



**Planning Office**

# Agenda

**7:00 p.m. – Wednesday, April 10, 2024**

**202 B**

**Development Services Building**

**5 County Complex Court**

**Prince William, Virginia 22192**

1. Call to Order
2. Roll Call/Quorum
3. Procedural Matters – Approve Request to Participate Remotely Through Electronic Communication Means (If Needed)
4. Approval of Agenda
5. Approval of January 10, 2024, Brief and Resolutions
6. Citizens' & Visitors' Time
7. Election of Officers (Chairman and Vice Chairman)
  - 4-1. The Prince William County ARB shall elect annually at their first meeting of the calendar year a chairman and a vice chairman.
  - 4-2. Nominations shall be made from the floor for each office and the voting carried out by voice vote or by ballots that must be read aloud during the counting of votes, which must take place in public session, and recorded in the election resolution by setting forth the members' name and the persons he or she voted for, or by any other method which will display publicly and immediately how each member voted.
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**

## **January 2024**



**Architectural Review Board**

**BRIEF**

**Development Services Building  
Conference Room 202 B**

**January 10, 2024  
Regular Meeting**

**In Attendance** Members Carroll, Landrum and Long  
Justin Patton – Staff Liaison; Eric Griffiths – Heritage Resources  
Specialist

**Call to Order** **7:15 p.m.**

**Procedures** In the absence of both the Chairman and the Vice-Chairman;  
Member Landrum called the meeting to order.  
**Quorum present**

RES 24-001 **Agree to elect Brian Landrum chairman pro tem for the  
January 10, 2024, meeting of the Architectural Review Board**  
**- APPROVED - MOTION CARRIED** [VOTING RECORD: Motion  
Carroll, Long; Ayes-by acclamation; Nays-None; Absent from vote  
None; Absent from meeting Garcia, Howard, Namaha-Ono,  
Washington]

RES 24-002 **Approve the agenda for the January 10, 2024, meeting as  
presented** - **APPROVED - MOTION CARRIED** [VOTING RECORD:  
Motion Long, Carroll; Ayes by acclamation; Nays None; Absent  
from Vote None; Absent from meeting Garcia, Howard, Namaha-  
Ono, Washington]

RES 24-003 **Approve the July 12, 2023, meeting brief and resolutions as  
presented** - **APPROVED - MOTION CARRIED** [VOTING RECORD:  
Motion Carroll, Long; Ayes by acclamation; Nays None; Absent  
from Vote None; Absent from meeting Garcia, Howard, Namaha-  
Ono, Washington]

**Citizens' & Visitors' Time** – None

RES 24-004 Election of Officers – Decision to defer.  
**Defer the election of officers for 2024 until the next  
scheduled meeting of the Architectural Review Board** -  
**APPROVED - MOTION CARRIED** [VOTING RECORD: Motion Long,  
Carroll; Ayes by acclamation; Nays None; Absent from Vote None;  
Absent from Meeting Garcia, Howard, Namaha-Ono,  
Washington]

**Chairman's Time** No report.

**Vice Chairman's Time** No report.

**Staff Time** Justin Patton introduced new staff member, Eric Griffiths, Heritage Resources Specialist and noted Mr. Griffiths's role as Heritage Resources Specialist with the Prince William County Planning Department will be to serve as the staff liaison to the ARB in the near future. Mr. Griffiths provided some background about his professional experience. Other topics discussed by staff: Training for members, the Thoroughfare Historic Overlay District, and Design Guidelines.

**Announcements** None

**Old Business** Strategic Plan Update – Discussed and edited Member Landrum's suggestions that were provided in the agenda package.

**New Business** None

**Next Meeting** It was determined that the next meeting of the Architectural Review Board will be held on Wednesday, March 13, 2024, at 7:00 p.m.

