Agenda
7:00 p.m. – Wednesday, November 10, 2021
202 A & B
Development Services Building
5 County Complex Court
Prince William, Virginia 22192

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of October 13, 2021 Brief and Resolutions
5. Citizens’ & Visitors’ Time
6. Chairman’s Time
7. Vice Chairman’s Time
8. Training
9. Old Business
   Research Project – Buckland African American Property Ownership Research
10. Announcements
11. New Business
12. Next Meeting and Adjournment
BRIEF

Development Services Building
Conference Room 107 A & B

In Attendance
Chairman Long participated virtually; Members Garcia, Howard, Namaha-Ono
Quorum present.
Justin Patton – Staff Liaison; Toni Brzyski – Board Secretary

October 13, 2021
Regular Meeting

Call to Order
7:15 p.m.

Procedures
Suspend meeting procedures to vote on bylaws amendment and procedures for remote participation.

RES 21-007
Adopt the amendments to the bylaws and adopt the procedures included in the agenda package for its October 13, 2021 meeting to implement Remote Participation - ARTICLE 7-9 of the Architectural Review Board bylaws - APPROVED – MOTION CARRIED [VOTING RECORD: Motion Howard, Garcia; Ayes-by acclamation; Nays-None; Absent from vote Long; Absent from meeting none]

Procedures
Resume meeting under new bylaws.

RES 21-008
Approve the request by member, Elizabeth Long to participate in the meeting through electronic communication means - APPROVED - MOTION CARRIED [VOTING RECORD: Motion Howard, Garcia; Ayes-by acclamation; Nays-None; Absent from vote Long; Absent from meeting none]

Procedures
Vice Chairman Namaha-Ono turned the gavel over to Chairman Long.

RES 21-009
Approve the agenda for the October 13, 2021 meeting as presented - APPROVED - MOTION CARRIED [VOTING RECORD: Motion Namaha-Ono, Howard; Ayes by acclamation; Nays None; Absent from Vote None; Absent from meeting None]

RES 21-010
Approve the March 10, 2021 meeting brief and resolutions as presented - APPROVED - MOTION CARRIED [VOTING RECORD: Motion Garcia, Howard; Ayes by acclamation; Nays None; Absent from Vote None; Absent from meeting None]
Citizens’ & Visitors’ Time – None

Chairman’s Time
Contacted David Blake about the information he has regarding the Buckland African American Property Ownership Research Project to pass it on to the intern. David is in his new location, however, the house is in disarray and under restoration, so he doesn’t know where the material is currently to be found.

Justin Patton suggested another project for the intern could be a photographic survey of Buckland or perhaps he could do archival research and recreate what David Blake previously discovered.

Chairman Long sent a text to the intern who said yes.

Chairman Long asked if VDHR has responded to the request to review the ARB’s Historic Overlay Districts Design Review Guidelines. Mr. Patton indicated no response has been received, and he will check with VDHR. Ms. Long questioned whether the Guidelines need updating.

Vice Chairman’s Time
Vice Chairman Namaha-Ono asked about the education requirements for members and the possibility of on-line training. Mr. Patton said he has a video on due process for viewing by members in preparation for reviewing the next request for a Certificate of Appropriateness. The viewing could be at the November ARB meeting.

Staff Time
Justin Patton reported as follows:
- On June 15, 2021, the Board of County Supervisors initiated a Zoning Text Amendment to create a historic overlay district for the Town of Thoroughfare.
- The Thoroughfare Community Research Project, being managed by the Office of Historic Preservation, has begun. Details should be available by next summer.
- He is doing research on how a Historical Overlay District is created.

Toni Brzyski distributed an updated membership roster and a newspaper article about a preservation case in Alexandria.

Old Business
Buckland African American Property Ownership Research Project – see Chairman’s time.
Announcements

None

New Business

None

Next Meeting

It was determined that the next meeting of the Architectural Review Board will be on Wednesday, November 10, 2021.

Adjournment

8:20 p.m.
ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: HOWARD
SECOND: GARCIA

RE: ADOPT THE AMENDMENTS TO THE BYLAWS AND ADOPT THE PROCEDURES INCLUDED IN THE AGENDA PACKAGE FOR ITS OCTOBER 13, 2021 MEETING TO IMPLEMENT REMOTE PARTICIPATION - ARTICLE 7-9 OF THE ARCHITECTURAL REVIEW BOARD BYLAWS

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 Prince William County Architectural Review Board seeks to preserve, protect and promote historical sites, architectural areas and overlay districts within Prince William County; 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, that the Prince William County Architectural Review Board hereby adopts the amendments to the bylaws and adopts the procedures included in the agenda package for its October 13, 2021 meeting to implement Remote Participation - ARTICLE 7-9 of the Architectural Review Board bylaws.

