

Fairfax County History Commission Monthly Meeting

June 5, 2024, 7:30 p.m.
Fairfax County Government Center
Conference Room 4/5
12000 Government Center Parkway,
Fairfax, Virginia 22030

The Fairfax County History Commission conducted an in-person meeting with some remote attendees on June 5, 2024. The meeting was called to order at 7:36 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
Cheryl-Ann Repetti
Esther McCullough* **
Subhi Mehdi
Anne Stuntz, *Secretary*
Brian Heintz
Russell Brooks, *Vice Chair*
Gretchen Bulova
Jenee Lindner **

District:

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

Commissioners Excused:

Jordan Tannenbaum

Commissioners Absent:

None

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;
Sarah Petroff, Heritage Conservation Branch, Fairfax County Park Authority

Staff Present:

Corinne Bebek, History Commission Substitute Clerk
Keisha Strand, History Commission Clerk-elect*

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:

- Lillian Blackwell Marker unveiling event occurred recently.
- Cheryl Repetti has completed the Annual Report, and the final draft will be uploaded to Egnyte.
- History Commission will present Annual Report to Board of Supervisors on June 11th
- June is LGBTQ Month, Immigrant Heritage Month, and Caribbean Heritage Month.
- A new History Commission Clerk will start in August, Keisha Strand.
- Senior executive leadership team retreat mid-year recap. A 1-page handout was distributed in hardcopy to the History Commission. See **Attachment 1**.

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Minutes

The April 2024 minutes have not been finalized and approved yet. The May 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 May 31, 2024. See **Attachment 2** for the May report.

Staff Reports

Heritage Resources Branch, Laura Kviklys:

- Laura Kviklys, Fairfax County Department of Planning and Development, gave projects, program, and staff updates, in addition to a presentation overview of what the Heritage Resources Branch does on a daily basis. See **Attachment 3** for the staff report. June 15, 2024 is Gum Springs Day. Stephanie Newman provided an update on the staff work request process and upcoming VFOIA changes that take effect on July 1, 2024. See **Attachment 4** for staff work request process; see **Attachment 5** for final staff work request form.

Subhi Mehdi moved, and was seconded by Russell Brooks, that the Fairfax County History Commission adopt the updated VFOIA all-virtual and remote participation policies as presented by staff on June 5, 2024. The motion passed unanimously.

Archaeology and Collections Branch (ACB), Liz Crowell:

- Liz Crowell, Fairfax County Park Authority, provided ACB program and project updates to the Commission. See **Attachment 6** for the ACB request to the History Commission.

Elise Murray moved, and was seconded by Kevin Bradley, that the History Commission give the Archaeology and Collections Branch of the Park Authority a grant of \$15,000 to support a limited term employee/intern to process legacy archaeological collections for approximately six months. These funds will come from the FY 2024 budget. The motion passed unanimously.

Heritage Conservation Branch (HCB) and Resident Curator Program, Sarah Petroff:

- Sarah Petroff provided HCB project and program updates to the Commission on behalf of HCB staff. Anne Stuntz asked if the Margaret White Gardens house had been demolished yet. Sarah indicated this had recently occurred. Anne suggested that a demolition on a Historic Inventory site should be included in future reports. See **Attachment 7** for the staff report.

Virginia Room, Christopher Barbuschak

- Christopher Barbuschak, Fairfax County Public Library, provided staffing, program, collection, and archive updates. The History Commission discussed the considering the purchase of *Sketches in Virginia* but indicated that additional details such as authenticity and dates of creation would need to be provided ahead of a decision. It was noted that the Virginia Room staff would be able to provide the requested information and provide assistance with research if additional information is needed for the request to be considered. See **Attachment 8** for the Virginia Room staff report.

Committee Reports

Budget and Inventory Committees, Elise Murray:

- Elise Murray provided an update regarding the budget allocation and funding for “Fairfax Resolves” see **Attachment 9**.

Elise Murray moved and was seconded by Subhi Medhi that the History Commission use the \$7,728 set aside for publishing the “Fairfax County in 1860” project to fund a pocket “Fairfax Resolves” for distribution. This is a fitting memorial to Edith Moore Sprouse for the commemoration of the 250th anniversary of the signing of the Declaration of Independence. This motion replaces the March 6, 2024 motion. The motion passed unanimously.

Discussion followed among commission members on what should occur if the request cannot be completed in time. It was noted that this is being treated as any other deadline the History Commission commits to and if it cannot be met, further discussion would ensue.

- The Inventory Committee met with staff to establish procedures for processing nominations, see **Attachment 10** for Inventory Committee report.

History Conference Committee, Chairperson Lynne Garvey-Hodge:

- Chairperson Lynne Garvey-Hodge reported that the History Conference Keynote Speaker will be Ron Maxwell. See **Attachment 11** for report.

Awards Committees, Chairperson Lynne Garvey-Hodge:

- One Lifetime Achievement nomination has been received; 2 books have been submitted for an award.

Advocacy Committee, Annual Report, and County Children’s Project:

- Anne Stuntz reported that the Advocacy Committee did not meet this past month. The next meeting will take place on June 27th. Additionally, it was announced that the Advocacy Committee would staff History Commission tables at a number of Juneteenth events this month including Vienna, Gum Springs, and Sully.
- Cheryl Repetti reported that a final version of the Annual Report has been distributed to the Board of Supervisors and can be found in the Egnyte folder.
- Chairperson Lynne Garvey-Hodge noted that the County Children’s Project, children’s coloring book has been approved by county procurement and coordination with the artist is the next step.

Ethnic and Oral History Committee, Esther McCullough:

- Esther McCullough updated the Commission that the Ethnic and Oral History Committee has completed the Rosenwald Oral History project. There was no quorum present at the May 16, 2024 meeting and therefore no decisions were made.

250th Commission, Gretchen Bulova:

- Gretchen Bulova indicated that 4th of July events for the next three years have been planned. See **Attachment 12** for report.

Architecture Review Board (ARB) Liaison, Elise Murray:

- Elise Murray submitted the report prior to the meeting. See **Attachment 13** for the ARB Report.

