

**Fairfax County History Commission
Monthly Meeting**

May 1, 2024, 7:30 p.m.
Fairfax County Government Center
Conference Room 2/3
12000 Government Center Parkway,
Fairfax, Virginia 22030

The Fairfax County History Commission conducted an in-person meeting with some remote attendees on May 1, 2024. The meeting was called to order at 7:39 p.m.

Call to Order

1. Audibility of Members' Voices

Before proceeding, Chairperson Garvey-Hodge ensured mutual audibility for the Commission members attending online. Commission members joining virtually confirmed their audibility and location accordingly.

Attendance

Commissioners Present per Districts:

Lynne Garvey-Hodge, *Chair*
David Meyer
Elise Murray
Anne Barnes
Sallie Lyons
Tammy Mannarino * **
Sue Kovach Shuman
Kevin Bradley
Jordan Tannenbaum
Cheryl-Ann Repetti**
Esther McCullough*
Subhi Mehdi
Anne Stuntz, *Secretary*
Brian Heintz

District:

At-Large
City of Fairfax
Hunter Mill
Mount Vernon
Mount Vernon
Mount Vernon
Providence
Providence
Springfield
Sully
Sully
Dranesville
Hunter Mill
Braddock

Commissioners Excused:

Russell Brooks, *Vice Chair*
Gretchen Bulova
Jenee Lindner

County Liaisons Present:

Laura Kviklys, Heritage Resources Branch, Department of Planning and Development;
Stephanie Newman, Heritage Resources Branch, Department of Planning and Development;
Liz Crowell, Archaeology and Collections Branch, Fairfax County Park Authority
Christopher Barbuschak, Virginia Room, Fairfax County Public Library

Staff Present:

Corinne Bebek, History Commission Substitute Clerk

Special Guests Present:

None

**Joined virtually or by phone (voice-only)*

***Joined after roll call*

Welcome, Announcements, and Opening Business

Chair Announcements, Lynne Garvey-Hodge:

Chairperson Garvey-Hodge began the meeting with the following announcements:

- May is Haitian, Jewish American & Asian American, Native Hawaiian and Pacific Islander (AANHPI) Heritage Month.
- Birthday wishes were provided for History Commission members Jenee Lindner and Esther McCullough.
- Acknowledgements went to Cheryl Repetti for the work on the History Commission webpage
- Acknowledgement of Channel 16 documentary on “*Fairfax County’s Julius Rosenwald Schools*” being released later in May 2024.
- Noted the publishing of an article about the similarities between Clifton, VA and Ravenna, Italy, beginning with the stained glass window at Clifton Presbyterian Church and the Cathedral Mosaic Cross in Ravenna, Italy’s St. Apollinaire apse, in Clifton magazine.
- The Chair provided her perspective on the letter writing policy.
 - During Spring of 2023 an ad-hoc committee was formed for the purpose of the Fort Belvoir street renaming. In August of 2023 Chairperson Garvey-Hodge received an email from Chairman McKay regarding Fort Belvoir. A meeting was scheduled on October 24, 2023 at Fort Belvoir to create a mutual history related relationship between Fort Belvoir staff and the History Commission members. The intent of the meeting and discussion was one of goodwill and not rooted in a specific project or plan.
 - On October 27, 2023, Chairperson Garvey-Hodge sent a letter expressing gratitude to the Fort Belvoir staff for the meeting and briefly recapped the discussion. The letter noted that some information previously provided to Fort Belvoir may not be reflective of the full committee’s viewpoints and recommendations.
 - The letter of gratitude and goodwill has raised concerns and questions around the History Commission’s letter writing policy.
 - Chairperson Garvey-Hodge raised the following concern: based on discussions with the advisory committee and feedback received was that the letter writing policy is cumbersome and concerning as some items may need quick turnarounds. Chairperson Garvey-Hodge indicated that the intent is not for the policy to make communication difficult. A caution was shared that the perception of the History Commission is more focused on policy and processes rather than history within the county.

- Chairperson Garvey-Hodge indicated that when the meeting writing policy agenda item is reached during the meeting this evening, that the committee should consider the caution raised.
- On Tuesday May 14, 2024 Chairman McKay is hosting a Spring Social for County volunteers.

Vice Chair David Meyer made an announcement regarding land acknowledgement for Hawaii regarding the purchase of islands by wealthy non-Hawaiians and Pearl Harbor.

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Minutes

The April 2024 minutes were not approved during this meeting as they have not been vetted by the History Commission at this time.

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Treasurer's Report

Elise Murray reviewed the Treasurer's report for the period ending April 30, 2024. See **Attachment 1** for the May report.

Staff Reports

Heritage Resources, Laura Kviklys:

- Laura Kviklys, Fairfax County Department of Planning and Development, gave projects, program, and staff updates. See **Attachment 2** for the staff report. Additionally, it was noted that Kelly Atkinson has been announced as the new Planning Division Director, effective mid-May.

Archaeology and Collections Branch (ACB), Liz Crowell:

- Liz Crowell, Fairfax County Park Authority, provided ACB program and project updates to the Commission. See **Attachment 3** for the staff report. An additional document was provided that describes the history of the archaeology program. See **Attachment 4**.
 - The History Commission raised the possibility of funding a minimum of \$7,500 or up to \$15,000 to support the ACB limited-term archaeology employee. Jordan Tannenbaum recommended we donate \$15,000 to support the cost of an intern to conduct an inventory of the nearly 3 million artifacts the FCPA has in its possession at this time. The final decision regarding funding will be determined during the June 5, 2024, History Commission Meeting.