**Adjournment** **8:29 p.m.**

**ARCHITECTURAL REVIEW BOARD RESOLUTION**

**MOTION: CARROLL**

**January 10, 2024  
Regular Meeting  
Res. No. 24-001**

**SECOND: LONG**

**RE: AGREE TO ELECT BRIAN LANDRUM CHAIRMAN PRO TEM FOR THE  
JANUARY 10, 2024, MEETING OF THE ARCHITECTURAL REVIEW BOARD**

**ACTION: APPROVED**

**WHEREAS**, the Chairman is not present at the January 10, 2024, meeting of the Architectural Review Board; and

**WHEREAS**, the Vice Chairman is not present at the January 10, 2024, meeting of the Architectural Review Board; and

**WHEREAS**, rules of procedure allow for the election of a chairman pro tem, by the membership, in the absence of the Chairman and the Vice-Chairman;

**NOW, THEREFORE, BE IT RESOLVED**, that the Prince William County Architectural Review Board does hereby agree to elect Brian Landrum chairman pro tem for the January 10, 2024, meeting of the Architectural Review Board.

**Votes:**

**Ayes:** by acclamation

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** Garcia, Howard, Namaha-Ono, Washington

**MOTION CARRIED**

**ATTEST:** \_\_\_\_\_  
**Secretary to the Board**

**ARCHITECTURAL REVIEW BOARD RESOLUTION**

**MOTION: LONG**

**January 10, 2024  
Regular Meeting  
Res. No. 24-002**

**SECOND: CARROLL**

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

**ACTION: APPROVED**

**WHEREAS**, the Prince William County Architectural Review Board considered the agenda presented at its January 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 January 10, 2024, meeting as presented.

**Votes:**

**Ayes:** by acclamation

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** Garica, Howard, Namaha-Ono, Washington

**MOTION CARRIED**

**ATTEST:** \_\_\_\_\_  
**Secretary to the Board**

**ARCHITECTURAL REVIEW BOARD RESOLUTION**

**MOTION: CARROLL**

**January 10, 2024  
Regular Meeting  
Res. No. 24-003**

**SECOND: LONG**

**RE: APPROVE THE JULY 12, 2023, MEETING BRIEF AND RESOLUTIONS AS PRESENTED**

**ACTION: APPROVED**

**WHEREAS**, the Prince William County Architectural Review Board considered its July 12, 2023, 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 July 12, 2023, meeting brief and resolutions as presented.

**Votes:**

**Ayes:** by acclamation

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** Garcia, Howard, Namaha-Ono, Washington

**MOTION CARRIED**

**ATTEST:** \_\_\_\_\_  
**Secretary to the Board**

**ARCHITECTURAL REVIEW BOARD RESOLUTION**

**MOTION: LONG**

**January 10, 2024  
Regular Meeting  
Res. No. 24-004**

**SECOND: CARROLL**

**RE: DEFER THE ELECTION OF OFFICERS FOR 2024 UNTIL THE NEXT  
SCHEDULED MEETING OF THE ARCHITECTURAL REVIEW BOARD**

**ACTION: APPROVED**

**WHEREAS**, the Prince William County Architectural Review Board is required to elect a chairman and a vice chairman annually; and

**WHEREAS**, the Prince William County Architectural Review Board desires to defer said elections;

**NOW, THEREFORE, BE IT RESOLVED**, that the Prince William County Architectural Review Board does hereby agree to defer the election of officers for 2024 until the next scheduled meeting of the Architectural Review Board.

**Votes:**

**Ayes:** by acclamation

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** Garcia, Howard, Namaha-Ono, Washington

**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-structure<sup>1</sup> 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**

---

<sup>1</sup> 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.<sup>2</sup>
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.<sup>3</sup>
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.<sup>4</sup>
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.<sup>5</sup> 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**:

---

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

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

<sup>4</sup> 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.

<sup>5</sup> 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.<sup>6</sup>
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.<sup>7</sup>
4. Submit an annual report of its activities to the State Historic Preservation Officer.<sup>8</sup>

#### **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

---

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

<sup>7</sup> **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.

<sup>8</sup> 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.