

STAFFORD COUNTY HISTORICAL COMMISSION MINUTES
February 4, 2016

The meeting of the Stafford County Historical Commission of Thursday, February 4, 2016, was called to order at 3:01 p.m. by Chairman Anita Dodd in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Anita Dodd, Richard Chichester, Barbara Kirby Ken Pitts and David Rodriguez

MEMBERS ABSENT: Ann Best-Rolls and Jane Conner

STAFF PRESENT: Kathy Baker, Jacqueline Nova, Emily Garrett, Elizabeth Davis and Denise Knighting

GUESTS PRESENT: Eric Mink

Mrs. Dodd called the meeting to order and asked Mrs. Kirby to call the roll. With five members present it was determined there was a quorum. Mrs. Dodd stated since there were no public presentations and Mr. Mink was present, they would move on to new business to allow Mr. Mink to speak so he would not have to wait for the discussion concerning the re-election of officers.

PUBLIC PRESENTATIONS

None

ORGANIZE COMMISSION.

- Re-Election of Chairperson.
- Re-Election of Vice Chairperson.
- Re-Election of Secretary.

Discussed after the Civil War database update

- Review By-laws

Discussed after the Civil War database update

NEW BUSINESS

1. Civil War Database Update – Erik Mink, National Park Service

Mr. Mink stated this latest update was the Union Army 12th Corp, which completed the infantry and he would now move on to the cavalry. He stated the cavalry was the security for the army and were constantly on the move and penning them down in one location could be interesting. He stated he would do the research and provide the best information he could. He stated once that was finished that would complete the Army encampments for the winter of 1862 to '63. He stated his plan at that time would be to go back to the previous information provided and review them and see if there was information that would need to be added. At that point he would revise the information and submit a final copy. He stated he has been receiving information for people as he turned in the updates, so he would make the appropriate revisions.

Mrs. Dodd asked if they would be receiving any information on the Confederate Army.

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Mr. Mink stated there were no maps and he had really no information to base that on. He added that the only maps that he found were on what was today Quantico's property. Mr. Mink stated that once everything was completed there would be a paragraph in the introduction explaining that this was an ongoing process as more information may come to light.

Mrs. Kirby inquired whether Mr. Mink had checked with Quantico as they had some underwater archeology on the ship that was found in the canal.

Mr. Mink replied that he had not and explained that he had been corresponding a lot with the archeologist, Joe Balicki, who was employed by Quantico, regarding the confederate camps. He added that Mr. Balicki had also written some essays and articles about the camps. He further explained that the Department of Defense (DOD) often reported to Virginia Department of Historic Resources (VDHR) with their final reports.

Mrs. Kirby stated that she was aware of that and that the Commission was trying to obtain copies of the report on the mine at Quantico and asked Ms. Baker if she had heard anything back.

Ms. Baker stated she had not.

Mrs. Dodd asked if the Commission would be provided with copies of the information from Mr. Balicki and whether it would be included in Mr. Mink's report.

Mr. Mink stated that it might, he did however ask if the County had any involvement in any development on Quantico, since initially the thought was to only gather information that concerned the County directly.

Mrs. Dodd stated that the County was to be considered a concerned party and felt that they should be informed on things that were being done on Quantico.

Mr. Mink stated he had received a request to include White Oak Church in the document but he felt that since the church was already in the National Register he was not sure that it needed to be included.

Regarding the parameters of what all needed to be included in the report, Mrs. Dodd stated that there was not a clear definition, but she agreed that not all structures would have to be included.

Ms. Baker suggested making a note in the report stating that there were other resources available.

The Commission agreed.

Mr. Pitts inquired whether fortifications would be included.

Mr. Mink stated that that was his intent. He added when he and Amanda Lee first started the discussion, it was decided to get the camps done first because they were not visible and could easily be removed without anybody knowing, and later on turn towards fortifications as well as battle sites as there was some knowledge of those already. He suggested having another discussion after the cavalry was done regarding how to proceed.

Ms. Kirby stated that wrong information was sometimes passed on and she did not know how one would go about deciphering whether it was true or false.

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Mr. Mink agreed that it was very difficult to discern the information 150 years after the fact. He did however point out that no other locality had the types of maps Stafford County had. He stated that he was hoping to come back to the Commission the following month with some more updates in regards to cavalry. He also mentioned that a new Superintendent, Kirsten Talken-Spalding, had just been announced for National Park Service (NPS), and that she was a Stafford County resident.

ORGANIZE COMMISSION.

Mrs. Dodd stated that it had been decided by the Board of Supervisors (BOS) that any Chairmen of a Board or Commission could only serve two years consecutively.

Mrs. Kirby stated she did not understand the rationale behind that decision.

