

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
July 10, 2023

The meeting of the Stafford County Architectural Review Board of Monday, July 10, 2023, was called to order at 6:01 PM by Linda Burdette, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

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

MEMBERS ABSENT:

STAFF PRESENT: Nancy Kotting, Vicki Sowers

GUESTS PRESENT: B.L. Trahos

CALL TO ORDER

Ms. Burdette called the meeting to order at 6:01 PM.

ROLL CALL OF MEMBERS

Ms. Sowers called roll. There wasn't a quorum present at the start of the meeting. A quorum was reached when Ms. McAdams arrived at 6:37.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

- COA Application (signage) review 104A West Cambridge

The applicant has two signs they would like to install at 104A West Cambridge. Both signs will be installed to the rear of the building at their entry door. Sign A is composed of ¾ inch thick, white, medium-density overlay panel, which is wood covered with a resin finish, and it will have custom printed vinyl graphics on top. The brackets are 20-inch universal straight arm bracket with a pair of collars textured in black powder coat. They are contemporary by design. They are not replications of historic site brackets. One of the signs is 24 inches in diameter, the other is 20 inches in diameter. The property lies within the Falmouth Historic Resource Overlay District. The property has frontage on West Cambridge. It is zoned B2-Urban Commercial. Guideline 8 of the Stafford County Historic Design Review Guidelines recommend installing new signage based on documented precedent or compatibility in scale, size, color and detail with the original structure. Installation should not damage or obscure character defining features of the building. Guideline number 11 recommends that attachments to structure should not mask, damage or destroy character defining features of the building. In addition to county guidelines, the Secretary of Interior Standards for Preservation note that sign materials should be compatible with those of the historic building using materials characteristic of the building's periods and style. The standards also recommend that new signage should be attached to the building carefully to prevent damage. Fitting should penetrate mortar rather than brick for example. Staff recommendation is that the applicant's proposal appears to be following the majority of the design review guidelines.

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However, staff would recommend the Tapcon fastener penetrate the mortar joints rather than the brick itself. With that stipulation staff would recommend approving this application.

Mr. Bain made the motion to approval with the stipulations that the material used to hang the sign should be non-rusting, black or silver and sturdy enough to last as long as the sign does and that the fasteners be placed in the mortar. Ms. McAdams seconded. Motion passes (4-0).

- COA Application (fencing) review 117 Carter Street

This application is for a Certificate of Appropriateness (COA) for 117 Carter Street for the installation of fencing along the rear lot line of TM Parcel 53D-1-46. The fence is to be composed of wood panels installed flat on stringers between wood posts with no gap. Images show all boards have a flat cut top, capped with a sacrificial wood strip; bottom edge of each board is scallop cut; posts show decorative caps. The applicant is installing a fence similar to the adjacent property. This structure and the adjacent property are non-contributing in the district. The fencing materials and height are appropriate for the installation.

Mr. Bain made the motion to approve the application with the stipulation that if stain or paint is applied to the fence they must be historically consistent. Ms. McAdams seconded. Motioned passed (4-0).

UNFINISHED BUSINESS

- ARB 2023 Work Plan Updates

- Review County Code / Ordinance for Overlay Districts

Ms. Kotting hasn't received any input. Now is a good time to review and recommend changes since other changes are currently being considered by the Board. A work session will be scheduled via email to review.

- Review and update Design Guidelines – Staff update

Ms. Baker is researching if the Falmouth design guidelines were ever fully adopted by the Board. In the meantime, we will refer to the ordinance that was created by the ARB in 1993.

Mr. Bain had a few questions. In Section 28-58, Item B - ARB members shall be for three years and shall be staggered. Does that mean a person can only be on the ARB for three years or does that mean they can only be the secretary, for example, for three years and if so why does it matter if it is staggered? Ms. Burdette said the "shall be staggered" piece refers to the 3-year term on the ARB. This is in place so the Board doesn't consist of all new members at the same time. It insures there will always be someone with experience on the Board.

It is also written that there should be seven members, one should be a registered architect and one should live in a historic district. Mr. Bain wondered if this is something that can be changed as it's almost impossible to achieve. Ms. Kotting said the ARB can review the Ordinance and make suggestions for changes to the Board of Supervisors. She feels it is really important to have an architect on the Board. Mr. Bain questioned whose responsibility is that to find and recruit an architect that lives in this area.

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Ms. Burdette has done some research on finding an architect in Stafford. We might try an architectural firm based in Fredericksburg that may have an associate that lives in Stafford.

Ms. Kotting will schedule a work session for the ARB members to review the Ordinance and create a list of suggested changes to present to the Board of Supervisors for approval.

- New Member Recruitment

Mr. Bain introduced B.L. Trahos. B.L. has filled out the application and is scheduled to go before the Board on August 15 for approval.

- Historic District Overlay recommendation: Sherwood Forest/Staff Update

Ms. Kotting has not heard from the property owner concerning the letter. We are nearing the 30-day mark. Ms. Kotting is going to reach out via phone to have a conversation prior to moving forward with submitting the recommendation to the Board.

- Re-cap of Overlay District Tour (s)

The ARB members enjoyed the tour and are looking forward to the next one. Ms. Kotting will schedule the next tour.

REPORTS BY ARB MEMBERS

It was reiterated that Board members really enjoyed the tour.

Ms. Kotting mentioned the work being done on the cemetery database.

APPROVAL OF MINUTES

Al Bain motioned to approve the minutes from June 5, 2023.

Kim Taylor-Wilson seconded the motion.

Minutes approved (4-0).

ADJOURNMENT

With no further business to discuss the meeting adjourned at 7:05 pm.