Heritage Conservation Branch (HCB), Chairperson Garvey-Hodge:

- Chairperson Garvey-Hodge provided HCB project and program updates to the Commission on behalf of HCB staff. See **Attachment 5** for the staff report.
- Anne Stuntz provided a brief update on correspondence related to an inquiry submitted to David Buchta about the rental program. It was noted that the rental program paused during the COVID-19 Pandemic and has not been reactivated.

- David Meyer provided a brief statement regarding the push to utilize historic facilities and properties for alternative income from events, weddings, and other rental uses. The historic properties are preserved for the public and it could be deemed inappropriate to utilize these historic public facilities for private event rentals.
- Anne Stuntz noted that it would be beneficial to receive regular updates on the Park Authority decisions that are made regarding historic facilities and properties.

Virginia Room, Christopher Barbuschak

- Christopher Barbuschak, Fairfax County Public Library, provided staffing, program, collection, and archive updates. See **Attachment 6** for the staff report.

Committee Reports

Budget and Inventory Committees, Elise Murray:

- Elise Murray noted that past expenditures on conferences and interns would be provided for the past 10-15 years for the benefit of the History Commission.
- For the Inventory Committee, Elise Murray noted that updates would be forthcoming as coordination with staff is ongoing.

History Conference Committee, Chairperson Lynne Garvey-Hodge:

- Chairperson Lynne Garvey-Hodge reported that the History Conference Committee has developed brochures for the conference and are currently being refined. As this is the 20th conference, there is a desire to include highlights from past years. It was noted that Subhi Mehdi's video oral history of her immigration story will be included in the Conference. Additionally, other speakers will be present to include communities of Fairfax and acknowledge their history within the conference.

Awards Committee, Chairperson Lynne Garvey-Hodge:

- A letter was sent to the Board of Supervisors on April 11, 2023 to remind them of their opportunity to nominate any of their citizens for an appropriate History Award, as listed in the email and as referenced on our website.
- The Chairperson noted that the timeline outlined in the Annual Report Policy voted on in January did not match what has transpired to date.

Advocacy Committee, Anne Stuntz:

- The Advocacy Committee minutes can be found as **Attachment 7**.
- Tammy Mannarino noted that there were 11 Public Works Administration-funded schools were built in Fairfax County and only 4 remain today.

Annual Report, Cheryl Repetti:

- Cheryl Repetti reported that a draft of the History Commission Annual Report has been shared with the History Commission. While there is no watermark on the document, it is a draft. A finalized version for review will be provided next month.
- A request for committee chairs to review the draft has been made.

County Children's Project, Lynne Garvey-Hodge:

- Chairperson Lynne Garvey-Hodge noted that the children/adult's coloring and activity book has been approved by staff and passed onto the procurement department for review. Additional updates will be provided as the book moves through the staff process.
- Tammy Mannarino noted that River Farm and other organizations are very excited to have coloring pages of their properties.

Ethnic and Oral History Committee, Esther McCullough:

- Esther McCullough updated the Commission that the Ethnic and Oral History Committee met on April 25, 2024, to discuss upcoming interview selections. The most recent documentary recording from Channel 16 should be ready this week and is approximately 20-minutes. Other Rosenwald School alumni were successfully interviewed recently as well. The documentary contains strong descriptions of racism; therefore, viewers should be aware of this prior to engaging with the documentary.
- There is a desire for the Ethnic and Oral History Committee to have a standing meeting on the third Thursday of each month. The next meeting is intended to occur on May 16, 2024.

250th Commission, Subhi Medhi:

- The Fairfax 250th Commission held an Open House meeting last week to gauge what other organizations have been thinking about doing to commemorate this important event and how the County could join. The results will be forthcoming.
- The next meeting of the commission will be in the George Washington Library next week and there will be a speaker from the National Archives present.

Architecture Review Board (ARB) Liaison, Elise Murray:

- Elise Murray submitted the report prior to the meeting. See **Attachment 8** for the ARB Report.

Markers Committee, Cheryl-Ann Repetti:

- Cheryl-Ann Repetti indicated that the committee has not met and therefore there are no updates. There are 2 submissions currently under review for Spring Bank and Dolly Madison trek through Fairfax.

Website Coordination:

- It was noted that the website coordination has moved to Stephanie Newman, Staff Liaison rather than a History Commission member.

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Old/Unfinished Business

AAHI Project, Chairperson Lynne Garvey-Hodge:

- Additional updates from Mary Lipsey will be provided at an upcoming meeting.

Letter Writing Policy, Chairperson Lynne Garvey-Hodge:

- The draft Letter Writing Policy can be found as **Attachment 9**.
- Chairperson Lynne Garvey-Hodge reiterated the earlier remarks from the opening of the meeting.
- Subhi Medhi indicated that the commission passed a motion in 2023 that was in favor of writing a letter writing policy for the History Commission. The draft policy has been

distributed and the discussion focus should be on the content of the policy. During the development of this policy, Subhi Medhi consulted past History Commission Chairs, other committee representatives, and current History Commission members.

