

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
June 2, 2025

The meeting of the Stafford County Architectural Review Board of Monday, June 2, 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: Majid Kashanikhah

CALL TO ORDER

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

ROLL CALL OF MEMBERS

Ms. Kendall called roll. There was a quorum.

VOTE TO ACCEPT OR AMEND THE AGENDA

Billy Shelton made a motion to add accept the agenda. Kim Taylor-Wilson seconded. Motioned to accept the agenda passed 4-0.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Review & Discussion of Robert's Rules of Order

Ms. Kotting provided copies of Robert's Rules to members to take home and review. Mr. Ethridge reminded members that personal opinions cannot be part of the discussion and they must stick to the guidelines.

2. Certificate of Appropriateness Application Review: 985 White Oak Rd

Mr. Kashanikhah presented pictures of the building before and after the alterations. He also provided artist renderings of what the finished building will look like after his alterations are complete. He said the metal roof was rusted and had holes which were causing water damage and structural damage to the building. He believes the roofline is not visible from White Oak or Newton Roads. He said some of the work was done by the previous owner. Mr. Kashanikhah reports the building also has termite damage, sewage issues, drainage issues in the basement and needs electrical work. The property is currently for sale.

Ms. Kotting presented the staff report prepared for the COA application. Ms. Kotting addressed each aspect of the application as submitted and read the applicable section and sub-section of the Guidelines. The staff report included recommended modifications to the application as follows:

A. Applicant will prepare and submit to the county agent architectural drawings indicating the retention

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(restoration) of the original roof lines including the gable roof, the flat roof portion, and the apse;

B. Applicant will restore the original rooflines of the building including the gable portions at the original pitch, and the flat portions;

C. Applicant will use materials that represent the historic materials found on the building prior, including standing seam metal on the gable roof. Appropriate metals include: copper, lead, galvanized steel, terne-coated steel (steel with a tin-lead alloy coating), and aluminum. Panels are to be 14-18 inches wide with a seam height of 1" to 2". Seams may be either snap lock, or mechanical seam, however the seams must have a triangular finish, not square.

D. A moisture proof membrane on the flat roof portion of the roof is acceptable.

E. The apse is to be covered in asphalt shingle of a dark color such as black, dark brown, or dark gray. The shingles may be butt strips and should not possess architectural features such as shadow or varied coloring.

Mark Ethridge made a motion to approve the COA with modifications. Billy Shelton seconded the motion. Motion approved, 4/0.

UNFINISHED BUSINESS

1. Grizzle Building/Historical Society Interest/Status of Letter per May Motion

Mr. Ethridge wanted to further the discussion to see how the ARB could make this presentation to the BOS better than the last time the letter was submitted. Ms. Kotting felt it would be better to bring a viable concept for reuse of the building when approaching the board. It would be best to wait to see if the Historical Society is really interested in taking on the project. Their next meeting is this Thursday. Mark Ethridge made a motion to put a hold on the letter pending more information. Billy Shelton seconded the motion. Motion approved, 4/0.

REPORTS BY ARB MEMBERS

Billy Shelton reports that the sign at the Falmouth Cemetery was installed today and looks great.

APPROVAL OF MINUTES

May 5, 2025

Mr. Shelton motioned to approve the May 5, 2025 minutes. Ms. Taylor-Wilson seconded.
Approved 4 – 0.

ADJOURNMENT

With no further business to discuss the meeting adjourned at 7:03 pm.