



Planning Office

Agenda

Wednesday, May 8, 2024

**Brentsville One-Room Schoolhouse
Brentsville Courthouse Historic Centre
12229 Bristow Road
Bristow, Virginia 20136**

1. Work Session - Williams-Dawe House – Across the street from the Brentsville Courthouse Historic Centre @ 12320 Bristow Road 6:30 p.m.
2. Call to Order – Brentsville One-Room Schoolhouse 7:00 p.m.
3. Roll Call/Quorum
4. Procedural Matters – Approve Request to Participate Remotely Through Electronic Communication Means (If Needed)
5. Approval of Agenda
6. Approval of April 10, 2024, Brief and Resolutions
7. Citizens' & Visitors' Time
8. Chairman's Time
9. Vice Chairman's Time
10. Staff Time
11. Announcements
12. Old Business
Strategic Plan Update
13. New Business
14. Next Meeting and Adjournment

Brief & Resolutions

April 2024



BRIEF

Development Services Building
Conference Room 202 B

April 10, 2024
Regular Meeting

In Attendance

Members Garcia, Landrum arrived at 7:11 p.m., Long, Namaha-Ono participated remotely, Washington
Justin Patton – Staff Liaison; Eric Griffiths – Heritage Resources Specialist; Toni Brzyski – Board Secretary

Call to Order

7:09 p.m.

Quorum present

Procedural Matters

RES 24-005

Approve the request by member, Nichii Namaha-Ono to participate in the meeting through electronic communication means - APPROVED - MOTION CARRIED

[VOTING RECORD: Motion Long, Washington; Ayes-by acclamation; Nays-None; Absent from vote Landrum, Namaha-Ono; Absent from meeting Carroll, Howard]

RES 24-006

Approve the agenda for the April 10, 2024, meeting as presented - APPROVED - MOTION CARRIED [VOTING RECORD: Motion Long, Washington; Ayes by acclamation; Nays None; Absent from Vote Landrum; Absent from meeting Carroll, Howard]

RES 24-007

Approve the January 10, 2024, meeting brief and resolutions as presented - APPROVED - MOTION CARRIED [VOTING RECORD: Motion Long, Washington; Ayes by acclamation; Nays None; Absent from Vote Landrum; Absent from meeting Carroll, Howard]

Citizens' & Visitors' Time – None

Election of Officers

RES 24-008

Elect Brian Landrum as Chairman of the Architectural Review Board for calendar year 2024 - APPROVED - MOTION CARRIED [VOTING RECORD: Motion Long, Garcia; Ayes Garcia, Long, Namaha-Ono, Washington; Nays None; Abstain Landrum; Absent from Vote None; Absent from Meeting Carroll, Howard]

RES 24-009

Elect Nichii Namaha-Ono as Vice Chairman of the Architectural Review Board for calendar year 2024 -

APPROVED – MOTION CARRIED [VOTING RECORD: Motion Garcia, Long; Ayes Garcia, Landrum, Long, Washington; Nays None; Abstain Namaha-Ono; Absent from Vote None; Absent from Meeting Carroll, Howard]

Procedures

Chairman Garcia turned the gavel over to Chairman Landrum.

Chairman’s Time

No report.

Vice Chairman’s Time

No report. A question was raised about the possibility of continuing with the previously discussed internship to research landownership in Buckland.

Staff Time

Eric Griffiths, Heritage Resources Specialist, discussed the following topics:

1. Ned the Distiller’s House, Buckland – Staff has been contacted about the possible sale of the Ned the Distiller’s House in Buckland. Staff talked to both a potential contractor and real estate agent about the possible sale of the house in February 2024. No further contact or discussion with these parties have been conducted since February 2024.
2. Thoroughfare Historic District – Staff is moving ahead with Planning Office projects for Thoroughfare. Tanya Washington, Director of Planning, has been briefed on the project. A consultant will be hired to prepare a National Register of Historic Places (NRHP) nomination. Planning Office staff will be meeting with stakeholders later this year to review proposed process and schedule for the Historic Overlay designation.
3. Williams-Dawe House – The Office of Historic Preservation has provided the opportunity for the ARB to visit the Williams-Dawe House, its newest acquired property in Brentsville. Planning Office staff thought it would be a great opportunity to tour this house and have its May meeting in the Brentsville One-Room Schoolhouse, located in the Brentsville Courthouse Historic Centre, to commemorate Historic Preservation Month (May). Mr. Landrum thought the visit being documented by a videographer would be a good way to publicize the work of the ARB and its commemoration of May as Historic Preservation Month.

