

**STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES**  
**February 5, 2018**

The meeting of the Stafford County Architectural Review Board of Monday, February 5, 2018, was called to order at 6:02 p.m. by Chairman Jeromy Range, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Charles Dodgen, Doris McAdams, Fillmore McPherson and Jeromy Range

MEMBERS ABSENT: Paul Eakin, Tanya Gossett, and Mark Osborn

STAFF PRESENT: Kathy Baker, Darin Ramey and Denise Knighting

GUEST PRESENT: Elena Ahwee-Marrah and Irma Clifton

CALL TO ORDER

Mr. Range called the meeting to order and asked Mr. Dodgen to call roll.

ROLL CALL OF MEMBERS

Mr. Dodgen called roll and stated four members were present.

Mr. Range stated there was a quorum present. He welcomed Mr. McPherson to the Architectural Review Board. He then passed the gavel over to Ms. Baker for the Election of Chairman.

ORGANIZE ARB

➤ Election of Officers

- Election of Chairperson

Ms. Baker opened the floor for nominations for Chairman.

Ms. McAdams nominated Mr. Range for Chairman.

Mr. Dodgen seconded.

Ms. Baker asked if there were any other nominations. Hearing none she closed the nominations and called for the vote. The nomination passed 4-0 (Mr. Paul Eakin, Ms. Gossett, and Mr. Osborn were absent).

- Election of Vice Chairperson

Mr. Range opened the floor for nominations for Vice Chair.

Mr. Dodgen nominated Ms. McAdams.

Mr. Range called for the vote.

The nomination passed 4-0 (Mr. Paul Eakin, Ms. Gossett, and Mr. Osborn were absent).

- Election of Secretary

Mr. Range opened the floor for nominations for Secretary.

Mr. Dodgen nominated Mr. McPherson.

Ms. McAdams nominated Mr. Dodgen.

Mr. McPherson seconded. He stated he would like to be on the Board for a year before taking an office.

Mr. Dodgen stated he has no problem.

Mr. Range called for the vote.

The nomination passed 4-0 (Mr. Paul Eakin, Ms. Gossett, and Mr. Osborn were absent).

➤ ARB By-Laws and Rules of Procedure – Review

Mr. Range stated every year the Board reviews the by-laws and rules of procedure to determine if there was any need to modify. He stated he was not sure of any changes needed.

Mr. McPherson stated he read through the document and found a typo on page 2, section 3 it should be submit not summit.

Mr. Range wanted to remind everyone about Section II; No Chairman or Vice Chairman can serve for more than two consecutive years. This year would be his last year to serve as Chairman. He also stated ARB members serve three years and then at the Board of Supervisors' discretion after that time. He stated many end up serving more than three years. He moved on to public presentations.

Mr. McPherson asked if the student attending could please introduce herself to the ARB and asked if Mr. Range could explain what the ARB does.

Mr. Range agreed.

Elena Ahwee-Marrah stated she was a student at Colonial Forge and was participating in the YES program, which was 'Youth Engaged in Stafford'. She explained students get to be involved with different Boards and Commissions to understand the process.

Mr. Range welcomed Miss Ahwee-Marrah and told her to please speak up with any questions. He explained the ARB was responsible for ensuring that any construction or alteration to the exterior of the buildings or properties in the Historic Districts fits within the rules set forth by Stafford County to ensure historic integrity is maintained. He stated it could be as small as a window being replaced to as large as an addition or a new building on a piece of historic property. He stated the ARB reviews any changes to the property and makes sure they meet the National Historic Registry Guidelines as well as local State and County historic guidelines. He moved on to public presentations. Hearing none, he moved to new business.

PUBLIC PRESENTATIONS

None

NEW BUSINESS

1. COA17152136, Shelton's Cottage Electrical Service

Mr. Ramey with Parks and Recreation stated the electrical service would be overhead lines outside of the trail area and once inside the yard area of Shelton's Cottage it would go underground to a rack which would be as close to the retaining wall as possible, which was approximately 30 feet behind the cottage. He stated the meter and panel would be placed on the rack and any service into the cottage would be underground in conduit to the area behind the stairs where there had been electrical in the cottage previously.

Mr. Dodgen asked if there would be a sub-panel in the cottage.

Mr. Ramey stated a 2-gang outlet in the house.

Mr. McPherson asked why power was needed.

Mr. Ramey stated to put dehumidifiers in the cottage for periods that the cottage was closed because there was furniture and antiques in the cottage.

Ms. McAdams stated she was concerned about flooding.

Mr. Ramey stated that was why the rack would be located by the retaining wall and up three or four feet high on the rack. He stated it will be on a ground fault, so if it did get wet, it would cut service at the panel.

Mr. McPherson asked if they would be trenching under the road.

Mr. Ramey stated yes, directional boring under the trail.

Mr. Range asked why the meter was not placed on the pole as opposed to the rack.

Mr. Ramey stated that could probably be done and he could talk to Dominion, but the rack would be required to do the panel.

A brief discussion ensued concerning the visibility of the rack.

Mr. Dodgen made a motion to approve the application with the recommendation of moving the electric rack 30 feet to the east.

Ms. McAdams seconded the motion.

The motion passed 4-0 (Mr. Paul Eakin, Ms. Gossett, and Mr. Osborn were absent).

Mr. Range stated the COA for Shelton's Cottage was approved and he thanked Mr. Ramey for attending.

2. 2018 Work Plan

Mr. Range stated in the past the Board would add items to the work plan and also review the schedule for the year.

