



ARCHITECTURAL REVIEW BOARD MEETING

Thursday, January 22, 2026 at 6:30 PM

AGENDA

CALL TO ORDER.

DETERMINATION OF A QUORUM & PURPOSE STATEMENT.

1. Election of New ARB Chair and Vice Chair
2. Introduction of New ARB Members

APPROVAL OF MINUTES.

3. October 23, 2025 Draft ARB Minutes
4. December 4, 2025 Draft ARB Minutes

NEW BUSINESS

5. COA 25-97: 53 E. Lee Street
 - Request to convert window on rear elevation to door.

UPDATES.

6. Staffing Updates

BOARD MEMBERS TIME.

ADJOURN.



ARCHITECTURAL REVIEW BOARD MEETING

21 Main Street

Thursday, October 23, 2025, at 6:30 PM

MINUTES

**AN OPEN MEETING OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF
WARRENTON, VIRGINIA, WAS HELD ON OCTOBER 23, 2025**

Regular Meeting

PRESENT	Mr. Michael Beidler, Vice-Chair; Mr. Steve Wojcik; Mr. William Hemmingson; Ms. Casey Squyres, Historic Preservation Planner
PRESENT VIA ELECTRONIC MEANS	
ABSENT	Ms. Karen Lavarnway, Chair

REGULAR MEETING – 6:30 PM

Mr. Michael Beidler reads the purpose statement and calls the meeting to order at 06:30PM, a quorum is present, and business can be conducted.

NEW BUSINESS.

1. COA 2025-72: 135 Main St

Request approval to construct new ADA accessible ramp along side elevation of building (including relocating steps).

The applicant steps forward and provides a brief overview of the proposed work.

Mr. Beidler questions if there were any drawings submitted.

The applicant states the drawings were uploaded.

Mr. Beidler asks if any other board members have questions.

Mr. Wojcik asks for clarification on the location of the steps.

The applicant responds, the steps will be moved to the left side into the backyard, there will be no steps onto 6th street.

Ms. Squyres clarifies that John Ward and Hunter Digges met with the applicant to ensure the steps and landings would meet building code.

The applicant provides clarification ensuring there will be two ramps and the steps will meet code.

Mr. Wojcik asks for clarification that there are two landings.

The applicant confirms there are two landings per code.

Mr. Wojcik suggests getting railings that match the porch.

There is a brief discussion about the railings.

Mr. Hemmingson asks for clarification on where the ramp will end.

The application provides clarification that the ramp will go further than the columns.

Mr. Hemmingson suggests filling the gap.

The applicant clarifies the gap will be filled in.

Mr. Beidler asks for clarification on what the ramp is made of.

The applicant provides clarification on the two potential options.

There is a brief discussion on the location of the ramp to try and save the historical part of the railing.

Mr. Beidler asks for clarification on the property lines.

Ms. Squyres provides clarification.

Mr. Hemmingson comments that the final height of the ramp may require pickets in the railing.

The applicant responds providing final height calculations for the project.

Mr. Beidler begins a discussion of the proposed motion.

Mr. Beidler asks for a motion.

Mr. Wojcik moves to approve COA-25-72 with the presented approval conditions, Seconded by Mr. Hemmingson.

The vote was as follows:

Ayes: Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson
Nays:
Abstention:
Absent: Ms. Karen Lavarnway, Chair

COA 2025-72 passes 3-0-1.

2. COA 2025-73: 150 John E. Mann St.

Request to install a new 4' wrought iron fence on property.

Ms. Squyres states the applicant is not present.

Ms. Squyres gives a brief overview of the proposed project.

Mr. Beidler asks for clarification on the distance of the gate setback.

Ms. Squyres is unsure of the exact distance.

Mr. Hemmingson asks about the proposed style of gate.

Ms. Squyres responds outlining the proposed gate.

Mr. Wojcik expresses his approval of the gate and fence choice adds good character.

Mr. Beidler suggests the footings for the posts need to be below grade.

Ms. Squyres confirms that is the applicant's plan.

Mr. Beidler asks for a motion.

Mr. Hemmingson moves to approve COA-25-73 with the presented approval conditions,
Seconded by Mr. Wojcik.

