



**MINUTES
ARCHITECTURAL REVIEW BOARD
TOWN OF WARRENTON
April 23, 2015
7:00 P.M.**

The regular meeting of the Town of Warrenton Architectural Review Board (ARB) convened on April 23, 2015 at 7:00 PM in the Municipal Building.

Dr. Melissa Wiedenfeld, Chair, called the meeting to order and a quorum was determined. The following members were present: Mr. Steve Wojcik, and Dr. Carole Hertz. Ms. Sarah Sitterle, Director of Planning & Community Development and Ms. Kate Gibson represented staff. Mr. Jay Tucker, Mr. Carter Nevill and Mr. Jerry Wood were absent.

Purpose Statement

Dr. Wiedenfeld stated the Purpose of the Architectural Review Board; Statement of Qualifications of Architectural Review Board to be: The Board makes a decision on applications in order to preserve the character of the Historic District of the Town of Warrenton on behalf of the Town of Warrenton. Decisions of the Board are based upon the Historic Guidelines and a decision for each application is made based upon its own merits. Those decisions do not constitute precedence for any future decisions.

Approval of Minutes

Mr. Wojcik made a motion to approve the minutes with no revisions, Dr. Hertz seconded the motion, and the motion passed.

NEW BUSINESS

- A. Certificate of Appropriateness 15-3.** Add front porch, extend roof gable, replace sun porch roof, remove brick steps, extend stone and brick walls at 106 High Street. James Hricko, applicant.

Mr. Hricko stated the application was for a small front porch that the homeowner wanted in order to add character to the building and to use. The design will have a hip roof porch with a standing seam cooper roof with wood columns. Mr. Hricko stated the revised site plan shows pictures of the driveway entrance. The house sits on hill, and the garage is at basement level. Currently the homeowner has to carry packages upstairs. The proposed primary entrance will be off High Street, and the entrance off Liberty Street will be removed.

Ms. Sitterle stated this was a non-contributing structure in the Historic District, circa 1960, and that staff determined the porch and the stone wall comply with the zoning ordinance. There is a possible setback issue with the proposed brick wall, however, it is a pre-existing condition and is allowable. The Historic District Guidelines state non-contributing structures do not have to meet the same criteria as resources in the historic district. Because of that, there is more flexibility in the design, texture and use of materials, and staff is leaving it up to the board to determine the appropriateness of the proposed porch, wall and roof changes. If approved a building permit will be required.

Mr. Wojcik stated the proposal does not include the driveway and he was glad Mr. Hricko addressed that because it was on the drawing. He asked Ms. Sitterle if the Town would be handling this or if it would be something ARB would have to address.

Ms. Sitterle indicated the Town would handle it with the issuance of a Right of Way Permit. She stated the driveway has very little impact on the site.

Mr. Wojcik stated the board has requested that non-contributing structures not have ridges, and he asked Mr. Hricko what would be done for the copper roof ridges.

Mr. Hricko stated the plan was to have ridges with no caps and to use traditional crimp.

Mr. Wojcik asked if that could be a condition.

Ms. Sitterle stated yes.

Dr. Wiedenfeld asked what the driveway was made of.

Mr. Hricko indicated he was not sure because the homeowner was hiring a landscape architect and he was not involved.

Dr. Wiedenfeld asked what the widest point of the porch would be.

Mr. Hricko stated it would be five feet from the face of the building to the outside face of the column.

Dr. Wiedenfeld stated the porch would not be as deep as a traditional porch but because it was not a historic structure, it did not have to be.

Mr. Hricko stated he was not trying to make it a traditional deep porch.

Dr. Wiedenfeld asked the board if there were any more questions and there were none. She asked for a motion.

Mr. Wojcik made the motion to approve the application for COA 15-3 for the proposed front porch addition, roof gable extension, sun porch roof replacement, removal of brick steps, and extension of stone and brick walls at 106 High Street with the following conditions:

1. A building permit is acquired
2. A zoning permit is acquired
3. Hip ridges have a traditional crimp and no ridge cap.

Dr. Hertz seconded the motion and it passed unanimously.

OLD BUSINESS

A. Amendment to Warrenton Historic District Guidelines. The proposed amendment was requested by the Board to provide clarification regarding the application of window signs to windows.

Dr. Wiedenfeld stated the amendment would read as follows:

Window signs are painted or applied directly on the inside or outside of the store window, though application on the inside of the glass is encouraged. Window signs are usually at eye level, and are especially suited to businesses such as restaurants where window displays are not prominent. Glazed doors may also have lettering. Painted or applied window signs usually are visible to motorists and pedestrians across the street.

A solid painted or applied background behind lettering should be avoided because it destroys the transparency of the storefront.

Dr. Wiedenfeld asked for a motion to approve the noted changes.

Dr. Hertz made a motion to approve and Mr. Wojcik seconded. The motion passed unanimously.

B. Amendment to the Architectural Review Board Administrative Criteria for Signs. The proposed amendment is being requested to provide for administrative approval of one window sign. Applicants would have a choice between administrative approval for a wall sign or window sign. Window signs are calculated as part of the allowable wall signage area per Article 6-2.1.6 of the Zoning Ordinance and as referenced in the Warrenton Historic District Guidelines.

