

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
February 3, 2025

The meeting of the Stafford County Architectural Review Board of Monday, February 3, 2025, was called to order at 6:00 PM by Mark Ethridge, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

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

MEMBERS ABSENT: Linda Burdette

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT:

CALL TO ORDER

Mark Ethridge called the meeting to order at 6:00 PM.

ROLL CALL OF MEMBERS

Crissy Kendall called roll. There was a quorum.

VOTE TO ACCEPT OR AMEND THE AGENDA

Billy Shelton motioned to accept the agenda; Kim Taylor-Wilson seconded. Motion passed 4-0.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Staff Liaison Guidelines & Basic Legal Information for BACC

Ms. Kotting reviewed the guidelines and Basic Legal Information for BACC. She highlighted the importance of behaviors to avoid and the need for orderly meetings. She reminded the members that the public can only speak during the public speaking portion of the meeting.

2. Review of Duties per County Code

Ms. Kotting discussed the required training. She also mentioned Stafford County has been asked by the Department of Historic Resources to host an ARB training day at Belmont. Funding is all set. She is just waiting to hear from the DHR.

Ms. Kotting mentioned one of the duties of the ARB is to conduct the ongoing survey of cultural resources. She is waiting for the grant funding cycle to open to apply for funding to do a county wide survey. The request for the matching funds is in the budget for the next fiscal year.

She also highlighted one of the ARB duties is to disseminate information within the locality on historic preservation issues and concerns. She asked that members keep in mind throughout the year to look for something preservation related to highlight to the public.

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53
54 3. Election of Chair
55

56 Mark Ethridge nominated Billy as Chairperson. Billy was unsure if he could be the chair as he is the PC liaison.
57 Ms. Kotting didn't find any reason in the bylaws that he could not be Chair.
58

59 Doris McAdams nominated Mark. Billy seconded.
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61 4. Election of Vice Chair
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63 Doris nominated Billy. Kim seconded.
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65 5. Election of Secretary
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67 Doris nominated Linda. Kim seconded.
68

69 Mark was elected Chair, Billy Vice Chair and Linda Secretary by acclimation.
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71 6. Review of By-Laws
72

73 Nancy reminded members that the ARB is required to meet a minimum of four times a year. Cancellation
74 is at the discretion of the Chair. Ms. Kotting will send the agenda to the Chair for approval prior to it being
75 published on the County website.
76

77 7. 2025 Meeting Dates
78

79 After reviewing the 2025 draft schedule members requested the September 1 meeting be moved to
80 September 8 due to the Labor Day holiday.
81

82 Doris McAdams made a motion to accept the calendar with the change. Billy Shelton seconded the motion.
83 Motion carried, 4-0.
84

85 UNFINISHED BUSINESS
86

87 Mr. Shelton asked for an update on The Counting House. Ms. Kotting said it is in its final days with legal
88 and an announcement should be made soon.
89

90 Ms. McAdams asked for an update on Shelton's Cottage. There is no update. Ms. Kotting informed the
91 members that the Director of Parks and Rec recently retired and she will be reaching out to build a
92 relationship with his successor.
93

94 Mr. Ethridge asked for an update on the possibility of contracting an architect to consult on an as-needed
95 basis. Ms. Kotting said there was conflicting information and she will continue to look at options.
96

97 REPORTS BY ARB MEMBERS

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Ms. Taylor-Wilson wanted to give a shout-out to Buckingham County, where her family is originally from, for the work they are doing with the cemeteries in the area. They received a UVA Archaeology grant and are doing some amazing work.

Mr. Shelton announced that Anita Dodd is going to run a walking tour of the historic Falmouth cemetery in March and she is going to highlight Hunter Iron Works. There will also be tour of the Quarry in September.

Mr. Shelton mentioned the Planning Commission has an item on the pipeline report named the Blaisdell Data Center. This is very near the foundry and the ARB needs to keep a close eye on this project. Nancy will provide information to the members as she receives it.

APPROVAL OF MINUTES

November 4, 2024

Mr. Shelton motioned to approve the November 4, 2024 minutes. Ms. Taylor-Wilson seconded.
Approved 4 – 0.

ADJOURNMENT

With no further business to discuss the meeting adjourned at 6:36 pm.