The vote was as follows:

Ayes: Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson
Nays:
Abstention:
Absent: Ms. Karen Lavarnway, Chair

COA 2025-73 passes 3-0-1

3. COA 2025-79: 266 Falmouth St

Request to install an in-ground pool in rear yard of property, to install fencing around the property borders, place a shed on the property, and to install two pillars at driveway entrance.

Ms. Squyres clarifies the only proposed fencing will be around the property borders.

Ms. Squyres provides clarification on what is being discussed for this project.

Mr. Hemmingson asks for clarification on the fence material.

The applicant clarifies they would like to use a steel fence.

Mr. Hemmingson asks if the pillars will match the house.

The applicant clarifies that everything will be matching.

Mr. Wojcik expresses his approval of the steel fencing and asks about the setback requirements of the shed.

The applicant responds providing what information the can.

Ms. Squyres responds with further information.

Mr. Beidler asks for clarification regarding the pool equipment enclosure.

The applicant clarifies that will no longer be there.

Mr. Hemmingson moves to approve COA-25-79 with the presented approval conditions, Seconded by Mr. Beidler.

The vote was as follows:

Ayes: Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent: Ms. Karen Lavarnway, Chair

COA 2025-79 passes 3-0-1

4. COA 2025-76: 16 Courthouse Square

Request to remove and replace existing mature trees along pathway between 16 Courthouse Square and the John Barton Payne Building.

Mr. Beidler questions why the applicant wants to remove the trees.

The applicant provides a brief overview explaining the reason for tree removal.

Mr. Beidler asks for clarification on the number of trees to be removed.

The applicant responds, to take all 4 trees down.

Mr. Wojcik comments on his observations on the conditions during a previous tour of the site.

The applicant advises that repairs have been completed on the previously observed issues.

The applicant expresses their dislike for having to remove the trees, but they have become too tall for the space and must be replaced with lower growing species.

Mr. Hemmingson asks if an arborist has been consulted to determine the health and age of the trees.

The applicant advises that an arborist was consulted the previous year.

Mr. Hemmingson asks about the amount of foot traffic through the area.

The applicant responds outlining the amount of traffic.

Mr. Hemmingson asks to confirm that four trees will be removed and replaced.

The applicant responds confirming the replanting.

Ms. Squyres clarifies the replanting requirements.

Mr. Beidler suggests his concern about removing all 4 trees, leaving the Evergreen tree.

Mr. Wojcik agrees the Evergreen tree should be kept.

Mr. Beidler amends the motion to include only moving 3 of the 4 trees.

Mr. Beidler moves to approve COA-25-76 with the presented approval conditions, Seconded by Mr. Wojcik.

The vote was as follows:

Ayes: Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent: Ms. Karen Lavarnway, Chair

COA 2025-76 passes 3-0-1

5. COA 2025-77: 16 Courthouse Square

Request to replace areas of rotted wood along the roofline (soffits and fascia) with PVC lumbar material.

Ms. Squyres provides a brief overview of the proposed work.

Mr. Hemmingson asks for clarification on the proposed PVC material matching all around.

The applicant responds, everything will match.

Mr. Wojcik asks for clarification on the scope of replacement.

The applicant responds outlining the proposed scope.

Ms. Squyres asks if any brick repair will occur.

The applicant responds that masonry repair is planned as needed.

Mr. Wojcik asks about the presence and condition of any hidden gutters.

The applicant responds that the gutter is present and appears to be in good condition.

Mr. Beidler asks about the age of the building.

The applicant and Ms. Squyres respond providing the construction year.

Mr. Beidler expresses his disagreement with the proposed synthetic material and suggests using wood material instead.

Mr. Wojcik expresses his agreement with Mr. Beidler's concerns but suggests a compromise.

There is brief discussion about replacing the material with wood.

Mr. Hemmingson asks about the condition and planned repairs to the dormers.

The applicant responds outlining their observed conditions and planned repairs.

Mr. Hemmingson notes that the age of the building does not meet the guidelines for a historic building and briefly discusses his thoughts on the proposed work.

Mr. Wojcik asks about the condition of the other building.

The applicant responds outlining the design differences between the two buildings.

Mr. Wojcik asks for clarification on the window material.

The applicant responds, the windows are mostly vinyl.

Mr. Hemmingson moves to approve COA-25-77 with the presented approval conditions, Seconded by Mr. Wojcik.