Ms. Baker explained that the Board had that same limitation on their own board and the discussion had been brought up at the BOS's organizational meeting and it had been decided at that point that this rule should apply to all Boards, Commissions and Committees to allow for fresh perspective. She added that the by-laws would also have to be updated to include the clause regarding the Chairman, as dictated by the Board's resolution.

Mrs. Dodd asked Ms. Baker to introduce the additional staff members who were present before continuing with the re-elections.

Ms. Baker introduced Jacqueline Nova from the GIS Department, as well as the GIS intern, Elizabeth Davis, and the Planning and Zoning intern, Emily Garrett, who would all be assisting with the Master Interpretive Plan on the web as well as the mobile app.

-Re-Election of Chairperson.

Ms. Baker clarified what the Chairperson's duties were, to include presiding over the meeting, and working with staff in setting up the monthly agendas.

Dr. Rodriguez nominated Mrs. Kirby as Chairperson. Mrs. Kirby declined the nomination.

Dr. Rodriguez nominated Mr. Chichester as Chairman. Mr. Chichester accepted the nomination. Mr. Pitts seconded the motion. With no other nominations, the motion passed 5-0 (Ms. Best-Rolls and Mrs. Conner were absent).

-Re-Election of Vice Chairperson.

Mrs. Kirby nominated Mrs. Dodd as Vice-Chair. The motion was seconded by Dr. Rodriguez. With no other nominations, the motion passed 5-0 (Ms. Best-Rolls and Mrs. Conner were absent).

-Re-Election of Secretary.

Mrs. Kirby nominated Mr. Pitts. The motion was seconded by Dr. Rodriguez. With no other nominations, the motion passed 5-0 (Ms. Best-Rolls and Mrs. Conner were absent).

Mrs. Dodd turned the meeting over to the newly elected Chairman, Mr. Chichester.

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-Review By-laws

Mrs. Dodd reiterated that the clause regarding the 2 year time limit for any one person to be Chair of the Commission. She also suggested adding a statement to clarify staff was maintaining meeting minutes and not the Secretary.

With no further changes to the by-laws Mr. Chichester asked for a motion.

Mrs. Kirby made a motion to approve the by-laws with the suggested revisions. Mrs. Dodd seconded the motion. The motion passed 5-0 (*Ms. Best-Rolls and Mrs. Conner were absent*).

4. Falmouth Interpretive Plan Implementation

Since there was additional staff present to discuss the Master Interpretive Plan, the Chairman agreed to move the discussion up in the agenda.

Ms. Baker stated that the Interpretive Plan was discussed at the previous meeting regarding a mobile app as well as a website to implement the Falmouth interpretive Plan, starting with the sites that had been identified in that plan. She further stated that Ms. Nova would give an overview of some similar sites to give an idea of the direction to go in.

Ms. Nova presented a digital map with pinpointed locations which would pull up images and information on the specific locations when clicking on it. She explained that the map would be connected to the Stafford County webpage or any other historical web page as needed.

Mrs. Dodd inquired whether achievable documents such as deeds and plat would be included as well.

Ms. Nova's recommendation was to add information on how to go about accessing that kind of information as she felt it would be too much information to put in the small expansions.

Mrs. Dodd agreed that most users would probably look up the information for tourism purposes and not so much for research.

Ms. Nova suggested coming up with a draft website. She stated that the initial draft would be based off of what was in the Master Interpretive Plan for each site to included pictures of the locations, but the Commission would be able to add certain information as needed.

Ms. Baker suggested using a county owned site as an example and doing a demonstration based on that to show the site's capabilities. The Commission agreed.

Mrs. Dodd inquired how people would find out about the map.

Ms. Nova explained that usually emails were sent out, there would also be a link on the Stafford County Website, and it would be promoted by the Economic Development and Tourism Department.

Mrs. Dodd clarified that she was referring to tourists driving through the County discovering sites that they might be interested in, and how they would know about the website.

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Ms. Baker stated that was one piece of the puzzle. She reiterated that there would be a kiosk in the information area downtown Falmouth.

Ms. Nova felt that most people would use their mobile devices to “google” the location which would probably take them to the County website, which would have a link to the Interpretive Plan.

Ms. Baker added that Economic Development could incorporate this in their wayfinding signs that were going up around the area as well.

2. Historic Preservation Awards – Preparation

Ms. Baker reiterated that last year’s letter was sent out in March and people were given 30 days to send in nominations. She stated that this year the awards would take place at the May 17th BOS meeting.

Mr. Chichester inquired whether the letters would be sent out in March again.

Ms. Baker replied that they could be sent out sooner if that was the Commission’s desire.

Mrs. Kirby stated she wanted to get the Commission’s ideas regarding the nomination of Barbara Decatur, who used to be the Clerk of Court, who helped on her own time to restore historic books.

Mrs. Dodd stated that she would like to also suggest a nominee, the developer of Courthouse Manor, Mr. Craig George, who completed a Phase I and II report for the property.

Mr. Chichester inquired about the nomination process.