Mr. Griffiths will coordinate with the Office of Historic Preservation to schedule the site visit and meeting in Brentsville for May 8th and will investigate the possibility of video documenting the visit with Prince William County’s Communications and Engagement Director.

Staff suggested inviting Lauren Maloy, Office of Historic Preservation, to an upcoming Architectural Review Board meeting to talk about research at Thoroughfare.

Staff noted the Historical Commission recently passed a resolution recommending the Board of County Supervisors support the submission of a Certified Local Government grant application for the Cultural Resource Survey at Williams-Dawe House.

Staff noted the Historical Commission recently passed a resolution recommending the Board of County Supervisors proclaim May as Historic Preservation Month.

Announcements

None

Old Business

Strategic Plan Update – Member Landrum reviewed the edits that have been made to the plan. Members should provide goals to include in the plan, see item **IV. Strategic Goals**, to the next meeting.

New Business

RES 24-010

Certified Local Government Grant Application
Recommend the Board of County Supervisors support the submission of a Certified Local Government grant application for the Cultural Resource Survey at Williams-Dawe House - APPROVED – MOTION CARRIED [VOTING RECORD: Motion Landrum, Washington; Ayes by acclamation; Nays None; Absent from Vote None; Absent from Meeting Carroll, Howard]

RES 24-011

May as Historic Preservation Month – Yearly Event
Recommend the Board of County Supervisors proclaim May 2024 as Historic Preservation Month in Prince William County, Virginia - APPROVED – MOTION CARRIED [VOTING RECORD: Motion Long, Landrum; Ayes by acclamation; Nays None; Absent from Vote None; Absent from Meeting Carroll, Howard]

Next Meeting

It was determined that the next meeting of the Architectural Review Board will be held on Wednesday, May 8, 2024, at 7:00 p.m.

Adjournment

8:17 p.m.

MOTION: LONG

**April 10, 2024
Regular Meeting
Res. No. 24-005**

SECOND: WASHINGTON

RE: APPROVE THE REQUEST BY MEMBER NICHII NAMAHA-ONO TO PARTICIPATE REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board (ARB Board) adopted a policy in its bylaws pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the ARB Board; and

WHEREAS, in accordance with the ARB Board's policy, Nichii Namaha-Ono notified the Chair that the Member is requesting permission from the ARB Board to electronically participate at the ARB Board's April 10, 2024, meeting; and

WHEREAS, the Member certified that (*check A or B*):

A. the Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the Member's physical attendance; OR

B. the Member is unable to attend the meeting due to the following specifically identified personal matter: _____;

AND the Member has not already participated electronically due to a personal reason for more than one meeting this calendar year, (*Section (B) shall be limited to two meetings each calendar year*); and

WHEREAS, the remote location from which the Member plans to electronically participate is her home; and this remote location will will not (*circle one*) be open to the public (*need not be open to the public*); and

WHEREAS, the Member verifies that the Member's participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and

WHEREAS, pursuant to the ARB Board's policy, a request for electronic participation from a remote location shall be approved unless participation violates the ARB Board's policy or any provisions of the Virginia Freedom of Information Act;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Architectural Review Board hereby approves the request by Nichii Namaha-Ono to participate in the meeting through electronic communication means in accordance with the Architectural Review Board's policy; a quorum of the Architectural Review Board was physically assembled at one primary or central meeting location; and arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: Landrum, Namaha-Ono

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____
Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LONG

