



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

Council Meeting Date:	April 9 th , 2024.
Agenda Title:	Consent Agenda- ARB Member Appointment
Requested Action:	Review and consider appointment of ARB members
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC

EXECUTIVE SUMMARY

At the February 13th, 2024, Regular Town Council Meeting, the Town Council approved advertisement and appointed committee members to fill two vacancies on the Architectural Review Board. The Committee Members of Ms. Heather Sutphin and Mr. Paul Mooney along with the Chair of the ARB, Ms. Karen Lavarney, and staff members Ms. Casey Squyres and Mr. Rob Walton, conducted interviews with the four applicants. The committee found that all applicants expressed a sincere interest in the Town of Warrenton and would have made excellent members. The committee recommended appointment of Mr. Michael Lee Biedler and Ms. Brittany "Millie" Latack as members of the ARB.

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.

STAFF RECOMMENDATION

Consider the recommendation of the committee for appointment of Mr. Michael Lee Biedler and Ms. Brittany “Millie” Latack to the Architectural Review Board to fill the remaining terms left by the resignations. Resolutions have been prepared and may be added to the consent agenda or under unfinished business for consideration.

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

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.

Fiscal Impact

No additional impact is expected.

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.

ATTACHMENTS

- 1.
- 2.