Markers Committee, Cheryl-Ann Repetti:

- Cheryl-Ann Repetti indicated that the committee met on May 21st and discussed the John West Marker which requires a change, in addition to general discussion around other

markers.

Cheryl Repetti moved, and was seconded by Elise Murray, that the text of the John West Marker be modified to remove “near here” from the first sentence so it reads “here.” The motion passed unanimously.

See **Attachment 14** for the Markers Committee report.

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Old/Unfinished Business

Updates on the renaming of Bailey’s Community Center to Minnie Peyton Community Center, Chairperson Lynne Garvey-Hodge:

- The Board of Supervisors indicated on May 21, 2024 that the research portion of this project is complete and now it has moved on to the naming commission of Neighborhood and Community Services.

AAHI Project, Chairperson Lynne Garvey-Hodge:

- This project began as a database of information to capture the African American experience in Fairfax County.

Updates to Proposed Letter Writing Policy, Subhi Medhi:

- The updated draft Letter Writing Policy and Process Flow Chart can be found as **Attachment 15** and **Attachment 16**.

Subhi Medhi moved, and was seconded by Jenee Lindner, that the History Commission adopt the proposed letter writing policy. The motion failed after the History Commission discussion which is documented below.

Discussion followed the motion related to the definition of the Executive Leadership Team, edits sent after the deadline that may not have been incorporated into the revision, and use of the term “must” in the policy. Concerns were raised regarding the timing proposed in the policy and procedures related to possible commissioner objections to letter content and consideration of appeals; concerns with the term executive privilege, the necessity of the policy, and policy/procedure/guideline nomenclature were also raised. Commissioner Medhi noted that issues in the past with letter retention and distribution have raised the need for the proposed letter writing policy/procedure/guidelines. A suggestion was provided from Commissioners that the County Attorney should review the letter writing policy/procedures/guidelines. Based on the discussion, friendly amendments for the terminology of the Executive Committee, Chair/Chairperson, and Must have been accepted by Commissioner Medhi. This topic has been tabled until the August 2024 History Commission meeting. A revised letter writing policy/procedures/guideline document will be developed and distributed ahead of the August meeting.

Cheryl Repetti made a motion, and was seconded by Tammy Mannarino, that the letter writing topic is tabled until the August 2024 meeting and be set as an earlier agenda item. The motion passed unanimously.

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New Business

- No new business.

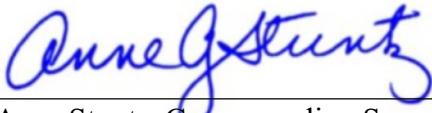
Announcements

- Anne Stuntz Historic Vienna exhibit upcoming. Flyer will be shared once received.

Lynne Garvey-Hodge adjourned the meeting at 10:30 p.m.

Respectfully submitted:

Corinne K. Bebek
Substitute Clerk, Fairfax County History Commission



Anne Stuntz, Corresponding Secretary
Fairfax County History Commission

Date: 04/27/2025 _____

Attachments

- Attachment 1: Senior Executive Leadership Retreat Recap
- Attachment 2: Treasurer's Report, May 2024
- Attachment 3: DPD Staff Report
- Attachment 4: Work Request Process
- Attachment 5: Work Request Form
- Attachment 6: Archaeology and Collections Branch Staff Report
- Attachment 7: Heritage Conservation Branch Staff Report
- Attachment 8: Virginia Room Staff Report
- Attachment 9: Fairfax Resolves Update
- Attachment 10: Inventory Committee Report
- Attachment 11: Conference Committee Report
- Attachment 12: 250th Committee Report
- Attachment 13: Architecture Review Board Liaison Report
- Attachment 14: Markers Committee Report
- Attachment 15: Draft Letter Writing Policy
- Attachment 16: Letter Writing Process Flow Chart

Fairfax County History Commission

Executive Leadership Team, Offsite Retreat

Held in the Library, Burke Presbyterian Church

Saturday, February 3, 2024 – 1:30pm – 6:00pm

Snacks of cheese/crackers/cut-up veggies, brownies + Great Harvest cookies + bottled water were provided

Commission Members in Attendance:

David Meyer (immediate past Vice Chairman)

Russell Brooks (current Vice Chairman)

Cheryl Repetti (immediate past Chairperson)

Anne Stuntz (Current & Immediate past Secretary)

Sue Kovach Shuman (Immediate past Treasurer)

Elise R. Murray (Current Treasurer)

Lynne Garvey-Hodge (Current Chairperson)

Our Agenda was as follows:

AGENDA

I. Welcome & Reviews of Past/Recent successes

II. Goals for our Time Together

III. “Lessons Learned” from 2023 to assist in 2024

IV. Healthy Team Characteristics:

(EMPATHY, 5 Dysfunctions of a Team,

7 Habits of Highly Effective People, Emotional Intelligence)

V. Visioning a Future for the FCHC

(including Onboarding practices to implement, NAPC, AAM, etc.; site visits, conferences(NTHP), books, periodicals)

[Roberts Rules, 3rd Edition, In Brief, Honorary Board Members, Sample 30 second Elevator Speech for FCHC]

VI. Proactive ways to prepare for potential turn-over of some 7+ Commissioners: end of 2024

VII. Tasks/Timelines/Assignments & Summary

With everyone present, our time together began at 1:45pm.

After a few introductory comments including gratitude for everyone making time to gather, the team participated in two “ice breaker” activities: Individually & then collectively identifying an adjective to match the first letter of their name:

D - Discernment & Debonair; R – Reflective & Resourceful; C – Charming & Creative; A – Amazing & Awesome;

S - Super & Splendid; E – Exceptional & Exciting; L – Loquacious & Lovely

These adjectives nicely round out personalities for an Outstanding Leadership Team!

Fairfax County History Commission - Executive Leadership Team, Offsite Retreat

We then participated in another exercise involving the choosing of a photograph that appealed to each of us – and then sharing with one another “why” the picture was so. This activity helped us learn a bit about one another – who was a dog lover, enjoyed convertibles as a younger person, fuzzy chicks that were once family pets, high school colors were revealed, etc. – it was a healthy “get to know one another” activity.