- The policy is beneficial due to the high turnover in the History Commission to retain institutional knowledge. This was part of the rationale for developing the policy.
- Previously there was no policy or process in place even though the History Commission regularly communicates with external sources.
- The policy would ensure consistency, mitigate risks, ensure compliance with VFOIA, allow for swift and professional responses as the communication expectations would be clear, and professionalism would be maintained.
- The Chairperson offered that given the time involved in attempting to clarify, confirm and draft a “letter writing policy” that it is dubious as to whether its implementation will truly create an expeditious flow of a letter draft and its delivery in response to an external situation.
- There was a request to delay motion on the letter writing policy until the next meeting on June 5, 2024.
- Discussion regarding the appropriate venue and committee to review the policy. The potential of the bylaws committee to review this was raised as a consideration item as the committee provides the internal governance of the History Commission.
- Anne Stuntz noted that the proposed policy is generally consistent with current History Commission letter writing and distribution practices and indicated slight concern with Option C. However, the letter writing policy would be beneficial to the History Commission and future members.
- Chairperson Lynne Garvey-Hodge indicated that History Commission members should review and mark up the draft policy in smaller committee meetings to ensure that all questions and items are addressed to ensure the document is complete and fully captures the institutional knowledge from individuals that have not participated yet.
- Tammy Mannarino noted that it may be beneficial to change the title to Letter Writing Policy and Procedures. Other commissioners offered alternative names.

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New Business

- No new business.


Announcements

- Sue Kovach Shuman deferred the fun fact to the June 5, 2024 meeting.
- Sue Kovach Shuman noted that a Historical Society event will be hosting an Author Event: **The Grandfather of Black Basketball**, on Saturday May 4, 2024.
 - Edwin B. Henderson II, grandson of the renowned local civil rights leader, will speak about the new biography he has written about his grandfather entitled *The Grandfather of Black Basketball: The Life and Times of Dr. E.B. Henderson*
- Jordan T indicated that the People’s House will be opening and is an immersive experience designed to look and feel like the White House.

Lynne Garvey-Hodge adjourned the meeting at 9:47 p.m.

Respectfully submitted:

Corinne K. Bebek
Substitute Clerk, Fairfax County History Commission



Anne Stuntz, Corresponding Secretary
Fairfax County History Commission

Date: 04/17/2025

Attachments

- Attachment 1: Treasurer's Report, April 2024
- Attachment 2: DPD Staff Report
- Attachment 3: Archaeology and Collections Branch Staff Report
- Attachment 4: History of Archaeology Program
- Attachment 5: Heritage Conservation Branch Staff Report
- Attachment 6: Virginia Room Staff Report
- Attachment 7: Advocacy Committee Meeting Minutes
- Attachment 8: Architecture Review Board Liaison Report
- Attachment 9: Letter Writing Policy

Attachment 1

**Fairfax County History Commission
Treasurer's Report for May 1, 2024 Meeting
April Expenditures**

Beginning balance: All Accounts		\$71,919.58
<u>DPD</u>		
Beginning Balance		\$70,564.74
Expenditures:		
Minute Taker Fee	\$450.00	
FICA	27.90	
Social Security	6.53	
Total	<u>\$484.43</u>	
Ending balance		\$70,080.31
<u>FCPA-History Conference</u>		
Balance: April 3, 2024		\$1,354.84
Ending Balance: All Accounts		<u>\$71,435.15</u>

Submitted by Elise Ruff Murray
FCHC Treasurer

May 01, 2024 History Commission Meeting
Department of Planning and Development/Heritage Resources (DPD-HR) Branch Update
Laura Kviklys, History Commission Liaison
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Ongoing Projects:

- **Black/African American Historical Marker Project:** DPD-HR Staff met with representatives from FCPS and Supervisor Palchik's office to select a location for the Lillian Blackwell marker at Oakton High School. The unveiling ceremony for this marker is scheduled for **June 1, 2024**.
- **Mid-Century Modern Countywide Survey:** Dovetail Consulting Group has submitted the first draft of the Mid-Century Modern Countywide Survey, which is currently under review by DPD-HR staff. A final draft and public information meeting are anticipated **Fall 2024**. For more information visit: [Midcentury Modern Historic Resource Survey | Planning Development \(fairfaxcounty.gov\)](#)
- **Gum Springs Heritage Resource Study:** Commonwealth Preservation Group, of Norfolk, Virginia is under contract to complete the Gum Springs Heritage Resource Study. The study will begin in early summer and will include a kickoff meeting to introduce the project background, goals, and scope to the Gum Springs community. Architectural survey will begin in early summer and continue through fall 2024. An additional public meeting will be held in fall 2024 to provide project updates and gather community input and oral histories. A draft historic context and survey report is estimated to be published by early 2025. The final management plan is estimated to be complete by fall 2025 and a public presentation will be held at that time. A project website is forthcoming. The first public meeting is scheduled for **May 28, 2024**.
- **Centreville Historic Resource Survey and Outreach Project:** DPD staff continue to develop outreach programming as part of the Centreville Planning Study. For more information on the study, please visit: [Plan Amendment 2022-III-BR1 | Planning Development \(fairfaxcounty.gov\)](#)

Current Development Cases:

- **RZ-2023-DR-00015 (Old Dominion Drive) Chesterbrook/Lincolnvill Dranesville District:** The applicant has withdrawn the application, and the proposed project is not moving forward at this time.
- **SP 2022-SU-00144 (Misión Evangélica) DeBell House, Centreville:** Staff met with the applicant on 4/25 to discuss comments. Applicants will need to resubmit application for a third staffing. BZA hearing is currently scheduled for **July 24, 2024**.
- **RZ-2023-MV-00003 (Lukens Lane), Mount Vernon District:** Proposed demolition of three pre-1950 single dwellings. Staff are recommending a Phase I architectural survey be completed prior to redevelopment. Staff are meeting May 9th to review new submission documents. The Planning Commission public hearing has been re-scheduled for **July 17, 2024**.
- **RZPA-2022-PR-00152 Judicial Center Complex Plan Amendment and Rezoning -** Heritage Resource staff is reviewing the entitlement process to implement the 2020

