

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
October 2, 2023

The meeting of the Stafford County Architectural Review Board of Monday, October 2, 2023, was called to order at 6:15 PM by Linda Burdette, in the Activities Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Doris McAdams, Al Bain, Linda Burdette

MEMBERS ABSENT: Kim Taylor-Wilson and Mark Ethridge

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT: None

CALL TO ORDER

Ms. Burdette called the meeting to order at 6:15 PM.

ROLL CALL OF MEMBERS

Ms. Burdette called roll and stated there was not a quorum present.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Welcome New ARB Member: Mr. Mark Ethridge
Mr. Ethridge was absent.
2. Review of ARB By-Laws – Revision Recommendations

Mr. Bain would like to propose changes to the by-laws:

Article 1, Section 1 currently states that the Board shall be seven members. Out of the seven members, at least one member shall be an architect or architectural historian. One member shall be a Planning Commissioner and one member shall reside in a Historic Overlay District. The remaining four members shall be at-large, but must possess a demonstrated knowledge, interest or competence in historic preservation. This composition has created a situation where on many occasions there's only four members and if one member is absent we do not have a quorum. Mr. Bain suggested other than the Planning Commissioner who is appointed, the other six members truly be at-large. It was also suggested that having an architect or architectural historian (working or retired) is desirable but not a requirement.

Article 2, Section 3 says a majority of the ARB members shall constitute a quorum. The Board would like to change "members" to "current members" so that empty positions don't count when trying to reach a quorum.

Article 5, Section 1 says any amendments have to be in writing 30 days prior. This should be changed to 20 days.

UNFINISHED BUSINESS

1. Counting House Request for Proposals – Pending Issuance Date

Capital Projects is working on this. The final draft should be forwarded to Procurement and Legal by the end of this week and then the RFP will be posted to the Virginia Procurement Website (eVA.gov). Ms. Kotting has reviewed the draft and offered language changes so that its very clear that this is a property that needs to be restored according to standards and the applicant needs to have demonstrated experience. Applicants will make a proposal for what they intend to do with the building. There will be a full evaluation process with an onsite pre-application meeting for potential applicants where they can meet and ask questions about the project. It is currently zoned B2 and they will be allowed to put in a little bit of parking.

2. ARB 2023 Work Plan Updates

a. Design Guidelines: Edit and Expand Current Falmouth Guidelines to Include All Historic Resource Overlay Districts and National Period Architectural Style

When someone fills out a COA they are given a very basic packet with Secretary of Interior Standards. No context/no illustrations. We have a design guideline done specifically for Falmouth that's really good. It has lots of photographs and really good diagrams. Ms. Kotting would like to broaden the Falmouth guidelines so that it can be used by property owners across the County that are in an Overlay District. She would like to break it down by materials and building type making it an educational document that is interesting to non-historic property owners. It can be given out as an educational piece to people who are interested in purchasing an older structure in Stafford County but may want to understand how Architectural Review is done. Ms. Kotting will pull everything together and get it into a logical order. She asks if the Board members can review to make sure it doesn't sound too technical and to apply a local eye to reaffirm that it applies to Stafford. The Community Engagement department will be able to brand the document with Stafford logos. The hope is to create something that is interesting and readable to property owners and the Board of Supervisors. Ms. Kotting will be forwarding the document in sections to members for review. The goal is to have the final draft by December 1 to hand off to Community Engagement. Ms. Kotting reminded members not to "reply all" since there is some question if that constitutes a meeting.

3. Historic District Overlay recommendation: Sherwood Forest / Update - Linda Burdette

Sherwood Forest Historic District Overlay was sent to the Economic Development department for review. Ms. Burdette has repeatedly reached out over the last couple of months for a status update and has been unable to reach anyone in the department. Ms. Burnette is very frustrated that the department is ignoring a request to discuss this issue. She will continue to reach out to the department or to Meg Bohmke if necessary.

REPORTS BY ARB MEMBERS

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100 Nothing further.

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102 APPROVAL OF MINUTES

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104 The members were unable to vote on approval of the July 10, 2023 minutes due to lack of quorum.

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106 ADJOURNMENT

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108 With no further business to discuss the meeting adjourned at 6:55 pm.