**April 10, 2024
Regular Meeting
Res. No. 24-006**

SECOND: WASHINGTON

RE: APPROVE THE AGENDA FOR THE APRIL 10, 2024, MEETING AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered the agenda presented at its April 10, 2024, meeting; and

WHEREAS, the Architectural Review Board provided no changes;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board does hereby approve the agenda for its April 10, 2024, meeting as presented.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: Landrum

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____
Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LONG

**April 10, 2024
Regular Meeting
Res. No. 24-007**

SECOND: WASHINGTON

RE: APPROVE THE JANUARY 10, 2024, MEETING BRIEF AND RESOLUTIONS AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered its January 10, 2024, meeting brief and resolutions; and

WHEREAS, the Architectural Review Board provided no corrections;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board does hereby approve its January 10, 2024, meeting brief and resolutions as presented.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: Landrum

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____
Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LONG

**April 10, 2024
Regular Meeting
Res. No. 24-008**

SECOND: GARCIA

RE: ELECT BRIAN LANDRUM AS CHAIRMAN OF THE ARCHITECTURAL REVIEW BOARD FOR CALENDAR YEAR 2024

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board Bylaws require election of a chairman and a vice chairman annually at the first meeting of the calendar year; and

WHEREAS, the Architectural Review Board deferred elections from its first meeting of the 2024 calendar year, January 2024, to the next meeting of the Architectural Review Board; and

WHEREAS, this is the Architectural Review Board’s next meeting of the 2024 calendar year; and

WHEREAS, Brian Landrum was nominated to serve as chairman;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board does hereby elect Brian Landrum as Chairman of the Architectural Review Board for calendar year 2024.

Votes:

Ayes: Garcia, Long, Namaha-Ono, Washington

Nays: None

Abstain: Landrum

Absent from Vote: None

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____

Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: GARCIA

**April 10, 2024
Regular Meeting
Res. No. 24-009**

SECOND: LONG

RE: ELECT NICHII NAMAHA-ONO AS VICE CHAIRMAN OF THE ARCHITECTURAL REVIEW BOARD FOR CALENDAR YEAR 2024

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board Bylaws require election of a Chairman and a Vice Chairman annually at the first meeting of the calendar year; and

WHEREAS, the Architectural Review Board deferred elections from its first meeting of the 2024 calendar year, January 2024, to the next meeting of the Architectural Review Board; and

WHEREAS, this is the Architectural Review Board’s next meeting of the 2024 calendar year; and

WHEREAS, Nichii Namaha-Ono was nominated to serve as Vice Chairman;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board does hereby elect Nichii Namaha-Ono as Vice Chairman of the Architectural Review Board for calendar year 2024.

Votes:

Ayes: Garcia, Landrum, Long, Washington

Nays: None

Abstain: Namaha-Ono

Absent from Vote: None

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____

Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LANDRUM

**April 10, 2024
Regular Meeting
Res. No. 24-010**

SECOND: WASHINGTON

RE: RECOMMEND THE BOARD OF COUNTY SUPERVISORS SUPPORT THE SUBMISSION OF A CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION FOR THE CULTURAL RESOURCE SURVEY AT WILLIAMS-DAWE HOUSE

ACTION: APPROVED

WHEREAS, the Prince William Board of County Supervisors appointed the Prince William County Architectural Review Board to serve as advisor regarding the preservation and protection of local cultural resources; and

WHEREAS, the Architectural Review Board is the Certified Local Government body for Prince William County; and

WHEREAS, Certified Local Government grants administered by the Virginia Department of Historic Resources have been identified to assist in funding projects in Prince William County; and

WHEREAS, a Certified Local Government grant is being sought to fund a Cultural Resource Survey at Williams-Dawe House; and

WHEREAS, the Prince William County Architectural Review Board endorses the Certified Local Government grant application for a Cultural Resource Survey at Williams-Dawe House; and

WHEREAS, the Prince William County Architectural Review Board believes that the preservation and protection of cultural resources in Prince William County is well served by this action;