May 01, 2024 History Commission Meeting
Department of Planning and Development/Heritage Resources (DPD-HR) Branch Update
Laura Kviklys, History Commission Liaison
Page 2 of 2

Judicial Center Master Plan which examined the existing conditions of the site, potential development, and long-term recommendations for the promotion of the Complex as a community asset, and made recommendations for the Historic Fairfax Courthouse and Historic Jail, both listed in the county Inventory of Historic Sites and the Virginia and National Registers, and the Legato School, which is listed in the county Inventory of Historic Sites, as well as other heritage resources located on site. The application is scheduled for public hearing before the Planning Commission on **May 08, 2024**.

- **Dunn Loring School (RZ-2023-PR-00018), 2334 Gallows Rd, Providence District:** DPD-HRB staff is reviewing the rezoning application for the Inventory-listed site, the Dunn Loring School, built 1934. The proposal includes the construction of a new elementary school on the parcel, and the demolition of the existing historic building. The application is scheduled for public hearing before the Planning Commission on **September 11, 2024**.
- **SSPA progress (Countywide)** DPD-HR staff have been involved in several site-specific plan amendments (SSPA) resulting from the most recent SSPA process. Ongoing Plan Amendments and redevelopment proposals included four substantial buildings from the Post-Modern period; the Atrium (11250 Roger Bacon Dr.), the AT&T Headquarters (3033 Chain Bridge Road), the Hunter's Branch/ICF Building (9300 Hunters Branch Road), and the CIT Building (2214 Rock Hill Road),

Other Items

- **Cost Share Grant/ Certified Local Government Grant Updates – Post-Modern Historic Context and Directed Survey:**
 - **Post-Modern Historic Context and Directed Survey:** DPD-HR staff is submitted a VDHR Cost Share grant application for development of a historic context for Post-Modern era resources in Fairfax County. The project includes a directed survey of pre-selected buildings, and the creation of a matrix to classify and rank the identified buildings according to their historical and architectural significance and integrity. The proposed *Post-Modern Historic Context and Directed Survey* will include resources constructed between 1970 and 1995, with a focus on corporate campuses and office and commercial buildings. This proposed project is seen as a continuation of the ongoing Mid-Century Modern Countywide Survey.
 - **National Register Nomination for Randall Estates:** DPD-HR Staff are pursuing a Certified Local Government Grant, in partnership with W. H. Randall Estates Civic Association, and the Fairfax County History Commission. The project includes the completion of a National Register nomination package (including a historic resource survey and VCRIS data entry), as well as development of text for a local historic marker. Listing in the National Register, and the installation of a historic marker.
- **Work Request Form** – In conjunction with the FCHC Chair and Executive Leadership Team, DPD-HR staff are working to finalize the History Commission Work Request Form and process. The tentative execution date is scheduled for summer 2024.

Attachment 3



FAIRFAX COUNTY PARK AUTHORITY



MEMORANDUM

Date: 1 May 2024
To: Fairfax County History Commission
From: Aimee Wells, Senior Archaeologist, Resource Management Division
Subject: February History Commission Archaeology & Collections Update

Happy Spring!

ACB staff have been busy for the last three months converting our artifact cataloging system from an Access database into a GIS-based database. This process is ongoing, but the end is in sight! This will create a centralized process for staff no matter if they're in the field, lab, or reporting and represents a tremendous amount of work especially from our GIS archaeologist, lab manager, and field director.

ACB is contributing information regarding archaeologically sensitive areas to the Department of Planning Development's Centreville Area Plan study.

ACB has prepared a scope of work for Phase I survey at Mount Gilead in Historic Centreville Park. Fieldwork will commence this summer.

ACB is hosting the Council of Virginia Archaeologists on May 17th. Additionally, staff are working on the CoVA cemetery subcommittee to shape best practices and hopefully state guidelines for cemetery work, and descendant outreach.

Outreach:

ACB will have a table at Wetlands Awareness Day at Huntley Meadows Park **May 5, 12-4pm**.

- [Huntley Meadows Park | Park Authority \(fairfaxcounty.gov\)](https://www.fairfaxcounty.gov/parks/huntley-meadows-park)

ACB will also be at the 26th Annual Eagle Fest at Mason Neck State Park **May 11, 10am-4pm**

- https://www.dcr.virginia.gov/state-parks/event?id=2024-02-28-13-41-02-327762-fso&redirected_alread=yes

Attachment 4

For those commissioners who are not familiar with our history, there has been an archaeology program in Fairfax County since 1978. The program was founded because the efforts of the Fairfax County History Commission who recognized that archaeological resources were being lost as a result of rampant development. Since that time nearly 4000 archaeological sites have been recorded and more than 3 million archaeological artifacts have been recovered. In the early days, archaeologists scrambled to document sites a few steps ahead of the bulldozers. Because of the need to record these sites before they were lost, they sometimes were not written up. Since those early days, the History Commission has generously financially supported the archaeology program. For decades, the History Commission has set aside funding to continue to support the archaeology program.

As part of our mandate, we are working to catalog and document our legacy collections. We are doing this in compliance with federal, state, and local standards and best practices. As well, we will be subject to AAM reaccreditation in 2026. We are committed to saving the past of Fairfax County for future generations.

