

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
August 4, 2025

The meeting of the Stafford County Architectural Review Board of Monday, August 4, 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, Linda Burdette, Mark Ethridge and Billy Shelton

MEMBERS ABSENT: Kim Taylor-Wilson

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

Ms. Kendall called roll. There was a quorum.

VOTE TO ACCEPT OR AMEND THE AGENDA

Doris McAdams requested to add an item concerning Ingleside Drive to the agenda. Linda Burdette requested to add a discussion of the process of how a recommendation goes from the ARB to the Board of Supervisors.

Billy Shelton made a motion to accept the changes to the agenda. Doris McAdams seconded. Motioned to accept the amended agenda passed 4-0.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Introduction and Review of Draft Rules of Procedure for Reviewing Certificate of Appropriateness (COA) Applications

Ordinance Section 28-58 states the ARB is required to have rules of procedure for review of COAs and those rules of procedures should be in the bylaws. Formal rules of procedure were never written. Ms. Kotting has drafted rules of procedures and an amendment to the bylaws and they have been reviewed by legal. These need to be reviewed at one meeting and then wait at least 20 days before voting to accept. The vote will be held at the next meeting.

2. Introduction and Review of Proposed Amendment to By-Laws to include Rules of Procedure for COA Application Review

See Item 1.

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3. Ingleside Drive

Ms. McAdams reports that foundation has been poured for the house on Ingleside that the ARB approved years ago. Ms. Kotting decided to check the expiration on the approval. The board also discussed the fence on Ingleside that was put in by the Moss family. The fence has been replaced with wood but no one is sure if the gate was replaced. Enforcement of COAs is a duty of the ARB. Ms. Kotting will develop a procedure to notify the ARB of expiration dates of COAs which will include a site visit.

4. BOS Recommendation Process

Ms. Burdette has noticed that there doesn't seem to be a process of how a recommendation made by the ARB gets to the BOS. She would like to discuss putting together a suggested process for how recommendations are processed and how long it takes. Ms. Kotting reports the current process is that when a recommendation has been made, she reports it to her supervisor who in turn takes it to the manager's meeting with the Deputy County Administrator, then to the County Administrator, then to the BOS. Ms. Kotting will be happy to facilitate the development of a recommended process. Ms. Burdette will work on a recommended process/timeline. Ms. Kotting will include this discussion on the agenda for the next meeting.

UNFINISHED BUSINESS

1. Grizzle Building/Historical Society Interest Update

The Historical Society has met with Bill Ashton. Legal is currently reviewing the deed to see if there are any restrictions for use.

REPORTS BY ARB MEMBERS

None

APPROVAL OF MINUTES

June 2, 2025

Mr. Shelton motioned to approve the June 2, 2025 minutes. Doris McAdams seconded.
Approved 3 – 0. Ms. Burdette abstained.

ADJOURNMENT

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