NOW, THEREFORE, BE IT RESOLVED, the Prince William County Architectural Review Board does hereby recommend the Board of County Supervisors support the submission of a Certified Local Government grant application for the Cultural Resource Survey at Williams-Dawe House.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____

Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION:	LONG	April 10, 2024
SECOND:	LANDRUM	Regular Meeting
RE:	RECOMMEND THE BOARD OF COUNTY SUPERVISORS PROCLAIM MAY 2024 AS HISTORIC PRESERVATION MONTH IN PRINCE WILLIAM COUNTY, VIRGINIA	Res. No. 24-011
ACTION:	APPROVED	

WHEREAS, in recognition of Prince William County's rich historical heritage, the Board of County Supervisors established the Architectural Review Board to advise and assist in efforts to preserve and protect cultural resources; and

WHEREAS, the Architectural Review Board works tirelessly to spotlight and encourage local participation in the preservation of Prince William County's cultural resources including structures, buildings, historic areas and archaeological sites; and

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing the community's quality of life; and

WHEREAS, historic preservation is relevant to communities across the nation, both urban and rural, and for Americans of all ages, all walks of life, and all ethnic groups; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to safeguard the tangible aspects of heritage that have shaped us as a people and enhanced our lives; and

WHEREAS, the County Archaeologist and the Planning Office provide guidance on implementing historic preservation goals and strategies in the Cultural Resources Chapter of the Comprehensive Plan and help citizens preserve the County's history and cultural resources; and

WHEREAS, Prince William County is honoring its heritage by preserving and protecting its history through the restoration of numerous historic sites and through educational programming for the public to learn about local history; and

WHEREAS, Prince William County has a strong commitment to public acquisition and interpretation of significant historic properties for heritage tourism and community use; and

WHEREAS, the Historic Preservation Division was formed in 2005 and is responsible for the restoration and management of more than a dozen County owned historic sites and properties, including the Brentsville Courthouse Historic Centre, Rippon Lodge Historic Site, Ben Lomond Historic Site and Bristoe Station Battlefield Heritage Park; and

WHEREAS, Prince William County plans to conduct activities in furtherance of the celebration of historic preservation at County owned historic sites during the month of May 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board hereby recommends the Board of County Supervisors proclaim May 2024 as Historic Preservation Month in Prince William County, Virginia.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Carroll, Howard

MOTION CARRIED

ATTEST: _____
Secretary to the Board

Strategic Plan

**Prince William County
Architectural Review Board
Strategic Plan and Four-Year Work Plan**

I. Authority

The Architectural Review Board (“ARB”) operates pursuant to authority established by the National Historic Preservation Act, 54 U.S.C. § 302501 *et seq.*, Va. Code § 15.2-2306, Prince William County Municipal Code § 32-502, and resolutions of the Prince William Board of County Supervisors (“BOCS”).

II. Mission

The ARB shall work to: (a) prevent the destruction or deterioration of, or encroachment upon, any historic overlay districts approved by the BOCS; (b) encourage appropriate uses which will lead to the districts’ continuation, conservation, and improvement; (c) ensure that new structures and uses within each district comport with the districts’ historic character; and (d) **contribute to the documentation and preservation of Prince William County’s historic resources.**

III. Primary Responsibilities

A. Advisory Role. The ARB shall periodically examine the Historic Overlay District Ordinance (Sec. 32-502 *et seq.*) and relevant county regulations and guidelines, and advise the BOCS and Director of Planning of any recommended changes to these documents to ensure they reflect current conditions.

The ARB may also advise the BOCS and other county officials and departments on the protection of local cultural resources, including by proposing the establishment of new historic overlay districts. The ARB shall identify and recommend new historic overlay districts according to the following process:

1. Conduct an education and outreach program for community residents and affected property owners in areas envisioned as historic overlay districts.
2. ~~Seek authorization from the BOCS to nominate said areas to the Virginia Department of Historic Resources (“VDHR”).~~
3. Cause to be completed a Virginia Department of Historic Resources (“VDHR”) *Preliminary Information Form for Historic Districts* (“PIF”) for any single-structure¹ or multi-structure historic overlay district.
4. **Review and either (a) approve and submit the completed PIF to VDHR for approval; or (b) return the PIF to the applicants to be revised as necessary**

¹ Single-structure historic overlay districts shall be permitted if approved by the Board of County Supervisors.

prior to its submission.