The Archaeology and Collections Branch staff is requesting \$7500 from the History Commission to support a limited term employee/intern to process our legacy archaeological collections. This would pay for about 3 months of this person's salary. We will be exploring other funding sources (donations) to support the remaining salary for this limited term position.

Attachment 5

Heritage Conservation Branch

Resource Management Division

History Commission Updates

May 2024

Operations and Maintenance

- Storm windows install at Ash Grove is still ongoing.
- Window repairs and installation in the basement of Lahey Lost Valley is ongoing.

Historic Sites Volunteer Corps

- HSVC held an event doing painting and landscape clean up at Turner Farm on April 13th for 17 volunteers.
- Both HSVC and the RCP were promoted at the Earth Day event held at Sully on April 20th.

Resident Curator Program Updates

- On Saturday, May 18th the curators at both Stempson house and Clark Enyedi house will hold their annual open houses from 10-1pm.
- Starting on May 13th, ServiceSource, the curator for Ellmore Farmhouse, will start to offer tours of the house on Mondays and Thursdays from 10-2pm.
- On May 1st, ServiceSource hosted its ribbon cutting at Ellmore Farmhouse to commemorate the opening of ServiceSource's 12th Community Integration Services program for individuals with disabilities in Northern Virginia.

Attachment 6



Fairfax County Public Library's Virginia Room Staff Report to the Fairfax County History Commission

May 2024

Digitization Efforts

- The Library of Virginia and Internet Archive completed scanning 72 high school yearbooks from our collection (Annandale, Fairfax, Herndon, James Madison, George C. Marshall, Lake Braddock, Langley, Robinson, Thomas Jefferson, West Potomac and Woodson). The links were uploaded to the Virginia Room's webpage this month.

Outreach

- Staff promoted the Virginia Room with an outreach table at the 2024 Home For Life Expo at the Sherwood Center on Friday April 12th; and at Fairfax HisTree Day at Historic Blenheim on Saturday April 27th.

Online Databases

- The online photo archive is being discontinued by our vendor. Consequently, we are in negotiations with obtaining a new digital photo database called Recollect. Our online Historic Newspaper Index and Cemetery Database are also being redesigned as they can no longer be supported in their current state. They will be updated later this month.

Projects

- On March 13, 2024, the Fairfax County Public Library Board of Trustees held a discussion at their monthly meeting concerning the renaming of Woodrow Wilson Library. The Library Board asked the Virginia Room to research geographical and other names for the board to consider as potential new names for the library. Chris Barbuschak researched and wrote a report on the historical background as to when and why the current facility was named Woodrow Wilson Library. Also included in the report are potential names, both geographic and persons, that are historically associated with the immediate vicinity of the library. The background of each name and its relevance to the area are detailed at length.

Oral History Initiative

- Later this month, we will be soft launching Family History Kits to support broader engagement in the preservation of our community's unique and diverse culture. These circulating kits (backpacks) will contain a digital voice recorder, interview prompt cards (in English, Spanish, and Korean), a How-To-Guide, and family group sheets and family tree templates. After assessing community feedback during the summer, we plan on launching the kits system-wide in October 2024. (See subsequent overview sheet).

Family History Kit

We are creating **Family History Kits** to support broader engagement in the preservation of our community’s unique and diverse culture. We expect this to serve as a signal that the Virginia Room is one of FCPL’s “open, welcoming spaces that encourage collaboration and connection,” thus facilitating the growth of our collections to reflect the local history and genealogy of Fairfax County today.

Circulation & Target Communities

- Multigenerational kit, to be piloted at Fairfax Regional (soft launch) and with potential expansion to regional branches.
- Similar to Nature Backpacks: 2-week check out period, renewable if no one is waiting; backpacks may be placed on hold for pickup at any branch. Fines accrue for late returns on this kit and it must be returned in-person to library staff instead of in the book drop.
- Target launch: October (Family History Month), ahead of the winter holidays, when families tend to gather and might collect stories from one another.

Tentative Milestones

Dates	Activities
Apr-May 2024 (2-3 weeks)	Prepare Pilot Kits. Purchase kit materials, complete how-to guide, create page within the Virginia Room’s Genealogy Libguide with instructions for the public.
May 2024	Soft Pilot Launch. Promotion via book display and signage near entrance to FX.
May-Jul 2024 (8 weeks)	Pilot Testing. Taking advantage of summer foot traffic at FX, assess community reception, troubleshoot issues, inform full proposal for expanding across the system.
Jul-Aug 2024 (3 weeks)	Project Assessment. Share report on pilot progress to various stakeholders and request additional funds from Friends groups in summer 2024.
Aug-Sep 2024 (4-6 weeks)	Prepare Systemwide Launch. Purchase kit components for select regional branches. Family History kit page transferred/expanded for the Library of Things Libguide. Work with Marketing & Communications on strategy/scope of promotion.
October 2024	Family History Month. Promote kits along with relevant programming at the Virginia Room.