Ms. Baker explained that the letter asking for nominations would be sent out to the Architectural Review Board, the Cemetery Committee, the Historical Commission, the Historical Society, the Planning Commission, Cultural Resource Management firms, Fredericksburg Area Builders Association, and the Moncure-Conway Foundation asking them to submit any nomination to her. She added that she would forward all nominations to the Historical Commission for review.

It was noted that the Moncure-Conway Foundation no longer existed.

Mr. Chichester asked if there was a form to fill out.

Ms. Baker stated she would like to discuss that possibility as currently the letter asked recipients to include a brief explanation of the reason for the nomination as well as the contact information. She added that she would prepare a form for this year’s mail out since last year not all nominations included all of the required information.

Mrs. Dodd reiterated that there used to be a form, but it was too cumbersome to fill out, which is why they stopped using it.

The Commission agreed to use a form, as long as it was kept brief and simple.

Ms. Baker stated she would come up with one and provide it to the Commission for their input.

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Mrs. Dodd inquired about the larger plaque that used to be displayed in the Administration Building which mentioned award recipients by name.

Ms. Knighting stated that the plaque was still there and that it had last been updated in 2008.

Mrs. Dodd felt that the new recipients should be added and the plaque should be moved to a more visible location.

Ms. Baker handed out last year's invitation list and asked the Commission to review it and let her know if it needed to be amended.

UNFINISHED BUSINESS

3. Bloomington Signage/Flyers

Mrs. Dodd stated that she had provided copies to everyone of what she had come up with. She explained that she wrote it up as a single sign for both, the house site and the cemetery, but it could also be broken up into two. She further stated that some of the information could also be used for flyers. Mrs. Dodd stated that one of the images, the site plan used in the Dovetail report, should definitely be used, although she was not sure if they needed Dovetail's approval.

Ms. Baker felt that since the report was done for Stafford County it should not be an issue, but she would double check with Dovetail.

Mrs. Dodd also suggested including at least one of the photographs of Bloomington before it was destroyed by lighting.

Mrs. Dodd reiterated that there had been discussion on having very detailed information on the mobile app. She felt that the Dovetail report should simply be linked to the app as is and also adding in Jerrilynn's information after editing it to make more reader-friendly.

Mr. Chichester asked where the sign would be placed.

Mrs. Kirby stated that it would be right at the site. Mrs. Dodd added that the flyers would be placed at the Patawomeck concessions center.

Ms. Baker also suggested adding a link to the County website on the sign and the flyer where additional information could be found.

Mrs. Dodd asked if the Commission had any revisions to her suggestions.

Mrs. Kirby stated that the only thing she felt needed to be changed was the company name Iron Company Principio to Principio Iron Company, as that was how they were known. She felt that Mrs. Dodd did a great job including information on the house as well as the family.

Mrs. Dodd asked if anybody was willing to proofread the draft.

Ms. Baker stated she would proofread it.

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Mrs. Dodd stated that the next step should be to talk to Parks to see how the brochure should be formatted.

Ms. Baker informed the Commission that Jamie Porter, the Director of Parks and Rec, had left the County and moved to Italy. She added that Cathy Vollbrecht, Stafford's Director of Communication, was temporarily filling the position. Ms. Baker stated that she had a meeting with Ms. Vollbrecht in the morning to go over everything the Commission had been working on with Mrs. Porter. She added that she will bring the draft for the sign and flyer with her and present it to Ms. Vollbrecht.

Mrs. Dodd asked Ms. Baker to check with Dovetail in regards to using their pictures, in particular picture 1, 4, and 5.

4. Falmouth Master Interpretive Plan Implementation

Discussed after re-election of officers.

5. Proposed Ordinance O06-47 – July 18, 2006 – Archaeological Surveys & Investigations

Mr. Pitts stated that he had read the October 5, 2015 ARB meeting minutes in which Mrs. Dodd attended regarding joint meetings, and was wondering if the ARB would be assisting with the Ordinance.

Ms. Baker stated the ARB did want to tackle the issue as a joint issue, but logistics still needed to be worked out between the two bodies. Ms. Baker was hoping that there would be a joint meeting in April.

ADDITIONAL PRESENTATIONS BY THE PUBLIC

None

CHAIRMAN'S REPORT

No Report

REPORTS BY COMMISSION MEMBERS

No Reports

APPROVAL OF MINUTES

November 5, 2015

Mrs. Kirby made a motion to approve the minutes.

Mr. Pitts seconded.

The motion passed 5 – 0 (Mrs. Conner and Mrs. Best-Rolls were absent).

January 7, 2016

Ms. Baker apologized to the Commission for not sending the draft January minutes out sooner for their review.

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After a brief discussion Mr. Chichester stated they would defer the vote on the January minutes until the next meeting.

ADJOURNMENT

With no further business to discuss the meeting was adjourned at 4:10 p.m.