We discussed a few administrative items before we launched into Goals & Future orientation conversations:

* Paying the Clerk for his summary of the 2023 History Conference.

[Since the Conference Committee had recommended using the \$450 amount for the 2+ hour monthly meetings for which the Clerk is paid and then doubling that amount = \$900.00 + extra time to review the 6 hour conference video & craft a meaningful summary – the \$1,000.00 recommended amount made perfect sense. From that information the ELT was in unanimous agreement o same.

* Purchasing a copy of “Robert’s Rules of Order” – Newly Revised “In Brief” for all Commission members (Russell to make motion on same 22/7/2024) – At \$7.99/each – with shipping it would cost the Commission approximately \$170.00

* Accepting Marion Dobbins Cohen’s request to serve as an Honorary Member; Discussion = recommendation that she be made an Advisory Committee member which would allow us to better use her subject matter expertise as a former Merrifield/The Pines neighbor; [This has been discussed with Marion & she is fine with the Advisory Committee Title. This will also require a vote of the Commission (as well as potential AC members, Tom Shoop & Steve Sherman)

Our agreed upon Goals for our time together was to review successes from 2023 & to discuss opportunities/challenges for 2024.

Successes from 2023

* <u>The African American History Inventory (ongoing)</u>	* <u>Annual History Conference</u>
*Outreach (ongoing)	* <u>Pan Am Cemetery (ongoing)</u>
* <u>Ft. Belvoir relationship (ongoing)</u> & <u>EO9931 Street naming/marker</u> event on July 24, 2023;	* <u>Dunn Loring (ongoing; excellent mtg. {finally...} w/ County on same 1/5/2024; w/Karl Frisch & Janice Szymanski; Sue Kovach Shuman, Elise R. Murray & Lynne Garvey-Hodge) “Lessons Learned”</u>
* <u>Buddy System</u> instituted to match new Commission members w/more senior long-term members; Need to amplify & expand the Onboarding process	* <u>Randall Estates Marker</u> & now nomination for National Register [this is a later item addition rom the mtg. on 2/3/24]

Challenges for 2024

* <u>Adherence to VFOIA regulations</u>	* <u>Minnie Peyton” re-naming of Baileys Crossroads Community Center</u>
* <u>Ongoing communication w/key stakeholders:</u> FCPS, FCPA [Cheryl to acquire & for distribution org. charts w/ names of same for Commission distribution; “Who’s Who”	* <u>Black/African American Markers & ongoing maintenance costs for same</u>
* <u>Increase visibility & build relationships w/l the County & the Commonwealth</u>	* <u>Clarify & seek increase of County Staf f Support</u>
* <u>Improve process planning</u> – i.e. BHM calendar; History Conference & financial support	* <u>Proactively Prepare or Commission Member Turnover in 2025</u>

Fairfax County History Commission - Executive Leadership Team, Offsite Retreat

Onboarding Opportunities for New Commission Members: (suggestions)

- (1) Continue w/ the Buddy System & ensure strong follow-thru;** can be as simple as a phone call to review the FCHC website; check in after 3 months
- (2) Get with Stephanie to Create a Powerpoint that describes the Commission** – a useful tool for a variety of applications
- (3) Learn Historic Locations/Markers & Inventory List** – especially for the new Commission member’s district
- (4) Learn County Structure/Who’s Who/ Committee Structures**
- (5) Become Familiar w/ the National Alliance of Preservation Commissions (NAPC) & attend 1-3 webinars within the first year (no cost!); National Trust for Historic Preservation (NTHP); American Alliance of Museums (AAM), etc.**
- (6) Have a “30 Second Elevator Speech” ready that describes the Commission**
(see next page)

OTHER TOPICS Covered:

Healthy Team Characteristics:

EMPATHY! & The 5 Dysfunctions of a Team:



7 Habits of Highly Effective People & especially:

“Begiñ with tkc Eñd iñ Miñd” – Habit #

“Sck list to Uñdñstññd, ññcñ to Bc Uñdñstññd” – Habit #

Emotional Intelligence – the importance of vs. IQ

Drafting a Commission Code of Conduct – (Cheryl & Russell)

to include Effective Communication, Integrity, Honesty & Public Decorum, et al
May wish to refer to “George Washington’s Rules of Civility”

With close out activities & commitments, the meeting officially ended at 6:00pm

Fairfax County History Commission - Executive Leadership Team, Offsite Retreat

Fairfax County HISTORY COMMISSION ELEVATOR PITCH - DRAFT

The passion and purpose of the Fairfax County History Commission is recording, preserving, and promoting public interest in the county's rich history. Since its creation in 1969, the commission has advised the county government on issues relating to history and historic preservation. It has 21 experienced and dedicated members, appointed by the Fairfax County Board of Supervisors, representing all corners of the county. The commission works in partnership with other county government organizations, along with state and federal agencies, to provide research, expert advice, and ardent advocacy for preserving Fairfax County's historic landmarks and sharing its story, which is as important and complex as that of any jurisdiction in the country.

Here are a few recent examples of the commission's work:

- An exhaustive compilation of Confederate street names, monuments, and public places, prepared at the request of the Board of Supervisors.
- A partnership with George Mason University's Center for Mason Legacies to create the African American History Index, an online database of Black historic sites, communities, and events.
- The Annual Fairfax County History Conference (now 20 years strong)
- An effort to protect the integrity of the historic 1800 Fairfax County Courthouse building, resulting in a masonry repair and repainting plan.
- Providing information about the importance of preserving the Dunn Loring Elementary School building, which has been proposed for demolition.

