



COUNTY OF PRINCE WILLIAM
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PLANNING
OFFICE

Stephen K. Griffin, AICP
Director of Planning

ARCHITECTURAL REVIEW BOARD

BRIEF

**Development Services Building
Conference Rooms 107 A & B**

**July 15, 2008
Regular Meeting**

In Attendance

Chairman Johnson, Members Borkowski, Colangelo, Long (arrived @ 7:12 p.m.), Peck

John Lassiter – Staff Liaison; Toni Brzyski – Board Secretary

Citizens/Guests – David Blake, Linda Wright

Call to Order

7:00 PM

Quorum present.

Approval of Agenda

Approve agenda with amendments.

RES 08-022

Approve the Agenda for the July 15, 2008 Meeting as Amended – APPROVED - MOTION CARRIED [VOTING RECORD: Motion Borkowski, Colangelo; By Acclamation; Absent from Vote Long; Absent from meeting Naylor]

RES 08-023

Approve the June 11, 2008 Meeting Brief and Resolutions as Circulated – APPROVED - MOTION CARRIED [VOTING RECORD: Motion Borkowski, Colangelo; By Acclamation; Absent from Vote Long; Absent from meeting Naylor]

Citizens' & Visitors' Time

Buckland Report – David Blake, Buckland Preservation Society (BPS), provided an update on the Buckland project; invited members to visit Buckland and distributed a variety of handouts about Buckland.

Mr. Blake indicated the BPS is interested in support and direct involvement by the Architectural Review Board in the Buckland project.

Chairman Johnson suggested the BPS provide something in writing to the Architectural Review Board (ARB).

Citizens' & Visitors' Time (continued)

John Lassiter suggested a field trip to the Buckland Historic District.

National Trust Workshop – Linda Wright distributed copies of information about a previous National Trust for Historic Preservation Community & Countryside workshop. Plans are underway for a workshop probably to be held in early September in Warrenton.

Chairman's Time

Welcome - Chairman Johnson reported she spoke with and welcomed new member Gene Rainville who was unable to attend tonight's meeting but plans to be at the August meeting.

Vice Chairman's Time

No report.

Committee Reports

None.

Staff Time

Orientation – John Lassiter reported he is putting together new handbooks for members.

Training Requirements – Mr. Lassiter reminded members they each have a training requirement and advised he will be contacting members individually to discuss this requirement.

Mr. Lassiter has been in contact with Camille Bowman, State CLG Coordinator, about holding a workshop in our area, however, she has changed jobs and may not be available to do training.

Announcements

None.

Old Business

Strategic Plan Development – Chairman Johnson reported Larry Borkowski has been researching this subject and reviewed mission statements as well as strategic plans from various localities (see agenda package) and favored Fauquier County's Mission Statement. Ms. Johnson requested members provide additional comments for her to compile for the next meeting.

Mr. Lassiter suggested developing a three (3) year strategic plan and members agreed. Parameters for the year were discussed (October 1 – September 30; January 1 – December 31; July 1 – June 30.)

Final decision was to design a one (1) year plan beginning October 1 and then work up to a two (2) year and three (3) year plan. Ms. Johnson plans to have a draft available for the next meeting.

New Business

FY 2009 Budget – John Lassiter advised members of budgetary constraints for fiscal year 2009 especially in the stipend category. It is unclear how many meetings the ARB should hold.

Discussion followed about whether members have to be paid a stipend and whether staff is available for meetings if the stipend funding is gone but the ARB members choose to meet.

National Trust – Mr. Lassiter distributed information about National Trust Forum Online and discussion followed about the ARB investing in this membership.

Bylaws – Chairman Johnson requested members review the edits to the bylaws and provide comments. There was discussion about including an attendance requirement. Discussion then followed about ARB member Karen Naylor who has been unable to attend the last five ARB meetings including tonight's.

RES 08-024

To request staff prepare a letter of resignation for Ms. Naylor's signature following a conversation with her requesting her intentions in this matter - APPROVED – MOTION CARRIED
[VOTING RECORD: Motion Peck, Borkowski; By Acclamation; Absent from Vote None; Absent from meeting Naylor]

Submission Requirements – Members discussed proposed edits to the submission requirements for issuing a certificate of appropriateness in historic overlay districts. Part of the update to these requirements should include requesting photographs of existing conditions.

Field Trip – It was suggested that contact be made with the Buckland Preservation Society to arrange a day time visit, for the ARB and interested parties, to the Buckland Historic District.

Meeting Schedule

Next Meeting – Several members are unavailable for the regularly scheduled meetings in August and September. There will be no meeting in August and the September meeting will be held on the 17th instead of the 10th.

Adjournment

9:07 PM