

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES

September 8, 2025

The meeting of the Stafford County Architectural Review Board of Monday, September 8, 2025, was called to order at 6:06 PM by Billy Shelton, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

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

MEMBERS ABSENT: Mark Ethridge

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT: None

CALL TO ORDER

Mr. Shelton called the meeting to order at 6:06 PM.

ROLL CALL OF MEMBERS

Ms. Kendall called roll. There was a quorum.

VOTE TO ACCEPT OR AMEND THE AGENDA

Ms. Burdette requested an update on the BOS meeting. Ms. McAdams requested an update on Counting House, Ingleside Drive and the Civil War Museum.

Mr. Shelton made a motion to accept the amended agenda. Ms. Burdette seconded. Motion carried, 4/0.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Vote to approve Rules of Procedure

Ms. Kotting presented the final version of the rules of procedure for a certificate of appropriateness review. Ms. Taylor-Wilson made a motion to accept. Ms. McAdams seconded. Ms. Taylor-Wilson asked if there would be a timeframe for site visits. Ms. Kotting said she may facilitate site visits or if someone visits on their own it would be noted with the name and date of visit when the staff introduces the application. Mr. Shelton called for a vote. Motion carried unanimously.

2. Approve Revision of Bylaws to include utilization of Rules of Procedure for the review of COA applications (draft presented in August 4, 2025 ARB meeting)

Ms. Burdette made a motion to approve the revision of bylaws. Ms. Taylor-Wilson seconded. Motion carried unanimously.

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3. Establish list of potential Historic Resource Overlay Districts for further research

Ms. Kotting asked for feedback from the ARB about resources in the county that are not protected by an overlay district at this point in time. She asked members to bring these ideas to the October meeting for discussion. They could also submit ideas to her via email so that she could do the research prior to the meeting. Ms. Burdette asked if there was resource Ms. Kotting could recommend for information on properties the Board may not be aware of. Ms. Kotting requested the ideas come from the members, not staff suggestions. Ms. Burdette asked if the 1992 Tracerics report could be provided. Ms. Kotting said the list is very outdated, but she would provide it for the members.

4. Requested Staff Updates

Ms. Kotting presented the zoning reclassification application for Sherwood Forest at the September 2nd BOS meeting. Members voted 4/3 to defer the vote to the January 20th meeting.

985 White Oak (The Civil War Museum) has been sold to a church. Code violations follow the property and County Attorney's office is looking into it.

Ingleside has one year to complete the requirements of the COA. The two gates are still wrought iron but they still have time to complete. Ms. McAdams requested Ms. Kotting check the time limit on the house COA.

Counting House documents have been returned from legal and they have been provided to the involved parties.

UNFINISHED BUSINESS

None

REPORTS BY ARB MEMBERS

Ms. Taylor-Wilson spoke with Mr. Diggs about the Grizzle building. Workers were sent to the building to determine the needs and are they are extensive. He will support moving forward as long as there is funding.

APPROVAL OF MINUTES

August 4, 2025

Ms. Burdette motioned to approve the August 4, 2025 minutes. Doris McAdams seconded.
Approved 4 – 0.

ADJOURNMENT

With no further business to discuss the meeting adjourned at 6:31 pm.