The vote was as follows:

Ayes: Mr. Steve Wojcik; Mr. William Hemmingson

Nays: Mr. Michael Beidler, Vice Chair;

Abstention:

Absent: Ms. Karen Lavarnway, Chair

COA 2025-77 passes 2-1-1**6. COA 2025-82: 0 Main St**

Request from the Town to remove and replace two trees along Main Street. The first tree is located in front of 45 Main Street, and the 2nd is located at 81A Main Street. The current root system is creating a trip hazard due to uneven bricks.

Mr. Wharton, Town project coordinator, gives a brief overview explaining the reason for the tree removal.

Mr. Beidler asks about the size of the proposed tree wells.

Mr. Wharton responds providing the planned dimensions.

Mr. Beidler asks for details on the material under the existing sidewalks.

Mr. Wharton responds providing the requested details.

Mr. Beidler questions if the sidewalk will be reset.

Mr. Wharton responds, yes.

Mr. Wharton clarifies only the certain trees listed have a negative effect on the bricks.

Mr. Hemmingson asks for clarification on the tree placement.

Mr. Wharton responds outlining the proposed locations.

Mr. Beidler moves to approve COA-25-82 with the presented approval conditions, Seconded by Mr. Wojcik.

The vote was as follows:

Ayes: Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent: Ms. Karen Lavarnway, Chair

COA 2025-82 passes 3-0-1

UPDATES.

1. The next ARB meeting will be held Thursday, December 11th.

APPROVAL OF MINUTES.

1. ARB Meeting Minutes – July 24, 2025 and August 28, 2025.

Mr. Beidler suggests reviewing the meeting and bringing them back to the next meeting for approval.

BOARD MEMBERS TIME.

Mr. Wojcik reiterates his Arlington Manor concerns. Mr. Beidler and Mr. Wojcik have a brief discussion.

ADJOURNMENT.

Mr. Beidler moves to adjourn the meeting. There was no discussion.

With no further business, this meeting was adjourned at 8:06 PM on Thursday, October 23, 2025.



ARCHITECTURAL REVIEW BOARD MEETING

21 Main Street

Thursday, December 04, 2025, at 6:30 PM

MINUTES

AN OPEN MEETING OF THE ARCHITECTURAL REVIEW BOARD OF THE TOWN OF
WARRENTON, VIRGINIA, WAS HELD ON DECEMBER 04, 2025

Regular Meeting

PRESENT

Ms. Karen Lavarnway, Chair, Mr. Michael Beidler, Vice-Chair; Mr. Steve Wojcik; Mr. William Hemmingson; Ms. Casey Squyres, Historic Preservation Planner

PRESENT VIA

ELECTRONIC MEANS

ABSENT

REGULAR MEETING – 6:30 PM

Mr. Michael Beidler reads the purpose statement and calls the meeting to order at 06:30PM, a quorum is present, and business can be conducted.

APPROVAL OF MINUTES

1. ARB Meeting Minutes Draft – July 24, 2025

Mr. Beidler moves to approve the draft minutes as submitted, seconded by Mr. Wojcik.

The vote was as follows:

Ayes: Ms. Karen Lavarnway, Chair, Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent:

2. ARB Meeting Minutes Draft – August 28, 2025

Mr. Beidler moves to approve the draft minutes as submitted, seconded by Mr. Wojcik.

The vote was as follows:

Ayes: Ms. Karen Lavarnway, Chair, Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent:

NEW BUSINESS.

1. COA 2025-84: 47 S. Third Street

Request to install new metal bracket and hanging sign.

Ms. Squyres provides a brief overview of the application.

Mr. Beidler asks for clarification on the location of the proposed sign.

Ms. Squyres provides the clarification.

Mr. Hemmingson comments on the lack of consistency of the approved sign brackets.

Mr. Beidler asks who sets the standard for attachment of signage.

Ms. Squyres responds briefly outlining the codes guiding the standards.

Mr. Beidler moves to approve COA-25-84 with the presented approval conditions, Seconded by Mr. Hemmingson.

The vote was as follows:

Ayes: Ms. Karen Lavarnway, Chair, Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent:

COA 2025-84 passes 4-0-0.

2. COA 2025-93: 9 Culpeper St.

Request to install a new metal bracket and hanging sign.