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Ms. McAdams stated the meeting schedule had already been voted on, July 4<sup>th</sup> and Labor Day were changed

Mr. Range asked if there were any items the Board felt should be worked on throughout the year.

Mr. Dodgen stated he had a question concerning old business and asked the disposition of the Aquia Church lighting.

Mr. Range stated he believed the Board concluded that business and the outcome was a letter drafted and sent to Planning and Public Works that basically stated the ARB was not happy...

Mr. Dodgen stated he did not remember that item was closed.

Mr. Range stated Ms. Gossett wrote the letter and submitted it for final review by the Board. It was approved and sent out.

Ms. Baker stated the response was the County would not put up any money at this time to have any changes made. If the Church came back with a site plan or other changes to the property it could be requested at that time that the poles be shortened or removed.

Mr. Dodgen asked if the Church had any response.

Ms. McAdams stated they did not have the money to pay for it.

Mr. Range stated it was implied they would like the County to pay for it but there was never an official letter requesting funding.

Ms. Baker stated if the County was going to require them to make changes to the lighting, the Church wanted the County to help pay for the changes.

Mr. Range gave a recap of the initial discussion last year for anyone that was not present. He stated lighting was put in the parking lot of Aquia Church that does not meet historic integrity criteria. It is very modern LED lighting and there is one pole in the front of the church that takes away from the historic value of how the church looks. Somehow that got put through and approved without coming before the ARB for review. The building next to the church did come before the ARB but the lighting in the parking lot between the new building and the church did not. He stated the lighting was installed during the construction and noticed once the construction was complete. The ARB had several discussions about what could be done concerning the lighting and even suggested at a minimum the pole in front of the church could be removed after a lighting assessment was performed. Later it was decided the ARB needed to draft a formal letter addressing the discontent with the overall situation.

Mr. Dodgen suggested in the next meeting to discuss the lessons learned and maybe after some time to think about the year past, what kinds of things the ARB might like to see in the process so it does not happen again.

Mr. Range stated it was noted that was an accident and reviews have gotten a bit tighter so that kind of thing would not happen again.

Mr. Dodgen stated the lighting was submitted after ARB submission.

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Ms. Baker stated that when the Church came before the ARB for their building plans, they did not have the engineered drawings for the site done at that time. She stated the church had to come before the ARB for approval before spending money on engineered site plans. After they received ARB approval and submitted the site plan, there were additional requirements and lighting was one of them. She stated a different department reviews the lighting and between the Public Works Department, who does the transportation engineering reviews, and coordination with VDOT, there was a requirement for lighting of the road as well as the proposed parking lot. They were not aware that had to come before the ARB for approval, but they now know that requirement.

Mr. Dodgen stated in his opinion the lesson learned would be to focus on site plan instead of just the building.

Ms. Baker stated if there was a preservation planner doing those reviews there would not have been an issue. She stated that position was lost 10 years ago. She stated a lesson has been learned by the Planning Department, and we have taken note and since indicated to everyone reviewing the plan that this has to happen when reviewing a plan. She stated it was the most historical site and there should have been more scrutiny.

Mr. Range asked if there were any items to add to the work plan. He stated there was always a section on the agenda for reports by ARB members at each meeting, and additional work or items to focus on could always be added during that time. He then moved on to annual letter to historic district property owners.

3. Historic District Property Owners - Annual Letter

Mr. McPherson stated he read the letter and thought it was a good.

Mr. Range stated he did not see any reason to modify the letter other than the date. He asked if there were any suggested changes. Hearing none he asked for a motion.

Mr. Dodgen made a motion to use the letter submitted.

Mr. McPherson stated with the caveat of changing the date and the Board of Supervisors, he seconded the motion.

The motion passed 4-0 (Mr. Paul Eakin, Ms. Gossett, and Mr. Osborn were absent).

4. Stafford County Annual Historic Preservation Awards

Ms. Baker stated she wanted to advise everyone that a letter will be coming from the Historical Commission. They do annual historic preservation awards in May at a Board of Supervisors meeting. This Board is one of the bodies that received the letter for nominations and this would be a good time to think about it for the March meeting. She stated there were four different categories.

REPORTS BY ARB MEMBERS

Mr. Range stated he attended a meeting last Friday concerning Yankees in Falmouth, which might be called Stafford's Civil War Days, which would be held September 8, and 9, 2018. It would take place at the Moncure Conway House as well at the Port of Falmouth Park, Shelton's Cottage and perhaps the soccer field across from Shelton's Cottage. He stated Yankees in Falmouth was Stafford County's living history event and kind of celebrates Stafford's and Falmouth's role in the Civil War.

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Ms. McAdams stated all the comments about the Stafford Civil War Park being part of the program have been good.

Mr. Range stated it will be continued this year and perhaps some cannon firing displays. He stated they were looking at the possibility of opening the Civil War Museum, as well as conversations with Belmont and Chatham to see if they would like to participate also. With no other presentations he moved on to approval of minutes.

APPROVAL OF MINUTES

November 6, 2017

Ms. McAdams made a motion to approve the November 6, 2017 minutes.

Mr. Dodgen seconded.

The motion passed 3-0 (Mr. Eakin, Ms. Gossett, and Mr. Osborn were absent, and Mr. McPherson abstained).

ADJOURNMENT

Mr. Dodgen made a motion to adjourn the meeting.

Mr. McPherson seconded.

The motion passes 4-0 (Mr. Eakin, Ms. Gossett, and Mr. Osborn were absent).

With no further business to discuss the meeting adjourned at 6:47 p.m.