Soft Launch Promotion

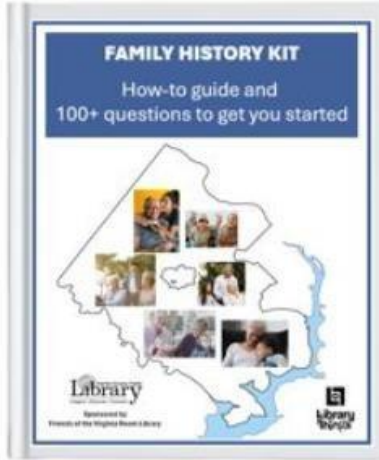
FX Book Displays

- May: D1 (Diversity Display) – AAPI Family Histories and Stories
- June: D5 (Teen) – Stories of Teens and their Families
- July: D4 (In front of Info) – International Books in English about Families

VR Book Display

FX Digital Display

Kit Contents



How-To Guide (cover subject to change)

- Tips on how to prepare for interviewing a family member and considerations for the preservation of family histories.
- Additional prompts for the family history interview. Release form to inform the person being interviewed if the contents of the conversation are to be shared with others.
- Genealogical forms: Individual detail sheet, family group sheet, and family tree templates.
- About the Virginia Room handout, with information on our collections and services.



Interview Prompts

- 50 questions, 20 actions, and instruction cards. Translations help bridge language, culture, and generational gaps.
- Korean edition includes English on the front of each card, with Standard Korean and revised romanization on the back.
- Spanish edition includes English on the front of each card, with Neutral Spanish in formal and informal forms on the back.



Digital Voice Recorder with Case

- PCM/MP3 Recording Formats
- USB Direct
- 4GB Storage (up to 1040 hrs. recording time)
- Playback Speed and Volume Adjust
- File Index
- Erase Files Button

Sponsors and Collaborators

- Friends of the Virginia Room
- Library of Things Working Group



Attachment 7

**Fairfax County History Commission
Advocacy Committee Meeting
Wednesday, April 24, 2024 at 7 pm
Freeman Store and Museum
131 Church Street NE Vienna, VA 22180
MINUTES draft 5.1**

Attendees Commissioners Present

1. Lynne Garvey Hodge	At Large	present
2. Tammy Mannarino	Mount Vernon District	present
3. Subhi Mehdi	Dranesville District	present
4. Cheryl-Ann Repetti	Centreville District	present
5. Sue Kovach Schuman	Providence District	present
6. Anne Stuntz	Vienna/Hunter Mill District	present
7. Russell Brooks	Franconia District	virtual
8. Tom Shoop (Advisory)	Richmond	Not present

2023 Annual Report –

- 2023 Annual Report –Cheryl. Draft to committee for review next week. Cheryl also drafting executive summary. Discussion of how to incorporate Advisory Members and threatened properties.
- 2023 PowerPoint – Tammy will draft board presentation PowerPoint slides. Stephanie is checking the Board Presentation Guidelines, ie 10-12 minutes, 10-12 slides.
- The presentation to the Board of Supervisors is scheduled for June 11th at 9:30am (subject to change). All FCHC members encouraged to attend.

Dunn Loring Letter

Sue will draft for committee review. Many New Deal schools are on the National Register of Historic Places. There are some New Deal schools still standing in the county, such as Old Mount Vernon High School, Fairfax High School (what's left of it), Lorton Elementary School, Burke Elementary School, some designed by Virginia architect Raymond V. Long.
New deputy chief of staff in Sup Palchik's office is Kim Jaramillo.

Recent Events

- Fairfax County Park Authority Earth day Saturday, April 20th – Sully Historic Site 10-4. Huge event. Docents were busy with house tours every 15 minutes. Over 5000 cars tallied, sunny and warm and breezy. Hundreds of interactions with the public. Elise, Anne, Lynne, Cheryl
- HisTree Day Fairfax City Saturday, April 27, 10-4 – Historic Blenheim: Sue and Anne and Elise. Cold and wet and not well attended due to weather. Very well organized with many history groups and environmental groups as vendors
- Mount Vernon 6th Annual Environmental Expo, April 27, 11-3, Fort Hunt Park – Tammy and Russell and Brian

Upcoming Events

- Check with your supervisors and BAC contact for upcoming opportunities for outreach
- VivaVienna– Memorial Day weekend
- ****Juneteenth- Vienna's is Saturday, June 15th at First Baptist Church. Sully's is Wednesday, June 19. Fairfax City's is Saturday, June 22. We don't know what Gum Springs is planning. Where else is having a Juneteenth event?
- Baileys/Minnie Peyton Community Center renaming
- Marker unveilings
- Taste of Annandale in the fall

Miscellaneous

- Fran Tunick is new History Commission appointee from Mason District.
- History Conference will be November 2

Communications

though press office, social media, media
Our heritage month calendars cannot be posted on our website. Only people and businesses on the new list serve will receive information from the Commission; it's currently a list of contractors. Can we add the Commission stakeholders list that Subhi and Kevin compiled? We need to meet with county marketing and communications staff.

Update on Issues

- SULLY – no dedicated staffing, still open only 1 DAY A MONTH
- Dunn Loring School - Sue to draft response to the STATEMENT OF JUSTIFICATION
- Bowman Distillery will be listed in Annual Report
- Laurel Hill –While the 2007 Historic Structure Report and Treatment Options for the house suggested a series of steps for preservation, the Park Authority apparently decided not to proceed, which seems to be resulting in a classic case of Demolition by Neglect¹
- Wakefield Chapel – the Park Authority has ceased rentals for most of its Historic Inventory buildings

Supplies Inventory – We need to use county printing office. Priority is reprinting of existing African American Landowners map, with plan to create a new version once the county story map project is complete. Anne updated and printed Commission trifold, Subhi will redesign it. Cheryl and the conference committee created and printed save-the-dates for November 2. We need more HC Marker Maps too but they are out of date.

COLORING BOOK, with separate budget, has been referred to Procurement.