Dr. Wiedenfeld read the following revisions for the administrative approval of signs.

Window signs are calculated as part of wall signage and can be considered as the one (1) administratively approved wall sign provided that the area does not exceed the criteria noted below and that provisions of Article 6-2.1.6 of the Zoning Ordinance for window sign area and lettering size are met.

Graphics and logos will be limited to two (2) square feet in total area.

Staff may administratively approve a projecting sign for a building that meets the following criteria... Graphics and logos will be limited to two (2) square feet in total area.

Dr. Wiedenfeld asked for a motion. Mr. Wojcik made motion to approve the proposed amendment. Dr. Hertz seconded the motion and it passed unanimously.

WORK SESSION

Ms. Sitterle stated that there had been a number of Administrative Approvals since the last meeting of the ARB on March 26, 2015. A copy of the approval summary is attached.

A. Review of Warrenton Historic District Guidelines

Dr. Wiedenfeld stated that only three board members were present and asked if it would be better to have a discussion of the guidelines with everyone involved. She pointed out that one member (Mr. Carter Nevill) suggested the board seek outside input and advice on the guidelines. He suggested the board develop a guide showing what we want in the guidelines versus what the board does not want.

Dr. Hertz asked who would provide the guidance to the board.

Dr. Wiedenfeld stated that she thought what Mr. Nevill would like to see is people that live in the area or businesses comment or influence the guidelines. She stated there were no plans to rewrite the guidelines but only tweak as necessary. She stated that in her opinion, the guidelines are not changed lightly or often because the board wants to have some flexibility and there is respect for something that is changed only with deliberation.

Dr. Hertz stated that whoever is solicited to be on this committee would determine what happens without the consensus of everyone else. If you get conservatives or liberals to give guidance, the outcome will be completely different.

Dr. Wiedenfeld stated that when there is a vacancy on the board, people can apply and people can attend the meetings and voice their opinions. We get their input and as result, no one is shut out. For example, the sign and roofing people came to meetings. The board does get input from a variety of sources that are subject-matter experts. Dr. Wiedenfeld stated the board has a very high approval rating. In the last three years, the board has turned down very few applications, but on occasion, the board has asked people to come back with additional information.

Dr. Hertz stated she was not sure what Mr. Nevill's intent was.

Dr. Wiedenfeld stated that Mr. Nevill also recommended Main Street branding, but that is beyond COA, although she knows that board members have affection for the downtown Historic District. However, she felt it would be valuable to encourage the town to expand the Historic District and look at the entrance to the Historic District. For example, Winchester Street and Falmouth Street will be changing and have an impact on the Historic District. She stated it is those types of things she felt the board should encourage as well as have a Historic District listing of Historic Sites.

Dr. Hertz asked for an explanation of Main Street branding.

Dr. Wiedenfeld stated she thought Mr. Nevill was referring to promoting downtown Warrenton and having the COA provide input on that, but she did not know who would be doing the branding.

Ms. Sitterle stated that branding is developing a consistent logo, such as the town seal or the partnership symbol, which is consistent in all the signs displayed throughout the town, and possibly not just for way finding signs in the downtown but throughout the town.

Dr. Hertz stated she thought that would be a great idea.

Dr. Wiedenfeld stated she appreciated the effort but the branding is going beyond the purview of the board.

Mr. Wojcik stated that he was having trouble understanding Mr. Nevill's proposal and how it relates to the COA guidelines because Mr. Nevill stated this would be a separate booklet or pamphlet. He expressed concern that it would cause confusion because it would not be part of the guidelines. The board recently went through the guidelines and made changes and he did not understand where the second set would fit.

Dr. Wiedenfeld stated the board would have to take a considerable amount of time before making any major changes to the guidelines.

Dr. Hertz indicated she has a business at 92 Main Street and there is no sign and asked how it is determined who does or does not have a sign.

Dr. Wiedenfeld asked if there was any more discussion on the guidelines or if the board wanted to table the discussion.

Dr. Hertz recommended it be tabled until all board members were present.

Dr. Wiedenfeld asked for a motion to adjourn.

Dr. Hertz made motion to adjourn. Meeting adjourned at 7:35 p.m.

Minutes Submitted by
Dee Highnote



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ARCHITECTURAL REVIEW BOARD COA Administrative Approval Summary April 23, 2015

Since the last meeting of the Architectural Review Board on March 26, 2015, staff has administratively approved the following Certificates of Appropriateness pursuant to Zoning Ordinance Articles 3-5.3.4.1 and 3-5.3.4.2:

COAP 2015-4: Erect 3' x 6' Wall Sign at Sunny Hills American Grill, 79 Main Street

COAP 2015-5: Place Six Foot Statue on Front Lawn at St. John the Evangelist Catholic Church, 271 Winchester Street

COAP 2015-6: Extend Gravel Parking Lot at Mt. Zion Baptist Church, 33 S. Third Street

COAP 2015-7: Erect 1' x 3' Wall Sign at Union Bank, 37 Main Street

COAP 2015-8: Replace Shingles on House and Porch Roofs at 161 Winchester Street