

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES

June 5, 2023

The meeting of the Stafford County Architectural Review Board of Monday, June 5, 2023, was called to order at 6:07 PM by Linda Burdette, in the Activities 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

GUESTS PRESENT:

CALL TO ORDER

Ms. Burdette called the meeting to order at 6:07 PM.

ROLL CALL OF MEMBERS

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

ORGANIZE ARB

- Term Renewals
Members were automatically renewed in January.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

- Request to remove one parcel from Overlay District Brockman's Fort (Previously approved by BOS)

The property owner has requested the smaller parcel removed from the historical overlay district. This has been approved by the BOS and is in process. Board members are concerned that anyone can just request removal from an overly district. Ms. Kotting proposed a work session to review county code ordinances for overlay districts. Members will work with Ms. Kotting via email to pick a date for the work session. This item is for informational purposes only.

UNFINISHED BUSINESS

- ARB 2023 Work Plan Updates
 - Review County Code / Ordinance for Overlay Districts
See above.

Architectural Review Board Minutes
June 5, 2023

- Review and update Design Guidelines – Staff update

Ms. Kotting is charged with reviewing and updated the County’s design guidelines. She presented a draft of the document she’s been working on. The final product will be branded for Stafford County with graphs and illustrations. She asked the Board members to review the draft prior to the next meeting and be prepared to discuss, make additions, and ask questions about the document. This document can be used by the public to understand what the COA process is and why the county uses the overlay districts. The final document will need to go before the Board of Supervisors for approval.

- New Member Recruitment

Stafford County sent out an email and posted to social media that they are looking for volunteers.

- Historic District Overlay recommendation: Sherwood Forest PPx

Ms. Kotting has started working on a presentation of Sherwood Forest in hopes of the Board of Supervisors designate two of the parcels as a historic resource overlay district. The two parcels are a combined total of 540 acres, with 14 structures and 10 archaeological sites. The structures include the main house, dairy barn and slave quarters. There were a total of 50 enslaved individuals in the 1850 census. This ordinance does not require the owner’s permission. Al Bain made a motion that the Board recommends Sherwood Forest for designation as a historic resource overlay district, including the viewshed. Kim Taylor-Wilson seconded the motion. Motion passed (4-0). The Board requested Ms. Kotting keep them updated with the date this will be presented to the BOS so they can be in attendance.

REPORTS BY ARB MEMBERS

The Board members requested a tour of Stafford County’s historic overlay districts. A tour of all districts cannot happen in one day. Ms. Kotting will plan out tours and coordinate schedules with Board members via email.

APPROVAL OF MINUTES

Al Bain motioned to approve the minutes from May 1, 2023.

Doris McAdams seconded the motion.

Minutes approved (4-0).

ADJOURNMENT

With no further business to discuss the meeting adjourned at 7:24pm.