¹ *From Historic Structures Report: The property was purchased and the original house was likely built in the period of 1787-1790 by William Lindsay, an upstanding member of the local community at that time. William Lindsay is notable for serving in the Virginia Militia as a Major during the American Revolution.*

- *It is located within the 80 acre Adaptive Reuse Area of the former Lorton Prison site which in turn is part of the 511-acre District of Columbia Workhouse and Reformatory Historic District. The historic district was listed on the National Register of Historic Places in February 2006. The house is listed as a contributing structure to the district.*
- *The Fairfax County Comprehensive Plan (2007 Edition) includes the following guidance for the Laurel Hill House (LP1-Laurel Hill Community Planning Sector, as amended through 1-28-08):*
 - *heritage resources such as the Nike and Laurel Hill House sites...should be preserved and are planned for adaptive reuse (Land Unit 3).*
 - *The Laurel Hill House and its gardens should be designated as a heritage resource area within the Countywide Park with a minimum of 20 acres to ensure conservation of these resources (Sub-unit 3B).*
 - *Laurel Hill House should be preserved as a heritage resource area within a public park to ensure conservation (Open Space/Pedestrian Systems).*

Attachment 8

ACTION AGENDA

April 11, 2024

THE FAIRFAX COUNTY ARCHITECTURAL REVIEW BOARD

Fairfax County Government Center
12000 Government Center Pkwy, Fairfax
Conference Room 232
6:30 PM

CALL TO ORDER- Chair

1. Vote of audibility of remote Board Member participant(s) **ARB ACTION: UNANIMOUSLY APPROVED**
2. Public comment time limitations – The ARB needs to determine how long each member of the public will be able to speak during the public comment periods. The public will be allowed to comment after the consent agenda items and after each action item, as is standard ARB practice. **ARB ACTION: UNANIMOUSLY APPROVED 3 MINUTES FOR PUBLIC COMMENT**

NOTIFICATION OF MEETING RECORDING

This meeting is being recorded, and the recording will be posted online within 10 days.

Statement of Purpose and Intent of Historic Overlay Districts

Historic Overlay Districts are created for the purpose of promoting the general welfare, education, economic prosperity, and recreational pleasure of the public, through the perpetuation of those general areas or individual structures and premises that have been officially designated by the Board of Supervisors as having historical, cultural, architectural, or archaeological significance.

Regulations within such districts are intended to protect against destruction of or encroachment upon such areas, structures, and premises; to encourage uses which will lead to their continuance, conservation, and improvement in a manner appropriate to the preservation of the cultural, social, economic, political, architectural, or archaeological heritage of the County; to prevent creation of environmental influences adverse to such purposes; and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced.

The order in which items will be heard will be set at the meeting. Additional items may be added to the agenda at the discretion of the Chair. Applicants for initial or follow-up presentations will mail drawings and other documentation as appropriate to the ARB prior to the meeting at which a project will be reviewed. If members have not received such documentation, an application may be postponed until a subsequent meeting.

APPROVAL OF THE AGENDA- Chair

ARB ACTION: UNANIMOUSLY APPROVED

APPLICANTS, PLEASE LIMIT PROJECT PRESENTATION TIME TO 8 MINUTES FOR A FIRST SUBMISSION AND 3 MINUTES FOR A RE-SUBMISSION

INTRODUCTION/RECOGNITION OF GUESTS- Staff

CONSENT CALENDAR ACTION ITEMS:

1. **ARB-24-ROB-04 – 12221 Popes Head Rd New Construction** located at 12221 Popes Head Rd Fairfax, tax map 0673 01 0032, in the Robey's Mill HOD. The applicant is proposing construction of a two-story residence. John Falke represents the application. **PLUS # ARB-2024-00007. Springfield District. ARB ACTION: UNANIMOUSLY APPROVED**

ITEMS FOR ACTION:

1. **ARB-24-LOR-07 – 8780 Lorton Rd Brick Rehabilitation** located at 8780 Lorton Rd Lorton, tax map 1073 01 0019, in the Lorton/Laurel Hill MOA Eligible Area. The applicant is proposing to replace bricks, repoint mortar, remove vegetation and efflorescence, and improve drainage on the Lorton Barrell Bridge. Debbie Robison represents the application. **PLUS # ARB-2024-MV-00011. Mount Vernon District. ARB ACTION: UNANIMOUSLY APPROVED WITH MODIFICATIONS**
2. **ARB-24-HOL-09 – 1921 Marthas Rd Deck** located at 1921 Marthas Rd Alexandria, tax map 0934 05 0144, in the Hollin Hills HOD. The applicant is proposing extending an existing deck and replacement of railings. Allie Connell represents the application. **PLUS # ARB-2024-MV-00016. Mount Vernon District. ARB ACTION: UNANIMOUSLY APPROVED WITH MODIFICATIONS**

ITEMS FOR WORKSHOP SESSION:

1. **ARB-24-HOL-07WS – 2208 Glasgow Rd Additions** located at 2208 Glasgow Rd Alexandria, tax map 0933 04 0501, in the Hollin Hills HOD. The applicant is proposing the construction of front and rear additions. Christine Kelly represents the application. **PLUS # ARBWK-2024-MV-00006. Mount Vernon District.**

PRESENTATIONS: None

BOARD AND STAFF ITEMS:

