

**STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES**  
**July 1, 2024**

The meeting of the Stafford County Architectural Review Board of Monday, July 1, 2024, was called to order at 6:36 PM by Linda Burdette, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Linda Burdette, Doris McAdams, Mark Ethridge and Billy Shelton

MEMBERS ABSENT: Kim Taylor-Wilson

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT:

CALL TO ORDER

Linda Burdette called the meeting to order at 6:36 PM.

ROLL CALL OF MEMBERS

Ms. Kendall called roll. There was a quorum.

VOTE TO ACCEPT OR AMEND THE AGENDA

Ms. McAdams would like to discuss the Pribble House on Ingleside. Ms. Kotting said she is not prepared to discuss it but the Board can add it to the agenda. Mr. Shelton made a motion to add the item to the ARB Member Report section of the Agenda. Motion passed 4/0.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Clifton Chapel Historic Resource Overlay District Recommendation

Ms. Kotting provided a handout on Clifton Chapel. Clifton Chapel and Aquia Church were considered the same parish. Aquia Church is one of two resources in Stafford County that are recognized as National Landmarks. Belmont is the other. Clifton Chapel was believed to be built in 1840 and is a prototypical example of a Chapel of Ease. Up until 2022 the property was owned by the trustees of Clifton Chapel. The chapel, under the care of the trustees and with cooperation from the community has been restored twice, once after its occupancy during the Civil War and once 20 years ago. The most recent renovation was quite thorough and was done by all volunteers and private fundraising. In 2022 after renting it for a period of time the current owner purchased it. The current owner now has an application in which involves adding an addition to the primary facade of the chapel and two additions to either side of this chapel, so both the primary and secondary facade would be severely compromised. This will impact the historic integrity of the church. In Ms. Kotting's professional opinion the chapel, in its current state, is likely, based on architecture, to be recognized as potentially eligible for the National Register of Historic Places.

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The next step for the ARB is to vote to recommend a Historic Resource Overlay District and, if approved, send a courtesy letter to the owners. The zoning reclassification does not need owner approval. The nomination to the National Register of Historic Places does require owner approval. If the owner is interested in moving forward with a full nomination Ms. Kotting will help them get an eligibility determination for the structure. Being in the Overlay District doesn't mean that the building permit would not be approved. If the Historic Overlay District is in place they would need to get a Certificate of Appropriateness from the ARB. The ARB Board would review the application and make a determination whether to approve as submitted, approve with modifications or deny the application. The overlay allows the ARB, on behalf of the public interest, to make sure that exterior changes are appropriate to the historical structure and does not compromise the historic integrity of the building. If the ARB votes to recommend the overlay the BOS will vote on whether to refer to the Planning Commission and then the Planning Commission makes a recommendation back to the BOS for consideration. Mr. Shelton questioned if the Board could be creating an ex post facto situation and recommends consulting the County Attorney. Mr. Ethridge made a motion to recommend a Historic Overlay District. Mr. Shelton seconded. Motion passed, 4/0.

2. Little Falls Farm National Register of Historic Places Eligibility Determination Complete:  
Eligible, Next Steps

Ms. Kotting heard back from the Department of Historic Resources and Little Falls has been determined to be eligible for the National Register based on architecture. Now that the determination by the DHR is on record the property would be protected from any projects that might encroach upon it that involve federal funds. This creates one layer of protection. A second layer of protection resulting from exterior changes is a Historic Resource Overlay District recommendation. Ms. Kotting is not recommending that at this time because it will affect the current lease that is in place. Ms. Kotting is planning to meet with Parks and Rec to discuss the lease. Ms. Kotting believes the term of the lease with the Patowomeck Tribe is 10 years. Ms. Burdette requested a representative from Parks & Rec be invited to the next meeting to discuss the changes that have made to the property since the lease has been effect, what are the terms of the lease that would allow them to continue making changes and what is their position on amending the lease. Mr. Shelton made a motion to invite Byron Southall, Director of P & R, to the August meeting. Ms. McAdams seconded. Motion passed 4/0.

UNFINISHED BUSINESS

1. Grizzle Building: Current Condition

Ms. Kotting is on the agenda for the next BOS work session on August 27. The full agenda has not been confirmed but she plans to discuss the proposed Historical Overlay District for Sherwood Forest and the condition of the Grizzle Building.

Alpha Phi Alpha has expressed interested in running classes in the building. If the building is even salvageable it would have to go through a whole procurement process. It could be done the same way the Counting House was done.

2. Consulting Architect for COA Reviews: Opportunity to contract as needed

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Ms. Kotting found that procurements less than \$10,000 require a single quote and can be paid through P & Z. We can now have an architect that specializes in historic properties to come spend two hours on a case by case basis. Ms. Burdette questioned the budget and Ms. Kotting will check on the amount available. Now that this option is available the Board can request a change to the bylaws and ordinance (28-58) that says one member shall be a registered architect or an architectural historian. The other item the Board would like to change is the requirement for quorum in the bylaws to a majority of the appointed members of the Board. Ms. Burdette will pull together the language for the BOS of the changes they'd like to make. She will get it to Ms. Kotting prior to the August meeting so it can be added to the agenda.

3. Sherwood Forest Proposed Historic Overlay District Updates

See notes for item 1.

REPORTS BY ARB MEMBERS

Ingleside – Ms. McAdams is concerned because the garage the ARB previously approved is in the process of being built and it looks like the plans may have been modified. Ms. Kotting noted this type of discussion should be added to the agenda prior to the meeting so she can be better prepared to discuss.

APPROVAL OF MINUTES

Billy Shelton motioned to approve the June 3, 2024 minutes.  
Doris McAdams seconded the motion. Minutes approved 4/0.

ADJOURNMENT

With no further business to discuss the meeting adjourned at 7:13 pm.