

**FAUQUIER COUNTY  
ARCHITECTURAL REVIEW BOARD**

**Meeting Minutes**

March 6, 2015

4:00 p.m.

2nd Floor Conference Room, Warren Green Building, 10 Hotel Street, Warrenton

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**Attendance:**

Mary Root, Chair (Citizen-at-Large)  
Julie Broaddus (Scott District Representative)  
Hilary Gerhardt (Cedar Run District Representative)  
Jack LaMonica (Marshall District Representative)  
Bob Lee (Planning Commission Representative)  
Brandie Schaeffer (Center District Representative)

**Staff:**

Wendy Wheatcraft, Preservation Planner  
Maureen Williamson, Staff

**Not in Attendance:**

Lee District Representative (position vacant)

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1. Call to Order

Ms. Root called the meeting to order at 4:13 p.m.

2. The February 4, 2015 meeting minutes were reviewed. Ms. Root made a motion to approve the minutes. Ms. Gerhardt seconded the motion. The motion carried 6 – 0.

3. New Business

- County Cemetery Form

Ms. Wheatcraft distributed a new version of an older cemetery form. She asked for Board members to critique the new form offering suggestions for improvement. In particular, Ms. Wheatcraft asked members to look at spacing on the new form and evaluate the availability of adequate space for users to record data.

She noted that, just like the old form, the new form will be in PDF version and can be printed directly from the Geographic Information Systems (GIS) Department website. She explained that this is a voluntary form, which is used to document the location and other specifics about a cemetery. GIS uses this form to enter the location of a cemetery into the GIS database. Users of the form would be required to contact property owners before entering a property to record a cemetery.

To date, Ms. Wheatcraft is being assisted by a Liberty High School intern who is combining several cemetery spreadsheets into one. Ms. Wheatcraft showed the spreadsheet to the Board. Although the intern is not finished with the compilation, 263 cemeteries have been identified to date with 89 of the 263 having cemetery forms attached. She notes that all of the 89 forms were written and submitted by Lory and Larry Payne.

Ms. Wheatcraft reported that the County GIS cemetery database contains 337 cemeteries to date. She noted that the GIS Department, Commissioner of the Revenue (COR) staff

is doing similar cemetery mapping. The cemeteries marked in GIS by COR are not recorded with cemetery forms. (No additional information is recorded beyond a small rectangle in GIS—sometimes recorded as a separate parcel but not necessarily. COR receives cemetery information from customers as well as the old tax maps.

Board members asked if representatives from both GIS and COR could visit a future meeting of this Board to discuss the individual cemetery recording methods both are maintaining. Ms. Wheatcraft will facilitate the invitation to a future meeting.

#### 4. Ongoing Business

- Plan Spring 2015 Public Workshop

Ms. Wheatcraft distributed a proposed workshop flyer to spark discussion. She confirmed that the Board has chosen to use the John Barton Payne building as the location for the workshop and have also confirmed their interest in holding the event on the afternoon of Saturday, May 9, 2015.

Ms. Schaeffer, who has a long history with the brick industry and hosting public brick workshops, said that having a historical component (the walking tour) to the workshop as well as a technical component (presentations and hands-on activities) will bring in interested participants. She also said that it is important to have suppliers participate in the workshop as they will bring samples.

It was once again discussed that walking tour points of interest should be prepared ahead of time. This may be of particular importance as a virtual tour could be developed and shown inside the John B. Payne Building in case of rain.

Within the John Barton Payne Building, Board members discussed masons and other vendors setting up along the perimeter of the room with speakers giving their technical talk in the center of the room. This way, the attendees of the workshop can view the booths before the technical talk, in between sessions, and during breaks in the program. However, it was also discussed presenting the craftsman/exhibitor open house outside on the plaza directly beside the J.B.Payne Building so that masons could set up brick laying or mortar mixing demonstrations.

A tentative workshop schedule was discussed:

<b>Time</b>	<b>Event</b>	<b>Detail</b>
1:30 p.m.-2:00 p.m.	Craftsman Open House	View exhibits
2:00 p.m.-2:20 p.m.	Historical Intro. & Brick 101	
2:20 p.m.-2:40 p.m.	Chimney Sweep Presentation	
2:40 p.m.-3:00 p.m.	Masonry Presentation	
3:00 p.m.-3:15 p.m.	B R E A K	Time to view exhibits
3:15 p.m.-4:30 p.m.	Walking Tour	

Members discussed contacting The Plains ARB to gauge their interest in participating in the public workshop. Ms. Wheatcraft will contact the State CLG Coordinator to get word to the CLGs. Ms. Schaeffer discussed her desire to better understand why the Town of Warrenton's ARB was not interested in participating in the workshop. She will report back to the Board on this topic.

Refreshments were discussed and will include bottled water and snacks. The offering of continuing education credits for architects was discussed as a way to bolster interest in the workshop.

Division of Responsibilities:

- Mr. Lee will contact the bank to ask if the ABR could use their plaza for the workshop.
- Ms. Schaeffer will contact brick industry contacts to gauge their interest in participating in the open house.
- Mr. LaMonica to contact Hagerstown Brick & Block, as they were not on the master list.

Mr. Lee added Vintage Renovation and Construction, Inc. to the master brick and stone masons, general contractors, and suppliers list.

The Board noted that they may need to meet sooner than the next regularly scheduled meeting (April 1, 2015). The Chair spoke of a tentative special meeting date of Wednesday, March 18, 2015. Ms. Wheatcraft will coordinate this and send an e-mail to ARB members to confirm the date and time of the special meeting.

5. Next Meeting

**The next meeting will be held on Wednesday, April 1, 2015.**

6. There being no further business, the meeting was adjourned at 6:05 p.m.

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At the special meeting held on March 18, 2015, ARB members further planned the May workshop. A new schedule of events was established:

- 1:00-3:00 PM: CRAFTSMAN OPEN HOUSE & EXHIBITS  
Plaza on the north side of John B. Payne Building
- 1:30-3:30 PM: PRESENTATIONS  
J.B. Payne Building
- 1:30-2:00 PM: Welcome  
The History of Brick Construction  
Jack LaMonica/Brandie Shaeffer?
- 2:00-2:30 PM: Chimney Care & Folklore  
Billy Lancaster
- 2:30-3:00 PM: Break & Refreshments
- 3:00-3:30 PM: The Repair & Maintenance of Brick Buildings  
John Friedrichs
- 3:30 PM: Walking Tour of Warrenton Masonry Buildings  
Meet in front of J.B. Payne Building

Responsibilities were divided among the group.