Attachment 2

**Fairfax County History Commission
Treasurer's Report for June 5, 2024 Meeting
May Expenditures**

Beginning balance: All Accounts \$71,435.15

DPD

Beginning Balance \$70,080.31

Income: Pooled Interest \$127.34

Expenditure:

Reimbursement: Survey Monkey-E. Myer (\$70.00)

Ending balance \$70,137.65

F CPA-History Conference

Balance: April 3, 2024 \$1,354.84

Ending Balance: All Accounts \$71,492.49

Submitted by Elise Ruff Murray
FCHC Treasurer

Attachment 3

June 04, 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:** On Saturday, June 1st DPD-HR Staff supported the Lillian Blackwell marker installation ceremony at Oakton High School. Installation of the remaining markers is currently being planned and that information will be available soon.
- **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:** On May 28, 2024, in partnership with the New Gum Springs Civic Association and the Mount Vernon Supervisor's Office, Fairfax County staff hosted the preliminary kick off meeting for the Gum Springs Heritage Resource Study. The 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. More project information can be found at: [Gum Springs Heritage Resources Study | Planning Development \(fairfaxcounty.gov\)](#)
- **Centreville Historic Resource Survey and Outreach Project:** On May 22, 2024, DPD staff presented to the Centreville Task Force on the known heritage resources in the study area and sought input from the Task Force members on resources that have not yet been identified. Field work for the architectural survey is anticipated to begin this summer. For more information on the study, please visit: [Plan Amendment 2022-III-BR1 | Planning Development \(fairfaxcounty.gov\)](#)
- **Updated Historic Overlay District (HOD) Design Guidelines:** The Architectural Review Board (ARB) is preparing to adopt updated district-specific design guidelines documents for thirteen HODs, as well as a new General Design Guidelines document, which will apply to all current and future HODs. Before presentation to the ARB, DPD-HR staff is opening a period of public engagement to obtain feedback and comments on the draft documents. DPD-HR Staff will hold a series of in-person and virtual information sessions throughout Fairfax County this summer. The first session is scheduled for June 18, 2024. These sessions will cover the updated design guidelines, how the guidelines are meant to be used, and the ARB application and review process. A memo with additional project information will be shared soon.

Current Development Cases:

- **SP 2022-SU-00144 (Misión Evangélica) Sunnyside/DeBell House, Centreville:** Staff received an updated conceptual design from the applicant on May 23rd that continues to propose demolition of the resource. The BZA hearing is still currently scheduled for **July 24, 2024**.

June 04, 2024 History Commission Meeting
Department of Planning and Development/Heritage Resources (DPD-HR) Branch Update
Laura Kviklys, History Commission Liaison
Page 2 of 2

- **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. The Planning Commission public hearing has been re-scheduled for **July 17, 2024**.
- **RZPA-2022-PR-00152 Judicial Center Complex Plan Amendment** - On May 8, 2024, the Planning Commission recommended to the Board approval of staff's recommendation. The action for this amendment can be viewed at: <https://www.fairfaxcounty.gov/planningcommission/pcaction-home>. The [Board of Supervisors](#) public hearing for this Plan amendment is scheduled for **Tuesday, June 11, 2024** at 4:00 p.m. Board of Supervisors public hearing information can be found at <https://www.fairfaxcounty.gov/boardofsupervisors/2024-board-meetings>.
- **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

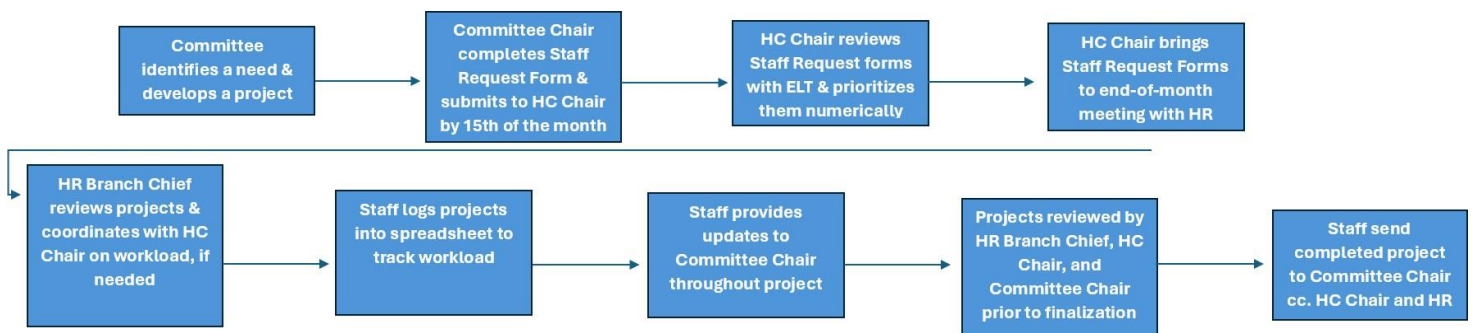
- **DPD-HR Staff Work Request Forms-** In partnership with the Executive Leadership Team, DPD-HR staff have developed a *Work Request Form* for requesting assistance from County staff. This form is intended to streamline the work request process from Committees. The associated materials are provided in the Egnyte folder.
- **Upcoming Changes to VFOIA-** The 2024 Virginia General Assembly has made amendments to existing VFOIA protocol. These include changes to "all-virtual meetings," "remote participation," and what constitutes a public meeting. For more information, please see the provided slides in Egnyte.
- **DHR Cost Share Grant and Certified Local Government Grant Application for Post-Modern Historic Context and Directed Survey and National Register Nomination for Randall Estates** – DPD-HR Staff were informed on June 4, 2024 that the National Register Nomination for Randall Estates has been funded through their CLG grant program. Funding determination for the DHR Cost Share Grant is forthcoming.

Attachment 4

History Commission Staff Work Request Process

- 1.) Committee identifies a need/develops a project.
- 2.) Committee completes a Staff Work Request Form and submits it to the History Commission Chair by 15th of the month.
- 3.) The History Commission Chair reviews all Staff Work Request Forms with the Executive Leadership Team and prioritizes them numerically for the next month. The Staff Work Request Forms should be reviewed and prioritized prior to the Chair's end-of-month meeting with Staff.
- 4.) The History Commission Chair brings the Staff Work Request Forms to the end-of-month meeting with Staff.
- 5.) HR Branch Chief will review and coordinate projects with Staff's input and follow up with the History Commission Chair regarding any workload or timeframe concerns.
- 6.) Projects will go through a review process by the HR Branch Chief and History Commission Chair before they are finalized.
- 7.) Staff will send completed projects to committee chair cc. History Commission Chair & HR Branch Chief

****Projects will be completed according to their priority determined by the and the Executive Leadership Team.****



Attachment 5

History Commission
Staff Work Request Form

*All Staff Work Request Forms are due to the Fairfax County History Commission Chair **by the 15th of each month** to be considered for the following month.*

Date of Request:

Project Description:

Requestor:

Committee:

Anticipated Number of Staff Hours:

Requested Due Date:

Additional Notes/Background:

This section is to be completed by the Fairfax County History Commission Chair prior to monthly meeting with Staff.

