

**FAUQUIER COUNTY
ARCHITECTURAL REVIEW BOARD**

Meeting Minutes

February 3, 2016

4:00 p.m.

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

Attendance:

Mary Root, Chair (Citizen-at-Large)
Virginia Gerrish (Center District Representative)
Bryan Jacobs (Lee District Representative)
Jack LaMonica (Marshall District Representative)
Bob Lee (Planning Commission Representative)
Reta Rodgers (Cedar Run District Representative)

Not in Attendance:

Scott District Representative (position open)

Staff:

Wendy Wheatcraft, Preservation Planner
Maureen Williamson, Staff

1. Call to Order.

Ms. Root called the meeting to order at 4:00 p.m.

2. Ms. Root introduced and welcomed two new Architectural Review Board Members (ARB): Ms. Reta Rodgers representing Cedar Run District and Mr. Bryan Jacobs representing Lee District. Ms. Wheatcraft distributed ARB member binders to the new members.

Ms. Wheatcraft agreed to provide a hard copy of the draft version of Chapter 2 to the new Board members and stated that she would contact them when available.

3. Review/Approval of Meeting Minutes – January 6, 2016

The January 6, 2016 meeting minutes were reviewed. Ms. Root asked that the minutes be amended to include the name of the Spotsylvania County planner who attended the Cemetery Conservation Panel and Discussion in October 2015.

Ms. Root made a motion to approve the minutes as amended. Mr. Lee seconded the motion. The motion carried 5 – 0.

4. Ongoing Business

- Discussion concerning the protection of cemeteries

Ms. Wheatcraft gave an overview of what has happened to date in regard to the ARB and cemetery preservation in Fauquier County. She explained that cemeteries in the County are an endangered cultural resource. She reviewed the steps the ARB has taken to bring endangered cemeteries to light and discussed the fact that the ARB would like to create and introduce implementing protective measures to the Board of Supervisors (BOS) at a work session in the near future.

Ms. Wheatcraft discussed presenting the work session to the BOS. She noted that the concept must be presented in a concise and succinct manner as the ARB will be given only twenty minutes to present the concept. Ms. Wheatcraft showed the Board images of cemeteries that could be used in the presentation.

Mr. Lee suggested that Ms. Wheatcraft present a draft presentation as an agenda item to the ARB for review and comment. Ms. Wheatcraft agreed to draft a general presentation, emphasizing that cemeteries are an important part of our cultural heritage, that they are threatened, and that a number of them have been lost to development and neglect. Mr. Lee also thought it important that Ms. Wheatcraft include the fact that the County has two adjacent counties that felt that cemeteries, as part of their cultural heritage, be preserved through an ordinance.

Ms. Root asked what path the draft ordinance would take in order to become an adopted ordinance. Ms. Wheatcraft said that the concept would first be presented at a work session of the BOS in order to garner interest in the concept. She continued by saying that if the BOS feels the concept has merit, the Zoning Administrator would be contacted, and a draft ordinance would be written by staff for revision to the Zoning Ordinance and Subdivision Ordinance. The draft(s) would then move forward and be presented to the Planning Commission for review, and the Planning Commission would conduct a public hearing. She said that the Planning Commission would give a formal recommendation for approval or denial. The final draft would then move forward to the BOS for their review and another public hearing. The BOS would then make the final decision to adopt or deny it.

Ms. Wheatcraft agreed to supply the new ARB members with copies of the Prince William and Stafford County cemetery ordinances.

5. New Business

- Election of Officers (Chair, Vice Chair, Secretary)

On a motion made by Mr. Lee and seconded by Mr. LaMonica, it was moved to re-elect Ms. Root as Chair of the Architectural Review Board for 2016. The motion carried unanimously.

On a motion made by Ms. Gerrish and seconded by Mr. Lee, it was moved to re-elect Mr. LaMonica as Vice Chair of the Architectural Review Board for 2016. The motion carried unanimously.

On a motion made by Ms. Root and seconded by Mr. LaMonica, it was moved to elect Ms. Gerrish as Secretary of the Architectural Review Board for 2016. The motion carried unanimously.

- May 2016 Public Educational Program

In recognition of Natural Historic Preservation Month in May 2016, Ms. Wheatcraft presented the concept of hosting a public workshop titled, "*How to Research the History of Your Property*". As a second session, she proposed inviting the Department of Historic Resources to host a how to session related to research, the National Register of Historic Places, or the application of historic tax credits.

Ms. Root suggested partnering with the Warrenton Library and offering an interactive program where session participants would move to research locations, such as the County deed room and the Virginiana Room at the Warrenton Library.

Mr. LaMonica asked if the County website's ARB webpage houses resources the ARB has created over the years. Ms. Wheatcraft said that the revision of the ARB webpages will be an agenda item for next month's meeting.

ARB members agreed that they would like to be known by or associated with the Francis Fauquier coat of arms as the group's emblem or insignia.

6. Announcements
February 18, 2016 – Public Hearing Regarding Revised Draft of Chapter 2
6. The next meeting is scheduled for Wednesday, March 2, 2016.
7. There being no further business, the meeting was adjourned at 5:12 p.m.