Ms. Squyres provides a brief overview of the application.

Ms. Lavarnway asks for any discussion.

Mr. Beidler asks about the proposed location of the sign and proposes another location.

Ms. Squyres notes that the proposed location will not meet height requirements outlined in the zoning ordinance.

Mr. Wojcik moves to approve COA-25-93 with the presented approval conditions, Seconded by Mr. Beidler.

The vote was as follows:

Ayes: Ms. Karen Lavarnway, Chair, Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent:

COA 2025-93 passes 4-0-0

UPDATES.

1. Confirmation of 2026 ARB Agenda Dates

Ms. Squyres provides a brief explanation of the proposed 2026 agenda.

Mr. Wojcik moves to approve the 2026 agenda as presented, seconded by Mr. Beidler.

The vote was as follows:

Ayes: Ms. Karen Lavarnway, Chair, Mr. Michael Beidler, Vice Chair; Mr. Steve Wojcik; Mr. William Hemmingson

Nays:

Abstention:

Absent:

2. Warrenton Preservation Alliance Presentation

Ms. Squyres provides a brief summary of the Warrenton Preservation Alliance.

Mr. Joe Ficarelli comes forward to provide further information.

Mr. Beidler offers assistance based on previous experience with similar groups.

Discussion of the project continues.

3. Certified Local Government Discussion

Ms. Squyres briefly discusses a recently attended workshop and potential projects to maintain CLG status.

BOARD MEMBERS TIME.

Mr. Beidler discusses the status of the 39 S. Chestnut St project, expressing his concern over the expansion of project scope.

Mr. Wojcik provides an update on the ongoing addition to his home.

Ms. Lavarnway expresses her thanks to board members and staff for her time on the Architectural Review Board.

ADJOURNMENT.

Ms. Lavarnway moves to adjourn the meeting, seconded by Mr. Beidler. There was no discussion.

With no further business, this meeting was adjourned at 7:19 PM on Thursday, December 04, 2025.

DRAFT



Community Development
Department

STAFF REPORT

Meeting Date:	January 22, 2026
Agenda Title:	COA 25-97 53 E. Lee Street
Requested Action:	Review proposal for the request to convert rear elevation window to a door.
Department / Agency Lead:	Community Development
Staff Lead:	Casey DeHaven (Squyres), Planning Manager

EXECUTIVE SUMMARY

The applicant is requesting approval to convert a rear-elevation window on the building addition to a door to allow for egress for a new non-profit that will be occupying that section of the building.

BACKGROUND

This resource was constructed in c.1852. Historically, this building was used as Ullman's Store. This is listed as "Grocer" in 1886-1924 Sanborn map. In 1931, it is listed as a Department Store. This resource represents a typical mid-nineteenth-century commercial-style building within the district. This resource retains integrity of location, design, setting, materials, workmanship, feeling, and association. It falls within the district's period of significance and contributes to the commercial character of the district. Although it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C for architecture.





DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.	Historic District Guideline
B. WINDOWS & DOORS	3.21	

Historic District Guideline	Page No.	Historic District Guideline
7. Design new windows, doors, and other elements to be compatible with the original building.		9. Install additional windows or doors on façades of limited historic interest, usually only in minimally visible rear or side walls. Their design should be compatible with the overall design of the building. Locate new doors and windows to be consistent with the historic architectural style and rhythm of the building. Be careful not to significantly increase the amount of glazing as it will negatively affect the historic integrity of the building by changing the overall design of the building.

STAFF RECOMMENDATION

Staff recommends approval of **Certificate of Appropriateness 2025-97** for the request to convert the window at the rear elevation to a door at **53 E. Lee Street**, all as described and depicted in the application, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) Any additional conditions...