_____ Date received by History Commission Chair

Priority number ____ for the month of _____

This section is to be completed by Staff

_____ HR Branch Chief Approval Date

_____ Date completed by Staff

Attachment 6

To: Fairfax County History Commission
Cc: Interested Parties
From: Elise Murray
Date: June 3, 2024
Re: Proposed Grant to the Archaeology and Collections Branch of \$15,000

Dr. Crowell's Request:

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 continued to set aside funding 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 and need to continue processing materials from our legacy collections. 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.

Proposed Motion:

I move that the History Commission give the Archaeology and Collections Branch of the Park Authority a grant of \$15,000 to support a limited term employee/intern to process legacy archaeological collections for approximately six months. These funds will come from the FY 2024 budget.

Attachment 7

Heritage Conservation Branch

Resource Management Division

History Commission Updates

June 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 will be hosting a landscape clean-up on 6/8 at Ash Grove.

Resident Curator Program Updates

- On Saturday, May 18th curators at both Stempson house and Clark Enyedi hosted their annual open houses.
- Applications are now being accepted for Ash Grove and Lahey Lost Valley. Once Resident Curator Program staff receives an application, a deadline for additional applications will be set for 30 calendar days following the date the initial application was received.

Attachment 8



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

May 2024

Digitization Efforts

We are partnering with the Library of Virginia to fund the digitization of several historical Fairfax County newspapers. They are:

- Herndon-Chantilly Times (1958-1962)
- Providence Journal (1944-1957)
- The Providence Journal of Fairfax County (1958-1961)
- The McLean Providence Journal (1961-1973)
- The Springfield Independent (1953-1987)
- The Fairfax Journal (1953-1955, 1958-1959)

The work is expected to be completed by the late fall and the newspapers will be freely digitally accessible on the Library of Virginia's historical newspaper repository, Virginia Chronicle.

New Finding Aids Published

Oliver C. Benton Letters, 1862-1865

Consists of photocopies correspondence Oliver wrote to his wife, Cora, regarding his experiences in the Union Army during the Civil War, as well as his reactions and responses to her letters and the topics therein. Letters written between February and December 1863 are written from various locations in Fairfax County, including "Miners Hill," Annandale, "Centerville," and Fairfax Court House. Letters written between January and May 1864 were written from Fairfax Court House.

The Northern Virginia Soil and Water Conservation District Photograph Collection, 1962-1971

The images depict a quickly developing Fairfax County suffering from erosion and other environmental problems, and conservation efforts to combat them. The photographs were taken to increase public understanding of the conservation needs and problems in Fairfax County.

Robert E. Lee High School Collection, 1959-1960

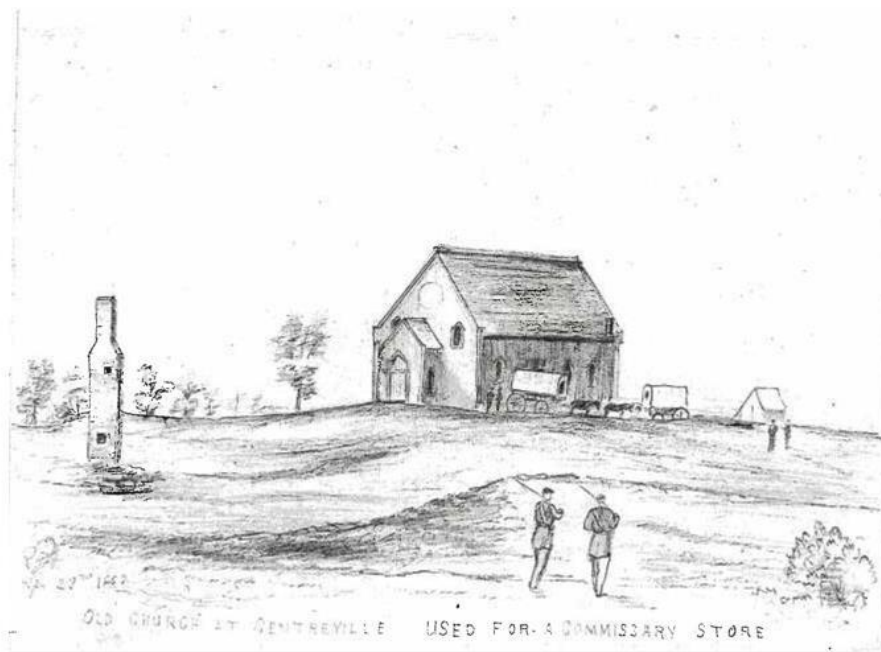
Consists of a Lee High School varsity letter jacket and a student jacket dating, both worn by William E. Dakin, Jr. who attended Lee High School from 1958-1963, and was a member of the first graduation class that attended the full five years of 8th through 12th grades at the school.

Kate Carper Papers, 1861-1976

Contains typescript copies of her diary entries from the Civil War years of 1861-1863, transcripts and photocopies of some correspondence, and a list of events from the later years of 1899-1924.

Funding Request

Lewis Leigh has offered the Virginia Room four original sketches of Centreville dating from 1863. They are from an original sketchbook entitled *Sketches in Virginia* by R. Holland, a member of the 9th Mass. Battery. Unfortunately each page of the original sketchbook was ripped out and put up for auction over the years, but Lewis was able to acquire the Centreville sketches for \$500 a piece some years ago. Lewis is offering them to the Virginia Room for the original price he paid for them: \$2,000 for all 4. Would the History Commission consider funding this acquisition?



