



Planning Office

Agenda

7:00 p.m. – Wednesday, October 8, 2025
Development Services Building Room 202 B
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 June 11, 2025, Brief and Resolutions
6. Citizens' & Visitors' Time
7. Staff Time
 - Update on Thoroughfare Historic Overlay and National Register District
 - Update on Ned the Distiller Roof Replacement
8. Members' Time/Announcements
9. Chairman's Time
 - FY2027 Planning Office funding requests
10. Vice Chairman's Time
11. Old Business
 - ARB budget; promoting the overlay districts and preservation objectives
12. New Business
 - National Register listed sites in Prince William County
 - 2025 Annual Report and BOCS presentation
13. Next Meeting and Adjournment

Mr. Griffiths also brought up the possibility of holding the September Architectural Review Board meeting in Buckland. Linda Wright has invited Members the use of her property and the Office of Historic Preservation can make Ned the Distiller's House and the Ashe property available for viewing.

**Members' Time/
Announcements**

None

Chairman's Time

None

**Vice Chairman's
Time**

None

Old Business

RES 25-013

ARB Work Plan – Chairman Landrum provided an updated draft which was reviewed and edited by members.
The Architectural Review Board does hereby adopt its FY2026/FY2027 Work Plan as presented and edited at its June 11, 2025, meeting – APPROVED - MOTION CARRIED [VOTING RECORD: Motion Long, Landrum; Ayes by acclamation; Nays None; Absent from Vote None; Absent from meeting Garcia, Hill, Namaha-Ono]

New Business

National Register listed sites in Prince William County - As requested at the April Meeting, Eric Griffiths emailed a spreadsheet to Members with the National Register listed sites in Prince William County from the Virginia Cultural Resources Information System (VCRIS). Members have not reviewed the list. It will remain on the agenda for the next meeting.

Next Meeting

Members asked if Justin Patton would be available to attend the July 9th meeting of the Architectural Review Board to discuss the budget. Eric Griffiths noted that Mr. Patton would like Members to have specific ideas prepared regarding future expenditures.

It was determined that the next Architectural Review Board meeting will be held at 7:00 p.m. on Wednesday, July 9, 2025.

Adjournment

8:35 p.m.

Brief & Resolutions

June 2025

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LONG

**June 11, 2025
Regular Meeting
Res. No. 25-011**

SECOND: WASHINGTON

RE: APPROVE THE AGENDA FOR THE JUNE 11, 2025, MEETING AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered the agenda presented at its June 11, 2025, 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 June 11, 2025, meeting as presented.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Garcia, Hill, Namaha-Ono

MOTION CARRIED

ATTEST: _____
Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: NASIR

**June 11, 2025
Regular Meeting
Res. No. 25-012**

SECOND: LONG

RE: APPROVE THE May 14, 2025, MEETING BRIEF AND RESOLUTIONS AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered its May 14, 2025, 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 May 14, 2025, meeting brief and resolutions as presented.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Garcia, Hill, Namaha-Ono

MOTION CARRIED

ATTEST: _____
Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LONG

**June 11, 2025
Regular Meeting
Res. No. 25-013**

SECOND: LANDRUM

**RE: THE ARCHITECTURAL REVIEW BOARD DOES HEREBY ADOPT ITS
FY2026/FY2027 WORK PLAN AS PRESENTED AND EDITED AT ITS JUNE 11,
2025, MEETING**

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 does hereby adopt its FY2026/FY2027 Work Plan as presented and edited at its June 11, 2025, meeting.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Garcia, Hill, Namaha-Ono

MOTION CARRIED

CERTIFIED COPY_____

Secretary to the Board



PRINCE WILLIAM

— Architectural Review Board

Strategic 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. 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.
3. 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 prior to its submission.
4. 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

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

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

5. Upon completion of the NRHP Nomination Report, the ARB shall approve the contents of the report and forward the report to VDHR for consideration.
6. 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
7. 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

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 shall additionally perform the following tasks in conformance with the Historic Overlay District:

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

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.

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.