ATTACHMENTS

1. Attachment 1 – Photos
2. Attachment 2 – Draft Motion Sheet

Vicinity Map – Street View



Photos/Plans (*Please see Applicant provided plans for high resolution – not all Applicant-provided plans and drawings are shown here):

Existing Conditions



Front Facade along Lee street



Existing Conditions



Front Facade along Lee street

Existing Conditions



Front Facade along Lee street

Existing Conditions



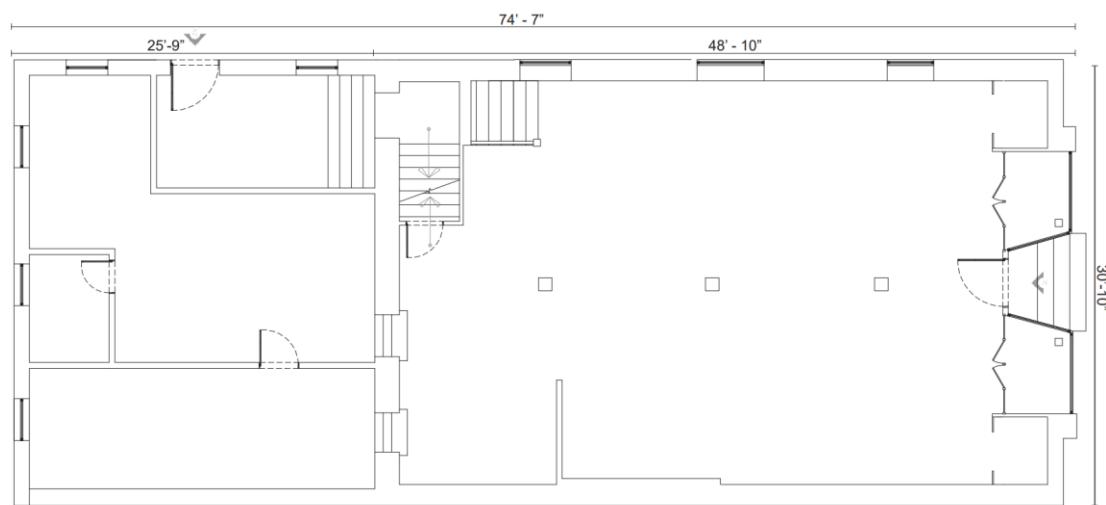
Side facade along parking lot

Existing Conditions

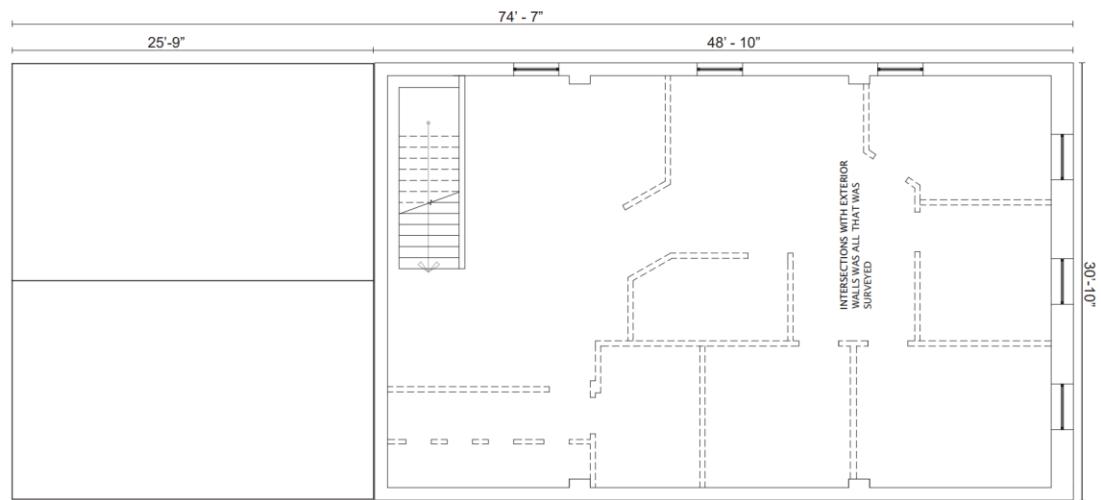


Rear facade

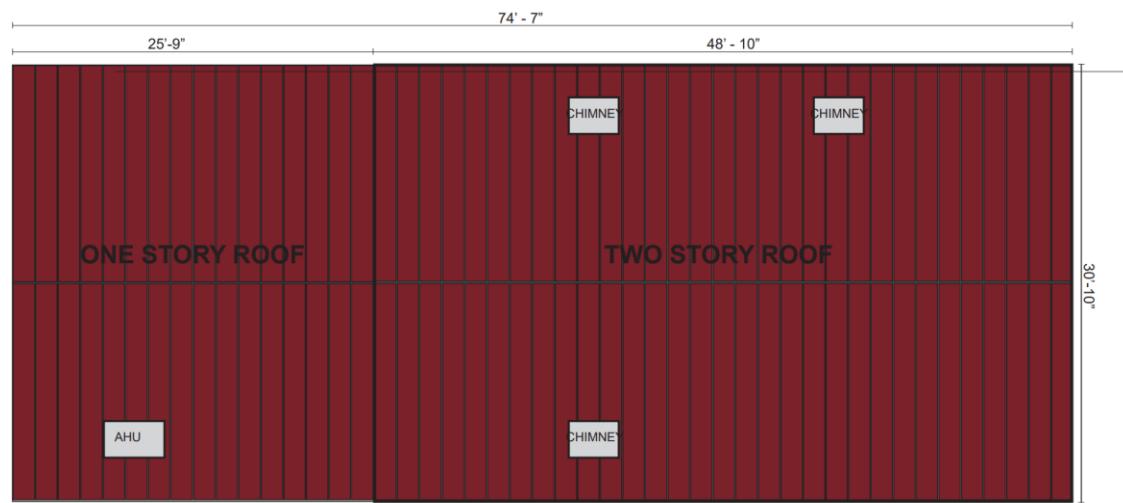
Existing Conditions: Existing Ground Floor Plan



Existing Conditions: Existing 2nd Floor Plan



Existing Conditions: Existing Roof Plan





Hover Image to Zoom

30 in. x 80 in.
Mediterranean Knotty
Alder Arch Top 2 Panel
Left-Hand/Inswing Grey
Stain Wood Prehung
Front Door

by **Krosswood Doors**

Related Videos & 360° View



Product Images

ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS 25-97

January 22, 2026

MOTION TO APPROVE

I move to approve the application for **Certificate of Appropriateness 2025-97** for the request to convert the window at the rear elevation to a door at **53 E. Lee Street**, all as described and depicted in the application, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) Any additional conditions...

Motion to Approve By:

Seconded By:

For:

Against:

Abstained:



**ARCHITECTURAL REVIEW BOARD
CERTIFICATE OF APPROPRIATNESS**

COMMUNITY DEVELOPMENT DEPARTMENT
18 Court Street, Lower Level
Warrenton, VA 20186

COA # _____
Zoning # _____
Assoc. Permit # _____

Phone: 540-347-2405
Email: planning@warrentonva.gov
Facsimile: 540-349-2414