Attachment 9

To: Fairfax County History Commission
Cc: Interested Parties
From: Elise Murray
Date: June 3, 2024
Re: Reallocating Funds for the Pocket "Fairfax Resolves"

At the March 6, 2024, meeting the History Commission voted to allocate \$7,000 to fund a pocket "Fairfax Resolves" for distribution as our contribution to the 250th Commemoration. This amount is very close to the \$7,728 set aside to publish the "Fairfax County in 1860" project. I propose that the History Commission designate the \$7,728 for the pocket "Fairfax Resolves." This is a project that Edith Moore Sprouse would have approved of.

The \$7,728 was mostly earned through the sales of microfiche of indexes of early Circuit Court records. The Bicentennial Indexing Project, led by Edith Moore Sprouse, was initiated to celebrate the 200th anniversary. Long ago, at Edith's request, the Commission voted to use the funds to publish the "Fairfax County in 1860" project. However, the huge quantity of the data makes the 1860 project very difficult to publish and would cost far more than the \$7,728 set aside.

In terms of net expense \$728 would be added to the pocket "Fairfax Resolves" budget. This action will release the \$7,728 set aside in our budget. \$15,701 in marker proffer funds will remain set aside in the account.

Proposed Motion:

I move that the History Commission use the \$7,728 set aside for publishing the "Fairfax County in 1860" project to fund a pocket "Fairfax Resolves" for distribution. This is a fitting memorial to Edith Moore Sprouse for the commemoration of the 250th anniversary of the signing of the Declaration of Independence.

This motion replaces the March 6, 2024 motion.

Background:

The immense "Fairfax County in 1860" project was funded by the History Commission. Beth Mitchell prepared the "1860 Property Owners Map Book" using the 444 pages of maps from 1960 county land tax map book. Edith Moore Sprouse, with assistance, transcribed and collated the over 2,300 page "Fairfax County in 1860: A Collective Biography."

The concept of a "collective biography" of Fairfax County in 1860 emerged from two previous maps and their accompanying texts, developed by Beth Mitchell and published by the Office of Comprehensive Planning. Beginning at a White Oak...Patents and Northern Neck Grants of Fairfax County, Virginia, produced in 1977, described original landholders. Ten years later her Fairfax County in 1760: an Interpretive Historical Map delineated ownership at that time period.

A century later, with the exception of the Ravensworth tract, large holdings of hundreds or thousands of acres had been divided into smaller parts too numerous to lay out upon a single map. Just as the original tracts were superimposed on a modern county base map, so tract boundaries of land ownership in 1860 have been delineated upon the mid-twentieth century Real Property Identification Map

of Fairfax County. By using the 1960 edition of the county land tax map book, before density of subdivisions became so widespread, small parcels of land can be shown and their owners identified. . . .

As the base for an interpretive text to accompany the new maps, the 1860 Federal Population Schedule for Fairfax County was transcribed from the original manuscript at the National Archives by Beth Mitchell and Edith Sprouse. As Mitchell worked with the cartography and its accompanying information, Sprouse added textual material from both the Agricultural and Slave Census for 1860, Mortality Schedules, records of the postwar Southern Claims Commission, information from both court records and contemporary newspaper accounts to expand the framework of the Federal Census into a compendium of the lives of the families who lived in Fairfax County in 1860.¹

The 1860 map book is available at the Fairfax Circuit Court Historic Records Center, the Virginia Room and online at <https://www.fairfaxcounty.gov/history-commission/1860-fairfax-county-maps>. The printed collective biography can be found at the Historic Records Center and the Virginia Room.

¹ Edith Moore Sprouse and Beth Mitchell, Introduction to “Fairfax County in 1860: A Collective Biography,” October 1997.

Attachment 10

Inventory Committee

The Inventory Committee met with Laura Kviklys and Stephanie Newman of the Heritage Resources Branch staff on May 29, 2014 at 2:00 p.m. in Room 704 of the Herrity Building

Members present at the meeting: Sallie Lyons, Anne Stuntz, Tammy Mannarino, Sue Kovach Shuman, Kevin Bradley and Elise Murray

The purpose of the meeting was to establish procedures for processing nominations to the Inventory of Historic Sites going forward. Staff provided draft procedures which we discussed positively, along with other preservation issues.

I asked staff to go forward with looking into what it would take to designate sites 'eligible for the inventory.'

Respectfully submitted,

Elise Ruff Murray
Chair, Inventory Committee
June 5, 2024

Attachment 11

Summary of FCHC/History Conference Planning Committee Meeting

5/28/2024; 7:30pm; FCPL, Nan Netherton Room, 2nd Floor

Next Meeting: June 25, 2024, Tuesday – 7:30pm, Nan Netherton Room

Present: In Person: Jordan Tannenbaum, Sue Kovach Shuman, Chery-Ann Repetti, Lynne Garvey-Hodge; Remote: Esther McCullough, Liz Crowell, Mike Irwin

Not Present: Sallie Lyons, David Meyer, Naomi Zeavin, Susan Gray, Megan Leining

Theme of Conference: **“WE Are Fairfax County – The Power of Place: Home!”**

11/2/2024; 8:30am – 4:00pm; The Stacy C. Sherwood Center

3740 Blenheim Blvd, Fairfax, VA 22030; (703) 385-1695; COMPLIMENTARY CONFERENCE including Breakfast & Lunch

Food

Continued confirmation of our Reprise of the Past, the favored breakfast was Bagels, Lox & Cream Cheese/watch #'s. Jordan will be coordinating and working with the same vendor & using his well-honed negotiating skills to order no more than 106 Bagels (his favorite number). We will be working with Panera for our lunch offerings. Jason's more recent bids came in too high. We should have all #'s ready for a draft Budget ASAP. Esther – can you please take on getting in touch w/ Panera? **We need a Draft Budget ASAP (even though the Conference is Complimentary. So we need food \$\$ info. ASAP!**

Speakers/Presenters = Definite

* Subhi Mehdi – Oral History/Video

Don McAndrews as George Mason; Janis Harless as Nancy Mason; (this is a well-honed performance with NM launching & then introducing GM. They perform regularly at Gunston Hall.

LG Hodge – as “Susanna Wheatley telling the story of Phillis Wheatley” – will need clear introduction to indicate their relationship was not the so-called norm of the time; It is NOT an attempt to sugar coat the salve travesties of the south – particularly in the 19th c.