5. Following approval of the PIF by the State Review Board, the ARB shall seek and obtain funding to hire a consultant to prepare a National Register of Historic Places (“NRHP”) Nomination Report.²
6. Upon completion of the NRHP Nomination Report, the ARB shall approve the contents of the report and forward the report to VDHR for consideration.
7. The ARB shall have no authority over an approved National Register Historic District without its designation as a historic overlay district by the BOCS.³
8. Prior to seeking the designation of a new historic overlay district by the BOCS, the ARB shall develop, or cause to be developed, design review guidelines for the proposed district.⁴
9. ~~The proposed design review guidelines for the district shall be submitted to the Department of Planning for processing by the Planning Commission and BOCS and incorporated as a new chapter in the Design Review Guidelines by amendment upon approval.~~

The ARB shall amend the Design Review Guidelines as necessary to protect and perpetuate those areas or structures contained within each historic overlay district.

- B. Certificates of Appropriateness.** The ARB shall accept applications for certificates of appropriateness for the erection, reconstruction, exterior alteration, restoration, excavation, razing, demolition, or movement of any contributing or non-contributing building or structure located within a historic overlay district.

Within sixty (60) days following receipt, the ARB shall review each application and issue its approval or denial.⁵ Following the approval of an application by the ARB, the Director of Planning shall issue a certificate of appropriateness for the proposed action.

- C. Historic Preservation.** The ARB ~~may~~ shall additionally perform the following tasks in conformance with the **Historic Overlay District**:

² The Planning Director or his/her designee shall administer the contract with the consultant.

³ However, approval by the NRHP is not required for the BOCS to establish a new historic overlay district.

⁴ Pursuant to Prince William County Municipal Code § 32-502.04, designation of a new Historic Overlay District by the BOCS may be requested by the ARB or by the Historical Commission.

⁵ The ARB, and County staff, will direct applicants to submit items fulfilling the technical portion of their certificate of appropriateness application and shall conduct all meetings in an open and fair manner in conformance with relevant statutes of the Commonwealth of Virginia and the Virginia Freedom of Information Act. The ARB shall review and render decisions on each application based on findings of fact and in conformance with the Secretary of the Interior’s Standards and relevant County ordinances and guidelines.

1. Conduct, or cause to be conducted, a continuing survey of cultural resources in the community.⁶
2. Disseminate information within the county on historic preservation issues and concerns.
3. Review **and process** all nominations to the National Register of Historic Places of properties within the boundaries of the county.⁷
4. Submit an annual report of its activities to the State Historic Preservation Officer.⁸

IV. Strategic Goals (FORMAT TEMPLATE)

A. Smart Goal #1. Summary.

1. Objectives
2. Strategies for Implementation
3. Person(s) or Parties Responsible
4. Desired Outcome
5. Proposed Due Date
6. Estimated Budget
7. Status

⁶ Surveys shall be conducted in conjunction with the Historical Commission and in accordance with guidelines established by the State Historic Preservation Officer.

⁷ **The ARB shall establish and amend, as necessary, its procedures for processing NRHP nominations for submission to the Virginia Department of Historic Resources.** If the review of a nomination would normally involve a professional discipline not represented on the ARB, the ARB may seek appropriate professional advice before rendering its decision.

⁸ Such reports may include, but are not limited to: (a) the number of cases reviewed; (b) newly designated historic zoning districts; (c) meeting minutes from the review of National Register nominations; (d) revised resumes of ARB members; (e) new appointments to the ARB; (f) attendance records; and (g) attestation to conformance with member training requirements as specified in the CLG Agreement between the BOCS and VDHR.