their recommendation to change the gutter layout.

Mr. Wojcik and Ms. Gerrish ask if the proposed material can be hand crimped onsite.

Ms. Bachetti responds with what information she has.

Ms. Squyres directs The Boards attention to the proposed approval conditions.

Mr. Wojcik stresses the style of roofing should be in character with historical materials.

Ms. Bachetti expresses her preference for galvanized metal roofing.

Ms. Squyres outlines a section of the proposed approval conditions and conversation with the contractor.

The Board and staff discuss the proposed approval conditions.

Ms. Lavarney moves to approve COA 23-33 with the presented approval conditions, Seconded by Mr. Wojcik.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney

Voting Nay:

Absent: Mr. Thorsen

#### **COA 23-35 75 MAIN STREET**

Ms. Squyres provides a brief overview of the application.

Mr. Joe Gallagher, applicant, comes forward to speak.

Mr. Gallagher provides further details of the application.

Ms. Bartee expresses her appreciation of the proposed signs design and material.

Ms. Gerrish asks for confirmation that the sign will be painted.

Mr. Gallagher responds in the affirmative.

Ms. Lavarney asks if lettering will be glued or carved.

Ms. Gallagher responds Sign will be carved single piece.

Ms. Bartee asks the Board for a motion.

Mr. Wojcik moves to approve COA 23-35 with the presented approval conditions, Seconded by Ms. Lavarney.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney

Absent: Mr. Thorsen

**COA 23-37 16 SOUTH FIFTH STREET**

Ms. Squyres provides a brief overview of the application.

Ms. Me Jung Jung, applicant, is not present to speak.

Ms. Lavarney asks if the sign will be weighted.

Ms. Squyres responds that it can be added as a condition.

Ms. Bartee asks about the materials of the sign expressing concerns that the sign will fade.

Ms. Squyres responds that the requested information was not provided.

The Board briefly discusses proposed approval conditions.

Ms. Bartee asks the Board for a motion.

Ms. Gerrish moves approve COA 23-37 with the presented approval conditions, Seconded by Ms. Lavarney.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney

Absent: Mr. Thorsen

**COA 23-39 73 EAST LEE STREET**

Ms. Squyres provides a brief overview of the application.

Ms. Ednida Minor, applicant, is not present to speak.

Mr. Wojcik asks for clarification on the address associated with the permit.

Ms. Squyres provides clarification.

Ms. Gerrish asks about the footers and mortar for the retaining wall.

Ms. Squyres provides the requested information.

Ms. Bartee discusses with Staff the proposed motion.

Ms. Bartee asks the Board for a motion.

Ms. Lavarney moves approve COA 23-36 with the presented approval conditions, Seconded by Mr. Wojcik.

Voting Yea: Ms. Bartee, Chair; Ms. Gerrish, Vice-Chair; Mr. Wojcik; Ms. Lavarney

Absent: Mr. Thorsen

**COA 23-39 111 JOHN E. MANN STREET**

Ms. Squyres provides a brief overview of the application.

Mr. Roy Francis, applicant's representative, comes forward to speak.

Mr. Francis provides greater detail for the application.

Ms. Bartee asks for clarification on the proposed color.

Mr. Francis responds, outlining the struggle obtaining materials.

Mr. Wojcik asks for clarification on the style of proposed roofing material.

Mr. Francis responds explaining the style of proposed material.

The Board briefly discusses the style of the proposed roof.

Ms. Squyres looks up examples of the proposed roofing for the board.

The Board continues discussing the style of the proposed roof.

Ms. Bartee asks about deferral of the application until better samples can be provided.

Mr. Francis responds that it is possible.

Mr. Wojcik asks about the window to complete the work.

Mr. Francis responds by providing the timeframe.

The application is deferred until better samples can be provided.

## **WORK SESSION**

### **206 CULPEPER STREET**

Ms. Squyres presents the details of the proposed work.

Ms. Bartee, applicant, comes forward to speak.

Ms. Bartee provides further details on the application.

Ms. Lavarney asks for clarification on the proposed living area.

Ms. Bartee responds walking the Board through the proposed plans.

Ms. Gerrish asks if the proposed plans meet setback requirements.

Ms. Bartee responds indicating setbacks marked on the proposed plans.

Mr. Wojcik recommends an elevation change to the roof pitch on one side of the proposed project.

Ms. Bartee responds outlining reasons for the roof pitch and steps being taken to mitigate its visibility.

Mr. Wojcik asks about the reason for the work session as opposed to a full application.

Ms. Bartee responds outlining reasons for the work session.

Ms. Lavarney asks about the material used for the garage doors.

Ms. Bartee responds providing proposed door materials.

Ms. Gerrish asks about the color of the proposed brick work.

Ms. Bartee provides the details of the proposed brick work doors and lighting.

Mr. Wojcik asks about any required tree removal.

Ms. Squyres responds with requested information.

Ms. Bartee provides further information on the changes to the existing porch.

Ms. Gerrish asks about changes to the existing HVAC unit.

Ms. Bartee responds that she is unsure if changes will need to occur.

Mr. Wojcik asks if changes will be made to the existing exterior access stairwell for the basement.

Ms. Bartee responds by indicating that no changes will need to occur.

Ms. Gerrish asks for clarification on a portion of the proposed plans.

Ms. Bartee provides clarification on the indicated section of the plans.

Ms. Gerrish asks for any more questions from The Board.

Mr. Wojcik returns the conversation to the asymmetrical roof pitch asking for suggestions or recommendations.

Ms. Bartee responds discussing potential options with The Board.

Ms. Bartee reiterates changes to the asymmetrical roof pitch.

Ms. Gerrish asks about the tree cover added to the side of the home.

Ms. Bartee responds outlining existing trees and potential additions.

## **UPDATES**

No Updates

## **BOARD MEMBERS TIME**

Mr. Wojcik asks if there have been any updates on Alwington Manor.

Ms. Squyres provides available details.

Ms. Harris updates The Board regarding RFP status, upcoming public meeting, and potential changes to June meeting date.

Ms. Bartee advises that she may be unavailable on potential meeting dates and asks for more information on the RFP.

Ms. Harris outlines the purpose of the RFP.

The Board and Staff discuss proposed meeting dates.

Ms. Bartee details the available information on the Towns purchase of the Warrenton Horseshow Grounds and getting it listed on the historic registry.

## **ADJOURN**

Mr. Wojcik moved to adjourn. Ms. Lavarney seconded. All in favor, no discussion.

Voting Yea: Ms. Laura Bartee, Chair; Ms. Virginia Gerrish, Vice-Chair; Mr. Steve Wojcik; Ms. Karen Lavarney

Absent: Mr. John Thorsen

With no further business, this meeting was adjourned at 9:31 PM.