

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES

January 8, 2024

The meeting of the Stafford County Architectural Review Board of Monday, January 8, 2024, was called to order at 6:06 PM by Linda Burdette, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

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

MEMBERS ABSENT:

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT: Stafford County citizen Pam

CALL TO ORDER

Ms. Burdette called the meeting to order at 6:06 PM.

ROLL CALL OF MEMBERS

Ms. Burdette called roll and stated there was a quorum.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Staff Liaison Guidelines & Basic Legal Information for BACC
Staff Liaison Guidelines and Basic Legal Information was distributed for the members to review.
No action needed.
2. Election of Chair
Al Bain nominated Linda Burdette. Mark Ethridge seconded. Motion passed 5/0
3. Election of Vice Chair
Al Bain nominated Mark Ethridge. Kim Taylor-Wilson seconded. Motion passed 5/0.
4. Election of Secretary
Linda Burdette nominated Kim Taylor-Wilson. Al Bain seconded. Motion passed 5/0.
5. Review of By-Laws
Bylaws were reviewed at last meeting. No discussion needed. Linda Burdette suggested since one of the empty seats requires it be filled by someone who lives in a Historic Overlay District we should include information about the Board vacancy in the yearly letter sent to all the Historic District property owners. Everyone agreed this was a great idea. Nancy will add the line to the letter.

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6. State Survey and Planning Cost Share Program 2024-2025: Opportunity to fund (50%) update of county historic resources survey
- The ARB is responsible for instigating continuing survey of the cultural resources in Stafford County according to survey guidelines established by the Virginia Department of Historic Resources. The survey is recommended to be done every 10 years. The last time a countywide one was done was 1992. The survey will cost between \$30-40,000 or more and the cost will be split between the County and the Department of Historic Resources. There was a survey of slavery related resources done in 2015 and the BOS covered the cost. All Board member agreed it needs to be done. There could be a significant number of resources that have aged in to being potentially eligible in the last 30 years that the County is completely unaware of. Ms. Kotting recommended they each speak to their District Supervisor personally about getting their support. She will help prep the members on what the requirements are for application so they are prepared to present and are able to answer any questions. No vote needed at this time. A vote will be needed once the 2024 application is available for Ms. Kotting to start the application process.

UNFINISHED BUSINESS

1. Professional Qualifications for Architectural Historian as potential ARB member
The Board is interested in seeking permission from the BOS to hire an architect to consult on COA applications on a case by case basis. The ordinance would need to be amended by the BOS to change the requirement of having a historical architect on the Board. The architect would need to be at any meetings when an application is being reviewed. This doesn't happen very often, maybe once per year. Ms. Taylor-Wilson is going to write up what qualifications are needed to for the potential ARB member and research a ballpark cost of hiring the historical architect on an as-needed basis. She will have this information available for the next meeting.
2. Certified Local Government Annual Report – pending completion
Ms. Kotting reminded members to send her information on any training they completed in the past year.
3. Guidelines Update
No update at this time.

REPORTS BY ARB MEMBERS

Tonight's meeting will be Mr. Bain's last as a new PC representative will be appointed at Wednesday's Planning Commission meeting. Mr. Bain was thanked for his service.

APPROVAL OF MINUTES

Al Bain motioned to approve the December 4, 2023 amended minutes.
Doris McAdams seconded the motion. Minutes approved 5/0.

ADJOURNMENT

With no further business to discuss the meeting adjourned at 6:46 pm.