

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
February 5, 2024

The meeting of the Stafford County Architectural Review Board of Monday, February 5, 2024, was called to order at 6:04 PM by Linda Burdette, in the Activities Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Linda Burdette, Doris McAdams, Kim Taylor-Wilson, Mark Ethridge and Billy Shelton

MEMBERS ABSENT:

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT:

CALL TO ORDER

Ms. Burdette called the meeting to order at 6:04 PM.

ROLL CALL OF MEMBERS

Ms. Kendall called roll. There was a quorum.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Welcome new member Billy Shelton
2. RFP for Counting House Restoration Issued, COA will be required

The RFP for Counting House has been issued. Staff members will be onsite tomorrow at 10am to meet with applicants to answer any questions they may have. Proposals are due February 27 and all questions regarding the RFP must be submitted in writing before February 20. Applicants must have the ability to do a full restoration in compliance with the Secretary of Interior Standards for Adaptive Use and the outcome can be lease or ownership or both. It can only be used for a professional office and there is the option for some parking.

UNFINISHED BUSINESS

1. Professional Qualifications for Architectural Historian as potential ARB member

Ms. Taylor-Wilson put together a mini-RFP to help in the search for a historical architect. The information included the purpose, background and list of requirements from protentional offers. This person would be available to consult when the ARB would need advisement on COAs. This contractor or ARB member would be on an as-needed basis. The next step is to get an idea of what this would cost and what the ARB is willing to pay for those services. Once we have a dollar figure Ms. Kotting will

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looking into remaining budget or a budget request for next year. Ms. Taylor-Wilson will forward the information to Board members after the meeting.

Ms. Burdette would like to streamline everything before going before the Board of Supervisors. The packet would include changing the bylaw to reduce the number of people required for a quorum and the request to be allowed to hire an historical architect on an as-needed basis. If the RFP is approved it will go to the procurement department for posting on the eVa website.

2. Certified Local Government Annual Report – submitted

Ms. Kotting received all the needed information from the Board members and submitted the report well ahead of deadline. Ms. Kotting said training is not a hard requirement but highly encouraged to strengthen our standing as a certified local government. Training can be found on the National Park Service, Department of Interior Secretary and Preservation Virginia websites. Ms. Kotting will also forward information about webinars/seminars/training that Board members may be interested in. Ms. Burdette mentioned Preservation Virginia is having a legislative reception in Richmond on Wednesday at 5:30 at the Hilton. State Senators and Legislators attend and talk to attendees about statutes that are coming up. If members are interested in attending you can sign up on their website.

3. State Survey and Planning Cost Share Program 2024-2025: Opportunity to fund (50%) update of county historic resources survey, pending call for applications.

The ARB is responsible for maintaining a survey of resources in Stafford County. It is recommended that a survey be done every 10 years. Stafford's last County-wide survey was done over 30 years ago. Ms. Kotting is working on the application for a grant from the Department of Historic Resources that will pay for 50% of the cost of the survey. Ms. Burdette questioned if another grant program could be found to pay for another percentage of the cost. Ms. Kotting said the DHR grant requires the other half be paid by the County. The survey will cost between \$40,000 – 60,000. Board members were asked to approach their Supervisor and explain why this survey is needed.

4. Guidelines Update

No update at this time.

REPORTS BY ARB MEMBERS

Ms. Kotting will be speaking at a program put on by the Historical Society on April 18. She will be speaking about RFPs, The Counting House, and the tools the County has to create economic sustainability around historic resources.

Ms. Burdette pointed out that Golgotha is not in an historic overlay. The overlay stops just short of Golgotha. Ms. Kotting has set a goal of expanding and creating additional historic overlay districts in the County. She asked Board members to keep an eye out for structures that should be protected by an overlay district. The second project that she wants to focus on is resources in the County that have not received an eligibility determination for the National Register of Historic Places. Ms. McAdams said she'd like to see something more done with Shelton's Cottage. Ms. Kotting agreed and will move focus to the Cottage after Counting House is squared away.

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APPROVAL OF MINUTES

Billy Shelton motioned to approve the January 8, 2024 amended minutes.

Doris McAdams seconded the motion. Minutes approved 5/0.

ADJOURNMENT

With no further business to discuss the meeting adjourned at 6:45 pm.