

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES

May 1, 2023

The meeting of the Stafford County Architectural Review Board of Monday, May 1, 2023, was called to order at 6:00 pm by Kathy Baker, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Doris McAdams, Kim Taylor-Wilson, Al Bain, Linda Burdette

MEMBERS ABSENT:

STAFF PRESENT: Nancy Kotting, Crissy Kendall, Kathy Baker

GUESTS PRESENT:

CALL TO ORDER

Mrs. Baker called the meeting to order at 6:00PM.

ROLL CALL OF MEMBERS

Ms. Kendall called roll and stated there was a quorum present.

ORGANIZE ARB

➤ Election of Officers

Election of Chairperson

Al Bain nominated Linda Burdette. Kim Taylor-Wilson seconded.

Motion passed 4-0.

Election of Vice Chairperson

Doris McAdams nominated Al Bain. Kim Taylor-Wilson seconded.

Motion passed 4-0.

Election of Secretary

Doris McAdams nominated Kim Taylor-Wilson. Al Bain seconded.

Motion passed 4-0

➤ ARB By-Laws and Rules of Procedure - Review

Members are concerned about being short of members. The board currently has 3 vacancies. Mrs. Baker has reached out to the Community Engagement Office and asked them to get the word out on social media that the Board is recruiting members. Ms. Kotting has reached out to the Board of Supervisors for them to appoint members. The ARB can decide to change the bylaws to require less than seven members but it would need to go through the Board of Supervisors. Members were reminded that members don't represent districts so they can live in the same district.

Ms. Burdette pointed out that one of the members is require to be an architect or architectural

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historian that lives in Stafford. She has found a list of architects in the state but none that reside in Stafford. She suggests that bylaw be changes. Mrs. Baker needs to research the State Code to see if the requirement can be changed.

➤ ARB 2023 Calendar

Al Bain made a motion to change the July 3 meeting date to July 10. Doris McAdams seconded. Motion passed, 4-0.

➤ ARB 2023 Work Plan

-Review County Code / Ordinance for Overlay Districts

Ms. Kotting continues to review the ordinance for overlay districts for changes to State Code or Department of Interiors standards that might affect our ordinances. She asks members to look over our current code and submit any comments/recommendations to her.

-Review and update Design Guidelines

The ARB design guidelines date back to 1993 and need to be updated. Ms. Kotting will be working on branding the guidelines to Stafford County to include local and anecdotal history. She has two goals in the redesign of the guidelines. She wants to make them user-centric. She doesn't want them to be a reference book but something that is enjoyable to read in language that is not academic but in layperson language. She would also like to include sections on the maintenance of various materials to bolster the educational impact of the document. It could be a reference for someone who is considering purchasing property in one of the overlay districts. The purchaser would then have an idea of what's involved, what kind of maintenance is expected and what are the Secretary of Interior standards. The new guidelines would explain in lay terms the whats, whys and hows of what the ARB does.

Ms. McAdams suggested a field trip to tour the **historic overlay district**.

Ms. Taylor-Wilson mentioned solar needs to be added to the guidelines. Ms. Kotting has looked into what other historic districts are doing. In other historic districts solar panels cannot be visible on the primary façade. They can be placed on a rear angle incline as long as it doesn't have any permanent effect on the roofing material.

The members will review the ordinance for the overlay district and the design guideline for the overlay district. All comments should be forwarded to Ms. Kotting.

➤ New Member Recruitment

Discussed during bylaws discussion.

➤ Historic District Overlay recommendation: Sherwood Forest

Ms. Kotting gave a presentation on Sherwood Forest. She recommended the ARB consider

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referring Sherwood Forest to the Board of Supervisors for rezoning to be included in the historic overlay. There are three parcels she recommends be included in the overlay district. One is a small cemetery. The other is a carved-out parcel that contains the smokehouse, the wellhouse and the kitchen with slave quarters above the kitchen. The larger parcel contains the dairy complex and contributing structures. The property was deemed eligible for the National Register in 1994. The criteria for the Board of Supervisor to create a historic overlay district states the property is eligible for or listed on the National Register of Historic Places and meet other attributes or circumstances to be considered. Sherwood Forest meets all the criteria. The owner, an acquisition company, has done a tremendous amount of work in stabilizing the structures that exist in the small parcel. This site has both architectural and archaeological resources that are candidates for further study. There were seven slave quarters on the property, one is still standing. The Ball family owned the property and it was occupied during the Civil War as both a hospital and a Calvary post. The property shows a full spectrum of events that happened in Stafford County.

Mr. Bain would like a chance to read through all the information provided before deciding to move forward. Ms. Kotting is available if any of the members have any questions.

➤ Annual letter to Historic Overlay District property owners

Ms. Kotting provided a draft letter to be sent to property owners in the Historic Overlay District. The letter contains verbiage that addresses the requirement for a COA for minor work. There is a clause for staff approval of minor work. All major work will still be reviewed by the ARB. Members suggested minor edits and the letter will be mailed out this week.

➤ Review CLG ARB training requirements and opportunities

ARB members should attend at least one recommended training session each year. These training sessions are emailed to the members throughout the year. The training sessions are also available for viewing on YouTube after the original session is complete. Mrs. Baker will send the members the CLG requirements and what classes are authorized.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

UNFINISHED BUSINESS

None

REPORTS BY ARB MEMBERS

Ms. McAdams reports the truck/trailer with the business sign is no longer parked at Dunbar's Kitchen.

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146 Ms. Taylor-Wilson recently visited one of the area museums. The artifacts had been scanned in so that
147 visitors can experience picking up and holding the items. She hopes this technology can someday be
148 used so people visit the historic buildings virtually.

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150 APPROVAL OF MINUTES

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152 Al Bain motioned to approve the minutes from August 1, 2022.

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154 Doris McAdams seconded the motion.

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156 Minutes approved (4-0).

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158 ADJOURNMENT

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160 With no further business to discuss the meeting adjourned at 7:38pm.