

STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES
January 7, 2019

The meeting of the Stafford County Architectural Review Board of Monday, January 7, 2019, was called to order at 6:03 p.m. by Kathy Baker, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Charles Dodgen, Fillmore McPherson, Irma Clifton, Mark Osborn

MEMBERS ABSENT: Ms. McAdams

STAFF PRESENT: Lindsey Marr, Kathy Baker, Eva Campbell

GUEST PRESENT:

CALL TO ORDER

Ms. Baker called the meeting to order and asked Ms. Marr to call roll.

ROLL CALL OF MEMBERS

Ms. Marr called roll and Ms. Baker stated that there was a quorum present.

INTRODUCTION OF NEW MEMBER

- Irma Clifton, Historic District Resident

Ms. Baker introduced Ms. Clifton to the Board.

Ms. Clifton introduced herself and gave a little background as to why she wanted to be on the Architectural Review Board. She stated she has lived in the historic Falmouth area for 42 years, and has been involved in many projects and groups dedicated to preserving the area's history. She also described a project she was involved in when she was on Fairfax County's Historical Commission, where they turned an old historic prison into a museum.

Ms. Baker stated Ms. Clifton filled the Historic District Resident spot on the Board, and the two open spots were for "Members at Large." She stated they had not had many applications to approve in 2018, resulting in the Board only meeting four times. She stated she wasn't sure whether there were not many projects happening or whether there were projects happening that weren't getting the ARB's approval.

Mr. Dodgen stated he felt Stafford County could use a big push in historic awareness marketing. He suggested the ARB take on some of that marketing in 2019.

Ms. Clifton stated she had spoken with the County's Tourism Department about having a countywide presentation on the history and cultural resources located in the County. She stated she had seen similar events in other counties and they had done a good job of spreading awareness.

Mr. Dodgen brought up the importance of living in the Historic Overlay District being something that appeals to residents. He stated there are many hoops one must jump through when living there and that seems to make it unappealing to most people.

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Ms. Baker asked the Board members if they wanted to move on to the Election of Officers portion of the agenda.

The Board members requested they wait to complete that portion until the end of the meeting, in case Ms. McAdams arrived late.

Ms. Baker stated that was fine and asked if the Board members wanted to continue their discussion or if they wanted her to give them the update on the Board of Supervisors' (BOS) Strategic Plan.

The Board members asked Ms. Baker to give them the update.

NEW BUSINESS

1. Board of Supervisors' Strategic Plan – Staff Update

Ms. Baker stated there were three main aspects of the Strategic Plan that would be of interest and importance to the ARB. She stated the BOS would work on finding a location and funding to finally build a museum and cultural center for Stafford. She stated one possible location could be a part of the future Downtown Stafford Plan, but that they were looking at a multitude of potential sites.

Mr. Dodgen asked Ms. Baker where the County keeps its historical artifacts currently.

Ms. Baker replied they are kept by the Historical Society and various other Stafford County residents. She stated some artifacts are also archived in Richmond. She stated the Historical Society was working on creating an inventory of all the artifacts.

Mr. Dodgen stated if a museum or cultural center was to be built; County residents would probably come forward and offer up private collections of artifacts they may have been holding onto. He asked Ms. Baker if the museum would be run by volunteers or County staff.

Ms. Baker replied she was not sure.

Mr. Osborn asked if there was money dedicated to this project in the Capital Improvement Projects (CIP) fund.

Ms. Baker replied the Board needed to figure out how much the project would cost and then it would be put in the CIP.

Mr. Osborn mentioned having the ARB members be a part of a town hall meeting.

Ms. Baker stated the second aspect of the Strategic Plan was to hire a Cultural Resource Specialist to be shared between the Planning & Zoning Department and the Economic Development & Tourism Department. She stated the third aspect of the Plan was to tie cultural resource events into other big county events to promote exposure. She mentioned the new indoor sports facility at Embrey Mill as a location the BOS hoped to draw in a lot of visitors from out of the county for different tournaments and events. She stated they wanted to promote historic sites and cultural resources as something for these families to do in their free time during these tournaments or events.

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Mr. Dodgen stated they should reach out to the Board of Supervisors to get a schedule of all the town hall meetings they'll be having in 2019. He stated it would be a good idea to have members of the ARB be a part of these meetings to raise awareness of what the ARB is and its primary functions. He stated there would also be beneficial networking opportunities for them there. He stated he also wanted to implement a way for the ARB to receive feedback on the application and building/renovation process from prior applicants.

Mr. McPherson stated they could ask the applicant after their approval or denial whether they feel comfortable giving feedback.

Mr. Dodgen stated he felt the feedback should come after the project is completed, that way it can reference the entire process and not just the application itself.

Ms. Baker stated they could include a survey requesting feedback in the annual letter the ARB sends out to residents of the Historic Overlay District.

Ms. Clifton suggested compiling the emails of prior applicants and sending out a survey electronically.

Mr. Dodgen asked the Board whether they thought a Facebook page for the ARB would be beneficial to the exposure of cultural resources.

Ms. Baker replied they would need someone to manage it.

The Board members stated they already had a page on the Stafford County website, and if they needed to promote something they could put it there.

Ms. Clifton shared her experience with the ARB when she built an addition on to her house in Falmouth. She stated they required her to jump through many hoops such as hiring archaeologists and digging the foundation by hand. She stated she expected to do those things, but that when she tried to give all the artifacts found in the dig to the ARB, they told her they didn't have anywhere to store them. She stated she ended up having to keep them, and that she still has them in her possession.

Mr. Dodgen stated it was an issue to have regulations but no follow through procedures in place.

The Board members continued discussing Ms. Clifton's experience with the past ARB.

Ms. Baker suggested a potential option for historic artifact storage was to send them to the Department of Historic Resources. She stated the only problem with this is you give up ownership of these items, and the Department of Historic Resources can only lend them back you.

ORGANIZE ARB

- Election of Officers
 - Election of Chairperson
 - Election of Vice Chairperson
 - Election of Secretary

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Ms. Baker asked the Board if they wanted to have their elections tonight or wait until the next meeting.

Mr. McPherson requested the Board wait to have their elections until the next meeting, so that Ms. McAdams could be present.

The Board asked Ms. Baker if there was any urgent reason they needed to have the elections at the current meeting.

Ms. Baker replied there was not.

The Board decided to table the elections until their next meeting on February 4, 2019.

- ARB By-Laws and Rules of Procedure – Review

Mr. Dodgen asked if they had to review the by-laws.

Ms. Baker replied they only needed to review them if someone had an issue they wanted to address.

PUBLIC PRESENTATIONS

REPORTS BY ARB MEMBERS

APPROVAL OF MINUTES

December 3, 2018

Mr. McPherson made a motion to approve the minutes from December 3, 2018.

Mr. Dodgen seconded the motion.

The motion passed 4-0 (Ms. McAdams was absent).

ADJOURNMENT

Mr. Dodgen made a motion to adjourn the meeting.

Mr. Osborn seconded the motion.

The motion passed 4-0 (Ms. McAdams was absent).

With no further business to discuss, the meeting was adjourned at 6:49 p.m.