



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:	January 13 th , 2026.
Agenda Title:	ARB Appointment Recommendations
Requested Action:	Consider the appointment recommendation for the Vacant ARB Position.
Department / Agency Lead:	Town Clerk
Staff Lead:	Stephen Clough, CMC, Town Clerk

EXECUTIVE SUMMARY

At the December, 2025, Regular Town Council meeting Mr. Biedler and Mr. Hemmingson were reappointed to the ARB. Ms. Lavarney's term ended on December 31st, 2025 and her position is currently vacant. This vacancy is in addition to the remainder of the term of Ms. Millie Latack, whose term expired on December 31st, 2025.

The two new members would be appointed to new four-year terms.

On December 16th, 2025, the Town Council ARB recommendation committee interviewed additional candidates and selected Mr. Timmothy Burch and Mr. John Scoggin for recommendation for appointment for these terms.

At the May 13th, 2025, Regular Town Council meeting, an appointment recommendation committee was formed for a vacancy on the ARB created by Mr. John Thorsten's resignation. Mr. Hemmingson was appointed after interviews to his vacated position.

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.

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; the ARB Chair; and 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.

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.

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-

- **William Hemmingson**
Term expires December 31, 2029
- **Steve Wojcik**
Term expires December 31, 2026
- **Michael Beidler**
Term expires December 31st, 2029

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

Consider a resolution Appointing Mr. Scoggin and Mr. Burch to 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

No additional fiscal impacts at this time.

Legal Impact

Without enough members to establish a quorum, the ARB will not be able to meet.

ATTACHMENTS

- 1.
- 2.
- 3.