

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES

November 3, 2025

The meeting of the Stafford County Architectural Review Board of Monday, November 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: Mark Ethridge, Doris McAdams, Linda Burdette, Kim Taylor-Wilson and Billy Shelton

MEMBERS ABSENT:

STAFF PRESENT: Nancy Kotting, Crissy Kendall

GUESTS PRESENT: Elena Prokos

CALL TO ORDER

Mr. 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 accept the agenda as submitted. Kim Taylor-Wilson seconded. Motion carried, 5/0.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. Review of Stafford County Code, Chapter 23- Taxation, Article III Real Estate Tax, Division 3. Certain Rehabilitated Real Estate Deemed Historic

Ms. Knotting followed up on a question from Ms. Burdette about tax benefits for historic resources. There is a county level exemption for rehabilitation projects as well as state and federal historic preservation tax credits. At the county level it prevents the owner from being penalized on the assessment based on the improvements. The difference between pre and post rehabilitation is exempt from taxes for a period of seven years. In Virginia the historic preservation tax credits are 25% and it can be used for owner occupied property or income producing properties. The credit is spread out over a five-year period, 20% of the total credit each of the five years and commences upon completion. At the federal level, it is 20% of the cost of rehabilitation and is only for income production properties. It is taken in the year of its completion at the issuance of a certificate of occupancy. Both the state and federal tax credit is tied to the total cost of the rehabilitation. Mr. Ethridge asked if the tax exemption information is on the county site. It has been confirmed that the information is posted.

UNFINISHED BUSINESS

- 1) Staff Update: Research of potential Historic Resource Overlay Districts

Hunters Iron Works (Architectural and Archeological)

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Hunters Iron Works is listed on the National Register. It is an architectural site because the exposed foundation stones are still there. It is also a significant archeological site. The nomination form from 1970 could stand to be updated. The property is currently under contract. This property should be the number one candidate for a historic overlay. Once the sale is wrapped up, either way, the committee should reach out to the current or new owner. Since the property is on the National Register that offers protections in that if there are any federal funds involved in a project that has potential to impact the resource it would be subject to a 106 review.

Slavery Related Resource – Phillips House Duplex (Burnside Manor) 901 Northside Drive

According to the 2015 Study of Slavery Related Structures in Stafford County there are seven dwellings that remain in the county. Six of those are already protected sufficiently to not make consideration for historic resource overlay district urgent. The one that is not is the Phillips House Duplex, also known as Burnside. There is very little research on this property. The only thing that the state has is an archeological site inventory form that is dated 1986. The duplex, which has been identified as a slave dwelling, perhaps kitchen, remains on the property. The main house is said to either be built upon the foundation of the original home that Burnside resided in during the Civil War, or in the rear of it. There's a tremendous amount of research that has to occur on this property. For protecting slavery related sites in Stafford, this would definitely be at the top of the list. Ms. Kotting recommended the next step should be reaching out to the owners to explore how to help protect their property. Billy Shelton made a motion to reach out to the homeowners either in person or by letter. Kim Taylor-Wilson seconded the motion. Motion passed 5/0. Mr. Shelton will attempt to make personal contact and Ms. Taylor-Wilson will work up a letter. Ms. Kotting will meet with Mr. Shelton to provide owner information.

2) 985 White Oak COA Update

The property has been sold and a new Notice of Violation in the name of the new owners has been served. The new owners were aware and are prepared to do the work. They requested and were granted a 24-month extension to raise funds. A new COA from the current owner will be submitted.

3) Counting House Conveyance Update

This item is on the agenda for the November 18th BOS meeting.

REPORTS BY ARB MEMBERS

Linda Burdette pointed out that Stafford does not have a demolition by neglect clause. Having this would create some control over people letting historic properties sit and rot. Ms. Kotting will add the discussion to the next agenda.

APPROVAL OF MINUTES

October 6, 2025

Mr. Shelton motioned to approve the September 8, 2025 minutes. Ms. Taylor-Wilson seconded. Approved 5/0.

ADJOURNMENT

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