- **Review and action on approval of previous months minutes:**
 - March 14, 2024
ARB ACTION: UNANIMOUSLY APPROVED
 - March 18, 2024
ARB ACTION: UNANIMOUSLY APPROVED
- **Treasurer's Report:** Ending Balance as of March 31, 2024 - \$16,064.26
- **Administrative:**
 - Request for financial support – refreshments at Fall 2024 NAPC CAMP training
ARB ACTION: UNANIMOUSLY APPROVED
 - Changes to ARB member reimbursement process
 - Review Coordination in the Lorton/Laurel Hill MOA Eligible District
- **Discussion/Update Reports:**
 - Colvin Run Mill shed renovation
 - Pohick Church Accessibility Ramp – anticipated May start date.
- **Correspondence, Announcements:** (Staff)
 - Monthly Heritage Resources branch update
- **Old Business:**
 - Asoleyo Solar Installation Workhouse Site Visit
- **New/other business:** None

The ARB Administrator will stamp and sign copies of approved drawings or other application documents following the meeting at which approvals are granted, or at such time as drawings amended to reflect ARB actions are received by the administrator. Applicants may be required to submit additional copies of approved drawings or other application documents. Applicants may request copies of meeting minutes within 2 weeks of the meeting at which the ARB approved the minutes. Stamped drawings, letters from administrator documenting ARB action or copies of relevant minutes are required prior to projects being approved by county review and permitting agencies.

For further information contact ARB Administrator, Fairfax County Department of Planning and Development (DPD), at (703) 324-1380.

Attachment 9



FAIRFAX COUNTY HISTORY COMMISSION LETTER-WRITING POLICY

1. BACKGROUND

This policy applies to all written communications sent to the Fairfax County History Commission's (FCHC's) external stakeholders, to ensure that statements align with our mission, values, and priorities. It does not apply to the *Telecommunications Facility Review Process* adopted by FCHC in 2021. This policy provides:

- a. Consistency in tone and message regardless of who is communicating on behalf of FCHC.
- b. Risk mitigation against reputational damage, legal liabilities, or breaches of confidentiality by outlining boundaries and protocols for external communications.
- c. Compliance with relevant laws, such as the Virginia Freedom of Information Act (VFOIA).
- d. Responding effectively and quickly under exigent circumstances, maintaining trust and confidence among stakeholders.
- e. Clear expectations for communication channels and protocol.
- f. Professionalism and accountability in external communications, enhancing FCHC's credibility and reputation in the eyes of stakeholders.

2. DEFINITIONS

- a. **AUTHOR** means the primary drafter and a subject-matter-expert (SME) of the letter to be transmitted.
- b. **EXTERNAL STAKEHOLDERS** means entities external to the FCHC.
- c. **FCHC** means the Fairfax County History Commission.
- d. **LETTER** means all external, written communications, including emails.
- e. **TEAM/COMMITTEE** means the ad-hoc team or committee created to prepare the written communication.
- f. **VFOIA** means the Virginia Freedom of Information Act, located at §2.2-3700 et seq. of the Code of Virginia.

3. RESPONSIBILITIES

- a. Author: 1) drafts the letter according to the attached Fairfax County Style Guide; 2) adds a draft watermark and addressees, including CCs to the letter. 3) sends to reviewers and resolves minor conflicting comments following VFOIA protocols; 4) approves the final version of the letter as the SME and sends it to the Chairperson with the appropriate email addresses of recipients.
- b. Ad-hoc Letter-Writing Team or Committee: 1) assists with and reviews the author's draft (in track change mode) to ensure it meets its intended purpose and is addressed/cc'ed to appropriate parties; 2) resolves major conflicting comments.



FAIRFAX COUNTY HISTORY COMMISSION LETTER-WRITING POLICY

- c. FCHC Chairperson: 1) reviews and edits the letter (in track changes mode) at the same time as other reviewers; 2) signs the letter on behalf of the Commission; 3) may yield the signing of the letter to the vice chair or another member of the commission if he/she has a minority view on the final content of the letter and is uncomfortable signing it, or if he/she has a conflict of interest involving the subject matter of the letter.

4. PROCESS

Option A (normal course of business): The letter-writing effort starts with a motion to be voted on at a monthly FCHC meeting. The Commission's approval of the motion implies approval of the final draft of the letter as determined by the author/ad-hoc team or committee. The motion must articulate the following:

- The topic or issue at hand.
- The FCHC position on the issue.
- The author.
- The assisting ad-hoc team and/or committee.
- Timeline to complete and transmit the letter.

Option B (an issue comes up between two monthly FCHC meetings): The letter-writing effort is initiated by either the Chairperson or by a self-designated author working with the Chairperson.

- He/she presents a draft for review and a timeline for completion of the letter at the following FCHC meeting.
- The draft must be placed in a shared electronic folder for commission members to access at least three days before the meeting and emailed to all FCHC members to allow enough time for review.

Option C (a *time-sensitive* issue that needs to be addressed and a written communication transmitted between two consecutive FCHC monthly meetings): The letter-writing effort is initiated by a self-designated author.

- He/she drafts the letter and sends it out for review to at least the Commission Chairperson and its officers, following VFOIA protocol; **or**
- He/she transmits a letter as an informed private party about the issue at hand.

5. DPD LIAISON

All three options must keep the Fairfax County Department of Planning and Development (DPD) liaison and other relevant staff always informed.

6. FILING/ARCHIVING

After the final letter is transmitted to the external recipient, the author must: 1) email an information copy to all FCHC members; 2) place it in the shared electronic folder for the following month's FCHC meeting to allow it to be included in the official minutes.

Adopted by the FCHC on _____