The Architectural Review Board (ARB) meets every 4th Thursday at 7:00pm in Town Hall (18 Court Street). Applications requiring ARB are due by the 1st day of each month (or the first business day immediately following) prior to the meeting. Each applicant or a representative, who has the authority to commit the applicant to changes as recommended or required by the ARB are required to attend this meeting or the application will be deferred. Please read the [Warrenton Historic District Guidelines](#) for additional information Historic District requirements.

The following materials are required in addition to a complete, signed application (check if submitted):

- Photographs of the area of work.
- Plans, drawings, product information sheets, and/or samples (Two hard/one digital copy).
- Accompanying permit applications (if required; this application also serves as a zoning permit).

Project Owner

Address/Location: 53 E. Lee St, Warrenton, VA 20186 GPIN: _____

Name: David Elliott Email: davidselliott@gmail.com

Address: 5057 Thornton Way, Broad Run, VA 20137 Phone: 207-651-8765

Applicant (If different then above)

Name: _____ Email: _____

Address: _____ Phone: _____

Applicant's Representative (If different then above. Must have authority to commit the applicant to make changes that may be suggested or required by the ARB)

Name: _____ Email: _____

Address: _____ Phone: _____

Complete description of each modification or improvement

I would like to remove a broken window (not original) on the rear addition and replace it with a door that reflects the church architecture across the street. I think this door would blend in the best with the curved brick and immediate area.

Is there an application relevant to this property pending or contemplated before another Town Board?

Yes No If so, specify: _____

Signature of Property Owner

David Elliott

Name (Print or Type)

Signature of Applicant/Agent

Name (Print or Type)



Hover Image to Zoom

30 in. x 80 in.
Mediterranean Knotty
Alder Arch Top 2 Panel
Left-Hand/Inswing Grey
Stain Wood Prehung
Front Door
by **Krosswood Doors**

Related Videos & 360° View



Product Images