Votes:
Ayes: by acclamation
Nays: None
Absent from Vote: Long
Absent from Meeting: None
MOTION CARRIED

ATTEST: _______________________
Secretary to the Board
ARTICLE 7-9. Remote Participation

1. The Board may, in accordance with and pursuant to § 2.2-3708.2, of the Virginia Code Annotated and procedures adopted by it, conduct any meeting wherein the public business is discussed or transacted through electronic communication means. The purpose of this Article is to allow individual Board Members to participate in regularly scheduled meetings, remotely, through electronic means, and to provide both a safe meeting environment for them to do so and to permit public participation when required by law.

2. Procedures for the conduct of such electronic meetings or amendments thereto shall be adopted by a majority vote of the Board Members in attendance when such vote is taken.
PROCEDURES IMPLEMENTING ARTICLE 7-9 GOVERNING REMOTE PARTICIPATION BY MEMBERS.

Pursuant to Article 7-9, of its Bylaws, the following procedures governing remote participation meetings by Members of the Architectural Review Board (ARB) are hereby adopted by a majority vote of the Members in attendance at its [date] meeting.

I. A quorum of the ARB, to include the Chairman or Vice chairman, shall be physically assembled at one primary or central meeting location as dictated by the ARB’s Meeting Calendar for a meeting to be conducted in accordance with these procedures. In addition, the ARB will arrange for the voice of the remote participant or participants to be heard by all persons at the primary or central meeting location.

II. A Member or Members may electronically participate in a ARB or committee meeting, open or closed:

If, on or by 5 P.M. before the day before the of a meeting, the Member notifies the Chair that:

1. He or she 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
2. He or she is unable to attend the meeting due to a personal matter and identifies with specificity the nature of such matter. Remote participation by a Member pursuant to this subdivision is limited each calendar year to two meetings; and

3. He or she requests to electronically participate, and provide verifiable assurances and verification that participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities;

b. In response to the notice and request, the ARB shall:

1. cancel the meeting if the member(s) physically present will not constitute a quorum;

2. approve or disapprove the request uniformly and without exception pursuant to the following criteria and requirements:

   A. Electronic participation from a remote location shall be approved unless participation violates this policy or any provisions of the Virginia Freedom of Information Act; and

   B. If electronic participation from a remote location is challenged for being in violation of this policy or any provisions of the Virginia Freedom of Information Act, the
Members of the ARB physically present at the subject meeting shall vote whether to allow such participation.

3. If approved,

A. record within the meeting minutes:
   i. the fact that the Member participated through electronic means due to a temporary or permanent disability or other medical condition that prevented the Member’s physical attendance (the specific disability or medical condition is not, however, required to be identified); or
   ii. the specific nature of the personal matter given by the Member electronically participating, and the remote location from which the member is electronically participated (the remote location need not be open to the public), and

B. arrange for the voice of the remote participant to be heard by all persons physically present at the meeting,

4. If a Member’s participation from a remote location pursuant to a personal matter is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes.
with specificity. The Member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and cannot be counted as present at the meeting. To electronically monitor a ARB or committee meeting, open or closed,

A. the Member shall NOT:

   i. Be visible or audible to other Members of ARB, regardless of whether the other Members are physically present,

   ii. Communicate by any means with other Members of the ARB or their staff, until the meeting is adjourned,

   iii. Be counted as present for any purpose, or

   iv. Participate in any way.

B. i. The Member shall provide assurances and verification that monitoring any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entitles, and

   ii. The ARB shall note within the meeting minutes each member electronically monitoring the meeting.
MOTION:        HOWARD  
SECOND:        GARCIA  

RE:            APPROVE THE REQUEST BY MEMBER ELIZABETH LONG 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, Elizabeth Long notified the Chair that the Member is requesting permission from the ARB Board to electronically participate at the ARB Board’s October 13, 2021 meeting; and

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

A. **X** 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 Elizabeth Long 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: Long
Absent from Meeting: None
MOTION CARRIED

ATTEST: ___________________________
                         Secretary to the Board
ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: NAMAHA-ONO
SECOND: HOWARD
RE: APPROVE THE AGENDA FOR THE OCTOBER 13, 2021 MEETING AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered the agenda presented at its October 13, 2021 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 October 13, 2021 meeting as presented.

Votes:
Ayes: by acclamation
Nays: None
Absent from Vote: None
Absent from Meeting: None
MOTION CARRIED

ATTEST: ____________________________________________
Secretary to the Board
ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: GARCIA
SECOND: HOWARD
RE: APPROVE THE MARCH 10, 2021 MEETING BRIEF AND RESOLUTIONS AS PRESENTED
ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered its March 10, 2021 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 March 10, 2021 meeting brief and resolutions as presented.

Votes:
Ayes: by acclamation
Nays: None
Absent from Vote: None
Absent from Meeting: None
MOTION CARRIED

ATTEST: __________________________________________
Secretary to the Board

October 10, 2021
Regular Meeting
Res. No. 21-010