

**STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES**  
**January 9, 2017**

The meeting of the Stafford County Architectural Review Board of Monday, January 9, 2017, was called to order at 6:06 p.m. by Denise Knighting, Administrative Manager in the Department of Planning and Zoning, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Sherry Bailey, Paul Eakin, Tasnya Gossett, Doris McAdams, and Jeromy Range

MEMBERS ABSENT: Charles Dodgen and Mark Osborn

STAFF PRESENT: Denise Knighting

GUEST PRESENT: None

**CALL TO ORDER**

Ms. Knighting called the meeting to order at 6:06 pm.

**ROLL CALL OF MEMBERS**

Ms. Knighting called roll and stated there was a quorum with 5 members present.

**ORGANIZE ARB**

➤ Election of Officers

- Election of Chairperson

Ms. Knighting opened the floor for nominations for Chairman.

Mrs. Bailey nominated Mr. Range for Chairman. Ms. McAdams seconded.

With no further nominations, Ms. Knighting closed the floor for nominations and called for the vote. The motion passed 4-0 (Mr. Range abstained) (Mr. Dodgen and Mr. Osborn were absent).

Ms. Knighting turned the meeting over to Mr. Range.

- Election of Vice Chairperson

Mr. Range opened the floor for nominations for Vice-Chairman.

Mrs. Bailey nominated Ms. Gossett for Vice-Chairman. Mr. Eakin seconded.

With no further nominations, Mr. Range closed the floor for nominations and called for the vote. The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

- Election of Secretary

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Mr. Range opened the floor for nominations for Secretary.

Mrs. Bailey nominated Ms. McAdams for Secretary. Mr. Eakin seconded.

With no further nominations, Mr. Range closed the floor for nominations and called for the vote. The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

➤ ARB By-Laws and Rules of Procedure - Review

Mr. Range asked the members if they had reviewed the by-laws and had any proposed changes.

Mr. Eakin stated Article II, Section 2 states “*When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the next following regular business day.*” A brief discussion ensued concerning the language in the by-laws and suggested changes.

Mr. Range stated he felt it would be good to keep the current language and add additional language to state “*or as proposed by the ARB,*” or something similar.

Mr. Eakin made a motion to amend Article II, Section 2, to read “*or as agreed upon by ARB members.*” Mrs. Bailey seconded.

The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. 2017 Work Plan

Mr. Range stated he believed item 1 would be discussion of the 2017 meeting schedule. He asked for a written copy to review.

Ms. Knighting stated she did not bring that information and would have to go print copies.

Mr. Range recessed the meeting at 6:14 p.m. to allow time for staff to get the documents requested and reconvened the meeting at 6:19 p.m. He reviewed the scheduled meeting dates for 2017.

Ms. McAdams asked if July 3<sup>rd</sup> could be reviewed.

Ms. Gossett made a motion to reschedule the July 3, 2017 meeting to July 10, 2017. Ms. McAdams seconded.

The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

2. Historic District Property Owners - Annual Letter

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Mr. Range moved on the item 2. He asked if there were any proposed modifications for the letter.

Mr. Eakin stated he understood the letter was geared towards property owners, but many of the properties were occupied by renters. He asked if something should be in the letter regarding occupants of property in the Historic District, or if the letter could be sent to the owners and a copy sent to the physical address, and change the letter to say Dear Property Owner and/or Occupant. A brief discussion ensued concerning notifying the occupants and owners or occupants getting permission from the owners before making changes to the property.

Ms. Gossett stated by sending it to the physical address the information was going to occupants; that would be a bonus and a blanket way of notifying everyone.

Mr. Eakin made a motion to change the letter to read "*Dear Historic Property Owner or Occupant*" and to have a copy of the letter sent to the mailing address of the property owner and to the physical address. Ms. Gossett seconded.

The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

UNFINISHED BUSINESS

3. Aquia Church Lighting

Mr. Range stated the lighting assessment would be done at Aquia Church on January 20, 2017. He stated he would present the results back to the ARB members and a suggestion could be made to present to the church. He stated he would be doing the lighting assessment as an accomplished certified energy manager, and not as a member of the ARB but as a volunteer.

REPORTS BY ARB MEMBERS

Ms. Gossett stated the National Park Service was currently working on a construction project in Washington, D.C. with part of the project being restoration of the windows. To make a long story short, the subcontractor did not follow procedure and disposed of the original mullions and muntins for 12 windows. She stated there was a valuation process done and for a historical window that was irreplaceable, they ended up with a price tag of tens of thousands of dollars. She stated she wanted to inform the ARB because she had never seen this done before and would be an interesting case study. She stated they did have measured drawings and the new window elements could be created from those drawings.

Mr. Range stated the renovations at the Barnes House were still going on and they were working on the second part of the house foundation at this time.

Ms. Gossett asked staff if they could check on the timeframe for the COA for the Barnes House and give an update on the work being done at Ferry Farm at the next meeting.

APPROVAL OF MINUTES

December 5, 2016

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Mr. Range recapped the December 5, 2016 minutes and asked if there were any comments or corrections.

Ms. McAdams stated she had a correction on line 210; she thought 'were' should be changed to 'where'.

Mr. Range asked if there were any other corrections.

Ms. McAdams had a question concerning line 241. There was a brief discussion concerning line 241 and it was decided it was okay to leave line 241 as written.

Mr. Eakin made a motion to approve the minutes with the correction on line 210. Ms. McAdams seconded the motion.

The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

Ms. Gossett asked the status of the Falmouth Ordinance.

Ms. Knighting stated she was not sure at this time.

Mr. Range asked if staff could provide an update on the Falmouth Ordinance at the next meeting.

Mr. Eakin asked if staff could also provide an update of the Counting House.

ADJOURNMENT

Ms. Gossett made a motion to adjourn. Mrs. Bailey seconded the motion.

The motion passed 5-0 (Mr. Dodgen and Mr. Osborn were absent).

With no further business to discuss, the meeting was adjourned at 6:48 p.m.