



Del Ray Citizens Association Historical Committee

Outline of Duties 2024

Committee Objective

The Historical Committee is one of 5 standing committees described in Article VI of the Association's by-laws. The duties are:

- to oversee the historical activities related to the Town of Potomac Historic District;
- to administer the Town of Potomac Historic District plaque program according to established and published procedures; and,
- to serve as the liaison between the Del Ray Citizens Association and other historical organizations, including but not limited to the Town of Potomac Historical Association, Alexandria Historical Society, the Office of Historic Alexandria, and the Virginia Department of Historic Resources.

DRCA works to preserve the character and integrity of the neighborhood, expand and improve the vitality of the business district, help shape redevelopment in general and guard against encroachment. We accomplish this by forging relationships with city staff, residents and business owners/managers, neighboring civic associations, land use attorneys, and developers. The Historical Committee supports grounded historic preservation efforts of the Del Ray neighborhood through the sale of plaques, historical research, advocacy and preservation programs. The Town of Potomac is currently an unregulated historic district.

Special Assignment

For the 2024-2025 membership year, the Executive Board is asking the Historical Committee to determine if a proposal should be brought to the City of Alexandria requesting creation of a preservation district for the Town of Potomac, or a larger area, within the neighborhood boundaries of the Del Ray Citizens Association. The Historical Committee will need to complete the following:

- Define the type of preservation district wanted
- Establish outline criteria for inclusion within the district
- Propose methods and metrics for quantifying a substantial and diverse (location, age, owner/renter) community support for the district
- Present an outline of ideas, timeline and costs to the Executive Board
- Meet with City of Alexandria Staff throughout the process





Historical Committee Meeting Attendance

Historical Committee meetings generally consist of two parts: a public session for fact finding and a closed session for deliberation. Any DRCA member in good standing may ask to observe during the closed session, although the committee reserves the right to limit attendance to committee members.

Historical Committee Membership

As described in Article VI of the bylaws, committee membership is open to all members of the Association, and the committee chair shall appoint committee members. Robert's Rules state that the appointing authority has the power to remove or replace members of the committee, since the bylaws make no other provision. An interested DRCA member in good standing, upon attending their second consecutive meeting, may be appointed to the committee at the discretion of the chair.

Historical Committee membership is subject to attendance requirements:

- Membership may be suspended or terminated at the discretion of the chair after two unexcused absences per membership year.

Additionally, Historical Committee membership is subject to participation requirements:

- Committee members are expected to familiarize themselves with the following reference publications: The Virginia Department of Historic Resources Town of Potomac Historic District Virginia Landmarks Register 1991 Listing, National Register of Historic Places 1992 Listing, 1992 Master Plan Land Use Goals & Objectives, the 2005 Potomac West Small Area Plan, and the 2005 Mt. Vernon Avenue Business Area Plan.
- All committee members are required to act as a Lead Investigator (LI) for Town of Potomac plaque requests at the direction of the Chair.
- All committee members should be available to attend general Del Ray Citizens Association membership meetings and are expected to contribute to Historical Committee discussion on both committee and membership meeting levels.

Duties of the Chair

The chair will oversee the execution of the committee as described in Article VI of the Association bylaws; act as the prime point of contact between the Office of Historic Alexandria, Historic Alexandria Foundation, City of Alexandria Historical Restoration and Preservation Commission (AHRPC), Historic Alexandria Resources Commission (HARC), Town of Potomac Historical Association and other related groups not outlined herein. committee members, and will:

- Work with the City of Alexandria to protect historic resources within the Del Ray Neighborhood;





- Coordinate the Historic Committee meeting agenda;
- Act as primary point of contact for the Town of Potomac Plaque program, and work directly with the Town of Potomac Historical Association;
- Provide guidance and reference materials to the Historical Committee Members;
- Present the committee recommendation to the Executive Board;
- Assist the Land Use Committee when they are reviewing applications that impact an historic resource; and
- Draft a monthly committee update to be included in the Associations e-mail newsletter updating membership regarding actions of the Historic Committee.

Duties of the Committee Members

The LI will prepare a presentation to the Historical Committee using the following as guidelines:

Investigate the issue.

- Obtain a copy of the written application for historic plaque or request for assistance from the Land Use Committee regarding SUP or BZA application.

Analyze the application.

- Reference the National Register of Historic Places Registration Form, and determine if subject property is listed as contributing or non-contributing. Contributing status projects could be eligible for a plaque if the exterior of the structure has not been significantly altered since the 1992 description.
- If a plaque is being requested, coordinate with the Town of Potomac Historical Association
- Research: Research the subject property to understand its history.
- Visit the site. From the public right of way, photograph the subject property.
- Create a Google slideshow including current photographs and relevant research to aid in discussion.

Brief the Historical Committee chair since they might need to:

- Investigate prior recommendation for similar application requests.
- Coordinate the meeting agenda.
- Write a short notice for the Association newsletter.

Committee Member Role at Meetings





Historical Committee public discussion:

- The lead investigator (LI) will introduce the applicant, briefly describe the proposal, key considerations, and have prepared a written fact sheet with a summary outline.
- The Historical Committee chair will maintain control of the public discussion although all members should prepare questions and provide guidance for the applicant.

Historical Committee voting action:

- The committee should reserve a minimum of 10 minutes to freely discuss the merits of each application. The LI will present an analysis, conclusion and proposed recommendation. In making their decision, the committee should strive for consistency in position.
- The Historical Committee vote regarding Town of Potomac plaques is final, and is forwarded to the Executive Board (EB) and general membership for notification. The Historical Committee chair will work with the EB Treasurer to collect fees required for plaques, and will coordinate distribution of plaques upon approval and payment.
- Voting on non-plaque related items is considered a motion by the Committee and will be brought in front of the Executive Board and membership for ratification or amendment.

Discussion during DRCA Membership meetings:

- Historical Committee members are expected to aid discussion of the motion voted on by the Historical Committee or action taken by the Executive Board. Amendments in opposition to the motion approved by the Historical Committee shall not be made by Historical Committee members.

Notification

Association

- The Chair, or its delegate, will give an oral report of the committee recommendations for consideration by the membership at the next regular Association meeting. A Google slide deck shall be created and shared with the Executive Board CIO including images, research and language for any motion to be voted upon.
- The Chair, or its delegate, will provide a written account of the recommendation to be included in the Associations email newsletter updating membership regarding actions of the Historical Committee.

Applicant





- The applicant will be informed of the committee level vote by either the chair or LI, as agreed upon between them.

Government

- When required, a letter of record will be sent to the Director of Planning and Zoning, Planning Commission and City Council accurately stating the action taken by the Historical Committee, Executive Board and the general membership.
- The DRCA President reserves the option to designate a member of the Historical Committee or EB as a representative to attend public hearings and speak on behalf of the Association.