Ron Maxwell, [https://en.wikipedia.org/wiki/Ronald_F._Maxwell] who was our launch Conference Keynote speaker – attracting many who were extras in his filming of “God's & Generals”; Lynne has spoken to him and he has suggested that we begin the conference w/ both the quote from the opening of G&G & the music from G&G (see later pages here) which will firmly position the Conference as “WE Are Fairfax County: The Power of Place: HOME” – which reflects the fact that most of us hail from somewhere else & now find ourselves here in One Fairfax! His speech will reflect same.

Dr. Doug Owsley [<https://naturalhistory.si.edu/staff/douglas-owsley>] Also a highlight at one of our earliest Conferences – a Forensic Archaeologist who was the key Archaeologist at the 1607 Jamestown excavation in 2007 & is now the Curator of Biologic Anthropology at the Smithsonian. He has just given a new talk on the archaeological/anthropological work he has completed on a 18th century family – again with the theme of “Home” – what were their lives like.

Possible Panel Discussion from local African Americans: who have made Ffx. Cty. Home: ex. R.Chase, R.Quander & possibly Esther's friend, Shirley McCoy who was a JR teacher.

Marion Dobbins [A 6th generation African American]; getting ready to publish her book: “The Lost Communities of Merrifield, The Pines & Williamstown” – content of focus of her talk/performance. [She will also on 9/29 be doing a Walking Tour of Merrifield w/ Sue Kovach Shuman! [just found this out this morning]

Page 2

[The Mt. Vernon District has a possible speaker who is 97 yrs. old who not only survived the Holocaust but then immigrated to the U.S. & served 30 yrs. in the military; Jordan will be seeking additional on this individual for either an appearance or an oral history story; this might better be saved for the 2025 Conference which is tentatively planned to be a celebration of the Army's 250th & to honor all other military services, as well]

Other possibilities:

The showing of the new video, Fairfax County's Rosenwald Schools – thank you, Esther!!

Other possible or fill-in opportunities:

- Showing of Minnie Peyton Documentary
- Panel Discussion on Fairfax Archaeology: to include Liz, Aimee??
- LGBTQ citizen- via Chery Amy Bertsch (Queer History in Virginia) has other stories including Mark Twain's cousin, Albert Auzich (sp?) Clemens who was; need to confirm
- 20th Anniversary Conference Favors; check-in – ALL
- Channel 16's "20 Years of FCHC Conferences Anniversary video".

With confirmation of Ron Maxwell & Dr. Doug Owsley, we now need a new "Save the Date" – Cheryl or Sarah Oberther will need to draft ASAP – pls. be in touch w/ me asap on this. Thank you!!

Please let me know if I left anything out. I will leave this as a DRAFT for now!

Please note next 2 pages for G&G intro. Info.

THANK YOU all for being there!

I truly believe this will be an outstanding Conference & Celebration of 20 years of Excellence in Fairfax County by fulfilling our Commission mandate to Fairfax County citizens! 😊

Lynne Garvey -Hodge

Fairfax County History Commission, Chairperson
Historian I, At-Large Commissioner &
Annual Conference & Awards Chairperson
<https://www.fairfaxcounty.gov/history-commission/events>
PO Box 110, Clifton, Virginia 20124, cp - (703) 862-5154

Attachment 12

History Commission
Semiquincentennial Report
June 5, 2024

Submitted by Gretchen Bulova, Committee Chair

State Commission

1. A celebration is being planned for July 4th on the Capitol Grounds and all are invited to attend. From 5 to 7, there will be a history fair with booths from museums around the Commonwealth. From 7 to 9, there will be music and fireworks. More information is available on VA250.org.
2. Next VA250 Commission meeting planned for July 16 at 10 a.m. in House Room A of the General Assembly Building in Richmond.

Fairfax County 250 Commission

1. FX250 Chairs meetings are being held each month to coordinate projects and expenses.
2. The Commission held a series of public meetings to promote FX250 participation. A virtual meeting was recorded and will be posted to the website. Targeted groups include the history commission, arts organizations, business associations, multi-cultural organizations, civic organizations, and more.
3. The Commission is working on a list serve to more efficiently communicate with stakeholders. This list serve needs is an “opt in” process and registration for this list serve will need to be promoted.

History Commission Committee

1. Committee has not yet met.
2. History Commission voted at the March meeting to sponsor a reprinting of the Fairfax Resolves as a give-away or even gift shop item to promote this important document and step toward independence.

Attachment 13

APPROVAL OF THE AGENDA- Chair

ARB ACTION: UNANIMOUSLY APPROVED [ARB-24-WDL-01 moved to Consent Calendar Action Items from Items for Action]

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-BRB-01 – 16001 Rte 29 Special Exception** located at 16001 Route 29 Centreville, tax map 0632 01 0008, in the Bull Run Stone Bridge HOD. The applicant is requesting ARB recommendation of approval for a Special Exception (SE) required to permit the expansion of the Humane Society facility to allow 9 kennels to be used as quarantine facilities. The Humane Society is permitted by SE 01-Y-051, which received Board of Supervisors approval in 2002. Louise Zwicker represents the application. **PLUS #: ARB-2024-SU-00020. Sully District. ARB ACTION: UNANIMOUSLY APPROVED**
2. **ARB-24-WDL-01 – 8843 Richmond Hwy Signs** located at 8843 Richmond Hwy Alexandria, tax map 1092 02 0010, in the Woodlawn Plantation & Pope-Leighey House HOD. The applicant is proposing to replace the current building mounted signs with new channel letters. Anne Paulus represents the application. **PLUS # ARB-2024-MV-00019. Mount Vernon District. ARB ACTION: UNANIMOUSLY APPROVED**

ITEMS FOR ACTION:

1. **ARB-24-WDL-01 – 8843 Richmond Hwy Signs** located at 8843 Richmond Hwy Alexandria, tax map 1092 02 0010, in the Woodlawn Plantation & Pope-Leighey House HOD. The applicant is proposing to replace the current building mounted signs with new channel letters. Anne Paulus represents the application. **PLUS # ARB-2024-MV-00019. Mount Vernon District.**
2. **ARB-24-LOR-08 – 9518 Workhouse Way Electrical** located at 9518 Workhouse Way Lorton, tax map 1064 01 0058, in the Lorton/Laurel Hill MOA Eligible District. The applicant is proposing to relocate electrical panels from inside building W-1 to outside of building entry. Brian Evans represents the application. **PLUS # ARB-2024-MV-00014. Mount Vernon District. ARB ACTION: UNANIMOUSLY APPROVED WITH MODIFICATIONS**
3. **ARB-24-HOL-10 – 2310 Sherwood Hall Ln Special Permit** located at 2310 Sherwood Hall Ln Alexandria, tax map 1021 20 0013, in the Hollin Hills HOD. The applicant is requesting ARB recommendation of approval for a Special Permit (SP) to allow for a reduction of setback requirements. Christine Kelly represents the application. **PLUS # ARB-2024-MV-00017. Mount Vernon District. ARB ACTION: RECOMMENDED FOR APPROVAL [8 IN FAVOR; 1 AGAINST; 1 ABSTAINING]**
4. **ARB-24-HOL-08 – 2310 Sherwood Hall Ln Addition** located at 2310 Sherwood Hall Ln Alexandria, tax map 1021 20 0013, in the Hollin Hills HOD. The applicant is proposing construction of a carport and a two-story addition. Christine Kelly represents the application. **PLUS # ARB-2024-MV-00015. Mount Vernon District. ARB ACTION: UNANIMOUSLY APPROVED**

ITEMS FOR WORKSHOP SESSION:

1. **ARB-24-LOR-09WS – 9518 Workhouse Way Fixture Conversions** at 9518 Workhouse Way Lorton, tax map 1064 01 0058, in the Lorton/Laurel Hill MOA Eligible District. The applicant is proposing to replace all exterior parking lot pole light fixtures with solar cell and LED lamp head, in an effort to disconnect from county electrical grid. Brian Evans represents the application. **PLUS # ARB-2024-MV-00018. Mount**

Vernon District.

2. **ARB-24-HOL-13WS – 2107 Popkins Ln Addition** located at 2107 Popkins Ln Alexandria, tax map 0933 04 0095, in the Hollin Hills HOD. The applicant is proposing additions on the east elevation. Christine Kelly represents the application. **PLUS # ARBWK-2024-MV-00009. Mount Vernon District.**
3. **ARB-24-HOL-12WS – 2405 Nemeth Ct Addition** located at 2405 Nemeth Ct Alexandria, tax map 0933 12 0011, in the Hollin Hills HOD. The applicant is proposing a one-story addition. Carlos Lay Piana represents the application. **PLUS # ARBWK-2024-MV-00008. Mount Vernon District.**
4. **ARB-24-HOL-11WS – 2208 Marthas Rd Addition** located at 2208 Marthas Rd Alexandria, tax map 0933 04 0100, in the Hollin Hills HOD. The applicant is proposing two additions, relocation of the front entry door, and installation of a new privacy fence. Deborah Lerner represents the application. **PLUS # ARBWK-2024-MV-00007. Mount Vernon District.**

PRESENTATIONS: None

BOARD AND STAFF ITEMS:

- **Review and approval of previous months minutes:** April 11, 2024
ARB ACTION: UNANIMOUSLY APPROVED WITH EDIT
- **Treasurer’s Report:** Ending balance as of April 30, 2024 - \$14,812.09
- **Administrative:**
 - Motion to approve renewals of professional memberships maintained by ARB
ARB ACTION: UNANIMOUSLY APPROVED
- **Discussion/Update Reports:** None
- **Correspondence, Announcements (Staff):**
 - Monthly Heritage Resources Branch Update
- **Old Business:**
 - Discussion on Draft Submission Matrix
 - Update on Design Guidelines project
- **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 14

Marker Committee Report for May 21 2024

The Marker Committee met at 7 pm on Tuesday May 21. Tammy Mannarino, Elise Murray, Sue Kovach Shuman, Barbara Peters, and Cheryl Repetti attended. Esther McCullough and Anne Barnes were absent. Genee Lindner briefly called in. Also present was a scout working on his merit badge and his parent.

At the request of the author of the John West marker, the committee members present agreed to recommend to the commission that a single word in the text of the marker be changed from “near here” to “here.” The opening sentence would then read: “In the 1680s, Major John West (c. 1656-1716) established an estate here named West Grove.” The author has been working with Belle Haven Country Club, which is on the site of West Grove, and the marker will be placed on or near their property.

The committee reviewed a proposed marker concerning Dolley Madison’s flight from Washington and returned it to the author with comments for revision. We hope to be presenting it to the commission soon.

The committee also discussed proposed markers for the site of the Goins house and for Springbank school.

Since our May meeting the committee has also received a proposed marker for the McLean Community Center.

Respectfully submitted.

Cheryl Repetti
Chair, Marker Committee

Attachment 15



FAIRFAX COUNTY HISTORY COMMISSION LETTER-WRITING POLICY AND PROCESS

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. **EXECUTIVE LEADERSHIP TEAM (ELT)** means the officers of the FCHC.
- d. **FCHC** means the Fairfax County History Commission.
- e. **LETTER** means all external, written communications.
- f. **TEAM/COMMITTEE** means the ad-hoc team or committee created to prepare the written communication.
- g. **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 AND PROCESS

- 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.
- d. **Executive Leadership Team (ELT):** 1) reviews and approves the letters along with other members of the Commission; 2) represents the whole Commission in approving a time-sensitive letter for transmission between two monthly meetings.

4. PROCESS

There may be three possible options when a letter to an external stakeholder is required, as stated below. For a fuller process for each option, see the attached process diagram.

Option A, during the 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's position on the issue.
- The author.
- The assisting ad-hoc team and/or committee.
- Timeline to complete and transmit the letter.

Option B, when an issue comes up between two monthly FCHC meetings.

Option C, when a *time-sensitive* issue needs to be addressed and a written communication transmitted between two consecutive FCHC monthly meetings.

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 _____

Attachment 16

